



**APEX**  
NORTH CAROLINA

# ANNUAL OPERATING BUDGET

*Fiscal Year 2022-2023*

**Town of Apex, North Carolina  
FY 2022 – 2023 Annual Budget**

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**Town Officials**

**Mayor  
Jacques K. Gilbert**



**Mayor Pro-Tem  
Audra Killingsworth**



**Council Member  
Brett Gantt**



**Council Member  
Ed Gray**



**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 01, 2021**

*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, 2021. 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 2022 – 2023 Annual Budget

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## **Budget Guide**

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. The town also operates 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 six divisions, with the addition of Stormwater in FY 22-23 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	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	37,553,702	42,452,256	40,726,808	50,989,300	20.11%
Operating	15,262,070	23,831,259	21,453,297	23,217,400	-2.58%
Capital	11,448,767	10,128,326	9,476,130	8,237,100	-18.67%
Debt Service	6,931,923	8,045,065	8,119,900	8,757,700	8.86%
<b>Total</b>	<b>\$71,196,462</b>	<b>\$84,456,906</b>	<b>\$79,776,135</b>	<b>\$91,201,500</b>	<b>7.99%</b>

Change between current year & proposed budgets

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

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

General Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	37,553,702	42,452,256	40,726,808	50,989,300	20.11%
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Includes capital items such as land, vehicles, equipment, etc.

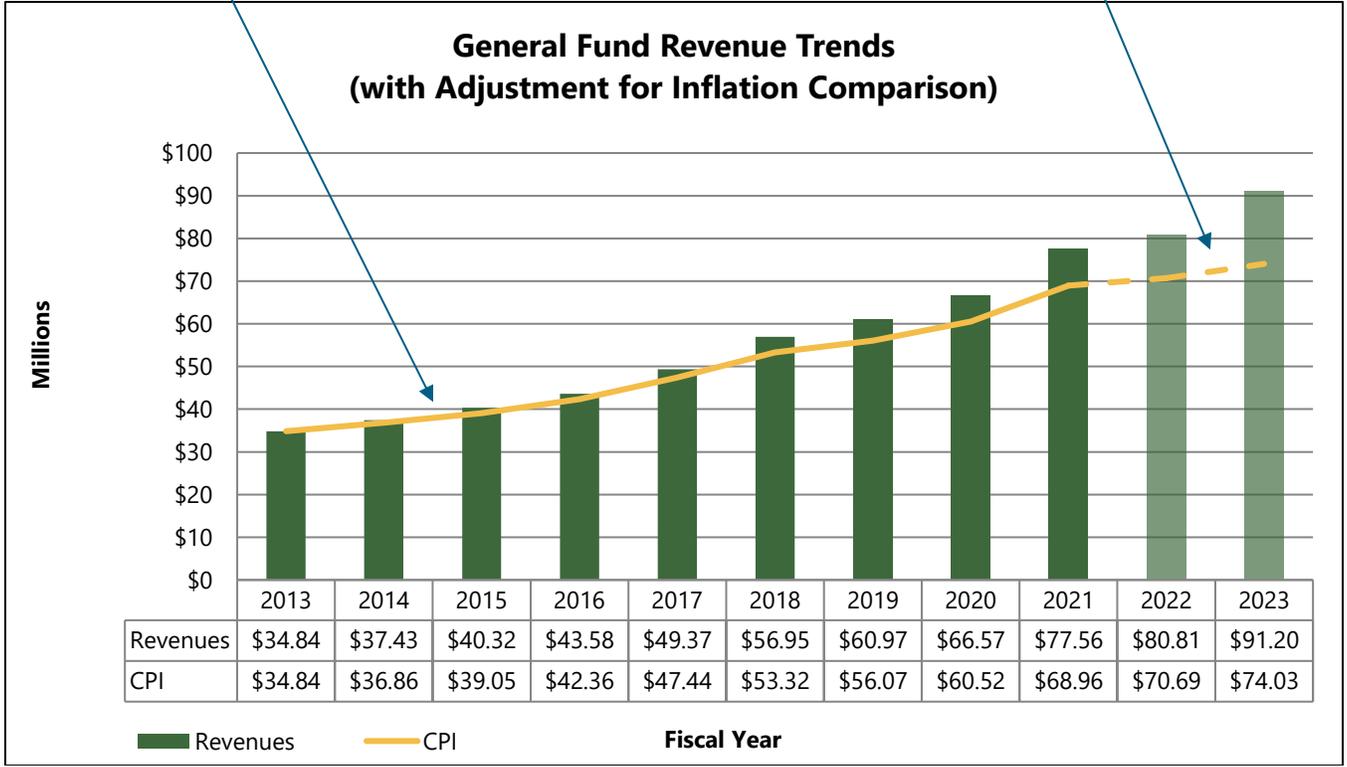
Includes annual debt service payments of capital items



Fund Revenue & Expenditure Trend Charts

Data from past fiscal years to show historical trends

Dashed or faded lines/bars represent estimated or projected data



## Town of Apex, North Carolina FY 2022 – 2023 Annual Budget

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### Budget Message

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 2022-2023 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 residents. While our most recent resident survey responses were overwhelmingly positive, and the town continues to receive AAA bond ratings from Standard & Poor's Corporation and Aaa with Moody's Investors Service, there are opportunities for improvement, and the town will continue to strive to provide outstanding services. Considering the external effects of the economy, the needs identified for our community, and feedback from the residents' 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.

During budget preparation, 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. In September 2021, Town Council asked the Executive Leadership Team to incorporate staff expertise into the Council's vision, mission, and strategic goals as part of the town's further development of its strategic plan. The budget will highlight Town Council's strategic goals throughout and present elements from the strategic plan and selected performance indicators. Town Council's strategic goals are:

*High Performing Government:* Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.

*Responsible Development:* Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.

*Environmental Leadership:* Commit to sustaining natural resources and environmental well-being.

*Economic Vitality:* Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.

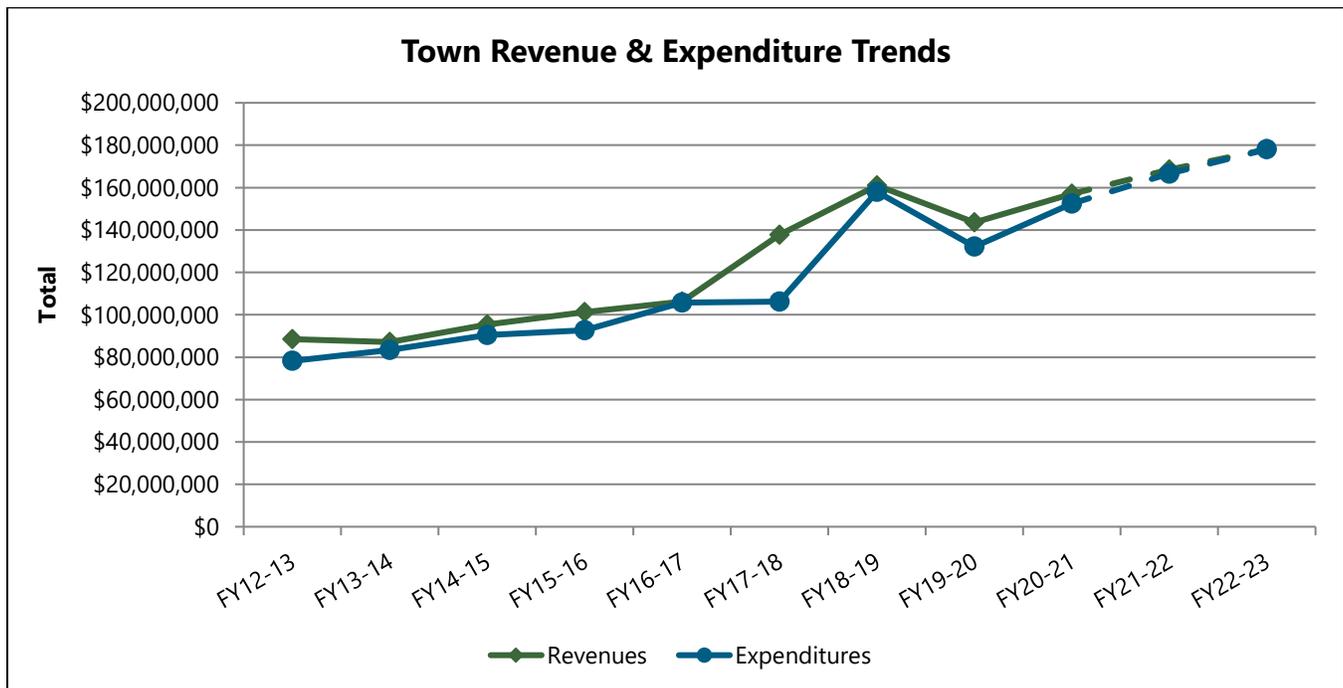
*Welcoming Community:* Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.



<b>FY22-23 Budget Highlights</b>	
General Fund Expenditures	\$ 91,201,500
Electric Fund Expenditures	\$ 47,666,000
Water & Sewer Fund Expenditures	\$ 26,664,100
Non-major & Capital Fund Expenditures	<u>\$ 12,533,200</u>
<b>Total Budget</b>	<b>\$178,064,800</b>
Property Tax Rate \$0.41 per \$100 valuation <i>Property tax rate is \$.02 more than FY21-22</i>	
Electric Rates Residential - \$25.00 base charge, \$0.0942 per kWh energy charge <i>Base rate increase from \$15.05 to \$25.00, kWh charge decrease of 8.5%</i>	
Water Rates \$6.00 base charge, \$4.30 - \$6.65 per 1000 gal. consumption (tiered)	
Sewer Rates \$10.75 base charge, \$7.46 per 1000 gal. consumption <i>Water base rate increase of \$0.46, volumetric rate increase of 1.5%</i> <i>Sewer base rate increase of \$0.71, volumetric increase of 4%</i>	

## Recommended Budget

The FY22-23 Recommended Budget totals \$178,064,800 for all town operations, capital improvements, and debt service requirements. This is \$8,845,201 (5.23 percent) more than the FY21-22 Amended Budget as of April 1, 2022. Following Town Council’s direction, the budget is balanced with a tax rate of \$.41, an increase of \$.02 from the current tax rate. The budget includes a base rate increase and an energy charge decrease in electric rates, a base rate increase and 1.5 percent volumetric increase in water rates, a base rate increase and four percent volumetric increase in sewer rates, and use of \$3,620,000 in fund balance from the General Fund.

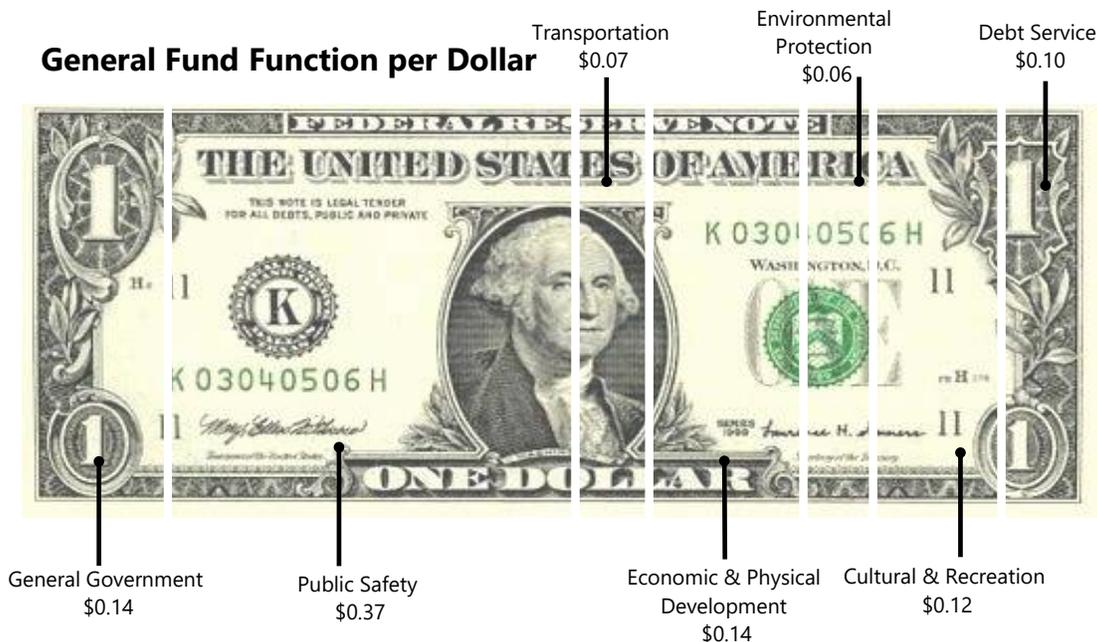


## General Fund

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 FY22-23 Recommended Budget for the General Fund totals \$91,201,500, which is 7.99 percent more than the FY21-22 Amended Budget of \$84,456,906 as of April 1, 2022.

### General Fund Expenditures

Apex's population continues to grow at a rapid pace, with a five-year average of 7.6 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 24 General Fund departments and divisions can be grouped into six primary function areas. More than one-third of every dollar spent in the General Fund goes toward public safety, which includes police, fire, and emergency communications.



Comparing the FY22-23 Recommended Budget to the FY21-22 Amended Budget reveals operating expenses and capital expenditures are down from FY21-22 while increases in personnel costs and debt service drive the year-over-year increase. The largest increase in the FY22-23 Recommended Budget is for personnel costs. The combination of new positions, classification and compensation adjustments, health and dental insurance increases, and retirement rate increases all contribute to the 20.1 percent increase in personnel costs. Included in the 51 new positions for General Fund are 14 Fire department positions to staff Public Safety Station 6, which is scheduled to begin operation in early 2023. Within the 8.9 percent debt service increase is the first payment for installment financing for Public Safety Station 6 and the first interest payment for the 2021 transportation bonds to be sold in FY22-23.



General Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	37,553,702	42,452,256	40,726,808	50,989,300	20.11%
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General Fund Department/Division Budgets					
Department/Division	FY20-21 Actual	FY21-22 Budget	FY22-23 Budget	Percent Change	FY21-22 Variance
Governing Body	169,148	326,450	256,100	-21.55%	(70,350)
Administration	1,434,298	2,208,676	1,695,100	-23.25%	(513,576)
Human Resources	1,379,528	1,930,407	1,988,600	3.01%	58,193
Information Technology	2,166,420	2,866,339	2,920,100	1.88%	53,761
Legal Services	458,514	546,419	578,800	5.93%	32,381
Economic Development	525,807	632,646	659,400	4.23%	26,754
Communications	-	-	562,100	-	562,100
Budget, Performance Mgmt. & Strategy	-	-	801,500	-	801,500
Finance	847,083	871,415	1,022,200	17.30%	150,785
Community & Neighborhood Connections	-	-	541,600	-	541,600
Planning	2,264,031	3,568,066	4,008,900	12.35%	440,834
Facility Services	1,563,280	2,496,279	1,432,600	-42.61%	(1,063,679)
Police	12,618,221	14,583,894	16,769,300	14.99%	2,185,406
911 Communications	1,080,347	1,288,631	1,548,700	20.18%	260,069
Fire	10,898,546	12,286,335	15,866,700	29.14%	3,580,365
Transportation & Infrastructure Development	1,167,706	1,466,762	3,409,000	132.42%	1,942,238
Public Works Administration	1,811,358	2,715,338	550,100	-79.74%	(2,165,238)
Streets	3,472,615	5,484,410	4,544,500	-17.14%	(939,910)
Solid Waste	5,189,105	6,298,116	5,854,600	-7.04%	(443,516)
Fleet Services	462,609	608,908	548,800	-9.87%	(60,108)
Inspections & Permitting	2,502,560	3,228,834	2,984,300	-7.57%	(244,534)
Parks & Recreation	5,041,211	6,636,489	7,242,200	9.13%	605,711
Cultural Arts Center	443,601	870,955	1,101,000	26.41%	230,045
Cemetery	37,840	50,800	51,000	0.39%	200
Special Appropriations	174,387	607,272	72,000	-88.14%	(535,272)
Other Uses	8,556,325	4,688,400	5,284,600	12.72%	596,200
Debt Service	6,931,923	8,045,065	8,757,700	8.86%	712,635
Contingency	-	150,000	150,000	0.00%	-
<b>Total</b>	<b>\$71,196,462</b>	<b>\$84,456,906</b>	<b>\$91,201,500</b>	<b>7.99%</b>	<b>\$6,744,594</b>

## General Fund Capital Highlights

In order to continue providing outstanding services to the community, the town intends to continue investing in infrastructure and other capital needs during FY22-23. General Fund capital expenditures are noticeably less for FY22-23 at 9.03 percent as opposed to 11.99 percent in FY21-22 and 16.08 percent FY20-21. Even with a more positive economic outlook post-pandemic, Town Council recognized that beginning construction on the proposed transportation projects presented a challenge while relying only on natural revenue growth. To address this 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.



Additionally, Council has set a goal to increase capital spending to a level comparable to past years as a percentage of the overall General Fund budget. Analysis and projections to achieve this goal along with 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 FY22-23 Recommended Budget. These projects 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 (\$2,000,000)*

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.

*GPS Emergency Vehicle Preemption (\$260,000)*

In the first year, this project includes installing GPS preempt in 10 traffic signals and outfitting all fire vehicles with GPS preempt capability. Emergency vehicle preemption is designed to give emergency response vehicles a green light on their approach to a signalized intersection while providing a red light to conflicting approaches. Existing infrared preemption is only available for certain directions at four signals town wide and the Apex Fire Department no longer has infrared emitters.

*Justice Heights Street Extension (\$250,000)*

This project includes extending Justice Heights Street from its existing stub west of South Salem Street to intersect with the Apex Peakway and includes sidewalk on the north side of the street. The project would improve local connectivity for traffic flow south of NC 55 and pedestrian connectivity between Salem Street and Apex Peakway through the Justice Heights neighborhood. The FY22-23 Recommended Budget includes \$250,000 for study and design.

*Felton Grove High School Road Improvements Cost Share (\$500,000)*

This project will contribute funds toward offsite intersection improvements as part of the construction of proposed Felton Grove High School that are beyond the required improvements for Wake County Public School System (WCPSS). This project addresses capacity and safety issues at multiple access points to the school. Funding is being prioritized ahead of construction in order to enter into an agreement with the school with full payment in 2025.

*Ragan Road Sidepath (\$200,000)*

This project includes creating a connection from the current end of the Ragan Road sidepath to the American Tobacco Trail. Currently, there is no public access along Ragan Road to the American Tobacco Trail. Initial funding is for study and design.

*Safe Routes to School (\$1,710,000)*

The town annually budgets for Safe Routes to School (SRTS) projects to improve and add to existing town infrastructure related to pedestrian and bicycle traffic to and from schools. A portion of the 2021 transportation bonds are dedicated to SRTS projects. The FY22-23 Budget includes funding for Downtown Apex Safe Routes to School and transit connections, construction of a high-priority SRTS project serving Thales Academy, sidewalk along the east side of N. Salem Street from north of Apex Peakway to Peak United Methodist Church, design of a high priority SRTS project serving Apex Middle School, sidewalk along N.



Hughes Street from E. Chatham Street to Apex Community Center, and sidewalk along S. Mason Street from E. Moore Street to E. Chatham Street.

#### *Tingen Road Pedestrian Bridge (\$150,000)*

This allocation is for the study of a pedestrian bridge over the railroad crossing of Tingen Road. The current at-grade railroad crossing will be closed as part of the Apex Peakway Southwest Connector project per the agreement with CSX. A pedestrian bridge will provide members of the community a safe way to cross the railroad tracks on Tingen Road to access downtown Apex, multi-family residential developments, multiple churches, and Apex Elementary School. A feasibility study will determine more accurate scope and cost.

#### *Wayfinding Signage Fabrication & Installation (\$320,000)*

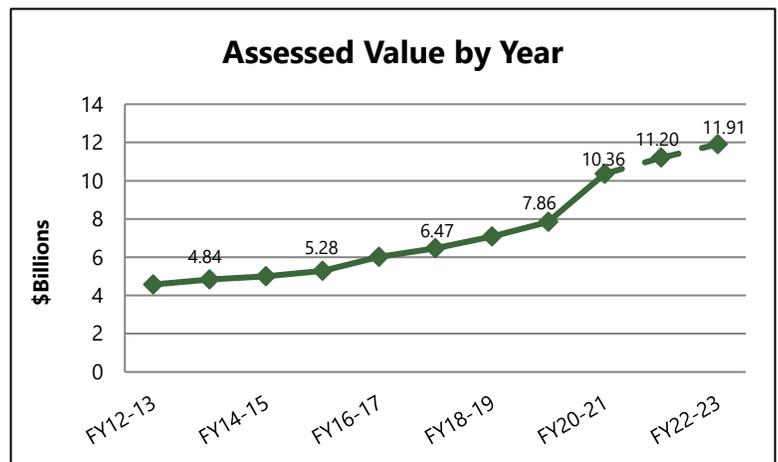
This project includes fabrication and installation of Wayfinding signage throughout town. Sign types include parking directional, vehicular directional, pedestrian directional, destination identification, and gateway signage. This project was identified as part of the Downtown Plan & Parking Study and is an extension of the Community Branding Study.

## General Fund Revenues

The Town of Apex continues to experience growth in its primary revenue sources – ad valorem taxes and sales tax. Population growth, steady development, and increasing property values have 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 160.4 percent in the past ten years, including revaluations in 2016 and 2020. The FY22-23 tax base for Apex is projected to grow by \$704,163,500 (6.29 percent) to \$11,905,025,641 and each penny on the tax rate is equivalent to \$1,189,312 in revenue. Excluding property tax and sales tax revenues and use of fund balance, all other General Fund revenues collectively represent a modest 1.28 percent increase from the FY21-22 Amended Budget. Overall, the FY22-23 Budget reflects a 7.99 percent increase in revenues when compared to the FY21-22 Amended Budget.

### Ad Valorem Tax

Property taxes represent 53.4 percent of General Fund revenues. For FY22-23, the ad valorem tax base is an estimated \$11.91 billion, which will generate \$48.68 million in property tax revenue with a tax rate of **\$0.41 per \$100 valuation** at a 99.9 percent collection rate. This represents an increase in ad valorem revenue of \$5.99 million (14.02 percent). **The tax rate is \$0.02 more than the FY21-22 tax rate.** In November 2021, Apex residents overwhelmingly approved \$42 million in general obligation bonds for streets and sidewalk projects. In order to repay the debt service on the approved bonds, the town will increase the tax rate by \$.03 in two increments – \$.014 in FY22-23 and \$.016 in FY25-26. The FY22-23 tax rate includes a \$.014 increase for the first increment of the 2021 transportation bonds and a \$.006 increase to contribute toward growing personnel needs and capital projects.



### Local Option Sales Tax

Sales tax represents the town's second largest revenue source in the General Fund at \$19.34 million (21.74 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 as the economy rebounded from the pandemic and with the natural growth in Wake County. The impacts of inflation, international instability, and the lingering effects of the COVID-19 pandemic on the economy temper sales tax projections for the coming year. The town, however, has continued to see a positive trend during FY21-22 with sales tax revenues being up 12.9 percent over the previous year through the January distribution. The FY22-23 sale tax estimates reflect this positive trend, albeit with a more modest growth rate of eight 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 \$2,852,000 and recycling fees will generate \$1,257,400 in FY22-23. The town conducts its own yard waste collection and covers the cost with a monthly yard waste fee. The yard waste fee will generate \$2,122,200. **Solid waste and recycling fees will increase in accordance with our service contract in FY22-23.** Solid waste fees include the standard adjustment for inflation of 2.50 percent included in the service contract. Recycling fees decreased due to a processing fee reduction from \$1.27 per unit to \$0.75. Landfill disposal fees are increasing by \$5.00 per ton in the new fiscal year, creating an additional cost incorporated into the fees.

Solid Waste, Recycling, & Yard Waste Monthly Charges		
	FY21-22	FY22-23
Yard Waste Collection	\$7.83	\$7.83
Residential Roll-Out Cart	\$8.94	\$9.61
Commercial Roll-Out Cart	\$18.75	\$20.12
Recycling (per Bin or Cart)	\$4.98	\$4.55
4-CY Dumpster Service	\$131.40	\$141.18
6-CY Dumpster Service	\$155.46	\$169.09
8-CY Dumpster Service	\$177.64	\$194.00

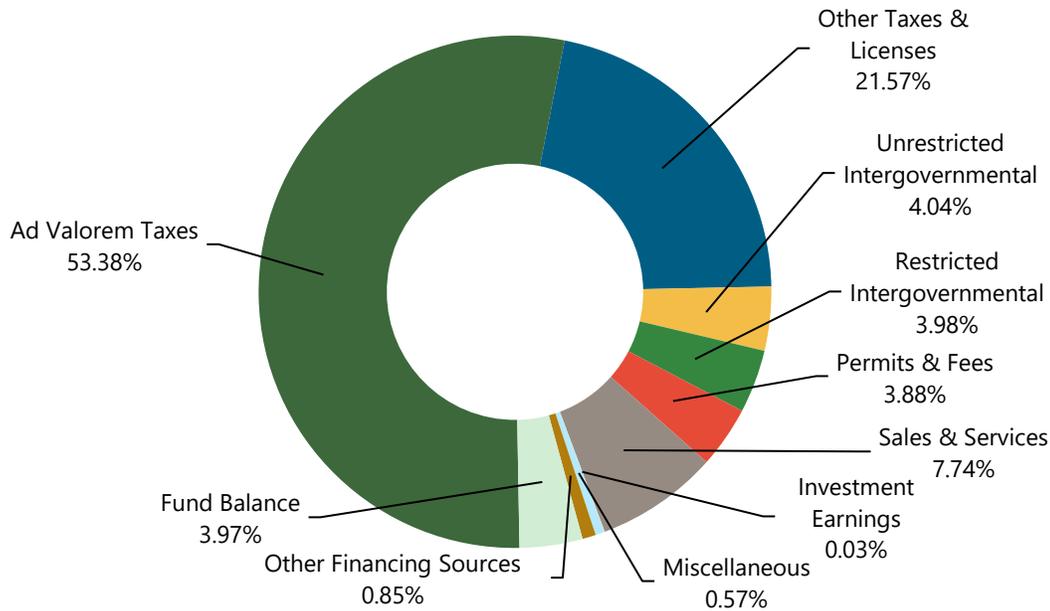
### Fund Balance Appropriation

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 FY22-23 Recommended Budget includes a fund balance allocation of \$3,620,000**, including \$1,500,000 for a ladder truck replacement, \$400,000 for Eva Perry Library repairs, \$325,000 for development of the police firing and training range, \$320,000 for installation of wayfinding signage, \$225,000 for development of the Hunter Street Bike Track, \$650,000 for Beaver Creek Greenway improvements, and \$200,000 for the Ragan Road side path design.

General Fund Revenues by Source					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Ad Valorem Taxes	39,461,896	42,698,700	43,441,500	48,684,400	14.02%
Other Taxes & Licenses	16,061,247	15,967,400	18,106,442	19,670,000	23.19%
Unrestricted Intergovernmental	3,407,570	3,215,000	3,526,306	3,680,000	14.46%
Restricted Intergovernmental	4,665,171	3,372,500	3,542,648	3,632,400	7.71%
Permits & Fees	4,953,091	3,534,300	3,376,362	3,537,000	0.08%
Sales & Services	6,166,557	6,809,900	6,623,454	7,058,200	3.65%
Investment Earnings	654,438	40,000	10,031	25,000	-37.50%
Miscellaneous	575,121	386,977	548,250	519,500	34.25%
Other Financing Sources	1,612,441	1,625,000	1,635,500	775,000	-52.31%
Fund Balance	-	6,807,129	-	3,620,000	-46.82%
<b>Total</b>	<b>\$77,557,531</b>	<b>\$84,456,906</b>	<b>\$80,810,492</b>	<b>\$91,201,500</b>	<b>7.99%</b>



## General Fund Revenues by Source FY22-23



### Enterprise Funds

The Town of Apex operates two major funds as enterprises – the Electric Fund and the Water & 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 revenue to support the fund completely. The FY22-23 Recommended Budget for the Electric Fund totals \$47,666,000, a 3.37 percent increase from the FY21-22 Amended Budget of \$46,113,325 as of April 1, 2022.

#### Electric Fund Expenditures

The increase in the FY22-23 Electric Fund Budget is primarily due to increases in personnel costs. Personnel cost increases reflect two new positions and associated benefit costs as well as increases for health insurance and other benefits for current employees.

Electric Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	5,564,316	5,741,220	5,554,800	6,727,700	17.18%
Operating	1,559,928	2,300,492	1,914,800	2,293,700	-0.30%
Sales Tax	2,869,664	3,039,000	2,903,928	3,040,000	0.03%
Purchase for Resale	28,106,211	28,558,800	28,442,000	30,400,000	6.45%
Capital	3,578,727	5,225,013	4,970,500	3,955,800	-24.29%
Debt Service	1,320,509	1,248,800	1,248,800	1,248,800	0.00%
<b>Total</b>	<b>\$42,999,355</b>	<b>\$46,113,325</b>	<b>\$45,034,828</b>	<b>\$47,666,000</b>	<b>3.37%</b>



## Electric Capital Highlights

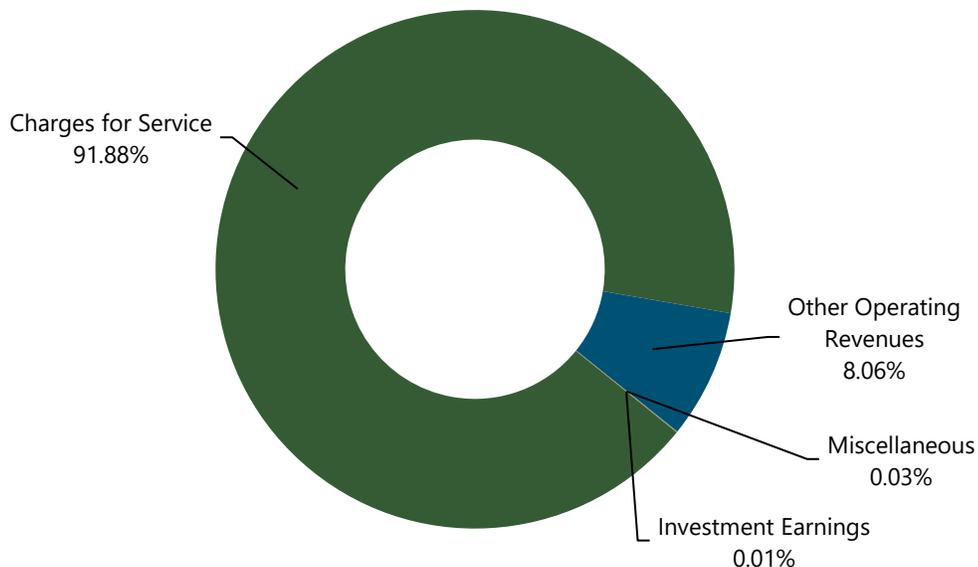
Similar to the General Fund, the town accounts for large capital projects associated with the electric utility system in a capital project fund. The Electric Fund capital budget includes \$2.5 million for annual system expansion, \$1.0 million for smart grid meter installation, and \$285,500 for a line truck replacement.

## Electric Fund Revenues

Electric Fund revenues for FY22-23 are up 3.37 percent from FY21-22. 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 FY22-23 Recommended Budget includes \$43.8 million in revenue from charges for service with **an increase in the electric base charge coupled with a decrease of 8.5 percent in the energy charge**. The rate change will increase the residential base charge to \$25.00 per month. The significant increase in the base charge is part of a recommendation to redesign the electric rate structure to recover fixed costs through the base rate revenues. This will also minimize energy rate increases. Even with the rate increase, Apex electric rates are similar to and in most cases lower than other local electric utilities. The average residential electric customer can expect an increase of \$2.05 per month on their electric bill.

Electric Fund Revenues by Source					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Charges for Service	40,591,032	41,905,000	41,924,420	43,795,100	4.51%
Other Operating Revenues	4,367,334	3,842,200	3,832,200	3,840,700	-0.04%
Other Financing Sources	20,000	10,000	-	10,000	0.00%
Miscellaneous	96,735	13,000	26,200	15,000	15.38%
Investment Earnings	13,668	6,000	2,000	5,200	-13.33%
Fund Balance	-	337,125	-	-	-100.00%
<b>Total</b>	<b>\$45,088,769</b>	<b>\$46,113,325</b>	<b>\$45,784,820</b>	<b>\$47,666,000</b>	<b>3.37%</b>

Electric Fund Revenues by Source FY22-23



## Water & Sewer Fund

The Water & 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 FY22-23 Recommended Budget for the Water and Sewer Fund totals \$26,664,100, an 8.16 percent increase from the FY21-22 Amended Budget of \$24,653,210 as of April 1, 2022. Beginning January 1, 2022, the town began operating its stormwater activities as a self-supporting utility and incorporated stormwater expenses as a distinct division within the Water & Sewer Fund.

## Water & Sewer Fund Expenditures

The FY22-23 Water & Sewer Fund Budget reflects an increase in all expenditure categories except capital. New positions and reassignment of the grounds and easement and sewer outfall maintenance teams to water and sewer divisions, including stormwater, primarily account for the significant increase in personnel cost. Additionally, a full year of stormwater operations included in the Water & Sewer Fund influences the increase in the FY22-23 Budget. The FY22-23 Recommended Budget includes \$135,000 as part of the town's continued annual commitment to watershed protection.

Water & Sewer Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	6,834,655	7,153,880	6,603,200	9,269,700	29.58%
Operating	3,305,540	5,344,697	4,645,950	6,313,100	18.12%
Purchase for Resale	4,043,601	4,235,000	1,966,000	4,600,000	8.62%
Capital	5,543,969	4,198,533	3,782,883	2,728,900	-35.00%
Debt Service	4,268,690	3,721,100	3,721,100	3,752,400	0.84%
<b>Total</b>	<b>\$23,996,455</b>	<b>\$24,653,210</b>	<b>\$20,719,133</b>	<b>\$26,664,100</b>	<b>8.16%</b>

Water & Sewer Fund Department/Division Budgets					
Department/Division	FY20-21 Actual	FY21-22 Budget	FY22-23 Budget	Percent Change	FY21-22 Variance
Water-Sewer Admin.	3,525,394	4,469,145	4,837,200	8.24%	368,055
Stormwater	-	205,900	1,935,600	840.07%	1,729,700
Water Treatment	2,341,750	2,593,125	2,800,700	8.00%	207,575
Water Maintenance	2,879,420	3,752,795	4,093,700	9.08%	340,905
Sewer Treatment	6,757,908	4,596,498	3,942,500	-14.23%	(653,998)
Sewer Maintenance	2,493,293	3,264,647	3,802,000	16.46%	537,353
Debt Service	4,268,690	3,721,100	3,752,400	0.84%	31,300
Other Financing Uses	1,730,000	1,900,000	1,400,000	-26.32%	(500,000)
Special Appropriation	-	-	-	-	-
Contingency	-	150,000	100,000	-33.33%	(50,000)
<b>Total</b>	<b>\$23,996,455</b>	<b>\$24,653,210</b>	<b>\$26,664,100</b>	<b>8.16%</b>	<b>\$2,010,890</b>

## Water & Sewer Capital Highlights

Similar to the General Fund, the town accounts for large capital projects associated with the water and sewer utility system in a capital project fund as well as within the operating fund itself. The Water & Sewer Capital Project fund will include \$5,422,200 in FY22-23 for design work for the Big Branch 2 Pump Station (\$1.0 million), the Beaver Creek Commons Gravity Sewer Extension (\$1.4 million), continuation of the Western Transmission Main project (\$2.1 million), and the Cary-Apex



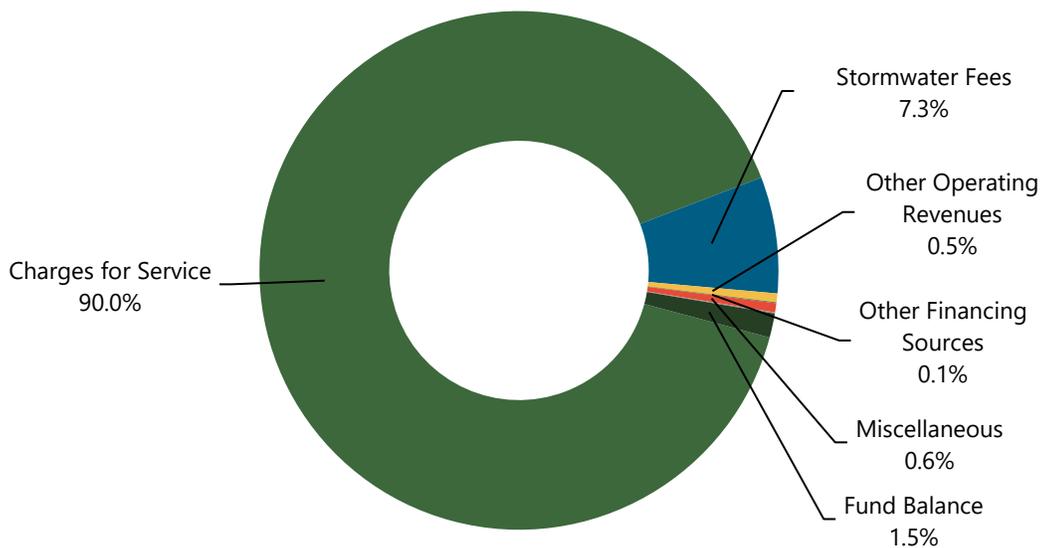
water and sewer projects (\$922,200). Of this total, coverage for only \$1.4 million will come from the Water & Sewer operating fund. Water & Sewer Capital Reserves will fund the remaining \$4.02 million. The Water & Sewer operating budget includes additional capital expenditures totaling \$1,328,900 for the Beaver Creek streambank restoration (stormwater), a crane truck, miscellaneous water meter installations and water main connections, and various vehicle and equipment replacements.

### Water & Sewer Fund Revenues

Projections for Water & Sewer Fund revenues rely on many of the same variables as the Electric Fund, thus the similar theme of fixed-cost recovery through adjustments to base rate charges. The FY22-23 Recommended Budget includes \$23,996,500 in revenues from water and sewer charges, an increase of 11.86 percent. New customer growth has averaged just over four percent the past three years. The continued customer growth rate and an increase in water and sewer fees account for the increase in charges for service.

Water & Sewer Fund Revenues by Source					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Charges for Service	20,986,570	21,452,000	21,416,200	23,996,500	11.86%
Stormwater Fees	-	1,000,000	1,214,800	1,935,600	93.56%
Other Operating Revenues	146,193	135,000	142,000	145,000	7.41%
Other Financing Sources	4,907,606	403,250	392,250	15,000	-96.28%
Miscellaneous	268,298	196,000	138,600	152,000	-22.45%
Investment Earnings	44,023	24,000	7,000	20,000	-16.67%
Fund Balance	-	1,442,960	-	400,000	-72.28%
<b>Total</b>	<b>\$26,352,690</b>	<b>\$24,653,210</b>	<b>\$23,310,850</b>	<b>\$26,664,100</b>	<b>8.16%</b>

Water & Sewer Fund Revenues by Source FY22-23



### Water & Sewer Rates

For FY21-22, the town performed a new rate study to evaluate existing rates and rates structure. The resulting study and model found that the sewer utility was generating a deficit while the water utility was generating a surplus. Using the rate model, staff reviews water and sewer 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 **increase the water base rate by \$.46 and the volumetric water rate by 1.5 percent and increase the sewer base rates by \$.71 and the sewer volumetric rate by 3.9 percent.** The increases in the base rate are to recover fixed costs and minimize the need for larger changes in the volumetric rates in the future. Water and sewer rates are double for customers outside the town limits.

Water & Sewer Monthly Rates					
Water Rates	FY21-22	FY22-23	Sewer Rates	FY21-22	FY22-23
Inside Base Charge	\$5.54	\$6.00	Inside Base Charge	\$10.04	\$10.75
Tier 1: < 6,000 gallons	\$4.19	\$4.25	Outside Base Charge	\$20.08	\$21.50
Tier 2: 6,000-12,000 gallons	\$4.82	\$4.89	Inside Volumetric	\$7.17	\$7.45
Tier 3: > 12,000 gallons	\$6.49	\$6.59	Outside Volumetric	\$14.34	\$14.90

It is important to note that the volumetric rate increases effect households based on their usage while the base rate changes affect all households the same. For example, an average family of four or five that uses 5,000 gallons a month will see an increase of \$2.89 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 & 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 tiered rate structure uses four tiers with a \$5.00 per month fee based on the ERU. **The FY22-23 Recommended Budget does not include any changes to the stormwater fee structure.** The table below includes the breakdown for each tier. Note that properties with less than 400 square feet are exempt from the monthly fee due to minimal stormwater impacts.

Stormwater Rates				
Description Small	Small (400–1,500 ft <sup>2</sup> )	Medium (1,500–3,000 ft <sup>2</sup> )	Large (3,000–4,000 ft <sup>2</sup> )	Extra-Large (> 4,000 ft <sup>2</sup> )
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



## Organization Review

To perform at an even higher level and ensure Apex remains “the peak of good living,” the town undertook an organizational assessment and committed to develop its organization-wide strategic plan further. Organization growth has not kept pace with development as population growth in Apex has increased demand for services and stretched operational capacity. The purpose of the organizational assessment was to determine an optimal organization structure and identify gaps in workforce capacity. The town intends to implement the recommendations from the study in phases over multiple fiscal years with the highest priority recommendations in the FY22-23 Budget. Details regarding changes in organizational structure, reassignment of positions, and new positions are located in the Community and Organizational Profile section of the budget as well as in department-specific budget sections.

### **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 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. Beginning in FY20-21, the town implemented a \$15.00 living wage as a baseline for the town’s compensation plan. The living wage receives the same annual inflationary adjustment as the town’s salary range structure. For FY22-23, the town plans to adjust its standard merit-based practice based on other compensation recommendations from the pay and classification portion of the organizational assessment. The total estimated cost for FY22-23 is \$2.43 million across all funds.

*Employer Retirement Contribution:* The North Carolina Local Government Retirement System has notified local governments that the Annual Contribution Rate (ACR) will increase in FY22-23. The employer contribution will increase from 11.39 to 12.13 percent for regular employees and from 12.04 to 13.04 percent for law enforcement officers. Local government employees



currently contribute six percent of their salary. The town's retirement contributions represent \$5,424,600 in FY22-23, an increase of \$1,290,854 (31.23 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 \$413,900 in the FY22-23 Budget. Contributions for all other employees represent \$1,921,300 in FY22-23.

*Health Insurance:* While the town has been able to mitigate rate increases in the past two years, substantial claims have resulted in increases in both health and dental premiums. The town will experience a 13.3 percent increase for healthcare premiums in FY22-23. The rate increase alone accounts for \$999,182 in increased healthcare costs. The FY22-23 Recommended Budget includes \$7,367,900 for healthcare premiums across all funds. The town's self-funded dental plan will experience a 1.9 percent increase in insurance premiums for FY22-23, at a cost of \$339,000.

*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 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 FY22-23 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 FY22-23 Budget includes a total of \$103,000 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 \$43.73 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 FY22-23 is \$152,700.

*Position Reclassifications:* Typically, 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 as part of the organizational assessment. Two of the more prominent reclassifications involve elevation to a director level for the Communications Manager and Budget and Performance Manager with the study recommendations to add a Communications department and Budget, Performance, and Strategy department to the organizational structure.

*Additional Positions:* The FY22-23 Recommended Budget includes 51 new full-time positions in the General Fund, two new full-time positions in the Electric Fund, and three new full-time positions in the Water and Sewer Fund. town staff worked together to prioritize these positions with assistance from the organizational assessment consultant from an initial request of over 100 new full-time positions. Staff is developing a three-year implantation plan developed to manage the addition of new positions over the next several years. All new positions will bring the total approved full-time positions to 605 and increase personnel costs by \$5,552,337 for FY22-23. 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, 2022, is \$35.53 million or 39.95 percent of FY22-23 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 \$3,620,000 in FY22-23 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, 2022 for the Water & Sewer Fund is \$26.4 million (127.4 percent). The estimated fund balance for the Electric Fund is \$13.39 million (29.7 percent); however, most of this amount is restricted. The FY22-23 Recommended Budget **does not** include use of fund balance in the Electric Fund. The budget **does** include an allocation of \$400,000 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 2022-2023 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 growth, and it is in a solid financial position going into FY22-23. The FY22-23 Recommended 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 residents. 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 2022-2023 to the Apex Town Council.

Respectfully submitted,

Catherine H. Crosby  
Town Manager



## Town of Apex, North Carolina FY 2022 – 2023 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, 2022 and ending June 30, 2023.

#### Section 1: General Fund

General Fund Revenues	
Ad Valorem Taxes	\$48,684,400
Other Taxes and Licenses	\$19,670,000
Unrestricted Intergovernmental Revenues	\$3,680,000
Restricted Intergovernmental Revenues	\$3,632,400
Permits and Fees	\$3,537,000
Sales and Services	\$7,058,200
Investment Earnings	\$25,000
Miscellaneous Revenues	\$519,500
Other Financing Sources	\$775,000
Fund Balance Appropriation	\$3,620,000
<b>Total Revenues</b>	<b>\$91,201,500</b>

General Fund Expenditures	
Governing Body	\$256,100
Administration	\$1,695,100
Human Resources	\$1,988,600
Information Technology	\$2,920,100
Legal Services	\$578,800
Economic Development	\$659,400
Communications	\$562,100
Performance Management & Strategy	\$801,500
Finance	\$1,022,200
Community & Neighborhood Connections	\$541,600
Planning	\$4,008,900
Facility Services	\$1,432,600
Police	\$16,769,300
911 Communications	\$1,548,700
Fire	\$15,866,700
Transportation & Infrastructure Development	\$3,409,000
Public Works Admin	\$550,100
Streets	\$4,544,500
Solid Waste	\$5,854,600
Fleet Services	\$548,800
Inspections & Permitting	\$2,984,300
Parks & Recreation	\$7,242,200
Cultural Arts Center	\$1,101,000
Cemetery	\$51,000
Special Appropriations	\$72,000
Other Uses	\$5,284,600
Debt Service	\$8,757,700
Contingency	\$150,000
<b>Total Expenditures</b>	<b>\$91,201,500</b>

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

**Section 2: Electric Fund**

<b>Electric Fund Revenues</b>	
Investment Earnings	\$5,200
Miscellaneous Revenues	\$15,000
Charges for Service	\$43,795,100
Other Operating Revenues	\$3,840,700
Other Financing Sources	\$10,000
<b>Total Revenues</b>	<b>\$47,666,000</b>

<b>Electric Fund Expenditures</b>	
Electric Operations	\$47,666,000
<b>Total Expenditures</b>	<b>\$47,666,000</b>

**Section 3: Water & Sewer Fund**

<b>Water &amp; Sewer Revenues</b>	
Charges for Service	\$23,996,500
Stormwater Fees	\$1,935,600
Investment Earnings	\$20,000
Miscellaneous Revenues	\$152,000
Other Operating Revenues	\$145,000
Fund Balance Appropriated	\$400,000
Other Financing Sources	\$15,000
<b>Total Revenues</b>	<b>\$26,664,100</b>

<b>Water &amp; Sewer Expenditures</b>	
Water & Sewer Operations	\$26,664,100
<b>Total Expenditures</b>	<b>\$26,664,100</b>

**Section 4: Police State Funds**

<b>Police - State Funds Revenues</b>	
Investment Earnings	\$100
Miscellaneous Revenues	\$1,500
<b>Total Revenues</b>	<b>\$1,600</b>

<b>Police - State Funds Expenditures</b>	
Reserved for Future Expenditures	\$1,600
<b>Total Expenditures</b>	<b>\$1,600</b>

**Section 5: Police Federal Funds**

<b>Police - Federal Funds Revenues</b>	
Investment Earnings	\$100
Police Revenues	\$500
<b>Total Revenues</b>	<b>\$600</b>

<b>Police - Federal Funds Expenditures</b>	
Police Operations	\$600
<b>Total Expenditures</b>	<b>\$600</b>

**Section 6: Police - Donations**

<b>Police - Donations Revenues</b>	
Investment Earnings	\$100
Police Contributions	\$5,000
<b>Total Revenues</b>	<b>\$5,100</b>

<b>Police - Donations Expenditures</b>	
Police Operations	\$5,100
<b>Total Expenditures</b>	<b>\$5,100</b>

**Section 7: Fire - Donations**

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

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

**Section 8: Affordable Housing Fund**

<b>Affordable Housing Fund Revenues</b>	
Transfer from General Fund	\$1,776,000
<b>Total Revenues</b>	<b>\$1,776,000</b>

<b>Affordable Housing Fund Expenditures</b>	
Contracted Services	\$250,000
Affordable Housing Grant	\$171,700
Affordable Housing Loan	\$1,000,000
Reserved for Future Expenditures	\$354,300
<b>Total Expenditures</b>	<b>\$1,776,000</b>

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

<b>Health &amp; Dental Fund Revenues</b>	
Health Premiums	\$5,673,259
Spouse/Dependent Health	\$1,108,709
Retiree Contribution	\$33,343
Dental Premiums	\$281,700
Spouse/Dependent Dental	\$174,075
Vision Premiums	\$78,000
<b>Total Revenues</b>	<b>\$7,349,086</b>

<b>Health &amp; Dental Fund Expenditures</b>	
Health Claims	\$5,375,327
Dental Claims	\$455,792
Admin Fees - Health	\$961,149
Health Claims - Retirees	\$21,280
Admin Fees - Retirees	\$52,639
Vision	\$78,000
<b>Total Expenditures</b>	<b>\$7,349,086</b>

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

**Section 10: Cemetery Fund**

<b>Cemetery Fund Revenues</b>	
Investment Earnings	\$1,000
<b>Total Revenues</b>	<b>\$1,000</b>
<b>Cemetery Fund Expenditures</b>	
Reserved for Future Expenditures	\$1,000
<b>Total Expenditures</b>	<b>\$1,000</b>

**Section 11: Water & Sewer Capital Reserve Fund**

<b>Water &amp; Sewer Capital Reserve Fund Revenues</b>	
Investment Earnings	\$12,200
Fund Balance Appropriated	\$4,010,000
<b>Total Revenues</b>	<b>\$4,022,200</b>
<b>Water &amp; Sewer Capital Reserve Fund Expenditures</b>	
Transfer to W&S Project Fund	\$4,022,200
<b>Total Expenditures</b>	<b>\$4,022,200</b>

**Section 12: Water & Sewer Capital Reserve Fund (HB463)**

<b>Water &amp; Sewer Capital Reserve Fund Revenues</b>	
Capital Reimbursement Fees - Water	\$1,000,000
Capital Reimbursement Fees - Sewer	\$1,500,000
<b>Total Revenues</b>	<b>\$2,500,000</b>
<b>Water &amp; Sewer Capital Reserve Fund Expenditures</b>	
Reserved for Future Expenditures	\$2,500,000
<b>Total Expenditures</b>	<b>\$2,500,000</b>

**Section 13: Perry Library Trust Fund**

<b>Perry Library Trust Fund Revenues</b>	
Transfer from General Fund	\$400,000
<b>Total Revenues</b>	<b>\$400,000</b>
<b>Perry Library Trust Fund Expenditures</b>	
Capital Outlay - Improvements	\$400,000
<b>Total Expenditures</b>	<b>\$400,000</b>

**Section 14: Recreation Capital Reserve Fund**

<b>Recreation Capital Reserve Fund Revenues</b>	
Subdivision Recreation Fees	\$1,500,000
Investment Earning	\$1,000
Transfer from General Fund	\$1,073,600
<b>Total Revenues</b>	<b>\$2,574,600</b>
<b>Recreation Capital Reserve Fund Expenditures</b>	
Reserved for Future Expenditures	\$2,574,600
<b>Total Expenditures</b>	<b>\$2,574,600</b>

**Section 15: Transportation Capital Reserve Fund**

<b>Transportation Capital Reserve Fund Revenues</b>	
Motor Vehicle Licenses	\$1,250,000
Investment Earnings	\$1,000
<b>Total Revenues</b>	<b>\$1,251,000</b>

<b>Transportation Capital Reserve Fund Expenditures</b>	
Transfer to General Fund	\$750,000
Transfer to Street Project Fund	\$500,000
Reserved for Future Expenditures	\$1,000
<b>Total Expenditures</b>	<b>\$1,251,000</b>

**Section 16: Levy of Taxes**

There is hereby levied a tax at the rate of forty one cents (\$0.41) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed Ad Valorem Taxes 2022-2023 in Section 1: General Fund of this ordinance. This rate is based on a valuation of property for purposes of taxation of \$11,960,025,600 and an estimated rate of collection of 99.89%.

**Section 17: Fees & Charges**

There is hereby established, for Fiscal Year 2022-2023, 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 they 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, 2022.

**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 2022-2023. 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 14th of June, 2022.

Attest:

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

\_\_\_\_\_  
Allen Coleman, Town Clerk

Approved as to form:

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



## Town of Apex, North Carolina Fee Schedule - Effective 7/1/2022

Schedule subject to change upon approval by Town Council

TAXES & FEES					
Tax Rate	\$ 0.41/\$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				
MISCELLANEOUS					
Rain Barrel	\$88.00	<b>Cemetery</b>	<b>Resident</b>	<b>Non – Resident</b>	<b>Military Rate*</b>
		– Cemetery Plots	\$800	\$1200	\$640 (resident) \$960 (non-resident)
		– Columbarium Niches	\$800	\$800	\$640
*20% cemetery discount-Military rate applies to current and retired military personnel only					

### 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)	\$650	Site Inspections (Non-residential lot) <sub>2</sub>	\$500		
		Site Inspections (Residential lot) <sub>3</sub>	\$35		
Certificate of Zoning Compliance (CZC) <sub>1</sub>	\$100	Site Plan, Major	\$1100 + \$5/acre		
Consultant Fees	As required	Site Plan, Minor	\$800		
Development Name Change	\$500	Special Use Permit	\$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	For Profit Express Review	\$75
Late Fee – Site Plans/Master Subdivision	\$300	Non-Profit	\$0	Non-Profit Express Review	\$25
<small>Plan/PUD/Rezoning/Conditional Zoning (and resubmittals)</small>					
Master Subdivision Plans Residential & Non-Residential	\$750 + \$10/lot	Text Amendments (UDO)	\$600		
Planned Unit Development (PUD-CZ)	\$1600 + \$10/acre	Transportation Impact Analysis Review <sub>4</sub>			
PUD-CZ not requiring full TRC Review	\$600	Sites & Subdivisions	\$500	PUD	\$1000
Plat, Easement & Exempt	\$200	Revised Sites & Subdivisions	\$250	PUD	\$500
Plat, Master Subdivision Final	\$300 + \$10/lot	Tree Protection Fencing Inspection (Site Plan):			
Plat, Recombination	\$200	- less than 2 acres:	\$50	- 2-15 acres:	\$75
Plat, Site Plan Final	\$300	- 15 up to 25 acres:	\$150	- 25+ acre:	\$200
Pond Drainage Plan	\$500	Tree Protection Fencing Inspection (Master Subdivision Plan):			
Quasi-Judicial Public Hearing- Town Council Only	\$500	- up to 15 acres:	\$75	- 15-50 acres:	\$150
Re-submittal Fees – Site Plans: 3 <sup>rd</sup> submittal; Master Subdivision Plans; 4 <sup>th</sup> submittal	½ Original Fee	- 51+ acres:	\$300	Tree Removal Plan	\$500
Rezoning/Conditional Zoning	\$700/\$1000	Variance Permit	\$650		
Sustainable Development Conditional Zoning (SD-CZ)	\$1600 + \$10/acre	Zoning Verification Letter	\$125		
<small>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</small>					

**RECREATION FEES<sub>1</sub>**

*For New Residential Developments Assessed after 1/1/2022 - Collected by the Planning Department*

Housing Type	Fee Per Unit	Acreage Per Unit	Decimal Multiplier
Single Family Detached	\$3,753.89	1/30 acre	0.0333
Single Family Attached	\$2,528.25	1/45 acre	0.0223
Multi-Family Attached	\$2,226.05	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**

*Submit to Development Services*

Encroachment agreement preparation and recording	\$250 + eRecording Fee at Cost
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**CONSTRUCTION FEES/BONDS**

*Calculated and collected by Development Services*

Bond Administration Fee:	- Cash/check: \$100	- Surety Bond/Letter of Credit \$300	- Reduction/Amendment \$100
Fee in Lieu Administration Fee:	\$100		
Construction Plan Submittal Fees (Subdivisions)			\$700 + \$10/Lot
Construction Plan Submittal Fees (Sites, Utility Extensions, etc.)			\$700 + \$15/Sheet
Re-submittal Fees – Construction Plans (3 <sup>rd</sup> submittal and every other subsequent submittal (3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc.)			½ Original Fee
Late Fee – Construction Plan Submittal and Resubmittal			\$300
Construction Plan Revisions (after initial approval)			\$75/sheet
Water Extension Permit Application			\$200
Sewer Extension Permit Application			\$480
Water and/or Sewer Extension Permit Amendment			\$100 each
Infrastructure Extension Record Drawing Review (1 <sup>st</sup> & 2 <sup>nd</sup> reviews)			\$200
Infrastructure Extension Record Drawing Review (3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc. reviews)			\$100
Infrastructure Extension Record Drawing Review (after initial approval/field changes)			\$100

**Construction Inspection Fees:**

Water Lines	\$1.50 per linear foot	Fire Lanes	\$1.75 per linear foot
Sewer Lines	\$1.50 per linear foot	Sidewalks/Greenways	\$1.50 per linear foot
New Streets (public)	\$1.75 per linear foot per lane	Infill/Outparcel Lots	\$350 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 each	Driveway, reinspection	Per Building Permit Schedule
Warranty Bonds	25% of cost of installed and approved Infrastructure		
Performance Bonds	125% of cost of uninstalled Improvements		

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

**STORMWATER PLAN REVIEW FEES/BONDS**

*Submit to Development Services*

Project Size (disturbed acres)	Stormwater Plan Review Fee
< 1 acre	\$-0-
1 - 5 acres	\$500
5 - 50 acres	\$500 + \$50 per additional disturbed acre
\$500 base review fee for projects disturbing up to 5 acres. Add \$50 per additional disturbed acre beyond 5 acres. Development projects that disturb less than 1 acre of land are not subject to the stormwater plan review fees since they are exempt from stormwater controls. The stormwater plan review fee will be limited to a maximum of 50 acres.	
SCM Maintenance Bond	25% of cost of installed and approved Infrastructure
SCM Performance Bond	125% of cost of uninstalled Improvements
SCM As-Built Review Fee:	\$200 per SCM

**SOIL AND EROSION CONTROL FEES/GUARANTEES**

*Submit to Development Services*

Application for S&E Plan Approval	\$500 per disturbed acre
Future Lot Grading*	\$50 per acre of remaining building lot acreage
S&E Performance Guarantee**	\$2,500 per disturbed acre

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

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

**COMMERCIAL BUILDING PERMIT FEES**

*Calculated and collected by Building Inspections and Permitting*

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

Total Gross Building Floor Area of Construction	Fee Computation	
0 - 500	Per Trade (see schedule below)	1. Alterations to existing structures, with no footprint increase, are charged at a rate of .60 of the Permit Fee or the minimum per trade fee based upon the Single Trade Fee Schedule, whichever is greater. 2. Permits for "shell" buildings are charged at a rate of .60 of the Permit Fee, based upon a Business Occupancy, or the minimum per trade fee based upon the Single Trade Fee Schedule, whichever is greater. Area within the building shell, which is intended to be occupied, will have the permit fees for the occupied area computed per footnote #1 above. 3. Additional Miscellaneous Fees, listed below, will be added to the permit fees as applicable.
501 - 5,000	A 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/Pool/Hot Tub Building	\$150	<u>Occupancy</u>	<u>Fee</u>	<u>Occupancy</u>	<u>Fee</u>	<u>Occupancy</u>	<u>Fee</u>
Electrical/Pool/Hot Tub Electrical	\$75	Assembly	0.55	Factory/Industrial	0.40	Mercantile	0.50
Mechanical/Pool/Hot Tub Mechanical	\$75	Business	0.60	Hazardous	0.50	Residential	0.55
Plumbing/Pool/Hot Tub Plumbing	\$75	Educational	0.60	Institutional	0.60	Storage/Utility	0.30
Grading	\$75						

**MISCELLANEOUS FEES**

Change of General Contractor	\$50
Conditional Electrical Power Inspection (Apex and Duke)	Optional Inspection
Conditional Mechanical Systems Inspection	Optional Inspection
Demolition (All Trades)	\$120
Dumpster Enclosure	\$150 (Single Trade Building)
Electric Vehicle Parking	\$75 per site (No fee when at an existing development)
Elevator	\$50 per elevator
Fire Alarm	\$75
Fire Pumps, each	\$250
Fire Sprinkler System	\$0.03 per square feet
Fire Suppression	\$50
Grease/Oil Interceptor	\$50
Hood Suppression	\$75
Irrigation System	See Irrigation Meters (pg 5) + Capital Reimbursement Fees (pg 6)
Refrigeration	\$75
Retaining Wall Permit	\$1 per linear foot
Sales/Construction Trailer/Modular Classroom	Per Single Trade Fee Schedule
Sign – New	\$150 + \$75 if electrical needed
Site Lighting	\$75
Solar PV System	No Fee
Spray Paint Booth, each	\$150
Storage Tank, each	\$50 Plus Associated Single Trade Fees
Temporary Power (Town of Apex)	\$125
Water and Sewer Capital Reimbursement Fees and Water Meters	Refer to Capital Reimbursement Fee Schedule (pg 6)
Work Without a Permit	Double Permit Fees
Stop Work Order	\$150 (May Require Extra Trip Fee)
Expired Permit	½ Cost of Original Permit Fee

**PLAN REVIEW FEES (Non-refundable)**

Per Trade (Not applied toward cost of permit)	\$100 (no fee for Electric Vehicle Parking at an existing development)
Plan Modification (Not applied toward cost of permit)	½ Review Fee or ½ per trade fee for single trade modifications
Re-review fee (Not applied toward cost of permit)	½ Review Fee @ 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc.
Re-stamp Plans, Per Trade	\$75
Retaining Wall, Per submitted grouping (at least one per project/subdivision)	\$100

**EXPRESS PLAN REVIEW (2 hr. min) \***

EXPRESS PLAN REVIEW (2 hr. min) *		ADMINISTRATIVE FEES	
First Hour	\$1,000	Duplicate Building Record Card	\$10
Each additional 15 minutes	\$250	General Records Research, Archive Files	\$3/page
Cancellation Fee (3 days prior notice)	\$200	General Records Research, Current Files over 10 pages	\$0.50/page

\*when service is available

<b>INSPECTION FEES</b>			
Water Resources Certificate of Occupancy - Water/Sewer Final	\$100	Job not ready for inspection or installation of tap, meter, etc.	\$150
Standard re-inspection fee (Building, Electrical, Mechanical, Plumbing, Driveway, Water, and/or Sewer)	\$75	Cancelled Inspection fee (not cancelled by 8:00 am of scheduled day)	\$75
Previous violations not corrected (all trades)	\$150		
<b>ONE AND TWO FAMILY DWELLING PERMIT FEES</b>			
<i>Calculated and collected by Building Inspections and Permitting</i>			
<b>NEW STRUCTURES (Single Family/Duplex/Townhomes)</b>		<b>\$/SQ. FT.</b>	<b>MIN/\$/UNIT</b>
3,000 Gross SF and Less		0.35	\$500
>3,000 Gross SF:(3000SFx \$0.35/SF)+(Additional SF x \$0.35/SF x.75) = Permit Fee		Per Formula	
<b>ADDITIONS/ALTERATIONS 800 SQUARE FEET AND GREATER</b>		<b>ADDITIONS/ALTERATION LESS THAN 800 SQUARE FEET</b>	
	<b>\$/SQ. FT.</b>	<b>MIN/\$/UNIT</b>	
Building	\$0.19	\$150	Building \$150
Electrical	\$0.09	\$75	Electrical \$75
Plumbing	\$0.09	\$75	Plumbing \$75
Mechanical	\$0.09	\$75	Mechanical \$75
<b>ACCESSORY STRUCTURES</b>		<b>MIN/\$/UNIT</b>	<b>SINGLE TRADE FEE SCHEDULE</b>
Decks, Sheds, Roof Additions & Detached Garages, 400 sq. ft. or less		\$75	Building/Pool/Hot Tub Building \$150
Decks, Sheds, Roof Additions & Detached Garages > 400 sq. ft.		\$150	Electrical/Pool/Hot Tub Electrical \$75
Trellis (Attached to a structure)		\$40	Mechanical/Pool/Hot Tub Mechanical \$75
Retaining Wall Plan Review		\$100	Plumbing/Pool/Hot Tub Plumbing \$75
Retaining Wall		\$1 per linear foot	Grading \$75
<b>MISCELLANEOUS</b>			
Change of General Contractor		\$50	
Change of Lot		\$50	
Demolition (All Trades)		\$150	
Driveway		\$100/lot	
House Moved		\$375	
Irrigation		See Irrigation Meters (pg 5) + Capital Reimbursement Fees (pg 6)	
Mobile Home (All Trades)		\$150	
Modular Home (All Trades)		\$375	
Solar PV System		No Fee	
Temporary Power (Town of Apex Only)		\$125	
Work Without Permit		Double Permit Fees	
Expired Permit		½ Cost of Original Permit Fee	
<b>PLAN REVIEW FEES (Non-refundable)</b>			
Initial Fee for New Single Family and Townhome Construction (Not applied to cost of permit)		\$110	
Initial Fee All Other Construction (Not applied toward cost of permit)		\$100	
Plan Modification Fee (Not applied toward cost of permit)		½ Review Fee	
Re-review Fee (Not applied toward cost of permit)		½ Review Fee @ 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc.	
Re-stamp Plans		\$60	
<b>INSPECTION FEES</b>			
Water Resources Certificate of Occupancy - Water/Sewer Final		\$100	
Standard re-inspection fee (Building, Electrical, Mechanical, Plumbing, Water, and/or Sewer)		\$75	
Job not ready for inspection or installation of tap, meter, etc.		\$150	
Previous Building, Electrical, Mechanical, Plumbing violations not corrected		\$150	
<b>EXPRESS PLAN REVIEW (2 HOUR MINIMUM) – When service is available</b>			
First Hour		\$600 + \$150 each additional 15 minutes	
Cancellation Fee without (3 days prior notice)		\$200	

**ELECTRICAL UNDERGROUND AND SERVICE LATERAL FEES**

*Calculated by the Electric Department*

Primary Facilities: <i>Collected by Electric Department</i> <b>Based on cost difference of normal overhead facilities and the requested underground facilities.</b>		Service Laterals: <i>Collected by Building Inspections Permitting</i> <b>Charges are for the first 100 feet of service length. An excess footage charge, if applicable, is billed separately by the Electric Utilities Division at \$4.25/foot over 100 feet.</b>	
Single-Family	\$526.75/lot	Single-Family	\$561/service lateral
Townhomes	\$526.75/unit	Townhomes	\$561/service lateral
Apartments	\$526.75 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	\$2,000	\$550	\$800	\$215
1 inch	\$2,200	\$550	\$800	\$325
1 ½ inch	N/A	N/A	N/A	\$650
2 inch	N/A	N/A	N/A	\$830
3 inch	N/A	N/A	N/A	\$3,255
4 inch	N/A	N/A	N/A	\$4,265

\*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 (pgs 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	\$2,100	Not available	\$ 800

\*\* 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	\$100
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**SEWER AND STORMWATER RE-INSPECTION FEES**

*Submit to Water Resources Department*

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

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

	Single-Family Residential (Includes duplex and townhomes)	Multi-Family and Commercial
<b>Permit Fee</b>	\$75	\$75
<b>Meter Fee</b>	Based on meter size; see "Water Meter Fees" (pg 6)	Based on meter size; see "Water Meter Fees," (pg 6)
<b>Meter Tap</b>	\$800.00 (See condition 7 below)	See condition 6 below
<b>Capital Reimbursement Fees</b>	Based on meter size; see "Capital Reimbursement Fees" (pg 6)	Based on meter size; see "Capital Reimbursement Fees" (pg 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*
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
Meter Testing Fees		- TSS	\$12
- Meter Test Fee (one test per year at no cost; additional reads are charged only if the meter read is correct)	\$50	- Ammonia	\$12
- Meter Test (under 2 inch meter)	\$50	- COD	\$20
- Meter Test (2+ inch meter)	At cost + 10 %	- Cyanide	\$25
Damaged Water Meter*	\$53 + cost of meter	- Oil & Grease	\$30
Damaged ERT Holder Replacement Fee*	\$16.25	- Total Phosphorus	\$16
Pedestal Replacement (Electric)	\$149 + cost of pedestal	- Total Nitrogen	\$40
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 each

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

**SOLID WASTE FEES**

Yard Waste Collection	\$7.83/month	Dumpster Service	
Residential Roll-Out Cart	\$9.61/month	- 4 CY Dumpster	\$141.18/month
Commercial Roll-Out Cart	\$20.12/month	- 6 CY Dumpster	\$169.09/month
Recycling (Per Bin or Cart)	\$4.55/month	- 8 CY Dumpster	\$194.00/month
Bulk items	\$11/each	Bulk Items - Half Load	\$22
White Goods	\$18/each	Bulk Items - Full Load	\$40

**STREET SIGN FEES**

Replacement sign costs			
- Street sign only (1 blade)	\$37	- Street sign replacement + install	\$152
- Street sign only (2 blades)	\$74	- Stop sign replacement + install	\$105.75
- Stop Sign only	\$28	- Street/Stop sign combination + install	\$180

*\* 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.	
<b>Residential</b> - Detached single-family homes, a duplex, or a manufactured home located on an individual lot or parcel.	
Tier 1: Small (400-1,500ft <sup>2</sup> )	\$1.50
Tier 2: Medium (1,500-3,000ft <sup>2</sup> )	\$5.00
Tier 3: Large (3,000-4,000ft <sup>2</sup> )	\$7.50
Tier 4: Extra Large (>4,000ft <sup>2</sup> )	\$10.00
<b>Non-Residential</b> - 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 <sup>2</sup> * \$5)
<i>*ERU (Equivalent Residential Unit) is the GIS Analysis of average impervious surface (rooftops, driveways, sidewalks, parking lots) per property. Approximately 2,700 ft<sup>2</sup></i>	
<i>*Properties with less than 400ft<sup>2</sup> of impervious surface are exempt.</i>	

WATER & SEWER RATES			
Water Rates		Inside Town Limits	Outside Town Limits
<b>Water Base Charge</b>		\$6.00	\$12.00
<b>Water Volumetric Rates (per 1,000 gallons)</b>			
Commercial		\$4.25	\$8.50
Residential	Tier 1: 0 - 6,000 gal	\$4.25	\$8.50
	Tier 2: 6,001 - 12,000 gal	\$4.89	\$9.78
	Tier 3: > 12,000 gal	\$6.59	\$13.18
<b>Wholesale Water Base Charge</b>	\$5.45	<b>Wholesale Water Volumetric Rates (per 1,000 gallons)</b> \$4.09	
Sewer Rates		Inside Town Limits	Outside Town Limits
<b>Sewer Base Charge</b>		\$10.75	\$21.50
<b>Sewer Volumetric Rates (per 1,000 gallons)</b>			
Commercial & Residential		\$7.45	\$14.90
Colvin Park/White Oak *		\$12.55	N/A
<i>*Per the Alternative Sewer Agreement, "the Apex special published rate shall be based on the Cary published residential rate per thousand gallons plus an Apex charge of \$2 per thousand gallons."</i>			
<b>Wholesale Sewer Base Charge</b>	\$10.75	<b>Wholesale Sewer Volumetric Rates (per 1,000 gallons)</b> \$7.45	
<b>Flat Rate Sewer</b>	\$40.00/month		
Irrigation Rates		Inside Town Limits	Outside Town Limits
<b>Irrigation Base Charge</b>		\$6.00	\$6.00
<b>Irrigation Volumetric Rates (per 1,000 gallons)</b>		\$6.59	\$13.18
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) All			
Residential	\$25.00	\$0.0942			
Service	Base Charge	Energy Charge (per kWh) ALL			
Small General Service	\$27.00	\$0.0966			
Service	Base Charge	Energy Charge (per kW)			
		On Peak	Off Peak	Bilateral Credit On Peak	Bilateral Credit Off Peak
Residential-Time of Use-TOU	\$25.00	\$ 0.195	\$0.0518	\$0.1303	\$0.031
Small General Service-TOU	\$27.00	\$0.195	\$0.0537	0.1303	\$0.031
Service	Base Charge	Energy Charge (per kWh) ALL		Demand Charge (per kW) ALL	
Medium General Service	\$85.00	\$0.0731		\$7.75	
Medium General Service-TOU	\$85.00	\$0.07		\$11.50	
Large General Service	\$175.00	\$0.0593		\$10.32	
Large General Service-TOU	\$175.00	\$0.0579		\$11.86	
Service	Base Charge	Energy Charge (per kWh) ALL		Demand Charge (per kW)	
				All Coincident Demand	All Excess Demand
Large General Service-Coincident Peak	\$350.00	\$0.0451		\$20.18	\$3.93

ELECTRIC RATES			
Outdoor Lighting			
<b>Standard Lighting Service Basic Rate</b> The basic rate does not include the monthly charges for additional facilities, outdoor lighting poles, underground service, or any contribution required under this Schedule.			
Sodium Vapor Units* <b>Obsolete – no longer installed</b>	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			
Acorn Fixture	51	\$19.36/Fixture	29/Fixture
Shoebox – 1	61	\$12.17/Fixture	29/Fixture
Shoebox – 2	151	\$19.57/Fixture	29/Fixture
Area Light	51	\$8.71/Fixture	29/Fixture
Cobrahead – 1	51	\$11.38/Fixture	29/Fixture
Cobrahead – 2	151	\$17.51/Fixture	29/Fixture
Lantern – 1 w/ Lens	51	\$15.19/Fixture	29/Fixture
Lantern – 2 w/o Lens	51	\$18.29/Fixture	29/Fixture
Special Contract Lights			
<i>(residential dedicated public streets outside corporate limits)</i>	Monthly charge	Special Area Lighting Pole	Monthly Charge
100-watt HPS enclosed luminaire on approved wood pole	\$2.29/customer	Wood	\$ 2.51/pole
Fiberglass pole or post w/ approved 100-watt HPS luminaire	\$2.93/customer	Metal, fiberglass or post Decorative square metal	\$ 3.51/pole \$13.01/pole
<b>Non-standard Premium Lighting Service</b> The following charges are in addition to Standard Lighting Service Basic Rate identified above.			
Premium Lighting Fixtures	Monthly charge	Premium Posts / Brackets	Monthly charge
Prismatic series classic or colony top	\$3.63/Fixture	Decorative shroud w/ standard fiberglass post	\$11.74/post
Prismatic series classic or colony top w/ crown & rib	\$4.36/Fixture	Fluted direct bury post	\$18.53/post
Vandermore series w/o spikes	\$2.42/Fixture	Premium Twin mounting bracket	\$4.84/bracket
<i>*Maintenance only; no new installs</i>			
<b>Underground Service:</b> For Underground service, the monthly bill will be increased by \$3.50 per pole or, in lieu thereof, a one-time contribution of \$175.17 per pole. The monthly UG charge, if selected, may be terminated at any time upon payment by Customer of the one-time contribution. The UG charge will be waived if the lighting facilities are installed during the installation of the main electric facilities. The monthly pole charge defined below will also be applicable to underground service.			
<b>Additional Facilities</b>			
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.			

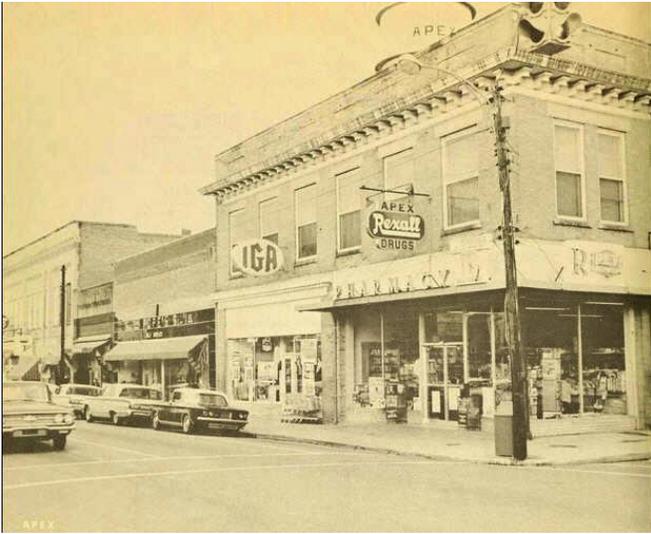
VENDOR FEES			
Obtain Permit from the Town of Apex Police Department			
Solicitor/Peddler/Park Concessioner*		Transient/Mobile Food Vendors	
30-day Permit	\$50	Annual Permit	\$150
90-day Permit	\$100	*Anyone selling anything, including food, in a Town of Apex Park must obtain a Park Concessions Permit.	
180-day Permit (Park Concessions Only)	\$175		
<ul style="list-style-type: none"> <li>• <b>Solicitor</b> - Anyone going door-to-door to take orders for products, share information or seek donations.</li> <li>• <b>Peddler</b> - Anyone transporting goods door-to-door for sale (i.e. ice cream truck).</li> <li>• <b>Park Concessioner</b> - Anyone selling merchandise, food, and or beverages in a town park.</li> <li>• <b>Transient Vendor</b> - Anyone selling goods or services from a temporary business location (i.e. parking or vacant lot).</li> <li>• <b>Mobile Food Vendor</b> - Anyone selling food and/or beverages from a readily movable food unit</li> </ul>			

FIRE DEPARTMENT FEES			
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

<b>PARKS &amp; RECREATION</b>					
<i>Fees are paid to Parks &amp; Recreation</i>					
<b>Withdrawal<sub>1</sub></b>					
- 10+ days advance notice					\$5.00
- Less than 10 days' notice & participant can be replaced from a waiting list					75% of costs plus \$5 processing fee
<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 Membership (55+)	\$0 for unlimited	\$10 for 20 visits
- 12 years & under	\$0	\$10/year			
- 13-54 years old	\$0	\$25/year	Open Gym Pass - Basketball/Volleyball/Senior Pickleball (for 10 visits)		
- 55 +	\$0	\$6/year	- Age 0-7	\$0	\$5
- Guest Pass	\$0	\$5/visit	- Age 8-17	\$5	\$20
Dog Park Passes			- Age 18-54	\$10	\$30
- Single Dog	\$0	\$5	- Age 55+	\$0	\$20
- Multiple Dogs	\$5	\$20	Vessel Permits (Jan – Dec)	\$5/year	\$40/year
- Additional Passes	\$10/pass	\$10/pass			
<b>Facility Rentals</b>					
<i>All reservations for 100 persons or more require Director approval and may require additional attendants, police and other requirements as deemed necessary by APRCR</i>					
	Resident	Non-Resident	Halle Cultural Arts Center	Resident	Non-Resident
Facility Deposit (Refundable)	\$250	\$250	- Auditorium	\$100/hour	\$150/hour
Amphitheater Deposit (Refundable)	\$200	\$200	- Sound/Light Booth	\$50/hour	\$75/hour
After Hours Rentals <sub>2</sub>	\$40/hour	\$40/hour	- Overnight Storage	\$50/night	\$75/night
<b>Community Center</b>			- Studio Gallery	\$50/hour	\$75/hour
- Summit Room	\$35/hour	\$52.50/hour	- Studio A	\$35/hour	\$52.50/hour
- Summit Room Projector Fee	\$15/hour	\$15/hour	- Piano (separate \$200 deposit required))	\$25/hour	\$37.50/hour
- Pinnacle Room	\$35/hour	\$52.50/hour	- Attendant Fees (after hours)	\$20/hour	\$20/hour
- Zenith Room	\$35/hour	\$52.50/hour	- 4 Hour Auditorium Package	\$600	\$900
- Catering Kitchen <sub>3</sub>	\$21/hour	\$31.50/hour	- 4 Hour Gallery Package	\$400	\$600
- Arts & Crafts Room	\$21/hour	\$31.50/hour			
<b>Senior Center<sub>4</sub></b>			<b>Field &amp; Gym Rentals<sub>6</sub></b>		
- Salem Meeting Room (#108)	\$100/hour	\$150/hour	Athletic Field – natural turf (no lights)	\$40/hour	\$60/hour
- Saunders Meeting Room (#110)	\$100/hour	\$150/hour	Athletic Field – natural turf (w/ lights)	\$60/hour	\$80/hour
- Seaboard Meeting Room (#112)	\$100/hour	\$150/hour	Athletic Field – synthetic turf (no lights)*	\$70/hour	\$105/hour
- Projector Fee (#108,110 <u>or</u> 112)	\$15/hour	\$15/hour	Athletic Field – synthetic turf (w/ lights)*	\$90/hour	\$125/hour
- Large Projector (#108,110 <u>&amp;</u> 112)	\$30/hour	\$30/hour	Gym - Whole	\$65/hour	\$97.50/hour
- Kitchen Room (#120)	\$30/hour	\$45/hour	<i>* Synthetic Turf Fields require additional \$250 Damage Deposit</i>		
- Chatham Classroom (#131)	\$35/hour	\$52.50/hour	<i>* Natural Turf Fields require additional \$100 Damage Deposit</i>		
- Friendship Classroom (#133)	\$35/hour	\$52.50/hour	<b>Shelter Rentals</b>		
- Arts & Crafts Room (#202)	\$35/hour	\$52.50/hour	Refundable Deposit (Shelter)	\$100	\$100
- Hunter Exercise Room (#210)	\$30/hour	\$45/hour	Apex Community Park – small	\$17.50/hour	\$26.25/hour
- Hughes Exercise Room (#215)	\$30/hour	\$45/hour	Apex Community Park – large	\$22.50/hour	\$33.75/hour
- Salem, Saunders & Seaboard <sub>5</sub>	\$1,200/4 hours	\$1,500/4 hours	Hunter Street Park – small	\$17.50/hour	\$26.25/hour
<b>Other Amenity Rentals</b>			Jaycee Park – small	\$17.50/hour	\$26.25/hour
- Tennis Courts (2 min / 4 max)	\$15/hour/court	\$22.50/hour/court	Kelly Road Park small	\$17.50/hour	\$26.25/hour
- Sand Volleyball Court	\$15/hour/court	\$22.50/hour/court	Nature Park – small	\$17.50/hour	\$26.25/hour
- Disc Golf Course	\$45/hour	\$67.50/hour	Nature Park – large	\$17.50/hour	\$26.25/hour
- Amphitheater (1/2 day)	\$125	\$187.50	Seagroves Farm Park - small	\$17.50/hour	\$26.25/hour
- Amphitheater (whole day)	\$250	\$375			
- Attendant Fee (100+ Guests)	\$20/hour	\$20/hour			
- Extra Table Fee	\$3/table	\$3/table			
<i>2. Requires additional approval by Director; 3. attached to Zenith Room 4. Projector use is an additional fee as noted, 5. Fee includes after hours attendant fees for 2 attendants, kitchen and all three rooms) 6. All rentals require a 2-hour minimum.</i>					

## 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,

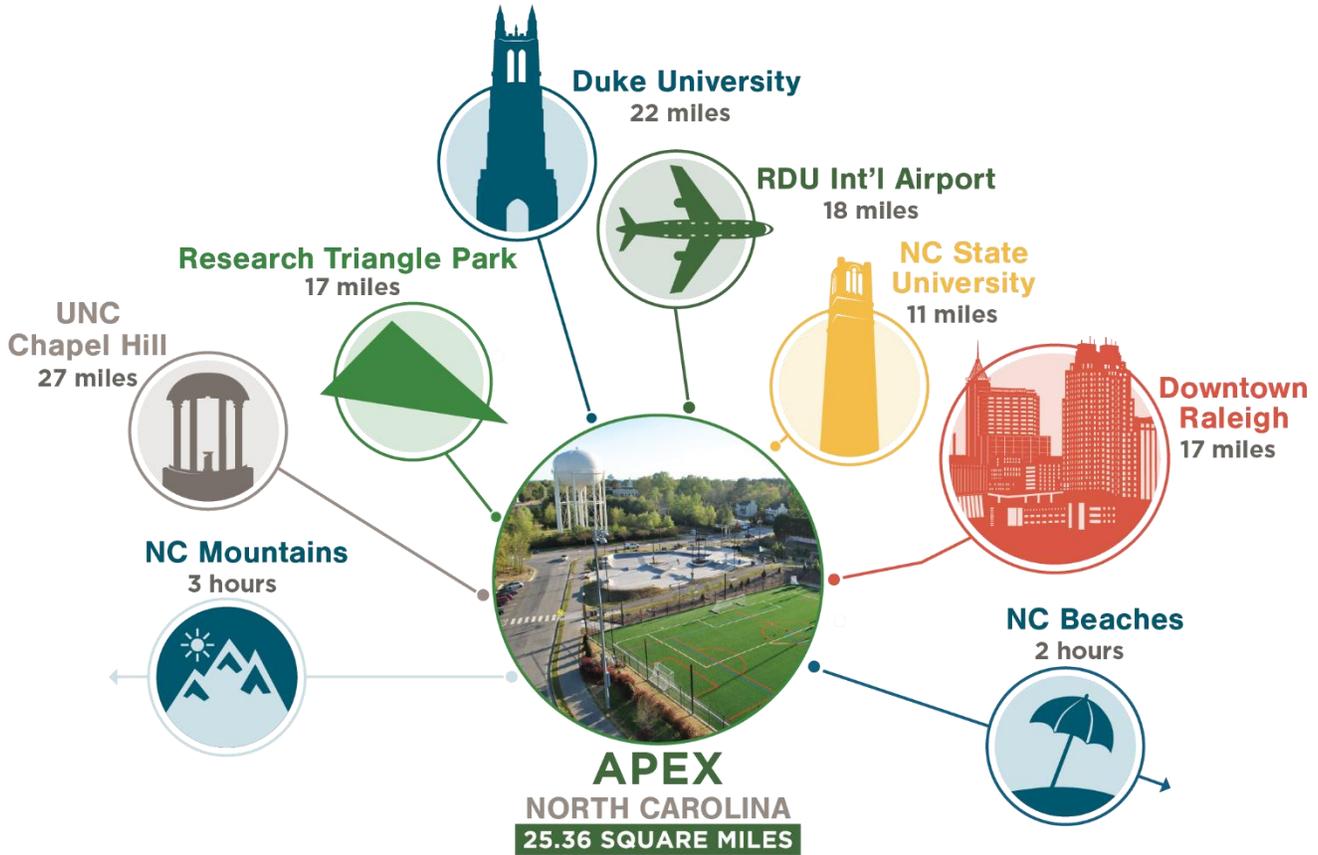
a fire destroyed a number of frame commercial buildings in the town. A second fire on June 12, 1911, destroyed much of the business district, including many of the old frame stores, the Merchants and Farmer's Bank, and the postmaster's house. The fires provided merchants with a strong incentive to replace the old frame structures with fireproof brick buildings. Many of the brick buildings are still in use today, like the 1912 Apex Town Hall that has housed many ventures throughout the years but currently serves as a home to the Halle Cultural Arts Center.

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

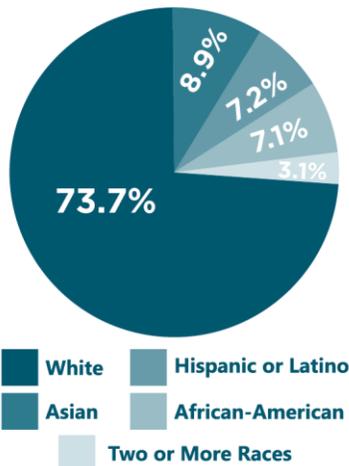


## Geography

Apex is located in Southwest Wake County in North Carolina's Research Triangle area. The town is approximately 25.36 square miles. Apex is 17 miles to downtown Raleigh, 18 miles to RDU International Airport, 17 miles to the prestigious Research Triangle Park and within 30 miles of 3 Tier 1 research universities. Apex is perfectly positioned between the Blue Ridge mountains and the beautiful NC coast.



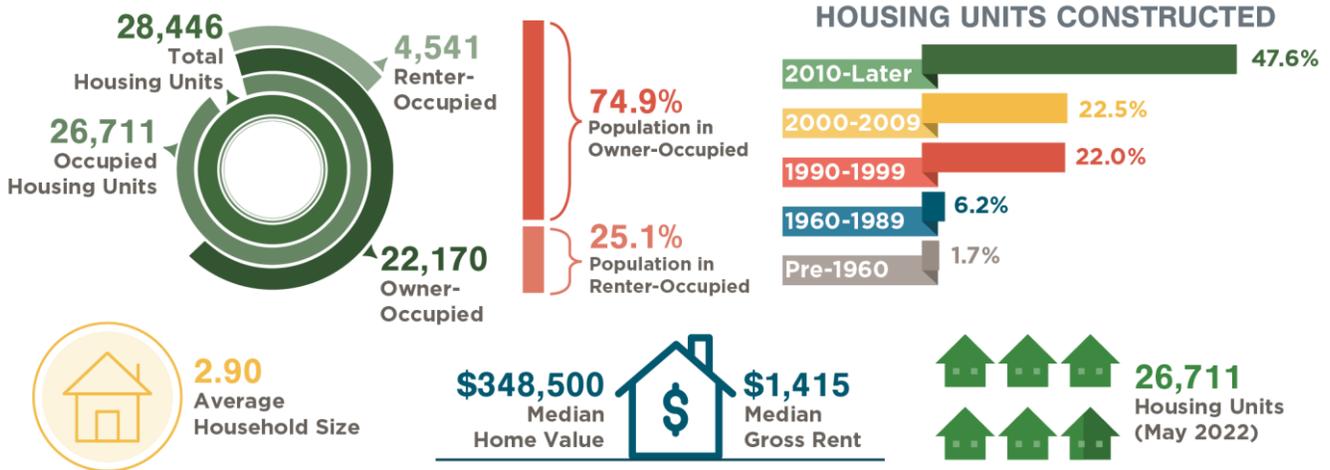
## Demographics<sup>1</sup>



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



## Housing<sup>2</sup>



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. LaunchAPEX, a business training, networking and mentoring initiative, has produced over 50 graduates and business start-ups.

While the town continues to recover from COVID-19 pandemic, inflation and supply chain disruptions pose new challenges. The disruptions and demand for goods following the reopening of the economy has led to the fastest increase in prices since the early 1980s. The Consumer Price Index (CPI), a measure of inflation, rose 7.9 percent from February 2021 to February 2022. The index for food grew by 7.9 percent, the index for energy increased by 25.6 percent, and the index for all items less food and energy grew by 6.4 percent over the same period. Though the construction market is impacted by delayed material



and supply orders, the housing supply continues to increase, as evidenced by the number of building permits issued for multi-family and single-family units and commercial permits being at an all-time high.

During the pandemic utility disconnects were suspended and policies updated to allow for extensions and payment plans. These practices continue. The Town also created and continues to fund Neighbors Helping Neighbors, a customer assistance program. Western Wake Crisis Ministry (WWCM), a nonprofit organization that has served Apex and surrounding areas since 1983, administers the program. Additionally, Town Council provides \$1 per capita in funding to non-profit agencies to fund programs that support residents and the community in a variety of ways.

**Ten Largest Tax Payers by Assessed Valuation as of June 30, 2021.**

Tax Payer	Assessed Value	Percent of Total Assessed Value
CSP Community Owner LLC	135,601,038	1.23%
B9 MF Village West Owner LLC	53,381,190	0.49%
Beaver Creek Crossings Owner LLC	53,069,588	0.48%
Meridian at Ten Ten LLC	51,822,366	0.47%
Meridian at Nichols Plaza LLC	45,178,236	0.41%
JHG VBS I LLC	44,815,516	0.41%
Crtp Creekside Hills Drive LLC	44,404,108	0.40%
Beaver Creek Crossing LLC	43,571,061	0.40%
CFK Apex Land Co LLC	42,689,530	0.39%
G&I IX Lake Cameron LLC	42,188,281	0.38%
<b>Total:</b>	<b>\$556,720,914</b>	<b>5.07%</b>
<i>Total Assessed Value</i>	<i>\$10,980,796,000</i>	

**Ten Largest Employers for Apex as of 4th Quarter 2021**

Company Name	Industry	Employment
Wake County Public Schools	Education	1,924
Town of Apex	Government	622
Apex Tool Group	Manufacturing	425
Dell Technologies	Cloud Storage	350
Super Target	Consumer Products	350
Bland Landscaping	Landscaping Services	325
Costco	Consumer Products	302
ATI Industrial Automation	Manufacturing	275
Walmart	Consumer Products	198
Lowes Home Improvement	Consumer Products	160
<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, stormwater and water and sewer.

The Town undertook an organizational assessment and committed to develop its organization-wide strategic plan further. Organizational growth has not kept pace with development as population growth in Apex has increased demand for services and stretched operational capacity. The purpose of the organizational assessment was to determine an optimal organization structure and identify gaps in workforce capacity. The Town intends to implement the recommendations from the study in phases over multiple fiscal years with the highest priority recommendations in the FY22-23 Budget. Details regarding changes in organizational structure, reassignment of positions, and new positions are located in department-specific budget sections. The study resulted in identification and realignment of departments into four primary focus areas described below.

### *Town Administration*

The Town Council appoints the Town Manager to implement Council policies and administer the overall town organization and direct, coordinate, and evaluate the performance of Town services. The Town Manager serves at the pleasure of the Town Council. The Town Manager provides oversight for the Administrative departments of the Town that includes the Town Clerk; Diversity, Equity, and Inclusion; and Human Resources.

### *Community & Safety*

An Assistant Town Manager will lead the newly aligned Community and Safety functions. These departments regularly interact with residents and provide services and programs focused on creating opportunities for residents to build relationships and engage with other residents and town staff. The newly formed Community & Neighborhood Connections department will be responsible for executing the Town Council's affordable housing and equitable community engagement goals. This focus area also includes Police, Fire, and Parks, Recreation, and Cultural Resources.

