





APEX
1873
NORTH CAROLINA

Annual Operating Budget

FISCAL YEAR 2019-2020

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

The Budget Document

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

Budget Message & Ordinance

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

Community & Organizational Profile

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

Financial Summaries

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

Funds & Line Items

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

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

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

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

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

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

Supplemental Information

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

Capital Improvement Plan

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

How to Read the Budget Document

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

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

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

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

Interpreting Tables & Charts

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

Department Revenue & Expenditure Summary Tables

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	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Personnel	28,826,124	33,298,000	32,492,997	37,407,500	12.34%
Operating	12,713,174	19,475,459	17,145,223	20,009,700	2.74%
Capital	3,622,103	7,798,019	7,361,824	3,172,800	-59.31%
Debt Service	4,881,933	4,624,100	4,569,920	4,512,500	-2.41%
Total	**$50,043,333**	**$65,195,578**	**$61,569,964**	**$65,102,500**	**-0.14%**

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	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Personnel	28,826,124	33,298,000	32,492,997	37,407,500	12.34%
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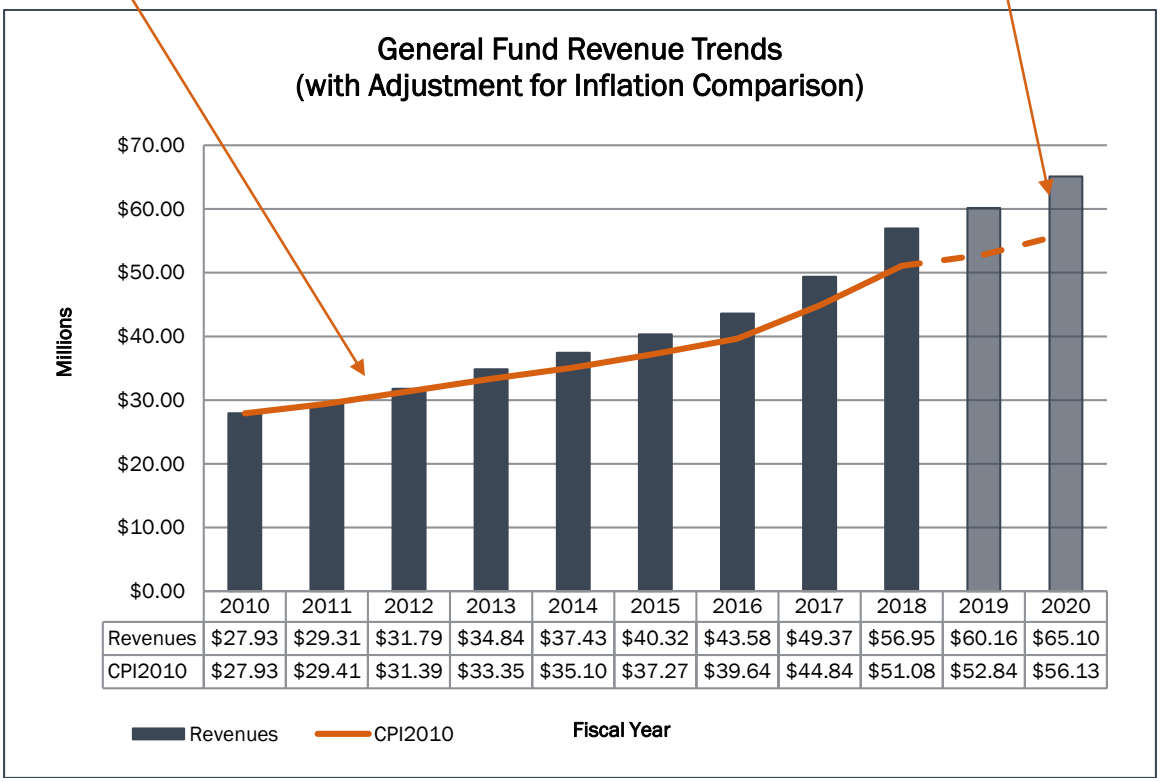
Includes capital Items such as land, vehicles, equipment, etc.

Includes annual debt service payments of capital items

Fund Revenue & Expenditure Trend Charts

Data from past fiscal years to show historical trends

Dashed or faded lines/bars represent estimated or projected data



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$27.93	$29.31	$31.79	$34.84	$37.43	$40.32	$43.58	$49.37	$56.95	$60.16	$65.10
CPI2010	$27.93	$29.41	$31.39	$33.35	$35.10	$37.27	$39.64	$44.84	$51.08	$52.84	$56.13

Town of Apex, North Carolina
FY 2019 – 2020 Annual Budget

Budget Message

April 23, 2019

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

Dear Mayor Olive and Apex Town Council:

In accordance with the Local Government Budget and Fiscal Control Act and NC General Statute 159-11, the proposed Annual Budget for Fiscal Year beginning July 1, 2019 and ending June 30, 2020 is balanced and hereby submitted for your consideration.

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

In preparing the Fiscal Year 2019-2020 (FY19-20) Budget, town staff followed Town Council's direction to develop a proactive budget that will balance improving current town programs and services with development of new programs and projects that address Town Council's five strategic goals. Town Council's strategic goals serve as the foundation for governmental activities for the upcoming fiscal year. The strategic goals are:

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

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

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

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

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

Recommended Budget

The FY19-20 Recommended Budget totals $143,973,600 for all town operations, capital improvements, and debt service requirements. This is $1,327,427 (.93 percent) more than the FY18-19 Amended Budget as of April 1, 2019. Following Town Council's direction, the budget is balanced with no change in the current tax rate. The budget includes a 1.65 percent increase in electric rates, no change in water rates, a 4.0 percent increase in sewer rates, and use of $2,327,200 in fund balance from the General Fund.

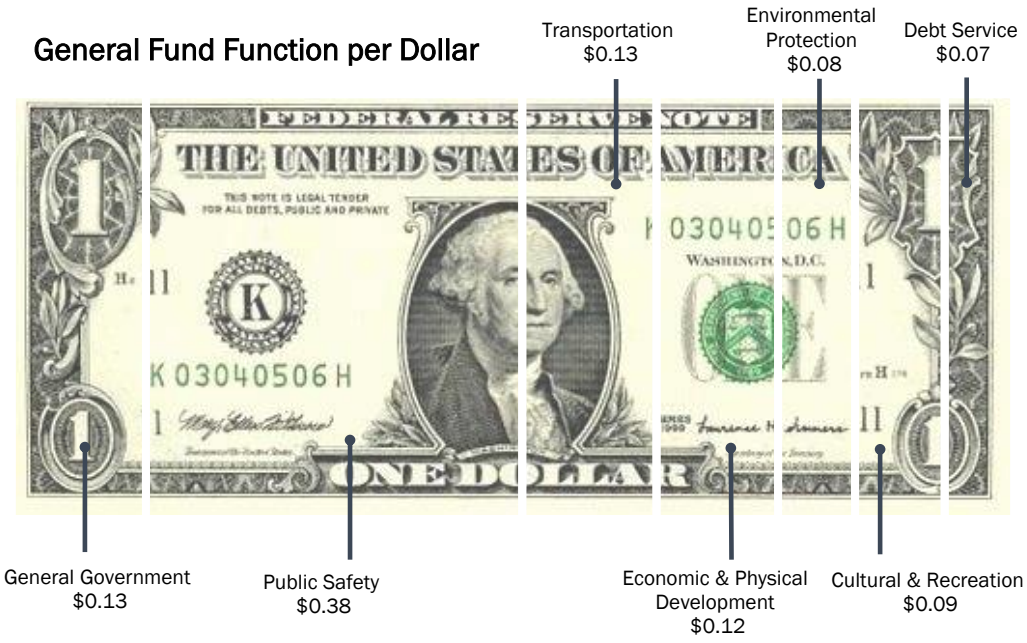
FY19-20 Budget Highlights		
General Fund Expenditures		$ 65,102,500
Electric Fund Expenditures		$ 43,799,800
Water & Sewer Fund Expenditures		$ 23,493,400
Non-major & Capital Fund Expenditures		$ 11,577,900
Total Budget		$143,973,600
Property Tax Rate	$0.415 per $100 valuation The property tax rate remains unchanged from FY18-19	
Electric Rates	Residential- $15.05 base charge, $.0993 – .1029 per kWh energy charge *Rates are 1.65% higher than FY18-19*	
Water Rates	$5.54 base charge, $4.19 – 6.49 per 1000 gal. consumption (tiered)	
Sewer Rates	$9.45 base charge, $7.20 per 1000 gal. consumption *Water rates are unchanged and sewer rates are 4.0% higher than FY18-19*	

General Fund

The General Fund accounts for resources not required legally or by sound financial management to be accounted for in another fund. Typically, the General Fund includes services that cannot be operated as a business enterprise and rely on tax dollars as their primary source of revenue. The FY19-20 Recommended Budget for the General Fund totals $65,102,500, which is 0.14 percent less than the FY18-19 Amended Budget of $65,195,578 as of April 1, 2019.

General Fund Expenditures

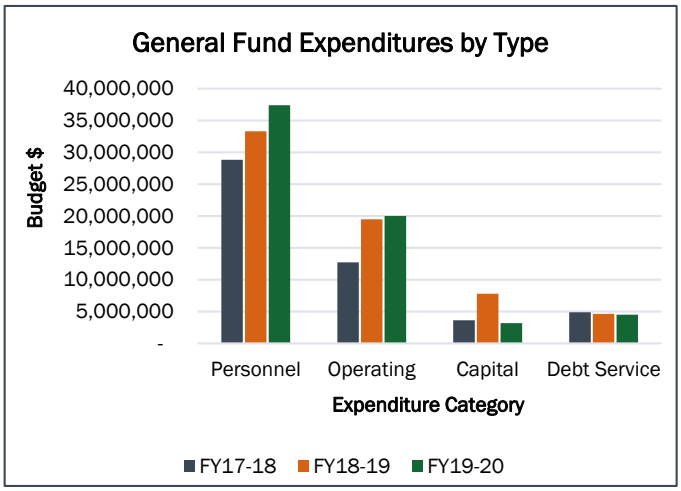
As the community grows, so does the demand on town services. To keep pace with the increasing demand and provide new services, the Town must provide for necessary resources in the budget. These resources include personnel, supplies, equipment, and investment in facilities and infrastructure. The Town 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 20 General Fund departments and divisions can be grouped into six primary function areas. Nearly $.40 of every dollar spent in the General Fund goes toward public safety, which includes police, fire, and 911 communications.



The apparent decrease in the FY19-20 General Fund Budget is not truly reflective of the differences between the FY18-19 budget and the recommended FY19-20 budget. The FY18-19 Amended Budget includes a $3.5 million amendment from fund balance that represents purchase order carry-overs from FY17-18. Absent this amendment, the FY19-20 Recommended Budget reflects a $3.4 million (5.52 percent) increase over the FY18-19 Budget. Personnel costs are the primary driver of this increase. Increases in personnel costs are due to increases in healthcare and retirement rates, an increase in funding for other post-employment benefits (OPEB), merit pay increases, and the addition of new employees. After a modest 5.7 percent increase in FY18-19, health insurance rates jumped 13 percent for FY19-20. The North Carolina Local Government Retirement System is increasing employer contribution rates from 8.50 to 9.70 percent for law enforcement officers (LEOs) and from 7.75 to 8.95 percent for all other employees. Until this past year, the Town partially funded OPEB expenses on a pay-as-go basis to cover healthcare costs for qualifying retirees. The Governmental Accounting Standards Board (GASB) and the North Carolina State Treasurer's Office are more closely examining the potential cost liability of OPEB for local governments and encouraging an increase in funding to prevent long-term financial stress. Due to this increased emphasis and a desire to ensure sound financial practices, the Town allocated $191,000 in FY18-19 toward long-term OPEB costs. The FY19-20 Recommended Budget includes a transfer of $266,000 to reserves for future OPEB liabilities.

General Fund Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	28,826,124	33,298,000	32,492,997	37,407,500	12.34%
Operating	12,713,174	19,475,459	17,145,223	20,009,700	2.74%
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Debt Service	4,881,933	4,624,100	4,569,920	4,512,500	-2.41%
Total	**$50,043,333**	**$65,195,578**	**$61,569,964**	**$65,102,500**	**-0.14%**

The structure of the General Fund budget for FY19-20 is largely the same as FY18-19. Changes implemented in the FY18-19 Budget including the distribution of some expenditures across departments such as insurance premiums and computer software and hardware as well as the separation of Emergency Communications expenditures from the Police Department have enabled staff to establish new, more accurate baselines for the budget.



General Fund Department/Division Budgets					
Department/Division	**FY17-18 Actual**	**FY18-19 Budget**	**FY19-20 Budget**	**Percent Change**	**FY17-18 Variance**
Town Council	198,433	160,900	284,300	76.69%	123,400
Administration	897,056	945,600	1,218,800	28.89%	273,200
Human Resources	1,008,187	1,219,396	1,432,800	17.50%	213,404
Information Technology	1,690,015	2,765,616	2,227,000	-19.48%	(538,616)
Legal	291,890	422,600	435,800	3.12%	13,200
Economic Development	259,798	348,500	502,100	44.07%	153,600
Finance	651,695	822,454	785,200	-4.53%	(37,254)
Planning	1,800,274	2,247,809	2,210,700	-1.65%	(37,109)
Facilities	1,183,658	2,300,332	1,635,000	-28.92%	(665,332)
Police	10,480,648	14,529,568	12,855,000	-11.53%	(1,674,568)
911 Communications	-	1,295,771	1,401,700	8.17%	105,929
Fire	7,348,683	9,662,675	10,195,200	5.51%	532,525
EMS	1,877,773	-	-	-	-
Public Works-Transportation	1,040,972	1,330,668	1,374,400	3.29%	43,732
Infrastructure Inspections	1,314,192	1,626,925	2,293,600	40.98%	666,675
Streets	3,729,207	5,318,040	4,753,400	-10.62%	(564,640)
Solid Waste	3,860,046	4,039,740	5,001,500	23.81%	961,760
Fleet	495,499	535,236	503,900	-5.85%	(31,336)
Inspections & Permitting	1,931,442	2,471,505	2,782,400	12.58%	310,895
Parks & Recreation	3,781,918	5,359,903	5,145,000	-4.01%	(214,903)
Cultural Arts Center	523,781	681,540	673,000	-1.25%	(8,540)
Cemetery	30,718	30,300	57,500	89.77%	27,200
Special Allocations	27,113	80,000	94,500	18.13%	14,500
Other Financing Uses	738,400	2,276,400	2,577,200	13.21%	300,800
Debt Service	4,881,933	4,624,100	4,512,500	-2.41%	(111,600)
Contingency	-	100,000	150,000	50.00%	50,000
Total	**$50,043,329**	**$65,195,578**	**$65,102,500**	**-0.14%**	**($93,078)**

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 FY19-20. Capital projects over $100,000 are part of the Capital Improvement Plan (CIP) and receive thorough evaluation to determine the effects on operating costs and financial and debt indicators. Prior to FY17-18, the Town budgeted capital projects within department budgets as part of the annual budget process. This inflated the operating budgets and created challenges in tracking projects and identifying trends to assist future fiscal planning. In FY17-18, the Town began budgeting larger projects through Capital Project Ordinances in their respective funds- Transportation Project Fund and Recreation Project Fund. The large projects below all are related to General Fund activities and may be included in the General Fund budget or a corresponding capital project fund.

Annual Pavement Management - Street Resurfacing ($1,600,000)

The Town is responsible for maintaining over 193 miles of municipal streets with the annual resurfacing contract providing for most of the pavement maintenance needs. Street mileage is growing annually with ongoing development. This annual program addresses deficiencies in pavement condition throughout Apex to prevent issues such as potholes, alligator cracking, and rutting in order to provide a safe and reliable transportation system. The Powell Bill program provides an annual funding allocation from the state based on public centerline miles of road accepted and maintained by the Town, however, current and future resurfacing costs continue to exceed Powell Bill allocations. The $1.6 million allocation for FY19-20 is an increase of $100,000 from FY18-19.

Jessie Drive Connection ($1,000,000)

This project will 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 industrial and commercial areas and help relieve 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. The project's total estimated cost is $11 million. FY19-20 includes $1 million for planning and design.

Laura Duncan Road Pedestrian & Bicycle Improvements ($600,000)

This project includes roadway improvements to provide bicycle lanes, turn lanes, and an improved pedestrian crosswalk on Laura Duncan Road. An improved mid-block crosswalk will cross Laura Duncan Road on the north side of the Laurel Park Place intersection. The improvements will provide easier and safer access to the park and elementary school. The town has received Locally Administered Projects Program (LAPP) funding for 65 percent of construction costs.

Pleasant Park, Phase II ($12,500,000)

With Phase I construction expected to begin in 2019, the Town will look to issue the second installment of general obligation bonds in 2020. Phase II development will include additional infrastructure, lighted turf playing fields for soccer and lacrosse, lighted playing fields for baseball and softball, tennis courts, shelters, comfort stations, trails, and other amenities.

Beaver Creek Greenway, Phase II ($2,365,000)

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

Salem Pond Park, Phase III ($1,076,700)

Phase III completes the Master Plan for Salem Pond Park. The plan includes the installation of a restroom facility and conversions of the multipurpose field to synthetic turf.

Fire Station 1 Renovations ($1,500,000)

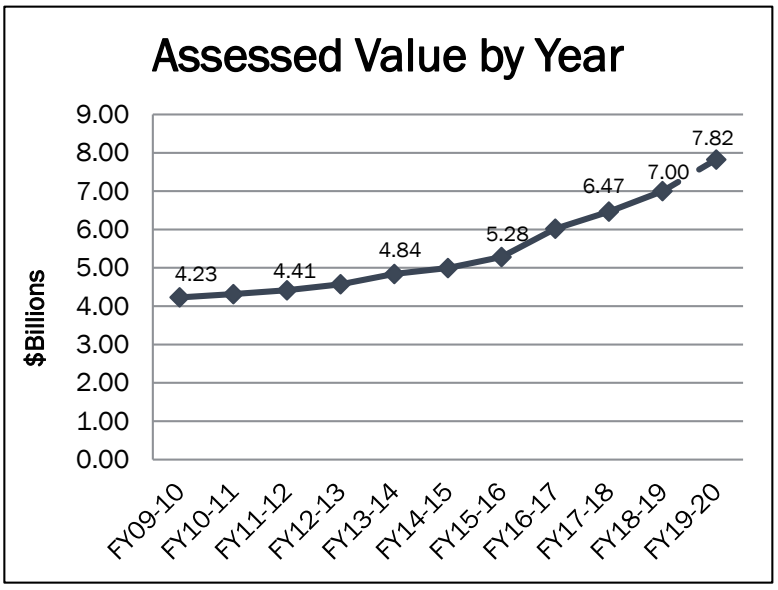
This project includes needed renovations to Fire Station 1 in order to maintain the historic significance of the facility while accommodating current and future fire department operations. It is important for the fire department to maintain its presence on Salem Street due to the frequent and effective interaction with the citizens. This station was initially constructed in the 1930's and has several issues that are in need of attention including roof leaks, direct access to the apparatus bay from the living quarters, additional sleeping space, office space for the company officer, new apparatus bay doors, and general facility updates.

General Fund Revenues

The Town of Apex continues to experience growth in its primary revenue sources - ad valorem taxes and sales tax. A growing population has naturally contributed to a growing tax base that helps Apex retain a modest tax rate while providing exceptional services. The total assessed value in Apex has increased by 85.04 percent in the past ten years including a re-valuation in 2017. Over the past year, the Apex tax base has grown by $824,878,947 (11.78 percent) to $7,824,300,000 and each penny on the tax rate is equivalent to $781,320 in revenue.

Ad Valorem Tax

Property taxes represent 49.9 percent of General Fund revenues. For FY19-20, the ad valorem tax base is an estimated $7.82 billion, which will generate $32.5 million in property tax revenue with a tax rate of **$0.415 per $100 valuation** at a 99.89 percent collection rate. This represents an increase in ad valorem revenue of $3.48 million (12.0 percent). **There is no change to the tax rate from FY18-19**. 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 first increase was in FY18-19, and the next increases will be in FY20-21, and FY21-22.



Local Option Sales Tax

Sales tax represents the town's second largest revenue source in the General Fund at $11.8 million (18.5 percent). The State of North Carolina collects the sales tax and distributes it to the local units. Sales tax revenues are distributed on a proportional population basis in Wake County. The population growth in Apex has allowed the town to increase its share of sales tax revenues. Sales tax revenues have increased the past several years with a strengthened economy, the natural growth in Wake County, and because of the State's expansion of sales tax to include some services. The FY19-20 Budget includes an estimated increase of 6.18 percent in sales tax revenues over FY18-19.

Utility Sales Tax

Beginning in FY14-15, the sale of electricity and piped natural gas became subject to the general sales tax rate. The State distributes a portion of the tax proceeds to cities and towns. This revenue, part of unrestricted intergovernmental revenues, will generate an estimated $2.9 million for FY19-20.

Powell Bill Street Allocation

These funds represent appropriations by the State for restricted use in maintaining, repairing, constructing, reconstructing, or widening any public street or thoroughfare within the town limits. Bridges, drainage improvements, curb and gutter and other necessary appurtenances are approved uses of these funds. The State uses a formula whereby local street miles represent one quarter of the distribution and population, the remaining 75 percent. These funds represent $1.29 million in the FY19-20 Budget, a 6.09 percent increase. With an increasing population and new road miles added to the town's transportation network, Powell Bill funding should increase at a modest rate over the next few years.

Municipal Vehicle Tax

North Carolina General Statutes originally authorized a municipal vehicle tax of $5 as a general-purpose tax. The General Assembly revised the law in 2016 to allow a tax up to $30, but with restrictions. The initial $5 remains general purpose, but the law assigns another $5 to public transit and the remaining $20 to street resurfacing, repairs, and maintenance. Without a public transit system, the town can only increase the tax to $25. The Town has increased the tax by $5 each of the past three years to its current rate of $20. Beginning in FY18-19, the Town committed all municipal vehicle tax revenue to the Transportation Capital Reserve Fund. The FY19-20 Recommended Budget **includes a $5 increase in the tax to $25** that would generate a total of $750,000.

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 $2,107,900 in FY19-20 and recycling fees will generate $900,000. The Town conducts its own yard waste collection and covers the cost with a monthly yard waste fee. The yard waste fee will generate $1,644,000 in FY19-20. **Solid waste and recycling fees will increase in accordance with our service contract in FY19-20.** A global decline in the demand for recycling materials and increased processing costs contributed to the significant increase in the monthly recycling fee (24 percent). To offset recycling costs, the fee includes an additional $.75 beyond the standard adjustment for inflation.

Solid Waste, Recycling, & Yard Waste Monthly Charges		
	FY 18-19	FY 19-20
Yard Waste Collection	$7.83	$7.83
Residential Roll-Out Cart	$8.30	$8.51
Commercial Roll-Out Cart	$16.60	$17.44
Recycling (per Bin or Cart)	$3.44	$4.28
4-CY Dumpster Service	$121.90	$125.07
6-CY Dumpster Service	$144.22	$147.97
8-CY Dumpster Service	$164.80	$169.08

Inspection & Permit Fees

The FY19-20 Recommended Budget includes $3,441,800 in revenues associated with the Inspections and Permitting Department. General Statutes restrict some of these fees specifically for inspections and permitting related activities. The restricted amount in the FY19-20 Budget is $3.3 million.

Fund Transfers

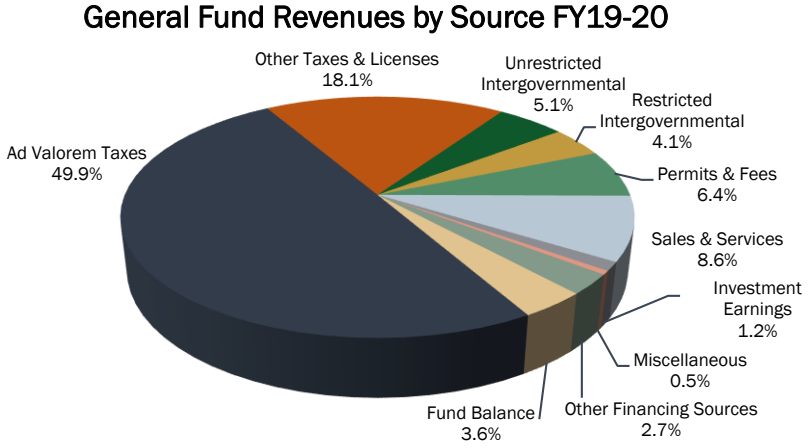
The FY19-20 Recommended Budget includes transfers of $1,508,300 from the Recreation Capital Reserve Fund and $200,000 from the Recreation Capital Project Fund. The $200,000 is a bond premium from the most recent bond issue and will be used toward the associated debt service. The other transfer corresponds to debt service in the General Fund associated with recreation capital projects other than the bond projects.

Fund Balance Appropriation

Fund Balance is, simply explained, the amount of assets in excess of liabilities in a given fund. These funds enable the Town to meet financial obligations without interruptions due to cash flow, generate investment income, eliminate the need for short-term borrowing, and provide a reserve of funds to respond to emergencies or opportunities. From time to time, the Town will use money from fund balance to cover one-time expenses such as specific capital items. The Town evaluates any decision to use fund balance carefully and often plans the use in advance to ensure adherence to the Town's fund balance policy. The FY19-20 Budget includes a fund balance allocation of $2,327,200. This amount includes $1.5 million for renovations to Fire Station 1, and $827,200 toward the Jessie Drive connection project.

General Fund Revenues by Source

Source	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Ad Valorem Taxes	24,672,063	28,988,700	29,471,541	32,470,000	12.01%
Other Taxes & Licenses	10,383,483	11,075,000	10,947,270	11,758,000	6.17%
Unrestricted Intergov't	3,028,277	2,946,800	3,173,913	3,312,300	12.40%
Restricted Intergov't	4,275,819	2,574,100	2,672,403	2,639,900	2.56%
Permits & Fees	5,638,222	5,058,200	5,797,369	4,151,300	-17.93%
Sales & Services	4,638,428	4,912,900	5,042,332	5,602,500	14.04%
Investment Earnings	357,499	200,000	682,090	760,000	280.00%
Miscellaneous	478,906	343,749	434,423	323,000	-6.04%
Other Financing Sources	3,472,377	2,222,408	1,937,000	1,758,300	-20.88%
Fund Balance	-	6,873,721	-	2,327,200	-66.14%
Total	**$56,945,073**	**$65,195,578**	**$60,158,342**	**$65,102,500**	**-0.14%**



Enterprise Funds

The Town of Apex operates two major funds as enterprises - the Electric Fund and the Water and Sewer Fund. Enterprise funds operate similar to a business and are self-sustaining with user rates that generate all revenues 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 FY19-20 Recommended Budget for the Electric Fund totals $43,799,800, a 6.96 percent increase from the FY18-19 Amended Budget of $40,948,822 as of April 1, 2019.

Electric Fund Expenditures

The increase in the FY19-20 Electric Fund Budget is primarily due to capital and personnel costs. The Town continues to make significant capital investments to enhance its electric utility. The investments made in system maintenance and improvements allowed the Town to maintain an impressive 99.9 percent system availability for customers. FY19-20 also includes an increase in capital costs as part of a multi-year funding effort for new smart grid meters. As with the General Fund, the Electric Fund will experience an increase in personnel costs associated with new positions, healthcare and retirement rates, and other post-employment benefits (OPEB). The FY19-20 Electric Fund Budget includes $77,500 for OPEB expenditures, including a transfer of $49,000 to reserves for future OPEB liabilities.

Electric Fund Expenditures by Type

Type	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Personnel	3,631,131	4,059,100	3,829,988	4,999,600	23.17%
Operating	1,282,081	1,990,700	1,839,578	1,849,100	-7.11%
Sales Tax	2,372,391	2,445,300	2,560,008	2,749,000	12.42%
Purchase for Resale	24,260,452	25,418,200	26,100,000	27,858,400	9.60%
Capital	2,394,419	6,396,622	6,433,000	5,704,500	-10.82%
Debt Service	138,567	638,900	638,827	639,200	0.05%
Total	**$34,079,040**	**$40,948,822**	**$41,401,401**	**$43,799,800**	**6.96%**

Electric Capital Highlights

Similar to the General Fund, the Town accounts for large capital projects associated with the electric utility system in a capital project fund. Unlike the General Fund, the Electric Fund budget accounts for the costs of these projects within its capital expenditures as a transfer to the capital project fund. The bulk of capital expenditures in the FY19-20 Electric Fund Budget represents the expansion of the system for new development. In response to feedback received from the 2017 Citizen Satisfaction Survey, the FY18-19 Budget included $250,000 dedicated to installing new streetlights throughout the town. This program will continue in FY19-20. The sole transfer of $1.75 million to the capital fund project in FY19-20 is for the smart grid meters and load control project described below.

Smart Grid Meter & Load Control, Phase II ($1,750,000)

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

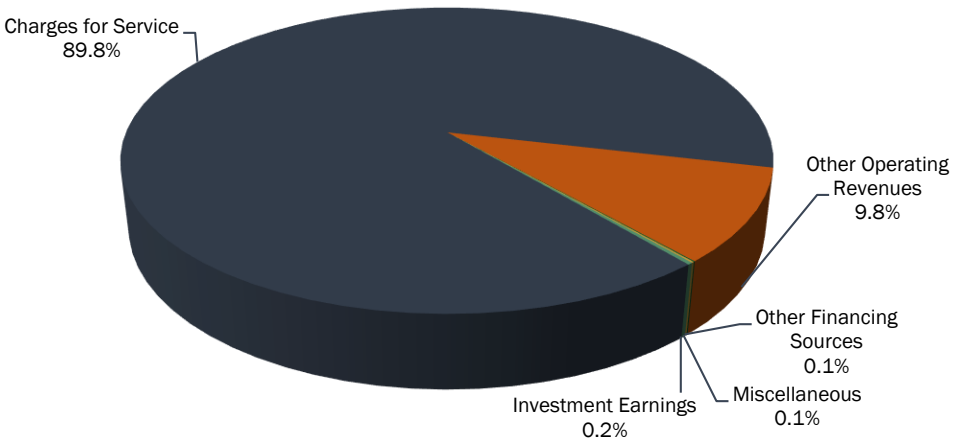
Electric Fund Revenues

Electric Fund revenues for FY19-20 are up 6.96 percent over FY18-19. Charges for services based on customer growth and increases in electric rates drive the increase in revenues. The Electric Fund generates charges for service through a base rate to cover fixed costs and an energy/demand rate to cover variable costs. The FY19-20 Recommended Budget includes $39.3 million in revenue from charges for service with an **electric rate increase of 1.65 percent to the base charge and energy charge.** The rate change will increase the residential base charge by $.24 to $15.05 per month. Apex's electric utility customer base increased by 2,192 (11.47 percent) from January 2018 to January 2019. Electric sales follow the same trend. The necessity to purchase more power and a rate increase by the North Carolina Eastern Municipal Power Agency (NCEMPA) prompts the need for the Town's rate increase. Even with the rate increase, Apex electric rates are similar to and in most cases lower than other electric utilities. The average residential electric customer can expect an increase of $1.99 per month on their electric bill.

Electric Fund Revenues by Source

Source	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Charges for Service	33,914,919	35,099,200	36,606,377	39,322,200	12.03%
Other Operating Revenues	4,302,871	4,610,300	4,157,154	4,302,600	-6.67%
Other Financing Sources	-	30,000	-	30,000	0.00%
Miscellaneous	145,997	140,000	26,397	45,000	-67.86%
Investment Earnings	52,509	35,000	100,000	100,000	185.71%
Retained Earnings	-	1,034,322	-	-	-100.00%
Total	**$38,416,296**	**$40,948,822**	**$40,889,928**	**$43,799,800**	**6.96%**

Electric Fund Revenues by Source FY19-20



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 FY19-20 Recommended Budget for the Water and Sewer Fund totals $23,493,400, a .64 percent increase from the FY18-19 Amended Budget of $23,343,341 as of April 1, 2019.

Water & Sewer Fund Expenditures

The FY19-20 Water and Sewer Fund Budget reflects an increase in all expenditure categories except capital. As with the General Fund and Electric Fund, increases in personnel expenses are primarily a result of increases in healthcare and retirement rates and for other post-employment benefits (OPEB). The Water and Sewer Fund budget also includes two new positions that contribute to higher personnel costs. The FY19-20 Recommended Budget includes $81,500 for OPEB expenses in the Water and Sewer Fund, including a transfer of $35,000 to reserves for future OPEB liabilities.

Water & Sewer Fund Expenditures by Type

Type	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Personnel	4,774,823	5,363,000	5,616,673	6,159,800	14.86%
Operating	4,439,164	7,464,600	5,050,062	8,142,000	9.07%
Purchase for Resale	1,806,314	2,223,000	1,720,653	2,403,100	8.10%
Capital	1,703,790	4,338,741	3,959,054	2,812,100	-35.19%
Debt Service	1,665,417	3,954,000	3,953,696	3,976,400	0.57%
Total	**$14,389,507**	**$23,343,341**	**$20,300,139**	**$23,493,400**	**0.64%**

Water-Sewer Administration was a new division in FY17-18. The FY19-20 Recommended Budget includes an updated distribution of expenditures to the Water-Sewer Administration division, resulting in a large increase from the prior year. Decreases in other Water and Sewer Fund departments offset much of the division's increased budget. The decrease in the Sewer Treatment Department is due to a significant reduction in capital expenditures. The FY18-19 Budget included a $1.2 million refurbishment and replacement of sand filters. The Water and Sewer Fund budget includes approximately $4 million for debt service payments resulting from improvements to the Cary/Apex Water Treatment Plant and Western Wake Regional Water Reclamation Facility. A transfer from the Water and Sewer Capital Reserve Fund covers a portion of the debt service.

Water & Sewer Fund Department/Division Budgets

Department/Division	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Percent Change	FY17-18 Variance
Water-Sewer Admin.	356,594	2,432,752	3,043,000	25.08%	610,248
Water Treatment	2,064,195	3,477,920	3,805,100	9.41%	327,180
Water Maintenance	3,488,019	3,878,965	3,967,000	2.27%	88,035
Sewer Treatment	3,462,692	5,457,160	4,184,200	-23.33%	(1,272,960)
Sewer Maintenance	3,352,592	3,939,044	4,394,700	11.57%	455,656
Debt Service	1,665,417	3,954,000	3,976,400	0.57%	22,400
Special Appropriation	-	100,000	-	-100.00%	(100,000)
Contingency	-	103,500	123,000	18.84%	19,500
Total	**$14,389,507**	**$23,343,341**	**$23,493,400**	**0.64%**	**$150,059**

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 $5,390,000 in FY19-20 for design of the Big Branch 2 Pump Station ($2 million), the Water Meter ERT Replacement program ($1,075,000), continuation of the Western Pressure Zone project ($950,000), and multiple utility relocations related to NCDOT road projects ($1,365,000). The Water and Sewer operating budget includes $2,771,600 for capital projects including $1,378,100 for the Cary-Apex water and sewer projects, $600,000 for a water main rehab along Salem St., and $576,000 for pump station SCADA improvements.

Western Pressure Zone, Phase II ($950,000)

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

Pump Station SCADA Improvements ($576,000)

This project includes improvements to SCADA (Supervisory Control and Data Acquisition) systems at each of the town's 32 wastewater pump stations. The improvements will include new remote terminal units (RTUs), pressure transducers, and integration into the town's SCADA program, "Ignition." These improvements are vitally important in order to phase out older remote monitoring equipment and software.

Salem St. Water Main Rehab ($600,000)

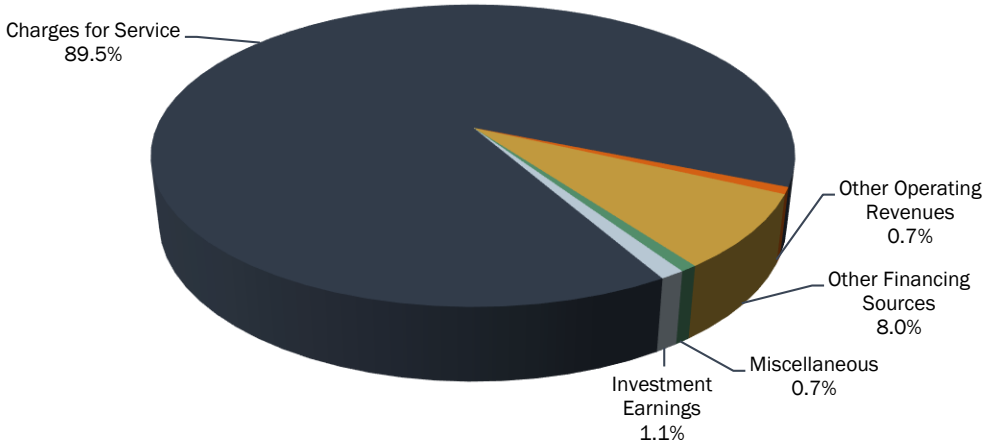
The 2,800 feet of existing water line along Salem Street from NC 55 to Chatham Street is in need of rehabilitation. The project will clean and coat the existing six-inch water line under Salem Street. Work will require the town to provide a temporary water service to customers connected to the existing line while the main line is undergoing rehab.

Water & Sewer Fund Revenues

The Town expects water and sewer charges to provide $21,026,900 in revenues for FY19-20, an increase of 23.68 percent. Supported through customer and revenue growth, Water and Sewer Fund revenues are up .64 percent for FY19-20. The water and sewer customer base grew by 11.63 percent from January 2018 to January 2019.

Water & Sewer Fund Revenues by Source					
Source	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Charges for Service	16,051,725	17,001,300	16,985,359	21,026,900	23.68%
Other Operating Revenues	171,119	180,000	177,840	170,000	-5.56%
Other Financing Sources	2,386,379	5,261,824	5,176,824	1,875,500	-64.36%
Miscellaneous	37,554	52,500	169,245	171,000	225.71%
Investment Earnings	138,619	85,000	200,000	250,000	194.12%
Retained Earnings	-	762,717	-	-	-100.00%
Total	**$18,785,396**	**$23,343,341**	**$22,709,268**	**$23,493,400**	**0.64%**

Water & Sewer Fund Revenues by Source FY19-20



Water & Sewer Rates

In FY16-17, the Town performed a study on the existing rates and rates structure at that time. That study found that the sewer utility was generating a deficit while the water utility was generating a surplus. The consulting firm identified the rate adjustments that would be necessary to fund the delivery of these services, including system upgrades and expansion as described in the Town's Capital Improvement Plan through FY23-24. The Town implemented the new rate structure in FY17-18 and began to adjust rates accordingly. The study recommended annual review of water rates with no immediate change while recommending continued increases of 4.5 percent per year for sewer rates. Town staff thoroughly reviews rates annually and recommends adjustments that ensure the utilities remain self-sufficient while avoiding the need for a significant increase in any one year.

The budget includes a recommendation to **keep water rates the same in FY19-20 and increase sewer rates by 4.0 percent.** The change would increase the sewer base charge from **$9.09 to $9.45** and volumetric rates would increase from **$6.50 to $6.76** per 1,000 gallons. Water and sewer rates are double for customers outside the town limits.

Water & Sewer Monthly Rates					
Water Rates	**FY18-19**	**FY19-20**	**Sewer Rates**	**FY18-19**	**FY19-20**
Residential Inside Base Charge	$5.54	$5.54	Inside Base Charge	$9.09	$9.45
Residential Outside Base Charge	$11.08	$11.08	Outside Base Charge	$18.18	$18.91
Commercial Inside Base Charge	$4.19	$4.19	Inside Volumetric	$6.50	$6.76
Commercial Outside Base	$8.38	$8.38	Outside Volumetric	$13.00	$13.52

It is important to note that the rate increases for sewer should have a minimal effect on the average user. For example, an average family of four or five that uses 5,000 gallons a month will see an increase of $1.66 on their monthly water and sewer bill. Additionally, when comparing Apex to other utility systems in the area, the town's rates are consistently in the lowest quartile while still providing adequate cost recovery and providing for future capital needs. It is important for the town to continue to evaluate rates annually to ensure the financial sustainability of the water and sewer utilities.

Organization Review

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

Core Values

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

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

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

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

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

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

Personnel

Employer Retirement Contribution: The North Carolina Local Government Retirement System has notified local governments that the Annual Contribution Rate (ACR) will increase in FY19-20. The employer contribution is 8.95 percent for regular employees and 9.7 percent for law enforcement officers. Local government employees currently contribute 6 percent of their salary. The Town's retirement contributions represent $2,981,500 in FY19-20, an increase of $651,367 (27.95 percent).

Employee Performance Evaluation and Compensation: The Town's performance evaluation and compensation system is structured around the Town's Peak Principles and the establishment of clear performance goals and objectives for each employee. Compensation under the system relies on merit-based adjustments. The FY19-20 Recommended Budget contains merit pay increases at an average of four percent. Adjustments are based off the midpoint (job rate) of the employee's salary range, or actual salary, depending on which amount is higher. Employees do not receive other pay increases during the year unless they qualify for a pay adjustment for position reclassification or receive a promotion with greater responsibility. The Town awards merit pay in October following the annual employee performance reviews conducted between July 1 and August 31. The estimated cost for FY19-20 is $831,800 in the General Fund, $123,200 in the Electric Fund, and $163,800 in the Water and Sewer Fund.

401(k) Contribution: The Town provides a 5 percent 401(k) contribution for all full-time employees. North Carolina General Statutes mandate 401(k) contributions for sworn law enforcement at 5 percent, a cost of $332,400 in the FY19-20 Budget. Contributions for all other employees represent $1,307,300 in FY19-20.

Health and Dental Insurance: The Town will experience a 13 percent increase for healthcare premiums in FY19-20. The rate increase alone accounts for $468,300 in increased healthcare cost. The FY19-20 Recommended budget includes $5,280,300 for healthcare premiums across all funds. The Town's self-funded dental plan will also experience an increase for FY19-20. The 27.7 percent rate increase for dental coverage will increase total costs by $99,500.

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 FY19-20 Recommended Budget includes additional funds to begin creating a reserve for OPEB. To prevent long-term financial stress and follow sound financial practices, the Town will seek to allocate additional funds for long-term OPEB costs annually. The FY19-20 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 FY19-20 Budget includes a total of $670,000 to cover pay-as-go Retiree Medical Insurance and long-term OPEB costs in all funds.

Police Special Separation Allowance: North Carolina General Statutes provide for special compensation to retired law enforcement officers meeting specified criteria. The statutes require the Town to compensate the officer until they reach age 62. The Special Separation Allowance budget in FY19-20 is $150,000.

Additional Positions: The recommended FY19-20 General Fund budget includes 34 new full-time positions, the Water and Sewer Fund budget contains two new positions, and the Electric Fund includes one new full-time position and one new part-time position. Town staff worked together to prioritize these positions from an initial request of 57 new positions, including 50 in the General Fund and 7 in the utility funds. The new positions will bring the total approved full-time positions to 503 and increase personnel costs by

$2,479,600 for FY19-20. With the addition of 37 new full-time positions, the Town's position to population ratio will remain below 9 per 1,000 residents at 8.45. This ratio is lower than many of the town's peers despite the additional services Apex provides that other municipalities do not. A breakdown of the recommended positions with costs is located in the Supplemental Section of the budget document.

Position Reclassifications: The Town contracts with an HR consulting group to study approximately one quarter of the Town positions each year to determine if the positions are correctly classified and if the salary ranges assigned to the positions are appropriate based on the area labor market. This year, the Town evaluated public safety positions, affecting 195 employees. The total salary increase based on the classification study is $18,100. The classification changes will be effective July 1, 2018.

Position Elimination(s): The town does not plan to eliminate any positions in FY19-20.

Fund Balance

The North Carolina Local Government Commission recommends that local governments maintain a minimum unassigned fund balance of no less than eight percent of expenditures. The Town of Apex has adopted a formal fund balance policy establishing a goal of maintaining a fund balance for the General Fund of at least 25 percent of expenditures. The Town of Apex's estimated non-committed or non-restricted fund balance as of June 30, 2019, is $22 million or 34.5 percent of FY19-20 expenditures. The recommended budget **does** include use of fund balance to cover some capital costs. The town does not use reserves for operating costs and carefully evaluates the use of fund balance for unanticipated opportunities and capital expenses. The use of $2,327,200 in FY19-20 will still keep the available fund balance above 25 percent.

The North Carolina Local Government Commission does not have a specific recommendation regarding how much fund balance or retained earnings a local government enterprise operation should maintain. The Town of Apex does not a have a defined goal for retained earnings for either enterprise fund. The Town seeks to ensure both funds are financially stable and contain healthy reserves. As in the General Fund, the town does not use reserves for operating costs. The Town of Apex's estimated retained earnings as of June 30, 2019 for the Water & Sewer Fund are $11.4 million (46.5 percent). The estimated retained earnings for the Electric Fund are $5 million (17.9 percent of expenditures); however, most of this is amount is restricted. The FY19-20 Recommended Budget **does not** include use of retained earnings in the Electric Fund or the Water & Sewer Fund.

In summary, the Recommended Budget is a balanced budget in accordance with state statutes, and it attempts to address the priorities set by Town Council for the 2019-2020 Fiscal Year. The budget is fiscally sound, and although it does not fund all the requests made by departments or external agencies, it does address the top priority needs of the town and will allow us to maintain a high level of service for Apex citizens. As stewards of public resources, we believe our role is to concentrate our budgeting efforts on maintenance of current services, Town-owned property, and infrastructure while attempting to keep rates and fees reasonable. This budget reflects our commitment to maintaining and improving our community and positioning Apex to be financially sound in the future.

Respectfully submitted,

Drew Havens
Town Manager

Town of Apex, North Carolina
FY 2019 – 2020 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, 2019 and ending June 30, 2020.

Section 1: General Fund

General Fund Revenues	
Ad Valorem Taxes	$32,470,000
Other Taxes and Licenses	$11,758,000
Unrestricted Intergovernmental Revenues	$3,312,300
Restricted Intergovernmental Revenues	$2,639,900
Permits and Fees	$4,151,300
Sales and Services	$5,602,500
Investment Earnings	$760,000
Miscellaneous Revenues	$323,000
Other Financing Sources	$1,758,300
Fund Balance Appropriation	$2,327,200
Total Revenues	**$65,102,500**

General Fund Expenditures	
Governing Body	$284,300
Administration	$1,218,800
Human Resources	$1,432,800
Information Systems	$2,227,000
Legal Services	$435,800
Economic Development	$502,100
Finance	$785,200
Planning & Community Development	$2,210,700
Facility Services	$1,635,000
Police	$12,855,000
Communications	$1,401,700
Fire Services	$10,195,200
Public Works & Transportation	$1,374,400
Utility Engineering-Water Resources	$2,293,600
Streets	$4,753,400
Solid Waste Services	$5,001,500
Fleet Services	$503,900
Building Inspections & Permitting	$2,782,400
Parks & Recreation	$5,145,000
Cultural Arts Center	$673,000
Cemetery	$57,500
Special Appropriations	$94,500
Other Financing Uses	$2,577,200
Debt Service	$4,512,500
Contingency	$150,000
Total Expenditures	**$65,102,500**

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	$100,000
Miscellaneous Revenues	$45,000
Charges for Service	$39,322,200
Other Operating Revenues	$4,302,600
Other Financing Sources	$30,000
Total Revenues	**$43,799,800**

Electric Fund Expenditures	
Electric Operations	$43,799,800
Total Expenditures	**$43,799,800**

Section 3: Water / Sewer Fund

Water / Sewer Revenues	
Charges for Service	$21,026,900
Investment Earnings	$250,000
Miscellaneous Revenues	$171,000
Other Operating Revenues	$170,000
Fund Balance Appropriated	$0
Other Financing Sources	$1,875,500
Total Revenues	**$23,493,400**

Water / Sewer Expenditures	
Water/Sewer Operations	$23,493,400
Total Expenditures	**$23,493,400**

Section 4: Police State Funds

Police - State Funds Revenues	
Investment Earnings	$400
Miscellaneous Revenues	$1,000
Total Revenues	**$1,400**

Police - State Funds Expenditures	
Police Operations	$1,400
Total Expenditures	**$1,400**

Section 5: Police Federal Funds

Police - Federal Funds Revenues	
Investment Earnings	$200
Police Revenues	$4,000
Miscellaneous Revenues	$0
Total Revenues	**$4,200**

Police - Federal Funds Expenditures	
Police Operations	$4,200
Total Expenditures	**$4,200**

Section 6: Police - Donations

Police - Donations Revenues	
Investment Earnings	$200
Police Contributions	$7,500
Other Revenues	$0
Total Revenues	**$7,700**

Police - Donations Expenditures	
Police Operations	$7,700
Total Expenditures	**$7,700**

Section 7: Fire - Donations

Fire - Donations Revenues	
Investment Earnings	$100
Miscellaneous Revenues	$1,000
Total Revenues	**$1,100**

Fire - Donations Expenditures	
Fire Operations	$1,100
Total Expenditures	**$1,100**

Section 8: Health & Dental Fund[1]

Health & Dental Fund Revenues	
Health Premiums	$5,056,902
Spouse/Dependent Health	$1,011,849
Dental Premiums	$304,783
Spouse/Dependent Dental	$154,003
Vision Premiums	$56,912
Total Revenues	**$6,584,449**

Health & Dental Fund Expenditures	
Health Claims	$5,154,049
Dental Claims	$425,819
Admin Fees - Health	$373,409
Health Claims - Retirees	$546,673
Dental Claims - Retirees	$9,000
Admin Fees - Retirees	$18,587
Admin Fees - Vision	$56,912
Total Expenditures	**$6,584,449**

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 9: Cemetery Fund

Cemetery Fund Revenues	
Sales & Services	$0
Investment Earnings	$15,000
Fund Balance Appropriated	$585,000
Total Revenues	**$600,000**

Cemetery Fund Expenditures

Transfer to General Capital Projects	$600,000
Reserved for Future Expenditures	$0
Total Expenditures	**$600,000**

Section 10: Water / Sewer Capital Reserve Fund

Water / Sewer Capital Reserve Fund Revenues

Investment Earnings	$300,000
Miscellaneous Revenues	$0
Total Revenues	**$300,000**

Water / Sewer Capital Reserve Fund Expenditures

Transfer to W/S Fund	$0
Transfer to W/S Project Fund	$300,000
Total Expenditures	**$300,000**

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

Water / Sewer Capital Reserve Fund Revenues

Capital Reimbursement Fees - Water	$2,000,000
Capital Reimbursement Fees - Sewer	$4,000,000
Investment Earnings	$50,000
Fund Balance Appropriated	$905,500
Total Revenues	**$6,955,500**

Water / Sewer Capital Reserve Fund Expenditures

Transfer to W/S Fund	$1,865,500
Transfer to W/S Project Fund	$5,090,000
Total Expenditures	**$6,955,500**

Section 12: Perry Library Trust Fund

Perry Library Trust Fund Revenues

Investment Earnings	$2,000
Transfer from General Fund	$0
Total Revenues	**$2,000**

Perry Library Trust Fund Expenditures

Reserved for Future Expenditures	$0
Capital Outlay Improvements	$2,000
Total Expenditures	**$2,000**

Section 13: Recreation Capital Reserve Fund

Recreation Capital Reserve Revenues

Subdivision Recreation Fees	$2,800,000
Investment Earning	$150,000
Fund Balance Appropriated	$0
Total Revenues	**$2,950,000**

Recreation Capital Reserve Expenditures

Transfer to General Fund	$1,508,300
Transfer to Recreation Project	$1,441,700
Reserved for Future Expenditures	$0
Total Expenditures	**$2,950,000**

Section 14: Transportation Capital Reserve Fund

Transportation Capital Reserve Fund Revenues	
Motor Vehicle Licenses	$750,000
Investment Earnings	$5,000
Fund Balance Appropriated	$0
Total Revenues	**$755,000**

Transportation Capital Reserve Fund Expenditures	
Transfer to General Fund	$0
Transfer to Street Project	$755,000
Reserved for Future Expenditures	$0
Total Expenditures	**$755,000**

Section 15: Fire Capital Reserve Fund

Fire Capital Reserve Fund Revenues	
Investment Earnings	$1,000
Miscellaneous Revenues	$0
Total Revenues	**$1,000**

Fire Capital Reserve Fund Expenditures	
Transfer to General Capital Projects	$0
Reserved for Future Expenditures	$1,000
Reserved for Future Expenditures	**$1,000**

Section 16: Levy of Taxes

There is hereby levied a tax at the rate of forty-one and one half cents ($0.415) per one hundred dollars ($100) valuation of property as listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed Ad Valorem Taxes 2019-2020 in Section 1: General Fund of this ordinance. This rate is based on a valuation of property for purposes of taxation of $7,824,300,000 and an estimated rate of collection of 99.89%.

Section 17: Fees & Charges

There is hereby established, for Fiscal Year 2019-2020, 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, 2019.

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 2019-2020. 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 4th day of June, 2019.

Attest:

Lance Olive, Mayor

Donna B. Hosch, Town Clerk

Approved as to form:

Laurie Hohe, Town Attorney

Town of Apex, North Carolina
Fee Schedule - Effective 7/1/2019

Schedule subject to change upon approval by Town Council

TAXES & FEES			
Tax Rate	$ 0.415/ $100 valuation of property	Vehicle Fee (pursuant to NCGS 20-97 (b1)	$25/ 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			
Submit request and fees to Administration			
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			
For Zoning/Subdivision/Site Activity - Calculated and collected by the Planning Department			
Administrative Adjustment	$150	Sign, Master Plan	$100
Administrative Approval (Small Town Character Overlay)	No Charge	Sign, Permanent	$75+$5/add'l sign
Annexation Petition	$200	Sign, Temporary	$25
Appeal (Board of Adjustment)	Lesser of $300 or ½ Original Fee	Site Inspections (Non-residential lot)$_2$	$500
		Site Inspections (Residential lot)$_3$	$35
Certificate of Zoning Compliance (CZC)$_1$	$100	Site Plan, Major	$1000+$5/acre
Consultant Fees	As required	Site Plan, Minor	$800
Development Name Change	$500	Special Use Permit	$600
Exempt Site Plan – enlargement of a structure	$200	Temporary Use Permits (Non - Event):	$50
Exempt Site Plan – all other exempt site plans	$100	Temporary Use Permits (Event):	
Home Occupation	$25	For Profit $50 — For Profit Express Review	$75
Land Use Map Amendment	$700	Non-Profit $0 — Non-Profit Express Review	$25
Late Fee – Site Plan/Subdivision Plan (and resubmittals)	$300	Text Amendments (UDO)	$600
Master Subdivision Plans Residential & Non-Residential	$700 + $10/lot	Transportation Impact Analysis Review$_4$	
Planned Unit Development (PUD)	$1500+$10/acre	Sites & Subdivisions $500 — PUD	$1000
PUD not requiring full TRC Review	$500	Revised Sites & Subdivisions $250 — PUD	$500
Plat, Easement & Exempt	$100	Tree Protection Fencing Inspection (Site Plan):	
Plat, Master Subdivision Final	$200 + $10/lot	- less than 2 acres: $50 — - 2-15 acres:	$75
Plat, Recombination	$100	-15 up to 25 acres: $150 — -25+ acre:	$200
Plat, Site Plan Final	$250	Tree Protection Fencing Inspection (Master Subdivision Plan):	
Pond Drainage Permit	$100	- up to 15 acres: $75 — - 15-50 acres:	$150
Quasi-Judicial Public Hearing	$300	- 51+ acres: $300	
Re-submittal Fees – Site Plans: 3rd submittal; Master Subdivision Plans; 4th submittal	½ Original Fee	Tree Removal Permit	$100
		Variance Permit	$350
Rezoning/Conditional Zoning	$600/$900	Zoning Letter	$100

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$_1$			
For New Residential Developments Assessed after 1/1/2019 - Collected by the Planning Department			
Housing Type	**Fee Per Unit**	**Acreage Per Unit**	**Decimal Multiplier**
Single Family Detached	$3,395.67	1/30 acre	0.0333
Single Family Attached	$2,273.79	1/45 acre	0.0223
Multi-Family Attached	$2,002.00	1/51 acre	0.01964

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

VENDOR FEES

Obtain Permit from the Town of Apex Police Department

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

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

ENCROACHMENT AGREEMENT

Submit to Development Services

Encroachment agreement preparation and recording	$250.00

CONSTRUCTION FEES/BONDS

Calculated and collected by Development Services

Bond Administration Fee:	- Cash/check: $100	- Surety Bond/Letter of Credit $300	- Reduction/Amendment $100
Fee in Lieu Administration Fee:	$100		

Construction Plan Submittal Fees (Subdivisions)	$500.00 + $10.00/Lot
Construction Plan Submittal Fees (Sites, Utility Extensions, etc.)	$500 + $15/Sheet
Re-submittal Fees – Construction Plans (3rd submittal and every other subsequent submittal (3rd, 5th, 7th, 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
Water and/or Sewer Extension Permit Amendment	$100.00 / each
Infrastructure Extension Record Drawing Review	$200

Construction Inspection Fees:

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

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

STORMWATER PLAN REVIEW FEES/BONDS

Submit to Development Services

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

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

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

SOIL AND EROSION CONTROL FEES/GUARANTEES

Submit to Development Services

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

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

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

COMMERCIAL BUILDING PERMIT FEES

Calculated and collected by Building Inspections and Permitting

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

Total Gross Building Floor Area of Construction	Fee Computation
0 - 500	Per Trade (see schedule below)
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

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.

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

Single Trade Fee Schedule	
Building	$150
Electrical	$75.00
Mechanical	$75.00
Plumbing	$75.00
Grading	$75.00

Fee Per Square Foot of Floor Area Based on Occupancy

Occupancy	Fee	Occupancy	Fee	Occupancy	Fee
Assembly	0.55	Factory/Industrial	0.40	Mercantile	0.50
Business	0.60	Hazardous	0.50	Residential	0.55
Educational	0.60	Institutional	0.60	Storage/Utility	0.30

MISCELLANEOUS FEES

Change of General Contractor	$50.00
Conditional Electrical Power Inspection (Apex and Duke)	Optional Inspection
Conditional Mechanical Systems Inspection	Optional Inspection
Demolition (All Trades)	$120.00
Dumpster Enclosure	$150.00 (Single Trade Building)
Elevator	$50.00 per elevator
Fire Pumps, each	$250.00
Fire Sprinkler System	$0.03 per square feet
Fire Suppression	$50.00
Grease/Oil Interceptor	$50.00
Irrigation System	$75.00 permit fee + Capital Reimbursement Fees (page 6)
Sales/Construction Trailer/Modular Classroom	Per Single Trade Fee Schedule
Sign – New	$150.00 + $75 if electrical needed
Sign – Replacement	$50.00
Solar PV System	No Fee
Spray Paint Booth, each	$150.00
Storage Tank, each	$50.00 Plus Associated Single Trade Fees
Swimming Pool	$50.00 Plus Associated Single Trade Fees
Temporary Power (Town of Apex)	$125.00
Water and Sewer Capital Reimbursement Fees and Water Meters	Refer to Capital Reimbursement Fee Schedule (page 6)
Work Without a Permit	Double Permit Fees
Stop Work Order	$150.00 (May Require Extra Trip Fee)

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 @ 3rd , 5th, 7th, etc.
Re-stamp Plans, Per Trade	$75.00

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

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

ADMINSTRATIVE FEES

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

INSPECTION FEES

Water Resources Certificate of Occupancy - Water/Sewer Final	$100.00
Standard re-inspection fee (Building, Water, and/or Sewer)	$75.00
Job not ready for inspection or installation of tap, meter, etc.	$150.00
Eight or more code violations / Previous violations not corrected	$150.00
Cancelled Inspection fee (not cancelled by 8:00 am of scheduled day)	$75.00

ONE AND TWO FAMILY DWELLING PERMIT FEES

Calculated and collected by Building Inspections and Permitting

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	$0.13	$150.00
Electrical	$0.04	$75.00
Plumbing	$0.04	$75.00
Mechanical	$0.04	$75.00

ADDITIONS /ALTERATION LESS THAN 800 SQUARE FEET	MIN/ $/UNIT
Building	$100.00
Electrical	$50.00
Plumbing	$50.00
Mechanical	$50.00

ACCESSORY STRUCTURES	MIN/ $/UNIT
Decks, Sheds, Roof Additions & Detached Garages, 400 sq. ft. or less	$60.00
Decks, Sheds, Roof Additions & Detached Garages > 400 sq. ft.	$90.00
Trellis (Attached to a structure)	$40.00

SINGLE TRADE FEE SCHEDULE	
Building	$150.00
Electrical	$75.00
Mechanical	$75.00
Plumbing	$75.00
Fire (included w/ Plumbing)	$0.00
Grading	$75.00

MISCELLANEOUS	
Change of General Contractor	$50.00
Change of Lot	$50.00
Construction Trailer	Per Single Trade Fee Schedule
Demolition (All Trades)	$150.00
Driveway	$100.00
House Moved	$375.00
Irrigation	$75.00 permit fee + capital reimbursement fee (page 6)
Mobile Home (All Trades)	$150.00
Modular Home (All Trades)	$375.00
Solar PV System	No Fee
Stop Work Order	$150.00 (May Require Extra Trip Fee)
Temporary Power (Town of Apex Only)	$125.00
Work Without Permit	Double Permit Fees

PLAN REVIEW FEES (Non-refundable)	
Initial Fee For New Single Family and Townhome Construction (Not applied to cost of permit)	$110.00
Initial Fee All Other Construction (Not applied toward cost of permit)	$100.00
Plan Modification Fee (Not applied toward cost of permit)	½ Review Fee of affected trades
Re-review Fee (Not applied toward cost of permit)	½ Review Fee @ 3rd, 5th, 7th, etc.
Re-stamp Plans	$60.00

ADMINISTRATIVE FEES	
Duplicate Building Record Card	$10.00
General Records Research, Current Files Over 10 Pages	$0.50/ page
General Records Research, Archive Files	$3.00/ page

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

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

ELECTRICAL UNDERGROUND AND SERVICE LATERAL FEES

Calculated by the Electric Department

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

WATER TAPS AND METER FEES

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

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

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

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

SEWER TAPS

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

WATER BACTERIOLOGICAL SAMPLE FEE

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

SEWER AND STORMWATER RE-INSPECTION FEES

Submit to Water Resources Department

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

IRRIGATION METERS

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

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

Conditions:

1. All irrigation meters will require payment of capital reimbursement fees.
2. NCGS requires a second meter for in-ground irrigation systems and that systems be protected by an approved backflow preventer.
3. A plumbing permit is required for installation of the system from the meter to the backflow preventer.
4. All associated fees will be collected by the Building Inspections & Permitting Department prior to issuance of a permit.
5. All other non-single family customers (subdivision entrances and commercial sites) require a second meter.
6. 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.
7. Single family Meter Tap Fee includes installing a split tap at an existing meter. If the split tap is already installed, see "Meter Only" fees under the "*Water Taps & Meter Fees.*"

WATER AND SEWER CAPITAL REIMBURSEMENT FEES

Calculated and collected by Inspections and Permitting & Planning

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

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

Utility Rates & Fees

CUSTOMER DEPOSITS

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

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

FEES

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

SOLID WASTE FEES

Yard Waste Collection	$7.83/ month	Dumpster Service	
Residential Roll-Out Cart	$8.51/ month	- 4 CY Dumpster	$125.07/ month
Commercial Roll-Out Cart	$17.44/ month	- 6 CY Dumpster	$147.97/ month
Recycling (Per Bin or Cart)	$4.28/ month	- 8 CY Dumpster	$169.08/ month
Bulk items	$11.00/ each	Bulk Items - Half Load	$22.00
White Goods	$18.00/ each	Bulk Items - Full Load	$40.00

STREET SIGN FEES

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

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

WATER & SEWER RATES

Water Rates		Inside Town Limits	Outside Town Limits
Water Base Charge		$5.54	$11.08
Water Volumetric Rates (per 1,000 gallons)			
Commercial		$4.19	$8.38
Residential	Tier 1: 0 - 6,000 gal	$4.19	$8.38
	Tier 2: 6,001 - 12,000 gal	$4.82	$9.64
	Tier 3: > 12,000 gal	$6.49	$12.98
Wholesale Water Base Charge	$4.40	**Wholesale Water Volumetric Rates (per 1,000 gallons)**	$3.35

Sewer Rates	Inside Town Limits	Outside Town Limits
Sewer Base Charge	$9.46	$18.91
Sewer Volumetric Rates (per 1,000 gallons)		
Commercial & Residential	$6.76	$13.52
Colvin Park*	$12.65	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	$6.05	**Wholesale Sewer Volumetric Rates (per 1,000 gallons)**	$4.05
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

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	$15.71/ Fixture	29/ Fixture
Shoebox – 1	61	$11.50/ Fixture	29/ Fixture
Shoebox – 2	151	$19.06/ Fixture	29/ Fixture
Area Light	51	$7.91/ Fixture	29/ Fixture
Cobrahead – 1	51	$9.70/ Fixture	29/ Fixture
Cobrahead – 2	151	$17.72/ Fixture	29/ Fixture
Lantern – 1 w/ Lens	51	$12.61/ Fixture	29/ Fixture
Lantern – 2 w/o Lens	51	$16.09/ Fixture	29/ Fixture

Special Contract Lights *(residential dedicated public streets outside corporate limits)*	Monthly charge	Special Area Lighting Pole	Monthly Charge
100 watt HPS enclosed luminaire on approved wood pole	$2.29/ customer	Wood	$ 2.51/ pole
Fiberglass pole or post w/ approved 100 watt HPS luminaire	$2.93/ customer	Metal, fiberglass or post	$ 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

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.

PARKS & RECREATION

Fees are paid to Parks & Recreation

Withdrawal[1]

- 10 + days advance notice	$5.00
- Less than 10 days' notice & participant can be replaced from a waiting list	70% of costs

1. No refunds are issued when the amount is less than $6.00. No refunds are issued when non-refundable deposits, admission fees or costs are paid in advance by the Town.

	Resident	Non Resident
Fishing Licenses		
– 12 years & under	$0	$10/ year
– 13-54 years old	$0	$25/ year
– 55 +	$0	$6/ year
– Guest Pass	$0	$5/ visit

	Resident	Non Resident
Senior Exercise Pass (55+)	$0	$10/ 20 visits
Open Gym / Pickle Ball	$0	$5/ visit or $20/ 100 visits
Vessel Permits (Jan – Dec)	$5/ year	$40/ year
Dog Park Passes		
– Single Dog	$30/ year	$50/ year
– Multiple Dogs	$60/ year	$100/ year

Facility Rentals

All reservations for 100 persons or more require Director approval and may require additional attendants, police and other requirements as deemed necessary by APRCR

	Resident	Non Resident
Refundable Deposit (Facility)	$200	$200
After Hours Rentals[2]	$40/ hour	$40/ hour
Community Center		
- Summit Room	$25/ hour	$37.50/ hour
- Pinnacle Room	$25/ hour	$37.50/ hour
- Zenith Room	$25/ hour	$37.50/ hour
- Catering Kitchen[3]	$15/ hour	$22.50/ hour
- Arts & Crafts Room	$15/ hour	$22.50/ hour
Shelter Rentals		
- Refundable Deposit (Shelter)	$100	$100
- Apex Community Park – small	$12.50/ hour	$18.75/ hour
- Apex Community Park – large	$17.50/ hour	$26.25/ hour
- Hunter Street Park – small	$12.50/ hour	$18.75/ hour
- Jaycee Park – small	$12.50/ hour	$18.75/ hour
- Kelly Road Park small	$12.50/ hour	$18.75/ hour
- Nature Park – small	$12.50/ hour	$18.75/ hour
- Nature Park – large	$12.50/ hour	$18.75/ hour
- Seagroves Farm Park - small	$12.50/ hour	$18.75/ hour
Other Amenity Rentals		
- Tennis Courts (2 min / 4 max)	$10/hour/ court	$15/hour/ court
- Sand Volleyball Court	$10/hour/ court	$15/ hour/ court
- Disc Golf Course	$35/ hour	$52.50/ hour
- Amphitheater (1/2 day)	$100	$150
- Amphitheater (whole day)	$200	$300

Halle Cultural Arts Center	Resident	Non Resident
- Auditorium	$50/ hour	$75/ hour
- Stage & Dressing Rooms	$50/ hour	$75/ hour
- Sound/Light Booth	$50/ hour	$75/ hour
- Overnight Storage	$50/ night	$75/ night
- Studio Gallery	$35/ hour	$52.50/ hour
- Studio A	$20/ hour	$30/ hour
- Piano (separate $200 deposit required)	$25/ hour	$37.50/ hour
- Attendant Fees (After hours)	$20/ hour	$20/ hour
4 Hour Auditorium Package	$600	$900
4 Hour Gallery Package	$400	$600

Field & Gym Rentals[4]		
Athletic Field – natural turf (no lights)	$35/ hour	$52.50/ hour
Athletic Field – natural turf (w/ lights)	$55/ hour	$72.50/ hour
Athletic Field – synthetic turf (no lights)*	$70/ hour	$105/ hour
Athletic Field – synthetic turf (w/ lights)*	$90/ hour	$125/ hour

** Synthetic Turf Fields require additional $250 Damage Deposit*

Gym – Half Court	$25/ hour	$37.50/ hour
Gym - Whole	$50/ hour	$75/ hour

2. Requires additional approval by Director; 3. attached to Zenith Room 4. All rentals require a 2 hour minimum.

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

MISCELLANEOUS

Rain Barrel	$85.00	**Cemetery**	**Resident**	**Non - Resident**
		– Cemetery Plots	$800	$1200
		– Columbarium Niches	$600	$600

History of Apex



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



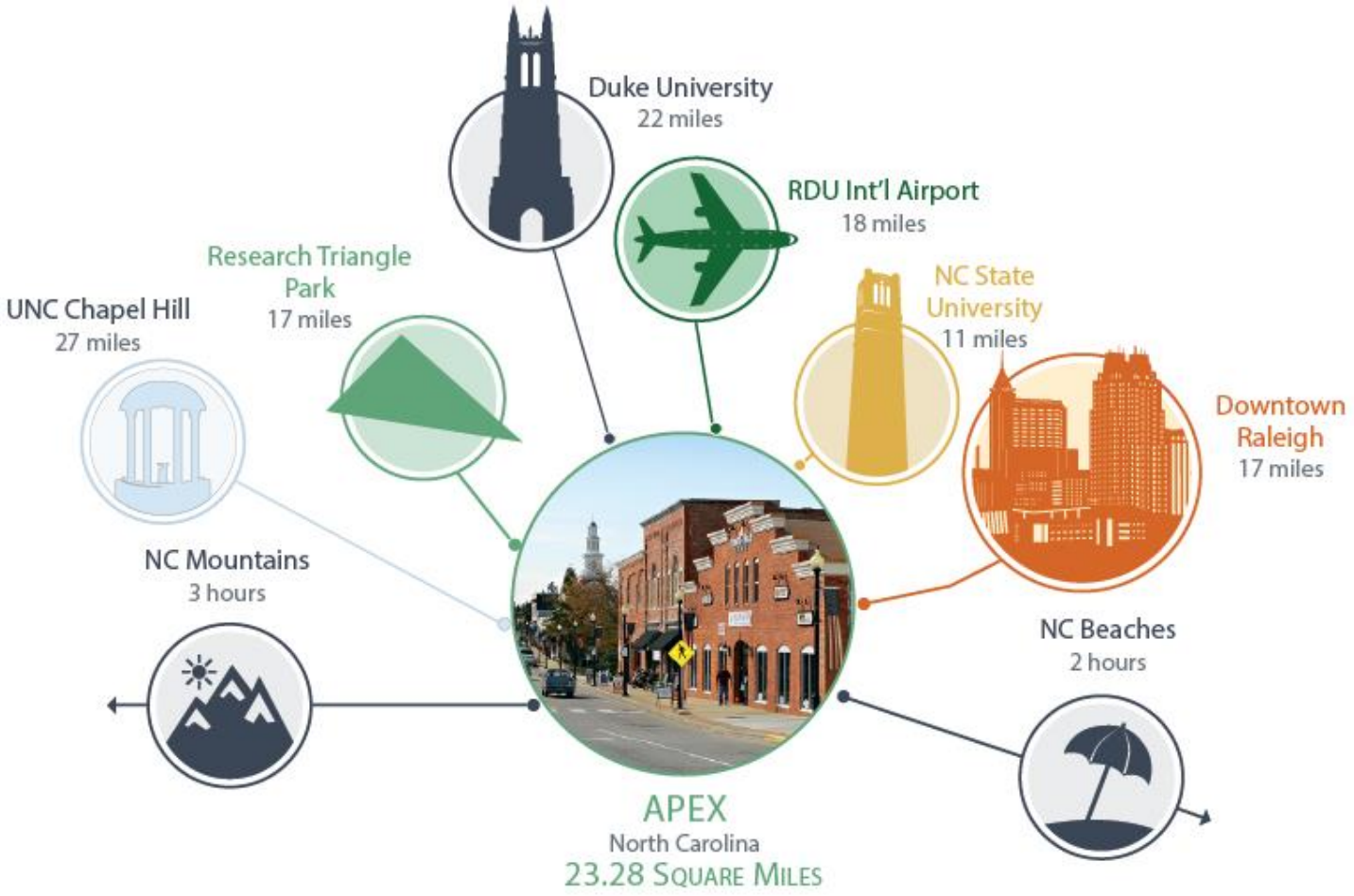
As development increased around the railroad station, dense forests were cleared for farmland. With its close proximity to Raleigh, Apex quickly became a trading and shopping center. Since the train station was located in the heart of a vast pine forest, Apex became a shipping point for such products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

Tobacco farming became an important part of the local economy in the early 1900s when a plant disease forced many tobacco farmers in Person and Granville counties to relocate. Many of the farmers discovered that the land around Apex produced excellent tobacco crops and decided to move to the area. The first tobacco auction market in Wake County was established in Apex in 1905. Sadly, like many small towns in the early 1900s, two disastrous fires shaped Apex's growth and development. In February 1905, a fire destroyed a number of frame commercial buildings in the town. A 2nd fire on June 12, 1911 destroyed much of the business district, including many of the old frame stores, the Merchants and Farmer's Bank, and the postmaster's house. The fires provided merchants with a strong incentive to replace the old frame structures with fireproof brick buildings. Many of the brick buildings are still in use today, like the 1912 Apex Town Hall that has housed many ventures throughout the years but currently serves as a home to the Halle Cultural Arts Center.

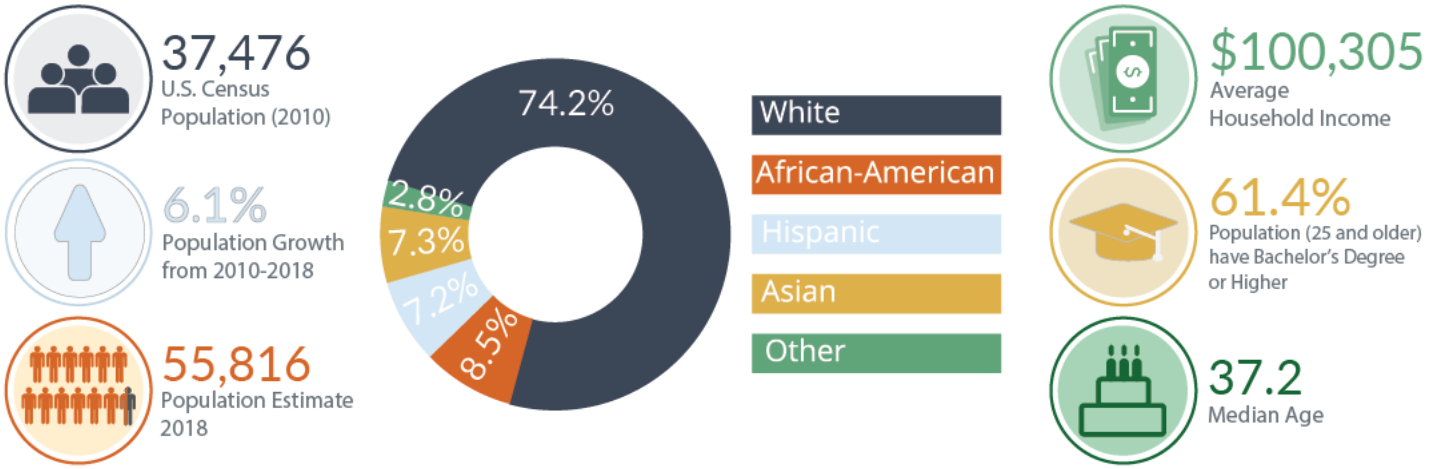
Apex remained a sleepy little town into the early 1960s when the nearby Research Triangle Park began to attract high-tech firms from throughout the world. Apex began to boom, along with the rest of the Triangle, and by 1990 the population reached 5,000. The town experienced unprecedented growth during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

Geography

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

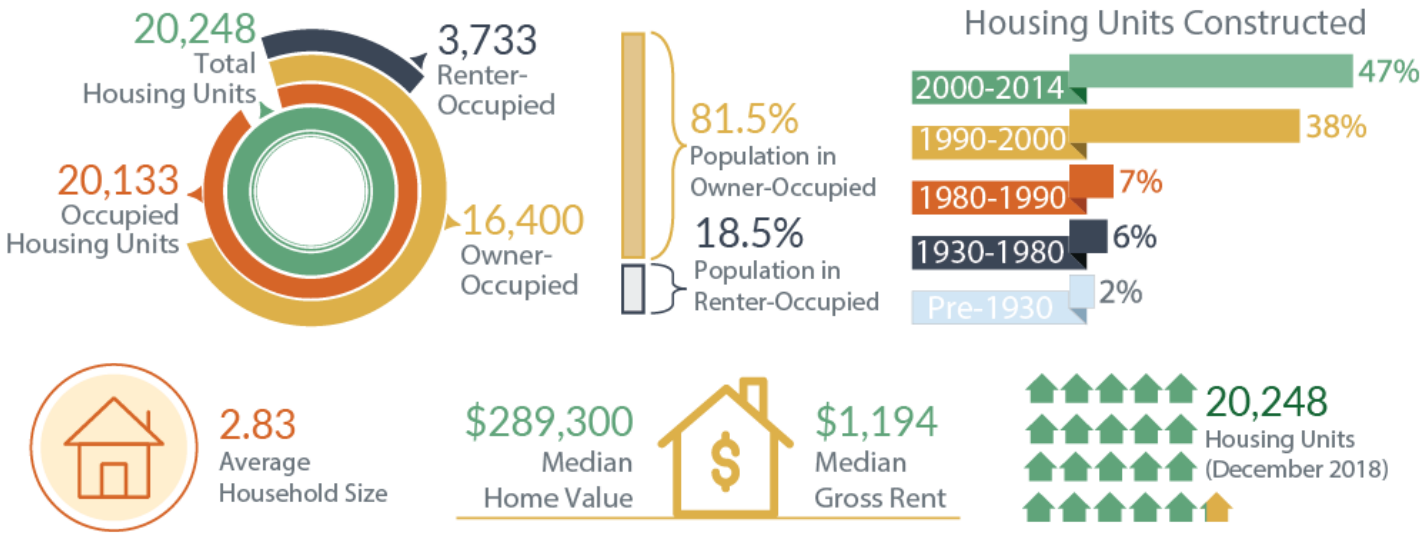


Demographics[1]



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

Housing[2]



2. US Census Bureau - 2017 American Community Survey 5-Year Estimates www.factfinder.census.gov/faces/tableservices/jsf/

Local Economy

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

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

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

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

Ten Largest Tax Payers by Assessed Valuation as of June 30, 2018

Tax Payer	Assessed Value	Percent of Total Assessed Value
CSP Community Owner LLC	$94,209,277	1.46%
DDR 1st Carolina	$60,247,793	.93%
Village at Broadstone Station LLC	$34,882,270	.54%
CRLP Creekside Hills Drive LLC	$34,856,268	.54%
CFK Apex Land Co LLC	$33,740,578	.52%
TRT DDR Beaver Creek	$32,581,866	.50%
EMC Corporation	$31,001,975	.48%
BELL HNW Exchange Apex LLC	$30,050,939	.47%
Lake Cameron LLC	$30,025,246	.46%
Standard Pacific of the Carolinas	$28,215,589	.44%
Total:	**$409,811,801**	**6.91%**
Total Assessed Value (July 2018)	*$ 6,460,057,106*	

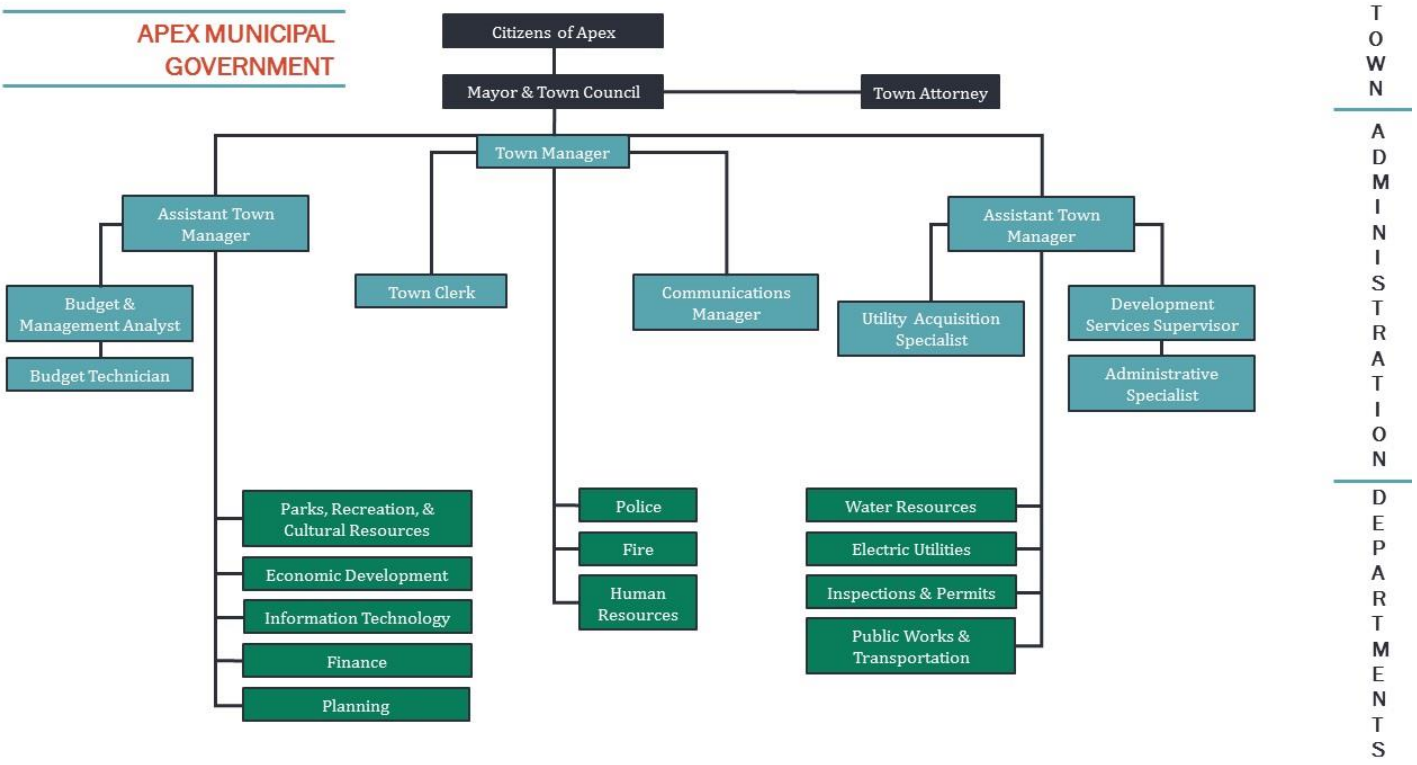
Ten Largest Employers for Apex as of 4th Quarter 2018

Company Name	Industry	Employment Range
Wake County Public Schools	Education	1,000+
ATI Industrial Automation	Manufacturing	575
Apex Tool Group	Manufacturing	526
Dell Technologies	Cloud Storage	500
Town of Apex	Government	417
Super Target	Consumer Products	250
Costco	Consumer Products	239
Bland Landscaping	Landscaping Services	136
Polyzen	Manufacturing	125
Tipper Tie	Manufacturing	117
Source: Apex Economic Development Annual Report		

Government

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

Town of Apex Organizational Chart



Town Council Priorities

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

In preparation for the FY19-20 budget, Town Council reviewed strategic goals to ensure alignment between priorities and the town's financial standing. The strategic goals drive the budget process. With the strategic focus areas and core values, town departments are able to ensure their missions, goals, and objectives serve a common purpose for the town.

