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# BUDGET MESSAGE

## Fiscal Year 2018 - 2019



In accordance with the Local Government Budget and Fiscal Control Act (North Carolina General Statute 159), herein lies a concise explanation of the Town of Zebulon's goals fixed by the budget for coming fiscal year 2018-2019.



1003 North Arendell Avenue  
Zebulon, North Carolina 27597  
(919) 269-7455  
[www.townofzebulon.org](http://www.townofzebulon.org)

## **BUDGET MESSAGE FISCAL YEAR 2019**

Mayor Matheny, Mayor Pro-Tem Clark, and Commissioners Beck, Bumgarner, Moore, and Strickland:

Submitted herein, in accordance with the Local Government Budget and Fiscal Control Act, is the proposed Town of Zebulon Budget for Fiscal Year 2019.

The recommendations proposed within the FY 2019 Operating and Capital Budget and the FY 2020 – FY 2025 Capital Improvement Plan reflect a prioritized re-investment of the community's financial resources into the labor, equipment, materials, and infrastructure used to support the community's public service needs and goals.

### **BACKGROUND**

In recognition of the changing population and land use occurring within Zebulon, the Board of Commissioners funded a strategic plan for the approaching decade. The first phase of this plan engaged the community and uncovered common themes representing both Zebulon today and an ideal future.

During their 2018 Retreat, the Board of Commissioners used the community's feedback to form the framework of a Vision (i.e. an ideal description of Zebulon in the year 2030), a Mission (i.e. a description of the Town's role and purpose in achieving that Vision), and Focus Areas (i.e. the categories of projects and policies that form the foundation to achieve that Vision).

In response to these efforts the FY 2019 Operating and Capital Budget Ordinance, and the accompanying 2020-2025 Capital Improvement Plan, recommend the annual projects and policies needed to strategically advance upon and achieve the future described in the strategic plan Zebulon 2030.

This Budget Message focuses on a few initiatives recommended in the accompanying Budget Ordinance as a means to highlight how those initiatives fit within Zebulon 2030's three Focus Areas of Small-Town Life, Growing Smart, and Vibrant Downtown; and how they in-turn set Zebulon on a path to be:

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

Downtowns benefit their towns economically, socially, and culturally. Economically, they generate more tax revenue per square foot than new developments because multiple uses are compressed into smaller footprints and they do not obligate the extension or creation of municipal services. Socially, their mix of diverse uses (retail, residential, entertainment, civic) creates a community's gathering spot open and accessible to the entire community. Culturally, their architecture offers an insight into a town's unique history, and binds new-comers and old-timers to a common set of values. A community's investment and care of its downtown demonstrates its willingness and potential to transition, attract business, and welcome new residents.

The following projects and programs highlight the proposed budget's focus on creating a vibrant downtown – specifically within the Downtown Overlay District.

### Financial Incentives

Following up on the popular Façade Grant program, developed to incentivize building appearance, this budget proposes the creation of an Internal Building Improvement Grant. Generally, this program is designed to buy-down the cost to upgrade older buildings to meet current building, accessibility, or fire codes. Coupled with a more robust partnership with the Chamber of Commerce, these grants are tangible tools to offer when targeting and recruiting “public house” retailers such as bakeries, brew-pubs, and coffee shops downtown. Although not the ultimate program, this interim step offers something tangible while the more complex and time-consuming Revolving Loan Program is created.

### Regulations

The tight spaces and multiple uses associated with downtown properties offer unique challenges not seen in the development of more suburban, or “green-field”, properties. Completion of the Unified Development Ordinance will address the unique redevelopment challenges downtown. Additionally, this budget funds the creation of an appearance code to establish non-residential maintenance requirements.

### Community Engagement

Financial incentives and regulations in and of themselves are insufficient to revitalize a downtown. A community that claims ownership of their downtown, and expresses that ownership through sweat equity, is essential to a downtown both appearing vibrant and holding itself accountable to maintaining that vibrancy. While the Streetscape Match Grants have offered an effective tool to engage non-profits, their impact has been limited by the available match. In order to progress onto more substantive improvements within the Downtown Overlay District's public right of way, this budget offers fewer, but larger, grants.

Community engagement also creates the pool to draw from when forming and ultimately supporting an organization whose sole responsibility is to coordinate various downtown development efforts and champion long-term redevelopment. This organization will fill a critical piece in creating a vibrant and resilient downtown. There are several models for this organization and engaging the community will help determine which model best meets Zebulon's needs, and provides us with time to determine how best to fund and support this organization in the future.

## Business Retention

The expansion of existing businesses has a higher probability of success and a greater impact on job creation and tax revenue than the recruitment of new businesses.<sup>1</sup> Existing businesses have proven performance in a local economy by the number of employees they hire and the taxes they pay, and their attachments and loyalties to the community make staying and expanding easier than relocating. Business retention also requires less speculation and is less competitive than business attraction.

This budget focuses our economic development services on business retention by partnering with the Chamber of Commerce to develop a Business Retention Program (BRE). This program will survey and interview existing businesses to better understand their needs (e.g. obstacles to growth, expansion plans, supply chains, workforce needs), research industry conditions (i.e. which business types within Zebulon are in categories of growth or decline), develop tools (both financial and non-financial), and establish metrics to track the program's progress and/or recalibration. Partnering with the Chamber to conduct the Town's economic development services allows Zebulon to be more flexible and act quicker on opportunities, and avoids placing Staff in the counterproductive role of both economic developer and regulator.

## Fire Service

Zebulon's residential developments were traditionally confined to areas within close proximity to the existing fire station. The ability of this station to adequately provide fire and emergency service to a series of increasing, and outwardly expanding, residential developments; as well as its ability to provide adequate space for vehicles, living quarters, equipment storage, and training space, was evaluated in the *Fire Facility Plan with Fleet Study (2/15/18)*. The results of that study recommend selecting a site to relocate the fire station, immediately replacing the Fire Ladder, and beginning a periodic fleet replacement program to avoid compiling the replacement of several pieces of expensive equipment at one time.

This budget funds the start of a multi-year process to procure land, design, and construct a new fire station, immediately funds the replacement of Ladder 95 and Engine 91, and places us on a more structured and predictable replacement cycle for apparatus needs in the future.

## Roads and Land Use

Zebulon's agricultural-based economy required a network of two-lane, hard-surface roads to facilitate farmers bringing their goods to market. As farmlands are converted to neighborhoods, a different good (skilled employees) is traveling to a different market (employment centers). Currently, our Land Use Plan and our Transportation Plan are outdated and do not complement each other. As such, our current transportation network cannot facilitate this changing economy. This budget funds an update to the Multimodal Transportation Plan and Land Use Plan, and changes the Transportation Impact Fee to more completely capture the cost of development's impact on intersections.

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<sup>1</sup> Gordon, G. 2001. *Retention and Expansion of Existing Businesses*. West Virginia University Extension Service, Morgantown, WV.

Wake County is growing by 62 people per day<sup>2</sup>. While Zebulon will only experience a proportional share of the growth seen in other towns throughout the County, it will equally share the experiences this growth places on a community and culture. Zebulon's ability to preserve its unique small-town feel as "The Town of Friendly People" will rest largely on its ability to connect citizens to each other, to deliver helpful and meaningful services, and to productively engage them in local governance.

### Community Events and Gathering Places

The Farm Fresh Market has met an emerging need of a growing community by offering a centralized gathering place for long-time residents and newcomers to interact and mutually appreciate Zebulon's safe and simple small-town atmosphere. This budget funds the continuation of the Farm Fresh Market and expands upon the themed events started last year. The Chamber partnership continues and expands upon the *Holiday Happenings* weekend and the *May Day in Zebulon* events.

More work is required on gathering places. In the years to come, continued investment downtown (as seen with streetscape art and beautification projects), strategic investment in the parks and recreation programs (as seen with expanded athletic leagues and Community Center hours), and further dialogue with the schools, can all create opportunities to develop more gathering places for the community.

### Community Connections

The Greenway, Bicycle, and Pedestrian Master Plan, identified ten corridors as sites favorable for future greenway trails. Many of the corridors connected established origins and destinations (taking advantage of expected travel patterns) and followed public utility easements (reducing easement acquisition costs). The Beaverdam Greenway (Corridor #1) will connect existing, expanding, and potential neighborhoods to Wakelon Elementary School and Park. This budget supplements the Town's receipt of grants and development contributions to bring this project to construction.

*"Lowly, unpurposeful and random as they appear, sidewalk contacts are the small change from which a city's wealth of public life may grow"* Jane Jacobs

### Citizen Engagment

People are the front-line of public service. The capability of our employees to knowledgeable and empathetically engage their citizens in meaningful problem-solving is an essential component in maintaining a "small-town life". The need for this capability will become more pronounced as our community increases in number and changes in perspective. This budget continues the development of a Human Resources Division to adequately recruit and develop a workforce able to offer this personal touch to our citizens. Additionally, this budget expands the leadership development and efforts of the Youth Council, and starts building the self-governing capacity of this growing community through more intensive civic engagement programs at our Police and Fire Departments.

*"Engaging citizens in local government is not a fad or simply a nice thing to do. It is, rather, at the core of self-governance"* Ricardo Morse

<sup>2</sup> 2018 Retreat: "Effects of Growth on Site Selection and School Design" WCPSS

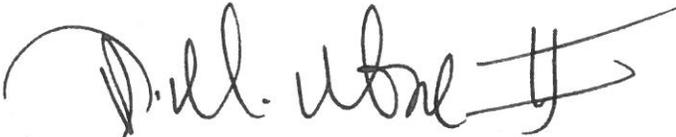
**SUMMARY**

The FY 2019 Budget is balanced in accordance with the N.C. State Statutes and advances on the Focus Areas expressed in the Town's strategic plan - Zebulon 2030.

As always, the Staff did an incredible job to create the budget placed before you. Beginning their work the week after Thanksgiving at the Staff Retreat, they put in long-hours and worked interdepartmentally to propose how to balance your citizen's needs against the constraints of financial resources.

Appreciation in advance to the sincere and thoughtful work the Mayor and Board of Commissioners will put forth to adopt an FY '19 Budget Ordinance that best meets the future needs of the citizens of Zebulon.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. M. Moore, II", with a large, sweeping flourish extending to the right.

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

## EXPENDITURES

### **Capital Projects** (see Capital Improvement Budget section for details)

- Streets and Thoroughfares
  - + Annual Paving Project
  
- Greenways, Bicycles, and Pedestrians
  - + Beaverdam Creek Greenway
  
- Stormwater
  - + W. Sycamore Street Outfall
  - + Little River Park Storm Drainage Repair
  
- Fleet and Equipment
  - + Vehicle replacements
  - + Construction Inspector vehicle
  - + Fire Equipment replacements and dedicated replacement cycle
  
- Service Equipment
  - + In-car cameras
  - + Defibrillators
  
- Information Technology
  - + Police Radios
  
- Property Management
  - + Fire Station: Preliminary Engineering Report
  - + Vehicle and Equipment Shed
  
- Community and Economic Development
  - + Land Use Plan
  - + Transportation Plan
  - + Façade Grant
  - + Façade Grant Plus (internal improvements)
  - + Business Retention Program

## **Operating Programs** (see Operating Budget section for details)

- Information Technology
  - + Contract Service
  - + Software upgrade
- Economic Development
  - + Continuing Partnership with Zebulon Chamber of Commerce
- Personnel

### 1. Assistant Planning Director / GIS Manager

The increased development activity is driving the Planning Department's operations and focus too much towards the completion of short-term goals. While additional staffing will help process this increased workload, the management of the additional staffing creates an increased workload in itself. This position is proposed to not only manage the day to day operations of the larger staff more directly, but to also manage the development review process as efficiently and effectively as possible. The creation of this position will allow the Planning Director to focus more clearly on the project management of long-term plans (e.g. UDO, Transportation, Land Use, and Downtown Overlay District). Filling this position through promotion also creates internal progression opportunities within a small department that may otherwise experience frequent turnover. The GIS Manager component recognizes the increasing reliance this department, and organization, has on GIS to manage and predict community needs.

### 2. Zebulon Youth Council

Increasing the activities and membership of the Youth Council requires more attention than available through a volunteer. This budget funds additional programs for the Youth Council and elevates the adult leader position to Part-Time status.

### 3. Construction Inspector

The volume of increasing development, and the resulting inspection of the infrastructure to support this development, is exceeding the capacity and effectiveness of our contracted services. This position is funded mid-year to allow time to assess the revenue generated from the construction inspection fees, and to detail the job duties and advertise the position.

## Requests not proposed

1. Community Officer

The Police Department is processing a much higher volume of Community Information, Outreach, and Engagement efforts than years past, but there is the potential for other workload issues to go unaddressed if we assume community relations is the main driver of this workload issue. We'll spend the upcoming year assessing the workload of the department to gain a clearer picture of where the need is located.
2. Development Engineer

Our volume of development review has picked up substantially and we should expect our contracted services for engineering review and assistance to increase as well. While we could spend more time evaluating whether we've actually reached the tipping point of transitioning from contracted service to in-house service, this request was not proposed for financial and organizational reasons. Financially, while we expect to see an increase in permitting fees, we do not know the speed or magnitude of those increases. Waiting will allow us time to fully understand the revenue from this development activity. Organizationally, we need to spend more time evaluating how this position could impact the workflow, and fit within the structures, of the Public Works and Planning Departments.
3. Park Maintenance Laborer I

This position is clearly defined and needed. The number of parks and part-time employees managed exceeds the capacity of one full-time employee. We've got some capacity for additional part-time help, but I do not expect to find this a satisfactory answer to the issues. We'll continue to monitor revenue streams through the upcoming year to assess when this position could be funded. More importantly and broadly we'll assess how best to maintain the significant amount of all public properties located within our parks, facilities, and right-of-way.
4. Fleet Management Fund

This budget pushed out the replacement of equipment and vehicles needed in Public Works. Coupling this with anticipated needs expected from FY '20 – FY '25 Capital Improvement Plan, the Fleet Management Fund is not sustainable. In the year ahead we will evaluate the urgency of these future needs and associated services. If considered critical, we'll also evaluate whether there is a more effective and efficient way to deliver those services. We will also gain a better appreciation of Wake County's financial partnership on some of the more expensive pieces of equipment in the year to come.
5. Property Management Fund

This budget pushed out needs within several departments. Coupling this with anticipated needs expected from FY '20 – FY '25 Capital Improvement Plan, the Property Management Fund is not sustainable. In the year ahead we will evaluate the urgency of these future needs and associated services. If considered critical, we'll also evaluate whether there is a more effective and efficient way to deliver those services. We will also gain a better appreciation of Wake County's financial partnership on the Fire Station, as well as, analyzing the reasonability and feasibility of refinancing the Municipal Complex debt.

## REVENUES

### 1. Property Tax information

Property Classification	Actual Tax Value	Projected Value
Real Property (e.g. land, buildings)	\$579,184,218	\$600,000,000
Personal Property (e.g. equipment, vehicles)	\$510,085,763	\$489,413,981
Total	\$1,089,269,981	\$1,089,413,981

- Operating Tax Rate (52.5¢ / \$100 valuation)
- Capital Tax Rate (6.7¢ / \$100 valuation)
- Expected Collection Rate = 99%
- Capital Fund Distribution
  - + Fire Vehicles = \$176,000
  - + Streets and Thoroughfares = \$160,000
  - + Fleet and Equipment = \$160,000
  - + Property Management = \$110,000
  - + Information Technology = \$50,000
  - + Greenways, Bicycles, and Pedestrians = \$40,000
  - + Service Equipment = \$20,000

### 2. Unrestricted Intergovernmental

- Sales Tax (business activity)
  - + Total (Article 39 – 44) ~ \$1.05M
  - + Article 39 only (local sales tax) ~ 498,000
- Franchise (electric, gas, etc.) ~ \$550,000

### 3. Restricted Intergovernmental

- Powell Bill (gasoline tax) ~ \$126,000
- Wake County Fire Tax (to protect areas outside Town) ~ \$592,000
- Grants = 0 (\$725,000 mid-year appropriation if PARTF successful)
- PEG ~ \$54,000 (pass through to PEG Media to produce public access TV)

### 4. Permits and Fees

- Zoning Permits and Fees ~ \$95,000
- Inspection Fees ~ \$10,000

## 5. Sales and Service

- Refuse Collection ~ \$443,000
- Recreation ~ \$85,000
- Stormwater Fees ~ \$112,000
  - + This fee was created as a funding source to address mandates of the National Pollutant Discharge Elimination System.
  - + These fees are dedicated towards capital Stormwater projects (e.g. W. Sycamore, Little River Park), and do not represent an exchange for service (as seen in Refuse and Recreation).
  - + We'll evaluate

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

- The Merger Agreement requires another rate increase of 5.5% to keep pace with repaying the City of Raleigh for merging the water systems by, or before, 2024.
- Zebulon's rates will fall in-line with Raleigh's rates when repayment is complete.
- Zebulon can pay off debt sooner by adding customers. Residential developments have not progressed to the stage where they've created enough customers to shorten this payment deadline. However, the rate of building permit activity in this fiscal year is increasing notably.
- Zebulon could pay off the debt sooner by collecting development fees to offset the cost of installing Beaverdam Outfall. State legislation removed Zebulon's ability to collect development fees for this purpose.
- Average utility bills in Town represent 2% of Median Household Income.

## 7. Savings

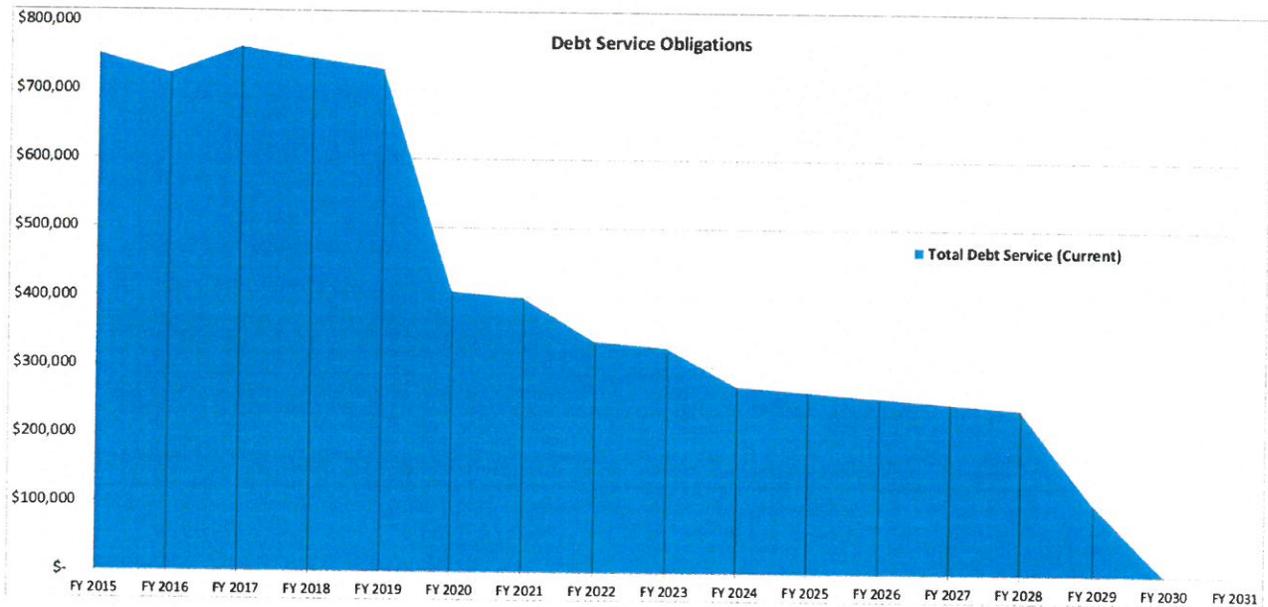
- General Fund's Fund Balance (Unassigned balance \$7.097M)<sup>3</sup>
  - + Beaverdam Creek Greenway ~ \$570,000
  - + Transportation and Land Use Plan ~ \$350,000
  - + Fire Station: Preliminary Engineering Report ~ \$50,000
- Capital Reserves ~ \$125,000
- Project Savings / Rollover ~ \$150,000

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<sup>3</sup> Comprehensive Annual Financial Report of the Town of Zebulon (fiscal year ending June 30, 2017)

## 8. Debt

Project	FY '19 Payments	Retirement Date
Municipal Complex	\$311,800	FY 2029
Community Center	\$132,141	FY 2019
Ballfield Lights, C.C. Wall & Roof, Fuel System Rehab.	\$116,852	FY 2019
Building Maintenance: ZMC HVAC, ZMC & Police Fire Alarm, Fire Dept. Roof, PW Radio System	\$51,868	FY 2023
Vehicles / Equipment	\$64,478	FY 2019
Swaploader	\$53,509	FY 2021

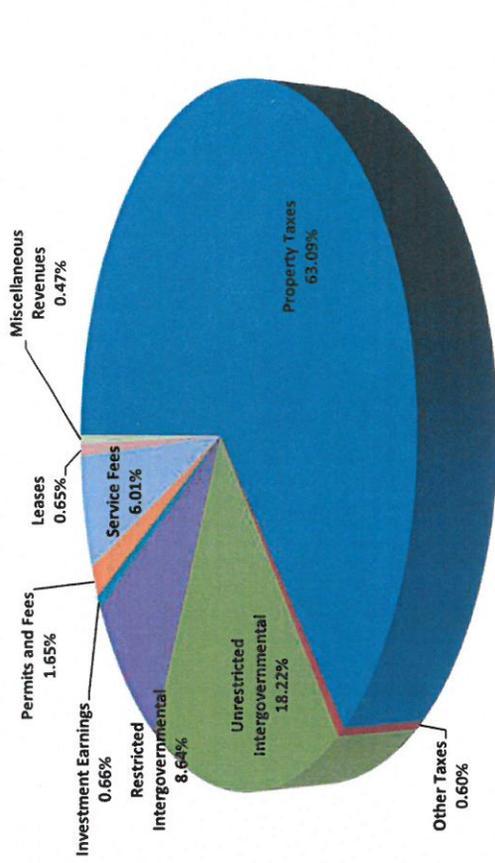


## Budget Cycle Phases

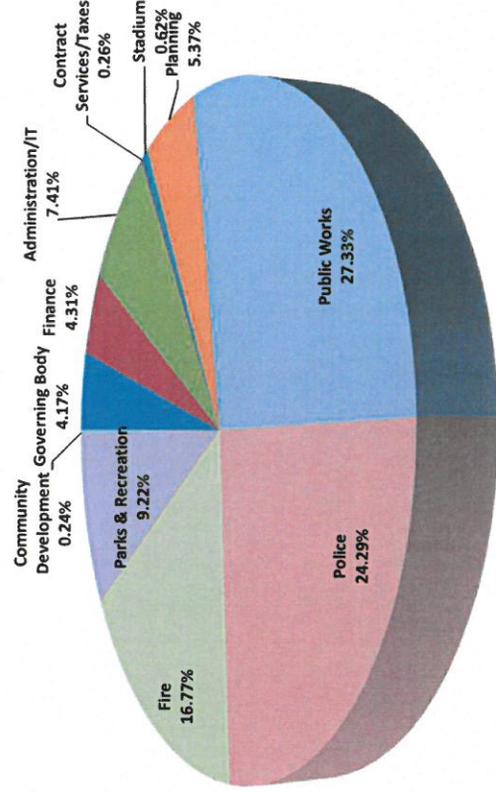
1. Preparation (concludes at Budget Presentation)
  - Nov. 28, 2017: Budget Kickoff – review schedule, instructions, and goals
  - Jan. 2, 2018: Non-Profit applications mailed
  - Jan. 26: Operating Budget requests due
  - Feb. 10: Non-Profit requests due
  - Mar. 2: Capital Budget requests due
  - Mar. 5: Board hears Non-Profit and Citizen Budget requests
  - May 7: Budget presented publicly for review and comment
  
2. Legislative Adoption (concludes at Budget Ordinance Adoption)
  - May 15: Work-Session #1
  - May 23: Work-Session #2
  - May 31: Work-Session #3
  - June 4: Public Hearing, Budget Ordinance adoption permitted
  - June 13: Additional work-session (if needed)
  - July 1: Statutory deadline to adopt Budget Ordinance
  
3. Implementation (concludes with encumbrances and disbursement of funds)
  - July ~ August
  
4. Summary (concludes with *Comprehensive Annual Financial Report* presentation)
  - May – October: Auditor field visits, interviews, and reports
  - Presentation: Typically November's Board meeting (11/5/18)

Town of Zebulon General Fund Budget at a Glance  
Fiscal Year 2018-2019

	FY 2019
<b>Revenues</b>	
Property Taxes	\$ 5,714,500
Other Taxes	\$ 54,500
Unrestricted Intergovernmental	\$ 1,650,500
Restricted Intergovernmental	\$ 782,200
Investment Earnings	\$ 60,000
Permits and Fees	\$ 149,500
Service Fees	\$ 544,000
Leases	\$ 59,300
Miscellaneous Revenues	\$ 42,500
<b>Total Operating Revenues</b>	<b>\$ 9,057,000</b>
<b>Capital Revenues</b>	
Installment Financing Proceeds	\$ 2,629,000
Development Fees	\$ 7,850
Property Tax (Dedicated & Growth)	\$ 716,471
Fund Balance Appropriation	\$ 1,329,632
Wake County Fire (County Cost Share)	\$ 6,970
Sales Tax	\$ 35,000
Stormwater Fee	\$ 112,000
Capital Reserve Appropriation	\$ 125,000
Powell Bill	\$ 105,700
<b>Total Revenues &amp; Other Financing Sources</b>	<b>\$ 14,124,623</b>



	FY 2019
<b>Operating Expenditures</b>	
Governing Body (410)	\$ 346,950
Finance (420)	\$ 359,100
Administration/IT (430)	\$ 616,965
Contract Services/Taxes (450)	\$ 22,000
Stadium (470)	\$ 51,600
Planning (490)	\$ 447,300
Buildings & Grounds (500)	\$ 556,885
Police (510)	\$ 2,022,625
Fire (530)	\$ 1,396,625
Streets (560)	\$ 543,900
Powell Bill (570)	\$ 27,000
Sanitation (580)	\$ 947,850
Stormwater (590)	\$ 200,100
Parks & Recreation (620)	\$ 767,500
Community & Economic Development (690)	\$ 19,750
<b>Total Operating Expenditures</b>	<b>\$ 8,326,150</b>
<b>Total Prior Existing Debt Service</b>	<b>\$ 730,850</b>
<b>Total Operating &amp; Debt Service Expenditures</b>	<b>\$ 9,057,000</b>
<b>Total Capital Expenditures</b>	<b>\$ 4,773,452</b>
<b>Total New Debt Service</b>	<b>\$ 294,171</b>
<b>Total Expenditures</b>	<b>\$ 14,124,623</b>



ORDINANCE 2018-XX

Town of Zebulon Fiscal Year 2018-2019 Budget Ordinance

BE IT ORDAINED, consistent with North Carolina General Statutes, Chapter 159-13, that on June 4, 2018, the Board of Commissioners for the Town of Zebulon approved the operating budget for Fiscal Year 2018-2019. Certain other authorizations and restrictions also are adopted.

Section I. Levy of Taxes.

An Ad Valorem tax rate of \$0.592 per \$100.00 assessed valuation for taxable property listed as of January 1, 2018 is hereby established as the tax rate for the Town of Zebulon for Fiscal Year 2018-2019. Under authority of NC General Statute 20-97, an annual license tax of \$10.00 is levied on each vehicle in the Town of Zebulon.

Section II. General Fund.

A. Anticipated Revenues & Funding Sources

Property Taxes-Current Year	\$6,379,471
Property Taxes-Prior Years	39,000
Tax Penalty & Interest	12,500
Rental Vehicle Taxes	15,000
Privilege License Taxes	500
Motor Vehicle Decal Fees	39,000
Wake County Sales Tax -1 Cent (Article 39)	498,000
Wake County Sales Tax – ½ Cent (Articles 40 & 42)	442,000
Wake County Sales Tax – ½ Cent (Article 44)	147,000
NC Utilities Franchise Taxes	550,000
NC Video Programming Taxes	28,000
NC Beer & Wine Taxes	20,500
PEG Channel Funds	54,000
NC Powell Bill Funds	126,000
Wake County Fire Tax Distribution	598,970
Additional Fire Tax Revenue	7,000
Solid Waste Disposal Tax Distribution	3,200
Interest Earnings-General Fund	60,000
Officer & Jail Fees	1,500
Zoning Permits & Fees	95,000
Street & Sidewalk Inspection Fees	10,000
PW Inspection Fees	3,000
Fire Inspection Fees	40,000
Industrial Dr Traffic Control-Nomaco	6,000
Industrial Dr Traffic Control-EW Academy	6,000

Refuse Collection Fees	443,000
Stormwater Fees	112,000
Youth Athletic League Fees	30,000
Recreation Program Sponsorships	4,000
Recreation Class Fees	20,000
Park Facility Rental Fees	10,000
Community Center Rental Fees	15,000
Recreation Camp Fees	10,000
Lease Payments-Stadium	4,300
Lease Payments-Cell Towers	55,000
Miscellaneous Revenues	10,000
Wake County ABC Distribution	32,500
Lease Purchase Proceeds	2,629,000
Fund Balance Appropriation	<u>1,568,182</u>
Total Revenues & Funding Sources	\$14,124,623

B. Authorized Expenditures

Governing Body	
Operating	\$346,950
Finance	
Operating	359,100
Administration	
Operating	616,965
Contract Services-Wake County Taxes	
Operating	22,000
Stadium	
Operating	51,600
Planning	
Operating	447,300
Capital	350,000
Buildings & Grounds	
Operating	586,885
Capital	237,000
Debt Service	551,700
Police	
Operating	2,114,625
Capital	113,000
Debt Service	23,050

Fire	
Operating	1,404,725
Capital	1,717,500
Debt Service	194,871
Streets	
Operating	543,900
Capital	169,000
Powell Bill	
Operating	27,000
Capital	229,000
Sanitation	
Operating	947,850
Capital	148,500
Debt Service	82,750
Stormwater	
Operating	200,100
Capital	951,000
Debt Service	117,700
Parks & Recreation	
Operating	767,500
Capital	618,352
Debt Service	54,950
Community Development	
Operating	129,750
	<hr/>
Total Expenditures	\$14,124,623

Section III. Greenway Capital Project Fund.

A. Anticipated Revenues & Funding Sources

Transfer from General Fund	\$618,352
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B. Authorized Expenditures

Construction	\$618,352
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Section IV. Fee Schedule

There is hereby established for Fiscal Year 2018-2019 a schedule of various fees, penalties, privilege license taxes, and fines as included as an attachment to this ordinance as an appendix.

Section V. Authorized Positions.

There is hereby established for Fiscal Year 2018-2019 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 VI. Salary Schedule.

There is hereby authorized for Fiscal Year 2018-2019 a 2.3% 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 VII. 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 VIII. Special Authorizations-Budget Officer.

- A. The Budget Officer or his/her designee shall be authorized to reallocate operational appropriations within a department and between departments within a fund up to \$5,000.00 as deemed necessary. These reallocations shall be reported to the Board at the first regularly scheduled meeting of the month.
- B. Interfund transfers established by this ordinance may be accomplished without additional approval from the Board.
- C. The Budget Officer shall be authorized to hire personnel in positions authorized by the Board and to set the compensation in accordance with the Salary Schedule and the Personnel Policy.
- D. The Budget Officer shall be authorized to award merit increases to employees as deemed appropriate after consultation with appropriate personnel, in accordance with the Salary Schedule and the Personnel Policy.

Section IX. Restrictions-Budget Officer.

- A. Reallocations between operational appropriations within a department and between departments in excess of \$5,000.00 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.

