

BUDGET MESSAGE

Fiscal Year 2022 - 2023



ZEBULON
NORTH CAROLINA

1003 North Arendell Avenue
Zebulon, North Carolina 27597
(919) 269-7455
www.townofzebulon.org

In accordance with the Local Government Budget and Fiscal Control Act (North Carolina General Statute 159), herein lies a concise explanation of the Town of Zebulon's goals fixed by the budget for fiscal year 2022 - 2023.

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BUDGET MESSAGE FISCAL YEAR 2023

Mayor York, Mayor Pro-Tem Miles, and Commissioners Baxter, Clark, Harrison, and Loucks:

Submitted herein, in accordance with the Local Government Budget and Fiscal Control Act, is the proposed Town of Zebulon Budget for Fiscal Year 2023.

INTRODUCTION

The recommendations proposed within the FY 2023 Budget Ordinance reflect a prioritized re-investment of Zebulon's financial resources. The investments support the services advancing upon the goals expressed by the community and adopted by the Board in the *Town of Zebulon Vision 2030 Strategic Plan*. The Budget Message provides a description of the investments recommended in the Budget Ordinance by highlighting representative or signature personnel, programs, or projects. The Budget Message also provides a rationale of the investments recommended in the Budget Ordinance by relating them to the Plan's *Vibrant Downtown, Growing Smart, and Small-Town Life* Focus Areas.

The FY '23 Budget Message, and corresponding Budget Ordinance, is heavily focused upon addressing the appropriate staffing goals of the *Growing Smart* Focus Area. As highlighted in the *Community Needs Assessment* presentations at the Board's Work Sessions this Spring, appropriate staffing is needed to address both capacity and capability issues within the community. Specifically, Zebulon's growth in service area, and calls for service, requires an increase in Staff's capacity to meet the needs of a growing community. Zebulon's demographic growth requires the introduction and expansion of Staff's capability to meet the changing perspectives, expectations, and experiences of a diversifying community.

The Budget Ordinance is arguably the most important policy document the Board of Commissioners adopts. In short, the Budget Ordinance funds what the Board of Commissioners value, and together with the series of previously adopted Budget Ordinances, they bend the Town's long arc towards achieving ...

A vibrant, growing community that maintains its small-town charm and heritage.

Context

Downtowns provide economic, social, and cultural benefits to their respective communities. Economically, downtown properties are an efficient development of land. The capacity of downtown properties to house multiple uses, such as retail, office, and residential, onto a singular small lot allows them to generate more tax revenue per square foot than the typical single-use development of suburban land. Additionally, downtown properties are located within existing municipal service delivery areas, and do not require the extension or expansion of municipal services (building additional fire stations or expanding police patrols for example). Socially, unlike the amenity or recreational spaces within subdivisions, downtowns provide a variety of public spaces open to, and claimed by, the greater community. In other words, downtowns, when developed with amenities and public spaces, serve as the community's "living room". Culturally, downtowns are the core of their town's origin and reflect the community's unique history and identity through the form of architecture and the pattern of streets, blocks, and alleys. Preserving and promoting that unique history and identity can serve to rally and bond both long-time and newer residents who value a small-town life. In total, the investment and care of a downtown broadcasts, to both internal audiences (ex. residents, businesses) and external audiences (ex. visitors, future residents, and future businesses), a community's commitment to vibrancy, growth, heritage, and small-town life.

The goals to create a *Vibrant Downtown* for Zebulon focus on revitalizing the downtown by creating a gathering place for the community and a destination for visitors. The FY '23 Budget funds the following programs and projects to create and sustain the events, entertainment, and cultural attractions to attract people to visit or live downtown.

Alley Activation – Phase III

As with most rail-towns, Zebulon's grid of properties and streets were laid out to support the creation and operation of the Raleigh and Pamlico Railroad¹. The properties were exclusively intended for private enterprise and the streets radiating into the countryside funneled all traffic to a singular point – the depot.² In Zebulon, this means no public spaces and one primary roadway in downtown. Developing a common area, and/or more fully utilizing public right of way, in downtown is essential to address the *Vibrant Downtown* goal of "providing a gathering place for

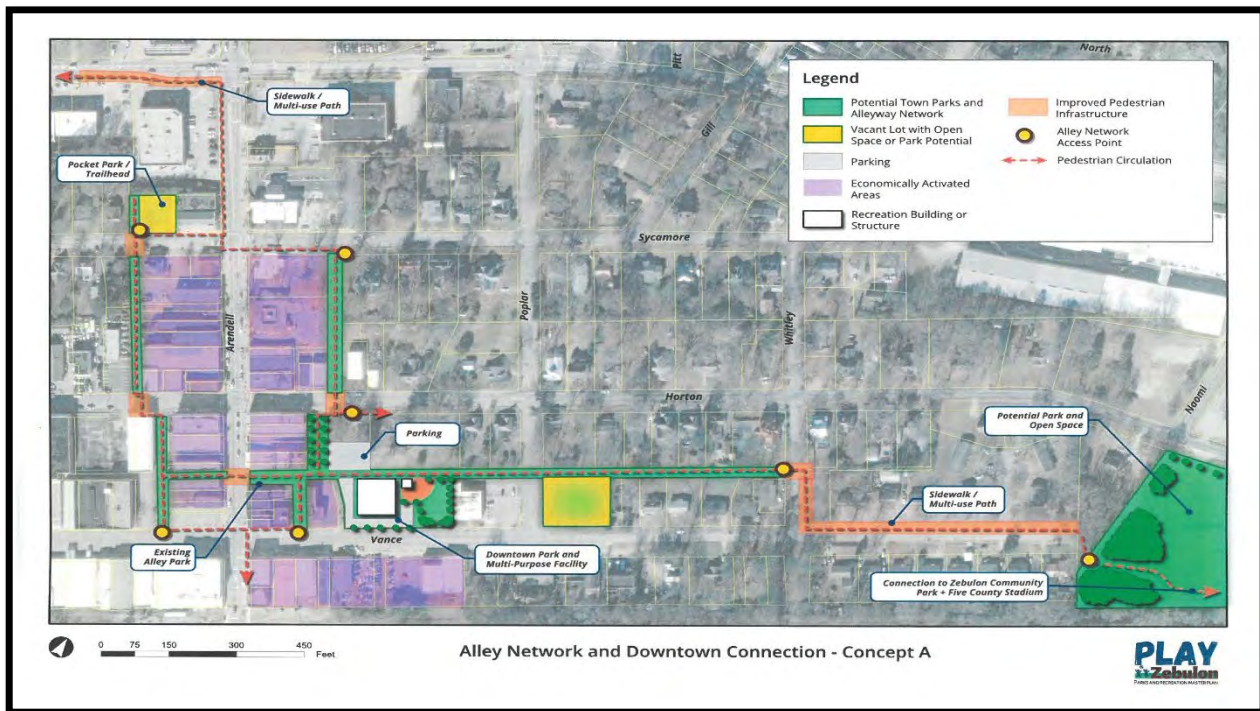
¹ Little River Historical Society. Railroad Born, Citizen Bred: A Century of Life in Zebulon. 2006

² Hudson, John. "Towns of the Western Railroads." Great Plains Quarterly. 1982

the community and a destination for visitors” and the *Small-Town Life* goal of “developing more activities and locations to gather with family and neighbors”.³

The FY '23 Budget will recognize Zebulon’s receipt of direct federal funding from the *Fiscal Year 2022 Appropriations Omnibus Bill* for the *Downtown Revitalization and Alley Activation* project. The Congressional earmark sponsored by Representative Price dramatically expands and accelerates the Alley Activation project. Earlier phases of the project successfully leveraged Zebulon’s smaller financial contribution with private and non-profit partnerships to construct the first two alleys flanking N. Arendell Avenue. While the first two phases were incredibly successful in catalyzing re-development along their alignment (especially when considering the small scale of Zebulon’s financial investment), their fuller value was realized in revealing the potential economic, social, and cultural returns resulting from activating the network of alleys throughout downtown. This potential was the inspiration and basis for the Congressional earmark application.

The scope of work includes: 1) expansion of alley renovations (inclusive of utility improvements such as public Wi-Fi), 2) public art, 3) green space and parking, and 4) wayfinding to both help guide patrons to downtown venues and to the proposed east-west greenway running through downtown and connecting Little River Park with Five County Stadium.

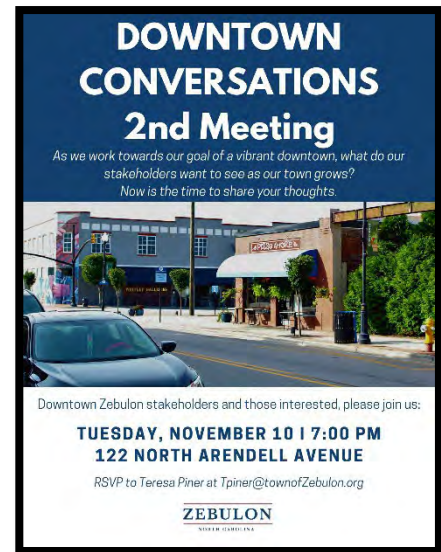


³ Zebulon 2030: “develop events, entertainment, and cultural attractions to draw people downtown”, “enhance and create more community gathering places”

NC Main Street Program: Mainstreet Community Designation

The National Main Street Program (MSP) has its origins in the historic preservation movement. In response to suburbanization, where the construction of multi-lane highways facilitated suburban shopping malls and pulled traffic away from downtowns, the MSP offered the structure for downtown businesses to organize and collectively market their retail services and unique setting. In effect offering downtown shopping as an “authentic” alternative to the “artificial” experiences of shopping malls. The program has since expanded to include the importance of place-making (re. Alley Activation) and connectivity to residential areas (re. Walk Zebulon).

North Carolina’s MSP is coordinated and supported by the NC Department of Commerce. The program offers technical services, education and networking opportunities, and financial assistance to member communities on their efforts to promote, design, and manage the economic vitality of their downtowns. Zebulon was admitted as a Downtown Associate Community member in January 2021 and has quickly progressed through the work required of this entry-level phase. The Town is ahead of schedule and eligible for full membership and designation as a North Carolina Main Street Community. The FY ’23 Budget fully invests in the staffing (ex. full time Main Street Coordinator) and the continuing education/networking (ex. Main Street Conference participation) required to gain full membership.



Context

Unplanned growth is expensive and ultimately unsustainable for municipalities to serve (in other words, communities without a plan are planning to fail). Land Use planning is analogous to a farmer deciding what crops to plant, and where to plant them, to maintain a sustainable business year-round and long term. The *Future Land Use and Character* map within the *Grow Zebulon: Comprehensive Land Use Plan* projects how the Town should develop its land, and support its new inhabitants, to remain sustainable long-term.

Transportation planning is the network of roads necessary to support the land use activities. Extending the earlier analogy, even a farmer with a well-thought and functioning crop rotation plan is doomed to failure if there is not a reliable road to deliver those goods to market. The *2045 Comprehensive Transportation Plan* map within the *Grow Zebulon: Comprehensive Transportation Plan* projects how the Town should modify its current arrangement of converging two-lane roads into a widened and networked web of multimodal transportation options (ex. roads, transit, pedestrian, and bike) more supportive of the future land use.

The goals to *Growing Smart* focus on “plan[ing] for appropriate land use to meet transportation and housing needs” and “maintain[ing] appropriate staffing to support expected service levels of the growing community”. The FY '23 Budget funds the following personnel to meet those goals.

People

Police

The Town has increased in square miles and correspondingly our officers are patrolling a larger and more expansive area (the gaps of unincorporated areas between new developments). This budget adds additional officers to support an additional patrol area.

The Town is the last municipality in Wake County to pursue Law Enforcement Accreditation. Pursuit, attainment, and retention of accreditation will increase the training and expand the skill sets of officers serving a diversifying community. This budget creates the Police Planner position critical to attaining Law Enforcement Accreditation.

Mid-level managers require preparation, through experiences and responsibilities that develop progressive critical thinking, before they can assume leadership roles. The Police Department is implementing a Career Ladder to effectively develop their employees for succession to command roles focused on changing law enforcement expectations.

Fire

The coverage area for Fire/EMS service calls has not increased, but the volume of calls, due to increases in population, structures, and vehicular traffic, has increased. This budget adds additional firefighters to each shift and allows those shifts to split-up to handle multiple calls.

Wake County is increasing the base pay of firefighters in incorporated departments (ex. Wendell, Rolesville, Hopkins). This proposal is expected to magnify the verified recruitment and turnover issues related to compensation within the Fire Department. This budget increases the starting salary of entry-level firefighters and subsequently increases the salary of their supervisors to maintain adequate pay separation and avoid pay compression between ranks.

Public Information Officer

As many as seven additional people a day call Zebulon home. Two-thirds of our newest residents come from other counties, states, or countries. In a time when traditional news is consolidating and removing local coverage, and independent opinions through social media are expanding, the importance of municipalities distributing community information is increasing. Zebulon, as with many duties in a small, but quickly growing town, has delivered public information through a committee of departments. While a necessary first step, and the foundation to subsequent public information activity, the committee approach can create inconsistencies and more importantly miss opportunities to promote messages to both inform and engage the community. This budget creates a Public Information Officer to oversee and prompt all departments in their community information, outreach, and engagement efforts, and to develop and implement a strategic communication plan for the Town.

Engineer

Zebulon is permitted, through the State of North Carolina, to manage their stormwater system (the current permit expires January 31, 2023). The conditions of the permit expect the Town to adequately fund and staff the management of the stormwater system to control the discharge of pollutants into streams. These expectations include a variety of programs and practices (ex. public education, construction site runoff, monitoring of Town facilities, etc.), and are met through a variety of means and methods (ex. division of duties among existing Staff, contracted services, development requirements).

Oversight of the permit requires dedicated staffing with expertise beyond the existing capacity and capability of Staff. While all responsibilities of the permit could be improved through the oversight and management of an engineer, the absence of this expertise has become particularly pronounced in the timing and thoroughness of development review. This budget creates an

Engineer to oversee the Town’s National Pollutant Discharge Elimination Permit, and to provide dedicated and detailed plan review from a Registered Professional Engineer.

Economic Development Specialist

With passage of the foundational *Grow Zebulon: Comprehensive Land Use Plan* the Town has the framework to implement components of the Plan – Economic Development being one. Developing an Economic Development Master Plan is a logical next step for several reasons. First, with eligibility as a designated Main Street Community pending, the Town is ready to expand to the next phase of economic development (downtowns are both places of, and advertisements for, economic development investments and serve as the core to any economic development strategy). Second, Zebulon has an opportunity to tap into the region’s growth by understanding and marketing its place in niche manufacturing (as exemplified best in the Zebulon Industrial Park). Third, while Economic Development functions are traditionally housed initially within Planning Departments, this model is unsustainable in the long-term given the differences in respective workflows and processes (corporate site selectors are quickly evaluating a community against their responsiveness to Requests for Information (RFI)).

This budget creates an Economic Development Specialist to respond to RFIs, target and solicit businesses meeting the profile of Zebulon’s niche manufacturing sector, developing an Economic Development Strategic Plan, and implementing the programs and capital improvements to activate that Plan.



Transportation

Zebulon's roadway network reflects its original purpose of providing all-weather routes for farmers to bring their goods to market. As these farms transition into subdivisions, this farm-to-market road network of two-lane roads converging upon a single point will not support the new traffic patterns and volumes. This breakdown will, and is, occurring first at the intersections in this network. This budget rolls over funds already budgeted in existing projects (Old Bunn @ Shepard School signal, Greenpace @ Arendell signal, Pearces @ Arendell signal), but does not recommend additional funding until these projects reach the phase where they are ready for construction. Holding off on additional capital funding will allow the Board to work with more precise estimates as they prioritize projects in a series of Mini-Retreats this Fall to develop a Bond Referendum.

Stormwater

The FY '22 Budget funded a stormwater assessment of the Town's oldest storm drain pipes. This Budget utilizes American Rescue Plan funding to repair those pipes in greatest need.



Context

Wake County is growing by 62 people per day and 64% of this growth comes from those who relocate from outside the County⁴. While Zebulon will only experience a proportional share of this population growth, it will experience an equal share of the population diversification. Zebulon's ability to preserve and share its unique small-town feel inclusively while mixing different perspectives and cultures, will rest largely on its ability to: connect citizens to each other, deliver helpful and meaningful services, and educate and engage citizens in civic responsibilities to collaborate on solving problems and addressing needs.

The goals of *Small-Town Life* influence, and are influenced by, the other Focus Areas of *Vibrant Downtown* and *Growing Smart*. As such, while the following projects and programs "...preserve and enhance our small-town feel by developing activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town", they also support the accomplishment of other goals within the *Town of Zebulon Vision 2030 Strategic Plan*.

Walk Zebulon: West Sycamore Street Sidewalk Project

Through dedicated use of ½¢ of the property tax leveraged in conjunction with a variety of grants (ex. Community Development Block Grants, Parks and Recreation Trust Fund), Zebulon has successfully constructed several pedestrian connections linking previously separated uses and neighborhoods. Examples include: Shepard School sidewalk between Zebulon Middle School and the Boys and Girls Club, South Arendell sidewalk extending paved walkways south of the railroad tracks to Community Park, North Arendell sidewalk connecting Wakelon Heights subdivision with the Downtown, and the recently completed Beaverdam Greenway connecting several neighborhoods with Wakelon Elementary Park and School. These pedestrian connections satisfy several policy objectives to connect neighborhoods and citizens, and they increase the potential economic activity within the community by connecting residences to retail (downtown being an example).

Walk Zebulon was a community outreach effort to solicit community feedback on the location for the next pedestrian connection. Connecting downtown and the neighborhood west along W. Sycamore Street was budgeted in the FY '22 Budget but placed "on-hold" with passage of the Ordinance. The FY '23 Budget rolls those funds over with an invitation for the Board to discuss the most appropriate pedestrian connection in the coming fiscal year.

⁴ Desormeaux, Joe. "Effects of Growth on Site Selection & School Design." Zebulon Planning Retreat, Rose Hill Plantation, 23 Feb. 2018

Branding: Wayfinding (Phase I)

Wayfinding is a network of signs advertising and promoting a community’s distinctive and authentic image – its brand. What the signs look like, where they are placed, and the facilities, venues, and districts they highlight are all the result of, and carefully developed to communicate, a community’s distinctiveness. If successfully implemented they will authentically represent the pride of citizens and intrigue others on why they should invest in the community (“invest” spanning the spectrum from someone coming to visit for a day to raising a family or starting a business). The FY ’23 Budget rolls over funding to implement the first phase of Wayfinding located downtown and at the interchanges.

Community Events and Gathering Places

Feedback from the Zebulon 2030 Strategic Plan process unveiled the community’s desire for “more events and celebrations”. Attendance and commentary at past events, such as Zebulon Night Out and the Tree Lighting Festival, have validated that feedback. As discussed in the 2020 Retreat, it isn’t feasible or necessary for the Town to sponsor all events, but it should be in a position to help other organizations (ex., non-profits, private business) navigate what is necessary to develop their own events open to the public. The FY ’23 Budget increases funding for two signature events and support of more public-private partnership events.



SUMMARY

The FY 2022 Budget is balanced in accordance with the N.C. State Statutes and advances on the goals within the *Town of Zebulon Vision 2030 Strategic Plan*.

As always, Staff did an incredible job creating the budget placed before you. Their work started in October and they put forth thousands of hours developing and refining budgets that represent the Recommended FY '23 Budget Ordinance. They undertook these duties while continuing to respond to the COVID-19 pandemic and experiencing the largest population growth in Zebulon's history. Their effort in developing this budget reflects their commitment to something bigger than themselves – public service. I am proud of our employees and their focus to holistically deliver service to Zebulon's citizens.

Thank you for your public service as well. While governing as a body is more complex than campaigning individually, you've established good guiding principles at Retreat and Staff is always here as a strong partner to assist you as you work together. My advance appreciation for the sincere and thoughtful work you will put forth in adopting a FY '23 Budget Ordinance that best meets the future needs of the citizens of Zebulon. We could not do this work without you.

Respectfully submitted,

A handwritten signature in blue ink that reads "J. M. Moore II". The signature is written in a cursive style with a large initial "J" and a stylized "II" at the end.

Joseph M. Moore, II, P.E.
Town Manager

MAJOR EXPENDITURES

1. Capital Projects

The recommended FY '23 Budget does not allocate all of the dedicated capital revenues towards specific projects, but instead holds some of the revenues by the following categories. This will allow Staff more time to assess the status and progress of projects and the balances of all revenue streams at the end of the fiscal year (ex. Transportation Impact Fees, Parks and Recreation Impact Fees). This will also grant the Board of Commissioners time to prioritize projects and assess how much to request in an upcoming Bond Referendum.

- Streets and Thoroughfares (prop. tax, Vehicle Tag Fee, Powell Bill, TIF)
 - + Street Paving: assign Tag Fee and Powell Bill to pave next round of streets.
 - + Green Pace @ N. Arendell signal: assess project status
 - + Old Bunn @ Shepard School signal: assess project status
 - + N. Arendell Widening: assess project status

- Greenways, Bicycles, and Pedestrians (aka “Walk Zebulon”) (prop. Tax)
 - + W. Sycamore sidewalk (Arendell to Church): assess Board priorities

- Stormwater (prop. Tax, ARP)
 - + West Vance Street replacement: use ARP funds

- Fleet and Equipment Management Fund (prop. tax)
 - + Fleet requests exceed revenue, conduct internal prioritization prior to purchasing vehicles

- Fire Fleet (prop. Tax, cost-share)
 - + Continue payments on existing Ladder and Engine loans and reserve remainder for additional Engine replacement.

- Service Equipment (prop. Tax)

- Information Technology (prop. Tax)
 - + Council Chamber AV upgrades for Virtual Meetings: Board discussion

- Property Management: Facilities (prop. Tax)
 - + Police Parking: Board discussion
 - + Information Board: Board discussion

- Property Management: Parks (Parks & Rec. Impact Fee)

- + Little River Park: Complete Site Plan, assess Wake County's progress in activating the Reservoir property
- Community and Economic Development (sales tax, Congressional earmark)
 - + Alleyway Activation Phase III: utilize Congressional earmark
 - + Wayfinding (downtown and interchanges): adopt Brand first
 - + Façade and Streetscape Grants: continue funding

2. Operating Programs

- Positions
 - + 2 Patrol Officers (previously described)
 - + Police Planner (previously described)
 - + 2 Firefighters (previously described)
 - + 3 Firefighters

The Community Needs Assessment presentation identified these additional positions for FY '24. Wake County has completed an assessment of minimum response requirements and service call volumes county-wide, and determined Zebulon needs to accelerate those positions a year earlier. Wake County has offered to fully fund the positions if the Town accelerates the hiring.
 - + PT Parks Maintenance -> FT Parks Maintenance

The composite of part-time employees is inadequate to maintain our comparatively expansive park system. Bringing the Beaverdam Greenway on-line compounds this issue. Currently, field maintenance is accomplished when positions, such as Athletic Coordinator, pull away from their core duties. This change was implemented mid-year by utilizing part-time funds. The project is formally shown in the FY '23 Budget.
 - + Public Information Officer (previously described)
 - + Police Career Ladder (previously described)
 - + Retention Pay

As discussed at April's Work Session, Wake County has extended their Retention bonuses to firefighters in departments with whom they cost-share services. The FY '23 Budget funds the Retention Pay program to all Zebulon employees through a \$350,000 appropriation of Fund Balance.
 - + Fire Market Adjustments (previously described)

- + Economic Development Specialist (previously described)
- + Main Street Program Coordinator (PT hours to FT hours, still contracted)
- + Engineer (previously described)
- + Public Works Customer Service Technician (PT)
Tending to small citizen requests in the field, or responding to support Crew needs, without taking positions out of a Crew.
- Positions Not Recommended
 - + Assistant Public Works Director
 - + 3-person Public Works Crew

MAJOR REVENUES

1. Property Tax ~ \$7,968,000
 - Property Tax Rate = 57.5¢ / \$100 valuation
 - Operating Tax Rate = 50.1¢ / \$100 valuation
2. Unrestricted Intergovernmental ~ \$2,468,500
 - Sales Tax (generally retail sales, an indicator of business activity)
 - + Total (retail sales across state (Article 39, 40, 42, & 44)
 - + Article 39 only (retail sales within Wake County)
 - + Reinvested growth of Article 39 back into local Econ. Develop. programs
 - Franchise (state levied tax on utilities (ex. electric, gas))
3. Restricted Intergovernmental (revenue restricted to specific use) ~ \$1,140,000
 - Powell Bill (gasoline tax)
 - Wake County Fire Tax (fire protection outside Town)
 - PEG (public access programming contract with “PEG Media”)
4. Permits and Fees ~ \$377,750
 - Zoning Permits and Fees
 - Inspection Fees

5. Sales and Service ~ \$736,000

- Refuse Collection
- Recreation

6. Utility Rates and Charges (pass through to Raleigh)

7. Savings = \$14,253,280⁵

- Unassigned = \$7,730,654
- Restricted = \$2,859,097
- Committed = \$1,172,998
- Assigned = \$2,490,000

8. Debt

Project	FY '22 Payments	Retirement Date
Municipal Complex	\$279,975	FY 2029
Building Maintenance: ZMC HVAC, ZMC & Police Fire Alarm, Fire Dept. Roof, PW Radio System	\$47,250	FY 2023
Fire Ladder*	\$82,000	FY 2034
Fire Engine*	\$84,000	FY 2026
* The debt for this equipment is paid out of the "capital" portion of the property tax rate.		

⁵ Comprehensive Annual Financial Report of the Town of Zebulon (fiscal year ending June 30, 2021)

BUDGET CYCLE PHASES

1. Preparation

- Jan. 31, 2022 Operating Budget requests due
- Mar. 1, 2021: Capital Budget requests due
- May 2, 2021: Budget presented to Board and general public

2. Legislative Adoption

- May 10: Work-Session #1
- May 18: Work-Session #2
- May 26: Work-Session #3
- June 6: Public Hearing, Budget Ordinance adoption permitted
- July 1: Statutory deadline to adopt Budget Ordinance

3. Implementation

- July ~ August: load budget
- August Mini-Retreat: Strategic Plan Update
- September Mini-Retreat: Capital Project Prioritization
- October Mini-Retreat: Bond Referendum draft terms

4. Summary (concludes with *Comprehensive Annual Financial Report* presentation)

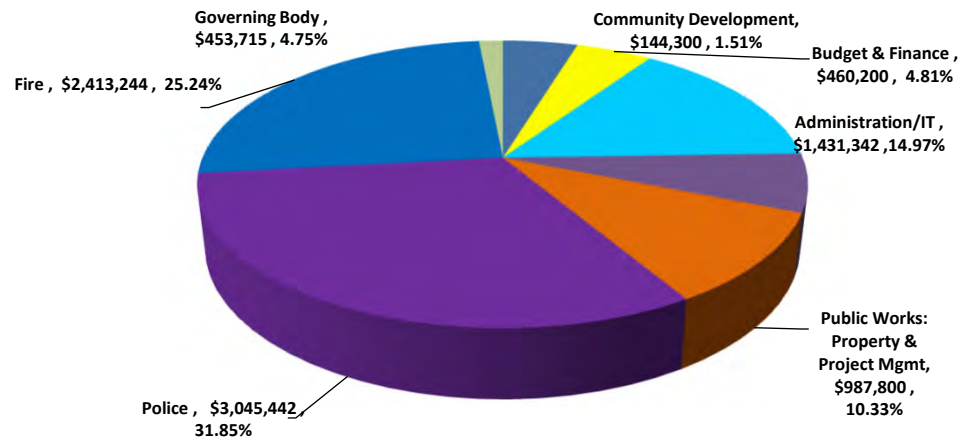
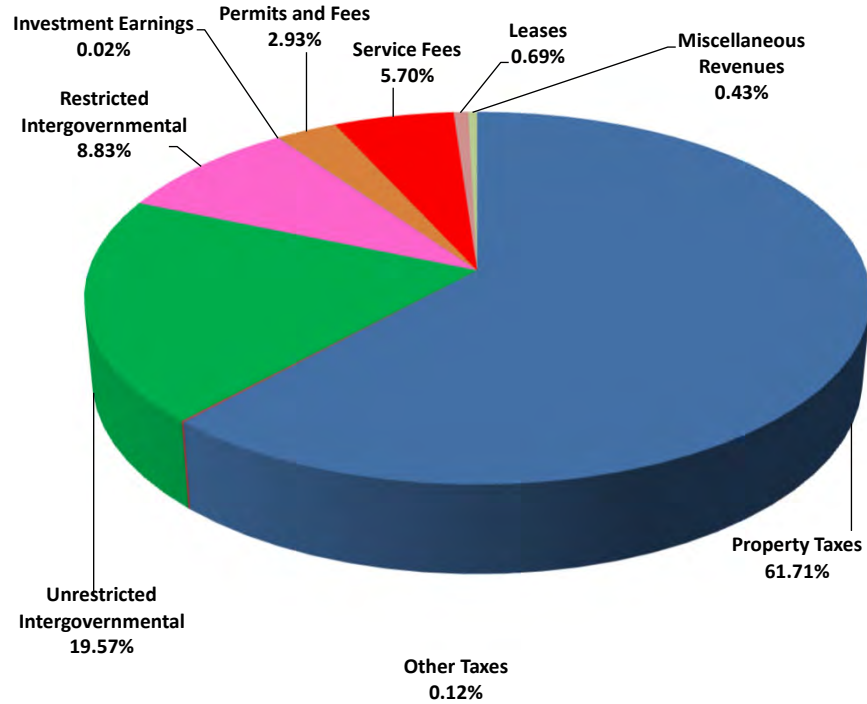
- May – October: Auditor field visits, interviews, and reports
- Presentation: Typically the Board of Commissioner meeting in November

**Town of Zebulon General Fund Budget at a Glance
Fiscal Year 2022-2023**

Revenues	FY 2023
Property Taxes	\$ 7,968,000
Other Taxes	\$ 15,500
Unrestricted Intergovernmental	\$ 2,526,800
Restricted Intergovernmental	\$ 1,140,400
Investment Earnings	\$ 3,000
Permits and Fees	\$ 377,750
Service Fees	\$ 736,000
Leases	\$ 89,400
Miscellaneous Revenues	\$ 55,000
Fund Balance Appropriated	\$ 350,000
Total Operating Revenues	\$ 13,261,850

Capital Revenues	
Installment Financing Proceeds	\$ -
Dedicated Prop Tax (\$0.074 (\$0.05-Capital; \$0.017-Fire Apparatus; \$0.007-Stormwater))	\$ 1,175,000
Fund Balance Appropriation	\$ -
Sales Tax	\$ 50,000
Wake County Fire (County Cost Share)	\$ 45,000
Stadium Capital Reserve	\$ -
Capital Reserve Appropriation	\$ -
Streets Capital Reserve	\$ -
Motor Vehicle Tax (\$30.00/vehicle)	\$ 175,000
Stormwater Capital Reserve	\$ -
Development Fees	\$ -
Powell Bill	\$ 195,000
Grants	\$ -
Total Revenues & Other Financing Sources	\$ 14,901,850

Operating Expenditures (Recommended)	FY 2023
Governing Body (410)	\$ 453,715
Budget & Finance (420)	\$ 460,200
Administration/IT (430)	\$ 1,431,342
Planning (490)	\$ 624,330
Public Works: Property & Project Management Division (500)	\$ 987,800
Police (510)	\$ 3,045,442
Public Works: Operations Division (520)	\$ 2,196,550
Fire (530)	\$ 2,413,244
Powell Bill (570)	\$ 4,500
Parks & Recreation (620)	\$ 1,173,202
Community & Economic Development (690)	\$ 144,300
Total Operating Expenditures	\$ 12,934,625
Total Prior Existing Debt Service	\$ 327,225
Total Operating & Debt Service Expenditures	\$ 13,261,850
Total Capital Expenditures	\$ 1,640,000
Total New Debt Service	\$ -
Total Expenditures	\$ 14,901,850



ORDINANCE 2022-51

Town of Zebulon Fiscal Year 2022-2023 Budget Ordinance

BE IT ORDAINED, consistent with North Carolina General Statutes, Chapter 159-13, that on June 6, 2022, the Board of Commissioners for the Town of Zebulon approved the operating budget for Fiscal Year 2022-2023. Certain other authorizations and restrictions also are adopted.

Section I. Levy of Taxes.

An Ad Valorem tax rate of \$0.575 per \$100.00 assessed valuation for taxable property listed as of January 1, 2022 is hereby established as the tax rate for the Town of Zebulon for Fiscal Year 2022-2023. Under authority of NC General Statute 20-97, an annual license tax of \$30.00 is levied on each vehicle in the Town of Zebulon.

Section II. General Fund.

A. Anticipated Revenues & Funding Sources

Property Taxes-Current Year	\$9,109,000
Property Taxes-Prior Years	28,000
Tax Penalty & Interest	15,000
Rental Vehicle Taxes	15,000
Privilege License Taxes	500
Motor Vehicle Decal Fees	175,000
Wake County Sales Tax -1 Cent (Article 39)	860,000
Wake County Sales Tax – ½ Cent (Articles 40 & 42)	780,000
Wake County Sales Tax – ½ Cent (Article 44)	288,300
NC Utilities Franchise Taxes	600,000
NC Video Programming Taxes	27,000
NC Beer & Wine Taxes	21,500
PEG Channel Funds	54,000
NC Powell Bill Funds	199,500
Congressional Grant	700,000
Recreation Impact Fees	379,000
Public Safety Grant	24,500
Wake County Fire Tax Distribution	1,109,800
Additional Fire Tax Revenue	13,500
Lease Purchase Proceeds	155,000
Solid Waste Disposal Tax Distribution	3,600
Interest Earnings-General Fund	3,000
Officer & Jail Fees	1,250
Zoning Permits & Fees	250,000
Code Enforcement Fees	1,500

Street & Sidewalk Inspection Fees	80,000
PW Inspection Fees	20,000
Fire Inspection Fees	25,000
Industrial Dr Traffic Control-Nomaco	6,000
Industrial Dr Traffic Control-EW Academy	6,000
Refuse Collection Fees	780,000
Youth Athletic League Fees	20,000
Adult Athletic League Fees	2,000
Recreation Program Sponsorships	2,500
Recreation Class Fees	15,000
Park Facility Rental Fees	10,000
Farmers Market Vendor Fees	2,000
Community Center Rental Fees	15,000
Recreation Camp Fees	7,500
Lease Payments-Stadium	4,400
Lease Payments-Cell Towers	85,000
Miscellaneous Revenues	10,000
Wake County ABC Distribution	45,000
Fund Balance Appropriation	3,033,000

Total Revenues & Funding Sources	\$18,982,350
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B. Authorized Expenditures

Governing Body	
Operating	\$453,715
Budget & Finance	
Operating	460,200
Administration	
Operating	1,490,342
Capital	65,000
Planning	
Operating	644,330
Capital	6,450
Public Works – Property & Project Management	
Operating	987,800
Capital	670,000
Debt Service	321,550
Police	
Operating	3,045,442
Capital	393,000

Public Works - Operations	
Operating	2,196,550
Capital	2,188,000
Debt Service	87,000
Fire	
Operating	2,427,244
Capital	407,650
Debt Service	174,475
Powell Bill	
Operating	4,500
Capital	195,000
Parks & Recreation	
Operating	1,173,202
Capital	474,600
Community & Economic Development	
Operating	144,300
Capital	972,000
	<hr/>
Total Expenditures	\$18,982,350

Section III. Fee Schedule

There is hereby established for Fiscal Year 2022-2023 a schedule of various fees, penalties, privilege license taxes, and fines as included as an attachment to this ordinance as an appendix.

Section IV. Authorized Positions.

There is hereby established for Fiscal Year 2022-2023 a schedule of authorized full-time positions for the Town of Zebulon. Positions established are initially established by the annual budget ordinance. Changes to this schedule may occur during the fiscal year, as authorized by the Town Manager, including but not limited to position changes during the year.

Section V. Salary Schedule.

There is hereby authorized for Fiscal Year 2022-2023 a 3.0% adjustment to the Town's salary schedule. Changes to this schedule may occur during the fiscal year, as authorized by the Town Manager, including but not limited to grade and position changes during the year.

Section VI. Purchase Orders.

All purchase orders will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and issued on all purchases over \$2,000.00.

Section VII. Budget Officer Authorization.

- A. The Budget Officer or his/her designee shall be authorized to reallocate operational appropriations within a department and between departments within a fund up to \$10,000.00 as deemed necessary. These reallocations shall be reported to the Board at the first regularly scheduled meeting of the month.
- B. Interfund transfers established by this ordinance may be accomplished without additional approval from the Board.
- C. The Budget Officer shall be authorized to hire personnel in positions authorized by the Board and to set the compensation in accordance with the Salary Schedule and the Personnel Policy.
- D. The Budget Officer shall be authorized to award merit increases to employees as deemed appropriate after consultation with appropriate personnel, in accordance with the Salary Schedule and the Personnel Policy.

Section VIII. Board Budget Responsibilities.

- A. Reallocations between operational appropriations within a department and between departments in excess of \$10,000.00 shall require Board authorization.
- B. Reallocations between operational appropriations and capital appropriations within and between departments and reallocations between capital appropriations within and between departments shall require Board authorization.
- C. Interfund transfers, except as noted in Section VIII, Item B, shall require Board authorization.
- D. The utilization of any unappropriated fund balance shall require Board authorization.

Section IX. Utilization of Budget Ordinance.

This ordinance shall be the basis of the financial plan for the Town of Zebulon during the Fiscal Year 2022-2023. The Budget Officer shall administer the budget and shall insure the operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The Budget & Finance Department shall establish and maintain all records which are in consonance with this ordinance, and the appropriate statutes of the State of North Carolina.

Adopted this 13TH day of June, 2022.

Effective July 1, 2022.

Glenn L. York — Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

ORDINANCE 2022-XX

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the grant project budget ordinance.

Section 1. To amend the **CSLRF Grant Project Fund** budget as follows:

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
W. Horton Street Stormwater Rerouting CSLRF Project	\$1,885,000.00	1,885,000.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: June 6, 2022

Effective: June 6, 2022

Glenn L. York - Mayor

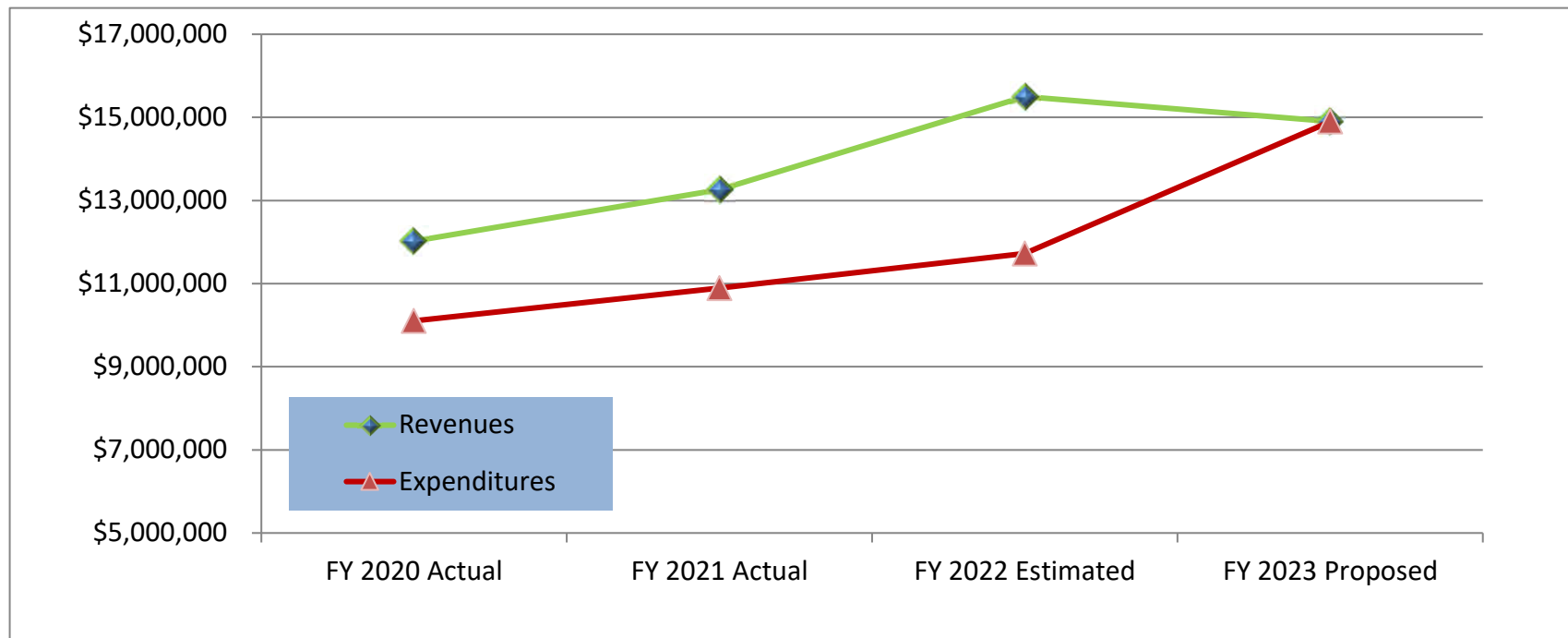
ATTEST:

Lisa M. Markland, CMC - Town Clerk

**Town of Zebulon Budget Summary
Fiscal Year 2022-2023**

Revenues & Outside Financing Sources	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Proposed
General Fund	\$ 12,024,123	\$ 13,261,676	\$ 15,499,766	\$ 14,901,850
	-	-	-	-
Total Revenues	\$ 12,024,123	\$ 13,261,676	\$ 15,499,766	\$ 14,901,850

Expenditures	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Proposed
General Fund	\$ 10,106,882	\$ 10,890,892	\$ 11,725,000	\$ 14,901,850
	-	-	-	-
Total Expenditures	\$ 10,106,882	\$ 10,890,892	\$ 11,725,000	\$ 14,901,850



Town of Zebulon General Fund Revenue Summary
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2022 Estimated	FY 2023 Projected	% Increase (Decrease) Budget
Property Taxes	\$ 7,095,333	\$ 7,570,201	\$ 6,642,500	\$ 7,262,570	\$ 7,968,000	20%
Other Taxes	101,478	26,224	15,400	14,100	15,500	1%
Unrestricted Intergovernmental	1,812,340	2,082,647	1,877,500	2,451,588	2,526,800	35%
Restricted Intergovernmental	863,884	1,042,613	741,845	760,876	1,140,400	54%
Private Grants/Contributions	6,000	5,000	5,000	51,811	-	0%
Investment Earnings	160,642	2,972	3,500	3,627	3,000	-14%
Permits and Fees	325,463	400,516	381,500	367,493	377,750	-1%
Service Fees	813,991	775,272	690,500	766,400	736,000	7%
Leases	87,491	85,226	72,900	91,698	89,400	23%
Miscellaneous Revenues	92,599	322,983	60,136	161,096	55,000	-9%
Fund Balance Appropriated	-	-	-	-	350,000	
Total Revenues	\$ 11,359,220	\$ 12,313,653	\$ 10,490,781	\$ 11,931,259	\$ 13,261,850	26%
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)	-	-	1,028,000	1,028,000	1,175,000	
Transportation Development Fees	15,419	-	-	-	-	
Fee-in-Lieu	63,136	11,044	-	-	-	
Transportation Impact Fees	426,849	529,384	200,000	515,000	-	
Greenway Impact Fees	159,500	217,000	-	-	-	
Motor Vehicle Tax	-	153,760	145,000	-	175,000	
Wake County Fire (Cost Share)	-	-	45,000	-	45,000	
Sales Tax	-	-	50,000	-	50,000	
Service Fees	-	-	150,000	-	-	
Grants	-	36,836	30,000	-	-	
Powell Bill	-	-	127,000	-	195,000	
Installment Loan Proceeds	-	-	315,000	305,000	-	
Capital Reserve Appropriations	-	-	998,000	-	-	
Fund Balance Appropriation	-	-	3,457,422	-	-	
Total Revenues & Other Financing Sources	\$ 12,024,124	\$ 13,261,676	\$ 17,036,203	\$ 13,779,259	\$ 14,901,850	-13%

**Town of Zebulon General Fund Revenue Budget
Fiscal Year 2022-2023**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Projected	% Increase (Decrease)
<i>Property Taxes</i>						
Property Taxes -- Current Year	\$ 7,068,860	\$ 7,481,124	\$ 6,600,000	\$ 7,112,000	\$ 7,925,000	20%
Property Taxes -- 1st Prior Year	8,675	72,333	25,000	118,000	25,000	0%
Property Taxes -- 2nd Prior Year	528	(54)	2,000	5,800	1,000	-50%
Property Taxes -- 3rd Prior Year	680	(1,543)	1,000	1,550	1,000	0%
Property Taxes -- Other Prior Year	1,334	(1,426)	1,000	5,020	1,000	0%
Tax Penalty & Interest	15,255	19,767	13,500	20,200	15,000	11%
Total Property Taxes	7,095,333	7,570,201	6,642,500	7,262,570	7,968,000	20%
<i>Other Taxes</i>						
Local Housing Tax	-	-	-	-	-	0%
Rental Vehicle Taxes	17,237	25,307	15,000	13,500	15,000	0%
Privilege License Taxes	433	917	400	600	500	25%
Motor Vehicle Taxes	83,808	-	-	-	-	0%
Total Other Taxes	101,478	26,224	15,400	14,100	15,500	1%
<i>Unrestricted Intergovernmental</i>						
Wake County Sales Tax - 1 Cent (Article 39)	508,999	657,384	530,000	760,000	810,000	53%
Wake County Sales Tax - 1/2 Cent (Articles 40 & 42)	454,855	560,151	525,000	750,000	780,000	49%
Wake County Sales Tax - 1/2 Cent (Article 44)	155,350	208,568	185,000	270,000	288,300	56%
NC Utilities Franchise Taxes	627,228	600,037	590,000	613,000	600,000	2%
NC Video Programming Taxes	25,534	26,858	26,000	30,100	27,000	4%
Wake County SWLF Distribution	18,928	8,078	-	6,938	-	0%
NC Beer & Wine Taxes	21,445	21,572	21,500	21,550	21,500	0%
Total Unrestricted Intergovernmental	1,812,340	2,082,647	1,877,500	2,451,588	2,526,800	35%

Bobby Fitts:
Based on tax rate of \$0.568 + \$0.007 (Stormwater) minus \$0.074 dedicated to capital

Bobby Fitts:
Directed to capital

Bobby Fitts:
Based on NCLM revenue estimates; less Article 39 \$50,000 to Capital Revenues

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Projected	% Increase (Decrease)
<i>Restricted Intergovernmental</i>						
NC PEG Supplement	\$ 54,705	\$ 52,901	\$ 54,000	\$ 51,948	\$ 54,000	0%
NC Powell Bill Funds	136,019	133,040	4,500	4,500	4,500	0%
Wake County Reimbursement -- Stadium	-	-	-	-	-	0%
State Forfeiture Funds	2,104	362	-	17	-	0%
Public Safety Grant	-	-	17,345	17,345	-	-100%
FEMA Reimbursement (COVID-19)	-	11,051	-	-	-	0%
Wake County Fire Tax Distribution	637,978	642,470	651,900	669,321	1,064,800	63%
Additional Fire Revenue	9,693	11,293	10,500	13,900	13,500	29%
CARES Act Reimbursement	19,532	187,532	-	-	-	0%
Wake County-Elect. Recycling Mgt Fund Dist	74	156	-	164	-	0%
Solid Waste Disposal Tax Distribution	3,779	3,809	3,600	3,681	3,600	0%
Total Restricted Intergovernmental	863,884	1,042,613	741,845	760,876	1,140,400	54%
<i>Private Grants/Contributions</i>						
United Arts Council Grant	3,500	-	5,000	5,000	-	0%
UnitedHealthCare Wellness Grant	-	5,000	-	-	-	0%
Blue Cross/Blue Shield Wellness Grant	-	-	-	40,000	-	0%
NCLM Grant	2,500	-	-	6,811	-	0%
Total Private Grants/Contributions	6,000	5,000	5,000	51,811	-	0%
<i>Investment Earnings</i>						
Interest Earnings	155,643	2,866	3,500	3,500	3,000	-14%
Interest Earnings -- Powell Bill	4,997	104	-	125	-	0%
Interest Earnings -- Forfeiture Funds	2	2	-	2	-	0%
Total Investment Earnings	160,642	2,972	3,500	3,627	3,000	-14%

Bobby Fitts:
 \$199,500 - 4,500 (Powell Bill Reporting) = 195,000 for street paving

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Projected	% Increase (Decrease)
<i>Permits and Fees</i>						
Officer & Jail Fees	\$ 1,346	\$ 1,634	\$ 1,500	\$ 2,500	\$ 1,250	-17%
Civil Citation Fees	375	575		400	-	0%
Zoning Permits & Fees	256,723	312,151	220,000	225,000	250,000	14%
Code Enforcement Fees	1,514	3,444	-	1,874	1,500	0%
Street & Sidewalk Inspection Fees	36,979	37,959	80,000	68,678	80,000	0%
PW Inspection Fees	11,538	14,912	20,000	13,253	20,000	0%
Stormwater Mapping Fees	-	-	30,000	16,350	-	-100%
Greenway Inspection Fes	630	1,470	5,000	2,363	-	0%
Beaverdam Creek/Highway 64 Box Culvert Fee	-	8,550	-	19,575	-	0%
Fire Inspection Fees	16,358	19,821	25,000	17,500	25,000	0%
Total Permits and Fees	325,463	400,516	381,500	367,493	377,750	-1%
<i>Service Fees</i>						
Report Fees	1,567	1,154	-	600	-	0%
Industrial Dr Traffic Control Contribution-Nomaco	6,000	-	6,000	4,000	6,000	0%
Industrial Dr Traffic Control Contribution-EW Academy	6,000	1,367	6,000	4,000	6,000	0%
Police/Fire Off-duty Work Reimbursement	24,022	11,026	-	25,000	-	0%
Refuse Collection Fees	538,233	647,062	625,000	625,000	650,000	4%
Stormwater Fees	121,441	40,564	-	100	-	0%
Cemetery Fees	11,050	7,624	-	5,000	-	0%
Youth Athletic League Fees	20,452	9,175	15,000	42,000	20,000	33%
Adult Athletic League Fees	2,340	-	1,000	-	2,000	0%
Recreation Program Sponsorships	5,100	8,400	2,000	6,300	2,500	25%
Recreation Class Fees	17,542	11,133	15,000	20,000	15,000	0%
Park Facility Rental Fees	9,628	10,543	6,000	12,500	10,000	67%
Farmer's Market Vendor Fees	3,160	2,795	1,500	2,800	2,000	0%
Farmer's Market Sponsorship Fees	3,850	7,600	-	-	-	0%
Farmers Market - EBT Matching Donations	1,500	-	-	-	-	0%
Community Center Rental Fees	16,366	(68)	4,000	9,700	15,000	275%
Recreation Senior Programs	18,420	-	-	-	-	0%
Recreation Camp Fees	7,320	16,898	9,000	9,400	7,500	-17%
Municipal Complex Facility Rental	-	-	-	-	-	0%
Total Service Fees	813,991	775,272	690,500	766,400	736,000	7%
<i>Leases</i>						
Lease Payments -- Baseball	4,455	-	4,500	4,698	4,400	-2%
Rental Income -- Cell Tower Sites	83,035	85,226	68,400	87,000	85,000	24%
Total Leases	87,491	85,226	72,900	91,698	89,400	23%

Bobby Fitts:
 \$.007 of tax rate;
 Stormwater fee eliminated
 in FY 21

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Estimated	FY 2023 Projected	% Increase (Decrease)
<i>Miscellaneous Revenues</i>						
Miscellaneous Revenues	\$ 13,078	\$ 16,591	\$ 7,500	\$ 5,500	\$ 10,000	33%
Shop with a Cop Donations	\$ 4,435	\$ 4,200	\$ -	\$ 23,651	\$ -	0%
Insurance Proceeds	3,311	38,580	10,636	24,045	-	0%
Wake County ABC Revenue Distribution	49,303	53,652	42,000	61,500	45,000	7%
Centennial Item Sales	36	50	-	-	-	0%
Sale of Materials	652	1,318	-	1,400	-	0%
Sale of Fixed Assets	21,783	208,592	-	45,000	-	0%
Total Miscellaneous Revenues	92,599	322,983	60,136	161,096	55,000	-9%
Fund Balance Appropriated	-	-	-	-	350,000	
Total Revenues	\$ 11,359,220	\$ 12,313,653	\$ 10,490,781	\$ 11,931,259	\$ 13,261,850	26%
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)			1,028,000	1,028,000	\$ 1,175,000	
Developer Reimbursements	15,419	-	-	-	-	
Fee-in-Lieu	63,136	11,044	-	-	-	
Transportation Impact Fees	426,849	529,384	200,000	515,000	-	
Greenway Impact Fees	159,500	217,000	-	58,500	-	
Recreation Impact Fees	-	-	-	1,050,000	-	
Lease Purchase Proceeds	-	-	315,000	305,000	-	
Motor Vehicle Tax	-	153,760	145,000	170,000	175,000	
Capital Reserve Appropriation	-	-	-	-	-	
Stadium Capital Reserve	-	-	-	-	-	
Powell Bill (Capital Portion)	-	-	127,000	197,007	195,000	
Wake County Fire (Cost Share)	-	-	45,000	45,000	45,000	
NC Department of Commerce (Rural Econ. Dev. Grant)	-	36,836	-	-	-	
Sales Tax	-	-	50,000	50,000	50,000	
Transportation Impact Fees Reserve Appropriation	-	-	400,000	-	-	
FEMA Grant	-	-	30,000	-	-	
Yard Waste Fee	-	-	150,000	150,000	-	
Stormwater Capital Reserve	-	-	63,000	-	-	
Greenway/Bicycle/Pedestrian Capital Reserve	-	-	315,000	-	-	
Streets & Thoroughfare Capital Reserve	-	-	-	-	-	
Powell Bill Reserve Appropriation	-	-	220,000	-	-	
Fund Balance Appropriation	-	-	3,457,422	-	-	
Total Revenues & Financing Sources	\$ 12,024,123	\$ 13,261,676	\$ 17,036,203	\$ 15,499,766	\$ 14,901,850	-13%

Bobby Fitts:
Based on tax rate of \$0.074

Town of Zebulon General Fund Summary Expenditure Budget
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended
Governing Body (410)	\$ 392,602	\$ 365,346	\$ 435,015	\$ 463,491	\$ 453,715
Budget & Finance (420)	346,532	343,633	407,016	460,850	460,200
Administration/HR/IT (430)	744,360	829,517	903,700	1,492,548	1,431,342
Planning (490)	415,737	482,436	606,816	710,443	624,330
Public Works: Property & Project Management Divison (500)	693,729	792,509	872,965	1,043,010	987,800
Police (510)	2,167,929	2,104,625	2,406,010	3,045,096	3,045,442
Public Works: Operations Division (520)	-	1,639,763	1,958,266	2,188,535	2,196,550
Fire (530)	1,341,568	1,403,068	1,704,714	2,405,364	2,413,244
Powell Bill (570)	13,790	-	4,500	4,500	4,500
Parks & Recreation (620)	739,348	813,535	1,105,611	1,211,734	1,173,202
Community & Economic Development (690)	41,652	8,235	401,145	174,300	144,300
Total Operating Expenditures	\$ 6,897,246	\$ 8,782,665	\$ 10,805,758	\$ 13,199,871	\$ 12,934,625
Existing Debt Load	746,176	905,186	574,575	327,225	327,225
Proposed Debt Load			-	-	-
Capital Budgeting Expenditures	689,354	2,420,280	5,655,870	1,640,000	1,640,000
Total Expenditures	\$ 8,332,776	\$ 12,108,131	\$ 17,036,203	\$ 15,167,096	\$ 14,901,850

Governing Body Department Budget (410)
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 36,895	\$ 38,371	\$ 39,600	\$ 40,800	\$ 40,800	
Professional Services	297,860	270,603	300,000	325,000	325,000	Increase in Wyrick Robbins
FICA	3,920	4,230	3,100	3,200	3,200	
Group Insurance (Health)	27,756	27,195	37,800	40,700	40,700	
Postage	15	-	515	523	515	
Cell Phones	600	600	600	600	600	
Travel/Training	3,208	3,544	9,500	19,800	14,000	City Vision
Equipment Maintenance	-	-	500	508	500	
Materials/Supplies	3,917	1,391	3,400	7,000	3,400	
Elections (Paid every other year)	9,780	-	15,000	-	-	
Insurance & Bonds (Property/Workers Comp)	3,475	3,852	4,700	4,772	4,700	
Appointed Board Appreciation & Recognition	-	-	3,000	3,000	3,000	
Uniforms (New line item)	-	-	600	600	600	
Citizen's Academy	-	-	-	-	-	
Triangle J COG	-	1,945	2,000	2,031	2,000	
NCLM Membership	-	6,000	6,000	6,200	6,000	
School of Government Membership	-	664	700	711	700	
Strategic Plan Grants	5,000	5,000	5,000	5,000	5,000	
CAMPO Membership	-	1,951	3,000	3,046	3,000	
Total Operating Budget	392,602	365,346	435,015	463,491	453,715	



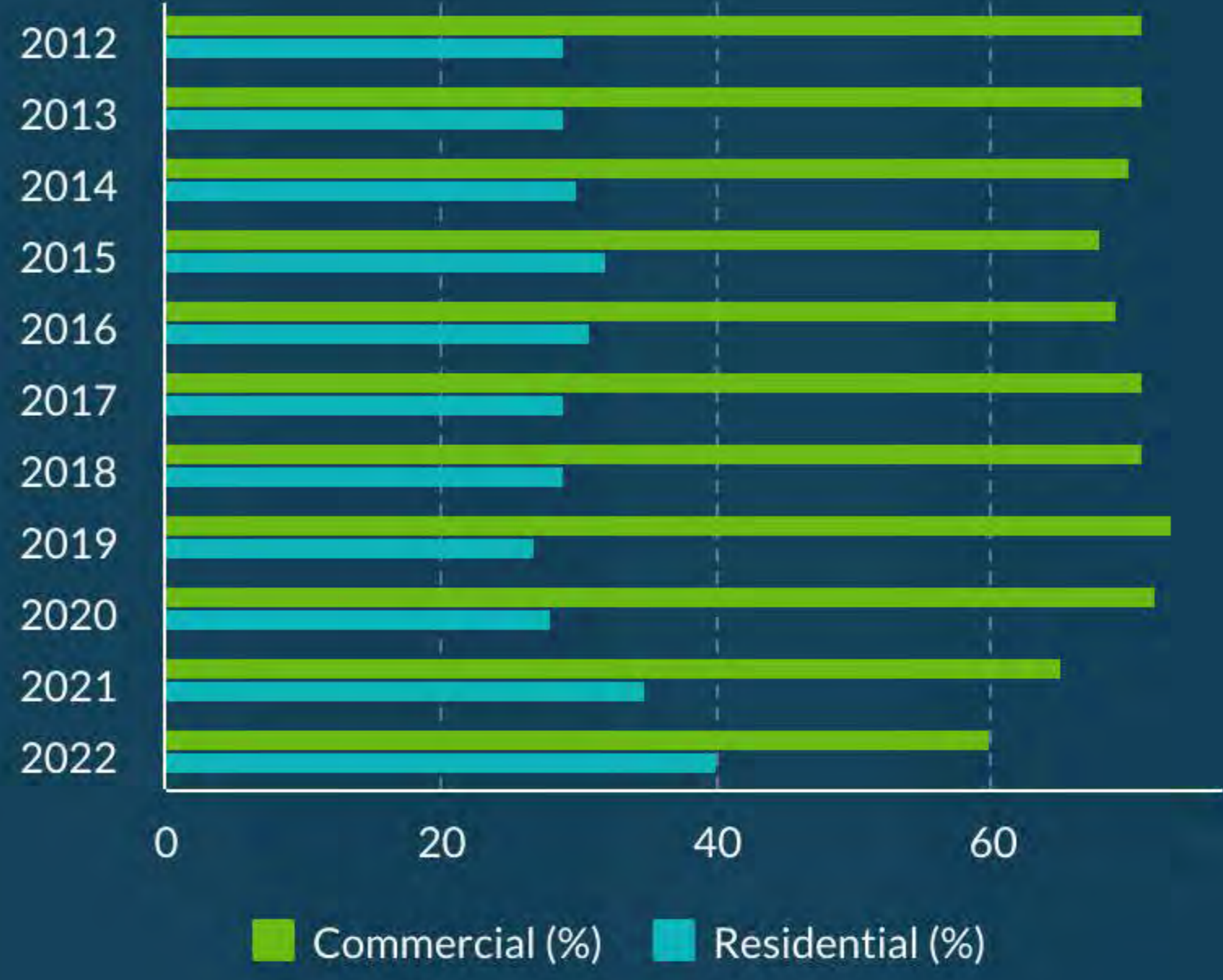
Budget and Finance



Tax Revenues



Tax Base Components



Property Tax Base



TOWN OF ZEBULON NORTH CAROLINA



ANNUAL COMPREHENSIVE FINANCIAL REPORT
For the Fiscal Year Ended June 30, 2021



26 consecutive GFOA CAFR
Certificate of Excellence in
Financial Reporting Awards
"Clean" audit opinion



Budget and Finance



Cash Management

How your tax \$ was spent



- Streets/Sanitation/Stormwater Operations (27.6%)
- General Government (18.5%)
- Police Services (18.3%)
- Fire Protection (13.6%)
- Parks and Recreation (11.5%)
- Property & Project Management (10.5%)

Debt Management

AA-

Standard & Poor's
Bond Rating

Aa3

Moody's
Bond Rating



In FY 22 \$5,000 was given to 9 non-profit groups

Fund Balance



Budget & Finance Department Budget (420)
Fiscal Year 2022-2023

	FY 2022		FY 2023	FY 2023		
	FY 2020 Actual	FY 2021 Actual	Amended Budget	Requested	Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 174,145	\$ 164,662	\$ 204,600	\$ 213,700	\$ 213,700	
Professional Services	6,665	6,018	6,900	7,000	6,900	
FICA	13,360	12,765	15,700	16,400	16,400	
Group Insurance (Health)	14,850	13,519	18,850	20,700	20,700	
Retirement	24,318	24,923	33,550	36,600	36,600	
Unemployment Compensation	1,138	524	2,500	2,550	2,500	
Retiree Insurance Benefits	57,431	61,289	64,000	85,000	85,000	
Postage	2,412	1,971	2,025	2,050	2,025	
Cell Phones	600	600	600	600	600	
Travel/Training	2,078	849	2,500	2,500	2,500	
Equipment Maintenance	-	-	500	500	500	
Advertising	-	-	200	200	200	
Materials/Supplies	2,391	4,386	2,400	2,400	2,400	
Mail Room Supplies	3,114	2,903	3,125	3,150	3,125	
Printing/Copying	6,617	2,311	5,300	5,700	5,300	
Newsletter	-	-	-	-	-	
Computers	-	-	-	-	-	
Contracted Services	10,477	15,563	12,000	12,000	12,000	
Contracted Services (Wake Co. Tax Collection)	23,114	27,299	26,516	44,000	44,000	Wake County increasing billing fees from 0.2% to 0.35%
Insurance & Bonds (Property/Workers Comp)	3,763	4,052	5,750	5,800	5,750	
Total Operating Budget	346,532	343,633	407,016	460,850	460,200	

Administration

FY '22 in Review

The landscape of the Town of Zebulon is changing and that requires that we change with it.

It's All about the People



SUPPORT

Human Resources
IT Services
Elected Officials

- Reviewed applications for 17 New Hires
- Moved Open Enrollment Online
- Promoted Wellness amongst staff
- Security of Infrastructure continues to be Improved
- Downtown Wi-Fi installed
- Coordinated 4 mini Retreats
- Monthly Meeting Preparation
- Coordinated Process to fill Vacancy

ENGAGEMENT

Community
Social Media
Public Input

- Utilized online platform to gather input from the public on various topics
- Conducted surveys
- Meetings Livestreamed on Facebook
- More People attending Board Meetings or watching online
- Provided Public Spaces with the Alley Activation and Downtown Wi-Fi



It's All about the People

It's All about the People



PARTNERSHIPS

Wake County
NC Main Street Program
Zebulon Downtown Arts Council

- Grow the Downtown with the Downtown Associate Committee (DAC)
- Working with Wake County for Fire/EMS and Parks Master Plan Implementation
- 2nd Mural discussions with ZDAC
- Collaborating with civic groups on projects

Administration (Mgmt., Clerk, HR, IT, PIO) Department Budget (430)
Fiscal Year 2022-2023

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	
	Actual	Actual	Amended Budget	Requested	Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 281,642	\$ 339,136	\$ 356,300	\$ 484,741	\$ 473,955	PIO (3/4 year); Department head adjustments
Part-Time Salaries	-	-	-	-	-	- Management Internship
Professional Services	2,232	21,488	30,810	44,000	44,000	DEI
FICA	20,463	25,191	27,000	37,636	34,300	
Group Insurance (Health)	19,122	23,768	27,400	41,522	34,000	
Retirement	38,041	50,427	58,400	83,214	76,000	
Postage	-	-	100	150	150	
Cell Phones	1,714	2,350	2,773	4,256	3,400	
Telephone Service	46,909	43,173	45,146	52,500	52,500	
Travel/Training	8,244	3,442	8,213	14,200	10,200	
Travel/Training - H.R.	2,774	3,321	3,698	6,405	6,400	
Vehicle Maintenance	-	-	-	-	-	
Advertising	193	1,466	1,546	2,000	2,000	
Fuel Expense	-	-	-	2,500	-	
Materials/Supplies	4,012	3,673	4,638	9,709	4,000	
Printing/Copying	4,485	2,120	6,300	6,677	6,000	
Newsletter	-	-	-	-	-	
Computers	59,398	8,151	20,000	20,000	20,000	
Materials & Supplies - I.T.	16,514	3,024	8,745	8,880	4,000	
Emergency Radio Conversion	20,093	-	-	-	-	
Contracted Services	15,849	36,482	41,000	42,000	42,000	
Contracted Services - Townwide IT & Phone	106,652	132,770	169,700	170,000	170,000	
Contracted Services - Website	6,442	7,902	9,400	9,545	9,400	
Insurance & Bonds (Property/Workers Comp)	1,000	1,047	1,031	1,047	1,037	
Employee Appreciation Program	6,219	8,352	7,500	7,616	7,500	
Wellness Program	13,618	20,061	15,000	23,450	10,000	
Safety Committee	2,720	1,167	-	11,500	11,500	
Tuition Assistance Program	1,137	1,000	5,000	5,000	5,000	
Vulnerability/Safety Improvements	10,272	-	-	-	-	
Retention	-	-	-	350,000	350,000	
Branding	-	-	-	-	-	
Career Ladder	-	-	-	-	-	
PEG Media Partnership	54,613	53,435	54,000	54,000	54,000	
Total Operating Budget	744,360	792,946	903,700	1,492,548	1,431,342	

Planning
ZEBULON

NORTH CAROLINA

The Planning Department operates in accordance with North Carolina General Statute 160D.

FY 2022 Overview



Code Enforcement



Long Range Planning



Current Planning



Geographic Information Systems



Economic Development



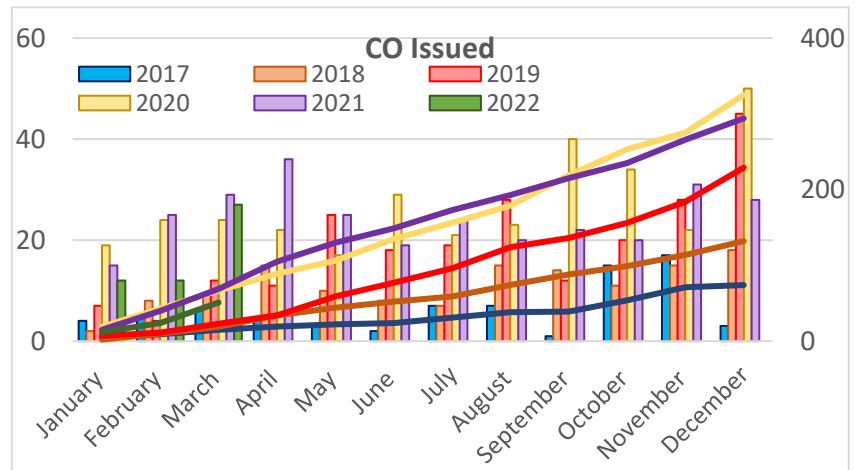
Permitting



North Carolina Main Street indicated that Zebulon had a record turnout for our Downtown Zebulon Visioning Session in 2021 and that we have many of the foundations in place to join the full NC Mainstreet Program



In summer of 2021, the Board of Commissioners approved the new Comprehensive Transportation and Land Use Plans



New construction has declined from previous years due to a combination of lot inventory and supply chain issues.

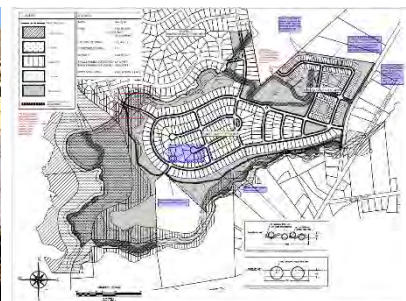
2021 By the Numbers



Over 300 Code Enforcement Inspections



294 Certificates of Occupancy Issued



27 Development Plans Reviewed



5 Downtown Buildings Renovated

Planning Department Budget (490)
Fiscal Year 2022-2023

	FY 2020		FY 2022	FY 2023	FY 2023	Notes
	Actual	FY 2021 Actual	Amended Budget	Requested	Recommended	
<i>Operating Budget</i>						
Salaries	\$ 284,216	\$ 313,537	\$ 358,600	\$ 471,000	\$ 394,000	
Salaries (Overtime)	-	-	3,000	3,000	3,000	
Part-time Salaries	-	1,920	16,000	-	-	
Professional Services	16,656	31,060	65,000	45,000	45,000	
FICA	20,887	23,592	29,100	35,627	30,500	
Group Insurance (Health)	26,484	30,329	37,700	45,264	41,800	
Retirement	39,179	47,449	59,300	68,130	67,850	
Postage	1,460	1,815	1,800	1,800	1,800	
Cell Phones	2,373	2,552	1,560	2,200	2,200	
Travel/Training	3,727	4,765	7,000	10,000	10,000	
Equipment Maintenance	-	188	300	300	300	
Vehicle Maintenance	2,299	2,780	900	1,500	1,500	
Advertising	1,139	1,297	1,000	2,400	2,400	
Fuel	304	331	1,500	1,500	1,500	
Materials/Supplies	3,303	2,039	4,000	4,000	4,000	
Printing/Copying	2,755	1,760	3,000	3,042	3,000	
Uniforms	-	536	1,000	1,200	1,000	
Printing (UDO)	-	-	-	-	-	
Inspections	51	-	-	-	-	
Min. Housing & Abate (Leg., Inspect., Tipping Fees)	-	8,293	5,650	4,000	4,000	
Census 2020	1,500	-	-	-	-	
Insurance & Bonds (Property/Workers Comp)	5,083	3,875	6,026	6,100	6,100	
East Wake Bus Service	4,320	4,320	4,380	4,380	4,380	
Total Operating Budget	415,737	482,436	606,816	710,443	624,330	



ZEBULON POLICE DEPARTMENT

A YEAR IN REVIEW 2021



PROFESSIONALISM

INTEGRITY

SERVICE



ENFORCEMENT

17089

CALLS FOR SERVICE

827

REPORTS FILED

668

CRASHES INVESTIGATED

2742

TRAFFIC STOPS

ENGAGEMENT

217

COMMUNITY OUTREACH
HOURS

9820

FACEBOOK FOLLOWERS

308

OPENED/UNLOCKED CARS

59

FINGERPRINT CARDS



VIOLENT CRIME RATE= 3.55/1000 People
PROPERTY CRIME RATE= 29.71/1000 People

CLEARANCE RATE = 56.3

SHIFTS AT MINIMUM STAFFING = 41%

RESPONSE TIME= 6:08

TRAINING HOURS- 1976

COMMUNITY EVENTS- 41

INTERN/VOLUNTEER HOURS- 0

Police Department Budget (510)
Fiscal Year 2022-2023

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	
	Actual	Actual	Amended Budget	Requested	Recommended	Notes
<i>Operating Budget</i>						
Admin. Salaries (non LEO position)	\$ 50,874	\$ 52,879	\$ 55,250	\$ 59,000	\$ 59,000	
Salaries	1,192,855	1,110,618	1,269,380	1,673,300	1,673,300	2 officers, 1 Planner mid-year, Career Ladder
Salaries (Overtime)	25,913	24,730	17,680	23,000	23,000	
Separation Allowance	1,820	52,420	57,700	58,800	58,800	
Part-time/Auxiliary Salaries	17,968	19,529	18,720	20,000	20,000	
FICA	95,536	94,648	109,500	141,300	141,300	
Group Insurance (Health)	128,598	122,133	147,500	173,000	173,000	
Retirement	183,777	185,689	228,400	317,200	317,200	
Postage	291	230	300	300	300	
Cell Phones	10,772	10,067	11,700	13,000	13,000	
Travel/Training	14,289	11,208	17,600	18,000	18,000	
Equipment Maintenance	4,280	6,131	8,454	8,454	7,000	
Vehicle Maintenance	41,164	34,909	47,930	44,000	44,000	
Fuel	38,170	38,196	39,000	60,000	64,000	
Materials/Supplies	12,742	14,323	17,500	17,500	17,500	
Community Policing	2,629	1,250	5,000	5,000	4,000	
Shop With A Cop Program	1,303	3,500	4,830	1,700	1,700	
Mobile Data Terminal Fees	10,629	10,794	12,400	13,400	13,400	
Radios	70,536	4,943	-	-	-	
Tasers	-	16,380	-	-	-	
Ammunition	11,872	11,299	-	-	-	
Body Cameras	-	4,086	-	-	-	
SERT Tactical Guns	-	1,688	-	-	-	
Service Equipment	-	-	24,000	38,000	38,000	
Uniforms	35,426	33,743	35,360	35,360	35,360	
Contracted Services-Raleigh 911	113,301	119,630	-	-	-	
Contracted Services-Other	36,270	53,339	206,524	253,500	253,500	Accreditation
Printing/Copying	3,584	1,776	3,700	3,700	2,500	
Contracted Services-Legal Fees (Smith Rodgers)	5,265	5,265	-	-	-	
Insurance & Bonds (Property/Workers Comp)	46,889	46,137	59,782	59,782	59,782	
Informant Fees	3,205	2,569	3,500	3,500	3,500	
Canine Unit	3,233	4,271	4,300	4,300	4,300	
State Forfeiture Expenditures	-	-	-	-	-	
Federal Forfeiture Expenditures	-	-	-	-	-	
SERT Equipment	3,954	1,810	-	-	-	
Recruitment (BLET Sponsorships)	-	4,432	-	-	-	
Total Operating Budget	\$ 2,167,929	\$ 2,104,625	\$ 2,406,010	\$ 3,045,096	\$ 3,045,442	



2021



YEAR IN REVIEW

RESPONDING



EMT



SERVING OVER
25
SQUARE MILES

REACHING OUT TO PROTECT



32
Smoke Alarms
Distributed

Child Safety Seat
Program



80
Seats Checked This Year



3,902 People Reached through In-Person Programs

PREPARING OUR COMMUNITY



Using Social Media
to Provide
Seasonal Info



Search **zebulonfd** to Like or Follow!

193,244 Views in 2021



Ready WAKE! ALERTS

Sign up at ReadyWake.com!

113 E. VANCE STREET
ZEBULON, NC 27597
919.269.6487

WWW.TOWNOFZEBULON.ORG

PERSONNEL DEDICATED TO THEIR COMMUNITY



20 Volunteers

16 Career

8 Part-Time

17 Juniors

TRAINED TO SERVE



7,327 Hours of Training

READY WHEN NEEDED



Fire Department Budget (530)
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 784,850	\$ 796,792	\$ 891,400	\$ 1,388,000	\$ 1,388,000	2 firefighters (Town funded) + 3 firefighters (County funded) + salary adjustments
Salaries (Overtime)	-	41,105	67,200	95,000	95,000	
Career Ladder	-	-	11,000	11,000	11,000	
Part-time Salaries	49,148	28,113	42,640	42,640	42,640	
Volunteer Pay	-	13,375	17,000	17,000	17,000	
FICA	63,645	67,519	79,500	119,900	119,900	
Group Insurance (Health)	87,417	87,003	100,500	144,400	144,400	
Retirement	110,350	134,514	158,900	255,500	255,500	
Other Fringe Benefits	6,279	5,524	8,284	8,284	8,284	
Postage	200	193	740	740	250	
Cell Phones	8,510	8,556	13,500	13,500	9,070	
Fire Station (Not listed with Public Works: Property & Project Management to more easily track Wake County cost share)						
Water & Sewer	4,089	-	2,500	2,500	3,800	
Electricity	7,778	-	8,000	8,000	8,000	
Natural Gas	1,953	-	2,200	2,200	2,200	
EMS Water & Sewer	2,709	-	2,000	2,000	2,000	
EMS Electricity	-	-	-	4,500	4,500	
Travel/Training	4,399	1,908	6,600	6,600	7,100	
Fire Station & EMS Building Maintenance	9,073	12,144	13,250	20,000	20,000	
Equipment Maintenance	12,710	12,141	11,740	10,400	12,500	
Vehicle Maintenance	23,858	31,110	36,400	36,400	40,000	
Fuel	8,654	8,735	11,960	13,000	13,000	
Materials/Supplies	33,406	31,419	34,000	34,000	35,000	
Investigations	-	3,027	6,000	6,000	1,500	
Defibrillators	5,839	4,857	-	-	-	
Uniforms	10,522	6,976	10,000	10,000	14,000	
Turnout Gear	17,850	12,174	50,000	34,400	34,400	6 maintenance sets and 2 new sets
Contract Services	11,764	13,830	13,000	13,000	15,000	
Inspections Program	1,403	1,371	2,500	2,500	2,500	
Wake Hazmat Team - Fire Service	2,520	2,700	3,200	3,200	3,400	
Wake County Dispatch - Fire Service	6,127	9,552	10,600	10,600	13,200	
Recruitment & Retention	1,614	2,273	2,600	2,600	2,600	
Medical Exams	1,184	8,406	12,500	12,500	12,500	
Insurance & Bonds (Property/Workers Comp)	62,838	57,751	75,000	75,000	75,000	
Miscellaneous	880	-	-	-	-	
Total Operating Budget	1,341,568	1,403,068	1,704,714	2,405,364	2,413,244	



Zebulon Parks & Recreation Review of 2021

The mission of the Zebulon Parks and Recreation Department is to connect all people and the community through quality parks, facilities, and programs.

Small Town Life

Due to Covid-19, Parks and Recreation programs and facilities were impacted. Limited access was available due to safety guidelines and restrictions.



249

Participants enjoyed a variety of Covid friendly summer camps.

5163

Walkers and Fitness Program Participants at the Community Center



666

Participated in sport clinics, contests, and leagues.