### *Performance & Strategy*

A new position of Deputy Town Manager will lead the newly aligned Performance & Strategy functions. The functions are primarily internal support departments or require internal collaboration for product development. The newly formed Communications department will be 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. The newly formed Budget, Performance, & Strategy department is responsible for compilation, review, analysis, and presentation of data submitted for inclusion in the annual operating budget and Capital Improvement Plan, as well as the development and management of performance measures and organizational alignment with the Town's strategic plan. This focus area also includes Finance, Information Technology, and Economic Development.

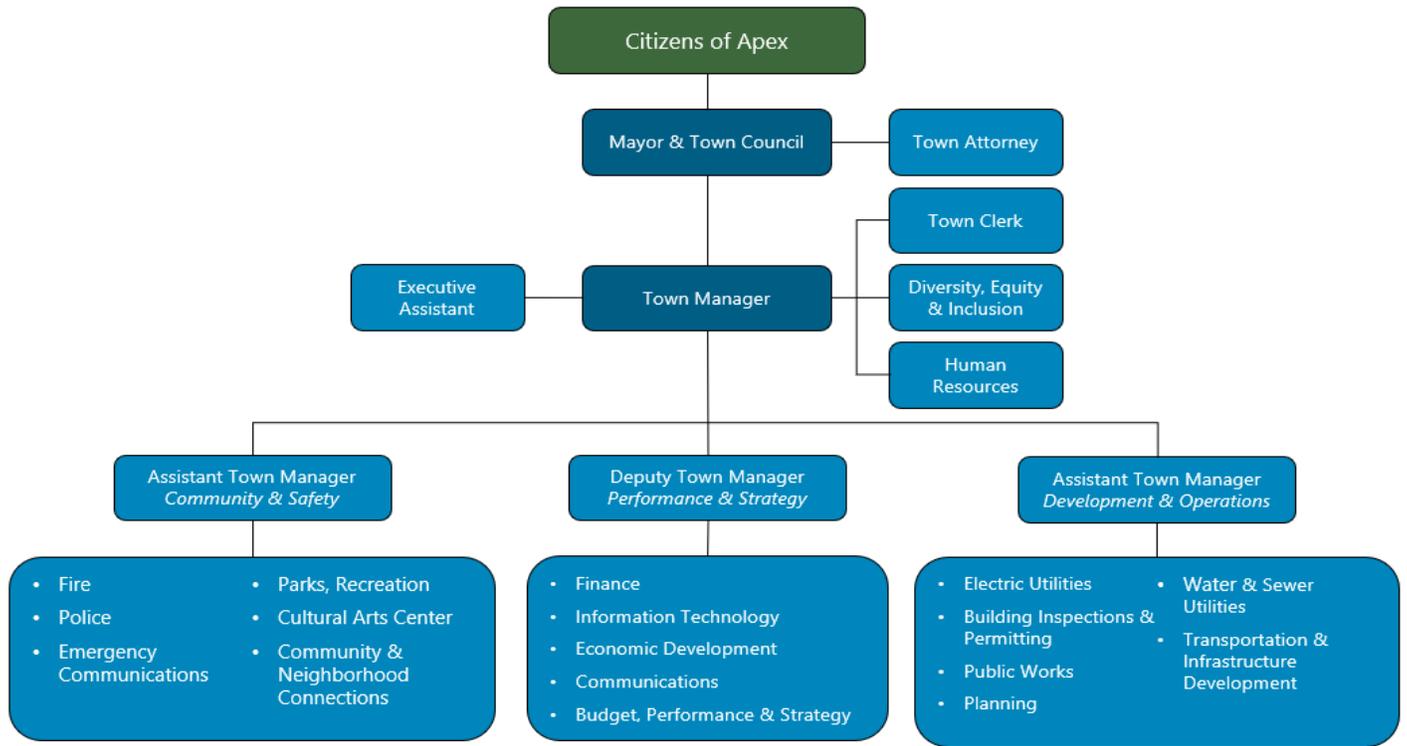
### *Development & Operations*

An Assistant Town Manager will lead the newly aligned Development & Operations functions. The functions primarily focus on service delivery, including utilities and public works. The newly formed Transportation & Infrastructure department will be responsible for construction management and monitoring of the construction phase of capital improvement projects for compliance with approved plans and specifications. The department will include development services, infrastructure inspections, transportation engineering, and property acquisition. This focus area also includes Public Works; consisting of



Public Works Administration, Streets, Solid Waste, Facility Services, and Fleet Services; Planning; Building Inspections & Permitting; Electric Utilities; and Water, Sewer, and Stormwater Utilities.

### 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, Revised 2022 – What do we want Apex to be like for future generations?*

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

### **Mission Statement**

*Established 2020, Revised 2022 – What is our purpose for existence?*

Provide exceptional public service that fosters 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 2022 – What do we want to achieve for our community & what needs to be done first?*

### High Performing Government

Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.

#### Objectives

- Use resources efficiently and effectively
- Provide customer-focused service
- Attract, retain, and develop our workforce
- Promote a culture of innovation and creativity
- Maintain transparency in stewardship of public resources

### A Welcoming Community

Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.

#### Objectives

- Ensure safe places and spaces
- Foster community connections
- Create a sense of belonging
- Encourage a healthy and active lifestyle
- Enhance communications for a more informed community

### Environmental Leadership

Commit to sustaining natural resources and environmental well-being.

#### Objectives

- Adopt clean energy and efficiency measures
- Preserve natural resources and habitats
- Reduce environmental waste
- Proactively address climate vulnerability



**Economic Vitality**

Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.

**Objectives**

- Recruit, retain, and develop businesses
- Leverage community assets to benefit businesses and residents
- Engage in placemaking
- Identify key opportunities to strengthen economic environment

**Responsible Development**

Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.

**Objectives**

- Plan for and invest in infrastructure
- Provide and promote mobility
- Support diverse housing options
- Balance impacts of growth and development

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 2022 retreat), staff identified various resources needed to begin working towards the initiatives. The next couple of pages highlight funds allocated in the FY23 budget to specific items identified by Town Council as priorities.



Strategic Goal Alignment in General Fund		
Strategic Focus	Strategy/Action Item	Budget
<b>High Performing Government</b>	<b>Implement Phase 1 of organization assessment recommendations</b>	
	-Addition of 50 new positions across all departments	\$8,254,000
	-Implementation of pay scale & classification plan and other compensation	\$2,402,300
	<b>Continue to invest in employee professional development</b>	
	- Travel & training across all operations	\$676,800
	<b>Finalize Strategic Plan and begin departmental business plans</b>	\$20,000
	<b>Develop diversity inclusion belonging program</b>	
- GARE membership & Tru Access rap sessions	\$31,000	
- New hire diversity training	\$8,000	
	<b>Subtotal</b>	<b>\$11,392,100</b>
<b>Economic Vitality</b>	<b>Implement the Downtown Master Plan</b>	
	- Salem Street downtown projects	\$2,800,000
	- Downtown coworking station	\$18,600
	- Downtown façade grant program	\$30,000
	- Downtown development promotion and marketing	\$20,500
<b>Recruit, retain, and develop businesses</b>		
-Economic development incentives	\$35,000	
	<b>Subtotal</b>	<b>\$2,904,100</b>
<b>A Welcoming Community</b>	<b>Complete Greenway Connections</b>	
	- Ragan Road sidepath feasibility study	\$200,000
	- Annual greenway allocation	\$300,000
	- Beaver Creek Greenway improvements	\$650,000
	<b>Encourage a healthy and active lifestyle</b>	
	- Hunter Street bike track	\$225,000
	<b>Ensure safe places and spaces</b>	
- Firing range for Police qualifications and training	\$325,000	
- Vision Zero initiative	\$110,000	
<b>Institute Mayor internship/engagement program</b>	\$10,000	
	<b>Subtotal</b>	<b>\$1,820,000</b>
<b>Environmental Leadership</b>	<b>Be a leader in renewable energy &amp; conservation</b>	
	- Electric & hybrid fleet replacements & additions	\$200,000
	- Complete Sustainability Action Plan with implementation timeline	\$7,800
	- Complete climate vulnerability assessment	\$5,000
	- Implement green initiatives in Town facilities	\$20,000
	- Urban forestry internship program	\$15,000
<b>Plant the Peak program</b>	\$100,000	
	<b>Subtotal</b>	<b>\$347,800</b>
<b>Responsible Development</b>	<b>- Support diverse housing options (allocation to affordable housing fund)</b>	\$1,776,000
	<b>- Provide and promote mobility</b>	
	- Downtown Redevelopment Plan	\$100,000
	- Implement Phase 1 of wayfinding plan & install signage	\$320,000
	- Transit program	\$760,600
	- NCDOT S-Line Raise grant	\$30,000
	- Downtown interim bus stop (GoTriangle) enhancements	\$50,000
	<b>Focus on infrastructure improvements</b>	
	- Complete pavement condition survey to prioritize roadwork	\$100,000
	- Evans Street sidewalk repair	\$95,000
- Annual misc. sidewalk improvement	\$200,000	
	<b>Subtotal</b>	<b>\$3,431,600</b>
<b>Grand Total</b>		<b>\$19,895,600</b>

Strategic Goal Alignment Enterprise Funds		
Strategic Focus	Strategy/Action Item	Budget
High Performing Government	<b>Personnel additions</b>	
	- Water Maintenance Field Supervisor and Maintenance Worker	\$193,000
	- Stormwater Utility Coordinator	\$109,200
	- Water Maintenance Field Supervisor and Maintenance Worker	\$182,700
	- Electric System Operator and Head Arborist	\$258,300
	<b>Subtotal</b>	<b>\$743,200</b>
Economic Vitality	<b>System expansion to support residential &amp; commercial growth</b>	
	- Big Branch 2 pump station design	\$1,000,000
	- Beaver Creek Commons gravity sewer extension	\$1,400,000
	- Western Transmission Main project	\$2,100,000
	- Cary-Apex water and sewer projects	\$922,200
	- New water meter installation	\$200,000
	- Electric system expansion	\$2,500,000
	<b>Subtotal</b>	<b>\$8,122,200</b>
A Welcoming Community	<b>Enhance communications for a more informed community</b>	
	- Educational Giveaways, Supplies, etc. for Water/Sewer	\$1,500
	- Fats, oils and grease educational Items	\$1,000
	- Stormwater public education & outreach supplies and giveaways	\$5,500
	- Consumer Confidence Report	\$6,500
	<b>Subtotal</b>	<b>\$14,500</b>
Environmental Leadership	<b>Be a Leader in Renewable Energy &amp; Conservation</b>	
	- AMI/Smart Meter Project	\$1,000,000
	- EV transition investigation (2 replacements)	\$75,000
	- Beaver Creek streambank restoration	\$120,000
	<b>Develop funding strategy for watershed protection of Jordan Lake</b>	\$135,000
	<b>Subtotal</b>	<b>\$1,330,000</b>
Responsible Development	<b>Investment in infrastructure upgrades and replacement</b>	
	- Stormwater infrastructure condition master plan	\$100,000
	- Annual miscellaneous drainage improvements	\$100,000
	- Pump station condition assessments	\$50,000
	- Water main replacement & rehab program	\$300,000
	- Inflow & infiltration repairs (Various Locations)	\$300,000
	- Pump station maintenance & repair	\$534,500
	<b>Subtotal</b>	<b>\$1,384,500</b>
<b>Grand Total</b>		<b>\$11,594,400</b>



## 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. After review and minor amendment by the extended leadership team comprised of staff, strategic goals were updated with Town Council agreement in May of 2022. Part of the strategic plan development includes establishing performance measures in each of Council's five focus areas that include:

*High Performing Government:* Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.

*Responsible Development:* Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.

*Environmental Leadership:* Commit to sustaining natural resources and environmental well-being.

*Economic Vitality:* Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.

*Welcoming Community:* Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.

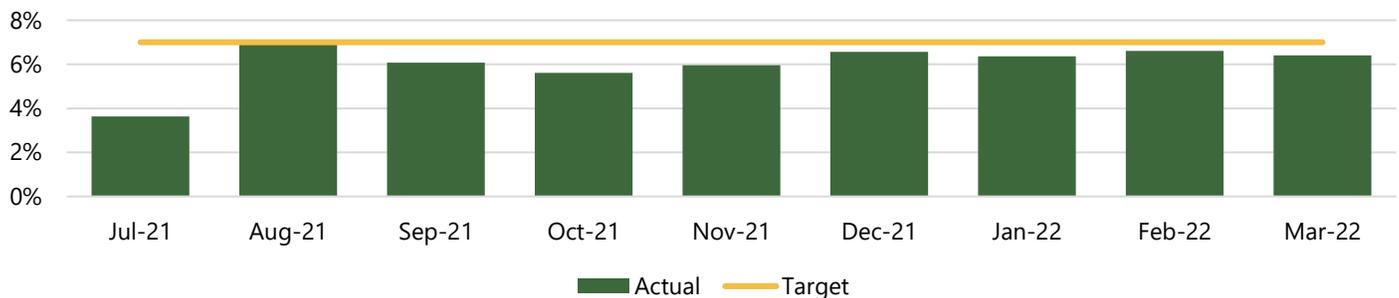
These focus areas help guide the development of departmental action plans that help the Town achieve these strategic priorities. Developing new goals and objectives means some historical data may not be available or relevant and a trend will not be identifiable until three to five years of new data collection.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



## High Performing Government

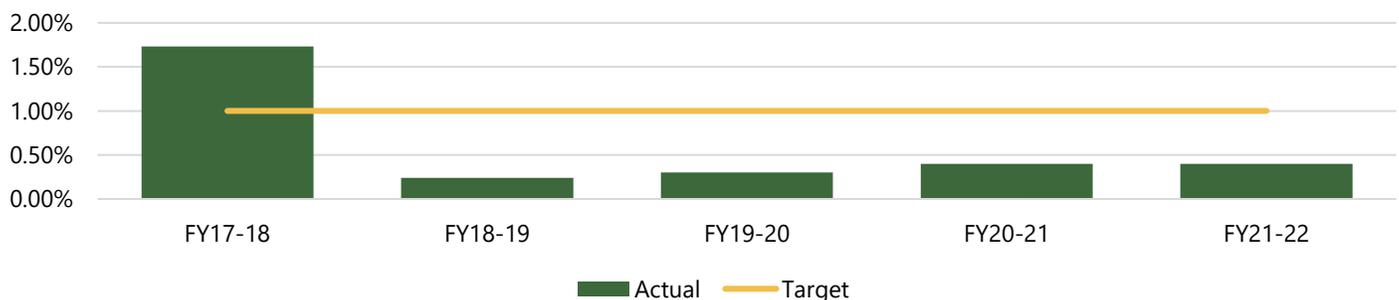
Human Resources	
<b>Performance Measure</b>	Voluntary turnover rate among municipal employees
<b>Description</b>	The rate at which employees leave can signal a number of important factors. A high turnover rate can indicate a workplace environment that is not welcoming or conducive to activity or salary and benefits are not comparable with job market
<b>Target</b>	7 percent or less
<b>Current Status</b>	6.41 percent in March 2022, average 5.09% over past twelve months
<b>Supplemental Budget for upcoming FY</b>	Addition of 5 new employees to support the human resources efforts, implementation of adjustments in pay scale and merit pay and cost of living supplement.
<b>Estimated Timeframe for Achieving Goal</b>	Already achieved; employee voice and regular meetings with Employee Relations Co (ERC) should lead to further gains

### Voluntary Turnover Rates



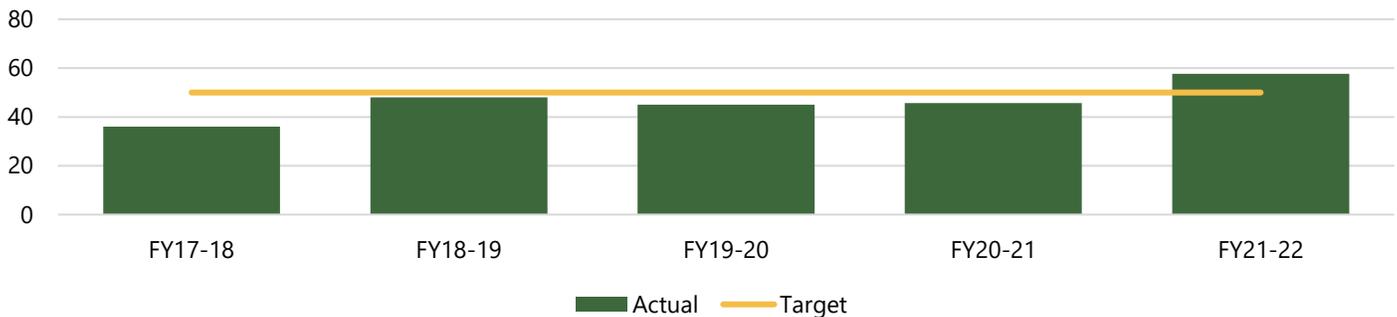
Fleet	
<b>Performance Measure</b>	Percentage of work orders requiring repeat repair within 30 days
<b>Description</b>	Repair orders ideally should be taken care of the first time around, as repeat orders require additional time and resources. This measure notes how frequently work orders required a second visit in a short amount of time, effectively demonstrating efficiency.
<b>Target</b>	1 percent or less
<b>Current Status</b>	0.4 percent in FY 21-22
<b>Supplemental Budget for upcoming FY</b>	Continued data conversion to Fleetio software; CPS Dual System Refrigerant Machine and additional lift purchases and installation; purchase of new universal scan tool
<b>Estimated Timeframe for Achieving Goal</b>	Already achieved; continuing training should maintain achievement for FY22-23

### Work Orders Requiring Repeat Repairs



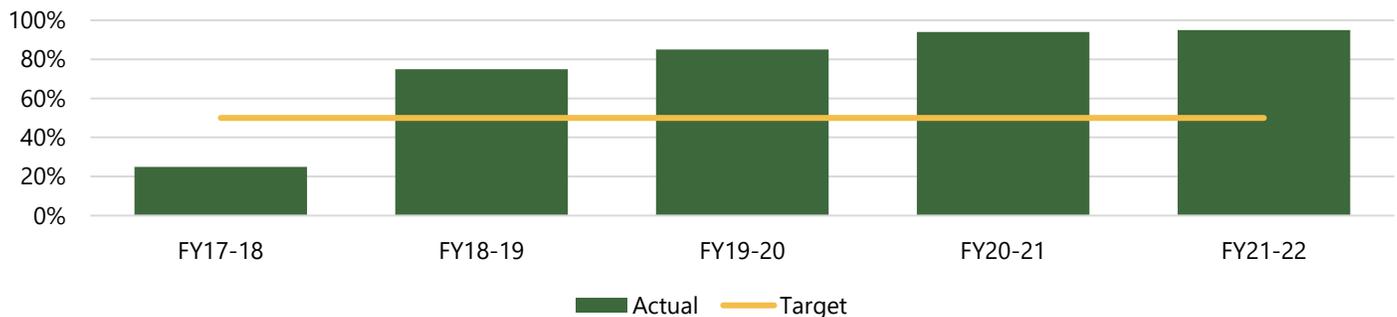
Solid Waste	
<b>Performance Measure</b>	Number of complaints per 10,000 yard waste collection points
<b>Description</b>	Complaints over yard waste are an important and easily accessible metric to monitor the quality of waste disposal service. Valid complaints, while more subjective, also account for customers lodging complaints over issues that are not the department's fault.
<b>Target</b>	50 or less
<b>Current Status</b>	57 in FY 21-22
<b>Supplemental Budget for upcoming FY</b>	Utilization of Cityworks and telemetrics (GPS) data to improve service delivery and routes; budget and scheduling of maintenance for capital equipment to reduce downtime; customer service/311 project implementation for improved customer service
<b>Estimated Timeframe for Achieving Goal</b>	FY 22-23

### Valid Complaints for Yard Waste Collections



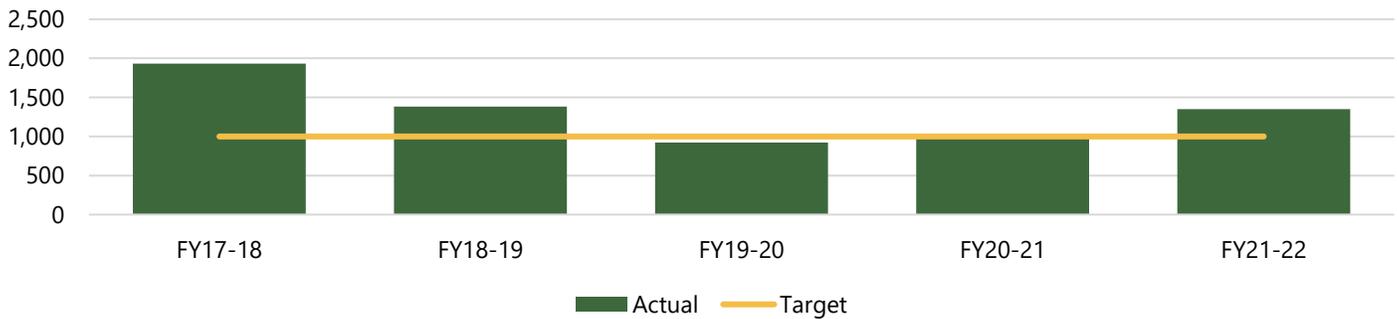
Inspections & Permitting	
<b>Performance Measure</b>	Percentage of inspection requests receiving a response within one business day
<b>Description</b>	An important aspect of efficiency is being requests in a timely fashion able to handle. For a growing economy such as Apex, being able to quickly inspect buildings is critical to ensuring new businesses can get up and running as soon as possible.
<b>Target</b>	At least 50 percent
<b>Current Status</b>	95 percent in FY 21-22
<b>Supplemental Budget for upcoming FY</b>	Appropriated funds for training for field inspectors; career ladder implementation to reduce turnover; digital plan review and online scheduling to reduce in office requirements
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

### One Day Response to Inspection Requests



Inspections & Permitting	
<b>Performance Measure</b>	Number of plan reviews performed per year per Reviewer FTE
<b>Description</b>	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.
<b>Target</b>	At least 1,000
<b>Current Status</b>	1351 in FY 21-22
<b>Supplemental Budget for upcoming FY</b>	Implementation of pay scale and classification updates; travel & training budget support; supplementing full time staff with part time support to reduce review times
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

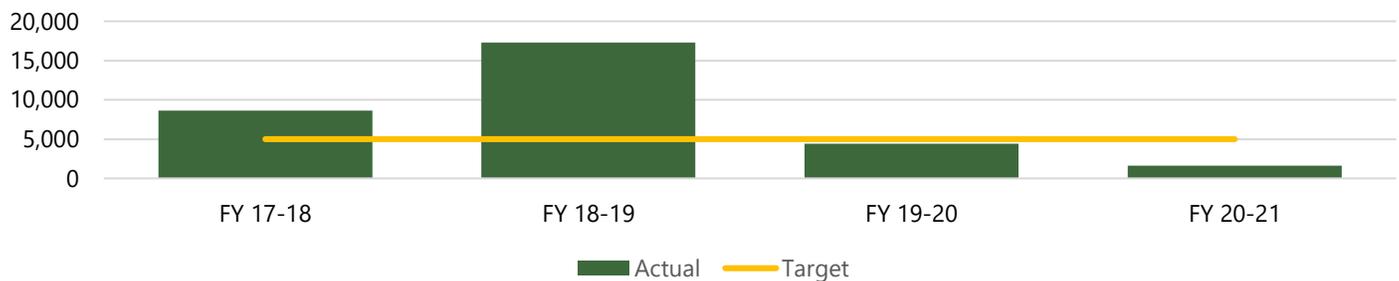
### Plan Reviews



## Responsible Development

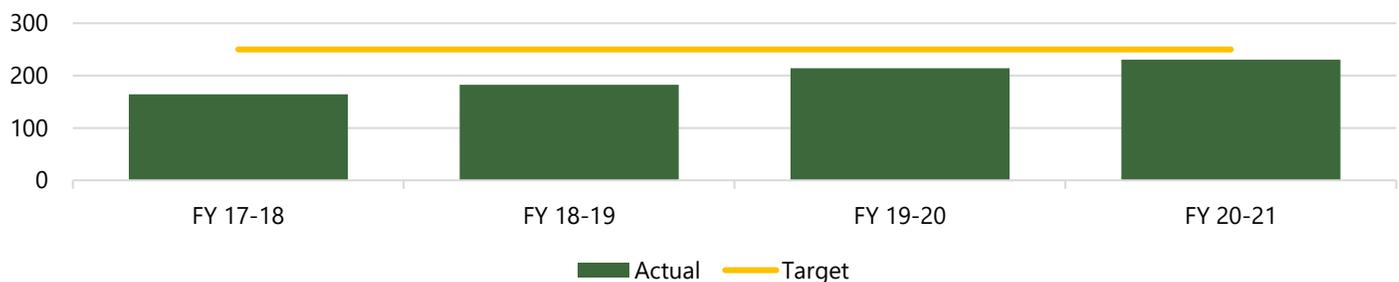
Parks, Recreation & Cultural Resources	
<b>Performance Measure</b>	Sidepath Feet Added Per Year
<b>Description</b>	Sidepaths are an important element of safety on the road, allowing pedestrians and bicyclists safe movement ensuring appropriate distance from vehicular traffic. Sidepaths can help prevent tragic and sometimes fatal accidents, protecting lives while encouraging a healthy lifestyle.
<b>Target</b>	5000 additional feet per year
<b>Current Status</b>	1636 feet in FY 20-21
<b>Supplemental Budget for upcoming FY</b>	Implementation of long range transportation plan in conjunction with Parks and Recreation Master Plan; easement acquisition for public purposes
<b>Estimated Timeframe for Achieving Goal</b>	FY 22-23

**Sidepath Feet Added Per Year**



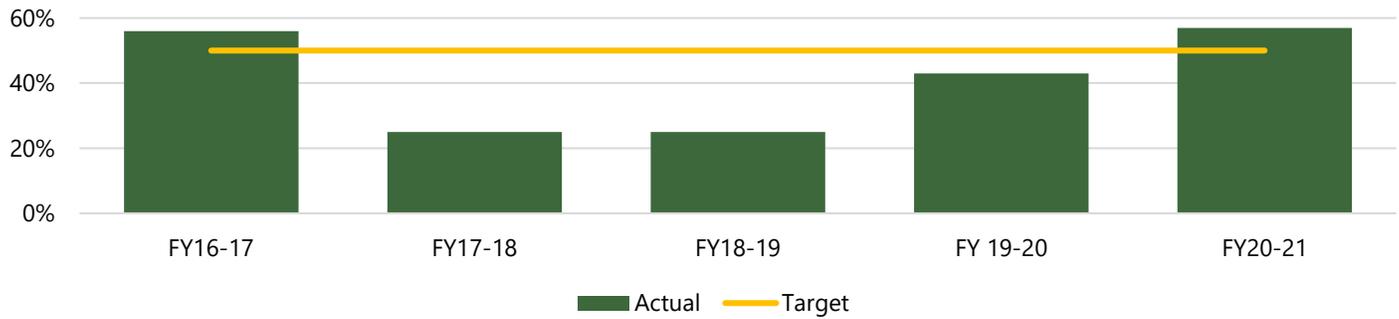
Parks, Recreation & Cultural Resources	
<b>Performance Measure</b>	Total number of sidewalk miles in Apex
<b>Description</b>	Sidewalks are an essential aspect of public safety and responsible environmental leadership. Not only do they provide places to walk and encourage citizens to be active, but they also provide a safe buffer, discouraging citizens from walking on or by the road and reducing avoidable accidents.
<b>Target</b>	250 miles
<b>Current Status</b>	230 miles in FY 20-21
<b>Supplemental Budget for upcoming FY</b>	Continue to build on the sidewalks established through prioritization and mapping system; \$200,000 annual misc. sidewalk allocation and funding of Safe Routes to Schools
<b>Estimated Timeframe for Achieving Goal</b>	FY 22-23

**Total Sidewalk Miles**



Streets	
<b>Performance Measure</b>	Maintain 50 percent of lane miles rated 85 or better
<b>Description</b>	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.
<b>Target</b>	50% or higher
<b>Current Status</b>	57%
<b>Supplemental Budget for upcoming FY</b>	Annual pavement management allocations; resurfacing and reconditioning contracted Services; pavement condition study scheduled for FY 23
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

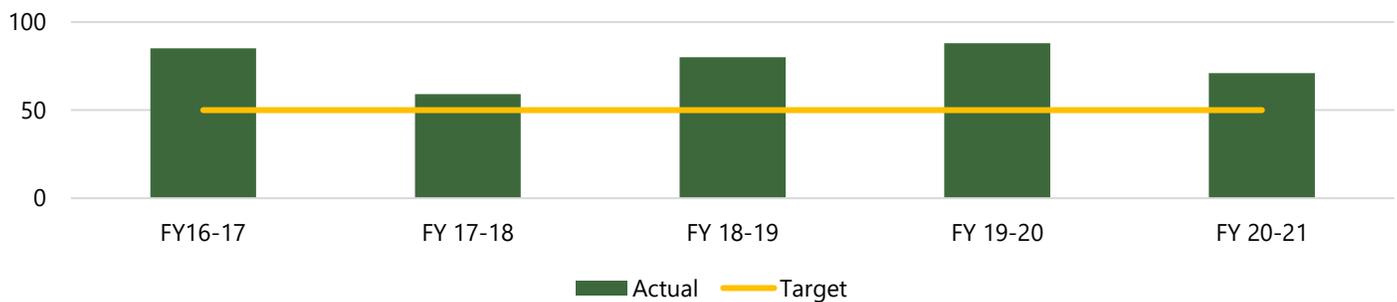
**Lane Miles Rated 85 Or Over**



## Environmental Leadership

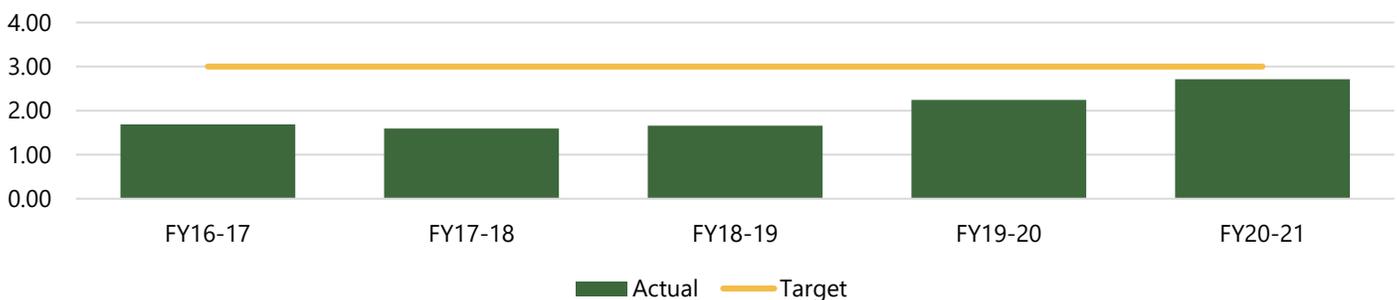
Solid Waste	
<b>Performance Measure</b>	Tonnage recycled per 1000 residents
<b>Description</b>	Recycling is a key part of environmental stewardship. The amount of recycling per capita points to how involved a town's population is with the ideas of recycling and conservation. Tonnage per 1000 residents is a common metric used to assess town conservation.
<b>Target</b>	50 tons per 1000 residents
<b>Current Status</b>	71 tons per 1000 residents
<b>Supplemental Budget for upcoming FY</b>	Waste reduction initiative implementation; continue community outreach and education regarding recycling
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

### Recycling Tonnage per 1000 Residents



Water Resources	
<b>Performance Measure</b>	Number of customer complaints about water quality per 1,000 meters of main line pipe
<b>Description</b>	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.
<b>Target</b>	3 or less per 1,000 meters of pipeline
<b>Current Status</b>	0.08 in FY 20-21
<b>Supplemental Budget for upcoming FY</b>	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
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

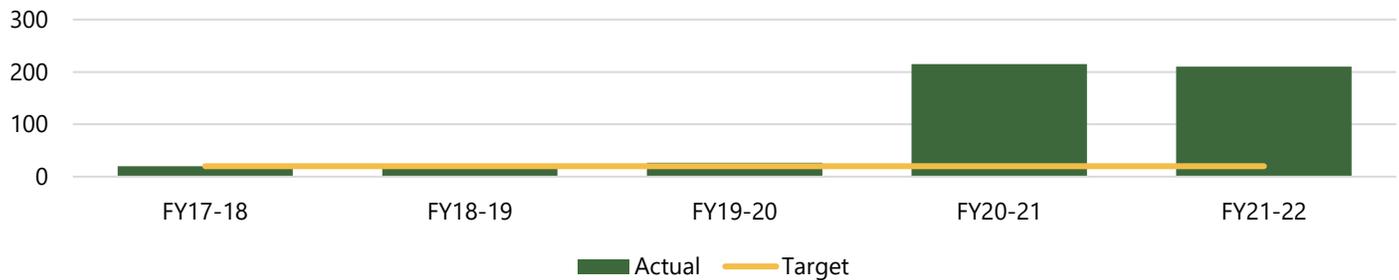
### Customer Complaints About Water Quality



## Economic Vitality

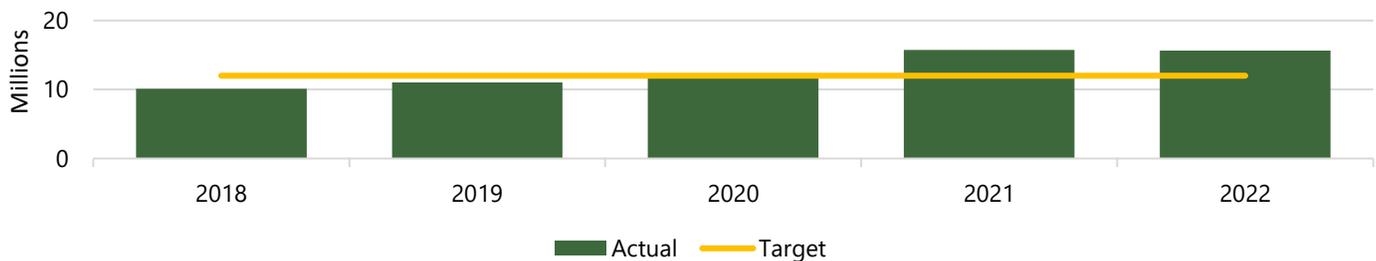
Economic Development	
<b>Performance Measure</b>	Number of existing businesses contacted per month
<b>Description</b>	Municipal governments play an essential role in helping their economies to grow. Once such way in which this can be accomplished is by contacting and encouraging businesses to either 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.
<b>Target</b>	20 existing businesses
<b>Current Status</b>	210 business contacts per month in FY21-22
<b>Supplemental Budget for upcoming FY</b>	Cash Corporate Center marketing and development; economic development incentives; increased communication efforts to determine the support Apex businesses are most in need of
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

### Average of Existing Buisnesses Contacted



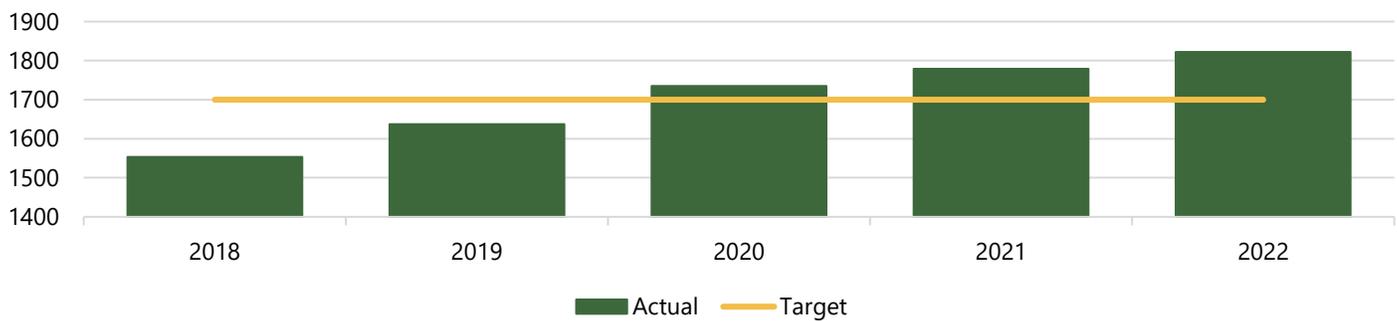
Economic Development	
<b>Performance Measure</b>	Sales tax generated per year
<b>Description</b>	The amount of sales tax revenue generated by a town is an easy way to assess the confidence of the town's citizens in the local economy. Spending indicates confidence in the economy and a level of disposable income. Sales tax revenue distributed based on local purchases and population numbers are reflective of a stable and growing community.
<b>Target</b>	\$12,000,000
<b>Current Status</b>	\$15,728,051 in 2021, projected 15,625,000 in 2022.
<b>Supplemental Budget for upcoming FY</b>	Continue fostering a thriving environment to attract business to Apex; increased communication efforts to determine the support Apex businesses are most in need of
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

### Sales Tax Revenue Generated



Economic Development	
<b>Performance Measure</b>	Number of electric commercial utility accounts operating in Apex
<b>Description</b>	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.
<b>Target</b>	1700 accounts
<b>Current Status</b>	1822 accounts as of March 2022
<b>Supplemental Budget for upcoming FY</b>	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
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

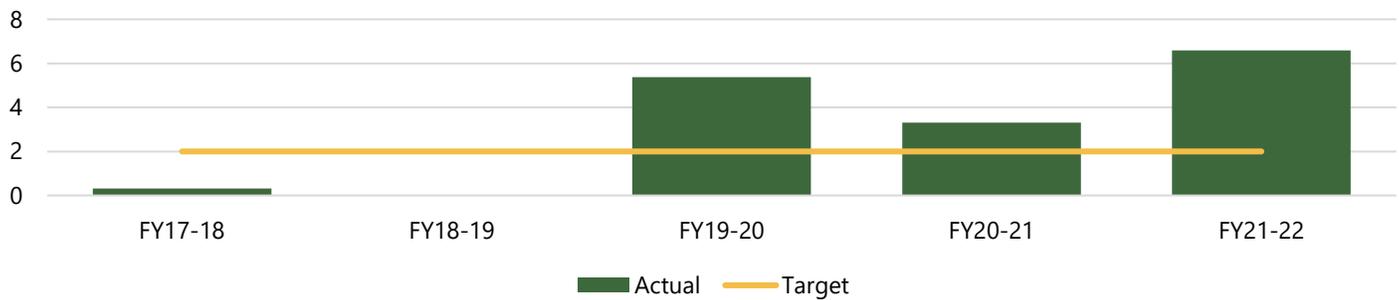
**Active Commercial Electric Accounts**



## Welcoming Community

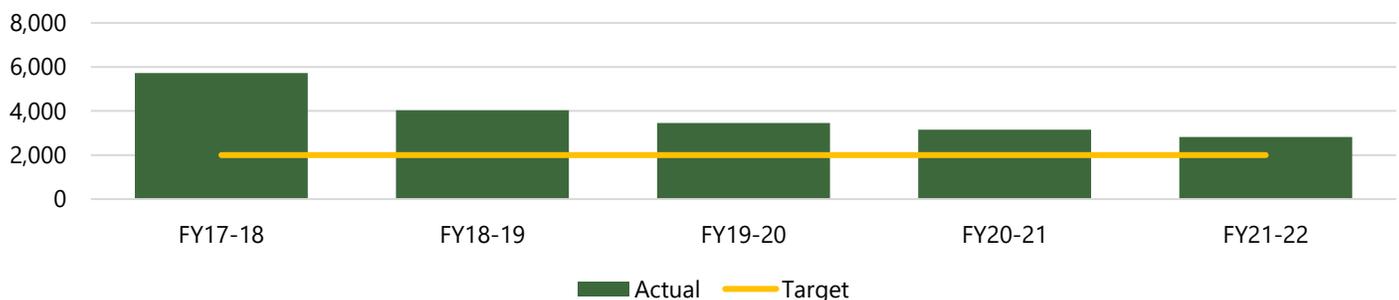
Parks, Recreation & Cultural Resources	
<b>Performance Measure</b>	Greenway miles added per year
<b>Description</b>	Ensuring that a town's residents have places to exercise and enjoy nature is an important part of maintaining a healthy, vibrant community. Greenway miles offer additional amenities to a growing population.
<b>Target</b>	2 additional miles per year
<b>Current Status</b>	6.59 miles in FY 21-22
<b>Supplemental Budget for FY 21-22</b>	Continue to build on the greenway established; annual greenway allocation for new greenway connections; Parks and Recreation Master Plan update; Beaver Creek Greenway allocation
<b>Estimated Timeframe for Achieving Goal</b>	FY 22-23

**Greenway Miles Added Per Year**



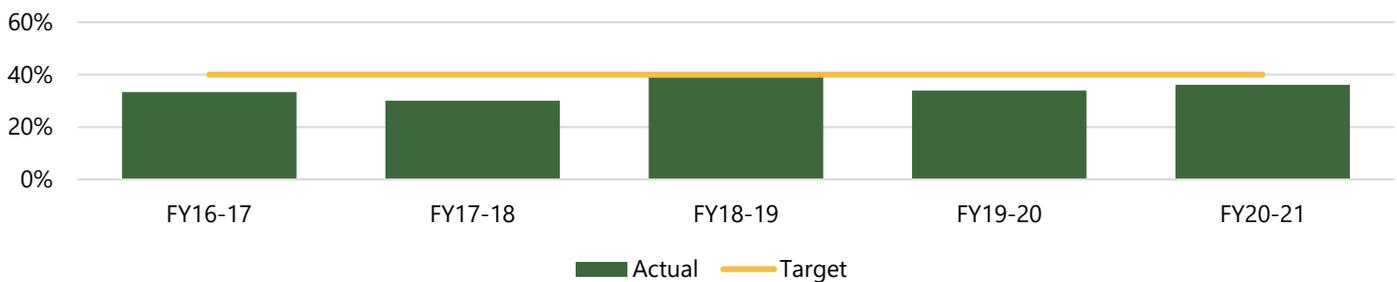
Parks, Recreation & Cultural Resources	
<b>Performance Measure</b>	Apex population per greenway mile
<b>Description</b>	While a simple, total greenway miles measurement is useful, it is also important to consider the availability of greenway per capita. Goals for creating more greenways need to be framed around the population they are being made for.
<b>Target</b>	<2000 people per greenway mile
<b>Current Status</b>	2813 people per greenway mile in FY 21-22
<b>Supplemental Budget for upcoming FY</b>	Continue to build on the greenway established; annual greenway allocation established for new greenway connections; Parks and Recreation Master Plan update
<b>Estimated Timeframe for Achieving Goal</b>	FY 22-23

**Population Per Greenway Mile**



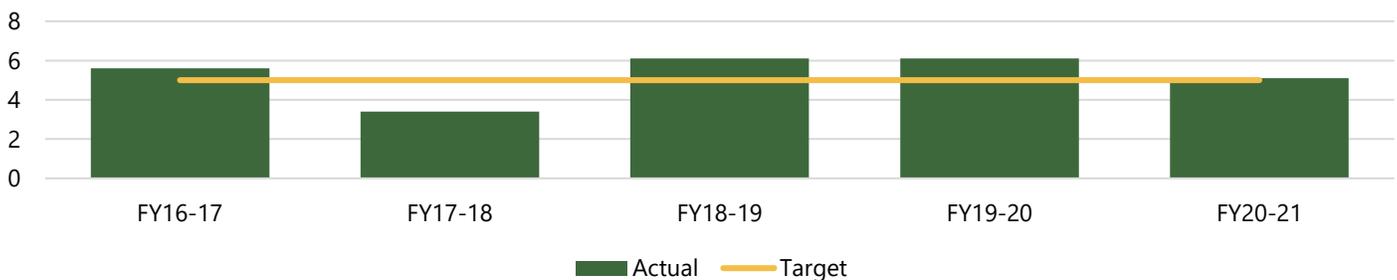
Police	
<b>Performance Measure</b>	Percentage of reported Part I cases cleared
<b>Description</b>	Cases cleared is an important metric for any police department. A case is cleared when either someone is arrested, charged with the offense, or turned over for prosecution. Part 1 cases involve homicide, rape, aggravated assault, etc., and differ from Part 2, which usually less violent offenses.
<b>Target</b>	At least 40 percent
<b>Current Status</b>	36.1 percent in FY20-21
<b>Supplemental Budget for upcoming FY</b>	Addition of civilian support positions allowing sworn officers more time in the field; training and professional development plan implementation
<b>Estimated Timeframe for Achieving Goal</b>	FY22-23

### Part 1 Cases Cleared



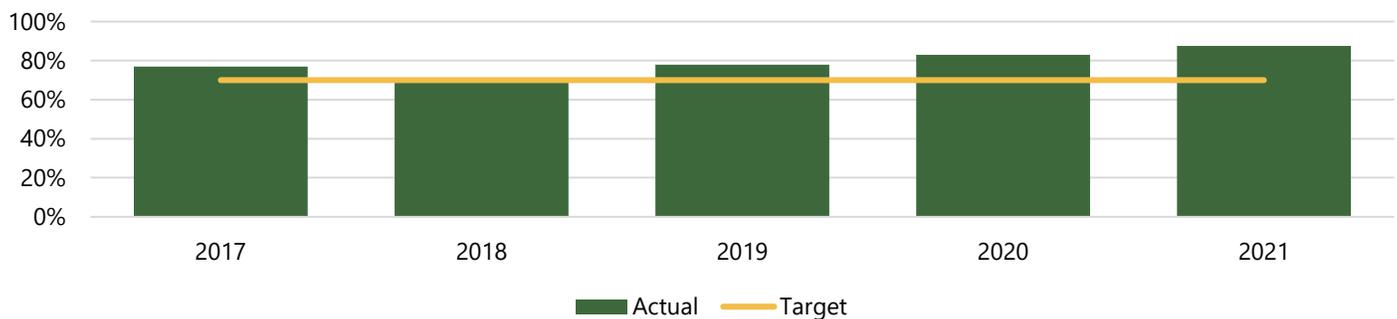
Police	
<b>Performance Measure</b>	Response time for high priority calls
<b>Description</b>	Responding to calls in a timely fashion is a crucial element for any police force. High priority calls are often the greatest point of emphasis, to ensure that individuals who need help receive it as soon as possible. Response time (in minutes) is a common metric used to gauge how quickly officers can respond to calls.
<b>Target</b>	5 minutes or less
<b>Current Status</b>	5.1 in FY20-21
<b>Supplemental Budget for upcoming FY</b>	Computer equipment replacements and upgrades
<b>Estimated Timeframe for Achieving Goal</b>	FY22-23

### High Priority Call Response



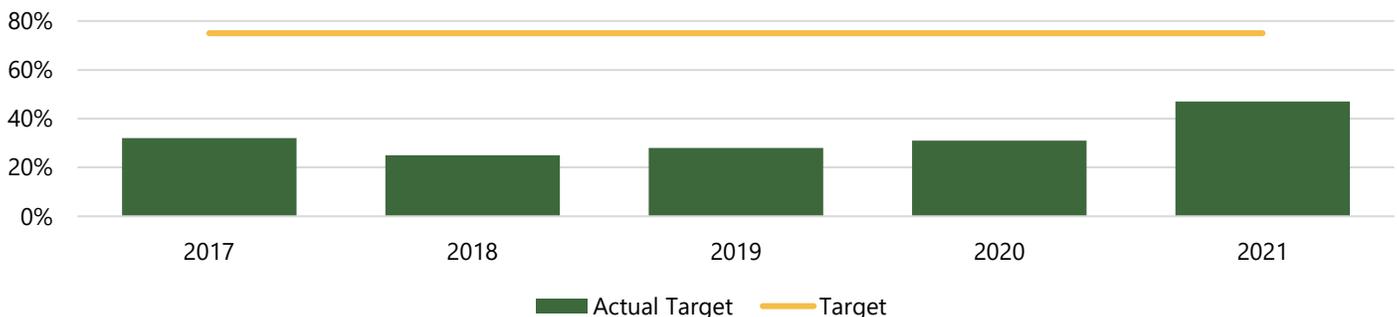
Fire	
<b>Performance Measure</b>	Percentage of structure fires confined to the floor of origin
<b>Description</b>	One crucial element of fire success is ensuring that fires do not become too destructive. Stopping a fire from spreading, and containing it to the individual floors involved when fire arrives 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.
<b>Target</b>	70 percent or more
<b>Current Status</b>	88 percent in 2021
<b>Supplemental Budget for upcoming FY</b>	Additional fire engine and staffing for Public Safety Station 6; complete construction of Public Safety Station 6; emergency and personal protective equipment purchases
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

**Percent of Fires Confined to Involved Floors**



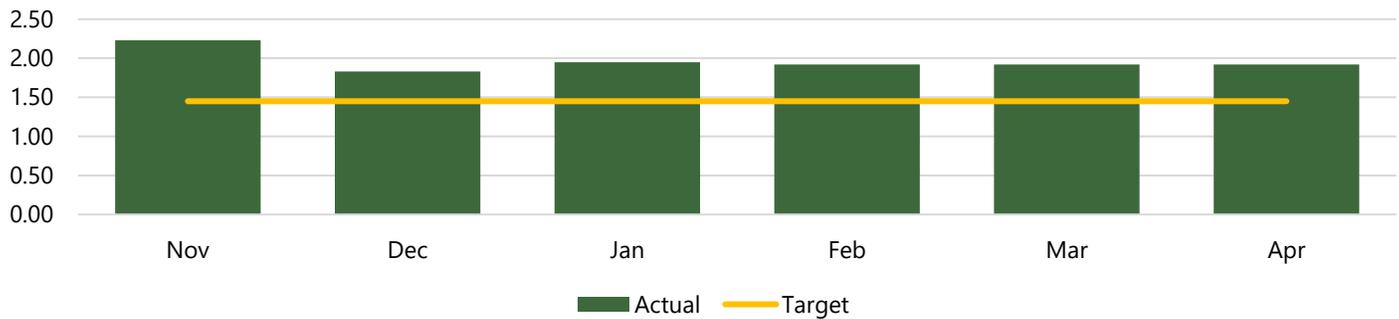
Fire	
<b>Performance Measure</b>	Percentage of fire code violations cleared within 30 days of initial inspection
<b>Description</b>	Following the fire code is one of the best preventative measures to mitigate dangerous conditions. Correcting violations reduces the likelihood of personal and/or property damage.
<b>Target</b>	75 percent or more
<b>Current Status</b>	47 percent in 2021
<b>Supplemental Budget for upcoming FY</b>	Training and supplemental equipment additions; implementation of fines for continued violations
<b>Estimated Timeframe for Achieving Goal</b>	FY 23-24

**Fire Code Violations Cleared**



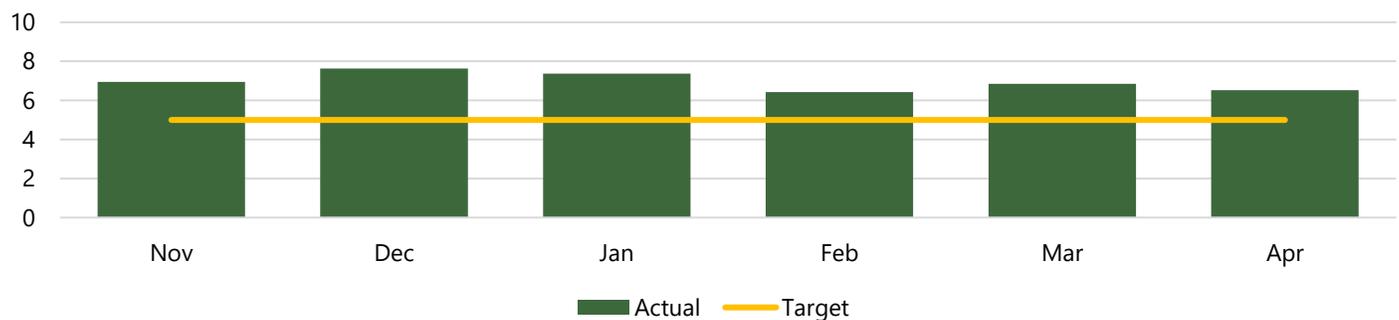
Fire	
<b>Performance Measure</b>	Turnout time in minutes (90 <sup>th</sup> Percentile)
<b>Description</b>	Turnout time is the measure from how quickly a call is dispatched to when the vehicle has left the station and is in route to the incident location. Faster turnout times mean faster responses, increasing safety and reducing the chance for property damage.
<b>Target</b>	1:45
<b>Current Status</b>	1:55 in Apr 22
<b>Supplemental Budget for upcoming FY</b>	Continued training and data analysis; implementation of best practices
<b>Estimated Timeframe for Achieving Goal</b>	FY 23-24

**Fire Turnout Time (90th Percentile)**



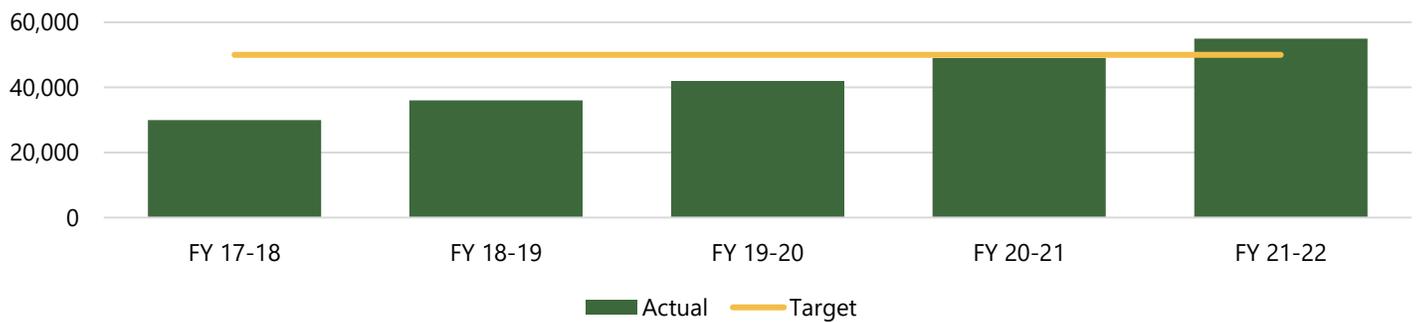
Fire	
<b>Performance Measure</b>	Town travel time (90 <sup>th</sup> Percentile)
<b>Description</b>	Similar to turnout time, travel time is another essential metric that shows how quickly a dispatched vehicle arrives at an incident. Arriving quickly reduces the chance of serious injury or death, and can prevent additional property damage.
<b>Target</b>	5:00
<b>Current Status</b>	6:35 in Apr 22
<b>Supplemental Budget for upcoming FY</b>	GPS Vehicle Preemption project
<b>Estimated Timeframe for Achieving Goal</b>	FY 25-26

**Fire In Town Travel Time (90th Percentile)**



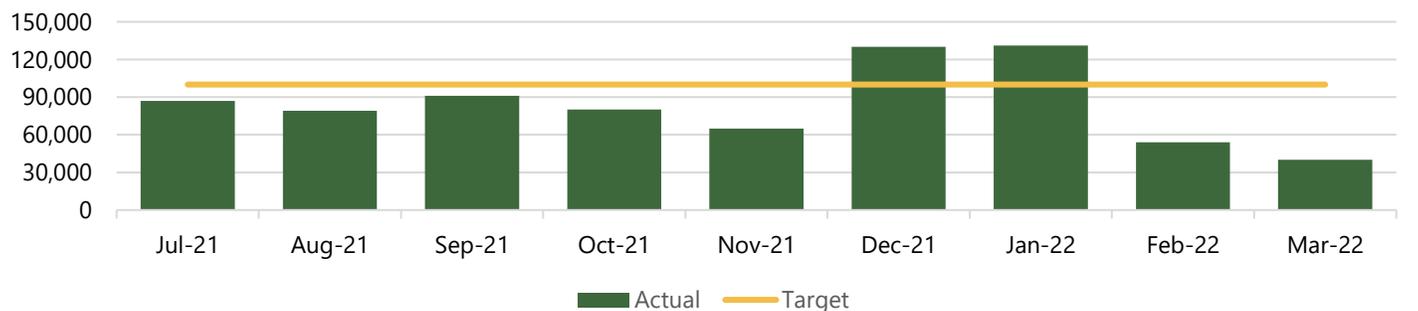
Communications	
<b>Performance Measure</b>	Amount of social media followers across Facebook, Twitter, Instagram, and Nextdoor
<b>Description</b>	Social media following is a simple way of assessing the base that a town is capable of reaching on social media. Following makes it much more likely that any given announcement or social media post will end up being noticed by an individual.
<b>Target</b>	At least 50,000 social media followers
<b>Current Status</b>	55,000 as of March 2022
<b>Supplemental Budget for upcoming FY</b>	Addition of social media position
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

### Social Media Followers



Communications	
<b>Performance Measure</b>	Number of unique interactions on social media posts across Facebook, Twitter, Instagram, and Nextdoor.
<b>Description</b>	Social media interactions are an easily accessible way to assess citizen engagement in announcements and activities of town activities.
<b>Target</b>	At least 100,000 interactions per month
<b>Current Status</b>	~40,000 as of March 2022
<b>Supplemental Budget for upcoming FY</b>	Addition of social media position; additional software and graphics packages
<b>Estimated Timeframe for Achieving Goal</b>	FY 22-23

### Unique Interactions



## **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.
- The Town shall aim to maintain an Operating Reserve equal to or greater than 90 Days Cash on Hand (DCOH) for both the Electric Fund and the Water & Sewer Fund. DCOH represents the number of days the Town can continue paying its operating expense with current cash reserves. This indicates when rates need to be adjusted and provides a picture of each fund's financial health. DCOH shall be calculated after the audit is completed and based upon the information in the audited financial statements. DCOH is calculated as follows: *Unrestricted cash and liquid investments times 365 divided by operating and maintenance expenses, which is expressed in days.*
- *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 five-year, with horizon, 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 percent 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 percent 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 multiyear funds. Revenue sources include ad valorem taxes (property taxes), sales taxes, other taxes and licenses, restricted and unrestricted intergovernmental revenues, sales and services, investment earnings, other revenues, utility fees and charges, fund transfers, and fund balance appropriated. Expenditure functions are primarily budgeted at the departmental level, but are grouped into eight primary categories: general government, cultural and recreation, economic and physical development, environmental protection, public safety, transportation, electric utility, and water and sewer utility.



Department/Division	Fund Type	Function
Town Council	General Fund	General Government
Administration	General Fund	General Government
Human Resources	General Fund	General Government
Information Technology	General Fund	General Government
Legal Services	General Fund	General Government
Economic Development	General Fund	Economic & Physical Development
Communications	General Fund	General Government
Budget, Performance & Strategy	General Fund	General Government
Finance	General Fund	General Government
Community & Neighborhood Services	General Fund	Economic & Physical Development
Planning	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
Transportation & Infrastructure Development	General Fund	Economic & Physical Development
Public Works Administration	General Fund	Transportation
Streets	General Fund	Transportation
Solid Waste Services	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
Stormwater	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 Reserves	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 2022-2023 CIP & Budget Schedule**

<b>October 18, 2021</b>	Departments' Preliminary Capital Improvement Plan Requests Due
<b>November 5, 2021</b>	Draft Capital Improvement Plan Completed with Departments / Review with Assistant Managers
<b>November 12-24, 2021</b>	Staff Committee Scoring/Evaluation of CIP Projects
<b>December 8, 2021</b>	Evaluation of CIP Projects Completed with Town Manager
<b>December 10, 2021</b>	New Line-Item Additions Due, Chart of Accounts
<b>January 3, 2022</b>	Preliminary Budget Worksheets Distributed with Current YTD Expenditures
<b>January 10, 2022</b>	Town Council Strategic Planning Session
<b>January 11, 2022</b>	Pre-Budget Public Hearing
<b>January 19, 2022</b>	Capital Improvement Plan to Council for project evaluation & ranking
<b>January 21, 2022</b>	Internal Requests to Other Departments Due (IT, Facilities, etc.)
	New Position Requests Due to Human Resources
<b>Jan. 24-Feb. 7, 2022</b>	Internal Position Validation
<b>February 8, 2022</b>	Recommend Positions to Human Resources for Classification
<b>February 18, 2022</b>	Annual Retreat / Council Review of CIP / Prioritization of Projects for FY22-23
<b>February 14-25, 2022</b>	Preliminary Department Budget Meetings with Budget Staff
<b>February 28, 2022</b>	Non-Profit Applications Due
	Proposed Rate & Fee Changes Due
<b>March 1, 2022</b>	Departmental Requests Completed & Returned
<b>March 9, 2022</b>	Baseline Payroll Projections Completed
<b>March 14-25, 2022</b>	Departmental Budget Conferences (as needed)
<b>March 29, 2022</b>	Personnel Committee Meeting – Classification/Compensation/Benefits
<b>March 28-31, 2022</b>	Year End Projections & Adjustments Completed
<b>April 1, 2022</b>	Preliminary Revenue Projections Completed
<b>April 7 &amp; 8, 2022</b>	Finance Committee Meeting
<b>April 25, 2022</b>	Budget Distributed to Town Council
<b>May 3, 2022</b>	Town Council Budget Workshop
<b>May 24, 2022</b>	Public Hearing on Proposed Budget
<b>June 7, 2022</b>	Town Council Budget Workshop
<b>June 14, 2022</b>	Budget Ordinance / CIP Adopted
<b>July 1, 2022</b>	New Fiscal Year Begins



## **Budget Process**

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 & Community Engagement**

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.

The Town's budget engagement process was designed to inform the public on the budget process and to collect feedback to help shape budget recommendations and ensure alignment with the priorities set by Town Council and reflect community goals. The town's engagement campaign leveraged digital and in person opportunities of key materials to inform the public of the budget process and encourage participation in providing meaningful feedback. Key public touchpoints included community meetings and a resident budget priorities survey.

Throughout the year Town Administration held a variety of neighborhood meetings and downtown meetings to gain feedback from the community. Town staff, including the Town Manager and Assistant Town Managers were available to answer questions and provide information on town services and how to stay connected throughout the budget process.

The annual resident budget priorities survey was designed by the Budget, Performance & Strategy department and distributed with the help of the Communications team. The purpose of creating the resident budget priorities survey was to gain constructive insights into the budgeting preferences of those who work, live, and play in the Town of Apex with the goal of gaining input from a larger number of residents than it typically reaches during its two annual budget hearings. With 413 survey responses, the Town was able to successfully gain a broader understanding of picture of the needs and desires of Apex residents. The results of the survey were presented to Town Council at their annual Budget Retreat in February. More information and survey and results can be found under the CIP Process Section of the CIP document located in the Supplemental Information section.

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, they present 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**

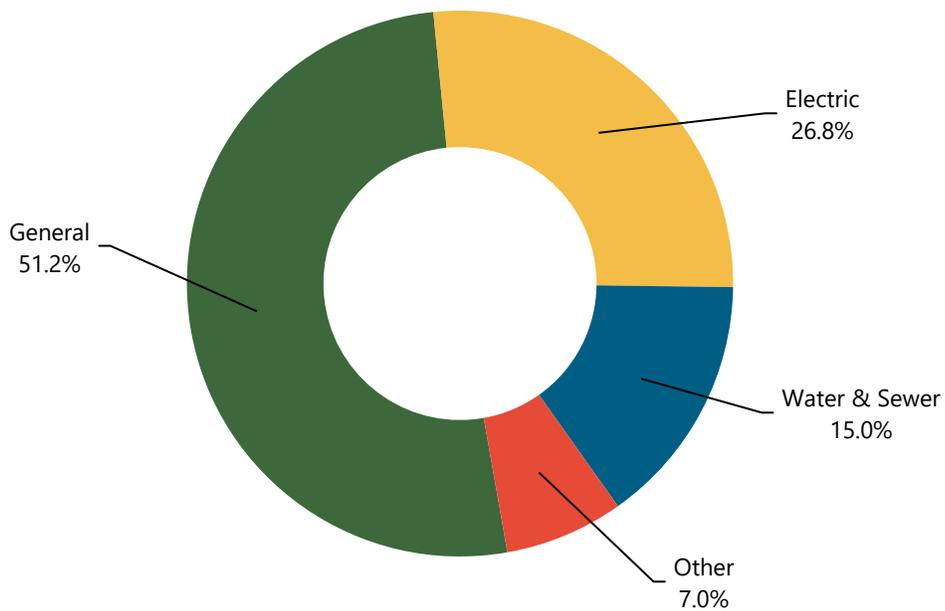
The final phase of the budget process involves reporting on all financial transactions throughout the fiscal year and performing a financial audit. Budget staff and the Finance Director prepare monthly reports throughout the fiscal year so that Town Council and management can monitor the Town's expenditures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

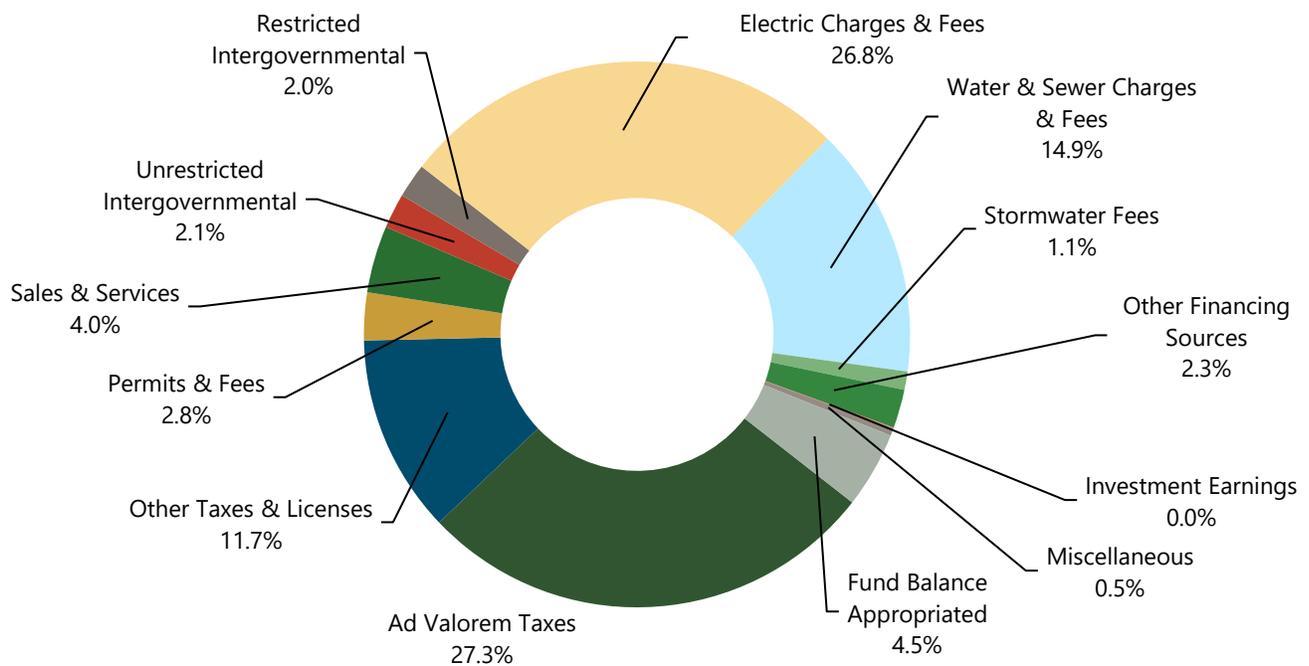
Town Revenues by Fund					
Fund	FY20-21	FY21-22	FY21-22	FY22-23	Percent Change
	Actual	Budget	Estimate	Budget	
General	77,557,531	84,456,906	80,810,492	91,201,500	7.99%
Electric	45,088,769	46,113,325	45,784,820	47,666,000	3.37%
Water & Sewer	26,352,690	24,653,210	23,310,850	26,664,100	8.16%
Other	8,060,037	13,996,158	18,587,736	12,533,200	-10.45%
<b>Total</b>	<b>\$157,059,026</b>	<b>\$169,219,599</b>	<b>\$168,493,898</b>	<b>\$178,064,800</b>	<b>5.23%</b>

Town Revenues by Fund FY22-23

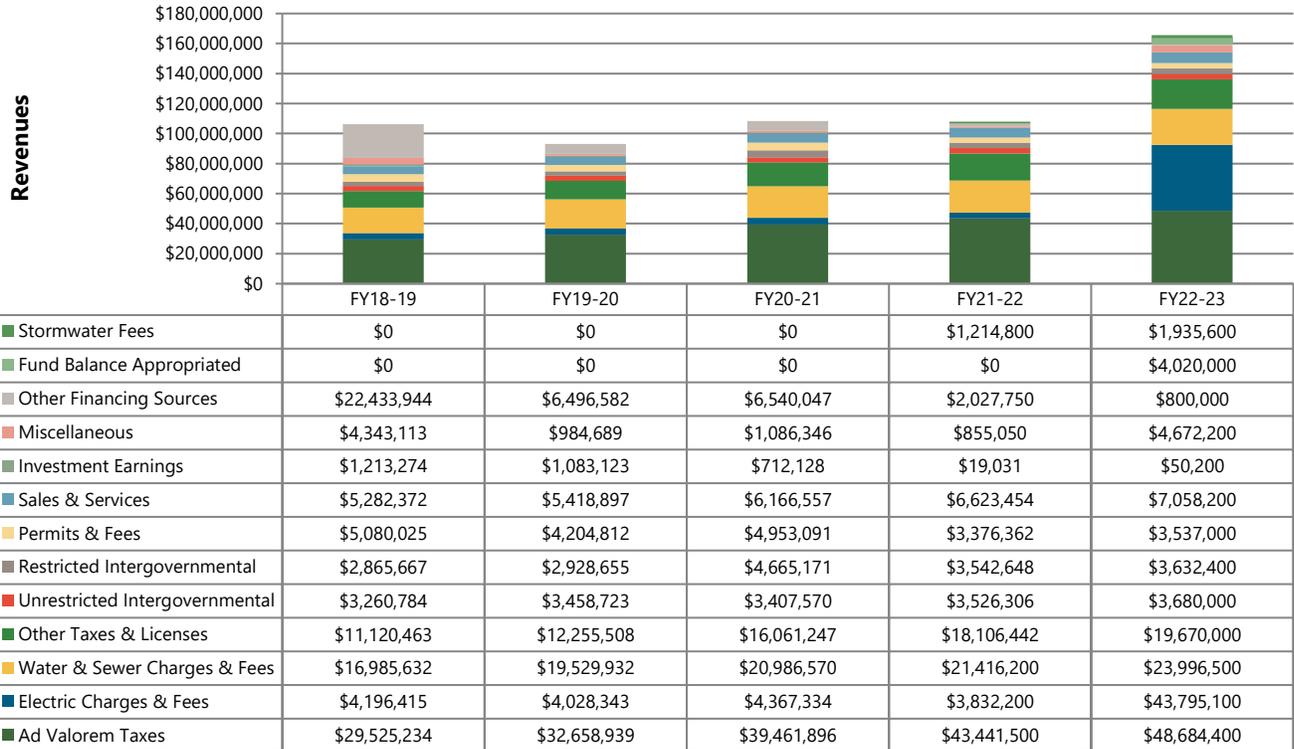


Town Revenues by Source					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Ad Valorem Taxes	39,461,896	42,698,700	43,441,500	48,684,400	14.02%
Other Taxes & Licenses	17,280,057	17,167,400	19,372,842	20,920,000	21.86%
Permits & Fees	7,589,811	4,534,300	5,891,362	5,037,000	11.09%
Sales & Services	6,167,757	6,809,900	6,623,454	7,058,200	3.65%
Unrestricted Intergovernmental	3,407,570	3,215,000	3,526,306	3,680,000	14.46%
Restricted Intergovernmental	4,665,171	3,372,500	3,542,648	3,632,400	7.71%
Electric Charges & Fees	44,958,366	45,747,200	45,756,620	47,635,800	4.13%
Water & Sewer Charges & Fees	24,084,330	23,552,200	26,692,200	26,496,500	12.50%
Stormwater Fees	-	1,000,000	1,214,800	1,935,600	93.56%
Other Financing Sources	7,560,047	4,076,650	4,066,150	4,049,600	-0.66%
Investment Earnings	779,637	92,200	40,961	65,800	-28.63%
Miscellaneous	1,104,384	741,477	884,103	839,500	13.22%
Fund Balance Appropriated	-	16,212,072	7,440,953	8,030,000	-50.47%
<b>Total</b>	<b>\$157,059,026</b>	<b>\$169,219,599</b>	<b>\$168,493,898</b>	<b>\$178,064,800</b>	<b>5.23%</b>

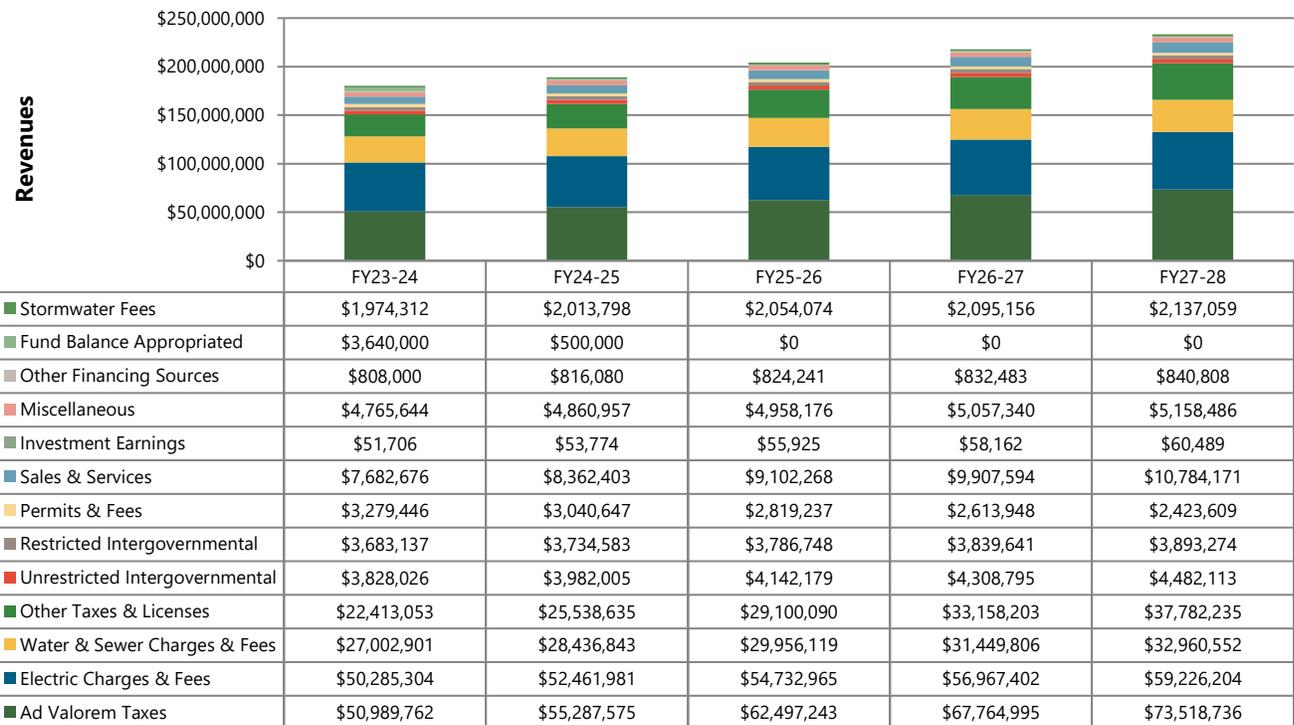
Town Revenues by Sources FY22-23



### Major Town Revenues by Source: Multiyear Comparison



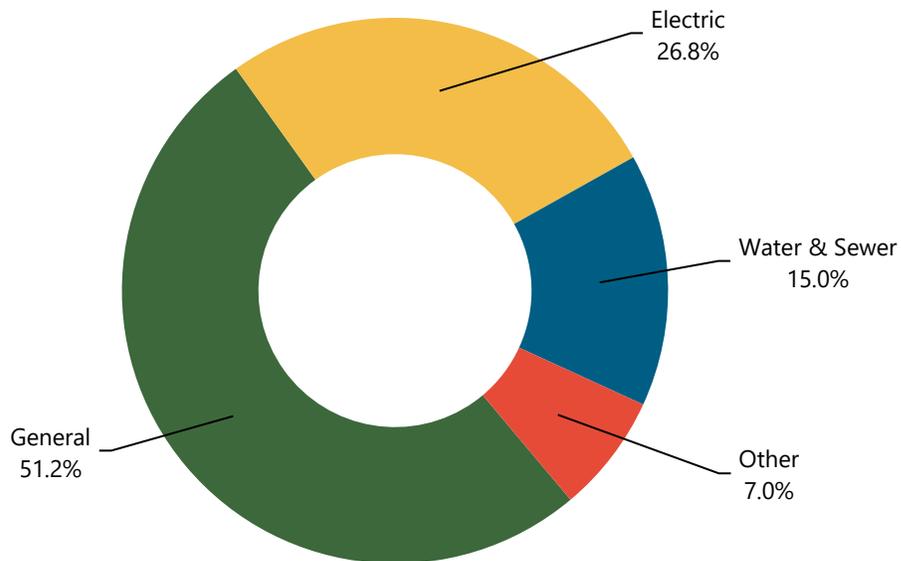
### Major Town Revenues by Source Projections



## Town Expenditures

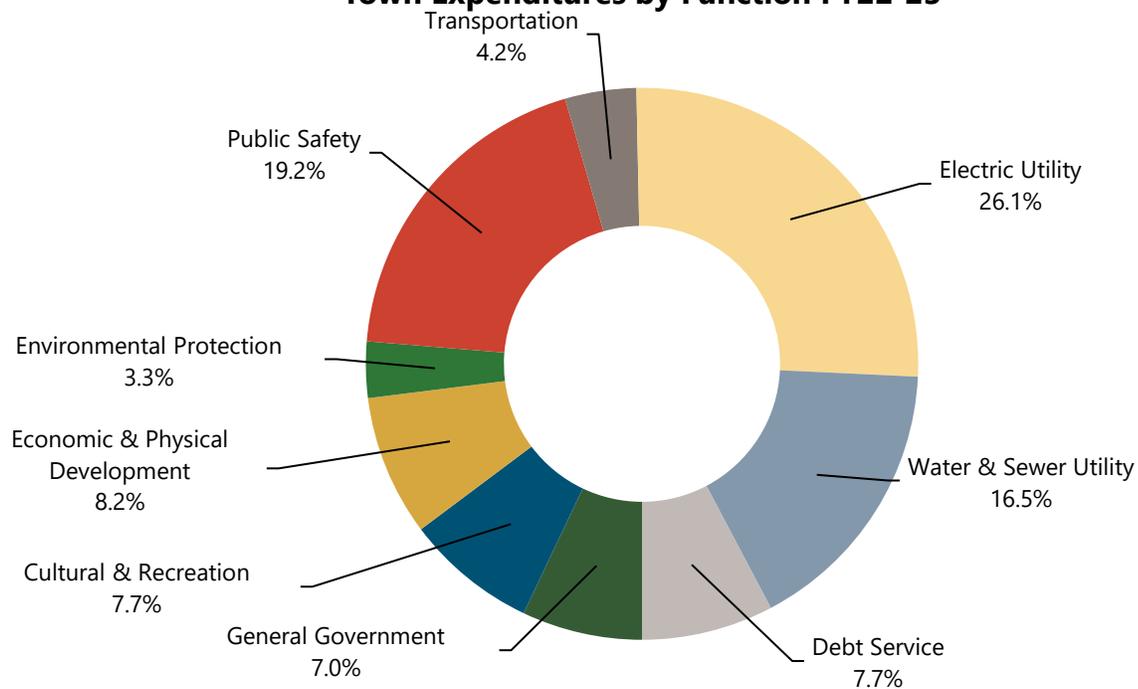
Town Expenditures by Fund					
Fund	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
General	71,196,462	84,456,906	79,776,135	91,201,500	7.99%
Electric	42,999,355	46,113,325	45,034,828	47,666,000	3.37%
Water & Sewer	23,996,455	24,653,210	23,235,658	26,664,100	8.16%
Other	14,268,384	13,996,158	18,574,405	12,533,200	-10.45%
<b>Total</b>	<b>\$152,460,656</b>	<b>\$169,219,599</b>	<b>\$166,621,027</b>	<b>\$178,064,800</b>	<b>5.23%</b>

### Town Expenditures by Fund FY22-23

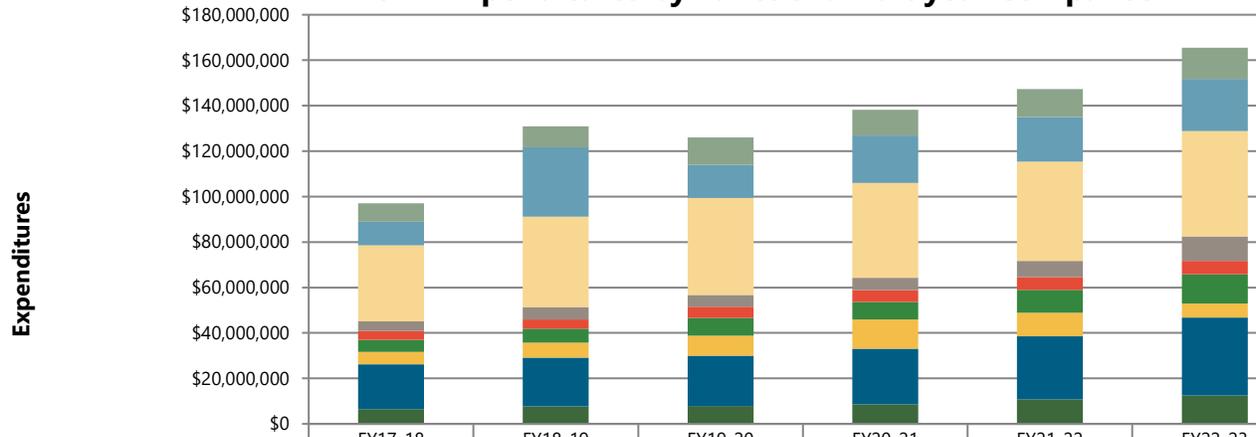


Town Expenditures by Function					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
General Government	8,518,718	12,056,693	10,824,195	12,549,500	4.09%
Cultural & Recreation	9,821,184	9,695,344	10,048,910	13,741,400	41.73%
Economic & Physical Development	7,706,771	13,544,580	12,532,781	14,685,600	8.42%
Environmental Protection	5,189,105	6,298,116	5,649,600	5,854,600	-7.04%
Public Safety	24,604,813	28,280,165	27,664,602	34,193,100	20.91%
Transportation	14,031,725	12,088,851	11,891,303	7,430,600	-38.53%
Electric Utility	41,678,846	44,864,525	43,786,028	46,417,200	3.46%
Water & Sewer Utility	28,388,371	29,376,360	31,133,808	29,433,900	0.20%
Debt Service	12,521,122	13,014,965	13,089,800	13,758,900	5.72%
<b>Total</b>	<b>\$152,460,656</b>	<b>\$169,219,599</b>	<b>\$166,621,027</b>	<b>\$178,064,800</b>	<b>5.23%</b>

Town Expenditures by Function FY22-23

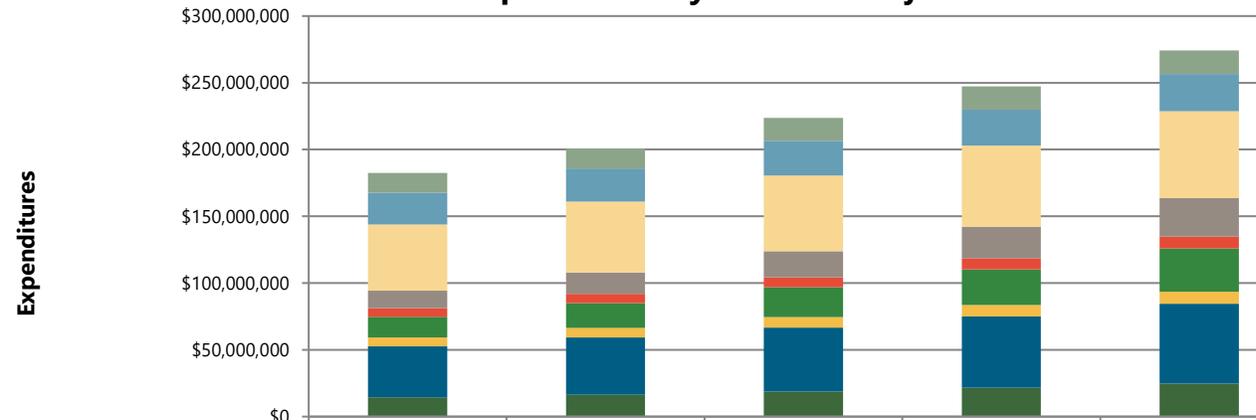


### Town Expenditures by Function: Multiyear Comparison



	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
Debt Service	\$8,092,601	\$9,160,169	\$12,082,401	\$11,317,968	\$12,293,136	\$13,758,653
Water & Sewer Utility	\$10,344,203	\$30,591,819	\$14,588,194	\$20,860,634	\$19,514,671	\$22,911,840
Electric Utility	\$33,440,185	\$39,702,567	\$42,691,912	\$41,749,130	\$43,784,859	\$46,417,226
Cultural & Recreation	\$4,305,699	\$5,513,698	\$5,151,200	\$5,484,812	\$7,089,710	\$10,766,800
Environmental Protection	\$3,860,046	\$4,085,268	\$4,849,384	\$5,189,105	\$5,649,600	\$5,854,600
Economic & Physical Development	\$5,332,823	\$6,055,453	\$7,888,831	\$7,654,491	\$10,086,781	\$12,909,600
Transportation	\$5,508,579	\$6,674,000	\$8,793,454	\$12,820,298	\$10,358,200	\$6,179,600
Public Safety	\$19,707,104	\$21,378,740	\$22,117,426	\$24,597,114	\$27,648,250	\$34,184,700
General Government	\$6,447,149	\$7,721,497	\$7,901,072	\$8,518,718	\$10,823,695	\$12,548,500

### Town Expenditures by Function Projections

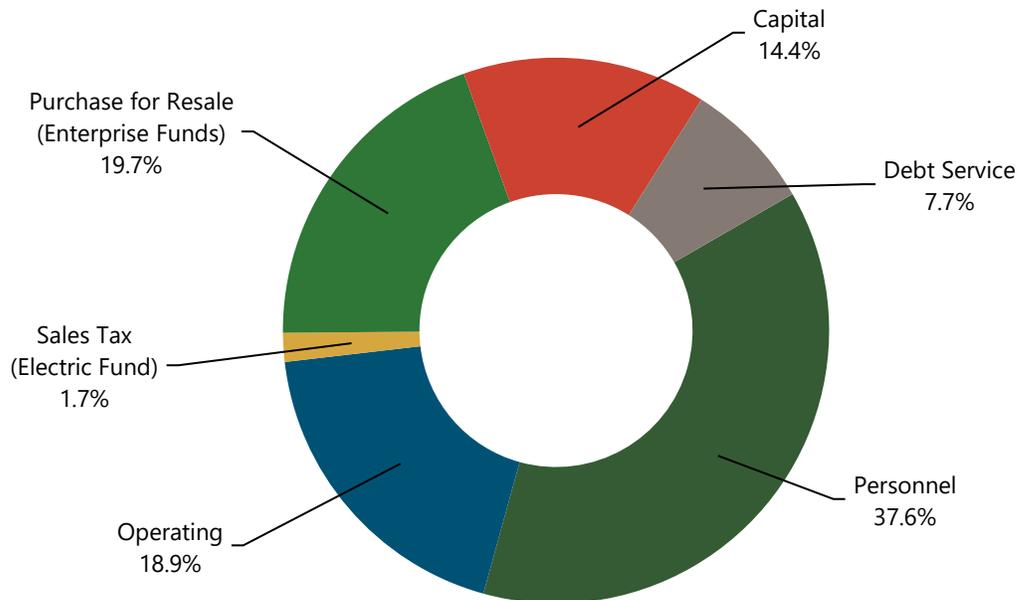


	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28
Debt Service	\$14,742,199	\$15,027,118	\$17,186,734	\$17,536,101	\$17,516,107
Water & Sewer Utility	\$23,828,314	\$24,781,447	\$25,772,704	\$26,803,613	\$27,875,757
Electric Utility	\$49,660,516	\$53,130,423	\$56,842,781	\$60,814,530	\$65,063,797
Cultural & Recreation	\$13,115,764	\$15,977,194	\$19,462,895	\$23,709,062	\$28,881,604
Environmental Protection	\$6,370,357	\$6,931,549	\$7,542,180	\$8,206,603	\$8,929,558
Economic & Physical Development	\$15,507,473	\$18,628,131	\$22,376,777	\$26,879,785	\$32,288,959
Transportation	\$6,663,603	\$7,185,514	\$7,748,303	\$8,355,170	\$9,009,569
Public Safety	\$38,231,828	\$42,758,095	\$47,820,227	\$53,481,665	\$59,813,361
General Government	\$14,378,127	\$16,474,521	\$18,876,579	\$21,628,868	\$24,782,452

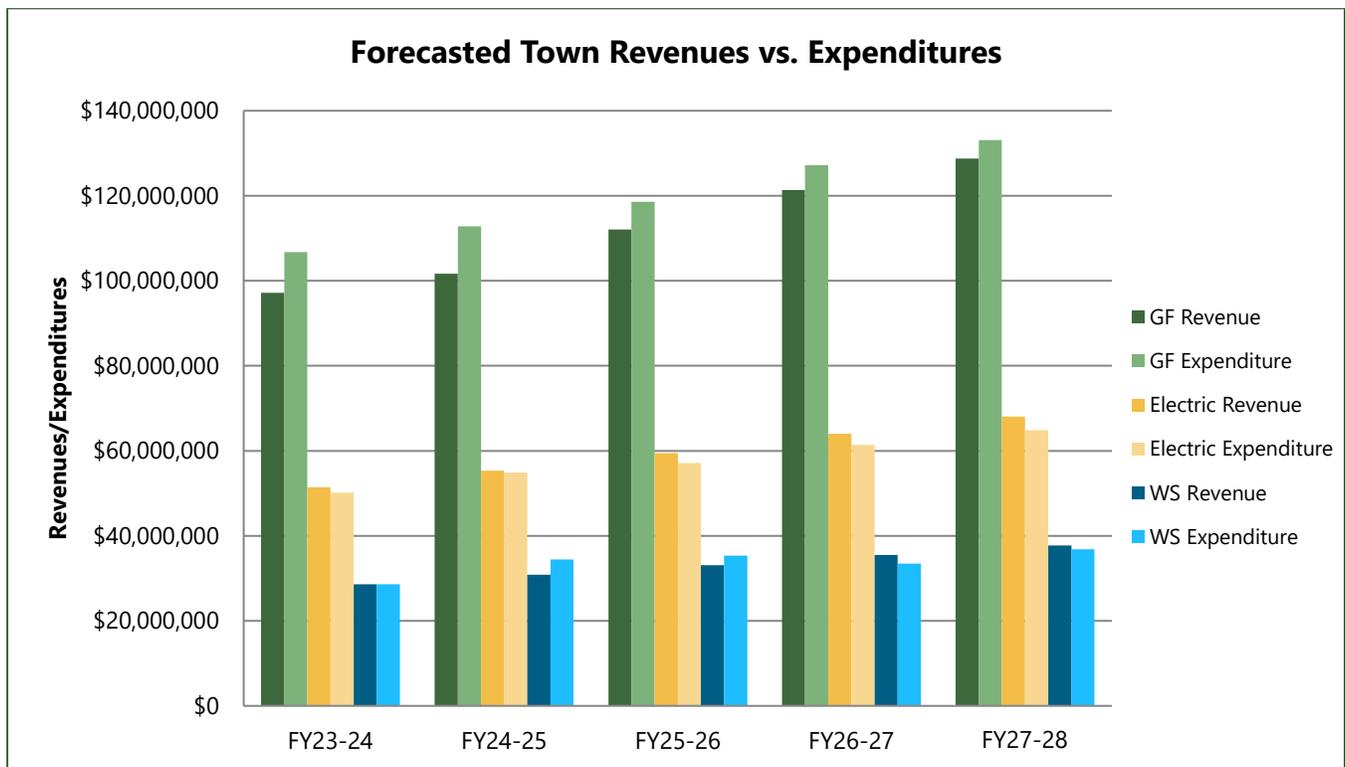
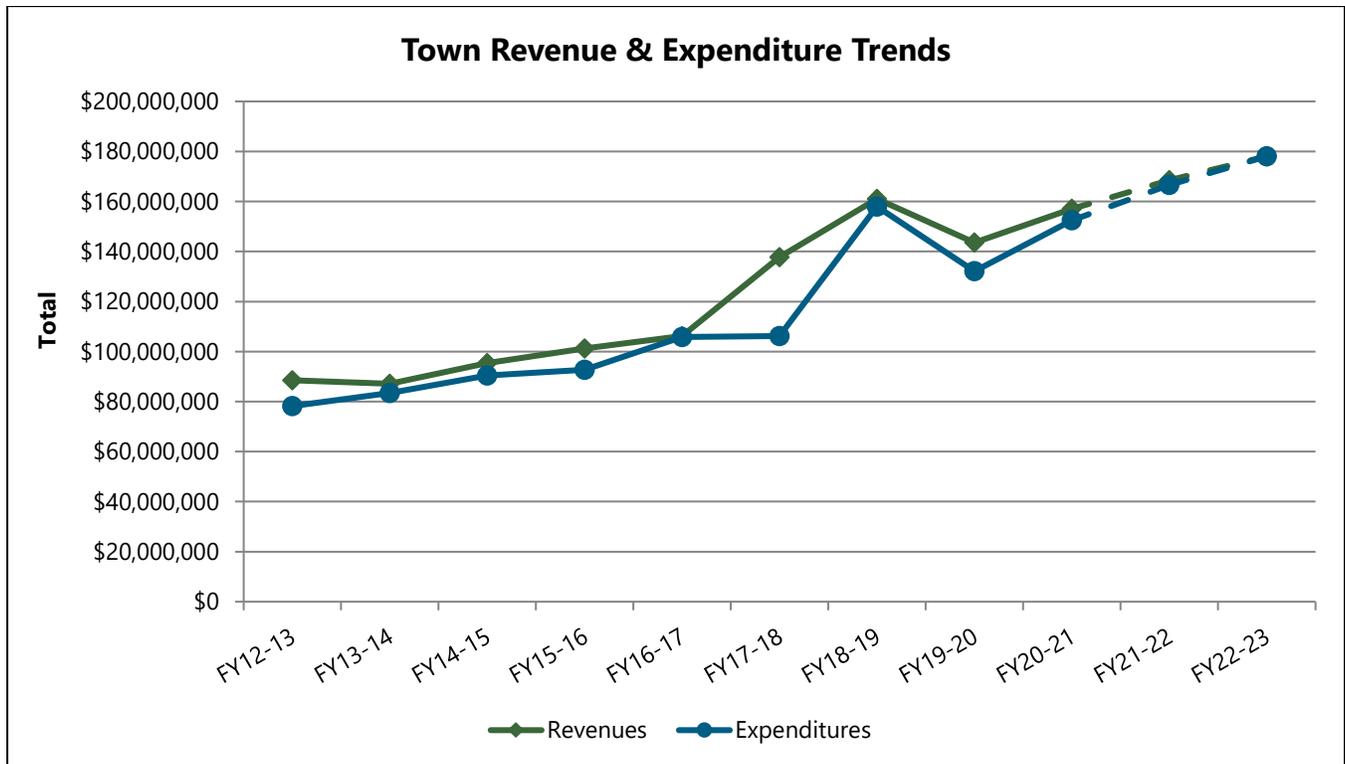


Town Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	49,952,672	55,347,356	52,884,808	66,986,700	21.03%
Operating	20,187,517	33,934,348	30,591,074	33,609,600	-0.96%
Sales Tax (Electric Fund)	2,869,664	3,039,000	2,903,928	3,040,000	0.03%
Purchase for Resale (Enterprise Funds)	32,149,813	32,793,800	32,616,000	35,000,000	6.73%
Capital	34,779,869	31,090,130	34,535,416	25,669,600	-17.43%
Debt Service	12,521,122	13,014,965	13,089,800	13,758,900	5.72%
<b>Total</b>	<b>\$152,460,656</b>	<b>\$169,219,599</b>	<b>\$166,621,027</b>	<b>\$178,064,800</b>	<b>5.23%</b>

Town Expenditures by Type FY22-23



## Revenues vs. Expenditures



## Revenue Assumptions

### **Ad Valorem Taxes**

Ad valorem taxes are based on a \$0.41 tax rate per \$100 of assessed valuation (estimated at \$48.6 million with a 99.9 percent collection rate in the General Fund). The FY22-23 tax base for Apex is projected to grow by \$704,163,500 (6.29 percent) to \$11,905,025,641. Each penny on the tax rate is equivalent to \$1,189,312 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 8.45 percent in population and a three-year average increase of 8.43 percent in assessed value excluding the most recent revaluation. Property tax revenues remained stable despite the effects of the COVID-19 pandemic and inflation on the market and the FY22-23 Budget reflects a 13.45 percent increase in ad valorem revenues.

