

BUDGET MESSAGE

Fiscal Year 2023 - 2024



ZEBULON
NORTH CAROLINA

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

In accordance with the Local Government Budget and Fiscal Control Act (North Carolina General Statute 159), herein lies a concise explanation of the Town of Zebulon's goals fixed by the budget for fiscal year 2023 - 2024.

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BUDGET MESSAGE FISCAL YEAR 2024

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

Submitted herein, in accordance with the Local Government Budget and Fiscal Control Act, is the proposed Town of Zebulon Budget for Fiscal Year 2024.

INTRODUCTION

The recommendations proposed within the FY 2024 Budget Ordinance reflect a prioritized re-investment of Zebulon's financial resources. The investments support the services advancing upon the goals expressed by the community and adopted by the Board in the *Town of Zebulon Vision 2030 Strategic Plan*. The Budget Message provides a description of the investments recommended in the Budget Ordinance by highlighting representative or signature personnel, programs, or projects. The Budget Message also provides a rationale of the investments recommended in the Budget Ordinance by relating them to the Plan's *Vibrant Downtown, Growing Smart, and Small-Town Life* Focus Areas.

The FY '24 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 document the Board of Commissioners adopts. In short, the Budget Ordinance funds what the Board of Commissioners value, and together with the series of previously adopted Budget Ordinances, they bend the Town's long arc towards achieving ...

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

Context

Downtowns are historic commercial districts that provide their community with social gathering places and cultural identity.

Economically, downtown properties are a highly efficient development of land. The capacity of downtown properties to house multiple uses, such as retail, office, and residential, onto a singular small lot allows them to generate more tax revenue per square foot than the typical single-use development of suburban land. Additionally, downtown properties are located within existing municipal service delivery areas, and do not require the extension or expansion of municipal services (building additional fire stations or expanding police patrols for example).

Socially, unlike the amenity or recreational spaces within subdivisions, downtowns provide a variety of public spaces open to, and claimed by, the greater community. In other words, downtowns, when developed with amenities and public spaces, serve as the community's "living room".

Culturally, downtowns are the core of their town's origin and reflect the community's unique history and identity through the form of architecture and the pattern of streets, blocks, and alleys. Preserving and promoting that unique history and identity can serve to rally and bond both long-time and newer residents who value a small-town life.

In total, the investment and care of a downtown broadcasts, to both internal audiences (ex. residents, businesses) and external audiences (ex. visitors, future residents, and future businesses), a community's commitment to vibrancy, growth, heritage, and small-town life.

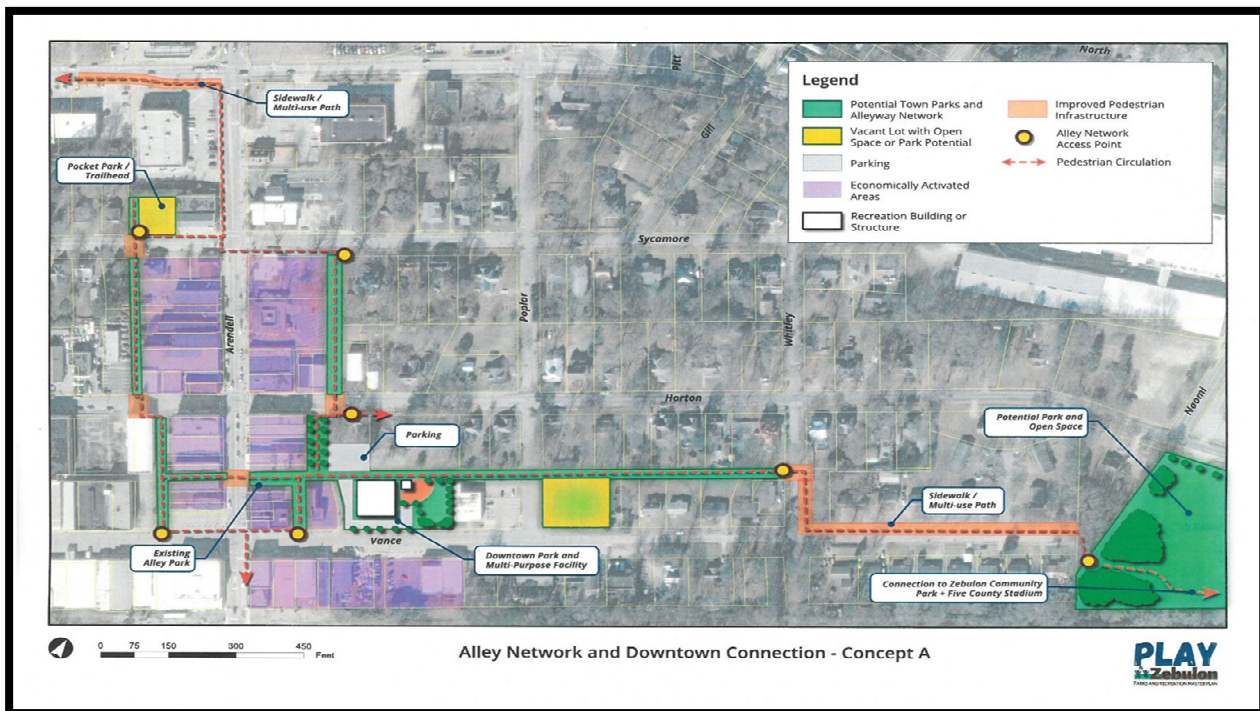
The goals to create a *Vibrant Downtown* for Zebulon focus on revitalizing the downtown by creating a gathering place for the community and a destination for visitors. The FY '24 Budget funds the following programs and projects to create and sustain the events, entertainment, and cultural attractions to attract people to visit or live downtown.

Alley Activation – Phase III

As with most rail-towns, Zebulon’s grid of properties and streets were laid out to support the creation and operation of the Raleigh and Pamlico Railroad¹. The properties were exclusively intended for private enterprise and the streets radiating into the countryside funneled all traffic to a singular point – the depot.² In Zebulon, this means no public spaces and one primary roadway in downtown. Developing a common area, and/or more fully utilizing public right of way, in downtown is essential to address the *Vibrant Downtown* goal of “providing a gathering place for the community and a destination for visitors” and the *Small-Town Life* goal of “developing more activities and locations to gather with family and neighbors”.³

The FY '24 Budget rolls over direct federal funding from the *Congressional Appropriations Omnibus Bill* for the *Downtown Revitalization and Alley Activation* project and places project oversight under the Community and Economic Development Division.

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



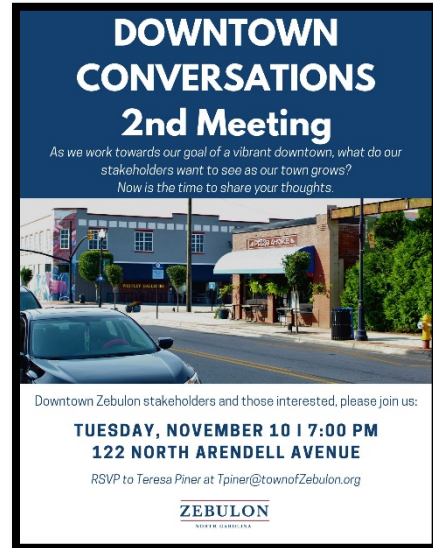
¹ Little River Historical Society. *Railroad Born, Citizen Bred: A Century of Life in Zebulon*. 2006

² Hudson, John. “Towns of the Western Railroads.” *Great Plains Quarterly*, 1982

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

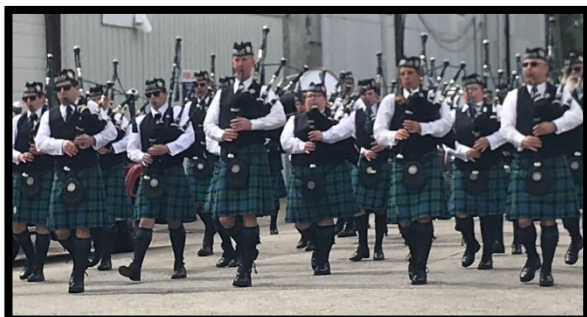
NC Main Street Community

This budget fully supports the Town's transition to a NC Main Street Community by funding the required staffing (ex. full time Main Street Coordinator support of Downtown Advisory Board), education/networking (ex. Main Street Conference participation), and programming (ex. Façade Grants, Promotion (see Special Events)).



Special Events

Feedback from the Zebulon 2030 Strategic Plan process unveiled the community's desire for "more events and celebrations". Attendance and commentary at past events, such as Zebulon Night Out and the Tree Lighting Festival, have validated that feedback. As discussed in the 2020 Retreat, it isn't feasible or necessary for the Town to sponsor all events. There are opportunities for the Town to grant access to public property and municipal services to help other organizations (ex., non-profits, private business) navigate what is necessary to develop their own events open to the public. This budget continues the support of Town-sponsored events and anticipates private sponsorship to supplement those signature events (ex. "Rock the Block" series, "Candy Cane Lane & Downtown Tree Lighting", "Spring Fest", movie nights, etc.) or public-private partnership events.



Context

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

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

The goals to *Growing Smart* focus on “plan[ing] for appropriate land use to meet transportation and housing needs” and “maintain[ing] appropriate staffing to support expected service levels of the growing community”. The FY '24 Budget funds the following personnel and projects to meet those goals.

People

Police

The Town has increased in square miles and correspondingly our officers are patrolling a larger area. Given its location at the convergence of two US designated highways (both scheduled to receive Interstate designation), the Town also responds to accidents and traffic stops demanding an inordinate amount of time beyond the capacity of patrols. This budget supplements the patrol division with an additional **Police Officer**, and dedicated oversight and accountability of the specialized K9 and Traffic units through a **Special Operations Sergeant**.

Public Works

The FY '23 Budget funded a part-time **Customer Service Technician** for a half-year pilot program. The success of the program in not breaking up or pulling crews away for singular service calls, and the positive reception shared by residents on the position's responsiveness, has led to funding this part-time position for the full year in FY '24.

Similarly, this budget funds a part-time **Administrative Assistant** to support existing staff with increased workload and provide uninterrupted coverage.

The increase in development is driving departmental workload on infrastructure maintenance. This budget funds a **Crew Leader** and **Equipment Operator II** to concentrate on addressing the maintenance of the Town's growing stormwater system. The 166% increase to 26 miles of networked pipes, ponds, and catch basins, has outpaced the capacity of existing Staff. This diminished capacity is reflected in the Town receiving a "Notice of Deficiency" during this year's audit of our National Pollutant Discharge Elimination permit by the NC Department of Environmental Quality.

Fire

The FY '23 Budget identified the need for two additional firefighters and three more in FY '24. Wake County identified the need to expedite the hiring of the three additional firefighters to FY '23 and agreed to pay 100% of the costs. This budget assumes the Town's cost-share percentage of the three **Firefighters** projected to start this coming fiscal year.

Information Technology

The FY '20 Budget funded an Information Technology Specialist. The position reflected a need, most notably felt in the Police Department, to provide dedicated and specialized on-site assistance to maintain operations. The position has proven successful in addressing "break-fix" needs but is insufficient in identifying and addressing longer-term needs of the Town's information technology infrastructure and system. The number of system users is also outpacing the capacity of a single position. This budget funds an **Information Technology Director** to both oversee and assist the Specialist position and holistically oversee and plan the growth of the Town's IT infrastructure and system.

Town Clerk

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 Resource, Information Technology, and Town Clerk duties within a single department. Coupled with the Board's request to change the Town's Charter and gain authority to both appoint and determine compensation for a stand-alone position, this budget funds a **Town Clerk** position. If approved, the Board must identify the job duties of the position.

Planning

The increase in development is driving departmental workload on plan reviews, public hearings, permitting, and code enforcement. This budget funds a second **Code Enforcement Officer** to both address an average annual increase of 13% over each of the past five years, and to begin transitioning to a more proactive approach to code enforcement. This budget also funds an additional **Planner** to both address an average annual increase of 132% over each of the past three years, and begin the necessary advance work to expand the Extraterritorial Jurisdiction when the Town surpasses 10,000 people this year.

Assistant Town Manager

With the funding of the above referenced positions, there is an opportunity to support the Town Manager. Support could range from the oversight of special projects to internal service departments. This budget funds an **Assistant Town Manager**.

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 '24 Budget funds the construction of Old Bunn @ Shepard School signal.

The FY '25 - '30 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.

✓ TRANSPORTATION FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected
Street Paving and Thoroughfare Improvements						
Street Paving:						
FY '24 Annual Street Resurfacing		\$380,000 ✓	funded by Tag Fee and Powell Bill			
FY '25 Annual Street Resurfacing				\$390,000		
FY '26 Annual Street Resurfacing					\$400,000	
FY '27 Annual Street Resurfacing						\$410,000
FY '28 Annual Street Resurfacing						
FY '29 Annual Street Resurfacing						
FY '30 Annual Street Resurfacing						
Intersection Improvements:						
Old Bunn @ Shepard School signal		\$2,300,000 ✓				
Jones Street Connector and Pearce/Proctor Roundabout		\$330,000 ✓		\$1,000,000	\$4,400,000	
Arendell/Gannon Roundabout				\$600,000	\$600,000	\$3,000,000
Judd @ N. Arendell Signal		\$260,000 ✓	May be reduced or eliminated if attached as a condition to a Conditional Zoning	\$260,000	\$1,300,000	

Context

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

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

Zebulon Community Center

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 drop-in after-school activities, through expanded hours and proper staff oversight. This budget begins the transition from recreation center to community center by funding the **ZCC Recreation Assistant** and the increased expenses associated with expanding the operating times and functions of the facility.



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

Athletics

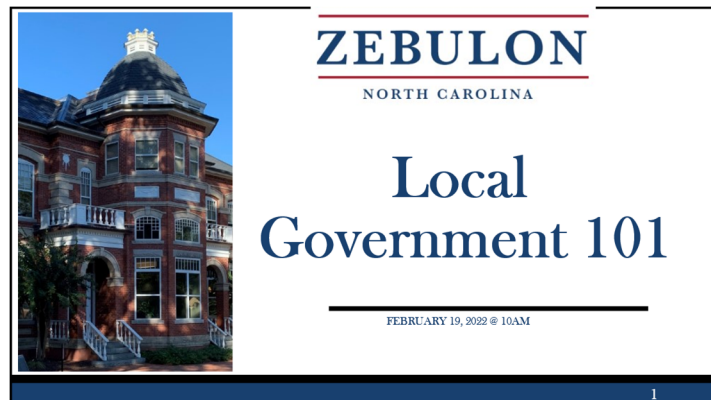
The surge of youth participating in Zebulon’s sports leagues continues to expand as the Town’s population grows. The responsibility of overseeing so many children, coaches, and parents can no longer be managed as a responsibility split with maintenance duties of an expanding, and more heavily used, park system. This budget funds the reinstatement of a full-time **Athletics Coordinator** (resulting from COVID-related contractions), and the increased expenses to outfit teams and rent facilities.



Citizen Engagement

Engaging citizens in local governance is the core of self-governance. In a quickly growing and diversifying community, Zebulon must meaningfully and productively engage citizens in a way that adds value to both parties. The spectrum of citizen engagement runs from event-specific volunteer – seasonal coach or instructor – advisory board member – to elected representative. This budget creates more engagement opportunities by expanding Athletics and adding Main Street Community programs mentioned previously. This budget also augments the existing Police

Academy and “Local Government 101” class with a more broadly focused Citizens Academy.



SUMMARY

The FY 2024 Budget is balanced in accordance with the N.C. State Statutes and advances on the goals within the *Town of Zebulon Vision 2030 Strategic Plan*.

As always, Staff did an incredible job creating the budget placed before you. Their work started in October, and they put forth thousands of hours developing and refining budgets that represent the Recommended FY '24 Budget Ordinance. They undertook these duties while continuing to respond to the largest population growth in Zebulon's history (and second-fastest in the state). Their effort in developing this budget reflects their commitment to something bigger than themselves – public service. I am proud of our employees, and I am honored to work alongside them in this noble effort of serving our residents.

In closing, thank you for your public service. Governing as a body is heavily dependent upon relationship building and is significantly more complex than campaigning individually. We both appreciate the work you've put forth during the Mini-Retreats this past year, and for the sincere and thoughtful work you will put forth to collectively adopt a FY '24 Budget Ordinance that best meets the future needs of Zebulon's residents. We could not do this work without you.

Respectfully submitted,

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

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

MAJOR EXPENDITURES

1. Capital Projects

- Annual Street Paving project
- Old Bunn @ Shepard School Signal construction
- Jones Street Connector and Pearces/Proctor Roundabout design
- Fleet and Equipment
 - + Replacement of aging vehicles and equipment
 - + New vehicles for new positions
- Fire Fleet
 - + Continue payments on existing Ladder and Engine loans.
 - + Accelerate savings to overcome inflation of upcoming Engine replacement.
- Property Management: Facilities
 - + Reorganization of Town Hall to address space needs
 - + Police surveillance
 - + Public Works and PR Maintenance yard expansions
 - + Roof repairs
- Property Management: Parks
 - + Gill Street Park: Playground replacement
- Community and Economic Development
 - + Emergency Operations Plan: Phase II (Training)
 - + Downtown Master Plan
 - + Façade and Streetscape Grants

2. Operating Programs

- Positions
 - + 1 Patrol Officer
 - + Special Operations Sergeant
 - + 3 Firefighters (assume cost-share percentage)
 - + PW Customer Service Technician (PT full year)

- + PW Administrative Assistant (PT)
- + PW Crew Leader
- + PW Equipment Operator II
- + Athletics Coordinator
- + ZCC Recreation Assistant
- + Information Technology Director
- + Town Clerk
- + Code Enforcement Officer
- + Planner I
- + Assistant (to the) Town Manager
- Positions Not Recommended
 - + PD: 2 Patrol Officers
 - + PD: Drug Investigator
 - + PW: Equipment Operator I
 - + PW: Environmental Technician
 - + PW: Plan Reviewer/Encroachment Coordinator
 - + AD: Project Manager
 - + AD: Executive Assistant
 - + PR: Facilities and Janitorial Service (full-time)

MAJOR REVENUES

1. Property Tax ~ \$10.72M
 - Property Tax Rate @ 57.5¢ / \$100 valuation
 - Operating Tax Rate @ 49.5¢ / \$100 valuation
 - Capital Tax Rate @ 8¢ / \$100 valuation

2. Unrestricted Intergovernmental ~ \$3.23M
 - 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 ~ \$958k
 - Zoning Permits and Fees
 - Inspection Fees

5. Sales and Service ~ \$894k

- Refuse Collection
- Recreation

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

7. Savings⁵

- Unassigned = \$8,880,089
- Restricted = \$4,886,278
- Committed = \$1,557,628
- Assigned = \$2,853,500

8. Debt

Project	FY '22 Payments	Retirement Date
Municipal Complex	\$279,975	FY 2029
Fire Ladder*	\$82,000	FY 2034
Fire Engine*	\$84,000	FY 2026

* The debt for this equipment is paid out of the "capital" portion of the property tax rate.

⁵ Annual Comprehensive Financial Report of the Town of Zebulon (fiscal year ending June 30, 2022)

BUDGET CYCLE PHASES

1. Preparation

- Jan. 31, 2023: Operating Budget requests due
- Mar. 1, 2023: Capital Budget requests due

2. Legislative Adoption

- May 9: Work-Session #1: Budget presented to Board and general public.
- May 17: Work-Session #2
- May 25: Work-Session #3
- June 5: 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

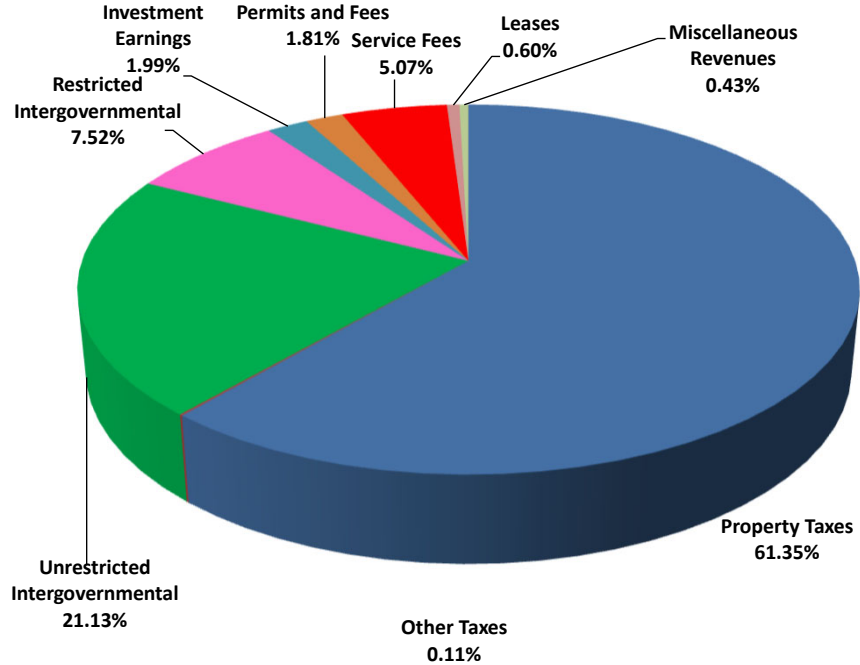
4. Summary (concludes with *Annual Comprehensive Financial Report* presentation)

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

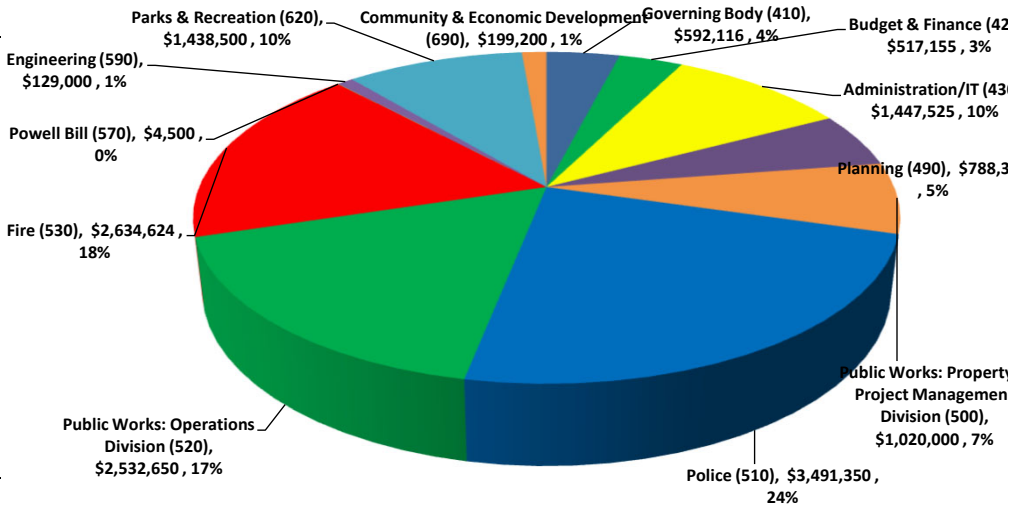
**Town of Zebulon General Fund Budget at a Glance
Fiscal Year 2023-2024**

Revenues	FY 2024
Property Taxes	\$ 9,243,000
Other Taxes	\$ 16,500
Unrestricted Intergovernmental	\$ 3,183,000
Restricted Intergovernmental	\$ 1,132,500
Investment Earnings	\$ 300,000
Permits and Fees	\$ 272,750
Service Fees	\$ 764,000
Leases	\$ 90,000
Miscellaneous Revenues	\$ 65,000
Fund Balance Appropriated	\$ -
Total Operating Revenues	\$ 15,066,750

Capital Revenues	FY 2024
Installment Financing Proceeds	\$ 232,000
Dedicated Prop Tax (\$0.074 (\$0.05-Capital; \$0.017-Fire Apparatus; \$0.007-Stormwater))	\$ 1,478,500
Fund Balance Appropriation	\$ 3,144,000
Sales Tax	\$ 50,000
Wake County Fire (County Cost Share)	\$ 145,000
Capital Reserve Appropriations	\$ 1,360,000
Service Fees	\$ 130,000
Motor Vehicle Tax (\$30.00/vehicle)	\$ 185,000
Development Fees	\$ -
Powell Bill	\$ 195,000
Grants	\$ 332,000
Total Revenues & Other Financing Sources	\$ 22,318,250



Operating Expenditures (Recommended)	FY 2024
Governing Body (410)	\$ 592,116
Budget & Finance (420)	\$ 517,155
Administration/IT (430)	\$ 1,447,525
Planning (490)	\$ 788,380
Public Works: Property & Project Management Division (500)	\$ 1,020,000
Police (510)	\$ 3,491,350
Public Works: Operations Division (520)	\$ 2,532,650
Fire (530)	\$ 2,634,624
Powell Bill (570)	\$ 4,500
Engineering (590)	\$ 129,000
Parks & Recreation (620)	\$ 1,438,500
Community & Economic Development (690)	\$ 199,200
Total Operating Expenditures	\$ 14,795,000
Total Prior Existing Debt Service	\$ 528,750
Total Operating & Debt Service Expenditures	\$ 15,323,750
Total Capital Expenditures	\$ 6,951,500
Total New Debt Service	\$ 43,000
Total Expenditures	\$ 22,318,250



ORDINANCE 2023-XX

Town of Zebulon Fiscal Year 2023-2024 Budget Ordinance

BE IT ORDAINED, consistent with North Carolina General Statutes, Chapter 159-13, that on June 5, 2023, the Board of Commissioners for the Town of Zebulon approved the operating budget for Fiscal Year 2023-2024. 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, 2023 is hereby established as the tax rate for the Town of Zebulon for Fiscal Year 2023-2024. 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	\$ 10,678,500
Property Taxes-Prior Years	28,000
Tax Penalty & Interest	15,000
Rental Vehicle Taxes	16,000
Privilege License Taxes	500
Motor Vehicle Decal Fees	185,000
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	660,000
NC Video Programming Taxes	33,000
NC Beer & Wine Taxes	25,000
PEG Channel Funds	54,000
NC Powell Bill Funds	199,500
GHSP Grant	92,000
FEMA Grant	332,000
Wake County Fire Tax Distribution	1,107,000
Additional Fire Tax Revenue	15,000
Lease Purchase Proceeds	232,000
Solid Waste Disposal Tax Distribution	5,000
Interest Earnings-General Fund	300,000
Officer & Jail Fees	1,250
Zoning Permits & Fees	250,000
Code Enforcement Fees	1,500
Transportation Impact Fees	500,000

Fire Inspection Fees	20,000
Industrial Dr Traffic Control-Nomaco	6,000
Industrial Dr Traffic Control-EW Academy	6,000
Refuse Collection Fees	780,000
Youth Athletic League Fees	45,000
Recreation Program Sponsorships	2,500
Recreation Class Fees	25,000
Park Facility Rental Fees	6,000
Community Center Rental Fees	15,000
Recreation Camp Fees	8,500
Lease Payments-Stadium	5,000
Lease Payments-Cell Towers	85,000
Miscellaneous Revenues	10,000
Wake County ABC Distribution	55,000
Fund Balance Appropriation	4,004,000

Total Revenues & Funding Sources	<u>4,004,000</u>
	\$22,318,250

B. Authorized Expenditures

Governing Body	
Operating	\$ 592,116
Budget & Finance	
Operating	517,155
Administration	
Operating	1,477,525
Planning	
Operating	788,380
Capital	32,450
Public Works - Proj/Prop Mgmt	
Operating	1,095,000
Capital	693,000
Debt Service	271,750
Police	
Operating	3,491,350
Capital	382,500
Public Works -- Operations	
Operating	2,532,650
Capital	4,080,000
Debt Service	130,000

Fire		
Operating		2,689,624
Capital		835,950
Debt Service		170,000
Powell Bill		
Operating		4,500
Capital		195,000
Engineering		
Operating		129,000
Capital		10,000
Parks & Recreation		
Operating		1,438,500
Capital		512,600
Community & Economic Development		
Operating		219,200
Capital		30,000
		<hr/>
		22,318,250

Section III. Fee Schedule

There is hereby established for Fiscal Year 2023-2024 a schedule of various fees, penalties, privilege license taxes, and fines as included as an attachment to this ordinance as an appendix.

Section IV. Authorized Positions.

There is hereby established for Fiscal Year 2023-2024 a schedule of authorized full-time positions for the Town of Zebulon. Positions established are initially established by the annual budget ordinance. Changes to this schedule may occur during the fiscal year, as authorized by the Town Manager, including but not limited to position changes during the year.

Section V. Salary Schedule.

There is hereby authorized for Fiscal Year 2023-2024 a 3.0% adjustment to the Town's salary schedule. Changes to this schedule may occur during the fiscal year, as authorized by the Town Manager, including but not limited to grade and position changes during the year.

Section VI. Purchase Orders.

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

Section VII. Budget Officer Authorization.

- A. The Budget Officer or his/her designee shall be authorized to reallocate operational 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 authorized by the Board 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 VIII. 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 IX. Utilization of Budget Ordinance.

This ordinance shall be the basis of the financial plan for the Town of Zebulon during the Fiscal Year 2023-2024. 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 5TH day of June, 2023.

Effective July 1, 2023.

Glenn L. York — Mayor

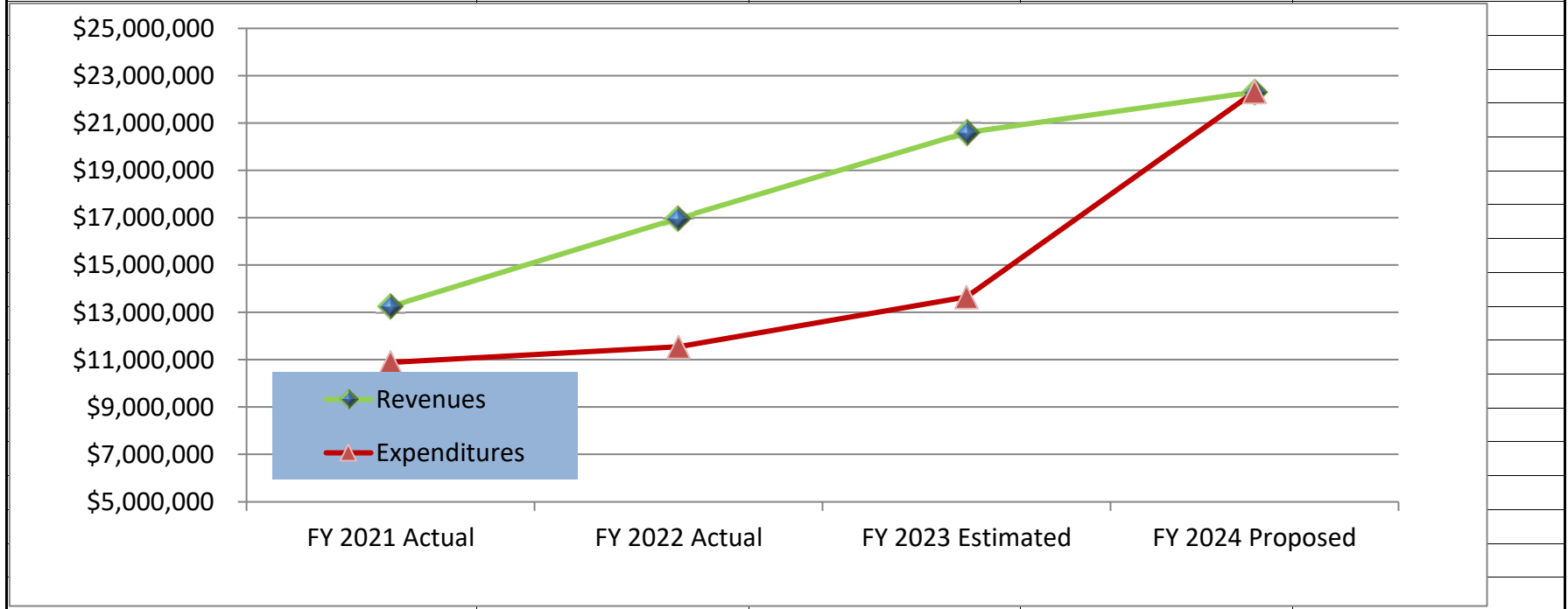
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Lisa M. Markland, CMC—Town Clerk

Town of Zebulon Budget Summary

Fiscal Year 2023-2024

Revenues & Outside Financing Sources	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Proposed
General Fund	\$ 13,261,676	\$ 16,973,095	\$ 20,594,733	\$ 22,318,250
	-	-	-	-
Total Revenues	\$ 13,261,676	\$ 16,973,095	\$ 20,594,733	\$ 22,318,250
Expenditures	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Proposed
General Fund	\$ 10,890,892	\$ 11,550,489	\$ 13,650,000	\$ 22,318,250
	-	-	-	-
Total Expenditures	\$ 10,890,892	\$ 11,550,489	\$ 13,650,000	\$ 22,318,250



Town of Zebulon General Fund Revenue Summary						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2023 Estimated	FY 2024 Projected	% Increase (Decrease) Budget
Property Taxes	\$ 7,570,201	\$ 8,277,152	\$ 7,968,000	\$ 8,992,000	\$ 9,243,000	16%
Other Taxes	26,224	20,055	15,500	20,525	16,500	6%
Unrestricted Intergovernmental	2,082,647	2,726,395	2,526,800	3,017,040	3,183,000	26%
Restricted Intergovernmental	1,042,613	1,006,886	1,178,837	1,282,081	1,132,500	-4%
Private Grants/Contributions	5,000	51,811	5,000	5,000	-	0%
Investment Earnings	2,972	37,777	3,000	885,005	300,000	9900%
Permits and Fees	400,516	375,848	377,750	414,159	272,750	-28%
Service Fees	775,272	993,935	748,500	980,672	764,000	2%
Leases	85,226	85,290	89,400	89,849	90,000	1%
Miscellaneous Revenues	322,983	249,010	109,732	122,506	65,000	-41%
Fund Balance Appropriated	-	-	-	-	-	
Total Revenues	\$ 12,313,653	\$ 13,824,158	\$ 13,022,519	\$ 15,808,837	\$ 15,066,750	16%
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)	-	-	1,184,000	1,184,000	1,478,500	
Transportation Development Fees	-	-	-	-	-	
Fee-in-Lieu	11,044	610,000	-	63,576	-	
Transportation Impact Fees	529,384	625,711	-	675,000	1,100,000	
Greenway Impact Fees	217,000	58,500	-	-	-	
Recreation Impact Fees	-	-	629,000	2,100,000	-	
Motor Vehicle Tax	-	178,326	175,000	175,000	185,000	
Wake County Fire (Cost Share)	-	-	45,000	45,000	145,000	
Sales Tax	-	-	50,000	50,000	50,000	
Service Fees	-	-	130,000	130,000	130,000	
Grants	-	-	700,000	-	332,000	
Powell Bill	-	-	195,000	208,320	195,000	
Installment Loan Proceeds	-	305,000	155,000	155,000	232,000	
Capital Reserve Appropriations	-	-	1,732,000	-	260,000	
Fund Balance Appropriation	-	-	5,419,010	-	3,144,000	
Total Revenues & Other Financing Sources	\$ 13,071,080	\$ 15,601,695	\$ 23,436,529	\$ 20,594,733	\$ 22,318,250	-5%

Town of Zebulon General Fund Revenue Budget						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Projected	% Increase (Decrease)
<i>Property Taxes</i>						
Property Taxes -- Current Year	\$ 7,481,124	\$ 8,141,782	\$ 7,925,000	\$ 8,860,000	\$ 9,200,000	16%
Property Taxes -- 1st Prior Year	72,333	89,639	25,000	115,000	25,000	0%
Property Taxes -- 2nd Prior Year	(54)	7,787	1,000	(13,000)	1,000	0%
Property Taxes -- 3rd Prior Year	(1,543)	3,601	1,000	3,500	1,000	0%
Property Taxes -- Other Prior Year	(1,426)	8,128	1,000	1,500	1,000	0%
Tax Penalty & Interest	19,767	26,215	15,000	25,000	15,000	0%
Total Property Taxes	7,570,201	8,277,152	7,968,000	8,992,000	9,243,000	16%
<i>Other Taxes</i>						
Local Housing Tax	-	-	-	-	-	0%
Rental Vehicle Taxes	25,307	19,526	15,000	20,000	16,000	7%
Privilege License Taxes	917	530	500	525	500	0%
Motor Vehicle Taxes	-	-	-	-	-	0%
Total Other Taxes	26,224	20,055	15,500	20,525	16,500	6%
<i>Unrestricted Intergovernmental</i>						
Wake County Sales Tax - 1 Cent (Article 39)	657,384	891,987	810,000	984,000	1,060,000	31%
Wake County Sales Tax - 1/2 Cent (Articles 40 & 42)	560,151	824,360	780,000	953,000	1,025,000	31%
Wake County Sales Tax - 1/2 Cent (Article 44)	208,568	310,015	288,300	360,000	380,000	32%
NC Utilities Franchise Taxes	600,037	628,211	600,000	660,000	660,000	10%
NC Video Programming Taxes	26,858	35,756	27,000	33,000	33,000	22%
Wake County SWLF Distribution	8,078	8,408	-	2,040	-	0%
NC Beer & Wine Taxes	21,572	27,659	21,500	25,000	25,000	16%
Total Unrestricted Intergovernmental	2,082,647	2,726,395	2,526,800	3,017,040	3,183,000	26%

Bobby Fitts:
Based on tax rate of \$0.568 + \$0.007 (Stormwater) minus \$0.08 dedicated to capital

Bobby Fitts:
Directed to capital

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Projected	% Increase (Decrease)
<i>Restricted Intergovernmental</i>						
NC PEG Supplement	\$ 52,901	\$ 51,616	\$ 54,000	\$ 51,282	\$ 54,000	0%
NC Powell Bill Funds	133,040	201,507	4,500	4,500	4,500	0%
State Forfeiture Funds	362	33	-	666	-	0%
Public Safety Grant	-	17,346	24,500	24,500	-	-100%
FEMA Reimbursement (COVID-19)	11,051	-	-	-	-	0%
Bullet Proof Vest Program			-	1,696	-	0%
GHSP Grant	-	-	9,860	9,860	92,000	
Wake County ABC Grant	-	-	4,077	4,077	-	
Wake County Fire Tax Distribution	642,470	717,269	1,064,800	1,164,000	962,000	-10%
Additional Fire Revenue	11,293	13,955	13,500	16,000	15,000	11%
CARES Act Reimbursement	187,532	-			-	0%
Wake County-Elect. Recycling Mgt Fund Dist	156	164	-	-	-	0%
Solid Waste Disposal Tax Distribution	3,809	4,997	3,600	5,500	5,000	39%
Total Restricted Intergovernmental	1,042,613	1,006,886	1,178,837	1,282,081	1,132,500	-4%
<i>Private Grants/Contributions</i>						
United Arts Council Grant	-	5,000	5,000	5,000	-	0%
UnitedHealthCare Wellness Grant	5,000	-	-	-	-	0%
Blue Cross/Blue Shield Wellness Grant	-	40,000	-	-	-	0%
NCLM Grant	-	6,811	-	-	-	0%
Total Private Grants/Contributions	5,000	51,811	5,000	5,000	-	0%
<i>Investment Earnings</i>						
Interest Earnings	2,866	30,482	3,000	850,000	300,000	9900%
Interest Earnings (Cell Tower Lease Int Income)	-	5,693	-	-	-	#DIV/0!
Interest Earnings -- Powell Bill	104	1,600	-	35,000	-	0%
Interest Earnings -- Forfeiture Funds	2	2	-	5	-	0%
Total Investment Earnings	2,972	37,777	3,000	885,005	300,000	9900%

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Projected	% Increase (Decrease)
Permits and Fees						
Officer & Jail Fees	\$ 1,634	\$ 2,993	\$ 1,250	\$ 3,500	\$ 1,250	0%
Civil Citation Fees	575	450		50	-	0%
Zoning Permits & Fees	312,151	207,053	250,000	240,000	250,000	0%
Code Enforcement Fees	3,444	1,874	1,500	750	1,500	0%
Street & Sidewalk Inspection Fees	37,959	84,791	80,000	91,650	-	-100%
PW Inspection Fees	14,912	16,526	20,000	21,750	-	-100%
Stormwater Mapping Fees	-	24,605	-	32,609	-	#DIV/0!
Greenway Inspection Fes	1,470	2,363	-	5,250	-	0%
Beaverdam Creek/Highway 64 Box Culvert Fee	8,550	19,575	-	3,600	-	0%
Fire Inspection Fees	19,821	15,619	25,000	15,000	20,000	-20%
Total Permits and Fees	400,516	375,848	377,750	414,159	272,750	-28%
Service Fees						
Report Fees	1,154	854	-	800	-	0%
Industrial Dr Traffic Control Contribution-Nomaco	-	6,100	6,000	6,000	6,000	0%
Industrial Dr Traffic Control Contribution-EW Academy	1,367	-	6,000	6,000	6,000	0%
Police/Fire Off-duty Work Reimbursement	11,026	39,185	-	35,000	-	0%
Refuse Collection Fees	647,062	815,332	650,000	770,000	650,000	0%
Stormwater Fees	40,564	211	-	15	-	0%
Cemetery Fees	7,624	7,702	-	850	-	0%
Youth Athletic League Fees	9,175	41,043	20,000	51,000	45,000	125%
Adult Athletic League Fees	-	-	2,000	-	-	0%
Recreation Program Sponsorships	8,400	6,800	2,500	14,300	2,500	0%
Recreation Class Fees	11,133	25,166	15,000	33,000	25,000	67%
Park Facility Rental Fees	10,543	14,070	10,000	8,600	6,000	-40%
Farmer's Market Vendor Fees	2,795	2,933	2,000	45	-	0%
Farmer's Market Sponsorship Fees	7,600	-	-	-	-	0%
Special Events	-	-	11,000	14,488	-	0%
Youth Financial Aid	-	1,565	-	74	-	0%
Community Center Rental Fees	(68)	16,131	15,000	20,000	15,000	0%
Food Insecurity Donations	-	-	1,500	1,500	-	0%
Recreation Senior Programs	-	-	-	-	-	0%
Recreation Camp Fees	16,898	16,842	7,500	19,000	8,500	13%
Municipal Complex Facility Rental	-	-	-	-	-	0%
Total Service Fees	775,272	993,935	748,500	980,672	764,000	2%
Leases						
Lease Payments -- Baseball	-	4,698	4,400	4,849	5,000	14%
Rental Income -- Cell Tower Sites	85,226	80,592	85,000	85,000	85,000	0%
Total Leases	85,226	85,290	89,400	89,849	90,000	1%

Bobby Fitts:
 \$0.007 of tax rate;
 Stormwater fee not
 charged since FY 21

	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated	FY 2024 Projected	% Increase (Decrease)
<i>Miscellaneous Revenues</i>						
Miscellaneous Revenues	\$ 16,591	\$ 36,642	\$ 10,000	\$ 5,000	\$ 10,000	0%
Shop with a Cop Donations	\$ 4,200	\$ 23,751	\$ 7,150	\$ 12,152	\$ -	0%
Insurance Proceeds	38,580	25,045	47,582	25,000	-	0%
Wake County ABC Revenue Distribution	53,652	61,500	45,000	62,800	55,000	22%
Centennial Item Sales	50	-	-	-	-	0%
Sale of Materials	1,318	1,598	-	1,500	-	0%
Sale of Fixed Assets	208,592	100,474	-	16,054	-	0%
Total Miscellaneous Revenues	322,983	249,010	109,732	122,506	65,000	-41%
Fund Balance Appropriated	-	-	-	-	-	
Total Revenues	\$ 12,313,653	\$ 13,824,158	\$ 13,022,519	\$ 15,808,837	\$ 15,066,750	16%
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)			1,184,000	1,184,000	\$ 1,478,500	
Developer Reimbursements	-	-	-	-	-	
Fee-in-Lieu	11,044	610,000	-	63,576	-	
Transportation Impact Fees	529,384	625,711	-	675,000	500,000	
Greenway Impact Fees	217,000	58,500	-	-	-	
Recreation Impact Fees	-	1,343,000	629,000	2,100,000	-	
Lease Purchase Proceeds	-	305,000	155,000	155,000	232,000	
Motor Vehicle Tax	153,760	178,326	175,000	175,000	185,000	
Capital Reserve Appropriation	-	-	65,000	-	-	
Stadium Capital Reserve	-	-	42,000	-	-	
Powell Bill (Capital Portion)	-	-	195,000	208,320	195,000	
Wake County Fire (Cost Share)	-	-	45,000	45,000	145,000	
NC Department of Commerce (Rural Econ. Dev. Grant)	36,836	-	-	-	-	
Sales Tax	-	-	50,000	50,000	50,000	
Transportation Impact Fees Reserve Appropriation	-	-	1,400,000	-	600,000	
FEMA Grant	-	28,400	-	-	332,000	
Governor's Crime Commission Grant	-	-	-	-	-	
Congressional Grant	-	-	700,000	-	-	
Yard Waste Fee	-	-	130,000	130,000	130,000	
Stormwater Capital Reserve	-	-	80,000	-	-	
Transportation Capital Reserve	-	-	-	-	260,000	
Community & Econ. Development Capital Reserve	-	-	20,000	-	-	
Fleet Reserve	-	-	115,000	-	-	
IT Reserve	-	-	10,000	-	-	
Powell Bill Reserve Appropriation	-	-	-	-	-	
Fund Balance Appropriation	-	-	5,419,010	-	3,144,000	
Total Revenues & Financing Sources	\$ 13,261,676	\$ 16,973,095	\$ 23,436,529	\$ 20,594,733	\$ 22,318,250	-5%

Town of Zebulon General Fund Summary Expenditure Budget					
Fiscal Year 2023-2024					
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended
Governing Body (410)	\$ 365,522	\$ 533,593	\$ 668,715	\$ 626,050	\$ 592,116
Budget & Finance (420)	343,692	394,587	460,200	593,825	517,155
Administration/HR/IT (430)	792,946	884,490	1,364,245	1,843,225	1,447,525
Planning (490)	482,436	522,470	648,830	902,220	788,380
Public Works: Property & Project Management Divison (500)	792,509	830,152	1,043,831	1,299,475	1,020,000
Police (510)	2,104,624	2,411,609	3,082,799	3,721,865	3,491,350
Public Works: Operations Division (520)	1,639,763	1,712,290	2,269,630	2,943,900	2,532,650
Fire (530)	1,403,068	1,543,519	2,482,868	2,631,224	2,634,624
Powell Bill (570)	-	3,158	4,500	5,000	4,500
Engineering (590)	-	-	-	163,250	129,000
Parks & Recreation (620)	813,535	1,008,483	1,207,830	1,529,361	1,438,500
Community & Economic Development (690)	8,235	46,468	144,300	217,800	199,200
Total Operating Expenditures	\$ 8,746,329	\$ 9,890,818	\$ 13,377,748	\$ 16,477,195	\$ 14,795,000
Existing Debt Load	627,193	574,575	583,025	528,750	528,750
Proposed Debt Load			-	43,000	43,000
Capital Budgeting Expenditures	1,517,370	1,085,096	9,475,756	6,951,500	6,951,500
Total Expenditures	\$ 10,890,892	\$ 11,550,489	\$ 23,436,529	\$ 24,000,445	\$ 22,318,250

Governing Body Department Budget (410)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (Clerk added)	\$ 38,371	\$ 38,179	\$ 40,800	\$ 111,500	\$ 87,000	Clerk (12/1/23 start)
Professional Services	270,603	414,560	325,000	350,000	350,000	
Professional Services - Bond Counsel	-	-	70,000	-	-	
Professional Services - Financial Advisor	-	-	70,000	-	-	
Professional Services - Bond Educ. Campaign	-	-	60,000	-	-	
FICA	4,230	3,993	3,200	9,300	7,000	
Group Insurance (Health)	27,195	27,661	40,700	52,000	48,900	
Retirement	-	-	-	10,300	5,900	
Postage	-	151	515	550	516	
Cell Phones	600	362	600	600	600	
Travel/Training	3,544	12,347	14,000	20,000	20,000	
Equipment Maintenance	-	-	500	500	500	
Materials/Supplies	1,391	3,827	18,400	18,500	18,400	
Elections (Paid every other year)	-	11,180	-	25,000	25,000	
Insurance & Bonds (Property/Workers Comp)	3,852	4,686	4,700	4,800	4,700	
Appointed Board Appreciation & Recognition	-	-	3,000	3,000	3,000	
Uniforms (New line item)	-	419	600	600	600	
Citizen's Academy	-	-	-	1,000	1,000	
Triangle J COG	1,945	2,014	2,000	2,200	2,000	
NCLM Membership	6,000	6,151	6,000	7,000	7,000	
School of Government Membership	664	701	700	1,000	1,000	
Strategic Plan Grants	5,000	5,000	5,000	5,000	5,000	
CAMPO Membership	1,951	2,362	3,000	3,200	4,000	
Total Operating Budget	365,522	533,593	668,715	626,050	592,116	