1034

Participants in Movie Night, Easter Egg Hunt, Veterans Day and more.

221



Participated in youth and adult art programs.

1500



Participants attended Candy Cane Lane.



20

Participated in new Teen programs.

84

Participants in the new Popsicles in the Park program.

Growing Smart

511,048

Social Media Engagements

The Parks and Recreation Department Facebook account had **511,048** reaches from over **342** posts.



Master Plan

Presented the town's 1st P&R Master Plan based on community input. The board adopted the plan in September.



Staff Reorganization

Following initial organization assessment findings from the Master Plan, staff continued to implement restructuring of department staff to department operations.



Recreation Impact Fee

Presented the Recreation Impact Fee Study to address impact of growth on the park system. The Board adopted the study and implemented the fee.

Vibrant Downtown



Holiday Happening Partners

31 organizations participated in Candy Cane Lane.

236 participants included in the Virtual Tree Lighting Video.



Alley Activation

Alley Activation continued on the West side of the 100th block of Arendell Ave.



Farm Fresh Market

The Market was held in Downtown Zebulon with 7 weeknight markets in addition to 17 regular season days. The market served 3,749 customers.

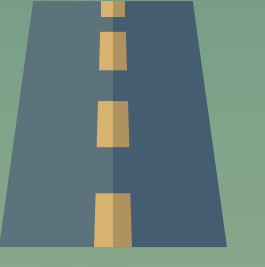
Parks & Recreation Department Budget (620)
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 276,013	\$ 323,011	\$ 378,800	\$ 440,400	\$ 440,400	Converted P/T Park Maintenance to F/T
Salaries (Overtime)	-	1,614	1,000	2,500	1,500	
Part-time Salaries (Athletics)	5,482	1,433	9,480	16,000	16,000	
Part-time Salaries (Artisan Market)	14,219	3,274	4,200	-	-	
Part-time Salaries (Community Center)	15,358	4,974	34,000	53,000	35,000	
Part-time Salaries (Programs/Events)	5,548	3,565	10,000	12,500	12,500	
Part-time Salaries (Parks Maintenance)	42,758	36,919	32,500	16,000	16,000	
FICA	25,606	26,634	36,300	41,750	40,400	
Group Insurance (Health)	29,432	35,494	44,000	61,800	61,800	
Retirement	38,144	49,192	62,250	75,800	75,600	
Postage	254	11	250	250	300	
Cell Phones	2,736	3,192	4,440	4,900	5,300	
Park Utilities (Electricity/Water)	34,066	33,899	35,272	35,272	36,000	
Travel/Training	2,745	1,875	6,800	6,800	7,400	
Grounds Maintenance	25,813	59,479	75,800	67,800	49,800	
Community Park Tot Lot Shelter Rehab	5,538	-	-	-	-	
Community Park Baseball Field Renovations	-	-	10,000	-	-	
GSK Field Improvements	1,046	-	-	-	-	
Little River Park Kudzu Eradication	-	-	20,000	-	-	
Equipment Maintenance	6,138	6,466	9,400	9,400	9,400	
Vehicle Maintenance	5,759	9,708	6,000	6,000	6,000	
Fuel	7,017	7,604	8,000	8,000	8,000	
Materials/Supplies	10,448	5,689	5,600	5,600	6,300	
Athletic Team Uniforms	11,916	8,224	22,000	28,500	28,500	
Community Center Materials/Supplies	6,540	6,368	8,000	8,000	8,000	
Computers	-	1,073	3,000	3,000	3,000	
Printing/Copying	2,551	1,411	3,000	3,000	3,200	
Contract Services (Restroom cleanings, RecDesk)	15,028	15,131	20,300	20,300	20,000	
Insurance & Bonds (Property/Workers Comp)	17,938	16,723	26,852	26,852	26,852	
Camp Programs	17,210	8,168	15,000	15,000	17,000	
Senior Trips	18,434	-	-	-	-	
Farmers Market	16,951	16,721	13,550	8,450	-	Moved to Special Events
Special Events (Tree lighting, May Day, concerts & movies)	29,731	24,202	35,235	61,000	61,000	
Farmers Market EBT Matching (Sponsors)	1,874	628	2,872	-	-	
Cultural Arts	-	-	5,000	-	-	
Community Center Programs	19,628	13,624	35,410	35,410	39,500	
Cultural & Recreation Programs	6,992	4,334	7,000	7,000	7,000	
Athletics	20,275	11,325	26,800	43,950	43,950	
Advisory Board	-	1,219	2,000	2,000	2,000	
Park Landscape	-	48,430	52,000	52,000	52,000	
Cemetery Landscape	-	16,200	26,000	26,000	26,000	
Marketing & Advertisement	-	5,721	7,500	7,500	7,500	
Miscellaneous	160	-	-	-	-	
Total Operating Budget	\$ 739,348	\$ 813,535	\$ 1,105,611	\$ 1,211,734	\$ 1,173,202	

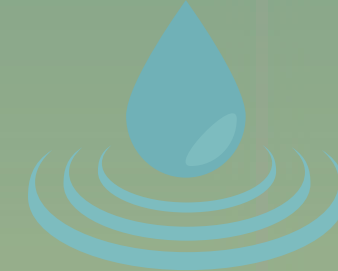
PUBLIC WORKS YEAR IN REVIEW: FY2022

What We Do

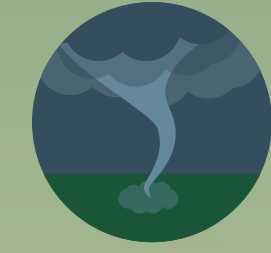
We Protect Assets.



We Protect the Environment.

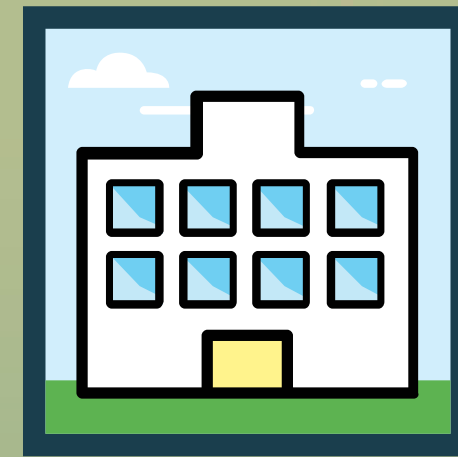
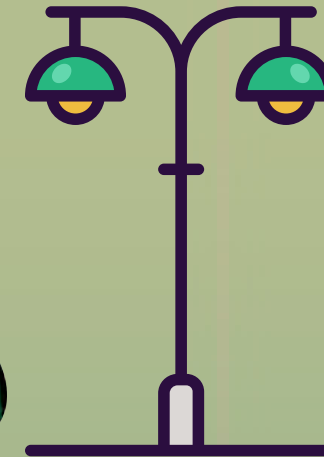


We Protect Quality of Life.



We Protected Assets.

Public Works protected Zebulon's buildings, vehicles, roadways, neighborhoods, and other facilities through construction inspection, mowing and landscaping, streetlight management, and maintenance and repair work.



What We Did

We Protected the Environment.

Public Works protected Zebulon's natural environment by inspecting and maintaining the stormwater drainage system, sweeping streets regularly to prevent debris on the roads from entering the stormwater system, and collecting yard waste and leaves from residences.



We Protected Quality of Life.

Public Works protected the quality of life in Zebulon by managing curbside trash and recycling collection, picking up bulk waste weekly, keeping roads clear during snow events, responding to emergencies, improving traffic flow, and providing technical expertise for public events.



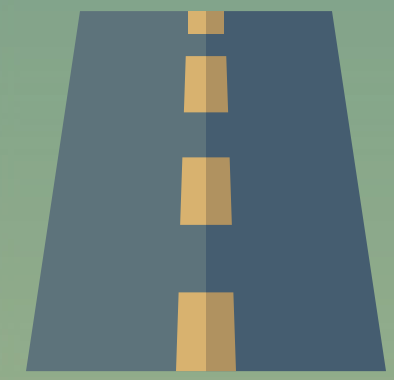
How We Did

We Protected Assets.



- Maintained 78,000 square feet of town buildings
- Maintained 57 acres of grounds
- Maintained 10 sub-1-ton trucks, 6 over-1-ton trucks, 18 major pieces of equipment, and a fleet of trailers
- Reviewed development plans for 10 subdivisions
- Replaced multiple HVAC units at the Police station
- Installed automated gates at the Police station
- Bid stormwater repairs for East Vance Street
- Completed Environmental Phase I Report and survey for purchase of 11-acre GSK property
- Completed Environmental Phase I & II Reports and survey for former Wake EMS station
- Completed asbestos abatement for EMS station
- Completed stormwater conditions assessment for Zebulon's core
- Worked with Wake County on Five County Stadium compliance with new MLB standard
- Completed Annual Street Rating Report

- Inspected and accepted 2.4 miles of new stormwater pipe and 173 new stormwater structures



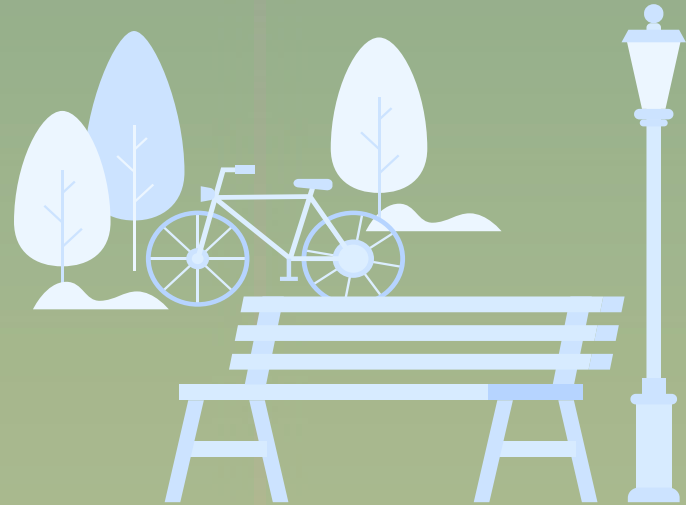
- Inspected and accepted 3.5 miles of new road
- Repaved 1 mile of town streets



- Performed 255 site final inspections for newly-constructed homes

We Protected the Environment.

- Opened Beaverdam Creek Greenway to the public



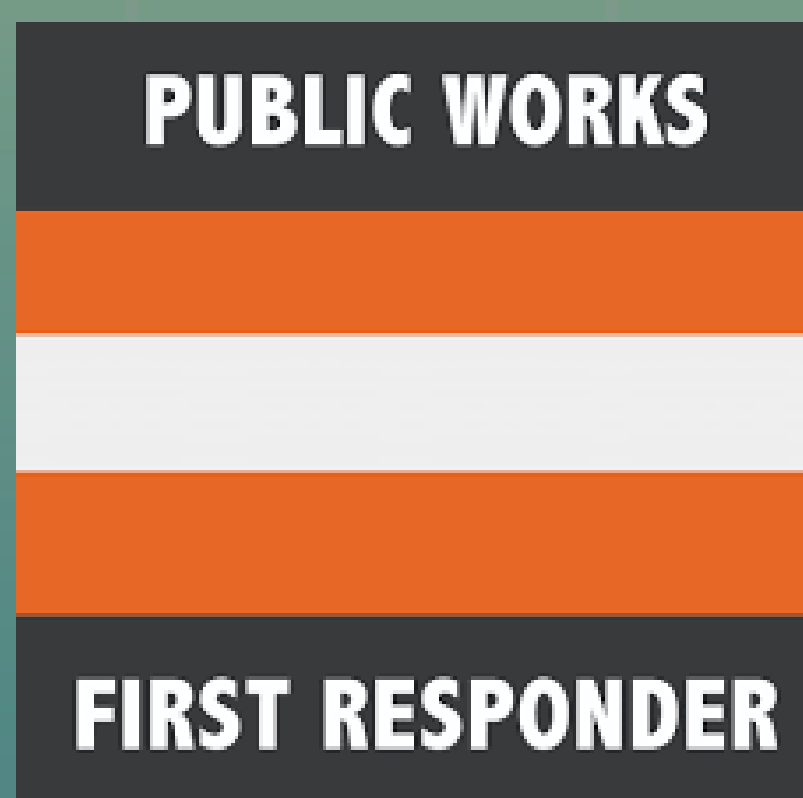
- Held 2 Community Recycling Days, collecting over 13,000 pounds of recyclable material

- Swept streets for 160 hours, keeping 300 cubic yards of debris out of Zebulon's waters
- Cleaned 18,532 linear feet of stormwater pipe, keeping another 19 cubic yards of debris out of Zebulon's waters
- Inspected 280 stormwater basins

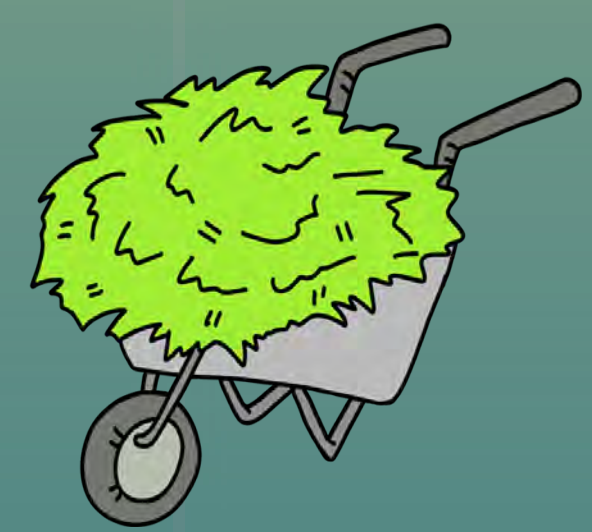


We Protected Quality of Life.

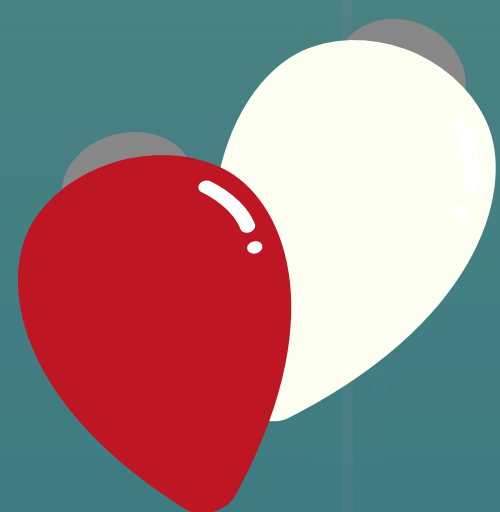
- Completed design & utility coordination for improving Green Pace & Arendell intersection
- Advanced design, easement acquisition, and utility coordination for improving safety and traffic flow at Old Bunn Road/Proctor Street/ Shepard School Road intersection
- Bid roadway improvements for Jones Street
- Bid widening of US-264 ramp



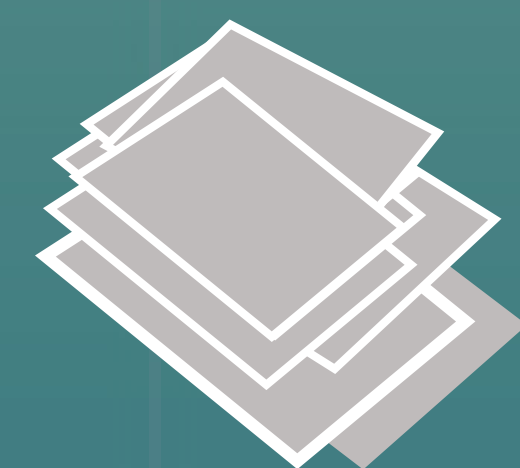
- Collected 2,900 tons of trash, 300 tons of recycling, & 55 tons of bulk waste



- Collected 10,494 cubic yards of yard waste



- Inspected, tested, & installed 10k+ lamps in Christmas decorations throughout town:
- 37 pole decorations on Gannon Avenue & Arendell Avenue
- String lights on 52 trees downtown & at Town Hall



- Completed 800+ work orders

Public Works: Property & Project Management Division Budget (500)
Fiscal Year 2022-2023

			FY 2022	FY 2023	FY 2023	Notes
	FY 2020 Actual	FY 2021 Actual	Amended Budget	Requested	Recommended	
Operating Budget						
Salaries (J. Brown, M. Duffy, S. Jarquin, R. Silvers, T. Cooke)	\$ 131,062	\$ 248,874	\$ 258,500	\$ 372,300	\$ 372,300	Development Review/Stormwater Engineer (3/4 year)
Salaries (Overtime)	-	1,547	1,800	5,000	5,000	
On Call Pay	-	-	-	4,700	4,700	
Part-time Salaries	2,563	4,665	5,436	10,000	10,000	
Professional Services	20,180	9,989	10,000	15,000	7,500	
FICA	9,321	18,493	20,400	30,100	30,100	
Group Insurance (Health)	17,659	29,062	31,400	49,100	49,100	
Retirement	17,811	37,829	42,650	64,900	64,900	
Stadium						
Stadium - Electricity	-	8,169	9,000	9,125	9,100	
Stadium - Water/Sewer	-	19,444	20,000	23,000	21,500	
Stadium Maintenance	-	2,875	3,800	3,800	3,800	
Stadium Materials & Supplies	-	2,452	4,300	4,560	4,300	
Stadium - Insurance & Bonds	-	1,704	1,705	1,700	1,700	
Zebulon Municipal Complex						
ZMC Utilities	70,644	-	-	-	-	
ZMC - Water & Sewer	-	-	7,000	10,400	10,400	
ZMC - Electricity	-	61,801	64,000	64,875	64,000	
ZMC - Natural Gas	-	-	700	3,500	3,000	
ZMC Maintenance	73,208	72,739	73,000	76,050	75,000	
Zebulon Community Center & Maintenance Building						
ZCC and Maintenance Building Maintenance	25,547	26,502	24,500	25,850	25,500	
ZCC Electricity	15,578	-	16,000	16,225	16,000	
ZCC Water & Sewer	4,690	-	3,000	5,000	4,000	
Zebulon Public Works Facility						
ZPW Electricity (includes area lighting)	8,709	27,921	8,500	8,600	8,600	
ZPW Natural Gas	1,715	-	2,300	2,750	2,800	
ZPW Water & Sewer (includes irrigation)	6,422	13,109	4,000	4,050	4,000	
Postage	147	135	200	275	200	
Cell Phones	1,820	3,076	3,050	3,700	3,000	
Travel/Training	1,789	1,745	4,000	7,500	6,000	
Buildings & Grounds Maintenance (Public Property and Right-of-way)	69,682	28,679	24,000	30,000	27,000	
Nuisance Abatement	76,747	-	-	-	-	
Highway 64 Maintenance	2,553	1,680	-	14,500	-	
Town Hall LED Lighting Exchange	12,633	2,250	13,000	5,000	-	\$5,000 in capital budget
Sidewalk/Handicap Ramp Maintenance	-	20,250	-	-	-	
Eastern Wake EMS Property	-	5,650	61,300	7,500	-	
LED Tree Lighting	-	-	10,000	5,000	-	\$10,000 in capital budget
Equipment Maintenance	9,221	4,409	10,400	10,550	10,600	
Mowing Equipment Maintenance	5,202	7,209	5,200	5,200	5,000	
Vehicle Maintenance (2000 F-550 Bucket, 2008 F-250, 2006 Expedition)	2,354	2,182	4,000	5,050	4,000	
Fuel	4,203	8,188	10,200	10,200	10,200	
Materials/Supplies	12,763	10,618	13,500	17,500	15,000	
Janitorial Materials & Supplies	3,532	2,619	3,500	3,550	3,500	
Uniforms	1,762	3,476	3,800	5,900	5,000	
Contracted Janitorial Services	72,204	75,470	83,364	86,000	86,000	
COVID-19 Expenditures	-	15,716	-	-	-	
Insurance & Bonds (Property/Workers Comp)	9,899	11,980	11,460	15,000	15,000	
Total Operating Budget	\$ 693,729	\$ 792,509	\$ 872,965	\$ 1,043,010	\$ 987,800	

Public Works: Operations Division Budget (520)
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended	Notes
<i>Operating Budget</i>						
Salaries (J. Corbett, C. Hamilton, S. Holmquist, C. Johnson, C. Ray, Vacant, Vacant, Vacant, Vacant)	\$ -	\$ 455,458	\$ 478,800	\$ 545,000	\$ 545,000	Market salary adjustments, no 3-man crew
Salaries (Overtime)	-	2,164	2,500	4,000	4,000	
Part-time Salaries	-	-	-	7,800	7,800	
Professional Services - Streets/Transportation	-	1,123	1,600	1,600	1,600	
Professional Services - Stormwater (MS4 permit)	-	-	34,600	-	-	\$20,000 to capital budget for Stormwater map
FICA	-	34,991	37,450	43,200	43,200	
Group Insurance (Health)	-	51,885	56,700	78,700	78,700	
Retirement	-	69,137	78,900	94,000	94,000	
Postage	-	804	1,150	1,150	1,150	
Cell Phones/Tablets	-	7,144	8,250	10,000	10,000	
Street Lighting	-	211,499	201,000	247,000	247,000	
Street Lighting (LED Conversion)	-	-	10,000	-	-	
Travel/Training	-	4,518	5,800	10,300	10,300	
Sidewalk & Handicap Ramp Maintenance	-	-	-	-	-	
Storm Drainage Maintenance	-	28,270	-	-	-	
Equipment Maintenance	-	33,295	37,000	37,000	37,000	
Vehicle Maintenance (2001 F-450 Dump, 2004 F-350, 2008 F-250, 2016 F-150, 2019 F-550)	-	31,741	36,000	36,000	40,000	
Fuel	-	20,422	34,900	35,000	36,000	
Materials & Supplies - Streets	-	27,047	35,166	30,500	30,500	Safety headsets
Materials & Supplies - Snow/Ice Removal	-	6,441	7,850	7,850	10,000	
Materials & Supplies - Sanitation	-	10,289	11,440	11,440	11,625	
Materials & Supplies - Stormwater	-	7,142	5,600	5,600	6,700	
Printing & Copying	-	2,940	7,275	7,275	7,275	
Uniforms	-	6,063	8,850	12,000	8,850	
Radios	-	-	-	-	-	
Community Recycling Day	-	1,959	3,950	3,950	4,000	
Contract Services:Solid Waste	-	509,279	612,315	703,000	703,000	Increase in residential garbage rate to cover increase in County tipping fee
Contract Services:CORPUD Billing	-	16,374	24,000	36,000	35,000	
Contract Services:Yardwaste Site Management	-	31,810	77,000	58,000	58,000	
Contract Services:GPS Route Vehicles	-	-	-	-	-	
Contract Services:Streets	-	13,841	21,320	30,320	34,000	Contract Sweeping
Contract Services:Stormwater (basin main., TV, cleaning)	-	6,873	38,700	40,000	40,000	
NC 811 Service (Line Locates)	-	539	2,000	2,000	2,000	
Insurance & Bonds (Property/Workers Comp)	-	46,716	78,150	89,850	89,850	
Total Operating Budget	-	1,639,763	1,958,266	2,188,535	2,196,550	

Powell Bill Funding Department Budget (570)
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended	Notes
<i>Operating Budget</i>						
Professional Services (For Powell Bill Report)	13,790	-	4,500	4,500	4,500	Remaining funds directed to capital budget
Maintenance	-	-	-	-	-	
Snow/Ice Removal Supplies	-	-	-	-	-	
Contract Services	-	-	-	-	-	
Insurance	-	-	-	-	-	
Total Operating Budget	13,790	-	4,500	4,500	4,500	

Community & Economic Development Department Budget (690)
Fiscal Year 2022-2023

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Requested	FY 2023 Recommended	Notes
<i>Operating Budget</i>						
Salaries	-	-	-	41,100	41,100	Economic Development Specialist funded at mid-year
FICA	-	-	-	3,200	3,200	
Group Insurance (Health)	-	-	-	3,600	3,600	
Retirement	-	-	-	7,100	7,100	
Cell Phones	-	-	-	300	300	
Travel & Training	-	-	-	3,000	3,000	
Business Retention Program (Administered by Chamber)	35,000	5,000	-	-	-	
Façade Improvement Grants	5,000	2,500	20,000	-	-	\$10,000 to capital budget
Streetscape Match Grant	415	-	10,000	-	-	\$10,000 to capital budget
MSP: Downtown Associate Community Membership	1,237	-	-	-	-	
Downtown Associate Program Travel & Training	-	-	7,000	7,000	7,000	
MSP Coordinator	-	-	29,000	62,000	62,000	
MSP Conference & training requirements	-	735	-	10,000	10,000	
GRCVB Partnership	-	-	7,000	7,000	7,000	
Downtown Events	-	-	-	-	-	Moved to PR "Special Events"
Building Upfit Grant	-	-	30,000	30,000	-	\$30,000 to capital budget
Total Operating Budget	41,652	8,235	103,000	174,300	144,300	

Parks & Recreation Department Budget Message Fiscal Year 2022-2023



Mission:

To connect all people and the community through quality parks, facilities, and programs.

Vision:

To create recreational and cultural opportunities that enhance quality of life and connect our residents through positive impacts on health and wellness, social interaction, economic growth, and environmental stewardship.

History

The role and impact of parks and recreation opportunities have evolved throughout the history of the United States. Public open spaces were first developed in the early 1600s and framed parks to be a location of passive opportunities to escape routines of life. In the early 1900s, there was a push for parks to provide more active and recreational opportunities closer to neighborhoods. After starting with playgrounds, active parks expanded to include ball fields, pools, and indoor recreation facilities in the mid-1900s.

The Zebulon Recreation Commission reactivated in the fall of 1967 after the Town's Board of Commissioners decided to expand its investment in recreation. The Zebulon Recreation Commission organized recreation programs and the park system. The commission was volunteer based and relied on the support of civic groups for park development projects. The Recreation Commission's role changed after the Town hired its first Parks and Recreation Director, Bill Pucket, in the late 1970s. In the 1980s, the Town purchased land and developed Community Park, entered joint use agreements at the Elementary Schools, and much more.

The industry of parks and recreation has continued to evolve to expand beyond traditional recreation experiences. This profession has a responsibility and role in contributing to the culture and economic vitality of a community. The Parks and Recreation Department will continue to prioritize this responsibility.

Primary Services

Zebulon Parks and Recreation Department works to connect all people and the community through quality parks, facilities, and programs. The department maintains and operates six public parks, greenway trails, and a community center. Our parks feature amenities such as walking trails, walking loops, athletic facilities, playgrounds, picnic shelters, a disc golf course, tennis courts, outdoor basketball courts, and natural areas. Zebulon Community Center which has a gymnasium, classrooms, exercise/weight rooms, and an art room, all of which can be rented for family or business gatherings. A variety of recreational programs such as athletic leagues, fitness, art, and special events are available

Play Zebulon

September 2021, the Board of Commissioners adopted Zebulon's first Comprehensive Parks and Recreation Master Plan. This plan is a long-range planning document intended to help shape the directions, development, and delivery of the Town's Parks and recreation facilities over the course of the next 10 years and takes into account the rapid growth our community faces.

Mission: To connect all people and the community through quality parks, facilities, and programs.

Vision: To create recreational and cultural opportunities that enhance quality of life and connect our residents through positive impacts on health and wellness, social interaction, economic growth, and environmental stewardship.

Goals identified in the Play Zebulon plan support the Town's Strategic Plan Focus Areas as noted below.

Vision Goal	Small Town Life	Vibrant Downtown	Growing Smart
Offer comprehensive services	x		x
Utilize effective and innovative practices			x
Engage community	x	x	x
Provide quality & diverse recreation	x		x
Support Economic Development	x	x	x
Access to natural/environmental education	x		x
Ensure equitable access to recreation	x	x	x
Provide exceptional service	x		x

BUDGET HIGHLIGHTS

The FY 2023 budget will focus on the following action items:

- Expanding **capacity** to serve a growing Zebulon
 - Convert Part Time to Full Time Maintenance staff
 - Expand Athletics Support (Staff & Facility Use)
- Expanding **capability** to serve a growing Zebulon
 - Expand Recreational opportunities
 - Implement a downtown concert series

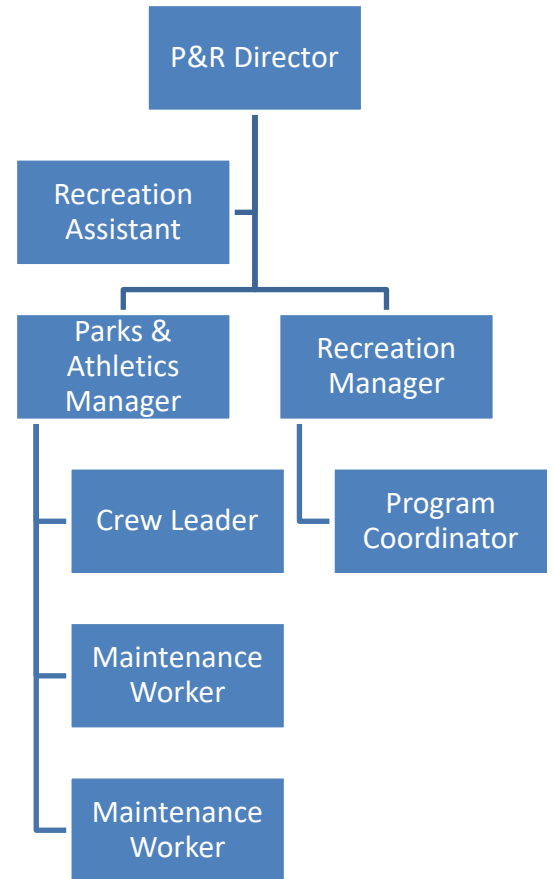


Operating

Converting to Full Time

The department’s organization structure has been very lateral and offered no opportunity for elevation and promotion. In FY 2022, the department completed a structural reorganization. This restructuring has set the stage for a more effective department as we grow to meet the needs of our expanding community.

Preparing for expanded services required by the Parks Division of our department, quality of maintenance and enhanced responsiveness could be recognized through transitioning existing part time positions and some contract services to a full-time position. Over the last few years, the Parks Division has acquired additional property that previously was maintained by the Public Works Department: Gill St Park, Little River Park, Cemetery, Greenway, and the Zebulon Community Center. Making this position full time will create more stability in the parks division as we prepare for additional responsibility and growth. In addition, this transition will increase and expand the skills and ability of the Parks Division. We will be able to be more responsive to our park needs and be more effective and efficient by focusing on preventative maintenance.



An additional position will increase funding required in staff support lines such as FICA, insurance, cell phones, and supplies. The total expected cost is \$57,000. There will reduction to part time and grounds maintenance contracts expenses.

Expand Athletics Support (Staff & Facility Use)

Athletics were significantly impacted by Covid-19 since 2020. 2019 provides us the best baseline of participation for the upcoming year. In 2019, spring sports has 288 participants and total adult and youth participants in athletics programs for the year was 786. As of March 8th, 2022 spring sport has 360+ participants registered. Should the growth of 26% echo throughout the year, total participation could reach 990 in 2022.

To support this increase and offer exceptional customer service we will need to expand our use of part time staff to meet the expanding number of teams as well as to expand use of staff at practices. In the past, spring and fall leagues only have assigned staff at town scheduled games. Being on site for town scheduled practices allows for improved communication, enhanced customer service, and enhanced internal controls.

In the 2019-2020 winter basketball season, we were pushing our capacity of the Community Center. We rented the Middle School Gym in order to meet the needs of our program. Our 2021-2022 winter basketball season was limited in capacity due to Covid-19; however, we expect to rebound to pre-pandemic numbers this year and following years. To support this program, renting the Middle School Gym may be required. The total additional cost: \$17,000.

Expand Recreational Opportunities

The Master Plan included an assessment of our programs that included community feedback and industry trends. We have reorganized to develop a Recreation Division and have been seeking opportunities to rethink how we operate to allow professional programmers to focus on planning and implementing programs and not be tied down with day-to-day clerical tasks. Doing so, gives us some additional program capacity. Staff's goal is to work to offer something for everyone; however, we recognize we will be limited and will have to focus on certain areas until additional staff can be acquired. Staff meet with the Board of Commissioners in December to help narrow down our focus on programs in the near future. Additional resources will be required to implement programs in the following areas: Special Needs, Environmental Education, Teens, Outreach, and Pre-K. The total additional cost: \$7,000.

Implement a Downtown Concert Series

The department is a position to continue to support the Main Street Program (DAC) and support the Promotions Pillar through the development and implementation of events. We have been working over the last year to install electrical infrastructure to offer a more reliable power source for bands, food trucks, and more downtown. W. Horton St is a prime location for the town to host downtown concerts as it is town owned, has power, and has the width to support such an event. A series of 3 concerts taking place August-October can be offered to support the P&R Master Plan, the Zebulon 2030 Strategic Plan, and the Main Street Program (DAC). The total cost of this program is \$16,000. There will be sponsorship opportunities.

Budget Foreshadowing

Based on current growth projections, we anticipate reaching the population of 18,000 around the year 2029. In the coming years, the Parks and Recreation Department must adjust and grow operations to meet the needs of the community. The 2021 adopted P&R Master Plan identifies projects, operational changes, and staff needs to develop our system to support growth. At a minimum, the Parks and Recreation Department anticipates the following based on plan identified initiatives.

Master Plan Recommended	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Projects	Existing Park Improvements	Existing Park Improvements	Existing Park Improvements	Existing Park Improvements	Existing Park Improvements
	Program Expansion	Program Expansion	Green Spine	Green Spine	Beaverdam Creek
	DT Park	Green Spine	Neighborhood Park	Neighborhood Park 2	Neighborhood Park 2
		Neighborhood Park 1	DT Park	DT Park	Five County Park
Staff Needs	Maintenance Supervisor	Parks Planner	Maintenance Worker	Youth Program Coordinator	Assistant Director
	Athletics Program Coordinator	Special Events & Outreach Coordinator		Field & Turf Supervisor	Facility Coordinator
	ZCC Facility Assistant	Maintenance Worker		Maintenance Worker	

Staff

As the Town grows and the department expands services additional programming staff will be necessary to meet the demand of our community. As evident in the community input phase of the master plan, the Zebulon community has a growing and changing desire for new and different types of recreation. We have reorganized our staff to maximize the available resources now. For example, currently the Park Manager will be able to manage athletics and his park responsibilities in some part due to decline in programming from COVID-19. However, that will not always be the case. As programs and participation return and new programs are added we will also be working to implement park projects identified in the Master Plan. The Master Plan provides staffing recommendations for expansion of services, parks, and amenities to meet the growing community needs. Recreation Division needs in the short term (1-3 years) should include a full time Facility Assistant, Athletics Program Coordinator, and a Special Events & Outreach Coordinator. The Park Division needs will be determined by projects and park system expansion. A Parks Planner or Assistant Director will be impactful to the success of large-scale park planning and project implementation in the coming years.

Facility Rental

As the community grows and program demands transition, the department will need to look to using facilities beyond the Community Center. To maintain growth in levels of service and programs, staff will continue to push outside the walls of the community center and seek opportunities to have programs at other facilities that are available in Zebulon (EX: Zebulon Lion’s Club, Eastern Regional Center, HOA Community Buildings, etc.). Future budgets may reflect costs associated with renting such facilities. As identified in the Master Plan, the town will need to build another recreation center in the coming years which will have an impact on the operating budget once built.

Park & Facilities Maintenance

The department will be seeking to transition funds related to parks and recreation facilities from budgets allocated and managed by Public Works. We seek to follow the same process successfully implemented with the Fire Department. The fire department budgets for and manages any items relevant to maintenance at their facility. They coordinate with contractors and Public Works, as necessary. The departments communicate regularly to ensure each group is aware of the others needs. As funds are managed by the individual departments, the decision of where to spend available funds is made by the affected department. Requisitions and payables are also submitted by the affected department. It takes great teamwork and collaboration. We seek to transition all recreation facility associated costs to be accounted for in the Parks and Recreation Budget.

Account Number	Account Description	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	PARKS & RECREATION:		-	-				
10-620-0100	PART-TIME SALARIES (FARMERS MARKET)	3,274	14,362	4,200	4,265	0		
10-620-0200	SALARIES	323,011	283,788	378,800	384,634	421,164	Enhance	Transition PT & ZCC Landscape Contract to Full Time Maintenance Worker
10-620-0201	SALARIES (OVERTIME)	1,614	1,614	1,000	1,015	1,500	Exist	Return to pre-COVID events and programs.
10-620-0300	PART TIME SALARIES	0	41,481		0	0		
10-620-0301	PART TIME SALARIES (COMM. CENTER)	4,974	10,166	34,000	34,524	53,000	Enhance	Transition Cleaning Contract to PT Staff, improved program support and flexibility
10-620-0302	PART TIME SALARIES (PROGRAMS/EVENTS)	3,565	4,557	10,000	10,154	12,500	Enhance	Expand programs and events
10-620-0303	PART TIME SALARIES (PARKS MAINTENANCE)	36,919	39,839	32,500	33,001	16,300		Transition some PT to Full Time
10-620-0304	PART TIME SALARIES (ATHLETICS)	1,433	3,457	9,480	9,626	16,000	Enhance	Add Part Time oversight to practices of scheduled league sports, participant increase
10-620-0500	FICA	26,634	26,191	36,300	36,859	39,500		
10-620-0600	GROUP INSURANCE	35,494	29,586	44,000	44,678	54,816		
10-620-0700	RETIREMENT	49,192	37,933	62,250	63,209	68,987		
10-620-1100	POSTAGE/TELEPHONE	11	170	250	254	300	Exist	Reflects actual.
10-620-1101	CELL PHONES	3,192	2,741	4,440	4,508	5,304	Enhance	Additional Full Time employee.
10-620-1300	ELECTRICITY/WATER	33,899	33,265	35,272	35,815	35,815		
10-620-1400	TRAVEL/TRAINING	1,875	2,194	6,800	6,905	7,400	Enhance	Additional Full Time employee.
10-620-1500	GROUND MAINTENANCE	59,479	32,310	75,800	76,967	49,800		Transition ZCC Landscape Contract to Full Time
10-620-1503	CEMETERY LANDSCAPING	16,200	16,200	26,000	26,400	26,000		
10-620-1504	PARK LANDSCAPING	48,430	48,430	52,000	52,801	52,000		
10-620-1600	EQUIPMENT MAINTENANCE	6,466	7,678	9,400	9,545	9,400		
10-620-1700	VEHICLE MAINTENANCE	9,708	6,394	6,000	6,092	6,000		
10-620-3100	FUEL EXPENSE	7,604	7,724	8,000	8,123	8,000		
10-620-3300	MATERIALS & SUPPLIES	5,689	11,554	5,600	5,686	6,300	Enhance	Enhanced safety program.
10-620-3302	TEAM UNIFORMS	8,224	14,011	22,000	22,339	28,500	Exist	Increased cost due to inflation and significant increased participation.
10-620-3304	COMM CENT MATERIALS/SUPPLIES	6,368	7,385	8,000	8,123	8,000		
10-620-3305	COMPUTERS	1,073	1,156	3,000	3,046	3,000		
10-620-3306	PRINTING/COPYING	1,411	2,572	3,171	3,220	3,200		
10-620-4500	CONTRACT SERVICES	15,131	36,677	20,300	20,613	20,600		
10-620-5400	INSURANCE & BONDS	16,723	20,293	26,852	27,266	27,266		
10-620-5700	MISCELLANEOUS		158	0	0			
10-620-5800	CAMP PROGRAMS	8,168	13,994	15,000	15,231	17,000	Exist	Post-Covid expected actuals.
10-620-5801	CULTURAL & RECREATION PROGRAMS	4,334	5,663	7,000	7,108	7,000		
10-620-5802	SENIOR TRIPS		37,398	0	0			
10-620-5803	FARMERS MARKET		21,008	13,550	13,759	0		Move to Special Events
10-620-5804	SPECIAL EVENTS	16,721	24,645	35,235	35,778	61,070	Enhanced	Transitioned to Arts Market. Add 3 Downtown Concerts.
10-620-5805	FARMERS MARKET EBT MATCHING (SPONSORS)	24,202	876	2872	2,916	0		
10-620-5806	CULTURAL ARTS	628	-	5,000	5,077	0		
10-620-5900	COMMUNITY CENTER PROGRAMS	0	16,626	35,410	35,955	39,540	Enhanced	Additional programs for Teens, Preschoolers, Families and Special Needs.
10-620-5901	ATHLETICS	13,624	15,800	26,800	27,213	43,950	Exist	Post-Covid expected actuals to continue significant participation increase. Rental of the Middle School Gym for basketball games.
10-620-5902	ADVISORY BOARD	11,325	1,219	2,000	2,031	2,000		
10-620-5903	MARKETING & ADVERTISING	1,219	5,721	7,500	7,616	7,500		
	Totals	813,535	886,835	1,075,782	1,092,349	1,158,712		

FIRE DEPARTMENT OPERATING BUDGET REQUESTS

Fiscal Year 2022 - 2023



As authorized by N.C. General Statute 160A, Article 14, and prescribed in Chapter 33 of the Town of Zebulon Code of Ordinances, the Fire Department exists to fight and extinguish fires, as well as to provide for the safety of the Town and its citizens from fire. Herein lies a concise explanation of the Fire Department's operational requests for the budget for fiscal year 2022-2023.

113 E. Vance Street
Zebulon, North Carolina 27597
(919) 269-6487
www.townofzebulon.org

BACKGROUND

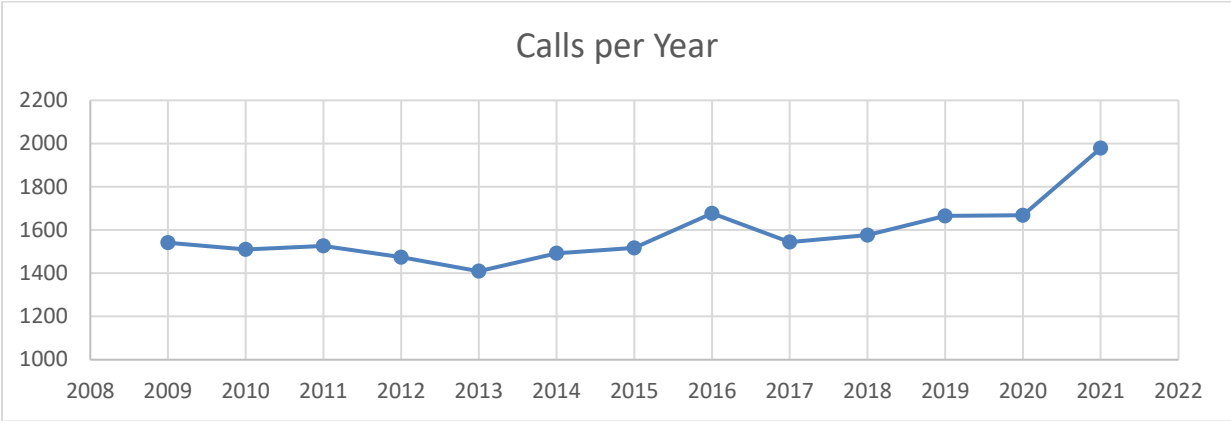
The Town of Zebulon and surrounding community is experiencing growth unprecedented in this area. The influx of new homes and businesses are challenging many of our systems and our ability to provide services. This fire department budget is developed to have both the capacity and the capability to continue the high level of fire and emergency services that this community has and currently receives, even in light of this exponential growth.

As growth of this magnitude occurs, we look at the impacts to the fire department and how we will prepare to meet the future needs. The impacts are summarized into the following:

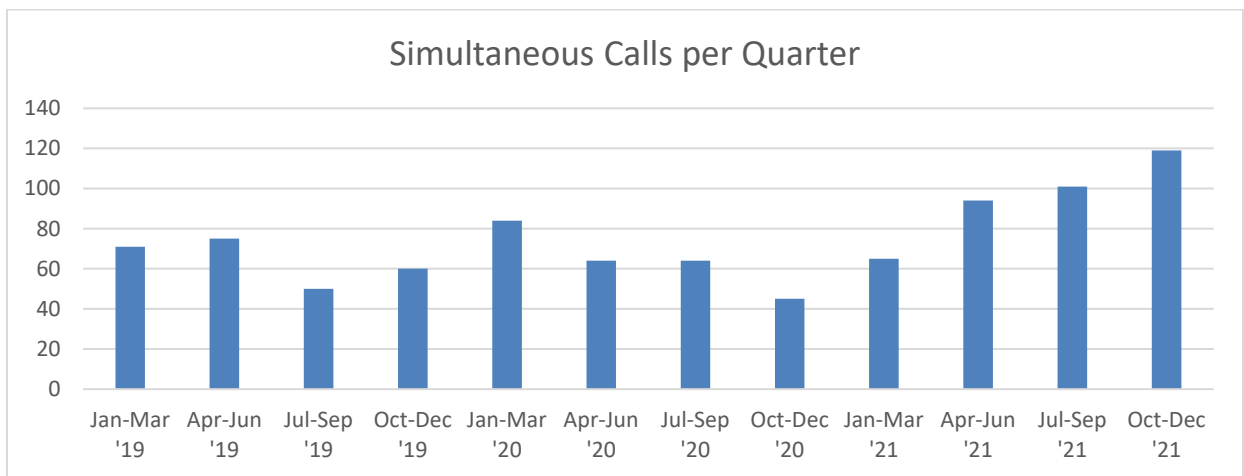
- Increase in incident call volume
- The need for a reliable effective response force
- Firefighter pay and classification issues

Increase in incident call volume

Historically, the fire department saw an average of 1% increase in call volume from one year to the next. Even though some first responder agencies saw reduced call volumes due to the continuing COVID-19 pandemic, in 2021 our fire department call volume increased over 19% from 2020. This increased call volume occurs on top of the fact that Zebulon Fire Department runs 26% more calls than similarly sized municipalities (based upon a survey of NC towns with a population within 500 people of Zebulon). The first months of calendar 2022 indicate that this year will continue this accelerated growth in call volume.



The biggest impact of increased volumes is the occurrence of simultaneous incidents. Our department staffs one crew of on-duty firefighters. When this crew is on an incident and another call occurs, there is likely a delay as volunteer responders come from their homes and/or neighboring fire departments respond, such as Wendell or Hopkins. In 2021, there were 379 simultaneous calls, which averages to about one out of five calls occurring while another call was already in progress. With this large percentage of simultaneous calls and a single staffed crew, delays to a timely response are occurring more often. In 2021, we only met response time goals 41% of the time when our crew was already on another call. Larger municipalities offset simultaneous calls with help from other available crews; however, Zebulon is a single crew operation. This budget includes an increase in staffing to move us towards the ability to handle more multiple calls simultaneously and significant calls more effectively. The appendix (in this section) provides more details on how Zebulon’s call volume compares to other Wake County departments.



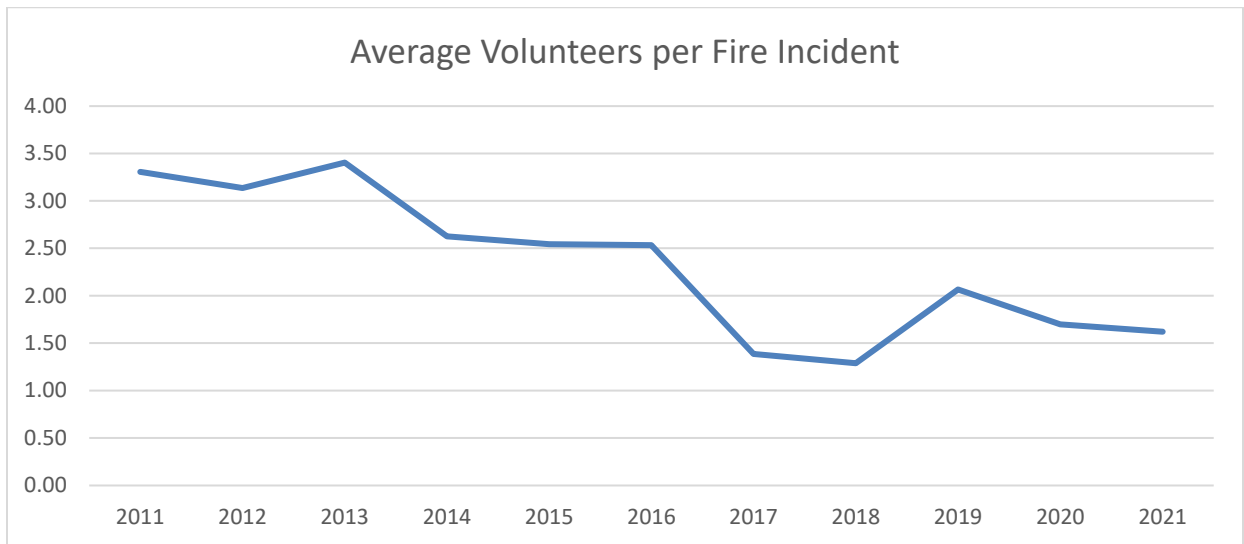
The need for a reliable effective response force

With increasing call volume, including those multiple calls occurring at the same time, our reliance on sufficient number of responders is more important than ever. The term “effective response force” (ERF) is used to gauge the number of responders on an incident, based upon the critical tasks which must be completed. In other words, do we have a sufficient number of responders to safely and effectively handle emergencies?

Based on nationally recognized standards and locally adopted guidance, an evaluation of the ability of departments to meet their ERF needs was conducted on all Wake County-contracted fire departments. Of the nine incidents reviewed in Zebulon, five were found to be manpower

deficient. This means that there were insufficient personnel on scene at these calls (see appendix for more details).

In Zebulon, we depend heavily on volunteer response, coupled with aid assistance from neighboring fire departments to meet our effective response force on larger incidents such as structure fires. As an example, a staff of four firefighters on duty is obviously inadequate for motor vehicle accidents with persons trapped or homes on fire, so they rely on others to be able to come and assist. Unfortunately, volunteer call response continues to wane as people continue to be less available to “stop what they’re doing and come running” when an alarm occurs.



Although our volunteer support continues to be invaluable in our operations, it is impossible to depend on volunteers being available and able to respond when an emergency occurs. Twenty years ago, many volunteer firefighters would race from home and work to help. With the Town’s growth and less volunteer availability, we have added staff to guarantee that people are available to answer the call. Even with a service demand that continues to increase at a rapid rate and the shrinking availability of our volunteer members, we must maintain a reliable staffing response force to meet our needs. This budget includes staffing increases to provide an effective response force as the service demand grows.

Firefighter Pay and Classification Issues

During recent assessments, four areas of concern have surfaced related to firefighter pay and classification:

- The Fire Department has a high turnover of employees, with the turnover rate being at/above 20% over the past four years
- The succession plan is weak. With many employees leaving from Zebulon early in their career, there is not a good pool of more experienced and prepared employees to accept supervisory roles that come available.
- Recruitment has been challenging as prospective employees are attracted to local departments with higher salaries and lower job requirements and/or responsibilities.
- Due to the “do more with less” years, existing employees’ salaries were not increased in relation to the increase in starting salary. Now, salaries are compressed with the average separation between positions being 3.6%, and as little as 1.5%. The extreme compression causes morale issues and removes incentive for employees to take on more responsibility.

Some of the above issues are present in other departments as well, but all four in the fire department are impeding our ability to provide the level of service desired currently and will directly inhibit our ability to grow and meet future service demands as the Town grows.

BUDGET HIGHLIGHTS – FOCUS AREA

This FY 2022-2023 budget request has one focus area – to grow our department as our community grows. This includes increasing our numbers of staff to meet the needs and the improving our employee pay and classification system to attract and retain employees to provide the services.

First, the demanding call volume (overall and simultaneous calls) requires additional personnel to be ready and available when emergencies occur. We have an immediate need for firefighters to meet where the Town has already grown. This budget includes the first year of a multi-year increase in fire department staffing. An increase which grows with the community and maintains our high levels of emergency care.

Secondly, to address the dire needs relative to our pay and compression issues, this budget requests an increase in the salaries of staff to remain in touch with the Wake County fire service market and broaden career opportunities within the fire department by implementation of a career ladder program. These changes will begin to address the four identified areas of concern. (See the appendix for more information on recommendations.)

BUDGET FORECASTING

To address the needs explained in the Background section of this document, it is imperative that we have a plan to grow our staff to meet current and future impacts. Since these issues are present today and will simply grow as the community grows, it is important and most practical to grow incrementally.

It is impractical to wait to make staff improvements because:

1. Some of the issues are present today. They are not tomorrow's problems. As stated above, today response to one in five calls is delayed because our current staff is already involved in another incident. We strive to provide services as quickly as possible and cannot allow this situation to worsen.
2. It is financially difficult to wait and hire larger number of new employees at one time. The addition of one firefighter per shift requires three employees (because there are three shifts). To add a crew of four firefighters will require twelve additional employees, which is a very large impact if added in a single year or two.

Given these factors, this budget begins plans to incrementally grow staff to address current issues and prepare us for future needs. As a reference point, we look to the future and a town of 18,000 residents. Protecting a town of 18,000 people requires a significantly larger fire department staff to be effective. Distribution of our resources would likely necessitate an additional station location. To ensure that our expectations were appropriate, our forecasts were developed based upon our current trends and then benchmarked against cities and towns of similar sizes, to ensure we would be at the right size we need to be. (The appendix provides some of the comparison data.)

Listed below is a comparison of our current staff to what is projected to be needed when we reach 18,000 residents. (More detail on the future positions can be found in the appendix.)

	Current Fire Department	Town of 18,000 Projection
Number of Fire Stations	1	2
Incidents per Year	1,980	3,200
Fully-Staffed Fire Crews	1	2
Full-Time Personnel	16	32

For this FY 2022-2023 budget proposal, the addition of two of the immediately needed five firefighter positions are included. These two positions, coupled with the existing floating firefighter position, will increase our on- duty staffing from four firefighters to five firefighters. This addition is a step towards providing both additional staffing for multiple calls and increases our reliability towards meeting our effective response force goals. For FY 2023-2024, the remaining three positions are intended to be included, to better respond to our simultaneous calls and to closer achieve our effective response force. These positions would be cost-shared by Wake County, so the Town would not bear the total cost of the positions.

Future years in the budget will include the addition of three firefighter positions per year, resulting in an increase of one firefighter per shift per year. These increases are scheduled to have us on par with the needs as we grow, and in keeping with our goals associated with a population of 18,000 people.

An example of this multi-year implementation is represented as:

	FY 21-22 (Current)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
STAFFING	4 per Shift &1 Floating	+2 FTE 5/Shift	+3 FTE 6/Shift	+1 FTE 6/Shift	+3 FTE 7/Shift	+3 FTE 8/Shift	+3 FTE 9/Shift
CAPITAL OUTLAY		Station 2 Land	Station 1 Construction <i>and/or</i> Fire and EMS Renovation		GIS/Future Station Study		Station 2 Design

Also, within this budget is included necessary starting salary and career ladder changes for our department. These salary changes will assist with retention and recruitment issues identified over the past years. The recommendation included raises the starting firefighter salary to be more comparable with other Wake County firefighter salaries and creates additional opportunities for employees to personally grow within our organization. This provides for better succession planning and increases the skill level of our department. The budget request also provides some adjustments towards the identified compression issues within our department. All salary changes would be cost-shared with Wake County.

BUDGET IN BRIEF

Given the background presented, this operational budget's focus area, and the budget forecasting provided, the following are key elements in the FY 2022-2023 budget proposal:

Increases Related to Two Additional Firefighters – This budget proposal includes increases in the following line items: Salaries, Overtime, FICA, Group Insurance, Retirement, Cell Phones, Travel/Training, Turnout Gear, and Uniforms to accommodate the two additional full-time firefighters. These two additional employees will bring our normal staffing to five firefighters per shift. The total expected cost of this expansion is \$165,000, which would be cost-shared with Wake County. Wake County's cost share for FY 22-23 is 37.80%, meaning the Town's share of the two additional firefighters would be approximately \$104,000.

Increases Related to Increasing Firefighter starting salary and Career Ladder – This budget proposal includes funding to increase the starting salary to be comparable with other Wake County fire departments and to implement additional career ladder opportunities. These increases affect the following line items: Salaries, Overtime, FICA, Group Insurance, and Retirement. The total expected cost of this expansion is \$165,000-\$175,000, which would be cost-shared with Wake County. Wake County's cost share for FY 22-23 is 37.80%, meaning the Town's share of these salary changes would be approximately \$104,000 (based on the \$165,000).

I look forward to further discussions on this budget request and stand ready to answer any questions that you may have.

APPENDIX – Additional Information

Increase in Incident Call Volume

The table below provides a comparison of call volume statistics of Wake County fire departments.

Department	2021 Calls	# of Staffed Crews	Average Calls per Crew
Apex	3311	7	473
Cary	12212	16	763
Durham Highway	1439	1	1439
Fairview	1704	2	852
Fuquay Varina	5115	4	1279
Garner	6337	5	1267
Holly Springs	2785	3	928
Hopkins	539	1	539
Knightdale	3545	4	886
Morrisville	2940	5	588
Northern Wake	1861	4	465
Raleigh	47943	39	1229
Rolesville	1140	1	1140
Swift Creek	1172	1	1172
Wake Forest	4766	6	794
Wake-New Hope	2237	2	1119
Wendell	2391	3	797
Western Wake	756	1	756
Zebulon	1979	1	1979

Of note is the average number of calls per crew. Additional crews are put into place to serve the total and the simultaneous calls that occur. Zebulon is considerably higher than all others in Wake County, which is a key factor in the inability to provide the necessary manpower and to respond to simultaneous calls within expected response times.

The need for a reliable effective response force

All working structure fires (structure fires where the fire was burning uncontrolled in the residence) during 2021 were evaluated in relation to the established personnel response goals.

All responders were included, regardless of department or paid/volunteer. Below is a summary of those findings. Red cells indicate that the personnel response was less than (or below) the established goals.

Date	Time of Day	Area	Elapsed time when 4 Firefighters on Scene	# of Firefighters On Scene within 12 Minutes
11/17/2021	4:22:50	Town	4:11	12
9/12/2021	17:54:30	Town	4:42	18
7/9/2021	14:12:22	Town	4:24	11
6/4/2021	18:59:16	County	7:05	9
5/12/2021	1:01:21	Town	4:31	14
3/21/2021	18:12:28	Town	3:29	17
3/15/2021	14:26:47	Town	5:48	9
3/8/2021	19:32:43	County	11:23	9
3/4/2021	5:11:32	Town	4:01	13

Firefighter Pay and Classification Issues

Based upon the Wake County fire service market, Town of Zebulon firefighter starting pay will be considerably less than all other departments on July 1, 2022 if adjustments aren't made. Due to the existing compression issues, we are also unable to hire more qualified and/or experienced recruits at higher amounts, as allowed by the personnel policy. A recent comprehensive pay study conducted by Wake County Human Resources found that Wake County has its "own market" in fire service positions due to the growth, call volume, and competition seen within Wake County. Based upon the current (FY2022) bands, the following pay schedule adjustments are recommended to bring the fire department closer in line with other departments:

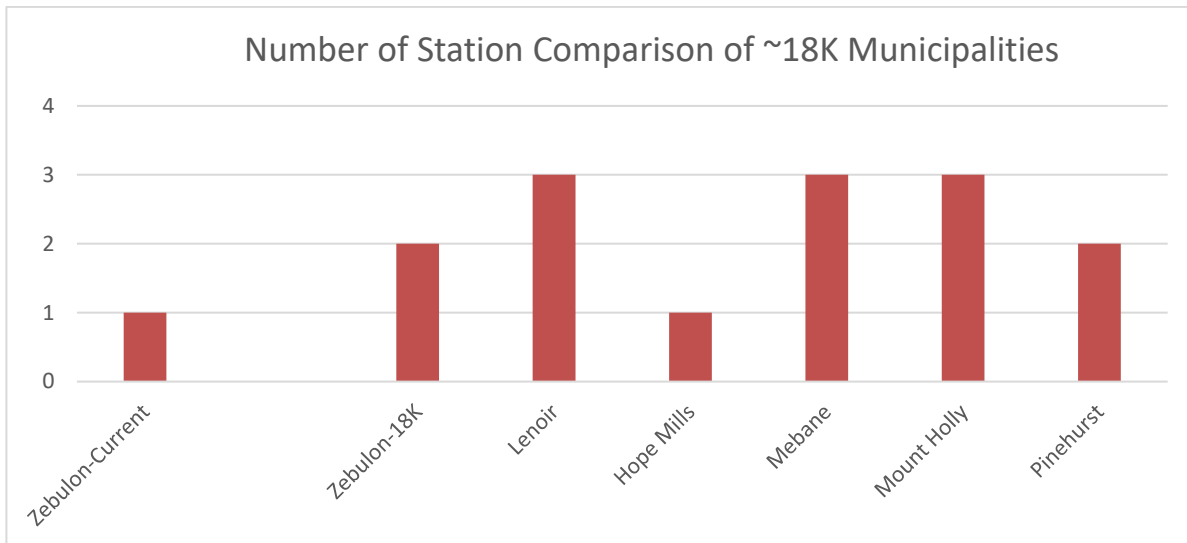
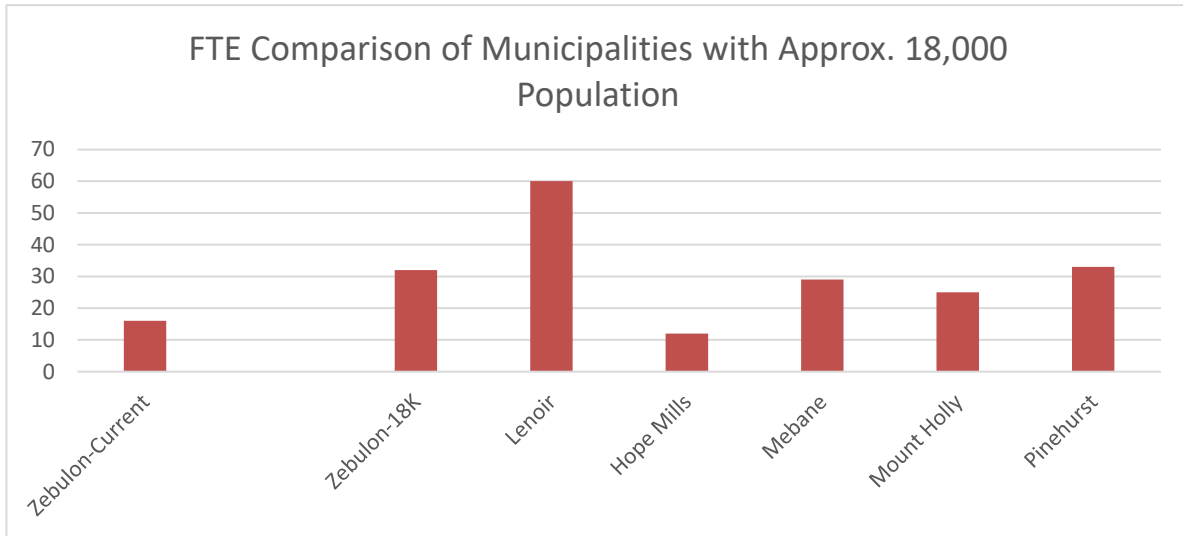
	Current			Proposed		
	Pay Band	Minimum	Maximum	Pay Band	Minimum	Maximum
Firefighter I	8	\$38,388	\$57,582	11	\$44,437	\$66,658
Senior Firefighter (Firefighter II)	10	\$42,324	\$63,485	12	\$46,660	\$69,991
Master Firefighter	Proposed for FY 2023			13	\$48,994	\$73,489
Lieutenant	11	\$44,437	\$66,658	15	\$54,016	\$81,025
Senior Lieutenant	Proposed for FY 2023			16	\$56,717	\$85,074
Fire Inspector	13	\$48,994	\$73,489	16	\$56,717	\$85,074
Captain	13	\$48,994	\$73,489	17	\$59,550	\$89,327
Senior Captain	Proposed for FY 2023			18	\$62,530	\$93,795
Fire Marshal	15	\$54,016	\$81,025	18	\$62,530	\$93,795
Division Chief	16	\$56,717	\$85,074	19	\$65,656	\$98,487

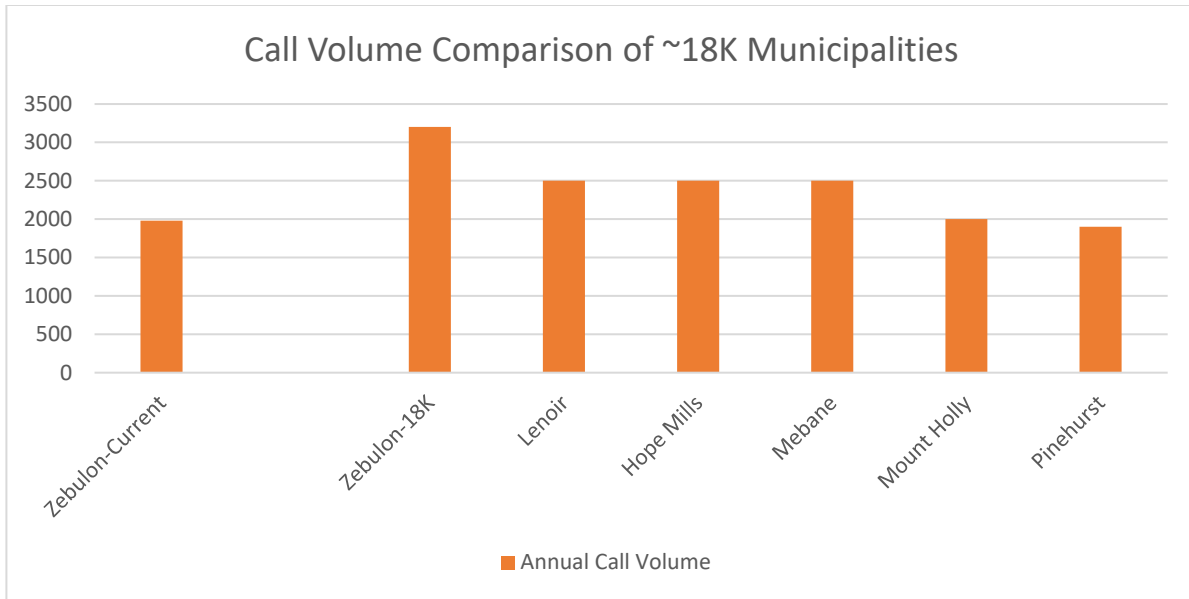
Budget Forecasting (Protecting the Town of 18,000 People)

Outlined below are a comparison of the current full-time equivalent (FTE) positions to those expected to be needed to serve a Town of 18,000.

	Current	Town of 18,000
Total Full-Time Positions	16	32
Crews of Personnel	1	2
Administrative Personnel	2 (Chief and Div. Chief)	3 (+ Administrative Assistant)
Fire Marshal/Inspector	1	1
Training Officer	0 (Duties Completed by Volunteer Officers)	1 (+ Training Officer)
On-Duty Chief	0 (Duties Completed by Off-Duty Chiefs)	3 (+1 Battalion Chief/Shift)
On-Duty Firefighters	13 (Captain, Lieutenant, 2 FF's for 3 shifts, + Floater)	24 (2 Crews of a Captain, Lieutenant, and 2 FF's for 3 shifts)

Using the above computation, we compared staffing, number of stations, and call volume of both our current and the proposed departments to known towns of 18,000. The following charts illustrate those findings.



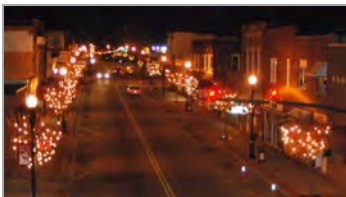
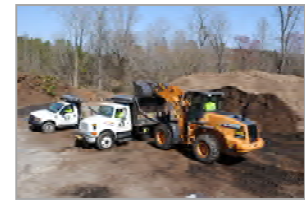


Of note, Zebulon’s current call volume already meets or exceeds some of the municipalities that are already at the 18,000 population.

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	FIRE:											
10-530-0200	SALARIES	661,674	710,653	765,038	784,850	796,792	743,801	891,400	905,128	1,016,563	Enhance	2 New Employees - \$46,300/Ea
10-530-0201	SALARIES (OVERTIME)					41,105	41,105	67,200	68,235	75,275	Enhance	2 New Employees - \$3520/Ea
10-530-0300	PART TIME SALARIES	51,110	75,827	62,360	49,148	28,113	53,312	42,640	43,297	42,640		
10-530-0301	VOLUNTEER PAY					13,375	13,375	17,000	17,262	17,000		
10-530-0500	FICA	54,069	59,727	63,055	63,645	67,519	61,603	79,500	80,724	88,424	Enhance	2 New Employees - \$3850/Ea
10-530-0600	GROUP INSURANCE	74,152	77,295	84,210	87,417	87,003	82,015	100,500	102,048	123,700	Enhance	2 New Employees - \$6850/Ea
10-530-0700	RETIREMENT	83,513	90,691	99,665	110,350	134,514	103,747	158,900	161,347	192,500	Enhance	2 New Employees - \$9000/Ea
10-530-0800	CAREER LADDER	-	-	-	-	-	-	11,000	11,169	11,000		
10-530-0900	OTHER FRINGE BENEFITS	6,677	6,979	8,678	6,279	5,524	6,827	8,284	8,412	8,284		
10-530-1100	POSTAGE/TELEPHONE	264	226	167	200	193	210	740	751	250		Reduced due to Actual Historical Expenses
10-530-1101	CELL PHONES	4,463	4,740	4,851	8,510	8,556	6,224	13,500	13,708	9,070		Reduced due to Actual Historical Expenses, plus 2 New Employees - \$35/Ea
10-530-1300	ELECTRICITY	12,000	14,231	14,407	13,074	14,162	13,575	8,000	8,123	8,000		
10-530-1301	WATER & SEWER	-	-	-	-	-	-	2,500	2,539	3,800	Exist	Increased due to Actual Historical Expenses
10-530-1302	NATURAL GAS	-	-	-	-	-	-	2,200	2,234	2,200		
10-530-1303	EMS WATER & SEWER	-	-	-	-	-	-	2,000	2,031	2,000		
10-530-1400	TRAVEL/TRAINING	4,436	4,144	5,162	4,399	1,908	4,010	6,600	6,702	7,100	Enhance	2 New Employees - \$250/Ea
10-530-1500	BUILDING MAINTENANCE	9,339	7,231	11,738	9,073	12,144	9,905	13,250	13,454	13,250		
10-530-1600	EQUIPMENT MAINTENANCE	10,143	9,970	9,331	12,710	12,141	10,859	11,740	11,921	12,500	Exist	Increased due to Actual Historical Expenses
10-530-1700	VEHICLE MAINTENANCE	33,450	54,155	34,279	23,858	31,110	35,370	36,400	36,961	36,961	Exist	Increased due to Actual Historical Expenses
10-530-3100	FUEL EXPENSE	8,603	10,735	11,387	8,654	8,735	9,623	11,960	12,144	13,000	Exist	Increased due to Actual Historical Expenses
10-530-3300	MATERIALS & SUPPLIES	23,097	170,194	22,301	33,406	32,419	56,283	34,000	34,524	34,524	Exist	Increased due to Actual Historical Expenses
10-530-3301	INVESTIGATIONS	-	-	-	-	3,027	3,027	6,000	6,092	1,500		Ongoing vs. Initial Equipment Costs
10-530-3304	TURNOUT GEAR	21,456	9,878	11,809	17,850	12,174	14,634	50,000	50,770	34,400		6 Maintenance Sets + 2 New Employee Sets (\$8600)
10-530-3305	DEFIBULATOR	-	-	7,579	5,839	4,857	6,092	0	0	5,000	Exist	Replacement of 3 5-Year Old Models (EOL)
10-530-3306	COMPUTERS	-	-	2,816	-	0	1,408	0	0	0		
10-530-3600	UNIFORMS	6,453	10,300	6,905	10,522	6,976	8,231	10,000	10,154	14,000	Enhance	2 New Employees - \$2000/Ea
10-530-4500	CONTRACT SERVICES	7,002	8,381	10,618	11,764	13,830	10,319	13,000	13,200	15,000	Exist	Increased costs for RMS and technology systems
10-530-4501	INSPECTIONS	1,761	1,493	2,431	1,403	1,371	1,692	2,500	2,539	2,500		
10-530-4502	SAFETY	1,303	1,300	-	-	-	1,302	-	-	0		
10-530-4503	MEDICAL EXAMS	7,457	7,684	9,138	1,184	8,406	6,774	12,500	12,693	12,500		
10-530-4504	WAKE HAZMAT TEAM	-	2,127	2,301	2,520	2,700	2,412	3,200	3,249	3,400	Exist	Increase Cost for Services by City of Raleigh
10-530-4505	WAKE COUNTY DISPATCH	-	5,228	6,467	6,127	9,552	6,844	10,600	10,763	13,200	Exist	Increase Cost for Services by City of Raleigh and Wake County
10-530-5400	INSURANCE & BONDS	71,001	62,678	51,987	62,838	57,751	61,251	75,000	76,155	75,000		
10-530-5701	RETENTION & RECRUITMENT	292	796	1,464	1,614	2,273	1,288	2,600	2,640	2,600		
	Totals	1,154,210	1,407,430	1,311,100	1,338,113	1,418,229	1,377,891	1,704,714	1,730,967	1,897,141		

PUBLIC WORKS OPERATING BUDGET REQUESTS

Fiscal Year 2022 - 2023



PUBLIC WORKS

FIRST RESPONDER

In accordance with the Town of Zebulon Code of Ordinances, Chapters 95, 151, and 152, the Public Works Department is charged with protecting the Town of Zebulon's assets, environment, and quality of life. Herein lies a concise explanation of the Public Works Department's operational budget requests for fiscal year 2022-2023.

450 East Horton Street
Zebulon, North Carolina 27597
919.269.5285

townofzebulon.org/services/public-works

December 31st, 2021 – Requested Budget

BACKGROUND

Roots in the Community

Zebulon Public Works traces its history to two projects in 1916, when the Town purchased land for a cemetery and passed a bond issue for street improvements. Then the first water plant opened in 1921 on East Vance Street. In the 1940s, Public Works used a truck from the local sawmill pulling a drag to keep the streets passable. The department also had an old truck outfitted with a hand-operated dump to pick up solid waste, collecting two wheelbarrows of trash per load.



Water plant on the Little River

Over the years, as Zebulon grew, so did Public Works and its services. The first water plant was replaced with a well system. When Zebulon outgrew the well's capacity, the second water plant was built on the Little River in 1964. Beginning in 1996, the City of Raleigh supplemented Zebulon's water production until the utilities merger in 2006.



Wastewater treatment plant on NC-39

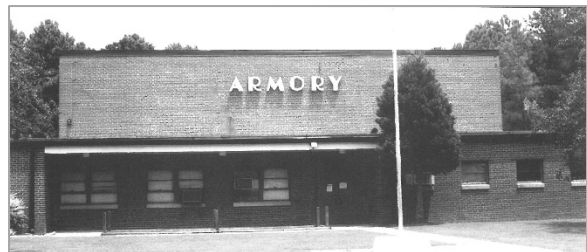
Public Works also built and operated a wastewater treatment plant on East Horton Street in the 1960s, which was upgraded in the 1970s before the facility behind Five County Stadium replaced it. The department demolished the original wastewater plant and converted the site into the Town's yard waste center.

As Zebulon needed larger and better facilities, Public Works was there to ensure the projects went well. The department oversaw the extensive, 15.3-million-dollar renovation of Five County

Stadium in 1999. When the Town purchased the Zebulon Municipal Complex property from Glaxo in 2007, Public Works converted the training buildings into the current Town Hall and Police Station. From 2008 to 2010, the department remodeled the armory into the Community Center.

Standing Tall with Zebulon

As Zebulon grew from 700 people and a few miles of unpaved streets to 8,500 people and 30 miles of asphalt roads, so did the responsibilities of serving its citizens and businesses. Additional houses and streets to service increased the volume of work; paved roads required new skills



Davis National Guard Amory on South Arendell Avenue

and equipment to maintain; and the Town desired new services like yard waste collection. Changing regulations also led to learning and growth. For example, in 2012, when the federal government required towns to develop proactive stormwater programs supporting the 1972 Clean Water Act, the Public Works Department developed an in-house program and worked with Wake County to share resources. To keep up with demand, the department had to do more than add people: it had to evolve if it was to provide top-tier services to the citizens and businesses that called Zebulon home.



Operator collecting bulk waste with knuckleboom truck

Much of the department's evolution has been through process changes, advancing technology, and staff development. Arguably the most significant process change was when the labor pool of operators and crew leaders was combined. The previous system of static crews and specific areas of responsibility left workloads unbalanced, with one group working overtime while another is nearly idle, and it meant that absences couldn't be easily covered by other staff. Once everyone was on one team without set crews, work could be

assigned based on staff talents and availability. Staff learned new skills by experiencing new types of work. Crew Leaders learned to work with different operators and developed their management skills. Absences meant less work might be done overall, but high priority work no longer had to wait for a specific person to return.

While many efficiencies were gained through despecialization, the department also recognized the need for specialized roles. Adding the Fleet Mechanic to maintain vehicles and fabricate parts changed how Public Works handled preventive maintenance and repairs, minimizing downtime, and enabling trucks to run for an average of 12 years – 4 years longer than the industry standard. This process change helped ensure timely delivery of services, protected the Town's assets, and reduced long-term costs. The department hired an Administrative/Contracts Manager in 2015 and a Construction Inspector in 2019 to manage the building services contracts, address the increased building maintenance needs, and meet the growing demand for inspections in new subdivisions.

Advances in technology and equipment propelled Public Works forward, too. The purchase of a new sweeper in 2013 dramatically increased the debris collected while dropping the operating time required. Single operators on knuckleboom trucks and leaf trucks replaced the 3-person crews that picked up yard waste and leaves manually. All three vehicles made the tasks safer and more efficient while delaying the need to hire additional operators.

Processes and equipment are only as good as the people using them, and Equipment Operators today meet higher expectations than ever. Literacy wasn't a requirement 25 years ago. Now, they attend training to understand the technical aspects of the work, becoming Road Scholars and earning licenses for activities like pesticide application. Public Works is heavily affected by OSHA regulations, so staff receive outside training from organizations like the Institute for Transportation

Research and Education (ITRE) in addition to monthly in-house safety training. As a result, they're able to work safely in hazardous situations and to perform complicated tasks under adverse conditions. Due to the department's emphasis on cross-training, each employee can operate a wide variety of machines, is familiar with different types of work, and provides a higher level of customer service when interacting with citizens.

Zebulon Public Works Department doing an outstanding job with all the areas they are responsible for in our growing town. It is no small job to keep up the town as well as they are doing. The workers out in our town while doing their jobs are extremely friendly and courteous, as well as being hard workers - Sue Jones - January 2022

The combination of better processes, equipment, and staff has historically allowed the department to keep up with growth and even add services. A great example of all three areas working together is the snow removal program, which didn't exist before 2000. Now, well-trained operators use



Operator brining residential streets with follow truck

brine sprayers and salt spreaders to keep the roads clear, while the management team ensures there is always enough salt and brine available. While many small towns rely on NCDOT to clear their state-owned roads and do little to clear local streets, Zebulon's industrial sector is able to continue with business because their staff and trucks can still travel safely.