Strategic Focus Areas & Goals

High Performing Government

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

Active, Engaged Citizens & Visitors

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

Sustainable Development & Infrastructure

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

Safe & Secure Community

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

Economic Vitality

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



Core Values

Peak Pledge

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

Performance

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

We will:

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

Empowerment

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

We will:

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

Accountability

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

We will:

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

Knowledge

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

We will:

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



Fiscal Policy Guidelines

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

Effective fiscal policy:

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

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

Capital Improvement Budget Policies

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

Debt Policies

General

- The Town will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.

- The Town will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.

- When the Town finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.

- Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.

- The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.

Tax Supported Debt

- Net debt as a percentage of total assessed value of taxable property should not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.

- The ratio of debt service expenditures as a percent of total governmental fund expenditures should not exceed 12% with an aggregate ten-year principal payout ratio target of 55% or better.

Reserve Policies

- Unassigned Fund Balances will mean funds that remain available for appropriation by the Town Council after all commitments for future expenditures, required reserves defined by State statutes, and previous Council designations have been calculated. The Town will define these remaining amounts as "available fund balances."

- Available fund balances at the close of each fiscal year should be at least 25% of the total Annual Operating Budget of the Town.

- The Town Council may, from time-to-time, appropriate fund balances that will reduce available fund balances below the 25% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town of Apex. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.

Budget Development Policies

- The Town will develop the Annual Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.

- Water, sewer, and electric rates will be established at the appropriate level to enable the related funds to be self-supporting.

- One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.

- The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit, and other fees due to the Town.

- The Town Council will receive a financial report at the end of each quarter showing year-to-date revenues and expenditures and comparing each amount to the budget as amended.

Cash Management and Investment Policies

- It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with **NC G.S 159**.

- The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.

- Cash Flows will be forecasted and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.

- *Liquidity:* No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.

- *Maturity:* All investments will mature in no more than thirty-six (36) months from their purchase date.

- *Custody:* All investments will be purchased "payment-versus-delivery" and if certificated will be held by the Finance Officer in the name of the Town. All non-certificated investment will be held in book-entry form in the name of the Town with the Town's third party Custodian (Safekeeping Agent).

- *Authorized Investments:* The Town may deposit Town Funds into any Board approved Official Depository, if such funds are secured in accordance with **NC G.S 159(31)**. The Town may invest Town Funds in the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in **NC G.S 159** and rated no lower than "AAA", and Commercial Paper meeting the requirements of **NC G.S 159** plus having a national bond rating.

- *Diversification:* No more than 5% of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20% of the Town's investment funds may be invested in commercial paper. No more than 25% of the Town's investments may be invested in any one US Agency's Securities.

- *Allocation:* Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.

- *Reporting:* The Town Council will receive copies of the Town's "Report of Deposits and Investments" (LGC Form 203) filed semiannually with the Local Government Commission.

Reporting Entity

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

Basis of Presentation

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

Governmental Funds

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

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

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

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

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

Proprietary Funds

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

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

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

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

Fiduciary Funds

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

Basis of Accounting & Budgeting

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

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

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

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

Budgetary Data

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

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

Budget Calendar

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

NCGS prescribed dates:

NCGS 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.

NCGS 159-11 (b)

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

NCGS 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 2019-2020 CIP & Budget Schedule

October 19, 2018	Departments' Preliminary Capital Improvement Plan Requests Due
November 1, 2018	Draft Capital Improvement Plan Completed with Departments / Review with Assistant Manager
November 2-16, 2018	Scoring/Evaluation of CIP Projects
November 16, 2018	Scoring/Evaluation Complete – Set meeting with Town Manager for Review
November 20, 2018	Evaluation of CIP Projects Completed with Town Manager
December 4, 2018	Pre-Budget Public Hearing
December 14, 2018	New Line-Item Additions Due, Chart of Accounts
January 4, 2019	Preliminary Budget Worksheets Distributed with Current YTD Expenditures
	Department Head Retreat
January 10, 2019	New Position Requests to HR
January 17, 2019	Capital Improvement Plan to Council
January 18, 2019	Internal Requests to Other Departments Due (IT, Facilities, etc.)
January 25, 2019	Line Item Revision Requests Submitted
January 31, 2019	Written Position Justifications Due to HR
February 1, 2019	Annual Retreat / Council Review of CIP / Prioritization of Projects for FY19-20
February 1, 2019	Departmental Budget Request Forms/ Worksheets Distributed
February 12-13, 2019	Personnel Committee – Review New Position Requests
February 27, 2019	Preliminary Revenue Projections Completed
February 28, 2019	Non-Profit Applications Due
	Proposed Rate & Fee Changes Due
	Baseline Payroll Projections Completed
March 1, 2019	Departmental Requests Completed & Returned
March 4-8, 2019	Departmental Budget Conferences - Round 1
March 11-15, 2019	Departmental Budget Conferences - Round 2
March 14, 2019	Personnel Committee Meeting – Classification/Compensation/Benefits
March 20-21, 2019	Finance Committee Meeting
April 4, 2019	Budget Distributed to Town Council
April 11, 2019	Town Council Budget Workshop
May 7, 2019	Public Hearing on Proposed Budget
May 16, 2019	Town Council Budget Workshop (if necessary)
June 4, 2019	Budget Ordinance Adopted

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

Goal Setting & Direction

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

Preparation & Requests

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

At the beginning of 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 the first regularly scheduled 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 the Town Council approves the budget at the first council meeting in June.

Adoption

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

Implementation

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

Budget Transfers & Amendments

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

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

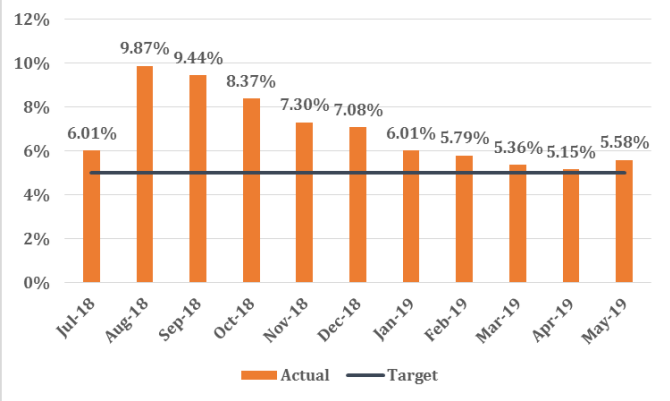
Summary of Transactions

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

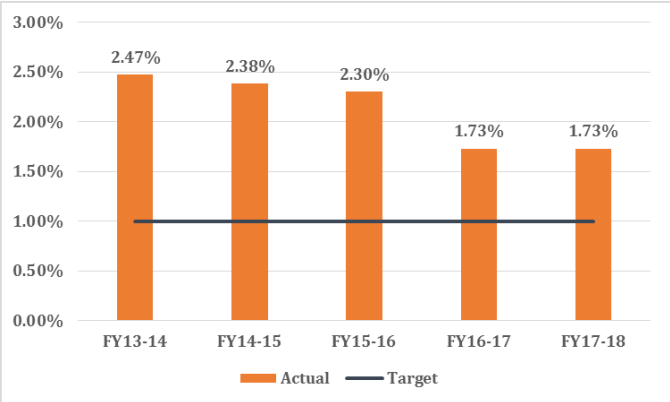
Performance Measures

The Town of Apex is moving toward a performance-based management process while also working to develop a town-wide strategic plan. As part of this process, town departments worked to revise mission statements for FY19-20 and are continuing to work to develop goals and objectives in line with Town Council priorities. Part of the strategic plan development includes establishing performance measures in each of Council's five focus areas and development of departmental action plans to 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. 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 specific goals and objectives.

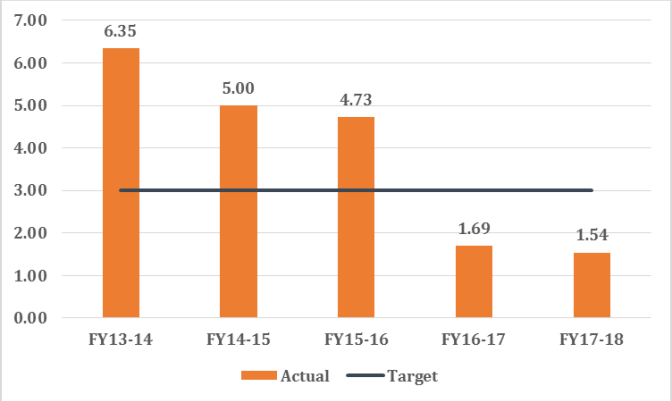
Performance Measure	Maintain a vacant position count of 5 percent or less of total authorized positions
Strategic Goal	High Performing Government
Department	Human Resources
Target	5 percent or less
Current Status	5.58 percent (26 of 466 Authorized Positions)
Supplemental Budget for FY19-20	Authorized new position for an HR Manager in FY19-20 which will provide additional bandwidth for recruitment and hiring of vacant positions
Estimated Timeframe for Achieving Goal	Under development; a new HR Manager is expected to make improvements in this measure



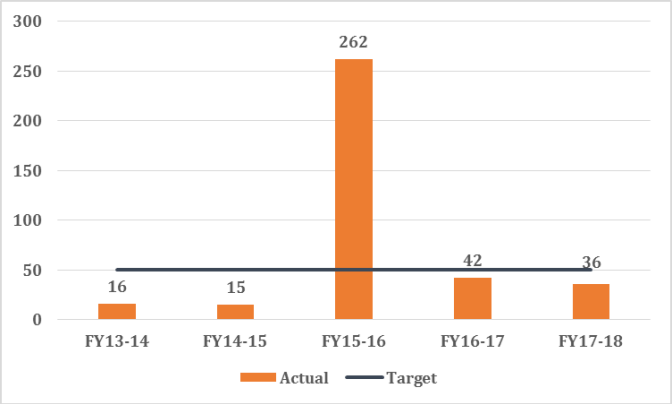
Performance Measure	Limiting the percentage of work orders requiring repeat repair within 30 days to 1 percent
Strategic Goal	High Performing Government
Department	Fleet
Target	1 percent or less
Current Status	1.73 percent in FY17-18
Supplemental Budget for FY19-20	Additional training for fleet department
Estimated Timeframe for Achieving Goal	Continuing to trend downward; achievement by FY21-22



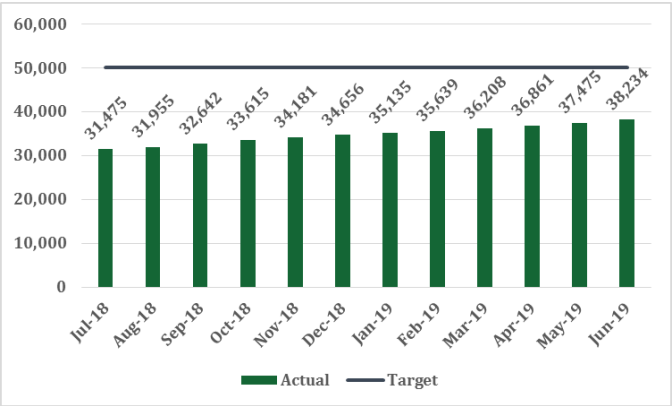
Performance Measure	Less than 3 customer complaints about water quality per 1,000 meters of main line pipe
Strategic Goal	High Performing Government
Department	Water Resources
Target	3 or less
Current Status	1.54 in FY17-18
Supplemental Budget for FY19-20	Authorized new position for an Infrastructure Inspector in FY19-20
Estimated Timeframe for Achieving Goal	Achieved



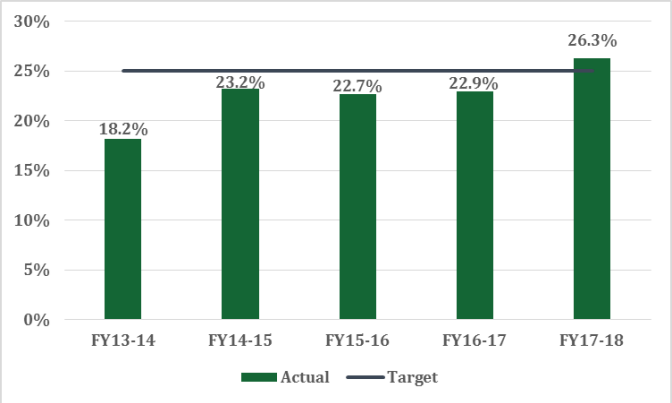
Performance Measure	Less than 50 valid complaints per 10,000 yard waste collection points
Strategic Goal	High Performing Government
Department	Solid Waste
Target	50 or less
Current Status	36 in FY17-18
Supplemental Budget for FY19-20	Appropriated funds for new chipper truck and crew in FY19-20
Estimated Timeframe for Achieving Goal	Achieved



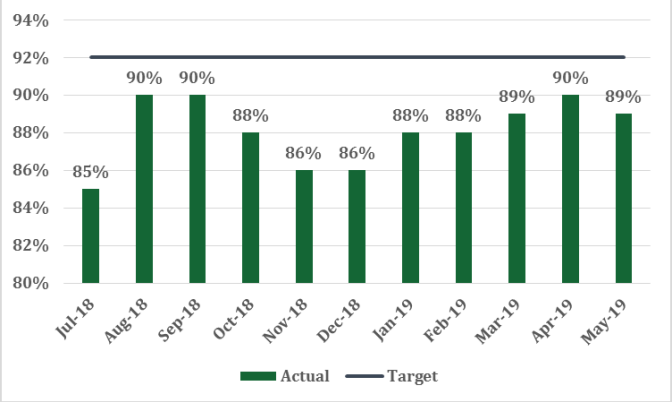
Performance Measure	Reach 50,000 social media followers across Facebook, Twitter, Instagram & Nextdoor
Strategic Goal	Active, Engaged Citizens & Visitors
Department	Communications
Target	At least 50,000
Current Status	38,234 as of May 2019
Supplemental Budget for FY19-20	Authorized new position for a Marketing & Communications Specialist in FY19-20
Estimated Timeframe for Achieving Goal	End of FY19-20



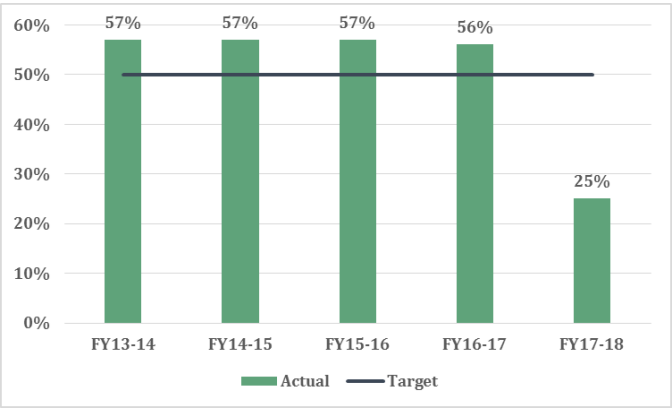
Performance Measure	Cover at least 25 percent of core Parks & Recreation costs through user fees, grants, sponsorships, and donations
Strategic Goal	Active, Engaged Citizens & Visitors
Department	Parks, Recreation & Cultural Resources
Target	At least 25 percent
Current Status	26.3 percent in FY17-18
Supplemental Budget for FY19-20	Appropriated funds for grant preparation
Estimated Timeframe for Achieving Goal	Achieved



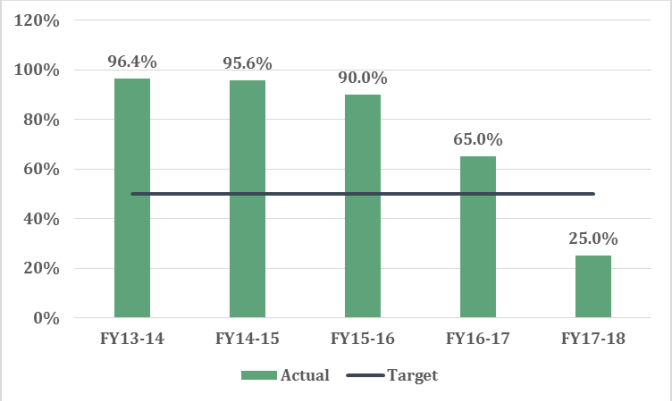
Performance Measure	Maintain 92% of resident registration in Parks, Recreation & Cultural Resources programs
Strategic Goal	Active, Engaged Citizens & Visitors
Department	Parks, Recreation & Cultural Resources
Target	At least 92 percent
Current Status	89 percent in May 2019
Supplemental Budget for FY19-20	Numerous projects through bonds issued in 2017, including Pleasant Park
Estimated Timeframe for Achieving Goal	Pleasant Park is expected to reduce the program waitlist; timeframe for achieving this goal will be one year after Pleasant Park opening



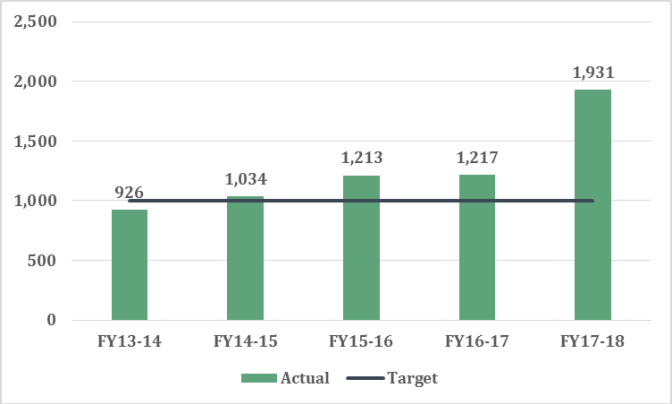
Performance Measure	Maintain 50 percent of lane miles rated 85 or better
Strategic Goal	Sustainable Development & Infrastructure
Department	Streets
Target	At least 50 percent
Current Status	25 percent in FY17-18
Supplemental Budget for FY19-20	Appropriated funds for the 2020 Pavement Condition Survey
Estimated Timeframe for Achieving Goal	One year after the 2020 Pavement Condition Survey is completed



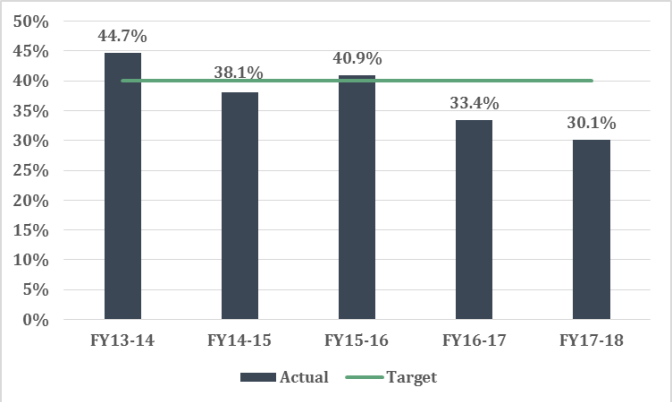
Performance Measure	Respond to 50 percent of inspection requests within one business day
Strategic Goal	Sustainable Development & Infrastructure
Department	Inspections & Permitting
Target	At least 50 percent
Current Status	25 percent in FY17-18
Supplemental Budget for FY19-20	Appropriated funds for tablets for field inspectors
Estimated Timeframe for Achieving Goal	Under development



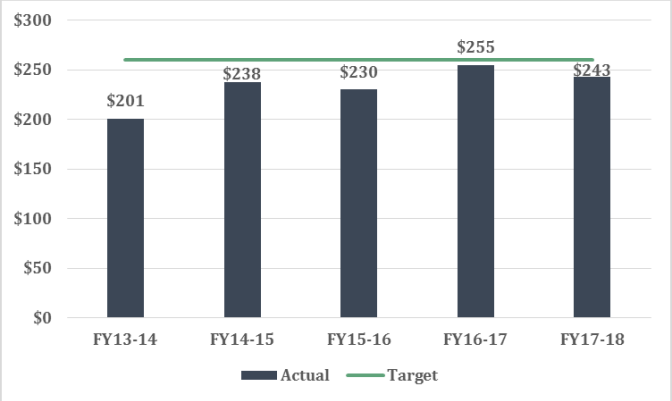
Performance Measure	Perform at least 1,000 plan reviews per year per Reviewer FTE
Strategic Goal	Sustainable Development & Infrastructure
Department	Inspections & Permitting
Target	At least 1,000
Current Status	1,931 in FY17-18
Supplemental Budget for FY19-20	Authorized new position for a Plans Examiner in FY19-20
Estimated Timeframe for Achieving Goal	Achieved



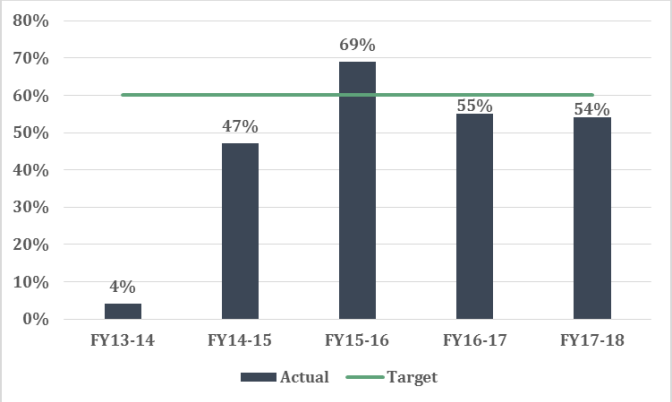
Performance Measure	Clear at least 40 percent of Part I cases of those reported
Strategic Goal	Safe & Secure Community
Department	Police
Target	At least 40 percent
Current Status	30.1 percent in FY17-18
Supplemental Budget for FY19-20	Appropriated funds for Incident Management training
Estimated Timeframe for Achieving Goal	Under development



Performance Measure	Maintain a Police Services Cost per Call Dispatched of less than $260
Strategic Goal	Safe & Secure Community
Department	Police
Target	$260 or less
Current Status	$243 in FY17-18
Supplemental Budget for FY19-20	Authorized 5 new positions including a deputy chief and a Police Records Clerk (Criminal Investigations) for FY19-20
Estimated Timeframe for Achieving Goal	Achieved



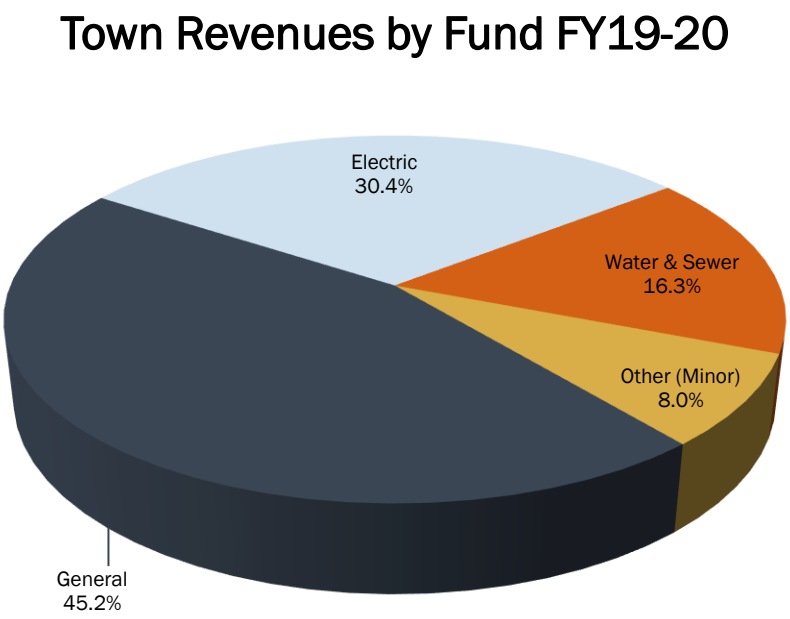
Performance Measure	Keep at least 60 percent of fires confined to involved rooms upon arrival
Strategic Goal	Safe & Secure Community
Department	Fire
Target	60 percent or more
Current Status	54 percent in FY17-18
Supplemental Budget for FY19-20	Authorized 12 new positions for new ladder truck in FY19-20
Estimated Timeframe for Achieving Goal	End of FY19-20



Performance Measure	Reach 1.00 new industrial jobs per 100 new residents in businesses assisted by the Town of Apex Economic Development Department
Strategic Goal	Economic Vitality
Department	Economic Development
Target	1.00 new industrial jobs per 100 new residents
Current Status	0.89
Supplemental Budget for FY19-20	Authorized new position for a Downtown Development Coordinator in FY19-20
Estimated Timeframe for Achieving Goal	End of FY19-20

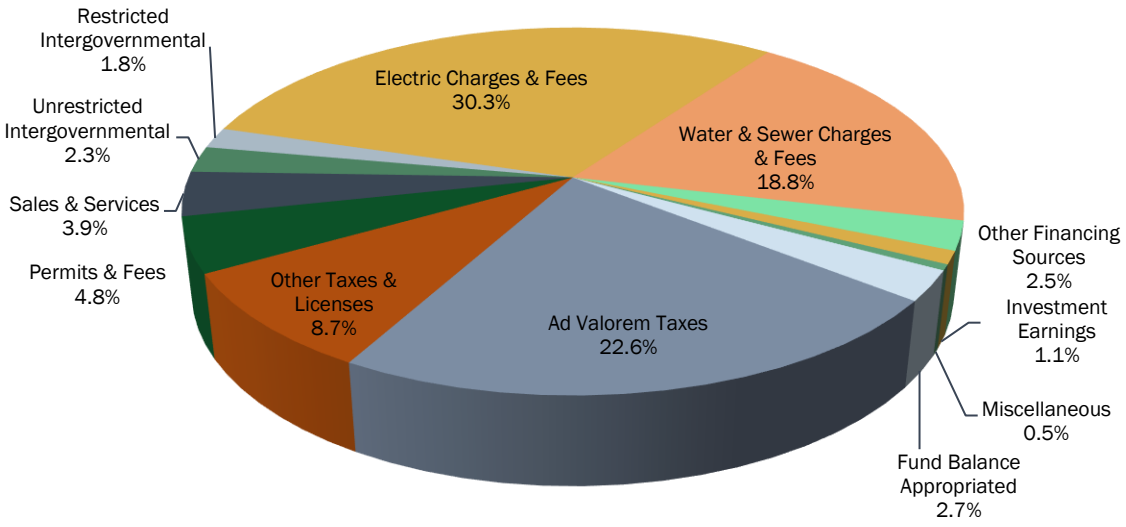
Town Revenues

Town Revenues by Fund					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
General	56,945,073	65,195,578	60,158,342	65,102,500	-0.14%
Electric	38,416,296	40,948,822	40,889,928	43,799,800	6.96%
Water & Sewer	18,785,396	23,343,341	22,709,268	23,493,400	0.64%
Other (Minor)	26,758,599	13,158,432	6,772,610	11,577,900	-12.01%
Total	**$140,905,364**	**$142,646,173**	**$130,530,147**	**$143,973,600**	**0.93%**

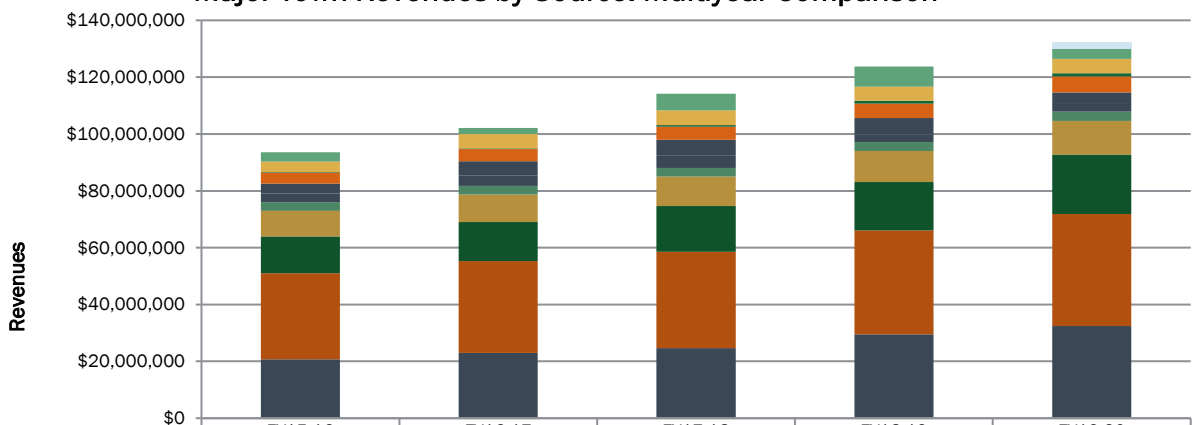


Town Revenues by Source					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Ad Valorem Taxes	24,672,063	28,988,700	29,471,541	32,470,000	12.01%
Other Taxes & Licenses	10,728,541	11,750,000	11,807,373	12,508,000	6.45%
Permits & Fees	10,263,442	8,558,200	9,653,206	6,951,300	-18.78%
Sales & Services	4,629,128	4,912,900	5,042,332	5,602,500	14.04%
Unrestricted Intergovernmental	3,028,277	2,946,800	3,173,913	3,312,300	12.40%
Restricted Intergovernmental	4,275,819	2,574,100	2,672,403	2,639,900	2.56%
Electric Charges & Fees	38,217,789	39,709,500	40,763,531	43,624,800	9.86%
Water & Sewer Charges & Fees	37,165,696	21,810,400	16,985,359	27,026,900	23.92%
Other Financing Sources	5,858,755	8,094,232	7,693,824	3,663,800	-54.74%
Investment Earnings	960,586	547,100	1,121,620	1,633,900	198.65%
Miscellaneous	1,105,266	720,349	807,905	722,500	0.30%
Fund Balance Appropriated	-	12,033,892	1,337,140	3,817,700	-68.28%
Total	**140,905,364**	**$142,646,173**	**130,530,147**	**$143,973,600**	**0.93%**

Town Revenues by Sources FY19-20

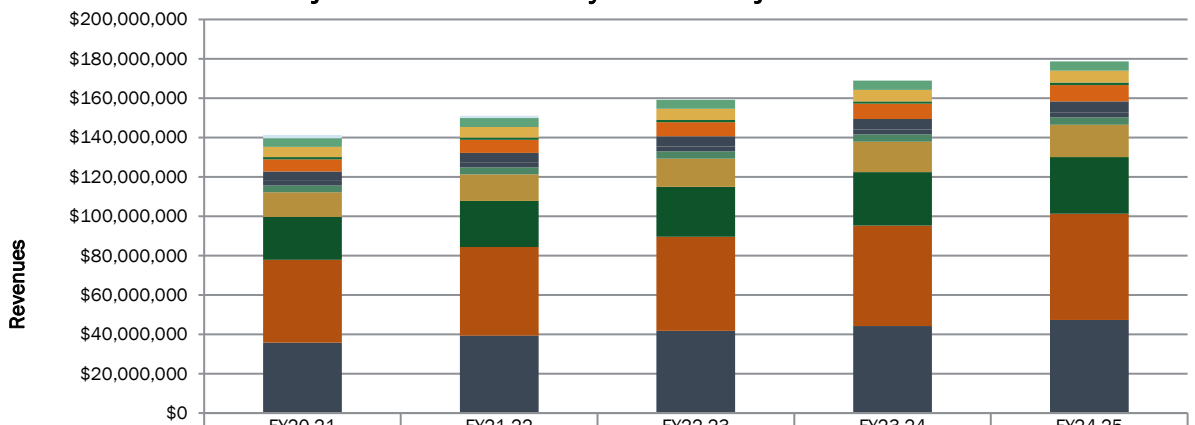


Major Town Revenues by Source: Multiyear Comparison



	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Fund Balance Appropriated	$0	$0	$0	$0	$2,327,200
Other Financing Sources	$3,229,084	$2,080,271	$5,858,756	$7,113,824	$3,663,800
Miscellaneous	$3,794,930	$5,095,133	$5,136,447	$4,965,059	$5,011,600
Investment Earnings	$120,769	$253,342	$548,627	$982,090	$1,110,000
Sales & Services	$3,875,316	$4,249,876	$4,638,428	$5,042,332	$5,602,500
Permits & Fees	$3,498,404	$4,959,537	$5,638,222	$5,797,369	$4,151,300
Restricted Intergovernmental	$3,073,275	$3,773,389	$4,275,819	$2,672,403	$2,639,900
Unrestricted Intergovernmental	$2,971,096	$2,970,814	$3,028,277	$3,173,913	$3,312,300
Other Taxes & Licenses	$8,988,837	$9,671,899	$10,383,483	$10,947,270	$11,758,000
Water & Sewer Charges & Fees	$12,972,881	$13,818,534	$16,051,725	$16,985,359	$21,026,900
Electric Charges & Fees	$30,327,658	$32,246,835	$33,914,919	$36,606,377	$39,322,200
Ad Valorem Taxes	$20,708,708	$22,995,117	$24,672,063	$29,471,542	$32,470,000

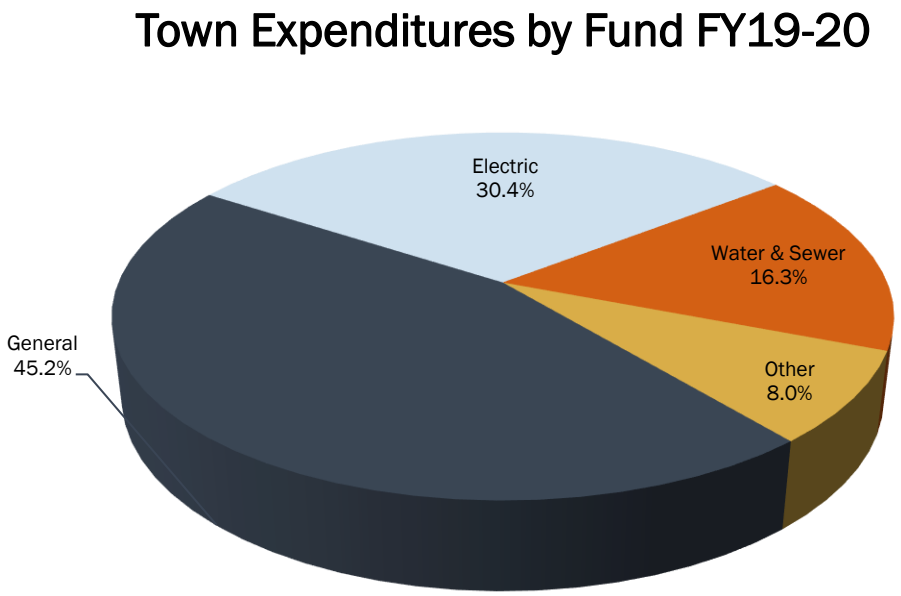
Major Town Revenues by Source Projections



	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Fund Balance Appropriated	$1,500,000	$1,000,000	$0	$0	$0
Other Financing Sources	$4,396,560	$4,572,422	$4,618,147	$4,664,328	$4,710,971
Miscellaneous	$5,262,180	$5,420,045	$5,582,647	$5,750,126	$5,922,630
Investment Earnings	$1,143,300	$1,177,599	$1,224,703	$1,273,691	$1,324,639
Sales & Services	$6,162,750	$6,655,770	$7,188,232	$7,763,290	$8,306,720
Permits & Fees	$4,441,891	$4,752,823	$5,061,757	$5,314,845	$5,580,587
Restricted Intergovernmental	$2,639,900	$2,587,102	$2,561,231	$2,535,619	$2,510,262
Unrestricted Intergovernmental	$3,411,669	$3,514,019	$3,619,440	$3,728,023	$3,839,864
Other Taxes & Licenses	$12,581,060	$13,461,734	$14,404,056	$15,340,319	$16,337,440
Water & Sewer Charges & Fees	$21,861,630	$23,501,252	$25,263,846	$27,158,635	$28,859,743
Electric Charges & Fees	$42,074,754	$45,019,987	$47,946,286	$51,062,795	$53,998,560
Ad Valorem Taxes	$35,735,705	$39,314,571	$41,712,226	$44,256,106	$47,244,366

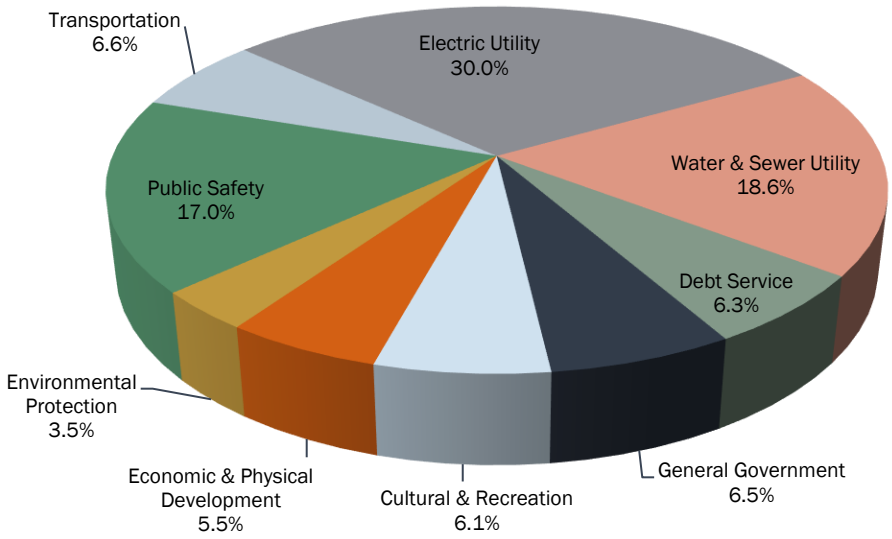
Town Expenditures

Town Expenditures by Fund					
Fund	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
General	50,043,333	65,195,578	61,569,964	65,102,500	-0.14%
Electric	34,079,040	40,948,822	41,839,938	43,799,800	6.96%
Water & Sewer	14,389,507	23,343,341	20,300,139	23,493,400	0.64%
Other	9,393,644	13,158,432	6,271,800	11,577,900	-12.01%
Total	**$107,905,525**	**$142,646,173**	**$129,981,841**	**$143,973,600**	**0.93%**

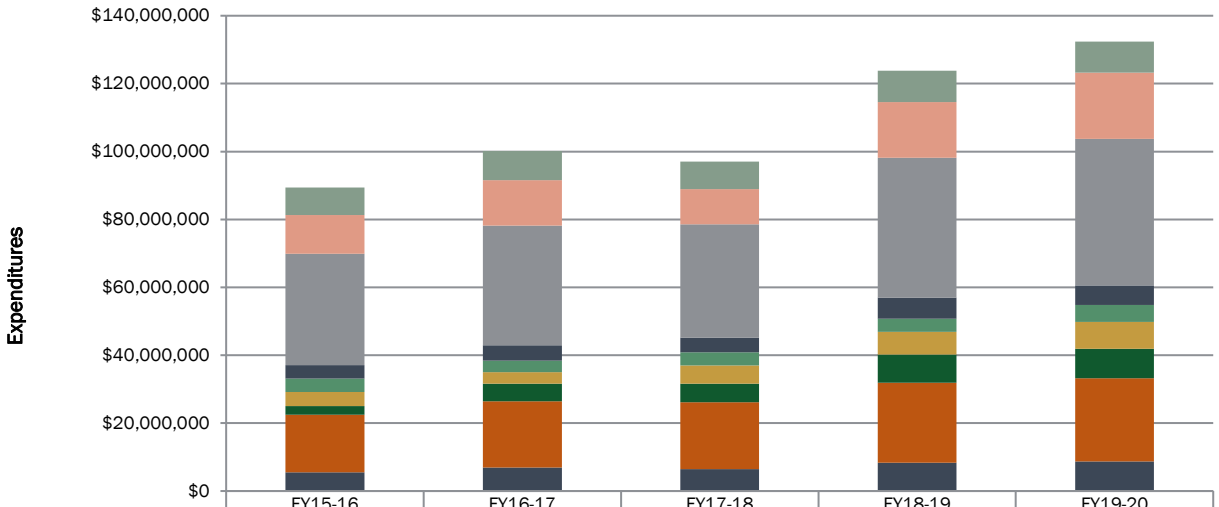


Town Expenditures by Function					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
General Government	6,447,150	9,311,434	8,318,650	9,330,300	0.20%
Cultural & Recreation	7,179,296	11,745,751	11,649,563	8,770,000	-25.33%
Economic & Physical Development	5,332,823	6,774,739	6,691,805	7,883,300	16.36%
Environmental Protection	3,860,046	4,039,740	3,836,182	5,001,500	23.81%
Public Safety	19,709,099	25,493,314	23,588,057	24,467,300	-4.02%
Transportation	6,250,979	9,778,108	9,187,587	9,460,000	-3.25%
Electric Utility	33,940,473	40,309,922	41,201,111	43,160,600	7.07%
Water & Sewer Utility	18,499,743	25,976,165	16,346,443	26,772,500	3.07%
Debt Service	6,685,917	9,217,000	9,162,443	9,128,100	-0.96%
Total	**$107,905,525**	**$142,646,173**	**$129,981,841**	**$143,973,600**	**0.93%**

Town Expenditures by Function FY19-20

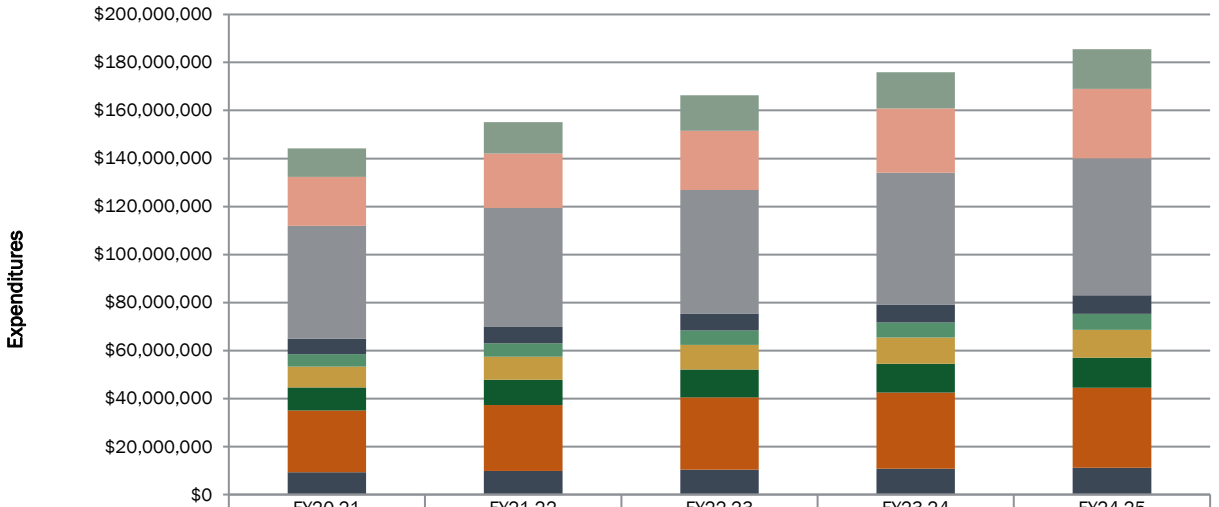


Town Expenditures by Function: Multiyear Comparison



	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Debt Service	$8,129,640	$8,580,172	$8,092,601	$9,217,000	$9,157,890
Water & Sewer Utility	$11,429,748	$13,397,559	$10,344,203	$16,346,139	$19,517,157
Electric Utility	$32,777,825	$35,217,780	$33,440,185	$41,201,038	$43,160,653
Cultural & Recreation	$3,941,551	$4,501,987	$4,305,699	$6,230,763	$5,818,000
Environmental Protection	$3,940,235	$3,433,366	$3,860,046	$3,836,182	$5,001,500
Economic & Physical Development	$4,167,139	$3,371,138	$5,332,823	$6,691,805	$7,883,300
Transportation	$2,601,227	$5,176,652	$5,508,579	$8,334,587	$8,705,000
Public Safety	$16,978,295	$19,509,265	$19,707,104	$23,588,057	$24,451,900
General Government	$5,465,531	$6,935,038	$6,447,149	$8,318,650	$8,730,300

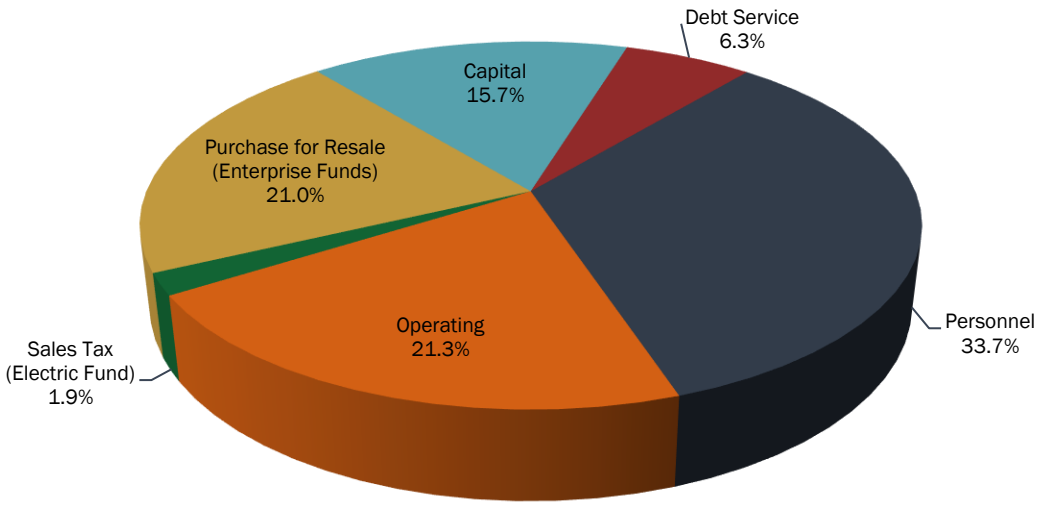
Town Expenditures by Function Projections



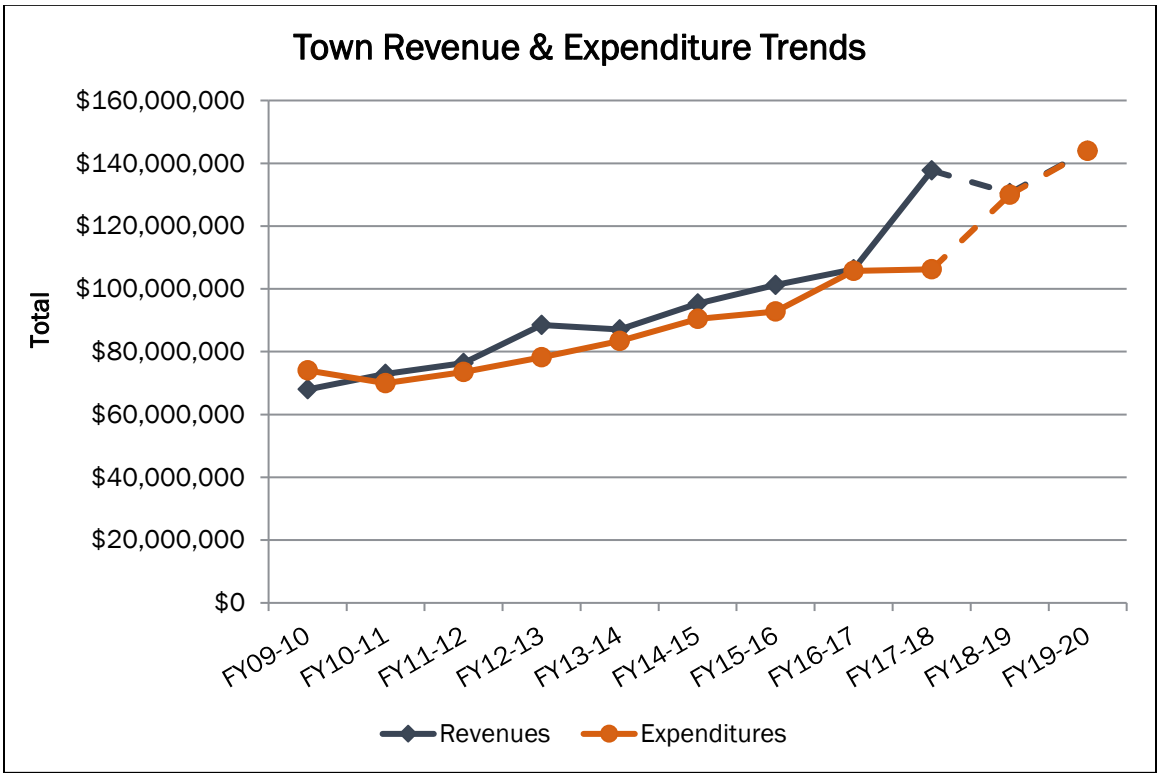
	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Debt Service	$11,973,417	$13,040,657	$14,781,541	$15,078,986	$16,483,048
Water & Sewer Utility	$20,286,869	$22,739,570	$24,631,629	$26,738,295	$28,910,676
Electric Utility	$47,073,793	$49,531,994	$51,437,226	$54,988,213	$57,169,929
Cultural & Recreation	$6,399,800	$6,847,786	$7,121,697	$7,406,565	$7,702,828
Environmental Protection	$5,251,575	$5,619,185	$6,012,528	$6,313,155	$6,628,812
Economic & Physical Development	$8,671,630	$9,538,793	$10,206,509	$10,920,964	$11,630,827
Transportation	$9,575,500	$10,533,050	$11,586,355	$12,049,809	$12,531,802
Public Safety	$25,674,495	$27,471,710	$30,218,881	$31,729,825	$33,316,316
General Government	$9,341,421	$9,808,492	$10,298,917	$10,710,873	$11,139,308

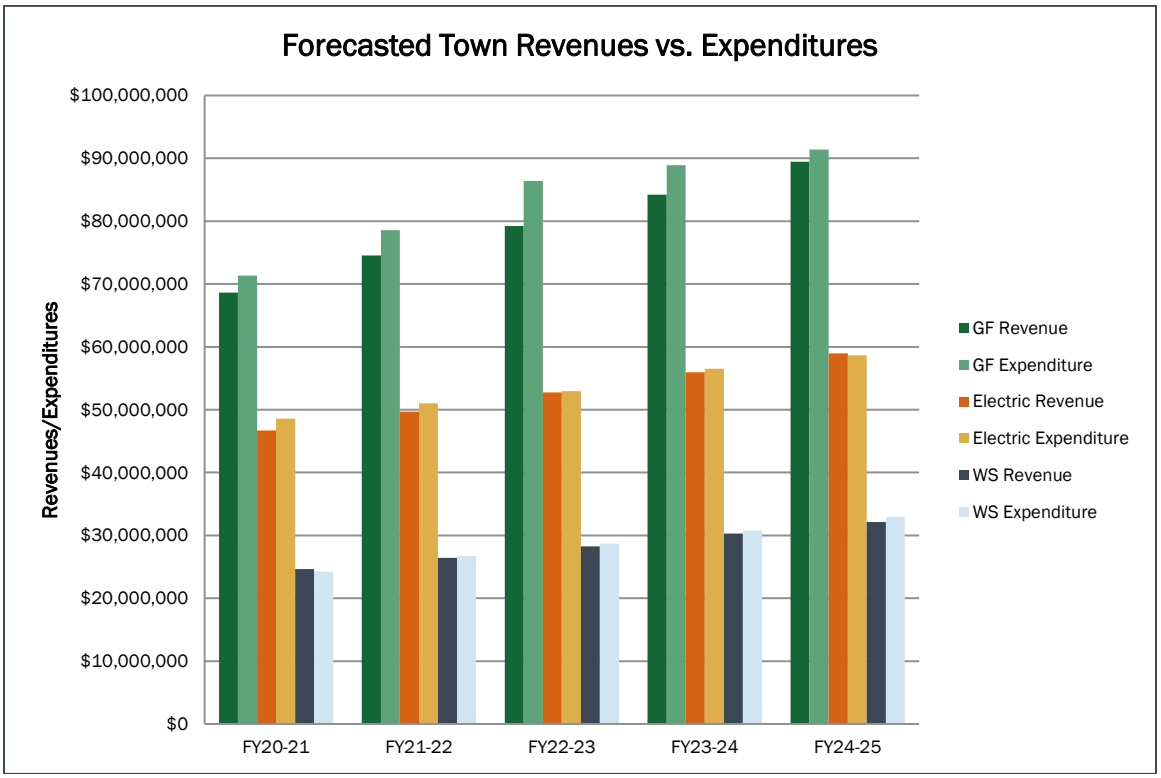
Town Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	37,232,077	42,720,100	42,195,718	48,566,900	13.69%
Operating	18,436,414	28,944,259	24,031,767	30,615,200	5.77%
Sales Tax (Electric Fund)	2,372,391	2,445,300	2,745,582	2,749,000	12.42%
Purchase for Resale (Enterprise Funds)	26,066,766	27,641,200	27,820,653	30,261,500	9.48%
Capital	17,111,961	31,678,314	24,025,678	22,652,900	-28.49%
Debt Service	6,685,917	9,217,000	9,162,443	9,128,100	-0.96%
Total	**$107,905,525**	**$142,646,173**	**$129,981,841**	**$143,973,600**	**0.93%**

Town Expenditures by Type FY19-20



Revenues vs. Expenditures





Ad Valorem Taxes

Ad valorem taxes are based on a $0.415 tax rate per $100 of assessed valuation (estimated at $32.47 million with a 99.87 percent collection rate in the General Fund). Wake County conducts revaluations every four years with the next revaluation in 2020. Like most of Wake County, Apex has experienced high growth over the past decade. Apex has experienced a five-year rolling average increase of 5.82 percent in population and a 6.10 percent increase in assessed value excluding the most recent revaluation in 2016, which resulted in a 13.95 percent increase in property values from 2015. Increases in property values have been even higher the past two years at 7.43 percent and 8.25 percent. Wake County's FY19-20 estimated assessed value for Apex represents an increase of 11.78 percent.

Other Taxes & Licenses

Local sales tax represents 99 percent of the taxes and licenses revenues. The North Carolina League of Municipalities (NCLM) expects statewide growth in local sales tax to show an increase of 5.1 percent for FY18-19 and to increase 4.5 percent for FY19-20. Wake County has experienced a higher percentage of growth in sales tax revenues than the state average over the past few years. Apex has experienced growth rates in sales tax revenues of 10 percent in FY15-16, 7.5 percent in FY16-17, and 7.5 percent in FY17-18. After nine months of collections, the increase for FY18-19 is currently 8.3 percent. Using a conservative estimate to account for a potential slowdown in the economy, sales tax revenue estimates for FY19-20 represent a 6.2 percent increase over FY18-19.

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. Apex received an increase in utility sales tax revenues of 4.7 percent in FY17-18. After three quarters of collections in FY18-19, there has been an increase of 5.2 percent. Collectively, the FY19-20 budget includes revenue estimates for utility sales taxes to increase by 4.5 percent from the FY18-19 revenue estimates.

The Beer and Wine Tax includes an excise tax on beer and wine that is distributed based on a per capita basis. Distributions for FY18-19 were 1.4 percent over the FY17-18 distribution. The FY19-20 Budget reflects a 2.4 percent increase.

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. FY18-19 represented a peak distribution in the current trend and the FY19-20 Budget includes only a modest increase for the solid waste tax revenues. Similar to State collected solid waste taxes, rebates from Wake County for landfill fees have been up and down and reflect a 2.5 percent average growth over

five years. The FY19-20 Budget includes $210,000 for the solid waste rebate revenues, which is 12.5 percent less than the FY18-19 Budget but five percent over the FY18-19 estimate.

Restricted Governmental

As of 2016, The General Assembly began appropriating dollars for Powell Bill funds instead of relying on the previous distribution method based on gas tax revenues. The State maintained a total appropriation of $147.5 million in FY17-18 and FY18-19. NCLM expects Powell Bill allocations to remain the same for FY19-20. Seventy-five (75) percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY19-20 Powell Bill distribution is $19.33. 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 FY19-20 Powell Bill distribution is $1,591 per street mile. Using these values, the Town estimates its FY19-20 Powell Bill allocation to be $1,290,000. Population growth and an increase in town-maintained road miles represent the reason for a 6.1 percent increase over FY18-19.

Contributions from other agencies, including Wake County and Wake County Public Schools 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 $1,242,200 from Wake County for extraterritorial fire protection services in FY19-20. This is a 1.53 percent decrease compared to FY18-19. The decrease is primarily the result voluntary annexations reducing the amount of land area and number of residents in non-incorporated areas.

Permits & Fees

Permit and fee revenues are predominantly associated with development related services such as planning applications and inspections. Although population growth in Apex is continuing at a rate of over six percent per year, the number of new subdivisions has slowed. This accounts for a decrease of $620,000 in fees associated with new subdivision reviews, inspections, and approvals. Construction for already approved subdivisions continues to support substantial revenues for related inspections and permitting. Of the total $4.15 million permit and fee revenues in the FY19-20 Budget, $3.3 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 $4.67 million in FY19-20, a 17.9 percent increase over the FY18-19 Budget and an 11.3 percent increase over year-end estimates for FY18-19. A larger than expected increase in new customers generated more revenues than originally expected for FY18-19. Customer counts for solid waste collection increased by 10.8 percent between January 2018 and January 2019. Collection fees for solid waste and recycling will increase in FY19-20 by 2.5 percent and 24

percent, respectively. The significant increase in the recycling fee includes $.75 beyond the standard inflationary adjustment to account for a declining global demand for recycling materials and increases in processing costs.

The FY19-20 Budget includes $918,600 in revenues from recreation and cultural activity fees and facility rentals, which represents a 2.1 percent decrease from FY18-19. A 6.3 percent estimated decrease from the original FY18-19 Budget precipitated the forecasted decrease for the upcoming fiscal year. The town has experienced an increase in facility rentals over the past few years, particularly for turf fields. The FY19-20 Budget includes a new line item to track turf field rentals separately. Turf field rentals and Halle Cultural Arts Center rentals and tickets are the only recreation revenues projected to increase in FY19-20.

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 FY19-20 consist of $200,000 to the General Fund from Recreation Capital Projects related to the 2018 bond sales, $1,508,300 to the General Fund from the Recreation Capital Reserve, and $1,865,500 from the Water and Sewer Capital Reserve to the Water and Sewer Fund.

Investment Earnings

Investment earnings have been steadily rising over the past few years as interest rates slowly rise and the Town's reserves increase. The estimate for FY19-20 in the General Fund is $760,000, which is 11.4 percent over the FY18-19 projection. The estimate for the Electric Fund for FY19-20 is $100,000. The estimate for the Water and Sewer Fund is $250,000.

Electric Charges

The FY19-20 Budget includes $39.3 million in revenue from electric charges for service. This amount represents a 12.0 percent increase from FY18-19. The budget includes an electric rate increase of 1.65 percent to the base charge and energy charge. Apex's electric utility customer base increased by 2,192 (11.47 percent) from January 2018 to January 2019. Electric sales follow the same trend. The necessity to purchase more power and a rate increase by the North Carolina Eastern Municipal Power Agency (NCEMPA) creates the need for the Town's rate increase.

Other Operating Revenue

Other operating revenues are associated with the enterprise funds and represent sales tax, underground and service lateral fees, and electric meters in the Electric Fund ($4.3 million) and water tank rentals in the Water and Sewer Fund ($170,000). Sales tax on electricity sales makes up 63.5 percent of other operating revenues for the Electric Fund at $2.7 million. Customer growth accounts for increased electric sales and the 11.75 percent increase in the associated sales tax for FY19-20.

Water & Sewer Charges

The Town estimates revenues of approximately $21 million from water and sewer charges in FY19-20, a 23.7 percent increase over budgeted revenues for FY18-19. Two factors are driving the increase revenue estimates, 1) an increase in sewer rates by 4.0 percent, and 2) a growing customer base that witnessed almost 12 percent growth in FY18-19.

Fund Balances

The Town plans to appropriate $2,327,200 from the General Fund fund balance for FY19-20. The FY19-20 Budget does not include appropriations of retained earnings for the Electric Fund or Water & Sewer Fund.

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

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

Purpose of Fund Balance

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

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

Issues Concerning Fund Balance

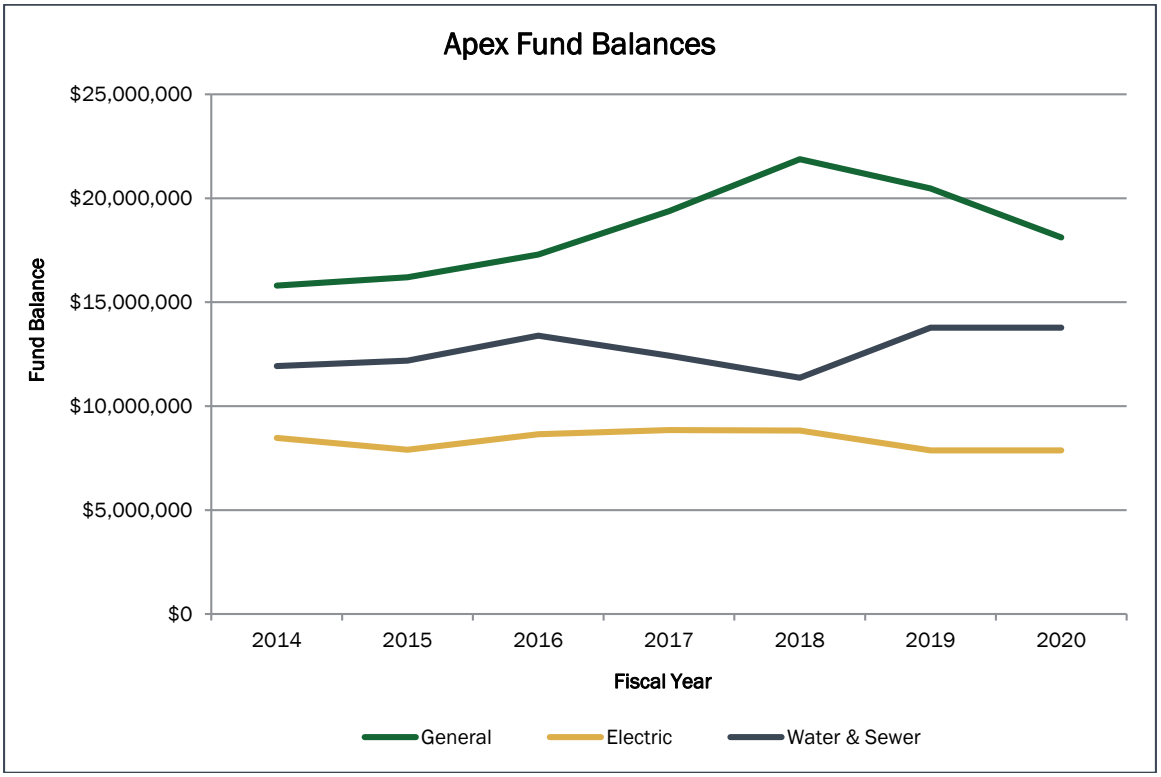
An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these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

Amount of Fund Balance

The LGC recommends a minimum fund balance of eight (8) percent but most local governments carry a higher percentage. Good benchmarks for the appropriate amount of fund balance include ensuring enough revenue to avoid cash flow problems, typically about four to six (4-6) months of operating expenses, and the average fund balance percentage within a peer group. The average fund balance for North Carolina municipalities in Apex's population range that operate an electric system is 33.51 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 FY19-20 in the revenues sections for each fund.

Apex Fund Balance							
Fund	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
General	$15,799,432	$16,202,079	$17,293,502	$19,377,183	$21,882,913	$20,471,291	$18,113,891
% Change		*2.55%*	*6.74%*	*12.05%*	*12.93%*	*-6.45%*	*-11.52%*
Fund Balance %	*44.58%*	*40.45%*	*42.62%*	*41.37%*	*43.73%*	*33.25%*	*27.82%*
Months Equiv.	*5.35*	*4.85*	*5.11*	*4.96*	*5.25*	*3.99*	*3.34*
Electric	$8,474,669	$7,901,628	$8,649,074	$8,852,000	$8,822,953	$7,872,943	$7,872,943
% Change		*-6.76%*	*9.46%*	*2.35%*	*-0.33%*	*-10.77%*	*0.00%*
Fund Balance %	*28.21%*	*24.19%*	*25.88%*	*24.69%*	*25.89%*	*18.82%*	*17.97%*
Months Equiv.	*3.39*	*2.90*	*3.11*	*2.96*	*3.11*	*2.26*	*2.16*
Water & Sewer	$11,926,283	$12,188,617	$13,389,378	$12,430,751	$11,362,881	$13,772,010	$13,772,010
% Change		*2.20%*	*9.85%*	*-7.16%*	*-8.59%*	*21.20%*	*0.00%*
Fund Balance %	*103.05%*	*87.70%*	*86.74%*	*71.35%*	*78.97%*	*67.84%*	*58.62%*
Months Equiv.	*12.37*	*10.52*	*10.41*	*8.56*	*9.48*	*8.14*	*7.03*



The Town may choose to take on debt through financing to pay for major projects or large equipment. Issuing debt to pay for major projects and equipment allows the Town to reduce its immediate burden to pay for large capital projects. This allows the cost to be spread out over time and shares the financing burden among the taxpayers who receive the most benefit from the project. North Carolina General Statute 159-55 limits local government debt to a maximum of eight (8) percent of the unit's taxable assessed valuation, which is $516,804,568 for Apex as of July 2018.

Types of Debt Financing

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

General Obligation Bonds

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

Revenue Bonds

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

Installment Purchase Agreements

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

Certificates of Participation

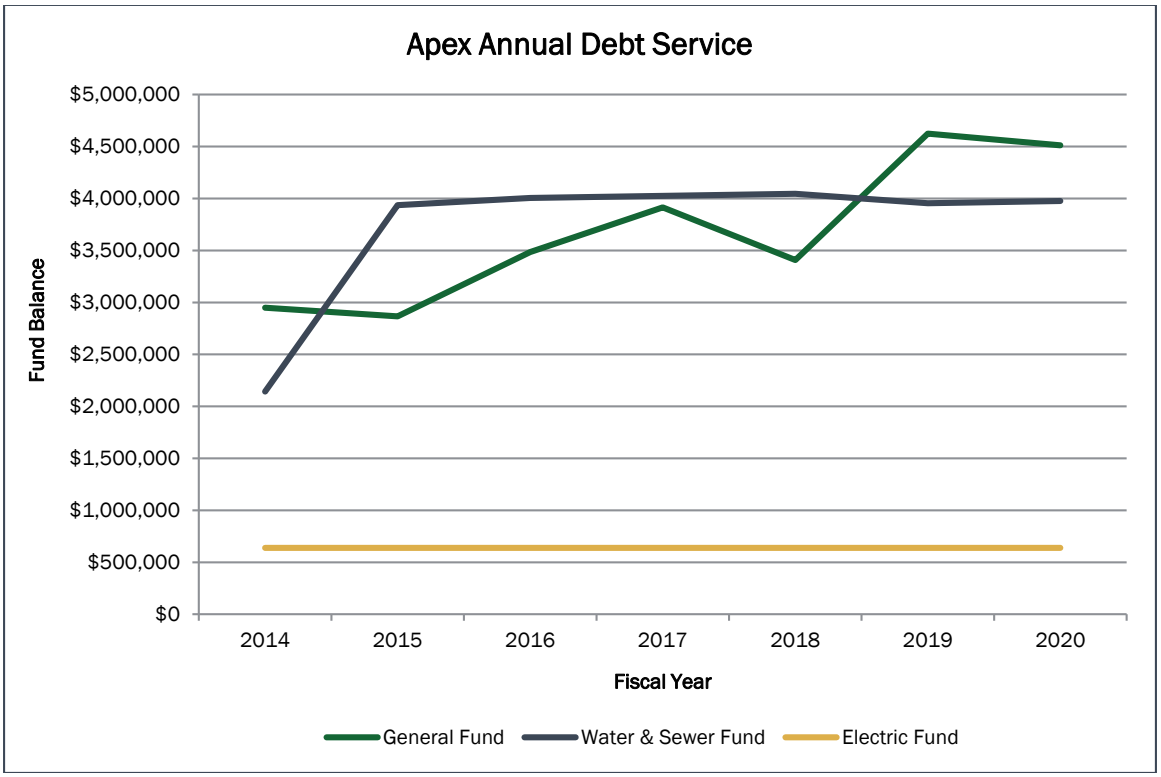
Certificates of Participation (COPs) operate similar to revenue bonds and typically have higher interest rates than GO bonds because the debt is secured by funds resulting from the project being financed and cannot be secured by the "full faith and credit" of the government. The local government uses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

Tax Increment Financing Bonds

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

Apex's Debt Obligation

As of June 30, 2019, the Town's debt obligation is $105,705,207. Approximately $50.1 million is in the General Fund, $3.4 million in the Electric Fund, and $52.2 million in the Water & Sewer Fund. The Town's General Fund debt consists of installment purchase agreements (28.8 percent) and general obligation bonds (71.2 percent). The Water & Sewer Fund debt is predominantly general obligation bonds (60.2 percent) and includes State revolving loans (25.1 percent) and installment purchase agreements (14.7 percent). Revenue bonds represent the entirety of the debt in the Electric Fund.



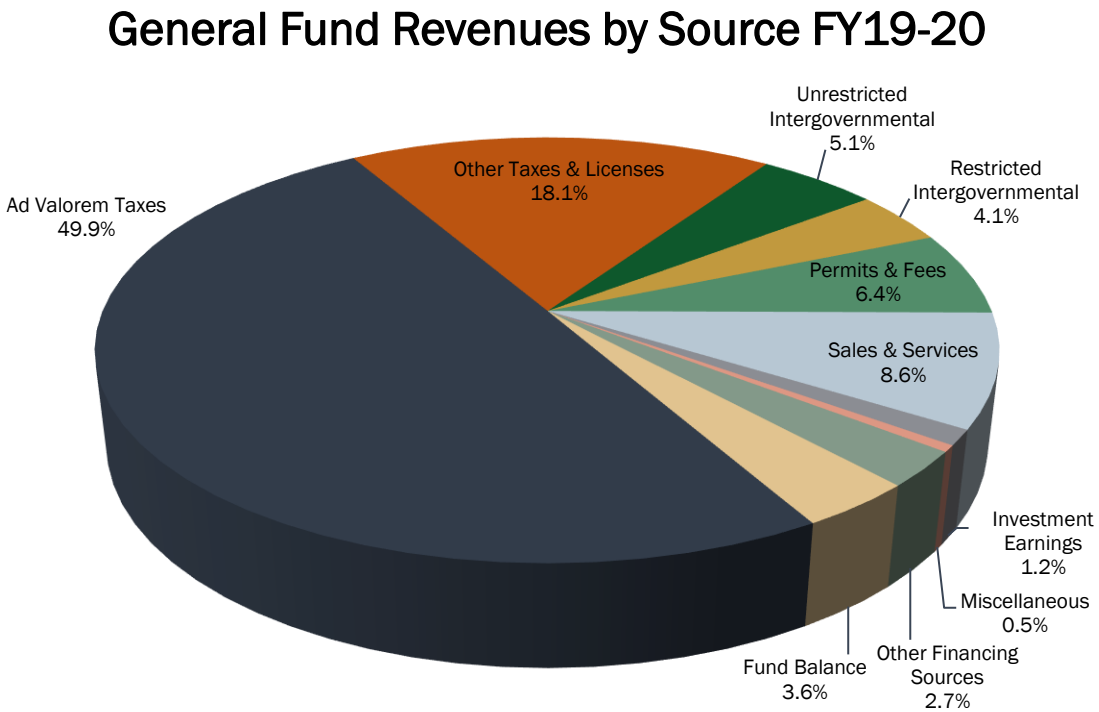
General Fund Debt Obligation							
Issue Year	**Project**	**Finance Type**	**Amount Issued**	**Term (years)**	**FY19-20 Principal**	**FY19-20 Interest**	**Total Debt Service**
2018	Parks & Recreation Refunding	General Obligation	$1,105,000	10	$110,000	$50,250	$130,250
2018	Public Improvement (Parks Bond & Streets)	General Obligation	$23,000,000	20	$530,000	$796,269	$1,326,269
2017	BB&T Park Land	Installment Purchase	$6,000,000	15	$413,793	$132,424	$546,217
2015	BNC Public Service Station 5	Installment Purchase	$4,230,000	16	$340,000	$110,976	$450,976
2014	Public Service Station 4 Refunding	Installment Purchase	$6,424,000	14	$472,000	$106,218	$578,218
2013	Parks & Recreation Refunding	General Obligation	$6,000,000	20	$300,000	$117,000	$417,000
2013	Parks & Recreation Refunding	General Obligation	$4,670,000	12	$510,000	$74,750	$584,750
2009	Peakway Bridge	General Obligation	$6,500,000	20	$325,000	$123,744	$448,744
						Total	**$4,512,424**

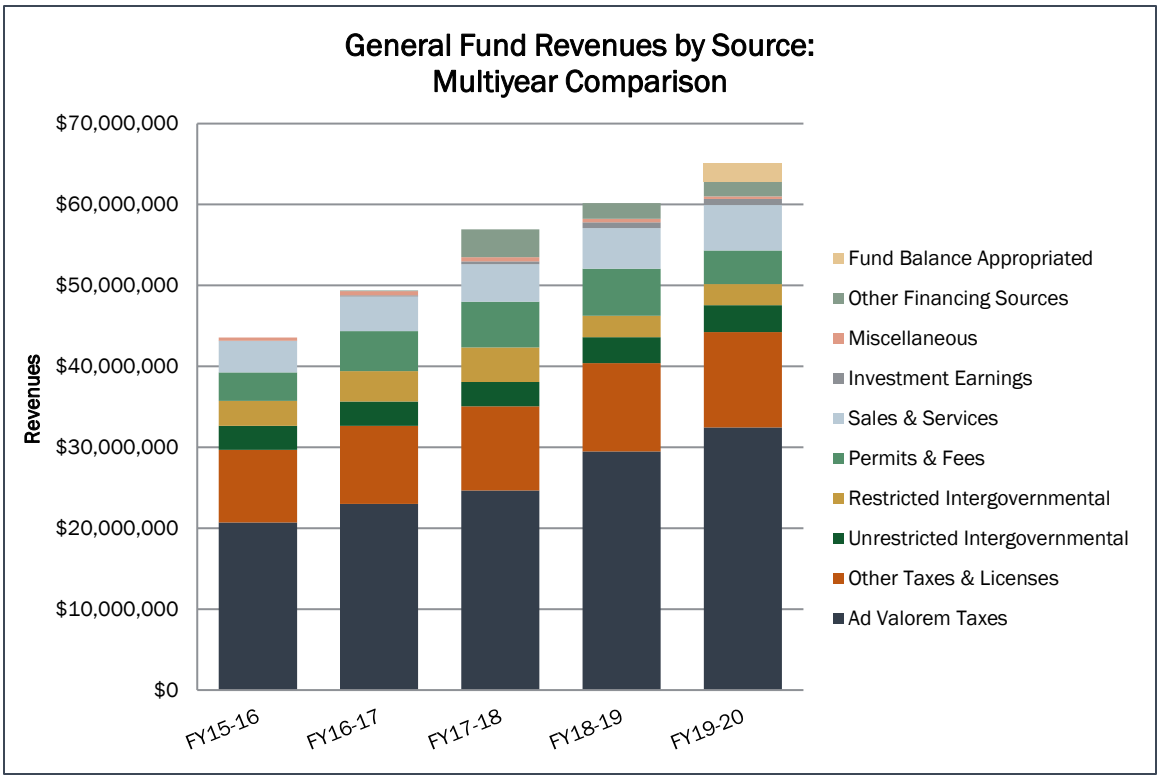
Water & Sewer Fund Debt Obligation							
Issue Year	**Project**	**Finance Type**	**Amount Issued**	**Term (years)**	**FY19-20 Principal**	**FY19-20 Interest**	**Total Debt Service**
2014	Regional Wastewater Treatment Plant	State Revolving Loan	$17,500,000	20	$875,000	$291,375	$1,166,375
2014	Water & Sewer Improvements	Installment Purchase	$8,045,000	14	$549,000	$148,662	$697,662
2012	Wastewater System	General Obligation	$35,000,000	25	$915,000	$1,106,875	$2,021,875
2011	Regional Wastewater Treatment Plant	Installment Purchase	$355,059	20	$17,753	$4,697	$22,450
2007	Regional Wastewater Treatment Plant	Installment Purchase	$1,159,825	20	$57,702	$10,179	$67,881
						Total	**$3,976,243**

Electric Fund Debt Obligation							
Issue Year	**Project**	**Finance Type**	**Amount Issued**	**Term (years)**	**FY19-20 Principal**	**FY19-20 Interest**	**Total Debt Service**
2009	Electrical System Improvements	Revenue Bond	$7,300,000	15	$535,000	$104,147	$639,147
						Total	**$639,147**

Revenues by Source

General Fund Revenues by Source					
Source	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Ad Valorem Taxes	24,672,063	28,988,700	29,471,541	32,470,000	12.01%
Other Taxes & Licenses	10,383,483	11,075,000	10,947,270	11,758,000	6.17%
Unrestricted Intergovernmental	3,028,277	2,946,800	3,173,913	3,312,300	12.40%
Restricted Intergovernmental	4,275,819	2,574,100	2,672,403	2,639,900	2.56%
Permits & Fees	5,638,222	5,058,200	5,797,369	4,151,300	-17.93%
Sales & Services	4,638,428	4,912,900	5,042,332	5,602,500	14.04%
Investment Earnings	357,499	200,000	682,090	760,000	280.00%
Miscellaneous	478,906	343,749	434,423	323,000	-6.04%
Other Financing Sources	3,472,377	2,222,408	1,937,000	1,758,300	-20.88%
Fund Balance	-	6,873,721	-	2,327,200	-66.14%
Total	**$56,945,073**	**$65,195,578**	**$60,158,342**	**$65,102,500**	**-0.14%**





Source Descriptions

Ad Valorem Taxes

Ad valorem taxes are taxes paid on real and personal property located within the Apex town limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations of the property and the tax rate established by Town Council. Wake County revalues real and personal property every four years, with the most recent occurring in 2016. The town contracts with the Wake County Tax Department to levy and collect ad valorem taxes. The town's average collection is 99.89 percent. Ad valorem taxes typically comprise approximately one-half of all General Fund revenues with an estimated $32.47 million in FY19-20 at a tax rate of $.415 per $100 valuation.

Sales Tax

The State of North Carolina collects local option sales tax on behalf of Wake County. The local option sales tax rate of $0.025 consists of four separate taxes authorized by North Carolina General Statutes: Article 39 at $0.01, Article 40 at $0.005, Article 42 at $0.005 and Article 44 at $0.005. In October of 2008, the State eliminated the per capita portion of the Article 44 sales tax and replaced it with a "hold harmless" reimbursement. This local government sales and use tax is applied to sales made in the county and is allocated among the county and municipalities within the county on a per capita basis. Along with rental vehicle taxes, sales tax revenues makeup the "other taxes and licenses" category. In prior years, this category also included the municipal vehicle tax provided for in N.C.G.S. 20-97 (b1). As of FY18-19, all revenues generated through the municipal vehicle tax will go directly to the Transportation Capital Reserve. Sales tax revenues represent the General Fund's second largest revenue source for FY19-20 at $11.76 million.

Permits & Fees

Permits and fees predominantly consist of fees associated with development collected through the Planning Department and the Inspections and Permitting Department. Use of revenues generated by these fees is mostly restricted to Inspections and Permitting costs. The FY19-20 budget includes $3.3 million in expected fees specifically for Inspection and Permitting. Overall, permits and fees revenues account for $4.15 million in the FY19-20 budget.

Unrestricted Intergovernmental

The largest portion of unrestricted intergovernmental revenues consists of Utility Sales Taxes (CATV, electric, gas, and telecommunications), solid waste rebates from Wake County, and the Beer and Wine Tax. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues at $2.89 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 $210,000 in the FY19-20 budget.

Restricted Governmental

Restricted intergovernmental revenues include Powell Bill funds and other federal, state, or local government funds or grants that are restricted for a specific purpose. Powell Bill revenue comes from an appropriation by the State as part of the biennium budget. The State calculates the annual Powell Bill distribution based on population and the number of road miles maintained by the town. Fire tax collections represent revenues collected from residents within the Apex Fire District who do not live within the town's corporate limits. Wake County sets the fire tax rate. The town receives annual revenues from the Wake County Public School System to cover partial costs associated with providing resource officers on school campuses. The town expects to receive $2.64 million in restricted intergovernmental revenues in FY19-20.

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 $2.13 million in the FY19-20 budget and yard waste and recycling collection fees account for $1.64 million and $900,000 respectively. The monthly residential collections rates are $8.51 for garbage, $7.83 for yard waste, and $4.28 for recycling for FY19-20. Recreation participation and facility user fees represent $902,300 in the FY19-20 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 $1.76 million in the FY19-20 budget.

Miscellaneous Revenues

Other revenues represent miscellaneous revenues such as ABC revenues, court fees, parking fines, or revenues that do not easily fit into other categories. These revenues account for $323,000 in the FY19-20 budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings are down significantly since the decline in the economy in 2008 but have experienced an uptick in recent years. Investment earnings account for $760,000 in the FY19-20 budget.