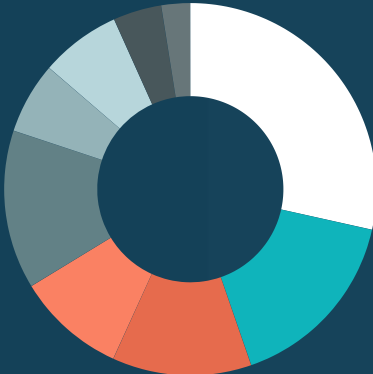


Budget and Finance



Cash Management

How your tax \$ was spent



- Capital Improvements (28.5%)
- Police Service (16.2%)
- Operations (Streets, Sanitation, Stormwater) (12.1%)
- Support Services (Admin/HR/IT/Finance) (9.5%)
- Fire Service (13.8%)
- Parks & Recreation Service (6.2%)
- Prop & Project Mngmt (Stadium, Building & Grounds) (7%)
- Community & Econ Development (Planning) (4.2%)
- General Government (2.5%)

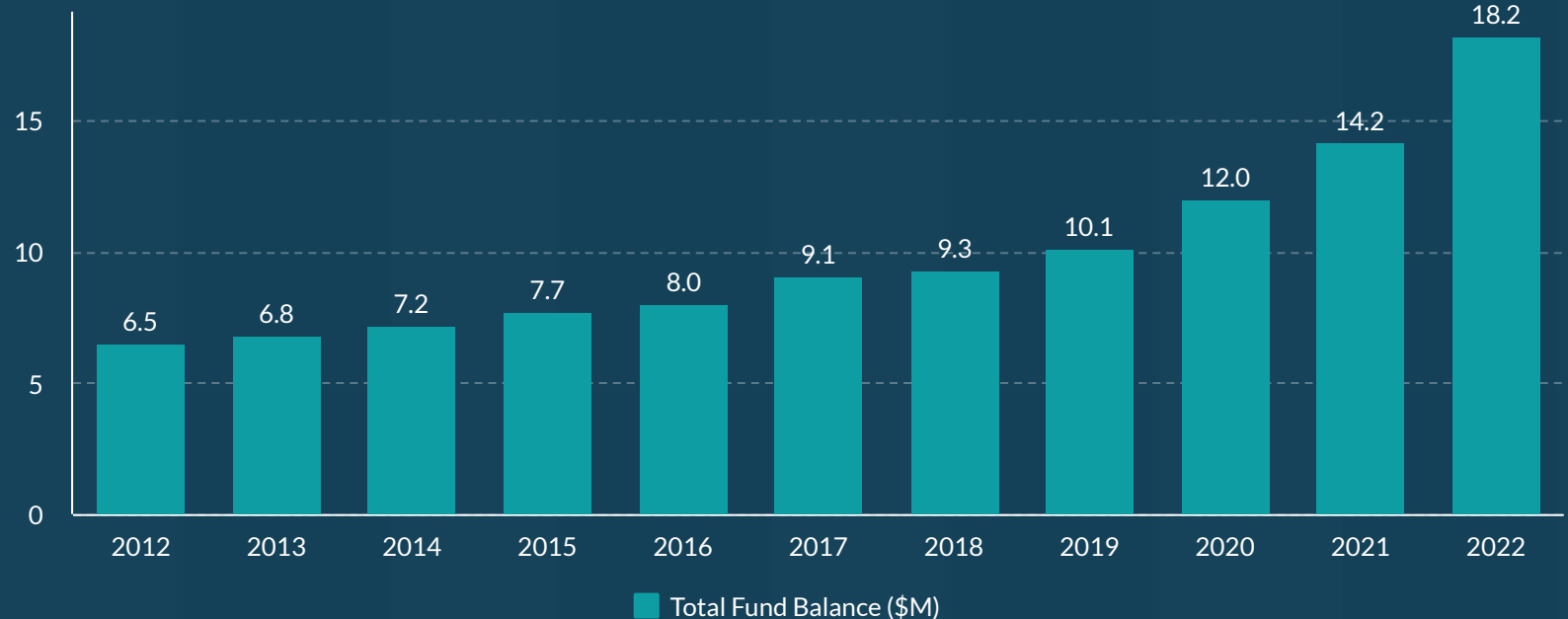
Debt Management

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

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



Fund Balance





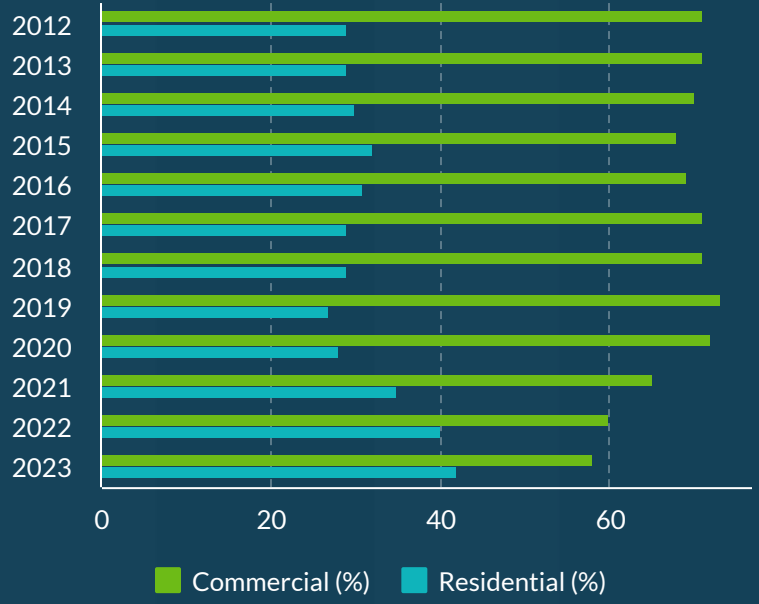
Budget and Finance



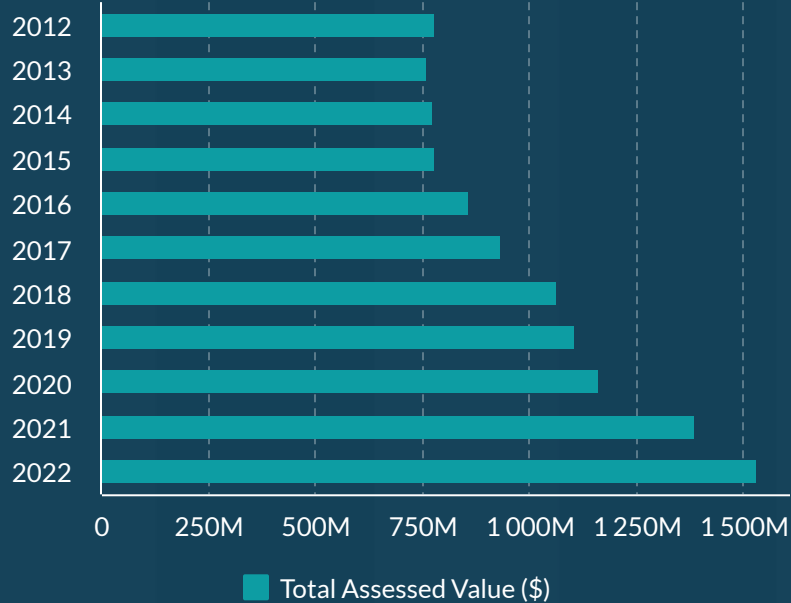
Tax Revenues



Tax Base Components



Property Tax Base



TOWN OF ZEBULON NORTH CAROLINA



ANNUAL COMPREHENSIVE FINANCIAL REPORT
For the Fiscal Year Ended June 30, 2022



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

Budget & Finance Department Budget (420)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 164,662	\$ 198,034	\$ 213,700	\$ 291,000	\$ 236,600	
Professional Services	6,018	1,009	6,900	7,000	6,900	
FICA	12,765	15,221	16,400	22,300	18,200	
Group Insurance (Health)	13,519	17,367	20,700	30,000	22,500	
Retirement	24,923	32,072	36,600	52,000	42,300	
Unemployment Compensation	524	1,516	1,600	2,500	2,500	
Retiree Insurance Benefits	61,289	70,889	85,000	90,000	90,000	
Postage	1,971	1,750	2,025	2,025	2,025	
Cell Phones	600	600	600	600	600	
Travel/Training	849	379	2,500	2,500	2,500	
Equipment Maintenance	-	-	500	500	500	
Advertising	-	-	200	200	200	
Materials/Supplies	4,386	1,914	2,400	2,500	2,400	
Mail Room Supplies	2,903	2,658	3,125	3,300	3,130	
Printing/Copying	2,311	3,051	5,300	5,400	5,300	
Newsletter	-	-	-	-	-	
Computers	-	-	-	-	-	
Contracted Services	15,563	10,904	12,000	12,500	12,000	
Contracted Services (Wake Co. Tax Collection)	27,299	30,981	45,900	63,000	63,000	Wake County increasing billing fees from 0.35% to 0.50%
Insurance & Bonds (Property/Workers Comp)	4,052	6,241	4,750	6,500	6,500	
Total Operating Budget	343,692	394,587	460,200	593,825	517,155	

Administration

Year In Review 2022

Zebulon is the 2nd fastest growing community in North Carolina and we see that growth reflected in how we serve our customers.

It's *All* about the People



Human Resources

20

Different Positions Advertised

381

Applications Reviewed

25

New Employees added to Team Zebulon

29

Wellness and Employee Events

Information Technology



Staying Connected

4533

Work Orders Completed

15

Computers Replaced

852

Hours of Education and Mentorship Completed

Serving Community



Governing Board

400+

Hours of Training

40

Meetings

Many Public Events

Administration (Mgmt., Clerk, HR, IT, PIO) Department Budget (430)

Fiscal Year 2023-2024

	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (IT Director & Assistant Town Manager added)	\$ 339,136	\$ 351,484	\$ 473,955	\$ 938,000	\$ 674,000	Assistant Town Manager 1/1/24 start
Part-Time Salaries	-	-	-	-	-	
Professional Services	21,488	29,992	44,000	75,000	75,000	
FICA	25,191	25,977	34,300	72,200	51,900	
Group Insurance (Health)	23,768	25,322	34,000	75,000	50,400	
Retirement	50,427	55,730	76,000	167,500	120,300	
Postage	-	12	150	150	150	
Cell Phones	2,350	1,940	3,400	4,650	4,650	
Telephone Service	43,173	44,617	52,500	52,500	52,500	
Travel/Training	3,442	9,958	10,200	16,300	16,300	
Travel/Training - H.R.	3,321	3,560	6,400	26,800	26,800	
Vehicle Maintenance	-	-	-	3,000	3,000	
Advertising	1,466	1,894	2,000	10,000	10,000	
Fuel Expense	-	-	-	1,000	1,000	
Materials/Supplies	3,673	4,201	4,000	18,100	18,100	
Printing/Copying	2,120	5,656	6,000	6,100	6,000	
Newsletter	-	-	-	-	-	
Computers	8,151	2,581	79,000	50,000	20,000	
Materials & Supplies - I.T.	3,024	6,810	4,000	4,000	4,000	
Emergency Radio Conversion	-	-	-	-	-	
Contracted Services	36,482	26,527	48,000	47,500	42,000	
Contracted Services - Townwide IT & Phone	132,770	134,199	184,403	170,000	170,000	
Contracted Services - Website	7,902	9,515	9,400	10,000	10,000	
Insurance & Bonds (Property/Workers Comp)	1,047	1,031	1,037	1,050	1,050	
Employee Appreciation Program	8,352	7,238	7,500	10,375	10,375	
Wellness Program	20,061	10,240	50,000	12,000	10,000	
Safety Committee	1,167	-	-	13,000	11,000	
Tuition Assistance Program	1,000	1,000	5,000	5,000	5,000	
Vulnerability/Safety Improvements	-	-	-	-	-	
Retention	-	-	175,000	-	-	
Branding	-	-	-	-	-	
Career Ladder	-	-	-	-	-	
PEG Media Partnership	53,435	51,949	54,000	54,000	54,000	
Total Operating Budget	792,946	811,430	1,364,245	1,843,225	1,447,525	

Planning
ZEBULON

NORTH CAROLINA

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

FY 2024
Planning Department
Budget Request



Code Enforcement



Long Range Planning



Current Planning



Geographic Information Systems



Economic Development



Permitting



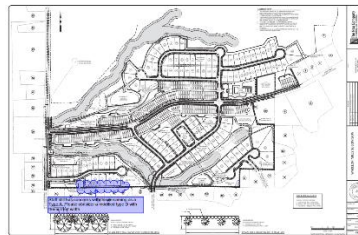
Code Enforcement Cases:

154



Certificate of Occupancies:

372



Development Reviews:

223



Downtown Building Renovations:

5

Hires:

Planner 1 – Cate Farrell

Senior Planner – Adam Culpepper

Economic Development Specialist – Shannon Johnson

Requests:

2nd Code Enforcement Officer

2nd Planner I

Notable Projects

Economic Development Specialist

RFQ for Economic Strategic Plan

NC Main Street Program

Expand Communications

Attract New Investment

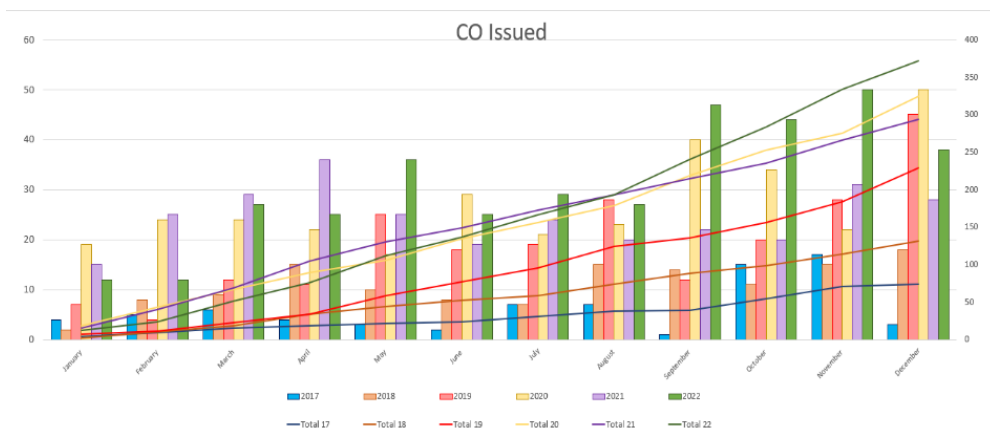
Prepared Text Amendments

Prepared Development Policies

Review Planned Developments

Presented to Elementary School

Presented to Middle School



Planning Department Budget (490)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (Planner 1 & Code Enforcement Officer added)	\$ 313,537	\$ 348,833	\$ 389,500	\$ 587,700	\$ 492,000	Code Enforcement Officer (8/1/23 start); Planner 1 (10/1/23 start)
Salaries (Overtime)	-	-	3,000	5,000	3,000	
Part-time Salaries	1,920	-	-	-	-	
Professional Services	31,060	29,379	73,500	55,000	65,000	
FICA	23,592	25,619	30,500	45,600	38,300	
Group Insurance (Health)	30,329	35,461	41,800	64,000	53,000	
Retirement	47,449	56,638	67,850	91,400	88,600	
Postage	1,815	709	1,800	2,000	1,800	
Cell Phones	2,552	1,620	2,200	2,500	2,500	
Travel/Training	4,765	3,452	14,500	15,000	15,000	
Equipment Maintenance	188	-	300	400	300	
Vehicle Maintenance	2,780	1,031	1,500	5,800	1,500	
Advertising	1,297	1,714	2,400	2,500	2,400	
Fuel	331	1,611	1,500	3,000	1,500	
Materials/Supplies	2,039	1,376	4,000	5,000	5,000	
Printing/Copying	1,760	3,326	3,000	1,200	3,000	
Uniforms	536	1,149	1,000	1,500	1,000	
Printing (UDO)	-	-	-	-	-	
Inspections	-	-	-	4,000	-	
Min. Housing & Abate (Leg., Inspect., Tipping Fees)	8,293	-	-	-	4,000	
Census 2020	-	-	-	-	-	
Insurance & Bonds (Property/Workers Comp)	3,875	6,232	6,100	6,300	6,100	
East Wake Bus Service	4,320	4,320	4,380	4,320	4,380	
Total Operating Budget	482,436	522,470	648,830	902,220	788,380	



ZEBULON POLICE DEPARTMENT



2022 YEAR IN REVIEW

INTEGRITY

PROFESSIONALISM

SERVICE



11,615

FACEBOOK FOLLOWERS

802

COMMUNITY OUTREACH

267

UNLOCKED CARS

56

ESCORTS



21,323

CALLS FOR SERVICE

2484

TRAFFIC STOPS

734

CRASHES INVESTIGATED

1022

REPORTS FILED



VIOLENT CRIME RATE— 5.64/1000 

PROPERTY CRIME RATE—29.15/1000 

CLEARANCE RATE—59% 

SHIFTS AT MINIMUM—40% 

RESPONSE TIME—6:03 

VOLUNTEER HOURS—404 

Enhance Community Engagements, While Keeping Zebulon Safe

Police Department Budget (510)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Civilian Salaries (non LEO position)	\$ 52,879	\$ 54,590	\$ 59,000	\$ 120,900	\$ 120,900	
Sworn Salaries - (Special Ops Sergeant and Police Officer added)	1,110,618	1,264,810	1,673,300	1,975,000	1,845,000	Police Supervisor (10/1/23 start); Police Officer (10/1/23 start)
Salaries (Overtime)	24,730	21,126	25,000	36,500	27,600	
Separation Allowance	52,420	57,610	58,800	63,550	63,550	
Part-time/Auxiliary Salaries	19,529	25,519	20,000	20,000	20,000	
FICA	94,648	105,307	141,460	170,600	160,000	
Group Insurance (Health)	122,133	136,863	173,000	231,600	229,000	
Retirement	185,689	225,400	317,560	405,800	380,900	
Postage	230	162	300	300	300	
Cell Phones	10,067	10,835	13,000	14,220	14,220	
Travel/Training	11,208	14,811	17,237	21,880	20,900	
Equipment Maintenance	6,131	8,512	6,000	7,350	7,350	
Vehicle Maintenance	34,909	53,549	44,000	46,200	46,200	
Fuel	38,196	70,297	64,000	90,280	83,000	
Materials/Supplies	14,323	12,658	17,500	18,375	18,375	
Community Policing	1,250	2,593	15,875	4,200	4,200	
Shop With A Cop Program	3,500	4,800	20,725	1,785	1,785	
Mobile Data Terminal Fees	10,794	9,596	13,400	15,840	14,500	
Radios	4,943	-	-	-	-	
Tasers	16,380	-	-	-	-	
Ammunition	11,299	-	-	-	-	
Body Cameras	4,086	-	-	-	-	
SERT Tactical Guns	1,688	3,089	-	-	-	
Service Equipment	-	15,856	43,700	86,650	55,700	
Uniforms	33,743	34,760	35,360	56,990	47,000	
Contracted Services	178,234	215,669	253,500	249,445	249,445	
Printing/Copying	1,776	2,676	2,500	5,600	2,625	
Insurance & Bonds (Property/Workers Comp)	46,137	55,607	59,782	63,000	63,000	
Informant Fees	2,569	50	3,500	3,500	3,500	
Canine Unit	4,271	4,864	4,300	4,300	4,300	
State Forfeiture Expenditures	-	-	-	-	-	
Federal Forfeiture Expenditures	-	-	-	-	-	
SERT Equipment	1,810	-	-	-	-	
Recruitment (BLET Sponsorships)	4,432	-	-	8,000	8,000	
Total Operating Budget	\$ 2,104,624	\$ 2,411,609	\$ 3,082,799	\$ 3,721,865	\$ 3,491,350	



RESPONDING



EMT



SERVING OVER
25
SQUARE MILES



YEAR IN REVIEW

2022

REACHING OUT TO PROTECT

Child Safety Seat Program



55
Smoke Alarms Distributed



63
Seats Checked This Year



286 People Reached through Programs

PREPARING OUR COMMUNITY



Using Social Media to Provide Seasonal Info

Search **zebulonfd** to Like or Follow!

196,285 Reached in 2022



Ready WAKE! ALERTS

Sign up at ReadyWake.com!

113 E. VANCE STREET
ZEBULON, NC 27597
919.269.6487

WWW.TOWNOFZEBULON.ORG

PERSONNEL DEDICATED TO THEIR COMMUNITY



20 Volunteers

21 Career

9 Part-Time

12 Juniors

TRAINED TO SERVE



7,097 Hours of Training

READY WHEN NEEDED

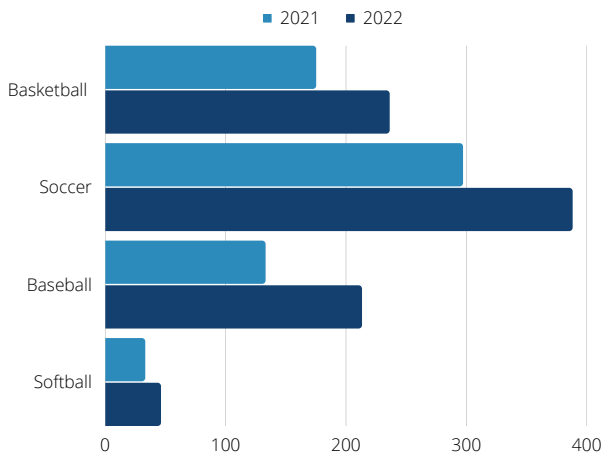


Fire Department Budget (530)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (Add 3 positions at cost share (County covered full cost in FY 23))	\$ 796,792	\$ 871,594	\$ 1,388,000	\$ 1,460,000	\$ 1,460,000	
Salaries (Overtime)	41,105	55,744	95,000	107,800	107,800	
Career Ladder	-	-	11,000	11,000	11,000	
Part-time Salaries	28,113	21,574	42,640	61,740	61,740	
Volunteer Pay	13,375	15,144	17,000	22,000	22,000	
FICA	67,519	73,475	119,900	127,200	128,000	
Group Insurance (Health)	87,003	92,442	144,400	157,000	157,000	
Retirement	134,514	156,725	255,500	280,200	282,000	
Personnel Programs	5,524	4,566	8,284	8,284	8,284	
Postage	193	134	250	250	250	
Cell Phones	8,556	8,959	9,070	9,500	9,500	
Fire Station (Not listed with Public Works: Property & Project Management to more easily track Wake County cost share						
Water & Sewer	-	3,540	3,800	3,800	3,800	
Electricity	-	8,030	8,000	9,000	9,000	
Natural Gas	-	2,342	2,200	2,200	2,200	
EMS Water & Sewer	-	1,208	2,000	1,200	2,000	
EMS Electricity	-	-	4,500	2,400	2,400	
EMS Natural Gas	-	-	-	2,000	2,000	
Travel/Training	1,908	6,762	7,100	7,100	7,100	
Fire Station Building Maintenance	12,144	8,629	20,000	20,000	20,000	
EMS Building Maintenance	-	-	-	5,000	5,000	
Equipment Maintenance	12,141	11,849	12,500	12,500	12,500	
Vehicle Maintenance	31,110	46,426	42,492	40,000	40,000	
Fuel	8,735	18,204	13,000	26,000	26,000	
Materials/Supplies	31,419	26,455	35,000	35,000	35,000	
Investigations	3,027	118	1,500	500	500	
Defibrillators	4,857	-	4,000	4,000	4,000	
800 MHZ Radio Upgrade	-	-	10,000	-	-	
Uniforms	6,976	9,258	14,000	14,000	14,000	
Turnout Gear	12,174	3,041	87,532	50,000	50,000	
Contract Services	13,830	10,748	15,000	15,000	15,000	
Inspections Program	1,371	1,346	2,500	2,500	2,500	
Wake Hazmat Team - Fire Service	2,700	3,193	3,400	3,750	3,750	
Wake County Dispatch - Fire Service	9,552	10,515	13,200	15,200	15,200	
Recruitment & Retention	2,273	1,662	2,600	2,600	2,600	
Medical Exams	8,406	7,568	12,500	12,500	12,500	
Insurance & Bonds (Property/Workers Comp)	57,751	62,270	75,000	100,000	100,000	
Miscellaneous	-	-	-	-	-	
Total Operating Budget	1,403,068	1,543,519	2,482,868	2,631,224	2,634,624	

ZEBULON PARKS & RECREATION

JAN- DEC 2022

ATHLETIC PARTICIPATION



TOTAL PARTICIPATION

883

38% increase

FINANCIAL INFORMATION

RECREATION IMPACT FEE

\$2.5 million

YOUTH FINANCIAL AID

\$600 granted

COLLECTED REVENUE

Programs, Rentals, & Sponsorships

\$146,400

47% increase

RECREATION PROGRAMS & INITIATIVES HIGHLIGHTS



- Art, science, & sport themed camps
- Outreach & community engagement
- Partnerships to expand programs
- Youth Service Provider Network

- Expanded nature programs
- Reimagine spaces
- Expansion of events
- Special populations programs



ZEBULON PARKS & RECREATION

PARK PROJECTS HIGHLIGHTS

Gill St Park Improvements



Renovation of the Gill St Basketball Courts and installation of dispersed picnic areas to serve the playground and basketball court.

Community Park Basketball Courts



Resurfaced basketball courts to address safety, quality of play, and extended facility life.

Whitley Park - Tennis Courts



The tennis courts were resurfaced to allow for a smoother, safer playing surface. Will also prolong life expectancy of the court.

Little River Park



Site specific plan has been adopted and preparing for grant applications. Kudzu removal continued.

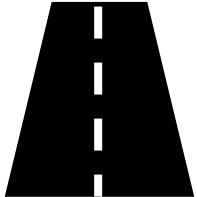
Municipal Complex Soccer Fields



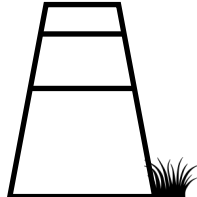
A boundary fence was removed and repurposed to enclose the former school football field. The field was rehabbed and an ADA compliant sidewalk and large viewing pad were installed. Trees were planted along the fence line of the field.

Parks & Recreation Department Budget (620)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (Athletic Coordinator & Comm. Center Recreation Assistant added)	\$ 323,011	\$ 368,042	\$ 430,400	\$ 598,200	\$ 552,100	Included \$5,000 Career Ladder; Athletic Coordinator (10/1/23 start); Recreation Assistant (10/1/23 start)
Salaries (Overtime)	1,614	1,741	2,200	2,000	1,500	
On Call Pay	-	-	-	6,500	6,500	
Part-time Salaries (Athletics)	1,433	10,210	26,000	17,000	17,000	
Part-time Salaries (Artisan Market)	3,274	2,116	-	-	-	
Part-time Salaries (Community Center)	4,974	27,118	45,000	23,202	23,200	
Part-time Salaries (Programs/Events)	3,565	6,045	12,500	52,704	25,000	
Part-time Salaries (Parks Maintenance)	36,919	23,204	16,000	17,000	16,000	
FICA	26,634	31,426	40,460	54,900	48,500	
Group Insurance (Health)	35,494	42,385	61,800	81,850	72,200	
Retirement	49,192	60,291	75,720	107,100	99,100	
Postage	11	132	700	600	600	
Cell Phones	3,192	4,545	5,300	7,056	7,000	
Park Utilities (Electricity/Water)	33,899	34,434	36,000	37,260	37,000	
Travel/Training	1,875	6,999	4,900	8,500	8,500	
Grounds Maintenance	59,479	78,456	53,800	70,750	70,000	
Community Park Baseball Field Renovations	-	2,409	-	-	-	
Little River Park Kudzu Eradication	-	6,300	13,700	-	-	
Equipment Maintenance	6,466	9,362	9,400	9,400	9,400	
Vehicle Maintenance	9,708	5,360	6,000	8,000	8,000	
Fuel	7,604	11,109	8,000	16,400	16,400	
Materials/Supplies	5,689	5,715	6,300	6,600	6,300	
Athletic Team Uniforms	8,224	21,610	28,500	28,500	28,500	
Community Center Materials/Supplies	6,368	7,933	8,000	10,500	10,500	
Computers	1,073	-	2,600	3,000	3,000	
Printing/Copying	1,411	3,592	3,200	3,200	3,200	
Contract Services (Restroom cleanings, RecDesk)	15,131	16,814	20,000	14,100	20,000	
Insurance & Bonds (Property/Workers Comp)	16,723	20,496	26,852	28,200	28,200	
Camp Programs	8,168	13,789	17,000	20,000	20,000	
Senior Trips	-	-	-	-	-	
Farmers Market	16,721	9,719	-	-	-	
Special Events (Tree lighting, May Day, concerts & movies)	24,202	26,370	77,000	82,725	82,000	
Farmers Market EBT Matching (Sponsors)	628	324	-	-	-	
Cultural Arts	-	5,000	-	-	-	
Community Center Programs	13,624	31,004	34,500	40,314	40,000	
Cultural & Recreation Programs	4,334	4,403	7,000	7,300	7,000	
Athletics	11,325	25,646	38,950	71,300	71,000	
Advisory Board	1,219	1,574	2,000	2,000	2,000	
Park Landscape	48,430	51,770	52,000	48,100	54,000	
Cemetery Landscape	16,200	23,600	24,500	27,300	27,000	
Marketing & Advertisement	5,721	7,442	7,500	12,800	12,800	
Food Insecurity	-	-	4,048	-	-	
Sustainability	-	-	-	5,000	5,000	
Total Operating Budget	\$ 813,535	\$ 1,008,483	\$ 1,207,830	\$ 1,529,361	\$ 1,438,500	

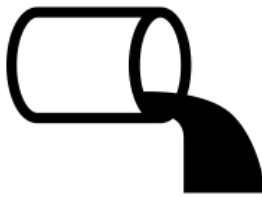
Infrastructure & Operations Growth: FY2013-FY2023



Streets
 37 miles
 +92%



Sidewalks
 16 miles
 +91%



Stormwater Pipe
 28 miles
 +166%



Residences
 3424
 +96%



Operators
 11
 +0%

FY 2023 Projects and Activities



**E. Vance St.
 Stormwater
 Repairs**



Paving Southland Drive



Paving Yates Place



**Green Pace & Arendell
 Signals & Turn Lanes**



**West Gannon & West
 Sycamore Sidewalks**

SITES

W SYCAMORE ST

MS4 Stormwater Audit



Fallen Tree at TH



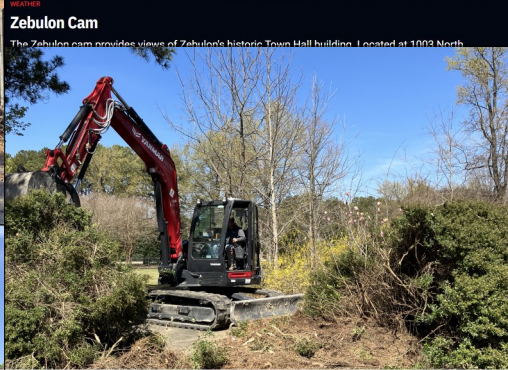
Sweeper Rehab



Excavator Purchase



WRAL Weather Camera



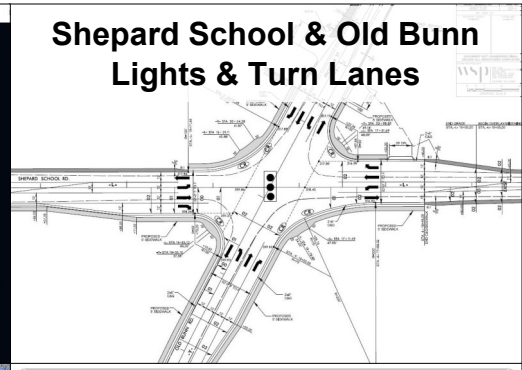
Clear Side Lawn at Town Hall



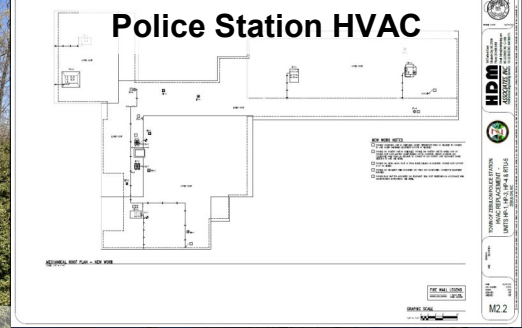
Swimming Pool PER & Demolition



Recycling Center Automated Gates



Shepard School & Old Bunn Lights & Turn Lanes



Police Station HVAC

Police Station Visitor Parking



Public Works Equipment Shed

New Personnel

Darren, Operator II



Josh, Operator I



Daniel, Operator II



Public Works: Property & Project Management Division Budget (500)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
Operating Budget						
Salaries (J. Brown, M. Duffy, S. Jarquin, R. Silvers, T. Cooke, J. Beddingfield)	\$ 248,874	\$ 254,849	\$ 365,300	\$ 470,925	\$ 339,000	
Salaries (Overtime)	1,547	4,263	8,000	44,850	10,000	
On Call Pay	-	-	4,700	13,000	13,000	
Part-time Salaries	4,665	7,220	10,000	25,200	14,000	
Professional Services	9,989	10,625	11,500	35,000	10,000	
FICA	18,493	19,307	30,100	39,600	29,000	
Group Insurance (Health)	29,062	31,259	49,100	52,200	52,200	
Retirement	37,829	42,243	64,900	87,200	64,700	
Stadium						
Stadium - Electricity	8,169	9,876	9,100	9,500	10,000	
Stadium - Water/Sewer	19,444	25,602	21,500	27,000	26,000	
Stadium Maintenance	2,875	2,180	3,800	5,000	3,800	
Stadium Materials & Supplies	2,452	3,769	4,300	5,000	5,000	
Stadium - Insurance & Bonds	1,704	1,705	1,700	2,000	1,700	
Zebulon Municipal Complex						
ZMC Utilities				-		
ZMC - Water & Sewer	-	10,023	10,400	10,400	10,400	
ZMC - Electricity	61,801	68,465	64,000	70,000	68,000	
ZMC - Natural Gas	-	1,036	2,250	3,000	3,000	
ZMC Maintenance	72,739	75,087	79,000	77,000	77,000	
Zebulon Community Center & Maintenance Building						
ZCC and Maintenance Building Maintenance	26,502	18,496	25,500	25,500	25,500	
ZCC Electricity	-	17,088	17,100	18,000	18,000	
ZCC Water & Sewer	-	4,265	4,000	5,000	5,000	
Zebulon Public Works Facility						
ZPW Electricity (includes area lighting)	27,921	8,483	8,600	13,000	12,000	
ZPW Natural Gas	-	2,531	3,550	2,800	4,000	
ZPW Water & Sewer (includes irrigation)	13,109	5,687	4,000	6,000	6,000	
Postage	135	129	200	200	200	
Cell Phones	3,076	3,265	3,600	3,600	3,000	
Travel/Training	1,745	3,269	6,000	24,000	16,000	
Buildings & Grounds Maintenance (Public Property and Right-of-way)	28,679	23,898	27,000	30,000	27,000	
Nuisance Abatements	-	-	-	1,500	-	
Highway 64 Maintenance	1,680	-	-	-	-	
Town Hall & Police Station LED Lighting Exchange	2,250	692	8,100	10,000	-	
Sidewalk/Handicap Ramp Maintenance	20,250	-	-	-	-	
Eastern Wake EMS Property	5,650	26,107	35,193	10,000	-	
LED Tree Lighting	-	9,661	-	-	-	
Equipment Maintenance	4,409	12,126	10,600	15,000	14,000	
Mowing Equipment Maintenance	7,209	4,292	5,000	5,000	5,000	
Vehicle Maintenance (2000 F-550 Bucket, 2008 F-250, 2006 Expedition)	2,182	3,798	12,738	6,000	4,000	
Fuel	8,188	11,182	10,200	12,000	13,000	
Materials/Supplies	10,618	12,264	15,000	15,000	15,000	
Janitorial Materials & Supplies	2,619	1,720	3,500	3,000	3,500	
Uniforms	3,476	3,933	5,000	7,000	7,000	
Contracted Janitorial Services	75,470	80,107	86,000	90,000	90,000	
Contracted Services - Intraforce Software	-	-	-	5,000	-	
COVID-19 Expenditures	15,716	-	-	-	-	
Insurance & Bonds (Property/Workers Comp)	11,980	9,649	13,300	15,000	15,000	
Total Operating Budget	\$ 792,509	\$ 830,152	\$ 1,043,831	\$ 1,299,475	\$ 1,020,000	

Public Works: Operations Division Budget (520)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (J. Corbett, C. Hamilton, S. Holmquist, C. Johnson, C. Ray, D. Lloyd, D. Baxley, Crew Leader (Vacant), Operations Manager (Vacant), (Crew Leader & Equip. Operator 2 added))	\$ 455,458	\$ 395,191	\$ 526,000	\$ 778,400	\$ 645,000	Crew Leader (10/1/23 start); Equipment Operator 2 (10/1/23 start)
Salaries (Overtime)	2,164	5,567	8,000	77,850	10,000	
On Call Pay	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	
Part-time Salaries	-	-	7,800	26,250	33,000	
Professional Services - Streets/Transportation	1,123	1,999	15,600	20,000	20,000	
Professional Services - Stormwater (MS4 permit)	-	9,028	34,600	25,000	-	
FICA	34,991	30,625	43,200	72,300	54,600	
Group Insurance (Health)	51,885	43,726	78,700	89,400	81,000	
Retirement	69,137	65,079	94,000	161,700	119,300	
Postage	804	162	1,150	1,500	1,150	
Cell Phones/Tablets	7,144	5,741	10,000	12,500	12,500	
Street Lighting	211,499	228,530	247,000	300,000	300,000	
Street Lighting (LED Conversion)	-	8,560	-	-	-	
Travel/Training	4,518	5,437	10,300	34,000	20,000	
Sidewalk & Handicap Ramp Maintenance	-	-	-	-	-	
Storm Drainage Maintenance	28,270	-	-	-	-	
Equipment Maintenance	33,295	30,861	37,000	45,000	37,000	
Vehicle Maintenance (2001 F-450 Dump, 2004 F-350, 2008 F-250, 2016 F-150, 2019 F-550)	31,741	38,216	45,500	55,000	40,000	
Fuel	20,422	28,438	36,000	44,000	44,000	
Materials & Supplies - Streets	27,047	35,008	36,340	63,000	30,500	
Materials & Supplies - Snow/Ice Removal	6,441	5,882	8,500	10,000	10,000	
Materials & Supplies - Sanitation	10,289	11,415	11,625	12,500	11,625	
Materials & Supplies - Stormwater	7,142	7,102	8,200	10,000	10,000	
Printing & Copying	2,940	1,531	7,275	7,500	7,275	
Uniforms	6,063	6,183	8,850	13,000	8,850	
Radios	-	-	-	-	-	
Community Recycling Day	1,959	4,008	4,000	5,000	5,000	
Contract Services:Solid Waste	509,279	567,559	703,000	810,000	760,000	
Contract Services:CORPUD Billing	16,374	33,046	35,000	40,000	35,000	
Contract Services:Yardwaste Site Management	31,810	49,572	83,400	60,000	58,000	
Contract Services:GPS Route Vehicles	-	-	-	-	-	
Contract Services:Streets	13,841	22,213	39,000	25,000	34,000	
Contract Services:Stormwater (basin main., TV, clear	6,873	31,458	47,240	40,000	40,000	
NC 811 Service (Line Locates)	539	505	2,000	2,000	2,000	
Insurance & Bonds (Property/Workers Comp)	46,716	39,648	80,350	90,000	89,850	
Total Operating Budget	1,639,763	1,712,290	2,269,630	2,943,900	2,532,650	

Powell Bill Funding Department Budget (570)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Professional Services (For Powell Bill Report)	-	3,158	4,500	5,000	4,500	Remaining funds directed to capital budget
Maintenance	-	-	-	-	-	
Snow/Ice Removal Supplies	-	-	-	-	-	
Contract Services	-	-	-	-	-	
Insurance	-	-	-	-	-	
Total Operating Budget	-	3,158	4,500	5,000	4,500	

Engineering Department Budget (590)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries (Town Engineer)	\$ -	\$ -	\$ -	\$ 103,000	\$ 77,000	Town Engineer (10/1/23 start)
FICA	-	-	-	8,000	6,000	
Group Insurance (Health)	-	-	-	7,000	5,500	
Retirement	-	-	-	18,400	13,800	
Postage	-	-	-	750	750	
Cell Phones	-	-	-	600	450	
Travel/Training	-	-	-	2,000	2,000	
Vehicle Maintenance	-	-	-	1,750	1,750	
Fuel Expense	-	-	-	2,000	2,000	
Computers	-	-	-	5,000	5,000	
Materials/Supplies	-	-	-	2,500	2,500	
Stormwater - Promotional	-	-	-	5,000	5,000	
Stormwater - Permitting Renewal (MS4 & Industrial)	-	-	-	2,000	2,000	
Contracted Services - Pond Inspections	-	-	-	1,750	1,750	
Uniforms	-	-	-	500	500	
Insurance & Bonds (Property/Workers Comp)	-	-	-	3,000	3,000	
Total Operating Budget	-	-	-	163,250	129,000	

Community & Economic Development Department Budget (690)						
Fiscal Year 2023-2024						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Amended Budget	FY 2024 Requested	FY 2024 Recommended	Notes
<i>Operating Budget</i>						
Salaries	-	-	41,100	77,300	77,300	
FICA	-	-	3,200	6,000	6,000	
Group Insurance (Health)	-	-	3,600	7,500	7,500	
Retirement	-	-	7,100	13,800	13,800	
Professional Services	-	-	-	3,000	-	
Postage	-	-	-	3,000	-	
Cell Phones	-	-	300	600	600	
Travel & Training	-	-	3,000	8,000	8,000	
Materials & Supplies	-	-	-	2,000	-	
Printing & Copying	-	-	-	600	-	
Business Retention Program (Administered by Chamber)	5,000	-	-	-	-	
Façade Improvement Grants	2,500	10,000	-	-	-	To capital budget
Streetscape Match Grant	-	383	-	-	-	To capital budget
Downtown LED Tree Lighting	-	-	-	10,000	-	
Downtown Associate Program Travel & Training	-	-	7,000	-	7,000	
MSP Coordinator	-	26,800	62,000	62,000	62,000	
MSP Conference & training requirements	735	2,790	10,000	12,000	10,000	
GRCVB Partnership	-	6,495	7,000	7,000	7,000	
Downtown Events	-	-	-	5,000	-	Moved to PR "Special Events"
Building Upfit Grant	-	-	-	-	-	To capital budget
Total Operating Budget	8,235	46,468	144,300	217,800	199,200	

MEMORANDUM

TO: Bobby Fitts, Finance Director

FROM: Lisa Markland, Human Resources Director

CC: Joseph M. Moore II, Town Manager

RE: FY 2024 Governing Board Requested Budget

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Governing Board operating budget request. Listed below is a brief description of the use or purpose of each line item.

Salaries

- These funds cover the base salary for the Board and the Town Clerk.
- The increase would cover the addition of a Town Clerk and the 5% increase to the Board salaries.

Professional Services

- This line item covers all attorney bills as well as the cost of retreats, auditors, agenda software and scanning of all agenda packets for archives and retention and for digital search.
- The increase this year is based on the estimate provided by Wyrick Robbins, increase in retreats and increase in services.

FICA

- This covers the required deductions by the federal government from all Elected Officials and employee's salaries.
- The increase would cover the Elected Officials and the Town Clerk.

Group Insurance

- The current line item provides insurance for Elected Officials.
- The increase would cover the Elected Officials and Town Clerk position.

Postage

- This covers postage for mailing items on behalf of the Board.
- There is no increase to this line item.

Cell Phones

- This covers the cost of a cell phone for the Mayor.
- There is no increase to this line item.

Travel & Training

- This covers the cost of conferences, Mayor's Association Dinner, dues for various organizations, classes, hotels, mileage and food. Each Commissioner gets the same amount and the Mayor gets a set amount.
- The increase is to cover the cost of conferences and training for the Town Clerk.

Equipment Maintenance

- This is to cover the cost of maintenance on office printers and computers.
- There is no increase to this line item.

Materials & Supplies –

- This covers basic office supplies and furniture.
- This should cover the cost of furniture and basic office supplies for the new clerk and the Board.

Uniforms

- Allows for the purchase of logo shirts for the Board.
- There was no increase to this line item.

Appointed Board Appreciation

- This provides an opportunity to thank our appointed boards for serving our community.
- This line item has not increased.

Triangle J COG

- This annual fee allows the Town access to training, drug testing consortium, and grants.
- The annual fee has increased based on our increase in population.

NCLM

- Being a part of the League allows for the Town to access insurance, training programs, Workers Compensation, legal services and other benefits.
- The annual fee has increased based on the increase in our population.

School of Government

- This is an annual membership fee.
- The increase was based on the increase for FY '23.

CAMPO

- Being a part of CAMPO gives the Town a voice for the community as it relates to planning and transportation.
- The annual fee has increased based on the increase in our population.

Insurance & Bonds –

- This line item provides for workers comp, property and liability insurance for the department.
- The basis for this year's request is an anticipated increase in our workers comp premium due to our experience mod increasing based on some recent years of high claims history.

Strategic Plan Grants –

- This has previously been non-profit grants with a maximum of \$5000.
- This line item has not increased.

Account Number	Account Description	FY 2024 Requested
10-410-0000	GOVERNING BODY:	
10-410-0200	SALARIES	\$ 111,500.00
10-410-0400	PROFESSIONAL SERVICES	350,000.00
10-410-0500	FICA	9,300.00
10-410-0600	GROUP INSURANCE	52,000.00
10-410-0700	RETIREMENT	10,300.00
10-410-1100	POSTAGE	550.00
10-410-1101	CELL PHONES	600.00
10-410-1400	TRAVEL/TRAINING	20,000.00
10-410-1600	EQUIPMENT MAINTENANCE	500.00
10-410-3300	MATERIALS & SUPPLIES	18,500.00
10-410-3301	UNIFORMS	600.00
10-410-3400	ELECTIONS	25,000.00
10-410-3500	APPOINTED BOARD APPRECIATION	3,000.00
10-410-3600	CITIZEN'S ACADEMY	1,000.00
10-410-3700	TRIANGLE J COG	2,200.00
10-410-3800	NCLM	7,000.00
10-410-3900	SCHOOL OF GOVERNMENT	1,000.00
10-410-4000	CAMPO	3,200.00
10-410-5400	INSURANCE & BONDS	4,800.00
10-410-5800	DEW4HIM MINISTRIES, INC.	-
10-410-5801	EAST WAKE EDUCATION FOUNDATION	-
10-410-5802	INTERACT	-
10-410-5803	MISS ZEBULON ORGANIZATION	-
10-410-5804	MLK BREAKFAST	-
10-410-5805	PRESERVATION ZEBULON	-
10-410-5806	SHARE HIS GLORY	-
10-410-5807	SHEPHERD'S CARE MEDICAL CLINIC	-
10-410-5808	ZEBULON UMC FOOD PANTRY	-
10-410-5809	GO THE EXTRA MILE	-
10-410-5810	PROGRESSIVE TEAMWORKS OUTREACH	
	HOLD FOR STRATEGIC PLAN GRANTS	5,000.00
	Totals	\$ 626,050.00

MEMORANDUM

TO: Joseph M. Moore II, Town Manager

FROM: Bobby Fitts, Budget & Finance Director

RE: FY 2024 Budget & Finance Department Requested Budget

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Budget & Finance department operating budget request. Listed below is a brief description of the use or purpose of each line item.

Salaries –

- This line item provides salaries for the three full-time employees of the department.
- The basis of this year's request is the anticipated salary expenditures based on the recommended merit for those three full-time employees.

Professional Services –

- These funds are used for the professional services associated with the Law Enforcement Officers Separation Allowance actuarial study, the Other Post Employment Benefits valuation. Also, any banking fees and costs of printing the Annual Comprehensive Financial Report.
- The basis of this year's request is based on previous years costs.

FICA –

- This line item provides the funding necessary to pay the required U.S. federal payroll tax for the three full-time employees of the department.
- The basis of this year's request is 7.65% of budgeted salaries.

Group Insurance –

- This line item provides for the health, dental, vision and life insurance benefits for the three full-time employees of the department.
- The basis of this year's request is the cost for the first half of the fiscal year is known and then a possible 10% increase for the second half is projected.

Retirement –

- This line item provides for the Town's contributions to LGERS and 401k retirement contributions for the three full-time employees of the department
- The basis of this year's request is the same 5% contribution for 401k and 12.85% for LGERS.

Unemployment Comp –

- This line item provides funding to pay any unemployment claims and to maintain base wage amounts with NC Employment Securities Commission.
- The basis of this year's request is based on increased wages with additional personnel added.

Retiree Insurance –

- The line item provides funding for the health, dental and vision benefits for retired personnel. There are currently eight retirees on the group health plan and nine whose medicare supplement and prescription drug plan is paid. Seventeen retirees are on the group dental and vision plans.
- The basis of this year's request is an increase due to projected health care cost increases is included in this request.

Postage –

- This line item provides for costs for various mailings including payments to vendors, customers, etc.
- The basis of this year's request is based on costs from previous years, increased mailings to vendors and customers and the recent postage rate increase.