Snow removal is just one example of how the staff at Public Works aims to provide the highest level of service possible to Zebulon's citizens and businesses. Residents also enjoy year-round leaf collection and unlimited bulk waste removal without appointments or trip charges. While other towns limit the amount of yard waste they collect from residents, Zebulon residents may put as much debris as they need at the curb every other week. Because Public Works does the collection and maintains a yard waste facility, the department is able to shred the woody debris and give away free mulch.

Likewise, Public Works does its own construction inspection to protect Zebulon's expensive infrastructure like roads and stormwater pipe that cost millions to replace. Rather than contracting the work to a firm that would be on-site occasionally, Zebulon's Construction Inspectors are in the subdivisions daily to ensure they're built to Town standards. They know their name is attached to it and that they will still be here if it fails, so the stakes are higher for them - it's personal. This leads to better roads, better drainage, fewer repairs, lower long-term costs, and an overall better product for Zebulon.

The Public Works staff's dedication to the Town is most visible in their response to emergencies. Operators may work every weekend for a month to keep Zebulon safe through a series of winter storms. When the tornado hit in 2019, Public Works staff worked 12-hour days for weeks to clear debris. When a tree falls in the night, or the bridge washes out on NC-97 at Little River Park, Public Works is side-by-side with Zebulon's firefighters and police officers, doing whatever it takes to keep Zebulon safe.

Reaching for the Sky

Zebulon is still growing, and as it goes from 8,500 people to 18,000, Public Works will need evolve to meet the expanding needs of the community it serves. Some services will simply require more time as the volume increases, and the department will have to either add resources or reduce services. For example, Zebulon's street sweeping program is very efficient and, barring an industry innovation, it has little room to improve. Therefore, Public Works will have to either devote more time to street sweeping as neighborhoods are added, or it will have to reduce the frequency of sweeping residential streets from monthly to bimonthly or quarterly.



As Zebulon grows, it will be up to the Town to decide its priorities and if it would prefer to put additional trucks and Operators on the road or alter the service schedule. As the trees in new subdivisions mature, Public Works will spend additional time collecting leaves each week. At some point, a second truck will be needed because leaf collection will exceed four days per week. Another option will be to create a third zone and collect from residences every three weeks instead of the current biweekly schedule. The same will be true for yard waste and bulk waste collections.

Growth also creates needs for new services. With the addition of people and businesses, and with increased construction activity, a stronger stormwater management program is necessary for a larger Town to protect its natural waters. There are simply more people doing more things that impact the waters, and the pollution adds up. Zebulon will need a proactive approach to public education on what stormwater is, why it's important, and how to help stop pollution. The Town will also need to monitor waterways and inspect construction sites to ensure illicit discharges are caught early. Volunteer programs will allow Zebulon's citizens to help by stenciling storm drains and picking up litter. The department will need an environmental technician at some point to manage the permits, monitoring, reporting, and outreach activities. Technological improvements behind the scenes will reduce time, costs, and errors, such as digital mapping of new infrastructure. Maintenance software will let Crew Leaders access work orders in the field using iPads to see what's assigned, access maps, make notes, take pictures, and mark the work complete, with the date and time automatically recorded.

Out on a Limb

Today, Zebulon Public Works serves approximately 8,500 people with 14 full-time staff, but the rapid growth in new neighborhoods is outpacing the department's resources, especially for work performed by Equipment Operators and Crew Leaders. In the 17 years since the 2006 utilities merger, the conversion of one part-time Equipment Operator to full time was the only increase to

that labor pool. The growth in streets, pipes, homes, and facilities has long since outstripped that addition and increased the operations team's workload to an unsustainable level.

The department has done what it can to meet Zebulon's needs through technology, streamlining processes, and training staff. Even so, staff is barely able to keep up with the current demand for services like yard waste and bulk waste collection, roadway repairs, and facilities maintenance. Public Works is losing ground in other areas, such as stormwater management and right-of-way (ROW) maintenance. Management has prioritized work based on impacts to the community, and many of the shortfalls have gone unnoticed, but the gap between work to perform and available labor is reaching a point that those shortfalls will be visible to the public. Zebulon is now at a crucial juncture. To continue to maintain high levels of service to Zebulon's citizens, it will be critical to invest in Public Works personnel.

This operating budget request reflects the heavy emphasis on personnel needs. The budget is split between two main areas of concentration: Property Management and Operations. The requests for additional staff are primarily to support growing demand for Operations work. The department is also asking for the return of an Assistant Director to alleviate the pressures of increased development on the management team. This will allow space for the department to consider and implement more new ideas to improve efficiency and continue providing a high level of service. However, the most urgent need is for a three-person crew.

Additional Operators would have a direct impact on Zebulon's stormwater program. The Town is due for an audit this year of its stormwater management program. Staff expects to fail. Many of the requirements are proactive in nature, but the department's strained capacity has curbed its ability to do more than react to situations as they arise. It's too late to change that outcome, and many municipalities fail the audit. The important thing is to correct the issues and perform well in the assessment that will follow. That means hiring now to catch up on tasks like inspecting infrastructure and meeting our sweeping goals. Additional staff will also do work we're not able to do now, like water quality testing, checking construction sediment bags, and performing site inspections at Town facilities. Public education and engagement are major aspects of the program. With greater capacity, Public Works could do a number of outreach activities: litter sweeps, drain stenciling, EnviroScape demonstrations, speaking to community groups, Facebook videos, and training citizens and businesses on how to recognize and report illicit discharges. The technological improvements that would take the stormwater program to the next level, such as digital mapping and maintenance tracking software, are just waiting for the department to have the capacity to implement them.

Similarly, Public Works is falling behind on maintenance work on streets and rights-of-way. Hot patching is the preferred treatment for potholes because it's less expensive and creates a permanent repair. Public Works currently only has the capacity to cold patch reported potholes because it's much quicker in the moment, even though the repairs are temporary and must be repeated later. Tree trimming reduces costs by preventing damage to Town vehicles, and it reduces crime by letting more light reach ground level. The last time the department proactively trimmed the trees along the roads was in 2012. With an additional crew, Public Works could

proactively find and hot patch potholes, keep trees trimmed back from streetlights and roads, and repair shoulders before they crumble and lead to expensive roadway repairs.

The capacity constraints also limit the department's ability to invest in its employees. Additional staff would allow for more cross-training on the job and continuing education. This will develop existing staff to advance in their careers and increase job satisfaction. It will also allow Operators to meet and exceed the high standards set for them as their technical skills grow. The load would be shared among more Operators, avoiding burnout. All of this leads to better performance, higher morale, less turnover, and better service for Zebulon.

The requested budget also includes an increase in salaries and the creation of additional roles to address two personnel issues within the department: low pay and limited opportunities for advancement. As noted in the results of the 2021 Compensation Study, the current salary ranges for operational staff are low compared to other municipalities and private businesses with similar work. Public Works has lost three people in the past nine months to higher-paying jobs with other organizations. Direct experience in Zebulon is invaluable in our department for saving time and money. When a veteran leaves, it takes their replacement at least a year to learn Zebulon, even if they come in with a Class A CDL and experience running similar equipment. It takes time to learn policies, procedures, collection routes, safety protocols and where safety equipment is kept. Work driven by events like winter storms is performed infrequently and takes even longer to learn. During 2021, the average tenure for Operations staff fell from 7.8 years to 2.9 years. The turnover increases the pressure on existing staff to carry the load while the Town finds, hires, and trains new Operators. Increasing salaries is critical to retaining staff.

Higher pay would also attract more quality applicants and reduce the time positions remain vacant. The quality and quantity of candidates for Equipment Operators has deteriorated, and the requested starting salaries are higher than what Zebulon pays Crew Leaders. An experienced Operator who left for higher pay with the City of Raleigh wanted to return, but Wendell offered him more money for the same position. Without competitive salaries, it will be difficult and time-consuming to find, hire, and retain good employees.

Additional roles will address the department's need to promote staff who perform well and develop their skills when there is no open position at the next level. It would also open a career path for staff who don't have the interest or skills for management roles. For example, Equipment Operator IIs who advance their skills can't currently be promoted until a Crew Leader position becomes available. Equipment Operator IIs who don't wish to be supervisors have very limited options for advancement. An Equipment Operator III position would allow the department to recognize the Operators who advance their skills in preparation for becoming a Crew Leader, and it would allow staff who want to remain Operators to continue to grow with Zebulon.

The department requests the following new positions and salary ranges:

Title	Current	Proposed
Equipment Operator I	\$30,077-45,117	\$34,337-51,506
Equipment Operator II	\$34,817-52,229	\$39,300-57,300
<i>Equipment Operator III</i>		<i>\$43,200-61,700</i>
Crew Leader	\$40,307-60,459	\$47,500-65,700
<i>Senior Crew Leader</i>		<i>\$49,875-68,000</i>
Fleet Mechanic	\$40,307-60,459	\$51,500-69,700
Construction Inspector	\$44,437-66,658	\$48,316-69,700
<i>Assistant Director</i>		<i>\$87,125 -115,000</i>

Public Works is ultimately the combination of physical assets, management practices, policies, and personnel that the government uses to provide the services and facilities that create an acceptable quality of life for its citizens. The key piece to that is personnel –the best equipment and policies don’t matter if there aren’t enough people to do the work. The primary objective of Public Works is to protect the Town’s assets, environment, and citizens, and the department needs more people to meet those goals. This request is asking you to support the staff the way they’ve supported the Town. Public Works staff are always there and always ready. They’re there when disaster strikes. They’re there growing with Zebulon as it grows. They’re there for Zebulon. Whatever the need, Public Works is ALWAYS THERE.

From protecting natural waters to disposing of solid waste; to building roads, sidewalks, and greenways; to maintaining buildings and grounds; to removing snow on roadways or devising emergency management strategies to meet natural or manmade disasters, Public Works services determine a society’s quality of life.

- American Public Works Association

Property Management

Five County Stadium



Under the 2003 agreements with Wake County and the Carolina Mudcats Professional Baseball Club, the Public Works Department maintains 13.4 acres of gravel parking lots for 70 games and special events at the stadium. Public Works maintains the 84 light fixtures and water, sewer, and reclaimed water infrastructure, including payment for water, reclaimed water, and sewer services and electricity for the parking lot lights. The 2003 agreements lay out the 85/15-percent split in ownership. The duties listed above are how the Town meets its 15% operational requirements.

What we did...

After a difficult 2020 with COVID 19 eradicating baseball in Zebulon for the first time in 29 years, the Carolina Mudcats returned in May of 2021 to play 60 home games. A typical season is 70 home games plus the playoffs. The Mudcats sold 98,976 tickets during the 2021 season, 51% of the 2019 attendance total of 193,568. The low turnout is largely attributed to COVID: state and MLB restrictions on capacity, reduced group sales due to the businesses' COVID policies, and a general unwillingness by the public to attend sporting events during the pandemic. There were also seven rainouts, no July 3rd or 4th games, and limited fireworks shows.

The outlook for the 2022 season is more optimistic. The Mudcats anticipate attendance will be closer to the 2019 figures, if not better, as outdoor spaces have been deemed less of a concern and the Mudcats anticipate a more "normal" season. A traditional April start, weekend home games on July 2nd and 3rd with fireworks, and a more traditional promotional schedule should all boost ticket sales.

In 2021, the MLB completed a major realignment and reduction in the number of minor league teams. In addition, they developed new MiLB Facility Standards outlining the minimum standards for compliance with the new Player Development License (PDL) system, covering everything from clubhouse square footage to field equipment. Each minor league facility must meet these standards to continue as the home of an affiliated minor league team.

For Five County Stadium to meet the new requirements, there are several big-ticket items to address, including the clubhouse spaces, field lighting, and alterations to the outfield wall. In the fall, Wake County began a comprehensive facility assessment to understand any shortfalls

regarding the new MLB standards. Leading the study is Daniel Culbertson, AIA, a Principal with Provision Studio of Raleigh. Results of the assessment are expected in April of 2022.

The contract between the Town of Zebulon, Wake County, and the Mudcats/Brewer Ownership was amended in 2017 with the sale of the Mudcats from the original owner, Steve Bryant, to the Brewers Group. The existing contract expires at the end of 2022, with two options for five-year extensions.

Buildings and Grounds Division



The department maintains over 78,000 square feet (sf) of facilities and structures, plus 48.11 acres of landscaped grounds. Facilities management includes the maintenance of park structures, such as picnic shelters, restrooms, scoreboards, ballfield lighting, concession stands, gravel roadways, and parking lots. The department manages preventive maintenance contracts for HVAC systems and controls, electrical systems, generators, fire alarms and pumps, a sewer lift station, and the elevator at Town Hall. It also manages the janitorial and pest

What we did...

During the past year, Public Works oversaw the following facility renovation projects:

- Police Station – 5 HVAC Replacements: Bids to be released in January and work completed in the spring
- Eastern Wake EMS Station: Acquisition, phase I and II environmental reports, DCSA program application
- GSK Land Acquisition – 11-acre tract: Survey, soil borings, and environmental phase 1
- Electrical services/outlet installation – downtown alley at 111 North Arendell Avenue
- Electrical installation service/outlet – 105 West Horton Street
- Electrical upgrades to tree pits for special events and food trucks.
- Utility Merger – Property Transfers and easement dedications to the City of Raleigh
- Christmas Lights – Conversion to LED – Downtown and Pole mounted
- EMS Station – abatement of Asbestos in Spring 2022.

10-500-0200 Salaries – Town Engineer /Assistant Director Request

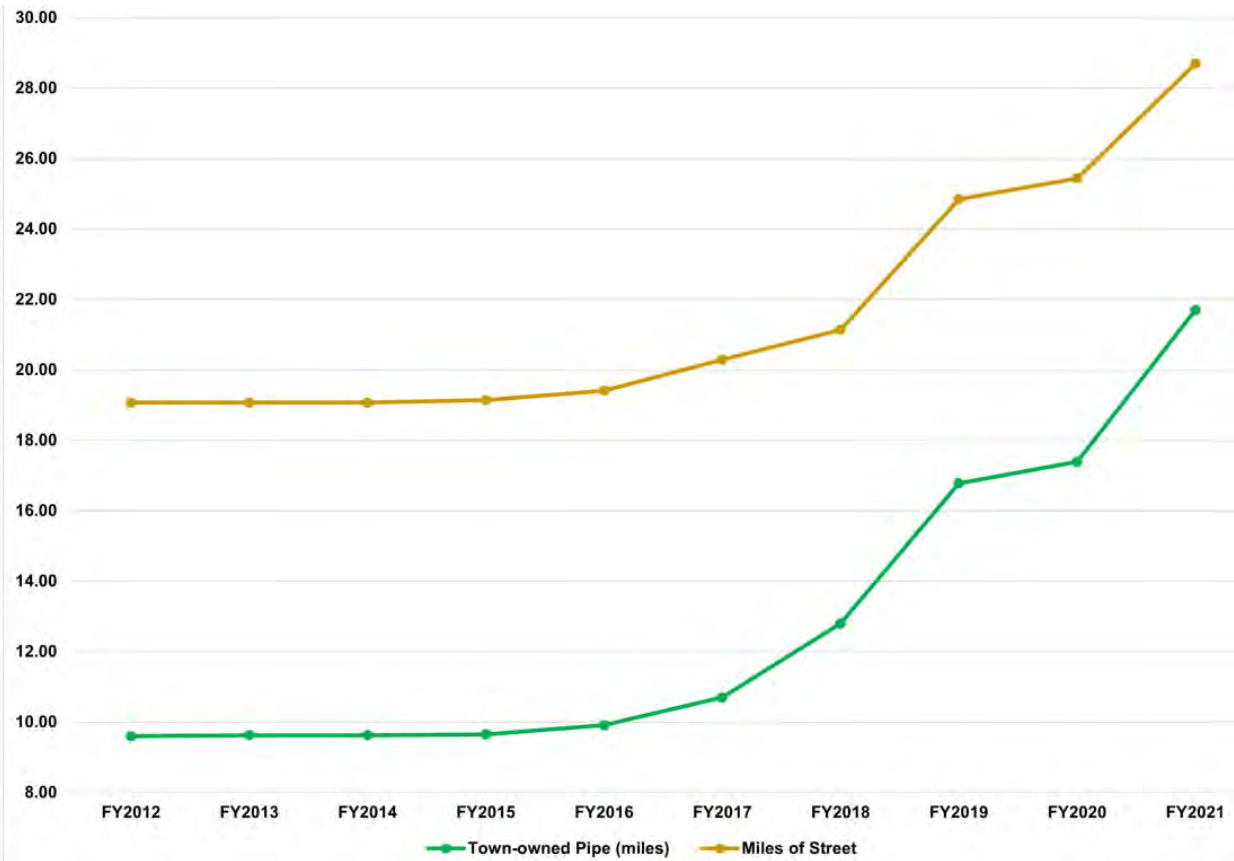
This will be the fourth consecutive year that the department has asked for management level technical support for construction projects and development review. The department has functioned without an Assistant Director since the water & sewer merger in 2006 (15 years), when the Assistant Director was promoted to Director.

The Public Works Director is completing tasks as time and priorities allow, and at the expense of other duties requiring his attention. Development review and construction project management and are the two most pressing issues that need additional professional management assistance.

Development Review Coordination and Inspection: Development in Zebulon is growing rapidly, with 10 major subdivisions at some level of design, permitting, and construction. Currently the following major subdivision are in the development, permitting, and construction process: Weaver’s Pond, Shepards Park, Autumn Lakes, Barrington, Weaver’s Ridge, Sydney Creek, Pearce’s Landing, Jasper Place, Clifton Grove, and Candance Meadows. Between July 2021 and January 2022, the Town expects to accept an additional 2.5-3.5 miles of roadway and 3 miles of storm drainage. The average time for development review is 4-16 weeks.

Development Name	Total Lots Approved	Lots remaining	Percentage Remaining
Shepard’s Park	302	179	59.2%
Weavers Pond	742	208	28.0%
Candance Meadows	418	418	100%
Autumn Lakes	550	259	47.0%
Barrington	858	833	97.0%
Sidney Creek	705	705	100%
Weavers Ridge	182	182	100%
Pearce’s Landing	377	377	100%
Jasper Place	97	97	100%
Clifton Grove	237	237	100%
Totals:	4,468	3495	

Note: Each additional mile of roadway infrastructure is valued at \$640,000, and each additional mile of stormwater pipe is valued at \$388,000. Staff is projecting that, over the next 5 years, the Town will add approximately 15 miles each of new roadway and storm drainage with the development currently proposed, valued at an estimated \$15.42 million.



Construction Management: The Zebulon Public Works Department is currently managing three federal/state grant projects (Beaverdam Creek Greenway, Arendell Avenue, and Little River Park) at different stages of design, permitting, and construction and a combined project value of approximately \$6.5 million. Additional professional project management support staff is needed to ensure full reimbursement and successful projects that become assets to the citizens we serve.

Throughout the year, it is not uncommon to be managing seven to ten other construction-related projects. The Director is currently overseeing the following: 1) West Vance Storm Drain Pipe Replacement, 2) Annual Street Paving, 3) Green Pace Road Roadway Improvements and Signals, 4) Shepard School Road Roadway Improvements & Signals, 5) Jones Street Roadway Improvements, 6) Highway 64 off-ramps widening, 7) HVAC replacements at the police station, 8) Stormwater Infrastructure Conditions Assessment, 9) Stormwater Permit Mock Audit, and 10) EMS station DSCA application and fuel tank abatement.

In addition, the Director is overseeing eight commercial redevelopments: 1) Highway 55, 2) Pizza Hut, 3) SBM Life Science, 4) Popeye's, 5) 264 A Storage Lot, 6) 712 North Arendell, and 8) Carrington Apts. The volume of questions and tasks related to plan review, codes and standards,

conflict resolution, phase acceptance, phase close-out, and warranties is overwhelming the department's capacity.

Insufficient man-hours to review construction development plans will lead to inferior infrastructure and maintenance issues that may be overlooked. This could lead to expensive construction repairs and costly ongoing maintenance at taxpayer expense.

Financial Analysis

The first-year cost for the Assistant Director/Town Engineer position is estimated at \$126,775.00:

Salary (\$85,000 starting)	\$ 87,125
FICA – 7.65%	\$ 6,665
Retirement – 11.38%	\$ 11,143
401K @ 5%	\$ 4,357
W/C @ .005%	\$ 435
Health, Dental and Life	\$ 6,900
Phone Allowance @ \$50.00/mo	\$ 600
Uniform Allowance	\$ 900
Training	\$ 2,500
Office Furniture – Cubicle	\$ 1,000
Truck Purchase, 10-year useful life	\$ 3,650
Computer/software	\$ 1500
Total 1st year Cost	\$ 126,775

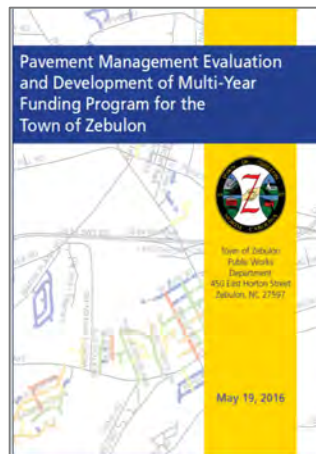
This estimate is based on hiring an inexperienced engineer in the current labor market, with the expectation they would develop their skills working under the current director. Engineers with three to five years of experience are likely to require \$100,000 in salary in the current market. To hire a more experienced engineer, particularly with the expectation that they would take on major duties quickly after hire, the Town should expect the base salary to exceed \$140,000 per year, before benefits and overhead.

Operations Department

Streets and Powell Bill Divisions



Per Town of Zebulon Uniform Development ordinance section 6.10.4, the 2011 Street and Stormwater Specifications, as amended, and the Town of Zebulon Transportation Plan, as amended, the Public Works Department is charged with the effective maintenance of 30.21 miles of streets, street signage, sidewalks, and right-of-way shoulders. We are projecting to own and maintain approximately 31 miles of streets by July 2022 due to the explosive residential growth of subdivisions, especially along Old Bunn Road and Highway 39.



Per NC General Statutes §136-41.1 through §136-41.4, Public Works collects approximately \$175,000 dollars annually in Powell Bill revenue generated by the gas tax. Under the current model, 75% of revenue is population-based, and 25% of revenue is based on miles of roadway. Currently, we collect \$1,748 per person and \$1,458. per mile of street. All Powell Bill dollars are directed toward paving, annual reporting, and transportation engineering support and studies.

What we did:

During the past year, the department completed the following projects:

- Street resurfacing with Barnhill Construction 1.94 miles in FY21
- Schedule to pave East Vance Street, Southland Drive, Yates, Wellington Drive for FY 22
- Inspected and accepted 3.41 miles of street to Powell System has fiscal year.
- Construction drawings are @ 75% design phase for Shepard School and Old Bunn Road Roadway and Signals Project. Easement acquisition to begin in January 2022
- Green Pace Roadway and Signal improvements are at the 75% Design Phase
- Offer to purchase Agreement for Parrish/DVM Properties.
- Greenway Construction – Beaverdam Creek Greenway – completed mid November 2021.
- Greenway Reimbursement requests as of December 2021 - \$1,295,845.00

Sanitation Division

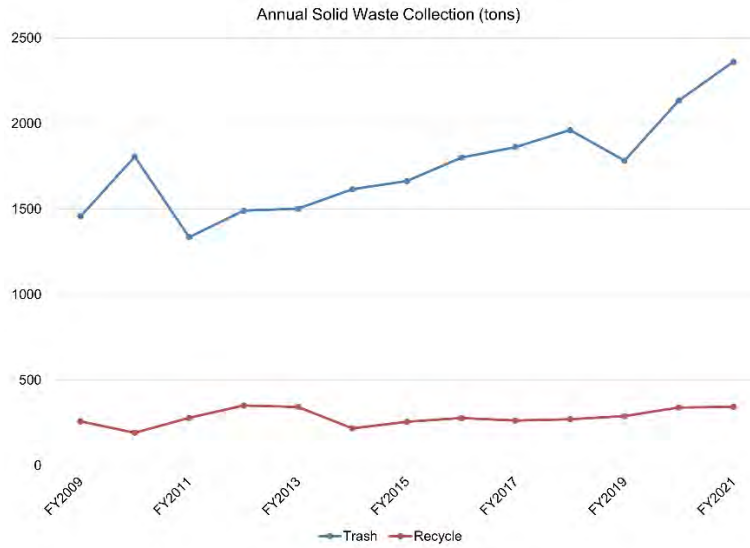


Per Town of Zebulon Ordinance Chapter 95, Section 01-38, Public Works provides exceptional service to our 3000 residential service locations by collecting yard waste, leaves, bulky waste, trash, and recycling. The commitment to service is seen by our record of successful collection of yard waste and leaves for over 20 years. Every week, regardless of the weather, equipment failures, holidays, or sickness, we have always completed the collection schedule. Staff subscribes to the "Always There" motto when it comes to service. Trash and recycling collection is contracted out to GFL (formerly Waste Industries).

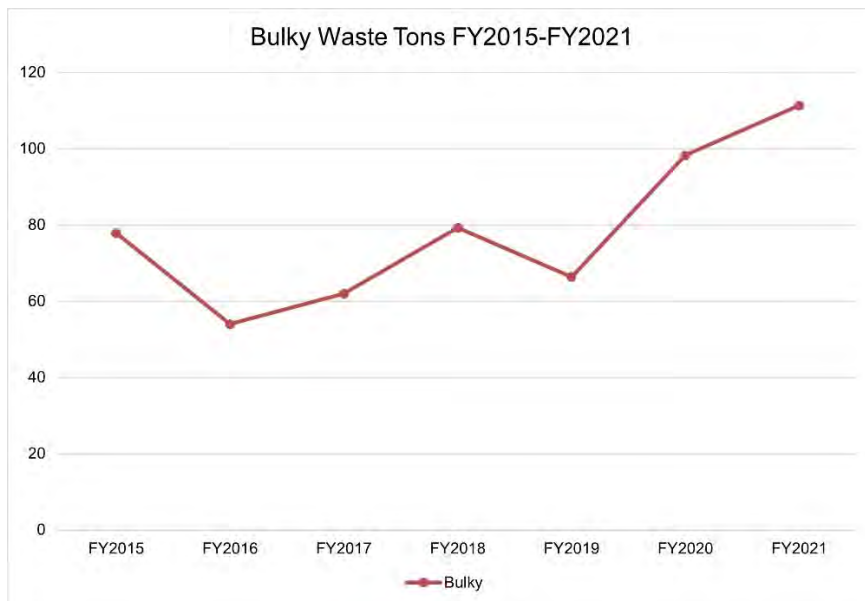
What we did...

In the past year, Public Works accomplished the following tasks and projects:

- Collected 8,918 cubic yards of debris or 1,783.60 tons (the five-year average for annual yard waste collection is approximately 9,000 CY.)
- The Town's contractor collected 342.70 tons of recycling and 2,361 tons of trash from residents.
- June Community Recycle Day collected 6121 pounds of paper, tires, electronics, and light bulbs plus 172 gallons of oil and paint.
- November Community Recycle Day – 5100 pounds of paper tires, electronics, and light bulbs plus 29 gallons of paint and oil
- Facilitated the change in trash and recycling collection days from Monday to Fridays.
- Collected and disposed of 111.3 Tons of Bulky Waste.
- Growth in Bulky Waste Collection is 43% over the last 5 years
- We are averaging approximately 40 new customers per month



Take away: As we grow residentially, it's reasonable to expect that the tonnage collected should increase for both Trash and Recycling. Unfortunately, as noted in the graph the Recycling Tonnage is flat. The tonnage flattened out the year we went to bi-weekly recycling instead of weekly collection. Basically, households are recycling less.

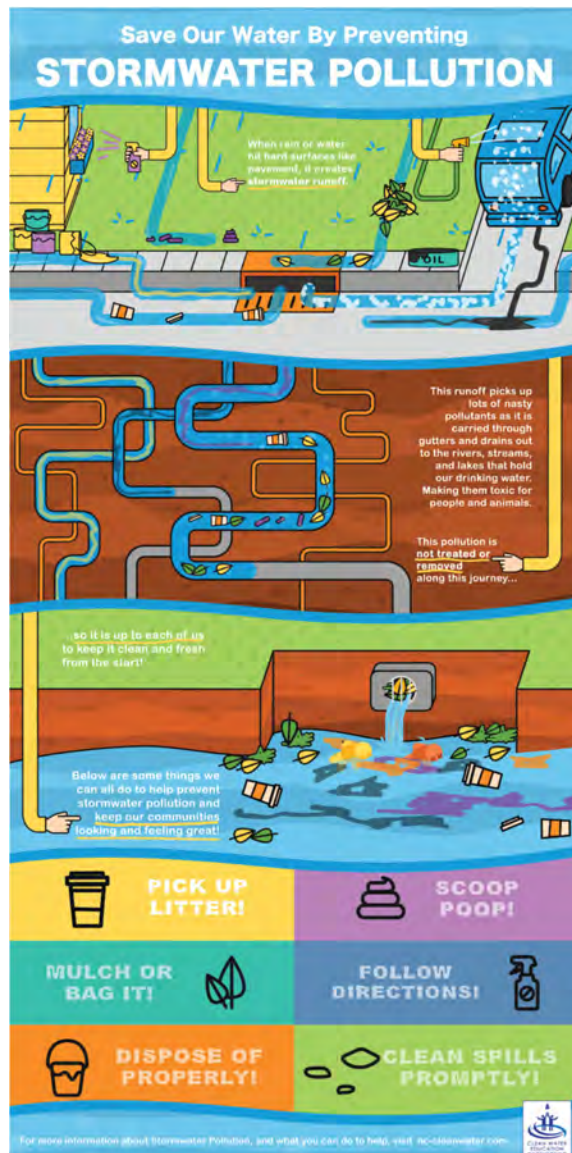


Take Away: The recent surge in population growth is directly related to the increase in bulky waste tonnage collection. Collection route times have increased over 50% in the last several years.

Stormwater Division



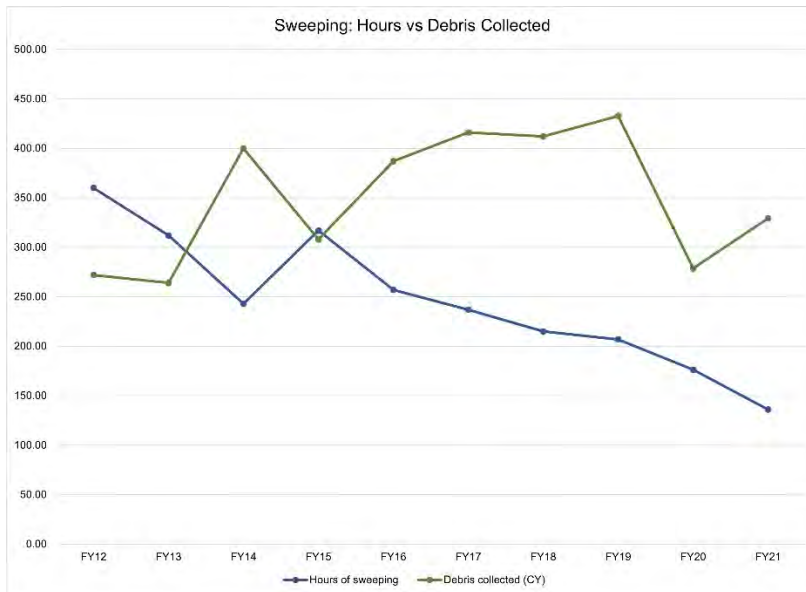
Per Zebulon's MS-4 permit with the state, the 2011 Street and Stormwater Specifications Manual, as amended, the Stormwater Ordinance 2012-05, and an interlocal agreement with Wake County, as amended, Public Works ensures compliance with the Federal Clean Water Act, section 402(p). The stormwater program focuses on six "Best Management Practices": public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site runoff control, post-construction stormwater management, and pollution prevention for municipal operations.



What we did...

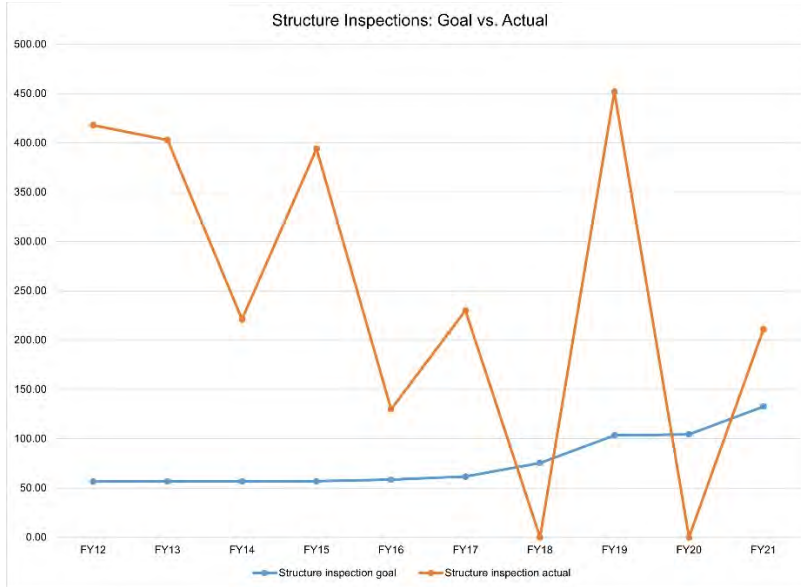
In the past year, Public Works accomplished the following tasks and projects:

- Completed construction of West Vance Street Stormwater Project under budget.
- Updated our stormwater mapping system – added all new infrastructure from new neighborhoods.
- Emergency Repair – West Lee Street – Designed, permitted, and bid – construction completed by end of fiscal year under budget
- Swept a total of 136.06 hours and collected 329.29 cubic yards of debris
- Budgeted additional funds to help meet permit goal of cleaning 10% of system
- Participation in CWEP – Clean Water Education Partnership



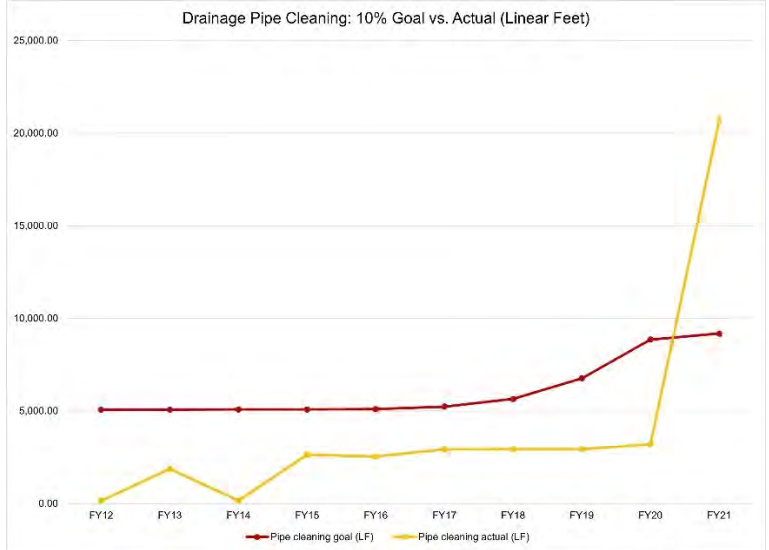
Take-aways:

Unfortunately, the seven-year trend continues with less available man hours to complete roadway sweeping. On a positive note: debris collected that did not enter the storm drainage system increased 18%.



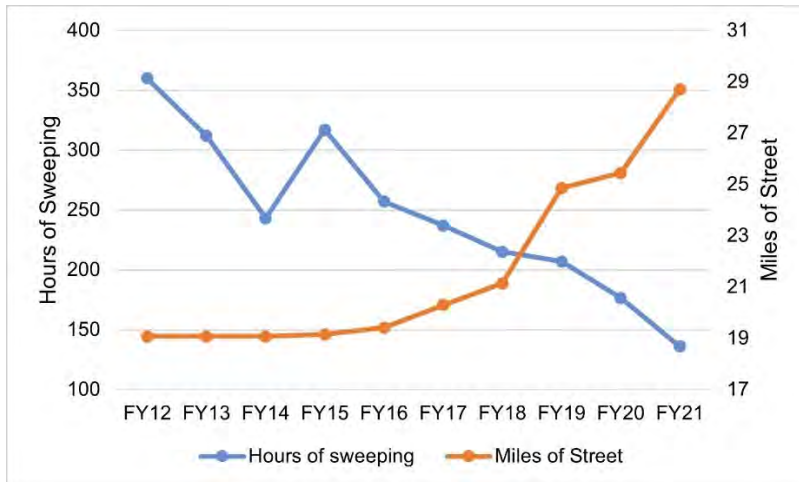
Take-aways:

The number of inspections completed annually is decreasing, except for FY2019. Staff's ability to inspect stormwater infrastructure is significantly declining, while the growth in infrastructure is increasing the permit goals.



Take-aways:

- Budget increase for Contract Services of \$12,000
- After years of focusing only on trouble areas with heavy debris build-up, we are now cleaning more of the overall system.
- Expect similar results in FY22



Take Away: Each year, we are sweeping less and gaining additional streets. Therefore, we are unable to maintain the frequency standards:

- Downtown weekly
- Collector streets biweekly
- Residential streets monthly

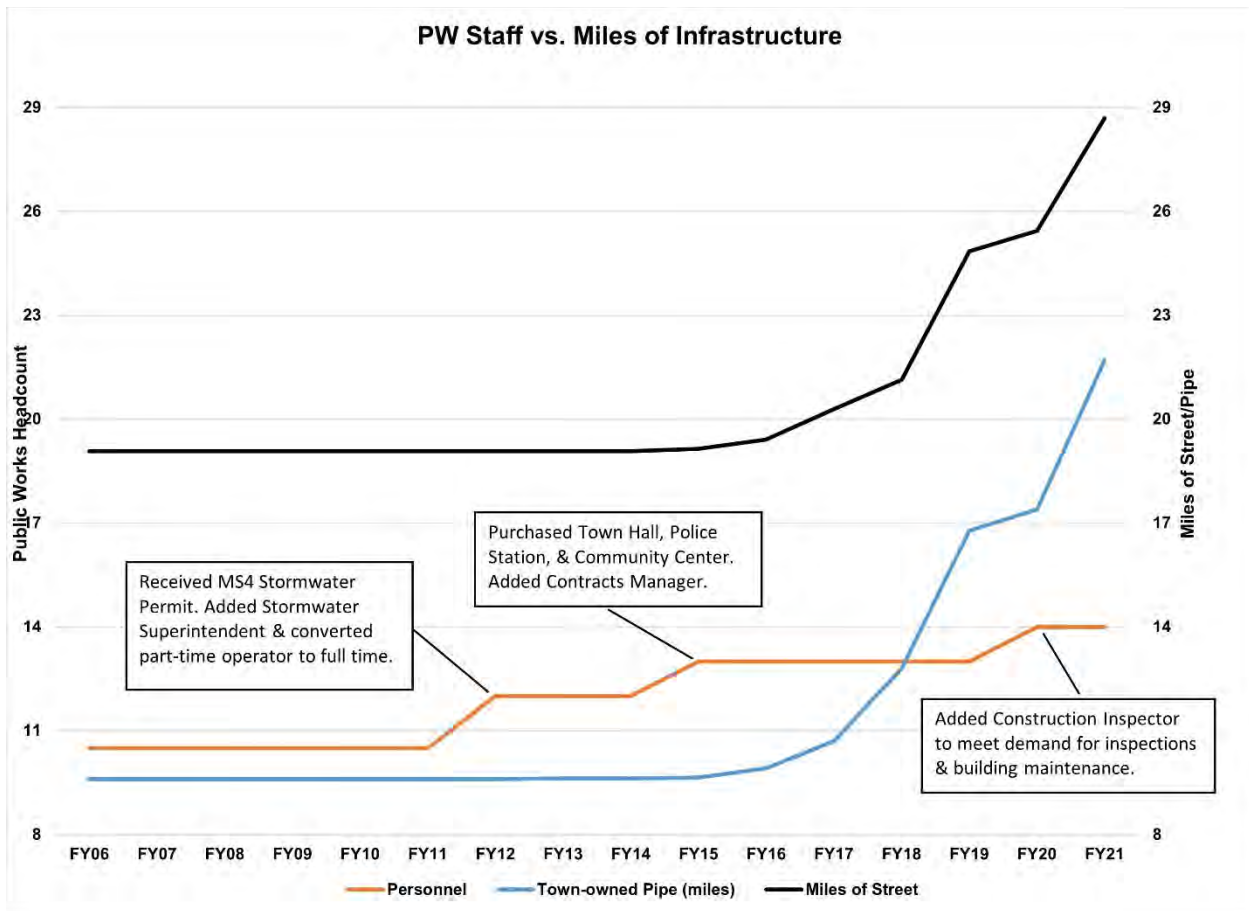


Chart Takeaway :

Since 2006, only a half of an equipment operator position has been added for maintaining the growth in streets (roadway, sidewalks, street signage, sweeping) and stormwater (pipe, catch basins, easement, and SCM) assets. Personnel additions have been delayed

over the years through staff development (training and cross-training of job duties), high experience levels, low turnover rates, higher expectations on personnel, new process efficiencies, and equipment modernization. Operational processes and assets have been maximized, and we can no longer delay the infusion of new staff members to meet the growing community's needs.

10-520-0200 Salaries – Three Person ROW Crew

As part of the Budget requests for FY2018 through FY2020, we asked for one person per year, without success. Last year, as part of the FY2021 budget request, we asked for three additional personnel to address our declining ability to meet maintenance needs. These requests each year are to address the growth in street miles, storm drainage infrastructure, and street signage, and the need for more right-of-way maintenance. Now for the fourth straight year, Public Works requests an investment in personnel for maintenance activities.

In addition to the increased personnel needs due to residential growth, Public Works has lost several experienced and well-trained staff members over the last two years. Two long-term employees (20+ years each) retired at the end of 2021, and a 15-year veteran transferred to Parks and Recreation in September. Plus, two highly skilled individuals left for significant career advancement opportunities and substantial pay increases at outside organizations. We are now investing more time and energy in employee education and cross-training. We are also seeing a change in employee outlooks to be more life balanced. Employees are taking more vacation and sick leaves, thereby spending less time at work to accomplish tasks. Employees with high leave balances (vacation, sick, and comp.) are no longer prevalent.

During the past year we have worked with a full staff (less vacation, sick, COVID time, Short - term disability, and training) 79% of the time, which equates to missing three (3) people every day. It seems like overnight we went from a heavily experience Operations Staff with an average of 7.8 years of Zebulon Public Works experience to a team with only 2.9 years of experience. This affects every phase of the operation, requiring more management time for daily assignments and assisting with problems.

The department is unable to keep up with ROW trimming and repair, sidewalk maintenance, or the annual cleaning and inspection goals required by the MS4 stormwater permit. The growth in system infrastructure has taxed the available resources, and the anticipated growth over the next several years will put the department further behind without an additional 3-person crew.

Not maintaining the ROW leads to diminished returns on the Town's investments. Street lighting is blocked by limbs and unable to illuminate the ground. Large town vehicles (such as fire trucks & the sweeper) hit the limbs that haven't been pruned up and back, damaging the vehicles. The Town's walkable paths become narrower as grass overgrows the sidewalks.

Our MS4 permit (# NCS000557) under the federal Clean Water Act, Section 402(p), requires us to perform specific tasks on a regular basis, including cleaning, inspections, and repairs to elements of the stormwater sewer system, as well as tasks like street sweeping that reduce the

pollutants entering the stormwater system. These positions would provide resources to meet the requirements of our MS4 permit.

The department is unable to meet the goals of the MS4 Stormwater Permit with the current staff and workload. The Town added over 9 miles of stormwater pipe from July 2016 through June 2021, a 137% increase in 5-years, during which time no staff were added to perform the required cleanings, inspections, and repairs.

The first-year cost for the additional three-man crew is estimated at **\$176,333.00**:

Salaries (\$30K/\$35K/\$45K starting)	\$ 110,000.00
FICA - .0765%	\$ 8,415.00
Retirement - .1138%	\$ 12,518.00
W/C @ 6%	\$ 6,660.00
Health, Dental. Life Insurance	\$ 20,700.00
401 K Plan	\$ 5,500.00
Phone Allowance @ \$35,\$35,\$50/month	\$ 1,440.00
Uniform Allowance	\$ 2,700.00
Training	\$ 4,500.00
Tools – set up truck	\$ 750.00
Truck Purchase* 12-year useful life	\$ 5,000.00
Tablet and service	\$ 850.00
Subtotal	\$ 176,333.00
Operation Reduction(line cleaning)	\$ 17,000.00
Total 1st year Cost	\$159,033.00

one-time cost for first year @ \$60,000(truck)

If all three positions are implemented, the stormwater maintenance line item (10-520-4504) can be reduced by the \$17,000 allocated for contract line cleaning. These positions support all three focus areas of the Zebulon 2030 Strategic Plan. It supports a Vibrant Downtown by allowing Public Works sufficient staff to properly clean and maintain the sidewalks and ROW downtown. These same ROW maintenance activities support the walkability aspect of the Small-Town Life focus area by providing for safe, accessible, and clean sidewalks. Finally, one of the priority goals of Growing Smart is to maintain appropriate staffing to support expected service levels for the growing community.

There are many benefits of hiring employees instead of contracting out Town services:

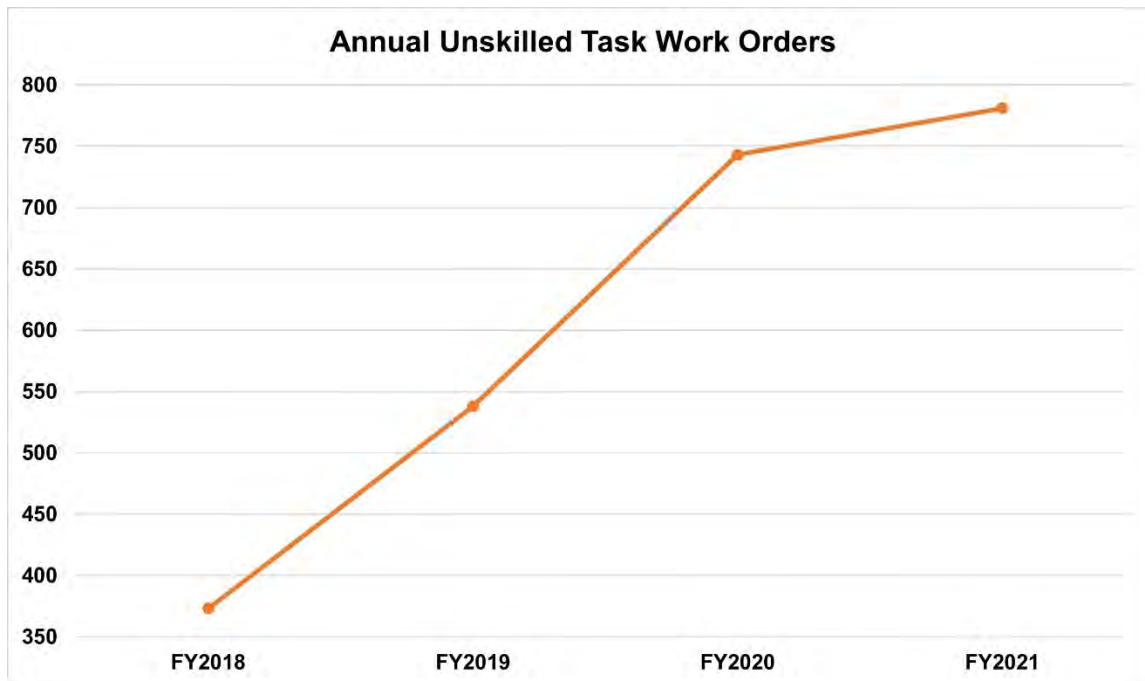
1. Employees buy into your company and its culture. The Town offers security for employees' futures, so they're more likely to invest more of their own time and energy into furthering the Town's goals and participating in Town projects. The group of grinning

- people wearing Town T-shirts and assisting at special events like Holiday Happenings, the Christmas parade, Relay for Life, and Community Recycle day are not contractors.
2. An employee will take pride and make personal connections to the job, ensuring that it's done to the best of their ability. For example, Public Works employees take pride that Town Hall looks nice.
 3. Employees provide dependable expertise. Contract employees do not keep institutional knowledge of assets, such as facilities or infrastructure, in part because contractors don't guarantee that the same staff will consistently work at Town sites.
 4. Outsourcing may deny our team development opportunities. Growth begets growth, and by outsourcing work, we reduce our contributions in the growth of our employees by eliminating opportunities for them to gain experience, leading to higher turnover.
 5. Outsourcing companies and independent contractors are often motivated by profit rather than a job well done. That means the work you send out may come back quickly, but will lack the standard for quality that the Town has come to expect of our services.
 6. Outsourcing instead of hiring reduces the department's flexibility to shift resources to meet a special need. The entire labor pool is usually tapped to perform large tasks such as special event preparation, cleaning up concrete spills, preparing for and managing snow and ice events, and responding to vehicular incidents like the log truck spill and the tractor trailer fire on Highway 64.
 7. Outsourcing instead of hiring also increases the demands on staff to cover long-term or rotational work, such as dealing with COVID 19 or taking on-call shifts. This reduces the staff's ability to maintain an appropriate work-life balance and leads to higher turnover.
 8. Contractors cannot be called in the middle of the night or at the last minute to address a sudden snowstorm, facility system failure, or roadway sink hole. Contracting out services such as mowing, stormwater maintenance, and roadway repairs leaves the department with less depth of bench for responding to emergencies, as well as for covering other absences.
 9. Independent contractors have their own processes, policies, and priorities. As a result, it might be difficult to synchronize schedules to ensure that the Town receives the promised services on a reliable timeline.

10-520-1503 Part-time Salaries – Customer Service Advocate

The part-time Customer Service Advocate position is requested as a cost-effective way to maintain current service levels and meet the expectations of Town citizens. The number of work orders completed in FY2021 is 110% higher than the number completed in FY2018. By creating the advocate's position as a pilot program, we will test the option before committing to a permanent part-time position. The new position would improve efficiency, response time, and overall productivity of the Public Works Department. By having a lower-cost employee complete the tasks that do not require special training, the full-time staff can focus on tasks that are a better use of their skills, reducing the cost to complete low-skill tasks and increasing the overall volume of work that can be completed in a week. The technician would also take one-man tasks that are currently assigned for a crew to handle on their way to their primary work site, further reducing departmental costs and increasing efficiency. The position would allow for faster responses to many requests, which are currently scheduled for the next day to avoid pulling a full-time person off a crew already in the field. While handling work orders, the technician would complete administrative tasks such as photographing crews working or

collecting the mail at Town Hall, allowing the administrative assistant to remain in the office to answer citizen calls and provide on-site support for management and staff. For additional information, please see the New Position Request submitted to Human Resources.



The typical tasks performed by this position would include the following:

- Waste cart delivery for new residents
- Pick-up supplies at vendors or auto part stores
- Shop Clean-up – Sweeping/organizing
- Gathering information in the field to address issues (e.g., pole numbers)
- Replace or install missing street sign
- Serve as flagger for work-zone
- Replace damaged trash and recycle carts
- Investigate missed collection complaints (wrong can/illegal items in can)
- Vehicle cleaning
- Courier items to Register of Deeds, attorney, and other professionals
- Check weekly fuel levels in unmonitored tanks.
- Pick-up/route internal mail

This pilot position would start in January 2023 with a half-year budget cost of **\$9,503.00**:

Salary @ \$15.00 per hour	\$ 7,800.00
FICA @ .0765%	\$ 597.00
Workman Comp @ 7%	\$ 546.00
Uniforms	\$ 350.00
Cell Phone Allowance @ \$35/mo	\$ 210.00
Total Cost	\$ 9,503.00

10-520-1300 Streetlights

Staff requests an increase for street lighting electrical costs to accommodate the increase in the number of streetlights in new subdivisions. The street lighting standard is a 16-foot, fiberglass pole and 50-watt LED Mitchell Series Light. The lighting standard spacing between poles is 125-140 feet along the street. Major benefits of effective street lighting include prevention of accidents and increased safety. Studies have shown that darkness results in a large number of crashes and fatalities, especially those involving pedestrians; pedestrian fatalities are 3 to 6.75 times more likely in the dark than in daylight.

The adoption of the UDO last year changed the residential street light fixture type to promote the “dark sky” concept. To implement this change, each pole will cost an additional \$1.49 per month (\$14.91-\$13.42), and the fixture count for each subdivision will increase 15-20 percent to generate the same amount of light at ground level. For example, a typical subdivision phase of construction may have an average of 25 to 30 fixtures. The additional electrical costs will be \$1,342 per year or \$26,840 over 20 years:

25 original fixtures * \$1.49 per month * 12 months = \$447 per year
 25 fixtures * 1.20% fixtures increase = 30 additional fixtures
 5 additional fixtures * \$14.91 per month * 12 months = \$895 per year
 Total Additional Costs: \$1,342 per year
 20-Year Additional Costs: \$1,342 per year * 20 years = \$26,840

Jasper Place will be the first subdivision to implement these changes:

	Location – Subdivision	Street Lights	Unit Price	FY Annual Cost
1	Weavers Pond – Phase 5	27	\$13.42	\$4,349.00
2	Weavers Ridge	36	\$13.42	\$5,798.00
3	Sidney Creek	25	\$13.42	\$4,026.00
4	Shepard Park II	35	\$13.42	\$5,637.00
5	Jasper Place	25	\$14.91	\$3,355.00
6	Pearce’s Landing Phase II	30	\$13.42	\$4,832.00
	Subtotal			27,997.00
	5% contingency			\$2,799.00

	Total Project Cost			\$30,796.00
	FY 2022 budget			\$201,000
	FY 2023 projected cost			\$231,796.00
	FY 2023 Budget Request			\$232,000

Over the last two years, I have received requests for additional streetlights on Phippen Road (Arendell Avenue to Lacewing Drive), Old Bunn Road (Shepard School Road to the Barrington subdivision) and East Gannon Avenue (Naomi Drive to Walmart). To place additional streetlights on an NCDOT roadway requires design and approval. Typically, Duke Progress Energy will provide for the design and permitting free of charge. The Town will incur the costs of construction: installation of new poles, underground and overhead power charges. Final costs are not known at this time, but \$15,000 is requested to begin the process.

FY 2023 Street Lighting Budget - \$ 247,000.00

A good lighting program is consistent with “Small Town Life” where we preserve and enhance our small town feel by making Zebulon a safe, connected, family-friendly, and walkable town. Street lighting helps prevent accidents, reduces crime, and lights the walkways of the town.

10-520-3401 Printing – Trash Cart Decals

The Public Works Service brochure published over the last four years has been a great tool for educating residents about Public Works services. We would like to build upon that success and apply an infographic decal to the trash carts to further reinforce requirements for pick-up of trash, recycling, leaves, and yard waste debris. The initial cost of the infographic decal is \$11,000 for set-up and printing for our expected 3800 trash customers. The decals will be constructed of a high-grade 3M material that is weather- and fade-resistant, similar to our vehicle decals, and is expected to last many years.

Daily we are investigating or addressing customer service issues related to missed trash pick-up due to parked cars, trash and recycle carts not returned to the house, or loose trash spilled out during the cart dumping process. We believe this infographic will serve as a weekly reminder for residents of Town requirements, enabling better service through communication and compliance.

The demand for customer service will continue to grow with the growth of residential neighborhoods such as Shepard Park, Autumn Lakes, and Barrington. New residents are more likely to make mistakes than other tenured residents. The decals are expected to eliminate possible confusion and reduce customer service inquires to Town staff. After the initial investment, we expect the cost of this program to be reduced to approximately \$1,000 annually to purchase decals for new residents’ carts and replacing damaged carts.



This infographic is consistent with the Zebulon 2030 goal of “growing smart” by educating our new residents on Town policies and assisting with the affordability of sanitation services. The more we can educate our citizens on proper procedures, the less need we will have for customer service staff to address and solve compliance-based sanitation service issues.

It is consistent with the priority to protect human health and the environment through safe and effective management of municipal solid waste, and the reduction of the amount of toxicity of the local waste stream, and to maintain and improve its physical appearance to reduce the adverse effects of illegal disposal and littering.

10-520-3300 Materials and Supply

The FY 2022 budget request includes three additional staff members to the Public Works Department. Staff has requested a 20% increase in funding to provide tools, materials and supplies to complete the proposed ROW tasks. Tasks include ROW pruning, sidewalk repairs, sign maintenance, and roadway maintenance (asphalt and stripping).

The request for additional materials is only \$6,000 due to the expected 120-day hiring process. The new staff will also spend 90-120 days working with other crews learning procedures and policies, in addition to significant training related to OSHA requirements, confined spaces, lock-out/tag-out, trenching (competent person), flagging, and CDL requirements. The ROW crew will be expected to fully transition by March 2023.

The request for additional funds for ROW maintenance is consistent with the “growing smart” initiative and planning for proper prevention to provide services to our growing community. Proper preventative maintenance decreases down time (service delays) and prevents major repair

expenses. A strong ROW maintenance program is consistent with “small town life” where we preserve and enhance our small town feel by making Zebulon a safe, connected, family-friendly, and walkable town. Tree pruning allows street lighting to reach the ground, and extending lighting provides a sense of security.

10-520-3402 – Headsets – Pilot Program

Communication is key to completing a task on time and safely. Unclear communications can impede productivity and cause accidents. The headset provides hand free, clear communications with hearing protection in noisy or wide-area environments, such as work along ROW's, tree pruning, work zones, heavy equipment, and special events, allowing for clearer, quicker, safer communication among crew members. Staff now are forced to stop working to answer a radio, which is not always safe or feasible. Headsets allow for immediate verbal warnings, helping reduce accidents and injuries during large-load heavy equipment operations.

The pilot program would outfit a typical 3-man crew and operations manager/supervisor. The number one task of a crew leader or operations manager is to ensure their crew goes home every day. If staff goes home without injury, we are saving money on the workman compensation policy premiums. Tools like the wireless headsets help accomplish that task. The cost for the pilot program is \$3,500.

The pilot program is consistent with our Organization Values of Family and Teamwork. We must protect our work family, and communication is the key to teamwork. Wireless headsets support both of these goals.

10-520-4500 Contracted Services- Garbage/Recycle Services

We have approximately 3055 residential trash customers with 3024 recycling customers as of December 2021. During FY2022, we expect that number to increase to 40 per month. Based on current growth patterns, the Town will have approximately 3,775 trash customers and 3,744 recycling customers by June 2023. This growth trend is expected to continue over the next fiscal year. Staff requests an additional \$95,000 to cover the increased costs of solid waste collection associated with new residents, which is covered by additional revenue from new residents.

In 2019, we negotiated a 5-year contract extension with Waste Industries to continue existing service levels at the same price until June 2024 based on Wake County tipping fees. Wake County is proposing an increase in tipping fees paid by the vendor for trash disposal at the East Wake Transfer Station from \$41.00 to \$49.00 per ton. The increase is to cover rising operational cost at East Wake Transfer Station and new Title V Air Quality regulations for the South Wake Landfill. Tip Fee increases are needed to sustain operations. The last tip fee increase was in 2015 at the East Wake Transfer Station only. Wake County's current tip fees are the third lowest in the state and support the largest population in state. The new fee amount includes the \$2.00 tax per ton state-mandated fee. We recommend passing this fee increase to the Zebulon customer. Below are the current Waste Industries rates and proposed garbage fee for FY2023:

Service	Current Rates	FY 2023 Proposed Garbage Rate
Trash	\$10.94	\$11.69
Recycle	\$4.18	\$ 4.18
City of Raleigh Billing Fee	\$0.84	\$ 0.84
Bulky Waste Collection	\$5.04	\$ 5.04
Yard-waste Fee	\$3.00	\$ 3.00
Monthly Fee	\$24.00	\$24.75

The Waste Industries contract also covers the additional services listed below:

- 40 cubic yard (CY) roll-off charges @ \$179.35 plus disposal fees at Wake County Landfill
- 4 CY Trash Dumpster @ Community Ctr. @ \$67.20 monthly (biweekly service)
- 4 CY Recycle Dumpster @ Community Ctr. @ \$67.20 monthly (biweekly service)
- 30 CY Dumpster Rental @ Recycle Center @ \$50.43 monthly

Proposed Waste Industries Contract/Budget:

Location	Service	Annual Cost
Community Center	Dumpster -Trash and Recycle	\$ 2,000
Recycle Center	Metal Dumpster Rental	\$ 610
Recycle Center	Roll Offs – Bulky Waste/General Trash	\$ 18,500
Residential Service	Trash Service – 3295 customers	\$493,084
Residential Service	Recycle Service -3264 customers	\$174,758
Contingency @ 2.0%		\$ 13,800
Total Costs		\$ 702,752
Budget Amount		\$703,000

The solid waste contract complies with Town Ordinance, Chapter 95, for Garbage, Rubbish, and Weeds, further defined under Section 95.04 requiring residential collection service provided by the Town.

As our town continues to grow, we need to maintain appropriate service levels to meet the needs of our citizens. While the recycling market has changed and unit prices are down, it is still very important to recycle for environmental reasons and limit the need for new landfills in Wake County

The Zebulon Comprehensive Plan's goal is to “maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities.” (Page 71).

10-520-4507 - Vehicle GPS Pilot Program

GPS Mobile Solution's vehicle tracking application provides real-time vehicle location along with a detailed trip history. The detailed vehicle trip history shows the exact time a vehicle arrives at

location, leaves location and total duration of stop. GPS vehicle tracking system is designed to give staff a clear, concise information on the efficiencies of their mobile workforce. When a resident reports a missed service delivery, we are unable to determine the cause and prevent the issue from reoccurring. We cannot track a vehicle to determine the date or time service should have occurred or if the service was delivered. We are forced to make special trips to perform the services, resulting in inefficiencies of crew time and vehicle use. GPS tracking software will allow us to monitor the vehicles and improve our service efficiencies.

An additional benefit of the GPS Mobile Solution is it prevents mobile device use (texting, gaming, emails, Facebook) while driving. Studies have shown that 28% of vehicle accidents are related to the use of mobile devices while driving and drivers are 23 times more likely to have an accident while texting/emailing . The typical vehicle accident costs an agency \$25,000 or more per event. If a typical accident cost \$25,000, an accident with our larger vehicles will cost significantly more due to their ability to cause greater damage. The installation of GPS on these larger vehicles reduces our liability of larger and more expensive claims. In addition to improving our response regarding service delivery and improved safety from elimination of mobile device use, the GPS Mobile Solutions software will allow staff to monitor idling times, routing of trucks, service delivery times, and missed locations. By maximizing routing and reducing idling, we may generate fuel savings and improve efficiency of service delivery. We also may be eligible for insurance savings on our vehicle for the installation of GPS monitoring. Hopefully, the vehicle is never stolen, but the GPS tracking will provide law enforcement an additional tool in securing its recovery. GPS Mobile Solutions offers a Lone Worker GPS tracking device that will notify EMS responders or company officials of an emergency situation. We have the benefit that Wake County currently uses this system on its entire fleet of vehicles; therefore, we know it is reliable, expandable, and cost efficient. GPS Mobile Solutions has agreed to extend the Wake County pricing to the Town of Zebulon. The following is the proposed vehicle list for the first year of operation:

1. 2018 Knuckleboom
2. 2013 A700 Street Sweeper
3. 2010 Knuckleboom
4. 2022 Pac Mac Leaf Truck
5. 2017 Hook-lift/Leaf Truck

The installation and device cost is \$450.00 per vehicle and the monthly monitoring fee is \$30.00 per month per vehicle installation with a budgeted cost of \$4,500.00

The request is consistent with the “growing smart” initiative to improve route efficiency, improve safety, and reduce idle time as we provide services to our growing community.

10-520-4608 – See Click Flix Mobile App.

See click Fix is community-driven communication tool and work management system that bridges the gap between residents/business owners and their local governments to increase civic responsibility and improve citizen services. See Click Fix is creating better ways for neighbors to connect and communicate with their local government to improve the quality of life in the places they live. One easy way to do this is through the mobile app “See Click Fix.” This

mobile app would allow residents to quickly and easily send messages to Town Staff regarding an issue along with a picture of the issue. The app also allows staff to respond to the resident notifying them their request has been received, possible time frame for repair, and a notice when the issue has been cleared by staff. People in general want instant communication. The app allows them to communicate problems easier than searching for a phone number, navigating through a phone system tree, only to get a notice that an individual is out of the office for the next several days. Under this example, people get frustrated and just say “forget it.” “See Click Fix” will encourage increased citizen engagement, ensuring that every voice is heard and nothing gets lost or overlooked. A mobile application such as “See Click Fix” provides citizens with a tool to expedite communication and expands their confidence when we respond with repair information. “See Click Fix” provides staff a system to organize, track, and manage requests.

This mobile application addresses common communication issues with a work management system that allows staff to more effectively address community issues and improve citizen services. The current a lot of times requires staff to visit the site to obtain critical information before a solution can be provide. The attachment of a picture significantly reduces this requirement.

Typically, issues that could be reported with pictures are;

1. Potholes
2. Streetlights Out
3. Missed Trash or Recycle
4. Broken Trash or Recycle carts
5. Greenway issues
6. Downed trees or limbs
7. Broken or damaged sidewalks
8. Property Damage
9. Dead Animals
10. Water and Sewer Leaks
11. Storm Drain Issues
12. Sink Holes
13. Facility Maintenance issues

The Town of Wake Forest implemented this App Driven software in 2017. It is recommended that the Ron Eller with IT would in the implementation requirements and cost requirements. Based on information provided by The Town of Wake Forest the project should be able to be implemented for less than \$5,000.

The program has been implemented by the following location in North Carolina – City of Raleigh, Town of Wake Forest, Town of Chapel Hill, Town of Leland, Town of Selma, and City of Fayetteville.

The request for “See Click Fix” is consistent with the “growing smart” initiative to provide services in a new and different way to our growing community. Strong communication with citizens improves the quality of life in the places they live. An easy-to-use communication tool is

consistent with “Small Town Life” where we preserve and enhance our small town feel by making Zebulon a safe, connected, family-friendly, and walkable town.

Future Impacts/Challenges

The Public Works Department is facing several challenges that will need to be addressed in the near future, including impacts from residential growth, aging facilities, expanded facilities and equipment, and lagging investment in existing stormwater infrastructure maintenance. Proper handling of these issues will necessitate additional staff, equipment, and funds just to maintain current service levels, meet permit requirements, and prevent unsafe and unsightly conditions for citizens and staff.

Residential Growth Challenges

The rapid rate of residential growth has a direct and immediate impact on the Public Works Department. Each new subdivision streetlight costs \$13.42 per month in electricity. Each mile of street accepted by the town is another mile of asphalt and sidewalks to maintain, from repairing or replacing the street and plowing during winter storms. Residential building puts increased demands on the department’s construction inspection personnel and on equipment operators collecting yard waste, leaves, and bulky waste.

Aging Facilities and Equipment

Zebulon’s newest town-owned facilities – Town Hall, the police station, & the community center – were renovated in 2009 and 2010, and they are beginning to show signs of wear and tear ten years later. Areas within those facilities that weren’t addressed during the renovations are now 35 years old, such as the pastel-colored bathrooms (popular in the 1980s) found in the police station and on the second floor of Town Hall.

The public works office received a cosmetic “facelift” more than 16 years ago, but the building footprint hasn’t changed in more than 30 years. Due to increasing demands on the department and growth in staff and roles, Public Works is finding it increasingly difficult to store equipment and to house staff. Additions to the existing buildings (administrative and maintenance) is needed for office and administrative activities (training, restrooms, breakrooms, conference rooms, plans) and storage of equipment and supplies. Expansion of the maintenance yard is needed to provide safe workspace for equipment, trailers and supplies. The yard waste facility needs additional land to facilitate the operations of the site to meet the growing volumes expected in the next three to five years. It is recommended to purchase the land as soon as possible before residential growth expands to this area and drives up land acquisition costs.

Streets and Stormwater Infrastructure and Equipment Investment

Public Works anticipates a coming need for major investments in streets, stormwater infrastructure, and equipment. In the 2016 Pavement Management Evaluation Report, it was

recommended the Town of Zebulon invest \$293,000 annually to maintain town-owned streets in “fair” condition, whereas the town currently invests \$225,000 per year.

While current standards for the town’s stormwater infrastructure ensure a quality product when we accept new pipe and structures, there are several areas where new infrastructure is needed because none was installed (no catch basins in the downtown corridor) or where good engineering practices were not used (Yates Place and the Wakelon community). Also, it’s not uncommon to find stormwater infrastructure in town that is more than 100 years old. The 2022 Stormwater infrastructure conditions assessment noted four sites that will need to be addressed in the coming years:

1. East Horton Drainage to East Barbee – capacity issue, under buildings, and pipe condition
2. West Horton Drainage to West Barbee – capacity issue, under buildings, and pipe condition
3. West Sycamore and West Gannon Ave – capacity, reverse grade, flooding conditions, and under houses
4. West Lee Street – pipe condition and under house

In addition to the aging infrastructure, the equipment used to maintain Zebulon’s streets and stormwater system averages 18 years of age. The street sweeper is the newest at 10 years old, while the vacuum trailer is 19 years old, and the Ramjet has been in operation for 25 years.

Rising Need for Additional Personnel

The increasing street miles, signage, stormwater infrastructure, and greenways associated with residential growth are driving a need for additional Public Works personnel for daily operations and maintenance activities, such as sweeping streets and inspecting storm pipes and catch basins. As the landscaping in new neighborhoods matures, there will be a marked increase in and leaf collection volumes. As an example, the Pineview subdivision’s yardwaste collection took less than one hour in 2010; now it takes an entire day to complete. We see very similar results with leaf collection during the fall and winter months. As landscaping throughout the new areas of town mature, additional personnel and equipment will be needed to maintain the levels of service expected by Zebulon’s citizens. The department is already seeing increases in citizen calls and in bulk waste volumes due to the residential growth.

With the demands of residential growth on our construction inspectors and the increasing maintenance and repair demands of Zebulon’s aging buildings, we expect the facilities maintenance duties will need to be transferred from our construction inspectors to new facilities maintenance staff at some point in the next 1 to 3 years. Likewise, it’s reasonable to expect the proposed Assistant Director position will need to be split into 2 roles within the next 2 to 5 years, depending upon growth and demand for services.

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	PUBLIC WORKS: PROPERTY & PROJECT MGMT DIVISION											
10-500-0200	SALARIES-Mary, Jason, Sam, Roger and Tristan	104,761	113,549	131,694	131,062	248,874	145,988	258,500	262,119	262,119		
10-500-0201	SALARIES (OVERTIME)	-	-	-	-	1,547	309	1,800	1,825	5,000	New Special Events/Weather - inability to absorb camp time	
10-500-0300	PART TIME SALARIES- Mowing Help	6,448	5,502	4,055	2,563	4,665	4,647	4,300	4,360	10,000	Last year budget oversite	
10-500-0301	SALARIES -ASST DIRECTOR/ENGINEER									87,125	New Development Review & stormwater	Increased Development Review Fees, Tax Base Growth
10-500-0202	CAREER LADDER ALLOWANCE									13,100	5% Of Salaries	
10-500-0203	SALARY MARKET ADJUSTMENTS									26,000	10% of Salaries	
10-500-0400	PROFESSIONAL SERVICES	23,535	17,970	17,399	20,180	9,989	17,815	10,000	10,140	15,000	Quantities, Structural Review, Engineering Estimates	
10-500-0500	FICA	8,287	8,887	9,758	9,321	18,493	10,949	20,400	20,686	20,686	Doesn't include new proposed staff	
10-500-0600	GROUP INSURANCE	16,173	16,645	17,427	17,659	29,062	19,393	31,400	31,400	31,840	Doesn't include new proposed staff	
10-500-0700	RETIREMENT	12,826	14,135	16,688	17,811	37,829	19,858	42,650	43,247	43,247	Doesn't include new proposed staff	
10-500-1100	POSTAGE	232	140	122	147	135	155	200	203	275		
10-500-1101	CELL PHONES/IPADS	1,685	1,716	1,776	1,820	3,076	2,015	2,050	2,079	2,700	Includes one new phones	
10-500-1300	ZMC ELECTRICITY	27,134	27,333	29,157	26,260	27,921	27,561	64,000	64,896	64,875		
10-500-1301	ZMC WATER/SEWER	9,272	9,334	9,350	10,911	13,109	10,395	5,000	5,070	10,400	Five year average	
10-500-1302	ZMC NATURAL GAS	51,639	56,254	68,077	70,644	61,801	61,683	700	710	3,500	5-new gas units @ police/significant increases in fuel cost	
10-500-1303	ELECTRICITY - STADIUM	12,673	7,818	8,426	8,170	8,169	9,051	9,000	9,126	9,125		
10-500-1304	WATER/SEWER - STADIUM	32,071	28,999	28,724	24,290	19,444	26,706	20,000	20,280	23,000	new playing surface	
10-500-1305	ZCC ELECTRICITY	-	-	-	-	-	-	16,000	16,224	16,225		
10-500-1306	ZCC WATER & SEWER	-	-	-	-	-	-	3,000	3,042	5,000	Irrigation - dry year	
10-500-1307	ZPW ELECTRICITY	-	-	-	-	-	-	8,500	8,619	8,600		
10-500-1308	ZPW NATURAL GAS	-	-	-	-	-	-	2,300	2,332	2,750	significant fuel prices increase 20%	
10-500-1309	ZPW WATER & SEWER	-	-	-	-	-	-	4,000	4,056	4,050		
10-500-1400	TRAVEL/TRAINING	1,877	1,296	2,537	1,789	1,745	1,849	2,500	2,535	7,500	ib, Mary, Sam, Roger, Tristan - 1500 per employee ave	
10-500-1401	Travel and Training - Asst. Director									2,500	Asst. Director Training	
10-500-1402	CDL Training									10,000	New Federal Program	
10-500-1500	BLDGS & GROUNDS MAINTENANCE	21,867	33,699	22,667	69,682	28,679	35,319	24,000	24,336	30,000	Aging infrastructure - cost of steel	
10-500-1501	NUISANCE ABATEMENTS	26	59	-	76,747	-	15,366	-	-	-		
10-500-1502	HWY 64 BEAUTIFICATION	2,000	1,600	2,120	2,553	1,680	1,991	-	-	14,500	Third Party Contract/Safety Issue	
10-500-1503	ZMC MAINTENANCE	76,949	79,458	85,756	73,208	72,739	77,622	75,000	76,050	76,050		
10-500-1504	ZCC/MAINT BLDG MAINTENANCE	31,360	41,044	25,265	25,547	26,502	29,944	25,500	25,857	25,850		
10-500-1505	STADIUM MAINTENANCE	2,929	3,284	2,340	3,160	2,875	2,918	3,800	3,853	4560	Material Cost increase @ 20%	
10-500-1506	LED LIGHTING Conversion				12,633	2,250	7,441	13,000	13,182	5,000	Public Works Facility	
10-500-1507	SIDEWALK/HANDICAP RAMP MAINTENANCE	9,885	-	-	-	20,250	6,027	-	-	-		
10-500-1508	EASTERN WAKE EMS Prop. Maint	-	-	-	-	5,650	1,130	61,300	62,158	7,500	Storage Facility Use	
10-500-1509	Eastern Wake Ems Utilites									4,500	water, gas, electrical	
10-500-1509	LED TREE LIGHTING	-	-	-	-	-	-	10,000	10,140	5,000	conversion to warm led	
10-500-1600	EQUIPMENT MAINTENANCE	11,790	9,810	8,340	9,221	4,409	8,714	10,400	10,546	10,550		
10-500-1601	MOWING EQUIP MAINTENANCE	5,090	6,167	6,368	5,202	7,209	6,007	5,200	5,273	5,200		
10-500-1700	VEHICLE MAINTENANCE	3,720	3,619	3,193	2,354	2,182	3,013	4,000	4,056	4,050		
10-500-1701	Vehicle Maintenance - Asst. Director									1,000		
10-500-3100	FUEL EXPENSE	5,048	6,074	6,250	4,203	8,188	5,952	7,200	7,301	10,200	Fuel prices increase	
10-500-3300	MATERIALS & SUPPLIES	12,433	16,507	11,214	15,814	10,618	13,317	13,500	13,689	15,000	raw material increase/inflation	
10-500-3302	JANITORIAL MATERIALS & SUPPLIES	2,081	2,427	2,932	3,532	2,619	2,718	3,500	3,549	3,550		
10-500-3303	MATERIALS & SUPPLIES (STADIUM)	3,056	4,206	3,856	3,917	2,452	3,497	4,300	4,360	4,350		
10-500-3304	ASST. DIR. COMPUTER/OFFICE FURN									2,500		
10-500-3600	UNIFORMS	1,799	1,819	1,720	1,762	3,476	2,115	3,800	3,853	5,000	\$900 per employee plus turnover	
10-500-3601	Uniforms - Asst Director									900		
10-500-4500	CONTRACTED SERVICES (JANITORIAL)	36,006	39,074	36,910	72,204	75,470	51,933	86,000	87,204	86,000		
10-500-5400	INSURANCE & BONDS	12,774	10,665	8,266	9,899	11,980	10,717	14,500	14,703	15,000		
10-500-5401	INSURANCE & BONDS (STADIUM)	1,182	1,363	1,417	1,565	1,704	1,446	1,665	1,688	1,700		
10-500-5800	COVID-19 EXPENDITURES				23,716	15,716	19,716	-	-	-		
	Totals	548,607	570,454	573,805	759,544	792,509	665,278	872,965	885,187	1,022,577		

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	PUBLIC WORKS: OPERATIONS DIVISION											
10-520-0200	SALARIES-Daniel, Jeanine, Josh, Cody, Corbin, Chris, Steven, EGI, OPS Manager	462,312	484,041	487,594	543,154	455,458	486,512	478,800	486,174	486,174		
10-520-0201	SALARIES (OVERTIME)					2,164	2,164	2,500	2,539	7,000	Weather and special events; inability to absorb comp time	
10-520-0202	SALARIES -NEW THREE MAN CREW									110,000	Sweeping, Stormwater Maintenance, ROW Trimming, Asphalt Repairs, Sidewalks	
10-520-0300	PT SALARIES -CUST. SERVICE ADVOCATE							-	-	7,800	Customer Services Issues - trash carts, street lights, patts pick up, vehicle washing, street sign repair	
10-520-0301	CAREER LADDER ALLOWANCE									29,800	5% of salaries	
10-520-0302	COMPENSATION STUDY ALLOWANCE									59,600	10% of Salaries	
10-520-0400	PROFESSIONAL SERVICES--STREETS/TRANSPORTATION	14,709	15,965	23,979	3,767	1,123	11,908	1,600	1,625	15,000	Plan Review/Engineering Estimates	
10-520-0401	PROFESSIONAL SERVICES-STORMWATER	-	-	-	-	-	-	34,600	35,133	20,000	Update Stormwater Map	
10-520-0402	PROFESSIONAL SERVICES - GRANTS APPLICATIONS									25,000	BRIC, STRAP, NC AARP GRANTS	
10-520-0500	FICA	34,327	36,175	36,792	41,064	34,991	36,670	37,450	38,027	38,027	Doesn't include new proposed staff	
10-520-0600	GROUP INSURANCE	58,079	56,693	54,810	61,464	51,885	56,586	56,700	57,573	57,573	Doesn't include new proposed staff	
10-520-0700	RETIREMENT	56,580	60,351	61,940	75,493	69,137	64,700	78,900	80,115	80,115	Doesn't include new proposed staff	
10-520-1100	POSTAGE	692	1,147	1,131	501	804	855	1,150	1,168	1,165		
10-520-1101	CELL PHONES/TABLETS	4,675	5,562	5,853	7,237	7,144	6,094	8,250	8,377	9,750	3 new Ipads for Crew Leaders	
10-520-1300	STREET LIGHTING	135,118	136,072	153,975	180,305	211,499	163,394	201,000	204,095	247,000	New Subdivision lights and Pippen, Old Bunn, East Gannon	
10-520-1301	LED STREET LIGHTING CONVERSION	-	-	-	-	-	-	10,000	10,154			
10-520-1400	TRAVEL/TRAINING	5,048	6,411	5,823	7,528	4,518	5,866	5,800	5,889	18,000	\$1500 per employee	
10-520-1401	CDL TRAINING									20,000	Federal Requirement for Class	
10-520-1500	STORM DRAINAGE MAINTENANCE	14,583	14,765	3,658	29,172	28,270	18,090	-	-			
10-520-1600	EQUIPMENT MAINTENANCE	27,600	26,610	26,232	29,658	33,295	28,679	37,000	37,570	42,000	Equipment Age - significant increase in cost of materials such as steel	
10-520-1700	VEHICLE MAINTENANCE	36,823	28,702	34,491	30,765	31,741	32,505	36,000	36,554	40,000	Fleet Age - significant increased cost of material cost	
10-520-3100	FUEL EXPENSE	19,149	21,686	23,674	23,037	20,422	21,594	29,900	30,360	36,000	Fuel Cost increase - 20%	
10-520-3300	MATERIALS & SUPPLIES (STREETS)	25,818	23,985	20,691	21,858	27,047	23,880	30,166	30,631	40,000	1.20 increase for new crew/tasks and 4 K replacement of stolen equipment	
10-520-3301	MATERIALS & SUPPLIES (SNOW/ICE REMOVAL)	8,254	11,901	3,479	3,794	6,441	6,773	7,850	7,971	10,000	50% increase in street miles last 5 years	
10-520-3302	MATERIALS & SUPPLIES (SANITATION)	15,393	12,193	14,881	20,858	10,289	14,723	11,440	11,616	11,625		
10-520-3303	MATERIALS & SUPPLIES (STORMWATER)	7,301	7,021	6,037	6,256	7,142	6,751	5,600	5,686	7,825	30% increase for cost and new crew materials	
10-520-3304	STORMWATER PROMOTIONS - " Mr. Drip"									2,500	Educational materials, video productions	
10-520-3400	PRINTING/COPYING	3,497	3,707	4,058	3,106	2,940	3,462	7,713	7,832	7,850		
10-520-3401	PRINTING - TRASH CART DECALS									11,000	New resident education/address problems	
10-520-3402	SAFETY-PILOT PROGRAM - HEADSETS									3,500	Wireless headset - improved communication	
10-520-3500	UNIFORMS	5,838	6,562	6,020	7,938	6,063	6,484	8,850	8,986	12,000	900 per employee plus turnover	
10-520-3600	COMMUNITY RECYCLING DAY	1,211	1,640	1,435	486	1,959	1,346	3,950	4,011	4,000		
10-520-4500	CONTRACT SERVICES (SOLID WASTE)	351,418	364,585	384,951	450,365	509,279	412,120	612,315	621,745	703,000	new customer base @ 3300 locations	
10-520-4501	CONTRACT SERVICES (CORPUD BILLING)	5,825	5,969	6,473	7,502	16,374	8,429	24,000	24,370	25,000	growth in customers base	
10-520-4502	CONTRACT SERVICES (YARDWASTE SITE MGMT)	45,638	38,656	35,889	111,455	31,810	52,690	82,000	83,263	60,000		
10-520-4503	CONTRACT SERVICES (STREETS)	4,022	8,997	15,084	10,062	13,841	10,401	21,320	21,648	25,000	Significant cost in materials	
10-520-4504	CONTRACT SERVICES (STORMWATER)	25,096	10,737	18,128	12,231	6,873	14,613	38,700	39,296	40,000	Cost of services increase (line cleaning)	
10-520-4505	NC 811 SERVICES (LINE LOCATES)	581	991	715	682	539	702	2,000	2,031	2,000		
10-520-4506	CONTRACT SWEEPING -90 DAYS									9,000	Sweeper Reconditioned -out services	
10-520-4507	GPS PILOT PROGRAM									4,500	Large Route Trucks	
10-520-4508	SEE CLICK FIX MOBILE APP									5,000	Customer Service tool	
10-520-5400	INSURANCE & BONDS	62,997	61,440	57,317	53,288	46,716	56,352	83,150	84,431	50,000		
	Totals	1,432,586	1,452,562	1,495,109	1,743,027	1,639,763	1,554,340	1,958,704	1,988,868	2,383,804		

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 21 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage -			How to balance -		
											* Exist	* Enhance	* New	* What service is dropped?	* What service is delivered different	* What service is not added?
	POWELL BILL:															
10-570-0400	PROFESSIONAL SERVICES	(1,532)	1,000	26,994	13,790	-	8,050	4,500	4,563	4,500						
	Totals	(1,532)	99,000	26,994	13,790	-	27,650	4,500	4,563	4,500						

ZEBULON POLICE DEPARTMENT OPERATING BUDGET REQUESTS

Fiscal Year 2023



As authorized by G.S. § 160A-281 and prescribed in Chapter 34 of the Town of Zebulon Code of Ordinances, the police department exists to preserve public peace, protect the rights of persons and property as well as enforce laws governed by this State. The following document contains a concise explanation of the police department's operational requests for the budget for fiscal year 2022.