Fund Balance Allocation

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. Fund balance appropriations of $2,327,200 in the FY19-20 budget include $1.5 million for renovations to Fire Station 1 and $827,200 toward the Jessie Drive improvement and extension project.

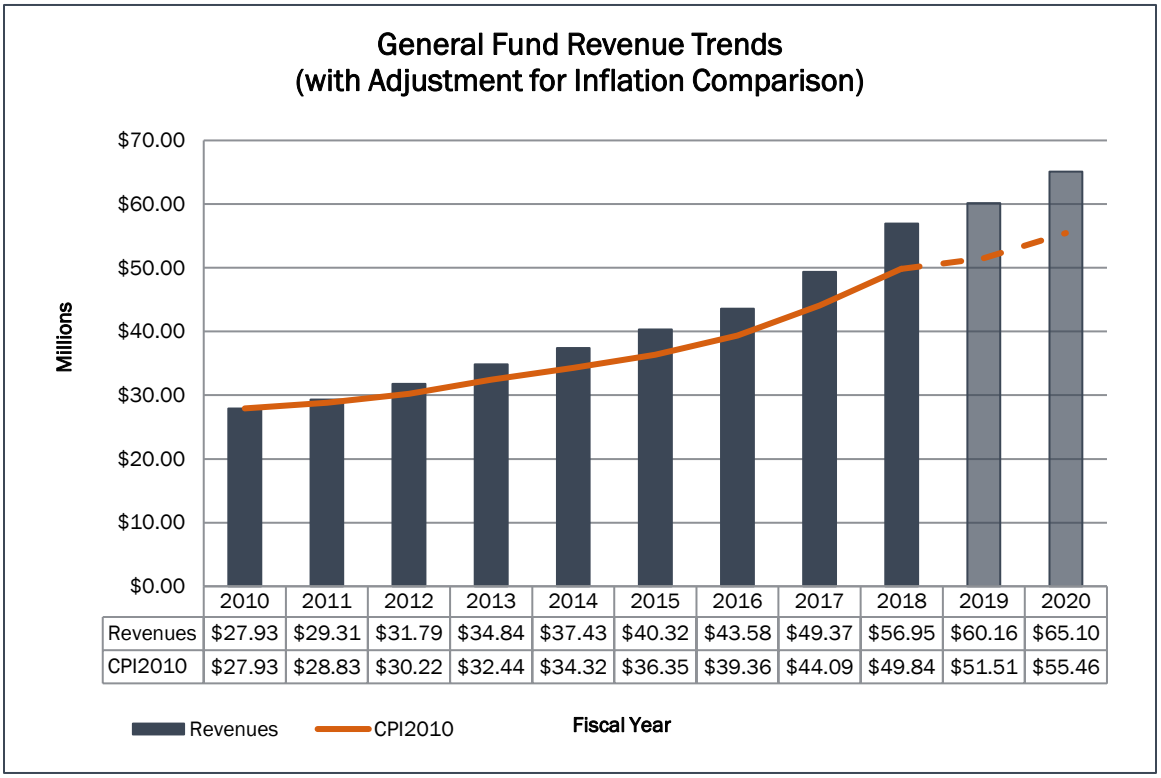
Revenues by Line Item

General Fund Revenues					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Current Year Taxes	22,600,949	26,724,600	27,006,965	29,820,000	11.58%
Vehicle Taxes	2,030,208	2,225,800	2,406,966	2,600,000	16.81%
Prior Years	12,519	13,300	25,000	20,000	50.38%
Penalties and Interest	28,387	25,000	32,611	30,000	20.00%
Sales Taxes	10,109,296	11,000,000	10,867,500	11,680,000	6.18%
Motor Vehicle Licenses	200,305	-	-	-	-
Rental Vehicle Taxes	73,883	75,000	79,770	78,000	4.00%
Utility Franchise	2,647,424	2,500,000	2,766,600	2,890,000	15.60%
Beer and Wine	202,218	205,000	205,000	210,000	2.44%
Solid Waste Rebates -Wake	176,907	240,000	200,000	210,000	-12.50%
Payment in Lieu of Taxes	1,728	1,800	2,313	2,300	27.78%
Powell Bill	1,203,921	1,216,000	1,257,391	1,290,000	6.09%
Police Grants	104,863	-	124,308	104,200	-
Wake County Grants	130,219	96,600	13,635	-	-100.00%
State Grants	44,557	-	-	-	-
Electronics Recycling Funds	3,727	-	3,727	3,500	-
Federal Grants	22,414	-	11,452	-	-
FEMA	15,077	-	-	-	-
Fire District - Wake County	1,114,825	1,261,500	1,261,545	1,242,200	-1.53%
Wake County EMS	1,636,216	-	-	-	-
Residential Permits	2,490,085	2,405,600	3,092,388	2,400,000	-0.23%
Homeowner Recovery Fees	1,679	1,700	1,916	1,800	5.88%
Commercial Permits	923,479	500,000	1,188,457	500,000	0.00%

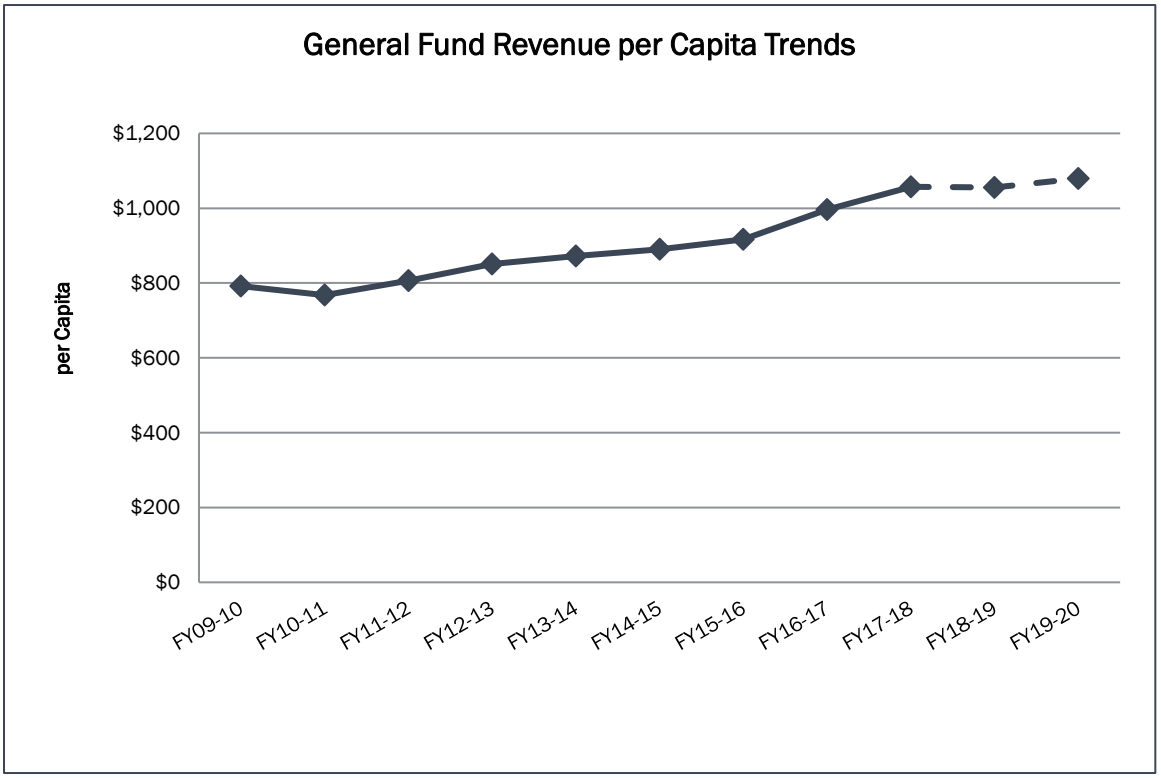
General Fund Revenues (continued)					
Line Item	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Re-inspection Fees	513,247	400,000	519,111	360,000	-10.00%
Fire Inspections	53,311	49,000	49,000	40,000	-18.37%
Driveway Inspection Fees	145,525	120,000	175,807	140,000	16.67%
Driveway Reinspection Fee	-	-	3,000	2,000	-
Subdivision Inspections	925,178	1,000,000	186,868	200,000	-80.00%
Erosion and Site Inspection	238,164	230,000	179,858	140,000	-39.13%
Subdivision Approval Fees	176,474	220,000	200,000	200,000	-9.09%
Rezoning Application Fees	36,620	23,000	30,548	25,000	8.70%
Annexation App. Fees	5,600	5,000	4,480	5,000	0.00%
Water-Sewer Ext. Fees	9,600	12,000	6,876	7,000	-41.67%
Variance Application Fees	700	900	700	1,000	11.11%
Other Application Fees	103,700	80,000	103,521	85,000	6.25%
Encroachment Agreement Fee	2,250	1,000	1,750	2,000	100.00%
Bond Administration Fee	-	-	40,000	30,000	-
Fines and Penalties	3,000	-	-	-	-
Refuse Collection Fees	2,967,777	1,787,000	1,984,487	2,107,900	17.96%
Refuse Bulk Pick-Up Fees	19,529	18,900	23,906	20,000	5.82%
Yard Waste Fees	-	1,479,800	1,428,000	1,644,000	11.10%
Recycling Collection Fees	647,817	677,000	715,395	900,000	32.94%
Non-Athletic Programs	236,150	220,000	180,000	180,000	-18.18%
Fishing & Boating Licenses	1,851	1,000	736	1,000	0.00%
Senior Programs	45,244	48,000	44,269	45,000	-6.25%
Senior Trips	23,704	20,000	23,869	23,000	15.00%
Instructional Athletics	22,709	23,000	16,016	18,000	-21.74%
Youth Leagues	176,480	180,000	136,192	150,000	-16.67%
Adult Leagues	104,581	110,000	90,000	110,000	0.00%
Active Net/Turkey Trot	13,086	13,000	10,502	11,000	-15.38%
Community Center Rentals	115,950	90,000	150,590	60,000	-33.33%
Miscellaneous POS	3,588	3,000	5,910	5,000	66.67%
Planning Documents	200	200	100	100	-50.00%
Turf Field Rentals	-	-	-	75,000	-
CAC Rentals	98,398	80,000	90,000	98,000	22.50%
E-Tickets	29,666	35,000	36,766	43,500	24.29%
Grants	-	-	-	10,000	-
Art/Sales Commissions	114	-	353	200	-
CAC Programs	70,616	65,000	51,619	60,000	-7.69%
Sponsorships	9,835	12,000	7,904	8,000	-33.33%
Concessions	6,986	7,000	8,000	3,000	-57.14%
Art Center Miscellaneous	998	1,000	753	800	-20.00%

General Fund Revenues (continued)					
Line Item	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Dog Park Passes	31,046	30,000	24,966	27,000	-10.00%
Duke-Harris Plant (Fire)	12,000	12,000	12,000	12,000	0.00%
CASE Fees	100	-	-	-	-
Interest Earned	357,270	200,000	675,000	750,000	275.00%
Powell Bill Interest	167	-	7,000	10,000	-
Tri-centennial Interest	62	-	90	-	-
Miscellaneous Revenue	99,408	60,000	60,853	60,000	0.00%
Cash Short and Over	52	-	-	-	-
ABC Revenues	231,343	230,000	257,722	240,000	4.35%
Court Costs and Officer Fees	20,220	10,000	17,512	13,000	30.00%
Vendor Permits	9,610	10,000	13,090	12,500	25.00%
Police Revenues	-	-	345	-	-
Recreation Donations	1,307	11,000	-	-	-100.00%
Fire Department Donations	750	-	-	-	-
Police Contributions	2,600	-	-	-	-
Donations - 9/11 Memorial	200	-	-	-	-
Insurance Refunds	25,944	22,049	90,849	-	-100.00%
Mutual Aid Reimbursement	30,896	-	6,787	-	-
Developer Reimbursement	59,935	-	700	-	-
NCLM Safety Grant	6,250	700	-	-	-100.00%
NCDOT Reimbursement	-	10,000	-	-	-100.00%
Sale of Capital Assets	338,896	50,000	50,000	50,000	0.00%
Bond Proceeds	1,105,000	-	-	-	-
Bond Premium	160,106	-	-	-	-
Transfer from Street Project Fund	29,050	-	-	-	-
Transfer from Recreation Capital Project Fund	194,328	300,000	300,000	200,000	-33.33%
Transfer from Recreation Capital Reserve	902,597	1,872,408	1,587,000	1,508,300	-19.45%
Transfer from Transportation Reserve	742,400	-	-	-	-
Fund Bal. Budget	-	2,357,400	-	2,327,200	-1.28%
Fund Bal. Amend	-	1,010,950	-	-	-100.00%
Fund Bal. PO Carryover	-	3,505,371	-	-	-100.00%
Total	**$56,945,073**	**$65,195,578**	**$60,158,342**	**$65,102,500**	**-0.14%**

Revenue Trends

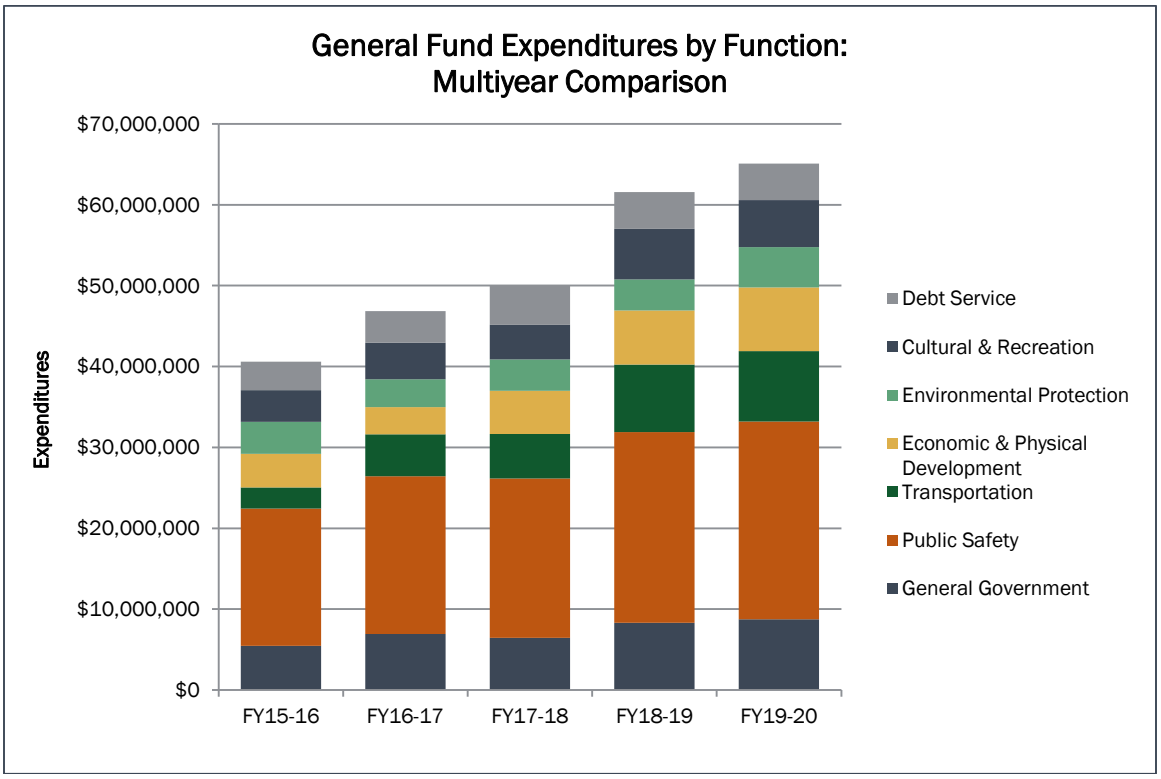


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$27.93	$29.31	$31.79	$34.84	$37.43	$40.32	$43.58	$49.37	$56.95	$60.16	$65.10
CPI2010	$27.93	$28.83	$30.22	$32.44	$34.32	$36.35	$39.36	$44.09	$49.84	$51.51	$55.46



Expenditures by Function

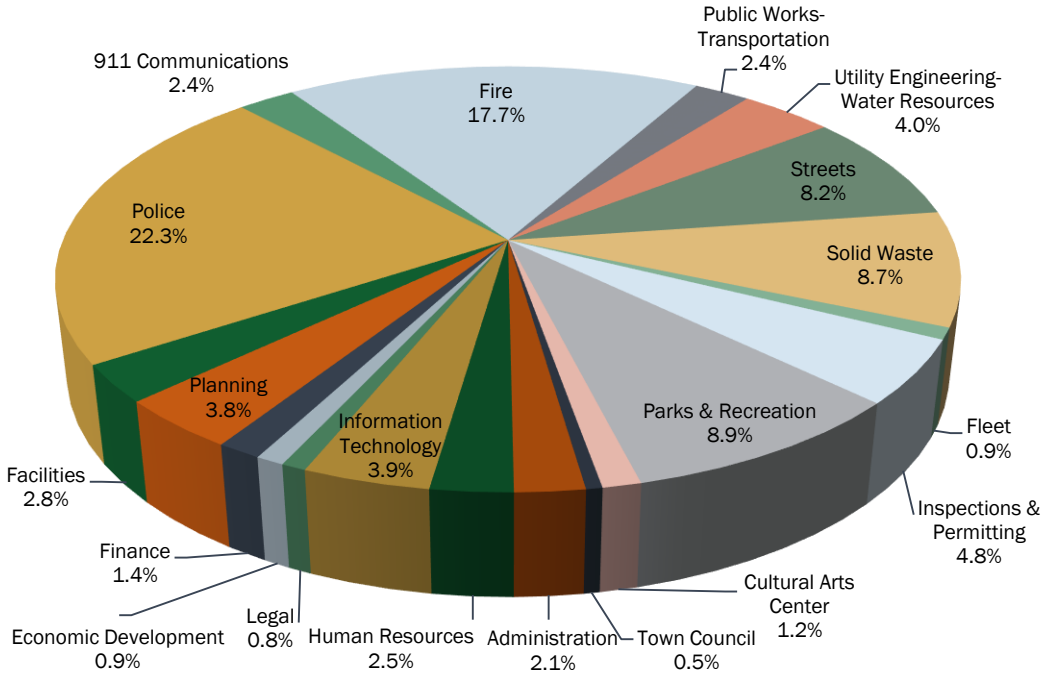
General Fund Expenditures by Function					
Function	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
General Government	6,447,150	9,302,434	8,318,650	8,730,300	-6.15%
Public Safety	19,707,104	25,488,014	23,588,057	24,451,900	-4.07%
Transportation	5,508,579	8,925,108	8,334,587	8,705,000	-2.47%
Economic & Physical Development	5,332,823	6,774,739	6,691,805	7,883,300	16.36%
Environmental Protection	3,860,046	4,039,740	3,836,182	5,001,500	23.81%
Cultural & Recreation	4,305,699	6,041,443	6,230,763	5,818,000	-3.70%
Debt Service	4,881,933	4,624,100	4,569,920	4,512,500	-2.41%
Total	**$50,043,333**	**$65,195,578**	**$61,569,964**	**$65,102,500**	**-0.14%**



General Fund Function per Dollar

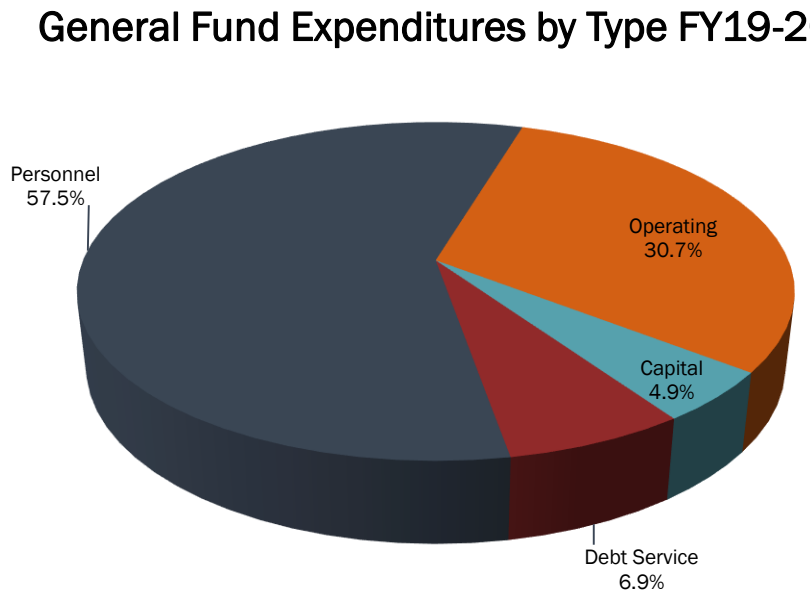


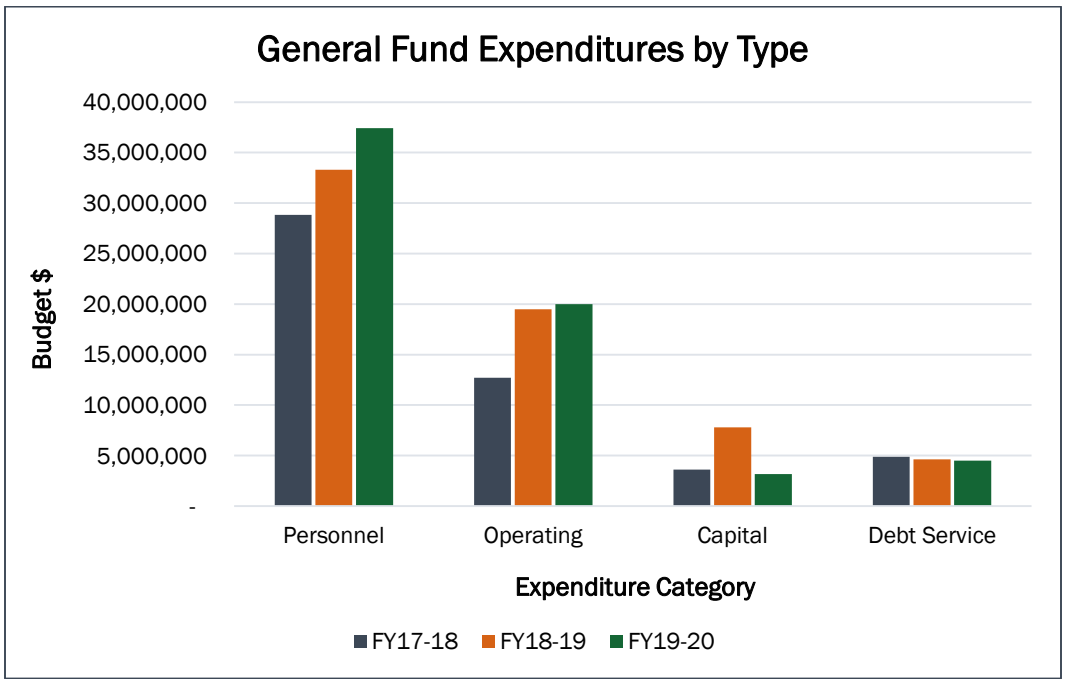
GF Expenditures by Department FY19-20



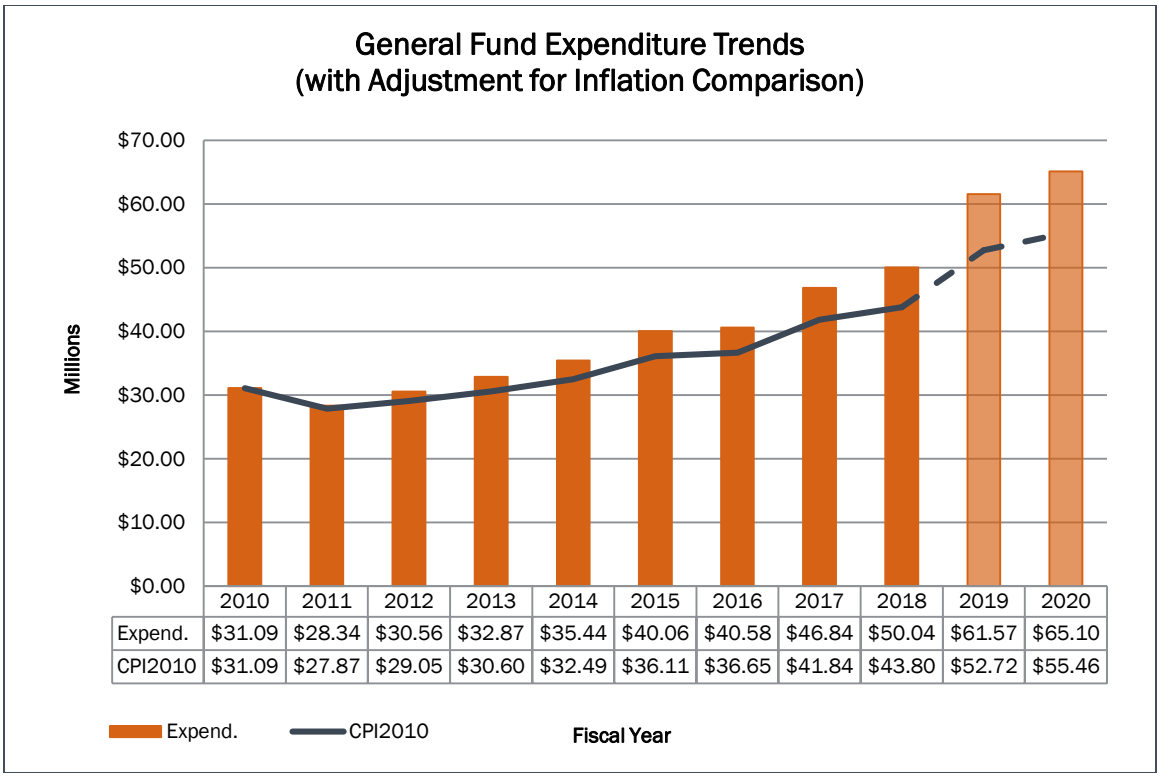
Expenditures by Type

General Fund Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	28,826,124	33,298,000	32,492,997	37,407,500	12.34%
Operating	12,713,174	19,475,459	17,145,223	20,009,700	2.74%
Capital	3,622,103	7,798,019	7,361,824	3,172,800	-59.31%
Debt Service	4,881,933	4,624,100	4,569,920	4,512,500	-2.41%
Total	**$50,043,333**	**$65,195,578**	**$61,569,964**	**$65,102,500**	**-0.14%**

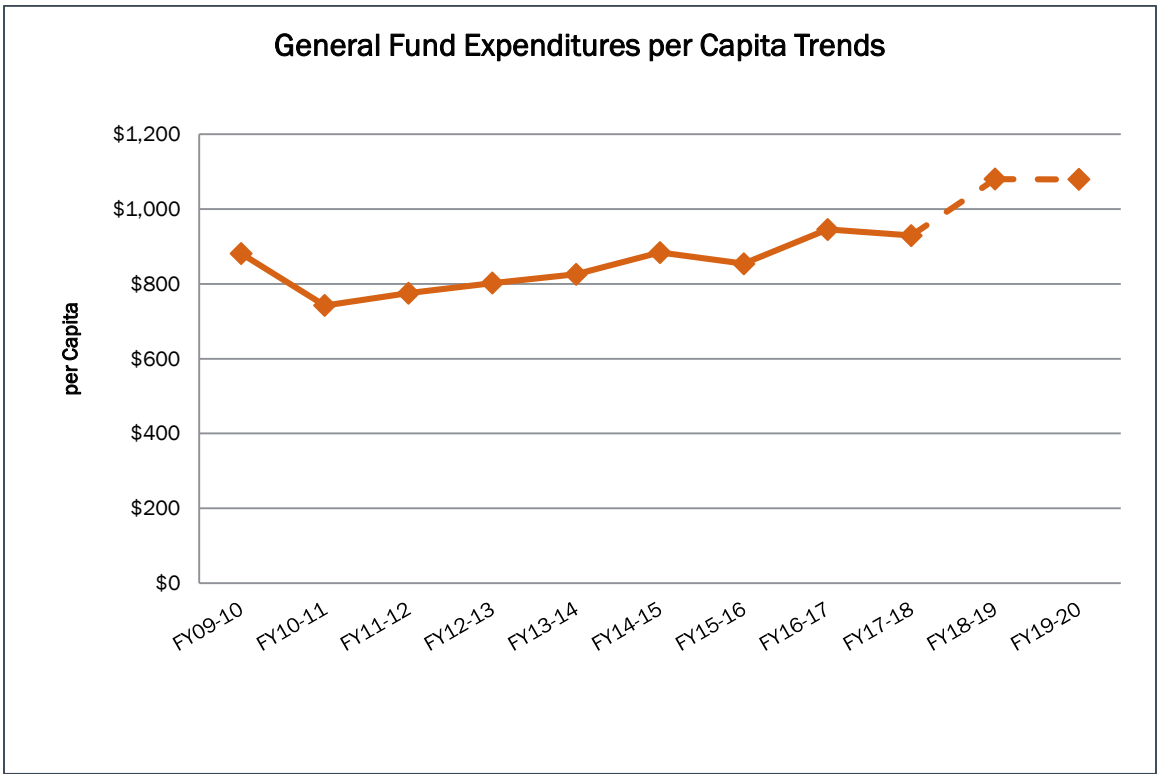




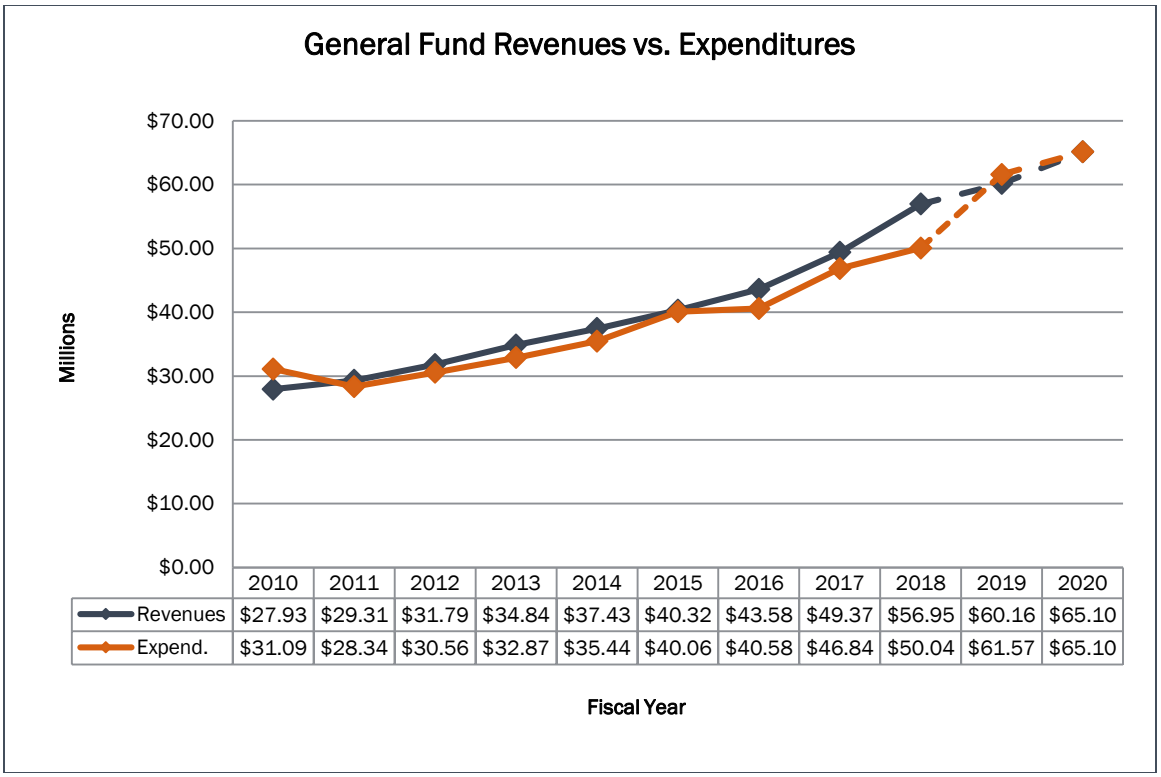
Expenditure Trends



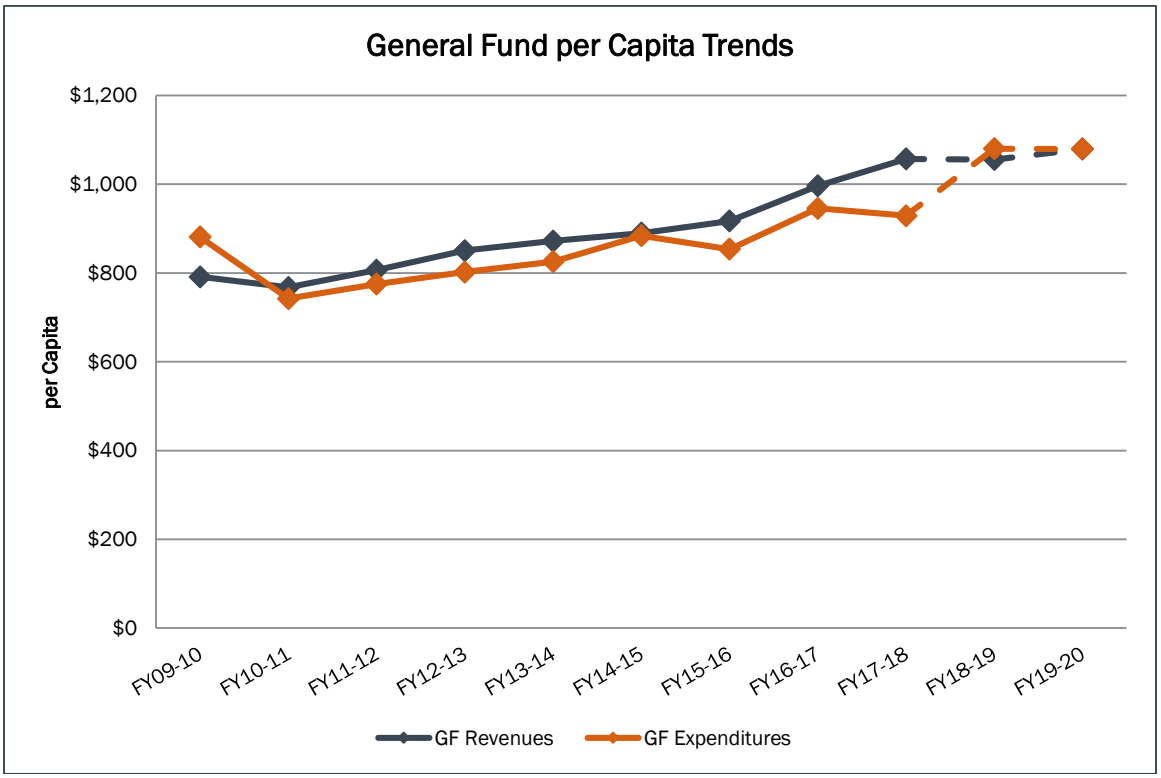
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Expend.	$31.09	$28.34	$30.56	$32.87	$35.44	$40.06	$40.58	$46.84	$50.04	$61.57	$65.10
CPI2010	$31.09	$27.87	$29.05	$30.60	$32.49	$36.11	$36.65	$41.84	$43.80	$52.72	$55.46



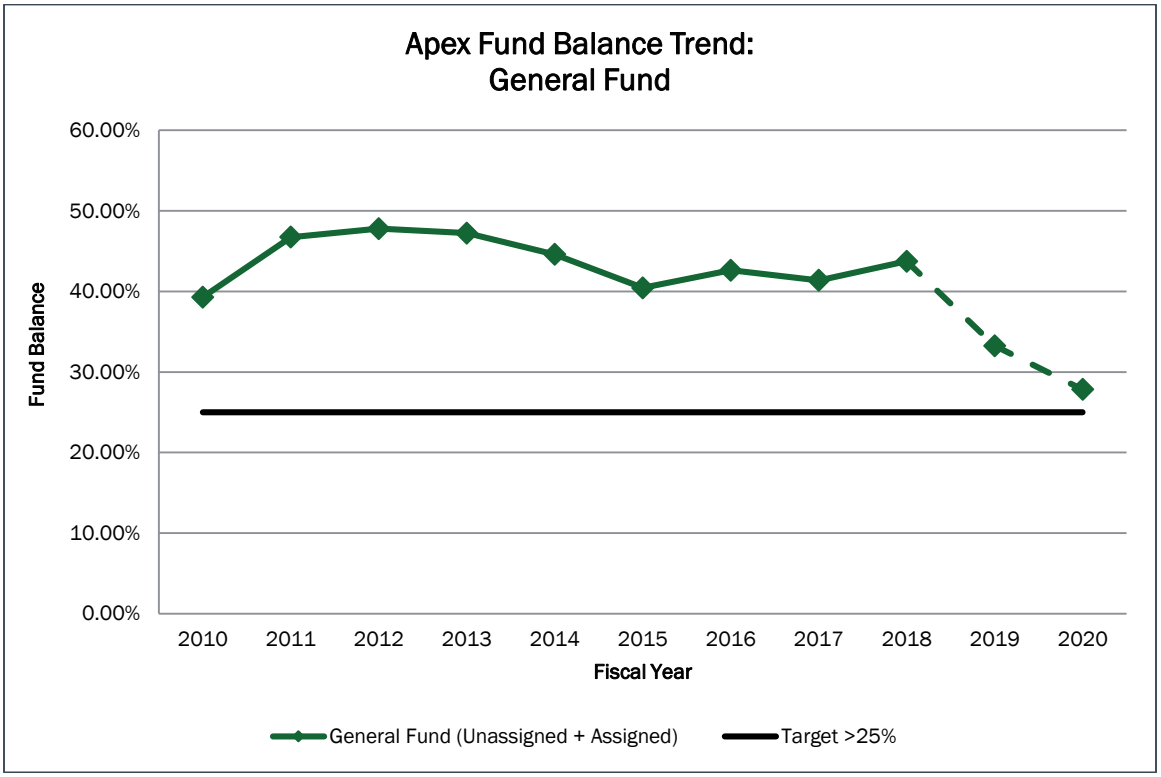
Revenues vs. Expenditures

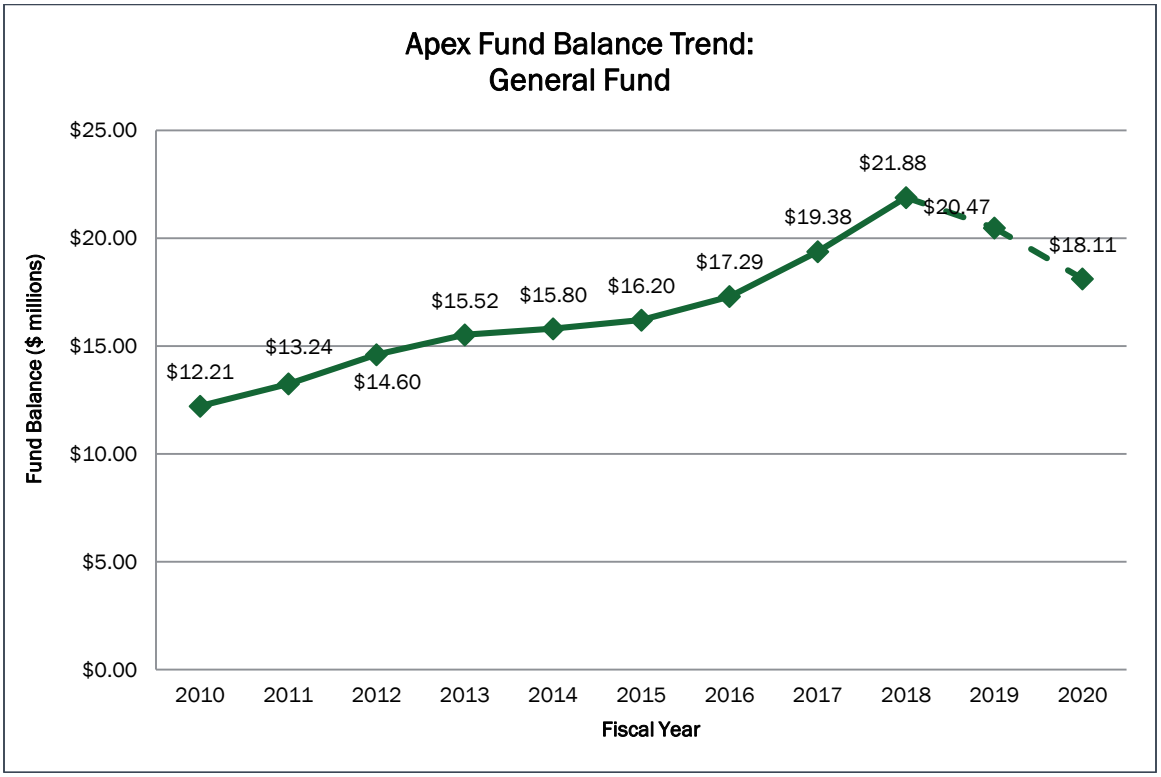


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$27.93	$29.31	$31.79	$34.84	$37.43	$40.32	$43.58	$49.37	$56.95	$60.16	$65.10
Expend.	$31.09	$28.34	$30.56	$32.87	$35.44	$40.06	$40.58	$46.84	$50.04	$61.57	$65.10

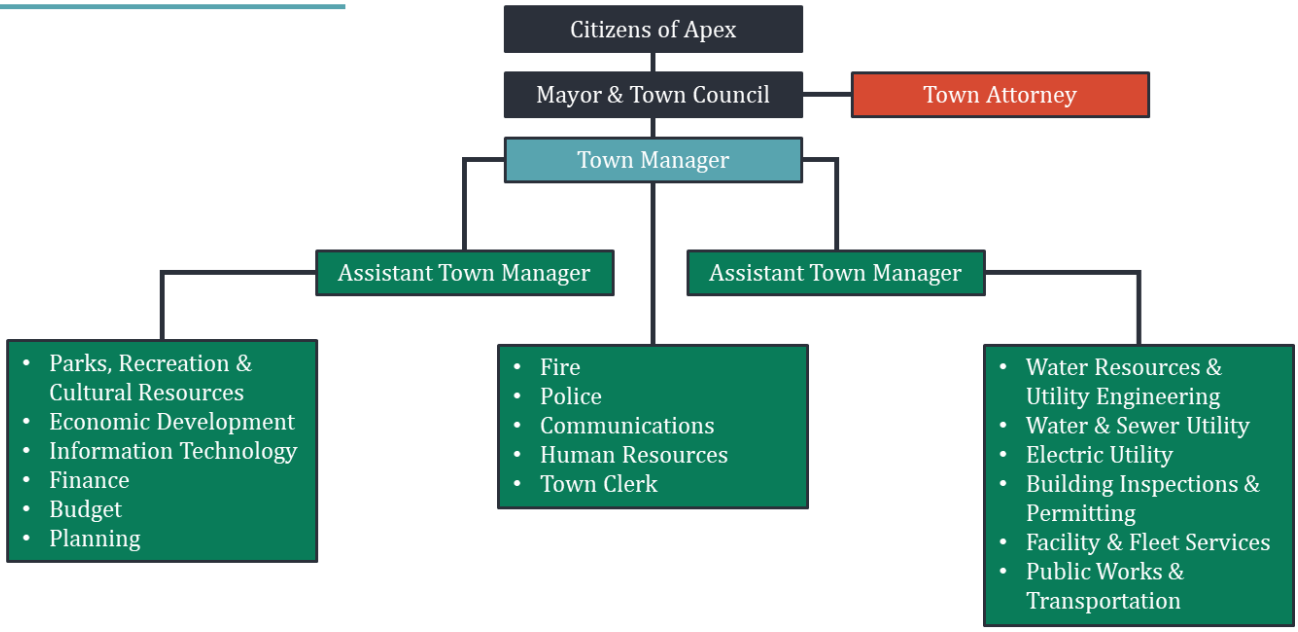


Fund Balance





GOVERNING BODY



Description

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

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

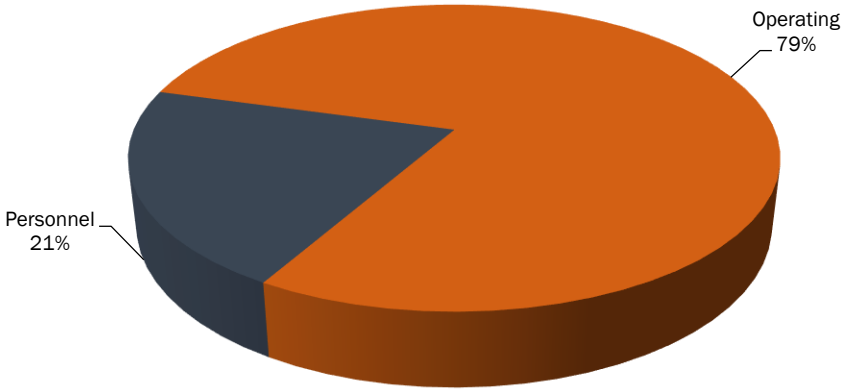
FY 2019-2020 Budget Highlights

The Governing Body budget increased 76.69 percent in FY19-20. The Governing Body budget accounts for 0.5 percent of the General Fund budget and is equivalent to $0.004 on the tax rate. The Town plans to spend $4.78 per capita for the Governing Body in FY19-20. Major budget changes include municipal election costs of $41,000 and early voting site costs of $65,000.

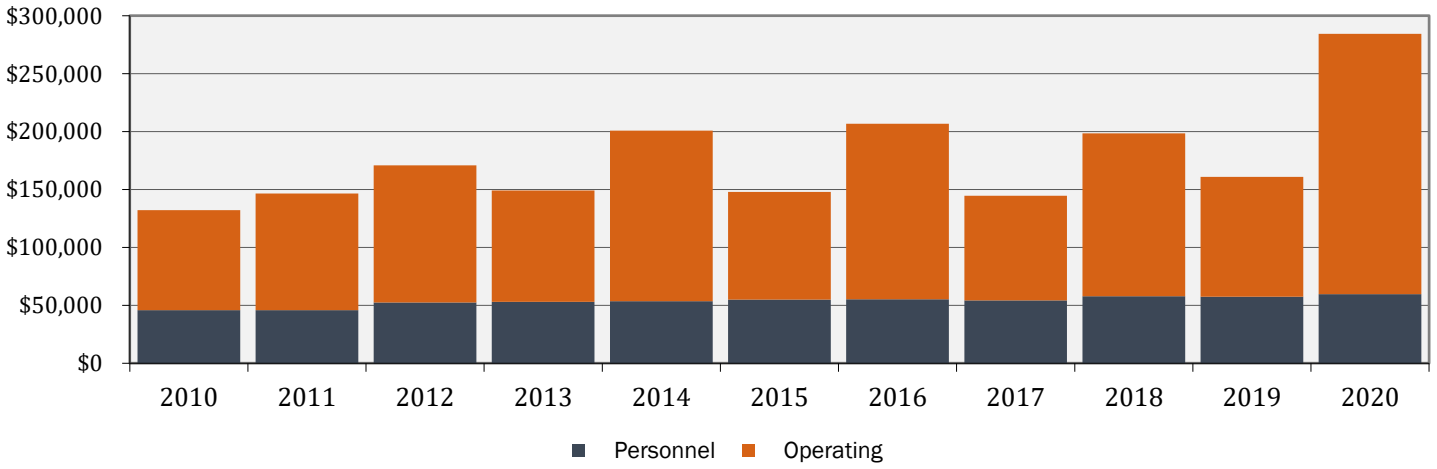
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	57,907	57,400	56,987	59,600	3.83%
Operating	140,526	109,000	102,224	224,700	106.15%
Capital	-	-	-	-	0.00%
Total	**$198,433**	**$166,400**	**$159,211**	**$284,300**	**70.85%**

Governing Body Expenditures by Type



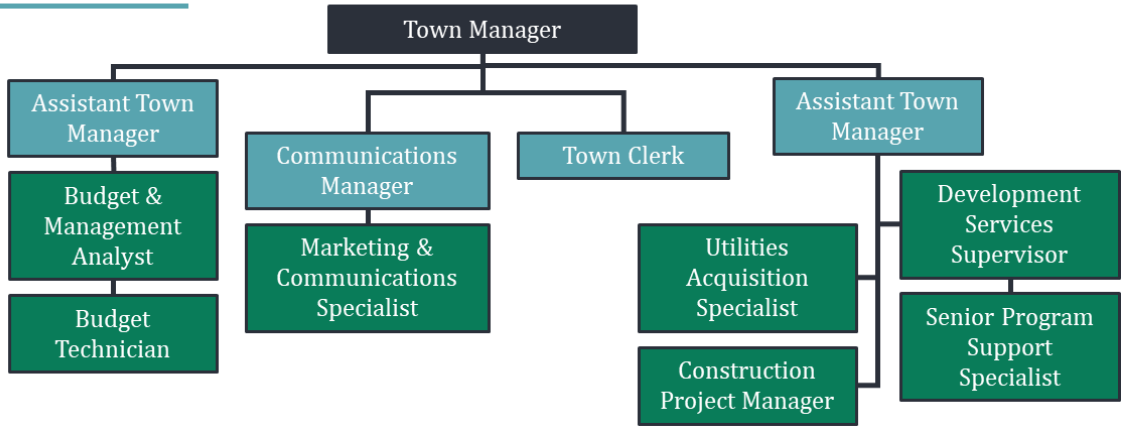
Governing Body Expenditure History



Line Item Expenditures

Governing Body Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	53,268	53,100	52,731	55,200	3.95%
FICA	4,462	4,100	4,034	4,200	2.44%
Workers Comp	177	200	222	200	0.00%
Postage	-	950	100	100	-89.47%
Printing	231	100	100	100	0.00%
Travel and Training	3,166	9,750	7,099	13,300	36.41%
Stipend	6,360	6,500	7,155	6,500	0.00%
Departmental Supplies	2,944	1,000	1,071	1,200	20.00%
Meeting & Event Provisions	7,662	3,500	8,000	15,500	342.86%
Community Outreach Materials	-	1,000	-	1,000	0.00%
Election Expense	36,876	-	-	106,000	-
Uniforms	94	500	100	500	0.00%
Contracted Services	10,416	11,000	10,100	11,000	0.00%
Software License & Maintenance	1,500	1,500	-	-	-100.00%
Professional Services	520	-	-	500	-
Dues and Subscriptions	70,757	67,700	68,500	69,000	1.92%
Total	**$ 198,433**	**$ 160,900**	**$ 159,211**	**$ 284,300**	**76.69%**

ADMINISTRATION



Mission

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

Description

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

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

Recent Accomplishments

- Began Organizational Review process
- Continued improvement and evaluation of Peak Academy (initial implementation in 2018)
- Successfully trademarked the Town's slogan, "The Peak of Good Living"
- Four Excellence in Communications Awards from the North Carolina City and County Communicators (NC3C)
- Telly Award in the Government Relations category
- Completed the evaluation of an agenda software package

Upcoming Projects

- Development of organization-wide Strategic Plan
- Establishment of Performance Measures (objectives, indicators, & strategies)
- Onboarding of new staff (Budget Technician and Marketing & Communications Specialist)
- Implementation of a Community Branding Study to consider changes to the Town's brand
- Application to GFOA for the Distinguished Budget Presentation Award Program
- Implement new agenda software to ease the process of compiling the Council Agenda

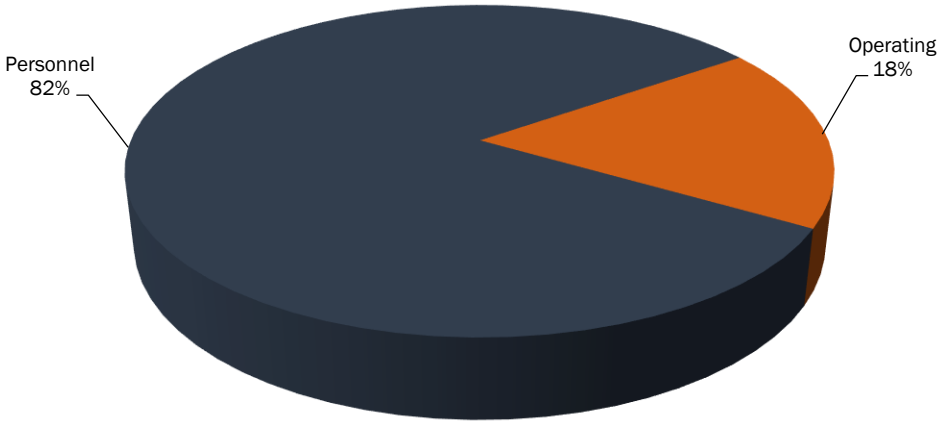
FY 2019-2020 Budget Highlights

The Administration Department budget increased 28.29 percent in FY19-20. The Administration budget accounts for 2.1 percent of the General Fund budget and is equivalent to $0.016 on the tax rate. The Town plans to spend $20.48 per capita for Administration in FY19-20. Major budget changes include the addition of two new staff members and the associated onboarding costs. The budget also includes $15,000 for video production and $10,000 for a joint 311 study.

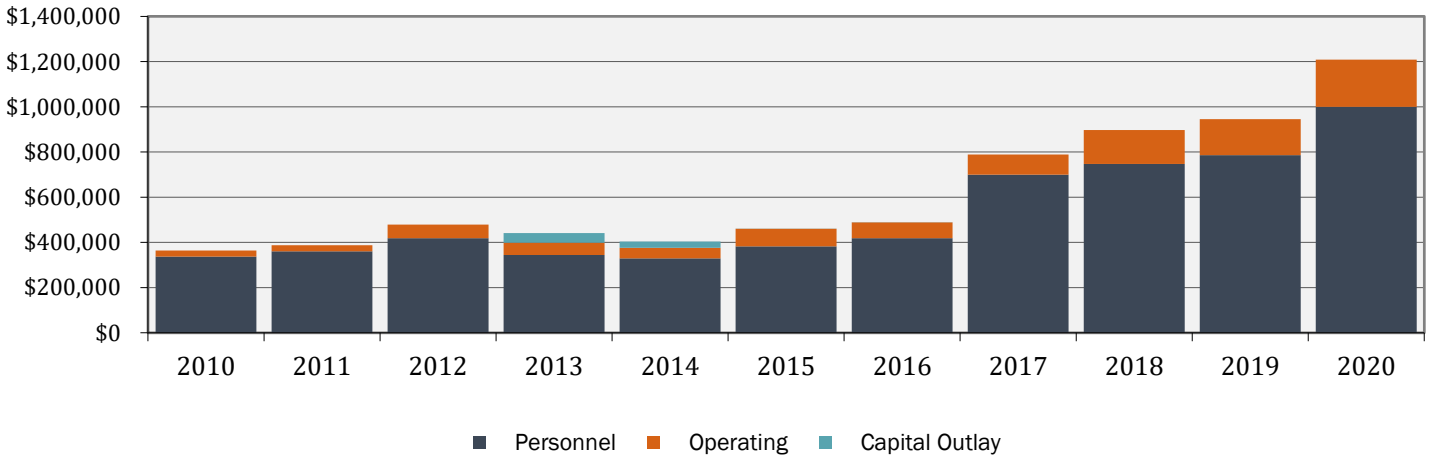
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	747,299	786,300	992,887	999,600	27.13%
Operating	149,757	159,300	142,399	219,200	37.60%
Capital	-	-	-	-	0.00%
Total	**$897,056**	**$945,600**	**$1,135,286**	**$1,218,800**	**28.89%**

Administration Expenditures by Type



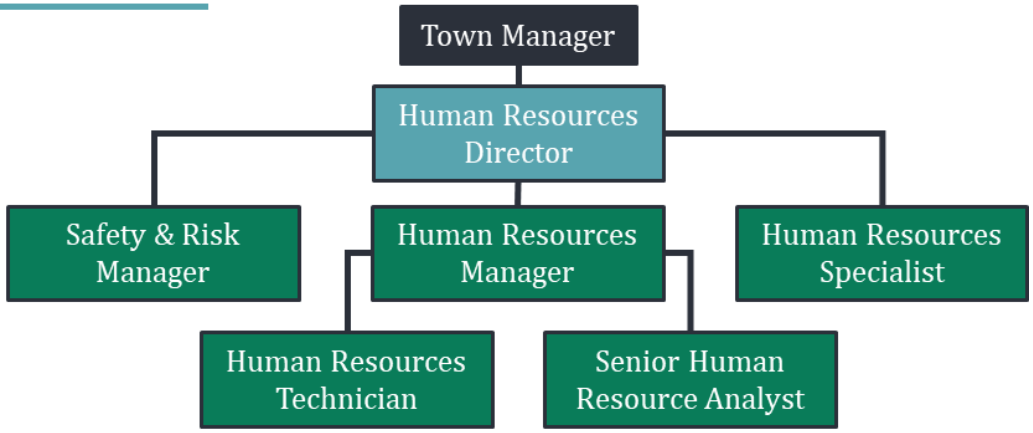
Administration Expenditure History



Line Item Expenditures

Administration Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	571,850	581,900	744,687	722,300	24.13%
Part-Time Salaries	1,387	18,200	18,000	25,000	37.36%
FICA	41,923	45,500	58,346	57,200	25.71%
Group Insurance	58,671	60,000	74,735	90,300	50.50%
General Retirement	42,905	47,000	56,415	64,700	37.66%
401K General	28,378	30,200	37,234	36,100	19.54%
Workers Comp	2,185	3,500	3,469	4,000	14.29%
Postage	2,353	100	125	100	0.00%
Telephone & Communication	-	10,000	2,796	10,600	6.00%
Printing	24,396	15,000	13,500	15,700	4.67%
Travel and Training	16,265	11,450	15,000	19,900	73.80%
Maintenance & Repair - Building	-	500	-	500	0.00%
Maintenance & Repair - Equipment	-	200	-	200	0.00%
Maintenance & Repair - Vehicle	-	200	-	200	0.00%
Advertising	4,924	2,500	7,000	3,000	20.00%
Automotive Supplies	-	100	-	100	0.00%
Motor Fuel	-	250	200	200	-20.00%
Office Supplies	-	8,188	8,000	10,500	28.24%
Departmental Supplies	10,396	6,400	1,000	21,500	235.94%
Tech. Hardware & Accessories	-	10,200	8,000	20,500	100.98%
Meeting & Event Provisions	1,288	3,500	1,500	3,500	0.00%
Uniforms	103	450	250	700	55.56%
Contracted Services	8,555	-	-	-	-
Software License & Maintenance	52,672	63,100	60,000	71,400	13.15%
Professional Services	22,040	18,562	18,500	30,000	61.62%
Dues and Subscriptions	4,790	4,600	4,028	6,600	43.48%
Special Programs	1,976	4,000	2,500	4,000	0.00%
Capital Outlay - Equipment	-	-	-	-	-
Total	**$ 897,056**	**$ 945,600**	**$ 1,135,286**	**$ 1,218,800**	**28.89%**

HUMAN RESOURCES



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 designed to hire, train, motivate and retain employees to help the organization achieve its mission. This entails a variety of tasks including:

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

Recent Accomplishments

- Completed a comprehensive review and update to the Town's Personnel Policies
- Conducted a Request for Qualifications for Benefits Consultant
- Conducted the Town's Employee Opinion Survey
- Implemented New Hire and Exit Surveys
- Completion of the Annual Classification Study

- Achieved an 83% completion rate for the Town's wellness program
- Successfully negotiated a 7% decrease in health insurance admin fees
- Negotiated a $25,000 Loyalty Fund with Health Carrier
- Evaluated and implemented new voluntary benefits for Town Employees
- Enhanced Town Benefits with the addition of Telehealth
- Increased employee benefit communications with the addition of videos and a mobile app
- Recruited for over 90 positions, processing over 4,600 applications
- Processed 129 New Hires – 58 LSE's and 71 full-time employees
- Enhanced the wellness program offerings with increased on-site screenings, fitness classes and seminars
- Hosted the Town's Biennial Wellness Olympics

Upcoming Projects

- Implement Town-wide Learning Management System
- Design and implement a formal on-boarding program for new employees
- Improve Recruitment strategies and processes
- Employee Health Fair
- Completion of the Electronic Personnel Files project

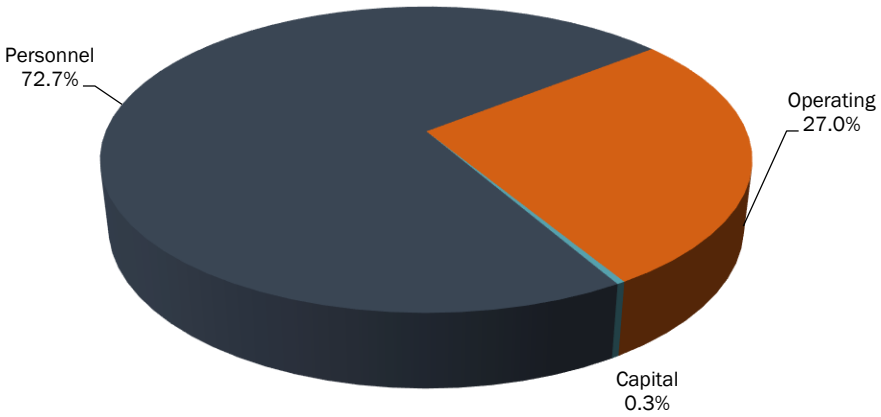
FY 2019-2020 Budget Highlights

The Human Resources Department budget increased 17.5 percent in FY19-20. The Human Resources budget accounts for 2.5 percent of the General Fund budget and is equivalent to $0.018 on the tax rate. The Town plans to spend $24.07 per capita for Human Resources in FY19-20. Major budget changes include the addition of one new staff member, a Human Resources Manager, and the associated onboarding costs. The budget also includes increases for Wellness Program events and materials, new analytics software, and increases in OPEB and retiree health insurance.

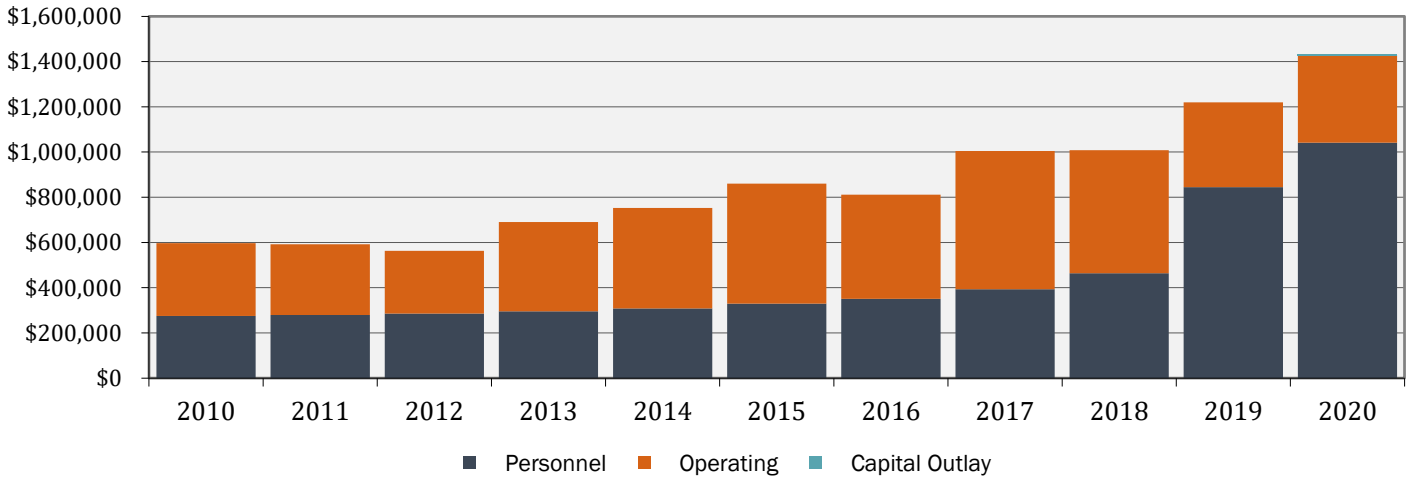
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	464,134	844,600	697,443	1,041,300	23.29%
Operating	544,053	374,796	368,108	386,500	3.12%
Capital	-	-	-	5,000	0.00%
Total	**$1,008,187**	**$1,219,396**	**$1,065,550**	**$1,432,800**	**17.50%**

Human Resources Expenditures by Type



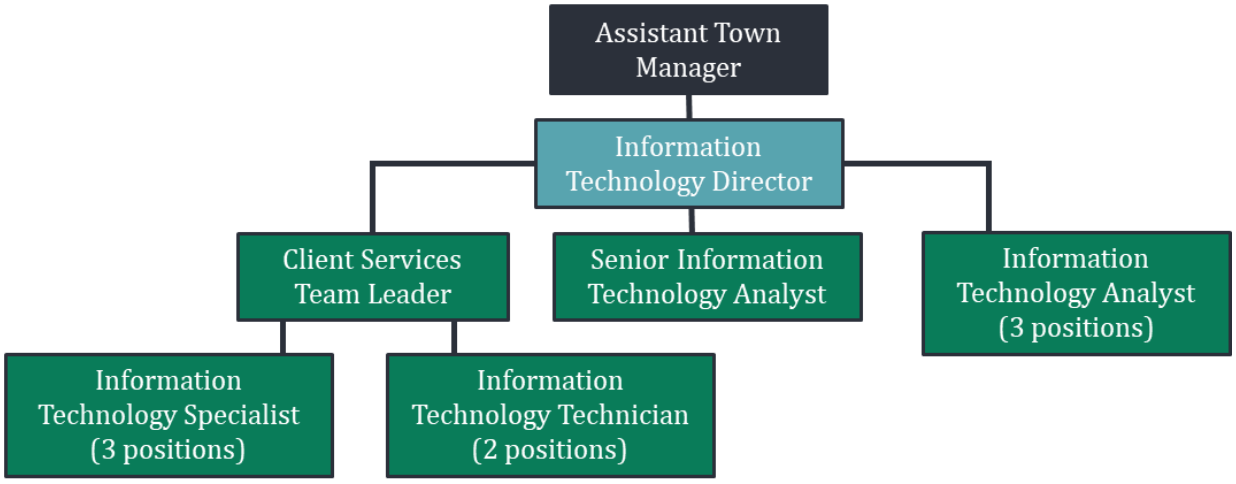
Human Resources Expenditure History



Line Item Expenditures

Human Resources Expenditures					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	322,214	324,200	340,539	387,300	19.46%
Part-Time Salaries	-	-	-	-	-
FICA	23,125	24,850	26,051	29,600	19.11%
Group Insurance	40,296	45,000	44,467	57,000	26.67%
OPEB Expense	-	-	191,000	266,000	-
Group Insurance - Retirees	36,369	407,100	49,371	245,000	-39.82%
General Retirement	24,354	25,150	26,564	34,700	37.97%
401K General	16,111	16,200	17,027	19,400	19.75%
Workers Comp	1,665	2,100	2,423	2,300	9.52%
Postage	1,521	100	10	100	0.00%
Telephone & Communication	-	1,700	1,382	1,700	0.00%
Printing	4,962	7,324	5,432	6,600	-9.89%
Travel and Training	5,515	34,700	30,000	34,000	-2.02%
Advertising	8,150	11,000	9,500	7,000	-36.36%
Employee Recruitment	673	3,500	753	3,000	-14.29%
Office Supplies	-	2,600	1,014	1,500	-42.31%
Departmental Supplies	12,813	1,000	499	1,000	0.00%
Technology Hardware & Accessories	-	17,000	12,000	5,000	-70.59%
Safety Supplies	522	1,000	415	1,000	0.00%
Wellness Supplies	1,693	2,800	4,000	30,200	978.57%
Meeting & Event Provisions	723	1,000	632	1,000	0.00%
Wellness Incentives / Safety Awards	1,685	1,600	1,600	1,700	6.25%
Employee Recognition	21,208	37,350	37,000	46,400	24.23%
Tuition Reimbursement	12,675	18,000	12,073	18,000	0.00%
Uniforms	-	400	200	400	0.00%
Contracted Services	51,024	50,632	56,430	35,600	-29.69%
Software License & Maintenance	276	58,100	58,000	67,900	16.87%
Professional Services	21,090	22,190	20,000	21,500	-3.11%
Dues and Subscriptions	1,294	2,150	2,836	2,500	16.28%
Insurance - General Liability	282,849	650	331	400	-38.46%
Insurance - Deductible	115,380	100,000	114,002	100,000	0.00%
Capital Outlay - Equipment	-	-	-	-	-
Capital Outlay	-	-	-	5,000	-
Total	**$ 1,008,187**	**$ 1,219,396**	**$ 1,065,550**	**$ 1,432,800**	**17.50%**

INFORMATION TECHNOLOGY



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 primarily related to infrastructure development, design, operations, and governance:

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

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

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

Recent Accomplishments

- Fiber Expansion Project – Town-wide/local connections (New Hill and Water Tanks)
- Downtown Wireless – Phase I outside downtown
- Digitization and Organization – Central digital repositories, electronic forms
- Outage Management System integrations and App upgrades
- Cityworks Application Expansion
- GIS Standardization – Spatial database conversion
- Cary and Holly Springs Multi-Agency Connections/VPNs
- Camera and Training Rooms – Audio/Visual upgrades
- Security Awareness Training for all employees
- Installation of ExecuTime Software

Upcoming Projects

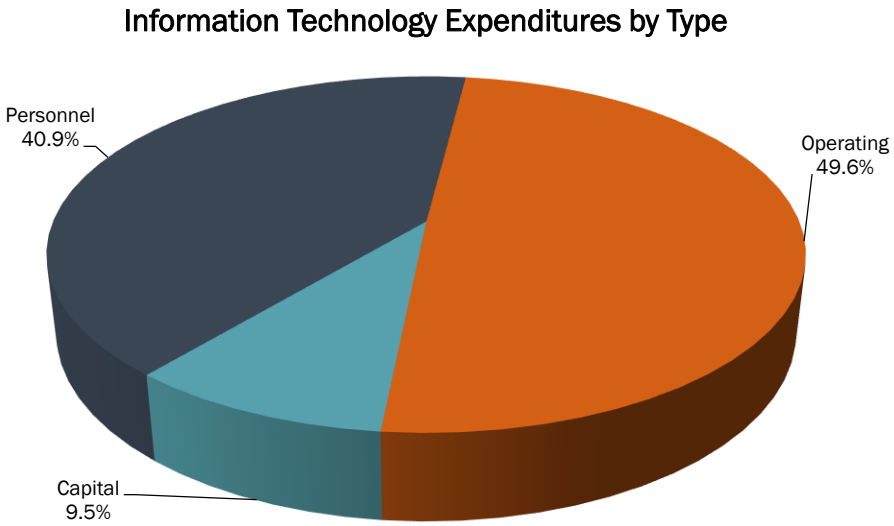
- Fiber as a Utility – Monitoring Expansion Buildouts Phase II & Regional Expansion Phase III
- Downtown Wireless – Phase II
- Internet Service Provider redundant connections to DC / failover and consolidation
- Electronic Timesheets and Advanced Scheduling – Town-wide
- Software Inventory – Town-wide
- Security Platform Scans, Testing and Upgrades – Town-wide
- Planner, Teams and SharePoint Sites for collaboration – Town-wide
- Dashboard Reporting Development
- GMIS Department Accreditation continuance
- Enterprise Application Integrations – CIS/GIS
- Expand Virtualization Hardware – Increased file storage

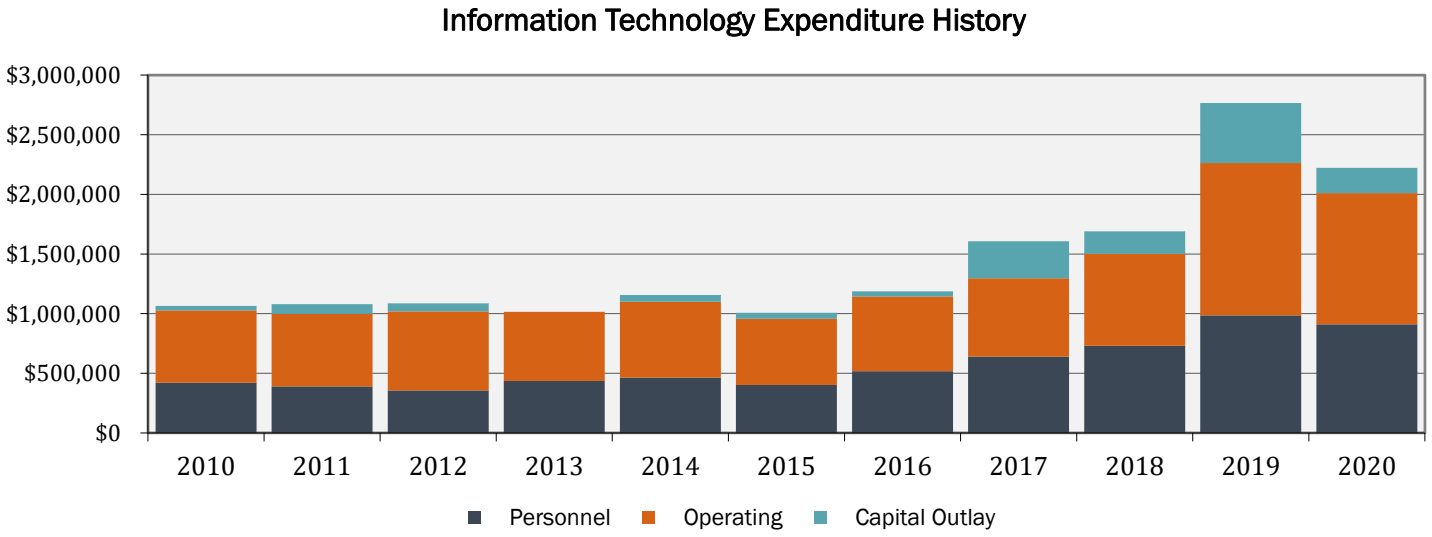
FY 2019-2020 Budget Highlights

The Information Technology Department budget decreased by 19.48 percent in FY19-20 primarily due to a reduction in Capital Outlay. The Information Technology budget accounts for 3.9 percent of the General Fund budget and is equivalent to $0.029 on the tax rate. The Town plans to spend $37.42 per capita for Information Technology in FY19-20. Major budget changes include the addition of one new staff member, a GPS/GIS Technician for Public Utilities, and the associated onboarding costs. The budget also includes $100,000 for data center upgrades at Town Hall and the Police Department and $100,000 for Fiber Optic Expansion.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	731,395	986,200	804,030	910,500	-7.68%
Operating	771,031	1,276,829	775,824	1,104,500	-13.50%
Capital	187,589	502,587	501,000	212,000	-57.82%
Total	**$1,690,015**	**$2,765,616**	**$2,080,853**	**$2,227,000**	**-19.648%**

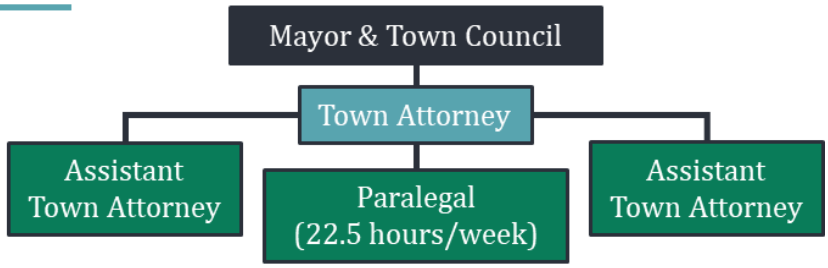




Line Item Expenditures

Information Technology Expenditures					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	551,883	687,500	604,668	622,100	-9.51%
Part-Time Salaries	-	71,200	-	47,400	-33.43%
FICA	40,493	54,800	46,257	51,200	-6.57%
Group Insurance	68,310	82,500	73,534	99,600	20.73%
General Retirement	41,717	53,100	47,164	56,300	6.03%
401K General	27,594	34,300	30,233	31,400	-8.45%
Workers Comp	1,398	2,800	2,173	2,500	-10.71%
Postage	62,944	-	-	-	-
Telephone & Communication	-	78,200	52,938	97,000	24.04%
Printing	3,391	3,500	5,686	3,500	0.00%
Travel and Training	14,405	22,550	6,000	20,400	-9.53%
Maintenance & Repair - Building	-	-	-	-	-
Maintenance & Repair - Equipment	127,986	169,863	135,117	196,500	15.68%
Maintenance & Repair - Vehicle	36	200	200	250	25.00%
Maintenance and Repair - Fiber	3,125	25,500	22,699	35,000	37.25%
Automotive Supplies	695	350	250	750	114.29%
Motor Fuel	-	600	500	500	-16.67%
Office Supplies	-	300	300	750	150.00%
Departmental Supplies	16,219	13,345	12,000	2,200	-83.51%
Technology Hardware & Accessories	126,594	176,911	175,000	180,000	1.75%
Meeting & Event Provisions	119	500	500	500	0.00%
Uniforms	-	500	400	500	0.00%
Contracted Services	117,162	377,735	117,746	195,000	-48.38%
Software License & Maintenance	263,154	331,475	200,832	325,250	-1.88%
Professional Services	34,451	3,250	4,786	3,000	-7.69%
Dues and Subscriptions	750	1,550	1,000	1,500	-3.23%
Insurance - General Liability	-	70,500	39,870	41,900	-40.57%
Capital Outlay - Improvements	48,090	136,587	135,000	100,000	-26.79%
Capital Outlay - Equipment	139,498	366,000	366,000	112,000	-69.40%
Total	**$ 1,690,015**	**$ 2,765,616**	**$ 2,080,853**	**$ 2,227,000**	**-19.48%**

LEGAL DEPARTMENT



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

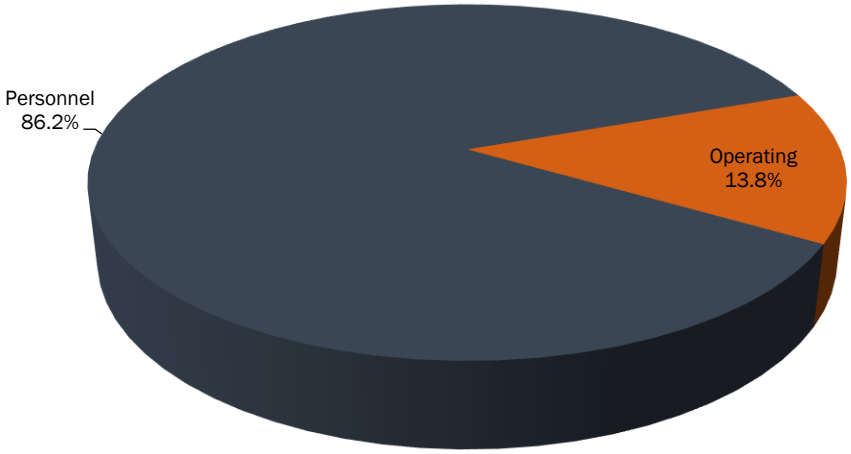
FY 2019-2020 Budget Highlights

The Legal Department budget increased 3.12 percent in FY19-20. The Legal department budget accounts for 0.8 percent of the General Fund budget and is equivalent to $0.006 on the tax rate. The Town plans to spend $7.32 per capita for Legal services in FY19-20. There were no major budget changes from prior year. The budget includes $30,000 for outside counsel consulting fees.

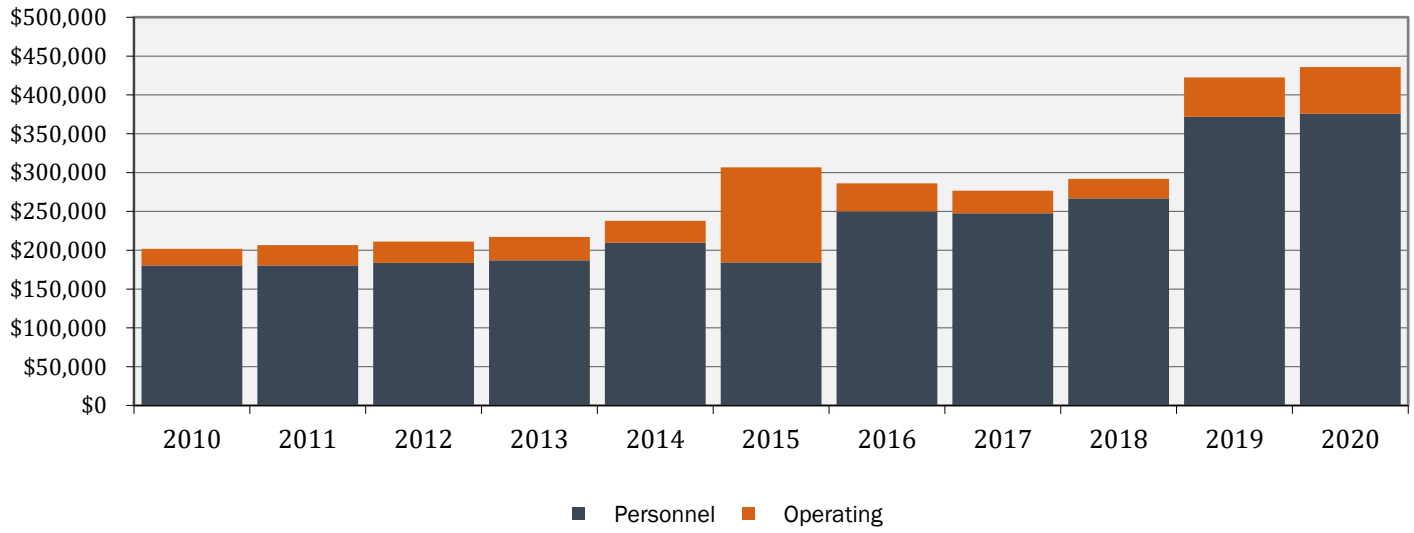
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	266,740	371,900	358,094	375,800	1.05%
Operating	25,150	50,700	48,149	60,000	18.34%
Capital	-	-	-	-	0.00%
Total	**$291,890**	**$422,600**	**$406,244**	**$435,800**	**3.12%**

Legal Expenditures by Type



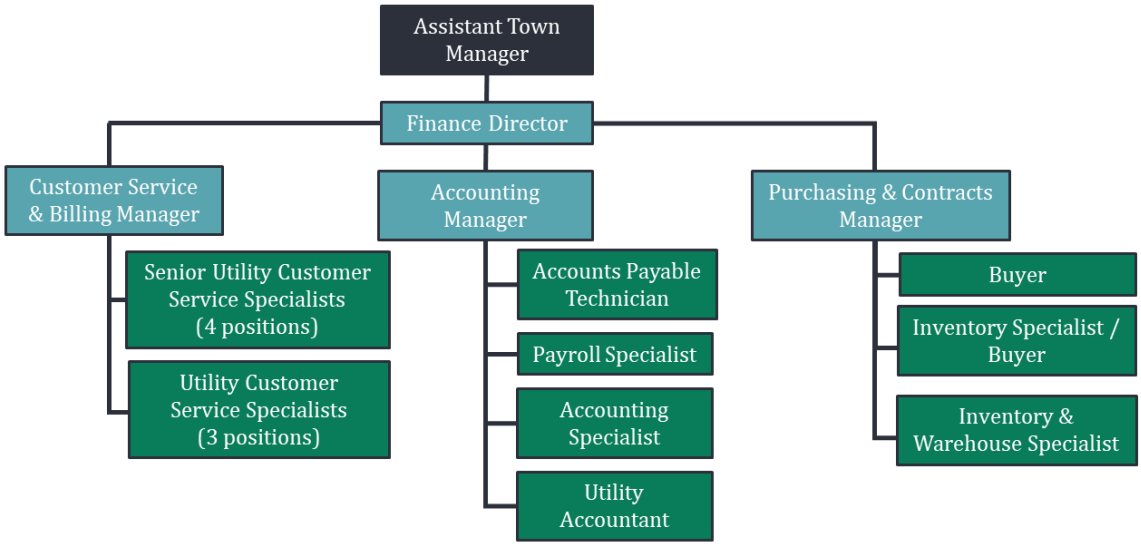
Legal Expenditure History



Line Item Expenditures

Legal Services Expenditures					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	211,437	296,100	281,406	289,800	-2.13%
FICA	15,570	16,500	21,528	22,200	34.55%
Group Insurance	12,750	21,000	18,774	22,800	8.57%
General Retirement	15,983	23,000	21,950	26,000	13.04%
401K General	10,572	14,800	14,070	14,500	-2.03%
Workers Comp	428	500	366	500	0.00%
Postage	45	100	-	100	0.00%
Telephone & Communication	-	400	-	500	25.00%
Printing	2,639	3,450	2,660	3,000	-13.04%
Travel and Training	1,067	4,500	2,507	4,500	0.00%
Office Supplies	-	3,000	1,190	2,500	-16.67%
Departmental Supplies	969	300	5,464	500	66.67%
Technology Hardware & Accessories	-	5,700	5,500	-	-100.00%
Uniforms	-	300	150	300	0.00%
Contracted Services	-	-	-	-	-
Software License & Maintenance	1,954	1,300	1,179	1,500	15.38%
Professional Services	4,289	150	-	200	33.33%
Professional Services - Legal	-	17,000	15,000	30,000	76.47%
Dues and Subscriptions	14,187	14,500	14,500	16,900	16.55%
Capital Outlay	-	-	-	-	-
Total	**$ 291,890**	**$ 422,600**	**$ 406,244**	**$ 435,800**	**3.12%**

FINANCE



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 to other users of town financial data (citizens, bondholders, oversight bodies, financial service providers, external agencies) to permit informed judgments and decisions concerning the provision of services to our citizens. Staff performs statutory duties surrounding comprehensive financial administration and planning.