Cell Phones –

- This line item provides for employee cell phone stipends for one employee (director).
- The basis of this year's request is the same as previous years - \$50/month.

Travel & Training –

- This line item provides for costs resulting from training, conference registrations and membership dues.
- The basis of this year's request is based on previous years costs.

Equipment Maintenance –

- This line item provides for costs associated with general equipment maintenance costs.
- The basis of this year's request is based on previous years costs.

Advertising –

- This line item provides for costs associated with advertising for the budget public hearing.
- The basis of this year's request is based on previous years costs.

Materials & Supplies –

- This line item provides for costs associated with the various supplies needed for the department. Examples of these items are general office supplies and checks.
- The basis of this year's request is based on previous years costs.

Printing & Copying –

- This line item provides for costs associated with department use on printers and the copier. Reports, checks, and the budget documents are some of the items that the department prints on a regular basis.
- The basis of this year's request is based on previous years costs.

Mailroom Supplies –

- This line item provides for various supplies for the mailroom. Some examples of these are paper for all departments, envelopes, paper clips, etc.
- The basis of this year's request is based on previous years costs.

Contracted Services –

- This line item provides for costs associated with contracts within the department. This mainly consists of the maintenance and support contract on the finance software that is used as well as Adobe Acrobat licenses that are used.
- The basis of this year's request is based on previous years costs.

Contracted Services – Wake County Tax Collection Fees –

- This line item provides for costs associated with the fees paid to Wake County for the billing and collecting of the Town's ad valorem property tax.
- The basis of this year's request is an increase by the County from 0.35% to 0.50% of collections as well as the amount of our collections going up with an increased assessed value.

Insurance & Bonds –

- This line item provides for workers comp, property and liability insurance and bonding for the director and tax collector are included in this account.
- The basis for this year's request is an anticipated increase in our workers comp premium due to our experience mod increasing based on some recent years of high claims history.

Account Number	Account Description	FY 2024 Requested
10-420-0000	FINANCE:	
10-420-0200	SALARIES	\$ 291,000.00
10-420-0400	PROFESSIONAL SERVICES	7,000.00
10-420-0500	FICA	22,300.00
10-420-0600	GROUP INSURANCE	30,000.00
10-420-0700	RETIREMENT	52,000.00
10-420-0800	UNEMPLOYMENT COMP	2,500.00
10-420-0900	RETIREE INSURANCE	90,000.00
10-420-1100	POSTAGE/TELEPHONE	2,025.00
10-420-1101	CELL PHONES	600.00
10-420-1400	TRAVEL/TRAINING	2,500.00
10-420-1600	EQUIPMENT MAINTENANCE	500.00
10-420-2600	ADVERTISING	200.00
10-420-3300	MATERIALS & SUPPLIES	2,500.00
10-420-3303	PRINTING/COPYING	5,400.00
10-420-3305	MAIL ROOM SUPPLIES	3,300.00
10-420-4500	CONTRACTED SERVICES	12,500.00
10-420-4501	CONTRACTED SERVICES-WAKE CO TAX COLLECT	63,000.00
10-420-5400	INSURANCE & BONDS	6,500.00
Totals		\$ 593,825.00

MEMORANDUM

TO: Bobby Fitts, Finance Director

FROM: Lisa M. Markland, Human Resources Director Director

CC: Joseph M. Moore II, Town Manager

RE: FY 2024 Administration & IT Department Requested Budget

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Administration & IT department operating budget request. Listed below is a brief description of the use or purpose of each line item.

Salaries

- These funds cover the base salary for the nine members of the Administration, HR, and IT services. We are requesting an additional four (4) positions this year at a cost of \$305,654.
- The positions requested are an IT Director, Assistant Town Manager, Project Manager and an Executive Assistant for the Managers Office. The reason for these requests was to move the Town in the direction of one of the Core Areas in the 2030 Strategic plan of Growing Smart.

Professional Services

- Professional services cover services that are necessary to do business for items such as Adobe Suite, Zoom, Asset Essentials (workorder system) and DEIB training to name a few.
- There is no change in what is being requested. This will allow for continued services and training to be provided for staff which would allow them to provide services to customers.

FICA

- This covers the required deductions by the federal government from all employee's salaries.
- The increase would cover the current positions funded and the four new ones that are requested.

Group Insurance

- The current line item provides insurance for all funded positions.
- The increase would cover the four new positions.

Retirement

- This covers the required retirement for the full-time funded positions.
- The line item would cover the required retirement for the current and new full-time employees (9).

Postage

- These funds are used for all mailings that are sent out by the Administration, IT and HR Departments.
- There is no increase in the requested postage amount.

Cell Phones

- Cell phones or reimbursements are provided to full-time employees that have a need for a cell phone outside of the office or do a good portion of their work away from their desk.
- The increase would cover the new positions that would be eligible for cell phone reimbursement.

Telephone Service

- This number covers the contracts for telephone service, maintenance, and equipment.
- There is no increase in the request for this service.

Travel & Training

- This line item covers classes, hotel, food, mileage, conferences and annual dues for the department. By promoting and encouraging attendance at classes and conferences provides the Town with some of the best employees by making sure that they are well educated on what is occurring in their fields and serving our employees well.
- The increase in this line item would cover the new positions that were requested.

Travel & Training - HR

- Training and memberships that are HR related come from this line item. Human Resources is changing all the time and staying current on all the various changes is imperative to be able to provide the services our employees need, and which are required by law.
- The increase in this number would cover training for all employees, including the increase in staffing as well as adding supervisory training.

Advertising

- This is used to advertise the budget public hearing as well as all positions within the Town. This has allowed the Town to recruit from all over the country and increase the number of applicants. The increase in applicants provides the opportunity to hire the best employees.
- We have increased our advertising dramatically over previous years.

Materials & Supplies

- This covers the general office supplies as well as furniture, phones, and other equipment needed in the department.
- The increase would cover the furniture and supplies for the new positions.

Printing & Copying

- This covers the cost of renting copiers and printers as well as supplies and maintenance for the equipment.
- There is no increase in this line item.

Computers

- This line item allows for the computers to be replaced on a three-year cycle, replace computers that fail, as well as purchase new computers for the new positions throughout town. This program keeps our employees from working with obsolete equipment that would hinder them from serving our citizens in the best way possible.
- This will be used to replace computers in two departments and for new employees.

Materials & Supplies – I.T.

- This covers supplies that are specific for IT such as testing equipment, monitors for computers, and additional power cords.
- There is no increase in this line item.

Contract Services

- This covers companies that we have specific contracts with such as Neogov, Employee Assistance Program, Castlebranch, and a company to conduct assessment centers.
- The increase in this line item covers the increase in the contract amount for these services as well as the cost of an assessment center for the Asst. Town Manager position.

Contract Services – I.T.

- There are specific contracts related to IT that include Microsoft licensing, ADT building access, Internet and a separate backup service, and various other contracts for security, archiving and such.
- There was no increase to this line item.

EWTv

- These funds cover the services provided to record and live stream the Board of Commissioners meetings as well as do public interest segments for the Town.
- There is no increase to this line item.

Contracted Services - Website

- This pays for the monthly cost of hosting our website and any maintenance support that is not covered by the monthly fee; It also covers the cost of a professional photographer to come in once or twice a year to cover events.
- This covers the increase in the cost for the site services.

Insurance & Bonds

- This line item provides for workers comp, property and liability insurance for the department.
- The basis for this year's request is an anticipated increase in our workers comp premium due to our experience mod increasing based on some recent years of high claims history.

Employee Appreciation

- These funds are used to thank employees for the splendid work they do. It includes the annual Christmas lunch, Family Mudcats game, turkeys or hams at Christmas, ice cream in the summer and Public Service Week.
- The increase covers the increase in the number of employees, costs, as well as the higher number of employees that have hit the 5, 10, 15, 20, 25 and 25+ recognitions.

Wellness Program

- This program promotes wellness for our employees by providing flu shots, bringing in a mammogram and physical buses, wellness baskets and classes that promote eating healthy. The goal with this program is to incentive wellness to that it will lead lower insurance costs.
- The increase would cover the increase in the number of employees.

Tuition Assistance Program

- This program reimburses employees that have been approved to take college courses that would serve the department as well as the Town in providing services or meet requirements of the career ladder.
- This line has not increased.

Account Number	Account Description	FY 2024 Requested
10-430-0000	ADMINISTRATION:	
10-430-0200	SALARIES	\$ 938,000.00
10-430-0300	PART-TIME SALARIES	-
10-430-0400	PROFESSIONAL SERVICES	75,000.00
10-430-0500	FICA	72,200.00
10-430-0600	GROUP INSURANCE	75,000.00
10-430-0700	RETIREMENT	167,500.00
10-430-1100	POSTAGE	150.00
10-430-1101	CELL PHONES	4,650.00
10-430-1102	TELEPHONE SERVICE	52,500.00
10-430-1400	TRAVEL & TRAINING	16,300.00
10-430-1401	TRAVEL & TRAINING - H.R.	26,800.00
10-430-1600	EQUIPMENT MAINTENANCE	-
10-430-1700	VEHICLE MAINTENANCE	3,000.00
10-430-2600	ADVERTISING	10,000.00
10-430-3100	FUEL EXPENSE	1,000.00
10-430-3300	MATERIALS & SUPPLIES	18,100.00
10-430-3301	PRINTING/COPYING	6,100.00
10-430-3303	COMPUTERS	50,000.00
10-430-3304	MATERIALS & SUPPLIES - I.T.	4,000.00
10-430-4500	CONTRACTED SERVICES	47,500.00
10-430-4501	CONTRACTED SERVICES - INFORMATION TECHNOLOGY	170,000.00
10-430-4502	EAST WAKE TV	54,000.00
10-430-4503	SAFETY COMMITTEE	13,000.00
10-430-4504	CONTRACTED SERVICES - WEBSITE	10,000.00
10-430-5400	INSURANCE & BONDS	1,050.00
10-430-5800	EMPLOYEE APPRECIATION	10,375.00
10-430-5802	WELLNESS PROGRAM	12,000.00
10-430-5803	TUITION ASSISTANCE PROGRAM	5,000.00
10-430-5806	RETENTION PAY	-
	Totals	\$ 1,843,225.00

MEMORANDUM

TO: Bobby Fitts, Finance Director
FROM: Michael Clark, Planning Director
CC: Joseph M. Moore II, Town Manager
RE: FY 2024 Planning Department Requested Budget

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Planning department operating budget request. Listed below is a brief description of the use or purpose of each line item.

Salaries –

- In addition to the current 6 members of the Planning staff, we are requesting to add an additional Code Enforcement Official and an additional Planner 1 for a department of 8 full-time positions. (Estimation of \$100,000 increase)
- The reason for the increase is to address the increasing number of building permits and development permits along with increased area and desire to start pro-active code enforcement to address increasing needs of the community.

Salaries (Overtime) –

- Increase of \$2,000 to a total of \$5,000 to accommodate funding for 2 additional workdays per month for weekend proactive code enforcement.
- The basis is expansion of Code Enforcement services to be proactive and not limited to weekday enforcement.

Professional Services –

- Payment of subscriptions for IDT, Bluebeam, Adobe, ESRI. We will ask for an additional ESRI license (\$1500) to establish redundancy of services for GIS and increase updates to interactive development map and public transparency. Finally, this includes \$20,000 for contract engineering services which could be eliminated if we have in-house services.
- The basis will be continuation of existing services and expansion of GIS opportunities.

FICA –

- Total of 8 employees
- Addition of 2 new employees

Group Insurance –

- Total of 8 employees
- Addition of 2 new employees

Retirement –

- Total of 8 employees
- Addition of 2 new employees

Postage –

- Postage is for non-public hearing mailings or Town initiated public hearings. This line item will only increase based on CPI.

Cell Phones –

- Director and Senior Planner will have the upper level and the Code enforcement officers will have the lower-level Cell Phone request. This will increase by one lower-level cell phone stipend.
- The director and senior planner will have out of office meetings and are in supervisory roles. The Code Enforcement Official will need to be able to communicate while conducting fieldwork.

Travel/Training –

- Attendance for half Planners to attend NC APA conference this year and will move into a rotational basis for all staff. This will also include half CZO certified staff to attend CZO summer conference and the other half to attend CZO Mid-winter workshop. This also includes membership fees associated with professional organizations.
- Continuation of educational requirements to maintain credentials.

Equipment Maintenance –

- This is used for repair of plotter and similar equipment within the office.
- The basis will be continuation from last year.

Vehicle Maintenance –

- This line item will double with the lease of 2nd code enforcement truck. \$2800 will also be added for the light package. –
- Expansion of code enforcement services.

Fuel Expense –

- This line item will double with the lease of 2nd code enforcement truck.
- Expansion of code enforcement services.

Materials & Supplies –

- Paper, pens, folders, general office supplies, plotter paper.
- Increase of CPI to maintain services.

Printing & Copying –

- Printing of staff reports, applications, and similar items.
- Increase of CPI to maintain services

Uniforms –

- Each staff member gets a couple of town branded polo shirts. Code enforcement officials will also get hats, jackets, and similar outerwear
- This will increase by 40% to provide uniforms for new staff.

Minimum Housing –

- This line item is for legal and professional services related to the minimum housing violations. There are specific legal requirements to address these and this sperate line item allows improved tracking of these cases. Funded to fully address two minimum housing cases per FY.

- This will increase by CPI in the event of two minimum housing cases in FY 24.

Insurance & Bonds –

- Insurance for vehicles. This will increase based on additional code enforcement vehicle.
- Legally required.

East Wake Bus Service –

- This is for the rental of the park-and-ride lot for the ZWX Express bus with Go Triangle. We would be looking for increase of CPI.
- Maintain parking for regional mass transportation availability.

Account Number	Account Description	FY 2024 Requested
10-490-0000	PLANNING AND ZONING:	
10-490-0100	PART-TIME SALARIES	\$ -
10-490-0200	SALARIES	587,700.00
10-490-0300	SALARIES (OVERTIME)	5,000.00
10-490-0400	PROFESSIONAL SERVICES	55,000.00
10-490-0500	FICA	45,600.00
10-490-0600	GROUP INSURANCE	64,000.00
10-490-0700	RETIREMENT	91,400.00
10-490-1100	POSTAGE	2,000.00
10-490-1101	CELL PHONES	2,500.00
10-490-1400	TRAVEL/TRAINING	15,000.00
10-490-1600	EQUIPMENT MAINTENANCE	400.00
10-490-1700	VEHICLE MAINTENANCE	5,800.00
10-490-2600	ADVERTISING	2,500.00
10-490-3100	FUEL EXPENSE	3,000.00
10-490-3300	MATERIALS & SUPPLIES	5,000.00
10-490-3303	PRINTING/COPYING	1,200.00
10-490-3600	UNIFORMS	1,500.00
10-490-4500	INSPECTIONS	4,000.00
10-490-5400	INSURANCE & BONDS	6,300.00
10-490-5500	EAST WAKE BUS SERVICE	4,320.00
	Totals	\$ 902,220.00

MEMORANDUM

TO: Bobby Fitts, Finance Director

FROM: Jacqui Boykin, Police Chief

CC: Joseph M. Moore II, Town Manager

RE: FY 2024 Police Department Requested Budget

The police department is seeking to accomplish four major objectives in the coming year. Each are in support of our department's mission and strategic plan. They are to:

- Continue utilizing community policing strategies to maintain service levels that involve proactive efforts and community engagement. Our policing strategy requires significant effort at self-initiated activity, such as security checks and foot patrols. We are finding the ability to maintain this level of services is in jeopardy because we are reacting more to the call volume. You will see request for 3 additional officers, which will allow us to have 4-man patrol squads. We have also included a residency incentive, which will encourage staff to reside in town, impacting feelings of accountability and ownership. We have also included increases in overtime, associated with working town sponsored events that allow us to engage our community in non-enforcement ways.
- Develop a line of succession through further development of staff. Our goal in creating a career development program is to develop the next generation of leaders for our department. Part of that involves readying our staff for the first step in leadership, becoming a field training officer. The responsibility of training new officers can be daunting. To encourage more participation in the FTO program and properly compensate those willing to do so, you will see a request for FTO incentive. A recruiting incentive will encourage more staff to become engaged in recruiting strategies, which will better prepare them for management responsibilities associated with hiring.
- Create a more inclusive work culture that will broaden our perspectives, allowing for better service to our community and a more enticing work environment for applicants. Having a diverse staff with varied life experiences creates an opportunity for us to grow, individually and as a department. This year's budget includes an incentive for speaking a second language. We've also requested funding for equipment that will help keep our staff safe when conducting nighttime investigations. This focus on officer wellbeing will demonstrate to applicants that we care for our staff. Our budget also includes an increase for serving in an on-call capacity. A recruiting incentive will encourage all staff members to be active salesmen for the department. Hiring bonuses will encourage a diverse applicant pool.

- Manage safety and crime through proactive investigations with a focus on intelligence and interdiction. We intend to grow our proactive investigative capacity, which will allow us to target problem offenders and locations. In salaries you will see a request for an additional detective, specializing in drug and gang investigations. We are also requesting a special ops supervisor, who will supervise the traffic and K9 functions.

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Police department operating budget request. Listed below is a brief description of the use or purpose of each line item.

Dispatcher Salaries –

- What do you use these funds for? This line is for civilian positions in the police department- the Dispatcher and Police Planner.
- What is the basis of this year’s request? The line-item name will change to “Civilian Salaries” and the salary associated with Police Planner will move from 0200 to 0100.

Salaries –

- What do you use these funds for? Sworn salaries funds 24 existing law enforcement positions.
- What is the basis of this year’s request? Increases in this line are associated with adding 5 sworn positions (Special Operations Sergeant, 1 drug detective, and three patrol officers - \$253,735), Field Training Officer incentive (\$5600), Second language incentive (\$4800), increase on-call compensation (\$2600), and career development advancements (\$21,500).

Salaries (Overtime) – 23,000 / 36,500

- What do you use these funds for? The line covers mandatory and selective overtime assignments, such as special events staffing and exceptional investigations.
- What is the basis of this year’s request? Career development influences this line. As the officers advance in their skills and abilities, their overtime compensation is higher. 10% increase for impacts of career development (\$2300) and additional funding for special events (\$9000)

Separation Allowance –

- What do you use these funds for? Be descriptive (ex: # of employees)
- What is the basis of this year’s request?

Part-time Salaries – 20,000 / 20,000

- What do you use these funds for? We have six officers who serve in a part-time capacity. They work a little more than 800 hours each year.
- What is the basis of this year’s request? (ex: adding position(s)?) There is no significant change in this line item.

FICA –

- What do you use these funds for? Be descriptive (ex: # of employees)

- What is the basis of this year's request? (ex: adding position(s)?)

Group Insurance –

- What do you use these funds for? Be descriptive (ex: # of employees)
- What is the basis of this year's request? (ex: adding position(s)?)

Retirement –

- What do you use these funds for? Be descriptive (ex: # of employees)
- What is the basis of this year's request? (ex: adding position(s)?)

Postage – 300 / 300

- What do you use these funds for? Postage costs are typically related to case investigation and prosecution.
- What is the basis of this year's request? There is no significant change to this line item.

Cell Phones – 13,000 / 14,220

- What do you use these funds for? Four command staff personnel receive \$50/month. 22 other employees receive \$35/month. Cell phones are used daily in the performance of our duties.
- What is the basis of this year's request? The increase in this line is associated with adding 5 additional personnel.

Travel/Training – 18,000 / 21,880

- What do you use these funds for? Career development, leadership, and traditional in-service training is required for all staff members. This line also covers dues and memberships to professional organizations.
- What is the basis of this year's request? Increases in this line are associated with basic accreditation training for the Police Planner and adding 5 new officers.

Service Equipment – 38,000 / 74,650

- What do you use these funds for? This line is associated with the purchase of traditional police equipment, such as ammunition, radios, and cameras. These items are on a replacement cycle.
- What is the basis of this year's request? There is a significant increase to this line, associated with outfitting 5 new officers. Also, inflation has significantly increased the cost of some police supplies. For example, ammunition is 22% higher than last year.

Equipment Maintenance – 7000 / 7350

- What do you use these funds for? This account is used to maintain and repair operational equipment, such as cameras, flashlights, and Tasers.
- What is the basis of this year's request? The slight increase is related to inflation.

Vehicle Maintenance – 44,000 / 46,200

- What do you use these funds for? Patrol cars require engine and tire maintenance. This line also addresses damage and repair.
- What is the basis of this year's request? The slight increase is due to adding patrol cars and inflation.

Fitness Room Maintenance- 0 / 2000

- What do you use these funds for? The gym is used by town employees in several departments. The equipment requires maintenance, repair, and replacement.
- What is the basis of this year's request? Funding this year will be used for purchasing updated equipment.

Fuel Expense – 64,000 / 90,280

- What do you use these funds for? Fuel is used to power patrol vehicles. We operate a fleet of 28 vehicles. Fuel costs are based on estimates by the Energy Administration.
- What is the basis of this year's request? Increases are based on fuel cost projects for 2023 for our regular fleet, a residency incentive for officers living in town, and adding 5 patrol vehicles.

Materials & Supplies – 17,500 / 18,375

- What do you use these funds for? This account is used to fund general purchases, such as office supplies, office coffee, swearing-in bibles
- What is the basis of this year's request? The minimal increase is associated with inflation.

Community Policing – 4000 / 4200

- What do you use these funds for? Charges to the community policing line are related to community outreach activities, such as the Faith and Blue event and the Citizen's Police Academy. Much of this line is donated money.
- What is the basis of this year's request? The slight increase to this line is related to inflation.

Shop With A Cop – 1,700 / 1,785

- What do you use these funds for? This line is based on donations made by the community to help fund the Shop with a Cop Program.
- What is the basis of this year's request? This line is based on donations made in the previous year.

Mobile Data Terminals – 13,400 / 15,840

- What do you use these funds for? Each of our mobile computers must be provided with internet access. Mifi hotspots are provided to each officer.
- What is the basis of this year's request? The increase is related to adding 5 mifis for additional personnel.

Uniforms – 35,360 / 56,990

- What do you use these funds for? Uniforms, ballistic vests, boots, duty belt, and accessories are purchased from this line.
- What is the basis of this year's request? The increase is related to outfitting 5 additional officers and providing "Guardian Angel" lighting systems to all staff.

Contract Services – 253,500 / 249,445

- What do you use these funds for? This account funds our contractual obligations to other criminal justice service partners. It includes dispatch services, access to intelligence networks, prehire screening, accreditation software, and law enforcement legal advice.

- What is the basis of this year's request? There are no new programs impacting this line. While some service providers increased fees, we saw a significant reduction in our in-car and body camera costs from last year. The only significant growth to a program/project is with Flock, where we are asking to add 2 cameras.

Printing & Copying – 2,500 / 2,625

- What do you use these funds for? Printed material
- What is the basis of this year's request? There is no significant increase to this line.

Insurance & Bonds –

- What do you use these funds for? Bobby
- What is the basis of this year's request?

Informant Fees – 3,500 / 3,500

- What do you use these funds for? The line is used to fund payment to individuals who are providing information related to criminal investigations.
- What is the basis of this year's request? There is no increase to this line.

Canine Unit – 4,300 / 4,300

- What do you use these funds for? Food and health of police canines.
- What is the basis of this year's request? There is no increase to this line.

Recruitment – 0 / 8,000

- What do you use these funds for? This line was traditionally used to fund sponsorship to BLET.
- What is the basis of this year's request? This account will be used to fund a recruiting incentive, where officers are paid \$1000 for bringing on a quality candidate and a hiring bonus for qualified personnel.

Account Number	Account Descriptor	FY 2024 Requested
10-510-0000	POLICE:	
10-510-0100	DISPATCHER SALARIES	\$ 120,900.00
10-510-0200	SALARIES	1,975,000.00
10-510-0201	SALARIES (OVERTIME)	36,500.00
10-510-0300	SEPARATION ALLOWANCE	63,550.00
10-510-0400	PART-TIME/AUX OFFICERS	20,000.00
10-510-0500	FICA	170,600.00
10-510-0600	GROUP INSURANCE	231,600.00
10-510-0700	RETIREMENT	405,800.00
10-510-1100	POSTAGE/TELEPHONE	300.00
10-510-1101	CELL PHONES	14,220.00
10-510-1400	TRAVEL/TRAINING	21,880.00
10-510-1500	SERVICE EQUIPMENT	86,650.00
10-510-1600	EQUIPMENT MAINTENANCE	7,350.00
10-510-1700	VEHICLE MAINTENANCE	46,200.00
10-510-3100	FUEL EXPENSE	90,280.00
10-510-3300	MATERIALS & SUPPLIES	18,375.00
10-510-3301	COMMUNITY POLICING	4,200.00
10-510-3302	SHOP WITH A COP	1,785.00
10-510-3303	MOBILE DATA TERMINALS	15,840.00
10-510-3600	UNIFORMS	56,990.00
10-510-4500	CONTRACT SERVICES	249,445.00
10-510-4502	PRINTING/COPYING	5,600.00
10-510-5400	INSURANCE & BONDS	63,000.00
10-510-5701	INFORMANT FEES	3,500.00
10-510-5702	CANINE UNIT	4,300.00
10-510-5703	RECRUITMENT	8,000.00
	Totals	\$ 3,721,865.00

MEMORANDUM

DATE: January 31, 2023

TO: Bobby Fitts, Finance Director

FROM: Chris Perry, Fire Chief

RE: FY 2024 Fire Department Budget Summary

The proposed FY 2023-24 budget for the fire department supports the continuation of the high level of service that has been built over the history of our department, especially in light of the Town's fast rate of growth and high demand for emergency services. We continue to strive to respond sufficient, qualified personnel to emergency scenes in a timely manner, and with an expectation of high customer service. In recent years, this has become more difficult as we continue to experience unusually high call volume (than comparable municipalities) and high rate of simultaneous/concurrent calls.

For FY 2022-23, we partnered with Wake County to increase our staffing, as we determined that additional personnel were needed for the call volume and to minimize delays associated with simultaneous calls. Five additional personnel were hired in FY 2022-23, with three of the persons being funded 100% by Wake County for that first year. These personnel enabled us to staff two companies of three firefighters, up from the single company prior. For FY 2023-24, the requested budget includes sharing the costs of these positions, which results in all fire department positions being shared by the Town of Zebulon and Wake County.

Beyond the personnel cost increase, increases within the fire department's requested budget are primarily related to the increased funds associated with either costs related to increased call volume (maintenance, fuel, etc.) or with inflationary increases. Additionally, the acquisition of the new employees has resulted in an increase in use of the former EMS building, and there are operating costs included in the budget to cover this building's more extensive use as well.

The fire department's FY 2023-24 operating budget is less focused on new initiatives and is more concentrated on continuing a high level of service, despite a dramatically changing landscape and demand for service. I am available for any questions that you may have regarding this request.

cc: Joseph M. Moore II, Town Manager

MEMORANDUM

DATE: December 5, 2022

TO: Bobby Fitts, Finance Director

FROM: Chris Perry, Fire Chief

RE: FY 2024 Fire Department Requested Budget

Line-Item Descriptions

Attached you will find a brief description of the use or purpose of each line item.

Salaries –

- This line item provides salaries for our twenty-one full-time employees in the fire department.
- The basis for this year's request is the anticipated salary expenditures for FY 23-24. There are no new employees in the FY 23-24 request; however, for FY 23-24 we will bear our cost share amount of three employees that were funded 100% by Wake County in FY 22-23.

Salaries (Overtime) –

- This line item provides overtime compensation for the department's nineteen non-exempt full-time employees. Overtime compensation is required to staff the fire department 24 hours a day and is also used when employees return on "off days" for training and to fill vacant positions. For firefighters, overtime is paid for work time over 56 hours per week.
- The basis for this year's request is the anticipated overtime by each employee and historical expenditures.

Part-time Salaries –

- This line item provides salaries for our nine part-time employees, who are used to fill positions when our full-time employees are out due to leave or other reasons.
- The basis for this year's expenditures is the historical funding plus an increase to fund our part-time employees at a rate comparable with other Wake County departments. Full-time employee compensation was addressed in FY 22-23, but not part-time employees.

Volunteer Pay –

- This line item provides turnout compensation for the twenty volunteer firefighters, based on the number of calls to which they respond. This

compensation is intended to be a reimbursement of expenses that a volunteer incurs in the performance of his/her duties.

- The basis for this year's request is the historical costs of providing the turnout compensation reimbursements.

FICA –

- This line item provides the funding necessary to pay the required U.S. federal payroll tax for our employees.
- The basis for this year's request is the amount of salary (full-time, overtime, and part-time) that is expected to be paid in FY 23-24.

Group Insurance –

- This line item provides for the health, dental, and life insurance for our twenty-one full-time employees.
- The basis for this year's request is the anticipated cost of insurance and the number of employees.

Retirement –

- This line item provides for the Town's contributions to the Local Governmental Employees Retirement System (LGERS) and 401(k) contributions for full-time employees and contributions to N.C. Firefighters and Rescue Squad Workers pension fund for all fire department personnel.
- The basis for this year's request is the anticipated costs of the LGERS, the 5% contribution (based on salaries) to 401(k), and \$120 per person for the pension.

Career Ladder –

- This line item provides for salary increases for employees who meet years of service requirements and additional training/education requirements.
- The basis for this year's request is anticipated salary increases (based upon completion of the requirements) forecast for the upcoming year.

Personnel Programs –

- This line item provides for monthly meals for the volunteer firefighters, association memberships, and miscellaneous items related to the volunteers such as service awards and clothing.
- The basis for this year's request is anticipated costs based on previous years.

Postage –

- This line item provides for costs associated with mailing and shipping, as needed.
- The basis for this year's request is anticipated costs based on previous years.

Cell Phones –

- This line item provides for cellular and mobile data costs, including a departmental cellular phone, employee cell phone stipends, and mobile data service to vehicles and the fire inspector's iPad.
- The basis for this year's request is the anticipated costs for the above services.

Electricity –

- This line item provides for electrical service to the fire station building on East Vance Street.
- The basis for this year's request is anticipated costs based on previous years.

Water & Sewer –

- This line item provides for water and sewer service to the fire station building on East Vance Street.
- The basis for this year's request is anticipated costs based on previous years.

Natural Gas –

- This line item provides for natural gas service to the fire station building on East Vance Street.
- The basis for this year's request is anticipated costs based on previous years.

EMS Water & Sewer –

- This line item provides for water and sewer service to the former EMS station building on East Vance Street.
- The basis for this year's request is anticipated costs based on the previous year.

EMS Electricity –

- This line item provides for electrical service to the former EMS station building on East Vance Street.
- The basis for this year's request is anticipated costs based on the previous year.

Travel/Training –

- This line item provides for fire training props and supplies (smoke fluid, mannequins, etc.), special schools/conferences, and related travel/lodging expenses.
- The basis for this year's request is anticipated costs based on previous years.

Building Maintenance –

- This line item provides for building maintenance costs associated with the fire station and former EMS station (i.e. HVAC maintenance, generator maintenance, repair)
- The basis for this year's request is anticipated costs based on previous years.

Equipment Maintenance –

- This line item provides for equipment annual testing, maintenance, and repair costs (i.e. ground ladder testing, equipment repair, breathing air compressor maintenance and testing)
- The basis for this year's request is anticipated costs based on previous years.

Vehicle Maintenance –

- This line item provides for vehicle annual testing, maintenance, supplies, and repair costs (i.e. pump testing, vehicle repair, vehicle preventative maintenance)
- The basis for this year's request is anticipated costs based on previous years.

Fuel Expense –

- This line item provides for vehicle fuels (gasoline, diesel fuel, DEF).
- The basis for this year's request is anticipated costs based on previous years.

Materials & Supplies –

- This line item provides for the various supplies and equipment needed for the department. As an example, it includes cleaning supplies, fire prevention materials, hoses, nozzles, equipment, office supplies, and medical supplies. Wake County provides additional funding (above general allocation) towards the purchase of "small capital items" which is included in this line item.
- The basis for this year's request is anticipated costs based on previous years.

Investigations –

- This line item provides books, equipment, and supplies specifically needed for fire investigation activities.
- The basis for this year's request is anticipated costs in investigations for the coming year.

Uniforms –

- This line item provides for all uniform items of personnel (full-time, part-time, and volunteer), including both daily wear and dress uniforms.
- The basis for this year's request is anticipated costs for uniforms for the upcoming year.

Contract Services –

- This line item provides for contracted services of various types, including software systems (including record management systems), office equipment, and system interfaces (CAD to RMS, RMS to First Arriving, etc.).
- The basis for this year's request is anticipated costs based on existing contracts and services.

Inspections –

- This line item provides for books, equipment, code subscriptions, and supplies specifically needed for fire code enforcement activities.
- The basis for this year's request is anticipated costs in fire code enforcement for the coming year.

Medical Exams –

- This line item provides for annual fit-for-duty medical exams for all firefighters.
- The basis for this year's request is the cost per medical exam multiplied by the number of firefighters.

Wake Hazmat Team –

- This line item provides for the Town of Zebulon's participation in the Wake County interlocal agreement to provide hazardous materials (hazmat) response team services. These services are more inclusive than those services provided by the State of North Carolina hazmat response team. (Costs associated with Wake County-contracted area hazardous materials response are handled directly by Wake County and are not cost-shared.)
- The basis for this year's request is the projected cost as provided by the City of Raleigh for participation in the program.

Wake County Dispatch –

- This line item provides for fire emergency dispatch services and emergency radio system operational costs within the Town of Zebulon. (Costs associated with Wake County-contracted areas are handled directly by Wake County and are not cost-shared.)
- The basis for this year's request is the projected cost of these services as provided by the City of Raleigh (dispatch services) and Wake County (radio system).

Insurance & Bonds –

- This line item provides for worker's compensation, property, auto, and accidental death/dismemberment insurance for the fire department.
- The basis for this year's request is anticipated costs based on previous years. There was a significant increase in FY 22-23 worker's compensation costs which resulted in an increase in this request.

Retention & Recruitment –

- This line item provides for supplies and costs associated with the Junior Firefighter program.
- The basis for this year's request is anticipated costs based on previous years.

cc: Joseph M. Moore II, Town Manager

Account Number	Account Description	FY 2024 Requested
10-530-0000	FIRE:	
10-530-0200	SALARIES	\$ 1,460,000.00
10-530-0201	SALARIES (OVERTIME)	107,800.00
10-530-0300	PART TIME SALARIES	61,740.00
10-530-0301	VOLUNTEER PAY	22,000.00
10-530-0500	FICA	127,200.00
10-530-0600	GROUP INSURANCE	157,000.00
10-530-0700	RETIREMENT	280,200.00
10-530-0800	CAREER LADDER	11,000.00
10-530-0900	PERSONNEL PROGRAMS	8,284.00
10-530-1100	POSTAGE/TELEPHONE	250.00
10-530-1101	CELL PHONES	9,500.00
10-530-1300	ELECTRICITY	9,000.00
10-530-1301	WATER & SEWER	3,800.00
10-530-1302	NATURAL GAS	2,200.00
10-530-1303	EMS WATER & SEWER	1,200.00
10-530-1304	EMS ELECTRICITY	2,400.00
10-530-1305	EMS NATURAL GAS	2,000.00
10-530-1400	TRAVEL/TRAINING	7,100.00
10-530-1500	BUILDING MAINTENANCE	20,000.00
10-530-1501	BUILDING MAINTENANCE - EMS	5,000.00
10-530-1600	EQUIPMENT MAINTENANCE	12,500.00
10-530-1700	VEHICLE MAINTENANCE	40,000.00
10-530-3100	FUEL EXPENSE	26,000.00
10-530-3300	MATERIALS & SUPPLIES	35,000.00
10-530-3301	INVESTIGATIONS	500.00
10-530-3304	TURNOUT GEAR	50,000.00
10-530-3305	DEFIBULATOR	4,000.00
10-530-3306	800 MHZ RADIO UPGRADE	-
10-530-3600	UNIFORMS	14,000.00
10-530-4500	CONTRACT SERVICES	15,000.00
10-530-4501	INSPECTIONS	2,500.00
10-530-4503	MEDICAL EXAMS	12,500.00
10-530-4504	WAKE HAZMAT TEAM	3,750.00
10-530-4505	WAKE COUNTY DISPATCH	15,200.00
10-530-5400	INSURANCE & BONDS	100,000.00
10-530-5701	RETENTION & RECRUITMENT	2,600.00
	Totals	\$ 2,631,224.00

ZEBULON

NORTH CAROLINA

MEMORANDUM

TO: Bobby Fitts, Finance Director

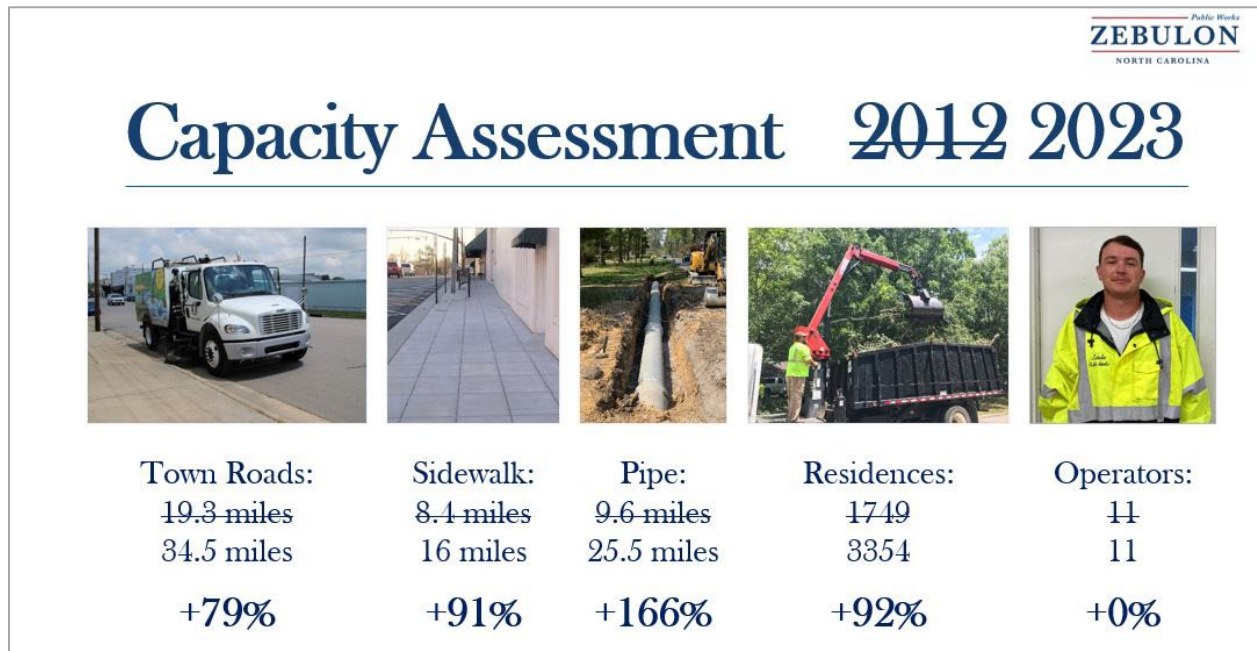
FROM: Chris Ray, Public Works Director

CC: Joseph M. Moore II, Town Manager

RE: Public Works Budget Overall Budget Message

Our proposed budget for FY2023-24 is built on our consistency, approach, work ethic, and commitment to providing the highest level of service to our customers, both internal and external. Most important is living up to our motto, “**Always There.**” Public Works strives to always be there when our customers need us the most!

To meet that commitment, we must invest in personnel to catch up to the demands of our growing community. No image better describes that need than this one:



In this year's budget, we are requesting eight new positions:

Buildings and Grounds Division:

1. Additional Summer Mowing/Maintenance Position (Part Time)
2. New Property Maintenance Technician
3. New Environmental Technician (under Stormwater Engineer)

Operations Division:

1. New Receptionist (Part Time)
2. Continuation of Customer Service Advocate (Part Time)
3. Additional Crew Leader
4. Additional Equipment Operator II
5. Additional Equipment Operator 1
6. New Infrastructure Plan Reviewer/Coordinator

As Zebulon grows, we must change how we deliver our services. That process begins this year by transitioning management of the stormwater program and MS-4 stormwater permit to a dedicated Engineering Department. While Public Works will still be heavily involved in stormwater infrastructure inspections, maintenance, and repairs, the new Town Engineer will be responsible for managing the permit requirements: public education and outreach, public involvement, illicit discharge detection and elimination, construction site stormwater runoff control and post-construction stormwater management (in coordination with Wake County), pollution prevention and good housekeeping for municipal operations, and reporting.

In addition to the stormwater program, the Engineering Department will handle more development review tasks. These changes will allow Public Works staff to concentrate on other core activities and on maintaining that high level of service expected by our customers. In the coming years, the Engineering Department will grow as more tasks are transferred to better address the increasing number and complexity of issues.

These changes are part of the natural evolution of all growing towns. As we transform, we must remember to invest in personnel- adding staff, training them, and developing them. We must do this because they are how we serve our citizens. We cannot provide services without enough staff for the volume, properly trained in performing the work well and safely, and equipped with the tools and gear for the job. By adding staff to catch up with the last decade of growth, and by transitioning tasks to the new Engineering Department, our FY2023-24 budget request aims to invest in personnel so the Public Works Department can continue to be Always There.

MEMORANDUM

TO: Bobby Fitts, Finance Director

FROM: Chris Ray, Public Works Director

CC: Joseph M. Moore II, Town Manager

RE: FY 2024 Public Works Department – Powell Bill Division Requested Budget

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Public Works Department – Powell Bill operating budget request. Listed below is a brief description of the use or purpose of each line item.

Professional Services – 10-570-0400

- Funds will be used to hire an Engineer to certify the annual Powell Bill Statement, complete streets added and deleted form, provide a complete listing of streets, and provide a 2023 Powell Bill Map. Historically, we have used Green Engineering to complete these tasks. Data is required to be submitted annually by July 21st.
- Data is compiled by Public Works Director based on streets accepted by the Board of Commissioners ownership and maintenance plus any annexations. Reports and Data are entered in connect NCDOT.
- Powell Bill Expenditures report is due on August 1st and Municipal Street Data Report is due December 1st. These reports are completed by the Finance Director.
- The Basis for this year's request is the cost of last year's report cost plus growth in additional street miles and mapping requirements.