### **Other Taxes & Licenses**

Local sales tax represents 98.3 percent of the taxes and licenses revenues. The North Carolina League of Municipalities (NCLM) reported that statewide, sales tax revenue grew by more than 15 percent for FY20-21 and has exceeded 16 percent growth year-to-date for FY21-22. In FY20-21, Apex experienced a 29.6 percent growth in sales tax revenues, nearly doubling the statewide average. Through the first seven months of collected sales tax in FY21-22, the town is up 12.9 percent over the prior year compared to the state average of 16 percent. Since 2017, Apex has averaged 14.3 percent annual growth in sales tax but the 29.6 percent growth occurring after the immediate impact of the COVID-19 pandemic skews that increase upward. Prior to the pandemic, the town was averaging a 9.3 percent annual increase. Adjusting for the significant increase in FY20-21 and considering looming questions about the economy due to inflation, lingering pandemic impacts, and international instability, the FY22-23 Recommended Budget includes an 8.9 percent increase (\$1.58 million) in sales tax revenues over the final estimated amount for FY21-22.

### **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 and piped gas tax will increase while telecommunications tax revenues will decrease. Collectively, the FY22-23 Budget includes revenue estimates for utility sales taxes to increase by 4.8 percent from the FY21-22 year-end estimate.

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 slightly more than FY20-21. The FY22-23 Budget reflects revenue equivalent to the \$250,000 expected in FY21-22.

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 at least five percent growth the next year. The COVID-19 pandemic caused a second year of low increase in FY20-21, which experienced only a .32 percent increase in revenue. The current fiscal year is on pace for a 5.93 percent statewide. With the expectation that the normal peak-and-valley pattern will return in FY22-23, the FY22-23 Budget reflects no growth in the solid waste disposal tax from the expected FY21-22 amount of \$165,000.



## Restricted Governmental

In 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 before increasing the allocation to \$154.9 million in FY21-22. The NCLM expects the same allocation to be part of the State's budget for FY22-23. Seventy-five percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY22-23 Powell Bill distribution is \$21.66. 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 FY22-23 Powell Bill distribution is \$1,675.48 per street mile. Using these values, the Town estimates its FY22-23 Powell Bill allocation to be \$1.7 million.

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 \$1,363,000 from Wake County for extraterritorial fire protection services in FY22-23.

## Permits & Fees

Permit and fee revenues are predominantly associated with development related services such as planning applications and building inspections. Despite the pandemic, supply chain issues, and inflationary effects on building materials, Apex's population continues to grow. As of April 1, 2022, the Town has issued permits for 5,748 of 8,426 approved residential units. Of the total \$3.54 million permit and fee revenues in the FY22-23 Budget, \$2.51 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 \$6.26 million in FY22-23, a 5.95 percent increase over year-end estimates for FY21-22. Customer counts for solid waste collection are expected to increase 3.5 percent between for FY22-23. Collection fees for solid waste and recycling will increase in FY22-23 by 1.1 percent. The FY22-23 Budget includes \$784,600 in revenues from recreation and cultural activity fees and facility rentals, which represents a 9.46 percent increase from FY21-22 as participation numbers recover from the effects of 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 FY22-23 consist of \$750,000 to the General Fund from the Transportation Reserve Fund for pavement management.

## Investment Earnings

Investment earnings had been steadily rising until the COVID-19 pandemic and initial recession. Estimates for FY22-23 are significantly less than current year revenues due to low rates of return. The FY22-23 Recommended Budget includes \$25,000 in the General Fund, \$5,200 in the Electric Fund, and \$20,000 in the Water and Sewer Fund.



## **Electric Charges**

The FY22-23 Budget includes \$41.92 million in revenue from electric charges for service. This amount represents a 4.51 percent increase from FY21-22. The budget includes an increase in the electric base rate and a decrease in the energy demand rate. The FY22-23 Budget uses a customer growth projection of three percent.

## **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 (\$145,000). Sales tax on electricity sales makes up 79.3 percent of other operating revenues for the Electric Fund at \$3.05 million. This amount is a 4.23 percent increase over FY22-23.

## **Water & Sewer Charges**

The Town estimates revenues of approximately \$24 million from water & sewer charges in FY22-23, an 11.86 percent increase from budgeted revenues for FY21-22. The increase is the result of an expected four-percent increase in accounts and increases in both base and volumetric rates for water and sewer.

## **Fund Balances**

The Town plans to appropriate \$3,620,000 from the General Fund fund balance and \$400,000 for the Water and Sewer Fund for FY22-23. The FY22-23 Budget does not include appropriation of reserves for the Electric Fund.



## **Fund Balance**

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**

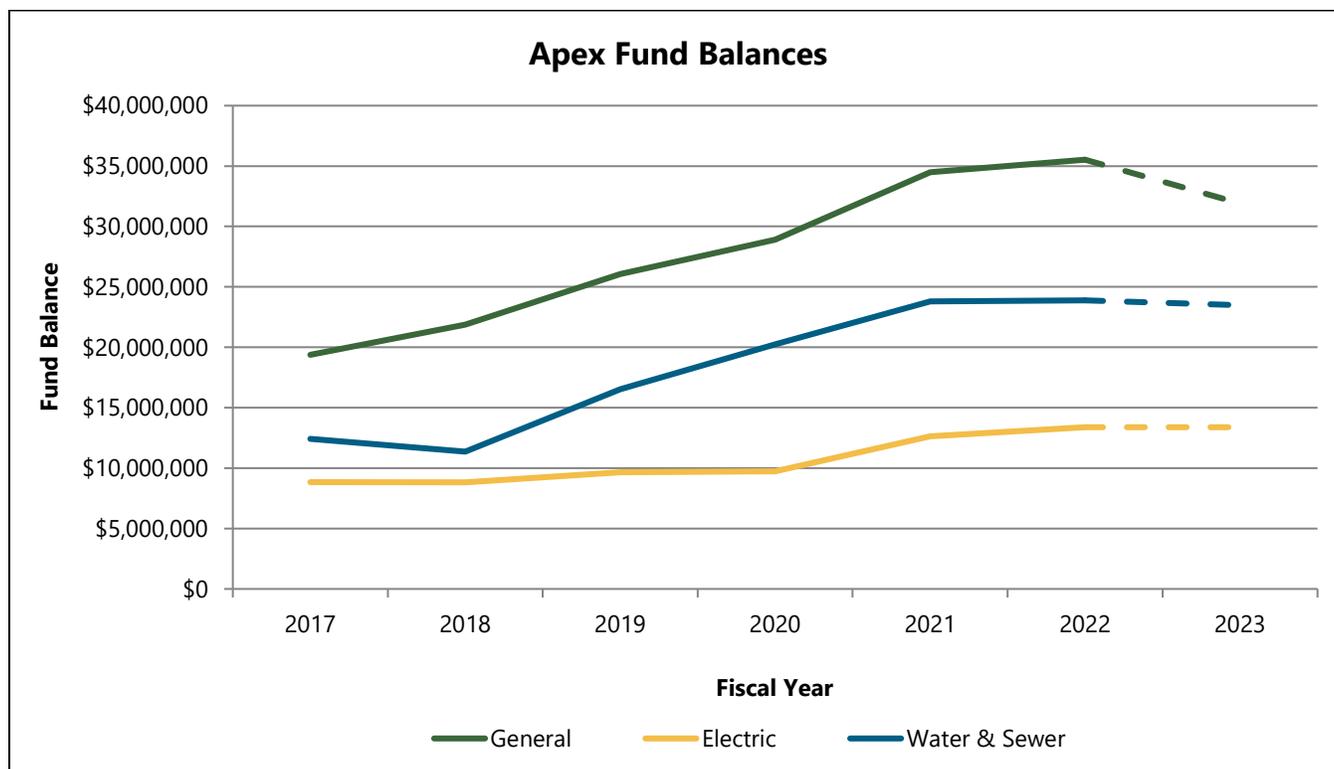
An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these 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 & 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 FY22-23 in the revenues sections for each fund.



Apex Fund Balance							
Fund	2017	2018	2019	2020	2021	2022	2023
<b>General</b>	\$19,377,183	\$21,882,913	\$26,062,318	\$28,904,552	\$34,490,969	\$35,525,326	\$31,905,326
% Change		12.93%	19.10%	10.91%	19.33%	3.00%	-10.19%
Fund Balance %	41.37%	43.73%	46.54%	45.04%	48.44%	44.53%	34.98%
Months Equiv.	4.96	5.25	5.58	5.41	5.81	5.34	4.20
<b>Electric</b>	\$8,852,000	\$8,822,953	\$9,658,339	\$9,728,267	\$12,635,145	\$13,385,137	\$13,385,137
% Change		-0.33%	9.47%	0.72%	29.88%	5.94%	0.00%
Fund Balance %	24.69%	25.89%	23.94%	22.45%	29.38%	29.72%	28.08%
Months Equiv.	2.96	3.11	2.87	2.69	3.53	3.57	3.37
<b>Water &amp; Sewer</b>	\$12,430,751	\$11,362,881	\$16,520,078	\$20,242,629	\$23,808,776	\$23,883,968	\$23,483,968
% Change		-8.59%	45.39%	22.53%	17.62%	0.32%	-1.67%
Fund Balance %	71.35%	78.97%	47.82%	109.04%	99.22%	102.79%	88.07%
Months Equiv.	8.56	9.48	5.74	13.08	11.91	12.33	10.57



## Debt Obligation

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. This limit amounts to \$956,802,048 using the valuation for FY 22-23.

## 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.

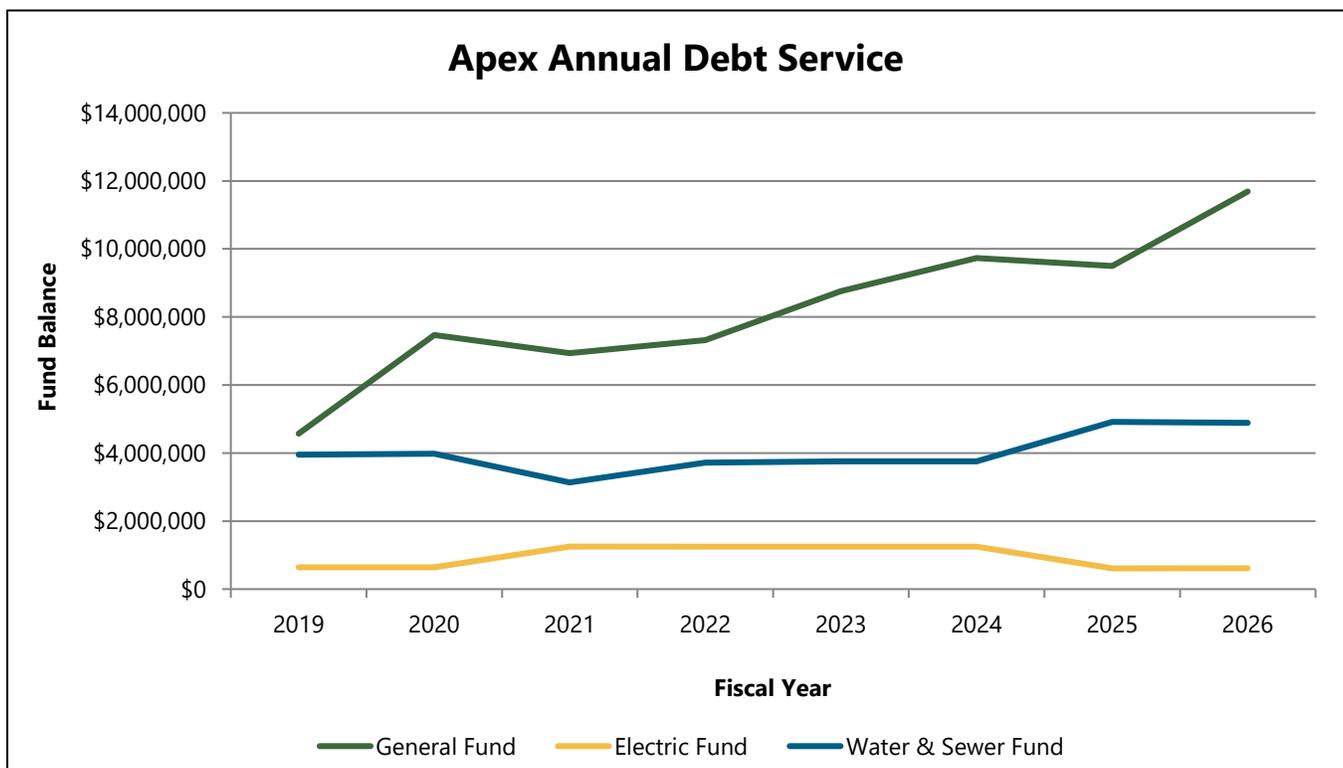


## Tax Increment Financing Bonds

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, 2021, the Town's debt obligation is \$170,017,175. Approximately \$102.83 million is in the General Fund, \$13.5 million in the Electric Fund, and \$53.6 million in the Water & Sewer Fund. The Town's General Fund debt consists of installment purchase agreements (21.3 percent) and general obligation bonds (78.73 percent). The Water & Sewer Fund debt is predominantly general obligation bonds (65.7 percent) and includes State revolving loans (24.5 percent) and installment purchase agreements (9.8 percent). Revenue bonds represent the entirety of the debt in the Electric Fund.



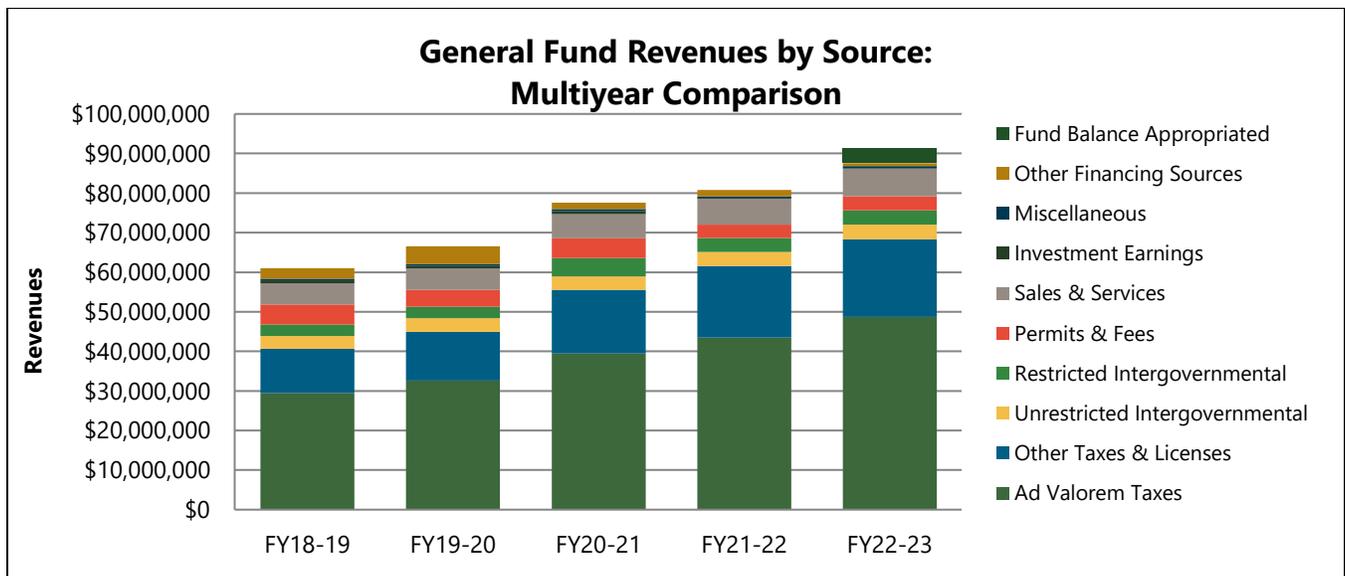
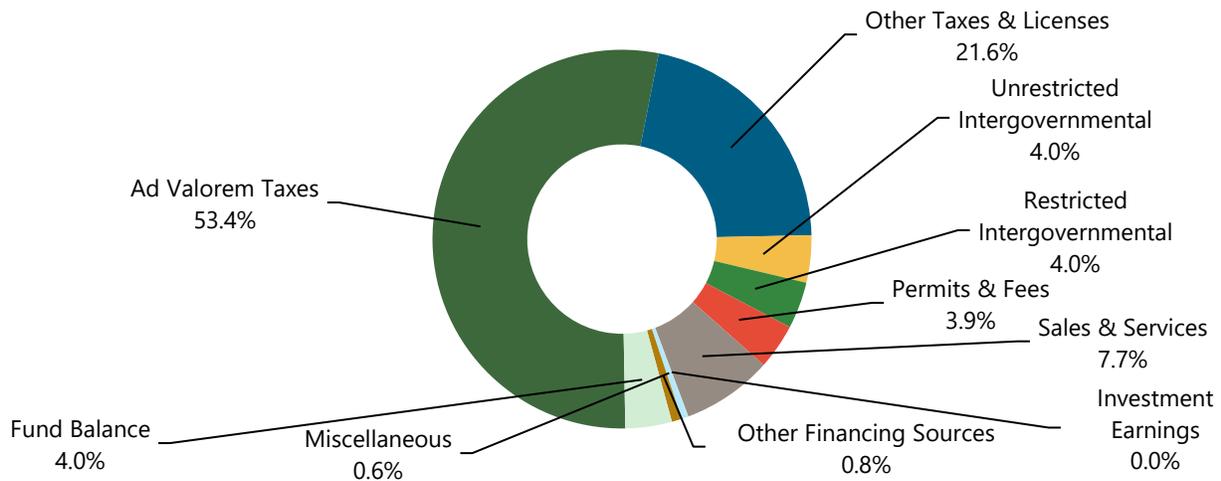
General Fund Debt Obligation							
Issue Year	Project	Finance Type	Amount Issued	Term	FY22-23 Principal	FY22-23 Interest	Total Debt Service
2020	Public Safety Station 6/ Mason Street Building	Installment Purchase General	\$8,700,000	15	\$580,000	\$126,150	\$706,150
2020	Streets & Sidewalks	Obligation General	\$5,000,000	10	\$500,000	\$47,250	\$547,250
2020	Parks & Recreation	Obligation General	\$28,000,000	20	\$1,490,000	\$959,188	\$2,449,188
2020	Streets & Sidewalks Refunding (2009)	Obligation General	\$3,250,000	9	\$270,000	\$95,750	\$365,750
2018	Parks & Recreation Refunding	Obligation General	\$1,105,000	10	\$110,000	\$33,750	\$143,750
2018	Public Improvement (Parks Bond & Streets)	Obligation	\$23,000,000	20	\$550,000	\$715,519	\$1,265,519
2017	Park Land	Installment Purchase	\$6,000,000	15	\$413,793	\$101,265	\$515,058
2015	Public Safety Station 5	Installment Purchase	\$4,230,000	16	\$340,000	\$56,610	\$396,610
2014	Public Safety Station 4 Refunding	Installment Purchase General	\$6,424,000	14	\$447,000	\$47,044	\$494,044
2013	Parks & Recreation	Obligation General	\$6,000,000	20	\$300,000	\$90,000	\$390,000
2013	Parks & Recreation Refunding	Obligation	\$4,670,000	12	\$495,000	\$29,300	\$524,300
<b>Total</b>							<b>\$7,797,619</b>
Water & Sewer Fund Debt Obligation							
Issue Year	Project	Finance Type	Amount Issued	Term	FY22-23 Principal	FY22-23 Interest	Total Debt Service
2015	Regional Wastewater Treatment Plant	State Revolving Loan	\$17,500,000	20	\$875,000	\$233,100	\$1,108,100
2014	Water & Sewer Improvements	Installment Purchase General	\$8,045,000	14	\$594,000	\$70,576	\$664,576
2012	Wastewater System	Obligation	\$35,000,000	25	\$1,475,000	\$423,608	\$1,898,608
2011	Regional Wastewater Treatment Plant	Installment Purchase	\$355,059	20	\$13,640	\$5,863	\$19,503
2007	Regional Wastewater Treatment Plant	Installment Purchase	\$1,159,825	20	\$51,644	\$9,828	\$61,472
<b>Total</b>							<b>\$3,752,259</b>
Electric Fund Debt Obligation							
Issue Year	Project	Finance Type	Amount Issued	Term	FY22-23 Principal	FY22-23 Interest	Total Debt Service
2019	Electric Office Building	Revenue Bond	\$10,000,000	20	\$427,000	\$182,900	\$609,900
2009	Electrical System Improvements	Revenue Bond	\$7,300,000	15	\$595,000	\$43,874	\$638,774
<b>Total</b>							<b>\$1,248,674</b>



**Revenues by Source**

General Fund Revenues by Source					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Ad Valorem Taxes	39,461,896	42,698,700	43,441,500	48,684,400	14.02%
Other Taxes & Licenses	16,061,247	15,967,400	18,106,442	19,670,000	23.19%
Unrestricted Intergovernmental	3,407,570	3,215,000	3,526,306	3,680,000	14.46%
Restricted Intergovernmental	4,665,171	3,372,500	3,542,648	3,632,400	7.71%
Permits & Fees	4,953,091	3,534,300	3,376,362	3,537,000	0.08%
Sales & Services	6,166,557	6,809,900	6,623,454	7,058,200	3.65%
Investment Earnings	654,438	40,000	10,031	25,000	-37.50%
Miscellaneous	575,121	386,977	548,250	519,500	34.25%
Other Financing Sources	1,612,441	1,625,000	1,635,500	775,000	-52.31%
Fund Balance	-	6,807,129	-	3,620,000	-46.82%
<b>Total</b>	<b>\$77,557,531</b>	<b>\$84,456,906</b>	<b>\$80,810,492</b>	<b>\$91,201,500</b>	<b>7.99%</b>

**General Fund Revenues by Source FY22-23**



## 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 \$48.68 million in FY22-23 at a tax rate of \$.41 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 FY22-23 at \$19.67 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 \$3.26 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 \$250,000 in the FY22-23 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 \$3.63 million in restricted intergovernmental revenues in FY22-23.

### **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 FY22-23 budget includes \$2.5 million in expected fees specifically for Inspections and Permitting. Overall, permits and fees revenues account for \$3.53 million in the FY22-23 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 \$2.85 million in the FY22-23 budget and yard waste and recycling collection fees account for \$2.12 million and \$1.26 million respectively. The monthly residential collections rates are \$9.61 for garbage, \$7.83 for yard waste, and \$4.55 for recycling for FY22-23. Recreation participation and facility user fees represent \$796,600 in the FY22-23 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 \$25,000 in the FY22-23 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 \$519,500 in the FY22-23 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 \$775,000 in the FY22-23 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 \$3,620,000 in the FY22-23 budget include \$325,000 for the Firearms Training Range, \$400,000 for Eva Perry Library Improvements, \$1,500,000 for Aerial Apparatus Truck, \$225,000 for Hunter Street Bike Track, \$650,000 for Beaver Creek Greenway, 200,000 for Ragan Road Sidepath, and \$320,000 for Wayfinding Signage.



**Revenues by Line Item**

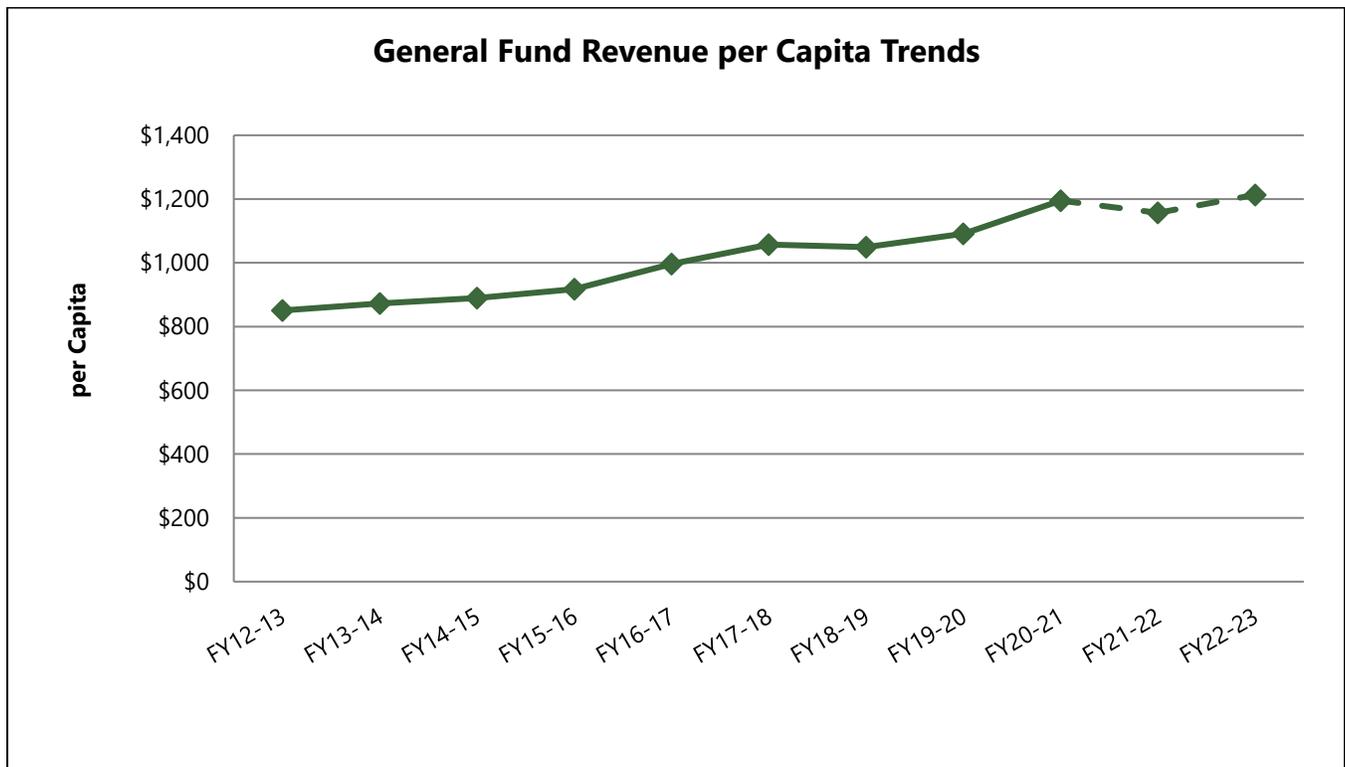
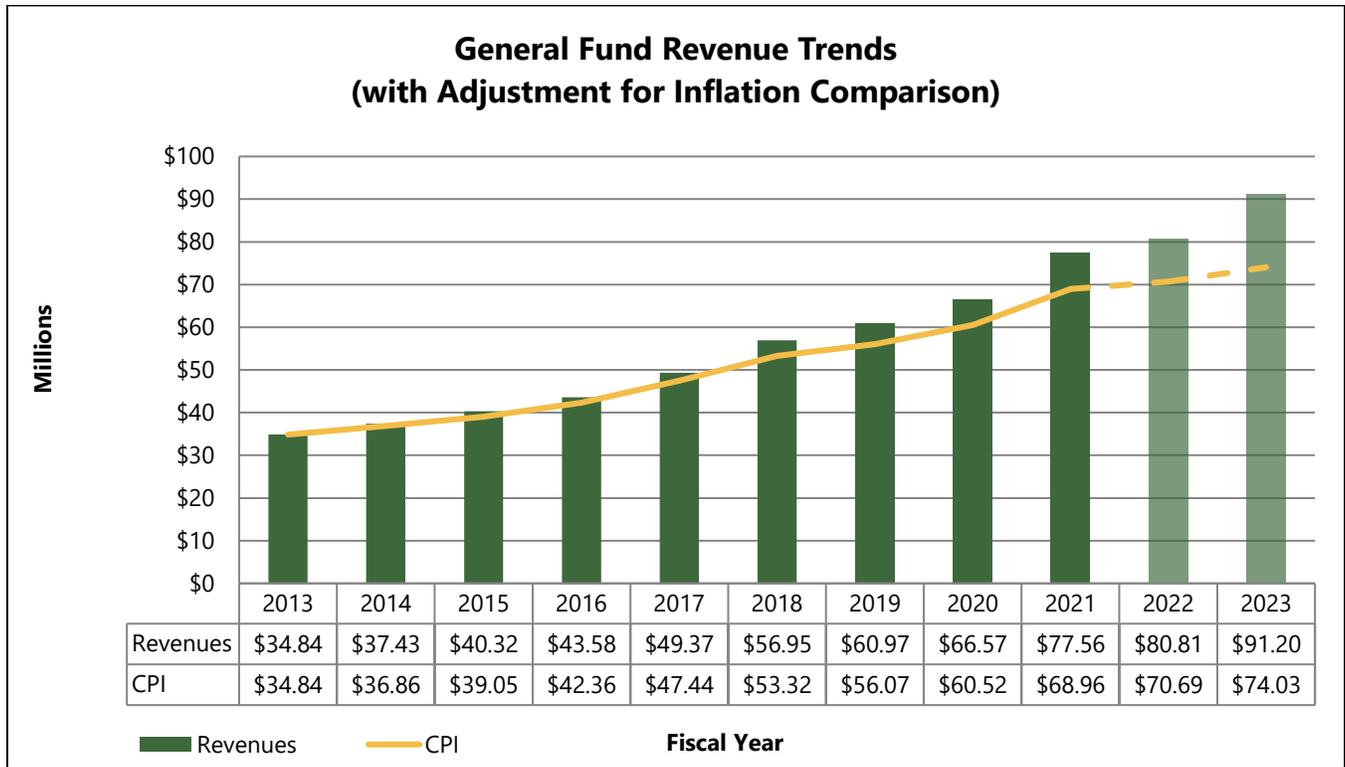
<b>General Fund Revenues</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Recommend</b>	<b>Percent Change</b>
Current Year Taxes	36,313,685	39,600,200	40,195,000	44,928,000	13.45%
Vehicle Taxes	3,075,490	3,057,000	3,168,000	3,684,400	20.52%
Prior Years	25,659	11,500	31,500	32,000	178.26%
Penalties and Interest	47,062	30,000	47,000	40,000	33.33%
Sales Taxes	15,728,052	15,635,000	17,758,442	19,335,000	23.66%
Motor Vehicle Licenses	242,299	252,400	252,000	250,000	-0.95%
Rental Vehicle Taxes	90,896	80,000	96,000	85,000	6.25%
Utility Franchise	2,941,206	2,760,000	3,109,376	3,265,000	18.30%
Beer and Wine	256,102	225,000	250,000	250,000	11.11%
Solid Waste Rebates - Wake Co	210,262	230,000	166,930	165,000	-28.26%
Powell Bill	1,456,881	1,395,100	1,683,148	1,700,000	21.86%
Police Grants	215,936	190,700	190,700	160,000	-16.10%
Wake County Grants	103,427	413,300	413,300	408,500	-1.16%
Electronics Recycling Funds	7,374	7,400	-	-	-100.00%
Federal Grants	1,623,799	-	500	-	-
FEMA	12,795	-	-	-	-
Fire District - Wake County	1,244,959	1,366,000	1,255,000	1,363,900	-0.15%
Residential Permits	2,444,686	2,200,000	1,713,062	2,000,000	-9.09%
Homeowner Recovery Fees	1,736	1,800	1,300	1,000	-44.44%
Commercial Permits	245,814	225,000	480,000	365,000	62.22%
Reinspection Fees	134,868	150,000	115,000	105,000	-30.00%
Fire Inspections	12,781	12,000	43,000	35,000	191.67%
Driveway Inspection Fees	141,900	135,000	93,000	100,000	-25.93%
Driveway Reinspection Fee	4,200	7,000	2,000	2,000	-71.43%
Subdivision Inspections	511,969	375,000	470,000	500,000	33.33%
Erosion and Site Inspection	103,815	100,000	133,800	130,000	30.00%
Subdivision Approval Fees	153,300	150,000	130,000	125,000	-16.67%
Rezoning Application Fees	28,730	21,000	30,000	25,000	19.05%
Annexation Application Fees	3,400	5,000	3,200	3,000	-40.00%
Water & Sewer Extension Fees	7,500	8,000	10,000	8,000	0.00%
Variance Application Fees	1,800	500	1,500	500	0.00%
Other Application Fees	103,856	90,000	80,000	80,000	-11.11%
Encroachment Agreement Fee	4,928	4,000	4,500	4,000	0.00%
Bond Administration Fee	32,470	21,500	32,000	30,000	39.53%
As-Built Drawing Review	21,200	20,000	15,000	15,000	-25.00%
Fines and Penalties	500	-	13,000	-	-
Refuse Collection Fees	2,343,397	2,600,000	2,600,000	2,852,000	9.69%
Refuse Bulk Pick-Up Fees	34,793	30,000	24,000	30,000	0.00%
Yard Waste Fees	1,877,580	2,079,600	2,067,200	2,122,200	2.05%
Recycling Collection Fees	1,194,192	1,360,600	1,219,000	1,257,400	-7.58%
Non-Athletic Programs	101,469	150,000	100,000	100,000	-33.33%
Fishing & Boating Licenses	1,776	1,200	582	1,000	-16.67%
Senior Programs	24,906	25,000	50,000	45,000	80.00%
Senior Trips	3,969	10,000	6,500	10,000	0.00%
Instructional Athletics	23,973	15,000	20,000	20,000	33.33%



General Fund Revenues Continued					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Recommend	Percent Change
Youth Leagues	134,800	100,000	115,000	120,000	20.00%
Adult Leagues	63,403	75,000	75,000	75,000	0.00%
Active Net/Turkey Trot	1,605	8,000	35,000	15,000	87.50%
Community Center Rentals	106,853	65,000	102,000	110,000	69.23%
Miscellaneous POS	8,034	2,500	2,500	2,500	0.00%
Planning Documents	20	-	-	-	-
Turf Field Rentals	143,996	100,000	108,000	130,000	30.00%
CAC Rentals	9,767	50,000	20,000	25,000	-50.00%
E-Tickets	3,555	20,000	20,000	25,000	25.00%
Grants	2,350	-	5,000	-	-
Art/Sales Commissions	562	-	500	500	-
CAC Programs	51,730	65,000	30,572	65,000	0.00%
Sponsorships	1,600	6,000	5,075	7,500	25.00%
Concessions	40	3,000	500	3,000	0.00%
Art Center Miscellaneous	24	2,000	25	100	-95.00%
Dog Park Passes	34,462	30,000	22,000	30,000	0.00%
Duke-Harris Plant (Fire)	-	12,000	-	12,000	0.00%
Special Events	50	-	-	-	-
PY Grant Repayment	637,750	-	-	-	-
Interest Earned	95,125	40,000	10,000	25,000	-37.50%
Powell Bill Interest	439	-	30	-	-
Tricentennial Interest	12	-	1	-	-
Miscellaneous Revenue	65,335	50,000	100,000	50,000	0.00%
Cash Short and Over	-	-	-	-	-
ABC Revenues	351,531	300,000	425,000	450,000	-
Court Costs and Officer Fees	16,716	12,000	12,000	12,000	-96.00%
Vendor Permits	8,900	8,500	6,000	8,500	-29.17%
Recreation Donations	12,000	-	-	-	-
Fire Department Donations	-	-	750	-	-
Donations - 9/11 Memorial	3,976	600	-	-	-100.00%
Promotional Activities/Items	2,549	2,500	3,000	2,500	0.00%
Insurance Refunds	119,414	21,877	-	-	-100.00%
NCLM Safety Grant	1,250	-	2,500	5,000	-
Sale of Capital Assets	45,192	25,000	35,500	25,000	0.00%
Transfer from W/S (Stormwater)	-	1,000,000	1,000,000	-	-100.00%
Transfer from Rec. Captl Reserve Fund	568,072	-	-	-	-
Transfer from Transportation Reserve Fund	361,427	600,000	600,000	750,000	25.00%
Fund Balance Appropriated - Budget	-	1,549,000	-	3,620,000	133.70%
Fund Balance Appropriated - Amend	-	2,262,600	-	-	-100.00%
Fund Bal App - PO Carryover	-	2,995,529	-	-	-100.00%
<b>Total</b>	<b>\$77,557,531</b>	<b>\$84,456,906</b>	<b>\$80,810,492</b>	<b>\$91,201,500</b>	<b>7.99%</b>

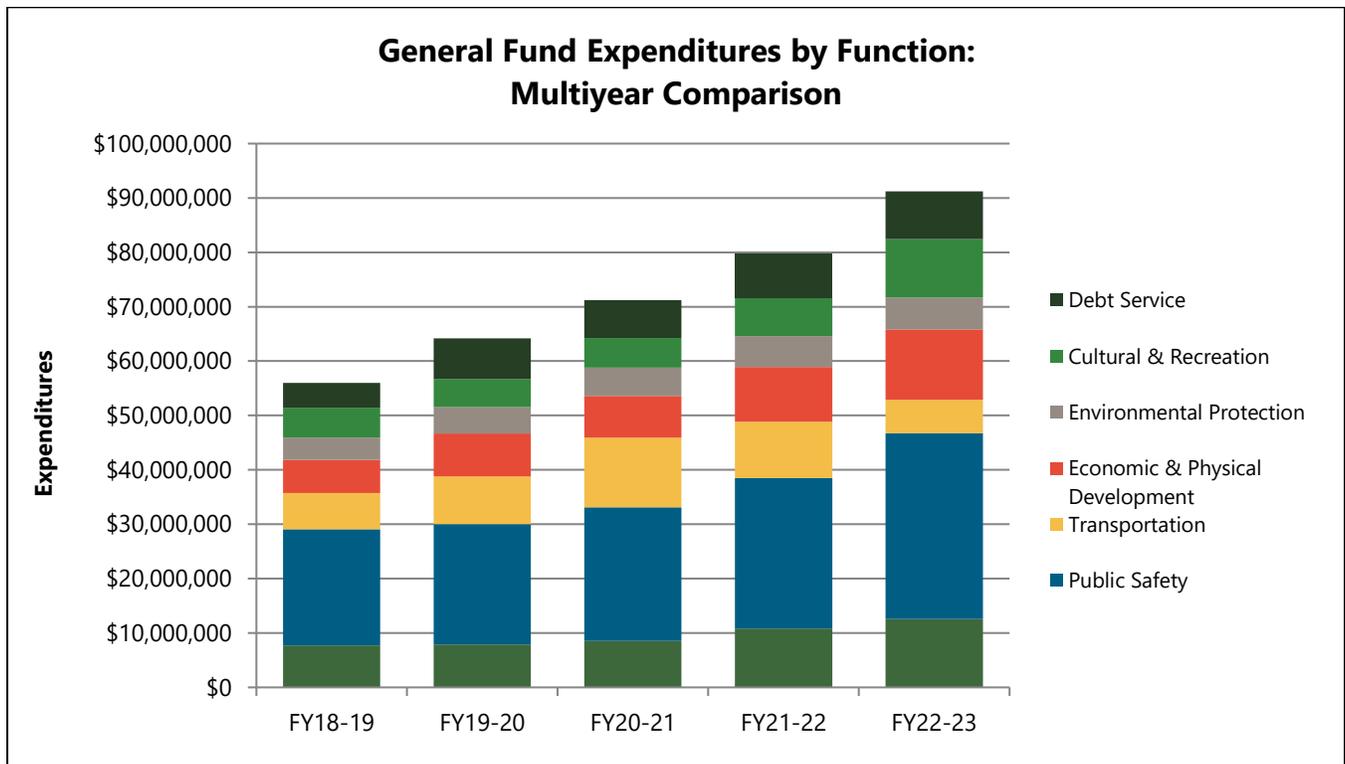


## Revenue Trends

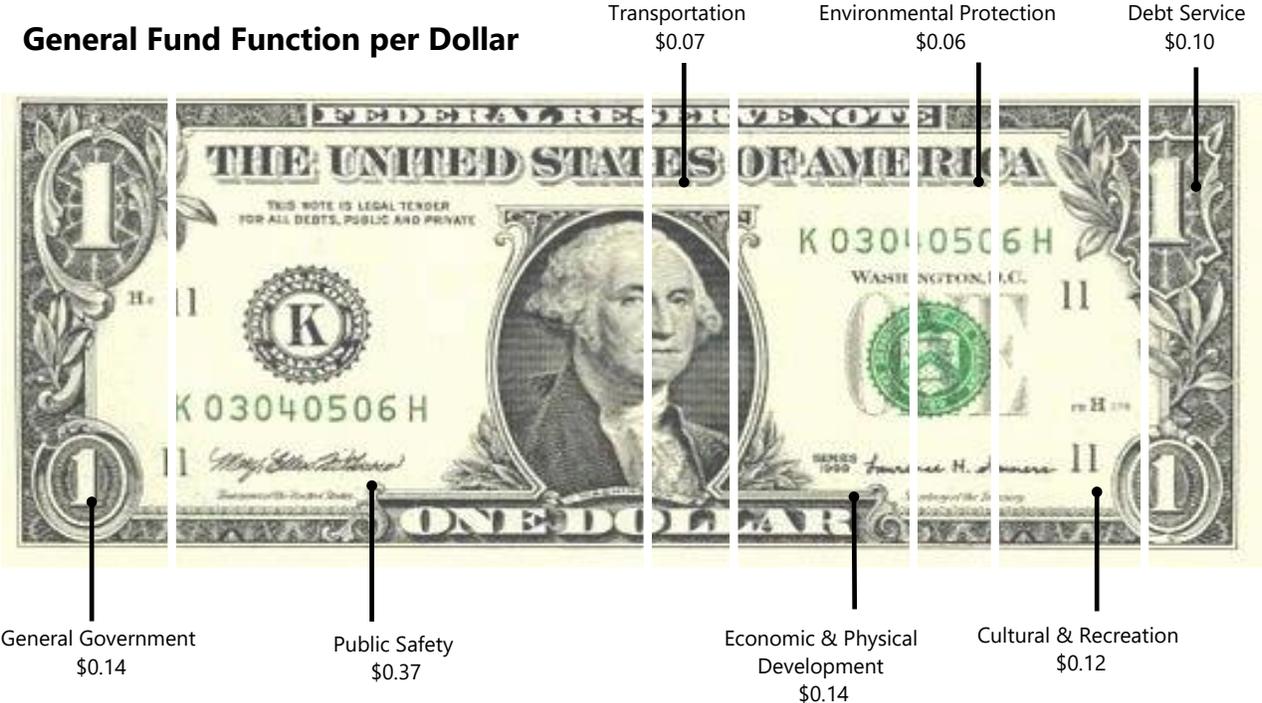


**Expenditures by Function**

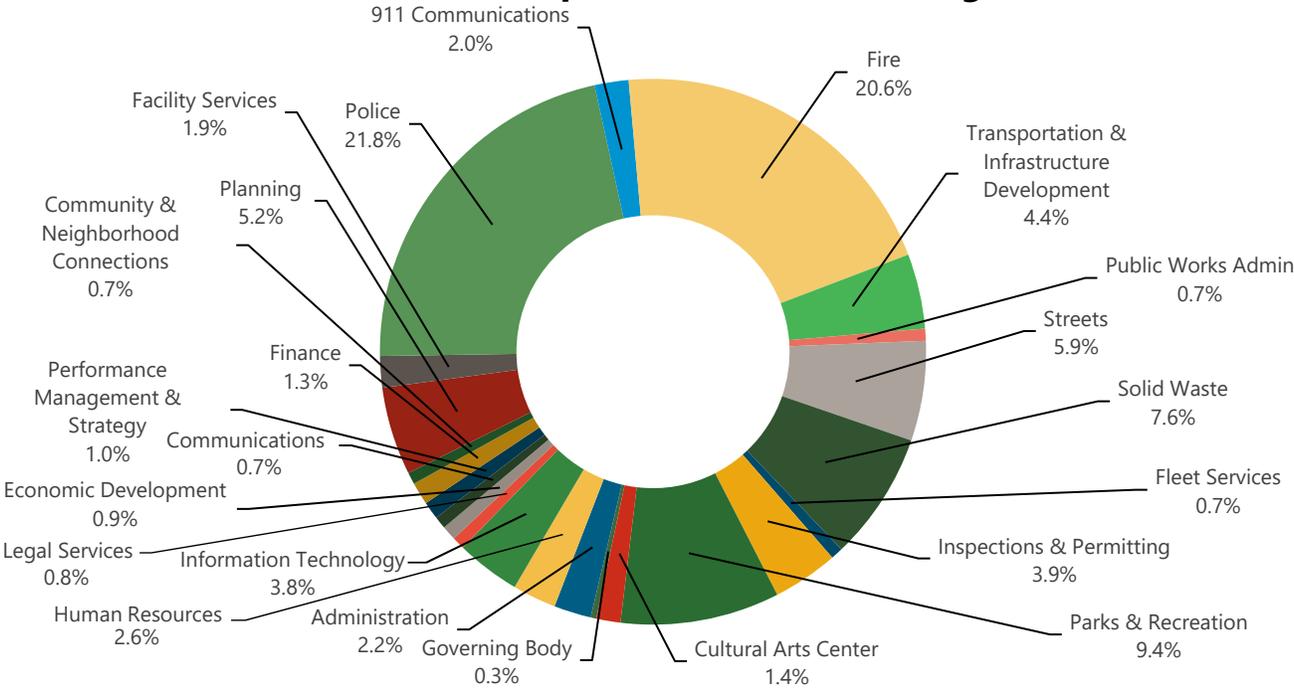
General Fund Expenditures by Function					
Function	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
General Government	8,518,718	12,055,693	10,823,695	12,548,500	4.09%
Public Safety	24,597,114	28,158,860	27,648,250	34,184,700	21.40%
Transportation	12,820,298	10,549,748	10,358,200	6,179,600	-41.42%
Economic & Physical Development	7,654,491	11,098,580	10,086,781	12,909,600	16.32%
Environmental Protection	5,189,105	6,298,116	5,649,600	5,854,600	-7.04%
Cultural & Recreation	5,484,812	8,250,844	7,089,710	10,766,800	30.49%
Debt Service	6,931,923	8,045,065	8,119,900	8,757,700	8.86%
<b>Total</b>	<b>\$71,196,462</b>	<b>\$84,456,906</b>	<b>\$79,776,135</b>	<b>\$91,201,500</b>	<b>7.99%</b>



**General Fund Function per Dollar**



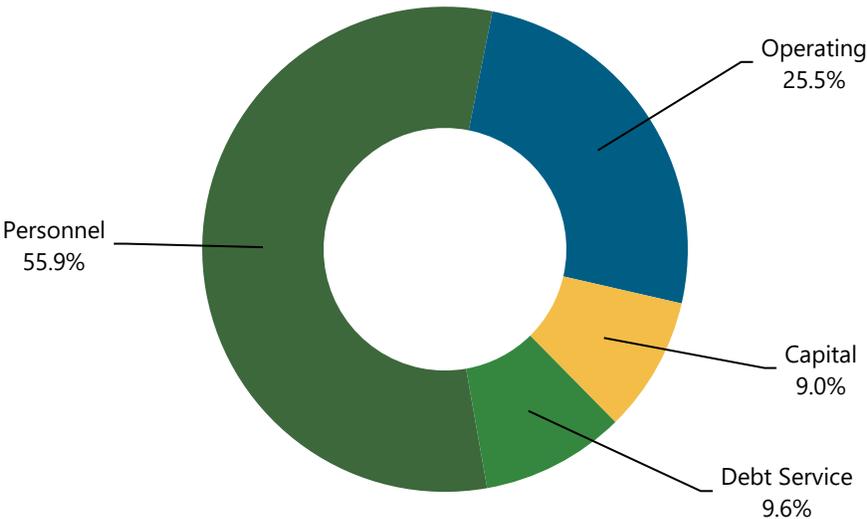
**General Fund Department/Division Budgets**



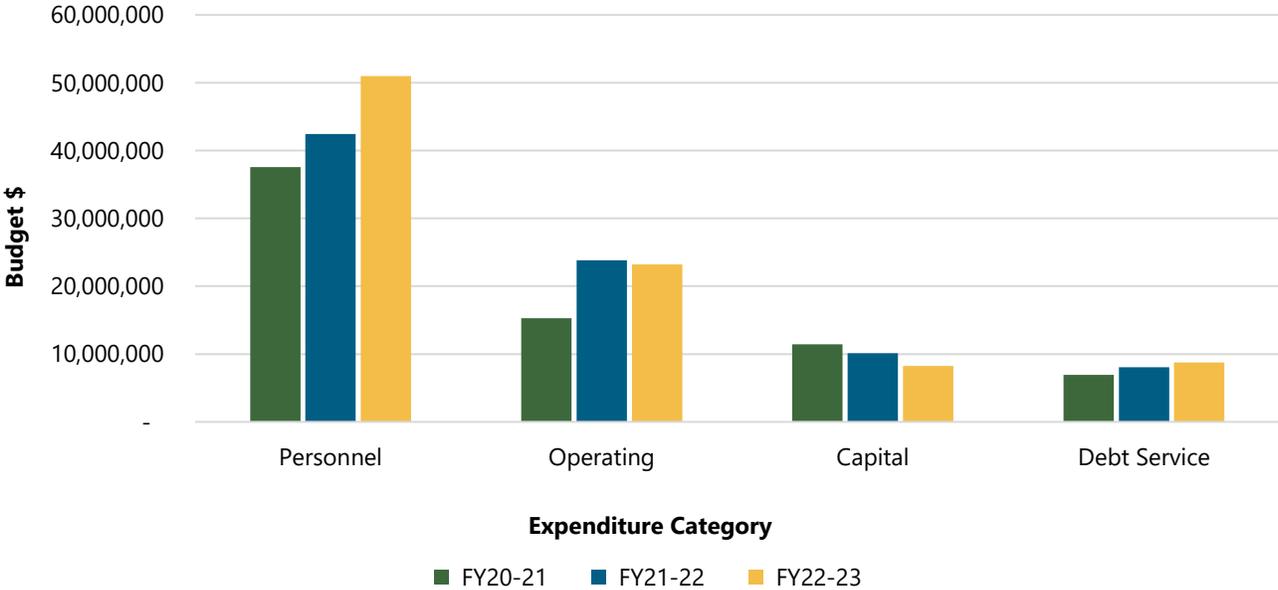
**Expenditures by Type**

General Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	37,553,702	42,452,256	40,726,808	50,989,300	20.11%
Operating	15,262,070	23,831,259	21,453,297	23,217,400	-2.58%
Capital	11,448,767	10,128,326	9,476,130	8,237,100	-18.67%
Debt Service	6,931,923	8,045,065	8,119,900	8,757,700	8.86%
<b>Total</b>	<b>\$71,196,462</b>	<b>\$84,456,906</b>	<b>\$79,776,135</b>	<b>\$91,201,500</b>	<b>7.99%</b>

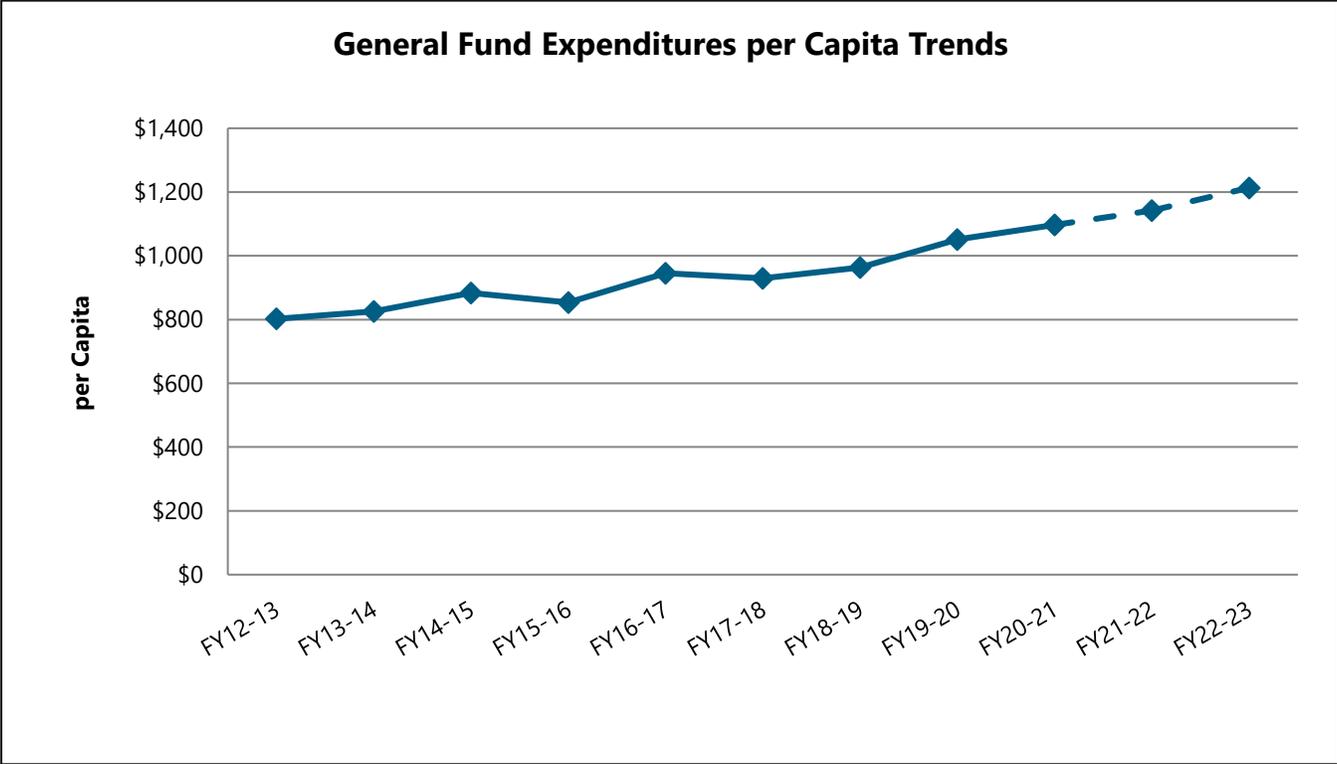
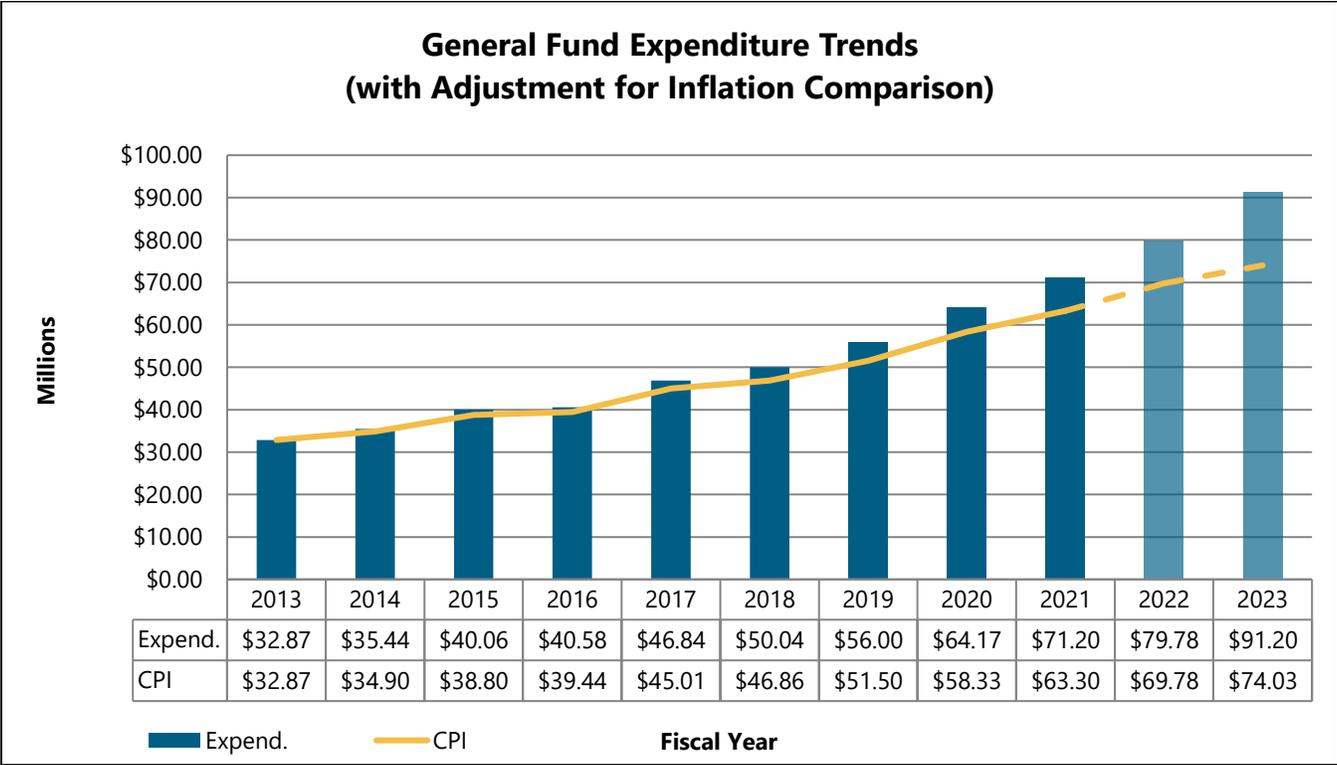
**General Fund Expenditures by Type FY22-23**



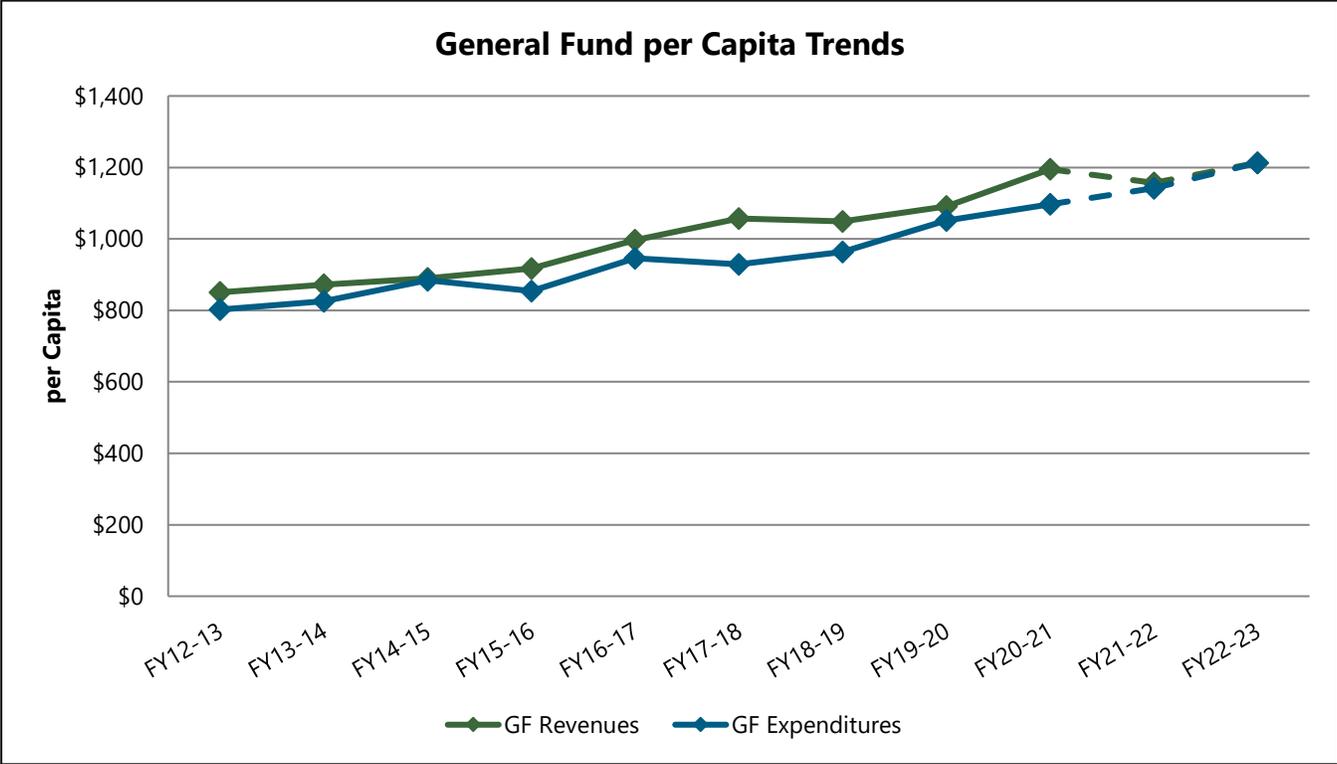
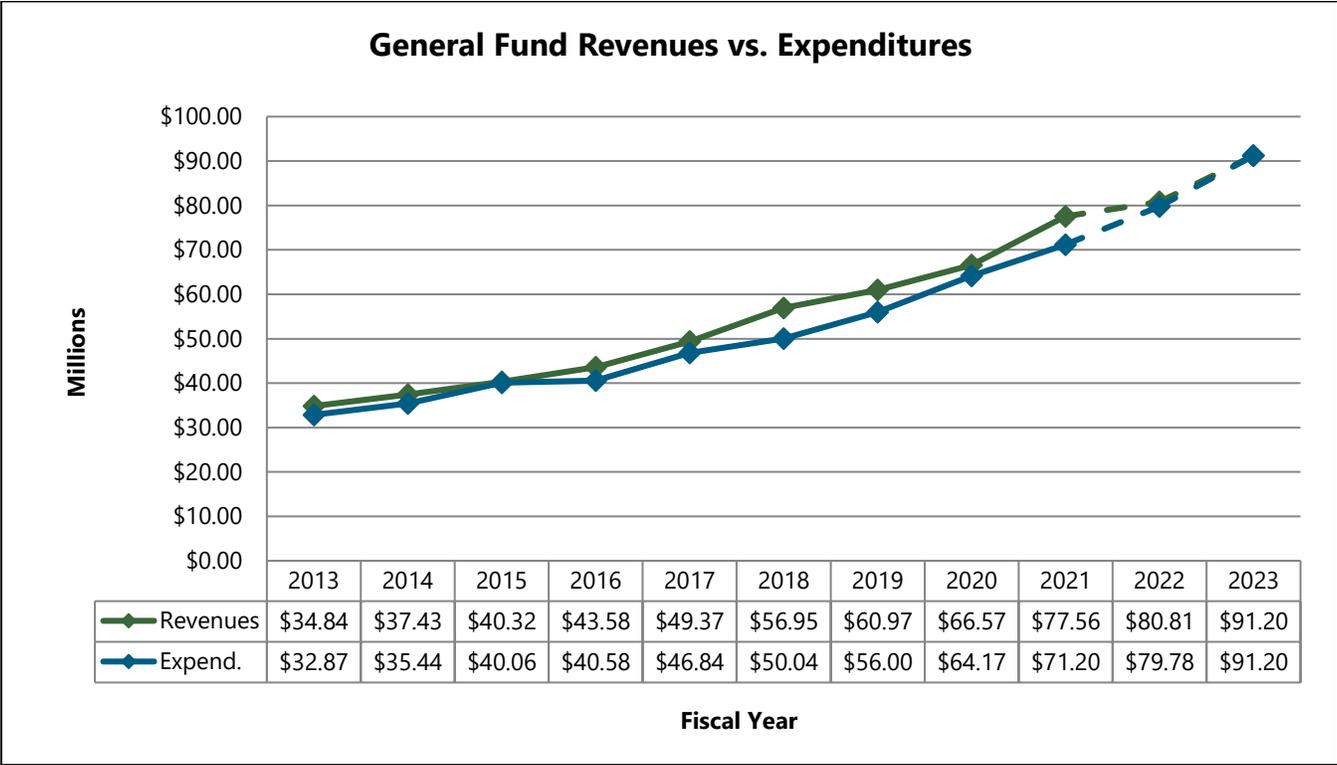
**General Fund Expenditures by Type**



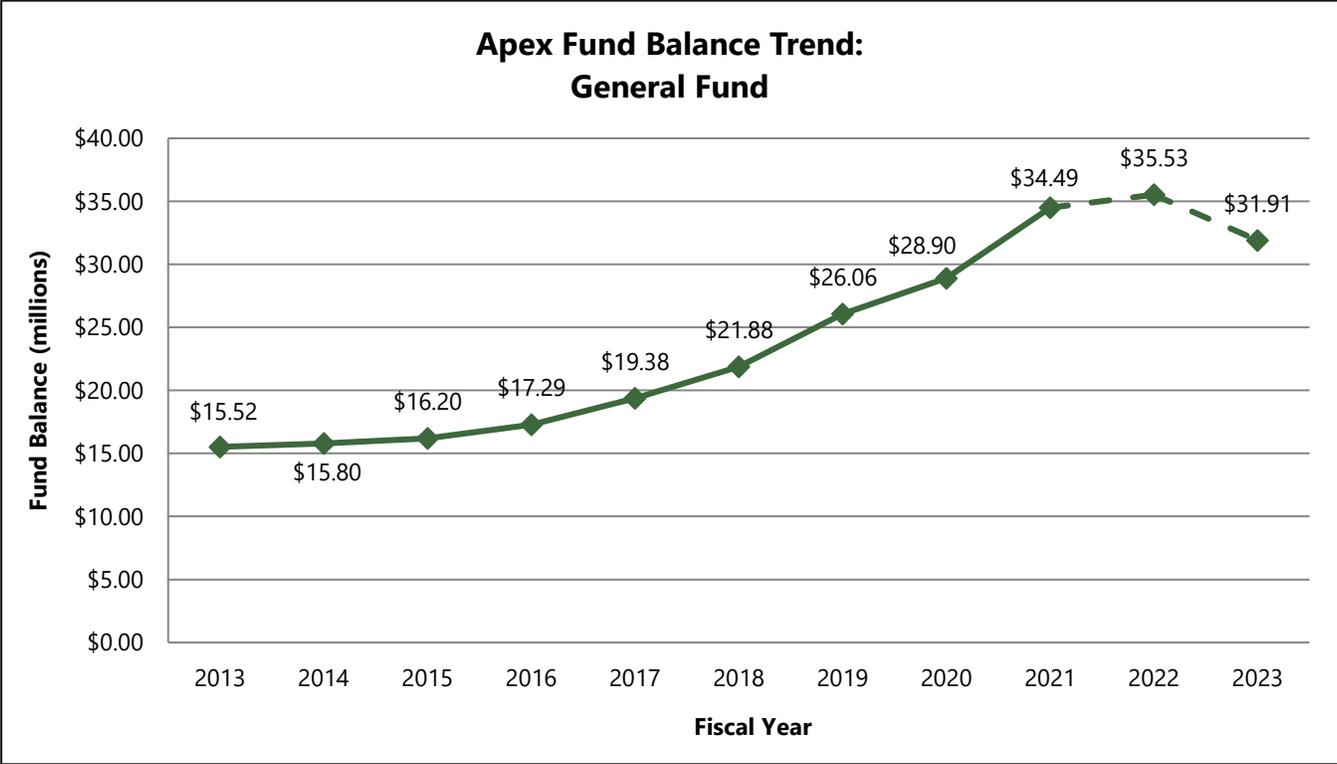
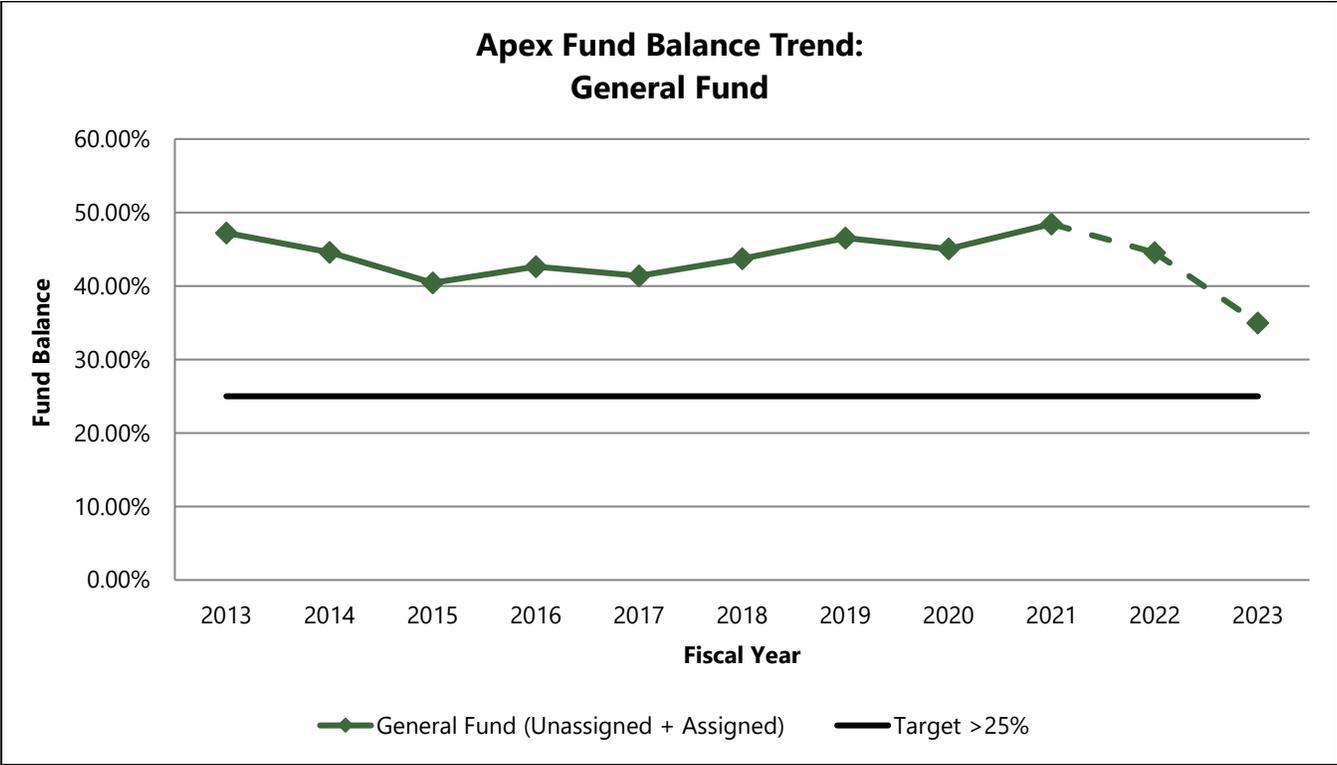
**Expenditure Trends**



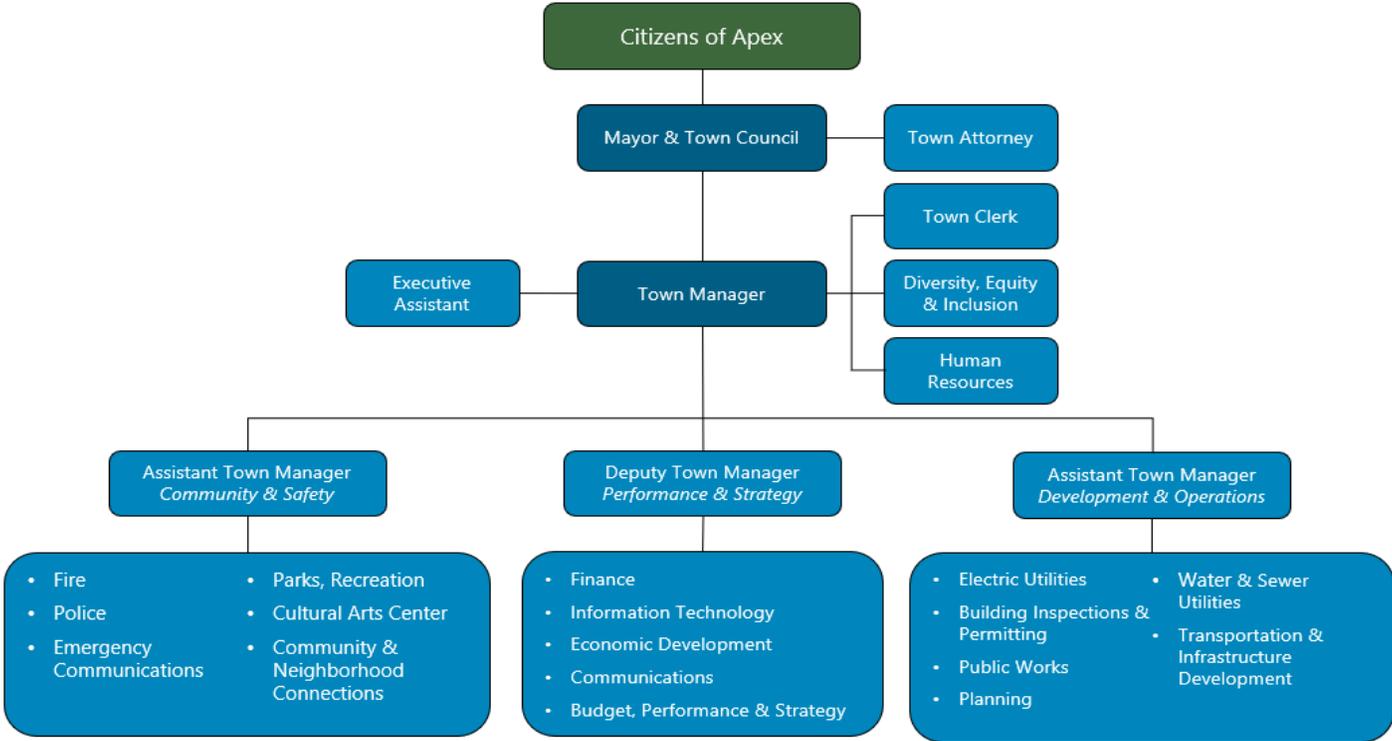
**Revenues vs. Expenditures**



**Fund Balance**



# GOVERNING BODY



## Description

The Town Council is the legislative board of Town government and includes a mayor and five council members. Citizens elect the Mayor to serve a four-year term, and Town Council members each serve four-year staggered 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

### Economic Vitality

- Approved economic development incentive for a company that will bring 200 jobs and a \$25 million investment.
- Annexed 130 acres for industrial development in Chatham County with anticipated private investment of \$125 million.

### A Welcoming Community

- Initiated and conducted multiple community outreach meetings.
- Enacted Juneteenth as a town holiday and hosted the first Juneteenth event.
- Implemented the Apex Utility Customer Assistance Program.
- Established the Peak Star Award Program for public schools' employees in Apex.



### **High Performing Government**

- Approval of Organization Assessment.
- Adoption of Strategic Plan.

### **Environmental Leadership**

- Approved and participated in first EarthFest event.
- Approved a pollinator project to improve the health of rights-of-way by natural methods, including native plants and bees.
- Created and funded an Urban Forester position.

### **Responsible Development**

- Established the Housing Advisory Board.
- Approved and held successful bond referendum for transportation projects including Safe Routes to School and the Peakway Bridge.

## **FY 2022-2023 Budget Highlights**

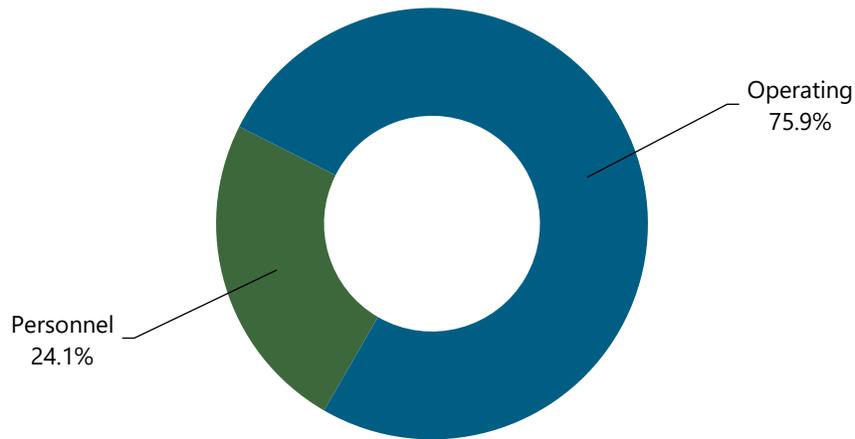
- The Governing Body budget decreased 21.55 percent in FY22-23 primarily due to the off year for municipal elections.
- The Governing Body budget accounts for 0.28 percent of the General Fund budget and is equivalent to \$0.002 on the tax rate.
- The Town plans to spend \$3.41 per capita for the Governing Body in FY22-23.
- Major budget changes include \$10,000 in professional services for a retreat facilitator and \$24,000 in meeting & event provisions for the Town holiday lunch.



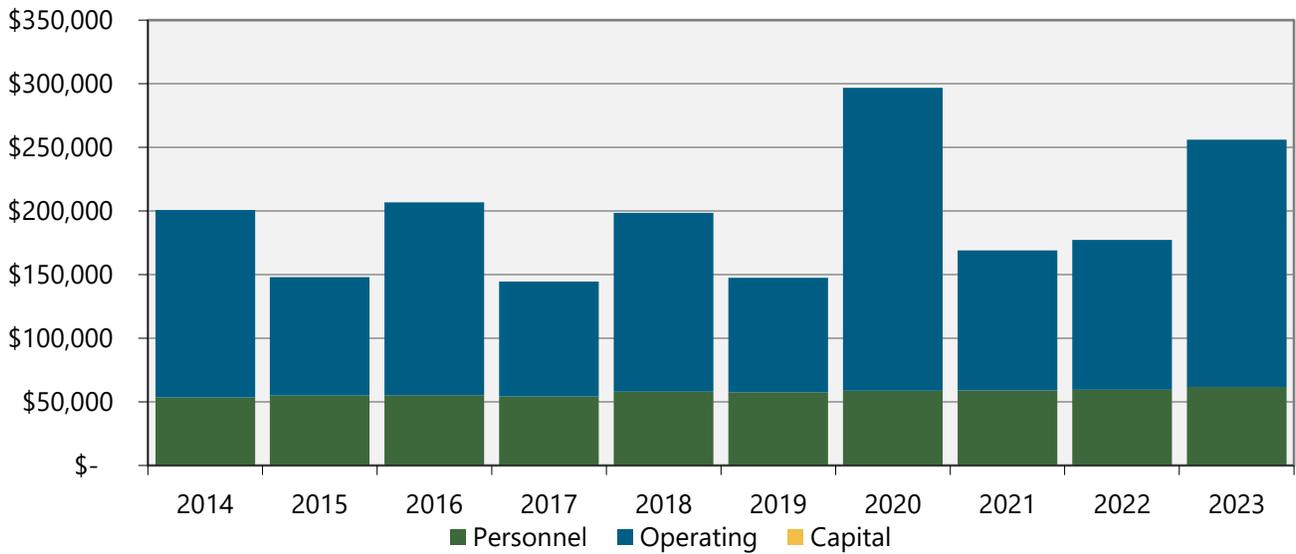
## Budget Summary

Governing Body Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	58,963	61,950	59,450	61,700	-0.40%
Operating	110,185	264,500	117,728	194,400	-26.50%
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 169,148</b>	<b>\$ 326,450</b>	<b>\$ 177,178</b>	<b>\$ 256,100</b>	<b>-21.55%</b>

Governing Body Expenditures by Type



Governing Body Expenditure History

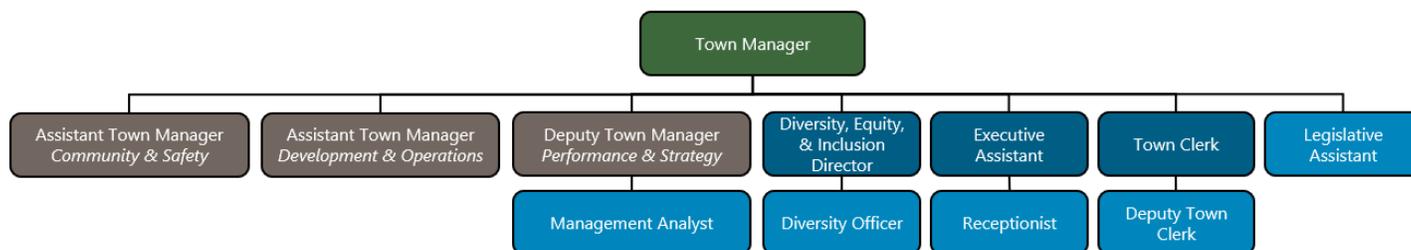


**Line Item Expenditures**

<b>Governing Body Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	54,085	57,250	55,000	57,000	-0.44%
FICA	4,792	4,400	4,200	4,400	0.00%
Workers Comp	86	300	250	300	0.00%
Postage	161	100	-	200	100.00%
Telephone & Communication	2,069	2,800	2,800	2,800	0.00%
Printing	566	900	200	800	-11.11%
Travel and Training	553	9,300	6,000	14,300	53.76%
Stipend	10,260	20,000	-	13,000	-35.00%
Office Supplies	98	100	-	100	0.00%
Departmental Supplies	(868)	3,000	-	5,500	83.33%
Meeting & Event Provisions	1,535	14,000	-	33,500	139.29%
Community Outreach Materials/Activities	3,168	3,100	-	3,500	12.90%
Election Expense	-	108,400	108,378	-	-100.00%
Uniforms	-	500	350	500	0.00%
Contracted Services	-	5,000	-	10,000	100.00%
Professional Services	19,373	1,600	-	10,000	525.00%
Dues and Subscriptions	73,270	86,000	-	90,200	4.88%
Special Programs	-	9,700	-	10,000	3.09%
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ 169,148</b>	<b>\$ 326,450</b>	<b>\$ 177,178</b>	<b>\$ 256,100</b>	<b>-21.55%</b>



## ADMINISTRATION



### Description

The Administration department is responsible for general administration of Town operations. It handles policy implementation at the direction of Town Council and it responds to citizen and Town Council concerns. This department includes the Town Manager and the executive management team, who provide oversight to all other Town departments and employees.

### Recent Accomplishments

- Introduced new Town Manager to the organization and community, created Diversity, Equity, and Inclusion department and hired first DEI Director.
- Initiated organization-wide strategic plan as well as an organizational assessment and pay and classification studies.
- Completed Town-wide Accessibility Assessment and Transition Plan, an evaluation of the Town's property's compliance with applicable federal, state, and local accessibility regulations including the Americans with Disabilities Act (ADA).

### Strategic Goal Activities

#### **High Performing Government**

- Completion and implementation of Strategic Plan.
- Implementation of the organizational study recommendations including:
  - Realignment of departments and programs to three core areas of Development and Operations, Performance and Strategy, and Community and Safety
  - Creation of Community and Neighborhood Connections department
  - Creation of Transportation and Infrastructure Development department
  - Elevation of Communications Office and Budget Office to departments
- Complete design and begin renovations of historic Tunstall House.



## **FY 2022-2023 Budget Highlights**

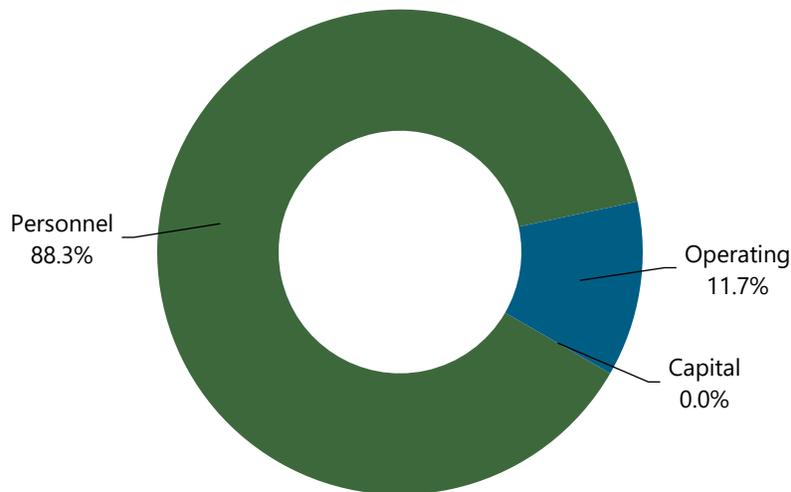
- The Administration department budget decreased 23.25 percent in FY22-23.
- The Administration budget accounts for 1.86 percent of the General Fund budget and is equivalent to \$0.014 on the tax rate.
- The Town plans to spend \$22.55 per capita for Administration in FY22-23.
- Major budget changes include elevation of the Communications team and Budget team into individual departments and the Development Services team and Capital Projects team moving to the Transportation & Infrastructure Development department. The Office of the Town Clerk, previously its own department, is reassigned to Administration.
- The Administration budget also includes the Diversity, Equity, and Inclusion Office that the Town created with the hiring of its first DEI Director in February 2022.
- Administration will add two new positions in FY22-23, a Deputy Town Manager and a Management Analyst. With the significant amount of position reassignment, the budget reflects a significant decrease in all aspects of the Administration budget for FY22-23.



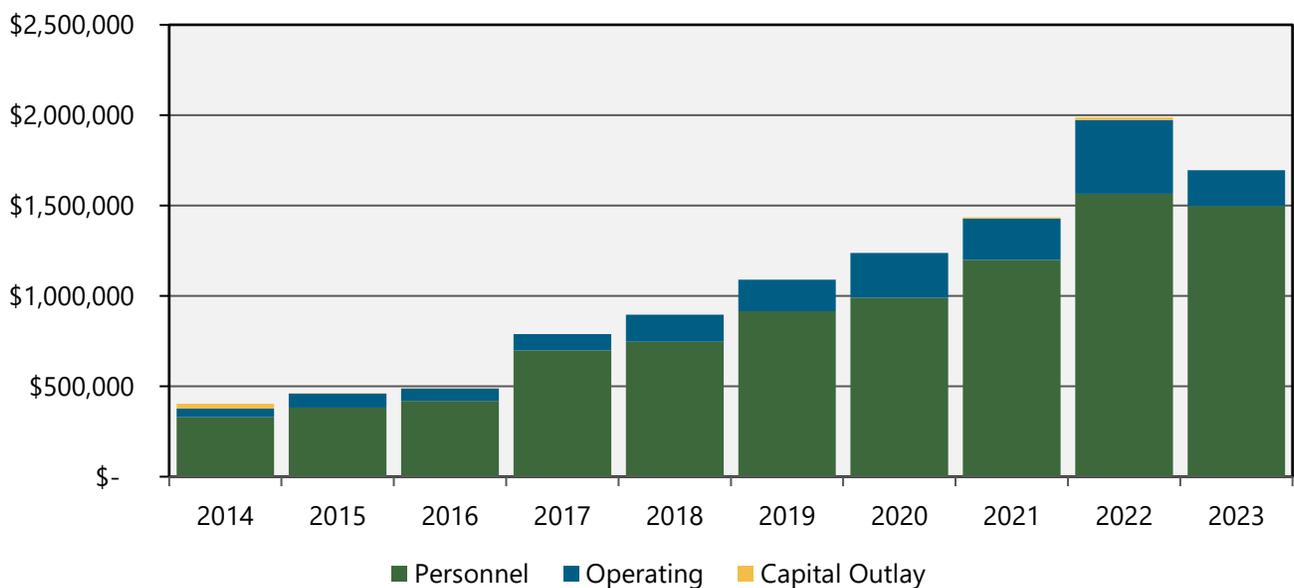
## Budget Summary

Administration Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	1,198,488	1,716,350	1,565,509	1,497,100	-12.77%
Operating	229,077	466,626	407,400	198,000	-57.57%
Capital	6,732	25,700	14,000	-	-100.00%
<b>Total</b>	<b>\$ 1,434,298</b>	<b>\$ 2,208,676</b>	<b>\$ 1,986,909</b>	<b>\$ 1,695,100</b>	<b>-23.25%</b>

### Administration Expenditures by Type



### Administration Expenditure History



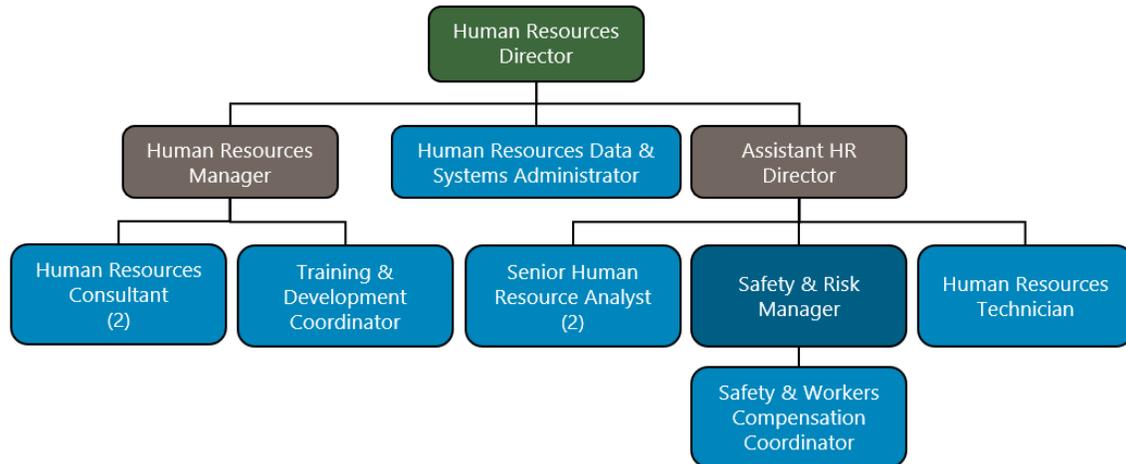
**Line Item Expenditures**

<b>Administration Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	860,908	1,220,070	1,116,375	1,077,300	-11.70%
Part-Time Salaries	55,065	49,000	48,500	10,000	-79.59%
FICA	64,280	92,668	85,432	75,000	-19.07%
Group Insurance	84,445	141,100	114,920	147,500	4.54%
General Retirement	88,165	143,895	130,418	130,700	-9.17%
401K General	43,146	63,264	64,482	53,900	-14.80%
Workers Comp	2,478	6,353	5,383	2,700	-57.50%
Postage	274	600	300	500	-16.67%
Telephone & Communication	3,772	10,300	3,800	2,300	-77.67%
Printing	14,117	17,908	13,000	13,600	-24.06%
Travel and Training	19,596	39,150	36,000	53,300	36.14%
Maintenance & Repair - Equipment	104	-	-	500	-
Advertising	4,233	8,140	6,600	5,000	-38.57%
Office Supplies	5,085	9,500	2,800	6,000	-36.84%
Departmental Supplies	10,350	39,500	40,000	6,000	-84.81%
Technology Hardware & Accessories	4,854	26,500	20,900	15,000	-43.40%
Trademark Purchases	-	5,000	4,000	-	-100.00%
Meeting & Event Provisions	877	4,700	3,000	5,000	6.38%
Uniforms	236	2,100	1,000	1,000	-52.38%
Contracted Services	-	18,000	14,000	30,000	66.67%
Software License & Maintenance	80,386	93,828	85,000	18,600	-80.18%
Professional Services	71,276	172,600	160,000	18,600	-89.22%
Dues and Subscriptions	8,606	12,000	12,000	16,100	34.17%
Special Programs	5,310	6,800	5,000	6,500	-4.41%
Capital Outlay - Improvements	-	19,700	4,000	-	-100.00%
Capital Outlay - Equipment	6,732	6,000	10,000	-	-100.00%
<b>Total</b>	<b>\$ 1,434,298</b>	<b>\$ 2,208,676</b>	<b>\$ 1,986,909</b>	<b>\$ 1,695,100</b>	<b>-23.25%</b>



# HUMAN RESOURCES

## Reports to Town Manager



## Description

The Human Resources department partners strategically and collaboratively with all departments to recruit, retain, and develop a high performing workforce that fosters a healthy, safe, and productive work environment. The department provides diverse and comprehensive human resources programs designed to support the organization in achieving its mission, with a focus in the areas of talent acquisition, workforce planning, training and development, performance management, compensation, health and welfare benefits, paid-leave programs, safety and risk management, and employee relations and retention, all while maintaining compliance with applicable employment and labor laws.

