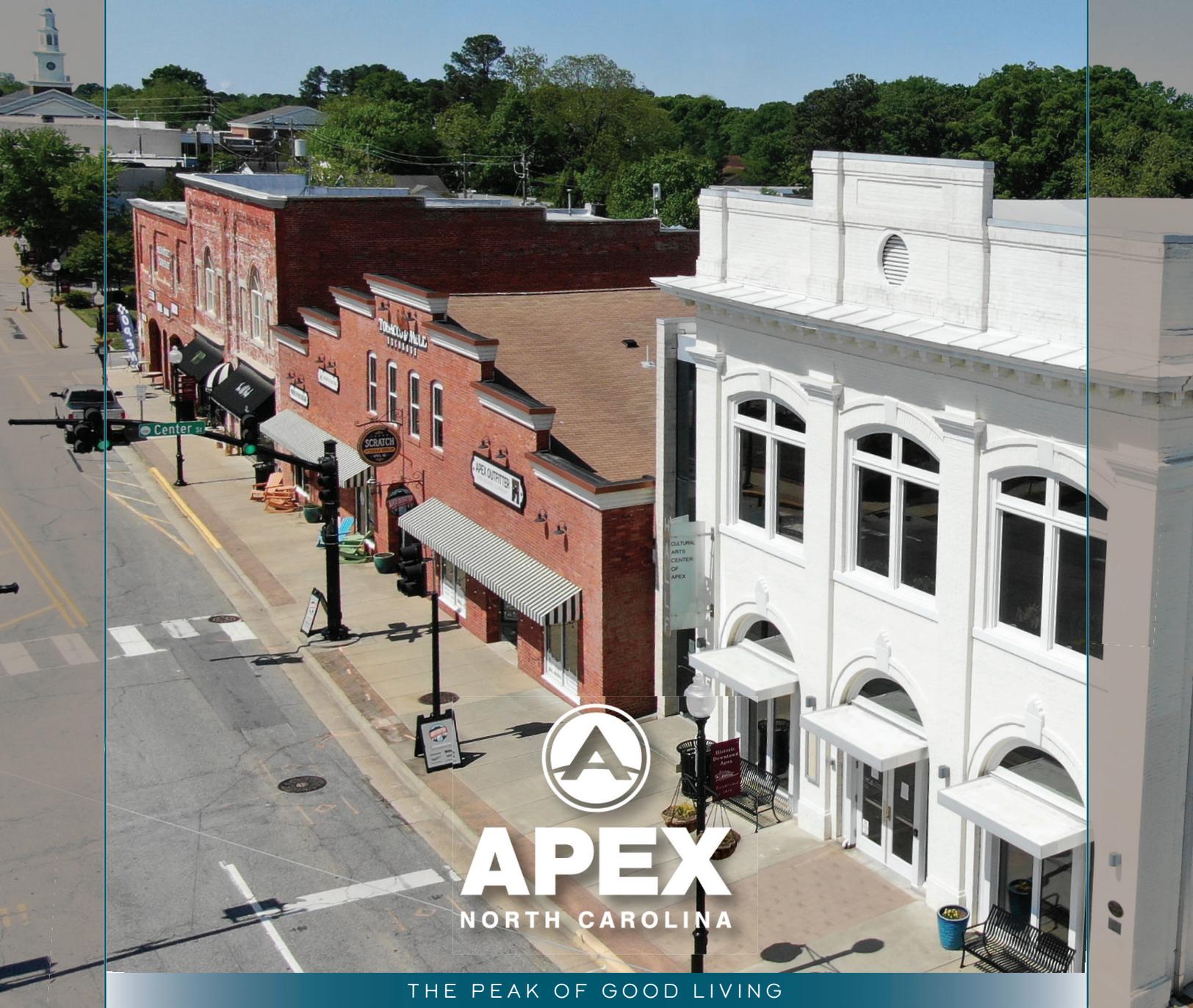


ANNUAL OPERATING BUDGET

FISCAL YEAR 2021 - 2022



APEX
NORTH CAROLINA

THE PEAK OF GOOD LIVING

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

Town Officials

**Mayor
Jacques K. Gilbert**



**Mayor Pro-Tem
Nicole Dozier**



**Council Member
Brett Gantt**



**Council Member
Audra Killingsworth**



**Council Member
Cheryl Stallings**



**Council Member
Terry Mahaffey**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Apex

North Carolina

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Apex, North Carolina for its Annual Budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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

Town of Apex, North Carolina

FY 2021 – 2022 Annual Budget

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

The Budget Document

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

Budget Message & Ordinance

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

Community & Organizational Profile

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

Financial Summaries

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

Funds & Line Items

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

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

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



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

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

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

Capital Improvement Plan

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

Supplemental Information

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

How to Read the Budget Document

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

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

Under the General Fund, Electric Fund, and Water & Sewer Fund, the reader will find the individual departments and divisions sections. This document places an emphasis on the Town's departments and divisions because these sections represent the operational plans for those responsible for directly providing services to citizens.

Interpreting Tables & Charts

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



Department Revenue & Expenditure Summary Tables

Prior year actual budget data from audit Current year budget with amendments This is what the Town expects it will actually spend Proposed budget for the upcoming year

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

Change between current year & proposed budgets

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

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

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

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

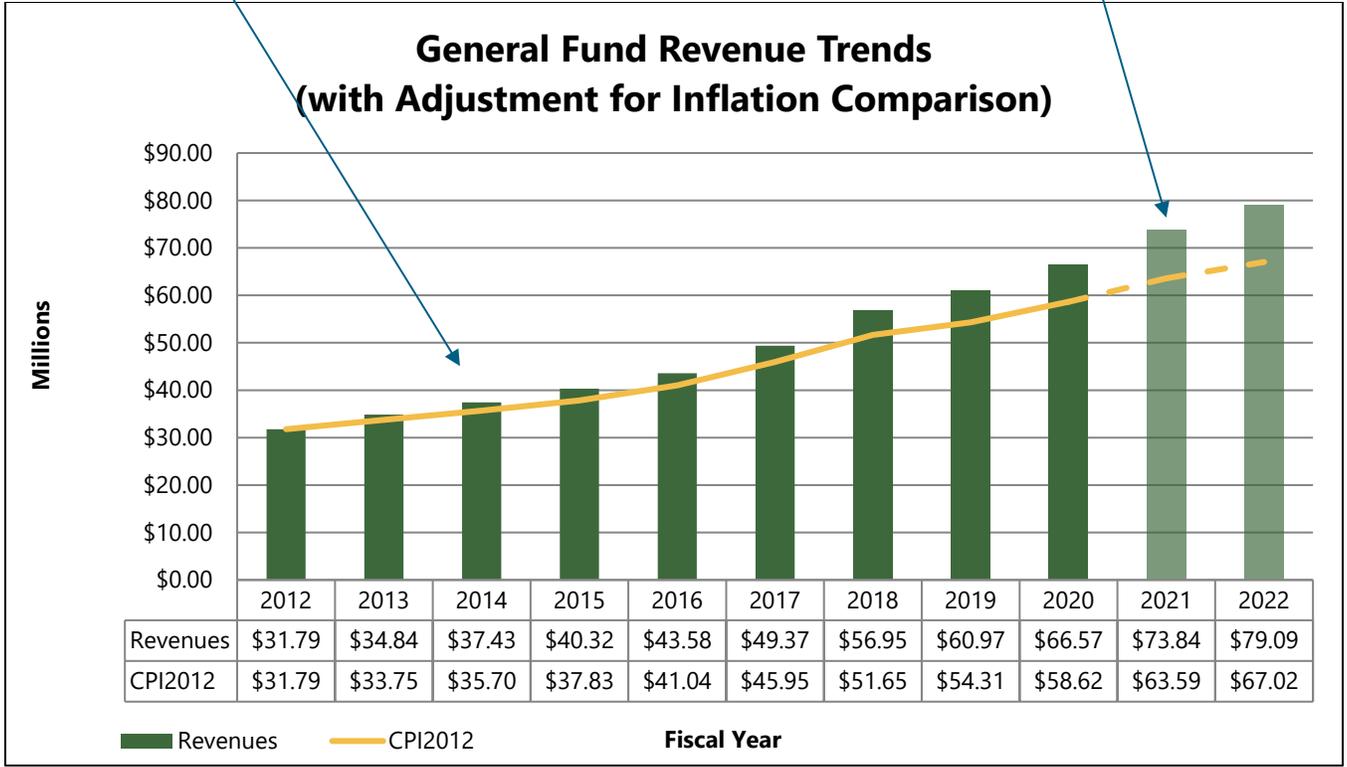
Includes annual debt service payments of capital items



Fund Revenue & Expenditure Trend Charts

Data from past fiscal years to show historical trends

Dashed or faded lines/bars represent estimated or projected data



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

Budget Message

April 15, 2021

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

Dear Mayor Gilbert and Apex Town Council:

In accordance with the Local Government Budget and Fiscal Control Act and NC General Statute 159-11, I am pleased to present the proposed Annual Budget for Fiscal Year 2021-2022 for your consideration.

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

In preparing the Fiscal Year 2021-2022 (FY21-22) Budget, town staff followed guidance from Town Council's strategic goals to develop a proactive budget that will balance improving current town programs and services with development of new programs and projects. Town Council's strategic goals are:

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

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

Environmental Leadership & Responsible Development: We will plan our built environment in a way that respects and preserves natural resources and the small-town character of our community; we will offer housing and transportation options so that anyone who chooses to live in Apex can.

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

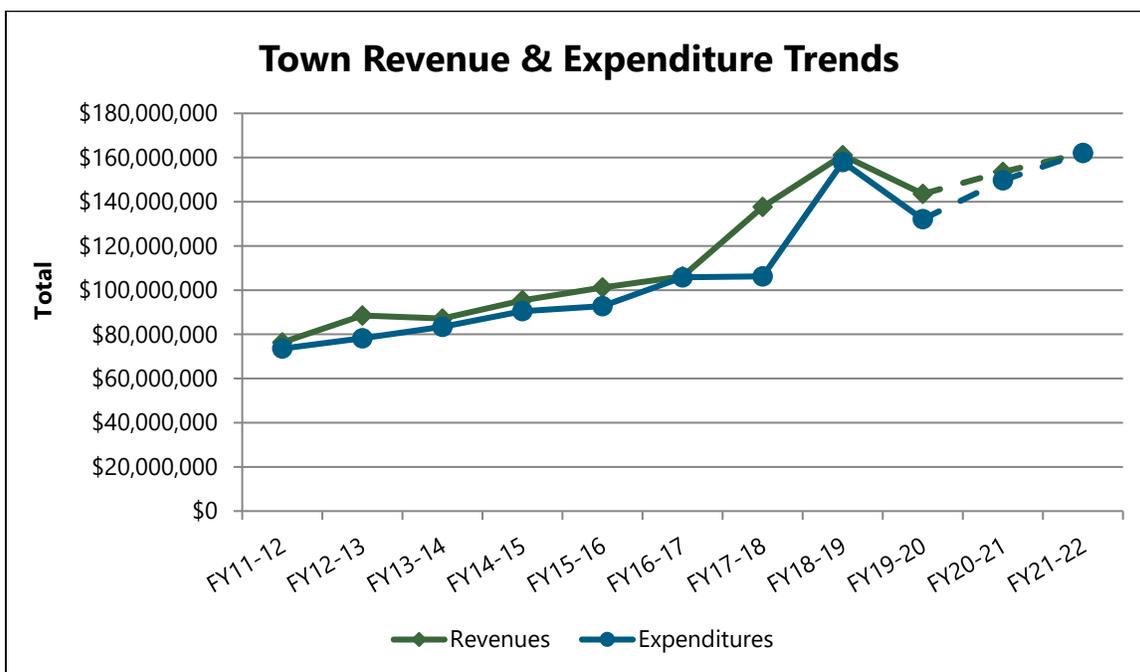
Safe Community & Reliable Infrastructure: We will ensure safe neighborhoods with reliable infrastructure through proactive, professional, and engaged public safety and infrastructure services.



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

Recommended Budget

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

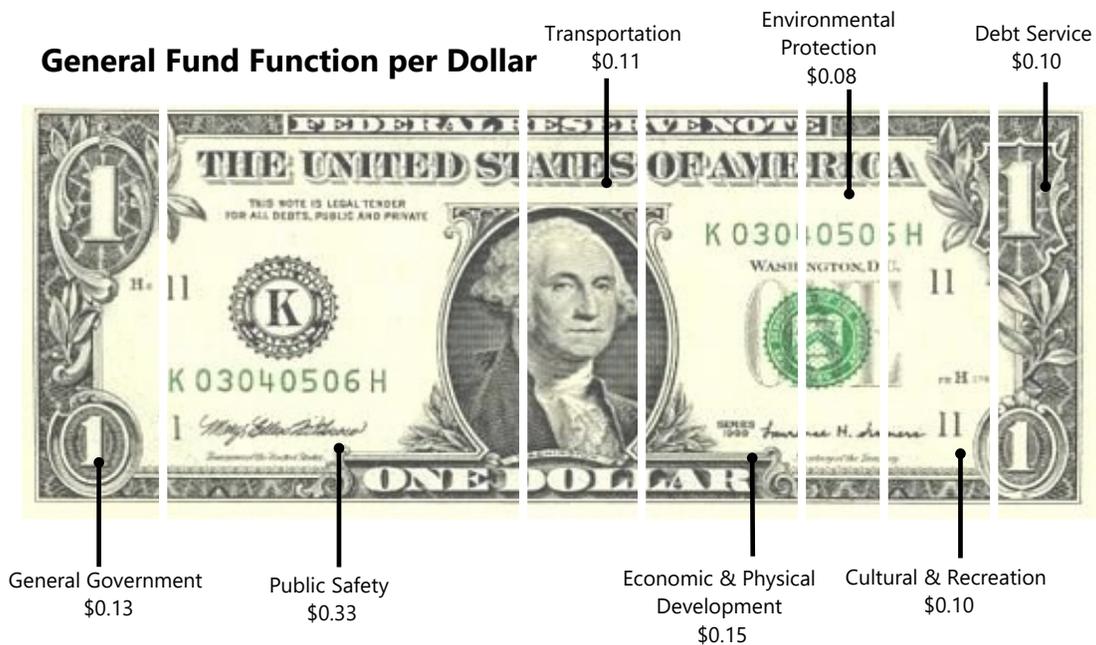


General Fund

The General Fund accounts for resources not required legally or by sound financial management to be accounted for in another fund. The General Fund includes services that cannot be operated as a business enterprise and rely on tax dollars as their primary source of revenue. The FY21-22 Recommended Budget for the General Fund totals \$79,091,900, which is 2.36 percent less than the FY20-21 Amended Budget of \$81,004,241 as of April 1, 2021.

General Fund Expenditures

Apex's population continues to grow at a rapid pace, with a five-year average of 7.62 percent. The new growth brings about increasing demands on town services. To keep pace with this demand and provide new services, the Town must provide for necessary resources in the budget. These resources include personnel, supplies, equipment, and investment in facilities and infrastructure. The Town of Apex is dedicated to sound financial management and diligently evaluates all expenditures to maintain a responsible budget and demonstrate good stewardship of public funds. The Town's 21 General Fund departments and divisions can be grouped into six primary function areas. One-third of every dollar spent in the General Fund goes toward public safety, which includes police, fire, and 911 communications.



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

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



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

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

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



General Fund Capital Highlights

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

Annual Pavement Management – Street Resurfacing (\$1,871,000)

The Town is responsible for maintaining over 220 miles of municipal streets with the annual resurfacing contract providing for most of the pavement maintenance needs. Street mileage is growing annually with ongoing development. This annual program addresses deficiencies in pavement condition throughout Apex to prevent issues such as potholes, alligator cracking, and rutting in order to provide a safe and reliable transportation system. The Powell Bill program provides an annual funding allocation from the state based on public centerline miles of road accepted and maintained by the Town. Current and future resurfacing costs continue to exceed Powell Bill allocations. The proposed bond referendum includes \$5.0 million to address a backlog of pavement management projects.

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

This project completes a gap in the Apex Peakway by spanning South Salem Street and the CSX S-Line with a four-lane bridge to connect the existing sections of the Peakway. The existing intersection at South Salem Street will be relocated to a new four-lane loop road connector. Sidewalk will connect along the Peakway on both sides of the bridge, both sides of the new loop road, and along the north side of South Salem Street. Town Council has identified this project as one of its highest priorities but the costs and lack of outside funding have made beginning construction difficult. Funds from a 2015 bond referendum along with some Locally Administered Projects Program (LAPP) funding cover approximately \$10.50 million of project costs. The proposed bond referendum would provide the remaining \$15.0 million needed to fund the project.

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

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

Downtown Alley Improvements (\$500,000)

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



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

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

Annual Greenway Allocation (\$300,000)

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

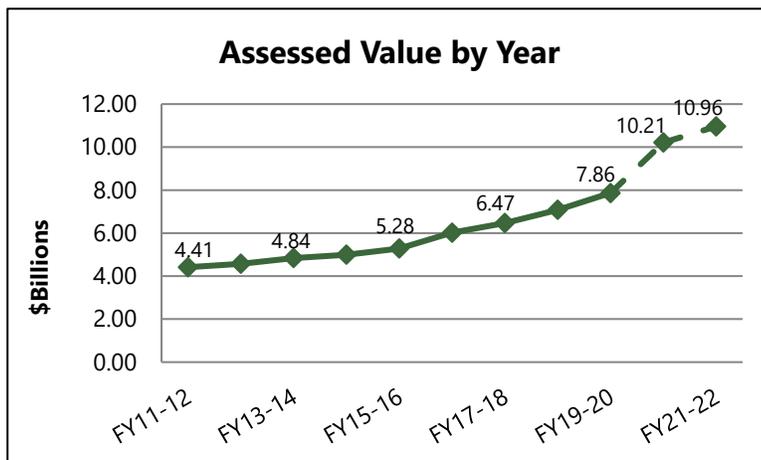
General Fund Revenues

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

Ad Valorem Tax

Property taxes represent 54 percent of General Fund revenues. For FY21-22, the ad valorem tax base is an estimated \$10.96 billion, which will generate \$42.69 million in property tax revenue with a tax rate of **\$0.39 per \$100 valuation** at a 99.9 percent collection rate. This represents an increase in ad valorem revenue of \$3.89 million (10.01 percent). **The tax rate is \$.01 more than the FY20-21 tax rate.** In November 2017, Apex residents overwhelmingly approved \$48 million in general obligation bonds for parks and recreation facilities and amenities. In order to repay the debt service on the approved bonds, the Town will increase the tax rate by \$.045 in \$.015 increments. The FY21-22 tax rate includes the final \$.015 increment. Additionally,

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



Local Option Sales Tax

Sales tax represents the Town's second largest revenue source in the General Fund at \$15.55 million (19.76 percent). The State of North Carolina collects sales tax and distributes it to the local units. Sales tax revenues are distributed on a proportional population basis in Wake County. The population growth in Apex has allowed the Town to increase its share of sales tax revenues. Sales tax revenues have increased the past several years with a strengthened economy, the natural growth in Wake County, and because of the State's expansion of sales tax to include some services. The impacts of the COVID-19 pandemic on sales tax revenues proved significantly less dire than original projections. Rather than a 20 percent reduction, as originally projected for the final quarter of FY19-20, the Town experienced only a one percent reduction in March and then was up one percent for the final quarter year-over-year. The positive trend continued into FY20-21, and the Town has experienced an average 22.2 percent year-over-year increase in sales tax each month. The FY21-22 sale tax estimates reflect this positive trend, albeit with a more modest growth rate of five percent over the current end of year projections.

Solid Waste, Recycling, & Yard Waste Fees

The Town currently contracts with a private hauler for solid waste and recycling collections. The solid waste and recycling fees offset the Town's contract cost. Solid waste fees will generate \$2,600,000 in FY21-22 and recycling fees will generate \$1,360,600. The Town conducts its own yard waste collection and covers the cost with a monthly yard waste fee. The yard waste fee will generate \$2,079,600 in FY21-22. **Solid waste and recycling fees will increase in accordance with our service contract in FY21-22.** A lack of demand for recycling materials continues to make it difficult to maintain current rates. To offset increasing recycling costs, the fee includes an additional \$1.27 beyond the standard adjustment for inflation of 2.50 percent included in the service contract.

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

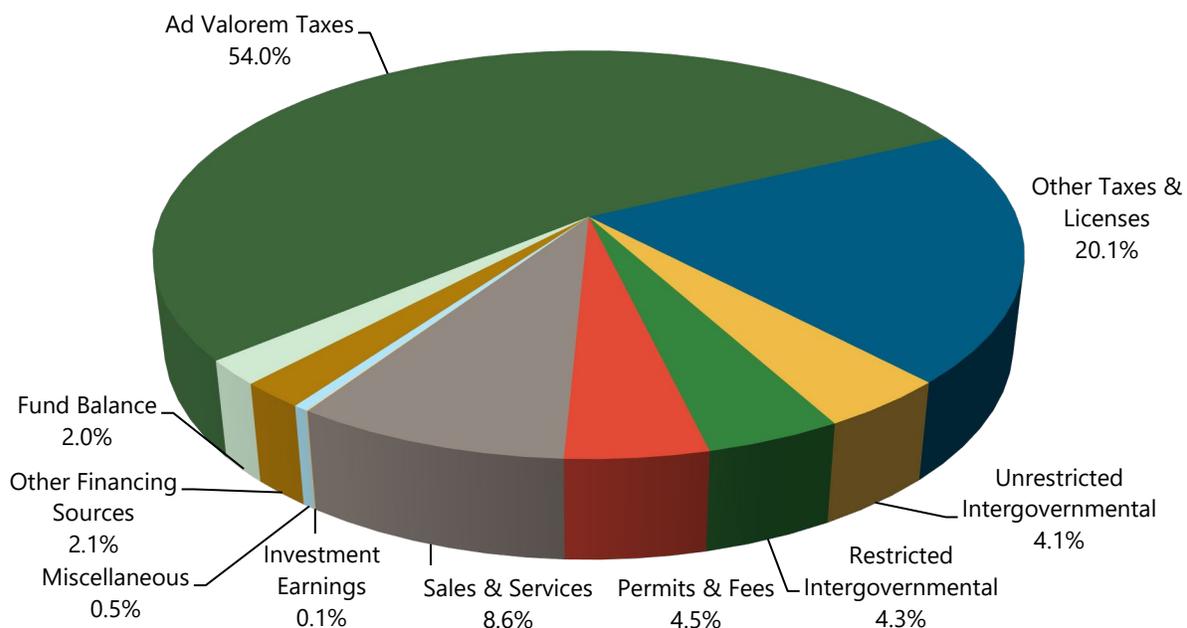
Fund Balance Appropriation

Fund balance is, simply explained, the amount of assets in excess of liabilities in a given fund. These funds enable the Town to meet financial obligations without interruptions due to cash flow, generate investment income, eliminate the need for short-term borrowing, and provide a reserve of funds to respond to emergencies or opportunities. Occasionally, the Town will use money from fund balance to cover one-time expenses such as specific capital items. The Town evaluates any decision to use fund balance carefully and often plans the use in advance to ensure adherence to the Town's fund balance policy. **The FY21-22 Recommended Budget includes a fund balance allocation of \$1,549,000,** including \$649,000 for a fire engine replacement, \$400,000 for Tunstall House Restoration, and \$500,000 for the Downtown Alley Improvement project.



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

General Fund Revenues by Source FY21-22



Enterprise Funds

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

Electric Fund

The Electric Fund comprises all revenues and expenditures that result from the town's electric utility operations. Customer charges and fees generate enough revenue to support the fund completely. The FY21-22 Recommended Budget for the Electric Fund totals \$45,776,200, a 3.04 percent increase from the FY20-21 Amended Budget of \$44,426,529 as of April 1, 2021.



Electric Fund Expenditures

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

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

Electric Capital Highlights

Similar to the General Fund, the Town accounts for large capital projects associated with the electric utility system in a capital project fund. In addition to the capital projects mentioned above, the Electric Fund capital budget includes \$2.5 million for annual system expansion, \$1.0 million for smart grid meter installation, \$120,000 for water tower lighting, \$130,000 for SCADA System Fault Indicators, and \$250,000 for a line truck replacement.

Electric Fund Revenues

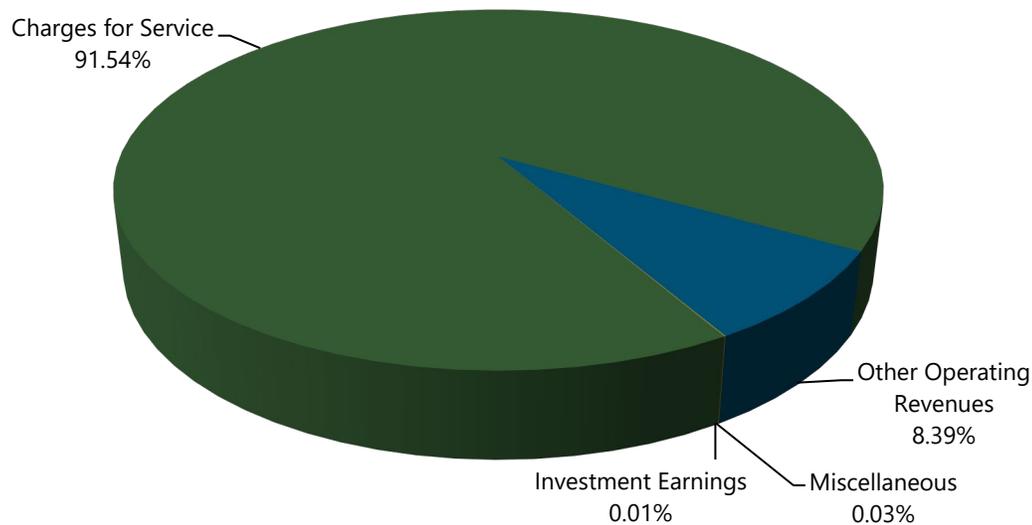
Electric Fund revenues for FY21-22 are up 3.04 percent from FY20-21. The Electric Fund generates charges for service through a base rate to cover fixed costs and an energy/demand rate to cover variable costs. The FY21-22 Recommended Budget includes \$41.91 million in revenue from charges for service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

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



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

Electric Fund Revenues by Source FY21-22



Water & Sewer Fund

The Water and Sewer Fund comprises all revenues and expenditures that result from the town's water and sewer utility operations. Customer charges and fees generate enough revenue to support the fund completely. The FY21-22 Recommended Budget for the Water and Sewer Fund totals \$23,722,000, a 6.85 percent decrease from the FY20-21 Amended Budget of \$25,466,386 as of April 1, 2021. Beginning January 1, 2022, the Town intends to operate its stormwater activities as a self-supporting utility and it will incorporate stormwater expenses as a distinct division within the Water and Sewer Fund.

Water & Sewer Fund Expenditures

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



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

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

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

Water & Sewer Capital Highlights

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

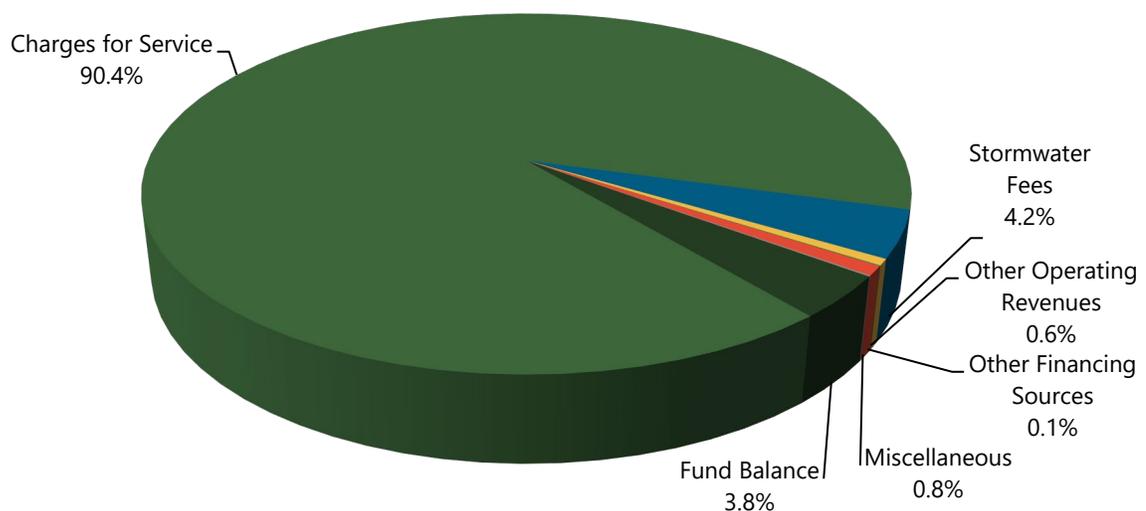


Water & Sewer Fund Revenues

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

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

Water & Sewer Fund Revenues by Source FY21-22



Water & Sewer Rates

For FY21-22, the Town performed a new rate study to evaluate existing rates and rates structure. The study found that the sewer utility is generating a deficit while the water utility is generating a surplus. The consulting firm identified the rate adjustments that would be necessary to fund the delivery of these services, including system upgrades and expansion as described in the Town's Capital Improvement Plan. The study recommended annual review of water rates with no immediate change while recommending an initial increase of 1.5 percent for sewer rates. Town staff thoroughly reviews rates annually and recommends adjustments that ensure the utilities remain self-sufficient while avoiding the need for a significant increase in any one year.



The budget includes a recommendation to **keep water rates the same in FY21-22 and increase sewer rates by 1.5 percent**. The change would increase the sewer base charge from **\$9.89 to \$10.04** and volumetric rates would increase from **\$7.06 to \$7.17** per 1,000 gallons. Water and sewer rates are double for customers outside the town limits.

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

It is important to note that the rate increases for sewer should have a minimal effect on the average user. For example, an average family of four or five that uses 5,000 gallons a month will see an increase of \$.68 on their monthly water and sewer bill. Additionally, when comparing Apex to other utility systems in the area, the town's rates are consistently in the lowest quartile while still providing adequate cost recovery and providing for future capital needs. It is important for the town to continue to evaluate rates annually to ensure the financial sustainability of the water and sewer utilities.

Stormwater Utility Fee

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

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

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

Organization Review

To perform at an even higher level and ensure Apex remains "the peak of good living," the Town is continuing to develop its organization-wide strategic plan to help move toward performance management. Departments have developed their departmental missions and revised goals to ensure alignment with Town Council's mission, vision, and five strategic goals.



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

Core Values

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

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

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

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

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

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

Personnel

Employee Performance Evaluation and Compensation: The Town's performance evaluation and compensation system is structured around the Town's Peak Principles and the establishment of clear performance goals and objectives for each employee. Compensation under the system relies on adjustments based off the midpoint (job rate) of the employee's salary range, or actual salary, depending on which amount is higher. The FY21-22 Recommended Budget contains merit pay increases at an average of four percent. The Town awards merit pay in October following the annual employee performance reviews conducted between July 1 and August 31. Employees do not receive other pay increases during the year unless they qualify for a pay adjustment for position reclassification or receive a promotion with greater responsibility. The total estimated cost for FY21-22 is \$1.44 million across all funds. Beginning in FY20-21, the Town implemented a \$15.00 living wage as a baseline for the Town's compensation plan. Corresponding with an annual inflationary adjustment to the Town's salary range structure, the Town will adjust its living wage baseline by two percent to \$15.30 for FY21-22.

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

401(k) Contribution: The Town provides a five percent 401(k) contribution for all full-time employees. North Carolina General Statutes mandate 401(k) contributions for sworn law enforcement at five percent, a cost of \$320,500 in the FY21-22 Budget. Contributions for all other employees represent \$2,182,500 in FY21-22.

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



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

Retiree Medical Insurance: The Town offers qualifying retired employees a medical insurance benefit until they qualify for the Federal Medicare Insurance Program. The cost for the retiree insurance is classified as other post-employment benefits (OPEB). In addition to the annual retiree medical insurance cost, the FY21-22 Recommended Budget includes additional funds for an OPEB trust fund. To prevent long-term financial stress and follow sound financial practices, the Town allocates additional funds for long-term OPEB costs annually. The FY21-22 Recommended Budget includes \$350,000 for long-term OPEB expenditures - \$266,000 in General Fund, \$49,000 in the Electric Fund, and \$35,000 in the Water & Sewer Fund. The FY21-22 Budget includes a total of \$111,300 to cover pay-as-go Retiree Medical Insurance and long-term OPEB costs in all funds. As of July 1, 2020, the Town no longer offers the retiree medical insurance benefit to new employees. The purpose of eliminating this benefit is to reduce the Town's long-term liability, which currently stands at \$41 million. While the long-term liability will continue to increase some over the next few years, it will eventually begin to decrease with contributions to the trust fund and no additional participants to the program.

Police Special Separation Allowance: North Carolina General Statutes provide for special compensation to retired law enforcement officers meeting specified criteria. The statutes require the Town to compensate the officer until they reach age 62. The Special Separation Allowance budget in FY21-22 is \$150,000.

Position Reclassifications: The Town contracts with a consulting group to study approximately one third of the Town's positions each year to determine if the positions are correctly classified and if the salary ranges assigned to the positions are appropriate based on the area labor market. This year, the Town reviewed all positions in the Administration, Town Clerk, Human Resources, Information Technology, Legal, Economic Development, Finance, Planning, and Inspections departments, as well as professional and program support positions in all departments. The review consisted of 117 positions held by over 160 employees. A significant recommendation from the study is to remove Town Directors and Assistant Town Managers from specific salary grade assignments. These positions will remain on the Town's position classification plan, but salaries will be based on the prevailing job market for these executive-level positions. These positions will still be eligible for merit pay and other town-wide increases, and will have a top-out salary of 25 percent above market pay.

Additional Positions: The recommended FY21-22 General Fund budget includes 20 new full-time positions and the Electric Fund budget includes three new full-time positions. Town Council approved adding one of these positions, the housing programs manager, during the final quarter of FY20-21. The Water and Sewer Fund budget does not include any new positions. Town staff worked together to prioritize these positions from an initial request of 45 new full-time positions, including 41 in the General Fund and four in the Electric Fund. All new positions will bring the total approved full-time positions to 535 and increase personnel costs by \$1,747,100 for FY21-22. A breakdown of the recommended positions with costs is located in the Supplemental Section of the budget document.

Fund Balance

The North Carolina Local Government Commission recommends that local governments maintain a minimum unassigned fund balance of no less than eight percent of expenditures. The Town of Apex has adopted a formal fund balance policy of maintaining a fund balance for the General Fund of at least 25 percent of expenditures. The Town of Apex's estimated non-committed or non-restricted fund balance as of June 30, 2021, is \$26.53 million or 33.71 percent of FY21-22 expenditures. The recommended budget **does** include use of fund balance to cover some capital costs. The Town does not use reserves for operating costs and carefully evaluates the use of fund balance for unanticipated opportunities and capital expenses. The use of \$1,549,000 in FY21-22 will still keep the available fund balance above 25 percent.

The North Carolina Local Government Commission does not have a specific recommendation regarding how much fund balance or retained earnings a local government enterprise operation should maintain. The Town does not have a defined



goal for fund balance for either enterprise fund. The Town seeks to ensure both funds are financially stable and contain healthy reserves. The Town of Apex's estimated fund balance as of June 30, 2021 for the Water & Sewer Fund is \$22.36 million (95.71 percent). The estimated fund balance for the Electric Fund is \$13.04 million (31.14 percent of expenditures); however, most of this amount is restricted. The FY21-22 Recommended Budget **does not** include use of fund balance in the Electric Fund. The budget **does** include an allocation of \$900,000 in the Water & Sewer Fund.

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

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

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

Respectfully submitted,

Ralph Clark
Interim Town Manager



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

Budget Ordinance

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

Section 1: General Fund

General Fund Revenues

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

General Fund Expenditures

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

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

Section 2: Electric Fund

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

Electric Fund Expenditures	
Electric Operations	\$45,776,200
Total Expenditures	\$45,776,200

Section 3: Water / Sewer Fund

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

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

Section 4: Police State Funds

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

Police - State Funds Expenditures	
Reserved for Future Expenditures	\$1,600
Total Expenditures	\$1,600

Section 5: Police Federal Funds

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

Police - Federal Funds Expenditures	
Police Operations	\$600
Total Expenditures	\$600

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

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

Police - Donations Expenditures

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

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

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

Fire - Donations Expenditures

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

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

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

Affordable Housing Fund Expenditures

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

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

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

Health & Dental Fund Expenditures

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

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

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

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

Cemetery Fund Expenditures

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

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

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

Water / Sewer Capital Reserve Fund Expenditures

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

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

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

Perry Library Trust Fund Expenditures

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

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

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

Recreation Capital Reserve Expenditures

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

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

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

Transportation Capital Reserve Fund Expenditures

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

Section 15: Fire Capital Reserve Fund

Fire Capital Reserve Fund Revenues	
Investment Earnings	\$200
Miscellaneous Revenues	\$0
Total Revenues	\$200
Fire Capital Reserve Fund Expenditures	
Transfer to General Capital Projects	\$0
Reserved for Future Expenditures	\$200
Reserved for Future Expenditures	\$200

Section 16: Levy of Taxes

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

Section 17: Fees & Charges

There is hereby established, for Fiscal Year 2021-2022, various fees and charges as contained in the Fee Schedule attached to this document. All mileage reimbursements for the use of personal vehicles shall be the same as the allowable IRS rate in effect on the date of travel. All daily and monthly subsistence schedules previously adopted shall remain in effect.

Section 18: Special Authorization of the Budget Officer

- a) The Budget Officer shall be authorized to reallocate fund appropriations among the various objects of expenditure as he deems necessary, provided such reallocations do not increase or decrease the total budget for any fund.
- b) The Budget Officer shall be authorized to amend this budget as necessary to fulfill all obligations evidenced by a purchase order outstanding on June 30, 2021.

Section 19: Use of the Budget and the Budget Ordinance

This Ordinance and the budget document shall be the basis for the financial plan of the Town of Apex for Fiscal Year 2021-2022. The Budget Officer shall administer the budget and the Finance Director shall establish records which are in agreement with the budget, this ordinance, and the appropriate statutes of the State of North Carolina.

Section 20: Distribution

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

Adopted this the 8th of June, 2021.

Attest:

Jacques K. Gilbert, Mayor

Donna B. Hosch, Town Clerk

Approved as to form:

Laurie Hohe, Town Attorney



Town of Apex, North Carolina Fee Schedule - Effective 7/1/2021

Schedule subject to change upon approval by Town Council

TAXES & FEES			
Tax Rate	\$ 0.39/\$100 valuation of property	Vehicle Fee (pursuant to NCGS 20-97 (b1)	\$30/ vehicle
DOCUMENT / COPY FEES			
Copying up to 11" x 17" (black and white)	\$0.10/ sheet	Document Recording / E-Recording	At cost
Copying and maps up to 11" x 17" (color)	\$0.40/ sheet	3 ring or spiral bound documents/plans	\$35
Copying larger than 11" x 17" (black and white)	\$5/ sheet	Unified Development Ordinance	\$40
Copying larger than 11" x 17" (color)	\$20/ sheet	Design and Development Manual	\$15
Printed 24" x 36"	\$20/ sheet	DVD Copy	\$0.50/ disc
Printed 36" x 48" maps	\$40/ sheet		

Development Fees

PUBLIC RIGHT-OF-WAY CLOSURE			
<i>Submit request and fees to Administration</i>			
Right-of-Way Closure Application Fee	\$100	Right-of-Way Closure Processing Fee	\$600
Due with request/application/non-refundable		Due prior to Council considering request; refundable if request is withdrawn prior to advertising.	
DEVELOPMENT SUBMITTAL FEES			
<i>For Zoning/Subdivision/Site Activity - Calculated and collected by the Planning Department</i>			
Administrative Adjustment	\$150	Sign, Master Plan	\$150
Administrative Approval (Small Town Character Overlay)	No Charge	Sign, Permanent	\$75 + \$5/add'l sign
Annexation Petition	\$200	Sign, Temporary	\$25
Appeal (Board of Adjustment)	\$600 \$650	Site Inspections (Non-residential lot) ₂	\$500
		Site Inspections (Residential lot) ₃	\$35
Certificate of Zoning Compliance (CZC) ₁	\$100	Site Plan, Major	\$1000 \$1100 + \$5/acre
Consultant Fees	As required	Site Plan, Minor	\$800
Development Name Change	\$500	Special Use Permit	\$600 \$700
Exempt Site Plan – enlargement of a structure	\$250	Temporary Use Permits (Non - Event):	\$100
Exempt Site Plan – all other exempt site plans	\$150	Temporary Use Permits (Event):	
Home Occupation	\$50	For Profit	\$50 For Profit Express Review \$75
Land Use Map Amendment	\$700	Non-Profit	\$0 Non-Profit Express Review \$25
Late Fee – Site Plans/Master Subdivision Plan/PUD/Rezoning/Conditional Zoning (and resubmittals)	\$300	Text Amendments (UDO)	\$600
Master Subdivision Plans Residential & Non-Residential	\$700 \$750 + \$10/lot	Transportation Impact Analysis Review ₄	
Planned Unit Development (PUD-CZ)	\$1500 \$1600 + \$10/acre	Sites & Subdivisions	\$500 PUD \$1000
PUD-CZ not requiring full TRC Review	\$500 \$600	Revised Sites & Subdivisions	\$250 PUD \$500
Plat, Easement & Exempt	\$200	Tree Protection Fencing Inspection (Site Plan):	
Plat, Master Subdivision Final	\$300 + \$10/lot	- less than 2 acres:	\$50 - 2-15 acres: \$75
Plat, Recombination	\$200	- 15 up to 25 acres:	\$150 - 25+ acre: \$200
Plat, Site Plan Final	\$300	Tree Protection Fencing Inspection (Master Subdivision Plan):	
Pond Drainage Plan	\$500	- up to 15 acres:	\$75 - 15-50 acres: \$150
Quasi-Judicial Public Hearing- Town Council Only	\$500	- 51+ acres:	\$300
Re-submittal Fees –	½ Original Fee	Tree Removal Plan	\$500
Site Plans: 3 rd submittal; Master Subdivision Plans; 4 th submittal		Variance Permit	\$600 \$650
Rezoning/Conditional Zoning	\$600/\$900 \$700/\$1000	Zoning Verification Letter	\$125
Sustainable Development Conditional Zoning (SD-CZ)	\$1500 \$1600 + \$10/acre		

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

RECREATION FEES ₁			
<i>For New Residential Developments Assessed after 1/1/2019 - Collected by the Planning Department</i>			
Housing Type	Fee Per Unit	Acreage Per Unit	Decimal Multiplier
Single Family Detached	\$3,446.98	1/30 acre	0.0333
Single Family Attached	\$2,321.54	1/45 acre	0.0223
Multi-Family Attached	\$2,044.05	1/51 acre	0.01964
Existing Town ordinances require either the dedication of open space for public recreation or the payment of a fee in lieu per unit. The requirement regarding land dedication or fee in lieu will be based, in large part, on the Town's adopted Parks, Recreation, Greenways, and Open Space Master Plan. Recommendations regarding			

the acceptance of land or fee in lieu are made to the Town Council by the Parks, Recreation, and Cultural Resources Advisory Commission. 1. Annually on January 1, the fee amount shall be automatically adjusted in accordance with UDO §14.7.1(B).

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

CONSTRUCTION FEES/BONDS			
<i>Calculated and collected by Development Services</i>			
Bond Administration Fee:	- Cash/check: \$100	- Surety Bond/Letter of Credit \$300	- Reduction/Amendment \$100
Fee in Lieu Administration Fee:	\$100		
Construction Plan Submittal Fees (Subdivisions)			\$600 + \$10.00/Lot
Construction Plan Submittal Fees (Sites, Utility Extensions, etc.)			\$600 + \$15/Sheet
Re-submittal Fees – Construction Plans (3 rd submittal and every other subsequent submittal (3 rd , 5 th , 7 th , etc.)			½ Original Fee
Late Fee – Construction Plan Submittal and Resubmittal			\$300.00
Construction Plan Revisions (after initial approval)			\$75/sheet
Water Extension Permit Application			\$200.00
Sewer Extension Permit Application			\$200.00 \$480.00
Water and/or Sewer Extension Permit Amendment			\$100.00 / each
Infrastructure Extension Record Drawing Review (1 st & 2 nd reviews)			\$200
Infrastructure Extension Record Drawing Review (3 rd , 5 th , 7 th , etc. reviews)			\$100
Infrastructure Extension Record Drawing Review (after initial approval/field changes)			\$100
Construction Inspection Fees:			
Water Lines	\$1.50 per linear foot	Fire Lanes	\$1.50 \$1.75 per linear foot
Sewer Lines	\$1.50 per linear foot	Sidewalks/Greenways	\$1.35 \$1.50 per linear foot
New Streets (public)	\$1.50 \$1.75 per linear foot per lane	Infill/Outparcel Lots	\$350.00 per lot
Curb & Gutter (All New/ replaced public)	\$0.50 per linear foot	Driveway, residential	Per Building Permit Schedule
Storm Drains (public)	\$1.50 per linear foot	Driveway, not ready	Per Building Permit Schedule
Pump Station Review and Inspection	\$2,500.00 each	Driveway, reinspection	Per Building Permit Schedule
Warranty Bonds	25% of cost of installed and approved Infrastructure		
Performance Bonds	125% of cost of uninstalled Improvements		
<i>*Repairs to damages water/sewer lines caused by construction shall be billed to the responsible party and include the cost of materials + 10% and current equipment and labor rates.</i>			

STORMWATER PLAN REVIEW FEES/BONDS	
<i>Submit to Development Services</i>	
Project Size (disturbed acres)	Stormwater Plan Review Fee
< 1 acre	\$-0-
1 - 5 acres	\$500.00
5 - 50 acres	\$500.00 + \$50.00 per additional disturbed acre
<small>\$500 base review fee for projects disturbing up to 5 acres. Add \$50 per additional disturbed acre beyond 5 acres. Development projects that disturb less than 1 acre of land are not subject to the stormwater plan review fees since they are exempt from stormwater controls. The stormwater plan review fee will be limited to a maximum of 50 acres.</small>	
SCM Maintenance Bond	25% of cost of installed and approved Infrastructure
SCM Performance Bond	125% of cost of uninstalled Improvements
SCM As-Built Review Fee:	\$200 per SCM

SOIL AND EROSION CONTROL FEES/GUARANTEES	
<i>Submit to Development Services</i>	
Application for S&E Plan Approval	\$500.00 per disturbed acre
Future Lot Grading*	\$50.00 per acre of remaining building lot acreage
S&E Performance Guarantee**	\$2,500.00 per disturbed acre
<small>*The future lot grading fee provides coverage under an erosion control permit and ensures compliance with NPDES stormwater regulations. Only the additional land disturbance associated with future building lots needs to be included.</small>	
<small>**Performance guarantee must be in the form of a certified check, cash, or irrevocable letter of credit approved by the Town. The performance guarantee is due prior to the Town issuing a Letter of S&E Plan Approval and may be fully refunded after the issuance of the certificate of completion.</small>	

COMMERCIAL BUILDING PERMIT FEES						
Calculated and collected by Building Inspections and Permitting						
NEW STRUCTURES, ADDITIONS AND ALTERATIONS (Base Fee) 1,2,3						
Total Gross Building Floor Area of Construction	Fee Computation	<ol style="list-style-type: none"> 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. 				
0 - 500	Per Trade (see schedule below)					
501 - 5,000	A x B = Permit Fees					
5,001 - 10,000	(A x B X .80) + (1,000 X B) = Permit Fee					
10,001 - 15,000	(A x B X .70) + (3,000 X B) = Permit Fee					
15,001 - 20,000	(A x B X .60) + (4,500 X B) = Permit Fee					
20,001 - above	(A x B X .50) + (6,500 X B) = Permit Fee					
A=Total Gross Building Floor Area B= Fee Per Square Foot Based Upon Occupancy						
Single Trade Fee Schedule		Fee Per Square Foot of Floor Area Based on Occupancy				
Building	\$150	Occupancy	Fee	Occupancy	Fee	Occupancy
Electrical	\$75.00	Assembly	0.55	Factory/Industrial	0.40	Mercantile
Mechanical	\$75.00	Business	0.60	Hazardous	0.50	Residential
Plumbing	\$75.00	Educational	0.60	Institutional	0.60	Storage/Utility
Grading	\$75.00					0.30
MISCELLANEOUS FEES						
Change of General Contractor		\$50.00				
Conditional Electrical Power Inspection (Apex and Duke)		Optional Inspection				
Conditional Mechanical Systems Inspection		Optional Inspection				
Demolition (All Trades)		\$120.00				
Dumpster Enclosure		\$150.00 (Single Trade Building)				
Elevator		\$50.00 per elevator				
Fire Pumps, each		\$250.00				
Fire Sprinkler System		\$0.03 per square feet				
Fire Suppression		\$50.00				
Grease/Oil Interceptor		\$50.00				
Irrigation System		\$75.00 permit fee + Capital Reimbursement Fees (page 6)				
Retaining Wall Permit		\$1.00 per linear foot				
Sales/Construction Trailer/Modular Classroom		Per Single Trade Fee Schedule				
Sign – New		\$150.00 + \$75 if electrical needed				
Sign – Replacement		\$50.00				
Solar PV System		No Fee				
Spray Paint Booth, each		\$150.00				
Storage Tank, each		\$50.00 Plus Associated Single Trade Fees				
Swimming Pool		\$50.00 Plus Associated Single Trade Fees				
Temporary Power (Town of Apex)		\$125.00				
Water and Sewer Capital Reimbursement Fees and Water Meters		Refer to Capital Reimbursement Fee Schedule (page 6)				
Work Without a Permit		Double Permit Fees				
Stop Work Order		\$150.00 (May Require Extra Trip Fee)				
Expired Permit		Cost of Original Permit Fee ½ Cost of Original Permit Fee				
PLAN REVIEW FEES (Non-refundable)						
Per Trade- (Not applied toward cost of permit)		\$100.00				
Plan Modification (Not applied toward cost of permit)		½ Review Fee or ½ per trade fee for single trade modifications				
Re-review fee (Not applied toward cost of permit)		½ Review Fee @ 3 rd , 5 th , 7 th , etc.				
Re-stamp Plans, Per Trade		\$75.00				
Retaining Wall, Per submitted grouping (at least one per project/subdivision)		\$100.00				
EXPRESS PLAN REVIEW (2 HOUR MINIMUM) - when service is available						
First Hour	\$1,000.00	\$250.00 each additional 15 minutes				
Cancellation Fee (3 days prior notice)	\$200.00					
ADMINISTRATIVE FEES						
Duplicate Building Record Card		\$10.00				
General Records Research, Archive Files		\$3.00/ page				
General Records Research, Current Files over 10 pages		\$.50/ page				

INSPECTION FEES			
Water Resources Certificate of Occupancy - Water/Sewer Final	\$100.00	Job not ready for inspection or installation of tap, meter, etc.	\$150.00
Standard re-inspection fee (Building, Electrical, Mechanical, Plumbing, Driveway, Water, and/or Sewer)	\$75.00	Cancelled Inspection fee (not cancelled by 8:00 am of scheduled day)	\$75.00
Previous Building, Electrical, Mechanical, Plumbing violations not corrected	\$150.00		
ONE AND TWO FAMILY DWELLING PERMIT FEES			
<i>Calculated and collected by Building Inspections and Permitting</i>			
NEW STRUCTURES (Single Family/Duplex/Townhomes)		\$/SQ.FT	MIN/ \$/UNIT
3,000 Gross SF and Less		0.35	\$500.00
>3,000 Gross SF:(3000SFx \$0.35/SF)+(Additional SF x \$0.35/SF x.75) = Permit Fee		Per Formula	
ADDITIONS /ALTERATIONS 800 SQUARE FEET AND GREATER		\$/SQ.FT	MIN/ \$/UNIT
Building	\$0.19		\$150.00
Electrical	\$0.09		\$75.00
Plumbing	\$0.09		\$75.00
Mechanical	\$0.09		\$75.00
ADDITIONS /ALTERATION LESS THAN 800 SQUARE FEET			MIN/ \$/UNIT
Building			\$150.00
Electrical			\$75.00
Plumbing			\$75.00
Mechanical			\$75.00
ACCESSORY STRUCTURES		MIN/ \$/UNIT	SINGLE TRADE FEE SCHEDULE
Decks, Sheds, Roof Additions & Detached Garages, 400 sq. ft. or less		\$75	Building \$150.00
Decks, Sheds, Roof Additions & Detached Garages > 400 sq. ft.		\$150	Electrical \$75.00
Trellis (Attached to a structure)		\$40.00	Mechanical \$75.00
Retaining Wall Plan Review		\$100.00	Plumbing \$75.00
Retaining Wall		\$1.00 per linear foot	Fire (included w/ Plumbing) \$0.00
			Grading \$75.00
MISCELLANEOUS			
Change of General Contractor		\$50.00	
Change of Lot		\$50.00	
Construction Trailer		Per Single Trade Fee Schedule	
Demolition (All Trades)		\$150.00	
Driveway		\$100.00 / lot	
House Moved		\$375.00	
Irrigation		\$75.00 permit fee + capital reimbursement fee (page 6)	
Mobile Home (All Trades)		\$150.00	
Modular Home (All Trades)		\$375.00	
Solar PV System		No Fee	
Stop Work Order		\$150.00 (May Require Extra Trip Fee)	
Temporary Power (Town of Apex Only)		\$125.00	
Work Without Permit		Double Permit Fees	
Expired Permit		Cost of Original Permit - 1/2 Cost of Original Permit Fee	
PLAN REVIEW FEES (Non-refundable)			
Initial Fee For New Single Family and Townhome Construction (Not applied to cost of permit)		\$110.00	
Initial Fee All Other Construction (Not applied toward cost of permit)		\$100.00	
Plan Modification Fee (Not applied toward cost of permit)		1/2 Review Fee of affected trades	
Re-review Fee (Not applied toward cost of permit)		1/2 Review Fee @ 3 rd , 5 th , 7 th , etc.	
Re-stamp Plans		\$60.00	
ADMINISTRATIVE FEES			
Duplicate Building Record Card		\$10.00	
General Records Research, Current Files Over 10 Pages		\$0.50/ page	
General Records Research, Archive Files		\$3.00/ page	
INSPECTION FEES			
Water Resources Certificate of Occupancy - Water/Sewer Final		\$100.00	
Standard re-inspection fee (Building, Electrical, Mechanical, Plumbing, Water, and/or Sewer)		\$75.00	
Job not ready for inspection or installation of tap, meter, etc.		\$150.00	
Previous Building, Electrical, Mechanical, Plumbing violations not corrected		\$150.00	

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

ELECTRICAL UNDERGROUND AND SERVICE LATERAL FEES

Calculated by the Electric Department

<p>Primary Facilities: <i>Collected by Electric Department</i> Based on cost difference of normal overhead facilities and the requested underground facilities.</p> <p>Single-Family \$490/ lot Townhomes \$490/ unit Apartments \$490 point of delivery</p>	<p>Service Laterals: <i>Collected by Building Inspections Permitting</i> Charges are for the first 100 feet of service length. An excess footage charge, if applicable, is billed separately by the Electric Utilities Division at \$4.25/foot over 100 feet.</p> <p>Single-Family \$521.85/ service lateral Townhomes \$521.85/ service lateral Apartments Apartments are typically served with multiple meter bases at approved locations; service laterals are usually installed in conjunction with the primary facilities and service lateral charges do not apply.</p>
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WATER TAPS AND METER FEES**

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

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

Size	Base Cost	Add Bore	Add Street Cut	Meter Only*
¾ inch	\$1,550.00 \$2,000	\$550.00	\$800.00	\$215.00
1 inch	\$1,750.00 \$2,200	\$550.00	\$800.00	\$325.00
1 ½ inch	N/A	N/A	N/A	\$ 650.00
2 inch	N/A	N/A	N/A	\$830.00
3 inch	N/A	N/A	N/A	\$3,255.00
4 inch	N/A	N/A	N/A	\$4,265.00

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

SEWER TAPS**

Size	Base Cost	Add Bore	Add Street Cut
4 inch	\$ 1,450.00 \$2,100	Not available	\$ 800.00

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

WATER BACTERIOLOGICAL SAMPLE FEE

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

Conditions:

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

WATER AND SEWER CAPITAL REIMBURSEMENT FEES

Calculated and collected by Inspections and Permitting & Planning

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

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

Utility Rates & Fees

CUSTOMER DEPOSITS

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

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

FEES

Application / Service Initiation Fee	\$15	Pretreatment Program Charges	
Returned Check / Draft Fee	\$25	- Permitted Flow (per 1,000 gallons)	\$0.33
Non-Payment Service Fee	\$25	Surcharge Rates (quarterly)	
After Hours Service Fee	\$75	- BOD	\$0.278 per lb.
Late fee for charges unpaid by the due date	1% of unpaid balance	- COD	\$0.278 per lb.
Extension fee	\$0	- TSS	\$0.051 per lb.
Reconnect Disconnected Meter	\$25	Analytical Testing Charges	
Backflow Testing	At cost	- BOD	\$20.00
Meter Tampering Testing Fees		- TSS	\$12.00
- Electric - Reconnection of disconnected service / Altering of meter	\$100	- Ammonia	\$12.00
- Electric - Straight wiring / other un-inspected connection	\$250	- COD	\$20.00
- Cut Seal	\$25	- Cyanide	\$25.00
- Meter Test Fee (one test per year at no cost; additional reads are charged only if the meter read is correct)	\$50	- Oil & Grease	\$30.00
- Meter Test (under 2 inch meter)	\$50	- Total Phosphorus	\$16.00
- Meter Test (2+ inch meter)	At cost + 10 %	- Total Nitrogen	\$40.00
Septic Tank Pump Fee (per 1991 annexation agreements; only available in certain locations)	At cost	- Arsenic, Cadmium, Chromium, Copper, Lead, Mercury, Molybdenum, Nickel, Selenium, Silver, Zinc	\$13.00 each
Damaged Water Meter*	\$ 53 + plus cost of meter	-	
Damaged ERT Holder Replacement Fee*	\$ 16.25	-	

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

SOLID WASTE FEES

Yard Waste Collection	\$7.83/ month	Dumpster Service	
Residential Roll-Out Cart	\$8.72 \$8.94/ month	- 4 CY Dumpster	\$128.20 \$131.40/ month
Commercial Roll-Out Cart	\$17.88 \$18.75/ month	- 6 CY Dumpster	\$151.67 \$155.46/ month
Recycling (Per Bin or Cart)	\$4.89 \$4.98/ month	- 8 CY Dumpster	\$173.31 \$177.64/ month
Bulk items	\$11.00/ each	Bulk Items - Half Load	\$22.00
White Goods	\$18.00/ each	Bulk Items - Full Load	\$40.00

STREET SIGN FEES

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

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

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

WATER & SEWER RATES			
Water Rates		Inside Town Limits	Outside Town Limits
Water Base Charge		\$5.54	\$11.08
Water Volumetric Rates (per 1,000 gallons)			
Commercial		\$4.19	\$8.38
Residential	Tier 1: 0 - 6,000 gal	\$4.19	\$8.38
	Tier 2: 6,001 - 12,000 gal	\$4.82	\$9.64
	Tier 3: > 12,000 gal	\$6.49	\$12.98
Wholesale Water Base Charge	\$5.00 \$5.45	Wholesale Water Volumetric Rates (per 1,000 gallons) \$3.75 \$4.09	
Sewer Rates		Inside Town Limits	Outside Town Limits
Sewer Base Charge		\$9.89 \$10.04	\$19.76 \$20.08
Sewer Volumetric Rates (per 1,000 gallons)			
Commercial & Residential		\$7.06 \$7.17	\$14.13 \$14.34
Colvin Park/White Oak *		\$12.55	N/A
*Per the Alternative Sewer Agreement, "the Apex special published rate shall be based on the Cary published residential rate per thousand gallons plus an Apex charge of \$2 per thousand gallons."			
Wholesale Sewer Base Charge	\$7.35 \$9.00	Wholesale Sewer Volumetric Rates (per 1,000 gallons) \$5.05 \$6.05	
Flat Rate Sewer	\$35.00/ month		
Irrigation Rates		Inside Town Limits	Outside Town Limits
Irrigation Base Charge		\$5.54	\$5.54
Irrigation Volumetric Rates (per 1,000 gallons)		\$6.49	\$12.98
Bulk Water			
Hook Up Fee (per connection)	\$12	Hydrant meter	
Volumetric Rates (per 1,000 gallons)	\$7.20	- Set up / Relocate / Pickup	\$50/ event
		- Rental Fee	\$12/ day
		- Hydrant Meter replacement and/or repair	At cost + 10%

ELECTRIC RATES				
Service	Base Charge	Energy Charge (per kWh)		
		Nov.-June (0-800)	Nov.-June (Over 800)	July-Oct. (All)
Residential	\$15.05	\$0.1029	\$0.0993	\$0.1029
Service	Base Charge	Energy Charge (per kWh) ALL		
Small General Service	\$22.07	\$0.0985		
Service	Base Charge	Energy Charge (per kW)		
		On Peak	Off Peak	
Residential-Time of Use-TOU	\$15.57	\$0.2700	\$0.0636	
Small General Service-TOU	\$22.07	\$0.1532	\$0.0623	
Service	Base Charge	Energy Charge (per kWh) ALL	Demand Charge (per kW) ALL	
Medium General Service	\$75.28	\$0.0769	\$6.75	
Medium General Service-TOU	\$75.28	\$0.0727	\$10.05	
Large General Service	\$124.60	\$0.0630	\$9.34	
Large General Service-TOU	\$124.60	\$0.0620	\$9.86	
Service	Base Charge	Energy Charge (per kWh) ALL	Demand Charge (per kW)	
			All Coincident Demand	All Excess Demand
Large General Service-Coincident Peak	\$311.51	\$0.0478	\$20.18	\$2.59

ELECTRIC RATES			
Outdoor Lighting			
Standard Lighting Service Basic Rate The basic rate does not include the monthly charges for additional facilities, outdoor lighting poles, underground service, or any contribution required under this Schedule.			
Sodium Vapor Units*	Wattage	Monthly Charge	Monthly kWh
5,800 lumen-semi	70	\$8.230/ Fixture	29/ Fixture
9,500 lumen-semi	100	\$9.15/ Fixture	46/ Fixture
9,500 lumen-enclosed/post/ flood	100	\$10.42/ Fixture	46/ Fixture
27,500 lumen-enclosed	250	\$18.67/ Fixture	99/ Fixture
27,500 lumen flood	250	\$19.86/ Fixture	109/ Fixture
50,000 lumen-enclosed	400	\$25.17/ Fixture	152/ Fixture
50,000 lumen flood	400	\$27.55/ Fixture	168/ Fixture
LED Units			
Acom Fixture	51	\$14.90/ Fixture	29/ Fixture
Shoebox – 1	61	\$11.53/ Fixture	29/ Fixture
Shoebox – 2	151	\$18.02/ Fixture	29/ Fixture
Area Light	51	\$8.15/ Fixture	29/ Fixture
Cobrahead – 1	51	\$9.88/ Fixture	29/ Fixture
Cobrahead – 2	151	\$17.40/ Fixture	29/ Fixture
Lantern – 1 w/ Lens	51	\$14.55/ Fixture	29/ Fixture
Lantern – 2 w/o Lens	51	\$14.43/ Fixture	29/ Fixture
Special Contract Lights			
<i>(residential dedicated public streets outside corporate limits)</i>		Monthly charge	Special Area Lighting Pole
100 watt HPS enclosed luminaire on approved wood pole		\$2.29/ customer	Wood \$ 2.51/ pole
Fiberglass pole or post w/ approved 100 watt HPS luminaire		\$2.93/ customer	Metal, fiberglass or post \$ 3.51/ pole Decorative square metal \$13.01/ pole
Non-standard Premium Lighting Service The following charges are in addition to Standard Lighting Service Basic Rate identified above.			
Premium Lighting Fixtures	Monthly charge	Premium Posts / Brackets	Monthly charge
Prismatic series classic or colony top	\$3.63/ Fixture	Decorative shroud w/ standard fiberglass post	\$11.74/ post
Prismatic series classic or colony top w/ crown & rib	\$4.36/ Fixture	Fluted direct bury post	\$18.53/ post
Vandermore series w/o spikes	\$2.42/ Fixture	Premium Twin mounting bracket	\$4.84/ bracket
<i>*Maintenance only; no new installs</i>			
Underground Service For Underground service, the monthly bill will be increased by \$3.50 per pole or, in lieu thereof, a one-time contribution of \$175.17 per pole. The monthly UG charge, if selected, may be terminated at any time upon payment by Customer of the one-time contribution. The UG charge will be waived if the lighting facilities are installed during the installation of the main electric facilities. The monthly pole charge defined below will also be applicable to underground service.			
Additional Facilities			
1. Multiple area lighting fixtures may be installed per pole subject to town review and approval. The monthly charge for each additional fixture will be the charge in accordance with the Monthly Rate for that fixture.			
2. For distribution transformer and/or primary conductor extension, 2% of the estimated installed cost of the excess circuit.			
3. For an underground circuit in excess of 250 feet for an area lighting pole, 2% of the estimated installed cost of the excess circuit.			
4. For a metal pole, 2% of the estimated cost of overhead or underground metal poles requiring special construction or features, which are in excess of the estimated, installed cost of standard underground metal poles.			