Account Number	Account Description	FY 2024 Requested
10-500-0000	PROPERTY & PROJECT MANAGEMENT:	
10-500-0200	SALARIES -Josh, Jason, Tristan, Mary, Sam, Roger,	\$ 448,500.00
10-500-0201	SALARIES (OVERTIME) -10% (SPECIAL EVENTS, CALL BACK,SWEEPING, WEATHER EVENTS)	\$ 44,850.00
10-500-0200	SALARIES (CAREER LADDER) - 5%	\$ 22,425.00
10-500-0200	SALARIES (2-MAN CREW ON-CALL ROTATION) (\$90* 22)	\$ 13,000.00
10-500-0300	PART-TIME SALARIES - Mowing -900 hours @ \$ 14.00 per hour	\$ 25,200.00
10-500-0400	PROFESSIONAL SERVICES -BUILDINGS	\$ 10,000.00
10-500-0400	PROFESSIONAL SERVICES - STORMWATER- CHECKLIST/SOP UPDATES	\$ 25,000.00
10-500-0500	FICA	\$ 39,600.00
10-500-0600	GROUP INSURANCE	\$ 52,200.00
10-500-0700	RETIREMENT	\$ 87,200.00
10-500-1100	POSTAGE	\$ 200.00
10-500-1101	CELL PHONES	\$ 3,600.00
10-500-1300	ZMC ELECTRICITY	\$ 70,000.00
10-500-1301	ZMC WATER/SEWER	\$ 10,400.00
10-500-1302	ZMC NATURAL GAS	\$ 3,000.00
10-500-1303	ELECTRICITY - STADIUM	\$ 9,500.00
10-500-1304	WATER/SEWER - STADIUM	\$ 27,000.00
10-500-1305	ZCC ELECTRICITY	\$ 18,000.00
10-500-1306	ZCC WATER & SEWER	\$ 5,000.00
10-500-1307	ZPW ELECTRICITY (INCLUDES EXPANDED LOT/NEW FACILITY)	\$ 13,000.00
10-500-1308	ZPW NATURAL GAS	\$ 2,800.00
10-500-1309	ZPW WATER & SEWER	\$ 6,000.00
10-500-1400	TRAVEL/TRAINING - \$2,000 PER EMPLOYEE	\$ 14,000.00
10-500-1401	Training - CDL License	\$ 10,000.00
10-500-1500	BLDGS & GROUNDS MAINTENANCE (includes NEW Facility and Maintain yard)	\$ 30,000.00
10-500-1501	NUISANCE ABATEMENTS	\$ 1,500.00
10-500-1502	HWY 64 BEAUTIFICATION	\$ -
10-500-1503	ZMC MAINTENANCE	\$ 77,000.00
10-500-1504	ZCC/MAINT BLDG MAINTENANCE	\$ 25,500.00
10-500-1505	STADIUM MAINTENANCE	\$ 5,000.00
10-500-1506	LED LIGHTING CONVERSION(POLICE STATION)	\$ 10,000.00
10-500-1507	SIDEWALK/HANDICAP RAMP MAINTENANCE	\$ -
10-500-1508	EASTERN WAKE EMS PROPERTY	\$ 10,000.00
10-500-1509	LED TREE LIGHTING	\$ -
10-500-1600	EQUIPMENT MAINTENANCE	\$ 15,000.00
10-500-1601	MOWING EQUIP MAINTENANCE	\$ 5,000.00
10-500-1700	VEHICLE MAINTENANCE	\$ 6,000.00
10-500-3100	FUEL EXPENSE	\$ 12,000.00
10-500-3300	MATERIALS & SUPPLIES	\$ 15,000.00
10-500-3301	TREE CITY USA	\$ -
10-500-3302	JANITORIAL MATERIALS & SUPPLIES	\$ 3,000.00
10-500-3303	MATERIALS & SUPPLIES (STADIUM)	\$ 5,000.00
10-500-3304	DAFFODIL DAYS	\$ -
10-500-3600	UNIFORMS - \$1,000 PER EMPLOYEE	\$ 7,000.00
10-500-4500	CONTRACTED SERVICES/JANITORIAL	\$ 90,000.00
10-500-4501	CONTRACTED SERVICES/INTRA FORCE SOFTWARE	\$ 5,000.00
10-500-5400	INSURANCE & BONDS	\$ 15,000.00
10-500-5401	INSURANCE & BONDS (STADIUM)	\$ 2,000.00
	Totals	\$ 1,299,475.00

Account Number	Account Description	FY 2024 Requested
10-520-0000	PUBLIC WORKS - OPERATIONS:	
10-520-0200	SALARIES (Daniel, Jeanine, Cody, Steven, Corbin, Darren, Chris, OPS Manager)	\$ 778,400.00
10-520-0201	SALARIES -(OVERTIME) -10% (SPECIAL EVENTS, CALL BACK,SWEEPING, WEATHER EVENTS)	\$ 77,850.00
10-520-0204	2-MAN CALL ROTATION (30 * 90 = 2,340.00)	\$ 13,000.00
10-520-0300	PART-TIME SALARIES - RECEPTIONIST - 750 HOURS (SEPT. START) (7,200 CALLS PER YEAR)	\$ 26,250.00
10-520-0400	PROFESSIONAL SERVICES - STORMWATER MAPPING (NEW INFRASTRUCTURE)	\$ 25,000.00
10-520-0401	PROFESSIONAL SERVICES - STREETS/TRANSPORTATION - PAVING RATING CONDITION ANALYSI!	\$ 15,000.00
10-520-0402	PROFESSIONAL SERVICES - STREETS/TRANSPORTATION - PIAN REVIEW SUPPOR1	\$ 5,000.00
10-520-0500	FICA	\$ 72,300.00
10-520-0600	Group Insurance	\$ 89,400.00
10-520-0700	Retirement	\$ 161,700.00
10-520-1100	Postage	\$ 1,500.00
10-520-1101	Cell Phones/Tabelts	\$ 12,500.00
10-520-1300	STREET LIGHTING (new scope - not subdivisons)	\$ 300,000.00
10-520-1301	LED STREET LIGHTING CONVERSION	\$ -
10-520-1400	TRAVEL/TRAINING - \$2,000 PER EMPLOYEE	\$ 24,000.00
10-520-1401	TRAINING - CDL LICENSE	\$ 10,000.00
10-520-1500	STORM DRAINAGE MAINTENANCE(UNDER CONTRACT SERVICES)	\$ -
10-520-1600	EQUIPMENT MAINTENANCE	\$ 45,000.00
10-520-1700	VEHICLE MAINTENANCE	\$ 55,000.00
10-520-3100	FUEL EXPENSE	\$ 44,000.00
10-520-3300	MATERIALS & SUPPLIES (STREETS)	\$ 38,000.00
10-520-3301	MATERIALS & SUPPLIES (SNOW/ICE REMOVAL)	\$ 10,000.00
10-520-3302	MATERIALS & SUPPLIES (SANITATION)	\$ 12,500.00
10-520-3303	MATERIALS & SUPPLIES (STORMWATER INFRASTRUCTURE)	\$ 10,000.00
10-520-3304	TRAFFIC SAFETY SUPPLIES - NEW CONES, BARRICADES, SIGNAGE, ETC	\$ 10,000.00
10-520-3305	FURNITURE - NEW EMPLOYEES/REPLACEMENT	\$ 15,000.00
10-520-3306	COMPUTERS (DATA/FILES ACCESS)	\$ -
10-520-3400	PRINTING/COPYING	\$ 7,500.00
10-520-3500	UNIFORMS	\$ 13,000.00
10-520-3600	COMMUNITY RECYCLING DAY	\$ 5,000.00
10-520-4500	CONTRACT SERVICES (SOLID WASTE)	\$ 810,000.00
10-520-4501	CONTRACT SERVICES (CORPUD BILLING)	\$ 40,000.00
10-520-4502	CONTRACT SERVICES (YARDWASTE SITE MGMT)	\$ 60,000.00
10-520-4503	CONTRACT SERVICES (STREETS)	\$ 25,000.00
10-520-4504	CONTRACT SERVICES (STORMWATER) (Line Cleaning)	\$ 40,000.00
10-520-4505	NC 811 SERVICE (LINE LOCATES)	\$ 2,000.00
10-520-5400	INSURANCE & BONDS	\$ 90,000.00
	Totals	\$ 2,943,900.00

Account Number	Account Description	FY 2024 Requested
10-570-0000	POWELL BILL:	
10-570-0400	PROFESSIONAL SERVICES	\$ 5,000.00
10-570-1500	STREET MAINTENANCE	-
10-570-1600	EQUIPMENT MAINTENANCE	-
10-570-1700	VEHICLE MAINTENANCE	-
10-570-3100	FUEL EXPENSE	-
10-570-3300	MATERIALS & SUPPLIES	-
10-570-3301	SNOW/ICE MATERIALS	-
10-570-3500	UNIFORMS	-
10-570-4500	CONTRACTED SERVICES	-
10-570-5400	INSURANCE	-
	Totals	\$ 5,000.00

Account Number	Account Description	FY 2024 Requested
10-590-0000	Engineering /Stormwater :	
10-590-0200	Salaries - Stormwater Engineer	\$ 103,000.00
10-590-0500	FICA	\$ 8,000.00
10-590-0600	GROUP INSURANCE	\$ 7,000.00
10-590-0700	RETIREMENT	\$ 18,400.00
10-500-1100	POSTAGE/COPING	\$ 750.00
10-590-1101	CELL PHONES	\$ 600.00
10-590-1402	TRAVEL & TRAINING	\$ 2,000.00
10-590-1701	VEHICLE MAINTENANCE	\$ 1,750.00
10-590-3100	FUEL EXPENSE	\$ 2,000.00
10-590-3301	COMPUTERS	\$ 5,000.00
10-590-3302	MATERIALS & SUPPLIES	\$ 2,500.00
10-590-3306	STORMWATER - PROMOTIONAL	\$ 5,000.00
10-590-3307	STORMWATER PERMITTING RENEWAL - MS4 & INDUSTRIAL	\$ 2,000.00
10-590-3308	STORMWATER - POND INSPECTIONS(Third Party - Design Engineer)	\$ 1,750.00
10-590-3601	UNIFORMS	\$ 500.00
10-590-5400	INSURANCE & BONDS	\$ 3,000.00
	Totals	\$ 163,250.00

MEMORANDUM

TO: Bobby Fitts, Finance Director

FROM: Sheila Long, Parks & Recreation Director

CC: Joseph M. Moore II, Town Manager

RE: FY 2024 Parks & Recreation Department Requested Budget

Department Overview

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

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

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

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

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

Budget Highlight

The FY 2024 budget will focus on the following action items:

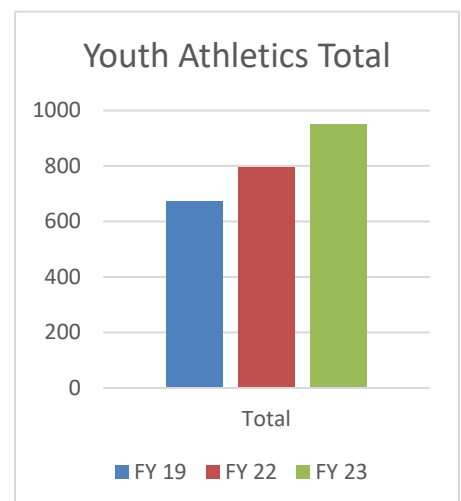
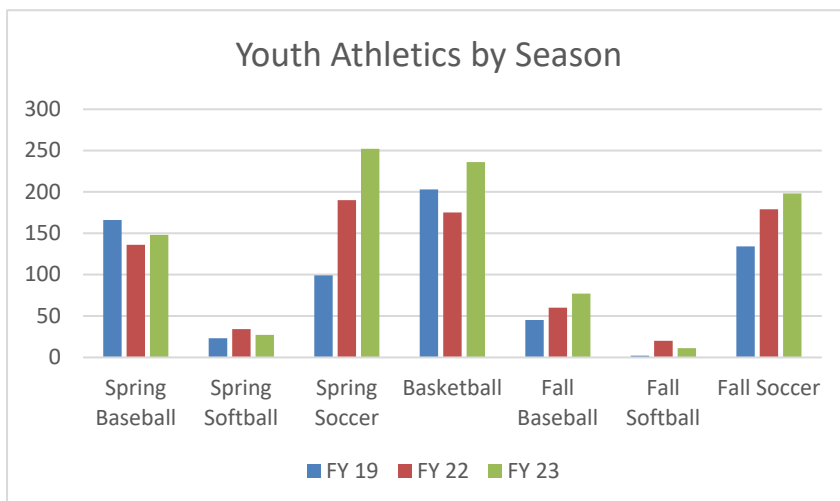
- Expanding **capacity** to serve a growing Zebulon
 - Proper staffing
 - Proper facilities & equipment
- Expanding **capability** to serve a growing Zebulon
 - Expand recreational opportunities.
 - Focused event series
 - Securing partner
- **Adapting** to best serve a changing and diversifying population

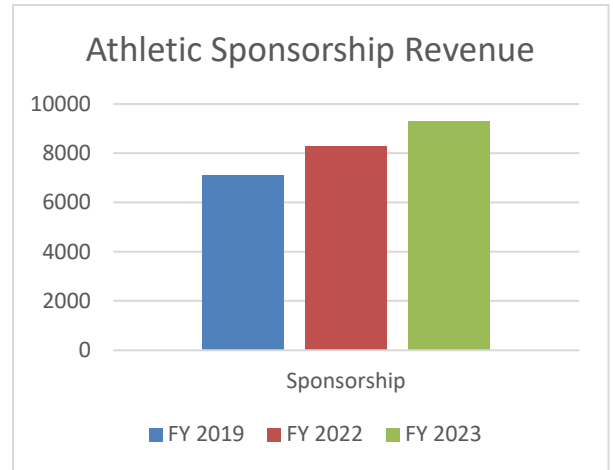
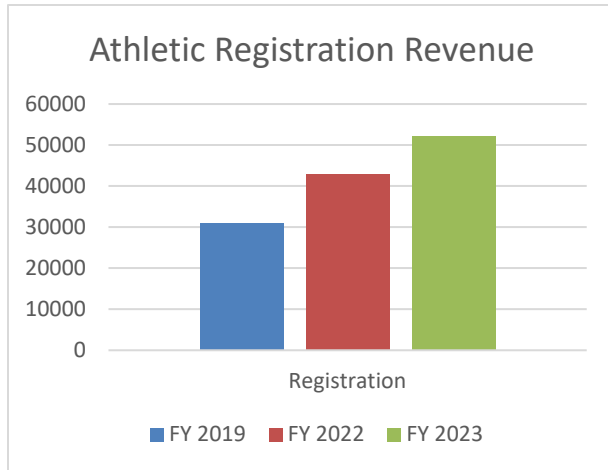
Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Parks & Recreation department operating budget request. Listed below is a brief description of the use or purpose of each line item.

Salaries –

- Purpose:
The department currently has 8 full-time employees. This line item supports associated salaries.
- What is the basis of this year’s request?
Consistent with the Play Zebulon: Parks & Recreation Master Plan, FY2023 foreshadowing, and on operational adjustments made to enhance productivity of the existing staff, the Parks & Recreation Department will request the following Full-Time positions:
 - Athletics Program Coordinator
 - Reactivation of a previously full-time position dedicated to athletic programs.
 - The athletics program has grown far beyond pre-pandemic participation. It cannot continue to grow without a full-time dedicated position. The Park Manager’s ability to take on park development projects is also minimized due to the time required to implement the athletics programs.





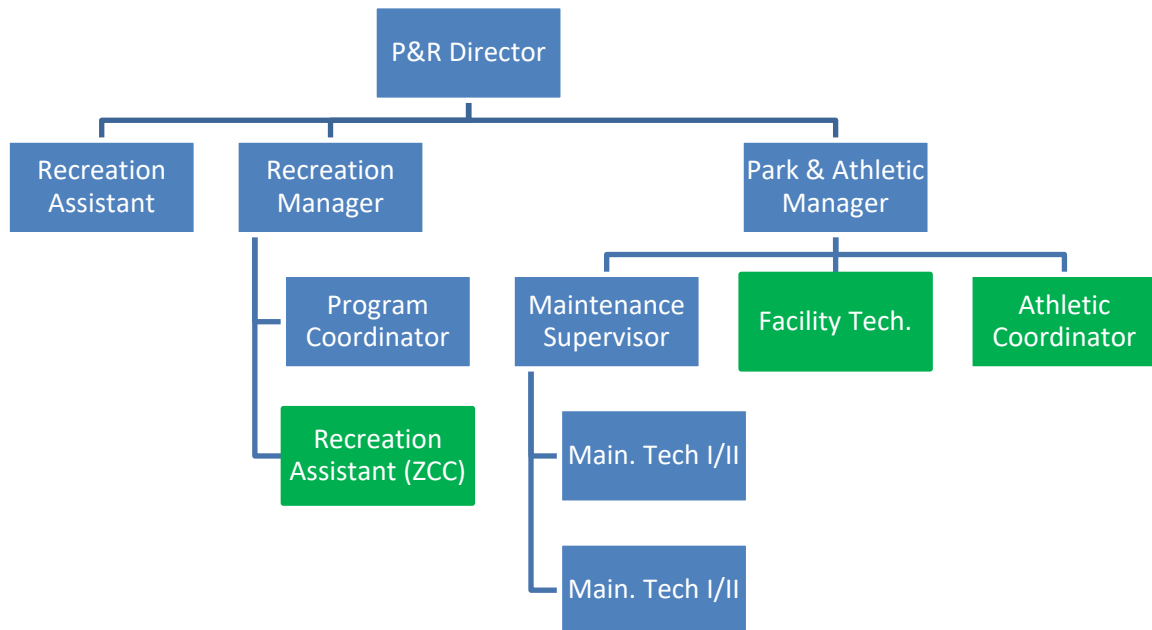
- Facility Technician
 - This full time position will be dedicated to janitorial support of the parks and the Community Center. The town would cease cleaning contracts for park bathrooms and the Community Center. Some contracting support will still be needed for specialized services such as floor buffering.
- Recreation Assistant (Community Center)
 - This position will support and facilitate operations for the community center on a consistent, weekday basis rather than having rotating part-time staff. This will provide enhanced customer service, improved administrative support, and support a transition to operating as a true Community Center versus a program-based facility.
- On Call
 - Increased park use, event support, and rentals has necessitated staff to implement an on-call rotation to ensure there is always a staff member that can respond to a park issue. Staff requests the Manager consider an increase to the weekly rate of \$90 for on-call employees. \$20 per day/\$140 is more consistent with regional on-call pay amounts.
- Career Ladder
 - A career ladder has been implemented in the parks division to offer opportunity to grow skills and advance within the organization.

These additional requests will provide customers with a higher level of customer service, expand the capacity of existing staff, and further opportunity to meet the needs of a growing community and department.

Organization Chart

Blue- Existing Positions

Green- Requested Positions



Salaries (Overtime) –

- Purpose:
This line item supports overtime incurred by full-time staff to support hours worked over 40 hours per week.
- What is the basis of this year's request?
Overtime is typically acquired by staff in support of major park projects or support of events. Impacts on operations to support expanding events will require an increase to overtime.

Part-time Salaries (Comm. Center) –

- Purpose:
Staff to support the operations of the Community Center and programs offered at that location.
- What is the basis of this year's request?
Overall, this line item decreased; however, changes to ZCC operations that affect part time salaries are noted below:
 - Decrease in part-time funds required to operate the front desk and provide customer service. The requested full-time recreation assistant will be required to address these needs.

- Increase due to expansion of operating hours to include Saturdays from 9 AM to noon. Program demand is already beginning to require routine Saturday programming.
- Increase minimum part time pay to \$12 per hour.

Part-time Salaries (Programs/Events) –

- Purpose:
Staff to support the implementation of programs and events offered.
- What is the basis of this year’s request?
We will request to hire additional part-time staff to increase programing support and expand the capacity of full-time program planning. Substantial increases to this line item are driven by new and enhanced program efforts noted below:
 - Summer Camp Director (\$8,400)
 - Afterschool ZCC Youth Engagement (\$19,600)
 - Monday-Thursday from 3-7 PM.
 - The Community Center has not had the opportunity to operate as a true community center where it is staffed in a manner that allows citizens (including youth) to freely come and go to engage in a variety of recreational activities. This increase to staff will create the opportunity to develop the framework to host youth in the afternoon hours and provide proper supervision.

Additional increases to general programs, summer camps events and outreach efforts are also reflected in this line item. Minimum pay for part-time staff is increased to \$12 per hour.

Part-time Salaries (Parks Maintenance) –

- Purpose:
Staff to support parks maintenance tasks such as mowing, general landscape, trash and debris removal, field preparation, and facility cleaning.
- What is the basis of this year’s request?
Increase in part-time support will be to provide enhanced weekend maintenance support and to provide part time support to the full time Janitorial Technician.

Part-time Salaries (Athletics) –

- Purpose:
Staff to support athletics programs.
- What do you use these funds for?
Expanding participation numbers will require an increase in the required number of hours that staff is needed to work. If the Full-Time Athletics Coordinator position is not filled, then part time support will be required to support the Parks Manager.

FICA –

- Purpose:
Federal Insurance Contributions Act payments for all employees.

- What is the basis of this year's request?
Any increase in full or part-time salaries will result in a FICA increase.

Group Insurance –

- Purpose:
Health, dental, and life insurance for full-time employees.
- What is the basis of this year's request?
Any increase in full or part-time salaries will result in an increase to group insurance.

Retirement –

- Purpose:
LGERS and 401(k).
- What is the basis of this year's request?
Any increase in full or part-time salaries will result in an increase to retirement benefits.

Postage –

- Purpose:
Mailing/Shipping costs.
- What is the basis of this year's request?
Increases are expected to be consistent with actuals of recent years and a growing program offering.

Cell Phones –

- Purpose:
Employee phone stipends and mobile data service.
- What is the basis of this year's request?
Increases will be consistent with the addition of staff.

Electricity –

- Purpose:
Supports utility costs at town park facilities.
- What is the basis of this year's request?
Increases will be related to recent utility costs and anticipated cost increases.

Travel/Training –

- Purpose:
Supports industry, safety, and certificate trainings for staff related to the operations of the department. Examples of trainings include:
 - North Carolina Parks and Recreation Association trainings, workshops, and conferences (and/or like industry trainings)
 - Department wide staff trainings
 - Safety training

- What is the basis of this year's request?
Increases will be consistent with increases to staff.

Grounds Maintenance –

- Purpose:
It is imperative that town parks are maintained with focuses on safety and user activity to ensure our parks meet user expectation, industry standards and law. The department currently maintains 7 parks including 4 baseball fields, 4 soccer/multipurpose fields, 1 disk golf course, 2 tennis courts, 4 basketball courts, the Community Center and 1 paved trail. 4 parks with playgrounds and 219 cubic yards of playground mulch. This line item supports expenses related to cleaning supplies, field treatments and preparations, tree services, fire ant treatment, safety surfacing replacement for playgrounds, seasonal landscaping and miscellaneous park repairs.
- What is the basis of this year's request?
With an increase in park traffic, the need to provide preventative and reactionary maintenance has increased significantly. After adding an additional FT parks maintenance worker just prior to the beginning of FY23, the parks division operates more efficiently and has the ability to accomplish general and routine maintenance items that have gone undone for many years. Increased efficiency has allowed more projects to be accomplished at a higher rate of speed, and with that comes increased funds needed to accomplish these projects. The increase in this line allows for the safe, proper and efficient maintenance of all Town parks, fields, playgrounds and trails. In addition, ground maintenance responsibilities grew in FY23 as the greenway, the Community Center, Municipal Park, and Whitley expansion were added to the Parks Division.

The market rate for many grounds maintenance products have increased significantly. This includes chemical turf and field treatments.

Cemetery Landscaping –

- Purpose:
Contracted service for bi-weekly landscaping of the cemetery.
- What is the basis of this year's request?
Any requested increases will be related to cost increases considering the impacts of inflation.

Park Landscaping –

- Purpose:
Contracted service for weekly landscaping for Whitley Park, Gill St Park, Little River Park, and parts of Zebulon Community Park.
- What is the basis of this year's request?
Any requested increases will be related to cost increases considering the impacts of inflation.

Equipment Maintenance –

- Purpose:
Equipment maintenance and repair.
- What is the basis of this year’s request?
Any requested increases will be related to cost increases considering the impacts of inflation.

Vehicle Maintenance –

- Purpose:
Equipment vehicle maintenance and repair.
- What is the basis of this year’s request?
Increase is due to an aging fleet and expected vehicle maintenance cost. The current fleet consists of 8 total vehicles. By the end of FY23, 5 will be at least 15 years old and are increasingly out for repair.

Fuel Expense –

- Purpose:
This covers the costs associated with providing fuel for the Department’s 8 vehicles, 4 mowers, gator and gasoline powered equipment.
- What is the basis of this year’s request?
Requested increases reflect impacts of inflation on gas prices.

Materials & Supplies –

- Purpose:
Funds support expenses related to safety, first aid, office supplies, uniform items, and other non-program supplies.
- What is the basis of this year’s request?
Expected increases to this line will be related to additional staff positions and from the implementation of improved safety and uniform protocols in the newly developed Parks division.

Team Uniforms –

- Purpose:
Youth athletic leagues provide uniforms for each child and team and all uniform costs are covered through this line item.
- What is the basis of this year’s request?
This request is made to be able to cover the expected expenses for all youth athletic uniforms for FY24.

Community Center Materials & Supplies –

- Purpose:
Expenses related to the operation of the community center and its programs.

- What is the basis of this year's request?
Increases reflects expanded use of the community center by general users and program participation. Additional stock materials are required such as cleaning and art supplies. Additional stock of play equipment and rotation of recreation equipment will be necessary to support user growth.

The Community Center will need to order additional tables and chairs in the near future. The facility should be evaluated to identify spaces that can be transitioned to be more flexible and support a variety of uses.

Computers –

- Purpose:
For the replacement and purchase of computers and tablets for department staff and operations.
- What is the basis of this year's request?
Increases will be necessary to support additional staff members.

Printing & Copying –

- Purpose:
Expense related to printing and copying related to the department.
- What is the basis of this year's request?
Increases will reflect an increase in staff and to support an increased variety of programming offered by the department.

Contract Services –

- Purpose:
This line item pays for services such as recreation software, fitness equipment maintenance, porta john rentals and service.
- What is the basis of this year's request?
Decreases to this line item reflect reduction of contracted cleaning services. If the full-time facility technician is not filled, funds would be needed to support continued park bathroom cleaning.

Insurance & Bonds –

- Purpose:
Property and worker's compensation insurance.
- What is the basis of this year's request?
The Town is expecting an overall increase to workers' compensation.

Camp Programs –

- Purpose:
Funds needed to plan and implement a variety of youth summer camps. Expenses in this line item pay for camp supplies, snacks, instructors, equipment and other camp related expenses to ensure quality enrichment programs.
- What is the basis of this year's request?
Increases will reflect market changes due to inflation and the cost of contracting instructors.

Cultural & Recreation Programs –

- Purpose:
Funds needed to plan, advertise and implement all cultural and recreation programs. This includes obtaining supplies, materials, and instructors for a variety of art, sports, nature, educational and outreach programs.
- What is the basis of this year's request?
Increases to this line item are minimal and reflect market rate increases.

Special Events –

- Purpose:
Funds needed to plan, advertise, and implement all special events. This includes procuring performers, stage and sound equipment, additional staff and supplies to maintain safe events, and acquiring event enhancements such as inflatables. This line item includes 8 events currently presented by the Town of Zebulon: Easter Egg Hunt, Spring Fest, Superhero Day, Concert Series, Movie Series, Candy Cane Lane, Veteran's Day and other general events.
- What is the basis of this year's request?
Requested increases will support expansion of existing events and a new spring concert series based on feedback from the community, the Board of Commissioners, and the Parks and Recreation Advisory Board. This line item reflects an increase of \$10,000 to support the growth of the Juneteenth Celebration. The Juneteenth Celebration is an event planned in partnership with the Juneteenth Committee. This line item also assumes and expects sponsorships to fully implement all events in this line item.

Community Center Programs –

- Purpose: Funds needed to plan and implement community center-based programs. This includes obtaining supplies, materials, and instructors for a variety of art, fitness, senior and educational classes, as well as family centered and special programming.
- What is the basis of this year's request?
Increases to this line item will reflect market rate increases for supplies and contracted instructors. Some contracted programs have long been taught below the market rate, and staff is working with contractors to ensure we maintain quality instructors.

Increases reflect funding to enhance teen programming. We are actively working to develop strong partnerships with East Wake Education Foundation, the Poe Center, Empowered

Citizens, 4H, and other organizations that have established programs to find ways to enhance their ability to serve our youth. We hope to use these opportunities to also develop a teen steering committee.

Zebulon has a growing preschool age group. We have grown our ability to serve this age group through partnerships in FY 23. After opening the Early Education Sensory Room, more than 152 kids have registered and used the space. This level of engagement demonstrates a need to continue programming for this age group in this manner which will require routine nourishment of activities available in the space.

Athletics –

- Purpose:
Funds needed to support and expand athletic programs. Traditional youth programs offered by the department include softball, baseball, t-ball, basketball, and soccer. Expenses include items such as officials, sanction fees, equipment, and facility rental. This line also addresses replacement, repairs, or improvements to athletic amenities such as soccer goals and batting cages.
- What is the basis of this year’s request?
Increases will reflect growth in athletics programs consistent with a growing community. Increases also reflect field enhancements that will provide us with the ability to be more flexible. We will remove existing dirt mounds and replace them with temporary pitching mounds. We will need to purchase two additional temporary outfield fences and foul poles for Zebulon Community Park.

Advisory Board –

- Purpose:
The Parks and Recreation Advisory Board is an appointed board established to assist the department by making “recommendations for the most efficient and improved manner to provide quality recreation for the citizens of the town” (Town Ordinance, Chapter 31.62-66).
- What is the basis of this year’s request?
No changes are expected.

Marketing & Advertising –

- Purpose:
The department will dedicate time and attention to a comprehensive marketing effort that will maximize awareness of recreational services and benefits available to community members. The department will not only share the message of our programs, but also our parks. Expenses reflect department wide marketing and outreach efforts.
- What is the basis of this year’s request?
An increase to marketing funds will allow staff to consistently produce quarterly program guides and keep up with increasing population numbers and distribution.

Account Number	Account Description	FY 2024 Requested
10-620-0000	PARKS & RECREATION:	
10-620-0100	SALARIES	\$ 604,700.00
10-620-0201	SALARIES (OVERTIME)	2,000.00
10-620-0300	PART TIME SALARIES (ADMIN)	-
10-620-0301	PART TIME SALARIES (COMM. CENTER)	23,202.00
10-620-0302	PART TIME SALARIES (PROGRAMS/EVENTS)	52,704.00
10-620-0303	PART TIME SALARIES (PARKS MAINTENANCE)	17,000.00
10-620-0304	PART TIME SALARIES (ATHLETICS)	17,000.00
10-620-0500	FICA	54,900.00
10-620-0600	GROUP INSURANCE	81,850.00
10-620-0700	RETIREMENT	107,100.00
10-620-1100	POSTAGE/TELEPHONE	600.00
10-620-1101	CELL PHONES	7,056.00
10-620-1300	ELECTRICITY/WATER	37,260.00
10-620-1400	TRAVEL/TRAINING	8,500.00
10-620-1500	GROUNDS MAINTENANCE	70,750.00
10-620-1503	CEMETERY LANDSCAPING	27,300.00
10-620-1504	PARK LANDSCAPING	48,100.00
10-620-1600	EQUIPMENT MAINTENANCE	9,400.00
10-620-1700	VEHICLE MAINTENANCE	8,000.00
10-620-3100	FUEL EXPENSE	16,400.00
10-620-3300	MATERIALS & SUPPLIES	6,600.00
10-620-3302	TEAM UNIFORMS	28,500.00
10-620-3304	COMM CENT MATERIALS/SUPPLIES	10,500.00
10-620-3305	COMPUTERS	3,000.00
10-620-3306	PRINTING/COPYING	3,200.00
10-620-4500	CONTRACT SERVICES	14,100.00
10-620-5400	INSURANCE & BONDS	28,200.00
10-620-5800	CAMP PROGRAMS	20,000.00
10-620-5801	CULTURAL & RECREATION PROGRAMS	7,300.00
10-620-5804	SPECIAL EVENTS	82,725.00
10-620-5805	FOOD INSECURITY (EBT MATCH)	-
10-620-5806	CULTURAL ARTS	-
10-620-5900	COMMUNITY CENTER PROGRAMS	40,314.00
10-620-5901	ATHLETICS	71,300.00
10-620-5902	ADVISORY BOARD	2,000.00
10-620-5903	MARKETING & ADVERTISING	12,800.00
10-620-5904	SUSTAINABILITY	5,000.00
	Totals	\$ 1,529,361.00

MEMORANDUM

TO: Bobby Fitts, Finance Director
FROM: Michael Clark, Planning Director
CC: Joseph M. Moore II, Town Manager
RE: FY 2024 Community & Economic Development Department Requested Budget

Line-Item Descriptions

Attached you will find the submittal spreadsheet for the FY 23-24 Community & Economic Development department operating budget request. Listed below is a brief description of the use or purpose of each line item.

Salaries –

- Full year salary of the Economic Development Specialist. Increase to address 5% probationary increase. (\$Up to 86,310 depending on hiring rate)
- Maintain staff.

FICA –

- Continuation of one full-time Economic Development Specialist.
- Maintain existing staff

Group Insurance –

- Continuation of one full-time Economic Development Specialist.
- Maintain existing staff

Retirement –

- Continuation of one full-time Economic Development Specialist.
- Maintain existing staff

Cell Phones –

- Funding for upper-level stipend for Economic Development Specialist. This person is a supervisor and will have extensive out of office meetings. (\$600)
- Maintain existing staff.

Travel/Training –

- Funding for attendance at Economic Development Conference and Main Street Conference (Position Only). Also funding for milage for use of personal vehicle for Economic Development Specialist and membership with professional organizations including NCEDA.
- Maintains continuing education and collaboration with other communities.

Downtown Events –

- Should this be moved to Parks & Rec?
- What is the basis of this year's request?

Downtown Zebulon Director (Main Street Coordinator) –

- Increase CPI for contract funding of 40-hour week (average) for Downtown Zebulon Director.

- Complete transition from DAC to NC Main Street Program.

Main Street Program Conference & Training –

- Attendance at Main Street Director Meetings as well as NC Main Street Conference. (State conference will be Downtown Zebulon Director and Board)
- Maintain services and complete transition to NC Main Street Program.

Greater Raleigh Convention & Visitors Bureau Partnership –

- Funding for publication (2 Page) and collaboration of GRCVB.
- Continuation of regional economic development interest with Greater Raleigh.

Professional Services –

- Software and site access for site selection software.
- The basis will be regional and state continuing education and collaboration.

Postage –

- Postage is for marketing, printing and mailings for both Downtown Activities as well as RFI and communications with potential companies looking to locate in Zebulon.
- The basis is to maintain current Main Street efforts and expand Economic Development Efforts.

Materials and Supplies –

- Notebooks, paper, folders, pens, markers, and similar office supplies
- The basis is to maintain current Main Street efforts and expand Economic Development Efforts.

Account Number	Account Description	FY 2024 Requested
10-690-0000	COMMUNITY & ECONOMIC DEVELOPMENT:	
10-690-0200	SALARIES	\$ 77,300.00
10-690-0400	PROFESSIONAL SERVICES	3,000.00
10-690-0500	FICA	6,000.00
10-690-0600	GROUP INSURANCE	7,500.00
10-690-0700	RETIREMENT	13,800.00
10-690-1100	POSTAGE	3,000.00
10-690-1101	CELL PHONES	600.00
10-690-1400	TRAVEL & TRAINING / MEMBERSHIP	8,000.00
10-690-3300	MATERIALS AND SUPPLIES	2,000.00
10-690-3301	PRINTING/COPYING	600.00
10-690-6000	DOWNTOWN EVENTS / PROMOTIONS	5,000.00
10-690-6100	NATIONAL REGISTER HISTORIC DISTRICT	-
10-690-6200	MSP COORDINATOR	62,000.00
10-690-6300	MSP CONFERENCE & TRAINING	12,000.00
10-690-6602	FACADE IMPROVEMENT GRANTS	-
10-690-6603	GRCVB PARTNERSHIP	7,000.00
10-690-6606	DOWNTOWN LED TREE LIGHTING	10,000.00
Totals		\$ 217,800.00

		Town of Zebulon			
		FY 2023-2024			
		Proposed Fee Schedule			
Department & Fee Description			Current Fee	Proposed Fee	
Administration					
	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 (Covers tipping fee increase by County)	\$24.75 - first trash can (Covers tipping fee increase by County)	
	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	
	CAFR		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	
	Stormwater Fee				
	Residential		Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)	
	Small Non-Residential (up to 10,000sf)		Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)	
	Medium Non-Residential (10,000-45,000sf)		Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)	
	Large Non-Residential (greater than 45,000sf)		Removed Fee (Incorporated in prop. tax rate)	Removed Fee (Incorporated in prop. tax rate)	
	Stormwater Fee will be billed by the City of Raleigh.				
	Privilege License				
	<i>Note: Previous privilege license fees published in Town of Zebulon Code of Ordinances.</i>				
	<u>Schedule D (Fees regulated by the State NC for the sale of beer and wine)</u>				
	Beer on Premises		\$15.00	\$15.00	
	Beer off Premises		\$5.00	\$5.00	
	Wine on Premises		\$15.00	\$15.00	
	Wine off Premises		\$10.00	\$10.00	
	Wholesale Dealer-Beer Only		\$37.50	\$37.50	
	Wholesale Dealer-Wine Only		\$37.50	\$37.50	
	Wholesale-Beer and Wine Under Same License		\$62.50	\$62.50	
	Police Department				
	Copy of Police Report		No Charge	No Charge	
	Fingerprinting Service		\$15.00	\$15.00	
	Civil Citation Administration Appeal Fee		\$25.00	\$25.00	

Fire Department				
	<u>Inspections</u>			
	<u>Fire Code Periodic Inspections (Initial)*</u>			
	0-999 Square Feet		\$25.00	\$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: http://www.fema.gov/schedule-equipment-rates			
	<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.	\$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.
	<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 & 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	\$70.00
	Inspection (Setback and CO)			\$70.00	\$70.00
	Re-Inspection			\$70.00	\$70.00
	Residential - Minor Additions/Alterations			\$70.00	\$70.00
	Flat fee (includes Setback, Certificate of Occupancy and Plan Review)				
	Other - New Construction or Major Alteration				
	Inspection			\$150.00	\$150.00
	Re-Inspection			\$60.00	\$60.00
	Other - Additions or Alterations which do not affect the number of parking spaces or require landscape improvements				
	Inspection			\$70.00	\$70.00
	Re-Inspection			\$30.00	\$30.00
	Stormwater Mapping Fee	Collected at Phase Closeout		\$1.65 per linear foot	\$1.75 per linear foot
	Streets/Curb and Gutter Construction Inspection	Collected at Phase Closeout		\$2.75 per linear foot	\$2.95 per linear foot
	Sidewalks Construction Inspection	Collected at Phase Closeout		\$1.10 per linear foot	\$1.20 per linear foot
	Storm Drainage Construction Inspection	Collected at Phase Closeout		\$1.10 per linear foot	\$1.20 per linear foot
	Greenway Construction Inspection	Collected at Phase Closeout		\$1.65 per linear foot	\$1.75 per linear foot
<u>Code Enforcement Charges - additional manpower charges may be applied resulting from clean-up performed by the Town (see also "Administration" and Public Works Staff Services)</u>					
	Illegal Sign Fee			\$5.00 per sign violation	\$5.00 per sign violation
	Lien of Property Penalty			\$30.00	\$30.00
<u>Printed Maps/Services</u>					
	GIS Staff Service			\$60.00/hour, minimum 1 hour	\$60.00/hour, minimum 1 hour
	Maps				
	Small (up to 11" x 17")			\$5.00	\$5.00
	Large (over 11" x 17")			\$1.00 per square foot	\$1.00 per square foot
<u>Building Permit Fees (Fees include both Wake County & Zebulon portion, thereof)</u>					
	Land Use (Zebulon only)			\$35.00	\$35.00
	Administrative Change (Zebulon only)			\$30.00	\$30.00
	Administrative Fee (Zebulon and Wake County)			\$90.00	\$90.00
	<i>An administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums, and construction plans requiring two or more reviews.</i>				
	Reinspection Fee (Zebulon only)			\$30.00	\$30.00
	Reinspection Fee (Zebulon and Wake County)			\$90.00	\$90.00
	<i>A reinspection fee is charged for each extra trip necessary to approve a required inspection. Must be paid prior to scheduling a reinspection.</i>				
	Work Without Permit (Construction work discovered to have been done without the proper permit(s) in place will have the fees assessed at double the published amount by Wake County and/or the Town of Zebulon)			Double Fees	Double Fees
	Replacement Inspection Card			\$30.00	\$30.00
	Add Contractor Fee - Per Addition of Each Trade (Zebulon and Wake County)			\$90.00	\$90.00
	Change Contractor Fee - Per change of Each Trade (Zebulon and Wake County)			\$90.00	\$90.00

	New Dwellings - Single Family, Duplex, Townhouse, Modular Home or House Moved				
	Up to 1,200 sq.ft.			\$600.00	\$600.00
	Over 1,200 sq.ft.			\$600.00 + \$.25 per SF over 1,200 sq.ft.	\$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 electrical, mechanical, or plumbing systems and suitable for occupant's use. Add \$80 for temporary service pole inspections, if needed.				
	Residential Addition				
	Up to 400 sq.ft.			\$375.00	\$375.00
	Over 400 sq.ft.			\$375.00 + \$.25 per SF over 400 sq.ft.	\$375.00 + \$.25 per SF over 400 sq.ft.
	Multi-Family Dwelling (ex: apartments)				
	For the first unit of each building			\$575.00	\$575.00
	For each additional unit of each building			\$360.00	\$360.00
	Manufactured Homes				
	Residential Modular Units and Dwellings Moved On (closed construction)			\$345.00	\$345.00
	The cost of land use and trade inspection fees plus fee per square foot			\$0.25	\$0.25
	Residential Accessory Structures (deck, garage, open porches, etc.)			\$0.25	\$0.25
	The cost of land use and trade inspection fees plus fee per square foot				
	Swimming Pools, Spas, Hot Tubs (Any structure intended for swimming or recreational bathing with a water depth >24 inches)			\$225.00	\$225.00
	The cost of land use plus flat fee			+\$90.00	+\$90.00
	Heated				
	Residential Demolition Permits (without replacement under new permit)				
	Permit and one final inspection			\$100.00	\$100.00
	Temporary Service Poles			\$90.00	\$90.00
	Trade Inspections				
	Building			\$90.00	\$90.00
	Electrical			\$90.00	\$90.00
	Mechanical			\$90.00	\$90.00
	Plumbing			\$90.00	\$90.00
	Non-Residential (new work, additions/alterations at	Based on project cost per trade	Range		
			\$0 - \$700	\$95.00	\$95.00
			\$701 - \$1,500	\$144.00	\$144.00
			\$1,501 - \$2,500	\$203.00	\$203.00
			\$2,501 - \$25,000	\$283.00	\$283.00
			\$25,001 - \$50,000	\$517.00	\$517.00
			\$50,001 - \$100,000	\$1,035.00	\$1,035.00
			\$100,001 - \$200,000	\$2,089.00	\$2,089.00
			\$200,001 - \$350,000	\$3,583.00	\$3,583.00
			\$350,001 - \$500,000	\$4,797.00	\$4,797.00
			\$500,000 - \$750,000	\$6,450.00	\$6,450.00
			\$750,001 - \$1,000,000	\$8,205.00	\$8,205.00
		Over \$1,000,000	0.2%	\$8,205.00 plus add 0.2% (multiply by .002) for each added million dollars or portion thereof	\$8,205.00 plus add 0.2% (multiply by .002) for each added million dollars or portion thereof
	Note: Other permit or development fees may be charged directly by Wake County, when applicable.				
	See Town of Zebulon or Wake County ordinances for more information.				

Parks and Recreation				
	<u>Outdoor Facility Rental</u>			
	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
	Zebulon Elementary School Softball/Baseball Field Hourly Rate		\$30 per hour (\$45 per hour non-resident)	\$30 per hour (\$45 per hour non-resident)
	Zebulon Elementary School Softball/Baseball Field Half Day (4 hours)		\$90 half day (\$125 half day non-resident)	\$90 half day (\$125 half day non-resident)
	Zebulon Elementary School 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)
	GSK Field Hourly Rate		\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
	GSK Field Half Day (4 hours)		\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
	GSK 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
	<u>Community Center Rental</u>			
	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
	<i>Please note that all rentals are for a maximum time of 4 hours.</i>			
	Assembly or Banquet Setup Charge		\$60.00 per event	\$60.00 per event
	Facility Cleaning			
	1-150 persons		\$125.00 per event	\$125.00 per event
	151 or more persons		\$175.00 per event	\$175.00 per event

	Additional Rental Fees				
	Standard staffing rate			\$25.00 per hour per staff	\$25.00 per hour per staff
	Supervisor staffing rate			\$45.00 per hour per staff	\$45.00 per hour per staff
	After hour (night & weekend)			Staff Rate times 150%	Staff Rate times 150%
	Application fee for reoccurring/banquet/tournament rentals			\$25.00 per application	\$25.00 per application
	Admission/gate fee			\$25.00 per day	\$25.00 per day
	Event Fees				
	Booth/concession registration will be determined on a per event basis.				
	Sponsorship Fees				
	Baseball/Softball/Soccer Team Sponsor			\$300.00	\$300.00
	League Sponsor (per age group, per season)			\$1,000.00	\$1,000.00
	Basketball per team, per season			\$150.00	\$150.00
	Athletic Field Sponsor (per season)			\$500.00	\$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
	Gold				\$5,000.00
	Silver				\$2,500.00
	Bronze				\$500.00
	Other Event & Program Sponsor Packages will be determined on a per program/event basis.				
	Youth Athletic Program Fees				
	Basketball (ages 4 and up)			\$45.00	\$45.00
	Baseball				
	Ages 4-6			\$35.00	\$35.00
	Ages 7 and older			\$45.00	\$45.00
	Girls Softball (ages 7 & up)			\$45.00	\$45.00
	Soccer			\$45.00	\$45.00
	Youth Athletic Program Non-Resident Fees			\$20.00 in addition to the regular program fees	\$20.00 in addition to the regular program fees

	<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)			\$60-120.00	\$60-200.00
	<u>Camp & 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 & 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.
	<u>Get Fit Pass</u>				
	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	\$100.00
	Optional Outdoor Plastic Tree Tag			\$15.00	\$15.00

Special Events					
	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 Crewleader		\$30.25	\$32.50
	Administrative Labor	Administrative Assistant/Construction Inspector		35.75	\$38.45
	Technical Labor	Ops. Manager,Adm/Contracts Manager, Senior Construction Inspector		\$49.50	\$53.20
	Management Support	Director/Asst. Director/Engineer		\$71.50	\$76.85
	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
	<i>* After hours/weekend services will be charged 150% of hourly rate.</i>				
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
	All fees are subject to change at any time with approval of the Board of Commissioners				

**Town of Zebulon
Proposed Authorized Full-time Positions
Fiscal Year 2023-2024**

General Fund

<u>Department</u>	<u>No. of Positions</u>
Finance	
<i>Current Positions</i>	3
<i>New Positions Recommended</i>	0
Total Positions	3
Administration	
<i>Current Positions</i>	5
<i>New Positions Recommended</i>	3
Total Positions	8
Planning	
<i>Current Positions</i>	6
<i>New Positions Recommended</i>	2
Total Positions	8
Police	
<i>Current Positions</i>	26
<i>New Positions Recommended</i>	2
Total Positions	28
Fire	
<i>Current Positions</i>	21
<i>New Positions Recommended</i>	0
Total Positions	21
Property and Project Management	
<i>Current Positions</i>	6
<i>New Positions Recommended</i>	0
Total Positions	6
Operations	
<i>Current Positions</i>	9
<i>New Positions Recommended</i>	2
Total Positions	11
Parks & Recreation	
<i>Current Positions</i>	8
<i>New Positions Recommended</i>	2
Total Positions	10
Total Full-Time Positions	95

**Town of Zebulon
Proposed Salary Schedule
Fiscal Year 2023-2024**

Grade	Salary Range		Position Title
	Minimum	Maximum	
1	\$28,942	\$43,413	None
2	\$30,388	\$45,583	None
3	\$31,909	\$47,865	Laborer Equipment Operator I
4	\$33,505	\$50,256	None
5	\$35,180	\$52,769	None
6	\$36,938	\$55,410	Equipment Operator II Park Maintenance Tech I
7	\$38,785	\$58,180	Recreation Assistant Office Assistant-Public Works Office Assistant-Police Office Assistant-Administration Planning Technician
9	\$42,762	\$64,141	Accountant I Crew Leader Zoning and Code Enforcement Officer Fleet Mechanic Park Maintenance Tech II
10	\$44,901	\$67,352	Athletic Coordinator Program Coordinator Deputy Town Clerk/HR Technician
11	\$47,144	\$70,718	Planner I Public Works Construction Inspector IT Technician
12	\$49,501	\$74,254	Park Maintenance Supervisor Planner/GIS Technician
13	\$51,978	\$77,965	Public Works Administrative/Contracts Manager Accountant/Budget Analyst Accountant II Planner II
14	\$54,579	\$81,865	Public Works Construction Inspections Supervisor Parks Manager Recreation Manager Information Technology Specialist
15	\$57,305	\$85,960	Senior Planner Town Clerk
16	\$60,171	\$90,255	Assistant Finance Director Public Works Operations Manager
17	\$63,176	\$94,767	Assistant Planning Director
18	\$66,338	\$99,507	Human Resource Director/Town Clerk
19	\$69,655	\$104,485	Parks & Recreation Director Community and Economic Development Specialist
20	\$73,136	\$109,703	Communications Manager
21	\$76,796	\$115,192	Finance Director Public Works Director Planning Director
22	\$80,634	\$120,950	None
23	\$84,665	\$126,997	None
24	\$88,898	\$133,347	IT Director
25	\$93,343	\$140,015	Town Engineer
26	\$98,010	\$147,015	None
27	\$102,911	\$154,367	None
28	\$108,056	\$162,084	Assistant Town Manager

**Town of Zebulon
Public Safety Salary Schedule
Fiscal Year 2023-2024**

<u>Grade</u>	<u>Salary Range</u>		<u>Position Title</u>
	Minimum	Maximum	
9	\$42,762	\$64,141	Office Assistant - PD Office Assistant - Fire
10	\$44,901	\$67,352	Vacant
11	\$47,144	\$70,718	Firefighter Police Officer
12	\$49,501	\$74,254	Officer First Class Senior Firefighter
13	\$51,978	\$77,965	Master Firefighter Senior Police Officer Police Planner
14	\$54,579	\$81,865	Master Police Officer Fire Lieutenant
16	\$60,171	\$90,255	Senior Fire Lieutenant Fire Inspector
17	\$63,176	\$94,767	Fire Captain Police Sergeant
18	\$66,338	\$99,507	Senior Fire Captain Fire Marshal/Safety Officer Police Lieutenant
19	\$69,655	\$104,485	Police Captain
20	\$73,136	\$109,703	Fire Division Chief Deputy Police Chief
21	\$76,796	\$115,192	Fire Chief
22	\$80,634	\$120,950	Police Chief
23	\$84,665	\$126,998	Vacant
24	\$88,899	\$133,347	Vacant

✓	TRANSPORTATION FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Street Paving and Thoroughfare Improvements											
Street Paving:											
	FY '24 Annual Street Resurfacing		\$380,000 ✓	funded by Tag Fee and Powell Bill							
	FY '25 Annual Street Resurfacing				\$390,000						Project scope increases by \$10k per year to reflect expected increase in Tag Fee revenue and increase in Town maintained street mileage
	FY '26 Annual Street Resurfacing					\$400,000					
	FY '27 Annual Street Resurfacing						\$410,000				
	FY '28 Annual Street Resurfacing							\$420,000			
	FY '29 Annual Street Resurfacing								\$430,000		
	FY '30 Annual Street Resurfacing									\$440,000	
Intersection Improvements:											
	Old Bunn @ Shepard School signal		\$2,300,000 ✓								Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
	Jones Street Connector and Pearce/Proctor Roundabout		\$330,000 ✓		\$1,000,000	\$4,400,000					Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
	Arendell/Gannon Roundabout				\$600,000	\$600,000	\$3,000,000				Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
	Judd @ N. Arendell Signal		\$260,000 ✓	May be reduced or eliminated if attached as a condition to a Conditional Zoning	\$260,000	\$1,300,000					Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
Thoroughfare Improvements:											
	North Arendell Widening			Construction costs dependent upon amount of CAMPO and NCDOT (ear-mark) contribution	\$6,000,000						Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
	Old Bunn (Shepard School to Park Village)						\$200,000	\$400,000	\$2,000,000		Transportation Bond Referendum: Increase Property Tax Rate (see Davenport Report)
	Gannon Avenue & Industrial Drive Loop										Dependent upon development construction through Conditional Zoning
	FY 24 Street and Thoroughfare Expenditures		\$3,270,000 ✓	Projected FY 25 - FY 30 Expenditures	\$8,250,000	\$6,700,000	\$3,610,000	\$820,000	\$2,430,000	\$440,000	
	Dedicated Property Tax		\$330,000 ✓		\$160,000		\$200,000				FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
	Property Tax dedicated to pay Bond				\$7,000,000	\$5,700,000	\$3,000,000		\$2,000,000		Transportation Bond Referendum on '24 ballot
	Motor Vehicle Tag Fee		\$185,000 ✓	dedicated to Annual Street Resurfacing	\$195,000	\$205,000	\$215,000	\$225,000	\$235,000	\$245,000	trend assumed
	Transportation Impact Fee		\$500,000 ✓								
	Powell Bill (gas tax)		\$195,000 ✓	dedicated to Annual Street Resurfacing	\$195,000	\$195,000	\$195,000	\$195,000	\$195,000	\$195,000	trend assumed
	Fund Balance (Unassigned)		\$1,200,000 ✓								
	Transportation Improvements (Committed Fund Balance)		\$260,000 ✓								
	Transportation Impact Fee (Restricted Fund Balance)		\$600,000 ✓		\$700,000			\$400,000			trend assumed
	Developer Reimbursement / Fee-in-Lieu (Restricted Fund Balance)					\$600,000					Barrington
	Street Powell Bill (Restricted Fund Balance)										
	FY 24 Street and Thoroughfare Revenues		\$3,270,000 ✓	Projected FY 25 - FY 30 Revenues	\$8,250,000	\$6,700,000	\$3,610,000	\$820,000	\$2,430,000	\$440,000	

