

# BUDGET MESSAGE

## Fiscal Year 2024-2025



**1003 North Arendell Avenue**  
**Zebulon, North Carolina 27597**  
**(919) 269-7455**  
**[www.townofzebulon.org](http://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 coming fiscal year 2024-2025.

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# BUDGET MESSAGE

## Fiscal Year 2024 - 2025



**ZEBULON**  
NORTH CAROLINA

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**Zebulon, North Carolina 27597**  
**[www.townofzebulon.org](http://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 2024 - 2025.

## **BUDGET MESSAGE FISCAL YEAR 2025**

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

Submitted herein, in accordance with the Local Government Budget and Fiscal Control Act, is the proposed Town of Zebulon Budget for Fiscal Year 2025.

### **INTRODUCTION**

The recommendations proposed within the FY 2025 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*, and all subsequent adopted plans, such as, *Grow Zebulon: Comprehensive Land Use Plan*, *Grow Zebulon: Comprehensive Transportation Plan*, and *Play Zebulon: Parks and Recreation Master 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 Strategic Plan's *Vibrant Downtown*, *Growing Smart*, and *Small-Town Life* Focus Areas.

The FY '25 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 *Quarterly Report* 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 of the Board of Commissioners. In short, the Budget Ordinance funds what the Board of Commissioners collectively value as the highest priorities of the community, 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 are historic commercial districts that provide their community with economic marketplaces, social gathering spaces and cultural identity.

Economically, downtowns offer towns a highly efficient method to develop land by generating a high property tax per square foot without requiring the extension of public services. Specifically, downtown properties house multiple uses, such as retail, office, and residential, onto a singular small lot allowing 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, such as building additional fire stations or expanding police patrols.

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 their architecture and 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 investors), a community's commitment to vibrancy, growth, heritage, and small-town life.

The goal to create a *Vibrant Downtown* for Zebulon focuses on revitalizing the downtown by creating a gathering place for the community and a destination for visitors. The FY '25 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.



**Municipal Service District**

General Statutes (§160A-536 (b)(7)) authorize municipalities to create Municipal Service Districts (MSD) to fund services and projects dedicated specifically and exclusively to designated areas of town, such as downtown for the purpose of revitalization. More than 60 MSDs have been created throughout North Carolina since the passage of the Statutes to sponsor events, promote business investment, upgrade utility infrastructure, and construct public spaces like streetscapes and plazas. The FY '25 Budget funds an **MSD Feasibility Study** to assess the ability of businesses and properties within downtown to support an additional tax rate and identify the purposes best suited for these additional funds.





## Façade Grants and Infrastructure Upgrades

The **Façade Grants** continue their impact of marketing downtown properties and providing a small assistance in renovating long-abandoned downtown buildings, but they will have limited impact in addressing the inadequate and aging sewer utility lines serving this area. The FY '25 Budget also includes funding for **Infrastructure Upgrades**.



## Special Events

Feedback from the Zebulon 2030 Strategic Plan process unveiled the community's desire for "more events and celebrations" and "event, entertainment, and cultural attractions to draw people downtown". Attendance and commentary at past events, such as Spring Fest and Candy Cane Lane have validated that feedback. In addition to the numerous privately sponsored events on the Town's public property and right-of-way, the FY '25 Budget funds seventeen (17) community **Special Events** sponsored and administered by the Town, including the Concert Series (5), Movie Series (3), Recycling Day (2), Faith and Blue, Candy Cane Lane, Juneteenth, Veterans Day, Easter Egg Hunt, Spring Fest, and Superhero Day.



### **Context**

Unplanned growth is expensive and ultimately unsustainable for municipalities to serve. Communities reacting to one-off opportunities instead of sticking with their growth plans, referenced as “deal-making towns”, are not positioned for long-term success and sustainability. “Plan-making towns” primarily plan and support their growth through comprehensive land use and transportation plans.

Comprehensive Land Use planning is analogous to farmers deciding how to use their land when planting the type and location of crops 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 Board should develop its land, by creating mixed-use developments to supply a diverse need of housing type and household incomes, that provides the population, density, and median income to attract the sought-after retail offerings, such as grocery stores and restaurants. In turn, these retail offerings lead to a quality of life and culture sought by commercial and industrial employers.

Comprehensive Transportation planning is the network of roads necessary to support land use activities. Extending the farming analogy, even the 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 Board should modify its current arrangement of farm-to-market roads, two-lane roads almost exclusively running north-south to a single destination point and intersecting at acute angles to each other, into a widened and multi-directional web of multimodal transportation options serving vehicles, transit riders, and pedestrians.

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 '25 Budget funds the following personnel and projects to meet those goals.

### **People**

#### Market

“Labor shed” references an area from which a company can attract a workforce to provide services or products. Companies evaluate the number, proximity and skillsets of potential employees when deciding to locate and/or leave a community. Municipal organizations, such as

the Town of Zebulon, cannot leave their communities to chase after the workforce with unique skills associated with public service. As a result, towns must remain competitive, especially when surrounded by several other municipal organizations, to both attract and retain a skilled workforce to keep public services functioning and their communities safe.

The Town of Zebulon's recruitment approach has traditionally focused on competing for employees within a relatively small labor shed surrounding eastern Wake County. The skill sets and experience required to meet and prepare for the needs of a growing and diversifying requires competing in a much larger labor shed, in which Zebulon is not competitive. The Town's workforce will trend towards less professional and diverse experience until it becomes more competitive in attracting and retaining employees with unique skills, and the adequate experience, needed to provide public services and keep the community safe. The FY '25 Budget includes "**market adjustments**" of 3% for all employees and up to 5% for those positions proving exceptionally difficult to recruit in a competitive labor shed.

### Police

The Town has increased in square miles and correspondingly our officers are patrolling a larger area. We are also patrolling these larger areas with younger officers to compete in a competitive labor shed and limited supply of police officers. The FY '25 Budget includes **(2) Watch Commanders**, to provide operational leadership and an additional workforce for the night shift patrols.

The Police Department's investment into proactive community policing through patrols correlates with a reduction in the crime rate. The FY '25 Budget extends this investment into proactive community policing through detectives, by budgeting for a **Detective** primarily focused on implementing the *Care Initiative*, where Social Workers are coupled with children and adolescents witness to domestic or violent events.

### Public Works

The Town is increasingly undertaking more capital project management as road and utility projects are designed and brought forward to construction. The FY '25 Budget funds a **Project Manager** to relieve the Department Director of capital project management duties.

The Town is responsible for approximately 30 miles of networked pipes, ponds, and catch basins, and the associated requirements of its National Pollutant Discharge Elimination permit with the NC Department of Environmental Quality. The Town's receiving a "Notice of Deficiency"

was reflected in part on the lack of personnel dedicated to attending to all conditions of the permit – most notably personnel dedicated exclusively to its administration. The FY '24 Budget included a Town Engineer position to both handle capital project management and stormwater management, but the effort to locate and secure a viable candidate was unsuccessful after repeated attempts. The FY '25 Budget funds a **Stormwater Manager**.

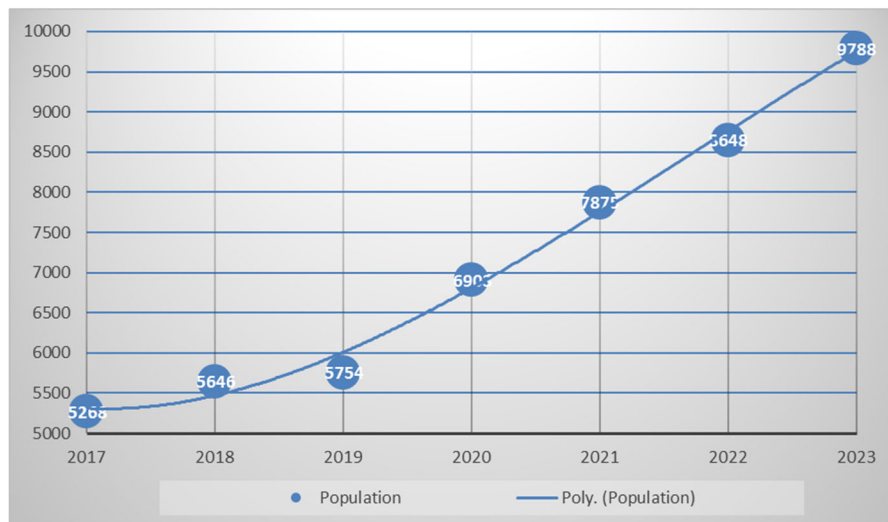
### Fire

The need for six additional firefighters accomplishes the need to have a full crew attached to each apparatus (engine and ladder) on each shift, and the criteria of minimum personnel responding to calls in the cost-share agreement with Wake County. The FY '25 funds **(3) Firefighters** with the expectations three additional will be funded in FY '26 after recruits have completed Wake County's Fire Academy through the *Diversity Initiative*.

As the Town and County continue progressing towards the design and construction of the Fire/EMS facility, the ability of the Chief and Deputy Chief to maintain their respective 30% and 60% workloads on shift scheduling, payroll processing, and training coordination, while also providing project and grant management will prove unsustainable. The FY '25 Budget includes funding for an **Administrative Assistant** for the last front-line department without a person dedicated to this function.

### Finance

As the Town continues to grow at nearly an exponential pace, the need to forecast projected service needs against revenue trends will become increasingly important to adequately prepare future budgets. The FY '25 Budget includes a **Budget Analyst** to both forecast these costs and assess departmental efficiencies of operations.





## Governing Board

The needs of the Town's growing workforce, let alone the expected needs of a diversifying workforce, cannot be met by continuing to combine Human Resources with the Town Clerk. The FY '25 Budget includes funds for a part-time **Administrative Assistant** to assist Board members with their increasing amount of Travel & Training and Supply & Material needs.

## Planning

The increase in development is both driving departmental workload and complexity of plan reviews, specifically Traffic Impact Analysis (TIA). Additionally, the increasing responsibility of administering transit services, and the need for larger support through federal and state funding of transportation improvements, requires the addition of a **Transportation Planner**. This position will solve workload capacity and increase effectiveness and efficiency by serving as the dedicated contact for grant opportunities and representative to CAMPO's Technical Coordinating Committee (TCC), Transit Planning Advisory Committee (TPAC), and transit coordination (Smart Ride, ZWX).

## **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. The FY '25 Budget carries over funding for the construction of **Old Bunn @ Shepard School signal** and continues the **Annual Street Resurfacing Project**.

Zebulon's roadway network also reflects its design exclusively for independent vehicular transportation. The need for transit options was reflected in the success of the *NE SmartRide Microtransit's* on-demand, ride-share, point-to-point transportation service between Wendell, Rolesville, Zebulon and part of Knightdale (to access Go Raleigh route 33). Funding to continue the **Smart Ride** service is included in the FY '25 Budget.

The FY '26 - '31 Capital Improvement Plan identifies several projects requiring funds. The Board must consider placing a Transportation Bond Referendum on the November '24 ballot to fund those projects. Tax rates associated with a Bond Referendum would not occur in FY '26's Budget.

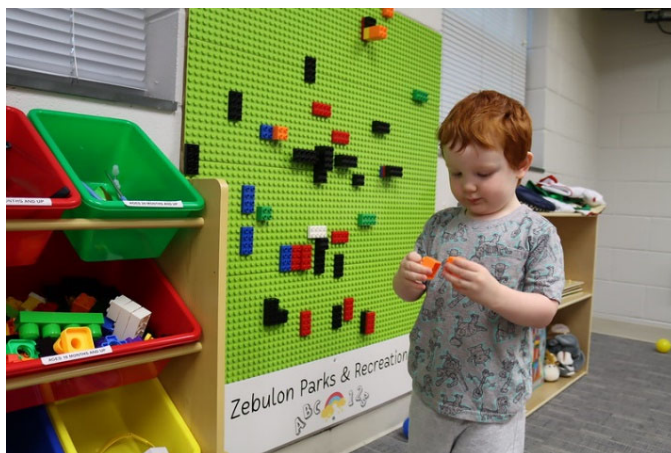
## Context

Wake County is growing by 62 people per day and 64% of this growth comes from those who relocate from outside the County<sup>1</sup>. 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*.

## Programming

Since transforming from the Davis National Guard Armory in 2009, the Zebulon Community Center has operated more as a *recreation* center with limited hours and pre-programmed activities and events. As a result, the facility is underutilized, and access is exclusive. Community centers, by comparison, offer more opportunities for general access and self-led activities, such as open-gym and drop-in after-school activities, through expanded hours and proper staff oversight. This budget continues the transition from recreation center to community center, and additionally expands to meet the growing and diversifying programming needs by funding **Program Coordinator**.



<sup>1</sup> Desormeaux, Joe. “Effects of Growth on Site Selection & School Design.” Zebulon Planning Retreat, Rose Hill Plantation, 23 Feb. 2018

## Park Maintenance

As predicted in *Play Zebulon: Parks and Recreation Plan*, the population projections are taking their toll on the Town's park system and emphasizes the need for both personnel, as budgeted for a **Parks Maintenance Technician**, and capital, as budgeted in the **Bridge Replacement and Barbee Trailhead** project.



*1. Collapsed pedestrian bridge connecting Community Park to Barbee Street.*

## Facility Maintenance

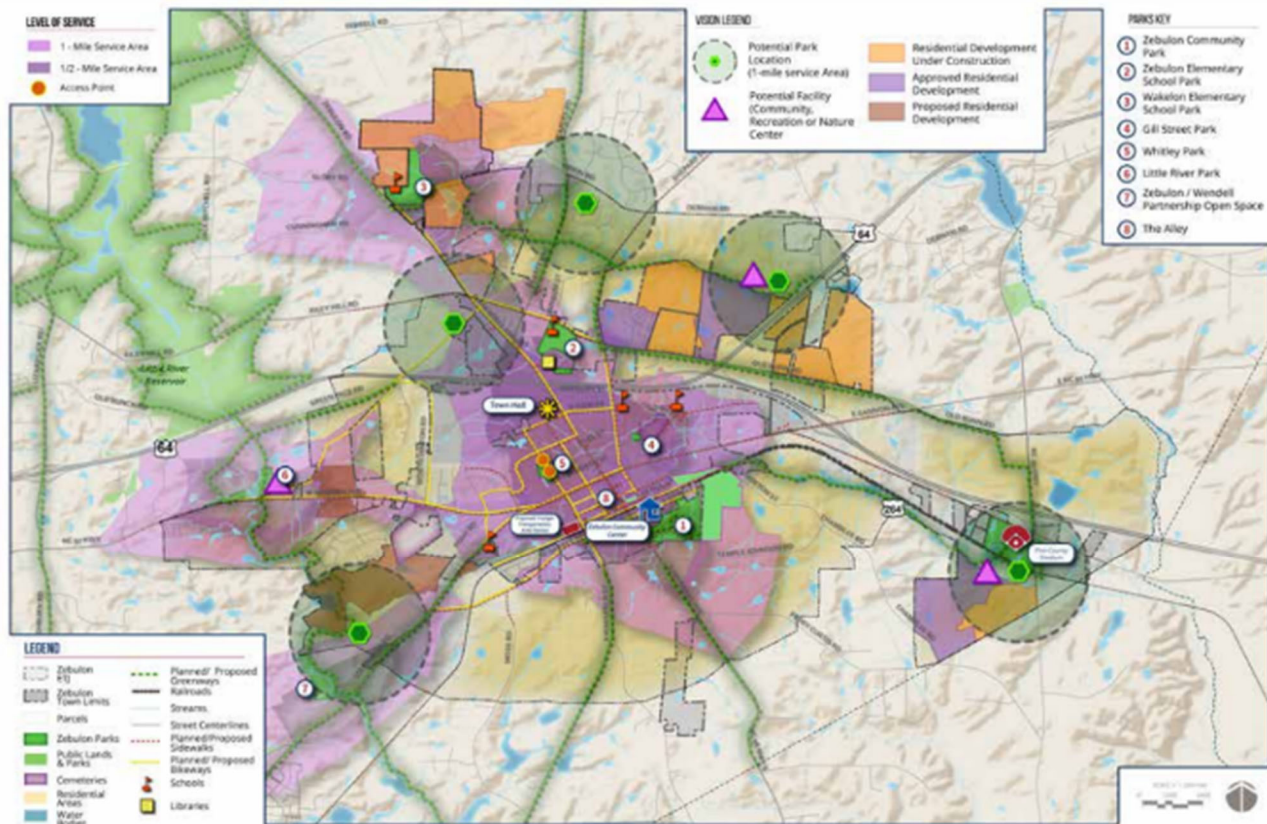
The increased usage and programming also impact the Town's recreation system. Recreational and programming use of the same space, such as the Community Center gym, exceeds the capacity of periodic cleaning and maintenance as provided by contract cleaning and repairs to provide clean and functional facilities. The FY '25 Budget includes funds for a **Facility Maintenance Worker** and **Community Center Sports Flooring** replacement.





## Park Expansion

*Play Zebulon*, created with the input from Community Meetings, interviews with Stakeholder & Elected Officials, online and valid Community Surveys, and the Parks and Recreation Advisory Committee, identified Priority Action Items for the Board to pursue in the areas of funding, policies, outreach, programming, and land acquisition. Regarding land acquisition, the Master Plan identified developing “a strategic land acquisition program to target, prioritize, and secure land” to address service gaps in five geographic areas throughout Town. The FY '25 Budget includes funds for **Park Acquisition and Development**.





## SUMMARY

The FY 2025 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* and all subsequent adopted plans, such as, *Grow Zebulon: Comprehensive Land Use Plan*, *Grow Zebulon: Comprehensive Transportation Plan*, and *Play Zebulon: Parks and Recreation Master Plan*.

As they always do, 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 FY '25 Budget Ordinance. They undertook these duties while continuing to respond to nearly exponential population growth while continuing to carry a multitude of job responsibilities beyond their specified job duties. Their effort in developing this budget reflects their unique commitment to something bigger than themselves – public service. I am proud of our employees, and I consider it an honor to work alongside them in the most noble of efforts in serving our residents.

Thank you for your public service. Governing as a body is heavily dependent upon relationship building with each other and is significantly more complex than campaigning individually. We appreciate the sincere, selfless, and thoughtful work you'll collectively put forth to collaboratively adopt a FY '25 Budget Ordinance that best meets the pending and future needs of Zebulon's residents.

Respectfully submitted,

A handwritten signature in blue ink that reads "J. M. Moore II". The signature is fluid and cursive, with the first initial "J" being particularly large and stylized.

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

**MAJOR EXPENDITURES****1. Capital Projects**

- Transportation
  - + Annual Street Paving
  - + Old Bunn @ Shepard School Signal
  - + N. Arendell Improvements
  - + Sidewalk Improvements (ex. Poplar Street)
- Fleet and Equipment (see Capital Spreadsheet for more details)
  - + Replacement of aging vehicles and equipment
  - + New vehicles for new positions
- Service Equipment and Information Technology
  - + Knox Box replacements
  - + Thermal Imaging Camera
  - + IT Servers
- Property Management: Facilities
  - + Fire Station #3: Site Acquisition
  - + Town Hall Reorganization and Expansion
  - + Police Station Reorganization and Expansion
  - + Public Works Maintenance Yard Expansion and Shop Renovation
- Property Management: Parks
  - + Gill Street Park: Community Planning
  - + ZES: Walking Track repair
  - + ZCP: Disc Golf
  - + ZCP: Bridge Replacement and Barbee Street Trail Head
  - + ZCC: Sports Flooring
  - + ZCC: Projector and Audio replacement
  - + ZCC: HVAC
  - + Beaverdam Greenway: Fence replacement
  - + All Parks: Amenity additions
- Community and Economic Development
  - + MSD Feasibility
  - + Water Fill Stations
  - + Infrastructure Assessment
  - + Housing Plan
  - + Façade and Streetscape Grants
  - + ED Marketing video
  - + Home Infrastructure program

## 2. Operating Programs

- Positions
  - + PD: 2 Watch Commanders
  - + PD: Detective
  - + FD: 3 Firefighters
  - + FD: Admin. Asst.
  - + PW: Project Manager
  - + PW: Stormwater Manager
  - + PR: Program Coordinator
  - + PR: Park Maint. Tech.
  - + PR: Facility Maint. Tech.
  - + FN: Budget Analyst
  - + PN: Transportation Planner II
  - + GB: Admin. Asst. (PT)
- Programs
  - + Sustainability Committee
  - + Bee City USA designation

## MAJOR REVENUES

1. Property Tax ~ \$12.50M
  - Property Tax Rate @ 57.5¢ / \$100 valuation
  - Operating Tax Rate @ 49.5¢ / \$100 valuation
  - Capital Tax Rate @ 8¢ / \$100 valuation
  
2. Unrestricted Intergovernmental ~ \$3.33M
  - 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) ~ \$1.80M
  - Powell Bill (gasoline tax)
  - FEMA grant (Little River Dam)
  - Wake County Fire Tax (fire protection outside Town)
  - PEG (public access programming contract with “PEG Media”)
  
4. Permits and Fees ~ \$1.68M
  - Zoning Permits and Fees
  - Inspection Fees



5. Sales and Service ~ \$932k

- Refuse Collection
- Recreation

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

7. Savings<sup>2</sup>

- Unassigned = \$10,310,700
- Restricted = \$7,711,569
- Committed = \$1,453,524
- Assigned = \$4,004,000

8. Debt

<b>Project</b>	<b>FY '25 Payments</b>	<b>Retirement Date</b>
Municipal Complex	\$263,450	FY 2029
Fire Ladder*	\$83,000	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.