**1001 N. Arendell Ave.
Zebulon, North Carolina 27597
(919) 823-1818
www.townofzebulon.org**

Requested budget January 15, 2022

BACKGROUND

In the early 1800s, Sir Robert Peele established the London Metropolitan Police Force and became the “Father of Modern-Day Policing.” He established core principles of policing, based on the idea that “the police are the public and that the public are the police, the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.” This concept embodies the philosophy of community policing—police and communities working together to prevent crime. This method of ensuring community safety relies heavily on establishing genuine, personal relationships that work in concert to address security and safety.

The Zebulon Police Department seems to have been created along with the incorporation of the town itself. Town records reference “*The Chief of Police is authorized to collect fines*” in Minutes dated February 1907. Speaking with long time Zebulon residents, memories still exist that remembers the Police Department was once located at 107 W. Horton Street across the street from where Gay’s Cleaners is today.

Today, in North Carolina, there are 460 local police departments, 100 sheriff’s departments, and a spattering of special police agencies such as company and hospital police. Adding to the mix of Local Law Enforcement, are State and Federal agencies such as the State Bureau of Investigation, State Highway Patrol and the Federal Bureau of Investigation. All of these work in their various geographical and subject matter jurisdictions to provide professional policing services to the citizenry.

The modern Zebulon Police Department operates 365/7/24 with trained professional police officers. Our guiding values are Integrity, Professionalism, and Service.

In June 2018, the Board of Commissioners adopted the 2030 Strategic Plan, which identified three focus areas of our Town – Vibrant Downtown, Growing Smart, and Small-Town Life. The Police Department remains committed to each of these three focus areas.

Our Strategic Vision

During calendar year 2021, the police department embarked on a trek to define our mission, values, and strategic plan for the coming half decade. The project involved gathering input from stakeholders and encourage buy-in and involvement of our

employees. Over the course of several months, we developed a statement that illustrates our philosophy on delivering police services to the Zebulon Community. We strive to enhance community engagements, while keeping Zebulon safe. This simple statement illustrates our commitment to being partners and developing relationships, but with the basic job of providing a sense of security and safety to the residents and visitors to our town, by employing community policing strategies.

At our core, the men and women of the Zebulon Police Department value Service, Integrity, and Professionalism.

We seek personnel who have a genuine servant’s heart who are committed to the protection of others. We are dedicated to Service for the community, by the community, and with the community.

We will demonstrate our Integrity through sound decision making based on our loyalty to our oaths. Our goal will always be to maintain the highest standard and adhere to honest ethical conduct. We strive to do the right thing, at the right time, for the right reasons.

Professionalism is not only a commitment to our professional appearance and demeanor, but to our competency and expertise as well. Our conduct will be professional at all times, and we will remain committed to the pursuit of excellence, as individuals and as a department. Our drive towards excellence begins with meeting industry best practices and standards.

Goals identified by our Strategic Planning Process support the Town’s Strategic Plan Focus Areas as noted below.

Vision Goals	Small Town Life	Vibrant Downtown	Growing Smart
Prevent, Deter, and Thoroughly Investigate Crime	X	X	X
Mitigate Traffic	X		X
Engage Community	X	X	X
Mission First, People Always (Care for Staff)	X		X

Making Vision Reality- Projects for FY23

A key pillar to our long-term plan is an employment forecast that embraces the fast-paced growth occurring in our community, both in population and land mass. Keeping stride with the anticipated growth requires a commitment to growing our own workforce, with smart intention. Our forecast projects the need for 2-3 police personnel, in each of the next five years. This will allow us to elevate our current level of service with the increased demands of a growing community.

In the last 5 years, our response time has increased by 33%, from 4 ½ to more than 6 minutes for high priority calls. Total calls for service have nearly doubled the three-year average, with officers responding to over 18,000 calls in 2021. Fortunately, our commitment to proactive policing has resulted in a 30% reduction in the Part I Crime Rate. Last year, officers investigated over 800 cases, a 5% increase over the three-year average. We investigated over 600 crashes in 2021, on par with last year, however the severity of crashes increased. We observed a 20% increase in crashes involving injury to drivers and passengers. The number of housing units and people we serve has increased 62% in just three years, from 1642 housing units in 2017 to roughly 2650 at the end of 2021. 41% of our 730 patrol shifts were at or below minimum staffing (1 or 2 officers working at a time) in 2021. This is consistent over the last three years. It is a result of leave use and non-patrol responsibilities such as training and court.

Adding manpower to our patrol compliment will allow us to make the commitment to improving our capabilities, while ensuring sufficient manpower to be proactive in deterring crime. When operating with minimum staffing levels, proactive enforcement and prevention tactics are decreased, leaving us little time to prevent and deter crime, resulting in reactive investigations of crimes that have already occurred. While our part-time officer program and use of overtime has helped with staffing shortages in FY22, we exhausted our part-time and over-time budget just after the midpoint of the year. Those programs cannot be a substitute for dedicated resources.

In fiscal year 2023, we need to increase our patrol compliment by two officers, with a total expense of \$231,000. This includes all equipment and supplies required to properly outfit a sworn position, including police vehicle. 56% of our budget increase is associated with these additional positions.

Another pillar of our strategic plan, and in keeping with growing smart, is to employ a policy management program that ensures our adherence to best practices and industry standards. A risk mitigation program increases community advocacy by enhancing transparency, reduces the potential for civil litigation and liabilities, and improves accountability within the department. In 2021, the State began pilot testing a State Law Enforcement Accreditation Program. It is scheduled to deploy to all interested agencies in 2022. Like international accreditation through the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.), State Accreditation focuses on law enforcement management, operations, and support functions. Both programs are models for professional, 21st century policing. Committing to a program that demands exceptional service, intense professionalism, and open transparency will illustrate to our community that we are dedicated to meeting the demands of our evolving profession. A Police Planner will have responsibility for revising our policy manual and bringing us into compliance with industry standards. This position will also have responsibility for evidence management, a function which is currently delinquent. In addition to the salary

and benefits, there are small costs associated with joining the accreditation process and bringing our practices into compliance with industry standards. Implementing an accreditation program will cost between \$65,000-\$80,000 in the first year. This project accounts for 16% of our budget increase requests.

The last notable project for FY23, and possibly the most significant as it relates to the retention of existing personnel and improving our recruiting potential, is the funding of a defined career development program. A career development ladder is structured to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. Zebulon is long overdue for a program that incentivizes an employee's commitment to personal improvement of knowledge, skills, and abilities. Career development programs are considered industry best practice and will allow us to be more competitive in recruiting a highly qualified and diversified applicant pool. This process allows us to grow smart by improving our recruitment and retention efforts and defining a succession strategy that breeds leadership capacity internally. The career development program accounts for 28% of our budget increase. The cost for implementing the career development program is \$117,000.

BUDGET HIGHLIGHTS

10-510-0100 and -0200 (Salaries)

One (1) Police Planner and Two (2) Patrol Officer Positions: These requests will require increases the Salary and Benefit impact line items 0500 (FICA), 0600 (Insurance), 0700 (retirement), 5400 (Insurance and Bonds). These final items are figured by the Finance Department. The Town is experiencing unprecedented growth, both in population and in land mass. Additional full-time resources are needed to adequately serve the Town of Zebulon. Our staffing plan calls for adding 2-3 members in each of the next five years, if we intend to proactively manage increased call volume, while growing our community engagement function.

Two police officers and one planner's salary and benefits are estimated at \$184,000

Career development Enhancement: The TOZ Police Department lacks a basic career incentive program offered by most police departments- a career development program. This is a program that rewards employees who improve their knowledge, skills, and abilities through advanced training. It allows officers to promote to higher ranks, as their technical competencies are enhanced. A CDP will allow us to remain competitive with our neighbors in recruiting personnel. It also serves to advance our succession strategy and works as a retention tool, allowing officers to advance in their career path. Given

current salary and training records, there are 22 officers who immediately meet the criteria for career ladder advancement. Increases would range between 5-15%, based on the individual's qualifications. Total annual cost of the project now is \$117,000.

Increases to personnel lines total \$301,000. This represents 9.4% of our overall budget.

10-510-1101 (Cell Phones)

A small additional expense is associated with two additional officers receiving a telephone stipend, for use of their personal cell phone for business purposes. Many criminal justice information systems require dual authentication. The most widely used tool for this is text messaging. Officers use their personal phone for business purposes daily.

10-510-1500 (Service Equipment)

A portion of the requested increase is associated with uniforms and equipment assigned to 2 new police officers, including firearms, Tasers, and radios. There is also a request for Special Emergency Response Team equipment needs. This was an unfunded expense in FY22. It is time to upgrade our in-car and body cameras. We are entering into an agreement with the vendor to establish a lease and replacement cycle. This will be a regular line item and expense moving forward.

10-510-3100 (Fuel)

A requested increase is associated with significant increase in fuel costs estimated by the US Energy Information Administration, along with fuel supply for two additional police officers for 3/4 year.

10-510-3303 (Mobile Data Terminals)

A small additional expense is associated with two additional officers using mobile computers for dispatching, reporting writing, and accessing criminal justice information systems.

10-510-4500 (Contract Services)

These additional expenses (\$47,053) are associated with contractual services such as dispatching, records management, drug and psychological testing, and legal services. We will see slight adjustments to most contracted services, as a result of inflation, however the most significant adjustment will be from the Raleigh Wake 911 Center. Our annual fees are based on calls for service. As the town grows in population and mass, police calls will naturally increase. This fee will continue to increase annually. Total includes \$11,450 for accreditation, \$5,000 for Flock cameras, and \$6,075 for officer wellness.

REVENUES

There are no revenues associated with the law enforcement function.

PERFORMANCE MEASURES

The police department monitors performance on a weekly, monthly, quarterly, and annual basis. We will continue to report:

- Number of calls for service
- Number of reports investigated
- Number of crashes investigated
- Number of citations/warnings issued
- Number of arrests made
- Number of self-initiated activities
- Number manhours spent on community outreach/engagement
- Number complaints
- Number training hours
- Number of applicants
- Number of officers hired
- Number of intern/volunteer hours
- Pounds of prescriptions turned over
- Percent NIBRS returns
- Percent cases cleared
- Response Time
- Crime Rate
- Citizen satisfaction

FORESHADOWING

When considering serving a population of 18,000 in the next half decade, our most significant concern is maintaining a workforce compliment that grows at rate consistent with community growth. Zebulon is one of the last Wake County communities to feel the housing boom. If we consider what neighboring towns such as Wendell and Knightdale have experienced in the last decade, we can expect to double our population in the next 5-10 years. The pains of growth are exacerbated in the law enforcement profession. As we deal with an ill-equipped infrastructure system, traffic issues will continue and likely worsen. We have defined an employment forecast, based on reputable industry models,

that projects the need for 2-3 personnel in each of the next five years. The level and nature of service in law enforcement is being redefined by society. Our strategy to recruit, hire, and retain quality members must be built on best practices.

FY	2023	2024	2025	2026	2027
Population	9877	11061	12387	13507	14728
# Staff	25	27	30	33	36
Personnel	\$ 184,000	\$ 130,000	\$ 204,000	\$ 214,000	\$ 225,000
Operating	\$ 26,000	\$ 22,000	\$ 33,100	\$ 34,700	\$ 55,800
Capital	\$ 117,000	\$ 117,000	\$ 184,300	\$ 193,500	\$ 203,200
Total	\$ 327,000	\$ 269,000	\$ 421,400	\$ 442,200	\$ 484,000

As our staffing compliment grows, we must consider office space. Though our facility is quite large, it is not currently organized to maximize space. We will need to renovate our building in the latter part of the 2020s.

Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
POLICE:	-	-	-	-	-	-	-	-	-		
DISPATCHER SALARIES	45,779	47,500	49,139	50,874	52,879	49,234	55,250	56,101	106,909		Police Planner \$50,000; 4% merit
SALARIES	966,547	1,104,370	1,160,844	1,192,855	1,110,618	1,107,047	1,269,380	1,288,928	1,526,955		Add 2 LEO at \$45,000 each; Add career development \$117,000; 4% merit; add \$2500 for Ofc of Quarter Incentive
SALARIES (OVERTIME)	-	-	8,759	25,913	24,730	19,801	17,680	17,952	23,000		\$5000 for special events; If 2 LEO positions not approved, must increase to \$29,948
SEPARATION ALLOWANCE	9,707	2,455	-	1820	52,420	16,601	57,700	58,589	58,800		
PART-TIME/AUX OFFICERS	12,046	15,736	14,893	17,968	19,529	16,034	18,720	19,008	18,720		If Police Planner and 2 LEO not approved, increase to \$31455
FICA	77,280	86,872	91,532	95,536	94,648	89,174	109,500	111,186	111,186		
GROUP INSURANCE	90,983	116,623	123,108	128,598	122,133	116,289	147,500	149,772	149,772		
RETIREMENT	129,953	150,887	162,210	183,777	185,689	162,503	228,400	231,917	231,917		
POSTAGE/TELEPHONE	282	195	253	291	230	250	300	305	300		
CELL PHONES	9,834	10,722	11,275	10,772	10,067	10,534	11,700	11,880	13,000		Add \$840 for 2 additional LEO
TRAVEL/TRAINING	5,951	10,826	8,583	14,289	11,208	10,171	17,600	17,871	18,000		Adjust to add training subscription
SERVICE EQUIPMENT	0	0	0	0	-	0	24,000	24,370	57,952		Add \$13,700 firearm, taser, cameras, radio for 2 new LEO; \$5000 for SERT equipment; Add \$17952 for camera replacement- on regular replacement cycle; \$2000 for gym equipment
EQUIPMENT MAINTENANCE	6,097	7,040	2,740	4,280	6,131	5,258	8,454	8,584	7,000		Cut offered by dept
VEHICLE MAINTENANCE	47,765	32,420	42,599	41,164	34,909	39,771	47,930	48,668	44,771		Cut offered by dept
FITNESS ROOM EQUIPMENT MAINT.	1,478	-	-	0	-	739	0	0	0		
FUEL EXPENSE	32,640	42,203	45,719	38,170	38,196	39,386	39,000	39,601	63,720		EIA fuel cost estimates for regular fleet; Add \$4248 for 2 new vehicles
MATERIALS & SUPPLIES	13,579	14,538	13,904	12,742	14,323	13,817	17,500	17,770	17,500		
COMMUNITY POLICING	(451)	2,406	3,404	2,629	1,250	1,848	5,000	5,077	4,000		Cut offered by dept
SHOP WITH A COP	-	3,613	255	1303	3,500	2,168	4,830	4,904	16,700		Donations from FY22
MOBILE DATA TERMINALS	10,035	10,187	10,491	10,629	10,794	10,427	12,400	12,591	13,440		Add \$960 for 2 new LEO
RADIOS	-	-	92,000	70,536	4,943	55,826	0	0	0		moved into 1500
TASERS	-	-	23,782	0	16,380	13,387	0	0	0		moved into 1500
AMMUNITION	6,795	7,462	6,760	11,872	11,299	8,838	0	0	0		moved into 1500
SERT Equipment	-	-	-	3954	1,810	2,882	0	0	0		moved into 1500
SERT TACTICAL GUNS	2,772	-	-	-	1,688	2,230	3,800	3,859	-		moved into 1500
RADARSIGN	-	-	-	-	-	-	-	-	-		
ZEBULON NIGHT OUT	2,476	1,544	2,757	152	-	1,732	0	0	0		
UNIFORMS	18,079	21,735	17,829	35,426	33,743	25,362	44,160	44,840	37,400		
CONTRACT SVC-RALEIGH	94,724	106,140	114,046	113,301	119,630	109,568	206,524	209,704	253,577		Actual contract expenses; Add \$6075 for police wellness exams; Add \$11450 for accreditation; \$5000 Flock
CONTRACT SVC-OTHER	35,243	31,246	61,295	36,270	53,339	43,479	0	0	0		moved into 4500
PRINTING/COPYING	3,754	3,441	3,500	3,584	1,776	3,211	3,902	3,962	2,500		Cut offered by dept
CONTRACT SVC-LEGAL FEES (SMITH RODGERS)	-	5,265	5,265	5,265	5,265	5,265	0	0	0		moved to 4500
BODY CAMERAS	0	0	0	0	4,086	817	0	0	0		moved to 1500
INSURANCE & BONDS	49,989	53,583	52,227	46,889	46,137	49,765	59,782	60,703	60,703		
MISCELLANEOUS	1,021	1,054	795	633	-	701	0	0	0		
INFORMANT FEES	1,500	1,500	1,500	3,205	2,569	2,055	3,500	3,554	3,500		
CANINE UNIT	905	2,592	3,710	3,233	4,271	2,942	4,300	4,366	4,300		
RECRUITMENT	-	-	-	-	4,432	4,432	0	0	0		
Totals	1,676,763	1,894,155	2,135,174	2,167,929	2,104,625	2,043,544	2,418,812	2,456,062	2,845,622		

Planning
ZEBULON
NORTH CAROLINA

**OPERATING
BUDGET
REQUEST**
Fiscal Year 2022 - 2023



1003 North Arendell Avenue
Zebulon, North Carolina 27597
(919) 269-1810
Planning Department

www.townofzebulon.org/services/Planning

The Planning Department operates in accordance with North Carolina General Statute 160D. Herein lies a concise explanation of the Town of Zebulon Planning Department's goals fixed by the budget for fiscal year 2022-2023.

Budget Request: FY2023

What We Do

What does the Planning Department do?

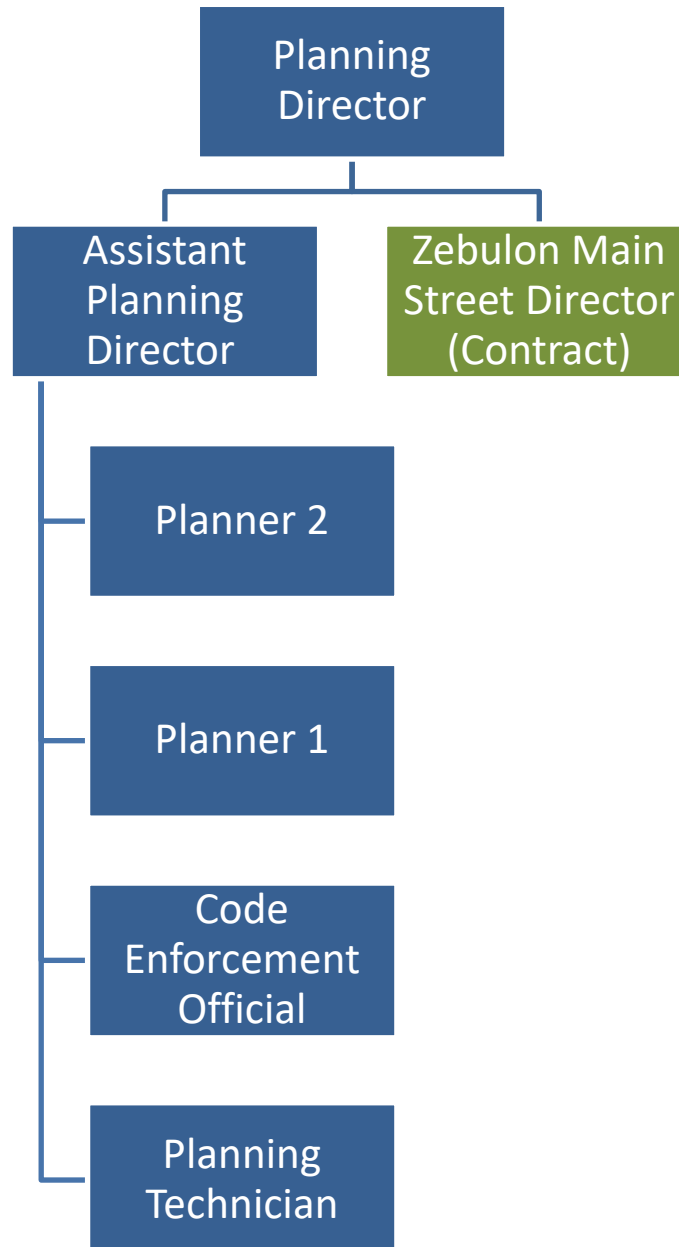
- The roles of the Planning Department can be broken into five parts.
 - Current Planning: Works with the development community to provide guidance pertaining to existing regulations for the modification or improvement of lands, the restoration or renovation of existing structures, or the expansion of existing businesses.
 - Long-Range Planning: Provides modification to existing regulations, solicits public feedback regarding future development possibilities, assists with economic development, and establishes comprehensive land use plans.
 - Permitting Services: Works with contractors in the issuance, review, approval, and inspections of building, sign, trade, and similar permits.
 - Code Enforcement works to maintain a minimum or better quality of life as it pertains to minimum housing, nuisance, or property maintenance violations.
 - GIS Services: Provides mapping and geographic data analysis to the Planning Department as well as other departments. This includes maintaining the interactive development dashboard, code enforcement dashboard, creation of maps for all departments on an as-needed basis, and analysis of geographic data.
 - Economic Development – Provides connections between interested business owners and property owners, assists developers in finding the right location for their business, provides connections for resources and information pertaining to development interest.
- We strive to have a customer service focus providing the highest level of professionalism and responsiveness in all aspects within our department and throughout the community.

The primary duties of the department are:

- Reviewing Development Plans and guidance to developers.
- Providing information and recommendations to governing boards and commissions such as the Board of Adjustment, Planning Board, and the Board of Commissioners.
- Maintaining the Unified Development Ordinance as a practical and current land use regulatory document.
- Establishing comprehensive land use and transportation plans as guidance documents for future land use and staffing services-delivery decisions.
- Issuance of building, sign, and development plans for residential, commercial, institutional, and industrial development projects.
- Review and enforcement of minimum housing and property maintenance codes.
- Preparation and maintenance of Geographic Information System (GIS) generated maps and dashboards.
- Inspecting construction projects for compliance with approved development plans.

- Assisting the Chamber of Commerce in attracting new businesses to Zebulon through economic development policies and incentives, and Unified Development Ordinance (UDO) regulations
- Establishment and implementation of a downtown revitalization program with assistance of the North Carolina Main Street's Downtown Associate Community Program.
- Communicate with potential business owners and building owners to create connections, provide resources, and highlight incentives.

Current Structure:



BUDGET HIGHLIGHTS

It is our continuous goal to provide friendly, timely and competent assistance. We serve the development community, business community, and those who need assistance with land use regulations. We focus on a customer service and professionalism while meeting advertised deadlines and State Statutes. During Mid FY 21 and early FY 22, the Planning Department was able to complete and adopt a new Comprehensive Land Use Plan, Comprehensive Transportation Plan, enter into the North Carolina Main Street Program's Downtown Associate Community, and filled vacant positions with extremely high-quality customer-service focused staff. In FY 23, we will move into an accelerated gear to implement the policies and programs that were included as part of the Comprehensive Land Use Plan, with a focus on graduating to a full NC Main Street Program and a stronger focus on Economic Development.

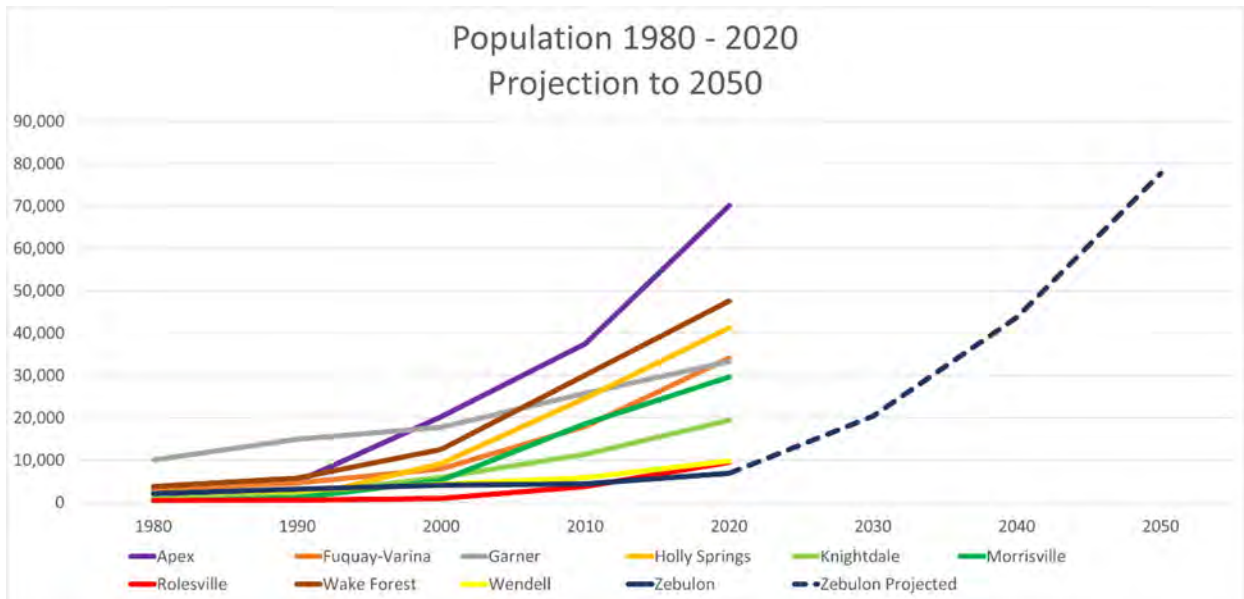


BUDGET FORECASTING

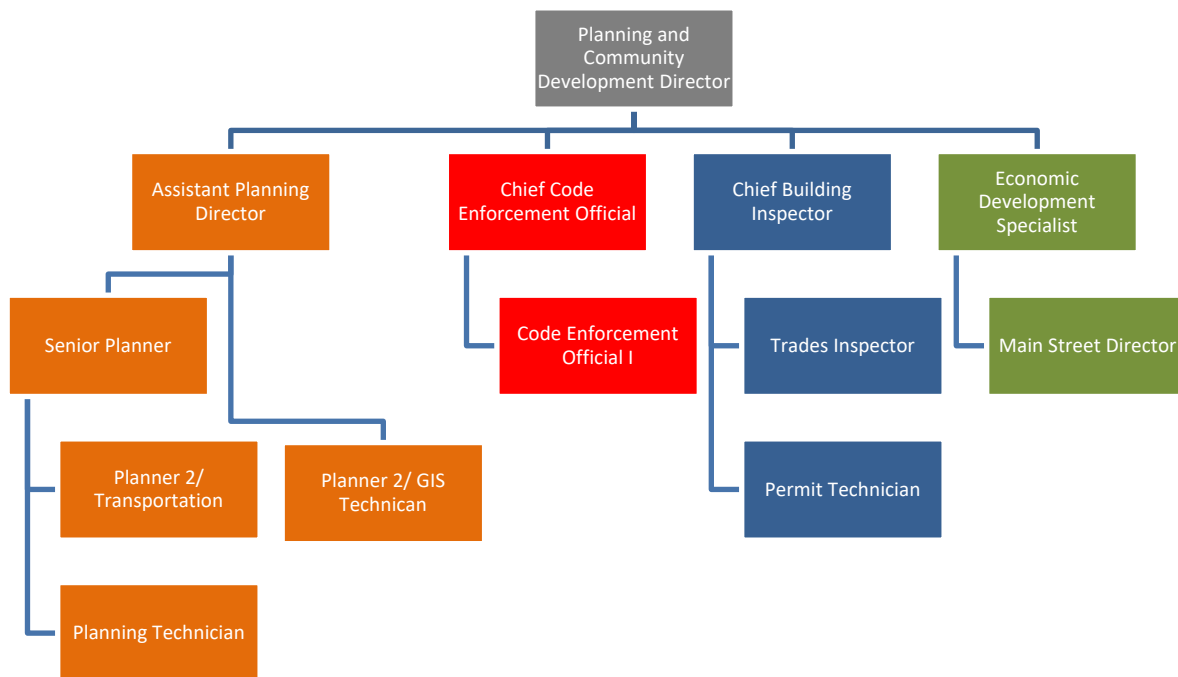
The Town of Zebulon is just now starting the rapid increase in population and development pressure that had been expressed in Western Wake County over the past 30 years. Over the past three years, the Town of Zebulon has an average annual population increase of almost 12 percent. While this growth rate is not sustainable long term, it does provide a foundation for the next few years with declining growth rates starting from 2030 to 2050. But even with the declining growth rates, the compounding effect of this results in a projection of more than 20,000 citizens by 2030, more than 43,000 by 2040, and more than 77,000 by 2050.

1980	1990	2000	2010	2020	2030	2040	2050
2,055	3,173	4,046	4,433	6,903	20,416	43,782	77,725

This kind of growth is not uncharacteristic for other parts of Wake County. Many of the communities in West Wake County had populations similar to Zebulon in 1990, but experienced double digit growth rates at different periods after that resulting in population booms. With the current number of residential lots that have been approved but have yet to begin construction, the Town is slated to double in the next 10 years without the approval of any additional residential neighborhoods. This results in more complex reviews, increasing need for long range planning, especially with a focus on transportation, and increased needs for code enforcement operations.



Based on current growth projections, we anticipate reaching the population of 18,000 around the year 2029. To address this, in the next few years the Planning Department will need to both adapt and grow. Based on reviewing what other fast-growing municipalities with around 18,000 people have as well as the structure of other departments within the triangle, in order to maintain the current levels of service, the Planning Department staff and structure will need to adapt. This will include formalizing the department from a Planning Department to a Community and Economic Development Services Department. The divisions would include Permitting and Inspections, Planning, Code Enforcement, and Economic Development. To implement these changes, by 2029 we will need to expand our staff to the following:



FY 2023 BUDGET IN BRIEF

Operating

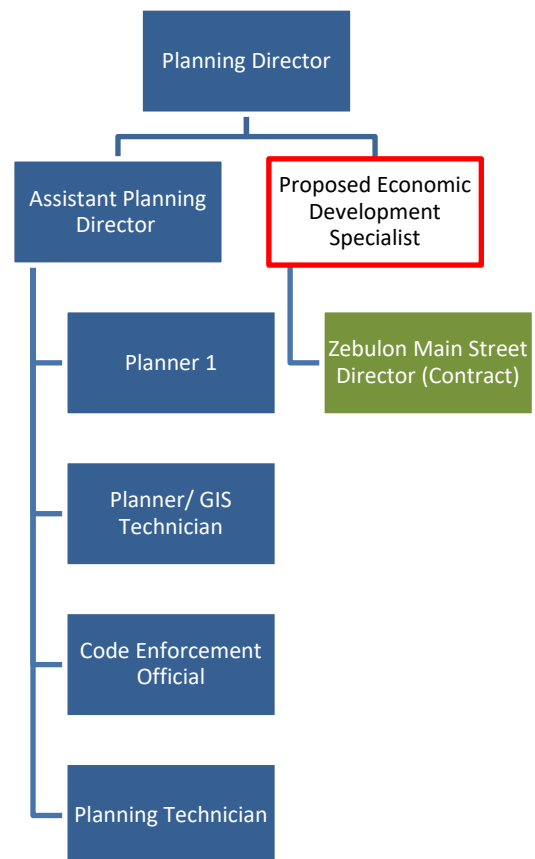
The Planning Department is requesting an increase to our budget to reflect the need for an Economic Development Specialist, increased costs associated with the NC Mainstreet Program, and increased costs associated in market conditions and travel and training. We are also showing decreased amounts in areas when we have improved efficiency, such as in Code Enforcement, Minimum Housing, Part Time Staff, and Postage.

Salaries (\$475,000)

Maintain current staff and add new Economic Development Specialist position

Economic Development Specialist: (\$80,000)

This new requested position would continue the efforts of the BRE, that were previously performed by the Zebulon Chamber of Commerce and execution of an economic development strategy. This position would also establish a program to educate the business and property owners on how to best market their land or services, provide a primary point of contact for new business interests, review site requests from Wake County, as well as seek out contacts to bring new businesses to Zebulon. They would work with the Planning Staff to establish regulations and incentives to create a business-friendly environment that is also in keeping with the new Comprehensive Land Use Plan. This position would have the ability and technical skills to reach out to industries such as hotels, restaurants, retail, and industrial to expand and diversify the tax base within the Town of Zebulon. Finally, they would also work jointly with and supervise the Zebulon Main Street Director to have a dedicated focus on the revitalization of Downtown Zebulon.



FICA, Group Insurance, Retirement:

Proposed increase in reflection of Economic Development Specialist.

Cell Phone (\$1,800)

Increased cost to reflect cell phone reimbursement for Economic Development Specialist.

Travel and Training: (\$12,000)

Proposing an increase in reflection to anticipated costs associated with the Economic Development Specialist, increased travel costs, as well as increased efforts to provide in-person training opportunities to staff following COVID.

NC Main Street Program Travel and Training (\$10,000)

Proposed increase to address anticipated increase in costs and number of persons associated with North Carolina Main Street Conference, for lodging, travel, and other trainings.

Main Street Director (\$62,000)

Proposed increase to meet the requirements of the North Carolina Main Street Program to have a full-time staff person or full-time contracted person to operate the North Carolina Main Street Program.

Advertising (\$2,400)

Proposed increase to reflect increased cost of newspaper advertisements.

Uniforms (\$1,200)

Proposed increase for uniform shirts, jackets, and boot allowances for existing and new employees.

Capital Projects FY23:**Creation of Downtown Sub-Area Plan - \$80,000**

In conjunction with the transition into a North Carolina Main Street Program, a focus on Downtown should include specific details of how we allocate funding for future downtown projects, set design standards for public investment, and look at a broader analysis of the area immediately around the central business core. Unlike a Comprehensive Land Use Plan, this would go into very-fine details and timelines for changes and improvements with a focus on establishing a unified character and feel that would be conducive for fostering a pedestrian and business friendly environment.

Construction of New Downtown Parking Lot, Phase 1 Land Acquisition - \$100,000:

Downtown Zebulon continues to revitalize it will become a destination center for both citizens and visitors. However as reflective of similar communities in the Triangle that success also proposed challenges. One of the most recognizable is that of Parking. While it has been said that "Unless you have a parking problem, you don't have a downtown", it is also important to make sure that there is adequate parking in reasonable proximity to downtown, but not fronting directly onto Arendell Avenue. There are only a handful of vacant land options available within walking distance of Downtown. Therefore, staff requests funding to begin the process of acquiring land for the construction of a public parking lot to serve downtown.

Design and Construction of Traffic Calming Measures in Downtown.- \$80,000

A consistent concern in Downtown is the speed of the traffic and number of gas trucks that pass-through downtown. To address this issue, staff is requesting funding for the design and construction of several traffic calming measures. These include bulb-outs at the corners of Sycamore and Arendell, Horton and Arendell, and Vance and Arendell as

well as stamped crosswalks. This improvement would be consistent with both the 2030 Strategic Plan as well as the Pedestrian Recommendations listed in the Comprehensive Transportation Plan (Page 41 – 42)

Renovation of Town Hall Display Windows \$37,000 - \$74,000

The services offered within Town Hall have continued to change and adapt. However, the current display windows as currently structured are difficult to update and change out and there is no defined intent in regards to what is currently in them. The Town has received a proposal to redesign the two display cabinets and establish a structure to them and operate such that they can be updated on a periodic basis as the needs of the Town change. This would include a combination of physical memorabilia, informational posterboards and graphics, as well as possible interactive screen enabled elements.

Account Id	Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budgeted	2023 Requested	Reason for overage -		How to balance -	
									* Exist	* Enhance	* New	* What service is dropped?
10-490-0000	PLANNING AND ZONING:	-	-	-		\$0						
10-490-0100	PART-TIME SALARIES	-	-	-		\$1,920	\$16,000	\$0				
10-490-0200	SALARIES	\$202,388	\$238,387	\$192,619	\$284,216	\$313,537	\$358,600	\$471,000	Includes new Economic Development Specialist			
10-490-0300	SALARIES (OVERTIME)	-	\$10,287	\$549	\$0	\$0	\$3,000	\$3,000				
10-490-0400	PROFESSIONAL SERVICES	\$26,453	\$30,372	\$58,437	\$16,656	\$31,060	\$45,000	\$45,000				
10-490-0500	FICA	\$15,056	\$18,693	\$14,620	\$20,887	\$23,592	\$29,100	\$35,627	Adjusted for new staff			
10-490-0600	GROUP INSURANCE	\$19,096	\$23,434	\$19,314	\$26,484	\$30,329	\$37,700	\$45,264	Adjusted for new staff			
10-490-0700	RETIREMENT	\$24,711	\$31,038	\$24,640	\$39,179	\$47,449	\$59,300	\$68,130	Adjusted for new staff			
10-490-1100	POSTAGE	\$1,125	\$2,424	\$2,041	\$1,460	\$1,815	\$1,800	\$1,600	Differed cost to applicant for mailed PH notices			
10-490-1101	CELL PHONES	\$1,236	\$1,238	\$1,579	\$2,373	\$2,552	\$1,560	\$1,800	Adjusted for new staff			
10-490-1400	TRAVEL/TRAINING	\$2,888	\$3,667	\$1,268	\$3,727	\$4,765	\$7,000	\$10,000	Increase due to more staff traveling to conferences			
10-490-1401	DOWNTOWN ASSOC PROGRAM TRAVEL & TRAINING					\$735	\$7,000	\$10,000	Increase due to more staff traveling to conferences			
10-490-1600	EQUIPMENT MAINTENANCE	-	-	-		\$188	\$300	\$300				
10-490-1700	VEHICLE MAINTENANCE	\$3,681	\$875	\$919	\$2,299	\$2,780	\$900	\$1,500				
10-490-2600	ADVERTISING	\$4,477	\$1,170	\$2,271	\$1,139	\$1,297	\$1,000	\$2,400	Increased costs of PH advertisements			
10-490-3100	FUEL EXPENSE	\$521	\$619	\$435	\$304	\$331	\$1,500	\$1,500				
10-490-3300	MATERIALS & SUPPLIES	\$11,648	\$10,527	\$5,004	\$3,303	\$2,039	\$4,000	\$4,000				
10-490-3303	PRINTING/COPYING	\$2,462	\$2,733	\$2,890	\$2,755	\$1,760	\$3,000	\$3,042				
10-490-3600	UNIFORMS	-	\$369	\$347	\$0	\$536	\$1,000	\$1,200	Increased due to new staff			
10-490-4500	INSPECTIONS	\$10,000	\$3,545	\$2,000	\$51	\$0						
10-490-4501	DAC COORDINATOR/ MAIN STREET						\$29,000	\$62,000	Contract Part Time Main Street Director			
10-490-4502	MINIMUM HOUSING					\$8,293	\$9,000	\$4,000	Reduction due to new approach			
10-490-5400	INSURANCE & BONDS	\$4,500	\$8,570	\$3,446	\$5,083	\$3,875	\$6,026	\$6,100				
10-490-5500	EAST WAKE BUS SERVICE	\$4,320	\$4,320	\$4,320	\$4,320	\$4,320	\$4,380	\$4,410				
10-490-7400	VEHICLES (ENTERPRISE LEASE)					\$0	\$6,200	\$6,200				
10-490-7409	PLAN REVIEW SOFTWARE					\$16,340		\$0				
10-490-7411	COMPREHENSIVE PLAN					\$209,783	\$20,000	\$0				
	Final Totals	\$334,562	\$392,268	\$336,699	\$414,237	\$709,293	\$652,366	\$788,073				

ADMINISTRATION DEPARTMENT OPERATING BUDGET MESSAGE Fiscal Year 2022 - 2023



It's All About the People!



1003 N. Arendell Avenue
Zebulon, North Carolina 27597
(919) 269-7455
www.townofzebulon.org

The Administration Department operates in accordance with North Carolina General Statute 160A. Herein lies the explanation of the Town of Zebulon Administration Department's budget for fiscal year 2022-2023.

BACKGROUND

The Administration Department includes Management, Town Clerk, Human Resources and Information Technology. The Department has the responsibility of assisting the elected officials in establishing the “Big Picture” for the future of Zebulon and to ensure employees have what they need to accomplish the goals the Board has established. Most importantly we want the residents and visitors of our community to have information and services they need to be well informed and have a better quality of life. To accomplish this, we do our work through the lens of the 2030 Strategic Plan.

The issues we are trying to address is to ensure that the Town is attracting hardworking, dedicated and well-educated people to fill the various positions the Town has to offer. To do this we must be competitive in our salaries, offer good benefits and a path for them to grow in their careers.

The Strategic Plan: Zebulon 2030 and Core Values adopted by the Board of Commissioner is our road map on how we make decisions, what we should be doing and why.

Growing Smart

It all starts with growing smart. To do what is necessary to maintain small town life and have a vibrant downtown, Zebulon must first grow smart.

Growing smart begins with having adequate staffing to address the development, transportation, recreation, public safety and infrastructure needs that an increase in population will demand. It will also dictate that we hire not just additional staff members, but the appropriate staff members to be as effective in our work as possible. That will mean developing a plan to adjust salaries for employees, redefining the Salary Schedule and hiring people in every department including planning personnel, town engineer, economic development specialist, public information officer, town clerk/assistant to the town manager, police officers, firefighters, park maintenance and public works staff.

Small Town Life

The small-town life means something different to everyone, but it gives a person that feeling of walking down the street and not only knowing the people you pass but taking the time to speak

to them. Whether it is a parade, meeting in the allies that have been activated, closing off a street for a business to celebrate its customers or celebrating the opening of a new business, meeting your neighbor in these places celebrates that feeling of small-town life.

By growing our staff with hardworking, dedicated and well education people, it allows for the Town to create additional partnerships. The public-private partnerships make it possible to coordinate efforts when planning events which helps to foster that amazing connection of the small-town life.

Vibrant Downtown

Working in tandem with the aspects of the small-town life the desire to have a vibrant downtown can be fulfilled. Bringing people into downtown whether it is to live, work or play creates that energy that comes with a vibrant downtown. The alley activation along with the installation of downtown art, pop-up markets, downtown Wi-Fi, the opening of new businesses or the reopening of established businesses shows that by working together in public-private partnerships, the vibrancy of the downtown is realized.

Core Values

The core values of “Honesty/Integrity, Family, Respect, Dependability, and Teamwork,” that were adopted as part of the Strategic Plan, are an integral part of how we do business within the Administration Department, as well as all departments throughout town. The values help to guide how we interact not just with each other, but also with our community as a whole.

BUDGET HIGHLIGHTS

The budget requests for the Administration Department fall into the “Growing Smart” focus area and were developed to accurately reflect not only the needs and goals of the department, but also the capacity and capabilities of the departments . In addition to continuing the current services provided we want to focus on the following areas for FY 2023:

1. Information Technology
 - a. Continue to tighten security
 - b. Discontinue certain contracted services and manage inhouse
 - c. Education of employees
 - d. Expand use of Asset Essentials to all Departments
2. Human Resources
 - a. Work with the insurance partner to evaluate all options
 - b. Education of Employees
 - c. Hiring PIO and Town Clerk/Assistant to the Town Manager
 - d. Evaluation of total compensation package and personnel needs

Information Technology

This begins the third year of having an inhouse IT person on staff and we continue to improve the services provided to our employees. The following areas are items that will be our focus for IT for fiscal year 2023.

Security of our IT infrastructure has come a long way in the last two years and will continue to be a focus. The ability to improve the security will occur in multiple ways. First, we will improve the education of our IT Specialist by sending him to school with the School of Government to achieve the North Carolina Certified Government Chief Information Officer designation. It is a year long course that requires attendance two days per month. Second, we will utilize both subscription based and free programs to scan our infrastructure looking for weaknesses that need to be addressed. Finally, we will educate the employees on what they should be looking for that could be scams to infiltrate our system. This will be a cost estimated at \$31,000.

I want to note that other things that will improve the security of our system will also be a part of the Capital Improvement Plan.

In FY 2021 we began utilizing Asset Essentials a program that was piloted by the Parks & Recreation and Administration Departments. Asset Essentials is a work order system that helps us track requests for work in our departments, work completed, work that needs to be done and can show trends and help to make decisions for the future needs of the organization.

If Spring of 2022 we decided to add the fleet module so we could track the care of our vehicles. We are in the process of getting this module set up so that it can be used by all departments. It will be used to show when the oil was last changed in a vehicle, to when it needs an inspection. It will also let you track the repairs made on a vehicle to determine how much is being spent and allow each department to determine should the vehicle be kept or sold.

The goal is to get this into all departments so that everyone is familiar with it and additional modules can be added in the future. The total cost this year is estimated at \$6,500.

Human Resources

In the current fiscal year Human Resources has been extremely busy. In the effort to try to stay fully staffed we have done the following:

- Advertised for 25 positions
- Reviewed 393 applications
- Interviewed 55 people for full time positions
- Hired 9 full time people
- Hired 6 part time people

Fiscal Year 2022 was the first year that insurance was in our department. We worked in partnership with the Finance Department to learn what was needed to make the transition and the benefits were immeasurable. We are talking with our insurance partner to see if there are other options available that will benefit the employees by giving them a choice. We will continue to talk with them on this and bring them before the Board in the fall.

Education for our employees has always been a focus for the Town and we want to continue to incorporate training for them. In FY 2023 we plan to have the following trainings: Diversity, Equity and Inclusion, Generational, Management/Supervisor, and Performance Evaluations. We will also continue to have various safety trainings, sexual harassment training, anti-bullying, and various other trainings for staff. Training for our employees comes at a cost of approximately \$19,000.

Compensation for employees is more than just the salary they receive it also includes, insurance, vacation, holidays, sick leave and so forth. Evaluating all of these areas is an important piece of attracting employees. As part of this review, we want to improve the salary compensation process so we do not get so far behind the market of those in our labor shed. We will determine how often employee salaries are reviewed and adjusted so we can stay competitive and serve our citizens well.

Personnel needs town wide is always a challenge because there are more needs than we can accommodate. Evaluating those needs is imperative to determine additional space, vehicles, equipment and personnel in Human Resources and Information Technology to support and care for them. Knowing what other departments will need in the future will dictate what is needed in the Administration Department.

Finally, the need to add two positions to the Administration Department is necessary to meet the ever-expanding needs of staff, elected officials and the community. First, we need a Town Clerk/Assistant to the Town Manager. Since this position is under the direct supervision of the Town Manager it makes sense to combine the two positions. Currently, the Town Clerk and HR Director positions are combined. However, with the growth the Town is seeing and the growing needs for staff it is time to separate the two positions so that that HR Director can focus on those duties versus separating time between the two. The cost to add this position is estimated at \$78,000.

I will note that should the direct supervision of the Town Clerk be moved to the elected officials, the Town Clerk and Assistant to the Town Manager would need to be two separate positions.

The need for the Public Information Officer for the Town is needed to manage press releases, webpages, social media and the Town brand for the Town as a whole. Currently, each department manages their own information. A PIO will centralize the information and how it was disseminated to the public for consistency and accuracy. The projected cost to add this position is \$97,500.

By ensuring that these areas are continuing to improve it can provide the best care and services to the employees which will improve moral and therefore, the services provided by the Town as a whole.

BUDGET FORECASTING

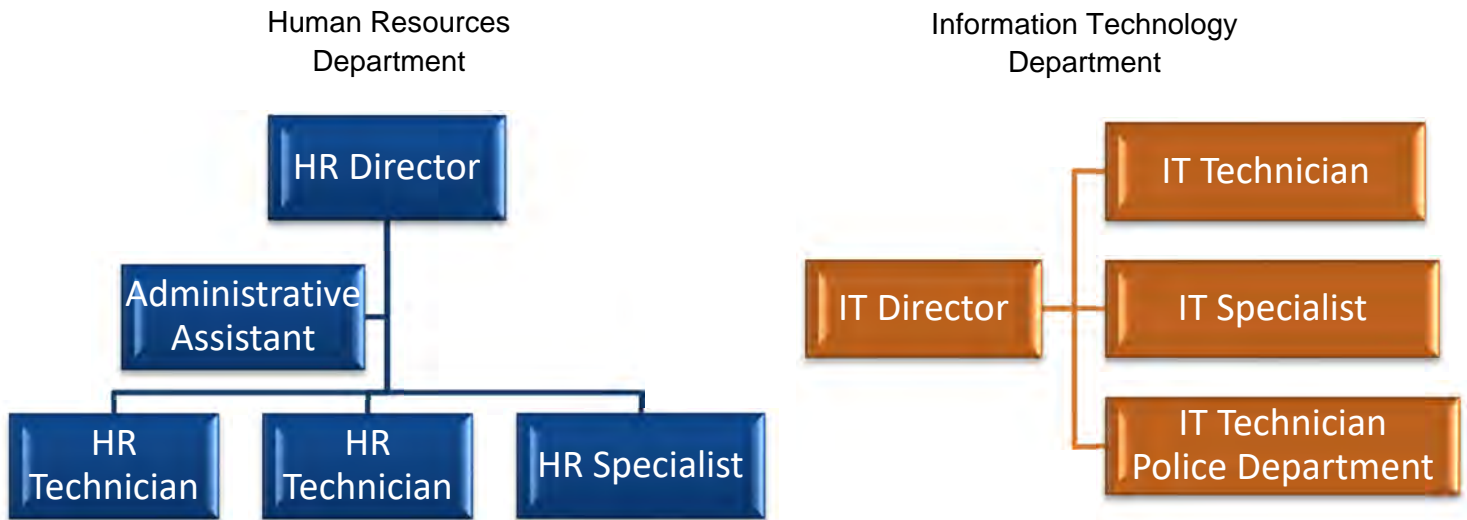
The Town has grown significantly in the last several years and by 2029 we are expecting the population to be approximately 18,000. With that growth we will need to ensure that the Administration Department makes the necessary changes to meet the needs of the employees, citizens and the Board.

As the Town continues to grow, so will the staff the Town employs need to grow. We expect how services are provided to change by reorganizing and expanding departments. The services provided to Town Residents cannot stay at the same level or increase, without additional employees to serve the additional 10,000 residents.

FY 2023	Town Clerk/ Assistant to the Town Manager Public Information Officer
FY 2024	Information Technology Technician
FY 2025	Human Resources Specialist
FY 2026	Information Technology Director
FY 2027	Human Resources Technician Human Resources Administrative Assistant
FY 2028	Information Technology – Police Department

Based on the additional staff that will be necessary to meet the demands of a growing community additional staff will be needed in Information Technology and Human Resources. As staff grows in these areas it will require that they separate out from the Administration Department and become their own departments. The departments could look something like this in the future.





The expanded need in Administration is related to growth in the community but also to program changes. As stated previously the field of human resources is always changing and with that change comes the desire or requirement to update and improve our programs. Information Technology is changing as fast or faster than human resources which also requires upgrades and changes to how we care for our infrastructure, equipment and employees.

The positive impact that these additional positions provide to staff can be what makes or breaks the ability of our staff to grow and change with the demands that will be placed on them as our community grows.

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	ADMINISTRATION:											
10-430-0200	SALARIES	191,309	209,374	255,642	281,642	339,136	255,420	356,300	361,787	484,741	Enhanced to include PIO, Clerk/Asst to TM	
10-430-0300	PART-TIME SALARIES	10,489	6,824	1,728	0	0	3,808	0	0	-		
10-430-0400	PROFESSIONAL SERVICES	160	1,033	2,447	2,232	21,488	5,472	30,810	31,284	43,784	DEI Training for All Employees	
10-430-0500	FICA	14,787	16,208	18,848	20,463	25,191	19,099	27,000	27,416	37,636	Increased for new positions	
10-430-0600	GROUP INSURANCE	11,061	12,851	17,427	19,122	23,768	16,846	27,400	27,822	41,522	Increased for new positions	
10-430-0700	RETIREMENT	22,437	25,418	31,837	38,041	50,427	33,632	58,400	59,299	83,214	Increased for new positions	
10-430-1100	POSTAGE	4	-	179	0	0	37	100	102	150.00	Enhanced for new positions	
10-430-1101	CELL PHONES	1,453	1,414	1,411	1,714	2,350	1,668	2,773	2,816	4,256	Enhanced for new positions	
10-430-1102	TELEPHONE SERVICE	42,042	38,818	44,837	46,909	43,173	43,156	45,146	45,841	52,500	Existing increase to monthly charges	
10-430-1400	TRAVEL & TRAINING	5,362	8,170	8,331	8,244	3,442	6,710	8,213	8,339	10,300	Increase for Ron's Certification	
10-430-1401	TRAVEL & TRAINING - H.R.	2,078	1,723	3,330	2,774	3,321	2,645	3,698	3,755	6,405	Increase to cover additional HR training for Stacie and Staff	
10-430-1600	EQUIPMENT MAINTENANCE	-	-	-	-	0	0	0	0	0		
10-430-1700	VEHICLE MAINTENANCE	-	-	-	-	0	0	0	0	3,000	New - Estimating cost	
10-430-2600	ADVERTISING	319	150	969	193	1,466	619	1,546	1,570	2,000	Cost was insufficient for current year	
10-430-3100	FUEL EXPENSE	-	-	-	-	0	0	0	0	2,500	New - Estimating cost	
10-430-3300	MATERIALS & SUPPLIES	4,024	4,621	3,192	4,012	3,673	3,905	4,638	4,709	9,709	new - office furniture for new positions	
10-430-3301	PRINTING/COPYING	2,278	4,495	4,795	4,485	2,120	3,635	6,576	6,677	6,677		
10-430-3302	NEWSLETTER	2,785	-	-	-	-	928	0	0	-		
10-430-3303	COMPUTERS	1,787	-	-	59,398.07	8,151	13,867	20,000	20,308	20,000		
10-430-3304	MATERIALS & SUPPLIES - I.T.	5,728	7,503	5,129	16,514	3,024	7,580	8,745	8,880	8,880		
10-430-3305	EMERGENCY RADIO CONVERSION	-	-	-	20,093.18	0	4,019	0	0	0		
10-430-4500	CONTRACTED SERVICES	4,999	3,872	12,569	15,849	36,482	14,754	41,000	41,631	42,000	Existing - Slight increase to monthly services	
10-430-4501	CONTRACTED SERVICES - INFORMATION TECHN	22,222	54,369	116,662	106,652	132,770	86,535	169,700	172,313	170,000		
10-430-4502	EWTV	-	54,063	53,786	54,613	53,435	43,179	54,000	54,832	54,000		
10-430-4503	SAFETY COMMITTEE	-	457	33	2720	1,167	875	0	0	11,400	New - Supplies, conference, Training, software, safety manal contract	
10-430-4504	CONTRACTED SERVICES - WEBSITE	-	-	6,836	6,442	7,902	4,236	9,400	9,545	9,545		
10-430-5400	INSURANCE & BONDS	336	292	828	1000	1,047	701	1,031	1,047	1,047		
10-430-5700	MISCELLANEOUS	85	-	-	-	-	21	-	0	-		
10-430-5800	EMPLOYEE APPRECIATION	2,520	2,764	5,803	6,219	8,352	5,132	7,500	7,616	7,616		
10-430-5801	APPOINTED BOARD APPRECIATION	-	987	-	-	0	197	0	0	-		
10-430-5802	WELLNESS PROGRAM	-	3,678	4,103	13,618	20,061	8,292	15,000	15,231	23,450	Enhanced - utilize \$8219 of \$40,000 wellness grant	
10-430-5803	TUITION ASSISTANCE PROGRAM	-	-	-	1,136.77	1,000	427	5,000	5,077	5,000		
10-430-5804	VULNERABILITY/SAFETY IMPROVEMENTS	-	-	-	10,272.29	-	2,568	-	0	-		
10-430-5805	BRANDING	-	-	-	-	-	0	-	0	-		
10-430-5806	CAREER LADDER	-	-	-	-	0	0	0	0	-		
	Totals	348,265	459,084	600,722	744,360	792,946	589,964	903,976	917,897	1,141,332		

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 21 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	GOVERNING BODY:	-	-	-			-	-				
10-410-0200	SALARIES	33,278	34,442	35,648	36,895	38,371	35,727	39,600	40,210			
10-410-0400	PROFESSIONAL SERVICES	246,073	233,520	261,860	297,860	270,603	261,983	300,000	304,620	310,420	UDO Printing	
10-410-0500	FICA	3,408	3,498	3,542	3,920	4,230	3,719	3,100	3,148	3,148		
10-410-0600	GROUP INSURANCE	27,577	28,196	28,037	27,756	27,195	27,752	37,800	38,382	38,382		
10-410-1100	POSTAGE	-	-	-	15	0	7	515	523	523		
10-410-1101	CELL PHONES	600	600	600	600	600	600	600	609	609		
10-410-1400	TRAVEL/TRAINING	3,241	4,511	3,411	3,208	3,544	3,583	9,500	9,646	19,800	enhanced - NCLM Conf \$9800 in 2022	
10-410-1600	EQUIPMENT MAINTENANCE	-	620	-	0	0	207	500	508	508		
10-410-3300	MATERIALS & SUPPLIES	4,394	3,061	3,075	3,917	1,391	3,168	3,400	3,452	7,000	New - Tablets for Board	
10-410-3301	UNIFORMS	0	0	0	0	0	0	600	609	600		
10-410-3400	ELECTIONS	-	6,312	-	9780	0	5,364	15,000	15,231	???	Should be amount of the Bond	
10-410-3500	APPOINTED BOARD APPRECIATION					0		3,000	3,046	3,000		
10-410-3700	TRIANGLE J COG	1,798	1,837	1,870	1,911	1,945	1,872	2,000	2,031	2,031		
10-410-3800	NCLM	5,657	5,478	5,783	5,856	6,000	5,755	6,000	6,092	6,200	enhanced - \$6151 in 2022	
10-410-3900	SCHOOL OF GOVERNMENT	553	-	606	636	664	615	700	711	711		
10-410-4000	CAMPO	1,846	1790	1,869	1,996	1,951	1,890	3,000	3,046	3,046		
10-410-5400	INSURANCE & BONDS	3,701	4,668	3,236	3,475	3,852	3,786	4,700	4,772	4,772		
10-410-5700	MISCELLANEOUS	128	149	176	121	0	115	0	-	-		
10-410-5801	E. WAKE EDUCATION FOUND	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,015	-		
10-410-5802	INTERACT	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,015	-		
10-410-5803	MISS ZEBULON ORGANIZATION	-	-	-	500	500	500	500	508	-		
10-410-5804	MLK BREAKFAST	500	500	500	500	500	500	0	-	-		
10-410-5805	PRESERVATION ZEBULON	-	-	500	1000	1,000	833	0	-	-		
10-410-5806	SHARE HIS GLORY				0	500	250	250	254	-		
10-410-5807	SHEPARD'S CARE CLINIC	1,000	1,000	1,000	0		750	1,000		-		
10-410-5808	ZEBULON UMC FOOD PANTRY	-	-	-	-	-	-	500	508	-		
10-410-5809	GO THE EXTRA MILE	-	-	-	-	-	-	250	254	-		
10-410-5810	PROGRESSIVE TEAMWORKS OUTREACH	-	-	-	-	-	-	250	254	-		
10-510-5800	DEW4HIM MINISTRIES, INC				0	500	250	250	254	-		
	CITIZENS ACADEMY							0	-	2,000	New - Supplies and celebration	
	HOLD FOR STRATEGIC PLAN GRANT FUNDING	-	-	-				0	-	5,000		
	ZEBULON DOWNTOWN ARTS COUNCIL	-	-	1,000	1,000		1,000	0	-			
	NC FAMILY TRAINING & COUNSELING CENTER	-	1,000	-	0		500	-				
	Totals	335,754	333,182	354,713	402,946	365,346	362,727	435,015	440,699	407,750		

BUDGET AND FINANCE DEPARTMENT - OPERATING BUDGET REQUEST

Fiscal Year 2022 - 2023



In accordance with the Local Government Budget and Fiscal Control Act (North Carolina General Statute 159), herein lies a concise explanation of the Town of Zebulon Budget and Finance Department's goals fixed by the budget for fiscal year 2022-2023.



**1003 North Arendell Avenue
Zebulon, North Carolina 27597
(919) 269-7455
Budget & Finance Department
www.townofzebulon.org/services/finance**

Requested Budget- December 31, 2021

History

The State of North Carolina has very strict requirements on how local governments manage their money. During the 1920's, many cities and counties borrowed heavily. When the stock market crashed in 1929 and thousands lost jobs, many municipalities went even more into debt. By 1931, many municipalities were spending approximately half of their property tax revenue on debt payments. More than half of the state's municipalities were unable to make their payments during the Great Depression. To restore sound money management to local government, the General Assembly created the North Carolina Local Government Commission and passed a series of laws regulating local government budgeting and finance. The Local Government Commission enforces those laws. State regulation provides a strong framework for sound money management, but local officials still have primary responsibility for using city and county funds wisely and well. During the past 50 years, North Carolina local governments have established a national reputation for managing public money carefully and providing the public with good value for their dollars.

What We Do

What does the Finance department do?

- We provide sound fiscal management of the Town's financial resources in accordance with Town ordinances, state and federal laws, and accepted accounting principles.
- We strive to maintain the highest level of accountability, professionalism and customer service to our citizens and employees.

The primary services provided to Zebulon by the department are:

- Financial Reporting & Auditing
- Fixed Asset, Cash & Debt Management
- Annual Budget Administration & Compliance
- Accounts Payable/Receivable Processing
- Employee Payroll Administration
- Bill Payments for City of Raleigh utility customers
- Building permit payments for Wake County customers

BUDGET HIGHLIGHTS (FY 2022-2023)

What We'll Do

Specific goals for the year ahead include:

- Forecast revenues within the 5% variance on sales tax and utility sales tax
- Prepare the CAFR for the fiscal year ending June 30, 2022 to submit to the GFOA for the award program
- Analyze budget trends in every department
- Assess opportunities to achieve economies of scale through contract of single vendor to multiple departments
- Project retiree insurance costs over the next five years
- Evaluate unique line items found only in single department budgets

BUDGET IN BRIEF

Retirement

The increase shown in this line item relates to the increasing **existing** costs associated with the Local Government Employees' Retirement System (LGERS). The system, in order to stay sustainable adopted the Employer Contribution Rate Stabilization Policy. Accordingly, rates are going from 11.38% in FY 2022 to 12.1% in FY 2023. This increase in base cost for existing employees will be seen across all departments.

Retiree Insurance

The increase shown in this line item relates to the increasing costs associated with Retiree Insurance. The requested increase is a continuation of escalating costs for coverage provided to our retirees. This increase is attributed to three new retirees this past fiscal year. See below forecasting for a foreshadowing of future budget years as well.

BUDGET FORECASTING

Based on current growth projections, we anticipate reaching the population of 18,000 around the year 2029. In the coming years the Budget and Finance Department must adjust and grow to meet the anticipated subsequent growth of Town staff in all departments.

Salaries

Preparing for expanded staffing across all departments, services required by the Budget and Finance Department will likely need adjusting. It is anticipated, that with additional employees, a dedicated payroll technician will be needed. Also, an organization structure adjustment will be needed with an Assistant Finance Director being added to handle some budget analysis duties.

Retiree Insurance

As mentioned above, we are coming to the end of numerous long tenured employees' careers with the Town that are eligible for the retiree insurance benefit. With this, and increasing healthcare costs, by 2029 retiree insurance cost is projected to double to approximately \$110,000 by 2029.

Contract Services – Wake County Tax Collection

Wake County Revenue is increasing the fees they charge for billing and collecting property tax for the Town. It has been 0.2% of collections but is increasing over the next 3 years for the foreseeable future and could be beyond that. For FY 23 there is a 75% increase followed by a 43% increase in FY 24 and another 50% increase in FY 25.