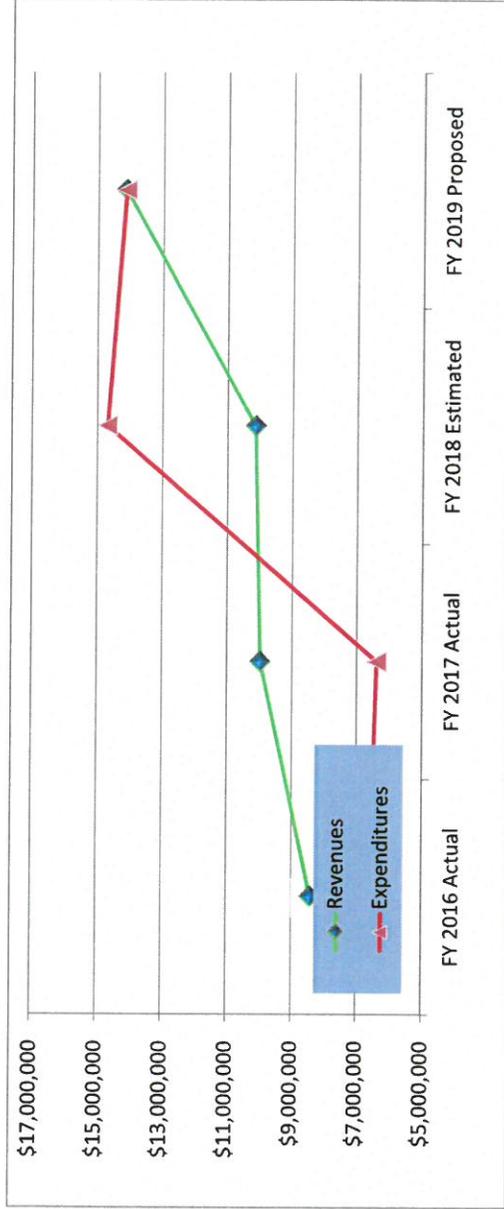
Section X. Utilization of Budget Ordinance.

This ordinance shall be the basis of the financial plan for the Town of Zebulon during the Fiscal Year 2018-2019. 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 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 4<sup>th</sup> day of June, 2018 and effective July 1, 2018.

**Town of Zebulon Budget Summary**  
Fiscal Year 2018-2019

Revenues & Outside Financing Sources	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Proposed
General Fund	\$ 8,330,765	\$ 9,933,436	\$ 9,976,752	\$ 14,124,623
Enterprise Fund	74,146	42,847	168,940	-
<b>Total Revenues</b>	<b>\$ 8,404,911</b>	<b>\$ 9,976,283</b>	<b>\$ 10,145,692</b>	<b>\$ 14,124,623</b>
Expenditures	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Proposed
General Fund	\$ 6,521,585	\$ 6,362,130	\$ 14,513,013	\$ 14,124,623
Enterprise Fund	70,646	29,129	168,940	-
<b>Total Expenditures</b>	<b>\$ 6,592,231</b>	<b>\$ 6,391,259</b>	<b>\$ 14,681,953</b>	<b>\$ 14,124,623</b>



Town of Zebulon General Fund Revenue Summary  
Fiscal Year 2018-2019

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2018 Estimated	FY 2019 Projected	% Increase (Decrease) Budget
Property Taxes	\$ 4,538,729	\$ 5,475,283	\$ 5,890,300	\$ 6,178,624	\$ 5,714,500	-3%
Other Taxes	46,465	56,062	40,500	54,928	54,500	35%
Unrestricted Intergovernmental	1,579,363	1,611,491	1,675,000	1,637,336	1,650,500	-1%
Restricted Intergovernmental	825,881	951,976	856,000	849,224	782,200	-9%
Private Grants/Contributions	71,773	58,720	-	-	-	0%
Investment Earnings	19,832	41,388	15,000	72,720	60,000	300%
Permits and Fees	111,815	95,387	105,500	109,168	149,500	42%
Service Fees	672,002	706,089	653,050	692,840	544,000	-17%
Leases	65,494	58,399	58,200	59,055	59,300	2%
Miscellaneous Revenues	63,397	142,380	39,650	67,675	42,500	7%
<b>Total Revenues</b>	<b>\$ 7,994,751</b>	<b>\$ 9,197,176</b>	<b>\$ 9,333,200</b>	<b>\$ 9,721,569</b>	<b>\$ 9,057,000</b>	<b>-3%</b>
<i>Other Financing Sources for Capital</i>						
Transfers from other Funds	-	-	-	-	716,471	
Transportation Development Fees		188,559	-	-	7,850	
Fee-in-Lieu				205,183		
Transportation Impact Fees	35,901	37,729	25,000	50,000	-	
Capital Reserve Appropriation			-	-	125,000	
Wake County Fire (Cost Share)					6,970	
Sales Tax					35,000	
Stormwater Fee					112,000	
Powell Bill Appropriation					105,700	
Installment Loan Proceeds	252,000	259,500	-	-	2,629,000	
Fund Balance Appropriation	-	-	-	-	1,329,632	
<b>Total Revenues &amp; Other Financing Sources</b>	<b>\$ 8,282,652</b>	<b>\$ 9,682,965</b>	<b>\$ 9,358,200</b>	<b>\$ 9,976,752</b>	<b>\$ 14,124,623</b>	<b>51%</b>

**Town of Zebulon General Fund Revenue Budget**  
Fiscal Year 2018-2019

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Projected	% Increase (Decrease)
<i>Property Taxes</i>						
Property Taxes -- Current Year	\$ 4,512,448	\$ 5,450,738	\$ 5,838,800	\$ 6,089,576	\$ 5,663,000	-3%
Property Taxes -- 1st Prior Year	9,079	6,153	35,000	60,290	35,000	0%
Property Taxes -- 2nd Prior Year	4,070	2,009	2,000	3,900	2,000	0%
Property Taxes -- 3rd Prior Year	1,155	1,798	1,000	1,000	1,000	0%
Property Taxes -- Other Prior Year	1,763	1,629	1,000	250	1,000	0%
Tax Penalty & Interest	10,214	12,957	12,500	23,608	12,500	0%
<b>Total Property Taxes</b>	<b>4,538,729</b>	<b>5,475,283</b>	<b>5,890,300</b>	<b>6,178,624</b>	<b>5,714,500</b>	<b>-3%</b>
<i>Other Taxes</i>						
Local Housing Tax	738	49	-	-	-	0%
Rental Vehicle Taxes	6,520	14,414	5,000	15,750	15,000	200%
Privilege License Taxes	525	515	500	478	500	0%
Motor Vehicle Taxes	38,682	41,084	35,000	38,700	39,000	11%
<b>Total Other Taxes</b>	<b>46,465</b>	<b>56,062</b>	<b>40,500</b>	<b>54,928</b>	<b>54,500</b>	<b>35%</b>
<i>Unrestricted Intergovernmental</i>						
Wake County Sales Tax - 1 Cent (Article 39)	944,832	458,555	473,000	476,000	463,000	-2%
Wake County Sales Tax - 1/2 Cent (Articles 40 & 42)	-	407,173	417,000	417,500	442,000	6%
Wake County Sales Tax - 1/2 Cent (Article 44)	-	135,960	136,000	142,000	147,000	8%
NC Utilities Franchise Taxes	574,182	542,341	600,000	545,000	550,000	-8%
NC Video Programming Taxes	28,253	29,222	28,500	29,000	28,000	-2%
Wake County SWLF Distribution	11,817	16,926	-	7,336	-	0%
NC Beer & Wine Taxes	20,279	21,314	20,500	20,500	20,500	0%
<b>Total Unrestricted Intergovernmental</b>	<b>1,579,363</b>	<b>1,611,491</b>	<b>1,675,000</b>	<b>1,637,336</b>	<b>1,650,500</b>	<b>-1%</b>

**Bobby Fitts:**  
Based on tax rate of \$0.525

**Bobby Fitts:**  
498,000 (Projected FY '19 Article 39 Revenue) - 10,000 (Chamber Partnership) - 25,000 (growth in Art. 39 from FY '18 Budget to FY '19 Projected)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Projected	% Increase (Decrease)
<i>Restricted Intergovernmental</i>						
NC PEG Supplement	55,943 \$	55,172 \$	64,000 \$	54,054 \$	54,000	-16%
NC Powell Bill Funds	125,331	125,851	125,000	128,099	126,000	1%
Wake County Reimbursement -- Stadium	9,270	-	-	-	-	0%
Federal Forfeiture Funds	7	62	-	71	-	0%
Slate Forfeiture Funds	14,280	-	-	-	-	-100%
Public Safety Grant	-	-	-	-	-	0%
NC DOT Grant (Shepard School Rd)	-	-	-	-	-	-100%
Wake County Open Space Grant (Greenways)	-	-	-	-	-	0%
US Dept of Justice Reimbursement	-	-	-	-	-	0%
Bullet Proof Vest Program	-	1,902	-	-	-	0%
Wake County Fire Tax Distribution	611,345	630,779	656,800	656,800	592,000	-10%
Additional Fire Revenue	6,562	6,976	7,000	7,000	7,000	0%
SAFER Grant	-	-	-	-	-	0%
Parks & Recreation Grant	-	-	-	-	-	0%
CAMPO - LAPP Grant	-	-	-	-	-	0%
Wake County-Elect. Recycling Mgt Fund Dist	222	87	-	-	-	0%
Wake County-CDBG (Shepard School Rd)	-	128,000	-	-	-	0%
Solid Waste Disposal Tax Distribution	2,921	3,147	3,200	3,200	3,200	0%
<b>Total Restricted Intergovernmental</b>	<b>825,881</b>	<b>951,976</b>	<b>856,000</b>	<b>849,224</b>	<b>782,200</b>	<b>-9%</b>
<i>Private Grants/Contributions</i>						
ALBD Grant	3,000	-	-	-	-	0%
Rex Foundation Grant (Parks & Rec)	68,773	58,720	-	-	-	0%
<b>Total Private Grants/Contributions</b>	<b>71,773</b>	<b>58,720</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<i>Investment Earnings</i>						
Interest Earnings	19,321	40,337	15,000	70,000	60,000	300%
Interest Earnings -- Powell Bill	487	1,032	-	2,700	-	0%
Interest Earnings -- Forfeiture Funds	24	19	-	20	-	0%
<b>Total Investment Earnings</b>	<b>19,832</b>	<b>41,388</b>	<b>15,000</b>	<b>72,720</b>	<b>60,000</b>	<b>300%</b>

**Bobby Fitts:**  
 \$126K -27K (Powell Bill Reporting) = 99K for street paving

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Projected	% Increase (Decrease)
<b>Permits and Fees</b>						
Officer & Jail Fees	\$ 2,048	\$ 1,708	\$ 2,000	\$ 1,600	\$ 1,500	-25%
Civil Citation Fees	570	365	-	240	-	0%
Civil Citation Fees - State	-	-	-	-	-	0%
Zoning Permits & Fees	102,059	80,271	85,000	87,500	95,000	12%
Code Enforcement Fees	-	1,014	-	-	-	0%
Street & Sidewalk Inspection Fees	3,084	4,804	-	10,954	10,000	0%
PW Inspection Fees	-	1,746	-	3,874	3,000	0%
Fire Inspection Fees	4,054	5,479	18,500	5,000	40,000	116%
<b>Total Permits and Fees</b>	<b>111,815</b>	<b>95,387</b>	<b>105,500</b>	<b>109,168</b>	<b>149,500</b>	<b>42%</b>
<b>Service Fees</b>						
Report Fees	1,163	1,307	-	1,100	-	0%
Industrial Dr Traffic Control Contribution-Nomaco	-	4,500	6,000	6,000	6,000	0%
Industrial Dr Traffic Control Contribution-EW Academy	-	4,500	6,000	6,000	6,000	0%
Refuse Collection Fees	408,743	431,546	430,000	438,600	443,000	3%
Stormwater Fees	109,109	109,312	112,000	112,000	-	-100%
Cemetery Fees	14,469	6,774	-	5,000	-	0%
Youth Athletic League Fees	26,053	31,879	20,000	26,000	30,000	50%
Adult Athletic League Fees	-	450	-	3,150	-	0%
Recreation Program Sponsorships	4,450	6,084	4,000	3,345	4,000	0%
Recreation Class Fees	26,296	21,376	25,000	19,000	20,000	-20%
Park Facility Rental Fees	16,523	14,197	8,000	13,500	10,000	25%
Farmer's Market Vendor Fees	960	1,555	-	405	-	0%
Farmer's Market Sponsorship Fees	3,000	4,700	-	750	-	0%
Community Center Rental Fees	19,746	21,272	15,000	18,000	15,000	0%
Recreation Senior Programs	29,260	32,942	17,050	28,490	-	-100%
Recreation Camp Fees	11,630	13,695	10,000	11,500	10,000	0%
Municipal Complex Facility Rental	600	-	-	-	-	0%
<b>Total Service Fees</b>	<b>672,002</b>	<b>706,089</b>	<b>653,050</b>	<b>692,840</b>	<b>544,000</b>	<b>-17%</b>
<b>Leases</b>						
Lease Payments -- Baseball	11,894	4,142	4,200	4,239	4,300	2%
Rental Income -- Cell Tower Sites	53,600	54,258	54,000	54,816	55,000	2%
<b>Total Leases</b>	<b>65,494</b>	<b>58,399</b>	<b>58,200</b>	<b>59,055</b>	<b>59,300</b>	<b>2%</b>

**Bobby Fitts:**  
\$112,000 -  
dedicated to  
Capital

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Projected	% Increase (Decrease)
<i>Miscellaneous Revenues</i>						
Miscellaneous Revenues	\$ 5,131	\$ 5,355	\$ 10,000	\$ 14,000	\$ 10,000	0%
Business Registration Fees	\$ 4,525	\$ 3,913	-	-	-	100%
Shop with a Cop Donations	-	-	\$ 1,150	\$ 3,120	-	
Insurance Proceeds	15,556	1,756	-	-	-	0%
FEMA Reimbursement (Hurricane Matthew)	-	43,492	-	-	-	
Wake County ABC Revenue Distribution	30,151	33,341	28,500	36,721	32,500	14%
Centennial Item Sales	38	38	-	15	-	0%
Sale of Materials	396	855	-	2,668	-	0%
Sale of Buildings	-	-	-	-	-	0%
Sale of Fixed Assets	7,600	53,631	-	11,151	-	0%
<b>Total Miscellaneous Revenues</b>	<b>63,397</b>	<b>142,380</b>	<b>39,650</b>	<b>67,675</b>	<b>42,500</b>	<b>7%</b>
<b>Total Revenues</b>	<b>\$ 7,994,751</b>	<b>\$ 9,197,176</b>	<b>\$ 9,333,200</b>	<b>\$ 9,721,569</b>	<b>\$ 9,057,000</b>	<b>-3%</b>
<i>Other Financing Sources for Capital</i>						
Property Tax (Dedicated & Growth)	-	-	-	-	\$ 716,471	
Developer Reimbursements	21,580	188,559	-	-	7,850	
Fee-in-Lieu	26,533	250,471	-	205,183	-	
Transportation Impact Fees	35,901	37,729	25,000	50,000	-	
Lease Purchase Proceeds	252,000	259,500	-	-	2,629,000	
Capital Reserve Appropriation	-	-	-	-	125,000	
Wake County Fire (Cost Share)	-	-	-	-	6,970	
Sales Tax	-	-	-	-	35,000	
Stormwater Fee	-	-	-	-	112,000	
Powell Bill Reserve Appropriation	-	-	-	-	105,700	
Fund Balance Appropriation	-	-	-	-	1,329,632	
<b>Total Revenues &amp; Financing Sources</b>	<b>\$ 8,330,765</b>	<b>\$ 9,933,436</b>	<b>\$ 9,358,200</b>	<b>\$ 9,976,752</b>	<b>\$ 14,124,623</b>	<b>51%</b>

Town of Zebulon General Fund Summary Expenditure Budget  
Fiscal Year 2018-2019

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	FY 2019 Recommended
Governing Body (410)	\$ 235,145	\$ 322,399	\$ 357,400	\$ 346,950	\$ 346,950
Finance (420)	495,189	258,410	346,850	359,100	359,100
Administration/HR/IT (430)	-	348,266	522,450	615,200	616,965
Contract Services/Taxes (450)	13,461	16,994	17,000	22,000	22,000
Stadium (470)	52,342	51,911	55,500	55,500	51,600
Planning (490)	265,971	330,356	412,900	447,300	447,300
Buildings & Grounds (500)	396,965	486,811	582,700	641,540	556,885
Police (510)	1,703,829	1,676,762	1,974,975	2,096,825	2,022,625
Fire (530)	1,156,141	1,154,210	1,320,750	1,415,025	1,396,625
Streets (560)	310,409	449,492	466,150	677,850	543,900
Powell Bill (570)	108,871	(1,532)	27,000	27,000	27,000
Sanitation (580)	809,119	845,297	917,450	971,850	947,850
Stormwater (590)	150,539	178,778	184,700	200,100	200,100
Parks & Recreation (620)	696,616	682,114	726,950	818,550	767,500
Community & Economic Development (690)	126,988	134,461	18,700	19,750	19,750
<b>Total Operating Expenditures</b>	<b>\$ 6,521,585</b>	<b>\$ 6,362,130</b>	<b>\$ 7,931,475</b>	<b>\$ 8,714,540</b>	<b>\$ 8,326,150</b>
Existing Debt Load	710,927	761,730	585,000	730,850	730,850
Proposed Debt Load	-	-	-	294,171	294,171
Capital Budgeting Expenditures	353,480	605,237	2,008,715	4,773,452	4,773,452
<b>Total Expenditures</b>	<b>\$ 7,585,992</b>	<b>\$ 7,729,097</b>	<b>\$ 10,525,190</b>	<b>\$ 14,513,013</b>	<b>\$ 14,124,623</b>

Governing Body Department Budget (410)  
Fiscal Year 2018-2019

	FY 2018				Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	FY 2019 Requested	
<i>Operating Budget</i>					
Salaries	\$ 32,269	\$ 33,278	\$ 34,700	\$ 35,700	\$ 35,700
Professional Services	154,216	246,073	255,000	255,000	255,000
FICA	3,342	3,408	2,700	2,750	2,750
Group Insurance	26,740	27,577	36,000	36,000	36,000
Postage	457	-	1,000	1,000	1,000
Cell Phones	600	600	600	600	600
Travel/Training	2,859	3,241	5,000	6,500	6,500
Equipment Maintenance	500	-	500	500	500
Materials/Supplies	2,354	4,394	3,000	3,000	3,000
Elections	6,650	-	13,000	-	-
Insurance & Bonds	4,834	3,701	5,500	5,500	5,500
Miscellaneous	324	128	400	400	400
<b>Total Operating Budget</b>	<b>235,145</b>	<b>322,399</b>	<b>357,400</b>	<b>346,950</b>	<b>346,950</b>

# Finance



## Debt Management

AA-

Standard & Poor's  
Bond Rating

Aa3

Moody's  
Bond Rating

Approximately 70% of tax  
base is commercial



# Cash Management

## How Your Tax \$ was Spent

Police Services - 22.7 cents

Fire Protection - 15.2 cents

Parks & Recreation - 8.9 cents

Sanitation Services - 11.4 cents

General Government - 34.1 cents

Transportation & Road Maintenance - 5.6 cents

Stormwater Maintenance - 2.1 cents



# Financial Reporting

TOWN OF ZEBULON  
NORTH CAROLINA



COMPREHENSIVE ANNUAL FINANCIAL REPORT  
For the Fiscal Year Ended June 30, 2017

- \* 23 consecutive GFOA CAFR Certificate of Excellence in Financial Reporting Awards
- \* "Clean" audit opinion

Finance Department Budget (420)  
Fiscal Year 2018-2019

	FY 2018				Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	FY 2019 Requested	
<i>Operating Budget</i>					
Salaries	\$ 346,304	\$ 167,313	\$ 176,400	\$ 183,500	\$ 183,500
Professional Services	3,834	6,707	6,000	6,000	6,000
FICA	26,210	12,869	13,600	14,200	14,200
Group Insurance	25,041	15,769	18,000	18,000	18,000
Retirement	38,724	20,767	22,200	23,500	23,500
Unemployment Compensation	1,058	-	5,000	5,000	5,000
Retiree Insurance Benefits	-	-	58,000	59,000	59,000
Postage	2,476	1,508	2,000	2,050	2,050
Cell Phones	2,047	600	600	1,450	1,450
Travel/Training	6,410	1,524	3,500	3,500	3,500
Equipment Maintenance	-	-	500	500	500
Advertising	76	115	500	500	500
Materials/Supplies	3,314	2,626	4,100	4,200	4,200
Mail Room Supplies	3,098	2,355	3,200	3,250	3,250
Printing/Copying	4,116	5,006	5,000	5,100	5,100
Newsletter	735	-	-	-	-
Computers	1,692	-	-	1,000	1,000
Contracted Services	22,848	15,930	22,500	22,500	22,500
Insurance & Bonds	7,135	5,263	5,500	5,600	5,600
Miscellaneous	71	58	250	250	250
<b>Total Operating Budget</b>	<b>495,189</b>	<b>258,410</b>	<b>346,850</b>	<b>359,100</b>	<b>359,100</b>

# Administration

OUR GOAL IS TO WORK AS A TEAM AND DEVELOP RELATIONSHIPS WHICH WILL GROW A STRONG AND VIABLE COMMUNITY



**SUPPORT**



**PARTNERSHIPS**



**ENGAGEMENT**

# YEAR IN REVIEW



## SUPPORT

**Human Resources** - Worked with departments to consistently hire, train and support staff.

**Information Technology** - Completed several projects including improved infrastructure, connectivity and a plan for how services will be provided.

**Safety and Wellness Committees** - The Safety Committee expanded to be more active and both committees worked together to create a safer and healthier working environment.



## PARTNERSHIPS

**Interdepartmental Capital Budgeting** - Seven interdepartmental teams worked together to create a budget that would serve the community well.

**Community Projects and Events** - Continued partnerships with nonprofits including Farmers Food Share, Chamber of Commerce and others that utilized Streetscape and Facade Grant programs.



## ENGAGEMENT

**Web Page** - Created an updated web page offering a more convenient way to gain information and conduct business.

**Strategic Plan** - Included a year of focus groups, surveys and work sessions to create a Town Mission, Vision and Goals. The proposed Plan can be viewed on the Town website at [www.townofzebulon.org](http://www.townofzebulon.org).

**Administration (Mgmt., Clerk, HR, IT, PIO) Department Budget (430)**  
**Fiscal Year 2018-2019**

	FY 2018				Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	FY 2019 Requested	
<i>Operating Budget</i>					
Salaries	\$ -	\$ 191,309	\$ 205,000	\$ 257,400	\$ 257,400
Part-Time Salaries	-	10,489	17,700	7,700	7,700
Professional Services	-	160	2,500	2,500	2,500
FICA	-	14,787	17,200	20,500	20,500
Group Insurance	-	11,061	12,000	18,000	18,000
Retirement	-	22,437	25,750	32,900	32,900
Postage	-	4	2,500	2,500	2,500
Cell Phones	-	1,453	1,400	2,100	2,100
Telephone Service	-	42,042	55,000	20,000	20,000
Travel/Training	-	5,362	6,500	9,900	9,900
Travel/Training - H.R.	-	2,078	3,000	3,500	3,500
Equipment Maintenance	-	-	500	-	-
Appointed Board Appreciation	-	-	2,100	3,000	3,000
Advertising	-	319	500	-	500
Materials/Supplies	-	4,024	5,000	5,100	5,100
Printing/Copying	-	2,278	4,500	4,600	4,600
Newsletter	-	2,785	-	-	-
Computers	-	1,787	-	-	-
Materials & Supplies - I.T.	-	5,728	7,300	7,500	7,500
Contracted Services	-	4,999	5,000	15,000	15,000
Contracted Services - Townwide IT & Phone	-	22,222	61,000	112,000	112,000
Contracted Services - Website	-	-	-	10,000	10,000
Insurance & Bonds	-	336	500	1,000	1,000
Miscellaneous	-	85	-	-	-
Employee Appreciation Program	-	2,520	3,000	6,000	6,000
Wellness Program	-	-	20,000	20,000	20,000
Safety Committee	-	-	500	-	-
EWTV Partnership	-	-	64,000	54,000	54,000
					<b>1,265 Manager recommended</b>
Total Operating Budget	-	348,266	522,450	615,200	616,965

MPA Intern Only; Deputy Clerk moved from PT to FT

500 Unintentionally left out

1,265 Manager recommended

**Contract Services Department Budget (450)**  
**Fiscal Year 2018-2019**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	FY 2019 Recommended	Notes
<i>Operating Budget</i>						
Wake County Contract Services	\$ 13,461	\$ 16,994	\$ 17,000	\$ 22,000	\$ 22,000	
<b>Total Operating Budget</b>	<b>13,461</b>	<b>16,994</b>	<b>17,000</b>	<b>22,000</b>	<b>22,000</b>	

# PLANNING DEPARTMENT

Zebulon Planning Department serves to protect the public health, safety, and welfare in our community by providing developers, businesses, homeowners, and citizens guidance through plans, policies, and ordinances designed to assist the Town in sustainable growth.



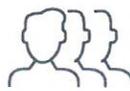
## Smart Policies → Smart Growth

Once completed our Unified Development Ordinance (UDO) will steer development in Zebulon to insure the best possible long-term outcomes.

Late 2017

Spring 2018

Fall 2018



Kickoff of public input opportunities



Reviewing first drafts of text at staff level



Broadcast drafts for public comment



8 focus group meetings held



Work with consultants to make changes



Edit drafts to include public feedback



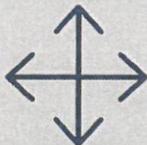
Zebulon Night Out pop-up booth



Prepare drafts for public and board comment



Present final drafts for public review & adoption



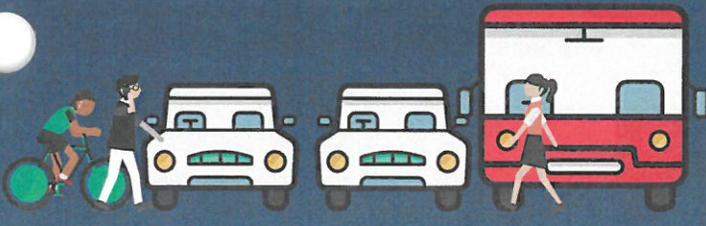
## Moving in the Right Direction

We are modifying the Transportation Plan to accommodate growth the Town is experiencing and keep everyone safe as they move about.

Planning for all transportation modes ensures that everyone has access to everything Zebulon and our surrounding communities offer.

## Transportation Plans...

- Help projects receive funding.
- Prevent wasting funds to replace recent improvements.
- Allow developers to set expectations.
- Improve long-term connectivity.
- Provide a tool to strengthen long-term smart growth goals.





## All Hands on Deck

New grant programs use town funds to incentivize private and non-profit investment in improvements made to the Downtown Overlay District.

# Streetscape Grant

Non-Profit Investment:  
\$2,000

Town Investment:  
\$1,900

Sponsors:  
Zebulon Woman's Club  
Zebulon Chamber of  
Commerce

Facilitated by:  
Zebulon Public Works



Christmas Tree



Flower Pots

Non-Profit Investment:  
\$1,800

Town Investment:  
\$1,700

Sponsors:  
Zebulon Woman's Club  
Dew4Him Ministries  
Steel Magnolias  
Garden Club

Facilitated by:  
Zebulon Public Works

# Facade Improvement Grant

Private Investment:  
\$50,700

Town Investment:  
\$2,500

Address:  
101 W Vance Street



Whitley Galleries



Ashbrook Builders

Private Investment:  
\$9,000

Town Investment:  
\$2,500

Address:  
100 E Vance Street

## In Progress

Private Investment:  
\$5,200

Town Investment:  
\$2,500

Address:  
103 N Arendell Avenue



Pizza Amore



Zebulon Times

Private Investment:  
\$5,000

Town Investment:  
\$2,500

Address:  
110 N Arendell Avenue

**\$13,600**  
Town Investment



**\$87,300**  
Total Investment Generated  
by Grants



## Community Involvement

Minimum housing cases often involve coordination with many departments, agencies, and non-profits to ensure that housing codes are applied in a way that helps rather than punishes citizens.



**15** hours

Minimum housing cases on average take 15 hours a week of staff time and may last upwards of 2 years.



## Habitat for Humanity

Habitat for Humanity increases access to decent and affordable housing and brings strength, stability, and independence to assisted homeowners.

**5** new homes  
in  
 **10** years

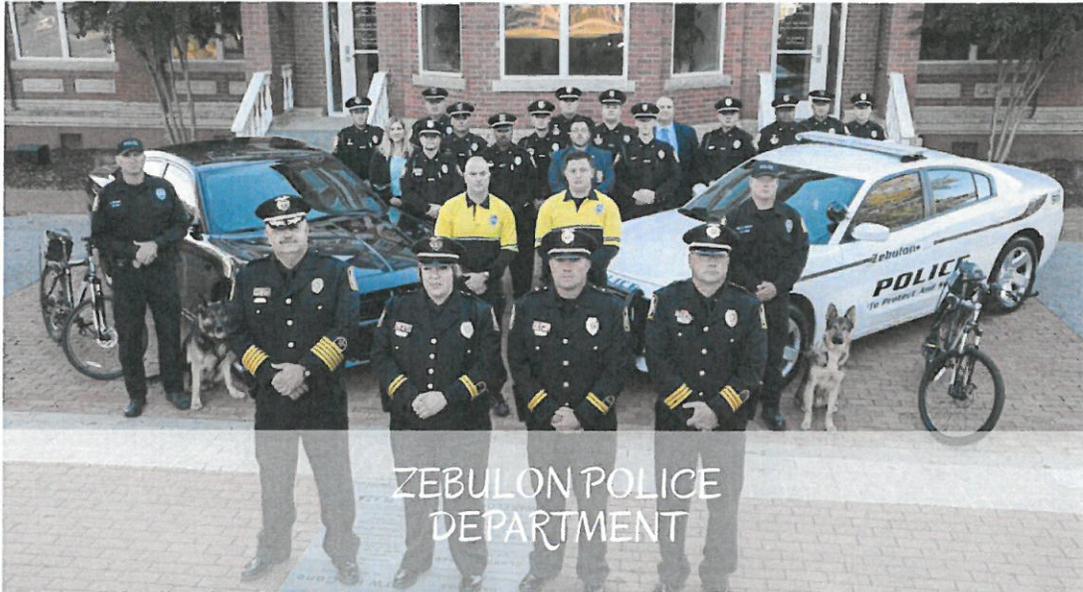


Habitat for Humanity recently completed this home located on N Gill Street.

**Planning Department Budget (490)**  
**Fiscal Year 2018-2019**

	FY 2018		FY 2019		Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	Requested	
<i>Operating Budget</i>					
Salaries	\$ 174,259	\$ 202,388	\$ 245,100	\$ 280,400	\$ 280,400
Salaries (Overtime)	-	-	20,000	-	-
Part-time Salaries	4,992	-	-	-	-
Professional Services	13,821	26,453	30,000	30,700	30,700
Professional Services (Legal)	-	-	-	-	-
FICA	13,622	15,056	20,400	21,550	21,550
Group Insurance	14,777	19,096	26,900	30,000	30,000
Retirement	20,298	24,711	33,450	35,850	35,850
Postage	407	1,125	1,500	1,550	1,550
Cell Phones	1,236	1,236	1,300	1,300	1,300
Travel/Training	3,353	2,888	5,000	7,000	7,000
Equipment Maintenance	457	-	1,000	1,050	1,050
Vehicle Maintenance	2,022	3,681	2,000	2,050	2,050
Advertising	876	4,477	3,000	3,100	3,100
Fuel	327	521	1,500	1,550	1,550
Materials/Supplies	4,734	11,648	9,000	9,250	9,250
Printing/Copying	1,501	2,462	3,000	3,100	3,100
Computers	5,059	-	2,000	2,500	2,500
Uniforms	-	-	1,000	1,050	1,050
Printing (UDO)	-	-	-	6,500	6,500
Inspections	-	10,000	1,500	3,000	3,000
Insurance & Bonds	4,089	4,500	5,000	5,500	5,500
Miscellaneous	141	113	250	300	300
<b>Total Operating Budget</b>	<b>265,971</b>	<b>330,356</b>	<b>412,900</b>	<b>447,300</b>	<b>447,300</b>

# FY 2018 Year in Review



ZEBULON POLICE  
DEPARTMENT

1001 N. Arendell Avenue Zebulon, NC 27597

## ★ OUR CORE VALUES ★

Honor, Dedication, Integrity  
Respect, Fairness, Vigilance

Sponsored one cadet through BLET

Hired an additional Full Time & Part Time officer

Obtained additional K-9 unit & vehicle

Had the assistance of one intern



22 Full Time Employees  
3 Part Time, 2 Reserve  
1 Civilian

Obtained new location for department substation

# ~ SERVE ~



Responded to 490 traffic crashes

Completed 8,280 Calls for Service

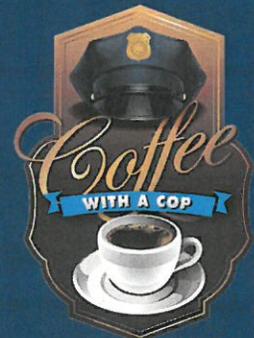
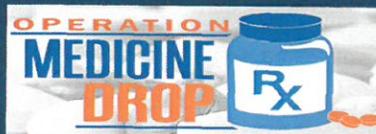
# ~ PROTECT ~

Physical Arrests made: 191

Annual Business Checks = 99,411



# ~ EDUCATE ~



Total # of Community Projects for 2017:  
51



Social media has solved more than a dozen cases for our agency this year!