✓	TRANSPORTATION FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Walk Zebulon											
<u>2024 projects</u>											
	Downtown Sidewalk cleaning		\$75,000 ✓								
<u>2025 projects</u>											
					\$75,000						Constructing Walk Zebulon projects will require large revenue streams from sources such as building up GBP Fund Balance, Bond Referendum or Federal Grants
<u>2026 projects</u>											
						\$75,000					Constructing Walk Zebulon projects will require large revenue streams from sources such as building up GBP Fund Balance, Bond Referendum or Federal Grants
<u>2027 projects</u>											
	Stamped crosswalks and bulbouts (Arendell @ Sycamore, Horton, and Vance)						\$500,000				Constructing Walk Zebulon projects will require large revenue streams from sources such as building up GBP Fund Balance, Bond Referendum or Federal Grants
<u>2028 projects</u>											
	TBD (ex. Beaverdam Creek Greenway Phase II)										Constructing Walk Zebulon projects will require large revenue streams from sources such as building up GBP Fund Balance, Bond Referendum or Federal Grants
<u>2029 projects</u>											
	TBD (ex. East Vance Street Sidewalk)										Constructing Walk Zebulon projects will require large revenue streams from sources such as building up GBP Fund Balance, Bond Referendum or Federal Grants
<u>2030 projects</u>											
	TBD (ex. E. Gannon Connector)										Constructing Walk Zebulon projects will require large revenue streams from sources such as building up GBP Fund Balance, Bond Referendum or Federal Grants
	FY 24 Walk Zebulon Expenditures		\$75,000 ✓	Projected FY 25 - FY 30 Expenditures	\$75,000	\$75,000	\$500,000	\$0	\$0	\$0	
	Dedicated Property Tax Base		\$75,000 ✓		\$75,000	\$75,000	\$75,000				
	Dedicated Property Tax Base to pay Bond										
	Greenway/bicycle/pedestrian Reserves						\$425,000				
	General Fund, Fund Balance (GFFB)										
	FY 24 Walk Zebulon Revenues		\$75,000 ✓	Projected FY 25 - FY 30 Revenues	\$75,000	\$75,000	\$500,000	\$0	\$0	\$0	

✓	STORM DRAINAGE FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Stormwater											
<u>2024 projects</u>											
	Stormwater Improvements (Committed Fund Balance)		\$106,000 ✓								The property tax dedicated towards Stormwater improvements cannot fund construction in a single year. A Stormwater Fee, based upon a property's contribution to runoff, is a way to raise additional revenue for projects. Stormwater Fees will be a discussion in FY '24
	Trenchbox		\$22,000 ✓								
<u>2025 projects</u>											
	W. Sycamore and Arendell Stormwater Improvements (Committed Fund Balance)				\$1,720,000						Stormwater Bond Referendum required
					\$148,000						
<u>2026 projects</u>											
	E. Horton Street (design) Stormwater Improvements (Committed Fund Balance)					\$170,000					
<u>2027 projects</u>											
	E. Horton Street (design) Stormwater Improvements (Committed Fund Balance)						\$195,000				
<u>2028 projects</u>											
	E. Horton Street (design) Stormwater Improvements (Committed Fund Balance)							\$1,658,000			Stormwater Bond Referendum required
								\$225,000			
<u>2029 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>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)								\$300,000		
	FY 24 Stormwater Expenditures		\$128,000 ✓	Projected FY 25 - FY 30 Expenditures	\$1,868,000	\$170,000	\$195,000	\$1,883,000	\$2,279,000	\$2,319,000	
	Stormwater Capital Reserves										
	Dedicated Property Tax for Stormwater		\$128,000 ✓	funded by 0.7¢ dedicated to Stormwater	\$148,000	\$170,000	\$195,000	\$225,000	\$260,000	\$300,000	trend assumed based on growth of tax base
	Dedicated Property Tax Base to pay Bond				\$1,720,000			\$1,658,000	\$2,019,000	\$2,019,000	
	General Fund, Fund Balance (GFFB)										
	ARPA										
	FY 24 Stormwater Revenues		\$128,000 ✓	Projected FY 25 - FY 30 Revenues	\$1,868,000	\$170,000	\$195,000	\$1,883,000	\$2,279,000	\$2,319,000	

✓	FLEET MANAGEMENT FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Fleet and Equipment											
Light Duty (~ 5 years)											
	Enterprise (4 trucks (2 PR, 1 PN, 1 FD) + 1 SUV (PD))	\$33,000	\$33,000	✓ Exisiting lease vehicles @ \$6,600 ea.	\$33,000	\$33,000					Reevaluate program after first buy back period (will occur within 3-5 years). Own vehicles at 5-years (if not sold back)
	Enterprise (3 trucks (Eng., PR, Code) + 3 SUV (PR, 2 PD))	\$48,000	\$48,000	✓ Proposed lease vehicles @ \$8,000 ea.	\$48,000	\$48,000	\$48,000				
	Enterprise upfit		\$12,000	✓ Leased vehciles require some package upfit							
	Patrol - replacements (2 @ \$80k ea.)		\$160,000	✓							
	Patrol - 2 new (Operations Sgt., Officer)		\$160,000	✓							
	PW - replacement (Ops. Mgr.)		\$60,000	✓							
	PW - new (Crew Leader)		\$90,000	✓							
	FY 25 - FY 30 requests				\$399,000	\$329,000	\$372,000	\$410,200	\$460,000	\$470,000	
Medium Duty (5-15 years):											
	Payloader	\$16,000	\$16,000	✓ financed by Yard Waste Fee	\$16,000	\$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	\$38,000				Roll retired debt into another piece of equipment in FY '28
	Bobcat and Trailer		\$33,000	✓ financed by Yard Waste Fee	\$33,000	\$33,000	\$33,000				Roll retired debt into another piece of equipment in FY '28
	Vacuum Truck		\$495,000	✓ FEMA funds, Regular Fleet Reserve							
	Knuckleboom		\$43,000	✓ financed by Yard Waste Fee	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	
	Regular Fleet Reserve deposit							\$87,000	\$87,000	\$87,000	
Heavy Duty (>15 years):											
	1987 Ladder Replacement (#95)	\$86,000	\$86,000	✓ funded by 1.7¢ dedicated to Fire Apparatus	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000	Debt retires FY '34
	1997 Pumper Replacement (#91)	\$84,000	\$84,000	✓ funded by 1.7¢ dedicated to Fire Apparatus	\$84,000	\$84,000					Retire Engine #91 debt ... then ...
	Pumper Replacement (#94) @ \$155k payments						\$155,000	\$155,000	\$155,000	\$155,000	... begin Engine #94 payments (~\$1,020,000)
	Pumper Replacement (#92)								\$1,314,500		An example of not re-investing. This engine will need to be replaced "out of cycle". Annual County cost-share and portion of dedicated property tax not spent on loan payments are deposited into Fire Reserve to buy this vehicle at approximately \$1,120,000.
	Brush Truck		\$100,000	✓ Funded by County							
	Fire Fleet Reserve deposit (from dedicated property tax)		\$144,500	✓ Placed into savings to purchase Pumper #92. FY	\$170,000	\$178,500	\$116,000	\$124,500	\$150,000	\$158,500	
	Fire Fleet Reserve deposit (from County Cost share)		\$45,000	✓ '23 Balance ~ \$356k	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	
Equipment											
	Plotter		\$16,000	✓							
	Light Tower		\$13,000	✓							
	Tractor (PR)		\$55,000	✓							
	Mower (PW)		\$15,000	✓							
	FY 24 Fleet Expenditures		\$1,746,500		Projected FY 25 - FY 30 Expenditures	\$995,000	\$933,500	\$952,000	\$970,500	\$2,340,500	\$1,044,500
	Dedicated Property Tax for Fleet		\$401,000	✓ ~2.17¢	\$480,000	\$410,000	\$420,000	\$430,000	\$460,000	\$470,000	Assumes 8% Revaluation bump in FY '25 and 2.5% growth thereafter.
	Dedicated Property Tax for Fire Fleet		\$314,500	✓ 1.7¢	\$340,000	\$348,500	\$357,000	\$365,500	\$391,000	\$399,500	Assumes 8% Revaluation bump in FY '25 and 2.5% growth thereafter.
	County Cost share		\$145,000	✓ 100% Brush, cost-share on Ladder and Pumper 91	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	
	FEMA		\$332,000	✓ To Vacuum Truck							
	Fund Balance (Unassigned)		\$424,000	✓ PW replacement, PW new, Vacuum Truck, upfit							
	Fire Fleet Reserve (Committed Fund Balance)								\$1,314,500		
	Regular Fleet Reserve (Committed Fund Balance)										value of fixed asset sales may decline if more vehicles are brought into Enterprise program
	Yard Waste Fee		\$130,000	✓ finances Bobcat and trailer, payloader, leaf truck, and Knuckleboom	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	
	FY 24 Fleet Revenues		\$1,746,500		Projected FY 25 - FY 30 Revenues	\$995,000	\$933,500	\$952,000	\$970,500	\$2,340,500	\$1,044,500

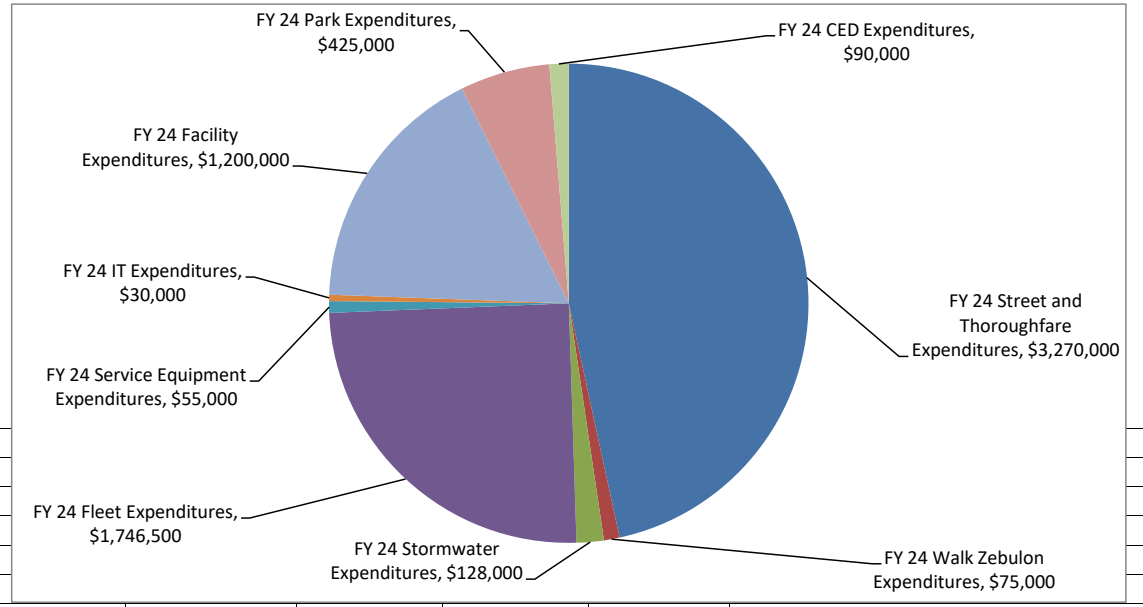
✓	SERVICE EQUIPMENT & IT FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Service Equipment											
	Fire: Hose and Nozzle replacement		\$55,000								
	FY 24 Service Equipment Expenditures		\$55,000	Projected FY 25 - FY 30 Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	
	Dedicated Property Tax										
	General Fund, Fund Balance (GFFB)		\$55,000								
	FY 24 Service Equipment Revenues		\$55,000	Projected FY 25 - FY 30 Revenues	\$0	\$0	\$0	\$0	\$0	\$0	
Information Technology											
	IT network reinvestment (computers, switches, servers)		\$30,000	computers	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
	FY 24 IT Expenditures		\$30,000	Projected FY 25 - FY 30 Expenditures	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
	Dedicated Property Tax		\$30,000		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
	General Fund, Fund Balance (GFFB)										
	IT Reserve										
	FY 24 IT Revenue		\$30,000	Projected FY 25 - FY 30 Revenues	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	

PROPERTY MANAGEMENT FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Facilities										
<u>Municipal Complex</u>										
FY '09 Debt Service - Bonds (Mun. Complex)	\$271,750		Payments already included in Op. Budget	\$264,550	\$256,675	\$248,800	\$240,925	\$104,000		Debt retired FY '29
Town Hall Reorganization		\$66,000 ✓	Design and partitions	\$600,000						Candidate for Bond Referendum
Town Hall Maintenance										
Police surveillance		\$35,000 ✓								
Police upgrades				\$200,000	\$800,000					
<u>Fire</u>										
Fire/EMS Station: Construction				\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	Bond Referendum, Lease Purchase, or Wake County parntership financing required.
Fire Station 2:										
Land Acquisition		\$500,000 ✓			\$1,000,000	\$1,000,000				
Design, Permitting, Utilities										
Construction							\$10,000,000			Bond Referendum, Lease Purchase, or Wake County parntership financing required.
<u>Park Facilities</u>										
Maintenance Yard Expansion		\$20,000 ✓								
Maintenance Shop Roof		\$40,000 ✓								
<u>Public Works Facilities</u>										
Generator		\$95,000 ✓								
Yard Expansion		\$400,000 ✓								
Maintenanace Shop Roof		\$44,000 ✓								
<u>Five County Stadium</u>										
<u>Facility Assessment Survey (FAS)</u>										
Community Center HVAC				\$110,000						
Public Works Roofing					\$50,000					
Parks and Recreation Maintenance Roofing					\$50,000					
Per priority in FAS						\$100,000	\$100,000	\$100,000	\$100,000	Utilize retired debt to address FAS priorities
FY 24 Facility Expenditures		\$1,200,000 ✓	Projected FY 25 - FY 30 Expenditures	\$590,000	\$1,580,000	\$1,580,000	\$10,580,000	\$580,000	\$580,000	
Property Tax dedicated to Capital		\$190,000 ✓		\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	FY '25 is a Revaluation year and will adjust the revenue generated by 1¢ of the property tax rate
Property Tax dedicated to Capital (Bond)				\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	Bond Referendum of \$6M would require 3¢ increase of tax rate
County Cost Share										County's portion
General Fund Fund Balance		\$1,010,000 ✓								
Capital Reserve Balance										
Stadium Reserve										
Operating Budget dedicated to debt	\$271,750			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
FY 24 Facility Revenue		\$1,200,000 ✓	Projected FY 25 - FY 30 Revenues	\$590,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	

✓	PROPERTY MANAGEMENT FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Parks											
<u>Gill Street (neighborhood park)</u>											
	Playground Replacement		\$300,000 ✓								
<u>Zebulon Elementary School (WCPSS joint use)</u>											
<u>Little River Park (nature park)</u>											
<u>Community Park</u>											
	Dugout Shades		\$100,000 ✓								
<u>Wakelon Elementary School (WCPSS joint use)</u>											
<u>Whitley Park (neighborhood park)</u>											
<u>Beaverdam Greenway</u>											
<u>Spine Greenway (connects Little River to Five County Stadium through Downtown)</u>											
<u>Park Maintenance</u>											
	Amenities (trash cans, benches, picnic tables)		\$25,000 ✓								
<u>Park Expansion</u>											
	FY 24 Park Expenditures		\$425,000 ✓	Projected FY 24 - FY 29 Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	
	Dedicated Property Tax		\$10,000 ✓								
	Property Tax dedicated to Capital (Bond)				\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	Bond Referendum of \$10.5M would require 5.2¢ increase of tax rate
	Wake: Open Space Grant										
	Wake: Greenway Fund										
	NC: Parks and Recreation Trust Fund (PARTF)										
	NS: Locally Administered Projects Program (LAPP)										
	NC: Land and Water Fund										
	FEMA										
	Land and Water Conservation Fund										
	Recreation Impact Fees										
	General Fund Fund Balance		\$415,000 ✓								
	FY 24 Park Revenue		\$425,000 ✓	Projected FY 25 - FY 30 Revenues	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	\$832,000	

✓	COMMUNITY & ECONOMIC DEVELOPMENT FUND	FY 2024 Required (Debt Payments)	FY 2024 Recommended	FY '24 Notes	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	Sustainability Check
Community and Economic Development											
	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		\$5,000 ✓	Sales tax	\$5,000	\$4,000	\$3,000			\$10,000	
	Building Upfit Grant				\$30,000	\$25,000	\$27,500	\$22,000	\$13,500	\$10,000	
	Downtown Plan		\$30,000 ✓	Sales tax							
	Small Town Life										
	Branding (FY '21 rededication)			rollover							
	Branding: Wayfinding - Phase I			rollover							
	Branding: Wayfinding - Phase II				\$50,000						
	Branding: Wayfinding - Phase III					\$50,000					
	Special Events: Electrical Recepticles (50A)				\$100,000						
	Growing Smart										
	Economic Development Strategic Plan			rollover							
	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		\$40,000 ✓								
	Reserve deposit				\$10,000		\$10,000				
	FY 24 CED Expenditures		\$90,000 ✓	Projected FY 25 - FY 30 Revenues	\$205,000	\$89,000	\$100,500	\$132,000	\$123,500	\$135,000	
	Dedicated Sales Tax Base		\$50,000 ✓		\$55,000	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000	
	Property Tax dedicated to Capital										
	Tax Increment Financing					\$5,000	\$7,500	\$10,000	\$12,500	\$15,000	assumes \$1M valuation growth in DOD
	Municipal Service District				\$20,000	\$24,000	\$28,000	\$32,000	\$36,000	\$40,000	revenue generated by placing additional 5¢ property tax on properties within Downtown Overlay District
	Congressional "earmark"										
	CED Reserves							\$20,000			
	Fund Balance (Unassigned)		\$40,000 ✓		\$130,000						
	FY 24 CED Revenues		\$90,000 ✓	Projected FY 25 - FY 30 Revenues	\$205,000	\$89,000	\$100,500	\$132,000	\$123,500	\$135,000	

GRAND SUMMARY				
Expenditure Destination			Revenue Source	
FY 24 Street and Thoroughfare Expenditures	-	\$3,270,000	Property Tax dedicated to Capital	\$1,036,000
FY 24 Walk Zebulon Expenditures	-	\$75,000	Property Tax dedicated to Capital (Bond)	\$0
FY 24 Stormwater Expenditures	-	\$128,000	Property Tax dedicated to Stormwater	\$128,000
FY 24 Fleet Expenditures	-	\$1,746,500	Property Tax dedicated to Fire vehicles	\$314,500
FY 24 Service Equipment Expenditures	-	\$55,000	MSD & TIF	\$0
FY 24 IT Expenditures	-	\$30,000	Sales Tax	\$50,000
FY 24 Facility Expenditures	-	\$1,200,000	General Fund Fund Balance	\$3,144,000
FY 24 Park Expenditures	-	\$425,000	Stadium Reserve	\$0
FY 24 CED Expenditures	-	\$90,000	Capital Reserve	\$0
			GBP Reserves	\$0
			Transportation (Committed Fund Balance)	\$260,000
		\$7,019,500	Stormwater Reserves	\$0
			CED Reserves	\$0
			IT Reserve	\$0
			Fire Fleet Reserve (Committed Fund Balance)	\$0
			Regular Fleet Reserve (Committed Fund Balance)	\$0
			Yard Waste Fee	\$130,000
			Motor Vehicle Tag Fee	\$185,000
			Transportation Impact Fee	\$500,000
			Wake County (e.g., Fire Cost Share)	\$145,000
			Recreation Impact Fees	\$0
			State (gas tax)	\$195,000
			State (Street Reserve (unspent gas tax))	\$0
			Federal (ARPA)	\$0
			Federal (e.g., FEMA, "earmarks")	\$332,000
			Development (TIF, conditions, Agreements)	\$600,000
				\$7,019,500



STORMWATER

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE

Aluminum Trench Box - Safety

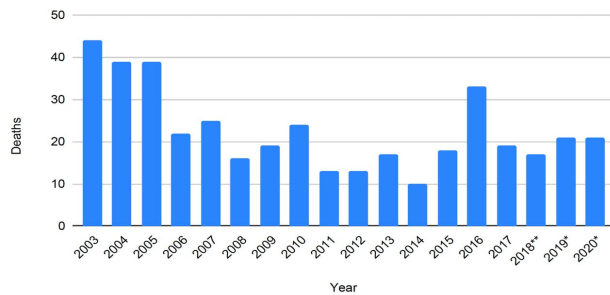
TYPE OF PROJECT

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

PROJECT DESCRIPTION : Purchase of two (2) 6' by 6' aluminum trench boxes that can be stacked and set individually by mid-size excavator or backhoe. As the Town stormwater infrastructure has grown by 166% over the last 11 years, more and more of the stormwater infrastructure repairs require the use of a trench box with expandable width to adjust for various pipe widths.



Trench-Collapse Deaths 2003-2020



PROJECT ALTERNATIVES

Rental opportunities - not practical for emergency work.

OPERATING IMPACT/OTHER COMMENTS

No impact on operating budget - low-maintenance items (monthly lubing of spreader bars)

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

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

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

TOTAL PROJECT COST: \$ 22,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>East Horton Drainage Basin Improvements Project</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 - Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">x</td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	x	1 - Health/Safety/Welfare	x	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
x	1 - Health/Safety/Welfare								
x	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

Project Description: Upsize the existing 15" RCP from ZB-245 to ZB-244 on E. Horton St. to a 24" RCP. Reroute the drainage system to N. Poplar Street around the existing businesses along E. Horton St. and upsize the pipes to 24" RCP. Upsize the pipe from ZB-238 to ZB-237 (adjacent to the Zebulon Fire Department) to a 30" RCP. Upsize the pipes from ZB-237 to ZB-232 to a 36" RCP. Some adjustment to the layout of the catch basins in the parking lot to the south of E. Vance St. may be needed. Bore and jack a 42" steel pipe (required by Coastal Carolina Railway specifications) beneath the railroad tracks. Upsize the downstream pipes along E. Barbee St. to 48" RCP. The preliminary opinion of probable project cost for this area is \$1,685,000 (including a 25% contingency). The section of drainage has a commercial doctor's office over a section of pipe, the hydraulic capacity of the pipe is undersized, and the pipe is in fair condition. A 60' section of the drainage was replaced in FY23 as part of the East Vance Street Drainage Improvements.



TABLE 1: STORMWATER CONDITION RATING

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

PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

Rated # 3 Storm Drainage Project

PROJECT STATUS

Funds Approved to Date

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-	-	-	-	-	-
Construction		1,685,000	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs		\$ 1,685,000	\$ -	\$ -	\$ -	\$ -	\$ -

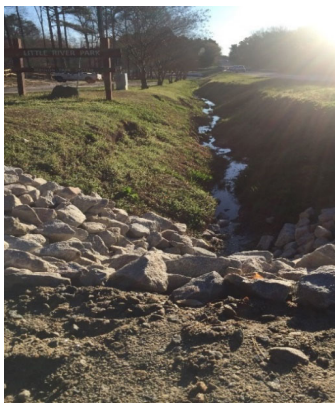
FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 1,685,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		-	-	-	-	-	-
Grants		-	-	-	-	-	-
Other-existing funds		-	-	-	-	-	-
Total Funding Sources		\$ 1,685,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,685,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Little River Park Drainage Improvements</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">x</td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	x	1 -Health/Safety/Welfare	x	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
x	1 -Health/Safety/Welfare								
x	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

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

PROJECT ALTERNATIVES Reslope and stabilize the ditch banks.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS	
<i>Funds Approved to Date</i>	\$ -
<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		320,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 192,000		\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-stormwater		128,000		-	-	-	-
Total Funding Sources	\$ -	\$ 320,000		\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 320,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Public Works Department	Chris D. Ray, Public Works Director	Level B

PROJECT TITLE	TYPE OF PROJECT					
Sexton Ave Storm Drainage Improvements	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare						
2 - Maintenance/Replacement						
X						
3 - Existing Programs Expansion						
4 - New Program						

Project Description: The Sexton Avenue neighborhood has experienced flash flooding issues since Hurricane Fran in 1996. The Town unsuccessfully submitted for a hazard mitigation grant in 1998. As part of the grant application, construction drawings were prepared. The flooding is primarily caused by a drainage ditch which runs through approximately 15 private properties. Inadequate and inconsistent maintenance has exacerbated the flooding issues. Over the years, discussions occurred of possible projects to alleviate the flooding. In fall of 2013, after additional concerns and complaints, the Town commissioned a Preliminary Engineering Report (PER) on possible solutions and costs to correct the private drainage concerns (no TOZ easements). The BOC in February 2014 decided other projects were a higher priority. In Summer of 2020, residents once again reached out to staff about continued flash flooding. Staff has updated the construction estimate to \$950,000 to complete necessary improvements. Permanent drainage easements would need to be secured to prevent a lapse in maintenance.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		950,000	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other-existing funds			-	-	-	-	-
Total Funding Sources	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 950,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Drainage Improvements Area 4 (Lee to Glenn)</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare						
2 - Maintenance/Replacement						
X						
3 - Existing Programs Expansion						
4 - New Program						

Project Description: The drainage area is bounded by W. Lee St. (north), W. Glenn St. (south), N. Arendell Ave. (east), and N. Church St. (west). Generally, the drainage in this area flows from west to east. This is a semi-urbanized area, with most of the area developed as single-home residential. A section of drainage pipe runs underneath the residence at 609 N. Arendell Ave., crosses North Arendell Ave (NC HWY 96), and outfalls to a large drainage ditch to the east of N. Arendell Ave.

Upsize the 15" CMP / 24" RCP cross pipe at N. Church St. to a 36" RCP. Reroute the existing 18" RCP around the residence at 609 N. Arendell Ave. and upsize to 42" RCP. An additional catch basin will need to be added to intercept the existing 36" RCP along N. Arendell Ave. Replace the N. Arendell cross pipe with a 66" X 51" metal arch pipe and replace the pipe downstream of ZB-495 with a 60" RCP. The preliminary opinion of probable project cost for this area is \$880,000 (including a 20% contingency and additional soft costs).



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS Rated the # 4 Drainage Project
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PROJECT STATUS		Funds Expended to Date	\$ -
<i>Funds Approved to Date</i>			

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		880,000	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs		\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		-	-	-	-	-	-
Grants		-	-	-	-	-	-
Other-existing funds		-	-	-	-	-	-
Total Funding Sources		\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 880,000

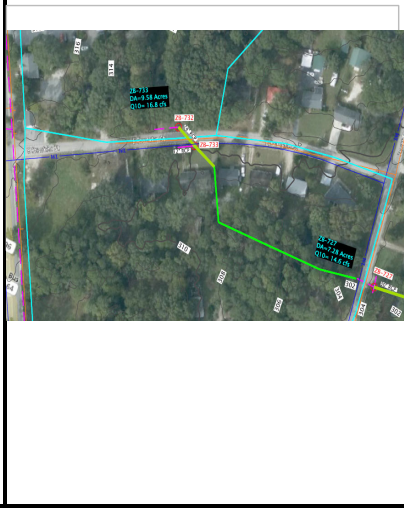
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Public Works Department	Chris D. Ray, Public Works Director	Level B

PROJECT TITLE	TYPE OF PROJECT
Drainage Improvements Area 5 (E. Franklin to N. Lee)	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	X
	4 - New Program

Project Description: This study area contains several isolated drainage systems along W. McIver St., W. & E. Franklin St., and N. Lee St. The stormwater pipe network that runs from ZB-483 to the end of pipe at ZB-485 is slightly undersized and likely needs to be a 30" RCP equivalent (24" X 35" metal arch pipe). The pipe network between manhole ZB-510A and the outfall past ZB-510D is close to the correct size. There is a small piece of pipe liner missing from the 30" X 40" CMP (MH-510A-ZB-510) that may need to be repaired/replaced. The 24" RCP from ZB-732 to end of pipe at ZB-733 (E. Franklin St.) is cracked and slightly undersized (needs to be a 30" RCP). The 30" RCP adjacent to ZB-727 (N. Lee St.) is cracked and broken in several locations and is slightly undersized (needs to be a 36" RCP).

Upsize the storm drainage system between ZB-483 to the outlet south of ZB-485 (W. McIver St.) to a 24" X 35" metal arch pipe. Existing catch basins may need to be replaced. Upsize the pipe from ZB-732 to ZB-733 (E. Franklin St.) to a 30" RCP. Upsize the pipe on either side of ZB-727 (N. Lee St.) to a 36" RCP. The preliminary opinion of probable project cost for this area is \$530,000 (including a 25% contingency and additional soft costs).



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	Rated the # 5 Drainage Project

PROJECT STATUS		Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-	-	-	-	-	-
Construction		530,000	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs		\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund			\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		530,000	-	-	-	-	-
Grants		-	-	-	-	-	-
Other-existing funds		-	-	-	-	-	-
Total Funding Sources		\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ -

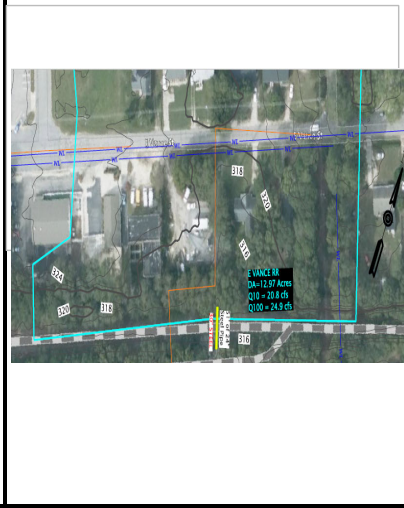
TOTAL PROJECT COST: \$ 530,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Public Works Department	Chris D. Ray, Public Works Director	Level B

PROJECT TITLE	TYPE OF PROJECT					
Drainage Improvements Area 6 (N. Poplar and N. Whitley)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare						
2 - Maintenance/Replacement						
X						
3 - Existing Programs Expansion						
4 - New Program						

This study area only consists of a 24" Steel Pipe beneath the railroad tracks (south of E. Vance St., between N. Poplar St. and N. Whitley St.). The drainage area is almost 13 acres. The existing pipe is slightly undersized, with our calculations showing the need for a 30" steel pipe at this crossing (This pipe size would Bore and Jack a 36" Steel pipe to replace the existing 24" steel pipe beneath the railroad tracks. The preliminary opinion of probable project cost for this area is \$109,479 (including a 25% contingency and additional soft costs).



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	Rated the #6 Drainage Project

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		130,800		-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs		\$ 130,800	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund			\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		130,800	-	-	-	-	-
Grants		-	-	-	-	-	-
Other-existing funds		-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 130,800	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 130,800

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>West Sycamore/North Arendell Drainage Improvements</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">x</td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td style="text-align: center;"></td><td>4 - New Program</td></tr> </table>	x	1 -Health/Safety/Welfare	x	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
x	1 -Health/Safety/Welfare								
x	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

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



PROJECT ALTERNATIVES To add an environmental feature - \$300,000.00 (constructed wetlands on East Glenn Street)	OPERATING IMPACT/OTHER COMMENTS Rated # 2 Drainage Improvements Project
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PROJECT STATUS		Funds Expended to Date	
<i>Funds Approved to Date</i>	80,000 (easement acq.)	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		1,720,000	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs		\$ 1,720,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 1,720,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		-	-	-	-	-	-
Grants		-	-	-	-	-	-
Other-existing funds		-	-	-	-	-	-
Total Funding Sources		\$ 1,720,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 1,720,000

SERVICE EQUIPMENT

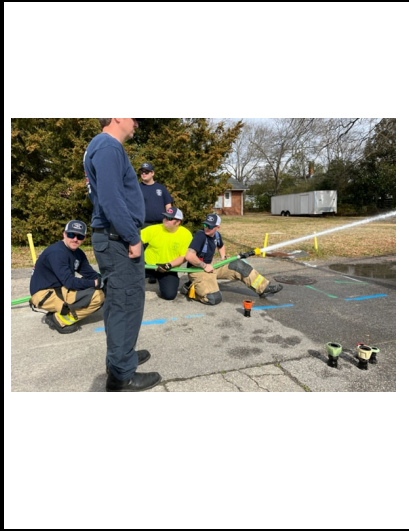
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

PROJECT DESCRIPTION
We are requesting funding to replace our existing 1 1/2" fire attack hose and nozzles with new hose and nozzles. The requested funding will cover the entire project (replacing all existing 1 1/2" hose and nozzles).

JUSTIFICATION
Much of our 1 1/2" hose is over 32 years old. We are seeing a greater percentage of hose failures on fire scenes and during testing. Replacement hose has only been purchased to replace damaged or failed hose over the past 20-30 years. Nozzles are similar in that various nozzles have been replaced over the years due to failure or new apparatus purchases. Currently our department runs six different styles of 1 1/2" nozzles over our apparatus, including four different styles over our engines/pumpers. We would like to run a consistent model of nozzle across our apparatus. This project will update our equipment, providing both reliability and consistency. In addition, this newer hose will allow for a greater fire flow application than our older hose. The increased flow could be very beneficial to fire suppression in structural operations, given the current construction and content burning characteristics. The improved nozzles will offer the improved functionality over our current equipment.



PROJECT ALTERNATIVES
We are prepared to implement the replacement over a two-year period, if that is more acceptable from a budget perspective.

OPERATING IMPACT/OTHER COMMENTS
Without an upgrade, we will continue to see failures. Consistency across the nozzles has a large positive impact.

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		55,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County		10,000	10,000	-	-	-	-
Total Funding Sources	\$ -	\$ 45,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 55,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Police	Jacqui Boykin	Low

PROJECT TITLE	TYPE OF PROJECT								
Drone Program	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td>1 -Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare		2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION Use of advanced drone aerial surveillance to assist with investigations.</p> <p>JUSTIFICATION The drone is a useful tool in reconstructing crashes, finding missing persons, and covert surveillance. Officers will be required to obtain FAA licensing.</p>	
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PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
Several neighboring agencies use drones. We can use their services through mutual aid.	PRIORITY GOALS- Small Town Life, Growing Smart

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	18,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 18,000	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 18,000

FACILITY

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Five County Stadium Enhancement - PDL and Fan Experiences</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

Project Scope: Five County Stadium is the home of the Carolina Mudcats (Brewers affiliate). For over 30 years, the Carolina Mudcats' home has been Five County Stadium. Since its original construction in 1991, the site has seen a series of construction and renovation projects: the super structure, suites, restaurant, concessions, offices, clubhouses, field and lighting improvements, video board, outfield wall, and most recently bathroom additions. In 2021, Major League Baseball announced new facility requirements, called Player Development League (PDL) standards. Wake County has commissioned two studies by Provisional Studio's and Odell and Associates regarding the needed improvements and potential costs. The improvements are based on three groupings - PDL improvements only, General Admission Fan Experience Improvements, and Fan Experience Premium Improvements - with a price range of \$12-21.6 million.



1) PDL Improvements @	\$9,410,000
2) GA Fan Experience @	\$8,300,000
3) Prem. Fan Experience @	\$3,910,000
Total Investment:	\$21,620,000

Total Project - \$15 million @ 85%/15% = Town Portion of \$2,250,000. Wake County Finance Agreement @ 3.5%-5% for 10 years

OPERATING IMPACT/OTHER COMMENTS

Operational Cost Impacts - depend on new lease agreement currently being drafted.

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering			\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction @ 15%			291,500	291,500	291,500	291,500	1,749,000
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ -	\$ 291,500	\$ 291,500	\$ 291,500	\$ 291,500	\$ 1,749,000



FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund - Wake County		\$ 2,250,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-		-	-	-	-	-
Bond Referendum			-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- installment loan	-		-	-	-	-	-
Total Funding Sources	\$ -	\$ 2,250,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 2,250,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Fire	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">PROJECT TITLE</th> </tr> <tr> <td style="text-align: center; padding: 10px;"><i>Land for Fire Station #2</i></td> </tr> </table>	PROJECT TITLE	<i>Land for Fire Station #2</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">TYPE OF PROJECT</th> </tr> <tr> <td style="text-align: center; width: 10%;">X</td> <td>1 - Health/Safety/Welfare</td> </tr> <tr> <td></td> <td>2 - Maintenance/Replacement</td> </tr> <tr> <td style="text-align: center;">X</td> <td>3 - Existing Programs Expansion</td> </tr> <tr> <td></td> <td>4 - New Program</td> </tr> </table>	TYPE OF PROJECT		X	1 - Health/Safety/Welfare		2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
PROJECT TITLE													
<i>Land for Fire Station #2</i>													
TYPE OF PROJECT													
X	1 - Health/Safety/Welfare												
	2 - Maintenance/Replacement												
X	3 - Existing Programs Expansion												
	4 - New Program												

<p>PROJECT DESCRIPTION This project includes acquisition of land for a future fire station #2. A second fire station is expected to be needed by approximately FY28. This project secures land for the facility prior to increased development (which results in higher prices and lower availability).</p> <p>JUSTIFICATION Given the continued growth and related sprawl of the Town, a second fire station will be needed to minimize extended travel times associated with the more remote areas of the corporate limits. Land would be acquired and then design and construction would occur in later years. Although site specific, it is envisioned that approximately 3 acres of land would be needed for the facility.</p>	 
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<p style="text-align: center;">PROJECT ALTERNATIVES</p> <p>Purchase could be delayed; however, land availability will lessen and cost will increase with time.</p>	<p style="text-align: center;">OPERATING IMPACT/OTHER COMMENTS</p> <p>Future facility construction will impact operations and annual costs.</p>
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<p>PROJECT STATUS</p> <p><i>Funds Approved to Date</i> \$ -</p>	<p><i>Funds Expended to Date</i> \$ -</p>
---	--

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	500,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 500,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE

P&R 2009 Shop/Maintenance Building Roof

TYPE OF PROJECT

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

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



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

PROJECT ALTERNATIVES

Coatings are an effective measure to extend the roof's useful life for an additional 10-12 years.

OPERATING IMPACT/OTHER COMMENTS

Costs may be less if combined with the work at the ZPW facility.

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

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

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

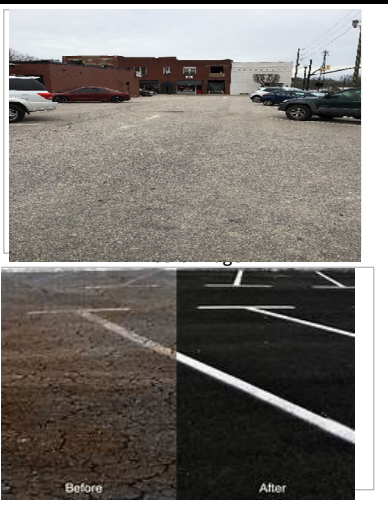
TOTAL PROJECT COST: \$ 40,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Parking Lot Sealcoating</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	x 2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

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



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

PROJECT ALTERNATIVES
Cheaper option than milling and paving at the end of useful life - mill and pave is \$15 per sq. yard at 1.5" depth.

OPERATING IMPACT/OTHER COMMENTS
Extend useful life by 5 plus years

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

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

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

TOTAL PROJECT COST: \$ 67,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

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

<p>PROJECT DESCRIPTION Police Headquarters Renovation</p> <p>JUSTIFICATION Our facility is not laid out in a manner that maximizes space. With additional positions being added each year, we need to make better use of the space within the building. Once the fire department is complete, we will not need a gym nor training room. We would turn those spaces into office suites. The patrol room would also be renovated to make offices, a conference room, and cubical space.</p>	<p>Insert image</p>
---	---------------------

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	<p>PRIORITY GOALS- Growing Smart</p>

PROJECT STATUS New Request

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	\$ -	\$ -	\$ 78,000	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction	-	-	-	705,000	-	-	-
Equipment	-	-	-	60,000	-	-	-
Contingency	-	-	115,000	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ -	\$ 193,000	\$ 765,000	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund		\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	193,000	765,000	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ 193,000	\$ 765,000	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 958,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE 2004 PW Facility Generator Replacement/Upgrade	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">X</td><td>1 - Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	X	1 - Health/Safety/Welfare	X	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
X	1 - Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

Project Scope: The growth in PW operations requires the replacement of the 20-year-old 60 KW generator. The new 100 KW (3-phase 120/208) generator will be on natural gas and mounted on the existing concrete pad. The project will include a new 600 amp 3-phase transfer switch. The used unit will be retained for special events, and the 1992 20 KW Onan generator will be surplus.



OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS		<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2024	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering			\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction		95,000		-	-	-	-
Permitting	-		-	-	-	-	-
Contingency	-		-	-	-	-	-
Other	-		-	-	-	-	-
Total Project Costs		\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 596,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum			-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- installment loans	-		-	-	-	-	-
Total Funding Sources	\$ -	\$ 596,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 596,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>PW Administration Building Expansion</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

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



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

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

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

TOTAL PROJECT COST: \$ 1,100,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

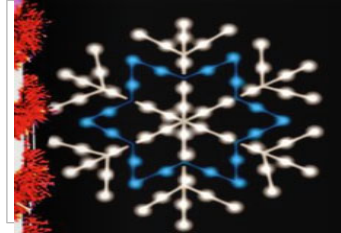
DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Additional Christmas Pole Décor Lighting</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : As the Zebulon municipal limits grow, we need to extend our Christmas lighting program north along North Arendell Ave. The use of LED lights makes it operationally effective for maintenance and electrical costs. After the initial investment, the project costs are minimal. Each pole-mounted decoration is approximately \$500, and electrical installation is \$350 per pole. The goal would be to purchase an additional twenty (20) decorations.



insert image



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

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

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

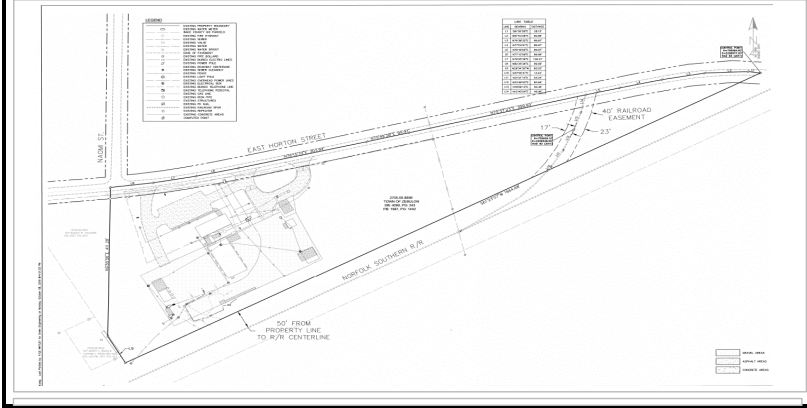
TOTAL PROJECT COST: \$ 20,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>PW Maintenance Yard Expansion</i>	TYPE OF PROJECT
	X 1 - Health/Safety/Welfare
	X 2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

Project Scope: The original maintenance yard layout is from 1987, and we have outgrown the existing fenced area. We are currently working with The Wooten Company on a master plan for our 7 acre site. The construction of the new equipment storage shed eliminates a large portion of laydown yard for equipment, trailers, and materials. Site survey has been completed.



insert image



Rental Space - Not a good long-term solution

OPERATING IMPACT/OTHER COMMENTS
Site safety due to the limited space.

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering			\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		400,000		-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 400,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum			-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- installment loans	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -

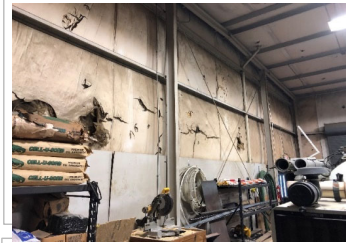
TOTAL PROJECT COST: **\$ 400,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>PW Shop/Maintenance Building Renovation</i>	TYPE OF PROJECT
	X 1 -Health/Safety/Welfare
	X 2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : The existing 5,000 sq ft prefabricated metal building was constructed in 1988, 35 years ago. The 2018 facility assessment noted the bays are crowded with equipment and materials storage, and it expressed concern for safe movement within the shop area. The walls, roof, floors, insulation, floor drains, and plumbing have deteriorated. Safety improvements are needed for the roll-up doors, bollards, ceiling fans, and steel.



PROJECT ALTERNATIVES

Demolition and construction of new 5,000 sf facility @ \$200 per sq. ft or \$1,000,000.00. Renovation will extend useful life by another 20 plus years.

OPERATING IMPACT/OTHER COMMENTS

No impacts to operating budget.

PROJECT STATUS

Funds Approved to Date

\$	-
----	---

Funds Expended to Date

\$	-
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		450,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

TOTAL PROJECT COST: \$ -

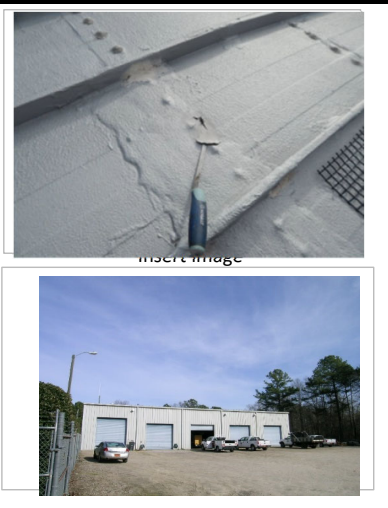
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE Public Works Shop/Maintenance Building Roof - Coatings	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"></td><td>1 -Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION : Uniflex Coating Installation for PW Shop

JUSTIFICATION: The existing 5,000-sq-ft facility was installed in 1988, and a new aluminum coating was installed in 2011. The twelve-year warranty expires this fiscal year. REI Engineers recommended installation of new Uniflex coating with a 10-year warranty.



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

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS Funds Approved to Date	\$ -	Funds Expended to Date	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		44,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

TOTAL PROJECT COST: \$ 44,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE Town Hall Dumpster Pad	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

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



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

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

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

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

TOTAL PROJECT COST: \$ 79,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Town Hall Exterior Renovations</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : The project consists of installing new exterior doors on the north and east entrances, painting the 2nd floor area soffits, installing gutter guards, and selective tuck pointing of the brick façade. The soffits were last painted in 2008, and some minor tuck pointing was completed in 2014. Gutter guards are needed to prevent clogging of gutters due to larger canopy of trees on site. The exterior wood doors are showing signs of dry rot, and the metal frames have been repaired due to rust and rot. The project will review the need for an exterior water sealer to protect the 115-year-old facade. All work will comply with Wake County historical construction standards.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

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

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

TOTAL PROJECT COST: \$ 100,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Town Hall Windows Replacement</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION: The project consists of replacement of 88 windows that were installed as part of the GSK renovation in 1988. In 2011, the Town completed a project to wet seal the leaking gaskets. The existing windows do not incorporate insulating glass units (IGU), which commonly consist of two panes of glass separated by spacer material and sealed together at the edge. The insulating airspace is filled with air or a noble gas, such as argon or krypton, creating an efficient system of keeping heat and cold outside of the building.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		375,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-		-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-		-	-	-	-	-
Total Funding Sources	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -


TOTAL PROJECT COST: **\$ 375,000**

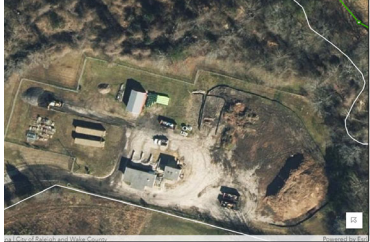
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE Yardwaste Center Expansion - purchase 12-acre tract	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td><input checked="" type="checkbox"/> 2 - Maintenance/Replacement</td></tr> <tr><td><input checked="" type="checkbox"/> 3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
<input checked="" type="checkbox"/> 2 - Maintenance/Replacement					
<input checked="" type="checkbox"/> 3 - Existing Programs Expansion					
4 - New Program					

Project Scope: The existing site within the fenced area is approximately 2 acres and restricted by the blue-line stream to the east. Staff would like to purchase the adjoining 12 acres to expand the site and provide additional storage space for yard waste, leaves, dumpsters, bulk material storage, and the laydown yard. The site is not immediately needed, but staff recommends the purchase before the site is developed and restricts our current operations. Staff recommends the site get FEMA preapproval as a disposal site in case a natural disaster strikes; the local site would provide a significant advantage in the cleanup process regarding travel time for staff and/or contractors.





600 E HORTON ST

PIN	2705759569
REID	0020437
Map Name	2705 12
City	
Planning Jurisdiction	ZB

	OPERATING IMPACT/OTHER COMMENTS <div style="border: 1px solid black; height: 40px;"></div>
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PROJECT STATUS			
Funds Approved to Date	\$ -	Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2024	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering			\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		535,000					
Construction				-	-	-	-
Permitting	-		-	-	-	-	-
Contingency	-		-	-	-	-	-
Other	-		-	-	-	-	-
Total Project Costs		\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 535,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum			-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- installment loans	-		-	-	-	-	-
Total Funding Sources	\$ -	\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ -

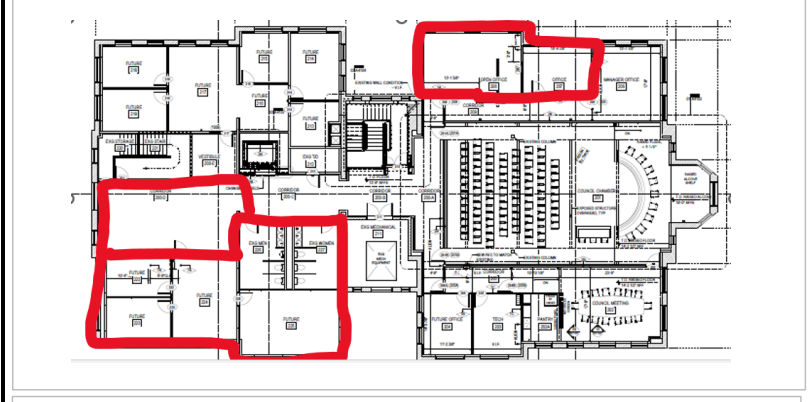
TOTAL PROJECT COST: **\$ 535,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

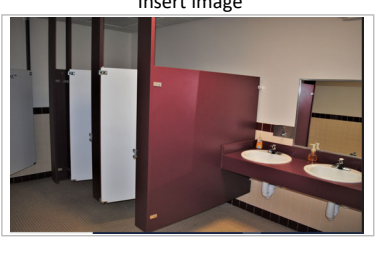
DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE Town Hall Second Floor Renovation- offices & restrooms	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

Project Scope: The growth in administrative staff over the last several years and projections to add staff in the coming years warrant the need for renovations. The goal is to add 10-12 new office spaces plus renovate the existing men's and women's restrooms. The restrooms were not renovated in 2009 and are a product of the GSK renovation in 1987, over 36 years ago.