Account Number	Account Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Actuals Average (FY 2017-2021)	FY 2022 Adopted Budget	FY 2023 Budget (FY 22 x 1.54% (Sept YOY CPI))	FY 2023 Requested	Reason for overage - * Exist * Enhance * New	How to balance - * What service is dropped? * What service is delivered different * What service is not added?
	BUDGET & FINANCE:	-	-	-	-	-	-	-	-	-		
10-420-0200	SALARIES	167,313	175,456	182,064	174,145	164,662	172,728	204,600	207,751	209,500		
10-420-0400	PROFESSIONAL SERVICES	6,707	3,781	6,647	6,665	6,018	5,964	6,900	7,006	7,000		
10-420-0500	FICA	12,869	13,310	13,832	13,360	12,765	13,227	15,700	15,942	16,100		
10-420-0600	GROUP INSURANCE	15,769	15,806	16,046	14,850	13,519	15,198	18,850	19,140	20,800		
10-420-0700	RETIREMENT	20,767	21,884	23,144	24,318	24,923	23,007	33,550	34,067	35,850		
10-420-0800	UNEMPLOYMENT COMP	-	362	4,114	1,138	524	1,534	2,500	2,539	2,550		
10-420-0900	RETIREE INSURANCE	-	44,552	51,702	57,431	61,289	53,744	64,000	64,986	85,000	Enhance - Additional retirees	
10-420-1100	POSTAGE/TELEPHONE	1,508	1,440	1,440	2,412	1,971	1,754	2,025	2,056	2,050		
10-420-1101	CELL PHONES	600	600	600	600	600	600	600	609	600		
10-420-1400	TRAVEL/TRAINING	1,524	1,115	3,338	2,078	849	1,781	2,500	2,539	2,500		
10-420-1600	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	500	508	500		
10-420-2600	ADVERTISING	115	-	-	-	-	38	200	203	200		
10-420-3300	MATERIALS & SUPPLIES	2,626	3,051	2,358	2,391	4,386	2,962	2,400	2,437	2,400		
10-420-3302	COMPUTERS	-	-	755	-	-	252	-	-	-		
10-420-3303	PRINTING/COPYING	5,006	4,444	5,817	6,617	2,311	4,839	5,622	5,709	5,700		
10-420-3305	MAIL ROOM SUPPLIES	2,355	2,977	2,803	3,114	2,903	2,830	3,125	3,173	3,150		
10-420-4500	CONTRACTED SERVICES	15,930	13,035	18,961	10,477	15,563	14,793	12,000	12,185	12,000		
10-420-4501	CONTRACTED SERVICES-WAKE CO TAX COLLECT	16,994	18,665	20,458	23,114	27,299	21,306	26,516	26,924	44,000	Enhance - Wake County increasing billing & collection fees	
10-420-5400	INSURANCE & BONDS	5,263	5,589	4,212	3,763	4,052	4,576	5,750	5,839	5,800		
10-420-5700	MISCELLANEOUS	58	38	59	-	-	31	-	-	-		
	Totals	275,404	326,105	358,350	346,472	343,633	341,164	407,338	413,611	455,700		

**Town of Zebulon
FY 2022-2023
Proposed Fee Schedule**

Department & Fee Description		Current Fee	Proposed Fee
Administration			
	Election Filing Fee		
	Commissioner	\$25.00	\$25.00
	Mayor	\$50.00	\$50.00
	<u>Garbage Pickup</u>		
	Residential Garbage Rate (billing is included with City of Raleigh utility bill)	\$24.00 - first trash can (includes new \$3.00 Yard Waste Fee)	\$24.75 - first trash can (Covers tipping fee increase by County)
	Additional Trashcans (each)	\$10.94	\$11.69
	Recycling Service Only	\$4.18	\$4.18
	<i>The Town will only pick up bulk item/white goods from customers who receive Town garbage service.</i>		
	<i>The Town will not pick up bulk items not accepted at the landfill, including construction debris, paint, certain chemical, etc.</i>		
	<i>The Town will not pick up electronic devices</i>		
	Miscellaneous		
	Returned Check Fee	\$25.00	\$25.00
	Copies (up to 11"x17")	\$0.20 per page	\$0.20 per page
	Copies (larger than 11"x17")	\$3.00 per page	\$3.00 per page
	Budget	Actual Cost	Actual Cost
	CAFR	Actual Cost	Actual Cost
	Taxes		
	Property tax rate	\$.55 /\$100 of assessed valuation	\$.575 /\$100 of assessed valuation
	Vehicle Decal Fee	\$30.00	\$30.00
	Cemetery Plots	\$850.00 per plot plus recording fees	\$850.00 per plot plus recording fees
	Stormwater Fee		
	Residential	Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)
	Small Non-Residential (up to 10,000sf)	Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)
	Medium Non-Residential (10,000-45,000sf)	Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)
	Large Non-Residential (greater than 45,000sf)	Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)
	<i>Stormwater Fee will be billed by the City of Raleigh.</i>		
	Privilege License		
	<i>Note: Previous privilege license fees published in Town of Zebulon Code of Ordinances.</i>		
	<i>Schedule D (Fees regulated by the State NC for the sale of beer and wine)</i>		
	Beer on Premises	\$15.00	\$15.00
	Beer off Premises	\$5.00	\$5.00
	Wine on Premises	\$15.00	\$15.00
	Wine off Premises	\$10.00	\$10.00
	Wholesale Dealer-Beer Only	\$37.50	\$37.50
	Wholesale Dealer-Wine Only	\$37.50	\$37.50
	Wholesale-Beer and Wine Under Same License	\$62.50	\$62.50
	Police Department		
	Copy of Police Report	No Charge	No Charge
	Fingerprinting Service	\$15.00	\$15.00
	Civil Citation Administration Appeal Fee	\$25.00	\$25.00

Fire Department			
	<u>Inspections</u>		
	<u>Fire Code Periodic Inspections (Initial)*</u>		
	0-999 Square Feet		\$25.00
	1,000-2,499 Square Feet		\$50.00
	2,500-4,999 Square Feet		\$60.00
	5,000-9,999 Square Feet		\$100.00
	10,000-24,999 Square Feet		\$150.00
	25,000-49,999 Square Feet		\$200.00
	50,000-199,999 Square Feet		\$250.00
	200,000-299,999 Square Feet		\$300.00
	300,000-399,999 Square Feet		\$400.00
	Greater than 399,999 Square Feet		\$500.00
	<u>Fire Code Periodic Reinspection's*</u>		
	Reinspection with all violations corrected		\$0.00
	First Reinspection with uncorrected violations		\$25.00
	Second Reinspection with uncorrected violations		\$50.00
	Third Reinspection with uncorrected violations		\$100.00
	Fourth Reinspection and beyond, with uncorrected violations		\$200.00
	<i>*Periodic Inspection fees are waived for non-profit organizations.</i>		
	<u>Violation Fees</u>		
	Imminent Hazard Violation		\$250.00
	Non-compliance Fee	\$50.00 per outstanding violation	\$50.00 per outstanding violation
	<u>New Construction/Alterations</u>		
	Certificate of Occupancy Inspection - First hour and portion thereafter		\$50.00/Hour
	Sprinkler System Review and Inspections	\$100.00 or \$0.014 per square foot (whichever is greater)	\$100.00 or \$0.014 per square foot (whichever is greater)
	Fire Alarm System Review and Inspections	\$100.00 or \$0.014 per square foot (whichever is greater)	\$100.00 or \$0.014 per square foot (whichever is greater)
	Fire Pump Review and Inspection		\$75.00
	Standpipe Review and Inspection		\$100.00
	Hood Fire Suppression System Review and Inspections		\$50.00
	NOTE: New Construction/Alteration fees include all applicable inspections (rough-in, testing, final). Any reinspections with uncorrected violations will be charged as indicated for Fire Code Periodic Reinspections (above)		
	<u>Permits</u>		
	Blasting Permit		\$75.00
	Specialized Permit		\$100.00
	All Other Permits		\$75.00
	Non-compliance Fee	\$50.00 per day permit is not obtained	\$50.00 per day permit is not obtained
	Maximum Tent Fee	\$500.00 per event	\$500.00 per event
	<i>*Permit fees are waived for non-profit organizations.</i>		
	<u>Vehicle, Equipment, and Labor Charges, per hour</u>		
	Hazardous material emergency charges and special event costs are charged according to the specific service needed. All costs associated with the containment and/or cleanup from an unauthorized discharge of a hazardous material must be borne by the responsible party, consistent with the provisions of section 5003.3 of the N.C. Fire Code. Material and labor costs of personnel responding are based upon rates determined by this fee schedule; however, for all services provided that are not specifically listed in this fee schedule, the Federal Emergency Management Agency's (FEMA) schedule of equipment rates will be applied. Detailed item and cost descriptions of those fees can be found at: http://www.fema.gov/schedule-equipment-rates		
	<u>Labor Costs</u>		
	Firefighter/EMT Positions (Firefighter I, Senior Firefighter, Master Firefighter)		\$30.00/Hour
	Fire Officer/Supervisory Positions (Fire Lieutenant, Fire Captain)		\$40.00/Hour
	Chief Officer/Incident Command (Fire Division Chief, Fire Chief)		\$50.00/Hour
	<u>Miscellaneous</u>		
	Copy of Fire Report		\$4.00 per report

Planning and Zoning					
	<u>Land Use Application Permit Fees</u>				
	Voluntary Annexation Filing			\$350.00	\$350.00
	Zoning Map Amendment			\$600.00	\$600.00
	UDO Text Amendment			\$600.00	\$600.00
	Conditional Rezoning			\$700.00	\$700.00
	Planned Development Request			\$800.00	\$800.00
	Developers Agreement			\$700.00	\$700.00
	Variance			\$700.00	\$700.00
	Reasonable Accommodation			\$700.00	\$700.00
	Administrative Adjustment			\$25.00	\$25.00
	Appeals or Interpretations			\$600.00	\$600.00
	Special Use Permit			\$800.00	\$800.00
	Vested Rights Determination			\$600.00	\$600.00
	Future Land Use Map Adjustment			\$600.00	\$600.00
	<u>Permitting and Development Fees</u>				
	Zoning Compliance Permits			\$75.00	\$75.00
	Sign Permit (Permanent or Temporary)			\$75.00	\$75.00
	Flood Plain Development Permit			\$75.00	\$75.00
	Temporary Use Permit			\$75.00	\$75.00
	ABC License			\$100.00	\$100.00
	Wireless Communications Fee - New Tower Only (Includes SUP submittal fee)			\$2,000.00	\$2,000.00
	<u>Construction Plan Review</u>				
	Site Plan Review			\$700.00	\$700.00
	Site Plan Review (Subsequent Submittals)			\$250.00	\$250.00
	Traffic Impact Analysis (TIA) Review Fee		*Amt to be paid directly to the Town's Consulting Engineer at time of review.		*Amt to be paid directly to the Town's Consulting Engineer at time of review.
	Engineering Review Fees			\$130 Per Hour	\$130 Per Hour
	<u>Development Fees</u>				
	Transportation Impact Fee		\$1,177.00/peak hour *Total Fee Varies based on land use type) or per an approved traffic analysis as part of a Conditional Rezoning or Planned Development approval.		\$1,177.00/peak hour *Total Fee Varies based on land use type) or per an approved traffic analysis as part of a Conditional Rezoning or Planned Development approval.
	Recreation Impact Fee				
	Plat Already Recorded for Development - Fee Collected at time of Building Permit				
	Single Family			\$3,000.00/unit	\$3,000.00/unit
	Multi - Family			\$2,500.00/unit	\$2,500.00/unit
	Plat Not Recorded for Development - Fee Collected at time of Recordation				
	Single Family			\$3,000.00/unit	\$3,000.00/unit
	Multi - Family			\$2,500.00/unit	\$2,500.00/unit
	<u>Recreation & Open Space - Fee-in-Lieu</u>				
	Single-Family			\$2,500.00/unit	\$2,500.00/unit
	Multi-Family			\$2,500.00/unit	\$2,500.00/unit
	<i>Note: Residential fee-in-lieu is due upon plat approval.</i>				
	Weaver's Pond Subdivision				
	Easement Recovery Fee			\$192.96 per acre	\$192.96 per acre
	Greenway Impact Fee			See Recreation Impact Fee	See Recreation Impact Fee
	<i>Note: Easement recovery fee is due upon submission of application for plat approval.</i>				
	<u>Final Plat Fees</u>				
	Preliminary Plat			\$100.00	\$100.00
	Major Subdivision			\$300 + \$10.00 Per Lot	\$300 + \$10.00 Per Lot
	Minor Subdivision			\$150.00	\$150.00
	Recombination Plat			\$125.00	\$125.00
	Boundary Survey			\$100.00	\$100.00
	Exempt			\$100.00	\$100.00
	Right-of-Way Dedication			\$100.00	\$100.00
	Expedited Subdivision			\$200.00	\$200.00

	<u>Inspection Fees (Fees due upon application for building permit)</u>			
	Setback*		\$0.00	\$0.00
	Certificate of Occupancy*			
	Residential - Single Family		\$70.00	\$70.00
	Inspection (Setback and CO)		\$70.00	\$70.00
	Re-Inspection		\$70.00	\$70.00
	Residential - Minor Additions/Alterations		\$70.00	\$70.00
	Flat fee (includes Setback, Certificate of Occupancy and Plan Review)			
	Other - New Construction or Major Alteration			
	Inspection		\$150.00	\$150.00
	Re-Inspection		\$60.00	\$60.00
	Other - Additions or Alterations which do not affect the number of parking spaces or require landscape improvements			
	Inspection		\$70.00	\$70.00
	Re-Inspection		\$30.00	\$30.00
	Stormwater Mapping Fee	Collected at Phase Closeout	\$1.50 per linear foot	\$1.65 per linear foot
	Streets/Curb and Gutter Construction Inspection	Collected at Phase Closeout	\$2.50 per linear foot	\$2.75 per linear foot
	Sidewalks Construction Inspection	Collected at Phase Closeout	\$1.00 per linear foot	\$1.10 per linear foot
	Storm Drainage Construction Inspection	Collected at Phase Closeout	\$1.00 per linear foot	\$1.10 per linear foot
	Greenway Construction Inspection	Collected at Phase Closeout	\$1.50 per linear foot	\$1.65 per linear foot
	<u>Code Enforcement Charges - additional manpower charges may be applied resulting from clean-up performed by the Town (see also "Administration" and Public Works Staff Services")</u>			
	Illegal Sign Fee		\$5.00 per sign violation	\$5.00 per sign violation
	Lien of Property Penalty		\$30.00	\$30.00
	<u>Printed Maps/Services</u>			
	GIS Staff Service		\$60.00/hour, minimum 1 hour	\$60.00/hour, minimum 1 hour
	Maps			
	Small (up to 11" x 17")		\$5.00	\$5.00
	Large (over 11" x 17")		\$1.00 per square foot	\$1.00 per square foot
	<u>Building Permit Fees (Fees include both Wake County & Zebulon portion, thereof)</u>			
	Land Use (Zebulon only)		\$35.00	\$35.00
	Administrative Change (Zebulon only)		\$30.00	\$30.00
	Administrative Fee (Zebulon and Wake County)		\$90.00	\$90.00
	<i>An administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums, and construction plans requiring two or more reviews.</i>			
	Reinspection Fee (Zebulon only)		\$30.00	\$30.00
	Reinspection Fee (Zebulon and Wake County)		\$90.00	\$90.00
	<i>A reinspection fee is charged for each extra trip necessary to approve a required inspection. Must be paid prior to scheduling a reinspection.</i>			
	Work Without Permit (Construction work discovered to have been done without the proper permit(s) in place will have the fees assessed at double the published amount by Wake County and/or the Town of Zebulon)		Double Fees	Double Fees
	Replacement Inspection Card		\$30.00	\$30.00
	Add Contractor Fee - Per Addition of Each Trade (Zebulon and Wake County)		\$90.00	\$90.00
	Change Contractor Fee - Per change of Each Trade (Zebulon and Wake County)		\$90.00	\$90.00

	New Dwellings - Single Family, Duplex, Townhouse, Modular Home or House Moved			
	Up to 1,200 sq.ft.			\$600.00
	Over 1,200 sq.ft.			\$600.00
			\$600.00 + \$.25 per SF over 1,200 sq.ft.	\$600.00 + \$.25 per SF over 1,200 sq.ft.
	<i>*Gross floor area finished within the inside perimeter of the exterior walls with no deduction for garage, corridors, stairs, closets, or other features. Finished area is that portion of building served by electrical, mechanical, or plumbing systems and suitable for occupant's use. Add \$80 for temporary service pole inspections, if needed.</i>			
	Residential Addition			
	Up to 400 sq.ft.			\$375.00
	Over 400 sq.ft.			\$375.00 + \$.25 per SF over 400 sq.ft.
	Multi-Family Dwelling (ex: apartments)			
	For the first unit of each building			\$575.00
	For each additional unit of each building			\$360.00
	Manufactured Homes			
	Residential Modular Units and Dwellings Moved On (closed construction)			\$345.00
	The cost of land use and trade inspection fees plus fee per square foot			\$0.25
	Residential Accessory Structures (deck, garage, open porches, etc.)			\$0.25
	The cost of land use and trade inspection fees plus fee per square foot			
	Swimming Pools, Spas, Hot Tubs (Any structure intended for swimming or recreational bathing with a water depth >24 inches)			\$225.00
	The cost of land use plus flat fee			+\$90.00
	Heated			
	Residential Demolition Permits (without replacement under new permit)			
	Permit and one final inspection			\$100.00
	Temporary Service Poles			\$90.00
	Trade Inspections			
	Building			\$90.00
	Electrical			\$90.00
	Mechanical			\$90.00
	Plumbing			\$90.00
	Non-Residential (new work, additions/alterations)	Based on project cost per trade	Range	
			\$0 - \$700	\$95.00
			\$701 - \$1,500	\$144.00
			\$1,501 - \$2,500	\$203.00
			\$2,501 - \$25,000	\$283.00
			\$25,001 - \$50,000	\$517.00
			\$50,001 - \$100,000	\$1,035.00
			\$100,001 - \$200,000	\$2,089.00
			\$200,001 - \$350,000	\$3,583.00
			\$350,001 - \$500,000	\$4,797.00
			\$500,000 - \$750,000	\$6,450.00
			\$750,001 - \$1,000,000	\$8,205.00
		Over \$1,000,000	0.2%	\$8,205.00 plus add 0.2% (multiply by .002) for each added million dollars or portion thereof
	<i>Note: Other permit or development fees may be charged directly by Wake County, when applicable.</i>			
	<i>See Town of Zebulon or Wake County ordinances for more information.</i>			

Parks and Recreation				
	Outdoor Facility Rental			
	Picnic Shelters Half Day residents (10 AM-1 PM or 2 PM-5 PM)		\$30.00 per 3 hours	\$30.00 per 3 half day
	Picnic Shelters Half Day -non-residents		\$60.00 per 3 hours	\$60.00 per 3 half day
	Picnic Shelter Full Day Resident (10 AM-5 PM)			\$60 per full day
	Picnic Shelters Full Day -non-residents			\$120 per full day
	Picnic Shelter (Community Park) - residents		\$40.00 per 3 hours	
	Picnic Shelter (Community Park) - non-residents		\$80.00 per 3 hours	
	Baseball, Soccer and Multi-purpose Fields			
	Rental		\$30.00 per hour (\$90.00/half day, \$150.00/full day) non resident: \$125.00/half day; \$200.00/full day	See Field listing below
	Zebulon Elementary School Softball/Baseball Field Hourly Rate			\$30 per hour (\$45 per hour non-resident)
	Zebulon Elementary School Softball/Baseball Field Half Day (4 hours)			\$90 half day (\$125 half day non-resident)
	Zebulon Elementary School Softball/baseball Field Whole Day (8 hours)			\$150 whole day (\$200 whole day non-resident)
	Zebulon Community Park - Griswold Field Hourly Rate			\$30 per hour (\$45 per hour non-resident)
	Zebulon Community Park - Griswold Field Half Day (4 hours)			\$90 half day (\$125 half day non-resident)
	Zebulon Community Park - Griswold Field Whole Day (8 hours)			\$150 whole day (\$200 whole day non-resident)
	Zebulon Community Park - Multi Purpose Field Hourly Rate			\$50 per hour (\$65 non-resident)
	Zebulon Community Park - Multi Purpose Field Half Day (4 hours)			\$150 half day (\$195 half day non-resident)
	Zebulon Community Park - Multi Purpose Field Whole Day (8 hours)			\$350 whole day (\$455 whole day non-resident)
	Wakelon Elementary School Upper/Lower Field Hourly Rate			\$50 per hour (\$65 non-resident)
	Wakelon Elementary School Upper/Lower Field Half Day (4 hours)			\$150 half day (\$195 half day non-resident)
	Wakelon Elementary School Upper/Lower Field Whole Day (8 hours)			\$350 whole day (\$455 whole day non-resident)
	GSK Field Hourly Rate			\$50 per hour (\$65 non-resident)
	GSK Field Half Day (4 hours)			\$150 half day (\$195 half day non-resident)
	GSK Field Whole Day (8 hours)			\$350 whole day (\$455 whole day non-resident)
	Disc Golf Course Hourly Rate			\$50 per hour (\$65 non-resident)
	Disc Golf Course Half Day (4 hours)			\$150 half day (\$195 half day non-resident)
	Disc Golf Course Whole Day (8 hours)			\$350 whole day (\$455 whole day non-resident)
	* Exclusive use of the Disc Golf Course is not guaranteed with rentals.			
	Lights (Community Park & Zebulon Elementary School Ball Fields)		\$35.00 per hour (\$50.00 per hour non-resident)	\$35.00 per hour (\$50.00 per hour non-resident)
	Field Preparation		\$60.00 per field, per day (if necessary)	see below by sport
	Baseball/Softball			\$60.00 per field per day
	Soccer			\$100.00 per field per day
	Football			\$200.00 per field per day
	Tennis Courts (Whitley Park)		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Basketball Courts (Community Park)		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Non-Profit Groups		Fees determined on a case-by-case basis	Fees determined on a case-by-case basis per the Cost Recovery Policy
	Community Center Rental			
	Classroom A or B		\$15.00 per hour (\$25.00 per hour non-resident)	\$15.00 per hour (\$25.00 per hour non-resident)
	Classroom C		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Activity Room A or B		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Youth Birthday, ages 12 and under (Activity Room + Gym for 2 hours)		\$120.00 (\$150.00 non-residents)	\$120.00 (\$150.00 non-residents)
	Warming Kitchen		\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
	Gym-Basketball Setup		\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
	Gym-Volleyball Setup		\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
	Gym-Assembly Setup		\$75.00 per hour (\$125.00 per hour non-resident)	\$75.00 per hour (\$125.00 per hour non-resident)
	Gym-Banquet Setup (includes Warming Kitchen use)		\$100.00 per hour (\$150.00 per hour non-resident)	\$100.00 per hour (\$150.00 per hour non-resident)
	Gym-Including Alcohol Use (includes Warming Kitchen use)		\$150.00 per hour (\$225.00 per hour non-resident)	\$150.00 per hour (\$225.00 per hour non-resident)
	A/V Equipment Use		\$25.00 per event (\$40.00 per event non-resident)	\$25.00 per event (\$40.00 per event non-resident)
	After Hours Rates		Regular rate plus \$20.00 hour	See below Additional Department Rental Fees
	Non-Profit Groups		Fees determined on a case-by-case basis	Fees determined on a case-by-case basis
	<i>Please note that all rentals are for a maximum time of 4 hours.</i>			
	Assembly or Banquet Setup Charge		\$60.00 per event	\$60.00 per event
	Facility Cleaning			
	1-150 persons		\$125.00 per event	\$125.00 per event
	151 or more persons		\$175.00 per event	\$175.00 per event

	Additional Rental Fees				
	After hours standard staffing rate				\$25.00 per hour per staff
	After hours supervisor staffing rate				\$45.00 per hour per staff
	Application fee for reoccurring/banquet/tournament rentals				\$25.00 per application
	Admission/gate fee				\$25.00 per day
	Event Fees				
	Booth/concession registration will be determined on a per event basis.				
	Sponsorship Fees				
	Baseball/Softball/Soccer Team Sponsor			\$300.00	\$300.00
	League Sponsor (per age group, per season)			\$1,000.00	\$1,000.00
	Basketball per team, per season			\$150.00	\$150.00
	Athletic Field Sponsor (per season)				\$500.00
	Athletic Field Sponsor (per year)				\$1,500.00
	Basketball Court (Community Center) Court Sponsor (per season)				\$500.00
	Disc Golf Hole Sponsor (per year)				\$500.00
	Disc Golf Course Sponsor (3 years)				\$10,000.00
	Event & Program Sponsor Packages will be determined on a per program/event basis.				
	Youth Athletic Program Fees				
	Basketball (ages 4 and up)			\$45.00	\$45.00
	Baseball				
	Ages 4-6			\$35.00	\$35.00
	Ages 7 and older			\$45.00	\$45.00
	Girls Softball (ages 7 & up)			\$45.00	\$45.00
	Soccer			\$45.00	\$45.00
	Youth Athletic Program Non-Resident Fees			\$20.00 in addition to the regular program fees	\$20.00 in addition to the regular program fees

	Youth/Adult Combined Athletic Program Fees				
	Karate				
	Two days per week			\$40.00 per monthly session / \$50.00 per month non-residents	\$40.00 per monthly session / \$50.00 per month non-residents
	One day per week				\$20 per month/ \$25 per month non-residents
	Spring Adult Softball Leagues (per team)			\$500.00	\$500.00
	Adult Basketball Leagues (per team)			\$500.00	\$500.00
	<i>Please note that all other youth and adult athletic and recreational program fees will be based on instructor salary, supply costs, facility rental, and the cost recovery policy.</i>				
	Community Center User Fees				
	Weight Room			\$10.00 per month (\$15.00 per month non-resident)	\$10.00 per month (\$15.00 per month non-resident)
	Youth Programs				
	Preschool Program			\$100.00 per month	\$100.00 per month
	Summer Camps (based on cost of instruction & supplies)			\$60-120.00	\$60-120.00
	Camp & Program Nonresident Rates				
	Program with 7 or more days or sessions			\$20 in addition to the regular program fees	\$20 in addition to the regular program fees
	Program with 2-6 days or sessions			\$10 in addition to the regular program fees	\$10 in addition to the regular program fees
	Program with 1 day or session			\$5 in addition to the regular program fees if more than \$15	\$5 in addition to the regular program fees if more than \$15
	Senior Trips			Program fees will vary, but must recover 100% of costs.	Program fees will vary, but must recover 100% of costs.
	Non-Athletic & Camp Programs			Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.	Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.
	Get Fit Pass				
	Trekking, Zumba, Pilates, Kettlebell and Yoga Classes (7 sessions or \$5 per class)			\$25.00 for resident/ \$30.00 for non-resident	\$25.00 for resident/ \$30.00 for non-resident
	Gold All Access Pass				
	Includes monthly membership to exercise rooms & unlimited daytime exercise programs for the month			\$30.00 for resident/ \$40.00 for non-resident	\$35.00 for resident/ \$45.00 for non-resident
	<i>*some exercise programs may be excluded from fitness passes due to demand and format</i>				
	Farm Fresh Artisan Market Fees				
	Vendor Fees:				
	Full Season			\$100.00	\$80.00
	Half Season			\$65.00	\$40.00
	Once/month			\$45.00	
	Guest/ one time Single Day *			\$10.00	\$10.00
	Commercial Information Vendor/ Daily			\$25.00	\$25.00
	Late Fee			\$5.00	\$5.00
	<i>* Single time Farm Fresh Market vendors may be subject to different rates on special event dates such as the Downtown Tree Lighting Festival. Fees will be determined on a per event basis.</i>				
	Artisan Market Sponsorship Fees:				
	Platinum			\$2,500.00	\$1,500.00
	Gold			\$1,000.00	\$500.00
	Silver			\$500.00	\$250.00
	Bronze			\$250.00	\$125.00
	Friend			\$100.00	
	Living Tree Memorial				
	Living Tree Memorial Tree and Brass Leaf				\$100.00
	Optional Outdoor Plastic Tree Tag				\$15.00

Utility Development Fees				
	Water Capital Facilities Fee			
	5/8 inch meter		\$1,373.00	\$1,373.00
	3/4 inch meter		\$2,060.00	\$2,060.00
	1 inch meter		\$3,433.00	\$3,433.00
	1 1/2 inch meter		\$6,865.00	\$6,865.00
	2 inch meter		\$10,984.00	\$10,984.00
	3 inch meter		\$21,968.00	\$21,968.00
	4 inch meter		\$34,325.00	\$34,325.00
	6 inch meter		\$68,650.00	\$68,650.00
	8 inch meter		\$109,840.00	\$109,840.00
	10 inch meter		\$288,330.00	\$288,330.00
	12 inch and greater		\$363,845.00	\$363,845.00
	Sewer Capital Facilities Fee			
	5/8 inch meter		\$2,522.00	\$2,522.00
	3/4 inch meter		\$3,783.00	\$3,783.00
	1 inch meter		\$6,305.00	\$6,305.00
	1 1/2 inch meter		\$12,610.00	\$12,610.00
	2 inch meter		\$20,176.00	\$20,176.00
	3 inch meter		\$40,352.00	\$40,352.00
	4 inch meter		\$63,050.00	\$63,050.00
	6 inch meter		\$126,100.00	\$126,100.00
	8 inch meter		\$201,760.00	\$201,760.00
	10 inch meter		\$529,620.00	\$529,620.00
	12 inch and greater		\$668,330.00	\$668,330.00
	<i>Note: Other development fees, including meter, tap, and inspection fees may be charged directly by the City of Raleigh. See Town of Zebulon or City of Raleigh Code of Ordinances for more information.</i>			
	Tap Fees			
	3/4" Water Service		\$4,580.00	\$4,580.00
	1" Water Service		\$4,800.00	\$4,800.00
	3/4" Split (New Application) Water Service		\$598.00	\$598.00
	3/4" Split (Existing Application) Water Service		\$1,236.00	\$1,236.00
	1" Split (New Application) Water Service		\$1,018.00	\$1,018.00
	1" Split (Existing Application) Water Service		\$1,438.00	\$1,438.00
	4" Sewer Service		\$5,708.00	\$5,708.00
	Sewer Only Disconnection Fee		\$1,507.00	\$1,507.00
	Sewer Only Reconnection Fee		\$1,507.00	\$1,507.00
	Meter/AMR Installation Fees			
	5/8"		\$206.00	\$206.00
	1"		\$286.00	\$286.00
	1 1/2"		\$497.00	\$497.00
	2"		\$608.00	\$608.00
	4"		\$3,522.00	\$3,522.00
	6"		\$5,238.00	\$5,238.00
	6" with Fire Protection		\$9,423.00	\$9,423.00
	8"		\$4,488.00	\$4,488.00
	8" with Fire Protection		\$11,187.00	\$11,187.00
	10" Protectus III		\$15,621.00	\$15,621.00
	Not Ready Fee		\$50.00	\$50.00
	Inspection Fees/ Stub Fees			
	Water Services		\$93.00	\$93.00
	Sewer Services		\$93.00	\$93.00
	Sewer Main Extension TV Inspection Fee		\$1.00 per linear foot	\$1.00 per linear foot
	Sewer Main Extension TV Inspection Over 2,000 Linear Feet (per linear foot)		\$0.00	\$0.00
	Sewer Main Extension TV Re-inspection Fee		\$500.00 + \$1.00/LF over 500 linear feet	\$500.00 + \$1.00/LF over 500 linear feet

Public Works Staff Services*					
	General Labor	Equipment operator I and II, III or Crewleader		\$27.50	\$30.25
	Administrative Labor	Administrative Assistant/Construction Inspector		\$32.50 per hour	35.75
	Technical Labor	Ops. Manager,Adm/Contracts Manager, Senior Construction Inspector		\$45.00	\$49.50
	Management Support	Director/Asst. Director/Engineer		\$65.00	\$71.50
	Administrative Billings			\$25.00	\$30.00
	Specifications Manual -- Paper Copy			Actual cost of copying/printing	Actual cost of copying/printing
	Specifications Manual -- Electronic Copy			Actual cost of disk	Actual cost of disk
	* After hours/weekend services will be charged 150% of hourly rate.				
Equipment Rates					
	Mud/Water Pump w/ hose			\$5.00 per hour	\$5.50 per hour
	Chain Saw			\$7.50 per hour	\$8.25 per hour
	Jumping Jack/Plate Tamp			new item	\$15.00 per hour
	Weed Eater, Edger or Blower			\$10.00 per hour	\$11.00 per hour
	Portable Wobble Light			\$25.00 per hour	\$27.50 per hour
	Air Compressor -185 CFM			\$25.00 per hour	\$25.00 per hour
	4x4 Backhoe w 4/1			\$85.00 per hour	\$93.00 per hour
	Compact Payloader with attachment			new item	\$90.00 per hour
	Zero Tun Mower			\$35.00 per hour	\$38.00 per hour
	2 KW Generator			\$25.00 per day	\$40.00 per day
	8 KW Generator			\$70.00 per day	\$77.00 per day
	20 KW Generator			\$115.00 per day	\$125.00 per day
	30 KW Generator			\$135.00 per day	\$148.00 per day
	60 KW Generator			\$175.00 per day	\$192.00 per day
	120V Cart Receptacles			\$95.00 per day each	\$105.00 per day each
	HD Extension Cord for Carts			\$27.50 per day each	\$30.00 per day each
	3' Heavy Duty Cable Protectors			\$5.00 per day each	\$5.50 per day each
	8' Safety Barricades			\$30 per day each	\$33 per day each
	3' Safety Cones			\$1.00 per day each	\$1.25 per day each
	Safety Signage and Stand			\$7.50 per day each	\$10.00 per day each
	NCDOT Approved Safety Signage and Stand			\$10.00 per day each	\$11.00 per day each
	Light Tower			\$25.00 per hour/\$85 per day	\$30.00 per hour/\$95 per day
	Ramjet 65-gpm			\$50.00 per hour	\$55.00 per hour
	40-65 HP Tractor w/ attachment			\$60.00 per hour	\$66.00 per hour
	Power Broom/Bush Hog/Walk Behind Mower			\$25.00 per hour	\$27.50 per hour
	Track Loader w/ attachment			\$65.00 per hour	\$75.00 per hour
	Mid-size Excavator			new item	100.00 per hour
	Mini Excavator			\$65.00 per hour	\$72.50 per hour
	Bucket Truck (42' working height)			\$75.00 per hour	\$85.00 per hour
	Street Sweeper			\$175.00 per hour	\$175.00 per hour
	Vacuum Trailer			\$85.00 per hour	\$93.00 per hour
	Knuckle Boom Truck (20 CY)			\$100.00 per hour	\$125.00 per hour
	Automated Leaf Truck (25 CY)			\$130.00 per hour	\$160.00 per hour
	Material Cost			Actual Costs + 20%	Actual Costs + 20%
	Salt Brine (23-26% solution)			\$0.35 per gallon	\$0.50 per gallon
	4 x 4 Utility Vehicle(6 passenger)			\$85.00 per day	\$93.00 per day
	F-150/F-250 4x4			\$50.00 for first 3 hours/\$140.00 per day over 3 hours	\$55.00 for first 3 hours/\$154.00 per day over 3 hours
	F-250 Utility Truck			\$65.00 for first 3 hours/\$165.00 per day over 3 hours	\$72.00 for first 3 hours/\$181.00 per day over 3 hours
	F-350 Utility Truck/F-550 Utility 4x4			\$90.00 for first 3 hours/\$225.00 per day over 3 hours	\$100.00 for first 3 hours/\$250.00 per day over 3 hours
	2 Ton Dump (10-12 CY)			\$110.00 for first 3 hours/\$265.00 per day over 3 hours	\$125.00 for first 3 hours/\$295.00 per day over 3 hours
	All fees are subject to change at any time with approval of the Board of Commissioners				



Town of Zebulon
Recreation Cost Recovery Policy

Topic: Recreation Cost Recovery Policy

Prepared by: Sheila Long, Parks & Recreation Director

Recommended by Parks & Recreation Advisory Board: 1/19/2021

Section 1. Purpose

The purpose of this policy is to provide general guidelines for establishing fees and charges for parks and recreation department operations and ensure efficiency and accountability for services, programs, events, and rentals (Program).

Section 2. Definitions

Cost Recovery

The method to recovering an expenditure which a business takes on.

Cost Recovery Pyramid

The creation of a cost recovery philosophy and policy is a key component to maintaining financial control, equitably price offerings, and identifying core programs, facilities and services for an agency.

Direct Costs

Those costs which are easily and clearly identifiable to the cost objective (program, service or facility).

Indirect Costs

Costs that benefit more than one cost objective and must be allocated proportionally.

Section 3. Frequency of Policy

A review of this policy should be conducted and appropriately updated every three years. Fees and charges (Section 12) should be reviewed annually to determine if adjustments are required.

Section 4. Public Access to Fee Information

The Recreation Cost Recovery Policy and the Fee Schedule will be available for public access through the Town Clerk's Office and the town website.

Section 5. Types of Fees

Admission Fees

Charges made to enter a facility, tournament, performance, or 1 time program occurrences. Examples include: Yoga, Zumba, etc.... In these cases a single flat rate is charged for each age group as necessary. This will allow the cash management process to be effective, efficient, and customer friendly. Fees should round to the nearest whole dollar including tax.

Rental/Permit Fees

Fees for the privilege of exclusive use of facilities, amenities, or equipment. Fees should round to the nearest whole dollar including tax. Non-resident rates apply.

User Fees

Fees charged for non-exclusive use of facilities, amenities, or programs. Fees should round to the nearest whole dollar. Non-resident rates apply.



Sales Revenue

Revenues obtained from the operation of stores, concessions, etc... Fees should round to the nearest whole dollar including tax; however, due to the nature of concessions sold exceptions can be made.

Section 6. Determining Cost Recovery Levels

In order to set cost recovery levels, the following considerations should be made:

- Nature of services
- Proportionate and reasonable costs related to the programs
- Sensitivity to the market for programs
- Federal, state, or county agency use
- User offers reciprocal fee waiver for the City
- Applicable to town and departmental goals
- Community versus individual benefits

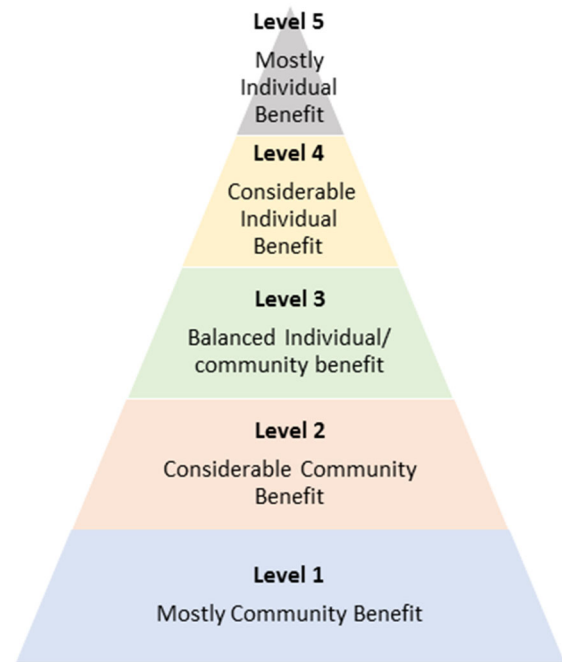
Section 7. Cost Recovery

The department sets revenue and expense goals annually during the budget process. In order to be efficient and sustainable, it is necessary to recover a percentage of cost for some programs offered by the department. Programs are evaluated based on the criteria outlined below.

Cost Recovery Pyramid

Programs will fall into 1 of 5 levels based on their benefit to the community versus the individual. The recovery rate assigned to each level is an expectation under optimal conditions. The department recognizes that additional internal and external factors may adjust a program's cost recovery.

Programs not currently operating in the optimal level should work to move to a cost recovery percentage within the assigned level over time. Staff must be conscious of long standing programs that are of great benefit to the community and town residents as to not take drastic measures to fulfill expectations.



Pyramid Level	Level of Community Benefit	Types of Programs	Level of Direct Cost Recovery
Level 1	Mostly community benefit	<ul style="list-style-type: none"> • Support Services • Inclusionary Services • Community Wide Events • Open Park Usage 	0-10%
Level 2	Considerable community benefits	<ul style="list-style-type: none"> • Beginner classes, workshops, and clinics • Recreation athletic league • Volunteer programs 	11-40%



Town of Zebulon
Recreation Cost Recovery Policy

Level 3	Balanced Individual/community benefit	<ul style="list-style-type: none"> • Intermediate classes, workshops and clinics • Camps, Before and After School Care • Rentals (Non-Profit)* 	40-69%
Level 4	Considerable Individual Benefit	<ul style="list-style-type: none"> • Competitive- Classes, workshops, and clinics • Restricted Leagues and Tournaments • Senior Programs & Day Trips 	70-99 %
Level 5	Mostly Individual Benefit	<ul style="list-style-type: none"> • Chartered Trips • Equipment Rentals • Permitted Services • Rentals (private)* • Tenant Leases • Merchandise • Concessions/Vending • Private lessons/programs 	100+%

*Refer to Section 11.

Section 8. Nonresident Rates

To increase the benefit to residents, the nonresident rate shall not exceed \$20 higher than the resident rate for programs. Programs such as Weight Room and Get Fit Pass have lower non-resident rates as identified in the fee schedule. Nonresident rates for rentals are to be charged as identified in the fee schedule. By increasing nonresident participation, overall cost can decrease therefor allowing residents to pay lower rates and increase opportunities for programs to meet cost recovery expectations.

Section 9. Setting Fees & Charges

Fees and Charges are set annually through the budget process and are approved by the Board of Commissioners. The nature of recreation programming evolves and adapts continuously based on community desires and trends. It would hinder progress of offering a variety and new programs to pre-identify costs for all programs during the budget. For that reason, staff will set non-athletic league and summer camp program fees in accordance with this policy and considerations noted below:

- Cost Recovery Level classification
- Determining the direct cost of the Program
 - Facility
 - Supply, Equipment, Materials, etc...
 - Instruction, Official, Staff, etc...
 - Advertising
 - Special Services: insurance, transportation, admission, etc..
 - Printing, mailing, etc...
- Current market rate of a similar Program in close proximity. Conduct a comparison of 1-3 similar programs and adjust accordingly.
- Determine nonresident rate.



Town of Zebulon
Recreation Cost Recovery Policy

- Consider partnerships.
- Community sentiment & expectations
- Political & social will
- Equity in pay opportunity and ability to pay
- Family participation*

*Program fees may be set in a manner that gives a family rate versus individual rate to make the opportunity more affordable for families. Families with multiple youth participants in need of financial assistance should refer to section 11.

Section 10. New Program Start Up

Staff must follow trends and are encouraged to develop new programs that will benefit the community. New programs create opportunities to maintain higher levels of community satisfaction. Cost Recovery may be phased in due to developmental and start-up costs. These programs should be able to feasibly meet the appropriate level in a timely manner. Those not able to do so should be reevaluated before continuation.

Section 11. Fee Waivers & Scholarships

A fee waiver may be deemed acceptable and in the best interest of the town in certain circumstances. The following criteria sets a standard for consideration of fee waivers:

- Programs related to charitable, not-for-profit activities or services
- Programs directly related to the City's Operation
- Programs that support environmental activities
- Programs that are initiated or requested by the Board of Commissioners, Management, or Parks and Recreation Department Head to meet the town's strategic plan and other town identified goals.

Fee waivers must meet 1 or more of the above criteria for consideration of a fee waiver.

Scholarships

Financial challenges should not prevent a participant from benefitting from department Programs. Scholarship opportunity information should be made readily available to customers/participants. Scholarships are managed by the Parks and Recreation Department. Requests for sponsorships should be made prior to the deadline for any program by completing the program sponsorship request form.

Rentals (Non-Profit)

Reduced rental rates for 501c or school organizations are available.

- 501c/school organizations in partnership with the Town of Zebulon: Town resident rate less 50%
- 501c/school organization free event: Resident rate less 40%
- 501c/school organization ticketed event: Resident rate less 30%

Requests for reduced rental rates must be submitted in writing no later than 60 days before the event date. Please include:

1. Rental Application
2. Free or ticketed event?
3. 501c documentation
4. Detailed explanation of how the event will benefit Town of Zebulon Residents directly



Town of Zebulon
Recreation Cost Recovery Policy

Rentals (Private)

Reduced rates may be considered for extended term rentals. Such consideration is given to those organizations that are implementing recreational activities in line with the town and recreation department goals. Such consideration must be requested in writing and should reflect a minimum participation fee that is consistent with regional industry standards.

Section 12. Fees & Charges

Fees and charges should be reviewed annually to determine if adjustments are required. These charges are to be submitted via the annual budget cycle and approved by the Board of Commissioners.

Section 13. Employee Participation & Use

Town employees and their immediate family members in their household are eligible for the resident rate when registering for recreation programs and rentals of facilities. This eligibility is consistent with town values emphasizing family and encouraging participation in recreation and leisure activities.

Topic: Refund Policy
Prepared by: Sheila Long, Parks & Recreation Director

Section 1. Purpose

Zebulon Parks and Recreation Department offers a variety of programs, facility rentals, and services that may require fees to be paid by the user. There are circumstances in which a refund may be requested or authorized. This policy outlines how refunds may be applied.

Section 2. Cancellations by the Department

A full refund of registration and participation fees and charges will be made for all programs, activities, and events cancelled or adjusted by the Zebulon Parks and Recreation Department. No refunds will be made for any activity that costs less than \$10.

Section 3. Athletic, Camps, and Instructional Programs

For athletic leagues, camps, and other instructional programs, the following applies:

1. If a participant requests a refund, in writing, 10 calendar days or more in advance of the first day of athletic league practice or tryout, or 10 calendar days or more in advance of the first meeting of an instructional program, a full refund, minus a \$5 processing fee, will be issued.
2. Refund requests will not be granted for withdrawals made less than the 10 calendar days prior to the first meeting of the program or first practice/tryout for an athletic league. Exceptions may be considered for verified medical/hardship cases. Medical/hardship cases are considered on a case-by-case basis and may require additional documentation.
3. Refunds of adult athletic programs that require “team” registration will be issued based on league policy and are not subject to numbers 1 and 2 of this section.
4. Refunds will not be granted to participants dismissed from a program due to misconduct.

Exceptions:

A full refund of all fees paid, less a \$5 processing fee will be made if:

1. Prior to the athletic league first practice or tryout, or program meeting, a written excuse, from a licensed medical doctor, is provided indicating that the participant should not participate due to medical concerns or physical limitations.
2. Prior to the athletic league first practice or tryout, or program meeting, a written verification is provided that the participant has been included in either a Middle School, High School, or College program that prohibits participation in recreational programs.

Section 4. Trips/Travel Groups

For trips and group travel programs, the following applies:

1. A full refund is granted for trips cancelled or adjusted by the Zebulon Parks and Recreation Department.
2. If a full refund is requested, in writing, prior to the registration deadline, a full refund minus a \$5 processing fee, will be made.
3. If a refund is requested, in writing, after the registration deadline, and 48 hours prior to trip departure, a 75% refund will be issued if the participant can be replaced from the waiting list.
4. If 48 hours prior to the trip departure, a written excuse from a licensed medical doctor is provided, indicating that the participant should not participate due to medical concerns or physical limitations, a partial refund will be issued after deducting expenses incurred by the Town of Zebulon such as prepaid admission fees, tickets, deposits, and a \$5 processing fee.
5. Refunds will not be granted for requests made less than 48 hours prior to the trip departure, nor after the trip begins or is completed.
6. For third-party contracted overnight trips, refund policies may vary based on the terms of the contracted agency.

Section 5. Rental

For rentals, the following applies:

1. The Town of Zebulon reserves the right to make cancellations to any reservation at any time due to staffing availability, weather and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits will be returned in full if the cancellation is initiated by the Town of Zebulon.
2. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon. When a rental is canceled by Zebulon Parks and Recreation, fees are 100% refundable.
3. Cancellations initiated by Licensee more than 30 days prior to the reservation date, in writing, shall be granted a refund of paid rental fees.
4. Cancellations initiated by Licensee within 30 days of the scheduled event, in writing, shall be granted a refund of 50% of the total rental fee.
5. All rental refunds will be charged a \$5 processing fee. Ongoing rentals and tournaments will be charged a \$25 processing fee.
6. Cancellations initiated by Licensee less than 48 hours prior to a reservation, in writing, shall be granted a refund of only any security deposit paid.
7. **Athletic Fields and Picnic Shelter Rentals:** Outdoor facility usage canceled by Zebulon Parks and Recreation due to inclement weather may be rescheduled, pending space availability. If the participant does not wish to reschedule the rental, the participant can submit a written refund request within 3 business days after the initial rental date.

Section 5. Requesting a Refund

All refund requests must be made in writing to the Recreation Assistant and approved by the Parks and Recreation Director.

Section 6. Applying Refunds

Original payments made by credit or debit cards will receive a refund applied to the same card. There may be circumstances where card payments will be refunded by check.

Original payments made by cash or a check will receive a check issued from the Town and mailed to applicants mailing address on file. The original check must have cleared before a refund will be issued.

The customer may also request a household credit placed on their registration software account.

Refunds will be processed within 2 weeks of the request and will be made to the person who made the original payment.

Credit card processing fees are charged by the registration and payment software and are not refundable.

Section 7. Exceptions

There may be extenuating circumstances in which the Parks and Recreation Director may authorize a refund outside of the terms outlined in this policy. Such situations should be rare and should be consistent with the Town's values and other adopted policies.

**Town of Zebulon
Proposed Authorized Full-time Positions
Fiscal Year 2022-2023**

General Fund

<u>Department</u>	<u>No. of Positions</u>
Finance	
<i>Current Positions</i>	3
<i>New Positions Recommended</i>	0
Total Positions	3
Administration	
<i>Current Positions</i>	4
<i>New Positions Recommended</i>	1
Total Positions	5
Planning	
<i>Current Positions</i>	6
<i>New Positions Recommended</i>	0
Total Positions	6
Police	
<i>Current Positions</i>	23
<i>New Positions Recommended</i>	3
Total Positions	26
Fire	
<i>Current Positions</i>	16
<i>New Positions Recommended</i>	5
Total Positions	21
Property and Project Management	
<i>Current Positions</i>	5
<i>New Positions Recommended</i>	1
Total Positions	6
Operations	
<i>Current Positions</i>	9
<i>New Positions Recommended</i>	0
Total Positions	9
Parks & Recreation	
<i>Current Positions</i>	8
<i>New Positions Recommended</i>	0
Total Positions	8
Total Full-Time Positions	84

**Town of Zebulon
Proposed Salary Schedule
Fiscal Year 2022-2023**

Grade	Salary Range		Position Title
	Minimum	Maximum	
1	\$28,099	\$42,148	None
2	\$29,503	\$44,255	None
3	\$30,979	\$46,470	Laborer Equipment Operator I
4	\$32,529	\$48,793	None
5	\$34,156	\$51,232	None
6	\$35,862	\$53,796	Equipment Operator II Parks Maintenance Worker
7	\$37,655	\$56,485	Recreation Assistant Office Assistant-Public Works Office Assistant-Police Office Assistant-Administration
8	\$39,539	\$59,310	Firefighter I Planning Technician
9	\$41,516	\$62,273	Accountant I Crew Leader Zoning and Code Enforcement Officer Parks Crew Leader
10	\$43,593	\$65,390	Fleet Mechanic Police Officer Police Detective Athletic Coordinator Program Coordinator Deputy Town Clerk/HR Technician
11	\$45,771	\$68,658	Firefighter II Fire Lieutenant Police Corporal Planner Public Works Construction Inspector Accountant II
12	\$48,059	\$72,091	Parks Superintendent Planner/GIS Technician
13	\$50,464	\$75,694	Public Works Administrative/Contracts Manager Police Sergeant Police Planner Fire Captain Fire Code Inspector Accountant/Budget Analyst Planner II
14	\$52,989	\$79,480	Public Works Operations Manager Public Works Construction Inspections Supervisor Parks Manager Recreation Manager
15	\$55,636	\$83,456	Police Captain Senior Planner Fire Marshal/Safety Officer
16	\$58,418	\$87,626	Fire Division Chief Assistant Finance Director Information Technology Specialist
17	\$61,336	\$92,007	Assistant Planning Director
18	\$64,406	\$96,608	Human Resource Director/Town Clerk Deputy Police Chief
19	\$67,626	\$101,441	Parks & Recreation Director
20	\$71,006	\$106,507	Public Information Officer Community and Economic Development Specialist
21	\$74,559	\$111,837	Finance Director Fire Chief Public Works Director Planning Director
22	\$78,286	\$117,427	Police Chief
23	\$82,199	\$119,708	None
24	\$83,795	\$125,693	Town Engineer

**Town of Zebulon
Elected Officials Stipend
Fiscal Year 2022-2023**

<u>Stipend</u>	<u>Position Title</u>
\$13,043	Mayor
\$5,533	Commissioners

TRANSPORTATION FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Street Paving and Thoroughfare Improvements										
<u>Street Paving:</u>										
FY '23 Annual Street Resurfacing		\$370,000	funded by Tag Fee and Powell Bill							
FY '24 Annual Street Resurfacing				\$400,000						Project scope increases by \$30k per year to reflect expected increase in Tag Fee revenue and increase in Town maintained street mileage
FY '25 Annual Street Resurfacing					\$430,000					
FY '26 Annual Street Resurfacing						\$460,000				
FY '27 Annual Street Resurfacing							\$490,000			
FY '28 Annual Street Resurfacing								\$520,000		
FY '29 Annual Street Resurfacing									\$555,000	
<u>Intersection Improvements:</u>										
N. Arendell @ Green Pace signal		\$365,000	rollover budgeted funds	\$1,220,000						Requires commitment of the balance of Transportation Impact Fees
Shep. School @ Old Bunn signal		\$350,000	rollover budgeted funds		\$1,700,000					Requires commitment of balance of development Fee-In-Lieu, and contribution from GFFB
Pearces @ Proctor analysis and design (roundabout v. signal)										
Judd @ N. Arendell "Fire Signal"		\$100,000	rollover budgeted funds							
<u>Thoroughfare Improvements:</u>										
Jones Street Connector		\$340,000	rollover budgeted funds							Requires developer contribution to proceed
North Arendell Widening Phase I (US 64 - Pearces)			redesigning project to incorporate gap between Sheetz and Popeyes, and reduce R/W acquisition in front of DVM/Parrish	\$3,000,000						Requires large commitment from Fund Balance
North Arendell Widening Phase II (Pearces - Riley Hill)						\$350,000	\$125,000	\$1,625,000		Bond Referendum required. The project costs are broken out by year to reflect the Design, Permit and Property Acquisition, and Construction phases of the projects
Proctor/Pearces/Jones corridor					\$290,000	\$100,000	\$1,300,000			
Old Bunn (High Used Cars to Karial Court)					\$450,000	\$350,000	\$2,100,000			
Old Bunn (Karial to Parks Village)						\$450,000	\$350,000	\$2,100,000		
Gannon Avenue & Industrial Drive Loop										Requires developer contribution
FY 23 Street and Thoroughfare Expenditures		\$1,525,000	Projected FY 24 - FY 29 Expenditures	\$4,620,000	\$2,130,000	\$1,550,000	\$1,515,000	\$5,895,000	\$2,655,000	
Dedicated Property Tax										FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
Property Tax dedicated to Capital (Bond)						\$1,090,000	\$1,025,000	\$5,375,000	\$2,100,000	Bond Referendum of \$10.5M would require 5.2¢ increase of tax rate
Motor Vehicle Tag Fee		\$175,000	dedicated to Annual Street Resurfacing	\$205,000	\$235,000	\$265,000	\$295,000	\$325,000	\$355,000	trend assumed
Powell Bill (gas tax)		\$195,000	dedicated to Annual Street Resurfacing	\$195,000	\$195,000	\$195,000	\$195,000	\$195,000	\$195,000	trend assumed
General Fund, Fund Balance (GFFB)		\$1,155,000	rolled over funds for: Jones St. Connector, Shepard signal, Green Pace signal, and Judd "Fire Signal"	\$3,000,000	\$500,000					
Transportation Impact Fee				\$1,220,000						Green Pace signal will deplete Transportation Impact Fee balance. The TIF needs to be revisited and a study is funded in the Community and Economic Development Fund
Autumn Lakes and Barrington fee-in-lieu					\$1,200,000					amount assumed, agreement pending
Street Capital Reserves (unspent gas-tax from previous years)										
Transportation Reserves (unspent Transportation projects " " ")										
FY 23 Street and Thoroughfare Revenues		\$1,525,000	Projected FY 24 - FY 29 Revenues	\$4,620,000	\$2,130,000	\$1,550,000	\$1,515,000	\$5,895,000	\$2,650,000	

TRANSPORTATION FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Walk Zebulon										
<u>2023 projects</u>										
W. Sycamore: Arendell to Church		\$315,000	Rollover budgeted funds							
ADA Transition Plan		\$15,000	Rollover budgeted funds							
<u>2024 projects</u>										
Pedestrian signals: Arendell @ Gannon				\$195,000						
<u>2025 projects</u>										
Stamped crosswalks: Arendell @ Lee, Glenn, and Gannon					\$125,000					
<u>2026 projects</u>										
Stamped crosswalks: Arendell @ Sycamore, Horton, and Vance						\$125,000				
<u>2027 projects</u>										
TBD							\$125,000			
<u>2028 projects</u>										
TBD								\$125,000		
<u>2029 projects</u>										
TBD									\$125,000	
FY 23 Walk Zebulon Expenditures		\$330,000	Projected FY 23 - FY 28 Expenditures	\$195,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	
Dedicated Property Tax Base				\$70,000						FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate development driven, based on FY '21 actuals
GBP Reserves				\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	
General Fund, Fund Balance (GFFB)		\$330,000								
FY 23 Walk Zebulon Revenues		\$330,000	Projected FY 23 - FY 28 Revenues	\$195,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	

STORM DRAINAGE FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Stormwater										
<u>2023 projects</u>										
East Vance Street Replacement		\$180,000	rollover budgeted funds							
MS4 Audit		\$50,000	rollover budgeted funds							
West Horton Rerouting		\$1,885,000								
Stormwater Mapping		\$12,000								
<u>2024 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds				\$128,000						The annual revenue from the property tax dedicated towards Stormwater improvements cannot fund construction in a single year, but may be used to make payments on construction loan
<u>2025 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds					\$148,000					
<u>2026 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds						\$170,000				
<u>2027 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds							\$195,000			
<u>2028 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds								\$225,000		
<u>2029 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds									\$260,000	
FY 23 Stormwater Expenditures		\$2,127,000	Projected FY 24 - FY 29 Expenditures	\$128,000	\$148,000	\$170,000	\$195,000	\$225,000	\$260,000	
Stormwater Capital Reserves		\$80,000								
Dedicated Property Tax for Stormwater		\$112,000		\$128,000	\$148,000	\$170,000	\$195,000	\$225,000	\$260,000	trend assumed based on growth of tax base
General Fund, Fund Balance (GFFB)		\$50,000								
ARPA		\$1,885,000								
FY 23 Stormwater Revenues		\$2,127,000	Projected FY 24 - FY 29 Revenues	\$128,000	\$148,000	\$170,000	\$195,000	\$225,000	\$260,000	

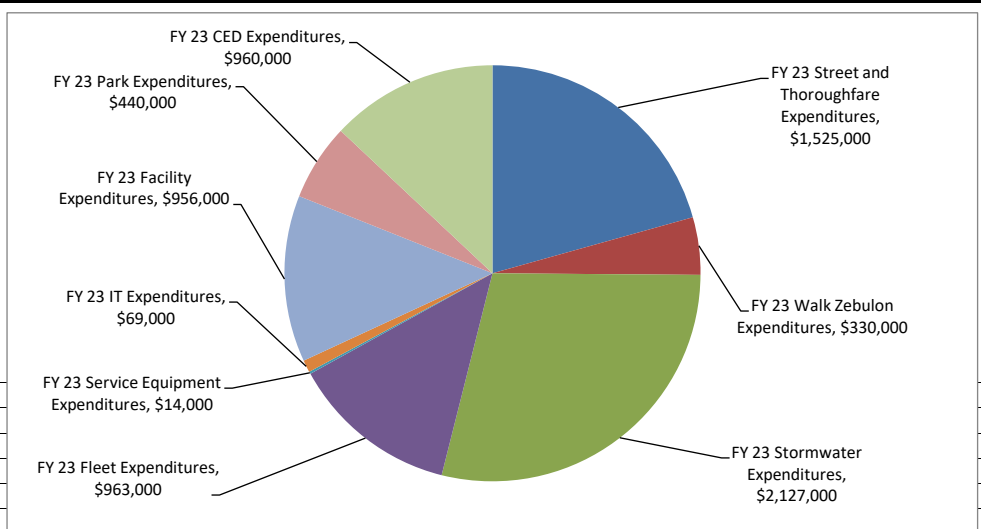
FLEET MANAGEMENT FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Fleet and Equipment										
<u>Light Duty (~ 5 years)</u>										
Enterprise (4 trucks (2 PR, 1 PN, 1 FD) + 1 SUV (PD))	\$33,000	\$33,000		\$33,000	\$33,000	\$33,000				Reevaluate program after first buy back period (will occur within 3-5 years). Own vehicles at 5-years (if not sold back)
Patrol - replacements (4)		\$235,000								
Patrol - new (for 2 additional officers)		\$117,000								
FY 24 - FY 29 requests				\$411,000	\$471,000	\$531,000	\$591,000	\$651,000	\$711,000	
<u>Medium Duty (5-15 years):</u>										
Payloader	\$16,000	\$16,000		\$16,000	\$16,000	\$16,000	\$16,000			Roll retired debt into another piece of equipment
Leaf Truck	\$38,000	\$38,000		\$38,000	\$38,000	\$38,000	\$38,000			Roll retired debt into another piece of equipment
Sweeper rebuild (2013)		\$115,000								
Bobcat and Trailer		\$33,000	\$155k purchase price financed over 5-years	\$33,000	\$33,000	\$33,000	\$33,000			Roll retired debt into another piece of equipment
FY 24 - FY 29 requests				\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	
<u>Heavy Duty (>15 years):</u>										
1987 Ladder Replacement (#95)	\$85,400	\$85,400	funded by 1.7¢ dedicated to Fire Apparatus	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	Debt retires FY '34
1997 Pumper Replacement (#91)	\$83,400	\$83,400	funded by 1.7¢ dedicated to Fire Apparatus	\$84,000	\$84,000	\$84,000				Retire Engine #91 debt ... then ...
Pumper Replacement (#94)							\$84,000	\$84,000	\$84,000	... begin Engine #94 payments
Pumper Replacement (#92)								\$800,000		An example of not re-investing. This engine will need to be replaced "out of cycle". Annual County cost-share and portion of dedicated property tax not spent on loan payments are deposited into Fire Reserve to buy this vehicle with cash.
Fire Fleet Reserve (from dedicated property tax)		\$103,200		\$144,000	\$189,000	\$234,000	\$279,000	\$324,000	\$369,000	
Fire Fleet Reserve (from County Cost share)		\$45,000	placed into savings to purchase Pumper #92	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	
<u>Equipment</u>										
Fleet and Equipment Reserve		\$16,000					\$33,000	\$120,000	\$120,000	depositing retired loan payments into reserves
Linelazer Paint Sprayer		\$7,000								
Mower		\$15,000								
UTV Fit-Up		\$12,000								
Message Board		\$9,000								
FY 23 Fleet Expenditures		\$963,000	Projected FY 24 - FY 29 Expenditures	\$945,000	\$1,050,000	\$1,155,000	\$1,260,000	\$2,165,000	\$1,470,000	
Dedicated Property Tax		\$401,000	enterprise, payloader, patrol replacements, and patrol additions	\$460,000	\$520,000	\$580,000	\$640,000	\$700,000	\$760,000	Approximates doubling of value of 2.5¢ tax rate every six years. FY '25 is a Revaluation year.
Dedicated Property Tax for Fire Vehicles		\$272,000	for ladder and engine payments, remainder to reserve)	\$310,000	\$355,000	\$400,000	\$445,000	\$490,000	\$535,000	Approximates doubling of value of 1.7¢ tax rate every six years. FY '25 is a Revaluation year.
County Cost share		\$45,000	deposited to reserves (~\$16k for ladder, \$29k for pumper)	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	
General Fund, Fund Balance (GFFB)										
Yard Waste Fee		\$130,000	finances Bobcat and trailer, remainder to Reserve	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	
Fleet and Equipment Reserve (includes sale of fixed assets)		\$115,000	To Sweeper rebuild					\$800,000		sale of fixed assets will decline if more vehicles are brought into Enterprise program
FY 23 Fleet Revenues		\$963,000	Projected FY 24 - FY 29 Revenues	\$945,000	\$1,050,000	\$1,155,000	\$1,260,000	\$2,165,000	\$1,470,000	

SERVICE EQUIPMENT & IT FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Service Equipment										
Fire: Turnout Gear replacement			included in Operating Budget	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	
Fire: Turnout Gear new			included in Operating Budget							
Fire: Safety House		\$10,000					\$9,000			
Fire: Defibrillators		\$4,000								
FY 23 Service Equipment Expenditures		\$14,000	Projected FY 24 - FY 29 Expenditures	\$18,000	\$18,000	\$18,000	\$27,000	\$18,000	\$18,000	
Dedicated Property Tax		\$14,000		\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
General Fund, Fund Balance (GFFB)										
FY 23 Service Equipment Revenues		\$14,000	Projected FY 24 - FY 29 Revenues	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	
Information Technology										
IT network reinvestment (computers, switches, servers)		\$59,000	computers	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	Requires installation of pole and wiring through front lawn. Annual subscription costs beyond capital costs.
Town Hall Weather Camera				\$12,000						
Council Laptops			included in Operating Budget							
Council Chamber upgrade (virtual capability)				\$10,000						
800 MHz radios		\$10,000								
FY 23 IT Expenditures		\$69,000	Projected FY 24 - FY 29 Expenditures	\$42,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Dedicated Property Tax		\$59,000		\$58,000	\$64,000	\$40,000	\$20,000	\$20,000	\$20,000	FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
General Fund, Fund Balance (GFFB)										
IT Reserve		\$10,000								
FY 23 IT Revenue		\$69,000	Projected FY 24 - FY 29 Revenues	\$58,000	\$64,000	\$40,000	\$20,000	\$20,000	\$20,000	

PROPERTY MANAGEMENT FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Facilities										
FY '09 Debt Service - Bonds (Mun. Complex)	\$279,975		Payments already included in Op. Budget	\$272,425	\$264,550	\$256,675	\$248,800	\$240,925	\$104,000	Debt retired FY '29
FY '14 Debt Service - Loan (Bldg Maint. Projects)	\$47,250		Payments already included in Op. Budget							Debt retired FY '23
Fire/EMS Station: Construction				\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	Bond Referendum required. Expenditures reflect payments made on a 20-yr. note
Fire Station: Sleeping Quarters		\$221,000								
Fire Station 2										
Land Acquisition				\$750,000						
Design and Permitting								\$500,000		
Construction										Construct with retired debt from Wakelon
Police										
Key Card Access		\$65,000								
Additional Parking		\$32,000								
Public Works										
Public Works Shed		\$533,000	roll over budgeted funds plus inflation							
Fueling Station		\$63,000								
Five County Stadium										
Driving Apron and Entrance Gate		\$42,000								
Facility Assessment Survey (FAS)										
Community Center HVAC				\$110,000						
Public Works Roofing					\$50,000					
Parks and Recreation Maintenance Roofing					\$50,000					
Per priority in FAS						\$100,000	\$100,000	\$100,000	\$100,000	Utilize retired debt to address FAS priorities
FY 23 Facility Expenditures		\$956,000	Projected FY 24 - FY 29 Expenditures	\$1,340,000	\$580,000	\$580,000	\$580,000	\$580,000	\$1,080,000	
Property Tax dedicated to Capital		\$316,000	Sleeping quarters	\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
Property Tax dedicated to Capital (Bond)				\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	Bond Referendum of \$6M would require 3¢ increase of tax rate
County Cost Share										County's portion
General Fund Fund Balance		\$533,000	Public Works Shed	\$750,000					\$500,000	
Capital Reserve Balance		\$65,000	Key card access							
Stadium Reserve		\$42,000								
Operating Budget dedicated to debt	\$327,225			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
FY 23 Facility Revenue		\$956,000	Projected FY 24 - FY 29 Revenues	\$1,340,000	\$580,000	\$580,000	\$580,000	\$580,000	\$1,080,000	

PROPERTY MANAGEMENT FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Parks										
Gill Street (neighborhood park)										
Signage		\$5,000								
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Zebulon Elementary School (WCPSS joint use)										
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Little River Park (nature park)										
Plan Design and Drawings		\$285,000								
Grant application		\$10,000	Adoption of a Parks CIP developed by Board of Commissioners during the Mini-Retreats in Fall '22 is pre-requisite to grant applications submitted in FY '23							
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Community Park										
Park and Center signage		\$15,000								
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Wakelon Elementary School (WCPSS joint use)										
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Whitley Park (neighborhood park)										
Signage		\$15,000								
Tennis Court Resurfacing		\$24,000								
Expansion		\$61,000	rollover budgeted funds							
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Beaverdam Greenway										
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Spine Greenway (connects Little River to Five County Stadium through Downtown)										
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22							
Park Maintenance										
Amenities (trash cans, benches, picnic tables)		\$25,000								
Park Expansion										
Master Plan Implementation			Implementation schedule dependent upon Board prioritization during Strategic Planning Mini-Retreats in Fall '22	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	Bond Referendum required. Expenditures reflect payments made on a 20-yr. note
FY 23 Park Expenditures		\$440,000	Projected FY 24 - FY 29 Expenditures	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	
Dedicated Property Tax										
Property Tax dedicated to Capital (Bond)				\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	Bond Referendum of \$10.5M would require 5.2¢ increase of tax rate
Wake: Open Space Grant										
Wake: Greenway Fund										
NC: Parks and Recreation Trust Fund (PARTF)										
NS: Locally Administered Projects Program (LAPP)										
NC: Land and Water Fund										
FEMA										
Land and Water Conservation Fund										
Recreation Impact Fees		\$379,000								
General Fund Fund Balance		\$61,000								
FY 23 Park Revenue		\$440,000	Projected FY 24 - FY 29 Revenues	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	

COMMUNITY & ECONOMIC DEVELOPMENT FUND	FY 2023 Required (Debt Payments)	FY 2023 Recommended	FY '23 Notes	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	Sustainability Check
Community and Economic Development										
Vibrant Downtown										
Façade Grant		\$10,000	Use excess sales tax revenue (GFFB)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	Funding depends upon growth in Downtown Overlay District's property value
Streetscape Grant				\$5,000	\$4,000	\$3,000				
Building Upfit Grant				\$30,000	\$25,000	\$27,500	\$30,000	\$32,500	\$35,000	
Branding: Wayfinding - Phase I		\$20,000	Rollover budgeted funds							
Changing LED Tree Lighting		\$10,000	Use excess sales tax revenue (GFFB)							
Alley Activation - Phase III (Vance-Horton & Arendell - Whitley)		\$700,000								
Town Commons (amphitheatre, parking)										
Small Town Life										
Branding (FY '21 rededication)		\$70,000	Rollover of budgeted funds							
Branding: Wayfinding - Phase I		\$50,000	Rollover of budgeted funds							
Branding: Wayfinding - Phase II				\$50,000						
Branding: Wayfinding - Phase III					\$50,000					
Zebulon National Register Historic District		\$20,000	Rollover of budgeted funds							
Growing Smart										
Economic Development Strategic Plan		\$50,000								
Transportation Impact Fee development		\$20,000								
Emergency Operations Plan		\$10,000								
Rail Corridor Economic Development Incentive						\$50,000				
Certified Site Development							\$100,000	\$100,000		
Retail and Hotel Incentive									\$100,000	
Reserve deposit				\$10,000		\$10,000				
FY 23 CED Expenditures		\$960,000	Projected FY 24 - FY 29 Expenditures	\$105,000	\$89,000	\$100,500	\$140,000	\$142,500	\$145,000	
Dedicated Sales Tax Base		\$50,000	Economic Development Strategic Plan	\$55,000	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000	
Property Tax dedicated to Capital		\$10,000	Emergency Operations Plan							
Tax Increment Financing					\$5,000	\$7,500	\$10,000	\$12,500	\$15,000	assumes \$1M valuation growth in DOD revenue generated by placing additional 5¢ property tax on properties within Downtown Overlay District
Municipal Service District				\$20,000	\$24,000	\$28,000	\$32,000	\$36,000	\$40,000	
Congressional "earmark"		\$700,000								
CED Reserves		\$20,000	TIF Development				\$20,000			
General Fund, Fund Balance (GFFB)		\$180,000		\$30,000			\$8,000	\$19,000	\$10,000	
FY 23 CED Revenues		\$960,000	Projected FY 24 - FY 29 Revenues	\$105,000	\$89,000	\$100,500	\$140,000	\$142,500	\$145,000	
GRAND SUMMARY										
Expenditure Destination			Revenue Source							
FY 23 Street and Thoroughfare Expenditures	-	\$1,525,000	Property Tax dedicated to Capital	\$800,000						
FY 23 Walk Zebulon Expenditures	-	\$330,000	Property Tax dedicated to Capital (Bond)							
FY 23 Stormwater Expenditures	-	\$2,127,000	Property Tax dedicated to Stormwater	\$112,000						
FY 23 Fleet Expenditures	-	\$963,000	Property Tax dedicated to Fire vehicles	\$272,000						
FY 23 Service Equipment Expenditures	-	\$14,000	MSD & TIF	\$0						
FY 23 IT Expenditures	-	\$69,000	Sales Tax	\$50,000						
FY 23 Facility Expenditures	-	\$956,000	General Fund Fund Balance	\$2,309,000						
FY 23 Park Expenditures	-	\$440,000	Stadium Reserve	\$42,000						
FY 23 CED Expenditures	-	\$960,000	Capital Reserve	\$65,000						
			GBP Reserves	\$0						
			Transportation Reserve	\$0						
		\$7,384,000	Stormwater Reserves	\$80,000						
Revenue Types			CED Reserves	\$20,000						
Taxes on Property			IT Reserve	\$10,000						
Taxes on Sales			Fleet and Equipment Reserve	\$115,000						
Reserves			Yard Waste Fee	\$130,000						
Fees on Services			Motor Vehicle Tag Fee	\$175,000						
Restricted funds for specified purpose			Wake County (e.g., Fire Cost Share)	\$45,000						
			Recreation Impact Fees	\$379,000						
			State (gas tax)	\$195,000						
			State (Street Reserve (unspent gas tax))	\$0						
			Federal (ARPA)	\$1,885,000						
			Federal (e.g., FEMA, "earmarks")	\$700,000						
			Development (TIF, conditions, Agreements)	\$0						
				\$7,384,000						



STORMWATER

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>West Horton Drainage Basin Improvements Project</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Upsize the existing 15" RCP from ZB-230 to ZB-229 on W. Horton St. to a 24" RCP. Reroute the drainage system to N. Church Street around the existing warehouses along W. Horton St. and upsize the pipes to 30" and 36" RCP, respectively. The existing catch basins along N. Church St. will likely need to be replaced/upsized. Reroute the drainage system to the west side of the Whitley Galleries Complex from ZB-219 through ZB-206 and upsize the drainage pipes to 48" RCP. Bore and Jack a 48" Steel Pipe (required by Coastal Carolina Railway specifications) beneath the railroad tracks. Upsize the downstream pipes along W. Barbee St. to 48" RCP and reroute around existing business. The preliminary opinion of probable project cost for this area is \$1,556,000 (including a 25% contingency). This project rated the highest in our scoring system due the amount of pipe under existing structures, capacity issues and significant deterioration of pipe.



TABLE 1: STORMWATER CONDITION RATING

DRAINAGE AREA	STRUCTURE (40%)	PIPE CONDITIONS (30%)	PIPE SIZING (20%)	PUBLIC PERCEPTION (10%)	TOTAL RATING (100%)
1	40	24	20	6	90

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-	-	-	-	-	-
Construction	1,556,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 1,556,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 1,556,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,556,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,556,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

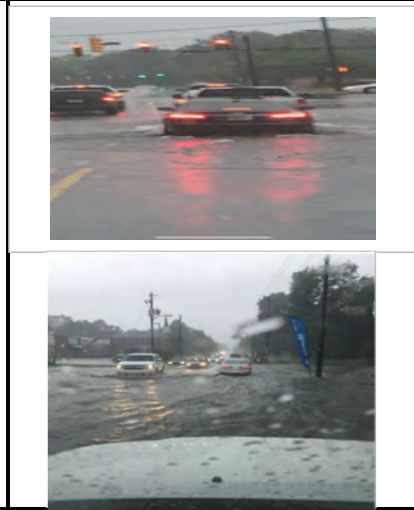
DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
West Sycamore/North Arendell Drainage Improvements

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Project Description: The West Sycamore/Arendell Avenue project will address flash flooding issues and prevent potential property damage. A Preliminary Engineering Report (PER) in February 2017 described the infrastructure deficiencies in the basin. The existing stormwater drainage system, evaluated as part of the PER, consists of piping with diameters from 15" through 60". Unfortunately, a number of these pipes were laid on reverse grade (flow uphill) or were undersized for a 2-year or 10-year storm event (basis for TOZ design standards). The existing 15" diameter drainage pipe located in the rear of 108 and 110 W. Sycamore is creating a bottleneck in the drainage system causing flash flooding quarterly and threatening structures during continuous heavy rains. A total of 17 easements are needed; 3 have been secured to date. Estimated project cost = \$1,100,000



PROJECT ALTERNATIVES

To add an environmental feature - \$ 300,000.00 (Construction Wetlands on East Glenn Street)

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

80,000 (easement acq.)

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	1,100,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds							
Total Funding Sources	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,100,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE

Sexton Ave Street Storm Drainage Improvements

TYPE OF PROJECT

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- X** 3 - Existing Programs Expansion
- 4 - New Program

Project Description: The Sexton Avenue neighborhood has experienced flash flooding issues since Hurricane Fran in 1996. The Town unsuccessfully submitted for a hazard mitigation grant in 1998. As part of the grant application, construction drawings were prepared. The flooding is primarily caused by a drainage ditch which runs through approximately 15 private properties. Inadequate and inconsistent maintenance has exacerbated the flooding issues. Over the years, discussions occurred of possible projects to alleviate the flooding. In Fall of 2013 after additional concerns and complaints, the town commissioned a Preliminary Engineering Report (PER) on possible solutions and costs to correct the private drainage concerns (no TOZ easements). The BOC in February 2014 decided other projects were a higher priority. In Summer of 2020, residents once again reached out to staff about continued flash flooding. Staff has updated the construction estimate to \$825,500 to complete necessary improvements. Permanent drainage easements would need to be secured to prevent a lapse in maintenance.



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	825,500	-	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 825,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 825,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds			-	-	-	-	-
Total Funding Sources	\$ 825,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 825,500**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

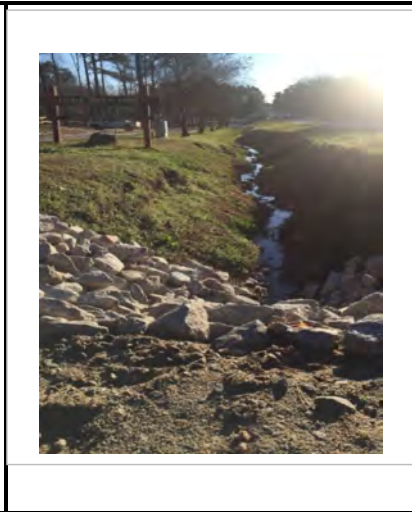
DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Little River Park Drainage Improvements</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Project Description: Includes the installation of 630 linear feet of 36" storm drainage pipe along West Gannon. The eroded ditch bank holds standing water due to improper grades and deteriorated, unstable ditch bank slopes. The 7' deep ditch is a safety hazard for children and visitors to the park. The Community Visioning Report from Site Collaborative expressed an opinion the park looked "tired and lacked maintenance". The installation of the drainage pipe will improve drainage, park appearance, maintenance issues, and site safety. During FY2019, staff completed the design and permitting phase of the project.



PROJECT ALTERNATIVES

RE-slope and stabilize the ditch banks.

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	275,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds			-	-	-	-	-
Total Funding Sources	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 275,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>East Horton Drainage Basin Improvements Project</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Project Description: Upsize the existing 15" RCP from ZB-245 to ZB-244 on E. Horton St. to a 24" RCP. Reroute the drainage system to N. Poplar Street around the existing business along E. Horton St. and upsize the pipes to 24" RCP. Upsize the pipe from ZB-238 to ZB-237 (adjacent to the Zebulon Fire Department) to a 30" RCP. Upsize the pipes from ZB-237 to ZB-232 to a 36" RCP. Some adjustment to the layout of the catch basins in the parking lot to the south of E. Vance St. may be needed. Bore and Jack a 42" Steel Pipe (required by Coastal Carolina Railway specifications) beneath the railroad tracks. Upsize the downstream pipes along E. Barbee St. to 48" RCP. The preliminary opinion of probable project cost for this area is \$1,529,000 (including a 25% contingency) The section of drainage has a commercial doctor's office over a section of pipe, the hydraulic capacity of the pipe is undersized and pipe is in fair condition. A 60' section of the drainage is being replaced in FY22 as part of the East Vance Street Drainage Improvements.



TABLE 1: STORMWATER CONDITION RATING

DRAINAGE AREA	STRUCTURE (40%)	PIPE CONDITIONS (30%)	PIPE SIZING (20%)	PUBLIC PERCEPTION (10%)	TOTAL RATING (100%)
2	32	12	20	8	72

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-	-	-	-	-	-
Construction	1,529,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 1,529,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 1,529,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,529,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


TOTAL PROJECT COST: \$ 1,529,000

SERVICE EQUIPMENT

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Fire	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
---------------------------	---------------------------------------	------------------------------

PROJECT TITLE Defibrillators	TYPE OF PROJECT <table border="1"> <tr><td></td><td>1 -Health/Safety/Welfare</td></tr> <tr><td align="center">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION Defibrillators are essential pieces of equipment in Wake County's high survivability from cardiac arrest. Defibrillators are maintained on all fire department vehicles and are replaced every five years. This request is to replace three defibrillators.</p> <p>JUSTIFICATION To ensure that defibrillators are the latest technology and are maintained to effectively function on cardiac arrest incidents, the Wake County medical director requires defibrillators be replaced every five years. We have three units which were purchased in 2018 and will need replacement. Wake County will cost share on this project.</p>	
---	---

PROJECT ALTERNATIVES If not funded, this project could be held; however, gear must be replaced prior to ten years old, so costs will be greater in future years.	OPERATING IMPACT/OTHER COMMENTS
--	--

PROJECT STATUS		
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i> align="right">\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	5,000	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 3,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	1,850	-	-	-	-	-	-
Total Funding Sources	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 5,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Fire	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
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PROJECT TITLE Firefighter Personal Protective Equipment	TYPE OF PROJECT <table border="1"> <tr><td>X</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	X	1 -Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
X	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION
 Firefighter personal protective clothing is an essential part of our firefighter's equipment, not just from protection from heat, but from all dangerous substances, including cancer causing agents. This request includes replacement of four sets of gear due to age, two sets due to early wear/damage or new employees. It does not include the two sets included as part of the personnel expansion request.

JUSTIFICATION
 All the components of turnout gear (helmet, boots, gloves, coat, pants, hood) are replaced when needed (from wear or damage), but always before they are ten years old. We routinely replace approximately four sets of gear per year to prevent large gear replacement years. Additionally, two additional sets are budgeted for replacement due to wear or damage, or to provide for new employees or volunteers who may affiliate with us during the year. Wake County will cost share on this project.



PROJECT ALTERNATIVES If not funded, this project could be held; however, gear must be replaced prior to ten years old, so costs will be greater in future years.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS		
Funds Approved to Date	\$ -	Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	25,800	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 25,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 16,254	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	9,546	-	-	-	-	-	-
Total Funding Sources	\$ 25,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 25,800

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Fire	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
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PROJECT TITLE <i>Fire Safety House</i>	TYPE OF PROJECT 1 -Health/Safety/Welfare 2 - Maintenance/Replacement X 3 - Existing Programs Expansion 4 - New Program
--	---

PROJECT DESCRIPTION
This project includes an inflatable fire safety education house for teaching children the different aspects of home fire safety.

JUSTIFICATION
Historically, fire departments shared use of fire safety house trailers which were moved from jurisdiction to jurisdiction and were used to teach fire safety. Although very popular, maintenance costs made these houses difficult to continue to use. There were several shared fire safety trailers in Wake County; however, most have been removed from service due to their condition. (The trailers cost approximately \$75,000.) We continue to get requests for fire safety houses from those who enjoyed them in the past. This project includes an inflatable version of the fire safety house, which is much easier to use and is fun for the children to participate and learn about fire safety. These homes do not require use of the larger vehicles to transport and can be used virtually anywhere. They have been a widely used alternative to the trailers. They can be used to teach kitchen fire safety, smoke detector safety, exit drills, fireplace/candle safety, and how to safely exit your home.



PROJECT ALTERNATIVES This project includes a handicap-accessible fire safety house. A standard (Non-ADA) version can be purchased for approximately \$2,000 less than proposed.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	10,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	-	-	-	-	-	-	-
Total Funding Sources	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 10,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Police	PROJECT MANAGER Jacqui Boykin	DEPARTMENTAL PRIORITY Low
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PROJECT TITLE <p style="text-align: center;"><i>Drone Program</i></p>	TYPE OF PROJECT <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: 1px solid black;"></td><td>1 - Health/Safety/Welfar</td></tr> <tr><td style="width: 20px; border: 1px solid black;"></td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="width: 20px; border: 1px solid black; text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td style="width: 20px; border: 1px solid black;"></td><td>4 - New Program</td></tr> </table>		1 - Health/Safety/Welfar		2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
	1 - Health/Safety/Welfar								
	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

CIP UPDATE FY 2023-2028
Use of drone aerial surveillance to assist with investigations.

JUSTIFICATION
The drone is a useful tool in reconstructing crashes, finding missing persons, and covert surveillance. Officers will be required to obtain FAA licensing.



PROJECT ALTERNATIVE!
Several neighboring agencies use drones. We can use their services through mutual aid.

OPERATING IMPACT/OTHER COMMENTS
PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS	New Request
Funds Approved to Date	Funds Expended to Date
\$ -	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	9,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 9,000	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 9,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT	SUBMITTED BY	DEPARTMENTAL PRIORITY
Police	Jacqui Boykin	High

PROJECT TITLE	TYPE OF PROJECT								
<i>Roadside Message Boards</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10px;"></td><td>1 - Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td style="text-align: center;">X</td><td>4 - New Program</td></tr> </table>		1 - Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion	X	4 - New Program
	1 - Health/Safety/Welfare								
	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
X	4 - New Program								

<p>PROJECT DESCRIPTION Implementing the use of roadside message boards to mitigate traffic issues.</p> <p>JUSTIFICATION Roadside message boards are useful in addressing traffic concerns associated with speed, congestion, construction, and special events. The police department has applied for a grant with the Governor's Crime Commission to fund the purchase of 2 message boards, with radar technology. They will be used by Police, Fire, Public Works, and Parks and Recreation. The grant will fund \$24,500 of the total project cost \$33,418. The remainder (\$8918) must be covered by the Town. If the grant is not approved, we will not make the purchase.</p>	Insert image
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PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
Borrow from neighboring municipalities, when/if they are available. Most agencies keep them deployed regularly, so availability is a concern. Rent from local provider. Weekly rental is \$1600.	There is an annual maintenance fee (\$1500 each), should we chose to utilize the wireless programming function. PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS	New Request		
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to						Future Years
	July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	\$ 8,918						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	3,000	3,000	3,000	3,000	3,000	-
Total Project Costs	\$ 8,918	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -

FUNDING SOURCE(S)	Prior to						Future Years
	July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	
General Fund	\$ 8,918	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 8,918	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -

TOTAL PROJECT COST: \$ 23,918

FACILITY

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
Town Hall Dumpster Pad

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : The Zebulon Municipal Complex is in dire need of a dumpster pad for collecting trash and recycling generated by the staff and occupants of town hall and the police station, as well as by special lawn events or other gatherings. Since the proposed location is within the Wake County historic site, the dumpster pad will have to meet the architectural standards established when the building was constructed in 1909. Dumpsters would eliminate the need for multiple dumpsters behind the police station.