Police Department Budget (510)  
Fiscal Year 2018-2019

	FY 2018		FY 2019		FY 2019		Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	Requested	Recommended		
<b>Operating Budget</b>							
Salaries	\$ 972,237	\$ 966,547	\$ 1,125,000	\$ 1,196,600	\$ 1,154,900		Officer position not proposed
Salaries (Overtime)	-	-	-	4,500	4,500		
Admin. Salaries (non-LEO position)	44,501	45,779	48,000	49,800	49,800		
Separation Allowance	9,424	9,707	2,550	-	-		
Part-time/Auxiliary Salaries	14,343	12,046	16,400	18,000	16,400		Front Desk: \$10.50/hr @ 3 hrs/day, 5 days/week x 52 weeks = \$8,200; PT Officer: 8 officers relieved for 60 hrs of vacation leave @\$17/hr=\$8,200. May increase budget for FY '20 as volunteer program becomes more established and pool of PT aux. officers are more robust
FICA	77,403	77,280	92,000	97,900	94,700		
Group Insurance	102,829	90,983	132,000	138,000	132,000		
Retirement	122,152	129,953	155,100	168,600	162,900		
Postage	183	282	425	425	425		
Cell Phones	9,855	9,834	11,000	11,000	11,000		
Travel/Training	7,339	5,951	10,500	13,500	13,500		
Equipment Maintenance	8,846	6,097	8,000	8,000	8,000		
Vehicle Maintenance	55,857	47,765	40,000	40,000	40,000		
Fuel	31,867	32,640	50,000	50,000	40,000		
Materials/Supplies	13,323	13,579	15,600	15,600	15,600		40,000 in line with FY '18 expenditures
Printing/Copying	2,515	3,754	3,500	3,500	3,500		
Crime Prevention	2,455	(451)	2,500	3,500	3,500		
Zebulon Night Out	-	2,476	2,500	3,500	3,500		
Fitness Room Equipment Maintenance	-	1,478	-	-	-		
Mobile Data Terminal Fees	10,035	10,035	11,500	11,500	11,500		
Ammunition	6,468	6,795	7,500	7,500	7,500		
Tactical Entry Vests	14,580	-	-	-	-		
Weapons	-	2,772	-	-	-		
Shop With A Cop Program	-	-	2,500	-	-		
Radar/sign	-	-	-	-	-		
Uniforms	13,126	18,079	23,400	25,400	23,900		like Jackets not proposed
Contracted Services-Raleigh 911	86,106	94,724	111,500	113,700	113,700		
Contracted Services-Other	36,821	35,243	30,000	39,800	36,300		Remove 1 license associated with position request; no body cameras; cloud storage for in-car cameras
Contracted Services-Legal Fees (Smith Rodgers)	-	-	5,500	5,500	5,500		
Insurance & Bonds	\$ 55,759	\$ 49,989	\$ 62,500	\$ 65,000	\$ 64,000		
Miscellaneous	3,425	1,021	1,500	1,500	1,500		
Informant Fees	1,200	1,500	1,500	1,500	1,500		
Canine Unit	1,180	905	2,500	3,000	3,000		
<b>Total Operating Budget</b>	<b>\$ 1,703,829</b>	<b>\$ 1,676,762</b>	<b>\$ 1,974,975</b>	<b>\$ 2,096,825</b>	<b>\$ 2,022,625</b>		

# YEAR IN REVIEW

# 2017



Calls

**EMT**



SERVING OVER  
**30**

**SQUARE MILES**

## REACHING OUT TO PROTECT

**16**  
Smoke Alarms  
Distributed

**Child Safety  
Seat Program**



**84**

Seats Checked This Year  
(52 in 2016)



**4,446** People Reached through Programs

## PREPARING OUR COMMUNITY



Using Social Media  
to Provide  
Seasonal Info



Search **zebulonfd** to Like or Follow!



**Ready!  
WAKE!** ALERTS

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

113 E. VANCE STREET  
ZEBULON, NC 27597  
919.269.6487

[WWW.TOWNOFZEBULON.ORG](http://WWW.TOWNOFZEBULON.ORG)

# PERSONNEL DEDICATED TO THEIR COMMUNITY



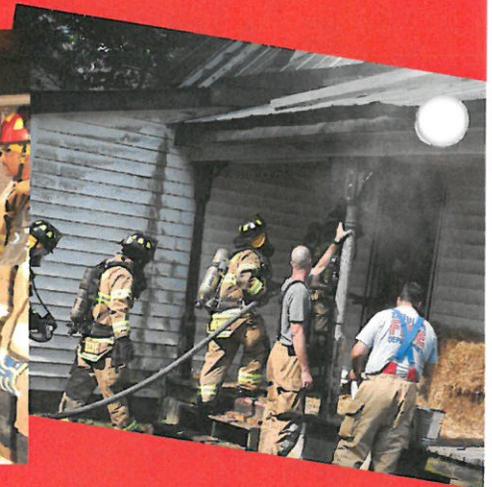
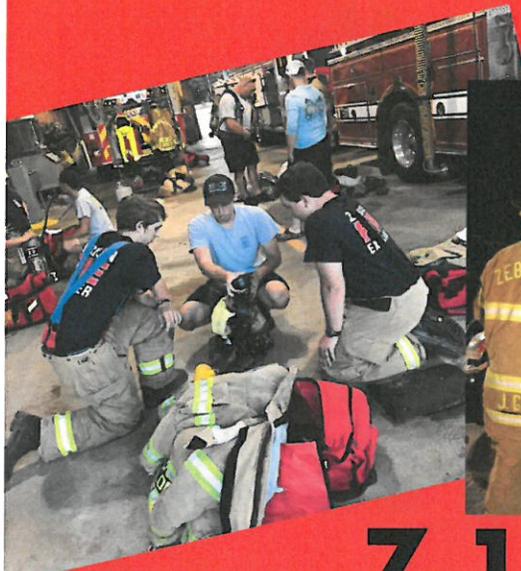
**20** Volunteers

**15** Career

**9** Part-Time

**6** Explorers

TRAINED TO SERVE



**7,112** Hours of Training  
(5,830 Hours in 2016)

READY WHEN NEEDED



Fire Department Budget (530)  
Fiscal Year 2018-2019

	FY 2016		FY 2017		FY 2018		FY 2019		Notes
	Actual	Actual	FY 2017 Actual	Amended Budget	Requested	Recommended			
<i>Operating Budget</i>									
Salaries	\$ 665,555	\$ 661,674	\$ 661,674	\$ 762,400	\$ 805,000	\$ 800,000			
Part-time Salaries/Volunteer Pay	38,811	51,110	51,110	53,600	54,000	54,000			
FICA	53,331	54,069	54,069	62,500	66,700	65,700			
Group Insurance	72,381	74,152	74,152	86,900	90,000	90,000			
Retirement	80,118	83,513	83,513	98,400	103,000	102,300			
Other Fringe Benefits	7,100	6,677	6,677	8,150	8,150	8,150			
Postage	350	264	264	500	725	725			
Cell Phones	4,535	4,463	4,463	4,500	12,300	5,100	Further analysis needed in FY '19		
Utilities	11,740	12,000	12,000	12,500	12,500	12,500			
Travel/Training	3,665	4,436	4,436	4,200	5,200	5,200			
Building Maintenance	10,794	9,339	9,339	12,550	12,550	12,550			
Equipment Maintenance	9,957	10,143	10,143	10,000	10,000	10,000			
Vehicle Maintenance	32,747	33,450	33,450	30,000	35,000	35,000			
Fuel	7,966	8,603	8,603	14,500	14,500	10,000	In line with FY '18 expenditures		
Materials/Supplies	25,248	23,097	23,097	21,000	31,200	31,200			
Computers	-	-	-	-	4,100	4,100			
Defibulator	3,902	-	-	-	8,100	8,100			
Uniforms	8,391	6,453	6,453	8,500	8,500	8,500			
Turnout Gear	31,299	21,456	21,456	10,500	10,700	10,700			
Contract Services	6,792	7,002	7,002	9,000	12,650	12,650			
Inspections Program	1,883	1,761	1,761	2,000	2,500	2,500			
Wake County Dispatch - Fire Service	-	-	-	2,200	2,200	2,200			
Wake County Dispatch - Fire Service	-	-	-	4,700	4,700	4,700			
Safety Program	1,072	1,303	1,303	1,400	-	-	Safety Program within Administration budget		
Recruitment & Retention	-	292	292	850	850	850			
Legal Fees	-	-	-	-	-	-			
Medical Exams	-	7,457	7,457	12,500	12,500	12,500			
Insurance & Bonds	77,505	71,001	71,001	86,400	86,400	86,400			
Miscellaneous	999	495	495	1,000	1,000	1,000			
<b>Total Operating Budget</b>	<b>1,156,141</b>	<b>1,154,210</b>	<b>1,154,210</b>	<b>1,320,750</b>	<b>1,415,025</b>	<b>1,396,625</b>			



Zebulon Parks and Recreation Department works to enhance the lives of our citizens and visitors by providing beautiful parks, play opportunities, wellness programs, and educational opportunities. From sports leagues, fitness classes, art programs, travel experiences, educational presentations, summer camps, to the Zebulon Farm Fresh Market, there is something for everyone.

# ZEBULON PARKS AND RECREATION DEPARTMENT

## 2018 REPORT

1003 N. Arendell Avenue  
Zebulon, NC

Town Hall Office: 919-823-1815

Community Center: 919-823-0432

## We PLAY

sports and recreational games of all kinds including baseball, soccer and basketball



Participants played in youth and adult recreational sports

**138**  
Coaches  
Volunteered



Customers visited the Zebulon Farm Fresh Market

## We EDUCATE

over 500 participants in content areas such as science, art, nutrition, history, geography and physical education

**128**  
Seniors took educational trips

## We MOVE

through exercise during our physical fitness classes such as senior aerobics and gymnastics and special events like superhero day



Uses of the fitness rooms at the Zebulon Community Center



**31**  
**SPONSORS**

**413**  
**VOLUNTEERS**



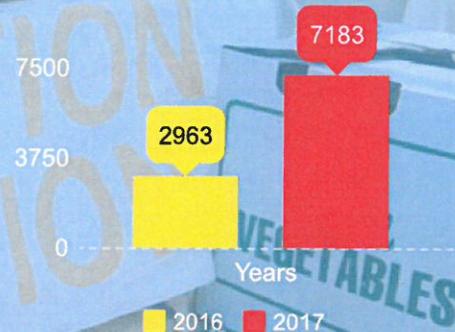
Farmer's Foodshare collected \$4,151 in donations in 2017.

7,183 pounds of food was donated and distributed to the Zebulon Community in 2017.

# Zebulon Farm Fresh Market - Donation Station Report

Cash Donations

Food Donations



Cash donated to Farmer's FoodShare in 2016 and 2017

Pounds of food donated to Farmer's FoodShare in 2016 and 2017

# TOWN OF ZEBULON



Whitley



Community



Little River



Gill Street



Wakelon Elementary



Zebulon Elementary

# PARKS

**Parks & Recreation Department Budget (620)**  
Fiscal Year 2018-2019

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	FY 2019 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 256,215	\$ 261,990	\$ 272,400	\$ 317,500	\$ 287,000	Laborer I position not proposed
Part-time Salaries	79,940	60,053	85,000	103,800	99,000	P/T YC Leader @ 20 hours/month
Part-time Salaries (Farmers Market)	-	19,100	23,500	26,000	24,000	P/T Asst. not proposed
FICA	25,577	25,598	29,400	34,450	31,600	
Group Insurance	24,476	26,364	30,000	36,000	30,000	
Retirement	29,858	32,043	34,200	40,600	36,700	
Postage	281	152	750	750	750	
Cell Phones	2,526	2,556	2,600	2,700	2,700	
Park Utilities	27,691	27,632	28,950	29,600	29,600	
Travel/Training	1,695	1,799	2,000	3,250	3,250	
Grounds Maintenance	53,999	21,026	21,300	21,800	21,800	
Equipment Maintenance	11,069	7,380	10,100	10,300	10,300	
Vehicle Maintenance	2,716	7,774	5,850	6,000	6,000	
Fuel	6,503	7,082	10,600	10,600	10,600	
Materials/Supplies	13,618	13,311	13,700	16,200	16,200	
Athletic Team Uniforms	13,933	14,714	14,200	18,500	18,500	
Community Center Materials/Supplies	7,989	7,994	8,100	8,300	8,300	
Computers	900	642	1,000	1,000	1,000	
Printing/Copying	2,098	2,998	2,500	2,600	2,600	
Contract Services	47,543	48,632	51,000	48,800	48,800	
Insurance & Bonds	23,834	24,542	25,200	26,400	25,400	
Camp Programs	15,069	15,688	15,750	16,100	16,100	
Senior Programs	28,711	32,484	17,050	-	-	
Farmers Market	20,260	20,481	21,600	22,100	22,100	
Special Events	-	-	-	15,000	15,000	
Miscellaneous	115	79	200	200	200	
<b>Total Operating Budget</b>	<b>\$ 696,616</b>	<b>\$ 682,114</b>	<b>\$ 726,950</b>	<b>\$ 818,550</b>	<b>\$ 767,500</b>	

# Town of Zebulon Public Works

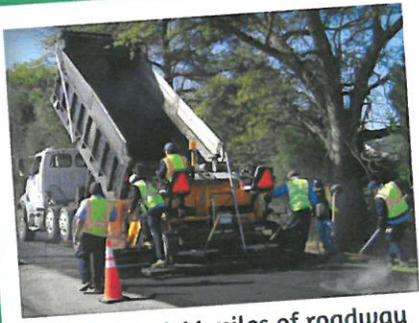
450 E. Horton Street  
Zebulon, NC 27597



919.269.5285  
[www.townofzebulon.org](http://www.townofzebulon.org)

Public Works is committed to providing the citizens of the Town of Zebulon with the highest level of service and to the protection of the environment.

## PROTECT ASSETS



Maintain 19.41 miles of roadway



Landscape maintenance on 80 acres



Manage over 78,000 sf of buildings and structures



Construction Inspection

# PROTECT QUALITY OF LIFE



Plow roads during winter storms



Collect 7,575 tons average of yardwaste and leaves annually



Collect 1,614 tons of trash and 239 tons of recycling on average annually



# PROTECT ENVIRONMENT



Implement Greenway Master Plan with approximately 21.5 miles of greenway corridors



Remove 295 cubic yards of debris annually



Sustain 9.91 miles of stormwater pipe, 4.12 miles of ditches, 584 structures, and 3 retention ponds

**Stadium Department Budget (470)**  
Fiscal Year 2018-2019

	FY 2018		FY 2019		Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	Requested	
<b>Operating Budget</b>					
Electricity	\$ 14,757	\$ 12,673	\$ 14,000	\$ 14,000	In line with FY '18 expenditures; expect cost savings from LED conversion
Water/Sewer	27,542	32,071	30,500	30,500	
Buildings & Grounds Maintenance	4,512	2,929	5,000	5,000	Average of FY '16 & FY '17 actuals & FY '18 projection
Materials/Supplies	4,306	3,056	4,500	4,500	Average of FY '16 & FY '17 actuals & FY '18 projection
Contracted Services - Legal	-	-	-	-	
Insurance & Bonds	1,225	1,182	1,500	1,500	
<b>Total Operating Budget</b>	<b>52,342</b>	<b>51,911</b>	<b>55,500</b>	<b>55,500</b>	

Buildings & Grounds Department Budget (500)  
Fiscal Year 2018-2019

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	FY 2019 Recommended	Notes
<b>Operating Budget</b>						
Salaries	\$ 31,137	\$ 104,761	\$ 118,500	\$ 120,000	\$ 120,000	
Part-time Salaries	16,938	6,448	8,000	16,000	8,000	Keep existing service level; have broader conversation on all property maintenance by Public Works and Parks & Recreation
Professional Services	6,845	23,535	29,000	29,000	29,000	
FICA	3,621	8,287	9,800	10,500	9,900	2nd part-time position not proposed
Group Insurance	5,375	16,173	18,000	18,000	18,000	
Retirement	3,553	12,826	14,900	15,400	15,400	
Postage	93	232	200	200	200	
Cell Phones	862	1,685	1,350	1,350	1,350	
Telephone (Move to IT (430))	38,496	-	-	-	-	
Electricity	28,104	27,134	35,000	35,000	30,000	In line with FY '18 expenditures
Water/Sewer	7,958	9,272	9,500	9,500	9,500	
ZMC Utilities	56,827	51,639	62,500	62,500	55,000	In line with FY '18 expenditures
Travel/Training	450	1,877	2,500	2,500	2,500	
Buildings & Grounds Maintenance	25,725	21,867	32,000	32,735	32,735	
Nuisance Abatements	-	26	1,000	1,000	1,000	
Highway 64 Maintenance	1,250	2,000	1,700	26,700	1,700	Drop service; contracting through NCDOT
ZMC Maintenance	76,862	76,949	82,500	87,000	84,500	No chiller connection
ZCC/Maintenance Building Maintenance	29,968	31,360	45,000	33,250	33,250	
Daffodil Days	-	-	-	1,025	1,025	
Equipment Maintenance	9,155	11,790	13,600	13,915	10,000	In line with FY '18 expenditures
Mowing Equipment Maintenance	4,240	5,090	5,500	5,625	5,625	
Vehicle Maintenance	6,502	3,720	6,000	6,140	4,000	In line with FY '18 expenditures
ZMC Improvements	-	-	-	-	-	
Fuel	4,861	5,048	7,050	7,050	7,050	
Materials/Supplies	10,687	9,019	14,250	17,250	12,250	In line with FY '18 exp. & no Christmas tree extension
Tree City USA Program	745	1,420	1,500	1,500	1,500	
Janitorial Materials & Supplies	4,184	2,081	2,000	2,050	2,050	
Uniforms	696	1,799	1,850	1,850	1,850	
Contracted Janitorial Services	8,820	36,006	43,000	68,000	43,000	Keep existing service level; have broader conversation on all property maintenance by Public Works and Parks & Recreation
Contracted Services - Legal	-	1,549	2,500	2,500	2,500	
Greenway Promotional Printing/Literature	12,524	12,774	13,500	13,500	13,500	
Insurance & Bonds	487	444	500	500	500	
Miscellaneous	-	-	-	-	-	
<b>Total Operating Budget</b>	\$ 396,965	\$ 486,811	\$ 582,700	\$ 641,540	\$ 556,885	

Street Department Budget (560)  
Fiscal Year 2018-2019

	FY 2018		FY 2019		Notes
	FY 2016 Actual	FY 2017 Actual	Amended Budget	Requested	
Operating Budget					
Salaries	\$ 61,410	\$ 127,407	\$ 135,900	\$ 263,600	
Professional Services	16,957	14,709	40,950	40,950	
Legal Services	-	-	-	-	
FICA	4,998	9,378	10,600	20,400	
Group Insurance	11,497	20,382	18,000	30,000	
Retirement	7,307	15,603	17,100	33,750	
Postage	103	224	400	400	
Cell Phones	850	1,452	1,950	2,850	
Street Lighting	139,325	135,118	145,000	164,000	
Street Lighting (LED Conversion)	-	25,850	-	-	
Travel/Training	685	1,551	3,700	5,700	
Sidewalk & Handicap Ramp Maintenance	-	9,885	-	10,000	
Equipment Maintenance	4,678	14,577	8,700	8,900	
Vehicle Maintenance	7,710	12,670	10,750	11,000	
Fuel	3,530	6,606	9,550	9,550	
Materials/Supplies	17,447	25,138	21,500	22,000	
Computers	2,252	2,908	2,000	5,000	
Snow/Ice Removal Supplies	-	8,254	10,800	12,100	
Radios	2,500	-	-	-	
Uniforms	1,371	1,802	2,750	4,250	
Contract Services	6,669	4,022	8,000	8,200	
Developer Reimbursement Refund-Sidewalks	13,744	-	-	-	
Insurance & Bonds	6,798	11,275	18,000	24,700	
Miscellaneous	578	679	500	500	
Total Operating Budget	310,409	449,492	466,150	677,850	543,900

Development Engineer position not proposed; Inspector added  
2nd quarter (full-year salary & benefits covered by expected  
tax value & development fee growth)  
In line with FY '18 expenditures

3,500 New computer associated with position not proposed

Powell Bill Funding Department Budget (570)  
Fiscal Year 2018-2019

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	FY 2019 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 54,539	\$ -	\$ -	\$ -	\$ -	-
Part Time Salaries	-	-	-	-	-	-
Professional Services	-	(1,532)	27,000	27,000	27,000	
FICA	3,850	-	-	-	-	-
Group Insurance	5,375	-	-	-	-	-
Retirement	6,424	-	-	-	-	-
Cell Phone	600	-	-	-	-	-
Travel/Training	375	-	-	-	-	-
Street Maintenance	-	-	-	-	-	-
Equipment Maintenance	6,212	-	-	-	-	-
Vehicle Maintenance	3,762	-	-	-	-	-
Fuel	2,090	-	-	-	-	-
Materials/Supplies	6,327	-	-	-	-	-
Snow/ice Removal Supplies	7,875	-	-	-	-	-
Uniforms	620	-	-	-	-	-
Contract Services	8,600	-	-	-	-	-
Insurance	2,222	-	-	-	-	-
<b>Total Operating Budget</b>	<b>108,871</b>	<b>(1,532)</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	

**Sanitation Department Budget (580)**  
**Fiscal Year 2018-2019**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	FY 2019 Recommended	Notes
<i>Operating Budget</i>						
Salaries	\$ 254,431	\$ 249,092	\$ 273,400	\$ 283,400	\$ 283,400	
Professional Services - Legal	-	-	-	-	-	
FICA	18,899	18,558	21,100	21,950	21,950	
Group Insurance	26,886	26,550	30,000	30,000	30,000	
Retirement	29,677	30,465	34,300	36,250	36,250	
Postage	22	344	800	400	400	
Cell Phones	2,411	2,263	2,650	3,150	3,150	
Travel/Training	1,829	2,731	4,000	4,000	4,000	
Equipment Maintenance	12,148	9,503	12,550	12,850	12,850	
Vehicle Maintenance	16,523	24,153	18,500	18,950	18,950	
Fuel	7,285	11,412	21,000	21,000	15,000	In line with FY '17 actual + inflation
Materials/Supplies	14,111	14,891	15,600	16,000	16,000	
Printing/Copying	2,011	3,497	3,000	3,100	3,100	
Printing (PW Services Brochure)	-	-	-	2,000	2,000	
Printing (Trash/Recycle Stickers)	-	-	-	1,000	1,000	
Uniforms	2,835	2,800	3,350	3,350	3,350	
Hazardous Waste Day	1,463	1,211	1,800	1,850	1,850	
Computers	-	2,338	-	800	800	
Radios	2,475	-	-	-	-	
Contract Services-Solid Waste	332,403	351,418	375,200	408,000	390,000	Per memo
Contract Services-Tub Grinding	36,150	45,638	48,000	49,100	49,100	
Contract Services-Raleigh Billing	5,723	5,825	6,700	6,700	6,700	
Contract Services - GPS Route Vehicles)	-	-	-	2,500	2,500	
Insurance & Bonds	41,340	42,106	45,000	45,000	45,000	
Miscellaneous	497	502	500	500	500	
<b>Total Operating Budget</b>	<b>809,119</b>	<b>845,297</b>	<b>917,450</b>	<b>971,850</b>	<b>947,850</b>	

**Community Development Department Budget (690)**  
**Fiscal Year 2018-2019**

	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2019 Requested</b>	<b>FY 2019 Recommended</b>	<b>Notes</b>
<i>Operating Budget</i>						
Employee Appreciation	3,214	-	-	-	-	
East Wake/TTA Bus Service	4,320	4,320	4,350	4,350	4,350	
Triangle J Membership	1,771	1,798	1,700	1,800	1,800	
Chamber of Commerce	1,000	-	-	-	-	
NCLM Membership	5,370	5,657	5,500	5,600	5,600	
School of Government Membership	534	553	500	500	500	
CAMPO Membership	1,653	1,846	2,150	2,500	2,500	
State Forfeiture Expenditures	-	-	-	-	-	
Federal Forfeiture Expenditures	2,048	12,770	-	-	-	
Wake Hazmat Team-Fire Service	1,959	2,021	-	-	-	
Wake County Dispatch-Fire Service	4,256	4,553	-	-	-	
Retiree Insurance Benefits	42,221	42,077	-	-	-	
EWTV Partnership	56,142	55,365	-	-	-	
Interact	-	1,000	1,000	-	-	
<b>Non-profit (hold for max of \$5,000)</b>	-	-	-	<b>5,000</b>	<b>5,000</b>	
MLK Breakfast Donation	500	500	500	-	-	
Shepard's Care Medical Clinic Donation	1,000	1,000	1,000	-	-	
NC Family Training & Counseling Center	-	-	1,000	-	-	
East Wake Education Foundation Donation	1,000	1,000	1,000	-	-	
<b>Total Operating Budget</b>	<b>126,988</b>	<b>134,461</b>	<b>18,700</b>	<b>19,750</b>	<b>19,750</b>	

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>GOVERNING BODY:</b>						
SALARIES	32,269	33,278	34,700	35,700	2.9%	
PROFESSIONAL SERVICES	154,215	246,073	255,000	255,000	0.0%	
FICA	3,342	3,408	2,700	2,750	1.9%	
GROUP INSURANCE	26,740	27,577	36,000	36,000	0.0%	
POSTAGE	457	0	1,000	1,000	0.0%	
CELL PHONES	600	600	600	600	0.0%	
TRAVEL/TRAINING	2,859	3,241	5,000	6,500	30.0%	Allow for ALC for Beverly and Courses for Annie
EQUIPMENT MAINTENANCE	500	0	500	500	0.0%	
MATERIALS & SUPPLIES	2,354	4,394	3,000	3,000	0.0%	
ELECTIONS	6,650	0	13,000	0	-100.0%	*SAV--No Election
INSURANCE & BONDS	4,834	3,701	5,500	5,500	0.0%	
MISCELLANEOUS	324	128	400	400	0.0%	
<b>Totals</b>	<b>235,145</b>	<b>322,399</b>	<b>357,400</b>	<b>346,950</b>	<b>-2.9%</b>	

\$ 13,000 \*Redirected to Admin. Contract Services IT for Office 365

# Memo



To: Joe Moore II, PE – Town Manager  
From: Lisa Markland – HR Director/Town Clerk  
Date: February 10, 2018  
Re: Governing Board Budget Requests

In the 2019 Fiscal Year Budget I requested an increase of \$1,500 in the Travel and Training line item and show a savings of \$13,000 in election line.

## **Travel and Training**

**Background:** This line was increased \$1,500 to accommodate for additional training requested by Mayor Pro Tem Beverly Clark, and the need/desire for additional training for newly elected Commissioner Annie Moore.

**Fiscal/Policy Analysis:** There are no designations or adopted policies in place that would address this increase. However, having well educated and informed elected officials can do nothing but provide a broader network on which to draw knowledge and advice as well as improve how decisions are made for the Zebulon community.

**Risk Analysis:** There is no quantifiable risk. However, not providing for the elected officials to gain additional knowledge does not put them in position of being able to learn about the successes of other municipalities and see changes or improvements that become available.

## **SAVINGS**

Since our municipal elections occur in odd years, the Town of Zebulon has no election costs in even years.

This is a savings has been redirected to the Administration Contract Services – IT line item to cover the cost, almost entirely, of switching all town employees to using Office 365.

**Zebulon Legal Fee Estimate**  
**(Fiscal Year 2018-2019)**

The Town has asked us to prepare a legal fee estimate for the fiscal year 2018-2019 to assist Town staff in the preparation of a budget for this period. Our legal fee estimate is \$233,000. This estimate is based in part on historical data and in part the growth and complexity of issues that Zebulon faces in the future.

**Billing Rates**

We bill Zebulon for legal services at (1) \$195/hour ("**Base Rate**") for "routine" matters such as Commissioner meetings, Planning Board meetings and Department Head meetings, and (2) for other more complex matters at the billing attorney's then current hourly rate less 10% discount ("**Discount Rate**"). Historically the annual split between the two categories is approximately 30%, Base Rate, and 70%, Discount Rate. Wyrick Robbins has billed the Town \$110,467.75 in the first six (6) months of the current fiscal year (7/1/17-12/31/17). Our forecast for the total legal fees for the remainder of the current fiscal year is between \$210,00 - \$220,000. The billing history for the current fiscal year, 2017-2018, is important because we rely on historical data to forecast the budget for Fiscal Year 2018-2019.

**Legal Fee Analysis**

1. 2017-2018 Fiscal Year

a. Base Rate. The legal fees billed at the Base Rate for the first six (6) months of the fiscal year (7/1/17 – 12/31/17) is \$25,973.25. The annualized legal fees billed at the Base Rate is forecast as \$52,000.00.

b. Discount Rate. The legal fees billed at the Discount Rate for the first six (6) months of the fiscal year (7/1/17 – 12/31/17) is \$84,494.25. The annualized legal fees billed at the Discount Rate is forecast as \$160,000 - \$165,000. Wyrick Robbins revises the hourly rates charge by its attorneys and paralegals on January 1 of each year by approximately 5 - 10%. Therefore, the hourly rate will be higher in the next six months. However, the hourly rate is not the most important factor. The actual amount will depend on the number and complexity of the matters addressed in the next six months. Complex matters by their nature are difficult to predict and are usually one-time engagements. The most significant matters billed at the Discount Rate in the first six months of Fiscal Year 2017-2018 include the following matters:

a. Barrington Subdivision Appeal	\$27,384.00
b. Autumn Lakes Subdivision Appeal	\$25,083.50
c. Beaverdam Sewer Outfall Project	\$11,041.00
Total	<u>\$63,508.50</u>

2. Legal Fees for Fiscal Year 2018-2019

a. Base Rate Estimate

We do not expect an increase in the total billed at the Base Rate. The Base Rate estimate is \$52,000. This is because the Town Manager and Department Heads have made more efficient use of legal services over the past two years. Furthermore, the hourly rate for Base Rate services is not increasing and will remain at \$195.00/hour.

b. Discount Rate Estimate

The Discount Rate Budget is very difficult to forecast. However, historical data are helpful. We estimate Discount Rate billing in the amount of \$181,000 for fiscal year 2018 – 2019 based on historical data and the effect of annual hourly rate increases.

3. Summary

In summary, the legal fee budget forecast for Fiscal Year 2018-2019 is \$233,000. The actual amount paid for legal services may be less than estimated because (1) more efficient use of and more effective management control on legal services and (2) implementation of better administrative procedures for Special Use Applications. We expect applicants to be more responsible for providing adequate substantiation for their requests, thereby reducing the grounds for appeals. Notwithstanding these factors that contribute to lowering legal fees, it is not possible to forecast the legal services related to new initiatives implemented by the Town, the fact that the Town is growing and the possibility that new growth will be controversial and will generate legal action.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>FINANCE:</b>						
SALARIES	346,304	167,313	176,400	183,500	4.0%	
PROFESSIONAL SERVICES	3,834	6,707	6,000	6,000	0.0%	
FICA	26,210	12,869	13,600	14,200	4.4%	
GROUP INSURANCE	25,041	15,769	18,000	18,000	0.0%	
RETIREMENT	38,724	20,767	22,200	23,500	5.9%	
UNEMPLOYMENT COMP	1,058	0	5,000	5,000	0.0%	
RETIREE INSURANCE	42,221	42,077	58,000	59,000	1.7%	CPI
POSTAGE/TELEPHONE	2,476	1,508	2,000	2,050	2.5%	CPI
CELL PHONES	2,047	600	600	1,450	141.7%	LOS
TRAVEL/TRAINING	6,410	1,524	3,500	3,500	0.0%	
EQUIPMENT MAINTENANCE	0	0	500	500	0.0%	
ADVERTISING	76	115	500	500	0.0%	
MATERIALS & SUPPLIES	3,314	2,626	4,100	4,200	2.4%	CPI
NEWSLETTER	735	0	0	0	0.0%	
COMPUTERS	1,692	0	0	1,000	0.0%	MKT
PRINTING/COPYING	4,116	5,006	5,000	5,100	2.0%	CPI
MAIL ROOM SUPPLIES	3,098	2,355	3,200	3,250	1.6%	CPI
CONTRACTED SERVICES	22,848	15,930	22,500	22,500	0.0%	
INSURANCE & BONDS	7,135	5,263	5,500	5,600	1.8%	CPI
MISCELLANEOUS	71	58	250	250	0.0%	
<b>Totals</b>	<b>537,410</b>	<b>300,487</b>	<b>346,850</b>	<b>359,100</b>	<b>3.5%</b>	



## Memo

**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Bobby Fitts, Finance Director

**Date:** January 26, 2018

**Re:** FY 2019 Budget Request

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In the Finance Department's FY2019 Budget Request, I have increased two budget lines over this current year amounts. This memo will provide details and justifications for these increases. One of the items is a one-time semi-routine purchase and the other an ongoing operating request.