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

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

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

Recent Accomplishments

- Completion of the FY 2017-18 Annual Audit & preparation of financial statements
- Establishment of an irrevocable OPEB Trust Fund to safeguard assets and increase investment return.
- Implementation of electronic commerce policies and procedures.
- Adoption of capital reimbursement fees and establishment of a capital reserve fund in accordance with House Bill 463

Upcoming Projects

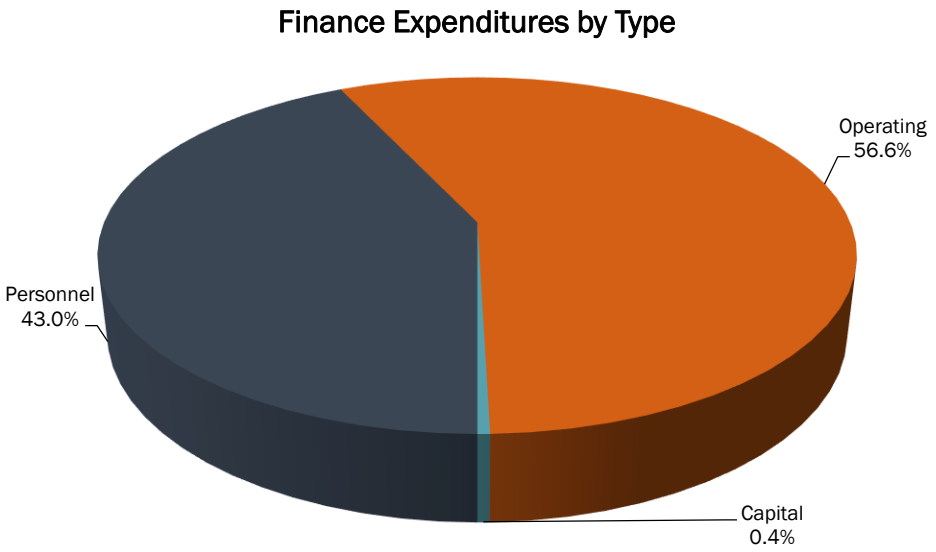
- Issuance of debt for various Town projects
- Implementation of electronic accounts payables system
- Update Town procedures for post–issuance debt compliance
- Revise Customer Service Policy

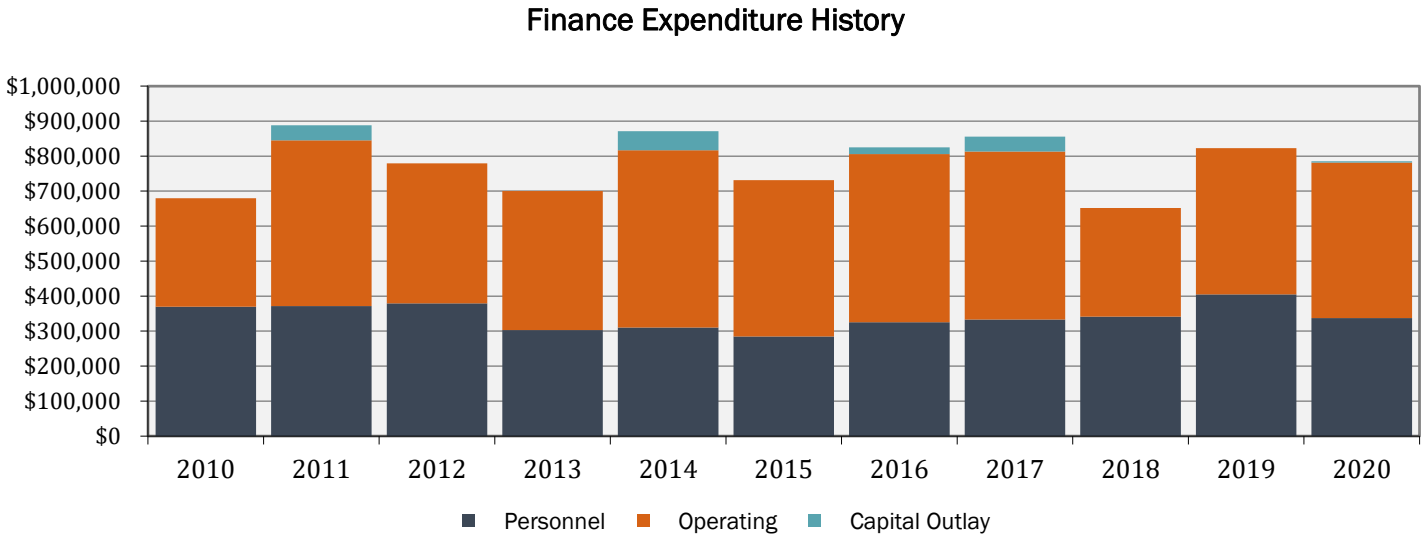
FY 2019-2020 Budget Highlights

The Finance and Customer Service Department budget decreased 4.53 percent in FY19-20. The Finance budget accounts for 1.4 percent of the General Fund budget and is equivalent to $0.010 on the tax rate. The Town plans to spend $13.19 per capita for Finance in FY19-20. Major budget changes include increased travel and training for New World Systems, continuing education for maintaining certifications and accounting updates. The budget also includes $3,500 for business process reviews, $20,000 for a space needs study and $3,500 for additional cameras at the cashier area.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	357,929	416,900	391,878	337,300	-19.09%
Operating	293,766	405,554	362,615	444,400	9.58%
Capital	-	-	-	3,500	-
Total	**$651,695**	**$822,454**	**$754,494**	**$785,200**	**-4.53%**

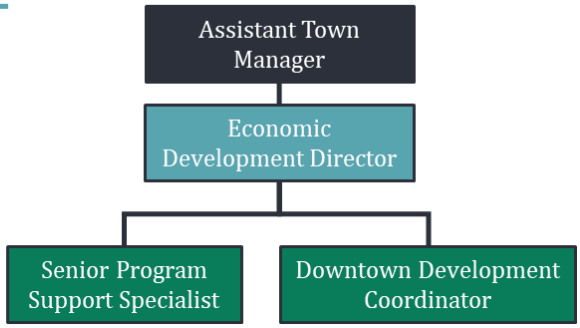




Line Item Expenditures

Finance Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	243,210	277,800	270,255	209,100	-24.73%
Part-Time Salaries	14,766	15,350	15,352	30,000	95.44%
FICA	18,801	22,450	21,849	18,300	-18.49%
Group Insurance	32,815	52,000	34,862	35,700	-31.35%
General Retirement	18,384	21,500	21,080	18,700	-13.02%
401K General	12,161	14,000	13,513	10,500	-25.00%
Workers Comp	997	1,550	1,468	1,500	-3.23%
Unemployment	16,794	12,250	13,500	13,500	10.20%
Postage	11,870	2,000	3,580	3,600	80.00%
Telephone & Communication	-	9,200	9,118	7,000	-23.91%
Printing	15,841	16,250	15,024	13,800	-15.08%
Utilities	5,835	6,000	6,045	6,200	3.33%
Travel and Training	7,340	9,800	9,500	22,100	125.51%
Maintenance & Repair - Building	607	4,100	1,500	2,000	-51.22%
Maintenance & Repair - Equipment	8,928	6,935	6,500	4,000	-42.32%
Maintenance & Repair - Vehicle	594	600	600	600	0.00%
Automotive Supplies	2,375	500	500	500	0.00%
Motor Fuel	-	2,000	1,898	1,800	-10.00%
Office Supplies	-	1,500	1,799	1,600	6.67%
Departmental Supplies	8,893	6,143	5,119	7,000	13.95%
Technology Hardware & Accessories	-	42,500	40,000	40,000	-5.88%
Meeting & Event Provisions	3,706	2,000	3,292	3,400	70.00%
Uniforms	792	4,656	1,500	2,400	-48.45%
Contracted Services	137,781	126,239	135,093	149,500	18.43%
Bank / Transaction Fees	16,263	20,000	16,684	28,000	40.00%
Software License & Maintenance	17,028	46,700	46,700	49,000	4.93%
Contracted Services - Billing	9,224	17,931	10,295	14,400	-19.69%
Professional Services	44,650	11,700	13,144	23,500	100.85%
Professional Services - Financial	-	58,000	28,556	57,200	-1.38%
Dues and Subscriptions	2,040	2,000	1,694	2,100	5.00%
Insurance - General Liability	-	8,800	4,475	4,700	-46.59%
Capital Outlay - Equipment	-	-	-	3,500	-
Capital Outlay	-	-	-	-	-
Total	**$ 651,695**	**$ 822,454**	**$ 754,494**	**$ 785,200**	**-4.53%**

ECONOMIC DEVELOPMENT



Mission

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

Description

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

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

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

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

Recent Accomplishments

- Cash Corporate Center
  - A 121-acre industrial site, that has been designated a NC Certified Site as well as an ElectriCities Smart Site, for recruiting new business and industry. The Town has partnered with the property owner through a development agreement which includes an option to purchase. The site continues to attract attention from multiple prospects and site location consultants, some requiring 100+ acres.

- Successful Recruitment of Pentair
  - Apex's newest industry, Pentair is a leading global water company focused on smart, sustainable water and fluid treatment solutions. They occupy a new 50,000 square foot state-of-the-art innovation center for research and development at Pinnacle Park. This project created 51 high-paying jobs and represents an $11.2 million investment.

- LaunchAPEX
  - Tailored after a national and statewide model, this program offers business training, mentoring, networking and access to micro-loans to small businesses, start-ups and entrepreneurs. LaunchAPEX has graduated two cohorts, which represents 22 businesses, and will continue to offer the program in the Fall of each year. Partners include Wake Tech, the Chamber and local Rotary Clubs.

Upcoming Projects

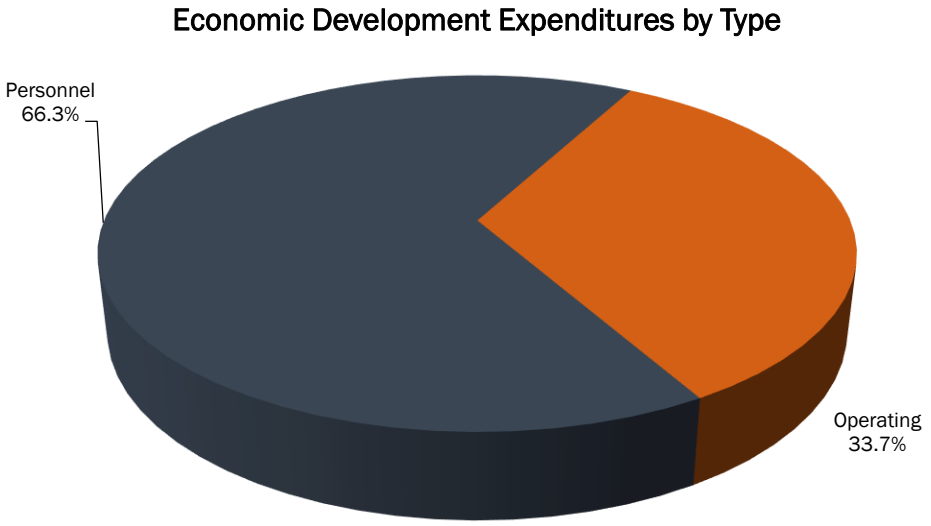
- Apex Coworking Station
  - Renovations are almost complete on a 2,500 square foot space in downtown Apex to create a collaborative coworking environment for entrepreneurs and start-up businesses. Half of the available space has been pre-leased, with a grand opening projected for late summer 2019.

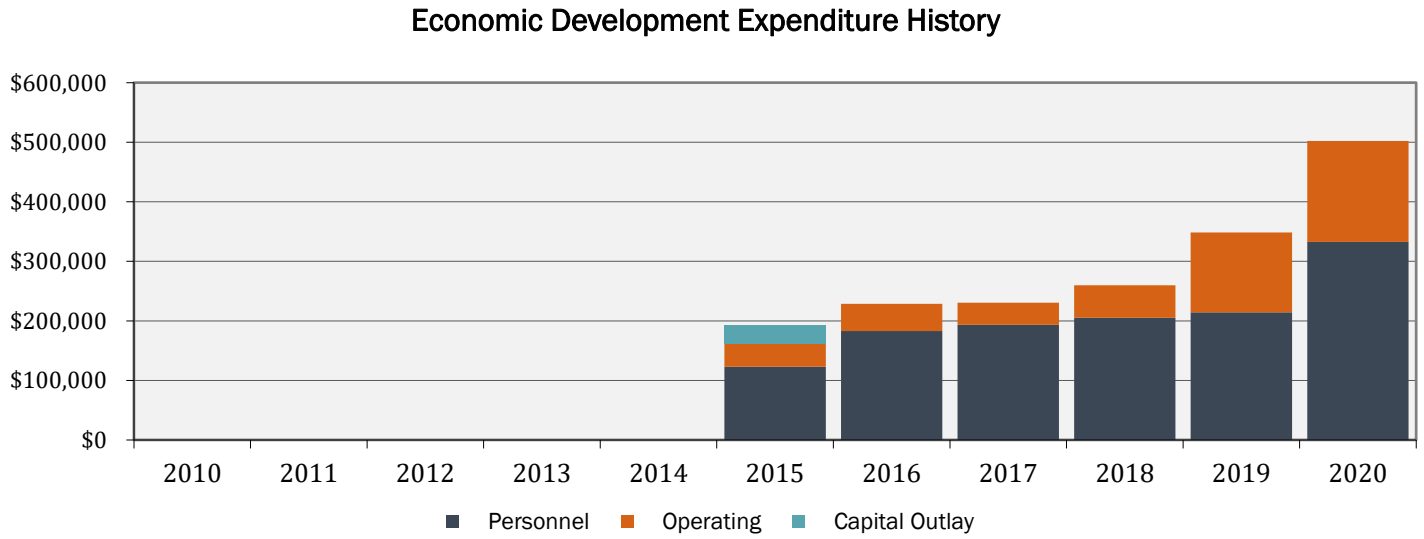
FY 2019-2020 Budget Highlights

The Economic Development Department budget increased by 44.07 percent in FY19-20. The Economic Development department budget accounts for 0.9 percent of the General Fund budget and is equivalent to $0.006 on the tax rate. The Town plans to spend $8.44 per capita for Economic Development services in FY19-20. There were no major budget changes from prior year. Major budget changes include the addition of three new staff members, a full time Downtown Development Coordinator and two limited service employees for administrative support, and the associated onboarding costs. The budget also includes $75,500 for the Co-Working space and $35,000 for professional services related to site development.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	205,314	214,400	233,011	332,700	55.18%
Operating	54,484	134,100	47,041	169,400	26.32%
Capital	-	-	-	-	0.00%
Total	**$259,798**	**$348,500**	**$280,052**	**$502,100**	**44.07%**

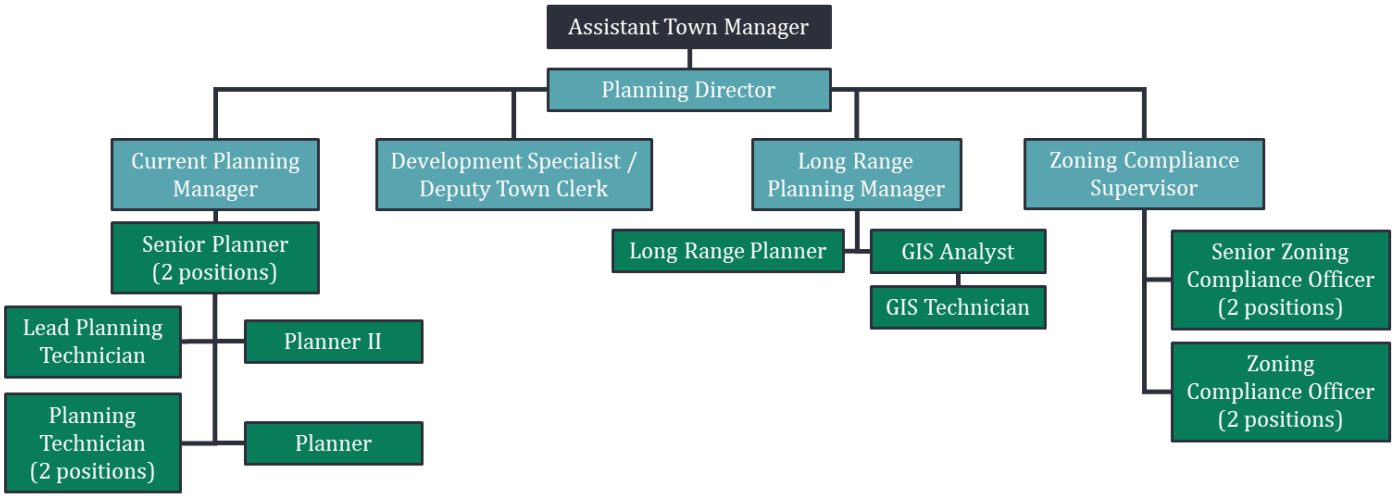




Line Item Expenditures

Economic Development Expenditures					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	155,279	161,100	173,602	215,000	33.46%
Part-Time Salaries	-	-	-	30,000	-
FICA	11,787	12,400	13,281	18,800	51.61%
Group Insurance	17,166	18,300	21,808	36,800	101.09%
General Retirement	11,738	12,500	13,541	19,300	54.40%
401K General	7,764	8,100	8,680	10,800	33.33%
Workers Comp	1,580	2,000	2,100	2,000	0.00%
Postage	-	-	-	-	-
Telephone & Communication	-	400	105	2,000	400.00%
Printing	594	3,800	936	3,700	-2.63%
Travel and Training	8,086	12,000	10,000	15,400	28.33%
Maintenance & Repair - Equipment	-	-	-	-	-
Rental - Vehicle	-	1,000	500	-	-100.00%
Advertising	3,364	5,000	3,000	5,000	0.00%
Office Supplies	-	5,000	1,500	5,000	0.00%
Departmental Supplies	505	2,000	500	8,500	325.00%
Technology Hardware & Accessories	-	2,500	2,500	2,500	0.00%
Meeting & Event Provisions	807	2,000	1,500	2,000	0.00%
Community Outreach Materials	-	1,000	1,600	1,300	30.00%
Uniforms	-	150	150	400	166.67%
Contracted Services	-	50,000	3,000	50,000	0.00%
Software License & Maintenance	4,152	3,100	3,500	5,000	61.29%
Professional Services	32,028	5,000	5,000	3,500	-30.00%
Professional Services - Engineering	-	11,000	11,000	35,000	218.18%
Lease Payments	-	25,500	150	25,500	0.00%
Dues and Subscriptions	2,065	2,150	2,100	2,100	-2.33%
Think Apex	2,883	2,500	-	2,500	0.00%
Total	**$ 259,798**	**$ 348,500**	**$ 280,052**	**$ 502,100**	**44.07%**

PLANNING



Mission

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

Description

The department is currently organized into three sections, Current Planning, Long Range Planning, and Zoning Compliance.

The Current Planning section is responsible for:

- Interpretation of the Unified Development Ordinance (UDO) and amendments to the ordinance
- Heading the Technical Review Committee, which consists of staff from Planning, Administration, Building Inspections, Water Resources, Public Works & Transportation, Electric Utilities, Fire, Police, and Parks, Recreation & Cultural Resources
- Assisting development community through the review process
- Reviewing annexation petitions, re-zonings, variances, appeals, special use permits, subdivision plans, and site plans for compliance with the Town UDO, long-range plans, and construction specifications and standard details
- Presentation of projects to the Town Council, Planning Board, and Board of Adjustment
- Approval of Certificates of Zoning Compliance - serves in lieu of a Business License
- Approval of temporary and permanent sign permits, home occupation permits, temporary use permits, tree protection fencing permits, tree removal permits, and pond drainage permits
- Approval of exempt and final plats for subdivisions
- Management of New World database and land parcels

The Long Range Planning section is responsible for:

- Completion of Long-Range Plans
  - Includes Advance Apex: the 2045 Plan, Bike Apex, Peak Plan 2030 - the Apex Comprehensive Plan, the Apex Transportation Plan, 540/S. Salem Street Small Area Plan, the Hazard Mitigation Plan, and the Downtown Plan

- Regional planning efforts
  - Capital Area Metropolitan Planning Organization (CAMPO), Triangle J Council of Governments, North Carolina Chapter of the American Planning Association, Wake County Planners Group, Wake County Housing Consortium, etc.
- GIS mapping and analysis
- Addressing, development name approval, and road name approval

The Zoning Compliance section is responsible for:

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

Recent Accomplishments

- Bike Apex adopted by Town Council on January 3, 2019.
- Advance Apex adopted by Town Council on February 5, 2019.
- Worked with DHIC to expedite approval of their rezoning so that they could meet the deadline for the North Carolina Housing Finance Agency 9% tax credit program. This is the first 9% affordable housing tax credit application submitted for a project in Apex in over two decades.
- Updated and modernized parking standards in the Town's Unified Development Ordinance.
- Assisted the Western Wake Crisis Ministry with a grant application to provide Uber and Lyft passes to senior clients without transportation.
- Completed an analysis and mapping of safe routes to school needs for all schools in Apex.
- Participated in the Southwest Area Study, CAMPO's regional transportation study. Leveraged this study as an opportunity to analyze railroad crossings and CSX operations in Apex.
- Coordinated with NCDOT on three major roadway projects: Ten Ten Road widening, NC 55 widening, and US 64 corridor improvements.
- Coordinated with Public Works and Transportation on major roadway and pedestrian projects and studies including: Apex Peakway SW Connector, Lake Pine Drive Improvements, James to Downtown pedestrian improvements, Kelly and Apex Barbecue Road pedestrian improvements, NC 55 sidewalk connector, Laura Duncan Road pedestrian improvements, Apex Peakway Southeast Feasibility Study, Jessie Drive Feasibility Study.
- Secured LAPP funding, in coordination with multiple departments, for Laura Duncan Road pedestrian improvements and Beaver Creek Greenway.
- Secured Wake Transit funding to develop a short-range transit plan for the Town's priority bus circulator route.
- Secured an ElectriCity grant to support the Downtown Plan.

Upcoming Projects

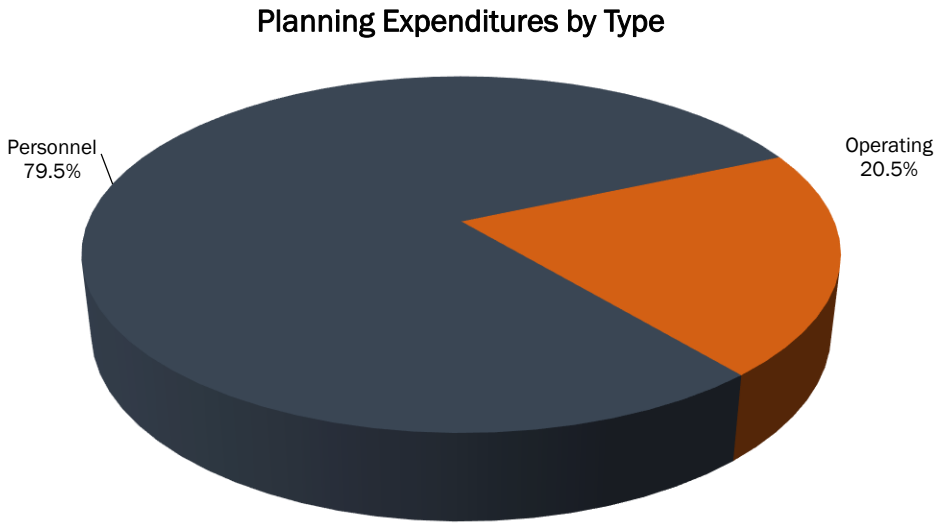
- Downtown Plan to be completed fall 2019 (includes detailed land use analysis and parking study)
- Census 2020 (GIS analysis and submissions to various Census programs including the New Construction Program; Complete Count Committee)
- Housing Plan (looking at housing affordability and strategies to bring more affordable housing to Apex)
- Short Range Transit Plan (turn-by-turn routing, vehicle type, stop locations, provider recommendations)
- Wayfinding Plan (to be completed after the Town branding initiative is complete)
- New Personnel (full-time GIS Technician)

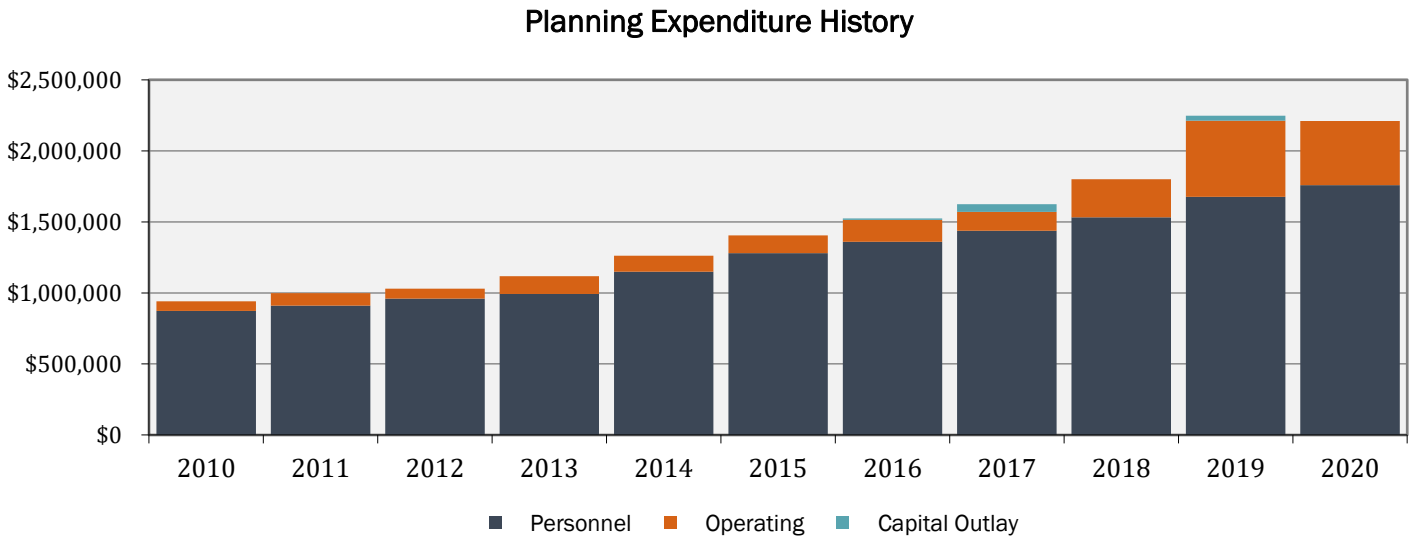
FY 2019-2020 Budget Highlights

The Planning Department budget decreased 1.65 percent in FY19-20 primarily to a reduction in contracted and professional services and capital outlay. The Planning budget accounts for 3.8 percent of the General Fund budget and is equivalent to $0.028 on the tax rate. The Town plans to spend $37.14 per capita for Planning in FY19-20. Major budget changes include the addition of one new staff member, a GIS Technician, and the associated onboarding costs. The budget also includes $235,000 for Housing, Downtown and Wayfinding plans. Additional funds have been budgeted for community outreach and participation in Census 2020.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	1,531,767	1,676,300	1,775,788	1,758,500	4.90%
Operating	268,507	536,509	509,586	452,200	-15.71%
Capital	-	35,000	31,540	-	-100.00%
Total	**$1,800,274**	**$2,247,809**	**$2,316,914**	**$2,210,700**	**-1.65%**

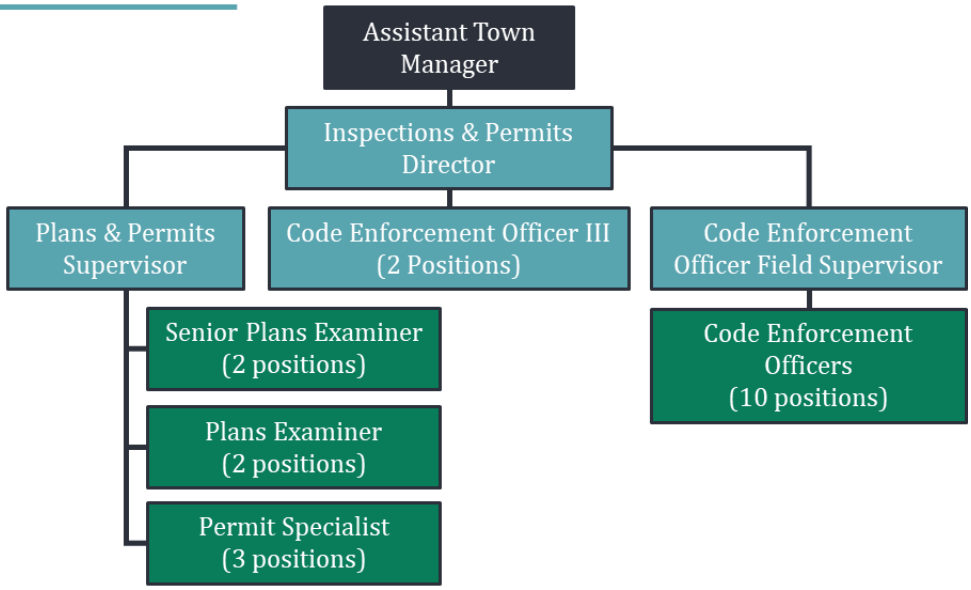




Line Item Expenditures

Planning Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	1,098,923	1,207,500	1,262,968	1,264,500	4.72%
Part-Time Salaries	41,514	30,500	48,456	-	-100.00%
FICA	84,507	90,700	100,324	96,700	6.62%
Group Insurance	154,887	180,000	186,797	206,400	14.67%
General Retirement	86,777	93,300	98,511	113,200	21.33%
401K General	54,851	60,200	63,148	63,200	4.98%
Workers Comp	10,308	14,100	15,584	14,500	2.84%
Postage	3,776	500	500	500	0.00%
Telephone & Communication	-	8,300	5,555	6,400	-22.89%
Printing	20,580	15,500	10,829	13,200	-14.84%
Travel and Training	8,063	15,000	12,000	15,800	5.33%
Maintenance & Repair - Building	-	-	-	-	-
Maintenance & Repair - Equipment	-	-	-	500	-
Maintenance & Repair - Vehicle	695	2,000	2,000	2,600	30.00%
Advertising	-	900	1,200	1,100	22.22%
Automotive Supplies	3,660	2,500	1,573	2,600	4.00%
Motor Fuel	-	3,500	3,620	3,800	8.57%
Office Supplies	95	5,000	5,285	5,000	0.00%
Janitorial Supplies	-	400	400	400	0.00%
Departmental Supplies	14,385	13,400	13,000	7,200	-46.27%
Technology Hardware & Accessories	-	39,500	39,500	27,500	-30.38%
Meeting & Event Provisions	1,370	950	950	1,200	26.32%
Community Outreach Materials	-	1,000	500	6,000	500.00%
Uniforms	-	1,450	1,392	1,500	3.45%
Contracted Services	52,779	65,443	60,000	53,400	-18.40%
Personal Protective Equipment	215	1,000	250	1,300	30.00%
Bank / Transaction Fees	780	6,000	750	3,000	-50.00%
Software License & Maintenance	3,350	20,000	20,000	27,400	37.00%
Professional Services	114,893	291,966	292,000	231,500	-20.71%
Professional Services - Engineering	-	4,000	4,000	4,000	0.00%
Dues and Subscriptions	21,831	31,300	31,000	32,800	4.79%
Insurance - General Liability	-	6,100	3,282	3,500	-42.62%
Capital Outlay - Equipment	-	35,000	31,540	-	-100.00%
Downtown Development	22,035	800	-	-	-100.00%
Total	**$ 1,800,278**	**$ 2,247,809**	**$ 2,316,914**	**$ 2,210,700**	**-1.65%**

BUILDING INSPECTIONS & PERMITTING



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

Recent Accomplishments

- New Personnel: Two Code Enforcement Officers – Level I
- Automated inspection requests
- Change to single-trade inspections in order to do complete inspections
- Implemented career ladder advancement for inspectors achieving certifications

Upcoming Projects

- New Personnel: Residential Plan Reviewer
- Fully electronic plan review system
- Electronic system for field inspections (iPad system)
- Streamline residential solar projects

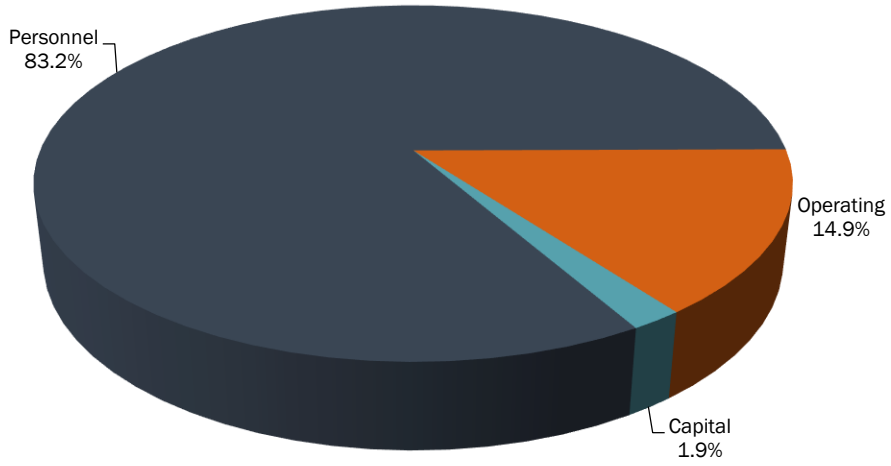
FY 2019-2020 Budget Highlights

The Inspections & Permitting Department budget increased 12.58 percent in FY19-20. The Inspections & Permitting budget accounts for 5.7 percent of the General Fund budget and is equivalent to $0.036 on the tax rate. The Town plans to spend $46.75 per capita for Inspections & Permitting in FY19-20. Major budget changes include the addition of one new staff member, a Plans Examiner, and the associated onboarding costs. The budget also includes increased Technology and Hardware costs for computer replacements, $150,000 in professional services for an ADA Compliance Consultant and $53,000 for capital equipment including two vehicle replacements.

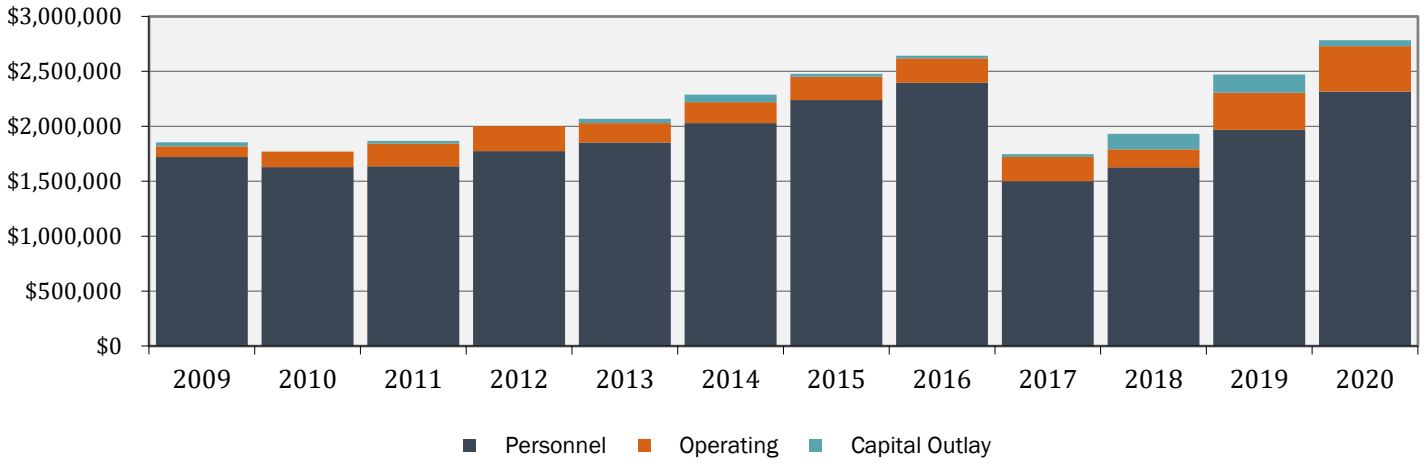
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	1,626,348	1,967,700	2,026,174	2,315,700	17.69%
Operating	163,798	338,215	225,897	413,700	22.32%
Capital	141,296	165,590	166,986	53,000	-67.99%
Total	**$1,931,442**	**$2,471,505**	**$2,419,056**	**$2,782,400**	**12.58%**

Building Inspections & Permitting Expenditures by Type

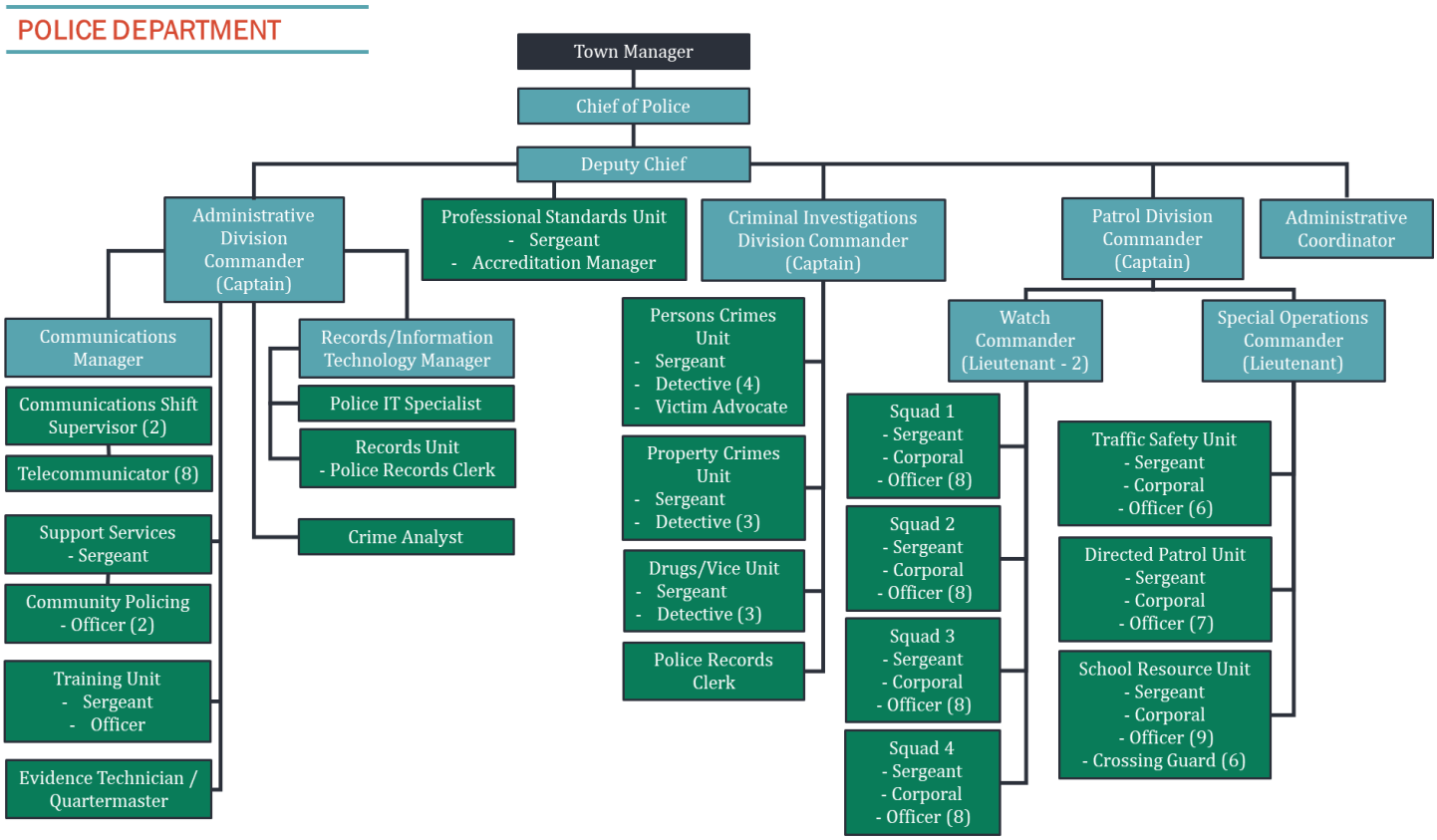


Building Inspections & Permitting Expenditure History



Line Item Expenditures

Building Inspections & Permitting Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	1,145,706	1,323,500	1,425,061	1,533,100	15.84%
Part-Time Salaries	67,368	141,000	77,628	157,800	11.91%
FICA	89,431	100,500	114,956	129,400	28.76%
Group Insurance	169,538	218,100	208,766	264,000	21.05%
General Retirement	86,552	102,100	111,155	137,200	34.38%
401K General	57,248	66,000	71,253	76,700	16.21%
Workers Comp	10,504	16,500	17,355	17,500	6.06%
Postage	9,137	100	25	100	0.00%
Telephone & Communication	-	11,700	8,230	14,300	22.22%
Printing	7,777	8,350	15,401	8,400	0.60%
Utilities	-	-	-	-	-
Travel and Training	25,289	37,700	30,000	41,000	8.75%
Maintenance & Repair - Building	-	8,500	-	-	-100.00%
Maintenance & Repair - Equipment	-	600	-	-	-100.00%
Maintenance & Repair - Vehicle	2,278	5,200	3,000	4,200	-19.23%
Automotive Supplies	12,764	4,500	4,173	4,800	6.67%
Motor Fuel	-	13,500	10,873	12,000	-11.11%
Office Supplies	-	1,800	2,448	2,400	33.33%
Departmental Supplies	9,313	2,475	1,651	2,000	-19.19%
Tech. Hardware & Accessories	6,250	23,825	23,900	43,000	80.48%
Safety Supplies	-	600	200	900	50.00%
Meeting & Event Provisions	569	2,900	1,500	6,400	120.69%
Uniforms	4,121	6,100	6,355	7,700	26.23%
Contracted Services	5,374	26,000	26,000	1,500	-94.23%
Personal Protective Equipment	-	300	616	1,200	300.00%
Bank / Transaction Fees	36,880	100,000	20,024	50,000	-50.00%
Software License & Maintenance	43,627	50,815	45,000	47,000	-7.51%
Professional Services	-	16,000	16,000	155,000	868.75%
Dues and Subscriptions	419	1,250	500	1,300	4.00%
Insurance - General Liability	-	16,000	10,000	10,500	-34.38%
Capital Outlay - Improvements	31,539	33,590	34,986	-	-100.00%
Capital Outlay - Equipment	109,757	132,000	132,000	53,000	-59.85%
Total	**$ 1,931,442**	**$ 2,471,505**	**$ 2,419,056**	**$ 2,782,400**	**12.58%**



Mission

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

Description

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

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

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

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

Recent Accomplishments

- Radio Replacement Project and upgrade to Communications Infrastructure
- Implementation of Elementary School Resource Officer Program
- Addition of School Crossing Guard at Laurel Park Elementary School
- Implementation of revised Officer Field Training and Evaluation Program – Apex Field Training & Evaluation Program (A.F.T.E.P.)
- Infrastructure project upgrades to the Police Radio System and Central Square Computer Aided Dispatch System and change over to Cary Public Safety Answering Point/911 Center, both the culmination of a 3 year project
- Development and Implementation of our 2019-2022 Strategic Plan
- Several significant drug and criminal arrests

Upcoming Projects

- Addition of third K-9
- Expansion of PD Parking Lot
- Renovation of PD Workroom to add needed office space
- Microwave Link as a Primary connection to our radio system core
- Automatic Vehicle Locator to enhance “closest car response” to emergencies and officer safety
- Software implementation allowing CAD, RMS, and CJIS information to be accessible through mobile devices
- Delivering Human Trafficking training to Town of Apex Employees and continuing community outreach

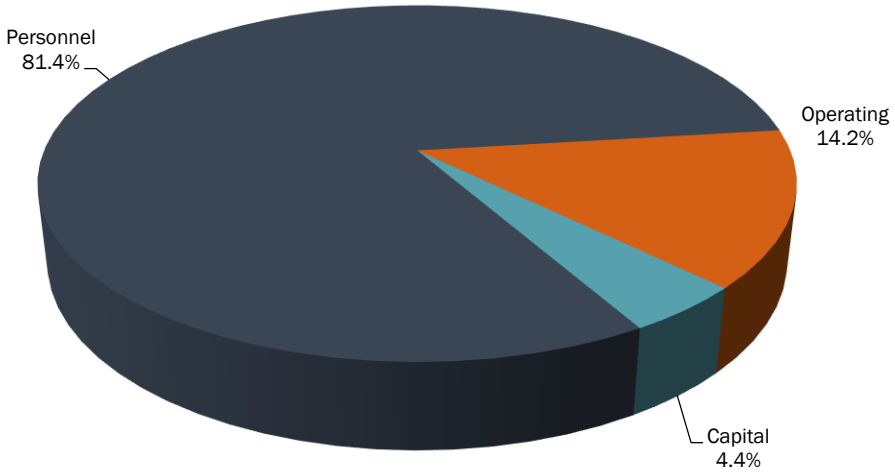
FY 2019-2020 Budget Highlights

The Police Department budget decreased 11.53 percent in FY19-20 primarily due to a reduction in capital outlay related to CAD upgrades and transition to Cary 911 services. The Police budget accounts for 26.4 percent of the General Fund budget and is equivalent to $0.0165 on the tax rate. The Town plans to spend $215.99 per capita for Police in FY19-20. Major budget changes include the addition of five new staff members, a Deputy Chief, Accreditation Manager, Records Clerk and two Police Officers, and the associated onboarding costs. The budget also includes $564,850 for capital equipment including eight vehicle replacements, one ATV replacement, three new vehicle additions, and the purchase of a canine.

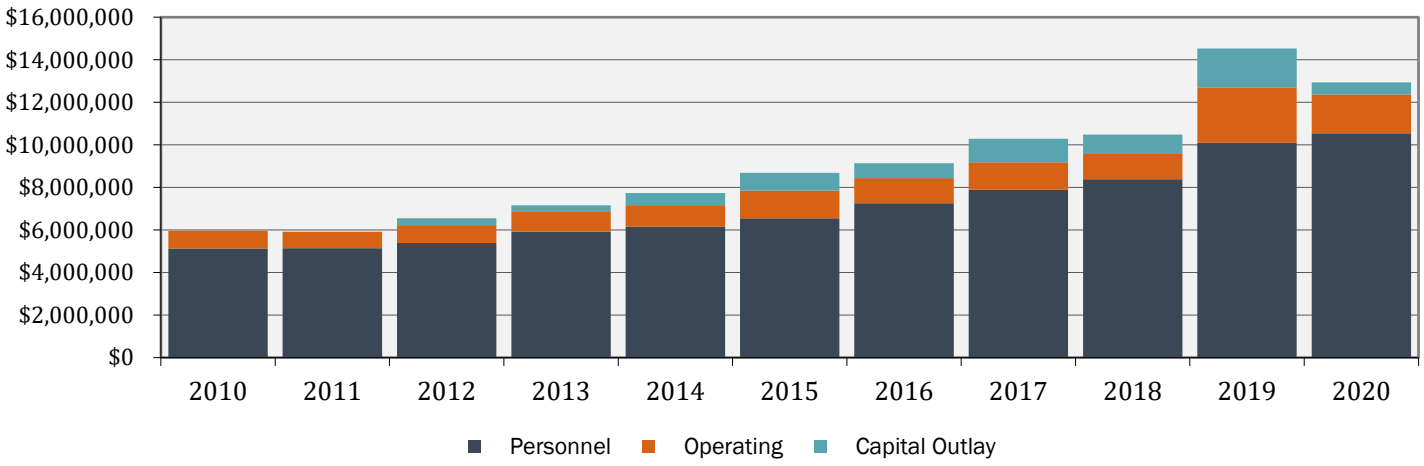
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	8,383,301	10,096,487	8,444,331	10,465,300	3.65%
Operating	1,185,492	2,603,640	1,815,464	1,824,800	-29.91%
Capital	911,854	1,829,441	1,700,000	564,900	-69.12%
Total	**$10,480,648**	**$14,529,568**	**$11,959,796**	**$12,855,000**	**-11.53%**

Police Expenditures by Type



Police Expenditure History

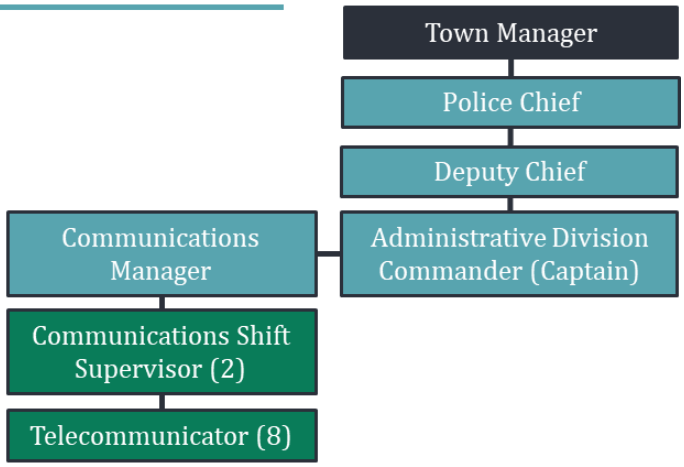


Line Item Expenditures

Police Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	5,921,559	6,909,000	5,968,699	7,028,700	1.73%
Part-Time Salaries	75,408	289,000	129,259	300,000	3.81%
FICA	433,040	531,109	466,494	560,700	5.57%
Group Insurance	890,281	1,029,857	890,388	1,180,700	14.65%
General Retirement	67,741	31,127	31,287	46,400	49.07%
Police Retirement	412,160	563,500	463,373	630,400	11.87%
401K General	44,809	20,000	20,232	28,400	42.00%
401K Police	249,524	331,500	272,731	325,000	-1.96%
Separation Allowance	135,000	140,000	-	150,000	7.14%
Workers Comp	153,780	251,394	201,869	215,000	-14.48%
Postage	101,550	3,800	3,779	5,000	31.58%
Telephone & Communication	-	97,300	85,445	131,200	34.84%
Printing	20,933	26,950	15,815	27,000	0.19%
Utilities	69,749	75,000	59,482	75,000	0.00%
Travel and Training	64,736	103,776	103,500	100,500	-3.16%
Maintenance & Repair - Building	28,122	74,400	74,000	74,400	0.00%
Maintenance & Repair - Equipment	10,825	77,967	78,000	27,500	-64.73%
Maintenance & Repair - Vehicle	53,525	66,551	66,500	75,600	13.60%
Rental - Equipment	-	1,000	1,000	1,000	0.00%
Rental - Vehicle	-	2,500	2,500	2,500	0.00%
Rental - Facilities	-	1,000	1,000	1,000	0.00%
PIN Terminal	12,108	18,900	15,000	18,900	0.00%
Advertising	-	500	500	600	20.00%
Automotive Supplies	153,455	25,200	21,585	30,300	20.24%
Motor Fuel	-	131,000	129,041	155,500	18.70%
Office Supplies	-	7,500	4,000	6,400	-14.67%
Janitorial Supplies	-	3,500	1,200	2,500	-28.57%
Departmental Supplies	401,530	729,649	425,000	183,900	-74.80%
Tech. Hardware & Accessories	-	250,200	200,000	198,200	-20.78%
Safety Supplies	-	4,300	4,464	5,800	34.88%
Medical Supplies	-	8,900	1,544	8,400	-5.62%
Meeting & Event Provisions	7,979	10,000	4,829	8,900	-11.00%
Community Outreach Materials	12,115	20,000	15,000	20,000	0.00%
K-9 Program Expenses	4,684	11,500	4,000	7,600	-33.91%
Employee Recognition	-	7,500	1,500	7,500	0.00%
Uniforms	61,795	145,856	72,780	101,900	-30.14%

Police Expenditures (cont.)					
Contracted Services	91,462	202,452	100,000	148,400	-26.70%
Personal Protective Equipment	-	27,850	10,000	21,200	-23.88%
Software License & Maintenance	57,869	177,435	155,000	178,600	0.66%
Professional Services	27,778	38,554	23,000	50,500	30.99%
Dues and Subscriptions	5,275	12,500	6,000	9,500	-24.00%
Insurance - General Liability	-	235,100	130,000	136,500	-41.94%
Capital Outlay - Improvements	-	50,000	-	-	-100.00%
Capital Outlay - Equipment	911,854	1,779,441	1,700,000	564,900	-68.25%
Restricted Police Funds	-	5,000	-	3,000	-40.00%
Total	**$ 10,480,648**	**$ 14,529,568**	**$ 11,959,796**	**$ 12,855,000**	**-11.53%**

EMERGENCY COMMUNICATIONS



Description

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

- Three Enhanced 9-1-1 Trucks
- Six Administrative Lines
- Two Internal PBX Lines
- Integrated TDD/TTY
- Computer Aided Dispatch
- Records Management System
- Digital Mapping
- RapidSOS Next Gen 9-1-1 Portal
- P25 Digital 800 MHz Radio System

Recent Accomplishments

- Went live on the RapidSOS Next Generation 9-1-1 Portal allowing staff to receive lifesaving location information from Apple & Android Devices, as well as emergency alerts received through the Uber App
- Transitioned to the Town of Cary's Motorola P25 Radio Network & went live on the Motorola MCC 7500 dispatch consoles
- Transitioned to Central Square's One Solution CAD and Mobile MCT.
- Transitioned from Raleigh Wake Emergency Communications Center to the Town of Cary Police Department as a Primary PSAP.

Upcoming Projects

- Transition from the current legacy 9-1-1 network to the Next Gen 9-1-1 network with AT&T. This transition will enable the Center to receive data, text, and video from 9-1-1 callers.

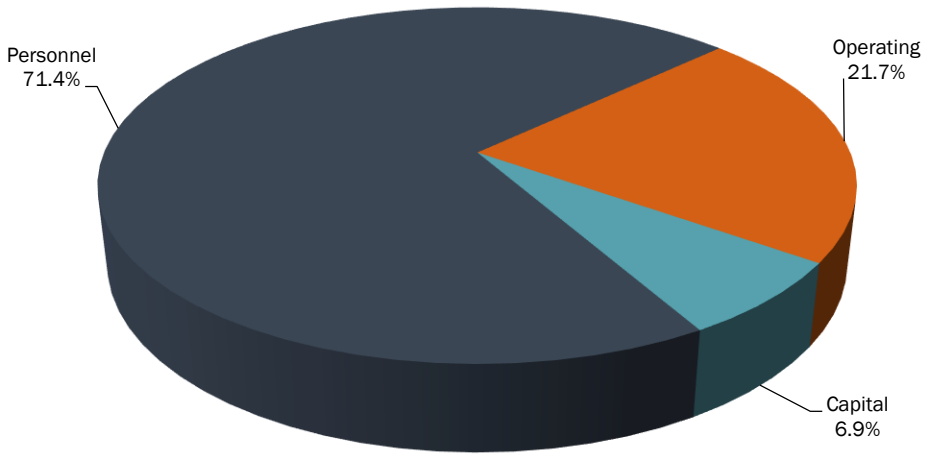
FY 2019-2020 Budget Highlights

The 911 Communications Department budget increased 8.17 percent in FY19-20. The 911 Communications budget accounts for 2.9 percent of the General Fund budget and is equivalent to $0.018 on the tax rate and $23.55 per capita cost in FY19-20. Major budget changes include increased contracted services costs for Cary 911 and increased software license costs. The budget also includes $97,000 for capital equipment to establish an 800 Mhz microwave link to Cary.

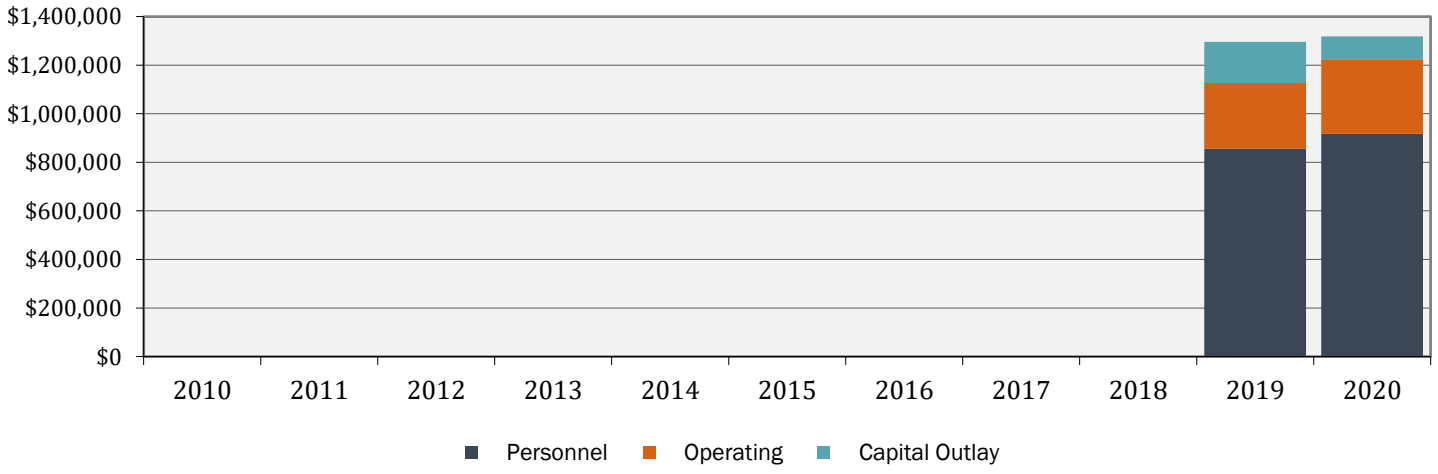
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	-	856,213	910,068	1,000,400	16.84%
Operating	-	270,200	218,231	304,300	12.62%
Capital	-	169,358	170,600	97,000	-42.72%
Total	**$0**	**$1,295,771**	**$1,298,899**	**$1,401,700**	**8.17%**

Emergency Communications Expenditures by Type



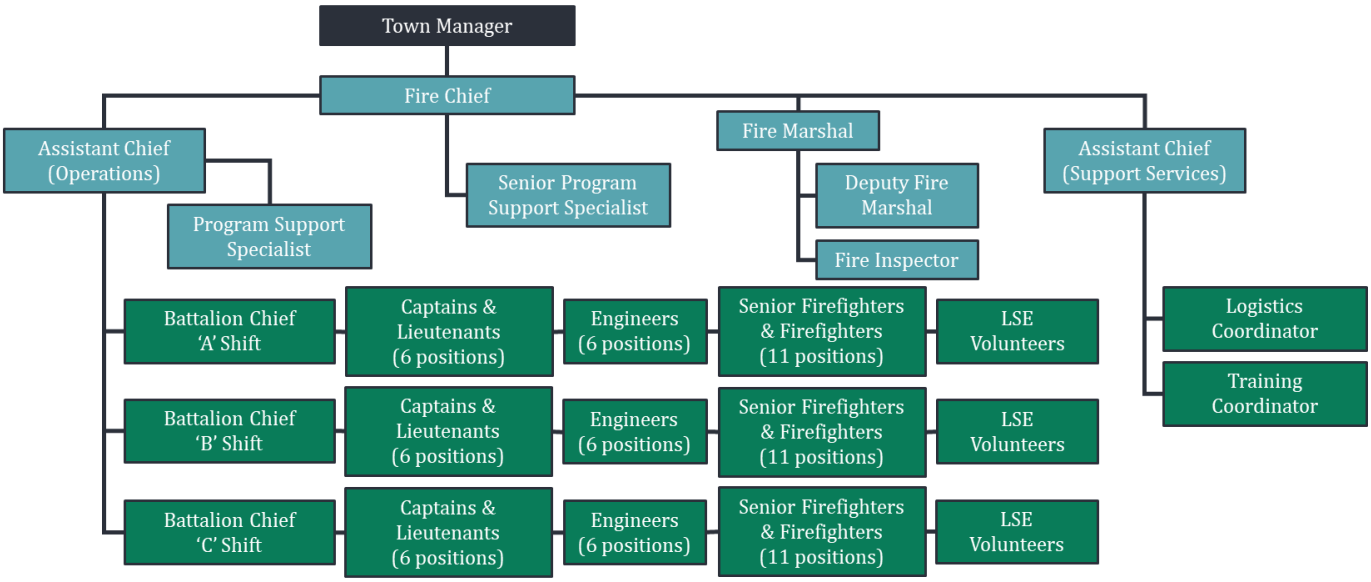
Emergency Communications Expenditure History



Line Item Expenditures

Emergency Communications Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	-	591,000	658,394	694,900	17.58%
Part-Time Salaries	-	20,700	8,006	23,400	13.04%
FICA	-	46,541	50,980	55,000	18.18%
Group Insurance	-	120,143	106,097	124,200	3.38%
General Retirement	-	45,873	51,355	64,300	40.17%
Police Retirement	-	-	-	-	-
401K General	-	29,550	32,920	36,000	21.83%
401K Police	-	-	-	-	-
Workers Comp	-	2,406	2,318	2,600	8.06%
Postage	-	200	200	100	-50.00%
Telephone & Communication	-	114,800	73,076	67,400	-41.29%
Printing	-	700	355	700	0.00%
Utilities	-	3,000	-	3,000	0.00%
Travel and Training	-	8,100	8,000	12,400	53.09%
Maintenance & Repair - Building	-	3,550	3,000	3,600	1.41%
Maintenance & Repair - Equipment	-	3,250	3,200	3,500	7.69%
Maintenance & Repair - Vehicle	-	2,250	500	-	-100.00%
PIN Terminal	-	1,800	1,800	1,800	0.00%
Automotive Supplies	-	850	500	-	-100.00%
Motor Fuel	-	1,300	500	1,300	0.00%
Office Supplies	-	600	600	500	-16.67%
Janitorial Supplies	-	500	400	500	0.00%
Departmental Supplies	-	4,600	4,500	4,600	0.00%
Technology Hardware & Accessories	-	5,900	5,900	5,800	-1.69%
Meeting & Event Provisions	-	500	400	500	0.00%
Community Outreach Materials	-	300	-	300	0.00%
Employee Recognition	-	500	500	1,000	100.00%
Uniforms	-	3,500	2,500	3,500	0.00%
Contracted Services	-	91,300	91,300	135,400	48.30%
Software License & Maintenance	-	10,300	10,000	46,900	355.34%
Professional Services	-	10,600	9,500	10,300	-2.83%
Dues and Subscriptions	-	1,800	1,500	1,200	-33.33%
Capital Outlay - Improvements	-	-	600	-	-
Capital Outlay - Equipment	-	169,358	170,000	97,000	-42.72%
Total	**$ -**	**$ 1,295,771**	**$ 1,298,899**	**$ 1,401,700**	**8.17%**

FIRE DEPARTMENT



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 (AFD) provides fire, emergency medical, rescue, domestic preparedness, hazardous materials mitigation, community risk reduction, public education, and fire investigation services to the residents, businesses, and visitors of the town of Apex. To accomplish its mission, AFD operates out of five stations strategically located throughout the town and unincorporated Wake County areas that fall under the responsibility of the department. AFD currently has 82 full-time employees among its four functional divisions.

- Operations
  The largest division, operations is responsible for responding to and mitigating emergency incidents. The 72 full-time employees in this division work on one of three shifts, each led by a shift battalion chief.

- Support Services
  This division is responsible for ensuring that personnel are able to acquire needed certifications, maintaining employee certifications, and coordination of AFD's training program. Additionally, this division works to ensure that all personnel are prepared to consistently respond to a wide variety of emergency incidents.

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

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

Recent Accomplishments

- Transitioned to the Town of Cary's 911 Communications Center
- Greatly improved the quality and quantity of the department's training program
- Completed the department's first formal strategic plan with the assistance of the Technical Advisor Program through the Center for Public Safety Excellence
- Completed the design and purchasing process for the department's next aerial ladder apparatus.
- Held our first fire department employee recognition ceremony organized by members of the Operations Division
- On-boarded the department's second Assistant Chief who is currently serving as the Assistant Chief of Operations
- Relocated the Administrative Division into the former EMS building

Upcoming Projects

- New Personnel: (3) Fire Lieutenant Positions, (3) Fire Engineer Positions, (6) Firefighter Positions and (1) Training Coordinator Position. These positions will allow us to staff the new ladder truck and increase the effectiveness of our training program to better support employee development and success.
- Complete the department's Community Risk Assessment and Standard of Cover document. This document will define the performance expectations of the department as well as provide quantitative information measuring actual performance against stated expectations.
- Complete design work and renovation work on Fire Station 1, located at 210 N. Salem Street.
- Complete specifications on a new fire pumper that is scheduled FY20-21
- Complete future plan to accommodate administrative offices
- Complete a plan to relocate a fire station to an area north of US 64 to accommodate the increasing call volume in that area.
- Prepare to choose a designer for Fire Station 6 and document ideas that we should consider when this facility is designed in the FY21 budget year.
- Complete a non-certified hiring process and run a complete certification academy

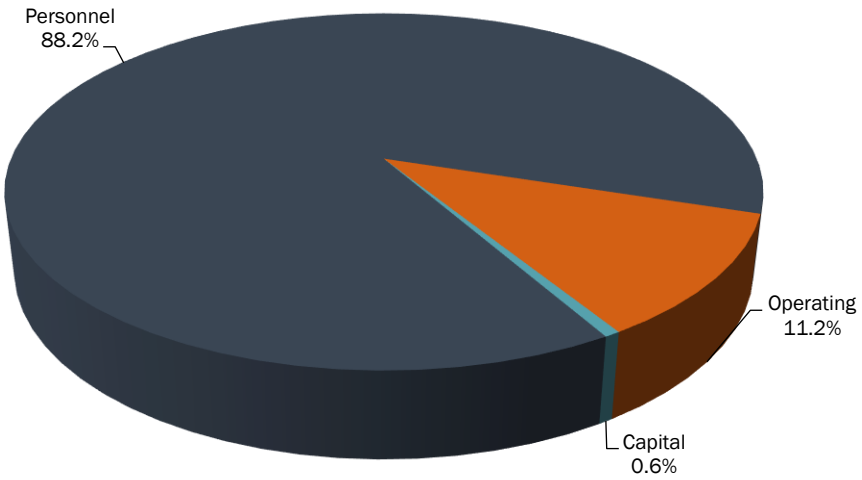
FY 2019-2020 Budget Highlights

The Fire Department budget increased 5.51 percent in FY19-20. The Fire budget accounts for 21 percent of the General Fund budget and is equivalent to $0.013 on the tax rate. The Town plans to spend $171.30 per capita for Fire in FY19-20. Major budget changes include the addition of thirteen new staff members, a Training Coordinator, three Fire Lieutenants, three Fire Engineers, and six Firefighters, and the associated onboarding costs. The budget also includes increased contracted services costs for Cary 911, $38,125 in capital equipment including ward diesel exhaust removal system, rescue airbag set and remote placement airbag, and $21,100 in capital improvements to Stations 2 and 4.

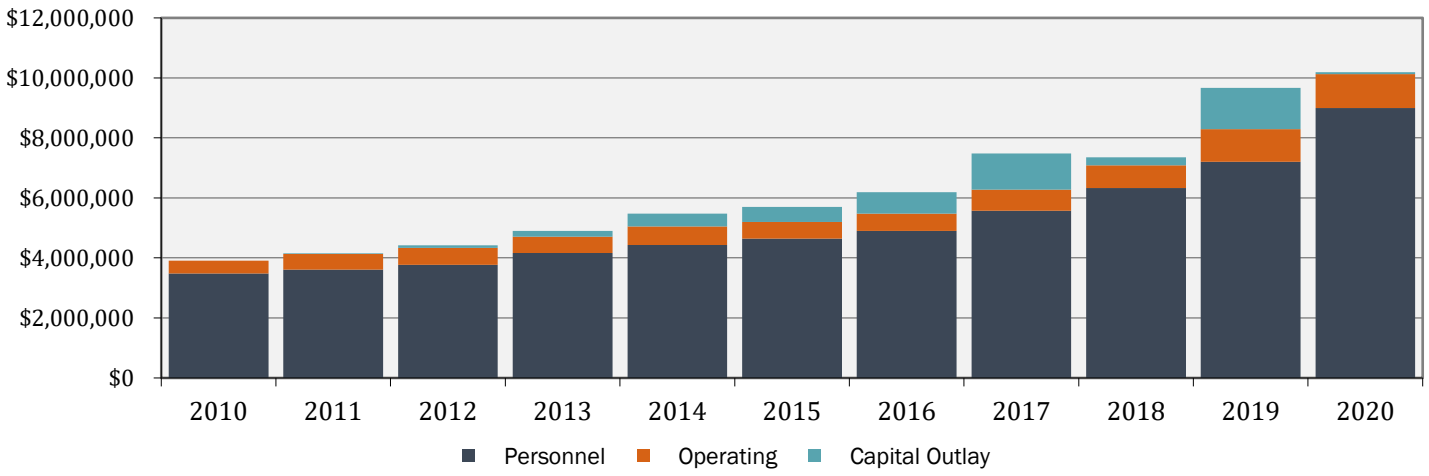
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	6,331,296	7,201,100	7,920,819	8,994,000	24.90%
Operating	757,178	1,091,575	1,038,543	1,142,400	4.62%
Capital	260,209	1,370,000	1,370,000	59,200	-95.68%
Total	**$7,348,683**	**$9,662,675**	**$10,329,362**	**$10,195,200**	**5.51%**

Fire Expenditures by Type



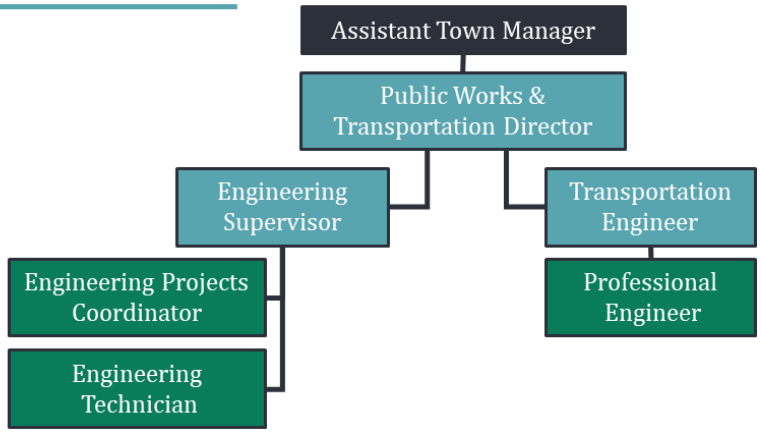
Fire Expenditure History



Line Item Expenditures

Fire Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	4,459,867	4,994,050	5,625,850	6,169,000	23.53%
Part-Time Salaries	78,879	130,000	86,435	130,000	0.00%
FICA	325,707	382,050	436,990	481,900	26.14%
Group Insurance	765,707	860,200	855,445	1,158,200	34.64%
General Retirement	335,276	387,100	438,816	531,400	37.28%
401K General	221,665	249,700	281,292	308,500	23.55%
Workers Comp	144,195	198,000	195,991	215,000	8.59%
Postage	18,364	1,000	935	1,000	0.00%
Telephone & Communication	-	41,400	36,313	38,600	-6.76%
Printing	6,184	11,350	12,447	10,000	-11.89%
Utilities	51,780	52,000	64,126	64,000	23.08%
Travel and Training	27,953	44,200	35,000	50,000	13.12%
Maintenance & Repair - Building	28,963	53,563	36,517	57,500	7.35%
Maintenance & Repair - Equipment	22,842	37,780	40,140	49,000	29.70%
Maintenance & Repair - Vehicle	60,251	116,049	90,824	83,500	-28.05%
Automotive Supplies	58,849	11,000	12,167	12,000	9.09%
Motor Fuel	-	65,000	55,000	60,000	-7.69%
Office Supplies	-	7,000	2,500	3,000	-57.14%
Janitorial Supplies	-	12,000	9,279	11,000	-8.33%
Departmental Supplies	167,508	43,724	43,000	23,300	-46.71%
Tech. Hardware & Accessories	-	56,350	56,300	44,500	-21.03%
Safety Supplies	-	4,500	4,500	3,000	-33.33%
Medical Supplies	-	20,000	18,000	18,000	-10.00%
Meeting & Event Provisions	1,735	6,300	6,300	9,900	57.14%
Community Outreach Materials	-	12,300	10,000	13,300	8.13%
Uniforms	32,214	85,767	85,594	84,300	-1.71%
Contracted Services	48,853	33,029	33,000	171,500	419.24%
Personal Protective Equipment	75,834	104,546	104,600	144,200	37.93%
Software License & Maintenance	21,129	61,200	61,000	58,500	-4.41%
Professional Services	67,909	53,906	54,000	37,500	-30.43%
Emergency Equipment	39,256	81,061	81,000	22,800	-71.87%
Dues and Subscriptions	7,821	10,050	9,000	11,700	16.42%
Insurance - General Liability	-	46,500	57,000	59,900	28.82%
Wake County Hazmat	19,732	20,000	20,000	-	-100.00%
Capital Outlay - Improvements	-	110,000	110,000	21,100	-80.82%
Capital Outlay - Equipment	260,209	1,260,000	1,260,000	38,100	-96.98%
Total	**$ 7,348,683**	**$ 9,662,675**	**$ 10,329,362**	**$ 10,195,200**	**5.51%**

PUBLIC WORKS & TRANSPORTATION



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

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

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

Recent Accomplishments

- Implemented robotic survey equipment processes which enables 1-person survey "crew" to acquire data
- Completed Seaboard Street Parking Project (downtown)
- Implemented new pavement preservation techniques covering 700% more lane-miles than the previous year
- Completed Peakway Southeast Connector Feasibility Study
- Analysis and preliminary design for South Salem St / Tingen Rd / Lynch St Roundabout

Upcoming Projects

Town Street Projects
- Peakway Southwest Connection
- $1.5 million of pavement resurfacing

- $100,000 of sidewalk improvements
- $100,000 of stormwater improvements

NC Department of Transportation:

- Highway 55 Widening
- Ten Ten Widening
- Highway 64 Widening

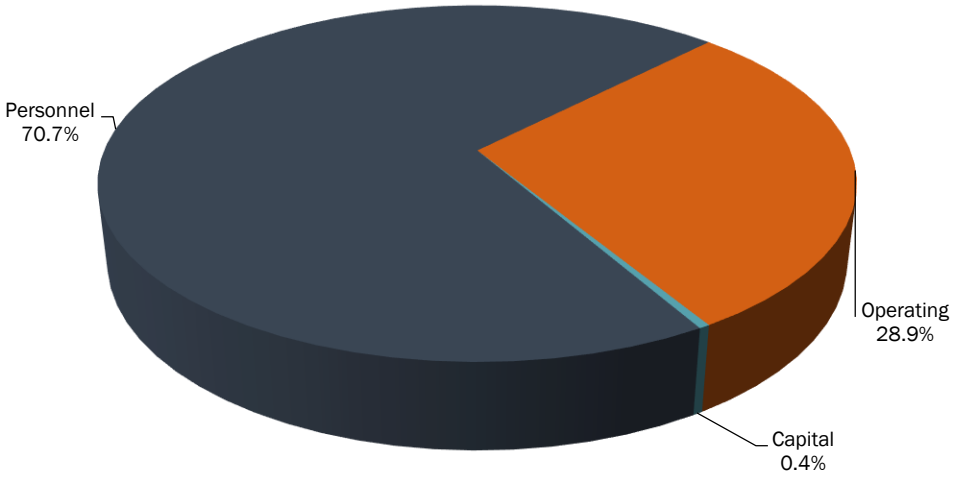
FY 2019-2020 Budget Highlights

The Public Works & Transportation Department budget increased by 3.29 percent in FY19-20. The Public Works & Transportation budget accounts for 2.8 percent of the General Fund budget and is equivalent to $0.018 on the tax rate. The Town plans to spend $23.09 per capita for Public Works & Transportation in FY19-20. Major budget changes include increases in Technology and Hardware for computer replacements, departmental supplies and professional services. The budget also includes $60,000 for a Pavement Condition Survey and $5,500 in capital equipment for a data collector.