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

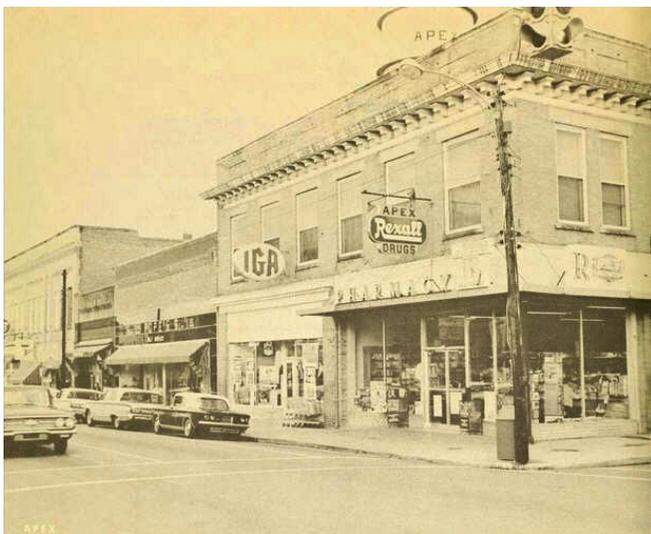
FIRE DEPARTMENT FEES			
Submit request and fees to Customer Service			
Inspection Fees	\$0	False Alarm Fines (per Calendar Year)	
Reinspection (charged for 2nd and all subsequent reinspections)	\$75	4 false alarms	\$150
Fire Inspections Violation Fines:		5 false alarms	\$200
Imminent hazard violation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

PARKS & RECREATION					
<i>Fees are paid to Parks & Recreation</i>					
Withdrawal₁					
- 10 + days advance notice				\$5.00	
- Less than 10 days' notice & participant can be replaced from a waiting list				70% of costs	
<i>1. No refunds are issued when the amount is less than \$6.00. No refunds are issued when non-refundable deposits, admission fees or costs are paid in advance by the Town.</i>					
	Resident	Non Resident		Resident	Non Resident
Fishing Licenses			Senior Exercise Pass (55+)	\$0	\$10/ 20 visits
- 12 years & under	\$0	\$10/ year	Open Gym / Pickle Ball	\$0	\$5/ visit or \$20/ 100 visits
- 13-54 years old	\$0	\$25/ year	Vessel Permits (Jan – Dec)	\$5/ year	\$40/ year
- 55 +	\$0	\$6/ year	Dog Park Passes		
- Guest Pass	\$0	\$5/ visit	- Single Dog	\$30/ year	\$50/ year
			- Multiple Dogs	\$60/ year	\$100/ year
Facility Rentals					
<i>All reservations for 100 persons or more require Director approval and may require additional attendants, police and other requirements as deemed necessary by APRCR</i>					
	Resident	Non Resident	Halle Cultural Arts Center	Resident	Non Resident
Refundable Deposit (Facility)	\$250	\$250			
After Hours Rentals ₂	\$40/ hour	\$40/ hour	- Auditorium	\$100/ hour	\$150/ hour
Community Center					
- Summit Room	\$35/ hour	\$52.50/ hour	- Sound/Light Booth	\$50/ hour	\$75/ hour
- Pinnacle Room	\$35/ hour	\$52.50/ hour	- Overnight Storage	\$50/ night	\$75/ night
- Zenith Room	\$35/ hour	\$52.50/ hour	- Studio Gallery	\$50 / hour	\$75/ hour
- Catering Kitchen ₃	\$21/ hour	\$31.50/ hour	- Studio A	\$35/ hour	\$52.50/ hour
- Arts & Crafts Room	\$21/ hour	\$31.50/ hour	- Piano (separate \$200 deposit required)	\$25/ hour	\$37.50/ hour
Shelter Rentals					
- Refundable Deposit (Shelter)	\$125	\$125	- Attendant Fees (after hours)	\$20/ hour	\$20/ hour
- Apex Community Park – small	\$17.50/ hour	\$26.25/ hour	4 Hour Auditorium Package	\$600	\$900
- Apex Community Park – large	\$22.50/ hour	\$33.75/ hour	4 Hour Gallery Package	\$400	\$600
- Hunter Street Park – small	\$17.50/ hour	\$26.25/ hour	Field & Gym Rentals₄		
- Jaycee Park – small	\$17.50/ hour	\$26.25/ hour	Athletic Field – natural turf (no lights)	\$40/ hour	\$60/ hour
- Kelly Road Park small	\$17.50/ hour	\$26.25/ hour	Athletic Field – natural turf (w/ lights)	\$60/ hour	\$90/ hour
- Nature Park – small	\$17.50/ hour	\$26.25/ hour	Athletic Field – synthetic turf (no lights)*	\$70/ hour	\$105/ hour
- Nature Park – large	\$22.50/ hour	\$33.75/ hour	Athletic Field – synthetic turf (w/ lights)*	\$90/ hour	\$125/ hour
- Seagroves Farm Park - small	\$17.50/ hour	\$26.25/ hour	Gym - Whole	\$65/ hour	\$97.50/ hour
Other Amenity Rentals					
- Tennis Courts (2 min / 4 max)	\$15/hour/ court	\$22.50/hour/ court	<i>* Synthetic Turf Fields require additional \$250 Damage Deposit</i>		
- Sand Volleyball Court	\$15/hour/ court	\$22.50/hour/ court			
- Disc Golf Course	\$45/ hour	\$67.50/ hour			
- Amphitheater (1/2 day)	\$115	\$172.50			
- Amphitheater (whole day)	\$250	\$375			
<i>2. Requires additional approval by Director; 3. attached to Zenith Room 4. All rentals require a 2 hour minimum.</i>					

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

History of Apex

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



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

Tobacco farming became an important part of the local economy in the early 1900s when a plant disease forced many tobacco farmers in Person and Granville counties to relocate. Many of the farmers discovered that the land around Apex produced excellent tobacco crops and decided to move to the area. The first tobacco auction market in Wake County was established in Apex in 1905. Sadly, like many small towns in the early 1900s, two disastrous fires shaped Apex's growth and development. In February 1905,

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

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

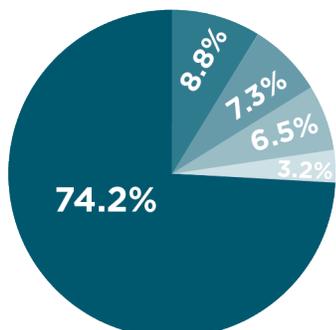


Geography

Apex is located in Southwest Wake County in North Carolina's Research Triangle area. The town is approximately 23.9 square miles. Apex is 17 miles to downtown Raleigh, 18 miles to RDU International Airport, 17 miles to the prestigious Research Triangle Park and within 30 miles of 3 Tier 1 research universities. Apex is perfectly positioned between the Blue Ridge mountains and the beautiful NC coast.



Demographics¹



59,300

U.S. Census
Population (July 2019)



57.2%

Population Percentage
Increase from 2010-19



69,406

Population Estimate
2021



\$111,435

Median Household Income



64.3%

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



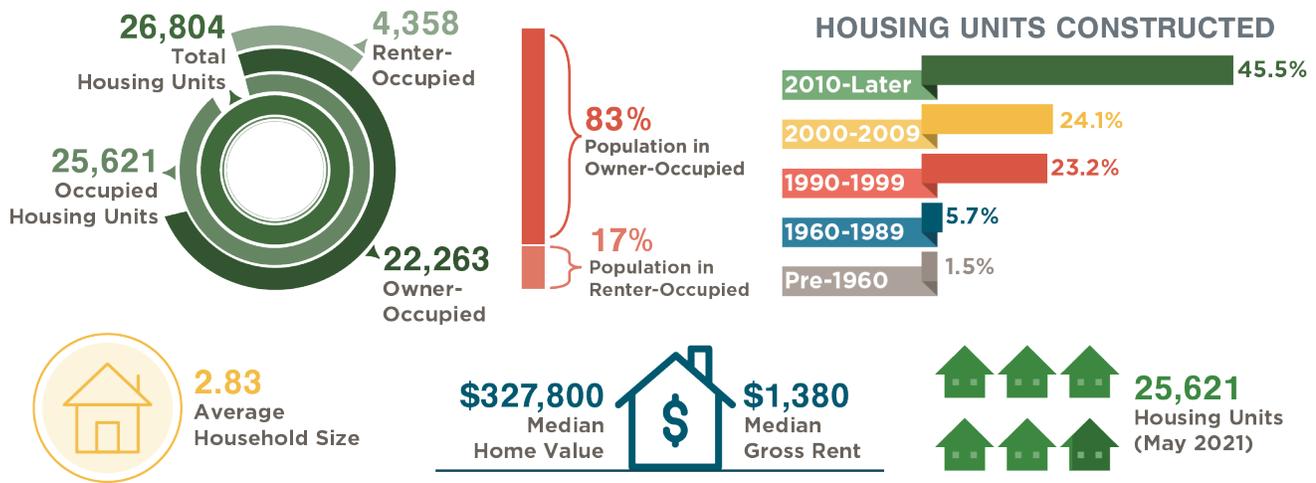
37.4

Median Age

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



Housing²



2. Apex Planning Department

Local Economy

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

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

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

Apex has also seen a large increase in entrepreneurial and small business start-up interest. To foster entrepreneurship in our local community, the Town of Apex partnered with Coworking Station LLC to bring co-working to downtown Apex in 2019. The space allows start-up companies to work in a setting that will produce a collaborative synergy. The Town is also working with multiple partners to establish small business resources and programs.

The COVID-19 pandemic had a negative impact on many small businesses in Apex, as it did elsewhere. Town Council took action in April 2020 to support small businesses during the recession by allocating \$1 million to a newly established small business loan program. Additionally, Town Council has provided funding to non-profit agencies and suspended or changed ordinances in order to support businesses and residents adversely affected by the recession.



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

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

Ten Largest Employers for Apex as of 4th Quarter 2020

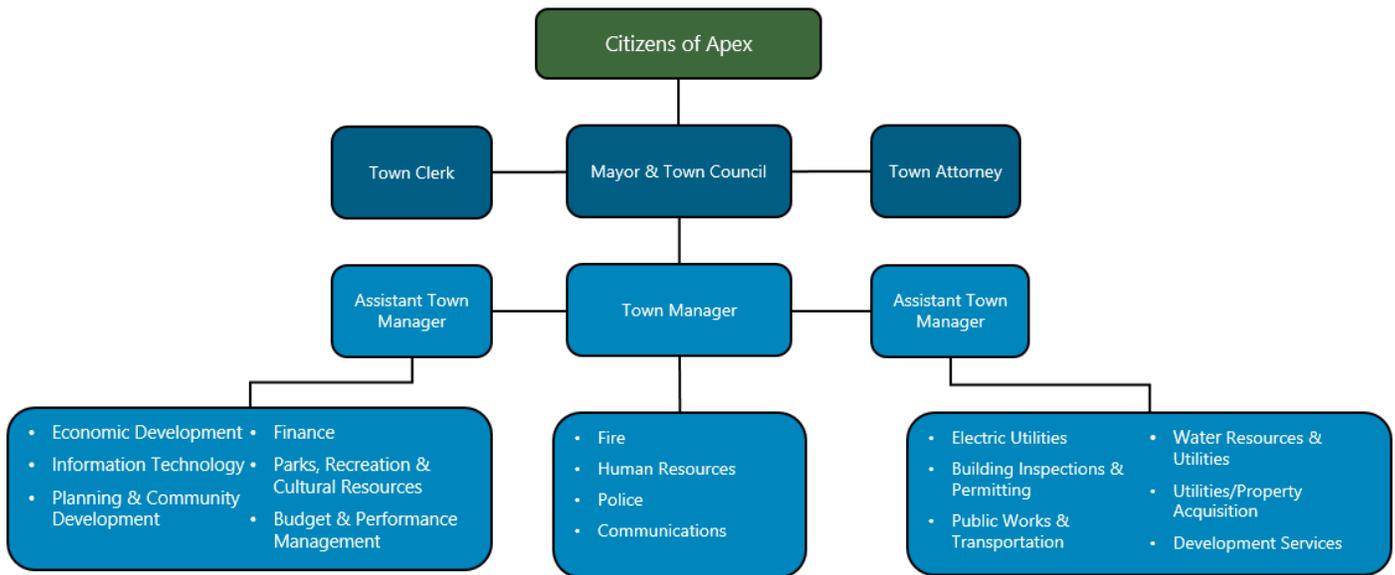
Company Name	Industry	Employment
Wake County Public Schools	Education	1,779
Town of Apex	Government	506
Dell Technologies	Cloud Storage	500
Apex Tool Group	Manufacturing	425
Bland Landscaping	Landscaping Services	325
Costco	Consumer Products	290
ATI Industrial Automation	Manufacturing	275
Super Target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



Government

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

Town of Apex Organizational Chart



Strategic Goals & Budget Alignment

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

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

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

Vision Statement

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

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

Mission Statement

Established 2020 – What is our purpose for existence?

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

Value Statements (Peak Principles)

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

Performance

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

We will...

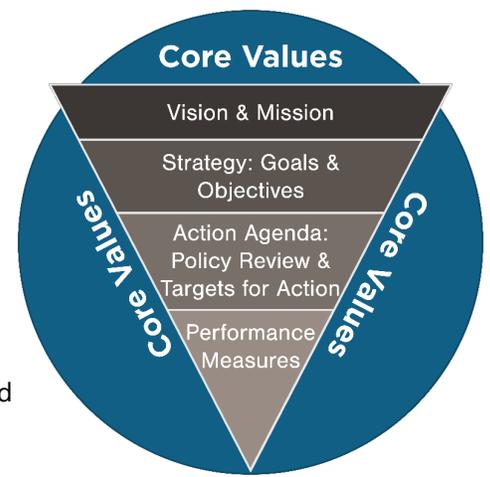
- Strive for excellence in the work we do
- Set goals that encourage high performance
- Seek improvements in processes to become more efficient in our work
- Leverage technology and other resources to enhance efficiency

Empowerment

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

We will...

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



Accountability

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

We will...

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

Knowledge

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

We will...

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

Strategic Goal Statements

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

High Performing Government

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

Objectives

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

Initiatives

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



Healthy & Engaged Community

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

Objectives

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

Initiatives

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

Environmental Leadership & Responsible Development

We will plan our built environment in a way that respects and preserves natural resources and the small-town character of our community; we will offer housing and transportation options so that anyone who chooses to live in Apex can.

Objectives

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

Initiatives

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



Economic Vitality

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

Objectives

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

Initiatives

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

Safe Community & Reliable Infrastructure

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

Objectives

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

Initiatives

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

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



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



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



Performance Measures

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

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

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

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

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

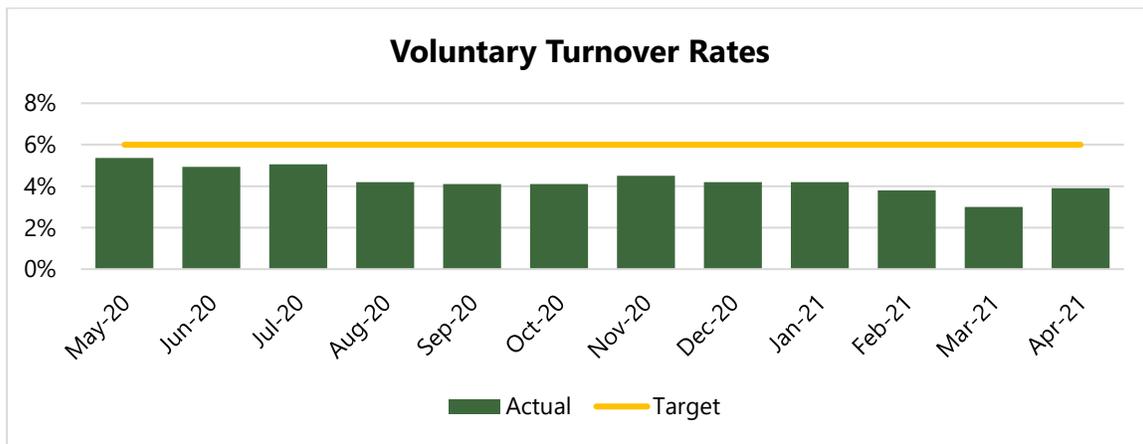
Safe Community & Reliable Infrastructure: We will ensure safe neighborhoods through proactive, professional, and engaged public safety services, and maintain reliable transportation and utility infrastructure.

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

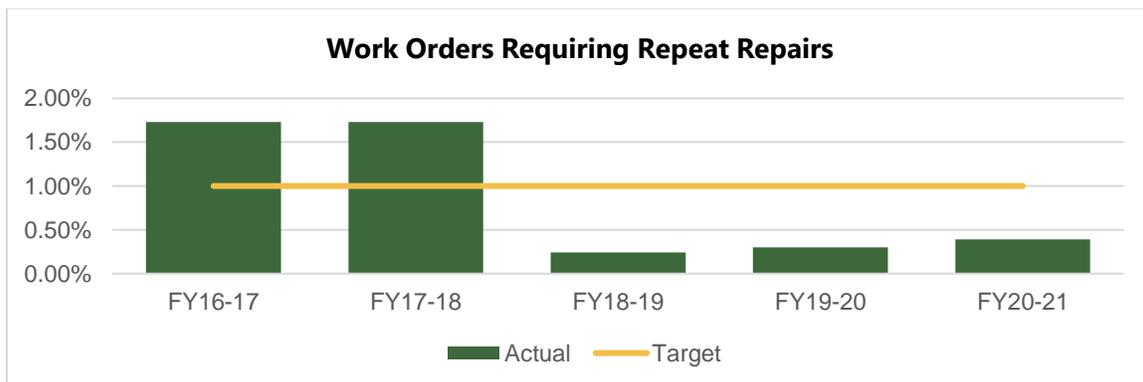


High Performing Government

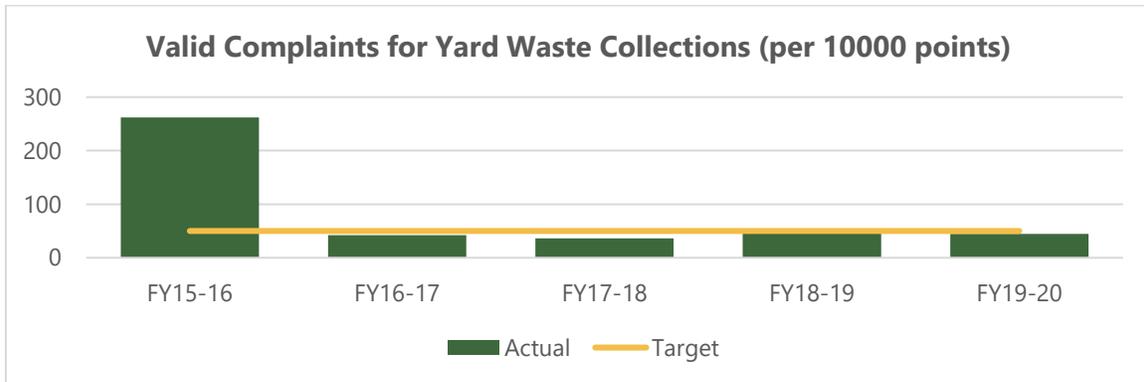
Human Resources	
Performance Measure	Voluntary turnover rate among municipal employees
Description	The rate at which employees leave can signal a number of important factors. A high turnover rate can indicate a workplace environment that is not welcoming or conducive to activity or salary and benefits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



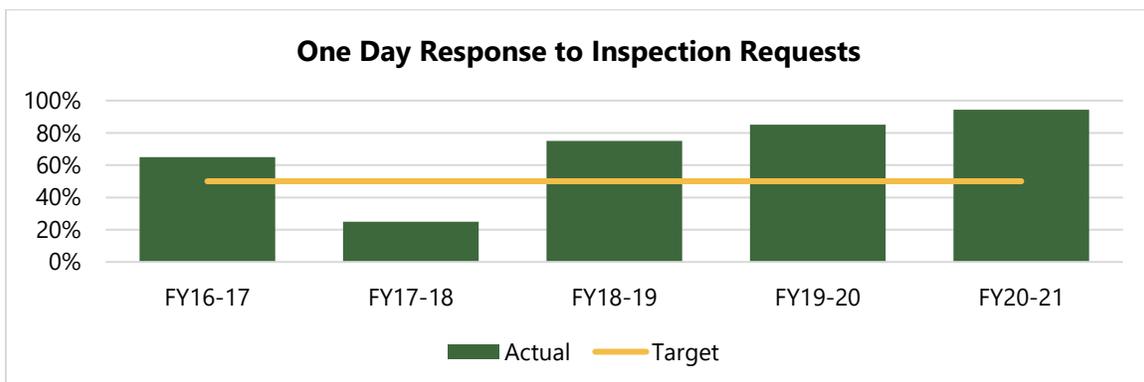
Fleet	
Performance Measure	Percentage of work orders requiring repeat repair within 30 days
Description	Repair orders ideally should be taken care of the first time around, as repeat orders require additional time and resources. This measure notes how frequently work orders required a second visit in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



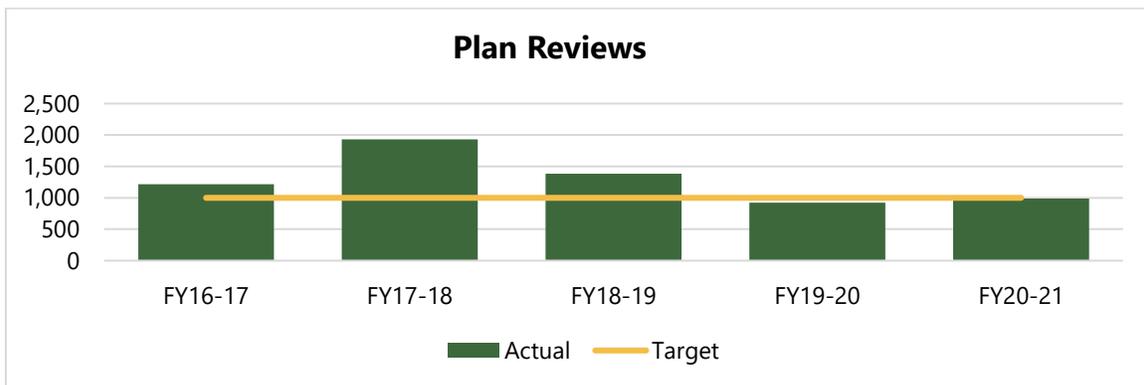
Solid Waste	
Performance Measure	Number of complaints per 10,000 yard waste collection points
Description	Complaints over yard waste are an important and easily accessible metric to monitor the quality of waste disposal service. Valid complaints, while more subjective, also account for customers lodging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



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

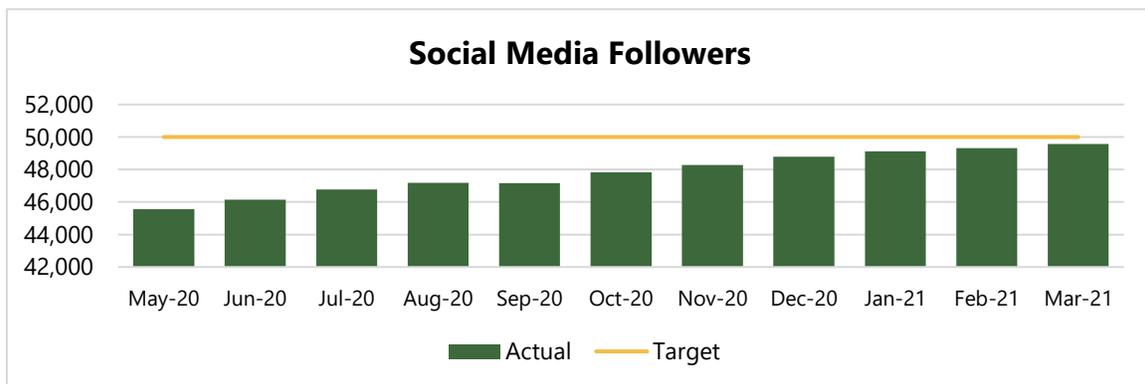


Inspections & Permitting	
Performance Measure	Number of plan reviews performed per year per Reviewer FTE
Description	Reviewing prospective building and business plans is an essential part of growing a community. This metric reports the number of plans reviewed by the department. Failing to keep up with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

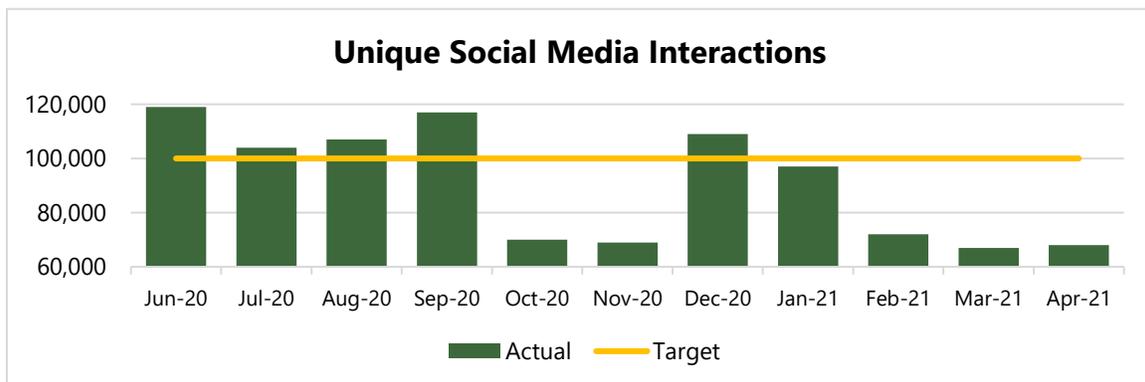


Healthy & Engaged Community

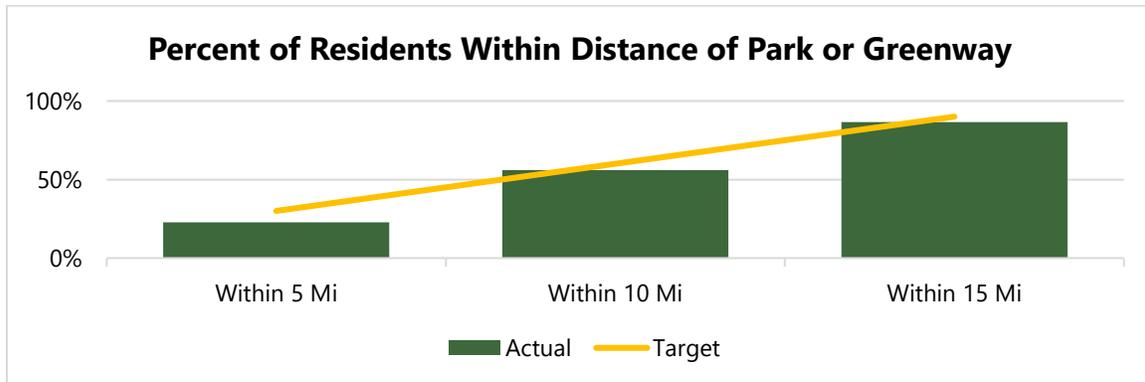
Communications	
Performance Measure	Amount of social media followers across general town Facebook, Twitter, Instagram, and Nextdoor accounts. (primary Town only; does not include departmental accounts)
Description	Social media following is a simple way of assessing the base that a town is capable of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



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

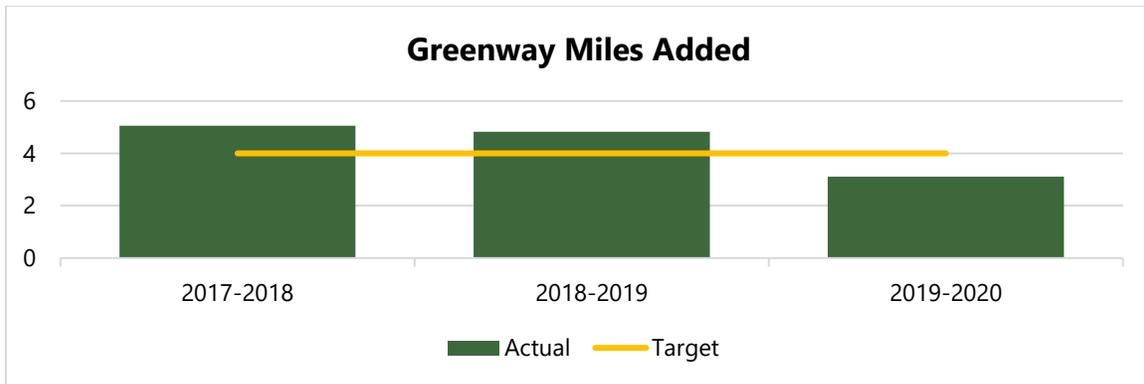


Parks, Recreation & Cultural Resources	
Performance Measure	Percentage of residents who live within 5, 10, and 15 minutes of a park or greenway
Description	A healthy community needs to provide easy access to places for its citizens to exercise and enjoy nature. This measure notes how easily accessible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

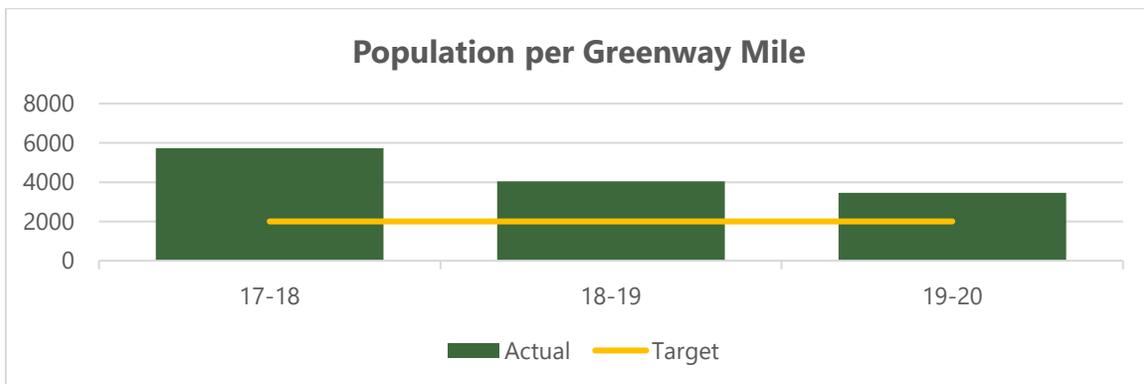


Environmental Leadership & Responsible Development

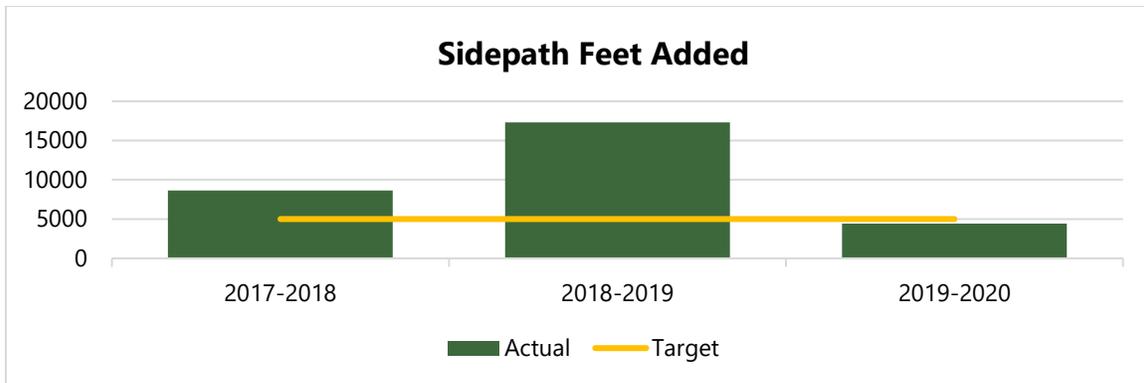
Greenway Miles (Annually)	
Performance Measure	Greenway Miles Added Per Year
Description	Ensuring that a town's residents have places to exercise and enjoy nature is an important part of maintaining a healthy, vibrant community. Greenway miles offer additional amenities to a growing population.
Target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



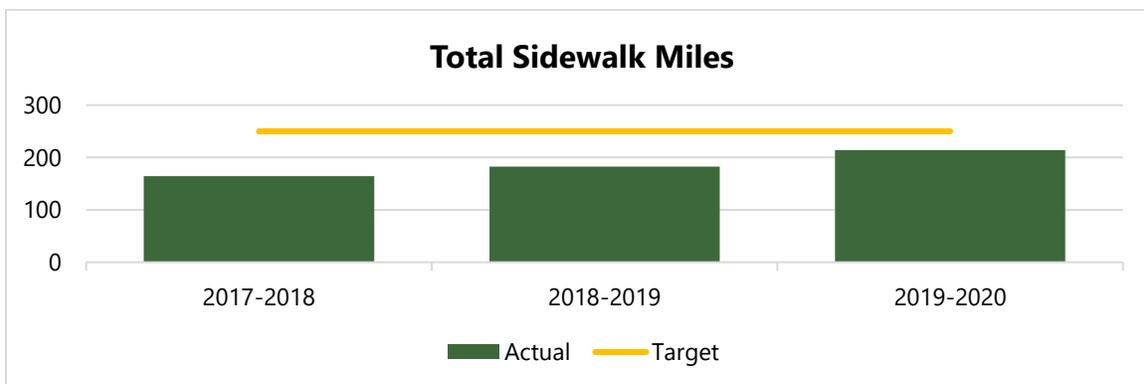
Greenway Miles Per Capita	
Performance Measure	Apex population per greenway mile
Description	While a simple, total greenway miles measurement is useful, it is also important to consider the availability of greenway per capita. Goals for creating more greenways need to be framed around the population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



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

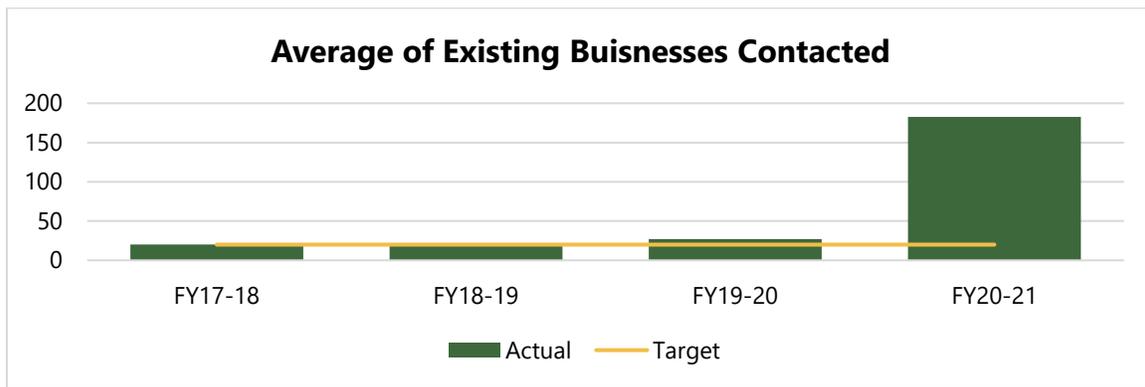


Sidewalk Miles (Total)	
Performance Measure	Total number of sidewalk miles in Apex.
Description	Sidewalks are an essential aspect of public safety and responsible environmental leadership. Not only do they provide places to walk and encourage citizens to be active, but they also provide a safe buffer,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

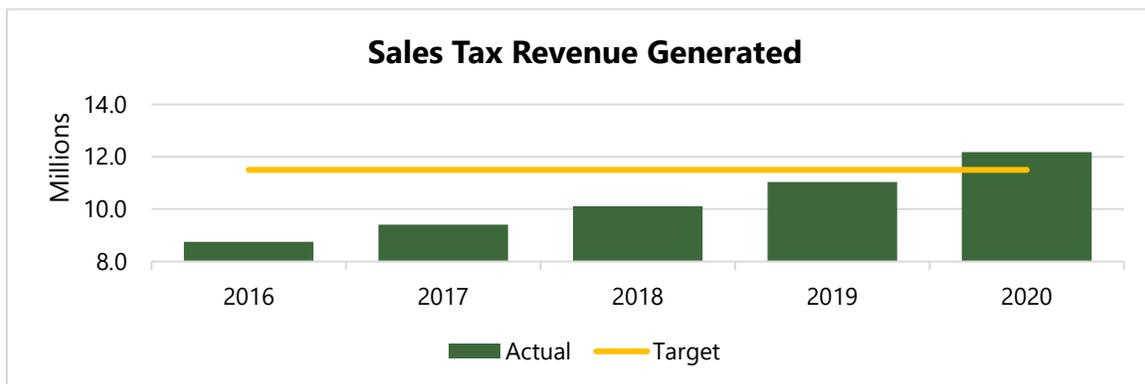


Economic Vitality

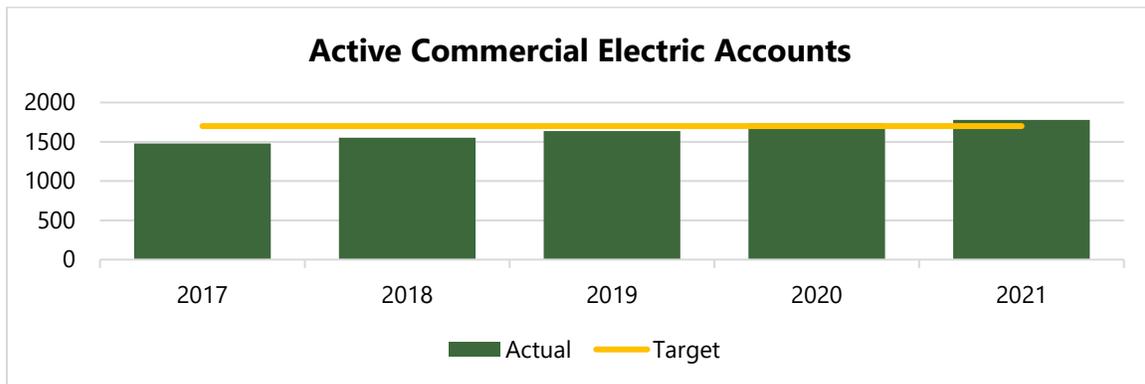
Economic Development	
Performance Measure	Number of existing businesses contacted per month
Description	Municipal governments play an essential role in helping their economies to grow. Once such way in which this can be accomplished is by contacting and encouraging businesses to either stay or move to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



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

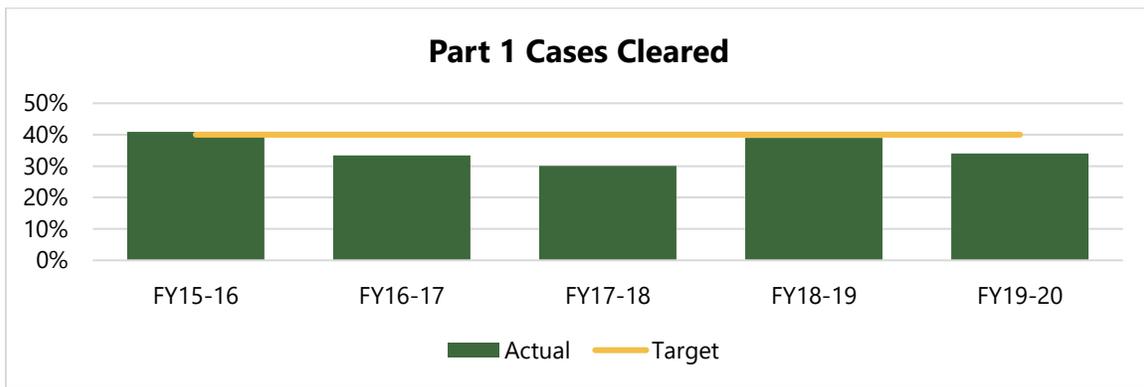


Economic Development	
Performance Measure	Number of electric commercial utility accounts operating in Apex
Description	Another way to monitor the health of an economy is the number of businesses operating inside of it. While tracking the number of businesses is challenging, a good way to get a snapshot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

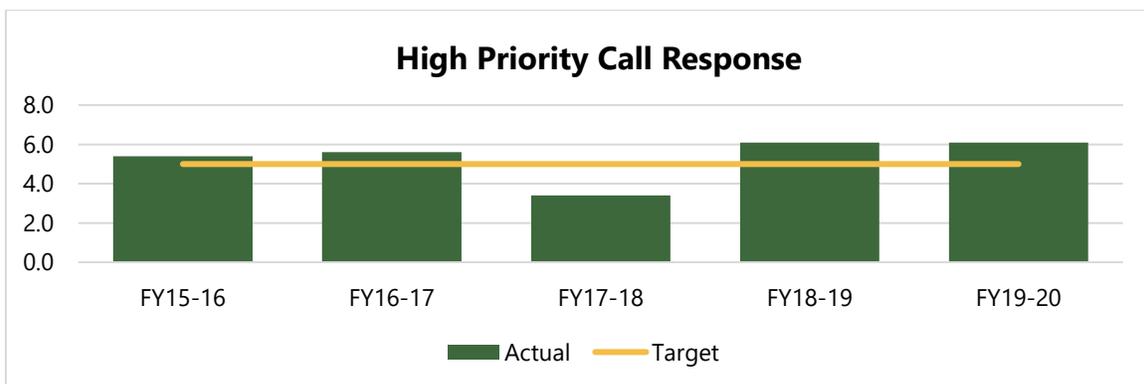


Safe Community & Reliable Infrastructure

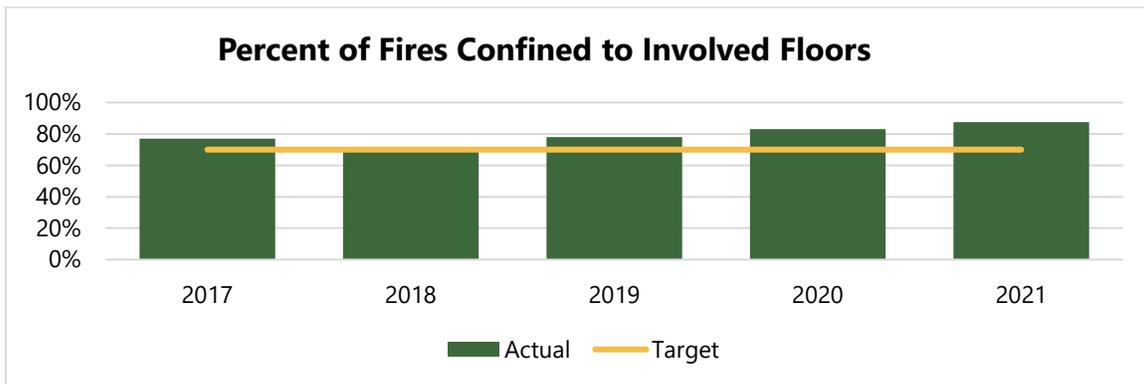
Police	
Performance Measure	Percentage of reported Part I cases cleared
Description	Cases cleared is an important metric for any police department. A case is cleared when either someone is arrested, charged with the offense, or turned over for prosecution. Part 1 cases involve homicide, rape, aggravated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



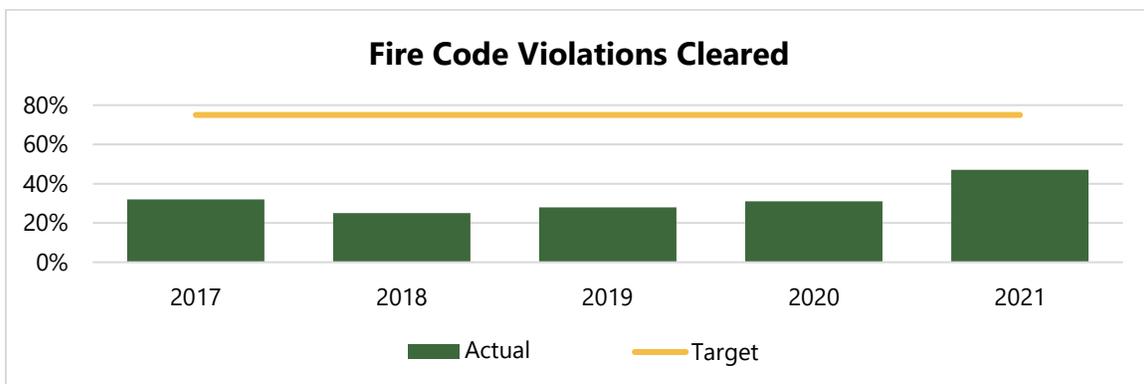
Police	
Performance Measure	Response time for high priority calls
Description	Responding to calls in a timely fashion is a crucial element for any police force. High priority calls are often the greatest point of emphasis, to ensure that individuals who need help receive it as soon as possible. Response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



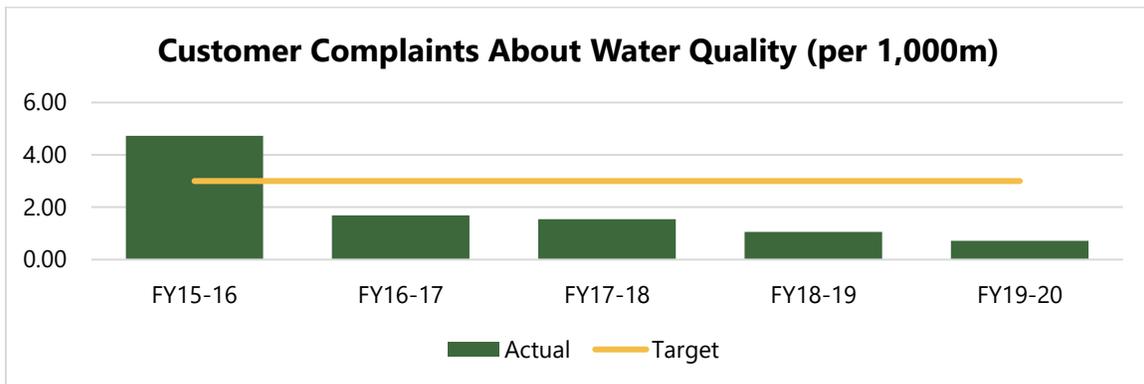
Fire	
Performance Measure	Percentage of structure fires confined to the floor of origin
Description	One crucial element of fire success is ensuring that fires do not become too destructive. Stopping a fire from spreading, and containing it to the individual floors involved when fire arrives on the scene,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



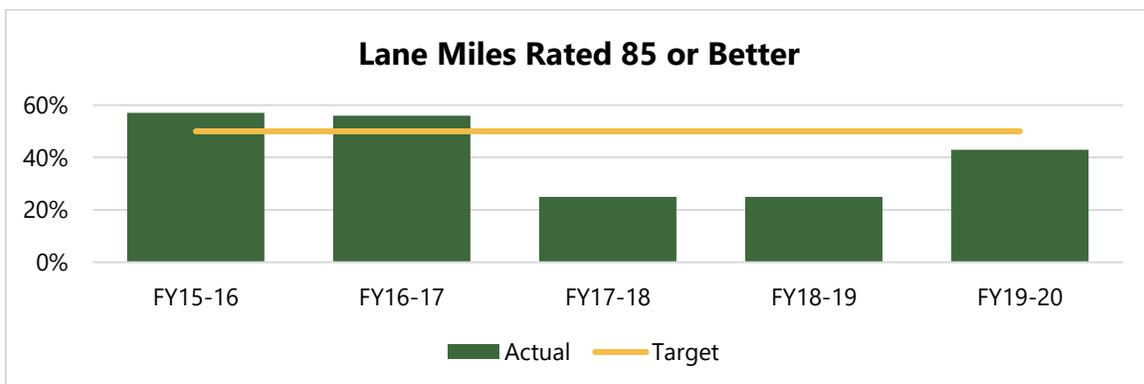
Fire	
Performance Measure	Percentage of fire code violations cleared within 30 days of initial inspection
Description	Following the fire code is one of the best preventative measures to mitigate dangerous conditions. Correcting violations reduces the likelihood of personal and/or property damage.
Target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



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



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

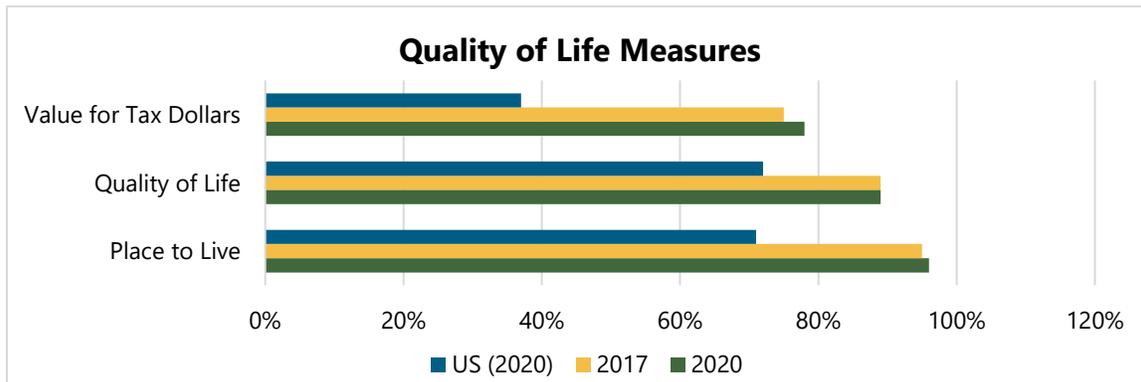


Citizen Satisfaction

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

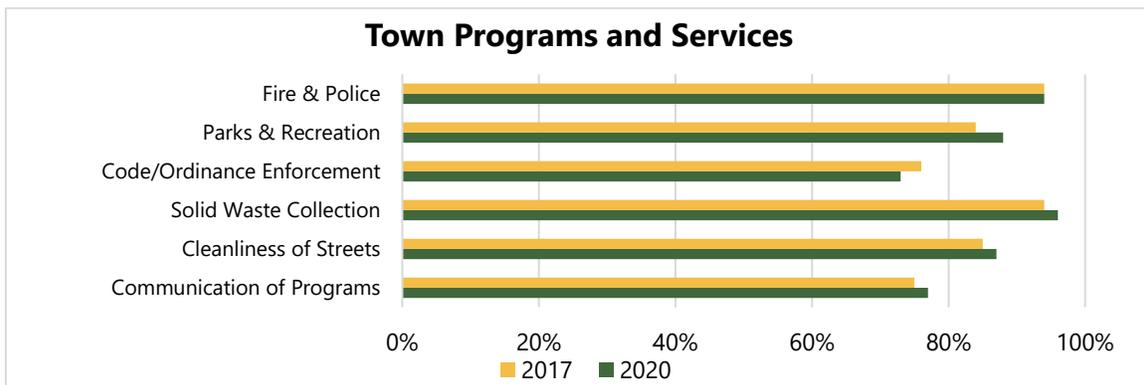
Quality of life measures are significant for the town of Apex as they assess the means by which the town is suitable for general living for its citizens. Both quality of life and place to live assess the general quality of the town as it pertains to attracting potential residents, which is essential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

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



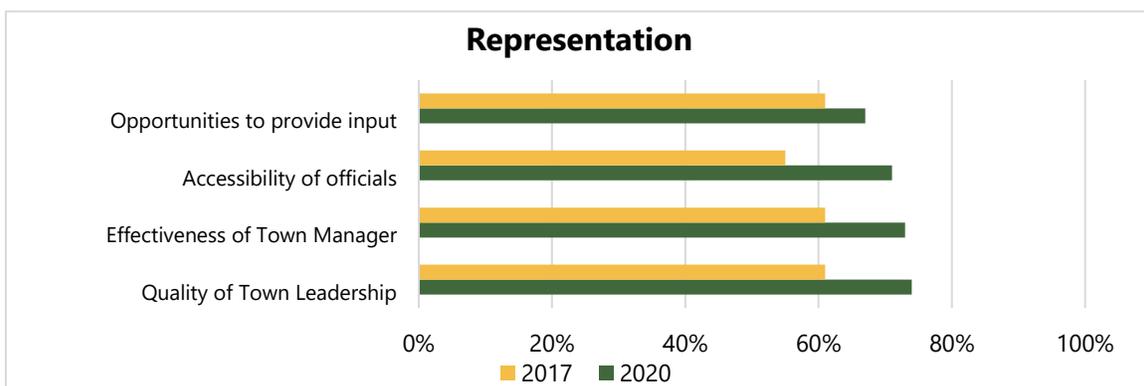
The various services offered by the Town of Apex are integral to its identity as a community-oriented society. From Fire and Police departments, to solid waste collection, to high quality parks and recreational facilities; these measures denote the general public’s satisfaction with the services provided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

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



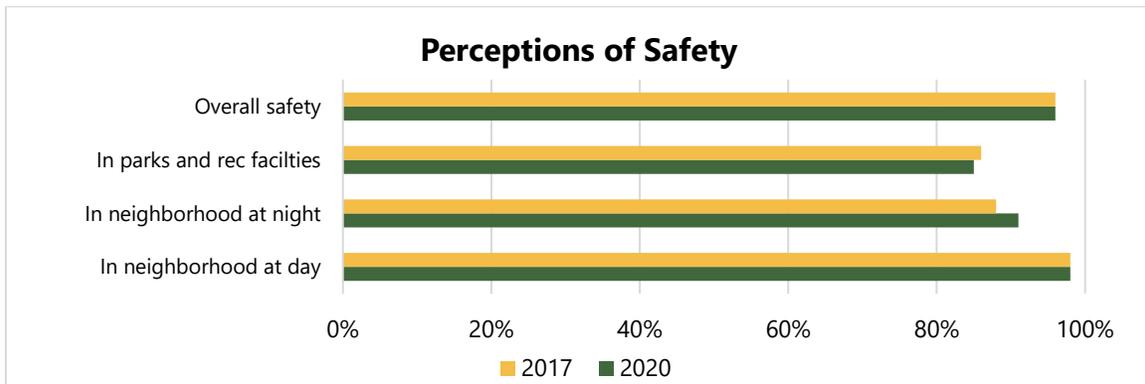
Citizen representation is a crucial aspect for any town. Measures such as accessibility of public officials and opportunities for citizen input provide insight into how well citizens feel they can make their voices heard. Meanwhile, measures such as the perceived effectiveness of the town manager and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

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



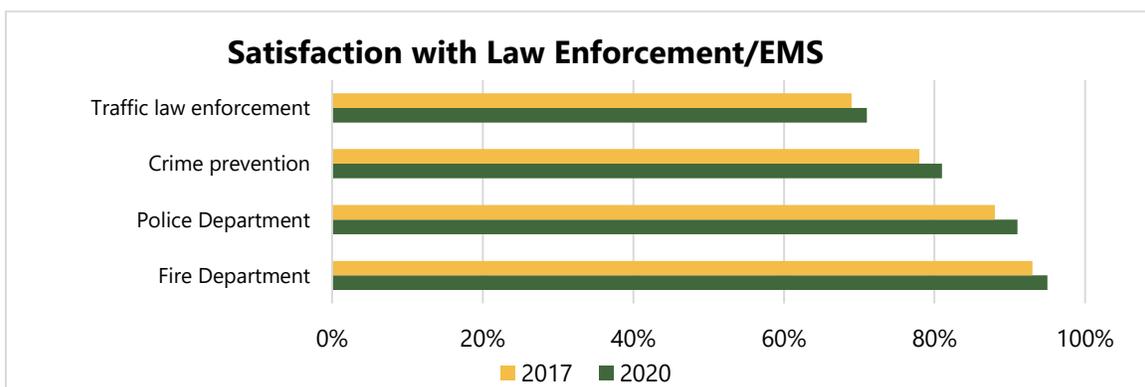
The assumption of safety may be as crucial an element for everyday living as anything else. Citizens need to feel that they can carry out their day to day activities without being put at major risk of being harmed. Measures such as perceived overall safety, as well as safety inside a person’s own neighborhood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

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



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

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



Fiscal Policy Guidelines

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

Effective Fiscal Policy:

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

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

Balanced Budget

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

Budget Development Policies

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



Cash Management and Investment Policies

- It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.
- The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.
- Cash Flows will be forecasted and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.
- *Liquidity*: No less than 20 percent of funds available for investment will be maintained in liquid investments at any point in time.
- *Maturity*: All investments will mature in no more than thirty-six (36) months from their purchase date.
- *Custody*: All investments will be purchased "payment-versus-delivery" and if certificated will be held by the Finance Officer in the name of the Town. All non-certificated investment will be held in book-entry form in the name of the Town with the Town's third party Custodian (Safekeeping Agent).
- *Authorized Investments*: The Town may deposit Town Funds into any Board approved Official Depository, if such funds are secured in accordance with N.C.G.S. 159(31). The Town may invest Town Funds in the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in N.C.G.S. 159 and rated no lower than "AAA", and Commercial Paper meeting the requirements of N.C.G.S. 159 plus having a national bond rating.
- *Diversification*: No more than 5 percent of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20 percent of the Town's investment funds may be invested in commercial paper. No more than 25 percent of the Town's investments may be invested in any one US Agency's Securities.
- *Allocation*: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.
- *Reporting*: The Town Council will receive copies of the Town's "Report of Deposits and Investments" (LGC Form 203) filed semiannually with the Local Government Commission.

Capital Improvement Budget Policies

- The Town will prioritize all capital improvements in accordance with an adopted capital improvement program.
- The Town will develop a ten-year plan for capital improvements and review and update the plan annually.
- The Town will coordinate development of the capital improvement program with development of the operating budget.
- The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
- The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.



- The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
- The Town will attempt to determine the least costly and most flexible financing method for all new projects.

Debt Policies

General

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

Tax Supported Debt

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

Purchasing Policy

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



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

Reserve Policies

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



Reporting Entity

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

Basis of Presentation

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

Governmental Funds

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

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

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

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

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

Proprietary Funds

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

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



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

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

Fiduciary Funds

Fiduciary funds account for resources the Town holds in trust for individuals or other governments. The Town currently maintains one fiduciary fund established in FY18-19 for other post-employment benefit (OPEB) costs.

Basis of Accounting & Budgeting

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

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

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



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



Budgetary Data

Town Council adopts the budget as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund, Electric Fund, Water & Sewer Fund, and Special Revenue Funds. All annual appropriations lapse at the fiscal year-end. Project ordinances are adopted for the Capital Project Funds. Expenditures may not legally exceed appropriations at the department level for all annually budgeted funds. Upon Town Council's adoption of the budget ordinance, the Budget Officer has the authority to reallocate fund appropriations for expenditures as he or she deems necessary, provided such reallocations do not increase or decrease the total budget for any fund. Town Council must approve all amendments that increase or decrease the total budget for any fund. If necessary, Town Council must adopt an interim budget that covers the period from July 1 until the annual budget ordinance can be adopted.