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<sup>2</sup> Annual Comprehensive Financial Report of the Town of Zebulon (fiscal year ending June 30, 2023)

## BUDGET CYCLE PHASES

### 1. Preparation

- Jan. 31, 2024: Operating Budget requests due
- Mar. 1, 2024: Capital Budget requests due

### 2. Legislative Adoption

- May 9: Work-Session #1: Budget presented to Board and general public.
- May 15: Work-Session #2
- May 21: Work-Session #3
- June 3: 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: Adopt Capital Improvement Plan

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

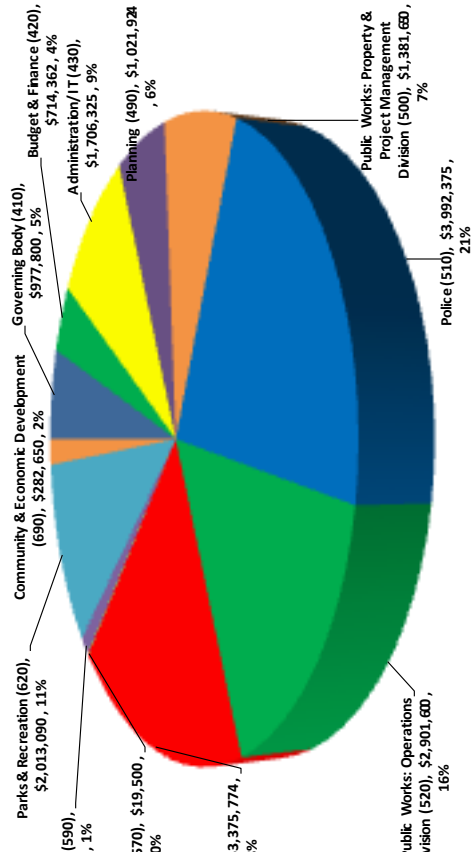
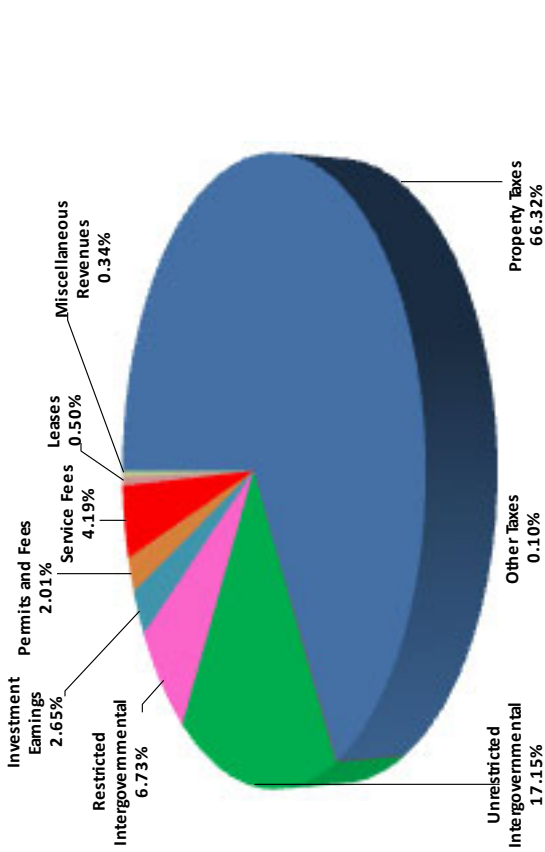
- May – October: Auditor field visits, interviews, and reports
- Presentation: November – January Board of Commissioner meeting

Town of Zebulon General Fund Budget at a Glance  
Fiscal Year 2024-2025

	FY 2025
<b>Revenues</b>	
Property Taxes	\$ 12,803,000
Other Taxes	\$ 18,000
Unrestricted Intergovernmental	\$ 3,233,000
Restricted Intergovernmental	\$ 1,269,000
Investment Earnings	\$ 500,000
Permits and Fees	\$ 379,500
Service Fees	\$ 790,500
Leases	\$ 95,000
Miscellaneous Revenues	\$ 65,000
Fund Balance Appropriated	\$ -
<b>Total Operating Revenues</b>	<b>\$ 18,853,000</b>

	FY 2025
<b>Capital Revenues</b>	
Installment Financing Proceeds	\$ -
Dedicated Prop Tax (\$0.074 (\$0.05-Capital; \$0.017-Fire Apparatus; \$0.007-Stormwater)	\$ 2,000,000
Fund Balance Appropriation	\$ 2,797,500
Sales Tax	\$ 95,000
Wake County Fire (County Cost Share)	\$ 292,514
Capital Reserve Appropriations	\$ 2,650,000
Service Fees	\$ 141,500
Motor Vehicle Tax (\$30.00/vehicle)	\$ 205,000
Development Fees	\$ 1,000,000
Powell Bill	\$ 235,000
Bond Proceeds	\$ 250,000
<b>Total Revenues &amp; Other Financing Sources</b>	<b>\$ 28,519,514</b>

	FY 2025
<b>Operating Expenditures (Recommended)</b>	
Governing Body (410)	\$ 977,800
Budget & Finance (420)	\$ 714,362
Administration/IT (430)	\$ 1,706,325
Planning (490)	\$ 1,021,924
Public Works: Property & Project Management Division (500)	\$ 1,381,650
Police (510)	\$ 3,992,375
Public Works: Operations Division (520)	\$ 2,901,600
Fire (530)	\$ 3,375,774
Powell Bill (570)	\$ 19,500
Engineering (590)	\$ 202,500
Parks & Recreation (620)	\$ 2,013,090
Community & Economic Development (690)	\$ 282,650
<b>Total Operating Expenditures</b>	<b>\$ 18,589,550</b>
<b>Total Prior Existing Debt Service</b>	<b>\$ 263,450</b>
<b>Total Operating &amp; Debt Service Expenditures</b>	<b>\$ 18,853,000</b>
<b>Total Capital Expenditures</b>	<b>\$ 9,666,514</b>
<b>Total New Debt Service</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 28,519,514</b>



ORDINANCE 2024-XX

Town of Zebulon Fiscal Year 2024-2025 Budget Ordinance

BE IT ORDAINED, consistent with North Carolina General Statutes, Chapter 159-13, that on June 3, 2024, the Board of Commissioners for the Town of Zebulon approved the operating budget for Fiscal Year 2024-2025. 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, 2024 is hereby established as the tax rate for the Town of Zebulon for Fiscal Year 2024-2025. 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	\$ 14,450,000
Property Taxes-Prior Years	28,000
Tax Penalty & Interest	25,000
Rental Vehicle Taxes	17,500
Privilege License Taxes	500
Motor Vehicle Decal Fees	205,000
Wake County Sales Tax -1 Cent (Article 39)	1,110,000
Wake County Sales Tax – ½ Cent (Articles 40 & 42)	1,025,000
Wake County Sales Tax – ½ Cent (Article 44)	380,000
NC Utilities Franchise Taxes	750,000
NC Video Programming Taxes	33,000
NC Beer & Wine Taxes	30,000
PEG Channel Funds	52,000
NC Powell Bill Funds	254,500
Wake County Fire Tax Distribution	1,466,514
Additional Fire Tax Revenue	17,500
Solid Waste Disposal Tax	6,000
Interest Earnings-General Fund	500,000
Bond Proceeds	250,000
Officer & Jail Fees	2,500
Zoning Permits & Fees	250,000
Street & Sidewalk Inspection Fees	70,000
PW Inspection Fees	17,000
Stormwater Mapping Fees	20,000
Transportation Impact Fees	300,000

Recreation Impact Fees	1,000,000
Fire Inspection Fees	20,000
Refuse Collection Fees	816,500
Youth Athletic League Fees	50,000
Recreation Program Sponsorships	2,500
Recreation Class Fees	30,000
Park Facility Rental Fees	3,000
Community Center Rental Fees	15,000
Recreation Camp Fees	15,000
Lease Payments-Stadium	5,000
Lease Payments-Cell Towers	90,000
Miscellaneous Revenues	10,000
Wake County ABC Distribution	55,000
Fund Balance Appropriation	5,147,500

Total Revenues & Funding Sources	\$28,519,514
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B. Authorized Expenditures

Governing Body	
Operating	\$977,800
Budget & Finance	
Operating	714,362
Administration	
Operating	1,736,325
Capital	12,000
Planning	
Operating	1,096,924
Capital	15,250
Public Works - Proj/Prop Mgmt	
Operating	1,381,650
Capital	1,690,000
Debt Service	263,450
Police	
Operating	3,992,375
Capital	407,250
Public Works -- Operations	
Operating	2,901,600
Capital	2,767,250
Debt Service	130,000



Fire		
Operating		3,375,774
Capital		1,458,014
Debt Service		167,000
Powell Bill		
Operating		19,500
Capital		235,000
Engineering		
Operating		202,500
Capital		60,000
Parks & Recreation		
Operating		2,028,090
Capital		2,274,750
Community & Economic Development		
Operating		512,650
Capital		100,000
Total Authorized Expenditures		<u>\$28,519,514</u>

Section III. N. Arendell Avenue Capital Project Fund.

A. Anticipated Revenues & Funding Sources

Bond Proceeds		<u>\$ 4,000,000</u>
Total Revenues & Funding Sources		\$ 4,000,000

B. Authorized Expenditures

Construction		<u>\$ 4,000,000</u>
Total Authorized Expenditures		\$ 4,000,000

Section IV. Fee Schedule

There is hereby established for Fiscal Year 2024-2025 a schedule of various fees, penalties, privilege license taxes, and fines as included as an attachment to this ordinance as an appendix.

Section V. 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 VI. Budget Officer Authorization.

- A. The Budget Officer or his/her designee shall be authorized to reallocate operational or capital 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 and 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 VII. Board Budget Responsibilities.

- A. Reallocations between operational or capital 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 VIII. Utilization of Budget Ordinance.

This ordinance shall be the basis of the financial plan for the Town of Zebulon during the Fiscal Year 2024-2025. 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 3<sup>rd</sup> day of June, 2024.

Effective July 1, 2024.

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Glenn L. York — Mayor

SEAL

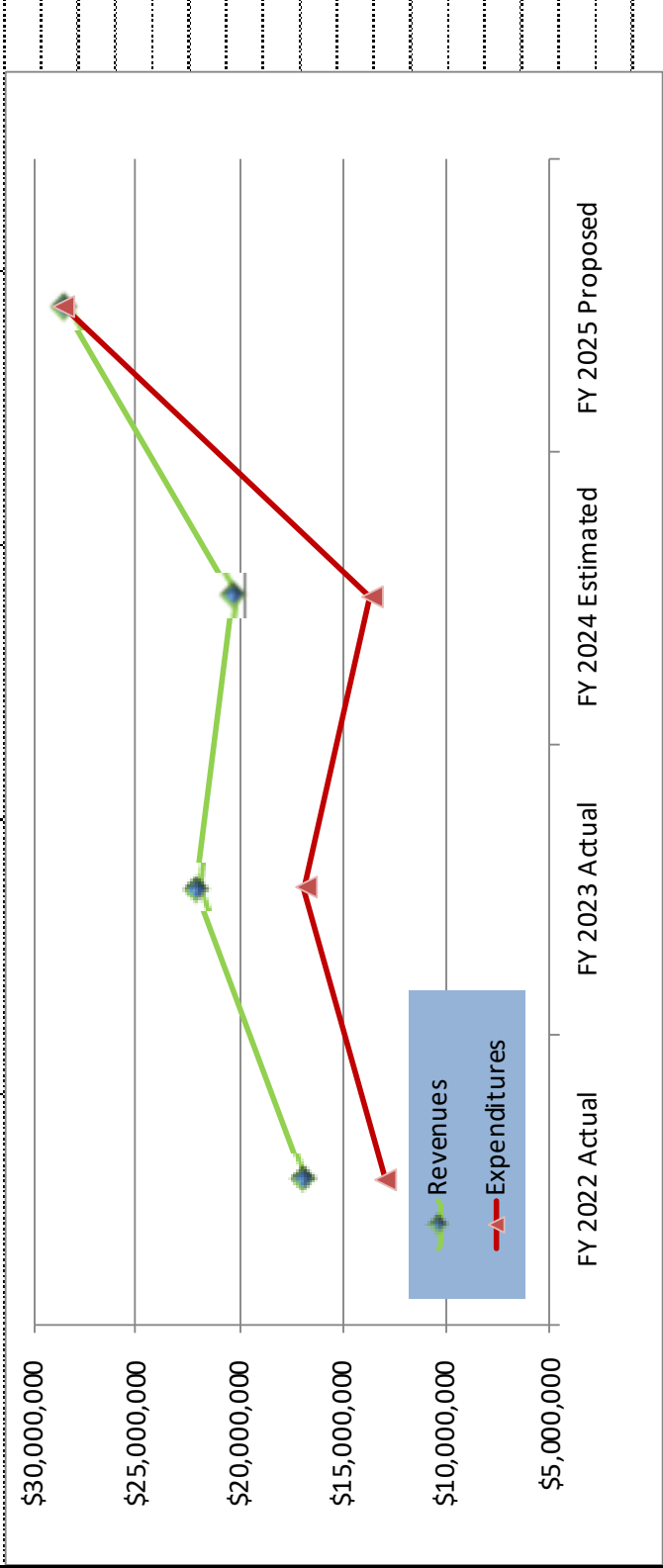
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Lisa M. Markland, CMC—Town Clerk

DRAFT

**Town of Zebulon Budget Summary**  
Fiscal Year 2024-2025

Revenues & Outside Financing Sources	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
General Fund	\$ 16,973,095	\$ 22,164,740	\$ 20,335,438	\$ 28,519,514
	-	-	-	-
<b>Total Revenues</b>	<b>\$ 16,973,095</b>	<b>\$ 22,164,740</b>	<b>\$ 20,335,438</b>	<b>\$ 28,519,514</b>
<b>Expenditures</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimated</b>	<b>FY 2025 Proposed</b>
General Fund	\$ 13,042,389	\$ 16,849,121	\$ 13,650,000	\$ 28,519,514
	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 13,042,389</b>	<b>\$ 16,849,121</b>	<b>\$ 13,650,000</b>	<b>\$ 28,519,514</b>



**Town of Zebulon General Fund Revenue Summary**  
Fiscal Year 2024-2025

	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2024 Estimated	FY 2025 Projected	% Increase (Decrease Budget
Property Taxes	\$ 8,277,152	\$ 10,223,338	\$ 9,243,000	\$ 10,781,096	\$ 12,503,000	35%
Other Taxes	20,055	22,925	16,500	17,025	18,000	9%
Unrestricted Intergovernmental	2,726,395	3,050,972	3,183,000	3,193,000	3,233,000	2%
Restricted Intergovernmental	1,006,886	1,563,963	1,132,500	1,280,500	1,269,000	12%
Private Grants/Contributions	51,811	6,000	12,500	12,500	-	0%
Investment Earnings	37,777	939,460	300,000	1,210,015	500,000	67%
Permits and Fees	375,848	453,109	272,750	428,652	379,500	39%
Service Fees	993,935	1,163,272	764,000	896,867	790,500	3%
Leases	85,290	86,582	90,000	90,028	95,000	6%
Miscellaneous Revenues	249,010	163,943	65,000	109,935	65,000	0%
Fund Balance Appropriated	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 13,824,158</b>	<b>\$ 17,673,566</b>	<b>\$ 15,079,250</b>	<b>\$ 18,019,618</b>	<b>\$ 18,853,000</b>	<b>25%</b>
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)	-	-	1,478,500	-	2,000,000	
Bond Proceeds	-	-	-	-	250,000	
Transportation Development Fees	-	-	-	-	-	
Fee-in-Lieu	610,000	63,576	-	-	-	
Transportation Impact Fees	625,711	750,243	500,000	365,000	2,300,000	
Greenway Impact Fees	58,500	-	-	-	-	
Recreation Impact Fees	-	2,388,000	-	1,110,000	1,000,000	
Motor Vehicle Tax	-	195,819	185,000	192,500	205,000	
Wake County Fire (Cost Share)	-	-	145,000	45,000	292,514	
Sales Tax	-	-	50,000	50,000	95,000	
Service Fees	-	-	130,000	130,000	141,500	
Grants	-	-	1,032,000	-	-	
Powell Bill	-	-	195,000	208,320	235,000	
Issuance of long-term debt	305,000	286,685	232,000	215,000	-	
Capital Reserve Appropriations	-	-	860,000	-	350,000	
Transfers in from other funds	-	806,851	1,885,733	-	-	
Fund Balance Appropriation	-	-	5,509,188	-	2,797,500	
<b>Total Revenues &amp; Other Financing Sources</b>	<b>\$ 15,423,369</b>	<b>\$ 22,164,740</b>	<b>\$ 27,281,671</b>	<b>\$ 20,335,438</b>	<b>\$ 28,519,514</b>	<b>5%</b>



Town of Zebulon General Fund Revenue Budget						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Projected	% Increase (Decrease)
<b>Property Taxes</b>						
Property Taxes -- Current Year	\$ 8,141,782	\$ 10,106,689	\$ 9,200,000	\$ 10,500,000	\$ 12,450,000	35%
Property Taxes -- 1st Prior Year	89,639	95,326	25,000	244,646	25,000	0%
Property Taxes -- 2nd Prior Year	7,787	(12,795)	1,000	6,400	1,000	0%
Property Taxes -- 3rd Prior Year	3,601	3,743	1,000	1,950	1,000	0%
Property Taxes -- Other Prior Year	8,128	1,469	1,000	1,100	1,000	0%
Tax Penalty & Interest	26,215	29,006	15,000	27,000	25,000	67%
<b>Total Property Taxes</b>	<b>8,277,152</b>	<b>10,223,338</b>	<b>9,243,000</b>	<b>10,781,096</b>	<b>12,503,000</b>	<b>35%</b>
<b>Other Taxes</b>						
Local Housing Tax	-	-	-	-	-	0%
Rental Vehicle Taxes	19,526	22,306	16,000	16,500	17,500	9%
Privilege License Taxes	530	620	500	525	500	0%
Motor Vehicle Taxes	-	-	-	-	-	0%
<b>Total Other Taxes</b>	<b>20,055</b>	<b>22,925</b>	<b>16,500</b>	<b>17,025</b>	<b>18,000</b>	<b>9%</b>
<b>Unrestricted Intergovernmental</b>						
Wake County Sales Tax - 1 Cent (Article 39)	891,987	982,419	1,060,000	1,060,000	1,015,000	-4%
Wake County Sales Tax - 1/2 Cent (Articles 40 & 42)	824,360	956,979	1,025,000	1,020,000	1,025,000	0%
Wake County Sales Tax - 1/2 Cent (Article 44)	310,015	360,352	380,000	375,000	380,000	0%
NC Utilities Franchise Taxes	628,211	680,281	660,000	675,000	750,000	14%
NC Video Programming Taxes	35,756	34,942	33,000	34,000	33,000	0%
Wake County SWLF Distribution	8,408	2,298	-	-	-	0%
NC Beer & Wine Taxes	27,659	33,702	25,000	29,000	30,000	20%
<b>Total Unrestricted Intergovernmental</b>	<b>2,726,395</b>	<b>3,050,972</b>	<b>3,183,000</b>	<b>3,193,000</b>	<b>3,233,000</b>	<b>2%</b>

**Bobby Fitts:**  
Based on tax rate of \$0.575  
minus \$0.08 dedicated to  
capital

**Bobby Fitts:**  
Directed to capital

**Bobby Fitts:**  
Based on NCLM revenue  
estimates; less Article 39  
\$95,000 to Capital Revenues

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Projected	% Increase (Decrease)
<i>Restricted Intergovernmental</i>						
NC PEG Supplement	\$ 51,616	\$ 51,282	\$ 54,000	\$ 52,000	\$ 52,000	-4%
NC Powell Bill Funds	201,507	212,820	4,500	4,500	19,500	333%
State Forfeiture Funds	33	810	-	-	-	0%
Public Safety Grant	17,346	24,500	-	-	-	-100%
FEMA Reimbursement (COVID-19)	-	-	-	-	-	0%
Bulldog Proof Vest Program	-	4,108	-	-	-	0%
GHSP Grant	-	51,294	92,000	92,000	-	0%
Wake County ABC Grant	-	4,077	-	-	-	-
Wake County Fire Tax Distribution	717,269	1,193,261	962,000	1,110,000	1,174,000	22%
Additional Fire Revenue	13,955	16,092	15,000	16,000	17,500	17%
CARES Act Reimbursement	-	-	-	-	-	0%
Wake County-Elect. Recycling Mgt Fund Dist	164	-	-	-	-	0%
Solid Waste Disposal Tax Distribution	4,997	5,719	5,000	6,000	6,000	20%
<b>Total Restricted Intergovernmental</b>	<b>1,006,886</b>	<b>1,563,963</b>	<b>1,132,500</b>	<b>1,280,500</b>	<b>1,269,000</b>	<b>12%</b>
<i>Private Grants/Contributions</i>						
United Arts Council Grant	5,000	5,000	5,000	5,000	-	0%
K-9 Grant	-	-	7,500	7,500	-	0%
Blue Cross/Blue Shield Wellness Grant	40,000	-	-	-	-	0%
NCLM Grant	6,811	1,000	-	-	-	0%
<b>Total Private Grants/Contributions</b>	<b>51,811</b>	<b>6,000</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>	<b>0%</b>
<i>Investment Earnings</i>						
Interest Earnings	30,482	889,106	300,000	1,150,000	500,000	67%
Interest Earnings (Cell Tower Lease Int. Income)	5,693	3,581	-	-	-	#DIV/0!
Interest Earnings -- Powell Bill	1,600	46,763	-	60,000	-	0%
Interest Earnings -- Forfeiture Funds	2	10	-	15	-	0%
<b>Total Investment Earnings</b>	<b>37,777</b>	<b>939,460</b>	<b>300,000</b>	<b>1,210,015</b>	<b>500,000</b>	<b>67%</b>