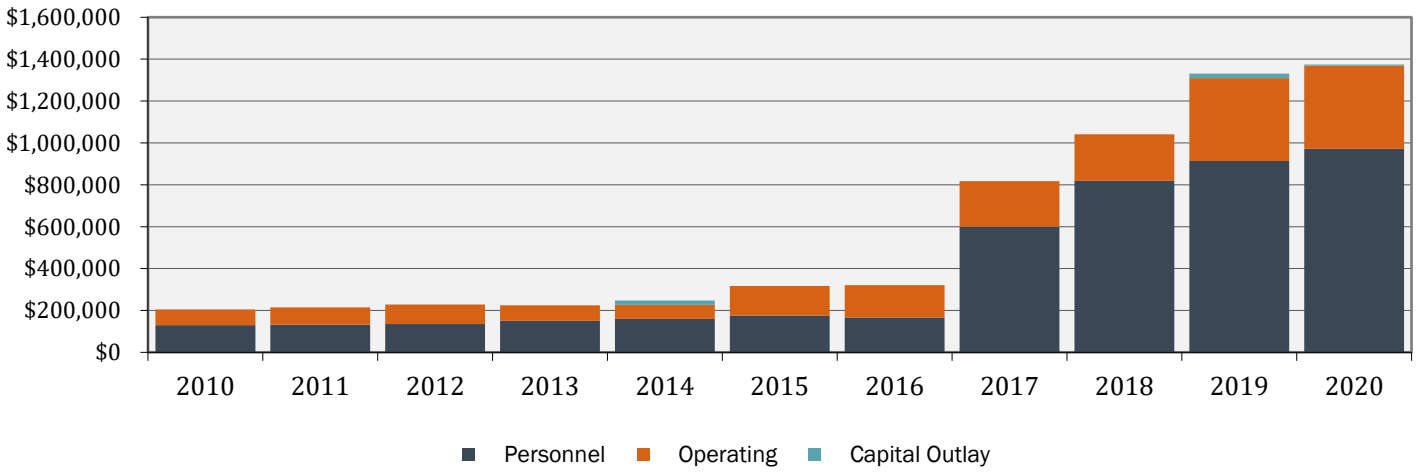
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	818,905	913,400	919,128	971,800	6.39%
Operating	222,068	396,168	356,410	397,100	0.24%
Capital	-	21,100	18,201	5,500	-73.93%
Total	**$1,040,972**	**$1,330,668**	**$1,293,739**	**$1,374,400**	**3.29%**

Public Works & Transportation Expenditures by Type



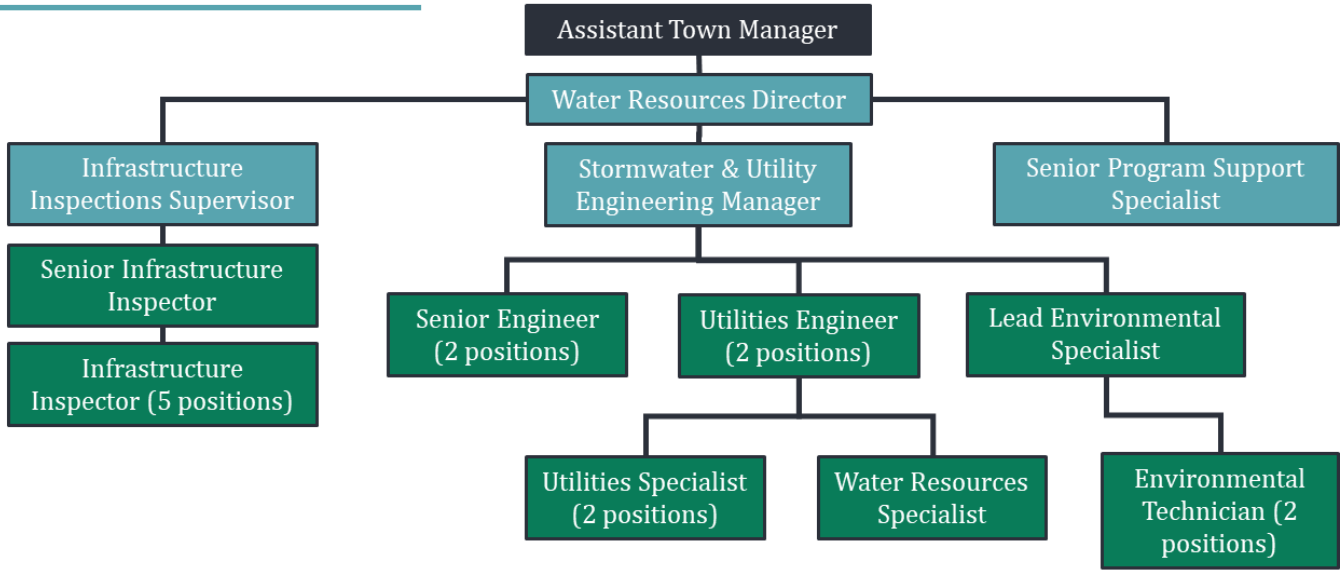
Public Works & Transportation Expenditure History



Line Item Expenditures

Public Works & Transportation Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	614,022	678,600	682,918	699,100	3.02%
FICA	44,261	52,000	52,243	53,500	2.88%
Group Insurance	76,465	86,000	86,942	104,400	21.40%
General Retirement	46,413	52,500	53,268	62,600	19.24%
401K General	30,701	34,000	34,146	35,000	2.94%
Workers Comp	7,042	10,300	9,611	17,200	66.99%
Postage	20,116	100	100	100	0.00%
Telephone & Communication	-	11,100	10,129	3,900	-64.86%
Printing	8,371	21,200	5,313	16,400	-22.64%
Utilities	68,158	70,000	68,781	75,000	7.14%
Travel and Training	18,028	16,765	16,500	25,200	50.31%
Maintenance & Repair - Building	19,674	12,000	11,350	12,000	0.00%
Maintenance & Repair - Equipment	-	1,000	500	4,500	350.00%
Maintenance & Repair - Vehicle	733	3,000	2,000	3,000	0.00%
Advertising	-	-	-	2,000	-
Automotive Supplies	693	1,000	600	1,000	0.00%
Motor Fuel	-	1,000	1,156	1,000	0.00%
Office Supplies	-	500	857	700	40.00%
Departmental Supplies	6,561	13,019	12,500	39,900	206.48%
Technology Hardware & Accessories	-	2,500	2,500	15,000	500.00%
Meeting & Event Provisions	1,093	500	993	3,000	500.00%
Uniforms	7,726	400	400	700	75.00%
Contracted Services	25,426	82,934	83,000	67,700	-18.37%
Personal Protective Equipment	-	-	300	1,500	-
Software License & Maintenance	25,089	69,825	69,800	20,600	-70.50%
Professional Services	18,608	12,000	12,000	20,000	66.67%
Professional Services - Engineering	-	36,000	36,000	60,000	66.67%
Dues and Subscriptions	1,791	2,325	1,800	3,100	33.33%
Insurance - General Liability	-	39,000	19,832	20,800	-46.67%
Capital Outlay - Land	-	-	-	-	-
Capital Outlay - Improvements	-	-	-	-	-
Capital Outlay - Equipment	-	21,100	18,201	5,500	-73.93%
Total	**$ 1,040,972**	**$ 1,330,668**	**$ 1,293,739**	**$ 1,374,400**	**3.29%**

WATER RESOURCES & UTILITY ENGINEERING



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

Departmental Responsibilities:

- Ensure that the design and construction of our water and sewer infrastructure meets Town Standards
- Enforce stormwater ordinances, watershed protection programs, buffer rules, and sediment & erosion control program to ensure environmentally sound development for our community
- Participate in local & regional partnerships to manager resources
- Design, manage, and oversee water, sewer, and stormwater Capital Improvement Projects as paid from Water/Sewer funds

Services Provided:

- Stormwater and Utilities Engineering
  - Water and Sewer Utility Master Planning
  - Watershed Protection (Stormwater Permitting, Riparian Buffer, and Erosion Control Programs)
  - Capital Improvement Project (CIP) Design and Administration
  - Participation in local & regional partnerships to manage resources
- Infrastructure Inspections

Recent Accomplishments

- Continued State Delegation of Local Erosion Control Program
- Ongoing National Pollutant Discharge Elimination System (NPDES) Phase II Permit Compliance
- Enhanced Public Education and Outreach Activities – Peakfest, Dog Waste Campaign, Increased School Presentations/Events
- Purchased Stormwater Modeling/Analysis Software

Current Projects

- Clean Water Management Trust Fund (CWMTF) Grant – Apex Nature Park Stream Restoration (Pending Approval)
- UDO Amendments – Incorporation of Neuse Stormwater Rules and Planning Committee Recommendations
- Various Drainage Improvement Project Analysis & Design

Upcoming Projects

- Stormwater Utility Fee Development
- Stormwater Master Plan Development
- NPDES Phase II Annual Report
- Secondary and Cumulative Impacts Master Mitigation Plan Update

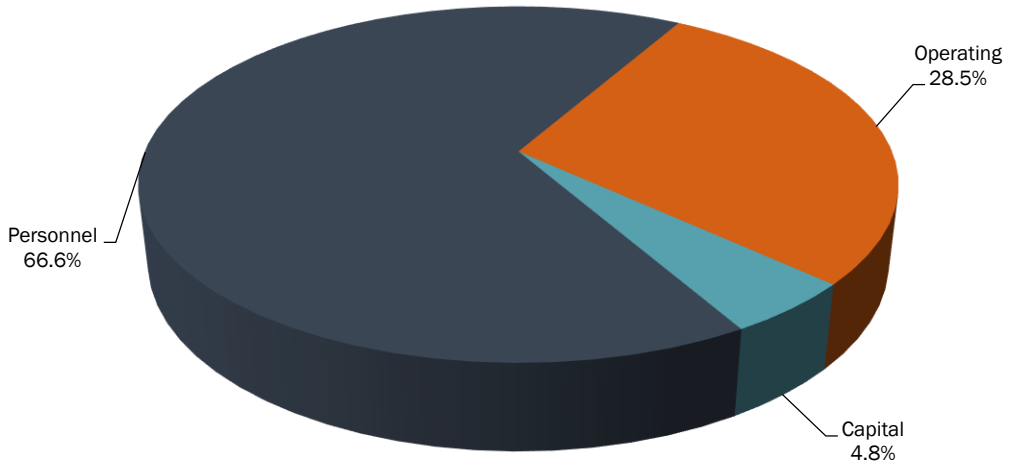
FY 2019-2020 Budget Highlights

The Water Resources & Utility Engineering Department budget increased 40.98 percent in FY19-20. The Water Resources & Utility Engineering budget accounts for 4.7 percent of the General Fund budget and is equivalent to $0.029 on the tax rate. The Town plans to spend $38.54 per capita for Water Resources & Utility Engineering in FY19-20. Major budget changes include the addition of two new staff members, an Environmental Technician for Soil and Erosion Control and an Infrastructure Inspector for Capital Improvement Projects (CIP), and the associated onboarding costs. The budget also includes $340,000 for professional services related to a Stormwater Fee Study and surveying and $111,000 for capital equipment including two replacement vehicles and one vehicle addition.

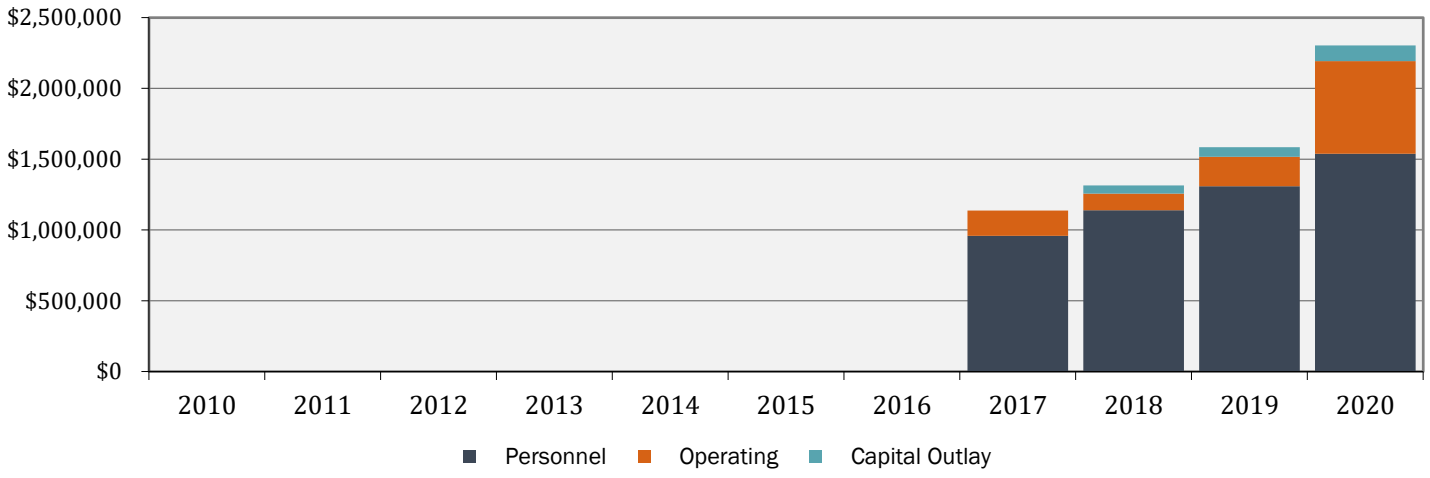
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	1,139,509	1,308,500	1,350,158	1,528,200	16.79%
Operating	117,691	222,588	170,606	654,400	194.00%
Capital	56,993	95,837	85,219	111,000	15.82%
Total	**$1,314,192**	**$1,626,925**	**$1,605,983**	**$2,393,600**	**40.98%**

Water Resources & Utility Engineering Expenditures by Type



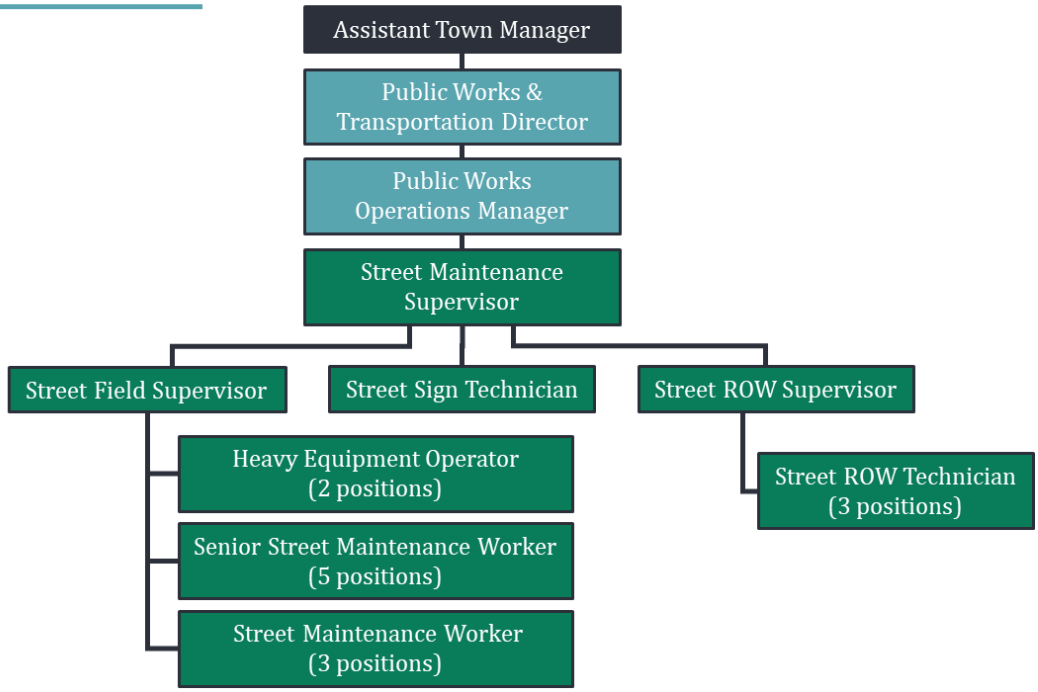
Water Resources & Utility Engineering Expenditure History



Line Item Expenditures

Water Resources Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	840,447	949,500	991,231	1,094,500	15.27%
Part-Time Salaries	-	28,500	-	-	-100.00%
FICA	60,083	75,000	75,829	83,700	11.60%
Group Insurance	122,982	120,000	141,279	178,200	48.50%
General Retirement	63,538	73,500	77,316	98,000	33.33%
401K General	42,023	47,500	49,562	54,800	15.37%
Workers Comp	10,436	14,500	14,940	19,000	31.03%
Postage	13,584	700	330	1,100	57.14%
Telephone & Communication	-	17,400	16,028	20,300	16.67%
Printing	4,406	15,400	10,733	9,900	-35.71%
Utilities	-	-	-	76,000	-
Travel and Training	9,666	15,000	10,000	14,800	-1.33%
Maintenance & Repair - Building	442	2,500	1,500	1,400	-44.00%
Maintenance & Repair - Equipment	130	1,500	1,500	500	-66.67%
Maintenance & Repair - Vehicle	7,454	8,300	7,500	8,000	-3.61%
Automotive Supplies	11,511	6,900	2,879	6,800	-1.45%
Motor Fuel	-	18,500	8,405	19,200	3.78%
Office Supplies	-	5,200	1,743	4,800	-7.69%
Departmental Supplies	17,327	10,800	9,736	9,300	-13.89%
Tech. Hardware & Accessories	-	16,000	1,640	22,500	40.63%
Meeting & Event Provisions	2,676	6,500	3,943	5,000	-23.08%
Community Outreach Materials	-	4,100	3,522	4,000	-2.44%
Uniforms	6,389	6,750	6,750	7,700	14.07%
Contracted Services	29,147	53,688	53,000	50,000	-6.87%
Personal Protective Equipment	-	3,200	2,458	3,700	15.63%
Software License & Maintenance	9,436	8,950	9,000	19,000	112.29%
Professional Services	2,500	-	-	15,000	-
Professional Services - Engineering	-	12,500	12,500	340,000	2620.00%
Dues and Subscriptions	3,023	7,500	7,442	9,200	22.67%
Operating Licenses & Permits	-	1,200	-	1,200	0.00%
Insurance - General Liability	-	-	-	5,000	-
Capital Outlay - Improvements	-	27,837	20,000	-	-100.00%
Capital Outlay - Equipment	56,993	68,000	65,219	111,000	63.24%
Total	**$ 1,314,192**	**$ 1,626,925**	**$ 1,605,983**	**$ 2,293,600**	**40.98%**

PUBLIC WORKS - STREETS



Description

The Streets division is responsible for maintaining streets and adjacent infrastructure; including pothole, utility cut, and other asphalt surface repairs; curb & gutter, sidewalk and other concrete construction and repair; street sweeping; inclement weather response and recovery; and providing support to other operations.

Recent Accomplishments

- Effectively responded to Hurricane Florence, Tropical Storm Michael, and 1 major snow storm ensuring Town roads were accessible to emergency services vehicles and personnel
- Established an annual Winter Weather Training & Preparation Week, guaranteeing that personnel are fully trained and vehicles & equipment are ready for potential upcoming winter weather
- Revised and implemented Storm Water Inspection Program processes to ensure complete inspection of 100% of Town's catch basins and flared end sections
- Responded to 363 Service Requests and completed 1668 Work Orders over the last year

Upcoming Projects

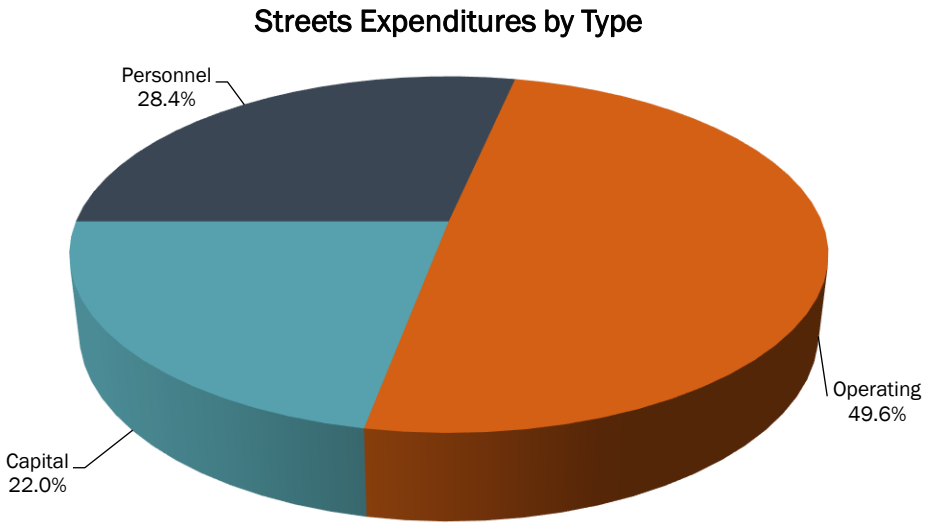
- Implement newly developed in-house training program for all street maintenance personnel
- Complete American Public Works Association Self-Assessment in preparation for accreditation review in FY 20-21
- Advocate for storm water utility fund to aid in eliminating 500+ work order backlog

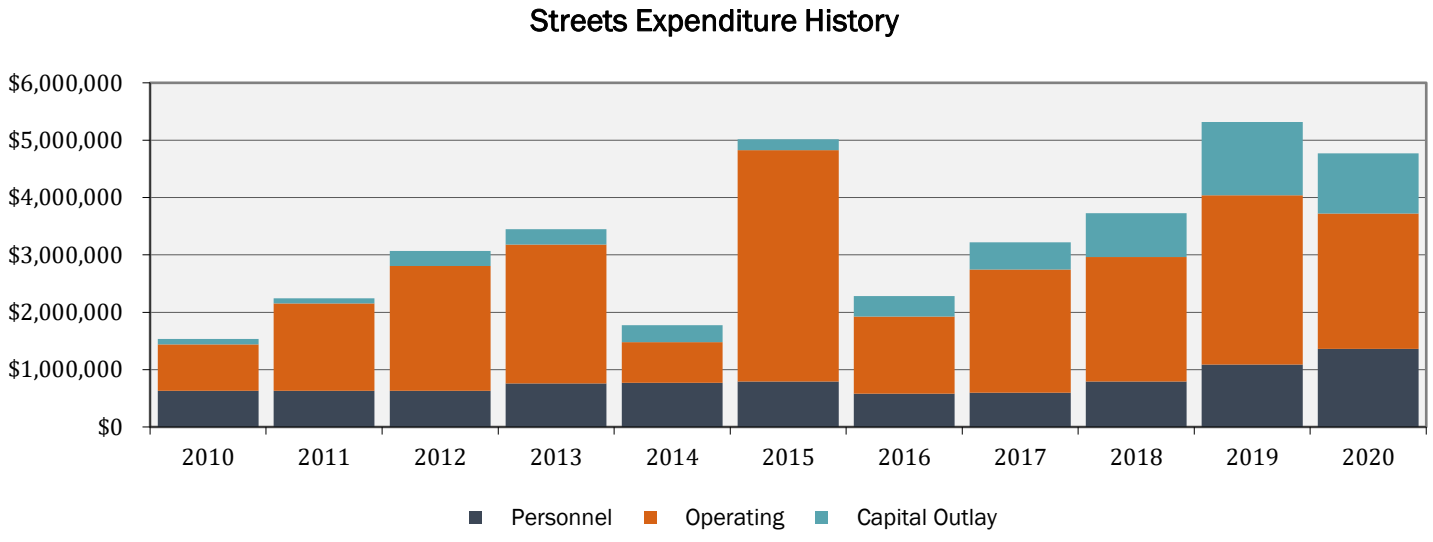
FY 2019-2020 Budget Highlights

The Streets Department budget decreased 10.62 percent in FY19-20 primarily due to a reduction in capital improvements related to pavement management. The Streets budget accounts for 9.8 percent of the General Fund budget and is equivalent to $0.061 on the tax rate. The Town plans to spend $79.86 per capita for Streets in FY19-20. Major budget changes include the addition of one new staff member, a General Maintenance Worker, and the associated onboarding costs. The budget also includes $1.6 million for annual pavement management, $300,000 for miscellaneous annual road, sidewalk and drainage projects and $437,000 for capital equipment including one vehicle addition, a road tractor, right-of-way mower, replacement backhoe, enclosed trailer and portable guard booth for road brine.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	794,357	1,088,100	1,129,460	1,348,900	23.97%
Operating	2,166,316	2,951,285	2,939,987	2,357,500	-20.12%
Capital	768,534	1,278,655	1,275,000	1,047,000	-18.12%
Total	**$3,729,207**	**$5,318,040**	**$5,344,447**	**$4,753,400**	**-10.62%**



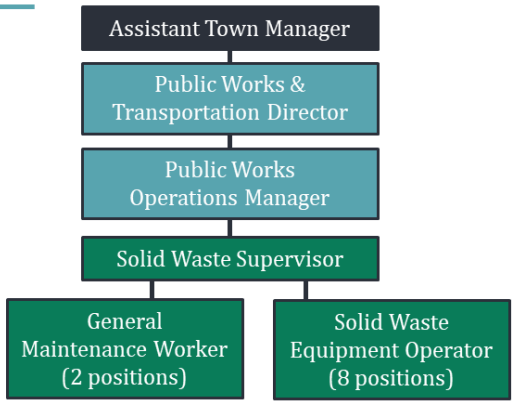


Line Item Expenditures

Streets Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	554,682	755,600	786,959	897,000	18.71%
FICA	40,383	58,000	60,202	68,700	18.45%
Group Insurance	106,429	138,000	142,520	213,000	54.35%
General Retirement	41,923	58,500	61,383	80,300	37.26%
401K General	27,723	37,700	39,348	44,900	19.10%
Workers Comp	23,217	40,300	39,048	45,000	11.66%
Postage	9,797	100	100	500	400.00%
Telephone & Communication	-	14,300	19,411	20,100	40.56%
Printing	613	500	594	500	0.00%
Utilities	157,253	-	13	-	-
Utilities-Street Lights	-	145,000	165,350	172,000	18.62%
Travel and Training	6,161	9,000	9,000	16,500	83.33%
Maintenance & Repair - Building	-	12,000	8,000	12,000	0.00%
Maintenance & Repair - Equipment	31,697	24,700	24,000	24,700	0.00%
Maintenance & Repair - Vehicle	29,904	43,644	43,000	48,500	11.13%
Rental - Equipment	-	-	-	5,000	-
Advertising	-	500	-	500	0.00%
Automotive Supplies	27,298	18,097	9,805	20,000	10.52%
Motor Fuel	-	25,181	24,766	27,500	9.21%
Office Supplies	-	500	1,521	1,000	100.00%
Departmental Supplies	141,910	135,496	92,687	163,600	20.74%
Technology Hardware & Accessories	-	5,000	5,000	5,000	0.00%
Safety Supplies	-	3,250	2,000	7,500	130.77%
Road Treatment - Salt	83,249	47,722	47,222	35,000	-26.66%
Meeting & Event Provisions	1,503	1,200	1,500	2,600	116.67%
Sign Shop Supplies	46,213	34,000	34,997	74,900	120.29%
Uniforms	12,301	10,000	11,721	10,000	0.00%
Railroad Crossing Maintenance	7,353	7,500	7,500	7,500	0.00%
Contracted Services	421,273	479,885	480,000	340,000	-29.15%
Personal Protective Equipment	-	7,600	7,500	11,500	51.32%
Contracted Services (PB)	1,180,184	1,881,710	1,900,000	1,290,000	-31.45%
Software License & Maintenance	9,172	8,300	8,200	20,800	150.60%
Professional Services	-	-	-	2,000	-
Dues and Subscriptions	435	400	400	800	100.00%
Insurance - General Liability	-	35,700	35,700	37,500	5.04%

Streets Expenditures (cont.)					
Capital Outlay - Land	53,136	-	-	-	-
Capital Outlay - Improvements	615,953	902,727	900,000	300,000	-66.77%
Capital Outlay - Equipment	99,445	375,928	375,000	437,000	16.25%
Capital Outlay	-	-	-	310,000	-
Total	**$ 3,729,207**	**$ 5,318,040**	**$ 5,344,447**	**$ 4,753,400**	**-10.62%**

PUBLIC WORKS - SOLID WASTE



Description

The Solid Waste division is responsible for solid waste management, including contractor oversight, leaf & limb collection and bulk waste collection; special materials handling and disposal; public trash collection for the Central Business District; conducting special clean-up projects; cleaning Town lots and property; inclement weather response and recovery; and providing support to other operations.

Recent Accomplishments

- Implemented Town's Web-based asset management system (Cityworks) in the field allowing personnel to track bulk item collections and identify & correct missed pickups.
- Reviewed and revised bulk items collection process resulting in a 50% increase in collection capability.
- Effectively responded to Hurricane Florence, Tropical Storm Michael, and 1 major snow storm ensuring Town roads were accessible to emergency services vehicles and personnel.

Upcoming Projects

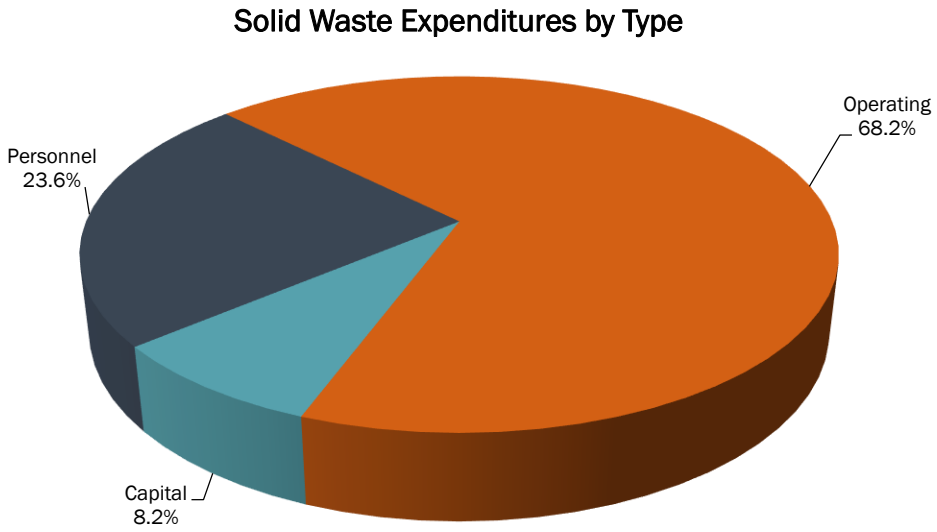
- Implement newly developed in-house training program for all solid waste personnel
- Complete American Public Works Association Self-Assessment in preparation for accreditation review in FY 20-21
- Improve route efficiencies utilizing vehicle installed Global Position Satellite (GPS) units
- Evaluate Vacuum Truck exhaust air filtration systems to reduce dust emissions

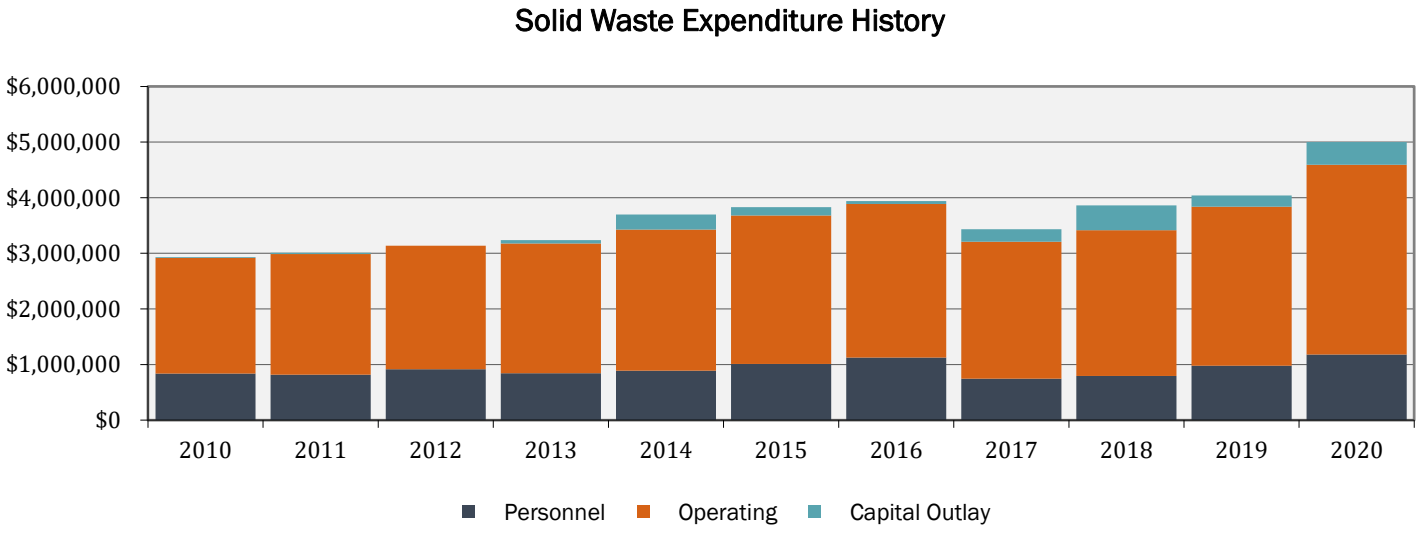
FY 2019-2020 Budget Highlights

The Solid Waste Department budget increased 23.81 percent in FY19-20. The Solid Waste budget accounts for 10.3 percent of the General Fund budget and is equivalent to $0.064 on the tax rate. The Town plans to spend $84.03 per capita for Solid Waste services in FY19-20. Major budget changes include the addition of two new staff members for an additional yard waste crew, an Equipment Operator and Maintenance Worker and the associated onboarding costs. The budget also includes just over $3 million for contracted sanitation and recycling services and $410,000 for capital equipment including an additional chipper and chipper truck, a replacement grapple truck and one vehicle addition.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	795,710	979,500	1,008,164	1,179,700	20.44%
Operating	2620,866	2,860,240	2,628,018	3,411,800	19.28%
Capital	443,470	200,000	200,000	410,000	105.00%
Total	**$3,860,046**	**$4,039,740**	**$3,863,182**	**$5,001,500**	**23.81%**

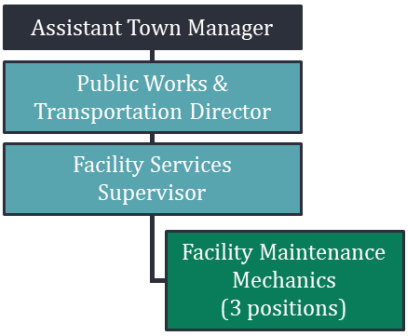




Line Item Expenditures

Solid Waste Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	547,801	651,500	688,200	778,400	19.48%
Part-Time Salaries	-	-	-	-	-
FICA	41,276	50,000	52,647	59,600	19.20%
Group Insurance	111,144	158,000	140,261	188,100	19.05%
General Retirement	41,403	50,500	53,680	69,700	38.02%
401K General	27,390	32,500	34,410	38,900	19.69%
Workers Comp	26,696	37,000	38,967	45,000	21.62%
Postage	8,178	-	-	-	-
Telephone & Communication	-	6,000	7,817	13,400	123.33%
Printing	467	500	541	500	0.00%
Travel and Training	1,269	7,650	7,600	10,100	32.03%
Maintenance & Repair - Building	-	1,000	12,000	12,000	1100.00%
Maintenance & Repair - Equipment	53,730	71,090	75,000	79,600	11.97%
Maintenance & Repair - Vehicle	47,549	46,800	46,800	50,000	6.84%
Rental - Equipment	-	-	-	500	-
Automotive Supplies	81,989	34,000	34,183	37,500	10.29%
Motor Fuel	-	94,740	67,421	74,900	-20.94%
Office Supplies	-	500	300	500	0.00%
Janitorial Supplies	-	750	500	500	-33.33%
Departmental Supplies	14,315	40,950	14,029	14,500	-64.59%
Tech. Hardware & Accessories	-	3,000	3,000	3,500	16.67%
Safety Supplies	-	-	-	1,700	-
Meeting & Event Provisions	846	600	900	3,300	450.00%
Uniforms	10,396	8,500	10,400	9,000	5.88%
Contracted Services	-	-	-	200	-
Personal Protective Equipment	-	6,525	6,500	11,200	71.65%
Software License & Maintenance	-	8,525	8,220	16,300	91.20%
Professional Services	-	-	-	-	-
Sanitation Services	2,399,991	2,464,000	2,294,630	3,022,400	22.66%
Electronics Recycling	1,907	3,500	3,698	3,800	8.57%
Landfill Tipping Fees	-	6,000	6,000	16,000	166.67%
Dues and Subscriptions	230	410	408	600	46.34%
Operating Licenses & Permits	-	-	-	300	-
Insurance - General Liability	-	55,200	28,070	29,500	-46.56%
Capital Outlay - Equipment	443,470	200,000	200,000	410,000	105.00%
Total	**$ 3,860,046**	**$ 4,039,740**	**$ 3,836,182**	**$ 5,001,500**	**23.81%**

PUBLIC WORKS - FACILITY SERVICES



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, clean, and comfortable working environment.

Recent Accomplishments

- Began converting conventional lights to high-efficiency LED lights throughout the facilities
- Upgraded first floor public restrooms at Town Hall to tile

Upcoming Projects

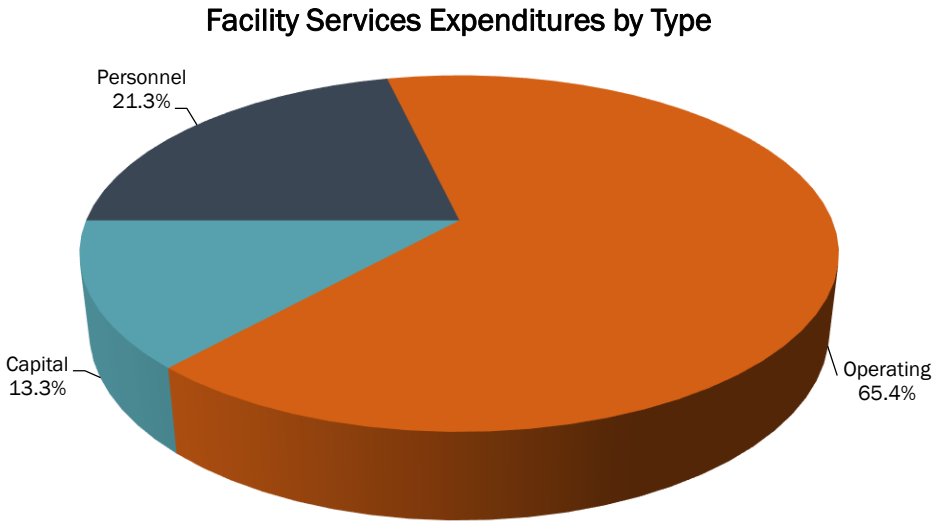
- Continue to upgrade conventional lights to LED lights
- Upgrade all heat pumps at Public Works Operations to more efficient units
- Transition to CityWorks for asset management and work flow

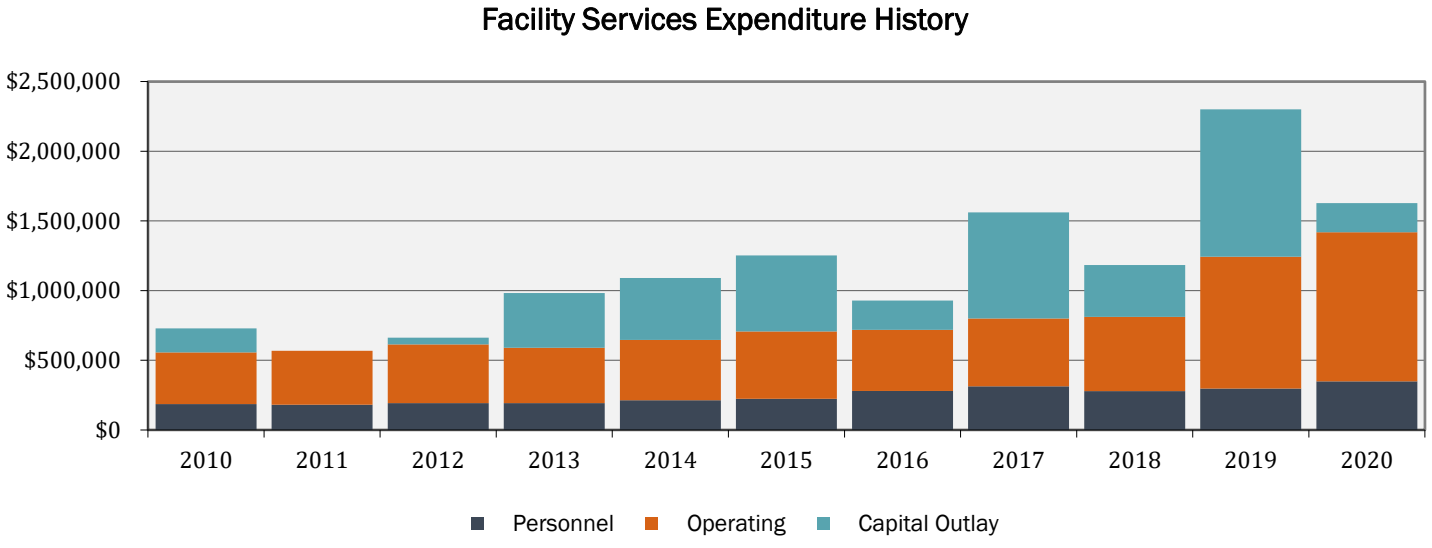
FY 2019-2020 Budget Highlights

The Facility Services Department budget decreased 28.92 percent in FY19-20 primarily due to a reduction in capital outlay. The Facility Services budget accounts for 3.4 percent of the General Fund budget and is equivalent to $0.021 on the tax rate. The Town plans to spend $27.47 per capita for Facility Services in FY19-20. Major budget changes include the addition of one new staff member, a Facility and Grounds Supervisor, and the associated onboarding costs. The budget also includes $216,800 for capital equipment and improvements including two new vehicle additions, replacement of HVAC systems at the Community Center, building automation system upgrades, redesign of the garage first floor and air circulation system at the police department.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	278,821	296,700	234,991	348,700	17.53%
Operating	532,529	946,122	913,801	1,069,500	13.04%
Capital	372,308	1,057,510	1,057,500	216,800	-79.50%
Total	**$1,183,658**	**$2,300,332**	**$2,206,293**	**$1,635,000**	**-28.92%**

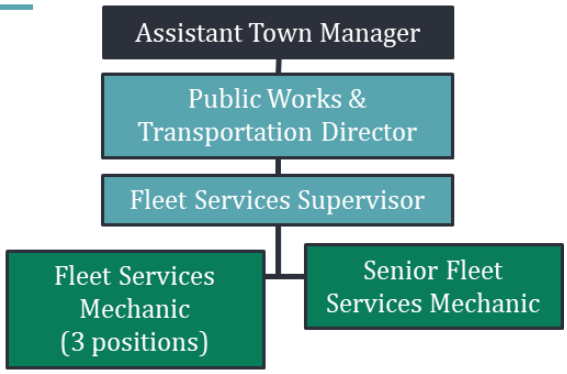




Line Item Expenditures

Facility Services Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	202,664	207,800	166,629	235,900	13.52%
Part-Time Salaries	130	-	-	-	-
FICA	15,060	15,900	12,747	18,100	13.84%
Group Insurance	29,850	39,000	27,562	51,600	32.31%
General Retirement	15,314	16,500	12,997	21,100	27.88%
401K General	10,133	10,500	8,331	11,800	12.38%
Workers Comp	5,670	7,000	6,725	10,200	45.71%
Postage	2,022	100	50	100	0.00%
Telephone & Communication	-	5,900	2,165	3,700	-37.29%
Printing	2,828	3,700	6,047	8,200	121.62%
Utilities	83,951	80,000	86,510	92,000	15.00%
Travel and Training	2,797	4,000	2,500	8,900	122.50%
Maintenance & Repair - Building	109,967	193,417	193,000	257,900	33.34%
Building Maintenance - Depot	9,971	15,500	15,000	20,000	29.03%
Maintenance & Repair - Equipment	476	15,000	15,000	17,200	14.67%
Maintenance & Repair - Vehicle	2,211	2,000	2,200	2,000	0.00%
Rental - Equipment	105	1,000	250	2,000	100.00%
Automotive Supplies	2,047	2,000	2,000	500	-75.00%
Motor Fuel	-	2,000	2,029	2,000	0.00%
Office Supplies	-	500	800	1,000	100.00%
Janitorial Supplies	-	250	200	1,000	300.00%
Departmental Supplies	24,721	15,725	15,000	25,100	59.62%
Technology Hardware & Accessories	-	7,000	7,000	12,500	78.57%
Safety Supplies	96	500	400	600	20.00%
Meeting & Event Provisions	3,451	3,000	3,000	1,000	-66.67%
Uniforms	2,059	4,264	2,100	9,200	115.76%
Contracted Services	277,805	535,416	535,000	564,200	5.38%
Personal Protective Equipment	-	1,400	1,650	3,100	121.43%
Software License & Maintenance	6,846	8,150	8,000	9,700	19.02%
Professional Services	-	3,000	2,500	3,200	6.67%
Sanitation Services	-	22,400	-	-	-100.00%
Lease Payments	1,066	1,300	1,200	11,500	784.62%
Dues and Subscriptions	110	500	200	2,400	380.00%
Insurance - General Liability	-	18,100	10,000	10,500	-41.99%
Capital Outlay - Improvements	316,750	1,031,562	1,031,500	136,800	-86.74%
Capital Outlay - Equipment	54,154	25,948	26,000	80,000	208.31%
Total	**$ 1,183,658**	**$ 2,300,332**	**$ 2,206,293**	**$ 1,635,000**	**-28.92%**

PUBLIC WORKS - FLEET SERVICES



Description

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

Recent Accomplishments

- Provided a new vehicle replacement worksheet to directors with costs for both a three-year and five-year replacement plan
- Improved vehicle replacement worksheets provided to all directors which included a more inclusive 3 and 5 year maintenance costs
- Improved forms for vehicle write-ups which improved internal customer service and communication

Upcoming Projects

- Continue to improve customer service
- Successfully maintain the CAT machinery in order to limit use of preventative maintenance contract with outside vendors

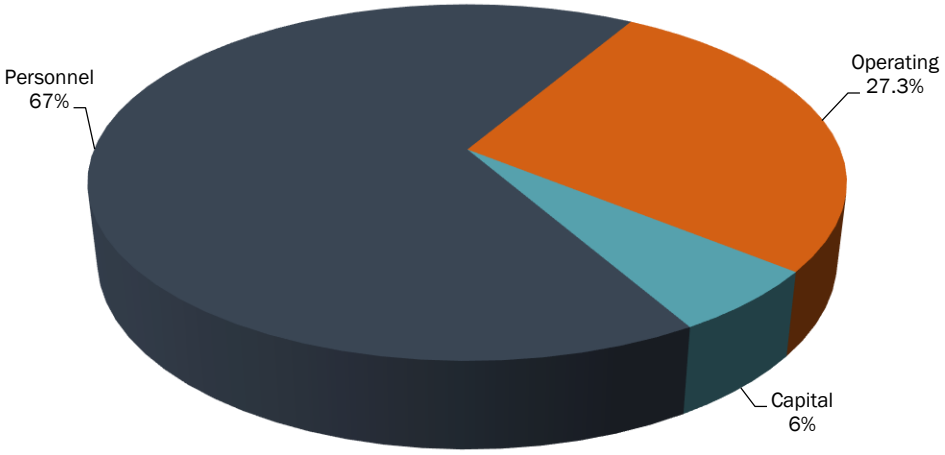
FY 2019-2020 Budget Highlights

The Fleet Services Department budget decreased 5.85 percent in FY19-20 primarily due to a transfer of a mechanic position to Facility Services. The Fleet Services budget accounts for one percent of the General Fund budget and is equivalent to $0.006 on the tax rate. The Town plans to spend $8.47 per capita for Fleet Services in FY19-20. Major budget changes include $29,400 for capital equipment including a tire balancer, vehicle lift, and floor cleaning machine.

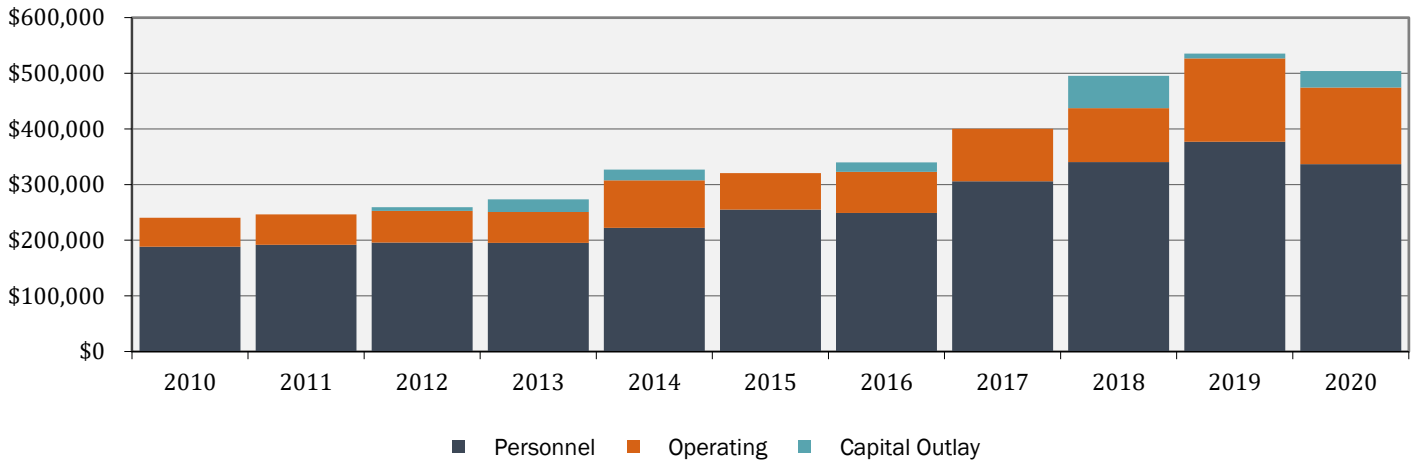
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	340,267	377,000	343,928	336,700	-10.69%
Operating	97,064	149,836	130,891	137,800	-8.03%
Capital	58,167	8,400	7,900	29,400	250.000%
Total	**$495,499**	**$535,236**	**$482,719**	**$503,900**	**-5.85%**

Fleet Services Expenditures by Type



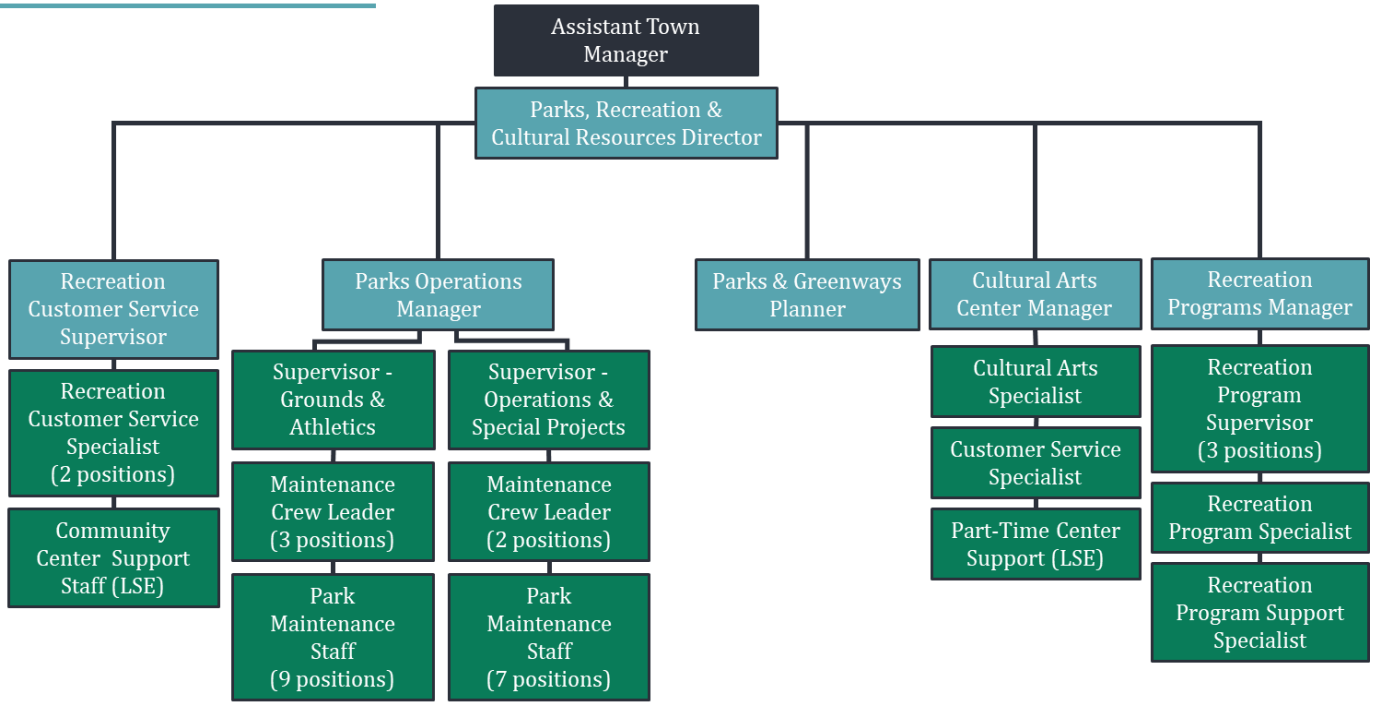
Fleet Services Expenditure History



Line Item Expenditures

Fleet Services Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	241,296	265,000	242,004	231,900	-12.49%
FICA	18,116	20,500	18,513	17,700	-13.66%
Group Insurance	43,364	48,200	43,953	46,200	-4.15%
General Retirement	18,241	20,500	18,876	20,800	1.46%
401K General	12,065	13,200	12,100	11,600	-12.12%
Workers Comp	7,186	9,600	8,481	8,500	-11.46%
Postage	3,391	-	50	100	-
Telephone & Communication	-	5,350	3,152	3,800	-28.97%
Printing	2,240	1,600	2,129	1,400	-12.50%
Travel and Training	2,373	6,300	4,890	10,000	58.73%
Maintenance & Repair - Building	-	2,500	3,000	6,000	140.00%
Maintenance & Repair - Equipment	987	3,000	2,500	3,000	0.00%
Maintenance & Repair - Vehicle	3,728	3,000	3,500	3,000	0.00%
Rental - Equipment	-	-	-	-	-
Automotive Supplies	3,219	3,000	2,172	3,000	0.00%
Motor Fuel	-	3,500	1,463	2,000	-42.86%
Office Supplies	-	1,000	1,263	1,000	0.00%
Janitorial Supplies	-	200	13	200	0.00%
Departmental Supplies	37,324	25,300	26,990	28,200	11.46%
Technology Hardware & Accessories	-	11,400	11,400	2,500	-78.07%
Meeting & Event Provisions	314	400	595	1,000	150.00%
Uniforms	4,518	5,644	3,014	5,500	-2.55%
Contracted Services	13,022	18,992	19,000	13,700	-27.86%
Personal Protective Equipment	-	2,500	1,754	2,400	-4.00%
Software License & Maintenance	25,423	31,150	31,200	37,200	19.42%
Professional Services	-	-	-	-	-
Dues and Subscriptions	525	1,000	600	1,000	0.00%
Insurance - General Liability	-	24,000	12,204	12,800	-46.67%
Capital Outlay - Improvements	45,602	-	-	-	-
Capital Outlay - Equipment	12,565	8,400	7,900	29,400	250.00%
Total	**$ 495,499**	**$ 535,236**	**$ 482,719**	**$ 503,900**	**-5.85%**

PARKS, RECREATION & CULTURAL RESOURCES



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, and Cultural Resources department includes 35 approved full-time positions and engages with over 100 contractors, part-time staff, and volunteers. The department is responsible for maintaining and overseeing approximately 407 acres of active park land as well as 163 acres of undeveloped park land, the Cultural Arts Center, the Community Center, the Skate Plaza, two Dog Parks, and approximately 11 miles of developed public greenways.

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

Recent Accomplishments

- Completion of safety training for Active Shooter as well as CPR/First Aid/AED
- Addition of solar film to all Apex Community Center exterior windows
- Successfully updated Emergency PA announcement system at Apex Community Center
- Received $1,000,000 in LAPP funding for the Beaver Creek Greenway Connection
- Completed internal renovations at the Apex Community Center.

- Increased participation in Youth Athletics, Adult Athletics, Senior Programs, and Specialized Recreation
- Added an additional 3 miles of public greenways via the Town's Land Dedication / Development Ordinances
- Opened the Town of Apex Section of the White Oak Creek Greenway from Green Level Church Road to the American Tobacco Trail.
- Added equipment and renovated a portion of Kids Town Playground at Kelly Road Park
- Redesign of Disc Golf Course at Apex Nature Park

Upcoming Projects

- New Personnel: Team Leader – Grounds Maintenance (1), Park Attendants (2)
- Complete construction documents and begin construction on Phase I of Pleasant Park / Develop Operational Plan for the facility
- Begin construction on the Community Center Expansion / Senior Center
- Complete Donation/Gift/Sponsorship Opportunities for Pleasant Park and Community Center Expansion
- Complete Policy & Procedures Review / Fees and Charges Review
- Prepare performance bond and warranty bond notifications and tracking for developer-constructed greenways
- Begin construction on Phase I of Beaver Creek greenway connection between Kelly Road Park and Nature Park
- Begin construction on Phase I of the Middle Creek Greenway
- Implement summer track and field program
- Implement 35+ adult soccer league
- Implement full-day camp program
- Completion of the Greenway and Parks Publication and app development

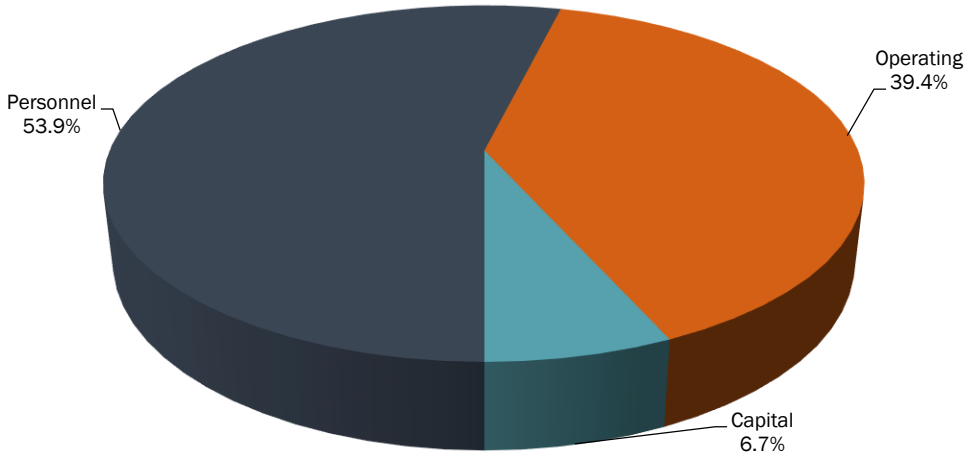
FY 2019-2020 Budget Highlights

The Parks, Recreation & Cultural Resources Department budget decreased 4.01 percent in FY19-20 primarily related to a decrease in capital improvements for park amenities and renovation of offices in the Community Center. The Parks, Recreation & Cultural Resources budget accounts for 10.6 percent of the General Fund budget and is equivalent to $0.066 on the tax rate. The Town plans to spend $86.44 per capita for Parks, Recreation & Cultural Resources in FY19-20. Major budget changes include the addition of three new staff members, a Grounds Maintenance Team Leader and two Park Attendants, and the associated onboarding costs. The budget also includes $120,000 in professional services for engineering related to Salem Pond and the Beaver Creek Greenway, $290,000 in capital improvements for stream restoration, the skate plaza and installation of playground shade structures and $51,500 for capital equipment including one vehicle addition and mower for greenways.

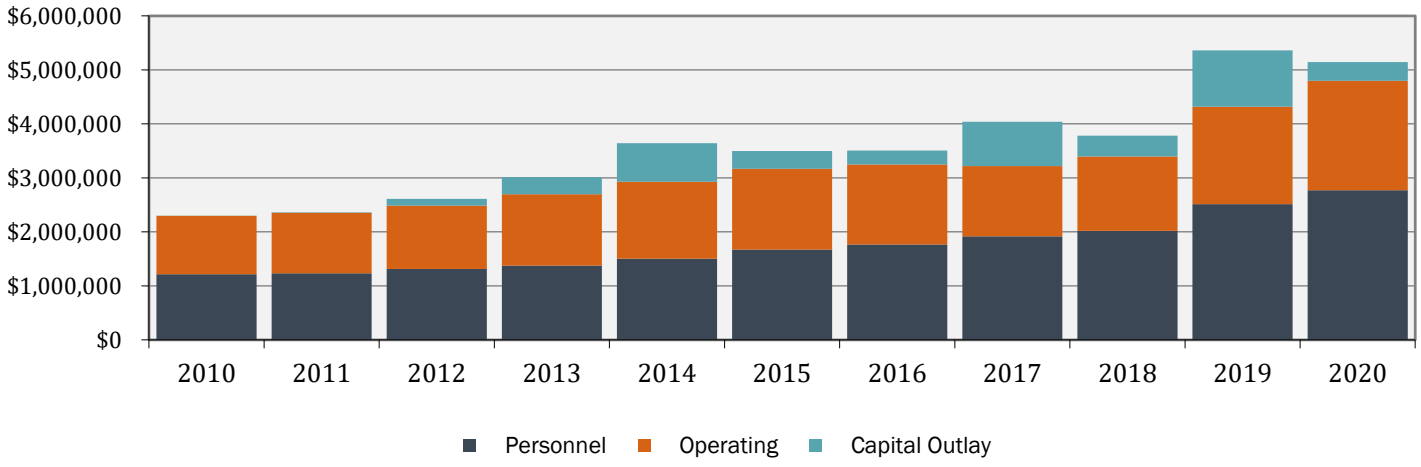
Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	2,018,105	2,512,500	2,570,437	2,771,500	10.31%
Operating	1,379,409	1,805,543	1,670,484	2,027,000	12.27%
Capital	384,403	1,041,860	756,500	346,500	-66.74%
Total	**$3,781,918**	**$5,359,903**	**$4,997,420**	**$5,145,000**	**-4.01%**

Parks, Recreation & Cultural Resources Expenditures by Type



Parks, Recreation & Cultural Resources Expenditure History

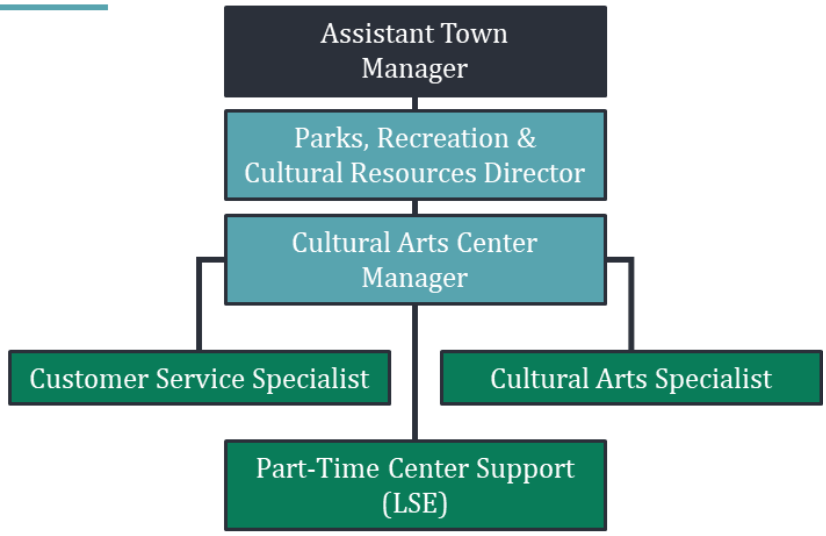


Line Item Expenditures

Parks, Recreation & Cultural Resources Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	1,235,385	1,570,500	1,582,696	1,675,200	6.67%
Part-Time Salaries	274,332	265,000	331,789	315,000	18.87%
FICA	110,850	132,000	146,458	152,300	15.38%
Group Insurance	214,334	303,500	265,408	352,200	16.05%
General Retirement	93,381	121,500	123,450	150,000	23.46%
401K General	61,769	77,000	79,135	83,800	8.83%
Workers Comp	28,054	43,000	41,500	43,000	0.00%
Postage	17,729	6,200	4,000	3,500	-43.55%
Telephone & Communication	-	19,500	20,553	23,800	22.05%
Printing	28,570	30,450	20,084	27,300	-10.34%
Utilities	151,753	147,950	134,624	158,200	6.93%
Travel and Training	16,987	26,100	20,000	29,800	14.18%
Maintenance & Repair - Building	78,801	71,025	76,000	202,200	184.69%
Maintenance & Repair - Equipment	25,094	20,000	18,000	16,000	-20.00%
Maintenance & Repair - Vehicle	4,238	10,000	8,000	10,000	0.00%
Rental - Equipment	12,547	14,500	14,500	16,500	13.79%
Rental - Vehicle	-	-	-	1,500	-
Rental - Facilities	22,624	32,000	35,500	36,000	12.50%
Advertising	10,805	10,705	10,500	10,800	0.89%
Automotive Supplies	27,733	13,400	8,496	13,000	-2.99%
Motor Fuel	-	24,000	32,000	40,000	66.67%
Office Supplies	-	20,900	2,770	12,300	-41.15%
Janitorial Supplies	-	37,000	42,129	45,000	21.62%
Departmental Supplies	366,699	263,505	233,503	282,500	7.21%
Technology Hardware & Accessories	-	37,000	37,000	42,500	14.86%
Athletic Supplies	-	95,100	100,421	98,300	3.36%
Senior Activities	25,114	123,375	100,000	133,800	8.45%
Meeting & Event Provisions	2,277	8,775	5,455	8,900	1.42%
Community Outreach Materials	-	-	-	2,500	-
Uniforms	5,646	7,100	8,462	9,800	38.03%
Contracted Services	569,692	188,458	190,000	157,300	-16.53%
Personal Protective Equipment	135	18,750	5,987	14,100	-24.80%
Software License & Maintenance	2,940	10,450	13,500	17,500	67.46%
Contracted Services - Instructors	-	414,600	415,000	432,600	4.34%
Professional Services	8,094	36,328	35,000	22,400	-38.34%
Professional Services - Engineering	-	54,472	45,000	120,000	120.30%

Parks, Recreation & Cultural Resources Expenditures (cont.)					
Sanitation Services	-	2,000	-	3,000	50.00%
Dues and Subscriptions	1,931	3,600	2,000	2,300	-36.11%
Insurance - General Liability	-	58,300	32,000	33,600	-42.37%
Capital Outlay - Land	164,266	-	-	-	-
Capital Outlay - Easements	-	5,000	-	5,000	0.00%
Capital Outlay - Improvements	160,364	940,360	660,000	290,000	-69.16%
Capital Outlay - Equipment	59,773	96,500	96,500	51,500	-46.63%
Total	**$ 3,781,918**	**$ 5,359,903**	**$ 4,997,420**	**$ 5,145,000**	**-4.01%**

CULTURAL ARTS CENTER



Mission

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

Description

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

Recent Accomplishments

- Helped implement the first year projects of Public Arts Policy and Action Plan
- Updated Special Event application process and guidelines
- Enhanced the theater by upgrading projector and resurfacing the wood floor and stairs, and enhanced the gallery and offices spaces with carpet replacement
- Established a successful internship program which provided mutually beneficial accomplishments of goals and programing
- Produced and co-sponsored multiple special events with attendance over 25,000 for these events; set attendance records for Latino and Russian Festivals as they continue to grow
- Presented a 5 month summer series of 16 concerts and movies at Apex Nature Park and partnered with Apex Downtown Business Association to offer "Final Friday" concerts at the Depot
- Hosted 12 different gallery art shows featuring over 100 different artists with gallery openings being attended by over 2,000 viewers on opening nights

- Use of the facility by the public as consistently grown with a total visitation of 32,425 (average of 2,702 per month) for programs and events

Upcoming Projects

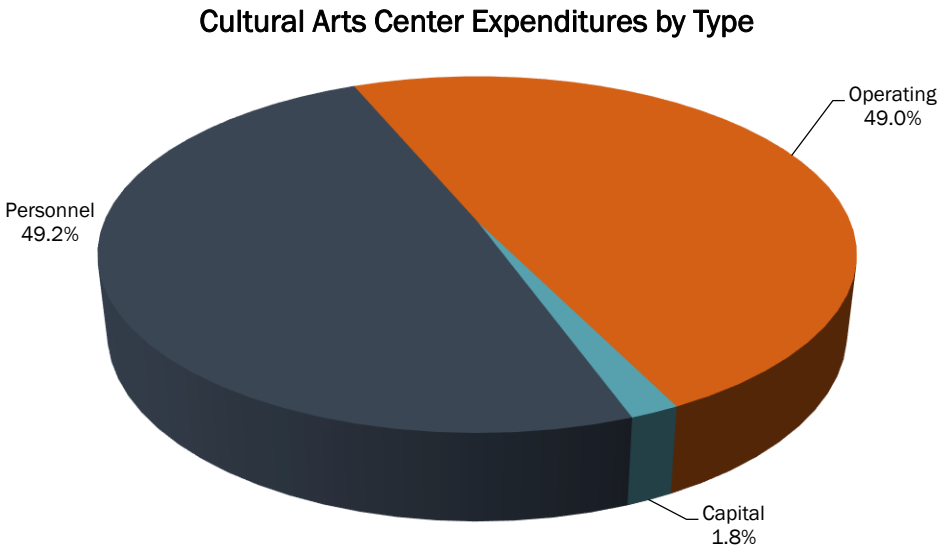
- Continue upgrading our visitor movie experience by replacing parts of 11+ year old audio/visual equipment in sound booth
- Continue to migrate to 100% LED lighting in the theater
- Replace/repair theater screen
- Continue to develop internship program with one or more of the NC universities that provide degrees/programs in arts administration to work specifically with the Halle Cultural Arts Center
- Complete Policy and Procedures Review

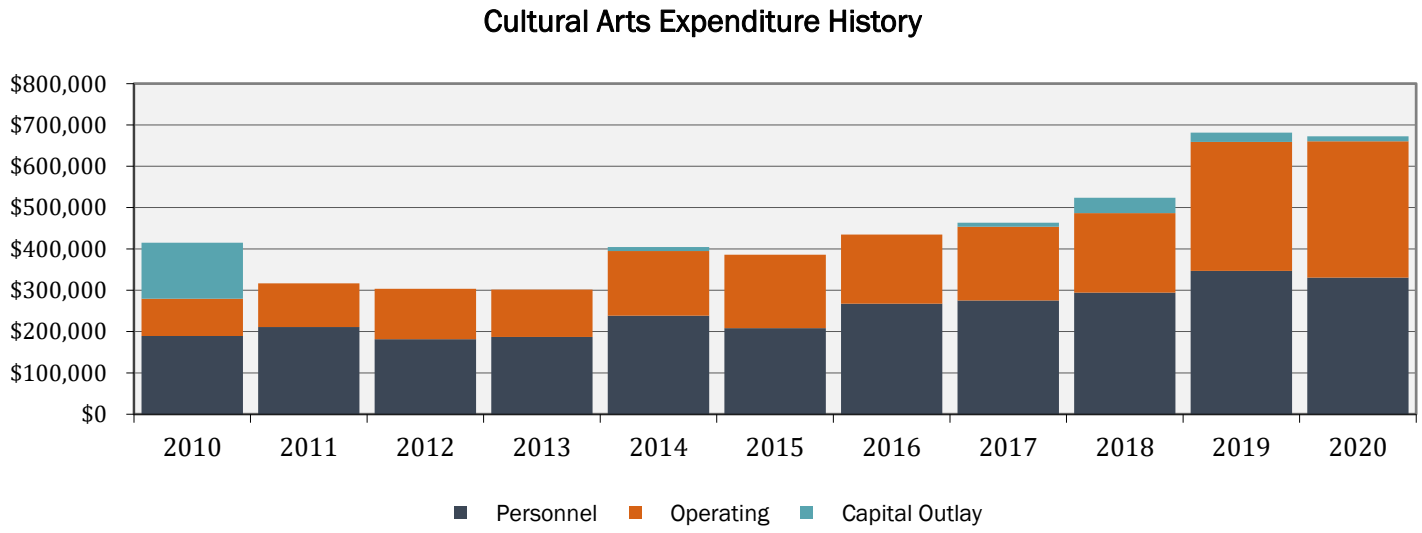
FY 2019-2020 Budget Highlights

The Cultural Arts Center Department budget decreased 1.25 percent in FY19-20 primarily due to a reduction in Technology Hardware related to computer replacements and capital equipment. The Cultural Arts Center budget accounts for 1.4 percent of the General Fund budget and is equivalent to $0.009 on the tax rate. The Town plans to spend $11.31 per capita for the Cultural Arts Center in FY19-20. Major budget changes include $31,000 for a Public Art Walk and $12,000 in capital equipment for a replacement screen.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	294,365	346,800	325,220	331,300	-4.47%
Operating	192,137	312,059	306,745	329,700	5.65%
Capital	37,279	22,681	21,378	12,000	-47.09%
Total	**$523,781**	**$681,540**	**$653,343**	**$673,000**	**-1.25%**





Line Item Expenditures

Halle Cultural Arts Center Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	179,375	223,600	202,759	198,200	-11.36%
Part-Time Salaries	46,217	42,500	44,671	51,000	20.00%
FICA	17,013	20,500	18,928	19,100	-6.83%
Group Insurance	25,652	28,000	28,254	31,000	10.71%
General Retirement	13,555	17,300	15,815	17,700	2.31%
401K General	8,966	11,200	10,138	9,900	-11.61%
Workers Comp	3,585	3,700	4,655	4,400	18.92%
Postage	1,580	1,250	1,250	1,300	4.00%
Telephone & Communication	-	1,125	1,086	400	-64.44%
Printing	5,167	5,700	6,046	5,200	-8.77%
Utilities	19,278	22,000	17,452	22,000	0.00%
Travel and Training	203	1,150	1,000	1,000	-13.04%
Maintenance & Repair - Building	43,581	55,475	55,000	57,000	2.75%
Maintenance & Repair - Equipment	1,217	2,500	2,500	3,500	40.00%
Rental - Facilities	-	-	-	1,000	-
Advertising	10,628	24,459	22,829	30,500	24.70%
Office Supplies	-	1,650	565	1,700	3.03%
Janitorial Supplies	-	700	329	700	0.00%
Departmental Supplies	13,707	8,314	6,482	14,400	73.20%
Technology Hardware & Accessories	-	11,620	11,620	-	-100.00%
Meeting & Event Provisions	1,133	5,750	2,132	6,400	11.30%
Uniforms	-	525	250	500	-4.76%
Contracted Services	92,337	14,191	25,000	2,100	-85.20%
Software License & Maintenance	2,081	2,400	3,004	4,400	83.33%
Contracted Services - Instructors	-	116,200	116,200	143,000	23.06%
Professional Services	-	2,500	-	100	-96.00%
Dues and Subscriptions	1,224	3,550	3,000	3,500	-1.41%
Special Programs - Public Art	-	31,000	31,000	31,000	0.00%
Capital Outlay - Improvements	37,279	1,301	-	-	-100.00%
Capital Outlay - Equipment	-	21,380	21,378	12,000	-43.87%
Total	**$ 523,781**	**$ 681,540**	**$ 653,343**	**$ 673,000**	**-1.25%**

General Fund Non-Departmental					
Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Cemetery					
Departmental Supplies	-	300	-	-	-100%
Contracted Services	22,660	25,000	23,000	30,500	22.00%
Professional Services	8,058	5,000	5,000	2,000	-60.00%
Capital Outlay	-	-	-	25,000	-
Total	**$ 30,718**	**$ 30,300**	**$ 28,000**	**$ 57,500**	**89.77%**

Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Special Appropriations					
Apex Farmer's Market	5,000	10,000	10,000	10,000	0.00%
Transitions Life Care	5,000	5,000	5,000	5,000	0.00%
Apex Downtown Business Association	10,000	10,000	10,000	10,000	0.00%
Apex Arts Council	-	-	-	-	-
Apex Historical Society	-	-	-	7,000	-
SAFEChild	-	8,000	8,000	9,000	12.50%
Western Wake Crisis Ministries	-	10,000	10,000	10,000	0.00%
White Oak Foundation	-	-	-	6,000	-
CAPA	-	-	-	500	-
Chamber of Commerce	2,113	2,000	1,800	2,000	0.00%
Downtown Development	-	30,000	20,000	30,000	0.00%
Downtown Advertising	5,000	5,000	5,000	5,000	0.00%
Total	**$ 27,113**	**$ 80,000**	**$ 69,800**	**$ 94,500**	**18.13%**

Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Debt Service					
Principal	3,869,855	2,923,800	2,903,793	3,000,800	2.63%
Interest	778,397	1,700,300	1,666,127	1,511,700	-11.09%
Bond Issuance Costs	233,682	-	-	-	-
Total	**$ 4,881,933**	**$ 4,624,100**	**$ 4,569,920**	**$ 4,512,500**	**-2.41%**

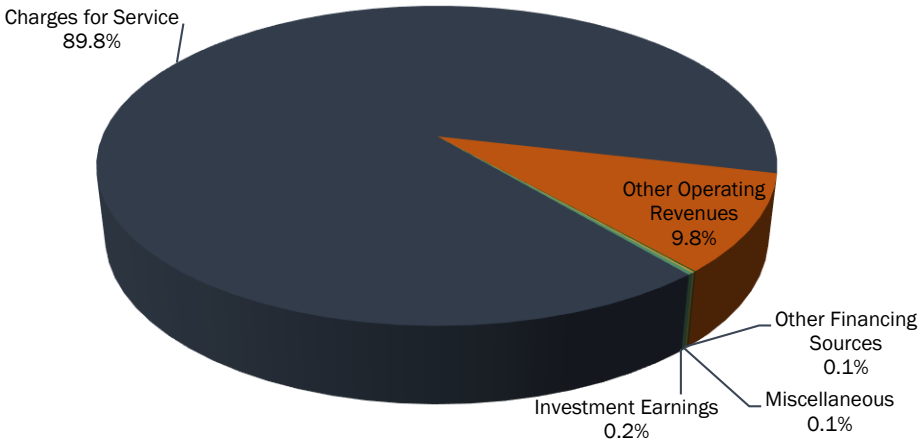
Account Description	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Other Uses					
Payment to Refund Debt	-	-	-	-	-
Transfer to General Capital Projects	367,400	2,102,000	1,522,000	1,600,000	-23.88%
Transfer to Street Project	371,000	174,400	174,400	977,200	460.32%
Transfer to Perry Library	-	-	580,000	-	-
Transfer to Recreation Project	-	-	-	-	-
Total	**$ 738,400**	**$ 2,276,400**	**$ 2,276,400**	**$ 2,577,200**	**13.21%**

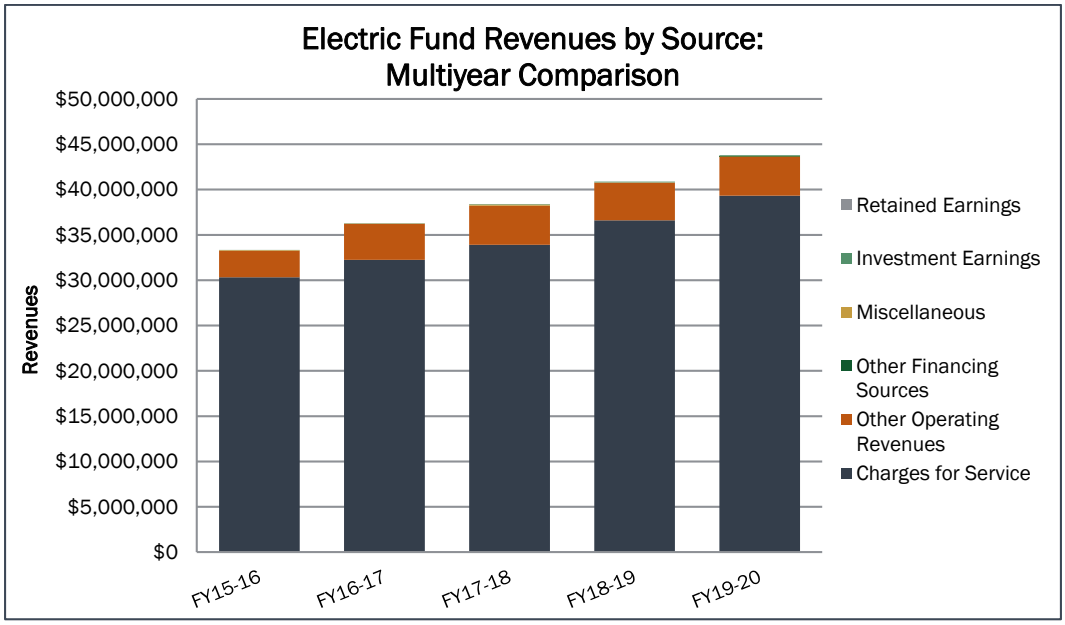
Account Description	FY17-18 Actual	FY18-19 Budget	FY18-19 Estimate	FY19-20 Budget	Percent Change
Contingency					
Contingency	-	100,000	-	150,000	50.00%
Total	**-**	**$ 100,000**	**-**	**$ 150,000**	**50.00%**

Revenues by Source

Electric Fund Revenues by Source					
Source	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Charges for Service	33,914,919	35,099,200	36,606,377	39,322,200	12.03%
Other Operating Revenues	4,302,871	4,610,300	4,157,154	4,302,600	-6.67%
Other Financing Sources	-	30,000	-	30,000	0.00%
Miscellaneous	145,997	140,000	26,397	45,000	-67.86%
Investment Earnings	52,509	35,000	100,000	100,000	185.71%
Retained Earnings	-	1,034,322	-	-	-100.00%
Total	**$38,416,296**	**$40,948,822**	**$40,889,928**	**$43,799,800**	**6.96%**

Electric Fund Revenues by Source FY19-20





Source Descriptions

Charges for Service

Electric charges account for 89.8 percent of Electric Fund revenues. Electric consumption by citizens and other customers generates these revenues. The town has a residential base charge of $15.05 and a per kWh energy charge of $.0993 for November through June and $.1029 for July through October. Electric charges, along with penalties and reconnection fees account for $39.3 million in the FY19-20 Electric Fund budget.

Other Operating Revenues

The town collects sales tax on utility charges and collects fees to offset the cost of system expansion and installing new meters. These revenues account for $4.3 million in the FY19-20 Electric Fund budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for $30,000 in the FY19-20 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 $100,000 in the FY19-20 Electric Fund budget.

Miscellaneous

Miscellaneous revenues in the Electric Fund include revenues that do not easily fit into other categories. Miscellaneous revenues account for $45,000 in FY19-20.

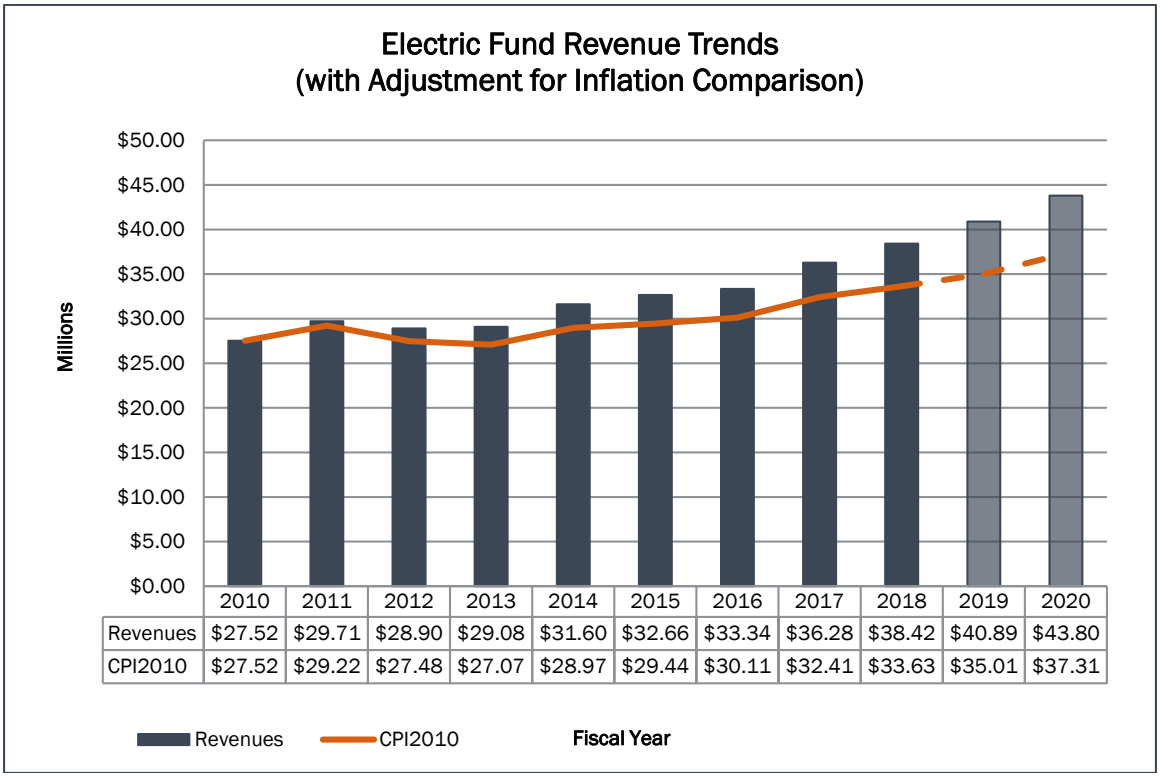
Retained Earnings Appropriated

Allocations from retained earnings represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no retained earnings appropriations in the FY19-20 budget.