Budget Calendar

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

N.C.G.S. prescribed dates:

N.C.G.S. 159-10

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

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

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

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

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



FY 2021-2022 CIP & Budget Schedule

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



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

Goal Setting & Direction

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

Preparation & Requests

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

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

Adoption

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

Implementation

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

Budget Transfers & Amendments

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

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

Summary of Transactions

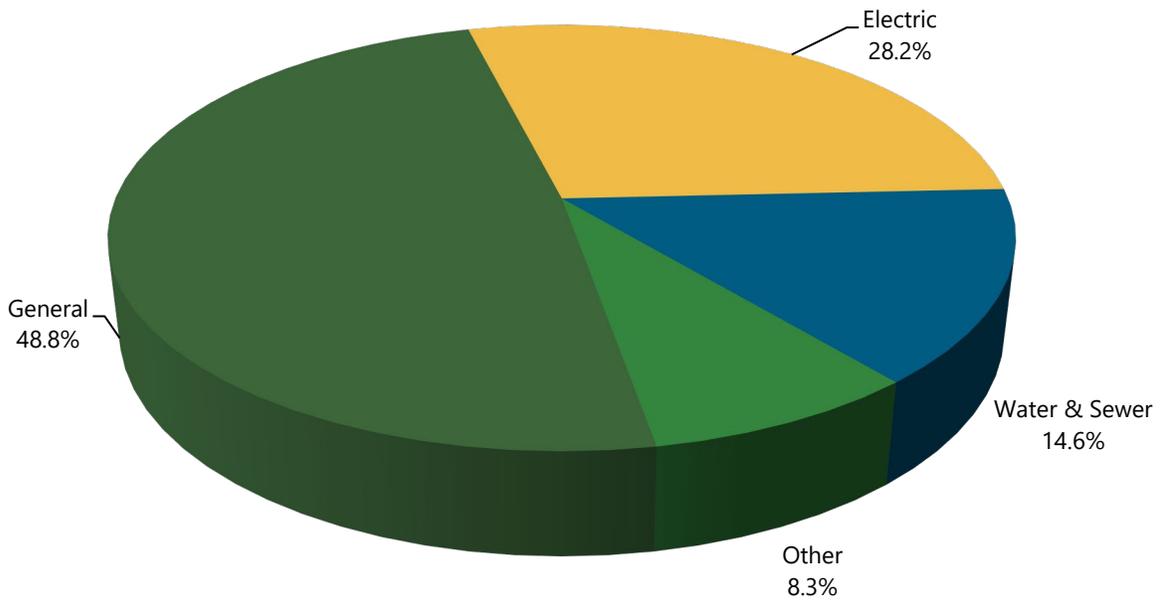
The final phase of the budget process involves reporting on all financial transactions throughout the fiscal year and performing a financial audit. Budget staff and the Finance Director prepare monthly reports throughout the fiscal year so that Town Council and management can monitor the Town's expenditures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



Town Revenues

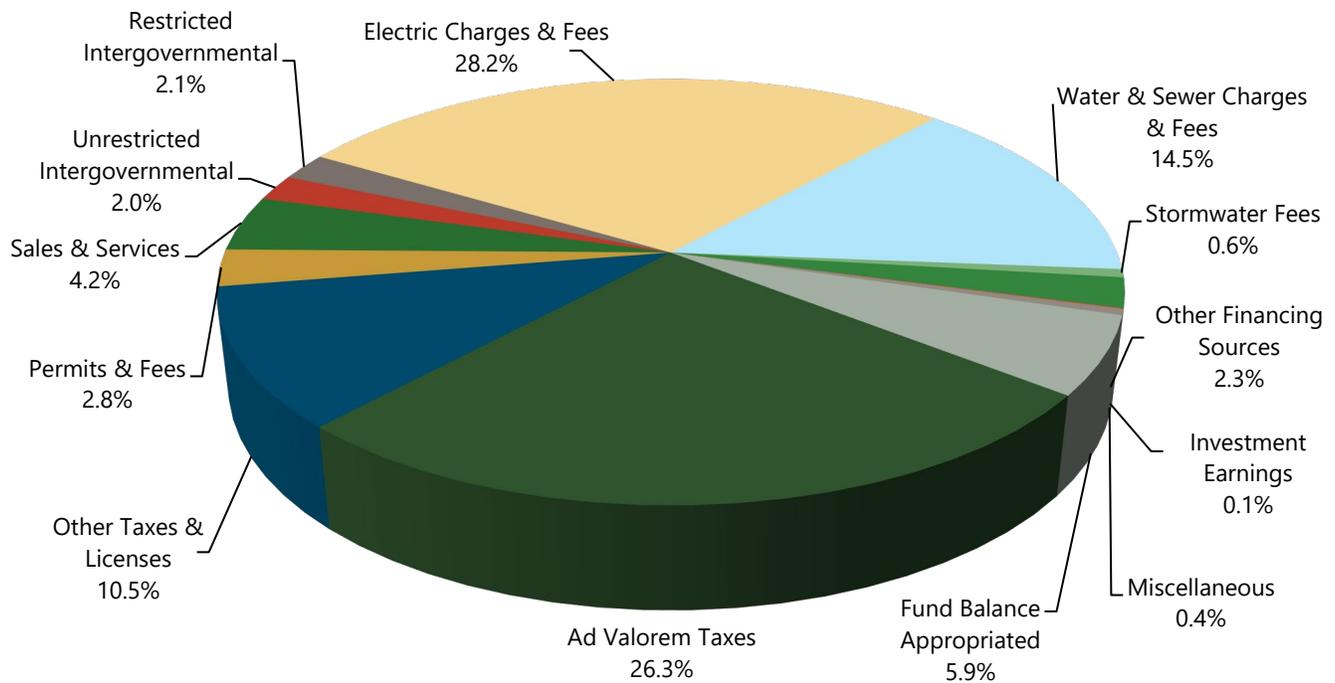
Town Revenues by Fund					
Fund	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
General	66,572,590	81,004,241	73,839,251	79,091,900	-2.36%
Electric	42,852,021	44,426,529	45,197,108	45,776,200	3.04%
Water & Sewer	22,286,889	25,466,386	25,473,697	23,722,000	-6.85%
Other	11,839,829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

Town Revenues by Fund FY21-22

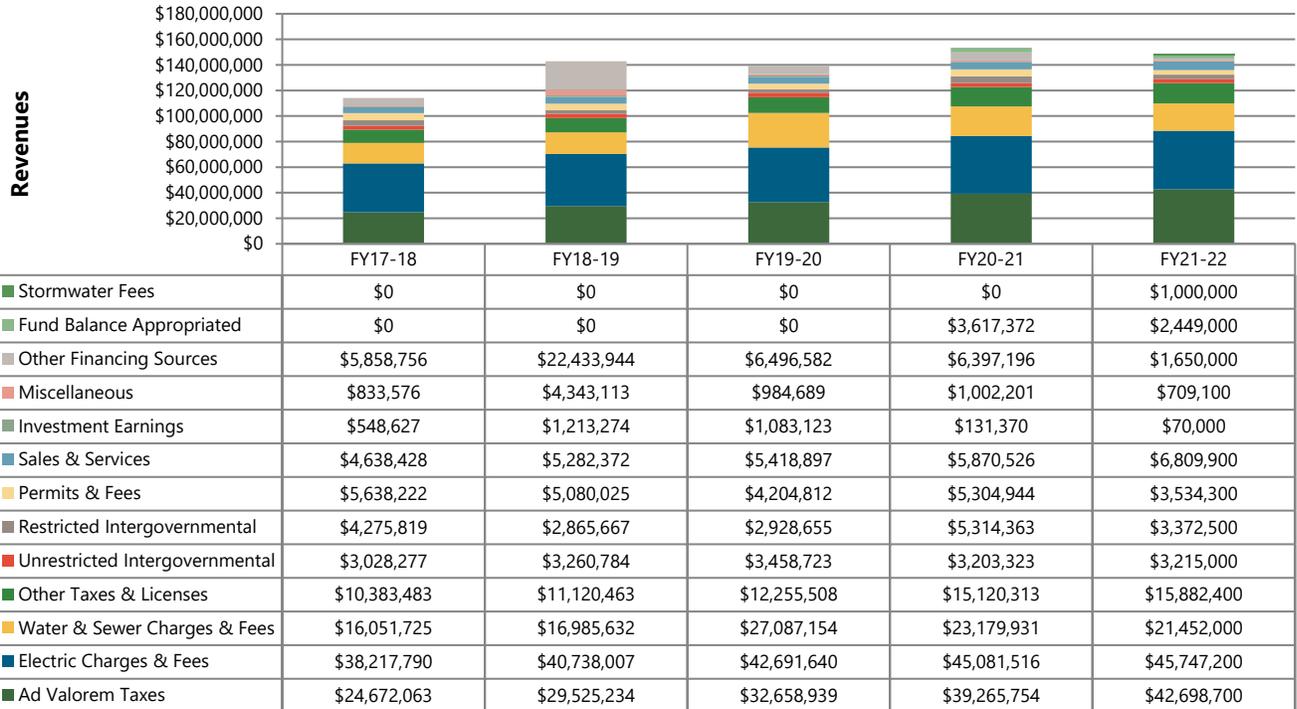


Town Revenues by Source					
Type	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Ad Valorem Taxes	32,658,939	38,813,000	39,265,754	42,698,700	10.01%
Other Taxes & Licenses	13,299,691	12,689,900	15,120,313	17,082,400	34.61%
Permits & Fees	6,815,403	5,960,900	5,304,944	4,534,300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

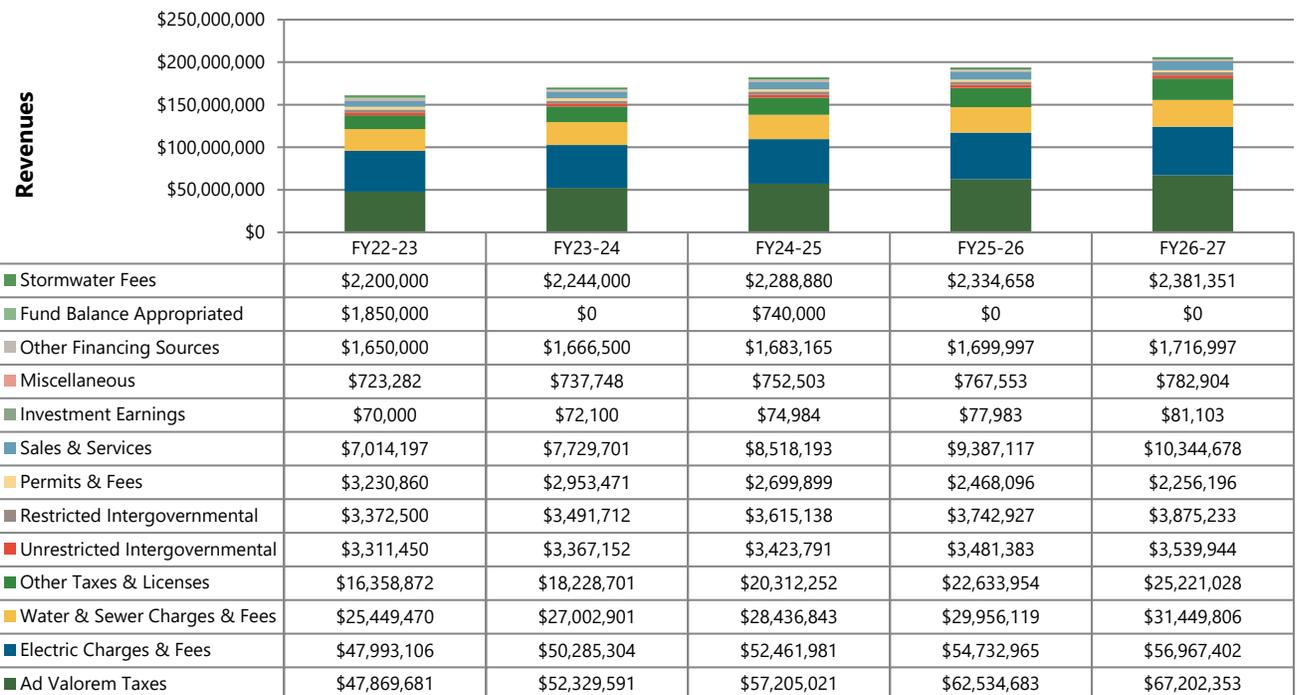
Town Revenues by Sources FY21-22



Major Town Revenues by Source: Multiyear Comparison



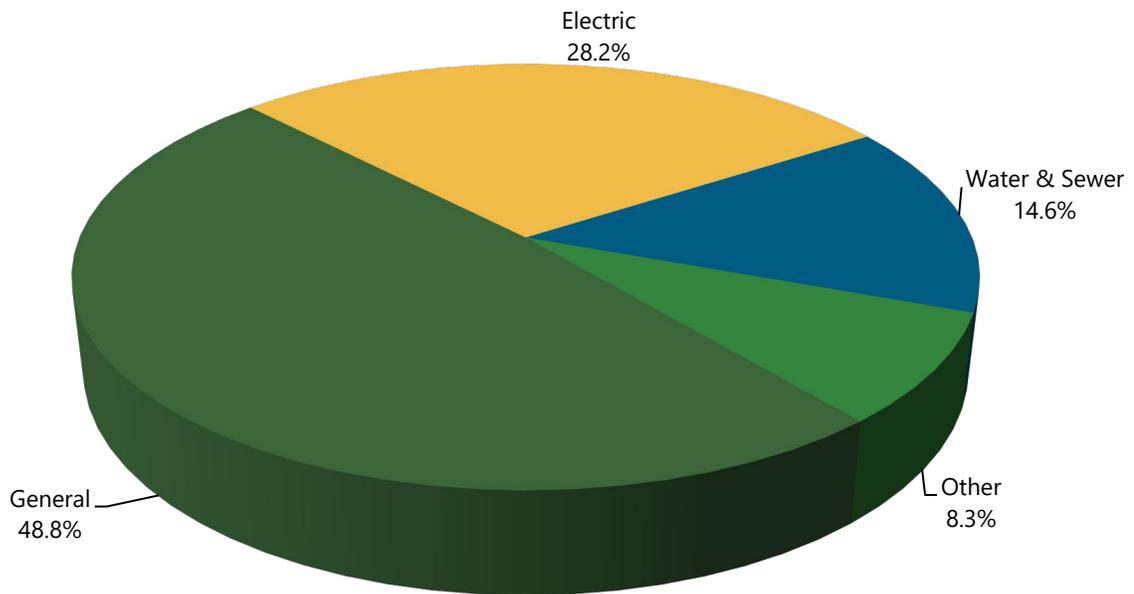
Major Town Revenues by Source Projections



Town Expenditures

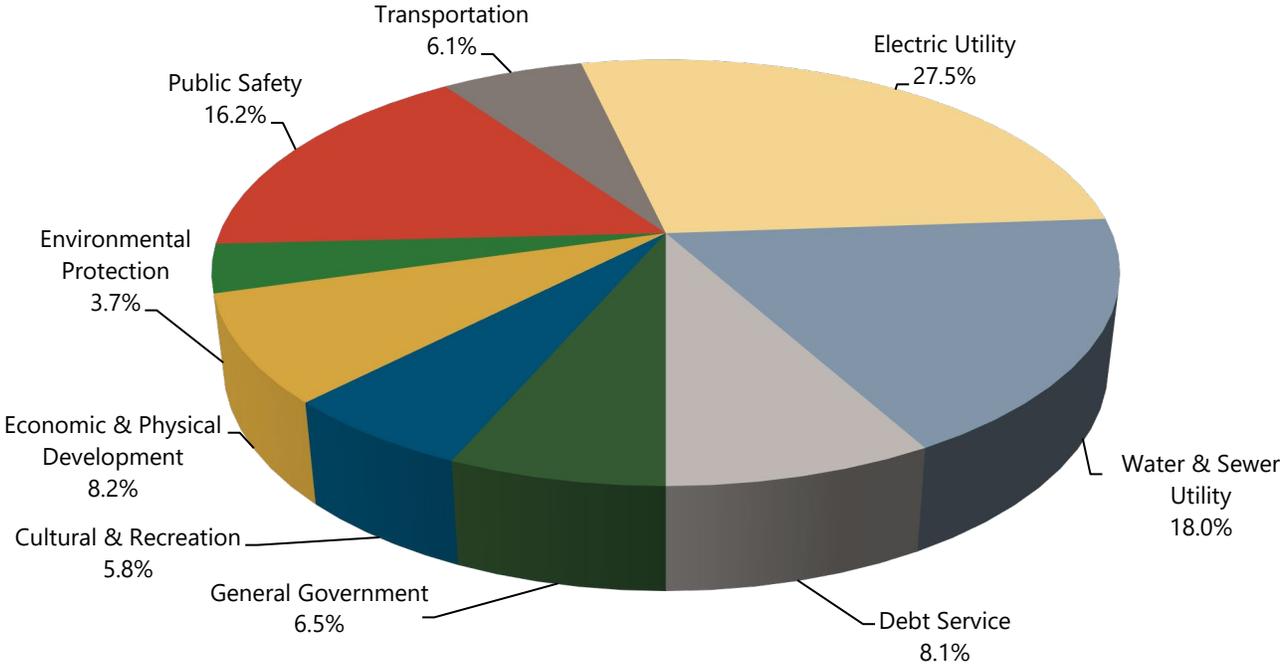
Town Expenditures by Fund					
Fund	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
General	64,168,548	81,004,241	76,227,047	79,091,900	-2.36%
Electric	43,330,989	44,426,529	41,881,521	45,776,200	3.04%
Water & Sewer	15,393,811	25,466,386	23,487,801	23,722,000	-6.85%
Other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

Town Expenditures by Fund FY21-22

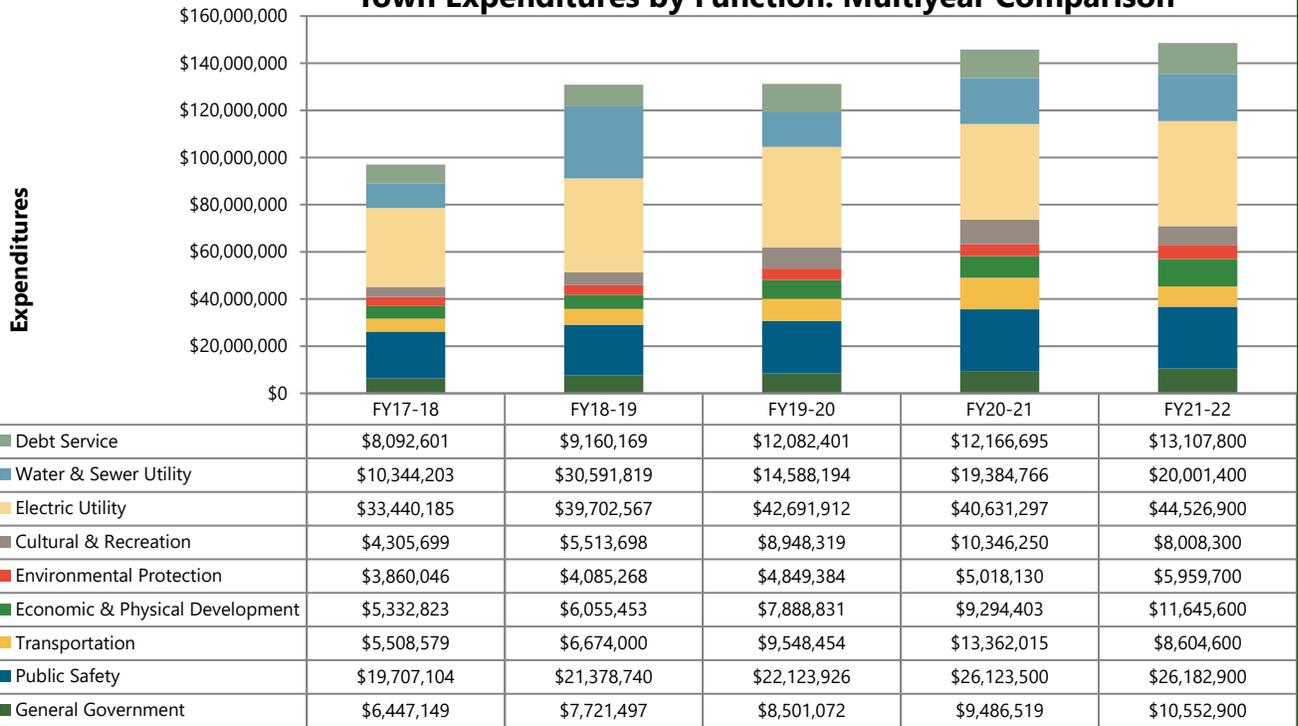


Town Expenditures by Function					
Type	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
General Government	8,501,072	10,356,828	9,486,519	10,553,900	1.90%
Cultural & Recreation	8,948,319	11,171,316	10,346,250	9,452,800	-15.38%
Economic & Physical Development	7,888,831	11,365,845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

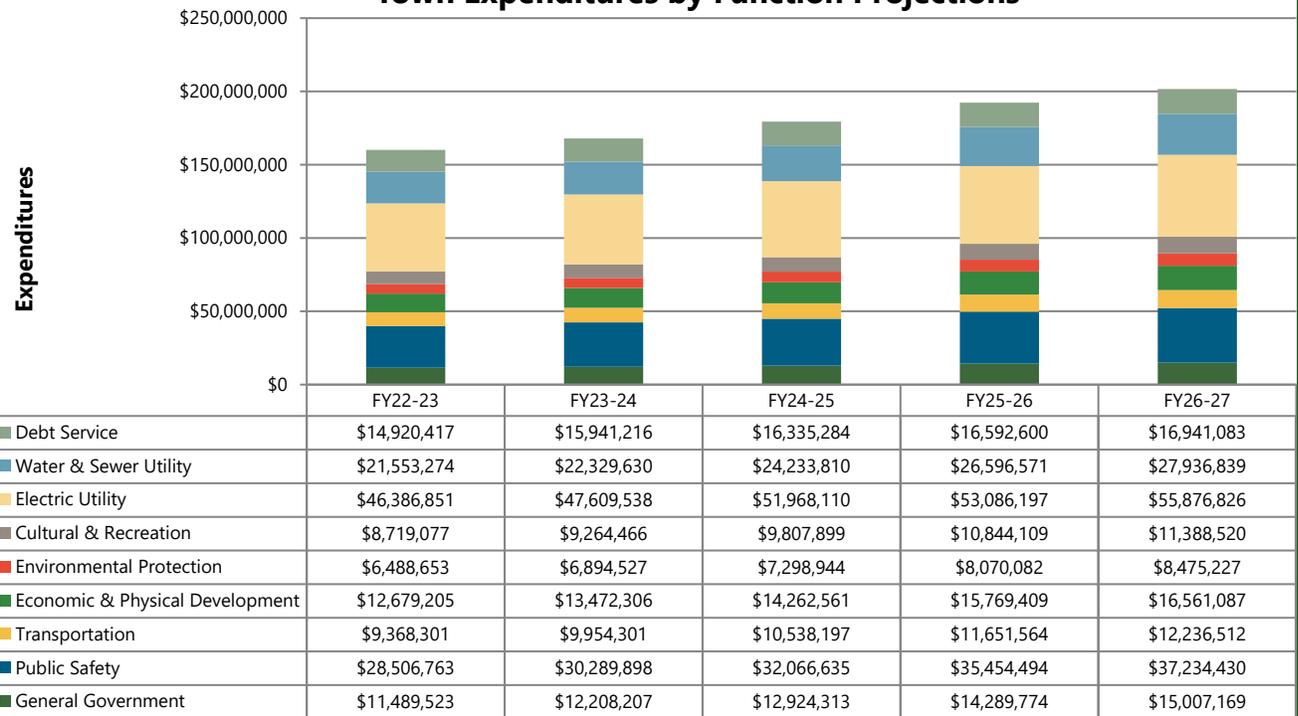
Town Expenditures by Function FY21-22



Town Expenditures by Function: Multiyear Comparison

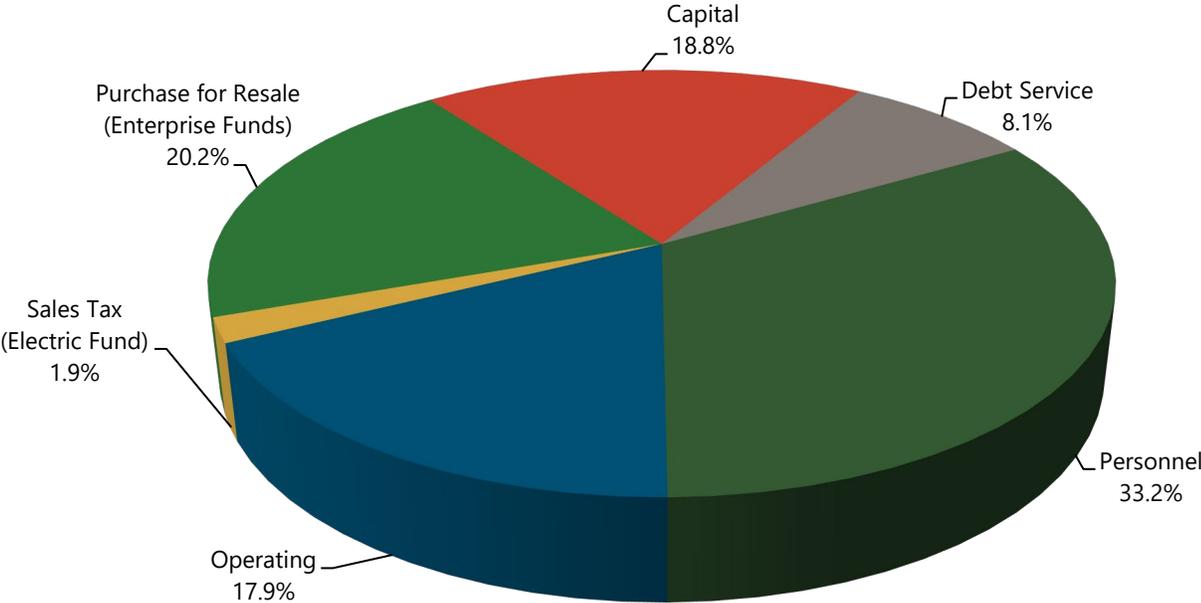


Town Expenditures by Function Projections

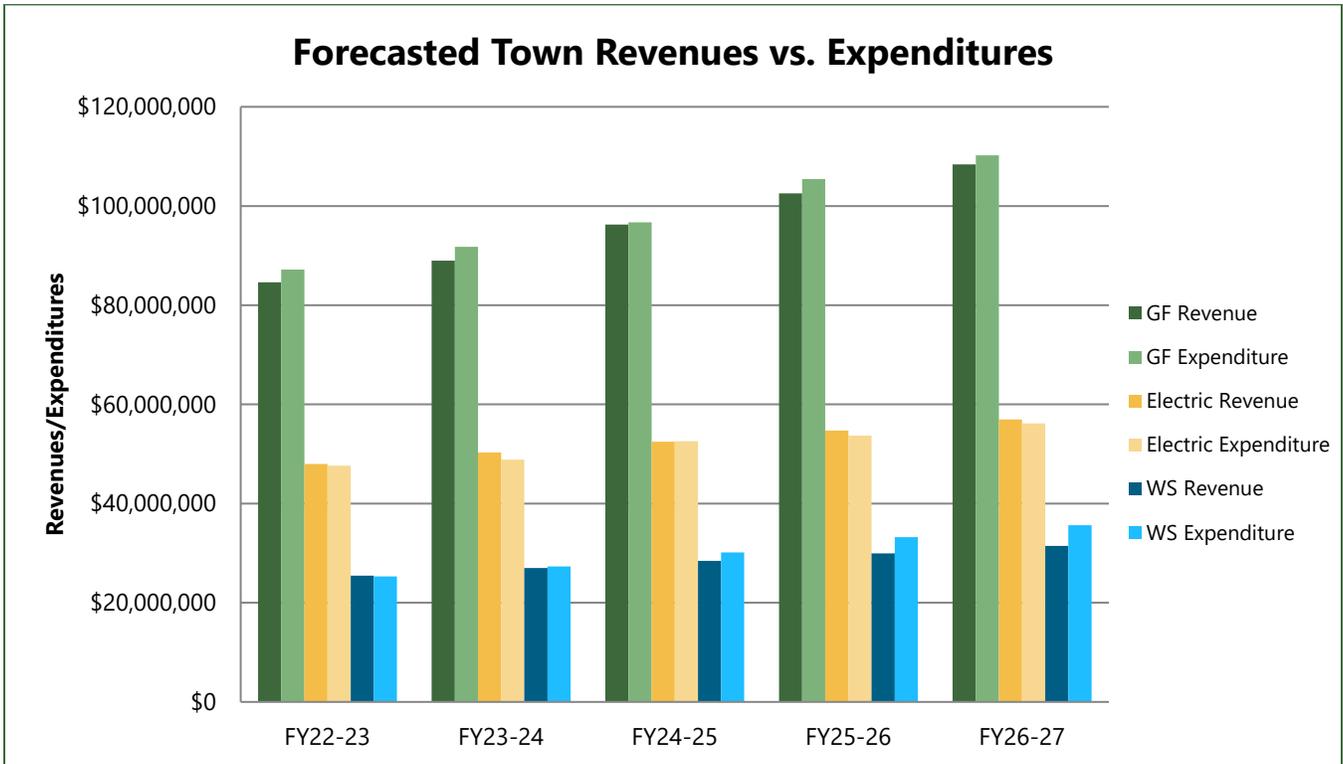
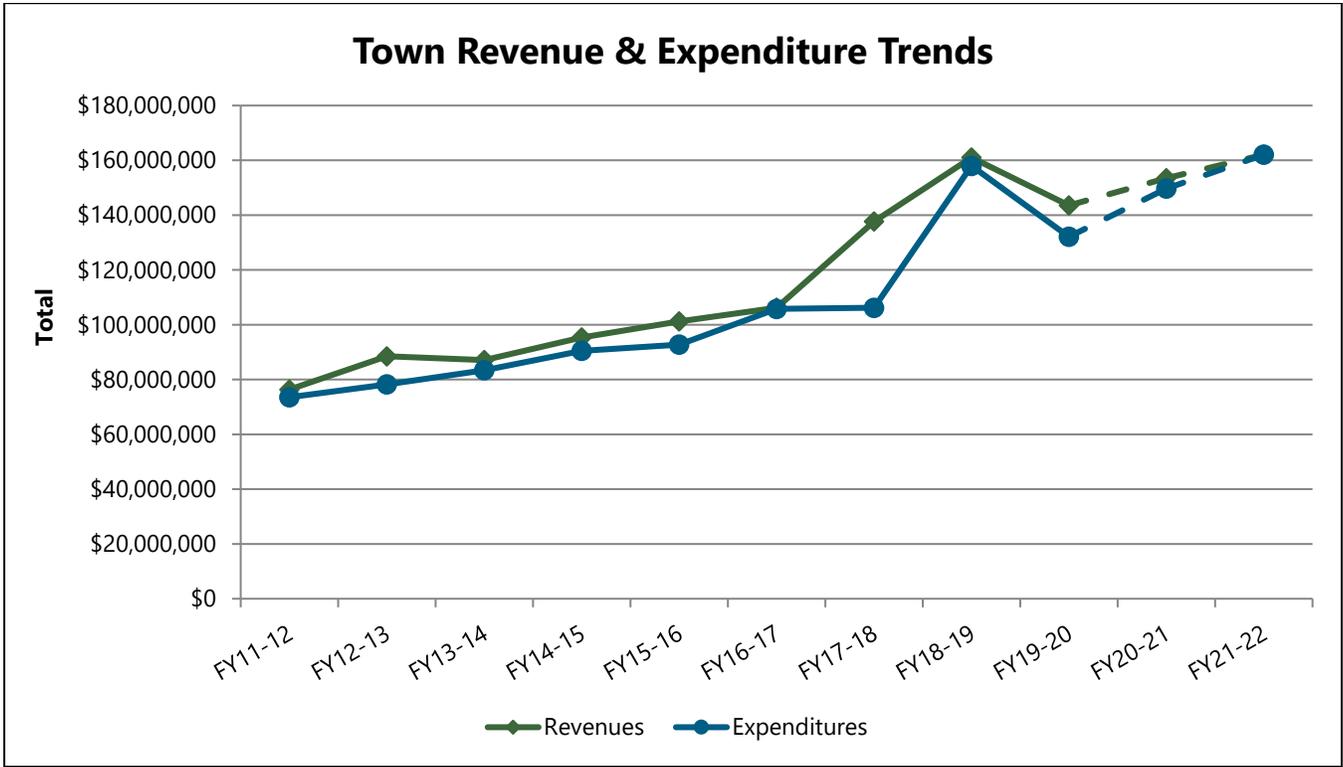


Town Expenditures by Type					
Type	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Personnel	44,995,547	52,180,718	50,135,427	53,755,600	3.02%
Operating	22,443,394	30,808,027	23,425,137	28,976,200	0.51%
Sales Tax (Electric Fund)	2,766,473	2,856,500	2,920,000	3,039,000	6.39%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

Town Expenditures by Type FY21-22



Revenues vs. Expenditures



Ad Valorem Taxes

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

Other Taxes & Licenses

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

Unrestricted Intergovernmental

Apex receives utility sales taxes, video programming revenues, beer and wine taxes, and solid waste taxes from the State as well as solid waste rebates from Wake County. The State applies the general sales tax rate to the sale of electricity and natural gas and returns a percentage of the proceeds to the cities and towns. The utility sales taxes include proceeds from state taxes on electric, gas, and telephone companies. Reports from the NCLM indicate that revenues from the electric sales tax will increase while telecommunications tax and piped gas tax revenues will decrease. Collectively, the FY21-22 Budget includes revenue estimates for utility sales taxes to decrease by 8.0 percent from the FY20-21.

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

The State levies a \$2 per-ton tax on municipal solid waste and construction and demolition debris deposited in a landfill in the state, or transferred at a transfer station for disposal outside the state. Municipalities receive 18.75 percent of the tax on a per capita basis. The five-year trend for this distribution reflects a peak and valley trend with relatively flat growth one year followed by five percent growth the next year. FY19-20 represented a valley in the current distribution trend but FY20-21 did not follow the pattern and increase, and instead experienced a decrease. The FY21-22 Budget includes no change from solid waste tax revenues collected in FY20-21. Similar to State collected solid waste taxes, rebates from Wake County for landfill fees have been up and down and reflects an 8.48 percent average growth over five years prior to the pandemic. The FY21-22 Budget includes \$230,000 for the solid waste rebate revenues, which is the same as the FY20-21 Budget estimate.



Restricted Governmental

As of 2016, The General Assembly began appropriating dollars for Powell Bill funds instead of relying on the previous distribution method based on gas tax revenues. The State maintained a total appropriation of \$147.5 million for several years with an increase of \$7.37 million scheduled FY20-21. The pandemic caused the State to reduce its FY20-21 allocation to \$132.7 million. Powell Bill estimates for FY21-22 reflect the expectation that NC General Assembly will maintain the same level of funding. Seventy-five percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY21-22 Powell Bill distribution is \$17.48. The remaining 25 percent of the distribution is allocated based on the number of municipally maintained street system miles. The projected value of the mileage-based allocation for the FY21-22 Powell Bill distribution is \$1,458.01 per street mile. Using these values, the Town estimates its FY21-22 Powell Bill allocation to be \$1,395,100.

Contributions from other agencies, including Wake County Public Schools and Wake County, are determined by established contracts or agreements. Revenues from Wake County Public Schools partially offset costs for resource officers at high school and middle school campuses. Wake County collects a fire district tax of \$.096 per \$100 of valuation on property not within municipal corporate limits. The County distributes revenues from the fire district tax based on a weighted formula that includes service demand, population, property value, heated square footage, and land area. Apex receives a portion of the fire tax revenues for the delivery of fire protection services to residents within the Apex Fire District who do not live within the town's corporate limits. The Town will receive \$1,366,000 from Wake County for extraterritorial fire protection services in FY21-22.

Permits & Fees

Permit and fee revenues are predominantly associated with development related services such as planning applications and building inspections. Despite the pandemic, Apex's population continues to grow although the number of new subdivisions has slowed slightly. Construction for already approved subdivisions continues to support revenues for related inspections and permitting and minimizes the impact of slower growth for now. As of April 1, 2021, the Town has issued permits for 4,933 of 8,935 approved residential units. Of the total \$3.53 million permit and fee revenues in the FY21-22 Budget, \$2.59 million is restricted by General Statutes specifically for building inspections and permitting related activities.

Sales & Services

Sales and services revenues primarily consist of revenues from solid waste services and recreation fees. Solid waste, yard waste, and recycling collections comprise \$6.07 million in FY21-22, a 9.57 percent increase over year-end estimates for FY20-21. Customer counts for solid waste collection increased by 9.13 percent between January 2020 and January 2021. Collection fees for solid waste and recycling will increase in FY21-22 by 2.5 percent.

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



Other Financing Sources

Other financing sources represents revenues generated from sales of capital assets, bond sales, and transfers in from other funds. Total fund transfers in FY21-22 consist of \$1,600,000 to the General Fund – \$600,000 from the Transportation reserve Fund for pavement management and \$1.0 million from the Water and Sewer Fund to offset stormwater costs.

Investment Earnings

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

Electric Charges

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

Other Operating Revenue

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

Water & Sewer Charges

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

Fund Balances

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



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

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

Purpose of Fund Balance

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

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

Issues Concerning Fund Balance

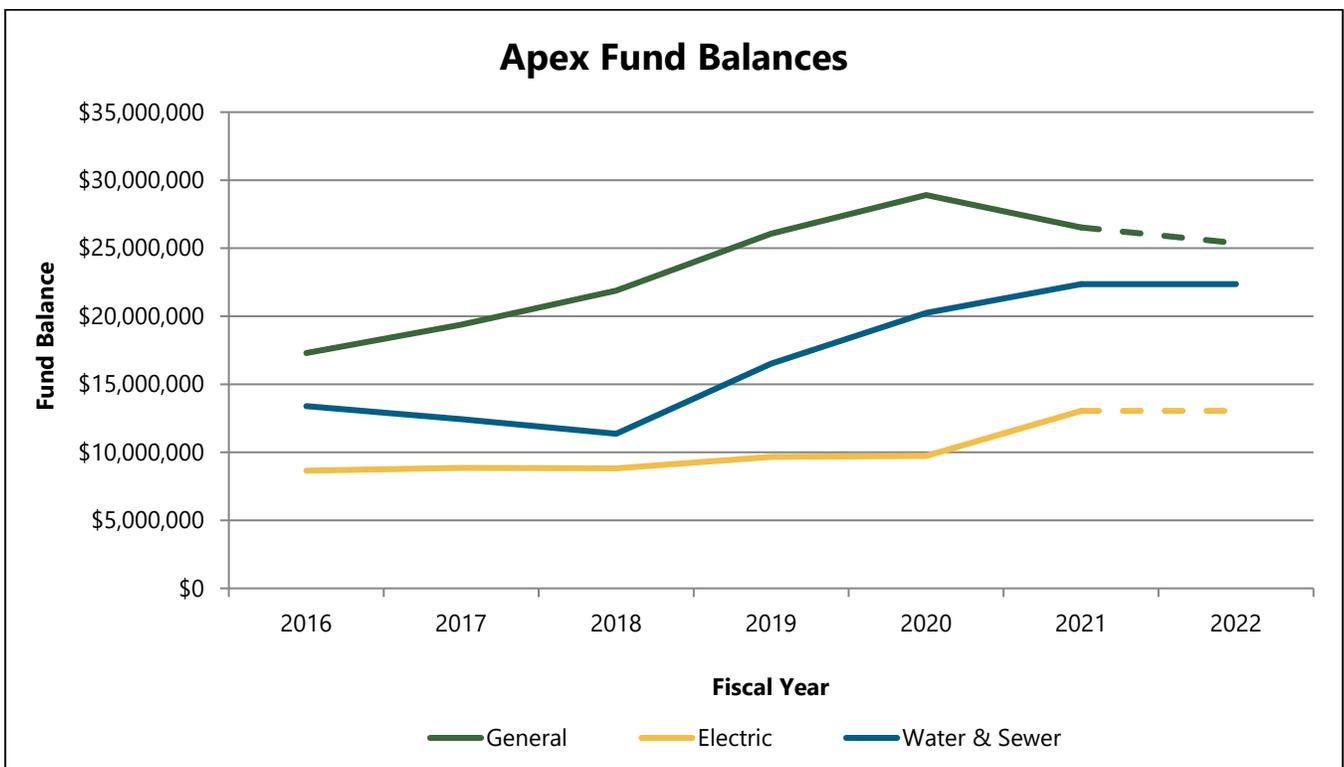
An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these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

Amount of Fund Balance

The LGC recommends a minimum fund balance of 8 percent but most local governments carry a higher percentage. Good benchmarks for the appropriate amount of fund balance include ensuring enough revenue to avoid cash flow problems, typically about four to six (4-6) months of operating expenses, and the average fund balance percentage within a peer group. The average fund balance for North Carolina municipalities in Apex’s population range that operate an electric system is 40.22 percent. The LGC designates this group as municipalities with electric systems and populations above 50,000 people. There are no general guidelines for fund balance levels in enterprise funds, such as the Electric Fund or Water and Sewer Fund. The chart below includes unassigned and assigned fund balance for the Town’s major funds. The budget discusses the Town’s use of fund balance for FY21-22 in the revenues sections for each fund.



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



The Town may choose to take on debt through financing to pay for major projects or large equipment. Issuing debt to pay for major projects and equipment allows the Town to reduce its immediate burden to pay for large capital projects. This allows the cost to be spread out over time and shares the financing burden among the taxpayers who receive the most benefit from the project. North Carolina General Statute 159-55 limits local government debt to a maximum of 8 percent of the unit's taxable assessed valuation, which is \$566,583,807 for Apex as of July 1, 2019.

Types of Debt Financing

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

General Obligation Bonds

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

Revenue Bonds

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

Installment Purchase Agreements

Installment purchase (IP) (or lease-purchase) financing can be either short-term or long-term. This type of obligation is privately placed with a financial institution or vendor. The security for the obligation is the asset being purchased or constructed. Bank qualified IP agreements, when less than \$10 million borrowed in the calendar year, allow local governments to borrow money at a lower rate than conventional loans because lenders do not have to pay taxes on the interest portion of the payments it receives. This type of financing is typically used for items such as large equipment and some facilities. For large IP agreements, the LGC must approve the debt.

Certificates of Participation

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

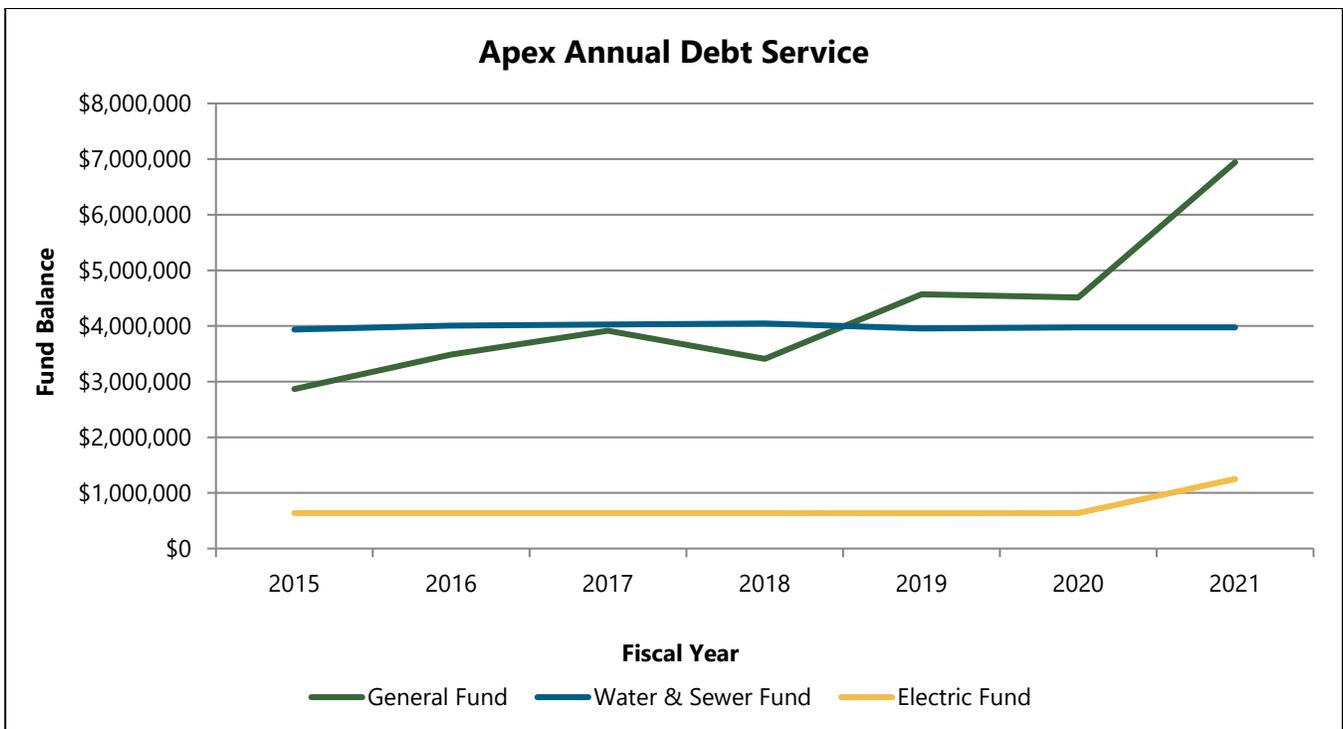


Tax Increment Financing Bonds

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

Apex's Debt Obligation

As of June 30, 2020, the Town's debt obligation is \$124,502,741. Approximately \$74.1 million is in the General Fund, \$2.9 million in the Electric Fund, and \$47.5 million in the Water & Sewer Fund. The Town's General Fund debt consists of installment purchase agreements (16.7 percent) and general obligation bonds (83.3 percent). The Water & Sewer Fund debt is predominantly general obligation bonds (62.5 percent) and includes State revolving loans (27.6 percent) and installment purchase agreements (9.9 percent). Revenue bonds represent the entirety of the debt in the Electric Fund.



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

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

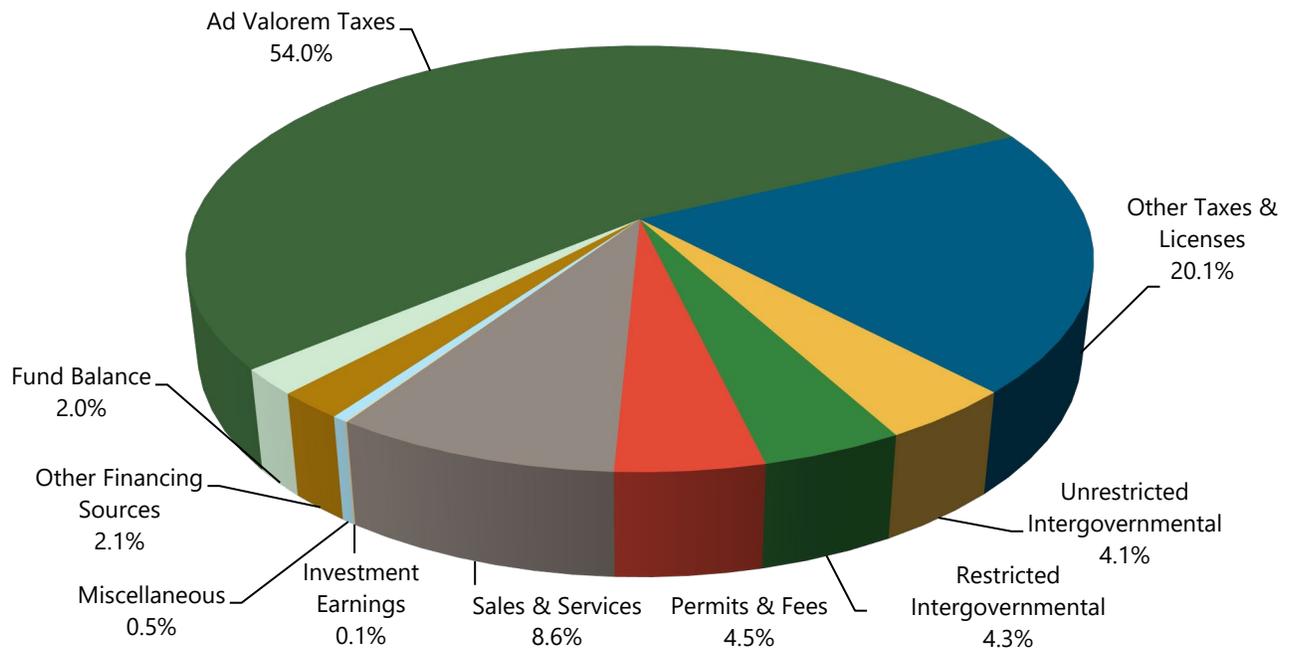
Electric Fund Debt Obligation							
Issue Year	Project	Finance Type	Amount Issued	Term	FY20-21 Principal	FY20-21 Interest	Total Debt Service
2019	Electric Office Building	Revenue Bond	\$10,000,000	20	\$419,000	\$191,280	\$610,280
2009	Electrical System Improvements	Revenue Bond	\$7,300,000	15	\$575,000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

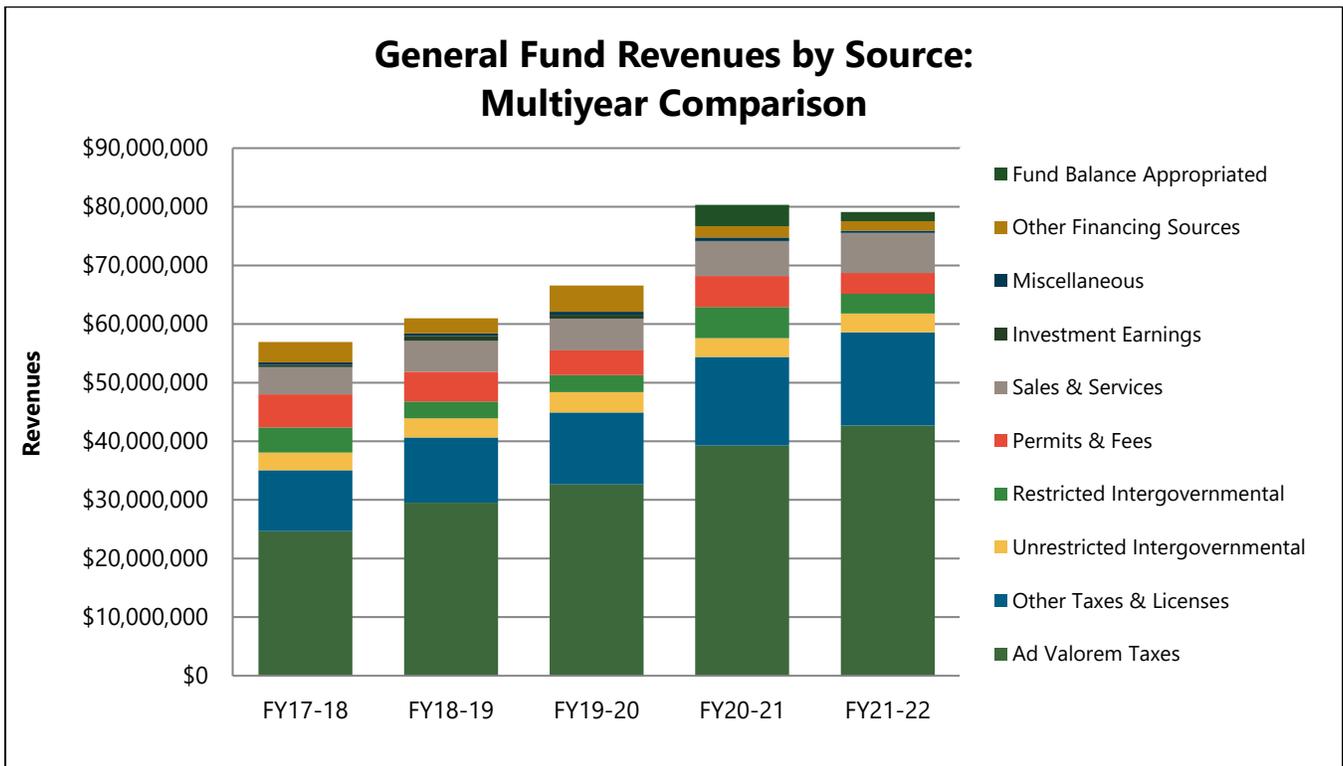


Revenues by Source

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

General Fund Revenues by Source FY21-22





Source Descriptions

Ad Valorem Taxes

Ad valorem taxes are taxes paid on real and personal property located within the Apex town limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations of the property and the tax rate established by Town Council. Wake County revalues real and personal property every four years, with the most recent occurring in 2020. The Town contracts with the Wake County Tax Department to levy and collect ad valorem taxes. The Town’s average collection is 99.89 percent. Ad valorem taxes typically comprise approximately one-half of all General Fund revenues with an estimated \$42.69 million in FY21-22 at a tax rate of \$.39 per \$100 valuation.

Other Taxes & Licenses

The State of North Carolina collects local option sales tax on behalf of Wake County. The local option sales tax rate of \$0.025 consists of four separate taxes authorized by North Carolina General Statutes: Article 39 at \$0.01, Article 40 at \$0.005, Article 42 at \$0.005 and Article 44 at \$0.005. In October of 2008, the State eliminated the per capita portion of the Article 44 sales tax and replaced it with a “hold harmless” reimbursement. This local government sales and use tax is applied to sales made in the county and is allocated among the county and municipalities within the county on a per capita basis. Along with rental vehicle taxes and one-sixth of the municipal vehicle tax, sales tax revenues makeup the “other taxes and licenses” category. In prior years, this category included all of the municipal vehicle tax provided for in N.C.G.S. 20-97 (b1). As of FY18-19, revenues generated through the municipal vehicle tax that are not dedicated to transit go directly to the Transportation Capital Reserve. Other taxes & licenses revenues represent the General Fund’s second largest revenue source for FY21-22 at \$15.88 million.



Unrestricted Intergovernmental

The largest portion of unrestricted intergovernmental revenues consists of Utility Sales Taxes (CATV, electric, gas, and telecommunications), solid waste rebates from Wake County, and the Beer and Wine Tax. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues at \$2.76 million. The tax is based on gross receipts of the sales of utility companies within the Town's corporate limits. The State levies a beer and wine tax on the sale of malt beverages, fortified wine, and unfortified wine. The State annually distributes a percentage of the tax on the sales of these beverages generated within the Town's corporate limits. Beer and wine tax revenues are \$225,000 in the FY21-22 budget.

Restricted Governmental

Restricted intergovernmental revenues include Powell Bill funds and other federal, state, or local government funds or grants that are restricted for a specific purpose. Powell Bill revenue comes from an appropriation by the State as part of the biennium budget. The State calculates the annual Powell Bill distribution based on population and the number of road miles maintained by the Town. Fire tax collections represent revenues collected from residents within the Apex Fire District who do not live within the Town's corporate limits. Wake County sets the fire tax rate. The Town receives annual revenues from the Wake County Public School System to cover partial costs associated with providing resource officers on school campuses. The Town expects to receive \$3.37 million in restricted intergovernmental revenues in FY21-22.

Permits & Fees

Permits and fees predominantly consist of fees associated with development collected through the Planning Department and the Inspections and Permitting Department. Use of revenues generated by these fees is mostly restricted to Inspections and Permitting costs. The FY21-22 budget includes \$3.2 million in expected fees specifically for Inspections and Permitting. Overall, permits and fees revenues account for \$3.53 million in the FY21-22 budget.

Sales & Services

Sales and services fees primarily consist of revenues from solid waste, yard waste, and recycling collections and recreation participation and facility user fees. Refuse collection fees account for \$2.6 million in the FY21-22 budget and yard waste and recycling collection fees account for \$2.07 million and \$1.36 million respectively. The monthly residential collections rates are \$8.94 for garbage, \$7.83 for yard waste, and \$4.98 for recycling for FY21-22. Recreation participation and facility user fees represent \$727,700 in the FY21-22 budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings account for \$40,000 in the FY21-22 budget.

Miscellaneous Revenues

Other revenues represent miscellaneous revenues such as ABC revenues, court fees, parking fines, or revenues that do not easily fit into other categories. These revenues account for \$365,100 in the FY21-22 budget.



Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for \$1.62 million in the FY21-22 budget.

Fund Balance Allocation

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. Fund balance appropriations of \$1,549,000 in the FY21-22 budget include \$649,000 for replacement of Station 3 Fire Engine, \$400k for Tunstall House Renovation, and \$500k for Downtown Alley Improvement Project.

Revenues by Line Item

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



General Fund Revenues Continued

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

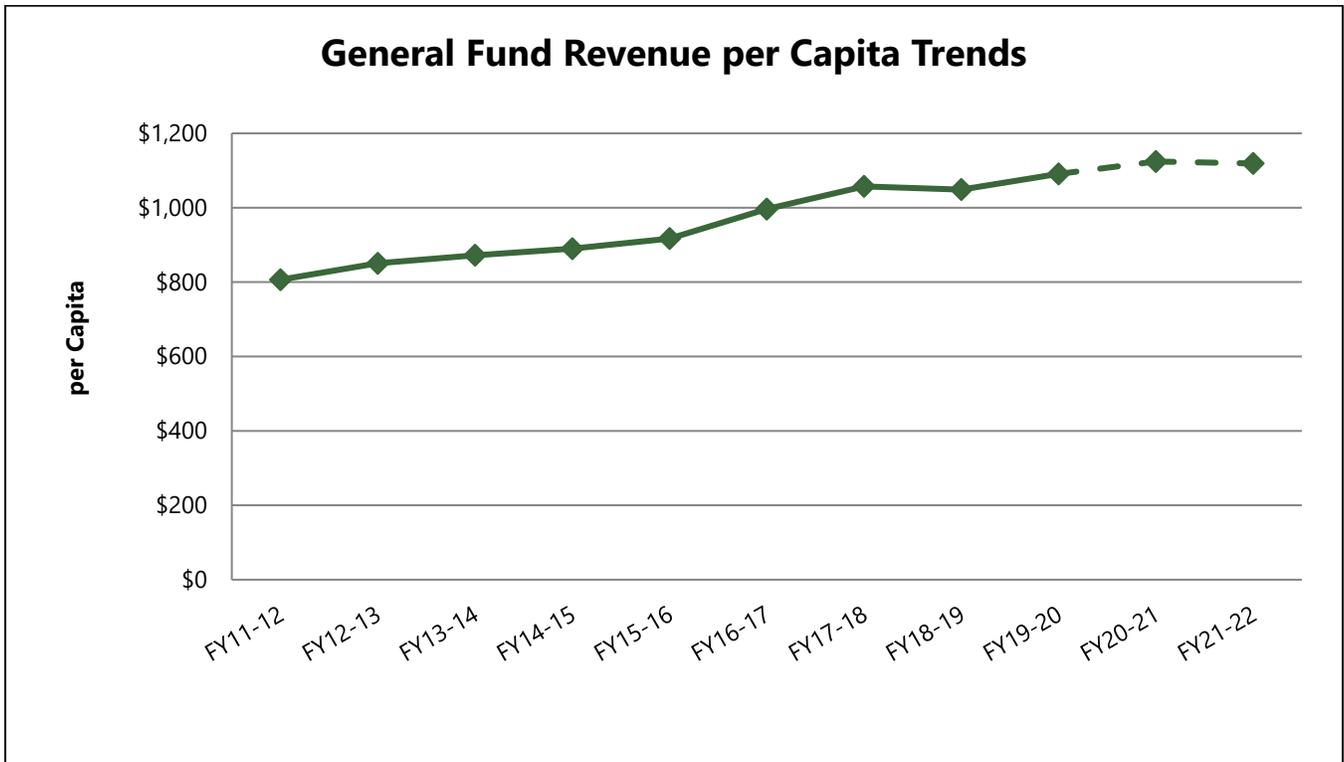
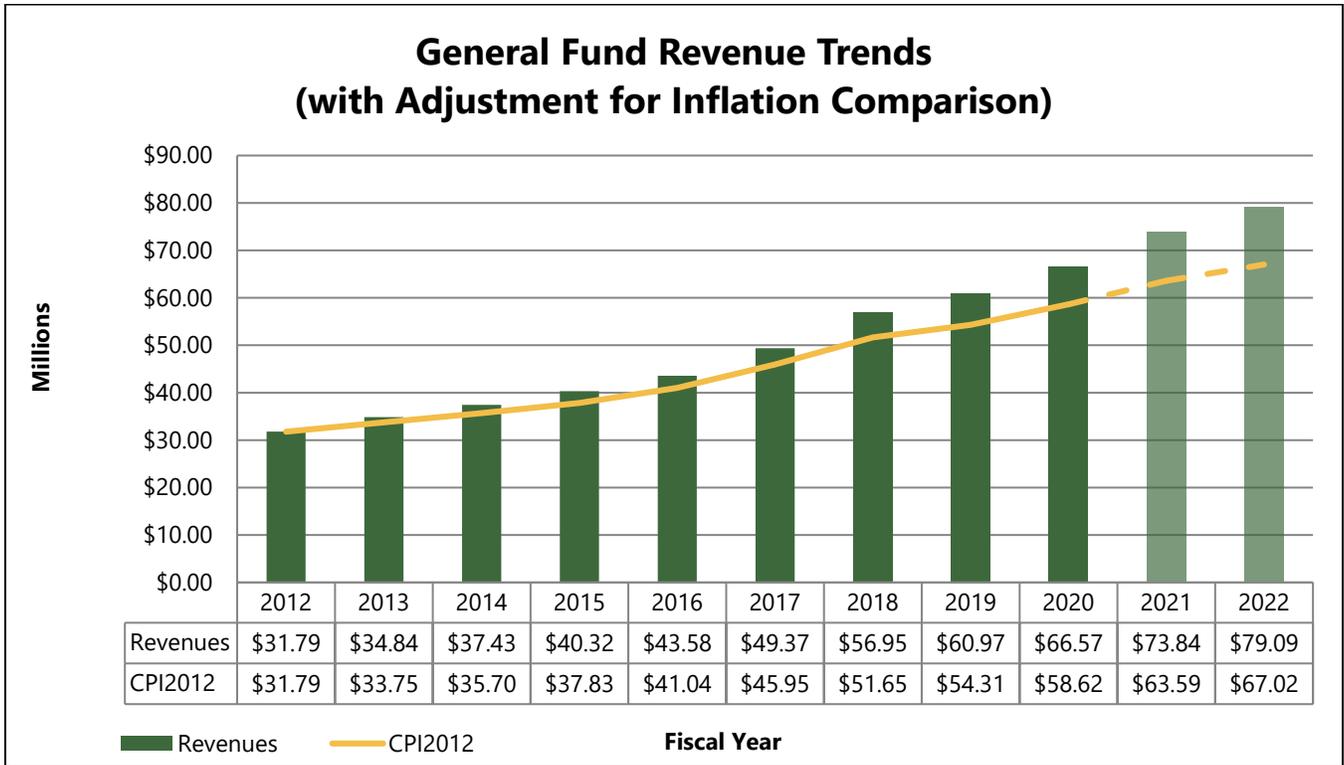


General Fund Revenues Continued

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

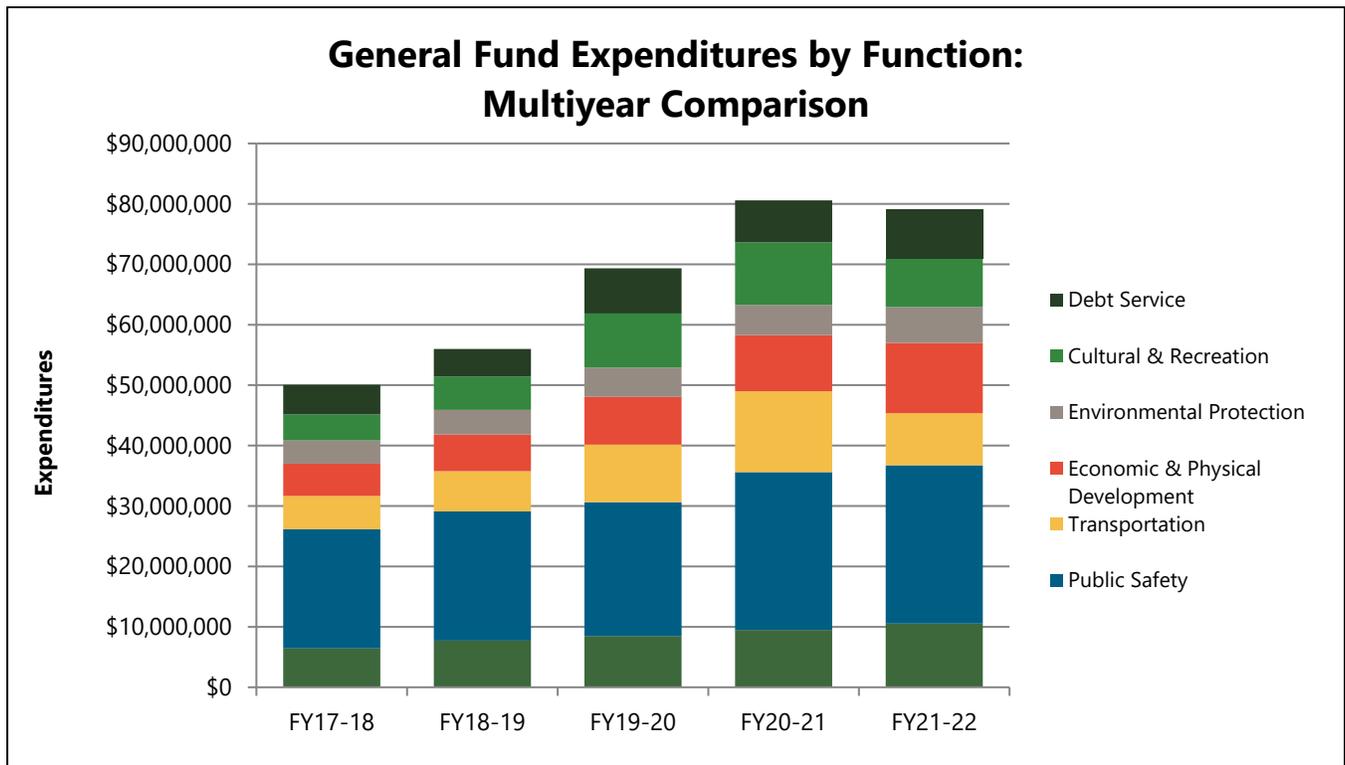


Revenue Trends



Expenditures by Function

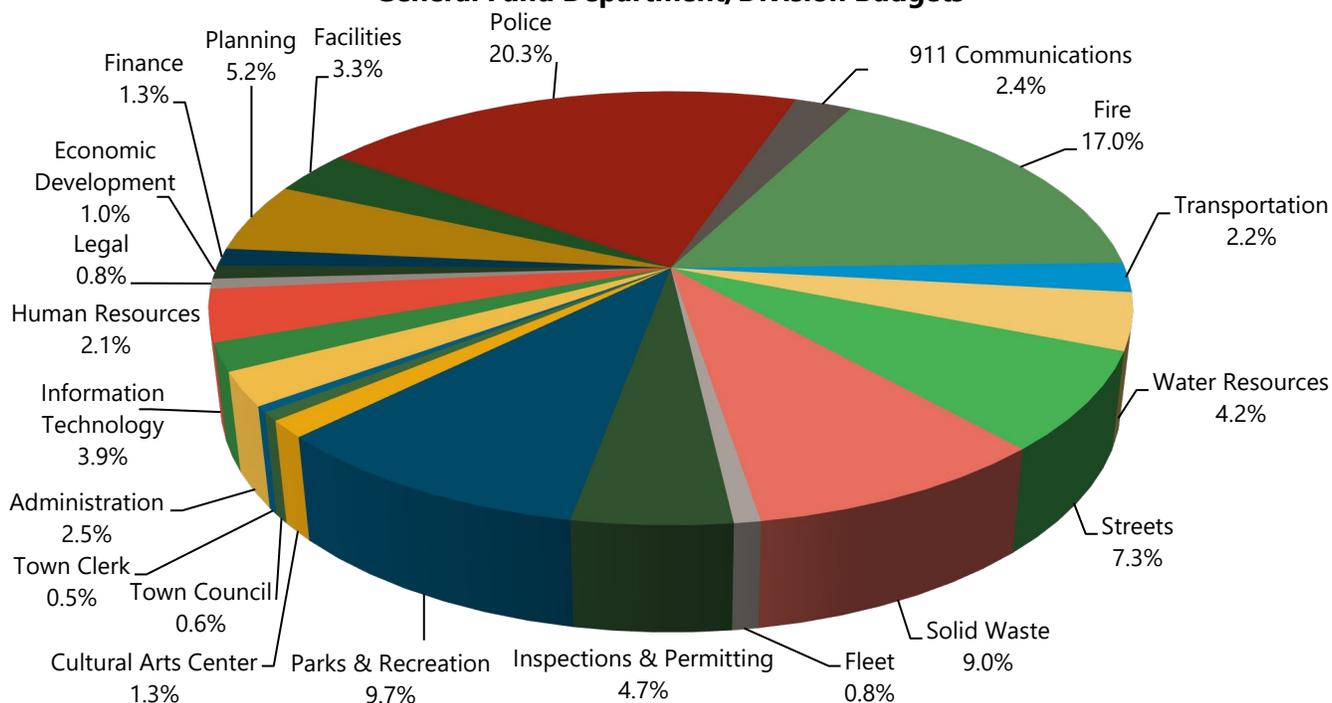
General Fund Expenditures by Function					
Function	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
General Government	7,901,072	10,346,828	9,484,319	10,552,900	1.99%
Public Safety	22,117,426	27,617,444	26,115,801	26,182,900	-5.19%
Transportation	8,793,454	13,740,807	13,362,015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



General Fund Function per Dollar



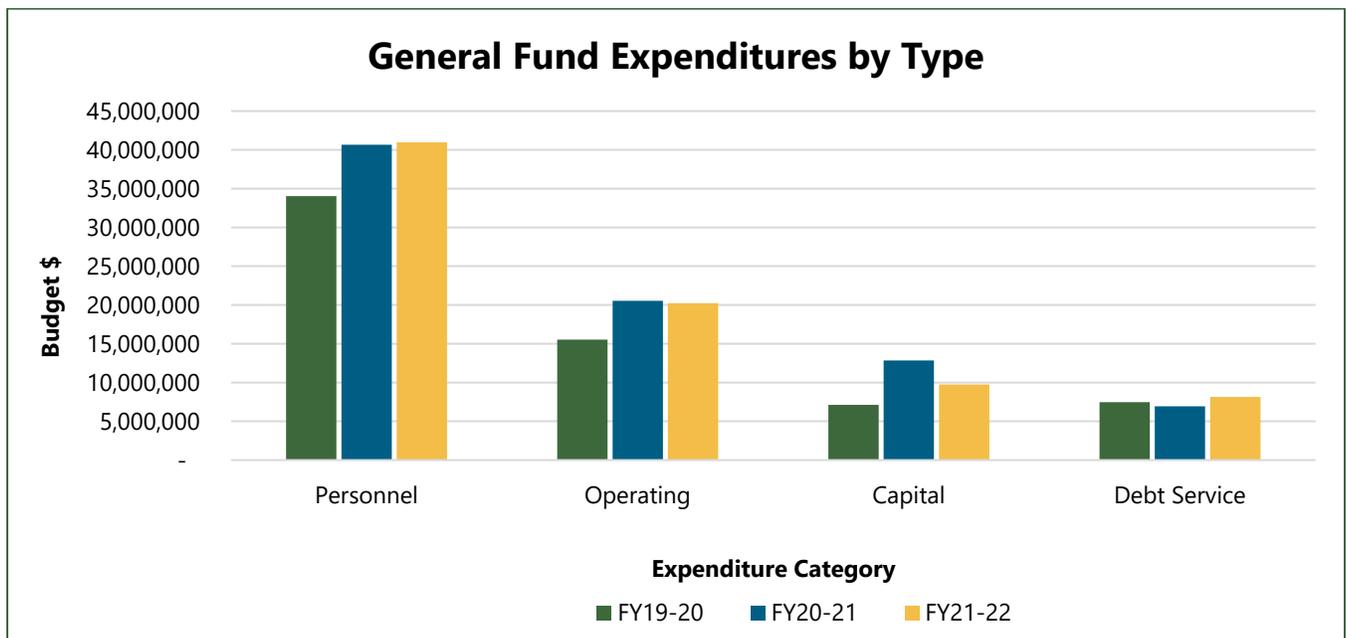
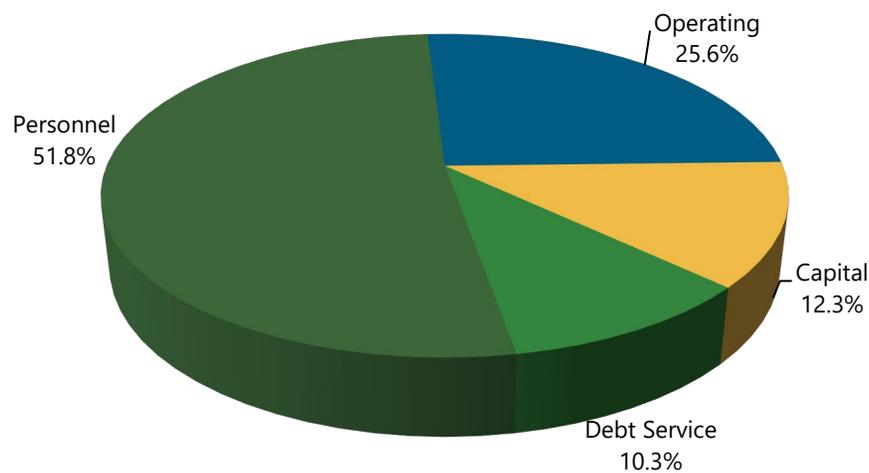
General Fund Department/Division Budgets