**Bobby Fitts:**  
 \$254,500 - 19,500 (Powell Bill Reporting) = 235,000 for street paving

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Projected	% Increase (Decrease)
<b>Permits and Fees</b>						
Officer & Jail Fees	\$ 2,993	\$ 4,461	\$ 1,250	\$ 4,600	\$ 2,500	100%
Civil Citation Fees	450	50	-	-	-	0%
Zoning Permits & Fees	207,053	265,048	250,000	260,000	250,000	0%
Code Enforcement Fees	1,874	235	1,500	225	-	0%
Street & Sidewalk Inspection Fees	84,791	100,908	-	105,163	70,000	#DIV/0!
PW Inspection Fees	16,526	24,495	-	17,690	17,000	#DIV/0!
Stormwater Mapping Fees	24,605	36,742	-	25,799	20,000	#DIV/0!
Greenway Inspection Fees	2,363	5,247	-	-	-	0%
Beaverdam Creek/Highway 64 Box Culvert Fee	19,575	9,450	-	5,175	-	0%
Fire Inspection Fees	15,619	6,474	20,000	10,000	20,000	0%
<b>Total Permits and Fees</b>	<b>375,848</b>	<b>453,109</b>	<b>272,750</b>	<b>428,652</b>	<b>379,500</b>	<b>39%</b>
<b>Service Fees</b>						
Report Fees	854	958	-	777	-	0%
Industrial Dr Traffic Control Contribution-Nomaco	6,100	-	6,000	6,000	-	-100%
Industrial Dr Traffic Control Contribution-EW Academy	-	-	6,000	6,000	-	-100%
Police/Fire Off-duty Work Reimbursement	39,185	48,844	-	35,175	-	0%
Refuse Collection Fees	815,332	934,707	650,000	675,000	675,000	4%
Stormwater Fees	211	69	-	20	-	0%
Cemetery Fees	7,702	850	-	-	-	0%
Youth Athletic League Fees	41,043	50,945	45,000	66,000	50,000	11%
Adult Athletic League Fees	-	500	-	3,500	-	0%
Recreation Program Sponsorships	6,800	9,300	2,500	10,700	2,500	0%
Recreation Class Fees	25,166	36,119	25,000	35,000	30,000	20%
Park Facility Rental Fees	14,070	9,893	6,000	10,405	3,000	-50%
Farmer's Market Vendor Fees	2,933	45	-	-	-	0%
Farmer's Market Sponsorship Fees	-	-	-	-	-	0%
Special Events	-	14,913	-	3,320	-	0%
Youth Financial Aid	1,565	74	-	3,970	-	0%
Community Center Rental Fees	16,131	25,781	15,000	21,000	15,000	0%
Food Insecurity Donations	-	1,500	-	-	-	0%
Recreation Senior Programs	-	-	-	-	-	0%
Recreation Camp Fees	16,842	28,775	8,500	20,000	15,000	76%
Municipal Complex Facility Rental	-	-	-	-	-	0%
<b>Total Service Fees</b>	<b>993,935</b>	<b>1,163,272</b>	<b>764,000</b>	<b>896,867</b>	<b>790,500</b>	<b>3%</b>
<b>Leases</b>						
Lease Payments -- Baseball	4,698	4,849	5,000	5,028	5,000	0%
Rental Income -- Cell Tower Sites	80,592	81,733	85,000	85,000	90,000	6%
<b>Total Leases</b>	<b>85,290</b>	<b>86,582</b>	<b>90,000</b>	<b>90,028</b>	<b>95,000</b>	<b>6%</b>

**Bobby Fitts:**  
\$0.007 of tax rate;  
Stormwater fee not charged

	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Projected	% Increase (Decrease)
Miscellaneous Revenues	\$ 36,642	\$ 4,638	\$ 10,000	\$ 20,900	\$ 10,000	0%
Shop with a Cop Donations	\$ 23,751	\$ 12,152	\$ -	\$ 7,972	\$ -	0%
Insurance Proceeds	25,045	66,755	-	14,584	-	0%
Wake County ABC Revenue Distribution	61,500	62,801	55,000	60,225	55,000	0%
Centennial Item Sales	-	15	-	-	-	0%
Sale of Materials	1,598	1,528	-	2,243	-	0%
Sale of Fixed Assets	100,474	16,054	-	4,011	-	0%
Total Miscellaneous Revenues	249,010	163,943	65,000	109,935	65,000	0%
Fund Balance Appropriated	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 13,824,158</b>	<b>\$ 17,673,566</b>	<b>\$ 15,079,250</b>	<b>\$ 18,019,618</b>	<b>\$ 18,853,000</b>	<b>25%</b>
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)	-	-	1,478,500	-	\$ 2,000,000	-
Bond Proceeds	-	-	-	-	250,000	-
Fee-in-Lieu	610,000	63,576	-	-	-	-
Transportation Impact Fees	625,711	750,243	500,000	365,000	300,000	-
Greenway Impact Fees	58,500	-	-	-	-	-
Recreation Impact Fees	1,343,000	2,388,000	-	1,110,000	1,000,000	-
Lease Purchase Proceeds	305,000	155,000	232,000	215,000	-	-
Proceeds from SBITA Leases (GASB 96)	-	131,685	-	-	-	-
Motor Vehicle Tax	178,326	195,819	185,000	192,500	205,000	-
Capital Reserve Appropriation	-	-	-	-	-	-
Stadium Capital Reserve	-	-	-	-	-	-
Powell Bill (Capital Portion)	-	-	195,000	208,320	235,000	-
Wake County Fire (Cost Share)	-	-	145,000	45,000	292,514	-
NC Department of Commerce (Rural Econ. Dev. Grant)	-	-	-	-	-	-
Sales Tax	-	-	50,000	50,000	95,000	-
Transportation Impact Fees Reserve Appropriation	-	-	600,000	-	2,000,000	-
FEMA Grant	28,400	-	332,000	-	-	-
Governor's Crime Commission Grant	-	-	-	-	-	-
Congressional Grant	-	-	700,000	-	-	-
Yard Waste Fee	-	-	130,000	130,000	141,500	-
Stormwater Capital Reserve	-	-	-	-	-	-
Transportation Capital Reserve	-	-	260,000	-	-	-
Greenway/Bicycle/Pedestrian Reserve	-	-	-	-	350,000	-
Fleet Reserve	-	-	-	-	-	-
IT Reserve	-	-	-	-	-	-
Powell Bill Reserve Appropriation	-	-	-	-	-	-
Transfer in from other funds (Greenway Cap Proj Fund)	-	806,851	-	-	-	-
Transfer in from other funds (ARPA Grant Proj Fund)	-	-	1,885,733	-	-	-
Fund Balance Appropriation	-	-	5,509,188	-	2,797,500	-
<b>Total Revenues &amp; Financing Sources</b>	<b>\$ 16,973,095</b>	<b>\$ 22,164,740</b>	<b>\$ 27,281,671</b>	<b>\$ 20,335,438</b>	<b>\$ 28,519,514</b>	<b>5%</b>

Town of Zebulon General Fund Summary Expenditure Budget						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	
Governing Body (410)	\$ 533,768	\$ 485,937	\$ 607,116	\$ 977,800	\$ 977,800	977,800
Budget & Finance (420)	394,647	449,073	517,155	714,362	714,362	714,362
Administration/HR/IT (430)	811,430	1,091,603	1,567,625	1,706,325	1,706,325	1,706,325
Planning (490)	522,470	526,981	792,880	1,104,454	1,021,924	1,021,924
Public Works: Property & Project Management Division (500)	830,152	887,900	1,139,185	1,473,750	1,381,650	1,381,650
Police (510)	2,411,609	2,906,888	3,510,475	4,322,560	3,992,375	3,992,375
Public Works: Operations Division (520)	1,712,290	1,944,041	2,482,925	2,962,150	2,901,600	2,901,600
Fire (530)	1,543,519	2,323,653	2,689,624	3,448,934	3,375,774	3,375,774
Powell Bill (570)	3,158	2,866	4,500	19,500	19,500	19,500
Engineering (590)	-	-	1,750	202,500	202,500	202,500
Parks & Recreation (620)	1,008,483	1,155,405	1,458,805	2,011,330	2,013,090	2,013,090
Community & Economic Development (690)	46,468	113,138	1,617,600	282,650	282,650	282,650
<b>Total Operating Expenditures</b>	<b>\$ 9,817,994</b>	<b>\$ 11,887,484</b>	<b>\$ 16,389,640</b>	<b>\$ 19,226,315</b>	<b>\$ 18,589,550</b>	
Existing Debt Load	554,656	599,940	583,025	263,450	263,450	263,450
Proposed Debt Load	-	-	-	-	-	-
<b>Capital Budgeting Expenditures</b>	<b>2,669,739</b>	<b>4,361,697</b>	<b>9,475,756</b>	<b>9,666,514</b>	<b>9,666,514</b>	<b>9,666,514</b>
<b>Total Expenditures</b>	<b>\$ 13,042,389</b>	<b>\$ 16,849,121</b>	<b>\$ 26,448,421</b>	<b>\$ 29,156,279</b>	<b>\$ 28,519,514</b>	



Governing Body Department Budget (410)						
Fiscal Year: 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
Operating Budget	\$ 38,179	\$ 39,522	\$ 87,000	\$ 122,000	\$ 122,000	
Salaries	-	-	-	31,200	31,200	
Part-time Salaries	-	-	-	380,000	380,000	
Professional Services	414,560	355,606	350,000	-	-	
Professional Services - Bond Counsel	-	-	-	70,000	70,000	
Professional Services - Financial Advisor	-	-	-	70,000	70,000	
Professional Services - Bond Educ. Campaign	-	-	-	60,000	60,000	
FICA	3,993	3,966	7,000	12,000	12,000	
Group Insurance (Health)	27,661	34,827	48,900	57,000	57,000	
Retirement	-	-	5,900	12,200	12,200	
Postage	151	170	516	500	500	
Cell Phones	362	511	600	600	600	
Travel/Training	12,347	17,097	32,500	32,500	32,500	
Strategic Planning Retreats	-	-	-	35,000	35,000	
Equipment Maintenance	-	-	500	500	500	
Materials/Supplies	3,827	14,952	18,400	18,400	18,400	
Elections (Paid every other year)	11,180	-	25,000	25,000	25,000	
Insurance & Bonds (Property/Workers Comp)	4,686	3,733	4,700	4,700	4,700	
Appointed Board Appreciation & Recognition	-	-	3,000	300	300	
Uniforms (New line item)	419	-	1,100	1,100	1,100	
Citizen's Academy	-	-	1,000	1,000	1,000	
Triangle J COG	2,014	2,718	2,000	2,200	2,200	
NCLM Membership	6,151	7,712	7,000	8,700	8,700	
N.C. Membership	-	-	1,000	1,100	1,100	
School of Government Membership	701	971	1,000	1,100	1,100	
Zebulon Chamber of Commerce	-	-	1,000	1,500	1,500	
Strategic Plan Grants	5,000	-	5,000	25,000	25,000	
CAMPO Membership	2,362	4,151	4,000	4,200	4,200	
Total Operating Budget	533,768	485,937	607,116	977,800	977,800	



# Budget and Finance



## Cash Management

How your tax \$ was spent



- Capital Improvements (26.4%)
- Police Service (18%)
- Operations (Streets, Sanitation, Stormwater) (12.1%)
- Support Services (Admin/HR/IT/Finance) (9.2%)
- Fire Service (14.5%)
- Parks & Recreation Service (7.2%)
- Prop & Project Mngmt (Stadium, Building & Grounds) (5.5%)
- Community & Econ Development (Planning) (4.1%)
- General Government (3%)

## Debt Management

**AA**  
(upgraded 11/7/22)  
Standard & Poor's  
Bond Rating

**Aa2**  
(upgraded 1/23/23)  
Moody's  
Bond Rating



## Fund Balance







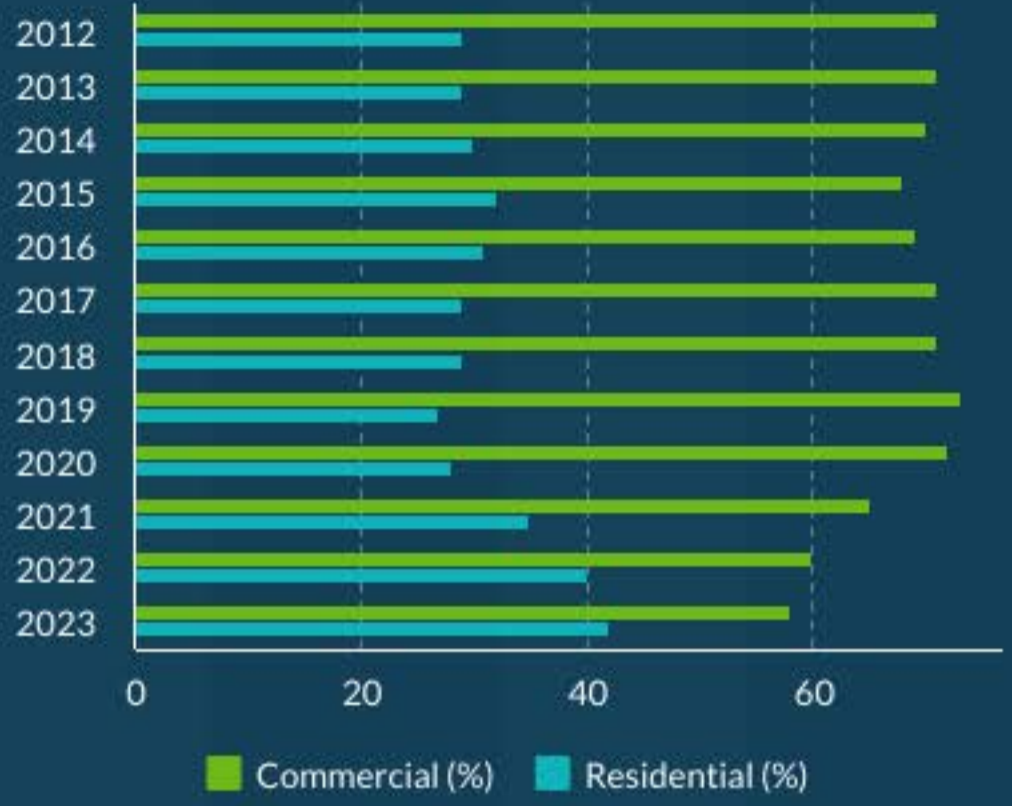
# Budget and Finance



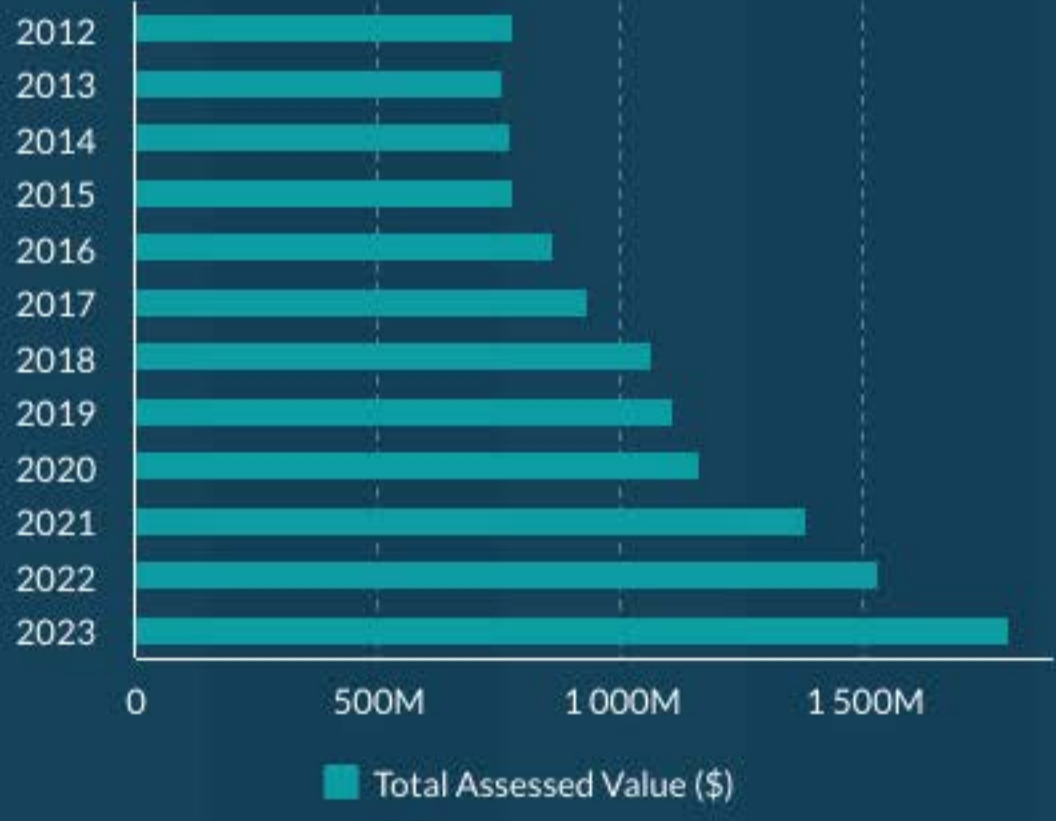
## Tax Revenues



## Tax Base Components



## Property Tax Base



## The Town of Zebulon



ANNUAL COMPREHENSIVE FINANCIAL REPORT  
For the Fiscal Year Ended June 30, 2023



30 consecutive GFOA ACFR  
Certificate of Excellence in  
Financial Reporting Awards  
"Clean" audit opinion

Budget & Finance Department Budget (420)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 198,034	\$ 206,015	\$ 236,600	\$ 334,000	\$ 334,000	
Professional Services	1,009	5,510	6,900	7,500	7,500	
FICA	15,221	15,805	18,200	26,062	26,062	
Group Insurance (Health)	17,367	16,887	22,500	32,400	32,400	
Retirement	32,072	34,840	42,300	63,600	63,600	
Unemployment Compensation	1,516	1,584	2,500	6,000	6,000	
Retiree Insurance Benefits	70,889	89,506	90,000	115,000	115,000	
Postage	1,750	1,440	2,025	2,300	2,300	
Cell Phones	600	600	600	600	600	
Travel/Training	379	310	2,500	6,000	6,000	
Equipment Maintenance	-	-	500	500	500	
Advertising	-	-	200	500	500	
Materials/Supplies	1,914	2,424	2,400	2,600	2,600	
Majil Room Supplies	2,658	2,501	3,130	3,300	3,300	
Printing/Copying	3,051	3,036	5,300	5,500	5,500	
Contracted Services	10,904	12,401	12,000	14,000	14,000	
Contracted Services (Wake Co. Tax Collection)	30,981	51,867	63,000	87,500	87,500	
Insurance & Bonds (Property/Workers Comp)	6,241	4,346	6,500	7,000	7,000	
Total Operating Budget	394,647	449,073	517,155	714,362	714,362	



# ADMINISTRATION

Provide a means to be successful for those we work with.