## Recent Accomplishments

- Automated the Town's Employee Onboarding Program to assist new hires and ensure a productive first day.
- Enhanced customer service efforts by adopting a new human resources service model to include department-specific HR Consultants.
- Strengthened the Town's workplace safety and readiness by conducting Town-wide drug and alcohol policy training for all employees.

## Strategic Goal Activities

### High Performing Government

- Develop and implement onboarding program for all new Town employees. The Town does not currently have a standardized onboarding program for new hires. Implementing an effective onboarding program will enhance the initial employee experience by communicating all necessary information clearly to all new employees leading to better integration and retention within the Town.
- Remain a competitive employer of choice by developing a new pay & classification plan and expanding career progression opportunities for Town employees. Rapid growth and inflation require the Town to conduct and implement a pay and classification study to maintain competitiveness in the employment market. Establishing clear career progression opportunities where employees can grow and develop with the Town will also be key in recruiting and retaining a high-performing workforce.
- Standardize the employee performance management and evaluation process across all departments. The standardized employee performance management and evaluation process will reflect the Town's Peak Principles and align employee performance with department and organization goals and initiatives.



## **FY 2022-2023 Budget Highlights**

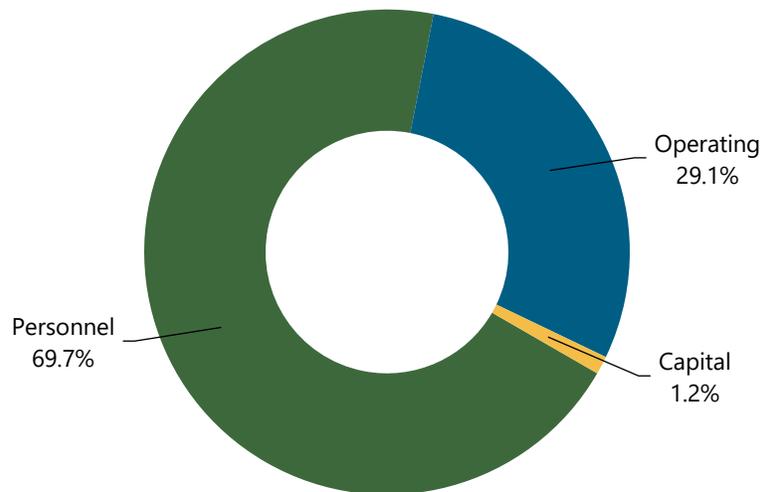
- The Human Resources department budget increased 3.01 percent in FY22-23.
- The Human Resources budget accounts for 2.18 percent of the General Fund budget and is equivalent to \$0.017 on the tax rate.
- The Town plans to spend \$26.45 per capita for Human Resources in FY22-23.
- Major budget changes include the addition of four new positions, including, Training & Development Coordinator, Senior Human Resources Analyst, Safety & Workers Compensation Coordinators, and an Assistant HR Director and the costs associated with onboarding. There is an increase in capital equipment due office furniture needed to change locations within Town Hall.



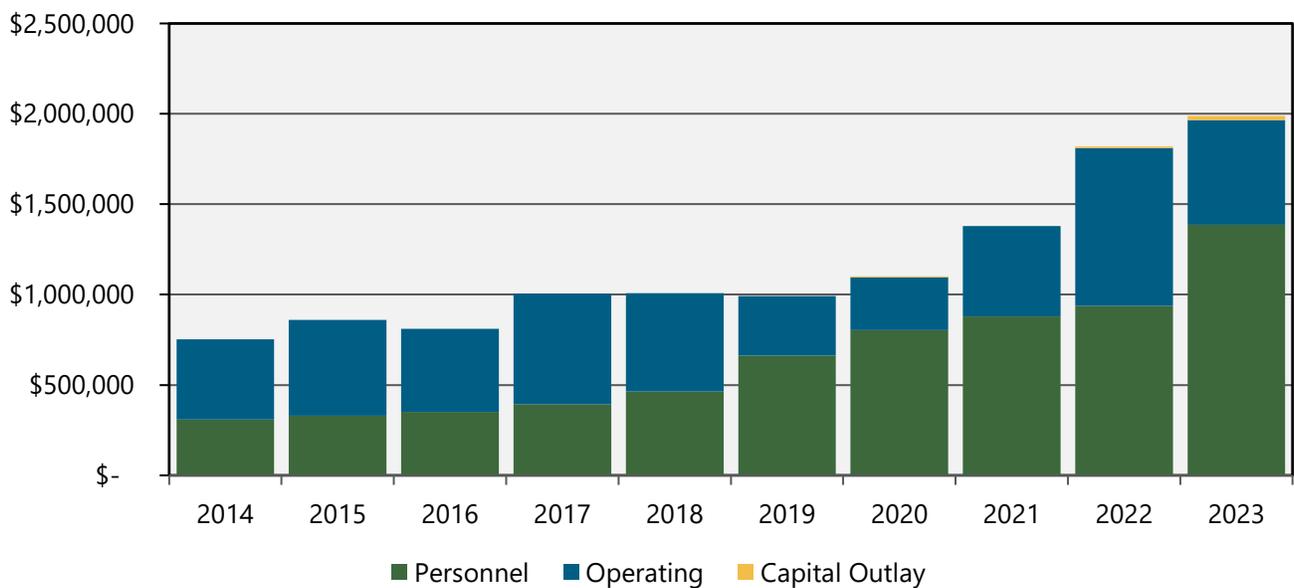
## Budget Summary

Human Resources Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	879,042	1,025,210	936,600	1,386,900	35.28%
Operating	500,486	896,397	873,350	577,700	-35.55%
Capital	-	8,800	8,800	24,000	172.73%
<b>Total</b>	<b>\$ 1,379,528</b>	<b>\$ 1,930,407</b>	<b>\$ 1,818,750</b>	<b>\$ 1,988,600</b>	<b>3.01%</b>

Human Resources Expenditures by Type



Human Resources Expenditure History



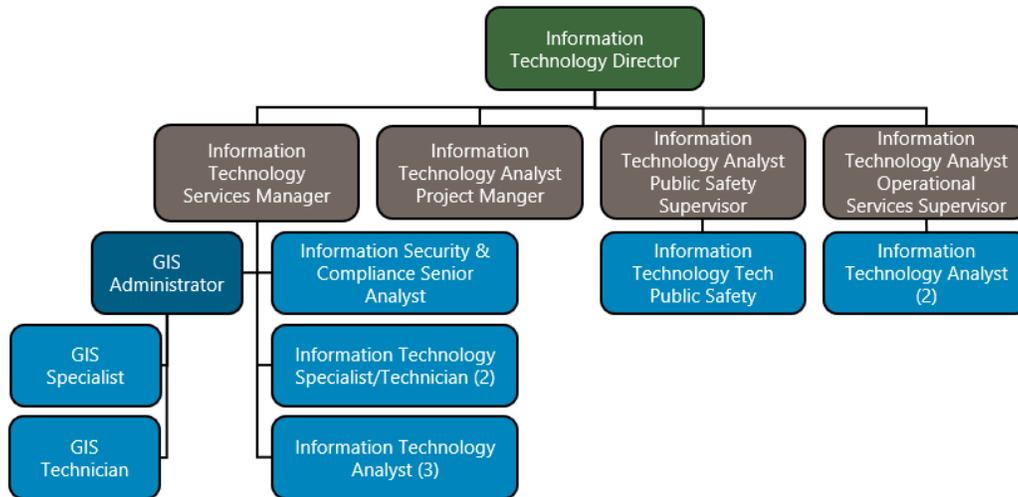
**Line Item Expenditures**

<b>Human Resources Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	405,664	514,065	418,000	738,200	43.60%
FICA	29,489	35,068	32,500	55,700	58.83%
Group Insurance	48,885	62,106	55,000	112,200	80.66%
OPEB Expense	266,000	266,000	266,000	266,000	0.00%
Group Insurance - Retirees	66,122	70,200	90,000	85,000	21.08%
General Retirement	41,576	52,115	50,000	89,500	71.74%
401K General	20,284	22,938	22,500	36,900	60.87%
Workers Comp	1,022	2,718	2,600	3,400	25.09%
Postage	22	100	50	-	-100.00%
Telephone & Communication	2,139	2,700	2,000	2,700	0.00%
Printing	3,958	6,550	6,550	7,800	19.08%
Travel and Training	2,806	40,900	40,000	48,200	17.85%
Advertising	7,486	5,000	8,000	10,000	100.00%
Employee Recruitment	18,453	87,300	90,000	30,000	-65.64%
Office Supplies	453	1,500	1,500	1,500	0.00%
Departmental Supplies	708	1,500	1,500	1,000	-33.33%
Technology Hardware & Accessories	5,459	15,400	15,400	23,000	49.35%
Safety Supplies	309	500	500	1,000	100.00%
Wellness Supplies	1,255	25,000	20,000	20,800	-16.80%
Meeting & Event Provisions	746	1,000	500	2,000	100.00%
Wellness Incentives / Safety Awards	-	1,800	-	1,800	0.00%
Employee Recognition	16,066	49,200	30,000	41,100	-16.46%
Tuition Reimbursement	15,383	32,500	25,000	35,000	7.69%
Uniforms	-	400	400	1,200	200.00%
Contracted Services	139,821	66,510	75,000	47,900	-27.98%
Software License & Maintenance	101,426	91,587	90,000	98,500	7.55%
Professional Services	47,188	348,900	348,900	75,000	-78.50%
Dues and Subscriptions	2,679	2,650	2,650	4,000	50.94%
Insurance - General Liability	10,440	15,400	15,400	15,200	-1.30%
Insurance - Deductible	123,687	100,000	100,000	110,000	10.00%
Capital Outlay - Equipment	-	8,800	8,800	24,000	172.73%
<b>Total</b>	<b>\$ 1,379,528</b>	<b>\$ 1,930,407</b>	<b>\$ 1,818,750</b>	<b>\$ 1,988,600</b>	<b>3.01%</b>



# INFORMATION TECHNOLOGY

Reports to Deputy Town Manager



## Description

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

## Recent Accomplishments

- Completion of Phase 1 Data Strategy, Governance and Architecture to align with the high performing government activities necessary to sustain efficiency and effectiveness through current and upcoming changes.
- Development of remote work standards and support to residents with online forms, portals, and payments.
- Brought a new fiber core infrastructure online without interruption and upgraded internet services redundancy.

## Strategic Goal Activities

### High Performing Government

- Complete Phase 2 and 3 Data Strategy, Governance and Architecture to implement business process improvement and governance partnerships platform. The purpose of the Data Strategy, Governance and Architecture is to gain efficiency in data and reporting structures and processes for town services.

### Responsible Development

- Conduct wireless expansion projects throughout the town to increase wireless access. Additional Town owned buildings along with additional staff and residents access points require improved fiber and wireless infrastructures.



### **A Welcoming Community**

- Implementation of 311 to streamline Town assistance to residents. The 311-customer service is to provide direct assistance to residents. Additionally, data collected through 311 services can be used to forecast future needs and appropriateness of solutions.

### **FY 2022-2023 Budget Highlights**

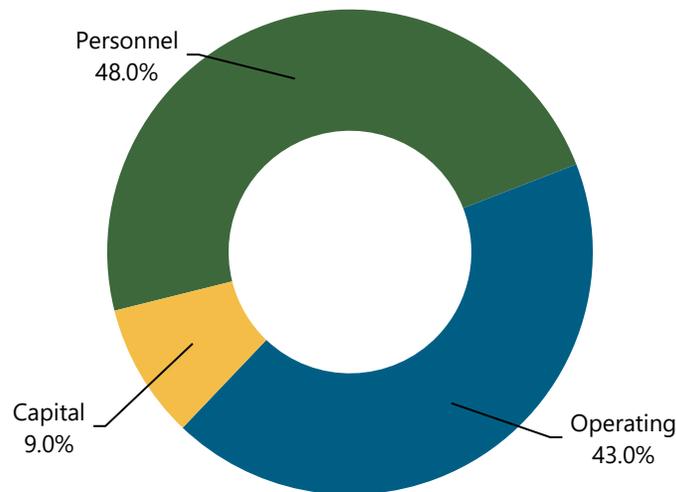
- The Information Technology department budget increased by 1.88 percent in FY22-23.
- The Information Technology budget accounts for 3.20 percent of the General Fund budget and is equivalent to \$0.025 on the tax rate.
- The Town plans to spend \$38.84 per capita for Information Technology in FY22-23.
- Major budget changes include the additions of four new positions including IT Analyst (Project Manager), IT Analyst (A/V& Broadcasting), IT Analyst (Public Safety), and GIS Technician (Utilities), and the associated onboarding costs. Currently, the functions of these full-time positions are contracted out. The overall operating budget decreased by bringing these positions in-house.



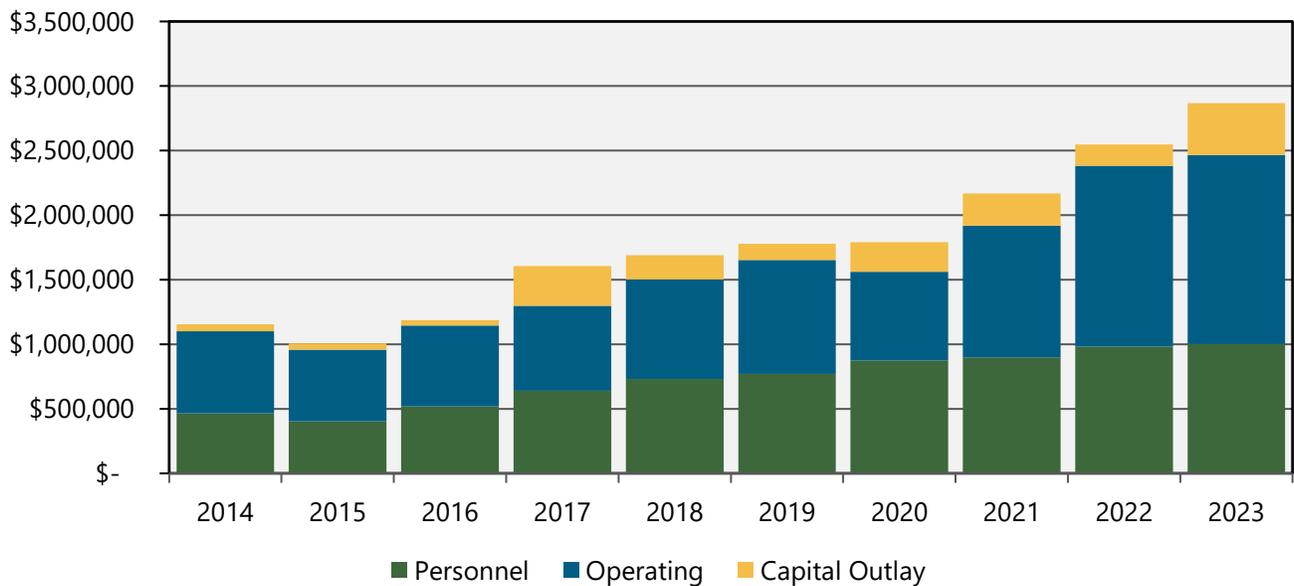
## Budget Summary

Information Technology Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	897,470	1,000,790	983,000	1,401,500	40.04%
Operating	1,020,921	1,464,135	1,399,175	1,255,600	-14.24%
Capital	248,029	401,414	166,000	263,000	-34.48%
<b>Total</b>	<b>\$ 2,166,420</b>	<b>\$ 2,866,339</b>	<b>\$ 2,548,175</b>	<b>\$ 2,920,100</b>	<b>1.88%</b>

### Information Technology Expenditures by Type



### Information Technology Expenditure History



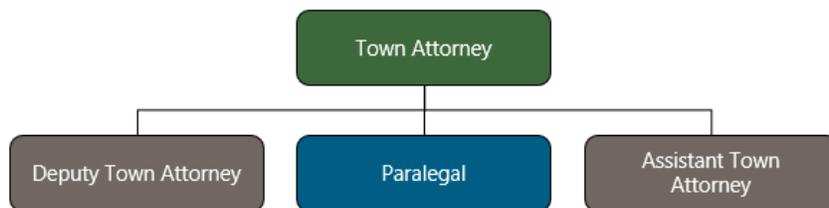
**Line Item Expenditures**

<b>Information Technology Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	644,170	682,033	678,000	938,700	37.63%
Part-Time Salaries	19,066	46,500	46,500	70,000	50.54%
FICA	47,913	57,900	53,000	76,700	32.47%
Group Insurance	86,925	99,209	90,000	152,700	53.92%
General Retirement	65,955	78,712	79,000	113,900	44.70%
401K General	32,209	34,525	34,000	47,000	36.13%
Workers Comp	1,230	1,911	2,500	2,500	30.82%
Postage	96	-	-	100	-
Telephone & Communication	54,843	73,004	60,000	108,900	49.17%
Printing	2,248	4,236	2,500	4,100	-3.21%
Travel and Training	8,117	26,265	20,000	30,000	14.22%
Maintenance & Repair - Equipment	198,900	221,243	221,000	274,600	24.12%
Maintenance & Repair - Vehicle	316	700	400	500	-28.57%
Maint. & Repair - Utility System	9,087	45,000	40,000	35,000	-22.22%
Automotive Supplies	64	300	200	100	-66.67%
Motor Fuel	475	500	750	800	60.00%
Office Supplies	4	500	200	600	20.00%
Departmental Supplies	716	6,000	5,000	5,000	-16.67%
Technology Hardware & Accessories	172,066	92,501	92,000	92,200	-0.33%
Meeting & Event Provisions	-	1,200	1,000	1,200	0.00%
Uniforms	408	900	500	1,300	44.44%
Contracted Services	244,909	555,652	520,000	296,000	-46.73%
Software License & Maintenance	290,207	349,009	349,000	345,300	-1.06%
Professional Services	-	31,500	31,500	-	-100.00%
Dues and Subscriptions	200	2,500	2,000	5,500	120.00%
Insurance - General Liability	38,264	53,125	53,125	54,400	2.40%
Capital Outlay - Improvements	5,168	140,414	140,000	100,000	-28.78%
Capital Outlay - Equipment	242,861	261,000	26,000	163,000	-37.55%
<b>Total</b>	<b>\$ 2,166,420</b>	<b>\$ 2,866,339</b>	<b>\$ 2,548,175</b>	<b>\$ 2,920,100</b>	<b>1.88%</b>



## LEGAL SERVICES

### Reports to Town Council



### 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 Services 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 collaboration with outside counsel.

### Recent Accomplishments

- Provided legal assistance and advice for multiple development agreements, purchases of properties, and sales of properties related to the Cash Corporate Center Industrial Park.
- Provided legal assistance and advice on policies and expenditure related to American Rescue Plan Act (ARPA) funds.
- Rewrote Code of Ordinance to reflect changes required by Senate Bill 300.

### Strategic Goal Activities

#### High Performing Government

- Implementation of matter management software to assist in providing quality, timely, and responsive legal representation on all matters. This technology software will be used to manage workload of attorneys and help to continue timely responses to request for legal services.
- Provide educational information on a variety of legal topics to town staff through online portal. The online portal will empower staff by providing a resource for frequently asked legal questions. Staff will be able independently locate the answer to their common legal questions. This also frees up the legal staff to work efficiently on more complex matters.
- Review and evaluate contract management technology and work with operational staff to implement. A centralized and automated contract process will free up legal and operational staff to work on more complex matters. The technology will assist all departments as each Town department requires some contracts, and will equip departments to maintain compliance with the contracts.

### FY 2022-2023 Budget Highlights

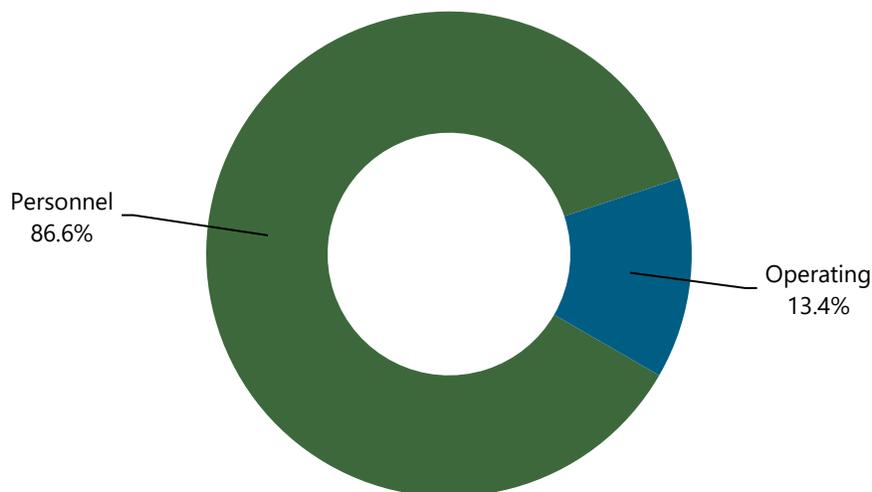
- The Legal Services department budget increased 5.93 percent in FY22-23.
- The Legal Services budget accounts for 0.63 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.70 per capita for legal services in FY22-23.
- Major budget changes include increases are for the transition of the Paralegal from a part-time position to a full-time position as well as an increase in technology and hardware due to regularly scheduled computer replacements.
- The budget includes \$30,000 for outside counsel consulting fees.



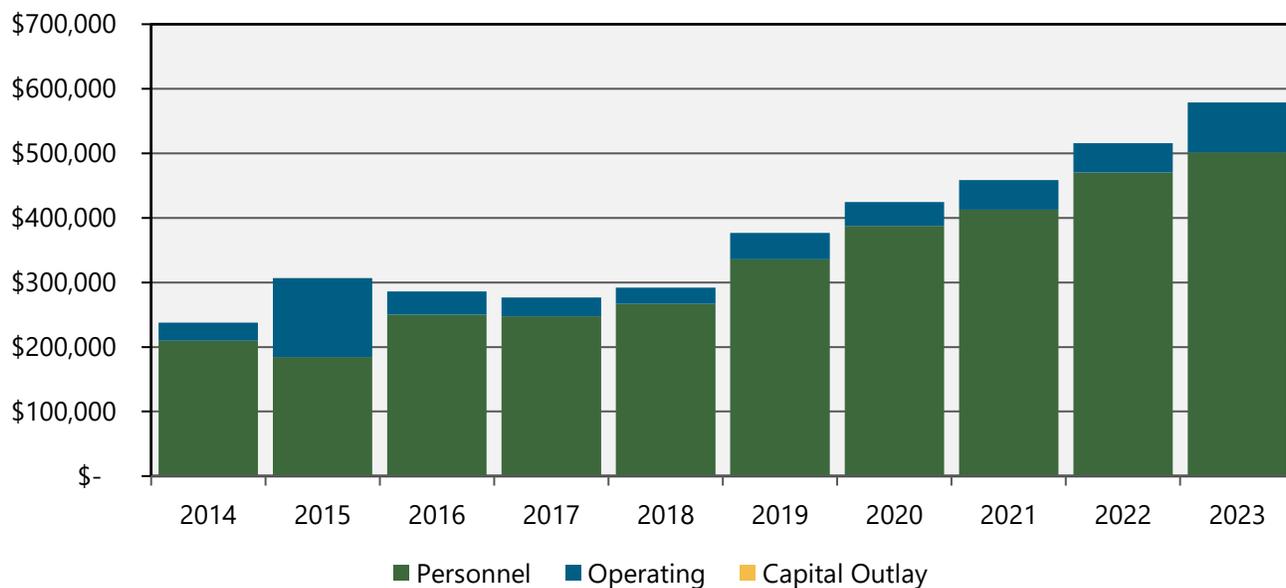
## Budget Summary

Legal Services Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	412,730	480,740	470,485	501,300	4.28%
Operating	45,784	65,679	45,140	77,500	18.00%
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 458,514</b>	<b>\$ 546,419</b>	<b>\$ 515,625</b>	<b>\$ 578,800</b>	<b>5.93%</b>

### Legal Services Expenditures by Type



### Legal Services Expenditure History



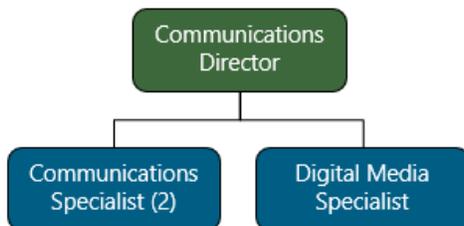
**Line Item Expenditures**

<b>Legal Services Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	319,234	374,909	365,000	378,500	0.96%
Part-Time Salaries	-	-	-	-	-
FICA	22,836	25,726	25,000	26,500	3.01%
Group Insurance	21,807	23,005	23,000	30,800	33.88%
General Retirement	32,709	39,324	39,900	45,900	16.72%
401K General	15,962	17,271	17,130	19,000	10.01%
Workers Comp	182	505	456	600	18.81%
Postage	61	50	50	100	100.00%
Telephone & Communication	-	-	-	-	-
Printing	2,526	3,586	2,600	3,300	-7.98%
Travel and Training	1,499	5,000	4,000	5,000	0.00%
Office Supplies	407	1,950	500	1,200	-38.46%
Departmental Supplies	103	300	300	300	0.00%
Technology Hardware & Accessories	63	2,500	2,500	9,000	260.00%
Uniforms	-	300	-	300	0.00%
Software License & Maintenance	1,865	8,193	8,190	8,500	3.75%
Professional Services	70	200	200	200	0.00%
Professional Services - Legal	21,279	23,800	7,000	30,000	26.05%
Dues and Subscriptions	17,911	19,800	19,800	19,600	-1.01%
<b>Total</b>	<b>\$ 458,514</b>	<b>\$ 546,419</b>	<b>\$ 515,625</b>	<b>\$ 578,800</b>	<b>5.93%</b>



# COMMUNICATIONS

Reports to Deputy Town Manager



## Description

The Communications department 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

- Creation and execution of communications plans for projects including: Streets and Sidewalks Bond, Stormwater Utility Fee, Vision Zero, several special events, and a major solid waste collection schedule reroute.
- Expanded visual storytelling through the addition of team member dedicated to photography and videography.
- Expanded communication opportunities for residents through the implementation of website chatbot as well as launching the monthly resident eNewsletter, "All in Apex".
- Received the Excellence in Communications Award from the North Carolina City and County Communicators for our employee newsletter.

## Strategic Goal Activities

### **A Welcoming Community**

- Increase number of social media posts by 30 percent in FY 2023, with the addition of the Digital Media Specialist. This goal will reframe how the Town views social media from a "check the box" activity towards posting proactively with content that engages residents. This can only be accomplished with more frequent and intentional efforts by staff.
- Celebrate Apex's Sesquicentennial. This year-long effort will celebrate the Town's 150<sup>th</sup> anniversary of incorporation.

### **High Performing Government**

- Improve the quality and quantity of photography and videography projects. High quality photos and videos are critical to driving social media reach. In addition, the photography and videography can be used as visuals to demonstrate the Peak Principles in action.

## FY 2022-2023 Budget Highlights

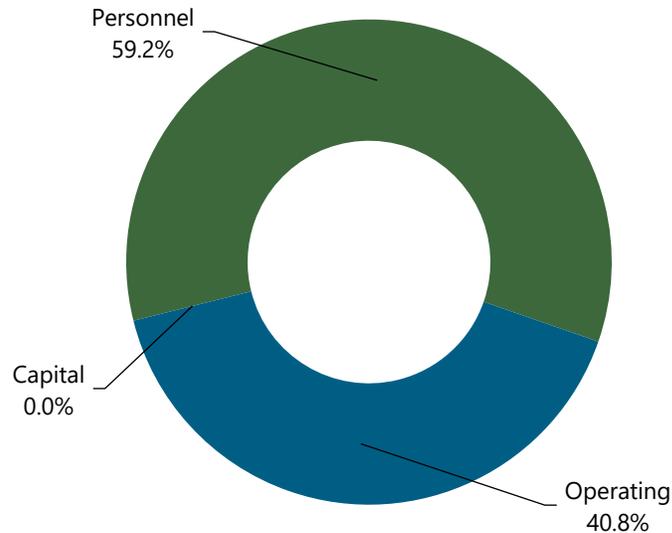
- The Communications department is a new department in FY22-23, breaking out from Administration.
- The Communications budget accounts for 0.62 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.48 per capita for Communications in FY22-23.
- Major budget costs include the addition of one new position, Digital Media Specialist, and the associated onboarding costs.



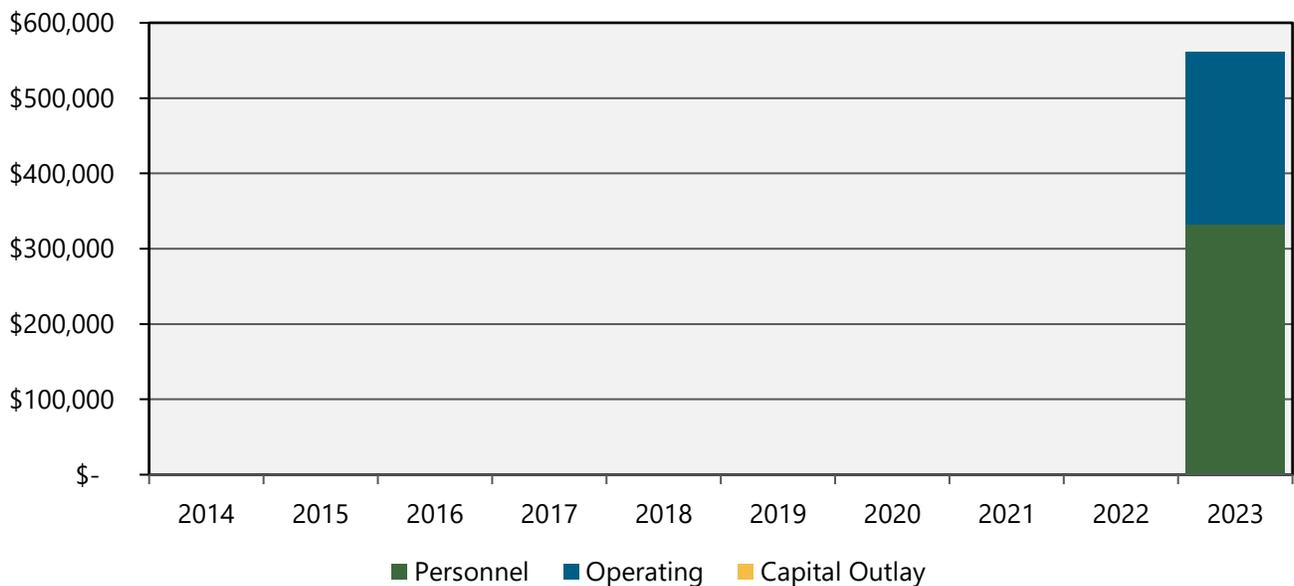
## Budget Summary

Communications Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	-	-	-	332,800	-
Operating	-	-	-	229,300	-
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 562,100</b>	<b>-</b>

### Communications Expenditures by Type



### Communications Expenditure History



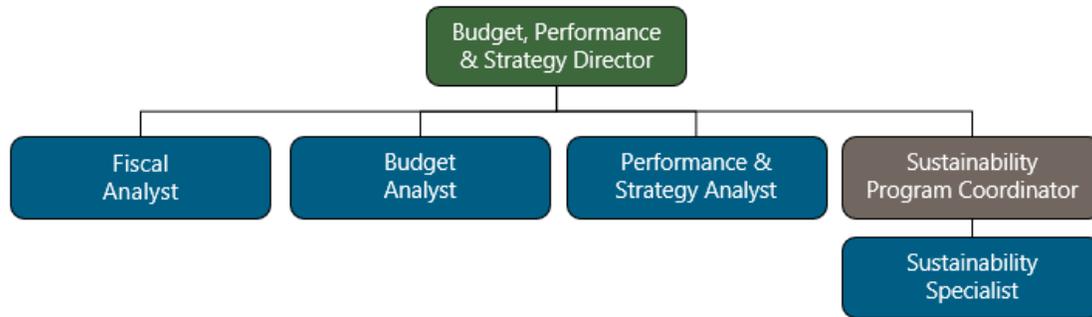
**Line Item Expenditures**

<b>Communications Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	-	-	-	238,200	-
Part-Time Salaries	-	-	-	-	-
FICA	-	-	-	18,300	-
Group Insurance	-	-	-	34,800	-
General Retirement	-	-	-	28,900	-
401K General	-	-	-	12,000	-
Workers Comp	-	-	-	600	-
Postage	-	-	-	-	-
Telephone & Communication	-	-	-	900	-
Printing	-	-	-	3,800	-
Travel and Training	-	-	-	3,200	-
Maintenance & Repair - Equipment	-	-	-	-	-
Advertising	-	-	-	9,400	-
Office Supplies	-	-	-	500	-
Departmental Supplies	-	-	-	6,200	-
Technology Hardware & Accessories	-	-	-	4,000	-
Meeting & Event Provisions	-	-	-	-	-
Uniforms	-	-	-	300	-
Contracted Services	-	-	-	-	-
Software License & Maintenance	-	-	-	74,000	-
Professional Services	-	-	-	31,000	-
Dues and Subscriptions	-	-	-	900	-
Special Programs	-	-	-	95,100	-
Capital Outlay - Improvements	-	-	-	-	-
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 562,100</b>	<b>-</b>



## BUDGET, PERFORMANCE & STRATEGY

Reports to Deputy Town Manager



### Description

The newly formed Budget, Performance, & Strategy department is responsible for compilation, review, analysis, and presentation of data submitted for inclusion in the annual operating budget and Capital Improvement Plan, as well as the development and management of performance measures and organizational alignment with the Town's strategic plan. Once the Town's budget has been approved, the Budget team monitors the actual spending of the departments and assists department directors, elected officials, and the public throughout the year with budget-related questions. The Budget team is also responsible for reviewing all budget change requests. The Sustainability team recommends and implements internal sustainability initiatives and public education aligned with strategic goals.

### Recent Accomplishments

- Received GFOA Distinguished Budget Presentation Award.
- Identified and processed projects for funding with American Rescue Plan Funds totaling \$16.7 million. Projects focus on meeting the needs of the community in the wake of the COVID-19 pandemic through park improvements, water and sewer needs, non-profit funding, and safe, affordable housing.
- Completed the Town's first baseline Greenhouse Gas Inventory for Town Operations for fiscal years 2016-2021.
- Hosted the Town's first Earth Day event, Apex EarthFest, with over 40 vendors and 3,000-4,000 estimated attendees.

### Strategic Goal Activities

#### High Performing Government

- Implementation of organization-wide strategic plan; facilitation and assistance with departments for creating individual business plans.
- Full department staff certification in Lean Six Sigma to improve organization efficiencies and process improvements.

#### Environmental Leadership

- Completion of Sustainability Action Plan and initial implementation of green initiatives for Town facilities.

### FY 2022-2023 Budget Highlights

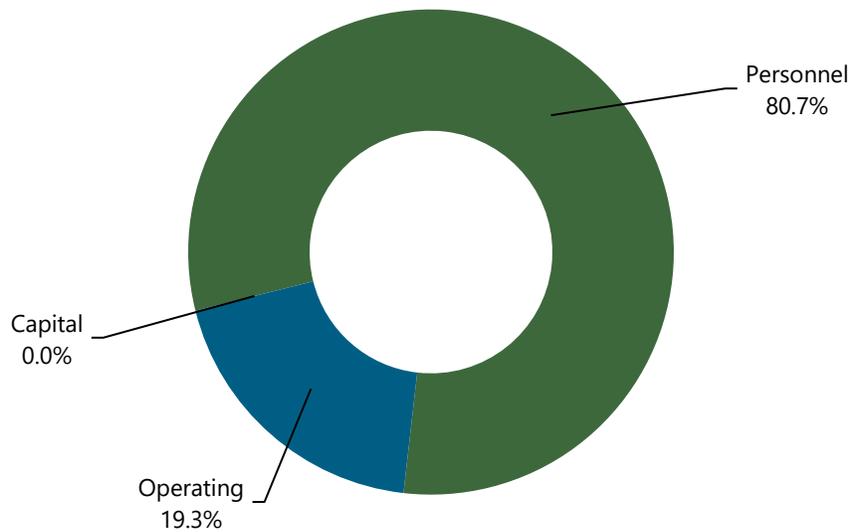
- The Budget, Performance & Strategy department is a new department in FY22-23, combining the Budget team from the Administration department and the Sustainability team from the Water Resources department.
- The Budget, Performance & Strategy budget accounts for 0.88 percent of the General Fund budget and is equivalent to \$0.007 on the tax rate.
- The Town plans to spend \$10.66 per capita for Budget, Performance & Strategy in FY22-23.
- Major budget costs include the addition of one new position, Performance & Strategy Analyst, and the associated onboarding costs.



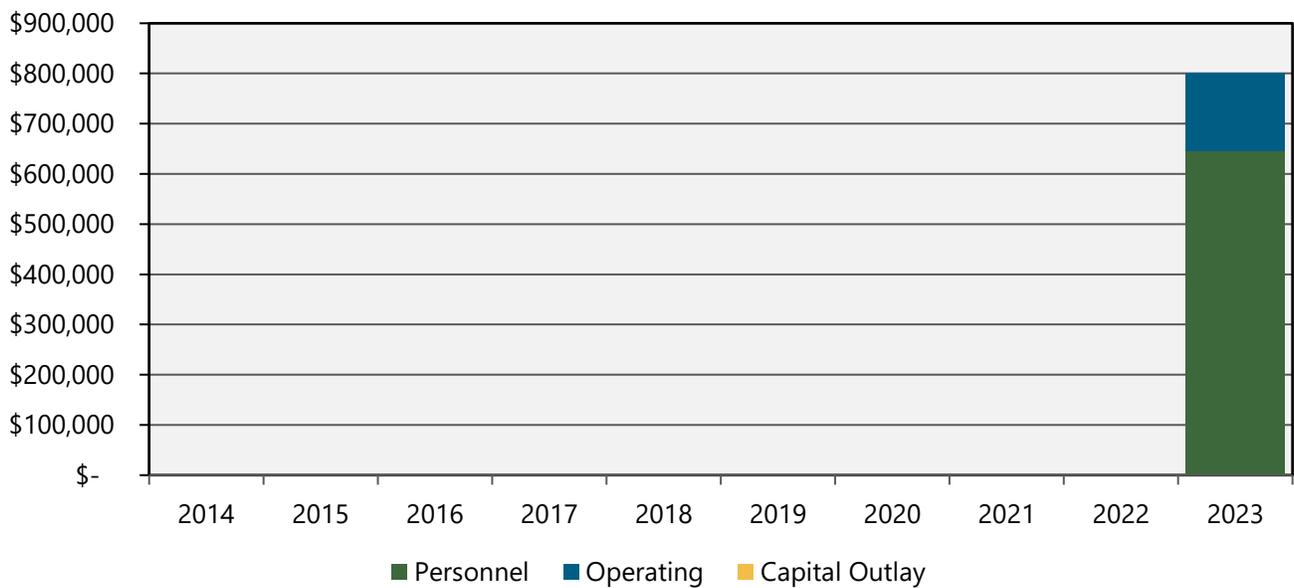
## Budget Summary

Budget, Performance & Strategy Expenditures by Type						
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change	
Personnel	-	-	-	646,800	-	
Operating	-	-	-	154,700	-	
Capital	-	-	-	-	-	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 801,500</b>	<b>-</b>	

**Budget, Performance & Strategy Expenditures by Type**



**Budget, Performance & Strategy Expenditure History**



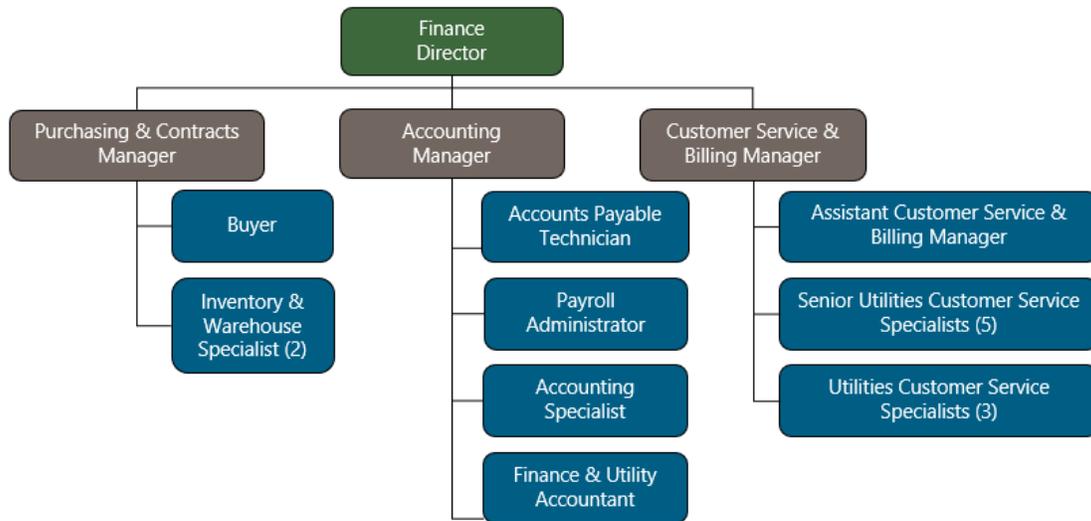
**Line Item Expenditures**

<b>Budget, Performance &amp; Strategy Expenditures</b>						
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>	
Salaries	-	-	-	414,100	-	
Part-Time Salaries	-	-	-	60,000	-	
FICA	-	-	-	36,300	-	
Group Insurance	-	-	-	63,300	-	
General Retirement	-	-	-	50,200	-	
401K General	-	-	-	20,700	-	
Workers Comp	-	-	-	2,200	-	
Postage	-	-	-	200	-	
Telephone & Communication	-	-	-	2,700	-	
Printing	-	-	-	4,500	-	
Travel and Training	-	-	-	31,600	-	
Maintenance & Repair - Equipment	-	-	-	-	-	
Advertising	-	-	-	-	-	
Office Supplies	-	-	-	1,700	-	
Departmental Supplies	-	-	-	7,000	-	
Technology Hardware & Accessories	-	-	-	5,100	-	
Meeting & Event Provisions	-	-	-	800	-	
Community Outreach Materials/Activities	-	-	-	-	-	
Uniforms	-	-	-	500	-	
Contracted Services	-	-	-	-	-	
Software License & Maintenance	-	-	-	31,600	-	
Professional Services	-	-	-	45,100	-	
Dues and Subscriptions	-	-	-	6,900	-	
Special Programs	-	-	-	17,000	-	
Capital Outlay - Improvements	-	-	-	-	-	
Capital Outlay - Equipment	-	-	-	-	-	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 801,500</b>	<b>0.00%</b>	



## FINANCE

### Reports to Deputy Town Manager



### 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

- Worked with State and local agencies to authorize \$42 million of general obligation bonds for street and sidewalk improvements.
- Identified and resourced installment financing for Public Safety Station 36 and material funding of the Inspections Office building.
- Prepared the Town's full accrual financial statements for the first time leading to completion of the 2021 Annual Comprehensive Financial Report and the 2021 Popular Annual Financial Report.

### Strategic Goal Activities

#### High Performing Government

- Implement department standards to produce accurate and timely utility bills to customer and collect on charges to fund utility operations, debt service, and capital outlay. Accurate and timely bills for utility customers assists the Town by maintaining sufficient cash flow for Enterprise Fund operations, as well as serves the people of the Town by providing accurate and timely bills.
- Maintain accurate accounting and financial records to enable the Town to safeguard its asset, comply with the Town's statutory requirements, and meet its obligation to vendors, debt holders, and employees. Through maintaining accurate accounting and financial records the Town will be able to complete annual audits without deficiencies. Any deficiencies noted could impact the Town's ability to borrow funds.



- To maintain a sufficient inventory of equipment, supplies and materials to enable the Town to provide services and meets the needs of citizens of Apex. Sufficient inventory is needed to fulfill the Town's strategic goals because without sufficient inventory projects are delayed or halted due to lack of supplies.

## **FY 2022-2023 Budget Highlights**

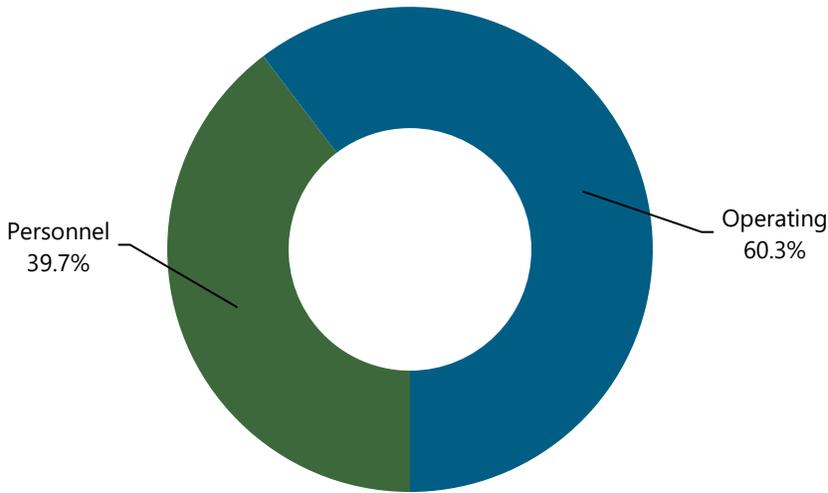
- The Finance department budget increased 17.30 percent in FY22-22.
- The Finance budget accounts for 1.12 percent of the General Fund budget and is equivalent to \$0.009 on the tax rate.
- The Town plans to spend \$13.60 per capita for Finance in FY22-23.
- Major budget changes include an increase in tax collection fees from Wake County and the DMV.



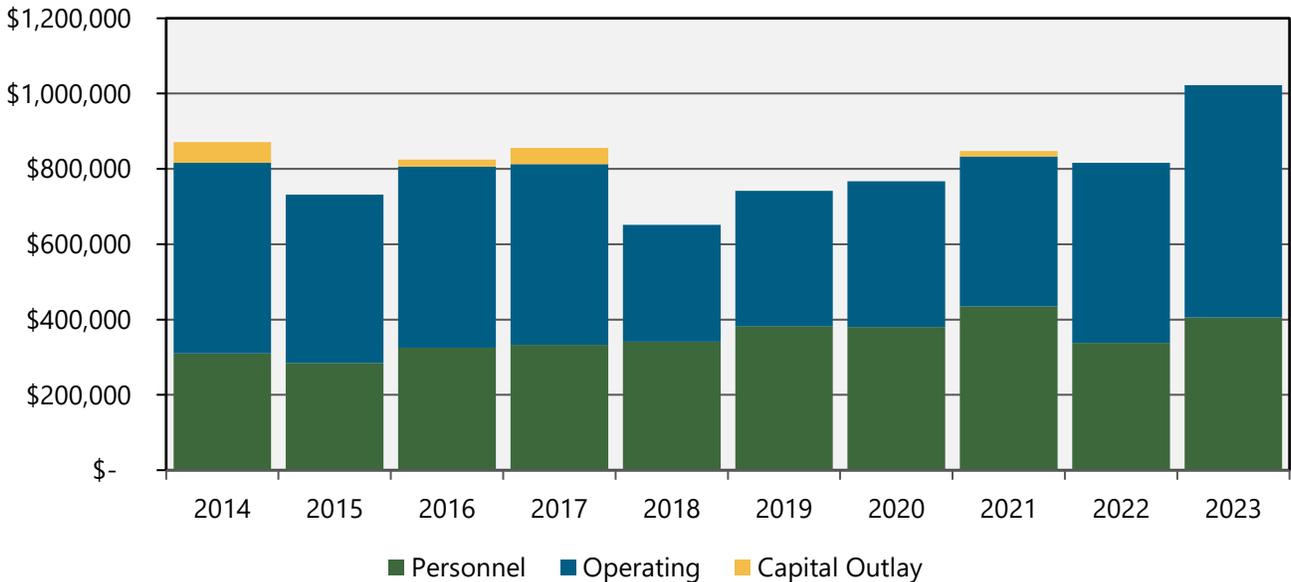
**Budget Summary**

Finance Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	434,780	349,681	338,195	405,500	15.96%
Operating	398,612	521,734	478,162	616,700	18.20%
Capital	13,691	-	-	-	-
<b>Total</b>	<b>\$ 847,083</b>	<b>\$ 871,415</b>	<b>\$ 816,357</b>	<b>\$ 1,022,200</b>	<b>17.30%</b>

**Finance Expenditures by Type**



**Finance Expenditure History**



**Line Item Expenditures**

<b>Finance Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	299,322	236,180	239,000	270,200	14.40%
Part-Time Salaries	7,507	19,500	5,000	14,800	-24.10%
FICA	21,722	19,104	19,000	21,300	11.49%
Group Insurance	36,364	31,000	30,000	38,900	25.48%
General Retirement	30,652	26,492	27,700	31,400	18.53%
401K General	14,958	11,784	11,840	13,000	10.32%
Workers Comp	609	1,010	1,045	1,400	38.61%
Unemployment	23,646	4,611	4,610	14,500	214.47%
Postage	6,975	8,800	8,800	9,500	7.95%
Telephone & Communication	4,992	7,600	5,500	5,900	-22.37%
Printing	12,913	23,906	24,000	14,000	-41.44%
Utilities	4,204	6,200	4,400	6,000	-3.23%
Travel and Training	3,647	14,000	8,000	20,300	45.00%
Maintenance & Repair - Building	847	3,000	3,000	3,500	16.67%
Maintenance & Repair - Equipment	887	3,000	2,500	3,500	16.67%
Maintenance & Repair - Vehicle	188	1,100	1,100	700	-36.36%
Automotive Supplies	191	800	800	1,000	25.00%
Motor Fuel	1,250	1,800	2,000	4,800	166.67%
Office Supplies	1,515	2,500	2,800	4,000	60.00%
Departmental Supplies	3,210	4,500	4,500	800	-82.22%
Technology Hardware & Accessories	7,162	30,000	15,000	31,000	3.33%
Meeting & Event Provisions	2,209	3,500	3,000	4,500	28.57%
Uniforms	2,224	2,050	1,200	2,900	41.46%
Contracted Services	218,227	216,600	216,600	327,700	51.29%
Bank / Transaction Fees	21,658	25,300	15,500	20,000	-20.95%
Software License & Maintenance	30,879	65,189	62,000	54,900	-15.78%
Contracted Services - Billing/Collections	10,770	18,500	12,500	18,000	-2.70%
Professional Services	1,101	1,000	-	-	-100.00%
Professional Services - Financial	56,625	75,389	78,000	74,800	-0.78%
Dues and Subscriptions	1,940	2,800	2,800	3,400	21.43%
Insurance - General Liability	5,000	4,200	4,162	5,500	30.95%
Capital Outlay - Equipment	13,691	-	-	-	-
<b>Total</b>	<b>\$ 847,083</b>	<b>\$ 871,415</b>	<b>\$ 816,357</b>	<b>\$ 1,022,200</b>	<b>17.30%</b>



# COMMUNITY & NEIGHBORHOOD CONNECTIONS

## Reports to Assistant Town Manager



## Description

The Community & Neighborhood Connections department consists of the Affordable Housing team previously housed in the Planning department, along with additional staff to support community engagement activities. This department will have three new staff members including a Community & Neighborhood Connections Director, a Community Engagement Coordinator, and a Housing Technician. This department will be responsible for managing programs and activities funded through the Affordable Housing Fund.

## Recent Accomplishments

- Created the Town's first Housing Advisory Board.
- Conducted outreach to share information about the Apex Cares Housing Rehabilitation Program and completed needed repairs to existing homes throughout Apex.
- Supported gap financing requests for two affordable housing projects in Apex.
- Consulted with rezoning applicants to integrate affordable housing conditions in advance of an adopted Town policy for affordable housing incentive zoning conditions.

## Strategic Goal Activities

### A Welcoming Community

- Develop and maintain an online dashboard and annual housing report to increase public accessibility to key affordable housing information.

### Responsible Development

- Create and implement an Affordable Housing Incentive Zoning Policy. This policy will assist in the creation of mixed-income communities with affordable housing units integrated within residential and mixed-use market-rate developments.
- Continue to implement an affordable housing rehabilitation program to sustain and preserve existing housing stock for low-income households.



## **FY 2022-2023 Budget Highlights**

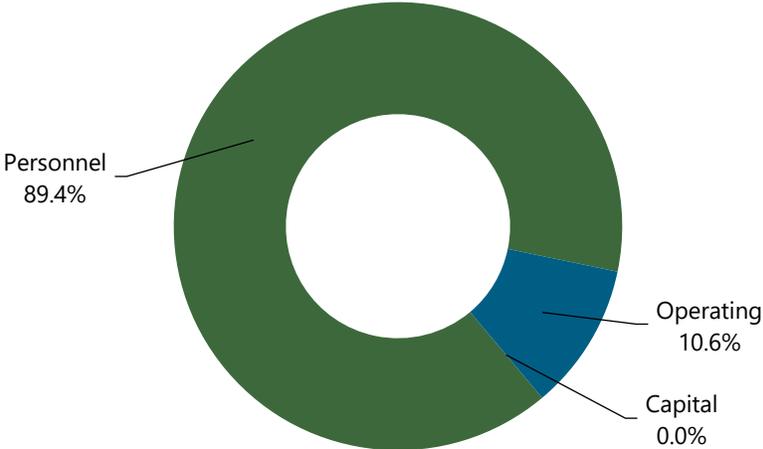
- The Community & Neighborhood Connections department is a new department in FY22-23.
- The Community & Neighborhood Connections budget accounts for 0.59 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.20 per capita for Community & Neighborhood Connections in FY22-23.
- Major budget changes include the addition of four new staff members, Community and Neighborhood Connections Director, Community Engagement Coordinator, Housing Specialist, and Housing Technician, and the associated onboarding costs.



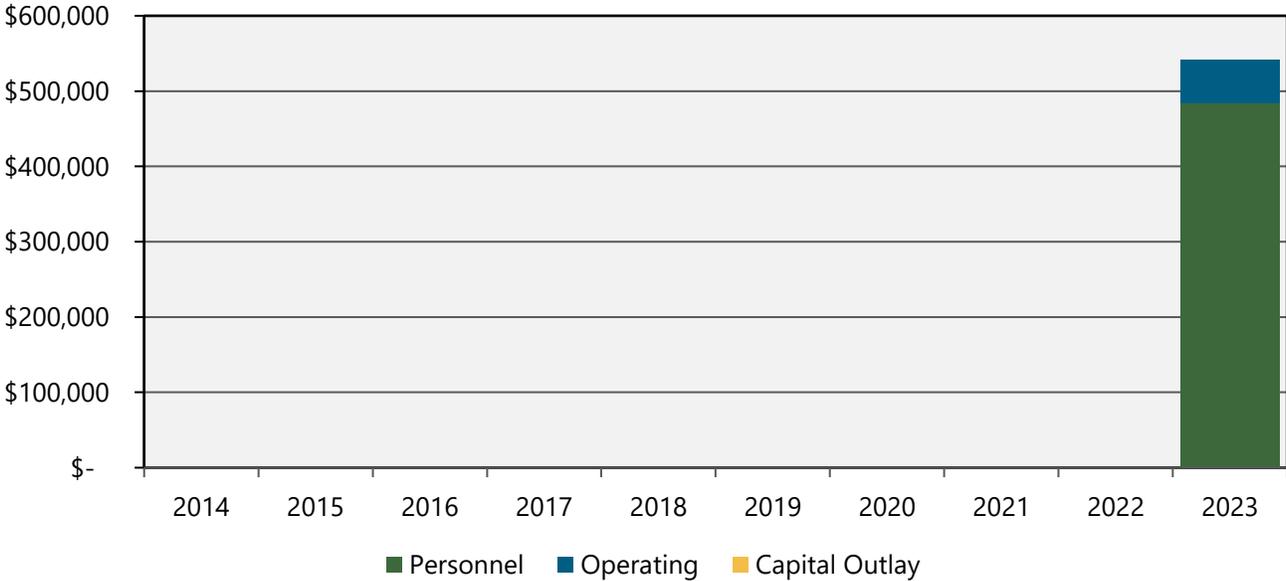
**Budget Summary**

Community & Neighborhood Connections Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	-	-	-	484,000	-
Operating	-	-	-	57,600	-
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 541,600</b>	<b>-</b>

**Community & Neighborhood Connections Expenditures by Type**



**Community & Neighborhood Connections Expenditure History**



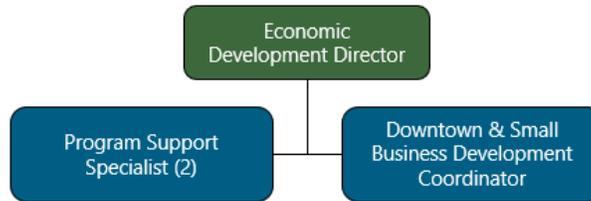
**Line Item Expenditures**

<b>Community &amp; Neighborhood Connections Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	-	-	-	333,700	-
Part-Time Salaries	-	-	-	-	-
FICA	-	-	-	25,600	-
Group Insurance	-	-	-	64,200	-
General Retirement	-	-	-	40,900	-
401K General	-	-	-	16,400	-
Workers Comp	-	-	-	3,200	-
Postage	-	-	-	2,500	-
Telephone & Communication	-	-	-	1,700	-
Printing	-	-	-	4,600	-
Travel and Training	-	-	-	8,500	-
Maintenance & Repair - Vehicle	-	-	-	-	-
Advertising	-	-	-	2,100	-
Automotive Supplies	-	-	-	-	-
Motor Fuel	-	-	-	-	-
Office Supplies	-	-	-	1,000	-
Janitorial Supplies	-	-	-	-	-
Departmental Supplies	-	-	-	5,000	-
Technology Hardware & Accessories	-	-	-	13,000	-
Safety Supplies	-	-	-	-	-
Meeting & Event Provisions	-	-	-	4,500	-
Community Outreach Materials/Activities	-	-	-	3,500	-
Uniforms	-	-	-	700	-
Contracted Services	-	-	-	-	-
Personal Protective Equipment	-	-	-	-	-
Bank / Transaction Fees	-	-	-	-	-
Software License & Maintenance	-	-	-	1,000	-
Professional Services	-	-	-	5,000	-
Professional Services - Engineering/Surveying	-	-	-	-	-
Dues and Subscriptions	-	-	-	3,000	-
Special Programs	-	-	-	1,000	-
Insurance - General Liability	-	-	-	500	-
Transit	-	-	-	-	-
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 541,600</b>	<b>-</b>



## ECONOMIC DEVELOPMENT

Reports to Deputy Town Manager



### 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

- Completed a development agreement with the new owners of the Cash Corporate Center, now known as Apex Commerce Center, to build multiple speculative buildings targeting life science companies.
- Coordinated a "Downtown Stakeholders" meeting that invited downtown merchants and building owners to meet with Town elected leaders and staff for the opportunity to express any concerns or ideas for downtown.
- Resurrected conversations and plans to partner with Chatham County on the development of the HWY751/ HWY64 area for commercial purposes. Includes partnering with Water Resources, Planning, and other departments.

### Strategic Goal Activities

#### **Economic Vitality**

- Identification and development of a site for the purpose of industrial recruitment. Currently, there are a lack of available sites in Apex that are "for sale" for new industry along with the current inability to market Apex as a destination for industry. Increasing the number of available sites for industry will make Apex a more appealing location for industries.
- Create a database of Minority and Women-Owned Businesses in Apex. In alignment with the Town of Apex's diversity efforts creating a database of Minority and Women-Owned Businesses in Apex will help inform patrons of opportunities to support.
- Develop a strategic plan for the Economic Development department. The strategic plan will assist in identifying long-term strategies and solutions for recruitment and retention of businesses within Apex.



## **FY 2022-2023 Budget Highlights**

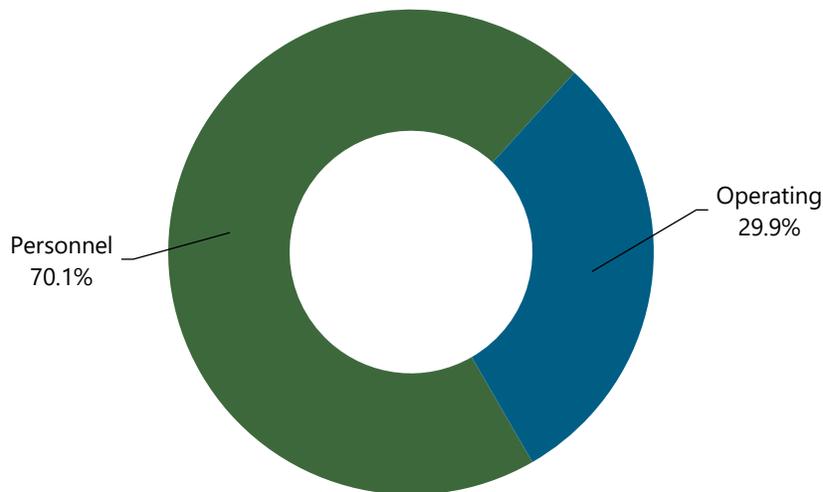
- The Economic Development department budget decreased by 4.23 percent in FY22-23.
- The Economic Development budget accounts for 0.72 percent of the General Fund budget and is equivalent to \$0.006 on the tax rate.
- The Town plans to spend \$8.77 per capita for Economic Development services in FY22-23.
- Major budget changes include the addition of the costs related to maintaining The Depot. These costs were previously included under the Facilities Services department but are now part of the Economic Development department.



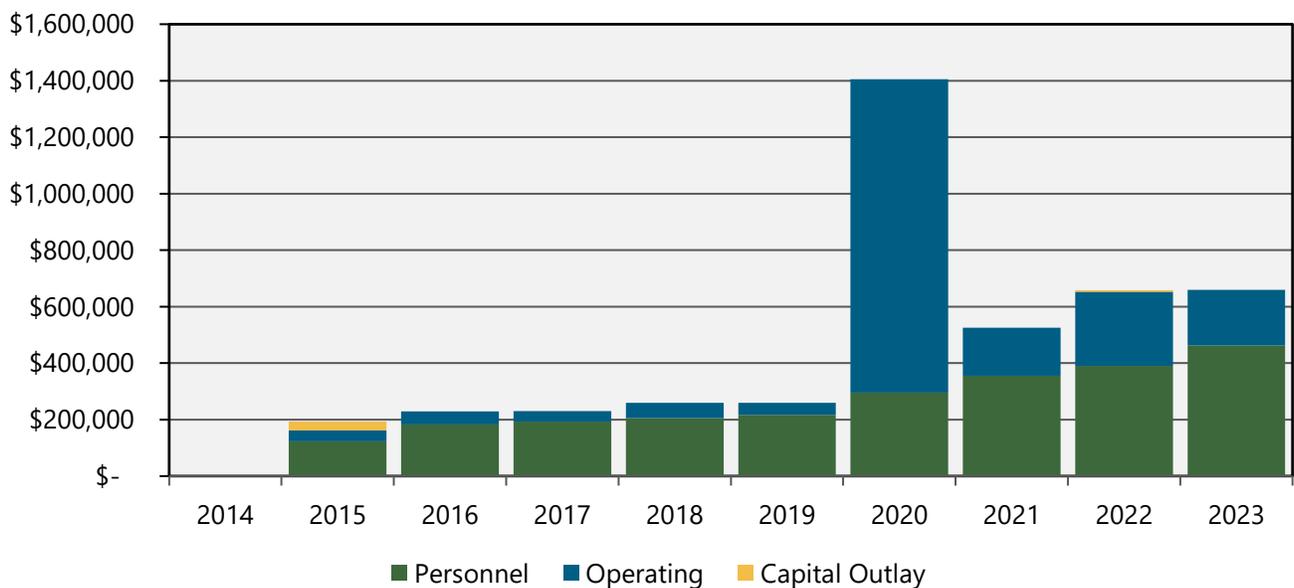
## Budget Summary

Economic Development Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	355,352	413,690	390,109	462,100	11.70%
Operating	170,456	213,026	262,700	197,300	-7.38%
Capital	-	5,930	5,930	-	-100.00%
<b>Total</b>	<b>\$ 525,807</b>	<b>\$ 632,646</b>	<b>\$ 658,739</b>	<b>\$ 659,400</b>	<b>4.23%</b>

### Economic Development Expenditures by Type



### Economic Development Expenditure History



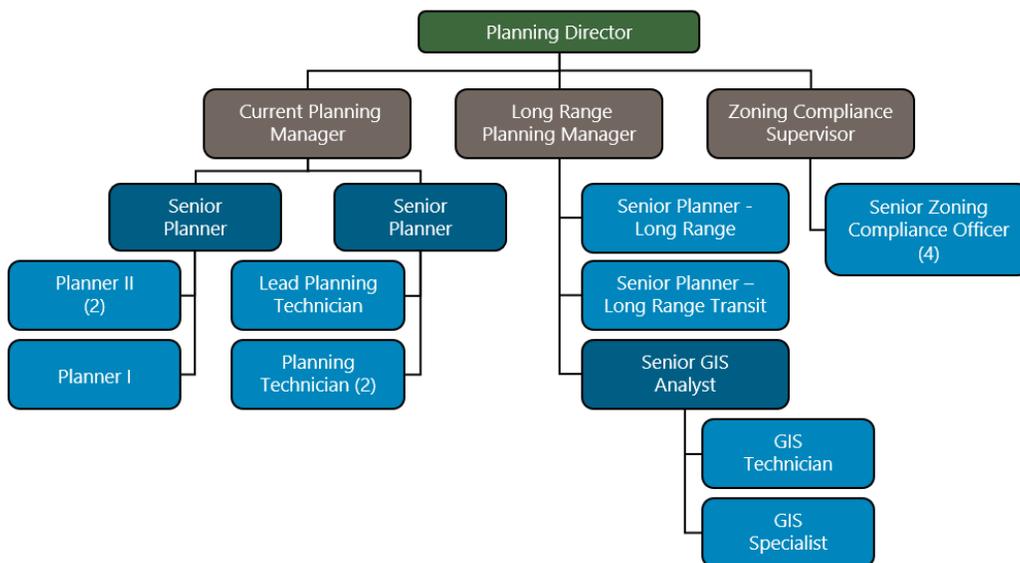
**Line Item Expenditures**

<b>Economic Development Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	247,610	291,975	280,000	328,700	12.58%
Part-Time Salaries	18,089	7,900	6,800	-	-100.00%
FICA	19,219	23,683	21,500	24,500	3.45%
Group Insurance	31,153	39,900	33,075	49,000	22.81%
General Retirement	25,370	33,315	32,005	39,900	19.77%
401K General	12,380	14,594	14,000	16,500	13.06%
Workers Comp	1,530	2,323	2,729	3,500	50.67%
Postage	354	700	200	1,000	42.86%
Telephone & Communication	-	600	400	1,100	83.33%
Printing	2,908	11,348	6,000	10,800	-4.83%
Utilities	-	-	-	1,500	-
Travel and Training	900	9,700	9,500	13,500	39.18%
Building Maintenance - Depot	-	-	-	14,000	-
Advertising	2,198	5,000	3,200	5,000	0.00%
Office Supplies	1,836	3,600	1,200	1,500	-58.33%
Departmental Supplies	1,634	5,500	5,500	2,000	-63.64%
Technology Hardware & Accessories	-	5,500	5,100	5,500	0.00%
Trademark Purchases	-	-	-	5,000	-
Meeting & Event Provisions	830	1,300	600	800	-38.46%
Community Outreach Materials	1,416	2,000	1,500	10,500	425.00%
Uniforms	-	300	300	300	0.00%
Contracted Services	5,822	5,979	2,000	10,900	82.30%
Software License & Maintenance	6,396	5,000	5,000	5,900	18.00%
Professional Services	77,874	15,586	5,000	17,000	9.07%
Professional Services - Eng/Survey	28,749	15,000	-	15,000	0.00%
Lease Payments	20,206	38,651	35,000	18,600	-51.88%
Dues and Subscriptions	2,034	2,200	2,200	2,400	9.09%
Special Programs	982	-	-	10,000	-
Capital Outlay - Improvements	-	5,930	5,930	-	-100.00%
Downtown Development	16,316	39,062	34,000	10,000	-74.40%
Economic Incentives	-	46,000	146,000	35,000	-23.91%
Emergency Loan Program	-	-	-	-	-
<b>Total</b>	<b>\$ 525,807</b>	<b>\$ 632,646</b>	<b>\$ 658,739</b>	<b>\$ 659,400</b>	<b>4.23%</b>



# PLANNING

## Reports to Assistant Town Manager



### Description

The Planning department is currently organized into three sections: Current Planning, Long Range Planning, and Zoning Compliance. The Current Planning division oversees the plan review process and coordinates the Technical Review Committee. Its responsibilities include advising property owners and developers throughout the application submittal process, approving permits and certificates of zoning compliance, and reviewing re-zonings, subdivision plans, special use permits, variances and appeals. The Long Range Planning division is responsible for creating and maintaining spatial data in a GIS database, developing maps and dashboards 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 and Advance Apex: The 2045 Land Use Plan Update. In addition, it produces plans addressing critical needs within the community, such as the Downtown Plan. The division is also responsible for implementing local transit service and collaborating with regional providers. 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.

### Recent Accomplishments

- Established Plant the Peak tree planting program in support of Apex’s designation as a Tree City USA community. Plant the Peak provides professional installation of native trees on single-family properties within Apex’s corporate limits at no cost to the owner or tenant of the property, increasing the Town’s overall tree canopy by 100 trees.
- Secured funding through the Locally Administered Projects Program (LAPP) for the Apex Peakway Southwest Connector project (\$12.5 million in grant funding) and the Downtown Transit and Safe Routes to School sidewalk project (\$1.4 million in grant funding). Further addressed Safe Routes to School needs by completing interviews with principals of schools in Apex. The update informs the prioritization of projects to be completed through the 2021 Streets and Sidewalks Bond Referendum.
- Developed and added standards to the Unified Development Ordinance (UDO) requiring Electric Vehicle (EV) parking spaces with new development. Worked with the Building Inspections and Permitting department to create a process to track EV space construction. Developed a mapping tool to show the location of new EV spaces.



## **Strategic Goal Activities**

### **Responsible Development**

- Launch GoApex Route 1 in 2022 and carry out an extensive marketing, education, and outreach campaign to spread the word about the new service. Continue to lead Apex's participation in NCDOT's Transit Oriented Development Plan to support future passenger rail.
- Review development policies and complete ordinance amendments for various emerging issues such as food truck courts, tiny house developments, and Accessory Dwelling Unit (ADU) standards. Review requests from the community for updating development policies based on emerging issues and implementation of adopted plans including the Downtown Master Plan and Parking Study and the Affordable Housing Plan.
- Conduct a public engagement process to review and consider amendments to both Advance Apex: The 2045 Land Use Plan and Advance Apex: The 2045 Transportation Plan for the area north of US 64 adjacent to and inside Chatham County in support of economic development projects in this area.

## **FY 2022-2023 Budget Highlights**

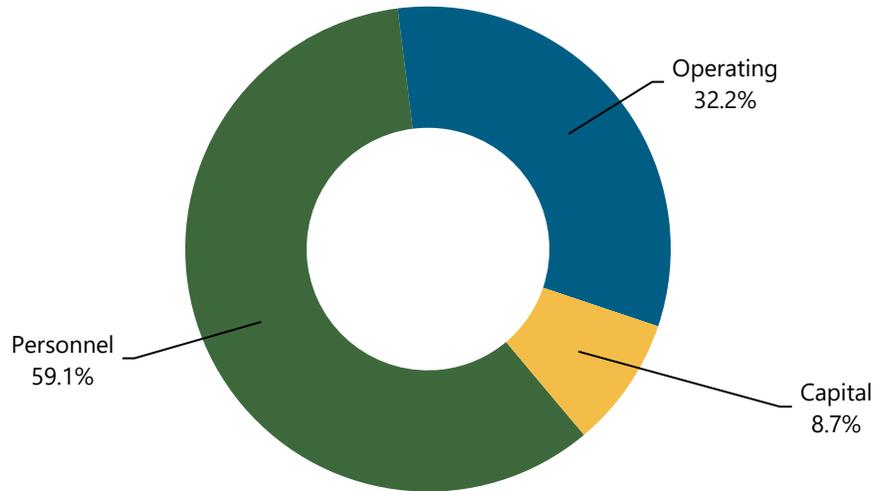
- The Planning department budget increased by 12.35 percent in FY22-23.
- The Planning budget accounts for 4.40 percent of the General Fund budget and is equivalent to \$0.034 on the tax rate.
- The Town plans to spend \$53.33 per capita for Planning in FY22-23.
- Major budget changes include the addition of one new staff member, Planner I, and the associated onboarding costs.
- The budget also includes \$320,000 for wayfinding implementation and \$135,000 in special program for the Historical Marker program, Façade Grant program and the Plant the Peak program.



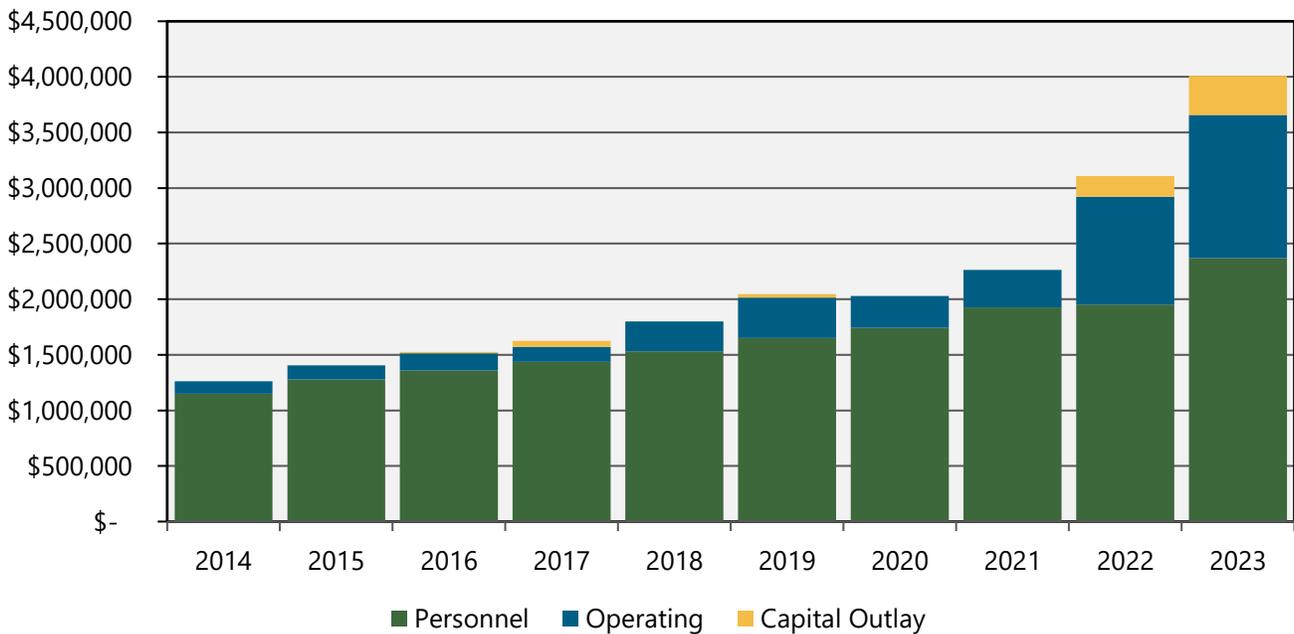
## Budget Summary

Planning Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	1,925,975	2,151,370	1,950,400	2,369,800	10.15%
Operating	338,056	1,231,696	971,750	1,289,100	4.66%
Capital	-	185,000	185,000	350,000	89.19%
<b>Total</b>	<b>\$ 2,264,031</b>	<b>\$ 3,568,066</b>	<b>\$ 3,107,150</b>	<b>\$ 4,008,900</b>	<b>12.35%</b>

Planning Expenditures by Type



Planning Expenditure History



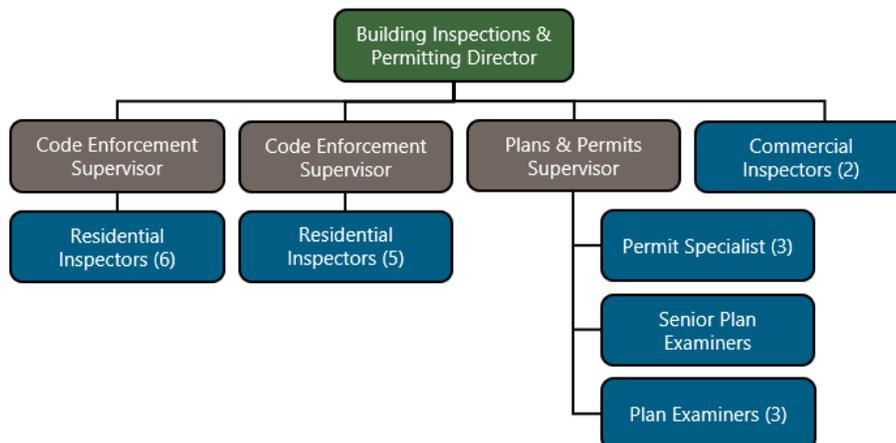
## Line Item Expenditures

Planning Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	1,406,071	1,562,045	1,536,000	1,665,000	6.59%
Part-Time Salaries	9,385	16,000	6,500	16,000	0.00%
FICA	104,381	117,320	117,500	126,700	8.00%
Group Insurance	183,230	194,500	19,400	255,300	31.26%
General Retirement	144,062	172,967	178,700	202,000	16.79%
401K General	70,304	75,915	76,800	83,300	9.73%
Workers Comp	8,541	12,623	15,500	21,500	70.32%
Postage	143	500	250	500	0.00%
Telephone & Communication	6,216	9,400	8,400	6,400	-31.91%
Printing	9,032	15,089	12,000	13,800	-8.54%
Travel and Training	2,977	10,195	10,000	15,300	50.07%
Maintenance & Repair - Equipment	-	-	-	500	-
Maintenance & Repair - Vehicle	879	3,000	1,800	3,000	0.00%
Advertising	1,088	3,400	2,000	1,800	-47.06%
Automotive Supplies	650	2,500	1,100	2,500	0.00%
Motor Fuel	2,012	4,500	2,600	4,500	0.00%
Office Supplies	877	9,505	7,300	5,300	-44.24%
Janitorial Supplies	74	500	200	500	0.00%
Departmental Supplies	3,829	10,100	13,000	9,800	-2.97%
Technology Hardware & Accessories	7,526	23,900	21,000	22,000	-7.95%
Safety Supplies	-	20	20	-	-100.00%
Meeting & Event Provisions	-	1,500	950	2,000	33.33%
Community Outreach Materials	6,137	5,500	2,900	1,500	-72.73%
Uniforms	136	1,700	1,700	1,600	-5.88%
Contracted Services	48,114	97,000	91,000	53,100	-45.26%
Personal Protective Equipment	470	1,200	1,100	1,400	16.67%
Bank/Transaction Fees	4,997	6,000	4,200	4,500	-25.00%
Software License & Maintenance	21,008	41,542	41,500	38,100	-8.29%
Professional Services	193,225	179,910	70,000	140,000	-22.18%
Professional Svcs – Engineer/Survey	-	1,980	-	4,000	102.02%
Dues and Subscriptions	25,166	44,800	39,800	46,800	4.46%
Special Programs	-	100,000	86,000	146,300	46.30%
Insurance - General Liability	3,500	2,955	2,930	3,300	11.68%
Transit	-	655,000	550,000	760,600	16.12%
Capital Outlay - Equipment	-	185,000	185,000	350,000	89.19%
<b>Total</b>	<b>\$ 2,264,031</b>	<b>\$ 3,568,066</b>	<b>\$ 3,107,150</b>	<b>\$ 4,008,900</b>	<b>12.35%</b>



# BUILDING INSPECTIONS & PERMITTING

Reports to Assistant Town Manager



## 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 residents for any questions related to state and local codes and/or ordinances related to the building construction industry.

## Recent Accomplishments

- Conducted electronic plan review for additional electric vehicle charging stations under the IDT Plan Review System.
- Adopted new remote virtual inspections to continue to serve the public during the COVID-19 pandemic.
- Implemented electronic plan review using IDT for inspections on residential additions and alternations.

## Strategic Goal Activities

### High Performing Government

- Attract and retain competitive talent. The Town currently has one open Field Inspector positions and an open Permits Specialist position which impacts the timeliness of service provisions to residents. Staffing at capacity and retaining talent will help in keeping service levels at the community expectation.
- Enable plan review and inspection process filing and communications through online portal. Contractors and citizens have asked to be able to submit plans electronically. To meet the requests of customers the Town is moving towards being able to submit all documentations for review through an online portal.
- Evaluate and restructure career progression ladder to suit further growth and department needs.



## **FY 2022-2023 Budget Highlights**

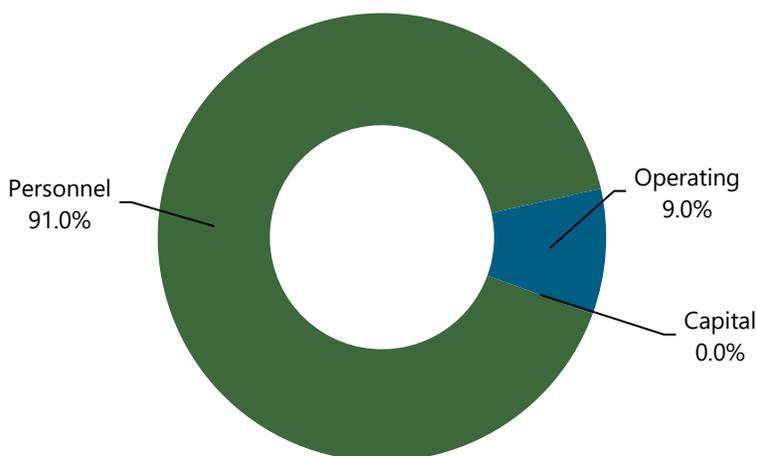
- The Building Inspections & Permitting department budget decreased 7.57 percent in FY22-23.
- The Building Inspections & Permitting budget accounts for 3.27 percent of the General Fund budget and is equivalent to \$0.025 on the tax rate.
- The Town plans to spend \$39.70 per capita for Building Inspections & Permitting in FY22-23.
- Major budget changes from prior year include the completion of the ADA Transition Plan, decreasing professional services over \$100,000.



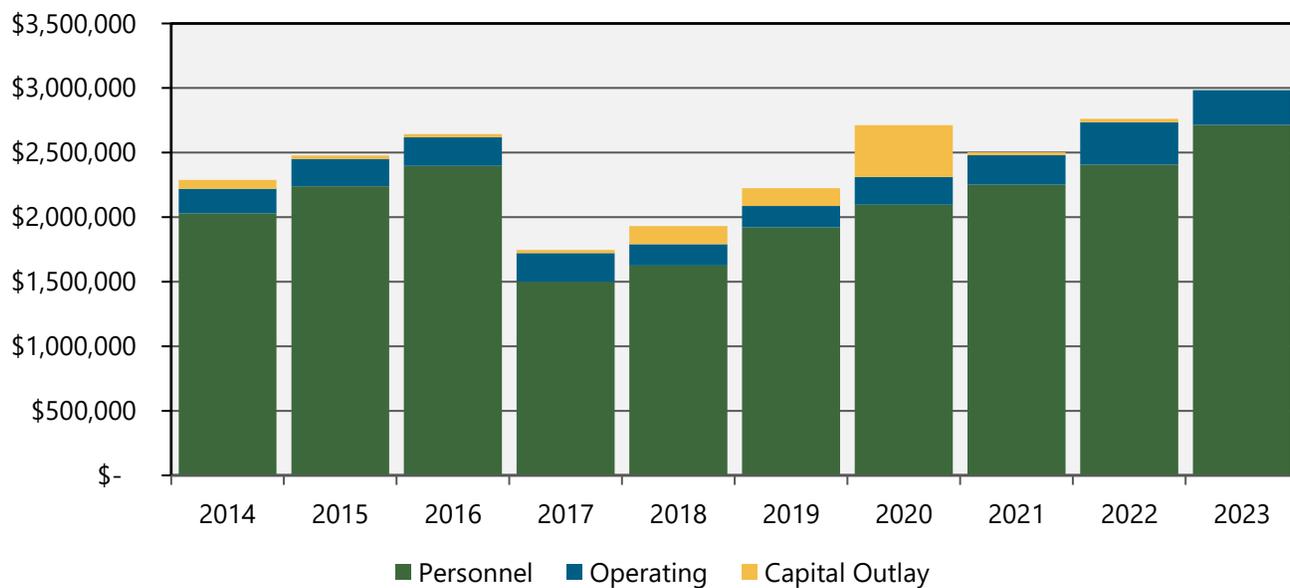
## Budget Summary

Building Inspections & Permitting Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	2,251,787	2,819,410	2,406,000	2,714,800	-3.71%
Operating	229,284	381,424	329,300	269,500	-29.34%
Capital	21,489	28,000	25,000	-	-100.00%
<b>Total</b>	<b>\$ 2,502,560</b>	<b>\$ 3,228,834</b>	<b>\$ 2,760,300</b>	<b>\$ 2,984,300</b>	<b>-7.57%</b>

**Building Inspections & Permitting Expenditures by Type**



**Building Inspections & Permitting Expenditure History**



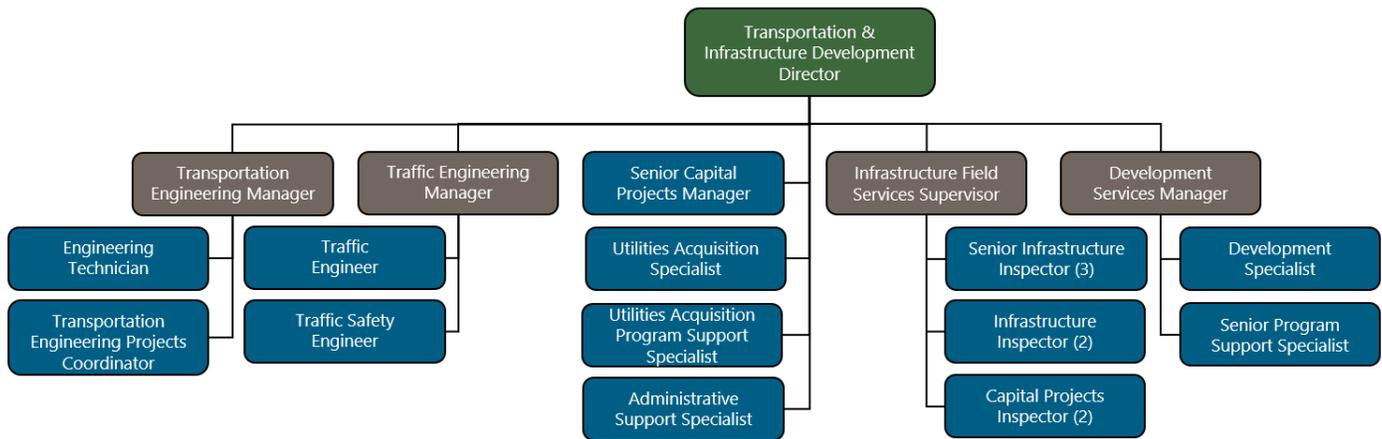
**Line Item Expenditures**

<b>Building Inspections &amp; Permitting Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	1,620,669	1,884,490	1,700,000	1,878,700	-0.31%
Part-Time Salaries	36,193	193,300	45,000	40,200	-79.20%
FICA	119,917	158,900	128,000	145,600	-8.37%
Group Insurance	217,641	253,700	230,000	302,400	19.20%
General Retirement	165,839	214,625	198,000	227,900	6.19%
401K General	81,192	94,225	85,000	94,000	-0.24%
Workers Comp	10,335	20,170	20,000	26,000	28.90%
Postage	-	-	-	500	-
Telephone & Communication	15,835	19,500	17,000	21,200	8.72%
Printing	11,162	17,818	14,000	14,900	-16.38%
Utilities	-	-	-	-	-
Travel and Training	22,958	56,700	38,000	50,000	-11.82%
Maintenance & Repair - Building	-	-	-	-	-
Maintenance & Repair - Vehicle	3,973	4,800	3,400	5,100	6.25%
Automotive Supplies	2,600	5,000	5,200	5,000	0.00%
Motor Fuel	14,059	15,000	19,000	21,000	40.00%
Office Supplies	1,202	5,000	2,400	4,000	-20.00%
Departmental Supplies	1,839	7,500	2,500	2,000	-73.33%
Technology Hardware & Accessories	2,545	30,500	30,000	25,500	-16.39%
Safety Supplies	-	1,000	-	900	-10.00%
Medical Supplies	28	-	-	200	-
Meeting & Event Provisions	632	4,400	3,000	4,500	2.27%
Uniforms	6,400	8,300	6,200	8,900	7.23%
Contracted Services	1,115	6,000	6,000	4,400	-26.67%
Personal Protective Equipment	1,732	2,000	2,000	2,000	0.00%
Bank / Transaction Fees	11,431	22,500	11,600	20,000	-11.11%
Software License & Maintenance	35,680	54,394	54,000	59,000	8.47%
Professional Services	85,068	110,512	105,600	5,000	-95.48%
Dues and Subscriptions	325	500	500	500	0.00%
Insurance - General Liability	10,700	10,000	8,900	14,900	49.00%
Capital Outlay - Land	-	-	-	-	-
Capital Outlay - Improvements	-	-	-	-	-
Capital Outlay - Equipment	21,489	28,000	25,000	-	-100.00%
<b>Total</b>	<b>\$ 2,502,560</b>	<b>\$ 3,228,834</b>	<b>\$ 2,760,300</b>	<b>\$ 2,984,300</b>	<b>-7.57%</b>



# TRANSPORTATION & INFRASTRUCTURE DEVELOPMENT

Reports to Assistant Town Manager



## Description

The Transportation and Infrastructure Development department consists of the Traffic and Transportation Engineering teams, the Development Services and Capital Projects team, and the Infrastructure Inspections team. The Engineering team 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 Capital Projects team oversees and manages the town’s various capital projects. The Transportation team 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

- Final design plans in progress for the Downtown Projects: Saunders Lot, Commerce & Seaboard Alleys, and the Salem Streetscape & Gathering Space.
- Awarded the largest ever annual street resurfacing project covering 28 miles of resurfacing with a contract value of \$5.4 million.
- Completed construction of the Kelly Road/Apex Barbecue Road Sidewalk Project and the East Williams Street Sidewalk Project.

## Strategic Goal Activities

### High Performing Government

- Finalize the Vision Zero Action Plan for adoption by Town Council and work toward the program goals and actionable strategies.
- Evaluate ERP vendors along with other departments to recommend best town-wide software solution. Start data cleanup and workflow procedures and implement on-line credit card payments for division.

### Responsible Development

- Begin construction of the Apex Peakway Southwest Connector and the Saunders Parking Lot Expansion and complete construction of the bus stops for GoApex Route 1 to begin transit service.



## **FY 2022-2023 Budget Highlights**

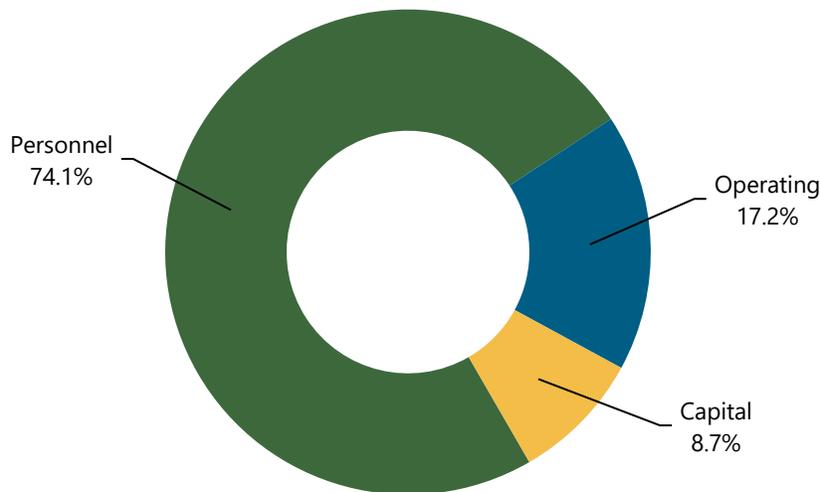
- The Transportation & Infrastructure Development department budget increased by 132.42 percent in FY22-23 due to the Town reorganization. This department was formerly the Public Works & Transportation. This department now houses the development services and capital projects positions, formerly in the Administration department, as well as infrastructure positions, formerly in the Water Resources department. The public works administrative positions have move into the newly formed Public Works Administration department.
- The Transportation & Infrastructure Development budget accounts for 3.74 percent of the General Fund budget and is equivalent to \$0.029 on the tax rate.
- The Town plans to spend \$45.35 per capita for Transportation & Infrastructure Development in FY22-23.
- Major budget changes include the addition of five new positions, including a Traffic Safety Engineer, a Construction & Facilities Director, an Administrative Support position, a Capital Projects Inspector, and a Utilities Acquisition Program Support Specialist, and the associated onboarding costs.
- The budget includes capital improvements, including GPS Vehicle preemption and capital equipment, including one additional vehicle associated with new personnel.