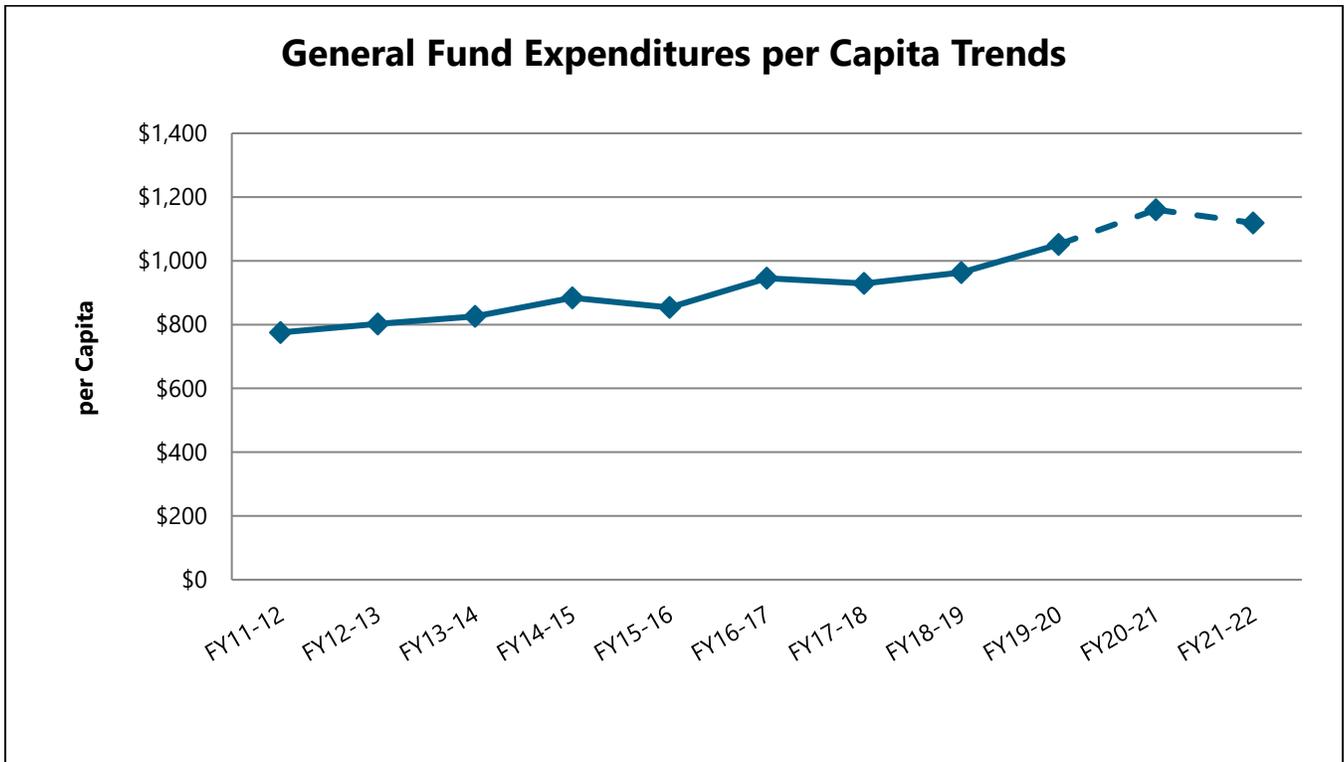
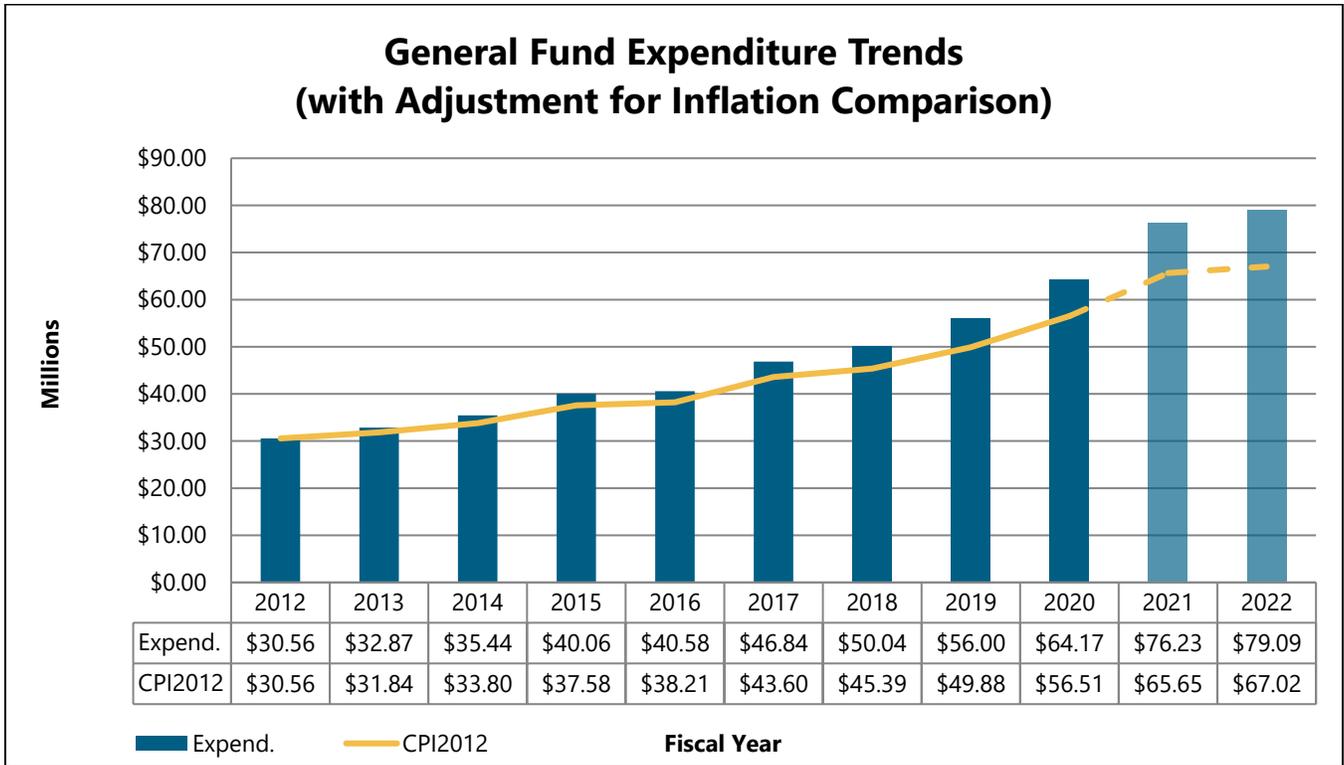
Expenditures by Type

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

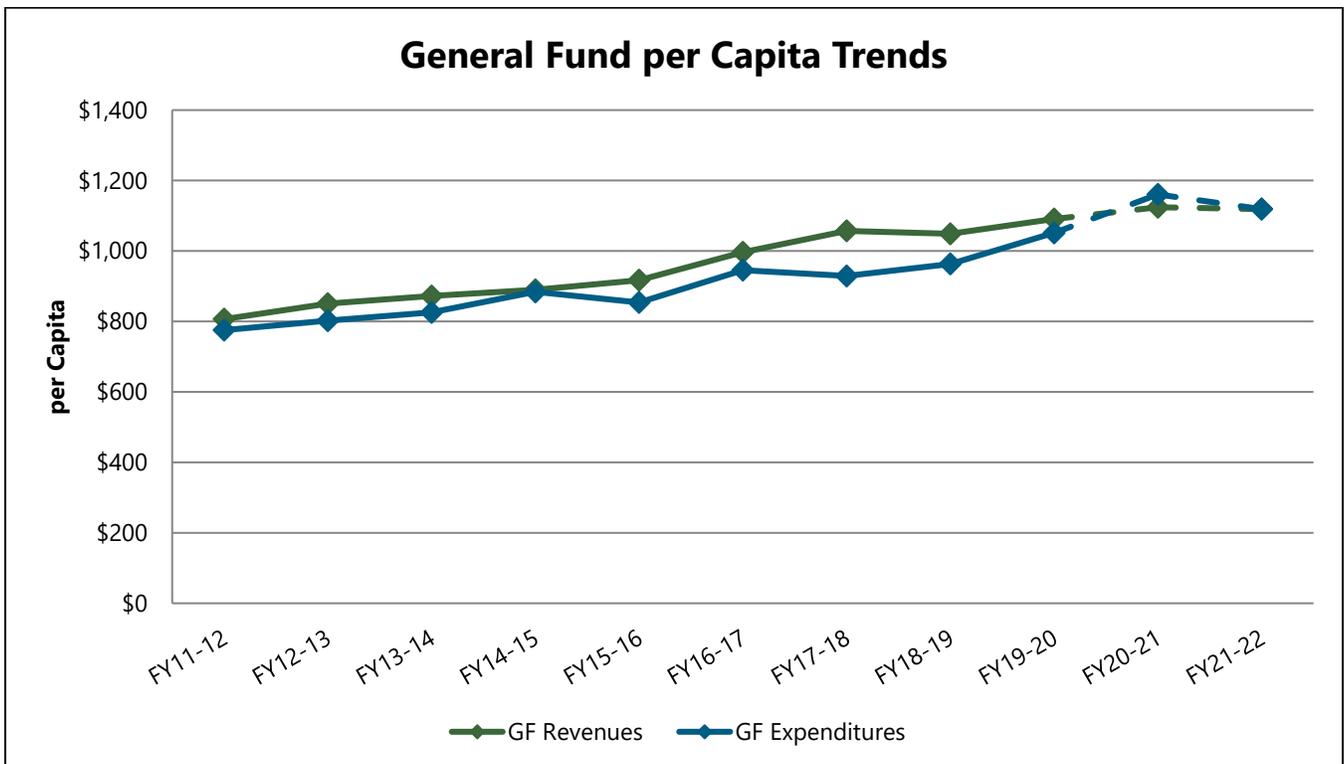
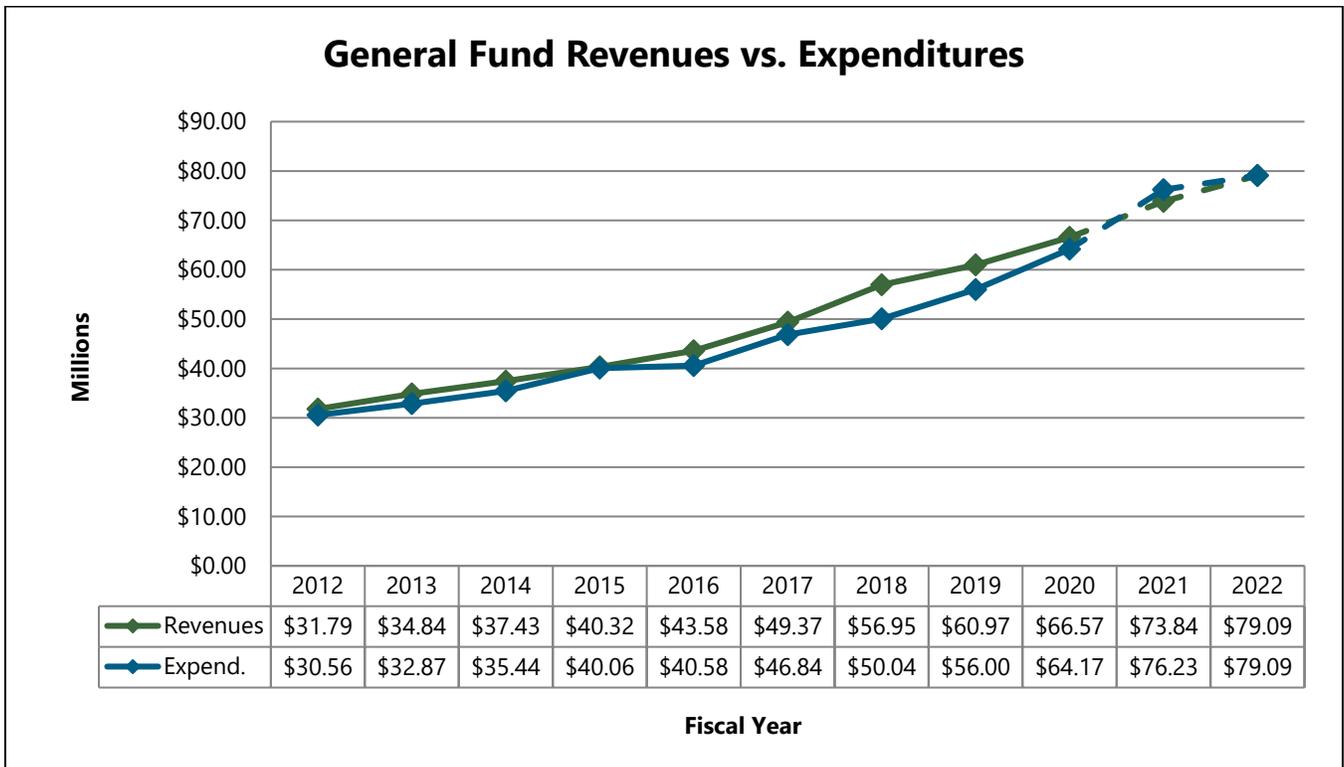
General Fund Expenditures by Type FY21-22



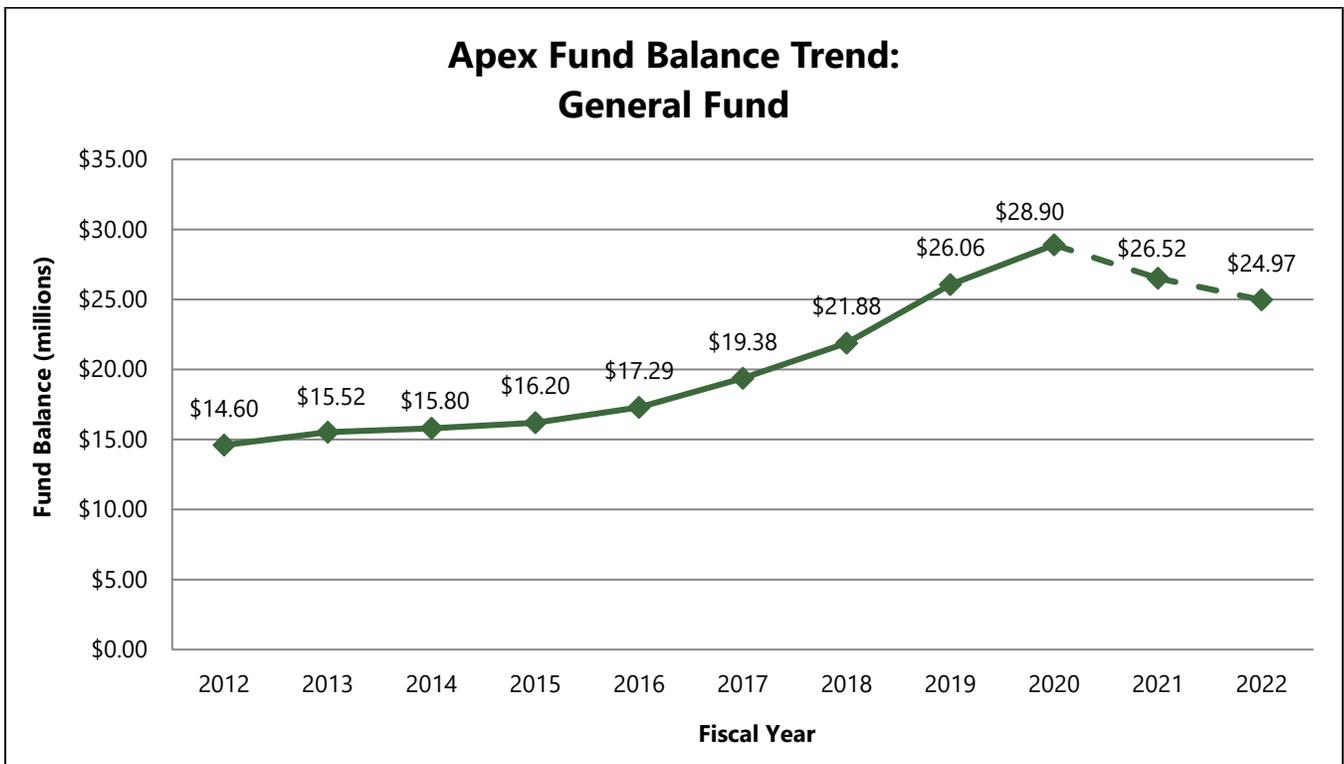
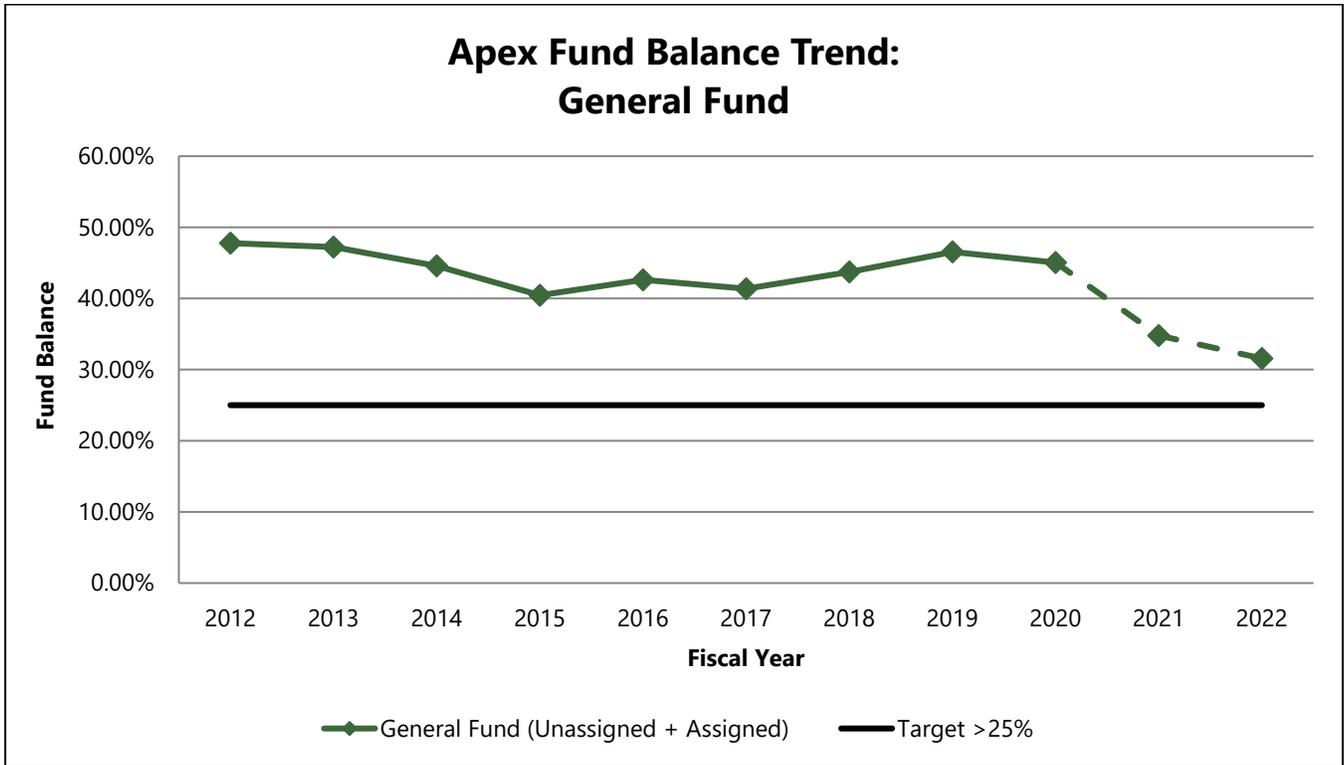
Expenditure Trends



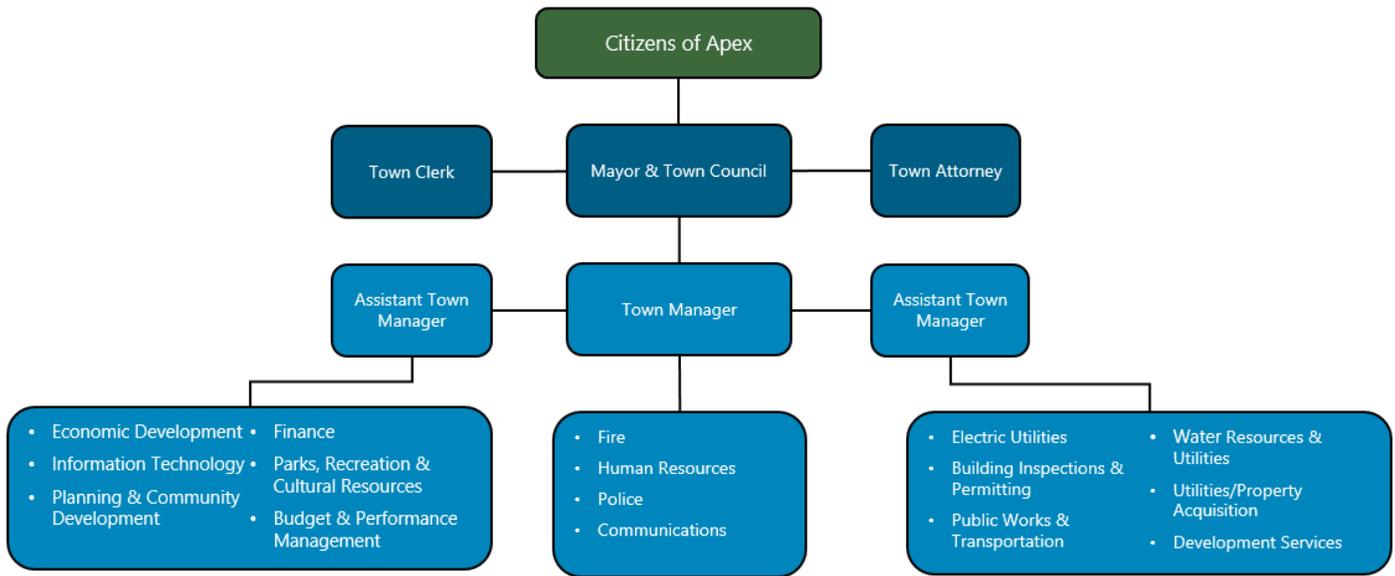
Revenues vs. Expenditures



Fund Balance



GOVERNING BODY



Description

The Town Council is the legislative board of Town government and includes a mayor and five council members. Citizens elect the Mayor to serve a four-year term, and Town Council members each serve four-year terms. Apex elections are non-partisan and occur in odd numbered years. The Mayor and Town Council are responsible for formulating policies, approving annual financial plans, setting property tax rates and user fees, adopting ordinances, resolutions, and regulations for the welfare of the town. Town Council conducts public hearings and forums, issues proclamations, represents the Town in regional cooperative efforts, determines land-use policies through zoning, and provides general direction of the organization.

Recent Accomplishments

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

FY 2021-2022 Budget Highlights

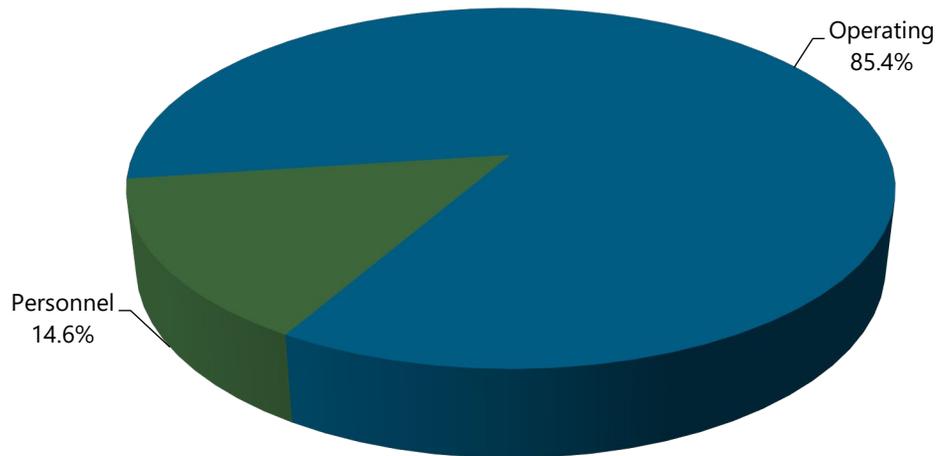
- The Governing Body budget increased 98.12 percent in FY21-22 primarily due to the off year for municipal elections.
- The Governing Body budget accounts for 0.54 percent of the General Fund budget and is equivalent to \$0.004 on the tax rate.
- The Town plans to spend \$5.98 per capita for the Governing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



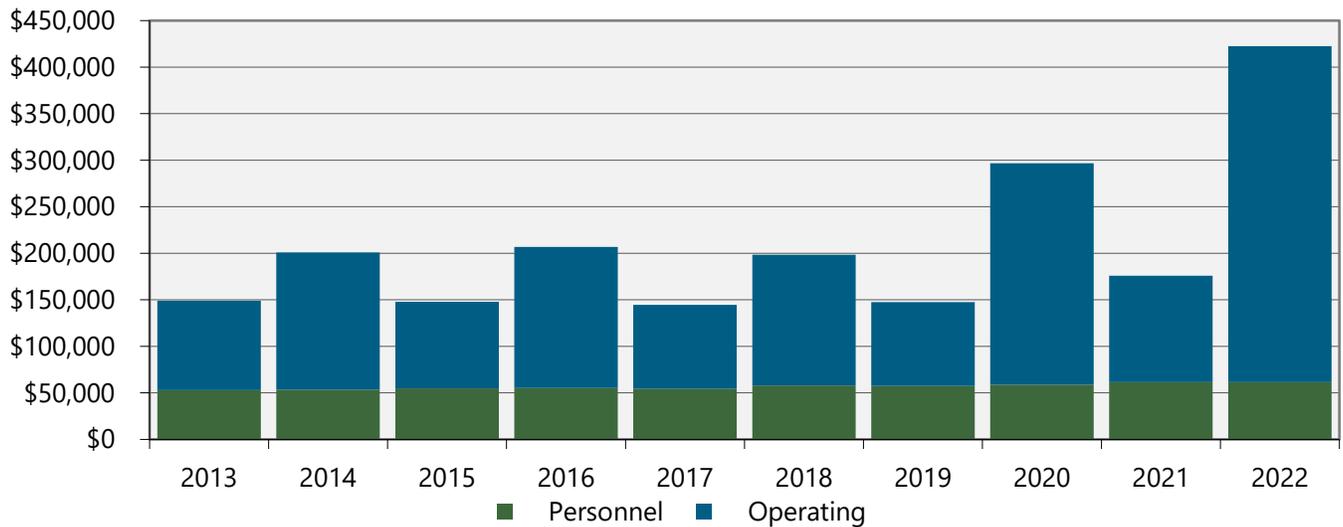
Budget Summary

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

Town Council Expenditures by Type



Governing Body Expenditure History



Line Item Expenditures

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

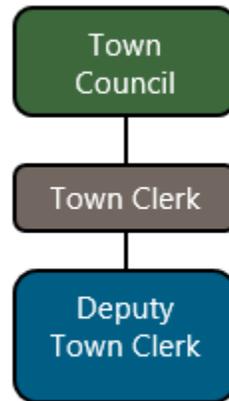
Town Council: Budget Highlights

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



TOWN CLERK

Reports to Town Council



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

FY 2021-2022 Budget Highlights

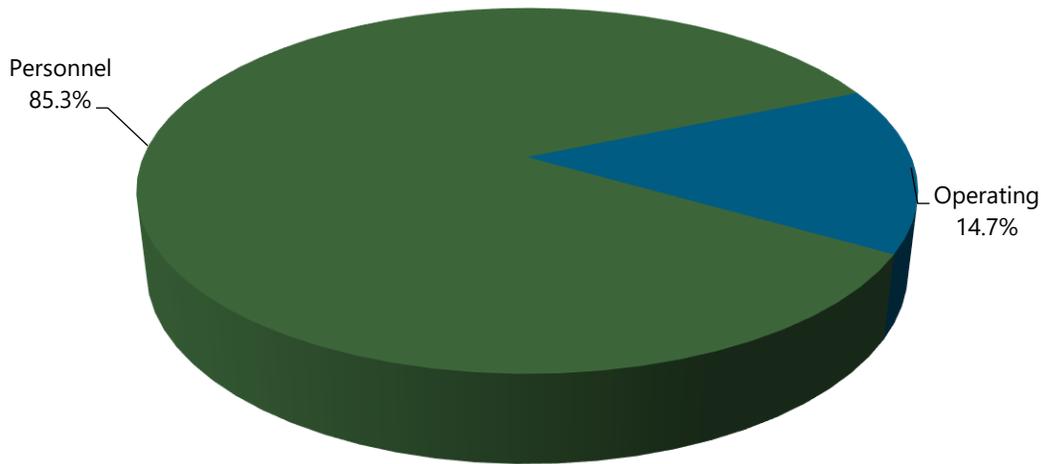
- The Town Clerk's Office budget was separated from the Administration Department budget beginning in FY21-22.
- The Town Clerk budget accounts for 0.38 percent of the General Fund budget and is equivalent to \$0.003 on the tax rate.
- The Town plans to spend \$4.21 per capita for the Town Clerk's Office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



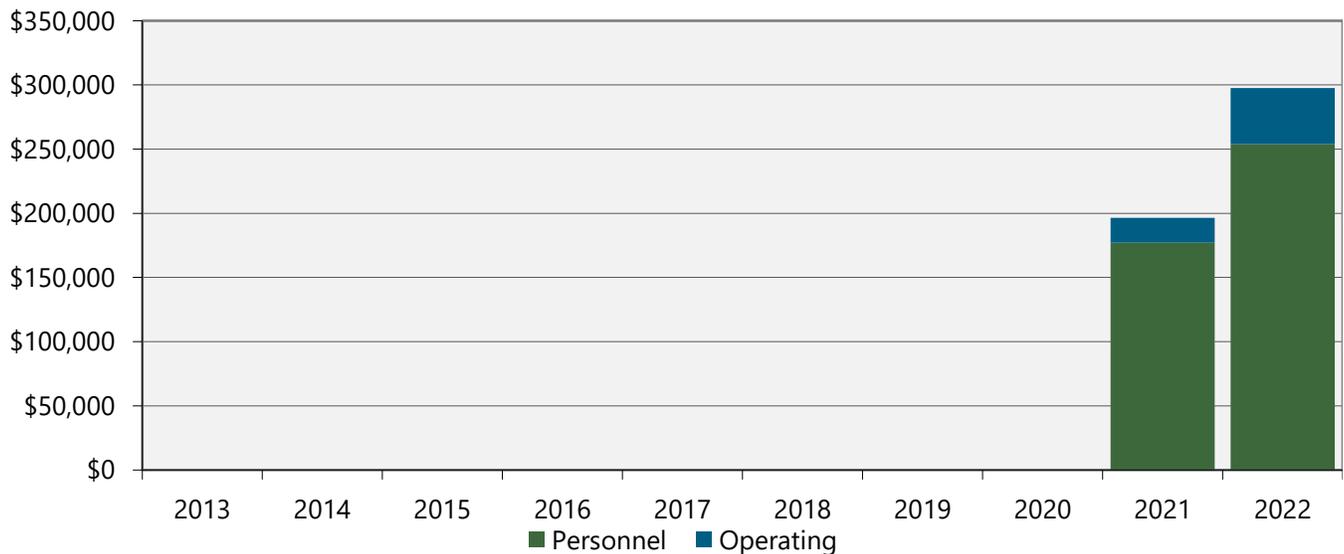
Budget Summary

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

Town Clerk Expenditures by Type



Town Clerk Expenditure History



Line Item Expenditures

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

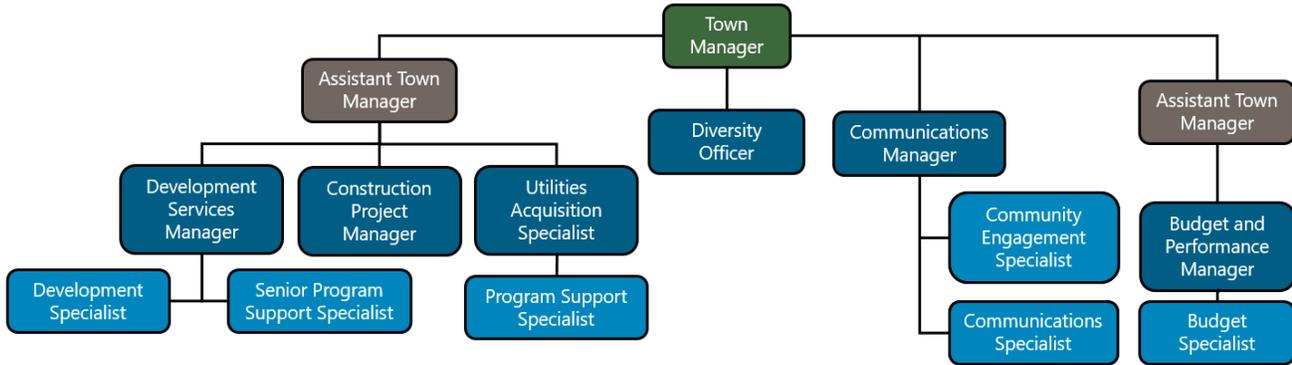
Budget Highlights

Town Clerk: Budget Highlights

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



ADMINISTRATION



Mission

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

Description

The Administration Department is responsible for general administration of Town operations, policy implementation, compilation and presentation of the annual budget in accordance with budgetary standards, capital improvement programs, and responding to citizen and Town Council concerns. The Communications and Marketing Division is responsible for growing a strategic communication plan that provides a framework for the organization to enhance two-way communication, improve internal and external relationships, and encourage public information and participation.

Recent Accomplishments

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

Upcoming Projects

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

FY 2021-2022 Budget Highlights

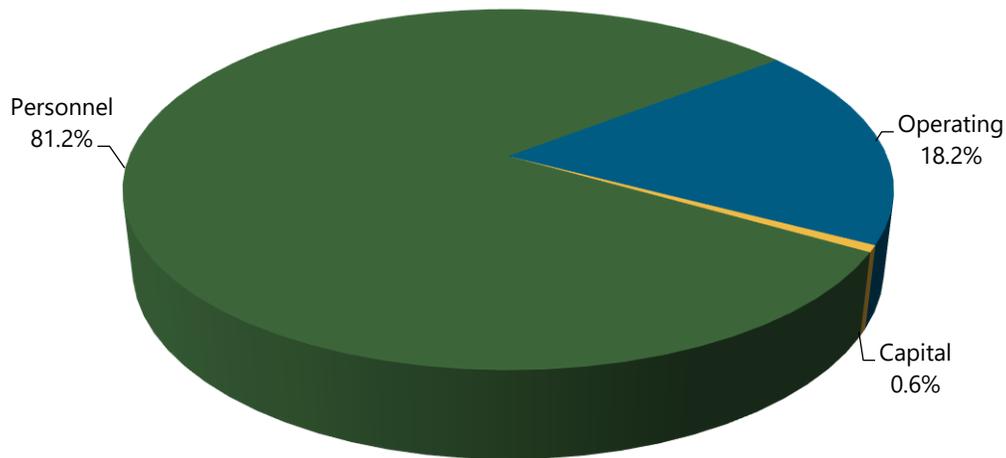
- The Administration Department budget increased 22.57 percent in FY21-22.
- The Administration budget accounts for 2.11 percent of the General Fund budget and is equivalent to \$0.015 on the tax rate.
- The Town plans to spend \$23.47 per capita for Administration in FY21-22.
- Major budget changes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



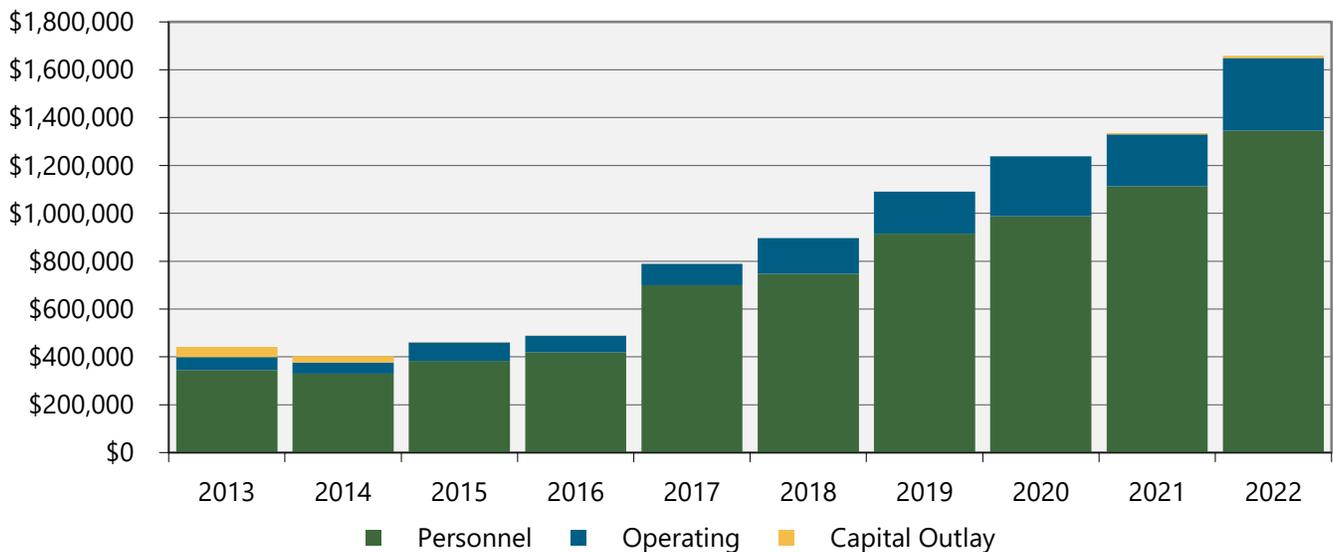
Budget Summary

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

Administration Expenditures by Type



Administration Expenditure History



Line Item Expenditures

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



Budget Highlights

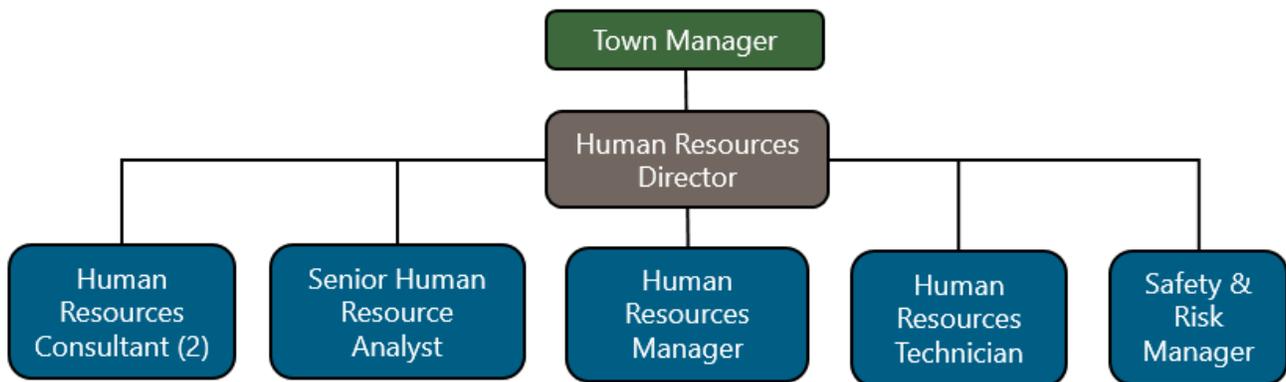
Administration: Budget Highlights

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



HUMAN RESOURCES

Reports to Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

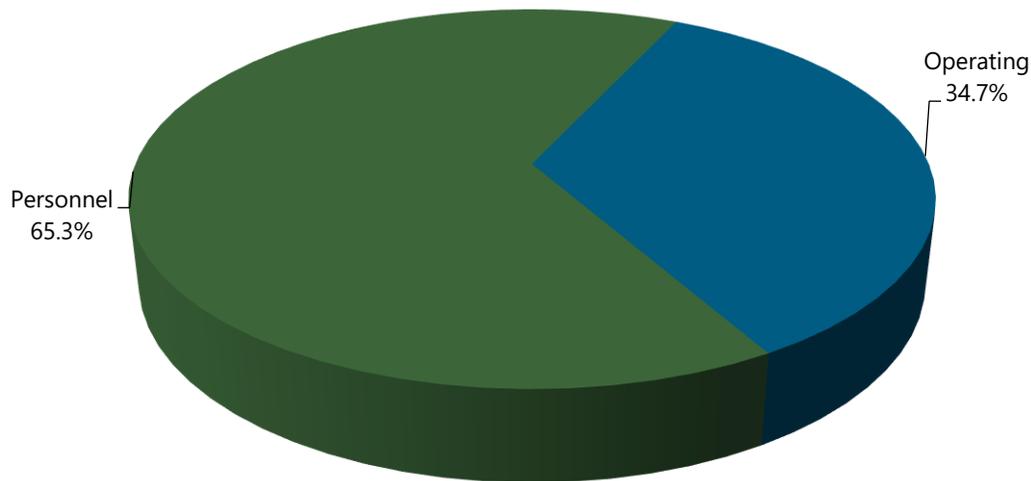
FY 2021-2022 Budget Highlights

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

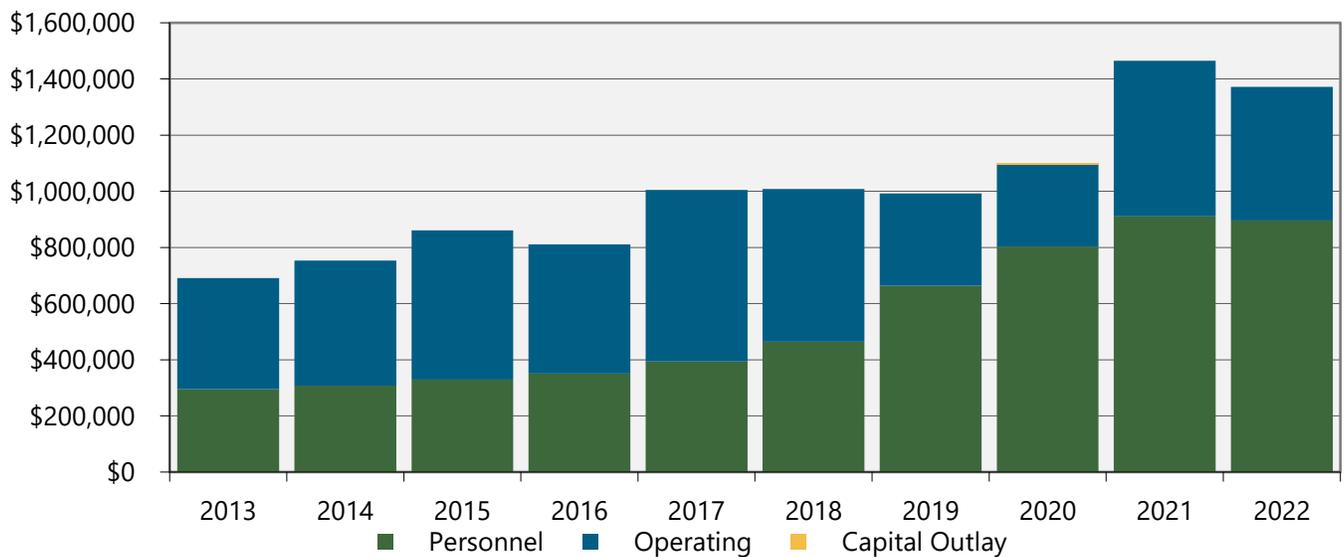
Budget Summary

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

Human Resources Expenditures by Type



Human Resources Expenditure History



Line Item Expenditures

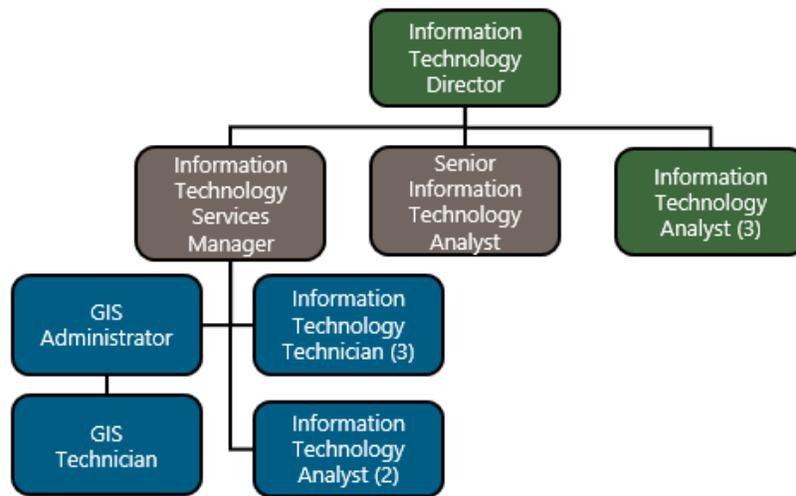
Human Resources Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	356,692	421,500	418,000	406,000	-3.68%
FICA	25,987	32,300	31,977	31,100	-3.72%
Group Insurance	47,147	55,000	50,000	53,600	-2.55%
OPEB Expense	266,000	266,000	266,000	266,000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

Budget Highlights

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

INFORMATION TECHNOLOGY

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishment

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

Upcoming Projects

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



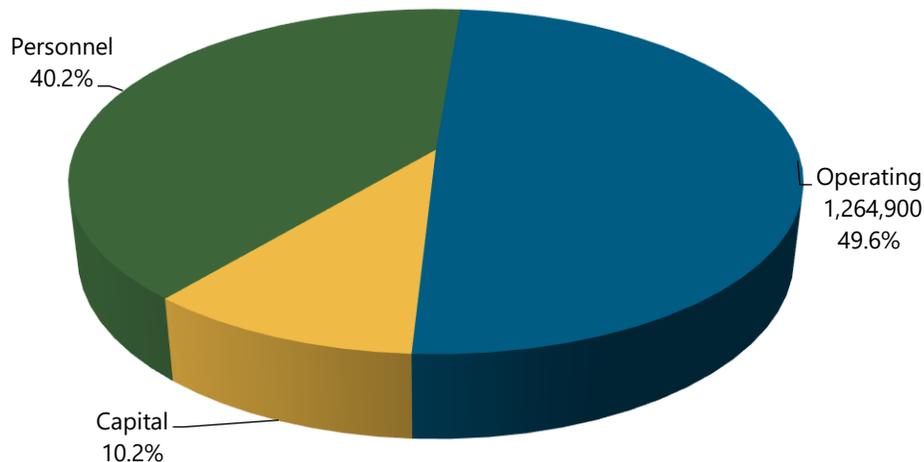
FY 2021-2022 Budget Highlights

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

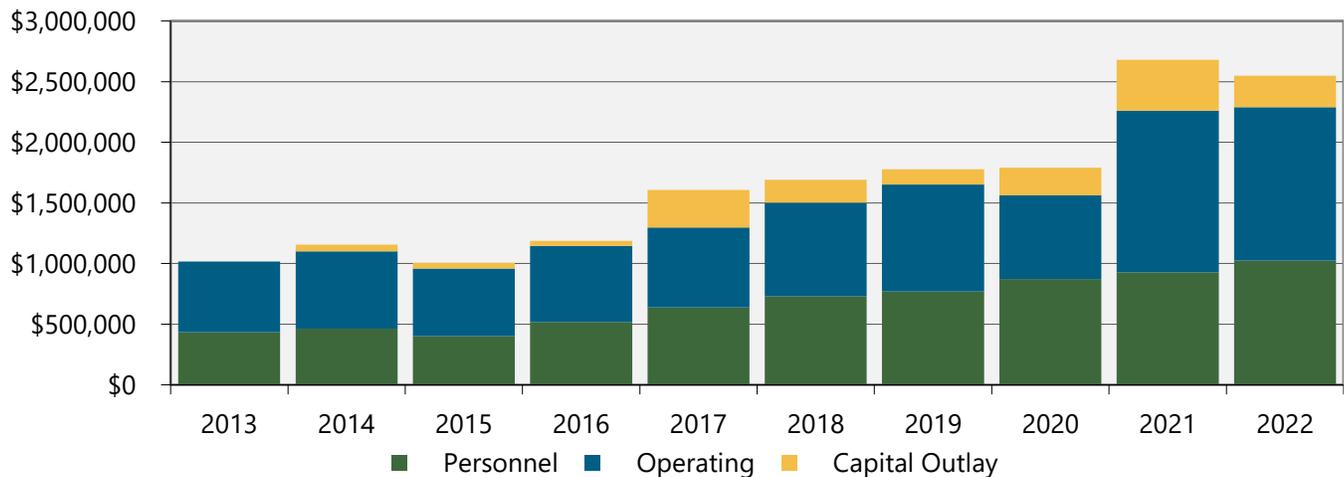
Budget Summary

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

Information Technology Expenditures by Type



Information Technology Expenditure History



Line Item Expenditures

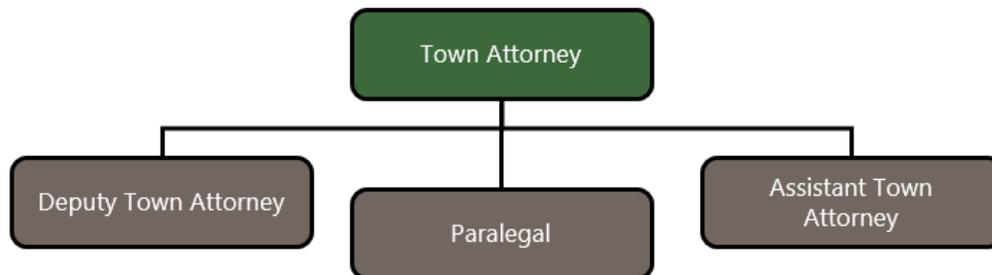
Information Technology Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	617,498	693,300	664,000	686,300	-1.01%
Part-Time Salaries	23,252	50,000	20,000	66,500	33.00%
FICA	46,371	56,900	52,326	57,600	1.23%
Group Insurance	97,485	89,500	89,157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

Budget Highlights

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

LEGAL DEPARTMENT

Reports to Town Council



Mission

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

Description

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

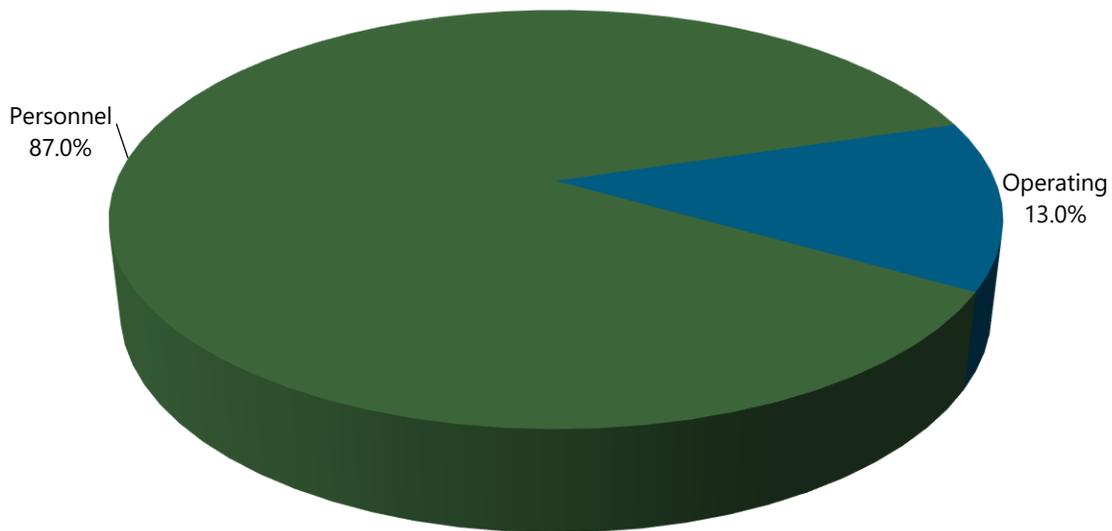
FY 2021-2022 Budget Highlights

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

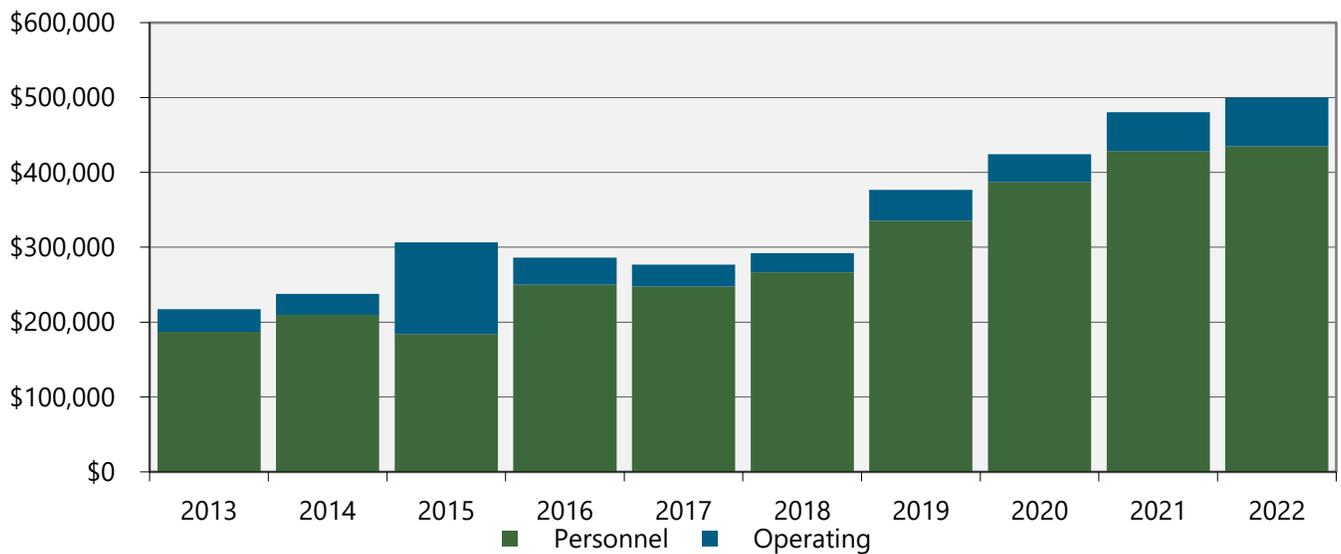
Budget Summary

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

Legal Expenditures by Type



Legal Expenditure History



Line Item Expenditures

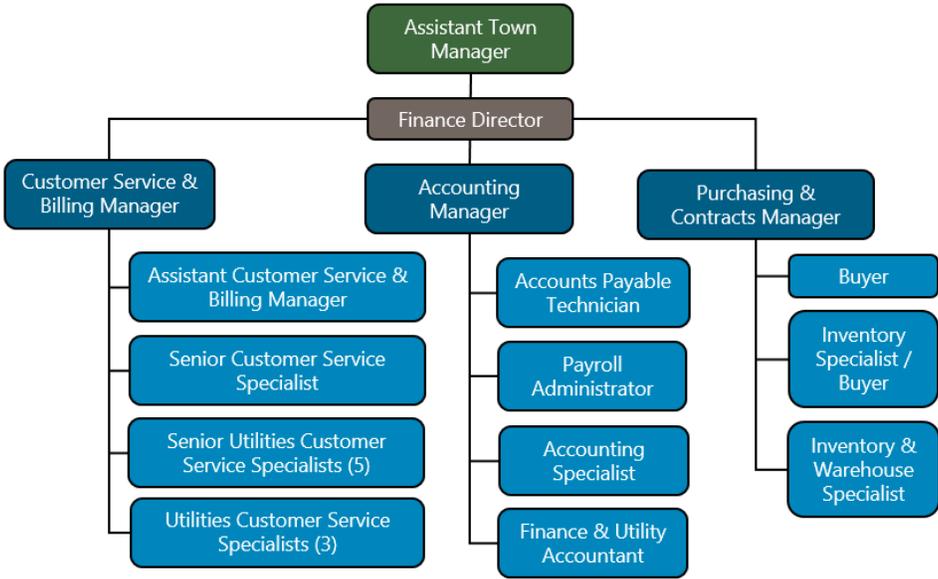
Legal Department Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	301,876	325,200	330,700	301,500	-7.29%
Part-Time Salaries	-	-	-	30,000	-
FICA	22,253	24,900	25,299	25,400	2.01%
Group Insurance	20,660	21,840	21,887	23,000	5.31%
General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

Budget Highlights

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

FINANCE DEPARTMENT

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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



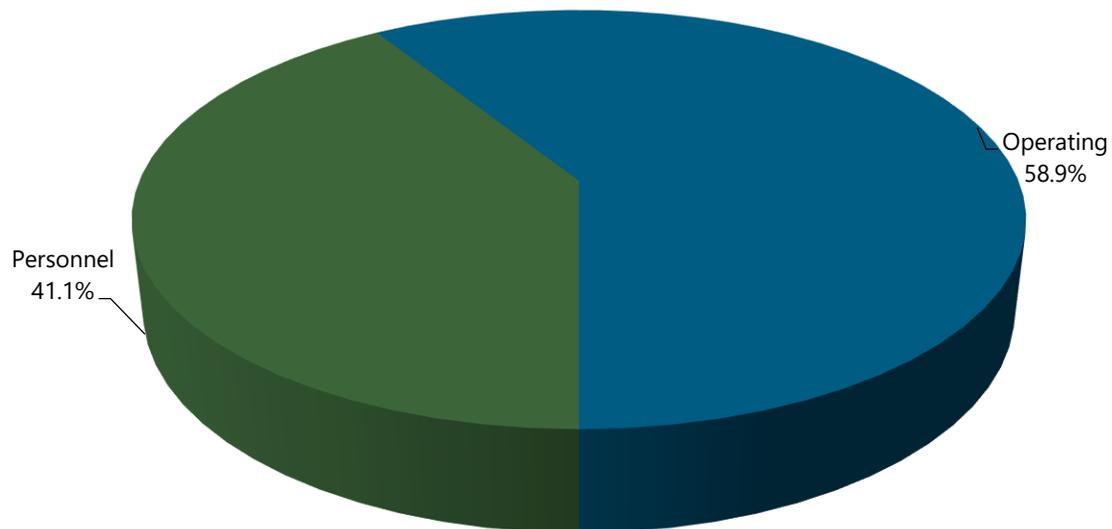
FY 2021-2022 Budget Highlights

- The Finance Department budget decreased 3.44 percent in FY21-22.
- The Finance budget accounts for 1.09 percent of the General Fund budget and is equivalent to \$0.008 on the tax rate.
- The Town plans to spend \$12.13 per capita for Finance in FY21-22.
- Major budget changes include the addition of a part-time Accountant and a full-time Assistant Customer Service Manager and the associated onboarding costs.
- The budget also includes travel and training for New World Systems and continuing education for maintaining certifications and accounting updates.

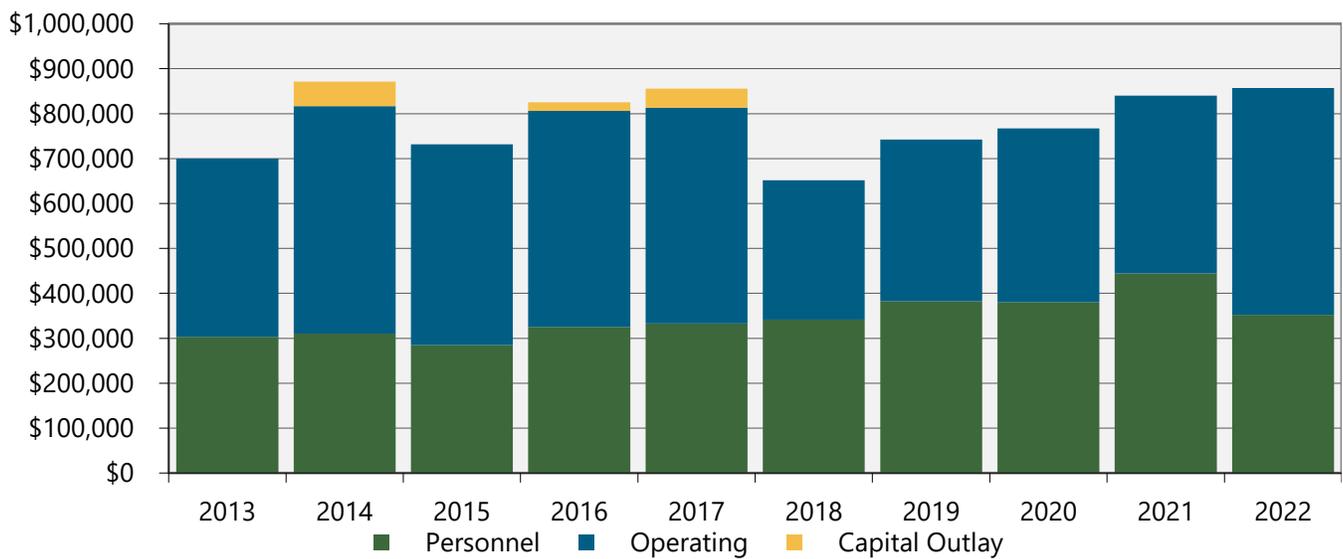
Budget Summary

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

Finance Expenditures by Type



Finance Expenditure History



Line Item Expenditures

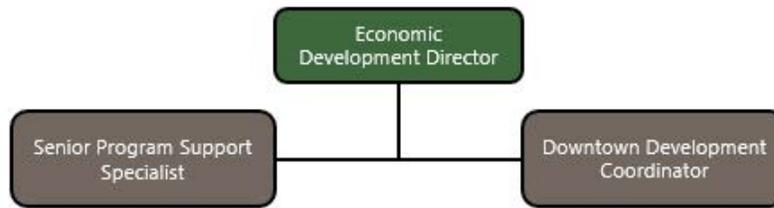
Finance Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	277,891	305,000	309,003	228,500	-25.08%
Part-Time Salaries	2,443	3,000	3,100	19,500	550.00%
FICA	20,728	22,400	23,876	19,000	-15.18%
Group Insurance	39,674	37,200	36,319	31,000	-16.67%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

Budget Highlights

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

ECONOMIC DEVELOPMENT

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

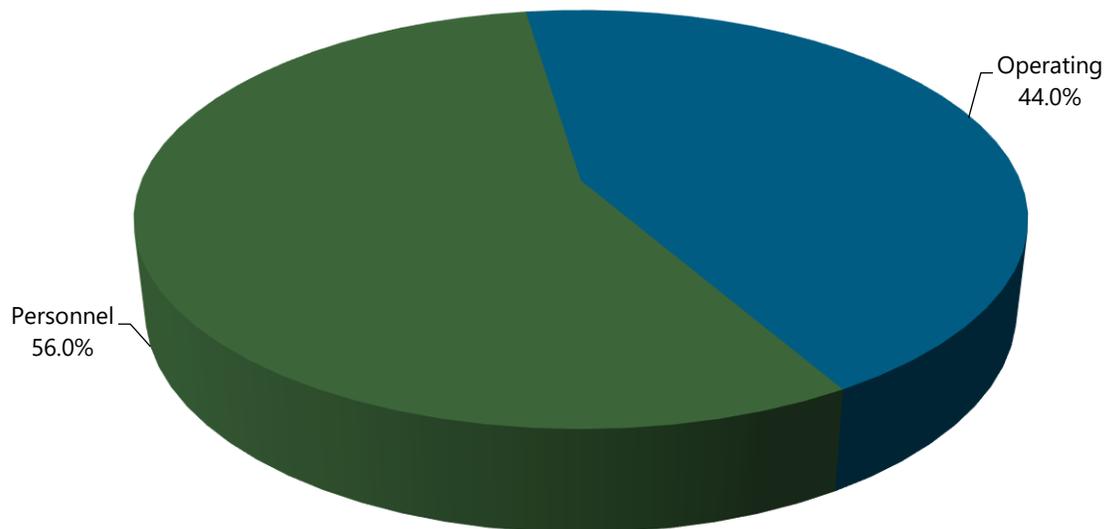
FY 2021-2022 Budget Highlights

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

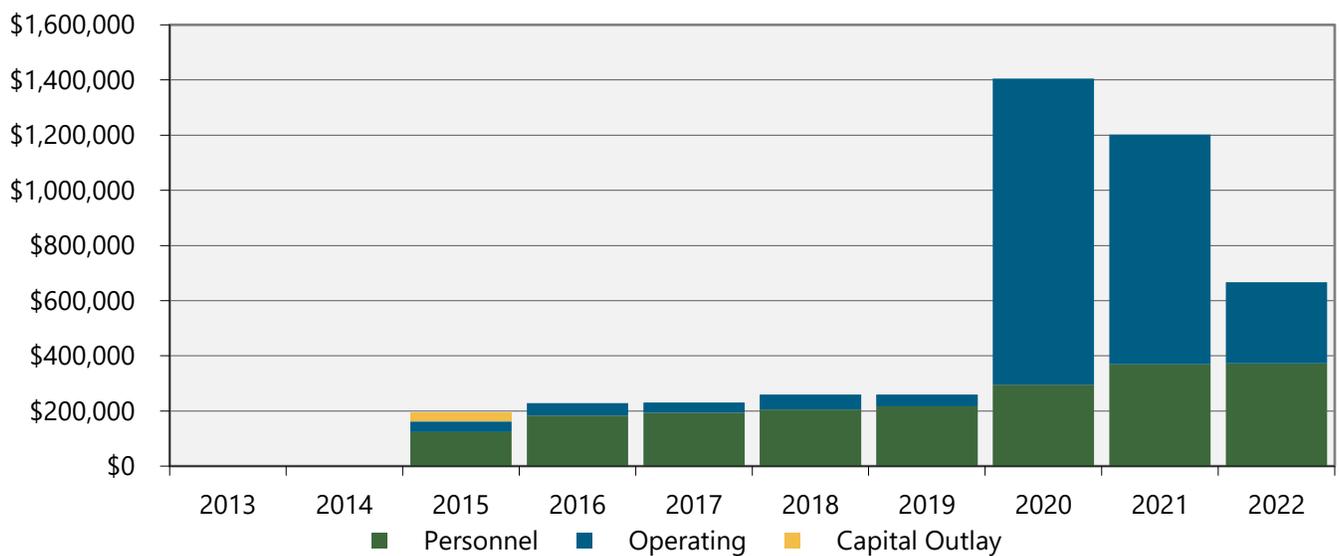
Budget Summary

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

Economic Development Expenditures by Type



Economic Development Expenditure History



Line Item Expenditures

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

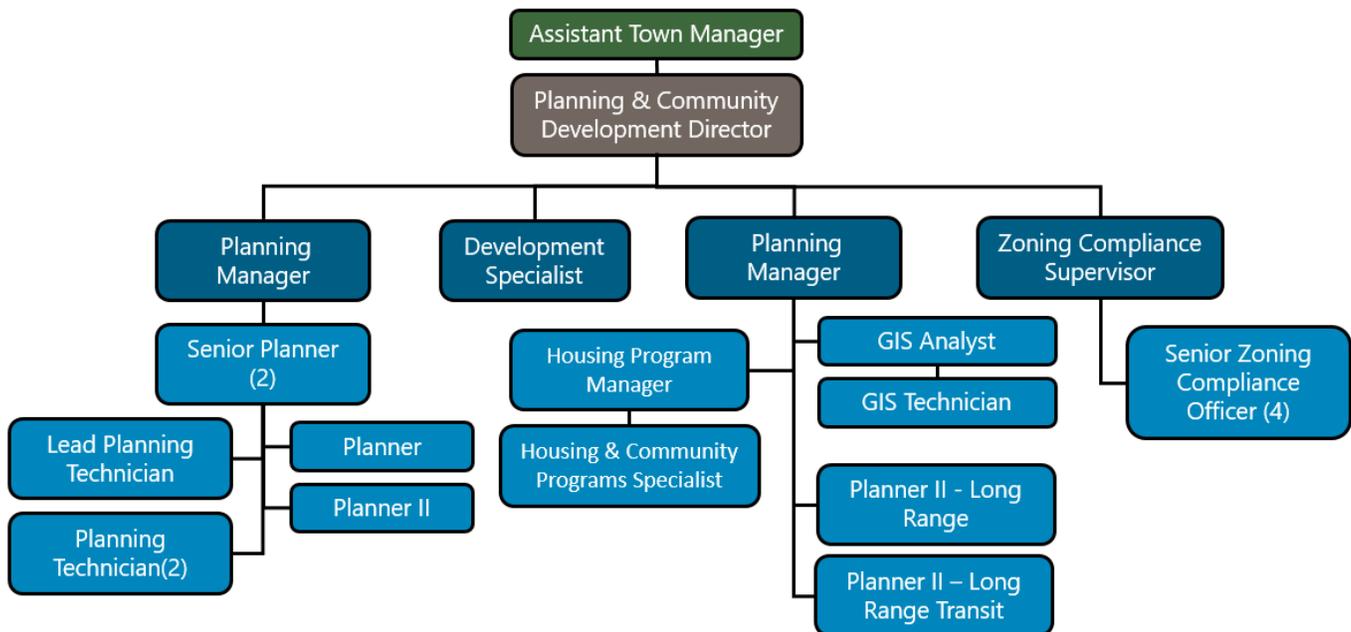
Budget Highlights

Economic Development: Budget Highlights

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

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

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

Upcoming Projects

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

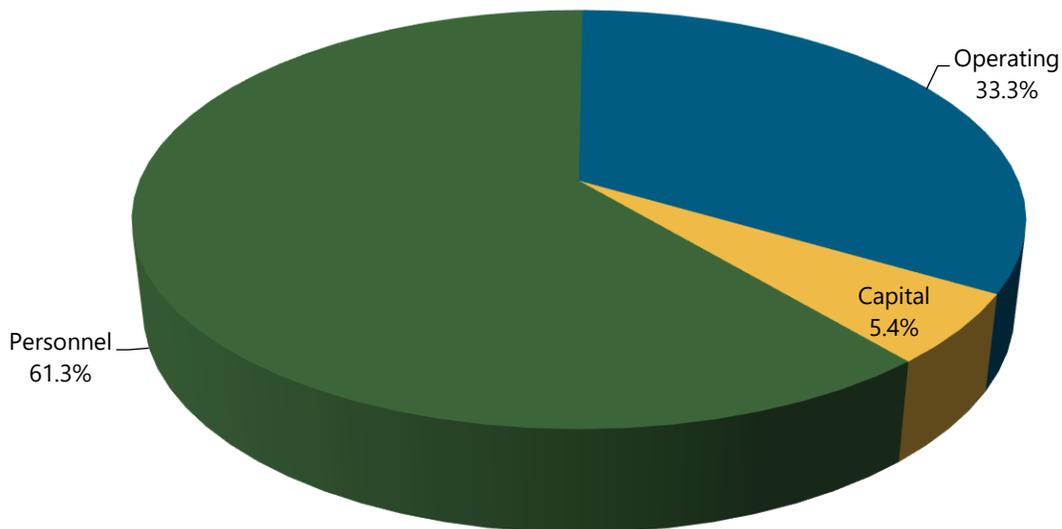
FY 2021-2022 Budget Highlights

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

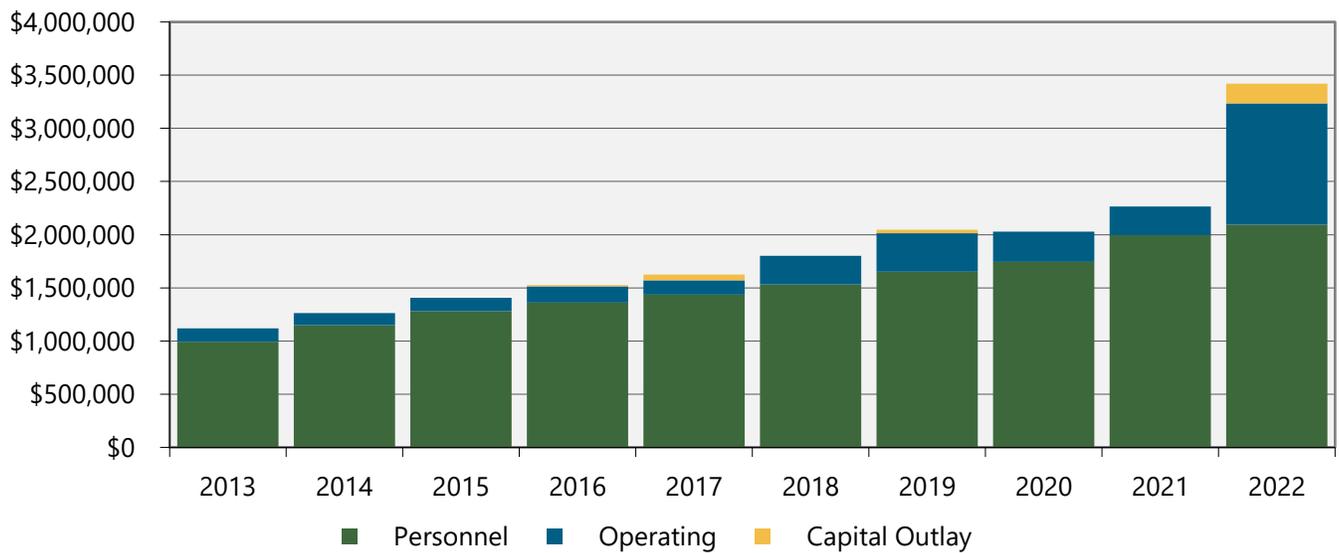
Budget Summary

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

Planning & Community Development Expenditures by Type



Planning & Community Development Expenditure History



Line Item Expenditures

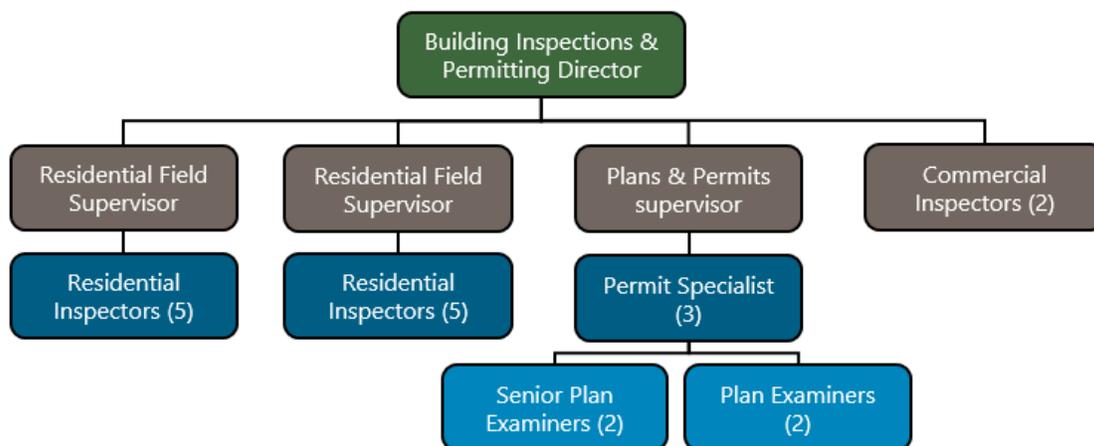
Planning & Community Development Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	1,268,754	1,429,700	1,451,641	1,507,800	5.46%
Part-Time Salaries	41	-	14,320	16,000	-
FICA	93,208	107,200	112,146	116,600	8.77%
Group Insurance	195,660	190,100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