## SUPPORT

Human Resources  
IT Services  
Communications  
Wellness  
Elected Officials



### Human Resources

- Advertised for 33 Positions
- 968 Applications Reviewed
- 48 New Hires or Promotions
- DEI Training for all employees
- New Safety Program Implemented

### Wellness

- Wellness Baskets for each dept.
- Implemented new Wellness Platform
- New wellness Challenges
- Biometric Screenings

### IT Services

- Replaced Computers
- Weekly departmental checks

### Elected Officials

- Monthly Meeting Preparation
- Coordinate Travel & Trainings
- Retreat Coordination/Management

## ENGAGEMENT

Emails  
Surveys  
Press & Media  
Social Media &  
Website



### Social Media and Website

- Redesigned the Town Website
- Increased Social Media Numbers
  - Reached: ↑ 225%
  - Interaction: ↑ 478%
  - Page Visits: ↑ 70%
  - Follows: ↑ 103%

### Surveys

- Multiple surveys conducted to gather resident input

### Press & Media

- Averaging 15 or more news stories a month
- Print, Radio and Television relationships developed
- Full media relations program established for Zebulon

### Email Contact

- Click Rate: ↑ 1.82%
- Open Rate: ↑ 1.38%
- List Growth: 1095 New Subscribers

## PARTNERSHIPS

Departmental  
Community Groups  
County & Regional



### Departmental

- Budget Collaboration
- Project Collaboration
- Event Coordination

### Zebulon Community Groups

- Coffee with the Mayor
- Juneteenth Celebration
- Wellness Events
- Community Art Projects
- Boys & Girls Club

### County & Regional

- Fire Department recruiting
- LOGO Career Expo
- Wake County & Municipalities
- WakeMed
- Central Pines Regional Council
- North Carolina League of Municipalities



Administration (Mgmt, Clerk, HR, IT, PIO) Department Budget (430)  
Fiscal Year 2024-2025

	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 351,484	\$ 378,716	\$ 674,000	\$ 715,000	\$ 715,000	
Part-Time Salaries	-	-	-	-	-	
Professional Services	29,992	27,815	95,000	130,000	130,000	
FICA	25,977	27,851	51,900	55,000	55,000	
Group Insurance (Health)	25,322	26,409	50,400	88,500	88,500	
Retirement	55,730	61,702	120,300	141,800	141,800	
Postage	12	-	150	150	150	
Cell Phones	1,940	2,106	4,650	4,650	4,650	
Telephone Services	44,617	47,338	52,500	52,500	52,500	
Travel/Training	9,958	9,770	16,300	16,300	16,300	
Travel/Training - HR	3,560	4,008	29,000	29,000	29,000	
Vehicles Maintenance	-	-	3,000	3,000	3,000	
Advertising	1,894	12,178	10,000	10,000	10,000	
Fuel Expense	-	-	1,000	1,000	1,000	
Materials/Supplies	4,201	6,029	18,100	18,100	18,100	
Printing/Copying	5,656	6,209	6,000	6,000	6,000	
Computers	2,581	51,073	75,000	75,000	75,000	
Materials & Supplies - IT	6,810	3,576	4,000	4,000	4,000	
Emergency Radio Conversion	-	-	-	-	-	
Contracted Services	26,527	44,710	42,000	42,000	42,000	
Contracted Services - Townwide IT & Phone	134,199	198,979	170,000	170,000	170,000	
Contracted Services - Website	9,515	7,694	11,500	11,500	11,500	
Insurance & Bonds (Property/Workers Comp)	1,031	944	1,050	1,050	1,050	
Employee Appreciation Program	7,238	6,041	11,775	11,775	11,775	
Wellness Program	10,240	5,667	50,000	50,000	50,000	
Safety Committee	-	184	11,000	11,000	11,000	
Tuition Assistance Program	1,000	2,969	5,000	5,000	5,000	
Vulnerability/Safety Improvements	-	-	-	-	-	
Retention	-	-	-	-	-	
Branding	-	-	-	-	-	
Career Ladder	-	-	-	-	-	
PEG Media Partnership	51,949	51,200	54,000	54,000	54,000	
<b>Total Operating Budget</b>	<b>811,430</b>	<b>983,169</b>	<b>1,567,625</b>	<b>1,706,325</b>	<b>1,706,325</b>	

# Planning ZEBULON

NORTH CAROLINA

The Planning Department operates in accordance with North Carolina General Statutes 160A and 160D.

# FY 2025 Planning Department Budget Request



Code Enforcement



Long Range Planning



Current Planning



Geographic Information Systems



Economic Development



Permitting



Code Enforcement Cases:

**FY23 – 154**

**FY24 - 208**



Certificate of Occupancies:

**FY23 – 372**

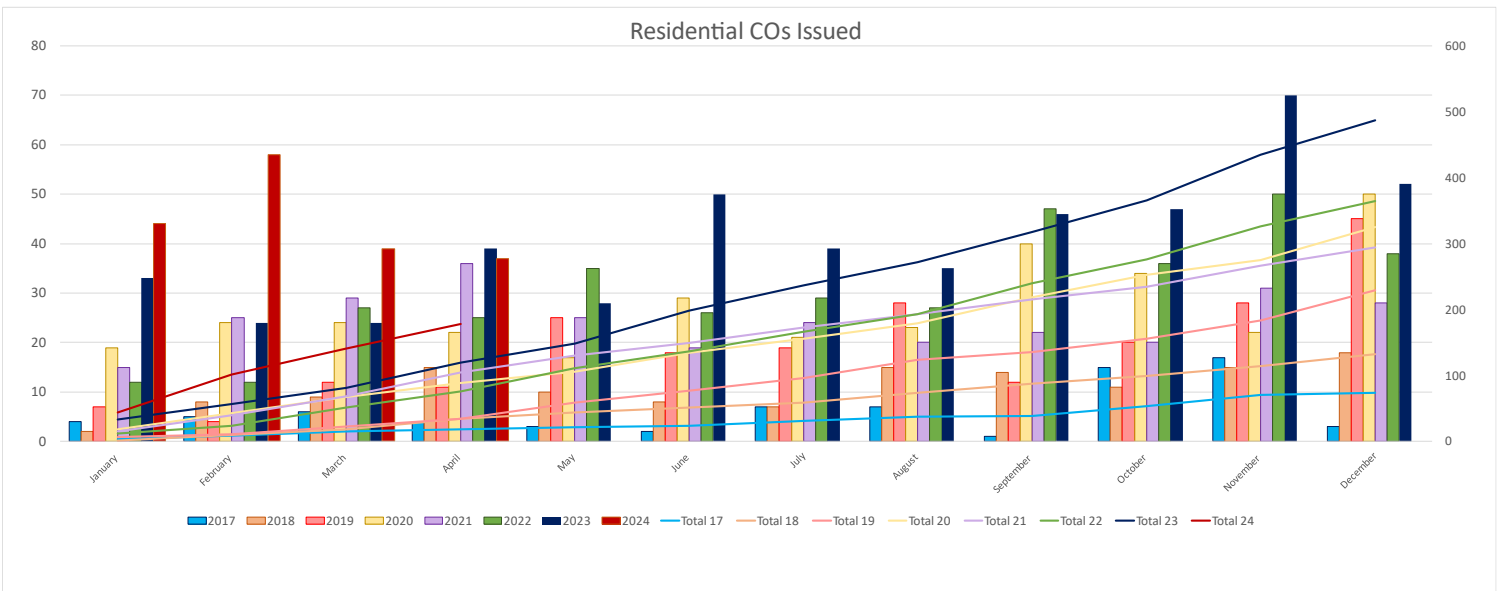
**FY24 - 545**

### Hires:

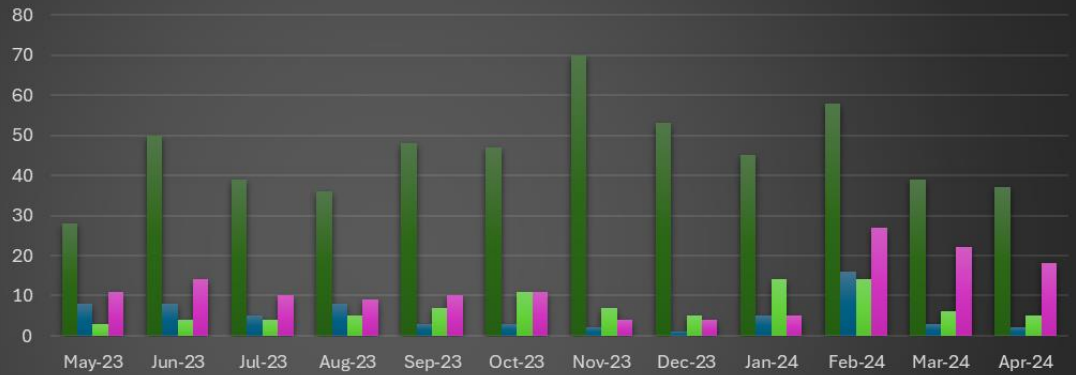
- Code Enforcement Officer – Tyler Karshner
- Planner I – Chris Medina
- Planning Technician – Elizabeth Worner
- Code Enforcement Officer – Ted Hagan
- Planner I – Star Brantley

### New Position Requests:

Transportation Planner II



## Monthly Permit Totals



	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Residential COs Issued	28	50	39	36	48	47	70	53	45	58	39	37
Commercial COC Issued	8	8	5	8	3	3	2	1	5	16	3	2
Residential Accessory Bldg COC Issued	3	4	4	5	7	11	7	5	14	14	6	5
Trade COC Issued	11	14	10	9	10	11	4	4	5	27	22	18



**Development  
Reviews:  
FY23 – 223  
FY24 - 206**



**Downtown Building  
Renovations:  
FY23 – 5  
FY24 - 3**

## Notable Projects

- Economic Strategic Plan Nearing Completion**
- Acceptance into NC Main Street Program**
- Revised Interactive Development Page**
- Attract New Investment**
- Prepared Text Amendments**
- Prepared Development Policies**
- Review Planned Developments**



On July 1, 2023, Zebulon became one of the newest NC Main Street Communities. The NC Main Street & Rural Planning Center works in regions, counties, cities, towns, downtown districts, and in designated North Carolina Main Street communities, to inspire place making through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs.

## Notable Requests

- Housing Study
- Five County Stadium Study
- Economic Marketing Video
- Housing Infrastructure Program
- Smart Ride Micro-Transit Program
- MSD Feasibility Study

Planning Department Budget (490)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 348,833	\$ 346,976	\$ 492,000	\$ 730,730	\$ 665,000	
Salaries (Overtime)			3,000	5,000	5,000	
Part-time Salaries						
Professional Services	29,379	28,951	65,000	40,750	40,750	
FICA	25,619	25,509	38,300	55,900	51,500	
Group Insurance (Health)	35,461	35,864	53,000	80,700	80,700	
Retirement	56,638	58,681	88,600	140,000	127,600	
Postage	709	175	1,800	500	500	
Cell Phones	1,620	1,320	2,500	2,500	2,500	
Travel/Training	3,452	8,135	19,500	18,854	18,854	
Equipment Maintenance			300	500	500	
Vehicle Maintenance	1,031	790	1,500	1,500	1,500	
Advertising	1,714	2,293	2,400	2,500	2,500	
Fuel	1,611	1,156	1,500	2,000	2,000	
Materials/Supplies	1,376	3,660	5,000	5,000	5,000	
Printing/Copying	3,326	2,303	3,000	1,200	1,200	
Uniforms	1,149	775	1,000	1,500	1,500	
Printing (UDO)						
Inspections						
Mfr. Housing & Abate (Leg. Inspect. Tipping Fees)			4,000	4,000	4,000	
Insurance & Bonds (Property/Workers Comp)	6,232	6,072	6,100	7,000	7,000	
East Wake Bus Service	4,320	4,320	4,380	4,320	4,320	
<b>Total Operating Budget</b>	<b>522,470</b>	<b>526,981</b>	<b>792,880</b>	<b>1,104,454</b>	<b>1,021,924</b>	



# ZEBULON POLICE DEPARTMENT



2023 YEAR IN REVIEW



# INTEGRITY

# PROFESSIONALISM

# SERVICE



12,807

FACEBOOK FOLLOWERS

732

COMMUNITY OUTREACH

239

UNLOCKED CARS

43

FINGERPRINT SERVICES

24,038

CALLS FOR SERVICE

4178

TRAFFIC STOPS

582

CRASHES INVESTIGATED

1086

REPORTS FILED



VIOLENT CRIME RATE— 3.43/1000



PROPERTY CRIME RATE—26.85/1000



CLEARANCE RATE— 54%



SHIFTS AT MINIMUM—52%



RESPONSE TIME—5:37



VOLUNTEER HOURS—384



*Enhance Community Engagements, While Keeping Zebulon Safe*



Police Department Budget (510)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Civilian Salaries (non LEO position)	\$ 54,590	\$ 59,758	\$ 120,900	\$ 133,000	\$ 133,000	
Sworn Salaries	1,264,810	1,565,526	1,845,000	2,267,000	2,060,000	
Salaries (Overtime)	21,126	27,793	27,600	40,150	40,150	
Separation Allowance	57,610	60,491	63,550	66,700	66,700	
Part-time/Auxiliary Salaries	25,519	13,224	20,000	35,000	35,000	
FICA	105,307	128,163	160,000	195,500	179,700	
Group Insurance (Health)	136,863	159,974	229,000	263,000	236,000	
Retirement	225,400	293,797	380,900	497,400	453,800	
Postage	162	109	300	300	300	
Cell Phones	10,835	12,047	14,220	15,100	14,220	
Travel/Training	14,811	19,025	20,900	24,400	23,655	
Equipment Maintenance	8,512	5,630	7,350	8,000	8,000	
Vehicle Maintenance	53,549	37,131	46,200	50,850	48,050	
Fitness Room Equipment Maintenance	-	-	-	1,000	1,000	
Fuel	70,297	69,025	83,000	92,100	85,950	
Materials/Supplies	12,658	19,681	18,375	18,375	18,375	
Community Policing	2,593	12,089	4,200	4,200	4,200	
Shop With A Cop Program	4,800	4,600	17,910	1,785	1,785	
Mobile Data Terminal Fees	9,596	11,378	14,500	16,800	15,840	
SERT Tactical Guns	3,089	-	-	-	-	
Service Equipment	15,856	53,972	55,700	83,400	61,000	
Uniforms	34,760	31,908	47,000	63,850	56,000	
Contracted Services	215,669	254,637	249,445	331,225	331,225	
Printing/Copying	2,676	2,644	2,625	2,625	2,625	
Insurance & Bonds (Property/Workers Comp)	55,607	58,717	63,000	65,000	70,000	
Informant Fees	50	1,689	3,500	3,500	3,500	
Canine Unit	4,864	3,880	7,300	4,300	4,300	
Recruitment (BLET Sponsorships)	-	-	8,000	38,000	38,000	
Total Operating Budget	\$ 2,411,609	\$ 2,906,888	\$ 3,510,475	\$ 4,322,560	\$ 3,992,375	



**YEAR IN REVIEW**

**2023**

**RESPONDING**



**EMT**

**servicing over 25 SQUARE MILES**



**REACHING OUT TO PROTECT**



**19**  
**Smoke Alarms Distributed**

**Child Safety Seat Program**



**99**  
**Seats Checked This Year**



**610** **People Reached through Programs**

**PREPARING OUR COMMUNITY**



**Using Social Media to Provide Seasonal Info**



*Search **zebulonfd** to Like or Follow!*

**262,300** Reached in 2023



**Ready WAKE!** ALERTS

*Sign up at [ReadyWake.com](http://ReadyWake.com)!*

113 E. VANCE STREET  
ZEBULON, NC 27597  
919.269.6487  
[WWW.TOWNOFZEBULON.ORG](http://WWW.TOWNOFZEBULON.ORG)



# PERSONNEL DEDICATED TO THEIR COMMUNITY



**20** Volunteers

**21** Career

**9** Part-Time

**12** Juniors

## TRAINED TO SERVE



**8,816** Hours of Training

READY WHEN NEEDED



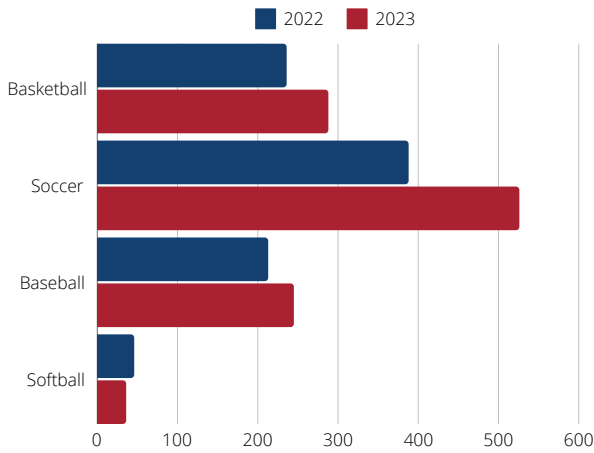
Fire Department Budget (530)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 871,594	\$ 1,280,367	\$ 1,460,000	\$ 1,888,000	\$ 1,835,000	
Salaries (Overtime)	55,744	81,760	107,800	140,000	140,000	
Career Ladder	-	-	11,000	11,000	11,000	
Part-time Salaries	21,574	56,408	61,740	100,000	100,000	
Volunteer Pay	15,144	21,251	22,000	22,000	22,000	
FICA	73,475	109,148	128,000	163,500	162,200	
Group Insurance (Health)	92,442	121,024	157,000	217,500	201,900	
Retirement	156,725	237,012	282,000	378,200	378,200	
Personnel Programs	4,566	5,790	8,284	8,284	8,284	
Postage	134	198	250	250	250	
Cell Phones	8,959	10,530	9,500	13,000	11,740	
<b>Fire Station (Not listed with Public Works: Property &amp; Project Management to more easily track Wake County cost share)</b>						
Water & Sewer	3,540	3,634	3,800	3,800	3,800	
Electricity	8,030	7,936	9,000	9,000	9,000	
Natural Gas	2,342	2,505	2,200	2,200	2,200	
EMS Water & Sewer	1,208	1,450	2,000	2,000	2,000	
EMS Electricity	-	2,927	2,400	4,500	4,500	
EMS Natural Gas	-	-	2,000	2,000	2,000	
Travel/Training	6,762	6,809	7,100	8,900	8,150	
Fire Station Building Maintenance	8,629	20,915	20,000	20,000	20,000	
EMS Building Maintenance	-	-	5,000	6,500	6,500	
Equipment Maintenance	11,849	9,552	12,500	12,500	12,500	
Vehicle Maintenance	46,426	57,184	40,000	60,000	60,000	
Fuel	18,204	20,033	26,000	26,000	26,000	
Materials/Supplies	26,455	31,722	35,000	40,000	40,000	
Investigations	118	470	500	500	500	
Defibrillators	-	5,400	4,000	-	-	
Hose & Nozzle Replacement	-	-	55,000	-	-	
Uniforms	9,258	13,666	14,000	26,500	26,500	
Turnout Gear	3,041	92,437	50,000	87,500	87,500	
Contract Services	10,748	11,210	15,000	23,000	23,000	
Inspections Program	1,346	797	2,500	2,500	2,500	
Wake Hazmat Team - Fire Service	3,193	3,351	3,750	4,200	4,200	
Wake County Dispatch - Fire Service	10,515	13,156	15,200	20,000	20,000	
Recruitment & Retention	1,662	805	2,600	2,600	2,600	
Medical Exams	7,568	8,330	12,500	23,000	21,750	
Insurance & Bonds (Property/Workers Comp)	62,270	85,877	100,000	120,000	120,000	
Total Operating Budget	1,543,519	2,323,653	2,689,624	3,448,934	3,375,774	



# ZEBULON PARKS & RECREATION

## JAN- DEC 2023

### ATHLETIC PARTICIPATION



### FINANCIAL INFORMATION

**RECREATION IMPACT FEE**  
as of April 30, 2024

**\$4.838 million**

**YOUTH FINANCIAL AID**

**\$530 granted**

**COLLECTED REVENUE**

Programs, Rentals, & Sponsorships

**\$192,075**

**31% increase**

### TOTAL PARTICIPATION

**1095**

**24% increase**

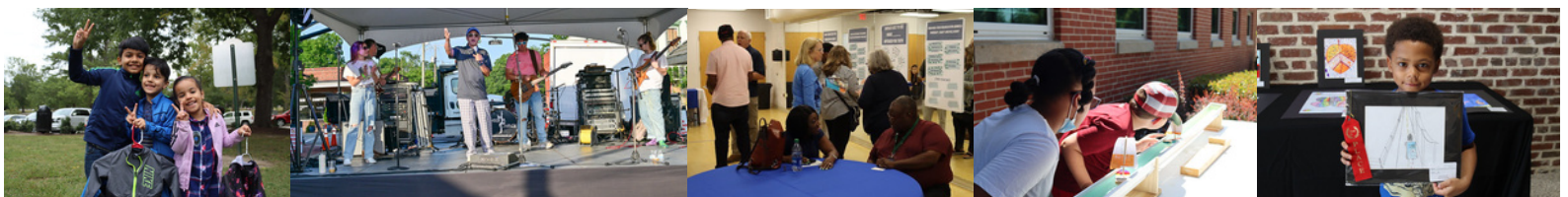
### RECREATION PROGRAMS



**77%  
increase**



**General Programs  
134% increase**



# ZEBULON PARKS & RECREATION

## FY 2024 PARK PROJECTS HIGHLIGHTS



### ZCP Baseball Field Dugouts

Dugouts provide a sense of place for baseball and softball players. The previous dugouts were past their lifecycle and have been replaced with larger more modern shade structures that will serve our youth.

### Gill St Park Improvements

ZPRD engaged the community regarding playground enhancements. The project is on hold following pre-construction soil sampling. The project will move forward as more information is available regarding remediation efforts.

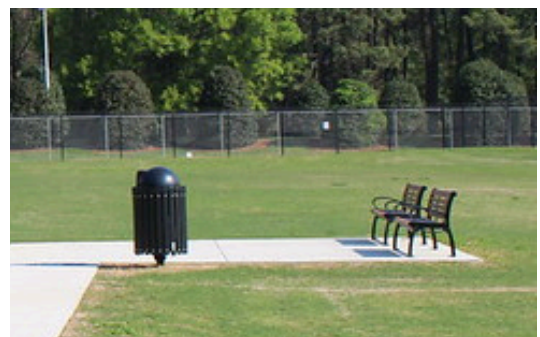


### Little River Park

ZPRD was awarded a PARTF grant of \$500,000 to support phase 1 of the Little River Park plan. The department is currently going through a bid process to begin the design phase. Once completed, the designs will be used to facilitate a construction bid process.

### Amenities

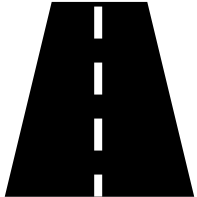
ZPRD continued the amenity replacement project throughout the park system. New trashcans and benches continue to be installed.