- **Request – Cell Phones (10-420-1101)**

Affected Line Items

- Cell Phones – \$1,450 (up from \$600)

**Background:**

Staff would add a cell phone reimbursement of \$35.00 each for the remainder (2) of the department staff. For years the director has been the only staff member receiving the reimbursement. Other department staff has been getting work-related phone calls, texts and emails from fellow employees regarding payroll, insurance and other topics on their personal phones.

**Fiscal Analysis:**

This addition would cost approximately \$850 for the year.

**Policy Analysis:**

The Town of Zebulon Cell Phone Policy stipulates that that one or more of four qualifications must be met to receive the monthly cell phone reimbursement. These are not necessarily met but it is important and time sensitive at times for these employees to answer phone calls and/or emails.

**Risk Analysis:**

Without this reimbursement staff should discontinue using the personal cell phones for Town use. We would like to continue to provide the high level of service to fellow employees by being available and responsive.

- **Request – Computers (10-420-3302)**

- Affected Line Items

- Computers – \$1,000 (up from \$0)

**Background:**

Staff would replace one desktop computer in the department at a cost of approximately \$1,000 including a monitor.

**Fiscal Analysis:**

This is a PC that is used daily to process payroll, daily cash collections and accounts payable.

**Policy Analysis:**

The goal for PC replacement is at the five years old point. The PC to be replaced will be five years old next fiscal year.

**Risk Analysis:**

If not replaced this PC may become inoperable and/or may operate at a less than optimal level.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	Budget	Note
<b>ADMINISTRATION</b>						
SALARIES	0	191,309	205,000	251,000	22.4%	
PART-TIME SALARIES	0	10,489	17,700	7,700	-56.5%	
PROFESSIONAL SERVICES	0	160	2,500	2,500	0.0%	
FICA	0	14,787	17,200	20,800	20.9%	
GROUP INSURANCE	0	11,061	12,000	18,000	50.0%	
RETIREMENT	0	22,437	25,750	32,200	25.0%	
POSTAGE	0	4	2,500	2,500	0.0%	
CELL PHONES	0	1,453	1,400	2,100	50.0%	
TELEPHONE SERVICE	0	42,042	55,000	20,000	-63.6%	LOS-Deputy Clerk Reimbursement
TRAVEL & TRAINING	0	5,362	6,500	9,900	52.3%	**SAV-Change with New Services
TRAVEL & TRAINING - H.R.	0	2,078	3,000	3,500	16.7%	LOS-Deputy Clerk Training
EQUIPMENT MAINTENANCE	0	0	500	0	-100.0%	LOS-Additional HR Training
ADVERTISING	0	319	500	0	-100.0%	
MATERIALS & SUPPLIES	0	4,024	5,000	5,100	2.0%	CPI
PRINTING/COPYING	0	2,278	4,500	4,600	2.2%	CPI
NEWSLETTER	0	2,785	0	0	0.0%	
COMPUTERS	0	1,787	0	0	0.0%	
MATERIALS & SUPPLIES - I.T.	0	5,728	7,300	7,500	2.7%	CPI
CONTRACTED SERVICES	0	4,999	5,000	15,000	200.0%	**LOS--New HR Software
CONTRACTED SERVICES - INFORMATION TECHN	0	22,222	61,000	112,000	83.6%	**LOS--New Services, Office 365 and CPI
EWTY	0	0	64,000	0	-100.0%	
SAFETY COMMITTEE	0	0	500	0	-100.0%	
INSURANCE & BONDS	0	336	500	750	50.0%	
MISCELLANEOUS	0	85	0	0	0.0%	
EMPLOYEE APPRECIATION	0	2,520	3,000	6,000	100.0%	LOS-Change in Yrs of Service Award
APPOINTED BOARD APPRECIATION	0	0	2,100	3,000	42.9%	LOS-Appreciation for Volunteering
WELLNESS PROGRAM	0	0	20,000	20,000	0.0%	
CONTRACTED SERVICES-WEBSITE	0	4,958	35,000	10,000	-71.4%	***SAV--Monthly Charge for Hosting and Support
<b>Totals</b>	<b>0</b>	<b>353,224</b>	<b>557,450</b>	<b>554,150</b>	<b>-0.6%</b>	

\*Redirect the savings in Telephone to Contracted Services IT  
\*\*Also added in CPI and \$13,000 from Governing Body Elections  
\*\*\*Redirect from Website to Contract Services for HR Software

# Memo



To: Joe Moore II, PE – Town Manager  
From: Lisa Markland – HR Director/Town Clerk  
Date: February 10, 2018  
Re: Administration Budget Requests

In the 2019 Fiscal Year Budget I requested the following increases:

1. \$700 – cell phones
2. \$3,400 – Travel & Training
3. \$500 – Travel & Training HR
4. \$10,000 – Contract Services
5. \$51,000 – New Services, Office 365
6. \$3,000 – Employee Appreciation
7. \$900 – Appointed Board Appreciation

Savings:

1. \$35,000 – Telephone Service
2. \$25,000 – Website

## **Cell Phones (LOS)**

Background:

This line was increased \$700 to accommodate for the additional cost of providing a cell phone reimbursement for the Deputy Clerk/HR Technician.

Fiscal Analysis:

The change in how business is conducted on a day to day basis has changed drastically over the last five years and the use of cell phones to perform our jobs has become increasingly important. The need for the Deputy Clerk to be available to the Clerk, Board and others to provide a consistent level of service will be important as job duties change within the department. The amount awarded is not subject to the CPI but is a fixed amount dictated by the Cell Phone Policy.

The Cell Phone Policy states that those needing “voice, text and data” on their phone will receive a \$50 reimbursement. Due to the nature of the position, it is my opinion that this position will receive regular calls, texts and emails on their cell phone and they should not be expected to use their personal phone for this purpose without receiving the reimbursement.

Policy Analysis:

The goal of providing a consistent high level of service to our customers is of the utmost importance. Customers vary for each department and the customers that this position will deal with more often than not will be the internal customer.

# Memo



## Risk Analysis:

If this is not done the risk is a delay in providing service to the employees and Board when questions arise that cannot wait or should not wait.

## Travel and Training (LOS)

### Background:

With the new position of Deputy Clerk/HR Technician it is important to provide the necessary training to do the Clerk job functions well. The request is to increase this line by \$3,400.

### Fiscal Analysis:

Training is a necessary requirement to do any job. In the job description for the Deputy Clerk it states being a Certified Municipal Clerk is preferred. Acquiring that designation would not be something most applicants would have and if the Town prefers that the position have the certification then we must provide them the opportunity to acquire it. This certification can only be acquired by attending classes provided through the School of Government each year. Therefore, the cost of attending (\$2600), mileage, room and board must be available for this person. Other schools/conferences are also included in this number.

NOTE: A portion of funds (\$3,400) for the website are being redirected to this line item.

### Policy Analysis:

The Personnel Policy speaks on training but nothing states we have to provide training. However, to provide quality service and the skills to perform this job, it is necessary to provide training so the employee can learn how to do the job and do it well.

### Risk Analysis:

If not trained to do the job it becomes more difficult to provide the service with confidence and in a timely manner.

## Travel and Training – HR (LOS)

### Background:

It is necessary for those working in Human Resources to stay on top of how laws are changing and how the methods of service are delivered. To do this those in the HR department must stay educated. The request is to increase this line by \$500.

### Fiscal Analysis:

The level of service provided to employees cannot be met if those handling Human Resources cannot confidently answer questions for employees. The only way to do this is to make sure that training is provided to those tasked with providing that service. Technology will be able to provide online classes that may be available in some instances, but not in others so the need to increase this line item

# Memo



slightly is necessary with an additional position in the department as well as the increase in the cost of the training currently allotted.

## Policy Analysis:

The Personnel Policy speaks on training but nothing states we have to provide training. However, to provide quality service and the skills to perform this job, it is necessary to provide training so job is done well.

## Risk Analysis:

If those tasked with providing human resource management to the employees is not kept abreast of the changes that are taking place in the laws as well as in how best to provide services, the Town runs the risk of being in a position for a potential law suit by disgruntled or former employees.

## **Contact Services (LOS)**

### Background:

The purchase of HR Software in FY2018 requires a yearly investment of \$10,000 in the operating budget. It was determined that improving how we handle and communicate various aspects of human resources with our employees was very important. Implementing new advertising options, applying for an open position, reviewing applicants, onboarding procedures that expedite the process, communicating information to all employees, better methods to do performance evaluations and having it all in one place was a great benefit to the entire staff of the Town.

### Fiscal Analysis:

All the aspects listed above were previously provided in many different ways depending on the position, department and who was handling the various duties. Being consistent with how people apply for a position, applications were reviewed, and information was disseminated to employees was very important so that everyone was getting the same information. It was determined that this program would provide a much better level of service to our current and potential employees and the increase in the operating budget to accommodate the new program was worth it.

NOTE: A portion of the funds (\$10,000) for the website project are being redirected to this line item. This is a process change town-wide.

### Policy Analysis:

We are not required to improve or change how we provide services to the employees, but by making sure they have access to as much information as possible meets the goal of transparency and the values adopted of honesty/integrity.

Risk Analysis: There is no risk if this is not providing this service. However, the time spent setting up this program would be wasted.

# Memo



## Contract Services – IT (LOS)

### Background:

The manner in which we are receiving and sending information is being mainly provided electronically. It is necessary to make sure we are able to provide the necessary technology to meet those needs. That includes faster speeds of sending and receiving information and new programs. The request is to increase this line item by \$51,000.

### Fiscal Analysis:

The need to do business electronically on a daily basis is the norm, not the exception. With that in mind in FY 2018 we under took an IT project to install fiber or coax at all locations so that employees were able to do their jobs more efficiently. During this project we also changed how we received phone service. Moving to a voice over IP system helped to save funds in the telephone line item.

To accommodate the new technology and how it was billed \$35,000 from the telephone service line item was redirected to this line item to cover the new manner in which services were being provided.

The second aspect of this increase request is the need to get all employees using the same version of Office products. The main program available is Office 365 which makes it easier to share files, encrypt confidential information and many other important and useful aspects. By all employees working on the same platform it helps them to provide a better level of service to the internal as well as the external customer. Technology is ever changing and there are four or more different versions of Office products being used by staff and it can create problems. The cost of this new program is \$13,000 which was redirected from the elections line item of the Governing Body. This is a yearly expense but it will always ensure that the employees are using the most up to date programs available.

The remaining increase is CPI. It is good to note that this is a process change town-wide.

### Policy Analysis:

We have already installed the fiber and coax so it is necessary to pay for the services and that is done so by redirecting the funds from telephone services.

We have no policy in place requiring the purchase of the program but to be able to stay current and interact with others we do business with it is necessary to get all employees working on the same platform. We are in the business of providing services and this affects all employees and how they potentially provide that service.

### Risk Analysis:

The risk is not being able to adequately provide the services in a timely manner. This is becoming the norm and we must move forward proactively in how services are provided.

# Memo



## **Employee Appreciation (LOS)**

Background: In FY 2018 we changed how we recognized employees for their years of service. With this change the request is to increase the line by \$3,000.

Fiscal Analysis: The manner in which we recognize years of service is to provide \$20 per year of service at five year increments. The funding requirements per year will change based on the number of employees being recognized and the years of service to be awarded. Funds from the website line item were redirected to cover these costs.

Policy Analysis: There is no policy in place, however this was vetted by the HR Committee and a recommendation made that was enacted in FY2018.

This is a process change town-wide.

Risk Analysis: There is none.

## **Appointed Board Appreciation (LOS)**

Background: The Board of Commissioners appoints three volunteer boards the Board of Adjustment, Planning Board and Parks & Recreation Board. It is the desire to thank those serving on these boards with a show of appreciation. Therefore, the request is to increase this line by \$900.

Fiscal Analysis: The appointed boards are strictly volunteer and receive no compensation for the work that they perform. Many meeting last for hours and have the potential to be recessed requiring several meetings in the same month. Taking the members of the various boards to a baseball game in a suite with food is a way of showing appreciation. Reviewing the menu revealed that an increase may be necessary.

Policy Analysis: There is no policy that we recognize or show appreciation to those who give of their time to serve on an appointed board. However, we think to continue to garner the level of dedication and service these volunteers have provided it is important to show our appreciation in a significant manner.

Risk Analysis: There is none.

## **SAVINGS**

The savings realized in telephone service of \$35,000 were redirected to the contract services-IT line to cover the cost of providing IT services to the Town facilities.

The savings realized in the website line was redirected to several line items. \$3,400 was redirected to travel and training, \$10,000 was redirected to contract services for the yearly cost of the HR software, and \$3000 was redirected to employee appreciation for the years of service awards.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget Note
<b>CONTRACT SERVICES - TAXES</b>					
CONTRACTED SERVICES	13,461	16,994	17,000	22,000	29.4%
<b>Totals</b>	<b>13,461</b>	<b>16,994</b>	<b>17,000</b>	<b>22,000</b>	<b>29.4%</b>

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>STADIUM:</b>						
ELECTRICITY	14,757	12,673	14,000	14,000	0.0%	
WATER/SEWER	27,542	32,071	30,500	30,500	0.0%	
BLDG & GROUNDS MAINTENANCE	4,512	2,929	5,000	5,000	0.0%	
MATERIALS AND SUPPLIES	4,306	3,056	4,500	4,500	0.0%	
INSURANCE & BONDS	1,225	1,182	1,500	1,500	0.0%	
<b>Totals</b>	<b>52,342</b>	<b>51,911</b>	<b>55,500</b>	<b>55,500</b>	<b>0.00%</b>	

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>PLANNING AND ZONING:</b>						
SALARIES	174,259	202,388	245,100	280,400	14.4%	
SALARIES (OVERTIME)	4,992	0	20,000	0	-100.0%	
PROFESSIONAL SERVICES	13,821	26,453	30,000	30,700	2.3%	CPI
FICA	13,622	15,056	20,400	21,550	5.6%	
GROUP INSURANCE	14,777	19,096	26,900	30,000	11.5%	
RETIREMENT	20,298	24,711	33,450	35,850	7.2%	
POSTAGE	407	1,125	1,500	1,550	3.3%	CPI
CELL PHONES	1,236	1,236	1,300	1,300	0.0%	
TRAVEL/TRAINING	3,353	2,888	5,000	7,000	40.0%	LOS - See Memo
EQUIPMENT MAINTENANCE	457	0	1,000	1,050	5.0%	CPI
VEHICLE MAINTENANCE	2,022	3,681	2,000	2,050	2.5%	CPI
ADVERTISING	876	4,477	3,000	3,100	3.3%	CPI
FUEL EXPENSE	327	521	1,500	1,550	3.3%	CPI
MATERIALS & SUPPLIES	4,734	11,648	9,000	9,250	2.8%	CPI
COMPUTERS	5,059	0	2,000	2,500	25.0%	LOS
PRINTING/COPYING	1,501	2,462	3,000	3,100	3.3%	CPI
UNIFORMS	0	0	1,000	1,050	5.0%	CPI
INSPECTIONS	0	10,000	1,500	3,000	100.0%	LOS
UDO PROJECT	0	0	0	0	0.0%	
UDO PRINTING	0	0	0	6,500	0.0%	LOS
INSURANCE & BONDS	4,089	4,500	5,000	5,500	10.0%	
MISCELLANEOUS	141	113	250	300	20.0%	CPI
<b>Totals</b>	<b>265,971</b>	<b>330,356</b>	<b>412,900</b>	<b>447,300</b>	<b>8.3%</b>	



**Topic:** 10-490-3301                      **Computers**  
**FY 2019 Requested:** \$2,500  
**FY 2018 Budgeted:** \$2,000 (Planner I Computer)

**Background:**

A new computer for the Code Enforcement/Permitting Officer is being requested for FY 2019 to maintain the current Levels of Service (LOS). Currently this employee is using a laptop purchased in FY 2011 which is experiencing normal obsolescence due to the computer's age, type, and use.

**Fiscal Analysis:**

There are no other cost effective methods (i.e. technology, contracted services, part-time staffing) of providing this service or equipment.

**Policy Analysis:**

Providing staff with appropriate equipment and technology ensures job related duties get handled in a timely and efficient manner.

**Risk Analysis:**

Failure to keep staff current with proper equipment risks inefficiencies within the delivery of services and fails to make the best use of time and resources.



<b>Topic:</b>	<b>10-490-4500</b>	<b>Inspections</b>
	<b>FY 2019 Requested:</b>	<b>\$3,000</b>
	<b>FY 2018 Budgeted:</b>	<b>\$1,500</b>

**Background:**

While Planning Staff perform numerous inspections throughout the year, outside assistance and inspection services are often needed. Recent minimum housing cases have required inspection services from licensed NC general contractors and exterminators. Due to regulatory mandates (MAN) and increases in the number of cases, staff is requesting additional funds.

**Fiscal Analysis:**

There are no other cost effective methods of providing inspections.

**Policy Analysis:**

Staff is committed to the protection of the life, safety, health and welfare of all of its citizens by complying with local, state and federal laws.

**Risk Analysis:**

Without these inspection funds, staff is unable to meet the regulatory requirements for enforcement of the minimum housing regulations.



**Topic: Planning Personnel Restructuring**  
**FY 2019 Requested: See Table Below**  
**FY 2018 Budgeted: See Table Below**

**Background:**

The Town is set to double its population within the next 5-7 years. With this growth, the Planning Department has already seen and will continue to see increases in the requests for services we provide - code enforcement, permitting, development services, short-term, and long-range planning.

**Fiscal Analysis:**

The salary schedule requires updating before positions can be requested to be filled as the Town grows. The restructuring allows for opportunities for growth within the Department as well as provides additional positions to promote proactive, expeditious, and effective service.

Position Title	Current Grade	Proposed Grade
Code Enforcement/Permitting Officer	8	DELETED
Code Enforcement Officer*	N/A	8
Permitting Officer*	N/A	8
Planner	11	DELETED
Planner I*	N/A	11
Planner II*	N/A	13
Senior Planner	16	16
Assistant Planning Director/GIS Manager*	N/A	19
Planning Director	20	21

\* New Position

**Policy Analysis:**

The Town is obligated to process permits and applications in a timely manner. Separating job duties and reassigning work flow will allow the Department to continue to provide the level of service anticipated when one thinks of the phrase "small town appeal". Restructuring the Department to anticipate growth allows for the Town's Value of Dependability to be upheld.

**Risk Analysis:**

Delaying the restructuring of the Department will interrupt the level of service provided by the Department. As casework and permit requests increase, turn-around times will be delayed or over-time costs will need to be increased. Overtime costs can quickly escalate to exceed a base salary for another position and risks the potential of burnout from current employees.



**Topic:** 10-490-1400                      **Travel/Training**  
**FY 2019 Requested:** \$7,000  
**FY 2018 Budgeted:** \$5,000

**Background:**

Staff training enhances operational efficiencies and productivity for our employees. Additional training funds are needed to support the current Level of Service (LOS) of existing staff members training efforts in addition to training new personnel.

**Fiscal Analysis:**

There are no other cost effective methods of providing personnel training or certification.

**Policy Analysis:**

Goals of the FY 2019 budget include professional training, growth, and development helps employees develop more rounded skill sets, create progression opportunities, and maintain job knowledge in a rapidly changing state.

**Risk Analysis:**

Proper training and instruction is necessary for each employee to safely carry out the obligations of their position and ensure the legal requirements are properly met.



**Topic: Comprehensive Plan Update**

**FY 2019 Requested: \$200,000 (split over FY 2019 and FY2020)**

**FY 2018 Budgeted: \$0**

**Background:**

A Comprehensive Plan provides necessary guidance for the Town during the decision-making process for special use permits, rezoning cases, and plan amendments such as the Multimodal Transportation Plan, the Greenway, Bicycle, and Pedestrian Master Plan, and the Strategic Plan. The Comprehensive Plan outlines goals, policies, and action items to direct growth that is consistent with the vision and values of the Town.

**Fiscal Analysis:**

The average price for a Comprehensive Plan is \$150,000 - \$200,000. Staff proposes to split this cost over two fiscal years (FY 2019 and FY 2020). The first half of FY 2019 will be finalizing the Unified Development Ordinance. The second half of FY 2019 will be spent advertising the request for qualifications and contracting a consultant. FY 2020 will finalize plan update.

North Carolina General Assembly amended general statute 160A-383 in 2017 to add more specificity to the law regarding mandated plan consistency statements by requiring specific language when approving a consistency statement.

**Policy Analysis:**

The Comprehensive Plan was adopted in June 2008. The plan outlined goals, policies, and action items for the Town to address, implement, or enforce as the main focus on the plan:

- Of the 25 goals, 21 have been achieved (84%)
- Of the 41 policies, 24 have been implemented (58%)
- Of the 45 action items, 34 have been accomplished (75%)

As the Unified Development Ordinance is finalized and adopted, the current zoning for the Town will undergo changes rendering the land use portions of the plan obsolete.

North Carolina General Statute §160A-383 states "zoning regulations shall be made in accordance with a comprehensive plan."

**Risk Analysis:**

Failure to keep the plan current will result in impeded growth for the Town as outmoded inconsistencies with the plan become cumbersome for the Town to navigate during the approval process for development requests.

**Attachments:**

1. Pages from Senate Bill 131 Session Law 2017-10

- a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.
- b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
- c. Why the action was reasonable and in the public interest.

(c) Prior to consideration by the governing board of the proposed zoning amendment, the planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. ~~plan.~~ The planning board shall provide a written recommendation to the governing board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

(d) Zoning regulations shall be designed to promote the public health, safety, and general welfare. To that end, the regulations may address, among other things, the following public purposes: to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to lessen congestion in the streets; to secure safety from fire, panic, and dangers; and to facilitate the efficient and adequate provision of transportation, water, sewerage, schools, parks, and other public requirements. The regulations shall be made with reasonable consideration as to, among other things, the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the county. In addition, the regulations shall be made with reasonable consideration to expansion and development of any cities within the county, so as to provide for their orderly growth and development.

(e) As used in this section, "comprehensive plan" includes a unified development ordinance and any other officially adopted plan that is applicable."

SECTION 2.4.(b) G.S. 153A-349.13 reads as rewritten:

"§ 153A-349.13. **Relationship of agreement to building or housing ~~code~~ code; comprehensive plan amendment.**

(a) A development agreement adopted pursuant to this Chapter shall not exempt the property owner or developer from compliance with the State Building Code or State or local housing codes that are not part of the local government's planning, zoning, or subdivision regulations.

(b) When the governing board approves the rezoning of any property associated with a development agreement adopted pursuant to this Chapter, the provisions of G.S. 153A-341 apply."

SECTION 2.4.(c) G.S. 160A-383 reads as rewritten:

"§ 160A-383. **Purposes in view.**

(a) Zoning regulations shall be made in accordance with a comprehensive plan. ~~When~~

(b) Prior to adopting or rejecting any zoning amendment, the governing board shall ~~also approve a statement~~ adopt one of the following statements which shall not be subject to judicial review:

- (1) A statement approving the zoning amendment and describing ~~whether its action is consistent~~ its consistency with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explaining why the board considers the action taken ~~to be~~ is reasonable and in the public interest. ~~That statement is not subject to judicial review. The~~

- (2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
- (3) A statement approving the zoning amendment and containing at least all of the following:
  - a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.
  - b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
  - c. Why the action was reasonable and in the public interest.

(c) Prior to consideration by the governing board of the proposed zoning amendment, the planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. plan. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

(d) Zoning regulations shall be designed to promote the public health, safety, and general welfare. To that end, the regulations may address, among other things, the following public purposes: to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to lessen congestion in the streets; to secure safety from fire, panic, and dangers; and to facilitate the efficient and adequate provision of transportation, water, sewerage, schools, parks, and other public requirements. The regulations shall be made with reasonable consideration, among other things, as to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such city.

(e) As used in this section, "comprehensive plan" includes a unified development ordinance and any other officially adopted plan that is applicable."

**SECTION 2.4.(d)** G.S. 160A-400.32 reads as rewritten:

**"§ 160A-400.32. Relationship of agreement to building or housing ~~code~~ code; comprehensive plan amendment.**

(a) A development agreement adopted pursuant to this Chapter shall not exempt the property owner or developer from compliance with the State Building Code or State or local housing codes that are not part of the local government's planning, zoning, or subdivision regulations.

(b) When the governing board approves the rezoning of any property associated with a development agreement adopted pursuant to this Chapter, the provisions of G.S. 160A-383 apply."

**SECTION 2.4.(e)** Nothing in this section shall repeal, modify, or amend any prior or subsequent local act giving authority to a governing board to delegate zoning decisions to a planning board, planning agency, or planning commission.

**SECTION 2.4.(f)** This section becomes effective October 1, 2017, and applies to proposed zoning amendment applications filed on or after that date.

#### **PARENT PARCEL/SUBDIVISION CLARIFICATION**

**SECTION 2.5.(a)** G.S. 153A-335 reads as rewritten:

**"§ 153A-335. "Subdivision" defined.**

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>BUILDINGS &amp; GROUNDS:</b>						
SALARIES	31,137	104,761	118,500	120,000	1.3%	
PART-TIME SALARIES	16,938	6,448	8,000	16,000	100.0%	2nd part-time staff member
PROFESSIONAL SERVICES	6,845	23,535	29,000	29,000	0.0%	
FICA	3,621	8,287	9,800	10,500	7.1%	
GROUP INSURANCE	5,375	16,173	18,000	18,000	0.0%	
RETIREMENT	3,553	12,826	14,900	15,400	3.4%	
POSTAGE	93	232	200	200	0.0%	
CELL PHONES	862	1,685	1,350	1,350	0.0%	
TELEPHONE SERVICE	38,496	0	0	0	0.0%	
ELECTRICITY	28,104	27,134	35,000	35,000	0.0%	
WATER/SEWER	7,958	9,272	9,500	9,500	0.0%	
WAKELON UTILITIES	56,827	51,639	62,500	62,500	0.0%	
TRAVEL/TRAINING	450	1,877	2,500	2,500	0.0%	
BLDGS & GROUNDS MAINTENANCE	25,725	21,867	32,000	32,735	2.3%	CPI
NUISANCE ABATEMENTS	0	26	1,000	1,000	0.0%	
HWY 64 BEAUTIFICATION	1,250	2,000	1,700	26,700	1470.6%	LOS - contract for 64 median
ZMC MAINTENANCE	76,862	76,949	82,500	87,000	5.5%	CPI/LOS - Chiller connection
ZCC/MAINT BLDG MAINTENANCE	29,968	31,360	45,000	33,250	-26.1%	SAV/CPI to Part-time staff
EQUIPMENT MAINTENANCE	9,155	11,790	13,600	13,915	2.3%	CPI
MOWING EQUIP MAINTENANCE	4,240	5,090	5,500	5,625	2.3%	CPI
VEHICLE MAINTENANCE	6,502	3,720	6,000	6,140	2.3%	CPI
FUEL EXPENSE	4,861	5,048	7,050	7,050	0.0%	
MATERIALS & SUPPLIES	10,687	9,019	14,250	17,250	21.1%	LOS - x-mas tree extension
TREE CITY USA	745	1,420	1,500	1,500	0.0%	
JANITORIAL MATERIALS & SUPPLIES	4,184	2,081	2,000	2,050	2.5%	CPI
GREENWAYS PROMOTIONAL PRINTING/LITERA	0	1,549	2,500	2,500	0.0%	
DAFFODIL DAYS	0	0	0	1,025	0.0%	LOS
UNIFORMS	696	1,799	1,850	1,850	0.0%	
CONTRACTED SERVICES/JANITORIAL	8,820	36,006	43,000	68,000	58.1%	LOS - Cleaning P/R restrooms
INSURANCE & BONDS	12,524	12,774	13,500	13,500	0.0%	
MISCELLANEOUS	487	444	500	500	0.0%	
<b>Totals</b>	<b>396,965</b>	<b>486,811</b>	<b>582,700</b>	<b>641,540</b>	<b>10.1%</b>	

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** February 11, 2018

**Re:** Bldgs. and Grounds – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

1. **Request for additional part-time staff (10-500-0200)**

Affected Line Items

- Salaries – \$8,000
- FICA - \$612
- Worker's Comp. – \$294
- Total annually cost – \$8,906

**Justification/Background:**

Currently, the Zebulon Public Works Department is responsible for maintaining over 80 acres of Municipal Facilities, Right-of-Ways, Cemetery, and two park facilities. The work load exceeds our current staffing level. The higher and thicker grass levels require staff to spend more time double cutting areas and spreading grass to achieve desired finishes. The condition also has a negative effect on equipment performance with additional wear on spindles, bearings and pulleys. The departmental goal is to mow each location every 10 days and the Zebulon Complex and Zebulon Community Center at least every 7 days. This past year, Town ROWs, Gill Street and Little River Parks, and the Cemetery were cut every 12 to 14 days, plus we struggled to meet the holiday schedule for the cemetery. Part-time help is the most cost-efficient staffing since other benefits such as health and life insurance, uniforms, and retirement contributions are not required.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan goal is to “maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities.” Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest level of service (page 71).

**Consequences of Non-Appropriation:**

Without additional manpower, staff will continue to struggle to meet facility maintenance needs, recognize additional equipment downtime and incur increased costs from wear on equipment. At times, the facilities may look overgrown. The lack of staff forces us to be reactive instead of proactive in achieving maintenance goals.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** February 11, 2018

**Re:** Bldgs. and Grounds – FY 2019 Budget request Detail

---

In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases. Several of the items are a one time increase to complete a small project not large enough to be considered a capital project.

1. **Request – HWY 64 Median Beautification (10-500-1502)**

Affected Line Items

- HWY 64 Beautification – (\$25,000 additional) (\$1,700 to 26,700)

**Justification/Background:**

As part of the FY2018 budget, The Town of Zebulon stopped mowing the Hwy 64 median due to safety concerns for staff. The last mowing service the Town provided was September 2017. NCDOT has been notified and adjusted their contract to include this area in future contracts. Unfortunately, we will see a significant decrease in the level of mowing service beginning March 2018. Typically, the Town mowed the area every 10 to 14 days, whereas NCDOT will mow the area 3 or 4 times from April to September.

The Public Works Department has received a written proposal from a local landscaper to provide the service at a cost of \$25,000 annually. The contractor would be required to meet all MUTCD signage standards.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan's goal is to "maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities." Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest quality level of service (page 71).

**Consequences of Non-Appropriation**

An increase in complaints regarding the appearance and the negative first impression for visitors and guests to Zebulon.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** February 11<sup>th</sup>, 2018

**Re:** Bldgs. and Grounds – FY 2019 Budget request Detail

---

In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases. Several of the items are a one time increase to complete a small project not large enough to be considered a capital project.

1. **Request – Chiller Quick Pipe Connection (10-500-1503)**

Affected Line Items

- ZMC Maintenance – \$2,500 – one-time expense plus CPI 2.3%  
\$82,500 to \$87,000

**Justification/Background:**

The existing 45-ton chiller for Town Hall is 10 years old and we have replaced one of the two compressors since being installed during the summer of 2008. The installation of the quick pipe connection will allow for a portable chiller to be installed within hours after a failure of the permanent chiller and to restore cooling to the 20,000 sq. ft. facility. Multiple rental agencies provide these portable rental services for facilities. It is recommended a rental agreement be executed in advance to help reduce downtime. The installation charge is a one-time cost.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan's goal is to "maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities." Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest quality level of service (page 71).

**Consequences of Non-Appropriation**

Consequences include an increased probability the facility will be closed for multiple days following chiller failure and various board meetings during the summer months will need to be rescheduled or relocated.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** February 11, 2018

**Re:** Bldgs. and Grounds – FY 2019 Budget request Detail

---

In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases. Several of the items are a one time increase to complete a small project not large enough to be considered a capital project.

**1. Request – Materials and Supply (10-500-3300)**

Affected Line Items

- Materials and Supply – (\$3,000 – one time request) (\$14,250 to \$17,250)

**Justification/Background:**

Staff would like to include a 4' extension to the existing "Town" Christmas tree. The tree lighting ceremony has become an annual event to kick-off the holiday season and extend the Holiday Happenings event. This past year over, 100 guests attended the tree lighting event. The cost of this item is a one-time expense.