Budget Highlights

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

BUILDING INSPECTIONS & PERMITTING

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

FY 2021-2022 Budget Highlights

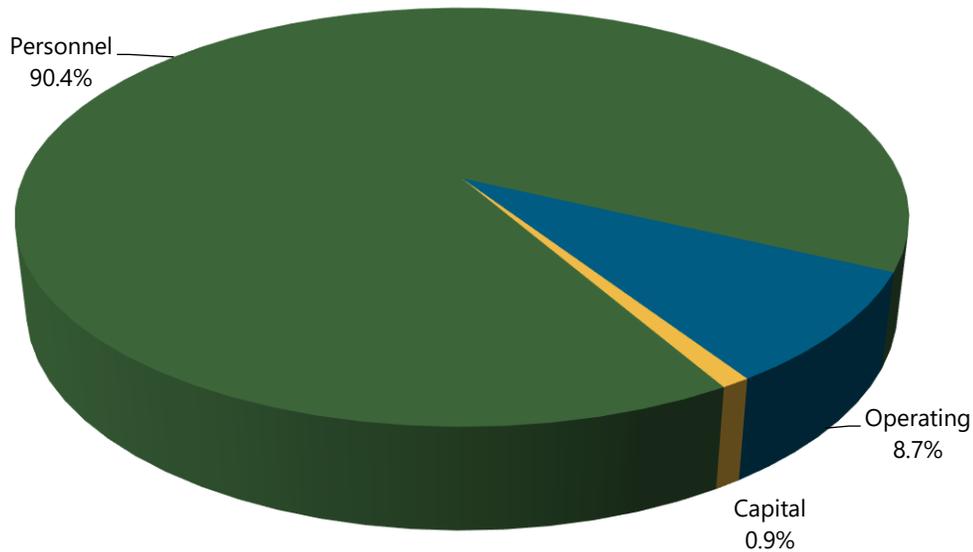
- The Building Inspections & Permitting Department budget decreased 1.15 percent in FY21-22.
- The Building Inspections & Permitting budget accounts for 3.94 percent of the General Fund budget and is equivalent to \$0.028 on the tax rate.
- The Town plans to spend \$43.89 per capita for Inspections &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



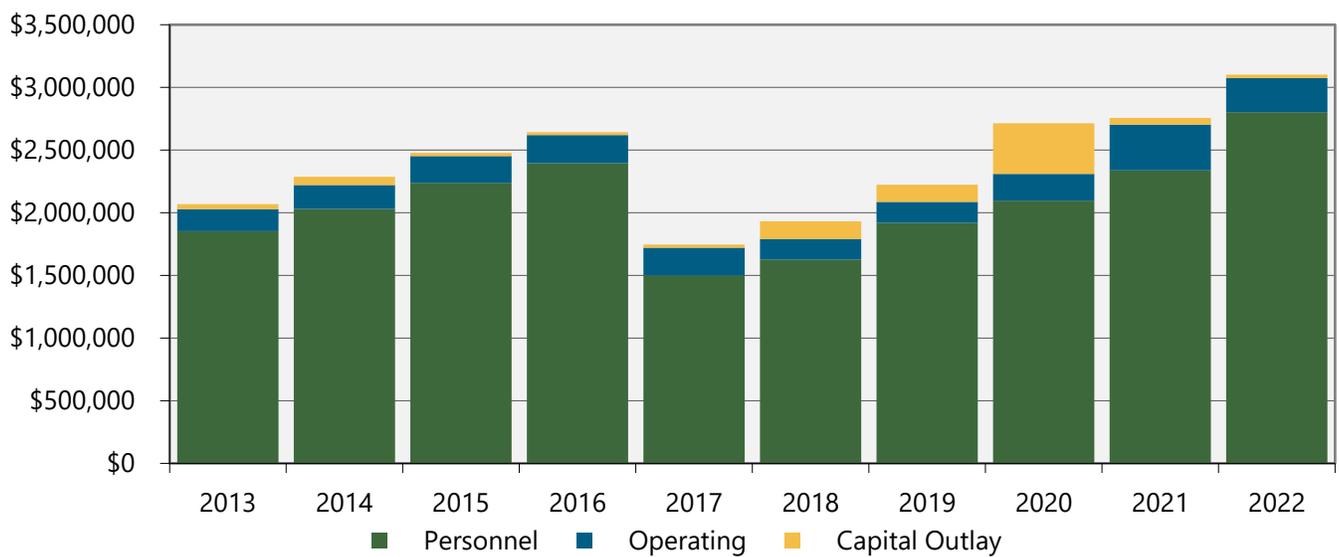
Budget Summary

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

Building Inspections & Permitting Expenditures by Type



Building Inspections & Permitting Expenditure History



Line Item Expenditures

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

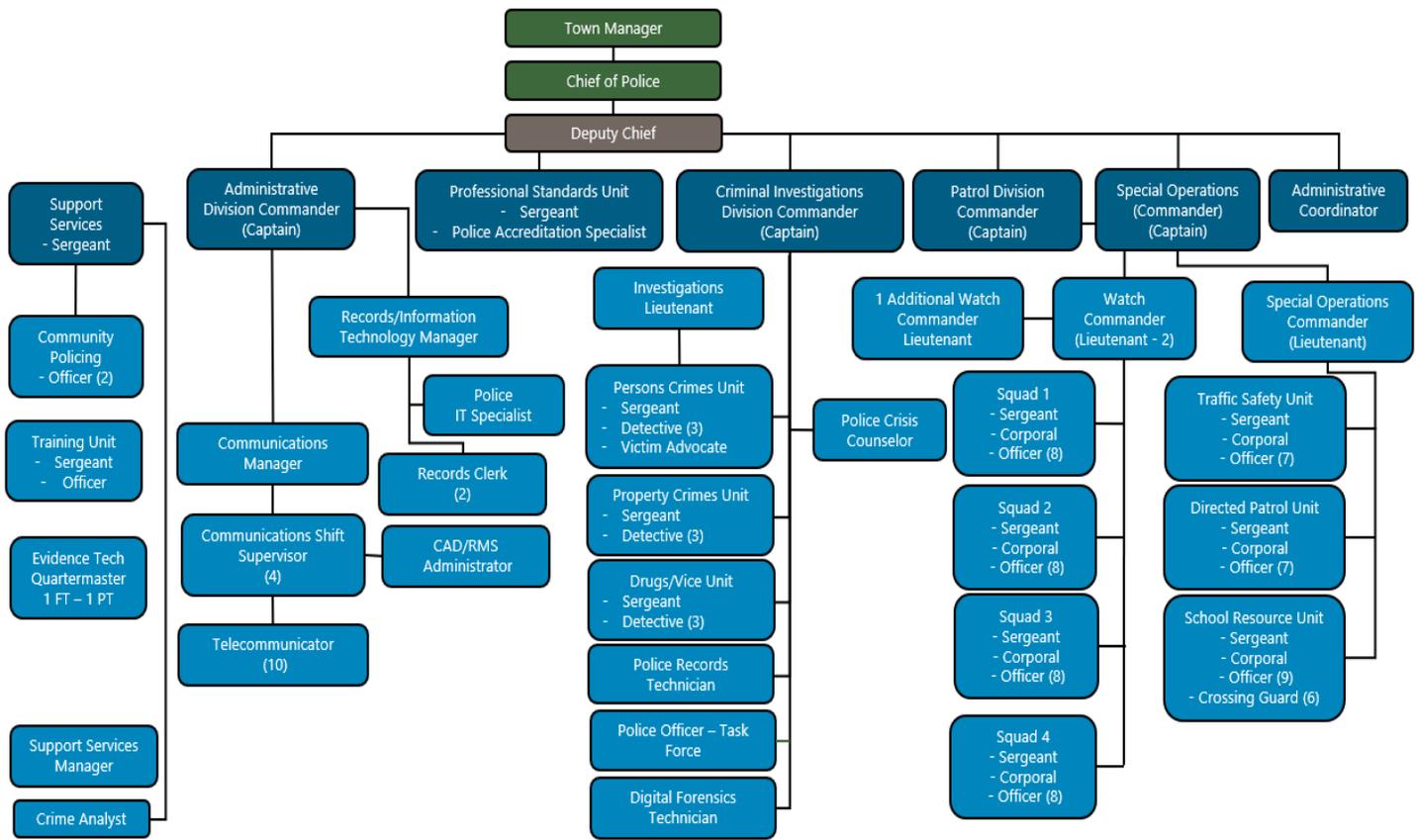
Budget Highlights

Building Inspections & Permitting: Budget Highlights

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

POLICE DEPARTMENT

Reports to Town Manager



Mission

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

Description

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

Recent Accomplishments

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



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

Upcoming Projects

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

FY 2021-2022 Budget Highlights

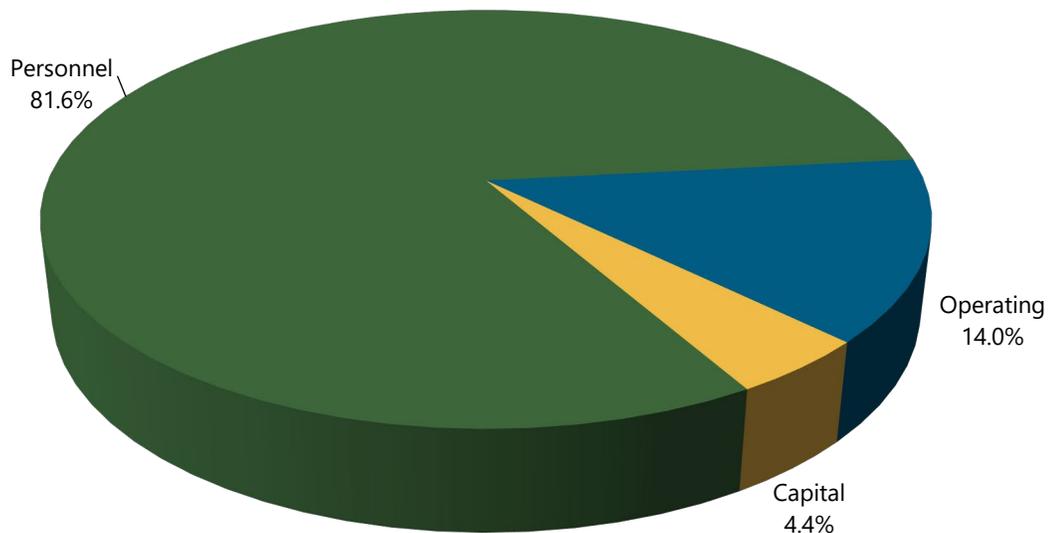
- The Police Department budget decreased 6.62 percent in FY21-22.
- The Police budget accounts for 17.03 percent of the General Fund budget and is equivalent to \$0.122 on the tax rate.
- The Town plans to spend \$189.56 per capita for Police in FY21-22.
- Major budget changes include the addition of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



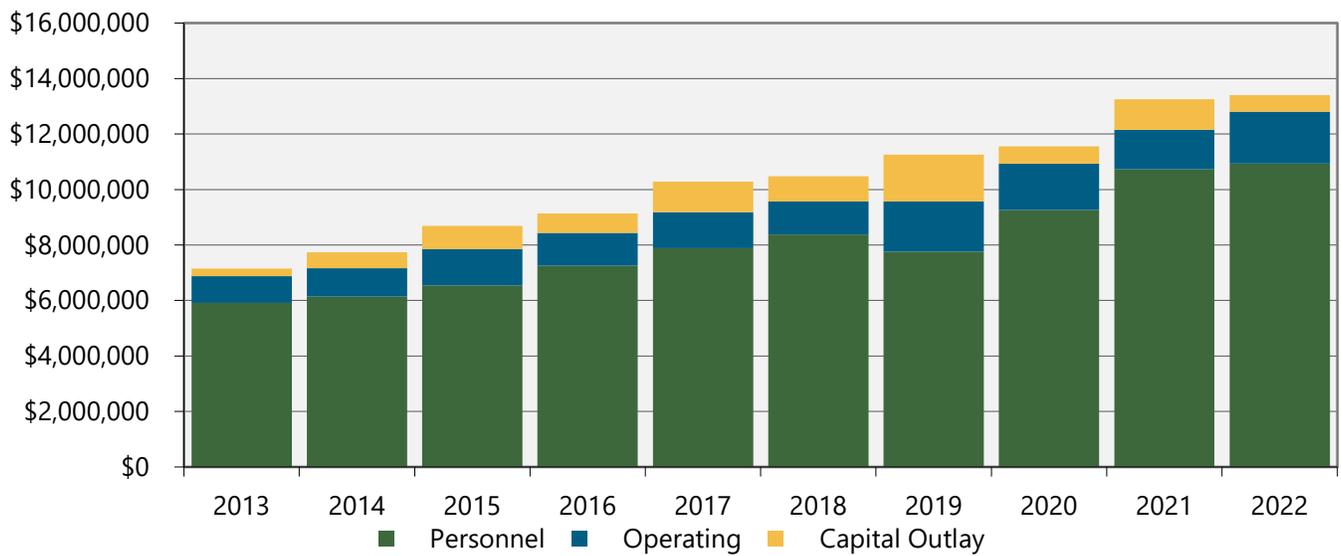
Budget Summary

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

Police Expenditures by Type



Police Expenditure History



Line Item Expenditures

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



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



Community Outreach (43311)

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

Maintenance & Repair Bldg (41500)

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

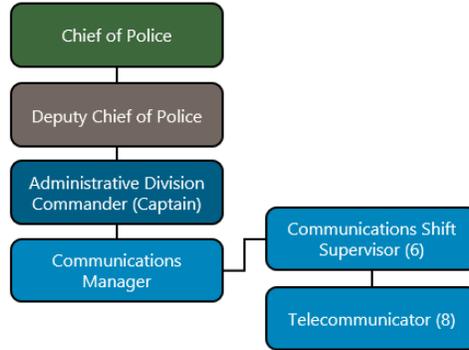
Capital Outlay Equipment (47400)

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



EMERGENCY COMMUNICATIONS

Reports to Town Manager



Mission

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

Description

The Town of Apex Emergency Communications Center is a division of the Apex Police Department. Our trained and certified telecommunicators provide the citizens of Apex with emergency and non-emergency access to police and public works, and serve as a vital communications link for field personnel. The Communications Center is equipped with the proper technology and equipment to help the citizens of the Town of Apex during any situation that may arise.

Recent Accomplishments

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

Upcoming Projects

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

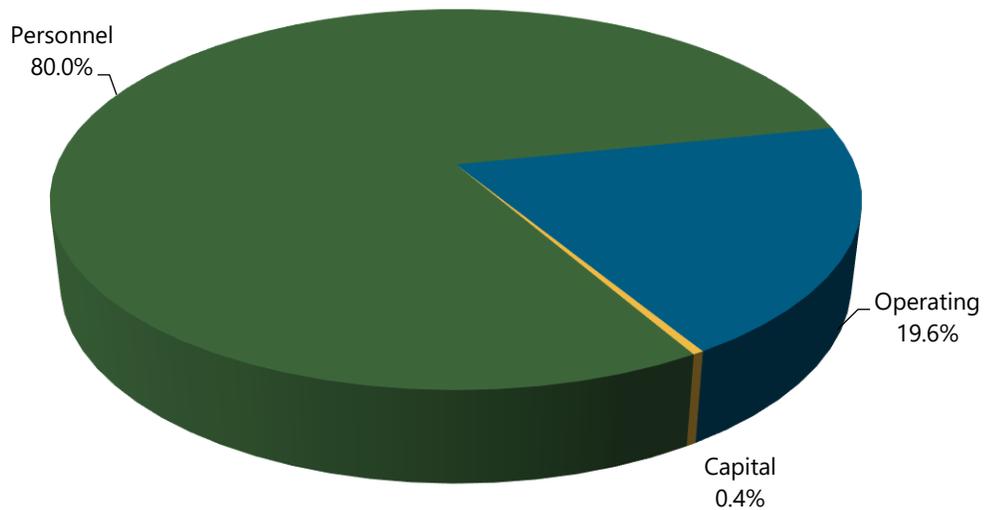
FY 2021-2022 Budget Highlights

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

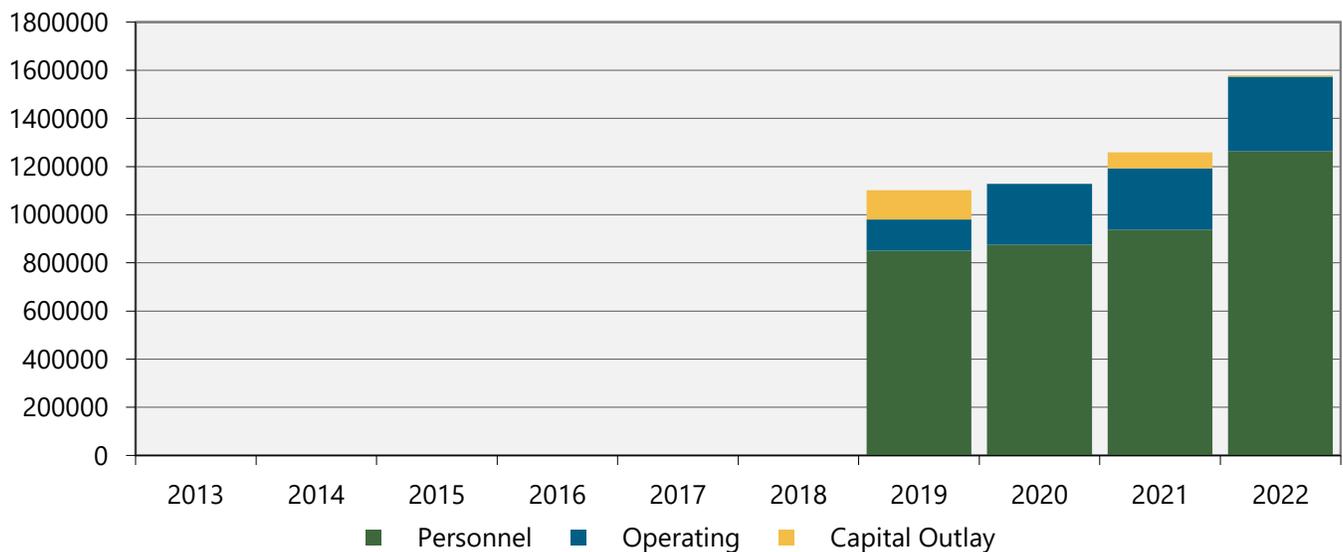
Budget Summary

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

Emergency Communications Expenditures by Type



Emergency Communications Expenditure History



Line Item Expenditures

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

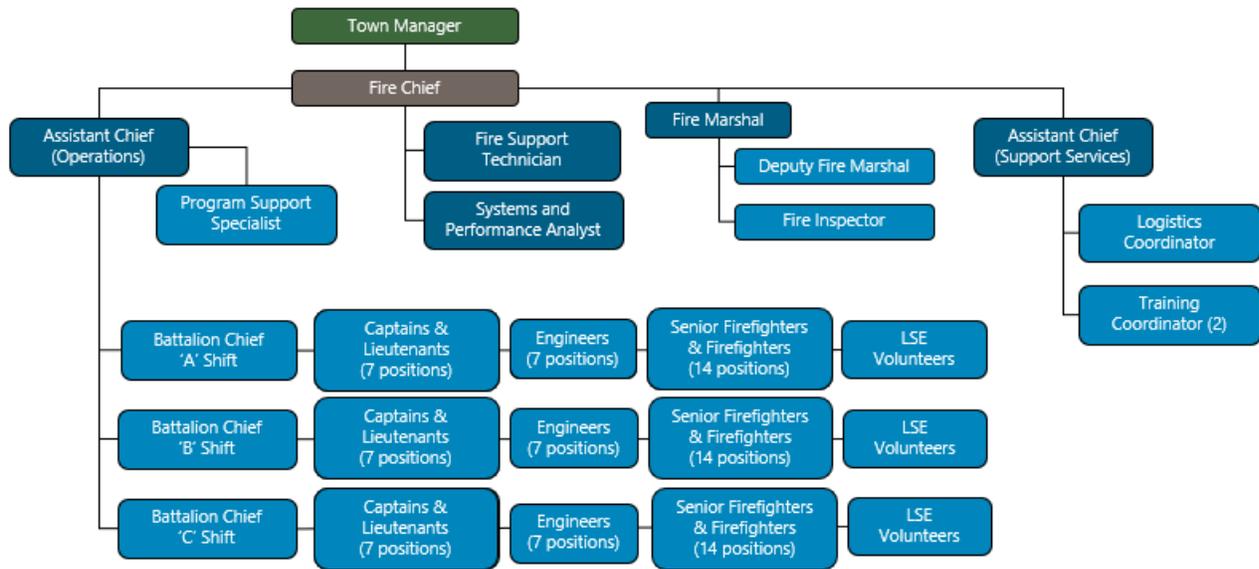
Budget Highlights

Emergency Communications: Budget Highlights

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

FIRE DEPARTMENT

Reports to Town Manager



Mission

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

Description

The Apex Fire Department provides fire, emergency medical, rescue, domestic preparedness, hazardous materials mitigation, community risk reduction, public education, and fire investigation services to the residents, businesses, and visitors of the Town of Apex. To accomplish its mission, Apex Fire Department operates out of five stations strategically located throughout the Town and unincorporated Wake County areas that fall under the responsibility of the department. The department currently has four functional divisions, including operations, support services, fire prevention, and administration.

Recent Accomplishments

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

Upcoming Projects

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



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

FY 2021-2022 Budget Highlights

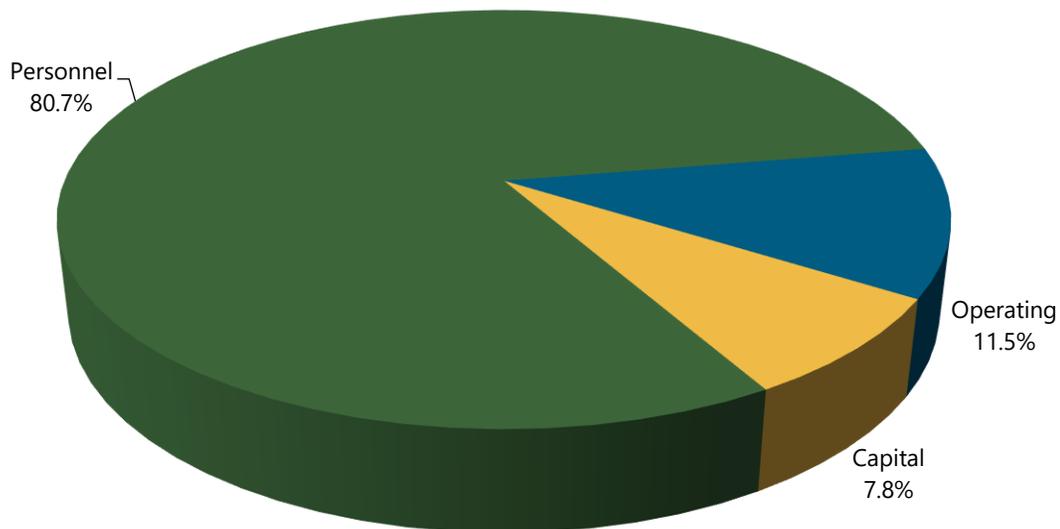
- The Fire Department budget decreased 4.36 percent in FY21-22.
- The Fire budget accounts for 14.24 percent of the General Fund budget and is equivalent to \$0.102 on the tax rate.
- The Town plans to spend \$158.51 per capita for Fire in FY21-22.
- Major budget changes include the addition of one new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



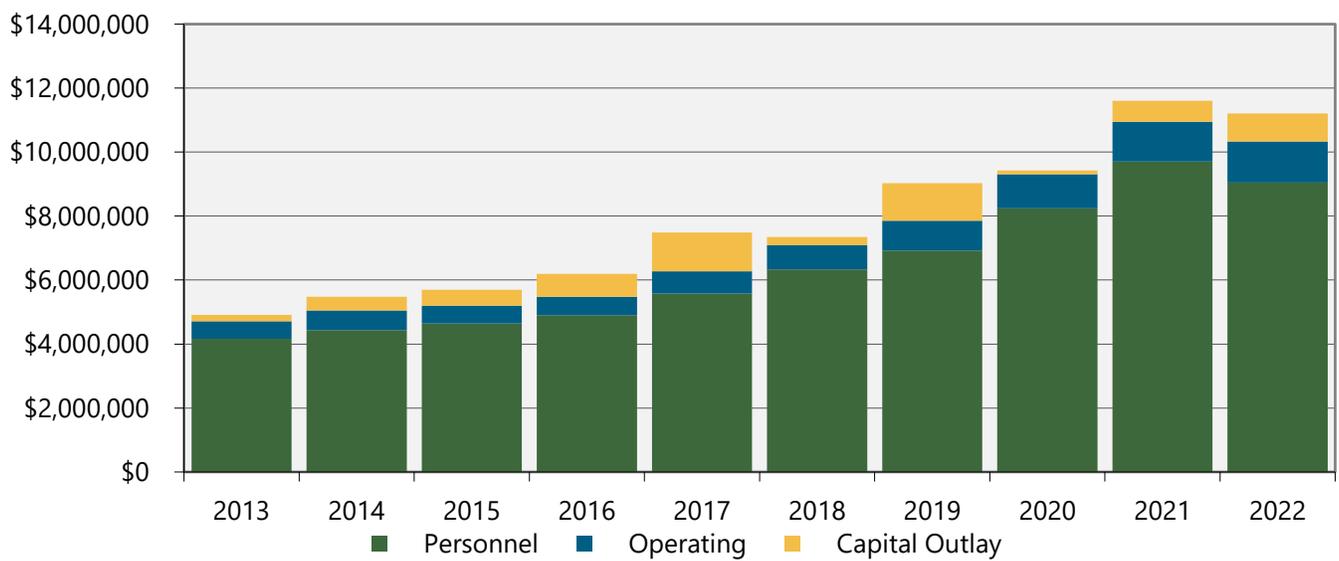
Budget Summary

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

Fire Expenditures by Type



Fire Expenditure History



Line Item Expenditures

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

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

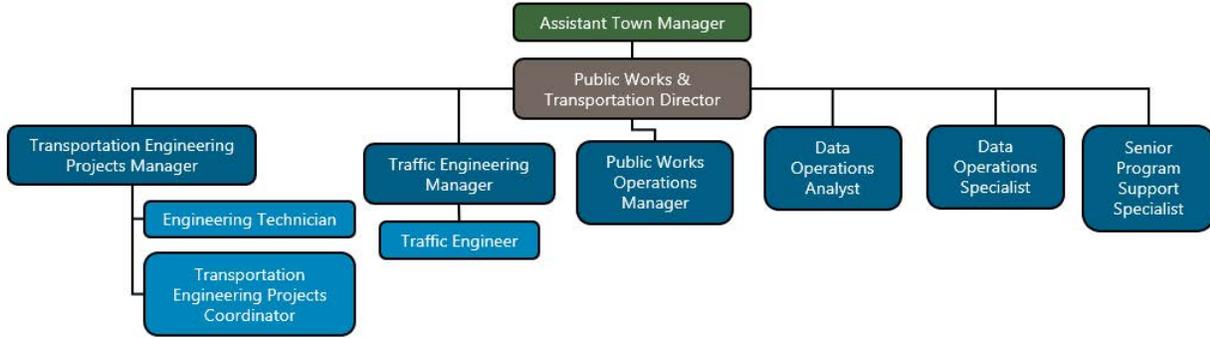
Capital Outlay Improvement (47300)	
Ceiling fans for Station 4 apparatus bay	10,000
	<hr/>
	10,000

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

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

PUBLIC WORKS & TRANSPORTATION

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

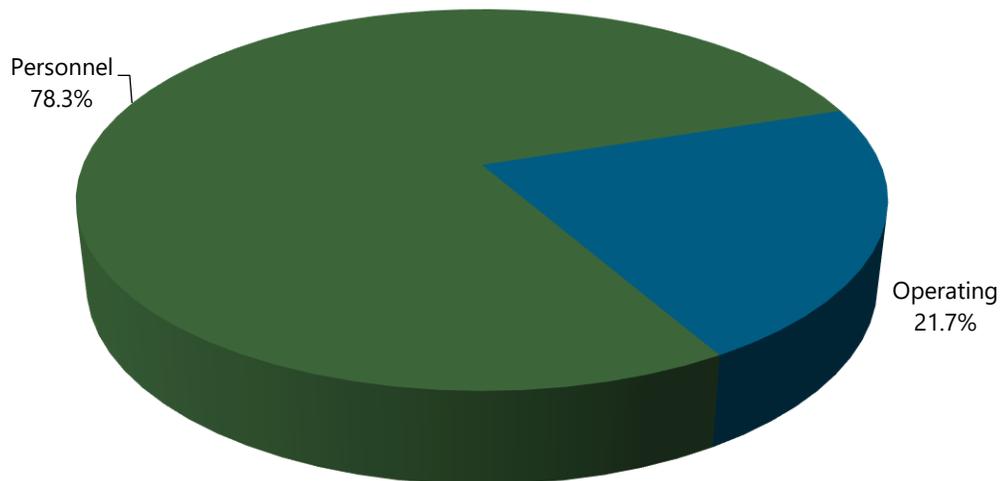
FY 2021-2022 Budget Highlights

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

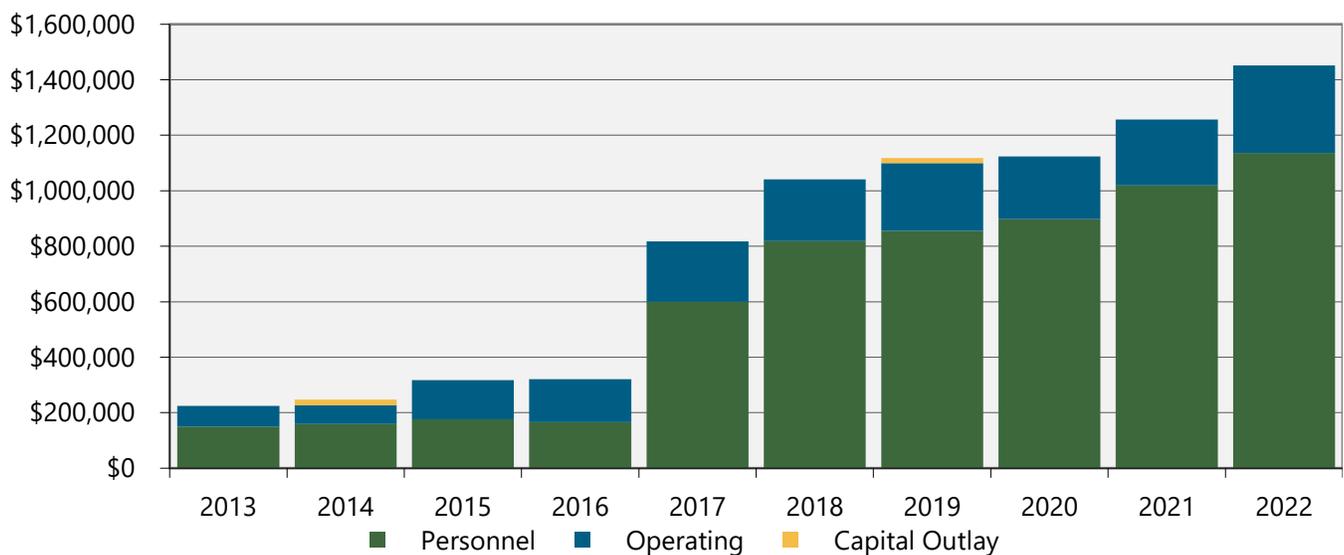
Budget Summary

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

Public Works & Transportation Expenditures by Type



Public Works & Transportation Expenditure History



Line Item Expenditures

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

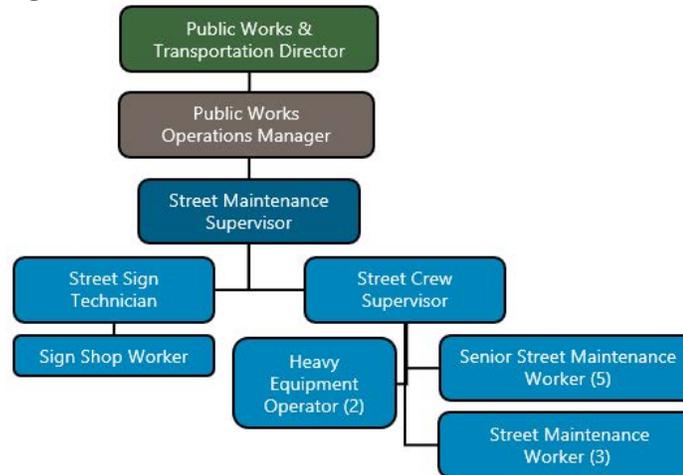
Budget Highlights

Public Works & Transportation: Budget Highlights

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

STREETS DEPARTMENT

Reports to Assistant Town Manager



Mission Statement

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

FY 2021-2022 Budget Highlights

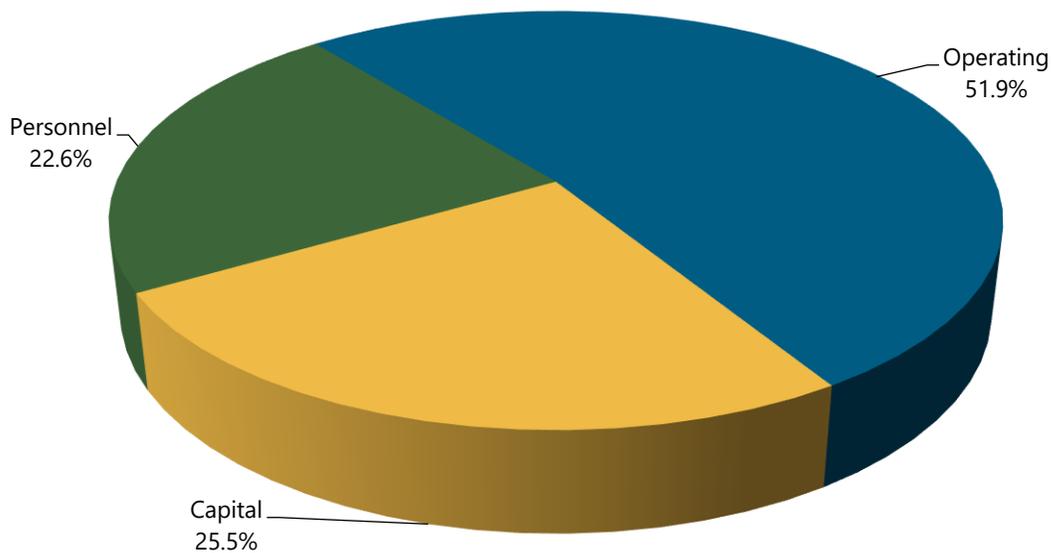
- The Streets Department budget decreased 21.87 percent in FY21-22.
- The Streets budget accounts for 6.14 percent of the General Fund budget and is equivalent to \$0.044 on the tax rate.
- The Town plans to spend \$68.66 per capita for Streets in FY21-22.

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

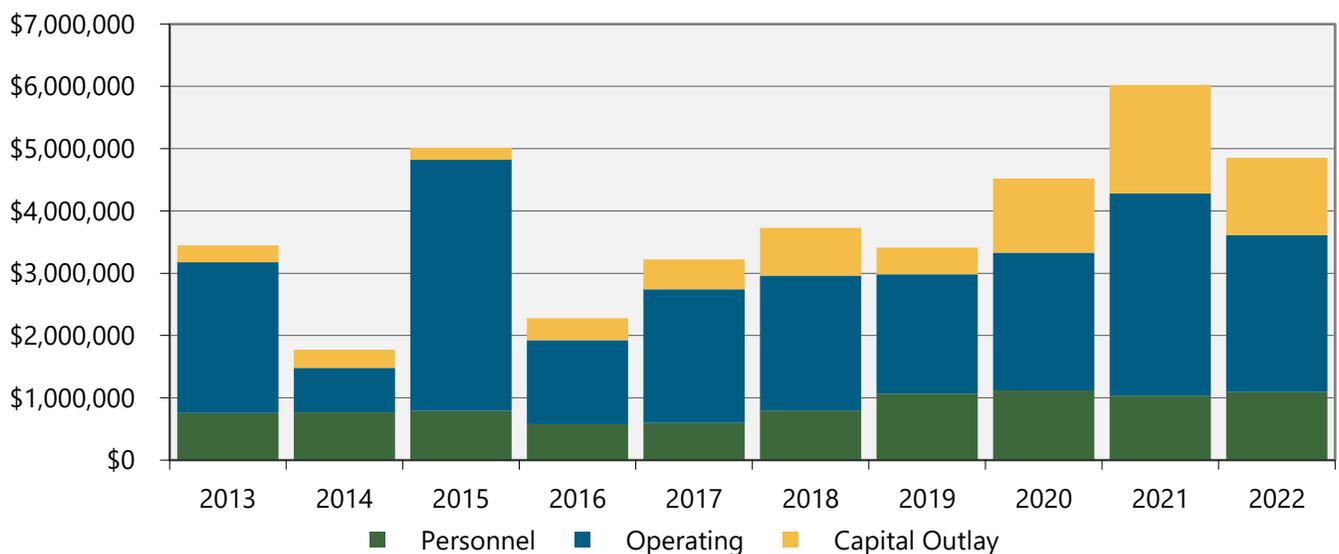
Budget Summary

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

Streets Expenditures by Type



Streets Expenditure History



Line Item Expenditures

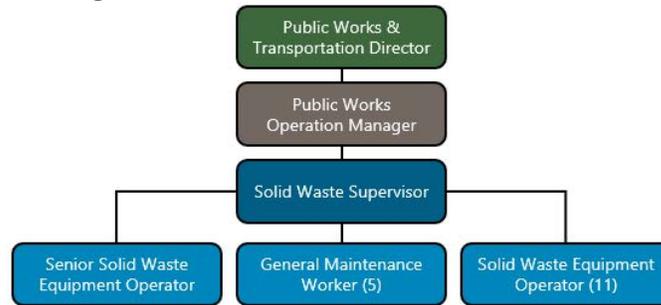
Streets Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	757,383	708,200	695,000	725,300	2.41%
FICA	55,983	55,155	53,168	55,500	0.63%
Group Insurance	167,869	129,630	140,000	143,300	10.55%
General Retirement	68,523	71,100	70,543	84,000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

Budget Highlights

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

SOLID WASTE DEPARTMENT

Reports to Assistant Town Manager



Mission Statement

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

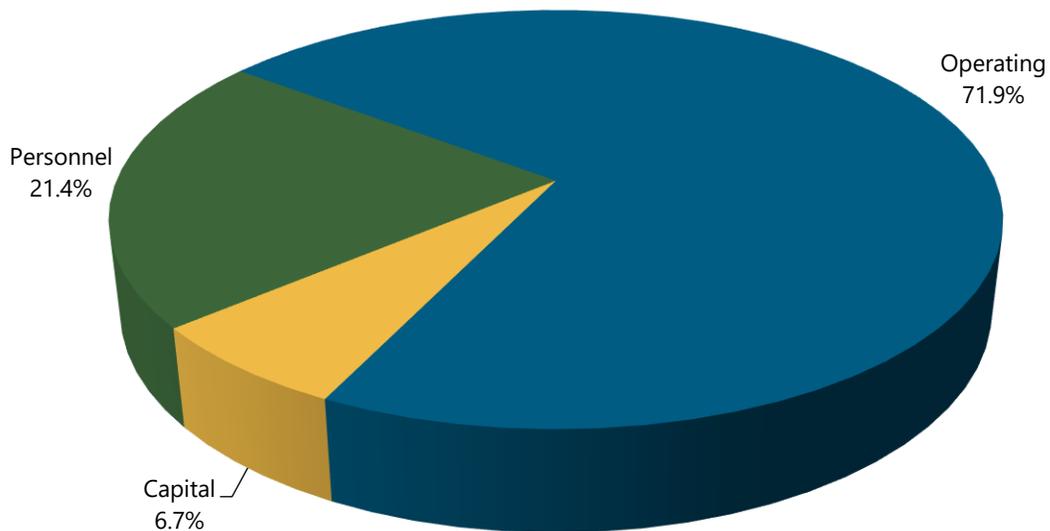
FY 2021-2022 Budget Highlights

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

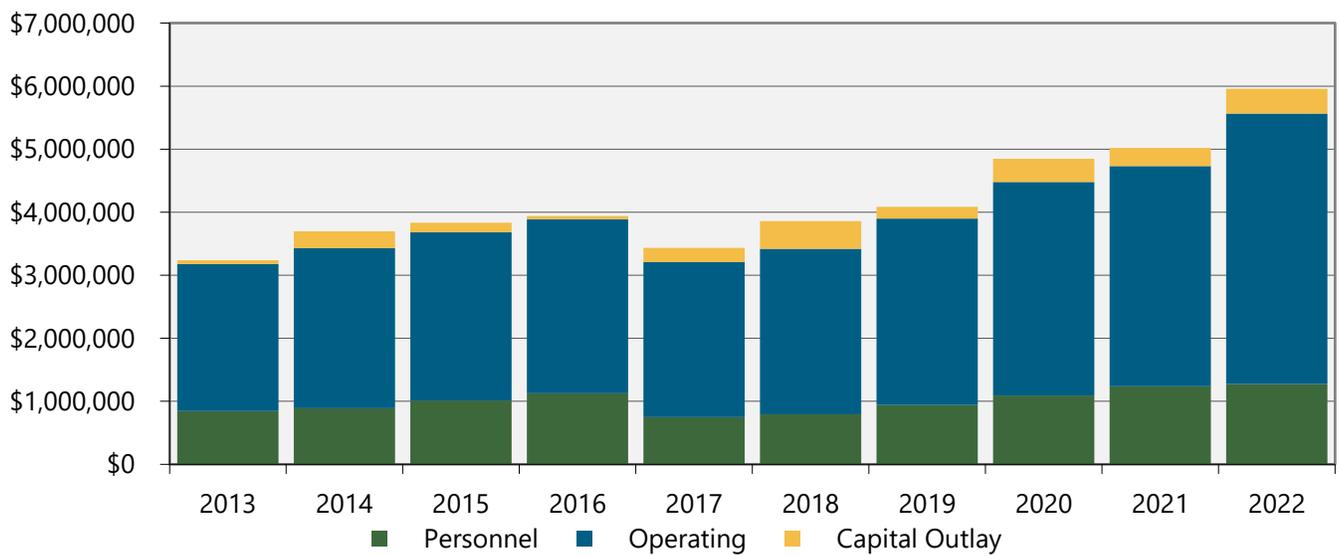
Budget Summary

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

Solid Waste Expenditures by Type



Solid Waste Expenditure History



Line Item Expenditures

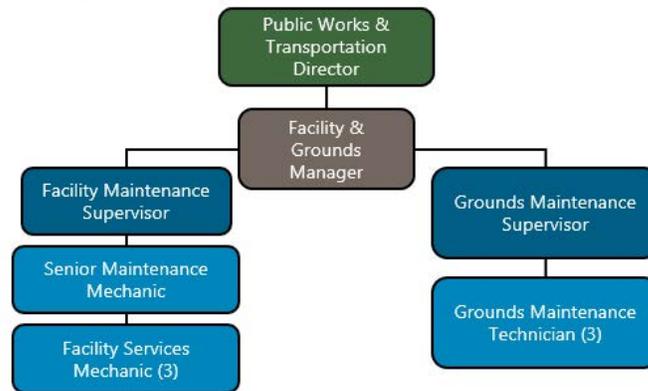
Solid Waste Expenditures					
Line Item	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Salaries	739,724	864,500	843,487	857,600	-0.80%
FICA	55,665	66,200	64,527	65,600	-0.91%
Group Insurance	167,340	164,500	155,590	170,000	3.34%
General Retirement	66,895	87,900	85,614	98,600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

Budget Highlights

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

FACILITY SERVICES

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

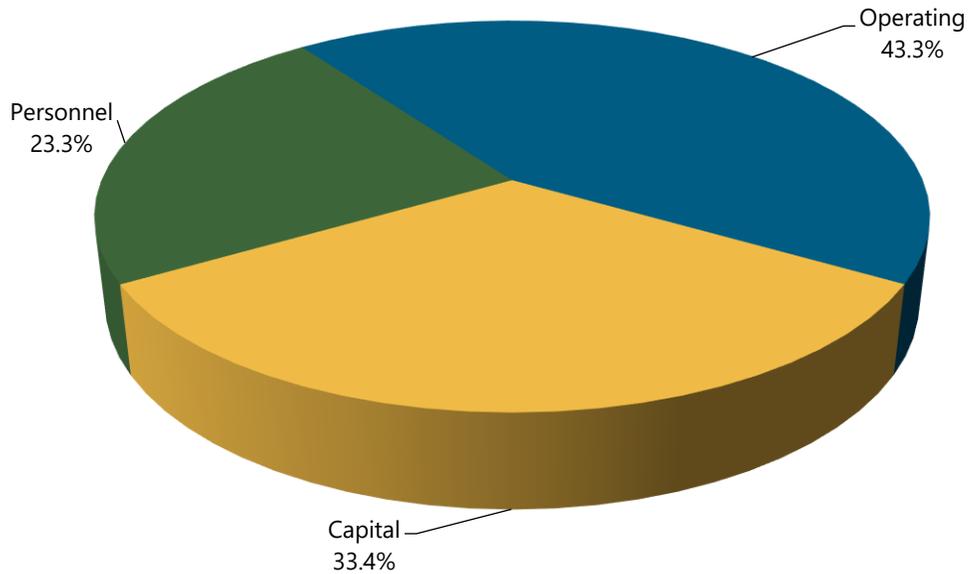
FY 2021-2022 Budget Highlights

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

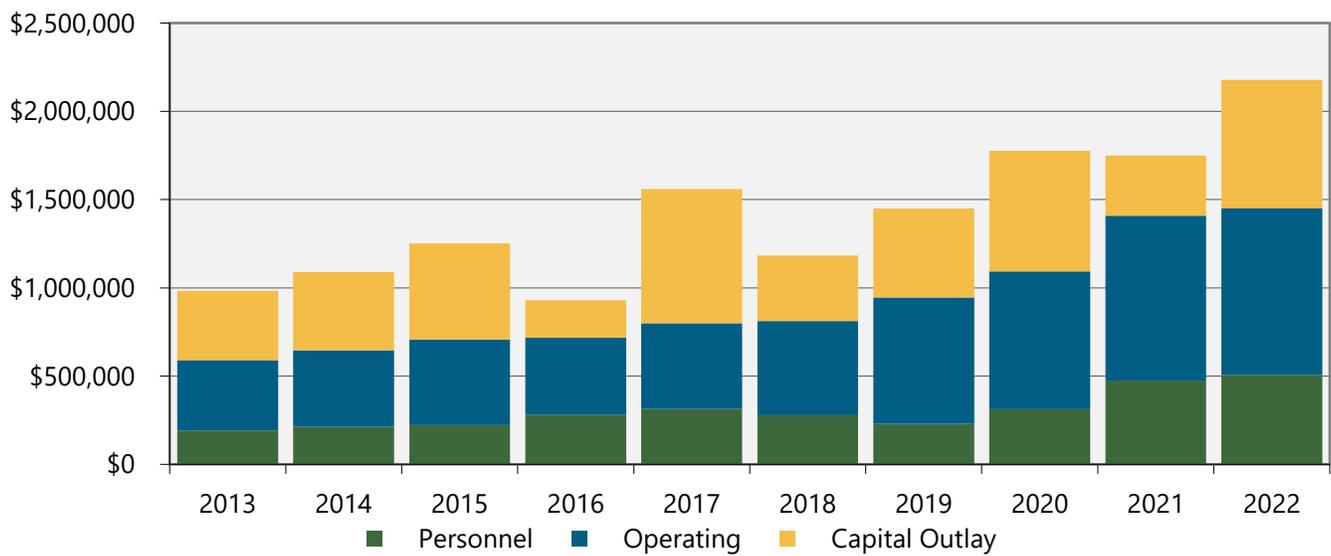
Budget Summary

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

Facilities Expenditures by Type



Facility Services Expenditure History



Line Item Expenditures

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

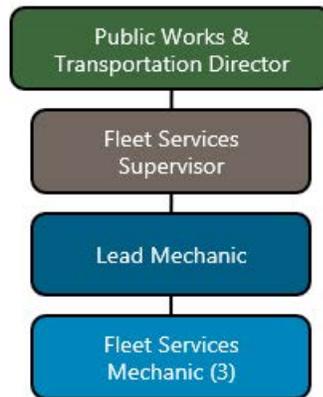
Budget Highlights

Facility Services: Budget Highlights

New Personnel		Contracted Services (44500)	
Grounds Maintenance Technician (LSE)	16,998	Custodial Contract	59,950
Senior Facility Maintenance Mechanic	42,426	Landscape Contract	108,900
	59,424	ADA Transition Plan Implementation	20,000
Maintenance & Repair Building (41500)		Miscellaneous Equip Maintenance	25,000
Town Hall Maintenance	65,000	Building Automation System Fees	20,000
Tile second floor Public restrooms	23,000	Pest Control Contract	15,600
Paint for 3rd Floor Town Hall	25,000	Fire Sprinkler Contract	4,400
Carpet for 3rd Floor Town Hall	54,000	Generator Contract	22,500
Tile for 3rd floor public bathrooms Town Hall	23,000	Load Bank Test for PD Genset	1,700
Fire Alarm Cellular Communicator Migrations	20,000	PW Rugs and Shop Rags	6,500
Paint exterior doors and casings at PWO	10,000	Fire Alarm Monitoring Cont.	4,500
Community Center re-keying	15,000	Fire Alarm Test & Inspect	16,100
	235,000	Fire Extinguisher Contract	3,700
Travel & Training (41400)		Chiller Maintenance Contract	7,900
New Employee Cost	1,570	Overhead Door PM Contract	9,000
Facility Module Courses	960	PD Boiler Maintenance Agreement	4,000
BCxA Courses	2,800	Elevator Inspections NCDOL	950
Electrical License Classes	300	Elevator Maintenance Contract	6,900
APWA Conference Registration (for 2)	2,000	Alarm Monitoring for Panic	2,500
Local/Government License	520	Panic Button Annual Test	1,550
Code Books	1,400	Boiler Safety Inspections	500
Pesticide licensing	200	Secure Access Brivo Web	9,600
LTAP courses	1,300	Fire Alarm Communicator Migrations	3,250
CPR Training	1,350		355,000
	12,400	Lease Payments (44900)	
Software License & Maintenance (44509)		CSX014182 (Hunter Street)	650
AEC Collection Single-User	2,750	CSX SCL 4058 (Depot Street)	1,520
New World	500	Wake County Taxes (Saunders Street lot)	1,500
Office365	750	Seaboard Street Lease	13,000
Executime	540	CSX869918_ID Location	10,730
CityWorks	4,560		27,400
ArcGIS Online	1,100	Capital Outlay Equipment (47400)	
NearMap	200	Replace Unit #176 (06 F350, 139k miles)	75,000
Radley/CityWorks Storeroom	1,200	Boom mower attachment & blower	16,300
	11,600		91,300
		Capital Outlay Improvements (47300)	
		PWO Building Renovations (50%)	415,000
		PW Operations Retention Wall	80,000
		Mechanical (HVAC/Chiller) Upgrades	140,000
			635,000

FLEET SERVICES

Reports to Assistant Town Manager



Mission Statement

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

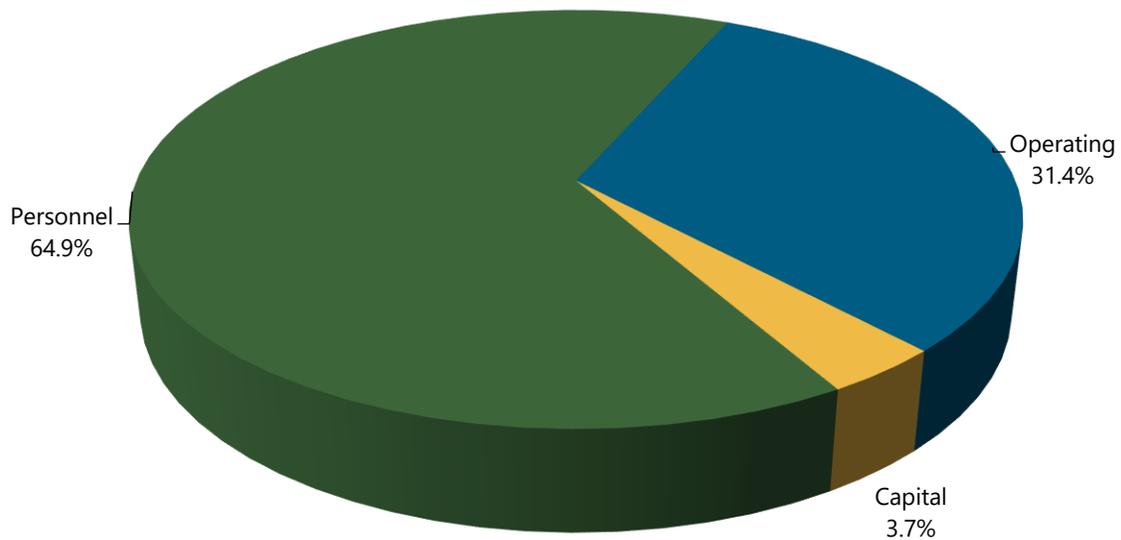
FY 2021-2022 Budget Highlights

- The Fleet Services Department budget increased by 2.57 percent in FY21-22.
- The Fleet Services budget accounts for 0.65 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.31 per capita for Fleet Services in FY21-22.
- Major budget changes include \$19,000 in capital equipment including a tilt equipment trailer and a tire changer.

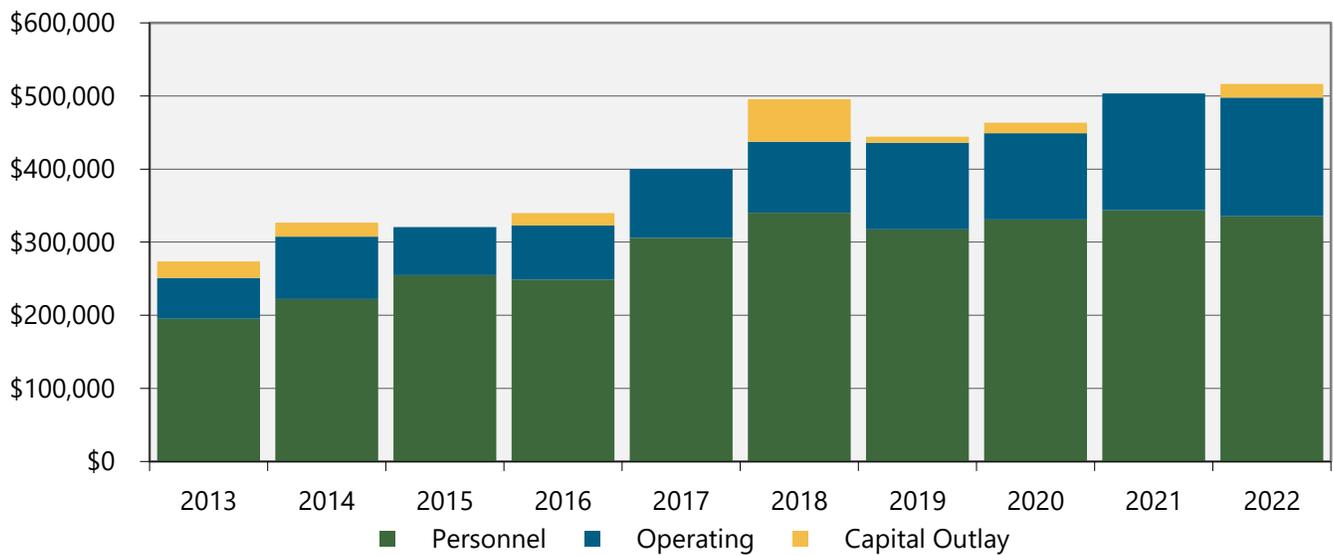
Budget Summary

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

Fleet Expenditures by Type



Fleet Expenditure History

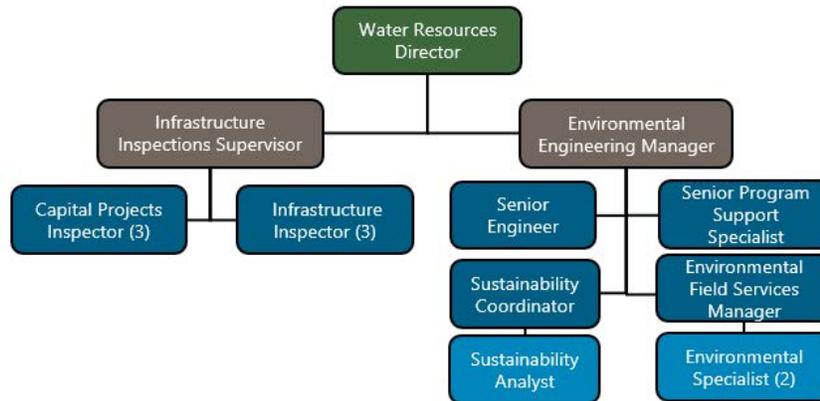


Line Item Expenditures

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

WATER RESOURCES & UTILITY ENGINEERING

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

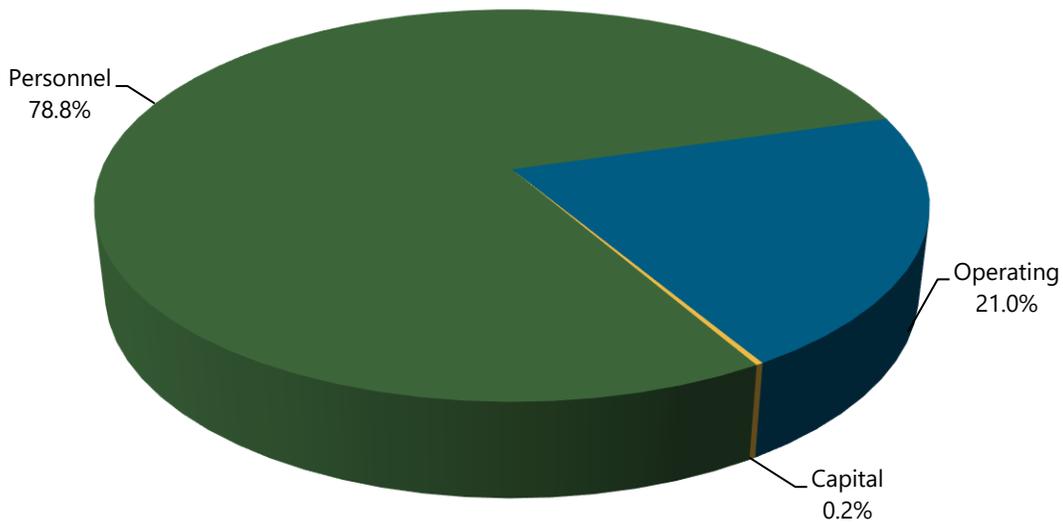
FY 2021-2022 Budget Highlights

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

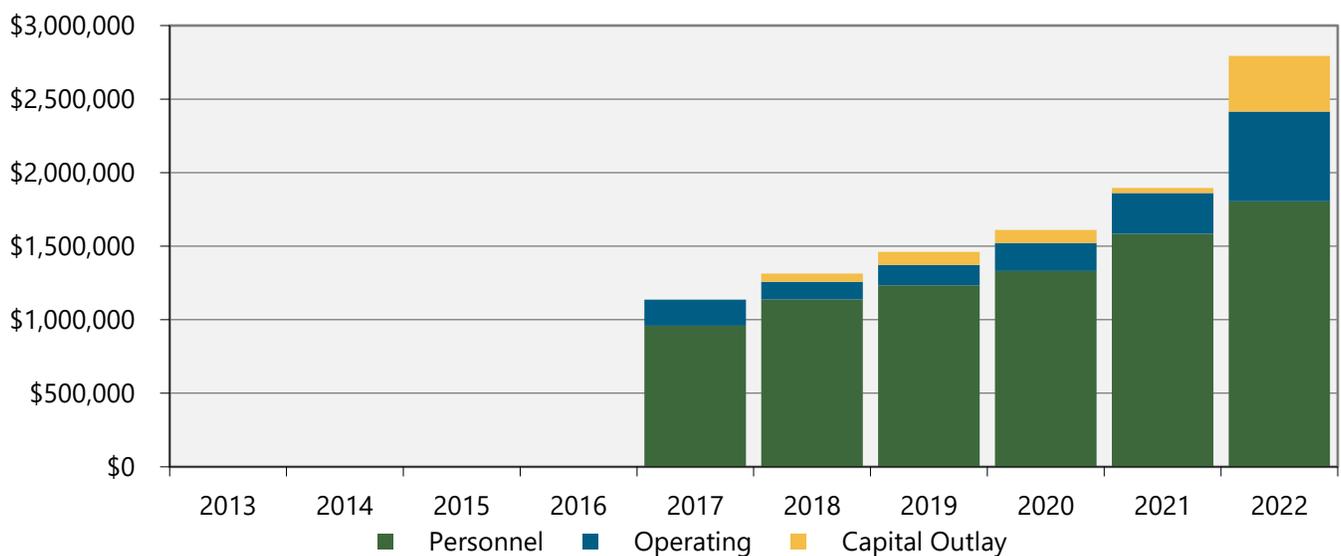
Budget Summary

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

Water Resources & Utility Engineering Expenditures by Type



Water Resources & Utility Engineering Expenditure History

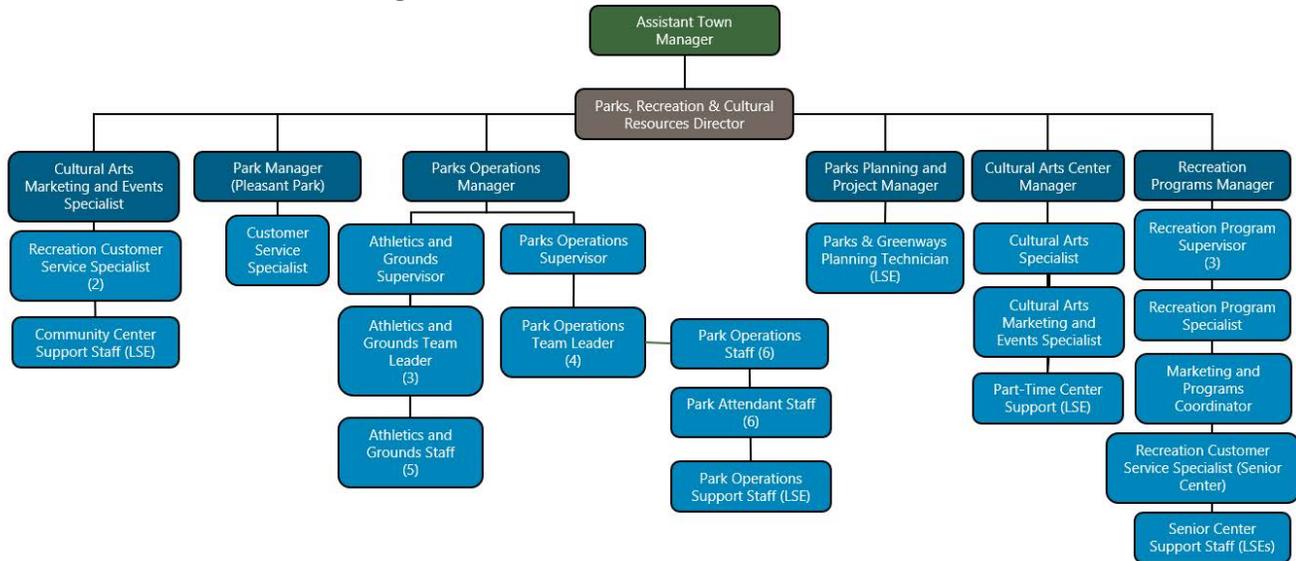


Line Item Expenditures

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

PARKS, RECREATION & CULTURAL RESOURCES

Reports to Assistant Town Manager



Mission

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

Description

The Parks, Recreation, & Cultural Resources Department includes 44 full-time positions and engages with over 100 contractors, part-time staff, and volunteers. The department is responsible for maintaining and overseeing approximately 407 acres of active parkland, as well as 163 acres of undeveloped parkland, the Cultural Arts Center, the Community Center, the Senior Center, the Rodgers Family Skate Plaza, two dog parks, approximately 19 miles of developed public greenways, and 3.8 miles of natural trails. The department is comprised of three divisions: Administrative, Recreation Programs, and Park Operations. The Administrative Division is responsible for the overall management of Town parks and their adjacent facilities. The Recreation Programs Division is responsible for planning and executing a wide range of recreational and athletic programs for adults, children, seniors, and the special needs population, along with overseeing facility rentals. The Park Operations Division is responsible for the daily and long-term maintenance of all Town parks, public greenways, and several Wake County school facilities. Additionally, the division assists with the planning of new public park facilities.