Description	Cost
Construction Cost – 2,500 Sq. Ft	\$425,000.00
Design @ 12.5%	\$ 53,125.00
FFE – Furniture, Fixtures and Equipment	\$ 50,000.00
Permitting	\$ 4,125.00
Contingency @ 15%	\$ 63,750.00
Total Budget Request	\$596,000.00



hting, new driveway apron, and yard hydrants. Utilimately, th
Rental Space - Not a good long-term solution

OPERATING IMPACT/OTHER COMMENTS
Water, Sewer, Electrical, and Cleaning

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

CAPITAL COST BREAKDOWN	Prior to July 2024	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ 53,125	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		50,000					
Construction		425,000					
Permitting	-	4,125	-	-	-	-	-
Contingency	-	63,750	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 596,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 596,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum							
Grants	-	-	-	-	-	-	-
Other- installment loans	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 596,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 596,000

**COMMUNITY &
ECONOMIC
DEVELOPMENT**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

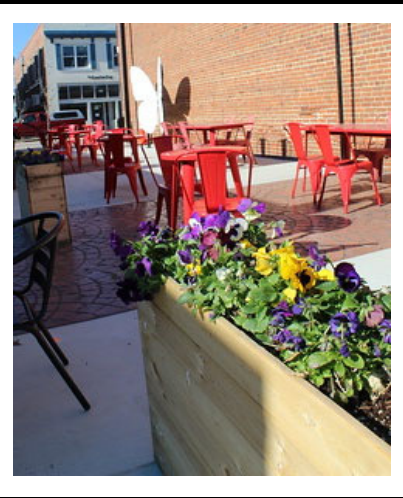
DEPARTMENT Planning/Parks & Recreation	PROJECT MANAGER Shannon Johnson/Sheila Long	DEPARTMENTAL PRIORITY
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PROJECT TITLE <i>Alley Activation (Federal Allocation)</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare						
2 - Maintenance/Replacement						
X						
3 - Existing Programs Expansion						
4 - New Program						

PROJECT DESCRIPTION: Purchase property to add public parking along the Alley network downtown. Alley renovation will include improvements or introduction of hard surfaces, introduce landscaping enhancements, seating, trash cans, and other support amenities, utility improvements to the alleyways will include electric, water, and public wifi; and wayfinding signs will help downtown patrons navigate key location, public art projects will continue in the alley network and in partnership with the Zebulon Downtown Arts Council.

JUSTIFICATION: Meets the Zebulon 2030 Strategic Plan. Addresses projects identified in the Parks and Recreation Master Plan.

Property Acquisition for parking: \$225,000
 Southeast Alley Activation & Improvements Construction (Vance- Horton & Arendell- Whitley): \$350,000
 Public Utility & Wifi Infrastructure Improvements: \$80,000
 Downtown Wayfinding & Public art: \$70,000
 Professional Services: \$75,000



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS Maintenance & staffing enhancements needed as noted in the Master Plan.
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PROJECT STATUS	In progress		
<i>Funds Approved to Date</i>	\$ 700,000	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 75,000						
Construction	400,000						
Purchase	225,000						
Equipment	-						
Contingency	-						
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

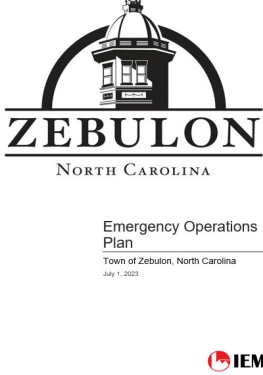

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -						
FY 22 Rollover							
Bond Referendum	-						
Grants	-	-	-	-	-	-	-
Other (HUD Allocation)	700,000		-	-	-	-	-
Total Funding Sources	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 700,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Fire	PROJECT MANAGER Chris Perry	DEPARTMENTAL PRIORITY
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PROJECT TITLE <i>EOP Implementation</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">TYPE OF PROJECT</th> </tr> <tr> <td style="width: 10%; border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black;">1 - Health/Safety/Welfare</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;">2 - Maintenance/Replacement</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;">3 - Existing Programs Expansion</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;">4 - New Program</td> </tr> </table>	TYPE OF PROJECT		X	1 - Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
TYPE OF PROJECT											
X	1 - Health/Safety/Welfare										
	2 - Maintenance/Replacement										
	3 - Existing Programs Expansion										
	4 - New Program										

<p>PROJECT DESCRIPTION For FY23, an Emergency Operations Plan (EOP) is being developed. This new project includes the creation of incident checklists, provides staff training on the new plan, and provides for a tabletop exercise to orient staff on the application of the EOP.</p> <p>JUSTIFICATION With the completion of the EOP development, implementation of the plan becomes the next priority. This next phase includes three primary components. First, the need for incident checklists was identified during the plan creation. These will provide staff with quick access to key points for mitigating the more common incidents that we may experience (such as winter weather, hurricane, and/or tornado). Secondly, this project includes staff training on the new EOP, each person's roles, and how it all works together. Lastly, training will continue through a tabletop exercise so that staff members can participate in a mock event and work through the event. With this phase, the EOP will be in a usable state, making our emergency operations more prepared for events that may occur.</p>	 <p style="font-size: small;">Emergency Operations Plan Town of Zebulon, North Carolina July 1, 2023</p> <p style="text-align: right;"></p>
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PROJECT ALTERNATIVES Staff could create the checklists and facilitate the training internally; however, the implementation would be much best if provided by subject matter experts.	OPERATING IMPACT/OTHER COMMENTS Successful implementation is key to realizing the intent of the development of the new EOP. Without solid implementation, it may not be used to the fullest.
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PROJECT STATUS			
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -

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

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

TOTAL PROJECT COST: \$ 40,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

PROJECT DESCRIPTION : Downtown Sub-area Plan
JUSTIFICATION: The 2030 Strategic Plan calls for the creation of a vibrant downtown. A lot of that depends on structural elements and visual context. The Comprehensive Land Use plan calls for the creation of a subarea plan specific to downtown. This plan would be created based on citizen comments, best practices, design concepts, and done in cooperation with our Main Street efforts. It would provide specific recommendations for street lights, curbs, sidewalks, street tree placement and structure, street furniture, and light poles. Finally, it would help shape future policy regarding outdoor dining, placement of public amenities, public parking, and further examination of land uses that would best revitalize the core of our downtown.

PROJECT ALTERNATIVES Staff executing the project with public engagement and document preparation and reliance on Zebulon Downtown Association to guide projects.	OPERATING IMPACT/OTHER COMMENTS This document would be a guidance document for other capital projects in downtown and would be structured to be implemented over a 5 to 10 year time span.
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PROJECT STATUS <i>Funds Approved to Date</i> \$ -	<i>Funds Expended to Date</i> \$ -
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CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee	-	-	-	-	-	-	-
Total Funding Sources	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


TOTAL PROJECT COST: **\$ 85,000**

PARKS

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Park Bench & Trash Can Replacment</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

<p>PROJECT DESCRIPTION This is the continuation of the FY22 and FY23 project to replace all park trash cans and benches with a professionally built, commerical grade product.</p> <p>JUSTIFICATION In FY22 the Department began a multi-year project to replace all of the existing park trash cans and benches with a new commerical grade product. Many of the trash cans and benches in the parks were hand built by staff almost 20 years ago.</p> <p>As the Town continues to grow, a commerical grade product is needed to withstand the impact of the increased usage of the parks system. While the existing cans and benches served their purpose when the Town had a population of 5,000, the expected increase to 18,000 by 2030 dictates the need for a heavier duty can and bench.</p> <p>Currently, approximately three quarters of all park trash cans have been replaced and approximately one quarter of all benches have been replaced. This project is needed to complete the full replacement and to standardize the cans and benches throughout the parks system.</p>	
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PROJECT ALTERNATIVES The continuation of the project would be delayed. Removal of existing cans and benches without a replacment.	OPERATING IMPACT/OTHER COMMENTS The replacements lead to less time needed for reactive maintenance of the cans and benches. Not replacing them would cause an increase in staff time picking up and removing litter due to lack of appropriately placed cans.
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PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2024	<i>Funds Expended to Date</i>
\$	-	\$

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	20,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	5,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

TOTAL PROJECT COST: \$ 25,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>Zebulon Community Park - Dugout Shade Structures</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">X</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td 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								

PROJECT DESCRIPTION
This project would replace the existing dugout shade structures with a removable, canvas structure on the 4 dugouts at Zebulon Community Park.

JUSTIFICATION
The current structures over the dugouts are original to the field and made of a wooden frame and asphalt shingles. The wooden posts that are in contact with the ground have a significant amount of rot and will need to be removed sooner rather than later to prevent a potential collapse of the structure itself. This will become a significant safety concern the longer it goes without replacement.

This project would provide for the removal of the old structure and replace it with an engineered metal frame and a removable, canvas top. It would replace all 4 dugouts that are currently at Zebulon Community Park.



PROJECT ALTERNATIVES Removal of the dugout structures without replacement. This is not ideal as it leaves youth participants without a shaded place to rest during games and practices, which are occurring throughout the hottest parts of the year.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2023	<i>Funds Expended to Date</i>
\$	-	\$
		-

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-					
Construction	-	80,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	20,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY High
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PROJECT TITLE Gill Street Park - Playground & Sidewalk Replacement	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>X 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	X 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
X 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION
This project replace the playground and original swing at Gill Street Park as well as install a concrete walking path around the perimeter of the park.

JUSTIFICATION
The playground structure at Gill Street Park is approaching 20 years old and has seen significant wear due to use, vandalism and general wear throughout the years. Recent vandalism has included significant spray paint impacting the entire structure and multiple fires on the deck surface. Having a structure that is outdated and demonstrating significant wear and repeat vandalism simply invites unwanted behavior and activity. Providing youth with a more active, engaging, and modern play structure is imperative. Creating an environment where more people want to spend time and feel safe will expand use of the park creating more natural eyes on the space which can result in a decline in unwanted activity such as vandalism.



PROJECT ALTERNATIVES Postpone playground replacement.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS	New Project - FY 2023		
Funds Approved to Date	\$ -	Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	135,000					
Construction	-	65,000	50,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	50,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 250,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 250,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 250,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 300,000

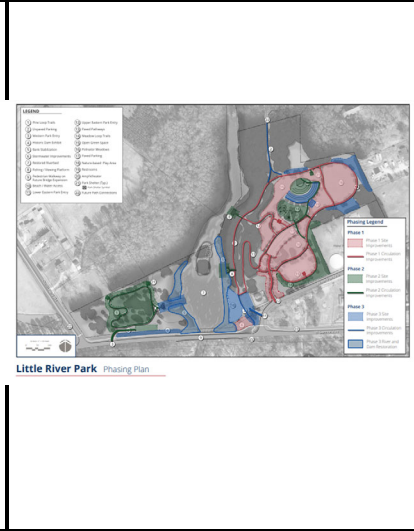
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Sheila Long	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>Little River Park</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	x 2 - Maintenance/Replacement
	x 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION
This project would implement the Little River Park Site Specific Plan. It will include paved & unpaved trails, learning/pollinator gardens, restrooms, picnic areas, fishing piers, parking, amphitheater, dam removal, stream restoration, playground, general landscape/stormwater improvements, and more.

JUSTIFICATION
The existing park is primarily undeveloped. The 2021 adopted Play Zebulon: Parks and Recreation Comprehensive Master Plan prioritized development of Little River Park. The 2022 adopted site specific plan echoed findings of the comprehensive plan.



PROJECT ALTERNATIVES
Postpone development.

OPERATING IMPACT/OTHER COMMENTS
Additional staffing to maintain the developed park will be required.

PROJECT STATUS

<i>Funds Approved to Date</i>	Ongoing Project - FY 2023 \$ -
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Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ 285,000	\$ -		\$ 280,000		\$ 524,200	\$ -
Purchase	-						
Construction	500,000	500,000	-	1,121,000		2,096,800	-
Equipment	-	-	-	-	-	-	-
Contingency	-						
Other	10,000						
Total Project Costs	\$ 795,000	\$ 500,000	\$ -	\$ 1,401,000	\$ -	\$ 2,621,000	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ 260,000		\$ -	\$ -	\$ -	\$ 61,000	\$ -
Recreation Impact Fee	535,000					60,000	
Bond Referendum	-			901,000		2,000,000	
Grants	-	500,000		500,000		500,000	
Other	-						
Total Funding Sources	\$ 795,000	\$ 500,000	\$ -	\$ 1,401,000	\$ -	\$ 2,621,000	\$ -

TOTAL PROJECT COST: \$ 5,317,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks Maintenance Shop - Perimeter Expansion</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	x 2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

<p>PROJECT DESCRIPTION This project would remove trees, provide grading of the ground and expanding of the fence around the parks maintenance shop in order provide an expanded area for storage of equipment and vehicles.</p> <p>JUSTIFICATION The current perimeter fence around the maintenance shop located behind the Zebulon Community Center does not allow for expanded storage of equipment or vehicles. As the town and department grows, so will the need for increased maintenance staff and equipment. Expanding the perimeter of the shop now provides the ability for the parks maintenance division to grow without compromising the ability to have and store the equipment needed to maintenance the parks at a high level.</p> <p>Currently, two Town owned vehicles and two Town owned trailers park outside of the fenced area in the Zebulon Community Center parking lot to make space for the division.</p>	
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PROJECT ALTERNATIVES Move more Town owned vehicles and equipment outside of the secured area inside of the shop yard. Would significantly increase risk of theft and damage and decrease efficiency for the crew with loading and unloading equipment.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2024 \$ -	<i>Funds Expended to Date</i>	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	16,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	4,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

TOTAL PROJECT COST: \$ 20,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Sheila Long	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks, Open Space, and Amenity Recommendations for New Developments</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>X 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	X 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
X 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

<p>PROJECT DESCRIPTION This project will provide recommendations for updates to the Grow Zebulon Unified Development Ordinance for parks, open spaces, and amenities. Tasks associated with this effort include research and comparative analysis, definitions, review of dedication requirements, parks and open space design standards, and amenity standards. This project will include stakeholder meetings.</p> <p>JUSTIFICATION The Board identified revisiting the open space requirements of the UDO as part of their Strategic Plan discussion in the fall of 2022. This request is consistent with Master Plan goals to utilize effective and innovative practices as we seek to grow smart.</p>	
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PROJECT ALTERNATIVES Postpone review of the Open Space requirements of the UDO.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS	New Project - FY 2023		
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -





FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation Impact Fee	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 55,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Downtown and Special Event Support</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	<input checked="" type="checkbox"/> 4 - New Program

<p>PROJECT DESCRIPTION</p> <p>This project would provide items needed to support Town sponsored special events. The below items would be included:</p> <ul style="list-style-type: none"> - Portable Stage, \$16,500 quote - Commerical Tent - \$12,500 quote - 14' Enclosed Trailer, \$8,000 quote <p>It would also provide for upgraded electrical access at spots throughout the downtown area that have a high potential for hosting events.</p> <ul style="list-style-type: none"> - Additional 50 watt recepticles, \$100,000 Public Works estimate <p>JUSTIFICATION</p> <p>The Town currently rents a portable stage at a cost of \$1,500 for each individual concert that is hosted. Purchasing a stage, tent and storage trailer would save the Town money after 7 years and would provide for more control over when set up and tear down occurs. For events that close roads, it would allow better control of and a shorter amount of down time for those roads.</p> <p>Providing for upgraded power access throughout Town would also allow more verstility in stage placement as well an in increase in ecomonic impact through the ability to host more and larger vendor opportunities. Potential HUD grant project.</p>	   
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PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
The alternative would be to continue renting a stage for each individual concert at \$1,500 per occurence.	The purchase of a temporary stage would require an increase in overtime salaries of approxiately \$750 per event or \$6,000 annually for a 5 man crew to set up and tear down the stage over an 8 event concert series.

PROJECT STATUS	New Project - FY 2024
Funds Approved to Date	Funds Expended to Date
\$ -	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	37,000					
Construction	-	100,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	34,250	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 171,250	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 71,250	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	100,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 171,250	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 171,250

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Wakelon Elementary School - Upper Field Fence Extension</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">X</td> <td>1 - Health/Safety/Welfare</td> </tr> <tr> <td></td> <td>2 - Maintenance/Replacement</td> </tr> <tr> <td></td> <td>3 - Existing Programs Expansion</td> </tr> <tr> <td></td> <td>4 - New Program</td> </tr> </table>	X	1 - Health/Safety/Welfare		2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
X	1 - Health/Safety/Welfare								
	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION
This project would extend the fencing that partially surrounds the upper soccer field at Wakelon Elementary School.

JUSTIFICATION
The upper field at Wakelon Elementary School runs parallel to Pippin Road and does not currently have any barrier separating the road from the playing field. As traffic in that area continues to increase and the need for more field usage grows, providing a barrier separating the field from the road will become a necessity.

It is common to have soccer balls roll towards and into the road during games and practices, creating a safety hazard for the drivers and the participants.

This project would also help limit vehicular access to the field itself. It is not uncommon for vehicles to attempt to access the field via a maintenance access road off of Pippin Road designed for Wake County Schools.



PROJECT ALTERNATIVES
Continue to layout soccer fields in a less efficient manner that limits the amount of play available for the upper field. This would limit the number of teams able to play on the upper field at one time.

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2023	<i>Funds Expended to Date</i>
	\$ -	

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	-	-	-	-	-	-
Construction	-	18,500	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	4,625	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 23,125	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 23,125	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 23,125	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 23,125

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>Whitley Park - Playground Replacement</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>X 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	X 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
X 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION
This project would replace the play structure on the large playground at Whitley Park.

JUSTIFICATION
The deck and slide play structure at Whitley Park is approaching 30 years and shows significant signs of age. It is reaching the extent of its intended lifespan and is in need of replacement. It is currently scheduled to be replaced in year 4 (2024-2025) of the Play Zebulon Parks & Recreation Master plan. Staff recommends completing the replacement a year early due to increased park use.



PROJECT ALTERNATIVES Postpone playground replacement.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2023 \$ -	<i>Funds Expended to Date</i>	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	100,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	25,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 125,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Amy Hayden	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE Yoga Room Renovation, Zebulon Community Center	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 -Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td><input checked="" type="checkbox"/> 3 - Existing Programs Expansion</td></tr> <tr><td><input checked="" type="checkbox"/> 4 - New Program</td></tr> </table>	1 -Health/Safety/Welfare	2 - Maintenance/Replacement	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion	<input checked="" type="checkbox"/> 4 - New Program
1 -Health/Safety/Welfare					
2 - Maintenance/Replacement					
<input checked="" type="checkbox"/> 3 - Existing Programs Expansion					
<input checked="" type="checkbox"/> 4 - New Program					

PROJECT DESCRIPTION
This project would renovate the existing yoga room at the Zebulon Community Center to transform it from a fitness style room to a multi-use room. This would increase the types or programs and rentals that could be hosted within this space. The items to be included in this request :

Prep flooring and install 900sq ft of 24x24 commercial carpet tiles
 Remove (9) mirrors attached to wall and dispose
 Build (2) storage cabinets on each corner of back wall 36" deep 48" wide at 87" tall with countertop in between with cabinets under counter
 Install 3 receptacles above counter top
 Prep and paint walls total 930sq ft
 Build wood studded wall down the wall where mirrors exist now and install sound barrier insulation
 Frame wall for two tv's that recess inside with a sliding door to protect tv's when not in use
 Sheetrock wall prep and paint,
 Audio/Video



JUSTIFICATION
The Yoga Room is currently used primarily for fitness classes and preschool programs. Renovating/upgrading the room would allow for increased rentals for business meetings, smaller banquets and additional multi-use programming space.

PROJECT ALTERNATIVES
The alternative would be to continue operating the room as it is currently used for primarily fitness classes and preschool education classes.

OPERATING IMPACT/OTHER COMMENTS
The renovation of the room would allow for increased room rentals and opportunities for additional educational classes.

PROJECT STATUS Funds Approved to Date	New Project - FY 2024	\$ -	Funds Expended to Date	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	15,000	-	-	-	-	-
Construction	-	15,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	3,750	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 33,750	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 33,750	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 33,750	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 33,750**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT

Parks and Recreation

PROJECT MANAGER

Sheila Long

DEPARTMENTAL PRIORITY

Medium

PROJECT TITLE
<i>Zebulon Community Park Site Specific Planning</i>

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

PROJECT DESCRIPTION
<p>This project will complete a site specific plan for Community Park that includes community input, and engineering assessments of the stream and bridges.</p> <p>JUSTIFICATION Play Zebulon identifies ZCP renovations and expansion as a priority as we seek to support a growing community. Renovations will need to consider the condition of the stream and bridges within the park to assess for health and safety.</p>

PROJECT ALTERNATIVES

Postpone renovations.

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS

New Project - FY 2023
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation Impact Fee	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -


TOTAL PROJECT COST: \$ 30,000

FLEET

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE 2024 F-150 CC 4x4	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td>1 -Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td> </td><td>3 - Existing Programs Expansion</td></tr> <tr><td> </td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

<p>PROJECT DESCRIPTION: Truck for Stormwater Engineer</p> <p>JUSTIFICATION: New Truck with accessories for new stormwater engineer position. Recommend purchase of crew cab 4x4 - F-150.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Truck Upfit Options: Emergency Strobe Package, Emergency Radio, Weather Guard Tool Box, Combination Hitch, Seals and Decals, Back-Up Alarm, Heavy Duty Floor Mats, and Spray-In Bed Liner. State Contract or NC Sheriffs Association cooperative purchase.</p> </div>	
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PROJECT ALTERNATIVES Keep existing truck - expect higher maintenance cost due to age and mileage.	OPERATING IMPACT/OTHER COMMENTS Help maintain operating budget.
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PROJECT STATUS Funds Approved to Date	\$ -	Funds Expended to Date	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ 54,000		\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 54,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 54,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT

Public Works Department

PROJECT MANAGER

Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY

Level B

PROJECT TITLE
<i>Upfit vehicle with low miles for Environmental Coordinator</i>

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

PROJECT DESCRIPTION: Upfit fleet vehicle for use by Stormwater Environmental Coordinator.

JUSTIFICATION: Use best of new old stock to bridge the gap until a new truck can be purchased.

Upfit it will cost approximately \$4,000.



Upfit of equipment and car - strobes, decals, seals, and lettering.

PROJECT ALTERNATIVES

Lease Enterprise vehicle

OPERATING IMPACT/OTHER COMMENTS

Help maintain operating budget.

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ 4,000		\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 4,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST:

\$ 4,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

PROJECT DESCRIPTION
Replacement of 2007 brush fire truck

JUSTIFICATION
Brush fire trucks are used in the suppression of grass/brush/woods fires where the larger trucks are not able to reach or travel. In Wake County, they are purchased by the County based upon a 15-year replacement schedule. Due to chassis availability issues in past years, replacement has been delayed; however, our truck is due for replacement in FY2024. We have had substantial ongoing maintenance issues with our existing 2007 Ford brush truck. Wake County will determine the specifications of the new truck and will handle purchasing. Based upon the current specification, the new truck will be a pickup style with a slide-in pump/tank component.



PROJECT ALTERNATIVES
Purchase could be delayed; however, maintenance costs continue to be high with the current vehicle.

OPERATING IMPACT/OTHER COMMENTS
This vehicle will be funded by Wake County due to our current funding agreement.

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

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


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

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

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks & Recreation - Pro Gator with Sprayer</i>	TYPE OF PROJECT
	X 1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	X 4 - New Program

<p>PROJECT DESCRIPTION This would be the purchase of a John Deere Pro Gator with a 200 gallon spray rig.</p> <p>JUSTIFICATION With an increased demand for athletic field space, including baseball, softball and multipurpose fields, the need for proper turf maintenance is steadily increasing. Accurate application of pesticides are a vital component to turf maintenance and this piece of equipment will greatly improve rate of application, reduce waste from overspray and decrease staff hours needed to apply because of a larger tank volume and a greater spray radius.</p> <p>Having a professional grade sprayer will increase the overall health of the turf which will allow for more playability without damaging the fields themselves.</p> <p>When not spraying, the spray rig is able to be detached and a dump bed added. This will give the department a large UTV to use throughout the year for general maintenance projects. It is also capable of being made street legal, which would allow for more efficient checking of greenways that have little or no street parking for trucks with trailers.</p>	
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PROJECT ALTERNATIVES Continue using the significantly smaller, older and less efficient sprayer that the department owns.	OPERATING IMPACT/OTHER COMMENTS This would allow for increased usage of the athletic fields and decreased staff hours needed to properly apply pesticides.
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PROJECT STATUS	New Project - FY 2024		
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	34,500					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	8,625	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 43,125	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 43,125	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 43,125	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 43,125

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks & Recreation - Reel Mower</i>	TYPE OF PROJECT
	X 1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	X 4 - New Program

PROJECT DESCRIPTION
This would be the purchase of a John Deere PrecisionCut Reel Mower.

JUSTIFICATION
With an increased demand for athletic field space, including baseball, softball and multipurpose fields, the need for proper turf maintenance is steadily increasing. Cutting turf grasses with a reel mower is needed to improve the overall health and quality of the turf that is currently present and to improve growth rates for new and expanding turf. It will help to limit down time of the fields as a result of damage from overuse as well as to provide a better overall experience for the users of those fields.

Reel mowers provide a cleaner, scissor-like cut, which helps heal the grass quicker. In comparison, rotary mowers rip and shred the grass, which requires a longer rate of recovery and leaves the grass vulnerable to insect attacks and disease.

Reel mowers also help to reduce soil compaction for an overall healthier turf. Each reel unit has a heavy roller instead of wheels, evenly dispersing the weight across the unit rather than concentrating under the wheels, creating a smoother, less thatchy surface.



PROJECT ALTERNATIVES
Used mowers and lease options are available. Used mowers are available for approximately \$25,500 and four year lease options are available starting at \$8,100 annually.

OPERATING IMPACT/OTHER COMMENTS
If outright purchasing the equipment, it would be recommended to also enter into a yearly Service Contract for \$2,450 through the dealer. This would be an additional annual expense. An increase in diesel fuel expense to be

PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2024
\$ -	\$ -
<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	38,000	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	9,500	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 47,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks & Recreation - Toro Grandstand Multiforce</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	X 4 - New Program

<p>PROJECT DESCRIPTION This project would be the purchase of a Toro Grandstand Multiforce Mower with a Turbo Blower attachment.</p> <p>JUSTIFICATION This is a versatile piece of equipment that would allow for a greater rate of efficiency as well as a higher standard of care for our facilities. The need for a stand on mower currently exists with the detention pond located behind the Zebulon Community Center. A stand-on mower will also be needed once the Department eliminates the contracted mowing upon completion of <u>Little River Park</u> and <u>Gill Street Park</u>.</p> <p>There is also an immediate need for a driveable turbine blower with Beaver Creek Dam and Autumn Lakes greenways. The only way to currently blow off these greenways is for staff to walk the almost 2 miles with a backpack blower. This will increase staff efficiency and allow for a higher standard of care than what is currently able to be provided.</p> <p>This purchase addresses multiple needs currently faced by the department and also is a vital piece of equipment needed for future growth. It would also act as a spare, commercial grade, every day mower during the summer when the larger, zero-turn mowers out down for repairs.</p>	
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PROJECT ALTERNATIVES Rental of mower when need at approximately \$350 per week; Push purchase of needed mower until later budget year.	OPERATING IMPACT/OTHER COMMENTS This would significantly cut down on staff time dedicated to blowing off the greenway trails during the fall season. It would eliminate down time by providing a fourth, commercial grade mower during the summer months.
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PROJECT STATUS	New Project - FY 2024		
<i>Funds Approved to Date</i>	\$ -	<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	18,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	4,500	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 22,500	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 22,500	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 22,500	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 22,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>Parks & Recreation - Tractor with attachments</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	X 4 - New Program

<p>PROJECT DESCRIPTION This would be the purchase of a new compact tractor with forks, a core aerator and box blade attachments for the Parks & Recreation Department.</p> <p>JUSTIFICATION The Parks & Recreation department does not currently own a tractor and is highly reliant upon borrowing from Public Works. Many of the needs for this equipment for both departments are time and weather sensitive and occur at the same times. This has lead to many of the needs for parks and recreation to be completed at non-ideal times or by completing tasks with inefficient methods. The tractors currently at Public Works do not meet many of the needs for Parks & Recreation. Neither currently have a front bucket with forks and are both larger and heavier than needed. Parks and recreation needs a lighter tractor with turf tires for extensive work on irrigated athletic fields. They also need it to be smaller in overall size for better maneuverability in the tighter spaces that they operate when not on athletic fields, such as working around and between trees and the tighter, more confined shop that they are based out of. Core aeration is a key aspect of proper turfgrass maintenance. The Town does not currently own a professional grade core aerator and one has needed to be rented over multiple days, 4 times per year.</p>	
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PROJECT ALTERNATIVES Borrow from Public Works when possible and rent when not. When used on athletic fields, the weight the PW tractors without proper turf tires risks damage to fields.	OPERATING IMPACT/OTHER COMMENTS This purchase would allow for greater improved efficiency of the department. It would improve the overall quality of the athletic fields. It would decrease rental expenses.
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PROJECT STATUS <i>Funds Approved to Date</i>	<i>Funds Expended to Date</i>
New Project - FY 2023	
\$ -	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	3
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	44,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	11,000	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -



FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 55,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks & Recreation - Truck PR-01 Replacement</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	X 2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

<p>PROJECT DESCRIPTION This is the replacement of the 2000 Ford F250 (PR-01) pick-up truck with a new mid-sized SUV.</p> <p>JUSTIFICATION Truck PR-01 is a 2000 Ford F250 pick-up truck with 62,000 miles that was Public Works hand down. It is a 23 year old vehicle that needed 4 individual repairs over the last year alone. It has far exceeded the life expectancy for a typical fleet vehicles.</p> <p>It is a regular cab vehicle with a single bench seat that does not allow for optimum use for the department. This new vehicle would be more fuel efficient and require less funds for vehicles maintenance and repairs.</p> <p>This vehicle would be assigned to the growing number of Parks & Recreation employees stationed out of the Zebulon Municipal Complex and the vehicle currently assigned there, PR-08, would be reassigned to the maintenance division.</p> <p>PR-01 would be surplusd following the purchase of the new mid-sized SUV.</p>	 
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PROJECT ALTERNATIVES Enterprise Rentals would be able to lease a mid-sized SUV for \$500 per month for a total of \$6,000 per year over a 4 lease agreement.	OPERATING IMPACT/OTHER COMMENTS This would reduce the cost for vehicle repair and maintenance as well as provide the staff based out of the Municipal Complex a more fuel efficient vehicle to operate.
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PROJECT STATUS <i>Funds Approved to Date</i>	<i>New Project - FY 2024</i>
\$ -	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	30,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	7,500	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 37,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Parks and Recreation	PROJECT MANAGER Nick Rummage	DEPARTMENTAL PRIORITY Medium
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PROJECT TITLE <i>Parks & Recreation - Truck PR-03 Replacement</i>	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	X 2 - Maintenance/Replacement
	3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION
This is the replacement of a 2003 Ford F250 (PR-03) pick-up full size cab pick up truck.

JUSTIFICATION
Truck PR-03 is a 2003 Ford F250 utility bed truck with 136,000 miles. It is a hand down from Public Works and has far exceeded the life expectancy for a typical fleet vehicle. It is a 20 year old vehicle that needed 3 separate repairs over the last year alone. It is a regular cab vehicle with a single bench seat that does not allow for optimum use for the department.

PR-03 would be surplusd following the purchase of the new vehicle.



PROJECT ALTERNATIVES
Enterprise Rentals would be able to lease a mid-sized SUV for \$550 per month for a total of \$6,600 per year over a 4 lease agreementnt.

OPERATING IMPACT/OTHER COMMENTS
This would reduce the cost for vehicle repair and maintenance as well as provide the staff based out of the Municipal Complex a more fuel efficient vehicle to operate.

PROJECT STATUS <i>Funds Approved to Date</i>	New Project - FY 2024 \$ -
<i>Funds Expended to Date</i>	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	50,000	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	12,500	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 62,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

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

<p>PROJECT DESCRIPTION ATV for Park and Greenway Patrols</p> <p>JUSTIFICATION Officers can more easily traverse parks and greenways by use of an ATV. They are smaller and can access rugged areas. An ATV would be useful in searching for missing persons, assisting injured persons, patrols of special events.</p>	<p>Insert image</p>
--	---------------------

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	<p>PRIORITY GOALS- Small Town Life, Growing Smart</p>

PROJECT STATUS New Request

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	24,500						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 24,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 24,500	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 24,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 24,500**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT	PROJECT MANAGER	DEPARTMENTAL PRIORITY
Police	Jacqui Boykin	Low

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

<p>PROJECT DESCRIPTION Obtain a cargo van to provide transportation of personnel and resources during critical incidents.</p> <p>JUSTIFICATION The department needs a vehicle of this nature to transport manpower and resources during critical incidents. It is important for SERT and MFF teams to deploy together. The gear worn by these teams is heavy and bulky. They can't travel in traditional vehicles when properly outfitted. The van will also serve as a staging post. Communication failure between team members is less to also happen while in one vehicle. For many years, the SERT Team has had to borrow a van from a local dealership to deploy all team members in one vehicle. These vehicles are ill equipped for police operations.</p>	
---	--

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
Continue operation without a command vehicle and use other agencies vehicles, if available.	PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS	Expanded annual program
Funds Approved to Date	\$ -
Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	58,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 58,000	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 58,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Police	PROJECT MANAGER Jacqui Boykin	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>New Patrol Vehicles for Additional Personnel</i>	TYPE OF PROJECT	
	X	1 -Health/Safety/Welfare
		2 - Maintenance/Replacement
	X	3 - Existing Programs Expansion
	4 - New Program	

PROJECT DESCRIPTION
New vehicle for five new officers.

JUSTIFICATION
Population and call volume continuing to increase, along with traffic concerns. The increased territory and response time to patrol illustrate the need for additional resources. To keep pace with this growth new personnel will be needed to maintain the current level of service and increase community policing tactics. For each new officer, we must add a patrol vehicle. (Patrol vehicle- 79,000 x 4; Detective vehicle leased- 8,000)



PROJECT ALTERNATIVES
There is no alternative to this program.

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

PROJECT STATUS <i>Funds Approved to Date</i>	Expanded annual program \$ -	<i>Funds Expended to Date</i>	\$ -
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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	324,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 324,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 324,000					\$ -	\$ -
Electric Fund						-	-
Bond Referendum	-	-	-	-	-	-	-
Grants							
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 324,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ **324,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Police	PROJECT MANAGER Jacqui Boykin	DEPARTMENTAL PRIORITY High
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PROJECT TITLE <i>Regular Replacement of Patrol Vehicles</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 -Health/Safety/Welfare</td></tr> <tr><td>X 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 -Health/Safety/Welfare	X 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 -Health/Safety/Welfare					
X 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION
Regular vehicle replacement program.

JUSTIFICATION
Police vehicles average 6 years and 80,000 miles before replacement. In keeping with that formula, 3-4 patrol cars need to be replaced annually. A vehicle is assigned to each officer, as a means of increasing visibility, serving as a benefit and recruiting/retention tool, and increasing the service life each vehicle. This year, we require two admin vehicles and three patrol cars to be replaced. We will lease the admin vehicles (16,000) and purchase and upfit the patrol vehicles (237,000).



PROJECT ALTERNATIVES
There is no alternative to this program.

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

PROJECT STATUS	Expanded annual program
Funds Approved to Date	\$ -
Funds Expended to Date	\$ -

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		253,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 253,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund		\$ 253,000					\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 253,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 253,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Planning	PROJECT MANAGER Michael Clark	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE Replace Plotter/ Scanner	TYPE OF PROJECT
	1 -Health/Safety/Welfare
	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement
	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION : Plotter/Scanner
JUSTIFICATION: Staff can only be as effective as the tools available to us. For several years, the Town has leased a plotter from the company that provides all the printers and has owned a scanner. The scanner however has not worked consistently in several years, is running windows 95, and is no longer serviceable. In the fall of 2022, we began having issues with the operations with the plotter resulting in multiple service calls and the machine being out of service for weeks at a time. We have learned several temporary fixes and resets including removing the mother board to get it to reboot, however this results in both downtime and wasted staff time. While these devices are located and operated by Planning staff, they serve all of the departments with the creation of paper maps for police, fire, and parks, to presentation materials, printing of full size plan sets, and updating the Zoning maps in multiple offices. The scanner allows us to digitize older plan sets in an effort to reduce paper sets being stored as we progress towards a more digital environment. Staff proposes obtaining a machine that will accomplish both needs.



PROJECT ALTERNATIVES
 Continue to lease and repair existing plotter and sub contact scanning operations on an as needed basis.

OPERATING IMPACT/OTHER COMMENTS
 The purchase of these machine will allow for increased staff productivity.

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	11,000	-	-	-	-	-	-
Construction		-	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		-	-	-	-	-	-
Grants		-	-	-	-	-	-
Other- greenway fee		-	-	-	-	-	-
Total Funding Sources	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 11,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

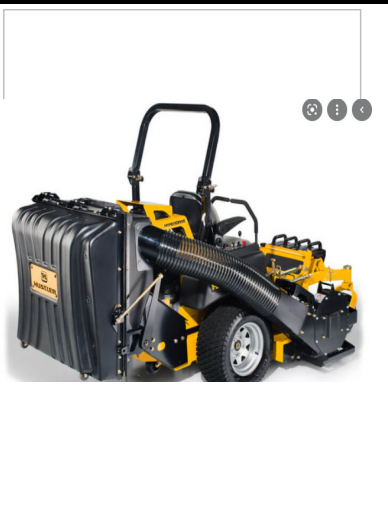
DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE 2016 Hustler Super Z - Zero Turn Bagger Replacement	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>X 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	X 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
X 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION: Purchase of Hustler Super Z - Zero Turn 60" Mower with bagger

JUSTIFICATION: Replacement of 2016 model unit with approximately 2,000 hours. This unit is used exclusively at Town Hall and Public Works Facility. State Contract Purchase.

unit Specs: 60" cut, 5 yea/1200 hours pump warranty, 10 bushel hopper, hydraulic oil cooler, 36 HP engine, blower assisted collections system, suspension ride seat and rollover protection. Staff will install strobes on unit for safety.



PROJECT ALTERNATIVES Third-Parting Contracting	OPERATING IMPACT/OTHER COMMENTS no impact
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PROJECT STATUS Funds Approved to Date		\$ -		Funds Expended to Date		\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -


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

TOTAL PROJECT COST: \$ 15,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>36" Roller Ride-On Asphalt Roller</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 - Health/Safety/Welfare</td></tr> <tr><td 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>PROJECT DESCRIPTION: Asphalt Roller by Wacker Nelson or Danpac</p> <p>JUSTIFICATION: Roller is needed to improve asphalt patch/repairs with hot asphalt. Hot asphalt repairs last three time longer than repairs with cold patch.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Specs - 36" vibratory tandem roller with Honda air cooled gas engine. Front drum is vibratory and rear is static. Machine is designed for small commercial or municipal paving operations.</p> </div>	
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PROJECT ALTERNATIVES Continue rental @ \$349 per day or \$891 per week	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i> \$ -	<i>Funds Expended to Date</i> \$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		29,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -


FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources		\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 29,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE 2024 F -350 CC DRW 4x4 Utility	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 -Health/Safety/Welfare</td></tr> <tr><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">x</td><td>3 - Existing Programs Expansion</td></tr> <tr><td style="text-align: center;">x</td><td>4 - New Program</td></tr> </table>	1 -Health/Safety/Welfare	2 - Maintenance/Replacement	x	3 - Existing Programs Expansion	x	4 - New Program
1 -Health/Safety/Welfare							
2 - Maintenance/Replacement							
x	3 - Existing Programs Expansion						
x	4 - New Program						

<p>PROJECT DESCRIPTION: 2024 F-350 CC 4X4 or Equivalent (New ROW Crew Truck)</p> <p>JUSTIFICATION: New Streets, ROW, and Storm Drainage Crew - truck needed for daily work operations</p> <p>Truck upfit Options: 4x4 Diesel, Crew Cab , DRW, Emergency Strobe Package, Emergency Radio, Utility style work box, Combination Hitch, 1000 watt inverter, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Association Cooperative Purchase</p>	
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PROJECT ALTERNATIVES Enterprise Lease Truck	OPERATING IMPACT/OTHER COMMENTS \$1500 annually for maintenance and \$2,500 for fuel
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PROJECT STATUS Funds Approved to Date	\$ -	Funds Expended to Date	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		86,500					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 86,500	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 86,500	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 86,500	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 86,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Falcon 4-Ton Asphalt Hot Box</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td></td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">x</td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	x	1 -Health/Safety/Welfare		2 - Maintenance/Replacement	x	3 - Existing Programs Expansion		4 - New Program
x	1 -Health/Safety/Welfare								
	2 - Maintenance/Replacement								
x	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION: Falcon 4-Ton Asphalt Hot Box and Recycler

JUSTIFICATION: The hot box will allow for hot patching of asphalt roadways and utility cuts. Roadways hot patched will last 4 times longer and be cheaper to repair. The asphalt hot box will keep asphalt hot for 72 hours, providing a tremendous amount of flexibility in paving operations. Recycled asphalt millings or chunks can be used to provide a cheap raw material. The unit has the ability to apply tack to asphalt edges for better adhesion.

The unit provides lower height use during operation than a dump truck. The unloading height is significantly lower; therefore, preventing operator fatigue and potential back issues from shoveling cold and hard asphalt from dump bed bodies. Unit will be purchased off state contract or NC sheriff cooperative bid.



PROJECT ALTERNATIVES Contract out for asphalt patching as part of annual paving project.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS Funds Approved to Date		\$ -		Funds Expended to Date		\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		60,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 60,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Mini Track Skid Steer</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td 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								

PROJECT DESCRIPTION: Mini Skid Steer Track Loader by Ditch Witch or Bobcat

JUSTIFICATION: 1) Works where other equipment won't fix (tight spots); 2) improves productivity over manual operations; 3) "Swiss army knife" with multiple attachments - buckets, forks, trencher, auger, broom, grapple; 4) performs landscape operations without damaging turf; 5) currently renting at cost of \$600 per week.

Specs: Diesel engine, design for quick-change attachments, working 27 degree incline, tracks, 24.8 HP, surface ground pressure - 4.3 psi. working weight -2605 with machine weight of 2920lbs. Low weight allows single axle trailer to carry. item to be purchased off NC Sheriff cooperative purchase agreement



PROJECT ALTERNATIVES

None - Wheelbarrow and shovels

OPERATING IMPACT/OTHER COMMENTS

Annual Preventive Maintenance Cost: \$750.00

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

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


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

TOTAL PROJECT COST: \$ 27,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Portable Light Tower - Special Events and Emergency Lighting</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 - Health/Safety/Welfare</td></tr> <tr><td 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>PROJECT DESCRIPTION: 6 KW Portable Light Tower</p> <p>JUSTIFICATION: 1) Additional Light Tower is needed for special event and emergency lighting. Special events are increasing, and equipment is getting difficult to secure. Events may include Fourth of July (FCS), Spring Fest, Movie Night, Candy Cane Lane, Relay for Life, Cinco de Mayo, and Rock the Block.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Specs; Towable diesel light tower with trailer lights and includes 6K generator for 120 Volt power on site. Expected useful life is 20 years.</p> </div>	
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PROJECT ALTERNATIVES Continue rental @ \$119.00 per day or \$357.00 a week.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i> \$ -	<i>Funds Expended to Date</i> \$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		12,500					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources		\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 12,500

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Replacement of 2010 Knuckleboom</i>	TYPE OF PROJECT
	X 1 -Health/Safety/Welfare
	X 2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION: Replacement of 2010 Knuckleboom truck

JUSTIFICATION: Existing truck will be 13 years old with approximately 3,000 hours, or equivalent to 166,725 miles, in July of 2023. Expected lead time is 8 to 10 months from ordering date. In addition, it takes another 2-4 weeks to put the truck in service upon delivery to install upgraded strobe package, tags, platform mats, tool carrier, logo, and additional safety signage.

The truck at surplus should bring \$45,000 to \$50,000. Annual Revenue for Solid Waste Capitalization Fee is approximately 122000 - less existing lease payments of 87,000 = \$35,000 annually available for a revenue.

We have seen a 92% growth in service locations for bulky waste collections and yardwaste services in the last eleven years.



PROJECT ALTERNATIVES

Lease Financing

OPERATING IMPACT/OTHER COMMENTS

Help maintain operating budget.

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -			\$ -	\$ -	\$ -	\$ -
Purchase		232,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 232,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 147,000		\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bulk Waste Fee	-	-	-	-	-	-	-
Solid Waste Capital Fee	-	35,000	-	-	-	-	-
Other - surplus	-	50,000	-	-	-	-	-
Total Funding Sources	\$ -	\$ 232,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 232,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE 2017 Hook-lift Extra Body	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 -Health/Safety/Welfare</td></tr> <tr><td>X 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 -Health/Safety/Welfare	X 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 -Health/Safety/Welfare					
X 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION : Purchase of Hook-lift 18 ' Dump Body

JUSTIFICATION: The 2017 Hooklift truck is the most versatile vehicle in the fleet and staff wants to take further advantage of its functionality by purchasing an additional dump body. This would increase departmental efficiency in remediating nuisance abatements by allowing on-site workers to continue loading debris into a bed while the full one is hauled away for disposal. Excess bulk waste collections could be properly stored while awaiting disposal. Multiple body tasks could be performed at once, such as material deliveries and equipment drops at work sites. The additional body would be very useful for events such as Community Recycling Day and Holiday Happenings by streamlining work and eliminating the safety risks from excess handling of waste materials.



PROJECT ALTERNATIVES Third Parting Contracting - Shamrock Containers	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS Funds Approved to Date		\$ -		Funds Expended to Date		\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		15,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

TOTAL PROJECT COST: \$ 15,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Replacement of 1997 Ramjet and 2003 Vac Trailer.</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">X</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td style="text-align: center;">X</td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>	X	1 -Health/Safety/Welfare	X	2 - Maintenance/Replacement	X	3 - Existing Programs Expansion		4 - New Program
X	1 -Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
X	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION: Replacement of Ramjet and Vacuum Trailer with Vac Truck.

JUSTIFICATION: Existing trailer-mounted ramjet is 26 years old, the vac trailer is 20 years old, and parts are difficult to secure. Expected lead time is 10 to 12 months from ordering date. In addition, it takes another 2-4 weeks to put the truck in service upon delivery to install upgraded strobe package, tags, tool carrier, logo, and additional safety signage.

Both pieces of equipment at surplus should bring \$30,000.

We have seen a 166% growth in miles of storm drainage pipe in the last eleven years.



PROJECT ALTERNATIVES

Lease Financing

OPERATING IMPACT/OTHER COMMENTS

Help maintain operating budget.

PROJECT STATUS

Funds Approved to Date

\$ -

Funds Expended to Date

\$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -			\$ -	\$ -	\$ -	\$ -
Purchase		495,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 495,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ 35,000		\$ -	\$ -	\$ -	\$ -
FEMA - Little River	-	430,000	-	-	-	-	-
Bulk Waste Fee	-	-	-	-	-	-	-
Solid Waste Capital Fee	-	-	-	-	-	-	-
Other - surplus	-	30,000	-	-	-	-	-
Total Funding Sources	\$ -	\$ 495,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 495,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

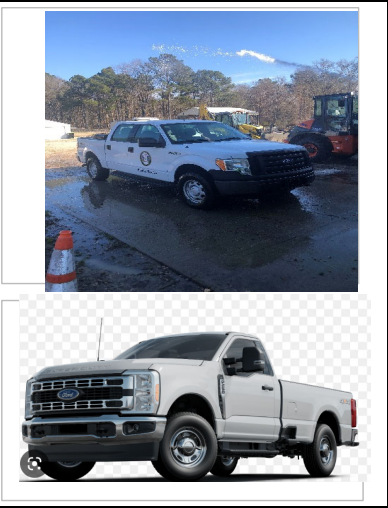
DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>2011 F-150 CC 4x4 Replacement</i>	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1 -Health/Safety/Welfare</td></tr> <tr><td style="text-align: center;">X</td><td>2 - Maintenance/Replacement</td></tr> <tr><td></td><td>3 - Existing Programs Expansion</td></tr> <tr><td></td><td>4 - New Program</td></tr> </table>		1 -Health/Safety/Welfare	X	2 - Maintenance/Replacement		3 - Existing Programs Expansion		4 - New Program
	1 -Health/Safety/Welfare								
X	2 - Maintenance/Replacement								
	3 - Existing Programs Expansion								
	4 - New Program								

PROJECT DESCRIPTION: Replacement of 2011 F-150 CC 4x4 (Customer Service Advocate)

JUSTIFICATION: 1) Current truck is 13 years old - beyond the recommended useful life of 8 years. 2) Truck is estimated to have approximately 110,000 miles at replacement time. 3) Recommend purchase of Regular Cab 4x4 - F-250.