**Connection to Adopted Goals:**

To continue building community spirit and attracting people to the downtown area. Projects like the Christmas tree lighting help promote the character and charm of a local community.

**Consequences of Non-Appropriation:**

None.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 24th, 2018

**Re:** Bldgs. and Grounds – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

1. **Request – Daffodil Days (10-500-3304)**

Affected Line Items

- Daffodil Days – \$1,025

**Justification/Background:**

This past October, staff kicked-off what we hope to be an annual program for beautification of parks, greenways, cemetery or other municipal grounds. The program cost included the purchase of 1000 daffodil bulbs, plant markers, flags, directional signage, water bill stuffer notifications, food, and giveaways. Participants included Boys Scouts, Girls Scouts, and other citizens. The results of the planting are expected bloom this spring along the Zebulon Community Park Walking Trails.



**Connection to Adopted Goals:**

Daffodil Days helps build community spirit and pride in the Town of Zebulon. It also helps attract citizens to Zebulon Parks, Greenways and Municipal Facilities. Daffodil Days help build character and charm of a local community.

**Consequences of Non-Appropriation:**

None.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** February 11, 2018

**Re:** Bldgs. and Grounds – FY 2019 Budget request Detail

---

In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases. Several of the items are a one time increase to complete a small project not large enough to be considered a capital project.

**1. Request – Janitorial Contracted Services (10-500-4500)**

Affected Line Items

- Contracted Services – additional \$25,000 for Parks Facilities  
\$43,000 to 68,000

**Justification/Background:**

Professional cleaning services for the five restroom facilities at our parks are needed to enhance our cleaning level and park experience. The cleanings will be completed three times a week from Spring through Fall and twice a week during Winter. The cleaning process will be supplemented by a monthly “Kaivac” process that disinfects the walls, partitions, and restroom fixtures. Parks and Recreation staff will complete daily inspections to include restocking paper goods, emptying trash and address potential abuse. This will allow staff time to concentrate on other maintenance activities and projects within the parks.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan’s goal is to “maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities.” Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest quality level of service (page 71).

**Consequences of Non-Appropriation:**

A lower level of sanitation in the restrooms and the lack of flexibility for staff to accomplish other necessary tasks in the parks.

Account Description	2016 Actual	2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>POLICE:</b>						
DISPATCHER SALARIES	44,501	45,779	48,000	49,800	3.8%	
SALARIES	972,237	966,547	1,125,000	1,196,600	6.4%	
SALARIES (OVERTIME)	0	0	0	4,500	0.0%	
SEPARATION ALLOWANCE	9,424	9,707	2,550	0	-100.0%	
PART-TIME/AUX OFFICERS	14,344	12,046	16,400	18,000	9.8%	increase PT pay
FICA	77,403	77,280	92,000	97,900	6.4%	
GROUP INSURANCE	102,829	90,983	132,000	138,000	4.5%	
RETIREMENT	122,152	129,953	155,100	168,600	8.7%	
POSTAGE/TELEPHONE	183	282	425	425	0.0%	
CELL PHONES	9,855	9,834	11,000	11,000	0.0%	
PRINTING	0	0	0	0	0.0%	
TRAVEL/TRAINING	7,339	5,951	10,500	13,500	28.6%	Command Staff Training
EQUIPMENT MAINTENANCE	8,847	6,097	8,000	8,000	0.0%	
VEHICLE MAINTENANCE	55,857	47,765	40,000	40,000	0.0%	
FITNESS ROOM EQUIPMENT MAINTENANCE	0	1,478	0	0	0.0%	in P&R budget
FUEL EXPENSE	31,867	32,640	50,000	50,000	0.0%	
MATERIALS & SUPPLIES	13,323	13,579	15,600	15,600	0.0%	
CRIME PREVENTION	2,455	-451	2,500	3,500	40.0%	increased cost of events
SHOP WITH A COP	0	0	2,500	0	-100.0%	rollover Fundraiser
MOBILE DATA TERMINALS	10,035	10,035	11,500	11,500	0.0%	
RADIOS	0	0	0	0	0.0%	
AMMUNITION	6,468	6,795	7,500	7,500	0.0%	same
COMPUTERS	0	0	0	0	0.0%	
TACTICAL ENTRY VESTS	14,580	0	0	0	0.0%	
WEAPONS	0	2,772	0	0	0.0%	
RADARSIGN	0	0	0	0	0.0%	
ZEBULON NIGHT OUT	0	2,476	2,500	3,500	40.0%	harder to get donations
UNIFORMS	13,126	18,079	23,400	25,400	8.5%	Ike Jackets for Sgt(s)
CONTRACT SVC-RALEIGH	86,106	94,724	111,500	113,700	2.0%	
CONTRACT SVC-OTHER	36,821	35,243	30,000	39,800	32.7%	Additional license; Body cam license & storage fees
PRINTING/COPYING	2,515	3,754	3,500	3,500	0.0%	same
CONTRACT SVC-LEGAL FEES (SMITH RODGERS)	0	0	5,500	5,500	0.0%	
INSURANCE & BONDS	55,759	49,989	62,500	65,000	4.0%	
MISCELLANEOUS	3,425	1,021	1,500	1,500	0.0%	
INFORMANT FEES	1,200	1,500	1,500	1,500	0.0%	
CANINE UNIT	1,180	905	2,500	3,000	20.0%	increased costs
<b>Totals</b>	<b>1,703,828</b>	<b>1,676,762</b>	<b>1,974,975</b>	<b>2,096,825</b>	<b>6.2%</b>	



*Town of Zebulon*  
*The Town of Friendly People*  
**Police Department -MEMORANDUM**

**Date:** February 20, 2018  
April 6, 2018 (amended2)

**To:** Joe Moore, Town Manager  
Bobby Fitts, Finance Director

**From:** Timothy P. Hayworth, Chief of Police  
Zebulon Police Department

**Reference:** Budget – FY2019 Operating Budget Request Detail – Amended (2)

In this detail, I have listed requests for Budget Increases and the justification for each request. I have also noted line items that require an explanation as to their current or anticipated state. Finally, I have included a request to add one new Police Officer position.

The addition of an officer adds costs to Salary and Salary Associated Line Items. I have NOT included these items in the Excel document for the FY2019 Budget as they are generally numbers that are tallied by the Finance Director. I have, however, included cost estimations in a FY2019 Budget memorandum, titled Staffing Memorandum FY2019, dated January 17, 2018. I have also noted these costs in the following line by line requests.

10-510-0200 (Salary and associated line items) Addition of \$57,590.00. This is a total Salary and Benefit impact and includes line items 0500 (FICA), 0600 (Insurance), 0700 (retirement), 5400 (Insurance and Bonds), and an estimate for Overtime. These final items are figured by the Finance Department

Note: At this point we should continue to budget \$6,000 for funding the Industrial Drive Traffic Officer. The need for this item is currently being discussed (since the placement of the traffic light).

10-510-0400 (Part Time/Aux. Salaries) Current \$16,400 (Requested \$18,000). The part time position at the front desk requires a minimum of \$8,000 alone. Our part time salaries have not increased since we began using part time staff approximately 6 years ago. It is planned to give all part time employees a \$1.00 per hour raise.

10-510-1400 (Travel/Training) Current \$10,500 (Requested \$13,000) This line item was 10K in 2011, 10,300 in 2012, etc. The line item has been reduced steadily resulting in a decrease in officer training. The increase in today's request is to account for Command Staff Development. These funds are needed for the Captain to attend winter conference and the Lieutenants to rotate at summer conference or another command level training. \*

10-510-3301 (Crime Prevention) Current \$2,500 (Requested \$3,500) This request is due to an increase in Crime Prevention programs being delivered and an increase in cost of program items.

10-510-3302 (Shop with a Cop) This program has been totally managed with fundraisers and therefore all monies should simply roll over to the next years budget.

10-510-3500 (Zebulon Night Out) Current \$2,500 (Requested \$3,500) This event has grown very quickly. We are finding increased cost and a reduction in donations require an increase in budget.

10-510-3600 (Uniforms) Current \$23,400 (Requested \$25,400/ or \$32,724.05) Police Command Staff have issued Ike Jacket for formal wear. This plan involves the purchase of Ike Jackets for Police Sergeants. NOTE: If a new position is approved an additional \$7,324.05\* would be needed to completely equip the new officer, this item is totaled above at \$32,724.05

10-510-4501 (Contract Services Other) Current \$30,000 (Requested \$39,149) \$500 for an additional DCI license required for FY2018 K-9 Officer, \$9,261.00\* (12 months license and fees) for In-Car and Body Cam cloud storage with VuVault.com (see attached memorandum titled "Body Cam Project").

10-510-5702 (Canine Unit) Current \$2,500 (Requested \$3,000) To cover increased expense in K-9 food and care.

10-510-7400 (Vehicles) Addition of \$45,665.11  
Purchase of new vehicle and all associated equipment.

This Operating Budget incorporates the financing for the addition of a new Police Officer which is reflected in Line Items for: Salary, Equipment, Uniforms, Fees, and Vehicles.

NOTE: When looking at the current state of the FY2018 Operating Budget, the Police Command Staff feels that items not addressed in this memorandum are within the appropriate range. Some of the current line items may have an actual expended amount that appears as if the total funding will not be needed. This over appropriated look is caused by items whose purchase occurs in bulk a one or two times a year.

Attachments: Additional Position and Vehicle Estimate  
New Officer Estimate  
Staffing Memo  
Memo titled "Body Cam Project"  
Draft Policy "Body Worn Cameras, BWC's"



*Town of Zebulon*  
*The Town of Friendly People*  
**Police Department -MEMORANDUM**

**Date:** January 17, 2018  
**To:** Joe Moore, Town Manager  
**From:** Timothy P. Hayworth, Chief of Police  
**Reference:** *FY 2019 Budget– Staffing Memorandum – Community Officer*

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**SUMMARY:**

In my FY2019 Budget request, I am requesting to add a police officer position. This position is not a random request, but a result of a complete evaluation by the Police Command Staff. The following will contain information as to the need for the requested position.

**BACKGROUND:**

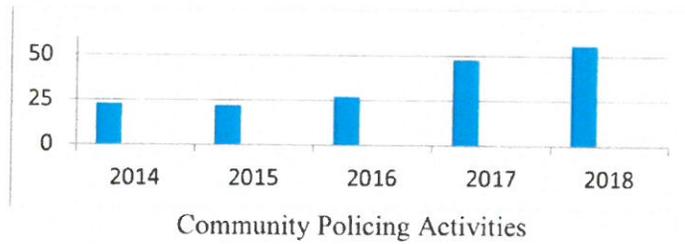
The Police Department currently has 21 Full Time positions. Of these positions we currently have 20 actively staffed and 1 officer candidate enrolled in BLET. We have spent most of the last two years working with a reduced staff which has led to officer fatigue, increased overtime and officers working shifts short-handed (which is considered high risk). Note: Our Detective Division has not been at full staff since 2015.

Last budget year, the Police Department, was graciously awarded a K-9 Officer position. This position was needed due to data that detailed issues surrounding “Corridor Crimes” or crime committed by those who target Zebulon due to its proximity to major thoroughfares and therefore not deterred by traditional policing methods. The FY2019 effort is to add a position designed to address growing demands of a modern police department focused on Community Policing.

In the “Old Days” police officers were expected to be “Crime Fighters” and little else. Today is a different era. Community Policing is said to be the tool that builds the bridge that connects citizens to police with such a positive weld that it will not bend during tough times. Every community servant has that fear of being “One gunshot away from Ferguson”. THE SOLUTION: Experts say that strong community relations established well ahead of bad times is the key to avoiding a violent backlash when things are at their worst. ZPD believes in this and, although we have always been community minded these last two years has seen a giant leap in our efforts to create a bond of trust with those in our town. Shop with a Cop, Coffee with a Cop, Zebulon Night Out, Halloween Open House..... these are big events that take days, weeks and months of planning. School visits, civic and religious group talks, fairs, bike rodeos, Easter egg hunts, etc. etc. are just a few examples of the many other events that our officers host or attend on a regular basis. Additionally, we are starting new programs: Volunteers in Police Service, Police Department Open Houses, and Church Security Seminars are just to name a few.

In 2014, the Police Department took part in 23 Community Policing Activities, in 2017 that number more than doubled to 48. We currently have 8 new programs already being planned for 2018 which would

bring the total to 56. All of these projects are time consuming, some maybe 1 or 2 officers and 1 or 2 hours, but others requiring large numbers of officers and weeks of planning.



Currently, all the previously mentioned programs are planned and executed by ZPD staff that already has their hands full with traditional duties. Obviously, those assigned to patrol are afforded little time to work on such lengthy projects; therefore, the brunt of this workload is shouldered by Command Staff members and Detectives. With the addition of the Community Officer, we can have a dedicated individual assigned to perfect current programs and to take the lead on adding and implementing new and exciting ones. An added bonus is then realized by allowing those currently bearing this load to focus on duties included in their primary job description. The addition of this position is a win for the community, a win for Town/Police/Community relations and a win for staff with a full case load.

Zebulon is on the cusp of the largest growth spurt to ever hit our town. We are seeing a tremendous upturn in residential development and businesses looking to locate here. The need for proactive policing and a concerted Community Police effort will only be magnified with this development.

As discussed and drafted by the Board of Commissioners in the 2018 Retreat; we are looking to develop a Strategic Plan. This Strategic Plan gives us the opportunity to plan for "Smart Growth" while maintaining "A Small Town Atmosphere"... this position goes straight to the heart of Police/Community relations. What better way to approach growth and an ever expanding need for "Community Policing" than to have a designated Community Officer?

**RECOMMENDATION:**

It is my recommendation that the Police Department be awarded a new police position, to include all associated equipment, in the FY2019 Budget. With the addition of the requested position, the police department will be able to accomplish 2 major goals:

- 1) The ability to fine tune current Community Policing programs and to plan and implement new ones.
- 2) The ability for current police staff to focus on their primary job duties while only assisting with Community Policing Functions.

NOTE: Meeting these goals will impact crime by deterrence through Community Policing and by increasing investigation times because of a reduced work load on staff.

**FISCAL IMPACT:**

The total cost of a police vehicle and all included equipment:	est. \$45,580.94
Officer Equipment Cost:	est. \$ 7,324.05
Officer Salary and All Benefits:	est. \$57,590.00
Total:	est. \$110,494.99

**Additional Position and Vehicle Estimate**  
**FY 2019**

**Patrol Vehicle :**

	<b><u>Cost:</u></b>
• 2018 Dodge Charger AWD	\$23,217.00
• Emergency equipment & graphics	\$9,746.94
• In-Car Camera	\$4,825.00
• Computer	\$1,400.00
• Radar	\$2,197.00
• Printer	\$425.17
• Body Cam	\$595.00
• AVL	\$300.00
• Mobile radio	\$3,500.00

Total: \$45,665.11

**Officer Equipment:**

	<b><u>Cost:</u></b>
• Duty Weapon	\$521.40
• 6 shirts/3 pants	\$450.00
• Name tag	\$23.75
• Rain coat	\$109.00
• Winter Coat	\$149.95
• Traffic vest	\$44.00
• Hat	\$59.95
• Boots	\$125.00
• Belt, mag pouch, handcuff case, holster, handcuffs, glove	\$285.00
• Body Armor	\$656.50
• Badge	\$124.50
• Hat Badge	\$75.00
• Portable radio	\$4,100
• Body Camera	\$600.00

Total: \$7,324.05

## Call Out data

	1	2	3	4	5	6	7	8	9	10	11	12	Total
2016	4	4	6	5	3	3	0	5	0	3	3	6	50
2017	2	4	2	1	1	1	1	0	1	1	1	0	15
2015												5	28
2014	→	→	22										
2013													

## Time Spent on Call outs

YR	1	2	3	4	5	6	7	8	9	10	11	12	Total
2016	13.5	5	23.5	11	12.5	14	0	24	0	9.75	9	28.5	180.5
2017	10	20	11.5	4	8	5.5	3	0	2	3	2	0	53.5
2015													114.75
2014													
2013													

## Events

DEC 2017

- SHOP W/ A COP
- OPERATION CHRISTMAS CHILD
- GOOD KID INITIATIVE - HANDING OUT GIFTS
- CHRISTMAS PARADE

NOV 2017

- EAST WAKE ACADEMY FUNDRAISER - SHOP W/ A COP
- THANKSGIVING MEALS
- FARM FRESH HOLIDAY MARKET - asking for Shop w/ a Cop donations

OCT 2017

- ZEBULON NIGHT OUT
- HALLOWEEN
- OPERATION MED. DROP
- K-9's ATTEND EAST WAKE EDUCATION FOUNDATION
- K-9 DEMO'S - local fire dept's
- TRUNK OR TREAT x 2
- CLICK IT OR TICKET @ State Fair
- CYCLIST EVENT

SEPT 2017

- HEALTH FAIR
- COFFEE W/ A COP
- FAMILY DAY = ZEBULON REHAB
- CHILDRENS MIRACLE NETWORK = WALMART
- PACK THE PATROL CAR
- COMMUNITY WATCH

AUG 2017

- LOCK IT, REMOVE IT OR LOSE IT
- LABOR DAY - BOOZE IT & LOSE IT KICK OFF
- HOUSTON RELIEF

JULY 2017

- ASSIST WENDELL PD - CAMP CHOICES
- ZEB. FARM FRESH MARKET - begin shop w/ a cop donations
- FAITH BAPTIST BLUE & WHITE SUNDAY
- DWI / ZPD CHECKING STATION

JUNE 2017

- ZEBULON 1<sup>st</sup> BAPTIST YOUTH SUMMIT
- SAFETY EXCHANGE ZONE
- COFFEE W/ A COP
- NC SPECIAL OLYMPICS TORCH RUN
- PRIDE IN NC PAINT CLASS
- FARMERS MARKET

MAY 2017

- WAKE UP AND READ BOOK DRIVE
- MEALS ON WHEELS
- WENDELL PUBLIC SAFETY DAY

APRIL 2017

- SUPER HERO DAY
- MUDCATS - PUBLIC SAFETY NIGHT
- EAST WAKE CAREER DAY

◦ EASTER EGG HUNT

MARCH 2017

◦ CHILD ABUSE PREVENTION MONTH

◦ MEDICINE DROP

◦ KIDZ CONNECTION VISIT

◦ NATIONAL POISON PREVENTION WEEK

FEB 2017

◦ READ ACROSS AMERICA

JAN 2017

◦ ZPD AWARDS BANQUET

\*\* SOME OF THESE EVENTS ARE NOT SINGLE DAY EVENTS, THEY TAKE PLANNING & ADDITIONAL HRS/DAYS TO WORK OUT \*\*

48 = 2017

FUTURE INITIATIVES

◦ VIP PROGRAM

◦ LITTLE FREE LIBRARY

◦ CHURCH SECURITY SEMINARS

◦ BUSINESS SECURITY SEMINARS

] WORKPLACE SAFETY

◦ PD OPEN HOUSE / TOURS

◦ CHILD ID KITS

◦ CRIMESTOPPERS

◦ COMMUNITY WATCH

(3)

2014

K9 DEMO ZEBULON LIONS CLUB

GHSP SYMPOSIUM

2 DWI CKING STATIONS ~~TH~~ III

CAREER DAY/WAKELON ELEM

BICYCLE RODEO

SUPER HERO DAY

PEACE OFC MEMORIAL BIKE RIDE

NC SPECIAL OLYMPICS TORCH RUN

WENDELL PD - CAMP CHOICES

RESIDENTIAL SECURITY AWARENESS TRNG

LOCK DOWN DRILL WAKELON ELEM I

TRUNK OR TREAT

CHRISTMAS PARADE

MADD CHRISTMAS TREE LIGHTING

ZNO

23

2015

PATROL

PROMOTION PROCESSES (3)

MEALS ON WHEELS

SUPER HERO DAY

LOCKDOWN DRILLS - (SCHOOLS)

DWI CHECKING STATION X 3

FARMERS MARKET

GUN& HOSES NIGHT - MUDCATS

NC SPECIAL OLYMPICS TORCH RUN

SAFETY SEAT INSTALLATION CLINIC

BOOK BAG JAMBOREE - BOYS N GIRLS CLUB

2 K9 DEMOS

FARMERS MARKET

CHRISTMAS PARADE

SHOP W/ A COP

K-9 SEARCH OF SCHOOL

OPERATION MED. DROP

ZEBULON NIGHT OUT

HALLOWEEN

22

2016

CHILD SEAT SAFETY CKING STATION

K9 SEARCH LOUISBURG COLLEGE

CODE RED LOCKDOWN DRILL 1

DWI CKING STATION ||||

DP - handed out coloring books & stickers @ school

LOCKDOWN DRILL

SUPER HERO DAY

EWA CAREER DAY

AKA SORORITY HEALTH FAIR

WENDELL PUBLIC SAFETY DAY

PROJECT ASSISTANCE - EWA student

SEAT BELT CKING STATION

RESIDENTIAL SECURITY PRESENTATION

CAMP CHOICES/WENDELL PD

COMM. OUTREACH BOYS N GIRLS CLUB

DP BOYS N GIRLS CLUB

ZEBULON NIGHT OUT

COMM. OUTREACH - Wakelon Elem. FIELD DAY

STATE FAIR GHSP BOOTH

EASTERN WAKE CO. HEALTH CLINIC

TOUR OF PD - BOY SCOUTS

SHOP W/ A COP

CHRISTMAS PARADE

COMM. EVENTS TOTALS BY YEAR

2014	23
2015	22
2016	27
2017	48
TOTAL	120



*Town of Zebulon*  
*The Town of Friendly People*  
**Police Department -MEMORANDUM**

**Date:** February 20, 2018  
April 6, 2018 (Updated)

**To:** Joe Moore, Town Manager

**From:** Timothy P. Hayworth, Chief of Police

**Reference:** FY 2019 Budget – “Body Cam Project”

---

**SUMMARY:**

In my FY2019 Budget request, I am requesting to purchase 16 Officer Worn Body Cameras and 4 replacement In-Car Cameras with up to date technology.

**BACKGROUND:**

Over the past 20 years, Police In-Car Video has gone from rare to in nearly every patrol car in America. While officers were, at first, skeptical and budget requests few we are now all in agreement that the In-Car video is not just a nicety but a necessity. The same is quickly being realized in the arena of Body Worn Cameras, aka Body Cams or BWC.

The 2014 police shooting of Michael Brown in Ferguson, Missouri brought the body cam discussion to the forefront. Prior to this incident, fewer than 25% of police agencies in the United States utilized the body cam. After the Michael Brown shooting, citizen groups began to demand body cams to hold the police accountable for their actions and Police groups began to ask for body cams as evidence that they performed their jobs correctly. Today nearly 85% of police departments either have body cams or are in the implementation or evaluation phase of a body cam project.<sup>i</sup> “Those holdouts (body cam implementation) aren’t likely to remain much longer; ultimately they’re going to need to adopt it. Juries, prosecutors and courts will demand it.”<sup>iii</sup>

Zebulon Police has long enjoyed a great relationship with our community and our use of force incidents have been few and far between. But it is our duty to anticipate the unexpected and to be prepared for the worse. In the last 10 years, we have had 2 incidents where officers have been involved in shootings, and several additional incidents that came very close.... One of these incidents gone wrong could instantly change community relations in a flash. The police Body Worn Camera provides transparency and protection for both members of the community and the officer wearing it both which reflects directly on ZPD and the Town of Zebulon.

The Pros and Cons of a BWC program are described in many articles and by many writers, but all bear a striking resemblance to the following article.<sup>iii</sup>

## ***Advantages of police body cameras***

### ***A clear picture***

*While mounted police cameras can't pick up on absolutely everything an officer sees, the video obtained from these cameras can help paint a much clearer picture of what happened in an incident. Police reports, especially in complex situations, can be hard for juries to interpret or visualize. Video evidence removes a lot of that uncertainty.*

*"When it comes to times where you can use that video as direct evidence, I think it certainly tells a tall message," says Bobby Kipper, former police officer and founder of the National Center for the Prevention of Community Violence.*

### ***Improved behavior***

*As a general rule of thumb, people tend to behave better when they know they're being watched. But that's not to say this is just a check on over-zealous or aggressive police behavior. Citizens who know they are being filmed are less likely to act aggressively as well, as the video removes any opportunity for disputing their behavior.*

*"All it takes is that first complaint from someone to be resolved by this footage to really start getting officers to buy-in," says Steve Tuttle of TASER International, one of the world's largest body camera producers. "This becomes their legal 'body armor.'"*

*Another benefit from these videos is that it allows officers to self-evaluate and find opportunities to improve how they handle a situation. Tuttle says it's somewhat similar to seeing yourself interviewed on TV for the first time. You'll probably cringe a little as you assess your performance, but it can serve as a learning opportunity and motivator.*

### ***They're relatively unobtrusive***

*Police officers are responsible for a lot of equipment, and while some might bristle at the thought of adding more to the list, the cameras used for law enforcement are not bulky or particularly burdensome. But the smallest cameras are about the size of a tube of lipstick and can be mounted in a variety of locations on an officer's body. Altogether the camera and battery pack weigh just less than a quarter of a pound.*

### ***Reduction in complaints & related expenses***

*Early results from agencies using body cameras appear to be positive. A study performed by the Rialto, CA police department found that the cameras led to an 87.5 percent decrease in officer complaints as well as a 59 percent reduction in use of force over the course of a year—and they're not the only departments seeing positive results.*

*This drop in complaints can also lead to a substantial decrease in the time and resources devoted to investigating complaints and resolving civil litigation. These cameras could also present an*

opportunity for police departments to highlight the everyday good officers do as well as give the public a better idea of what the day to day life of a police officer is really like

### **Cons of police body cameras**

#### **Upfront costs**

It's no secret a lot of budgets have been squeezed since the latest economic downturn, and this may make the price tag for implementing body camera systems unrealistic for some law enforcement agencies.

"These cameras can be a costly initiative for communities who haven't planned for this,"

#### **Privacy concerns**

"People in the community need to understand that they're on candid camera, literally, with law enforcement present," "Are they going to be okay with being filmed when things aren't going well?"

Police body cameras do raise some substantial privacy issues. The nature of police work has officers interacting with citizens during their most vulnerable moments. For example, would you feel comfortable knowing anyone could request to view video of an incident that occurred within your home? Or footage of you if you've been the victim of a crime? Will officers have the discretion to turn off the camera in sensitive or potentially dangerous situations?

#### **Storage of evidence**

Traditionally, evidence is collected, labeled and physically stored under lock and key. But digital video storage adds another layer of complexity that some law enforcement agencies may struggle to manage. While agencies may save time collecting, organizing and tracking digital photographic evidence, video requires an additional investment in either storage hardware or cloud-based storage systems.

#### **Too much too fast?**

"If you've been doing your job one way for 10, 15 even 20 years and now someone tells you to do it differently—it's uncomfortable," "Whether you're a pro or a novice, change is always going to present a challenge."

The change in how police officers operate will likely provide some initial friction; a problem which could be magnified if departments rush in too quickly in the face of public pressure. Policies need to be developed, training needs to take place and funding needs to be secured.

"It's a big process that doesn't just happen overnight,"

#### **The final verdict**

The American public, no matter where they land on the political spectrum, seems to be in favor of law enforcement adopting body cameras. There are certainly valid concerns regarding how this

*technology will be implemented, but the strong support shown for these cameras seems to indicate it's a matter of when, not if, they'll be implemented. Departments will have to overcome the challenges presented here, but these cameras also provide an opportunity for police to strengthen the relationships they have with the communities they serve.*

Zebulon Police Command Staff has spent a great deal of time researching the BWC and now feel that the time is right to make a move in their direction. Along with this research we have developed a BWC policy and with the help of the IT committee we have found a solution for video storage (included in the operating budget request 10-510-4501).

Also included in this project is a request to replace 4 of our oldest In-Car Cameras with new cameras that use updated technology. The goal is to replace cameras with new vehicle purchases; however, vehicle replacements have not occurred quickly enough to keep up with the changes in technology.

**RECOMMENDATION:**

It is my recommendation that funds be approved to purchase the listed equipment to establish and implement the Zebulon Police Department BWC program and to replace (4) outdated In-Car Camera systems.

**FISCAL IMPACT:**

**CAPITAL BUDGET FY2019**

Cost of BWC and associated equipment:	\$14,474.00
Cost of (4) New In-Car Cameras:	<u>\$17,300.00</u>
Total project cost:	<u>\$31,774.00</u>

**OPERATING BUDGET FY2019 and reoccurring**

Annual Reoccurring cost (licenses and storage)	\$8,649.00
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**NOTE: THE CAMERA COST WILL BE WITHIN THE CAPITAL BUDGET WHILE THE ASSOCIATED REOCCURRING COST WILL BE IN THE OPERATING BUDGET.**

<sup>i</sup> ACLU article "Police Body Mounted Camera, March 2015

<sup>ii</sup> Governing Magazine Jan. 26, 2016

<sup>iii</sup> Rasmussen College, Police Body Camera Study, Will Erstad 1/25/16

**Batteries of NC & S.W.S. LLC**

81 Medical Drive  
Angier, NC 27501  
(919) 331-0241  
lscott@batteriesofnc.com  
http://www.batteriesofnc.com



# ESTIMATE

**ADDRESS**

Town of Zebulon Police  
Town of Zebulon Police  
1001 N Arendell Ave  
Zebulon, NC 27597-2309 US

**ESTIMATE # 7792**

**DATE 04/13/2018**

**SALES REP**

Lonnie

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Labor	Removal of Old Camera System	4	255.00	1,020.00T
Labor	Installation of New Camera System	4	455.00	1,820.00T
Sales Tax	Sales Tax calculated by AvaTax on Fri 13 Apr 15:14:56 UTC 2018	1	205.90	205.90
SUBTOTAL				3,045.90
TAX (0%)				0.00
<b>TOTAL</b>				<b>\$3,045.90</b>

Accepted By

Accepted Date



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9705 Loiret Blvd.  
 Lenexa, KS 66219  
 1-800-440-4947 www.digitalallyinc.com

**Customer:**

Zebulon Police Department Robert Grossman 1001 N. Arendell Avenue Zebulon, NC 27597
--

Customer ID	Salesperson	Shipping Method	Payment Terms	Created By	Quote Valid
ZEBNC0	BS	FEDERAL EXPRESS	Net 30	Paige Williams	90 Days

Ordered	Item Number	Description	Retail Price	Item Discount	Discount	Ext. Price
4	001-00114-00	DVM-800 HD Complete Kit, 128GB	\$4795.00	\$0.00	\$0.00	\$19,180.00
1	012-00042-00	ProServ-Remote Setup	\$900.00	\$0.00		\$900.00
4		Trade in Credit for DVM 500 Series	(\$500.00)	\$0.00		(\$2,000.00)
9		Annual VuVault.com Cloud Cost for DVM 800 HD's @ \$34 Per User Per Month	\$408.00	\$0.00		\$3,672.00
6		Annual VuVault.com Cloud Cost for DVM 800's @ \$17 Per User Per Month	\$204.00	\$0.00		\$1,224.00
3		Annual Admin License Fee	\$99.00	\$0.00		\$297.00
2		Annual VuVault.com Cloud Cost for FVHD @ \$16 Per User Per Month	\$192.00	\$0.00		\$384.00

**Notes:**

-- Trade In Credit is not applied until units are received in

Total Discount	\$0.00
Subtotal	\$23,657.00
Misc	
Tax	\$0.00
Freight	\$120.00
<b>Total</b>	<b>\$23,777.00</b>

Thank you for your interest in Digital Ally products. If you would like to place an order, please contact the Digital Ally Sales Team at 1-800-440-4947.

**TERMS OF SALE**

Your purchase of goods from Digital Ally, Inc., a Nevada corporation ("Digital Ally") will be governed by the following terms of sale ("Terms"). You will be referred to throughout these Terms as "you".

**1. Exclusion of Other Terms; Entire Agreement.** Additional or different terms or conditions proposed by you (including any additional or different terms provided in a purchase order) will be void and of no effect



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unless specifically accepted in writing by Digital Ally. Digital Ally's sales invoice, the limited warranty accompanying the Goods, these Terms, and any special conditions agreed to in writing and signed by you and Digital Ally are incorporated and collectively referred to herein as the "Order", which supersedes and cancels all prior communications between us, whether verbal or written, and constitutes the entire agreement between us unless modified in writing and signed by each of us. In the event of a conflict between these Terms and the terms of any special conditions agreed to in writing and signed by you and Digital ("Additional Agreement(s)"), the terms of those Additional Agreements shall take precedence over these Terms but only with respect to the product or specific purchase to which such Additional Agreement applies, except as otherwise provided in such Additional Agreement. If your purchase includes a license or licenses to permit you to use Digital Ally software, the terms of the software license(s) provided to you by Digital Ally shall apply to such software.