Recent Accomplishments

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

Upcoming Projects

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

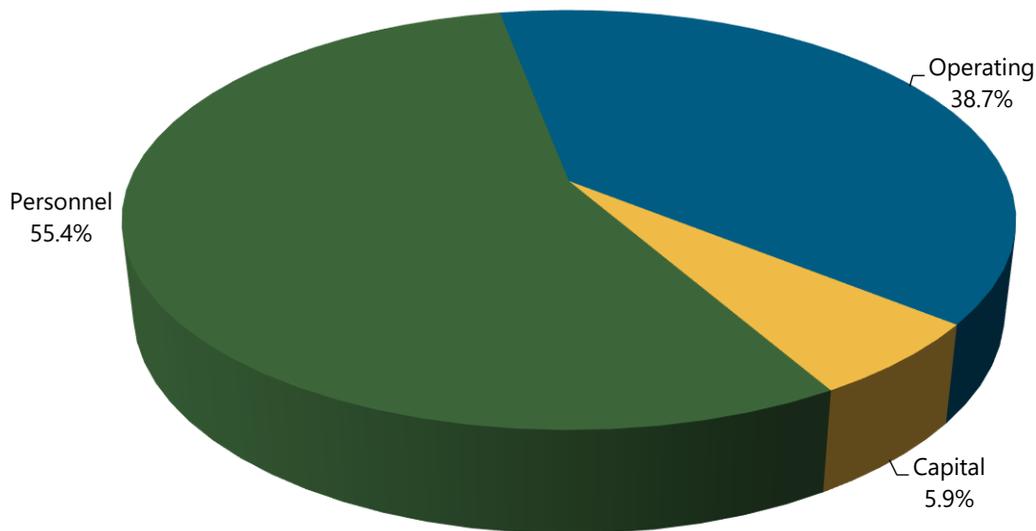
FY 2021-2022 Budget Highlights

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

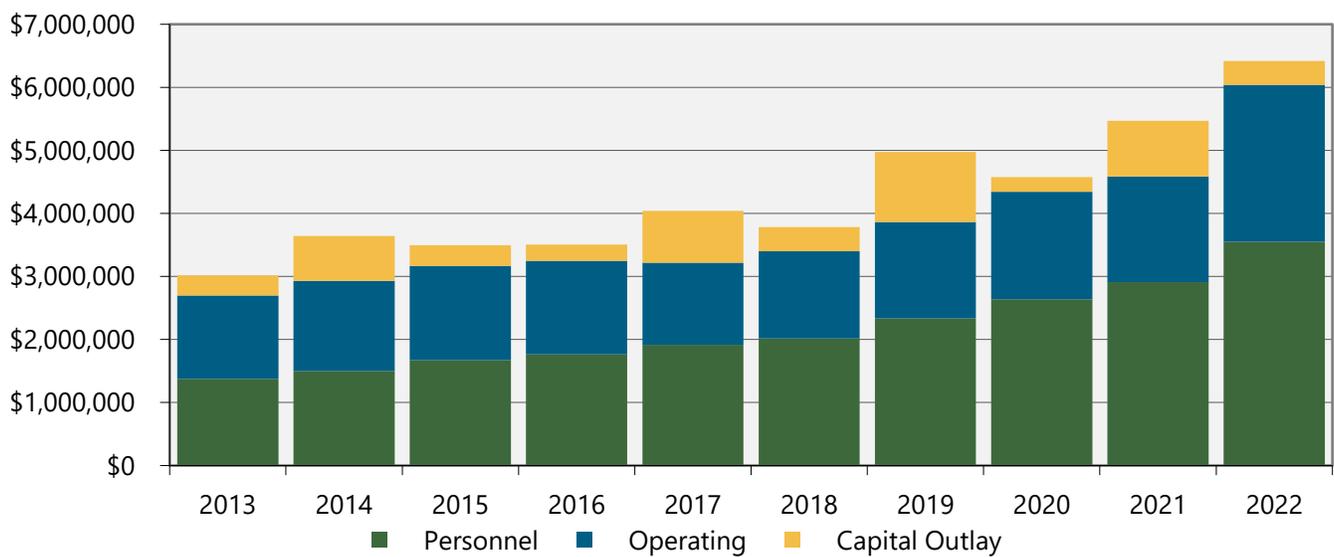
Budget Summary

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

Parks & Recreation Expenditures by Type



Parks & Recreation Expenditure History



Line Item Expenditures

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

Budget Highlights

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

CULTURAL ARTS CENTER

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

- Collaborate with Park Operations Division to design and plan environmental education programming, to be housed in the future Environmental Education Center, featured in the five-year capital improvement plan.
- Present a five-month summertime series of 17 concerts and movies at Apex Nature Park. Additionally, produce and present the first outdoor theater offerings, *Laughter in the Park*, in summer 2021.
- Continue work with the Public Art Committee on the implementation of the Town’s Public Arts Plan, which includes the installation of new murals, continued offering and expansion of Sculpture Walk, and festive sidewalk and alleys

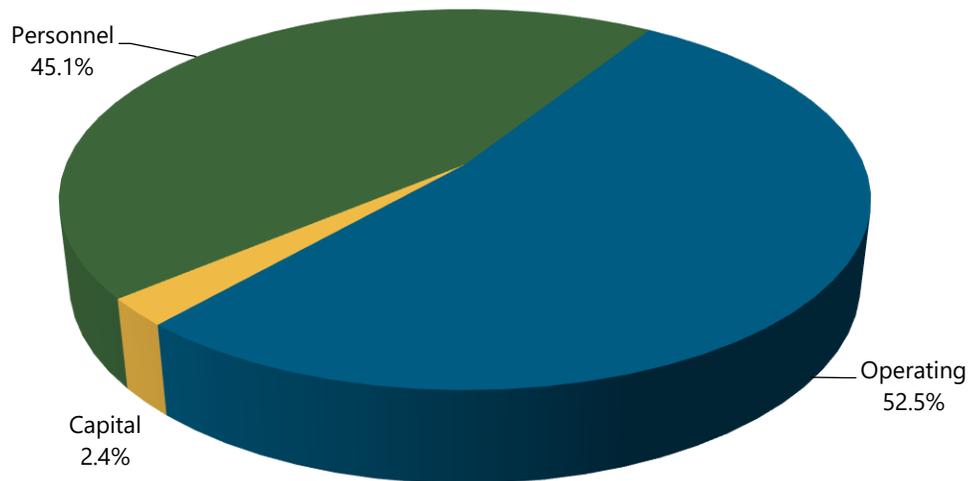
FY 2021-2022 Budget Highlights

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

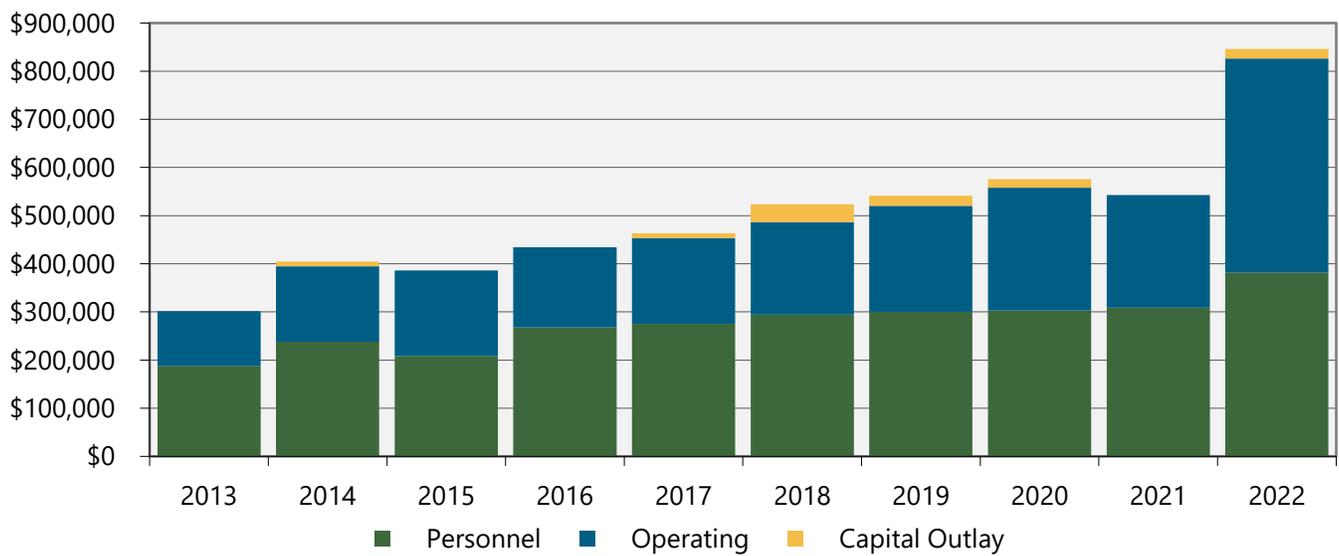
Budget Summary

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

Cultural Arts Center Expenditures by Type



Cultural Arts Center Expenditure History



Line Item Expenditures

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

Budget Highlights

Halle Cultural Arts Center: Budget Highlights

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

General Fund Non-Departmental

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

Other Uses

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

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

Cemetery

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

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

Special Appropriations

Special Appropriations accounts in the General Fund include funding for non-profit agencies. The funding of non-profit agencies supports the delivery of vital community services. Non-profit agencies go through an application process to be considered for funding from the Town. The Town dedicates \$1 per capita toward non-profit funding.

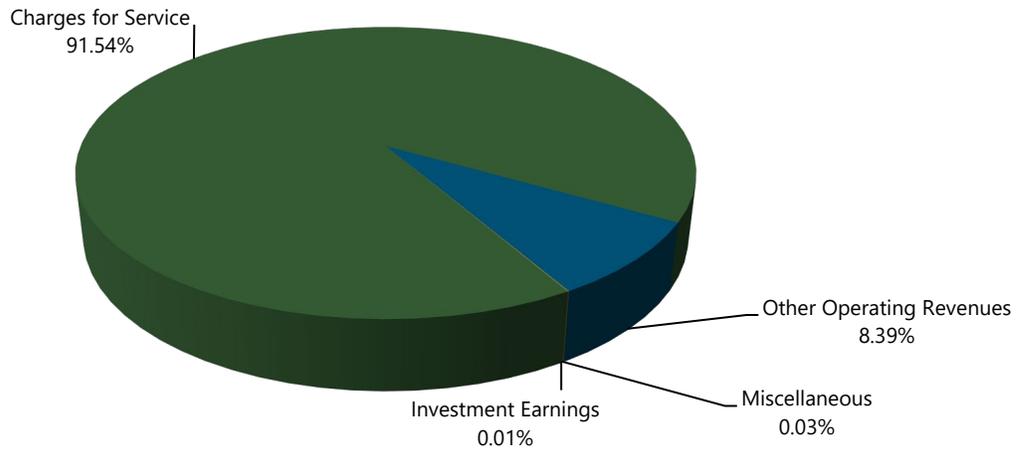
General Fund Special Appropriations					
Account Description	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Recommend	Percent Change
Apex Farmer's Market	10,000	20,000	20,000	18,000	-10.00%
Transitions Life Care	12,300	5,000	5,000	8,000	60.00%
Apex Downtown Business Association	10,000	20,000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

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

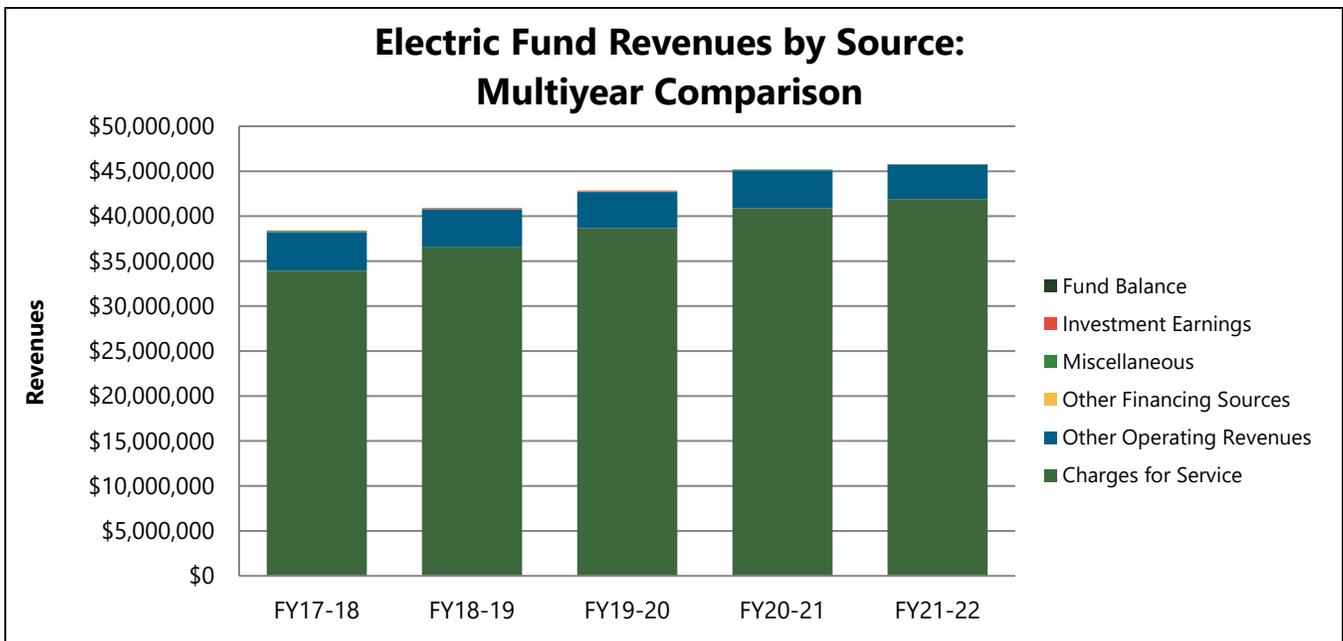
Revenues by Source

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

Electric Fund Revenues by Source FY21-22



Electric Fund Revenues by Source: Multiyear Comparison



Source Descriptions

Charges for Service

Electric charges account for 91.54 percent of Electric Fund revenues. Electric consumption by citizens and other customers generates these revenues. The Town has a residential base charge of \$15.05 and a per kWh energy charge of \$.0993 for November through June and \$.1029 for July through October. Electric charges, along with penalties and reconnection fees account for \$41.91 million in the FY21-22 Electric Fund budget.

Other Operating Revenues

The Town collects sales tax on utility charges and collects fees to offset the cost of system expansion and installing new meters. These revenues account for \$3.84 million in the FY21-22 Electric Fund budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for \$10,000 in the FY21-22 Electric Fund budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings account for \$6,000 in the FY21-22 Electric Fund budget.

Miscellaneous

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

Fund Balance Appropriated

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no fund balance appropriations in the FY21-22 Electric Fund budget.

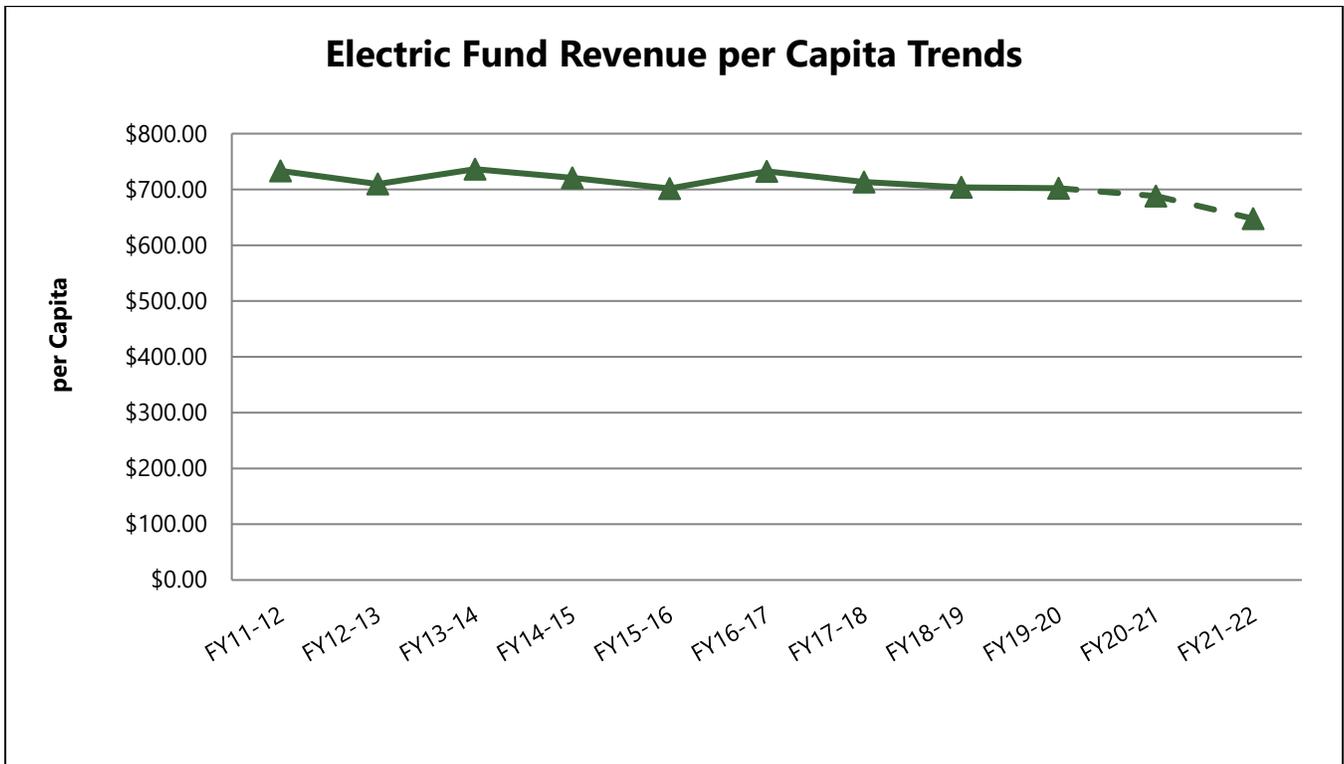
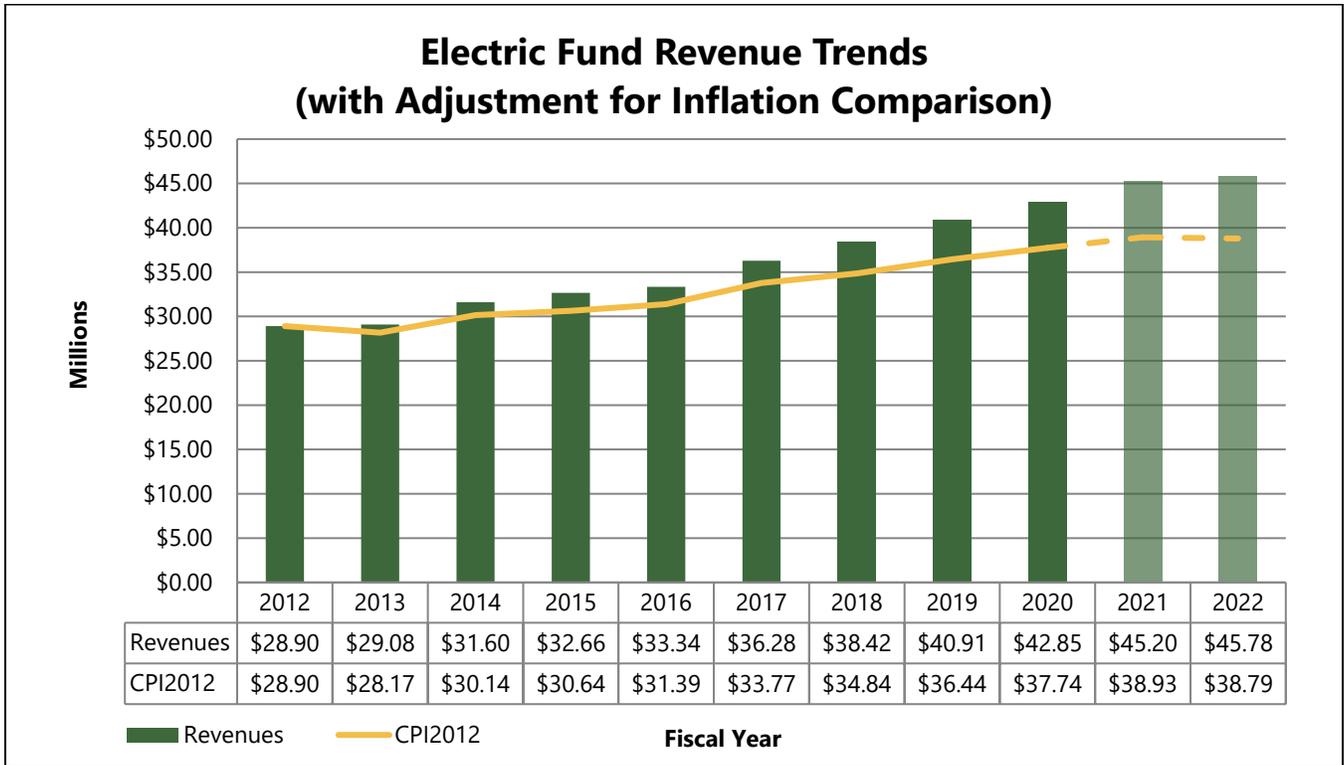


Revenues by Line Item

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



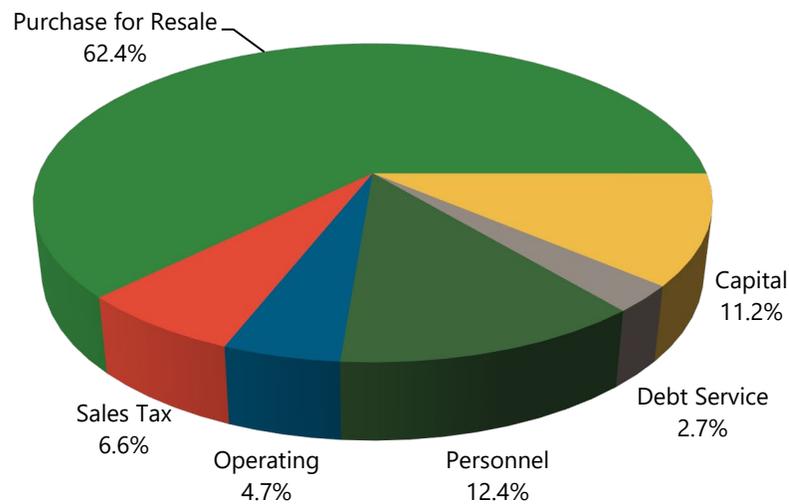
Revenue Trends



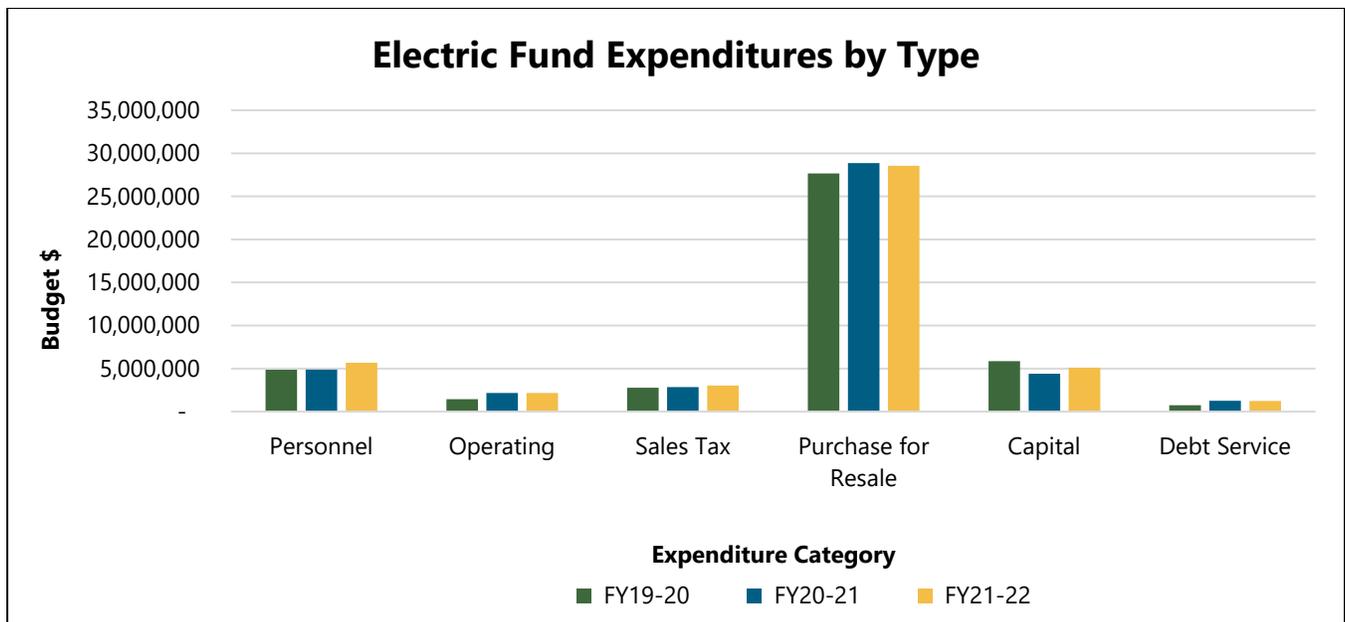
Expenditures by Type

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

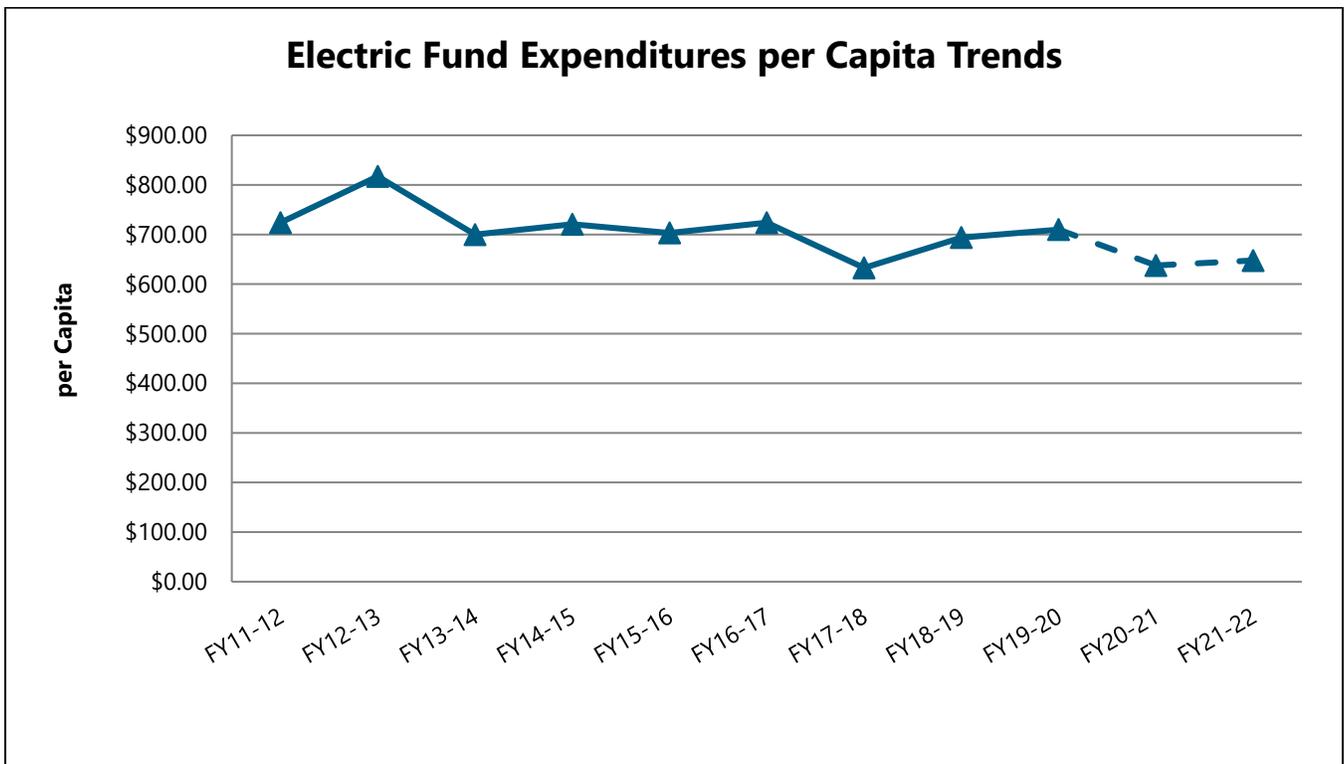
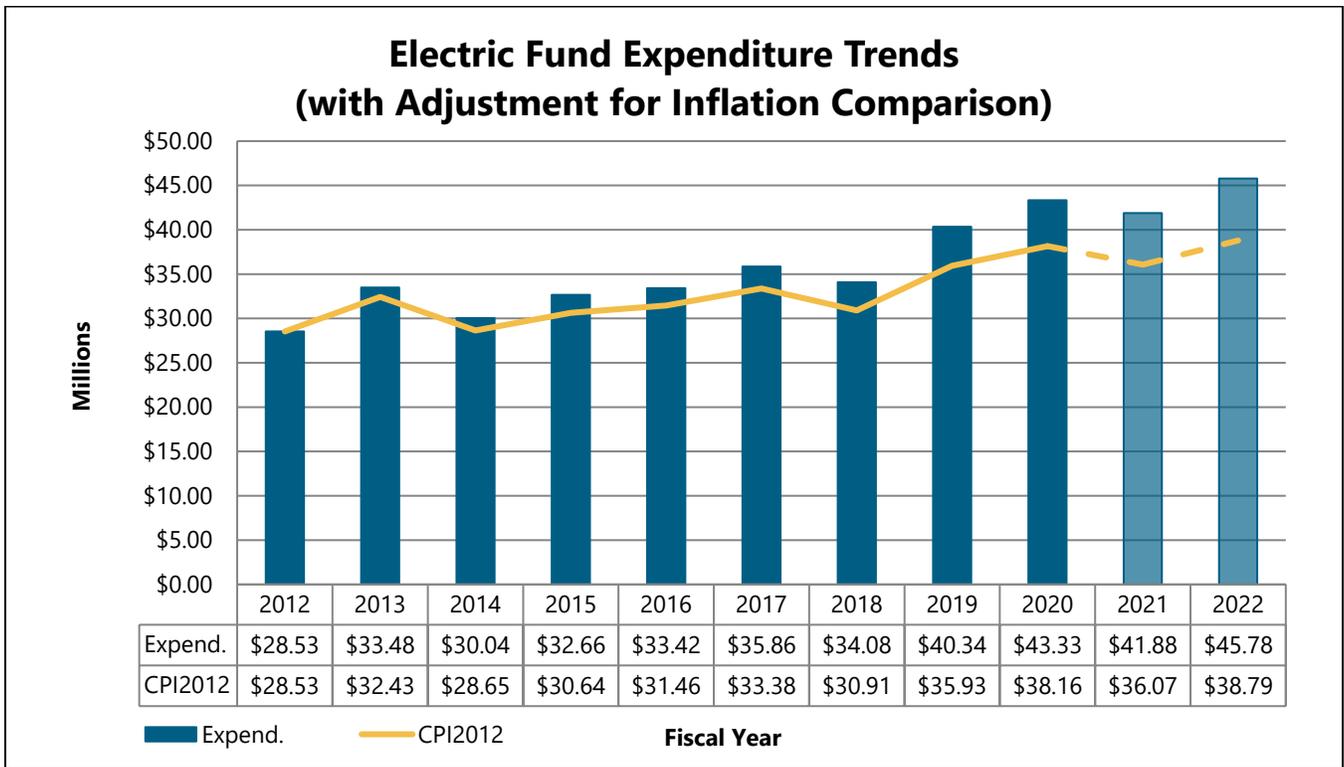
Electric Fund Expenditures by Type FY21-22



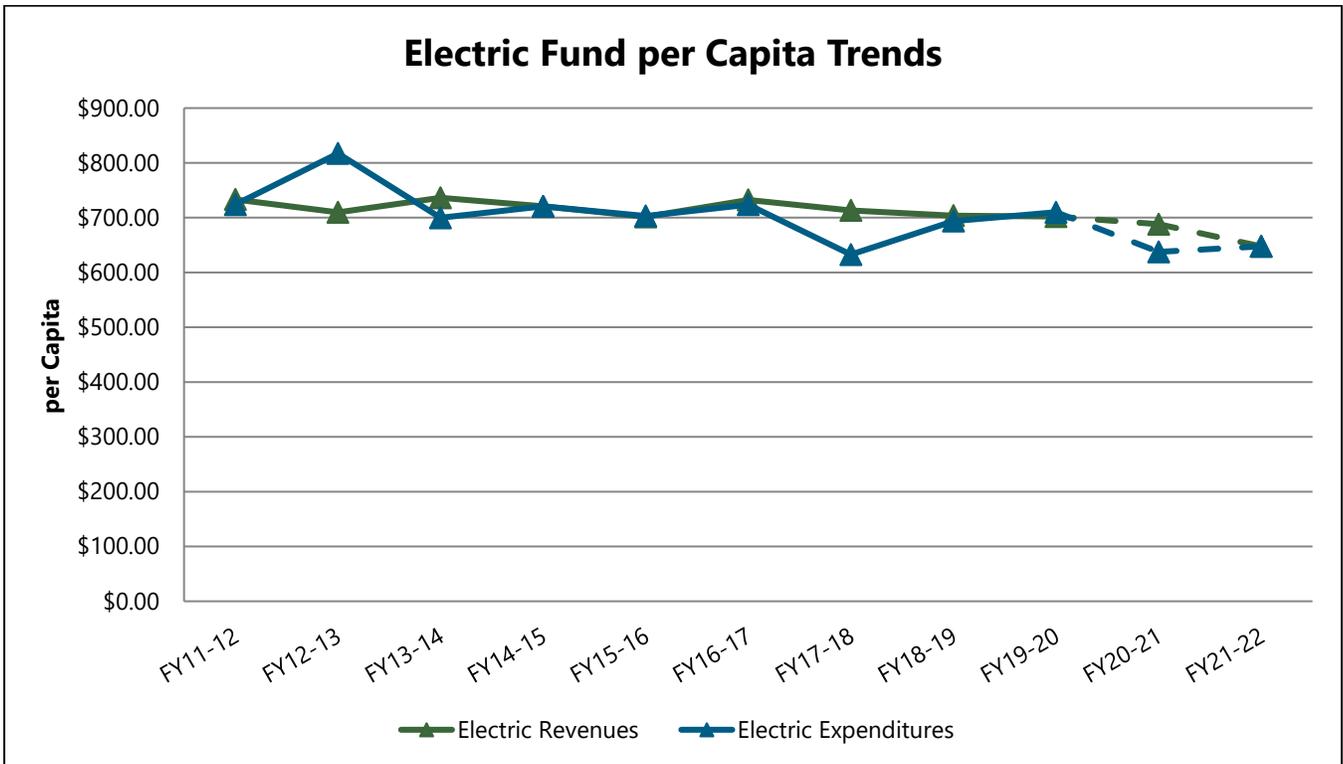
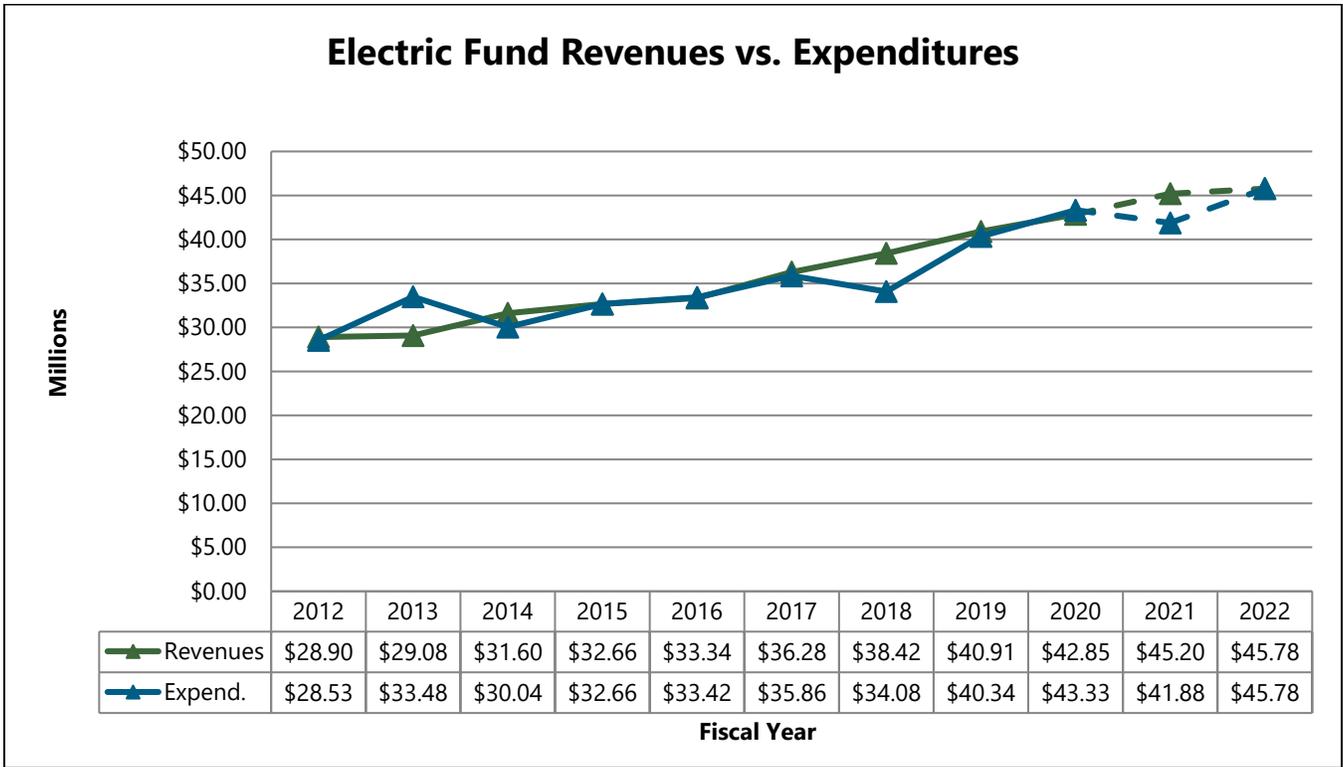
Electric Fund Expenditures by Type



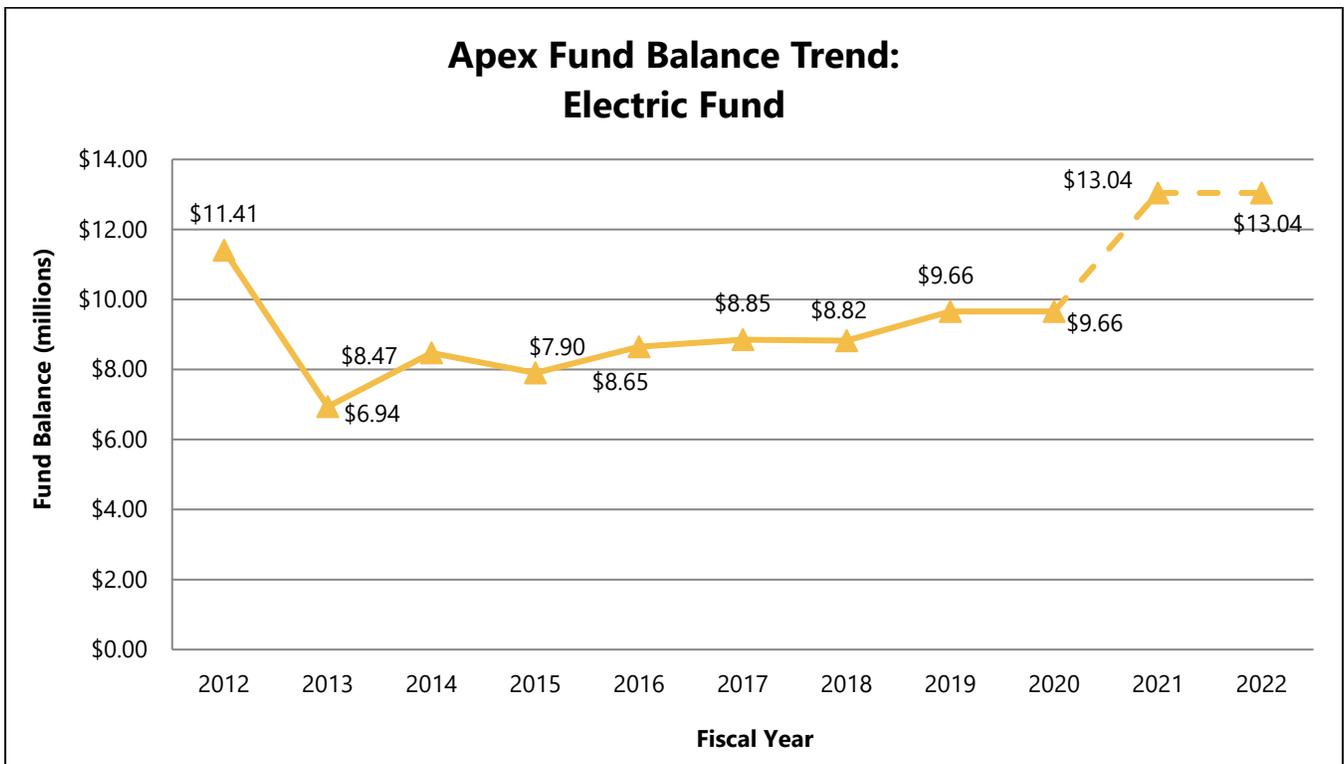
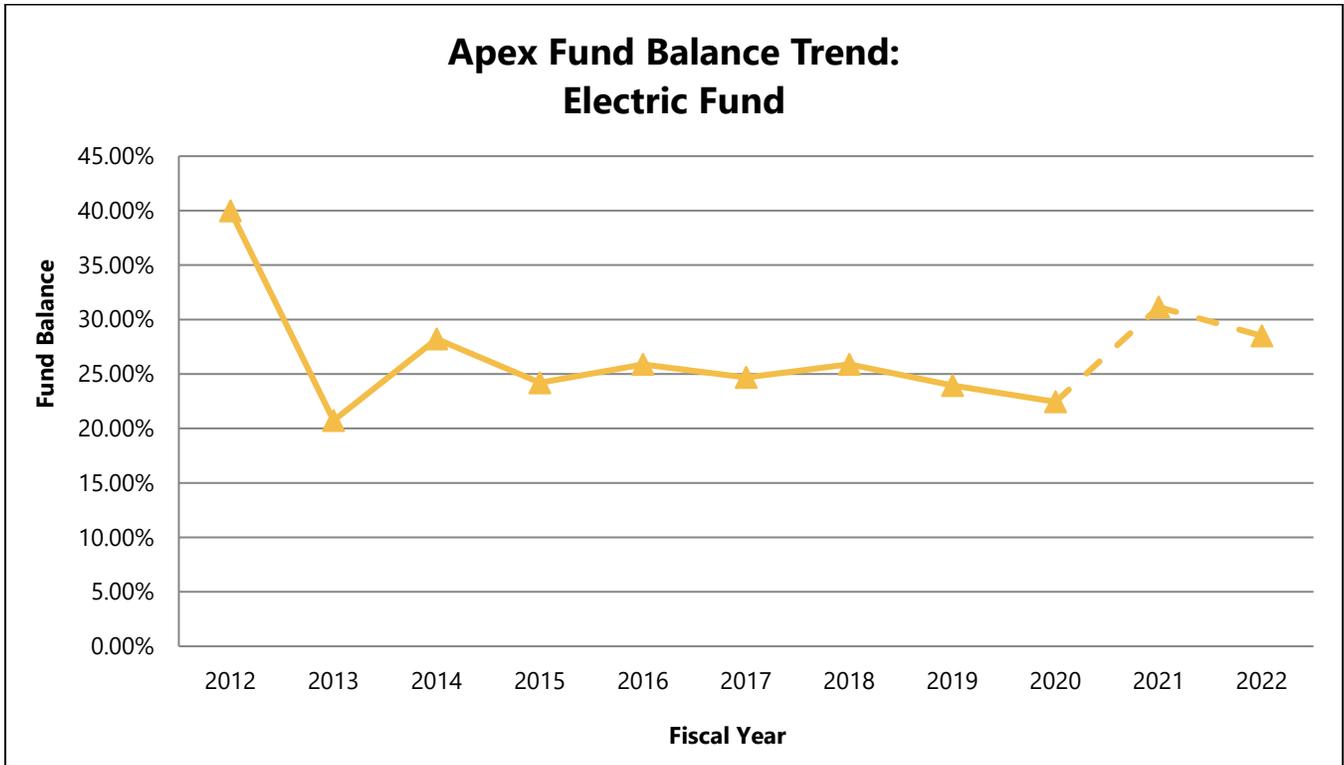
Expenditure Trends



Revenues vs. Expenditures

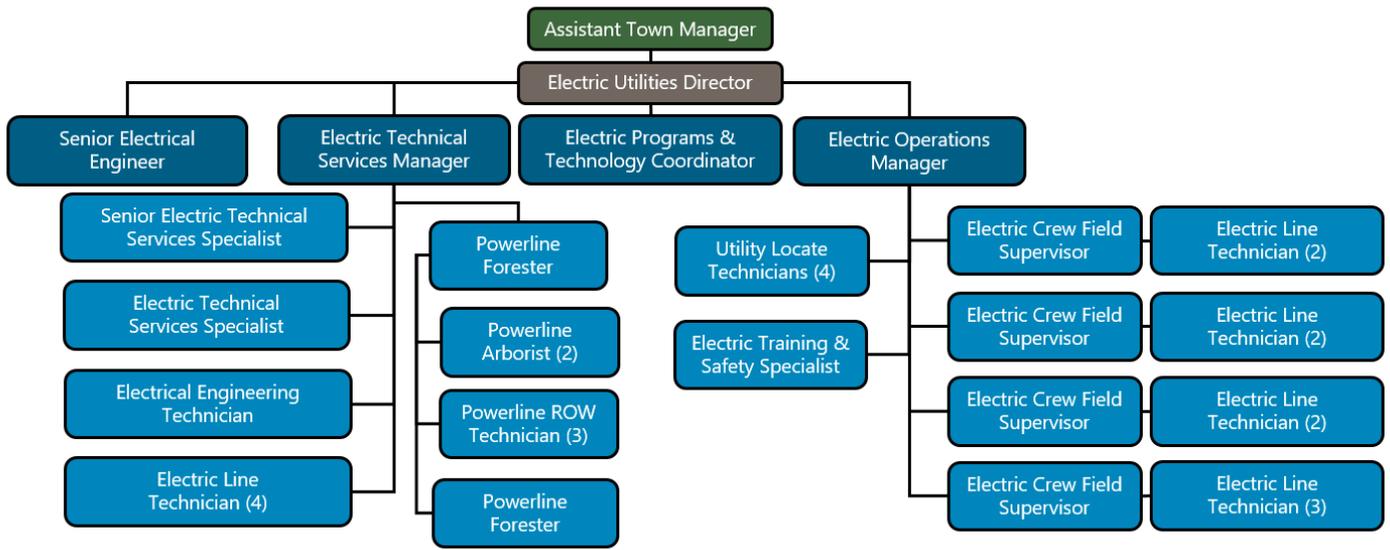


Fund Balance



ELECTRIC UTILITY

Reports to Assistant Town Manager



Mission

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

Description

The Town of Apex owns and operates an electric distribution system that supplies power to over 25,900 residential and commercial customers. Responsibilities of the Electric Utility Department include developing engineering designs, coordinating material purchases and deliveries, construction, performing electric system maintenance, including necessary upgrades, conducting substation monitoring and testing, and restoring outages.

Recent Accomplishments

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

Upcoming Projects

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

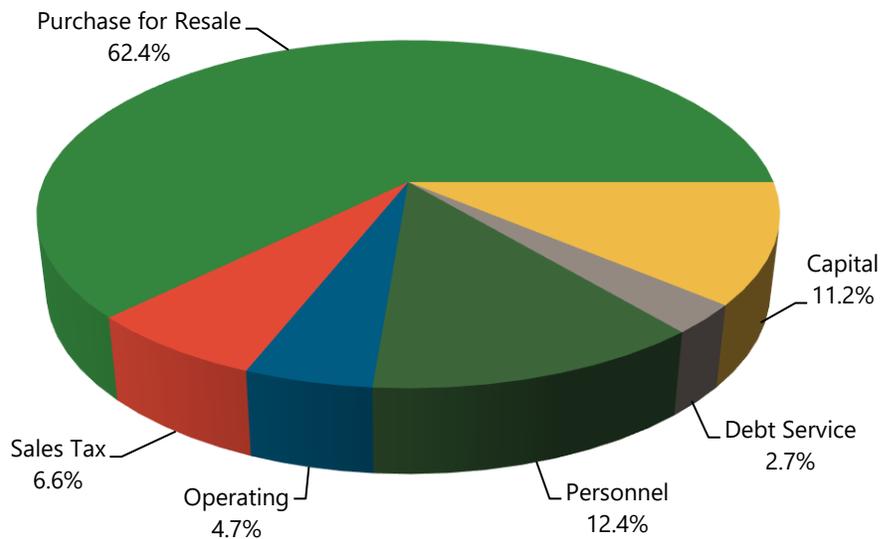
FY 2021-2022 Budget Highlights

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

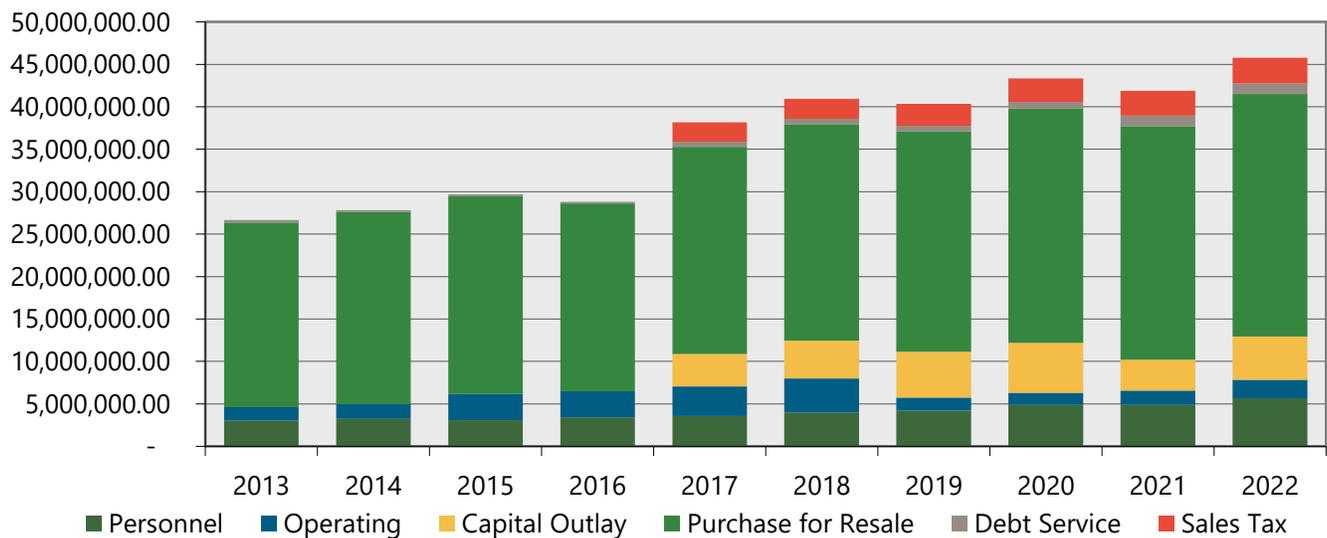
Budget Summary

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

Electric Fund Expenditures by Type FY21-22



Electric Fund Expenditure History



Line Item Expenditures

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

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

Budget Highlights

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

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

Other Uses

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

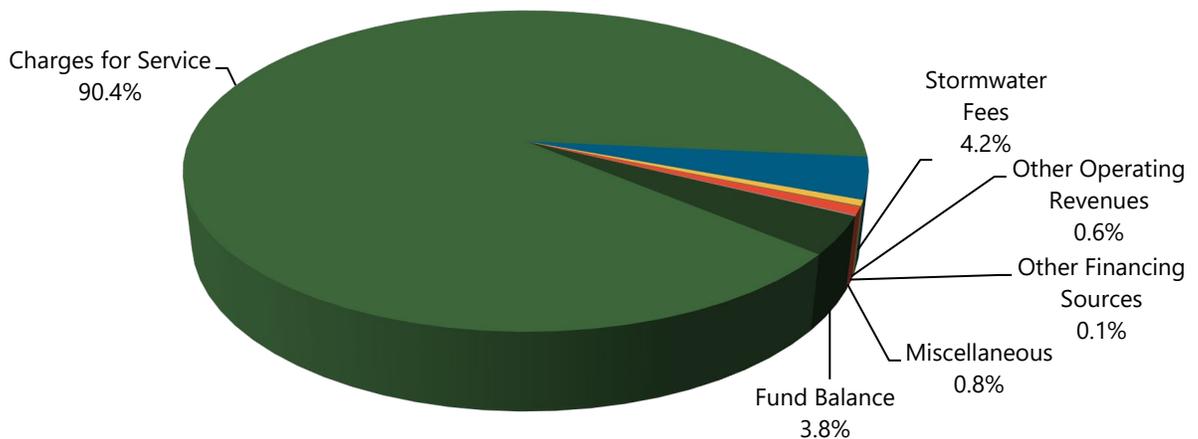
Electric Fund Other Uses					
Account Description	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Recommend	Percent Change
Transfer to W/S Project Fund	-	-	-	-	-
Transfer to Electric Capital Project	2,255,820	1,125,000	1,125,000	1,000,000	-11.11%
Total	\$ 2,255,820	\$ 1,125,000	\$ 1,125,000	\$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

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

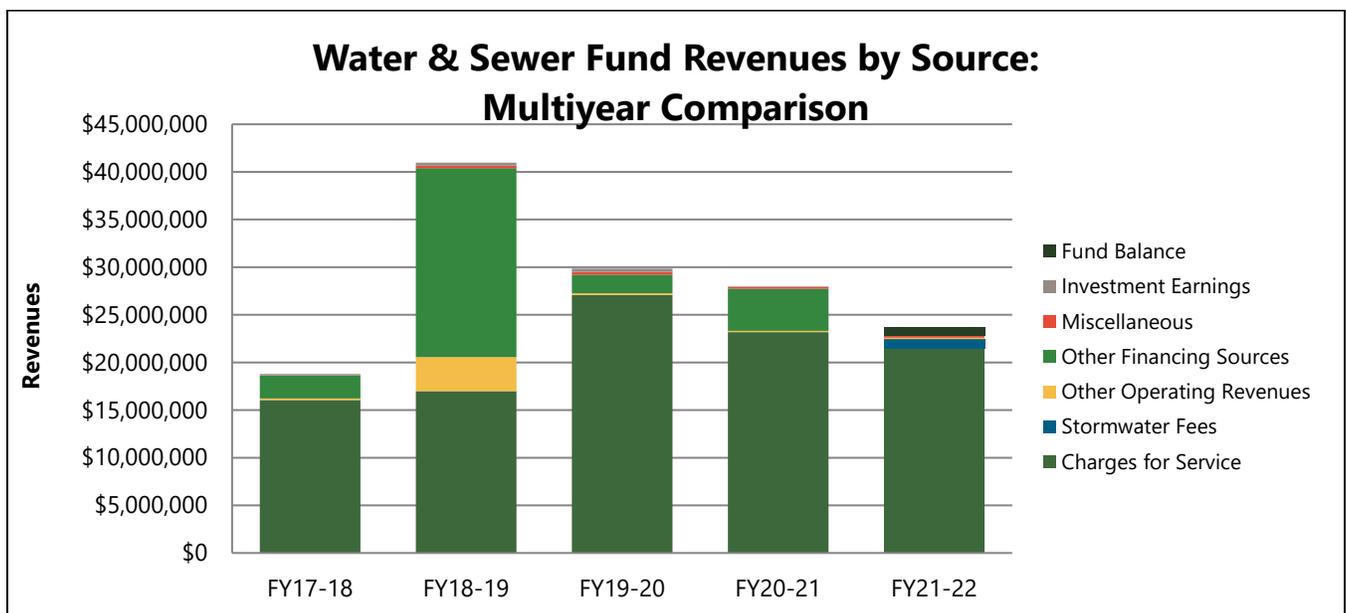
Revenues by Source

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

Water & Sewer Fund Revenues by Source FY21-22



Water & Sewer Fund Revenues by Source: Multiyear Comparison



Source Descriptions

Charges for Service

Water and sewer charges account for 90.4 percent of Water & Sewer Fund revenues. Water consumption and sewer usage by citizens and other customers generate these revenues. The Town has a tiered water rate structure with volumetric charges per 1,000 gallons and a base rate \$5.54 for residents. Tier 1 is \$4.19 for 0-6,000 gallons of consumption, tier 2 is \$4.82 for 6,001-12,000 gallons, and tier 3 is \$6.49 for consumption above 12,000 gallons. Sewer charges are also volumetric per 1,000 gallons but at a single rate of \$7.17 plus a base rate of \$10.04. Rates are double for customers not within the town limits. Water and sewer charges, including bulk water sales and tap fees account for \$20.22 million in the FY21-22 Water & Sewer Fund budget.

Stormwater Fees

Stormwater fees are collected by the Town to fund projects to maintain the stormwater system which helps in the effort to reduce runoff and improve water quality. Stormwater fees account for \$1 million in the FY21-22 Water & Sewer Fund budget.

Other Operating Revenues

Other operating revenues accounts for rental fees collected by the Town for use of water tanks by external agencies such as mobile phone companies. These revenues account for \$135,000 in the FY21-22 Water & Sewer Fund budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for \$15,000 in the FY21-22 Water & Sewer Fund budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings account for \$24,000 in the FY21-22 Water & Sewer Fund budget.

Miscellaneous

Miscellaneous revenues in the Water & Sewer Fund include revenues from water quality testing, re-inspection fees, and other sources. Miscellaneous revenues account for \$196,000 in FY21-22.

Fund Balance Appropriated

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There is \$900,000 in fund balance appropriations for the FY21-22 Water & Sewer Fund budget.