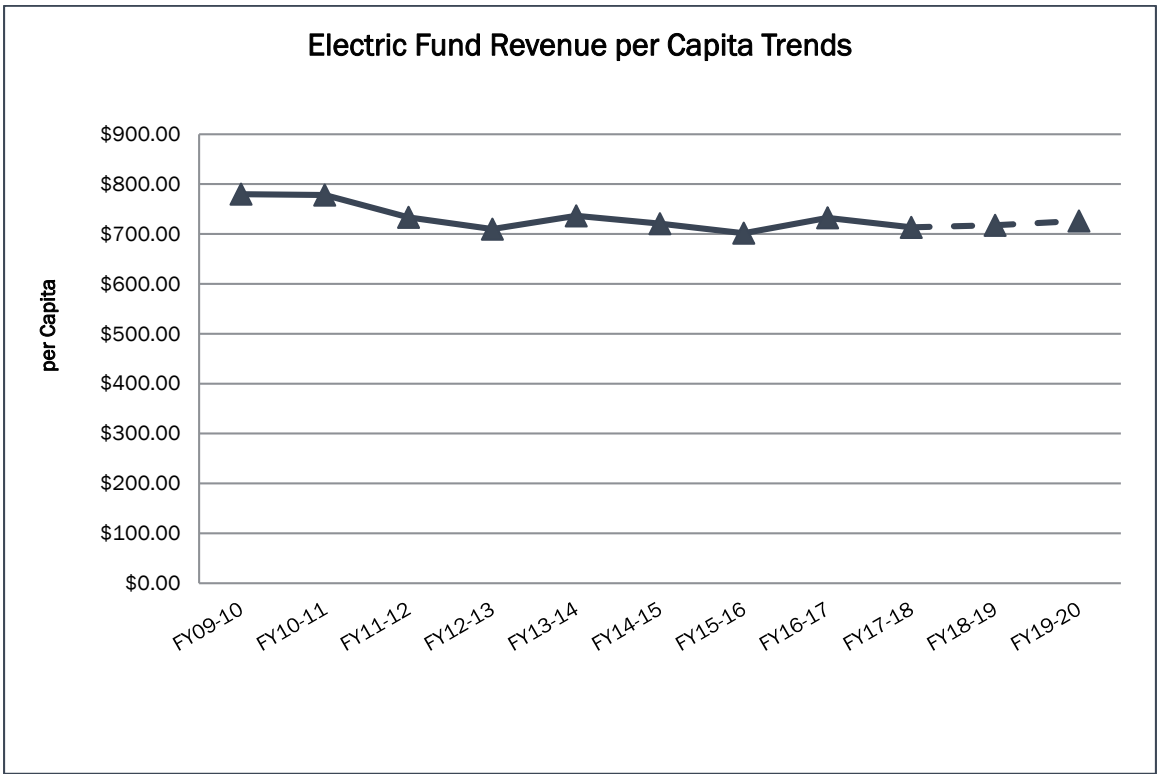
Revenues by Line Item

Electric Fund Revenues					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Sales - Residential	22,670,043	23,415,600	24,881,417	26,762,000	14.29%
Sales - Demand	1,883,739	1,931,600	1,956,142	2,090,600	8.23%
Sales - Commercial	9,247,314	9,629,500	9,528,818	10,184,600	5.76%
Sales Tax	2,358,577	2,445,300	2,539,495	2,732,600	11.75%
Reconnection Fees	39,275	47,500	40,000	25,000	-47.37%
Service Initiation Fees	-	-	40,000	60,000	-
Penalties	74,547	75,000	160,000	200,000	166.67%
Underground Primary	1,079,644	1,235,000	555,612	520,000	-57.89%
Underground Secondary	678,205	740,000	831,692	800,000	8.11%
Electric Meters	186,444	180,000	230,355	250,000	38.89%
Pole Rent - BellSouth	-	10,000	-	-	-100.00%
Interest Earned	52,509	35,000	100,000	100,000	185.71%
Miscellaneous Revenue	55,293	140,000	26,397	45,000	-67.86%
Mutual Aid	90,704	-	-	-	-
Sale of Capital Assets	-	30,000	-	30,000	0.00%
Fund Bal. Budget	-	250,000	-	-	-100.00%
Fund Bal. Amend	-	25,800	-	-	-100.00%
Fund Bal. PO Carryover	-	758,522	-	-	-100.00%
Total	**$38,416,296**	**$40,948,822**	**$40,889,928**	**$43,799,800**	**6.96%**

Revenue Trends



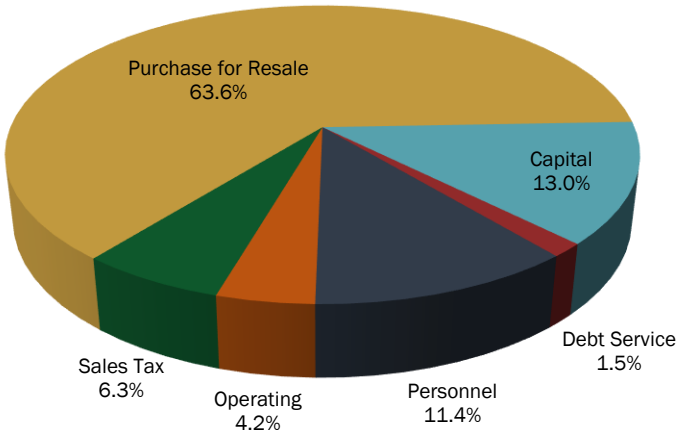
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$27.52	$29.71	$28.90	$29.08	$31.60	$32.66	$33.34	$36.28	$38.42	$40.89	$43.80
CPI2010	$27.52	$29.22	$27.48	$27.07	$28.97	$29.44	$30.11	$32.41	$33.63	$35.01	$37.31

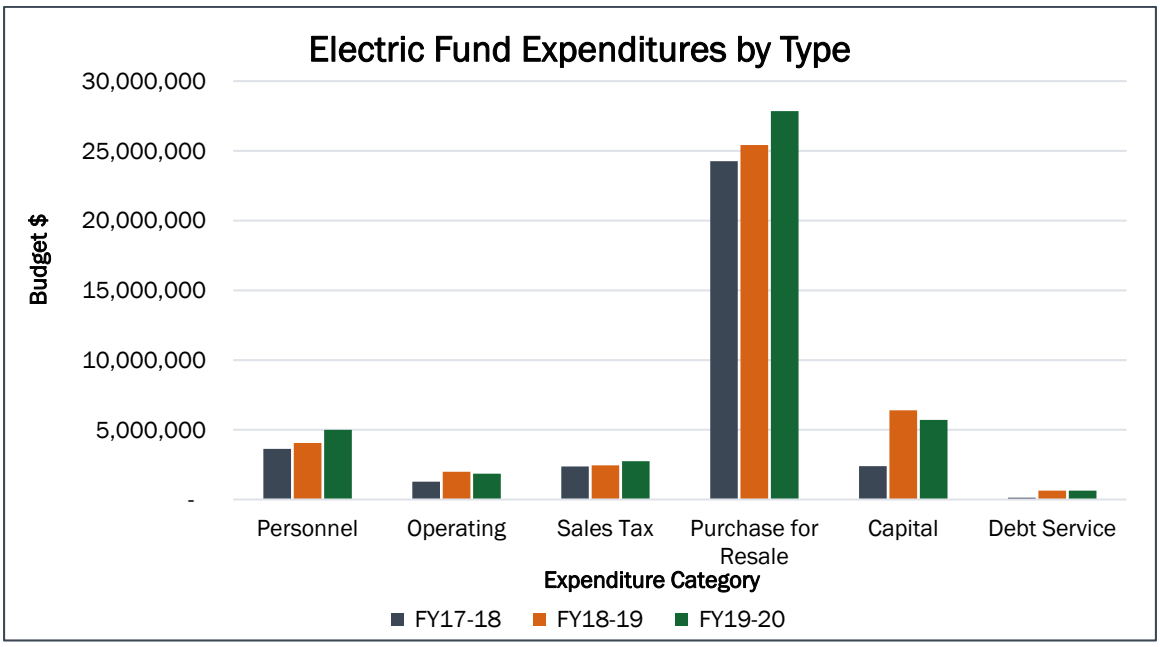


Expenditures by Type

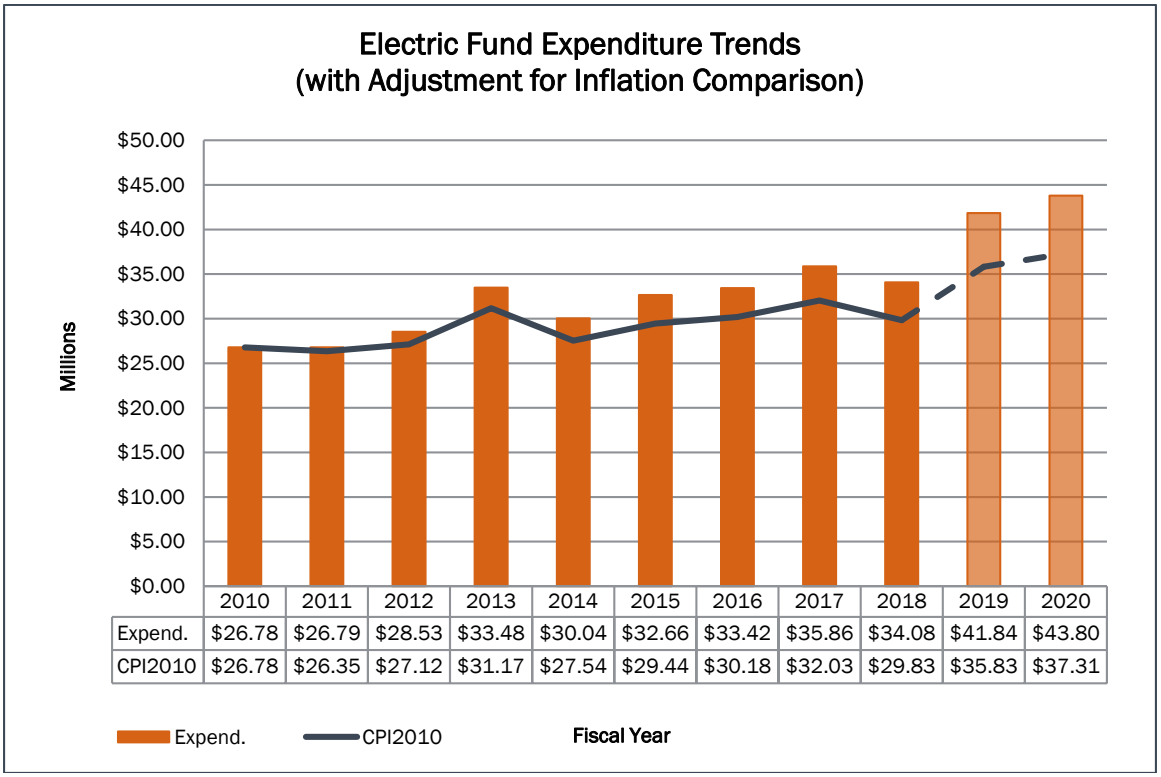
Electric Fund Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	3,631,131	4,059,100	4,086,047	4,999,600	23.17%
Operating	1,282,081	1,990,700	1,836,482	1,849,100	-7.11%
Sales Tax	2,372,391	2,445,300	2,745,582	2,749,000	12.42%
Purchase for Resale	24,260,452	25,418,200	26,100,000	27,858,400	9.60%
Capital	2,394,419	6,396,622	6,433,000	5,704,500	-10.82%
Debt Service	138,567	638,900	638,827	639,200	0.05%
Total	**$34,079,040**	**$40,948,822**	**$41,839,938**	**$43,799,800**	**6.96%**

Electric Fund Expenditures by Type FY19-20

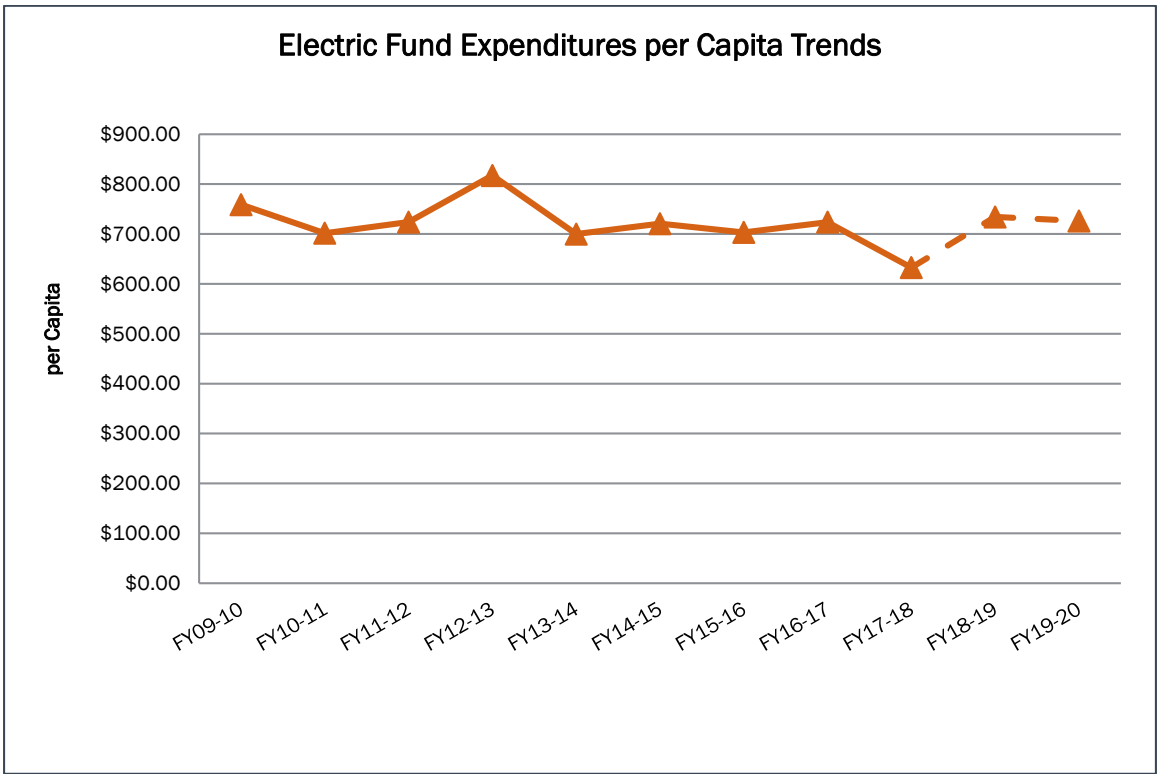




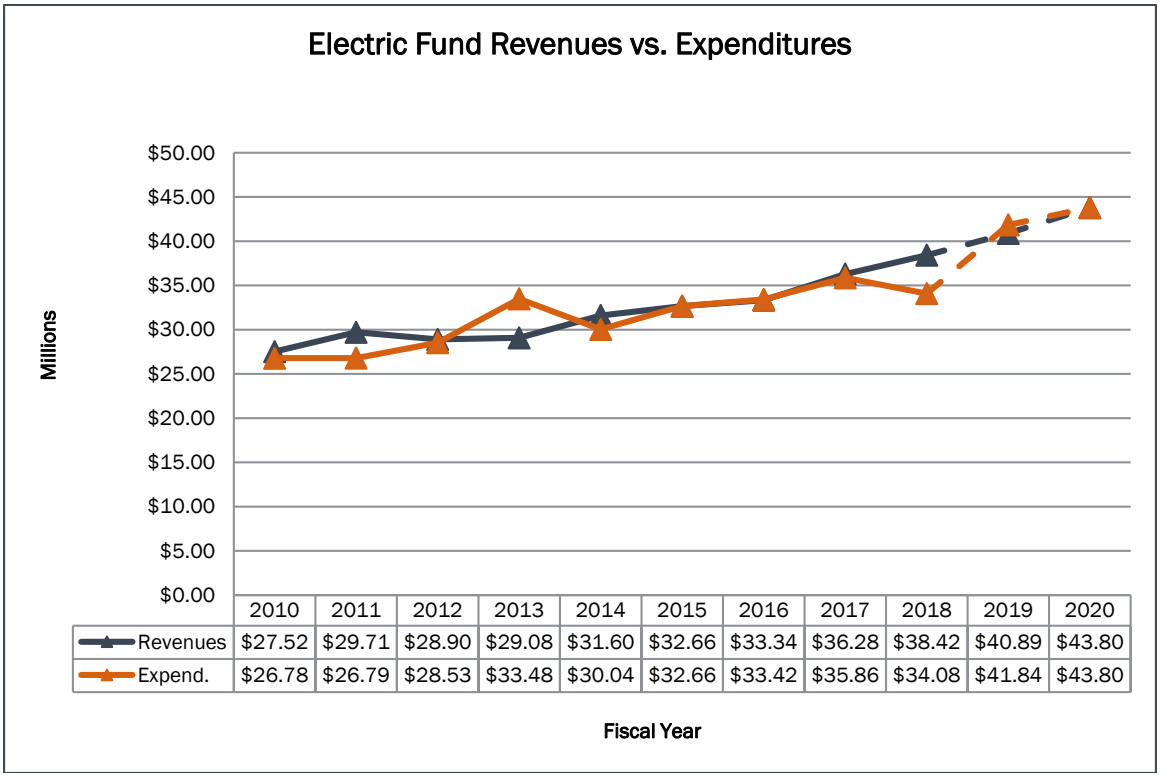
Expenditure Trends



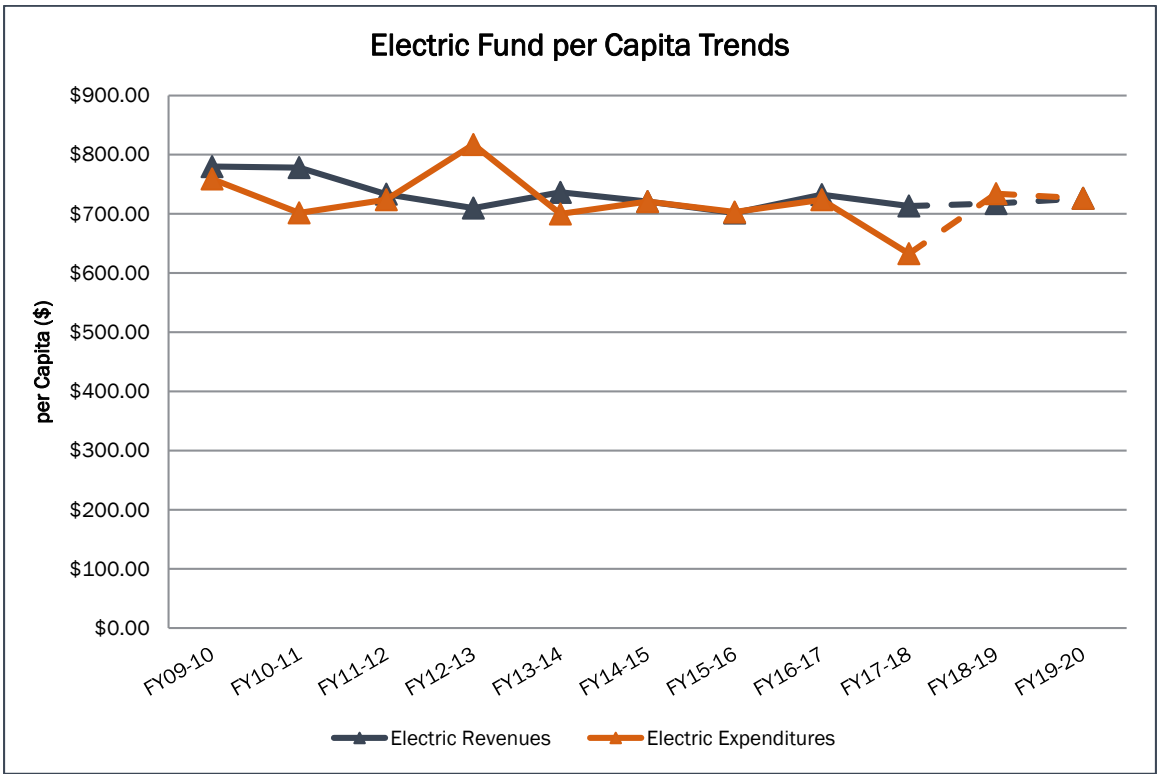
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Expend.	$26.78	$26.79	$28.53	$33.48	$30.04	$32.66	$33.42	$35.86	$34.08	$41.84	$43.80
CPI2010	$26.78	$26.35	$27.12	$31.17	$27.54	$29.44	$30.18	$32.03	$29.83	$35.83	$37.31



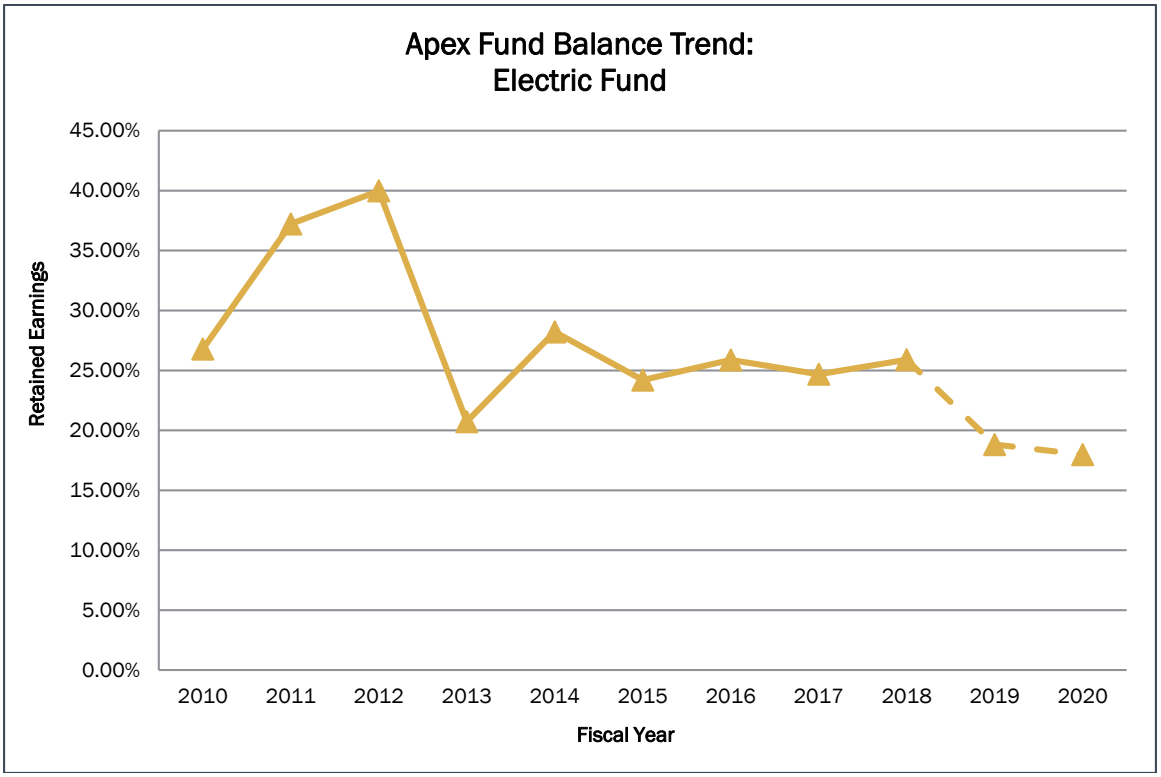
Revenues vs. Expenditures

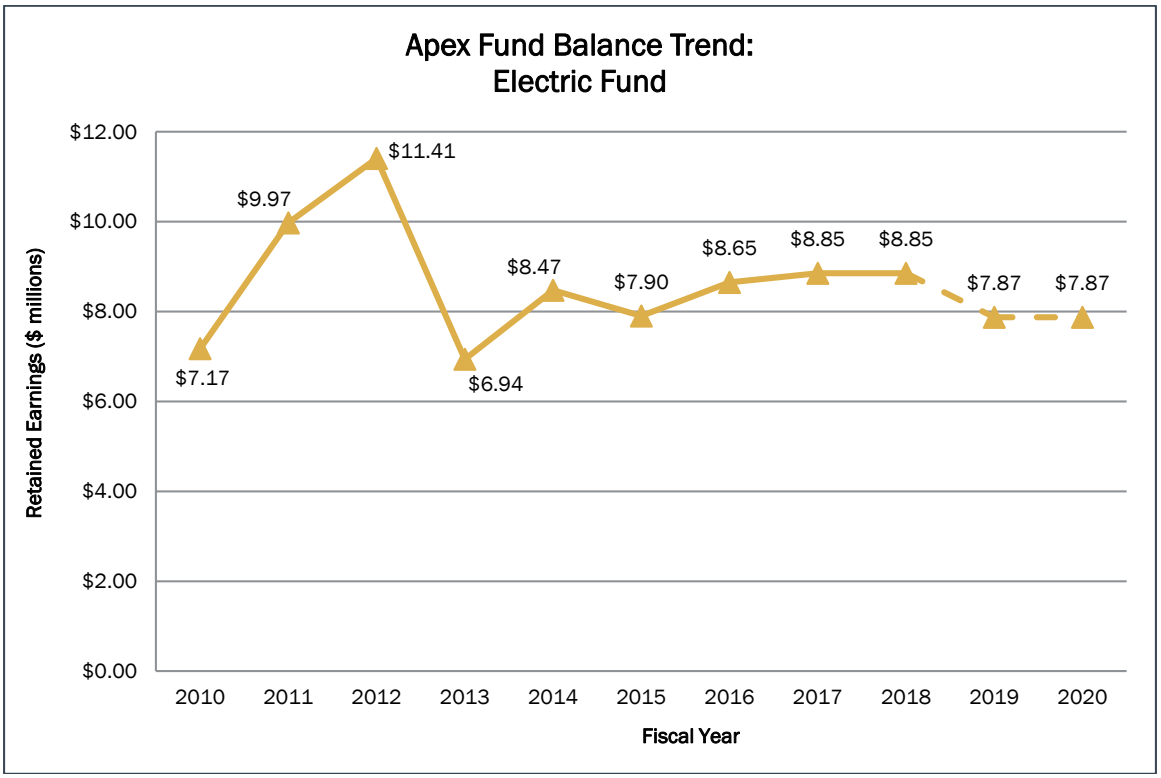


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$27.52	$29.71	$28.90	$29.08	$31.60	$32.66	$33.34	$36.28	$38.42	$40.89	$43.80
Expend.	$26.78	$26.79	$28.53	$33.48	$30.04	$32.66	$33.42	$35.86	$34.08	$41.84	$43.80

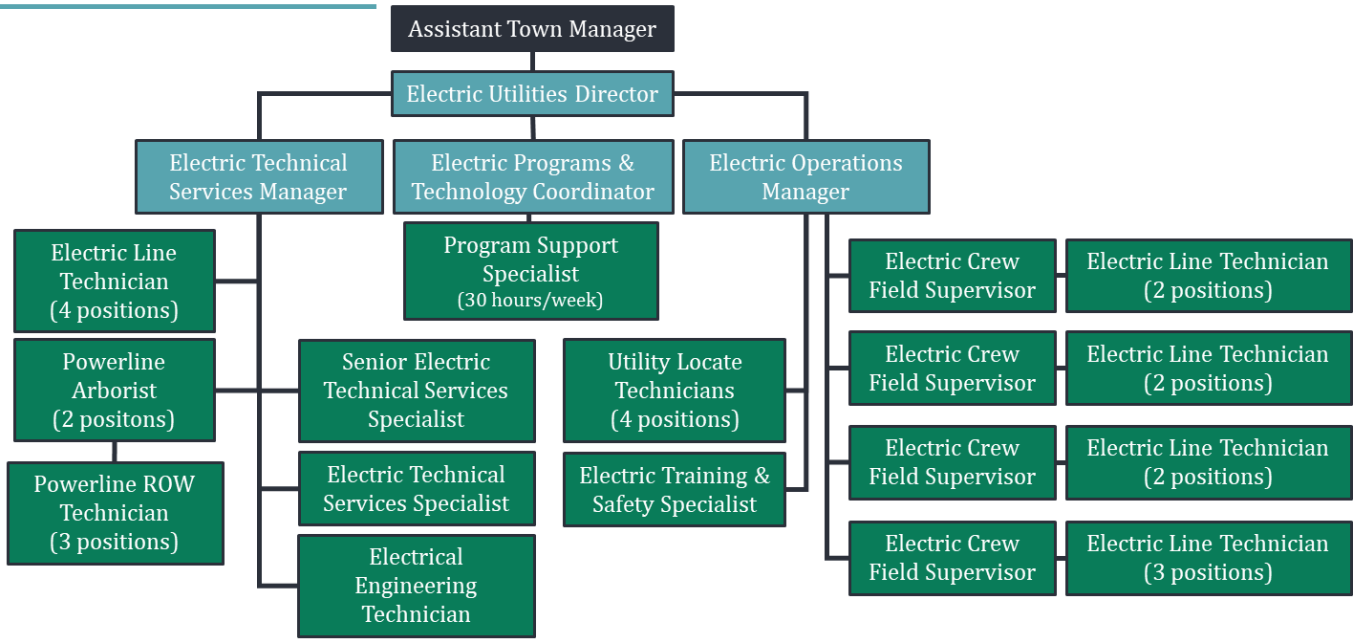


Fund Balance





ELECTRIC UTILITY



Mission

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

Description

The town of Apex owns and operates an electric distribution system that supplies power to over 24,424 residential and commercial customers. The Electric Utility Department focuses on the following main activities:

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

Recent Accomplishments

- Implemented new LED lighting standards
- Completed design phase of new electric facility with construction to start Late 2019
- Completed overhaul of East Williams substation
- Released Request for Proposals for Advanced Metering Infrastructure (AMI) system for Electric and Water
- Completed draft strategic plan, new logo design and mission statement
- Completed transition of electric department to CityWorks
- Completed salary review of Electric Line Workers and implemented changes
- Installed new green energy battery power take-offs on 3 line trucks; monitoring and reporting savings to state and federal government

Upcoming Projects

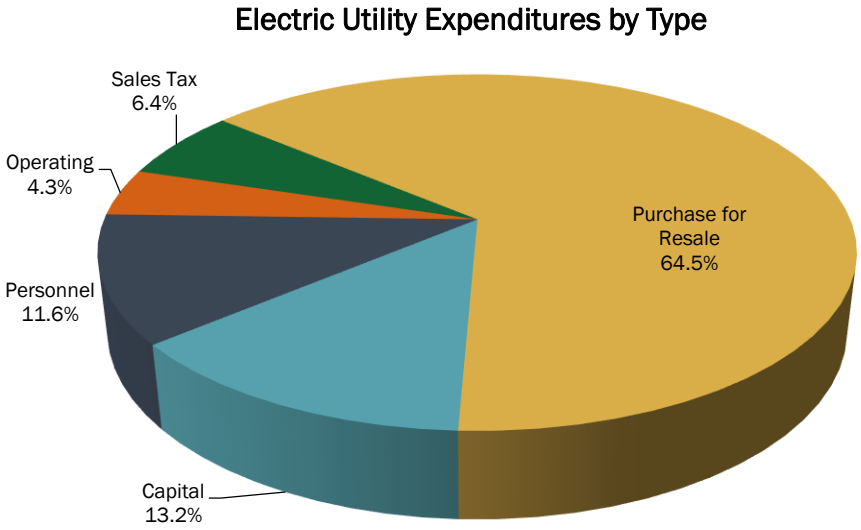
- New Personnel – Program Support Specialist (1), Electric Training & Safety Specialist (1)
- Continue AMI meter deployment
- Begin construction on new Electric Office & Warehouse Facility
- Expand LED lighting installation on Town roadways

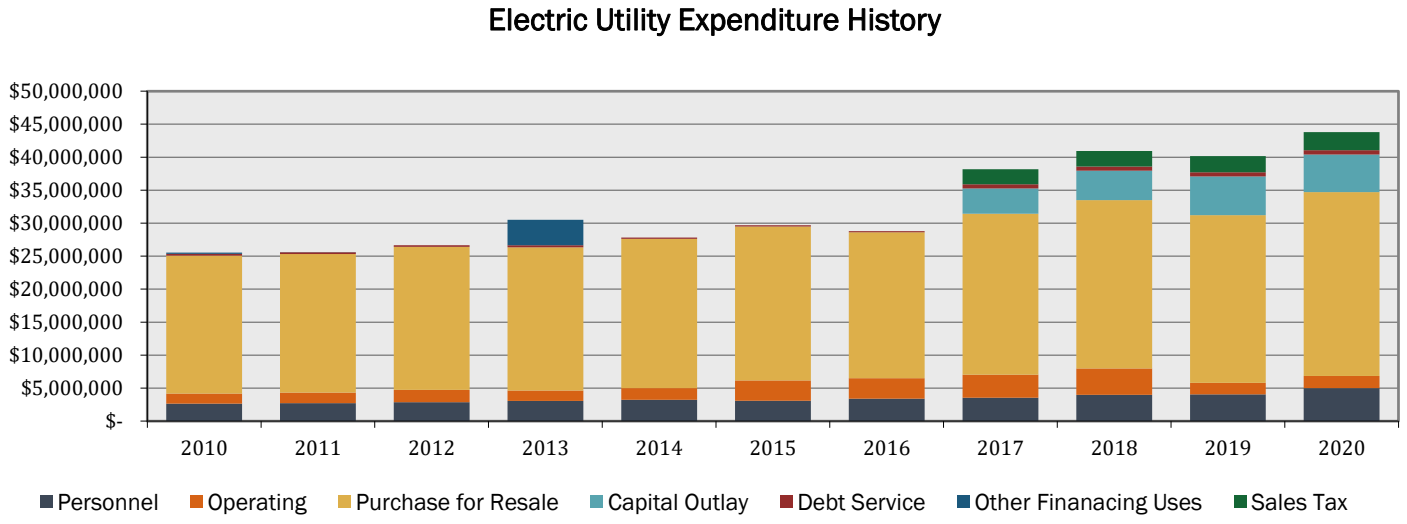
FY 2019-2020 Budget Highlights

The Electric Utility Department budget increased 6.96 percent in FY19-20 primarily due to employee cost distributions, increased purchases for resale and sales tax. The Electric Utility budget is equivalent to $2,034.83 per utility account. The Town plans to spend $735.91 per capita for the Electric Utility in FY19-20. Major budget changes include the addition of one new staff member, a Training & Safety Specialist, and the upgrade of an existing Program Support Specialist position to a part-time benefited position. The budget includes increased Technology and Hardware costs for computers and vehicle mounts and computer replacements. The budget also includes $369,500 for capital equipment including two vehicle replacement, a replacement budget truck, bush hog addition, enclosed trailer and fault locating equipment (VON thumper) and $3,485,000 in capital improvements for electric system expansion, street light additions, and electric car charging stations.

Budget Summary

Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	3,631,131	4,059,100	4,086,047	4,999,600	23.17%
Operating	1,282,081	1,990,700	1,836,482	1,849,100	-7.11%
Sales Tax	2,372,391	2,445,300	2,745,582	2,749,000	12.42%
Purchase for Resale	24,260,452	25,418,200	26,100,000	27,858,400	9.60%
Capital	2,394,419	6,396,622	6,433,000	5,704,500	-10.82%
Debt Service	138,567	638,900	638,827	639,200	0.05%
Total	**$34,079,040**	**$40,948,822**	**$41,839,938**	**$43,799,800**	**6.96%**





Line Item Expenditures

Electric Utility Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	2,545,647	2,835,400	3,079,701	3,434,500	21.13%
Part-Time Salaries	10,374	31,600	30,800	29,300	-7.28%
FICA	184,225	221,500	237,953	265,000	19.64%
Group Insurance	329,549	463,200	429,935	593,700	28.17%
OPEB Expense	179,744	-	-	49,000	-
Retiree Insurance	1,900	59,000	3,630	28,500	-51.69%
General Retirement	195,954	223,300	151,652	307,400	37.66%
401K General	126,058	144,100	97,213	171,700	19.15%
Workers Comp	57,680	81,000	55,164	120,500	48.77%
Unemployment	-	-	-	-	-
Postage	14,617	250	-	300	20.00%
Telephone & Communication	-	18,900	23,016	28,000	48.15%
Printing	950	2,500	541	3,700	48.00%
Utilities	-	-	-	-	-
Travel and Training	18,354	26,500	25,000	39,000	47.17%
Maintenance & Repair - Building	5,425	11,500	-	12,000	4.35%
Maintenance & Repair - Equipment	17,012	54,700	25,000	2,200	-95.98%
Maintenance & Repair - Vehicle	60,728	87,500	99,327	76,000	-13.14%
Maintenance & Repair - System	133,699	201,000	242,260	250,000	24.38%
Advertising	-	1,000	-	-	-100.00%
Automotive Supplies	85,101	20,000	23,127	25,000	25.00%
Motor Fuel	-	75,000	62,387	65,000	-13.33%
Office Supplies	-	5,000	169	1,000	-80.00%
Janitorial Supplies	-	5,000	297	500	-90.00%
Departmental Supplies	135,345	174,828	92,398	105,400	-39.71%
Tech. Hardware & Accessories	-	33,400	29,000	69,400	107.78%
Safety Supplies	-	5,000	5,000	2,200	-56.00%
Medical Supplies	-	5,000	1,000	500	-90.00%
Meeting & Event Provisions	3,314	3,600	3,000	3,600	0.00%
Community Outreach Materials	7,332	2,500	2,500	3,600	44.00%
Uniforms	39,386	35,046	30,596	14,400	-58.91%
Sales Tax	2,372,391	2,445,300	2,745,582	2,749,000	12.42%
Customer Rebates	100	10,000	500	5,000	-50.00%
Contracted Services	108,135	163,415	163,000	121,900	-25.40%
Personal Protective Equipment	-	12,800	21,574	17,500	36.72%
Bank / Transaction Fees	244,331	130,000	222,791	317,700	144.38%

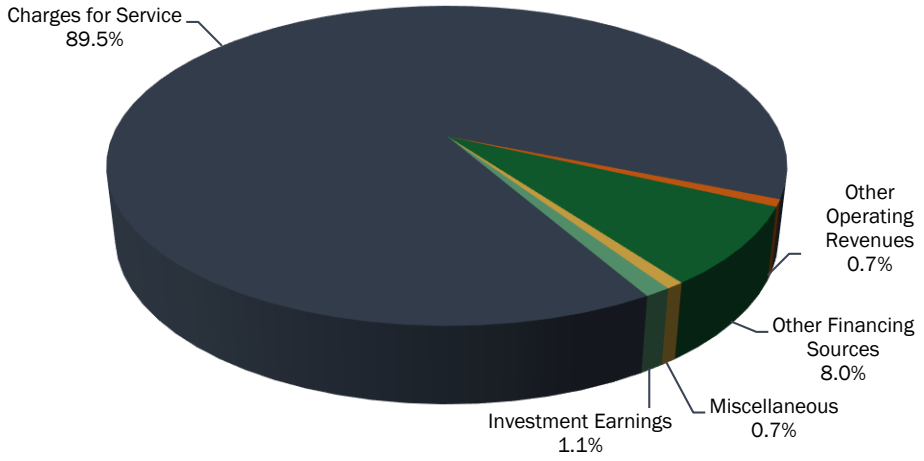
Electric Utility Expenditures (cont.)					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Software License & Maintenance	60,664	204,628	200,000	176,500	-13.75%
Contracted Services - Billing	143,126	278,677	278,000	155,600	-44.16%
Professional Services	64,518	164,456	165,000	115,000	-30.07%
Dues and Subscriptions	40,645	43,500	41,000	47,500	9.20%
Insurance - General Liability	85,778	95,000	55,000	57,800	-39.16%
Insurance - Deductible	13,522	35,000	25,000	25,000	-28.57%
Purchases for Resale	24,260,452	25,418,200	26,100,000	27,858,400	9.60%
Capital Outlay - Land	-	-	-	-	-
Capital Outlay - Easements	-	213,500	250,000	100,000	-53.16%
Capital Outlay - Improvements	-	4,177,837	4,178,000	3,485,000	-16.58%
Capital Outlay - Equipment	-	805,285	805,000	369,500	-54.12%
Total	**$ 31,546,054**	**$ 39,024,922**	**$ 40,001,111**	**$ 41,302,800**	**5.84%**

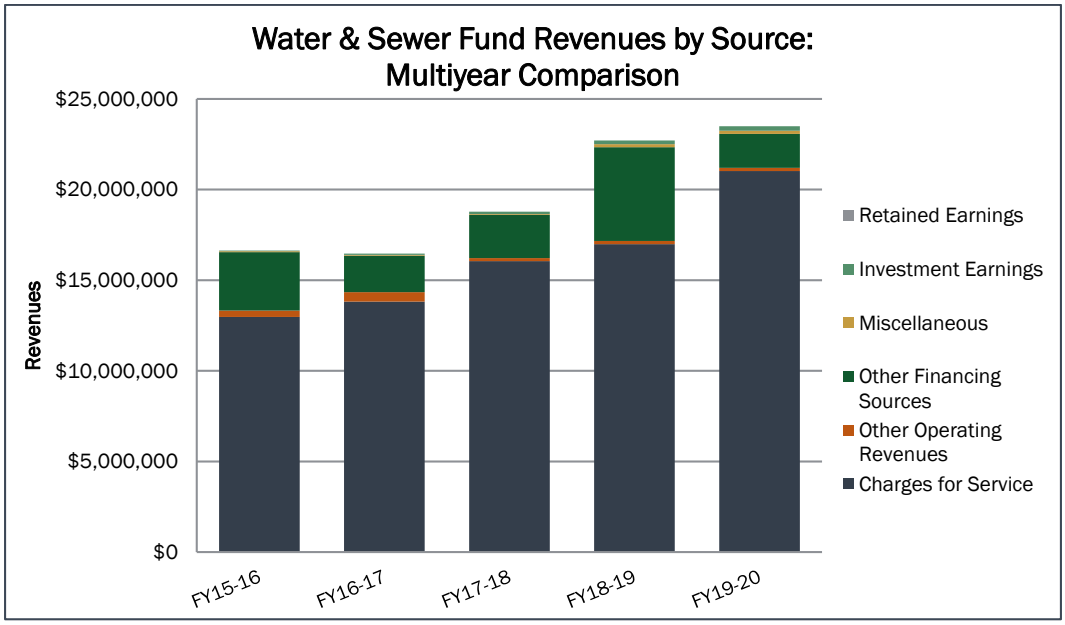
Electric Fund Non-Departmental					
Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Debt Service					
Principal	-	516,000	516,000	535,000	3.68%
Interest	138,567	122,900	122,827	104,200	-15.22%
Bond Issuance Costs	-	-	-	-	-
Total	**$138,567**	**$638,900**	**$638,827**	**$ 639,200**	**0.05%**
Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Other Uses					
Transfer to W/S Project Fund	-	-	-	-	-
Transfer to Electric Sub Project	2,394,419	1,200,000	1,200,000	1,750,000	45.83%
Total	**$ 2,394,419**	**$ 1,200,000**	**$ 1,200,000**	**$ 1,750,000**	**45.83%**
Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Contingency					
Contingency	-	85,000	-	107,800	26.82%
Total	**-**	**$ 85,000**	**-**	**$ 107,800**	**26.82%**

Revenues by Source

Water & Sewer Fund Revenues by Source					
Source	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Charges for Service	16,051,725	17,001,300	16,985,359	21,026,900	23.68%
Other Operating Revenues	171,119	180,000	177,840	170,000	-5.56%
Other Financing Sources	2,386,379	5,261,824	5,176,824	1,875,500	-64.36%
Miscellaneous	37,554	52,500	169,245	171,000	225.71%
Investment Earnings	138,619	85,000	200,000	250,000	194.12%
Retained Earnings	-	762,717	-	-	-100.00%
Total	**$18,785,396**	**$23,343,341**	**$22,709,268**	**$23,493,400**	**0.64%**

Water & Sewer Fund Revenues by Source FY19-20





Source Descriptions

Charges for Service

Water and sewer charges account for 89.5 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 $6.76 plus a base rate of $9.45. Rates are double for customers not within the town limits. Water and sewer charges, including bulk water sales and tap fees account for $21 million in the FY19-20 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 $170,000 in the FY19-20 Water & Sewer Fund budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for $1.88 million in the FY19-20 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 $250,000 in the FY19-20 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 $171,000 in FY19-20.

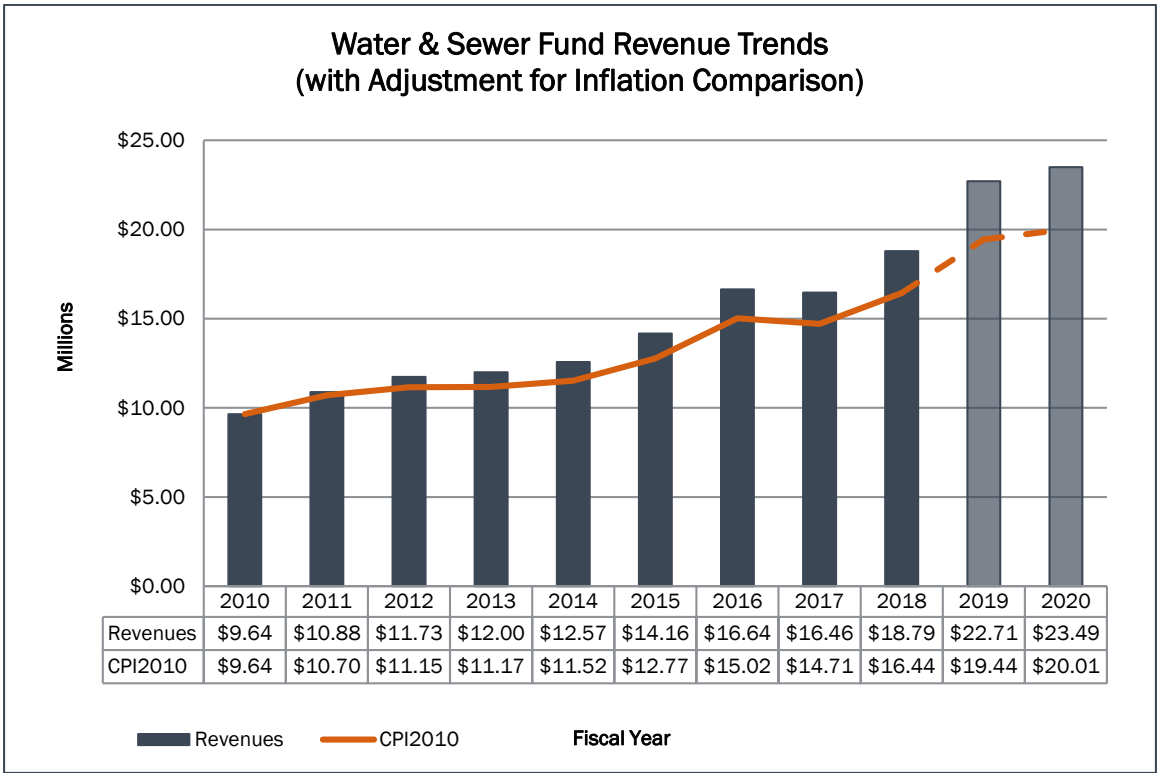
Retained Earnings Appropriated

Allocations from retained earnings represent use of reserve funds. The town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no retained earnings appropriations for the FY19-20 Water & Sewer Fund budget.

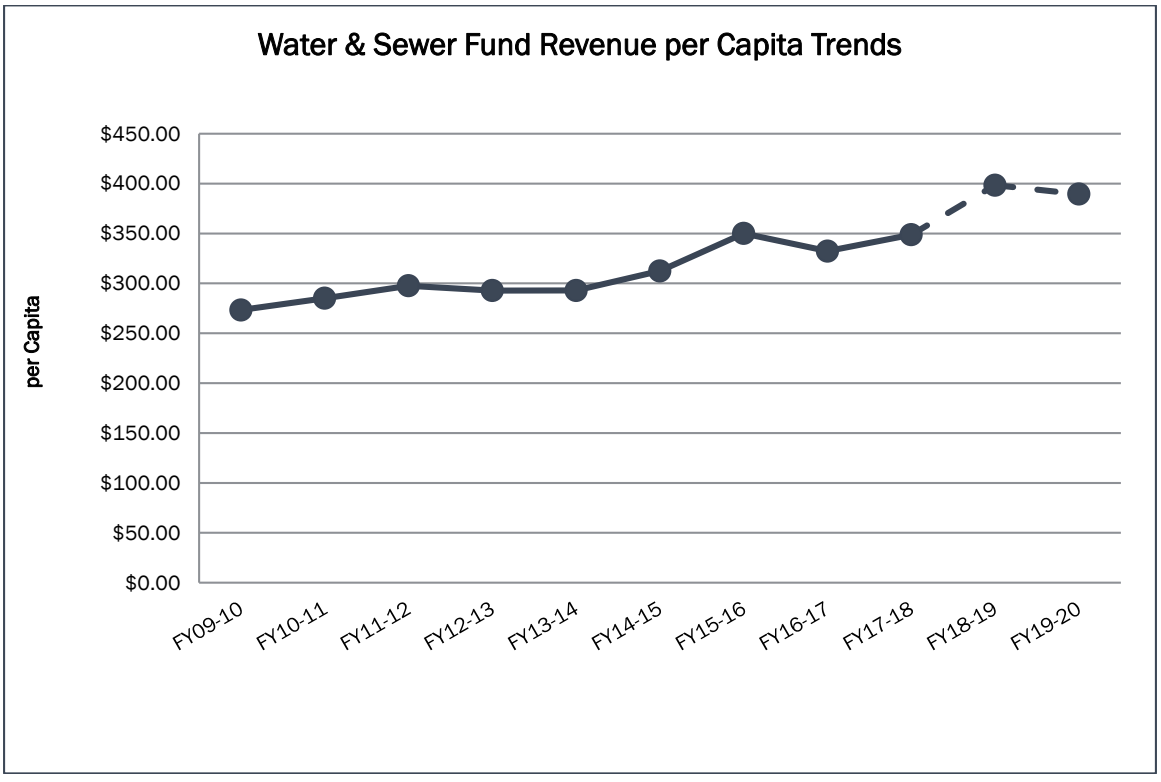
Revenues by Line Item

Water & Sewer Fund Revenues					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Re-inspection Fees	4,725	7,500	147,000	154,000	1953.33%
Water Quality Testing	12,300	10,000	12,423	12,000	20.00%
Water Sales	6,670,061	7,000,000	6,743,677	9,855,500	40.79%
Sales of Bulk Water	214,343	180,000	302,624	280,000	55.56%
Sewer Charges	8,685,731	9,491,300	9,379,814	10,341,400	8.96%
Water Taps	481,590	330,000	559,244	550,000	66.67%
Rentals - Water Tanks	171,119	180,000	177,840	170,000	-5.56%
Interest Earned	138,619	85,000	200,000	250,000	194.12%
Miscellaneous Revenue	20,529	35,000	9,822	5,000	-85.71%
Sale of Capital Assets	38,727	25,000	40,000	10,000	-60.00%
Transfer from W/S Res.	2,347,652	5,236,824	5,136,824	1,865,500	-64.38%
Fund Bal. Amend	-	34,500	-	-	-100.00%
Fund Bal. PO Carryover	-	728,217	-	-	-100.00%
Total	**$18,785,396**	**$23,343,341**	**$22,709,268**	**$23,493,400**	**0.64%**

Revenue Trends

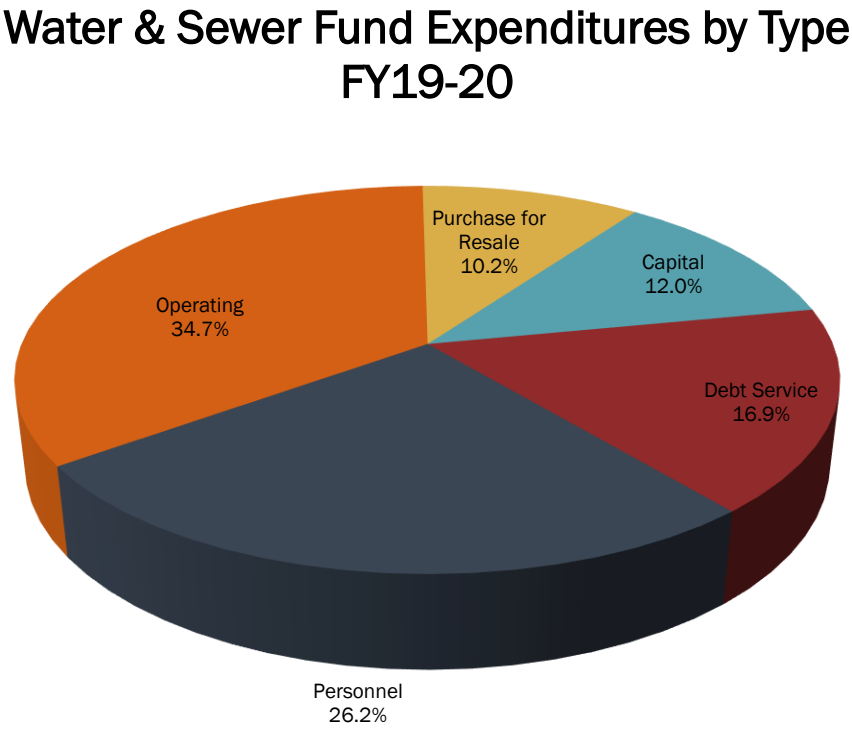


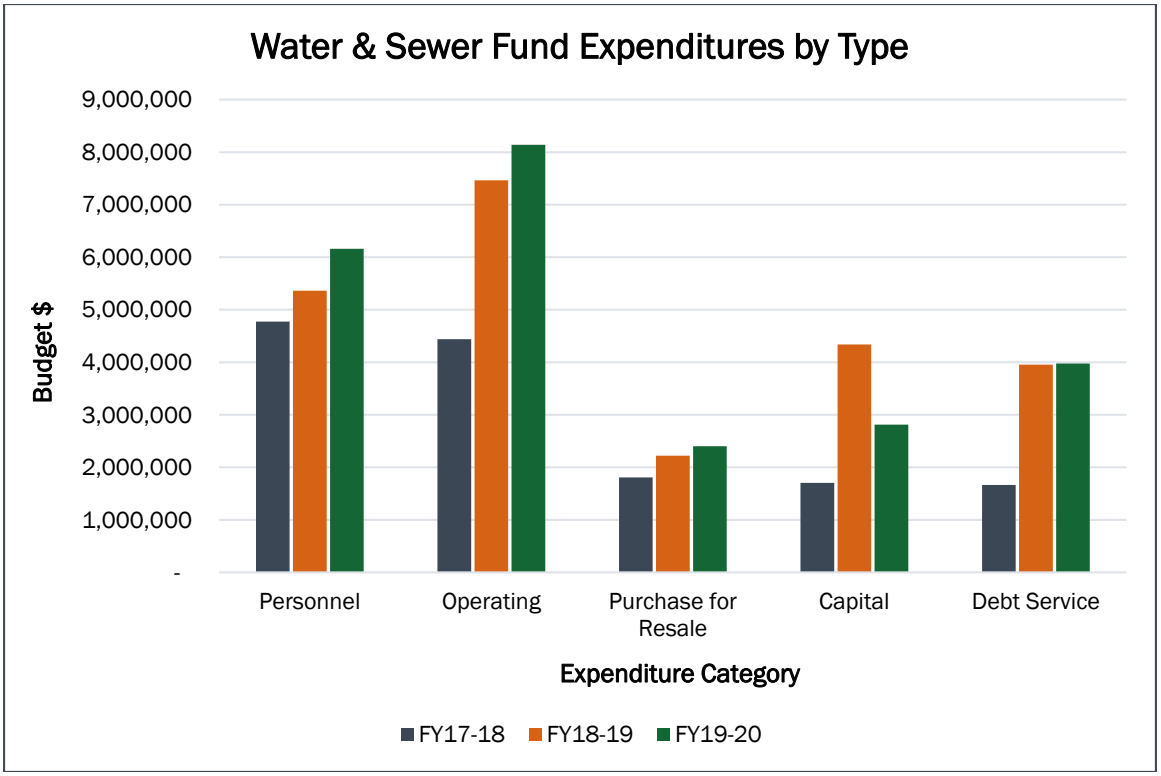
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$9.64	$10.88	$11.73	$12.00	$12.57	$14.16	$16.64	$16.46	$18.79	$22.71	$23.49
CPI2010	$9.64	$10.70	$11.15	$11.17	$11.52	$12.77	$15.02	$14.71	$16.44	$19.44	$20.01



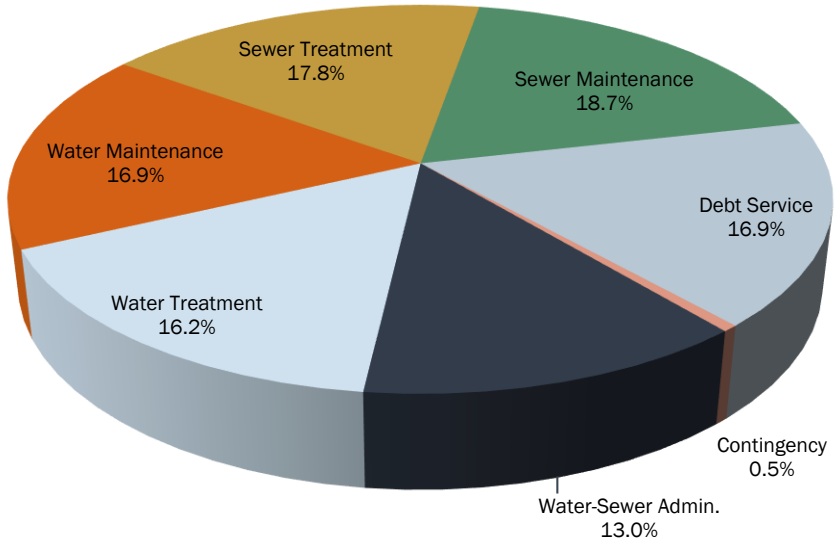
Expenditures by Type

Water & Sewer Fund Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	4,774,823	5,363,000	5,616,673	6,159,800	14.86%
Operating	4,439,164	7,464,600	5,050,062	8,142,000	9.07%
Purchase for Resale	1,806,314	2,223,000	1,720,653	2,403,100	8.10%
Capital	1,703,790	4,338,741	3,959,054	2,812,100	-35.19%
Debt Service	1,665,417	3,954,000	3,953,696	3,976,400	0.57%
Total	**$14,389,507**	**$23,343,341**	**$20,300,139**	**$23,493,400**	**0.64%**

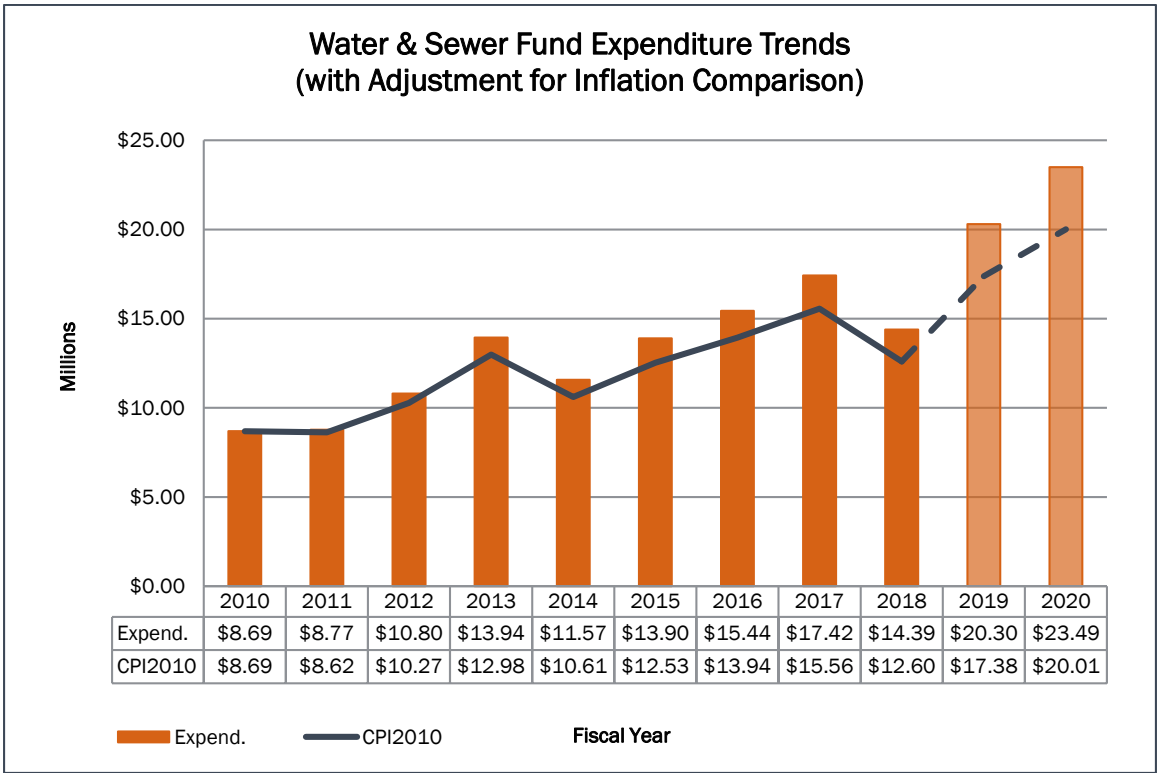




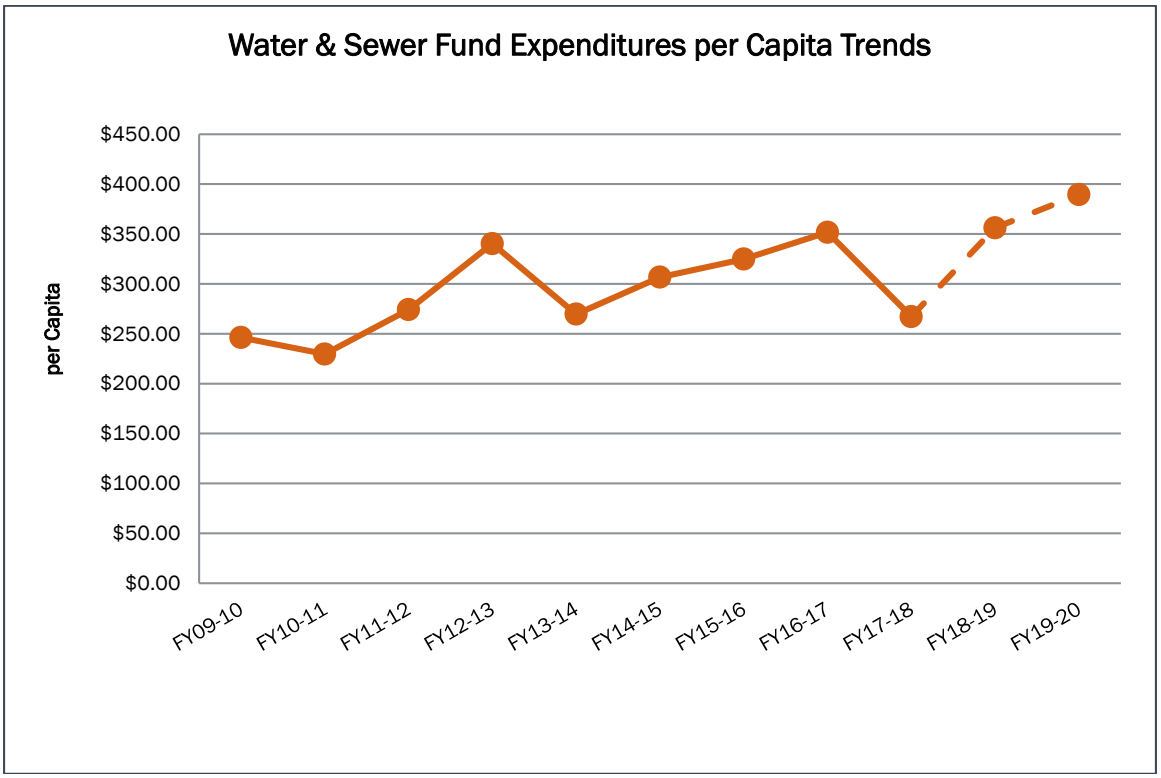
Water & Sewer Fund Expenditures by Division FY19-20



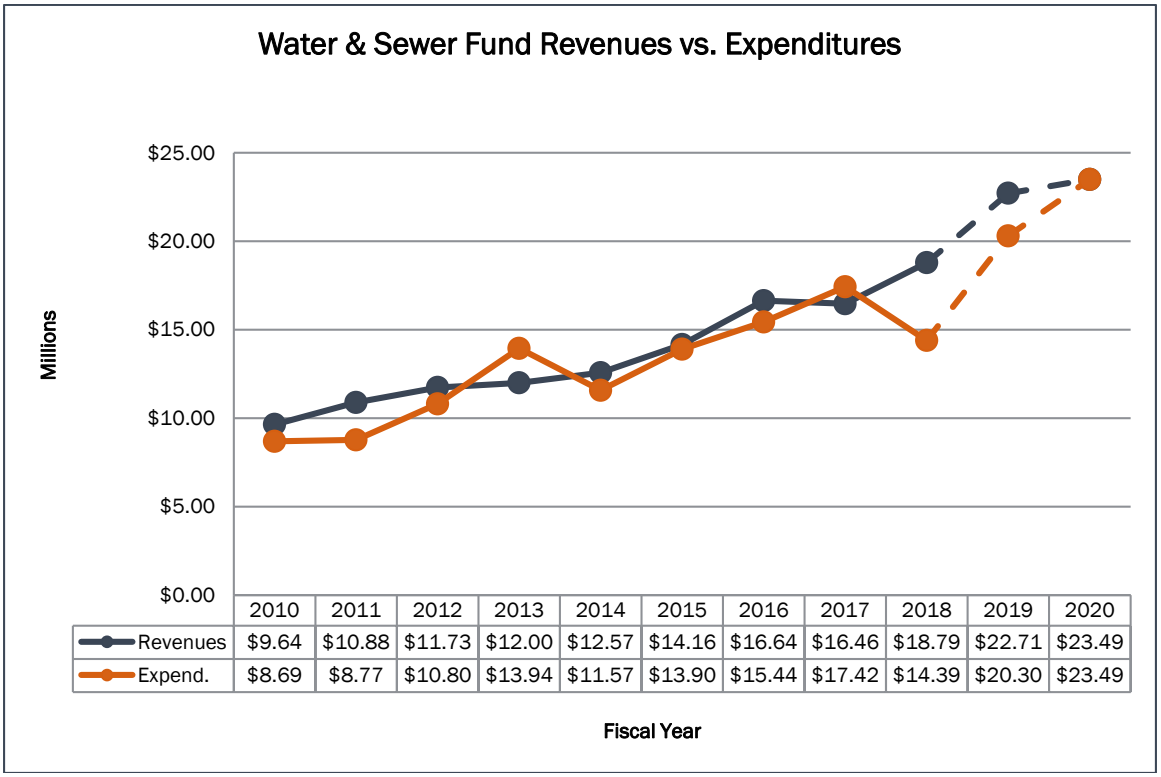
Expenditure Trends



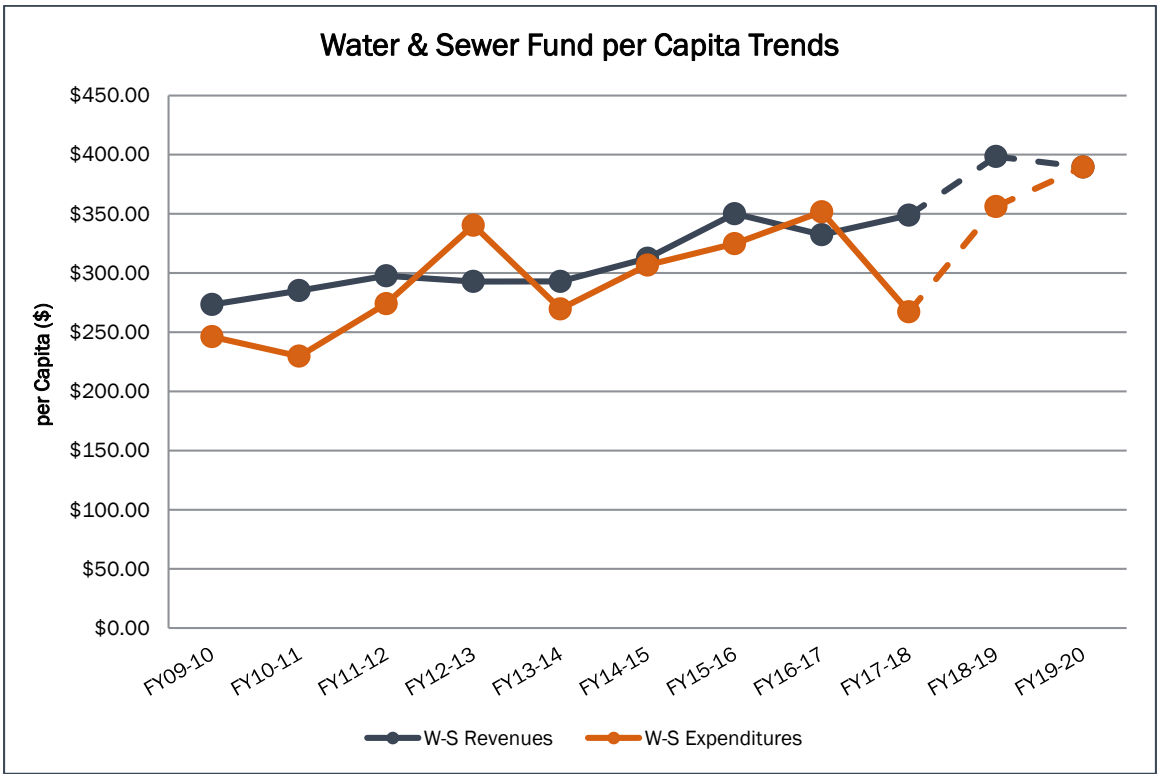
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Expend.	$8.69	$8.77	$10.80	$13.94	$11.57	$13.90	$15.44	$17.42	$14.39	$20.30	$23.49
CPI2010	$8.69	$8.62	$10.27	$12.98	$10.61	$12.53	$13.94	$15.56	$12.60	$17.38	$20.01



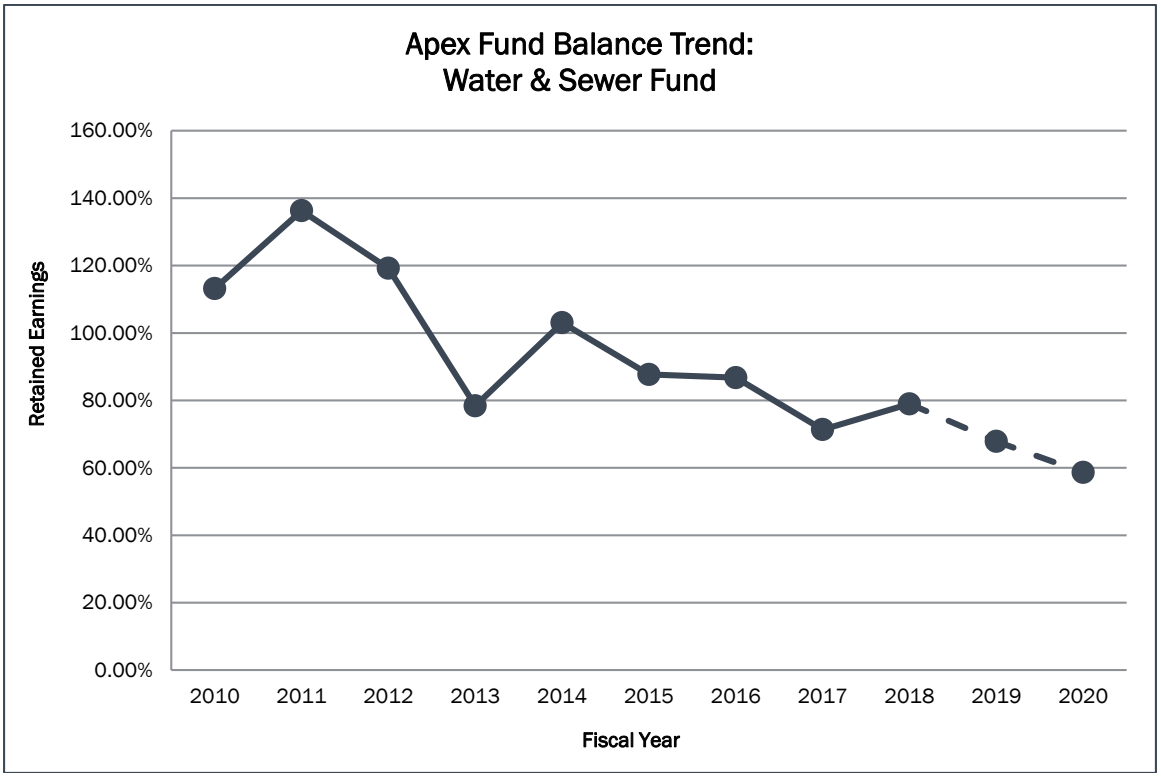
Revenues vs. Expenditures

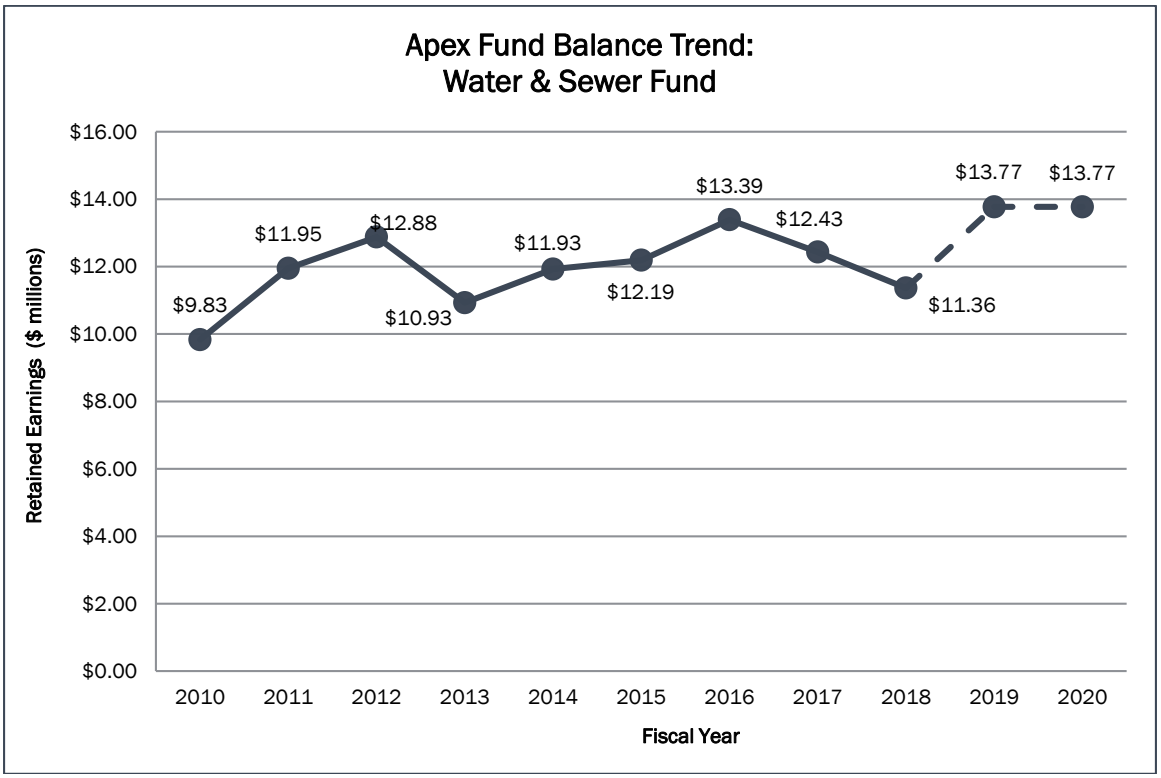


	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues	$9.64	$10.88	$11.73	$12.00	$12.57	$14.16	$16.64	$16.46	$18.79	$22.71	$23.49
Expend.	$8.69	$8.77	$10.80	$13.94	$11.57	$13.90	$15.44	$17.42	$14.39	$20.30	$23.49

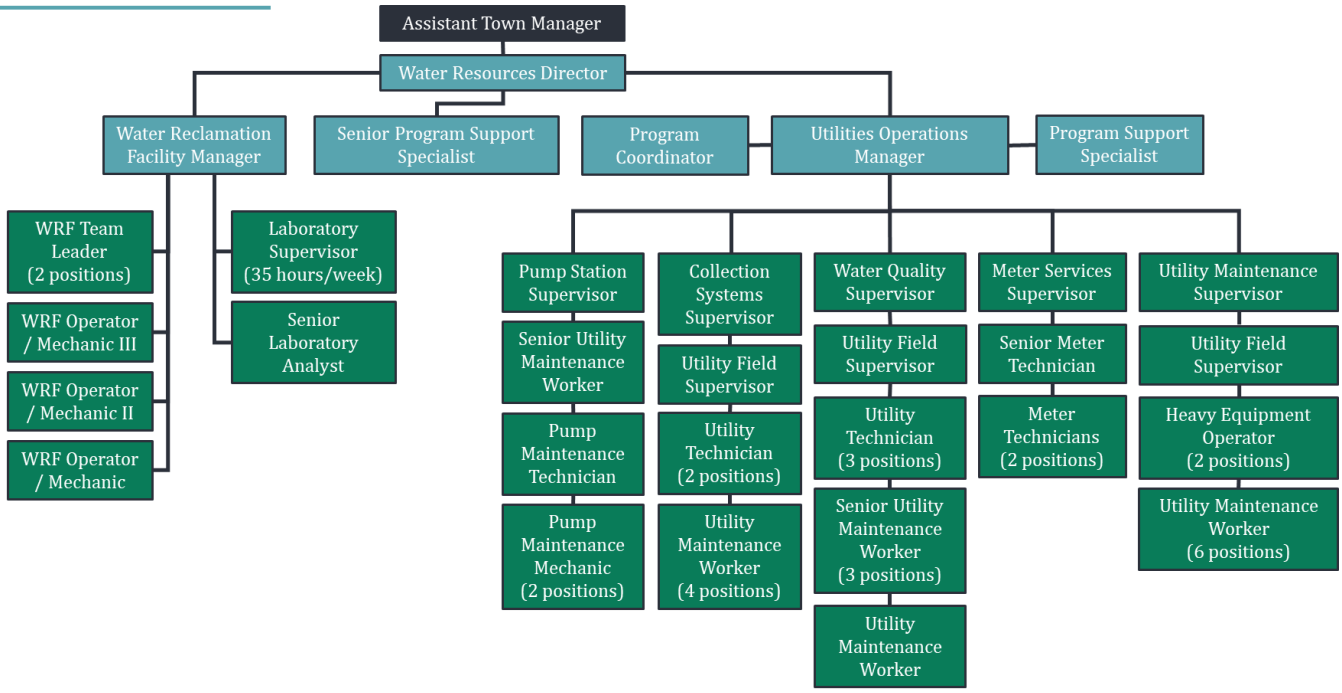


Fund Balance





WATER & SEWER UTILITY OPERATIONS



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

Departmental Responsibilities:

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

Services Provided:

- Water & Sewer Utility Operations
  - Sewer Collections System
  - Water Quality
  - Pump Station Maintenance
  - Water and Sewer Infrastructure Maintenance
  - Meter Services
  - Cross Connection Control Program
- Wastewater Treatment

Recent Accomplishments

- In-House:
  - Utility Easement Clearing in Walden Creek
  - Water Meter Upgrades - smart meters
  - Headworks (Influent) Control Center Rehab at the Water Reclamation Facility
  - Installed new access road and security gates at the Water Reclamation Facility
- With Consultant:
  - Water Line Extension – Across US-1
- With Cary as Partner:
  - Water Treatment Plant Expansion – 56 MGD
  - 48" Raw Water Line - Ongoing

Current Projects

- Chatham Street Water Line Improvements
- Water Reclamation Facility – Replace Sand Filters with Disk Filters
- Beaver Creek Sewer Outfall Improvements
- Pump Station Upgrades (Avalon Peaks / Sunset Hills / Perry Farms)
- Advanced Metering Infrastructure (AMI)
- Inflow/Infiltration Rehabilitation
- Lawrence Crossing Outfall Rehab/Replacement

Upcoming Projects

- Western Pressure Zone Project
- NCDOT Utility Relocation Projects

Water – Sewer Administration

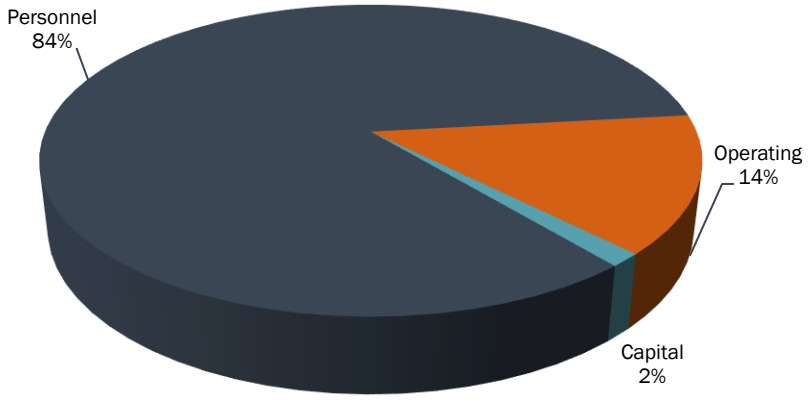
FY 2019-2020 Budget Highlights

The Water – Sewer Administration Department budget increased 25.08 percent in FY19-20 primarily due to corrections in personnel cost distributions and new employee cost distributions. The Water – Sewer Administration budget accounts for 12.95 percent of the Water & Sewer Fund budget and is equivalent to $152.91 per utility account. The Town plans to spend $51.13 per capita for Water – Sewer Administration in FY19-20. Major budget changes include the distributions from four new staff members in Administration, Information Technology and Human Resources as well as corrected distributions for Billing and Collections staff. The budget also includes increased Technology and Hardware costs for computer replacements and $42,000 for capital equipment including one vehicle replacement and the purchase of a drone for site inspections.