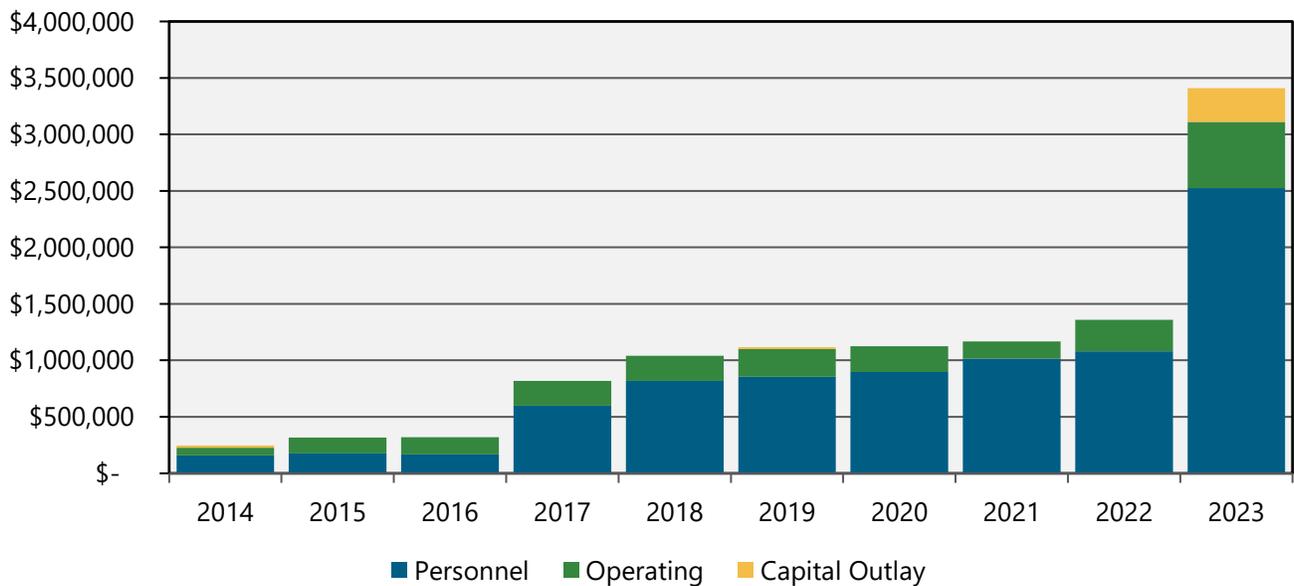
## Budget Summary

Transportation & Infrastructure Development Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	1,014,260	1,135,200	1,081,400	2,525,800	122.50%
Operating	153,446	331,562	277,000	585,200	76.50%
Capital	-	-	-	298,000	-
<b>Total</b>	<b>\$ 1,167,706</b>	<b>\$ 1,466,762</b>	<b>\$ 1,358,400</b>	<b>\$ 3,409,000</b>	<b>132.42%</b>

Transportation & Infrastructure Development Expenditures by Type



Transportation & Infrastructure Development Expenditure History



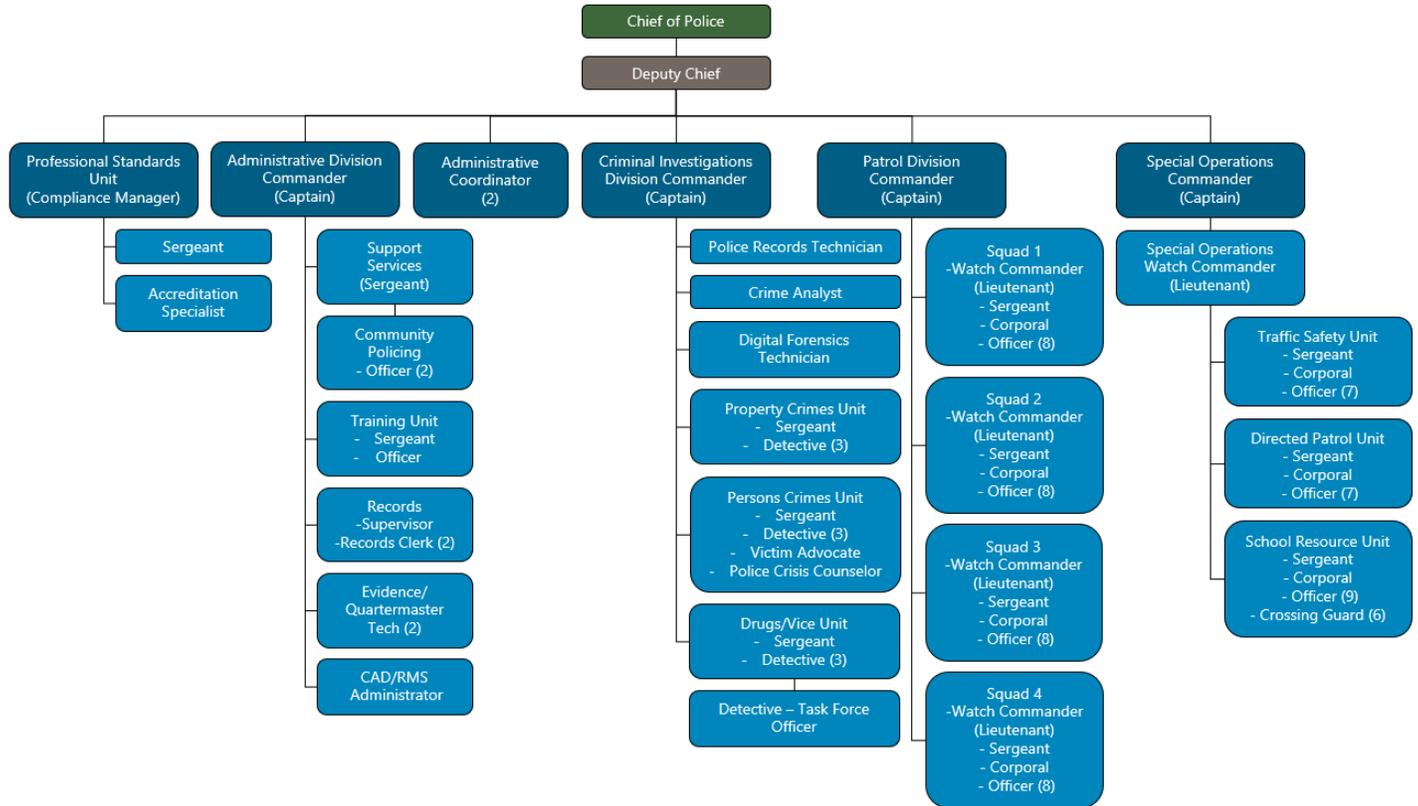
**Line Item Expenditures**

<b>Transportation &amp; Infrastructure Development Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	761,249	832,795	800,000	1,794,900	115.53%
Part-Time Salaries	-	5,000	-	-	-100.00%
FICA	54,144	64,695	59,000	137,300	112.23%
Group Insurance	76,631	83,700	75,500	252,300	201.43%
General Retirement	78,017	94,785	94,000	217,700	129.68%
401K General	38,063	41,600	40,300	89,800	115.87%
Workers Comp	6,157	12,625	12,600	33,800	167.72%
Postage	-	-	-	200	-
Telephone & Communication	8,837	10,000	8,100	19,400	94.00%
Printing	1,765	7,106	4,400	15,600	119.53%
Utilities	49,981	55,600	51,000	50,000	-10.07%
Travel and Training	4,962	12,600	4,400	25,000	98.41%
Maintenance & Repair - Building	691	5,500	2,500	-	-100.00%
Maintenance & Repair - Equipment	52	4,500	1,500	1,000	-77.78%
Maintenance & Repair - Vehicle	355	4,000	2,000	2,500	-37.50%
Advertising	-	8,000	5,000	5,000	-37.50%
Automotive Supplies	270	1,000	400	3,700	270.00%
Motor Fuel	776	1,000	1,100	7,500	650.00%
Office Supplies	323	1,200	1,100	1,100	-8.33%
Departmental Supplies	1,989	17,500	16,500	22,600	29.14%
Technology Hardware & Accessories	9,834	12,500	12,000	54,100	332.80%
Meeting & Event Provisions	1,271	4,000	3,100	3,800	-5.00%
Community Outreach Materials	-	3,400	3,200	10,000	194.12%
Uniforms	199	900	500	6,500	622.22%
Contracted Services	1,812	76,460	56,400	57,200	-25.19%
Personal Protective Equipment	604	2,400	1,400	4,400	83.33%
Bank/Transaction Fees	-	-	-	4,000	-
Software License & Maintenance	35,122	30,596	30,500	35,500	16.03%
Professional Services	-	35,000	35,000	-	-100.00%
Professional Svcs - Engineer/Survey	11,573	18,600	17,500	225,000	1109.68%
Dues and Subscriptions	2,030	2,200	1,900	5,100	131.82%
Operating Licenses & Permits	-	100	100	-	-100.00%
Insurance - General Liability	21,000	17,400	17,400	26,000	49.43%
Capital Outlay - Improvements	-	-	-	260,000	-
Capital Outlay - Equipment	-	-	-	38,000	-
<b>Total</b>	<b>\$ 1,167,706</b>	<b>\$ 1,466,762</b>	<b>\$ 1,358,400</b>	<b>\$ 3,409,000</b>	<b>132.42%</b>



# POLICE

## Reports to Assistant Town Manager



## Description

The Apex Police Department is a full-service law enforcement agency consisting of four divisions: administration, criminal investigations, patrol, and special operations. The Police department is responsible for Property and Evidence, Quartermaster, Crime Analysis, Training, Internship Program, Citizens Assisting Police in Apex (CAPA), Public Safety Cadets Post, Chaplain, Records, School Resource, 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

- Finalized implementation of Body Worn Cameras (BWCs) to all sworn officers to support enhancing oversight, accountability, and public trust. The footage has assisted in addressing complaints, identifying training needs, maintaining accountability, and increasing the perception of police transparency and legitimacy.
- Completed the final year of a four-year reaccreditation assessment review with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and awarded Reaccreditation on July 26, 2021. The assessment included a review of all our policies, procedures, and public comment.
- Implemented Outer Vest Carrier system. Outer Vest Carriers systems allow officers to move equipment from their utility belts to the front of the Outer Vest Carrier, while providing them with the necessary Kevlar protection. The ability to do this will assist with the physical health and safety of our officers.



## **Strategic Goal Activities**

### **High Performing Government**

- Enhance accountability of work performance. A review of internal quality control metrics and input from community stakeholders assisted in identifying the need for enhanced accountability. Benchmark Analytics software will assist to better capture and review work performance metrics. In addition, an increase in training will enhance the knowledge, skills and abilities of all our staff.
- Implement software to assist in information collection, distribution of police reports, and an increase for calls for service. As population grows, the increase in calls for service continues to grow. The Police-to-Citizen police report portal is an online self-reporting tool. The software will be implemented to assist residents in reporting incidents that do not require officers' immediate responses.

### **A Welcoming Community**

- Creating an outdoor training center to be used for a firearms range and large-scale critical incident training center for all Town departments. The department will not need to schedule firearms range time with an outside entity with limited scheduling options and will be able to have an internal firearms range and space for critical incident training with Town departments. This will also help to better prepare staff for various emergency situations.

## **FY 2022-2023 Budget Highlights**

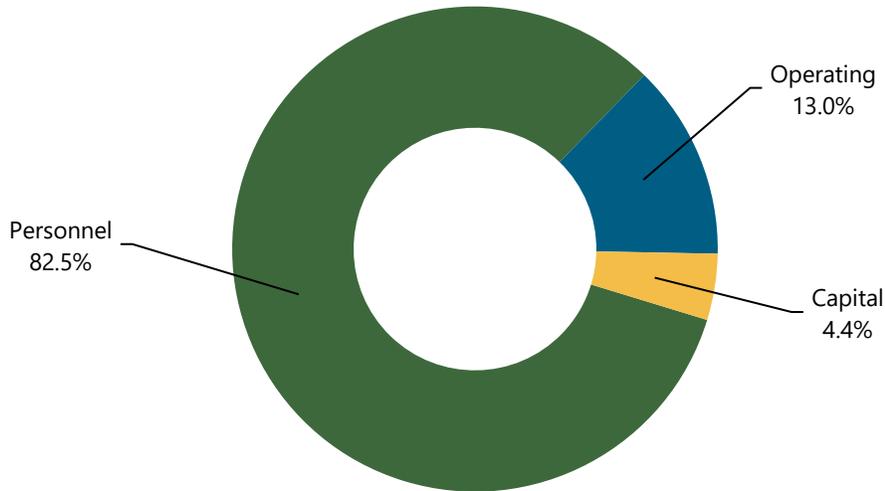
- The Police department budget increased 14.99 percent in FY22-23.
- The Police budget accounts for 18.39 percent of the General Fund budget and is equivalent to \$0.141 on the tax rate.
- The Town plans to spend \$223.06 per capita for Police in FY22-23.
- Major budget changes include the addition of five new staff members including two Lieutenant/Watch Commanders, a part-time Administrative Coordinator, a Captain, and an Evidence/Quartermaster Clerk, and the associated onboarding costs.
- The budget includes an increase in capital equipment, including ten vehicle replacements and four vehicle additions.
- Increases in operating expenditures are due to equipment and gear for new positions as well as increases in fuel costs.



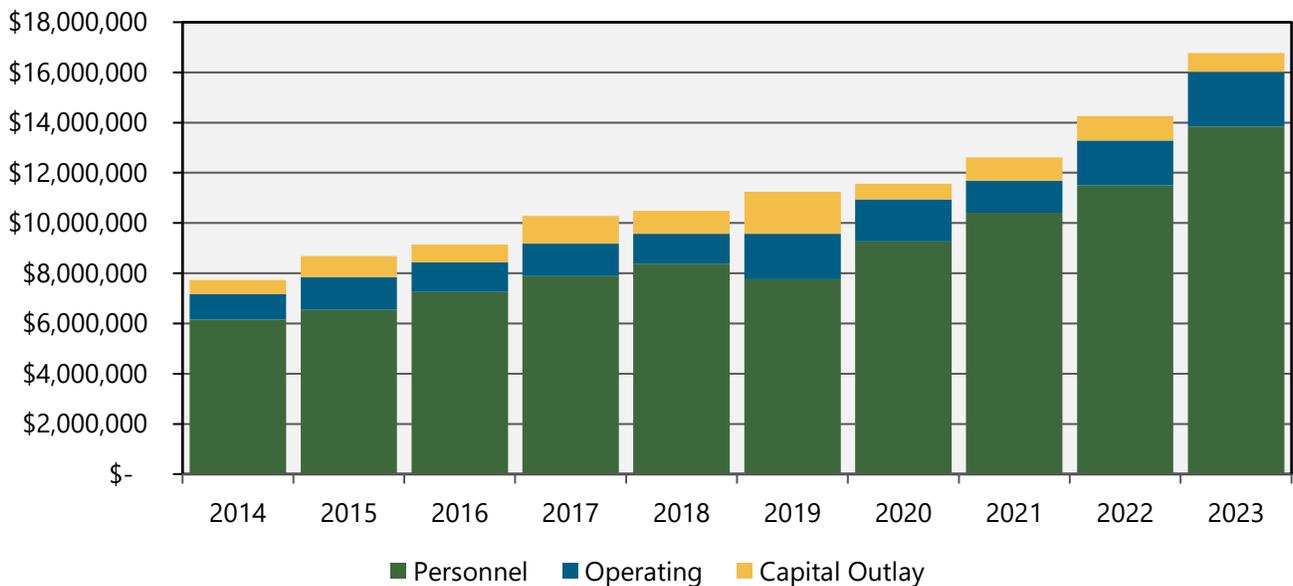
## Budget Summary

Police Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	10,408,658	11,595,735	11,500,400	13,842,400	19.37%
Operating	1,286,827	1,956,289	1,789,900	2,186,800	11.78%
Capital	922,736	1,031,870	972,100	740,100	-28.28%
<b>Total</b>	<b>\$ 12,618,221</b>	<b>\$ 14,583,894</b>	<b>\$ 14,262,400</b>	<b>\$ 16,769,300</b>	<b>14.99%</b>

Police Expenditures by Type



Police Expenditure History



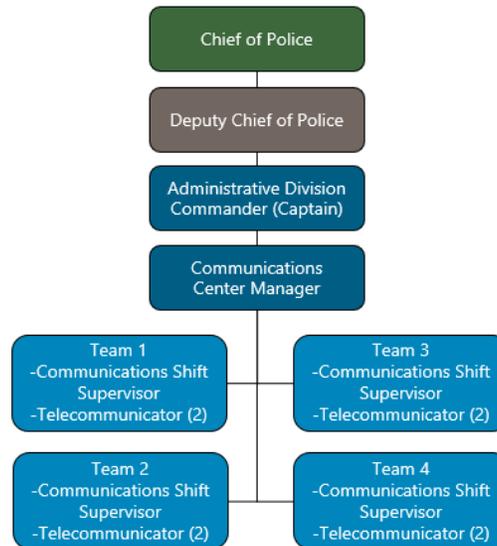
## Line Item Expenditure

Police Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	7,302,632	7,928,925	7,944,000	9,366,500	18.13%
Part-Time Salaries	142,781	337,875	165,000	207,200	-38.68%
FICA	539,358	594,436	594,600	741,600	24.76%
Group Insurance	972,905	1,099,800	1,006,000	1,396,300	26.96%
General Retirement	65,318	121,501	84,000	159,300	31.11%
Police Retirement	724,481	774,000	892,400	1,050,200	35.68%
401K General	31,863	57,176	36,000	54,500	-4.68%
401K Police	332,573	320,500	360,300	413,900	29.14%
Separation Allowance	150,000	150,000	150,000	152,700	1.80%
Workers Comp	146,747	211,522	268,100	300,200	41.92%
Postage	4,262	4,000	1,200	4,500	12.50%
Telephone & Communication	67,369	105,300	104,000	117,700	11.78%
Printing	17,631	27,692	22,000	27,900	0.75%
Utilities	59,570	65,000	61,000	60,000	-7.69%
Travel and Training	29,480	117,000	109,900	135,200	15.56%
Maintenance & Repair - Building	91,927	135,760	115,000	105,000	-22.66%
Maintenance & Repair - Equipment	12,439	43,500	27,000	42,000	-3.45%
Maintenance & Repair - Vehicle	40,433	76,000	7,000	84,000	10.53%
Rental - Equipment	-	1,500	-	1,500	0.00%
Rental - Vehicle	-	1,500	1,000	1,500	0.00%
Rental - Facilities	-	1,000	-	1,000	0.00%
PIN Terminal	17,424	20,000	20,000	20,700	3.50%
Advertising	6,625	8,900	6,000	5,600	-37.08%
Automotive Supplies	29,020	30,300	28,000	40,000	32.01%
Motor Fuel	159,640	200,000	242,000	266,000	33.00%
Office Supplies	2,660	6,000	4,600	6,000	0.00%
Janitorial Supplies	568	2,000	1,600	2,000	0.00%
Departmental Supplies	146,184	209,060	190,000	224,200	7.24%
Technology Hardware & Accessories	55,045	77,500	67,000	121,400	56.65%
Safety Supplies	4,320	8,000	5,500	4,800	-40.00%
Medical Supplies	6,476	10,300	8,000	9,600	-6.80%
Meeting & Event Provisions	2,862	10,000	7,200	15,000	50.00%
Community Outreach Materials	15,098	24,000	22,400	24,000	0.00%
K-9 Program Expenses	6,148	13,100	11,400	14,500	10.69%
Employee Recognition	1,228	6,000	5,300	11,000	83.33%
Uniforms	57,292	153,966	150,900	127,800	-16.99%
Contracted Services	107,697	137,253	132,500	184,900	34.71%
Personal Protective Equipment	33,531	39,500	31,000	42,400	7.34%
Software License & Maintenance	116,994	226,604	218,000	297,400	31.24%
Professional Services	62,050	72,200	72,200	68,000	-5.82%
Dues and Subscriptions	2,855	8,600	8,200	8,200	-4.65%
Insurance - General Liability	130,000	111,754	107,000	110,000	-1.57%
Capital Outlay - Improvements	85,184	329,826	329,800	-	-100.00%
Capital Outlay - Equipment	837,552	702,044	535,300	740,100	5.42%
Restricted Police Funds	-	3,000	3,000	3,000	0.00%
<b>Total</b>	<b>\$ 12,618,221</b>	<b>\$ 14,583,894</b>	<b>\$ 14,155,400</b>	<b>\$ 16,769,300</b>	<b>14.99%</b>



# EMERGENCY COMMUNICATIONS

## Reports to Assistant Town Manager



## 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 Emergency 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

- Installed the IntelliComm system to enhance the connectivity with neighboring stakeholders.
- Installed the State of North Carolina's next generation 911 phone system (ESInet) and prepared to join with the State on the scheduled go-live date.
- Implemented RapidSOS system to receive exact location of mobile 911 calls and decrease the time it takes to receive a residential alarm.

## Strategic Goal Activities

### High Performing Government

- Improve overall metrics associated with answering and responding to emergency communications. Information from an internal quality control metrics as well as input from community stakeholders and review of survey data lead to an emphasis on improving accountability and responsiveness. An increase in training, along with the implementation of Benchmark Analytics software will allow work performance metrics to be better captured and reviewed.

### A Welcoming Community

- Enhance recruiting and retention practices for existing positions. Staffing shortages coupled with difficulty in recruiting and retaining personnel for existing positions has resulted in a decrease of available staff. Reviewing of schedule options will assist with increasing interest in the career and ability to retain existing staff within the department.



- Establish a Communications Backup Center at Public Safety Station 36. A backup center for the emergency communications center is necessary in case of hardware or software failure at the primary Emergency Communications Center. While calls can temporarily be sent to neighboring agencies, the redundant equipment will enable Apex Communications to reinstate control at a continuance of operations site.

### **FY 2022-2023 Budget Highlights**

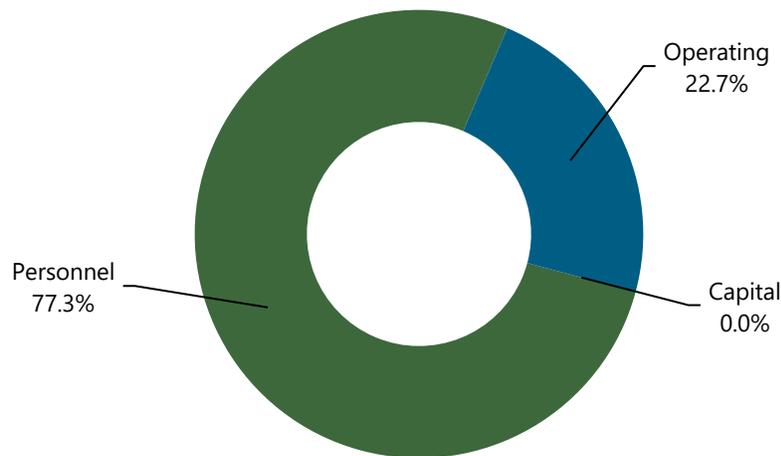
- The Emergency Communications department budget increased 20.18 percent in FY22-23.
- The Emergency Communications budget accounts for 1.70 percent of the General Fund budget and is equivalent to \$0.013 on the tax rate.
- The Town plans to spend \$20.60 per capita for Emergency Communications in FY22-23.
- Major budget changes this year include an overall increase due to increases in personnel costs. The percentage increase in personnel costs over the FY21-22 Amended Budget is misleading due to lapsed salaries from FY22. Recruitment for telecommunicators has proven challenging, but the Town has been successful and is currently fully staffed. A significant increase in technology & hardware is due to regular computer replacement schedule.



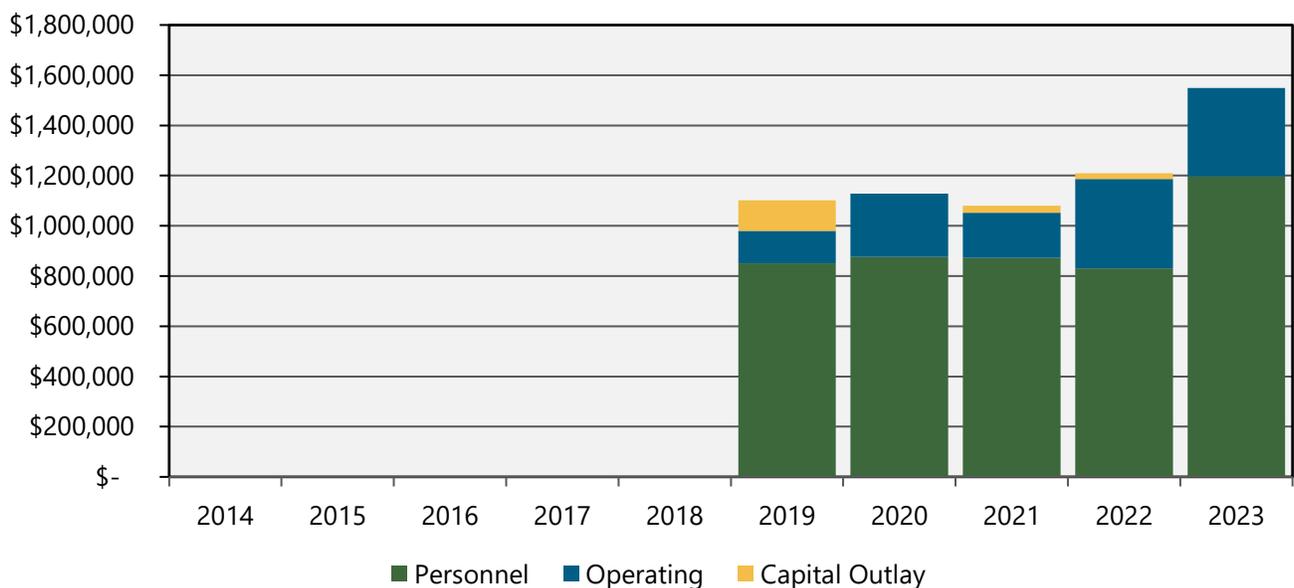
## Budget Summary

Emergency Communications Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	872,424	886,650	830,800	1,196,800	34.98%
Operating	179,423	373,053	355,150	351,900	-5.67%
Capital	28,500	28,928	23,000	-	-100.00%
<b>Total</b>	<b>\$ 1,080,347</b>	<b>\$ 1,288,631</b>	<b>\$ 1,208,950</b>	<b>\$ 1,548,700</b>	<b>20.18%</b>

### Emergency Communications Expenditures by Type



### Emergency Communications Expenditure History



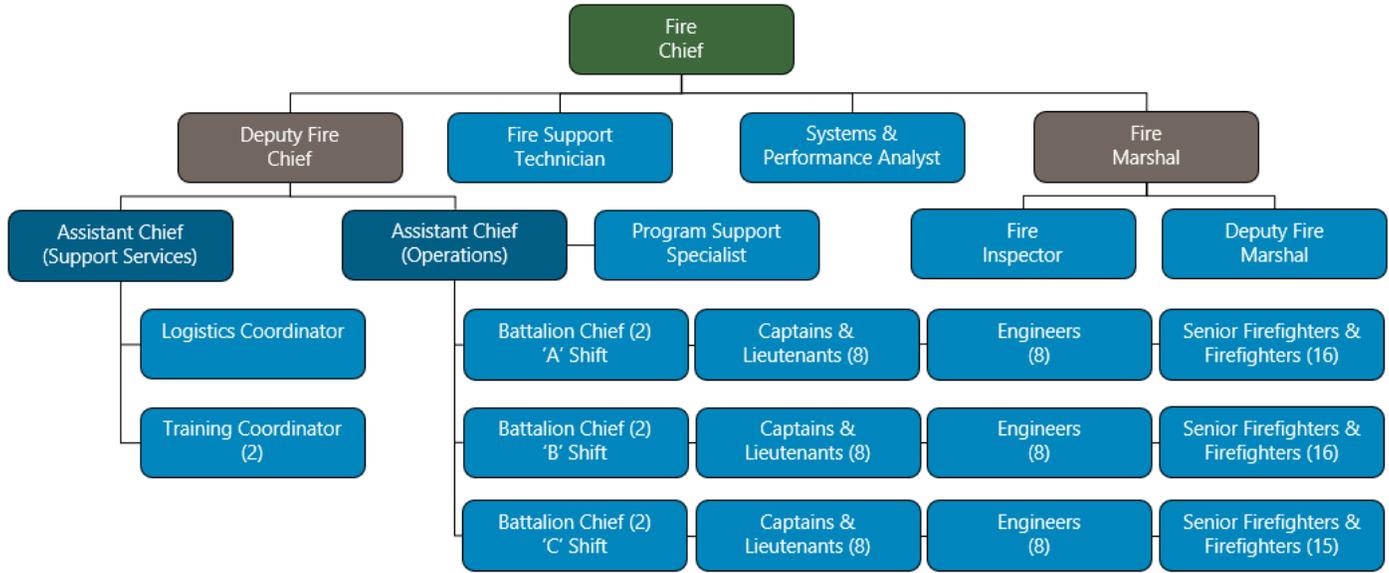
**Line Item Expenditures**

<b>Emergency Communications Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	632,400	584,100	580,000	798,800	36.76%
Part-Time Salaries	6,278	53,900	16,500	43,500	-19.29%
FICA	47,591	46,626	45,000	64,500	38.33%
Group Insurance	88,482	88,700	88,000	151,000	70.24%
General Retirement	64,876	78,030	70,000	96,900	24.18%
401K General	31,601	32,980	29,000	40,000	21.29%
Workers Comp	1,196	2,314	2,300	2,100	-9.25%
Postage	163	200	100	200	0.00%
Telephone & Communication	38,043	63,600	64,000	66,500	4.56%
Printing	429	700	1,000	1,100	57.14%
Utilities	-	3,000	-	3,000	0.00%
Travel and Training	3,847	6,600	6,200	9,400	42.42%
Maintenance & Repair - Building	1,873	6,400	5,800	6,800	6.25%
Maintenance & Repair - Equipment	1,912	13,000	5,200	11,400	-12.31%
PIN Terminal	3,900	2,700	2,700	3,200	18.52%
Motor Fuel	-	600	-	600	0.00%
Office Supplies	134	500	200	500	0.00%
Janitorial Supplies	163	1,000	500	1,000	0.00%
Departmental Supplies	554	25,600	25,500	700	-97.27%
Technology Hardware & Accessories	1,708	5,100	5,000	17,700	247.06%
Meeting & Event Provisions	167	500	500	700	40.00%
Community Outreach Materials	213	300	-	300	0.00%
Employee Recognition	199	1,000	600	1,100	10.00%
Uniforms	2,776	3,000	2,200	3,300	10.00%
Contracted Services	59,345	147,553	146,000	116,500	-21.05%
Software License & Maintenance	55,625	79,500	78,000	92,800	16.73%
Professional Services	6,558	10,500	10,000	13,300	26.67%
Dues and Subscriptions	1,815	1,700	1,650	1,800	5.88%
Capital Outlay - Equipment	28,500	28,928	23,000	-	-100.00%
<b>Total</b>	<b>\$ 1,080,347</b>	<b>\$ 1,288,631</b>	<b>\$ 1,208,950</b>	<b>\$ 1,548,700</b>	<b>20.18%</b>



# FIRE

## Reports to Assistant Town Manager



## 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

- Further developed partnership with the Town of Cary Fire Department and the Town of Morrisville Fire Department resulting in improved levels of service being provided to each community.
- Completed the department’s first Community Risk Assessment/Standard of Coverage document, which gives a thorough assessment of the dangers in our community and how the fire department has responded to those risks in the past and generate enhanced responses in the future.
- Partnered with the Town of Apex Communications to boost the volume and quality of our community outreach activities including the very popular “Hot Take” safety instruction videos.

## Strategic Goal Activities

### High Performing Government

- Continue to enhance the Fire department’s capabilities to respond to the increasing amount of emergency events. Growth of the town (annexation of Chatham County, rising population, new buildings) has led to increased risks in the community. Risks will continue to increase as the town expands further out and population continues to rise, necessitating that the Fire department’s ability to respond increase accordingly.
- Support Fire department leaders, company officers and battalion chiefs, in a leadership capacity. Due to the rapid growth of the Fire department, personnel have been placed in leadership positions with less experience and leadership training. There is a need to support fire department personnel by making additional leadership training resources available to the department’s staff.



**A Welcoming Community**

- Improve the physical and mental health wellness of Fire department staff. Recognizing the fact that cancer is the leading cause of firefighter deaths, fatal heart attacks continue to be the largest cause of death while on-duty, and death by suicide for fighters continues to grow at an alarming rate. Not only is this dangerous for fire fighters, poor mental health and extended absences from work put additional strain on our available force, placing the surrounding community at greater risk.

**FY 2022-2023 Budget Highlights**

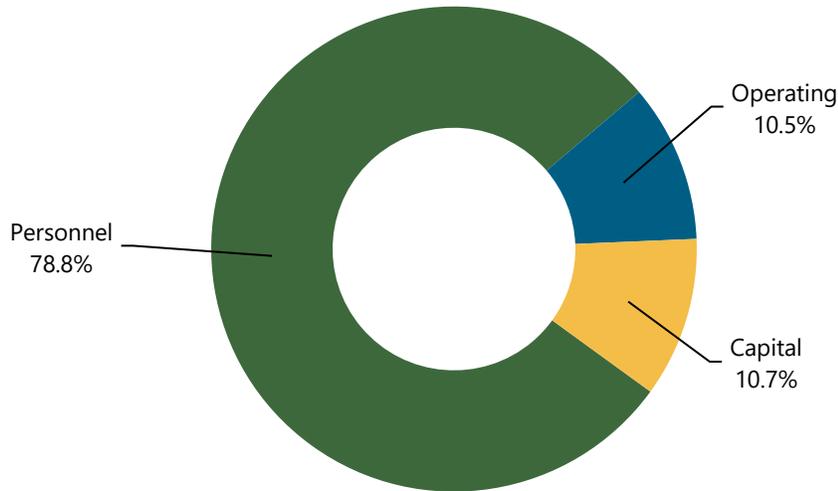
- The Fire department budget increased 29.14 percent in FY22-23.
- The Fire budget accounts for 17.40 percent of the General Fund budget and is equivalent to \$0.133 on the tax rate.
- The Town plans to spend \$211.06 per capita for Fire in FY22-23.
- Major budget changes primarily correlate to bringing Public Safety Station 6 online and the operating costs associated with it. Staffing the station contributes to increases in personnel costs and associated operating costs (i.e. turnout gear) with the addition of three Battalion Chiefs, three Fire Lieutenants, three Fire Engineers, five Firefighters, and a Deputy Fire Chief.
- The budget includes a significant increase in capital outlay equipment, of which 89 percent is the purchase of an aerial apparatus.



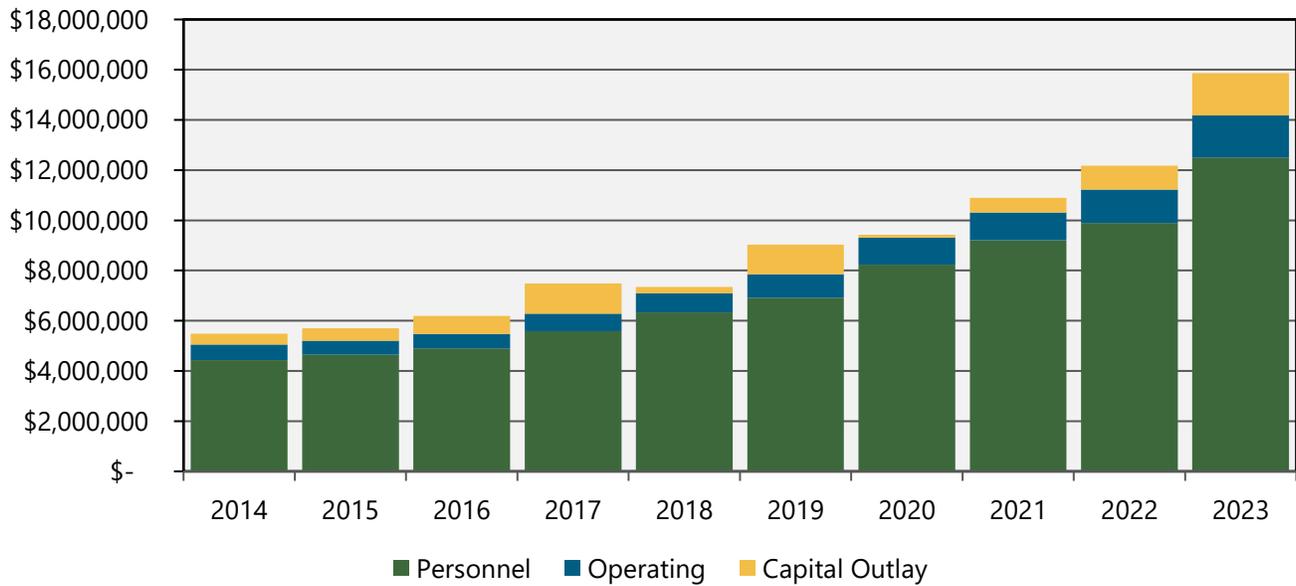
## Budget Summary

Fire Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	9,207,842	9,832,010	9,886,500	12,502,900	27.17%
Operating	1,100,144	1,506,076	1,342,400	1,671,000	10.95%
Capital	590,560	948,249	948,000	1,692,800	78.52%
<b>Total</b>	<b>\$ 10,898,546</b>	<b>\$ 12,286,335</b>	<b>\$ 12,176,900</b>	<b>\$ 15,866,700</b>	<b>29.14%</b>

Fire Expenditures by Type



Fire Expenditure History



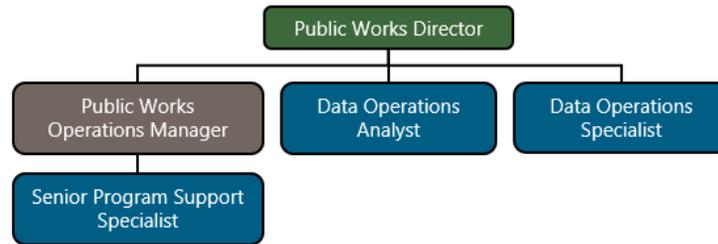
## Line Item Expenditures

Fire Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	6,642,501	6,963,450	6,967,000	8,610,200	23.65%
Part-Time Salaries	8,616	129,000	17,000	20,800	-83.88%
FICA	476,957	486,517	510,900	647,200	33.03%
Group Insurance	945,202	1,005,700	978,000	1,449,400	44.12%
General Retirement	680,152	709,240	809,200	1,044,500	47.27%
401K General	331,903	311,538	347,600	430,600	38.22%
Workers Comp	122,512	226,565	256,800	300,200	32.50%
Postage	253	1,000	600	1,000	0.00%
Telephone & Communication	32,347	62,800	4,600	52,600	-16.24%
Printing	7,146	10,531	8,500	9,200	-12.64%
Utilities	62,925	70,000	62,000	60,000	-14.29%
Travel and Training	20,390	58,100	52,000	115,500	98.80%
Maintenance & Repair - Building	58,991	50,290	50,200	73,300	45.75%
Maintenance & Repair - Equipment	20,689	51,280	46,000	50,700	-1.13%
Maintenance & Repair - Vehicle	119,108	82,000	80,000	94,500	15.24%
Automotive Supplies	23,100	40,000	4,000	40,000	0.00%
Motor Fuel	45,832	60,000	66,500	76,800	28.00%
Office Supplies	752	3,500	2,400	3,500	0.00%
Janitorial Supplies	9,746	15,000	13,500	17,000	13.33%
Departmental Supplies	52,411	65,490	61,000	71,500	9.18%
Technology Hardware & Accessories	17,271	30,000	30,000	46,700	55.67%
Safety Supplies	254	2,500	2,000	2,800	12.00%
Medical Supplies	7,215	12,000	11,000	17,000	41.67%
Meeting & Event Provisions	3,853	11,400	6,800	12,600	10.53%
Community Outreach Materials	6,972	18,000	18,000	20,900	16.11%
Uniforms	47,964	78,416	78,000	91,500	16.69%
Contracted Services	111,927	176,098	156,800	166,000	-5.73%
Personal Protective Equipment	156,031	107,208	101,500	243,200	126.85%
Software License & Maintenance	69,783	77,367	76,000	87,200	12.71%
Professional Services	72,130	181,239	171,000	47,500	-73.79%
Emergency Equipment	51,946	126,411	126,000	138,100	9.25%
Wake County Hazmat	28,019	30,300	30,300	27,100	-10.56%
Dues and Subscriptions	8,224	13,900	12,000	15,900	14.39%
Insurance - General Liability	64,867	71,246	71,700	88,900	24.78%
Capital Outlay - Land	470,774	-	-	-	-
Capital Outlay - Improvements	13,890	34,004	34,000	-	-100.00%
Capital Outlay - Equipment	105,896	914,245	914,000	1,692,800	85.16%
<b>Total</b>	<b>\$ 10,898,546</b>	<b>\$ 12,286,335</b>	<b>\$ 12,176,900</b>	<b>\$ 15,866,700</b>	<b>29.14%</b>



# **PUBLIC WORKS ADMINISTRATION**

*Reports to Assistant Town Manager*



## **Description**

The Public Works Administration department is responsible for administering and managing the day-to-day operations and services provided by the Public Works departments to ensure safe neighborhoods with reliable infrastructure through proactive, professional, and engaged public safety and infrastructure services.

## **Recent Accomplishments**

- This is a new department in FY22-23.

## **Strategic Goal Activities**

### **High Performing Government**

- Develop a comprehensive & compliant ADA inspection program for our Town sidewalks and curb ramps.
- Establish and document an all-inclusive Public Works orientation for newly hired employees.
- Successfully transition/implement the execution of the GFL solid waste collection contract for Town.

## **FY 2022-2023 Budget Highlights**

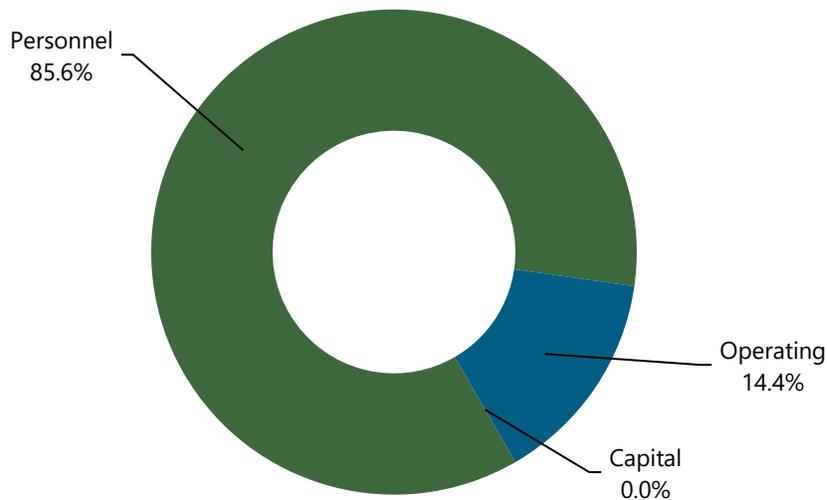
- The Public Works Administration department budget decreased 79.74 percent in FY22-23 due to the Town reorganization. This department was formerly the Water Resources department and all of those positions have moved into various other departments and Public Works Administration positions moved to this department.
- The Public Works Administration budget accounts for 0.60 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.30 per capita for Public Works Administration in FY22-23.
- Major budget changes include significant decreases due to the restructuring of this department



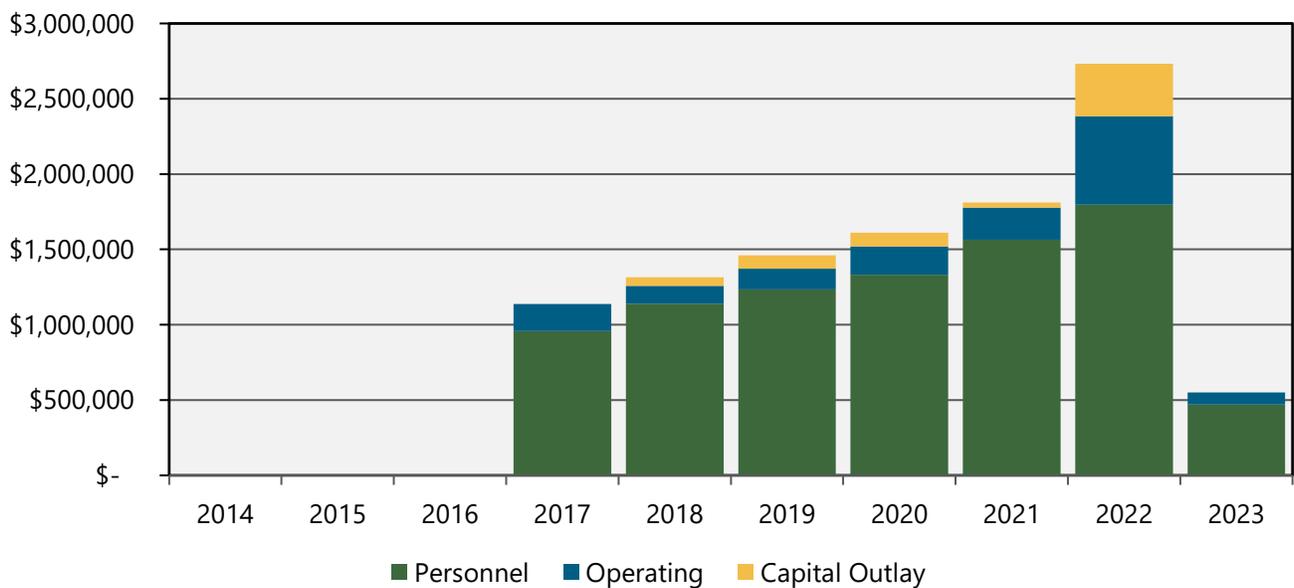
## Budget Summary

Public Works Administration Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	1,564,098	1,820,200	1,797,200	470,800	-74.13%
Operating	213,058	586,338	585,900	79,300	-86.48%
Capital	34,202	308,800	350,000	-	-100.00%
<b>Total</b>	<b>\$ 1,811,358</b>	<b>\$ 2,715,338</b>	<b>\$ 2,733,100</b>	<b>\$ 550,100</b>	<b>-79.74%</b>

### Public Works Administration Expenditures by Type



### Public Works Administration Expenditure History



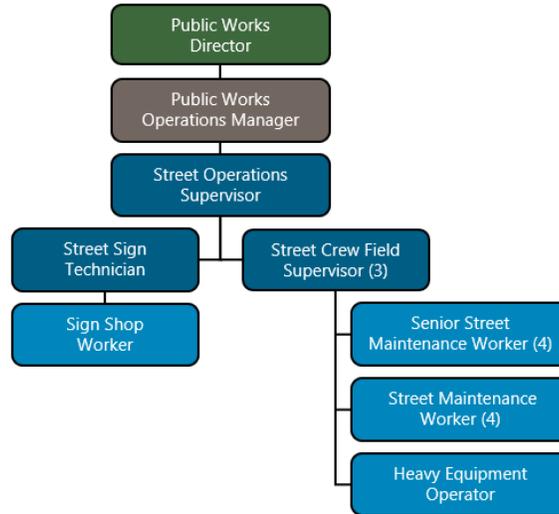
**Line Item Expenditures**

<b>Public Works Administration Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	1,130,103	1,311,187	1,304,000	345,200	-73.67%
Part-Time Salaries	25,263	5,000	4,000	-	-100.00%
FICA	84,849	100,333	97,000	25,400	-74.68%
Group Insurance	141,254	169,000	155,000	35,400	-79.05%
General Retirement	115,631	148,989	151,800	41,900	-71.88%
401K General	56,318	65,535	65,100	17,300	-73.60%
Workers Comp	10,681	20,156	20,300	5,600	-72.22%
Postage	131	2,300	400	-	-100.00%
Telephone & Communication	21,762	24,000	23,000	8,900	-62.92%
Printing	10,162	19,453	15,400	1,300	-93.32%
Utilities	16,480	38,000	17,000	30,000	-21.05%
Travel and Training	14,549	15,000	11,000	15,000	0.00%
Maintenance & Repair - Building	936	800	800	-	-100.00%
Maintenance & Repair - Equipment	-	-	-	-	-
Maintenance & Repair - Vehicle	2,011	8,600	6,800	3,000	-65.12%
Advertising	-	-	-	-	-
Automotive Supplies	637	3,800	3,000	1,000	-73.68%
Motor Fuel	19,365	22,800	27,000	1,000	-95.61%
Office Supplies	1,069	2,200	1,200	600	-72.73%
Departmental Supplies	6,093	6,000	6,000	-	-100.00%
Technology Hardware & Accessories	4,769	17,900	17,000	1,300	-92.74%
Meeting & Event Provisions	1,735	7,000	3,100	100	-98.57%
Community Outreach Material	1,826	23,000	22,000	-	-100.00%
Uniforms	6,727	6,800	6,000	400	-94.12%
Contracted Services	46,178	78,839	70,000	300	-99.62%
Personal Protective Equipment	1,486	4,300	3,400	1,200	-72.09%
Software License & Maintenance	18,821	43,658	42,000	14,600	-66.56%
Professional Services	-	15,000	82,000	-	-100.00%
Professional Services - Eng/Survey	25,035	231,988	215,000	-	-100.00%
Dues and Subscriptions	7,787	9,100	8,000	600	-93.41%
Operating Licenses & Permits	-	1,200	1,200	-	-100.00%
Insurance - General Liability	5,500	4,600	4,600	-	-100.00%
Capital Outlay - Improvements	34,202	308,800	350,000	-	-100.00%
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ 1,811,358</b>	<b>\$ 2,715,338</b>	<b>\$ 2,733,100</b>	<b>\$ 550,100</b>	<b>-79.74%</b>



# STREETS

## Reports to Assistant Town Manager



## Description

The Streets department 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

- Installation of LED flashing pedestrian crosswalk sign at 4 locations one being at the Tobacco Trail Crossing on Olive Chapel Road.
- Installation of six new electric vehicle charging stations. Three stations at Public Works Operations and three stations at the Electric facility.
- Successfully worked three back-to-back inclement winter weather storms.

## Strategic Goal Activities

### High Performing Government

- Reduce fuel consumption as much as possible utilizing fuel usage reports generated from Fleetio to help reduce fuel costs.

### Responsible Development

- Repair all reported potholes within 24 business hours.
- Continue ADA repairs throughout the Town of Apex to ensure resident safety.



## **FY 2022-2023 Budget Highlights**

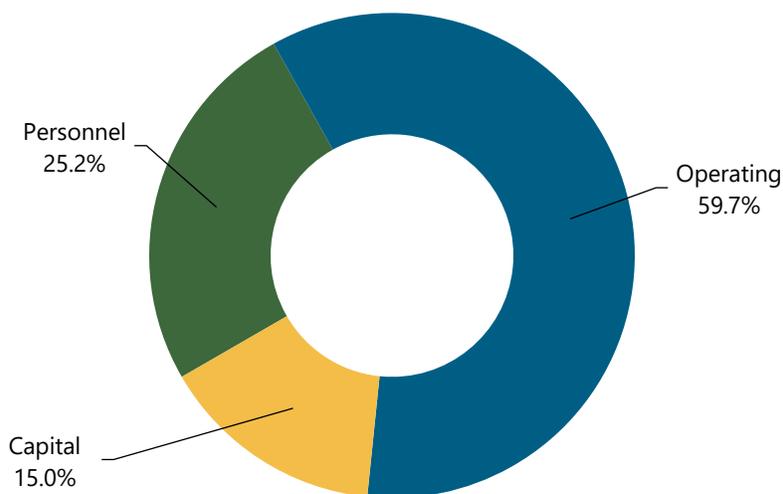
- The Streets department budget decreased 17.14 percent in FY22-23.
- The Streets budget accounts for 4.98 percent of the General Fund budget and is equivalent to \$0.038 on the tax rate.
- The Town plans to spend \$60.45 per capita for Streets in FY22-23.
- There Streets budget decrease is the result of the distribution of costs for several Streets Maintenance team members to the Stormwater Division due to outfalls and easements.
- The budget includes capital outlay equipment, including a replacement dump truck bed and one replacement vehicle, and capital outlay improvements, including annual miscellaneous road and sidewalk projects, annual pavement maintenance, and Evans Road sidewalk and groundwater fix.



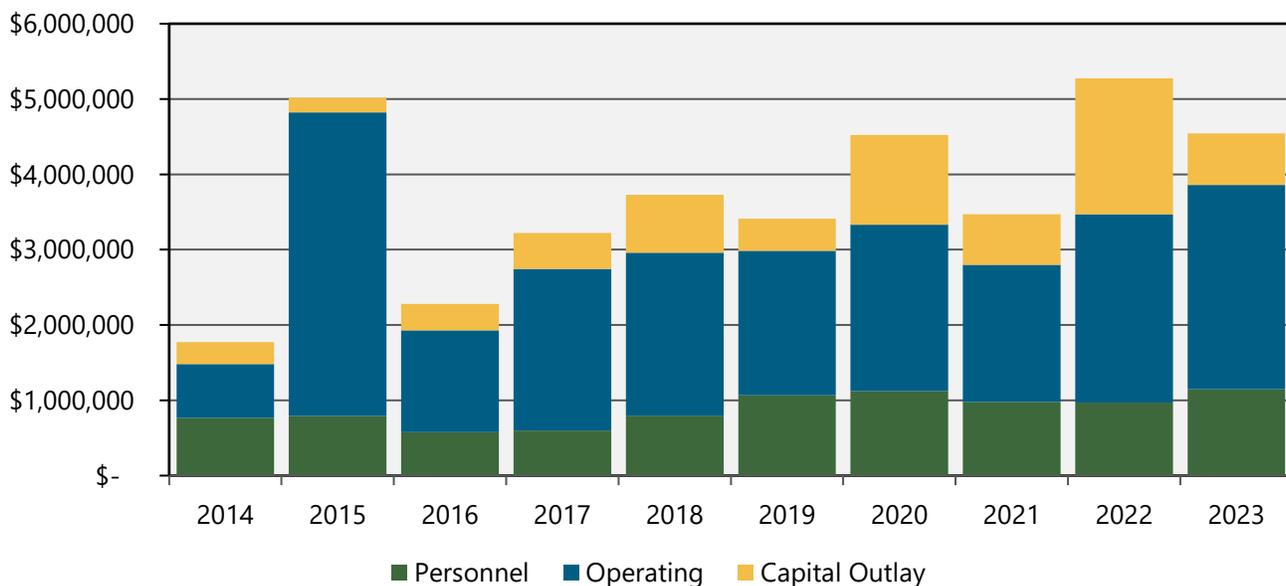
## Budget Summary

Streets Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	978,204	1,053,600	971,700	1,146,600	8.83%
Operating	1,818,873	2,619,618	2,497,000	2,714,400	3.62%
Capital	675,538	1,811,192	1,806,400	683,500	-62.26%
<b>Total</b>	<b>\$ 3,472,615</b>	<b>\$ 5,484,410</b>	<b>\$ 5,275,100</b>	<b>\$ 4,544,500</b>	<b>-17.14%</b>

Streets Expenditures by Type



Streets Expenditure History



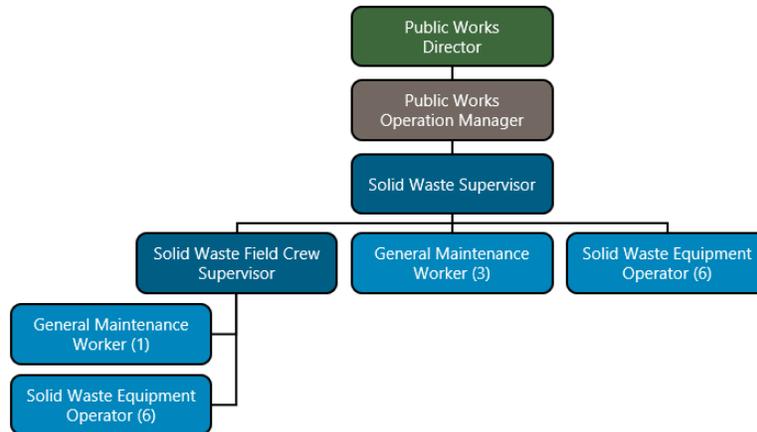
## Line Item Expenditures

Streets Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	674,791	682,278	654,000	747,500	9.56%
FICA	45,436	55,900	50,100	57,200	2.33%
Group Insurance	131,841	143,300	117,000	161,400	12.63%
General Retirement	67,942	84,595	75,600	90,700	7.22%
401K General	34,884	36,562	34,000	37,400	2.29%
Workers Comp	23,311	50,965	41,000	52,400	2.82%
Postage	-	-	-	-	-
Telephone & Communication	13,342	13,700	12,600	11,200	-18.25%
Printing	491	500	200	500	0.00%
Utilities	110	200	200	200	0.00%
Utilities-Street Lights	208,322	200,000	216,000	220,000	10.00%
Travel and Training	1,917	12,300	8,500	12,000	-2.44%
Maintenance & Repair - Building	243	6,000	2,000	3,000	-50.00%
Maintenance & Repair - Equipment	7,749	24,700	8,000	12,000	-51.42%
Maintenance & Repair - Vehicle	19,596	50,000	9,300	25,000	-50.00%
Rental - Equipment	-	5,000	-	3,000	-40.00%
Advertising	1,010	1,000	200	500	-50.00%
Automotive Supplies	5,784	15,000	9,000	10,000	-33.33%
Motor Fuel	18,530	25,000	27,000	28,100	12.40%
Office Supplies	382	1,000	700	1,000	0.00%
Janitorial Supplies	78	200	200	200	0.00%
Departmental Supplies	44,309	28,235	24,800	19,400	-31.29%
Technology Hardware & Accessories	2,814	6,000	3,500	6,300	5.00%
Safety Supplies	660	2,700	1,200	400	-85.19%
Road Treatment - Salt	14,164	37,565	37,600	40,000	6.48%
Meeting & Event Provisions	1,003	2,700	2,500	2,200	-18.52%
Community Outreach Materials	-	1,500	1,200	-	-100.00%
Sign Shop Supplies	35,594	65,600	55,000	59,000	-10.06%
Construction Materials	32,611	60,000	28,000	41,500	-30.83%
Uniforms	5,152	7,500	4,200	7,500	0.00%
Railroad Crossing Maintenance	19,554	17,500	18,000	21,000	20.00%
Contracted Services	291,106	383,573	381,600	423,700	10.46%
Personal Protective Equipment	6,287	8,600	5,500	10,200	18.60%
Contracted Services (PB)	1,055,431	1,573,328	1,573,300	1,700,000	8.05%
Software License & Maintenance	(5,898)	24,917	23,000	23,400	-6.09%
Professional Services	-	12,000	11,500	-	-100.00%
Dues and Subscriptions	534	600	600	600	0.00%
Insurance - General Liability	38,000	32,700	31,600	32,500	-0.61%
Capital Outlay - Land	63,416	-	-	-	-
Capital Outlay - Improvements	591,687	1,236,465	1,236,400	595,000	-51.88%
Capital Outlay - Equipment	20,435	574,727	570,000	88,500	-84.60%
<b>Total</b>	<b>\$ 3,472,615</b>	<b>\$ 5,484,410</b>	<b>\$ 5,275,100</b>	<b>\$ 4,544,500</b>	<b>-17.14%</b>



## SOLID WASTE SERVICES

### Reports to Assistant Town Manager



### 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

- Lead communication effort for new residents about expectations and policies on yard waste pick up.
- Optimized collection of yard waste, solid waste, and street sweeping through enhanced pickup routes.
- Collaborated with Town of Holly Springs on solutions for yard waste transfers.

### Strategic Goal Activities

#### High Performing Government

- Centralization of all solid waste contract under Public Works. By moving the solid waste contract under Public Works, the department will be able to oversee the proper delivery of services under the contract. This will help to address resident inquiries on service provisions.
- Create a yard waste transfer station to solve the issue of the former contract no longer being able to accept yard waste.
- Reduce fuel consumption as much as possible utilizing fuel usage reports generated from Fleetio to reduce fuel costs.

### FY 2022-2023 Budget Highlights

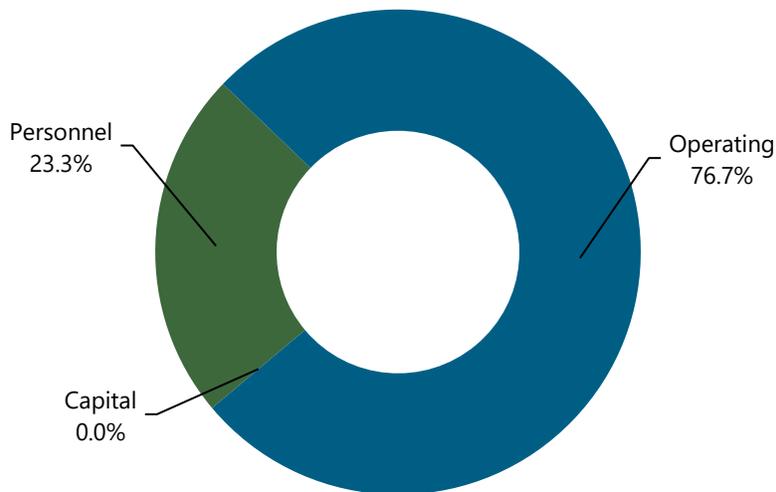
- The Solid Waste department budget decreased 7.04 percent in FY22-23.
- The Solid Waste budget accounts for 6.42 percent of the General Fund budget and is equivalent to \$0.049 on the tax rate.
- The Town plans to spend \$77.88 per capita for Solid Waste services in FY22-23.
- Major budget changes include an increase in landfill tipping fees and motor fuel.
- The budget includes \$4.05 million for contracted sanitation and recycling services.



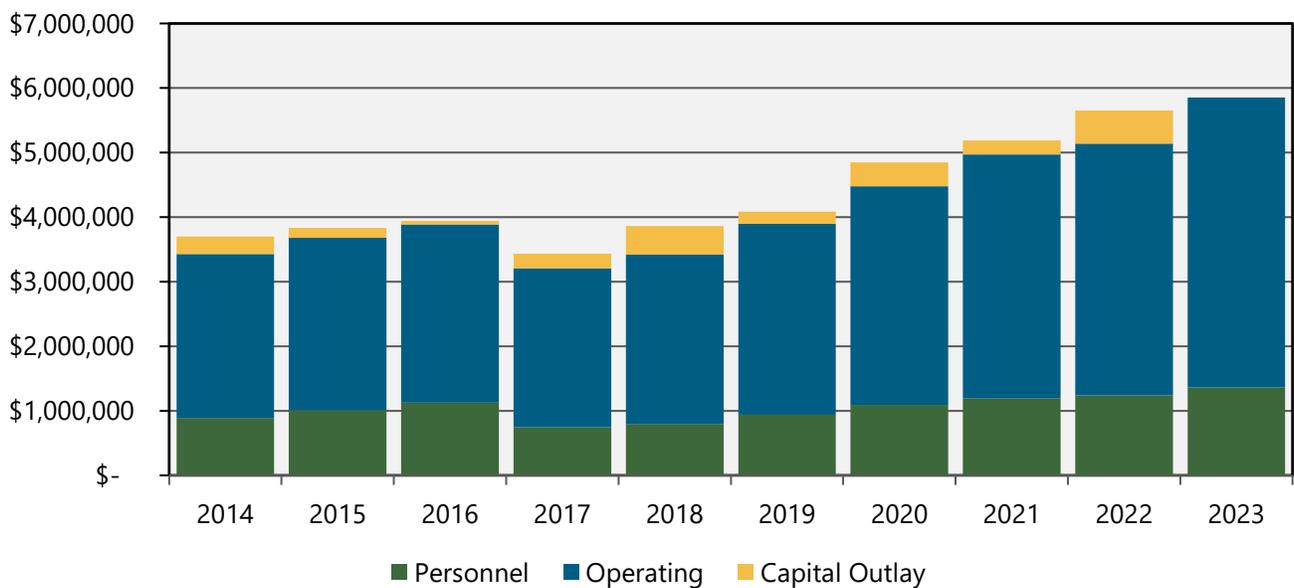
## Budget Summary

Solid Waste Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	1,190,903	1,281,940	1,241,700	1,363,600	6.37%
Operating	3,780,500	4,294,269	3,898,000	4,491,000	4.58%
Capital	217,703	721,907	509,900	-	-100.00%
<b>Total</b>	<b>\$ 5,189,105</b>	<b>\$ 6,298,116</b>	<b>\$ 5,649,600</b>	<b>\$ 5,854,600</b>	<b>-7.04%</b>

Solid Waste Expenditures by Type



Solid Waste Expenditure History



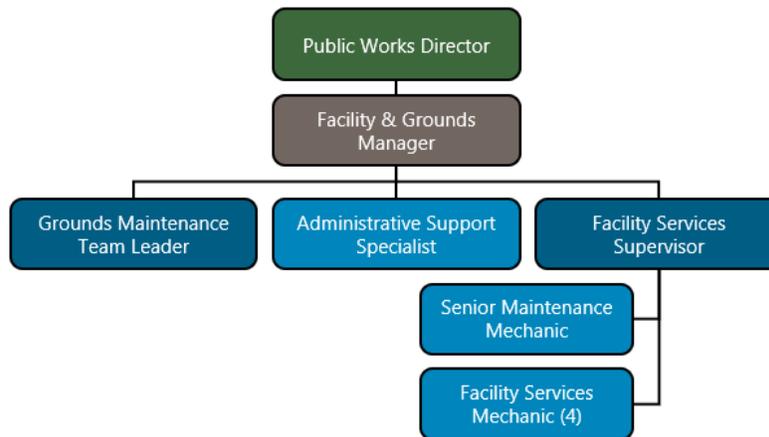
## Line Item Expenditures

Solid Waste Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	820,676	863,178	840,000	891,800	3.32%
FICA	60,997	66,030	63,000	68,300	3.44%
Group Insurance	156,179	170,000	153,000	200,100	17.71%
General Retirement	83,910	99,236	96,000	108,200	9.03%
401K General	41,181	43,179	43,000	44,600	3.29%
Workers Comp	27,959	40,317	46,700	50,600	25.51%
Postage	103	500	-	500	0.00%
Telephone & Communication	10,217	11,000	11,400	10,800	-1.82%
Printing	-	500	500	500	0.00%
Travel and Training	499	6,000	3,400	7,700	28.33%
Maintenance & Repair - Building	-	7,350	-	3,000	-59.18%
Maintenance & Repair - Equipment	38,091	71,200	62,000	70,900	-0.42%
Maintenance & Repair - Vehicle	40,158	41,500	45,000	40,000	-3.61%
Rental - Equipment	-	-	-	1,500	-
Automotive Supplies	23,990	30,000	27,000	15,000	-50.00%
Motor Fuel	71,033	89,600	104,000	120,000	33.93%
Office Supplies	112	1,000	1,000	800	-20.00%
Janitorial Supplies	60	500	200	500	0.00%
Departmental Supplies	11,664	10,700	10,000	9,600	-10.28%
Technology Hardware & Accessories	1,268	6,300	3,300	3,800	-39.68%
Safety Supplies	1,152	1,100	-	1,100	0.00%
Meeting & Event Provisions	765	3,600	3,200	3,200	-11.11%
Community Outreach Materials	-	1,500	1,100	1,000	-33.33%
Uniforms	4,577	9,000	10,200	9,000	0.00%
Contracted Services	4,192	14,700	11,000	10,700	-27.21%
Personal Protective Equipment	6,487	9,900	7,800	9,400	-5.05%
Software License & Maintenance	13,419	22,469	22,400	16,400	-27.01%
Sanitation Services	3,487,984	3,894,000	3,500,000	4,051,900	4.05%
Electronics Recycling	10,151	400	400	-	-100.00%
Landfill Tipping Fees	24,027	35,000	48,000	70,000	100.00%
Dues and Subscriptions	551	800	800	800	0.00%
Operating Licenses & Permits	-	400	-	400	0.00%
Insurance - General Liability	30,000	25,250	25,300	32,500	28.71%
Capital Outlay - Equipment	217,703	721,907	509,900	-	-100.00%
<b>Total</b>	<b>\$ 5,189,105</b>	<b>\$ 6,298,116</b>	<b>\$ 5,649,600</b>	<b>\$ 5,854,600</b>	<b>-7.04%</b>



## FACILITY SERVICES

Reports to Assistant Town Manager



### Description

The Facility Services department is responsible for maintaining approximately 321,014 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

- Developed an inventory list of commonly used items and protocol for use and return of items to further collaboration within the department and with other departments.
- Maintained scheduled maintenance timelines resulting in the prevention of costly and timely component failures.
- Developed a department plan focused on space to equip current and future staff.

### Strategic Goal Activities

#### High Performing Government

- Implement City Works tracking software to expedite service request service time and reduce number of callbacks on previous completed tasks. Currently, there is no standard for alerting customers, both Town staff and residents, on the status of a job request. This often leads to people calling in and requesting status report, overwhelming staff.
- Fulfill preventive maintenance schedules to decrease failure and Identify potentially costly and timely repairs.
- Evaluate procedures, builds, renovations and systems to allow better understanding of direction, growth and needs of the Town as a whole.



## **FY 2022-2023 Budget Highlights**

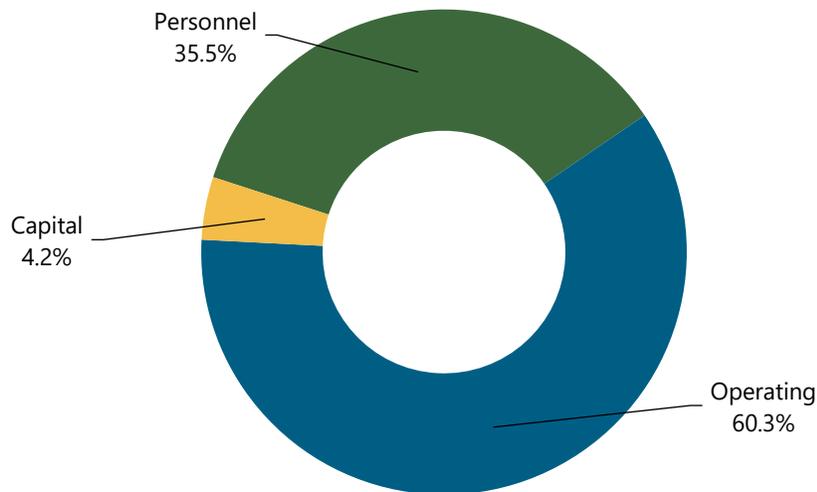
- The Facility Services department budget decreased by 42.61 percent in FY22-23 primarily due to a decrease in capital equipment and the reallocation of Depot maintenance costs to the Economic Development department.
- The Facility Services budget accounts for 1.57 percent of the General Fund budget and is equivalent to \$0.012 on the tax rate.
- The Town plans to spend \$19.06 per capita for Facility Services in FY22-23.
- Major budget changes include the addition of two new positions, a Facilities Maintenance Mechanic, and an Administrative Assistant, and the associated onboarding costs.
- The budget includes capital improvements for Town Hall boiler upgrades.
- The Facility Services budget decrease is due to the reassignment of the Grounds team to the Sewer Maintenance Division to perform easement and right-of-way maintenance.



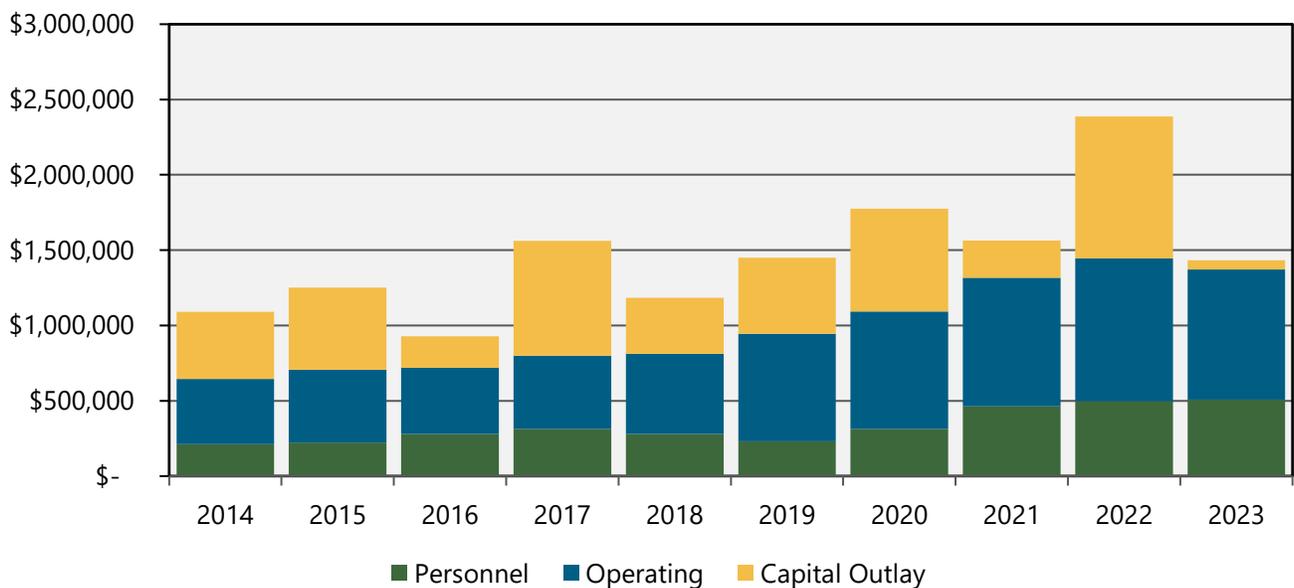
## Budget Summary

Facility Services Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	462,241	510,330	498,000	508,200	-0.42%
Operating	854,809	998,283	946,900	864,400	-13.41%
Capital	246,230	987,666	942,500	60,000	-93.93%
<b>Total</b>	<b>\$ 1,563,280</b>	<b>\$ 2,496,279</b>	<b>\$ 2,387,400</b>	<b>\$ 1,432,600</b>	<b>-42.61%</b>

### Facility Services Expenditures by Type



### Facility Services Expenditure History



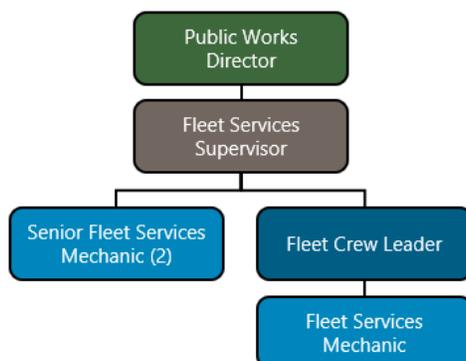
**Line Item Expenditures**

<b>Facility Services Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	327,507	346,038	346,000	351,500	1.58%
Part-Time Salaries	-	-	-	-	-
FICA	24,908	27,779	26,500	26,900	-3.16%
Group Insurance	49,358	57,600	51,000	55,500	-3.65%
General Retirement	33,549	41,266	41,000	42,700	3.48%
401K General	16,376	17,617	17,500	17,600	-0.10%
Workers Comp	10,544	20,030	16,000	14,000	-30.10%
Postage	13	-	50	100	-
Telephone & Communication	3,483	9,800	4,800	5,300	-45.92%
Printing	3,227	3,218	2,600	2,500	-22.31%
Utilities	77,756	80,000	78,000	80,000	0.00%
Travel and Training	3,190	12,400	8,000	10,200	-17.74%
Maintenance & Repair - Building	136,823	249,386	249,000	228,000	-8.58%
Building Maintenance - Depot	36,396	63,559	64,000	-	-100.00%
Maintenance & Repair - Equipment	29,512	30,000	17,000	20,000	-33.33%
Maintenance & Repair - Vehicle	12,913	7,000	3,000	15,000	114.29%
Rental - Equipment	5,063	5,000	2,000	4,000	-20.00%
Automotive Supplies	1,608	1,000	1,000	1,000	0.00%
Motor Fuel	3,814	5,000	5,000	5,000	0.00%
Office Supplies	975	1,100	1,200	1,200	9.09%
Janitorial Supplies	57	1,000	2,000	1,500	50.00%
Departmental Supplies	20,083	28,500	22,000	40,300	41.40%
Technology Hardware & Accessories	1,563	17,000	10,000	6,900	-59.41%
Safety Supplies	734	1,800	1,100	1,800	0.00%
Meeting & Event Provisions	893	1,500	1,200	1,500	0.00%
State of Emergency Supplies	68,394	-	-	-	-
Uniforms	7,315	8,901	4,300	7,800	-12.37%
Contracted Services	355,676	357,052	362,000	320,000	-10.38%
Personal Protective Equipment	3,023	4,900	4,200	4,700	-4.08%
Software License & Maintenance	5,449	12,817	12,800	11,400	-11.06%
Professional Services	24,533	18,050	18,000	8,000	-55.68%
Sanitation Services	39,391	39,500	37,000	40,000	1.27%
Lease Payments	1,305	27,400	27,000	27,700	1.09%
Dues and Subscriptions	620	400	400	400	0.00%
Insurance - General Liability	11,000	12,000	9,250	20,100	67.50%
Capital Outlay - Improvements	182,026	890,266	850,000	60,000	-93.26%
Capital Outlay - Equipment	64,204	97,400	92,500	-	-100.00%
<b>Total</b>	<b>\$ 1,563,280</b>	<b>\$ 2,496,279</b>	<b>\$ 2,387,400</b>	<b>\$ 1,432,600</b>	<b>-42.61%</b>



## **FLEET SERVICES**

*Reports to Assistant Town Manager*



### **Description**

The Fleet Services department 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**

- Successfully worked with Fire department to capture vendor repairs on pump side of apparatus.
- Evaluate garage setup for safety and efficiency concerns and prioritized lift replacements.
- Achieved service goals while being understaffed consistently throughout the year.

### **Strategic Goal Activities**

#### **Environmental Leadership**

- Work with Budget, Performance, and Strategy team to identify electric and hybrid options for eligible vehicle replacements and approved additions and expand Electric vehicle charging stations to support Fleet transition.

#### **High Performing Government**

- Establish fleet steering committee following recommendations from the fleet study to develop evaluation criteria incorporating existing replacement policies and evaluating financial impacts.
- Evaluate vehicle use and eliminate underutilized departmental vehicles transitions to motor pool where appropriate.

### **FY 2022-2023 Budget Highlights**

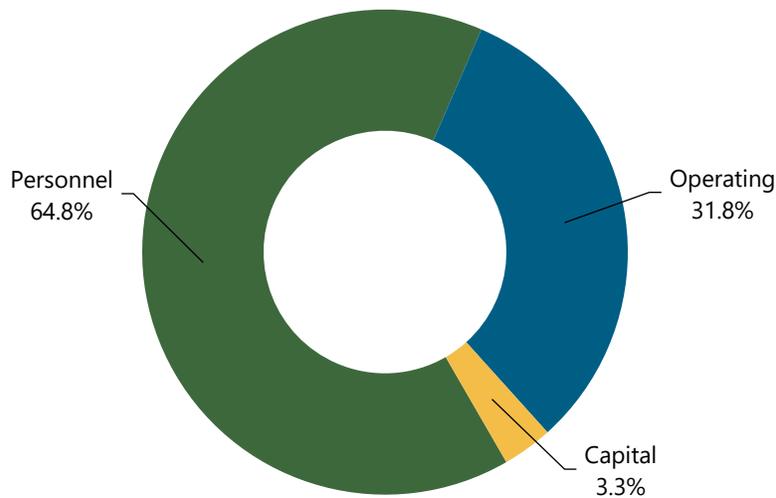
- The Fleet Services department budget decreased by 9.87 percent in FY22-23.
- The Fleet Services budget accounts for 0.60 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.30 per capita for Fleet Services in FY22-23.
- Major budget changes include \$18,300 in capital equipment including a dual system refrigerant machine and a 2 post lift.



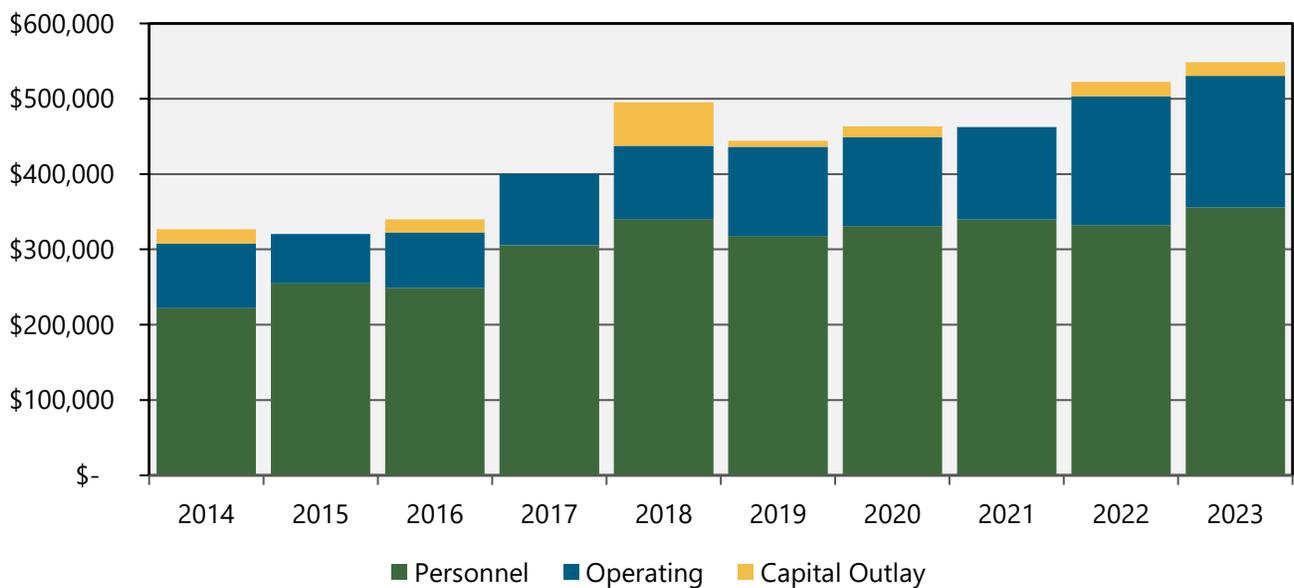
## Budget Summary

Fleet Services Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	340,002	337,670	332,100	355,800	5.37%
Operating	122,606	190,238	171,400	174,700	-8.17%
Capital	-	81,000	19,000	18,300	-77.41%
<b>Total</b>	<b>\$ 462,609</b>	<b>\$ 608,908</b>	<b>\$ 522,500</b>	<b>\$ 548,800</b>	<b>-9.87%</b>

Fleet Services Expenditures by Type



Fleet Services Expenditure History



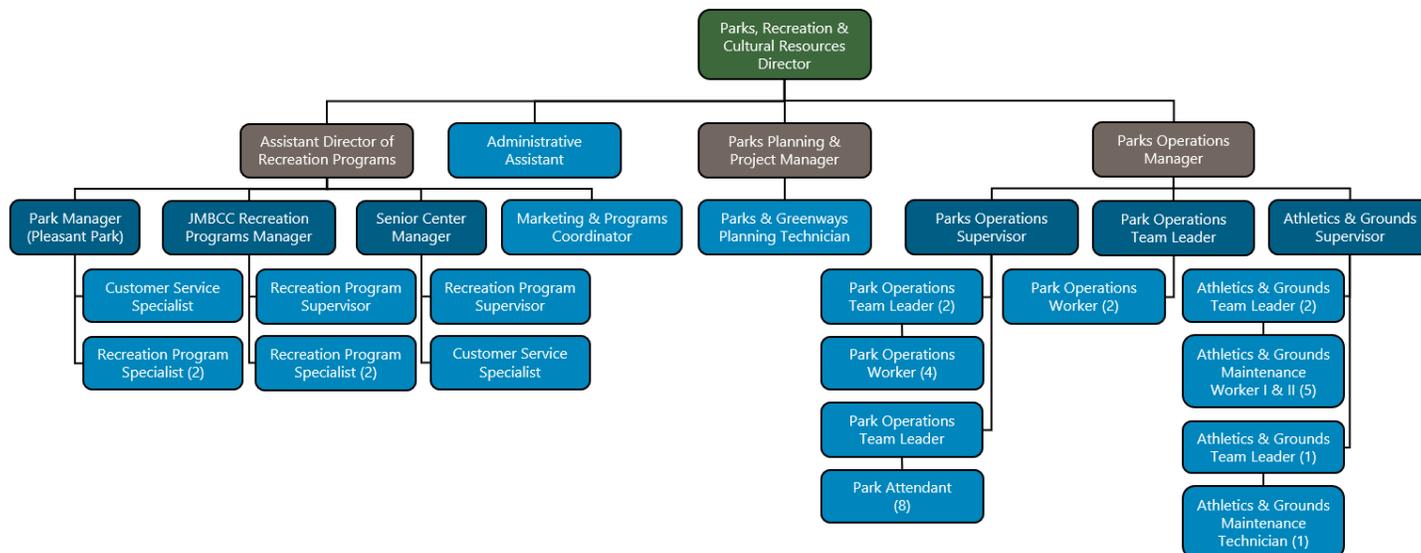
## Line Item Expenditures

Fleet Services Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	241,352	235,395	237,400	228,900	-2.76%
Part-Time Salaries	-	-	-	14,800	-
FICA	17,332	18,030	18,000	18,700	3.72%
Group Insurance	39,935	35,800	37,000	41,000	14.53%
General Retirement	24,711	26,990	27,700	29,600	9.67%
401K General	12,068	11,785	12,000	12,200	3.52%
Workers Comp	4,605	9,670	8,800	10,600	9.62%
Postage	36	100	50	100	0.00%
Telephone & Communication	2,527	3,100	2,500	3,000	-3.23%
Printing	899	2,802	500	2,000	-28.62%
Travel and Training	134	8,500	6,000	10,600	24.71%
Maintenance & Repair - Building	-	4,500	1,000	18,000	300.00%
Maintenance & Repair - Equipment	237	2,000	1,100	2,000	0.00%
Maintenance & Repair - Vehicle	6,493	5,000	4,000	5,000	0.00%
Automotive Supplies	612	3,000	1,200	3,000	0.00%
Motor Fuel	2,362	4,000	4,000	3,200	-20.00%
Office Supplies	423	1,000	500	1,000	0.00%
Janitorial Supplies	19	200	100	200	0.00%
Departmental Supplies	40,862	43,500	37,000	46,500	6.90%
Technology Hardware & Accessories	1,523	4,236	4,200	-	-100.00%
Meeting & Event Provisions	272	2,300	1,600	2,400	4.35%
Uniforms	2,946	4,300	4,000	4,300	0.00%
Contracted Services	7,963	42,600	38,000	11,000	-74.18%
Personal Protective Equipment	1,045	1,500	1,500	1,600	6.67%
Software License & Maintenance	40,552	44,700	44,000	45,700	2.24%
Professional Services	-	-	-	-	-
Dues and Subscriptions	704	1,000	650	1,000	0.00%
Insurance - General Liability	13,000	11,900	10,700	14,100	18.49%
Capital Outlay - Improvements	-	-	-	-	-
Capital Outlay - Equipment	-	81,000	19,000	18,300	-77.41%
<b>Total</b>	<b>\$ 462,609</b>	<b>\$ 608,908</b>	<b>\$ 522,500</b>	<b>\$ 548,800</b>	<b>-9.87%</b>



# PARKS & RECREATION

Reports to Assistant Town Manager



## Description

The Parks & Recreation 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 629 acres of parkland, 331 acres developed parkland, 117 acres future parkland, 181 acres conservation land, the Cultural Arts Center, the Community Center, the Senior Center, the Rodgers Family Skate Plaza, two dog parks, approximately 25.9 miles of developed public greenways, and 4 miles of natural trails. The department is comprised of four divisions: Administrative, Planning/Project Management, Recreation Programs, and Park Operations. The Administrative Division is responsible for the overall management of Town parks and their adjacent facilities. The Planning/Project Management division is responsible for design, development and sourcing of alternative funding. 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.

## Recent Accomplishments

- Opening and operation of the Senior Center as of November 1, 2021.
- Received funding from outside agencies for Middle Creek Greenway, Beaver Creek Greenway, Apex West Greenway, and 9.8 acres of land adjacent to the future Wimberley Road park for watershed protection.
- The 10-year Parks, Recreation, Greenways and Open Space Master Plan received significant input from residents related to parks, amenities, programs, cultural arts and greenways. This included focus groups, a statistically valid survey, two public input surveys, analysis related to current facilities/personnel/programs/budget and an interjurisdictional meeting with connected agencies.



## **Strategic Goal Activities**

### **High Performing Government**

- Provide clear communications to the public. Educate the community on park facilities, projects, programming and special events, utilize staff resources to engage residents and increase participation in town programs.

### **A Welcoming Community**

- Plan, develop, and maintain safe and inclusive parks, facilities, and greenways for all ages and abilities. Maintenance of current and future facilities is always a high priority. Addressing some of the ADA recommendations related to parks and greenways is part of a town-wide goal.
- Develop programs and offer special events that connect the community with diverse and inclusive recreation and cultural offerings. Provide programs and partnerships that meet community health and wellness needs and desires. New space available at the Senior Center and the John M. Brown Community Center have increased the number of programs that can be offered. This is also in response to community input received from the PRGOS Master Plan.

## **FY 2022-2023 Budget Highlights**

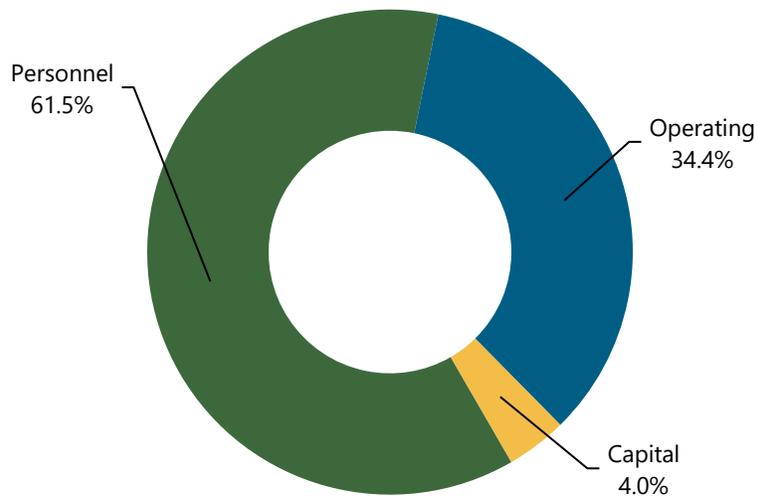
- The Parks & Recreation department budget increased 9.13 percent in FY22-23.
- The Parks & Recreation budget accounts for 7.94 percent of the General Fund budget and is equivalent to \$0.061 on the tax rate.
- The Town plans to spend \$96.34 per capita for Parks, Recreation in FY22-23.
- Increases in budget are primarily attributable to a full year of operating expenses and programming for the Senior Center along with Phase 1 of Pleasant Park opening.
- Major budget changes include the addition of six full-time staff members including a Parks & Greenways Planning Technician, a Senior Center Manager, an Assistant Director of Recreation Programs, two Park Attendants, and an Athletics & Grounds Worker, and the associated onboarding costs.
- The budget includes capital improvements, including boiler replacements and ADA park renovations, and capital equipment, including two replacement vehicles and one new vehicles associated with new personnel.
- Overall, the operating and capital expenditures for Parks & Recreation decreased due to the completion of outfitting the Senior Center.



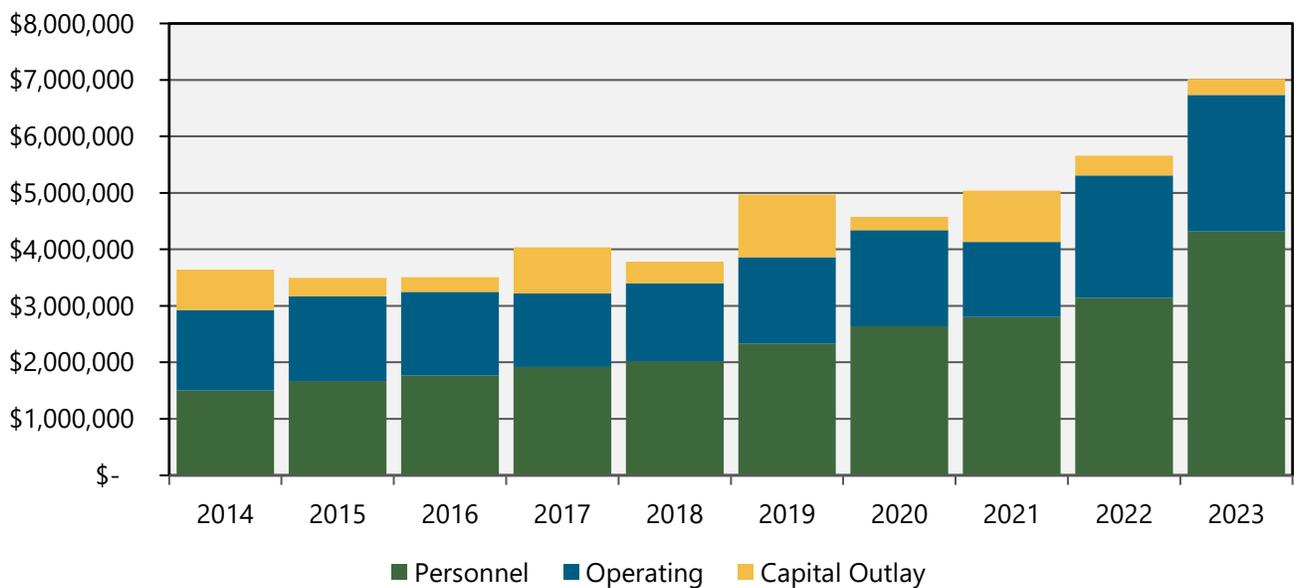
## Budget Summary

Parks & Recreation Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	2,805,048	3,580,720	3,142,000	4,317,600	20.58%
Operating	1,329,133	2,652,299	2,167,500	2,415,800	-8.92%
Capital	907,031	403,470	350,100	283,800	-29.66%
<b>Total</b>	<b>\$ 5,041,211</b>	<b>\$ 6,636,489</b>	<b>\$ 5,659,600</b>	<b>\$ 7,017,200</b>	<b>5.74%</b>

Parks & Recreation Expenditures by Type



Parks & Recreation Expenditure History



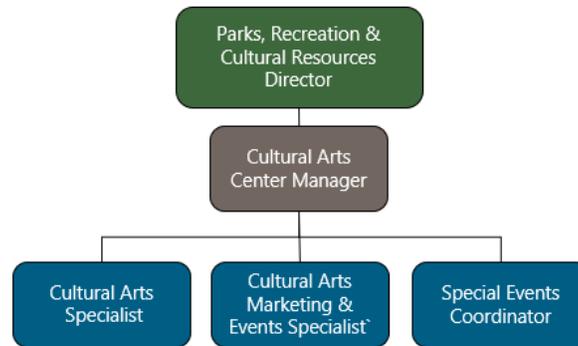
**Line Item Expenditures**

<b>Parks &amp; Recreation Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	1,835,641	2,165,630	1,920,000	2,597,400	19.94%
Part-Time Salaries	202,587	393,800	315,000	462,600	17.47%
FICA	149,728	194,966	171,000	211,800	8.63%
Group Insurance	313,760	418,900	350,000	514,500	22.82%
General Retirement	185,638	244,639	238,000	315,100	28.80%
401K General	90,827	107,432	96,000	129,900	20.91%
Workers Comp	26,867	55,353	52,000	86,300	55.91%
Postage	1,245	5,000	1,100	4,800	-4.00%
Telephone & Communication	21,136	30,100	31,000	31,400	4.32%
Printing	19,141	46,603	40,600	45,400	-2.58%
Utilities	149,248	244,000	154,000	130,000	-46.72%
Travel and Training	7,638	31,300	23,300	40,200	28.43%
Maintenance & Repair - Building	88,619	190,170	178,000	169,000	-11.13%
Maintenance & Repair - Equipment	34,951	26,500	12,500	23,000	-13.21%
Maintenance & Repair - Vehicle	7,844	10,000	8,700	10,000	0.00%
Rental - Equipment	11,562	19,500	18,500	19,500	0.00%
Rental - Vehicle	-	1,500	-	1,500	0.00%
Rental - Facilities	105	38,000	37,000	38,000	0.00%
Advertising	-	28,100	15,000	24,000	-14.59%
Automotive Supplies	6,980	14,300	10,200	14,300	0.00%
Motor Fuel	35,798	40,000	43,000	47,200	18.00%
Office Supplies	6,721	27,500	17,000	20,000	-27.27%
Janitorial Supplies	47,558	47,300	27,300	27,500	-41.86%
Departmental Supplies	315,124	425,626	356,000	370,300	-13.00%
Technology Hardware & Accessories	14,288	33,100	33,000	40,300	21.75%
Athletic Supplies	51,486	122,000	121,000	136,500	11.89%
Senior Activities	39,421	154,300	105,000	214,400	38.95%
Meeting & Event Provisions	2,740	21,800	14,500	23,000	5.50%
Community Outreach Materials	-	2,500	2,000	2,500	0.00%
Uniforms	18,235	15,854	15,600	18,800	18.58%
Contracted Services	279,239	230,161	223,000	272,000	18.18%
Personal Protective Equipment	13,888	15,000	6,700	11,800	-21.33%
Software License & Maintenance	25,475	47,598	47,000	59,600	25.22%
Contracted Svcs – Instr./Programs	71,963	368,600	274,000	484,500	31.44%
Professional Services	8,553	333,137	314,000	24,500	-92.65%
Professional Svcs - Engineer/Survey	14,784	51,150	10,000	60,000	17.30%
Landfill Tipping Fees	-	-	-	3,000	-
Dues and Subscriptions	3,390	2,300	2,000	2,200	-4.35%
Insurance - General Liability	32,000	29,300	26,500	46,600	59.04%
Capital Outlay - Land	-	6,200	6,200	-	-100.00%
Capital Outlay - Easements	-	5,000	2,000	10,000	100.00%
Capital Outlay - Improvements	742,826	89,105	180,000	168,800	89.44%
Capital Outlay - Equipment	164,205	303,165	168,100	105,000	-65.37%
<b>Total</b>	<b>\$ 5,041,211</b>	<b>\$ 6,636,489</b>	<b>\$ 5,665,800</b>	<b>\$ 7,017,200</b>	<b>5.74%</b>



## CULTURAL ARTS CENTER

### Reports to Assistant Town Manager



### Description

The Cultural Arts Center department, under which the Halle Cultural Arts Center operates, is responsible for planning, organizing, running, and evaluating cultural arts programs, classes, and special events for the Town of Apex, including visual and performing arts, concerts, movies, art galleries, and a variety of cultural and recreational special events. 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 in coordination 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." A new eleven-piece sculpture art walk will take its place in April 2022 and run through March 2023.
- Collaborated on a variety of special events to include: Black History Month, Women's History Month, Peak Fest, Hispanic Heritage Month, Indigenous People Day, Outdoor Concerts and Movies, Community Theater, etc. These events directly reached over 25,000 total attendees to bring cultural awareness and celebrations during a challenging COVID year.
- Successfully provided a variety of art and cultural classes and camps for a variety of ages and demographics. Expanded offerings to meet the challenges of COVID through virtual options and safe indoor and outdoor offerings as protocols allowed.