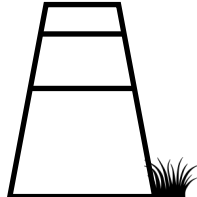


Parks & Recreation Department Budget (620)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 368,042	\$ 415,870	\$ 558,600	\$ 756,740	\$ 744,000	
Salaries (Overtime)	1,741	3,057	1,500	4,000	4,000	
On-Call Pay	-	-	-	-	-	
Part-time Salaries (Athletics)	10,210	26,854	17,000	46,600	46,600	
Part-time Salaries (Admin)	2,116	4,283	-	6,000	6,000	
Part-time Salaries (Community Center)	27,118	44,140	23,200	48,300	48,300	
Part-time Salaries (Programs/Events)	6,045	9,852	25,000	78,400	78,400	
Part-time Salaries (Parks Maintenance)	23,204	11,881	20,500	28,000	28,000	
FICA	31,426	37,023	48,850	77,000	74,000	
Group Insurance (Health)	42,385	47,158	72,200	116,400	116,400	
Retirement	60,291	70,772	99,100	144,200	142,600	
Postage	132	530	600	1,000	1,000	
Cell Phones	4,545	6,224	7,000	10,200	10,200	
Park Utilities (Electricity/Water)	34,434	35,359	37,000	40,000	40,000	
Travel/Training	6,999	4,461	8,500	12,700	12,700	
Grounds Maintenance	78,456	60,700	70,000	112,650	112,650	
Community Park Baseball Field Renovations	2,409	-	-	-	-	
Little River Park Kudzu Eradication	6,300	7,245	6,455	-	-	
Equipment Maintenance	9,362	7,820	9,400	12,000	12,000	
Vehicle Maintenance	5,360	6,196	12,000	10,000	10,000	
Fuel	11,109	10,947	16,400	16,400	16,400	
Materials/Supplies	5,715	6,294	6,300	11,000	11,000	
Athletic Team Uniforms	21,610	27,161	28,500	49,000	49,000	
Community Center Materials/Supplies	7,933	7,980	10,500	12,000	12,000	
Computers	-	2,156	3,000	3,000	3,000	
Printing/Copying	3,592	3,192	3,200	3,600	3,600	
Contract Services (Restroom cleanings, RecDesk)	16,814	17,922	20,000	18,700	18,700	
Insurance & Bonds (Property/Workers Comp)	20,496	21,722	28,200	31,000	31,000	
Camp Programs	13,789	19,084	20,000	25,650	25,650	
Senior Trips	-	-	-	-	-	
Farmers Market	9,719	-	-	-	-	
Special Events (Tree lighting, May Day, concerts & movies)	26,370	76,755	87,000	95,400	95,400	
Farmers Market EBT Matching (Sponsors)	324	2,507	-	-	-	
Cultural Arts	5,000	-	-	-	-	
Community Center Programs	31,004	30,261	40,000	63,550	63,550	
Cultural & Recreation Programs	4,403	6,411	7,000	9,040	9,040	
Athletics	25,646	39,478	71,000	86,500	86,500	
Advisory Board	1,574	33	2,000	2,000	2,000	
Park Landscape	51,770	52,183	54,000	34,800	53,900	
Cemetery Landscape	23,600	24,650	27,000	27,000	27,000	
Marketing & Advertisement	7,442	7,242	12,800	13,500	13,500	
Food Insecurity	-	-	-	-	-	
Sustainability	-	-	5,000	5,000	5,000	
Total Operating Budget	\$ 1,008,483	\$ 1,155,405	\$ 1,458,805	\$ 2,011,330	\$ 2,013,090	

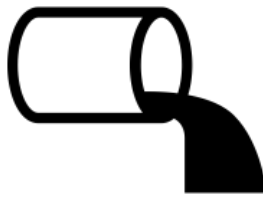
### Infrastructure & Operations Growth: FY2014-FY2024



**Streets**  
 41 miles  
 +115%



**Sidewalks**  
 20 miles  
 +123%



**Stormwater Pipe**  
 31 miles  
 +228%



**Residences**  
 4093  
 +125%



**Operators**  
 11  
 +10%

### FY 2024 Projects and Activities



Stormwater Line Cleaning

Green Pace & Arendell  
 Signals & Turn Lanes



Street Repairs



Street Pavement



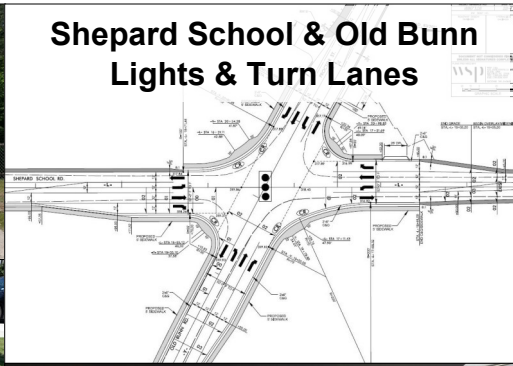
Town of Zebulon  
 Downtown Sidewalks Extension and Repairs Project

West Gannon & West  
 Sycamore Sidewalks





**Fuel Station Updates**



**Shepard School & Old Bunn  
Lights & Turn Lanes**



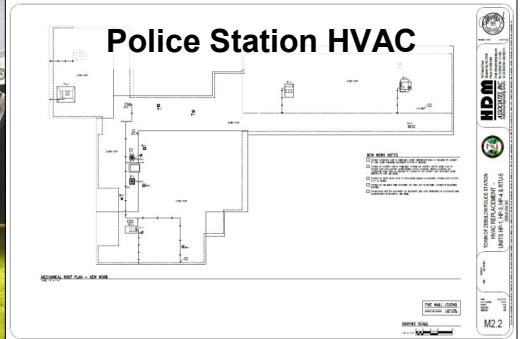
**Public Works Generator**



**Sidewalk Construction**



**Government 101 Event**



**Police Station HVAC**



**Community Recycling Day**



**Swimming Pool  
Demolition**



**Construction Inspection**



**Knuckleboom  
Purchase**



**Town Hall Camera Project**



**Public Works Equipment Shed**

**New Personnel**



**Gilbert,  
Operations  
Manager**



**Jumetrius,  
Operator I**



**Miranda,  
Operator II**



**Kemp,  
Operator II**



**Mylina,  
Administrative  
Assistant**



Public Works: Property & Project Management Division Budget (500)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<b>Operating Budget</b>						
Salaries (J. Brown, M. Duffy, S. Jarquin, R. Silvers, T. Cooke, J. Beddingfield)	\$ 254,849	\$ 322,058	\$ 352,000	\$ 633,000	\$ 565,000	
Salaries (Overtime)	4,263	6,193	10,000	14,400	13,000	
On Call Pay	-	-	-	-	-	
Part-time Salaries	7,220	4,080	14,000	28,000	28,000	
Professional Services	10,625	5,193	14,250	20,000	20,000	
FICA	19,307	24,073	29,000	50,000	46,700	
Group Insurance (Health)	31,259	38,613	52,200	71,000	64,700	
Retirement	42,243	55,471	64,700	123,200	110,100	
<b>Stadium</b>						
Stadium - Electricity	9,876	8,618	10,000	10,000	10,000	
Stadium - Water/Sewer	25,602	23,016	26,000	28,500	28,500	
Stadium Maintenance	2,180	2,604	3,800	3,800	3,800	
Stadium Materials & Supplies	3,769	4,081	5,000	5,000	5,000	
Stadium - Insurance & Bonds	1,705	1,847	1,700	2,500	2,500	
<b>Zebulon Municipal Complex</b>						
ZMC Utilities						
ZMC - Water & Sewer	10,023	7,194	10,400	10,400	10,400	
ZMC - Electricity	68,465	63,268	68,000	70,000	70,000	
ZMC - Natural Gas	1,036	828	3,000	3,000	3,000	
ZMC Maintenance	75,087	78,269	77,000	85,000	85,000	
<b>Zebulon Community Center &amp; Maintenance Building</b>						
ZCC and Maintenance Building Maintenance	18,496	26,752	25,500	25,500	25,500	
ZCC Electricity	17,088	18,144	18,000	19,500	19,500	
ZCC Water & Sewer	4,265	3,435	5,000	5,000	5,000	
<b>Zebulon Public Works Facility</b>						
ZPW Electricity (includes area lighting)	8,483	8,588	12,000	12,000	12,000	
ZPW Natural Gas	2,531	2,429	4,000	4,000	4,000	
ZPW Water & Sewer (includes irrigation)	5,687	4,523	6,000	6,000	6,000	
Postage	129	75	200	300	300	
Cell Phones	3,265	3,412	3,000	3,500	3,500	
Travel/Training	3,269	5,272	16,000	18,000	18,000	
Buildings & Grounds Maintenance (Public Property and Right-of-way)	23,898	19,754	27,000	29,000	29,000	
Facility Generator Communication	-	-	-	1,500	1,500	
Fueling Station Communication (EKOS)	692	1,728	5,000	5,000	5,000	
Town Hall & Police Station LED Lighting Exchange	-	-	-	-	-	
Sidewalk/Handicap Ramp Maintenance (Cleaning)	26,107	255	34,935	-	-	
Eastern Wake EMS Property	9,661	-	-	-	-	
LED Tree Lighting	12,126	5,460	14,000	16,000	16,000	
Equipment Maintenance	4,292	4,684	5,000	5,000	5,000	
Mowing Equipment Maintenance	3,798	12,230	4,000	8,000	8,000	
Vehicle Maintenance (2000 F-550 Bucket, 2008 F-250, 2006 Expedition)	11,182	11,018	13,000	8,000	8,000	
Fuel	12,264	14,261	15,000	15,000	15,000	
Materials/Supplies	1,720	2,781	3,500	4,000	4,000	
Janitorial Materials & Supplies	3,933	4,684	7,000	8,000	8,000	
Uniforms	80,107	79,783	90,000	95,500	95,500	
Contracted Janitorial Services	-	-	-	-	-	
Contracted Services - Intraforce Software	9,649	13,228	15,000	17,000	17,000	
Insurance & Bonds (Property/Workers Comp)	-	-	-	-	-	
Total Operating Budget	\$ 830,152	\$ 887,900	\$ 1,139,185	\$ 1,473,750	\$ 1,381,650	

Public Works: Operations Division Budget (520)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries (J. Corbett, C. Hamilton, S. Holmquist, C. Johnson, C. Ray, D. Lloyd, D. Baxley, Crew Leader (Vacant), G. Todd)	\$ 395,191	\$ 409,442	\$ 658,000	\$ 762,850	\$ 715,000	
Salaries (Overtime)	5,567	7,276	10,000	34,500	34,500	
On Call Pay	-	-	-	-	-	
Part-time Salaries	-	6,318	33,000	34,000	34,000	
Professional Services - Streets/Transportation	1,999	10,650	26,500	75,000	75,000	
Professional Services - Stormwater (MS4 permit)	9,028	29,532	4,900	25,000	25,000	
Professional Services - Salary Compensation Audit	-	-	-	10,000	10,000	
FICA	30,625	32,360	54,600	64,500	60,900	
Group Insurance (Health)	43,726	44,838	81,000	80,600	80,600	
Retirement	65,079	70,487	119,300	151,900	142,800	
Postage	162	296	1,150	1,000	1,000	
Cell Phones/Tablets	5,741	7,084	12,500	12,000	12,000	
Street Lighting	228,530	250,329	300,000	346,450	346,450	
Street Lighting (LED Conversion)	8,560	-	-	-	-	
Travel/Training	5,437	8,491	20,000	24,750	24,750	
Sidewalk & Handicap Ramp Maintenance	-	-	-	-	-	
Storm Drainage Maintenance	-	-	-	-	-	
Equipment Maintenance	30,861	29,549	37,000	40,000	40,000	
Vehicle Maintenance (2001 F-450 Dump, 2004 F-350, 2008 F-250, 2016 F-150, 2019 F-550)	38,216	44,410	40,000	44,000	44,000	
Fuel	28,438	39,214	44,000	48,000	48,000	
Materials & Supplies - Streets	35,008	33,211	-	32,000	32,000	
Residential Services Brochure (Outreach)	-	-	-	8,000	8,000	
Trash Cart Informational Sticker (Outreach)	-	-	-	8,000	8,000	
Materials & Supplies - Sanitation	5,882	2,583	10,000	10,000	10,000	
Materials & Supplies - Snow/Ice Removal	11,415	7,476	-	14,000	14,000	
Materials & Supplies - Stormwater	7,102	8,592	10,000	10,000	10,000	
Printing & Copying	1,531	2,812	7,275	7,275	7,275	
Uniforms	6,183	6,549	8,850	10,175	10,175	
Radios	-	-	-	-	-	
Community Recycling Day	4,008	4,955	5,000	5,000	5,000	
Contract Services: Solid Waste	567,559	659,008	760,000	815,000	815,000	
Contract Services: CORPUD Billing	33,046	42,890	35,000	45,000	45,000	
Contract Services: Yardwaste Site Management	49,572	55,830	79,000	65,000	65,000	
Contract Services: GPS Route Vehicles	-	-	-	1,300	1,300	
Contract Services: Streets	22,213	34,468	34,000	35,000	35,000	
Contract Services: Stormwater (basin main., TV, clean)	31,458	42,153	-	40,000	40,000	
Contract Services - Fleet Washing	-	-	-	6,000	6,000	
Contract Services - Stormwater Asset Mgmt	-	-	-	4,000	4,000	
NC 811 Service (Line Locates)	505	554	2,000	2,000	2,000	
Insurance & Bonds (Property/Workers Comp)	39,648	52,683	89,850	89,850	89,850	
Total Operating Budget	1,712,290	1,944,041	2,482,925	2,962,150	2,901,600	

Powell Bill Funding Department Budget (570)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Professional Services (For Powell Bill Report)	3,158	2,866	4,500	19,500	19,500	Remaining funds directed to capital budget
Maintenance	-	-	-	-	-	
Snow/Ice Removal Supplies	-	-	-	-	-	
Contract Services	-	-	-	-	-	
Insurance	-	-	-	-	-	
<b>Total Operating Budget</b>	<b>3,158</b>	<b>2,866</b>	<b>4,500</b>	<b>19,500</b>	<b>19,500</b>	

Engineering Department Budget (590)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
Operating Budget						
Salaries	\$ -	\$ -	\$ 67,000	\$ 86,000	\$ 86,000	
FICA	-	-	6,000	6,600	6,600	
Group Insurance (Health)	-	-	5,500	8,100	8,100	
Retirement	-	-	13,800	16,400	16,400	
Professional Services	-	-	10,000	55,000	55,000	
Postage	-	-	750	500	500	
Cell Phones	-	-	450	600	600	
Travel/Training	-	-	2,000	2,000	2,000	
Vehicle Maintenance	-	-	1,750	1,750	1,750	
Fuel Expense	-	-	2,000	2,000	2,000	
Computers	-	-	5,000	3,500	3,500	
Materials/Supplies	-	-	2,500	3,500	3,500	
Stormwater - Promotional	-	-	5,000	5,000	5,000	
Stormwater - Permitting Renewal (MS4 & Industrial)	-	-	2,000	3,750	3,750	
Contracted Services - Pond Inspections	-	-	1,750	2,700	2,700	
Water Sampling Program	-	-	-	2,500	2,500	
Uniforms	-	-	500	850	850	
Insurance & Bonds (Property/Workers Comp)	-	-	3,000	1,750	1,750	
Total Operating Budget	-	-	129,000	202,500	202,500	



Community & Economic Development Department Budget (690)						
Fiscal Year 2024-2025						
	FY 2022 Actual	FY 2023 Actual	FY 2024 Amended Budget	FY 2025 Requested	FY 2025 Recommended	Notes
<i>Operating Budget</i>						
Salaries	-	27,600	77,300	86,000	86,000	
FICA	-	2,071	6,000	6,650	6,650	
Group Insurance (Health)	-	2,946	7,500	8,000	8,000	
Retirement	-	4,684	13,800	16,400	16,400	
Professional Services	-	-	-	-	-	
Postage	-	-	-	-	-	
Cell Phones	-	250	600	600	600	
Travel & Training	-	1,717	8,000	8,000	8,000	
Materials & Supplies	-	-	-	2,000	2,000	
Main Street Promotions	-	-	-	25,000	25,000	
Economic Development Marketing	-	-	-	5,000	5,000	
Printing & Copying	-	-	-	-	-	
National Register Historic District	-	-	20,000	20,000	20,000	
Façade Improvement Grants	10,000	6,996	23,000	-	-	
Streetscape Match Grant	383	1,258	5,000	-	-	
Downtown LED Tree Lighting	-	9,871	-	-	-	
Downtown Assoc Program Travel & Training	-	6,423	-	-	-	
MSP Coordinator	26,800	46,864	62,000	65,000	65,000	
MSP Conference & training requirements	2,790	2,456	10,000	10,000	10,000	
MSP Travel & Training	-	-	7,000	-	-	
GRCVB Partnership	6,495	-	7,000	7,000	7,000	
Downtown Improvements Grant	-	-	-	23,000	23,000	
<b>Total Operating Budget</b>	<b>46,468</b>	<b>113,138</b>	<b>247,200</b>	<b>282,650</b>	<b>282,650</b>	

		Town of Zebulon			
		FY 2024-2025			
		Proposed Fee Schedule			
Department & Fee Description			Current Fee	Proposed Fee	
<b>Administration</b>					
	Election Filing Fee				
	Commissioner		\$25.00	\$25.00	
	Mayor		\$50.00	\$50.00	
	Garbage Pickup				
	Residential Garbage Rate (billing is included with City of Raleigh utility bill)		\$24.75 - first trash can	\$24.75 - first trash can	
	Additional Trashcans (each)		\$11.69	\$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	
	ACFR		Actual Cost	Actual Cost	
	Taxes				
	Property tax rate		\$.575 /\$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	
	<b>Stormwater Fee</b>				
	<b>Residential</b>				
	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>				
	<b>Privilege License</b>				
	<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	
	<b>Police Department</b>				
	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	\$25.00
	1,000-2,499 Square Feet		\$50.00	\$50.00
	2,500-4,999 Square Feet		\$60.00	\$60.00
	5,000-9,999 Square Feet		\$100.00	\$100.00
	10,000-24,999 Square Feet		\$150.00	\$150.00
	25,000-49,999 Square Feet		\$200.00	\$200.00
	50,000-199,999 Square Feet		\$250.00	\$250.00
	200,000-299,999 Square Feet		\$300.00	\$300.00
	300,000-399,999 Square Feet		\$400.00	\$400.00
	Greater than 399,999 Square Feet		\$500.00	\$500.00
	<u>Fire Code Periodic Reinspection's*</u>			
	Reinspection with all violations corrected		\$0.00	\$0.00
	First Reinspection with uncorrected violations		\$25.00	\$25.00
	Second Reinspection with uncorrected violations		\$50.00	\$50.00
	Third Reinspection with uncorrected violations		\$100.00	\$100.00
	Fourth Reinspection and beyond, with uncorrected violations		\$200.00	\$200.00
	<i>*Periodic Inspection fees are waived for non-profit organizations.</i>			
	<u>Violation Fees</u>			
	Imminent Hazard Violation		\$250.00	\$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	\$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	\$75.00
	Standpipe Review and Inspection		\$100.00	\$100.00
	Hood Fire Suppression System Review and Inspections		\$50.00	\$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	\$75.00
	Specialized Permit		\$100.00	\$100.00
	All Other Permits		\$75.00	\$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: <a href="http://www.fema.gov/schedule-equipment-rates">http://www.fema.gov/schedule-equipment-rates</a>			
	<u>Labor Costs</u>			
	Firefighter/EMT Positions (Firefighter I, Senior Firefighter, Master Firefighter)		\$30.00/Hour	\$30.00/Hour
	Fire Officer/Supervisory Positions (Fire Lieutenant, Fire Captain)		\$40.00/Hour	\$40.00/Hour
	Chief Officer/Incident Command (Fire Division Chief, Fire Chief)		\$50.00/Hour	\$50.00/Hour
	<u>Miscellaneous</u>			
	Copy of Fire Report		\$4.00 per 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.	Transportation Impact Fee = (\$221.53 x Average Daily Trips) - (Pass By Traffic) *May be modified with approved Transportation Analysis as part of a Conditional Rezoning or Planned Development
	<u>Recreation Impact Fee</u>				
	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 &amp; 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>			
	Residential - Single Family		\$70.00	
	Setback Inspection (Zoning)			\$70.00
	CO Inspection (Zoning)		\$70.00	\$70.00
	Re-Inspection		\$70.00	\$70.00
	Residential - Minor Additions/Alterations		\$70.00	\$140.00
	Flat fee (includes Setback & Certificate of Occupancy)			
	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	\$1.75 per linear foot	\$1.75 per linear foot
	Streets/Curb and Gutter Construction Inspection	Collected at Phase Closeout	\$2.95 per linear foot	\$2.95 per linear foot
	Sidewalks Construction Inspection	Collected at Phase Closeout	\$1.20 per linear foot	\$1.20 per linear foot
	Storm Drainage Construction Inspection	Collected at Phase Closeout	\$1.20 per linear foot	\$1.20 per linear foot
	Greenway Construction Inspection	Collected at Phase Closeout	\$1.75 per linear foot	\$1.75 per linear foot
	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")			
	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 &amp; Zebulon portion, thereof)</u>			
	Land Use (Zebulon only)		\$35.00	\$35.00
	Administrative Change (Zebulon only)		\$30.00	\$30.00
	Administrative Fee (Zebulon Only)		\$90.00	\$30.00
	<i>An administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit submittal/amendment, addendums, contractor amendment and construction plans requiring two or more reviews.</i>			
	Reinspection Fee (Zebulon only)		\$30.00	\$30.00
	Reinspection Fee (Wake County)		\$90.00	\$60.00
	<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
	Amend Permit Fee - Per each additional amendment (Wake County)			\$60.00
	Add Contractor Fee - Per Addition of Each Trade (Wake County)			\$60.00
	Change Contractor Fee - Per change of Each Trade (Wake County)		\$90.00	\$60.00