Truck up-fit Options: Emergency Strobe Package, Emergency Radio, Weather Guard Tool Box, Combination Hitch, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Cooperative Purchase



PROJECT ALTERNATIVES Keep existing truck - expect higher maintenance costs due to age and mileage.	OPERATING IMPACT/OTHER COMMENTS Help maintain operating budget.
--	---

PROJECT STATUS <i>Funds Approved to Date</i> \$ -	<i>Funds Expended to Date</i> \$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 60,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

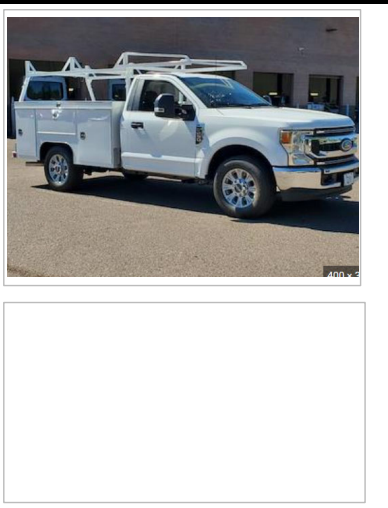
DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE 2024 F-250 4x4 Utility Truck	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td><input checked="" type="checkbox"/> 2 - Maintenance/Replacement</td></tr> <tr><td><input checked="" type="checkbox"/> 3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	<input checked="" type="checkbox"/> 2 - Maintenance/Replacement	<input checked="" type="checkbox"/> 3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
<input checked="" type="checkbox"/> 2 - Maintenance/Replacement					
<input checked="" type="checkbox"/> 3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION: Truck for Property Technician (Service Truck)

JUSTIFICATION: New Truck with accessories for new Property Maintenance Technician. Recommend purchase of F-250 4x4 with utility bed.

Truck up-fit Options: Emergency Strobe Package, Emergency Radio, Weather Guard Tool Box, Combination Hitch, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Cooperative Purchase.



PROJECT ALTERNATIVES No available fleet capacity to taken on additional position - including used at this time.	OPERATING IMPACT/OTHER COMMENTS Expected Maintenance cost \$1500 annually. Expected fuel cost \$2,750
---	---

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

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

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

TOTAL PROJECT COST: \$ 65,000

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

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE 2023 F-250 CC 4x4	TYPE OF PROJECT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 - Health/Safety/Welfare</td></tr> <tr><td>x 2 - Maintenance/Replacement</td></tr> <tr><td>3 - Existing Programs Expansion</td></tr> <tr><td>4 - New Program</td></tr> </table>	1 - Health/Safety/Welfare	x 2 - Maintenance/Replacement	3 - Existing Programs Expansion	4 - New Program
1 - Health/Safety/Welfare					
x 2 - Maintenance/Replacement					
3 - Existing Programs Expansion					
4 - New Program					

PROJECT DESCRIPTION: 2023 F-250 CC 4X4 or Equivalent (Operations Manager)

JUSTIFICATION: 1) 2011 F-150 truck has been transferred to the customer service advocate while the Operations Manager position was being filled. Currently, there is no truck for the employee coming on board in May 2023.

Truck upfit Options: Emergency Strobe Package, Emergency Radio, Weather Guard Tool Box, Combination Hitch, Seals and Decals, Back-up alarm, HD Duty Floor Mats and Spray in Bed Liner. State Contract or NC Sheriff Association Cooperative Purchase



PROJECT ALTERNATIVES
Enterprise Fleet -Lease

OPERATING IMPACT/OTHER COMMENTS
\$1,500 annually for maintenance and \$2,000 for fuel

PROJECT STATUS Funds Approved to Date		\$ -	Funds Expended to Date		\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		58,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	58,000	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 58,000

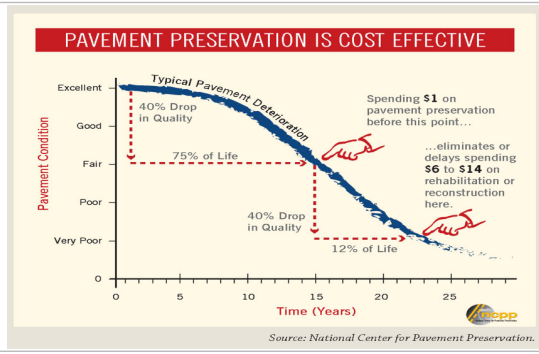
TRANSPORTATION

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE Annual Paving Program	TYPE OF PROJECT	
	X	1 - Health/Safety/Welfare
	x	2 - Maintenance/Replacement
	X	3 - Existing Programs Expansion
		4 - New Program

PROJECT DESCRIPTION: Since 2016, we have increased our overall street ratings by targeting poor condition streets. We annually grade all Town streets, parking lots, and alleys. This year we hope to be able to complete standard resurfacing and payment preservations techniques to extend the useful life of Town streets. We are currently wrapping up our pavements analysis and will provide additional information during the budget process.



PROJECT ALTERNATIVES
Rental opportunities - not practical for emergency work.

OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction		400,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund - vehicle tags			\$ 175,000	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Powell Bill	-		225,000	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 400,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Arendell Ave Access and Operational Improvements Project</i>	TYPE OF PROJECT
	X 1 - Health/Safety/Welfare
	x 2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION: 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.



Description - Expenses	Cost
1 Construction Estimate - Volkert, Lacy Love, PE	\$4,824,135
2 10% CPI for 2023	\$482,413
3 10% CPI for 2024	\$482,413
Subtotal - Construction	\$5,788,962
4 Duke Energy relocation - Hendricks Drive	\$125,000
5 Duke Energy relocation - Phase II	\$100,000
6 Additional ROW expenses (Retaining Walls/Sheetz)	\$75,000
Sub-Total Construction	\$6,085,962
7 Const. Engineering Inspection @ 15% allowance	\$855,000
8 Const. Adm. @ 5% allowance	\$289,000
9 Geo-technical Allowance @ 2%	\$115,779
10 NCDOT Review @ 10%	\$ 578,896
11 Contingency @ 25%	\$1,521,490
Total Estimated Construction Cost	\$9,446,127

Description - Revenue	Cost
1 CAMPO Grant - 80%	\$956,000
2 Town of Zebulon Match -20%	\$239,000
3 Total Grant Proceeds	\$1,195,000
Project Shortfall	\$8,251,127
50% CAMPO - Additional Grant Funding	\$4,125,563.50
50% Town of Zebulon/Match Funding	\$4,125,563.50
7 Less NCDOT - Resurfacing Grant	(\$150,000)
8 Less NCDOT - Small Construction Funds Award	(\$200,000)
9 Less Fund 61 (1,592,780-\$1,195,000) Capital Project	(\$761,348)
10 Less Capital Budget(10-520-7411)-Jones Street	(\$340,000)
Net Shortfall Amount	\$2,674,215.50
Bond Amount Recommendation	\$2,800,000.00

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction			2,800,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ -	\$ 2,800,000	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund			\$ 2,800,000	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other -	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ 2,800,000	\$ -	\$ -	\$ -	\$ -

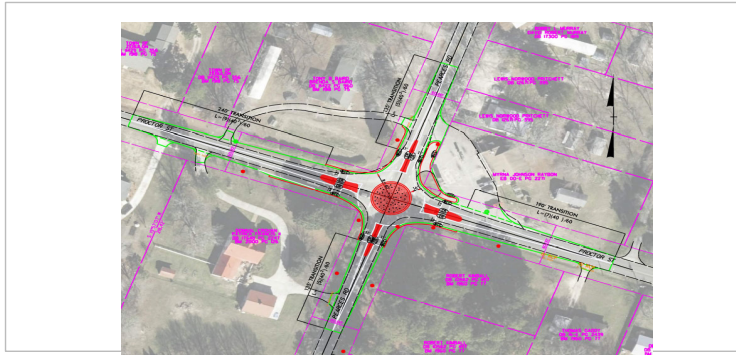
TOTAL PROJECT COST: \$ 2,800,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
--	---	---

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

PROJECT DESCRIPTION: As we continue to grow, residents will look for alternate routes around Arendell Ave; therefore, Pearces Rd, Proctor St, and Jones St will need to be upgraded. As part of the 2023 budget process, a conceptual design and cost estimate was provided by WSP.



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction			1,500,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund			\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other -	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -

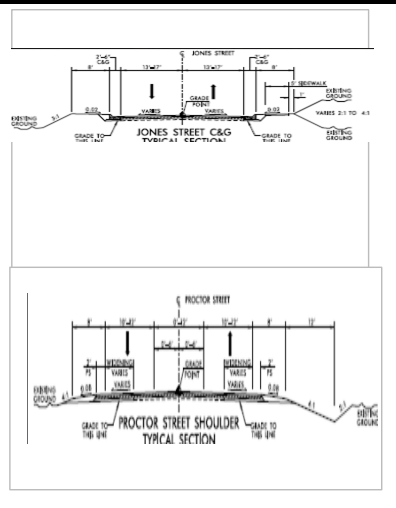
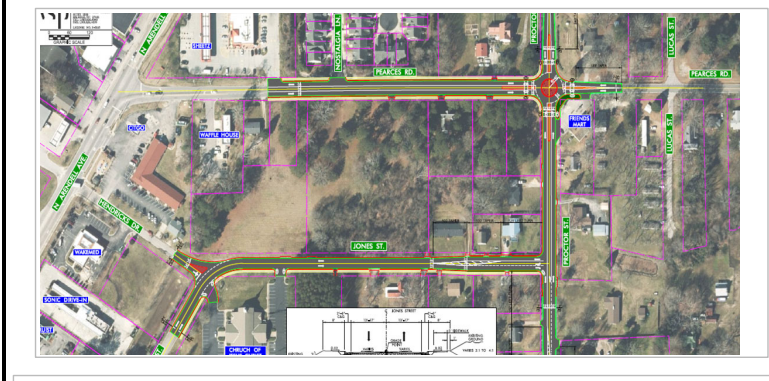
TOTAL PROJECT COST: \$ 1,500,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
--	---	---

PROJECT TITLE <i>Street Improvements - Pearces, Jones, and Proctor</i>	TYPE OF PROJECT
	X 1 - Health/Safety/Welfare
	x 2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION: As we continue to grow, residents will look for alternate routes around Arendell Ave; therefore, Pearces Rd, Proctor St, and Jones St will need to be upgraded. As part of the 2023 budget process, a conceptual design and cost estimate were provided by WSP.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction			6,290,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ -	\$ 6,290,000	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund			\$ 6,290,000	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other -	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -	\$ 6,290,000	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 6,290,000

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

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



PROJECT ALTERNATIVES Painting existing surfaces to create appearance of bulb-outs.	OPERATING IMPACT/OTHER COMMENTS
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PROJECT STATUS <i>Funds Approved to Date</i> \$ -	<i>Funds Expended to Date</i> \$ -
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CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		800,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 80,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 80,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other- greenway fee	-	-	-	-	-	-	-
Total Funding Sources	\$ 80,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 880,000

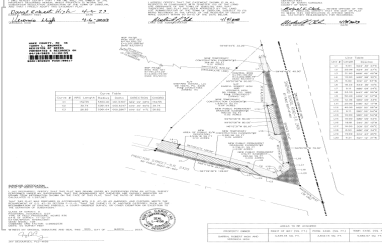
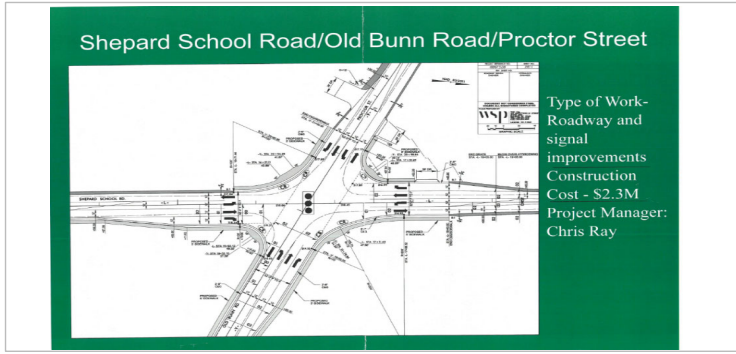
**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level A
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PROJECT TITLE <i>Shepard School and Old Bunn Signals</i>	TYPE OF PROJECT
	X 1 - Health/Safety/Welfare
	x 2 - Maintenance/Replacement
	X 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
Subtotal	\$1,617,353
10% CPI	161,735
Const. Engineering Inspection	150,000
Construction Adm.	80,000
Geotechnical	32,350
Subtotal	\$2,041,438
Contingency @ 15%	242,602
Construction Estimate	2,284,040
Budget Amount	2,300,000



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase							
Construction		2,300,000	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund -		\$ 1,700,000		\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Autumn Lakes Fee	-	600,000	-	-	-	-	-
Total Funding Sources	\$ -	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: \$ 2,300,000

INFORMATION TECHNOLOGY

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT
Fire

PROJECT MANAGER
Chris Perry

DEPARTMENTAL PRIORITY

PROJECT TITLE
Replacement Mobile Computer Terminals (MCTs)

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

PROJECT DESCRIPTION
Replacement of 10 mobile computer terminals (MCTs) in fire vehicles

JUSTIFICATION
In 2020, Wake County purchased new MCTs and related hardware (mobile gateways, GPS, etc.) for all fire response vehicles. The computers transmit vehicle location information and status change information (enroute, arrive, available) to the 9-1-1 dispatch center and provide valuable call information to the responders. In the 2020 purchase agreement, the Town of Zebulon agreed to share the cost of computer replacement, which is scheduled for every four years. With this first replacement, Wake County has agreed to assume the full cost of the replacement using available ARPA funds.



PROJECT ALTERNATIVES

OPERATING IMPACT/OTHER COMMENTS
All IT functions and service with these tablets are handled by Wake County Information Services

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	-	30,000					
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other - Wake County	-	30,000	-	-	-	-	-
Total Funding Sources	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 30,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

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

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

<p>PROJECT DESCRIPTION Required Radio Update</p> <p>JUSTIFICATION In order for our radio systems to continue working, they must have an upgrade to the technology built into the radios. (\$500 x 32 radios) THIS PROJECT IS LIKELY TO BE COVERED WITH FUNDS FROM FY23.</p>	<p>Insert image</p>
---	---------------------

PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS
	<p>PRIORITY GOALS- Small Town Life, Growing Smart</p>

PROJECT STATUS New Request

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	16,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 16,000	\$ -	\$ -				
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Funding Sources	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 16,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT
Police

SUBMITTED BY
Jacqui Boykin

DEPARTMENTAL PRIORITY
Medium

PROJECT TITLE

Upgrade to Police Surveillance System

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

PROJECT DESCRIPTION
Replace camera system throughout police facility

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



PROJECT ALTERNATIVES

There is no alternative to replacing the existing system.

OPERATING IMPACT/OTHER COMMENTS

There is no maintenance cost associated with this program.
PRIORITY GOALS- Small Town Life, Growing Smart

PROJECT STATUS
Funds Approved to Date

New Request

Funds Expended to Date

CAPITAL COST BREAKDOWN	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase	35,000						
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2024	2024-25	2025-26	2026-27	2027-28	2028-29	Future Years
General Fund	\$ 35,000						
Electric Fund	-	-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-

WALK ZEBULON

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

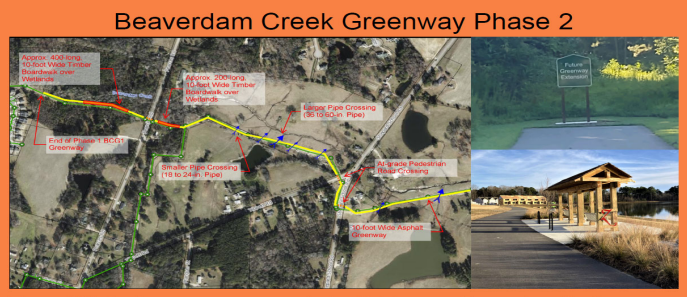
DEPARTMENT
Public Works Department

PROJECT MANAGER
Chris D. Ray, Public Works Director

DEPARTMENTAL PRIORITY
Level B

PROJECT TITLE
Beaverdam Creek Greenway - Phase II

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



Beaverdam Creek Greenway Phase 2

Type of Work: Construct greenway missing link between Beaverdam Creek Greenway and developer-built segments in Old Bunn Road neighborhoods
 Cost:\$2.75M Schedule: 2.5 years Project Manager: Chris Ray

Project will link Phase 1 of Beaverdam Creek with Greenway built behind Shepard Park subdivision. Scope will included 10-wide paved trails, boardwalk structures and pedestrian crossing on Shepard School Road. Project would qualify for CAMPO - CMAQ funding



PROJECT ALTERNATIVES
RE-slope and stabilize the ditch banks.

OPERATING IMPACT/OTHER COMMENTS

PROJECT STATUS
Funds Approved to Date \$ -

Funds Expended to Date \$ -

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction			2,400,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 350,000	\$ 2,400,000	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund				\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum	-	-	-	-	-	-	-
Grants	-	-	2,400,000	-	-	-	-
Other-Greenway/PR Fee		350,000					
Total Funding Sources	\$ -	\$ 350,000	\$ 2,400,000	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST: **\$ 2,750,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Sidewalk Repairs - East Vance Sidewalk, curb and storm drainage improvements</i>	TYPE OF PROJECT								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>1 -Health/Safety/Welfare</td></tr> <tr><td 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								

PROJECT DESCRIPTION : 775 LF sidewalk, curb and storm drainage installation

JUSTIFICATION: The project provides connectivity to downtown restaurants, bars, post office and retail businesses. The project provides sidewalks along East Vance street between Wake County Housing Authority and Poplar Street.



Description	Cost
Construction sub-total	\$ 219,400.00
2022 Construction CIP @ 10%	\$ 21,940.00
2023 Construction CIP @ 20%	\$ 48,268.00
Construction Contingency @ 20%	\$ 48,268.00
Construction Administration/Bidding	\$ 7,500.00
Geotechnical Allowance	\$ 5,000.00
Construction Engineering Inspection Allowance-\$720 per day	\$ 10,800.00
Construction Total	\$ 361,176.00
Construction Budget (round up to the nearest 5K)	\$ 362,000.00

PROJECT ALTERNATIVES Third Party Contracting	OPERATING IMPACT/OTHER COMMENTS no impact
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PROJECT STATUS Funds Approved to Date		\$ -		Funds Expended to Date	\$ -
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CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		362,000	-	-	-	-	-
Equipment		-	-	-	-	-	-
Contingency		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Project Costs		\$ 362,000	\$ -	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCE(S)	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
General Fund - .05 tax		\$ 362,000	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Fund		-	-	-	-	-	-
Bond Referendum		-	-	-	-	-	-
Grants		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Funding Sources		\$ 362,000	\$ -	\$ -	\$ -	\$ -	\$ -

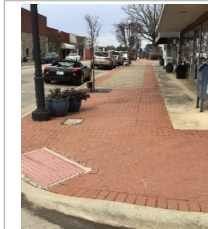
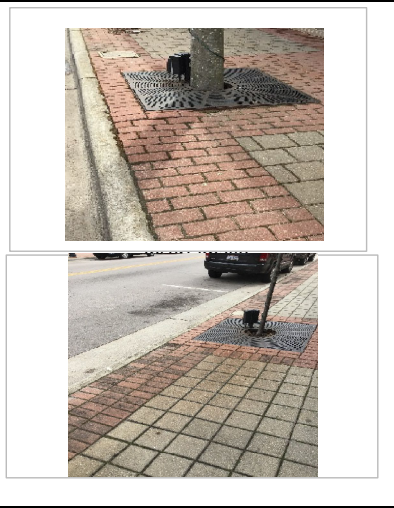
TOTAL PROJECT COST: **\$ 362,000**

**TOWN OF ZEBULON
CAPITAL IMPROVEMENTS PROGRAM
CIP UPDATE FY 2024-2029**

DEPARTMENT Public Works Department	PROJECT MANAGER Chris D. Ray, Public Works Director	DEPARTMENTAL PRIORITY Level B
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PROJECT TITLE <i>Downtown Sidewalks Rehab</i>	TYPE OF PROJECT
	1 - Health/Safety/Welfare
	2 - Maintenance/Replacement
	X 3 - Existing Programs Expansion
	4 - New Program

PROJECT DESCRIPTION: The project is to pressure wash the entire sidewalk system with the goal of removing 20 years of dirt, grime, and chewing gum. The paver sidewalks downtown were installed in 1998 and 2005 as part of a downtown revitalization program funded with the assistance of an NCDOT contingency grant. During the 15 to 22 years since construction, staff have made only minor repairs and paver adjustments. Over the years, pavers have settled or risen due to the movements of the trees' root systems, especially in the 100 block of N. Arendell Ave. Once the masonry pavers move by more than a quarter inch, they are no longer in compliance with ADA sidewalk requirements due to the potential trip hazard. The pressure washing process will require the sidewalk to be resanded with a polymer sand, locking the pavers back in place. The scope of the project runs from the railroad tracks to just south of Gannon Avenue.



PROJECT ALTERNATIVES	OPERATING IMPACT/OTHER COMMENTS

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

CAPITAL COST BREAKDOWN	Prior to July 2023	2023-24	2024-25	2025-26	2026-27	2027-28	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase		-					
Construction		71,390	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	8,610	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Project Costs		\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

TOTAL PROJECT COST: \$ 79,000

TOWN OF ZEBULON

ELECTED OFFICIALS

Glenn York – Mayor

Quentin Miles – Mayor Pro Tem

Shannon Baxter – Commissioner

Beverly Wall Clark – Commissioner

Jessica Harrison – Commissioner

Larry Loucks – Commissioner

APPOINTED OFFICIALS & STAFF

Joseph M. Moore, II – Town Manager

Lisa Markland – Human Resources Director/Town Clerk

Sheila Long – Parks & Recreation Director

Jacqui Boykin – Police Chief

Bobby Fitts – Budget & Finance Director

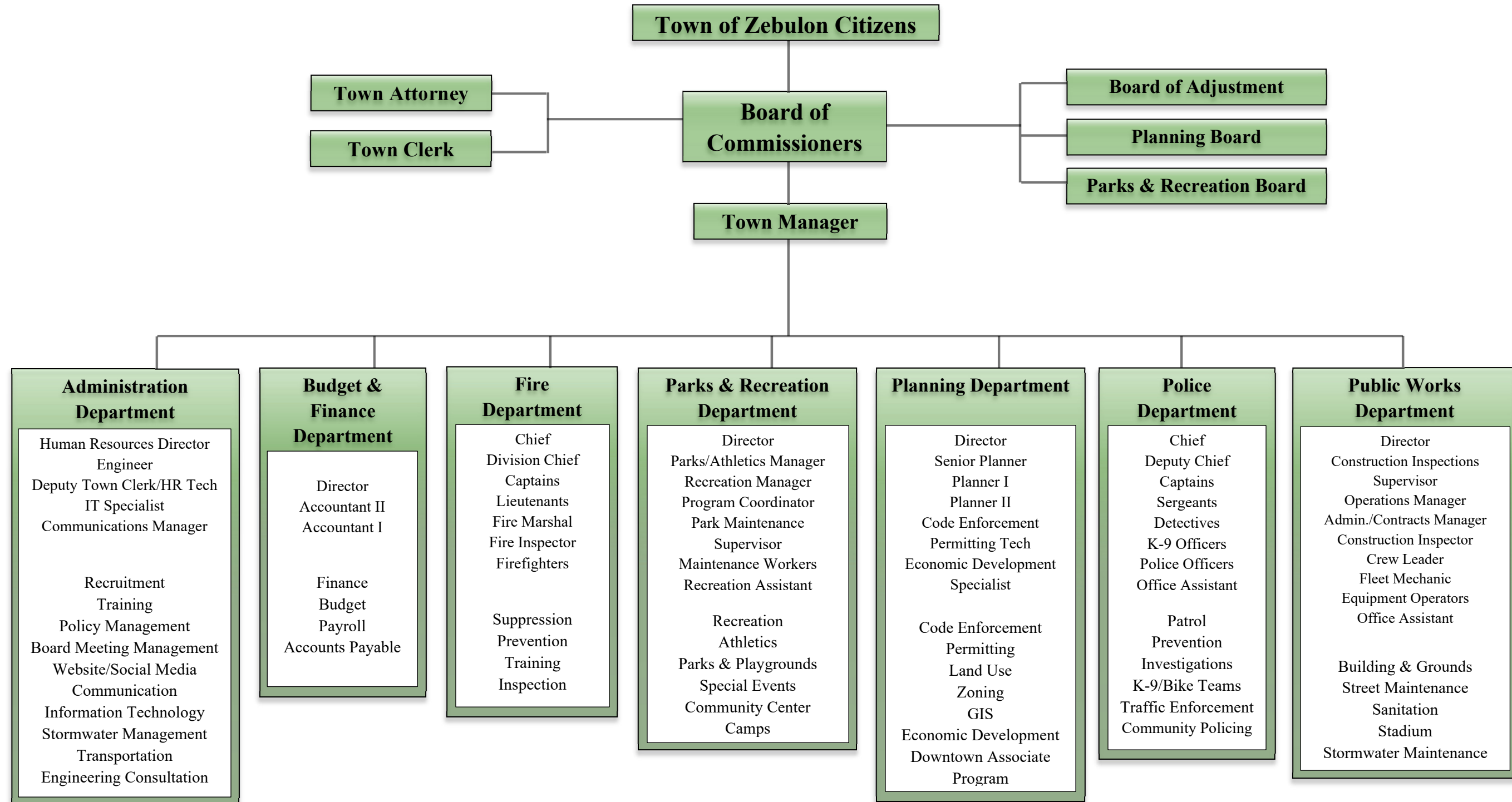
Michael Clark – Planning Director

Chris Perry – Fire Chief

Chris Ray – Public Works Director

Eric Vernon – Wyrick Robins Yates & Ponton – Town Attorney

TOWN OF ZEBULON ORGANIZATION CHART



Definitions

➤ **Capital Expenditures** - From the Fixed Assets Policy & Procedures Section 3 –

Definitions of Classifications and Depreciation Schedules. Capitalized assets are those assets whose initial value or cost is greater than or equal to \$5,000, except for land. All land, regardless of value, will be capitalized. All capitalized assets except land will be depreciated using the straight-line method and their expected useful life. Non-capitalized assets are minor assets whose value or cost is less than \$5,000, and are expensed immediately. Capitalized fixed assets owned by the Town of Zebulon are recorded in the fixed asset reporting system under the following classifications:

Land—All land owned by the Town and all rights to land (easements) that have no termination date. Purchased land will be valued at purchase cost, and donated land will be valued based upon an appraised value. The valuations should include legal fees, filling and excavation costs, and any other directly related cost. All land or land rights, regardless of purchased or donated value, will be recorded. Land is not depreciated and has an unlimited useful life.

Buildings—Permanent structures owned by the Town to facilitate Town functions or to store property. Buildings should be valued at acquisition or construction cost, and should include legal and professional fees, permanently-installed fixtures, and interest on money borrowed during construction. Buildings are depreciated over a 40-year useful life.

Improvements—Permanent improvements that add value or life or improve the usefulness of the land or building. Valuation should include construction or acquisition costs as well as legal and professional fees. Improvements include major building renovations and modifications to Town property. Improvements are depreciated over a five to 15-year useful life.

Streets/Sidewalks—Valuation of streets and sidewalks will be based on construction costs, whether acquired through purchase, construction or donation. Streets/Sidewalks are depreciated over a 14-year useful life.

Storm Drainage—Valuation of storm drainage infrastructure will be based on construction costs, whether acquired through purchase, construction or donation. Storm drainage is depreciated over a 15-year useful life.

Equipment—Tangible property not permanently affixed to real property, which are used to carry out the operations of the Town. Equipment is valued at cost, including freight and installation charges. Donated equipment is valued at appraised value as of the date acquired. Equipment is depreciated over a seven-year useful life.

Vehicles—Motor vehicles used to carry out the operations of the Town. Values will be recorded at cost including title, installation of special equipment, or other preparation work. Donated vehicles are valued at appraised value as of the date acquired. Vehicles are depreciated over a seven to 10-year useful life.

Software—Major software packages or applications that are critical to Town operations, whether created internally or purchased from a third-party vendor. Values will be recorded at cost, including installation and setup. Software is depreciated over a five year useful life.

Intangibles—All other items that lack physical substance but whose initial useful life extends beyond a single budget year. Intangibles include, but are not limited to rights-of-way, purchasing capacity, trademarks, water rights, patents, trademarks, or plans. Intangibles are depreciated over a 10-year useful life, unless a specific agreement dictates another depreciation period.

➤ **Service Equipment** – Service equipment are standard issue items necessary for daily service delivery with useful lives in excess of five years and a total acquisition cost of greater than \$5,000. Examples include air packs, thermal image cameras, handguns and body cameras. This does not include motorized equipment.



Projections for State-Collected Local Government Tax Revenue *FY 22-23 & FY 23-24*

Prepared by:

Pat Madej, Research Program Manager

Chris Nida, Director of Technical Assistance for Cities



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1 EXECUTIVE SUMMARY

This document summarizes and analyzes state-collected taxes distributed to local governments by the NC Department of Revenue (DOR) and provides a forecast of these revenue sources for the remainder of the current fiscal year (2022-23) and the upcoming fiscal year (2023-24). Statewide projections for each tax revenue source are summarized in the table below and explained later in this document.

Please read through this entire report, including the cautionary note below, for important caveats and context related to each of the League’s projections.

Revenue Source	Projected Change from FY21-22 to FY22-23	Projected Change from FY22-23 to FY23-24
Sales and Use Tax	+11.0%	+6.3%
Electricity Sales Tax	+2.1%	+1.0%
Piped Natural Gas Sales Tax	+37.4%	-3.8%
Telecommunications Sales Tax	-0.3%	-9.4%
Local Video Programming Tax	-4.7%	-2.9%
Solid Waste Disposal Tax	+6.9%	+2.0%
Alcoholic Beverages Tax	+4.6%	+2.1%

More information on the recent legislative history and distribution formulas for each tax described in this report can be found in our [Basis of Distribution Memo](#). The League also publishes quarterly revenue reports which summarize state-collected local revenues as they are distributed throughout the year. All annual projections and quarterly reports can be found on the [NCLM State-Collected Revenue Projections](#) page of our website.

1.1 CAUTIONARY NOTE

Estimates included in this document should be used only as a rough guide in preparing your Fiscal Year 2023-24 proposed budget. Estimates should be modified as necessary to fit your local situation, your community’s actual trends, and your own assumptions about the effects of various economic and political factors. Revenue estimates are always subject to error and may fluctuate widely based on unpredictable factors such as weather conditions, policy changes, or as we have seen in recent years, pandemics and international conflicts. Our goal is to provide municipalities with a reasonable projection of where state-collected revenues are heading based on available information and guidance from subject-matter experts.

These estimates also assume that the General Assembly will make no changes in 2023 to the formulae that govern municipal shares of State-collected revenue. Please continue to pay close attention to the [League’s Legislative Bulletins](#) throughout the session for updates on the state of any legislation. If our



revenue estimates change materially due to economic circumstances or legislative action, we will communicate this information to our members as soon as possible.

1.2 PROJECTION TIME FRAME

The Local Government Commission (LGC) encourages the use of a 90-day accrual period to meet Governmental Accounting Standards Board (GASB) 33 measurement focus requirements (see "[Memo #1015 'Recognition of Sales Tax and Other Revenues at Year-End'](#)"). Because the revenues governments receive in September are derived from sales through June, we consider them to be from the previous fiscal year, corresponding to when the transaction took place. This report considers the following data to be included in a "fiscal year" of revenue:

- DOR monthly distribution data for collection months August through July
- DOR quarterly distribution data beginning with the collection quarter ending in September, and stopping with the collection quarter ending in June.

For an example of how sales month, collection month and distribution month align, see DOR's [Sales Tax Distribution and Closeout Schedule](#). For the full distribution schedule, see DOR's [Local Government Distribution Schedule](#).

1.3 QUESTIONS AND CONTACTS

Any questions related to this document should be directed to the League's Research team which is comprised of [Pat Madej, Research Program Manager](#) and [Chris Nida, Director of Technical Assistance for Cities](#). We would like to thank NCLM's Communications team and our partners at the NC Department of Revenue (DOR) and the NC Office of Budget & Management (OSBM) for their assistance in preparing this document. Please see Section 5 of this document for additional topics which DOR may be able to assist your municipality with and their related contacts.



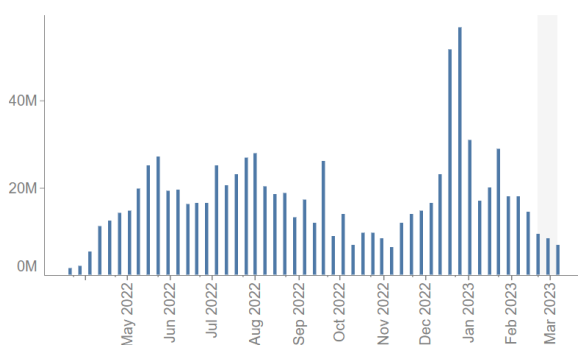
2 OVERVIEW OF ECONOMIC CONDITIONS

Transitioning Out of the Pandemic

At the time of this report, the world is now over three years into the COVID-19 pandemic. While COVID-19 remains a national concern with the Biden administration [continuing to extend the COVID-19 public health emergency](#), the World Health Organization (WHO) has [indicated optimism around a transition out of the emergency phase](#) in 2023. [Data from the NC Department of Health and Human Services](#) show that COVID-related emergency room visits have ebbed and flowed throughout the past year, peaking in the summer and winter, but no variants have arguably appeared as prominent as Delta or Omicron did in 2021 and early 2022.

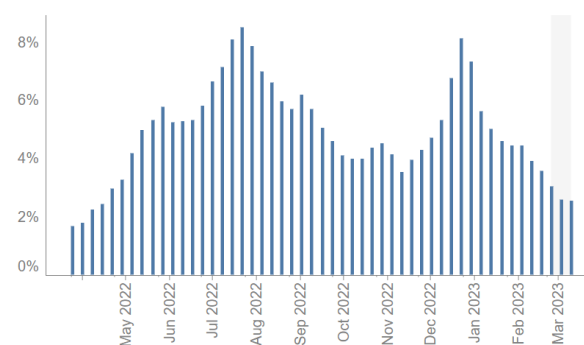
COVID-19 Virus Particles Found in Wastewater

COVID-19 virus particles appearing in wastewater can signal how quickly the virus is spreading, even if people don't get tested or have symptoms.



Emergency Room Visits for COVID Symptoms

The percentage of all emergency department visits that are for COVID-like symptoms can signal how much illness there is in a community.



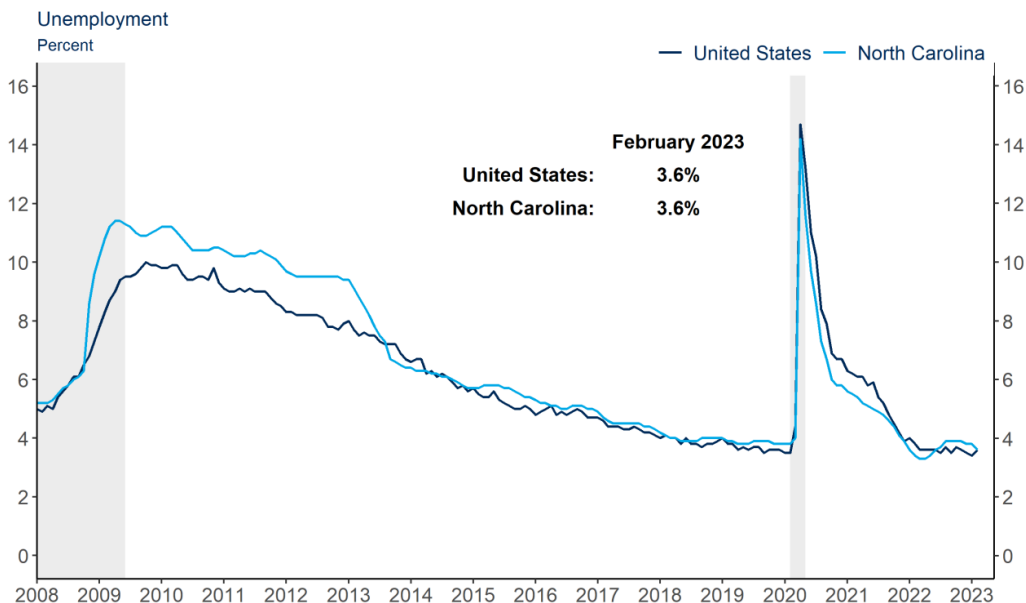
Source: NCDHHS

Data gathered by [Gallup](#) show that concern about catching COVID-19 has steadily decreased in the U.S., and around half of Americans currently believe that the pandemic is over. Their findings also show that the number of Americans isolating and avoiding large crowds continues to decrease, which bodes well for economic activity.

Employment Trends

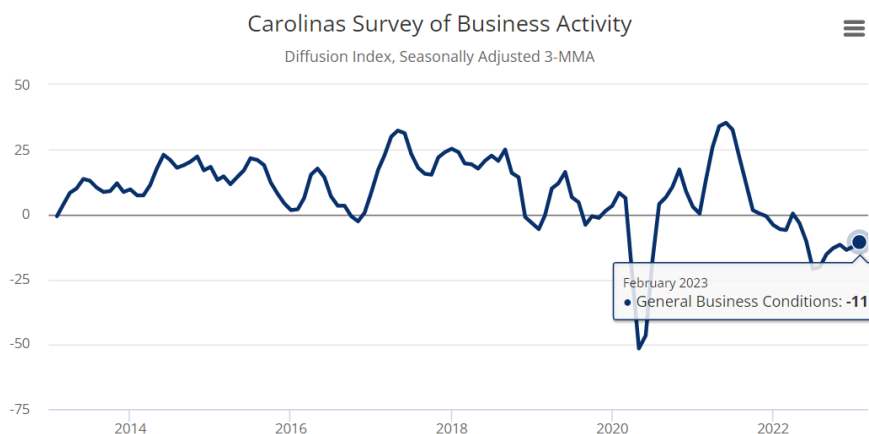
Another pandemic-driven factor affecting the workforce is the continuing trend of workplaces offering hybrid environments. Gallup has found that [while the number of fully remote opportunities has decreased, the number of hybrid opportunities continues to rise](#). Further, intent to leave a workplace increased when employees could not work in their preferred environments, which hiring managers should consider when competing with peer organizations and addressing recruitment and retention issues. Local governments are also [continuing to adapt to less foot traffic and occupancy in their downtowns](#) as these trends of non-traditional work arrangements continue.

As shown in the below graph, unemployment both nationwide and statewide in North Carolina have continued their decline to historic lows with both figures coming in at 3.6% as of February 2023.



Source: Federal Reserve Bank of Richmond

[Payroll employment](#) is also up year-over-year in North Carolina and nationwide, although growth in this metric has started to slow. The Federal Reserve Bank of Richmond’s [March Carolinas Survey of Business Activity’s index of general business conditions](#) is still below high levels seen in 2021, but has slightly increased since the beginning of 2023.



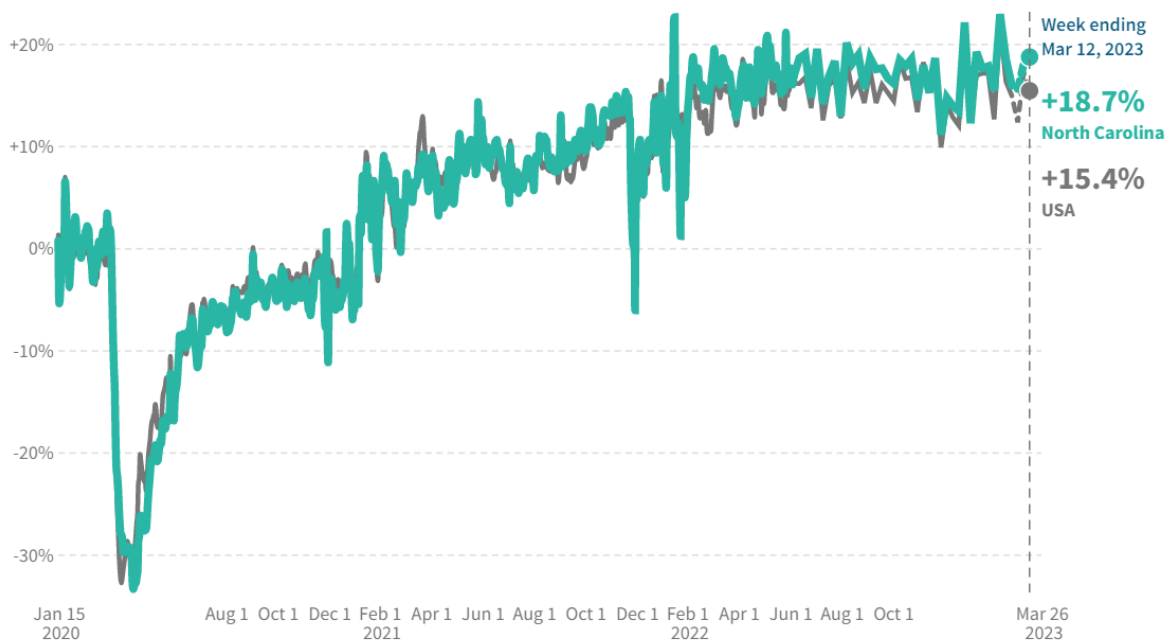
Source: Federal Reserve Bank of Richmond

The NC Department of Commerce’s monthly [NC Today](#) report shows increases in employment, with the most month-over-month jobs created in February 2023 in education and health services, manufacturing, and leisure and hospitality.



Consumer Spending

Spending by consumers in North Carolina has roughly kept pace or outpaced nationwide spending since the beginning of the COVID-19 pandemic. The below chart shows that the rate of consumer spending returned to pre-pandemic levels by the beginning of 2021, and has since continued to rise.



data source: **Affinity Solutions**

Inflation has been a prevalent issue since the pandemic began as well. Rising rapidly during 2021, the [Consumer Price Index \(CPI\)](#) twelve month percent change recently peaked at 9.1% in June 2022. While this index has since fallen to 6.0% as of February 2023, this is still significantly higher than the Federal Reserve’s [target](#) of 2.0%. This high inflation combined with the sustained increases in consumer spending noted above are significant factors in the unprecedented sales tax collections we have seen over the past two-and-a-half fiscal years.

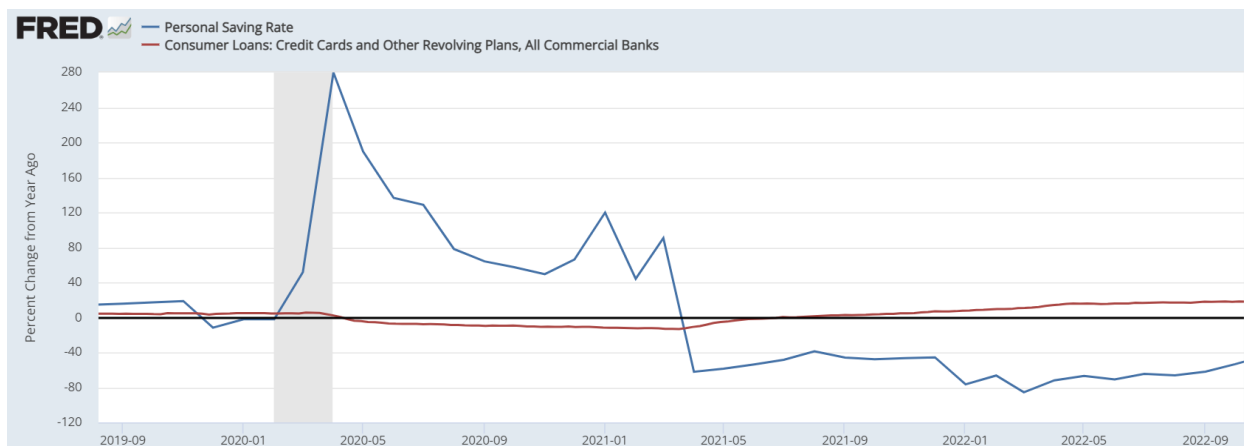
In order to combat inflation, the Federal Reserve has continuously raised interest rates since 2022, most recently [raising them another quarter of a percentage point](#) in March 2023. These rate increases will continue to put pressure on consumers, and economists worry that a sustained aggressive approach by the Federal Reserve could increase the probability of a recession.

At the time of this year’s memo, [gas prices](#) in North Carolina hover around \$3.31/gallon, compared to \$3.98/gallon in March 2022 and \$2.63/gallon in March 2021. While prices have fallen on average, they continue to put pressure on consumers.

Other indicators continue to point to potential hardships for consumers. Data from the U.S. Census Bureau’s [Household Pulse Survey Interactive Tool](#) note that in the first half of March 2023, an estimated 35.6% of North Carolina adults reported difficulties in paying for “usual household expenses,” up from



34.4% last year and 29.9% the year before. Additionally, as shown in the below graph, consumer debt has continued to rise year over year while savings have fallen, reversing a trend which occurred during the height of the pandemic.



Source: Federal Reserve Bank of St. Louis

Housing

A [February 2023 report](#) by the Federal Reserve Bank of Richmond shows that 3-month average year-over-year building permits are down by 22.6% in North Carolina, compared to a 35.7% national drop. The rise in North Carolina housing prices has continued, but at a slower pace, likely due to the Federal Reserve's recent hikes in interest rates. The Federal Reserve Bank of St. Louis, using data from the U.S. Federal Housing Finance Agency, [notes a slight dip in their House Price Index](#) for Q4 of 2022 compared to the previous quarter. As of February 2023, [Zillow](#) cites a 10.5% increase in NC home values year over year, compared to a 26.0% increase this time last year.

In response to steep rises in housing costs, the League recently partnered with the NC Association of County Commissioners to administer a survey of Planning and Inspections departments in fast growing communities to better understand the scope of the problem. Key findings from the survey, including steps that local governments are taking to address housing affordability, are included in our detailed report, [Local Governments Responding: The Housing Crisis in North Carolina](#).

Economic Forecasts and Projections

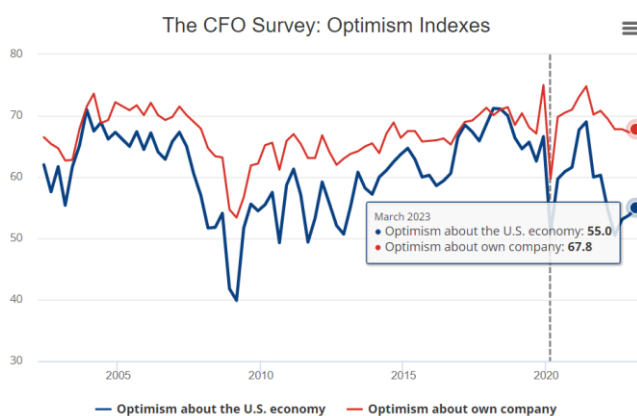
Compared to this time last year, economists appear to be increasingly uncertain and pessimistic about the economy. Dr. Michael Walden's [March Index of North Carolina Leading Economic Indicators](#) fell 0.3% from the previous month and 4.2% from the previous year. These decreases were driven by multiple factors including claims for unemployment, manufacturing hours, and earnings. The only positive component for this particular month was building permits, and in his release of this month's document, Dr. Walden questions whether it is "time to worry" in regards to a pending recession.

Dr. John Connaughton's [March 2023 North Carolina Economic Forecast](#) notes that while U.S. GDP declined for two quarters of 2022, the country saw "tremendous strength in the labor market." His report projects



forecasted GDP growth of 3.7% for 2022 over 2021 and 1.6% for 2023 over 2022, which would “represent the third full year of growth since COVID-19.” Concurring with other economists, he notes that further rate hikes by the Federal Reserve could be a driving factor of a future recession.

A [recent survey of CFOs across the United States](#) conducted by Duke University and the Federal Reserve Banks of Richmond and Atlanta found that CFOs display far more optimism about their individual companies than the United States economy as a whole. The top three concerns cited by CFOs were “labor quality/availability,” “cost pressure/inflation,” and “monetary policy,” while supply chain concerns – which previously ranked highly – have greatly decreased.



Note: The dashed vertical line denotes a moderate change in the question wording and presentation.
Source: Duke University, FRB Atlanta and FRB Richmond, The CFO Survey - Q1 2023 (February 27 - March 10, 2023)

A National Association of Business Economics [February 2023 survey of professional macroeconomic forecasters](#) found additional uncertainty and a lack of consensus around the economy’s future, noting that “Estimates of inflation-adjusted gross domestic product or real GDP, inflation, labor market indicators, and interest rates are all widely diffused, likely reflecting a variety of opinions on the fate of the economy—ranging from recession to soft landing to robust growth.”