Opinion of Probable Construction Cost Estimate		Cost
1	Demolition	\$ 800
2	Footings 12" by 32"	\$ 5,850
3	Concrete Pad – 6" thick, reinforced	\$ 7,500
4	Reinforced concrete wall	\$ 10,300
5	Brick Veneer Masonry	\$ 4,800
6	6" Diameter Concrete Fill Bollards - Galvanized	\$ 5,000
7	Precast Concrete coping	\$ 3,500
8	Aluminum Dual Leaf Gates and Frame	\$18,000
Construction Subtotal		\$55,750
Design @ 17.5% Allowance		\$ 11,150
Geo-tech Allowance		\$ 850
Permits Allowance		\$ 750
Contingency @ 15%		\$10,250
Project Total		\$78,775
Budget Amount		\$79,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	79,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 79,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

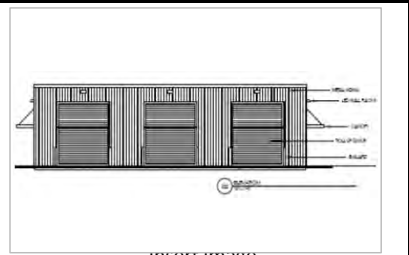
DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE
Public Works Storage Building Construction

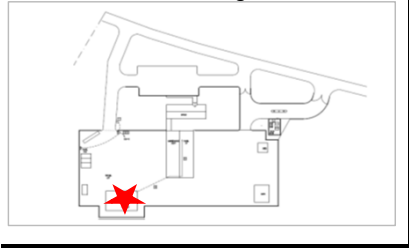
TYPE OF PROJECT	
X	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : PW Storage Building inflation and security impacts

JUSTIFICATION: The existing adopted budget amount of \$350,000 (10-500-7418) is no longer sufficient to complete this budget. The current construction market related to steel and metal items has increased 200% since March of 2020. The robbery of November 2021 has increased our need for site security and additional cameras. Safety concerns require the installation of an eyewash station and a restroom facility is needed for future growth.



insert image



1	Construction Cost Increase	\$100,000
2	Additional Professional Fees – Arch, Eng., Geotechnical,	\$17,500
3	Security System and Cameras	\$10,000
4	1-stall unisex bathroom, hand sink, and eye wash station	\$25,000
5	Subtotal	\$152,500
	Contingency @ 20%	\$30,500
	Total Additional Cost	\$183,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	183,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 183,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE
Public Works Shop/Maintenance Roof - Coatings

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Unflex Coating installation for PW Shop

JUSTIFICATION: The existing 5000 sq ft facility was installed in 1988 and a new aluminum coating was installed in 2011. The twelve year warranty expires this fiscal year. REI engineers recommends installation of new Uniflex coating with a 10 year warranty.

	Opinion of Probable Construction Cost Estimate	Cost
1	UniFlex Coating installation	23,700.00
2	Replace wood blocking a venlation fan	600.00
3	Gutter Repairs and Spot Replacement	1500.00
	Professional Services	10,500.00
	Contingency @ 20%	7,260.00
	Subtotal	43,560.00
	Recommended Budget (round to nearest 1,000)	44,000.00



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	44,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 44,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

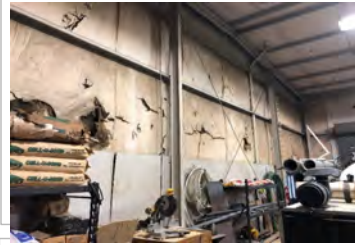
DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>PW Shop/Maintencance Bldg Renovation</i>

TYPE OF PROJECT	
X	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : The existing 5,000 sq ft prefabricated metal building was constructed in 1988, thirty-four years ago. The June 2018 Facility Assessment noted the bays are crowded with equipment and materials storage and expressed concern for safe movement within the shop area. The walls, floors, insulation, floor drains and plumbing have deteriorated. Safety improvements needed are the roll-up doors, bollards, ceiling fans and steel repairs.



	Opinion of Probable Construction Cost Estimate	Cost
1	Expoxy Floors – 5,000 Sq. Feet	\$ 35,000
2	Safety Improvements – Roll-up Doors	\$ 6,000
3	Floor Drain Repairs	\$ 7,000
4	Interior Painting allowance – masonry/plywood @ \$2 per SF	\$ 10,000
5	Painting – Exterior Doors/Frames – Qty 10 - \$435.00 each	\$ 4,350
6	Wall Insulation Repair	\$ 25,000
7	Roof Coating Allowance	\$ 25,000
8	Ceiling Fan – Bays 3-5 (includes structural)	\$ 15,000
9	Bollards installation – Qty 20	\$ 10,000
10	Grease Trap	\$ 14,000
11	Plumblng renovation allowance	\$ 3,000
12	Exterior Paint on Bldg.	\$ 15,000
13	Steel Repairs/Special Coating	\$ 8,500
14	LED Lighting Upgrades Allowance	\$ 4,000
14	General Contractor – OH&P @ 20%	\$ 43,645
	Professional Services @ 25%	\$ 54,555
	Contingency @ 20 %	\$ 43,645
	Project Total Cost	\$360,065
	Recommended Budget (round to nearest 1,000)	\$361,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	361,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 361,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 361,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 361,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 361,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

PW Administration Building Expansion

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Project Scope: Renovate the existing 2400 sq ft building and add another 2400 sq ft to accommodate the following features: a) public lobby/waiting area; b) training/educational/conference space; c) kitchen facilities; d) office space; e) storage; f) IT space; and h) laundry/utility facilities. To accommodate these needs, expansion will need to occur at both ends of the building.



Description	Cost
Construction Renovation 2400 sf * \$75	\$ 180,000
Construction New 2400 sf * \$250	\$ 600,000
FFE (fixtures, furniture, equipment)	\$ 75,000
CPI @ 10%	\$ 85,500
Contingency @ 15%	\$ 141,075
Subtotal	\$ 1,081,575
Budget Total	\$ 1,100,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 108,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		992,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 108,000	\$ 992,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 108,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum		992,000	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 108,000	\$ 992,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 1,100,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
P/R 2009 Shop/Maintenance Bldg. Roof

TYPE OF PROJECT	
X	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : P/R 2009 Shop/Maintenance Bldg. Roof. The roof assessment was conducted on January 19, 2021 by Bob Tomlinson of REI Engineers. Zebulon Public Works personnel reported multiple active leaks. A full copy of this report is available upon request. Active roof leaks were reported under the Southeast side. The vinyl cover of the interior lining of the roof insulation is holding water at several locations. There is evidence of water stain streaks down the interior face of the Southeast wall. Temporary repairs were made in 2021. Permanent repairs are needed.



	Opinion of Probable Construction Cost Estimate	Cost
1	Repairs and Gutter inserts @ main roof section	4,950.00
2	Uniflex coatngs 3650 sgf	17,300.00
3	Repairs and Gutter inserts @ side sections	2,150.00
	Professional Services	8,500.00
	Contingency @ 20%	6,580.00
	Subtotal	39,480.00
	Recommended Budget (round to nearest 1,000)	40,000.00

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

	\$ -
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Funds Expended to Date

	\$ -
--	------

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	40,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 40,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Parking Lot Seal Coating</i>

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : The Zebulon Public Works Department maintains approximately 220,000 sq. ft. of parking lots for the Town of Zebulon. It has been over 10 years since any significant maintenance or preservation projects have been completed on town parking lots. Sealcoating is recommended for asphalt pavement as part of a regular maintenance schedule. Sealcoating a surface can more than double the life of the asphalt by helping prevent water and chemical penetration.



Opinion of Probable Construction Costs (Estimate)				
	Location	Square Yard	Unit Cost	Total Cost
1	ZMC Parking Lot	7,395	\$2.25	\$16,639
2	Police Parking Lot	1,710	\$2.25	\$ 3,848
3	Public Works	3,200	\$2.25	\$ 7,200
4	ZCC	3,175	\$2.25	\$ 7,144
5	Fire Parking	320	\$2.25	\$ 720
6	ZCP	7,175	\$2.25	\$16,144
7	Vance Street Parking Lot	1,515	\$2.25	\$ 3,409
	Subtotal			\$55,639
	Contingency @ 20%			\$ 11,128
	Project Total			\$66,767
	Budget Total			\$67,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

	\$ -
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Funds Expended to Date

	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	67,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 67,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 67,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 67,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 67,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Fueling Station Upgrades</i>

TYPE OF PROJECT	
X	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : 2004 Fueling Station Hardware and Software replacement
JUSTIFICATION: The fuel station pedestal and software were last upgraded in 2004. The proposed upgrades include a new interface pedestal; the replacement of leak detection equipment, network cards, and the unleaded fuel dispenser; wireless communication with the office computer; updated software to better track fuel usage and mileage; and integrated tank monitoring for the two tanks not currently monitored (the 285-gallon non-ethanol tank and the 525-gallon diesel tank). These upgrades will reduce errors and downtime, reduce the time required to fuel vehicles and equipment, reduce the risks associated with potentially leaking tanks, and improve reporting speed and accuracy



Opinion of Probable Construction Costs (Estimate)	Cost
1 Fueling System Software	\$ 9,500
2 Fuel Pedestal Replacement	\$ 10,500
3 Tank Monitoring	\$ 4,500
4 Unleaded Fuel Dispenser Replacement	\$ 5,500
5 Painting of island, bollards, and diesel dispenser	\$ 3,500
6 Signage	\$ 200
Permitting	\$ 1,000
Subtotal	\$34,700
Design/CA/Observation	\$17,500
Contingency @ 20%	\$ 10,440
Total	\$62,640
Budget Amount	\$63,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

	\$ -
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Funds Expended to Date

	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	63,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 63,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE
FCS Driveway Apron and Entrance Gate Installation

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Installation of 6" concrete driveway apron and 35' entrance gate

Justification: Installation of 6" 6000 psi concrete 3000 sq ft driveway apron at Five County Stadium 264-A lower parking lot entrance. Scope includes demolition/removal of existing busted asphalt apron to 6" below grade. Project includes the removal and replacement of damaged 1991 gate with new heavy-duty steel gate.



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	41,785	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 41,785	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other -Stadium Reserve	41,785						
Total Funding Sources	\$ 41,785	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 41,785

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

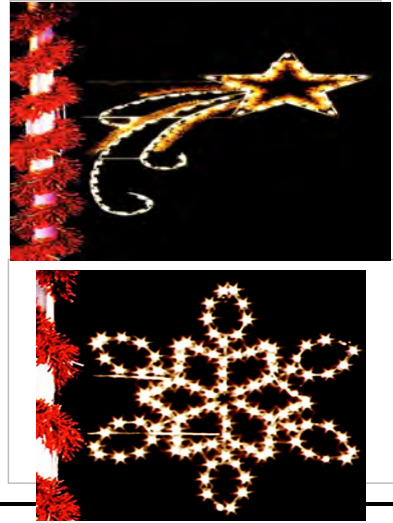
PROJECT TITLE

Christmas Light Program

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : 20 additional Christmas light decorations for North Arendell Ave to be installed north of Town Hall. The project cost would include working with Duke Energy to install power receptacles and photo cells to turn fixtures on and off. We currently install 42 fixtures during the holiday season between Thanksgiving and New Years Day.

Budget - \$700 for each 6' decoration and \$300 for each electrical installation.



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	20,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 20,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

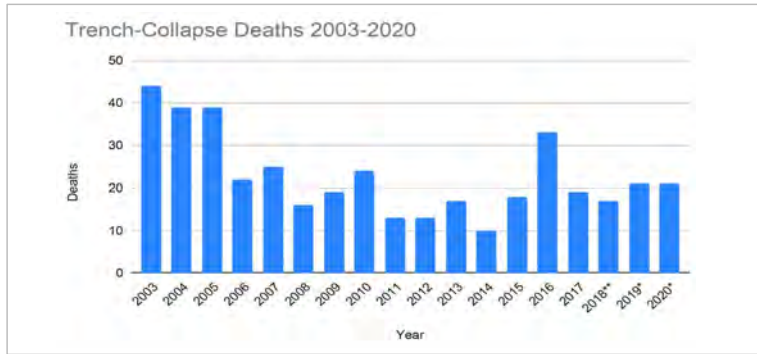
DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Aluminum Trench Box - Safety</i>

TYPE OF PROJECT	
X	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Purchase of two (2) 6' by 6' Aluminum Trench Boxes that can be stacked and set individually by mid-size excavator or backhoe. As the Town stormwater infrastructure has grown by 126% over the last 10 years, more and more of the stormwater infrastructure repairs require the use of a trench box with expandable width to adjust for various pipe widths.



PROJECT ALTERNATIVES

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OPERATING IMPACT/OTHER COMMENTS

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PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	15,000	-					
Construction		-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 15,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

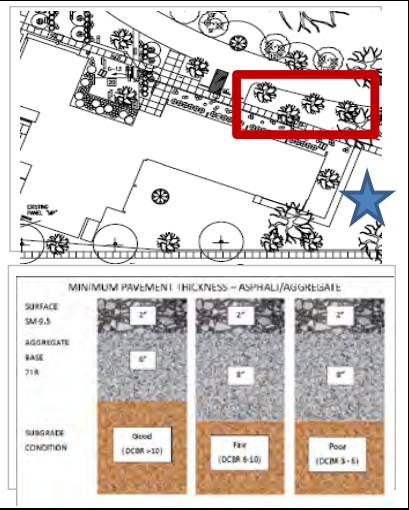
PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE
Additional Parking at Police Station

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
X	4 - New Program

PROJECT DESCRIPTION : The original design of the police station public parking addressed only the code required handicap needs, plus one additional space. The proposed four additional spaces would provide a more convenient access for visitors to the Police Station to get reports, meet with an officer and utilize the new "Safe Zone" for online transactions. These spaces would also provide police officers with a place to temporarily park while dealing with citizens in the front lobby or at the 911 call box. Currently officers have to park in the circle while conducting business, which can make the driveway very congested. With the recent construction of the Blue Star Memorial Gardens as seen below, these new spaces provide better parking access for our Veterans visiting the site to pay their respects.



The construction of the new spaces will require the removal of four large trees and the overburden to install the new spaces. Project construction will be overseen by the Zebulon Public Works Department

Opinion of Probable Construction Cost Estimate	Cost
Asphalt Construction with striping – 8" CABC/2" SF9.5C	\$18,415
Tree and Stump Removal	\$ 7,500
Misc. Landscaping	\$ 750
Contingency @ 20%	\$ 5,335
Total Cost	\$32,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	32,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 32,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Fire	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
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PROJECT TITLE <i>Emergency Operations Plan Finalization</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>1 -Health/Safety/Welfare</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>2 - Maintenance/Replacement</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>3 - Existing Programs Expansion</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>4 - New Program</td> </tr> </table>	<input checked="" type="checkbox"/>	1 -Health/Safety/Welfare	<input type="checkbox"/>	2 - Maintenance/Replacement	<input type="checkbox"/>	3 - Existing Programs Expansion	<input type="checkbox"/>	4 - New Program
<input checked="" type="checkbox"/>	1 -Health/Safety/Welfare								
<input type="checkbox"/>	2 - Maintenance/Replacement								
<input type="checkbox"/>	3 - Existing Programs Expansion								
<input type="checkbox"/>	4 - New Program								

<p>PROJECT DESCRIPTION An Emergency Operations Plan (EOP) outlines the Town's actions and response when larger scale emergencies occur, such as weather events and manmade emergencies. This program is to develop an EOP for consideration by the Board of Commissioners to adopt.</p> <p>JUSTIFICATION The Town currently has an adopted Multi-Hazard Plan; however, many jurisdictions moved to an Emergency Operations Plan in the mid-2000s. The newer plans were updated to include the National Response Framework mandated by the federal government after 9/11/2001. EOPs typically provide more specific guidance on how emergencies will be handled when they occur. Work was started in the late 2010s to develop an Emergency Operations Plan for adopted. The draft's principles have been used since it's development. This project is to utilize a consultant to evaluate the draft and move it to a plan ready for local adoption.</p>	
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PROJECT ALTERNATIVES If not funded, this project could be finalized internally as staff time allows; however, we currently lack the availability and technical knowledge to finalize the plan.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i> \$ -	<i>Funds Expended to Date</i> \$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	-	-	-	-	-	-	-
Total Funding Sources	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 10,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Fire	Chris Perry	

PROJECT TITLE	TYPE OF PROJECT					
<i>Fire Station Sleeping Accomodations</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare						
2 - Maintenance/Replacement						
X						
3 - Existing Programs Expansion						
4 - New Program						

<p>PROJECT DESCRIPTION The fire station currently accomodates five people for sleeping at night. This project will provide additional sleeping areas and the necessary bathroom/shower facilities.</p> <p>JUSTIFICATION With current capacity to sleep only five firefighters, our fire station often has more than five people on duty at night (with staff and volunteers). Volunteers often sleep in chairs and/or on couches. With the additional staff requested in the FY23 budget, sleeping spaces will be inadequate. Both staff and volunteers should have adequate spaces for sleeping when on duty, especially considering that volunteers are not compensated for their duty crew times in service of the department. This project expands our sleeping quarters into the current training room and adds additional bathroom/shower facilities. We currently have one shower to be used by all personnel. With our cancer-prevention protocols, firefighters take a shower within one hour of engaging in structure fires, when possible. This is especially difficult with a single shower. This project is also affected by the need to provide a fire wall between sleeping areas and the office areas of the building. Additionally, this change will require reassignment of the current space occupied by the Fire Marshal.</p>	
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PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
In lieu of building renovations, a temporary structure could be used on a more long term basis to house firefighters (above our current capacity). This could be purchased for about \$180,000 or leased for \$3,500 per month (3 years), plus setup costs.	With renovation to the existing dormitory area, temporary arrangements are included in project estimates.

PROJECT STATUS	
<i>Funds Approved to Date</i>	<i>Funds Expended to Date</i>
\$ -	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	150,000	-	-	-	-	-	-
Equipment	15,000	-	-	-	-	-	-
Contingency	24,000	-	-	-	-	-	-
Other - Temporary Qtrs	20,000	-	-	-	-	-	-
Total Project Costs	\$ 221,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ -

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Police	Jacqui Boykin	Low

PROJECT TITLE	TYPE OF PROJECT								
Key card access to Police Headquarters	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td>1 - Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td> </td><td>3 - Existing Programs Expansion</td></tr> <tr><td> </td><td>4 - New Program</td></tr> </table>		1 - Health/Safety/Welfare	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 - Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION Upgrade security for the police building to provide for keyless access</p> <p>JUSTIFICATION The police facility was recently re-keyed, to immediately remedy a security situation in which several past employees had access to the building, violating CJIS requirements for securing criminal justice data systems. In keeping with the Town’s goal to grow smart, the police department will join the key card system currently being employed at Town Hall. Use of hard copy keys makes it difficult to change access quickly and fluidly, as employee roles change. Law enforcement facilities require different levels of access, based on rank and role. Having electronic access to different spaces will improve security, create a more efficient process of changing access levels, and bring the police department in line with other town departments.</p>	
--	--

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
The building was recently re-keyed. Keyless access would be a desired outcome, however we can continue using keys for the foreseeable future.	Annual maintenance is \$5,400 PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS	Continue from FY21		
Funds Approved to Date	\$ -	Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	65,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 65,000						\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 65,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Police

SUBMITTED BY
Jacqui Boykin

DEPARTMENTAL PRIORITY
Medium

PROJECT TITLE

Upgrade to Police Surveillance System

TYPE OF PROJECT

	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION
Replace camera system throughout police facility

JUSTIFICATION
This is a continuation to a project that was partially funded in FY22. The police facility is operating an antiquated and outdated surveillance system. It is not easily accessible and fails to provide necessary coverage throughout the building. In FY22, funding was provided to upgrade the surveillance in the interview rooms. The project would expand to provide necessary security for the entire police facility.



PROJECT ALTERNATIVES
There is no alternative to replacing the existing system.

OPERATING IMPACT/OTHER COMMENTS
There is no maintenance cost associated with this program.
PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS
Funds Approved to Date

New Request

Funds Expended to Date

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	25,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 25,000						
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Police **PROJECT MANAGER** Jacqui Boykin **DEPARTMENTAL PRIORITY** Low

PROJECT TITLE <i>Storage Shed at PD</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"> </td><td>1 -Health/Safety/Welfare</td></tr> <tr><td> </td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td> </td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare		2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION Storage Shed at Police Department</p> <p>JUSTIFICATION Addition of smart technology and replacement of furniture to make the room more effective in training and incident command situations.</p>	<p>Insert image</p>
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PROJECT ALTERNATIVES

Rent a storage unit- \$155/month

OPERATING IMPACT/OTHER COMMENTS

PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS New Request

Funds Approved to Date \$ - *Funds Expended to Date* \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	9,800						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 9,800	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 9,800**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Police **PROJECT MANAGER** Jacqui Boykin **DEPARTMENTAL PRIORITY** Low

PROJECT TITLE	TYPE OF PROJECT								
<i>Training Room Renovation</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"></td><td>1 -Health/Safety/Welfar</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfar	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfar								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION Renovation of Training Room at PD</p> <p>JUSTIFICATION Addition of smart technology and replacement of furniture to make the room more effective in training and incident command situations.</p>	
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<p style="text-align: center;">PROJECT ALTERNATIVE!</p> <p>Continue with existing equipment.</p>	<p style="text-align: center;">OPERATING IMPACT/OTHER COMMENTS</p> <p>PRIORITY GOALS- Small Town Life, Growing Smart</p>
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PROJECT STATUS New Request

Funds Approved to Date \$ - *Funds Expended to Date* \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	22,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 22,000	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 22,000

**COMMUNITY &
ECONOMIC
DEVELOPMENT**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Planning	PROJECT MANAGER Michael Clark	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Strategic Economic Development Plan</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">X</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td style="text-align: center;">X</td><td>4 - New Program</td></tr> </table>	X	1 -Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion	X	4 - New Program
X	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
X	4 - New Program								

<p>PROJECT DESCRIPTION : Strategic Economic Development Plan JUSTIFICATION: Economic Development is a marathon and not a sprint. As such, it is important to make sure that we have an understanding of the course we are to run and what the finish line looks like. A strategic economic development plan would seek public comment regarding the long term economic needs of the community, evaluate the existing land availability, land use patterns, land use plan, transportation plan, current and proposed utilities, and other factors when determining site selection. The process to create this plan will work with community leaders to determine what specific industries do we want to attract to the community as well as what we want to retain and assist in expansion. Completion of this plan will translate into Comprehensive Land Use Plan modifications as well as modifications to the Unified Development Ordinance.</p>	
--	--

PROJECT ALTERNATIVES Staff executing the project with public engagement and document preparation.	OPERATING IMPACT/OTHER COMMENTS This document would be a guidance document for other capital projects in downtown and would be structured to be implemented over a 5 to 10 year time span.
---	--

PROJECT STATUS Funds Approved to Date	Funds Expended to Date
\$ -	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee			-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ -**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Planning

PROJECT MANAGER

Michael Clark

DEPARTMENTAL PRIORITY

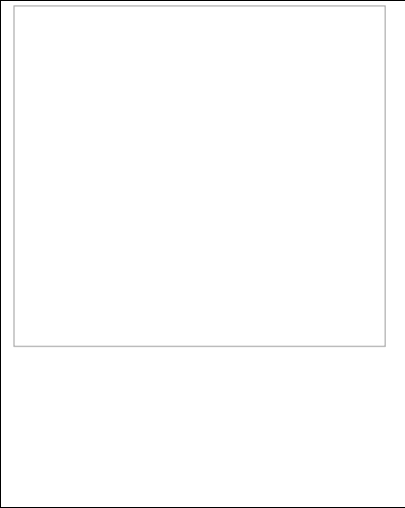
Level A

PROJECT TITLE
<i>Downtown Parking Land Acquisition</i>

TYPE OF PROJECT	
X	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
X	4 - New Program

PROJECT DESCRIPTION : Downtown Subarea Plan

JUSTIFICATION: The 2030 Strategic Plan Policies for Recreation and Amenities "O" states "Seek a balance between satisfying parking demands and maintaining a fundamental commitment to a compact, walkable core Downtown, especially through creative strategies for dealing with significant – but infrequent – peak parking needs during special events." Furthermore Capital Investments Action Item #4 states "Plan for potential strategic land acquisitions Downtown, for additional public parking or other specific needs." This starts with site selection of parcels near downtown, but not in situations where it would take away from a site that could be readably developed for a commerical operation. Furthermore, having a parking lot located at least a block off N. Arendell will result in additional pedestrian traffic walking past businesses to get to particular destinations.



PROJECT ALTERNATIVES

Modification of existing roads and installation of sidewalks within the Downtown Periphery to provide on-street parking. This will also require additional lighting and wayfinding.

OPERATING IMPACT/OTHER COMMENTS

The purchase of land and future construction of a parking lot in near proximity to downtown will enhance pedestrian travel throughout our downtown having a positive economic impact on local businesses.

PROJECT STATUS

Funds Approved to Date

\$	-
----	---

Funds Expended to Date

\$	-
----	---

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	100,000	-					
Construction		250,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 100,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee	-	-	-	-	-	-	-
Total Funding Sources	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 100,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Planning	PROJECT MANAGER Michael Clark	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Downtown Sub-Area Plan</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">X</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td style="text-align: center;">X</td><td>4 - New Program</td></tr> </table>	X	1 -Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion	X	4 - New Program
X	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
X	4 - New Program								

<p>PROJECT DESCRIPTION : Downtown Subarea Plan JUSTIFICATION: The 2030 Strategic Plan calls for the creation of a vibrant downtown. A lot of that depends on structural elements and visual context. The Comprehensive Land Use plan calls for the creation of a subarea plan specific to downtown. This plan would be created based on citizen comments, best practices, design concepts, and done in cooperation with our Main Street efforts. It would provide specific recommendations for street lights, curbs, sidewalks, street tree placement and structure, street furniture, and light poles. Finally, it would help shape future policy regarding outdoor dining, placement of public amenities, public parking, and further examination of land uses that would best revitalize the core of our downtown.</p>	
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PROJECT ALTERNATIVES Staff executing the project with public engagement and document preparation.	OPERATING IMPACT/OTHER COMMENTS This document would be a guidance document for other capital projects in downtown and would be structured to be implemented over a 5 to 10 year time span.
---	--

PROJECT STATUS Funds Approved to Date	Funds Expended to Date
\$	\$
-	-

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee							
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ -

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Planning	PROJECT MANAGER Michael Clark	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>N. Arendell Traffic Calming Measures - Design</i>	TYPE OF PROJECT
	X 1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	X 4 - New Program

PROJECT DESCRIPTION : N. Arendell Traffic Calming Measures
JUSTIFICATION: In 2020, NCDOT reported 6,700 vehicles per day traveling between Gannon and Horton, and 5,100 vehicles per day traveling between Horton and Barbee Street. A significant portion of this was pass-through traffic including gas trucks traveling between US-264/ US-64 and Salma. The Comprehensive Transportation Plan calls for the inclusion of traffic calming measures to be installed at the intersections of Sycamore and Arendell, Horton and Arendell, and Vance at Arendell. These include the installation of bulb-outs as well as stamped asphalt or pavers to create both a visual and textual change to slow down vehicles within the core of the Downtown. The request is to fund the design of these elements which would include ADA compliant pedestrian ramps, curb, gutter, sidewalk, storm drain modifications, as well as stamped asphalt crosswalks.



PROJECT ALTERNATIVES Painting existing surfaces to create appearance of bulb-outs.	OPERATING IMPACT/OTHER COMMENTS
--	--

PROJECT STATUS		Funds Expended to Date	
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee							
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ -

PARKS

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Sheila Long	DEPARTMENTAL PRIORITY
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PROJECT TITLE Whitley Park (Expansion-Master Plan)	TYPE OF PROJECT <table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>1 -Health/Safety/Welfare</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>2 - Maintenance/Replacement</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>3 - Existing Programs Expansion</td></tr> <tr><td><input type="checkbox"/></td><td>4 - New Program</td></tr> </table>	<input checked="" type="checkbox"/>	1 -Health/Safety/Welfare	<input checked="" type="checkbox"/>	2 - Maintenance/Replacement	<input checked="" type="checkbox"/>	3 - Existing Programs Expansion	<input type="checkbox"/>	4 - New Program
<input checked="" type="checkbox"/>	1 -Health/Safety/Welfare								
<input checked="" type="checkbox"/>	2 - Maintenance/Replacement								
<input checked="" type="checkbox"/>	3 - Existing Programs Expansion								
<input type="checkbox"/>	4 - New Program								

PROJECT DESCRIPTION: The P&R Master Plan calls for renovations to the playground, signage, parking, stormwater and landscaping, New amenities if expanded included pickleball court and dog park (recommended). Funds for this project are as described in previous staff reports related to the acceptance of the ZSPA property, Desgins, and construction to stabilize the sight. Expansion of the scope may be determined at the design phase and may require additional funds at that time.



FY 2023: Park Signage \$15,000
 FY 2025: Playground Improvements= \$100,000
 FY 2027: Parking Improvements= \$160,000
 FY 23- Ongoing: Park Expansion, Landscapingd, & Stormwater Improvements= \$TBD
 *\$61,000 allocated on 5/2/2022 for park expansion

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS Maintenance & staffing enhancements needed as noted in the Master Plan.
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PROJECT STATUS		
Funds Approved to Date	\$ 61,000	Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 51,000					\$ -	\$ -
Purchase	-						
Construction	110,000					-	-
Equipment	-					-	-
Contingency	-					-	-
Other	10,000					-	-
Total Project Costs	\$ 171,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 171,000					\$ -	\$ -
Electric Fund	-					-	-
Bond Referendum	-					-	-
Grants	-	-	-	-	-	-	-
Other	-					-	-
Total Funding Sources	\$ 171,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 171,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

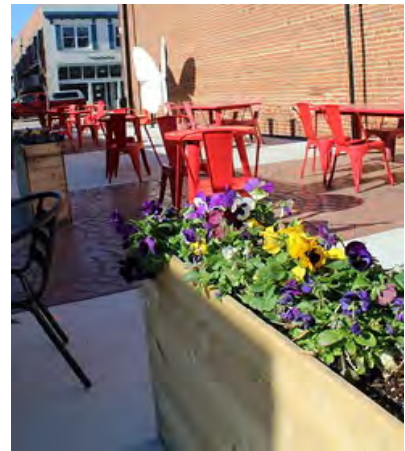
DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Parks & Recreation	Sheila Long	

PROJECT TITLE	TYPE OF PROJECT					
<i>Alley Activation (Federal Allocation)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">x</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	x	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare						
2 - Maintenance/Replacement						
x						
3 - Existing Programs Expansion						
4 - New Program						

PROJECT DESCRIPTION: Purchase property to add public parking along the Alley network downtown. Alley renovation will include improvements or introduction of hard surfaces, introduce landscaping enhancements, seating, trash cans, and other support amenities, utility improvements to the alleyways will include electric, water, and public wifi; and wayfinding signs will help downtown patrons navigate key location, public art projects will continue in the alley network and in partnership with the Zebulon Downtown Arts Council.

JUSTIFICATION: Meets the Zebulon 2030 Strategic Plan. Addresses projects identified in the Parks and Recreation Master Plan.

Property Acquisition for parking: \$225,000
 Southeast Alley Activation & Improvements Construction (Vance- Horton & Arendell- Whitley): \$350,000
 Public Utility & Wifi Infrastructure Improvements: \$80,000
 Downtown Wayfinding & Public art: \$70,000
 Professional Services: \$75,000



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	Maintenance & staffing enhancements needed as noted in the Master Plan.

PROJECT STATUS			
<i>Funds Approved to Date</i>	\$ 100,000	<i>Funds Expended to Date</i>	\$ -
	Funds will rollover from FY22		

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 75,000						
Construction	500,000						
Purchase	225,000						
Equipment	-						
Contingency							
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -						
FY 22 Rollover	100,000						
Bond Referendum	-						
Grants	-	-	-	-	-	-	-
Other (HUD Allocation)	700,000		-	-	-	-	-
Total Funding Sources	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 800,000**

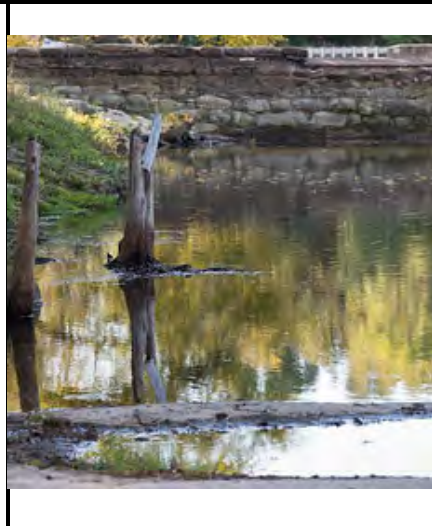
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Sheila Long	DEPARTMENTAL PRIORITY
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PROJECT TITLE <i>Little River Park (Master Plan)</i>	TYPE OF PROJECT
	<input checked="" type="checkbox"/> 1 -Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	<input type="checkbox"/> 4 - New Program

PROJECT DESCRIPTION: Little River Park with the exception of two parking areas classifies as an undeveloped park. The Master Plan calls for development of a nature park with educational opportunities, walking trails, nature play, stream restoration and native plantings. The first step of developing a community pased park specific master plan is underway. The next step is to use that plan for to developed engineered construction drawings. The last step will be to begin construction.

JUSTIFICATION: This scope meets the 2021 adopted Parks and Recreation Master Plan.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	Maintenance & staffing enhancements needed as noted in the Master Plan.

PROJECT STATUS		
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i> \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	1,141,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	10,000	-	-	-	-	-	-
Total Project Costs	\$ 295,000	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 381,000	\$ -	\$ -	\$ -	\$ -	\$ -
Rec Impact Fee	285,000	-	-	-	-	-	-
1/2 Dedicated Tax	10,000	-	-	-	-	-	-
Grants (must be applied for)	-	500,000	-	-	-	-	-
Other (FEMA)	-	260,000	-	-	-	-	-
Total Funding Sources	\$ 295,000	\$ 1,141,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,436,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Parks & Rec	PROJECT MANAGER Sheila Long	DEPARTMENTAL PRIORITY
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PROJECT TITLE	TYPE OF PROJECT								
<i>Park Signs & Amenities (Brand)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; border: none;"></td><td style="border: none;">1 -Health/Safety/Welfare</td></tr> <tr><td style="width: 20px; border: none; text-align: center;">x</td><td style="border: none;">2 - Maintenance/Replacement</td></tr> <tr><td style="width: 20px; border: none;"></td><td style="border: none;">3 - Existing Programs Expansion</td></tr> <tr><td style="width: 20px; border: none;"></td><td style="border: none;">4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare	x	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
x	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION: Design, Development, and Install Park Signs, Replacement of Amenities (seating & trashcans)

JUSTIFICATION: Implementation of the Town's brand & the Parks and Recreation Master Plan.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS	
<i>Funds Approved to Date</i>	\$ -
<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
	\$ -						
Construction	35,000	65,000					
Purchase	25,000	25,000					
Equipment	-						
Contingency							
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 60,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 14,000	\$ 90,000					
Dedicated Park (1/2 cent)	46,000						
Bond Referendum	-						
Grants	-						
Other	-		-	-	-	-	-
Total Funding Sources	\$ 60,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST **\$ 150,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Parks and Recreation

PROJECT MANAGER

Nick Rummage

DEPARTMENTAL PRIORITY

Medium

PROJECT TITLE
<i>Whitley Park Tennis Court Resurfacing</i>

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION

This project would repair minor cracks, small depressions and vegetation growth that has developed on the tennis courts at Whitley Park. It would then reapply a sand filled acrylic resurfacer and a sand filled acrylic latex compound to the surface. The lines on the court would then be repainted.

JUSTIFICATION

The tennis courts at this park have started to develop cracks, low lying spots and fading color. It has become unsightly and not ideal for play.

Resurfacing of courts is considered standard maintenance that needs to be performed every 4 to 8 years in order to maintain ideal playing conditions and prolong the lifespan of the court itself. This park has gone several years and is overdue to be resurfaced



PROJECT ALTERNATIVES

The only alternative would be to push this project to the next budget year.

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

New Project - FY 2023

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	20,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	4,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 24,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Parks and Recreation

PROJECT MANAGER
Nick Rummage

DEPARTMENTAL PRIORITY
Medium

PROJECT TITLE
Parks Maintenance Shop - Perimeter Expansion

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION
This project would remove trees, provide grading of the ground and expanding of the fence around the parks maintenance shop in orde provide an expanded area for storage of equipment and vehicles.

JUSTIFICATION
The current perimeter fence around the maintenance shop located behind the Zebulon Community Center does not allow for expanded storage of equipment or vehicles. As the town and department grows, so will the need for increased maintenance staff and equipment. Expanding the perimeter of the shop now provides the ability for the parks maintenance division to grow without compromising the ability to have and storage the equipment needed to maintenance the parks at a high level.



PROJECT ALTERNATIVES

Currently no alternatives. Shop perimeter remains as is; limiting ability to grow as a maintenance department and potentially impacting ability to maintain facilities at peak level.

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date

New Project - FY 2023	
\$	-

Funds Expended to Date

\$	-
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	15,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	3,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 18,000

FLEET

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Fire and Police	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
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PROJECT TITLE <i>Fit-Up of Fire/Police UTV</i>	TYPE OF PROJECT <table border="1"> <tr><td>X</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	X	1 -Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
X	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION
 In FY22, Eastern Wake EMS donated a utility vehicle to the Town for use by Fire and Police departments. This vehicle will be used jointly by both departments for special events and special incident responses, such as incidents on the greenways, wildland fire protection, and offroad rescue where patient transport is needed. The fitup includes lettering identification to indicate fire and police, installation of emergency warning equipment, and the acquisition and installation of a skid unit designed to transport patients and for wildland fire protection (including special events such as fireworks displays).

JUSTIFICATION
 This UTV provides the ability to access areas not typically accessible and to provide public safety assistance. This vehicle can easily maneuver around at special events to provide law, fire, and/or medical assistance. Likewise, it can be used to provide the same assistance on greenways or other off-highway areas. The vehicle was donated to the Town, so this project would maximize its use.



PROJECT ALTERNATIVES If not funded, this project could be evaluated to reduce the equipment. This would reduce the capabilities, but would also allow use of the UTV.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS	
<i>Funds Approved to Date</i>	\$ -
<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	11,200	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 11,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 11,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 11,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 11,200

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Parks and Recreation

PROJECT MANAGER
Nick Rummage

DEPARTMENTAL PRIORITY
Medium

PROJECT TITLE
Graco Linelazer Paint Sprayer

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
X	4 - New Program

PROJECT DESCRIPTION
Purchase a new Graco Linelazer Paint Sprayer for athletic field marking

JUSTIFICATION
Youth soccer registration numbers have increased 30.9% over the pre-covid registration totals from 2020. As the local population continues to grow, so will this demand for youth soccer and the need to paint additional soccer fields as well. This paint sprayer will also cut down on staff time spent painting other, non-soccer based athletic fields.

This piece of equipment will allow for a faster, more efficient painting of each field. It produces lines that last longer and will cut down on the frequency that lines will need to be painted. It will also eliminate the need for harmful aerosol based paint cans that the department is currently using to paint all of its fields.



PROJECT ALTERNATIVES
Aerosol based paint sprayer; currently have one in-house.

OPERATING IMPACT/OTHER COMMENTS
Price per soccer field in paint is roughly \$75 for aerosol and \$100 for liquid paint. Over the course of a season, with fewer paint jobs needed with liquid, you can expect a lower total paint cost for liquid paint.

PROJECT STATUS
Funds Approved to Date

New Project - FY 2023
\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	5,100	-	-	-	-	-	-
Contingency	1,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 6,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 6,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 6,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 6,100**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Landscape Trailer - New Equipment</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

<p>PROJECT DESCRIPTION Purchase of new 18-20 foot landscape trailer</p> <p>JUSTIFICATION The parks department currently only has 2 total landscape trailers (10 foot and 14 foot) that are not large enough to hold multiple pieces of equipment at once. Current staffing is 2 dedicated FT workers plus multiple PT workers. A larger trailer would also be needed to pull tractor if approved in FY 23 budget.</p> <p>This trailer would allow for more efficient use of manpower and equipment by allowing multiple mowers/equipment to be at one location without requiring another truck and trailer to also be at that same location. Would increase the speed at which parks and greenways are cut and would allow for more general maintenance to take place during the typically grass cutting season.</p>	
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PROJECT ALTERNATIVES Only alternative is to continue scheduling parks mowing around having only two mowers cutting at any given time. Current method is inefficient and cuts into general upkeep during grass cutting season.	OPERATING IMPACT/OTHER COMMENTS Would increase ability to complete general maintenance projects March-October as a result of allowing mowing to be completed at more efficient rate.
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PROJECT STATUS	New Project - FY 2023		
Funds Approved to Date	\$ -	Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	12,000	-	-	-	-	-	-
Contingency	2,400	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 6,500**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Parks and Recreation

PROJECT MANAGER
Nick Rummage

DEPARTMENTAL PRIORITY
Medium

PROJECT TITLE
Utility Tractor - New equipment

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
X	4 - New Program

PROJECT DESCRIPTION
Purchase of new utility tractor and attachments for use in parks maintenance projects

JUSTIFICATION
As the population increases, the need for larger scale landscaping projects will increase. A compact utility tractor would allow for better, more timely maintenance of larger scale projects in the parks and along the greenways. This equipment would increase the efficiency in which these projects are accomplished and decrease the need to rent the equipment in its place. It would also cut down on the need to contract out many of these projects due to the inability to complete them as a result of not having quick and easy access to this piece of equipment.



PROJECT ALTERNATIVES
Increase equipment rental budget in coming years (\$360 per day x 25 days per year = \$9,000 per year
\$9,000 per year x 20 years (life expectancy) = \$180,000 in rentals

OPERATING IMPACT/OTHER COMMENTS
Reduce need for equipment rentals and contracted landscape work. Increase efficiency of work being performed; improved aesthetics and higher quality of parks and greenways

PROJECT STATUS
Funds Approved to Date

New Project - FY 2023
\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	25,000	-	-	-	-	-	-
Contingency	5,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 30,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Parks and Recreation

PROJECT MANAGER
Nick Rummage

DEPARTMENTAL PRIORITY
Medium

PROJECT TITLE
Hustler Super Z Commerical Mower - Replacement

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION
Replacement of John Deere X495 riding mower with new Hustler Super Z Commerical Mower

JUSTIFICATION
With the parks and recreation department taking over the mowing of greenways in FY 22, they do not currently have a mower with enough horsepower or wide enough wheel base to be able to adequately mow the steep grades that line much of the newest section of greenway. Would eliminate the need to weed eat long stretches of greenway that aren't able to be cut with current equipment and free up hours of staff time each week as a result of not weed eating entire hills.

The John Deere X495 riding mower to be replaced is a sparcely used mower, over 10 years old with an illegible hours meter.



PROJECT ALTERNATIVES
Have staff weed eat hills; increase man hours spent at trail and decrease hours spent maintaining more prominent areas throughout town.

OPERATING IMPACT/OTHER COMMENTS
Increased efficiency of staff

PROJECT STATUS
Funds Approved to Date

New Project - FY 2023	
\$	-

Funds Expended to Date

\$	-
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	12,000	-	-	-	-	-	-
Contingency	2,400	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 14,400

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Police	PROJECT MANAGER Jacqui Boykin	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>Regular Replacement of Patrol Vehicles</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td><input checked="" type="checkbox"/> 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
<input checked="" type="checkbox"/> 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

<p>PROJECT DESCRIPTION Regular vehicle replacement program.</p> <p>JUSTIFICATION Police vehicles average 8 years and 100,000 miles before replacement. In keeping with that formula, 3-4 patrol cars need to be replaced annually. A vehicle is assigned to each officer, as a means of increasing visibility, serving as a benefit and recruiting/retention tool, and increasing the service life each vehicle. Cost includes purchase of vehicle and all upfitting equipment.</p>	
---	--

PROJECT ALTERNATIVES There is no alternative to this program.	OPERATING IMPACT/OTHER COMMENTS PRIORITY GOALS- Small Town Life, Growing Smart, Vibrant Downtown
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PROJECT STATUS	Expanded annual program				
Funds Approved to Date	\$ -	Funds Expended to Date	\$ -		

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	234,000	234,000	234,000	234,000	292,500	292,500	
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 292,500	\$ 292,500	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 292,500	\$ 292,500	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 234,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 292,500	\$ 292,500	\$ -

TOTAL PROJECT COST: \$ 1,521,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Police	Jacqui Boykin	High

PROJECT TITLE	TYPE OF PROJECT								
<i>New Patrol Vehicles for Additional Personnel</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td>1 -Health/Safety/Welfare</td></tr> <tr><td> </td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td> </td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare		2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION New vehicle for two new officers.</p> <p>JUSTIFICATION Population and call volume continuing to increase, along with traffic concerns. The increased territory and response time to patrol illustrate the need for additional resources. To keep pace with this growth new personnel will be needed to maintain the current level of service and increase community policing tactics. For each new officer, we must add a patrol vehicle.</p>	
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PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
There is no alternative to this program.	PRIORITY GOALS- Small Town Life, Growing Smart, Vibrant Downtown

PROJECT STATUS	Expanded annual program	
Funds Approved to Date	\$ -	Funds Expended to Date
		\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	117,000	117,000	175,500	175,500	175,500		
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 117,000	\$ 117,000	\$175,500	\$ 175,500	\$ 175,500	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 14,000	\$ 117,000	\$175,500	\$ 175,500	\$ 175,500	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	103,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 117,000	\$ 117,000	\$175,500	\$ 175,500	\$ 175,500	\$ -	\$ -

TOTAL PROJECT COST: **\$ 760,500**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT Police	PROJECT MANAGER Jacqui Boykin	DEPARTMENTAL PRIORITY High
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PROJECT TITLE Cargo Van	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td>X 3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	X 3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
2 - Maintenance/Replacement					
X 3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION
Obtain a cargo van to provide transportation of personnel and resources during critical incidents.

JUSTIFICATION
The department needs a vehicle of this nature to transport manpower and resources during critical incidents. It is important for SERT and MFF teams to deploy together. The gear worn by these teams is heavy and bulky. They can't travel in traditional vehicles when properly outfitted. The van will also serve as a staging post. Communication failure between team members is less to also happen while in one vehicle. For many years, the SERT Team has had to borrow a van from a local dealership to deploy all team members in one vehicle. These vehicles are ill equipped for police operations.



PROJECT ALTERNATIVES
Continue operation without a command vehicle and use other agencies vehicles, if available.

OPERATING IMPACT/OTHER COMMENTS
PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS	Expanded annual program			
Funds Approved to Date	\$ -	Funds Expended to Date	\$ -	

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	58,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 58,000	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 58,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

2023 12 Ton Equipment Trailer

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
x	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Purchase of 12 Ton Equipment Trailer

JUSTIFICATION: Currently, we have no ability to haul town equipment with payload capacity of 16,000 lbs or heavier. Trailer would allow for towing our backhoe, or skid steer and mini-excavator on a single trailer, or a larger 20,000 lb excavator. Maximum Payload = 24,000 lbs

Trailer Specifications : LED Lighting, 25' deck length, Dual Jacks, Spare Tire, Electric over hydraulic ramps or tilt bed for easy loading, Electric Brakes and load range G tires.



PROJECT ALTERNATIVES
Third Party Towing and Hauling

OPERATING IMPACT/OTHER COMMENTS
750 annually

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	20,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 20,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

36" Roller Ride on asphalt roller

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Asphalt Roller by Wacker Nelson or Danpac

JUSTIFICATION: 1) Roller is needed to improve asphalt patch/repairs with hot asphalt. Hot asphalt repairs last three time longer than repairs with cold patch .

Specs - 36" vibratory tandem roller with Honda air cooled gas engine. Front drum is vibratory and rear is static. Machine is designed for small commercial or municipal paving operations.



PROJECT ALTERNATIVES

Don't Surplus 2011 F-50 CC 4X4

OPERATING IMPACT/OTHER COMMENTS

no change - existing equipment

PROJECT STATUS

Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	22,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 22,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

2007 Brine Station Rehabilitation

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : 2007 Brine Station Rehabilitation

JUSTIFICATION: One brine treatment for all town streets and NCDOT streets within the city limits takes approximately 11,000 gallons of brine. To maintain the functionally and reliability of the brine station, the following items need to be replaced: 1) Electric motor and pump; 2) Electronic Controls; 3) Hoses and Fittings for pumping operations; 4) Honda Transfer Pump - 2"; 5) 2- Bulk Holding Tanks 1500 gallons



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	10,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 10,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
2011 F-150 CC 4x4 Replacment

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Replacement of 2011 F-150 CC 4x4 (Operations Manager)

JUSTIFICATION: 1) Current truck is 12 years old - beyond the recommended useful life of 8 years. 2) Truck is estimated to have approximately 100,000 miles at replacement time. 3) A slightly larger capacity truck is needed for operations (i.e. F-250 instead of F-150) to move equipment to job sites.

Truck upfit Options: Emergency Strobe Package, Emergency Radio, Weather Guard Tool Box, Combination Hitch, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Cooperative Purchase



PROJECT ALTERNATIVES

Keep existing truck - expect higher maintenance cost due to age and mileage.

OPERATING IMPACT/OTHER COMMENTS

Help maintain operating budget.

PROJECT STATUS

Funds Approved to Date

\$	-
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Funds Expended to Date

\$	-
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	40,000	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 40,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
2013 Schwarze A7000 Sweeper Truck - reconditioning

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : 2013 Schwarze A7000 Truck - Reconditioning
JUSTIFICATION: 1) Hopper Not Structurally Sound - unit is 10 years old. Good Chassis and Aux. JD Motor. New truck is estimated at \$300,000 with 12 month lead time.

Truck Reconditioning includes replacing current steel hopper with stainless steel hopper with drop down stainless steel screens, new rear LED lights, new sweeping head, new water control system to manage dust, all new gaskets and hoses, and new RHS broom motor. Project includes pick-up and delivery to manufacturer in Alabama, new vehicle wrap for educational purposes, and factory training for Fleet Mechanic. Reconditioning process - 90-120 days



PROJECT ALTERNATIVES

Don't Surplus 2011 F-50 CC 4X4

OPERATING IMPACT/OTHER COMMENTS

no change - existing equipment

PROJECT STATUS

Funds Approved to Date

\$	-
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Funds Expended to Date

\$	-
----	---

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	115,000	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 115,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Falcon 4-ton Asphalt Hot Box</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
x	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Falcon 4-Ton Asphalt Hot Box and recycler

JUSTIFICATION: The hot box will allow for hot patching of asphalt roadways and utility cuts . Roadways hot patched will last 4 times longer and be cheaper to repair. The asphalt hot box will keep asphalt hot for 72 hours, providing a tremendous amount of flexibility in paving operations. Recycled Asphalt millings or chunks can be used to provide a cheap raw material. The unit has the ability to apply tack to asphalt edges for better adhesion.

The unit provides lower height use during operation than a dump truck. The unloading height is significantly lower; therefore, preventing operator fatigue and potential back issues from shoveling cold and hard asphalt from dump bed bodies. Unit will be purchased off state contract or NC sheriff cooperative bid.



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

\$	-
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Funds Expended to Date

\$	-
----	---

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	60,000	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 60,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
2023 Hook-lift Extra Body

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Purchase of Hook-lift 18 ' Dump Body

JUSTIFICATION: The 2017 Hooklift truck is the most versatile vehicle in the fleet and staff wants to take further advantage of its functionality by purchasing an additional dump body. This would increase departmental efficiency in remediating nuisance abatements by allowing on-site workers to continue loading debris into a bed while the full one is hauled away for disposal. Excess bulk waste collections could be properly stored while awaiting disposal. Multiple body tasks could be performed at once, such as material deliveries and equipment drops at work sites. The additional body would be very useful for events such as Community Recycling Day and Holiday Happenings by streamlining work and eliminating the safety risks from excess handling of waste materials.



PROJECT ALTERNATIVES

Third Parting Contracting - Shamrock Containers

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

\$	-
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Funds Expended to Date

\$	-
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	14,000	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 14,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

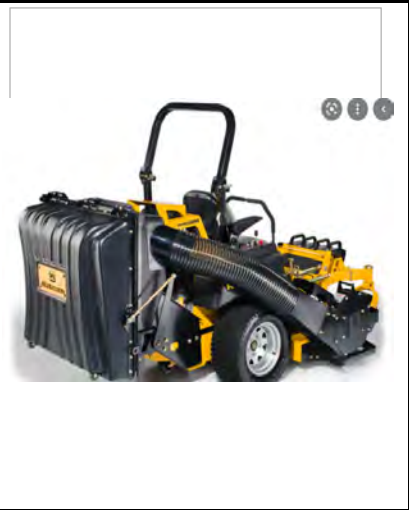
2023 Hustler Super Z - Zero Turn with Bagger

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Purchase of Hustler Super Z - Zero Turn 60" Mower with bagger

JUSTIFICATION: Replacement of current Model 2016 unit with approximately 2,000 hours. This unit is used exclusively at Town Hall and Public Works Facility. State Contract Purchase.

unit Specs: 60" cut, 5 yea/1200 hours pump warranty, 10 bushel hopper, hydraulic oil cooler, 36 HP engine, blower assisted collections system, suspension ride seat and rollover protection. Staff will install strobes on unit for safety.



PROJECT ALTERNATIVES
Third Parting Contracting

OPERATING IMPACT/OTHER COMMENTS
no impact

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	15,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 15,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

Mini Track Skid Steer

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Mini Skid Steer Track Loader by Ditch Witch or Bobcat

JUSTIFICATION: 1) Works where other equipment won't fix.(tight spots) 2) improves productivity over manual operations 3) Swiss army knife - multiple attachments from buckets, forks, trencher, auger, broom, grapple 4) Landscape operations without damaging turf 5) We are currently renting at cost of \$600 per week.



Specs: Diesel engine, design for quick-change attachments, working 27 degree incline, tracks, 24.8 HP, surface ground pressure - 4.3 psi. working weight - 2605 with machine weight of 2920lbs. Low weight allows single axle trailer to carry. item to be purchased off NC Sherriff cooperative purchase agreement

PROJECT ALTERNATIVES
None - Wheelbarrow and shovels

OPERATING IMPACT/OTHER COMMENTS
Annual Operating Cost - PM - \$ 750.00

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	24,995	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 24,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 24,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 24,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 24,995

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE

Replacement of 1997 Ramjet and 2003 Vac Trailer

TYPE OF PROJECT

- 1 - Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Existing Programs Expansion
- 4 - New Program

PROJECT DESCRIPTION : Purchase of new jet and vac combo unit Trailer. Unit is used to clean storm drainage system . The unit is capable of cleaning lateral sewer services such facilities, parks, etc. The unit also allows for hdyro-excavation Unit needs to be replaced due to age.

JUSTIFICATION: Ramjet Unit is 26 years old and the Vac. Trailer is 20 years old this year. Parts are beginning to get difficult to locate. A new unit is required to meet the demands of cleaning the 22.73 plus miles of storm drain lines with sizes from 15" to 72" plus 1326 structures . The stormwater system is growing annually by almost 3 miles.



Jet-n-Vac Trailer

Unit Specifications : 600 gallons of water, 2000 psi, 60 gallons per minute, diesel engine, 400 LF of 1" hose, tamdem axle trailer plus a variety of cleaning heads. 1000 gallon debris tank , 1500 CFM with hydro excavator.



PROJECT ALTERNATIVES

Trade in allowance for existing unit - \$10,000 and Trade in allowance for Vac Trailer -\$25,000. NC Sheriff Association Cooperative Purchase
Lease Purchase to lower upfront costs

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	155,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 155,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
2023 F-150 CC 4x4

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
X	4 - New Program

PROJECT DESCRIPTION : 2023 F-150 CC 4X4 or Equivalent (Asst Director/Town Engineer)

JUSTIFICATION: 1) New Management Position; truck needed for emergency response and project management.

Truck upfit Options: Emergency Strobe Package, Emergency Radio, Weather Guard Tool Box, Combination Hitch, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Association Cooperative Purchase



PROJECT ALTERNATIVES

Don't Surplus 2011 F-50 CC 4X4

OPERATING IMPACT/OTHER COMMENTS

1500 annually

PROJECT STATUS

Funds Approved to Date

\$	-
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Funds Expended to Date

\$	-
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	35,000	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 35,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

2023 F -350 CC 4x4 Utility

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
x	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : 2023 F-350 CC 4X4 or Equivalent (New ROW Crew Truck)

JUSTIFICATION: 1) New Streets, ROW and Storm Drainage Crew; truck needed for daily work scope.

Truck upfit Options: 4x4 Diesel, Crew Cab ,Emergency Strobe Package, Emergency Radio, Utility style work box, Combination Hitch, 1000 watt inverter, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Association Cooperative Purchase



PROJECT ALTERNATIVES
Don't Surplus 2011 F-50 CC 4X4

OPERATING IMPACT/OTHER COMMENTS
1500 annually

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	65,000	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 65,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Replacement of 2006 Bobcat 331 excavator</i>

TYPE OF PROJECT	
	1 -Health/Safety/Welfare
x	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Purchase of 20,000 excavator - Yanmar SV 100 or equivalent

JUSTIFICATION: Existing excavator is 17 years old. Significant amount of new infrastructure is 36"-60" RCP storm drainage pipe and a larger excavator is needed to handle it. The larger unit will be used to stack yardwaste piles monthly, thus saving approximately \$5,000 annually in rentals. The larger unit will be beneficial in emergency response handling larger woody debris.

Excavator Specifications: 72 Hp, rubber track unit, Tier 4 emissions, 10 ton class unit, extra hydraulic coupler, thumb, joy stick controls, digging depth of 15.9 feet. NC Sheriff Assoc. Cooperative Purchase



PROJECT ALTERNATIVES

Rental at 2500 per week,

OPERATING IMPACT/OTHER COMMENTS

\$1,000.00

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	135,000	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 135,000

TRANSPORTATION

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

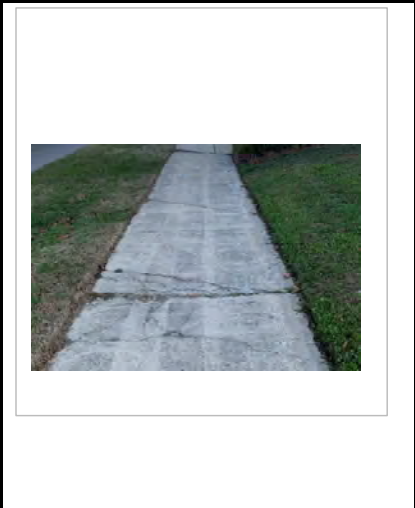
PROJECT TITLE
Sidewalk Repairs - West Gannon Ave - 200 Block - Methodist Church

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Sidewalk Repairs 200 block of W. Gannon Ave

JUSTIFICATION: The project consists of the removal and replacement of approximately 205 lf of 4-foot-wide sidewalk. Staff recommends replacement with 5 wide sidewalk and new handicap ramps. The sidewalk is broken in multiple places and it fills with grass along the joints and broken sections during the summer months.

Description	Cost
Construction/Demolition	\$ 40,250
Design/Permitting	\$ 15,000
Contingency @ 20%	\$ 8,000
Construction Adm	\$ 5,000
Construction Observation – 7 days	\$ 3,600
Subtotal	\$ 71,850
Budget Request	\$ 72,000



PROJECT ALTERNATIVES
Third Parting Contracting

OPERATING IMPACT/OTHER COMMENTS
no impact

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	72,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 72,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

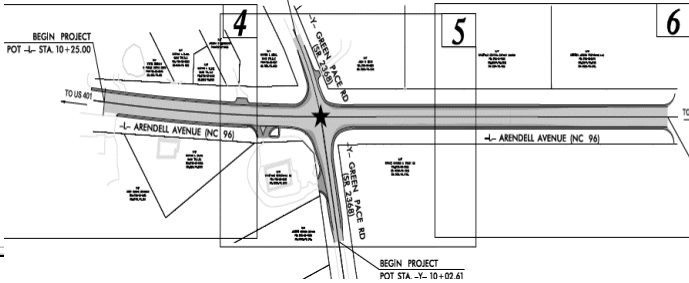
PROJECT TITLE

Construction Phase - Green Pace and Arendell Roadway and Traffic Signal Improvements

TYPE OF PROJECT

- | | |
|----------|---------------------------------|
| x | 1 -Health/Safety/Welfare |
| | 2 - Maintenance/Replacement |
| X | 3 - Existing Programs Expansion |
| | 4 - New Program |

Description	Cost
Construction	\$ 836,968
CPI @ 10%	\$ 83,696
Contingency @ 15%	\$125,545
Construction Adm @ 5%	\$ 41,850
Construction Observation – 5 months	\$ 100,000
Construction Observation - contingency	\$20,000
Geo-technical Allowance	\$10,000
Subtotal	\$ 1,218,059
Less existing budget (revenue)	\$ 302,000
Construction Balance	\$ 916,059
Budget Request (nearest 1,000)	\$917,000



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

Full Maintenance by NCDOT

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-	-	-	-	-	-
Construction	1,218,059	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 1,218,059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 917,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds	302,000	-	-	-	-	-	-
Total Funding Sources	\$ 1,219,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 1,219,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE
Sidewalk Repairs - East Vance Sidewalk, curb and storm drainage improvements

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : 775 LF sidewalk, curb and storm drainage installation

JUSTIFICATION: The project provides connectivity to downtown restaurants, bars, post office and retail businesses. The project provides sidewalks along East Vance street between Wake County Housing Authority and Poplar Street.



Description	Cost
Construction sub-total	\$ 219,400.00
2022 Construction CIP @ 10%	\$ 21,940.00
2023 Construction CIP @ 20%	\$ 48,268.00
Construction Contingency @ 20%	\$ 48,268.00
Construction Administration/Bidding	\$ 7,500.00
Geotechnical Allowance	\$ 5,000.00
Construction Engineering Inspection Allowance-\$720 per day	\$ 10,800.00
Construction Total	\$ 361,176.00
Construction Budget (round up to the nearest 5K)	\$ 362,000.00

PROJECT ALTERNATIVES
Third Parting Contracting

OPERATING IMPACT/OTHER COMMENTS
no impact

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	314,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	48,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 450,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>North Arendell Access and Operational Project</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

<p>Scope of Work Remaining : A) No Parrish/DVM Easements(4); B) Secure Speedway Easements and secure NCDOT ROW Certification; C) Engineering Design - delete Parrish Curb and gutter, and sidewalk and complete drainage and tie in. Delete Jones Street and Off Ramp scope. Design/survey/engineer roadway extension 50% of roadway from Sheetz to Hwy 55. Extend paving/resurfacing to bridge to allow for NCDOT funds. Review and redesign pedestrian cross walks at Parrish/DVM properties. Update Bid documents/front end and cost estimates. Resubmit and receive construction approvals. Update and renew Erosion Control permits and Enviromental reports as needed for construction.; D) Renew/secure authorization for CEI construction firm.; E) Bid Project; F) Secure and Modify CAMPO agreement for additional 50/50 funding.; G) Secure agreement NCDOT funding for Small construction funds grant in amout of \$200K; H) Secure NCDOT Paving/resurfacing funds of \$150K.; and I) Secure Construction Authorization from NCDOT.</p>	<ul style="list-style-type: none"> * Design and Easement Acq. - 6 months * Bidding Process - 3 months * Award and Contracts - 2 months * Secure Grants - 2 months * Construction Process - 9 months * 6 months- closeout and reimbursement
<p>See worksheet - Additional Town Funding needed for 5.260,500 construction</p>	

PROJECT ALTERNATIVES

--

OPERATING IMPACT/OTHER COMMENTS

Full Maintenance by NCDOT

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	1,885,333	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 1,885,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 1,885,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds			-	-	-	-	-
Total Funding Sources	\$ 1,885,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 1,885,333

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

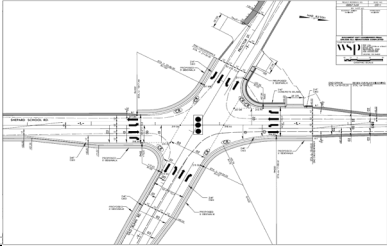
DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
Construction Phase - Shepard School and Old Bunn Road Roadway and signal project

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Description	Cost
Construction	\$ 1,108,000
CPI @ 10%	\$110,000
Contingency @ 20%	\$221,600
Construction Adm @ 5%	\$ 55,400
Construction Observation – 5 months	\$160,000
Construction Observation - contingency	\$ 20,000
Geo-technical Allowance	\$20,000
Subtotal	\$ 1,695,000
Less existing budget (revenue)	\$ 231,200
Construction Balance	\$ 1,463,800
Budget Request (nearest 1,000)	\$1,464,000



Shepard School Road at Proctor Street/Old Bunn Road

Traffic Signal Warrants and Crash Analyses



PROJECT ALTERNATIVES

--

OPERATING IMPACT/OTHER COMMENTS

Full Maintenance by NCDOT

PROJECT STATUS

Funds Approved to Date

\$	-
----	---

Funds Expended to Date

\$	-
----	---

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	1,695,000		-	-	-	-	-
Equipment	-	-		-	-	-	-
Contingency	-	-		-	-	-	-
Other	-	-		-	-	-	-
Total Project Costs	1,695,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 1,464,000		\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds	231,000		-	-	-	-	-
Total Funding Sources	\$ 1,695,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,695,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Traffic Calming/Downtown Gateway Design</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : West Gannon Ave and North Arendell Ave come together to form a crossroads in Zebulon. With its connection to US 64 and US 264 to the north and Wal-Mart to the east, this intersection provides a focal point or “gateway” to the community. However, as growth and downtown revitalization have attracted residents and visitors to Zebulon, they have caused significant congestion and delays at this intersection. In 2018, approximately 21,300 vehicles pass through this vital intersection on a daily basis. The issue with this intersection is the lack of adequate space for left-turning large vehicles. That is, trucks heading eastbound on NC 97 turning left require vehicles in the southbound left lane to back up to avoid being hit. As a remedy to this and other related safety and congestion problems, a traffic circle is recommended. The proposed traffic circle is designed (116 foot inscribed circle) to handle the turning radius of a WB-50 tractor trailer, eliminating the need for vehicles to “back up” while awaiting a left turn.



PROJECT ALTERNATIVES

--

OPERATING IMPACT/OTHER COMMENTS

Small operational increase needed for electricity

PROJECT STATUS

Funds Approved to Date

\$	-
----	---

Funds Expended to Date

\$	-
----	---

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 125,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE

Traffic Circle at Pearces and Proctor

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
X	3 - Existing Programs Expansion
	4 - New Program

Project Description: Installation of an 40' diameter concrete roundabout. The project is supported by collision and crash Analysis by NCDOT. NCDOT proposed the project to CAMPO Fall 2021 unsuccessfully. The Project is on the NEAS Plan. The crash rate along this road is six times the state average even with low usage (2900 VPD). The Special Use Permit for the development of Clifton Grove subdivision has development requirements to improve this intersection (a possible funding partner).



PROJECT ALTERNATIVES

4-way stop signs

OPERATING IMPACT/OTHER COMMENTS

Full maintenance by NCDOT

PROJECT STATUS

Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	50,000	-					
Construction	755,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	130,000	-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs	\$ 1,060,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 1,060,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,060,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,060,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2023-2028**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Sidewalk Repairs - West Horton Street 200 Block</i>

TYPE OF PROJECT	
x	1 -Health/Safety/Welfare
X	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Sidewalk Repairs - 200 Block of W Horton

JUSTIFICATION: The project consists of the removal and replacement of approximately 185 lf of 8-foot-wide sidewalk. Sidewalk is a safety hazard. The sidewalk is broken in multiple places and it fills with grass along the joints and broken sections during the summer months.



Description	Cost
Construction/Demolition	\$48,000
Design	12,000
Construction CPI @ 20%	\$ 12,000
Subtotal	\$72,000
Construction Contingency @ 20%	\$ 14,000
Total Construction Estimate	\$86,000
Construction Budget	\$86,000

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

no impact

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	86,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 86,000

INFORMATION TECHNOLOGY

TOWN OF ZEBULON

ELECTED OFFICIALS

Glenn York – Mayor

Quentin Miles – Mayor Pro Tem

Shannon Baxter – Commissioner

Beverly Wall Clark – Commissioner

Jessica Harrison – Commissioner

Larry Loucks – Commissioner

APPOINTED OFFICIALS & STAFF

Joseph M. Moore, II – Town Manager

Lisa Markland – Human Resources Director/Town Clerk

Sheila Long – Parks & Recreation Director

Jacqui Boykin – Police Chief

Bobby Fitts – Budget & Finance Director

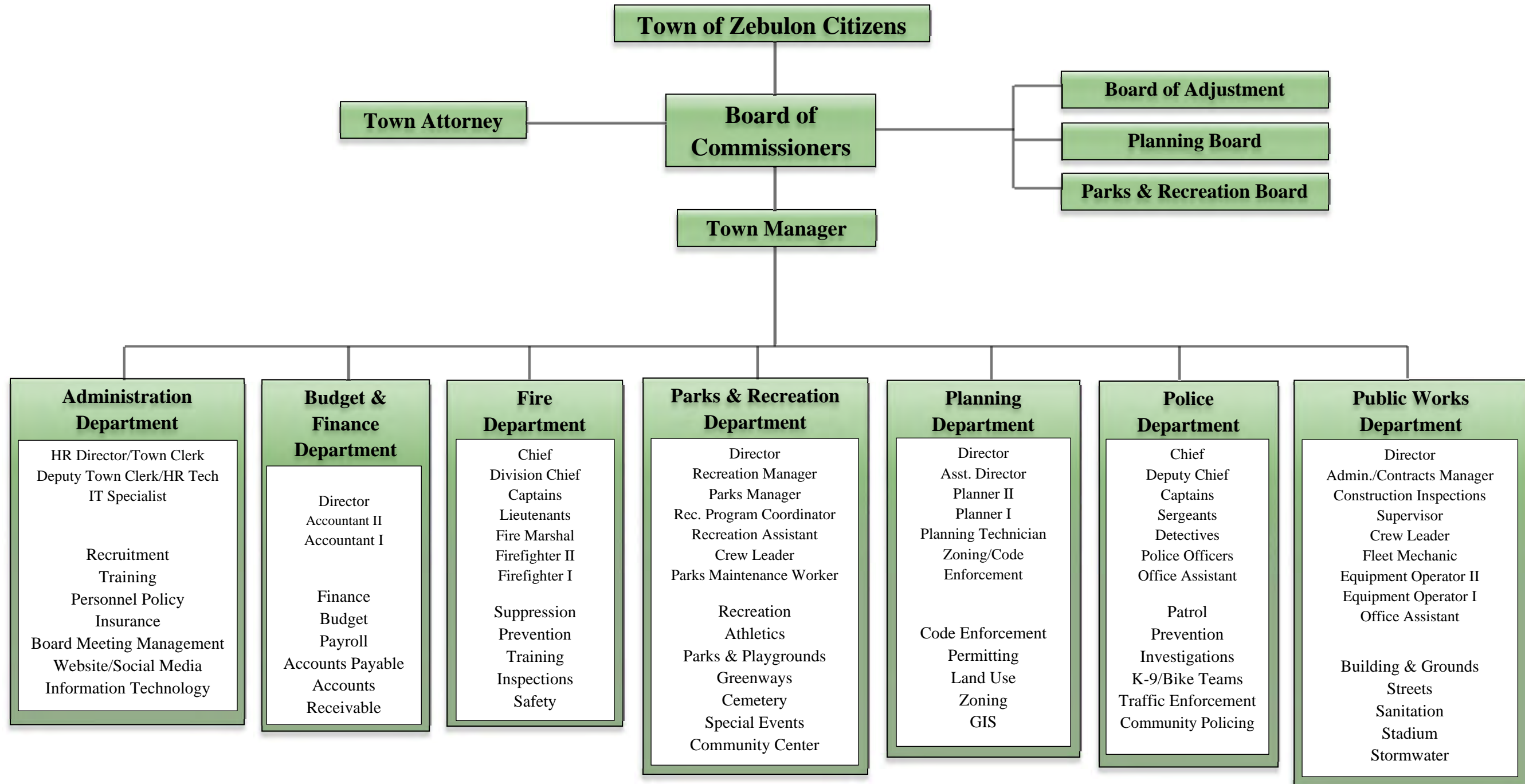
Michael Clark – Planning Director

Chris Perry – Fire Chief

Chris Ray – Public Works Director

Eric Vernon – Wyrick Robins Yates & Ponton – Town Attorney

TOWN OF ZEBULON ORGANIZATION CHART



Definitions

➤ **Capital Expenditures** - From the Fixed Assets Policy & Procedures Section 3 –

Definitions of Classifications and Depreciation Schedules. Capitalized assets are those assets whose initial value or cost is greater than or equal to \$5,000, except for land. All land, regardless of value, will be capitalized. All capitalized assets except land will be depreciated using the straight-line method and their expected useful life. Non-capitalized assets are minor assets whose value or cost is less than \$5,000, and are expensed immediately. Capitalized fixed assets owned by the Town of Zebulon are recorded in the fixed asset reporting system under the following classifications:

Land—All land owned by the Town and all rights to land (easements) that have no termination date. Purchased land will be valued at purchase cost, and donated land will be valued based upon an appraised value. The valuations should include legal fees, filling and excavation costs, and any other directly related cost. All land or land rights, regardless of purchased or donated value, will be recorded. Land is not depreciated and has an unlimited useful life.

Buildings—Permanent structures owned by the Town to facilitate Town functions or to store property. Buildings should be valued at acquisition or construction cost, and should include legal and professional fees, permanently-installed fixtures, and interest on money borrowed during construction. Buildings are depreciated over a 40-year useful life.

Improvements—Permanent improvements that add value or life or improve the usefulness of the land or building. Valuation should include construction or acquisition costs as well as legal and professional fees. Improvements include major building renovations and modifications to Town property. Improvements are depreciated over a five to 15-year useful life.

Streets/Sidewalks—Valuation of streets and sidewalks will be based on construction costs, whether acquired through purchase, construction or donation. Streets/Sidewalks are depreciated over a 14-year useful life.

Storm Drainage—Valuation of storm drainage infrastructure will be based on construction costs, whether acquired through purchase, construction or donation. Storm drainage is depreciated over a 15-year useful life.

Equipment—Tangible property not permanently affixed to real property, which are used to carry out the operations of the Town. Equipment is valued at cost, including freight and installation charges. Donated equipment is valued at appraised value as of the date acquired. Equipment is depreciated over a seven-year useful life.

Vehicles—Motor vehicles used to carry out the operations of the Town. Values will be recorded at cost including title, installation of special equipment, or other preparation work. Donated vehicles are valued at appraised value as of the date acquired. Vehicles are depreciated over a seven to 10-year useful life.

Software—Major software packages or applications that are critical to Town operations, whether created internally or purchased from a third-party vendor. Values will be recorded at cost, including installation and setup. Software is depreciated over a five year useful life.

Intangibles—All other items that lack physical substance but whose initial useful life extends beyond a single budget year. Intangibles include, but are not limited to rights-of-way, purchasing capacity, trademarks, water rights, patents, trademarks, or plans. Intangibles are depreciated over a 10-year useful life, unless a specific agreement dictates another depreciation period.

➤ **Service Equipment** – Service equipment are standard issue items necessary for daily service delivery with useful lives in excess of five years and a total acquisition cost of greater than \$5,000. Examples include air packs, thermal image cameras, handguns and body cameras. This does not include motorized equipment.

➤ **Strategic Plan Grant Criteria** –

Eligibility – To be eligible to apply for funding from the Town of Zebulon, an organization must meet the following criteria:

1. The organization must be able to provide documentation that shows compliance with all applicable federal and state laws related to tax-exempt status.
2. The operations of the organization must benefit the residents of the Town of Zebulon by meeting one of the following quality of life standards.
 - a. Safety
 - b. Education
 - c. Transportation
 - d. Health
 - e. Cultural & Recreational Services
3. The organization is governed by a volunteer board of directors that serves without compensation.
4. The organization is subject to an independent audit or review annually.

Criteria

Requests for funding from non-profit organizations will be submitted to the Board of Commissioners for consideration. The criteria used to evaluate the requests may include, but are not limited to the following criteria:

1. The number or percentage of Zebulon citizens served by the organization.
2. How well the services of the organization match the needs of Zebulon citizens.
3. What the impact on Town services would be if the non-profit could not provide its services to citizens.



Projections for State-Collected Local Government Tax Revenue *FY 21-22 & FY 22-23*

Prepared by:

Pat Madej, Research Program Manager

Chris Nida, Director of Research & Strategic Initiatives



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1 EXECUTIVE SUMMARY

This document summarizes and analyzes state-collected taxes distributed to local governments each year and provides a forecast of these revenue sources for the remainder of the current fiscal year (2021-2022) and the upcoming fiscal year (2022-2023). All statewide projections for each tax revenue source are both summarized in the table below and hyperlinked to the corresponding memo section, for your convenience. More information on the recent legislative history and distribution formulas for each tax listed below can be found in our [Basis of Distribution Memo](#).

The League also now publishes quarterly “Revenue Reports,” which summarize state-collected local revenues as they are distributed throughout the year. All annual projections and quarterly reports can be found on the [NCLM State-Collected Revenue Projections](#) page of our website.

Revenue Source	Projected Change from FY20-21 to FY 21-22	Projected Change from FY21-22 to FY22-23
Sales and Use Tax	+10.25%	+3.75%
Electricity Sales Tax	+1.25%	+1.0%
Local Video Programming Tax	-3.0%	-1.75%
Telecommunications Sales Tax	-13.0%	-7.5%
Piped Natural Gas Sales Tax	-4.25%	+3.25%
Solid Waste Disposal Tax	+2.0%	+2.5%
Alcoholic Beverages Tax	-4.6%	+1.75%

1.1 PROJECTION TIME FRAME

The Local Government Commission (LGC) encourages the use of a 90-day accrual period to meet Governmental Accounting Standards Board (GASB) 33 measurement focus requirements (see ["Memo #1015 'Recognition of Sales Tax and Other Revenues at Year-End'"](#)). Because the revenues governments receive in September are derived from sales through June, we consider them to be from the previous fiscal year, corresponding to when the transaction took place. This report considers the following data to be included in a “fiscal year” of revenue:

- NC Department of Revenue (DOR) monthly distribution data for collection months August through July
- DOR quarterly distribution data beginning with the collection quarter ending in September, and stopping with the collection quarter ending in June.



For an example of how sales month, collection month and distribution month align, see DOR's [Sales Tax Distribution and Closeout Schedule](#). For the full distribution schedule, see DOR's [Local Government Distribution Schedule](#).

1.2 CAUTIONARY NOTE

Please read through the entire memo for important caveats and context related to each of the League's projections for the revenue sources above.

Estimates included in this document should be used **only as a rough guide** in preparing your Fiscal Year 2022-23 proposed budget. Estimates should be modified as necessary to fit your local situation, its actual trends, and your own assumptions about the effects of economic and political factors. Revenue estimates are always subject to error and may fluctuate widely based on unpredictable factors such as weather conditions, policy changes and, this year, a global pandemic. Our goal is to provide municipalities with a reasonable projection of where state-collected revenues are heading.

These estimates also assume that the General Assembly will make no changes in 2022 to the formulae that govern municipal shares of State-collected revenue. **Please continue to pay close attention to the [League's Legislative Bulletins](#) throughout the session for updates on the state of any legislation.** If our revenue estimates change materially prior to July 1 due to economic circumstances or legislative action, we will advise you of the changes.

1.3 QUESTIONS AND CONTACTS

Any questions related to this document should be directed to [Chris Nida, Director of Research & Strategic Initiatives](#). For your convenience, this document also includes NC DOR contacts for any other questions. Special thanks to the Public Affairs team at the North Carolina League of Municipalities, Anca Grozav, Bob Coats, and Michael Cline with the North Carolina Office of State Budget and Management, and Veronica Pace with the NC DOR for their assistance in preparing this document.