	New Dwellings - Single Family, Duplex, Townhouse, Modular Home or House Moved				\$75.00 + \$.25 per SF.
	Up to 1,200 sq.ft. - REMOVE			\$600.00	
	Over 1,200 sq.ft. - REMOVE			\$600.00 + \$.25 per SF over 1,200 sq.ft.	
	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 either electrical, mechanical or plumbing systems and suitable for occupant's use.				
	Homeowner Recovery Fee				\$10.00
	*Homeowner Recovery Fee is required when a Licensed General Contractor applies for a permit to construct or alter a single-family dwelling.*				
	Residential Addition				\$75.00 + \$0.25 per SF of gross floor area
	New Footage: 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 either electrical, mechanical or plumbing systems and suitable for occupant's use.				\$375.00
	Alteration of Existing Footage: Total gross floor area within the inside perimeter of the exterior walls of the area that will be altered or remodeled.				\$375.00 + \$.25 per SF over 400 sq.ft.
	Multi-Family Dwelling (ex: apartments)				
	*See Non-Residential, Commercial Development fee schedule below.*				\$575.00
					\$360.00
	Manufactured Homes				
	Residential Modular Units and Dwellings Moved On (closed construction)			\$345.00	\$75.00
	Residential Permit Fee Includes all trades required and temp electrical construction pole, if needed.				\$0.25
	Residential Accessory Structures (Residential Permit fee includes all trades and temporary electrical construction pole, if needed.)				\$0.25
	This fee includes permits for additions, alterations, repairs, sheds, attached/detached garages, retaining walls, porches, decks, solar panels, closed crawlspaces, etc.				\$75.00 + \$0.25 per SF of gross floor area
	Swimming Pools, Spas, Hot Tubs (Any structure intended for swimming or recreational bathing with a water depth >24 inches)			\$225.00	
	Above-Ground swimming pools, hot tubs & spas - Residential			+\$90.00	\$75.00
	In-Ground Swimming Pools - Residential				\$300.00
	*Residential Permit fees include all trades and 2 electrical grounding inspections*				
	Residential Demolition Permits				
	Residential Permit fee includes all trades and temporary electrical construction pole, if needed.				\$100.00
	Temporary Service Poles			\$90.00	included in WC permit price
	Temporary construction electrical poles are included with your building permit, if needed.				
	Trade Permits				
	Building			\$90.00	\$75.00
	Electrical			\$90.00	\$75.00
	Mechanical			\$90.00	\$75.00
	Plumbing			\$90.00	\$75.00
	*The \$75 permit fee is a single permit fee for electrical, mechanical and plumbing, regardless of number of trades involved. Electrical pole fee is included in the \$75 trade fee.*				
	Non-Residential -Commercial Development (New Buildings, Additions/Alterations, Demolition & Trade Permits)		Range		
			\$0 - \$1,500	\$95.00	\$75.00
			\$1,501 - \$2,500	\$203.00	\$138.00
			\$2,501 - \$25,000	\$283.00	\$204.00
			\$25,001 - \$50,000	\$517.00	\$407.00
			\$50,001 - \$100,000	\$1,035.00	\$815.00
			\$100,001 - \$200,000	\$2,089.00	\$1,629.00
			\$200,001 - \$350,000	\$3,583.00	\$2,852.00
			\$350,001 - \$500,000	\$4,797.00	\$3,768.00
			\$500,000 - \$750,000	\$6,450.00	\$5,042.00
			\$750,001 - \$1,000,000	\$8,205.00	\$6,314.00
		Over \$1,000,000	0.2%	\$8,205.00 plus add 0.2% (multiply by .002) for each added million dollars or portion thereof	\$6,314.00 plus add 0.15% (multiply by .0015) for each added million dollars or portion thereof
	Note: Other permit or development fees may be charged directly by Wake County, when applicable. Please refer to the Wake County Inspections & Permit Fee Schedule for the most up to date fees.				
	See Town of Zebulon or Wake County ordinances for more information.				

Parks and Recreation				
	Outdoor Facility Rental			
	Picnic Shelters Half Day residents (10 AM-1 PM or 2 PM-5 PM)		\$30.00 per 3 half day	\$30.00 per 3 half day
	Picnic Shelters Half Day -non-residents		\$60.00 per 3 half day	\$60.00 per 3 half day
	Picnic Shelter Full Day Resident (10 AM-5 PM)		\$60 per full day	\$60 per full day
	Picnic Shelters Full Day -non-residents		\$120 per full day	\$120 per full day
	Municipal Practice Field & Zebulon Elementary School Soccer/Softball/Baseball Field Hourly Rate		\$30 per hour (\$45 per hour non-resident)	\$30 per hour (\$45 per hour non-resident)
	Municipal Practice Field & Zebulon Elementary School Soccer/Softball/Baseball Field Half Day (4 hours)		\$90 half day (\$125 half day non-resident)	\$90 half day (\$125 half day non-resident)
	Municipal Practice Field & Zebulon Elementary School Soccer/Softball/baseball Field Whole Day (5-10 hours)		\$150 whole day (\$200 whole day non-resident)	\$150 whole day (\$200 whole day non-resident)
	Zebulon Community Park - Griswold Field Hourly Rate		\$30 per hour (\$45 per hour non-resident)	\$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)	\$90 half day (\$125 half day non-resident)
	Zebulon Community Park - Griswold Field Whole Day (5-10 hours)		\$150 whole day (\$200 whole day non-resident)	\$150 whole day (\$200 whole day non-resident)
	Zebulon Community Park - Multi Purpose Field Hourly Rate		\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
	Zebulon Community Park - Multi Purpose Field Half Day (4 hours)		\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
	Zebulon Community Park - Multi Purpose Field Whole Day (5-10 hours)		\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
	Wakelon Elementary School Upper/Lower Field Hourly Rate		\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
	Wakelon Elementary School Upper/Lower Field Half Day (4 hours)		\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
	Wakelon Elementary School Upper/Lower Field Whole Day (5-10 hours)		\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
	Municipal Field Hourly Rate		\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
	Municipal Field Half Day (4 hours)		\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
	Municipal Field Whole Day (5-10 hours)		\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
	Disc Golf Course Hourly Rate		\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
	Disc Golf Course Half Day (4 hours)		\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
	Disc Golf Course Whole Day (5-10 hours)		\$350 whole day (\$455 whole day non-resident)	\$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		see below by sport	see below by sport
	Baseball/Softball		\$60.00 per field per day	\$60.00 per field per day
	Soccer		\$100.00 per field per day	\$100.00 per field per day
	Football		\$200.00 per field per day	\$200.00 per field per day
	Field Preparation includes one line/dragging 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 per the Cost Recovery Policy	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		See below Additional Department Rental Fees	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
	Please note that all rentals are for a maximum time of 4 hours.			
	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

	<b>Additional Rental Fees</b>				
	Standard staffing rate			\$25.00 per hour per staff	\$35.00 per hour per staff
	Supervisor staffing rate			\$50.00 per hour per staff	\$55.00 per hour per staff
	After hour (night & weekend)			Staff Rate times 150%	Staff Rate times 150%
	Application fee for reoccurring/banquet/assembly/tournament rentals			\$25.00 per application	\$25.00 per application
	Admission/gate fee			\$25.00 per day	\$25.00 per day
	<b>Event Fees</b>				
	Booth/concession registration will be determined on a per event basis.				
	<b>Sponsorship Fees</b>				
	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	\$500.00
	Athletic Field Sponsor (per year)			\$1,500.00	\$1,500.00
	Basketball Court (Community Center) Court Sponsor (per season)			\$500.00	\$500.00
	Disc Golf Hole Sponsor (per year)			\$500.00	\$500.00
	Disc Golf Course Sponsor (3 years)			\$10,000.00	\$10,000.00
	Annual Event Sponsorship Package				
	Platinum			\$10,000.00	\$10,000.00
	Gold			\$5,000.00	\$5,000.00
	Silver			\$2,500.00	\$2,500.00
	Bronze			\$500.00	\$500.00
	Other Event & Program Sponsor Packages will be determined on a per program/event basis.				
	<b>Youth Athletic Program Fees</b>				
	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

	<u>Youth/Adult Combined Athletic Program Fees</u>				
	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	\$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>				
	<u>Community Center User Fees</u>				
	Weight Room		\$10.00 per month (\$15.00 per month non-resident)	\$10.00 per month (\$15.00 per month non-resident)	
	<u>Youth Programs</u>				
	Summer Camps (based on cost of instruction & supplies)		\$60-200.00	\$60-200.00	
	<u>Camp &amp; Program Nonresident Rates</u>				
	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.	
	<u>Non-Athletic &amp; Camp Programs</u>		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	
	<u>Gold All Access Pass</u>				
	Includes monthly membership to exercise rooms & unlimited daytime exercise programs for the month		\$35.00 for resident/ \$45.00 for non-resident	\$35.00 for resident/ \$45.00 for non-resident	
	*some exercise programs may be excluded from fitness passes due to demand and format				
	<u>Living Tree Memorial</u>				
	Living Tree Memorial Tree and Brass Leaf		\$100.00	\$150.00	
	Optional Outdoor Plastic Tree Tag		\$15.00	\$15.00	
	<u>Special Events</u>				
	Applicant Fee:				
	Parade, Walk/Race, General Event Tier I & II		\$100.00	\$100.00	
	Municipal Complex		\$25.00	\$25.00	
	Permit Fee				
	Parade, Walk/Race, General Event Tier II		\$100.00	\$100.00	
	General Event Tier 1		\$250.00	\$250.00	
	Municipal Complex		Rental Fee Paid	Rental Fee Paid	
	Back/Side Lawn and Parking				
	Full Day (6AM-11 PM)		\$500.00	\$500.00	
	Half Day (7 hrs)		\$300.00	\$300.00	
	<i>Does not include closing the front gates or circular drive.</i>				
	Entire Complex				
	Full Day (6AM-11 PM)		\$1,000.00	\$1,000.00	
	Half Day (7 hrs)		\$600.00	\$600.00	
	* Fridays are billed at the half day rate.				
	After Hours Fee		\$200 per hour	\$200 per hour	
	<i>This fee will be charged if applicant and all items brought onto the property are not removed from the municipal complex by the end time listed on the rental agreement.</i>				
	Security Deposit		Equal to the Rental Fee, not less than \$500	Equal to the Rental Fee, not less than \$500	
	Late Fee		\$250.00	\$250.00	
	Insurance Reimbursement		100% cost incurred by town	100% cost incurred by town	
	Processing Fee		\$250.00	\$250.00	
	* The applicant is expected to purchase their own insurance.				
	Mailer		100% cost incurred by Town	100% cost incurred by Town	
	Processing Fee		\$50.00	\$50.00	
	Emergency Action Plan Late Fee		\$25 per day	\$25 per day	

Public Works Staff Services*					
	General Labor	Equipment operator I and II, III or Crew leader		\$32.50 per hour	\$39.75 per hour
	Administrative Labor	Administrative Assistant/Construction Inspector		\$38.45 per hour	\$42.00 per hour
	Technical Labor	Ops. Manager, Adm/Contracts Manager, Senior Construction Inspector		\$53.20 per hour	\$57.25 per hour
	Management Support	Director/Asst. Director/Engineer		\$76.85 per hour	\$78.50 per hour
	Administrative Billings			\$30.00	\$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			\$5.50 per hour	\$5.50 per hour
	Chain Saw			\$8.25 per hour	8.25 per hour
	Jumping Jack/Plate Tamp			\$15.00 per hour	\$15.00 per hour
	Weed Eater, Edger or Blower			\$11.00 per hour	\$11.00 per hour
	Portable Wobble Light			\$27.50 per hour	\$27.50 per hour
	Air Compressor -185 CFM			\$25.00 per hour	\$25.00 per hour
	4x4 Backhoe w 4/1			\$93.00 per hour	\$93.00 per hour
	Compact Payloader with attachment			\$90.00 per hour	\$90.00 per hour
	Zero Tun Mower			\$38.00 per hour	\$38.00 per hour
	2 KW Generator			\$40.00 per day	\$40.00 per day
	8 KW Generator			\$77.00 per day	\$77.00 per day
	20 KW Generator			\$125.00 per day	\$125.00 per day
	30 KW Generator			\$148.00 per day	\$148.00 per day
	60 KW Generator			\$192.00 per day	\$192.00 per day
	120V Cart Receptacles			\$105.00 per day each	\$105.00 per day each
	HD Extension Cord for Carts			\$30.00 per day each	\$30.00 per day each
	3' Heavy Duty Cable Protectors			\$5.50 per day each	\$5.50 per day each
	8' Safety Barricades			\$33 per day each	\$33 per day each
	3' Safety Cones			\$1.25 per day each	\$1.25 per day each
	Safety Signage and Stand			\$10.00 per day each	\$10.00 per day each
	NCDOT Approved Safety Signage and Stand			\$11.00 per day each	\$11.00 per day each
	Light Tower			\$30.00 per hour/\$95 per day	\$30.00 per hour/\$95 per day
	Ramjet 65-gpm			\$55.00 per hour	\$55.00 per hour
	40-65 HP Tractor w/ attachment			\$66.00 per hour	\$66.00 per hour
	Power Broom/Bush Hog/Walk Behind Mower			\$27.50 per hour	\$27.50 per hour
	Track Loader w/ attachment			\$75.00 per hour	\$75.00 per hour
	Mid-size Excavator			100.00 per hour	100.00 per hour
	Mini Excavator			\$72.50 per hour	\$72.50 per hour
	Bucket Truck (42' working height)			\$85.00 per hour	\$85.00 per hour
	Street Sweeper			\$175.00 per hour	\$175.00 per hour
	Vacuum Trailer			\$93.00 per hour	\$93.00 per hour
	Knuckle Boom Truck ( 20 CY)			\$125.00 per hour	\$125.00 per hour
	Automated Leaf Truck ( 25 CY)			\$160.00 per hour	\$160.00 per hour
	Material Cost			Actual Costs + 20%	Actual Costs + 20%
	Salt Brine (23-26% solution )			\$0.50 per gallon	\$0.50 per gallon
	4 x 4 Utility Vehicle(6 passenger)			\$93.00 per day	\$93.00 per day
	F-150/F-250 4x4			\$55.00 for first 3 hours/\$154.00 per day over 3 hours	\$55.00 for first 3 hours/\$154.00 per day over 3 hours
	F-250 Utility Truck			\$72.00 for first 3 hours/\$181.00 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			\$100.00 for first 3 hours/\$250.00 per day over 3 hours	\$100.00 for first 3 hours/\$250.00 per day over 3 hours
	2 Ton Dump (10-12 CY)			\$125.00 for first 3 hours/\$295.00 per day over 3 hours	\$125.00 for first 3 hours/\$295.00 per day over 3 hours
	<b>All fees are subject to change at any time with approval of the Board of Commissioners</b>				





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: 2/26/2024

**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



Town of Zebulon  
Recreation Cost Recovery Policy

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

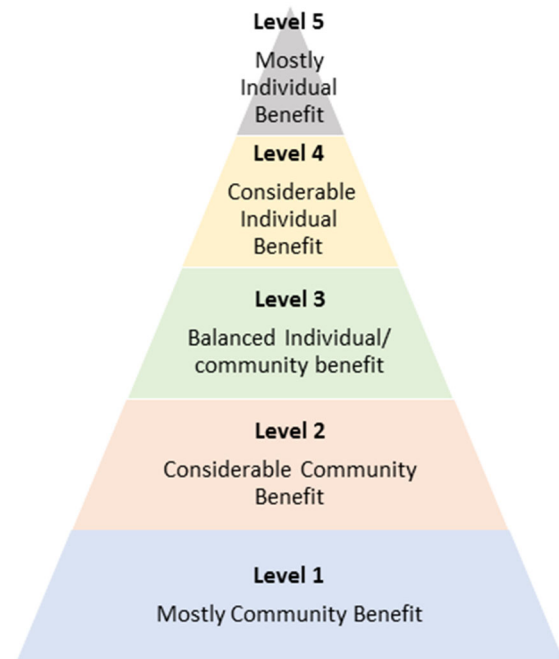
**Section 7. Cost Recovery**

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"> <li>• Support Services</li> <li>• Inclusionary Services</li> <li>• Community Wide Events</li> <li>• Open Park Usage</li> </ul>	0-10%
Level 2	Considerable community benefits	<ul style="list-style-type: none"> <li>• Beginner classes, workshops, and clinics</li> <li>• Recreation athletic league</li> <li>• Volunteer programs</li> </ul>	11-40%
Level 3	Balanced Individual/community benefit	<ul style="list-style-type: none"> <li>• Intermediate classes, workshops and clinics</li> </ul>	40-69%



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		<ul style="list-style-type: none"> <li>• Camps, Before and After School Care</li> <li>• Rentals (Non-Profit)*</li> </ul>	
<b>Level 4</b>	Considerable Individual Benefit	<ul style="list-style-type: none"> <li>• Competitive- Classes, workshops, and clinics</li> <li>• Restricted Leagues and Tournaments</li> <li>• Senior Programs &amp; Day Trips</li> </ul>	70-99 %
<b>Level 5</b>	Mostly Individual Benefit	<ul style="list-style-type: none"> <li>• Chartered Trips</li> <li>• Equipment Rentals</li> <li>• Permitted Services</li> <li>• Rentals (private)*</li> <li>• Tenant Leases</li> <li>• Merchandise</li> <li>• Concessions/Vending</li> <li>• Private lessons/programs</li> </ul>	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.
- Consider partnerships.
- Community sentiment & expectations



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- 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 **financial aid** request form.

Extenuating circumstances may apply where a participant may not be eligible for the financial aid program. Staff may establish a payment plan with the participant. Failure to meet the agreed upon payment plan may result in a hold being placed on the participant's account until the balance due is paid. Participants should communicate challenges meeting the payment plan in advance and work the Town make necessary updates to the payment plan. Staff is not able to waive participation fees set by Board of Commissioners through the Fee Schedule.

#### 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% 40%

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

1. Rental Application



Town of Zebulon  
Recreation Cost Recovery Policy

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

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.



STAFF REPORT  
ZEBULON PARKS AND RECREATION  
REFUND POLICY

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

Advisory Board Recommended for Approval: 2/26/2024

### 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.
3. Prior to the athletic league first practice or tryout, or program meeting, a participant cancellation notice is provided to the Town for a program with an existing waitlist and another participant is able to register and pay required registration fees.

STAFF REPORT  
ZEBULON PARKS AND RECREATION  
REFUND POLICY

**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.

STAFF REPORT  
ZEBULON PARKS AND RECREATION  
REFUND POLICY

**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.

TRANSPORTATION FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Street Paving and Vehicular Transportation</b>										
<u>Street Paving:</u>										
FY '25 Annual Street Resurfacing		\$440,000 ✓	funded by Tag Fee and Powell Bill							
FY '26 Annual Street Resurfacing				\$453,200						
FY '27 Annual Street Resurfacing					\$466,796					
FY '28 Annual Street Resurfacing						\$480,800				
FY '29 Annual Street Resurfacing							\$495,224			
FY '30 Annual Street Resurfacing								\$510,081		
FY '31 Annual Street Resurfacing									\$525,383	
<u>Intersection Improvements:</u>										
Old Bunn @ Shepard School signal		\$2,300,000 ✓	funded by Transportation Impact Fees							
Jones Street Connector and Pearce/Proctor Roundabout					\$8,000,000					Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Arendell/Gannon Roundabouts						\$10,000,000				Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Judd @ N. Arendell Signal									\$ 5,000,000	Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
<u>Thoroughfare Improvements:</u>										
North Arendell Widening		\$4,000,000 ✓	funded by Bond Referendum							Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Proctor - Old Bunn (Pearces to Karial)								\$11,000,000		Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Gannon Avenue & Industrial Drive Loop							\$10,000,000			Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
<b>FY 25 Street and Thoroughfare Expenditures</b>		<b>\$6,740,000 ✓</b>	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$453,200</b>	<b>\$8,466,796</b>	<b>\$10,480,800</b>	<b>\$10,495,224</b>	<b>\$11,510,081</b>	<b>\$5,525,383</b>	
<b>Dedicated Property Tax</b>										FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
<b>Property Tax dedicated to pay Bond</b>		\$4,000,000 ✓	tax rate increase goes into effect in FY 26		\$8,000,000	\$10,000,000	\$10,000,000	\$11,000,000	\$5,000,000	Transportation Bond Referendum on '24 ballot
<b>Motor Vehicle Tag Fee</b>		\$205,000 ✓	dedicated to Annual Street Resurfacing	\$211,150	\$217,485	\$224,009	\$230,729	\$237,651	\$244,781	
<b>Transportation Impact Fee</b>		\$300,000 ✓								
<b>Powell Bill (gas tax)</b>		\$235,000 ✓	dedicated to Annual Street Resurfacing	\$242,050	\$249,312	\$256,791	\$264,495	\$272,429	\$280,602	
<b>Fund Balance (Unassigned)</b>										
<b>Transportation Improvements (Committed Fund Balance)</b>										
<b>Transportation Impact Fee (Restricted Fund Balance)</b>		\$2,000,000 ✓								
<b>Developer Reimbursement / Fee-in-Lieu (Restricted Fund Balance)</b>										
<b>Street Powell Bill (Restricted Fund Balance)</b>										
<b>FY 25 Street and Thoroughfare Revenues</b>		<b>\$6,740,000 ✓</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$453,200</b>	<b>\$8,466,796</b>	<b>\$10,480,800</b>	<b>\$10,495,224</b>	<b>\$11,510,081</b>	<b>\$5,525,383</b>	