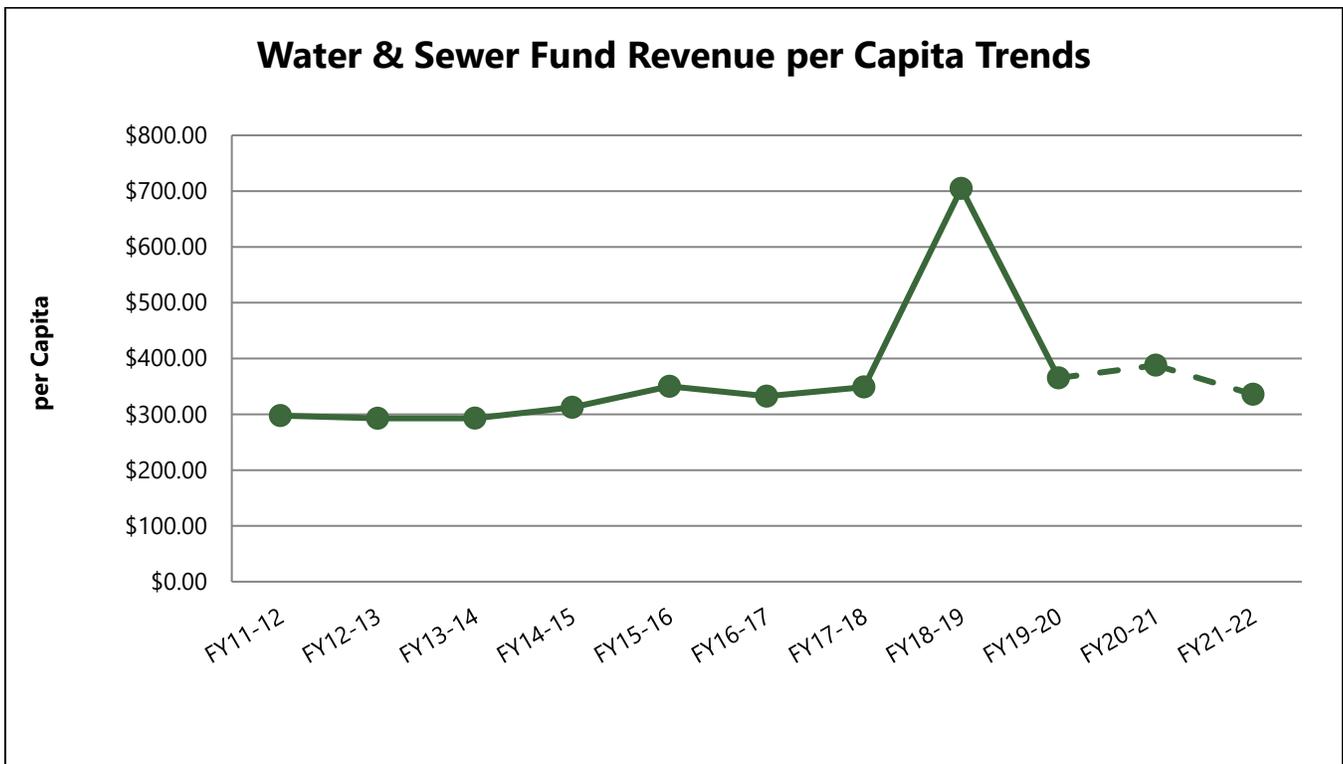
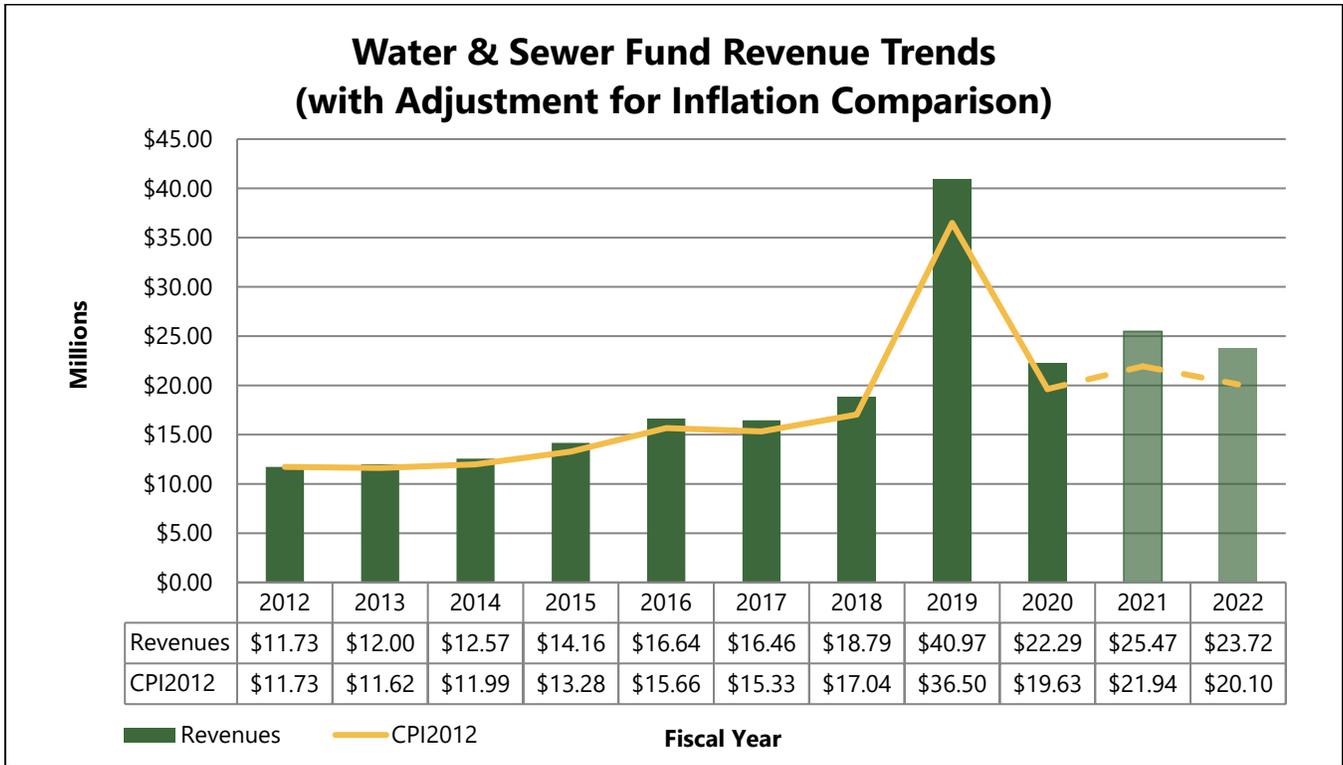


Revenues by Line Item

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

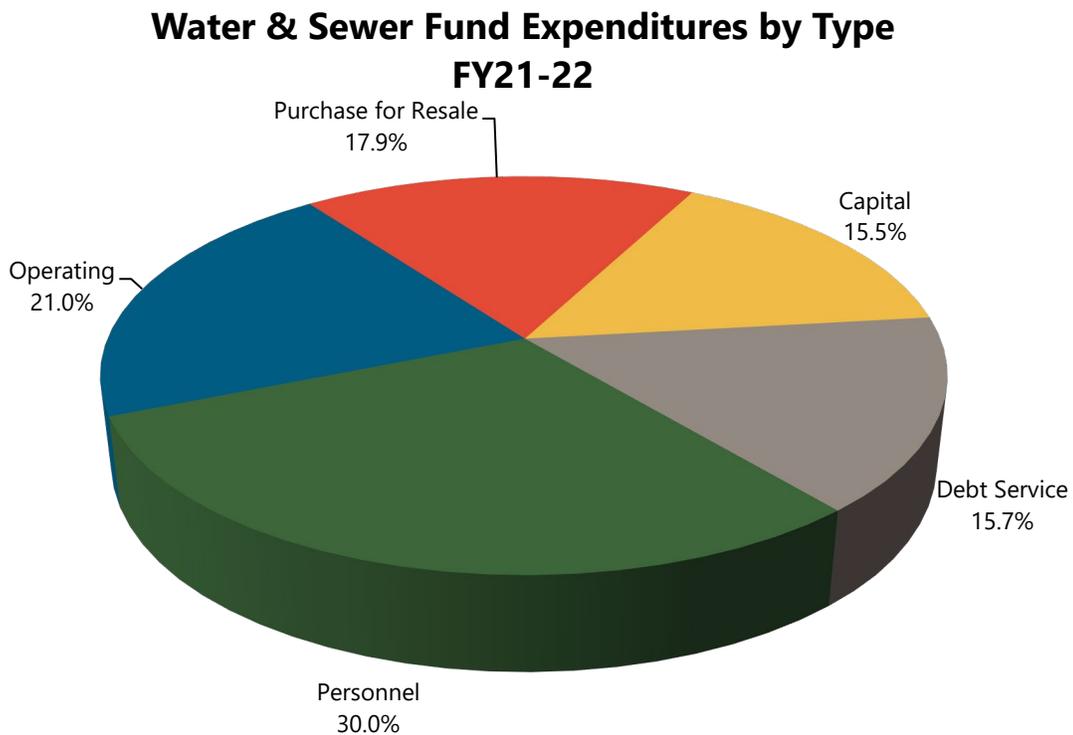


Revenue Trends

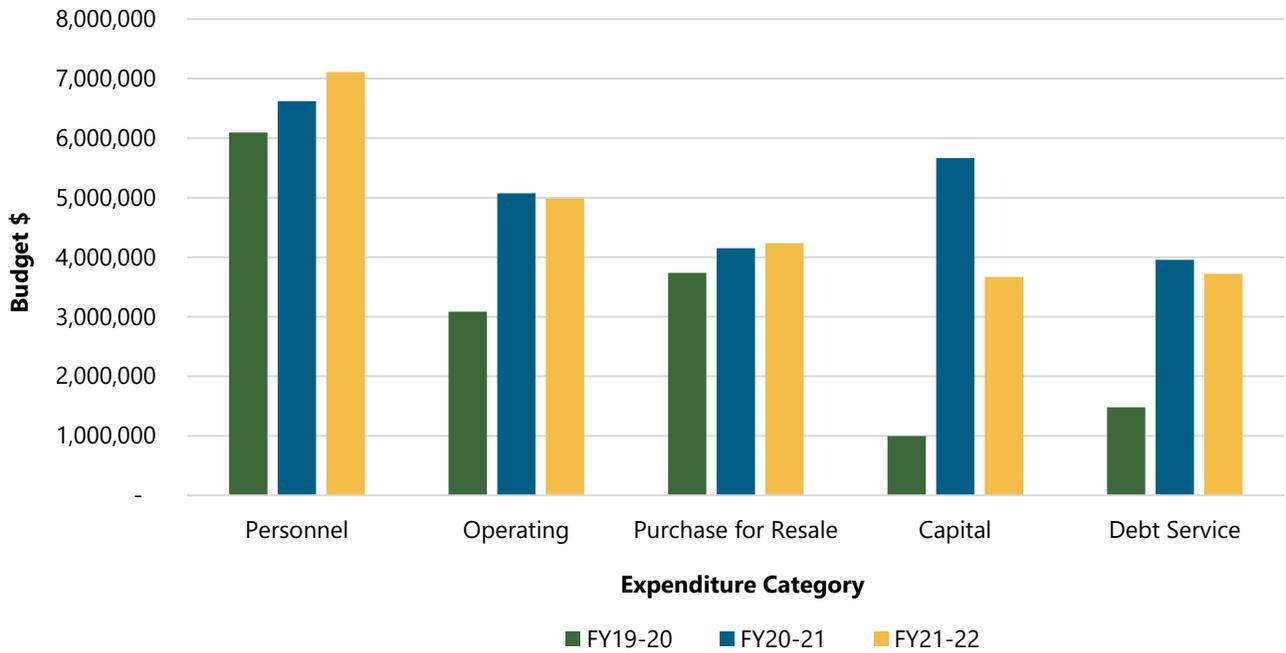


Expenditures by Type

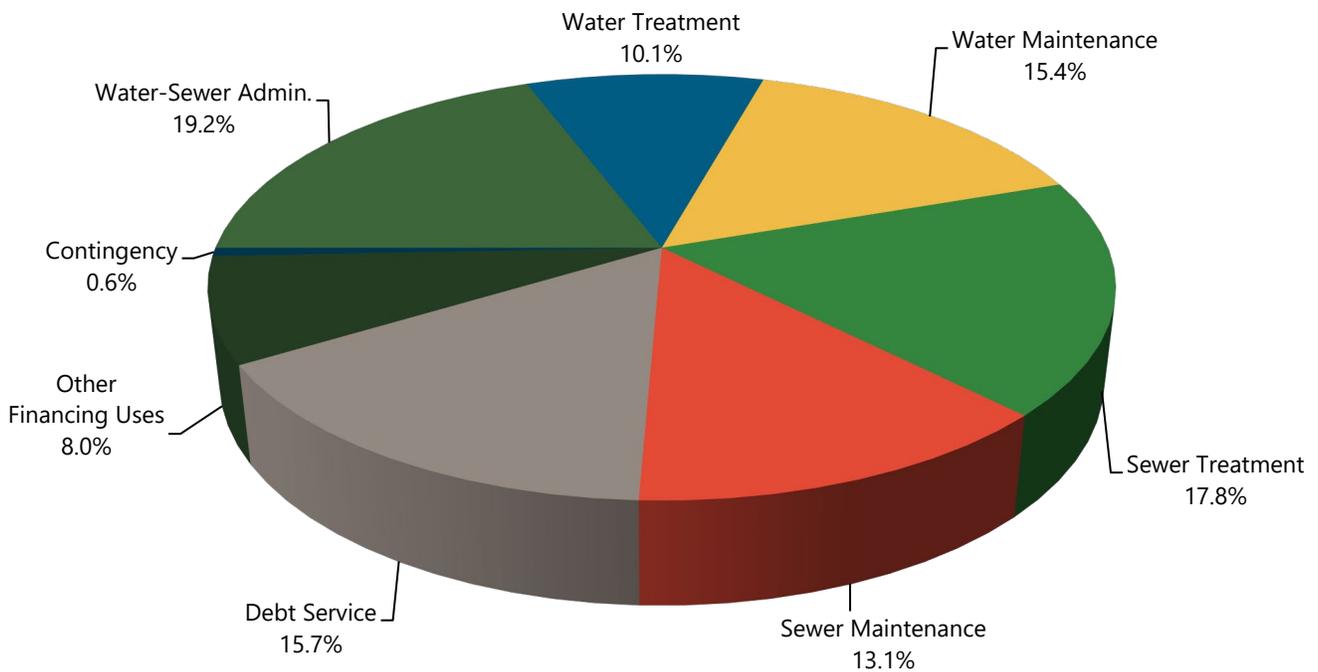
Water & Sewer Fund Expenditures by Type					
Type	FY19-20 Actual	FY20-21 Budget	FY20-21 Estimate	FY21-22 Budget	Percent Change
Personnel	6,096,227	6,620,700	6,212,532	7,111,000	7.41%
Operating	3,085,128	5,073,244	4,193,809	4,986,200	-1.72%
Purchase for Resale	3,738,700	4,152,800	3,820,000	4,235,000	1.98%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



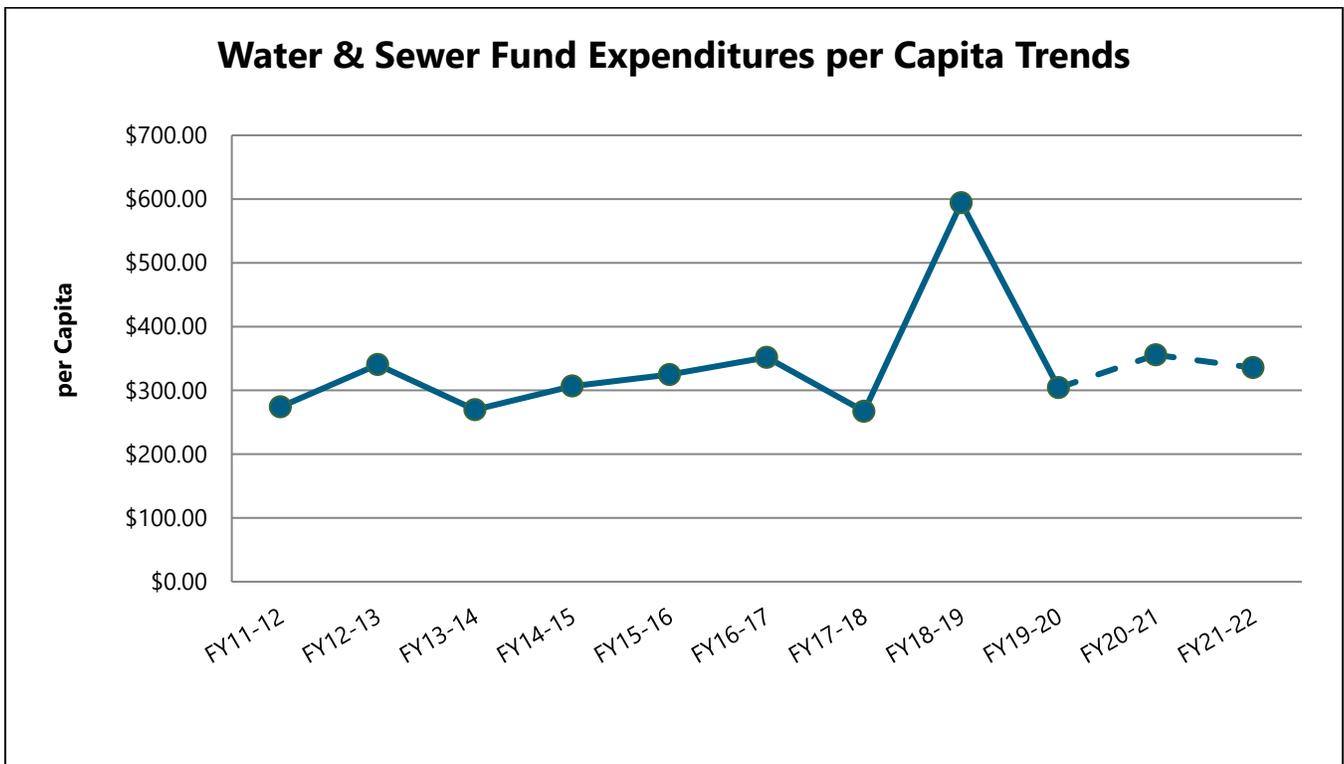
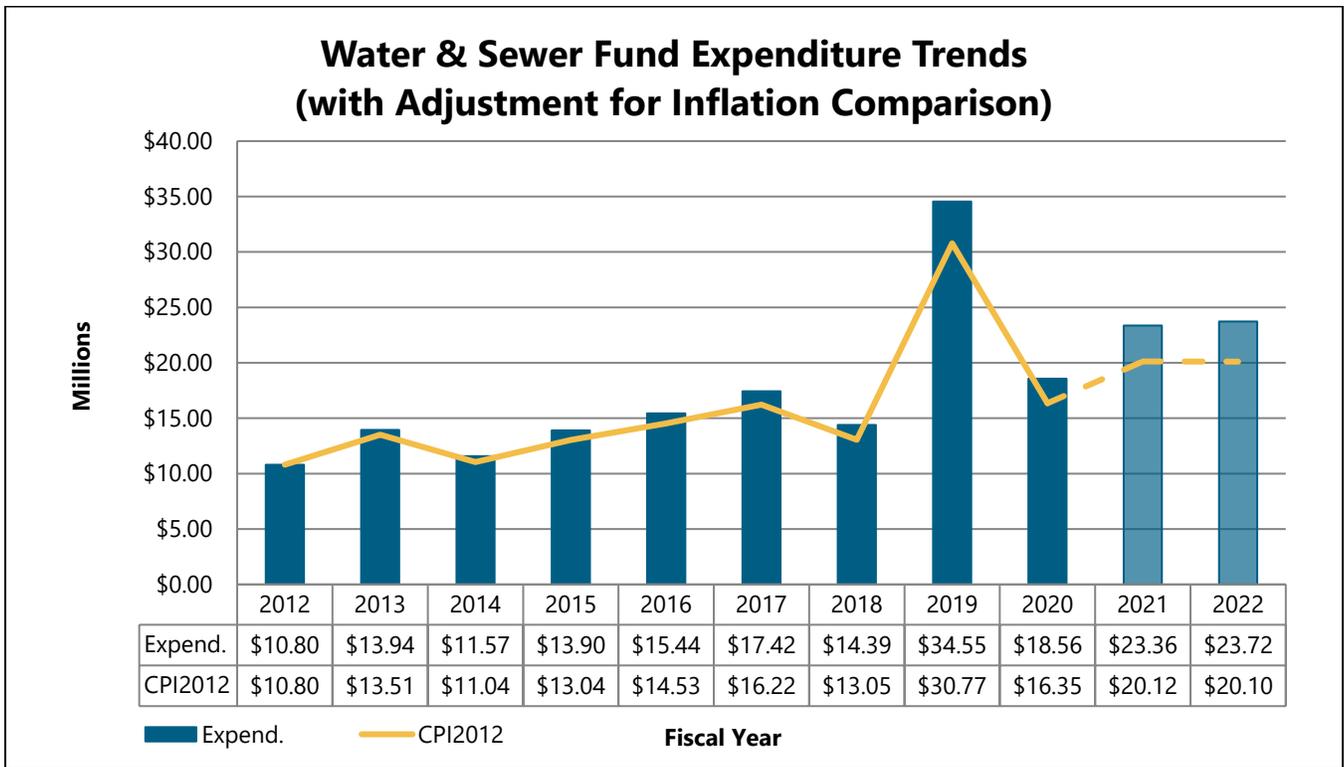
Water & Sewer Fund Expenditures by Type



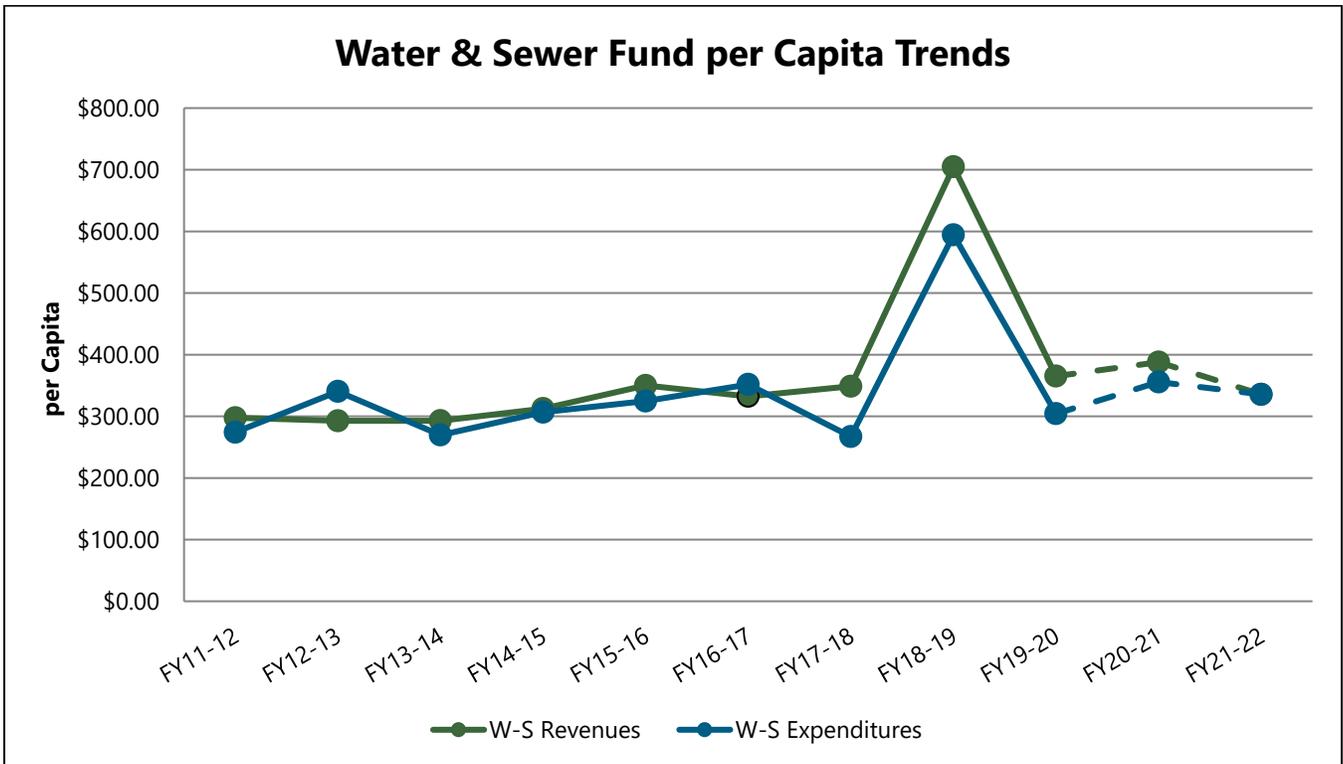
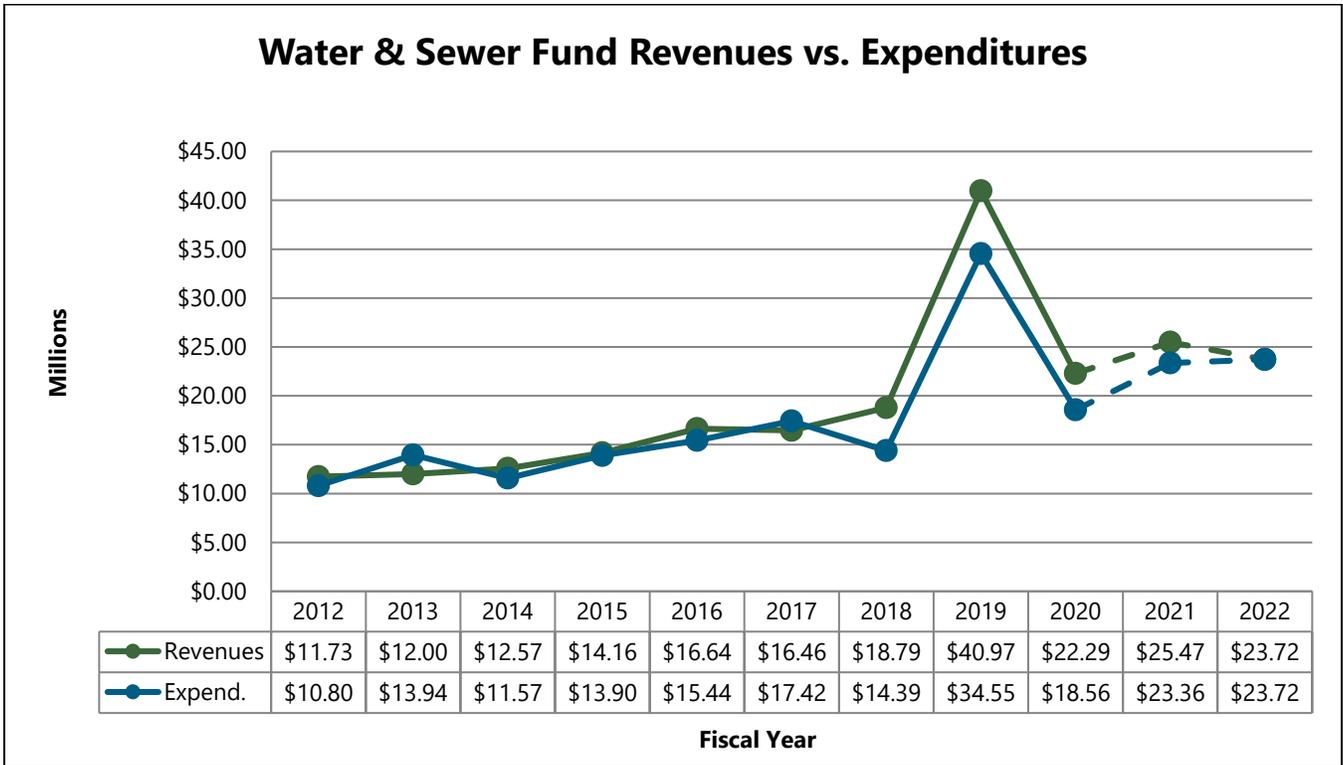
Water & Sewer Fund Expenditures by Division FY21-22



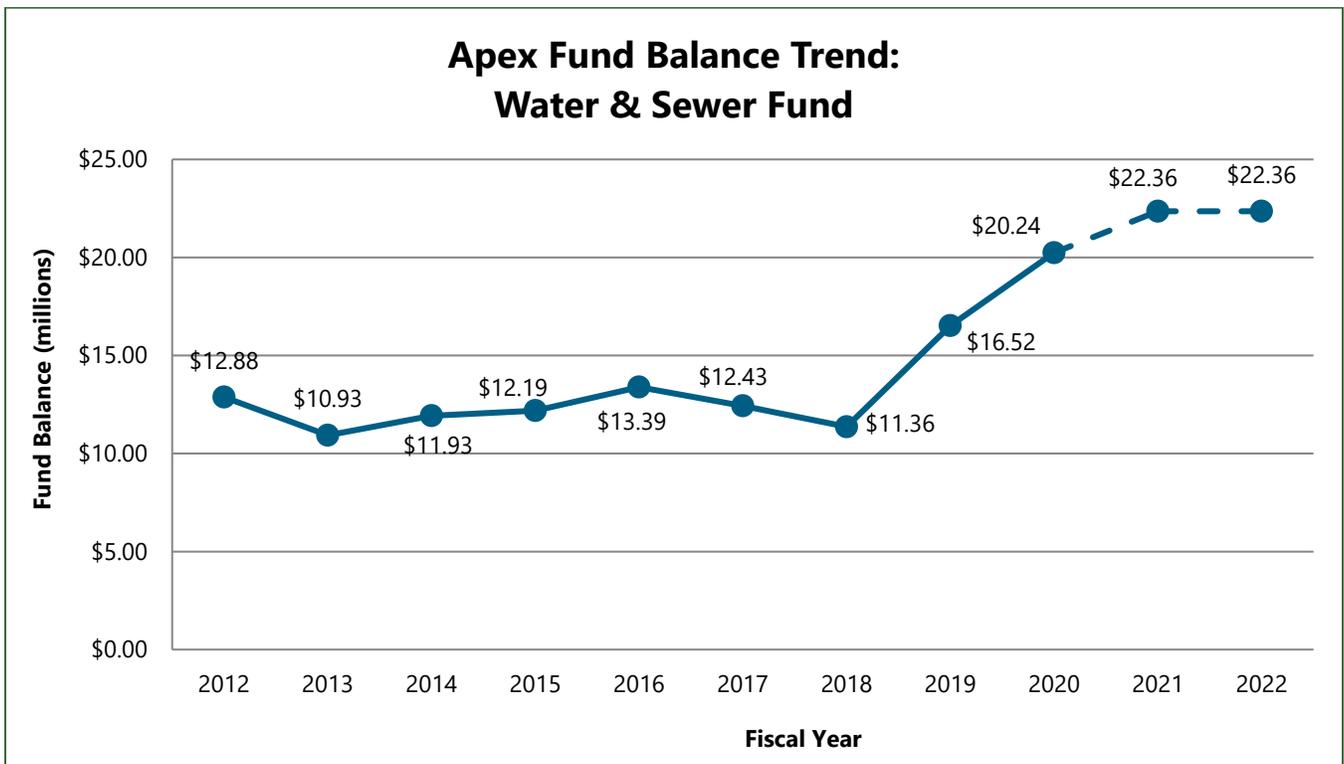
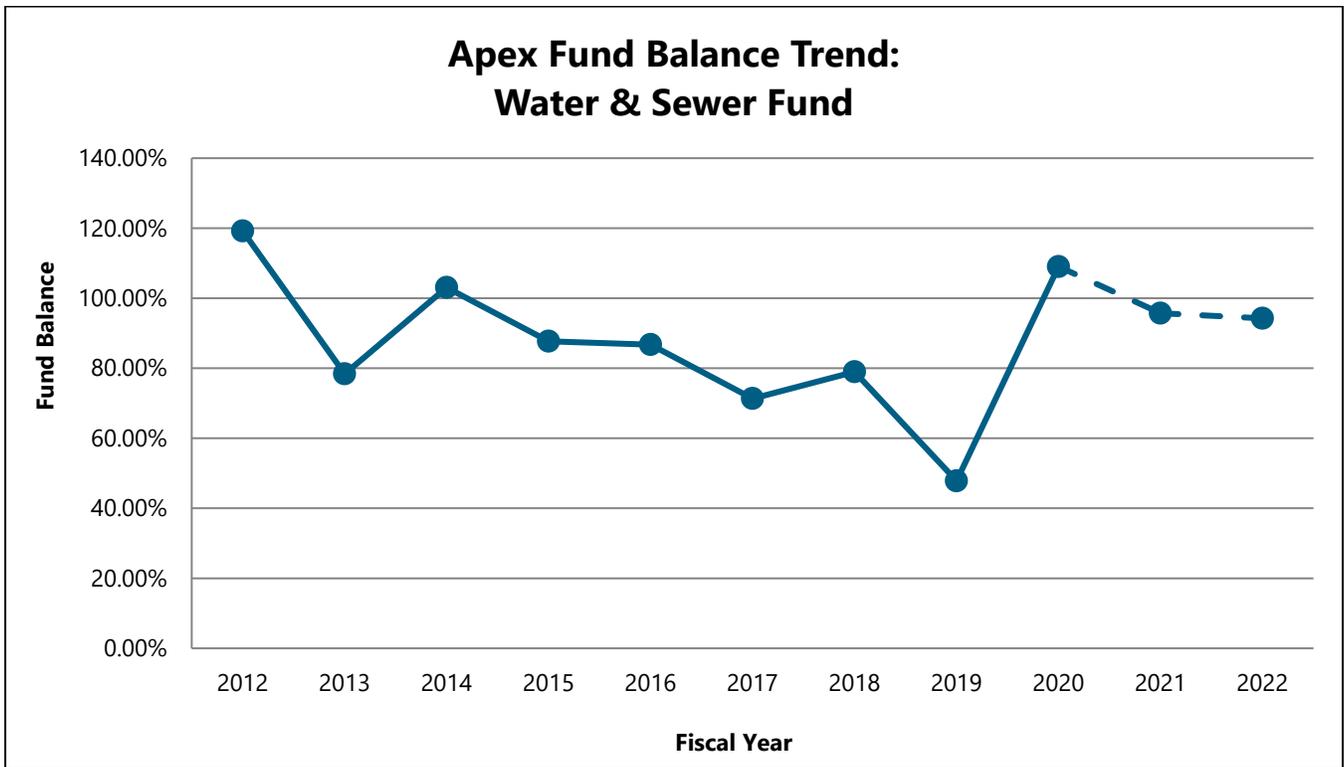
Expenditure Trends



Revenues vs. Expenditures

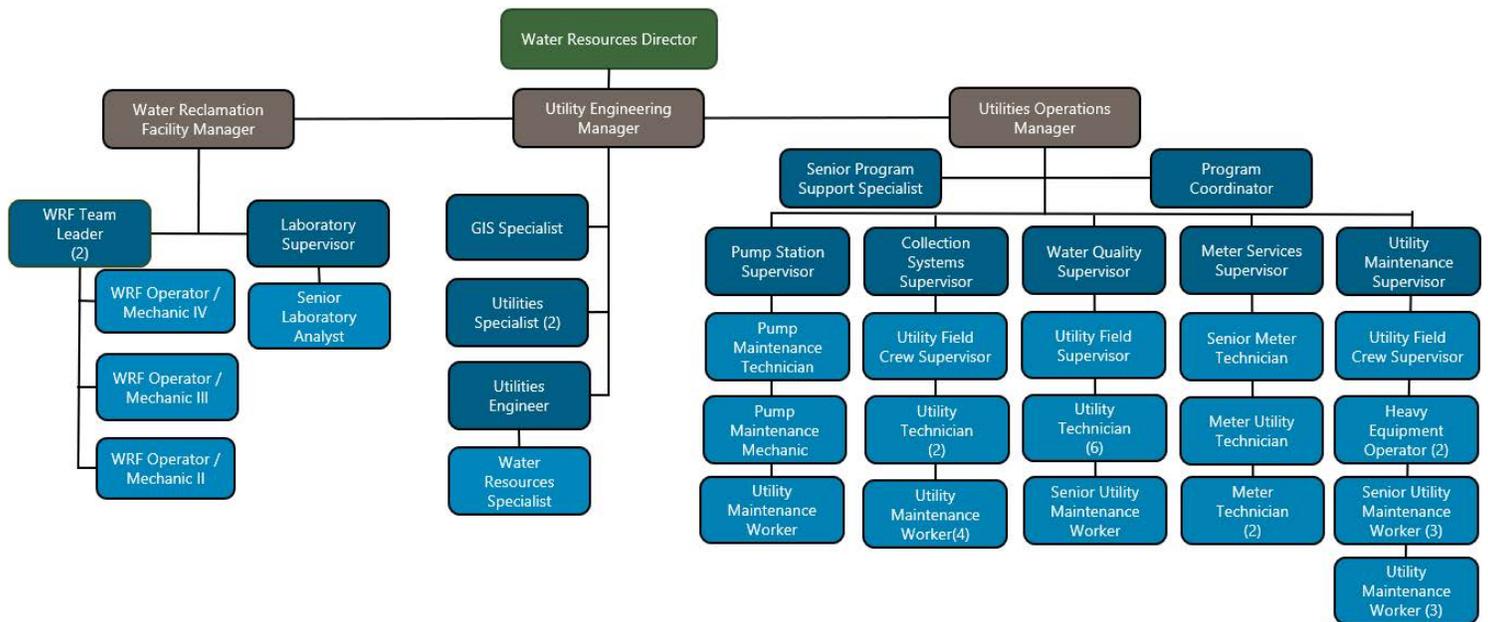


Fund Balance



WATER & SEWER UTILITY OPERATIONS

Reports to Assistant Town Manager



Mission

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

Description

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

Recent Accomplishments

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

Upcoming Projects

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

Water Sewer Administration

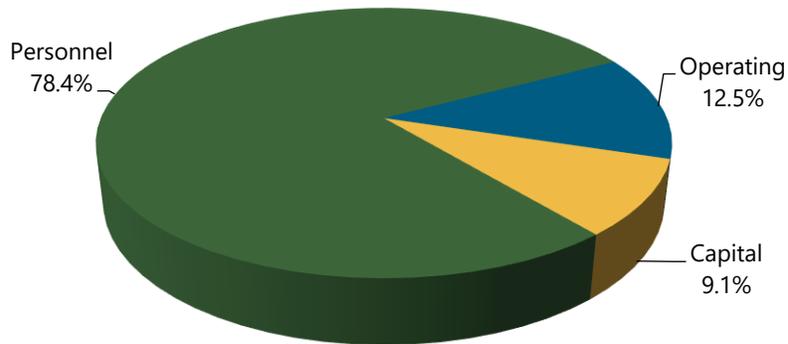
FY 2021-2022 Budget Highlights

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

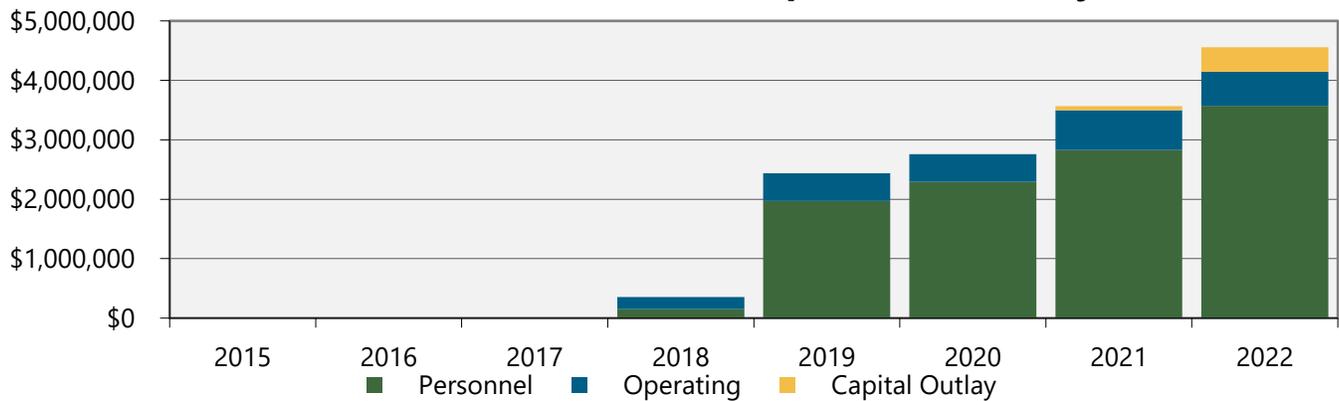
Budget Summary

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

Water Sewer Administration Expenditures by Type



Water Sewer Administration Expenditure History



Line Item Expenditures

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

Water Treatment

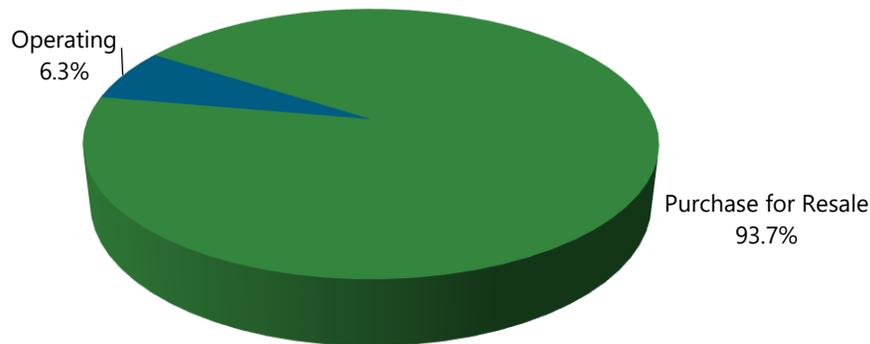
FY 2021-2022 Budget Highlights

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

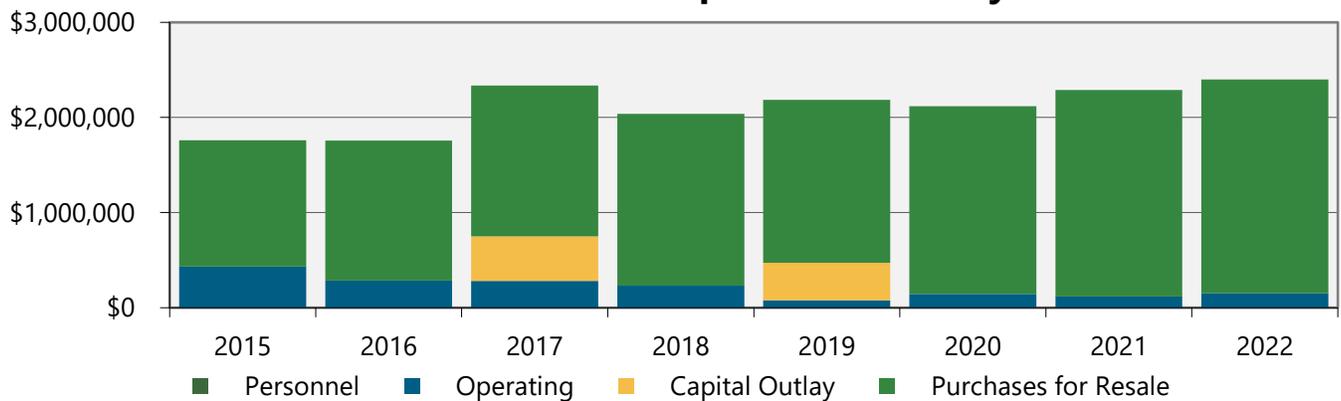
Budget Summary

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

Water Treatment Expenditures by Type



Water Treatment Expenditure History



Line Item Expenditures

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

Budget Highlights

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

Water Maintenance

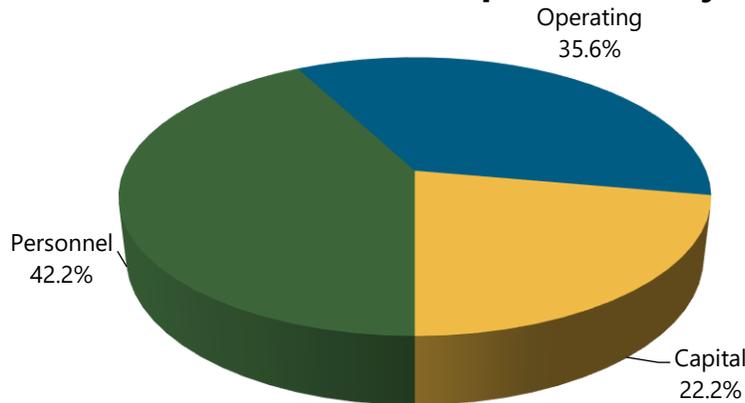
FY 2021-2022 Budget Highlights

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

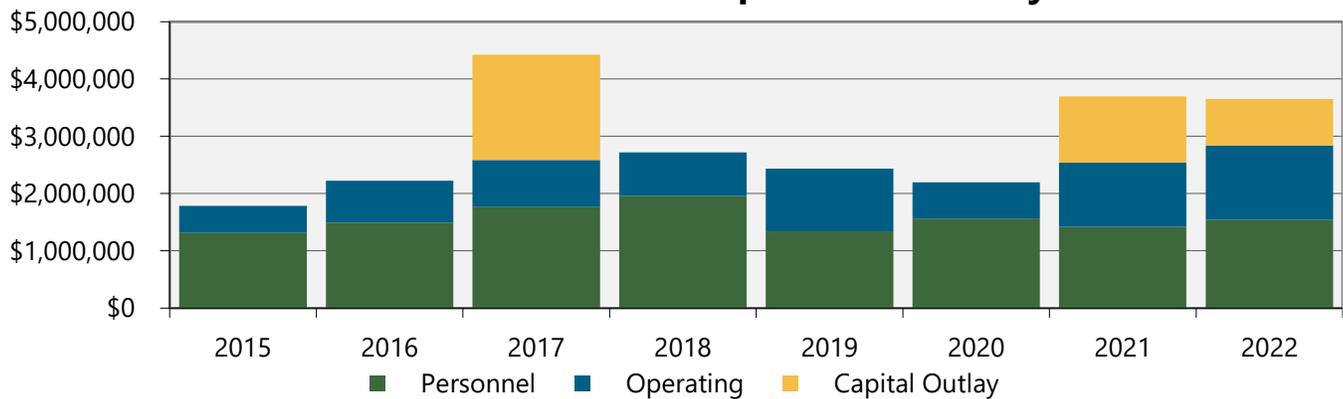
Budget Summary

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

Water Maintenance Expenditures by Type



Water Maintenance Expenditure History



Line Item Expenditures

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

Budget Highlights

Water Maintenance: Budget Highlights

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

Sewer Treatment

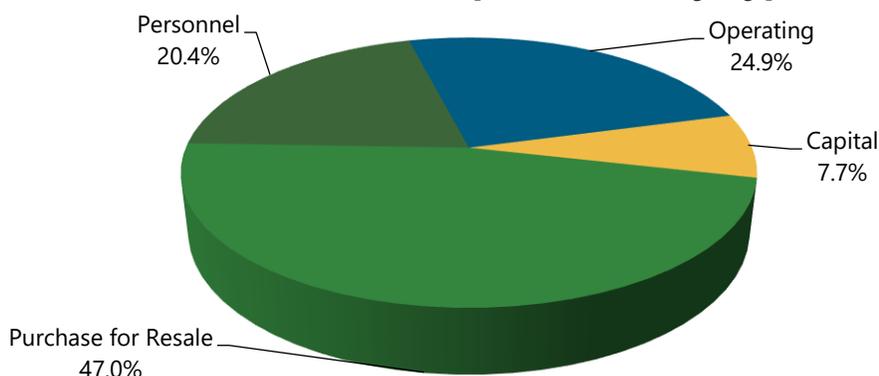
FY 2021-2022 Budget Highlights

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

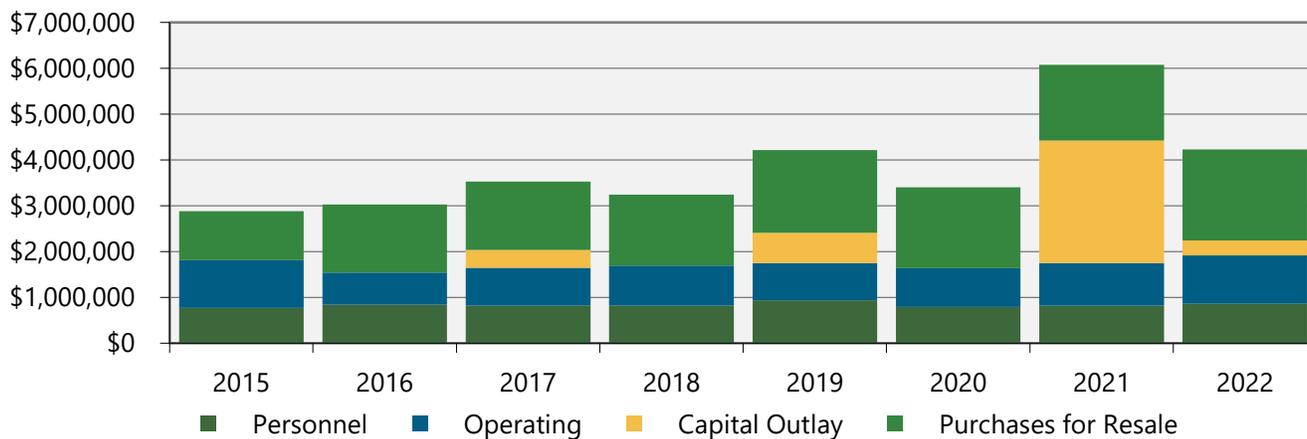
Budget Summary

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

Sewer Treatment Expenditures by Type



Sewer Treatment Expenditure History



Line Item Expenditures

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

Budget Highlights

Sewer Treatment: Budget Highlights

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

Sewer Maintenance

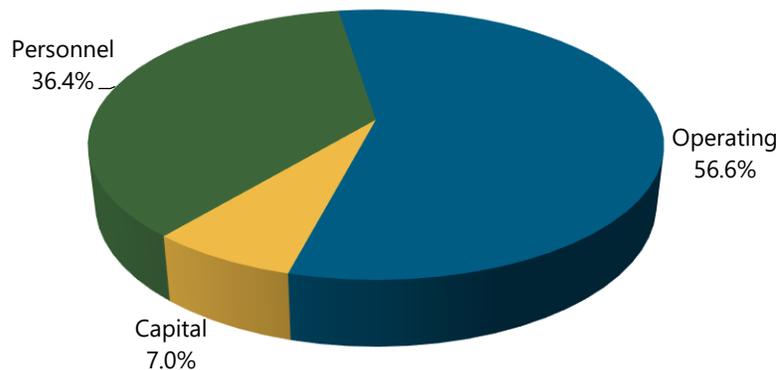
FY 2021-2022 Budget Highlights

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

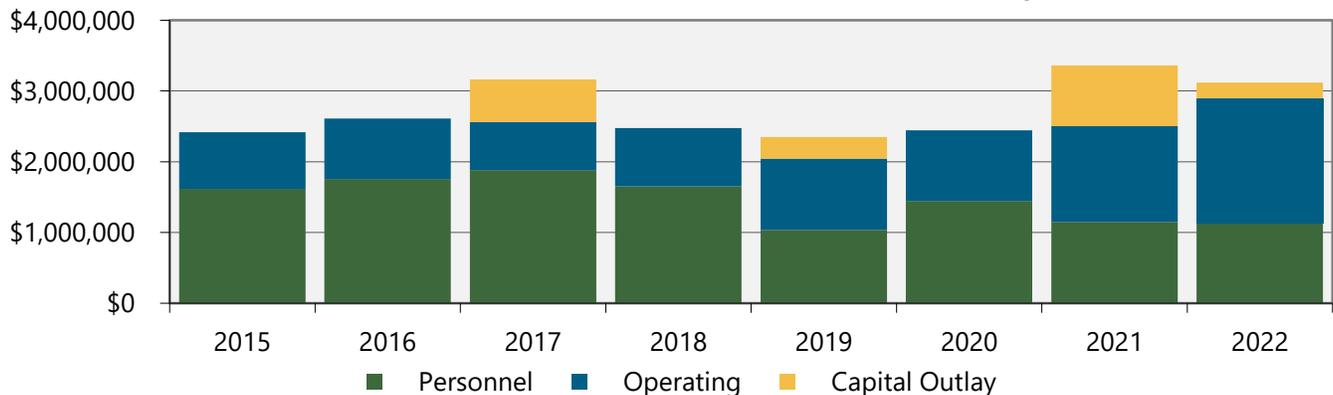
Budget Summary

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

Sewer Maintenance Expenditures by Type



Sewer Maintenance Expenditure History



Line Item Expenditures

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

Budget Highlights

Sewer Maintenance: Budget Highlights

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

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

Other Uses

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

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

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

Capital Reserve Funds

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

Fire Capital Reserve

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

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

Transportation Capital Reserve

The Transportation Capital Reserve revenues include the motor vehicle tax authorized by NC General Statutes and interest earned. General Statutes cap the motor vehicle tax at \$30. Municipalities can use the first \$5.00 for any general purpose, with any subsequent \$5.00 increments restricted to street resurfacing, repairs, and maintenance up to \$20. Beginning in FY20-21, Apex implemented the full \$30 motor vehicle tax. All revenues from the first \$25 of the tax go to transportation improvement projects, and revenues from the remaining \$5 of the tax are included in the General Fund for transit costs. The FY21-22 Budget includes the use of these funds for Safe Routes to School projects and continued work on the Apex Peakway.

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

Eva Perry Library Fund

The Eva Perry Library Fund is a special revenue fund used to account for resources set aside for future maintenance and projects at Eva Perry Library. This fund's sources of revenue include interest earned and transfers from the General Fund. The Town currently owns the Eva Perry Memorial Library located at 2100 Shepherds Vineyard Drive in Apex and by interlocal agreement with Wake County, is responsible for all major repairs and renovations to the facility. Wake County is responsible for routine maintenance, upkeep, and operation of the facility. The FY21-22 Budget includes the use of these funds to replace the roof and HVAC mechanical components at the facility.

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

Recreation Capital Reserve

The Recreation Capital Reserve accounts for development fees that are restricted for construction and improvements of parks and recreation facilities. The primary source of revenue for this fund is Recreation Subdivision Fees. Existing Town ordinances require either the dedication of open space for public recreation or the payment of a fee in lieu per unit. The requirement regarding land dedication or fee in lieu is based on the Town's adopted Parks, Recreation, Greenways, and Open Space Master Plan. Recreation capital projects in FY21-22 include continued work on miscellaneous greenway connections.

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

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

The Water & Sewer Capital Reserve receives the bulk of revenues from developer payments of Capital Reimbursement Fees. The purpose of Capital Reimbursement Fees is a one-time capital charge assessed against new development as a way to provide for or cover a proportional share of the costs of capital facilities. These treatment facilities provide the system capacity that each new development will demand when connected to the water and sewer systems. In 2017, The NC General Assembly passed legislation regarding the collection of system development fees, or capital reimbursement fees. To make a clear transition to the new collection method, the Town established a new capital reserve fund to account for capital reimbursement fees. The HB436 tag references the bill passed by the General Assembly. Transfers to the Water-Sewer Fund in FY21-22 are for principal debt service payments associated with sewer system expansion. Transfers to the Water-Sewer Capital Project Fund are for expansion projects including extension of western transmission lines, Cash-Perkins outfall, an elevated storage tank, and the Town's commitment to its joint facilities with Cary.

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

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

Health & Dental Fund

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

Revenues

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

Expenditures

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

Other Funds

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

State & Federal Police Funds

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

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

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

Police & Fire Donations Funds

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

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

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

Affordable Housing Fund

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

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

Cemetery Fund

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

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

Supplemental Information



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

New Position Recommendations

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

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

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

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

Public Safety	Salary Grade	FY 2019-2020			FY 2020-2021			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Fire										
Fire Chief	N/A	1	-	1	1	-	1	1	-	1
Assistant Fire Chief	29	2	-	2	2	-	2	2	-	2
Fire Marshal	27	1	-	1	1	-	1	1	-	1
Deputy Fire Marshal	25	1	-	1	1	-	1	1	-	1
Fire Inspector	19	1	-	1	1	-	1	1	-	1
Fire Battalion Chief	27	3	-	3	3	-	3	3	-	3
Fire Training Coordinator	24	2	-	2	2	-	2	2	-	2
Fire Captain	24	3	-	3	3	-	3	3	-	3
Fire Lieutenant	23	18	-	18	18	-	18	18	-	18
Fire Engineer	21	21	-	21	21	-	21	21	-	21
Firefighter, Senior Firefighter	17-18	39	-	39	39	-	39	39	-	39
Fire Support Technician	17	-	1	0.875	1	-	1	1	-	1
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
Systems & Performance Analyst	17	-	-	-	-	-	-	1	-	1
Administrative Logistics Coordinator ₉	18	1	-	1	1	-	1	1	-	1
Total		94	1	94.875	95	-	95	96	-	96

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

Public Works	Salary Grade	FY 2019-2020			FY 2020-2021			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Facility & Fleet Services										
Facilities & Grounds Supervisor	25	1	-	1	1	-	1	1	-	1
Fleet Services Supervisor	22	1	-	1	1	-	1	1	-	1
Fleet Services Mechanic/ Sr. Mechanic	17-18	4	-	4	4	-	4	4	-	4
Facility Services Supervisor	23	1	-	1	1	-	1	1	-	1
Facility Maintenance Mechanic/ Sr. Mechanic	17	3	-	3	3	-	3	4	-	4
Grounds Maintenance Crew Field Supervisor ₁₇	17	1	-	1	1	-	1	1	-	1
Grounds Maintenance Technician ₁₇	13	3	-	3	3	-	3	3	-	3
Total		14	-	14	14	-	14	15	-	15
Public Works & Transportation										
Public Works & Transportation Director ₁	N/A	1	-	1	1	-	1	1	-	1
Transportation Engineering Manager	29	1	-	1	1	-	1	1	-	1
Traffic Engineering Manager	29	1	-	1	1	-	1	1	-	1
Professional Engineer	27	1	-	1	1	-	1	1	-	1
Transportation Engineering Projects Coordinator	24	1	-	1	1	-	1	1	-	1
Engineering & Surveying Technician	22	1	-	1	1	-	1	1	-	1
Public Works Operations Manager	29	1	-	1	1	-	1	1	-	1
Public Works Operations Data Analyst	23	1	-	1	1	-	1	1	-	1
Program Support Specialist ₁₈	15	1	-	1	1	-	1	1	-	1
Public Works Data Operations Specialist ₁₃	21	1	-	1	1	-	1	1	-	1
Total		10	-	10	10	-	10	10	-	10
Streets										
Street Maintenance Worker (all Levels)	13-15	9	-	9	9	-	9	9	-	9
Street Maintenance Supervisor	23	1	-	1	1	-	1	1	-	1
Heavy Equipment Operator	17	2	-	2	2	-	2	2	-	2
Street Crew Field Supervisor	19	1	-	1	1	-	1	1	-	1
Street Signs Worker/Technician	15-16	2	-	2	2	-	2	2	-	2
Total		15	-	15	15	-	15	15	-	15
Solid Waste Services										
Solid Waste Supervisor	22	1	-	1	1	-	1	1	-	1
Solid Waste Equipment Operator (I, Senior)	15-16	12	-	12	12	-	12	12	-	12
General Maintenance Worker (I,II)	11-12	5	-	5	5	-	5	5	-	5
Total		18	-	18	18	-	18	18	-	18
Total Public Works		57	-	57	57	-	57	58	-	58

Public Utilities	Salary Grade	FY 2019-2020			FY 2020-2021			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Electric										
Electric Utilities Director	N/A	1	-	1	1	-	1	1	-	1
Electric Operations Supervisor	27	1	-	1	1	-	1	1	-	1
Electric Technical Services Manager	27	1	-	1	1	-	1	1	-	1
Senior Electrical Engineer	25	-	-	-	-	-	-	1	-	1
Electric Training & Safety Specialist	24	1	-	1	1	-	1	1	-	1
Electric Crew Field Supervisor	24	4	-	4	4	-	4	4	-	4
Electric Line Technician (I,II or Senior)	17-20	15	-	15	15	-	15	15	-	15
Electric Technical Services Specialist (Senior)	20-22	2	-	2	2	-	2	2	-	2
Electric Engineering Technician	21	1	-	1	1	-	1	1	-	1

Public Utilities (cont.)	Salary Grade	FY 2019-2020			FY 2020-2021			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Powerline Arborist (Trainee)	22	2	-	2	2	-	2	2	-	2
Forester	21	-	-	-	-	-	-	1	-	1
Powerline Right-of-way Technician	16	4	-	4	4	-	4	4	-	4
Program Support Specialist	15	-	1	0.750	-	1	0.875	1	-	1
Utility Locate Technician	15	4	-	4	4	-	4	4	-	4
Electric Programs & Technology Coordinator	19	1	-	1	1	-	1	1	-	1
Total Electric Fund	Total	37	1	37.750	37	1	37.875	40	-	40
Water & Sewer Administration (Water Resources)										
Utilities Operations Manager	29	1	-	1	1	-	1	1	-	1
Utilities Engineering Manager	30	-	-	-	1	-	1	1	-	1
Engineer (Professional, Senior, Intern)	25-28	2	-	2	2	-	2	2	-	2
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
Water Resources Specialist ₅	25	1	-	1	1	-	1	1	-	1
Utilities Specialist ₄	25	2	-	2	2	-	2	2	-	2
GIS Specialist	21	1	-	1	1	-	1	1	-	1
Meter Services Supervisor ₁₂	19	1	-	1	1	-	1	1	-	1
Meter Technician (Senior) ₁₂	14/15	3	-	3	4	-	4	4	-	4
Total	Total	12	-	12	14	-	14	14	-	14
Water Maintenance										
Water Resources Program Coordinator	18	1	-	1	1	-	1	1	-	1
Utility Maintenance Supervisor	21	1	-	1	1	-	1	1	-	1
Water Quality Supervisor	24	1	-	1	1	-	1	1	-	1
Water Quality Team Leader	19	1	-	1	1	-	1	1	-	1
Utility Operations Team Leader	19	1	-	1	1	-	1	1	-	1
Heavy Equipment Operator	17	2	-	2	2	-	2	2	-	2
Utility Maintenance Worker/Technician (all Levels)	13-16	13	-	13	13	-	13	13	-	13
Total	Total	20	-	20	20	-	20	20	-	20
Sewer Treatment										
Water Reclamation Facility Manager	29	1	-	1	1	-	1	1	-	1
Laboratory Supervisor	22	-	1	0.875	-	1	0.875	-	1	0.875
WRF - Team Leader	21	1	-	1	1	-	1	1	-	1
WRF Operator / Mechanic I,II,III	18-21	4	-	4	4	-	4	4	-	4
Laboratory Analyst (I, Senior)	17-18	1	-	1	1	-	1	1	-	1
Total	Total	7	1	7.875	7	1	7.875	7	1	7.875
Sewer Maintenance										
Collections Systems Supervisor	24	1	-	1	1	-	1	1	-	1
Pump Maintenance Supervisor	23	1	-	1	1	-	1	1	-	1
Pump Maintenance Mechanic	18	3	-	3	3	-	3	3	-	3
Utility Field Supervisor	19	1	-	1	1	-	1	1	-	1
Utility Maintenance Worker/Technician (all Levels)	13-16	6	-	6	6	-	6	6	-	6
Total	Total	12	-	12	12	-	12	12	-	12
Total Water & Sewer Fund		51	1	51.88	53	1	53.875	53	1	53.875
Total Public Utilities		88	2	89.63	90	2	91.75	93	1	93.88

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

Position Notes:

- ¹ Positions were previously housed under Construction Management department; Positions moved as a result of an organizational restructure in August 2016.
- ² Position title change in FY 2014-2015 was a result of reclassification & not creation of a new position.
- ³ Position title change from Environmental Programs Manager to Stormwater & Utility Engineering Manager occurred in FY 2016-2017
- ⁴ The Utilities Project Coordinator was retitled in FY 2016-2017. An existing Environmental Specialist position was reclassified to Utilities Specialist in FY 2017-2018.
- ⁵ Pretreatment Coordinator (previously under Sewer Treatment) was retitled Water Resources Specialist in FY 2016-2017
- ⁶ Change in FY 2017-2018 is the result of reclassifying one corporal position & adding a new sergeant position.
- ⁷ Change in FY 2016-2017 position count was the result of a reclassification to add the Shift Supervisor positions. The was no change in FTE.
- ⁸ Reduction of EMS staffing is a reflection of the merger between Wake County EMS & Apex EMS.
- ⁹ The Administrative Logistics Coordinator position is the result of a transfer of the Staffing & Logistics Specialist position from the EMS Department in 2018.
- ¹⁰ Change was the result of reclassification in FY 2018-2019 & not creation of a new position.
- ¹¹ GIS Administrator moved from Construction Management as a result of an organizational restructure in 2016; position reclassified to IT Specialist in 2018.
- ¹² Positions restructured under Water Maintenance from Finance in 2018
- ¹³ Reclassification of Senior Administrative Specialist in 2018
- ¹⁴ Reclassification of Senior Program Support Specialist in 2019
- ¹⁵ Reclassification of Stormwater & Utility Engineering Manager in 2020
- ¹⁶ Reclassification of Senior Engineer in 2020
- ¹⁷ Position restructured from Street Right of Way in Streets to Grounds Maintenance in Facilities in 2020
- ¹⁸ Position restructured under Public Works & Transportation from Facility/Fleet in 2020
- ¹⁹ Position restructured under new department, Town Clerk's Office, from Administration in 2020
- ²⁰ Budget positions reclassified in 2021; Budget Technician promoted to Specialist, Analyst to Budget and Performance Manager

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

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

Glossary



Glossary

Accrual Basis of Accounting (or Full Accrual): Accounting method for proprietary funds that recognizes revenues in the accounting period in which they are earned and become measurable. Expenses are recognized in the period incurred, if measurable.

Ad Valorem Tax: A tax levied in proportion to the value of property.

Amortization: Paying the principal amount of a debt issue through periodic payments. Amortization payments include interest and any payment on principal.

Appropriation: Authorization granted by Town Council to obligate and expend resources for purposes specified in the budget document.

Assessed Valuation: The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assigned Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which are intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed.

Authorized Bond: Bonds that have been legally approved but may or may not have been sold.

Audit: An independent evaluation of the accuracy of the Town's financial statements, financial practices, and internal controls designed to ensure compliance with generally accepted accounting principles. Audits are conducted annually in accordance with state law.

Balanced Budget: Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Base Budget: Those resources necessary to meet an established and existing service level.

Basis of Accounting: Accounting method that determines when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recognized in accounts and reported in financial statements. The two bases of governmental accounting include accrual (or full accrual) and modified accrual.

Benchmarking: The process of identifying best practices of "best in class" performers that can be adopted or adapted to improve performance.

Bond: A written promise to pay a specific amount of money with interest within a specific time, usually long-term. An obligation issued by the Town as a method of borrowing large amounts of resources for capital projects; bonds are issued for fixed terms and have fixed interest rates.

Bonds Authorized and Unissued: Bonds that have been legally authorized but not issued, which can be issued and sold by the Town Council following public meetings and approval from the Local Government Commission.

Bonded Debt: The portion of indebtedness represented by outstanding bonds.



Bond Rating: A grade indicating a governmental unit's investment qualities. Generally, the higher the bond rating, the less risk investors assume resulting in a more favorable interest rate and lower cost of financing capital projects for the governmental unit.

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

Budget: A plan for the coordination of resources and expenditures. The budget document outlines the Town's financial plan for a fiscal year indicating how the Town intends to allocate resources to support goals, objectives, and desired service levels.

Budget Amendment: A legal procedure used by Town staff and Town Council to revise a budget appropriation.

Budget Calendar: The schedule of key dates that Town departments follow in the preparation, adoption, and administration of the budget.

Budget Message: A written overview of the proposed budget from the Town Manager to the Mayor and Town Council and the public that discusses the major budget items, changes from the current and previous fiscal years, and the Town's financial condition.

Budget Ordinance: The official enactment by Town Council to establish legal authority for Town officials to obligate and expend resources.

Budgetary Control: The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Assets: Tangible property that is not easily converted into cash and is usually held for a long period, such as property, machinery, vehicles, equipment, etc.

Capital Improvement Plan (CIP): A multi-year plan for the construction or acquisition of major capital items. The plan usually outlines spending needs, the financing source or sources expected, and the impact of the CIP on future annual operating budgets.

Capital Outlay: Expenditure expected to have a useful life greater than one year or a total value of \$5,000 or more resulting in the acquisition of or addition to a fixed asset.

Capital Project: A capital improvement that usually requires a major initial investment, and a significant and continuing financial commitment in the form of operating costs.

Capital Project Fund: A fund used to account for the acquisition and construction of major capital facilities, infrastructure, or improvements.

Capital Reserve: An account used to indicate that a portion of a fund's balance is restricted for a specific capital purpose and is not available for general appropriation.

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

Cash Accounting: An accounting method where receipts are recorded during the period they are received, and the expenses in the period in which they are actually paid.



Cash Management: The management of cash necessary to pay for governmental services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, and establishing and maintaining banking relationships.

Committed Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be used only for the specific purposes determined by a formal action of the Mayor and Town Council.

Comprehensive Annual Financial Report (CAFR): A complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Limit: The maximum amount of outstanding gross or net debt permitted by law.

Debt Service: The portion of the budget pertaining to payment of principal and interest requirements on outstanding debts.

Deficit: The amount by which expenditures exceed revenues during an accounting period.

Department: An organizational unit of the Town responsible for overall management of a major governmental function.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to the reserve to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by check.

Effectiveness Measure: A performance measure identifying outcome quality.

Efficiency Measure: A performance measure identifying inputs used per unit of output, or unit costs.

Encumbrance: A financial commitment of appropriated funds for services, contracts, or goods that have not yet been delivered by a specified time, usually the end of the fiscal year.

Enterprise Fund: A fund that accounts for a governmental activity supported primarily with user fees or charges and operated using business principles. Apex has two Enterprise Funds- Electric and Water and Sewer.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditures: The measurement focus of governmental fund accounting identifying financial resources expended.

Expenses: The measurement focus of proprietary fund accounting identifying costs expired. Expenses reflect the cost of goods or services used.

FICA: Social Security Tax paid by the Town for each permanent and temporary employee.

Fiduciary Funds: Funds used to separate, control, and track financial resources in which the government oversees as a third party, or on behalf of, another public entity. The four fiduciary fund types include: 1) Agency Fund, 2) Pension Trust, 3) Expendable Trust, and 4) Non-Expendable Trust.



Fiscal Policy: The financial plan embracing the general goals and acceptable procedures for managing the Town's financial resources.

Fiscal Year (FY): The time designating the beginning and the ending period for recording financial transactions. In North Carolina, a municipal government fiscal year begins July 1 and ends June 30.

Fixed Asset: A long-term tangible piece of property that is not expected to be consumed or converted into cash any sooner than at least one year's time.

Fringe Benefits: A collection of various benefits provided by an employer, which are exempt from taxation as long as certain conditions are met.

Full Cost Accounting: Type of accounting concerned with accumulating both direct and indirect costs for financial reporting and decision-making purposes.

Full-time Equivalent (FTE): An FTE converts the hours worked by a position into a percentage of a full year's number of hours. Generally, one FTE equals 2080 hours per year per permanent position.

Full-time Employee: A Town employee hired to work forty (40) hours per week on a continuing basis who is eligible to participate in the Town's health, dental and life insurance, and retirement programs.