2 OVERVIEW OF ECONOMIC CONDITIONS

COVID-19 and the New Normal

Similar to last year's economic outlook, further recovery from the COVID-19 pandemic and the continuing transition to a "new normal" are major drivers causing uncertainty around projections. Within the last year, COVID-19 vaccines have become widely available, and the [NC Department of Health and Human Services estimates](#) that 76% of North Carolina adults have received at least one dose. While cases declined throughout the back half of 2021, the [rapid spread of Omicron](#) throughout the winter led to a new spike in cases. Regardless, Americans are reporting that they are [increasingly more comfortable with activities](#) such as visiting grocery stores, eating out, and attending indoor concerts and events, which is hopefully a positive indicator for economic activity.

Unfortunately, as the impact of the pandemic wanes somewhat, another source of uncertainty has emerged in the form of the Russian invasion of Ukraine. [Sanctions by the U.S.](#) and other countries throughout the world on Russia include a ban on importing Russian oil, a move that has contributed to rising fuel prices in the U.S. (see below). There may still be impacts to come on items like food prices and the availability of raw materials, to say nothing of the potential implications were the conflict to escalate.

Employment Trends and Consumer Spending

Many jobs shifted to a remote environment during the pandemic, and organizations have continued to maintain remote and hybrid environments. [Pew Research Center](#) found that in January 2022, 77% of respondents reported working from home all or some of the time, only slightly down from 83% back in October 2020. Further, 84% noted that balancing work and their personal life was easier or about the same when working remotely, with 90% noting that it was easier or about the same to get work done and meet deadlines. The future of remote work and [return of workers to downtowns](#) are topics that will continue to be debated as pandemic recovery continues.

The [Federal Reserve Bank of Richmond](#) noted North Carolina's unemployment rate as of January 2022 is estimated to be 3.9% compared to 4.0% for the United States. They further note a labor force participation rate of 59.7%, up approximately two percentage points from the pandemic low and lagging behind the United States average of 62.2%. Total January payroll employment in NC decreased by 3.7% from the prior year, compared to 4.7% for the United States. They also note that wages and salaries in NC grew 11.9% year over year for the third quarter of 2021, outpacing national growth of 9.4%. Growth of real personal income in NC for this quarter is noted at 2.9%, outpacing a national average of 0.9%.

A [report by the NC Department of Commerce](#) noted the three sectors with the largest number of jobs increases since January 2021 are Leisure & Hospitality Services (49,600), Professional & Business Services (37,300), and Government (20,300). They further report that year over year, average hourly earnings grew by \$2.48 and average weekly earnings increased by \$76.88. [Another report by the department](#) notes as of January 2022, real taxable retail sales are at \$18.0B compared to \$15.7B as of the same month in 2021, and the number of job openings increased to 362k from 270k at the same time last year.



Since the final round of federal stimulus checks in early 2021, consumer spending has continued to increase in North Carolina, but future outlooks grow more uncertain and less optimistic. As of late March 2022, North Carolina [total consumer spending](#) increased by 16.6% when compared to January 2020. Yet, data from the U.S. Census Bureau's [Household Pulse Survey Interactive Tool](#) notes that in the first half of March 2022, an estimated 34.4% of North Carolina adults report difficulties in covering normal household expenses up from 29.9% in the same period last year. The same data set notes that in the first half of March 2022, 23.3% were worried about their ability to pay an energy bill, up from 19.1% in summer 2022.

The Bureau of Economic Analysis estimated [personal savings as a percentage of disposable income](#) in February 2022 at 6.3% compared to 13.5% at the same point last year. At the time of this year's memo, [gas prices](#) in North Carolina hover around \$3.98/gallon, compared to \$2.63/gallon at this time last year, which will also likely impact the availability of consumers' disposable income.

Inflation is another issue which has greatly affected consumers across the country in recent months. The February 2022 [Consumer Price Index Summary](#) indicated an increase of 7.9% over the previous year. As a measure to combat inflation, [the Federal Reserve recently raised interest rates](#) from 0.25% to 0.5% and indicated that further hikes are expected throughout 2022. In addition to other factors outlined in this section, inflation and rate hikes may eat into NC consumers' disposable income.

Housing

A [March snapshot of North Carolina](#) by the Federal Reserve Bank of Richmond shows that private housing starts in the state were up 34.17% year over year compared to only 0.80% across the United States. The number of new private housing units across the state rose 32.82% year over year compared to 2.70% for the United States. The [NC Department of Commerce](#) notes the number building permits in March 2022 as a five-year high of 8,405 compared to 7,453 in the same month last year.

Housing prices continue to rise rapidly in North Carolina. The Federal Reserve Bank of St. Louis, using data from the U.S. Federal Housing Finance Agency, [notes an all-time high house price index](#) for Q4 of 2021. As of February 2022, [Zillow](#) cites a 26.0% increase in NC home values year over year.

Affordable housing continues to be a pressing issue for communities. A 2022 study by Harvard's Joint Center for Housing Studies found that [every state has lost low-rent stock between 2011-2019](#), with North Carolina's drop at 26.6%. The same center found that [the highest share of households behind on rent were in the south](#), with 18.5% of North Carolina households behind during Q3 of 2021.

Economic Forecasts and Projections

These indicators and more contribute to North Carolina forecasters projecting continued economic growth in the coming year as of March 2022. Dr. Michael Walden's [Index of North Carolina Leading Economic Indicators](#) rose 1.7% from the previous month and 6.0% from the previous year. These net increases to the index are mainly driven by gains in manufacturing and building permits.



Dr. John Connaughton’s [presentation](#) of his [North Carolina Economic Forecast](#) noted how drastically “things have changed” even since his recent report in December 2021 when omicron was surging. His report notes forecasted GDP growth of 6.7% for 2021 over 2020 and 3.3% for 2022 over 2021. Further, he projects growth in 13 of the state’s 15 economic sectors, with hospitality and leisure services leading with a 9.3% increase.

A [survey of CFOs across the United States](#), conducted as a partnership among Duke University’s Fuqua School of Business and the Federal Reserve Banks of Richmond and Atlanta, found that CFOs’ economic optimism has declined in Q1 of 2022. On a 100-point scale, optimism for the U.S. as a whole fell from 67.7 to 54.8 year over year while optimism for their own companies fell less drastically from 73.1 to 69.9 over the same period. The top three concerns cited by CFOs were cost pressure/inflation, labor quality/availability, and supply chain concerns. A [National Association of Business Economics](#) February 2022 survey of professional macroeconomic forecasters shows a downgrade in forecasted GDP growth with 3.6% projected compared to 2.9% last quarter.

American Rescue Plan

North Carolina municipalities continue to plan how to spend the \$1.3 billion distributed to them across the state. Funding can be spent through 2026 and we continue to be hopeful that the funding will be transformational for our members. NCLM will continue to share information as it is known at arp.nclm.org.



3 STATE-SHARED TAX REVENUE PROJECTIONS

3.1 SALES AND USE TAX

3.1.1 Overview of NC Sales Tax Distribution

Sales and use taxes make up the largest amount of tax revenue that the state distributes to local governments in North Carolina. In fact, for the median North Carolina municipality, 28% of municipal revenue is sales tax. Local sales taxes are authorized as different “Articles” in statute. Not all Articles are levied by every county. For an overview of every sales tax article and how it is distributed, see our [Basis of Distribution Memo](#).

In addition to the state’s distribution calculations, distribution methods can vary by county as well. Every April, counties can change the method of distributing local option sales tax revenues within the county, either from per capita to proportion of ad valorem tax levies, or the other way around. The method chosen by the county board of commissioners determines the division of money within a county area among county and municipal governments. Population or tax levy changes might make some counties take a close look at the current distribution method to see if it is still advantageous to them. Previously, changes made by a county to the distribution method would go into effect for the coming July. However, a change in statute passed during the most recent legislative session now delays the effect of any distribution change until July in the calendar year after the change is made. This will give cities and towns more time to prepare for any possible county changes in distribution methods made during April 2022.

3.1.2 Sales Tax Projection

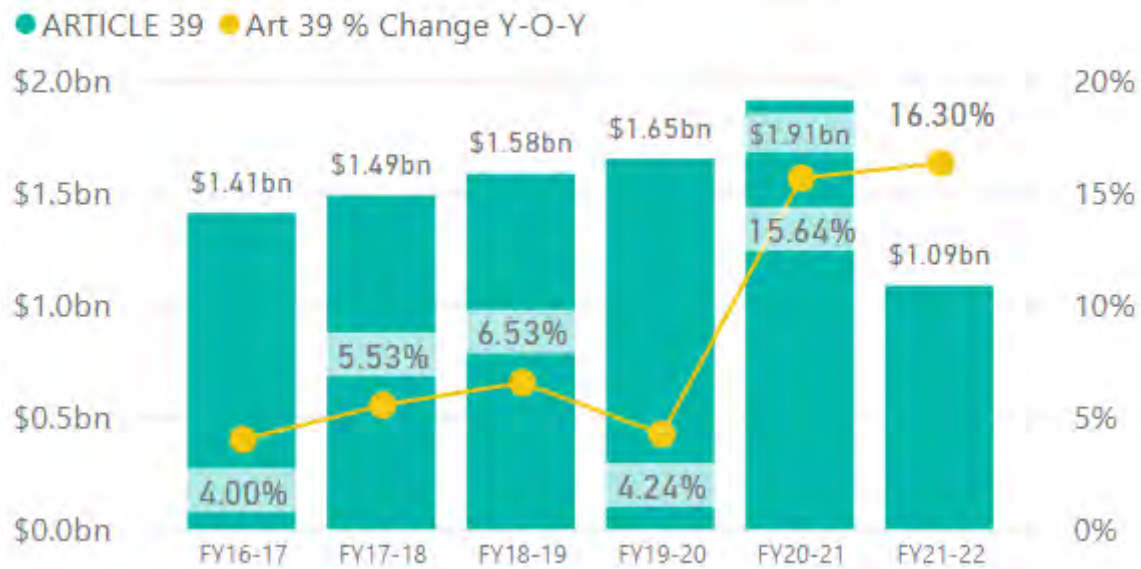
For nearly two years now, sales tax revenues have exceeded virtually all projections and expectations. There are undoubtedly numerous factors that have gone into this performance, many of which are detailed in the economic outlook above. Direct federal aid to taxpayers and programs like the enhancement of the federal child tax credit put more money in many people’s pockets. The realities of the pandemic shifted many shoppers away from services to goods, and frequently goods purchased online, where a fortuitous legislative change by NC in early 2020 allowed the state to capture virtually all sales tax revenues from online purchases. Even inflation – not usually thought of as a positive attribute – likely contributed some to recent strong sales tax collections, as higher prices taxed at the same rate lead to increased tax revenues. These are just some aspects of the complex picture that is local sales tax in NC

The end result has been easier to describe. Local sales tax revenues have grown at rates not seen in the state for many years, if ever. After years of growth in the 4-7% range, local sales tax revenues grew at a year-over-year rate of more than 15% in FY20-21. Growth for the first six months of FY21-22 exceeded even that, checking in at more than 16% (see Figure 1).



FIGURE 1

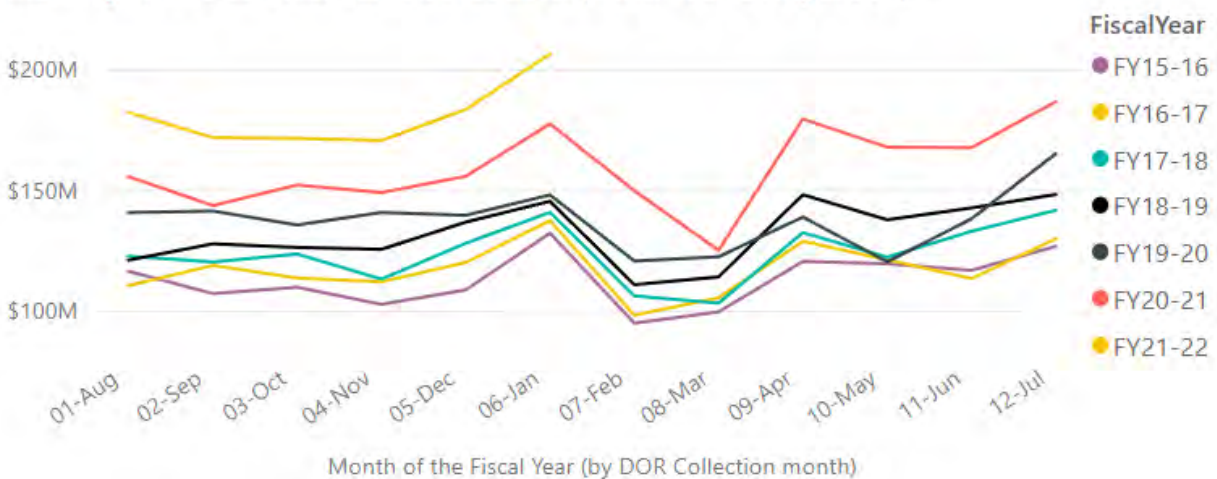
Annual Article 39 Sales Tax Distribution (Y-O-Y Change)



The month-by-month chart below helps illustrate that there are no unusual peaks and valleys in the collections aside from the regular fluctuations in local sales taxes. The red and yellow lines atop the chart show that, for almost all of the last 18 months, sales tax collections have outpaced those from previous fiscal years.

FIGURE 2

Monthly Article 39 Sales Tax Distributions (Fiscal Year Comparison)





Though it is not shown in the graphs above, it may be that growth is finally beginning to slow. Early numbers provided by DOR show that sales tax revenues attributable to January sales that are set to be distributed to cities later this month are likely to be roughly 4.4% more than the same revenues in January 2021. This would be much more in line with the type of growth experienced pre-pandemic than that seen since June 2020. As the impact of federal aid to taxpayers becomes more distant and programs like the enhanced child tax credit end, the result could be a reduction in spending on the types of goods that have helped drive recent sales tax growth. Figure 3 below shows the St. Louis Federal Reserve’s tracking of [disposable personal income](#) among Americans. After several high peaks in 2020 and early 2021, the measure has returned to a much steadier level – albeit still one higher than that of January 2020.

FIGURE 3

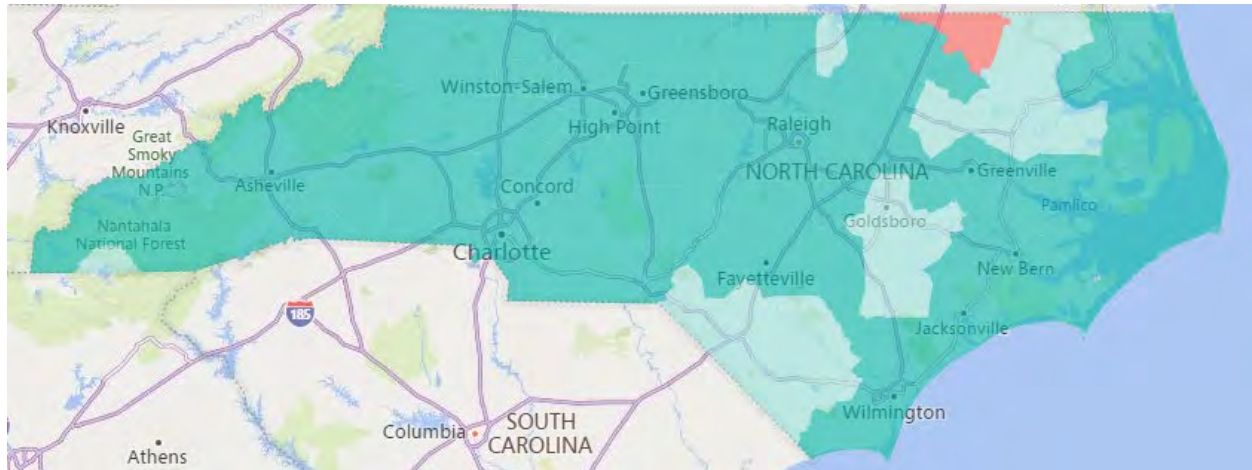


With such strong growth across the state, it is likely not surprising that almost every county has seen some increase in sales tax revenues this fiscal year. Regional variations remain, but they are primarily in degrees of growth rather than gains versus losses. Figure 4 below shows that virtually all counties have seen sales tax revenues grow in recent months, but the growth has not always been equal, with lighter colors representing slower revenue growth.



FIGURE 4

EACH COUNTY'S % CHANGE IN ARTICLE 39&40 DISTRIBUTIONS FY21-22 YEAR-TO-DATE



Aside from economic conditions, refunds processed are always a major factor affecting local variation in sales tax distributions. Table 1 below shows the total refunds each month so far this fiscal year, compared to refunds in the same month last fiscal year. The unpredictable timing of when tax-exempt entities file for refunds results in high volatility in the amount of sales tax taken out of total distributions each month, although on the whole, the growth in refunds this fiscal year is almost equal to the overall growth in collections (15.4% as compared to 16.3% growth).

TABLE 1

REFUNDS EACH MONTH FY20-21 YEAR-TO-DATE

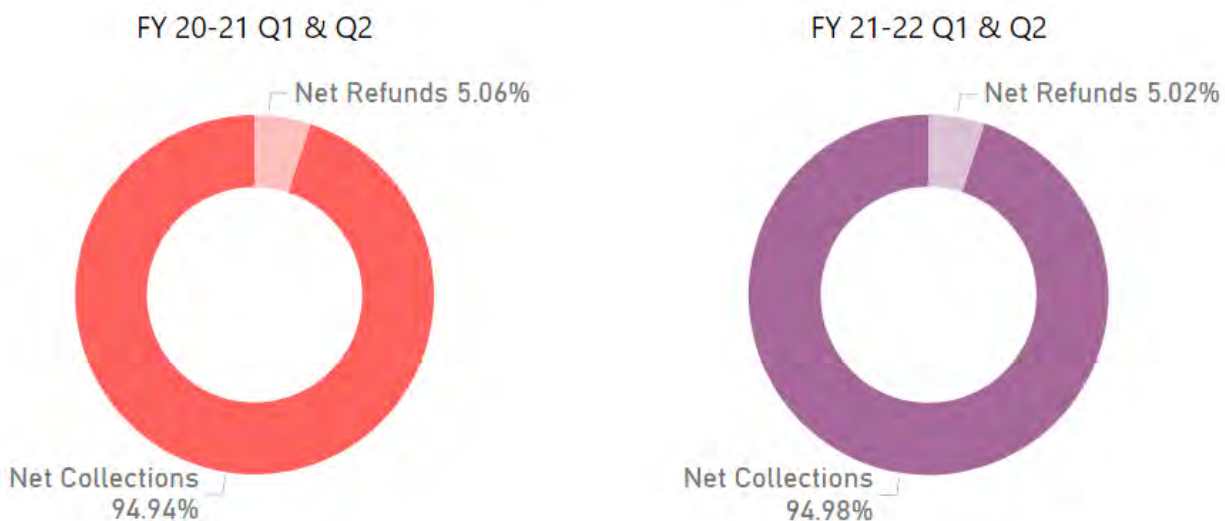
Date	Refunds This Year	Refunds Last Year	Refunds % Change YOY
August 2021	\$16,852,143.18	\$11,348,913.56	48.49%
September 2021	\$16,321,538.40	\$27,531,984.43	-40.72%
October 2021	\$32,321,873.80	\$25,665,633.07	25.93%
November 2021	\$31,759,871.06	\$23,800,629.34	33.44%
December 2021	\$14,898,805.89	\$7,711,534.88	93.20%
January 2022	\$20,037,921.59	\$18,510,798.46	8.25%
Total	\$132,192,153.92	\$114,569,493.74	15.38%



As a percent of gross collections, refunds thus far this fiscal year are almost equivalent to those in the first two quarters of FY20-21 (see Figure 5).

FIGURE 5

REFUNDS FY21-22 YEAR-TO-DATE AS A % OF GROSS SALES TAX COLLECTIONS



Almost since sales tax revenues began showing significant increases in June 2020, close observers have wondered if and when the trend might reverse itself. For much of the last year and a half, there have been no signs of it doing so. We think that a slowdown may finally be coming, though. We do not see an indication yet that revenues may actually decrease, although current data does not take into account the most recent months when gasoline prices surged and inflation in other areas remained high. But we expect that annual growth more similar to that experienced prior to March 2020 is the most likely scenario. There are reasons to believe that local sales tax revenues will remain somewhat resilient. Taking into account performance through the first six months, as well as projections for more moderate growth in the months ahead, **we project that local sales tax revenues will finish FY21-22 10.25% above FY20-21 levels.**

Our anticipation is that we will not see double-digit growth again next year, although we do not envision a drop in revenues, either. Essentially, the hope is that we have established something of a new baseline in recent months. The shift to online spending appears to be durable and should continue to benefit cities and towns. Economic development in NC continues to make headlines and population growth does not seem to be abating. Steps taken to moderate inflation, and the response of the economy to these steps, will be important factors to monitor in the months ahead. So, too, will the course of the COVID-19 virus and the impact of any new variants that might emerge. Taking these many factors and more into account, **we are projecting FY22-23 sales tax growth of 3.75% over FY21-22 levels.**



There is certainly room for regional variation in this projection. As events and conventions return to regular schedules, larger urban counties could see growth that exceeds our projections. Local construction activity also will contribute to variation between counties. As always, your knowledge of your local conditions will best inform projections as to how this statewide forecast will relate to that for your jurisdiction.



3.2 UTILITY SALES TAXES

For the purpose of electricity, telecommunications, natural gas, and video programming quarterly distributions, we assume that the fiscal year accrual begins with the distribution received by local governments in December. (This is synonymous with the distribution covering DOR’s “collection quarter” ending in September.) See the League’s [Basis for Distribution Memo](#) for the recent history of how this revenue is distributed.

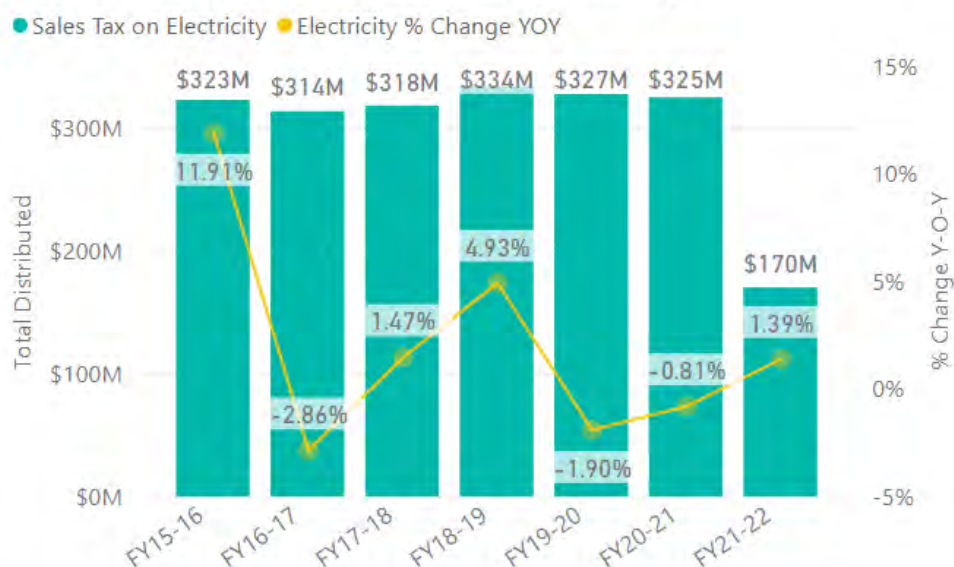
Utility tax growth during the Great Recession did not necessarily match the decline and recovery trends of the rest of the economy. Instead, underlying factors such as policy changes, energy prices, weather, and changing technologies cause growth in these revenues to swing dramatically in any given year. In the latter half of the calendar year 2020, as the COVID-19 pandemic was at its pre-vaccination peak, utilities and telecommunications companies across the state either chose on their own or were instructed by a Governor’s executive order to cease utility cutoffs, waive penalties for nonpayment and institute payment plans for customers who fell behind on payments during the pandemic. State and federal funds for utility payment assistance to customers were also made available. To the extent those changes impacted the timing and amount of payments made, they may be combining with long-term consumption changes to skew the year-over-year trends for these revenue sources somewhat.

3.2.1 Electricity Sales Tax

After peaking in FY18-19 at almost \$334 million, the total amount of electricity sales tax distributed has declined in each of the last two fiscal years. An almost 2% decline in FY19-20 was followed by a year-over-year decline of less than 1% last year. Given the impacts of the pandemic, that minimal decrease could be seen as a positive sign. Thus far in FY21-22, distributions have increased from the same quarters in FY20-21 by over 1%, with more than \$170 million being distributed statewide (see Figure 6).

FIGURE 6

Annual Electricity Sales Tax Distribution (Y-O-Y Change)





Price and consumption both play a role in year-over-year growth. The average electricity price across all sectors for the first two quarters of FY21-22 was only slightly above that of the same months in FY20-21, which means that changes in consumption – as well as the timing of utility payments mentioned above – has likely played a larger role in the year-over-year revenue increase.

As always, weather remains one of the largest contributing factors to consumption and revenue trends. As shown in Figure 7, the electricity tax distributions always peak in the first quarter, which corresponds with warm summer months. Cooling degree days, corresponding with cooling-related electricity demand, also peak during the same time period each year (see Figure 8) and are one good indicator for consumption. Cooling degree days thus far in FY21-22 have increased almost 2% from the same period in FY20-21, adding another factor that is likely leading to the revenue increase seen during the first half of this fiscal year.

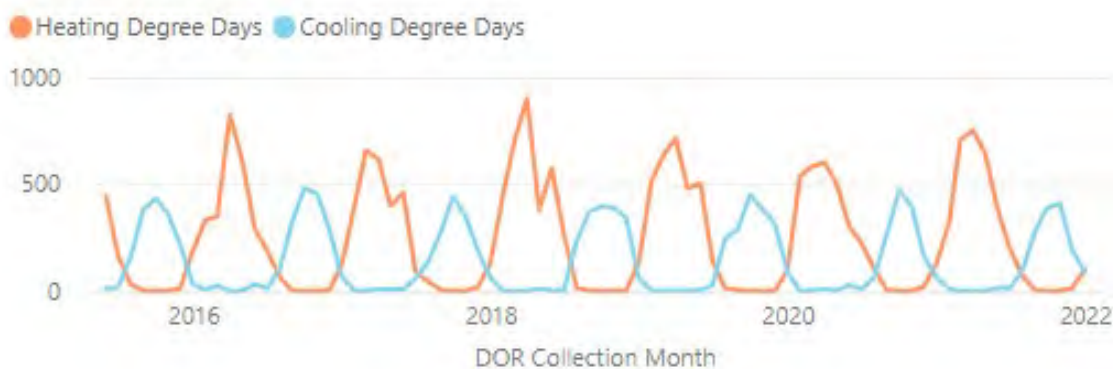
FIGURE 7

Sales Tax on Electricity Distributions by Quarter



FIGURE 8

NC Temperature Trends





A Note on Temperature Data: We assume that electricity bill payment occurs one month prior to utilities remitting the tax to DOR (the collection month). We also assume that electricity consumption occurs one month prior to the bill payment. Therefore, the temperature data used in our analysis is offset by two months. For example, temperatures in May, June, and July would affect the distribution for DOR's July, August, and September collection quarter.

Looking forward, the [Energy Information Administration \(EIA\)](#) projects electricity prices in NC's region to be almost 4% higher in 2022 than 2021, before receding slightly in 2023. Meanwhile, [EIA projections for the region](#) expect that electricity sales will continue to steadily rise.

We expect that the increase in electricity tax distributions through the first half of the fiscal year will largely remain steady in the second half as well. With rates and consumption projected to trend upward through the remainder of the fiscal year, **we project that statewide electricity sales tax revenue for FY21-22 will end up 1.25% higher than FY20-21.**

It is a trend that we are optimistic will continue into the next fiscal year as well. As always, weather will play a large role in year-over-year revenue changes, but projected coming price increases will impact utility tax revenues as well. Long-term industry predictions indicate increased energy efficiency leading to a decrease in consumption, but population projections and construction trends would indicate that North Carolina's population (and its electricity customer base) will continue to increase for the foreseeable future. We continue to expect slight growth in this revenue source, **and project that electricity sales tax revenue will increase by 1.0% in FY22-23.**

Please remember that, unlike in the past, local fluctuations in electricity consumption or population will not affect your distribution. Any excess revenues over those generated statewide in FY13-14 are distributed based on your city's percentage of total property taxes levied. As such, changes in your property tax rate or base could affect the ad valorem distribution of any excess revenues, but the change would have to be extremely significant to materially affect the statewide calculation.

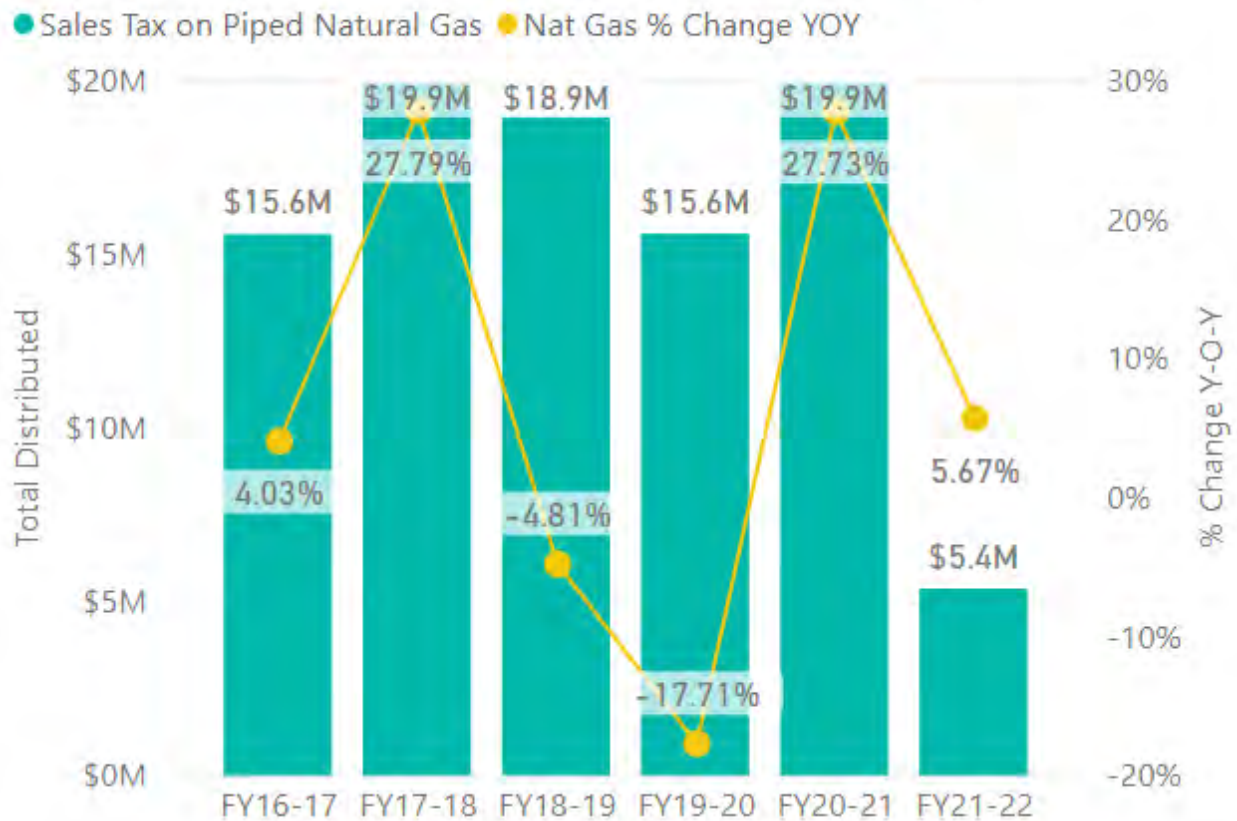


3.2.2 Piped Natural Gas Sales Tax

Piped natural gas tax distributions tend to fluctuate more dramatically than electricity sales tax distributions, particularly in recent years (see Figure 9). Following a nearly 18% decline in FY19-20, revenues rebounded with an almost 28% year-over-year increase in FY20-21. This year, the first two quarters' distributions are up nearly 6% over last year's totals.

FIGURE 9

Annual Natural Gas Sales Tax Distribution (Y-O-Y Change)



Combined, the first two quarterly distributions of FY21-22 totaled nearly \$5.37 million. The bulk of annual natural gas tax distributions don't arrive until June, covering DOR collections during the quarter ending in March (see Figure 10). On average, the first two quarters of the fiscal year represent only about 30% of the annual total distribution for piped natural gas tax.



FIGURE 10

Sales Tax on Piped Natural Gas Distributions by Quarter



Like electricity taxes, price and consumption (largely driven by weather) are the main factors affecting piped natural gas tax distributions. The Q3 peaks in natural gas tax distributions match closely with Q3 peaks in the number of heating degree days (Refer back to Figure 8). As described earlier in the electricity tax section, temperatures in November, December and January will affect the natural gas consumption seen in the next distribution (covering tax collected during the third quarter ending in March). This year, the heating degree days for the months affecting the next distribution are down by about 4%.

Given the recent decline in heating degree days following a particularly cold 3rd quarter in FY20-21, we believe it is likely that the current year-over-year increase in natural gas tax revenues is not sustained throughout the fiscal year. **We project a 4.25% decrease in the total statewide FY21-22 distribution of natural gas sales tax revenues to municipalities.**

High volatility in distribution amounts over the past few years, coupled with a strong correlation with unpredictable weather patterns, make forecasting the next fiscal year highly uncertain. [Information from the EIA](#) indicates that natural gas prices in the South Atlantic are forecasted to increase for the rest of 2022 before decreasing below current levels in 2023. Based on those forecasts, combined with trends since the distribution change went into effect in 2014, **we project a 3.25% increase in natural gas sales tax revenues in FY22-23.**

Similar to electricity, because any future adjustments to this distribution will be made based on statewide property tax levies, it will not be affected by any changes in current users of natural gas in your town or on any population gains or losses you experience.

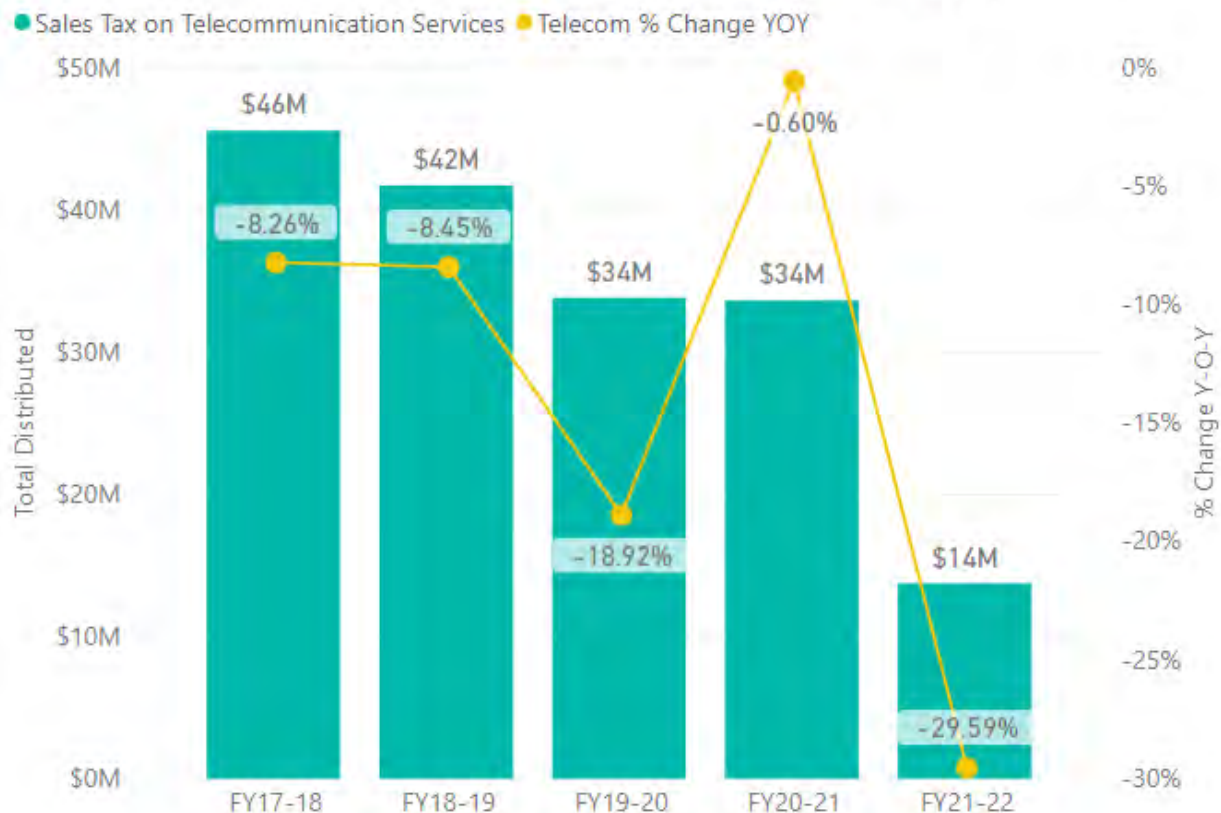


3.2.3 Telecommunications Sales Tax

Annual totals for telecommunication sales tax distributions have declined every year since FY08-09, although FY20-21 distributions were close to flat after a particularly steep decline in FY19-20. (see Figure 11). Like electric and natural gas utilities, some telecommunications providers increased their flexibility with regard to payments for service after the pandemic, which may have led to the particularly severe fluctuations of the last two years. That being said, the first two quarters of the current fiscal year have declined at a rate that would exceed the drop seen in FY19-20. We are currently exploring with DOR whether there were any adjustments to the data that would contribute to this significant drop.

FIGURE 11

Annual Telecommunication Services Sales Tax Distribution (Y-O-Y Change)



Much of the decline in this distribution in recent years is related to customers abandoning landline telephone service for mobile telephone service. There is no data available to indicate that this trend has changed in the last 12 months.

Given the decline in distributions through the first two quarters of this year, **we expect that annual statewide telecommunications revenues for FY21-22 will decrease year over year by 13.0%**. We expect



the decline to moderate only somewhat in the coming fiscal year, as **we predict telecommunications taxes will decline by 7.5% in FY22-23.**

For cities and towns **incorporated before July 1, 2001**, the distribution of this revenue is based on each municipality's past share of the old telephone franchise tax, so there should be no local economic adjustments to the statewide growth estimate. These cities and towns will also be unaffected by any population changes.

For towns **incorporated on or after July 1, 2001**, the distribution is based on population, so some local variation from the statewide percentage is possible and differences between the 2020 and 2021 Certified Population estimates will affect distributions.

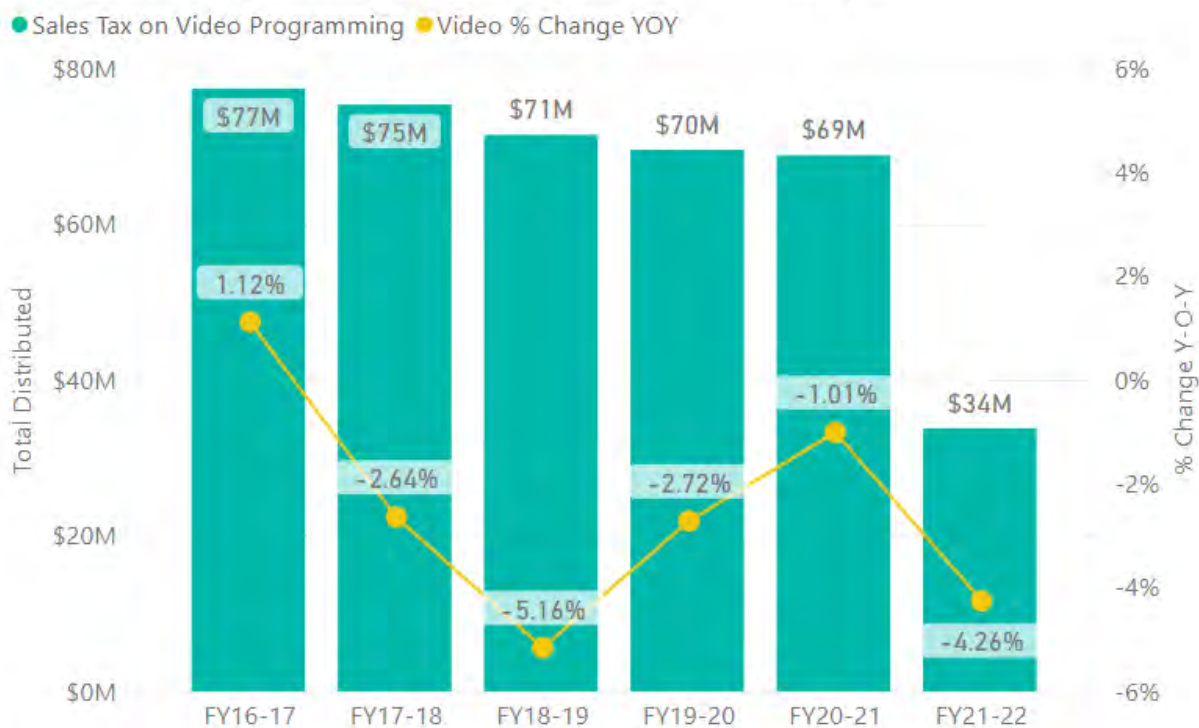


3.2.4 Local Video Programming Tax

With one exception in FY16-17, the general trend in annual video programming distributions has been downward in recent years (see Figure 12). The overall decline is primarily attributable to cable TV customers “cutting the cord” in favor of streaming services. Last year’s decrease was the lowest in recent years at just about 1%. The first two quarterly distributions of FY21-22, though, showed further decline of over 4% from FY20-21 levels (see Figure 12).

FIGURE 12

Annual Video Programming Sales Tax Distribution (Y-O-Y Change)



The number of customers abandoning traditional cable services in favor of more streaming options [continues to increase](#). Overall for the year, **we expect that the statewide annual distributions will decrease by 3.0% as compared to FY20-21.**

Based on performance in recent years, we project that future revenues will continue to decline. **We expect that video programming revenues will decrease by 1.75% in FY22-23.**

While this distribution is not based directly on population, population change is a factor in the annual distribution formula. As a result, growth or decline in population between the 2020 and 2021 [Certified Population Estimates](#) will affect these revenues, although not in the exact percentage as the increase or decline in population.



Cities with qualifying Public, Educational, and Governmental (PEG) channels are entitled to supplemental PEG channel support funds for up to three channels. These funds must be provided to the organization that operates the channel. The amount per channel for FY21-22 is approximately \$26,316. Factors that affect PEG funding include the total number of PEG channels and any returns of PEG channel money. We do not expect these factors to change materially in FY22-23.

To receive supplemental PEG channel funds, **you must certify your PEG channels to DOR each year by July 15**. The 2022 certification forms will be available on the DOR website here: <https://www.ncdor.gov/documents/tr-peg-cable-peg-channel-certification>.

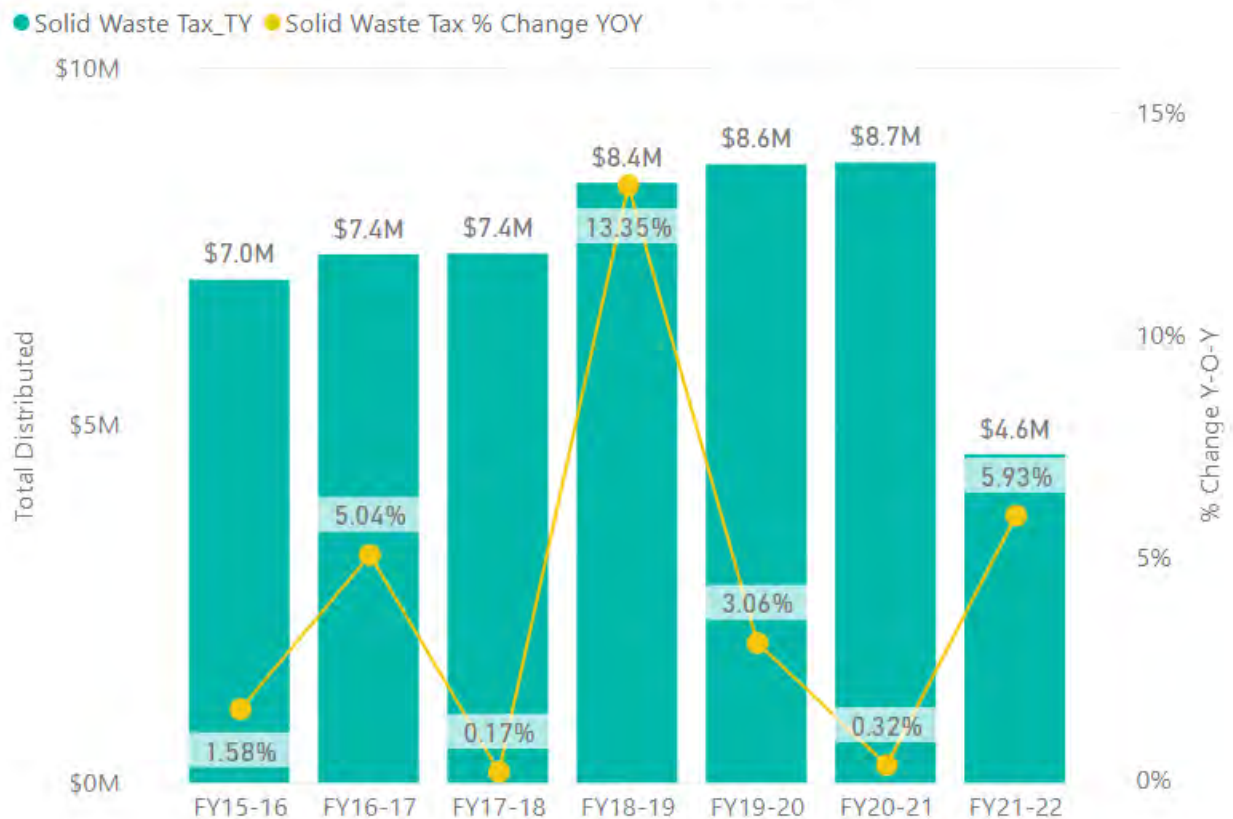


3.3 SOLID WASTE DISPOSAL TAX

The State levies a \$2 per-ton “tipping tax” on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside the state. Cities and counties receive 18.75% of the tax, and revenues are distributed on a per capita basis. The distribution has increased year over year for at least seven years in a row. After an early decline in FY20-21, revenues rebounded in the second half of the fiscal year to again post annual gains, and strong year-over-year growth has continued into the first half of FY21-22 (see Figure 13).

FIGURE 13

Annual Solid Waste Disposal Tax Distribution (Y-O-Y Change)



Activity within the construction sector is one of the largest contributing factors to solid waste revenue. As noted in our economic overview, growth in housing starts and building permits around the state remains strong year over year. At the national level, the [Association of General Contractors](#) reports that industry employment and spending continues to rise, while warning that workforce and materials challenges could limit this growth in the future. Within NC, the [Cumming Insight](#) forecast for the Research Triangle – the only NC region profiled – projects a reduction in construction activity, led by decreases in the residential sector. If this comes to pass it could be mediated somewhat by [gains in the nonresidential sector](#).



Infrastructure spending fueled by American Rescue Plan dollars and the bipartisan infrastructure bill passed at the federal level last year could pick up as 2022 goes along.

Given the growth thus far this year and the continued evident strength of the construction industry in NC, **we expect total distributions for FY21-22 to increase 2.0% from total distributions in FY20-21.** Challenges with accessing labor and materials could be potential obstacles for the construction industry in 2022-23. But, given potential federal dollars entering the marketplace, as well as the continued growth in NC population and economic development, **we project that solid waste tax distributions for FY22-23 will increase 2.5% over FY21-22.**

Because this revenue is distributed on a per capita basis, a particularly large annexation taking effect between July 1, 2021 and June 30, 2022, could justify projecting additional revenue growth for your municipality.



3.4 ALCOHOLIC BEVERAGES TAX

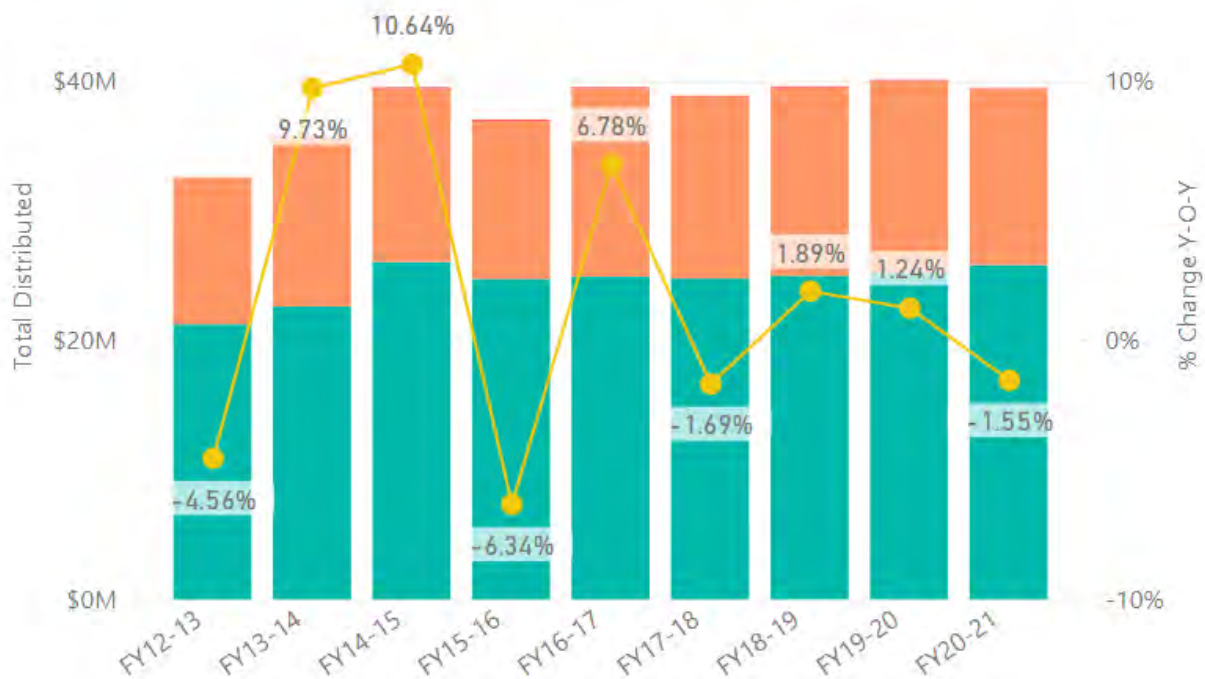
The alcoholic beverage tax is an excise tax paid by the producers of alcohol based on their sales of alcohol in North Carolina. A portion of taxes collected are distributed by DOR to municipalities based on population. With the fiscal year running from April through March, cities can expect to receive the beer and wine sales tax distribution within 60 days of March 31.

At the time of this report, the 2022 alcoholic beverage tax distribution has yet to be released. However, DOR has indicated to us that **the 2022 distribution is projected to decline by approximately 4.6%**. This would represent the biggest year to year change in this distribution in 5 years. In the early and mid-2010s, the total amount distributed fluctuated a great deal from year to year. However, each of the past 4 years' distributions have been less than a 2% change than the previous year.

FIGURE 14

Annual Beer & Wine Tax Distribution (Y-O-Y Change)

● Beer ● Unfortified Wine ● Fortified Wine ● Total Alcohol % Change YOY



Growth in this distribution is dependent on the proportion of beer and wine sold in North Carolina, which are taxed in different amounts. An excise tax of 61.71¢ per gallon is levied on the sale of beer. An excise tax of 26.34¢ per liter is levied on the sale of unfortified wine, and an excise tax of 29.34¢ per liter is levied on the sale of fortified wine.



For most of the past decade, declines in this revenue source have been followed by an increase in subsequent years. This now marks two consecutive years of year-over-year decline in this distribution. We do not expect this trend to continue, and **project that the distribution received in 2022 will grow by 1.75%**. Because these distributions are based on population, it is important to incorporate factors like annexations or de-annexations during the fiscal year into your municipality's projection.



3.5 POWELL BILL

Entering the current fiscal year, the state's Powell Bill appropriation was set at \$147.5 million. No state budget was passed prior to the first distribution of Powell Bill funds in October, so that distribution was based on the \$147.5 million total.

However, the state budget that was passed in November 2021 increased the amount of state funds appropriated to the Powell Bill program. For FY21-22, a total of \$154.875 million in Powell Bill funds were distributed to the 509 municipalities participating in the program. The League and its members very much appreciate the General Assembly recognizing the growing transportation needs at the local level and appropriating more funds to assist municipalities in addressing them. The same total of \$154.875 million is scheduled to be appropriated to municipalities in FY22-23, though the General Assembly has the option of adjusting the FY22-23 budget during its session this summer.

There was one additional change made to the Powell Bill program along with the increase in appropriations. Statutory language in the state budget also specified that cities with a population over 400,000 would receive the same amount of Powell Bill funds that they did in FY20-21, when the state appropriation was reduced due to concerns about transportation revenues in the wake of the COVID-19 pandemic. In effect, this means that the Powell Bill distribution for the cities of Charlotte and Raleigh is currently frozen at FY20-21 levels, and the increase in the Powell Bill appropriation is shared between the remaining 507 cities in the program.

Aside from that change, the formula for distributing the existing appropriation to eligible cities has not been adjusted. Of the total annual distribution of Powell Bill funds, 75% is allocated among eligible cities based on population. If the Powell Bill totals stay at the currently appropriated total of \$154.875 million, and there are no changes made to current Powell Bill statutes, we would expect that the per capita and mileage-based allocations for FY22-23 would be similar to those of FY21-22 for all cities except Charlotte and Raleigh. **We would project the per capita allocation for the FY22-23 Powell Bill distribution to be \$21.66.** To estimate your expected population-based distribution, multiply this amount by your expected 2021 population. Your Certified 2021 Population Estimates (July 1, 2020 Estimates with July 1, 2021 Municipal Boundaries) can be found at the bottom of the Office of State Budget and Management's Municipal Population Estimates page: <https://www.osbm.nc.gov/demog/municipal-estimates>. You should adjust your 2020 Certified Population to account for any annexations going into effect between July 1, 2021 and June 30, 2022. The remaining 25% of the Powell Bill distribution is allocated based on the number of city-maintained street system miles in each municipality. **The projected value of the mileage-based allocation for the FY21-22 Powell Bill distribution is \$1,675.48 per street mile.** After calculating your estimated city-maintained street mileage as of July 1, 2022, multiply that figure by the per-mile rate to calculate your city's total street mile allocation.



4 REMEMBER: REPORT YOUR BOUNDARY CHANGES!

Many state-collected revenue distributions depend on accurate municipal boundary information, either to calculate populations or to determine utility sales within the municipality. **It is the responsibility of individual municipalities to notify all appropriate organizations as soon as possible of any changes in their boundaries.** The list of organizations you are required to provide with a revised boundary map and a copy of your annexation ordinance includes: 1) the Register of Deeds, Tax Assessor, Board of Elections, and GIS department for any county in which your municipality is located; 2) the Secretary of State; and 3) all gas and electric companies that have customers in your city or town. **Failing to provide this information in a timely manner could result in lost revenue for your municipality.** Do not send copies of your annexation maps to DOR, as this is no longer required.

In addition, your municipality should respond to the Annexation Survey included as part of the State Demographer's annual North Carolina Demographic Survey (NCDS), which can be found online at <https://ncds.osbm.nc.gov/>. In addition to information about annexations, the survey includes questions on group quarters and residential building activity. A letter will be mailed to all municipalities in the first part of May to confirm the current municipal point of contact for completing the annual survey. An e-mail will then be sent to the designated point of contact for each municipality by **June 28th** directing them to the online survey. The **Certified Population Estimates** – used for revenue distributions – estimate the 2021 population living in areas annexed on or before **July 1, 2022**. The State Demographer cannot include these populations if the annexations have not been reported through the survey.

Please remember, you will receive **two** boundary and annexation surveys, one from the **State (June 28** – described above) and one from the **federal** government (in **January**); **both must be completed by your municipality. If you have a “consolidated BAS agreement” with your county, this can fulfill your municipality’s requirement for the federal survey, but even with the consolidated BAS agreement you must still complete the State survey described above.** Completing just one survey will not provide the information for the other. More information on the federal BAS can be found at <https://www.census.gov/programs-surveys/bas.html>.

Concerned with your municipality’s 2020 Census results?

If you have discovered that housing units or congregant housing facilities (group quarters) were missed from your municipality’s 2020 Census count, now is the time to ask for a review through the US Census Bureau’s Count Question Resolution (CQR) program. Between now and **June 30, 2023**, the US Census Bureau will accept cases regarding missing housing units, group quarters facilities, and municipal boundaries. You can find out more here: [Five Things to Know Before You Challenge 2020 Census Results | NC OSBM](#). Contact [NC Census Liaison Bob Coats](#) or [State Demographer Mike Cline](#) at the North Carolina Office of State Budget & Management for additional questions.



5 DEPARTMENT OF REVENUE CONTACT LIST

Listed below are the appropriate contacts at DOR for questions regarding municipal concerns.

- Questions about the amount of revenue included in a distribution – Veronica Pace, Distribution Unit; or Tony Garrett, Distribution Unit, (919) 814-1118.
- Questions about the status of a municipality's sales tax refund – Veronica Pace, Distribution Unit; or Tony Garrett, Distribution Unit, (919) 814-1118.
- Questions about the allocation of sales tax refunds to a municipality – Veronica Pace, Distribution Unit; or Tony Garrett, Distribution Unit, (919) 814-1118.
- Interpretation of sales tax laws – Andrew Furuseth, Director, Sales and Use Tax Division, (919) 608-1115.
- Requests for a list of claimants that received a sales tax refund in a county in which the city is located – Veronica Pace, Distribution Unit; or Tony Garrett, Distribution Unit, (919) 814-1118.
- Requests for a list of businesses that paid sales tax and may be engaged in a business subject to a food and beverages tax, room occupancy tax, vehicle rental tax, or heavy equipment rental – Veronica Pace, Distribution Unit; or Tony Garrett, Distribution Unit, (919) 814-1118.
- Requests for statistical data related to local taxes – George Hermene, Information Unit, (919) 814-1129.
- Requests for statistical data related to State-collected taxes – McKinley Wooten, Assistant Secretary for Tax Research & Equity, (919) 814-1092
- To change the email address at which you receive notification of distributions – Kathy Robinson, Financial Services Division, (919) 754-2525. If you have failed to receive an email notification of your distributions, do not contact DOR, but instead call the Office of the State Controller at (919) 707-0795.



ZEBULON

NORTH CAROLINA

Budget Message Fiscal Year 2022-2023

MAY 2, 2022

Outline

- Statutory Requirements
- Budget Schedule and Process
- Budget Message

Statutory Requirements

“The Local Government Budget and Fiscal Control Act” (GS 159)

- “Before April 30”: submit budget requests and revenue estimates
 - Operating Budget submitted January 31
 - Capital Budget submitted March 1
- “Not later than June 1”: submit Budget and Budget Message (May 2)
- “Before adopting the budget ordinance”: Hold Public Hearing (June 6)
- “Not later than July 1”: Adopt a Budget Ordinance

Statutory Requirements

After Adopting the Budget ...

- Modifications by Budget Officer
- Modifications by Board
- We cannot change the tax rate after adoption of the Budget Ordinance

Budget Schedule and Process

- Budget Message (May 2)
 - Goals and Features of Budgeted Activities
 - Changes from Previous Year (Programs, Appropriations)
- Budget Work-Session # 1 (May 10)
- Budget Work-Session #2 (May 18)

Budget Schedule and Process

- Budget Work-Session #3 (May 26)
- Budget Public Hearing (June 6)
- Adopt Budget Ordinance
 - June 6
 - “Not later than July 1”

Budget Schedule and Process

- Capital Project Appropriation
 - Strategic Plan Update: August Mini-Retreat
 - Capital Project Appropriation: Sept. M-R
 - Bond Referendum Draft: Oct. M-R

Budget Message Goals and Features

Zebulon's Vision 2030 Strategic Plan

Vision (the Goal): A vibrant, growing community that maintains its small-town charm and heritage

Mission (our purpose, our role)

- Enhance Quality of Life for Residents
- Deliver excellent and friendly service
- Foster collaboration

Budget Message

Goals and Features (cont'd)

Focus Areas (how we get there)

- Vibrant Downtown
- Growing Smart
- Small-Town Life

Vibrant Downtown

Goals:

1. Revitalize
2. Attract people

Issues:

1. Development cost
2. No public space


Budget Features:

1. Alleyway Activation
2. Main Street Program



DOWNTOWN CONVERSATIONS
2nd Meeting

As we work towards our goal of a vibrant downtown, what do our stakeholders want to see as our town grows?
Now is the time to share your thoughts.

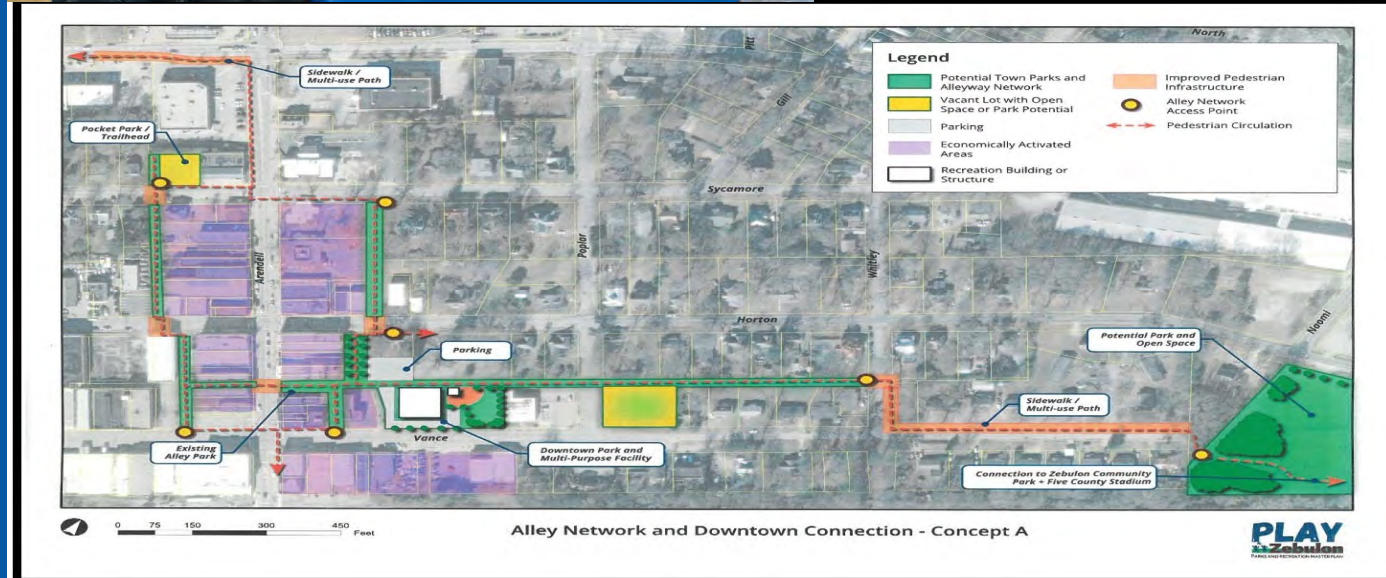


Downtown Zebulon stakeholders and those interested, please join us:

TUESDAY, NOVEMBER 10 | 7:00 PM
122 NORTH ARENDELL AVENUE

RSVP to Teresa Piner at Tpiner@townofZebulon.org

ZEBULON
NORTH CAROLINA



Growing Smart

Goals:

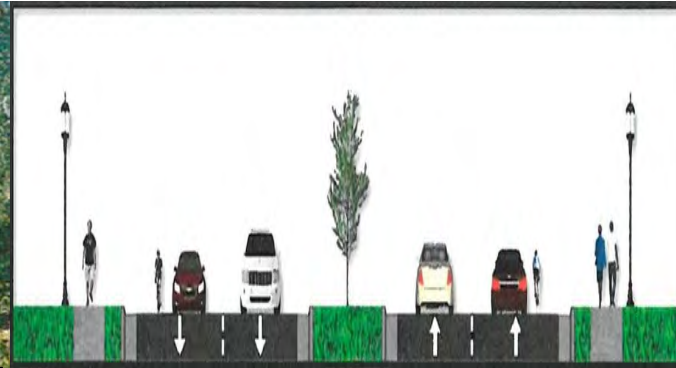
- 1.Coord. land use & transport.
- 2.Staffing (cap. & capability)
- 3.Economic development

Issues:

1. Already growing
2. Getting “Older”

Budget Features:

1. Police & Fire
2. MSP & ED
3. PIO
4. Storm. = ARP
5. Transportation



Small-Town Life

Goals:

1. Increase “walkability”
2. Increase “connectedness”

Issues:

1. Mind the gap
2. Won't you be my neighbor

Budget Features:

1. Vibrant Downtown
2. Community Engagement
3. Placemaking
4. W. Sycamore Sidewalk
5. Brand Execution



Budget Message Changes (in Revenue)

FY' 23 Proposed Budget

- Revenues = \$14,668,550
 - Property Tax = \$7,968,000
 - Prop. Tax Rate = 57.5¢
 - Sales Tax = \$2,468,500
 - Restricted Inter. = \$1,140,400
 - Sales & Service = \$736,000
 - Investment Earnings = \$3,000

FY '22 Adopted Budget

- Revenues = \$15,065,800
 - Property Tax = \$7,670,500
 - Prop. Tax Rate = 55¢
 - Sales Tax = \$1,927,500
 - Restricted Inter. = \$724,500
 - Sales & Service = \$840,500
 - Investment Earnings = \$3,500

Budget Message Changes (in Savings)

FY' 21 ACFR

- Fund Balance =
\$14,253,280
 - Unassigned: \$7,730,654
 - Restricted: \$2,859,097
 - Committed: \$1,172,998
 - Assigned: \$2,490,000

FY '20 CAFR

- Fund Balance =
\$12,012,497
 - Unassigned: \$7,278,553
 - Restricted: \$1,995,272
 - Committed: \$828,672
 - Assigned: \$1,910,000

Budget Message

Changes (in expenditures)

FY '23 Proposed Budget

- Expenditures = \$14,668,500
 - Operating = \$12,876,325
 - Capital = \$1,465,000
 - Debt = \$327,225

FY '22 Adopted Budget

- Expenditures = \$15,065,800
 - Operating = \$10,151,225
 - Capital = \$4,578,000
 - Debt = \$336,575

Budget Message Changes (in personnel)

FY '23 Proposed Budget

- Operating = \$12, 876,325
 - PD: Patrol Officers (2)
 - FD: Firefighters (2)
 - FD: Firefighters (3)
 - PR: Park Maintenance (PT) => FT
 - PN/PW: Engineer
 - PN: Econ. Develop. Spec.
 - PN: MSP (PT) => FT
 - PW: Service Technician
 - ~~PW: 3-person crew~~
 - ~~PW: Assistant Director~~
 - Merit 5%
 - COLA 2%
 - Retention

FY '22 Adopted Budget

- ~~PD: Patrol Officer~~
- ~~PN/PW: Development Services Engineer~~
- ~~PW: Assistant PW Director~~
- ~~PW: 3 Person Crew~~
- ~~PW: Service Technician~~
- ~~PN: Economic Development Specialist~~
- Merit 3%

Budget Message

Changes from Previous Year

FY '23 Proposed Budget

- Capital Funding = \$1,465,000
 - Fleet (2¢)
 - Transportation (2¢, Tag, Powell)
 - Facilities (0.5¢)
 - Parks / Greenways (0.5¢)
 - Fire (1.7¢, Cost Share)
 - Stormwater (0.7¢)
- Rollovers (June)

FY '22 Adopted Budget

- Capital Projects = \$4,578,000
 - Fire Station #2
 - Street Resurfacing
 - Green Pace at Arendell
 - Old Bunn at Shepard School
 - N. Arendell Widening
 - W. Sycamore Sidewalk
 - Fleet
 - Turnout gear
 - Community Center Card Access

Budget Schedule and Process Next Step

- Budget Work-Session #1 (May 10)
 - Operations: PR, FD, PW-Op.
 - Capital: Storm drain, Service Equipment
 - Public Input
 - Insert handouts: PD, PN; Facility, CED, Parks

Want to know more?

- www.townofzebulon.org
- Library
- Chamber
- Community Center
- Town Hall
- Civics
 - East Wake Academy
 - East Wake High School



ZEBULON

NORTH CAROLINA

BUDGET WORK SESSION

MAY 10, 2022

6:00 PM

OUTLINE

– CAPITAL BUDGET

- Funding Sources and Destinations
- Storm drain (i.e. how do you use ARP funds)
- Service Equipment

– OPERATING BUDGET

- PR, FD, PW-Op. questions, comments, requests

– Public Input

OUTLINE

– WORK SESSION #2 PREVIEW

- PD, PN
- Facility, Parks CED

– NEXT MEETING

- Wednesday, May 18 at 7pm
- Thursday, May 19 at 4pm
- Thursday, May 19 at 6pm

CAPITAL FUNDING DESIGNATIONS

–TRANSPORTATION

- Streets
- Intersections
- Thoroughfares
- GBD (“Walk Zebulon”)

–STORM DRAINAGE

–FLEET AND EQUIPMENT

- Light Duty
- Medium Duty
- Heavy Duty

–SERVICE EQUIPMENT

–INFORMATION TECHNOLOGY

–PROPERTY MANAGEMENT

- Facilities
- Parks

–COMMUNITY & ECONOMIC DEVELOPMENT

CAPITAL BUDGET FUNDING SOURCES

-PROPERTY TAX

- 2¢ → Streets
- 2¢ → Fleet
- 0.5¢ → “Fleet” (Greenways)
- 0.5¢ → Facilities
- 1.7¢ → Fire Fleet
- 0.7¢ → Stormwater
- Growth

-DEVELOPMENT

- Transportation Impact Fees
- Recreation Impact Fees
- Construction
- Fee-in-Lieu

-SALES TAX

- Retail
- Powell (Gas)

-FUND BALANCE

- Reserves
- Unassigned

-FEES

- Yard Waste
- Motor Vehicle tag

CAPITAL BUDGET FUNDING SOURCES

FY 2022 Capital Budget Spreadsheet

STORM DRAINAGE FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended	FY '22 Notes	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	FY 2026 Proposed	FY 2027 Proposed	FY 2028 Proposed	Sustainability Check
Stormwater										
<i>2022 projects</i>										
East Vance Street Replacement		\$110,000								
MS4 Audit		\$50,000								
Stormwater Condition Assessment		\$50,000								
<i>2023 projects</i>										
TBD dependent upon Stormwater Condition Assessment results				\$103,000						
<i>2024 projects</i>										
TBD					\$110,000					
<i>2025 projects</i>										
						\$115,000				
<i>2026 projects</i>										
TBD							\$120,000			
<i>2027 projects</i>										
TBD								\$148,000		
<i>2028 projects</i>										
TBD										
Potential Projects										
W Sycamore Street Outfall										Bond Referendum would be necessary to construct this project. Strategies such as staggering the project, EPA & developer support or ARC funds likely necessary.
Easement Acquisition				\$200,000						
Construction				\$4,500,000						
Constructed Wetlands (off Glenn Street)				\$80,000						
Sexton Avenue									\$635,000	
Little River Park Drainage Improvements									\$200,000	
Flowers Street					\$30,000					
FY 22 Stormwater Expenditures		\$210,000	Proposed FY 23 - FY 28 Expenditures	\$4,883,000	\$140,000	\$115,000	\$120,000	\$148,000	\$835,000	
Stormwater Capital Reserves		\$63,000								
Dedicated Property Tax for Stormwater		\$97,000		\$103,000	\$110,000	\$115,000	\$120,000	\$148,000	\$160,000	FY '25 Revaluation year
General Fund, Fund Balance (GFFB)		\$50,000								
FY 22 Stormwater Revenues		\$210,000	Proposed FY 23 - FY 28 Revenues	\$103,000	\$110,000	\$115,000	\$120,000	\$148,000	\$160,000	

Stormwater		
<u>2022 projects</u>		
East Vance Street Replacement		\$110,000
MS4 Audit		\$50,000
Stormwater Condition Assessment		\$50,000

FY 22 Stormwater Expenditures	\$210,000
Stormwater Capital Reserves	\$63,000
Dedicated Property Tax for Stormwater	\$97,000
General Fund, Fund Balance (GFFB)	\$50,000
FY 22 Stormwater Revenues	\$210,000

<u>2023 projects</u>	
TBD dependent upon Stormwater Condition Assessment results	\$103,000

FY 22 Stormwater Expenditures	\$210,000	Proposed FY 23 – FY 28 Expenditures	\$4,883,000
Stormwater Capital Reserves	\$63,000		
Dedicated Property Tax for Stormwater	\$97,000		\$103,000
General Fund, Fund Balance (GFFB)	\$50,000		
FY 22 Stormwater Revenues	\$210,000	Proposed FY 23 – FY 28 Revenues	\$103,000

Bond Referendum would be necessary to construct this project. Strategies such as staggering the project, EPA & developer support or ARC funds likely necessary.

Stormwater – (ARPA) American Rescue Plan Act Funds - \$1.885 million

Stormwater ARPA - Requirements

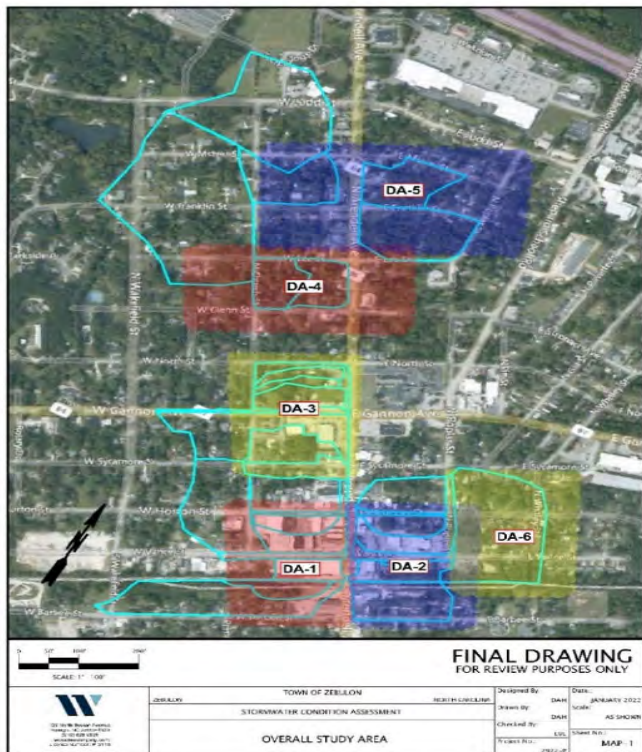
- A. All Funds obligated by December 31, 2024
- B. Compliance with Uniform Guidance Provisions
- C. Records Retention for at least five years
- D. Special Audit Requirements if spend more than \$750 K in one fiscal year.