### Strategic Goal Activities

#### High Performing Government

- Increase awareness of Halle Cultural Arts Center and Town-Wide Special events classes, programs, and art exhibits. Due to the COVID-19 pandemic, many of the offered events and classes at the Halle Cultural Arts Center had declined in participation. In the next fiscal year, the goal is to increase the attendance and ticket sales by a margin of 15 percent from FY21-22.

#### A Welcoming Community

- Develop a Special Event Policy to assist with public private partnerships within the community arts. A development of a Special Event Policy, application process, and procedures will assist with Halle Cultural Arts Center liaising between Town departments, event reproducers, and members of the community. The purpose is to oversee and assist with the organization of variety of events, cultural and recreational, that engages all members of the community.



### **Environmental Leadership**

- Create awareness and enhance pollinator habitat through a Pollinator Habitat Recognition Program. Homeowners, neighborhood HOAs, and businesses will be provided an opportunity to convert portions of landscapes to pollinator friendly habitat with guidance and recognition provided through the Town's Bee City Committee.

### **FY 2022-2023 Budget Highlights**

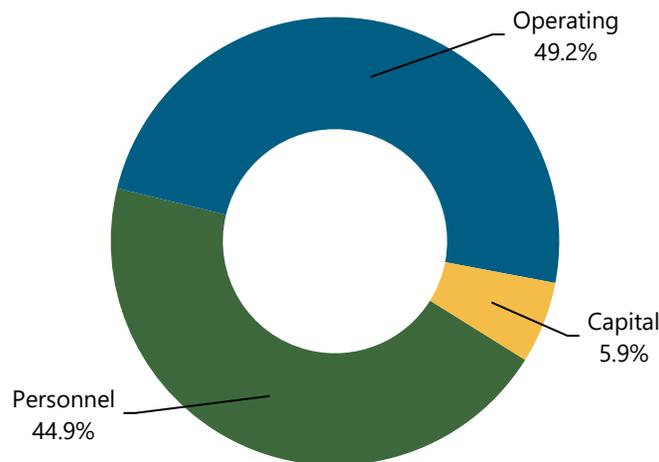
- The Cultural Arts Center department budget increased 26.41 percent in FY22-23.
- The Cultural Arts Center budget accounts for 1.21 percent of the General Fund budget and is equivalent to \$0.009 on the tax rate.
- The Town plans to spend \$14.65 per capita for the Cultural Arts Center department in FY22-23.
- Major budget changes include the addition of one new position, a Special Events Coordinator, and the associated onboarding cost as well as capital improvements, including rooftop HVAC replacement.



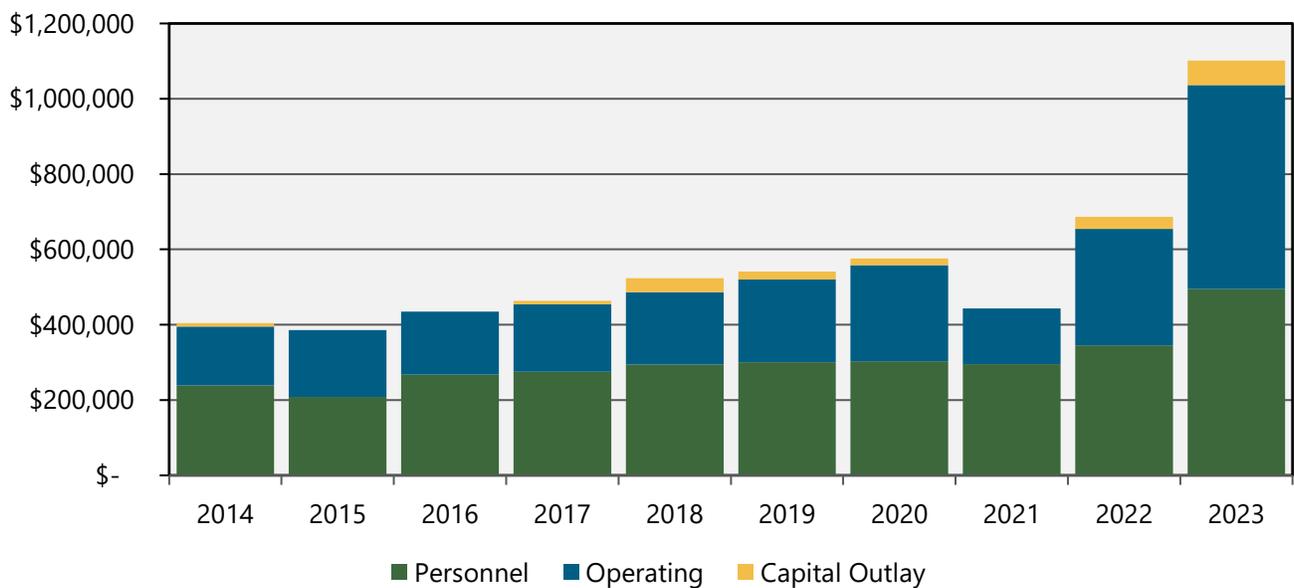
## Budget Summary

Cultural Arts Center Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	295,436	399,010	345,260	494,500	23.93%
Operating	148,165	439,945	309,450	541,500	23.08%
Capital	-	32,000	32,000	65,000	103.13%
<b>Total</b>	<b>\$ 443,601</b>	<b>\$ 870,955</b>	<b>\$ 686,710</b>	<b>\$ 1,101,000</b>	<b>26.41%</b>

### Cultural Arts Center Expenditures by Type



### Cultural Arts Center Expenditure History



**Line Item Expenditures**

<b>Cultural Arts Center Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	211,522	238,702	224,900	296,500	24.21%
Part-Time Salaries	7,624	70,000	35,000	67,000	-4.29%
FICA	16,527	22,423	18,522	27,900	24.43%
Group Insurance	26,391	27,000	26,168	47,700	76.67%
General Retirement	21,664	25,483	26,168	36,000	41.27%
401K General	10,572	11,181	11,237	14,900	33.26%
Workers Comp	1,136	4,221	3,264	4,500	6.61%
Postage	53	1,300	500	1,800	38.46%
Telephone & Communication	741	800	800	1,200	50.00%
Printing	2,792	5,913	4,000	7,700	30.22%
Utilities	20,671	21,000	21,000	25,000	19.05%
Travel and Training	125	1,000	500	2,800	180.00%
Maintenance & Repair - Building	7,247	28,700	22,000	22,700	-20.91%
Maintenance & Repair - Equipment	-	5,000	2,500	2,500	-50.00%
Rental - Facilities	940	1,100	1,100	1,400	27.27%
Advertising	7,834	35,600	23,500	31,100	-12.64%
Office Supplies	58	2,500	800	1,300	-48.00%
Janitorial Supplies	114	700	200	1,600	128.57%
Departmental Supplies	19,331	28,800	23,000	29,900	3.82%
Technology Hardware & Accessories	58	800	800	3,700	362.50%
Medical Supplies	12	-	-	-	-
Meeting & Event Provisions	933	11,700	5,000	10,800	-7.69%
Uniforms	-	500	200	700	40.00%
Contracted Services	20,450	26,428	28,000	33,500	26.76%
Software License & Maintenance	3,943	6,704	6,700	7,100	5.91%
Contracted Services – Inst./Programs	28,948	199,700	125,000	190,000	-4.86%
Professional Services	-	3,200	850	3,000	-6.25%
Dues and Subscriptions	2,904	7,500	7,000	7,700	2.67%
Operating Licenses & Permits	190	1,000	1,000	-	-100.00%
Special Programs	30,822	50,000	35,000	156,000	212.00%
Capital Outlay - Improvements	-	20,000	20,000	65,000	225.00%
Capital Outlay - Equipment	-	12,000	12,000	-	-100.00%
<b>Total</b>	<b>\$ 443,601</b>	<b>\$ 870,955</b>	<b>\$ 686,710</b>	<b>\$ 1,101,000</b>	<b>26.41%</b>



## General Fund Non-Departmental

General Fund Debt Service					
Account Description	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Principal	4,473,631	5,201,200	5,201,200	5,495,800	5.66%
Interest	2,436,291	2,821,865	2,896,700	3,261,900	15.59%
Bond Issuance Costs	22,000	22,000	22,000	-	-100.00%
UW Discount	-	-	-	-	-
<b>Total</b>	<b>\$ 6,931,923</b>	<b>\$ 8,045,065</b>	<b>\$ 8,119,900</b>	<b>\$ 8,757,700</b>	<b>8.86%</b>

## Other Financing Uses

Other financing uses in the General Fund typically represent transfers to other funds such as capital project funds or special funds. For FY22-23, other use allocations include transfers of \$325,000 to General Fund Capital Projects, \$760,000 for Streets Capital Projects and 950,000 to the Recreation Project Fund. The General Fund Capital Project allocation includes the Firearms Training Center. Allocations for Streets Capital Projects are for Downtown Alley Improvements, Tingen Road Pedestrian Bridge, Ragan Road Sidepath, Justice Heights Street Extension. The Recreation Project funds are identified for Beaver Creek Greenway Improvements and Annual Greenway allocation.

General Fund Other Financing Uses					
Account Description	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Transfer to Recreation Reserve	-	-	-	1,073,600	-
Transfer to Affordable Housing	1,020,000	1,595,000	1,595,000	1,776,000	11.35%
Transfer to General Capital Projects	1,480,000	600,000	600,000	325,000	-45.83%
Transfer to Street Project	6,056,325	1,750,000	1,750,000	760,000	-56.57%
Transfer to Perry Library	-	443,400	443,400	400,000	-9.79%
Transfer to Recreation Project	-	300,000	300,000	950,000	216.67%
<b>Total</b>	<b>\$ 8,556,325</b>	<b>\$ 4,688,400</b>	<b>\$ 4,688,400</b>	<b>\$ 5,284,600</b>	<b>12.72%</b>

## Cemetery

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

General Fund Cemetery					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Departmental Supplies	-	-	-	-	-
Contracted Services	37,840	25,800	25,800	26,000	0.78%
Capital Outlay - Improvements	-	25,000	25,000	25,000	0.00%
<b>Total</b>	<b>\$ 37,840</b>	<b>\$ 50,800</b>	<b>\$ 50,800</b>	<b>\$ 51,000</b>	<b>0.39%</b>



## 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. For FY22-23, \$72,000 was allocated to fund applications from nine local non-profits.

General Fund Special Appropriations					
Account Description	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Apex Farmer's Market	20,000	18,000	18,000	17,800	-1.11%
Transitions Life Care	5,000	8,000	8,000	8,000	0.00%
Apex Downtown Business Association	21,274	8,000	8,000	8,000	0.00%
SAFEChild	10,000	8,000	8,000	15,000	87.50%
Western Wake Crisis Ministries	20,000	9,250	9,250	8,000	-13.51%
White Oak Foundation	10,000	8,000	8,000	-	-100.00%
CAPA	325	1,250	1,250	1,200	-4.00%
InterAct	-	1,500	1,500	-	-100.00%
YMCA	-	7,000	7,000	-	-100.00%
Apex Public School Foundation	-	-	-	1,000	-
Carolina Swims Foundation	-	-	-	5,000	-
Fiesta Cristiana	-	-	-	8,000	-
Chamber of Commerce	908	-	-	-	-
Downtown Development	65,681	-	-	-	-
Downtown Advertising	2,550	1,000	920	-	-100.00%
<b>Total</b>	<b>\$ 155,738</b>	<b>\$ 70,000</b>	<b>\$ 69,920</b>	<b>\$ 72,000</b>	<b>2.86%</b>

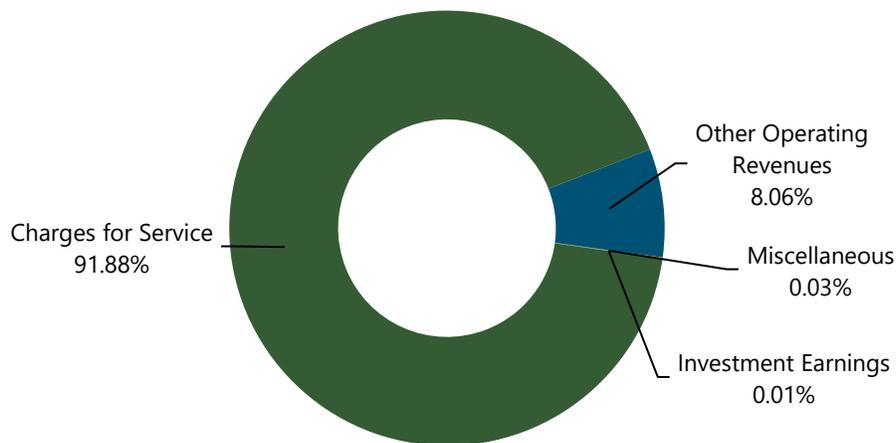
General Fund Contingency					
Account Description	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Contingency	-	150,000	-	150,000	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>0.00%</b>



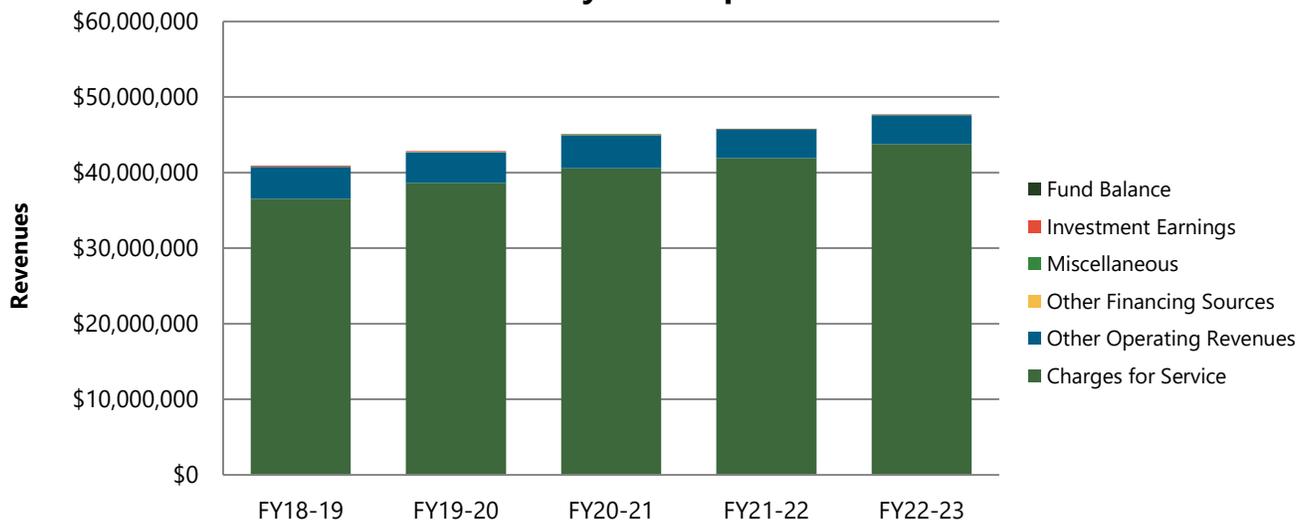
## Revenues by Source

Electric Fund Revenues by Source					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Charges for Service	40,591,032	41,905,000	41,979,220	43,795,100	4.51%
Other Operating Revenues	4,367,334	3,842,200	3,732,200	3,840,700	-0.04%
Other Financing Sources	20,000	10,000	-	10,000	0.00%
Miscellaneous	96,735	13,000	22,213	15,000	15.38%
Investment Earnings	13,668	6,000	2,000	5,200	-13.33%
Fund Balance	-	337,125	-	-	-100.00%
<b>Total</b>	<b>\$45,088,769</b>	<b>\$46,113,325</b>	<b>\$45,735,633</b>	<b>\$47,666,000</b>	<b>3.37%</b>

Electric Fund Revenues by Source FY22-23



Electric Fund Revenues by Source:  
Multiyear Comparison



## **Source Descriptions**

### **Charges for Service**

Electric charges account for 91.88 percent of Electric Fund revenues. Electric consumption by citizens and other customers generates these revenues. The Town has a residential base charge of \$25.00 and a per kWh energy charge of \$.0942. Electric charges, along with penalties and reconnection fees account for \$43.92 million in the FY22-23 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 FY22-23 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 FY22-23 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 \$5,200 in the FY22-23 Electric Fund budget.

### **Miscellaneous**

Miscellaneous revenues in the Electric Fund include revenues that do not easily fit into other categories. Miscellaneous revenues account for \$15,000 in FY22-23.

### **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 FY22-23 Electric Fund budget.

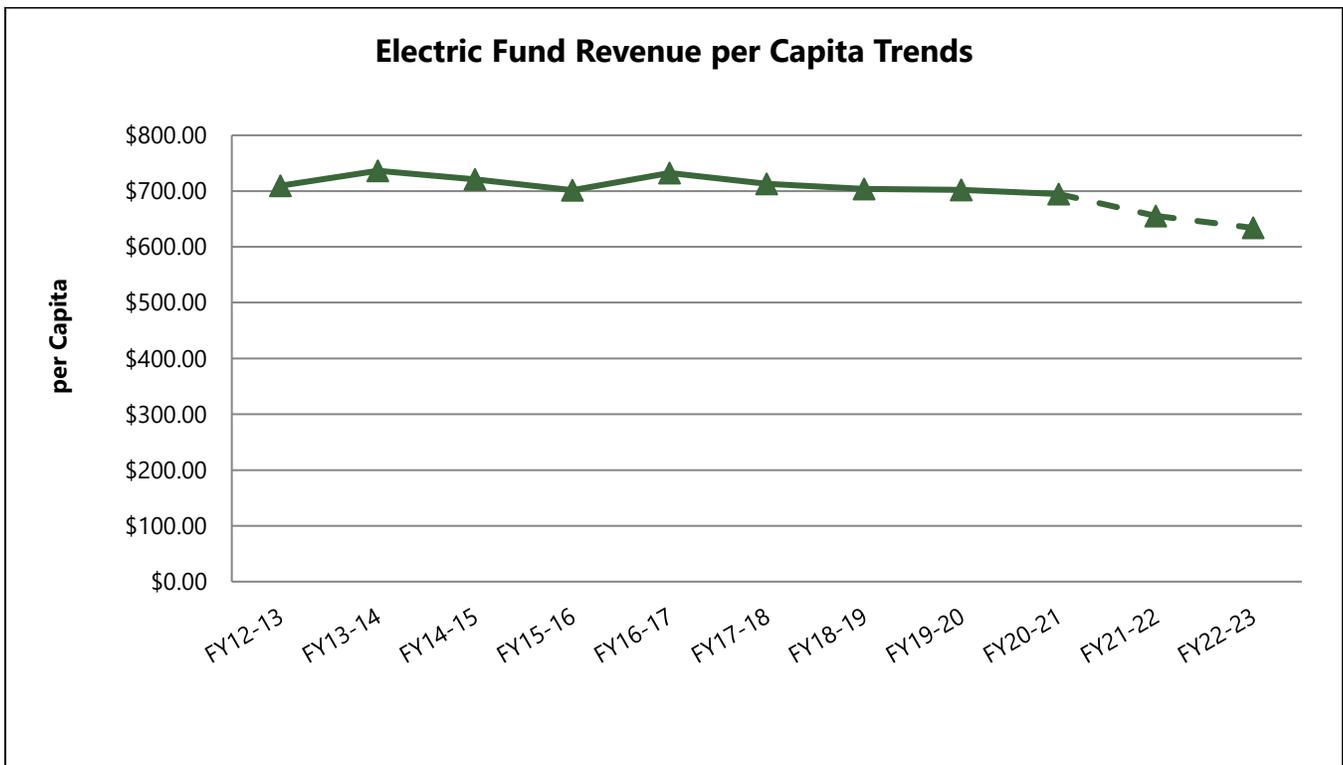
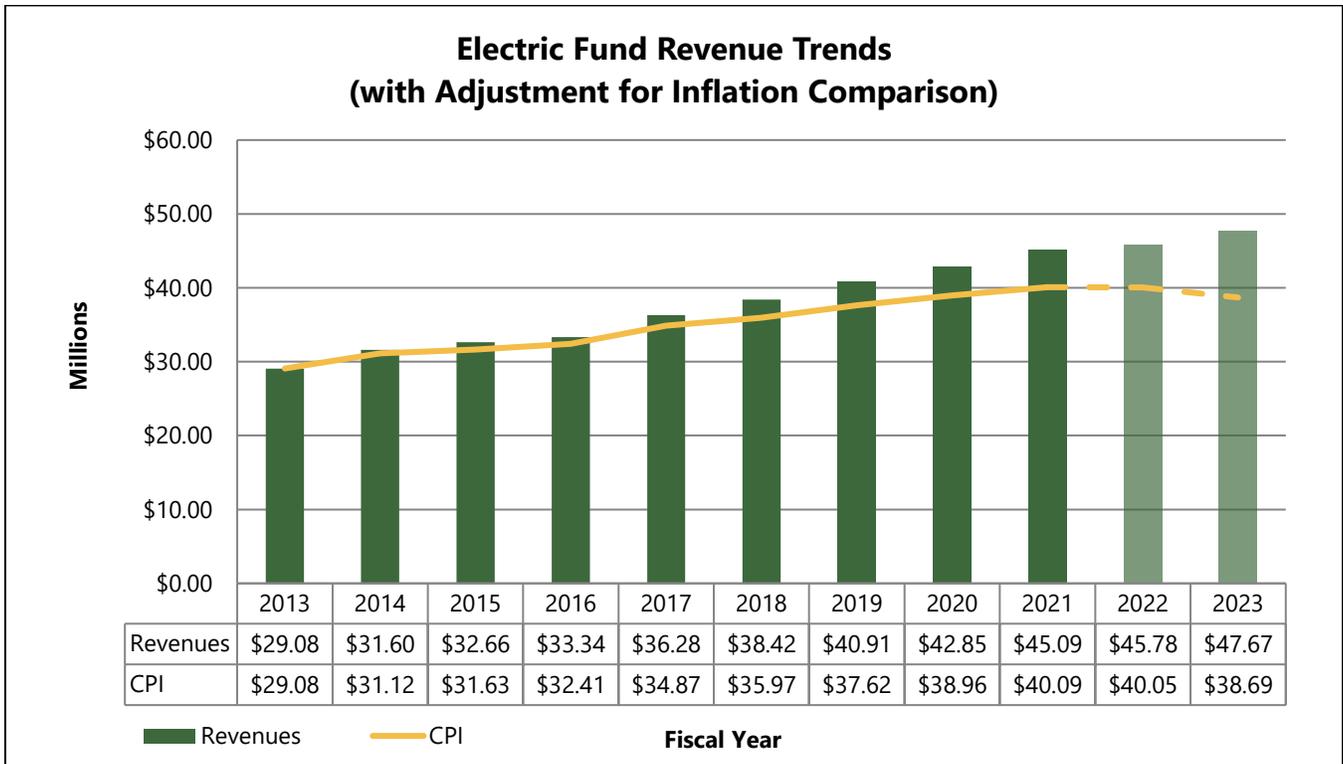


**Revenues by Line Item**

<b>Electric Fund Revenues</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Recommend</b>	<b>Percent Change</b>
Wake County Grants	-	-	-	-	-
State Grants	-	-	-	-	-
Sales - Residential	28,662,973	30,307,000	30,307,000	31,690,000	4.56%
Sales - Demand	1,965,483	1,882,000	1,882,000	2,118,900	12.59%
Sales - Commercial	9,877,575	9,556,000	9,556,000	9,861,200	3.19%
Pole Relocation	-	-	3,220	-	-
Sales Tax	2,809,316	2,922,200	2,922,200	3,045,700	4.23%
Reconnection Fees	(1,969)	20,000	75,000	30,000	50.00%
Service Initiation Fees	87,278	80,000	72,000	75,000	-6.25%
Penalties	(307)	60,000	84,000	20,000	-66.67%
Underground Primary	675,005	350,000	300,000	225,000	-35.71%
Underground Secondary	709,103	420,000	410,000	420,000	0.00%
Electric Meters	173,910	150,000	100,000	150,000	0.00%
Interest Earned	13,668	6,000	2,000	5,200	-13.33%
Miscellaneous Revenue	(13,079)	13,000	20,000	15,000	15.38%
Insurance Refunds	9,132	-	2,213	-	-
Mutual Aid	100,682	-	-	-	-
Sale of Capital Assets	20,000	10,000	-	10,000	0.00%
Fund Bal Appropriated - Budget	-	-	-	-	-
Fund Bal Appropriated - Amend	-	90,370	-	-	-100.00%
Fund Bal App - PO Carryover	-	246,755	-	-	-100.00%
<b>Total</b>	<b>\$45,088,769</b>	<b>\$46,113,325</b>	<b>\$45,735,633</b>	<b>\$47,666,000</b>	<b>3.37%</b>



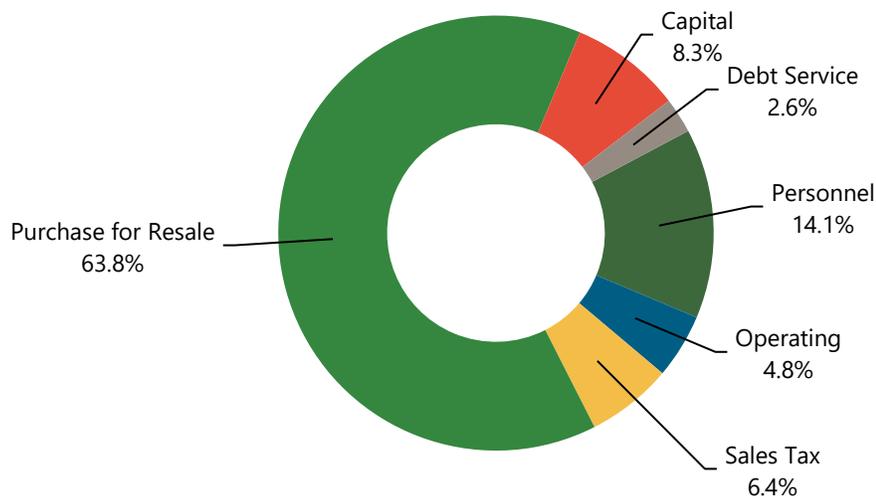
## Revenue Trends



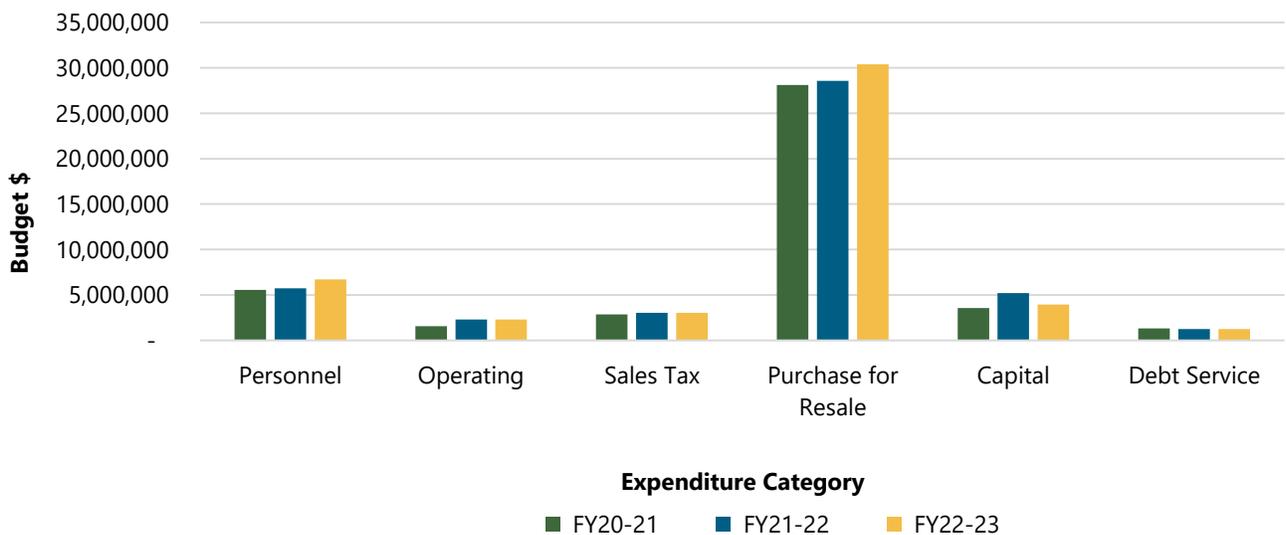
**Expenditures by Type**

Electric Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	5,564,316	5,741,220	5,554,800	6,727,700	17.18%
Operating	1,559,928	2,300,492	1,914,800	2,293,700	-0.30%
Sales Tax	2,869,664	3,039,000	3,010,000	3,040,000	0.03%
Purchase for Resale	28,106,211	28,558,800	27,866,000	30,400,000	6.45%
Capital	3,578,727	5,225,013	3,970,500	3,955,800	-24.29%
Debt Service	1,320,509	1,248,800	-	1,248,800	0.00%
<b>Total</b>	<b>\$42,999,355</b>	<b>\$46,113,325</b>	<b>\$42,316,100</b>	<b>\$47,666,000</b>	<b>3.37%</b>

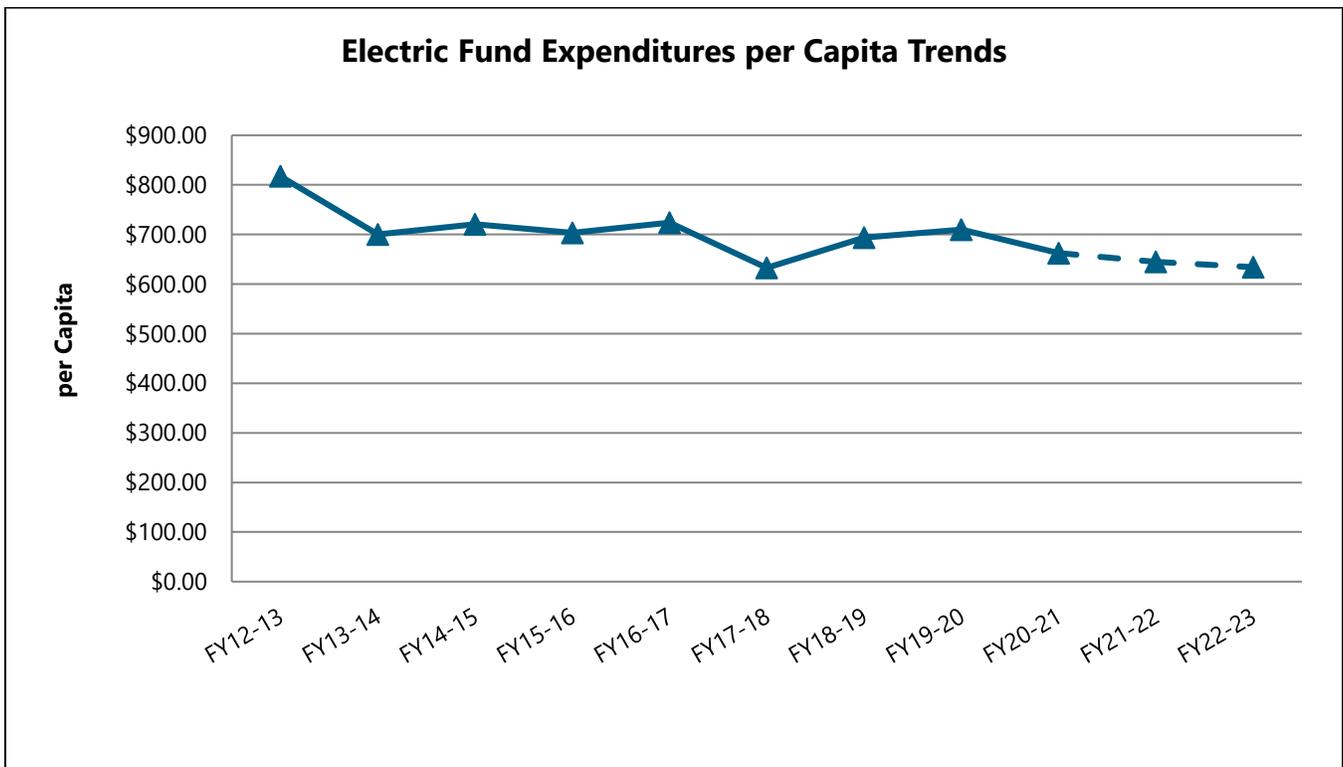
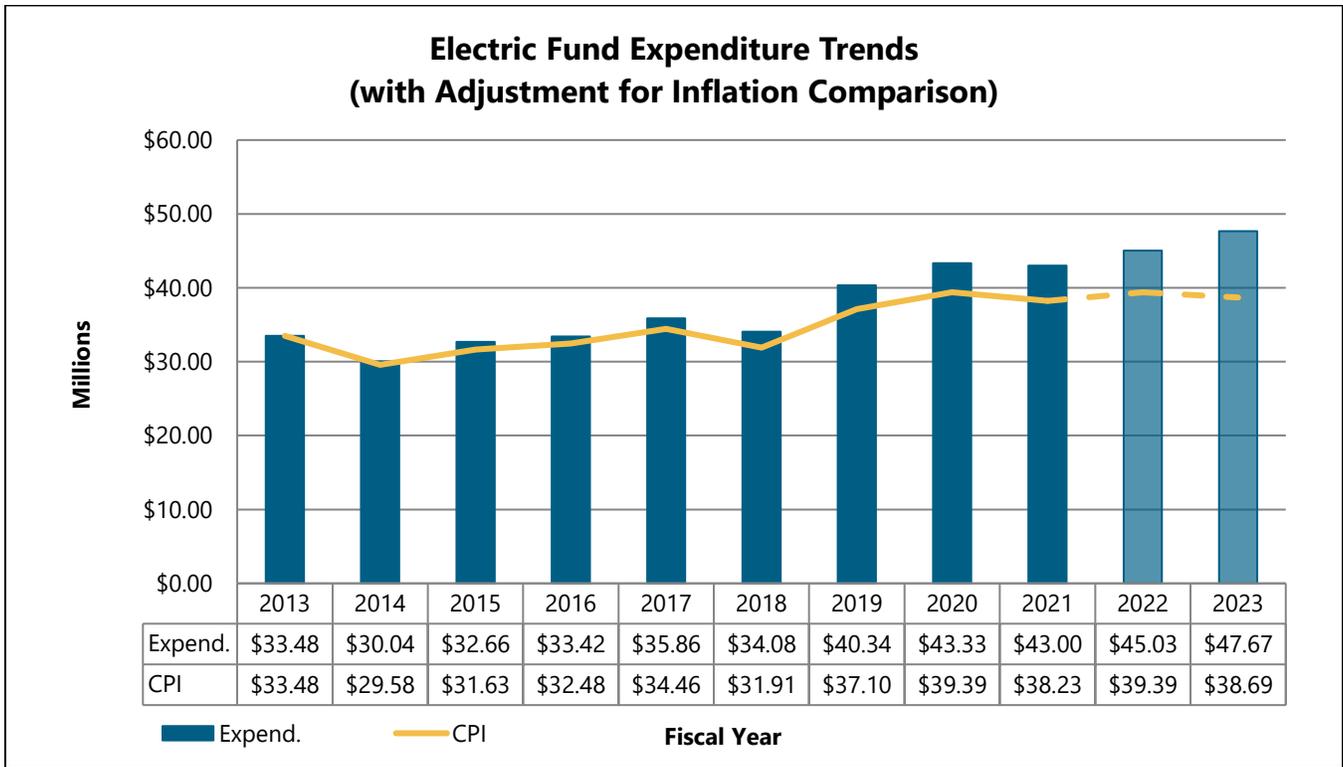
**Electric Fund Expenditures by Type FY22-23**



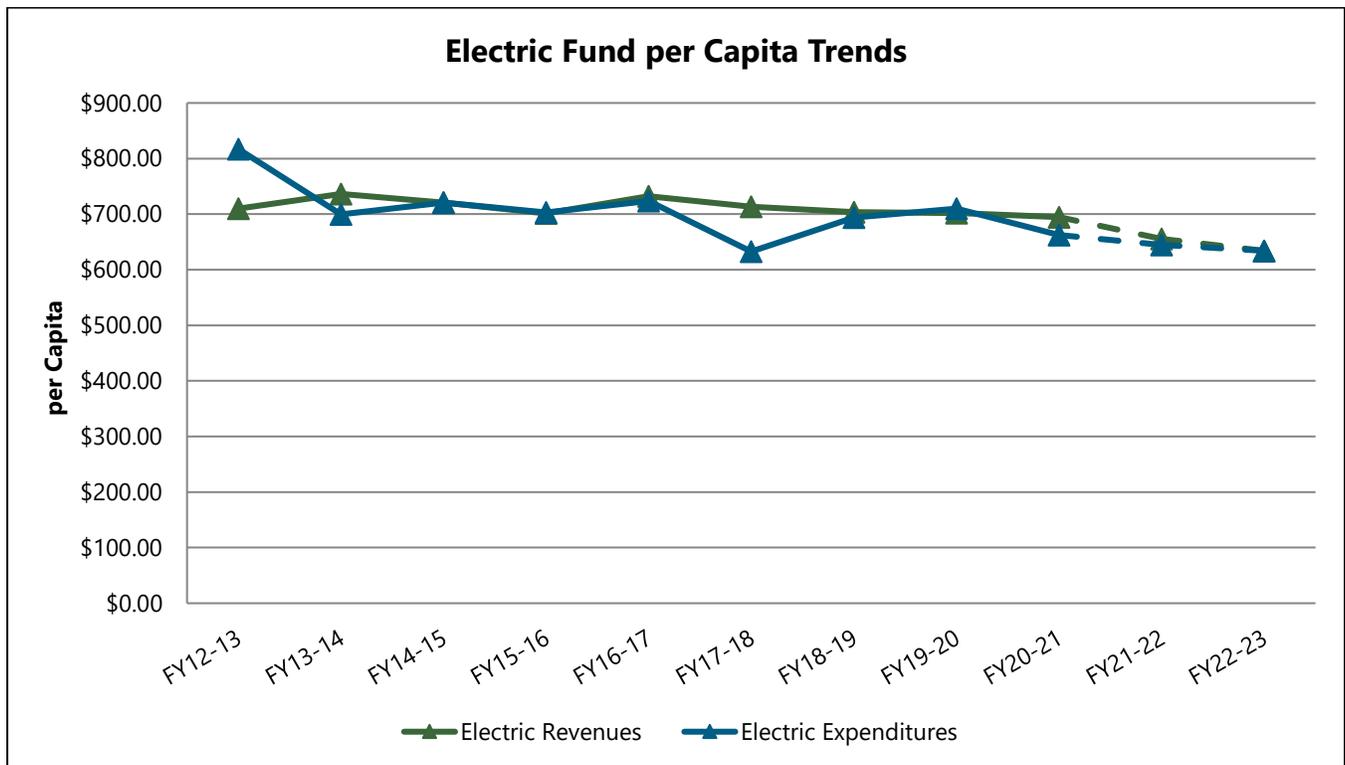
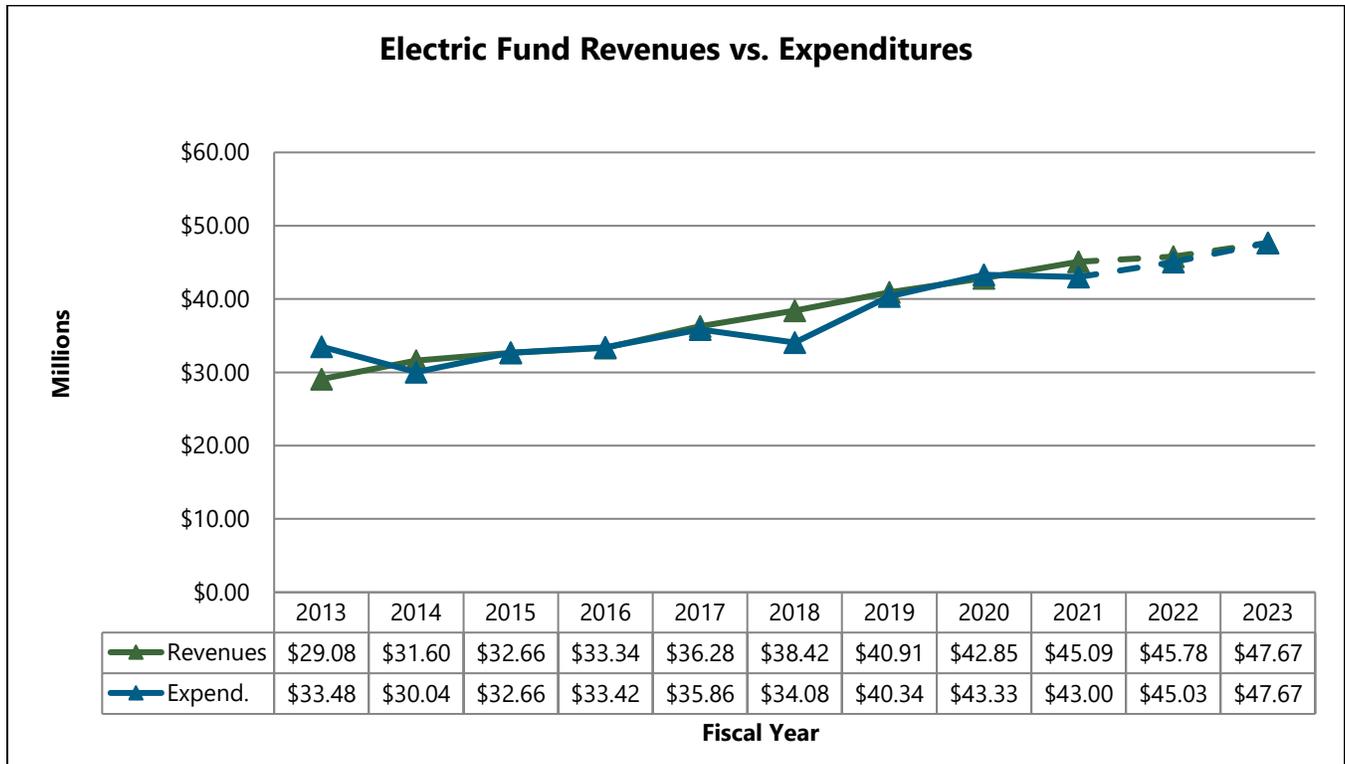
**Electric Fund Expenditures by Type**



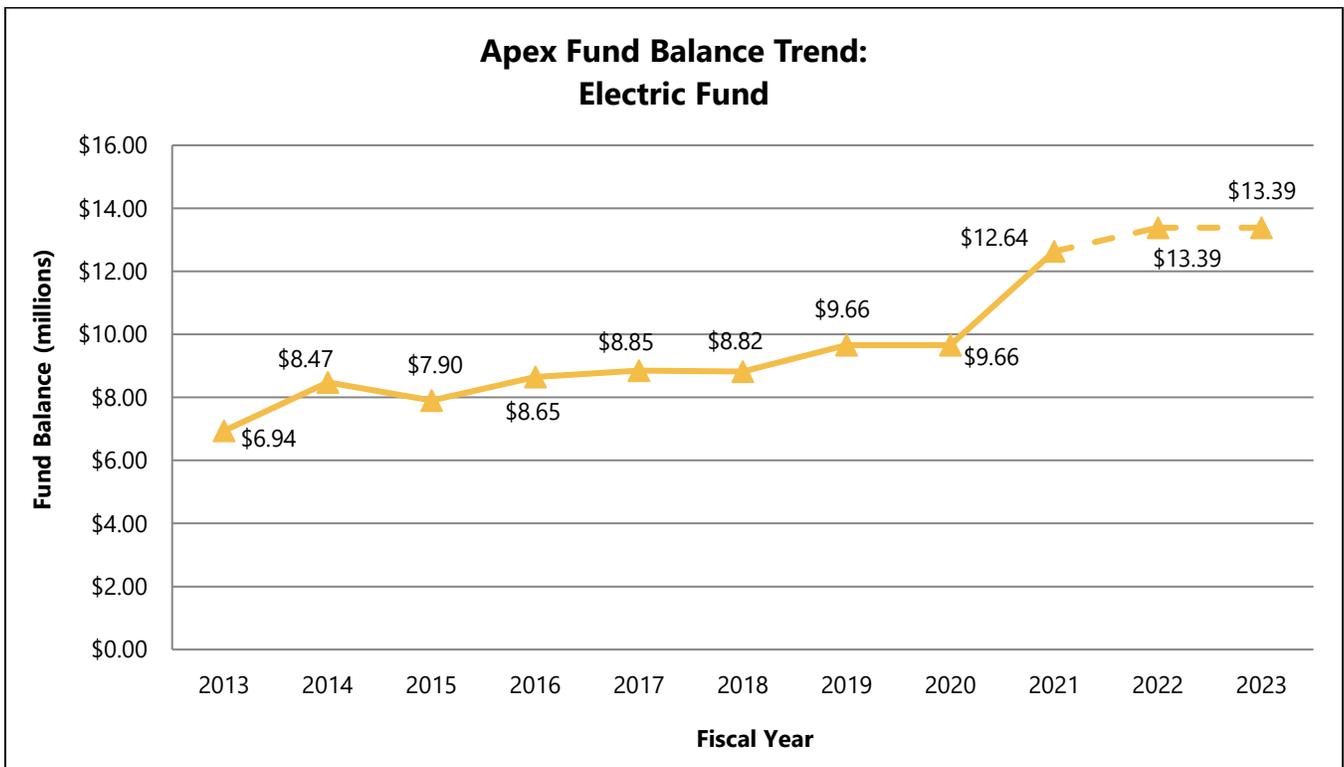
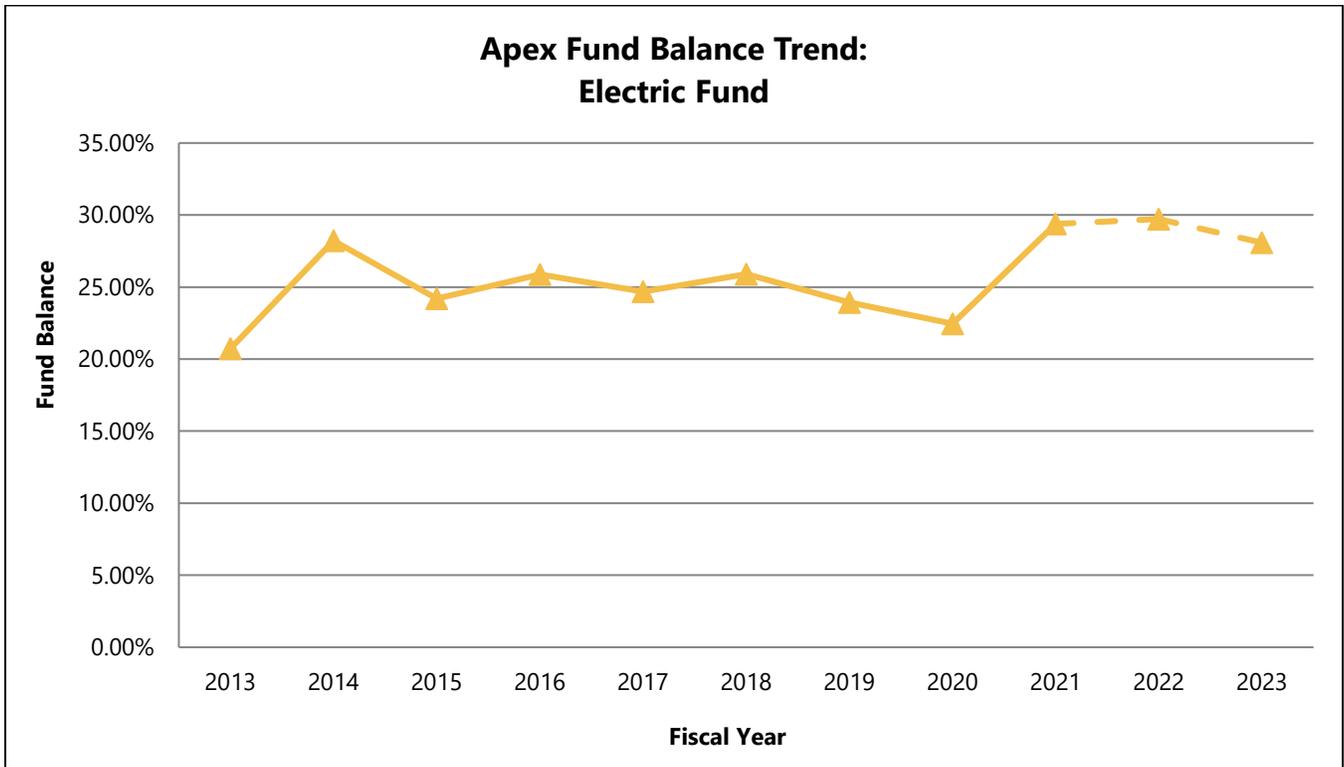
**Expenditure Trends**



## Revenues vs. Expenditures

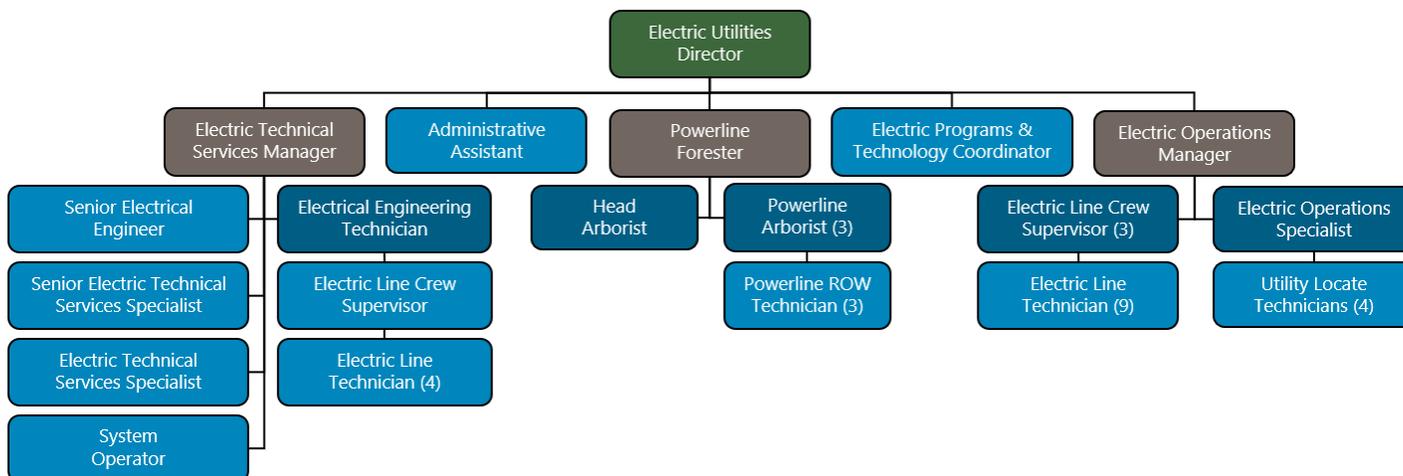


**Fund Balance**



# ELECTRIC UTILITY

Reports to Assistant Town Manager



## 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, designing and engineering infrastructure for new development, performing electric system maintenance, including necessary upgrades, maintaining integrity of power via right-of-way maintenance, conducting substation monitoring and testing, and restoring outages.

## Recent Accomplishments

- Completing Phase 1 of the LED conversion in subdivisions across town. This phase replaced approximately half of the residential subdivision lighting systems.
- Installed hardware and activated the test SCADA system in our East William Substation. This was the initial phase of a comprehensive system overhaul to provide remote intelligence in all our points of delivery of bulk power purchased from Duke Energy.
- Installation of electric distribution system for Cash Corporate Park. This project was a top priority for our Economic Development department.

## Strategic Goal Activities

### Responsible Development

- Replace HID lighting with LED fixtures across the Town to reduce overall cost of service through reduced energy purchases. The overhead crew will be dedicated to replacing fixtures for the next three years. Currently, 1,600 fixtures have been purchased and are ready for installation.
- Upgrades to the Outage Management System that will enable the Town to respond to customers via social media or texting to communicate outages and other electric safety concerns. This initiative is focused on the integration of technology into our business operations to enhance business excellence. Technology is a force multiplier for our existing resources allowing the Town to increase services without having to add new personnel.

### Environmental Leadership

- Maintain the equipment and infrastructure to improve reliability and service delivery. The Town will demonstrate an improvement of reliability and service delivery through the right-of-way pollinator project. In addition to reducing



our reliance on chemicals to inhibit growth, the Town will be promoting healthy species of pollinators in the rights-of-way and maintain their health with the cultivation of honey bee hives.

## **FY 2022-2023 Budget Highlights**

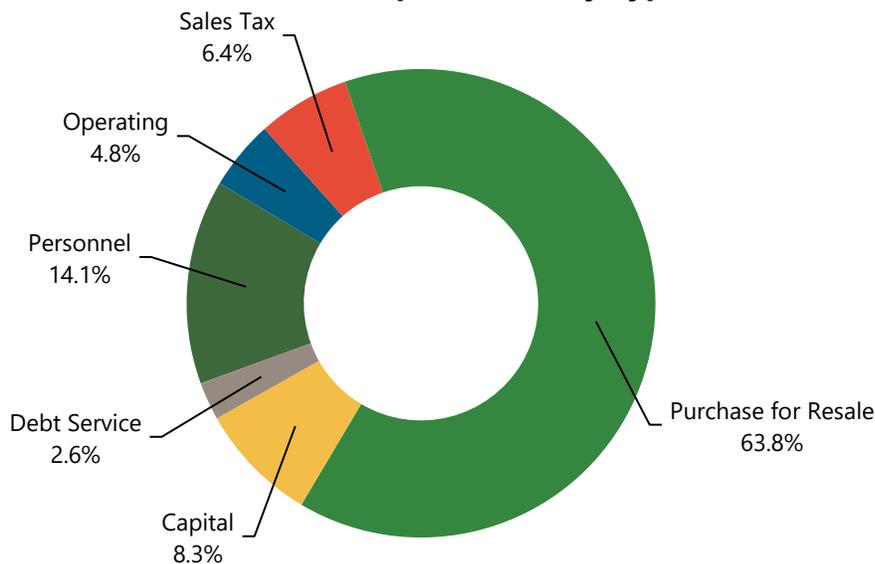
- The Electric Utility Fund budget as a whole increased by 3.37 percent in FY22-23. Within the fund, the Electric Utility department budget increased by 3.91 percent in FY22-23.
- The Electric Utility budget is equivalent to \$2,103.01 per utility account.
- The Town plans to spend \$602.14 per capita for the Electric Utility in FY22-23.
- Major budget changes include the addition of two new staff members including an Arborist, a System Operator, and the associated onboarding costs.
- The budget includes capital equipment including one vehicle replacement, one vehicle addition, a full feature plotter, a ventrac replacement and a power rake attachment, and \$2,500,000 in capital improvements for electric system expansion.



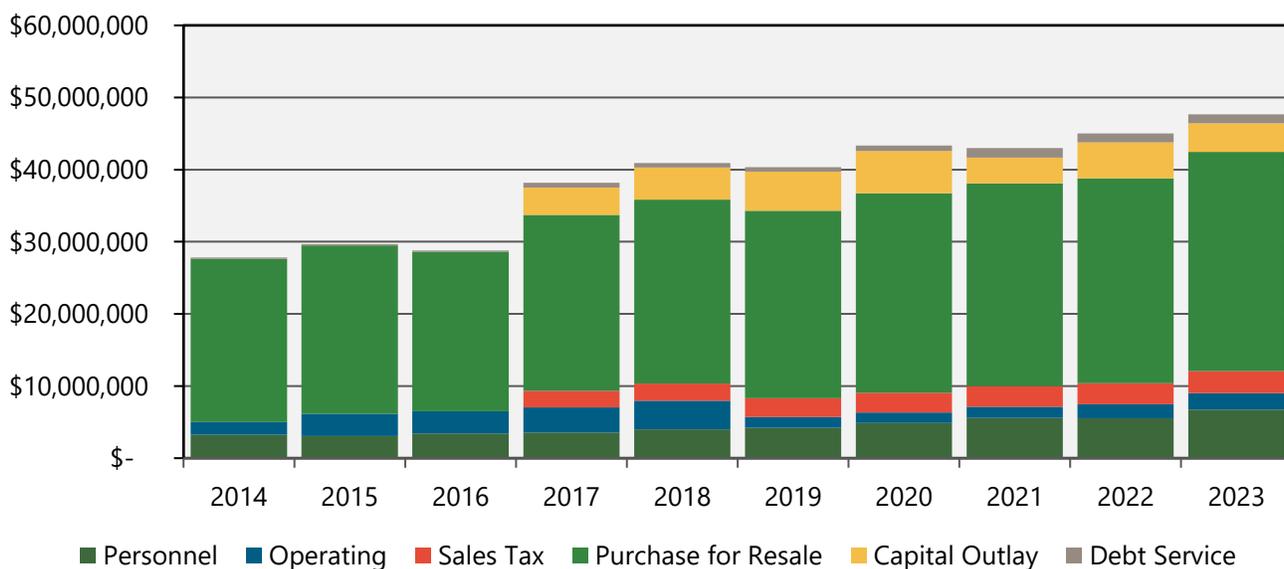
## Budget Summary

Electric Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	\$5,564,316	\$5,741,220	\$5,554,800	\$6,727,700	17.18%
Operating	\$1,559,928	\$2,300,492	\$1,914,800	\$2,293,700	-0.30%
Sales Tax	\$2,869,664	\$3,039,000	\$2,903,928	\$3,040,000	0.03%
Purchase for Resale	\$28,106,211	\$28,558,800	\$28,442,000	\$30,400,000	6.45%
Capital	\$3,578,727	\$5,225,013	\$4,970,500	\$3,955,800	-24.29%
Debt Service	\$1,320,509	\$1,248,800	\$1,248,800	\$1,248,800	0.00%
<b>Total</b>	<b>\$42,999,355</b>	<b>\$46,113,325</b>	<b>\$45,034,828</b>	<b>\$47,666,000</b>	<b>3.37%</b>

Electric Fund Expenditures by Type



Electric Fund Expenditure History



## Line Item Expenditures

Electric Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	3,500,504	4,014,219	3,950,000	4,626,200	15.25%
Part-Time Salaries	20,851	38,100	22,000	28,800	-24.41%
FICA	252,160	307,870	294,500	349,900	13.65%
Group Insurance	464,304	557,704	481,000	750,300	34.53%
OPEB Expense	540,361	49,000	49,000	49,000	0.00%
Retiree Insurance	7,591	21,500	13,500	8,000	-62.79%
General Retirement	557,875	454,190	449,000	559,400	23.16%
401K General	172,433	199,411	195,000	230,600	15.64%
Workers Comp	48,237	99,226	100,800	125,500	26.48%
Postage	188	12,700	800	10,100	-20.47%
Telephone & Communication	23,063	33,200	26,000	28,500	-14.16%
Printing	1,363	6,817	4,200	7,100	4.15%
Utilities	-	25,500	25,000	37,000	45.10%
Travel and Training	33,549	38,700	34,700	56,500	45.99%
Maintenance & Repair - Building	147	12,000	10,000	12,500	4.17%
Maintenance & Repair - Equipment	36,604	15,000	15,000	15,000	0.00%
Maintenance & Repair - Vehicle	64,966	65,000	72,000	65,000	0.00%
Maintenance & Repair - Utility System	276,862	298,296	297,000	275,000	-7.81%
Rental - Equipment	-	15,000	25,000	15,000	0.00%
Automotive Supplies	22,772	15,000	16,000	18,000	20.00%
Motor Fuel	64,767	60,000	90,000	90,000	50.00%
Office Supplies	414	2,000	2,000	2,000	0.00%
Janitorial Supplies	2,978	1,500	1,100	1,500	0.00%
Departmental Supplies	112,595	136,246	130,600	158,600	16.41%
Technology Hardware & Accessories	3,126	19,400	15,000	51,300	164.43%
Safety Supplies	3,527	1,500	-	9,800	553.33%
Medical Supplies	77	1,000	600	1,000	0.00%
Meeting & Event Provisions	2,219	4,600	3,800	6,500	41.30%
Community Outreach Material	-	4,570	4,500	3,000	-34.35%
State of Emergency Supplies	2,508	-	-	-	-
Uniforms	15,595	20,500	20,500	19,900	-2.93%
Sales Tax	2,869,664	3,039,000	2,903,928	3,040,000	0.03%
Customer Rebates	100	5,000	2,500	5,000	0.00%
Contracted Services	89,041	95,966	98,000	165,800	72.77%
Personal Protective Equipment	13,333	15,500	13,000	15,500	0.00%
Bank / Transaction Fees	323,679	323,200	243,000	300,000	-7.18%
Software License & Maintenance	133,571	290,787	260,800	277,800	-4.47%
Contracted Services - Billing/Collections	161,798	122,000	160,000	160,000	31.15%
Professional Services	63,890	201,010	201,000	127,000	-36.82%
Purchases for Resale	28,106,211	28,558,800	28,442,000	30,400,000	6.45%
Dues and Subscriptions	46,259	55,700	55,000	93,000	66.97%
Insurance - General Liability	58,261	77,800	77,700	91,300	17.35%
Insurance - Deductible	2,676	25,000	10,000	25,000	0.00%
Capital Outlay - Easements	11,927	50,000	-	50,000	0.00%
Capital Outlay - Improvements	2,118,293	3,544,513	3,350,000	2,500,000	-29.47%
Capital Outlay - Equipment	323,507	630,500	620,500	405,800	-35.64%
<b>Total</b>	<b>\$ 40,553,846</b>	<b>\$ 43,564,525</b>	<b>\$ 42,786,028</b>	<b>\$ 45,267,200</b>	<b>3.91%</b>



**Electric Fund Non-Departmental**

<b>Electric Fund Debt Service</b>					
<b>Account Description</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Principal	991,000	1,022,000	1,022,000	1,022,000	0.00%
Interest	329,509	226,800	226,800	226,800	0.00%
Bond Issuance Costs	-	-	-	-	-
<b>Total</b>	<b>\$1,320,509</b>	<b>\$1,248,800</b>	<b>\$1,248,800</b>	<b>\$1,248,800</b>	<b>0.00%</b>

**Other Uses**

Other uses in the Electric Fund typically represent transfers to capital project funds. For FY22-23, these transfers include \$1,000,000 for a smart grid and advanced metering solution.

<b>Electric Fund Other Uses</b>					
<b>Account Description</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Transfer to W/S Project Fund	-	-	-	-	-
Transfer to Electric Capital Project	1,125,000	1,000,000	1,000,000	1,000,000	0.00%
<b>Total</b>	<b>\$1,125,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>0.00%</b>

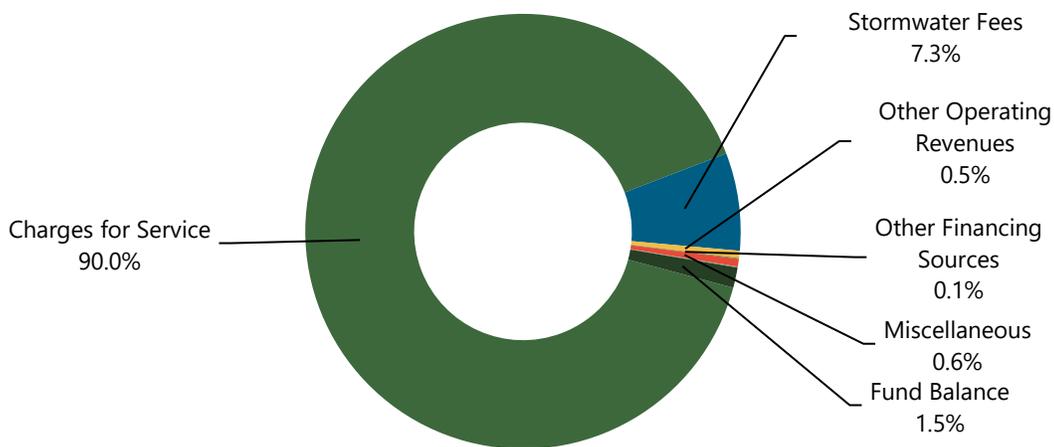
<b>Electric Fund Contingency</b>					
<b>Account Description</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Contingency	-	300,000	-	150,000	-50.00%
<b>Total</b>	<b>\$ -</b>	<b>\$300,000</b>	<b>\$ -</b>	<b>\$150,000</b>	<b>-50.00%</b>



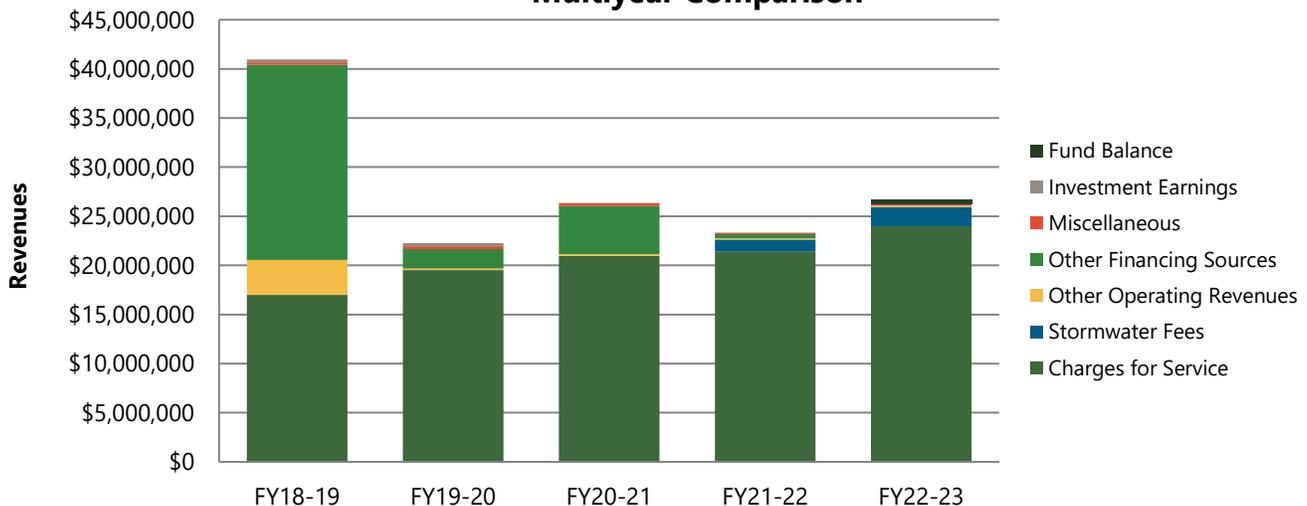
## Water & Sewer Fund Revenues by Source

Water & Sewer Fund Revenues by Source					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Charges for Service	20,986,570	21,452,000	21,416,200	23,996,500	11.86%
Stormwater Fees	-	1,000,000	1,214,800	1,935,600	93.56%
Other Operating Revenues	146,193	135,000	142,000	145,000	7.41%
Other Financing Sources	4,907,606	403,250	392,250	15,000	-96.28%
Miscellaneous	268,298	196,000	138,600	152,000	-22.45%
Investment Earnings	44,023	24,000	7,000	20,000	-16.67%
Fund Balance	-	1,442,960	-	400,000	-72.28%
<b>Total</b>	<b>\$26,352,690</b>	<b>\$24,653,210</b>	<b>\$23,310,850</b>	<b>\$26,664,100</b>	<b>8.16%</b>

Water & Sewer Fund Revenues by Source FY22-23



Water & Sewer Fund Revenues by Source: Multiyear Comparison



## Source Descriptions

### **Charges for Service**

Water and sewer charges account for 90 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 \$6.00 for residents. Tier 1 is \$4.30 for 0-6,000 gallons of consumption, tier 2 is \$4.94 for 6,001-12,000 gallons, and tier 3 is \$6.65 for consumption above 12,000 gallons. Sewer charges are also volumetric per 1,000 gallons but at a single rate of \$7.46 plus a base rate of \$10.75. Rates are double for customers not within the town limits. Water and sewer charges, including bulk water sales and tap fees account for \$23.99 million in the FY22-23 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 \$1.94 million in the FY22-23 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 \$145,000 in the FY22-23 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 FY22-23 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 \$20,000 in the FY22-23 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 \$152,000 in FY22-23.

### **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 \$400,000 in fund balance appropriations for the FY22-23 Water & Sewer Fund budget including \$150,000 for Humie Olive Water Loop and \$250,000 for a crane truck replacement.

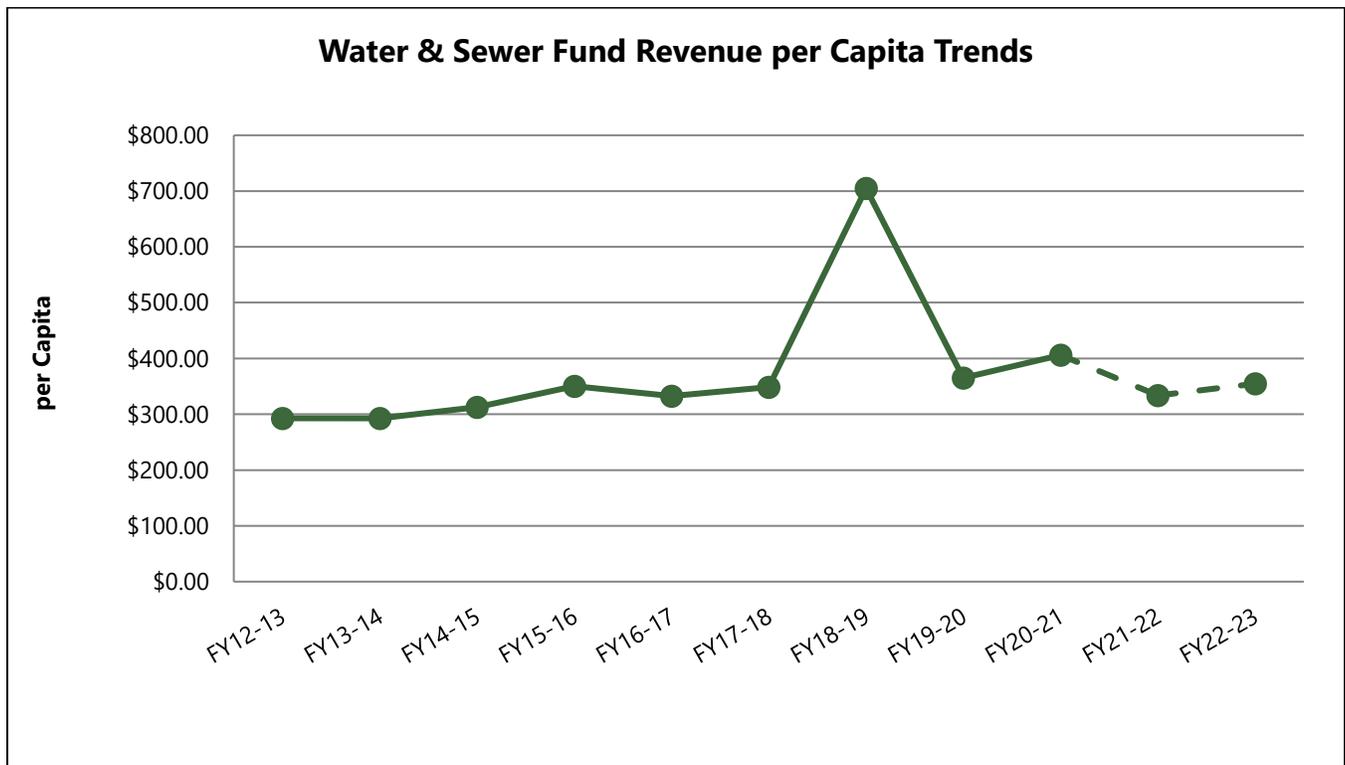
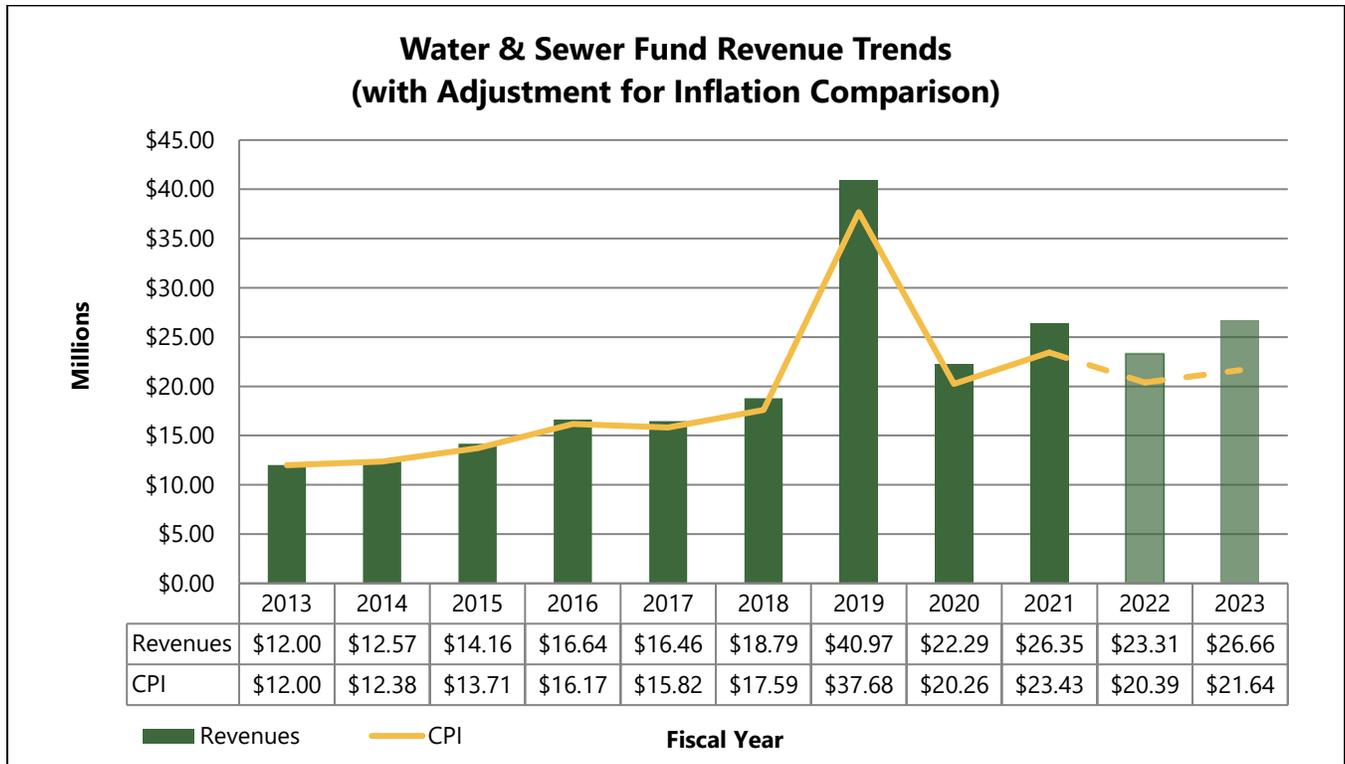


**Revenues by Line Item**

<b>Water &amp; Sewer Fund Revenues</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Wake County Grants	-	-	-	-	-
FEMA	-	-	-	-	-
Re-inspection Fees	166,806	170,000	117,000	125,000	-26.47%
Water Quality Testing	6,375	6,000	8,600	7,000	16.67%
Water Sales	8,029,422	8,244,000	8,224,200	9,346,700	13.38%
Sales of Bulk Water	307,800	280,000	280,000	280,000	0.00%
Sewer Charges	12,225,345	12,528,000	12,588,000	14,019,800	11.91%
Water Taps	424,003	400,000	324,000	350,000	-12.50%
Sewer Taps	-	-	-	-	-
Rentals - Water Tanks	146,193	135,000	142,000	145,000	7.41%
Stormwater Fees - Residential	-	500,000	784,800	1,110,600	122.12%
Stormwater Fees - Commercial	-	500,000	430,000	825,000	65.00%
Interest Earned	44,023	24,000	7,000	20,000	-16.67%
Miscellaneous Revenue	95,117	20,000	13,000	20,000	0.00%
Insurance Refunds	-	-	-	-	-
Sale of Capital Assets	-	15,000	4,000	15,000	0.00%
Transfer from W/S Reserve	2,410,409	-	-	-	-
Fund Bal Appropriated - Budget	-	900,000	-	400,000	-55.56%
Fund Bal Appropriated - Amend	-	249,130	-	-	-100.00%
Fund Bal App - PO Carryover	-	293,830	-	-	-100.00%
<b>Total</b>	<b>\$26,352,690</b>	<b>\$24,653,210</b>	<b>\$23,310,850</b>	<b>\$26,664,100</b>	<b>8.16%</b>



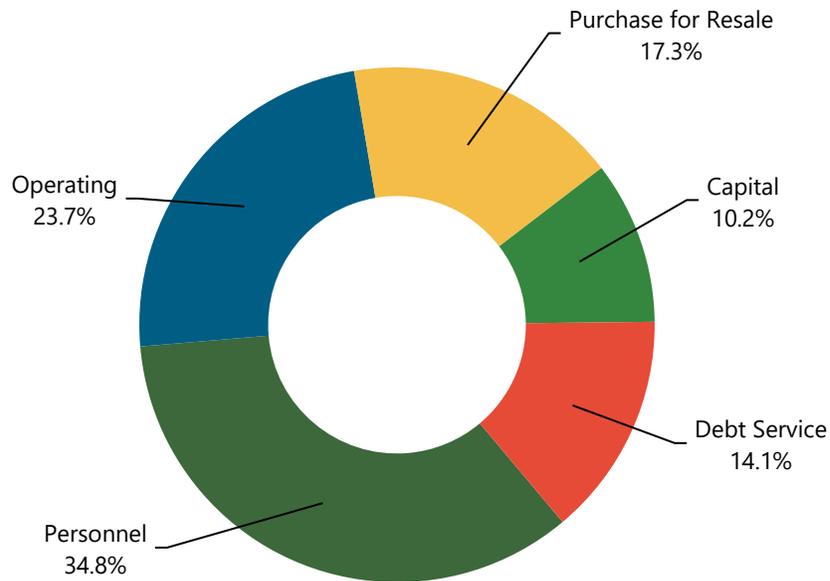
## Revenue Trends



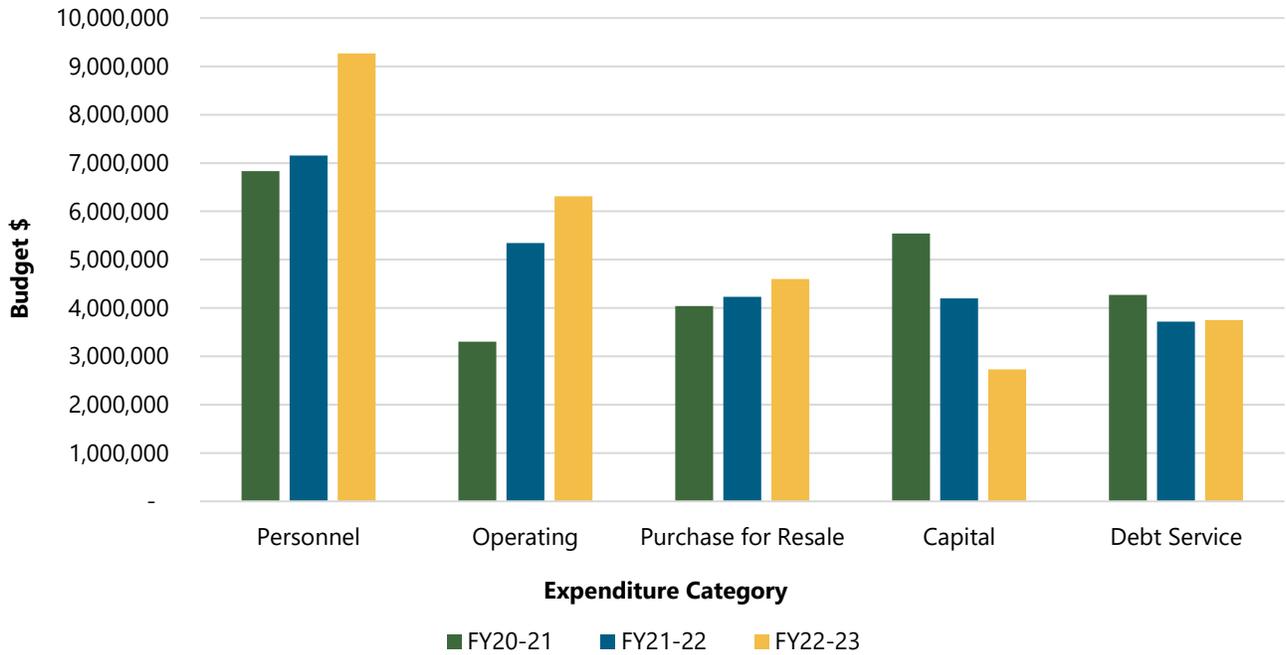
## Water & Sewer Fund Expenditures by Type

Water & Sewer Fund Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	6,834,655	7,153,880	6,603,200	9,269,700	29.58%
Operating	3,305,540	5,344,697	4,760,350	6,313,100	18.12%
Purchase for Resale	4,043,601	4,235,000	4,174,000	4,600,000	8.62%
Capital	5,543,969	4,198,533	3,977,008	2,728,900	-35.00%
Debt Service	4,268,690	3,721,100	3,721,100	3,752,400	0.84%
<b>Total</b>	<b>\$23,996,455</b>	<b>\$24,653,210</b>	<b>\$23,235,658</b>	<b>\$26,664,100</b>	<b>8.16%</b>

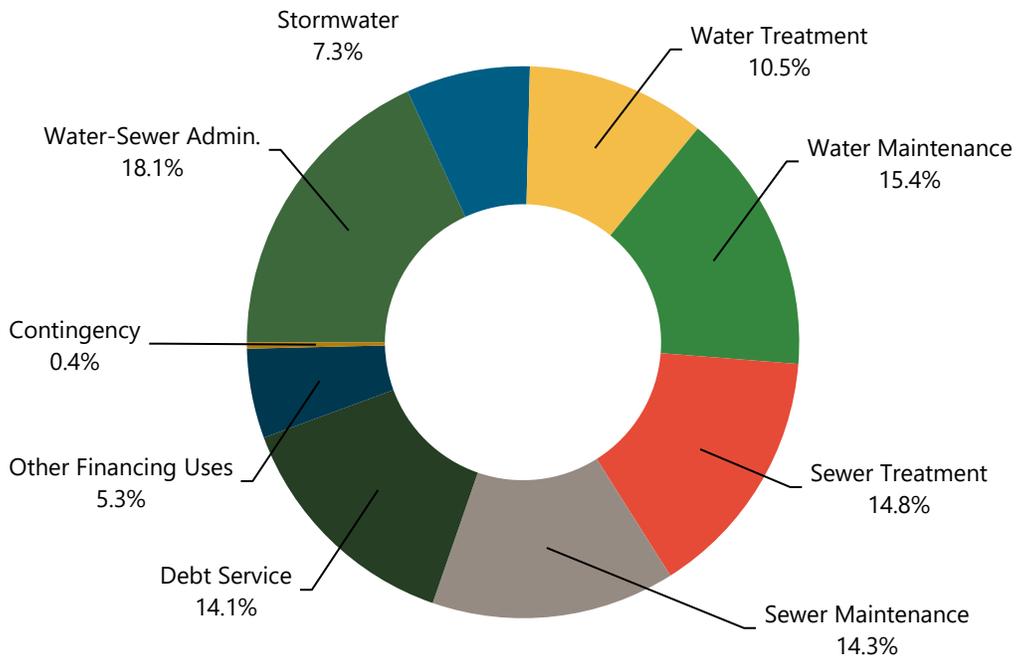
Water & Sewer Fund Expenditures by Type  
FY22-23



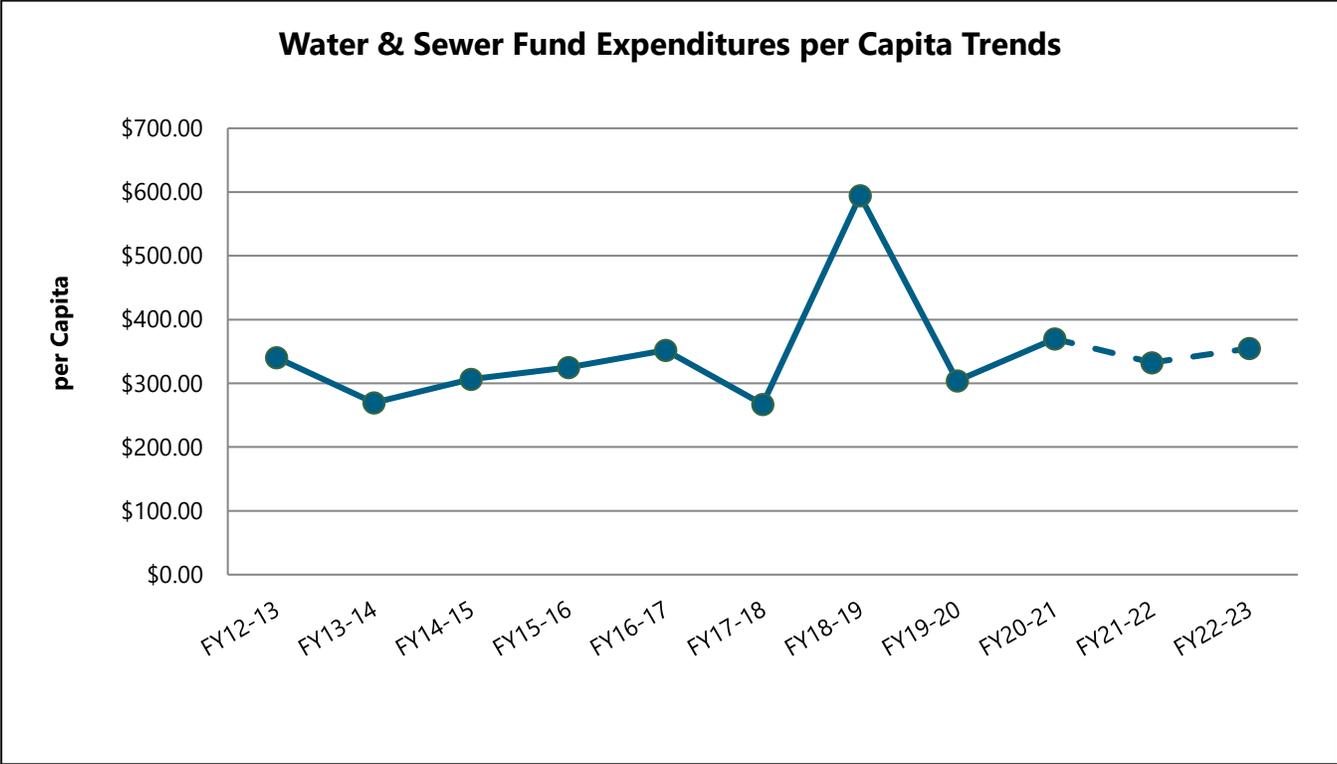
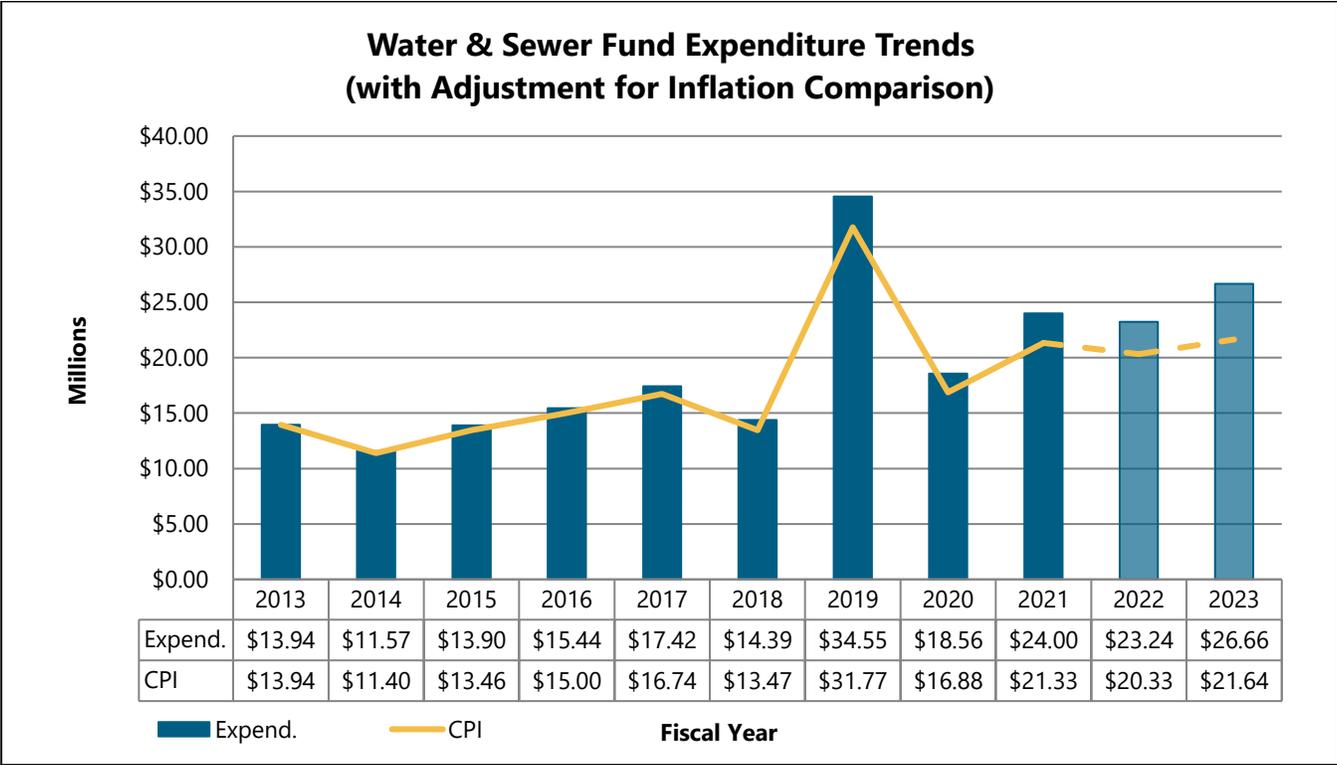
### Water & Sewer Fund Expenditures by Type