TRANSPORTATION FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>"Walk Zebulon" and Transit</b>										
<b>Walk Zebulon</b>										
Poplar Street (Vance to Gannon)		\$250,000 ✓								Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Gill / Privette Connector (Gannon to ZMS)				\$750,000						Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
N. Arendell (Lee - Triangle East)					\$500,000					Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Pony Road (Zebulon Green - Bus Stop/Wedgewood SC)							\$250,000			Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
<b>Transit</b>										
Smart Ride		\$75,000 ✓		\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	
<b>FY 25 Walk Zebulon Expenditures</b>		<b>\$325,000 ✓</b>	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$825,000</b>	<b>\$575,000</b>	<b>\$75,000</b>	<b>\$325,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	
<b>Dedicated Property Tax Base</b>		\$75,000 ✓	0.3¢ of 2	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	
<b>Dedicated Property Tax Base to pay Bond</b>		\$250,000 ✓		\$750,000	\$500,000		\$250,000			Transportation Bond Referendum on '24 ballot
<b>Greenway/bicycle/pedestrian Reserves</b>										
<b>General Fund, Fund Balance (GFFB)</b>										
<b>FY 25 Walk Zebulon Revenues</b>		<b>\$325,000 ✓</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$825,000</b>	<b>\$575,000</b>	<b>\$75,000</b>	<b>\$325,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	



STORM DRAINAGE FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Stormwater</b>										
<u>2025 projects</u>										
W. Horton		\$175,000	✓	\$180,250						
<u>2026 projects</u>										
W. Sycamore and Arendell						\$				included with road project
<u>2027 projects</u>										
E. Horton Street (design)					\$185,658					
<u>2028 projects</u>										
E. Horton Street (right of way & permitting)						\$191,227				
<u>2029 projects</u>										
E. Horton Street (construction)							\$1,658,000			Stormwater Bond Referendum required
<u>2030 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds. Candidates include:										
Lee and Glenn Street								\$88,000		Stormwater Bond Referendum required
East Franklin Drainage								\$530,000		
Poplar and Whitley RR Crossing								\$131,000		
Sexton Avenue								\$950,000		
Little River Park								\$320,000		
Stormwater Improvements (Committed Fund Balance)								\$260,000		
<u>2031 projects</u>										
TBD dependent upon Stormwater Condition Assessment results and available funds. Candidates include:										
Lee and Glenn Street									\$88,000	Stormwater Bond Referendum required
East Franklin Drainage									\$530,000	
Poplar and Whitley RR Crossing									\$131,000	
Sexton Avenue									\$950,000	
Little River Park									\$320,000	
Stormwater Improvements (Committed Fund Balance)									\$300,000	
<b>FY 25 Stormwater Expenditures</b>		<b>\$175,000</b>	✓	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$180,250</b>	<b>\$185,658</b>	<b>\$191,227</b>	<b>\$1,658,000</b>	<b>\$2,279,000</b>	<b>\$2,319,000</b>
<b>Stormwater Capital Reserves</b>										
<b>Dedicated Property Tax for Stormwater</b>		\$175,000	✓	0.7¢	\$180,250	\$185,658	\$191,227			
<b>Dedicated Property Tax Base to pay Bond</b>							\$1,658,000	\$2,279,000	\$2,319,000	
<b>General Fund, Fund Balance (GFFB)</b>										
<b>ARPA</b>										
<b>FY 25 Stormwater Revenues</b>		<b>\$175,000</b>	✓	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$180,250</b>	<b>\$185,658</b>	<b>\$191,227</b>	<b>\$1,658,000</b>	<b>\$2,279,000</b>	<b>\$2,319,000</b>

FLEET MANAGEMENT FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Fleet and Equipment</b>										
<u>Light Duty (~ 5 years)</u>										
Enterprise (PD(3), PR(4), PN(2), PW)	\$84,000	\$84,000	x Existing lease vehicles averaging \$7,000/mo.	\$84,000	\$84,000					Reevaluate program after first buy back period (~2027). Own vehicles at 5-years (if not sold back)
Enterprise (Adm SUV) + 2 truck (replace PR1 & PW))		\$36,000	x Proposed lease vehicles @ \$12,000 ea.	\$30,000	\$30,000	\$30,000				
Enterprise (3 SUV (2 Cpt., Det.))		\$54,000	x Proposed lease vehicles @ \$18,000 ea.	\$54,000	\$54,000	\$54,000				
Enterprise upfits		\$43,500	+ PD @ \$14,000 ea., PW & PR @ \$750 ea.							
Patrol - replacements (3 @ \$94k ea.)		\$282,000	x 29k Fund Balance	\$119,250	\$188,000	\$188,000	\$188,000	\$188,000	\$118,000	
PW - new (Stormwater Manager)		\$60,000	+ Fund Balance	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	
PW - new (Project Manager)		\$60,000	+ Fund Balance	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	
PR (F-250 (PR4 replacement))		\$82,000	x	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000	
FD (F-350 Replacement)		\$67,000	✓ funded by 1.7¢ dedicated to Fire Apparatus							
Vehicle Allotment FY 27-31					\$91,449	\$65,984	\$199,214	\$240,675	\$332,985	
<u>Medium Duty (5-15 years):</u>										
Payloader	\$16,000	\$16,000	♦ financed by Yard Waste Fee	\$16,000	\$16,000					Roll retired debt into another piece of equipment in FY '28
Leaf Truck	\$38,000	\$38,000	♦ financed by Yard Waste Fee	\$38,000	\$38,000					Roll retired debt into another piece of equipment in FY '28
Excavator and Trailer	\$33,000	\$33,000	♦ financed by Yard Waste Fee	\$33,000	\$33,000					Roll retired debt into another piece of equipment in FY '28
PW Replace F250 with FD F-350		\$11,500	♦ funded by Yard Waste Fee							
Knuckleboom	\$43,000	\$43,000	♦ financed by Yard Waste Fee	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	
<u>Heavy Duty (&gt;15 years):</u>										
1987 Ladder Replacement (#95)	\$83,000	\$83,000	✓ funded by 1.7¢ dedicated to Fire Apparatus	\$83,000	\$83,000	\$83,000	\$83,000	\$83,000	\$86,000	Last debt payment in FY '33
1997 Pumper Replacement (#91)	\$84,000	\$84,000	✓ funded by 1.7¢ dedicated to Fire Apparatus	\$84,000						Last debt payment in FY '26
Pumper Replacement (#94)				\$108,000	\$108,000	\$108,000	\$108,000	\$108,000	\$108,000	First debt payment in FY '27
Pumper Replacement (#92)							\$950,000			Paid with Reserve Funds
New Pumper (Fire Station #3)									\$1,100,000	Paid with Reserve Funds
Fire Fleet Reserve deposit (from dedicated property tax)		\$191,000	✓ Remainder of Fire Tax placed into savings to purchase Pumper #92.	\$162,750	\$259,883	\$273,409	\$287,341	\$301,691	\$313,472	
Fire Fleet Reserve deposit (from County Cost share)		\$292,514	+ Annual payment ends in FY '25 with lump sum deposit	\$82,546	\$86,883	\$91,443	\$96,237	\$101,277	\$106,576	
<u>Equipment</u>										
Smithco Bunker Rake replacement		\$25,000	+ Fund Balance							
Reel Mower (PR)		\$78,000	+ Fund Balance							
Replacement Mower (PR 103)		\$17,000	+ Fund Balance							
New Mower (PR Prop. Maint. Tech.)		\$17,000	+ Fund Balance							
Bobcat AT 450 replacement		\$63,000	+ Fund Balance							
PD ATV				\$25,000						
Toro Multiforce				\$22,500						
Toro Stand-On				\$24,000						
Equipment Allotment FY 27-31					\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	
<b>FY 25 Fleet Expenditures</b>		<b>\$1,760,514</b>	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$1,211,046</b>	<b>\$1,387,215</b>	<b>\$1,208,836</b>	<b>\$2,226,792</b>	<b>\$1,337,643</b>	<b>\$2,480,033</b>	

FY 2025 Recommended Capital Budget Spreadsheet

Dedicated Property Tax for Fleet		\$500,000	x	2¢	\$515,000	\$530,450	\$546,364	\$562,754	\$579,637	\$597,026	Assumes 3% growth.
Dedicated Property Tax for Fire Fleet		\$425,000	✓	1.7¢	\$437,750	\$450,883	\$464,409	\$478,341	\$492,691	\$507,472	Assumes 3% growth.
County Cost share		\$292,514	+		\$82,546	\$86,883	\$91,443	\$96,237	\$101,277	\$106,576	
FEMA											
Fund Balance (Unassigned)		\$401,500	♣	Equipment and upfits	\$27,005						
Fire Fleet Reserve								\$950,000		\$1,100,000	
Regular Fleet Reserve (Committed Fund Balance)											
Yard Waste Fee		\$141,500	♦	funds Medium Duty	\$145,745	\$150,117	\$154,621	\$159,259	\$164,037	\$168,958	
<b>FY 25 Fleet Revenues</b>		<b>\$1,760,514</b>		<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$1,208,046</b>	<b>\$1,218,333</b>	<b>\$1,256,836</b>	<b>\$2,246,592</b>	<b>\$1,337,643</b>	<b>\$2,480,033</b>	

SERVICE EQUIPMENT & IT FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Service Equipment</b>										
Knox Box Replacement		\$70,000								
Thermal Image Camera		\$11,000					\$12,000			
Defibrillator Replacement				\$8,000		\$8,000			\$8,500	
Mobile and Portable Radio Replacement								\$250,000		
K-9								\$15,000		
SCBA Units and Bottles									\$240,000	
Drone Replacement							\$13,000			
<b>FY 25 Service Equipment Expenditures</b>		<b>\$81,000</b>	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$25,000</b>	<b>\$265,000</b>	<b>\$248,500</b>	
<b>Dedicated Property Tax</b>										
<b>General Fund, Fund Balance (GFFB)</b>		<b>\$81,000</b>		<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$25,000</b>	<b>\$265,000</b>	<b>\$248,500</b>	
<b>FY 25 Service Equipment Revenues</b>		<b>\$81,000</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$25,000</b>	<b>\$265,000</b>	<b>\$248,500</b>	
<b>Information Technology</b>										
IT network reinvestment (computers, switches, servers)		\$30,000		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
<b>FY 25 IT Expenditures</b>		<b>\$30,000</b>	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	
<b>Dedicated Property Tax</b>				<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	
<b>General Fund, Fund Balance (GFFB)</b>		<b>\$30,000</b>								
<b>IT Reserve</b>										
<b>FY 25 IT Revenue</b>		<b>\$30,000</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	

PROPERTY MANAGEMENT FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Facilities</b>										
<u>Municipal Complex</u>										
FY '09 Debt Service - Bonds (Mun. Complex)	\$263,450		Payments already included in Op. Budget	\$256,675	\$248,800	\$240,925	\$104,000			Debt retired FY '29
Town Hall Reorganization		\$170,000		\$1,300,000						Bond Referendum or Lease Purchase.
Town Hall Expansion						\$900,000			\$10,000,000	Bond Referendum or Lease Purchase.
Town Hall Maintenance			Replace windows with reorganization project	\$350,000						
Police Reorganization		\$110,000		\$1,200,000						Bond Referendum or Lease Purchase.
Police Expansion									\$3,000,000	Bond Referendum or Lease Purchase.
<u>Fire</u>										
Fire/EMS Station: Construction			Approximately 1.5¢ on the tax rate.	\$366,000	\$366,000	\$366,000	\$366,000	\$366,000	\$366,000	Wake County partnership financing.
Fire/EMS Station: Equipment									\$150,000	
Fire Station 2:										
Land Acquisition					\$1,000,000					Bond Referendum or Lease Purchase. Bond Referendum or Lease Purchase.
Design, Permitting, Utilities						\$11,000,000				
Construction										
Fire Station 3:										
Land Acquisition		\$820,000								Bond Referendum or Lease Purchase. Bond Referendum or Lease Purchase.
Design, Permitting, Utilities							\$1,000,000			
Construction								\$11,000,000		
<u>Public Works Facilities</u>										
Maintenance Shop Renovation		\$600,000								
Yard Expansion Improvement		\$500,000								
Office Expansion					\$20,000	\$2,000,000				
<u>Five County Stadium</u>										
<u>Facility Assessment Survey (FAS)</u>										
Per priority in FAS					\$128,750	\$132,613	\$136,591	\$140,689	\$100,000	
<b>FY 25 Facility Expenditures</b>		<b>\$2,200,000</b>	<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$3,472,675</b>	<b>\$1,763,550</b>	<b>\$14,639,538</b>	<b>\$606,591</b>	<b>\$1,506,689</b>	<b>\$24,616,000</b>	
Property Tax dedicated to Capital		\$700,000	0.5¢ + 0.6¢ (round up to 8 cents dedicated to capital) and borrow 1.7¢ from Streets)	\$125,000	\$128,750	\$132,613	\$136,591	\$140,689	\$250,000	
Property Tax dedicated to Fire/EMS				\$366,000	\$366,000	\$366,000	\$366,000	\$366,000	\$366,000	
Property Tax dedicated to Capital (Bond)				\$2,500,000	\$1,020,000	\$13,900,000		\$1,000,000	\$24,000,000	
County Cost Share										
General Fund Fund Balance		\$1,500,000		\$225,000						
Capital Reserve Balance										
Stadium Reserve										
Operating Budget dedicated to debt				\$256,675	\$248,800	\$240,925	\$104,000	\$0	\$0	
<b>FY 25 Facility Revenue</b>		<b>\$2,200,000</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$3,472,675</b>	<b>\$1,763,550</b>	<b>\$14,639,538</b>	<b>\$606,591</b>	<b>\$1,506,689</b>	<b>\$24,616,000</b>	

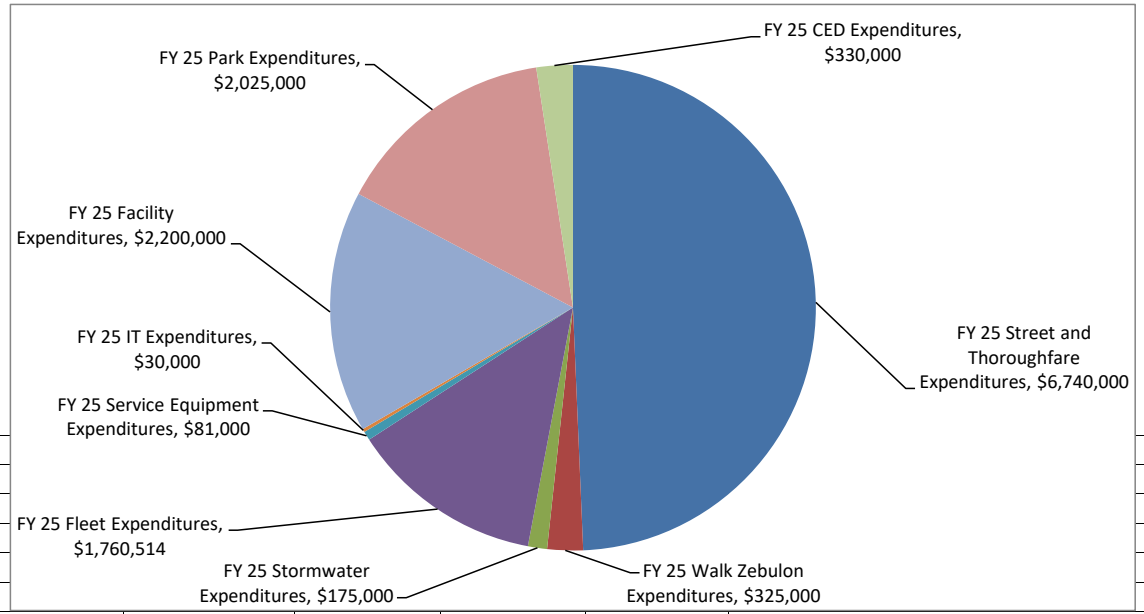


PROPERTY MANAGEMENT FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended	FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Parks</b>										
<u>Gill Street (neighborhood park)</u>										
Community Planning		\$30,000								
Walking Path					\$50,000					
<u>Zebulon Elementary School-Park (WCPSS joint use)</u>										
Walking Track Repair and Stabilization		\$15,000								
Renovations (Basketball, Volleyball) & Signage				\$45,000						
Field Improvement/Repurpose									\$50,000	
<u>Little River Park (nature park)</u>										
Phase 1				\$1,500,000						Park Bond Referendum required
Phase 2						\$2,700,000				Park Bond Referendum required
<u>Community Park</u>										
Disc Golf Improvements		\$15,000								
Bridge Replacement and Barbee Trailhead		\$90,000								
Park Expansion				\$500,000						Park Bond Referendum required
Baseball/Softball "wheel" and Spectator improvements					\$80,000		\$1,000,000			Park Bond Referendum required
Basketball Court renovations				\$400,000						Park Bond Referendum required
Stormwater and Landscaping				\$150,000						
Splashpad and Stormwater				\$500,000	\$45,000					Park Bond Referendum required
<u>Community Center</u>										
Sports Flooring		\$130,000								
Projector and Audio Replacement		\$25,000								
HVAC Replacement		\$230,000								
Renovations (Yoga Room, Office, Lobby) & Signage				\$45,000						
<u>Wakelon Elementary School-Park (WCPSS joint use)</u>										
Upper Field Fence Extension		\$45,000								
Develop 3rd Soccer Field				\$150,000						
Develop walking trails				\$120,000						
Parking Improvements				\$150,000						
Signage				\$10,000						
<u>Whitley Park (neighborhood park)</u>										
Renovations (totlot, signage, parking)				\$280,000						
Landscape and Stormwater improvements					\$150,000					
<u>Beaverdam Greenway</u>										
Fence Replacement		\$25,000								
Design and Construction							\$500,000	\$1,400,000	\$1,400,000	Park Bond Referendum required
<u>Spine Greenway (connects Little River to Five County Stadium through Downtown)</u>										
Design and Construction				\$500,000	\$1,400,000	\$1,400,000				Park Bond Referendum required
<u>Park Maintenance</u>										
Amenities (trash cans, benches, picnic tables)		\$20,000								

Park Expansion										
Park Acquisition and Development		\$1,050,000				\$1,800,000			\$2,000,000	Park Bond Referendum required
Greenway Design		\$350,000								
Downtown Park				\$450,000	\$1,300,000	\$900,000				Park Bond Referendum required
Zebulon/Wendell Open Space Trailhead								\$50,000		
<b>FY 25 Park Expenditures</b>		<b>\$2,025,000</b>		<b>Projected FY 26 - FY 31 Expenditures</b>	<b>\$4,800,000</b>	<b>\$3,025,000</b>	<b>\$6,800,000</b>	<b>\$1,500,000</b>	<b>\$1,400,000</b>	<b>\$3,500,000</b>
Dedicated Property Tax		\$125,000	0.5¢							
Property Tax dedicated to Capital (Bond)					\$4,800,000	\$3,025,000	\$6,800,000	\$1,500,000	\$1,400,000	\$3,500,000
Wake: Open Space Grant										Bond Referendum of \$20M requires approximately 5¢ increase of tax rate
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		\$1,000,000								
General Fund Fund Balance		\$550,000								
GBP Reserves		\$350,000								
<b>FY 25 Park Revenue</b>		<b>\$2,025,000</b>		<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$4,800,000</b>	<b>\$3,025,000</b>	<b>\$6,800,000</b>	<b>\$1,500,000</b>	<b>\$1,400,000</b>	<b>\$3,500,000</b>

COMMUNITY & ECONOMIC DEVELOPMENT FUND	FY 2025 Required (Debt Payments)	FY 2025 Recommended		FY '25 Notes	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Sustainability Check
<b>Community and Economic Development</b>											
Vibrant Downtown											
Façade Grant		\$15,000	✓	Sales tax	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$15,000	Funding depends upon creation and growth in Downtown Overlay District's property value
Streetscape Grant		\$0			\$5,000	\$4,000	\$3,000			\$10,000	
Building Upfit Grant		\$0			\$30,000	\$25,000	\$27,500	\$22,000	\$13,500	\$10,000	
MSD Feasibility Study		\$20,000	✓	Sales tax							
Water Fill Stations		\$25,000	✓								
Electric Hook-up (50A)											
Infrastructure Assessment and Upgrade		\$50,000									
Small Town Life											
Branding											
Branding: Wayfinding - Phase I											
Branding: Wayfinding - Phase II											
Branding: Wayfinding - Phase III											
Growing Smart											
Rail Corridor Economic Development Incentive							\$50,000				
Certified Site Development								\$100,000	\$100,000		
Retail and Hotel Incentive										\$100,000	
Emergency Operations Plan - Phase II											
Housing Plan		\$100,000	✓								
ED Marketing Video		\$60,000	✓	Sales tax							
Home Infrastructure Program		\$60,000	✓								
FCS Feasibility Study											
Reserve deposit					\$10,000	\$41,000					
<b>FY 25 CED Expenditures</b>		<b>\$330,000</b>	<b>✓</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$55,000</b>	<b>\$80,000</b>	<b>\$90,500</b>	<b>\$132,000</b>	<b>\$123,500</b>	<b>\$135,000</b>	
<b>Dedicated Sales Tax Base</b>		<b>\$95,000</b>	<b>✓</b>		<b>\$55,000</b>	<b>\$60,000</b>	<b>\$69,900</b>	<b>\$91,000</b>	<b>\$95,000</b>	<b>\$100,000</b>	
<b>Property Tax dedicated to Capital</b>											
<b>Municipal Service District</b>						\$20,000	\$20,600	\$21,000	\$28,500	\$35,000	revenue generated by placing additional 6¢ property tax on properties within Downtown Overlay District
<b>Congressional "earmark"</b>											
<b>CED Reserves</b>								\$20,000			
<b>Fund Balance (Unassigned)</b>		<b>\$235,000</b>	<b>✓</b>								
<b>FY 25 CED Revenues</b>		<b>\$330,000</b>	<b>✓</b>	<b>Projected FY 26 - FY 31 Revenues</b>	<b>\$55,000</b>	<b>\$80,000</b>	<b>\$90,500</b>	<b>\$132,000</b>	<b>\$123,500</b>	<b>\$135,000</b>	