Stormwater – Feasibility Study

- 1) Conducted by The Wooten Company
- 2) Completed September 2021– April 2022
- 3) Condition and hydraulics assessment
- 4) Identified six projects
- 5) Estimated - 5.6 million dollars



Study Area



- Heart of Original Zebulon
- Arendell Ave is considered the break point(East/West)
- All Infrastructure 75 and 100+ years old
- Issues – condition, hydraulics, and under structures

Evaluation Process

TABLE 1: STORMWATER CONDITION RATING					
DRAINAGE AREA	STRUCTURE (40%)	PIPE CONDITIONS (30%)	PIPE SIZING (20%)	PUBLIC PERCEPTION (10%)	TOTAL RATING (100%)
1	40	24	20	6	90
2	32	12	20	8	72
3	28	22	20	10	80
4	32	18	12	6	68
5	16	18	8	4	46
6	24	12	4	2	42

Higher the score – the worse overall condition

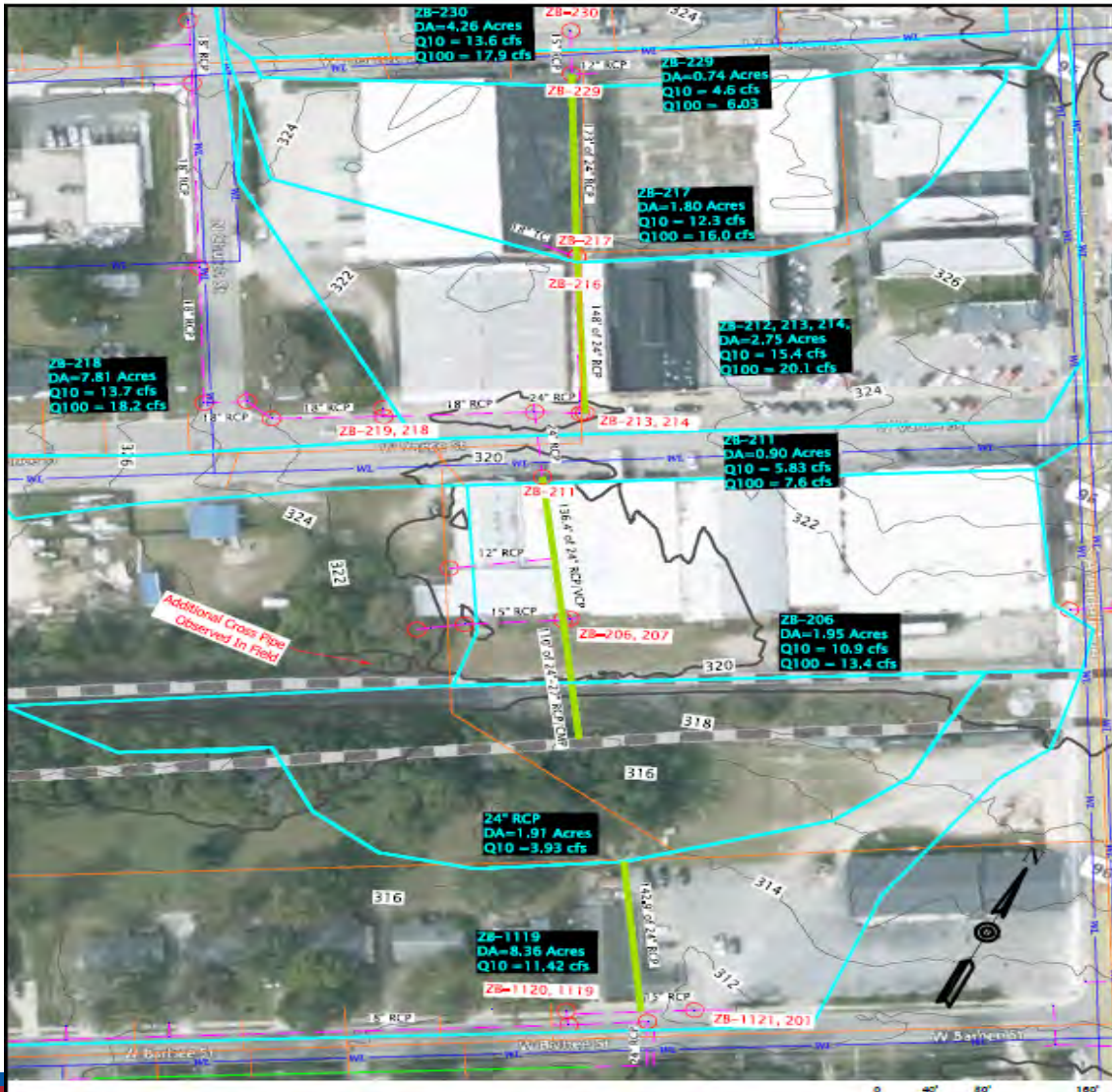
Top Two Priorities

West Horton Street Basin Improvements – 90 Pts

Major Issues:

- a) Infrastructure under multiple buildings
- b) Undersized hydraulically – won't handle 10-year storm
- c) Pipe – fractured, or completely broken

- 24" RCP located under Parrish/ old Diamond Glass Building
- 24" RCP between Matheny/ Davis Property
- 24" RCP/VCP under Whitley Galleries
- 24" RCP/VCP under Railroad Tracks
- 24" RCP partially under Harris Funeral Home



05/10/2022

- Reroutes storm drainage pipe to Church Street in series of 24", 36" and 48" RCP
- Multiple Easements Needed
- Existing Pipe will be filled with flowable concrete to block off flow and provide structural integrity to existing pipes



05/10/2022

Project Photos



Vertical Cracks



Horizontal cracks



Protruding tap – Hammer Tap



Multiple stress cracks



Illegal Taps

Project Cost

West Horton Drainage Basin



Description	Cost
Construction	896,900
Engineering Design	224,225
Survey	17,938
Geo-tech	13,454
Const. Administration	44,845
Construction Inspection	32,400
Utility Relocation Allowance	\$90,000
Easement Acquisition	30,000
Contingency	224,225
Total Cost	\$1,573,987

Top Two Priorities

West Sycamore and North Arendell Ave - 2017 PER

Major Issues:

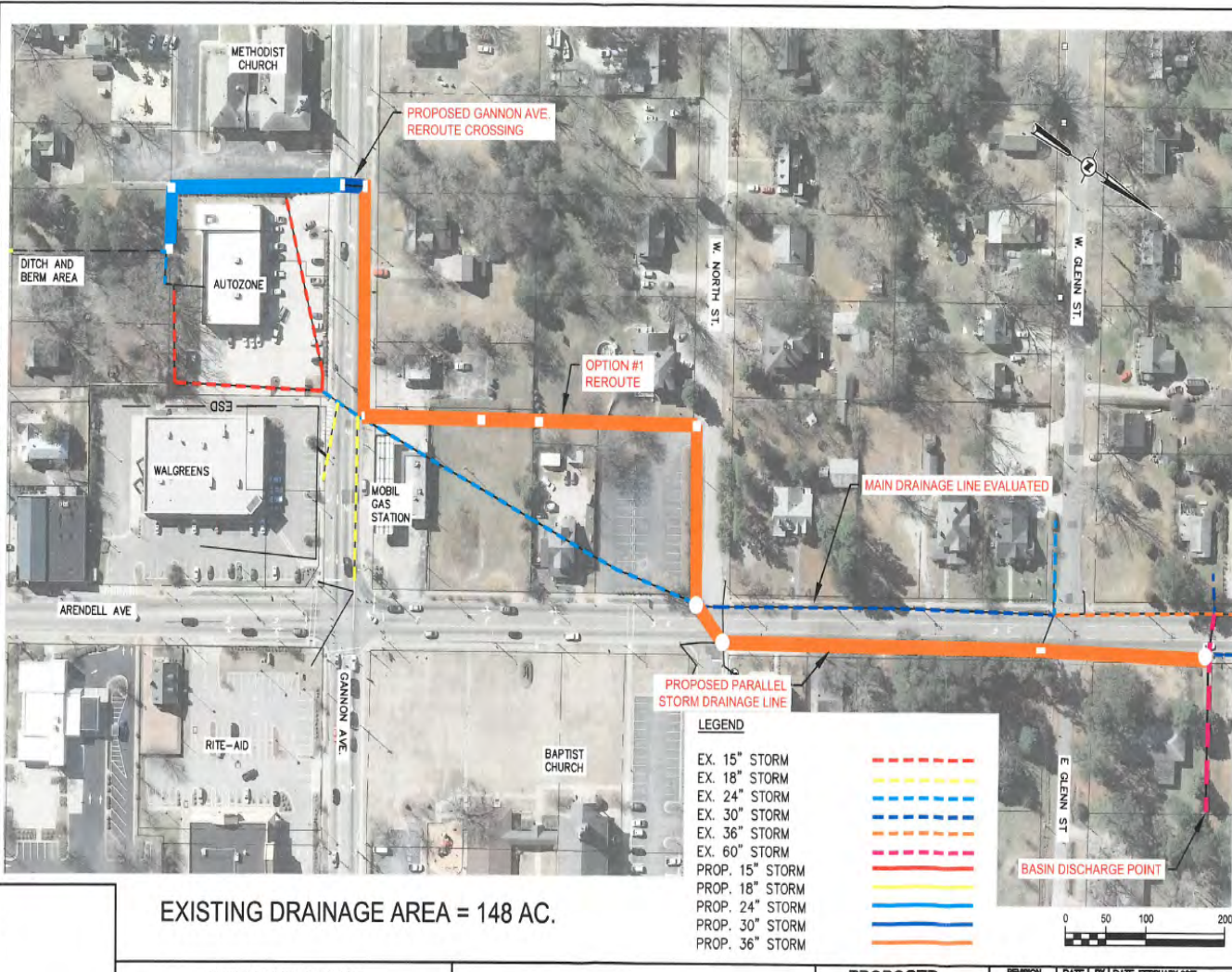
- a) Hydraulic sizing issues – 2 year/10-year storm events
- b) Pipe reverse grade
- c) Under building and house
- d) Flash flooding issues



ZEBULON

NORTH CAROLINA

- Regrades existing swale off East Sycamore
- Upgrades pipe diameters from 15" and 18" to 24" and 36"
- Requires 17 easements
- Additional scope option – constructed wetlands – \$350 K
- Flowable fill is installed in sections under buildings



05/10/2022

Project Photos

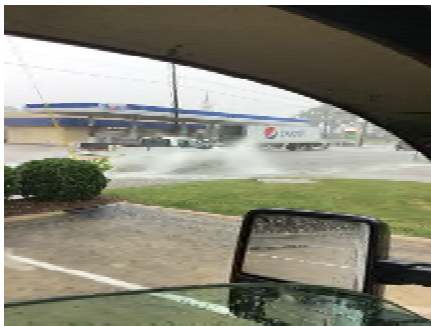
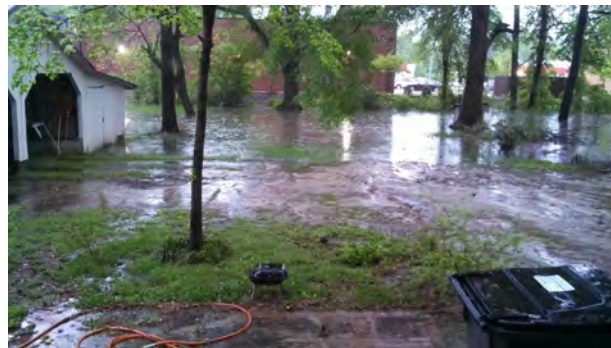


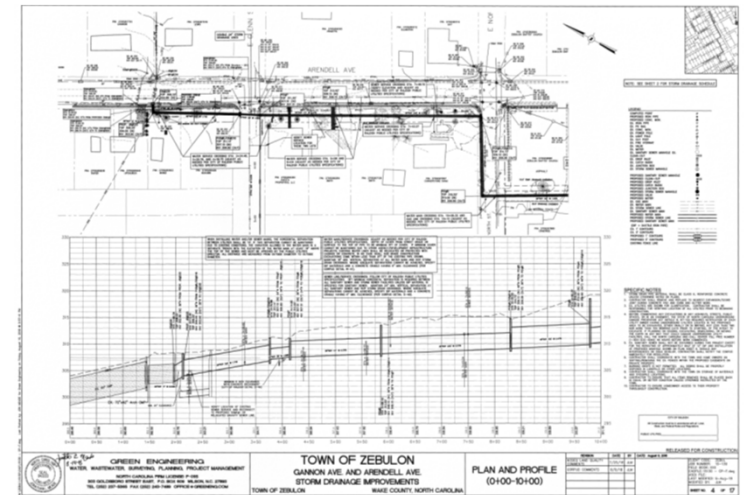
Photo – 6/30/2020



Nuisance Flooding (occurs annually)



Nuisance Flooding
(occurs quarterly)



Construction Drawings Completed

Project Cost

West Sycamore & N. Arendell

July 2019 →



← September 2016

Description	Cost
Construction	\$825,000
Engineering Allowance	\$50,000
Real Estate Acquisition/Agent	\$100,000
Geotech	\$12,375
Construction Administration	\$41,250
Construction Inspection	\$135,000
Construction Contingency @ 25%	\$206,250
Total Cost	\$1,369,875
Constructed Wetlands	\$350,000
Total Costs	\$1,719,875

ARPA Recommendation

Staff Priority: West Horton Street

- a) Pipe with structural issues under multiple buildings
- b) Capacity issues
- c) Avoid emergency response – significantly higher costs(2-3 times higher)
- d) Allocate all ARPA fund project Funds – 1,885,000

Service Equipment Budget

What is Service Equipment?

Departmental equipment (not including fleet items) with a useable life of 5 years or more and a total acquisition cost of \$5,000 or more

Police Handgun Replacement



FD SCBA Replacement



FD Breathing Air Compressor

FY 22-23 Requests

- Police Department – (Used by Multiple Departments)
 - Roadside Message Boards
- Fire Department
 - Firefighter PPE/Turnout Gear
 - Fire Safety House
 - Defibrillators

Roadside Message Boards (2) - \$33,500

Addresses traffic concerns with:

- Speed
- Congestion
- Construction
- Special events

Currently Borrow From Wake County and/or other Police Departments (Depending on Availability)

GCC Grant could fund \$24,500 of cost (leaving only \$9,000 for Town of Zebulon)



Firefighter PPE/Turnout Gear - \$25,800

PPE includes helmet, boots, coats, pants, gloves, hood and has 10-year life

Budgeted at \$4,300 per set

Includes 6 sets annually (4 end-of-life, 2 new/damage)

Wake County Cost Share of 37.8%
leaves Town share at \$16,254



Fire Safety House - \$10,000

Previously used Trailer Style
owned by WCFFA

Kitchen Fire Safety, Smoke
Detector Safety, Exit Drills,
Fireplace Safety

Inflatable – Transport &
Setup/Use



Defibrillators (3) - \$5,000

Wake County Medical Director defined 5-year service life and make/model for credentialed agencies

3 Defibs have 2023 end of life

\$1,700 per Defib

Wake County Cost Share of 37.8% leaves Town share at \$3,150



Service Equipment Summary

(Town of Zebulon Costs Only)

Roadside Message Boards	\$ 9,000
Firefighter PPE/Turnout Gear	\$16,254
Fire Safety House	\$10,000
<u>Defibrillators</u>	<u>\$ 3,150</u>
Total	\$38,404

OPERATING BUDGET PR, FD, PW-OP.

- Questions
- Comments
- Requests

PUBLIC INPUT

- Questions
- Comments
- Requests

WORK SESSION #2 PREVIEW

-OP

- PD
- PN
- Fee Schedule

-CAPITAL

- Facility
- Parks
- CED

-PUBLIC INPUT

WORK SESSION #2

MEETING DATE

- Wednesday, May 18 at 7pm
- Thursday, May 19 at 4pm
- Thursday, May 19 at 6pm



ZEBULON

NORTH CAROLINA

BUDGET WORK SESSION

MAY 19, 2022

4:00 PM

OUTLINE

– CAPITAL BUDGET

- Facilities
- Community and Economic Development
- Parks

– OPERATING BUDGET

- PD, Planning, PW-Prop. and Fee Schedule questions, comments, requests

– Public Input

CAPITAL BUDGET

Facilities

Facilities									
FY '09 Debt Service - Bonds (Mun. Complex)	\$288,175	Payments already included in Op. Budget	\$280,300	\$272,425	\$264,550	\$256,675	\$248,800	\$240,925	Debt retired FY '29 (\$104,000 pay-off).
Debt Service - Installment Loan (Bldg Maint. - FY 2014 Projects)	\$48,400	Payments already included in Op. Budget	\$47,225						Debt retired FY '23
Fire Station: Construction		15-yr. note	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	Debt retired FY '38
Fire Station 2									
Fire Strategic Plan (FS2 and FS3 site identification)	\$45,000								
Land Acquisition			\$750,000						
Design and Permitting							\$500,000		
Construction									Construct with retired debt from Wakelon
Facility Assessment Survey (FAS)		2018 assessment of existing facilities							
Police HVAC	\$110,000		\$110,000						
Community Center HVAC									
Per priority in FAS				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Utilize retired debt to address FAS priorities
Capital Reserve		for FAS projects							
Facility Expansion									
Public Works Shed	\$350,000								
FY 22 Facility Expenditures	\$505,000	Proposed FY 23 - FY 28 Expenditures	\$1,208,000	\$448,000	\$448,000	\$448,000	\$448,000	\$948,000	
Property Tax dedicated to Capital	\$155,000		\$110,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	FY '25 Revaluation year
Property Tax dedicated to Capital (assumes Bond passes)			\$174,000	\$174,000	\$174,000	\$174,000	\$174,000	\$174,000	Bond Referendum: Fire (assumes adding 1.1¢ on tax rate w/ 1¢ - \$160,000).
County Cost Share			\$174,000	\$174,000	\$174,000	\$174,000	\$174,000	\$174,000	County's portion
General Fund Fund Balance	\$350,000		\$750,000					\$500,000	
Capital Reserve Balance									
Stadium Reserve				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Operating Budget dedicated to debt (reverts to CIB when retired)	\$336,575								
FY 22 Facility Revenue	\$505,000	Proposed FY 23 - FY 28 Revenues	\$1,208,000	\$448,000	\$448,000	\$448,000	\$448,000	\$948,000	

PROPERTY MANAGEMENT FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended
Facilities		
Fire Station 2		
Fire Strategic Plan (FS2 and FS3 site identification)		\$45,000
Police HVAC		\$110,000
Public Works Shed		\$350,000
FY 22 Facility Expenditures		\$505,000

Property Tax dedicated to Capital		\$155,000
General Fund Fund Balance		\$350,000
FY 22 Facility Revenue		\$505,000

FY 22 Update Capital Fund - Facilities

Fire Strategic Plan – FY22



Fire Strategic Plan Tasks

Internal Analysis (SWOT)	COMPLETE
Internal Survey	COMPLETE
Response Partner Feedback	COMPLETE
Public Feedback	UPCOMING
Fire Station Needs Programming	UPCOMING
Staffing and Workload Analysis/Benchmarking	PARTIALLY COMPLETE
GIS Analysis of Fire Station Locations	ONGOING
Community Risk Reduction Analysis	COMPLETE
Development of Recommendations/Plan	LAST STEP

Fire Strategic Plan

Public Feedback

Survey

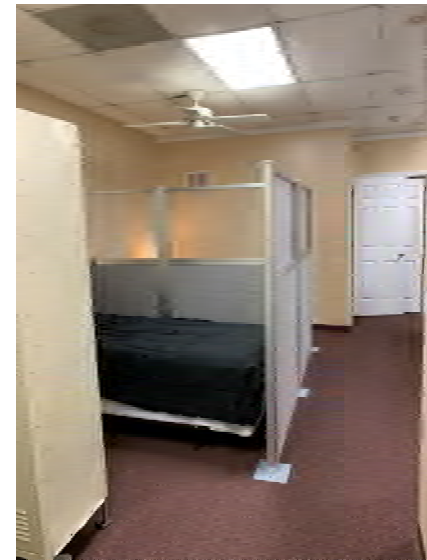
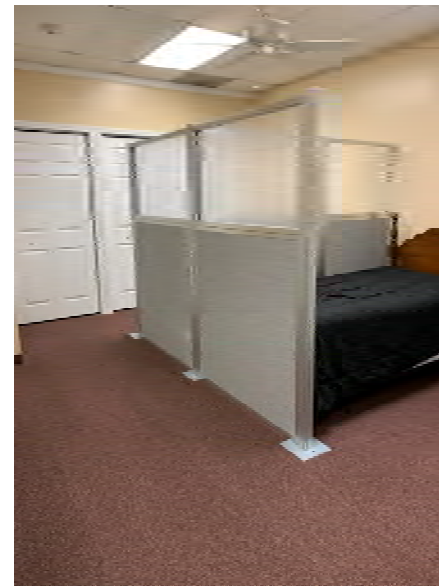
Facility Request – Fire Station Sleeping Accommodations

Current Situation

Fire Station has 5 beds

- Sleeping on couches/in chairs
- Minimal capacity for new employees

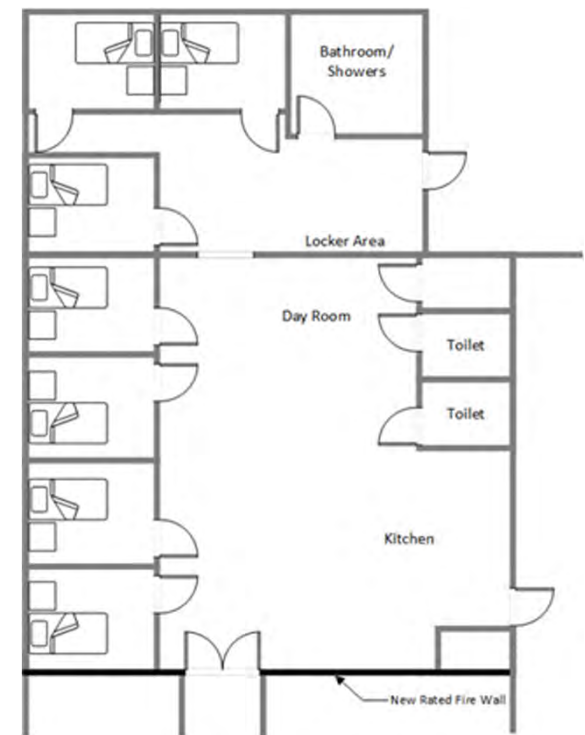
1 Shower – “Shower within the hour”



Facility Request – Fire Station Sleeping Accommodations

Proposal

- Use previous training space to:
 - Increase beds to accommodate volunteers and more employees
 - Provide additional employee separation
 - Increase shower facilities
- Budget Request - \$221,000



Fees for Fire Services

Only NC General Assembly Permitted Fees

Operational Fees

- EMS Call Charges – Medicare/Medicaid
- Fire Call Charges
 - False Alarm
 - Hazardous Materials/Motor Vehicle Accidents

Impact Fees for Public Safety – Not Currently Allowed

Retention Bonus – Status (FDs)

Apex

Durham Highway

Fairview

Fuquay-Varina

Garner

Holly Springs

Hopkins

Knightdale

Morrisville

Northern Wake

Rolesville

Wake Forest

Wake-New Hope

Wendell

Zebulon

Retention Bonus – Status (FDs)

Apex

Knightdale

Morrisville

Fuquay-Varina

Rolesville

Garner

Wake Forest

Holly Springs

Zebulon

Retention Bonus – Status (FDs)

Apex ✘

Knightdale ✔

Morrisville ✔

Fuquay-Varina

Wake Forest ✘

Holly Springs ✔

Zebulon

CAPITAL BUDGET

Parks

Parks								
Old Stone (neighborhood park)								
Picnic Areas	\$50,000							
Court renovation	\$50,000							
Playground improvements, walking path, sidewalk		\$200,000	\$200,000				Implementation schedule dependent upon Board prioritization	
Zebulon Elementary School (joint use park with WCPSS)								
Walking Track	\$25,000	\$10,000		\$10,000		\$10,000		
Baseball Field Renovations		\$50,000						
Court renovation							Implementation schedule dependent upon Board prioritization	
Little River Park (nature park)								
Kudzu eradication	\$20,000							
Archaeology study (Phase II)	\$30,000						Pre-require for FEMA, or other federal, funds	
River restoration and dam removal			\$500,000				FEMA Funding	
Little River Walking Trail (reconnected from Wake Reservoir to Tarpley's Pond)		\$500,000					Wake County partnership and Little River Reservoir activation	
Multi-use Outdoor Education Shelter and Nature Play			\$250,000				FEMA Funding	
Community Park								
Baseball Field Renovations	\$10,000		\$10,000		\$10,000	\$10,000		
Property expansion: new entrance, parking, spectator improvements, 2 baseball fields, 4 soccer fields, Disc Golf improvements, walking trail and gateway connection				\$2,000,000	\$3,000,000		Placeholder figures. Implementation schedule dependent upon Board prioritization	
Wahala Elementary School (WCPSS joint use)								
Walking trails, Greenway parking, field expansion						\$500,000	Placeholder figures.	
Winkley Park (neighborhood park)								
Pickleball court, dog park, landscape & stormwater improvements, parking improvements, play ground improvements						\$200,000	Placeholder figures.	
Recreation Greenway								
Phase 2							\$2,400,000 post year funding dependent upon Board prioritization	
Amenity upgrades							\$400,000 estimated to reinvest in original equipment and updated amenities in post year	
Rain Greenway (connects Little River to Five Clouds Stadium through Downtown)								
Design and Permitting		\$400,000					Placeholder figures.	
Phase I			\$750,000				Placeholder figures.	
Phase II				\$750,000			Placeholder figures.	
Phase III					\$750,000		Placeholder figures.	
Phase IV						\$1,500,000 post year funding schedule dependent upon Board prioritization		
Park Expansion								
Parks and Recreation Master Plan implementation	\$150,000	\$20,000	\$20,000		\$20,000		Implementation schedule dependent upon Board prioritization	
		Dependent upon Master Plan prioritization. FY 22 likely to include branded park signs, grant development, and project design. Future projects may include new park acquisition and development.						
FY 22 Park Expenditures	\$335,000	Proposed FY 23 - FY 28 Expenditures	\$790,000	\$1,110,000	\$1,058,000	\$2,740,000	\$3,798,000	\$710,000
Dedicated Property Tax	\$150,000	PRMP implementation	\$20,000	\$30,000	\$30,000	\$320,000	\$320,000	\$320,000
Property Tax dedicated to Capital (assumes Bond passes)				\$320,000	\$320,000	\$320,000	\$320,000	\$320,000
Wake: Open Space Grant					\$250,000	\$250,000		
Wake: Greenway Fund						\$500,000	\$500,000	
NC: Parks and Recreation Trust Fund (PARTF)						\$500,000	\$500,000	
NC: Locally Administered Projects Program (LAPP)						\$500,000	\$500,000	
NC: Land and Water Fund	\$30,000		\$250,000	\$250,000		\$500,000	\$500,000	
FEMA			\$500,000	\$500,000		\$500,000	\$500,000	
Land and Water Conservation Fund						\$500,000	\$500,000	
Recreation Impact Fees					\$480,000			Dependent upon rate of charge and growth
General Fund Fund Balance	\$155,000	field, kudzu, picnic, track, court						Dependent upon Master Plan prioritization
FY 22 Park Revenue	\$335,000	Proposed FY 23 - FY 28 Revenues	\$770,000	\$1,100,000	\$1,058,000	\$2,070,000	\$320,000	\$320,000

PROPERTY MANAGEMENT FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended
Parks		
<u>Gill Street (neighborhood park)</u>		
Picnic Areas		\$50,000
Court renovation		\$50,000
<u>Zebulon Elementary School (joint use park with WCPSS)</u>		
Walking Track		\$25,000
<u>Little River Park (nature park)</u>		
Kudzu eradication		\$20,000
Archaeologic study (Phase II)		\$30,000
<u>Community Park</u>		
Baseball Field Renovations		\$10,000
Parks and Recreation Master Plan implementation		\$150,000
FY 22 Park Expenditures		\$335,000

Dedicated Property Tax		\$150,000
FEMA		\$30,000
General Fund Fund Balance		\$155,000
FY 22 Park Revenue		\$335,000

CAPITAL BUDGET

Community & Economic Development

Community and Economic Development							
Downtown Overlay District (DOD)							
Façade Grant	\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	Funding depends upon DOD prop. value growth
Streetscape Grant	\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	Funding depends upon DOD prop. value growth
Building Upfit Grant	\$30,000	Seed money	\$30,000	\$30,000	\$30,000	\$30,000	Funding depends upon DOD prop. value growth
Branding: Wayfinding - Phase I	\$20,000	Demarcation and navigation through DOD					
Alley Activation - Phase II	\$100,000	"Muter" alley					
LED Tree Lighting	\$10,000						
Alley Activation - Phase III (Vance-Horton & Arendell - Whiteley)			\$350,000				
Town Commons (amphitheatre, parking)				\$375,000			
Townwide							
Branding (FY '21 rededication)	\$70,000	Rolled over from previous year					
Branding: Wayfinding - Phase I	\$50,000	Signage at Town's entry points	\$50,000				
Branding: Wayfinding - Phase II		Infill signage		\$50,000			
Branding: Wayfinding - Phase III		Infill signage			\$50,000		
Rail Corridor Economic Development Incentive		Fund policy incentivizing niche mfg. sector			\$100,000	\$100,000	
Certified Site Development							\$100,000
Retail and Hotel Incentive							
FY 22 CED Expenditures	\$300,000	Proposed FY 22 - FY 27 Expenditures	\$450,000	\$475,000	\$100,000	\$150,000	\$150,000
Source of Funds							
Dedicated Sales Tax Base	\$50,000		\$27,500	\$25,000	\$72,500	\$20,000	\$17,500
Tax Increment Financing			\$2,500	\$5,000	\$7,500	\$10,000	\$12,500
Municipal Service District			\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Congressional "earmark" application			\$350,000	\$375,000			
General Fund, Fund Balance (GFFB)	\$250,000		\$50,000	\$50,000		\$100,000	\$100,000
FY 21 CED Revenues	\$300,000	Proposed FY 22 - FY 27 Revenues	\$450,000	\$475,000	\$100,000	\$150,000	\$150,000

COMMUNITY & ECONOMIC DEVELOPMENT FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended
Community and Economic Development		
Downtown Overlay District (DOD)		
Façade Grant		\$10,000
Streetscape Grant		\$10,000
Building Upfit Grant		\$30,000
Branding: Wayfinding - Phase I		\$20,000
Alley Activation - Phase II		\$100,000
LED Tree Lighting		\$10,000
Townwide		
Branding (FY '21 rededication)		\$70,000
Branding: Wayfinding - Phase I		\$50,000
FY 22 CED Expenditures		\$300,000

Dedicated Sales Tax Base	\$50,000
General Fund, Fund Balance (GFFB)	\$250,000
FY 21 CED Revenues	\$300,000

Parks & Recreation, Community & Economic Development

CIP

Recreation Impact Fee

- Collected Funds:
 - Jan- April= \$1,046,000
- Rate of revenue = Opportunity to pursue projects
- Identify projects to pursue



Refined P&R CIP

- Late Summer/ Early Fall Work Session
 - Projects for Impact Fee Revenue
 - Projects for a bond or like revenue source
- Provide a detailed/updated P&R CIP



Recommendations

1. Maintenance
2. Master Plan Implementation
3. Project Continuation



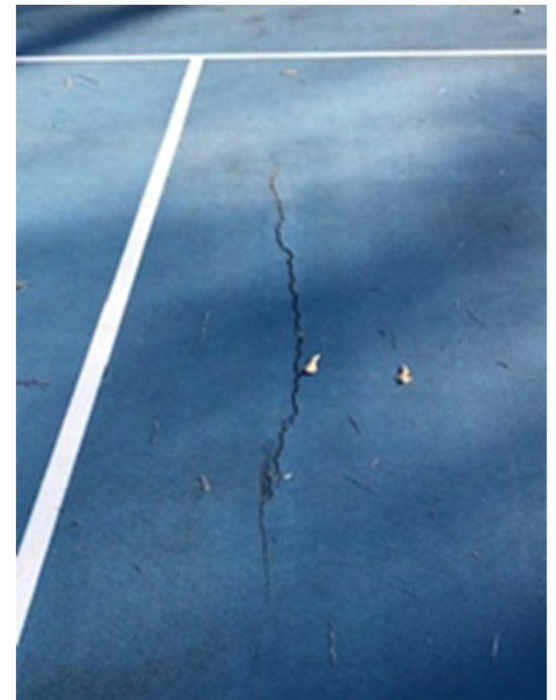
FY 2023 Requested Projects

- Tennis Court Resurfacing
- Little River Park- Designs & Grant Development
- Branding/Amenity
- Alley Activation/Downtown Parking



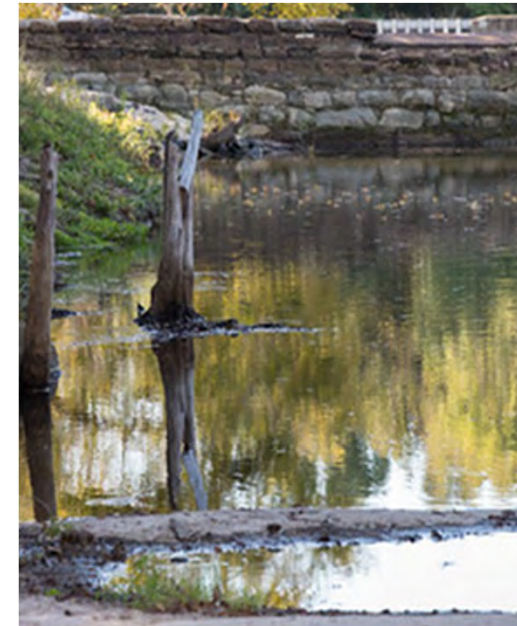
Tennis Court Resurfacing

- Repairs:
 - minor cracks,
 - small depression,
 - reapply surfacing & paint
- Standard Repairs= 4-8 years
- Cost Estimate= \$24,000



Little River Park

- Development of Construction Designs
 - Cost Estimate= \$285,000
- Grant Development
 - Cost Estimate= \$10,000



Branding/Amenity



- Park Signs
 - Design, Development & Installation
 - Multiyear Project
 - Cost Estimate= \$35,000
- Amenity Replacement
 - Multiyear Project (year 2)
 - Cost Estimate= \$ 25,000

Downtown Development

P&R Master Plan

- Green Spine
- Alley Activation
- Downtown Park
- Downtown Park
- Public Art

Land Use Plan

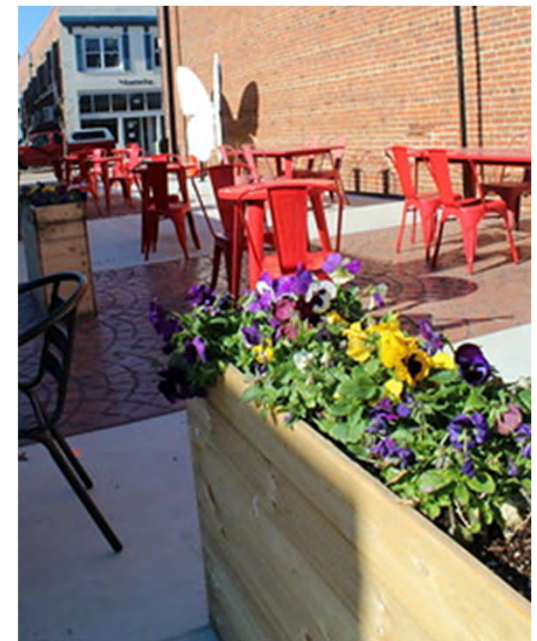
- Plan to acquire land
 - additional parking & other needs
- Greenway Development

Transportation Plan

- Downtown Walkability

Alley Activation/Downtown Parking

- Federal Allocation Scope:
 - Property acquisition for parking
 - Alley renovation
 - Utility Improvement
 - Wayfinding & Public Art
- Cost Estimate= \$700,000
- Future Year= Parking Development





Questions/Comments

05/19/2022

Fee Schedule Highlight

- Schedule of Fees
- Salary Schedule
- Position Schedule

Fee Schedule

Revenue Neutral Tax Rate

- Tax Base Value - \$1.61 billion

- Tax Base Split
 - Residential - (40%)
 - Commercial - (60%)

 - Real Property - \$1.02 billion
 - Personal Property - \$586 million

- 1¢ on tax rate = ~\$160,000

Fee Schedule

Revenue Neutral Tax Rate

- What it was:
\$0.5432 (FY '21)
- What was adopted:
\$0.55 (incorporated Stormwater fee)
- What it should have been:
\$0.5572



“Revenue-Neutral” Tax Rate (G.S. 159-11 (e))

“In each year in which a general reappraisal of real property has been conducted ... the budget officer shall include ... a statement of the revenue-neutral property tax rate for the budget.”

In other words ...

- Every 4-years when Wake County computes property values,
- The Town Manager includes a statement with their recommended budget,
- The statement is called “The Revenue Neutral Property Tax Rate”

“Revenue-Neutral” Tax Rate (G.S. 159-11 (e))

The Revenue-Neutral Property Tax Rate is:

- An assumption that the value of property in Town has increased
- If true, the current tax rate will bring in more revenue
- The tax rate that brings in the same revenue is the “Revenue-Neutral” rate

“To calculate the revenue-neutral rate ...”:

- “determine a rate that would produce revenues equal to those produced for the current fiscal year”
- “then increase the rate by a growth factor equal to the average annual percentage increase in the tax base”
- “The budget officer shall further adjust the rate to account for any annexation, deannexation, merger, or similar event”

“Revenue-Neutral” Tax In other words. . .

1. Determine the Growth Factor:

FY 2017: \$932.7M

FY 2018: \$1,063.5M => + 14.0%

FY 2019: \$1,106.1M => +4.0%

FY 2020: \$1,194.0M => +8.0%

Avg. Annual % increase = +8.7%

2. Est. Revenue w/o Revaluation:

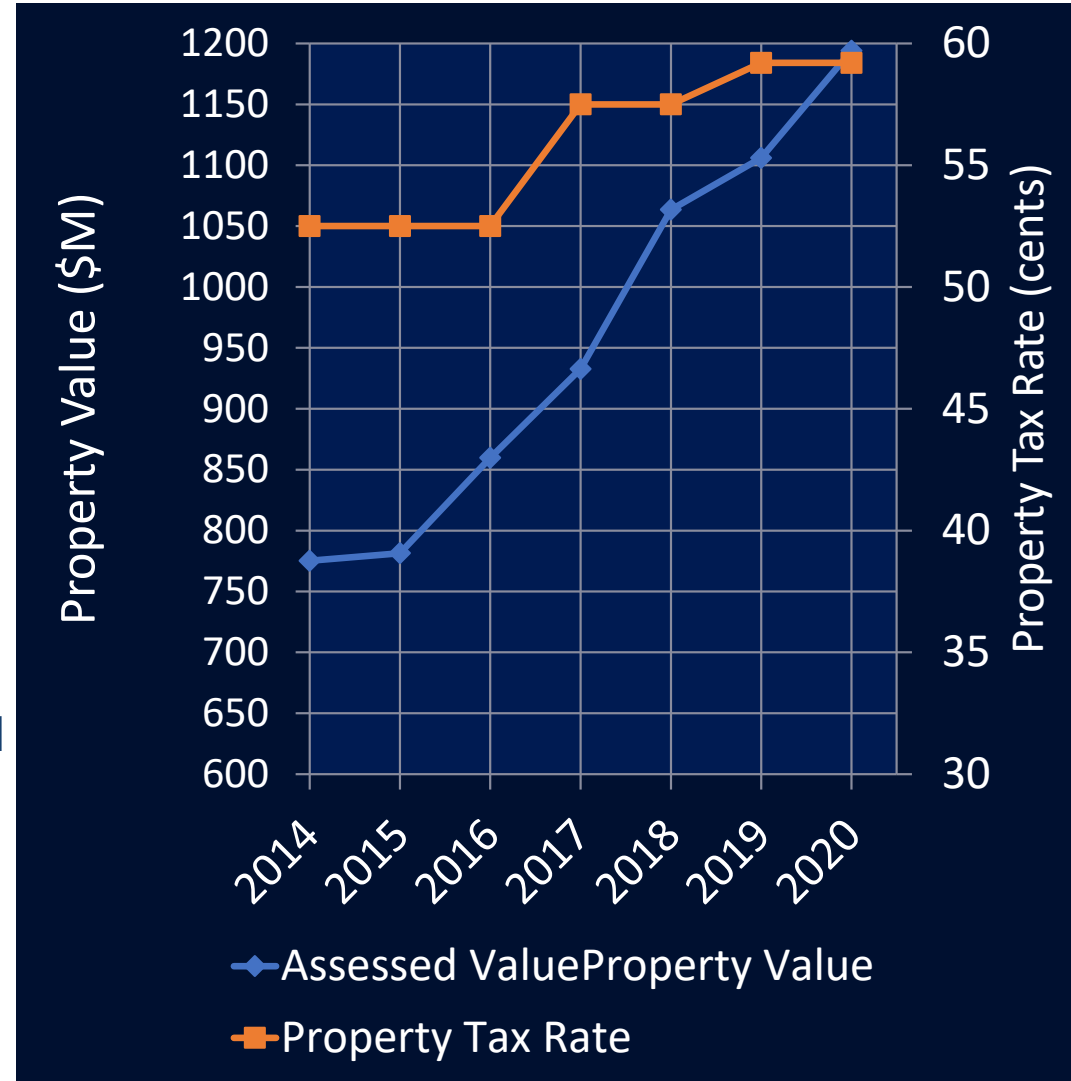
FY 2021: \$1,194.0M x 1.087 = \$1,297.9M

\$1,297.9M x 59.2¢/\$100 value = \$7.68M

3. Est. Revenue w/ Reval.:

\$7.68M / \$1,414.0M* = 54.3¢/\$100 value

* (\$1,414.0M is Revaluation)



Residential Garbage Rate

- What:
 - \$3 Yard Waste Fee
- Why:
 - Fund Capital Expenses
 - Support Stormwater Maintenance



Fee Schedule Highlight

- ~~Schedule of Fees~~
- Position Schedule
- Salary Schedule

OPERATING BUDGET PD, PN, PW-Prop.

- Questions
- Comments
- Requests

PUBLIC INPUT

- Questions
- Comments
- Requests

WORK SESSION #3

PREVIEW

- OP
 - AD
 - GB
 - FN
- CAPITAL
 - Fleet
 - Transportation
 - IT
 - Summary
- PUBLIC INPUT

OUTLINE

- WORK SESSION #3 PREVIEW
 - AD, GB, FN
 - Fleet, Transportation, IT
- NEXT MEETING
 - Next Thursday at 6:00pm



ZEBULON

NORTH CAROLINA

BUDGET WORK SESSION

MAY 26, 2022

6:00 PM

OUTLINE

– CAPITAL BUDGET

- Transportation
- Parks (follow-up)
- Fleet

– OPERATING BUDGET

- AD, GB, FN questions, comments, requests

– Public Input

CAPITAL BUDGET Transportation

FY 2022 Capital Budget Spreadsheet

TRANSPORTATION FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended	FY '22 Notes	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	FY 2026 Proposed	FY 2027 Proposed	FY 2028 Proposed	Sustainability Check (FY '23 - FY '28 notes)
Street Paving and Thoroughfare Improvements										
Street Paving:										
FY '22 Annual Street Resurfacing		\$220,000	accelerating schedule to improve PCR							
FY '23 Annual Street Resurfacing				\$288,000						
FY '24 Annual Street Resurfacing					\$305,000					
FY '25 Annual Street Resurfacing						\$0				
FY '26 Annual Street Resurfacing							\$335,000			
FY '27 Annual Street Resurfacing								\$0		
FY '28 Annual Street Resurfacing									\$365,000	
										Tag Fee + Powell Bill, evaluate PCR after '23 project evaluate PCR again after '24 project skip paving, dedicate to T-fares fund from Tag and Gas every other year skip paving, dedicate to T-fares fund from Tag and Gas every other year
Intersection Improvements:										
N. Arendell @ Green Pace signal		\$150,000	increased scope to connect with private development and buy-down cost of Arendell Phase II							
Shep. School @ Old Bunn signal		\$350,000	moving up construction funds							
Pearces @ Proctor analysis and design (roundabout v. signal)				\$120,000	\$500,000					
Judd @ N. Arendell signal		\$100,000	Fire Station accelerating need	\$150,000						
										assumes developer contributions - pending Requires building up reserves
Thoroughfare Improvements:										
Jones Street Connector		\$340,000	removing from N. Arendell Phase I							
North Arendell Widening Phase I		\$175,000	re-scoping project	\$375,000	\$500,000					
North Arendell Widening Phase II						\$350,000	\$125,000	\$1,625,000		
Proctor/Pearces/Jones corridor						\$290,000	\$100,000	\$1,300,000		
Gannon Avenue & Industrial Drive Loop			post planning horizon							
Old Bunn (High Used Cars to Karial Court)			timing depends upon N. Arendell Phase I			\$450,000	\$350,000	\$2,100,000		
Old Bunn (Karial to Parks Village)							\$450,000	\$350,000	\$2,100,000	
									\$450,000	\$350,000
Old Bunn (Parks Village to Gannon)										
Streetlight conversion		\$10,000								
Reserve dedications (build savings for larger projects):										
Transportation Reserve (from unspent Tag Fee)		\$145,000	save for FY '23 paving							
Street Reserve (from unspent Gas Tax (Powell Bill))										
FY 22 Street and Thoroughfare Expenditures		\$1,490,000	Proposed FY 23 - FY 28 Expenditures	\$933,000	\$1,305,000	\$1,090,000	\$1,360,000	\$5,825,000	\$2,815,000	
Dedicated Property Tax		\$46,000	deposit into N. Arendell Capital Project Fund	\$100,000	\$100,000	\$460,000	\$400,000	\$400,000	\$480,000	
Motor Vehicle Tag Fee		\$145,000	rolled directly to Transportation Reserves	\$160,000	\$175,000	\$199,000	\$205,000	\$220,000	\$235,000	
Powell Bill (gas tax)		\$127,000	deposit into N. Arendell Capital Project Fund	\$128,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	
General Fund, Fund Balance (GFFB)		\$350,000	to Jones Street Connector		\$300,000	\$70,000	\$80,000			
Transportation Impact Fee		\$600,000	for signal projects	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	
Autumn Lakes and Barrington fee-in-lieu					\$200,000					
Street Capital Reserves (unspent gas-tax from previous years)		\$220,000	for paving project							
Transportation Reserves (unspent Transportation projects " " ")				\$145,000						
FY 22 Street and Thoroughfare Revenues		\$1,490,000	Proposed FY 23 - FY 28 Revenues	\$933,000	\$1,305,000	\$1,270,000	\$1,295,000	\$1,230,000	\$1,245,000	

assumes: developer contribution, NCDOT funds at ramp, and Phase I rollover of unspent funds
assumes \$5M project w/ 20% LAPP support
actual cost may be lower with expansion of Green Pace signal project
requires Bond Referendum
requires Bond Referendum
requires Bond Referendum
Bond Referendum may not be sufficient to fund the widening of Old Bunn Road. Strategies such as staggering the project, greater NCDOT & developer support, or ARC funds likely necessary. PLACE ON S.T.I.P. THROUGH CAMPOL

TRANSPORTATION FUND		FY 2022 Required (Debt Payments)	FY 2022 Recommended
Street Paving and Thoroughfare Improvements			
<u>Street Paving:</u>			
	FY '22 Annual Street Resurfacing		\$220,000
	FY '23 Annual Street Resurfacing		
	FY '24 Annual Street Resurfacing		
	FY '25 Annual Street Resurfacing		
	FY '26 Annual Street Resurfacing		
	FY '27 Annual Street Resurfacing		
	FY '28 Annual Street Resurfacing		
<u>Intersection Improvements:</u>			
	N. Arendell @ Green Pace signal		\$150,000
	Shep. School @ Old Bunn signal		\$350,000
	Pearces @ Proctor analysis and design (roundabout v. signal)		
	Judd @ N. Arendell signal		\$100,000
<u>Thoroughfare Improvements:</u>			
	Jones Street Connector		\$340,000
	North Arendell Widening Phase I		\$175,000
	North Arendell Widening Phase II		
	Proctor/Pearces/Jones corridor		
	Gannon Avenue & Industrial Drive Loop		
	Old Bunn (High Used Cars to Karial Court)		
	Old Bunn (Karial to Parks Village)		
	Old Bunn (Parks Village to Gannon)		
	Streetlight conversion		\$10,000
<u>Reserve dedications (build savings for larger projects):</u>			
	Transportation Reserve (from unspent Tag Fee)		\$145,000
	Street Reserve (from unspent Gas Tax (Powell Bill))		
FY 22 Street and Thoroughfare Expenditures			\$1,490,000

	Dedicated Property Tax		\$48,000
	Motor Vehicle Tag Fee		\$145,000
	Powell Bill (gas tax)		\$127,000
	General Fund, Fund Balance (GFFB)		\$350,000
	Transportation Impact Fee		\$600,000
	Autumn Lakes and Barrington fee-in-lieu		
	Street Capital Reserves (unspent gas-tax from previous years)		\$220,000
	Transportation Reserves (unspent Transportation projects " " ")		
	FY 22 Street and Thoroughfare Revenues		\$1,490,000

Transportation Projects Update

FY 22 Annual Paving Program

2022 Paving Scope: Notice to Proceed July 11th

- 100 Block East Vance Street – PCR 61
- Yates Place – PCR 62
- Wellington Drive – PCR 66
- Southland Drive – PCR 67
- Total Construction \$330k



2023 Annual Paving

BUDGET - \$370,000

WEIGHTED AVERAGE -90.7

Paving Condition Rating: Projection

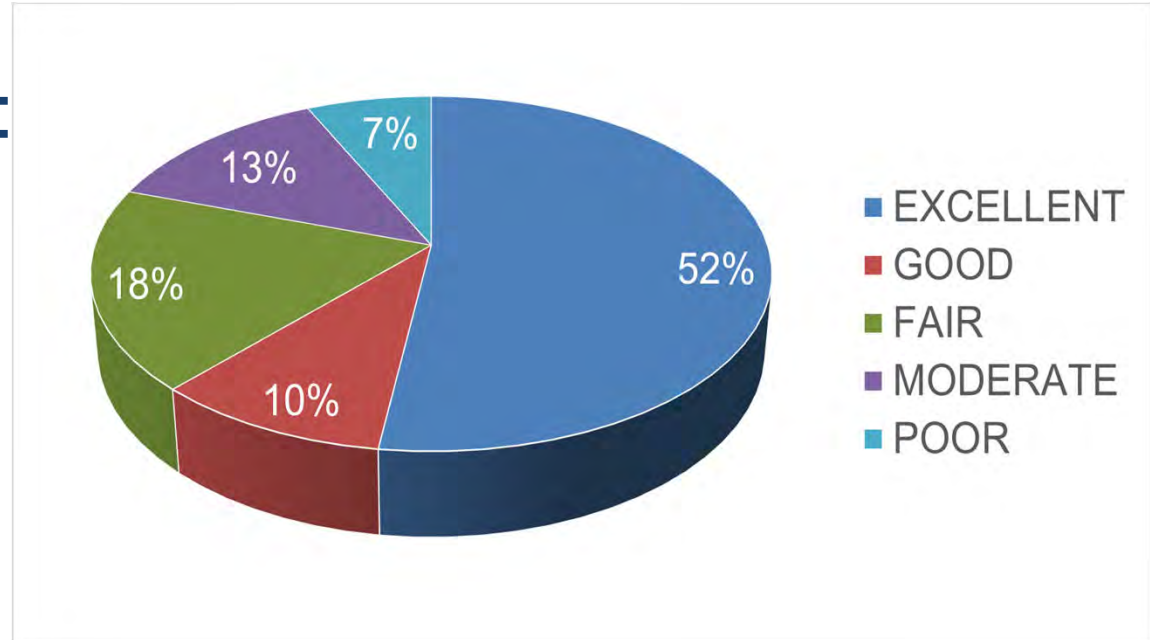
Smokey Mountain – 61

West Vance – 65

East Barbee – 66

North Gill – 68

Hempstead – 69

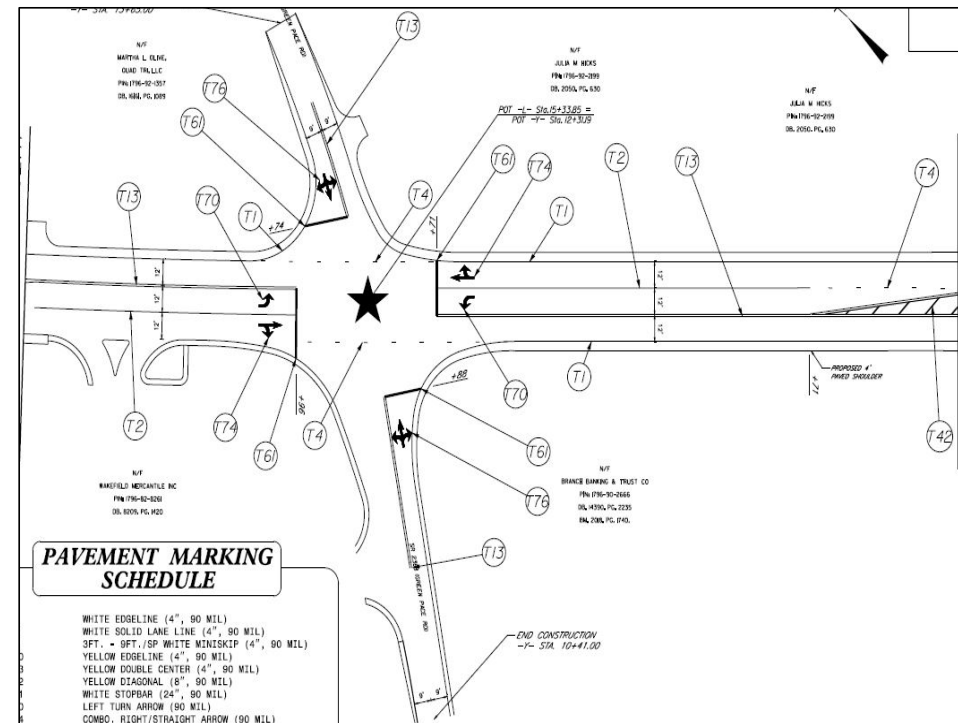


100-95 (Excellent) 95-90 (Good) 90-80 (Fair) 80-70 (Moderate) 70 and Less (Poor)

N. Arendell and Green Pace Roadway Widening & Signal

Status:

- NCDOT Reviews:
 - 90% Roadway Drawings
 - 90% Signal Drawings
- CORPUD Review: 90% Utility Relocation
- Complete:
 - Utility Coordination (Duke Progress)
 - Erosion Control Permit
- No Easements Required



N. Arendell and Green Pace Roadway Widening & Signal

ZEBULON
NORTH CAROLINA

- Bid Date: Winter 2022
- Bidding Process: 1-2 Months
- BOC Award Process: 1-2 Months
- Notice to Proceed: Spring 2023
- Construction Time: 6 Months

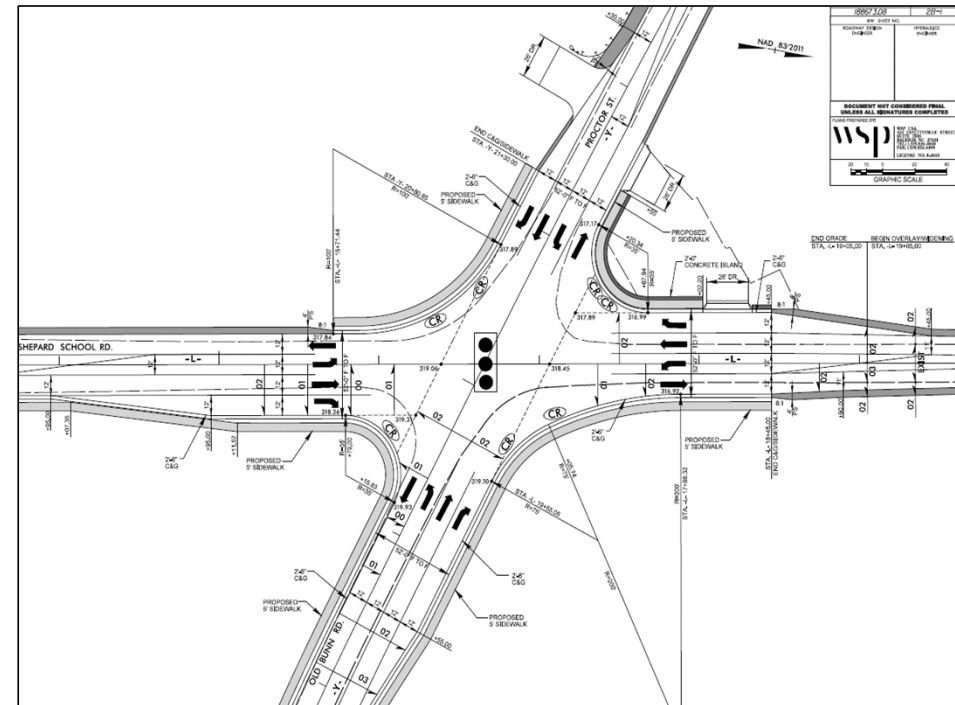
VOLKERT



Old Bunn and Shepard School Roadway Widening and Signals

Status:

- 90% Construction & Signal Drawings
- 90% Of Permitting Completed
- Property Acquisition Begun
 - Eight Parcels
 - Estimated Value: \$165k



Old Bunn and Shepard School Roadway Widening and Signals

- Easement Acquisition – 4-6 months
- Bid Date: Spring 2023
- Bidding Process: 1-2 Months
- BOC Award Process: 1-2 Months
- Notice to Proceed: Fall 2023
- Construction Time: 8-9 Months



Questions ?



CAPITAL BUDGET

Parks

Parks								
Old Stone (neighborhood park)								
Picnic Areas	\$50,000							
Court renovation	\$50,000							
Playground improvements, walking path, sidewalk		\$200,000	\$200,000				Implementation schedule dependent upon Board prioritization	
Zebulon Elementary School (joint use park with WCPSS)								
Walking Track	\$25,000	\$10,000		\$10,000		\$10,000		
Baseball Field Renovations		\$50,000						
Court renovation							Implementation schedule dependent upon Board prioritization	
Little River Park (nature park)								
Kudzu eradication	\$20,000							
Archaeology study (Phase II)	\$30,000							
River restoration and dam removal			\$500,000				FEMA Funding	
Little River Walking Trail (reconnected from Mike Reservoir to Tarpley's Pond)			\$500,000				Wake County partnership and Little River Reservoir activation	
Multi-use Outdoor Education Shelter and Nature Play				\$250,000			FEMA Funding	
Community Park								
Baseball Field Renovations	\$10,000		\$10,000		\$10,000		\$10,000	
Property expansion: new entrance, parking, spectator improvements, 2 baseball fields, 4 soccer fields, Disc Golf improvements, walking trail and gateway connection				\$2,000,000		\$3,000,000	Placeholder figures. Implementation schedule dependent upon Board prioritization	
Wahala Elementary School (WCPSS joint use)								
Walking trails, Greenway parking, field expansion							\$500,000 Placeholder figures.	
Winkley Park (neighborhood park)								
Pickleball court, dog park, landscape & stormwater improvements, parking improvements, play ground improvements							\$200,000 Placeholder figures.	
Recreation Greenway								
Phase 2							\$2,400,000 post year funding dependent upon Board prioritization	
Amenity upgrades							\$400,000 estimated to reinvest in original equipment and updated amenities in post year	
Rain Greenway (connects Little River to Five Clowsy Stream through Downtown)								
Design and Permitting		\$400,000					Placeholder figures.	
Phase I			\$750,000				Placeholder figures.	
Phase II				\$750,000			Placeholder figures.	
Phase III					\$750,000		Placeholder figures.	
Phase IV							\$1,500,000 post year funding schedule dependent upon Board prioritization	
Park Expansion								
Parks and Recreation Master Plan implementation	\$150,000		\$20,000		\$20,000		\$20,000	
		Dependent upon Master Plan prioritization. FY 22 likely to include branded park signs, grant development, and project design. Future projects may include new park acquisition and development.					Implementation schedule dependent upon Board prioritization	
FY 22 Park Expenditures	\$335,000	Proposed FY 23 - FY 28 Expenditures	\$790,000	\$1,110,000	\$1,058,000	\$2,740,000	\$3,780,000	\$710,000
Dedicated Property Tax	\$150,000	PRMP implementation	\$20,000	\$30,000	\$30,000	\$320,000	\$320,000	\$320,000
Property Tax dedicated to Capital (assumes Bond passes)				\$320,000	\$320,000	\$320,000	\$320,000	\$320,000
Wake: Open Space Grant					\$250,000	\$250,000	\$250,000	
Wake: Greenway Fund					\$250,000	\$500,000	\$500,000	
NC: Parks and Recreation Trust Fund (PARTF)					\$500,000	\$500,000	\$500,000	
NC: Locally Administered Projects Program (LAPP)					\$250,000	\$250,000	\$250,000	
NC: Land and Water Fund	\$30,000		\$250,000	\$250,000	\$250,000	\$500,000	\$500,000	
FASA			\$500,000	\$500,000	\$250,000	\$500,000	\$500,000	
Land and Water Conservation Fund					\$480,000	\$500,000	\$500,000	
Recreation Impact Fees		field, kudzu, picnic, track, court			\$480,000	\$500,000	\$500,000	
General Fund Fund Balance	\$155,000							Dependent upon rate of charge and growth
								Dependent upon Master Plan prioritization
FY 22 Park Revenue	\$335,000	Proposed FY 23 - FY 28 Revenues	\$770,000	\$1,100,000	\$1,058,000	\$2,070,000	\$320,000	\$320,000

Parks & Recreation CIP Follow Up

Park Classification

Table 8.7
Park Classification Potential Uses

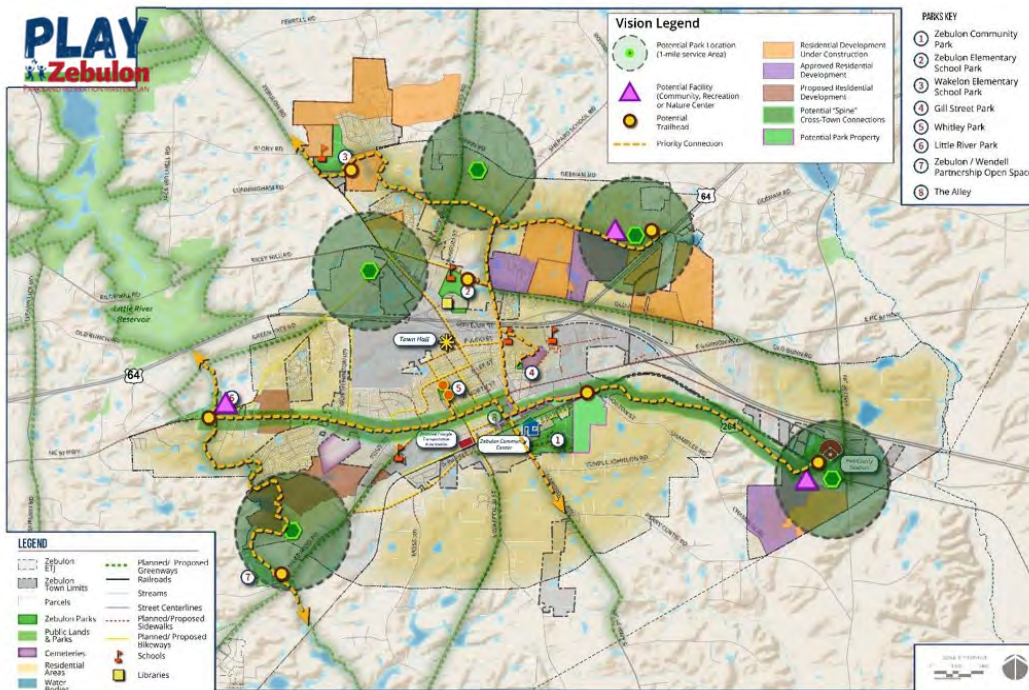
Classification	Typical uses
Mini Park	Playgrounds, shelters, trailhead amenities
Neighborhood Park	Playgrounds; shelters; trails; basketball; bocce; baggo; fitness stations; small splash pads; minor parking; baseball, softball, and soccer practice fields
Community Park	Destination playgrounds; large shelters; trails; basketball; bocce; baggo; fitness stations; large splash pads; parking; baseball, softball, and soccer game fields; lighting; restrooms; concessions; skating; one-of-a-kind elements

Classification	Typical uses
Natural Area	Preserved open space and ecosystems, trails, trailheads, parking, boardwalks, interpretive stations, shelters, natural studies facilities, camping
Special Use	Golf courses, aquatic facilities, mini golf, music venues, campgrounds, skate parks, BMX tracks
Greenway	Trails and trailheads, riparian corridors, drainage ways, lakes, ponds, wetlands, wildlife habitat development

Park Classification

Park Classification	Size	Service Radius
Mini-Park	2500 sq feet -1 acre	Less than ¼ mile
Neighborhood Park	5-10 acres	¼ - ½ mile
Community Park	30-50 acres	Community based
Natural	variable	Resource based
Special & Joint Use	variable	Resource based
Greenway	Variable	NA

Play Zebulon



- Adopted Sept. 2021
- Systemwide Vision
- Zebulon's 1st P&R Master Plan
- Identified need for:
 - +4 Neighborhood Parks
 - +1 Community Park
 - +1 Downtown Park
 - +1 Multiuse Facility
 - + 10 miles of Greenway
 - Renovate and/or expand existing

Neighborhood Park

- Sitework and preparation
- Sidewalk/Pathway Renovations, Additions & Crosswalks
- Play Equipment & Park Amenities
- Enhanced Park Entry & Park Signage
- Landscape & Stormwater Mitigation Improvements
- Public Art Installation

Neighborhood Park

	Estimated Cost
Development Cost	\$1,235,000
X 4 New Neighborhood Parks	\$5,240,000
Design & Permitting	\$1,572,000
Contingency	\$1,362,400
Total	\$8,174,400

Bathrooms @ Neighborhood Parks

- Systemwide decision
- Considerations:
 - changing dynamic
 - impact on operations
 - impact on safety
- Adopt policy
 - update CIP & systemwide cost estimates to reflect change



Questions/Comments

05/26/2022

22

CAPITAL BUDGET

Fleet

FY 2022 Capital Budget Spreadsheet

FLEET MANAGEMENT FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended	Notes	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	FY 2026 Proposed	FY 2027 Proposed	FY 2028 Proposed	Sustainability Check
Fleet and Equipment										
Light Duty (~ 5 years)										
Enterprise (4 trucks (2 PR, 1 PN, 1 FD) + 1 SUV (PD))	\$32,000	\$32,000	Funded by Swap Loader debt retirement (\$54k/yr.)	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	Reevaluate program after first buy back period (3-5 years)
Patrol - replacements (4)		\$235,000								
Patrol - new (for additional officer)		\$59,000								
Fire - Division Chief		\$45,000	County Cost share - \$18k							
PW - Crew Cab		\$45,000	Scheduled for FY '21 but deferred to cover Property Tax revenue shortfall							
Medium Duty (5-15 years)										
Payloader		\$22,000		\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	Retired \$54K annual Swap Loader payments. Roll retired Payloader debt (FY '27) into another piece of equipment
Leaf Truck		\$50,000		\$50,000	\$50,000	\$50,000	\$50,000			
Heavy Duty (>15 years)										
1987 Ladder Replacement (#95)	\$82,000	\$82,000	funded by 1.7¢ dedicated to Fire Apparatus	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	Debt retires FY '34
1997 Pumper Replacement (#91)	\$84,000	\$84,000	funded by 1.7¢ dedicated to Fire Apparatus	\$84,000	\$84,000	\$84,000	\$84,000			Retire Engine #91 debt ...
Pumper Replacement (#94)								\$84,000	\$84,000	... begin Engine #94 payments
Pumper Replacement (#92)									\$500,000	An example of not re-investing. This engine will need to be replaced "out of cycle". Annual County cost-share and pay-down on Engine #91 principal are deposited into Fire Reserve to buy this vehicle with cash.
Fire Fleet Reserve		\$70,000	placed into savings to purchase next pumper	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	
Equipment										
Light Tower (Police, Fire, Public Works)		\$8,000								
UTV (Police and Fire)		\$28,000	may be eliminated if purchased from EVEMS							
FY 2023 - '28 Fleet (ref. "Fleet Management Memo" from FY '21)				\$106,000	\$106,000	\$106,000	\$106,000	\$106,000	\$106,000	support of fund is not sustainable, we've started the Enterprise program this fiscal year and we'll evaluate the ability of this program to stabilize the fund. Additionally, the Board should discuss the future of the yard waste service
Fleet and Equipment Reserve		\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	
FY 22 Fleet Expenditures	\$32,000	\$860,000	Proposed FY 23 - FY 28 Expenditures	\$581,000	\$581,000	\$581,000	\$581,000	\$581,000	\$1,381,000	
Dedicated Property Tax		\$289,000	enterprise, payloader, patrol replacements	\$186,500	\$186,500	\$186,500	\$186,500	\$186,500	\$186,500	FY '25 Revaluation year
Dedicated Property Tax for Fire Vehicles		\$236,000	ladder, engine, reserves (25), div. chief	\$236,000	\$236,000	\$236,000	\$236,000	\$236,000	\$236,000	
County Cost share		\$46,000	reserves (45)	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	
General Fund, Fund Balance (GFFB)		\$140,000	new patrol, crew, light tower, UTV							
Yard Waste Fee		\$150,000	\$50k leaf, remainder to reserve	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	
Fleet and Equipment Reserve (includes sale of fixed assets)									\$800,000	sale of fixed assets will decline as more vehicles are brought into Enterprise program
FY 22 Fleet Revenues		\$860,000	Proposed FY 23 - FY 28 Revenues	\$581,000	\$581,000	\$581,000	\$581,000	\$581,000	\$1,381,000	

	FLEET MANAGEMENT FUND	FY 2022 Required (Debt Payments)	FY 2022 Recommended
Fleet and Equipment			
<u>Light Duty (~ 5 years)</u>			
	Enterprise (4 trucks (2 PR, 1 PN, 1 FD) + 1 SUV (PD))	\$32,000	\$32,000
	Patrol - replacements (4)		\$235,000
	Patrol - new (for additional officer)		\$59,000
	Fire - Division Chief		\$45,000
	PW - Crew Cab		\$45,000
<u>Medium Duty (5-15 years):</u>			
	Payloader		\$22,000
	Leaf Truck		\$50,000
<u>Heavy Duty (> 15 years):</u>			
	1987 Ladder Replacement (#95)	\$82,000	\$82,000
	1997 Pumper Replacement (#91)	\$84,000	\$84,000
	Pumper Replacement (#94)		
	Pumper Replacement (#92)		
	Fire Fleet Reserve		\$70,000
<u>Equipment</u>			
	Light Tower (Police, Fire, Public Works)		\$8,000
	UTV (Police and Fire)		\$28,000
	FY 2023 - '28 Fleet (ref. "Fleet Management Memo" from FY '21)		
	Fleet and Equipment Reserve		\$100,000
	FY 22 Fleet Expenditures	\$32,000	\$860,000

	Dedicated Property Tax		\$289,000
	Dedicated Property Tax for Fire Vehicles		\$236,000
	County Cost share		\$45,000
	General Fund, Fund Balance (GFFB)		\$140,000
	Yard Waste Fee		\$150,000
	Fleet and Equipment Reserve (includes sale of fixed assets)		
	FY 22 Fleet Revenues		\$860,000

OPERATING BUDGET AD, GB, FN

- Questions
- Comments
- Requests

PUBLIC INPUT

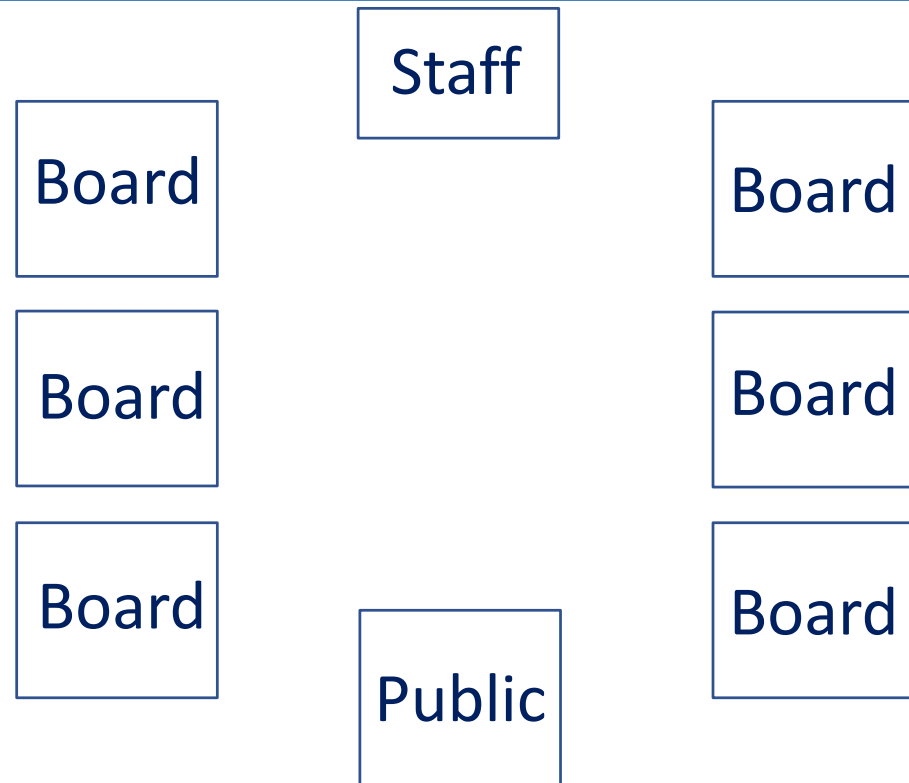
- Questions
- Comments
- Requests

JUNE REGULAR MEETING 6/6 PREVIEW

- Public Hearing
- Budget Ordinance

GOVERNING BOARD Virtual Meetings

- Process
 - Criteria
 - Policy
 - Set-Up
 - Training



Departmental Salary Comparisons

Minimum	Position Title
\$30,077	Laborer
	Equipment Operator I
\$31,581	None
\$33,161	None
\$34,817	Equipment Operator II
	Parks Maintenance Worker
\$36,559	Recreation Assistant
	Office Assistant-Public Works
	Office Assistant-Police
	Office Assistant-Administration
\$38,388	Firefighter I
	Planning Technician
\$40,307	Accountant I
	Crew Leader
	Zoning and Code Enforcement Officer
	Parks Crew Leader
	Fleet Mechanic
\$42,324	Police Officer
	Police Detective
	Athletic Coordinator
	Program Coordinator
	Deputy Town Clerk/HR Technician
	Firefighter II
\$44,437	Fire Lieutenant
	Police Corporal
	Planner
	Public Works Construction Inspector
\$46,660	Parks Superintendent
	Planner/GIS Technician
\$48,994	PW Administrative/Contracts Manager
	Police Sergeant
	Fire Captain
	Fire Code Inspector
	Accountant/Budget Analyst
\$51,446	Public Works Operations Manager
	PW Construction Inspections Supervisor
	Parks Manager
	Recreation Manager
\$54,016	Police Captain
	Senior Planner
	Fire Marshal/Safety Officer
\$56,717	Fire Division Chief
	Assistant Finance Director
	Information Technology Specialist
\$59,550	Assistant Planning Director
\$62,530	Human Resource Director/Town Clerk
	Police Police Chief
\$65,656	Parks & Recreation Director
\$68,938	None
\$72,387	Finance Director
	Fire Chief
	Public Works Director
	Planning Director
\$76,005	Police Chief
\$79,805	Town Engineer

Firefighter I	2022		Comments
	Comp Plan Data	Current/Last Known	
Cary		\$50,400	Plus \$2,000 Signing Bonus
Holly Springs		\$47,382	New Pay, Starting 7/1/2022, with Budget Approval
Morrisville	\$43,653	\$46,752	Increase expected in FY23 budget
Hopkins		\$46,216	New Pay, Starting 7/1/2022
Rolesville		\$46,216	New Pay, Starting 7/1/2022
Wake County		\$46,216	New Pay, Starting 7/1/2022
Wendell		\$46,216	New Pay, Starting 7/1/2022
Wake Forest	\$44,245	\$45,572	Increase expected in FY23 budget
Fuquay-Varina	\$42,251	\$44,820	New Pay, Starting 7/1/2022, with Budget Approval
Apex	\$41,811	\$44,780	Increase expected in FY23 budget
Raleigh	\$39,200	\$43,906	Increase expected in FY23 budget
Knightdale	\$43,572	\$43,572	Increase expected in FY23 budget
Garner		\$41,954	Pay Study in FY23
Clayton	\$39,351	\$41,183	Increase expected in FY23 budget
Zebulon	\$37,857	\$38,388	
Rocky Mount	\$36,525	\$36,525	Increase expected in FY23 budget
Wilson	\$35,409	\$35,409	Increase expected in FY23 budget

Departmental Salary Comparisons

Minimum	Position Title
\$30,077	Laborer
	Equipment Operator I
\$31,581	None
\$33,161	None
\$34,817	Equipment Operator II
	Parks Maintenance Worker
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	Office Assistant-Public Works
	Office Assistant-Police
	Office Assistant-Administration
\$38,388	Firefighter I
	Planning Technician
\$40,307	Accountant I
	Crew Leader
	Zoning and Code Enforcement Officer
	Parks Crew Leader
	Fleet Mechanic
\$42,324	Police Officer
	Police Detective
	Athletic Coordinator
	Program Coordinator
	Deputy Town Clerk/HR Technician
	Firefighter II
\$44,437	Fire Lieutenant
	Police Corporal
	Planner
	Public Works Construction Inspector
\$46,660	Parks Superintendent
	Planner/GIS Technician
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	Police Sergeant
	Fire Captain
	Fire Code Inspector
	Accountant/Budget Analyst
\$51,446	Public Works Operations Manager
	PW Construction Inspections Supervisor
	Parks Manager
	Recreation Manager
\$54,016	Police Captain
	Senior Planner
	Fire Marshal/Safety Officer
\$56,717	Fire Division Chief
	Assistant Finance Director
	Information Technology Specialist
\$59,550	Assistant Planning Director
\$62,530	Human Resource Director/Town Clerk
	Police Police Chief
\$65,656	Parks & Recreation Director
\$68,938	None
\$72,387	Finance Director
	Fire Chief
	Public Works Director
	Planning Director
\$76,005	Police Chief
\$79,805	Town Engineer

POLICE OFFICER 2022					
Town	Starting Salary				
Wake Forest	\$55,393				
Holy Springs	\$53,248				
Cary	\$52,020				
Apex	\$51,838				
Morrisville	\$51,544	+ a % based on YOE			
Knightdale	\$50,200	Salary based on entry in career ladder			
Fuquay-Varina	\$50,200				
Raleigh	\$50,100				
NC State	\$47,532				
Garner	\$47,061				
Rolesville	\$45,724				
Rocky Mount	\$43,902				
Zebulon	\$42,324				
Youngsville	\$42,285				
Wilson	\$41,064	+ 5, 10, 15% w/educ			

Departmental Salary Comparisons

PUBLIC WORKS 2022

Minimum	Position Title
\$30,077	Laborer
	Equipment Operator I
\$31,581	None
\$33,161	None
\$34,817	Equipment Operator II
	Parks Maintenance Worker
\$36,559	Recreation Assistant
	Office Assistant-Public Works
	Office Assistant-Police
	Office Assistant-Administration
\$38,388	Firefighter I
	Planning Technician
\$40,307	Accountant I
	Crew Leader
	Zoning and Code Enforcement Officer
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	Assistant Finance Director
	Information Technology Specialist
\$59,550	Assistant Planning Director
\$62,530	Human Resource Director/Town Clerk
	Police Police Chief
\$65,656	Parks & Recreation Director
\$68,938	None
\$72,387	Finance Director
	Fire Chief
	Public Works Director
	Planning Director
\$76,005	Police Chief
\$79,805	Town Engineer

Equipment Operator I	
	Minimum Salary
Morrisville	\$38,463
Fuquay	\$37,573
Durham City	\$35,783
Garner	\$34,507
Rolesville	\$34,120
Wake Forest	\$34,007
Knightdale	\$32,514
Clayton	\$32,268
Apex	\$32,198
Wendell	\$32,128
Cary	\$31,200
Wilson City	\$30,533
Zebulon	\$30,077
Oxford	\$30,008
Rocky Mount	\$29,973
Selma	\$28,715
Raleigh	\$28,621

PARKS AND RECREATION 2022	
	Program Coordinator
Garner	\$48,610
Morrisville	\$48,154
Wendell	\$47,468
Rolesville	\$45,724
Rocky Mount	\$44,071
Clayton	\$44,060
Zebulon	\$43,593
Apex	\$41,018

GOVERNING BOARD Pay & Benefits Comparison

Municipality	Estimated Population	Mayor Annual Compensation	Mayor Pro-Tem Annual Compensation	Board Member Annual Compensation	Paid Health Insurance	Cell Phone or Stipend Provided	Town Issued Computer/ Ipad	Vehicle Provided	Office for Mayor or Commissioners Provided	Travel Allowance	Other
Town of Apex	62,911	\$10,834	\$8,621	\$8,621	Yes	Yes \$35/mo	Both	No	No	No	Apparel \$75/yr, conf, mtgs
Town of Fuquay-Varina	36,736	\$11,646	\$8,739	\$8,739	No	No	Ipads	No	Mayor Only	Mayor-\$2421 car allowance	No
Town of Garner	31,935	\$10,712	\$8,216	\$8,216							
Town of Morrisville	31,278	\$13,064	\$11,013	\$11,013	Yes	No	Ipads	No	No	Mileage Reimbursement	Business Cards, Apparel, Various event/mtg
Town of Wake Forest	49,657	\$10,000	\$8,000	\$8,000	Yes	No	Yes	No	No	Yes	Apparel, Various meetings
Town of Holly Springs	43,524	\$14,855.76	\$8,749.08	\$8,407.32					Mayor Only	Mayor-\$3600 Car Allowance	No
Town of Cary	177,222	14373	13259	12009	Yes	Yes		No	Mayor Only	M-\$10,590 C-\$9626	No
City of Oxford	8,812	\$9,489	\$7,239	\$6,479	No	No	No	No	Mayor Only	Some for eligible/required travel	No
Town of Knightdale	19,576	\$12,108	\$9,267	\$8,903	No	No	No	No	No	None	No
Town of Rolesville	10,047	\$11,726	\$8,764	\$8,232	No	Mayor Only	Yes	No	Mayor Only	Mileage Reimbursement	Apparel, Name Tags, Padfolios
Town of Wendell	11,914	\$11,879	\$8,913	\$8,913	No	No	Yes - Ipad	No	Mayor Only	\$2,421	No
City of Wilson	47,731	\$17,826	\$8,326	\$8,326	No	No	No	No	Mayor Only	M-\$10,080 C-\$3328 Annually	No
Town of Zebulon	8,860	\$13,043	\$5,533	\$5,533	Yes	Mayor - Town Issued	No	No	Mayor Only	Mileage reimbursement	Apparel, Various event/mtg