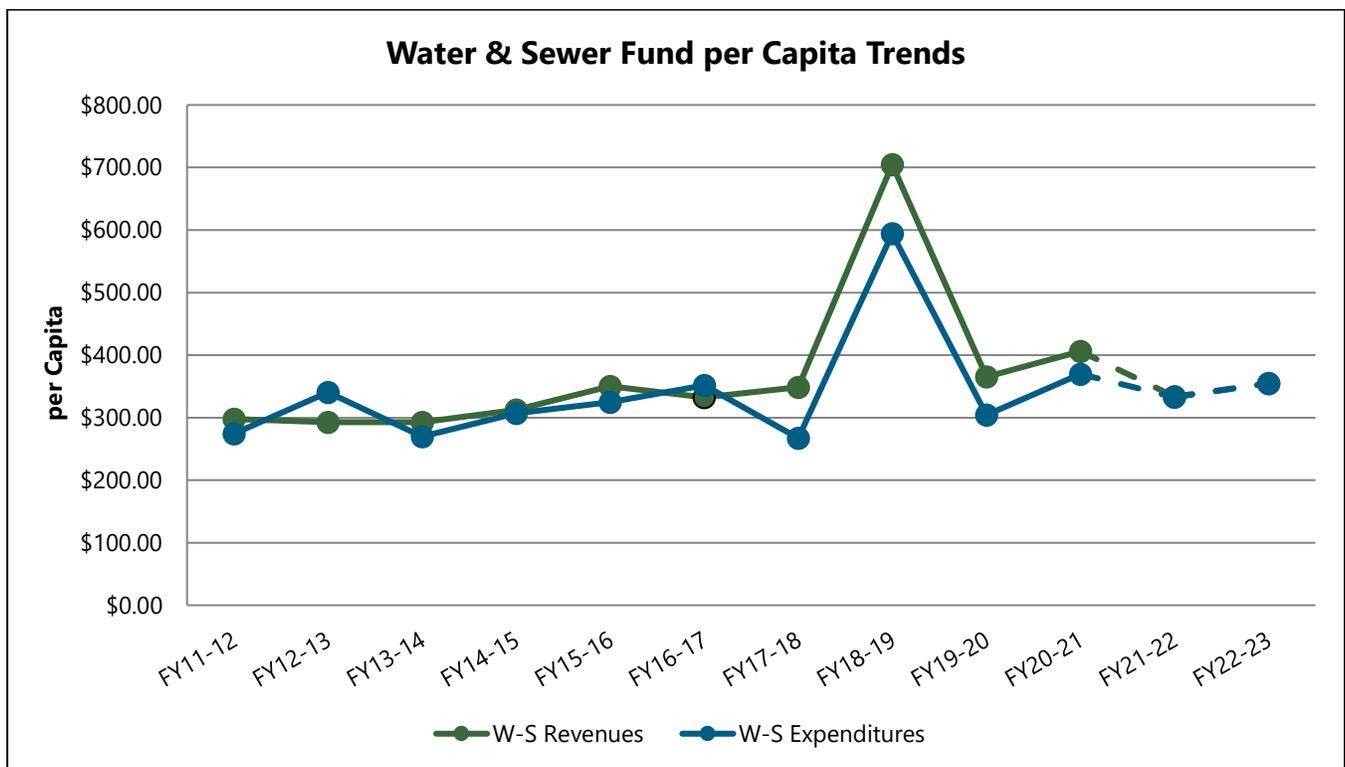
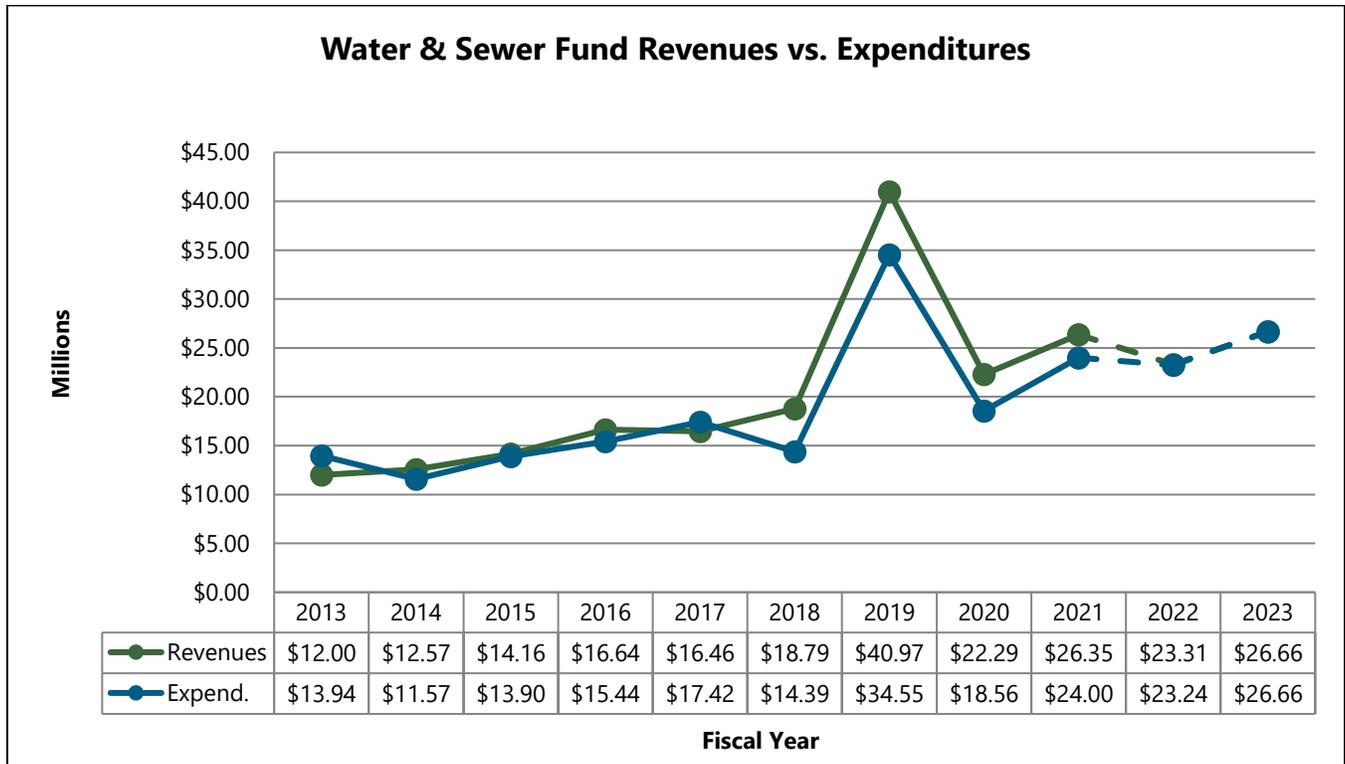
### Water & Sewer Fund Expenditures by Division FY22-23



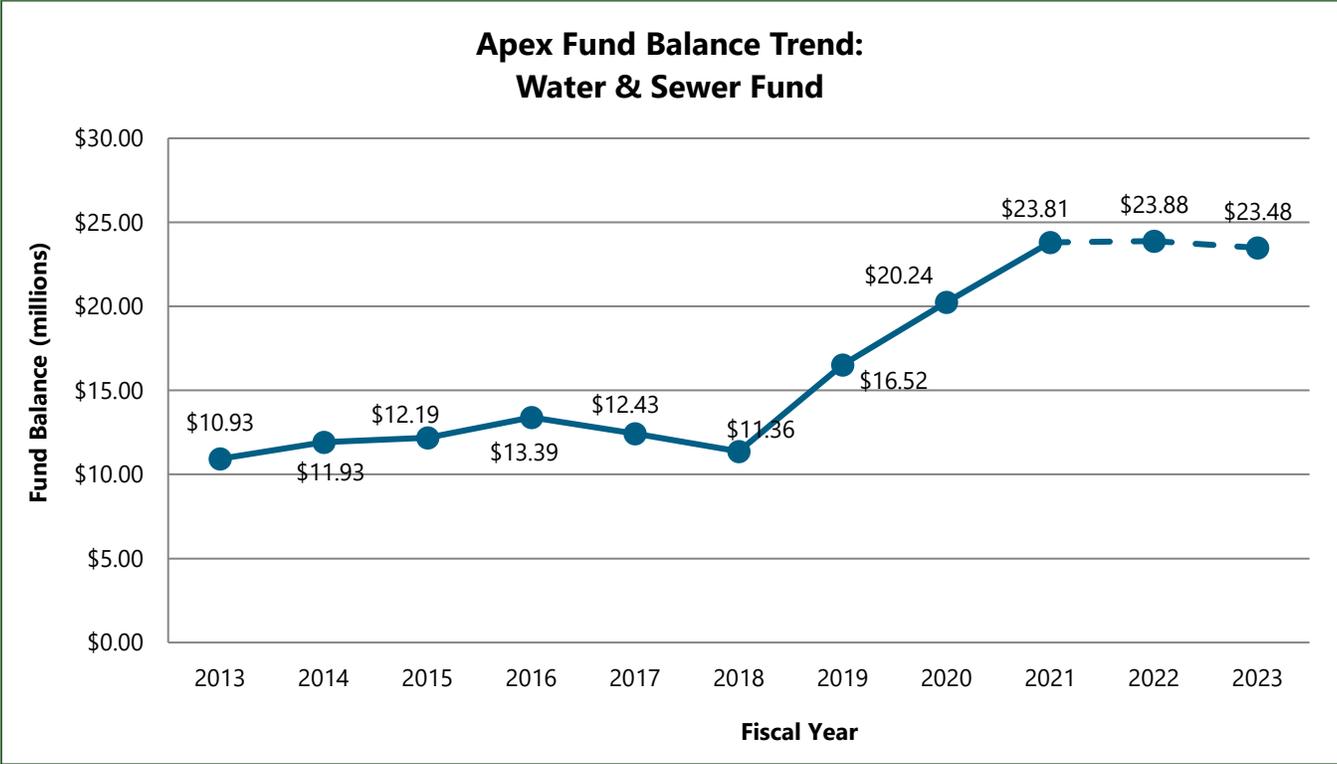
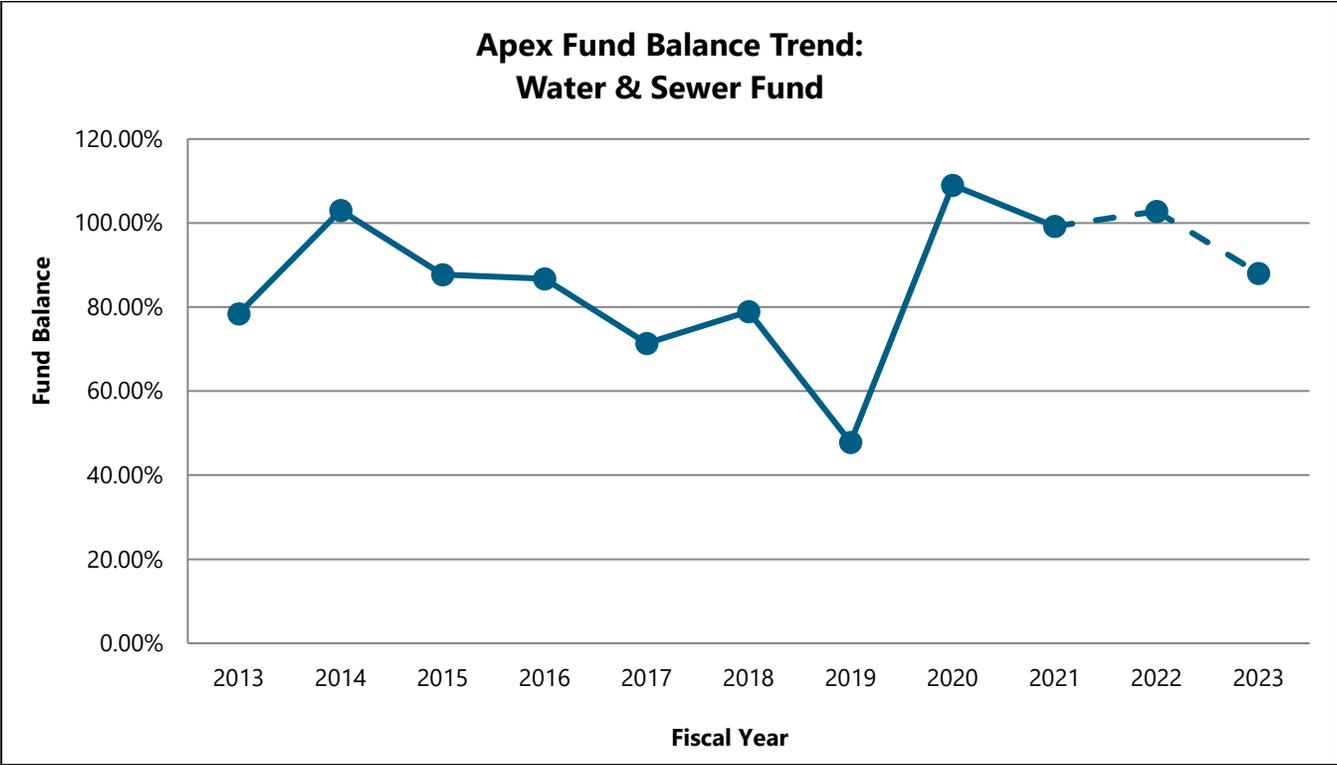
**Expenditure Trends**



## Revenues vs. Expenditures

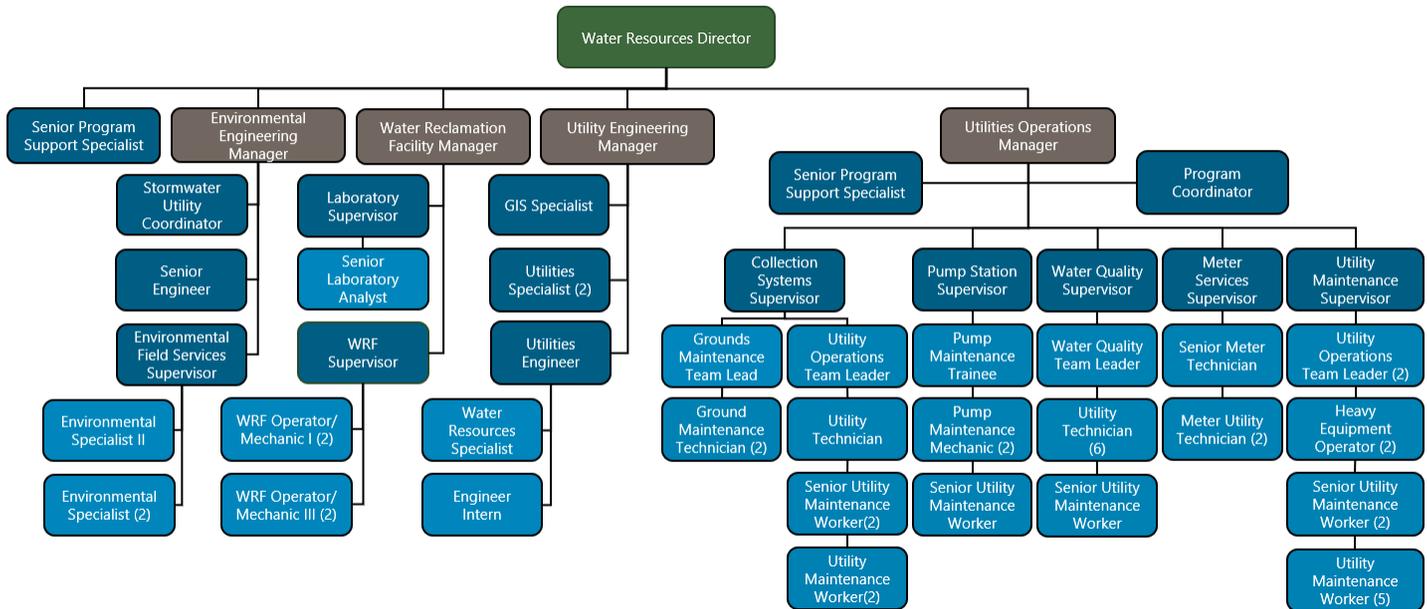


**Fund Balance**



# WATER & SEWER UTILITY

Reports to Assistant Town Manager



## Description

The Water & Sewer Utility provides water, sewer, and stormwater services in a safe, cost-effective manner which are master planned for a growing community, reliable, and achieves or exceeds all State and Federal regulations. The Water & Sewer Utility participates in multiple local and regional partnerships to plan, coordinate, and effectively manage valuable natural resources.

## Recent Accomplishments

- Fully implemented new Stormwater Utility Fee Program.
- Awarded top small local erosion control program in the State.
- Began design of the permanent sewer solution for the Big Branch Basin.

## Strategic Goal Activities

### Responsible Development

- Complete Long Range Water Resources Plan (LRWRP) update project. The LRWRP must be updated every 5 years by State Regulation. This long range planning is also crucial for the Town to understand future water and sewer needs and be able to plan and fund these future needs, especially at the growth rate the Town has experienced since the last time the LRWRP was updated.
- Complete Sunset Hills Pump Station Upgrades. Due to how the current pump station was originally constructed, it is not deep enough to serve the entire basin, including the proposed WCPSS site. It's also unsafe to operate during large storm events as a portion of the pump station is located within a 100-yr floodplain. Additionally, the Town's interlocal agreement with the Town of Cary for sewer service to Colvin Park will eventually expire, and without these upgrades, we wouldn't be able to continue to serve Colvin Park. Partial funding has been dedicated out of the Water & Sewer Fund with additional funding coming from the American Rescue Plan Act (ARPA) distributions.



**Environmental Leadership**

- Complete Apex Nature Park Stream Restoration Grant. The Town has already spent millions of dollars on sewer line relocations due to stream encroachment. This stream has the potential to create the same problem and with the disc golf course utilizing this area, it was a great opportunity to educate the public about streams, riparian buffers, and floodplains, while also creating safe passage ways for retrieving discs that will not degrade the environment or create water quality issues. Apex successfully applied for grant funding through North Carolina Land and Water Fund.



## Water Sewer Administration

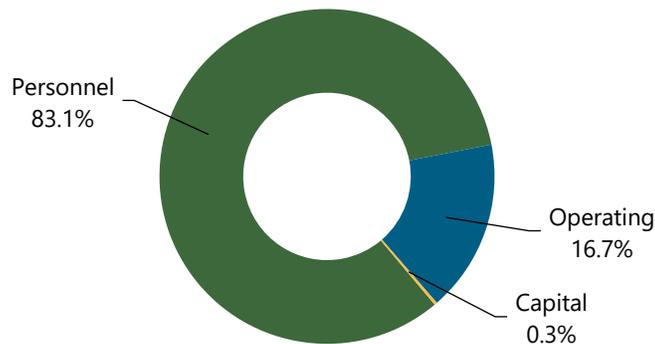
### FY 2022-2023 Budget Highlights

- The Water Sewer Administration department budget increased 8.24 percent in FY22-23.
- The Water Sewer Administration budget accounts for 18.14 percent of the Water & Sewer Fund budget and is equivalent to \$243.08 per utility account.
- The Town plans to spend \$64.34 per capita for Water-Sewer Administration in FY22-23.
- Major budget changes include the dissolution of the Water Resources department with both positions and operating costs moving to this department.

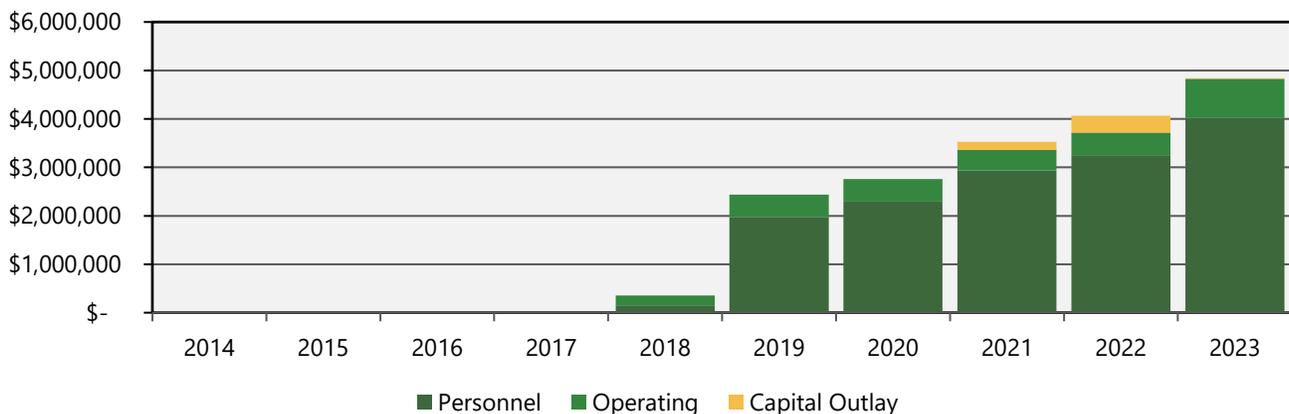
### Budget Summary

Water Sewer Administration Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	2,933,544	3,592,832	3,252,000	4,017,900	11.83%
Operating	426,561	525,630	465,900	806,300	53.40%
Capital	165,290	350,683	350,683	13,000	-96.29%
<b>Total</b>	<b>\$ 3,525,394</b>	<b>\$ 4,469,145</b>	<b>\$ 4,068,583</b>	<b>\$ 4,837,200</b>	<b>8.24%</b>

### Water Sewer Administration Expenditures by Type



### Water Sewer Administration Expenditure History



## Line Item Expenditures

Water Sewer Administration Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	2,117,861	2,511,280	2,286,000	2,796,200	11.35%
Part-Time Salaries	24,075	38,200	24,000	28,800	-24.61%
FICA	149,754	192,480	180,000	209,700	8.95%
Group Insurance	266,829	338,000	285,000	416,400	23.20%
OPEB	35,000	35,000	35,000	35,000	0.00%
Retiree Insurance	8,697	19,600	14,000	10,000	-48.98%
General Retirement	207,253	285,515	270,000	337,400	18.17%
401K General	101,230	125,340	120,000	139,100	10.98%
Workers Comp	22,845	47,417	38,000	45,300	-4.46%
Postage	26	-	-	100	-
Telephone & Communication	7,609	8,500	7,600	10,100	18.82%
Printing	160	7,800	1,000	2,000	-74.36%
Utilities	794	1,200	1,100	5,000	316.67%
Travel and Training	2,992	10,200	6,700	15,900	55.88%
Maintenance & Repair - Building	65	1,500	1,500	1,500	0.00%
Maintenance & Repair - Equipment	-	2,700	500	2,700	0.00%
Maintenance & Repair - Vehicle	12	2,800	500	1,000	-64.29%
Advertising	964	2,000	-	2,000	0.00%
Automotive Supplies	-	1,600	500	600	-62.50%
Motor Fuel	671	1,000	1,300	1,300	30.00%
Office Supplies	511	1,100	600	1,100	0.00%
Janitorial Supplies	-	1,000	200	-	-100.00%
Departmental Supplies	693	1,000	2,000	700	-30.00%
Technology Hardware & Accessories	9,250	5,362	5,300	6,000	11.90%
Meeting & Event Provisions	1,453	3,500	1,900	3,500	0.00%
Community Outreach Materials/Activities	-	2,500	2,000	2,500	0.00%
State of Emergency Supplies	3,321	-	-	-	-
Uniforms	1,096	3,200	2,800	3,200	0.00%
Contracted Services	92	10,200	10,000	30,500	199.02%
Personal Protective Equipment	154	2,300	11,000	1,300	-43.48%
Bank/Transaction Fees	105,553	98,000	80,000	88,000	-10.20%
Software License & Maintenance	94,268	118,639	115,000	122,100	2.92%
Contracted Services - Billing/Collections	52,746	59,500	59,500	75,700	27.23%
Professional Services	18,604	75,893	75,800	100,000	31.76%
Professional Services - Legal	29,873	14,136	9,200	20,000	41.48%
Dues and Subscriptions	1,591	1,300	1,200	202,300	15461.54%
Insurance - General Liability	62,809	63,700	58,700	82,200	29.04%
Insurance - Deductible	31,253	25,000	10,000	25,000	0.00%
Capital Outlay - Improvements	103,188	350,683	350,683	-	-100.00%
Capital Outlay - Equipment	62,102	-	-	13,000	-
<b>Total</b>	<b>\$ 3,525,394</b>	<b>\$ 4,469,145</b>	<b>\$ 4,068,583</b>	<b>\$ 4,837,200</b>	<b>8.24%</b>



## Stormwater

### FY 2022-2023 Budget Highlights

- The Stormwater department budget increased 840.07 percent in FY22-23.
- The Stormwater department budget accounts for 7.26 percent of the Water & Sewer Fund budget and is equivalent to \$97.27 per utility account.
- The Town plans to spend \$25.75 per capita for Stormwater in FY22-23.
- This is the first full fiscal year this service will be operating. The costs associated with this service were previously housed in the General Fund and have since relocated to create this new Stormwater department.
- This budget includes the addition of one new position, a Stormwater Utility Coordinator, and the associated onboarding costs.

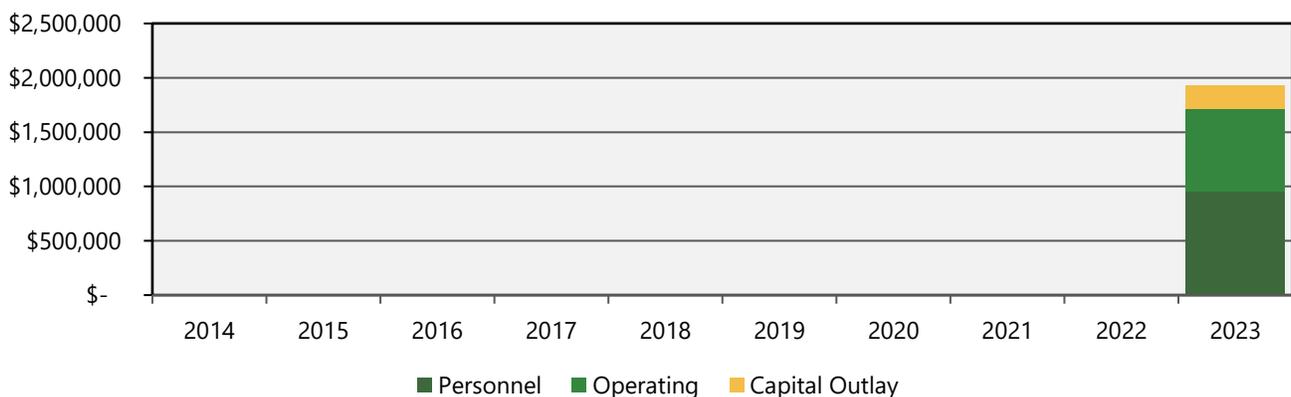
### Budget Summary

Stormwater Expenditures by Type						
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate		FY22-23 Budget	Percent Change
Personnel	-	-	-		950,000	-
Operating	-	-	-		765,600	-
Capital	-	205,900	-		220,000	6.85%
<b>Total</b>	<b>\$ -</b>	<b>\$ 205,900</b>	<b>\$ -</b>		<b>\$ 1,935,600</b>	<b>840.07%</b>

**Stormwater Expenditures by Type**



**Stormwater Expenditure History**



**Line Item Expenditures**

<b>Stormwater Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Salaries	-	-	-	668,500	-
Part-Time Salaries	-	-	-	-	-
FICA	-	-	-	51,200	-
Group Insurance	-	-	-	100,000	-
General Retirement	-	-	-	81,100	-
401K General	-	-	-	33,500	-
Workers Comp	-	-	-	15,700	-
Postage	-	-	-	2,200	-
Telephone & Communication	-	-	-	6,600	-
Printing	-	-	-	3,000	-
Utilities	-	-	-	-	-
Travel and Training	-	-	-	8,000	-
Maintenance & Repair - Building	-	-	-	-	-
Maintenance & Repair - Equipment	-	-	-	-	-
Maintenance & Repair - Vehicle	-	-	-	1,500	-
Automotive Supplies	-	-	-	1,500	-
Motor Fuel	-	-	-	9,000	-
Office Supplies	-	-	-	1,700	-
Departmental Supplies	-	-	-	11,000	-
Technology Hardware & Accessories	-	-	-	13,100	-
Meeting & Event Provisions	-	-	-	1,000	-
Community Outreach Materials/Activities	-	-	-	5,500	-
Uniforms	-	-	-	3,400	-
Contracted Services	-	-	-	260,000	-
Personal Protective Equipment	-	-	-	1,600	-
Software License & Maintenance	-	-	-	15,100	-
Professional Services	-	-	-	285,000	-
Professional Services - Engineering/Surveying	-	-	-	130,000	-
Dues and Subscriptions	-	-	-	5,200	-
Operating Licenses & Permits	-	-	-	1,200	-
Capital Outlay - Land	-	205,900	-	-	-100.00%
Capital Outlay - Improvements	-	-	-	220,000	-
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 205,900</b>	<b>\$ -</b>	<b>\$ 1,935,600</b>	<b>840.07%</b>



# Water Treatment

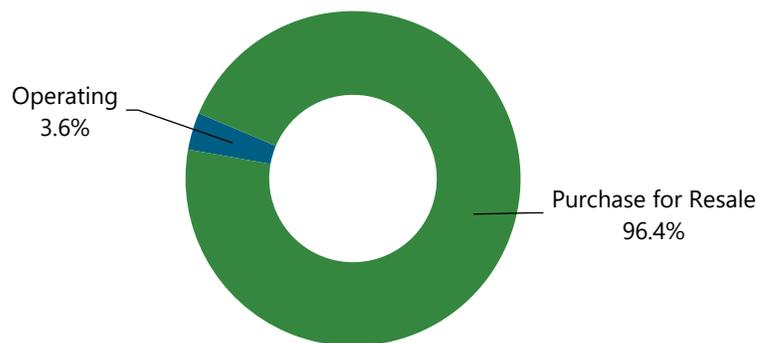
## FY 2022-2023 Budget Highlights

- The Water Treatment department budget increased 8.00 percent in FY22-23.
- The Water Treatment budget accounts for 10.50 percent of the Water & Sewer Fund budget and is equivalent to \$140.74 per utility account.
- The Town plans to spend \$37.25 per capita for Water Treatment in FY22-23.
- Major budget changes from last fiscal year include a significant decrease in capital due to the completion of capital projects.

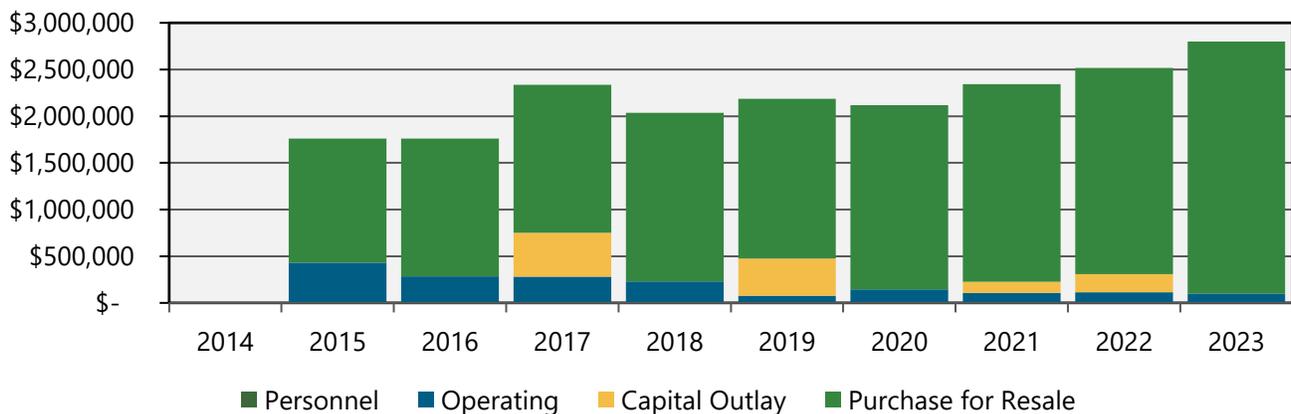
## Budget Summary

Water Treatment Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	-	-	-	-	-
Operating	106,088	151,000	114,400	100,700	-33.31%
Purchase for Resale	2,116,226	2,248,000	2,208,000	2,700,000	20.11%
Capital	119,437	194,125	194,125	-	-100.00%
<b>Total</b>	<b>\$ 2,341,750</b>	<b>\$ 2,593,125</b>	<b>\$ 2,516,525</b>	<b>\$ 2,800,700</b>	<b>8.00%</b>

Water Treatment Expenditures by Type



Water Treatment Expenditure History



**Line Item Expenditures**

<b>Water Treatment Expenditures</b>					
<b>Line Item</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Postage	38	-	-	-	-
Printing	208	2,800	500	2,500	-10.71%
Maintenance & Repair - Equipment	1,121	2,500	1,500	1,500	-40.00%
Maintenance & Repair - Utility System	-	-	-	-	-
Departmental Supplies	43,302	44,000	43,000	49,500	12.50%
Contracted Services	-	4,200	-	4,200	0.00%
Professional Services - Eng/Survey	2,619	15,000	2,000	15,000	0.00%
Professional Services - Lab Testing	7,321	22,500	10,600	28,000	24.44%
Purchases for Resale	2,116,226	2,248,000	2,208,000	2,700,000	20.11%
Dues and Subscriptions	51,479	60,000	56,800	-	-100.00%
Capital Outlay - Improvements	119,437	194,125	194,125	-	-100.00%
Capital Outlay - Equipment Cary	-	-	-	-	-
<b>Total</b>	<b>\$ 2,341,712</b>	<b>\$ 2,593,125</b>	<b>\$ 2,516,525</b>	<b>\$ 2,800,700</b>	<b>8.00%</b>



## Water Maintenance

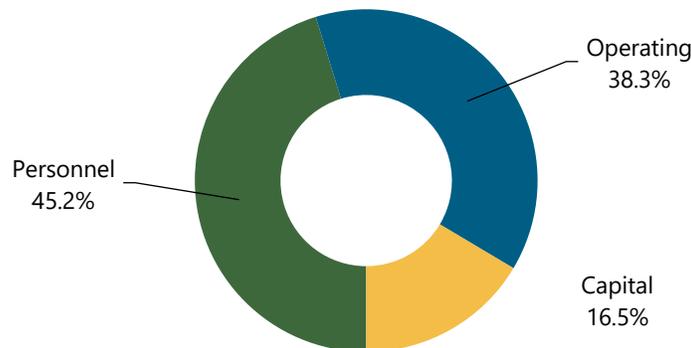
### FY 2022-2023 Budget Highlights

- The Water Maintenance department budget increased 9.08 percent in FY22-23.
- The Water Maintenance budget accounts for 15.35 percent of the Water & Sewer Fund budget and is equivalent to \$205.71 per utility account.
- The Town plans to spend \$54.45 per capita for Water Maintenance in FY22-23.
- This budget includes the addition of two new positions including, a Utility Field Supervisor and a Utility Maintenance Worker, and the associated onboarding costs.
- Major Budget changes include a 16.85 percent decrease in capital improvements and equipment due to the completion of projects the prior fiscal year. The budget includes \$673,500 for capital improvements and equipment including new water meter install, water main replacement and rehabilitation program, two trucks associated with new personnel, Itron handheld equipment, Itron valve equipment and a brushcutter attachment.

### Budget Summary

Water Maintenance Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY22-23 Estimate	FY22-23 Budget	Percent Change
Personnel	1,703,225	1,550,648	1,420,000	1,852,200	19.45%
Operating	798,615	1,392,147	1,323,050	1,568,000	12.63%
Capital	377,580	810,000	810,000	673,500	-16.85%
<b>Total</b>	<b>\$ 2,879,420</b>	<b>\$ 3,752,795</b>	<b>\$ 3,553,050</b>	<b>\$ 4,093,700</b>	<b>9.08%</b>

### Water Maintenance Expenditures by Type



### Water Maintenance Expenditure History



## Line Item Expenditures

Water Maintenance Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	989,031	1,070,935	990,700	1,219,700	13.89%
Part-Time Salaries	-	-	-	30,000	-
FICA	73,474	83,461	74,400	95,600	14.54%
Group Insurance	159,439	184,200	155,000	255,200	38.55%
General Retirement	410,964	122,036	116,000	148,000	21.28%
401K General	50,179	53,567	50,000	61,000	13.88%
Workers Comp	20,139	36,449	33,900	42,700	17.15%
Postage	5,548	7,500	5,000	7,000	-6.67%
Telephone & Communication	31,910	28,100	52,000	34,400	22.42%
Printing	2,083	3,016	2,500	5,000	65.78%
Travel and Training	10,889	18,500	17,000	19,700	6.49%
Maintenance & Repair - Equipment	15,950	40,690	25,000	35,000	-13.98%
Maintenance & Repair - Vehicle	17,347	18,500	16,200	15,000	-18.92%
Maintenance & Repair - Utility System	360,439	631,250	531,300	700,500	10.97%
Rental - Equipment	-	20,000	2,000	20,000	0.00%
Automotive Supplies	11,249	15,000	15,000	15,000	0.00%
Motor Fuel	42,169	50,500	55,000	76,700	51.88%
Office Supplies	665	2,500	1,300	2,000	-20.00%
Departmental Supplies	62,113	102,757	82,000	115,300	12.21%
Technology Hardware & Accessories	289	12,500	9,000	22,100	76.80%
Safety Supplies	1,571	5,000	500	11,500	130.00%
Meeting & Event Provisions	428	500	500	600	20.00%
Community Outreach Materials	-	2,000	2,000	2,000	0.00%
Uniforms	20,826	9,057	8,100	11,900	31.39%
Contracted Services	138,720	207,607	200,000	258,000	24.27%
Personal Protective Equipment	10,424	11,600	9,000	600	-94.83%
Software License & Maintenance	20,946	24,930	24,800	26,800	7.50%
Professional Services	1,575	161,200	162,800	-	-100.00%
Professional Services - Eng/Survey	35,800	11,140	94,000	180,000	1515.80%
Dues and Subscriptions	3,425	4,000	3,800	4,600	15.00%
Operating Licenses & Permits	4,250	4,300	4,250	4,300	0.00%
Capital Outlay - Improvements	350,898	560,000	560,000	500,000	-10.71%
Capital Outlay - Equipment	26,681	250,000	250,000	173,500	-30.60%
<b>Total</b>	<b>\$ 2,879,420</b>	<b>\$ 3,752,795</b>	<b>\$ 3,553,050</b>	<b>\$ 4,093,700</b>	<b>9.08%</b>



## Sewer Treatment

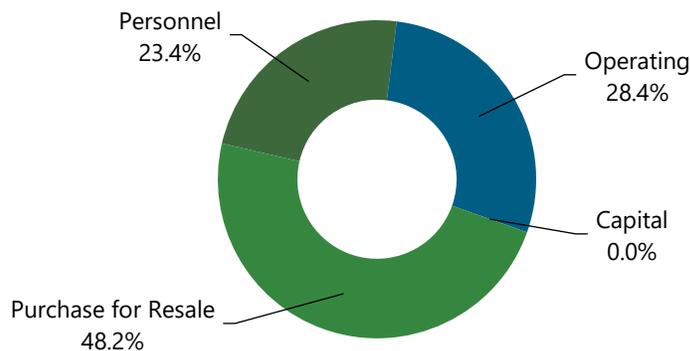
### FY 2022-2023 Budget Highlights

- The Sewer Treatment department budget decreased 14.23 percent in FY22-23 due to completion of capital projects in prior fiscal year.
- The Sewer Treatment budget accounts for 14.79 percent of the Water & Sewer Fund budget and is equivalent to \$198.12 per utility account.
- The Town plans to spend \$52.44 per capita for Sewer Treatment in FY22-23.
- Major budget changes include a 100.00 percent decrease between capital improvements due to the completion of capital projects.

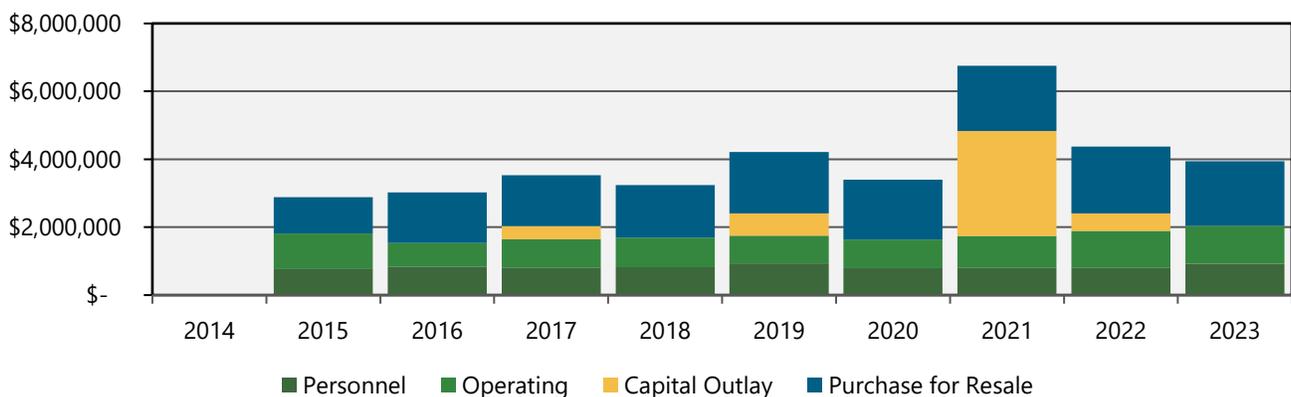
### Budget Summary

Sewer Treatment Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	814,819	869,100	813,000	921,200	5.99%
Operating	923,623	1,221,273	1,081,700	1,121,300	-8.19%
Capital	3,092,090	519,125	509,200	-	-100.00%
Purchase for Resale	1,927,375	1,987,000	1,966,000	1,900,000	-4.38%
<b>Total</b>	<b>\$6,757,908</b>	<b>\$4,596,498</b>	<b>\$4,369,900</b>	<b>\$3,942,500</b>	<b>-14.23%</b>

### Sewer Treatment Expenditures by Type



### Sewer Treatment Expenditure History



## Line Item Expenditures

Sewer Treatment Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	590,767	619,290	573,000	631,400	1.96%
Part-Time Salaries	-	-	-	-	-
FICA	42,691	47,436	42,600	48,100	1.40%
Group Insurance	81,647	79,000	81,700	111,300	40.89%
General Retirement	59,636	70,600	66,800	76,600	8.50%
401K General	29,117	31,020	28,700	31,600	1.87%
Workers Comp	10,960	21,754	20,200	22,200	2.05%
Telephone & Communication	2,942	9,100	4,000	5,700	-37.36%
Printing	4,261	8,100	7,100	7,000	-13.58%
Utilities	340,169	325,000	324,000	325,000	0.00%
Travel and Training	1,738	6,000	6,000	6,000	0.00%
Maintenance & Repair - Building	24,472	80,000	16,000	9,000	-88.75%
Maintenance & Repair - Equipment	3,428	7,000	4,800	-	-100.00%
Maintenance & Repair - Vehicle	2,487	7,000	6,300	7,500	7.14%
Maintenance & Repair - Utility System	213,909	210,657	175,100	220,000	4.44%
Rental - Equipment	3,219	10,000	6,500	5,000	-50.00%
Automotive Supplies	6,583	5,000	3,200	5,700	14.00%
Motor Fuel	7,173	10,000	16,000	10,500	5.00%
Office Supplies	165	2,000	500	500	-75.00%
Janitorial Supplies	48	1,000	500	500	-50.00%
Departmental Supplies	77,379	133,774	131,000	152,000	13.62%
Technology Hardware & Accessories	1,626	15,000	14,000	3,000	-80.00%
Safety Supplies	193	1,500	900	2,000	33.33%
Medical Supplies	329	-	-	-	-
Meeting & Event Provisions	2,678	3,000	3,400	3,500	16.67%
Uniforms	5,170	6,500	6,500	7,100	9.23%
Contracted Services	65,818	33,136	33,000	161,500	387.39%
Personal Protective Equipment	837	8,000	3,500	3,000	-62.50%
Software License & Maintenance	1,215	1,476	1,400	4,400	198.10%
Professional Services	8,670	145,630	145,800	5,000	-96.57%
Professional Services - Eng/Survey	6,117	54,500	40,000	30,000	-44.95%
Professional Services - Lab Testing	18,212	25,000	20,000	25,000	0.00%
Purchases for Resale	1,927,375	1,987,000	1,966,000	1,900,000	-4.38%
Colvin Park Sewer	102,995	92,000	92,000	100,000	8.70%
White Oak TOC Sewer	1,609	4,000	4,000	4,000	0.00%
Dues and Subscriptions	5,752	7,400	6,700	8,900	20.27%
Operating Licenses & Permits	14,431	9,500	9,500	9,500	0.00%
Capital Outlay - Improvements	3,092,090	519,125	509,200	-	-100.00%
<b>Total</b>	<b>\$ 6,757,908</b>	<b>\$ 4,596,498</b>	<b>\$ 4,369,900</b>	<b>\$ 3,942,500</b>	<b>-14.23%</b>



## Sewer Maintenance

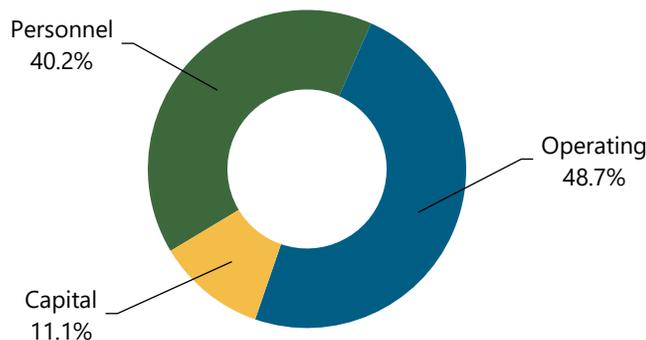
### FY 2022-2023 Budget Highlights

- The Sewer Maintenance department budget increased 16.46 percent in FY22-23.
- The Sewer Maintenance budget accounts for 14.26 percent of the Water & Sewer Fund budget and is equivalent to \$191.06 per utility account.
- The Town plans to spend \$50.57 per capita for Sewer Maintenance in FY22-23.
- Major budget changes include a 93.14 percent increase in capital expenditures. The budget includes \$100,000 for capital improvements for sewer improvements and \$322,400 in capital equipment for an acoustical pipe inspect unit, a zoom camera head, a pan & tilt camera head, and a replacement crane truck.

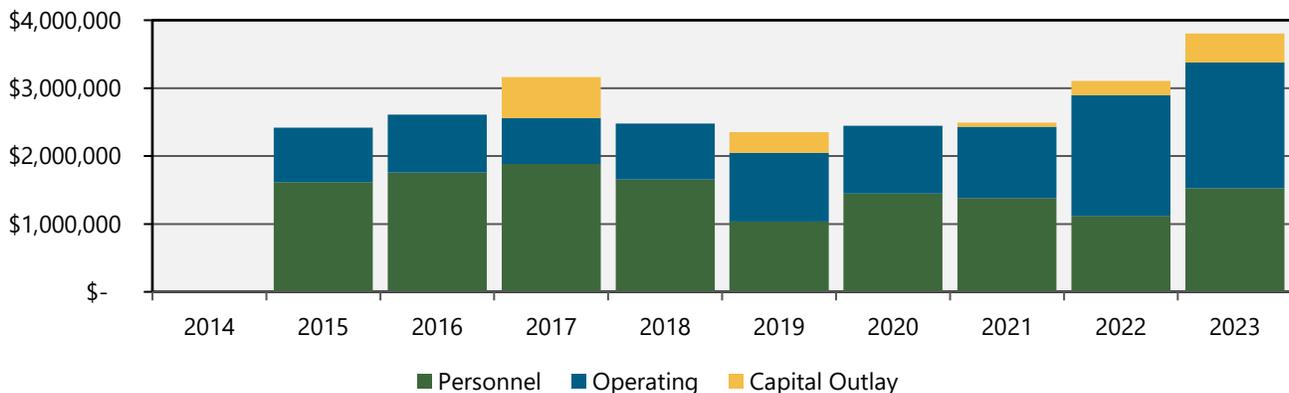
### Budget Summary

Sewer Maintenance Expenditures by Type					
Type	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Personnel	1,383,067	1,141,300	1,118,200	1,528,400	33.92%
Operating	1,050,653	1,904,647	1,775,300	1,851,200	-2.81%
Capital	59,573	218,700	213,000	422,400	93.14%
<b>Total</b>	<b>\$ 2,493,293</b>	<b>\$ 3,264,647</b>	<b>\$ 3,106,500</b>	<b>\$ 3,802,000</b>	<b>16.46%</b>

### Sewer Maintenance Expenditures by Type



### Sewer Maintenance Expenditure History



## Line Item Expenditures

Sewer Maintenance Expenditures					
Line Item	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Salaries	775,402	786,710	775,600	1,023,000	30.04%
FICA	55,939	60,014	57,000	78,300	30.47%
Group Insurance	132,734	138,200	129,000	215,900	56.22%
OPEB Expense	287,022	-	-	-	-
General Retirement	79,175	89,616	90,500	124,100	38.48%
401K General	38,659	39,371	39,000	51,200	30.04%
Workers Comp	14,136	27,389	27,100	35,900	31.07%
Postage	268	500	500	500	0.00%
Telephone & Communication	6,089	9,500	6,000	9,000	-5.26%
Printing	1,350	2,016	2,000	1,200	-40.48%
Utilities	66,761	73,900	67,900	70,000	-5.28%
Travel and Training	9,327	9,500	9,500	9,500	0.00%
Maintenance & Repair - Equipment	20,006	34,342	18,300	45,000	31.03%
Maintenance & Repair - Vehicle	41,930	23,000	26,900	23,000	0.00%
Maintenance & Repair - Utility System	79,194	484,050	468,000	400,000	-17.36%
Maintenance & Repair - Pump Stations	363,336	308,538	359,000	534,600	73.27%
Rental - Equipment	9,255	20,000	-	20,000	0.00%
Automotive Supplies	9,963	19,000	15,700	17,000	-10.53%
Motor Fuel	42,255	45,000	68,000	73,600	63.56%
Office Supplies	406	1,500	800	1,500	0.00%
Departmental Supplies	31,968	100,500	81,500	105,300	4.78%
Technology Hardware & Accessories	1,040	11,800	7,800	13,300	12.71%
Safety Supplies	1,494	2,500	500	4,000	60.00%
Meeting & Event Provisions	285	500	500	500	0.00%
Uniforms	10,914	7,740	6,800	9,200	18.86%
Contracted Services	286,938	498,013	398,100	395,100	-20.66%
Personal Protective Equipment	10,267	6,700	9,000	7,400	10.45%
Software License & Maintenance	9,285	24,613	24,000	23,500	-4.52%
Professional Services	1,575	-	-	-	-
Professional Services - Eng/Survey	43,842	216,935	200,000	80,000	-63.12%
Dues and Subscriptions	1,594	1,500	1,500	4,500	200.00%
Operating Licenses & Permits	1,310	3,000	3,000	3,500	16.67%
Capital Outlay - Improvements	1,843	218,700	213,000	100,000	-54.28%
Capital Outlay - Equipment	57,730	-	-	322,400	-
<b>Total</b>	<b>\$ 2,493,293</b>	<b>\$ 3,264,647</b>	<b>\$ 3,106,500</b>	<b>\$ 3,802,000</b>	<b>16.46%</b>



**Water & Sewer Fund Non-Departmental**

<b>Water &amp; Sewer Fund Debt Service</b>					
<b>Account Description</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Principal	563,000	579,000	579,000	659,300	13.87%
Principal - Sewer	1,920,284	2,343,700	2,343,700	2,350,000	0.27%
Interest	(39,897)	81,300	81,300	86,300	6.15%
Interest - Sewer	1,456,950	717,100	717,100	656,800	-8.41%
<b>Total</b>	<b>\$3,900,337</b>	<b>\$3,721,100</b>	<b>\$3,721,100</b>	<b>\$3,752,400</b>	<b>0.84%</b>

**Other Uses**

Other uses in the Water & Sewer Fund typically represent transfers to capital project funds. For FY22-23, these transfers include \$1,400,000 for the Beaver Creek Commons Gravity Sewer Extension project.

<b>Water &amp; Sewer Fund Other Financing</b>					
<b>Account Description</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Payment to Refund Debt	-	-	-	-	-
Transfer to General Fund	-	1,000,000	1,000,000	-	-100.00%
Transfer to W/S Project Fund	1,730,000	900,000	900,000	1,400,000	55.56%
<b>Total</b>	<b>\$1,730,000</b>	<b>\$1,900,000</b>	<b>\$1,900,000</b>	<b>\$1,400,000</b>	<b>-26.32%</b>

<b>Water &amp; Sewer Fund Contingency</b>					
<b>Account Description</b>	<b>FY20-21 Actual</b>	<b>FY21-22 Budget</b>	<b>FY21-22 Estimate</b>	<b>FY22-23 Budget</b>	<b>Percent Change</b>
Contingency	-	150,000	-	100,000	-33.33%
<b>Total</b>	<b>\$ -</b>	<b>\$150,000</b>	<b>\$ -</b>	<b>\$100,000</b>	<b>-33.33%</b>



## Capital Reserve Funds

The Town of Apex maintains six (6) Capital Reserve Accounts: Fire, Transportation, Eva Perry Library, Recreation, Water & Sewer, Water & Sewer (HB436) Capital Reserve. A capital reserve is a type of account used to account for financial resources used for the acquisition or construction of major facilities, long-term capital projects, or other large and anticipated expenses that will be incurred in the future.

### Fire Capital Reserve

The Fire Capital Reserve has been in place since the merger of the local non-profit EMS service into the Town of Apex in 2011. Primary funding in the past has come from donations.

Fire Capital Reserve					
Revenues	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Interest Earned	230	200	225	-	-100.00%
Fund Bal Appropriated - Budget	-	110,205	-	-	-
<b>Total</b>	<b>\$230</b>	<b>\$110,405</b>	<b>\$225</b>	<b>\$ -</b>	<b>-100.00%</b>
Expenditures	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Transfer to General Fund	-	110,225	-	-	-
Reserved for Future Expenditures	-	180	225	-	-100.00%
<b>Total</b>	<b>\$ -</b>	<b>\$110,405</b>	<b>\$225</b>	<b>\$ -</b>	<b>-100.00%</b>

### Transportation Capital Reserve

The Transportation Capital Reserve revenues include the motor vehicle tax authorized by NC General Statutes and interest earned. General Statutes cap the motor vehicle tax at \$30. Municipalities can use the first \$5.00 for any general purpose, with any subsequent \$5.00 increments restricted to street resurfacing, repairs, and maintenance up to \$20. Beginning in FY20-21, Apex 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 paving projects and Felton Grove High School Improvements.

Transportation Capital Reserve					
Revenues	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Motor Vehicle Licenses	1,218,810	1,200,000	1,266,400	1,250,000	4.17%
Interest Earned	7,457	1,000	3,000	1,000	0.00%
Fund Bal Appropriated - Budget	-	-	-	-	-
Fund Bal Appropriated - Amend	-	338,103	263,703	-	-100.00%
<b>Total</b>	<b>\$1,226,267</b>	<b>\$1,539,103</b>	<b>\$1,533,103</b>	<b>\$1,251,000</b>	<b>-18.72%</b>
Expenditures	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Transfer to General Fund	361,427	600,000	600,000	750,000	25.00%
Transfer to Street Project	850,000	933,103	933,103	500,000	-46.42%
Reserved for Future Expenditures	-	6,000	-	1,000	-83.33%
<b>Total</b>	<b>\$1,211,427</b>	<b>\$1,539,103</b>	<b>\$1,533,103</b>	<b>\$1,251,000</b>	<b>-18.72%</b>



## Eva Perry Library Fund

The Eva Perry Library Fund is a special revenue fund used to account for resources set aside for future maintenance and projects at Eva Perry Library. This fund's sources of revenue include interest earned and transfers from the General Fund. The Town currently owns the Eva Perry Memorial Library located at 2100 Shepherds Vineyard Drive in Apex and by interlocal agreement with Wake County, is responsible for all major repairs and renovations to the facility. Wake County is responsible for routine maintenance, upkeep, and operation of the facility. The FY22-23 Budget includes the use of these funds to replace the roof at the facility.

Eva Perry Library Fund					
Revenues	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Interest Earned	254	100	100	-	-100.00%
Fund Bal Appropriated - Budget	-	443,400	443,400	400,000	-9.79%
<b>Total</b>	<b>\$254</b>	<b>\$443,500</b>	<b>\$443,500</b>	<b>\$400,000</b>	<b>-9.81%</b>
Expenditures	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Building Maintenance and Repair	-	443,400	443,400	-	-100.00%
Capital Outlay – Improvements	-	-	-	400,000	-
Reserved for Future Expenditures	-	100	-	-	-100.00%
<b>Total</b>	<b>-</b>	<b>\$443,500</b>	<b>\$443,400</b>	<b>\$400,000</b>	<b>-9.81%</b>

## Recreation Capital Reserve

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

Recreation Capital Reserve					
Account Description	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Subdivision Recreation Fees	2,011,476	1,000,000	2,515,000	1,500,000	50.00%
Interest Earned	5,821	1,000	800	1,000	0.00%
Transfer from General Fund	-	-	-	1,073,600	-
Fund Bal Appropriated - Budget	-	-	-	-	-
Fund Bal Appropriated - Amend	-	-	-	-	-
<b>Total</b>	<b>\$2,017,297</b>	<b>\$1,001,000</b>	<b>\$2,515,800</b>	<b>\$2,574,600</b>	<b>157.20%</b>
Expenditures	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Transfer to General Fund	568,072	-	-	-	-
Transfer to Recreation Project	3,768,300	-	-	-	-
Reserved for Future Expenditures	-	1,001,000	2,515,800	2,574,600	157.20%
<b>Total</b>	<b>\$4,336,372</b>	<b>\$1,001,000</b>	<b>\$2,515,800</b>	<b>\$2,574,600</b>	<b>157.20%</b>



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

The Water & Sewer Capital Reserve receives the bulk of revenues from developer payments of Capital Reimbursement Fees. The purpose of Capital Reimbursement Fees is a one-time capital charge assessed against new development as a way to provide for or cover a proportional share of the costs of capital facilities. These treatment facilities provide the system capacity that each new development will demand when connected to the water and sewer systems. In 2017, The NC General Assembly passed legislation regarding the collection of system development fees, or capital reimbursement fees. To make a clear transition to the new collection method, the Town established a new capital reserve fund to account for capital reimbursement fees. The HB436 tag references the bill passed by the General Assembly. Transfers to the Water-Sewer Capital Project Fund are for expansion projects including extension of western transmission lines, Big Branch 2 Pump Station & Force Main, and the Town's commitment to its joint facilities with Cary.

Water-Sewer Capital Reserve					
Revenues	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Capital Reimbursement Fees - Residential	15,785	200	-	-	-100.00%
Capital Reimbursement Fees - Commercial	59,875	-	-	-	-
Capacity Fees - Residential	-	-	-	-	-
Capacity Fees - Commercial	118,500	-	-	-	-
Interest Earned	43,279	14,000	13,500	12,200	-12.86%
Fund Bal Appropriated - Budget	-	5,938,300	5,939,000	4,010,000	-32.47%
Fund Bal Appropriated - Amend	-	-	-	-	-
<b>Total</b>	<b>\$237,439</b>	<b>\$5,952,500</b>	<b>\$5,952,500</b>	<b>\$4,022,200</b>	<b>-32.43%</b>
Expenditures	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Transfer to W/S Fund	2,410,409	-	-	-	-
Transfer to W/S Project Fund	-	5,952,500	5,952,500	4,022,200	-32.43%
Reserved for Future Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$2,410,409</b>	<b>\$5,952,500</b>	<b>\$5,952,500</b>	<b>\$4,022,200</b>	<b>-32.43%</b>

Water-Sewer Capital Reserve (HB436)					
Revenues	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Capital Reimbursement Fees - Water	1,021,065	700,000	1,950,000	1,000,000	42.86%
Capital Reimbursement Fees - Sewer	1,829,753	1,400,000	3,326,000	1,500,000	7.14%
Interest Earned	7,264	3,500	2,500	-	-100.00%
Fund Bal Appropriated - Budget	-	388,250	-	-	-
Fund Bal Appropriated - Amend	-	-	388,250	-	-
<b>Total</b>	<b>\$2,858,082</b>	<b>\$2,491,750</b>	<b>\$5,666,750</b>	<b>\$2,500,000</b>	<b>0.33%</b>
Expenditures	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Transfer to W/S Fund	2,497,197	388,250	1,175,000	-	-100.00%
Transfer to W/S Project Fund	3,753,000	1,175,000	-	-	-100.00%
Reserved for Future Expenditures	-	928,500	4,491,750	2,500,000	169.25%
<b>Total</b>	<b>\$6,250,197</b>	<b>\$2,491,750</b>	<b>\$5,666,750</b>	<b>\$2,500,000</b>	<b>0.33%</b>



## Health & Dental Fund

The Town of Apex self-insures routine health and dental claims and uses this fund to centralize costs and allocate them to various departments and funds based on the number of employees. The Health and Dental Fund operates as an Internal Services Fund to account for providing services to other funds and departments of the town. This allows the Town to centralize certain services and allocate them on a full cost reimbursement basis. In accordance with N.C.G.S. 159-13.1, the Town adopts a financial plan with the budget ordinance for the Health and Dental Fund to provide health and dental coverage to employees and certain retirees. Payments to the fund are included in the annual budgets of the other funds.

### Revenues

Health & Dental Fund Revenues					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Health Premiums	4,451,264	5,320,743	5,360,780	5,673,259	6.63%
Spouse/Dependent Health	999,792	1,156,719	1,109,079	1,108,709	-4.15%
Retiree Contribution	74,549	32,967	26,000	33,343	1.14%
Dental Premiums	299,240	218,357	257,400	281,700	29.01%
Spouse/Dependent Dental	181,539	195,043	170,504	174,075	-10.75%
Vision Premiums	76,869	76,534	76,600	78,000	1.92%
<b>Total</b>	<b>6,083,253</b>	<b>\$7,000,363</b>	<b>\$7,000,363</b>	<b>\$7,349,086</b>	<b>4.98%</b>

### Expenditures

Health & Dental Fund Expenditures					
Source	FY20-21 Actual	FY21-22 Budget	FY21-22 Estimate	FY22-23 Budget	Percent Change
Health Claims	5,162,917	5,419,428	5,146,837	5,375,327	-0.81%
Dental Claims	393,797	391,800	429,692	455,792	16.33%
Admin Fees - Health	644,256	879,207	850,566	961,149	9.32%
Health Claims - Retirees	-	21,600	21,280	21,280	-1.48%
Dental Claims - Retiree	266,184	176,094	433,084	404,899	129.93%
Medicare Premiums	82,410	-	-	-	-
Admin Fees - Retiree	58,614	35,700	42,370	52,639	47.45%
Admin Fees - Vision	78,776	76,534	76,534	78,000	1.92%
<b>Total</b>	<b>\$ 6,686,954</b>	<b>\$ 7,000,363</b>	<b>\$7,000,363</b>	<b>\$7,349,086</b>	<b>4.98%</b>



## Other Funds

The Town of Apex maintains six "Other" or miscellaneous funds that include State & Federal Police Funds, Police & Fire Donations, Affordable Housing Fund, and the Cemetery Fund.

### State & Federal Police Funds

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

Police State Funds					
	FY20-21	FY21-22	FY21-22	FY22-23	Percent
Revenues	Actual	Budget	Estimate	Budget	Change
Interest Earned	97	100	105	100	0.00%
Police Revenues	3,904	1,500	9,000	1,500	0.00%
<b>Total</b>	<b>\$4,000</b>	<b>\$1,600</b>	<b>\$9,105</b>	<b>\$1,600</b>	<b>0.00%</b>
Expenditures	FY20-21	FY21-22	FY21-22	FY22-23	Percent
	Actual	Budget	Estimate	Budget	Change
Supplies and Materials	-	-	-	-	-
Reserved for future Expenditures	-	1,600	9,105	1,600	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$1,600</b>	<b>\$9,105</b>	<b>\$1,600</b>	<b>0.00%</b>

Police Federal Funds					
	FY20-21	FY21-22	FY21-22	FY22-23	Percent
Revenues	Actual	Budget	Estimate	Budget	Change
Interest Earned	55	100	100	100	0.00%
Police Revenues	465	500	-	500	0.00%
Asset Seizures	-	-	-	-	-
<b>Total</b>	<b>\$520</b>	<b>\$600</b>	<b>\$100</b>	<b>\$600</b>	<b>0.00%</b>
Expenditures	FY20-21	FY21-22	FY21-22	FY22-23	Percent
	Actual	Budget	Estimate	Budget	Change
Supplies and Materials	-	600	-	600	0.00%
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$600</b>	<b>\$ -</b>	<b>\$600</b>	<b>0.00%</b>



## Police & Fire Donations Funds

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

Police Donations					
	FY20-21	FY21-22	FY21-22	FY22-23	Percent
Revenues	Actual	Budget	Estimate	Budget	Change
Interest Earned	66	100	25	100	0.00%
Miscellaneous Revenue	100	-	2,525	-	-
Police Contributions	12,020	7,500	17,428	5,000	-33.33%
<b>Total</b>	<b>\$12,186</b>	<b>\$7,600</b>	<b>\$19,978</b>	<b>\$5,100</b>	<b>-32.89%</b>
Expenditures	FY20-21	FY21-22	FY21-22	FY22-23	Percent
	Actual	Budget	Estimate	Budget	Change
Supplies and Materials	7,699	7,600	6,847	5,100	-32.89%
<b>Total</b>	<b>\$7,699</b>	<b>\$7,600</b>	<b>\$6,847</b>	<b>\$5,100</b>	<b>-32.89%</b>

Fire Donations					
	FY20-21	FY21-22	FY21-22	FY22-23	Percent
Revenues	Actual	Budget	Estimate	Budget	Change
Interest Earned	39	100	175	100	0.00%
Fire Dept. Donations	1,550	1,000	-	1,000	0.00%
<b>Total</b>	<b>\$1,589</b>	<b>\$1,100</b>	<b>\$175</b>	<b>\$1,100</b>	<b>0.00%</b>
Expenditures	FY20-21	FY21-22	FY21-22	FY22-23	Percent
	Actual	Budget	Estimate	Budget	Change
Supplies and Materials	-	1,100	175	1,100	0.00%
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$1,100</b>	<b>\$175</b>	<b>\$1,100</b>	<b>0.00%</b>

## Affordable Housing Fund

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

Affordable Housing Fund					
	FY20-21	FY21-22	FY21-22	FY22-23	Percent
Revenues	Actual	Budget	Estimate	Budget	Change
Interest Earned	1,834	1,000	1,000	-	-100.00%
Transfer from General Fund	1,020,000	1,595,000	1,595,000	1,776,000	11.35%
<b>Total</b>	<b>\$1,021,834</b>	<b>\$1,596,000</b>	<b>\$1,596,000</b>	<b>\$1,776,000</b>	<b>11.28%</b>
Expenditures	FY20-21	FY21-22	FY21-22	FY22-23	Percent
	Actual	Budget	Estimate	Budget	Change
Contracted Services	50,000	415,000	415,000	250,000	-39.76%
Affordable Housing Grant	2,280	165,000	165,000	171,700	4.06%
Affordable Housing Loan	-	1,850,000	1,850,000	1,000,000	-45.95%
Reserved for Future Expenditures	-	16,000	16,000	354,300	2114.38%
<b>Total</b>	<b>\$52,280</b>	<b>\$2,446,000</b>	<b>\$2,446,000</b>	<b>\$1,776,000</b>	<b>-27.39%</b>



## Cemetery Fund

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

Cemetery Fund					
	FY20-21	FY21-22	FY21-22	FY22-23	Percent
Revenues	Actual	Budget	Estimate	Budget	Change
Sale of Cemetery Plots	1,200	-	-	-	-
Interest Earned	1,114	1,000	500	1,000	0.00%
Fund Bal Appropriated - Budget	-	-	-	-	-
<b>Total</b>	<b>\$2,314</b>	<b>\$1,000</b>	<b>\$500</b>	<b>\$1,000</b>	<b>0.00%</b>
Expenditures	FY20-21	FY21-22	FY21-22	FY22-23	Percent
	Actual	Budget	Estimate	Budget	Change
Transfer to General Capital Projects	-	-	-	-	-
Reserved for Future Expenditures	-	1,000	500	1,000	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$1,000</b>	<b>\$500</b>	<b>\$1,000</b>	<b>0.00%</b>



# Supplemental Information



**Town of Apex, North Carolina  
FY 2022 – 2023 Annual Budget**

**New Position Recommendations**

Department	Hire Date	Position	Qty	FY22-23 Personnel Cost	Operating & Capital Costs	Total Costs	Notes
<b>General Fund</b>							
<b>Administration</b>	10/1/2022	Deputy Town Manager	1	180,995	3,195	184,190	
	1/1/2023	Management Analyst	1	54,592	3,445	58,037	
<b>Human Resources</b>	7/1/2022	Assistant Director HR	1	164,261	12,985	177,246	
	1/1/2023	Training & Development Coordinator	1	63,271	8,995	72,266	
	7/1/2022	Senior HR Analyst	1	103,892	8,995	112,887	Recruitment focus
	7/1/2022	Safety & Workers Comp Coordinator	1	104,772	3,445	108,217	
<b>Information Technology</b>	7/1/2022	IT Analyst (Project Manager)	1	123,785	75	123,860	Contract to FTE
	7/1/2022	IT Technician (Public Safety)	1	104,772	195	104,967	LSE to FTE
	7/1/2022	IT Analyst (A/V & Broadcasting)	1	123,785	3,345	127,130	Contract to FTE
	7/1/2022	GIS Technician (Public Utilities)	1	104,772	5,195	109,967	
<b>Communications</b>	10/1/2022	Digital Media Specialist	1	86,025	10,670	96,695	
<b>Budget</b>	7/1/2022	Performance & Strategy Analyst	1	113,816	8,995	122,811	
<b>Community &amp; Neighborhood Connections</b>	1/1/2023	Neighborhood Services Director	1	88,553	3,695	92,248	
	3/1/2023	Community Engagement Coordinator	1	36,394	3,445	39,839	
	7/1/2022	Housing Technician	1	104,772	10,715	115,487	NC LEAD fellow to FT
	7/1/2022	Housing Specialist	1	118,678	3,500	122,178	
<b>Planning</b>	10/1/2022	Planner I	1	86,025	6,395	92,420	
<b>Police</b>	10/1/2022	Lieutenant/Watch Commander	2	220,341	189,198	409,539	
	7/1/2022	Evidence / Quartermaster Clerk	1	85,674	75	85,749	PT to FTE
	10/1/2022	Administrative Coordinator	1	55,281	12,195	67,476	PT
	7/1/2022	Captain - Special Operations	1	160,255	85,980	246,235	
<b>Fire</b>	8/1/2022	Battalion Chief	3	386,890	145,063	531,953	Public Safety Station 6
	8/1/2022	Fire Lieutenant	3	326,365	30,733	357,098	Public Safety Station 6
	8/1/2022	Fire Engineer	3	300,254	30,733	330,987	Public Safety Station 6
	7/1/2022	Firefighter	5	463,798	51,243	515,040	Public Safety Station 6
	1/1/2023	Deputy Fire Chief	1	85,341	133,736	219,077	Jan. Start date

**Town of Apex, North Carolina  
FY 2022 – 2023 Annual Budget**

**New Position Recommendations**

Department	Hire Date	Position	Qty	FY22-23 Personnel Cost	Operating & Capital Costs	Total Costs	Notes
<b>Transportation &amp; Infrastructure Development</b>	1/1/2023	Traffic Safety Engineer	1	67,388	12,095	79,483	
	7/1/2022	Transportation & Infrastructure Devpt. Director	1	177,105	3,695	180,800	
	10/1/2022	Administrative Support Specialist	1	65,925	3,445	69,370	
	7/1/2022	Acquisition Program Support Specialist	1	82,383	3,445	85,828	LSE to FTE
	7/1/2022	Capital Projects Inspector	1	113,815	42,100	155,915	
<b>Facility Services</b>	7/1/2022	Administrative Support Specialist	1	82,383	15,164	97,547	LSE to FTE
	1/1/2023	Facilities Maintenance Technician	1	44,565	1,243	45,808	
<b>Parks &amp; Recreation</b>	7/1/2022	Park and Greenways Planning Technician	1	82,383	1,075	83,458	PT to FTE
	10/1/2022	Senior Center Manager	1	81,887	7,195	89,082	
	10/1/2022	Park Attendant	1	55,064	1,470	56,534	
	10/1/2022	Park Attendant	1	55,064	1,470	56,534	
	1/1/2023	Assistant Director of Recreation Programs	1	76,706	12,245	88,951	
	7/1/2022	Athletics & Grounds Worker	1	76,276	39,570	115,846	
<b>Cultural Arts Center</b>	7/1/2022	Special Events Coordinator	1	92,760	30,895	123,655	
<b>Fund Total</b>			<b>51</b>	<b>5,001,061</b>	<b>951,347</b>	<b>5,952,409</b>	

<b>Water Sewer Fund</b>							
<b>Stormwater</b>	7/1/2022	Stormwater Utility Coordinator	1	109,183	3,795	112,978	
<b>Water Maintenance</b>	7/1/2022	Utility Field Supervisor	1	113,815	52,210	166,025	
	7/1/2022	Utility Maintenance Worker	1	79,248	43,085	122,333	
<b>Fund Total</b>			<b>3</b>	<b>302,246</b>	<b>99,090</b>	<b>401,336</b>	

<b>Electric Fund</b>							
<b>Electric Utility</b>	7/1/2022	System Operator (Solar)	1	129,146	16,595	145,741	
	7/1/2022	Head Arborist	1	129,146	4,220	133,366	
<b>Fund Total</b>			<b>2</b>	<b>258,293</b>	<b>20,815</b>	<b>279,108</b>	

General Government	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Administration</b>										
Town Manager	N/A	1	-	1	1	-	1	1	-	1
Deputy Town Manager	N/A	-	-	-	1	-	1	1	-	1
Assistant Town Manager	N/A	2	-	2	2	-	2	2	-	2
Management Analyst	22	-	-	-	-	-	-	1	-	1
Diversity, Equity & Inclusion Director	N/A	-	-	-	1	-	1	1	-	1
Diversity, Equity & Inclusion Officer	27	1	-	1	1	-	1	1	-	1
Town Clerk <sub>19</sub>	23	1	-	1	1	-	1	1	-	1
Deputy Town Clerk	19	1	-	1	1	-	1	1	-	1
Legislative Aide	22	-	-	-	1	-	1	1	-	1
Executive Assistant to Town Administration	22	-	-	-	1	-	1	1	-	1
Receptionist	14	-	-	-	1	-	1	1	-	1
<b>Total</b>		<b>6</b>	<b>-</b>	<b>6</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>12</b>	<b>-</b>	<b>12</b>
<b>Legal Services</b>										
Town Attorney	N/A	1	-	1	1	-	1	1	-	1
Deputy Town Attorney	31	1	-	1	1	-	1	1	-	1
Assistant Town Attorney	30	1	-	1	1	-	1	1	-	1
Paralegal	18	-	1	0.5625	1	-	1	1	-	1
<b>Total</b>		<b>3</b>	<b>1</b>	<b>3.5625</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>Human Resources</b>										
Human Resources Director	N/A	1	-	1	1	-	1	1	-	1
Assistant Human Resources Director	31	-	-	-	1	-	1	1	-	1
Human Resources Manager	27	1	-	1	1	-	1	1	-	1
Human Resources Analyst (Senior)	24	1	-	1	2	-	2	2	-	2
Human Resources Data & Systems Administrator	23	-	-	-	1	-	1	1	-	1
Human Resources Consultant <sub>10</sub>	21	1	-	1	2	-	2	2	-	2
Human Resources Coordinator (Covid/Safety)	19	-	-	-	1	-	1	1	-	1
Human Resources Technician	17	1	-	1	1	-	1	1	-	1
Safety & Workers Comp Coordinator	21	-	-	-	-	-	-	1	-	1
Safety & Risk Manager	27	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>6</b>	<b>-</b>	<b>6</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>12</b>	<b>-</b>	<b>12</b>
<b>Information Technology</b>										
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 <sub>1</sub>	25	1	-	1	1	-	1	1	-	1
Information Technology Analyst	25	3	-	3	5	-	5	7	-	7
Information Technology Specialist <sub>11</sub>	23	3	-	3	1	-	1	1	-	1
Information Technology Technician	21	3	-	3	3	-	3	5	-	5
<b>Total</b>		<b>13</b>	<b>-</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>17</b>	<b>-</b>	<b>17</b>
<b>Finance</b>										
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 <sub>2</sub>	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	5	-	5	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	1	-	1
<b>Total</b>		<b>19</b>	<b>-</b>	<b>19</b>	<b>20</b>	<b>-</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>20</b>
<b>Communications</b>										
Communications Manager	27	1	-	1	1	-	1	1	-	1
Communications Specialist	19	1	-	1	1	-	1	1	-	1
Community Engagement Specialist	22	-	-	-	1	-	1	1	-	1
Digital Media Specialist	22	-	-	-	-	-	-	1	-	1
<b>Total</b>		<b>2</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>Budget, Performance &amp; Strategy</b>										
Director of Budget, Performance & Strategy	N/A	1	-	1	1	-	1	1	-	1
Budget & Management Analyst/Specialist	24/21	2	-	2	2	-	2	2	-	2
Budget & Performance Manager	27	-	-	-	-	-	-	-	-	-
Performance & Strategy Analyst	23	-	-	-	-	-	-	1	-	1
Sustainability Program Coordinator	23	1	-	1	1	-	1	1	-	1
Sustainability Specialist	20	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>5</b>	<b>-</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>-</b>	<b>6</b>

General Government (cont.)	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Neighborhood &amp; Community Connections</b>										
Neighborhood and Community Connections Director	N/A	-	-	-	1	-	1	1	-	1
Community Engagement Coordinator	22	-	-	-	1	-	1	1	-	1
Housing Program Manager	26	1	-	1	1	-	1	1	-	1
Housing & Community Programs Technician	21	-	-	-	1	-	1	1	-	1
Housing Specialist	24	-	-	-	-	-	-	1	-	1
<b>Total</b>		<b>1</b>	<b>-</b>	<b>1</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>5</b>	<b>-</b>	<b>5</b>
<b>Parks, Recreation &amp; Cultural Resources</b>										
Parks, Recreation & Cultural Resources Director	N/A	1	-	1	1	-	1	1	-	1
Assistant Director of Parks & Recreation	30	-	-	-	-	-	-	1	-	1
Parks Planning & Project Manager	26	1	-	1	1	-	1	1	-	1
Parks & Greenways Planning Technician	15	-	-	-	-	1	0.750	1	-	1
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	4	-	4	4	4	7	4	4	7
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	2	-	2
Parks Operations Supervisor	21	1	-	1	1	-	1	1	-	1
Parks Operations Team Leader	17	3	-	3	4	-	4	4	-	4
Parks Operations Worker/Specialist/Senior	13-16	4	-	4	6	-	6	6	-	6
Athletic & Grounds Supervisor	21	1	-	1	1	-	1	1	-	1
Athletic & Grounds Team Leader	17	3	-	3	3	-	3	3	-	3
Athletics & Grounds Worker/Technician	13-14	5	-	5	5	-	5	6	-	6
Parks Attendant	11	6	-	6	6	-	6	8	-	8
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	1	-	1
Special Events Coordinator	17	-	-	-	1	-	1	1	-	1
<b>Total</b>		<b>39</b>	<b>-</b>	<b>39.000</b>	<b>45</b>	<b>5</b>	<b>48.750</b>	<b>51</b>	<b>4</b>	<b>54.000</b>
<b>Total General Government</b>		<b>94</b>	<b>1</b>	<b>95</b>	<b>116</b>	<b>5</b>	<b>120</b>	<b>131</b>	<b>4</b>	<b>134</b>

Planning, Economic & Development Services	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Economic Development</b>										
Economic Development Director	N/A	1	-	1	1	-	1	1	-	1
Downtown Development Coordinator	23	1	-	1	1	-	1	1	-	1
Program Support Specialist	15	1	-	1	2	-	2	2	-	2
<b>Total</b>		<b>3</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>Planning</b>										
Planning Director	N/A	1	-	1	1	-	1	1	-	1
Planning Manager	29	2	-	2	2	-	2	2	-	2
Planner/Planner II/Senior Planner	22-26	6	-	6	6	-	6	7	-	7
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
GIS Specialist	21	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>20</b>	<b>-</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>20</b>	<b>21</b>	<b>-</b>	<b>21</b>
<b>Transportation &amp; Infrastructure Development</b>										
Transportation & Infrastructure Development Director	N/A	-	-	-	1	-	1	1	-	1
Utilities Acquisition Specialist <sub>1</sub>	25	1	-	1	1	-	1	1	-	1
Development Services Manager <sub>1</sub>	26	1	-	1	1	-	1	1	-	1
Development Specialist	22	-	-	-	1	-	1	1	-	1
Program Support Specialist <sub>1</sub> (Senior)	17	1	-	1	1	-	1	3	-	3
Capital Project Manager	29	1	-	1	1	-	1	1	-	1
Capital Projects Inspector	25	-	-	-	1	-	1	2	-	2
Infrastructure Inspections Supervisor	25	1	-	1	1	-	1	1	-	1
Infrastructure Inspector (Senior)	23-24	6	-	6	5	-	5	5	-	5
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	2	-	2
Transportation Engineering Projects Coordinator	24	1	-	1	1	-	1	1	-	1
Engineering & Surveying Technician	22	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>16</b>	<b>-</b>	<b>16</b>	<b>18</b>	<b>-</b>	<b>18</b>	<b>22</b>	<b>-</b>	<b>22</b>

Planning, Economic & Development Services (cont.)	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Building Inspections &amp; Permits</b>										
Inspections & Permits Director	N/A	1	-	1	1	-	1	1	-	1
Code Enforcement Supervisor	27	2	-	2	2	-	2	2	-	2
Code Enforcement Officer I, II, III	21-25	13	-	13	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
<b>Total</b>		<b>24</b>	<b>-</b>	<b>24</b>	<b>24</b>	<b>-</b>	<b>24</b>	<b>24</b>	<b>-</b>	<b>24</b>
<b>Total Planning, Economic &amp; Development Services</b>		<b>65</b>	<b>-</b>	<b>65</b>	<b>68</b>	<b>-</b>	<b>68</b>	<b>71</b>	<b>-</b>	<b>73</b>

Public Safety	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Fire</b>										
Fire Chief	N/A	1	-	1	1	-	1	1	-	1
Deputy Fire Chief	30	-	-	-	-	-	-	-	-	-
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	6	-	6	6	-	6
Fire Training Coordinator	24	2	-	2	2	-	2	2	-	2
Fire Captain	24	3	-	3	3	-	3	3	-	3
Fire Lieutenant	23	18	-	18	21	-	21	21	-	21
Fire Engineer	21	21	-	21	24	-	24	24	-	24
Firefighter, Senior Firefighter	17-18	42	-	42	48	-	48	48	-	48
Fire Support Technician	17	1	-	1	1	-	1	1	-	1
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
Systems & Performance Analyst	18	-	-	-	1	-	1	1	-	1
Administrative Logistics Coordinator <sub>3</sub>	18	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>98</b>	<b>-</b>	<b>98</b>	<b>114</b>	<b>-</b>	<b>114</b>	<b>115</b>	<b>-</b>	<b>115</b>
<b>Police</b>										
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	4	-	4	4	-	4
Police Lieutenant	27	3	-	3	3	-	3	5	-	5
Police Sergeant <sub>6</sub>	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	1	-	1
Police Corporal	23	7	-	7	7	-	7	7	-	7
Police Officers (PO I, PO II, Master PO, Senior PO)	19-22	68	-	68	68	-	68	68	-	68
Crime Analyst	20	1	-	1	1	-	1	1	-	1
Information Technology Technician	21	-	-	-	-	-	-	-	-	-
Victim Advocate	21	1	-	1	1	-	1	1	-	1
Digital Forensic Technician	21	-	-	-	1	-	1	1	-	1
Police Crisis Counselor	20	-	-	-	1	-	1	1	-	1
Support Services Manager	29	-	-	-	1	-	1	1	-	1
Evidence Technician/Quartermaster	16	1	-	1	1	-	1	2	-	2
Administrative Coordinator <sub>14</sub>	18	1	-	1	1	-	1	1	1	1
Police Records Technician	16	3	-	3	3	-	3	3	-	3
<b>Total</b>		<b>105</b>	<b>-</b>	<b>105.000</b>	<b>110</b>	<b>-</b>	<b>110.000</b>	<b>113</b>	<b>1</b>	<b>113.375</b>
<b>Emergency Communications</b>										
Communications Manager	26	1	-	1	1	-	1	1	-	1
Communications Shift Supervisor <sub>7</sub>	19	4	-	4	4	-	4	4	-	4
Telecommunicator (I, II, Senior)	16-18	8	-	8	8	-	8	8	-	8
<b>Total</b>		<b>13</b>	<b>-</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>13</b>
<b>Total Public Safety</b>		<b>216</b>	<b>-</b>	<b>216.00</b>	<b>237</b>	<b>-</b>	<b>237.00</b>	<b>241</b>	<b>1</b>	<b>241.38</b>

Public Works	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Facility &amp; Fleet Services</b>										
Facilities & Grounds Supervisor	25	1	-	1	1	-	1	1	-	1
Fleet Services Supervisor	22	1	-	1	1	-	1	1	-	1
Program Support Specialist	15	-	-	-	-	-	-	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	4	-	4	5	-	5
Grounds Maintenance Crew Field Supervisor <sub>17</sub>	17	1	-	1	1	-	1	1	-	1
Grounds Maintenance Technician <sub>17</sub>	13	3	-	3	3	-	3	3	-	3
<b>Total</b>		<b>14</b>	<b>-</b>	<b>14</b>	<b>15</b>	<b>-</b>	<b>15</b>	<b>17</b>	<b>-</b>	<b>17</b>

Public Works (cont.)	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Public Works Administration</b>										
Public Works & Transportation Director <sub>1</sub>	N/A	1	-	1	1	-	1	1	-	1
Public Works Operations Data Analyst	23	1	-	1	1	-	1	1	-	1
Senior Program Support Specialist	17	-	-	-	-	-	-	-	-	-
Program Support Specialist <sub>18</sub>	15	1	-	1	1	-	1	1	-	1
Public Works Data Operations Specialist <sub>13</sub>	21	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>5</b>	<b>-</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>5</b>
<b>Streets</b>										
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
<b>Total</b>		<b>15</b>	<b>-</b>	<b>15</b>	<b>15</b>	<b>-</b>	<b>15</b>	<b>15</b>	<b>-</b>	<b>15</b>
<b>Solid Waste Services</b>										
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
<b>Total</b>		<b>18</b>	<b>-</b>	<b>18</b>	<b>18</b>	<b>-</b>	<b>18</b>	<b>18</b>	<b>-</b>	<b>18</b>
<b>Total Public Works</b>		<b>52</b>	<b>-</b>	<b>52</b>	<b>53</b>	<b>-</b>	<b>53</b>	<b>55</b>	<b>-</b>	<b>55</b>

Public Utilities	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Electric Utility</b>										
Electric Utilities Director	N/A	1	-	1	1	-	1	1	-	1
Senior Electrical Projects Manager	30	-	-	-	-	-	-	-	-	-
Electric Operations Supervisor	27	1	-	1	1	-	1	1	-	1
Electric Technical Services Manager	27	1	-	1	1	-	1	1	-	1
Senior Electrical Engineer	25	-	-	-	1	-	1	1	-	1
System Operator	26	-	-	-	-	-	-	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
Arborist (Head)	26	-	-	-	-	-	-	1	-	1
Powerline Arborist (Trainee)	22	2	-	2	2	-	2	2	-	2
Forester	21	-	-	-	1	-	1	1	-	1
Powerline Right-of-Way Technician	16	4	-	4	4	-	4	4	-	4
Program Support Specialist	15	-	1	0.750	1	-	1	1	-	1
Utility Locate Technician	15	4	-	4	4	-	4	4	-	4
Electric Programs & Technology Coordinator	19	1	-	1	1	-	1	1	-	1
<b>Total Electric Fund</b>	<b>Total</b>	<b>37</b>	<b>1</b>	<b>37.750</b>	<b>40</b>	<b>-</b>	<b>40</b>	<b>42</b>	<b>-</b>	<b>42</b>
<b>Stormwater</b>										
Stormwater & Utility Engineering Manager <sub>3</sub>	31	-	-	-	-	-	-	-	-	-
Engineer (Professional, Senior, Utility)	27-28	1	-	1	1	-	1	1	-	1
Environmental Engineering Manager <sub>16</sub>	31	1	-	1	1	-	1	1	-	1
Environmental Field Services Supervisor	26	1	-	1	1	-	1	1	-	1
Environmental Specialist	22	2	-	2	3	-	3	3	-	3
Stormwater Utility Coordinator	22	-	-	-	-	-	-	1	-	1
<b>Total</b>		<b>5</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>-</b>	<b>6</b>	<b>7</b>	<b>-</b>	<b>7</b>
<b>Water Sewer Administration (Water Resources)</b>										
Water Resources Director	N/A	1	-	1	1	-	1	1	-	1
Assistant Public Works/Utilities Director	-	-	-	-	-	-	-	-	-	-
Senior Program Support Specialist	17	1	-	1	1	-	1	1	-	1
Utility Locate Technician	15	-	-	-	-	-	-	-	-	-
Utilities Operations Manager	29	1	-	1	1	-	1	1	-	1
Utilities Engineering Manager	30	1	-	1	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 <sub>5</sub>	25	1	-	1	1	-	1	1	-	1
Utilities Specialist <sub>4</sub>	25	2	-	2	2	-	2	2	-	2
GIS Specialist	21	1	-	1	1	-	1	1	-	1
Meter Services Supervisor <sub>12</sub>	19	1	-	1	1	-	1	1	-	1
Meter Technician (Senior) <sub>12</sub>	14/15	4	-	4	4	-	4	4	-	4
<b>Total</b>		<b>16</b>	<b>-</b>	<b>16.000</b>	<b>16</b>	<b>-</b>	<b>16.000</b>	<b>16</b>	<b>-</b>	<b>16.000</b>

Public Utilities (cont.)	Salary Grade	FY 2020-2021			FY 2021-2022			FY 2022-2023		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Water Maintenance</b>										
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 Field Supervisor	23	-	-	-	-	-	-	1	-	1
Utility Maintenance Worker/Technician (All Levels)	13-16	13	-	13	13	-	13	14	-	14
<b>Total</b>		<b>20</b>	<b>-</b>	<b>20.000</b>	<b>20</b>	<b>-</b>	<b>20</b>	<b>22</b>	<b>-</b>	<b>22</b>
<b>Sewer Treatment</b>										
Water Reclamation Facility Manager	29	1	-	1	1	-	1	1	-	1
WRF - Team Leader	21	1	-	1	1	-	1	1	-	1
WRF Operator III / Electrical Specialist	21	-	-	-	-	-	-	-	-	-
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
<b>Total</b>		<b>7</b>	<b>1</b>	<b>7.875</b>	<b>8</b>	<b>-</b>	<b>8</b>	<b>8</b>	<b>-</b>	<b>8</b>
<b>Sewer Maintenance</b>										
Collections Systems Supervisor	24	1	-	1	1	-	1	1	-	1
Pump Maintenance Supervisor	23	1	-	1	1	-	1	1	-	1
Pump Maintenance Mechanic	18	3	-	3	3	-	3	3	-	3
Utility Maintenance Worker/Technician (All Levels)	13-16	6	-	6	6	-	6	6	-	6
Heavy Equipment Operator	17	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>12</b>	<b>-</b>	<b>12</b>	<b>12</b>	<b>-</b>	<b>12</b>	<b>12</b>	<b>-</b>	<b>12</b>
<b>Total Water &amp; Sewer Fund</b>		<b>60</b>	<b>1</b>	<b>60.875</b>	<b>62</b>	<b>-</b>	<b>62</b>	<b>65</b>	<b>-</b>	<b>65</b>
<b>Total Public Utilities</b>		<b>97</b>	<b>2</b>	<b>98.63</b>	<b>102</b>	<b>-</b>	<b>102.00</b>	<b>107</b>	<b>-</b>	<b>107.00</b>

Total Funds	FY 2020-2021			FY 2021-2022			FY 2022-2023		
	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Total General Fund	427	1	427.56	474	5	477.75	498	5	503.38
Total Electric Fund	37	1	37.75	40	-	40.00	42	-	42.00
Total Water & Sewer Fund	60	1	60.88	62	-	62.00	65	-	65.00
<b>Total All Funds</b>	<b>524</b>	<b>3</b>	<b>526.19</b>	<b>576</b>	<b>5</b>	<b>579.75</b>	<b>605</b>	<b>5</b>	<b>610.38</b>

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 2022 – 2023 Annual Budget**

*Non-Profit Funding*

**Non - Profit Funding Applications**

Entity	Meets Public Purpose & Statutory Authority Test	FY 23 Request	Finance Committee Recommendation	In Kind Support Requested / Notes	Notes	21-22 Requested Funding Purpose
Apex Downtown Business Association	Yes (Economic Development / General Recreation)	\$10,000	\$8,000	Use of one room in Halle every month for general membership meeting (First Friday every month), Banner hanging by Town of Apex employees, Police and Fire support for events, Social Media promotional support for downtown events and ADBA promotions	59% of budget revenues from TOA; Same request submitted as previous year. Plan to continue with the print advertising & user generated content campaigns on IG, grow Salem Street promotional events, bring back Finally Friday promotion, hire music & entertainment, provide refreshments for membership & boost digital campaigns online	MARKETING: 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.
Apex Farmers Market	Yes (Economic Development)	\$19,700	\$17,800	Town Campus parking lot Saturdays from 6:30 am-1:30 pm, access to electricity, and banner hanging. Support with advertising and promotions including an ad in the monthly utility mailer inserts. Use of the Halle auditorium with sound and seating for one evening in April for our vendor meeting.	72% of budget revenues from TOA;	Community Events: Continue to provide the community with our online shopping platform, allowing for pre-orders and contact-free shopping opportunities. Before COVID, the market was a space for community to gather and are looking to re-establish that communal essence with a weekly live music program, food trucks, and kids activities. Food Acquisition Program: The organization is investing time and resources towards supporting vendors in obtaining the tools, education, and resources needed to independently accept SNAP benefits at their point of sale. Successful creation of food acquisition programs and now will work toward supporting the food equity issues.
Apex Public School Foundation	Yes (Public Health & Safety / Human Relations)	\$1,000	\$1,000	No in-kind support requested.	Anticipate that most speakers and translators will provide pro-bono services which significantly reduces the expense of this program.	Funding for the APSF Health & Wellness Webinar Series: hosting a minimum of 3 free webinars consulting the APSF Principal's Advisory Council to determine relevant topics for the Apex-area school community and ask webinar participants to share ideas for topics. Webinars are typically held in the evening for 60-90 minutes (in English & Spanish). Program expenses include Zoom webinar license and fees for speakers and/or translators.
Carolina Swims Foundation	Yes, as revised (Public Health & Safety / Human Relations)	\$10,000	\$5,000	No in-kind support requested.	50% of total budget; Staff followed up to ensure online registration includes questions to ensure Apex residency as an eligibility criteria for sponsored swim lessons; Lifeguard certifications is not a public purpose, cannot fund; Org. is ok to remove this portion of request. Swim bag - \$165, Swim lessons (8 sessions) \$90-\$255 per child	Request for financial support for the amount of \$10,000 (or amount deemed appropriate) Carolina Swims Foundation "Gives the Gift of Swim" through sponsored swim lessons in NC to safeguard children from drowning. The financial request would be used to help support the costs of: 1-"Give the Gift of Swim" sponsored swim lessons 2-"Survival Backpacks" for each child (\$165 each, includes bag, towel, goggles, swim cap, swimsuit) 3-Lifeguard Certification Courses
Citizens Assisting Police in Apex	Yes (Public Safety, Health & Welfare)	\$1,200	\$1,200	No in-kind support requested.	Continued program from FY 22; blankets are provided to each child served	Blanket Buddies is a community service project in which CAPA members assemble and distribute 'no sew' blankets to SAFEChild.
Fiesta Cristiana Mission Congregation	Yes (Community Development / Low income support)	\$15,000	\$8,000	Apex Latino Arts Festival: providing police, staff for logistics and advertising, dumpsters, porta johns, street closings, and street cleaning.	Sponsored under UMC 501c3, who is ceasing other programs operating under them; will be applying for own 501 status (possible lapse in status?) Personnel not recommended because there is not way to determine legal public purpose of staff time. Questioned how does utility payment assistance program differs from our current CAP program with Western Wake, how this will add to or enhance existing program or if this is duplication of current program.	Funding will be used to pay a portion of the salary for the Family Resource Center's Director (\$7,500) and the Emergency Rent/Utility Assistance (\$7,500). The Director will oversee the current programs being funded through Wake County Smart Start, the State of North Carolina and Kate B. Reynolds. Supervision of these programs has been provided by the Senior Pastor, Jose Luis Villaseñor. However, the addition of this staff person will enable the Family Resource funders currently supporting Fiesta's work expect the organization to find funding from additional resources Center to ensure that the family support programs are securing more unrestricted funding that enables them to exist as the to sustain them past the funding.
SafeChild	Yes (Public Safety, Health & Welfare)	\$30,000	\$15,000	Apex Police Department has assisted with several Apex Community Yard Sales. Staff and CAPA members volunteer their time to set up the yard sale, provide overnight security of the area, manage the sales transactions, and the clean up, removal, and donation of any items that do not sell.	Funding also provided by Raleigh (\$20,000) & Town of Cary (\$4,500)	\$10,000 in annual operating support & \$20,000 to support the Champion Our Children capital project. Current land acquisition, site development, construction costs, and interior upfit expenditures are projected to be \$8,570,775. The funds will construct and equip a new facility enabling SAFEChild to expand programs, strengthen and heal more families, and protect more children from abuse. Funding will help sustain and expand the services needed by Apex children and families. There is no fee charged to the family or the investigating professionals for the services. Each child evaluated at the SAC costs SAFEChild a minimum of \$2,500 to provide medical intervention and treatment. Apex PD has referred 150 children to the SAC. Of the 13 law enforcement jurisdictions in Wake County, Apex is the 4th highest referral source.
Transitions LifeCare	Yes (Public Safety, Health & Welfare / Hospitals)	\$10,000	\$8,000	Transitions LifeCare receives volunteer support from Town of Apex residents.		Funds will be used for low to moderate income residents with serious illness to provide visiting medical services, medications and supplies to patients in their home or place of residence. Person-centered and holistic supportive services are provided by an interdisciplinary team of hospice and palliative care professionals. Grant funds will allow for our organization to continue to care for all residents with life-limiting illness regardless of health insurance or ability to pay.
Western Wake Crisis Ministries	Yes (Community Development / Low income support)	\$20,000	\$8,000	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 and the UCAP program.	This is in addition to contract and allocation of Town of Apex's Customer Assistance Program.	Funds will be used directly for financial assistance for clients living in Apex. Individuals and families may receive financial assistance for a late utility bill (electric, water, or heat) or past due rent. Families are required to meet criteria documenting a current situation or verifying limited income. Eligible families may receive up to \$1000 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.
<b>Total Requested:</b>		<b>\$116,900</b>	<b>\$72,000</b>			

# 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.

**Annual Comprehensive Financial Report (ACFR):** 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.

**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.

**Consumer Price Index (CPI):** is a measure of the average change over time in prices of certain goods. It is a way to measure inflation.