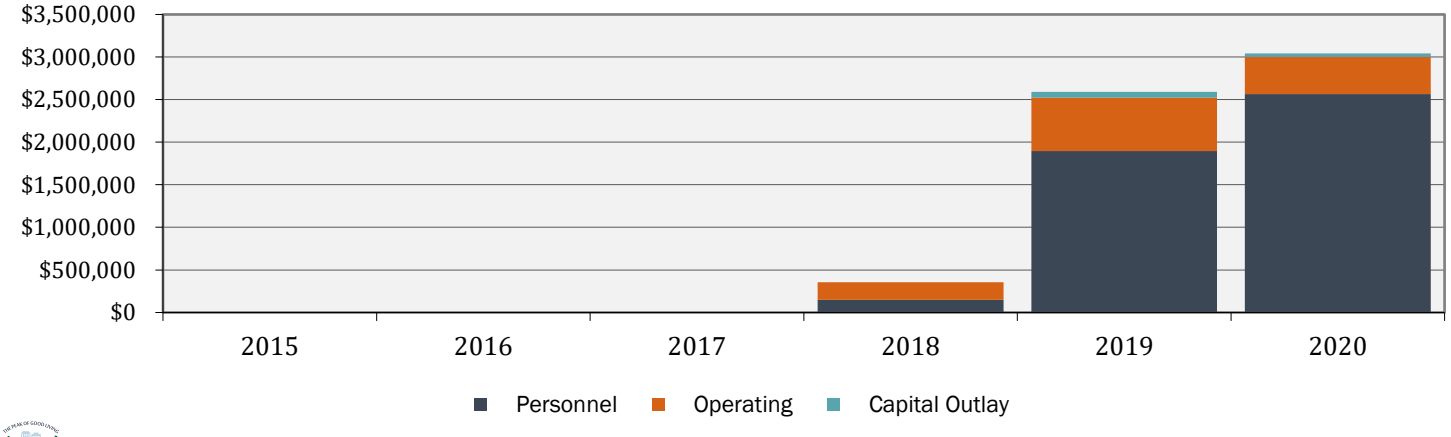
Budget Summary

Water-Sewer Administration Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	149,467	1,740,400	1,972,462	2,566,600	47.47%
Operating	207,126	627,352	495,774	434,400	-30.76%
Capital	-	65,000	60,000	42,000	-35.38%
Total	**$356,594**	**$2,432,752**	**$2,528,236**	**$3,043,000**	**25.08%**

Water-Sewer Admininstration Expenditures by Type



Water-Sewer Administration Expenditure History



Line Item Expenditures

Water-Sewer Administration Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	113,677	1,212,700	1,396,247	1,794,600	47.98%
Part-Time Salaries	-	15,100	17,043	-	-100.00%
FICA	8,180	93,700	108,117	137,300	46.53%
Group Insurance	13,220	180,100	184,713	284,900	58.19%
OPEB	-	61,000	61,000	35,000	-42.62%
Retiree Insurance	-	5,000	6,156	46,500	830.00%
General Retirement	8,112	93,700	108,209	160,600	71.40%
401K General	5,364	60,500	69,812	89,700	48.26%
Workers Comp	915	18,600	21,164	18,000	-3.23%
Postage	4,367	-	1,600	-	-
Telephone & Communication	-	4,500	5,904	10,500	133.33%
Printing	30	5,000	500	9,200	84.00%
Travel and Training	553	6,000	5,000	11,600	93.33%
Maintenance & Repair - Building	-	-	-	900	-
Maintenance & Repair - Equipment	-	-	-	2,500	-
Maintenance & Repair - Vehicle	86	1,500	2,200	2,500	66.67%
Advertising	-	500	500	4,000	700.00%
Automotive Supplies	-	1,600	698	2,200	37.50%
Motor Fuel	-	2,000	-	4,000	100.00%
Office Supplies	-	5,600	1,968	5,500	-1.79%
Janitorial Supplies	-	1,500	-	1,000	-33.33%
Departmental Supplies	944	36,800	36,200	-	-100.00%
Technology Hardware & Accessories	-	20,000	20,000	25,000	25.00%
Meeting & Event Provisions	-	9,000	3,500	8,500	-5.56%
Community Outreach Materials	-	4,000	3,000	2,500	-37.50%
Uniforms	169	1,900	625	3,200	68.42%
Contracted Services	5,954	-	-	-	-
Personal Protective Equipment	-	1,000	450	2,600	160.00%
Bank / Transaction Fees	79,652	95,000	72,630	115,500	21.58%
Software License & Maintenance	70,065	121,267	119,000	74,000	-38.98%
Contracted Services - Billing	45,076	108,785	72,000	59,500	-45.30%
Sanitation Services	-	7,000	-	-	-100.00%
Dues and Subscriptions	230	59,400	56,000	4,700	-92.09%
Insurance - General Liability	-	85,000	62,000	60,000	-29.41%
Insurance - Deductible	-	50,000	32,000	25,000	-50.00%
Capital Outlay - Equipment	-	65,000	60,000	42,000	-35.38%
Total	**$ 356,594**	**$ 2,432,752**	**$ 2,528,236**	**$ 3,043,000**	**25.08%**

Water Treatment

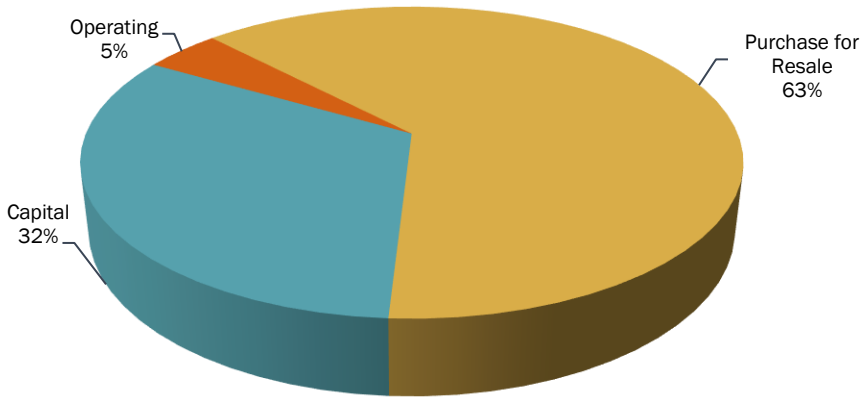
FY 2019-2020 Budget Highlights

The Water Treatment Department budget increased 9.41 percent in FY19-20. The Water Treatment budget accounts for 16.20 percent of the Water & Sewer Fund budget and is equivalent to $191.21 per utility account. The Town plans to spend $63.93 per capita for Water Treatment in FY19-20. Major budget changes include increased purchases for resale and $1,233,000 for capital improvements including Cary Apex Water Treatment Plant Improvements and costs for Jordan Lake round 4 allocations.

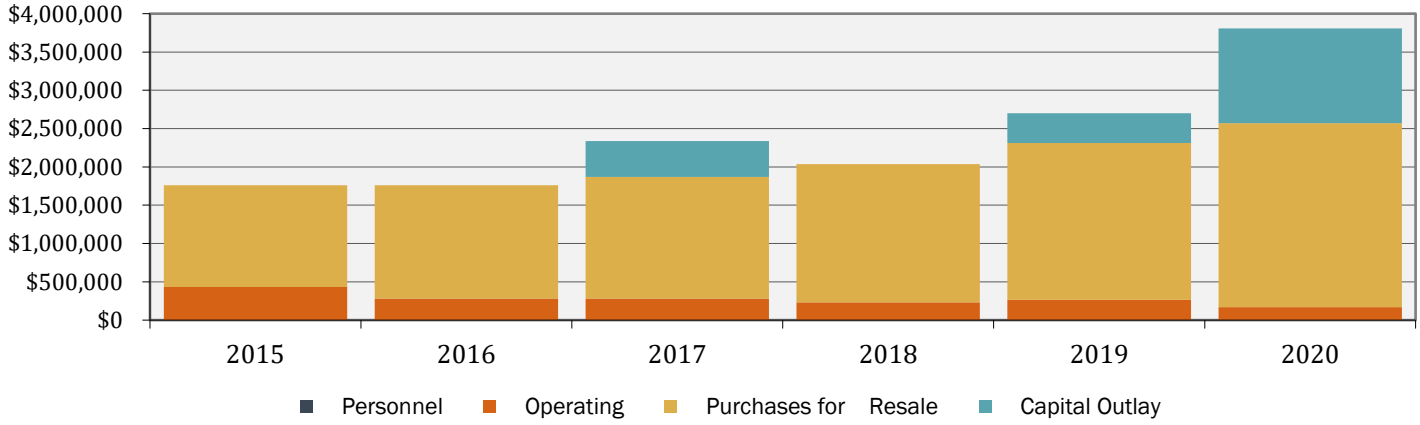
Budget Summary

Water Treatment Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	-	-	-	-	0.00%
Operating	227,077	265,000	155,776	169,000	-36.23%
Purchase for Resale	1,806,314	2,223,000	1,720,653	2,403,100	8.10%
Capital	30,804	989,920	989,920	1,233,000	24.56%
Total	**$2,064,195**	**$3,477,920**	**$2,866,349**	**$3,805,100**	**9.41%**

Water Treatment Expenditures by Type



Water Treatment Expenditure History



Line Item Expenditures

Water Treatment Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Telephone & Communication	-	-	881	-	-
Printing	142	3,000	-	3,000	0.00%
Utilities	507	-	-	-	-
Maintenance & Repair - Building	-	-	-	-	-
Maintenance & Repair - Equipment	-	1,000	406	2,000	100.00%
Maintenance & Repair - Vehicle	-	-	-	-	-
Maintenance & Repair - System	1,452	-	1,278	-	-
Automotive Supplies	103	-	-	-	-
Departmental Supplies	41,305	24,000	24,000	34,000	41.67%
Technology Hardware & Accessories	-	3,000	-	-	-100.00%
Contracted Services	13,692	25,000	11,611	-	-100.00%
Professional Services	20,000	68,000	40,000	-	-100.00%
Professional Services - Engineering	-	89,000	75,000	15,000	-83.15%
Professional Services - Lab Testing	-	48,000	2,600	55,000	14.58%
Dues and Subscriptions	3,987	4,000	-	60,000	1400.00%
Insurance - General Liability	111,311	-	-	-	-
Insurance - Deductible	34,578	-	-	-	-
Purchases for Resale	1,806,314	2,223,000	1,720,653	2,403,100	8.10%
Capital Outlay - Improvements	30,804	989,920	989,920	1,233,000	24.56%
Capital Outlay - Equipment	-	-	-	-	-
Total	**$ 2,064,195**	**$ 3,477,920**	**$ 2,866,349**	**$ 3,805,100**	**9.41%**

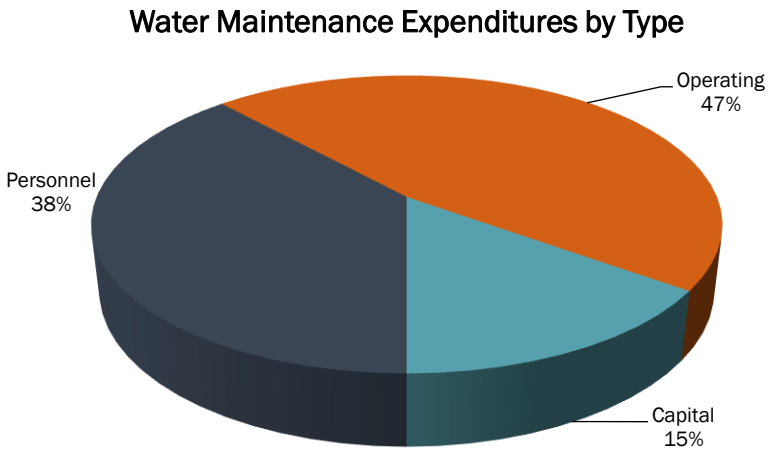
Water Maintenance

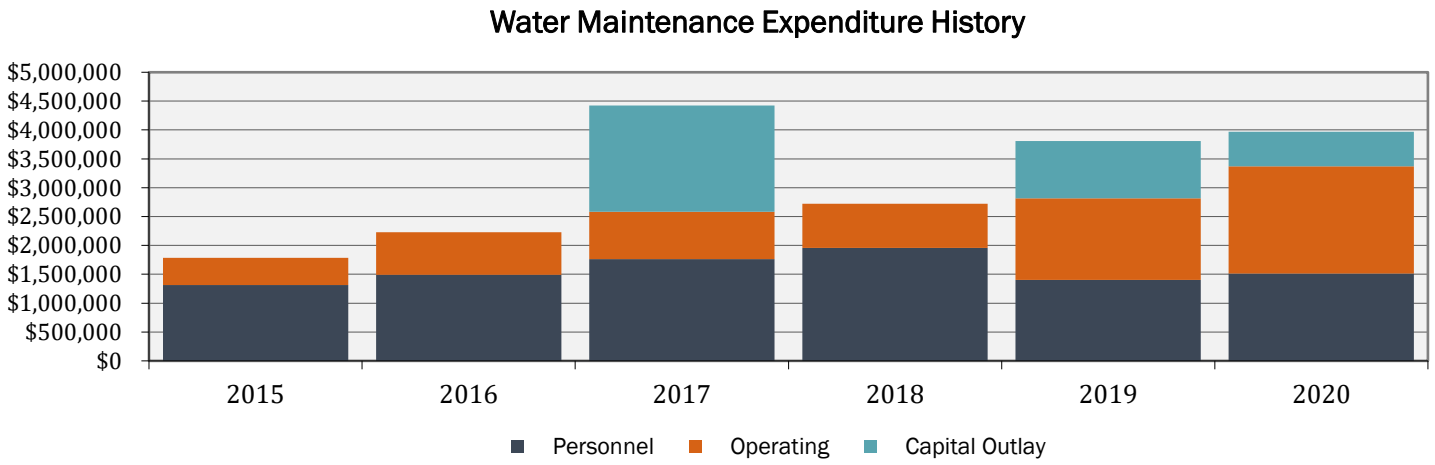
FY 2019-2020 Budget Highlights

The Water Maintenance Department budget increased 2.27 percent in FY19-20. The Water Maintenance budget accounts for 16.89 percent of the Water & Sewer Fund budget and is equivalent to $199.35 per utility account. The Town plans to spend $66.65 per capita for Water Maintenance in FY19-20. Major budget changes include the addition of two new staff members, a Utility Field Supervisor and Utility Technician, and the associated onboarding costs. The budget also includes increased utility system maintenance and repair for replacement meters and the Salem Street water main rehabilitation project, $239,000 for capital equipment including a new single axle dump truck, hydraulic power pack and two new vehicle additions and $360,000 for capital improvements related to new meter installations.

Budget Summary

Water Maintenance Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	1,956,229	1,558,400	1,224,217	1,513,000	-2.91%
Operating	763,463	1,412,565	1,025,274	1,855,000	31.32%
Capital	768,327	908,000	972,023	599,000	-34.03%
Total	**$3,488,019**	**$3,878,965**	**$3,221,513**	**$3,967,000**	**2.27%**





Line Item Expenditures

Water Maintenance Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	1,430,335	1,079,700	868,031	1,048,600	-2.88%
Part-Time Salaries	5,739	16,300	-	-	-100.00%
FICA	105,613	83,850	66,404	80,200	-4.35%
Group Insurance	196,327	202,750	149,259	222,900	9.94%
General Retirement	115,228	83,700	67,272	93,900	12.19%
401K General	71,519	54,000	43,402	52,400	-2.96%
Workers Comp	31,468	38,100	29,848	15,000	-60.63%
Postage	8,691	6,000	1,478	6,000	0.00%
Telephone & Communication	-	23,300	17,987	26,300	12.88%
Printing	1,301	1,400	1,236	2,600	85.71%
Travel and Training	11,251	10,500	7,200	18,300	74.29%
Maintenance & Repair - Equipment	5,316	40,000	6,986	35,000	-12.50%
Maintenance & Repair - Vehicle	10,013	24,960	7,957	18,500	-25.88%
Maintenance & Repair - System	100,085	520,000	388,888	1,160,000	123.08%
Rental - Equipment	-	5,000	733	20,000	300.00%
Advertising	500	-	-	-	-
Automotive Supplies	44,239	22,000	14,032	21,000	-4.55%
Motor Fuel	-	46,500	33,312	54,200	16.56%
Office Supplies	-	4,200	1,583	2,700	-35.71%
Departmental Supplies	144,392	170,563	103,788	157,000	-7.95%
Technology Hardware & Accessories	-	13,300	13,000	15,800	18.80%
Safety Supplies	-	2,500	-	5,000	100.00%
Medical Supplies	-	1,500	125	-	-100.00%
Meeting & Event Provisions	637	-	160	-	-
Community Outreach Materials	-	-	-	1,000	-
Uniforms	10,957	14,919	8,077	18,700	25.34%
Contracted Services	408,344	424,335	385,000	167,000	-60.64%
Personal Protective Equipment	-	10,200	12,032	12,800	25.49%
Software License & Maintenance	-	-	-	44,800	-
Professional Services	16,318	35,388	10,000	-	-100.00%
Professional Services - Engineering	-	30,000	5,000	60,000	100.00%
Dues and Subscriptions	1,420	1,700	2,400	4,000	135.29%
Operating Licenses & Permits	-	4,300	4,300	4,300	0.00%
Capital Outlay - Land	-	244,000	331,332	-	-100.00%
Capital Outlay - Improvements	768,327	345,000	325,000	360,000	4.35%
Capital Outlay - Equipment	-	319,000	315,690	239,000	-25.08%
Total	**$ 3,488,019**	**$ 3,878,965**	**$ 3,221,513**	**$ 3,967,000**	**2.27%**

Sewer Treatment

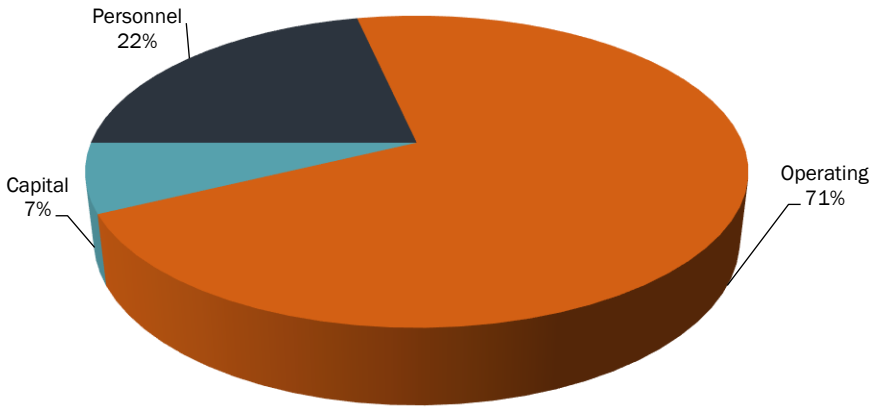
FY 2019-2020 Budget Highlights

The Sewer Treatment Department budget decreased 23.33 percent in FY19-20. The Sewer Treatment budget accounts for 17.81 percent of the Water & Sewer Fund budget and is equivalent to $210.26 per utility account. The Town plans to spend $70.30 per capita for Sewer Treatment in FY19-20. Major budget changes include increased system maintenance and repair for pump replacements, $285,600 for capital improvements for the Western Wake Regional Water Reclamation Facility and $15,000 in capital equipment for laboratory equipment and a spectrophotometer.

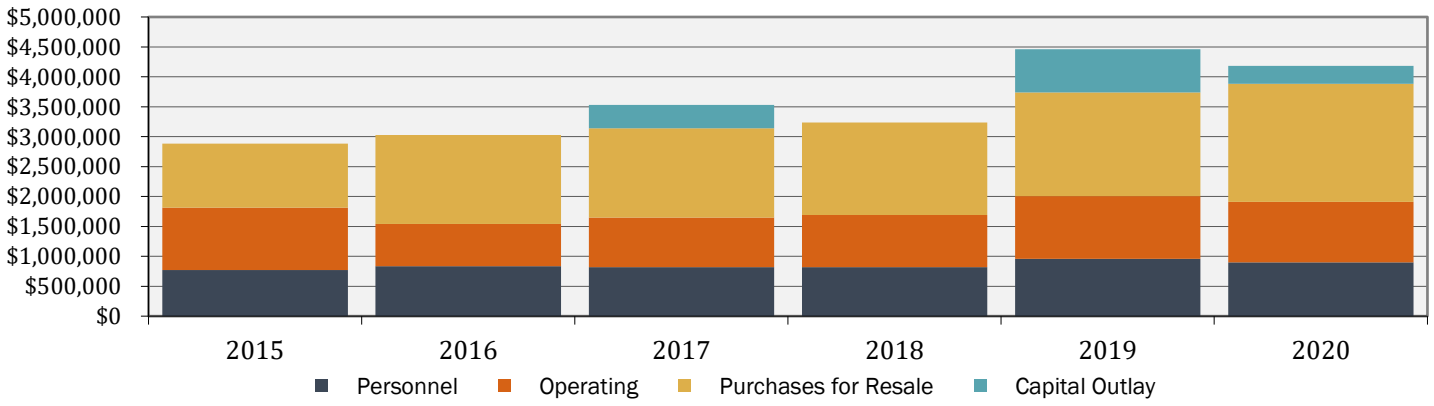
Budget Summary

Sewer Treatment Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	821,211	864,100	936,138	900,900	4.26%
Operating	2,417,505	2,781,156	1,861,087	2,982,700	7.25%
Capital	223,976	1,811,904	1,487,111	300,600	-83.41%
Total	**$3,462,692**	**$5,457,160**	**$4,284,336**	**$4,184,200**	**-23.33%**

Sewer Treatment Expenditures by Type



Sewer Treatment Expenditure History



Line Item Expenditures

Sewer Treatment Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	616,167	628,750	676,490	658,300	4.70%
FICA	44,495	48,100	51,752	50,400	4.78%
Group Insurance	68,031	87,300	100,506	89,300	2.29%
General Retirement	45,869	48,700	52,428	58,900	20.94%
401K General	30,339	31,450	33,825	32,900	4.61%
Workers Comp	16,311	19,800	21,138	11,100	-43.94%
Postage	27,414	-	-	-	-
Telephone & Communication	-	29,000	11,196	32,000	10.34%
Printing	4,603	11,000	5,574	11,000	0.00%
Utilities	316,219	350,000	276,566	350,000	0.00%
Travel and Training	3,046	2,400	2,200	2,400	0.00%
Maintenance & Repair - Building	20,519	23,000	2,000	15,000	-34.78%
Maintenance & Repair - Equipment	179,266	92,147	115,000	-	-100.00%
Maintenance & Repair - Vehicle	7,657	7,000	2,181	7,000	0.00%
Maintenance & Repair - System	-	192,000	78,501	220,000	14.58%
Rental - Equipment	-	10,000	3,000	5,000	-50.00%
Automotive Supplies	9,929	2,800	2,619	4,600	64.29%
Motor Fuel	-	15,000	15,000	17,500	16.67%
Office Supplies	-	1,000	300	-	-100.00%
Janitorial Supplies	-	1,000	500	-	-100.00%
Departmental Supplies	110,455	145,043	78,509	142,000	-2.10%
Technology Hardware & Accessories	-	10,500	161	1,500	-85.71%
Safety Supplies	-	3,000	-	2,500	-16.67%
Medical Supplies	91	250	-	-	-100.00%
Meeting & Event Provisions	2,723	3,000	2,465	3,000	0.00%
Uniforms	5,081	5,213	3,494	5,000	-4.09%
Contracted Services	61,135	24,253	12,368	43,400	78.95%
Personal Protective Equipment	-	7,200	1,940	7,400	2.78%
Software License & Maintenance	-	-	-	4,400	-
Professional Services - Engineering	-	10,000	-	10,000	0.00%
Professional Services - Lab Testing	-	20,000	10,379	25,000	25.00%
Colvin Park Sewer	66,972	65,000	72,283	84,000	29.23%
Dues and Subscriptions	53,793	10,000	7,500	10,200	2.00%
Operating Licenses & Permits	-	11,350	9,000	8,000	-29.52%
Purchases for Resale	1,548,603	1,730,000	1,148,350	1,971,800	13.98%
Capital Outlay - Improvements	223,976	1,766,904	1,442,304	285,600	-83.84%
Capital Outlay - Equipment	-	45,000	44,807	15,000	-66.67%
Total	**$ 3,462,692**	**$ 5,457,160**	**$ 4,284,336**	**$ 4,184,200**	**-23.33%**

Sewer Maintenance

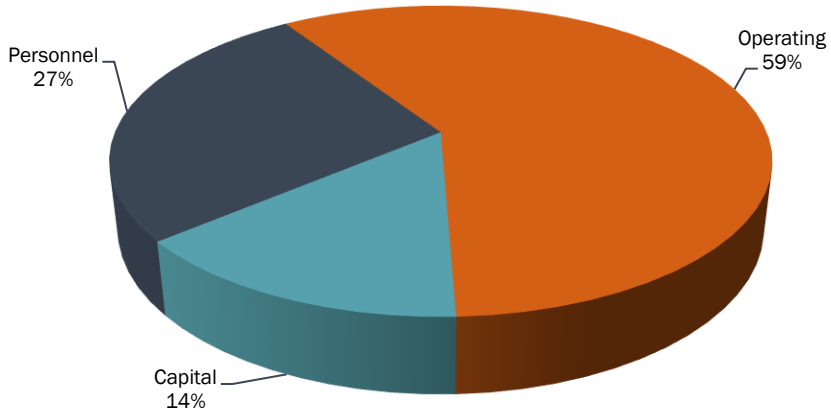
FY 2019-2020 Budget Highlights

The Sewer Maintenance Department budget increased 11.57 percent in FY19-20. The Sewer Maintenance budget accounts for 18.71 percent of the Water & Sewer Fund budget and is equivalent to $220.84 per utility account. The Town plans to spend $73.84 per capita for Sewer Maintenance in FY19-20. Major budget changes include increased purchases for resale and $1,233,000 for capital improvements including Cary Apex Sewer Treatment Plant Improvements and costs for Jordan Lake round 4 allocations.

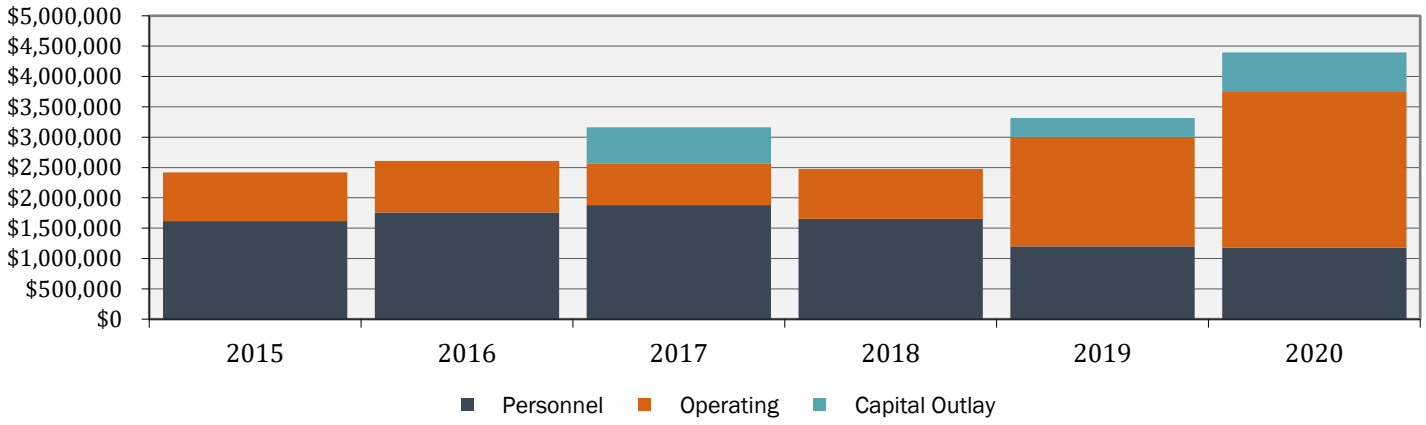
Budget Summary

Sewer Maintenance Expenditures by Type					
Type	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Personnel	1,847,916	1,200,100	1,483,857	1,179,300	-1.73%
Operating	823,993	2,175,027	1,512,151	2,577,900	18.52%
Capital	680,683	563,917	450,000	637,500	13.05%
Total	**$3,352,592**	**$3,939,044**	**$3,446,008**	**$4,394,700**	**11.57%**

Sewer Maintenance Expenditures by Type



Sewer Maintenance Expenditure History



Line Item Expenditures

Sewer Maintenance Expenditures					
Line Item	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Salaries	1,191,755	833,300	629,631	818,600	-1.76%
Part-Time Salaries	5,738	-	-	-	-
FICA	86,708	63,750	629,631	62,600	-1.80%
Group Insurance	187,189	167,450	122,886	173,100	3.37%
OPEB Expense	200,850	-	-	-	-
General Retirement	91,161	64,600	48,796	73,300	13.47%
401K General	60,304	41,700	31,482	40,900	-1.92%
Workers Comp	24,210	29,300	21,431	10,800	-63.14%
Postage	7,733	500	50	500	0.00%
Telephone & Communication	-	18,400	14,588	14,300	-22.28%
Printing	1,215	1,400	1,033	1,000	-28.57%
Utilities	60,869	66,612	70,943	75,000	12.59%
Travel and Training	7,759	8,500	5,000	8,700	2.35%
Maintenance & Repair - Equipment	103,389	65,000	23,262	45,000	-30.77%
Maintenance & Repair - Vehicle	12,194	9,240	10,476	23,000	148.92%
Maintenance & Repair - System	59,503	526,016	426,600	1,000,000	90.11%
Maintenance & Repair - Stations	15,286	150,000	78,587	569,000	279.33%
Rental - Equipment	-	6,000	3,323	6,000	0.00%
Advertising	362	-	-	-	-
Automotive Supplies	42,960	20,000	8,404	20,000	0.00%
Motor Fuel	-	45,500	46,410	51,500	13.19%
Office Supplies	-	3,100	800	2,000	-35.48%
Departmental Supplies	158,993	280,880	106,753	126,000	-55.14%
Technology Hardware & Accessories	-	10,000	8,000	13,000	30.00%
Safety Supplies	-	10,500	1,020	2,500	-76.19%
Medical Supplies	-	1,500	30	-	-100.00%
Meeting & Event Provisions	841	-	89	-	-
Uniforms	10,941	11,838	6,929	9,900	-16.37%
Contracted Services	332,627	775,249	638,650	551,000	-28.93%
Personal Protective Equipment	-	7,700	8,656	6,700	-12.99%
Software License & Maintenance	3,000	2,700	2,503	18,400	581.48%
Professional Services	4,511	95,500	20,900	-	-100.00%
Professional Services - Engineering	-	54,392	26,047	30,000	-44.84%
Dues and Subscriptions	1,277	1,500	1,300	1,400	-6.67%
Operating Licenses & Permits	532	3,000	1,800	3,000	0.00%
Capital Outlay - Improvements	680,683	274,900	225,000	576,000	109.53%
Capital Outlay - Equipment	-	289,017	225,000	61,500	-78.72%
Total	**$ 3,352,592**	**$ 3,939,044**	**$ 3,446,008**	**$ 4,394,700**	**11.57%**

Water - Sewer Fund Non-Departmental					
Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Debt Service					
Principal	-	534,000	534,000	549,000	2.81%
Interest	(1,568,328)	163,100	162,884	148,700	-8.83%
Principal	1,745,444	1,805,500	1,805,500	1,865,500	3.32%
Interest	1,488,301	1,451,400	1,451,313	1,413,200	-2.63%
Total	**$ 1,665,417**	**$ 3,954,000**	**$ 3,953,696**	**$ 3,976,400**	**0.57%**

Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Special Items					
Claims & Judgments	-	100,000	100,000	-	-100.00%
Total	**-**	**$ 100,000**	**$ 100,000**	**-**	**-100.00%**

Account Description	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Contingency					
Contingency	-	103,500	-	123,000	18.84%
Total	**-**	**$ 103,500**	**$ -**	**$ 123,000**	**18.84%**

Capital Reserve Funds

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

Water & Sewer/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.

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

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

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

Transportation Capital Reserve: The Transportation Capital Reserve revenues include the motor vehicle tax authorized by NC General Statutes and interest earned. General Statutes cap the motor vehicle tax at $30. Municipalities can us the first $5.00 for any general purpose, with any subsequent $5.00 increments restricted to street resurfacing, repairs, and maintenance up to $20. If a municipality chooses to implement the full $30, it must use the final $5.00 increment for public transit. Beginning in FY2018-2019, Town Council chose to allocate 100 percent of Apex's $25 tax to go to transportation improvement projects.

Revenues

Capital Reserve Funds Revenues					
Water & Sewer Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Capital Reimburse Fees	21,113,971	-	-	-	-
Interest Earned	330,238	144,000	-	300,000	108.33%
Miscellaneous Revenue	248,598	-	-	-	-
Fund Balance	-	1,597,724	-	-	-100.00%
Total	**$21,692,807**	**$1,741,724**	**$0**	**$300,000**	**-82.78%**
Water & Sewer Capital Reserve (HB436)	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Capital Reimburse Fees – Water	-	1,571,020	-	2,000,000	27.31%
Capital Reimburse Fees – Sewer	-	3,238,080	-	4,000,000	23.53%
Interest Earned	-	36,000	-	50,000	38.89%
Fund Balance	-	-	-	905,500	-
Total	**$0**	**$4,845,100**	**$0**	**$6,955,500**	**43.56%**
Fire Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Interest Earned	1,156	800	-	1,000	25.00%
Total	**$1,156**	**$800**	**$0**	**$1,000**	**25.00%**
Eva Perry Library Fund	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Interest Earned	1,276	900	-	2,000	122.22%
Fund Balance	-	580,000	580,000	-	-100.00%
Total	**$1,276**	**$580,900**	**$580,000**	**$2,000**	**-99.66%**
Recreation Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Subdivision Rec. Fees	4,158,264	3,500,000	3,856,427	2,800,000	-20.00%
Interest Earned	57,036	30,000	107,467	150,000	400.00%
Fund Balance	-	1,593,408	1,149,122	-	-100.00%
Total	**$4,215,299**	**$5,123,408**	**$5,113,016**	**$2,950,000**	**-42.42%**
Transportation Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Motor Vehicle Licenses	345,058	675,000	860,103	750,000	11.11%
Transportation Fees	466,957	-	(590)	-	-
Interest Earned	9,356	6,000	14,515	5,000	-16.67%
Fund Balance	-	172,000	188,018	-	-100.00%
Total	**$821,371**	**$853,000**	**$1,062,046**	**$755,000**	**-11.49%**

Expenditures

Capital Reserve Funds Expenditures					
Water & Sewer Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Transfer to W/S Fund	2,347,652	1,038,974	-	-	-100.00%
Transfer to W/S Project Fund	3,428,000	1,314,750	-	300,000	-77.18%
Reserve for Future Expenditure	-	(612,000)	-	-	-100.00%
Total	**$5,775,652**	**$1,741,724**	**$0**	**$300,000**	**-82.78%**
Water & Sewer Capital Reserve (HB436)	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Transfer to W/S Fund	-	4,197,850	-	1,865,500	-55.56%
Transfer to W/S Project Fund	-	35,250	-	5,090,000	14339.72%
Reserve for Future Expenditure	-	612,000	-	-	-100.00%
Total	**$0**	**$4,845,100**	**$0**	**$6,955,500**	**43.56%**
Fire Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Transfer to General Fund	-	-	-	-	-
Reserve for Future Expenditure	-	800	-	1,000	25.00%
Total	**-**	**$800**	**$0**	**$1,000**	**25.00%**
Eva Perry Library Fund	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Building Maintenance & Repair	-	-	-	2,000	-
Building Maintenance & Repair	-	580,000	580,000	-	-100.00%
Reserve for Future Expenditure	-	900	-	-	-100.00%
Total	**-**	**$580,900**	**$580,000**	**$2,000**	**-99.66%**
Recreation Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Transfer to General Fund	902,597	1,872,408	1,587,800	1,508,300	-19.45%
Transfer to Recreation Project	1,971,000	3,251,000	3,251,000	1,441,700	-55.65%
Reserve for Future Expenditure	-	-	-	-	-
Total	**$2,873,597**	**$5,123,408**	**$4,838,800**	**$2,950,000**	**-42.42%**
Transportation Capital Reserve	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Transfer to General Fund	742,400	-	-	-	-
Transfer to Street Project	-	853,000	853,000	755,000	-11.49%
Reserve for Future Expenditure	-	-	-	-	-
Total	**$742,400**	**$853,000**	**$853,000**	**$755,000**	**-11.49%**

Other Funds

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

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

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

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

Revenues

Other Fund Revenues					
Police State Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Interest Earned	275	100	-	400	300.00%
Police Revenues	19,050	2,000	-	1,000	-50.00%
Total	**$19,325**	**$2,100**	**$0**	**$1,400**	**-33.33%**
Police Federal Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Interest Earned	178	100	-	200	100.00%
Police Revenues	-	100	-	4,000	3900.00%
Total	**$178**	**$200**	**$0**	**$4,200**	**2000.0%**
Police Donation Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Interest Earned	274	100	-	200	100.00%
Misc. Revenue	50	-	-	-	-
Police Contributions	3,789	1,000	-	7,500	650.00%
Total	**$4,113**	**$1,100**	**$0**	**$7,700**	**600.00%**
Fire Donation Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Interest Earned	153	100	-	100	0.00%
Fire Donations	203	1,000	-	1,000	0.00%
Total	**$356**	**$1,100**	**$0**	**$1,100**	**0.00%**
Cemetery Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Interest Earned	12,018	9,000	17,548	15,000	66.67%
Fund Bal Appropriated - Budget	-	-	-	585,000	-
Total	**$2,718**	**$9,000**	**$17,548**	**$600,000**	**6566.7%**

Expenditures

Other Fund Expenditures					
Police State Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Supplies and Materials	-	1,250	-	-	-100.00%
Reserved for future Expenditures	-	850	-	1,400	64.71%
Total	**$0**	**$2,100**	**$0**	**$1,400**	**-33.33%**
Police Federal Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Supplies and Materials	-	200	-	4,200	2000.0%
Capital Outlay - Equipment	-	-	-	-	-
Total	**$0**	**$200**	**$0**	**$4,200**	**2000.0%**
Police Donation Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Supplies and Materials	1,995	1,100	-	7,700	600.00%
Total	**$1,995**	**$1,100**	**$0**	**$7,700**	**600.00%**
Fire Donation Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Supplies and Materials	-	1,100	-	1,100	0.00%
Capital Outlay - Equipment	-	-	-	-	-
Total	**$0**	**$1,100**	**$0**	**$1,100**	**0.00%**
Cemetery Funds	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Transfer to General Capital Project	-	-	-	600,000	-
Reserved for Future Expenditures	-	9,000	-	-	-100.00%
Total	**$0**	**$9,000**	**$0**	**$600,000**	**6566.7%**

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	**FY17-18 Actual**	**FY18-19 Budget**	**FY18-19 Estimate**	**FY19-20 Budget**	**Percent Change**
Health Premiums	3,761,553	3,958,166	3,576,501	5,056,902	27.76%
Spouse/Dependent Health	877,656	939,965	802,341	1,011,849	7.65%
Dental Premiums	278,841	247,048	232,657	304,783	23.37%
Spouse/Dependent Dental	165,373	178,660	137,491	154,003	-13.80%
Vision Premiums	-	56,188	32,591	56,912	1.29%
Total	**5,083,423**	**$5,380,027**	**$4,781,581**	**$6,584,449**	**22.39%**

Expenditures

Health & Dental Fund Expenditures					
Source	**FY16-17 Actual**	**FY17-18 Budget**	**FY17-18 Estimate**	**FY18-19 Budget**	**Percent Change**
Health Claims	3,894,101	3,652,643	2,973,166	5,154,049	41.10%
Dental Claims	372,297	332,731	334,031	425,819	27.98%
Admin Fees - Health	662,695	667,226	629,901	373,409	-44.04%
Health Claims - Retirees	637,351	636,980	456,303	546,673	-14.18%
Dental Claims - Retiree	4,677	3,375	8,536	9,000	166.67%
Admin Fees - Retiree	30,767	30,884	39,277	18,587	-39.82%
Admin Fees - Vision	-	56,188	31,782	56,912	1.29%
Total	**$ 5,601,888**	**$ 5,380,027**	**$ 4,472,997**	**6,584,449**	**22.39%**

Town of Apex, North Carolina
FY 2019 – 2020 Annual Budget
Approved Postion Requests

Department	Position Title	Requested	Total Annual Cost	Manager Recmded	FY 19-20 Cost	Notes
General Fund						
Administration	Budget Technician	1	63,668	1	50,298	Hire Oct. 2019
	Marketing & Communications Specialist	1	74,344	1	74,344	
Economic Development	Downtown Development Coordinator	1	86,403	1	68,079	Hire Oct. 2019
Information Technology	IT Technician (GPS/GIS)	-	68,062	1	68,062	Water & Electric requested
Fire Department	Firefighter - Ladder 5	6	375,658	6	375,658	
	Fire Engineer	3	221,521	3	221,521	
	Fire Lieutenant	3	241,078	3	241,078	
	Fire Training Coordinator	1	83,915	1	83,915	
	Firefighter - Engine 4	3	187,829	-	-	
Human Resources	Human Resources Manager	1	95,413	1	95,413	
Inspections & Permits	Plans Examiner	1	68,062	1	68,062	Replaces LSE hours
Parks & Recreation	Team Leader - Grounds Maint.	1	62,610	1	62,610	
	Park Attendants	2	98,490	2	98,490	
	Team Leader - Special Projects	1	62,610	-	-	
	Park Maintenance Worker - Special Projects	1	53,335	-	-	
Planning	GIS Technician	1	68,062	1	68,062	Converts 2 LSE to 1 FTE
Police	Accreditation Manager	1	80,359	1	67,655	Hire Oct. 2019
	Police Records Clerk - Criminal Investigations	1	60,061	1	60,061	
	Deputy Chief	1	132,744	1	107,795	Hire Oct. 2019
	Police Officer	1	68,418	2	136,837	
	School Resource Officer (Elementary)	1	68,418	-	-	
	Evidence Technician / Quartermaster	1	57,750	-	-	Converts 1 LSE to 1 FTE
	Records Clerk - Administrative	1	60,061	-	-	Converts 1 PT to 1 FTE
	Lieutenant	1	95,938	-	-	
Communications	Communications Supervisor	2	136,124	-	-	
PW&T	Facilities & Grounds Supervisor	1	87,590	1	87,590	
	Maintenance Worker (Chipper Truck)	1	53,335	1	53,335	
	Equipment Operator (Chipper Truck)	1	57,750	1	57,750	
	Street Maintenance Worker	1	53,335	1	53,335	
	Engineering/Surveying Technician	1	77,040	-	-	
	Maintenance Worker (Boom Truck)	1	53,335	-	-	
	Heavy Equipment Operator (Boom Truck)	1	62,610	-	-	
	ROW/Utility Technicians	3	160,004	-	-	
Water Resources	Infrastructure Inspector	1	80,359	1	80,359	
	GIS Technician	1	68,062	-	-	Combined position under IT
	Environmental Technician - Soil & Erosion	1	73,840	1	73,840	
	General Fund Totals	**50**	**3,498,190**	**34**	**2,354,147**	
Electric Fund						
Electric Utilities	Program Support Specialist	1	57,750	1	57,750	Existing LSE (30 hours /week)
	Electric Training & Safety Specialist	1	118,076	1	118,076	
	GIS Technician	1	68,062	-	-	Combined position under IT
	Electric Fund Totals	**3**	**243,888**	**2**	**175,826**	
Water/Sewer/Stormwater Fund						
Water Resources	Water Resources Technician - FOG Program	1	73,840	-	-	
	Environmental Specialist - Stormwater	1	80,359	-	-	
	Utility Technician - Water Distribution	1	60,061	1	60,061	
	Utilities Field Supervisor - Water Distribution	1	68,062	1	68,062	
	Water/Sewer Fund Totals	**4**	**282,323**	**2**	**128,123**	
	Total All Funds	**57**	**4,024,401**	**38**	**2,658,097**	

General Government	Salary Grade	FY 2017-2018			FY 2018-2019			FY 2019-2020		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Administration										
Town Manager	N/A	1	-	1	1	-	1	1	-	1
Assistant Town Manager	37	2	-	2	2	-	2	2	-	2
Budget & Management Analyst	24	1	-	1	1	-	1	1	-	1
Budget Technician	17	-	-	-	-	-	-	1	-	1
Communications Manager	26	1	-	1	1	-	1	1	-	1
Marketing & Communications Specialist	18	-	-	-	-	-	-	1	-	1
Town Clerk	23	1	-	1	1	-	1	1	-	1
Development Services Supervisor[1]	25	1	-	1	1	-	1	1	-	1
Senior Program Support Specialist[1]	17	1	-	1	1	-	1	1	-	1
Utilities Acquisition Specialist[1]	24	1	-	1	1	-	1	1	-	1
Construction Project Manager	25	1	-	1	1	-	1	1	-	1
	Total	10	-	10	10	-	10	12	-	12
Legal										
Town Attorney	N/A	1	-	1	1	-	1	1	-	1
Assistant Town Attorney	30	1	-	1	2	-	2	2	-	2
Paralegal	18	-	1	0.5625	-	1	0.5625	-	1	0.5625
	Total	2	1	2.5625	3	1	3.5625	3	1	3.5625
Human Resources										
Human Resources Director	34	1	-	1	1	-	1	1	-	1
Human Resources Manager	27	-	-	-	-	-	-	1	-	1
Human Resources Analyst (Senior)	24	1	-	1	1	-	1	1	-	1
Human Resources Specialist[10]	19	-	-	-	1	-	1	1	-	1
Human Resources Technician	17	2	-	2	1	-	1	1	-	1
Safety & Risk Manager	27	1	-	1	1	-	1	1	-	1
	Total	5	-	5	5	-	5	6	-	6
Information Technology										
Information Technology Director	34	1	-	1	1	-	1	1	-	1
Information Technology Client Services Team Lead	29	-	-	-	1	-	1	1	-	1
Senior Information Technology Analyst	27	1	-	1	1	-	1	1	-	1
GIS Administrator[1]	25	1	-	1	-	-	-	-	-	-
Information Technology Analyst	25	2	-	2	3	-	3	3	-	3
Information Technology Specialist[11]	23	2	-	2	3	-	3	3	-	3
Information Technology Technician	21	2	-	2	1	-	1	2	-	2
	Total	9	-	9	10	-	10	11	-	11
Finance										
Finance Director	35	1	-	1	1	-	1	1	-	1
Purchasing & Contracts Manager	25	1	-	1	1	-	1	1	-	1
Customer Service & Billing Manager	25	1	-	1	1	-	1	1	-	1
Accounting Manager[2]	25	1	-	1	1	-	1	1	-	1
Utility Accountant	22	-	-	-	1	-	1	1	-	1
Payroll Specialist	18	1	-	1	1	-	1	1	-	1
Utility Customer Service Specialist	15	3	-	3	3	-	3	3	-	3
Senior Utility Customer Service Specialist	17	4	-	4	4	-	4	4	-	4
Accounting Specialist	18	1	-	1	1	-	1	1	-	1
Accounts Payable Technician	15	1	-	1	1	-	1	1	-	1
Buyer	18	1	-	1	1	-	1	1	-	1
Inventory & Warehouse Specialist	14	2	-	2	2	-	2	2	-	2
	Total	17	-	17	18	-	18	18	-	18
Parks, Recreation, & Cultural Resources										
Parks, Recreation & Cultural Resources Director	34	1	-	1	1	-	1	1	-	1
Parks & Greenways Planner	24	1	-	1	1	-	1	1	-	1
Recreation Program Manager	26	1	-	1	1	-	1	1	-	1
Recreation Program Supervisor	22	3	-	3	3	-	3	3	-	3
Recreation Program Specialist	20	1	-	1	1	-	1	1	-	1
Cultural Arts Center Manager	25	1	-	1	1	-	1	1	-	1
Cultural Arts Specialist	21	1	-	1	1	-	1	1	-	1
Parks Operations Manager	25	1	-	1	1	-	1	1	-	1
Parks Operations Supervisor	21	2	-	2	2	-	2	2	-	2
Parks Operations Team Leader	17	4	-	4	4	-	4	5	-	5
Parks Maintenance Worker/Specialist/Senior	13-15	6	-	6	8	-	8	8	-	8
Parks Attendant	11	2		2	4		4	6		6
Recreation Customer Service Supervisor	20	1	-	1	1	-	1	1	-	1
Recreation Customer Service Specialist	15	3	-	3	3	-	3	3	-	3
Program Support Specialist	15	-	-	-	1	-	1	1	-	1
	Total	28	-	28	33	-	33	36	-	36
Total General Government		71	1	72	79	1	79.56	86	1	86.56

Planning, Economic & Development Services

Economic Development											
Economic Development Director	32	1	-	1	1	-	1	1	-	1
Downtown Development Coordinator	23	-	-	-	-	-	-	1	-	1
Marketing & Communications Specialist	18	1	-	1	1	-	1	1	-	1
	Total	**2**	**-**	**2**	**2**	**-**	**2**	**3**	**-**	**3**
Planning										
Planning Director	34	1	-	1	1	-	1	1	-	1
Planner Manager	29	1	-	1	2	-	2	2	-	2
Planner/Planner II/Senior Planner	22-26	5	-	5	5	-	5	5	-	5
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
Planning Technician (Lead)	21	1	-	1	1	-	1	1	-	1
Planning Technician	20	2	-	2	2	-	2	2	-	2
Development Specialist/Deputy Town Clerk	22	1	-	1	1	-	1	1	-	1
Administrative Specialist	15	-	-	-	-	-	-	-	-	-
	Total	**17**	**-**	**17**	**18**	**-**	**18**	**19**	**-**	**19**
Water Resources										
Water Resources Director	35	1	-	1	1	-	1	1	-	1
Assistant Public Works/Utilities Director	-	-	-	-	-	-	-	-	-	-
Stormwater & Utility Engineering Manager[3]	31	1	-	1	1	-	1	1	-	1
Engineer (Professional, Senior, Utility)	27-28	3	-	3	4	-	4	4	-	4
Environmental Specialist (Lead)	23-24	1	-	1	1	-	1	1	-	1
Utilities Specialist[4]	25	2		2	2		2	2		2
Environmental Technician	21	1	-	1	1	-	1	1	-	1
Water Resources Specialist[5]	25	1	-	1	1	-	1	1	-	1
Water Resources Technician	21	-	-	-	-	-	-	1	-	1
Infrastructure Inspections Supervisor	25	1	-	1	1	-	1	1	-	1
Infrastructure Inspector (Senior)	23-24	5	-	5	5	-	5	6	-	6
Senior Program Support Specialist	17	1	-	1	1	-	1	1	-	1
GIS Specialist	21	1	-	1	1	-	1	1	-	1
Utility Locate Technician	15	-	-	-	-	-	-	-	-	-
	Total	**18**	**-**	**18**	**19**	**-**	**19**	**21**	**-**	**21**
Inspections & Permits										
Inspections & Permits Director	32	1	-	1	1	-	1	1	-	1
Code Enforcement Supervisor	27	1	-	1	1	-	1	1	-	1
Code Enforcement Officer I, II, III	21-25	11	-	11	12	-	12	12	-	12
Plans & Permits Supervisor	27	1	-	1	1	-	1	1	-	1
Plans Examiner (Senior)	20-25	3	-	3	3	-	3	4	-	4
Permit Specialist	17	3	-	3	3	-	3	3	-	3
	Total	**20**	**-**	**20**	**21**	**-**	**21**	**22**	**-**	**22**
Total Planning, Economic & Development Services		**57**	**-**	**57**	**60**	**-**	**60**	**65**	**-**	**65**

Public Safety

Fire											
Fire Chief	35	1	-	1	1	-	1	1	-	1
Assistant Fire Chief	29	1	-	1	2	-	2	2	-	2
Fire Marshal	27	1	-	1	1	-	1	1	-	1
Deputy Fire Marshal	25	1	-	1	1	-	1	1	-	1
Fire Inspector	19	1	-	1	1	-	1	1	-	1
Fire Battalion Chief	27	3	-	3	3	-	3	3	-	3
Fire Training Coordinator	24	1	-	1	1	-	1	2	-	2
Fire Captain	24	3	-	3	3	-	3	3	-	3
Fire Lieutenant	23	15	-	15	15	-	15	18	-	18
Fire Engineer	21	18	-	18	18	-	18	21	-	21
Firefighter, Senior Firefighter	17-18	30	-	30	33	-	33	39	-	40
Senior Program Support Specialist	17	-	1	0.875	-	1	0.875	-	1	0.875
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
Administrative Logistics Coordinator[9]	18	-	-	-	1	-	1	1	-	1
	Total	**76**	**1**	**76.875**	**81**	**1**	**81.875**	**94**	**1**	**95.875**
EMS[8]										
EMS Chief	31	1	-	1	-	-	-	-	-	-
Paramedic Shift Supervisor	21	4	-	4	-	-	-	-	-	-
EMT (Basic, Intermediate, Paramedic)	15-19	11	-	11	-	-	-	-	-	-
Paramedic 0 FTO	20	1	-	1	-	-	-	-	-	-
Staffing & Logistics Specialist	17	1	-	1	-	-	-	-	-	-
	Total	**18**	**-**	**18**	**-**	**-**	**-**	**-**	**-**	**-**
Police										
Police Chief	35	1	-	1	1	-	1	1	-	1
Deputy Police Chief	31	-	-	-	-	-	-	1	-	1
Police Captain	29	3	-	3	3	-	3	3	-	3
Police (cont.)										
Police Lieutenant	27	3	-	3	3	-	3	3	-	3
Police Sergeant[6]	25	12	-	12	13	-	13	13	-	13
Records and Technology Manager	26	1	-	1	1	-	1	1	-	1
Accreditation Manager	23	-	-	-	-	-	-	1	-	1
Police Corporal	23	7	-	7	7	-	7	7	-	7
Police Officers (PO I, PO II, Master PO, Senior PO)	19-22	56	-	56	65	-	65	67	-	67
Crime Analyst	20	1	-	1	1	-	1	1	-	1
Information Technology Technician	21	1	-	1	1	-	1	1	-	1
Victim Advocate	21	1	-	1	1	-	1	1	-	1
Evidence Technician/Quartermaster	16	1	-	1	1	-	1	1	-	1
Administrative Coordinator[14]	18	1	-	1	1	-	1	1	-	1
Police Records Clerk	16	1	-	1	1	1	1.625	2	1	2.625
	Total	**89**	**-**	**89**	**99**	**1**	**99.625**	**104**	**1**	**104.625**
Emergency Communications										
Communications Manager	26	1		1	1		1	1		1
Communications Shift Supervisor[7]	19	2	-	2	2	-	2	2	-	2
Telecommunicator (I, II, Senior)	16-18	8	-	8	8	-	8	8	-	8
	Total	**11**	**-**	**11**	**11**	**-**	**11**	**11**	**-**	**11**
Total Public Safety		**194**	**1**	**194.9**	**191**	**2**	**192.50**	**209**	**2**	**211.50**

Public Works

Facility & Fleet Services											
Facility & Fleet Services Director	32	-	-	-	-	-	-	-	-	-	-
Facilities & Grounds Supervisor	25	-	-	-	-	-	-	1	-	1	1
Fleet Services Supervisor	22	1	-	1	1	-	1	1	-	1	1
Facility Services Supervisor	23	1	-	1	1	-	1	1	-	1	1
Fleet Services Mechanic/ Sr. Mechanic	17-18	5	-	5	4	-	4	4	-	4	4
Facility Maintenance Mechanic/ Sr. Mechanic	17	2	-	2	3	-	3	3	-	3	3
Program Support Specialist	15	1	-	1	1	-	1	1	-	1	1
	Total	**10**	**-**	**10**	**10**	**-**	**10**	**11**	**-**	**11**	**11**
Public Works &Transportation											
Public Works & Transportation Director[1]	35	1	-	1	1	-	1	1	-	1	1
Engineering Supervisor	29	1	-	1	1	-	1	1	-	1	1
Senior Engineer	28	1	-	1	1	-	1	1	-	1	1
Professional Engineer	27	1	-	1	1	-	1	1	-	1	1
Engineering Projects Coordinator	24	1	-	1	1	-	1	1	-	1	1
Engineering Technician	22	1	-	1	1	-	1	1	-	1	1
Public Works Operations Support Specialist	21	1	-	1	1	-	1	1	-	1	1
Senior Program Support Specialist	17	1	-	1	-	-	-	-	-	-	-
Public Works Data Operations Technician[13]	18	-	-	-	1	-	1	1	-	1	1
	Total	**8**	**-**	**8**	**8**	**-**	**8**	**8**	**-**	**8**	**8**
Streets											
Public Works Operations Manager	29	1	-	1	1	-	1	1	-	1	1
Street Maintenance Worker (all Levels)	13-15	8	-	8	8	-	8	9	-	9	9
Street Maintenance Supervisor	23	1	-	1	1	-	1	1	-	1	1
Heavy Equipment Operator	17	2	-	2	2	-	2	2	-	2	2
Street Crew Field Supervisor	19	1	-	1	1	-	1	1	-	1	1
Street Right of Way Crew Field Supervisor	17	1	-	1	1	-	1	1	-	1	1
Street Right of Way Technician	13	3	-	3	3	-	3	3	-	3	3
Street Signs Worker/Technician	15-16	1	-	1	2	-	2	2	-	2	2
	Total	**18**	**-**	**18**	**19**	**-**	**19**	**20**	**-**	**20**	**20**
Solid Waste Services											
Solid Waste Supervisor	22	1	-	1	1	-	1	1	-	1	1
Solid Waste Equipment Operator (I, Senior)	15-16	10	-	10	11	-	11	12	-	12	12
General Maintenance Worker (I,II)	11-12	3	-	3	4	-	4	5	-	5	5
	Total	**14**	**-**	**14**	**16**	**-**	**16**	**18**	**-**	**18**	**18**
Total Public Works		**50**	**-**	**50**	**53**	**-**	**53**	**57**	**-**	**57**	**57**

Public Utilities

Electric											
Electric Utilities Director	34	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
Electric Training & Safety Specialist	24	-	-	-	-	-	-	1	-	1
Electric Crew Field Supervisor	24	4	-	4	4	-	4	4	-	4
Electric Line Technician (I,II or Senior)	17-20	13	-	13	15	-	15	15	-	15
Electric Technical Services Specialist (Senior)	20-22	2	-	2	2	-	2	2	-	2
Electric Engineering Technician	21	1	-	1	1	-	1	1	-	1
Powerline Arborist (Trainee)	22	2	-	2	2	-	2	2	-	2
Powerline Right-of-way Technician	16	4	-	4	4	-	4	4	-	4
Program Support Specialist	15	-	-	-	-	-	-	-	1	0.875
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**	**34**	**-**	**34**	**36**	**-**	**36**	**37**	**1**	**37.875**
Water & Sewer											
Water & Sewer Administration (Water Resources)											
Utilities Operations Manager	29	1	-	1	1	-	1	1	-	1
Water Resources Program Coordinator	18	-	-	-	1	-	1	1	-	1
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
	Total	**2**	**-**	**2**	**3**	**-**	**3**	**3**	**-**	**3**
Water Maintenance											
Utility Maintenance Supervisor	21	1	-	1	1	-	1	1	-	1
Water Quality Supervisor	24	1	-	1	1	-	1	1	-	1
Utility Crew Leader	19	1	-	1	1	-	1	1	-	1
Utility Field Supervisor	19	-	-	-	-	-	-	1	-	1
Heavy Equipment Operator	17	2	-	2	2	-	2	2	-	2
Utility Maintenance Worker/Technician (all Levels)	13-16	9	-	9	11	-	11	12	-	12
Meter Services Supervisor[12]	19	1	-	1	1	-	1	1	-	1
Senior Meter Technician[12]	15	1	-	1	1	-	1	1	-	1
Meter Technician[12]	14	2	-	2	2	-	2	2	-	2
	Total	**18**	**-**	**18**	**20**	**-**	**20**	**22**	**-**	**22**
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	2	-	2	2	-	2	2	-	2
WRF Operator III / Electrical Specialist	21	1	-	1	1	-	1	1	-	1
WRF Operator / Mechanic I,II,III	18-20	2	-	2	2	-	2	2	-	2
Laboratory Analyst (I, Senior)	17-18	1	-	1	1	-	1	1	-	1
	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	7	-	7	7	-	7	7	-	7
Heavy Equipment Operator	17		-			-			-	
	Total	**13**	**-**	**13**	**13**	**-**	**13**	**13**	**-**	**13**
Total Water & Sewer Fund		**40**	**1**	**41**	**43**	**1**	**43.88**	**45**	**1**	**45.88**
Total Public Utilities		**74**	**1**	**75**	**79**	**1**	**79.88**	**82**	**2**	**83.75**

Total Funds	**FY 2017-2018**			**FY 2018-2019**			**FY 2019-2020**		
	FT	**PT**	**FTE**	**FT**	**PT**	**FTE**	**FT**	**PT**	**FTE**
Total General Fund	372	2	373	383	3	385.06	417	3	420.06
Total Electric Fund	34	-	34	36	-	36.00	37	1	37.88
Total Water & Sewer Fund	40	1	41	43	1	43.88	45	1	45.88
Total All Funds	446	3	448.3125	462	4	464.94	499	5	503.81

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 from Accounting Technician to Accounting Manager 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 positon 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 Deapartment in 2018.
[10] Change was the result of reclassificiation 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; positon reclassifed to IT Specialist in 2018.
[12] Positons 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Effectiveness Measure: A performance measure identifying outcome quality.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GFOA: The acronym used for Government Finance Officers Association of the United States and Canada.

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenue-Neutral Rate: The tax rate that would generate the same amount of ad valorem revenues as before a revaluation while considering growth.

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

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

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

Surplus: The amount by which revenues exceed expenditures.

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

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

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

Transfer: Movement of cash or other resources between funds.

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

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

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

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

Common Budget Acronyms

APA	American Planning Association	**LSE**	Limited Service Employee
CAFR	Comprehensive Annual Financial Report	**N/A**	Not Applicable
CALEA	Commission on Accreditation for Law Enforcement Agencies	**NC**	North Carolina
CDBG	Community Development Block Grant	**NCCMA**	North Carolina City/County Management Association
CIP	Capital Improvement Program	**NCDEQ**	North Carolina Department of Environment Quality
CO	Certificate of Occupancy	**NCDOT**	North Carolina Department of Transportation
EEO	Equal Employment Opportunity	**NCDMV**	North Carolina Division of Motor Vehicles
EMS	Emergency Management Services	**NCDWQ**	North Carolina Division of Water Quality
EPA	Environmental Protection Agency	**NCLM**	North Carolina League of Municipalities
ETJ	Extra Territorial Jurisdiction	**NFPA**	National Fire Protection Agency
FEMA	Federal Emergency Management Administration	**NPDES**	National Pollutant Discharge Elimination System
FT	Full-time	**OPEB**	Other Post Employment Benefits
FTE	Full-time Equivalent	**OSHA**	Occupational Safety and Health Act
FY	Fiscal Year	**PIL**	Payment in Lieu
GAAP	Generally Accepted Accounting Principles	**PIO**	Public Information Officer
GASB	Government Accounting Standards Board	**PO**	Purchase Order
GFOA	Government Finance Officers Association	**PT**	Part-time
GO Bonds	General Obligation Bonds	**TIA**	Traffic Impact Analysis
GIS	Geographic Information Systems	**TIP**	Transportation Improvement Program
GS / NCGS	General Statutes / North Carolina General Statutes	**TP**	Transportation Plan
ICMA	International City/County Management Association	**UDO**	Unified Development Ordinance
LGC	Local Government Commission		

Capital Improvement Plan

FISCAL YEAR 2020-2024







APEX
1873
NORTH CAROLINA

Town of Apex, North Carolina
FY 2019 – 2020 Annual Budget

Capital Improvement Plan Message

Dear Mayor Olive and Apex Town Council:

I am pleased to present the Recommended FY2019-2020 Capital Improvement Plan (CIP) for your review and consideration. The Town's CIP represents a guide for maintenance and acquisition of capital assets. The CIP is an important management tool, as it evaluates the effects of capital costs on the town's operating budget and the town's financial standing in terms of debt burden and capacity. The entire CIP is not an adopted budget. Only the first year of the CIP (FY19-20) will become part of the town's annual budget document, once approved. The CIP is a dynamic planning tool, as it is evaluated annually and adjusted according to Town Council's goals and financial considerations. Town Council will find that the proposed capital improvement plan addresses Council's goals with projects focusing on high performing government, active and engaged citizens and visitors, sustainable development and infrastructure, a safe and secure community, and economic vitality.

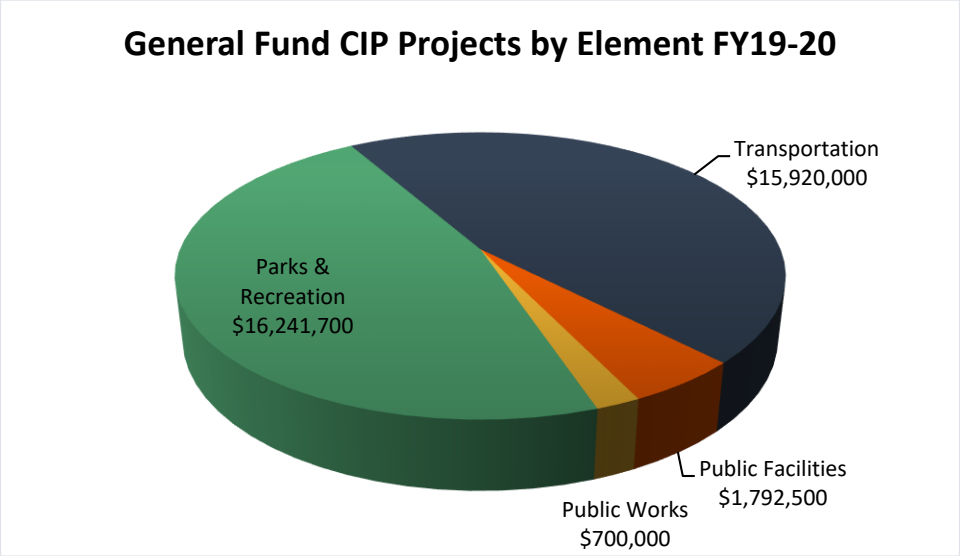
FY19-20 CIP Overview

The Recommended FY19-20 CIP includes 33 projects totaling $54,623,750 for the General Fund, Electric Fund, and Water and Sewer Fund. Twenty capital projects in the General Fund total $34,654,200. Parks and Recreation and Transportation elements represent the greatest portion of the General Fund CIP. Parks and Recreation projects total $16.2 million including $12.5 million for Pleasant Park and $2.4 million for Phase II of the Beaver Creek Greenway. Both of these projects are funded through the 2017 bonds. Transportation projects total $15.9 million, including $12 million for the Apex Peakway Southwest Connector and $1.6 million for annual pavement management. Heavy equipment purchases account for $700,000 in the CIP and include a backhoe, chipper truck, grapple truck, and right-of-way mower. Facilities projects total $1.8 million with renovations to Fire Station 1 representing the largest portion at $1.5 million.

The FY19-20 CIP for the Electric Fund consists of three projects totaling $11,785,450. The three projects include the Smart Meters (AMI) project ($1.75 Million), the new Electric Office/Warehouse Facility ($9.8 million), and a replacement bucket truck ($235,450). The Town plans to issue revenues bonds to finance the Electric Office/Warehouse Facility.

Water and Sewer Fund projects total $8,184,100 for 10 projects. The highest cost is associated with the planning and design for the Big Branch 2 Pump Station at $2 million. Utility relocation projects for I-540 and the Peakway Southwest Connection combine for $1.4 million, and cost share projects with Cary for water and sewer total $1.4 million. The 5-year CIP for the Water and Sewer Fund is consistent, averaging around $6 million each year. The financial stability of the fund accompanied by system development fees and consistent capital project programming enable to Town to undertake all the water and sewer capital projects without any debt financing.

The complete 5-year CIP represents projects totaling $176.4 million for the General Fund, Electric Fund, and Water and Sewer Fund combined.



Financial Impact

General Fund Fiscal Indicators and Key Debt Ratios

	Target	Projected
Net debt service to expenditures	<12%	7.30%
Net debt per assessed valuation	<2.5%	0.949%
10-year Principal Payout	>55%	79.24%

Debt burden and capacity ratios remain within acceptable levels for FY19-20 for all funds. The General Fund net debt service to expenditures is 7.14 percent, the Electric Fund is 1.46 percent, and the Water and Sewer percentage is 16.22. This indicates the town's debt is a small percentage of its overall expenditures and within an acceptable range. The General Fund net debt per assessed valuation of .936 percent remains well below the policy maximum of 2.5 percent, and the 10-year payout ratio will be 79.24 in FY19-20.

The CIP indicates that capital projects should not affect the General Fund operating budget in FY19-20, but it does indicate a significant impact in future years due to larger projects. Specifically, the planned construction of Public Safety Station 6 in FY21-22 will require a fire engine and adequate staffing while also adding maintenance costs to the operating budget. This project alone will add over $1 million to the General Fund operating budget. Balancing capital needs with services and other priorities can place a significant strain on town revenues. The potential impact on the tax rate is of concern when prioritizing capital projects and operating costs. The CIP includes a tax impact analysis to evaluate the potential effects of capital projects on the overall budget over the next five years. Other revenues from fees and grants can help diminish the potential impact on the tax rate. A strong economy can drive increases in sales tax revenue, and growth can increase revenues from user fees and development fees as well as increase the tax base.

In summary, the proposed FY19-20 CIP includes 20 projects in the General Fund, three in the Electric Fund, and 10 in the Water and Sewer Fund totaling $54,623,750. The CIP addresses concerns related to debt management and the effects on the operating budget, and the capital projects address town needs while adhering to the Town Council's goals. If implemented, the CIP will provide the town with a plan to maintain and acquire capital assets that improve the town's ability provide exceptional services as well as provide the foundation for future growth.

Respectfully submitted,

D. Shawn Purvis
Assistant Town Manager

Town of Apex Capital Improvement Plan
FY19-20 to FY23-24

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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 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 description of the project, an explanation of how the project implements an established goal, the estimated cost of the project, and an estimate of the recurring costs associated with a completed project (i.e. additional staff, additional utilities, etc.). The formal request also includes an analysis of alternative solutions, if any, and a statement as to the effect on services and/or programs if the project is not funded.

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

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

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

Relationship to the Annual Operating Budget

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

CIP Structure

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

1. **Transportation Element:** funds the construction of new or improved roadways, sidewalks, and multi-use paths. Implementation of the Advance Apex: The 2045 Transportation Plan is funded in this element.
2. **Parks, Recreation and Cultural Resources Element:** funds the acquisition of land for new park and greenway facilities, the construction of park and recreation amenities, and major maintenance of current facilities. Implementation of the Parks and Recreation Master Plan is funded in this element.
3. **Public Safety Element:** funds the acquisition of capital equipment to support the operations of the three public safety departments in the Town (Fire and Police). 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 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, BMP construction, and major maintenance of this infrastructure. They also include equipment needed to manage solid waste collection and maintain Town streets.
6. **Electric Utility Element**: funds the construction and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions and major maintenance of infrastructure. They also include equipment necessary to maintain the system.
7. **Water and Sewer Utility Element:** funds the construction and improvement of water and sewer infrastructure. These projects include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

Capital Improvement Funding

The sources of funding used to execute the Plan are as important as the capital projects contained in the Plan. Capital Improvements for the Town of Apex are funded using a variety of sources that are broadly categorized as cash or debt financing.

Cash, or pay-as-you-go (paygo), funds come from sources such as tax revenue, development related fees (recreation, transportation, and capacity fees), program fees, State revenue, and interest earnings. Some of these sources, such as State revenue from the Powell Bill, Town recreation fees, and certain others, may only be spent to meet certain needs. Other revenue sources come with no restriction on the needs they may be used to address. Major funding sources for the CIP are described below:

General Fund: General Fund revenue such as ad valorem taxes, sales taxes, utility taxes and other similar revenue are used to fund Town operations and may be used to fund capital projects such as facility improvements, transportation system improvements, and other similar projects. Compared to other sources, general fund resources are a flexible revenue source without restrictions on their use.

Enterprise Funds: Enterprise funds, such as the water/sewer fund, and the electric fund collect user fees as part of their operations, and then invest a portion of that revenue into capital projects. The Town uses these funds only for corresponding enterprise projects. For instance, the electric fund only pays for projects related to the electric system, and not for projects related to 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.

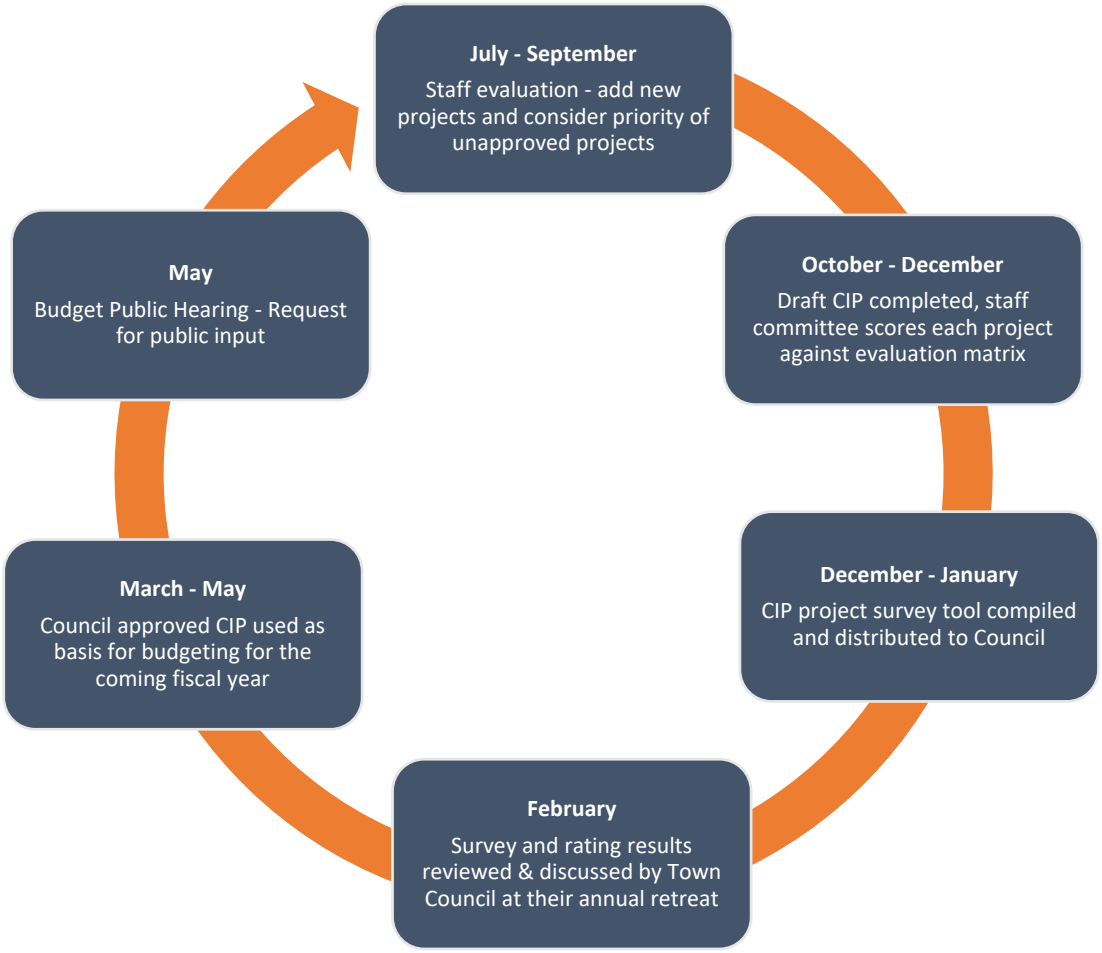
Recreation Subdivision Fee-in-Lieu of Dedication: These fees are charged, based upon a Town Council-approved Development Fee Schedule, to developers of land within the Town of Apex and its Extraterritorial Jurisdiction (ETJ). Revenue from these fees is restricted to be used for park and recreation system expansion or improvements or to fund payment of related debt service.

Reserve from Prior Years: As capital projects are completed, any unspent budgeted amounts accumulate into capital reserves, which are available to fund future projects. Capital reserves can also build up when the Town collects revenue in excess of the amount budgeted for development fees described above.

The CIP Process

Summary: 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 completes a CIP project request form and compiles supporting documentation. All CIP project requests are due by mid-October of each year.

Once the projects are submitted, a draft Capital Improvement Plan covering the next five fiscal years is developed. Following 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.



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

Legal Mandate	
* Select all that apply	Points Possible
Project mandated by State and/or Federal Law	10 points
Project mandated by Town Council	7 points
Project mandated by legal settlement, contracual 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

Example of one of eight staff evaluation matrix categories and scoring range

In preparation for the Town Council Annual Retreat in February, the Mayor and Council Members were provided with a survey tool to rate a selection of 45 General Fund projects. The ranking excluded projects that were 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 Council rated the projects in terms of how well they addressed each of the Council's five strategic goals:

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

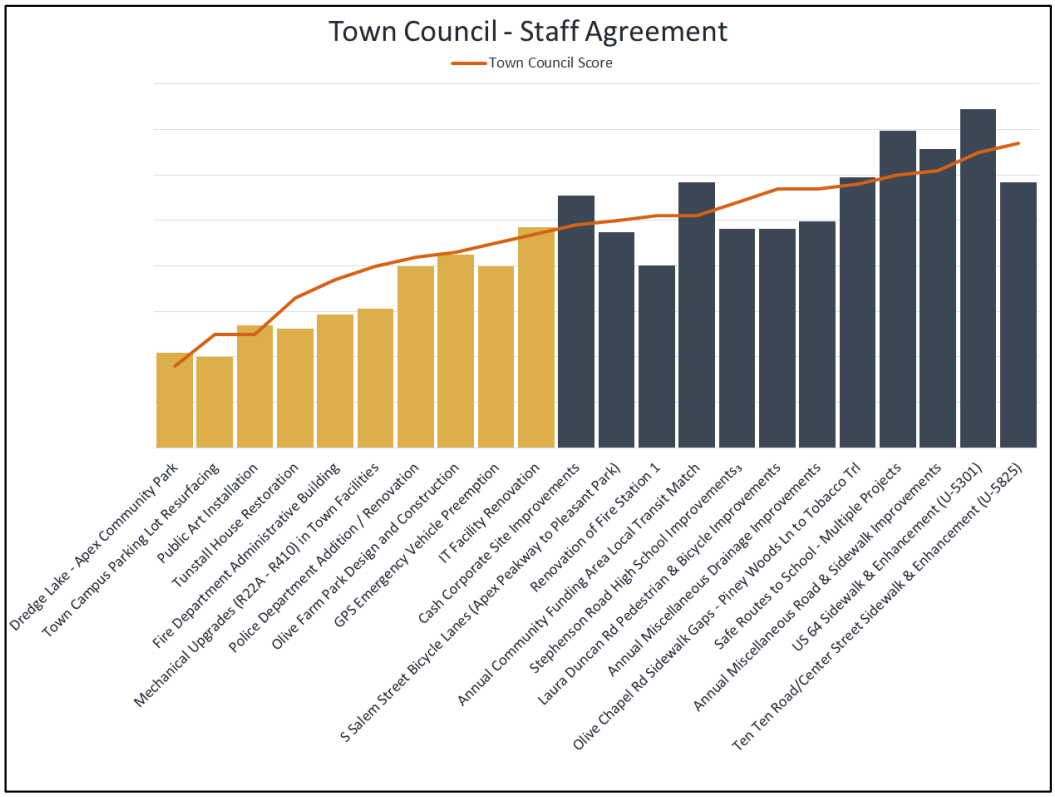
***Active, Engaged Citizens & Visitors**: We will foster community engagement, by providing a system of high quality active and passive recreational facilities and cultural activities for citizens and visitors, and creating meaningful connections between citizen and government.*

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

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

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

Using these responses, staff ratings were averaged across response categories and summed to provide a score for each proposal. Similarly, the responses from the Mayor and Town Council members for each proposal were averaged by goal and summed, with the totals being used to create an index scale. While staff used different criteria than the Mayor and Council to evaluate projects, a comparison of the average scores shows that there was nonetheless broad agreement in terms of each proposal's relative importance.



Using the average score of the Mayor and Town Council's responses and a measure of dispersion (standard deviation) the results were then used to assign projects into quartiles based on average ranking and agreement. This helped show projects where the council is in agreement on ranking (high or low) and used for the basis of further discussion on projects which seem to have higher than average support (but disagreement).

1st Quartile - Above Average Score, Above Average Agreement	2nd Quartile - Above Average Score, Below Average Agreement
Annual Miscellaneous Road & Sidewalk Improvements	Annual Community Funding Area Local Transit Match
Apex Nature Park / Seymour Athletic Fields Parking Expansion	Annual Miscellaneous Drainage Improvements
Apex Parking Deck	Affordable Housing Land Purchase
Beaver Creek Greenway - Phase II & III Construction	Fire Station 1 - Renovation
Jaycee Park Expansion	Middle Creek Greenway - Phase II Construction/Phase III Design
Jessie Drive Connection	NC 55 Sidewalk and Enhancement (FY 2024)
Salem Pond Park - Phase III	Olive Chapel Road Sidewalk Gaps
South Salem Street Bicycle Lanes	Pavement Management Backlog
Ten Ten Road/Center Street Sidewalk and Enhancement (U-5825B)	Pleasant Park - Phase II & III
US 64 Sidewalk and Enhancement	Public Safety Station 6
Laura Duncan Road Pedestrian & Bicycle Improvements (June 2020)	Safe Routes to School (multiple projects)
Cash Corporate Center Improvements	West Williams Street Sidewalk (US 64 Ramp to Vision Drive)
3rd Quartile - Below Average Score, Below Average Agreement	**4th Quartile - Below Average Score, Above Average Agreement**
Stephenson Road High School Improvement	Apex Community Park Parking Expansion
Eva Perry Library Roof Replacement	Center Street Railroad Crossing and Sidewalk/Quiet Zone Phase 1
IT Facility Renovation	Chatham Street Railroad Crossing and Sidewalk/Quiet Zone Phase 2
Mechanical Upgrades to Town Facilities	Davis Drive at Salem Church Road Realignment
Northwest Park Design and Construction	Dredge Lake at Apex Community Park
Public Art Installation	Environmental Education Center - Nature Park
Public Works Operations Parking Lot Rehab	Fire Department Administrative Building
Town Campus Parking Lot Rehab	GPS Emergency Vehicle Preemption
Town Fiber Optic Expansion	Olive Farm Park Design and Construction
Tunstall House Restoration	Police Department Addition / Renovation
Vehicle Storage Shed & Brine Building	

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

CIP Practices

Long-range cost estimates: Using the upcoming fiscal year as the base, staff will apply cost escalators to better estimate future construction costs. Staff applies the escalator to new construction and significant building rehabilitations. In some elements, such as public utilities and transportation, staff applies other escalators developed for those specific service areas.

Closing Projects: Projects are closed when the approved scope of work is complete. Staff reviews project statuses periodically to identify projects that are finished and can be closed. If the budget for a completed project is not fully expended, generally, the budget is closed and the remaining balance accumulates in fund balance. The accumulated fund balance is available to pay for future projects.

Horizon Issues: The proposed CIP funds the Town's highly prioritized needs. Staff reviews and analyzes the business cases supporting these projects and considers them ready to move forward. In many situations, however, the Town has identified a future need, but has not yet completed a detailed analysis, considered options, or designed a specific facility. These projects include facilities, capital maintenance, and business systems that will be needed in the future, often beyond the CIP's five-year timeframe.

Planning By Fund

The following sections represent a description of the projects submitted, by element (as described on Page 3), for the five year planning timeframe under consideration. Each element begins with a brief description of what types of projects are funded and it includes a tabular summary of all projects considered and the proposed revenue source to fund the projects in each year. At the end of each section there is a summary table showing the total cost of the projects in each year and the total of each revenue source. More details regarding the cost of borrowing is provided in each summary section. The reference to "Local Revenue" in the revenue portion of the tables is indicative of the need for current year funding for some projects/purchases in each year. This could include appropriation of reserve funds 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 a large part by ad valorem taxes, along with sales taxes, utility taxes and other similar revenue.

