

		Town of Zebulon	
		FY 2022-2023	
		Adopted Fee Schedule	
Department & Fee Description		Adopted Fee	
Administration			
	Election Filing Fee		
	Commissioner		\$25.00
	Mayor		\$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)
	Additional Trashcans (each)		\$11.69
	Recycling Service Only		\$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
	Copies (up to 11"x17")		\$0.20 per page
	Copies (larger than 11"x17")		\$3.00 per page
	Budget		Actual Cost
	CAFR		Actual Cost
	Taxes		
	Property tax rate		\$.575 /\$100 of assessed valuation
	Vehicle Decal Fee		\$30.00
	Cemetery Plots		\$850.00 per plot plus recording fees
	Stormwater Fee		
	Residential		Removed Fee (Incorporated in prop. tax rate)
	Small Non-Residential (up to 10,000sf)		Removed Fee (Incorporated in prop. tax rate)
	Medium Non-Residential (10,000-45,000sf)		Removed Fee (Incorporated in prop. tax rate)
	Large Non-Residential (greater than 45,000sf)		Removed Fee (Incorporated in prop. tax rate)
	<i>Stormwater Fee will be billed by the City of Raleigh.</i>		
	Privilege License		
	<i>Note: Previous privilege license fees published in Town of Zebulon Code of Ordinances.</i>		
	<i>Schedule D (Fees regulated by the State NC for the sale of beer and wine)</i>		
	Beer on Premises		\$15.00
	Beer off Premises		\$5.00
	Wine on Premises		\$15.00
	Wine off Premises		\$10.00
	Wholesale Dealer-Beer Only		\$37.50
	Wholesale Dealer-Wine Only		\$37.50
	Wholesale-Beer and Wine Under Same License		\$62.50
	Police Department		
	Copy of Police Report		No Charge
	Fingerprinting Service		\$15.00
	Civil Citation Administration Appeal Fee		\$25.00

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

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

	<u>Inspection Fees (Fees due upon application for building permit)</u>		
	Setback*		\$0.00
	<u>Certificate of Occupancy*</u>		
	Residential - Single Family		\$70.00
	Inspection (Setback and CO)		\$70.00
	Re-Inspection		\$70.00
	Residential - Minor Additions/Alterations		\$70.00
	Flat fee (includes Setback, Certificate of Occupancy and Plan Review)		
	Other - New Construction or Major Alteration		
	Inspection		\$150.00
	Re-Inspection		\$60.00
	Other - Additions or Alterations which do not affect the number of parking spaces or require landscape improvements		
	Inspection		\$70.00
	Re-Inspection		\$30.00
	Stormwater Mapping Fee	Collected at Phase Closeout	\$1.65 per linear foot
	Streets/Curb and Gutter Construction Inspection	Collected at Phase Closeout	\$2.75 per linear foot
	Sidewalks Construction Inspection	Collected at Phase Closeout	\$1.10 per linear foot
	Storm Drainage Construction Inspection	Collected at Phase Closeout	\$1.10 per linear foot
	Greenway Construction Inspection	Collected at Phase Closeout	\$1.65 per linear foot
	<u>Code Enforcement Charges - additional manpower charges may be applied resulting from clean-up performed by the Town (see also "Administration" and Public Works Staff Services")</u>		
	Illegal Sign Fee		\$5.00 per sign violation
	Lien of Property Penalty		\$30.00
	<u>Printed Maps/Services</u>		
	GIS Staff Service		\$60.00/hour, minimum 1 hour
	Maps		
	Small (up to 11" x 17")		\$5.00
	Large (over 11" x 17")		\$1.00 per square foot
	<u>Building Permit Fees (Fees include both Wake County & Zebulon portion, thereof)</u>		
	Land Use (Zebulon only)		\$35.00
	Administrative Change (Zebulon only)		\$30.00
	Administrative Fee (Zebulon and Wake County)		\$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
	Reinspection Fee (Zebulon and Wake County)		\$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
	Replacement Inspection Card		\$30.00
	Add Contractor Fee - Per Addition of Each Trade (Zebulon and Wake County)		\$90.00
	Change Contractor Fee - Per change of Each Trade (Zebulon and Wake County)		\$90.00

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

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

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

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

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

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



Town of Zebulon
Recreation Cost Recovery Policy

Topic: Recreation Cost Recovery Policy

Prepared by: Sheila Long, Parks & Recreation Director

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

Section 1. Purpose

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

Section 2. Definitions

Cost Recovery

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

Cost Recovery Pyramid

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

Direct Costs

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

Indirect Costs

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

Section 3. Frequency of Policy

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

Section 4. Public Access to Fee Information

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

Section 5. Types of Fees

Admission Fees

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

Rental/Permit Fees

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

User Fees

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



Sales Revenue

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

Section 6. Determining Cost Recovery Levels

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

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

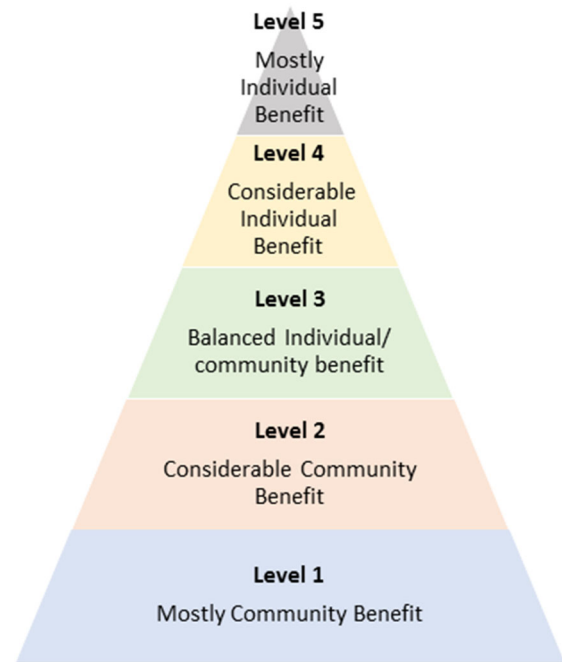
Section 7. Cost Recovery

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

Cost Recovery Pyramid

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

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



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



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Recreation Cost Recovery Policy

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

*Refer to Section 11.

Section 8. Nonresident Rates

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

Section 9. Setting Fees & Charges

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

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



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

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

Section 10. New Program Start Up

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

Section 11. Fee Waivers & Scholarships

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

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

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

Scholarships

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

Rentals (Non-Profit)

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

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

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

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



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Recreation Cost Recovery Policy

Rentals (Private)

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

Section 12. Fees & Charges

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

Section 13. Employee Participation & Use

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

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

Section 1. Purpose

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

Section 2. Cancellations by the Department

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

Section 3. Athletic, Camps, and Instructional Programs

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

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

Exceptions:

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

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

Section 4. Trips/Travel Groups

For trips and group travel programs, the following applies:

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

Section 5. Rental

For rentals, the following applies:

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

Section 5. Requesting a Refund

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

Section 6. Applying Refunds

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

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

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

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

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

Section 7. Exceptions

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