**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 percent of General Fund expenditures at the end of the fiscal year. The Town Council has adopted a policy to set this at 25 percent.

**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.

**Major Fund:** funds whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

**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.

**Non-Major Fund:** funds whose revenues, expenditures/expenses, assets or liabilities are less than 10 percent of the total for their fund category (governmental or enterprise) and less than 5 percent of the aggregate of all governmental and enterprise funds in total.

**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.

**Permanent Fund:** Accounts for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs



**Personal Property:** Movable property classified within two categories- tangible and intangible. "Tangible" or touchable property includes items of visible and movable property not permanently affixed to real property. "Intangible" or non-touchable property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights, and similar assets.

**Personnel Services:** Salaries and wages paid to employees for fulltime, part-time, and temporary work including overtime and similar compensation.

**Policy:** A definite course or method of action in light of given conditions to guide and determine present and future decisions.

**Powell Bill Funds:** Funding from state-shared gasoline taxes that are restricted for use on maintenance of local streets and roads.

**Productivity Measure:** A performance measure combining efficiency and effectiveness measures into a single factor.

**Program:** An organized set of related work activities that are directed toward accomplishing a common goal.

**Property Taxes:** Taxes levied on both real and personal property according to the property's valuation and tax rate.

**Proprietary Funds:** Funds used to separate, control, and track financial resources of business-type activities carried out by a government. The two proprietary fund types include: 1) Enterprise Funds and 2) Internal Service Fund.

**Real Property:** Land, buildings, and items permanently affixed to land or buildings.

**Reclassification:** Change in a position title and/or the associated pay range based on changes in the job skills required for a given position.

**Reserve:** An account designated for a portion of the fund balance that is to be used for a specific purpose.

**Resources:** Assets that can be used to fund expenditures such as property taxes, user fees, beginning fund balance, or working capital.

**Restricted Fund Balance:** Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be spent only for the specific purposes stipulated by statutes, external resource providers, or through enabling legislation.

**Restricted Intergovernmental Revenues:** Grants, entitlements, and shared revenues that are recorded in the appropriate fund and classified by both source and function for which the revenues are to be spent.

**Retained Earnings:** Amounts shown as retained earnings represent accumulated earnings of proprietary funds after all budgeted business expenses have been made.

**Revaluation:** The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value. By North Carolina law, a revaluation must be conducted at a minimum of every eight years.

**Revenue:** Funds the Town receives as income including tax payments, fees from specific services, receipts from other governments, fines, grants, shared revenues, and interest income.

**Revenue Bonds:** Bonds issued by a government that are backed by a specific revenue source such as water and sewer fees.



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

**Sales and Use Tax:** Taxes based on the consumption of goods and services that the state collects for local governments and distributes based upon set formulas.

**Special Assessment:** A compulsory levy made against certain properties to defray part of the cost of a specific improvement or service, which are deemed primarily to benefit those properties.

**Special Revenue Fund:** A fund used to account for the revenues from specific sources that are to be used for legally specified expenditures.

**Surplus:** The amount by which revenues exceed expenditures.

**Tax Base:** The assessed valuation of all taxable real and personal property within the Town's corporate limits.

**Tax Levy:** The resultant product when the tax rate per one-hundred dollars valuation is multiplied by the total taxable valuation, or tax base.

**Taxes:** Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or to user charges for enterprise type services.

**Transfer:** Movement of cash or other resources between funds.

**Unassigned Fund Balance/Retained Earnings:** The portion of a fund's unspent monies, or reserves that are not restricted for a specific purpose and are available for general appropriation.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for expenditures.

**User Fee/Charge:** The payment for direct receipt of a service by the party benefiting from the service. These charges may or may not be designed to recover the full cost associated with providing the service or facility.

**Workload Measure/ Indicators:** A performance measure identifying how much or how many products or services were produced.



## Common Acronyms

<b>ACR</b>	Annual Contribution Rate	<b>GFOA</b>	Government Finance Officers Association
<b>AMI</b>	Advanced Metering Infrastructure	<b>GS / N.C.G.S.</b>	General Statutes / North Carolina General Statutes
<b>APA</b>	American Planning Association	<b>IACP</b>	International Association of Chiefs of Police
<b>CAD</b>	Computer Aided Dispatch	<b>ICMA</b>	International City/County Management Association
<b>ACFR</b>	Annual Comprehensive Financial Report	<b>IP</b>	Instalment Purchase
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies	<b>IT</b>	Information Technology
<b>CAPA</b>	Citizens Assisting Police in Apex	<b>LAPP</b>	Locally Administered Projects Program
<b>CATV</b>	Community Access Television	<b>LEO</b>	Law Enforcement Officer
<b>CDBG</b>	Community Development Block Grant	<b>LGBFCA</b>	Local Government Budget and Fiscal Control Act
<b>CIP</b>	Capital Improvement Plan	<b>LGC</b>	Local Government Commission
<b>CO</b>	Certificate of Occupancy	<b>LSE</b>	Limited Service Employee
<b>COVID-19</b>	Coronavirus Disease	<b>LWCF</b>	Land and Water Conservation Fund
<b>CPI</b>	Consumer Price Index	<b>MGD</b>	Millions of Gallons per Day
<b>EEO</b>	Equal Employment Opportunity	<b>MVA</b>	Mega Volt Amp
<b>EMS</b>	Emergency Management Services	<b>N/A</b>	Not Applicable
<b>EO</b>	Executive Order	<b>NC</b>	North Carolina
<b>EPA</b>	Environmental Protection Agency	<b>NCCMA</b>	North Carolina City/County Management Association
<b>ERP</b>	Enterprise Resource Planning	<b>NCCMT</b>	North Carolina Capital Management Trust
<b>ETJ</b>	Extra Territorial Jurisdiction	<b>NCDEQ</b>	North Carolina Department of Environment Quality
<b>FEMA</b>	Federal Emergency Management Administration	<b>NCDOT</b>	North Carolina Department of Transportation
<b>FT</b>	Full-time	<b>NCDMV</b>	North Carolina Division of Motor Vehicles
<b>FTE</b>	Full-time Equivalent	<b>NCDWQ</b>	North Carolina Division of Water Quality
<b>FY</b>	Fiscal Year	<b>NCLM</b>	North Carolina League of Municipalities
<b>GAAP</b>	Generally Accepted Accounting Principles	<b>NFPA</b>	National Fire Protection Agency
<b>GASB</b>	Government Accounting Standards Board	<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>GO Bonds</b>	General Obligation Bonds	<b>OPEB</b>	Other Post-Employment Benefits
<b>GIS</b>	Geographic Information Systems	<b>OSHA</b>	Occupational Safety and Health Act



<b>PIL</b>	Payment in Lieu	<b>SCM</b>	Stormwater Control Measure
<b>PIO</b>	Public Information Officer	<b>TIA</b>	Traffic Impact Analysis
<b>PO</b>	Purchase Order	<b>TIF</b>	Tax Increment Financing
<b>PT</b>	Part-time	<b>TIP</b>	Transportation Improvement Program
<b>RCA</b>	Resources Conservation Act	<b>TP</b>	Transportation Plan
<b>RFP</b>	Request for Proposals	<b>UDO</b>	Unified Development Ordinance
<b>SCADA</b>	Supervisory Control and Data Acquisition	<b>WWRWRF</b>	Western Wake Regional Water Reclamation Facility





**APEX**  
NORTH CAROLINA

# **CAPITAL IMPROVEMENT PLAN**

*Fiscal Years 2023-2027*

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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 residents 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 Emergency Communications). Public safety facilities are considered in the public facilities element.
4. **Public Facilities Element:** funds the 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 the 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, maintenance, 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 & 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.

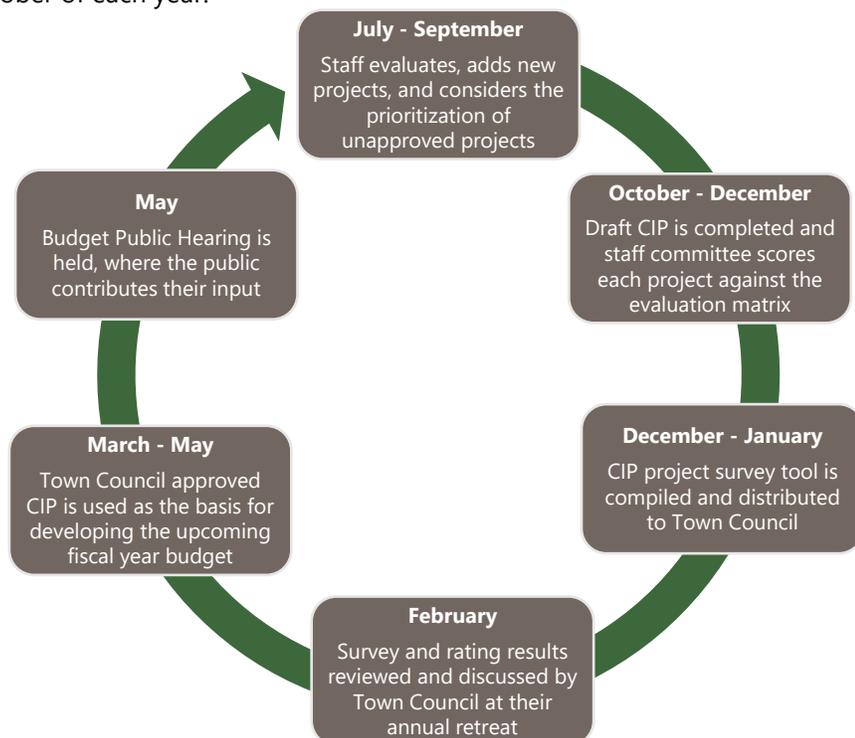
Debt Financing: For debt financing, the town uses several types of debt mechanisms, including general obligation bonds, revenue bonds, and traditional lease-purchase or installment financing. The mechanism selected varies depending on the level of funding needed, the term of the need, and current debt 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: Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.*

*Responsible Development: Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.*

*Environmental Leadership: Commit to sustaining natural resources and environmental well-being.*

*Economic Vitality: Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.*

*A Welcoming Community: Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.*

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 <sup>st</sup> Quartile - Above Average Score, Above Average Agreement	2 <sup>nd</sup> Quartile - Above Average Score, Below Average Agreement
Beaver Creek Extension Phase I & Phase II Jessie Drive Phase I and Phase II Justice Heights Street Extension Ragan Road Sidepath Repurpose Depot Parking Lot Safe Routes to School South Salem Street Bicycle Connection Tunstall House Restoration West Street Park Improvements	Apex Peakway Southeast Connector Environmental Education Center GoApex Transit Program Salem Street Downtown Streetscape and Resurfacing Tingen Road Pedestrian Bridge
3 <sup>rd</sup> Quartile - Below Average Score, Below Average Agreement	4 <sup>th</sup> Quartile - Below Average Score, Above Average Agreement
Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion Beaver Creek Greenway Improvement Pleasant Park Baseball & Softball Complex Fire Station 37 Hunter Street Bike Track Land Purchase for Affordable Housing Pristine Water Drive Connector Production Drive Extension Station 31 Rebuild	Apex Community Park Parking Lot Expansion Big Branch Greenway Davis Drive at Salem Church Road Realignment Jaycee Park Expansion KidsTowne Playground Renovation Middle Creek Greenway Reedy Branch Greenway

The chart above reflects the project distribution. Quartile 1, the green block, contains projects with above average rankings and general agreement. These projects are considered the highest relative priority by the Town Council. Quartile 4, the red block, represents projects with below average rankings and general agreement. Quartile 2 and 3, the yellow and orange blocks, represent the middle ground where there is more disagreement. The Town Council focuses discussion on many of these projects in the 2<sup>nd</sup> and 3<sup>rd</sup> quartiles.

Following Town Council input and approval, the CIP is used as a basis for budgeting in the coming fiscal year and in formulating financial forecasts prepared as part of the budget process. Public input is solicited through two public hearings held during the budget process.

### **Resident Budget Priorities Survey**

The Town of Apex resident budget priorities survey invites Apex residents to share their input on budgetary decisions. The online survey presents residents with two different ranking tools. First, residents are given the opportunity to indicate the importance they place 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 present 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.*

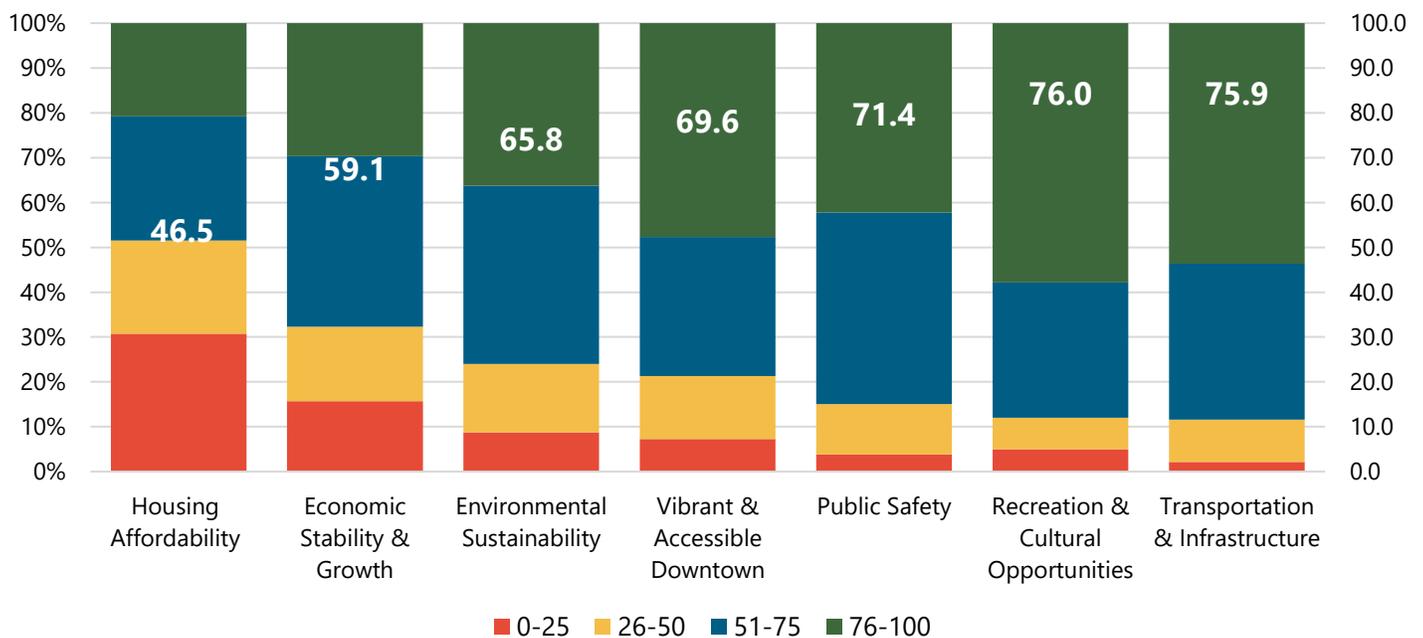
*Vibrant and Accessible Downtown: Repurposing unused or underused spaces for public enjoyment; landscaping; and improving parking, sidewalks, and pedestrian crossings.*

The survey provides a slider bar for each category, which represent a scale from “not at all important” to “very important.” By dragging and dropping a pin in the appropriate spot, residents communicate how important they feel each given category is.

The next section of the survey uses a simple drag-and-drop tool to rank specific initiatives within each category. By moving these items into their preferred order, residents indicate which items within the broader categories they feel are most and least important to fund. Residents are also given the option to indicate that none of the items listed are important to them.

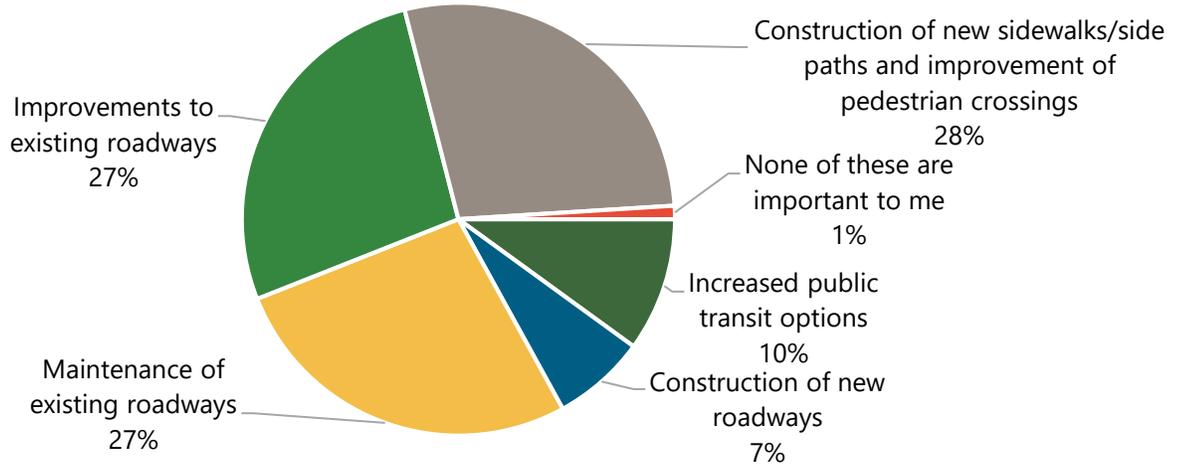
To analyze the results, town budget staff calculate the average score of each broad budgeting category. Residents rated Transportation & Infrastructure as being most important, while Housing Affordability was least important.

**Importance of the Budget Priorities  
(Sliding Scale 1-100, Average Score)**

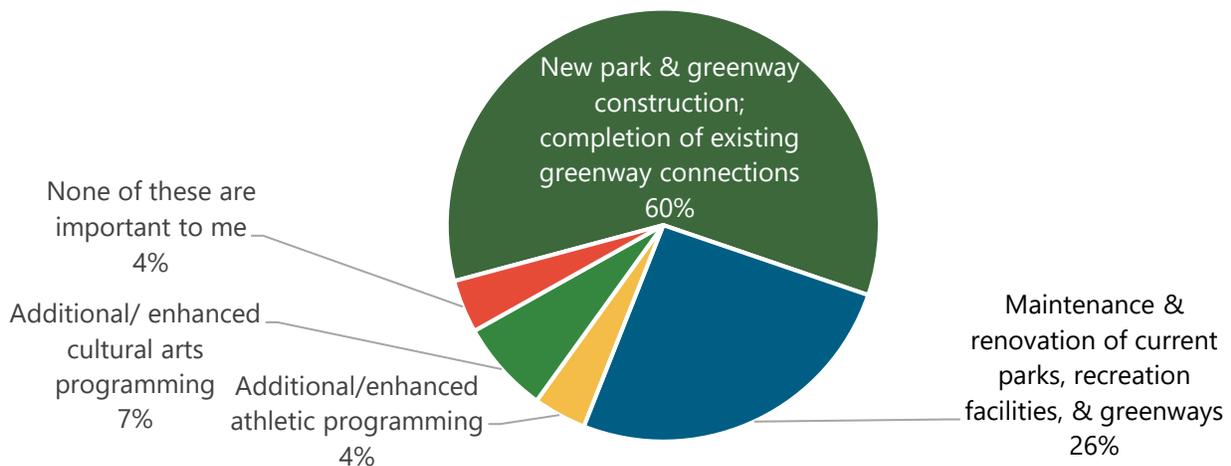


The average rankings for the items within each budgeting category reveals the initiatives residents feel are most important for the town to address in the FY 22-23 budget. Below is a breakdown of the results within each broad budget category:

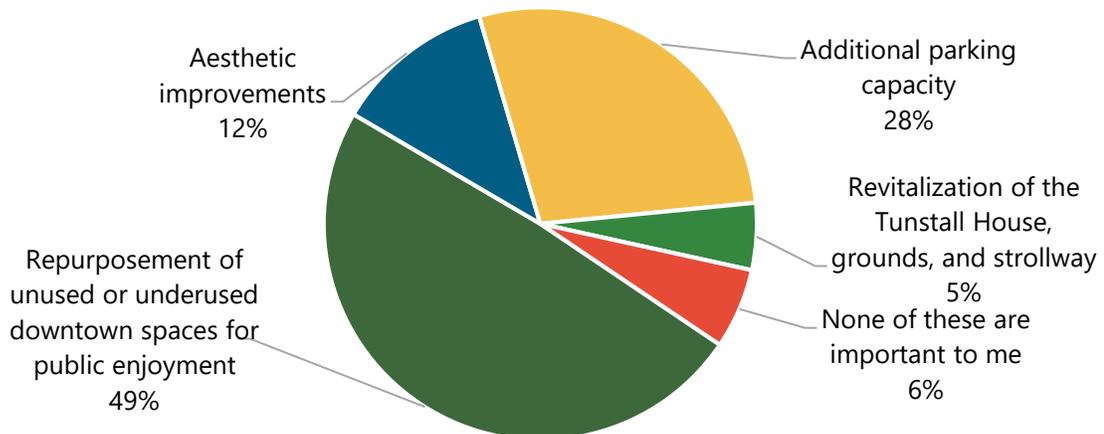
### Transportation & Infrastructure



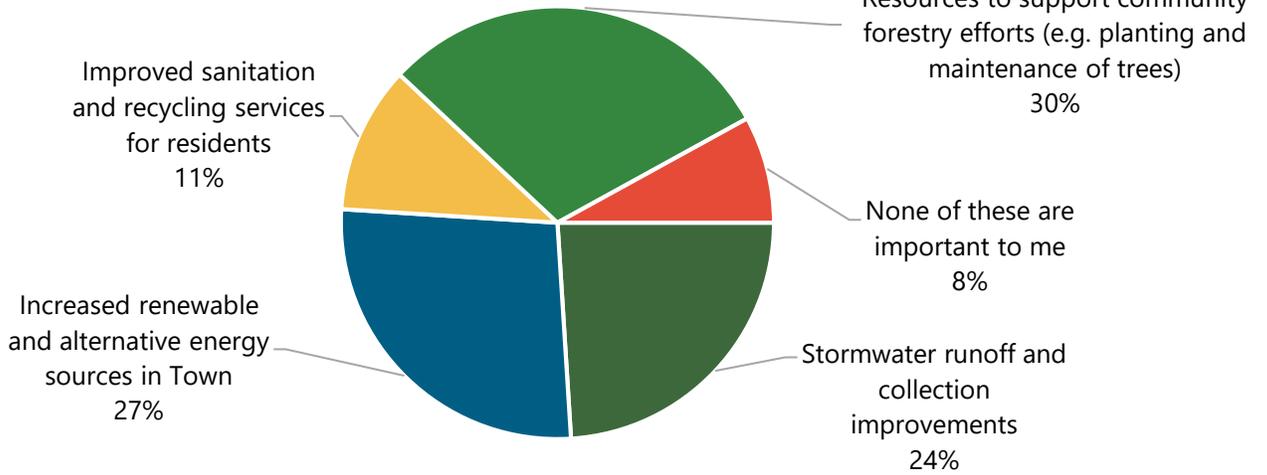
### Recreation & Cultural Opportunities



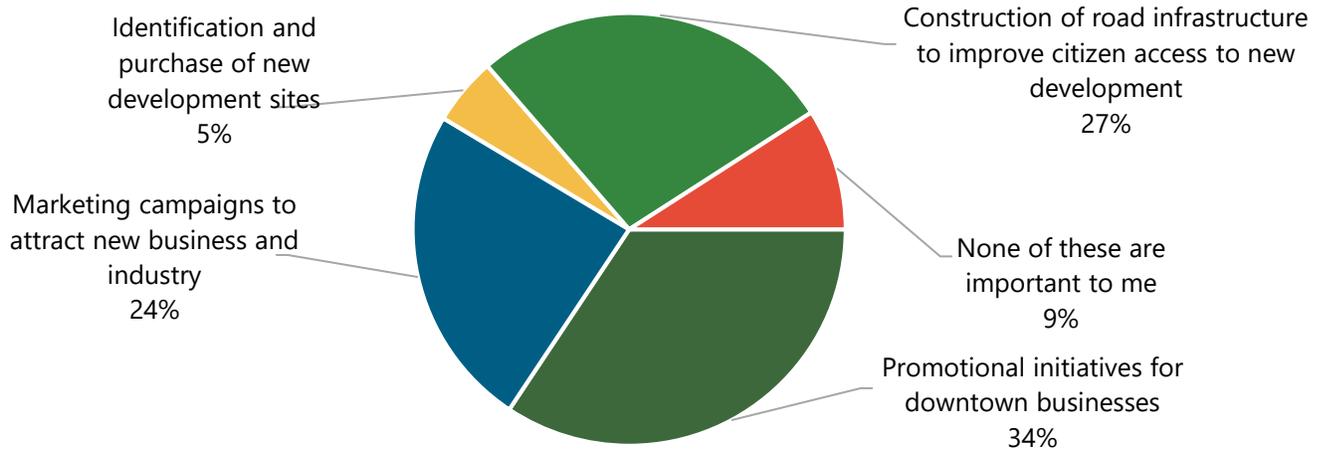
### Vibrant & Accessible Downtown



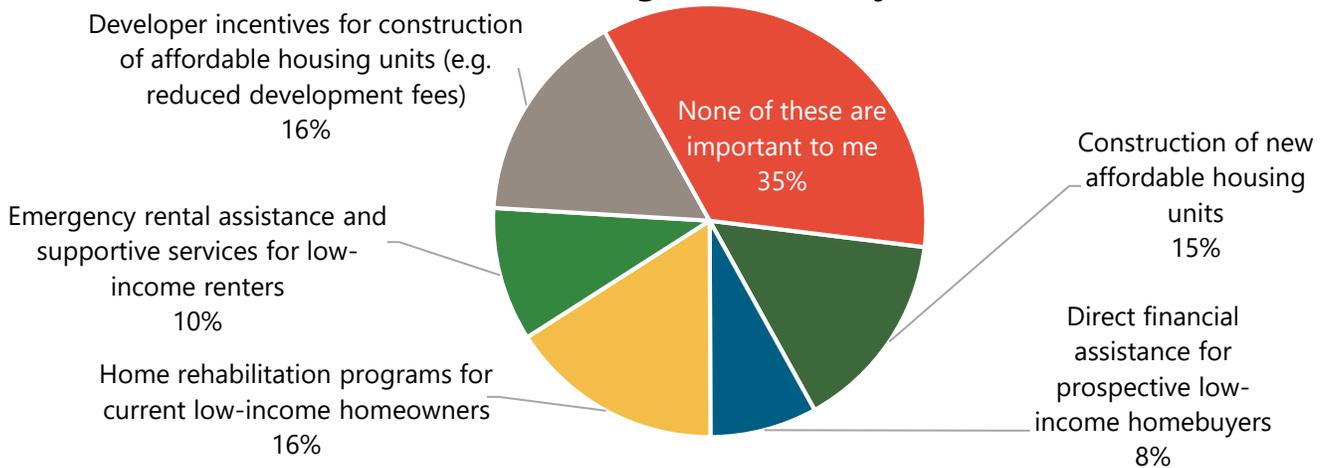
## Environmental Sustainability



## Economic Stability & Growth



## Housing Affordability



The town's goal in creating the resident budget priorities survey was to gain input from a larger number of residents than it typically reaches during its two annual budget hearings. With 413 survey responses, the town was able to successfully gain a fuller picture of what is important to Apex residents. This knowledge will help the Mayor and Town Council ensure town actions are well aligned with resident 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 & 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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Annual Miscellaneous Road & Sidewalk Improvements	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
Annual Pavement Management	2,000,000	2,200,000	2,300,000	2,400,000	2,500,000	2,600,000	14,000,000
GPS Emergency Vehicle Preemption	260,000	160,000	160,000	160,000	-	-	740,000
Justice Heights Street Extension	250,000	750,000	-	-	-	-	1,000,000
Felton Grove High School Improvements Cost Share	500,000	825,000	825,000	-	-	-	2,150,000
Ragan Road Sidepath	200,000	1,050,000	-	-	-	-	1,250,000
Safe Routes to School	1,710,000	640,000	1,000,000	3,290,000	3,090,000	865,000	10,595,000
Salem Street Downtown Streetscape & Resurfacing	2,800,000	1,400,000	2,500,000	-	-	-	6,700,000
Tingen Road Pedestrian Bridge	150,000	500,000	4,050,000	-	-	-	4,700,000
Wayfinding Signage Fabrication & Installation	320,000	760,000	415,000	-	-	260,000	1,755,000
Center Street Railroad Crossing Improvements & Sidewalk	-	140,000	-	920,000	-	-	1,060,000
Chatham Street Railroad Crossing Improvements & Sidewalk	-	150,000	-	1,145,000	-	-	1,295,000
South Salem Street Bicycle Connection	-	300,000	-	2,100,000	-	-	2,400,000
Apex Peakway North Widening	-	-	495,000	5,000,000	-	-	5,495,000
GoApex Transit Program	-	-	100,000	690,000	-	-	790,000
Jessie Drive Phase I & Phase II	-	-	1,000,000	8,500,000	-	13,500,000	23,000,000
West Williams Street Sidewalk	-	-	200,000	650,000	-	-	850,000
Apex Peakway Southeast Connector	-	-	-	1,710,000	-	17,100,000	18,810,000
Davis Drive at Salem Church Road Realignment	-	-	-	200,000	500,000	7,000,000	7,700,000
Pavement Management Backlog	-	-	-	5,000,000	-	-	5,000,000
Pristine Water Drive Connector	-	-	-	500,000	3,000,000	-	3,500,000
Production Drive Extension	-	-	-	300,000	2,000,000	-	2,300,000
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	-	-	-	-	-	2,000,000	2,000,000
<b>Element Total</b>	<b>\$ 8,390,000</b>	<b>\$ 9,075,000</b>	<b>\$ 13,245,000</b>	<b>\$ 32,765,000</b>	<b>\$ 11,290,000</b>	<b>\$ 47,525,000</b>	<b>\$ 122,290,000</b>





## Continuous Projects

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### 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

**\$2,000,000+**  
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 2022-23

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### 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. Emergency vehicle preemption is designed to give emergency response vehicles a green light on their approach to a signalized intersection while providing a red light to conflicting approaches. Future years include adding GPS preemption 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.

### Justice Heights Street Extension

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

This project includes extending Justice Heights 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.

### Felton Grove High School Improvements Cost Share

**\$2,150,000**  
Three-year Total

This project will contribute funds toward intersection improvements as part of the construction of proposed Felton Grove High School (2025 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 be potential capacity and safety issues at multiple access points to the school. Funding is being prioritized ahead of construction in order to enter into an agreement with the school. Payment will be expected in 2025.





## Ragan Road Sidepath

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

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.

## Safe Routes to School

**\$10,595,000**  
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, Apex Middle School, Apex Friendship Schools, Laurel Park Elementary, Baucom Elementary, Olive Chapel Elementary, Scotts Ridge Elementary, Salem Schools, and Thales Academy Elementary School. These phases were identified through an analysis of safe routes to school needs. Without the project there will continue to be gaps in the sidewalk network and other deficiencies in the transportation system that make walking and biking to school difficult.

## Salem Street Downtown Streetscape & Resurfacing

**\$6,700,000**  
Three-year Total

This project includes: (1) Saunders Parking Lot expansion with Smart Parking, (2) Improvements to Commerce, Seaboard, and The Peak Alley, and (3) the curbless permeable-paver Salem Streetscape with 10 on-street spaces and street trees, plus Saunders Street gathering space, based on the schematic designs approved by Town Council in 2021. Improving these spaces was identified as a "Top 10" priority in the plan. 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.

## Tingen Road Pedestrian Bridge

**\$4,700,000**  
Three-year Total

This project is for the 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.

## Wayfinding Signage Fabrication & Installation

**\$1,755,000**  
Four-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 2023-24

### Center Street Railroad Crossing Improvements & Sidewalk

\$1,060,000

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 percent 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. This project also includes sidewalk along the north side of Center St from N Salem St to N Hughes St.

### Chatham Street Railroad Crossing Improvements & Sidewalk

\$1,295,000

Two-year Total

This 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 percent 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.

### South Salem Street Bicycle Connection

(Pleasant Park to Apex Peakway)

\$2,400,000

Two-year Total

This project will add bike lanes along S Salem Street from Pleasant Park to Hunter Street. This project was identified as the second highest priority in Bike Apex: The Comprehensive Bicycle Plan. If it is not completed, the town will not meet the objective of prioritizing bicycle improvements along a designated bicycle route and major thoroughfare.

## FY 2024-25

### GoApex Transit Program

\$790,000

Two-year Total

This project 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, began 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.

### Jessie Drive Phase I & Phase II

\$23,000,000

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.

### 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 percent 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**

Two-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.

### Davis Drive at Salem Church Road Realignment

**\$7,700,000**

Three-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.

### Pavement Management Backlog

**\$5,000,000**

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.

### Pristine Water Drive Connector

(Pristine Water Drive to Lufkin Road)

**\$3,500,000**

Two-year Total

This project would extend a connector street from Burma Drive to Lufkin Road. Construct 700 feet of minor connector 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.

### Production Drive Extension

**\$2,300,000**

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

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### 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

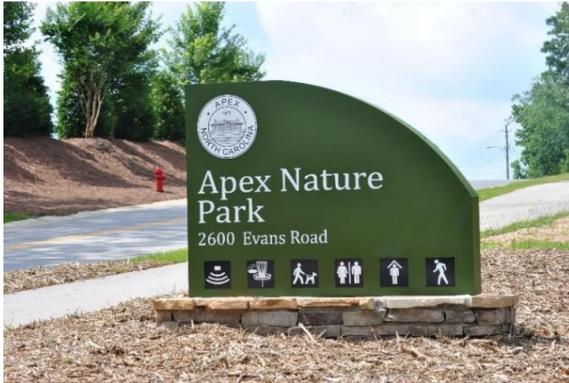
This project will provide enhancements the town requests as part of the NCDOT widening project (Ten Ten Road from Apex Peakway to Kildaire Farm Road in the Town of Cary). Enhancements include pedestrian facilities (sidewalk and multi-use path), median treatments, and landscaping. As part of the state's 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:** Acquisition of land for new park and greenway facilities, the construction of park and recreation amenities, and major maintenance of current facilities.



**Peak Plan 2030 Recommendation:** That the town “implement recommendations of the recently updated Parks, Recreation, Greenways, and Open Space Master Plan.” Projects shown in this element address needs reflected in this plan. 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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	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 Improvements	650,000	-	-	-	-	-	650,000
Hunter Street Bike Track	225,000	-	-	-	-	-	225,000
Environmental Education Center	-	300,000	-	3,500,000	-	-	3,800,000
Pleasant Park Baseball & Softball Complex	-	4,007,600	4,007,600	-	-	-	8,015,200
West Street Park Improvements	-	1,500,000	-	-	-	-	1,500,000
Beaver Creek Greenway Extension	-	-	500,000	1,000,000	5,000,000	8,031,000	14,531,000
KidsTowne Playground Renovation	-	-	100,000	1,500,000	-	-	1,600,000
Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion	-	-	-	1,200,000	-	-	1,200,000
Big Branch Greenway	-	-	-	300,000	150,000	8,000,000	8,450,000
Jaycee Park Expansion	-	-	-	-	150,000	1,500,000	1,650,000
Reedy Branch Greenway	-	-	-	-	300,000	3,000,000	3,300,000
Apex Community Park Parking Lot Expansion	-	-	-	-	-	700,000	700,000
Middle Creek Greenway	-	-	-	-	-	4,600,000	4,600,000
Olive Farm Park Design	-	-	-	-	-	25,000,000	25,000,000
Wimberly Road Park Design	-	-	-	-	-	30,500,000	30,500,000
<b>Element Total</b>	<b>\$ 1,175,000</b>	<b>\$ 6,107,600</b>	<b>\$ 4,907,600</b>	<b>\$ 7,800,000</b>	<b>\$ 5,900,000</b>	<b>\$ 81,631,000</b>	<b>\$ 107,521,200</b>





## Continuous Projects

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### 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

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### Beaver Creek Greenway Improvements

\$650,000

This project will relocate, replace, and rebuild a section of greenway that is flooding/holding standing water on Beaver Creek Greenway. Improvements include repair of shoulder and trail surface from Jaycee Park to Kelly Road Park as identified in engineered analysis inventory. This study prioritized maintenance and repair for safety and user experience. Installation of boardwalk near Kelvington Court to address flooding in wetland area.

### Hunter Street Bike Track

\$225,000

This project includes the construction of a bike track on recently acquired vacant land, at the north end of the park. Bike track to consist of natural surfaces with obstacles, mounds, and other features to allow for off road biking challenges, similar to mountain biking facilities but in circular track route. No additional parking will be added. An accessible route will link to the new facility.

## FY 2023-24

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### Environmental Education Center

\$3,800,000

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.

### Pleasant Park Baseball & Softball Complex

\$8,015,200

Two-year Total

This is the baseball/softball complex designed as part of the Pleasant Park master plan. There are 4 fields of ranging sizes, fieldhouse with restrooms, office, meeting, and concession spaces, a maintenance storage building, concourse with seating, 2 signature fields with stadium type seating, 4 batting cages, and support facilities.

### West Street Park Improvements

\$1,500,000

This project includes the renovation of West Street park with installation of sanitary sewer for restroom/shelter, accessible route through park, expanded and lighted basketball court, and other improvements; requested as part of the Master planning for West Street Park, developed through community input.





## FY 2024-25

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### Beaver Creek Greenway Extension

\$14,531,000

Four-year Total

This project includes the extension of greenway from Nature Park to Arcadia West and Buckhorn Preserve as well as an extension from Jaycee Park under Highway 55.

### KidsTowne Playground Renovation

\$1,600,000

Two-year Total

This community-built wood playground is now 21 years old and while the routine maintenance and replacement of components is ongoing, the life of the structure is limited. This project would undertake the demolition of existing equipment and replace with new.

## FY 2025-26

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### Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion

\$1,200,000

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.

### Big Branch Greenway

\$8,450,000

Three-year Total

This project will complete greenway along corridor from James Street, South to US 1 providing links to proposed transit routes and serving as a connection to existing neighborhoods.

## FY 2026-27

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### Jaycee Park Expansion

\$1,650,000

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.

### Reedy Branch Greenway

(Abbingdon-Kelly Road West to Goliath Lane)

\$3,300,000

Two-year Total

This project will complete a greenway gap between the sidepath along Kelly Road (connects to Kelly Road Park Olive Chapel Elementary School, commercial/office) and the sidepath along Beaver Creek Commons Drive to commercial/retail and transit.

## Horizon

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### Apex Community Park Parking Lot Expansion

\$700,000

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.





## Middle Creek Greenway

(Gladstone North to Center Street)

\$4,600,000

This extension of Middle Creek Greenway runs through the Pinnacle Park project connecting from Gladstone in the Proposed Horton Park Subdivision, crossing Jesse Drive, through the Cash Corporate site, to Lufkin Road Middle School terminating at Center Street/SR1010.

## Olive Farm Park Design

\$25,000,000

The town acquired approximately 22 acres of land for a future park in Southwest Apex in August of 2017. The 2022 Master Plan update will include a conceptual plan with recommended facilities to meet community needs. Early responses from public input indicate the possibility of a recreation center, open play space, active and passive recreation with significant environmental components.

## Wimberly Road Park Design

\$30,500,000

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 2022 Master Plan update will include a conceptual plan with recommended facilities to meet community needs. The Wimberly Road parkland is significant in its location near the White Oak Creek watershed area, access to the American Tobacco Trail, and East Coast Greenway. Preliminary project needs per public input include indoor recreation space (gymnasium/classrooms), passive open space, community gardens, and environmental education and conservation opportunities.





## Public Safety Element Projects

**Projects Funded:** Acquisition of capital equipment to support the operations of the three public safety departments in the town (Fire, Police, and Emergency Communications). (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 residents.



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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Aerial Apparatus to Replace Ladder 4	1,500,000	-	-	-	-	-	1,500,000
Radio Replacement	150,000	150,000	150,000	150,000	150,000	-	750,000
Engine 32 Replacement	-	740,000	-	-	-	-	740,000
SCBA Replacement	-	250,000	250,000	250,000	250,000	710,000	1,710,000
Driving Simulator	-	-	243,000	-	-	-	243,000
Fire Pumper for Olive Farm Station	-	-	-	-	-	825,000	825,000
Fire Pumper for Station 37	-	-	-	-	-	825,000	825,000
Rescue Retrieval Van	-	-	-	-	-	165,000	165,000
<b>Element Total</b>	<b>\$ 1,650,000</b>	<b>\$ 1,140,000</b>	<b>\$ 643,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 2,525,000</b>	<b>\$ 6,758,000</b>





### FY 2022-23

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**Aerial Apparatus to Replace Ladder 34** **\$1,500,000**

This project is for an aerial platform apparatus to replace Ladder 34, which is a 2006 model. At this point, Ladder 34 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.

**Radio Replacement** **\$750,000**  
Five-year Total

This project will replace the fire department's mobile and portable radios. Many departments replace their portable radios every 5 years in order to ensure reliable and consistent communications due to keeping up with current technology. The fire department completed a radio replacement project in 2016 so it is important to plan for replacement of all mobile and portable radios throughout the department.

### FY 2023-24

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**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.

**Self-Contained Breathing Apparatus Replacement** **\$1,710,000**  
Five-year Total

This request is for a total replacement of the self-contained breathing apparatus (SCBAs). With the continuing evolution of NFPA standards that recognize technological advancements, the current SCBAs will no longer meet the most current edition of NFPA 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services within the next 5-7 years. The projected cost of this request includes a full complement of SCBA equipment include the airpack itself, air bottles, Bluetooth options, and a remote monitoring system.

### FY 2024-25

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**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.

### Horizon

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**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.





### Fire Pumper for Station 37

\$825,000

This fire pumper will be needed for the fire station 37 in order to provide service to Apex's western areas, including annexations into Chatham County.

### 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 resident safety.





## Public Facilities Element Projects

**Projects Funded:** Construction and major maintenance of general government and public safety facilities and infrastructure. This element also funds improvements to communications and technology infrastructure.

**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 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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Eva Perry Library Improvements	400,000	-	-	-	-	-	400,000
Firearms Training Range	325,000	50,000	50,000	-	-	-	425,000
Mechanical (Boiler) Upgrades to Community Center	177,600	-	-	-	-	-	177,600
Station 31 Rebuild	100,000	500,000	-	4,500,000	-	-	5,100,000
Public Works Operations Building Renovations	-	870,000	-	-	-	-	870,000
Town Hall Remodel	-	500,000	500,000	500,000	-	-	1,500,000
Tunstall House Restoration	-	1,000,000	-	-	-	-	1,000,000
Vehicle Storage Shed & Brine Building	-	23,500	235,500	-	-	-	259,000
Mechanical (HVAC/Chiller) Upgrades to Town Facilities	-	-	125,000	-	-	-	125,000
Town Campus & Public Works Parking Lot Resurfacing	-	-	385,000	165,000	-	-	550,000
Repurpose Depot Parking Lot	-	-	-	250,000	2,000,000	-	2,250,000
Fire Department Administration Building	-	-	-	-	-	3,000,000	3,000,000
Fire Station 37 (Olive Farm Area)	-	-	-	-	-	6,500,000	6,500,000
Fleet Floor Epoxy & OSHA Work Zone Safety Marking	-	-	-	-	-	110,000	110,000
Fleet Fluid Pumps/Reclamation	-	-	-	-	-	100,000	100,000
Land Purchase for Affordable Housing	-	-	-	-	-	500,000	500,000
Police Department Addition/Renovation	-	-	-	-	-	6,400,000	6,400,000
Public Safety Station 38	-	-	-	-	-	8,250,000	8,250,000
<b>Element Total</b>	<b>\$ 1,002,600</b>	<b>\$ 2,943,500</b>	<b>\$ 1,295,500</b>	<b>\$ 5,415,000</b>	<b>\$ 2,000,000</b>	<b>\$ 24,860,000</b>	<b>\$ 37,516,600</b>





**FY 2022-23**

**Eva Perry Library Improvements**

**\$400,000**

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

**Firearms Training Range**

**\$425,000**

Three-year Total

The Police department currently uses the firearms training facility operated by the Town of Cary with access to their facility on a limited basis throughout the year. Due to past and projected growth of both towns, it is becoming more difficult to get a sufficient number of training days to meet our needs. Therefore, funding is being requested to renovate a parcel of land currently owned by Duke Energy Progress near the Shearon Harris Nuclear Power Plant in New Hill. For the past several months, we have been working with officials from Duke Energy to acquire access to this parcel of land. The site is where a firing range was once operated by the security staff at the nuclear power plant. Once approved, the town would be offered a no cost multi year lease for the property.

**Mechanical (Boiler) Upgrades to Community Center**

**\$177,600**

This project includes replacing the four 20-year-old boilers at the Community Center and creating 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.

**Station 31 Rebuild**

**\$5,100,000**

Three-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**

**Public Works Operations Building Renovations**

**\$870,000**

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 drop-off and pick-up lockers would be made available.

**Town Hall Remodel**

**\$1,500,000**

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

\$1,000,000

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.

## 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

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## Mechanical (HVAC/Chiller) Upgrades to Town Facilities

\$125,000

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.

## Town Campus & Public Works Parking Lot Resurfacing

\$550,000

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.

### FY 2025-26

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## Repurpose Depot Parking Lot

\$2,250,000

Two-year Total

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

### Horizon

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## Fire Department Administration Building

\$3,000,000

As the Fire department grows, the need for additional administrative office and conference room space is increasing exponentially. This project will construct 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 and a warehouse space on the land behind Station 33.

## Fire Station 37

\$6,500,000

(Olive Farm Area)

Fire Station 37 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 percent 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.





### Fleet Floor Epoxy & OSHA Work Zone Safety Marking

\$110,000

The fleet bay areas are faded and oil stained. Currently, there are no proper delineation/work zone markings on them causing a greater potential to work place injuries such as but not limited to; slipping and tripping hazards. There are no proper indications of personal protective equipment, safety data sheets, spill kit, or work zone safety signs.

### 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.

### 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

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 Safety Station 38

\$8,250,000

Public Safety Station 38 will be needed if the Town of Apex begins to annex into Chatham County down US 64 or 751. This area is quite a distance from any current or planned fire station and we will not be able to meet our coverage standard without the addition of a new fire station, personnel, and apparatus. Not funding this request will leave this area without equitable public safety coverage.





## 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, Stormwater Control Measure (SCM) construction, and the 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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Grapple Truck - Replacement	-	195,000	-	-	-	-	195,000
Leaf Truck - Addition	-	212,000	-	212,000	-	-	424,000
Street Sweeper - Replacement	-	275,000	-	-	-	-	275,000
Chipper Truck - Addition	-	-	165,000	-	-	-	165,000
Leaf Truck - Replacement	-	-	212,000	-	212,000	-	424,000
Chipper Truck - Replacement	-	-	-	165,000	-	-	165,000
Motor Grader - Replacement	-	-	-	406,000	-	-	406,000
Small Asphalt Paver - Addition	-	-	-	115,000	-	-	115,000
Dump Truck - Replacement	-	-	-	-	-	185,000	185,000
<b>Element Total</b>	<b>\$ -</b>	<b>\$ 682,000</b>	<b>\$ 377,000</b>	<b>\$ 898,000</b>	<b>\$ 212,000</b>	<b>\$ 185,000</b>	<b>\$ 2,354,000</b>





**FY 2023-24**

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**Grapple Truck – Replacement** **\$195,000**

There are currently two grapple trucks in the fleet to support the town's yard waste program by providing large limb and tree stump removal service. Only one of the grapple trucks is used on a daily basis with a second truck serving as a backup. This second truck is also used to support the bulk item pickup program; collecting oversized items that cannot be lifted by hand. This project will replace a truck (Unit #210) that will be over 9 years old with over 94,000 miles.

**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.

**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 Streets 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**

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**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 – 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.

**FY 2025-26**

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**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.

**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** **\$406,000**

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.

**Small Asphalt Paver - Addition** **\$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.





**FY 2026-27**

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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

**Horizon**

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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.



## 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.

<b>General Fund Element Total</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>	<b>Future Years</b>	<b>Total Capital Cost</b>
Transportation	8,390,000	9,075,000	13,245,000	32,765,000	11,290,000	47,525,000	122,290,000
Parks, Recreation, & Cultural Resources	1,175,000	6,107,600	4,907,600	7,800,000	5,900,000	81,631,000	107,521,200
Public Safety	1,650,000	1,140,000	643,000	400,000	400,000	2,525,000	6,758,000
Public Facilities	1,002,600	2,943,500	1,295,500	5,415,000	2,000,000	24,860,000	37,516,600
Public Works & Environmental Services	-	682,000	377,000	898,000	212,000	185,000	2,354,000
	<b>\$ 12,217,600</b>	<b>\$ 19,948,100</b>	<b>\$ 20,468,100</b>	<b>\$ 47,278,000</b>	<b>\$ 19,802,000</b>	<b>\$ 156,726,000</b>	<b>\$ 276,439,800</b>
<b>Revenues</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>	<b>Future Years</b>	<b>Total</b>
General Fund / Capital Outlay	4,917,800	13,945,100	14,027,600	10,823,000	16,444,500	22,986,500	83,144,500
General Obligation Bonds	314,500	930,000	1,250,500	24,505,000	-	109,131,000	136,131,000
Grants	4,035,300	1,500,000	2,025,000	690,000	-	-	8,250,300
Installment Purchase / Capital Lease	-	-	-	8,000,000	-	21,150,000	29,150,000
Designated Capital Funds	1,250,000	1,787,500	1,326,000	1,366,000	1,406,500	1,448,900	8,584,900
Intergovernmental Funds	1,700,000	1,785,500	1,839,000	1,894,000	1,951,000	2,009,600	11,179,100
	<b>\$ 12,217,600</b>	<b>\$ 19,948,100</b>	<b>\$ 20,468,100</b>	<b>\$ 47,278,000</b>	<b>\$ 19,802,000</b>	<b>\$ 156,726,000</b>	<b>\$ 276,439,800</b>

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 an eight percent growth factor for operations expenditures throughout the five-year scope. This growth factor is representative of the town's three-year rolling average for personnel and operating expenditure increases. The town has been the beneficiary of sustained growth in property values with a three-year rolling average of 8.43 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, not including grants, fund transfers, or use of fund balance, to be on par with the increases in expenditures. The CIP includes a revenue growth rate of eight percent beyond FY22-23. For projects subject to financing in FY22-23, the debt model includes interest rates of 4.0 percent. For future years, a half percent has been added to the interest rate per year beginning in FY23-24. 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 (GO) 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 FY22-23 is .84 percent. The ratio for FY22-23 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 .84 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, 2022 audited valuation is \$829,020,168. The CIP includes a maximum debt obligation of \$117,211,552 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 as new bond debt and installment purchase financing. The new debt brings the payout ratio to 72.47 percent in FY22-23. The lowest ratio of 63.91 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 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 FY22-23, the General Fund debt service ratio is 10 percent, which represents the highest ratio for the proposed CIP. 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

<b>Debt Obligations</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
GO Bond Debt	\$63,155,000	\$81,754,500	\$78,969,500	\$76,505,000	\$96,085,000	\$91,160,000
Installment Purchase & Lease Debt	\$19,649,724	\$18,440,931	\$16,660,138	\$14,889,345	\$21,126,552	\$19,372,759
<b>Total Net Debt Obligations</b>	<b>\$82,804,724</b>	<b>\$100,195,431</b>	<b>\$95,629,638</b>	<b>\$91,394,345</b>	<b>\$117,211,552</b>	<b>\$110,532,759</b>
<b>Debt Service</b>						
GO Bond Principal	\$3,715,000	\$3,715,000	\$4,925,000	\$4,925,000	\$5,970,000	\$5,975,000
GO Bond Interest	\$2,117,986	\$2,930,757	\$2,740,607	\$2,549,807	\$3,733,706	\$3,466,707
<i>Total GO Bond Debt Service</i>	<i>\$5,832,986</i>	<i>\$6,645,757</i>	<i>\$7,665,607</i>	<i>\$7,474,807</i>	<i>\$9,703,706</i>	<i>\$9,441,707</i>
IP & Lease Principal	\$1,208,793	\$1,780,793	\$1,770,793	\$1,762,793	\$1,753,793	\$1,969,806
IP & Lease Interest	\$280,402	\$331,069	\$297,423	\$263,963	\$230,651	\$631,864
<i>Total IP Debt Service</i>	<i>\$1,489,195</i>	<i>\$2,111,862</i>	<i>\$2,068,216</i>	<i>\$2,026,756</i>	<i>\$1,984,444</i>	<i>\$2,601,670</i>
<b>Total GF Debt Service</b>	<b>\$7,322,181</b>	<b>\$8,757,619</b>	<b>\$9,733,823</b>	<b>\$9,501,563</b>	<b>\$11,688,150</b>	<b>\$12,043,377</b>

<b>General Fund Debt Ratios &amp; Fiscal Indicators</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
Fund Balance	\$34,490,969	\$30,870,969	\$19,246,462	\$8,919,062	\$3,591,974	-\$981,748
Fund Balance Percentage	40.84%	33.85%	18.09%	7.90%	3.02%	-0.77%
Impact on Capital Designated Funds	\$0	\$1,250,000	\$1,787,500	\$1,326,000	\$1,366,000	\$6,406,500
Impact on Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0
Revenue per Capita	\$1,209	\$1,213	\$1,217	\$1,184	\$1,212	\$1,219
% Property Tax Revenue	50.56%	52.98%	53.23%	55.10%	56.47%	56.56%
10-year Principal Payout (>55%)	0.00%	72.47%	77.37%	82.11%	63.91%	67.61%
Net Debt per Assessed Valuation (<2.5%)	0.739%	0.842%	0.741%	0.616%	0.728%	0.633%
Net Debt Service to Expenditures Less Transfers-in (<12%)	8.83%	10.00%	9.47%	8.45%	9.83%	9.44%
PAYGO Percent	0.00%	97.39%	95.35%	93.91%	31.25%	100.00%



## Tax Rate Analysis

One method of assessing the CIP impact on the operating budget is to illustrate the effects in terms of the tax rate. The overall CIP model includes future estimates and escalation for revenues and expenditures, including operating impacts identified for each capital project. The table below depicts 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. Because the intent is to illustrate funding gaps solely in terms of 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.

The FY22-23 Recommended Budget includes a tax rate of \$.41, which includes a \$.014 increase for voter approved bond debt in 2021. Wake County will undergo another revaluation in 2024 and the projections for FY24-25 use a revenue-neutral tax rate of \$.387. 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 beyond FY22-23 with potential shortfalls ranging from \$4.57 million in FY26-27 to \$9.83 million in FY24-25. 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 gaps also present opportunities for town staff to identify additional funding sources such as grants or direct fees that can affect Town Council decisions to balance the budget. The funding gap is noticeable for all years primarily due to large downtown, transportation, and parks and recreation capital projects. Notably, several large parks and recreation projects are new to the CIP and have created larger funding gaps than previously identified in prior years' analyses. The CIP includes \$74.87 million in transportation projects over the next five years, including \$6.7 million for downtown projects, and identifies another \$47.53 million in projects on the horizon. This amount does not include the already budgeted \$25.5 million SW Apex Peakway project, for which debt service payments will begin in FY22-23. Transportation projects include ten projects with cost estimates exceeding \$1 million over the next five years. The CIP programs seven of these large projects for FY25-26 to correspond with bond sales from the November 2021 bond referendum, which funds \$22.94 million for five of the projects. Overall, the CIP includes new debt service for general obligation bonds to cover \$42 million in transportation projects – \$17 million beginning in FY22-23 and \$25 million in FY25-26. The impact model does include a tax rate increase to accompany the proposed general obligation debt. The proposed bond plan includes two separate tax rate increases of \$.014 in FY22-23 and \$.016 in FY26-27 to cover the annual debt service. Significant parks and recreation projects include the completion of the baseball and softball complex at Pleasant Park for \$4.01 million in FY23-24 and FY24-25, an environmental education center (\$3.8 million), Beaver Creek Greenway expansion (\$6.5 million), and maintenance and renovations at KidsTowne Playground (\$1.6 million). These parks and recreation projects are new to the CIP and currently do not have funding identified beyond typical General Fund revenues.

The five-year tax rate assessment table below indicates the change in tax rate needed to account for the potential funding gaps. This does not account for any potential increases in other revenues sources or cuts in the operating budget that may offset the gap. The "tax 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 general obligation bonds. The "zero-balance" tax rate line reflects revenues with the tax rate adjusted to offset the funding gap for the corresponding year. The table indicates that without changes to the project schedule, operational cuts, or identifying alternate funding sources, the town would need to increase the property tax rate by an average of \$.047 in future years to ensure a balanced budget and maintain sufficient reserves.



5-Year Tax Rate Assessment

Forecasted Expenditures (Including CIP Projects)	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
Operating Budget	\$73,126,481	\$78,976,599	\$85,294,727	\$92,118,306	\$99,487,770
Capital Outlay	\$8,791,400	\$17,568,100	\$17,242,600	\$14,083,000	\$19,802,000
Debt Service	\$8,757,619	\$9,733,823	\$9,501,563	\$11,688,150	\$12,043,377
Transfers Out	-\$1,250,000	-\$1,787,500	-\$1,326,000	-\$1,366,000	-\$6,406,500
<i>Total Expenditures</i>	<i>\$91,201,500</i>	<i>\$106,419,723</i>	<i>\$112,930,891</i>	<i>\$118,932,056</i>	<i>\$127,542,147</i>
<b>Total Capital &amp; Debt</b>	<b>\$16,299,019</b>	<b>\$25,514,423</b>	<b>\$25,418,163</b>	<b>\$24,405,150</b>	<b>\$25,438,877</b>
<b>Capital &amp; Debt Expenditures %</b>	<b>17.87%</b>	<b>23.98%</b>	<b>22.51%</b>	<b>20.52%</b>	<b>19.95%</b>
Forecasted Revenues					
Property Tax	\$48,322,500	\$52,395,495	\$56,811,793	\$64,149,935	\$69,556,989
Other Taxes, Fees, Charges	\$39,259,000	\$42,399,720	\$45,791,698	\$49,455,033	\$53,411,436
Transfers In	\$0	\$0	\$0	\$0	\$0
<i>Total Revenues</i>	<i>\$91,201,500</i>	<i>\$98,435,215</i>	<i>\$103,103,491</i>	<i>\$113,604,968</i>	<i>\$122,968,425</i>
<b>Difference</b>	<b>(\$0)</b>	<b>(\$7,984,508)</b>	<b>(\$9,827,400)</b>	<b>(\$5,327,087)</b>	<b>(\$4,573,722)</b>
Projected Fund Balance	\$30,870,969	\$19,246,462	\$8,919,062	\$3,591,974	-\$981,748
Capital Impact on Fund Balance	(\$0)	(\$7,984,508)	(\$9,827,400)	(\$5,327,087)	(\$4,573,722)
Fund Balance Impact Percentage	33.85%	18.09%	7.90%	3.02%	-0.77%
Assessed Property Value	\$11,905,025,641	\$12,908,473,570	\$14,844,744,606	\$16,095,974,858	\$17,452,668,504
\$.01 Property Tax Increase =	\$1,178,598	\$1,277,939	\$1,469,630	\$1,593,502	\$1,727,814
Tax Rate	\$0.410	\$0.410	\$0.387	\$0.403	\$0.403
Change in Tax Rate Needed for Difference	\$0.000	\$0.062	\$0.067	\$0.033	\$0.026
<b>Zero-Balance Tax Rate</b>	<b>\$0.410</b>	<b>\$0.472</b>	<b>\$0.453</b>	<b>\$0.436</b>	<b>\$0.429</b>
Projected Fund Balance with Tax Rate Adjustment	\$30,870,969	\$27,230,969	\$18,746,462	\$8,919,062	\$3,591,974
Projected Fund Balance % with Tax Rate Adjustment	33.85%	25.59%	16.60%	7.50%	2.82%



## 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, major maintenance of infrastructure, and the 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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Electric Line Truck - Replacement	285,500	-	-	-	-	-	285,500
Smart Grid Meter & Load Control	1,000,000	-	-	-	-	-	1,000,000
Green Level Substation	-	-	1,700,000	-	-	-	1,700,000
East Williams Substation	-	-	-	-	-	5,075,000	5,075,000
<b>Total</b>	<b>\$ 1,285,500</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,075,000</b>	<b>\$ 8,060,500</b>





**FY 2022-23**

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**Electric Line Truck – Replacement**

**\$285,500**

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

**Smart Grid Meters & Load Control**

**\$1,000,000**

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

**FY 2024-25**

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**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**

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**East Williams Substation**

**\$5,075,000**

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	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Electric Line Truck - Replacement	285,500	-	-	-	-	-	285,500
Smart Grid Meter & Load Control	1,000,000	-	-	-	-	-	1,000,000
Green Level Substation	-	-	1,700,000	-	-	-	1,700,000
East Williams Substation	-	-	-	-	-	5,075,000	5,075,000
<b>Total</b>	<b>\$ 1,285,500</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,075,000</b>	<b>\$ 8,060,500</b>
Revenues	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total
Capital Outlay	1,285,500	-	-	-	-	-	1,285,500
Designated Capital Funds	-	-	1,700,000	-	-	-	1,700,000
Revenue Bonds	-	-	-	-	-	5,075,000	5,075,000
	<b>\$ 1,285,500</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,075,000</b>	<b>\$ 8,060,500</b>



## Section 5: Water & 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 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.

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 & 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, major maintenance of this infrastructure, and the equipment necessary to maintain the system.

**Peak Plan 2030 Recommendation:** Continue to assess, plan, and fund infrastructure needs through a capital improvement program and manage growth through utility investments.

*Our water and sewer utilities face increasing demands for maintenance and improvements in order to serve current and future needs. Our wastewater treatment plant treats a portion of the wastewater generated in Apex, with the remainder going to the new regional plant in New Hill.*



The table below shows each of the projects submitted for consideration in this year's CIP process and the estimated cost of the project in each fiscal year of the plan.

Water & Sewer Utility Fund	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Beaver Creek Commons Gravity Sewer Extension	1,400,000	-	-	-	-	-	1,400,000
Big Branch 2 Pump Station & Force Main	1,000,000	26,060,000	-	-	-	-	27,060,000
Crane Truck - Replacement	250,000	-	-	-	-	-	250,000
Humie Olive Water Loop	150,000	-	600,000	-	-	-	750,000
Middle Creek - Sunset Hills Pump Station Renovation	3,510,000	-	-	-	-	-	3,510,000
Water Main Replacement & Rehab Program	300,000	400,000	400,000	400,000	400,000	-	1,900,000
Western Transmission Main - Phase III	2,100,000	-	-	-	-	-	2,100,000
Friendship Elementary Gravity Sewer	-	905,000	-	-	-	-	905,000
Old Raleigh Road Water Line Replacement	-	800,000	2,800,000	-	-	-	3,600,000
US 64 & New Hill Olive Chapel Water Loop	-	330,000	1,300,000	-	-	-	1,630,000
Abbingtion Gravity Sewer Extension	-	-	280,000	-	-	-	280,000
US 64 Utility Relocation	-	-	-	2,500,000	-	-	2,500,000
UV System Replacement	-	-	-	1,440,000	-	-	1,440,000
Elevated Water Storage Tank - 2.0 MG	-	-	-	-	-	6,500,000	6,500,000
NC 55 Utility Relocation	-	-	-	-	-	2,150,000	2,150,000
Ten Ten Road/Center Street Utility Relocation	-	-	-	-	-	2,500,000	2,500,000
Cary Projects Sub-Total	658,700	402,500	890,000	586,500	690,000	4,606,000	7,833,700
WWRWRF Sub-Total	263,500	170,000	85,000	608,600	2,878,100	32,327,200	36,332,400
<b>Total</b>	<b>\$ 9,632,200</b>	<b>\$ 29,067,500</b>	<b>\$ 6,355,000</b>	<b>\$ 5,535,100</b>	<b>\$ 3,968,100</b>	<b>\$ 48,083,200</b>	<b>\$ 102,641,100</b>





**FY 2022-23**

**Beaver Creek Commons Gravity Sewer Extension** **\$1,400,000**

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** **\$27,060,000**

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.

**Crane Truck - Replacement** **\$250,000**

This project will replace one Crane Truck (Unit #84). The crane truck is used regularly in order to perform sensitive repairs and has been out of service for most of the past year due to the age of the equipment and the inability to replace outdated and obsolete parts. Currently, outside contractors are required to make the necessary repairs while this truck is out of commission which is both costly and timely. At time of replacement, the truck will be over 22 years old.

**Humie Olive Water Loop** **\$750,000**

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.

**Middle Creek - Sunset Hills Pump Station Renovation** **\$3,510,000**

This project includes the renovation of the existing Middle Creek - Sunset Hills Pump Station, installing a new deeper wetwell that will allow the pump station to serve the area to the northeast including the future school site. Pumps will be updated to carry the additional area and to meet the new pumping characteristics to the new Middle Creek Regional Pump Station. If this work is not completed, the area to the northeast will have to have its own separate pump station, which is not in the town's best long-term interest.

**Water Main Replacement & Rehab Program** **\$1,900,000**

Five-year total

This project includes the gradual replacement of small diameter (<10-inch), 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** **\$2,100,000**

(Apex BBQ to Peakway)

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 2023-24**

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Friendship Elementary Gravity Sewer \$905,000

Due to recent sewer extensions along Little Beaver Creek, the existing pump station located that the Friendship HS/ES site needs to 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 required 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.

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.

US 64 & New Hill Olive Chapel Water Loop \$1,630,000  
Two-year Total

This project includes water line extension along US 64, starting at the Legacy Development and routed west to New Hill Olive Chapel Road, connecting to the existing 12-inch water line from Deer Creek. This project includes approximately 6,000 linear feet of 12-inch waterline. This project is critical to provide a redundant feed to Deer Creek along with looping the waterline to remove the dead end at Deer Creek and dead end along US 64, thereby improving water quality and eliminating the need to flush the system in those areas.

**FY 2024-25**

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Abbington Gravity Sewer Extension \$280,000

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.

**FY 2025-26**

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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-inch, 10-inch, 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 \$1,440,000

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

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Elevated Water Storage Tank – 2.0 MG \$6,500,000

This project includes 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.

Ten Ten Road/Center Street Utility Relocation \$2,500,000

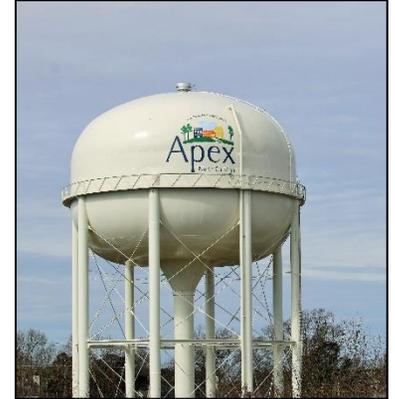
This project includes utility relocations to accommodate NC Department of Transportation’s widening of Ten Ten Road/Center Street to Kildaire Farm Road. The town has existing water and sewer utilities within the right-of-way, including 12-inch and 16-inch water lines, fire hydrants, valves, water service lines, and 6-inch 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 & Sewer Fund Summary

The table below shows the total of the capital needs for the Water and Sewer Fund element and the revenue sources proposed to support these needs. Local revenue is indicative of the need for current year revenue supported funding for some projects/purchases in each year.

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



Water & Sewer Utility Fund	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total Capital Cost
Beaver Creek Commons Gravity Sewer Extension	1,400,000	-	-	-	-	-	1,400,000
Big Branch 2 Pump Station & Force Main	1,000,000	26,060,000	-	-	-	-	27,060,000
Crane Truck - Replacement	250,000	-	-	-	-	-	250,000
Humie Olive Water Loop	150,000	-	600,000	-	-	-	750,000
Middle Creek - Sunset Hills Pump Station Renovation	3,510,000	-	-	-	-	-	3,510,000
Water Main Replacement & Rehab Program	300,000	400,000	400,000	400,000	400,000	-	1,900,000
Western Transmission Main - Phase III	2,100,000	-	-	-	-	-	2,100,000
Friendship Elementary Gravity Sewer	-	905,000	-	-	-	-	905,000
Old Raleigh Road Water Line Replacement	-	800,000	2,800,000	-	-	-	3,600,000
US 64 & New Hill Olive Chapel Water Loop	-	330,000	1,300,000	-	-	-	1,630,000
Abbingtion Gravity Sewer Extension	-	-	280,000	-	-	-	280,000
US 64 Utility Relocation	-	-	-	2,500,000	-	-	2,500,000
UV System Replacement	-	-	-	1,440,000	-	-	1,440,000
Elevated Water Storage Tank - 2.0 MG	-	-	-	-	-	6,500,000	6,500,000
NC 55 Utility Relocation	-	-	-	-	-	2,150,000	2,150,000
Ten Ten Road/Center Street Utility Relocation	-	-	-	-	-	2,500,000	2,500,000
Cary Projects Sub-Total	658,700	402,500	890,000	586,500	690,000	4,606,000	7,833,700
WWRWRF Sub-Total	263,500	170,000	85,000	608,600	2,878,100	32,327,200	36,332,400
<b>Total</b>	<b>\$ 9,632,200</b>	<b>\$ 29,067,500</b>	<b>\$ 6,355,000</b>	<b>\$ 5,535,100</b>	<b>\$ 3,968,100</b>	<b>\$ 48,083,200</b>	<b>\$ 102,641,100</b>
Revenues	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future Years	Total
Capital Outlay	2,100,000	2,435,000	5,380,000	4,340,000	400,000	4,650,000	19,405,000
Designated Capital Funds	4,022,200	10,632,500	975,000	1,195,100	3,568,100	12,433,200	35,226,100
Grants	3,510,000	-	-	-	-	-	3,510,000
Revenue Bonds	-	16,000,000	-	-	-	31,000,000	47,000,000
	<b>\$ 9,632,200</b>	<b>\$ 29,067,500</b>	<b>\$ 6,355,000</b>	<b>\$ 5,535,100</b>	<b>\$ 3,968,100</b>	<b>\$ 48,083,200</b>	<b>\$ 102,641,100</b>



## Section 6: Project Funding Detail

The following pages contain project funding details.



## Transportation

Project Cost	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future	Total
<b>Annual Miscellaneous Road &amp; Sidewalk Improvements</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,200,000</b>
- Intergovernmental Funds	200,000	-	-	-	-	-	200,000
- General Fund / Capital Outlay	-	200,000	200,000	200,000	200,000	-	800,000
- To Be Determined	-	-	-	-	-	200,000	200,000
<b>Annual Pavement Management</b>	<b>2,000,000</b>	<b>2,200,000</b>	<b>2,300,000</b>	<b>2,400,000</b>	<b>2,500,000</b>	<b>2,600,000</b>	<b>14,000,000</b>
- Intergovernmental Funds (Powell Bill Revenues)	1,250,000	735,500	1,839,000	1,894,000	1,951,000	2,009,600	9,679,100
- Designated Capital Funds	750,000	1,287,500	461,000	506,000	549,000	-	3,553,500
- General Fund / Capital Outlay	-	177,000	-	-	-	-	177,000
- To Be Determined	-	-	-	-	-	590,400	590,400
<b>GPS Emergency Vehicle Preemption</b>	<b>260,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	-	-	<b>740,000</b>
- Designated Capital Funds	-	-	60,000	-	-	-	60,000
- General Fund / Capital Outlay	260,000	160,000	100,000	160,000	-	-	680,000
<b>Justice Heights Street Extension</b>	<b>250,000</b>	<b>750,000</b>	-	-	-	-	<b>1,000,000</b>
- Intergovernmental Funds	250,000	-	-	-	-	-	250,000
- General Fund / Capital Outlay	-	750,000	-	-	-	-	750,000
<b>Felton Grove High School Improvements Cost Share</b>	<b>500,000</b>	<b>825,000</b>	<b>825,000</b>	-	-	-	<b>2,150,000</b>
- Designated Capital Funds	500,000	-	-	-	-	-	500,000
- General Fund / Capital Outlay	-	825,000	825,000	-	-	-	1,650,000
<b>Ragan Road Sidepath</b>	<b>200,000</b>	<b>1,050,000</b>	-	-	-	-	<b>1,250,000</b>
- General Fund / Capital Outlay	200,000	-	-	-	-	-	200,000
- Intergovernmental Funds	-	1,050,000	-	-	-	-	1,050,000
<b>Safe Routes to School</b>	<b>1,710,000</b>	<b>640,000</b>	<b>1,000,000</b>	<b>3,290,000</b>	<b>3,090,000</b>	<b>865,000</b>	<b>10,595,000</b>
- General Obligation Bonds	314,500	640,000	755,500	3,290,000	-	-	5,000,000
- Grants	1,395,500	-	-	-	-	-	1,395,500
- General Fund / Capital Outlay	-	-	244,500	-	3,090,000	-	3,334,500
- To Be Determined	-	-	-	-	-	865,000	865,000
<b>Salem Street Downtown Streetscape &amp; Resurfacing</b>	<b>2,800,000</b>	<b>1,400,000</b>	<b>2,500,000</b>	-	-	-	<b>6,700,000</b>
- Grants	2,640,000	-	-	-	-	-	2,640,000
- General Fund / Capital Outlay	160,000	1,400,000	2,500,000	-	-	-	4,060,000
<b>Tingen Road Pedestrian Bridge</b>	<b>150,000</b>	<b>500,000</b>	<b>4,050,000</b>	-	-	-	<b>4,700,000</b>
- General Fund / Capital Outlay	150,000	500,000	2,025,000	-	-	-	2,675,000
- Grants	-	-	2,025,000	-	-	-	2,025,000
- To Be Determined	-	-	-	-	-	-	-
<b>Wayfinding Signage Fabrication &amp; Installation</b>	<b>320,000</b>	<b>760,000</b>	<b>415,000</b>	-	-	-	<b>1,495,000</b>
- General Fund / Capital Outlay	320,000	760,000	415,000	-	-	-	1,495,000
<b>Center Street Railroad Crossing Improvements &amp; Sidewalk</b>	-	<b>140,000</b>	-	<b>920,000</b>	-	-	<b>1,060,000</b>
- General Obligation Bonds	-	140,000	-	920,000	-	-	1,060,000
<b>Chatham Street Railroad Crossing Improvements &amp; Sidewalk</b>	-	<b>150,000</b>	-	<b>1,145,000</b>	-	-	<b>1,295,000</b>
- General Obligation Bonds	-	150,000	-	1,145,000	-	-	1,295,000

## Transportation Continued

Project Cost	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future	Total
<b>South Salem Street Bicycle Connection</b>	-	<b>300,000</b>	-	<b>2,100,000</b>	-	-	<b>2,400,000</b>
- General Fund / Capital Outlay	-	300,000	-	2,100,000	-	-	2,400,000
<b>Apex Peakway North Widening</b>	-	-	<b>495,000</b>	<b>5,000,000</b>	-	-	<b>5,495,000</b>
- General Obligation Bonds	-	-	495,000	5,000,000	-	-	5,495,000
<b>GoApex Transit Program</b>	-	-	<b>100,000</b>	<b>690,000</b>	-	-	<b>790,000</b>
- General Fund / Capital Outlay	-	-	100,000	-	-	-	100,000
- Grants	-	-	-	690,000	-	-	690,000
<b>Jessie Drive Phase I &amp; Phase II</b>	-	-	<b>1,000,000</b>	<b>8,500,000</b>	-	<b>13,500,000</b>	<b>23,000,000</b>
- Designated Capital Funds	-	-	865,000	-	-	-	865,000
- General Obligation Bonds	-	-	-	8,500,000	-	-	8,500,000
- General Fund / Capital Outlay	-	-	135,000	-	-	-	135,000
- To Be Determined	-	-	-	-	-	13,500,000	13,500,000
<b>West Williams Street Sidewalk</b>	-	-	<b>200,000</b>	<b>650,000</b>	-	-	<b>850,000</b>
- General Fund / Capital Outlay	-	-	200,000	-	-	-	200,000
- General Obligation Bonds	-	-	-	650,000	-	-	650,000
<b>Apex Peakway Southeast Connector</b>	-	-	-	<b>1,710,000</b>	-	<b>17,100,000</b>	<b>18,810,000</b>
- General Fund / Capital Outlay	-	-	-	1,710,000	-	-	1,710,000
- To Be Determined	-	-	-	-	-	17,100,000	17,100,000
<b>Davis Drive at Salem Church Road Realignment</b>	-	-	-	<b>200,000</b>	<b>500,000</b>	<b>7,000,000</b>	<b>7,700,000</b>
- General Fund / Capital Outlay	-	-	-	200,000	500,000	-	700,000
- To Be Determined	-	-	-	-	-	7,000,000	7,000,000
<b>Pavement Management Backlog</b>	-	-	-	<b>5,000,000</b>	-	-	<b>5,000,000</b>
- General Obligation Bonds	-	-	-	5,000,000	-	-	5,000,000
<b>Pristine Water Drive Connector</b>	-	-	-	<b>500,000</b>	<b>3,000,000</b>	-	<b>3,500,000</b>
- Designated Capital Funds	-	-	-	500,000	-	-	500,000
- General Fund / Capital Outlay	-	-	-	-	3,000,000	-	3,000,000
<b>Production Drive Extension</b>	-	-	-	<b>300,000</b>	<b>2,000,000</b>	-	<b>2,300,000</b>
- Designated Capital Funds	-	-	-	300,000	857,500	-	1,157,500
- General Fund / Capital Outlay	-	-	-	-	1,142,500	-	1,142,500
<b>NC 55 Sidewalk &amp; Enhancement Cost Share (U-2901)</b>	-	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>
- To Be Determined	-	-	-	-	-	2,000,000	2,000,000
<b>US 64 Sidewalk &amp; Enhancement Cost Share (U-5301)</b>	-	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>
- To Be Determined	-	-	-	-	-	2,000,000	2,000,000
<b>Ten Ten Road/Center Street Sidewalk &amp; Enhancement Cost Share (U-5825)</b>	-	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>
- To Be Determined	-	-	-	-	-	2,000,000	2,000,000

## Parks, Recreation, & Cultural Resources

Project Cost	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future	Total
<b>Annual Miscellaneous Greenway Connections</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>1,800,000</b>
- General Fund / Capital Outlay	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
<b>Beaver Creek Greenway Improvements</b>	<b>650,000</b>	-	-	-	-	-	<b>650,000</b>
- General Fund / Capital Outlay	650,000	-	-	-	-	-	650,000
<b>Hunter Street Bike Track</b>	<b>225,000</b>	-	-	-	-	-	<b>225,000</b>
- General Fund / Capital Outlay	225,000	-	-	-	-	-	225,000
<b>Environmental Education Center</b>	-	<b>300,000</b>	-	<b>3,500,000</b>	-	-	<b>3,800,000</b>
- General Fund / Capital Outlay	-	300,000	-	-	-	-	300,000
- Installment Purchase / Capital Lease	-	-	-	3,500,000	-	-	3,500,000
<b>Pleasant Park Baseball &amp; Softball Complex</b>	-	<b>4,007,600</b>	<b>4,007,600</b>	-	-	-	<b>8,015,200</b>
- General Fund / Capital Outlay	-	4,007,600	4,007,600	-	-	-	8,015,200
<b>West Street Park Improvements</b>	-	<b>1,500,000</b>	-	-	-	-	<b>1,500,000</b>
- Grants	-	1,500,000	-	-	-	-	1,500,000
<b>Beaver Creek Greenway Extension</b>	-	-	<b>500,000</b>	<b>1,000,000</b>	<b>5,000,000</b>	<b>8,031,000</b>	<b>14,531,000</b>
- General Fund / Capital Outlay	-	-	500,000	1,000,000	5,000,000	-	6,500,000
- General Obligation Bond	-	-	-	-	-	8,031,000	8,031,000
<b>KidsTowne Playground Renovation</b>	-	-	<b>100,000</b>	<b>1,500,000</b>	-	-	<b>1,600,000</b>
- General Fund / Capital Outlay	-	-	100,000	1,500,000	-	-	1,600,000
<b>Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion</b>	-	-	-	<b>1,200,000</b>	-	-	<b>1,200,000</b>
- General Fund / Capital Outlay	-	-	-	1,200,000	-	-	1,200,000
<b>Big Branch Greenway</b>	-	-	-	<b>300,000</b>	<b>150,000</b>	<b>8,000,000</b>	<b>8,450,000</b>
- General Fund / Capital Outlay	-	-	-	300,000	150,000	-	450,000
- General Obligation Bond	-	-	-	-	-	8,000,000	8,000,000
<b>Jaycee Park Expansion</b>	-	-	-	-	<b>150,000</b>	<b>1,500,000</b>	<b>1,650,000</b>
- General Fund / Capital Outlay	-	-	-	-	150,000	1,500,000	1,650,000
<b>Reedy Branch Greenway</b>	-	-	-	-	<b>300,000</b>	<b>3,000,000</b>	<b>3,300,000</b>
- General Fund / Capital Outlay	-	-	-	-	300,000	3,000,000	3,300,000
<b>Apex Community Park Parking Lot Expansion</b>	-	-	-	-	-	<b>700,000</b>	<b>700,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	700,000	700,000
<b>Middle Creek Greenway</b>	-	-	-	-	-	<b>4,600,000</b>	<b>4,600,000</b>
- Installment Purchase / Capital Lease	-	-	-	-	-	4,600,000	4,600,000
<b>Olive Farm Park Design</b>	-	-	-	-	-	<b>25,000,000</b>	<b>25,000,000</b>
- General Obligation Bond	-	-	-	-	-	25,000,000	25,000,000
<b>Wimberly Road Park Design</b>	-	-	-	-	-	<b>30,500,000</b>	<b>30,500,000</b>
- General Obligation Bond	-	-	-	-	-	30,500,000	30,500,000

### Public Safety

Project Cost	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future	Total
<b>Aerial Apparatus to Replace Ladder 4</b>	<b>1,500,000</b>	-	-	-	-	-	<b>1,500,000</b>
- General Fund / Capital Outlay	1,500,000	-	-	-	-	-	1,500,000
<b>Radio Replacement</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	-	<b>750,000</b>
- General Fund / Capital Outlay	150,000	150,000	150,000	150,000	150,000	-	750,000
<b>Engine 32 Replacement</b>	-	<b>740,000</b>	-	-	-	-	<b>740,000</b>
- General Fund / Capital Outlay	-	740,000	-	-	-	-	740,000
<b>SCBA Replacement</b>	-	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>710,000</b>	<b>1,710,000</b>
- General Fund / Capital Outlay	-	250,000	250,000	250,000	250,000	710,000	1,710,000
<b>Driving Simulator</b>	-	-	<b>243,000</b>	-	-	-	<b>243,000</b>
- General Fund / Capital Outlay	-	-	243,000	-	-	-	243,000
<b>Fire Pumper for Olive Farm Station</b>	-	-	-	-	-	<b>825,000</b>	<b>825,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	825,000	825,000
<b>Fire Pumper for Station 38</b>	-	-	-	-	-	<b>825,000</b>	<b>825,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	825,000	825,000
<b>Rescue Retrieval Van</b>	-	-	-	-	-	<b>165,000</b>	<b>165,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	165,000	165,000

### Public Facilities

Project Cost	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future	Total
<b>Eva Perry Library Improvements</b>	<b>400,000</b>	-	-	-	-	-	<b>400,000</b>
- General Fund / Capital Outlay	400,000	-	-	-	-	-	400,000
<b>Firearms Training Center</b>	<b>325,000</b>	<b>50,000</b>	<b>50,000</b>	-	-	-	<b>425,000</b>
- General Fund / Capital Outlay	325,000	50,000	50,000	-	-	-	425,000
<b>Mechanical (Boiler) Upgrades to Community Center</b>	<b>177,600</b>	-	-	-	-	-	<b>177,600</b>
- General Fund / Capital Outlay	177,600	-	-	-	-	-	177,600
<b>Station 1 Rebuild</b>	<b>100,000</b>	<b>500,000</b>	-	<b>4,500,000</b>	-	-	<b>5,100,000</b>
- General Fund / Capital Outlay	100,000	-	-	-	-	-	100,000
- Designated Capital Funds	-	500,000	-	-	-	-	500,000
- Installment Purchase / Capital Lease	-	-	-	4,500,000	-	-	4,500,000
<b>Town Fiber Optic Expansion</b>	<b>100,000</b>	-	-	-	-	-	<b>100,000</b>
- General Fund / Capital Outlay	100,000	-	-	-	-	-	100,000
<b>Public Works Operations Building Renovations</b>	-	<b>870,000</b>	-	-	-	-	<b>870,000</b>
- General Fund / Capital Outlay	-	870,000	-	-	-	-	870,000
<b>Town Hall Remodel</b>	-	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	-	-	<b>1,500,000</b>
- General Fund / Capital Outlay	-	500,000	500,000	500,000	-	-	1,500,000
<b>Tunstall House Restoration</b>	-	<b>1,000,000</b>	-	-	-	-	<b>1,000,000</b>
- General Fund / Capital Outlay	-	1,000,000	-	-	-	-	1,000,000
<b>Vehicle Storage Shed &amp; Brine Building</b>	-	<b>23,500</b>	<b>235,500</b>	-	-	-	<b>259,000</b>
- General Fund / Capital Outlay	-	23,500	235,500	-	-	-	259,000

**Public Facilities Continued**

<b>Project Cost</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>	<b>Future</b>	<b>Total</b>
<b>Mechanical (HVAC/Chiller) Upgrades to Town Facilities</b>	-	-	<b>125,000</b>	-	-	-	<b>125,000</b>
- General Fund / Capital Outlay	-	-	125,000	-	-	-	125,000
<b>Town Campus &amp; Public Works Parking Lot Resurfacing</b>	-	-	<b>385,000</b>	<b>165,000</b>	-	-	<b>550,000</b>
- General Fund / Capital Outlay	-	-	38,500	165,000	-	-	203,500
<b>Repurpose Depot Parking Lot</b>	-	-	-	<b>250,000</b>	<b>2,000,000</b>	-	<b>2,250,000</b>
- General Fund / Capital Outlay	-	-	-	250,000	2,000,000	-	2,250,000
<b>Fire Department Administration Building</b>	-	-	-	-	-	<b>3,000,000</b>	<b>3,000,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	3,000,000	3,000,000
<b>Fire Station 7</b>	-	-	-	-	-	<b>6,500,000</b>	<b>6,500,000</b>
- Installment Purchase / Capital Lease	-	-	-	-	-	6,500,000	6,500,000
<b>Fleet Floor Epoxy &amp; OSHA Work Zone Safety Marking</b>	-	-	-	-	-	<b>110,000</b>	<b>110,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	110,000	110,000
<b>Fleet Fluid Pumps/Reclamation</b>	-	-	-	-	-	<b>100,000</b>	<b>100,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	100,000	100,000
<b>Land Purchase for Affordable Housing</b>	-	-	-	-	-	<b>500,000</b>	<b>500,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	500,000	500,000
<b>Police Department Addition/Renovation</b>	-	-	-	-	-	<b>6,400,000</b>	<b>6,400,000</b>
- Installment Purchase / Capital Lease	-	-	-	-	-	6,400,000	6,400,000
<b>Public Safety Station 38</b>	-	-	-	-	-	<b>8,250,000</b>	<b>8,250,000</b>
- Installment Purchase / Capital Lease	-	-	-	-	-	,250,000	8,250,000

## Public Works & Environmental Services

Project Cost	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Future	Total
<b>Grapple Truck - Replacement</b>	-	<b>195,000</b>	-	-	-	-	<b>195,000</b>
- General Fund / Capital Outlay	-	195,000	-	-	-	-	195,000
<b>Leaf Truck - Addition</b>	-	<b>212,000</b>	-	<b>212,000</b>	-	-	<b>424,000</b>
- General Fund / Capital Outlay	-	212,000	-	212,000	-	-	424,000
<b>Street Sweeper - Replacement</b>	-	<b>275,000</b>	-	-	-	-	<b>275,000</b>
- General Fund / Capital Outlay	-	275,000	-	-	-	-	275,000
<b>Chipper Truck - Addition</b>	-	-	<b>165,000</b>	-	-	-	<b>165,000</b>
- General Fund / Capital Outlay	-	-	165,000	-	-	-	165,000
<b>Leaf Truck - Replacement</b>	-	-	<b>212,000</b>	-	<b>212,000</b>	-	<b>424,000</b>
- General Fund / Capital Outlay	-	-	212,000	-	212,000	-	424,000
<b>Chipper Truck - Replacement</b>	-	-	-	<b>165,000</b>	-	-	<b>165,000</b>
- General Fund / Capital Outlay	-	-	-	165,000	-	-	165,000
<b>Motor Grader - Replacement</b>	-	-	-	<b>406,000</b>	-	-	<b>406,000</b>
- General Fund / Capital Outlay	-	-	-	406,000	-	-	406,000
<b>Small Asphalt Paver - Addition</b>	-	-	-	<b>115,000</b>	-	-	<b>115,000</b>
- General Fund / Capital Outlay	-	-	-	115,000	-	-	115,000
<b>Dump Truck - Replacement</b>	-	-	-	-	-	<b>185,000</b>	<b>185,000</b>
- General Fund / Capital Outlay	-	-	-	-	-	185,000	185,000