**2. Payment.** Payment terms are cash on delivery, except where credit has been established and maintained to Digital Ally's satisfaction. If you have established credit, payment terms are net 30 days from date of shipment. Any invoice that you fail to pay when due will bear interest at the rate of 1-1/2% per month or the highest rate then permitted by law, whichever is less.

**3. Unpaid Charges.** You will be responsible for all costs Digital Ally incurs in connection with the collection of unpaid amounts, including court costs, reasonable attorneys' fees, collection agency fees and any other associated costs.

**4. Security Interest.** You hereby grant Digital Ally a security interest in the Goods to secure your payment obligation to Digital Ally under this sale, pursuant to these Terms. You hereby authorize Digital Ally to file such UCC financing statements in such jurisdictions as Digital Ally deems appropriate to perfect the security interest granted hereby.

**5. Taxes.** In addition to the purchase price, you must pay any sales, excise or similar taxes applicable to the transaction, unless you provide Digital Ally with a valid tax exemption certificate. You must pay use taxes, if applicable to the transaction, directly to the appropriate taxing authority.

**6. Shipment.** Digital Ally will use commercially reasonable efforts to comply with your shipping instructions. You must prepay all transportation and insurance charges prior to shipment. Unless otherwise stated by Digital Ally, all shipments will be F.O.B. (free on board) Digital Ally's facility in Lenexa, Kansas.

**7. Force Majeure.** DIGITAL ALLY WILL NOT BE LIABLE TO YOU FOR ANY LOSS, DAMAGE, DELAY, OR FAILURE OF DELIVERY RESULTING FROM CAUSES THAT ARE BEYOND DIGITAL ALLY'S REASONABLE CONTROL, INCLUDING WITHOUT LIMITATION, THOSE DELAYS ARISING FROM EQUIPMENT MANUFACTURE AND SHIPPING (EACH, A "FORCE MAJEURE"). DIGITAL ALLY WILL NOT BE LIABLE FOR ANY LOST PROFITS, LOSS OF REVENUE, OR LOSS OF USE, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES FROM ANY FORCE MAJEURE DELAY WHATSOEVER.

**8. Limitation of Liability.** YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, DIGITAL ALLY AND ITS SUBSIDIARIES AND AFFILIATES (COLLECTIVELY, "DIGITAL ALLY PARTIES") WILL NOT BE LIABLE TO YOU UNDER ANY THEORY OF LIABILITY (WHETHER CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE) FOR ANY LOST PROFITS OR LOST REVENUE, LOSS OF USE, LOSS OF DATA, OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE ORDER, THE GOODS, OR THESE TERMS, WHETHER OR NOT A DIGITAL ALLY PARTY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING. YOU



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EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES' CUMULATIVE LIABILITY IN CONNECTION WITH THE ORDER, THE GOODS, AND/OR THESE TERMS WILL NOT EXCEED THE AMOUNT ACTUALLY PAID BY YOU TO DIGITAL ALLY FOR THE SPECIFIC GOODS IN CONTROVERSY. EACH CLAUSE OF THIS PARAGRAPH IS SEPARATE FROM THE OTHERS AND FROM THE REMEDY LIMITATIONS AND EXCLUSIONS ELSEWHERE IN THIS AGREEMENT, AND EACH WILL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF A REMEDY OR TERMINATION OF THIS AGREEMENT. 9. Warranty; Limitations on Remedies. Digital Ally's repair or replacement warranty on the goods provided under the Order is set out in a separate statement (the "Limited Warranty"), which sets forth the only warranty applicable to the goods sold under this Order. THAT LIMITED WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES. THERE ARE NO WARRANTIES, WHETHER EXPRESS OR IMPLIED, THAT EXTEND BEYOND DIGITAL ALLY'S LIMITED WARRANTY STATEMENT. OTHER THAN THE LIMITED WARRANTY, ALL EXPRESS AND IMPLIED WARRANTIES ARE DISCLAIMED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES IMPLIED FROM A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE. DIGITAL ALLY DOES NOT WARRANT THAT THE GOODS OR ANY DELIVERABLES WILL OPERATE UNINTERRUPTED OR ERROR FREE. YOU'RE SOLE AND EXCLUSIVE REMEDY FOR A WARRANTY CLAIM ARISING FROM OR RELATING TO THE ORDER WILL BE THE REPAIR OR REPLACEMENT OF THE GOODS. The Limited Warranty applicable to the Goods is posted on the Digital Ally website at the following website address:

<http://www.digitalallyinc.com/documents/txdirWarrantyPolicy.pdf> The Limited Warranty provides you with warranty support from our offices in Lenexa, Kansas. You agree to appoint an Administrator (in accordance with Paragraph 17 of these Terms) at the place where the Goods are located to install and test all fixes, updates, products that we repair or replace, and to perform other actions reasonably requested by Digital Ally. Failure to properly maintain the Goods may void the Limited Warranty.

**10. Third Party Claim Indemnification.** You will indemnify, defend, and hold harmless Digital Ally, its managers, agents, employees, successors and assigns (collectively, the "Indemnified Parties"), from and against any claims, damages, losses, costs, and expenses (including reasonable attorneys' fees and other costs of legal defense, whether direct or indirect) arising out of or relating to any third party claim concerning (i) your use of the Goods under this Order, (ii) breach of these Terms, or (iii) violation of applicable law by you. This indemnification will survive the expiration or termination of this Order.

**11. Risk of Loss.** Risk of loss to goods purchased will pass to you at the earlier of the time the Goods are (a) duly delivered to the carrier, or (b) duly tendered to you for delivery.

**12. Acceptance; Claims for Shortage or Non-Conformity.** Delivered Goods will be deemed accepted upon the earlier of your formal acceptance of the Goods or the expiration of 30 days from delivery of the Goods ("Acceptance of the Goods"). If you discover upon initial inspection of the Goods that (a) some or all of the Goods are defective or (b) that the goods delivered do not conform to your Order, you must promptly notify Digital Ally of your rejection of the goods within 30 days from the delivery date, after which Digital Ally shall have a reasonable opportunity to cure any non-conformance with the Order. Digital Ally is not responsible for Goods lost or damaged in transit. You are solely responsible for filing claims against the carrier for any loss or damage. Digital Ally will furnish all available information and give any other reasonable assistance requested to assist you in filing a claim for deliver damage. Claims for shortages in shipment not chargeable against the carrier will not be considered unless written notice is given to Digital Ally within 10 days from date of receipt of the Goods.



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**13. Compliance with Laws.** You will comply with all laws and regulations applicable to you, including those dealing with the use, purchase and distribution of the Goods purchased under these Terms. You will further keep Digital Ally informed of any laws, regulations, governmental orders, or requirements, which affect the ordering, shipment, importation, sale, marketing, or distribution of the Goods within your jurisdiction and will, in all cases, refrain from engaging in any activities or conduct, which would cause Digital Ally to be in violation of the laws of any jurisdiction. You agree at all times to comply with all United States laws or regulations, as they may exist from time to time, regarding export licenses or the control or regulation of exportation or reexportation of products or technical data sold or supplied to you. Without limiting the generality of the foregoing, you specifically agree not to resell any Goods purchased under these Terms to any party, if such a sale would constitute a violation of any laws or regulations of the United States. In conformity with the FCPA, you represent and warrant that neither you, nor any of your directors or any of your members, managers, officers, employees, or agents is an official agent, or employee of any foreign government or governmental agency or political party. You agree to promptly notify Digital Ally of the occurrence of any event which would render the foregoing representation and warranty incorrect or misleading. In addition, you will at all times comply with all applicable laws of the United States concerning foreign corrupt practices or which in any manner prohibits the giving of anything of value to any official, agents or employee of any government, governmental agency, political party or any officer, employee, or agent thereof.

**14. Changes to the Terms.** The Terms in effect at the time you place your Order for the goods sold hereunder will apply to such Order and goods. Digital Ally reserves the right to make changes to these Terms from time to time, and any such changes will take effect immediately, except that changes with respect to your rights and obligations relating to payments, shipments, cancelled orders and/or returns, warranty, and limitations on remedies will only apply to future orders.

**15. Governing Law; Jurisdiction and Venue.** This Order and all disputes arising under this Order shall be governed by and construed in accordance with the law of the State of Kansas, without regard to its choice of law rules. Any action claim arising out of or relating to this Order, the Goods, or these Terms must be brought in the District Court of Johnson County, Kansas (and its appellate courts) or in the U.S. District Court for the District of Kansas (and its appellate courts), and the parties hereby irrevocably consent to the exclusive jurisdiction of, and venue in, such courts.

**16. Authority.** You warrant and represent to Digital Ally that you have all authority and capacity necessary to enter into this agreement and agree to these Terms. If you are entering into this agreement on behalf of a company, a government entity, or other legal entity, you represent and warrant that you are an authorized representative of the entity with the authority to bind the entity to these Terms, and that you agree to these Terms on the entity's behalf.

**17. Administrator.** You agree to appoint a primary administrator ("Primary Administrator") with the technical knowledge necessary to install and perform routine maintenance on the Goods, to make firmware updates and fixes, and to perform component upgrades for and basic troubleshooting on the Goods.

**18. Trade-ins.** (a) Traded Equipment. If, as part of your Order, Digital Ally agrees in writing to accept a trade-in from you ("Trade-In") and offers you a discount on a new Order for an equipment trade-in ("Trade-In Program"), or if Digital Ally otherwise accepts a Trade-In from you at any other time or



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upgrades or replaces any products or equipment ("Trade-In Offer"), the Trade-In Program or Trade-In Offer is subject to the following additional rules. You expressly understand, accept and agree that: (i) you are solely responsible for both the removal and preservation of the data previously stored on, or gathered in connection with, the products and equipment being traded ("Traded Equipment"); (ii) you will follow all Digital Ally and carrier shipping rules in returning the Traded Equipment to Digital Ally; (iii) the trade-in transaction is final and that by your accepting the Trade-In Program or Trade-In Offer, ownership of Traded Equipment is transferred irrevocably to Digital Ally immediately, the Traded Equipment will not be returned to you under any circumstances, and you are irrevocably transferring the Traded Equipment to Digital Ally with no possibility of return; (iv) you are giving Digital Ally permission to destroy, utilize, re-sell, lease, or dispose of the Traded Equipment in Digital Ally's sole discretion; and (v) if the Traded Equipment is not returned to Digital Ally so as to be received by Digital Ally within thirty (30) days of the date of delivery of the new equipment you have received from Digital Ally as a replacement for the Traded Equipment, you will lose your discount pursuant to the Trade-In Program, and, whether pursuant to the Trade-In Program or Trade-In Offer, you will not receive any credit, refund, or value for the Traded Equipment. When returning the Traded Equipment, you must return all parts and accessories comprising of the Traded Equipment, exclusive of wiring, or you will not receive full credit for the Traded Equipment, which will be reduced pro-rata in accordance with the value that Digital Ally in its discretion assigns to the parts and accessories not returned. (b) Limitation of liability. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE THEORY OF LIABILITY (WHETHER CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE) FOR ANY LOST PROFITS OR REVENUE, LOSS OF USE, LOSS OF DATA, OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE TRADE-IN PROGRAM, WHETHER OR NOT A DIGITAL ALLY PARTY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES' TOTAL LIABILITY IN CONNECTION WITH THE TRADE-IN PROGRAM OR TRADE-IN OFFER WILL NOT EXCEED THE AMOUNT OF TEN DOLLARS (\$10.00).

**19. Advance Exchange Program.** (a) Replaced Goods. If your Order includes participation in Digital Ally's Advance Exchange Program, offered in conjunction with Digital Ally's Limited Warranty, Digital Ally will send you the replacement for Goods replaced pursuant to the terms of the applicable Digital Ally Limited Warranty in advance of receiving the Goods Digital Ally has agreed in writing to replace for you ("Replaced Goods"). In such case, you expressly understand, accept and agree that: (i) you are solely responsible for both the removal and preservation of the data previously stored on, or gathered in connection with, the Replaced Goods; (ii) you will follow all Digital Ally and carrier shipping rules in returning the Replaced Goods to Digital Ally; (iii) the return of Goods is final and that by participating in the Advance Exchange Program, ownership of the Replaced Goods is transferred irrevocably to Digital Ally immediately, the Replaced Goods will not be returned to you under any circumstances, and you are irrevocably transferring the Replaced Goods to Digital Ally with no possibility of return; (iv) you are giving Digital Ally permission to destroy, utilize, re-sell, lease, or dispose of the Replaced Goods in Digital Ally's sole; and (v) you will ship the Replaced Goods back to Digital Ally within thirty (30) days of your receiving your replacement. If you fail to return the Replaced Goods to Digital Ally within such thirty (30) day period, Digital Ally may, in its sole discretion, immediately suspend your participation in the Advance Exchange Program for such breach,



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until you either: (i) return the Replaced Goods to Digital Ally; or (ii) pay to Digital Ally the original purchase price of the Replaced Goods. If you fail to return the Replaced Goods to Digital Ally for a period exceeding ninety (90) days, Digital Ally may, in its sole discretion, immediately terminate your participation in the Advance Exchange Program, with no further opportunity to cure the breach, and you will be immediately responsible for paying to Digital Ally an amount equal to the original purchase price of the Replaced Goods. When returning the Replaced Goods, you must return all parts and accessories comprising of the Replaced Goods, exclusive of wiring, or you will be responsible for payment of that part of the Replaced Goods not returned, which will be charged on a pro-rata basis in accordance with the value that Digital Ally in its discretion assigns to the parts and accessories not returned.(b) Limitation of liability. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES WILL NOT BE LIABLE TO YOU UNDER ANY THEORY OF LIABILITY (WHETHER CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE) FOR ANY LOST PROFITS OR REVENUE, LOSS OF USE, LOSS OF DATA, OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE ORDER ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE ADVANCE EXCHANGE PROGRAM, WHETHER OR NOT A DIGITAL ALLY PARTY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES' TOTAL LIABILITY IN CONNECTION WITH THE ADVANCE EXCHANGE PROGRAM WILL NOT EXCEED THE AMOUNT OF TEN DOLLARS (\$10.00).

**20. General.** Captions have been inserted solely for convenient reference and shall not limit or affect the scope or interpretation of any provision hereof. No provision of these Terms shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification be in writing signed by the party against whom enforcement of such waiver, amendment or modification is sought. A signature provided by facsimile or other electronic transmission shall constitute a valid signature for purposes of agreeing to these Terms. If any provision of these Terms are held to be illegal or unenforceable to any extent, the legality and enforceability of the remainder of these Terms shall not be affected thereby, shall remain in full force and effect, and shall be enforced to the greatest extent permitted by law.



# Zebulon Police Department

General Order # XXXX

**SUBJECT:** Body Worn Cameras

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**EFFECTIVE DATE:** XXXX

**REVISION NUMBER/DATE:** XXXXXX

**APPROVED BY:** Chief Timothy P. Hayworth

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**INDEX AS:**

Body worn cameras; recording

**DISTRIBUTION:** All Personnel

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## I. Purpose

This policy is intended to provide officers with instructions on when and how to use body-worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with policy and the law. The purpose of the BWC device is to gather recorded evidence for the prosecution of criminal laws, to provide documentation regarding complaints against personnel, and for quality assessment of officer-citizen interaction, and officer safety.

## II. Policy

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law. The intent of the policy is to establish guidelines for the use of the technology, ensure a greater degree of accountability while maintaining individual privacy interests, and enhance the effectiveness of law enforcement through public trust and confidence. This policy does not govern the use of surreptitious recording devices used in undercover operations.

## III. Procedure

A. Administration

This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
4. The Patrol Division Commander shall serve as the program administrator for the BWC program, and will have responsibility for maintenance, equipment issuance, and setting user rights.

B. When and How to Use the BWC

1. Officers shall activate the BWC to record any contact with citizens related to any detention, seizure, arrest, investigation or enforcement action.
2. Whenever possible, officers should inform individuals that they are being recorded. An individual may decline to be recorded in those locations where a higher expectation of privacy exists (i.e. inside a private residence) unless the recording is being made pursuant to an arrest or search of the residence or the individuals. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy (see items D, 1-5).
3. Intentional deactivations in incidents where the use of the BWC is required may result in disciplinary action. Obstructing, shielding, or any act of interference with the BWC is not permitted.
4. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
5. Civilians shall not be allowed to review the recordings at the scene.

C. Procedures for BWC Use

1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
2. Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
3. Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
4. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.
5. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
6. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the chief of police or his or her designee.
7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file. Instances where an officer assigned a BWC is accused of misconduct and/or fails to record required incidents could create an evidentiary presumption against the officer.
9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the chief of police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
10. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

D. Restrictions on Using the BWC

**Zebulon Police Department**

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Communications with other police personnel without the permission of the chief of police;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room; or
5. While conducting a strip search or body cavity search of a suspect. NOTE: The device may be altered to allow for an "audio only" recording of a strip search.

E. Storage

1. All files shall be securely downloaded at the end of each shift. Each file shall contain information related to the date, time, case number, video category, BWC identifier, and assigned officer. Officers shall also record comments related to the video using the features provided on the video software server.
2. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
3. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the Chief of Police or his or her designee, and in accordance with the disclosure and release procedures established by the North Carolina General Assembly in [S.L. 2016-88](#). All access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes. Persons seeking disclosure of recording must complete the [Authorization for Disclosure of Video/Audio Recordings \(F3-39\)](#) and submit it to the Chief of Police for approval. If approved, the Chief of Police will work with the appropriate staff member to facilitate the disclosure.
4. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

F. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
2. During monthly line inspections, supervisors will randomly review 5 BWC recordings per officer to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

K. Policy and Program Evaluation

This policy will be reviewed on an annual basis to ensure ongoing compliance with Federal and State laws, applicable standards, and agency practices and protocols.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>FIRE:</b>						
SALARIES	665,555	661,674	762,400	805,000.00	5.6%	LOS
PART TIME SALARIES	38,811	51,110	53,600	54,000.00	0.7%	
FICA	53,331	54,069	62,500	66,700	6.7%	LOS
GROUP INSURANCE	72,381	74,152	86,900	90,000	3.6%	LOS
RETIREMENT	80,118	83,513	98,400	103,000	4.7%	LOS
OTHER FRINGE BENEFITS	7,100	6,677	8,150	8,150	0.0%	
POSTAGE/TELEPHONE	350	264	500	725	45.0%	LOS
CELL PHONES	4,535	4,463	4,500	12,300	173.3%	LOS
ELECTRICITY/WATER	11,740	12,000	12,500	12,500	0.0%	
TRAVEL/TRAINING	3,665	4,436	4,200	5,200	23.8%	LOS
BUILDING MAINTENANCE	10,794	9,339	12,550	12,550	0.0%	
EQUIPMENT MAINTENANCE	9,957	10,143	10,000	10,000	0.0%	
VEHICLE MAINTENANCE	32,747	33,450	30,000	35,000	16.7%	LOS
FUEL EXPENSE	7,966	8,603	14,500	14,500	0.0%	
MATERIALS & SUPPLIES	25,248	23,097	21,000	31,200	48.6%	
TURNOUT GEAR	31,300	21,456	10,500	10,700	1.9%	CPI
DEFIBULATOR	3,903	0	0	8,100	0.0%	LOS
COMPUTERS	0	0	0	4,100	0.0%	MKT
UNIFORMS	8,391	6,453	8,500	8,500	0.0%	
CONTRACT SERVICES	6,792	7,002	9,000	12,650	40.6%	LOS
INSPECTIONS	1,883	1,761	2,000	2,500	25.0%	LOS
SAFETY	1,072	1,303	1,400	0	-100.0%	
MEDICAL EXAMS	0	7,457	12,500	12,500	0.0%	
WAKE HAZMAT TEAM	0	0	2,200	2,200	0.0%	
WAKE COUNTY DISPATCH	0	0	4,700	4,700	0.0%	
INSURANCE & BONDS	77,505	71,001	86,400	86,400	0.0%	
MISCELLANEOUS	999	495	1,000	1,000	0.0%	
RETENTION & RECRUITMENT	0	292	850	850	0.0%	
<b>Totals</b>	<b>1,156,142</b>	<b>1,154,210</b>	<b>1,320,750</b>	<b>1,415,025</b>	<b>7.1%</b>	

## MEMORANDUM

**TO:** Joe Moore, II, Town Manager  
Bobby Fitts, Finance Director

**FROM:** Chris Perry, Fire Chief

**DATE:** January 31, 2018

**SUBJECT:** FY 2018-2019 Fire Operating Budget Request

Attached you will find the submittal spreadsheet for the FY 18-19 fire department operating budget request. Related to this request, I have included below the explanation relative to each cost differential (between FY 17-18 adopted and FY 18-19 requested), other than those for within the inflation index.

### **New Fire Inspector Position and Fee Schedule**

#### Affected Account Number(s)

10-530-0200 – Salaries  
10-530-0500 – FICA  
10-530-0600 – Group Insurance  
10-530-0700 – Retirement  
10-530-1100 – Postage/Telephone  
10-530-4501 – Inspections

#### Background

With the Board's approval of the fire inspector position and new fee schedule, the requested changes in these line items provide the necessary funding to continue the position for FY 18-19. There is no expansion in the salary-related line items above what was approved by the Board – simply a continuation.

The requested increase of \$225 in the Postage/Telephone line is requested as billing statements will be mailed to affected business owners, at rates approved within the newly adopted fee schedule. This amount is based upon \$.50 first class mailing of 450 inspection notices.

The requested increase of \$480 in the Inspections line is requested to cover additional reference materials, office supplies, etc. associated with the dedicated fire inspector.

## **Cell Phones Stipends**

### Affected Account Number(s)

10-530-1101 – Cell Phones

### Background

Fire department employees are expected to (and currently) utilize their personal cell phones as part of their everyday job function, including communication with other employees (and others as needed on emergency scenes), data entry into record management systems, and for emergency incident resources. On and off-duty data services (i.e. email communication, scheduling notifications) must be maintained to advise personnel of necessary staffing changes, upcoming changes in work assignment, or other important notices. Emergency incident information and routing is provided to employee's cell phones as a backup to traditional methods (pagers, etc.). In recent months, the traditional methods have experienced system failures, which resulted in cell phones being the primary dispatch method. This request will provide for cell phone stipends to all fire employees that meet the stipulations stated in the policy.

### Fiscal Analysis

There is not an alternative delivery method to accomplish this request.

### Policy Analysis

The Town of Zebulon Standard Procedure for Cell Phones provides guidance relative to cell phone use by Town employees. The current use of personal cell phones by all fire department employees is consistent with the Cell Phone Stipend policy; however, it has not historically been applied to the fire shift personnel.

### Risk Analysis

Without a cell phone stipend, the fire department should discontinue the expectation of employees utilizing their personal cell phones. Cell phones would need to be provided for use whenever the employees are on duty, but this will eliminate communications (as described above) when the employees are not at work.

## **Educational Financial Reimbursement Program**

### Affected Account Number(s)

10-530-1400 – Travel/Training

### Background

Recently, existing and potential employees have inquired about our Educational Reimbursement program (as described in our personnel policy) as many are looking to further their education. The program has been established for awhile, but does not have any

associated funding. A funded program could function to retain existing employees while attracting new employees. The funding requested would allow our department to begin offering the educational reimbursement program as currently prescribed in the policy.

Fiscal Analysis

There is not an alternative delivery method to accomplish this request.

Policy Analysis

Section 14 of Article VII of the Town of Zebulon Personnel Policy provides for a financial reimbursement program for employees attending further education programs. The policy outlines the program; however, historically, there have not been any funding allocated towards this reimbursement.

Risk Analysis

Employee retention and recruitment is multi-faceted. This is one area of interest of our existing and potential employees which could have a positive effect on retention and recruitment if implemented; however, the actual impact of having (or not having) the program is not known. It remains very important that the Town offer benefits which keep it competitive among the other similar jurisdictions.

**Vehicle Maintenance**

Affected Account Number(s)

10-530-1700 – Vehicle Maintenance

Background

Vehicle maintenance expenses over the past four years have consistently exceeded budgeted amounts. This year's vehicle maintenance funding was already 145% above budgeted amount at the end of six months, due primarily to two significant failures with the ladder truck and our oldest pumper. The fire apparatus fleet continues to experience more vehicle repair costs as it ages. The requested increase is intended to fund the expected vehicle maintenance costs, as based on the last four year's trend. The large cost repairs from this fiscal year were taken out of consideration for the projection, as we hope they were one-time occurrences.

Fiscal Analysis

An alternative to the requested increase would be the replacement of older vehicles, but this change will not affect the budget within the proposed fiscal year. Fire apparatus replacements typically take at least twelve months; therefore, any replacements would affect future fiscal years.

Policy Analysis

This request is not policy related.

### Risk Analysis

Fire vehicle repairs must be completed to ensure that apparatus is ready to respond to emergency conditions. Without additional funding, budget funding from other departmental line items will have to continue to be moved to cover apparatus maintenance costs, which could leave other areas without necessary funding.

## **Defibrillator Replacement**

### Affected Account Number(s)

10-530-3305 – Defibrillator

### Background

Wake County has adopted a plan to equip all fire vehicles with a semi-automatic defibrillator as recommended by the National Fire Protection Association (NFPA). In conjunction with this plan, they have also adopted a plan to replace defibrillators after five years of useful life. Any units purchased under this plan would be cost-shared by the County. These units are recommended for purchase utilizing Service Equipment funding. The initial years of purchase will be to outfit three existing vehicles each year. Once all vehicles are equipped with the defibrillators, then the request will be reduced to necessary funding to maintain a five year replacement program.

### Fiscal Analysis

The requested funding takes advantage of Wake County cost-share of the actual costs. Through this share, we are able to take advantage of the County's bulk purchase of these units, as compared to individual purchase on our own.

### Policy Analysis

NFPA 1901 (Standard for Automotive Fire Apparatus) currently recommends a defibrillator on every fire apparatus. Due to the recommendation of this standard and the desire at the County level to increase chances of successful cardiac arrest saves, Wake County is working to equip all fire vehicles with defibrillators. Currently, only primary/initial response fire apparatus have defibrillators.

### Risk Analysis

Without the requested funding, we will maintain our level of having only certain vehicles with defibrillators. Since our primary vehicles have defibrillators, we will continue to have one if needed on most calls. Multiple call scenarios and incidents on backup apparatus will continue to be run without a defibrillator on board.

## **Computer Replacement**

### *Affected Account Number(s)*

10-530-3306 – Computers

### *Background*

At request of the Information Technology committee, an inventory of all desktop and laptop computers was conducted. The goal for personal computer replacement is at five years of age. Examination of fire department computers revealed that six of the department's ten computers are greater than five years of age. Those machines over five years of age were reviewed in regards to their performance and reliability.

The requested funding provides for replacement of four of the fire department's personal computers – two desktops and two laptops. The two desktops are the department's oldest two computers and are used daily by the on-duty personnel. The two laptops are located within two of the three pumpers and are used for incident response functions.

### *Fiscal Analysis*

The requested computers are shared computers, utilized by multiple employees. The only anticipated technology change relates to the implementation of the Computer-Aided Dispatch (CAD) system replacement in FY 19-20. This upcoming technology change will not affect the two desktop personal computers. Due to possible impact on the laptops (in the vehicles), the fire department will likely use refurbished machines, to reduce funding associated with new computers.

### *Policy Analysis*

This request is intended to maintain a high degree of reliability/dependability on computers which are used daily in both emergency and administrative functions.

### *Risk Analysis*

With their age, the reliability of these existing, machine critical computers is reduced. Without funding, the department will wait until machine failure for replacement.

## **Fire Department Record Management System (RMS)**

### *Affected Account Number(s)*

10-530-4500 – Contract Services

### *Background*

Since 1995, the fire department has used FireHouse Software's "standard version" for its record management. This includes all fire and EMS incident reporting, staff and training records, fire hydrant locations and maintenance, equipment inventory and maintenance, and occupancy

pre-incident information and fire inspection records. This data resides in a FoxPro database on a local server in the fire department. The FoxPro platform was discontinued in 2007 and is considered outdated in lieu of newer database platforms for years now.

In 2013, the fire department elected to begin using a mobile fire inspection application that enabled fire inspectors to capture inspection violation data remotely. This was very well received and improved inspector efficiency until it was determined approximately two years later that there was beginning to be missing data elements and record mismatches. FireHouse advised that this application was no longer supported with their "standard version" and we would need to upgrade to one of their sql versions to continue using the application.

Movement of the database from our local server to the cloud would result in remote access to the database, which is not easily obtained with our current configuration. Additionally, historic internet speeds were not sufficient to use a web-based, cloud RMS; however, the current internet upgrade will provide this option. The remote access enables live access of data in fire apparatus, as compared to the current process of moving data between databases with a portable thumbdrive.

A cloud-based solution will reduce the need for the local server, reduce the chance of outage from failed equipment, and provide additional redundancy in the event of building damage (improved continuity of operations). Additionally, the cloud-based RMS requires the vendor to make necessary software upgrades, as compared to current process of staff making upgrades to the system on the server.

This request was presented to the Information Technology Committee for input. The committee reacted favorable to the request citing the move away from the server configuration (to the cloud), the move away from the legacy FoxPro database structure, and the enhanced capabilities with the new software.

#### Fiscal Analysis

This request brings our current RMS to a system which utilizes more up-to-date technologies (cloud-based, features, etc.) while eliminating future server costs. Additionally, it reduces the chance of system outage due to hardware by eliminating the server and client computers.

#### Policy Analysis

This request provides a more stable, reliable RMS for the fire department, which is less susceptible to failure. This request further results in a reduction of reliance on server equipment located on site.

#### Risk Analysis

Without funding, we will continue to utilize our existing RMS. We are very susceptible to an outage if specific hardware fails and we will be required to maintain an operational server to house the information.

## Thermal Imaging Camera Replacement

### Affected Account Number(s)

10-530-7403 – Thermal Imaging Camera

### Background

Wake County has adopted schedule for replacement of all thermal imaging cameras (used to thermally identify hidden fire conditions and/or victims in vision obstructed/impaired fire situations). Any units purchased under this plan would be cost-shared by the County. One of our thermal imaging cameras is due for replacement in FY18-19. This unit is recommended for purchase utilizing Service Equipment funding.

### Fiscal Analysis

The requested funding takes advantage of Wake County cost-share of the actual costs. Through this share, we are able to take advantage of the County's bulk purchase of these units, as compared to individual purchase on our own.

### Policy Analysis

This request works to ensure that our thermal imaging cameras remain reliable. The technology changes with each newer version and provides for a better tool. For example, newer units are much smaller and provide a much clearer picture. With age and use, the reliability significantly decreases with these units.

### Risk Analysis

Without funding, we will continue to use our existing thermal imaging cameras. As they become unusable, we will be required to repair and/or replace with available funds. If replacement occurs later, there is a chance that the cost-share may no longer be available.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>STREETS AND HIGHWAYS:</b>						
SALARIES	61,410	127,407	135,900	263,600	94.0%	LOS/new personnel
PROFESSIONAL SERVICES	16,957	14,709	40,950	40,950	0.0%	
FICA	4,998	9,378	10,600	20,400	92.5%	LOS/Add'l personnel
GROUP INSURANCE	11,497	20,382	18,000	30,000	66.7%	Los /add'l personnel
RETIREMENT	7,307	15,603	17,100	33,750	97.4%	Los /add'l personnel
POSTAGE/TELEPHONE	103	224	400	400	0.0%	
CELL PHONES	850	1,452	1,950	2,850	46.2%	LOS/new personnel
ELECTRICITY	139,325	135,118	145,000	164,000	13.1%	LOS/new homes
LED STREET LIGHTING CONVERSION	0	25,850	0	0	0.0%	
TRAVEL/TRAINING	685	1,551	3,700	5,700	54.1%	LOS/new personnel
SIDEWALK/HANDICAP RAMP MAINTENANCE	0	9,885	0	10,000	0.0%	LOS
EQUIPMENT MAINTENANCE	4,678	14,577	8,700	8,900	2.3%	CPI
STORM DRAIN MAINTENANCE	0	0	0	0	0.0%	
VEHICLE MAINTENANCE	7,710	12,670	10,750	11,000	2.3%	CPI
FUEL EXPENSE	3,530	6,606	9,550	9,550	0.0%	
MATERIALS & SUPPLIES	17,447	25,138	21,500	22,000	2.3%	CPI
COMPUTERS	2,251	2,908	2,000	5,000	150.0%	LOS/new personnel
RADIOS	2,500	0	0	0	0.0%	
SNOW/ICE REMOVAL SUPPLIES	0	8,254	10,800	12,100	12.0%	MKT
UNIFORMS	1,371	1,802	2,750	4,250	54.5%	LOS/new personnel
CONTRACT SERVICES	6,669	4,022	8,000	8,200	2.5%	CPI
DEVELOPER REIMBURSEMENT REFUND -SIDEWALK	13,744	0	0	0	0.0%	
INSURANCE & BONDS	6,798	11,275	18,000	24,700	37.2%	LOS/new personnel
MISCELLANEOUS	578	679	500	500	0.0%	
<b>Totals</b>	<b>310,409</b>	<b>449,492</b>	<b>466,150</b>	<b>677,850</b>	<b>45.4%</b>	

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 22nd, 2018

**Re:** Streets – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

1. **Request – Sidewalk/Handicap Ramp Maintenance (10-560-1500)**

Affected Line Items

- Sidewalk/Handicap Ramp Maintenance – \$10,000

**Justification/Background:**

In an effort to address sidewalk repairs, concrete repairs, handicap ramp repairs and installation needs town-wide, we are requesting an appropriation of \$10,000. The typical installation of a handicap ramp is \$1,650 to \$1,775, not including demolition of any existing concrete. Typical 5' sidewalk installation costs \$24 to \$26 per linear foot (LF).