Function: A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a similar broad goal or major service such as public safety, environmental protection, cultural activities, etc.

Fund: A fiscal and accounting entity that has a self-balancing set of accounts recording cash and other financial resources, as well as related liabilities and residual equity. These are segregated to carry on specific activities or objectives in accordance with special regulations, restrictions, or limitations as established by State and Federal governments.

Fund Balance: The amount of assets in excess of the liabilities or appropriations for expenditures also known as surplus funds. North Carolina General Statutes require general fund balance reserves of at least 8% of General Fund expenditures at the end of the fiscal year. The Town Council has adopted a policy to set this at 25%.

Fund Balance, Unassigned: That portion of the fund balance that is not legally segregated for a specific future use; available for appropriation at any time by the Town Council in the event of a natural or financial emergency.

GASB 34: The acronym used for Governmental Accounting Standards Board Statement #34: "Basic Financial Statements-Management's Discussion and Analysis – For State and Local Governments."

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices.

General Fund: A governmental fund used to account for financial resources of the Town, except those required to be accounted for in another fund. Revenues to support the General Fund are derived from sources such as property tax, sales tax, franchise fees, and service fees. This fund usually includes most of the basic operation services, such as fire and police protection, finance, public works, general administration, planning, and recreation.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position of the government.



General Obligation Bonds (GO Bonds): Bonds issued by a government that are backed by the full faith and credit of its taxing authority.

Goal: A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Governmental Funds: Funds used to separate, control, and track financial resources of general government operations. The four governmental fund types include 1) General Fund, 2) Special Revenue Funds, 3) Capital Projects Funds, and 4) Debt Service Funds.

Grant: A contribution by a government or other organization to support a particular function.

Inter-fund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenues from other governments (State, Federal or local) that can be in the form of grants, shared revenues, or entitlements.

Internal Service Fund: This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, on a cost reimbursement, or cost allocation, basis.

Inventory: A detailed listing of property currently held by the government.

Investment Earnings: Revenue earned on investments with a third party.

Lease/Installment-Purchase Financing: A method of purchasing equipment in which payments are spread over time. The purchased equipment serves as collateral.

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

Line Item: A budgetary account representing a specific object of expenditure.

Local Government Budget and Fiscal Control Act (LGBFCA): This act governs all financial activities of local governments within the State of North Carolina.

Local Government Commission (LGC): A division of the North Carolina Department of State Treasurer, the LGC is responsible for the approval, sale, and delivery of substantially all North Carolina local government bonds and notes as well as monitoring certain fiscal and accounting standards prescribed for units of local government by the Local Government Budget and Fiscal Control Act.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maturities: The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

Mission: A broad statement outlining a department's purpose for existing.



Modified Accrual Basis of Accounting: Accounting method for governmental funds that recognizes revenues in the accounting period in which they become available and measurable. Expenditures are recognized in the period the fund liability is incurred, if measurable, except for unmatured interest on (and principal of) general long-term debt, which should be recognized when due.

North Carolina General Assembly (NCGA): The legislative body of the State's government.

North Carolina General Statutes (NCGS): Laws governing the State of North Carolina.

Objective: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. An objective should imply a specific standard of performance for a given program.

Occupational Safety and Health Act (OSHA): Regulations passed by the US Department of Occupational Safety and Health Administration to assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the Act.

Operating Budget: A financial plan for the provision of direct services and support functions.

Operating Expenses: The portion of the budget pertaining to the daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as supplies, utilities, and materials.

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

Part-time Employee: For budget purposes, a Town employee hired to work for less than forty (40) hours per week for an indefinite period; part-time employees may be eligible to participate in the Town's health, dental and life insurance and retirement programs, depending on the number of hours worked.

Pay-As-You-Go (or Pay-Go): Financial policy of a government unit that finances capital outlays from current revenues rather than from borrowing.

Peer Group: Other municipalities with similar characteristics, such as population, services provided, and tax base used for comparison of financial condition and performance.

Performance-based Budget: A budget wherein expenditures, planning, and management decisions are based primarily upon measurable performance of activities.

Performance Indicator: A performance indicator is a measurement designed to determine whether a service objective has been met. It measures the effectiveness of achieving an objective.

Performance Measurement: The regular collection of quantifiable information regarding the results of service delivery.

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

Surplus: The amount by which revenues exceed expenditures.

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

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

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

Transfer: Movement of cash or other resources between funds.

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

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

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

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



Common Acronyms

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



CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2022 - 2026



APEX
NORTH CAROLINA

THE PEAK OF GOOD LIVING

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Section 1: Overview of the Capital Improvement Plan

The Capital Improvement Plan (CIP) is the planning mechanism by which the Town Council allocates limited financial resources to implement long-term goals as defined in the Town's Strategic Plan, Advance Apex: The 2045 Transportation Plan, the Downtown Master Plan, the Parks and Recreation Master Plan, and other similar planning documents. The purpose of the CIP is to forecast and match projected revenues and major capital needs over a five-year period. Capital planning is an important management tool that strengthens the linkage between community infrastructure needs and the financial capacity of the Town.

The CIP is a multi-year plan for major capital expenditures such as the acquisition of land, construction or significant renovation of public facilities (i.e. buildings/parks), construction of new transportation infrastructure (i.e. roads, sidewalks, multi-use paths), expansion or significant renovation of water, wastewater, electric, or stormwater infrastructure, capital equipment to support operations, or any combination of the above. Projects eligible for inclusion in the CIP are those with an asset value of greater than \$100,000 and a useful life of greater than three years.

When identifying new projects, staff looks to the long-term priorities and direction set by Town Council and submits formal requests through the CIP process. A formal request includes a description of the project, an explanation of how the project implements an established goal, the estimated cost of the project, and an estimate of the recurring costs associated with a completed project (i.e. additional staff, additional utilities, etc.). The formal request also includes an analysis of alternative solutions, if any, and a statement on the effect on services and/or programs if the project is not funded.

Once adopted by the Town Council, the CIP becomes a statement of town policy regarding the need, priority, timing, and funding of future capital projects. The Capital Improvement Plan is simply that – a *plan*. As such, projects and funding mechanisms are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by the Town Council. Future needs and financial constraints may result in changes in priority over the five-year period; and because priorities can change, projects included in outward planning years are not guaranteed for funding. The CIP represents the best judgment of Town Administration and Town Council at the time the Plan is adopted. Priorities established in the CIP subsequently guide decisions made by Town Administration and the various boards and commissions appointed by Town Council.

The Town of Apex CIP achieves five major objectives as a component of the Town's budget and financial planning process:

1. Helps the Town rationally and intelligently plan for the repair, replacement, and acquisition of capital items that are necessary in providing high-quality services to the citizens of Apex.
2. Assists in fiscal planning by forecasting capital demands together with future revenues and expenditures.
3. Ensures better coordination, evaluation, and planning of projects to serve the community and its needs.
4. Serves, together with the annual budget and other financial plans, as a guide to decision-making for the Town Council, Town Manager, and staff.
5. Serves as a systematic and comprehensive analysis of capital needs, increasing the probability of making rational budgetary judgments since improvements are identified, prioritized, and matched to the projected fiscal resources of the Town.

Relationship to the Annual Operating Budget

Some CIP projects are funded through annual operating funds, such as the General Fund, Electric Fund, and the Water and Sewer Fund. In these cases, the CIP and the Annual Operating Budget are directly linked as CIP projects become authorized through the adoption of the Annual Operating Budget. Projects funded through debt financing also impact the operating budget through ongoing debt service expense. Finally, some completed CIP projects will directly impact the operating budget as they will require ongoing expenses for staff and other operating costs.

CIP Structure

The CIP is organized into seven functional categories, called “elements,” in order to group projects with similar items.

1. **Transportation Element:** funds the construction of new roadways, improvements to existing roadways, sidewalks, bicycle and pedestrian facilities, transit projects, and railroad crossing improvements. Implementation of Advance Apex: The 2045 Transportation Plan, Bike Apex, and the Downtown Master Plan and Parking Study are funded in this element.
2. **Parks, Recreation, and Cultural Resources Element:** funds the acquisition of land for new park and greenway facilities, the construction of park and recreation amenities, and major maintenance of current facilities. Implementation of the Parks and Recreation Master Plan is funded in this element.
3. **Public Safety Element:** funds the acquisition of capital equipment to support the operations of the three public safety departments in the Town (Fire, Police, and 911 Communications). Public safety facilities are considered in the public facilities element.
4. **Public Facilities Element:** funds construction and major maintenance of general government and public safety facilities and infrastructure. This element also funds improvements to communications and technology infrastructure.
5. **Public Works & Environmental Services Element:** funds projects designed to manage and mitigate the effects of stormwater runoff, manage the collection and disposal of solid waste, and maintain streets. These projects include structural improvements, Stormwater Control Measure (SCM) construction, and major maintenance of this infrastructure. They also include equipment needed to manage solid waste collection and maintain Town streets.
6. **Electric Utility Element:** funds the construction and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, major maintenance of infrastructure, and the equipment necessary to maintain the system.
7. **Water and Sewer Utility Element:** funds the construction and improvement of water and sewer infrastructure. These projects include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions, major maintenance of infrastructure, and the equipment necessary to maintain the system.

Capital Improvement Funding

The sources of funding used to execute the Plan are as important as the capital projects contained in the Plan. Capital Improvements for the Town of Apex are funded using a variety of sources that are broadly categorized as cash or debt financing.

Cash, or pay-as-you-go (paygo), funds come from sources such as tax revenue, development related fees (recreation, transportation, and capacity fees), program fees, State revenue, and interest earnings. Some of these sources, such as State revenue from the Powell Bill, Town recreation fees, and certain others, may only be spent to meet certain needs. Other revenue sources come with no restriction on the needs they may be used to address. Major funding sources for the CIP are described below:

General Fund: General Fund revenue, such as ad valorem taxes, sales taxes, utility taxes, and other similar revenues are used to fund Town operations and may be used to fund capital projects such as facility improvements, transportation system improvements, and other similar projects. Compared to other sources, General Fund resources are a flexible revenue source without restrictions on their use.

Enterprise Funds: Enterprise funds, such as the water/sewer fund and the electric fund, collect user fees as part of their operations, then invest a portion of that revenue into capital projects. The Town uses these funds only for corresponding

enterprise projects. For instance, the electric fund only pays for projects related to the electric system, and not for projects related to water/sewer or any General Fund related project.

Water/Sewer Capital Reimbursement Fees: These fees are charged, based upon a Town Council-approved Development Fee Schedule, to developers of land within the Town of Apex to pay for the capital facility burden created by new development. Revenue from these fees is restricted to be used for capital improvements to the water/sewer system or to fund payment of debt service for improvements to these systems.

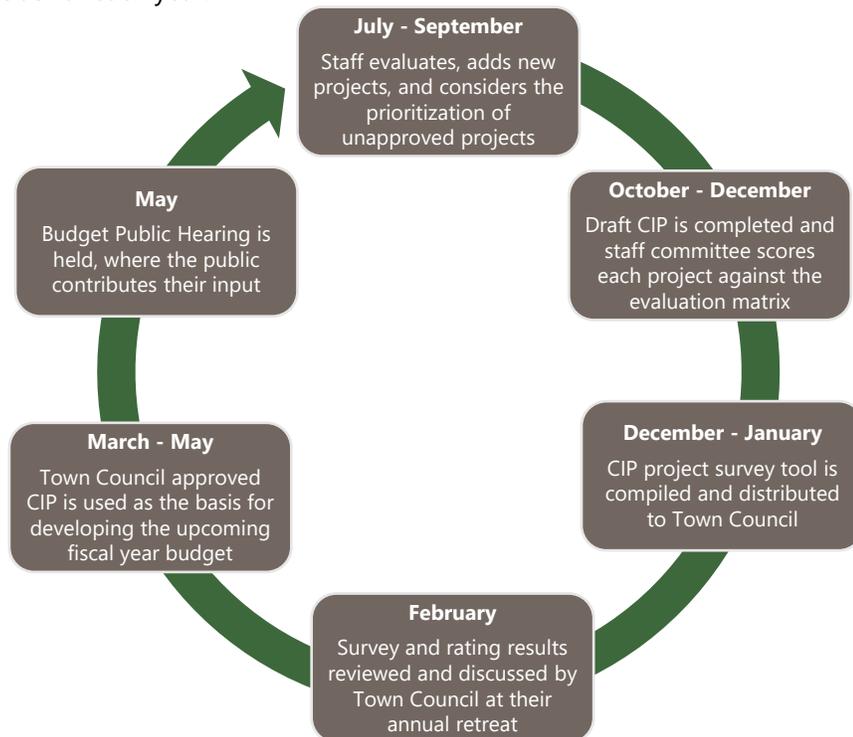
Debt Financing: For debt financing, the Town uses several types of debt mechanisms, including general obligation bonds, revenue bonds, and traditional lease-purchase or installment financing. The mechanism selected varies depending on the level of funding needed, the term of the need, and current debt market conditions. General obligation bonds are approved by voters and are backed by the Town’s taxing authority to repay the bonds. Revenue bonds pledge the revenue generated by specific enterprise (water, sewer, electric) charges.

Recreation Subdivision Fee-in-Lieu of Dedication: These fees are charged, based upon a Town Council-approved Development Fee Schedule, to developers of land within the Town of Apex and its Extraterritorial Jurisdiction (ETJ). Revenue from these fees is restricted to be used for park and recreation system expansion/improvements or to fund payment of related debt service.

Reserve from Prior Years: As capital projects are completed, any unspent budgeted amounts accumulate into capital reserves, which are available to fund future projects. Capital reserves can also build up when the Town collects revenue in excess of the amount budgeted for development fees described above.

The CIP Process

The process for developing the CIP, as illustrated below, begins shortly after the beginning of a new fiscal year (July 1) as staff considers unmet capital needs in the recently adopted budget and other emerging needs. For each project, staff in the requesting department complete a CIP project request form and compile supporting documentation. All CIP project requests are due by mid-October of each year.



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

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

In preparation for the Town Council Annual Retreat in February, the Mayor and Town Council Members are provided with a survey tool to rank a selection of General Fund projects. The ranking excludes projects that are considered necessary for operations, such as replacement leaf trucks and radio replacements for public safety.

While the staff ratings focused on technical factors, the Mayor and Town Council rank the projects while keeping in mind how well they addressed each of the Town Council’s five strategic goals:

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

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

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

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

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

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

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

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

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

Following Town Council input and approval, the CIP is used as a basis for budgeting in the coming fiscal year and in formulating financial forecasts prepared as part of the budget process. Public input is solicited through two public hearings held during the budget process. In FY 20-21, the Town also introduced an online budgeting priorities survey, detailed in the following section.

Citizen Budget Priorities Survey

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

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

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

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

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

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

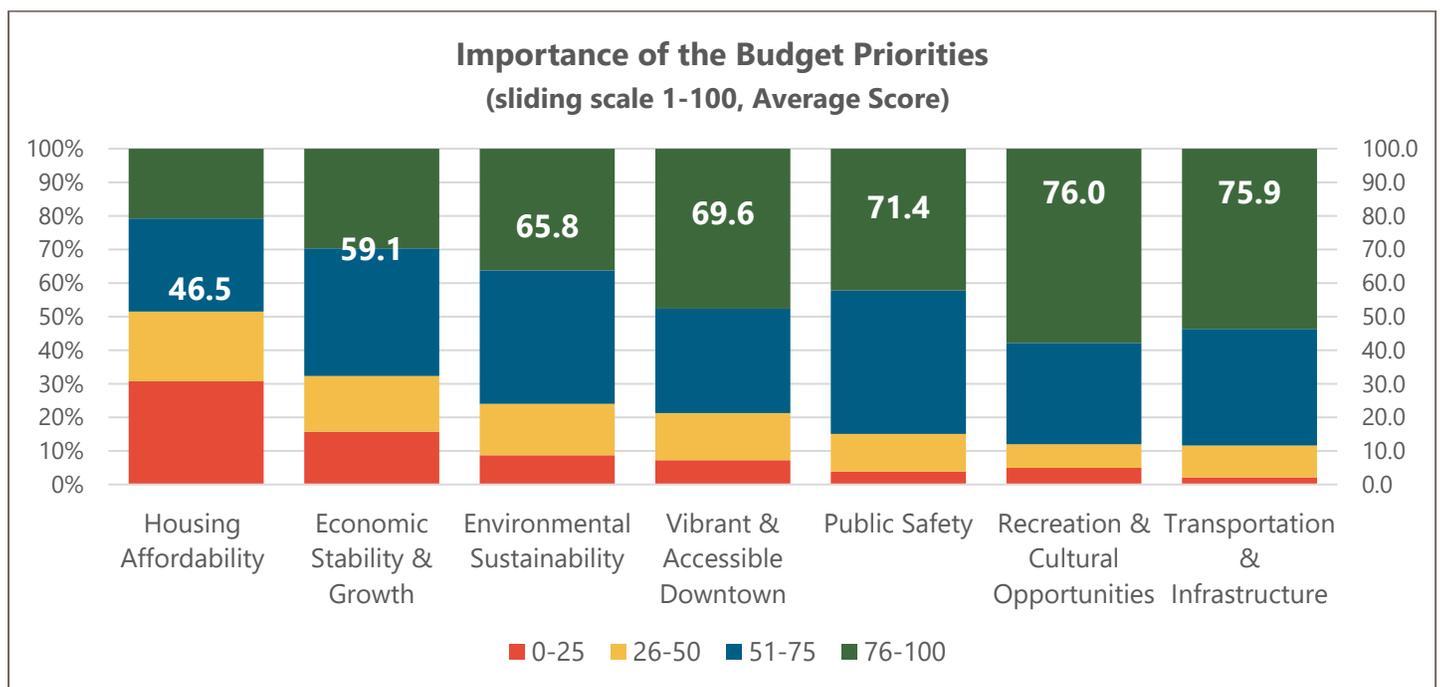
Public Safety: Resources to support the operations of the three public safety departments within the Town: Fire, Police, and Emergency Communications.

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

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

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

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



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

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

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

CIP Practices

Long-Range Cost Estimates: Using the upcoming fiscal year as the base, staff will apply cost escalators to better estimate future construction costs. Staff applies the escalator to new construction and significant building rehabilitations. In some elements, such as public utilities and transportation, staff applies other escalators developed for those specific service areas.

Closing Projects: Projects are closed when the approved scope of work is complete. Staff reviews project statuses periodically to identify projects that are finished and can be closed. If the budget for a completed project is not fully expended, generally, the budget is closed and the remaining balance accumulates in the fund balance. The accumulated fund balance is available to pay for future projects.

Horizon Issues: The proposed CIP funds the Town's highly prioritized needs. Staff reviews and analyzes the business cases supporting these projects and considers them ready to move forward. In many situations, however, the Town has identified a future need, but has not yet completed a detailed analysis, considered options, or designed a specific facility. These projects include facilities, capital maintenance, and business systems that will be needed in the future, often beyond the CIP's five-year timeframe.

Planning By Fund

The following sections represent a description of the projects submitted, by element, for the five year planning timeframe under consideration. Each element begins with a brief description of what types of projects are funded and includes a tabular summary of all projects considered and the proposed revenue source to fund the projects in each year. At the end of each section, there is a summary table showing the total cost of the projects in each year and the total of each revenue source. More details regarding the cost of borrowing is provided in each summary section. The reference to "Local Revenue" in the revenue portion of the tables is indicative of the need for current year funding for some projects/purchases in each year. This could include appropriation of reserve funds from one or more of the major funds: General, Water and Sewer, and Electric.

Section 2: General Fund

A majority of projects included in the CIP are housed in the General Fund. This revenue is generated in large part by ad valorem taxes, along with sales taxes, utility taxes, and other similar revenues.

The types of capital projects that qualify for this fund include facility improvements, transportation system improvements, and other similar projects.

Compared to other sources, General Fund resources are a flexible revenue source without restrictions on their use.

The icons below signify each element within the General Fund. They are located on the top right corner of the pages that are associated with their projects.



Transportation



*Parks, Recreation, &
Cultural Resources*



Public Safety



Public Facilities



*Public Works &
Environmental
Services*



Transportation Element Projects

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

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

Transportation infrastructure, like the Peakway shown on the right, has a long lasting effect on the quality of life in Apex. It provides easier access to all areas of Town and helps ease commuter traffic congestion as residents travel to and from employment centers.



The table below shows each of the projects submitted for consideration in this year's CIP process and the estimated cost of the project in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Transportation	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Future Years	Total Capital Cost
Annual Miscellaneous Drainage Improvements	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Annual Miscellaneous Road & Sidewalk Improvements	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
Annual Pavement Management	1,871,000	1,950,000	2,025,000	2,100,000	2,200,000	2,200,000	12,346,000
Apex Peakway Southwest Connector	22,625,000	-	-	-	-	-	22,625,000
Downtown Alley Improvements	500,000	-	-	-	-	-	500,000
Kelly Point Court Drainage Improvements	110,000	-	-	-	-	-	110,000
Pavement Management Backlog	1,000,000	-	-	-	4,000,000	-	5,000,000
Safe Routes to School	1,595,000	660,000	200,000	500,000	5,640,000	710,000	9,305,000
Saunders Street Parking Lot Expansion	1,200,000	-	-	-	-	-	1,200,000
Ten Ten Road at Jessie Drive Left Turn Lane Extension Cost Share	200,000	-	-	-	-	-	200,000
Wayfinding Signage Fabrication & Installation	155,000	190,000	340,000	330,000	155,000	-	1,170,000
GPS Emergency Vehicle Preemption	-	260,000	160,000	160,000	160,000	-	740,000
Salem Street Downtown Streetscape & Resurfacing	-	2,500,000	-	-	-	-	2,500,000
Burma Drive Phase 2	-	-	450,000	1,000,000	3,000,000	-	4,450,000
Ragan Road Sidepath	-	-	1,000,000	-	-	-	1,000,000
Stephenson Road High School Improvements Cost Share	-	-	750,000	-	-	-	750,000
Tingen Road Pedestrian Bridge	-	-	150,000	500,000	-	3,000,000	3,650,000
Apex Peakway North Widening	-	-	-	350,000	5,000,000	-	5,350,000
Center Street Railroad Crossing Improvements & Sidewalk	-	-	-	100,000	700,000	-	800,000
Chatham Street Railroad Crossing Improvements & Sidewalk	-	-	-	150,000	1,125,000	-	1,275,000
Davis Drive at Salem Church Road Realignment	-	-	-	200,000	500,000	7,000,000	7,700,000
GoApex Transit Program	-	-	-	100,000	690,000	-	790,000
Lynch Street Extension	-	-	-	550,000	-	-	550,000
West Williams Street Sidewalk	-	-	-	200,000	650,000	-	850,000
Apex Peakway Southeast Connector	-	-	-	-	1,710,000	17,100,000	18,810,000
Jessie Drive Phase I & Phase II	-	-	-	-	7,500,000	13,500,000	21,000,000
Production Drive Extension	-	-	-	-	400,000	4,000,000	4,400,000
NC 55 Sidewalk & Enhancement Cost Share (U-2901)	-	-	-	-	-	2,000,000	2,000,000
US 64 Sidewalk & Enhancement Cost Share (U-5301)	-	-	-	-	-	2,000,000	2,000,000
Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share (U-5825)	-	-	-	-	-	2,000,000	2,000,000
Element Total	\$29,556,000	\$ 5,860,000	\$ 5,375,000	\$6,540,000	\$33,730,000	\$ 53,810,000	\$134,271,000



Continuous Projects

Annual Miscellaneous Drainage Improvements

\$100,000

Annually

This ongoing program addresses various deficiencies throughout Apex within the municipal drainage system concerning the safe and efficient management of stormwater. The program would address complaints generated by customers for various small drainage projects and avoid or minimize risk to private property. Without funding for this program, we would have to delay and bundle small projects while seeking a funding source, in some cases for a year or longer. Delaying response could adversely impact private property.

Annual Miscellaneous Road & Sidewalk Improvements

\$200,000

Annually

This ongoing program addresses various deficiencies throughout Apex on the municipal street system with accessible ramps and crosswalks, sidewalk maintenance and completion of short gaps in sidewalks, traffic control and warning device upgrades, and other related requests to provide a safe and accessible transportation system for all users. Without this program, we delay and bundle small projects while seeking a funding source, in some cases for a year or more.

Annual Pavement Management

\$1,871,000+

Annually

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

FY 2021-22

Apex Peakway Southwest Connector

\$22,625,000

Four-year Total

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

Downtown Alley Improvements

\$500,000

The Downtown Plan envisions creating vibrant places for people to gather by transforming the "leftover" spaces along Commerce Street and Seaboard Street. Improving these spaces was identified as a "Top 10" priority in the plan and would also address complaints from the public regarding Seaboard and Commerce Streets. Implementation is likely to require a public investment and private partnership. This CIP request is for the implementation elements likely to be publicly funded - consolidated dumpster enclosures, improved pedestrian facilities, landscaping, and decorative pavement treatments for



public right-of-way. It is anticipated that private funding would leverage this public investment to install murals, back porch areas, lighting, and other soft improvements to create a place for people. Moving this project forward is critical for the implementation of the Downtown Plan.

Kelly Point Court Drainage Improvements

\$110,000

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

Pavement Management Backlog

\$5,000,000

Two-year Total

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

Safe Routes to School

\$9,305,000

Six-year Total

The project will improve and add to existing Town infrastructure related to pedestrian and bicycle traffic to/from school. This five phase project includes adding sidewalks, pedestrian facilities, and safe crosswalks in the areas surrounding Apex Elementary School, Green Level High School, Apex High School, Baucom Elementary School, and Thales Academy Elementary School. These phases were identified through an analysis of safe routes to school needs. Without the project there will continue to be gaps in the sidewalk network and other deficiencies in the transportation system that make walking and biking to school difficult.

Saunders Street Parking Lot Expansion

\$1,200,000

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

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

\$200,000

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

Wayfinding Signage Fabrication & Installation

\$1,170,000

Five-year Total

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



FY 2022-23

GPS Emergency Vehicle Preemption

\$740,000
Four-year Total

In the first year, this project includes installing GPS preempt in 10 traffic signals and outfitting all fire vehicles with GPS preempt capability. Future years include adding GPS preempt at 10 signals/year, prioritizing major corridors (including NC 55, Salem Street, Center Street/Ten Ten Road, and Apex Peakway), and various signals adjacent to those major corridors. Without this system, time-saving benefits of having preemption for multiple directions of traffic flow along major routes would not be realized. Existing infrared preemption is only available for certain directions at four signals town wide and Apex Fire Department no longer has infrared emitters.

Salem Street Downtown Streetscape & Resurfacing

\$2,500,000

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

FY 2023-24

Burma Drive Phase 2

(Pristine Water Drive to Lufkin Road)

\$4,450,000
Three-year Total

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

Ragan Road Sidepath

\$1,000,000

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

Stephenson Road High School Improvements Cost Share

\$750,000

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

Tingen Road Pedestrian Bridge

\$3,650,000
Three-year Total

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



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

FY 2024-25

Apex Peakway North Widening

(Center Street to Old Raleigh Road)

\$5,350,000

Two-year Total

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

Center Street Railroad Crossing Improvements & Sidewalk

\$800,000

Two-year Total

This project includes improvement of the road-crossing surface with the addition of concrete panels and addition of sidewalk across CSX railroad tracks, as well as four quadrant gates and associated railroad equipment upgrades. Current review of statewide prioritization shows this may score well enough to allow for 70% state funding. Without it, the sidewalk will continue to stop short of the tracks on each side, forcing pedestrians onto the roadway, and the crossing surface will continue to compromise ride comfort. An additional benefit is the potential to create a quiet zone at this crossing.

Chatham Street Railroad Crossing Improvements & Sidewalk

\$1,275,000

Two-year Total

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

Davis Drive at Salem Church Road Realignment

\$7,700,000

Four-year Total

This project would realign Davis Drive to improve the horizontal curvature as well as add turn lanes and extend Salem Church Road. The intersection would be shifted west, away from the CSX RR freight line, allowing for vehicle stacking beyond the tracks and the installation of a traffic signal and gate arms. Without this project, it is possible that Salem Church Road will eventually be converted to right in-right out, and/or safety concerns will persist for the following issues: no left turn on Davis Drive backing up traffic southbound, no space for a traffic signal or gate arms to warn of an approaching train, and limited visibility around the curve on Davis Drive.

GoApex Transit Program

\$790,000

Two-year Total

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



Lynch Street Extension

\$550,000

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

West Williams Street Sidewalk

\$850,000

Two-year Total

This project would complete gaps in the sidewalk in front of Beaver Creek Commons shopping center, crossing the US 64 eastbound off ramp, connecting across the bridge over US 64, and extending to the intersection at Vision Drive. Current review of statewide prioritization shows this may score well enough to allow for 70% state funding. Signalized crosswalks would be installed at the existing traffic signals on both ends of this project. Without it, pedestrians will continue traveling along the shoulder of the road and both ends of this project will lack accessible ramps and crosswalks.

FY 2025-26

Apex Peakway Southeast Connector

(NC 55 to Center Street)

\$18,810,000

Three-year Total

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

Jessie Drive Phase I & Phase II

\$21,000,000

Three-year Total

This project would connect Jessie Drive to NC 55, providing a major thoroughfare between Ten Ten Road and NC 55 south of US 1. The road would serve development of adjacent land, including industrial and commercial areas, and relieve some of the congestion along Ten Ten Road near the US 1 interchange. In the event of major closures or delays on NC 55 or Ten Ten Road, it would provide an east-west detour. Without it, adjacent development would be responsible for building sections of Jessie Drive, but it is unlikely that the entire route from NC 55 to Ten Ten Road would be completed. In the interim, development will burden existing connections, which are either already congested or offer less capacity. Phase I begins the project at an estimated cost of \$9 million. Phase II is programed for a yet-to-be determined future year, at an estimated \$12 million.

Production Drive Extension

\$4,400,000

Two-year Total

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

Horizon

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

\$2,000,000

Transportation Improvement Program (TIP) project U-2901 will widen NC 55 from US 1 to Olive Chapel Road. This project will provide the enhancements the Town requests, which include pedestrian facilities (sidewalk and path), aesthetic



treatments at new CSX Bridge, and median enhancement and landscaping. As part of TIP U-2901, NCDOT will replace existing pedestrian facilities, but not complete gaps where there are no existing facilities without the Town sharing a portion of the costs. Similarly, NCDOT will not provide an enhanced streetscape unless the Town shares a portion of the costs.

US 64 Sidewalk & Enhancement Cost Share (U-5301) \$2,000,000

This project will convert the intersections of US 64 at Lake Pine Drive and US 64 at Laura Duncan Road to an interchange, and convert US 64 from Laura Duncan Road to US 1 to a superstreet. This project will provide funding for enhancements the Town requests as part of the widening project. Enhancements are likely to include protected pedestrian facilities, including sidewalk, multi-use path, and crossings. NCDOT will replace existing pedestrian facilities, but will not complete gaps where there are no existing facilities unless the Town shares a portion of the costs.

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

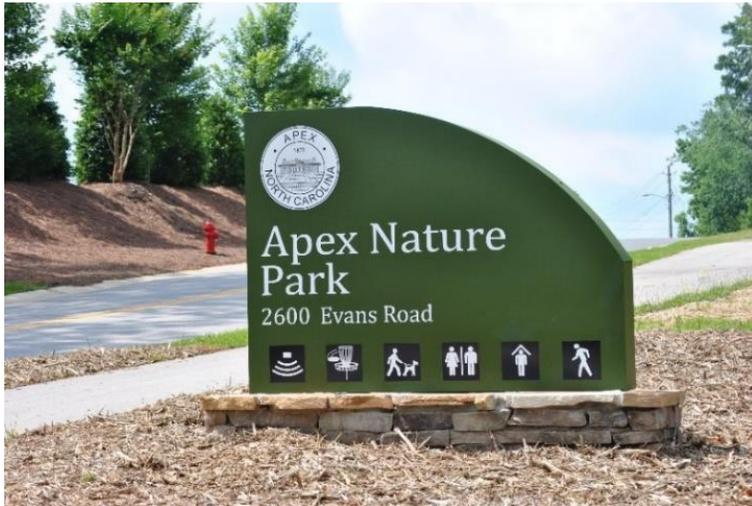
This project will provide enhancements the Town requests as part of the NCDOT widening project (Ten Ten Road from Apex Peakway to Kildaire Farm Road in the Town of Cary). Enhancements include pedestrian facilities (sidewalk and multi-use path), median treatments, and landscaping. As part of TIP U-5825,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



Parks, Recreation, & Cultural Resources Element Projects

Projects Funded: The construction of park and recreation amenities, expansion of existing parks, and major maintenance of current facilities.

Peak Plan 2030 Recommendation: That the Town “implement recommendations of the recently updated Parks, Recreation, Greenways, and Open Space Master Plan.” Projects shown in this element address needs reflected in this plan. Projects shown in this element include bicycle transportation improvements included in the Bike Apex plan.



The Apex Nature Park, which opened in early 2014, expanded our ability to serve the growing population of Apex with a variety of active and passive recreational opportunities. Our high quality park facilities, greenway network, and the programs we offer contribute greatly to the high quality of life people in Apex enjoy. This element suggests funding several other quality projects in response to our Parks Plan and the expressed needs of those we serve.

The table below shows each of the projects submitted for consideration in this year’s CIP process and the estimated cost of the project in each fiscal year of the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Parks, Recreation, & Cultural Resources	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Future Years	Total Capital Cost
Annual Miscellaneous Greenway Connections	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
Beaver Creek Greenway Improvement	-	337,800	-	-	-	-	337,800
Environmental Education Center	-	100,000	1,100,000	-	-	-	1,200,000
Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion	-	-	-	975,000	-	-	975,000
Jaycee Park Expansion	-	-	-	100,000	1,000,000	-	1,100,000
Apex Community Park Parking Lot Expansion	-	-	-	-	665,000	-	665,000
Dredge Apex Community Park Lake	-	-	-	-	-	3,660,000	3,660,000
Northwest Wimberly Road Park Design	-	-	-	-	-	5,500,000	5,500,000
Olive Farm Park Design	-	-	-	-	-	5,500,000	5,500,000
Element Total	\$ 300,000	\$ 737,800	\$ 1,400,000	\$ 1,375,000	\$ 1,965,000	\$ 14,960,000	\$ 20,737,800



Continuous Projects

Annual Miscellaneous Greenway Connections

\$300,000

Annually

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

FY 2022-23

Beaver Creek Greenway Improvement

\$337,800

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

Environmental Education Center

\$1,200,000

Two-year Total

The Nature and Environmental Education facility was part of the initial Master Plan for the Nature Park site that was part of a 2004 bond package. The intent is to utilize this facility as a headquarters for the operation of the park and to provide someone on-site to program and oversee the park. Additionally, it would be a place where environmental and nature exhibits can be seen as part of the Town's effort to educate and support environmental initiatives such as conservation and good stewardship. It is envisioned that a large portion of the potential programming for this facility would be achieved through Town initiatives and by developing collaborative relationships with area schools and universities.

FY 2023-24

Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion

\$975,000

With the conversion of the Seymour Athletic Fields to synthetic turf and the current volume of use, there is a need for expanded parking to keep patrons from parking on Evans Road. This proposal would add approximately 50 parking spaces to Town-owned property on the other side of Evans Road and install an at-grade pedestrian crossing into the Nature Park.

Jaycee Park Expansion

\$1,100,000

Two-year Total

The expansion of Jaycee Park, adjacent to the Apex Peakway, adds new amenities that include an open play field, shelter, playground, and additional parking, which will serve multiple neighborhoods within walking distance of the park. This will also connect to the Beaver Creek Greenway and existing Jaycee Park amenities.

FY 2024-25

Apex Community Park Parking Lot Expansion

\$665,000

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

Horizon

Dredge Apex Community Park Lake

\$3,660,000

This project would dredge Apex Community Park Lake, allowing boats using the lake for recreational purposes to have access to more of the lake with fewer obstructions and less restriction of movement. Dredging also improves water quality, which improves the lives of fish and fishing opportunities and assists in restoring habitats. The estimate involves removing 90,000 cubic yards of silt and disposing of it off-site.



Northwest Wimberly Road Park Design

\$5,500,000

In September of 2017, the Town purchased approximately 30 acres of land with the intention of developing a regional park in the northwest quadrant of Apex. The acquisition of property in this area was a priority outlined in the 2013 Parks, Recreation, Greenways, and Open Space Master Plan. This project would begin development of the site and amenities.

Olive Farm Park Design

\$5,500,000

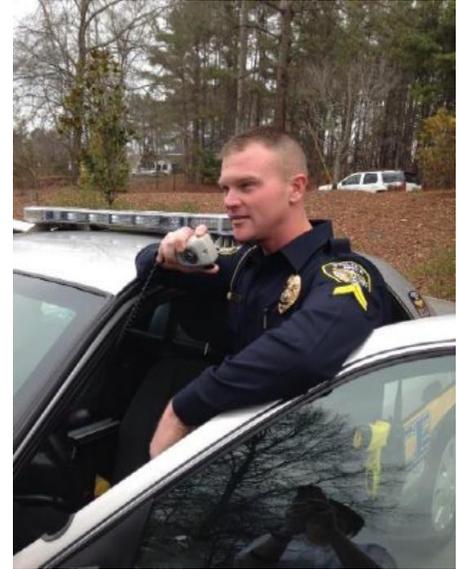
The Town acquired approximately 22 acres of land for a future park in Southwest Apex in August of 2017. The acquisition of property in this area was identified as one of two priority areas in 2013 Parks, Recreation, Greenways and Open Space Master Plan. This project would begin development of the site and provide significant public parkland in a rapidly growing area of Apex.



Public Safety Element Projects

Projects Funded: Acquisition of capital equipment to support the operations of the three public safety departments in the Town. (Note: Public safety *facilities* are considered in the *public facilities* element.)

Peak Plan 2030 Recommendation: That the Town “provide adequate fire and police in all areas.” This element considers the projects necessary to maintain adequate and responsive services to our citizens.



The table below shows each of the projects submitted for consideration in this year’s CIP process and the estimated cost of the project in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

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



FY 2021-22

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

This is a request to replace the 2004 E-One Ladder apparatus at Station 3 with a new 75' aerial ladder apparatus. This type of fire apparatus provides the ability to operate as both an engine and an aerial ladder. The Ladder 3 apparatus will be 15 years old at the requested replacement date with over 100,000 miles and has begun to experience higher maintenance/repair costs due to age and mileage. This replacement will also support the 3 aerial apparatuses that are needed for the public protection classification. The current Ladder 3 would remain as the Town's only reserve aerial.

FY 2022-23

Aerial Apparatus to Replace Ladder 4**\$1,400,000**

This request is for an aerial platform apparatus to replace Ladder 4, which is a 2006 model. At this point, Ladder 4 will have reached its expected 15-year service life. The intent is to use this apparatus in reserve, replacing the quint reserve from Station 3, which will aid our Public Protection Classification. Not funding this request will require the department to continue to run an aerial apparatus that will have approximately 90,000 miles when this replacement is requested. Aerial apparatuses are expensive to operate and the maintenance cost associated with this truck will increase over time.

FY 2023-24

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

This will replace Engine 32, a 2011 model rescue pumper that currently has 94,000 miles. While the Town typically attempts to get 15 years out of front-line service from a pumper, this truck's dual purpose has caused it to build up mileage at a faster rate. Therefore, a replacement pumper is being requested in order to ensure that our front-line response fleet remains at a level necessary to provide the highest level of service to our community. Not funding this request will require the department to continue to operate this truck until such time as it is replaced.

FY 2024-25

Driving Simulator**\$243,000**

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

FY 2025-26

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

This vehicle has a "normal" van exterior appearance and will not attract undue attention while still providing protection to occupants in critical incidents. This vehicle provides the department with the capability to rescue persons in the event of active gunfire and provide officers ballistic protection in critical incidents involving gunfire and/or explosives. The armored transit van would primarily serve in the role of hostage recovery & rescue transport. This addition will increase officer and citizen safety.

Horizon

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

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



Public Facilities Element Projects

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

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



The Public Works Administration building, which was part of a project that included a new Purchasing and Inventory Building, storage yard, and upgrades to other facilities in the public works complex, currently houses Water Resources staff. This element suggests funding several other quality projects such as this to address current and future facility needs.

The table below shows each of the projects submitted for consideration in this year’s CIP process and the estimated cost of the project in each fiscal year of the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

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



FY 2021-22

Mechanical (HVAC/Chiller) Upgrades to Town Facilities

\$550,000
Four-year Total

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

Eva Perry Library Improvements

\$553,400
Two-year Total

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

Police Department Security Fencing

\$125,000

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

Public Safety Station 6

\$6,500,000

Public Safety Station 6 (PSS6) involves the relocation of Public Safety Station 3 and will provide fire and emergency services to the White Oak Basin and Green Level areas of Apex. It is forecasted that this area will see upwards of 2,100 new homes, along with related services, within the next few years. This rapid development, coupled with the existing I-540 corridor, will continue to generate pressure on existing fire services and require an additional station in order to provide adequate service. Response from the existing Station 3 will result in long response times due to the distance that would need to be covered. This station will feature a new design to more effectively meet the needs of both fire and police departments. Station 6 will house a new engine and 12 personnel.

Public Works Operations Building Renovations

\$1,700,000
Two-year Total

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

Town Fiber Optic Expansion

\$125,000

The proposed fiber project will provide funding for expansion of the existing Town fiber network to greater support operational efficiencies, create redundancy, and expand the fiber optic backbone and fiber optic connections to key locations and facilities throughout the Town. The Town's current fiber network supports a variety of operational areas. This project will help fund additional fiber strands, equipment, and installation as incremental costs to other planned projects. This request includes the final two phases of this project.



Town Hall Remodel

\$1,075,000

Three-year Total

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

Tunstall House Restoration

\$850,000

Two-year Total

Restoration of the existing Tunstall House would not only be a prescriptive plan to save the current structure, but also provide long term use as well as mediate deterioration to the existing structure. This project contemplates the historic restoration of the house and contributing outbuildings. The house is suffering from deferred maintenance and currently serves no purpose. In the past, the house has been looked at for public purpose, but the restoration/renovation costs have been prohibitive. The first phase would include testing for lead and asbestos and determining preventive steps to stop further deterioration until the renovation occurs in the following year.

FY 2022-23

Communications Backup Center

\$325,000

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

Mechanical (Boiler) Upgrades to Community Center

\$130,000

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

Repurpose Depot Parking Lot

\$2,250,000

Two-year Total

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

Station 1 Rebuild

\$5,000,000

Two-year Total

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



FY 2023-24

Vehicle Storage Shed & Brine Building

\$259,000
Two-year Total

This project is for the construction of a vehicle storage shed & brine building at the Public Works Operation Yard. The storage shed and brine building will provide shelter for vehicles and equipment not currently protected from inclement weather.

FY 2024-25

Fleet Fluid Pumps/Reclamation

\$100,000

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

Town Campus Parking Lot Resurfacing

\$970,000
Two-year Total

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

Horizon

Fire Department Administration Building

\$2,000,000

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

Fire Station 7

(Olive Farm Area)

\$6,500,000
Two-year Total

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

Land Purchase for Affordable Housing

\$500,000

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

Police Department Addition/Renovation

\$6,400,000
Two-year Total

With the growth of the community and police department, the Town is experiencing space limitations at the main police facility. This project includes plans to add space for operations, administrative functions, and the Communications Center. The conceptual plan adds two stories of office space above the current administrative parking lot (east side) over a secured police parking lot. The first level above that would align with the existing second story of the building and would be finished into office space for administrative functions. The second level would be unfinished shell space to allow for future growth. The existing administrative office space would be renovated to allow for a doubling in size of the existing Communications Center and the addition of related office and work space.



Public Works & Environmental Services Element Projects

Projects Funded: Projects designed to manage and mitigate the effects of stormwater runoff, manage the collection and disposal of solid waste, and maintain streets. These projects include structural improvements, SCM construction, and major maintenance of this infrastructure. They also include equipment needed to manage solid waste collection and maintain Town streets.

Peak Plan 2030 Recommendation: There are no direct recommendations in the plan regarding Public Works and Environmental Services.



Focusing on maintaining and improving the conveyance of stormwater protects property, infrastructure, and the environment. A well-managed yard waste collection program assists in this effort by keeping roadside gutters and drains clear.



The table below shows each of the projects submitted for consideration in this year's CIP process and the estimated cost of the project in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

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



FY 2021-22

Chipper Truck – Replacement \$165,000

This truck replacement is necessary to maintain our current level of service to the Town. Not adequately maintaining the fleet of the Town would mean the current level of service would have to be decreased in order to accommodate the higher population. The replacement is needed due to the aging of an existing chipper truck/chipper combo (Unit #76), which will be 13 years old at the time of replacement and have well over 109,000 miles.

Leaf Truck – Replacement \$212,000

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

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

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

FY 2022-23

Dump Truck – Addition \$100,000

There are currently four dump trucks available to public works. The oldest is a 1996 single axle dump truck and the newest is a 2006 two-ton dump truck. This project will add an additional dump truck to the fleet to account for the future growth and additional responsibilities of the department.

Leaf Truck – Addition \$212,000

The addition of another leaf truck will be necessary to meet the expanding service area resulting from residential growth. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

Motor Grader – Replacement \$250,000

This project will replace a grader (Unit #5506) that is over 53 years old with over 120,000 miles. A motor grader is necessary to spread materials, maintain ditches, and maintain gravel roads and parking lots. This vehicle will also be utilized for snow and ice control operations.

FY 2023-24

Grapple Truck – Replacement \$195,000

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

Leaf Truck – Replacement \$212,000

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



Street Sweeper – Replacement

\$275,000

This project will replace a street sweeper (Unit #96) that will be over 22 years old at the time of replacement. There is currently one street sweeper in the street department fleet used to clean streets for special events. This truck will be used to clean Town streets after spills, provide routine maintenance, and clean up after parades and festivals.

FY 2024-25

Chipper Truck – Addition

\$165,000

This project will be an addition of a Chipper Truck, which will be a required addition to the future growth of the department and additional responsibilities of the department. The department will not be able to maintain production due to lack of equipment within the Town.

Leaf Truck – Addition

\$212,000

The addition of another leaf truck will be necessary to meet the expanding service area resulting from residential growth. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

FY 2025-26

Chipper Truck – Replacement

\$165,000

This truck replacement is necessary to maintain our current level of service to the Town. Not adequately maintaining the fleet of the Town would mean the current level of service would have to be decreased in order to accommodate the higher population. The replacement is needed due to the aging of an existing chipper truck/chipper combo (Unit #225), which will be 10 years old at the time of replacement.

Small Asphalt Paver

\$115,000

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

Leaf Truck – Replacement

\$212,000

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

Horizon

Dump Truck – Replacement

\$185,000

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

Leaf Truck – Replacement

\$212,000

This project will replace a leaf truck (Unit #121) in the Town’s current fleet that will be 8 years old at time of replacement.



General Fund Summary

The table below shows the total of the capital needs in each of the CIP elements supported by the General Fund and the revenue sources proposed to support these needs. The grant and fee revenues are explained in the applicable sections above. Local revenue is indicative of the need for current year revenue supported funding for some projects/purchases in each year. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

The level of capital need reflected in this document necessitates the issuance of additional debt to meet these needs. In the table below, new debt service is shown as a total amount proposed in each fiscal year. Installment purchase is used primarily for debt issues that are shorter in term and/or for relatively small projects. Bond debt is issued for longer term, high cost projects. Some bond issues cover multiple projects. For the purpose of the estimates shown, we have used an interest rate of 4 percent for installment and bond debt issues. While bond debt will carry a lower interest rate, we opted to keep this illustration simpler by using a common interest rate.

For items such as fire apparatus purchases, replacement vehicles and minor renovations, we use “pay go” financing to avoid interest costs and use accumulated fund balance for these one-time purchases. For all other issues in the General Fund, we use a twenty-year term for the purpose of this illustration. Increasing the length of the term for these issues would result in a lower annual payment, but a higher over-all interest cost over the life of the borrowing.

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

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

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

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



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

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

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

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

Section 3: CIP Financial Impact Analysis on General Fund

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

Projections and Estimates

Proper financial planning requires projections and estimates for expenditures, revenues, and other financial indicators. Expenditure and revenue estimates require forecasts for changes in population, assessed property value, and other factors such as changes in the economy. The CIP projections represent a six percent growth factor for operations expenditures throughout the five-year scope. The town has been the beneficiary of sustained growth in property values with a three-year rolling average of 7.33 percent not including revaluation years. Wake County will perform a revaluation in 2024 that will affect the assessed value and revenue neutral tax rate for Apex. The CIP includes an adjustment in FY24-25 for a potential revenue neutral rate in response to the revaluation. Apart from gains in property tax revenues and sales tax revenues, estimates indicate growth in other revenues collectively is mostly flat or nominal. The CIP includes a revenue growth rate of five percent for FY22-23 and FY23-24 and a rate of 4.5 percent for the final two years of the plan. For projects subject to financing in FY21-22, interest rates between 3.5 and 4.0 percent are accurate based on other recent financing by the Town. For future years, a half percent has been added to the interest rate per year beginning in FY22-23. That rate may vary depending on the size of the project and length of term. Financing recommendations in this CIP include use of general obligation bonds and installment financing in the General Fund and revenue bonds in enterprise funds.

Debt Ratios

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

Net debt per assessed valuation is an important indicator because it takes into account the Town's largest revenue source and greatest means for repaying debt. This is a measure of debt capacity as well as debt burden. This ratio divides the Town's net debt by its total assessed value, where net debt is defined as all tax-supported debt. Town policy states that its net debt per assessed valuation should not exceed 2.5 percent. Apex's expected debt-to-assessed valuation ratio for FY21-22 is .90 percent. The ratio for FY21-22 represents the expected high point within the proposed CIP. Even with upcoming projects that will require additional debt financing, the growth in assessed value will outpace that modest increase in net debt, resulting in a lower ratio. The .90 percent is well below the Town's maximum and the legal limit set forth by N.C.G.S. 159-55, which limits net debt to eight percent or less of a local government's total property valuation. Apex's legal debt limit, based on the July 1, 2020 audited valuation is \$630,808,983. The CIP includes a maximum debt obligation of \$105,824,674 in FY25-26.

The 10-year payout ratio measures the amount of principal being retired in the next 10 years. As an indicator, it determines if debt is back-loaded, which can cause concern for long-term financial stability. Apex has a policy that establishes a minimum 10-year payout ratio of 55 percent. The CIP includes issuance of previously authorized bonds as well new bond debt and installment purchase financing. The new debt brings the payout ratio down to 68.27 percent in FY21-22. The lowest ratio of 66.52 in FY25-26 remains above the Town's minimum.



Debt service as a percentage of total expenditures measures annual debt service payments of non-self-supporting projects as a portion of the Town's General Fund expenditures. Debt service payments can become a large portion of a town's budget and should be monitored to ensure acceptable levels. Too much debt service may indicate excessive debt and fiscal strain. Bond rating agencies consider a net debt service percentage between 15 and 20 percent to be high. A ratio below five (5) percent indicates capacity for significant new debt. The Town's policy is to maintain a net debt service ratio of less than 12 percent. For FY21-22, the General Fund debt service ratio is 9.54 percent and reaches a high of 11.63 percent in FY22-23. Without significant changes to the CIP, the debt service ratio will remain below 12 percent for the length of the current CIP. Keeping this ratio below 12 percent provides the town with opportunities to finance more projects.

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

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

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

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

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

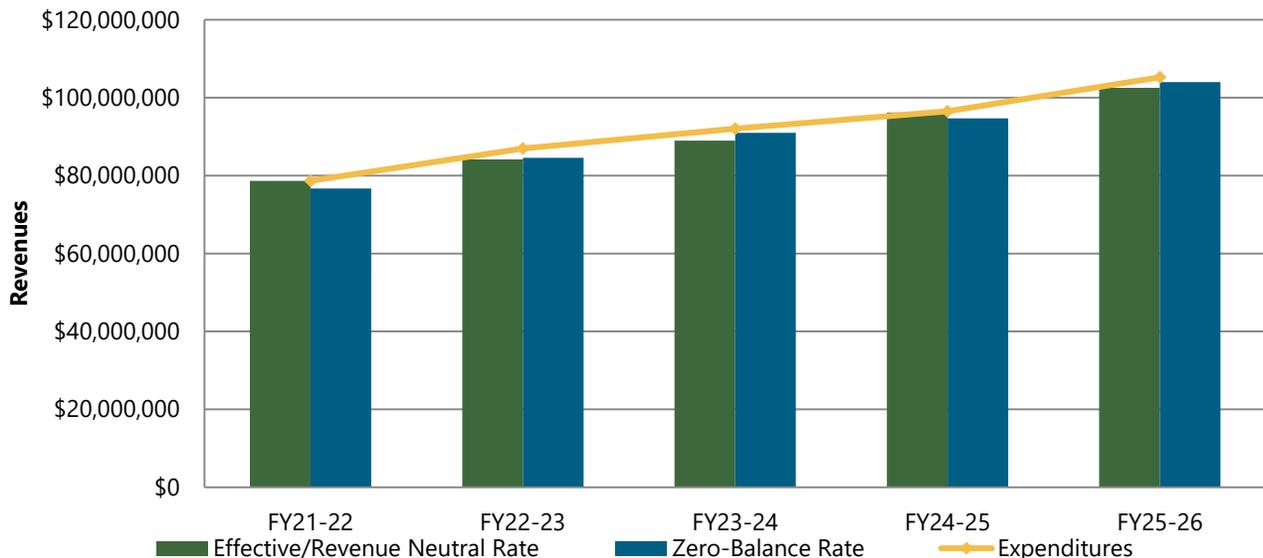
Tax Rate Analysis

One method of assessing the CIP impact on the operating budget is to illustrate the effects in terms of the tax rate. The table and graphs below depict the potential tax rate needed to generate enough revenue to account for General Fund CIP project costs beyond the Town's typical capital and operating expenditures. This calculation is dependent on the Town's assessed value and the revenue generated by a penny on the tax rate. The formula does not take into account substantial increases or decreases in revenues from other sources such as sales tax or service fees. In addition, it does not address changes in operational needs for the Town unless addressed in the CIP. The FY21-22 Recommended Budget includes a tax rate of \$.39, which includes the net of a \$.015 increase for voter approved bond debt in 2017 and \$.005 decrease as part of a shift in stormwater operations from the General Fund to an enterprise fund. Wake County will undergo another revaluation in 2024 and the projections for FY24-25 use a revenue-neutral tax rate of \$.38. For this analysis, the Town's capital expenditures do not include grant-funded projects except for the required local contributions.

If projections are accurate, CIP projects will create a funding gap each year beginning in FY22-23 with potential shortfalls ranging from \$290,505 in FY24-25 to \$3.08 million in FY23-24. These funding gaps represent potential policy decisions for Town Council regarding use of fund balance, setting the tax rate, delaying projects, and consideration of operational cuts. The funding gap is noticeable for all years due to large capital projects that will require financing, such as reconstruction of Fire Station 1 and new road construction as well as the substantial impact on the operating budget with the addition of a full engine company upon completion of Public Safety Station 6 in FY22-23. The CIP includes \$81.06 million in transportation projects over the next five years and identifies another \$53.8 million in projects on the horizon. Twelve projects in the next five years are \$1 million or more. How to finance these projects presents another policy decision for Town Council. The CIP includes general obligation bonds beginning in FY21-22 to cover \$42 million in transportation projects. This amount can easily be higher and only covers a portion of the large transportation projects. The impact model does include a tax rate increase to accompany the proposed general obligation debt. The proposed bond plan would include two separate tax rate increases of approximately \$.015 in FY22-23 and FY26-27 to cover the annual debt service.

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

Projected GF Revenues vs. Expenditures Scenarios



5-Year Tax Rate Assessment

Forecasted Expenditures (Including CIP Projects)	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Operating Budget	\$63,001,436	\$65,629,722	\$70,595,205	\$76,288,049	\$82,387,432
Capital Outlay	\$8,918,400	\$10,944,800	\$10,220,500	\$9,165,500	\$12,127,000
Debt Service	\$7,397,064	\$9,919,383	\$9,687,787	\$9,804,103	\$9,357,891
Transfers Out	-\$1,820,000	-\$1,520,000	-\$1,040,000	-\$1,060,000	-\$1,080,000
<i>Total Expenditures</i>	<i>\$79,091,900</i>	<i>\$87,170,905</i>	<i>\$91,771,493</i>	<i>\$96,702,652</i>	<i>\$105,437,323</i>
Total Capital & Debt	\$14,495,464	\$19,344,183	\$18,868,287	\$17,909,603	\$20,404,891
Capital & Debt Expenditures %	18.33%	22.19%	20.56%	18.52%	19.35%
Forecasted Revenues					
Property Tax	\$42,695,130	\$47,869,681	\$52,329,591	\$57,205,021	\$62,534,683
Other Taxes, Fees, Charges	\$33,247,770	\$34,910,159	\$36,655,666	\$38,305,171	\$40,028,904
Transfers In	\$1,600,000	\$0	\$0	\$0	\$0
<i>Total Revenues</i>	<i>\$79,091,900</i>	<i>\$84,629,840</i>	<i>\$88,985,257</i>	<i>\$96,250,192</i>	<i>\$102,563,587</i>
Difference	\$0	(\$2,541,066)	(\$2,786,235)	(\$452,460)	(\$2,873,736)
Projected Fund Balance	\$23,486,475	\$19,095,409	\$16,309,174	\$15,116,714	\$12,242,979
Capital Impact on Fund Balance	\$0	(\$2,541,066)	(\$2,786,235)	(\$452,460)	(\$2,873,736)
Fund Balance Impact Percentage	29.70%	21.91%	17.77%	15.63%	11.61%
Assessed Property Value	\$10,958,427,579	\$11,979,399,513	\$13,095,493,095	\$15,059,817,060	\$16,462,906,184
\$.01 Property Tax Increase =	\$1,094,747	\$1,196,742	\$1,308,240	\$1,504,476	\$1,644,644
Tax Rate	\$0.390	\$0.400	\$0.400	\$0.380	\$0.380
Change in Tax Rate Needed for Difference	(\$0.000)	\$0.021	\$0.021	\$0.003	\$0.017
Zero-Balance Tax Rate	\$0.390	\$0.421	\$0.421	\$0.383	\$0.398
Projected Fund Balance with Tax Rate Adjustment	\$23,486,475	\$21,636,475	\$19,095,409	\$15,569,174	\$15,116,714
Projected Fund Balance % with Tax Rate Adjustment	29.70%	24.82%	20.81%	16.10%	14.34%

Section 4: Electric Utility

The projects funded through the Electric Utility element pull from the Electric Enterprise Fund. This fund pays only for projects related to the electric system and not for projects related to the Water/Sewer Fund or the General Fund.

The types of capital projects that qualify for this fund include construction, maintenance, and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

The icon below signifies the electric utility element, and is located on the top right corner of the pages that are associated with these projects.





Electric Utility Element Projects

Projects Funded: Construction, maintenance, and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, major maintenance of infrastructure and equipment necessary to maintain the system.

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



From our newest substation, Mt. Zion (shown on the left), and throughout our system, we work to improve the reliability of our electric system.

Well-trained and well-equipped technicians are required to maintain a first rate utility.



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

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



FY 2021-22

Bucket Truck – Replacement \$235,450

This request is to replace one bucket truck (Unit #65). The bucket truck is a specialized vehicle required for the installation of overhead electrical equipment and performance of maintenance activities. At time of replacement, the truck will be over 18 years old.

Electric Line Truck – Replacement \$285,400

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

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

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

System Fault Indicators \$130,000

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

FY 2022-23

Electric Line Truck – Replacement \$285,400

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

FY 2024-25

Green Level Substation \$1,700,000

The Green Level area is expected to add more than 2,100 new homes and associated services in the next few years. To support this scale of development, we will initially need to build a new 80 MVA substation with one 40 MVA Power Transformer installed. Having the electrical capacity ready in the form of a new substation (and distribution lines) will help ensure that we can provide reliable electrical service to this area.

Horizon

East Williams Street Substation \$5,075,000
Two-year total

As Veridea begins to develop along East Williams Street, near the East Williams Substation, we will need to improve our ability to serve this area. This project consists of approved development of 2.2 million square feet of mixed-used commercial development, 500,000 square feet of office development, and 4,000 residential units located on approximately 1,000 acres. To support this scale of development, the Town would need to add two 40 MVA Power Transformers to the East Williams Substation to provide the additional capacity and reduce delivery point charges from Duke Energy. This project contains two phases. Phase I will install one 40 MVA transformer and Phase II, will add the second 40 MVA transformer.

Electric Fund Summary

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

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



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



Section 5: Water and Sewer Utility

Projects assigned to the Water and Sewer Utility element are funded through the Water and Sewer Enterprise Fund. This fund only pays for projects related to the water and sewer system, and not for projects related to the electric fund, or any General Fund related project.

The types of capital projects that qualify for this fund include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions, and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

The icon below signifies the Water and Sewer Utility element, and is located on the top right corner of the pages that are associated with these projects.





Water and Sewer Utility Projects

Projects Funded: Construction and improvement of water and sewer infrastructure. These projects include main additions and replacements, water/wastewater treatment plant renovations/ expansions, filter rehabilitation, pump station additions, and major maintenance of this infrastructure.

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

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



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

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



FY 2021-22

Advanced Metering Infrastructure (AMI)

\$900,000

This project continues to deploy AMI interfaces for all water meters. Upgrading to AMI technology will allow staff to take meter readings from a fixed location and have the readings enter directly into billing software. Phases 2 -5 include funds to transition to AMI and continue replacement of meters older than 10 years old. Tied with our proposed electric meter replacement, this project will allow us to deploy an advanced outage management system to greatly improve service to our customers. Originally, this project was envisioned as a phased approach to convert the town's existing AMR (Drive-by meter reading) system to an AMI (Advanced Metering Infrastructure) system. The first phase was to upgrade the existing meter interface units (MIUs) and some older meters. With this approach, the town would remain with its current AMR vendor through the transition to AMI. However, over the last year it has proven more prudent to take a more holistic approach to transitioning to AMI. In addition to considering other AMI vendors, the Water Resources and Electric Utilities departments have determined it is both feasible and in the towns best interest to pursue a combined AMI system (to read both electric and water meters). Thus, we have halted active upgrades to the AMR system and have begun working with the Electric Utilities Department to evaluate and select an AMI vendor. We expect to complete the selection process and begin system-wide implementation in the spring/summer of 2020. The operational, customer service, and financial benefits of AMI have proven well worth the cost for many utilities who have already implemented the technology. Not funding this request would simply prevent the town from realizing these benefits.

Barscreen Replacement

\$265,000

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

Cash-Perkins Outfall

\$2,325,000

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

Combo Truck – Replacement

\$420,000

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

Elevated Water Storage Tank – 1.5 MG

\$3,443,000

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

Lawrence Crossing Sewer Rehabilitation

\$395,000

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



Water Main Replacement & Rehab Program

\$1,592,800

Five-year total

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

Western Transmission Main – Phase III

\$2,050,000

(Apex BBQ to Peakway)

Two-year Total

Phase III of the Western Transmission Main Project will be the final phase of this project. The project includes the following sections: 900 feet of 20-inch waterline on Salem Street from Apex BBQ Road to the Peakway, and 3,000 feet of 20-inch waterline on Old US 1 from West Village to Holland Road. The primary purpose of Phase III work is to provide adequate water flow at a manageable pressure to the entire water system as western portions of Apex, south of Olive Chapel Road, develop and demand grows. This work will also ensure that adequate flow and proper velocities are maintained in the other areas of Apex as growing demand to the west pulls water in that direction.

FY 2022-23

Abbington Gravity Sewer Extension

\$250,000

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

Beaver Creek Commons Gravity Sewer Extension

\$1,115,000

Recent development projects near Kelly Road have upgraded and extended gravity sewer from the Abbington Subdivision to I-540. Currently, there is a gap between I-540 and the Beaver Creek Crossings Pump Station. The land between is part of a large lot subdivision (Chapel Ridge) with little potential for redevelopment. This project would involve decommissioning the Beaver Creek Crossings Pump Station and constructing approximately 2,100 feet of 12-inch gravity sewer line and manholes to complete the system. Not funding this project will require continued maintenance of the pump station. Project also includes looping a dead-end 12-inch water main along Beaver Creek Commons Drive from Beaver Creek to Kelly Road. If not constructed, redundancy and improved transmission to Town's elevated tanks will not be realized. Increased flushing of water may be required in the dead-end 12-inch water line to maintain water quality.

Big Branch 2 Pump Station & Force Main

\$36,800,000

Two-year total

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

Friendship Elementary Gravity Sewer

\$835,000

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



Humie Olive Water Loop

\$1,560,000

Two-year total

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

FY 2023-24

Old Raleigh Road Water Line Replacement

\$3,600,000

Two-year Total

The 10-inch water main in Old Raleigh Road was installed in the early 1960s and is now surpassing the designed 50-year life expectancy. Of additional concern are the improvements to Old Raleigh Road that have taken place over the years, subjecting this pipe to increasing vibration and stress from vehicle traffic. Research shows that expansive clay soil, which is found in Apex, contributes to pipe failure, particularly in the smaller diameters like the existing 10-inch line. While we do have redundancy, a pipe failure along this line would require an inordinate number of other valves and loops to be closed.

FY 2025-26

US 64 Utility Relocation

\$2,500,000

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

UV System Replacement

\$1,386,500

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

Horizon

Elevated Water Storage Tank – 2.0 MG

\$6,461,600

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

NC 55 Utility Relocation

\$2,150,000

This project includes utility relocations to accommodate NC Department of Transportation's (NCDOT) widening of NC Highway 55. The Town has existing water and sewer utilities within the right-of-way, including 12-inch and 6-inch water



lines, fire hydrants, valves, water service lines, 8-inch gravity sewer lines, manholes, and water and sewer service laterals that will be in conflict with NCDOT's proposed road widening. Utilities in conflict have to be relocated to prevent disruption of utility service to customers within the construction corridor. This project also includes an extension of 12-inch line down NC 55 under the railroad trestle to create new loop in distribution system.

SR1010 Utility Relocation

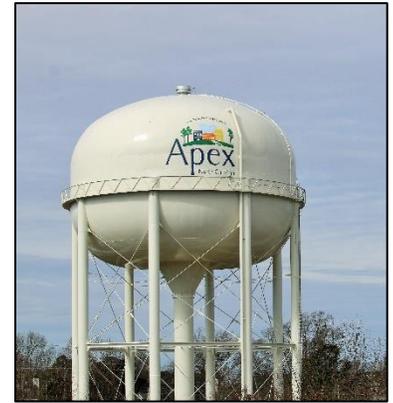
\$2,500,000

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

Water and Sewer Fund Summary

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

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



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

Section 6: Project Funding Detail

The following pages contain project funding details.

Transportation

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

Transportation Cont.

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

Transportation Cont.

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

Parks, Recreation, & Cultural Resources

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

Public Safety

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

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

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

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