Also exacerbating economic uncertainty is the continued invasion of Ukraine by Russia; for example, a recent [study by the World Economic Forum](#) found that one residual effect of this war is a near doubling of energy prices worldwide. The U.S. has also continued to sanction Russia, with [additional costs announced by the State Department](#) as recently as February 2023. A continued or escalating conflict will continue to have ripple effects on the U.S. and worldwide economies.

American Rescue Plan

North Carolina municipalities continue to plan for and spend the \$1.3 billion of American Rescue Plan funding distributed to them across the state. Preliminary data from [Brookings Institute](#) show that across the country, local governments are spending their funding on government operations, housing, economic development, and more, and the South is spending heavily on infrastructure relative to other regions in the U.S. We continue to be hopeful that the funding will continue to stimulate the economy and foster transformational opportunities for our members. For more information on the American Rescue Plan, and details on how NCLM can help you make the most of available federal funds, visit arp.nclm.org.



3 STATE-SHARED TAX REVENUE PROJECTIONS

3.1 SALES AND USE TAX

3.1.1 Overview of NC Sales Tax Distribution

Sales and use taxes make up the largest amount of tax revenue that the state distributes to local governments in North Carolina and make up approximately a quarter of a median NC municipality's revenues, excluding utilities. Local sales taxes are authorized as different "Articles" in statute. Not all Articles are levied by every county. For an overview of every sales tax article and how it is distributed, see our [Basis of Distribution Memo](#).

In addition to the state's distribution calculations, distribution methods can vary by county as well. Every April, counties can change the method of distributing local option sales tax revenues to their municipalities, either from per capita to proportion of ad valorem tax levies, or vice versa. The method chosen by the county board of commissioners determines the division of funding among county and municipal governments. Population or tax levy changes might cause some counties to take a close look at the current distribution method to determine if it is still advantageous to them. Changes in distribution method do not take effect until the start of the subsequent fiscal year; for example, a county submitting a change to their distribution method in April 2023 would see it take effect in July 2024.

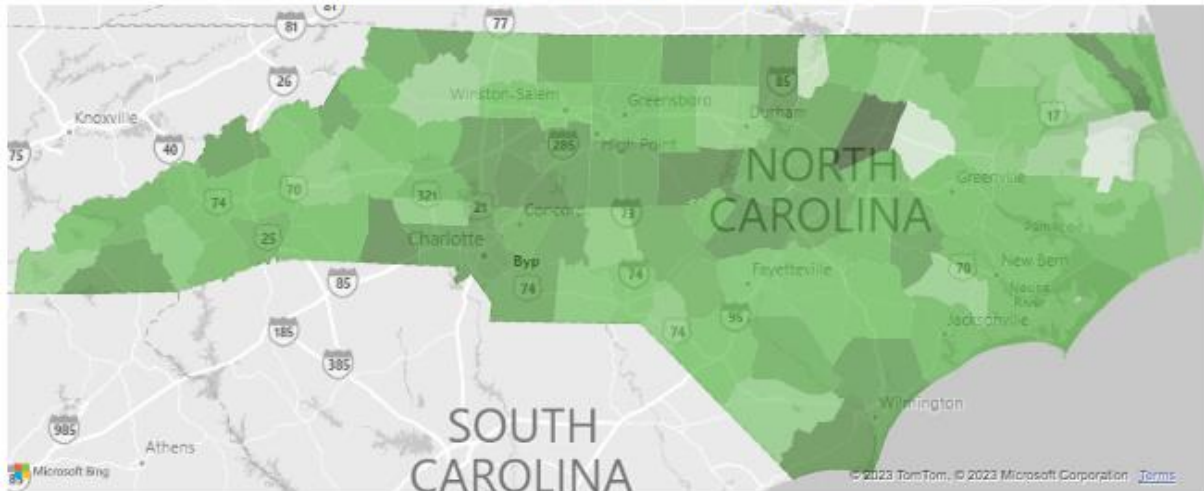
3.1.2 Sales Tax Projection

Despite an initial downturn during the onset of the COVID-19 pandemic, North Carolina local government sales tax revenues have continued to grow at an unprecedented rate; after many years of growth ranging from approximately 4-8%, the two years since the pandemic began each saw growth averaging around 15% statewide. Factors driving this growth have included stimulus checks provided directly to consumers, enhanced and extended unemployment benefits, changes in consumer behavior, and, for better or worse, rapidly rising inflation. Further, the [South Dakota v. Wayfair case](#) which allowed North Carolina to collect sales taxes from online sales shortly before the pandemic began likely provided a significant boost to collections.

While growth has on average remained high statewide, it is important for local governments to consider their local circumstances when making projections. There is a large range in performance across all NC counties; the map on the following page illustrates this variance, with darker shaded counties collecting above the statewide average, and lighter shaded counties collecting below it. We strongly suggest local governments take this context into account when utilizing our projections to modify and finalize their own.

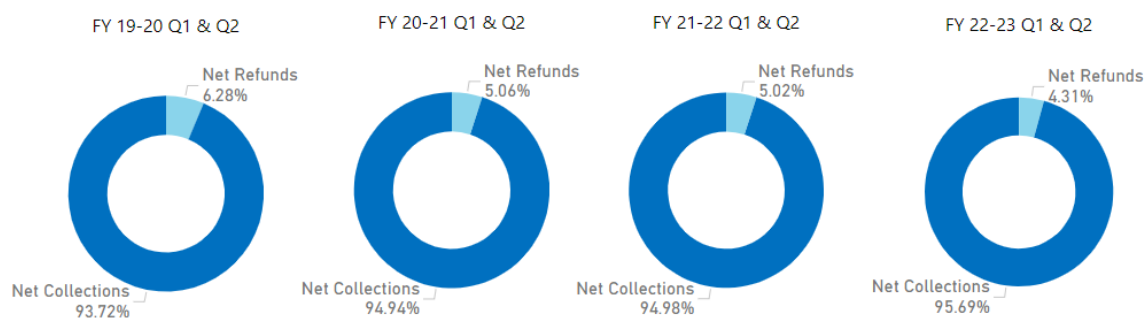


Articles 39 and 40 YoY by County, FY23 YTD



Aside from economic conditions, sales tax refunds distributed to nonprofits and governments are a major factor affecting local variation in sales tax distributions. Eligible entities have up to three years to submit for refunds, and DOR typically processes them as they are filed while maintaining discretion to avoid adversely affecting local government's net collections where possible. This lack of a clear timeline creates major volatility; halfway through any given fiscal year, distributed refunds have made up anywhere between 44-60% of total refunds for the entire fiscal year.

Shown in the below chart, as of Q2 in FY22-23, **refunds are comprising approximately 4.31% of net collections, the lowest ratio in several fiscal years.** Another factor to monitor is DOR's recent communication to local governments that due to a processing error, the April 2023 distribution will not have any refunds present, and those missing refunds will be reflected in the May 2023 distribution. Due to the current relatively low refund total and this additional uncertainty, we caution local governments to act conservatively when projecting their anticipated refunds and collections for the rest of the fiscal year.

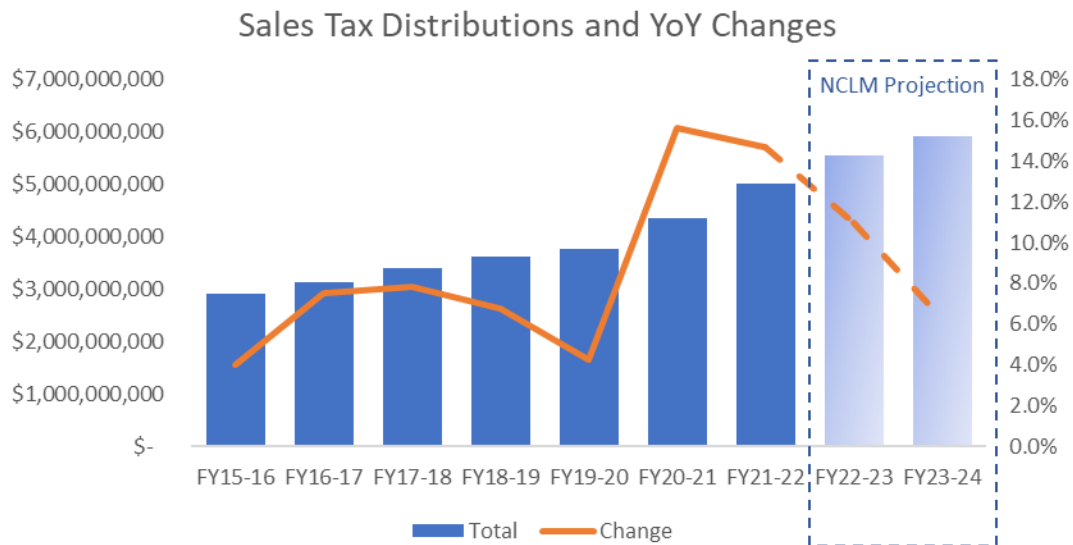


Over the last couple of years, local governments, economists, and forecasters have remained puzzled about why sales tax growth in North Carolina has not slowed. While some of the economic factors we outlined earlier in this report may cause concern, the fact remains that consumer spending has stayed strong while inflation has grown. Thus, we are cautiously optimistic that sales tax will remain somewhat resilient pending a new catastrophic or unforeseen event such as a recession or pandemic. Taking into



account recent trends and data, as well as the various factors described in this memo, **we anticipate at this time that sales tax will finish FY22-23 at 11.0% over FY21-22.**

Looking ahead, while economists increasingly worry about a potential recession, North Carolina remains resilient and in a position to weather economic storms compared to the U.S. as a whole. Current signs point to a potential slowdown in sales tax growth rather than a reduction in collections, and **our projection for FY23-24 is growth of 6.3% over FY22-23.**



As emphasized earlier in this document, these projections are meant to act as a rough guide for statewide collections. Local governments should consider factors such as your local economy, industries, and anticipated growth when utilizing these projections.



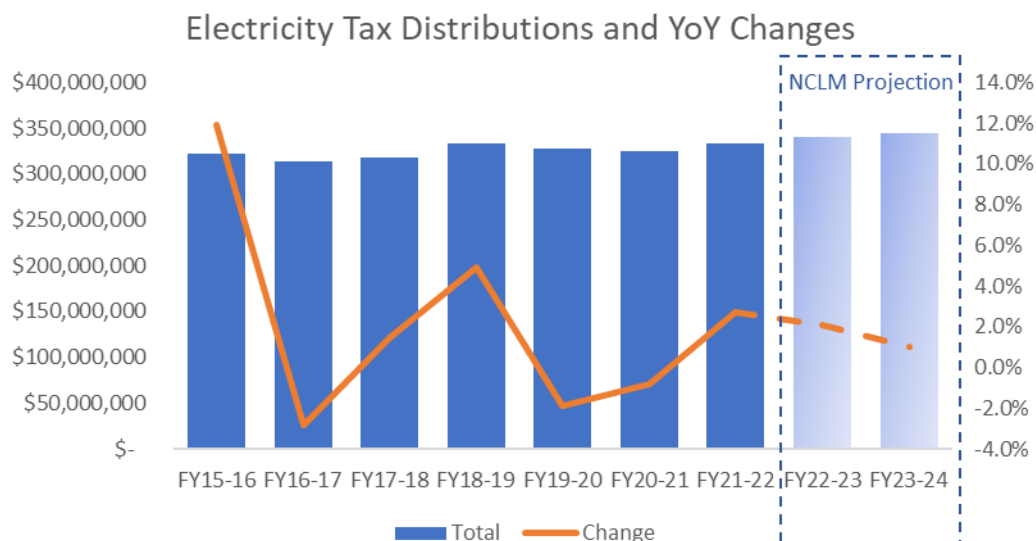
3.2 UTILITY SALES TAXES

For the purpose of analyzing electricity, natural gas, telecommunications, and video programming quarterly distributions, we assume that the fiscal year accrual begins with the distribution received by local governments in December; this is synonymous with the distribution covering DOR’s “collection quarter” ending in September. See the League’s [Basis of Distribution Memo](#) for the recent history of how this revenue is distributed.

3.2.1 Electricity Sales Tax

Electricity sales tax is a generally stable revenue source, typically only fluctuating a small percentage each year. Price and consumption both play a role in year-over-year growth. Average electricity prices in North Carolina have risen this year, while consumption has ebbed and flowed, leading to a slight increase in collections compared to this time last year.

The [Energy Information Administration \(EIA\)](#) projects electricity prices in the South Atlantic to rise slightly and flatten out over the next three years. With rates and consumption projected to trend upward through the remainder of the fiscal year, **we project that statewide electricity sales tax revenue for FY22-23 will end 2.1% higher than FY21-22.** Based on available data, we expect slight growth in this revenue source to continue and **project that electricity sales tax revenue will increase by 1.0% in FY23-24.**



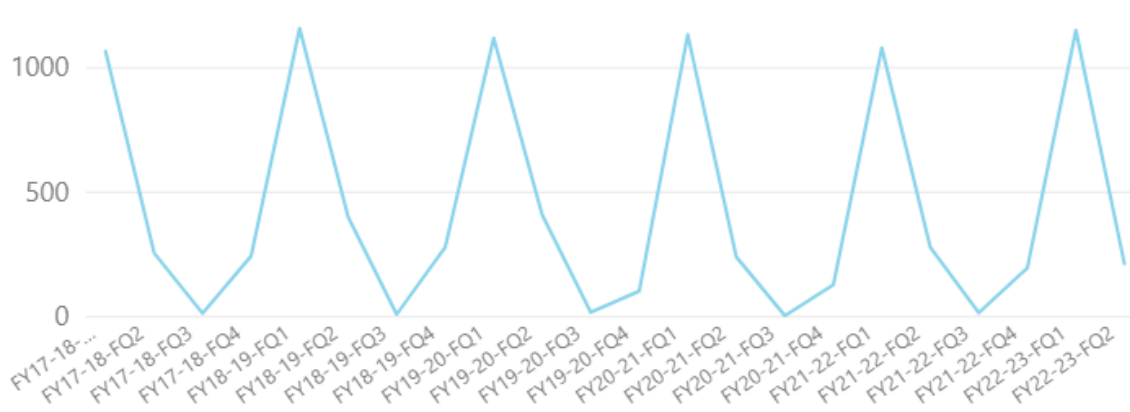
As always, weather remains one of the largest contributing factors to consumption and revenue trends. For example, the mild winter that North Carolina experienced in late 2022 and early 2023 could have an adverse effect on upcoming collections. To illustrate the relationship between weather and collections, the below graphs show the relationship between spikes in collections and [cooling degree days](#) by quarter.



Sales Tax on Electricity Distributions by Quarter



Cooling Degree Days by Quarter



A Note on Temperature Data: We assume that electricity bill payment occurs one month prior to utilities remitting the tax to DOR (the collection month). We also assume that electricity consumption occurs one month prior to the bill payment. Therefore, the temperature data used in our analysis is offset by two months. For example, temperatures in May, June, and July would affect the distribution for DOR’s July, August, and September collection quarter.

Please remember that local fluctuations in electricity consumption or population will not affect your distribution. Any excess revenues over those generated statewide in FY13-14 are distributed based on your city’s percentage of total property taxes levied. As such, changes in your property tax rate or base could affect the ad valorem distribution of any excess revenues, but the change would have to be extremely significant to materially affect the statewide calculation.



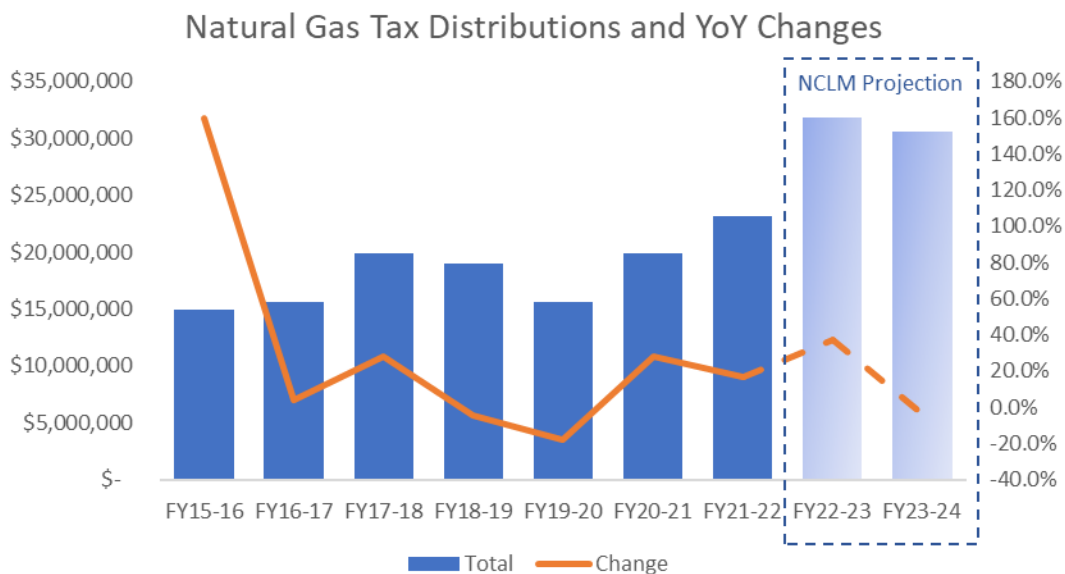
3.2.2 Piped Natural Gas Sales Tax

Piped natural gas tax distributions tend to fluctuate more dramatically than electricity sales tax distributions or other utilities which follow a clear trend, and are thus more difficult to predict.

The first half of FY23 has seen a large year-over-year increase in natural gas distributions, with current figures 53.2% ahead of last year's first half. It is also important to note that the first two quarters of collections typically reflect between 25-30% of total collections for the year. High volatility in distribution amounts over the past few years, coupled with a strong correlation with unpredictable weather patterns, make future distributions of this revenue source highly uncertain. [Information from the EIA](#) indicates that natural gas prices in the South Atlantic are forecasted to decrease modestly in 2023 and 2024.

As with electricity taxes, prices and consumption, largely driven by weather, are the main factors affecting piped natural gas tax distributions. As described earlier in the electricity tax section, temperatures in November, December and January will affect the natural gas consumption seen in the next distribution covering tax collected during the third quarter ending in March. This year, the heating degree days for the months affecting the next distribution are down by 7.3%.

Based on these forecasts and other available data, **we project a 37.4% increase in natural gas sales tax revenues in FY22-23 and a slight decrease of 3.8% for FY23-24.**



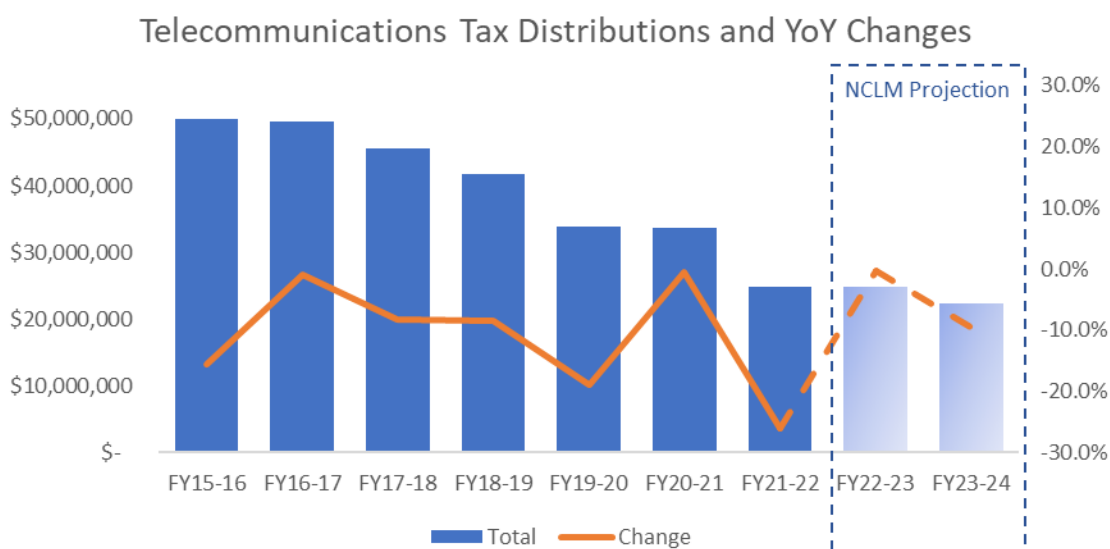
Because any future adjustments to this distribution will be made based on statewide property tax levies, it will not be affected by any changes in current users of natural gas in your town or on any population gains or losses you experience.



3.2.3 Telecommunications Sales Tax

Annual telecommunications tax distributions have seen a rapid decline over the last several years, driven by changes in consumer behavior such as households continuing to abandon landlines. For example, [data from the CDC](#) show that the vast majority of adults in various age groups live in wireless-only households, and even the [AARP have encouraged their membership](#) to switch to wireless connections in order to save money.

Based on the first two quarters of FY23 and prior trends, **we expect that annual statewide telecommunications revenues for FY22-23 will remain nearly flat with a slight decrease of .03%, and at this time, we expect a sharper decline of 9.4% in FY23-24.**

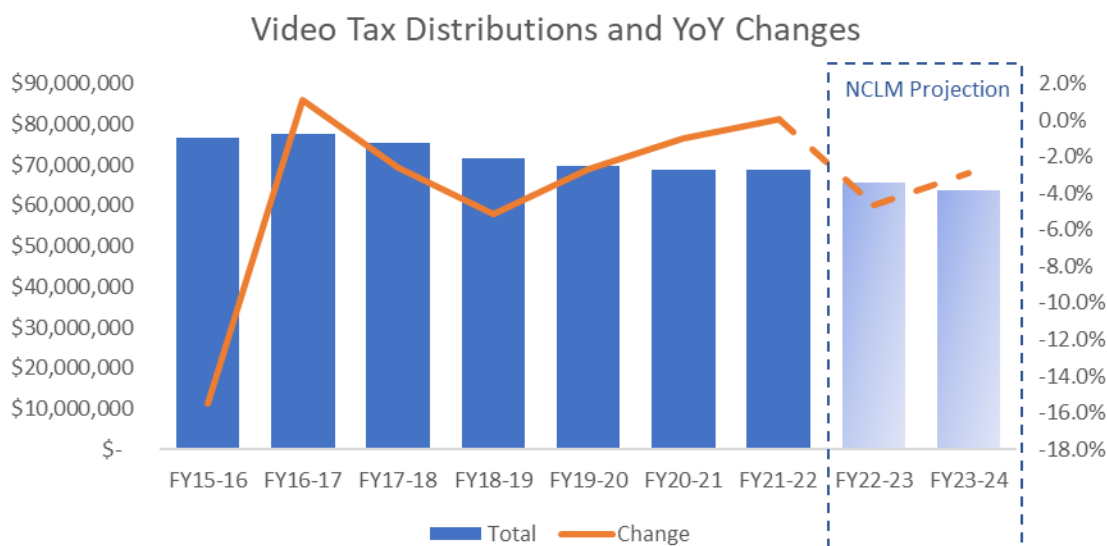


For cities and towns **incorporated before July 1, 2001**, the distribution of this revenue is based on each municipality's past share of the old telephone franchise tax, so there should be no local economic adjustments to the statewide growth estimate. These cities and towns will also be unaffected by any population changes. For towns **incorporated on or after July 1, 2001**, the distribution is based on population, so some local variation from the statewide percentage is possible, and differences between annual Certified Population estimates will affect distributions.



3.2.4 Local Video Programming Tax

Video programming tax, which is primarily driven by cable providers, has seen a sustained, moderate decline in recent years. While the rate of this decline slowed between FY19 and FY22, we expect a slightly larger drop through the end of FY23. The overall decline is primarily attributable to cable TV customers “cutting the cord” in favor of streaming services. The number of customers abandoning traditional cable services in favor of streaming options [continues to increase](#), with large companies losing 5.8 million subscribers in 2022 compared to 4.7 million in 2021. Overall, as shown in the below graph, **we expect that statewide annual distributions will decrease by 4.7% in FY23, and by another 2.9% in FY24.**



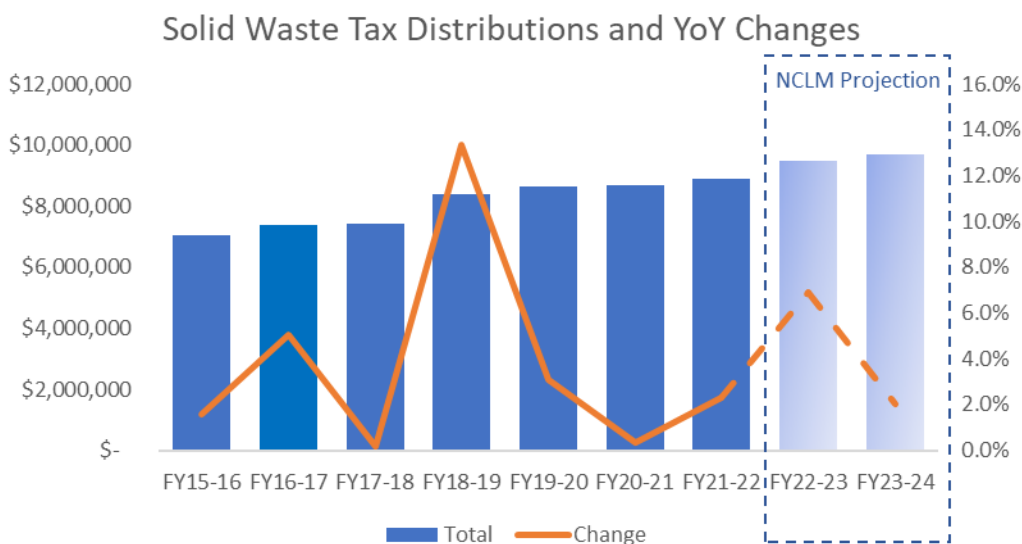
Cities with qualifying Public, Educational, and Governmental (PEG) channels are entitled to supplemental PEG channel support funds for up to three channels. These funds must be provided to the organization that operates the channel. Factors that affect PEG funding include the total number of PEG channels and any returns of PEG channel money. We do not expect these factors to change materially next fiscal year. To receive supplemental PEG channel funds, **you must certify your PEG channels to DOR each year by July 15.** The 2023 certification forms will be available on the DOR website here: <https://www.ncdor.gov/documents/tr-peg-cable-peg-channel-certification>.



3.3 SOLID WASTE DISPOSAL TAX

The State levies a \$2 per-ton “tipping tax” on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside the state. Cities and counties each receive 18.75% of the tax, and revenues are distributed on a per capita basis. Over the last decade, the annual distribution has generally increased consistently with an occasional spike.

Collections for the first half of FY23 have been strong, with Q2’s collections coming in at a historical high. Considering these actuals and prior trend data, **we are projecting growth of 6.9% in FY23, with a return to usual growth of approximately 2.0% in FY24.** Because these distributions are based on population, it is also important to incorporate your municipality’s anticipated growth relative to others into your local projection.



Activity within the construction sector is one of the largest contributing factors to solid waste revenue. As noted in our economic overview at the beginning of this document, growth in housing starts and building permits around the state remain strong year over year despite some slowing. A [2023 survey](#) from the Carolinas chapter of the Associated General Contractors of America showed mixed to positive outlook in the construction industry, with employee headcounts expected to increase and hiring expected to remain easy compared to the U.S. as a whole. We also anticipate that infrastructure spending fueled by the American Rescue Plan and other federal funding could continue to stimulate this industry.

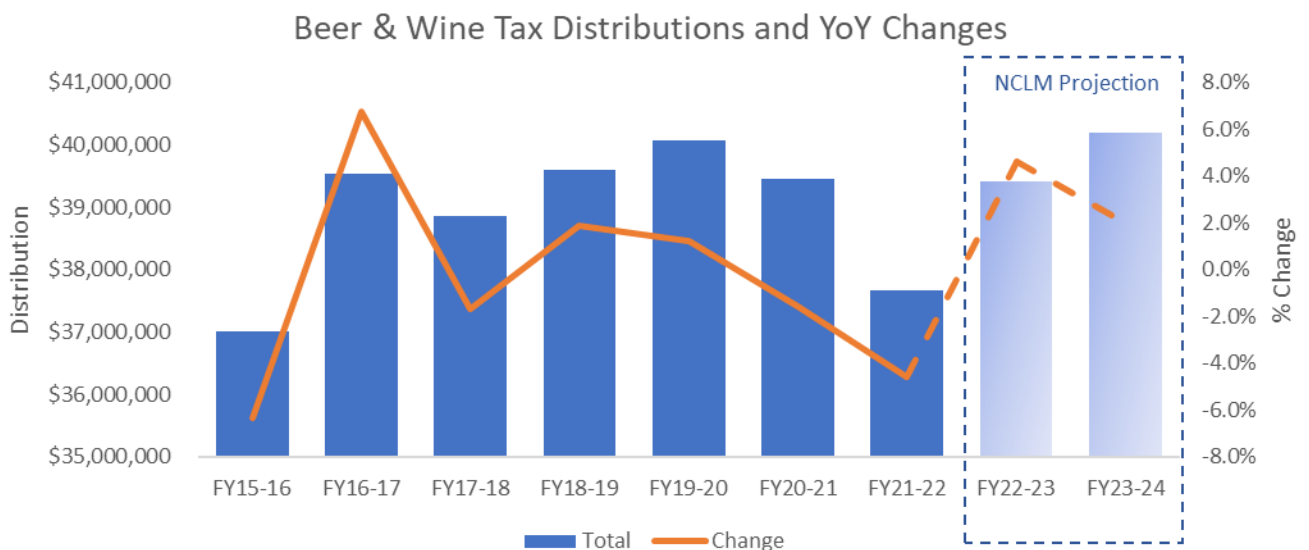


3.4 ALCOHOLIC BEVERAGES TAX

The alcoholic beverage tax is an excise tax paid by the producers of alcohol based on their sales of alcohol in North Carolina. A portion of taxes collected are distributed by DOR to municipalities based on population. These revenues are collected during a period of April through March of the following year, with revenues typically distributed to municipalities by June. Growth in this distribution is dependent on the proportion of beer and wine sold in North Carolina, which are taxed in different amounts. An excise tax of 61.71¢ per gallon is levied on the sale of beer. An excise tax of 26.34¢ per liter is levied on the sale of unfortified wine, and an excise tax of 29.34¢ per liter is levied on the sale of fortified wine.

While FY22 saw a decrease of 4.6% over FY21, with potential explanations being an increased demand for spirituous liquor and pandemic-related restrictions cutting into production and sales for beer and wine, current FY23 sales data indicate a rebound. These revenues typically fluctuate within a few percentage points, which could be due in part to the [percentage of U.S. adults who drink alcohol](#) remaining relatively consistent over time.

The 2023 alcoholic beverage tax distribution has yet to be released at the time this report was published, as DOR is awaiting the final quarter of collections. However, after reviewing available data and consulting with DOR, **we project that the upcoming annual distribution for the period of April 2022 through March 2023 will increase by approximately 4.6% compared to last year’s distribution.** Additionally, **we project that FY24 revenues will reflect more usual, pre-pandemic growth, with an increase of approximately 2.1%.**

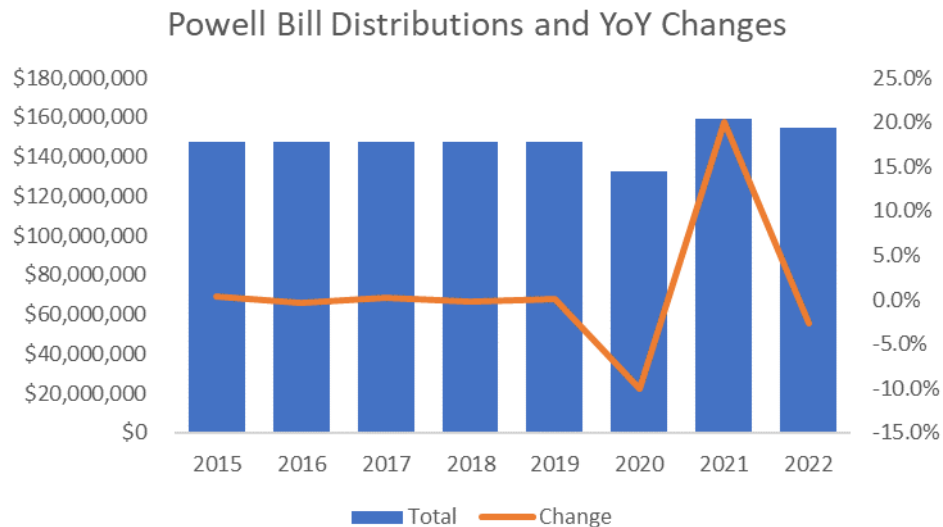


Because these distributions are based on population, it is also important to incorporate your municipality’s anticipated growth relative to others into your local projection.



3.5 POWELL BILL

State Street-Aid (Powell Bill) funds are distributed to eligible municipalities twice a year in October and January. The FY23 distribution started with the same base amount, \$154,875,000, as FY22's distribution. Additional allocations beyond this amount are made up of case-by-case adjustments to individual municipalities. The below graph summarizes overall Powell Bill distribution trends:



Of the total annual distribution of Powell Bill funds, 75% is allocated among eligible cities based on population, and 25% is based on mileage. Statutory language around the Powell Bill budget currently in place specified that cities with a population over 400,000 would receive the same amount of Powell Bill funds that they did in FY20-21, when the state appropriation was reduced due to concerns about transportation revenues in the wake of the COVID-19 pandemic. In effect, this means that the Powell Bill distribution for the cities of Charlotte and Raleigh has been frozen at FY20-21 levels, and the increase in the Powell Bill appropriation is shared between the remaining cities in the program.

At the time of this report's release, the state of Powell Bill funding for FY24 is uncertain. The North Carolina House of Representatives' budget released on March 30th, 2023 included a revised Powell Bill budget of \$170.4 million in FY24 and \$185.9 million in FY25 while maintaining the aforementioned freeze on municipalities with a population above 400,000. This budget must still be negotiated with the North Carolina Senate and signed by the Governor, so it is unclear whether these figures will be signed into law. The League will communicate updates and associated projections to our members in the coming months.



4 MUNICIPAL BOUNDARIES AND CENSUS CHALLENGES

Many state-collected revenue distributions depend on accurate municipal boundary information, either to calculate populations or to determine utility sales within the municipality. **It is the responsibility of individual municipalities to notify all appropriate organizations as soon as possible of any changes in their boundaries.** The list of organizations you are required to provide with a revised boundary map and a copy of your annexation ordinance includes: 1) the Register of Deeds, Tax Assessor, Board of Elections, and GIS department for any county in which your municipality is located; 2) the Secretary of State; and 3) all gas and electric companies that have customers in your city or town. **Failing to provide this information in a timely manner could result in lost revenue for your municipality.** Do not send copies of your annexation maps to DOR, as this is no longer required.

In addition, your municipality should respond to the Annexation Survey included as part of the State Demographer's annual North Carolina Demographic Survey (NCDS), which can be found online at <https://ncds.osbm.nc.gov/>. In addition to information about annexations, the survey includes questions on group quarters and residential building activity. A letter will be mailed to all municipalities in the first part of May to confirm the current municipal point of contact for completing the annual survey. An e-mail will then be sent to the designated point of contact for each municipality by **June 30th** directing them to the online survey. The **Certified Population Estimates** – used for revenue distributions – estimate the 2022 population living in areas annexed on or before **July 1, 2023**. The State Demographer cannot include these populations if the annexations have not been reported through the survey.

The NC Geographic Information Coordinating Council (GICC) has established an online Municipal Boundaries tool that will provide an authoritative boundary resource and eventually answer BAS and other surveys without bothering the local governments. The Municipal Boundaries tool allows local governments to verify their boundaries at any time. The tool allows local governments to submit annexation and boundary correction information as well. We encourage all local governments to verify their contact information and boundaries as soon as possible. At the moment, local governments should respond to boundary surveys they receive as well as using the Municipal Boundaries tool. When the verification process is more complete, the new tool will respond to most boundary needs from most state and federal agencies. Local governments can verify their boundary information in the [Municipal Boundary Tool](#).

Concerned with your municipality's 2020 Census results?

If you have discovered that housing units or congregant housing facilities (group quarters) were missed from your municipality's 2020 Census count, **there is still a short window of time to ask for a review** through the US Census Bureau's Count Question Resolution (CQR) program. Until **June 30, 2023**, the US Census Bureau will accept cases regarding missing housing units, group quarters facilities, and municipal boundaries. You can find out more in OSBM's May 2022 blog post: [Six Things to Know Before You Challenge 2020 Census Results | NC OSBM](#), or contact [NC Census Liaison Bob Coats](#) or [State Demographer Mike Cline](#) at NC OSBM for additional questions.



5 DEPARTMENT OF REVENUE CONTACT LIST

Listed below are the appropriate contacts at DOR for questions regarding municipal concerns.

- Questions about the amount of revenue included in a distribution – Veronica Pace, Distribution Unit; or Tony Garrett, Justin Hunter, Kay D. Walford-Simpson, Distribution Unit, (919) 814-1118.
- Questions about the status of a municipality’s sales tax refund – Veronica Pace, Distribution Unit; or Tony Garrett, Justin Hunter, Kay D. Walford-Simpson, Distribution Unit, (919) 814-1118
- Questions about the allocation of sales tax refunds to a municipality – Veronica Pace, Distribution Unit; or Tony Garrett, Justin Hunter, Kay D. Walford-Simpson, Distribution Unit, (919) 814-1118.
- Interpretation of sales tax laws – Andrew Furusest, Director, Sales and Use Tax Division, (919) 608-1115.
- Requests for a list of claimants that received a sales tax refund in a county in which the city is located – Veronica Pace, Distribution Unit; or Tony Garrett, Justin Hunter, Kay D. Walford-Simpson, Distribution Unit, (919) 814-1118.
- Requests for a list of businesses that paid sales tax and may be engaged in a business subject to a food and beverages tax, room occupancy tax, vehicle rental tax, or heavy equipment rental – Veronica Pace, Distribution Unit; or Tony Garrett, Justin Hunter, Kay D. Walford-Simpson, Distribution Unit, (919) 814-1118.
- Requests for statistical data related to local taxes – George Hermene, Information Unit, (919) 814-1129.
- Requests for statistical data related to state-collected taxes – McKinley Wooten, Assistant Secretary for Tax Research & Equity, (919) 814-1092
- To change the email address at which you receive notification of distributions – Distribution Unit, (919) 814-1118. If you have failed to receive an email notification of your distributions, do not contact DOR, but instead call the Office of the State Controller at (919) 707-0795.



ZEBULON

NORTH CAROLINA

BUDGET WORK SESSION #1

MAY 9, 2023



ZEBULON

NORTH CAROLINA

Budget Message Fiscal Year 2023-2024

MAY 9, 2023

Outline

- Statutory Requirements
- Budget Schedule and Process
- Budget Message

Statutory Requirements

“The Local Government Budget and Fiscal Control Act” (GS 159)

- “Before April 30”: submit budget requests and revenue estimates
 - Operating Budget submitted January 31
 - Capital Budget submitted March 1
- “Not later than June 1”: submit Budget and Budget Message (May 9)
- “Before adopting the budget ordinance”: Hold Public Hearing (June 5)
- “Not later than July 1”: Adopt a Budget Ordinance

Statutory Requirements

After Adopting the Budget Ordinance...

- Modifications by Budget Officer (“Budget Transfers”)
- Modifications by Board (“Budget Adjustment Resolutions”)
- Fees can change after adoption (TIF)
- Tax rate cannot change after adoption

Budget Schedule and Process

- **Budget Message (May 9)**
 - Goals and Features of Budgeted Activities
 - Changes from Previous Year (Programs, Appropriations)
- **Budget Work-Session #2 (May 17)**
 - (In person CAMPO Meeting at 4pm)

Budget Schedule and Process

- Budget Work-Session #3 (May 25)
- Budget Public Hearing (June 5)
- Adopt Budget Ordinance
 - June 5
 - “Not later than July 1”

Budget Schedule and Process

- Capital Project Appropriation
 - Strategic Plan Update: August Mini-Retreat
 - Capital Improvement Plan Update: Sept. M-R
 - Capital Improvement Plan Adoption: Oct. M-R
 - Parks
 - Walk Zebulon

Budget Message Goals and Features

Zebulon's Vision 2030 Strategic Plan

Vision (the Goal): A vibrant, growing community that maintains its small-town charm and heritage

Mission (our purpose, our role)

- Enhance Quality of Life for Residents
- Deliver excellent and friendly service
- Foster collaboration

Budget Message

Goals and Features (cont'd)

Focus Areas (how we get there)

- Vibrant Downtown
- Growing Smart
- Small-Town Life

Vibrant Downtown

Goals:

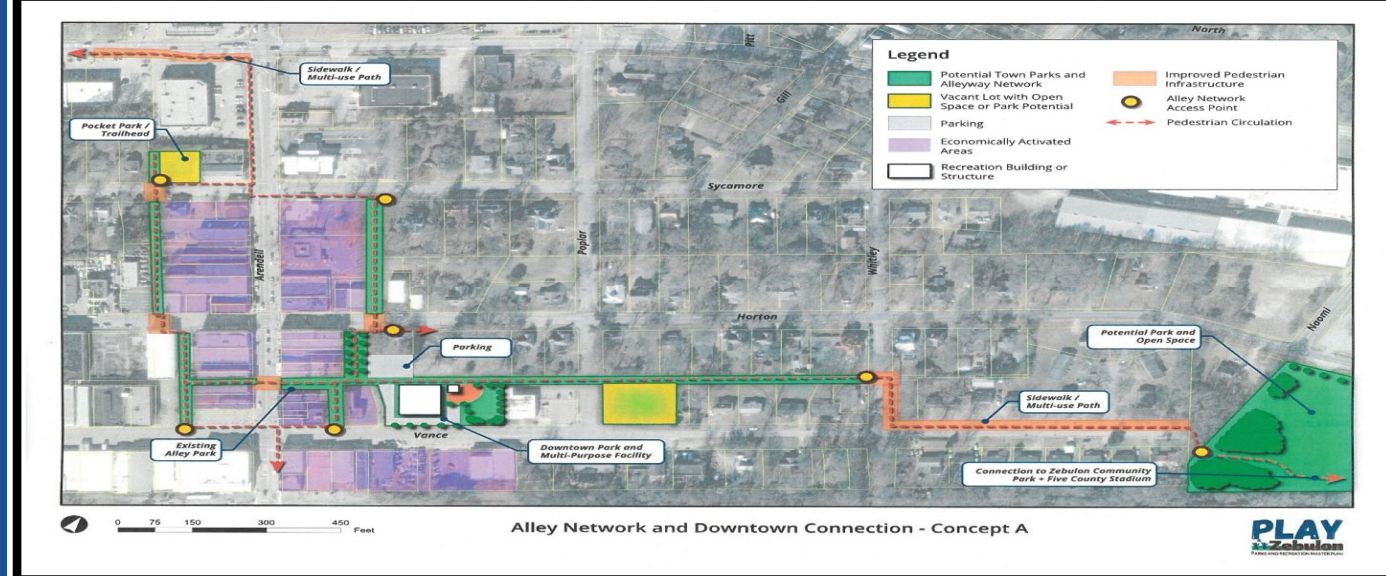
1. Revitalize
2. Attract people

Issues:

1. Development cost
2. No public space

Budget Features:

1. Alleyway Activation
2. Main Street Program
3. Special Events



Growing Smart

Goals:

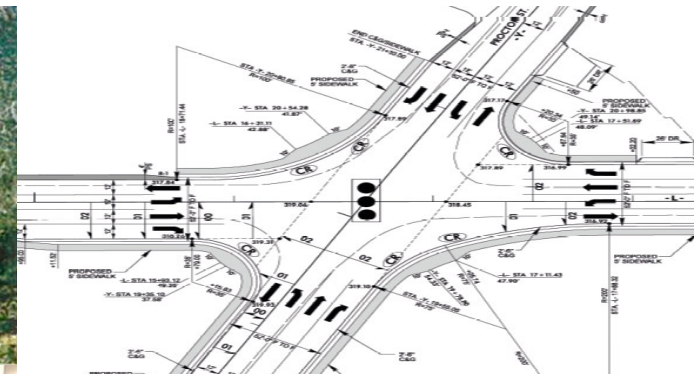
1. Coord. land use & transport.
2. Staffing (cap. & capability)
3. Economic development

Issues:

1. Already growing
2. Getting "Older"

Budget Features:

1. Police & Fire
2. Information Technology
3. Stormwater
4. Human Resources
5. Old Bunn signal



Small-Town Life

Goals:

1. Increase “walkability”
2. Increase “connectedness”

Issues:

1. Mind the gap
2. Won't you be my neighbor

Budget Features:

1. Community Engagement
2. Community Center
3. Athletics
4. Little River Park

5/9/2023



Budget Message Changes (in Revenue)

FY' 23 Proposed Budget

- Property Tax = \$9.14M
- Prop. Tax Rate = 57.5¢
- Sales Tax = \$2.47M
- Restricted Tax = \$1.14M
- Sales & Service = \$736K

FY '24 Proposed Budget

- Property Tax = \$10.7M
- Prop. Tax Rate = 57.5¢
- Sales Tax = \$3.23M
- Restricted Tax = \$1.8M
- Sales & Service = \$894K

Budget Message

Changes (in expenditures)

FY '23 Proposed Budget

- Expenditures = \$18.8M
 - Operating and previous debt service = \$13.4M
 - Capital = \$5.4M
 - New debt service = \$33K

FY '24 Proposed Budget

- Expenditures = \$22.3M
 - Operating and previous debt service = \$15.3M
 - Capital = \$6.9M
 - New debt service = \$43K

Budget Message Changes (in personnel)

FY '24 Proposed Budget

- Special Operations Sergeant
- Police Officer
- 3 Firefighters
- Crew Leader
- Equipment Operator
- Athletic Coordinator
- Community Center Recreation Assistant
- Town Clerk
- Planner I
- Code Enforcement Officer
- IT Director
- Assistant (to the) Town Manager

FY '24 Requested Budget: Public Works

What's In	What's Out
<ul style="list-style-type: none"> • Crew Leader • Equipment Operator II • Part-Time <ul style="list-style-type: none"> + Customer Service Technician (full-year) + Clerical Assistant (full-year) 	<ul style="list-style-type: none"> • Equipment Operator I • Plan Reviewer/Encroachment Coordinator
Pros	Cons
<ul style="list-style-type: none"> • Stormwater attention • Customer service • Gap coverage 	<ul style="list-style-type: none"> • Reduced capacity to address stormwater, but vacancies have capacity • Attention to detail, but want to evaluate Town Engineer

FY '24 Requested Budget: Police

What's In	What's Out
<ul style="list-style-type: none"> • Special Operations Sergeant • Police Officer 	<ul style="list-style-type: none"> • Drug Investigator • Police Officers (2)
Pros	Cons
<ul style="list-style-type: none"> • Direct oversight of special operations • Additional capacity. Start of rounding out shifts to Sergeant plus 3 Officers 	<ul style="list-style-type: none"> • Less focus on intervention in drug activities • Minimum staffing patrols but percent is coming down

FY '24 Requested Budget: Parks and Recreation

What's In	What's Out
<ul style="list-style-type: none">Athletic CoordinatorCommunity Center Recreation Assistant	<ul style="list-style-type: none">Facility Maintenance Worker
Pros	Cons
<ul style="list-style-type: none">Attend to growing athletics <u>and</u> field/park maintenanceTransition recreation center to community center	<ul style="list-style-type: none">Total reliance on contracted maintenanceLoss of flexibility and responsiveness (e.g., facilities/restrooms unclean and not restocked/refreshed)

FY '24 Requested Budget: Planning

What's In	What's Out
<ul style="list-style-type: none">Planner ICode Enforcement Officer	
Pros	Cons
<ul style="list-style-type: none">Workload capacityETJ preparation and executionWorkload and transitions to active code enforcement	

FY '24 Requested Budget: Administration

What's In	What's Out
<ul style="list-style-type: none">• Assistant (to the) Town Manager• IT Director	<ul style="list-style-type: none">• Project Manager• Executive Assistant
Pros	Cons
<ul style="list-style-type: none">• Oversight of projects, possibly Internal Service Departments• Make strategic IT decisions and add workload capacity	<ul style="list-style-type: none">• Less capacity to take on special projects, but Engineer and Assistant Town Manager may have capacity

FY '24 Requested Budget: Governing Board

What's In	What's Out
<ul style="list-style-type: none">Town Clerk	
Pros	Cons
<ul style="list-style-type: none">Frees up Human Resources	

Next Steps

Budget Work Session #2 May 17

- No presentations planned
- Board feedback on goals
- Are the positions funded meeting needs?
- Are the programs funded meeting needs?
- Are the projects funded meeting needs?
- What positions, programs or projects need to be considered?

Want to know more?

- www.townofzebulon.org
- Library
- Chamber
- Community Center
- Town Hall
- Civics
 - East Wake Academy
 - East Wake High School