We would likely leverage these funds with the contractor on a larger project such as CDBG sidewalk on South Arendell or the contractor for the Storm Drainage Improvements project on West Sycamore/Arendell Avenue.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan's goal is to "maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities." Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest quality level of service. (page 71)

**Consequences of Non-Appropriation:**

The non-appropriation of these funds will force sidewalks, handicap ramps and other concrete repairs to remain in a state of disrepair. Unrepaired sections could be a liability for the town.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 22nd, 2018

**Re:** Streets – FY 2019 Budget request Detail

In my FY2019 Budget Request, I have increased several line items beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

**1. Request – Snow and Ice Materials (10-560-3303)**

Affected Line Items

- Snow and Ice Supplies – \$12,100

**Justification/Background:**

To address the rising cost of roadway de-icing materials and the Town’s expanding roadway system, I have requested a \$1,300 increase in roadway salt and ice melt materials. The typical storm requires approximately 45-55 tons of salt and 1,750 lbs. of ice melt. The current cost of roadway salt is \$92.60 per ton and a 50-lb. pail of ice melt is \$33.80. The requested amount would allow staff to handle two normal storm events of 2 to 4 inches each.

Description	Salt – Cost per Ton	Ice Melt – Cost per 50 LBS
FY2005-2006	\$56.90	\$18.00
FY2010-2011	\$98.12	\$22.50
FY 2015- 2016	\$111.77	\$27.10
<b>Current</b>	<b>\$92.60</b>	<b>\$33.80</b>

Fiscal Year	Actual Expenditure
Current – Mid Year	\$12,922
2017	\$8,300
2016	\$17,447
2015	\$13,619
2014	\$11,522

We currently have individual contracts/accounts with Cargill International and Morton Salt. We also have a cooperative purchasing agreement with City of Raleigh, Cary, Wake Forest and Sanford to purchase roadway salt. We purchase off the agreement that is in Zebulon's best interests.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan's goal is to "maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities." Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest quality level of service. (page 71)

**Consequences of Non-Appropriation:**

The non-appropriation of these additional funds will likely require a mid-year adjustment to the budget. The average annual dollar amount spent over the last five years is **\$12,762.00**.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 23rd, 2018

**Re:** Streets – FY 2019 Budget request Detail

In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

**1. Request – Electricity – Street Lighting (10-560-1300)**

Affected Line Items

- Electricity – \$164,000

**Justification/Background:**

To address the Town’s expanding roadway lighting system from residential subdivision growth, I have requested a \$19,000 increase to cover the additional street lights. The existing street lighting cost this year is projected to be +/- \$140,400. The monthly cost of a new 50 watt LED Street Light with 16’ fiberglass pole is \$10.91 per month. The table below shows the new subdivisions, the number of new street lights and projected impact date.

Location	# of Lights	Time Frame	Cost
Shepard Park	57	July, 2018	\$7,463.00
Weavers Pond Phase	10	September, 2018	\$873.00
Weavers Pond 3B-1	15	April, 2018	\$1,572.00
Weavers Pond 3B-2	20	July, 2018	\$2,619.00
Autumn Lakes I	28	July 2018	\$3,666.00
Autumn Lakes II	57	September 2018	\$4,975.00
Taryn Creek	15	August 2018	\$1,637.00
Total Cost for FY 2019			<b>\$22,805.00</b>

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan's goal is to "maintain public facilities and community services in order to provide the highest level of service, accessibility, and multifunctional use opportunities." Additionally, a policy within the plan looks to ensure facilities are maintained in a manner which supports the provision of the highest quality level of service.  
(page 71)

**Consequences of Non-Appropriation:**

The non-appropriation of these additional funds will likely require a mid-year adjustment to the budget.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** February 11th, 2018

**Re:** Streets – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have requested two positions with the goal of addressing the significant development pressures in plan review and construction inspections. The goal is to bring the Development Engineer on staff in July of 2018 and the Construction Inspector in January 2019.

**1. Request for additional full-time staff (10-560-0200)**

Affected Line Items

- Salaries – \$120,500 (98,000 +22,500)
- FICA - \$9,220 (.0765)
- Worker's Comp. - \$6,700 (5.53% per \$100)
- Health Insurance – 9,270(515 per month)
- 401K/State Retirement - \$15,400 (12.78%)
- Cell Phones - \$900 (\$50 per month)
- Computers and software – \$5,000
- Uniforms - \$1,500
- Vehicles/Trucks – \$68,975.00
- Cubicles - \$ 5,000
- Total Fiscal Year 2019 cost– \$242,465.00

Partial funding for these positions can come from construction inspection fees collected for sidewalks, roadways and greenways in FY 2019 and the possibility of taking back in-house the soil and erosion program from Wake County in FY2020.

	FY 2017	FY2018 (July to Dec)	FY 2018 (Jan to July)	FY 2019 (projected)
Inspection Fees	\$12,029	\$14, 828	13,244	\$77,518
Percentage of Increase			133%	155%
FY 2019 Inspection Fees – roadway to \$2.50 per LF				\$95,635 Fee Schedule Change for Roadway inspections -23% increase in revenue

We are scheduled to collect approximately \$77,518 in inspection fees based on the following approved plans: Taryn Creek, Glenn Lewis, Autumn Lakes Phase I and II, Shepard Park, and Weavers Pond Phase 4. These projects do not include the 850 lots at Barrington due to the uncertainty of the development.

Staff recommends to change roadway infrastructure inspection fees from \$1.50/LF to \$2.50/LF. The adjustment of these fees will generate an additional \$18,117 next year or \$95,635. Roadway inspection fees covers sub-grade inspections (density testing and proof rolls), stone grade inspections (density testing and proof rolls), curb and gutter inspections, plus asphalt density and depth measurement.

**Justification/Background:**

The current pace of development is outpacing staff’s ability to review plans in a timely fashion and conduct site visits. Currently, these duties are being shared between the Public Works Director and the Streets and Buildings Superintendent.

During FY2018, staff hired Volkert Engineering staff at a cost of \$14,369 to complete inspections of the Town’s paving program. Typically, this is completed by staff. Staff also hired Green Engineering to fill-in for our construction inspector during absences and expect to spend over \$4,000 this year for inspections services support. Staff was supplemented by WS&P this year with engineering support for Plan and TIA review in the amount of \$15,377 to date. As development continues to grow, we will need to depend on outside engineering support services.

To-date we have six major subdivisions in some form of development process:

Subdivision	# of Lots	% complete as of January 2018	% complete as of June 30, 2019	# of Lots completed as of June 30, 2019
Weavers Pond	196/776	25%	57%	444

Taryn Lake	29/97	30%	100%	97
Shepard Park	0/124	0%	100%	124
Autumn Lakes	0/550	0%	100%	550
Barrington	0/850	0%	0%	0

During FY2019, staff is expected to inspect and accept 4.19 miles of roadway which will add 20.29% more roadway to the Town's street system based on the 2017 Powell Bill report.

This development does not include the commercial re-development such as Z-Town Properties, Zebulon Drug, Sun Trust teller location, and Glenn Lewis Insurance. Staff has met with multiple developers, including Dan Ryan Builders and others, looking at larger tracts for development in Zebulon.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan goal is plan for the "provision of adequate, reliable and cost efficient utility services" (page 77). The best way to ensure reliable infrastructure is to be present during installation and testing. These positions will allow us to do a better job in the review of design and construction of dedicated infrastructure. Two major goals of the FY2019 budget are to get ahead of development and implement succession planning for Directors. Currently, the Public Works Director has less than 5 years before retirement. In the future, the Development Engineer could easily assume this leadership role.

**Consequences of Non-Appropriation:**

Without additional manpower, staff will continue to struggle to respond to developers' requests, to ensure infrastructure installation complies with Zebulon Standards, to address facility maintenance issues and to risk project management oversights due to limited staffing. Staff will be forced to spend additional funding on engineering support staff and engineering inspections. Typically, engineering support runs from \$140.00 to \$190.00 per hour depending on qualifications of the engineer and difficulty of review. Construction Inspection services are typically approximately \$90 per hour.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>POWELL BILL:</b>						
SALARIES	54,539	0	0	0	0.00%	
PART TIME SALARIES	0	0	0	0	0.00%	
PROFESSIONAL SERVICES	0	-1,532	27,000	27,000	0.00%	
FICA	3,850	0	0	0	0.00%	
GROUP INSURANCE	5,375	0	0	0	0.00%	
RETIREMENT	6,424	0	0	0	0.00%	
CELL PHONE	600	0	0	0	0.00%	
TRAVEL/TRAINING	375	0	0	0	0.00%	
STREET MAINTENANCE	0	0	0	0	0.00%	
EQUIPMENT MAINTENANCE	6,212	0	0	0	0.00%	
VEHICLE MAINTENANCE	3,762	0	0	0	0.00%	
FUEL EXPENSE	2,090	0	0	0	0.00%	
MATERIALS & SUPPLIES	6,327	0	0	0	0.00%	
SNOW/ICE MATERIALS	7,875	0	0	0	0.00%	
UNIFORMS	620	0	0	0	0.00%	
CONTRACTED SERVICES	8,601	0	0	0	0.00%	
INSURANCE	2,222	0	0	0	0.00%	
<b>Totals</b>	<b>108,871</b>	<b>-1,532</b>	<b>27,000</b>	<b>27,000</b>	<b>0.0%</b>	

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>SANITATION:</b>						
SALARIES	254,431	249,092	273,400	283,400	3.7%	
FICA	18,899	18,558	21,100	21,950	4.0%	
GROUP INSURANCE	26,886	26,550	30,000	30,000	0.0%	
RETIREMENT	29,677	30,465	34,300	36,250	5.7%	
POSTAGE	22	344	800	400	-50.0%	SAV
CELL PHONES	2,411	2,263	2,650	3,150	18.9%	LOS
TRAVEL/TRAINING	1,829	2,731	4,000	4,000	0.0%	
EQUIPMENT MAINTENANCE	12,148	9,503	12,550	12,850	2.4%	CPI
VEHICLE MAINTENANCE	16,523	24,153	18,500	18,950	2.4%	CPI
FUEL EXPENSE	7,284	11,412	21,000	21,000	0.0%	
MATERIALS & SUPPLIES	14,111	14,891	15,600	16,000	2.6%	CPI
COMPUTERS	0	2,338	0	800	0.0%	LOS
RADIOS	2,475	0	0	0	0.0%	
PRINTING/COPYING	2,011	3,497	3,000	3,100	3.3%	CPI
Publications - PW Services brochure				2,000	0.0%	LOS
Publications - Trash/Recycle Sticker				1,000	0.0%	SAV/LOS
UNIFORMS	2,835	2,800	3,350	3,350	0.0%	
HAZARDOUS WASTE DAY	1,463	1,211	1,800	1,850	2.8%	CPI
CONTRACT SVCS-SOLID WASTE	332,403	351,418	375,200	408,000	8.7%	LOS/150 new homes
CONTRACT SVC-TUB GRINDING	36,150	45,638	48,000	49,100	2.3%	CPI
CONTRACT SVC - RALEIGH	5,723	5,825	6,700	6,700	0.0%	
DEBRIS MANAGEMENT PLAN	0	0	0	0	0.0%	
Contract Services - GPS Route Vehicles				2,500	0.0%	LOS
INSURANCE & BONDS	41,340	42,106	45,000	45,000	0.0%	
MISCELLANEOUS	497	502	500	500	0.0%	
<b>Totals</b>	<b>809,120</b>	<b>845,297</b>	<b>917,450</b>	<b>971,850</b>	<b>5.9%</b>	

# Memo



**To:** Joe Moore II, PE, Town Manager  
**CC:** Board of Commissioners  
**From:** Chris D. Ray, Public Works Director  
**Date:** January 23rd, 2018  
**Re:** Sanitation – FY 2019 Budget request Detail

In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

**1. Request – Contract Services – Waste Industries (10-580-4500)**

Affected Line Items

- Solid Waste Collections – \$389,147.00

**Justification/Background:**

The Zebulon Planning Department has projected the Town of Zebulon will grow by 150 residential households during the next fiscal year. We are projecting we will average 12 new residential garbage and recycling customers per month. This annualized cost of 12 additional residents per month will add \$13,180.00 to our contract with Waste Industries. The current cost of garbage collection is \$10.62 per month and recycling collection is \$3.46 per month. These contract unit costs are expected to remain the same for FY2019. Our contract with Waste Industries expires on June 30, 2019. The Waste Industries contract has the following cost breakdown:

Location	Service	Annual Cost
Community Center	Dumpster -Trash and Recycle	\$1605.00
Recycle Center	Metal Dumpster Rental	\$588.00
Recycle Center	Rolloffs – Bulky Waste/General Trash	\$9,160.00
Residential Service	Trash and Recycle Service	\$354,900.00
Residential Service	Residential Growth	\$13,179.00
Contingency @ 2.5%		\$9,715.00
<b>Total Costs</b>		<b>\$389,147.00</b>

**Connection to Adopted Goals:**

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

**Consequences of Non-Appropriation:**

Non-compliance with Town Ordinance, Chapter # 95.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 23rd, 2018

**Re:** Sanitation – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

1. **Request – Publications (10-580-3304)**

Affected Line Items

- Publications - \$3,000
- Postage – (\$400)

**Justification/Background:**

The Public Works Services brochure is a guide to residents for trash, recycling, yardwaste, leaves, bulky waste, mulch, stormwater services, sweeping, and snow and ice removal services. The brochure will provide schedules for normal pick-up, holidays, and special events such as Community Recycling Day. In addition to a quick glance guide for services, the brochure assists with our compliance with solid waste reduction goals and the stormwater educational goals of our stormwater permit. The cost to print and mail the brochure annually is \$2,000.00.

The trash/recycling annual cart sticker is a resident guide and reminder of which week is trash/recycling and trash only. The stickers help prevent constant calls to Public Works regarding the schedule. The awareness of the recycling dates makes residents more likely to recycle since its convenient and easy. The cost of the program is \$1,000 annually.

This program is partially funded from a \$400.00 savings from the postage line item; therefore, the net cost of the publications to the overall budget is \$2,600.00.

**Connection to Adopted Goals:**

Stormwater MS4 Permit requires the Town to complete public education regarding storm water. In addition to being a guide to residents, this brochure helps us meet the education requirement of the permit. By making the recycling schedule convenient and easy with the cart sticker, residents are more like to recycle; thus, reducing items in the landfill and, as a result, reducing tipping fees. This complies with our solid waste reduction goals in the Wake County Solid Waste Plan.

February 7, 2018

**Consequences of Non-Appropriation:**

The brochure and sticker are essential communication tools for our residents regarding public works services. The publications eliminate confusion and reduce phone calls for information and extra service pick-ups.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 29th, 2018

**Re:** Sanitation – FY 2019 Budget Request Detail

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In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

**1. Request – GPS Vehicle Tracking (10-580-4504)**

Affected Line Items

- GPS Vehicle Tracking - \$2,500.00(New Line Item)

**Justification/Background:**

GPS Mobile Solution's vehicle tracking application provides real-time vehicle location along with a detailed trip history. The detailed vehicle trip history shows the exact time a vehicle arrives at location, leaves location and total duration of stop. GPS vehicle tracking system is designed to give staff a clear, concise information on the efficiencies of their mobile workforce.

When a resident reports a missed service delivery, we are unable to determine the cause and prevent the issue from reoccurring. We cannot track a vehicle to determine the date or time service should have occurred or if the service was delivered. We are forced to make special trips to perform the services, resulting in inefficiencies of crew time and vehicle use. GPS tracking software will allow us to monitor the vehicles and improve our service efficiencies.

An additional benefit of the GPS Mobile Solution is it prevents mobile device use (texting, gaming, emails, Facebook) while driving. Studies have shown that 28% of vehicle accidents are related to the use of mobile devices while driving and drivers are 23 times more likely to have an accident while texting/emailing. The typical vehicle accident costs an agency \$25,000 or more per event. If a typical accident cost \$25,000, an accident with our larger vehicles will cost significantly more due to their ability to cause greater damage. The installation of GPS on these larger vehicles reduces our liability of larger and more expensive claims.

In addition to improving our response regarding service delivery and improved safety from elimination of mobile device use, the GPS Mobile Solutions software will allow staff to monitor idling times, routing of trucks, service delivery times, and missed locations. By maximizing routing and reducing idling, we may generate fuel savings and improve efficiency of service delivery. We also may be eligible for insurance savings on our vehicle for the installation of GPS monitoring. Hopefully, the vehicle is never stolen, but the GPS tracking will provide law enforcement an additional tool in securing its recovery. GPS Mobile Solutions offers a Lone Worker GPS tracking device that will notify EMS responders or company officials of an emergency situation.

We have the benefit that Wake County currently uses this system on its entire fleet of vehicles; therefore, we know it is reliable, expandable and cost efficient. GPS Mobile Solutions has agreed to extend the Wake County pricing to the Town of Zebulon. The following is the proposed vehicle list for the first year of operation:

1. 2010 Knuckleboom
2. 2013 A700 Street Sweeper
3. 2001 Knuckleboom
4. 2008 Leaf Truck
5. 2017 Hook-lift/Leaf Truck

**Connection to Adopted Goals:**

None – As we do not have adopted goals for efficiency, it is clearly understood that staff should always strive to be as efficient with town resources as possible. “Efficiency of performance is what wins the game for the team.” – Pat Riley

**Consequences of Non-Appropriation:**

The potential of route inefficiency and ability to respond to service request for Yardwaste Collection, Leaf Collection, Sweeping, and Bulky Waste Collection.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 29th, 2018

**Re:** Sanitation – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

**1. Request – Cell Phones (10-580-1101) and Computers (10-580-3301)**

Affected Line Items

- Cell Phones - \$3,310
- Computers - \$800

**Justification/Background:**

The additional cell phone service of \$480 is for an iPad to provide mobile access to HVAC controls, stormwater mapping, and design plan software for construction plan viewing in the field. The cost of the IPAD and case is \$800.00. The monthly service cost is \$38.00.

**Connection to Adopted Goals:**

None – As we do not have adopted goals for efficiency, it is clearly understood that staff should always strive to be as efficient with town resources as possible. “Efficiency of performance is what wins the game for the team.” – Pat Riley

**Consequences of Non-Appropriation:**

Result in the failure to adjust HVAC controls quickly and forces staff to return to facility to make adjustments. Longer response time to illegal storm water discharges looking for paper copies of maps before containing spills. Need to carry paper copies of plans to field meetings.

Account Description	2016 Actual	2017 Actual	FY 2018 Amended		FY 2019 Requested	% Increase (Decrease) in		Note
			Budget	Budget		Budget	Budget	
<b>STORMWATER:</b>								
SALARIES	80,214	85,813	92,100	98,400		6.8%		
PROFESSIONAL SERVICES	980	16,982	1,000	8,500		750.0%		LOS
FICA	5,926	6,391	7,150	7,650		7.0%		
GROUP INSURANCE	10,304	11,147	12,000	12,000		0.0%		
RETIREMENT	9,314	10,512	11,600	12,600		8.6%		
POSTAGE	49	124	300	300		0.0%		
CELL PHONES	930	960	1,050	1,550		47.6%		LOS
TRAVEL/TRAINING	665	766	1,500	1,500		0.0%		
STORM DRAINAGE MAINTENANCE	14,747	14,583	17,500	17,500		0.0%		
EQUIPMENT MAINTENANCE	5,008	3,520	6,500	6,650		2.3%		CPI
FUEL	1,169	1,132	2,000	2,000		0.0%		
MATERIALS & SUPPLIES	4,776	6,979	7,000	7,200		2.9%		CPI
COMPUTERS	0	0	0	0		0.0%		
UNIFORMS	1,333	1,236	1,500	1,500		0.0%		
CONTRACT SERVICES	6,250	8,115	10,000	10,250		2.5%		
NC 811 SERVICE	0	581	3,000	2,000		-33.3%		SAV
INSURANCE	8,773	9,616	10,000	10,000		0.0%		
MISCELLANEOUS	100	322	500	500		0.0%		
<b>Totals</b>	<b>150,539</b>	<b>178,778</b>	<b>184,700</b>	<b>200,100</b>		<b>8.3%</b>		

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 24th, 2018

**Re:** Stormwater – FY 2019 Budget request Detail

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In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

1. **Request – Professional Services (10-590-0400)**

Affected Line Items

- Professional Services - \$8,500

**Justification/Background:**

The Town of Zebulon MS4 stormwater permit # NCS000557 requires the Town of Zebulon to maintain an accurate map of the stormwater system. Every two years, we complete surveying updates to capture stormwater additions to the Town of Zebulon drainage system added by commercial and residential development or Town of Zebulon infrastructure improvement projects. Revisions are expected at Weavers Pond, Taryn Lake, Shepard Park, Autumn Lakes, Z-town Properties, Landen Air, Glenn Lewis Insurance, and Shepard Greene. The cost to complete this project is \$7,500.

**Connection to Adopted Goals:**

Zebulon Comprehensive Plan's goal is plan for the "provision of adequate, reliable and cost efficient utility services" (page 77). Efficiency is gained by having accurate and reliable maps of the storm drainage system. Although not an adopted goal, the Town of Zebulon always strives to comply with requirements for state and federal permits.

**Consequences of Non-Appropriation:**

Failure to comply with State Permits, could result in Notices of Violations (NOV) or possibility of fines from the State of North Carolina Division of Energy, Mineral and Land Resources.

# Memo



**To:** Joe Moore II, PE, Town Manager

**CC:** Board of Commissioners

**From:** Chris D. Ray, Public Works Director

**Date:** January 24th, 2018

**Re:** Stormwater – FY 2019 Budget request Detail

---

In my FY2019 Budget Request, I have increased the line item beyond a CPI amount of 2.3%. This memo will provide details and justifications for these increases.

1. **Request – Cell Phones (10-590-1101)**

Affected Line Items

- Cell Phones - \$1,530

**Justification/Background:**

The additional cell phone service of \$480 is for an iPad to provide mobile access to HVAC controls, stormwater mapping, and design plan software for construction plan viewing in the field. The iPad will be purchased with existing budget funds. The monthly service cost is \$38.00.

**Connection to Adopted Goals:**

None – As we do not have adopted goals for efficiency, it is clearly understood that staff should always strive to be as efficient with town resources as possible. “Efficiency of performance is what wins the game for the team.” – Pat Riley

**Consequences of Non-Appropriation:**

Staff would not be able to adjust HVAC controls quickly and forces staff to return to facility to make adjustments. Longer response time to illegal storm water discharges looking for paper copies of maps before containing spills. Need to carry paper copies of plans to field meetings.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>PARKS &amp; RECREATION:</b>						
PART-TIME SALARIES (FARMERS MARKE	0	19,100	23,500	26,000	10.6%	CPI, LOS
SALARIES	256,215	261,990	272,400	317,500	16.6%	LOS
PART TIME SALARIES	79,940	60,053	85,000	103,800	22.1%	CPI, LOS
FICA	25,577	25,598	29,400	34,450	17.2%	CPI, LOS
GROUP INSURANCE	24,476	26,364	30,000	36,000	20.0%	LOS
RETIREMENT	29,858	32,043	34,200	40,600	18.7%	LOS
POSTAGE/TELEPHONE	281	152	750	750	0.0%	
CELL PHONES	2,526	2,556	2,600	2,700	3.8%	CPI
ELECTRICITY/WATER	27,691	27,632	28,950	29,600	2.2%	CPI
TRAVEL/TRAINING	1,695	1,799	2,000	3,250	62.5%	CPI, LOS
GROUPS MAINTENANCE	53,999	21,026	21,300	21,800	2.3%	CPI
EQUIPMENT MAINTENANCE	11,069	7,380	10,100	10,300	2.0%	CPI
VEHICLE MAINTENANCE	2,716	7,774	5,850	6,000	2.6%	CPI
FUEL EXPENSE	6,503	7,082	10,600	10,600	0.0%	
MATERIALS & SUPPLIES	13,618	13,311	13,700	16,200	18.2%	CPI, LOS
TEAM UNIFORMS	13,933	14,714	14,200	18,500	30.3%	CPI, LOS
COMM CENT MATERIALS/SUPPLIES	7,989	7,994	8,100	8,300	2.5%	CPI
COMPUTERS	900	642	1,000	1,000	0.0%	
PRINTING/COPYING	2,098	2,998	2,500	2,600	4.0%	CPI
CONTRACT SERVICES	47,543	48,632	51,000	48,800	-4.3%	CPI, LOS
INSURANCE & BONDS	23,834	24,542	25,200	26,400	4.8%	LOS
MISCELLANEOUS	115	79	200	200	0.0%	
CAMP PROGRAMS	15,069	15,688	15,750	16,100	2.2%	CPI
Special Event	0	0	0	15,000	0.0%	LOS
SENIOR PROGRAMS	28,711	32,484	17,050	0	-100.0%	
FARMERS MARKET	20,260	20,481	21,600	22,100	2.3%	CPI
<b>Totals</b>	<b>696,617</b>	<b>682,114</b>	<b>726,950</b>	<b>818,550</b>	<b>12.6%</b>	

# TOWN OF ZEBULON

## Parks and Recreation Department

To: Joe Moore, Town Manager  
From: Greg Johnson, Parks and Recreation Director  
Re: Fiscal Year 2018-2019 Operating Budget Recommendations  
Date: January 26, 2018

Following are recommendations from the Zebulon Parks and Recreation Staff for Fiscal Year 2018-2019 Operating Budget that will result in a budget increase.

### Highlights include:

- Full-time Park Maintenance Laborer I
- Zebulon Youth Council
- Community Special Event
- Youth Athletic Leagues Expansion
- Zebulon Community Center Hours of Operation

### **Recommendation #1 – addition of Full-time Park Maintenance Laborer I**

#### Park Maintenance Laborer I

Salary	\$29,266 (starting salary of \$28,552 with 5% increase after 6 months)
FICA	\$2239
Retirement	\$3717
Health Ins.	\$6000
Worker Comp	\$1172

#### Background

It is becoming increasingly difficult for our park maintenance staff to maintain our six parks to be safe, functioning, and aesthetically pleasing; prepare facilities for citizen use such as athletic fields for our growing athletic programs; repair damaged facilities; and perform park improvement projects. Our programs are growing, park usage is increasing, and the facilities are aging. An additional full-time staff member will enable our staff to improve our parks to a level of service desired by our patrons and our Town. Currently, our staff endeavors to keep our parks clean, safe, functioning, and prepared for programs. We will be more equipped to do so with a second full time staff member and will also be able to perform park improvement projects such as facility development, construction, and painting.

#### Fiscal Analysis

Staff currently utilizes four part-time maintenance workers to work with the full-time Crew Leader to service our parks. Part-time staff is limited to 20 hours per week, and primarily clean restrooms, pick up and remove trash from parks, and occasionally perform some light

landscaping duties and field preparation. There is very little time for training, and only a basic level of service is able to be obtained thru part-time employees. Staff occasionally receives volunteer assistance from court ordered community service workers (volunteers), and groups such as Boy Scouts; however, such assistance cannot be depended upon to perform the necessary year-round park maintenance service. Contracted Personnel would cost more than the addition of a full-time laborer.

#### Policy Analysis

It is the goal of the Parks and Recreation Department to provide our citizens with the best public parks possible. This goal can be more attainable with the addition of the requested Park Maintenance Laborer position.

#### Risk Analysis

Without the addition of this staff person, our staff will continue to strive to provide clean and safe parks; however, little to no improvement will be evident in the maintenance and improvement of our growing park system.

#### **Recommendation #2 – Zebulon Youth Council Growth**

ZYC Program Proposal	
Part-time Salary	\$9600
Materials and Supplies	\$2000
Travel and Training	\$1200

#### Background

The Zebulon Youth Council was founded in 2013. It was originally funded for three years by a John Rex Endowment Grant. The purpose, goals, and level of youth participation have continued to grow and evolve.

The Youth Council now has an Adult Leader with a Doctorate in Education Degree with the desire and ability to make this program grow and allow it to be successful.

The hours to perform the necessary duties for this position have grown from 20 hours per month to 40 hours per month. There is increased planning and preparation in anticipation of bi monthly meetings as well as many service projects that are taking place.

There also is the need for travel and training for the adult leader as well as some of the youth to include participation in State and/or National Youth Council Conferences.

#### Fiscal Analysis

Current funds appropriated to Zebulon Youth Council total \$4800. Of this amount, \$3000 is appropriated to pay an adult leader and \$1800 for miscellaneous materials. This \$4800 is in Contracted Services and will be deducted from that line. The total increase in budget for Zebulon Youth Council is \$8000.

The position is much more atoned to being a staff position rather than a contracted position for the following reasons: the program and its adult leader utilize town materials, supplies, and equipment; travel and training is necessary for the program to be successful; and the adult leader performs duties from a town office.

#### Policy Analysis

The Zebulon Youth Council serves as the primary organization on youth activities for the Town of Zebulon; to advise the Board of Commissioners in matters related to youth; to aid them and to listen to them in matters of civic interest and need.

The Youth Council is to initiate, organize, and execute service projects/programs that will be of benefit to the Town of Zebulon with special emphasis on the youth.

The Council is to serve as a line of communication between adult and youth population in Zebulon.

The Council is to develop leadership qualities in individuals, foster enthusiasm and encourage interest in civic affairs, and serve as a means of having fun in a safe environment.

#### Risk Analysis

If not recommended, the program will not be successful in meeting its purpose and will never reach its full potential. The program is currently underfunded. There is no unforeseen liability in the program going underfunded; however, the program should be dropped if it is not properly funded.

### **Recommendation #3 – Town of Zebulon Special Event**

Proposed Funding Amount: \$15,000

#### Background

Town of Zebulon has sponsored special events in the past, such as Arts in the Park, Market on the Lawn, July 4<sup>th</sup> Celebration, and Centennial Celebration. Currently, the largest special events the Town sponsors and conducts are the weekly Zebulon Farm Fresh Markets and Zebulon Night Out. The Town partners with the Chamber of Commerce to conduct May Day Celebration (primary events are a 5K Run and larger version of the Farm Fresh Market) and Holiday Happenings (primary events are the Street Market and Christmas Parade).

Staff proposes that Town of Zebulon be the lead organization in creating a new, exciting, attractive special event that provides citizens of Zebulon an opportunity to celebrate life with fellow residents. Neighbors from surrounding communities will come to Zebulon to celebrate with us.

The Special Event will include live music, entertainment, food, beverages, games, contests, and vendors. A concerted plan for marketing and advertising the event will be necessary.

#### Fiscal Analysis

The Chamber of Commerce will be a partner in planning, coordinating, and implementing the special event. Together, we will gain support and volunteer services from local groups such as Zebulon Downtown Arts Council, Churches, and Civic Groups. Funds appropriated by the Town of Zebulon will serve as seed money to attract financial support from business and corporate sponsors, as well as grants from such organizations as the United Arts Council of Wake County.

#### Policy Analysis

The Town of Zebulon Comprehensive Plan states as an Economic Development Policy: Develop a comprehensive program to promote downtown through special events, community events....

A goal of the Town is to increasingly provide community events that bring all citizens together from all walks of life, to include new, current and longtime residents of the town of Zebulon.