The types of capital projects that qualify for this fund include facility improvements, transportation system improvements, and other similar projects.

Compared to other sources, general fund resources are a flexible revenue source without restrictions on their use.

The icons below signify each element within the general fund. They are located on the top right corner of the pages that are associated with their projects.



Transportation



Parks, Recreation and Cultural Resources



Public Safety



Public Works & Enviromental Services



Public Facilities

Transportation Element Projects



Projects Funded: Construction of new roadways, improvements to existing roadways, sidewalks, and multi-use paths.

Peak Plan 2030 Recommendation: Implementation of the 2011 Transportation Plan (as amended) is funded in this element.

Transportation infrastructure, like the Peakway shown to the right, has a long lasting effect on the quality of life in Apex giving easier access to all areas of town and helping ease commuter traffic congestion as residents travel to and from employment centers.

The table below shows each of the projects submitted for consideration in this year's CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Transportation	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Future Years	Total Capital Cost
Annual Pavement Management	$ 1,600,000	$ 1,700,000	$ 1,800,000	$ 1,900,000	$ 2,000,000	$ 2,100,000	$ 11,100,000
Annual Miscellaneous Road and Sidewalk Improvements	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,200,000
Cash Corporate Center (Burma Dr. Extension)	$ 150,000						$ 150,000
Jessie Drive	$ 1,000,000	$10,000,000					$ 11,000,000
Laura Duncan Rd Pedestrian and Bicycle Improvements	$ 600,000						$ 600,000
NC 540 Roadway Enhancements (R-2721)	$ 120,000						$ 120,000
Safe Routes to School Multiple Projects	$ 250,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,250,000
Annual Community Funding Area Local Transit Match		$ 500,000	$ 250,000	$ 200,000	$ 200,000	$ 200,000	$ 1,350,000
NC 55 Sidewalk and Enhancement (U-2901)		$ 2,000,000					$ 2,000,000
S Salem Street Bicycle Lanes (Apex Peakway to Pleasant Park)		$ 500,000	$ 4,500,000				$ 5,000,000
Apex Parking Deck			$ 6,000,000				$ 6,000,000
GPS Emergency Vehicle Preemption			$ 260,000	$ 160,000	$ 160,000	$ 160,000	$ 740,000
US 64 Sidewalk and Enhancement (U-5301)			$ 2,000,000				$ 2,000,000
Davis Drive at Salem Church Road Realignment				$ 500,000	$ 6,000,000		$ 6,500,000
Olive Chapel Rd Sidewalk Gaps - Piney Woods Ln to Tobacco Trl				$ 600,000			$ 600,000
Pavement Management Backlog of Projects				$ 5,000,000			$ 5,000,000
Ten Ten Road/Center Street Sidewalk and Enhancement (U-5825)				$ 2,000,000			$ 2,000,000
W Williams St Sidewalk (US 64 E Ramp to Vision Dr)				$ 500,000			$ 500,000
Center St RR Crossing Improvements & Sidewalk/Quiet Zone pt. 1					$ 800,000		$ 800,000
Chatham St RR Crossing Improvements & Sidewalk/Quiet Zone pt. 2					$ 800,000		$ 800,000
Stephenson Road High School Improvements Cost Share					$ 1,000,000		$ 1,000,000
Apex Barbecue Road Sidewalk (Olive Chapel Rd to Kelly Rd)						$ 2,000,000	$ 2,000,000
Apex Peakway North Widening Part A (Center St to Laura Duncan Rd)						$ 8,000,000	$ 8,000,000
Apex Peakway North Widening Part B (Laura Duncan Rd to S Salem St)						$ 8,000,000	$ 8,000,000
Apex Peakway Southeast Connector						$ 18,000,000	$ 18,000,000
Green Level Church Rd at Jenks Rd Roundabout						$ 5,000,000	$ 5,000,000
Kelly Rd Southbound Widening (Chelsea Run Ln to Evening Star Dr)						$ 2,500,000	$ 2,500,000
Laura Duncan Rd at Old Raleigh Rd Roundabout						$ 1,500,000	$ 1,500,000
Olive Chapel Rd Bicycle Lanes (NC 55 to New Hill Olive Chapel Rd)						$ 10,000,000	$ 10,000,000
US 1 at NC 55 Interchange Upgrade Cost Share						$ 500,000	$ 500,000
	$ 3,920,000	$15,100,000	$15,210,000	$11,260,000	$11,360,000	$ 58,360,000	$ 115,210,000

Revenues	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Future Years	Total
Local Revenue	$ 2,292,200	$ 3,478,000	$ 5,424,000	$ 4,350,000	$ 5,649,000	$ 1,227,000	$ 22,420,200
Grant Funding - Committed	$ 1,627,800	$ 1,277,000	$ 1,316,000	$ 1,355,000	$ 1,396,000	$ 1,438,000	$ 8,409,800
Grant Funding - Potential	$ -	$ 5,345,000	$ 2,470,000	$ 555,000	$ 4,315,000	$ 195,000	$ 12,880,000
To be determined	$ -	$ 5,000,000	$ 6,000,000	$ 5,000,000	$ -	$ 55,500,000	$ 71,500,000
Total	$ 3,920,000	$15,100,000	$15,210,000	$11,260,000	$11,360,000	$ 58,360,000	$ 115,210,000

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 this program, we delay and bundle small projects while seeking a funding source, in some cases for a year or more. Delaying response can in some cases adversely impact private property.

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 - Street Resurfacing — $1,600,000+ Annually

(Projected increase of $100,000+ each fiscal year)

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

FY 2019-20

Cash Corporate Center (Burma Dr. Extension) — $150,000

This project is a component of the larger Cash Corporate Center economic development project. This project involves construction of a road or extension of an existing street to provide access to the property.

Jessie Drive Connection — $11,000,000 Two Year Total

(Design @ $1,000,000 in FY 2019-2020 / Construction @ $10,000,000 in FY 2020-2021)

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.

Laura Duncan Road Pedestrian & Bicycle Improvements $600,000

The project will restripe the roadway and provide bicycle lanes, turn lanes, and an improved pedestrian crosswalk. The project will provide a southbound left turn lane at the Apex Community Park entrance and remove an existing concrete median to allow left turns at the south entrance to the Ellington Place subdivision and community park service driveway. A new mid-block crosswalk will cross Laura Duncan Road on the north side of the Laurel Park Place intersection. Without the project the school will continue to rely on a mid-block crosswalk further north. In addition, the roadway will continue to have wide undesignated paved shoulders, no bike lanes, no turn lane for the park entrance, and serve all of the left turns in/out of the Ellington Place subdivision across from the school.

NC 540 Roadway Enhancements $120,000

Transportation Improvement Program (TIP) project R-2721 will extend NC 540 east of the NC 55 Bypass crossing over E Williams St and crossing under Sunset Lake Road with construction beginning in 2020. This project will provide enhancements the Town requests based on a municipal agreement with a required cost share. Enhancements include: sidewalk and lighting under NC 540 along E Williams St, extra width for future bicycle lanes on Sunset Lake Road within the scope of the project, and an 8' sidewalk on the north side of the Sunset Lake Rd bridge over NC 540. Without the Town's contribution, these improvements would not be incorporated into the project and the opportunity to address these goals from adopted plans will be missed or come at a higher cost later.

Safe Routes to School Multiple Projects $250,000

(Projected additional costs of $200,000 each fiscal year)

The project will improve and add to existing Town infrastructure related to pedestrian and bicycle traffic to/from school. Multiple school zones would be grouped together into one large project to increase the effectiveness of the project and competitiveness for federal funding. Without the project there will continue to be gaps in the sidewalk network and other deficiencies in the transportation system that make walking and biking to school difficult.

FY 2020-21

Annual Community Funding Area Local Transit Match $1,150,000

($500,000 in FY 2020-2021 / $250,000 in FY 2021-2022 / $200,000 annually thereafter) Four-Year Total

This ongoing program would provide funding toward transit system expansion into the Apex area. Without this program Apex will not be able to provide expanded and enhanced transit service while other communities participate and take advantage of the funds from the Wake Transit Tax. Without improved service, Apex will struggle to serve the transportation needs of the young, elderly, and lower income populations, and be unable to attract other demographics to transit.

NC 55 Sidewalk & Enhancement (U-2901) $2,000,000

Transportation Improvement Program (TIP) project U-2901 will widen NC 55 from US 1 to Olive Chapel Road with construction beginning in 2021. This project will provide enhancements the Town requests. Enhancements include pedestrian facilities (sidewalk and path), aesthetic treatments at new CSX bridge, median enhancement and landscaping. As part of TIP U-2901, NCDOT will replace existing pedestrian facilities but not complete gaps where there are no existing facilities without the Town sharing a portion of the costs. Similarly, NCDOT will not provide an enhanced streetscape without the Town sharing a portion of the costs.

South Salem Street Bicycle Lanes — $5,000,000

($500,000 in FY 2020-2021 / $4,500,000 in FY 2021-2022) — Two Year Total

The project will widen South Salem Street to provide 5-foot bicycle lanes on both sides of the road from Apex Peakway to Pleasant Park serving a designated bicycle route. Without the project, cyclists will continue to be exposed to a higher potential for vehicular collisions due to the narrow or nonexistent paved shoulders, high speeds, and relatively high volume of traffic on a 2-lane roadway.

FY 2021-22

Apex Parking Deck — $6,000,000

The project consists of constructing a parking deck with 200-250 spaces. There will continue to be parking overflow onto the side streets around downtown during the large annual events generating complaints from residents as well as restricting the flow of emergency vehicles. Without the parking deck, the downtown area will struggle to meet the parking demands of visitors and the impact of parking overflow will increase. During peak times when events are not occurring the lack of additional off street spaces may restrict the growth and success of downtown businesses.

GPS Emergency Vehicle Preemption — $740,000

($160,000 for FY 2020-2021 – 2022-2023) — Four Year Total

Project includes installing GPS preempt in 10 traffic signals and outfitting all fire vehicles with GPS preempt capability in the first year. Future years include adding GPS preemption at 10 signals/year, prioritizing major corridors including NC 55, Salem St, Center St/Ten Ten Rd, 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 4 signals town wide and AFD no longer has infrared emitters.

US 64 Sidewalk and Enhancement Cost Share (U-5301) — $2,000,000

The project will convert the intersections of US 64 at Lake Pine Drive and US 64 at Laura Duncan Road to an interchange, and convert US 64 from Laura Duncan Road to US 1 to a superstreet. Construction is planned to begin in 2022. This project will provide funding for enhancements the Town requests as part of the widening project. Enhancements are likely to include protected pedestrian facilities (sidewalk, multi-use path, and crossings). NCDOT will replace existing pedestrian facilities but not complete gaps where there are no existing facilities without the Town sharing a portion of the costs.

FY 2022-23

Davis Drive at Salem Church Road Realignment — $6,500,000

(Design @ $500,000 in FY 2022-2023 / Construction @ $6,00,000 in FY 2023-2024) — Two Year Total

The project would realign Davis Drive to improve the horizontal curvature as well as add turn lanes and extend Salem Church Road. The intersection would be shifted west, away from the CSX RR freight line, allowing for vehicle stacking beyond the tracks and allow for installation of a traffic signal and gate arms. Without this project, it is possible that Salem Church Road will eventually be converted to right-in-right-out and/or safety concerns will continue for the various issues- no left turn on Davis Drive backs up traffic southbound, no space for a traffic signal or gate arms to warn of an approaching train, and limited visibility around the curve on Davis Drive.

Olive Chapel Road Sidewalk Gaps $600,000

The project consists of extending sidewalk west of Piney Woods Lane along Olive Chapel Road to provide a contiguous pedestrian route along Olive Chapel Road from NC 55 to the American Tobacco Trail. Without it, there will be a gap in the pedestrian route west of Piney Woods Lane and pedestrians along Olive Chapel Road will not have direct access to the American Tobacco Trail.

Pavement Management Backlog $5,000,000

This one time expenditure catches up on our backlog of streets in need of rehabilitation. 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, and the overall condition of streets would degrade and maintenance costs over time would increase substantially.

Ten Ten Road/Center Street Sidewalk and Enhancement (U-5825B) $2,000,000

This project will provide enhancements the Town requests as part of the NCDOT widening project (Ten Ten Road from Apex Peakway to Kildaire Farm Road in the Town of Cary). Enhancements include pedestrian facilities (sidewalk and multi-use path), median treatments, and landscaping. As part of TIP U-5825, NCDOT will replace existing pedestrian facilities but not complete gaps where there are no existing facilities without the Town sharing a portion of the costs. Similarly, NCDOT will not provide an enhanced streetscape without the Town sharing a portion of the costs.

West Williams Street Sidewalk (US 64 Ramp to Vision Drive) $500,000

The project would complete gaps in sidewalk connecting from the sidewalk in front of Beaver Creek Commons shopping center, crossing the US 64 eastbound off ramp, connecting across the bridge over US 64, and extending to the intersection at Vision Drive. Current review of statewide prioritization shows this may score well enough to allow for 80% state funding. Signalized crosswalks would be installed at the existing traffic signals on both ends of the project. Without it, pedestrian trips will continue along the shoulder of the road and lack accessible ramps and crosswalks at both ends of the project.

2023-24

Center Street Railroad Crossing and Sidewalk /Quiet Zone Phase 1 $800,000

The project includes improvement of the road-crossing surface with the addition of concrete panels and addition of sidewalk across CSX railroad tracks as well as four quadrant gates and associated railroad equipment upgrades. Current review of statewide prioritization shows this may score well enough to allow for 80% state funding. Without it, sidewalk will continue to stop short of the tracks on each side forcing pedestrians onto the roadway, the crossing surface will continue to compromise ride comfort, and the quiet zone project will not be able to move forward.

Chatham Street Railroad Crossing and Sidewalk /Quiet Zone Phase 2 $800,000

The project includes improvement of the road crossing surfaces and addition of sidewalk across CSX railroad with installation of four quadrant gates and associated railroad equipment upgrades. The project completes gaps in the sidewalk network across the railroad and improves the quality of the vehicular

crossing surfaces for improved ride comfort. In addition, four quadrant gates will provide a higher level of safety measures. Without it, the quiet zone project will not be able to be completed.

Stephenson Road High School Improvements Cost Share $1,000,000

The project will contribute funds toward street infrastructure, sidewalks, and paths as part of the construction of Stephenson Road High School that would not otherwise be constructed if they are beyond the required improvements for WCPSS. Without the 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.

Horizon

Apex Barbeque Road Sidewalk – Olive Chapel to Kelly Road $2,000,000

This project would complete sidewalk gaps along Apex Barbecue Road linking neighborhoods, schools, and parklands. Replacement of the Apex Barbecue Road Bridge by NCDOT with Town participation will include a greenway crossing underneath and sidewalk across that will be linked to the path along Apex Barbecue Road to Evans Road. Path and sidewalk has already been constructed along the entire length of Evans Road. This area would still be isolated from Olive Chapel Road and from Kelly Road until the gaps are completed.

Apex Peakway North Widening - Phase I $8,000,000

This project will widen the Apex Peakway to the ultimate four-lane divided section between Center Street and Laura Duncan Road. During peak hours there are frequently long backups when traffic exceeds capacity for a two-lane roadway. It is anticipated that traffic volumes will continue to grow in part due to ongoing development and also from increased traffic flow along Center Street following the state TIP roadway widening project. Eventually, the Apex Peakway is planned to connect from Center Street to NC 55, and that will bring even more traffic to this section to far exceed capacity of a two-lane roadway.

Apex Peakway North Widening - Phase II $8,000,000

This project will widen the Apex Peakway to the ultimate four-lane divided section between Laura Duncan Road and North Salem Street. As adjacent development builds out, there will be more traffic directly accessing this section of roadway along with increasing through traffic traveling around the north side of downtown Apex. Delays will begin to increase and congestion that has already begun to worsen at the traffic signals on both ends of this section will cause long backups. Eventually, the planned to connection from Center Street to NC 55 will increase traffic around the north side of the Peakway loop and far exceed capacity of a two-lane roadway. This section is critical due to its grade separation from the CSX S-line compared to other local at-grade routes that are often blocked by train activities.

Apex Peakway Southeast Connector $18,000,000

This project would complete the final gap in the Apex Peakway east of East Williams Street to Lufkin Road, requiring relocation of approximately a dozen mobile homes and realignment of multiple public streets. It would also upgrade existing Schieffelin Road to the new Apex Peakway accessing Center Street. Without it, traffic will continue to rely on James Street, Marco Drive, and other local streets for connectivity to NC 55 and the Peakway traffic from the west will continue to turn at NC 55. Staff has not prioritized this

project higher until the feasibility study has been completed, additional information on cost and impact is available, and any opportunities for a public-private partnership or other funding options are explored.

Green Level Church Road & Jenks Road Roundabout $4,000,000

This project would construct a roundabout for the intersection of Green Level Church Road at Jenks Road. The intersection is currently an all-way stop with single lane approaches. Town staff conducted a review of intersections across Apex with cooperation from NCDOT at the direction of the Planning Committee to determine which major intersections would be good candidates for the installation of roundabouts. This location was selected as a potential roundabout site and a developer-funded feasibility level design and cost estimate was prepared. The roundabout would serve increasing traffic volumes more efficiently than a signal with single lane approaches, and it would offer improved safety and operational benefits compared to a typical traffic signal, and would be expandable to multi-lane for longer-term growth.

Kelly Road Southbound Widening - Chelsea Run to Evening Star Dr $2,500,000

This project would add a second southbound lane along Kelly Road from Chelsea Run Lane to Evening Star Drive, completing two though lanes each direction between US 64 and Olive Chapel Road. Continuing growth along this major thoroughfare along with the new traffic signal at Beaver Creek Commons Drive will serve to increase congestion in the peak hours. In the interim, northbound traffic will experience improved flow from the recently added extra through lane while southbound traffic particularly in the evening peak hour will remain over capacity.

Laura Duncan Road & Old Raleigh Road Roundabout $2,000,000

This project would construct a roundabout for the intersection of Laura Duncan Road at Old Raleigh Road. The intersection is currently signalized. Town staff conducted a review of intersections across Apex with cooperation from NCDOT at the direction of the Planning Committee to determine which major intersections would be good candidates for the installation of roundabouts. This location was selected as a potential roundabout site. The roundabout is expected to offer safety and operational benefits compared to a typical traffic signal and provide a gateway feature adjacent to Town Campus.

Olive Chapel Road Bicycle Lanes $10,000,000

This project would widen the shoulders of Olive Chapel Road between NC 55 and New Hill Olive Chapel Road to provide bicycle lanes in both directions to better serve the needs of on-road cyclists. This would provide more comfort to both cyclists and motorists by providing cyclists more space to operate safely without being in conflict with through traffic. Without bicycle lanes, this important priority in the approved Apex Bike Plan would not be realized and cyclists would continue to mix with motor vehicle traffic in sections with narrow shoulders.

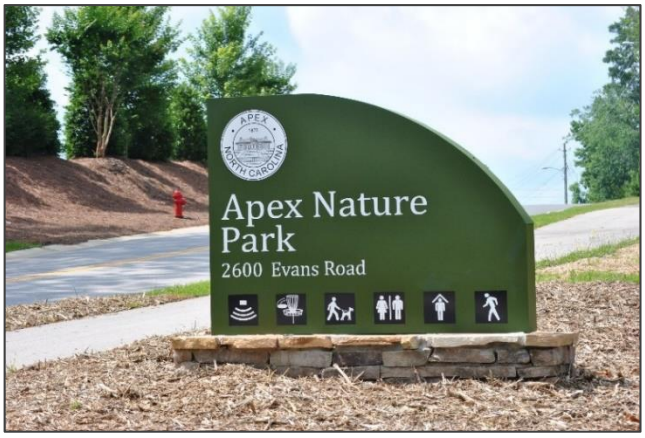
US 1 at US 55 Interchange Upgrade $500,000

This is a contribution toward an NCDOT project to upgrade and expand the US 1 interchange at NC 55. NCDOT is seeking cost-sharing partners in order to promote it in the STIP and complete this project. The project will add capacity at the interchange, reducing traffic congestion currently blocking movements along NC 55 and causing long queue backups on the US 1 southbound off-ramp.

Parks, Recreation and Cultural Resources Element Projects

Projects Funded: Acquisition of land for new park and greenway facilities, the construction of park and recreation amenities, and major maintenance of current facilities.

Peak Plan 2030 Recommendation: That the Town "implement recommendations of the recently updated Parks, Recreation, Greenways, and Open Space Master Plan." Projects shown in this element address needs reflected in this plan.





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

FY 2019-20

Beaver Creek Greenway – Phase II & III — $4,015,000
Two-Year Total

Phase II of the Beaver Creek Greenway connection involves approximately .25 miles and continues from Chapel Valley Lane (Kelly West and stopping point of Phase I) under the Apex Barbecue Road bridge to the Nature Park. This phase is tied to the design, construction, and timeline of the NCDOT Apex Barbecue Road Bridge replacement. Staff has worked with NCDOT staff and their consultants to determine the best location for the greenway trail to be positioned to pass under the proposed bridge and the bridge was elevated to accommodate the greenway trail. The majority of costs are due to addressing environmental issues associated with the floodplain and wetlands and for construction of boardwalk.

Middle Creek Greenway – Phase II Construction/Phase III Design — $2,300,000
(Design @ $300,000 in FY 2019-2020 / Construction @ $2,00,000 in FY 2021-2022) Two Year Total

Phase II of the Middle Creek Greenway adds .81 miles of greenway and provides trail connection from Reunion Pointe's existing greenway at the Southern Property line of Miramonte northward to the northern boundary of Pemberly. The trail will be a mixture of asphalt, concrete, boardwalk and further completes the eventual connection between Apex and Holly Springs. Also included are design fees for Phase III. Connecting greenways and sidewalks to points of interest was the number one issue / interest expressed by citizens in the Parks, Recreation, Greenways, and Open Space Master Plan. Design estimates are based on current mileage cost estimates, tying to segments completed by development and takes into consideration environmental issues associated with the floodplain, floodway, and wetlands.

Pleasant Park – Phase II — $12,500,000

Following the construction of Phase II, Phase II development would include, but not be limited to the following items: infrastructure, lighted turf playing fields for soccer and lacrosse, lighted playing fields for baseball/softball, tennis courts, shelters, comfort stations, trails, dog park, and other amenities identified as priorities by the Town Council.

Salem Pond Park – Phase III — $1,076,700

Phase III completes the Master Plan for Salem Pond Park. Plans include the installation of a pre-fabricated restroom and the associated water, sewer and electrical. A restroom facility is a critical need for an active park facility. The pre-fabricated restroom is to be similar to ones the Town recently installed at the Lake Pine entrance to Apex Community Park and at Salem Middle School Park. The units come completely ADA compliant as a standalone unit. This projects also includes converting one multi-use field from natural grass to Field Turf synthetic turf to allow year round play and rentals.

FY 2020-21

Pleasant Park – Phase III — $13,000,000

Following the construction of Phase II, Phase III development would include but not be limited to additional infrastructure, additional lighted athletic fields, athletic courts, running course, etc. Included amenities would be at the Town Council's direction. The construction of Pleasant Park would support existing and future Town sponsored and co-sponsored programs. The Town can use park and recreational

facilities to help enhance economic development similar to surrounding municipalities by attracting regional tournaments and other special events. Apex will become a destination for such events.

Jaycee Park Expansion — $1,098, 075

($99,825 in FY 2020-2021 / $998,250 in FY 2021-2022) — Two-Year Total

The expansion of Jaycee Park adjacent to Apex Peakway adds new amenities that include an open play field, shelter, playground, and additional parking serving multiple neighborhoods within walking distance of the park. This will also connect to the Beaver Creek Greenway and existing Jaycee Park amenities.

FY 2021-22

Middle Creek Greenway – Phase III Construction — $2,810,000

Phase III completes the Middle Creek corridor from Pemberley, north through Pinnacle Industrial Park, past Lufkin Road Middle School, terminating at Ten Ten Road. This project creates a regional connection between the downtowns of Apex and Holly Springs across NC540, as well as to the Town of Cary. Phase III of the project involves the construction of an additional 2.81 miles of greenway and multi-use path bringing the completed length of the greenway to just over 4 miles. Construction estimates are based on current mileage cost estimates and environmental issues associated with the floodplain, floodway and wetlands. It is also anticipated that segments of the project will be completed as part of development projects.

FY 2022-23

Environmental Education Center – Nature Park — $1,100,000

(Design @ $100,000 in FY 2022-2023 / Construction @ $1,000,000 in FY 2023-2024) — 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 was to utilize the facility as a headquarters for the operation of the park and to provide someone on-site to program and oversee the park. In addition, it is viewed as a place where environmental and nature exhibits can be seen as part of the town's effort to educate and support environmental initiatives such as conservation and good stewardship. It was envisioned that a large portion of the potential programming for this facility would be achieved through Town initiatives and by developing collaborative relationships with area schools and universities.

Apex Community Park Parking Expansion — $665,500

This project would expand the parking area near the Elevate Fitness Course at by approximately 30 spaces.

Apex Nature Park / Seymour Athletic Fields Parking Expansion — $957,700

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.

Horizon

Dredge Lake Apex Community Park $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 it off-site.

Olive Farm Park Design and Construction $5,500,000

The Town acquired approximately 22 acres for a future park in Southwest Apex in August of 2017. The acquisition of property in this area was identified as one of two priority areas in 2013 Parks, Recreation, Greenways and Open Space Master Plan. This project would begin development of the site and provide significant public parkland in a rapidly growing area of Apex.

Northwest Park Design and Construction $5,500,000

In September of 2017, the Town purchased approximately 30 acres with the intention of developing a regional park in the northwest quadrant of Apex. The acquisition of property in this area was a priority outlined in the 2013 Parks, Recreation Greenways, and Open Space Master Plan. This project would begin development of the site and amenities.

Public Safety Element Projects

Projects Funded: Acquisition of capital equipment to support the operations of the three public safety departments in the town. (Note: Public safety *facilities* are considered in the *public facilities* element.)

Peak Plan 2030 Recommendation: That the Town "provide adequate fire, police, and emergency services in all areas." This element considers the projects necessary to maintain adequate and responsive services to our citizens.





The table below shows each of the projects submitted for consideration in this year's CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Public Safety	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Future Years	Total Capital Cost
Fire Engine (Quint) Replacement for Station 3		$ 600,000					$ 600,000
Engine for Station 6			$ 625,000				$ 625,000
Ladder 4 Replacement				$ 1,400,000			$ 1,400,000
Armored Rescue Vehicle						$ 165,000	$ 165,000
	$ -	$ 600,000	$ 625,000	$ 1,400,000	$ -	$ 165,000	$ 2,790,000
Revenues	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total**
Local Revenue	$ -	$ 600,000	$ 625,000	$ 1,400,000	$ -	$ 165,000	$ 2,790,000
Total	$ -	$ 600,000	$ 625,000	$ 1,400,000	$ -	$ 165,000	$ 2,790,000

FY 2020-21

Fire Engine Replacement (Quint) - Station 3 $600,000

This is a request to replace the 2004 E-One Ladder apparatus at Station 3 with a new 75' aerial ladder apparatus. This type of fire apparatus is typically called a "quint" because it provides the ability to operate as both an engine and an aerial ladder. The Ladder 3 apparatus will be 15 years old at the requested replacement date and has begun to experience higher maintenance/repair costs due to age and mileage. This replacement will also support the 3 aerial apparatus that are needed for the public protection classification (ISO rating). The current Ladder 3 would remain as the Town's only reserve aerial.

FY 2021-22

Fire Engine – Station 6 $625,000

As Public Safety Station 6 (as described later in this document) is constructed, a new fire engine will be required to operate from this location in the Green Level/White Oak Basin section of our community. This area will experience rapid growth in the coming years due to planned development. The Engine would meet all current NFPA standards for a Class A pumper with a minimum of a 1,500-gallon per minute pump and a 750-gallon water tank. All equipment such as fire hose, breathing air packs, medical bags, and firefighting tools would need to be purchased since this is an addition to the fleet.

FY 2022-23

Ladder 4 Replacement $1,400,000

This request is for an aerial platform apparatus to replace Ladder 4, which is a 2006 model. At this point, Ladder 4 will have reached its expected 15-year service life. The intent is to use this apparatus in reserve, replacing the quint reserve from Station 3, which will aid our Public Protection Classification. Not funding this request will require department to continue to run an aerial apparatus that will have approximately 90K miles when this replacement is requested. Aerial apparatus are expensive apparatus to operate and the maintenance cost associated with this truck will increase over time.

Horizon

Armored Rescue Vehicle - Police $165,000

This vehicle has a "normal" van exterior appearance and it will not attract undue attention while still providing protection to occupants in critical incidents. This vehicle provides the department with the capability to rescue persons in the event of active gunfire and provide officers ballistic protection in critical incidents involving gunfire and/or some explosives. The armored transit van would primarily serve in the role of hostage recovery & rescue transport. This addition will increase officer and citizen safety.

Public Facilities Element Projects

Projects Funded: Construction and major maintenance of general government and public safety facilities and infrastructure.

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

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, the estimated cost of the project, and a summary of the proposed source of funding 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 Facilities	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Future Years	Total Capital Cost
Eva Perry Library Roof Replacement	$ 102,500						$ 102,500
Mechanical Upgrades to Town Facilities	$ 90,000	$ 180,000					$ 270,000
Renovation of Fire Station 1	$ 1,500,000						$ 1,500,000
Town Fiber Expansion	$ 100,000	$ 100,000					$ 200,000
Tunstall House Restoration		$ 100,000	$ 835,000				$ 935,000
Public Safety Station 6		$ 500,000	$ 5,500,000				$ 6,000,000
Town Hall Campus Resurfacing			$ 470,000				$ 470,000
Vehicle Storage Shed & Brine Building				$ 235,500			$ 235,500
Fire Station 3 Relocation				$ 400,000	$ 4,000,000		$ 4,400,000
Police Department Addition / Renovation					$ 500,000	$ 6,400,000	$ 6,900,000
Affordable Housing Land Purchase						$ 500,000	$ 500,000
Fire Department Administrative Building						$ 2,000,000	$ 2,000,000
	$ 1,792,500	$ 880,000	$ 6,805,000	$ 635,500	$ 4,500,000	$ 8,900,000	$ 23,513,000
Revenues	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total**
Local Revenue	$ 1,792,500	$ 880,000	$ 1,305,000	$ 635,500	$ 500,000	$ -	$ 5,113,000
Grant Funding - Committed	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Developer Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Debt - General Obligation Bond	$ -	$ -	$ -	$ -	$ -	$ -	$ -
To be Determined	$ -	$ -	$ 5,500,000	$ -	$ 4,000,000	$ 8,900,000	$ 18,400,000
Total	$ 1,792,500	$ 880,000	$ 6,805,000	$ 635,500	$ 4,500,000	$ 8,900,000	$ 23,513,000

FY 2019-20

Eva Perry Library Roof Replacement $102,500

This is the second phase of a two phase project to replace the roof structures at the Eve Perry Memorial Library. The original roof was installed in 1993 and is nearing the end of its life (25 years). The county and the Town through the current interlocal agreement have agreed to the replacement of capital items by the Town for the duration of the interlocal agreement.

Mechanical Upgrades to Town Facilities $270,000

Two year total

This project would replace the town's current R22A HVAC Units with R410 units. R22 refrigerant has been phased out with limited or no replacements available. Where replacement refrigerant can be found, it is extremely expensive. This project will phase the transition over 2 years with the Apex Community Center replacement scheduled for FY 2019-2020 and the Police Department and Halle Cultural Arts Center scheduled for FY 2020-2021.

Fire Station 1 - Renovation $1,500,000

This project includes needed renovation to the existing Fire Station 1 in order to maintain the historic significance of the facility while updating the available space to accommodate current and future fire department operations. It is important for the fire department to maintain its presence on Salem Street due to the frequent and effective interaction with the citizens. This station was initially constructed in the 1930's and has several issues that are in need of attention including roof leaks, direct access to the apparatus bay from the living quarters, additional sleeping space, office space for the company officer, new apparatus bay doors and general facility updates.

Town Fiber Optic Expansion $200,000

Two year total

The proposed fiber project will provide funding for expansion of the existing Town fiber network to greater support operational efficiencies, create redundancy, and expand the fiber optic backbone and fiber optic connections to key locations and facilities throughout the Town. The Town's current fiber network supports a variety of operational areas. This project will help fund additional fiber strands, equipment, and installation as incremental costs to other planned projects. This request includes the final two phases of this project.

FY 2020-21

Tunstall House Restoration $935,000

Two year total

Restoration of the existing Tunstall House would be not only a prescriptive plan to save the current structure, but also provide long term use as well as mediating deterioration to the existing structure. This project contemplates the historic restoration of the house and contributing outbuildings. The house is suffering from deferred maintenance and currently serves no purpose. In the past, the house has been looked at for public purpose, but the restoration/renovation costs have been prohibitive. The first phase would include testing for lead and asbestos and preventive steps to stop further deterioration with a renovation planned for the following year.

Public Safety Station 6 — $6,000,000

(Design @ $500,000 in FY 2020-2021 / Construction @ $5,500,000 in FY 2021-2022) Two Year Total

Station 6 will provide fire and emergency services to the White Oak Basin and Green Level areas of Apex. It is forecasted that there will be upwards of 2,100 new homes along with related services in this area within the next few years. This coupled with the existing 540 corridor will continue to generate pressure on existing fire services and require an additional station in order to provide adequate service. Response from the existing Station 3 will result in long response times due to the distance. Although not projected for construction until FY 2020-2021, the station would be located on land currently owned by the Town of Apex and design work is scheduled for FY 2019-2020. This station will be a new design to more effectively meet the needs of both fire and police departments. Station 6 will house a new Engine and 12 personnel.

FY 2021-22

Town Campus Parking Lot Rehab — $470,000

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

FY 2022-23

Vehicle Storage Shed & Brine Building — $235,500

This project is for the construction of a vehicle storage shed & brine building at the Public Works Operation Yard. The storage shed and brine building will provide shelter for vehicles and equipment that are not currently protected from inclement weather.

Fire Station 3 Relocation — $4,400,000

(Design @ $400,000 in FY 2022-2023 / Construction @ $4,000,000 in FY 2023-2024) Two Year Total

Relocation of Fire Station 3 from its current location on Hunter Street to a new location north of US Highway 64 and east of Highway 55 will allow for safer and faster emergency service response to the US 64 corridor and to the north. By relocating this station, the department can improve the level of service provided to the growing commercial area in the proximity of Lake Pine Drive and to the new senior living facility currently under construction on Laura Duncan Road. With the opening of Public Safety Station 5, the current Station 3 service area can be adequately be serviced by a combination of Stations 1 and 5.

FY 2023-24

Police Department Addition / Renovation — $6,900,000

(Design @ $500,000 in FY 2023-2024 / Construction @ $6,400,000 in FY 2024-2025) Two Year Total

With the growth of the community and police department, the town is experiencing space limitations at the main police facility. As a result, operations and efficiency have been impacted with closets and work space being converted into other needed uses. 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 or shell space and allow

for future growth. The existing administrative offices space would be renovated to allow for a doubling in size of the existing Communications Center and the addition of related office and workspace.

Horizon

Affordable Housing Land Purchase $500,000

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

Fire Department Administrative Building $2,000,000

As the Fire Department grows, the need for additional administrative office and conference room space is growing exponentially. This project includes design and construction of a multi-use building behind Station 3. This building will provide space for storing reserve apparatus, administrative offices, conference space, secure storage for loose equipment, and possibly additional space for other Public Safety needs.

Public Works and Environmental Services Element Projects

Projects Funded: Projects designed to manage and mitigate the effects of stormwater runoff, manage the collection and disposal of solid waste and maintain streets. These projects include structural improvements, 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 Services





Focus on maintaining and improving the conveyance of stormwater protects property, infrastructure, and the environment. A well-managed yard waste collection program assists in this effort by keeping roadside gutters and drains clear.

The table below shows each of the projects submitted for consideration in this year's CIP process and the estimated cost of the project. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Public Works	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Future Years	Total Capital Cost
Backhoe (Replacement)	$ 140,000						$ 140,000
Chipper & Chipper Truck (Fleet Addition)	$ 180,000						$ 180,000
Grapple Truck (Replacement)	$ 195,000					$ 195,000	$ 390,000
Right of Way Mower (Fleet Addition)	$ 185,000						$ 185,000
Grapple Truck (Fleet Addition)		$ 195,000					$ 195,000
Leaf Truck (Fleet Addition)		$ 206,000					$ 206,000
Leaf Truck (Replacement)			$ 206,000		$ 206,000		$ 412,000
Motor Grader (Replacement)			$ 230,000				$ 230,000
Chipper & Chipper Truck (Replacement)				$ 200,000			$ 200,000
Dump Truck (Fleet Addition)				$ 170,000			$ 170,000
Pothole Patcher/Asphalt Truck (Replacement)						$ 275,000	$ 275,000
Street Sweeper (Replacement)						$ 275,000	$ 275,000
	$ 700,000	$ 401,000	$ 436,000	$ 370,000	$ 206,000	$ 745,000	$ 2,858,000
Revenues	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total**
Local Revenue	$ 700,000	$ 401,000	$ 436,000	$ 370,000	$ 206,000	$ 745,000	$ 2,858,000
Total	$ 700,000	$ 401,000	$ 436,000	$ 370,000	$ 206,000	$ 745,000	$ 2,858,000

FY 2019-20

Backhoe - Replacement $140,000

This purchase will replace a Backhoe (Unit #555) in the Town's current equipment fleet that will be over 16 years old at the time of replacement.

Chipper & Chipper Truck - Fleet Addition $180,000

The addition of another chipper and chipper truck will be necessary to meet the expanding service area resulting from residential growth. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

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 #136) that will be over 16 years old with over 100,000 miles.

Right of Way Mower - Fleet Addition $185,000

This purchase will be an addition for the Streets Right of Way Maintenance division fleet. In addition to requirements from the State of North Carolina to maintain sewer outfalls and easements, right-of-way (ROW) vegetation clearing is a crucial aspect of line maintenance that enables increased visibility and access to the infrastructure. This purchase will allow staff to safely, efficiently and properly mow/maintain streets ROWs, sewer outfalls, and easements.

FY 2020-21

Grapple Truck - Fleet Addition $195,000

The addition of another Grapple Truck will be necessary to meet the expanding service area resulting from residential growth. This addition with assist with the Yard Waste and Bulk Item Pickup programs. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

Leaf Truck - Fleet Addition $206,000

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 2021-22

Leaf Truck - Replacement $206,000

This project will replace a leaf truck (Unit #155) in the Town's current fleet that will be over 13 years old with over 140,000 miles at the time of replacement.

Motor Grader - Replacement $230,000

This project will replace a grader (Unit #76) that will be over 50 years old with over 120,000 miles. A motor grader is necessary to spread materials, maintain ditches, and maintain gravel roads and parking lots.

FY 2022-23

Dump Truck – Fleet Addition $170,000

There are currently four dump trucks available to public works. The oldest is a 1996 single axle dump truck and the newest vehicle is a 2006 two-ton dump truck. This project will add an additional dump truck to the fleet to account for the future growth and additional responsibilities of the department.

Chipper Truck - Fleet Addition $200,000

The addition of another chipper and chipper truck will be necessary to meet the expanding service area resulting from residential growth. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

FY 2022-23

Leaf Truck - Replacement $206,000

This project will replace a leaf truck (Unit #53) in the Town's current fleet that will be over 15 years old with over 140,000 miles at the time of replacement.

Horizon

Asphalt Truck - Replacement $275,000

This project will replace a truck (Unit #20) that will be over 17 years old at the time of replacement. There is currently one asphalt truck in the Streets Division fleet. The purpose of this vehicle is to transport asphalt mixture from the asphalt plant keeping it hot so there is no loss of material during the delivery process. This truck will be used for 95% of the asphalt patches throughout town.

Street Sweeper - Replacement $275,000

This project will replace a street sweeper (Unit #96) that will be over 23 years old at the time of replacement. There is currently one street sweeper in the street department fleet used to clean streets for special events. This truck will be used to clean Town streets after spills, provide routine maintenance, and to clean up after all parades and festivals.

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 10 years old with over 100,000 miles at the 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% for installment and bond debt issues. While bond debt will carry a lower interest rate, we opted to keep this illustration simpler by using a common interest rate.

For items such as fire apparatus purchases, replacement vehicles and minor renovations, we use "pay go" financing to avoid interest costs and use accumulated fund balance for these one-time purchases. For all other issues in the General Fund, we use a twenty-year term for the purpose of this illustration. Increasing the length of the term for these issues would result in a lower annual payment, but a higher over-all interest cost over the life of the borrowing.

General Fund Totals	2019-20	2020-21	2021-22	2022-23	2023-24	Future
Transportation	3,920,000	15,100,000	15,210,000	11,260,000	11,360,000	58,360,000
Parks & Recreation	16,241,700	16,249,825	3,808,250	1,723,200	1,100,000	14,660,000
Public Safety	-	600,000	625,000	1,400,000	-	165,000
Public Works & Environmental Services	700,000	401,000	436,000	370,000	206,000	745,000
Public Facilities	1,792,500	880,000	6,805,000	635,500	4,500,000	8,900,000
Total Elements	**22,654,200**	**33,230,825**	**26,884,250**	**15,388,700**	**17,166,000**	**82,830,000**
Revenues						
Local Revenue	5,861,400	5,359,000	7,790,000	7,521,000	6,355,000	2,137,000
Grant Funding - Committed	2,680,681	1,277,000	1,316,000	1,355,000	1,396,000	1,438,000
Grant Funding - Potential	-	5,345,000	2,470,000	555,000	4,315,000	195,000
Developer Fees	1,612,119	749,825	2,308,250	957,700	1,100,000	-
Debt - General Obligation Bond	12,500,000	15,500,000	1,500,000	-	-	-
To be Determined	-	5,000,000	11,500,000	5,000,000	4,000,000	79,060,000
Grand Total - General Fund	**22,654,200**	**33,230,825**	**26,884,250**	**15,388,700**	**17,166,000**	**82,830,000**

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 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. Based on the current local economy and budget trends, these analyses use an inflation factor of 7.5 percent for growth in expenditures and recurring project costs. Estimated growth in assessed property value is based on a 6.1 percent annual increase using a 5-year rolling average not including revaluation years. For all other collective revenues, projections use a 7.0 percent increase for years two and three of the CIP and 6.5 percent the final two years. Wake County performs revaluations every four years with the next revaluation occurring in 2020. For projects subject to financing in FY19-20, interest rates between 3.0 and 3.5 percent are accurate based on other recent financing by the Town. For future years, a half percent has been added to the interest rate per year beginning in FY20-21. 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 FY19-20 is .936 percent. Upcoming projects in the CIP will require additional debt financing and will increase the Town's ratio to a high of 1.067 percent by FY21-22. This is well below the Town's maximum and the legal limit set forth by N.C. G.S. 159-55, which limits net debt to eight (8) percent or less of a local government's total property valuation. Apex's legal debt limit, based on the July 1, 2018 audited valuation is $516,804,568. The CIP includes a maximum debt obligation of $101,935,773 in FY23-24.

The 10-year payout ratio measures the amount of principal being retired in the next 10 years. As an indicator, it determines if debt is back-loaded, which can cause concern for long-term financial stability. Apex has a policy that establishes a minimum 10- year payout ratio of 55 percent. The CIP includes issuance of previously authorized bonds as well new bond debt and installment purchase financing. The

new debt brings the payout ratio down from a high of 79.24 percent in FY19-20 to a low of 64.70 in FY21-22, which remains well 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 FY19-20, the General Fund debt service ratio is 7.14 percent and reaches a high of 10.73 percent in FY23-24. Without significant changes to the CIP, the debt service ratio will remain below 12 percent for the length of the current CIP. Keeping this ratio below 12 percent provides the town with opportunities to finance more projects.

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

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

Summary of CIP Impact on General Fund Debt Ratios and Fiscal Indicators						
Debt Obligations	**FY18-19**	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**
GO Bond Debt	$35,675,000	$59,815,000	$76,955,000	$83,180,000	$85,100,000	$84,320,000
Installment Purchase & Lease Debt	$14,437,103	$13,393,310	$12,167,517	$16,449,724	$15,240,931	$17,615,773
Total Net Debt Obligations	***$50,112,103***	***$73,208,310***	***$89,122,517***	***$99,629,724***	***$100,340,931***	***$101,935,773***
Debt Service						
GO Bond Principal	$1,860,000	$1,775,000	$3,080,000	$3,780,000	$4,430,000	$4,690,000
GO Bond Interest	$1,289,083	$1,162,013	$1,875,150	$2,258,532	$2,646,500	$2,720,913
Total GO Bond Debt Service	*$3,149,083*	*$2,937,013*	*$4,955,150*	*$6,038,532*	*$7,076,500*	*$7,410,913*
IP & Lease Principal	$1,043,793	$1,225,793	$1,217,793	$1,208,793	$1,625,158	$1,639,096
IP & Lease Interest	$377,044	$349,618	$317,240	$285,078	$545,066	$489,426
Total IP Debt Service	*$1,420,837*	*$1,575,411*	*$1,535,033*	*$1,493,871*	*$2,170,224*	*$2,128,522*
Total GF Debt Service	***$4,569,920***	***$4,512,424***	***$6,490,183***	***$7,532,403***	***$9,246,724***	***$9,539,435***

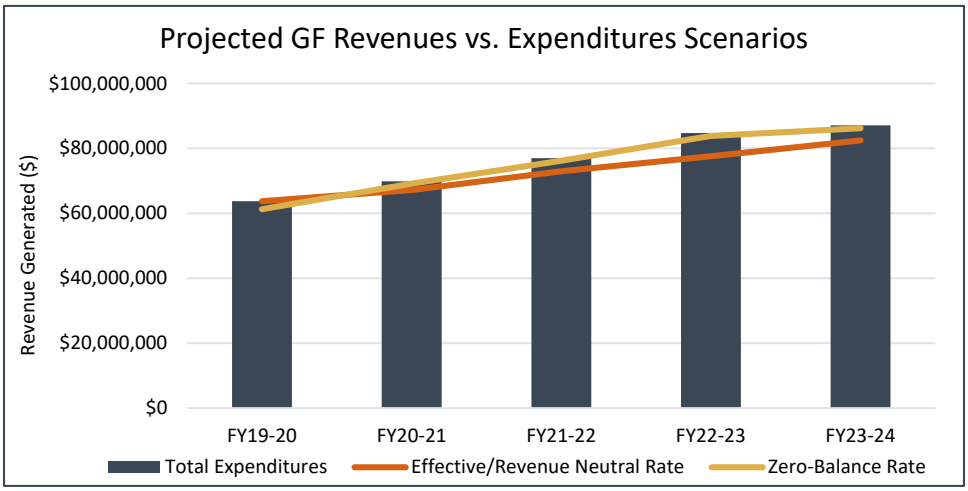
General Fund Debt Ratios & Fiscal Indicators	**FY18-19**	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**
Fund Balance	$21,882,913	$19,555,713	$16,877,240	$12,845,706	$5,649,749	$941,363
Fund Balance Percentage	33.71%	30.69%	23.66%	16.35%	6.54%	1.06%
Impact on Capital Designated Funds	$0	$2,196,700	$1,727,119	$3,770,000	$2,035,700	$2,090,000
Impact on Operating Budget	$0	$0	$0	$435,000	$698,800	$1,042,952
Revenue per Capita	$1,139	$1,056	$1,076	$1,103	$1,108	$1,113
% Property Tax Revenue	44.66%	48.40%	52.06%	52.75%	52.66%	52.56%
10-year Principal Payout (>55%)	58.00%	79.24%	68.90%	64.70%	66.15%	67.06%
Net Debt per Assessed Valuation (<2.5%)	0.716%	0.949%	1.012%	1.067%	1.013%	0.970%
Net Debt Service to Expenditures Less Transfers-in (<12%)	7.34%	7.30%	9.10%	9.59%	10.70%	10.73%
PAYGO Percent	0.00%	24.97%	42.82%	49.78%	67.51%	59.22%

Tax Rate Analysis

One method of assessing the CIP impact on the operating budget is to illustrate the effects in terms of the tax rate. The table and graphs below depict the potential tax rate needed to generate enough revenue to account for General Fund CIP project costs beyond the Town's typical capital and operating expenditures. This calculation is dependent on the Town's assessed value and the revenue generated by a penny on the tax rate. The formula does not take into account substantial increases or decreases in revenues from other sources such as sales tax or service fees. In addition, it does not address changes in operational needs for the Town unless addressed in the CIP. Wake County will undergo a revaluation in 2020 and the projections use a revenue-neutral tax rate beginning in FY20-21 that is approximately $.024 less than the current $.415 rate in the FY19-20 Recommended Budget. 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 FY20-21 with potential shortfalls ranging from $2.7 million in FY20-21 to $7.2 million in FY22-23. These funding gaps represent potential policy decisions for Town Council regarding use of fund balance, setting the tax rate, delaying projects, and consideration of operational cuts. The funding gap is increasingly noticeable as of FY21-22 due to large capital projects that will require financing, such as Public Safety Station 6, transportation enhancements, and a parking deck. The CIP includes nearly $69 million in transportation projects over the next five years and identifies another $58 million in projects on the horizon. Nine projects in the next five years are $1 million or more. How to finance these projects presents another policy decision for Town Council. The CIP includes general obligation bonds beginning in FY21-22 to cover $21 million in transportation projects. This amount can easily be higher and only covers a portion of the large transportation projects. The impact model does not include a tax rate increase to accompany the proposed general obligation debt. If a proposed bond referendum includes an associated tax rate increase, it would need to be $.015 - $.02 to cover the annual debt service. A two-cent tax rate increase to cover debt service in FY22-23 would decrease the funding gap by $2 million for FY22-23 and FY23-24.

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.



5-Year Tax Rate Assessment

Forecasted Expenditures (Including CIP Projects)	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Operating Budget	$54,820,376	$58,931,904	$63,786,797	$69,269,607	$75,507,779
Capital Outlay	$7,966,400	$7,627,944	$11,009,250	$9,928,700	$5,946,000
Debt Service	$4,512,424	$6,490,183	$7,532,403	$9,246,724	$9,539,435
Transfers Out	-$2,196,700	-$1,727,119	-$3,770,000	-$2,035,700	-$2,090,000
Total Expenditures	*$65,102,500*	*$71,322,912*	*$78,558,450*	*$86,409,331*	*$88,903,214*
Total Capital & Debt	**$10,282,124**	**$12,391,008**	**$14,771,653**	**$17,139,724**	**$13,395,435**
Capital & Debt Expenditures %	**15.79%**	**17.37%**	**18.80%**	**19.84%**	**15.07%**
Forecasted Revenues					
Property Tax	$32,438,374	$35,735,705	$39,314,571	$41,712,226	$44,256,106
Other Taxes, Fees, Charges	$30,755,826	$32,908,734	$35,212,345	$37,501,148	$39,938,722
Transfers In	$0	$0	$0	$0	$0
Total Revenues	*$65,102,500*	*$68,644,439*	*$74,526,916*	*$79,213,374*	*$84,194,828*
Difference	**$0**	**($2,678,473)**	**($4,031,534)**	**($7,195,957)**	**($4,708,386)**
Projected Fund Balance	$19,555,713	$16,877,240	$12,845,706	$5,649,749	$941,363
Capital Impact on Fund Balance	$0	($2,678,473)	($4,031,534)	($7,195,957)	($4,708,386)
Fund Balance Impact Percentage	30.04%	23.66%	16.35%	6.54%	1.06%
Assessed Property Value	$6,999,421,053	$7,824,300,000	$8,802,337,500	$9,339,160,602	$9,908,722,625
$.01 Property Tax Increase =	$699,242	$781,648	$879,354	$932,982	$989,881
Tax Rate	$0.415	$0.406	$0.421	$0.421	$0.421
Change in Tax Rate Needed for Difference	($0.000)	$0.030	$0.043	$0.073	$0.045
Zero-Balance Tax Rate	**$0.415**	**$0.437**	**$0.465**	**$0.494**	**$0.466**
Projected Fund Balance with Tax Rate Adjustment	$19,555,713	$19,555,713	$16,877,240	$12,845,706	$5,649,749
Projected Fund Balance % with tax Rate Adjustment	30.04%	27.42%	21.48%	14.87%	6.35%

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 any general fund related project.

The types of capital projects that qualify for this fund include construction, maintenance, and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

The icon below signifies the electric utility element, and is located on the top right corner of the pages that are associated with these projects.



Electric Utility Element Projects

Projects Funded: Construction, maintenance, and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, major maintenance of infrastructure and equipment necessary to maintain the system.

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



Well-trained and well-equipped technicians are required to maintain a first rate utility.

From our newest substation, Mt. Zion (shown to the left), and throughout our system, we work to improve the reliability of our electric system.



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

Electric Utility	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Future Years	Total Capital Cost
Electric Office/Warehouse Facility	$ 9,800,000						$ 9,800,000
Replace Bucket Truck # 103	$ 235,450						$ 235,450
Smart Meters (AMI) Deployment	$ 1,750,000	$ 2,000,000					$ 3,750,000
Laura Duncan Substation Upgrades		$ 575,000					$ 575,000
Replace Bucket Truck # 055		$ 235,450					$ 235,450
Green Level Substation (Phase I & II)			$ 1,663,500				$ 1,663,500
Replace Digger Truck #013			$ 285,400				$ 285,400
Replace Digger Truck #183				$ 285,400			$ 285,400
East Williams Substation						$ 3,500,000	$ 3,500,000
Element Total	**$ 11,785,450**	**$ 2,810,450**	**$ 1,948,900**	**$ 285,400**	**$ -**	**$ 3,500,000**	**$ 20,330,200**
Revenues	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total**
Local Revenue	$ 1,985,450	$ 2,810,450	$ 1,948,900	$ 285,400	$ -	$ 3,500,000	$ 10,530,200
Debt - Installment Purchase	$ 9,800,000	$ -	$ -	$ -	$ -	$ -	$ 9,800,000
Total	**$ 11,785,450**	**$ 2,810,450**	**$ 1,948,900**	**$ 285,400**	**$ -**	**$ 3,500,000**	**$ 20,330,200**

FY 2019-20

Electric Utility Office / Warehouse Facility Construction $9,800,000

This project is for the construction of an administrative and operations facility to allow for the relocation of Electric Division personnel, vehicles, equipment, and supplies. Relocation of the Electric Division would free up additional space for personnel, vehicles, equipment, and supplies at the current Public Works campus allowing existing staff the room to grow into the foreseeable future with no new facilities needed for 10-15 years. The current inventory yard does not allow for storage of all needed electric inventory so some is stored in a less secure location. This project would allow for ample room for Electric Division inventory in a single secure location and free up space for Public Works operations in the current secure yard for inventory specific to those operations.

Bucket Truck Replacement $235,450

This request is to replace one bucket truck (Unit #103). 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 10 years old.

Smart Grid Meters and Load Control $3,750,000

Two-year total

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

FY 2020-21

Laura Duncan Substation Upgrades $575,000

This project will replace existing reclosers and regulator controls with modern units capable of being integrated into SCADA system, and perform preventative maintenance on existing regulators and upgrade them to accept new controls at the Laura Duncan Substation. The existing equipment is outdated, no longer supported by the manufacturers, and nearing the end of useful life. Not upgrading this equipment will put the Town at risk of reduced reliability and extended outages.

Electric Line Truck Replacement $285,400

This request is to replace one Electric Line truck. The Digger Derrick is a specialized vehicle required for the installation of both overhead and underground electrical equipment. This project will replace a 12 year old truck that will have over 75,000 miles at the time of replacement.

Green Level Substation

$7,423,500
Two-year total

The Green Level area is expected to add more than 2,100 new homes and associated services in the next few years. To support this scale of development, initially we will need to build a new 80 MVA substation with one 40 MVA Power Transformer installed. Having the electrical capacity ready in the form of a new substation (and distribution lines) will help ensure that we can provide reliable electrical service to this area. This project will be completed in three phases. Phase II, in FY 2018-2019, will design and build the substation with one 40 MVA transformer, and Phase III, in FY 2020-2021, will add the second 40 MVA transformer.

FY 2022-23

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. This project will replace a 12 year old truck that will have over 75,000 miles at the time of replacement.

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. The first phase, in FY 2022-2023 will install one 40 MVA transformer, and Phase II, in FY 2023-2024, will add the second 40 MVA transformer.





Electric Fund Summary



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

The level of capital need reflected in this document necessitates the issuance of additional debt to meet these needs. In the table below, new debt service is shown as a total amount proposed in each fiscal year. Installment purchase is used primarily for debt issues that are shorter in term and/or for relatively small projects. Bond debt is issued for longer term, high cost projects. Some bond issues cover multiple projects. For the purpose of the estimates shown, we have used an interest rate of 4% for installment and bond debt issues. While bond debt will carry a lower interest rate, we opted to keep this illustration simpler by using a common interest rate.

For debt issues in this fund we use a twenty-year term for bond issues for the purpose of this illustration. Increasing the length of the term for these issues would result in a lower annual payment, but a higher over-all interest cost over the life of the borrowing.

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 pays only for projects related to the water and sewer system, and not for projects related to the electric fund, or any general fund related project.

The types of capital projects that qualify for this fund include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions, and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

The icon below signifies the water and sewer utility element, and is located on the top right corner of the pages that are associated with these projects.



Water and Sewer Element Projects

Projects Funded: Construction and improvement of water and sewer infrastructure. These projects include main additions and replacements, water/wastewater treatment plant renovations/ expansions, filter rehabilitation, pump station additions, and major maintenance of this infrastructure.

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

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



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

Water & Sewer Fund							
Water & Sewer	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total Capital Cost**
Annual Miscellaneous Drainage Improvements	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 600,000
Pump Station SCADA Improvements	$ 576,000						$ 576,000
Purchase Single Axle Dump Truck	$ 140,000						$ 140,000
Utility Relocations Associated with I540 (2019)	$ 265,000	$ 660,000	$ 925,000				$ 1,850,000
Utility Relocations/Improvements Associated with Peakway Across Old US1 (2019)	$ 1,100,000	$ 600,000					$ 1,700,000
Water Main Rehab Salem St 55 to Chatham & TenTen to Hunter	$ 600,000						$ 600,000
Water Meter / Ert Upgrade for AMI	$ 1,075,000	$ 1,075,000					$ 2,150,000
Western Pressure Zone (Phase I, II & III)	$ 950,000	$ 1,000,000	$ 2,500,000	$ 2,500,000			$ 6,950,000
12" Water Main Extension on Beaver Creek Commons Drive		$ 300,000					$ 300,000
Beaver Creek Commons Gravity Sewer Extension		$ 725,000					$ 725,000
Utility Relocations Associated with NCDOT Hwy55 Widening (2021)		$ 700,000	$ 700,000	$ 750,000			$ 2,150,000
Barscreen Replacement			$ 265,000				$ 265,000
Middle Creek- Sunset Hills Pump Station Renovation			$ 1,000,000				$ 1,000,000
Utility Relocations Associated with TenTen Road (2023)			$ 25,000	$ 600,000	$ 975,000	$ 900,000	$ 2,500,000
Utility Relocations Associated with US64 B21(2022)			$ 100,000	$ 1,100,000	$ 1,300,000		$ 2,500,000
1 MG Elevated Water Storage Tank				$ 800,000	$ 2,800,000		$ 3,600,000
Cash-Perkins Outfall						$ 650,000	$ 650,000
Old Raleigh Rd - Water Line Replacement						$ 3,600,000	$ 3,600,000
Cary Water Cost Share	$ 1,092,500	$ 508,960	$ 576,490	$ 151,575	$ 678,500	$ 22,821,300	$ 25,829,325
WWRWRF Cost Share	$ 285,600	$ 48,960	$ 48,960	$ 93,500	$ 195,500	$ 810,300	$ 1,482,820
	$ 6,184,100	$ 5,717,920	$ 6,240,450	$ 6,095,075	$ 6,049,000	$ 28,881,600	$ 59,168,145
Revenues	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total**
Local Revenue	$ 6,184,100	$ 5,717,920	$ 6,240,450	$ 6,095,075	$ 6,049,000	$ 28,881,600	$ 59,168,145
Capital Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 6,184,100**	**$ 5,717,920**	**$ 6,240,450**	**$ 6,095,075**	**$ 6,049,000**	**$ 28,881,600**	**$ 59,168,145**

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 this program, we delay and bundle small projects while seeking a funding source, in some cases for a year or more. Delaying response can in some cases adversely impact private property.

FY 2019-2020

Pump Station SCADA Improvements — $576,000

This project includes improvements to SCADA (Supervisory Control and Data Acquisition) systems at each of the town's 32 wastewater pump stations. The improvements will include new remote terminal units (RTUs), pressure transducers, and integration into the town's SCADA program, "Ignition." These improvements are vitally important in order to phase out older remote monitoring equipment and software.

Single Axle Dump Truck - Fleet Addition — $140,000

As the town and utility operations departments have grown, there is a need to add a dump truck to the current fleet. Single axle trucks are preferred because their reduced size and short turning radius allows for more efficient excavation activities on narrow residential streets where a large percentage of repair work is done.

Utility Relocations - I-540 Project — $1,850,000 Three year total

This project includes utility relocations to accommodate NC Department of Transportation work associated with I-540. Existing town utilities crossing the corridor include a 16" water line, 24" and 8" gravity sewer, and 6" force main. Service will be disrupted if the utilities in conflict with NCDOT are not relocated.

Utility Relocations/Improvements - Apex Peakway & Old US 1 — $1,700,000 Two year total

Apex Peakway-Salem Street Interchange Water Lines

This project includes the relocation of 12-inch DIP water line on Apex Peakway north of Salem Street, a new 16-inch water line on Apex Peakway south of Salem Street, and new 20-inch water line on Salem Street. The 12-inch line is an existing line that will require relocation to accommodate the new interchange, and the new 16- and 20-inch lines are critical components of the master water system plan that should be constructed concurrent to the interchange project. If this project is not funded, key loops in the water system will not be completed per the master plan and it will cost more money in the future to make the necessary water line improvements. This line will improve the performance of the system.

Water Main Rehabilitation Salem St 55 to Chatham $600,000

This project rehabilitates 2,800 feet of existing water line along Salem Street from NC 55 to Chatham Street. The project will clean and coat the existing six-inch water line under Salem Street which will increase available flow in the area. Work will require the town to provide a temporary water service to customers connected to the existing line while the main line is undergoing rehab.

Water Meter / ERT Upgrades for AMI $2,150,000

Two year total

This project continues the 5 phase plan for deployment of AMI interfaces for all water meters. Phases 2 – 5 include funds to transition from AMR to AMI and to continue replacement of meters more than 10 years old. AMI will provide the ability to manage and monitor our water service customers by utilizing high speed, standards-based communications to access real-time data. Tied with our proposed electric meter replacement, this project will allow us to deploy an advanced outage management system to improve service to our customers. Upgrading to AMI technology will allow staff to take meter readings from a fixed location and have the readings enter directly into billing software. It will also allow staff to detect excessive water use that could be a sign of a leak and communicate with customers so leaks can be fixed before thus avoiding higher than necessary water bills.

Western Pressure Zone – Phase II $950,000

Two year total

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

FY 2020-21

Western Pressure Zone – Phase III $6,000,000

Three year total

Phase III of the Western Pressure Zone includes constructing larger diameter waterlines to complete the delineation of the two pressure zones, and entails the following: 2,000 feet of 12 inch waterline on Kelly Road from Apex Barbecue Road to Holland Road; 4,100 feet of 24 inch waterline on Kelly Road from Holland Road to Old US1; 6,900 feet of 24 inch waterline on Old US 1 from Kelly Road to Apex Barbecue Road; 900 feet of 18 inch waterline on Salem Street from Apex Barbecue Road to the Peakway; and 5,000 feet of 24 inch waterline on Old US 1 from Kelly Road to Holland Road PRV station. The larger diameter lines are required as the western portions of Apex develop and water demand increases. Larger lines are required to provide adequate flows and fire protection to these areas.

12" Water Main Extension on Beaver Creek Commons Drive $300,000

This project will loop a 12-inch water main along Beaver Creek Commons Drive from Beaver Creek to Kelly Road. This will improve water quality by eliminating a dead-end line on Beaver Creek Commons and allow

for better connectivity to the town's elevated tanks. If not constructed, redundancy and improved transmission to town's elevated tanks will not be realized.

Beaver Creek Commons Gravity Sewer Extension $725,000

Recent development projects near Kelly Road have upgraded and extended gravity sewer from the Abbington Subdivision to I-540. Currently, there is a gap between I-540 and the Beaver Creek Crossings Pump Station. The land between is part of a large lot subdivision (Chapel Ridge) with little potential for redevelopment. 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.

Utility Relocation – NC Highway 55 Widening $2,150,000

Three year total

This project includes utility relocations to accommodate NC Department of Transportation's widening of NC Highway 55. Existing town utilities within NCDOT's right-of-way that will be impacted. 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 construction corridor. This project also includes an extension of 12" line down NC 55 under the railroad trestle to create new loop in distribution system.

FY 2021-22

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 life cycle. Better technology is available that will provide more efficient removal of debris from the wastewater that will result in increased capacity and help reduce maintenance cost.

Middle Creek - Sunset Hills Pump Station Renovation $1,000,000

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

Utility Relocation – Ten Ten Road (SR1010) Widening $2,500,000

Three year total

This project includes utility relocations to accommodate NC Department of Transportation's widening of Ten Ten Road/Center Street to Kildaire Farm Road. Existing town utilities within NCDOT's right-of-way that will be impacted. 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, 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 construction corridor.

Utility Relocation – US Highway 64 — $2,500,000

Four year total

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

FY 2022-23

1 MG Elevated Water Storage Tank — $3,600,000

Two-year total

This project will construct an elevated tank in the western pressure zone to support the operation of the system including improving capacity to meet maximum hour demands and fire flows in a Low Pressure Zone (Intersection of Hwy 64 and Jenks Road Area). If not constructed, the Town will not be able to provide the same level of fire service in the low pressure zone as in the high pressure zone and will fall short of the state's recommended elevated storage. Additional stress will be placed on the town's existing tanks in the high-pressure zone.

Horizon

Cash-Perkins Outfall — $650,000

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

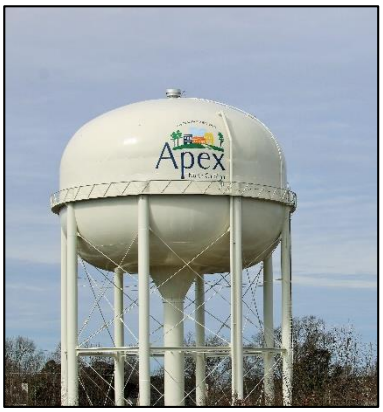
Old Raleigh Road – Water Line Replacement — $3,600,000

The 10-inch water main in Old Raleigh Road was installed in the early 1960s and is now surpassing the designed 50-year life expectancy. Of additional concern are the improvements to Old Raleigh Road that have taken place over the years, subjecting this pipe to increasing vibration and stress from vehicle traffic. Research shows that expansive clay soil (which we have in Apex) contributes to pipe failure, particularly in the smaller diameters like the existing 10-inch line. While we do have redundancy, a pipe failure along this line would require an inordinate number of other valves and loops to be closed.

Water and Sewer Fund Summary

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

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



Water & Sewer Fund							
Water & Sewer	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total Capital Cost**
Town of Apex Projects	$ 4,806,000	$ 5,160,000	$ 5,615,000	$ 5,850,000	$ 5,175,000	$ 5,250,000	$ 31,856,000
Cary Water Cost Share	$ 1,092,500	$ 508,960	$ 576,490	$ 151,575	$ 678,500	$ 22,821,300	$ 25,829,325
WWRWRF Cost Share	$ 285,600	$ 48,960	$ 48,960	$ 93,500	$ 195,500	$ 810,300	$ 1,482,820
	$ 6,184,100	$ 5,717,920	$ 6,240,450	$ 6,095,075	$ 6,049,000	$ 28,881,600	$ 59,168,145
Revenues	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**	**FY23-24**	**Future Years**	**Total**
Local Revenue	$ 6,184,100	$ 5,717,920	$ 6,240,450	$ 6,095,075	$ 6,049,000	$ 28,881,600	$ 59,168,145
Capital Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 6,184,100**	**$ 5,717,920**	**$ 6,240,450**	**$ 6,095,075**	**$ 6,049,000**	**$ 28,881,600**	**$ 59,168,145**

Section 6: Project Funding Detail

The following pages contain project funding details.

Transportation

ID #	Project Cost	2019-20	2020-21	2021-22	2022-23	2023-24	Future	Total
PW&T 1	**Annual Pavement Management**	1,600,000	1,700,000	1,800,000	1,900,000	2,000,000	2,100,000	**11,100,000**
	- Grant Funding (Powell Bill Revenues)	1,240,000	1,277,000	1,316,000	1,355,000	1,396,000	1,438,000	8,022,000
	- Local Revenues	360,000	423,000	484,000	545,000	604,000	662,000	3,078,000
PW&T 2	**Annual Misc. Road & Sidewalk Improvements**	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**	**1,200,000**
	- Local Revenues	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
PW&T 3	**Cash Corporate Center (Burma Dr. Extension)**	**150,000**	**-**	**-**	**-**	**-**	**-**	**150,000**
	- Local Revenues	150,000	-	-	-	-	-	150,000
PW&T 4	**Jessie Drive**	**1,000,000**	**10,000,000**	**-**	**-**	**-**	**-**	**11,000,000**
	- Local Revenues	1,000,000	-	-	-	-	-	1,000,000
	- Grant Funds (potential)	-	5,000,000	-	-	-	-	5,000,000
	- To be Determined	-	5,000,000	-	-	-	-	5,000,000
PW&T 7	**Laura Duncan Rd Pedestrian and Bicycle Improvements**	**600,000**	**-**	**-**	**-**	**-**	**-**	**600,000**
	- Local Revenues	212,200	-	-	-	-	-	212,200
	- Grant Funds (committed)	387,800	-	-	-	-	-	387,800
PW&T 8	**NC 540 Roadway Enhancements (R-2721)**	**120,000**	**-**	**-**	**-**	**-**	**-**	**120,000**
	- Local Revenues	120,000	-	-	-	-	-	120,000
PW&T 6	**Safe Routes to School (Multiple Projects)**	**250,000**	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**	**1,250,000**
	- Local Revenues	250,000	105,000	105,000	105,000	105,000	105,000	775,000
	- Grant Funds (potential)	-	95,000	95,000	95,000	95,000	95,000	475,000
PW&T 12	**Annual Community Funding Area Local Transit Match**	**-**	**500,000**	**250,000**	**200,000**	**200,000**	**200,000**	**1,350,000**
	- Local Revenues	-	250,000	125,000	100,000	100,000	100,000	675,000
	- Grant Funds (potential)	-	250,000	125,000	100,000	100,000	100,000	675,000
PW&T 11	**NC 55 Sidewalk and Enhancement (U-2901)**	**-**	**2,000,000**	**-**	**-**	**-**	**-**	**2,000,000**
	- Local Revenues	-	2,000,000		-	-	-	2,000,000
PW&T 10	**S Salem Street Bicycle Lanes**	**-**	**500,000**	**4,500,000**	**-**	**-**	**-**	**5,000,000**
	- Local Revenues	-	500,000	2,250,000	-	-	-	2,750,000
	- Grant Funds (potential)	-	-	2,250,000	-	-	-	2,250,000
PW&T 13	**Apex Parking Deck**	**-**	**-**	**6,000,000**	**-**	**-**	**-**	**6,000,000**
	- Local Revenues	-	-	-	-	-	-	-
	- To be determined	-	-	6,000,000	-	-	-	6,000,000
PW&T 9	**GPS Emergency Vehicle Preemption**	**-**	**-**	**260,000**	**160,000**	**160,000**	**160,000**	**740,000**
	- Local Revenues			260,000	160,000	160,000	160,000	740,000
PW&T 14	**US 64 Sidewalk and Enhancement (U-5301)**	**-**	**-**	**2,000,000**	**-**	**-**	**-**	**2,000,000**
	- Local Revenues	-		2,000,000			-	2,000,000
PW&T 19	**Davis Drive at Salem Church Rd Realignment**	**-**	**-**	**-**	**500,000**	**6,000,000**	**-**	**6,500,000**
	- Local Revenues				500,000	3,000,000		3,500,000
	- Grant Funds (potential)	-		-	-	3,000,000	-	3,000,000
PW&T 8	**Olive Chapel Road Sidewalk Gaps**	**-**	**-**	**-**	**600,000**	**-**	**-**	**600,000**
	- Local Revenues	-	-		600,000	-	-	600,000

Transportation (cont.)								
ID #	**Project Cost**	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**Future**	**Total**
PW&T 5	**Pavement Management Backlog of Projects**	**-**	**-**	**-**	**5,000,000**	**-**	**-**	**5,000,000**
	- Local Revenues	-	-		-		-	-
	- To be determined	-	-		5,000,000		-	5,000,000
PW&T 15	**Ten Ten Road/Center Street Sidewalk & Enhancement (U-5825)$_3$**	**-**	**-**	**-**	**2,000,000**	**-**	**-**	**2,000,000**
	- Local Revenues	-		-	2,000,000		-	2,000,000
PW&T 18	**West Williams Street Sidewalk (US 64 E Ramp to Vision Drive)**	**-**	**-**	**-**	**500,000**	**-**	**-**	**500,000**
	- Local Revenues	-			140,000		-	140,000
	- Grant Funds (potential)	-			360,000	-	-	360,000
PW&T 16	**Center Street Railroad Crossing Improvements & Sidewalks /Quiet Zone Phase 1**	**-**	**-**	**-**	**-**	**800,000**	**-**	**800,000**
	- Local Revenues				-	240,000	-	240,000
	- Grant Funds (potential)	-		-	-	560,000	-	560,000
PW&T 17	**Chatham Street Railroad Crossing Improvements & Sidewalks/ Quiet Zone Phase 2**	**-**	**-**	**-**	**-**	**800,000**	**-**	**800,000**
	- Local Revenues	-			-	240,000	-	240,000
	- Grant Funding (potential)	-			-	560,000	-	560,000
PW&T 20	**Stephenson Road High School Improvements Cost Share**	**-**	**-**	**-**	**-**	**1,000,000**	**-**	**1,000,000**
	- Local Revenues	-	-	-	-	1,000,000	-	1,000,000

Parks, Recreation & Cultural Resources

ID #	Project Cost	2019-20	2020-21	2021-22	2022-23	2023-24	Future	Total
PR 3	**Beaver Creek Greenway Construction (Phase II & III)**	**2,365,000**	**1,650,000**	**-**	**-**	**-**	**-**	**4,015,000**
	- Developer Fees	1,312,119	150,000		-	-	-	1,462,119
	- Grant Funding Committed	1,052,881	-	-	-	-	-	1,052,881
	- Debt - General Obligation Bond	-	1,500,000	-	-	-	-	1,500,000
PR 4	**Middle Creek Greenway (Phase II Construction/Phase III Design)**	**300,000**	**2,000,000**	**2,810,000**	**-**	**-**	**-**	**5,110,000**
	- Developer Fees	300,000	500,000	1,310,000	-	-	-	2,110,000
	- Debt - General Obligation Bond	-	1,500,000	1,500,000	-	-	-	3,000,000
PR 5	**Pleasant Park (Phase II & III)**	**12,500,000**	**12,500,000**	**-**	**-**	**-**	**-**	**25,000,000**
	- Debt - General Obligation Bond	12,500,000	12,500,000	-	-	-	-	25,000,000
PR 1	**Salem Pond Park (Phase III)**	**1,076,700**	**-**	**-**	**-**	**-**	**-**	**1,076,700**
	- Local Revenues	1,076,700			-	-	-	1,076,700
PR 8	**Jaycee Park Expansion**	**-**	**99,825**	**998,250**	**-**	**-**	**-**	**1,098,075**
	- Developer Fees		99,825	998,250	-	-	-	1,098,075
PR 7	**Environmental Education Center - Apex Nature Park**	**-**	**-**	**-**	**100,000**	**1,100,000**	**-**	**1,200,000**
	- Local Revenues	-	-	-	100,000		-	100,000
	- Developer Fees	-	-	-	-	1,100,000	-	1,100,000
PR 2	**Seymour Athletic Fields/Nature Park Parking Expansion**	**-**	**-**	**-**	**957,700**	**-**	**-**	**957,700**
	- Developer Fees	-	-	-	957,700	-	-	957,700
PR 6	**Apex Community Park Parking Expansion**	**-**	**-**	**-**	**665,500**	**-**	**-**	**665,500**
	- Local Revenues	-	-	-	665,500	-	-	665,500
PR 9	**Dredge Lake - Apex Community Park**	**-**	**-**	**-**	**-**	**-**	**3,660,000**	**3,660,000**
	- To be Determined	-	-	-			3,660,000	3,660,000
PR 10	**Olive Farm Park Design and Construction**	**-**	**-**	**-**	**-**	**-**	**5,500,000**	**5,500,000**
	- To be Determined	**-**	**-**	**-**		**-**	5,500,000	**5,500,000**
PR 13	**Northwest Park Design and Construction**	**-**	**-**	**-**	**-**	**-**	**5,500,000**	**5,500,000**
	- To be Determined	-	-	-			5,500,000	5,500,000

Public Safety

ID #	Project Cost	2019-20	2020-21	2021-22	2022-23	2023-24	Future	Total
FD 3	**Fire Engine (Quint) Replacement for Station 3***	**-**	**600,000**	**-**	**-**	**-**	**-**	**600,000**
	- Local Revenues		600,000	-				600,000
FD 2	**Engine for Station 6***	**-**	**-**	**625,000**	**-**	**-**	**-**	**625,000**
	- Local Revenues			625,000	-			625,000
FD 4	**Ladder 4 Replacement**	**-**	**-**	**-**	**1,400,000**	**-**	**-**	**1,400,000**
	- Local Revenues				1,400,000	-		1,400,000
PD 2	**Armored Rescue Vehicle**	**-**		**-**	**-**	**-**	**165,000**	**165,000**
	- Local Revenues						165,000	165,000

Public Facilities

ID #	Project Cost	2019-20	2020-21	2021-22	2022-23	2023-24	Future	Total
FS 3	**Eva Perry Library Roof Replacement**	**102,500**	**-**	**-**	**-**	**-**	**-**	**102,500**
	- Local Revenues	102,500	-		-	-	-	102,500
FS 4	**Mechanical Upgrades to Town Facilities**	**90,000**	**180,000**	**-**	**-**	**-**	**-**	**270,000**
	- Local Revenues	90,000	180,000	-	-	-	-	270,000
FS 2	**Renovation of Fire Station 1**	**1,500,000**		**-**	**-**	**-**	**-**	**1,500,000**
	- Local Revenues	1,500,000			-	-	-	1,500,000
IT 1	**Town Fiber Expansion**	**100,000**	**100,000**	**-**	**-**	**-**	**-**	**200,000**
	- Local Revenues	100,000	100,000	-	-	-	-	200,000
FS 5	**Tunstall House Restoration**	**-**	**100,000**	**835,000**	**-**	**-**	**-**	**935,000**
	- Local Revenues	-	100,000	835,000	-	-	-	935,000
FS 8	**Public Safety Station 6**	**-**	**500,000**	**5,500,000**	**-**	**-**	**-**	**6,000,000**
	- To be Determined	-	460,000	5,500,000	-	-	-	5,960,000
FS 4	**Town Campus Parking Lot Resurfacing**	-	-	**470,000**	-	-	-	470,000
	- Local Revenues	-	-	470,000	-	-	-	470,000
FS 6	**Vehicle Storage Shed & Brine Building**	**-**	**-**	**-**	**230,000**	**-**	**-**	**230,000**
	- Local Revenues	-	-	-	230,000	-	-	230,000
FS 11	**Fire Station 3 Relocation**	**-**	**-**	**-**	**400,000**	**4,000,000**	**-**	**4,400,000**
	- Local Revenues	-	-	-	400,000	4,000,000	-	4,400,000
FS 7	**Police Department Addition / Renovation**	**-**	**-**	**-**	**-**	**500,000**	**6,400,000**	**6,900,000**
	- Debt - Installment Purchase	-	-	-	-	500,000	6,400,000	6,900,000
TC 1	**Affordable Housing Land**	**-**	**-**	**-**	**-**	**-**	**500,000**	**500,000**
	- To be Determined	-	-	-	-	-	500,000	500,000
FS 10	**Fire Department Administrative Building**	**-**	**-**	**-**	**-**	**-**	**-**	**2,000,000**
	- Local Revenues	-	-	-	-	-	-	2,000,000

Public Works and Environmental Services

ID #	Project Cost	2019-20	2020-21	2021-22	2022-23	2023-24	Future	Total
SS 11	**Backhoe (Replacement)**	**140,000**	**-**	**-**	**-**	**-**	**-**	**140,000**
	- Local Revenues	140,000	-	-	-	-	-	140,000
SS 6/11	**Chipper & Chipper Truck (Replacement & Addition)**	**180,000**	-	-	**200,000**	-	-	380,000
	- Local Revenues	180,000	-	-	200,000	-	-	380,000
SS 7	**Grapple Truck (Replacements & Additions)**	**195,000**	**195,000**	**-**	**-**	**-**	**195,000**	**585,000**
	- Local Revenues	195,000	195,000	-	-	-	195,000	585,000
SS 10	**Right of Way Mower (Fleet Addition)**	**185,000**	**-**	**-**	**-**	**-**	**-**	**185,000**
	- Local Revenues	185,000	-	-	-	-	-	185,000
SS 3/4/5/8	**Leaf Truck (Replacements & Additions)**	**-**	**206,000**	**206,000**	**-**	**206,000**	**-**	**618,000**
	- Local Revenues	-	206,000	206,000	-	206,000	-	618,000
SS 7	**Street Sweeper (Replacement)**	**-**	**-**	**-**	**-**	**-**	**275,000**	**275,000**
	- Local Revenues	-	-	-	-	-	275,000	275,000
SS 12	**Motor Grader (Replacement)**	**-**	**-**	**230,000**	**-**	**-**	**-**	**230,000**
	- Local Revenues	-	-	230,000	-	-	-	230,000
SS 13	**Dump Truck (Fleet Addition)**	**-**	**-**	**-**	**170,000**	**-**	**-**	**170,000**
	- Local Revenues	-	-	-	170,000	-	-	170,000
SS 14	**Asphalt Truck/Pothole Patcher (Replacement)**	**-**	**-**	**-**	**-**	**-**	**275,000**	**275,000**
	- Local Revenues	-	-	-	-	-	275,000	275,000
SS 7	**Street Sweeper (Replacement)**	**-**	**-**	**-**	**-**	**-**	**275,000**	**275,000**
	- Local Revenues	-	-	-	-	-	275,000	275,000