GRAND SUMMARY				
Expenditure Destination			Revenue Source	
FY 25 Street and Thoroughfare Expenditures	-	\$6,740,000	Property Tax dedicated to Capital	\$1,400,000
FY 25 Walk Zebulon Expenditures	-	\$325,000	Property Tax dedicated to Capital (Bond)	\$4,250,000
FY 25 Stormwater Expenditures	-	\$175,000	Property Tax dedicated to Stormwater	\$175,000
FY 25 Fleet Expenditures	-	\$1,760,514	Property Tax dedicated to Fire vehicles	\$425,000
FY 25 Service Equipment Expenditures	-	\$81,000	MSD & TIF	\$0
FY 25 IT Expenditures	-	\$30,000	Sales Tax	\$95,000
FY 25 Facility Expenditures	-	\$2,200,000	General Fund Fund Balance	\$2,797,500
FY 25 Park Expenditures	-	\$2,025,000	Stadium Reserve	\$0
FY 25 CED Expenditures	-	\$330,000	Capital Reserve	\$0
			GBP Reserves	\$350,000
			Transportation (Committed Fund Balance)	\$0
		\$13,666,514	Stormwater Reserves	\$0
Revenue Types			CED Reserves	\$0
Taxes on Property			IT Reserve	\$0
Taxes on Sales			Fire Fleet Reserve (Committed Fund Balance)	\$0
Reserves			Regular Fleet Reserve (Committed Fund Balance)	\$0
Fees on Services			Yard Waste Fee	\$141,500
Restricted funds for specified purpose			Motor Vehicle Tag Fee	\$205,000
			Transportation Impact Fee	\$300,000
			Wake County (e.g., Fire Cost Share)	\$292,514
			Recreation Impact Fees	\$1,000,000
			State (gas tax)	\$235,000
			State (Street Reserve (unspent gas tax))	\$0
			Federal (ARPA)	\$0
			Federal (e.g., FEMA, "earmarks")	\$0
			Development (TIF, conditions, Agreements)	\$2,000,000
				\$13,666,514



**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2030**

**DEPARTMENT**

Public Works Department

**PROJECT MANAGER**

Chris D. Ray, Public Works Director

**DEPARTMENTAL PRIORITY**

Level A

**PROJECT TITLE**

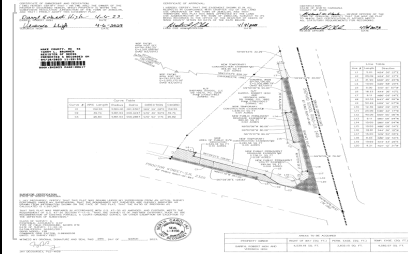
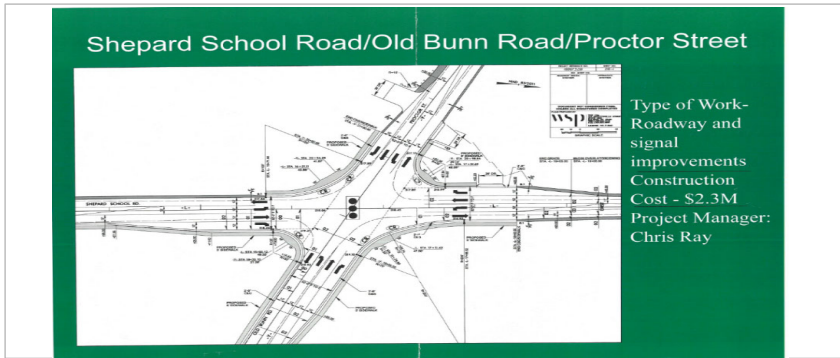
*Shepard School and Old Bunn Signals*

**TYPE OF PROJECT**

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

**PROJECT DESCRIPTION:** The design is 95% complete, and easement acquisition is expected to be completed by June 1st. Staff is finalizing erosion control permits with DEQ. Staff would like to advertise for Bids in June and release Duke Energy and others to complete utility relocation.

Scope	Cost
Construction Cost	1,406,385
Duke Relocation	100,968
CORPUD Relocation	110,000
<b>Subtotal</b>	<b>\$1,617,353</b>
10% CPI	161,735
Const. Engineering Inspection	150,000
Construction Adm.	80,000
Geotechnical	32,350
<b>Subtotal</b>	<b>\$2,041,438</b>
Contingency @ 15%	242,602
Construction Estimate	2,284,040
<b>Budget Amount</b>	<b>2,300,000</b>



**PROJECT ALTERNATIVES**

**OPERATING IMPACT/OTHER COMMENTS**

**PROJECT STATUS**

Funds Approved to Date

\$ -
------

Funds Expended to Date

\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction		2,300,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>		\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund -		\$ -		\$ -	\$ -	\$ -	\$ -
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Transportation Impact Fees	-	2,300,000					
<b>Total Funding Sources</b>	\$ -	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

**TOTAL PROJECT COST:**

**\$ 2,300,000**



**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2029**

**DEPARTMENT**  
Public Works Department

**PROJECT MANAGER**  
Chris D. Ray, Public Works Director

**DEPARTMENTAL PRIORITY**  
Level A

**PROJECT TITLE**  
  
*North Arendell Access and Operational Project*

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

**PROJECT DESCRIPTION**

**North Arendell Avenue Operational Improvements**

Project: Roadway improvements, including access roads and pedestrian facilities  
 Cost: \$4.0 million  
 Project Manager: Chris Ray  
 Grants Manager: Mary Duffy

**PROJECT ALTERNATIVES**

Two lane left turn onto Arendell Ave

**OPERATING IMPACT/OTHER COMMENTS**

Requires 50/50 CAMPO Funding Agreement, NCDOT Small Construction Funds Grant- \$200,000 , NCDOT \$150,000 resurfacing grant, CAMPO \$956,000 Grant 2017

**PROJECT STATUS**

Funds Approved to Date


Funds Expended to Date

--

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -			\$ -	\$ -	\$ -	\$ -
Purchase							
Construction	-	4,000,000			-	-	-
Equipment	-		-	-	-	-	-
Contingency	-		-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	\$ -	\$ 4,000,000			\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund				\$ -	\$ -	\$ -	\$ -
Bond Referendum	-	4,000,000	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - installment financing	-		-		-	-	-
<b>Total Funding Sources</b>	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -

**TOTAL PROJECT COST:** **\$ 4,000,000**

**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2030**

<b>DEPARTMENT</b>	<b>PROJECT MANAGER</b>	<b>DEPARTMENTAL PRIORITY</b>
Fire	Chris Perry	

<b>PROJECT TITLE</b>	<b>TYPE OF PROJECT</b>					
FD Key Box Upgrade	<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><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**  
The fire department has a required access key box program that is intended to enable fire department personnel to access businesses in emergency situations. There are approximately one hundred-sixty access boxes in the Town of Zebulon. Security and accountability are key concerns to ensure that the system integrity is not compromised. A failure in system integrity can result in a considerable risk and liability for the Town. This project upgrades our key box system to provide accountability and to minimize risk of unauthorized entry. The current keys will be upgraded to key fobs which can be tracked and safeguarded against unauthorized use.

**JUSTIFICATION**  
This project will solve the problem of potential/perceived high risk and liability to both the Town and its businesses through the current key box system. The project would address issues from the questions such as “what if a key is lost?” or “what if someone uses access for other than the intended purposes?”.



<b>PROJECT ALTERNATIVES</b>	<b>OPERATING IMPACT/OTHER COMMENTS</b>
No action results in continuing to do business without change. Currently, there is considerable risk in the program for businesses and the Town.	

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-						
Construction	-	-	-	-	-	-	-
Equipment	-	62,000	-	-	-	-	-
Contingency	-	3,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL PROJECT COST: \$ 65,000**



**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2030**

**DEPARTMENT**  
Police

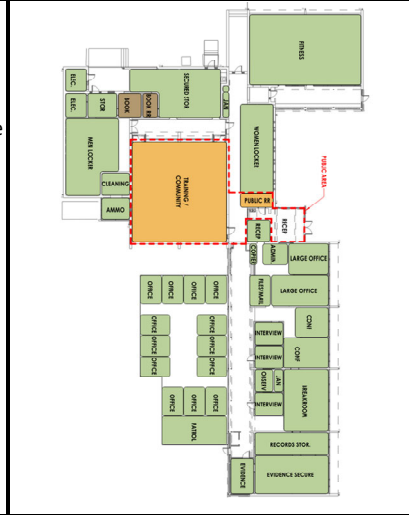
**PROJECT MANAGER**  
Jacqui Boykin

**DEPARTMENTAL PRIORITY**  
Level A

**PROJECT TITLE**  
*Police Department Renovation & Addition*

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

**PROJECT DESCRIPTION : Sidewalk Access**  
**JUSTIFICATION:** As the Town continues to grow, so does the need for police officers and services. The current police station is a renovated school and the space arrangement no longer meets the needs of the Town. In FY 2024 a space study analysis was conducted to review current operational and storage space needs along with projections to determine the appropriate course of action. The proposed request will include interior renovations to maximize existing space and the construction of a new addition onto the Judd Street side to accommodate additional offices.



**PROJECT ALTERNATIVES**  
Construction of several police substations throughout the community.

**OPERATING IMPACT/OTHER COMMENTS**  
Construction will need to be done in phases to maintain operations of the Police Department.

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

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering		\$ 110,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction		-	-	2,730,000	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency		-	-	275,000	-	-	-
Other							
<b>Total Project Costs</b>	\$ -	\$ 110,000	\$ 160,000	\$ 3,005,000	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund		\$ 110,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -
Bond Referendum	-	-	-	3,005,000	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee							
<b>Total Funding Sources</b>	\$ -	\$ 110,000	\$ 160,000	\$ 3,005,000	\$ -	\$ -	\$ -

**TOTAL PROJECT COST: \$ 3,275,000**

**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2029**

**DEPARTMENT**  
Public Works Department

**PROJECT MANAGER**  
Chris D. Ray, Public Works Director

**DEPARTMENTAL PRIORITY**  
Level A

**PROJECT TITLE**  
  
*1987 PW Maintenance Building Renovation*

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

Budget - Construction	Cost
Floor Rehab - epoxy	\$ 50,000
Rollup Doors	\$ 25,000
Plumbing - Floor Drains	\$ 12,000
Painting - interior/exterior	\$ 45,000
Wall capsulation	\$ 40,000
Ceiling Fans	\$ 17,500
Bollards	\$ 20,000
Grease/Oil Trap	\$ 20,000
Structural Repairs	\$ 10,000
LED Lighting	\$ 15,000
Electrical Upgrades	\$ 20,000
Wi-Fi Connectivity	\$ 10,000
FF&E	\$ 15,000
Air Supply Improvements	\$ 10,000
GC Overhead	\$ 61,900
Design/CA/CEI	\$ 123,800
Contingency @ 25%	\$ 104,800
<b>Total</b>	<b>\$ 600,000</b>

The collage includes three photographs: two showing interior renovation work (one with exposed wall insulation and another with a clean interior) and one showing the exterior of the maintenance building. Below the photos are technical drawings for 'Shop Fans' and a 'Grease Trap'.

**PROJECT ALTERNATIVES**

Rental Space - Not a good long-term solution

**OPERATING IMPACT/OTHER COMMENTS**

Impacts to electric, gas, and water utilities.

**PROJECT STATUS**

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering		\$ 123,800		\$ -	\$ -	\$ -	\$ -
Purchase		15,000					
Construction		356,400		-	-	-	-
Equipment	-	-		-	-	-	-
Contingency	-	104,800		-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund		\$ 600,000		\$ -	\$ -	\$ -	\$ -
Bond Referendum			-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- installment loans	-	-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL PROJECT COST: \$ 600,000**



**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2029**

**DEPARTMENT**  
Public Works Department

**PROJECT MANAGER**  
Chris D. Ray, Public Works Director

**DEPARTMENTAL PRIORITY**  
Level A

**PROJECT TITLE**  
  
*PW Yard Expansion 1B*

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

**PROJECT DESCRIPTION: Maintenance Yard/Site Improvements**  
  
Scope: Maintenance Yard LED Lighting, Brine Production Station, Utilities (Electrical and Water), ROW Landscape, Dumpster, Parking and Picnic Areas from Masterplan. This is consistent with the MOU with the Zebulon Planning Department.



Budget - Construction	Cost
LED Lighting	\$ 60,000
Brine Production	\$ 50,000
Landscape	\$ 20,000
Utilities - Water/Electrical	\$ 70,000
Parking/Dumpster/Arbors	\$ 135,000
Design/CA/CEI/Plats	\$ 100,500
Contingency @ 20%	\$ 64,500
<b>Total</b>	<b>\$ 500,000</b>



**PROJECT ALTERNATIVES**

Duke Energy to install lighting; but will not be on emergency power from Generator.

**OPERATING IMPACT/OTHER COMMENTS**

Minor increase in electrical cost is to be expected for site lighting and gate.

**PROJECT STATUS**  
Funds Approved to Date \$ 709,000

Funds Expended to Date \$ 58,000

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ 100,500		\$ -	\$ -	\$ -	\$ -
Purchase							
Construction	-	285,000	420,000	1,500,000	-	-	-
Equipment	-	50,000	-	-	-	-	-
Contingency	-	64,500	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 420,000</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>


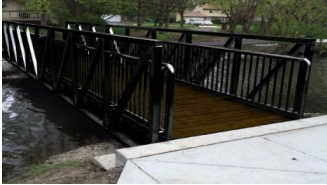
FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund		\$ 500,000	\$ 420,000	\$ -	\$ -	\$ -	\$ -
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - installment financing	-	-	-	1,500,000	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 420,000</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL PROJECT COST: \$ 2,420,000**

**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2030**

<b>DEPARTMENT</b>	<b>PROJECT MANAGER</b>	<b>DEPARTMENTAL PRIORITY</b>
Parks & Recreation	Nick Rummage	High

<b>PROJECT TITLE</b>	<b>TYPE OF PROJECT</b>								
Zebulon Community Park - Pedestrian Bridge Replacement	<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 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>	X	1 -Health/Safety/Welfare	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
X	1 -Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

<p><b>PROJECT DESCRIPTION</b> Build new pedestrian bridge over creek in Zebulon Community Park to reestablish connection to Barbee Street community.</p> <p><b>JUSTIFICATION</b> During the fall of 2023, multiple large trees fell onto the wooden pedestrian bridge that spans the creek in Zebulon Community Park and rendered the bridge structurally unsound. The bridge was removed at that time as a safety precaution.</p> <p>This bridge provided access to the historically underserved Barbee Street community through a trail on the property of Zebulon First Baptist Church. The removal of this bridge eliminated this access and leaves this community without easy access to recreational facilities in their community.</p> <p>This project would construct a new, engineered pedestrian bridge as well as work to establish a formal easement with the Church to create a permanent pedestrian entrance from the Barbee Street area.</p>	  
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<b>PROJECT ALTERNATIVES</b>	<b>OPERATING IMPACT/OTHER COMMENTS</b>
No other current alternatives	Would require small increase in expenses to maintain acquired easement

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-						
Construction	-	60,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	15,000	-	-	-	-	-
Other	-		-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-		-	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL PROJECT COST: \$ 90,000**

**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2030**

**DEPARTMENT**  
Parks and Recreation

**PROJECT MANAGER**  
Sheila Long

**DEPARTMENTAL PRIORITY**  
High

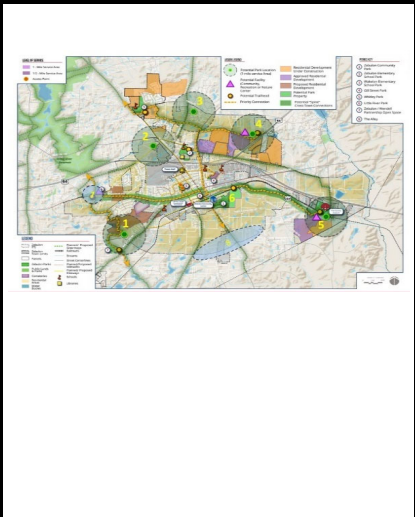
**PROJECT TITLE**  
*Property Acquisition*

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

**PROJECT DESCRIPTION**  
The Town must expand its Park LOS in order to meet the needs of the growing population. The Parks and Recreation Department is nearing capacity with existing facilities and courts with existing use and program participation.

**JUSTIFICATION**  
The Town adopted its first comprehensive Parks and Recreation Master Plan, Play Zebulon in September 2021. This document serves as a guide for park development, recreation programming decisions, and initiatives as our community grows and diversifies.

Play Zebulon identified 5 future park locations and expansion opportunities based on anticipated need for our growing community. The October 26, 2023, Board Mini-Retreat engaged the Board of Commissioners in a discussion regarding property acquisition opportunities. Play Zebulon identified property acquisition as a priority for Zebulon. The Recreation Impact Fee Study evaluated the impact of new development’s impact on existing levels of service and recommended a funding stream to aid in offsetting the impact. Adoption of this CIP item will allow staff to search for property within the adopted zones, engage in initial due diligence, and return to the Board of Comissioners for authorization to purchase property.



**PROJECT ALTERNATIVES**  
None.

**OPERATING IMPACT/OTHER COMMENTS**  
Inability to meet community demand. Limitations to services.

**PROJECT STATUS**  
*Funds Approved to Date*

New Project - FY 2025
\$ -

*Funds Expended to Date*

\$ -
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CAPITAL COST BREAKDOWN		2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Purchase	-	1,000,000	1,000,000				
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 1,050,000</b>	<b>\$ 1,050,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

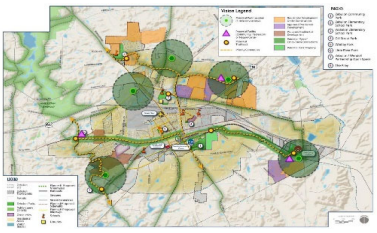
FUNDING SOURCE(S)		2025-26	2026-27	2027-28	2028-29	2029-30	Future Years
General Fund	\$ -			\$ -	\$ -	\$ -	\$ -
Fund Balance	-	50,000	50,000	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Recreation Impact Fee	-	1,000,000	1,000,000	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 1,050,000</b>	<b>\$ 1,050,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL PROJECT COST: \$ 2,100,000**

**TOWN OF ZEBULON  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2025-2030**

<b>DEPARTMENT</b>	<b>PROJECT MANAGER</b>	<b>DEPARTMENTAL PRIORITY</b>
Parks & Recreation	Nick Rummage	Medium

<b>PROJECT TITLE</b>	<b>TYPE OF PROJECT</b>				
<i>Greenway Design &amp; Permitting</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>3 - Existing Programs Expansion</td></tr> <tr><td><b>X</b> 4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	3 - Existing Programs Expansion	<b>X</b> 4 - New Program
1 - Health/Safety/Welfare					
2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
<b>X</b> 4 - New Program					

<p><b>PROJECT DESCRIPTION</b> This project would be for the contracting of the design and permitting of the first sections of the Green Spine greenway, an approximately 5 mile stretch of greenway that will run from Little River Park to Five County Stadium as well as the Downtown Connector, an approximately 2 mile stretch of greenway that would connect the northern part of Town to Downtown.</p> <p><b>JUSTIFICATION</b> The Play Zebulon Parks and Recreation Master Plan, which was adopted in 2021, through significant public input, identified additional greenways and public connectivity as a priority. This was reaffirmed with the 2023 How We Play assessment, a follow up to the Master Plan, where the public once again overwhelming selected greenways and trails as the top priority for future amenities.</p> <p>The Play Zebulon Master Plan identified the Green Spine as a way to meet these needs with the design initially scheduled for year 3 of the plan, which would have been FY24. This project was pushed back to FY25 due to budget constraints.</p> <p>The Play Zebulon Master Plan also identified the Downtown Connector as a priority for the community. With the increased development of the northern part of Town, the Downtown Connector needs to be increased in priority from year 10 (FY31) to year 4 (FY25) of the original Play Zebulon schedule.</p>	
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<b>PROJECT ALTERNATIVES</b>	<b>OPERATING IMPACT/OTHER COMMENTS</b>
Push to another year.	Greenway Impact Fee funds to be used for design and permitting for FY25 portions.

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ 350,000		\$ -	\$ -	\$ -	\$ -
Purchase	-	-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
GBP Reserve	-	350,000	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL PROJECT COST: \$ 350,000**

# **TOWN OF ZEBULON**

## **ELECTED OFFICIALS**

Glenn York – Mayor

Jessica Harrison – Mayor Pro Tem

Shannon Baxter – Commissioner

Beverly Wall Clark – Commissioner

Amber Davis – Commissioner

Quentin Miles – Commissioner

## **APPOINTED OFFICIALS & STAFF**

Joseph M. Moore, II – Town Manager

Lisa M. Markland – Human Resources Director/Town Clerk

Sheila Long – Parks & Recreation Director

Jacqui Boykin – Police Chief

Bobby Fitts – Budget & Finance Director

Kaleb Harmon – Communications 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