#### Risk Analysis

If not funded at this time, staff will continue to seek the means to facilitate community events. However, staff believes that if the Town will provide the start-up funds for a special event that the community will help plan and develop, the long-term benefits will be realized sooner than later.

### **Recommendation #4 – Youth Athletic Leagues Expansion**

#### Summer Youth Basketball League (Registration Revenue Projection - \$4500)

Part-time Salaries	\$1000	
Uniforms	\$1500	
Contract Officials	\$2600	
Total Direct Costs		\$5100

#### Spring Youth Soccer League (Registration Revenue Projection - \$5625)

Part-time Salaries	\$1600 (includes game officials)	
Uniforms	\$2500	
Materials (field paint)	\$200	
Total Direct Costs		\$4300

#### Background

There has been increasing interest expressed by parents and youth players to provide an additional season of Youth Basketball League and Youth Soccer League each year. Currently, Basketball is played during the winter season, and soccer during the fall. The additional Basketball League would be played during the summer season, and soccer in the spring.

The Youth Baseball and Softball League Programs have been conducted twice each year for more than twenty years. These programs take place during the spring season and fall season.

#### Fiscal Analysis

Participant Registration Revenues for the Youth Soccer League is projected to exceed the Direct Costs of the program by \$1325.

Direct Costs of the Summer Basketball League is projected to exceed Participant Registration Revenues by \$600.

Team sponsors will be sought for the both the Soccer League and Basketball League.

#### Policy Analysis

It is the goal of the Town of Zebulon Parks and Recreation Department to:

- Increasingly provide healthy living / physical activity programs for our youth
- increasingly provide more summer activity for our youth while out of school
- provide more activities outside / get children outdoors more often

#### Risk Analysis

If these programs are not provided, children will not have the opportunity to play soccer or basketball in Zebulon during the spring and summer seasons, respectively. Zebulon children who do want to participate in these sports during this time can go to Wendell or Knightdale to play if they can afford the out of town registration fee and have the transportation and time to get there.

Families look at many things when moving to a new area, such as schools and recreation opportunities when choosing a community in which to live. Town of Zebulon Recreation Staff continues to plan for program growth.

#### **Recommendation #5 – Expansion of Zebulon Community Center Hours**

Cost to open building one hour earlier and close one hour later - \$4700

#### Background

Zebulon Community Center hours of operation are Monday thru Thursday 7am until 8pm and Friday 7am until 4pm. These hours have been in effect for the past five years. The hours previously were 6am until 9pm and 6am until 4pm respectively. The hours were reduced when the Town was seeking opportunities to reduce expenditures.

Staff recommends going back to the original hours of operation in order provide our citizens a better opportunity to utilize the building for the recreational and health needs.

Doing so will allow working adults and early risers the improved opportunity to live a healthy lifestyle thru the walking program, fitness room opportunities, and possibly even healthy living programs. Also, those who arrive home later have the extra hour in the evening to make use of the Zebulon Community Center facilities in pursuit of a healthy lifestyle.

Fiscal Analysis

Part-time personnel will be utilized to operate the ZCC during these expanded hours. The cost will be \$4700.

Risk Analysis

If the hours are not expanded, many citizens will not realize the opportunity to utilize the ZCC now and in the future for their healthy lifestyle pursuits who might be able to otherwise.

**Recommendation #6 – Zebulon Farm Fresh Market Assistant**

ZFFM Part-time Salaries        \$2000

Background

Zebulon Farm Fresh Market continues to grow. More than 10,000 customers visited during the 2017 season. Much work goes into setting up the market and taking it down, primarily being putting up and taking down twenty pop up tents, and installing and removing many advertising signs. Much time, work, and effort is also put into ZFFM operations each Saturday to ensure that quality customer service is maintained. For example, staff must assist vendors with their needs; build relationships and talk with customers and answer their many questions; and set up and conduct special events, entertainment, and educational sessions. There were many times when there was a need for an additional person.

Fiscal Analysis

A part-time staff person is the best option to satisfy this need. The hourly rate would range from \$8-\$10 per hour. Full-time employee status or contract assistance is not necessary. Staff always welcomes volunteers; however, volunteers are not able to drive Town owned trucks; pull trailers; and operate the EBT, Credit Card, and Debit Card Machine.

Policy Analysis

Excellent customer service is a trait we desire in presenting all of our programs. It is very important that the Town provide excellent customer service at each of the ZFFM events. There is more personal interaction during the operation of the ZFFM than most other events and activities that are conducted in the Town of Zebulon. It is a community social center that is a welcoming and desirable space in which to be.

Risk Analysis

If the added assistance is not available, there possibly could be a reduction in service levels. A decrease in service levels could cause the ZFFM to lose vendors and /or customers, as well as sponsors.

Account Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended Budget	FY 2019 Requested	% Increase (Decrease) in Budget	Note
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>						
EMPLOYEE APPRECIATION	3,214	0	0	0	0.0%	
EAST WAKE BUS SERVICE	4,320	4,320	4,350	4,350	0.0%	
TRIANGLE J COG	1,771	1,798	1,700	1,800	5.9%	
CHAMBER OF COMMERCE(ECON DEV. AGREEMENT)	1,000	0	13,000	0	-100.0%	
NLC & NCLM	5,370	5,657	5,500	5,600	1.8%	
INSTITUTE OF GOVERNMENT	534	553	500	500	0.0%	
STRATEGIC PLAN	0	0	25,000	0	-100.0%	
MARKET ANALYSIS	0	0	25,000	0	-100.0%	
FACADE IMPROVEMENT GRANTS	0	0	10,000	0	-100.0%	
SITE ASSESSMENT PROGRAM	0	0	25,000	0	-100.0%	
CAMPO	1,653	1,846	2,150	2,500	16.3%	
STREETSCAPE MATCH	0	1,901	10,000	0	-100.0%	
STATE FORFEITURE EXPENDITURES	0	0	0	0	0.0%	
FEDERAL FORFEITURE EXPENDITURE	2,048	12,770	0	0	0.0%	
WAKE HAZMAT TEAM	1,959	2,021	0	0	0.0%	
WAKE CO DISPATCH	4,256	4,553	0	0	0.0%	
RETIREE INSURANCE	42,221	42,077	0	0	0.0%	
EWTY	56,142	55,365	0	0	0.0%	
<b>NON-PROFIT (HOLD FOR MAX OF \$5,000)</b>	0	0	0	5,000	0.0%	
INTERACT	0	1,000	1,000	0	-100.0%	
MLK BREAKFAST	500	500	500	0	-100.0%	
E. WAKE EDUCATION FOUND	1,000	1,000	1,000	0	-100.0%	
UNITED ARTS COUNCIL	0	0	0	0	0.0%	
SHEPARD'S CARE CLINIC	1,000	1,000	1,000	0	-100.0%	
NC FAMILY TRAINING & COUNSELING CENTER	0	0	1,000	0	-100.0%	
<b>Totals</b>	<b>126,989</b>	<b>136,361</b>	<b>126,700</b>	<b>19,750</b>	<b>-84.4%</b>	



STAFF REPORT  
FY 2019 NON-PROFIT FUNDING REQUESTS  
MAY 7, 2018

**Topic: FY 2019 Non-Profit Funding Requests**

From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by: Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The non-profit funding application is for the Board of Commissioners consideration for funding in Fiscal Year 2019.

**Background:**

The Town began the non-profit funding application process early this year. Applications were mailed to past recipients, applicants and others who expressed interest on January 2, 2018. Those applications were due back by February 12, 2018. At the March 5, 2018 Board of Commissioners meeting applicants were able to make brief presentations to the Board describing what their organization does and how it would use the funding. Eight applications were received.

**Discussion:**

The discussion before the Board is to decide, what, if any, non-profit requests to fund. Total budget of \$5,000 is recommended in the FY '19 budget ordinance. No single award can exceed \$1,000.

**Policy Analysis:** A policy analysis was conducted for each request.

- Is it connected to a Town service?
- Is it connected to a Town initiative?
- Is it connected to a Town goal (Comprehensive Plan, Greenway, Bicycle & Pedestrian Master Plan)?

**Fiscal Analysis:** A fiscal analysis was conducted for each request.

- Is it more efficient for the Town to provide this service instead of the organization?

**Staff Recommendation:**

No staff recommendation is given. Board action is only necessary if grant money is awarded to a non-profit.



STAFF REPORT  
FY 2019 NON-PROFIT FUNDING REQUESTS  
MAY 7, 2018

**Attachments:**

1. FY 2019 Non-profit Analysis
2. The Family Violence Prevention Center, Inc.; dba InterAct non-profit application
3. Zebulon Downtown Arts Council non-profit application
4. East Wake Education Foundation non-profit application
5. Zebulon Youth Football non-profit application
6. Preservation Zebulon non-profit application
7. Martin Luther King Jr. Breakfast Committee non-profit application
8. NC Family Training & Counseling Center for CLEF non-profit application
9. Shepherd's Care Medical Clinic non-profit application

<u>Applicant</u>	<u>Supports/Replaces Existing Town Service</u>	<u>Advances on Comprehensive Plan Goal</u>	<u>Tax-exempt Status</u>	<u>Notes</u>
Interact	YES	YES <sup>(1)</sup>	501 (c) (3)	Domestic and/or Sexual Violence counseling & shelter; Court advocacy
Zebulon Downtown Arts Council	YES	YES <sup>(2)</sup>	501 (c) (3) PENDING	Will take over Town Hall art displays, sponsor local artists, events and streetscape projects; plan art classes & competitions
East Wake Education Foundation	NO <sup>(a)</sup>	UNSURE <sup>(3)</sup>	501 (c) (3)	Offers preschool program & services to preschool age children
Zebulon Youth Football	YES <sup>(b)</sup>	YES <sup>(3)</sup>	Unknown	Football & cheerleading; ages 4-12
Preservation Zebulon, Inc.	YES	YES <sup>(4)</sup>	501 (c) (3)	To handle application process for establishing a historic district in Town
Martin Luther King Jr. Breakfast Committee	NO	NO <sup>(5)</sup>	NONE	Town initiated event started as part of Centennial celebration <sup>(5)</sup>
NC Family Training & Counseling Center for CLEF	NO <sup>(a)</sup>	UNSURE <sup>(3)</sup>	501 (c) (3)	Education-based summer camp program
Shepard's Care Medical Clinic	NO <sup>(a)</sup>	UNSURE <sup>(3)</sup>	501 (c) (3)	Free health care to the uninsured & underinsured (flu & pneumonia vaccines)

<sup>(1)</sup> Comprehensive Plan - Community Facilities: Goal 2 - "Study Services such as police, fire, emergency and healthcare. Continue to ensure that the Town of Zebulon is a safe community by meeting or exceeding recognized standards for public safety."

<sup>(2)</sup> Comprehensive Plan - Economic Development: Goal 3 - "Protect, promote, enhance, and organize the existing commercial community within the Zebulon Main Street core to bring new vibrancy to existing downtown business environments."

<sup>(3)</sup> Comprehensive Plan - Community Facilities: Goal 1 - "Provide facilities and programs to address existing and anticipated community needs."

<sup>(4)</sup> Comprehensive Plan - Economic Development: Goal 2 - "Facilitate economic growth protecting the historical origins of the Town."

<sup>(5)</sup> Without a Comprehensive Plan goal, the Board may want to consider funding this directly as a partnership to execute its initiative

<sup>(a)</sup> Healthcare and education are County services

<sup>(b)</sup> Parks & Recreation does not offer football & cheerleading

**Town of Zebulon  
FY 2018-2019  
Proposed Fee Schedule**

Department & Fee Description	Current Fee	Proposed Fee
<b>Administration</b>		
<u>Garbage Pickup</u>		
Residential Garbage Rate (billing is included with City of Raleigh utility bill)	\$19.25 first trashcan	\$19.25 first trashcan
Additional Trashcans (each)	\$10.62	\$10.62
Recycling Service Only	\$3.46	\$3.46
<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 constuction debris, paint, certain chemical, grass clippings, etc.</i>		
<i>The Town will not pick up electronic devices</i>		
<u>Miscellaneous</u>		
Return 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
<u>Taxes</u>		
Property tax rate	\$.575/\$100 of assessed valuation	\$.592/\$100 of assessed valuation
Vehicle Decal Fee	\$10.00	\$10.00
Cemetery Plots	\$850.00 per plot plus recording fees	\$850.00 per plot plus recording fees
Business Registration Fee	\$25.00	\$25.00
<b>Stormwater Fee</b>		
<b>Residential</b>	<b>\$2.00</b>	<b>\$2.00</b>
<b>Small Non-Residential (up to 10,000sf)</b>	<b>\$7.00</b>	<b>\$7.00</b>
<b>Medium Non-Residential (10,000-45,000sf)</b>	<b>\$38.00</b>	<b>\$38.00</b>
<b>Large Non-Residential (greater than 45,000sf)</b>	<b>\$92.00</b>	<b>\$92.00</b>
<i>Stormwater Fee will be billed by the City of Raleigh.</i>		
<b>Privilege License</b>		
<i>Note: Previous privilege license fees published in Town of Zebulon Code of Ordinances.</i>		
<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	\$4.00 per report	\$4.00 per report
Fingerprinting Service	\$15.00	\$15.00
Civil Citation Administration Appeal Fee	\$25.00	\$25.00

**Fire Department**

Inspections

Fire Code Periodic Inspections (Initial)\*

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

Fire Code Periodic Reinspections\*

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

*\*Periodic Inspection fees are waived for non-profit organizations.*

Violation Fees

Imminent Hazard Violation	\$250.00	\$250.00
Non-compliance Fee	\$50.00 per outstanding violation	\$50.00 per outstanding violation

New Construction/Alterations

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)

Permits

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

*\*Permit fees are waived for non-profit organizations.*

Miscellaneous

Copy of Fire Report	\$4.00 per report	\$4.00 per report
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**Planning and Zoning**

Land Use Application Permit Fees

Voluntary Annexation Filing	\$400.00	\$400.00
Zoning Map Amendment (Formerly Rezoning Petition)	\$600.00	\$600.00
Zoning Ordinance Amendment	\$600.00	\$600.00
Variance	\$700.00	\$700.00
Appeals or Interpretations	\$500.00	\$500.00
Petition to Close Right-of-Way	\$1,200.00	\$1,200.00
Special Use Permit	\$800.00	\$800.00
Special Use Permit (with Traffic Impact Analysis Review)	\$1,800.00	\$1,800.00

Public Notice Mailing Fee		\$1 per mailed notice
Public Notice Sign		\$25 per required sign

Permitting and Development Fees

Zoning Compliance Permits

Zoning, Sign, and Air Quality Permits	\$65.00	\$70.00
Home Occupations, Construction Trailers	\$65.00	\$70.00
Change of Use Permits	\$65.00	\$70.00
Flood Certifications	\$65.00	\$70.00

Temporary Sign/Banner

Open Air Sales	\$25.00	\$25.00
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Mobile Food Vendor (In-Town)	\$140.00	\$165.00
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Mobile Food Vendor (Annual Reinspection) (Out-of-Town)	<del>\$165.00</del>	<b>\$30.00</b>
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ABC License

Wireless Communications Fee - New Tower Only (Includes SUP submittal fee)	\$1,500.00	\$2,000.00
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Construction Plan Review

TRC Review Fee (Initial Submittal)	\$700.00	\$700.00
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TRC Review Fee (Subsequent Submittals)	\$150.00	\$200.00
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<del>Construction Plan Review (TRC is not required)*</del>	<del>\$350.00</del>	<del>\$350.00</del>
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Traffic Impact Analysis (TIA) Review Fee	\$1,000.00	\$1,000.00
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Traffic Impact Analysis (TIA) Waiver Fee	\$2,000.00	\$2,000.00
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Development Fees

Transportation Impact Fee	\$533.00/peak hour (*Total Fee Varies based on land use type)	\$850.00/peak hour (*Total Fee Varies based on land use type)
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Recreation & Open Space - Fee-in-Lieu

Single-Family	\$2,000.00/unit	\$2,500.00/unit
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Multi-Family	\$2,000.00/unit	\$2,500.00/unit
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*Note: Residential fee-in-lieu is due upon **plat** building permit approval.*

Beaverdam Creek Sewer Outfall Project Fee	\$1,614.09/home or home equivalent (250 GPD user)	\$1,614.09/home or home equivalent (250 GPD user)
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Weaver's Pond Subdivision

Easement Recovery Fee	\$192.96 per acre	\$192.96 per acre
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*Note: Easement recovery fee is due upon submission of application for plat approval.*

Final Plat Fees

Major Subdivision	\$400.00 + \$5.00/lot	\$400.00 + \$5.00/lot
Minor Subdivision	\$120.00	\$150.00
Major Recombination Plat (greater than 3 parcels)	\$80.00	\$100.00
Boundary Survey	\$80.00	\$100.00
Exempt	\$80.00	\$100.00
Right-of-Way Dedication	\$80.00	\$100.00
<u>Inspection Fees (Fees due upon application for building permit)</u>		
Setback*	\$65.00	\$70.00
Certificate of Occupancy*		
Residential - Single Family Detached		
Inspection	\$65.00	\$70.00
Re-Inspection	\$30.00	\$30.00
Residential - Minor Additions/Alterations		
Flat fee (includes Setback, Certificate of Occupancy and Plan Review)	\$65.00	\$70.00
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	\$65.00	\$70.00
Re-Inspection	\$30.00	\$30.00
Streets/Curb and Gutter Construction Inspection	\$1.50 per linear foot	\$2.50 per linear foot
Sidewalks Construction Inspection	\$1.00 per linear foot	\$1.00 per linear foot
Storm Drainage Construction Inspection	\$1.00 per linear foot	\$1.00 per linear foot
Greenway Construction Inspection	\$1.00 per linear foot	\$1.00 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

Building Permit Fees (Fees include both Wake County & Zebulon portion, thereof)

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.
<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	\$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	\$345.00	\$345.00
Residential Modular Units and Dwellings Moved On (closed construction)		
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.)		
The cost of land use and trade inspection fees plus fee per square foot	\$0.25	\$0.25
Swimming Pools, Spas, Hot Tubs (Any structure intended for swimming or recreational bathing with a water depth >24 inches)		
The cost of land use plus flat fee	\$225.00	\$225.00
Heated	+\$90.00	+\$90.00
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 and demolitions)  
Based on project cost per trade

Range	Fee Charged	Fee Charged
\$0 - \$700	\$90.00	\$95.00
\$701 - \$1,500	\$137.00	\$144.00
\$1,501 - \$2,500	\$193.00	\$203.00
\$2,501 - \$25,000	\$269.00	\$283.00
\$25,001 - \$50,000	\$492.00	\$517.00
\$50,001 - \$100,000	\$985.00	\$1,035.00
\$100,001 - \$200,000	\$1,989.00	\$2,089.00
\$200,001 - \$350,000	\$3,412.00	\$3,583.00
\$350,001 - \$500,000	\$4,568.00	\$4,797.00
\$500,000 - \$750,000	\$6,142.00	\$6,450.00
\$750,001 - \$1,000,000	\$7,814.00	\$8,205.00
Over \$1,000,000	\$7,814.00 plus add 0.2% (x .002) for each added million dollars or portion thereof	\$8,205.00 plus add 0.2% ( <b>multiply by</b> .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**

Outdoor Facility Rental

Picnic Shelters-residents	\$30.00 per 3 hours	\$30.00 per 3 hours
Picnic Shelters-non-residents	\$60.00 per 3 hours	\$60.00 per 3 hours
Picnic Shelter (Community Park) - residents	\$40.00 per 3 hours	\$40.00 per 3 hours
Picnic Shelter (Community Park) - non-residents	\$80.00 per 3 hours	\$80.00 per 3 hours
Baseball, Soccer and Multi-pupose Fields		

Rental	\$30.00 per hour (\$90.00/half day, \$150.00/full day) non resident: \$125.00/half day; \$200.00/full day	\$30.00 per hour (\$90.00/half day, \$150.00/full day) non resident: \$125.00/half day; \$200.00/full day
Lights	\$35.00 per hour (\$50.00 per hour non-resident)	\$35.00 per hour (\$50.00 per hour non-resident)
Field Preparation	\$60.00 per field, per day (if necessary)	\$60.00 per field, per day (if necessary)
Tennis Courts (Whitley Park)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Basketball Courts (Community Park)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Non-Profit Groups	Fees determined on a case-by-case basis	Fees determined on a case-by-case basis

Community Center Rental

Classroom A or B	\$15.00 per hour (\$25.00 per hour non-resident)	\$15.00 per hour (\$25.00 per hour non-resident)
Classroom C	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Activity Room A or B	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Youth Birthday, ages 12 and under (Activity Room + Gym for 2 hours)	\$120.00 (\$150.00 non -residents)	\$120.00 (\$150.00 non -residents)
Warminig Kitchen	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Gym-Basketball Setup	\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
Gym-Volleyball Setup	\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
Gym-Assembly Setup	\$75.00 per hour (\$125.00 per hour non-resident)	\$75.00 per hour (\$125.00 per hour non-resident)
Gym-Banquet Setup (includes Warming Kitchen use)	\$100.00 per hour (\$150.00 per hour non-resident)	\$100.00 per hour (\$150.00 per hour non-resident)
Gym-Including Alcohol Use (includes Warming Kitchen use)	\$150.00 per hour (\$225.00 per hour non-resident)	\$150.00 per hour (\$225.00 per hour non-resident)
A/V Equipment Use	\$25.00 per event (\$40.00 per event non-resident)	\$25.00 per event (\$40.00 per event non-resident)
After Hours Rates	Regular rate plus \$20.00 hour	Regular rate plus \$20.00 hour

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
<u>Event Fees</u>		
Booth/concession registration will be determined on a per event basis.		
<u>Sponsorship Fees</u>		
Baseball/Softball	\$300.00	\$300.00
Basketball	\$250.00	\$250.00
<u>Youth Athletic Program Fees</u>		
Basketball		
Ages 4-8	\$45.00	\$45.00
Ages 9 and older	\$45.00	\$45.00
Baseball		
Ages 4-6	\$35.00	\$35.00
Ages 7 and older	\$45.00	\$45.00
Girls Softball		
Ages 7-8	\$45.00	\$45.00
Ages 9 and older	\$45.00	\$45.00
Summer Camps	\$60.00-\$100.00 per camp	\$60.00-\$100.00 per camp
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	\$40.00 per monthly session / \$50.00 per month non-residents	\$40.00 per monthly session / \$50.00 per month non-residents
Spring Softball Leagues	\$500.00	\$500.00
Basketball Leagues	\$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, and facility rental.</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>		
Preschool Program	\$100.00 per month	\$100.00 per month
<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 Pass</u>	\$30.00 for resident/ \$40.00 for non-resident	\$30.00 for resident/ \$40.00 for non-resident
Includes monthly membership to exercise rooms & unlimited exercise programs for the month		
<u>Farm Fresh Market Fees</u>		
<u>Vendor Fees:</u>		
Full Season	\$100.00	\$100.00
Half Season	\$65.00	\$65.00
Once/month	\$45.00	\$45.00
Guest/ one time	\$10.00	\$10.00
<u>Sponsorship Fees:</u>		
Platinum	\$2,500.00	\$2,500.00
Gold	\$1,000.00	\$1,000.00
Silver	\$500.00	\$500.00
Bronze	\$250.00	\$250.00
Friend	\$100.00	\$100.00

**Utility Development Fees**

Water Capital Facilities Fee

5/8 inch meter	\$1,492.00	\$1,492.00
3/4 inch meter	\$2,238.00	\$2,238.00
1 inch meter	\$3,730.00	\$3,730.00
1 1/2 inch meter	\$7,459.00	\$7,459.00
2 inch meter	\$11,935.00	\$11,935.00
4 inch meter	\$37,296.00	\$37,296.00
6 inch meter	\$74,592.00	\$74,592.00
8 inch meter	\$119,348.00	\$119,348.00
10 inch meter	\$171,563.00	\$171,563.00
12 inch and greater	Must be individually quoted by City	Must be individually quoted by City

Sewer Capital Facilities Fee

5/8 inch meter	\$1,567.00	\$1,567.00
3/4 inch meter	\$2,350.00	\$2,350.00
1 inch meter	\$3,916.00	\$3,916.00
1 1/2 inch meter	\$7,833.00	\$7,833.00
2 inch meter	\$12,533.00	\$12,533.00
4 inch meter	\$39,165.00	\$39,165.00
6 inch meter	\$78,329.00	\$78,329.00
8 inch meter	\$125,327.00	\$125,327.00
10 inch meter	\$180,157.00	\$180,157.00
12 inch and greater	Must be individually quoted by City	Must be individually quoted by City

Water Capacity & Development Fees (collected by the Town of Zebulon and remitted to the City of Raleigh)

3/4 inch meter	\$2,005.00	\$2,065.00
1 inch meter	\$3,571.00	\$3,678.00
1.5 inch meter	\$8,034.00	\$8,275.00
2 inch meter	\$14,302.00	\$14,731.00
3 inch meter	\$29,927.00	\$30,825.00
4 inch meter	\$57,276.00	\$58,994.00
6 inch meter	\$128,869.00	\$132,735.00
8 inch meter	\$229,389.00	\$236,271.00
10 inch meter	\$357,846.00	\$368,581.00

Sewer Capacity & Development Fees (collected by the Town of Zebulon and remitted to the City of Raleigh)

3/4 inch meter	\$2,725.00	\$2,807.00
1 inch meter	\$4,849.00	\$4,994.00
1.5 inch meter	\$10,912.00	\$11,239.00
2 inch meter	\$19,423.00	\$20,006.00
3 inch meter	\$43,702.00	\$45,013.00
4 inch meter	\$77,790.00	\$80,124.00
6 inch meter	\$175,025.00	\$180,276.00
8 inch meter	\$393,808.00	\$405,622.00
10 inch meter	\$614,339.00	\$632,769.00

*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.*

Tap Fees

3/4" Water Service	\$2,792.00	\$2,792.00
1" Water Service	\$3,069.00	\$3,069.00
3/4" Split (New Application) Water Service	\$558.00	\$558.00
3/4" Split (Existing Application) Water Service	\$1,150.00	\$1,150.00
1" Split (New Application) Water Service	\$951.00	\$951.00
1" Split (Existing Application) Water Service	\$1,540.00	\$1,540.00
4" Sewer Service	\$3,490.00	\$3,490.00
Sewer Only Disconnection Fee	\$1,409.00	\$1,409.00
Sewer Only Connection Fee	\$1,409.00	\$1,409.00

Meter/AMR Installation Fees

5/8"	\$245.00	\$245.00
3/4"	\$224.00	\$224.00
1"	\$323.00	\$323.00
1 1/2"	\$470.00	\$470.00
2"	\$596.00	\$596.00
4"	\$3,345.00	\$3,345.00
6"	\$4,910.00	\$4,910.00
6" with Fire Protection	\$7,510.00	\$7,510.00
8"	\$4,310.00	\$4,310.00
8" with Fire Protection	\$10,030.00	\$10,030.00
10" Protectus III	\$13,381.00	\$13,381.00
Not Ready Fee	\$50.00	\$50.00

Inspection Fees/ Stub Fees

Water Services	\$87.00	\$87.00
Sewer Services	\$87.00	\$87.00
Sewer Main Extension TV Inspection Base Fee	\$416.00	\$416.00
Sewer Main Extension TV Inspection Over 2,000 Feet per Foot	\$0.28	\$0.28

**Utility Rates** (collected by the City of Raleigh)

Water	\$17.92 administrative fee	\$18.91 administrative fee
	\$9.39 per 1,000 gallons	\$9.91 per 1,000 gallons
Sewer	\$18.23 administrative fee	\$19.23 administrative fee
	\$8.59 per 1,000 gallons	\$9.06 per 1,000 gallons
Reclaimed Water	\$8.07 administrative fee	\$8.51 administrative fee
	\$4.22 per 1,000 gallons	\$4.45 per 1,000 gallons
Outside Rates	200% of in-town rates	200% of in-town rates

Note: All other administrative, reconnection, tampering, and delinquent fees set by and paid directly to the City of Raleigh.

Infrastructure Renewal Fee

*Water*

5/8 inch meter	\$1.50	\$1.50
3/4 inch meter	\$2.25	\$2.25
1 inch meter	\$3.75	\$3.75
1.5 inch meter	\$7.50	\$7.50
2 inch meter	\$12.00	\$12.00
3 inch meter	\$24.00	\$24.00
4 inch meter	\$37.50	\$37.50
6 inch meter	\$75.00	\$75.00
8 inch meter	\$120.00	\$120.00
10 inch meter	\$172.50	\$172.50

*Sewer*

5/8 inch meter	\$4.50	\$4.50
3/4 inch meter	\$6.75	\$6.75
1 inch meter	\$11.25	\$11.25
1.5 inch meter	\$22.50	\$22.50
2 inch meter	\$36.00	\$36.00
3 inch meter	\$72.00	\$72.00
4 inch meter	\$112.50	\$112.50
6 inch meter	\$225.00	\$225.00
8 inch meter	\$360.00	\$360.00
10 inch meter	\$517.50	\$517.50

**Public Works Staff Services\***

General Labor	Equipment operator I and II, Crewleader	\$25.50 per hour	\$25.50 per hour
Administrative Labor	Administrative Assistant	\$32.50 per hour	\$32.50 per hour
Technical Labor	Superintendents, Asset Manager	\$40.00 per hour	\$40.00 per hour
Management Support	Director	\$60.00 per hour	\$60.00 per hour
Administrative Billings		\$25.00	\$25.00
Specifications Manual -- Paper Copy		Actual cost of copying/printing	Actual cost of copying/printing
Specifications Manual -- Electronic Copy		Actual cost of disk	Actual cost of disk

\* After hours/weekend services will be charged 150% of hourly rate.

**Equipment Rates**

Mud Pump	\$5.00 per hour	\$5.00 per hour
Chain Saw	\$7.50 per hour	\$7.50 per hour
Weed Eater	\$20.00 per hour	\$10.00 per hour
Portable Light	\$25.00 per hour	\$25.00 per hour
Air Compressor	\$25.00 per hour	\$25.00 per hour
Backhoe	\$85.00 per hour	\$85.00 per hour
Mower	\$35.00 per hour	\$35.00 per hour
2 KW Generator	\$25.00 per day	\$25.00 per day
3 KW Generator	\$35.00 per day	\$35.00 per day
8 KW Generator	\$70.00 per day	\$70.00 per day
20 KW Generator	\$115.00 per day	\$115.00 per day
30 KW Generator	\$135.00 per day	\$135.00 per day
60 KW Generator	\$175.00 per day	\$175.00 per day
300 KW Generator	\$550.00 per day	\$550.00 per day
120V Cart Receptacles	\$95.00 per day each	\$95.00 per day each
HD Extension Cord for Carts	\$27.50 per day each	\$27.50 per day each
3' Heavy Duty Cable Protectors	\$5.00 per day each	\$5.00 per day each
12' Safety Barricades	\$30 per day each	\$30 per day each
3' Safety Cones	\$1.00 per day each	\$1.00 per day each
Safety Signage and Stand	\$7.50 per day each	\$7.50 per day each
NCDOT Approved Safety Signage and Stand	\$10.00 per day each	\$10.00 per day each
Light Tower	\$25.00 per hour/\$85 per day	\$25.00 per hour/\$85 per day
Ramjet	\$50.00 per hour	\$50.00 per hour
Tractor/bushhog	\$60.00 per hour	\$60.00 per hour
<b>Turf Tec Power Broom/Bush Hog</b>		<b>\$25.00 per hour</b>
Bobcat - Track Loader	\$65.00 per hour	\$65.00 per hour
Mini Excavator	\$65.00 per hour	\$65.00 per hour
Bucket Truck (42' working height)	\$75.00 per hour	\$75.00 per hour
Street Sweeper	\$175.00 per hour	\$175.00 per hour
Vacuum Trailer	\$85.00 per hour	\$85.00 per hour
Knuckle Boom Truck	\$100.00 per hour	\$100.00 per hour
Automated Leaf Truck	\$130.00 per hour	\$130.00 per hour
Material Cost	Actual Costs + 20%	Actual Costs + 20%
Salt Brine	\$0.30 per gallon	\$0.35 per gallon
4 x 4 Utility Vehicle	\$85.00 per day	\$85.00 per day
F-250 Truck	\$50.00 for first 3 hours/\$140.00 per day over 3 hours	\$50.00 for first 3 hours/\$140.00 per day over 3 hours
F-250 Utility Truck	\$65.00 for first 3 hours/\$165.00 per day over 3 hours	\$65.00 for first 3 hours/\$165.00 per day over 3 hours
F-450 Dump/F-350 Utility Truck	\$90.00 for first 3 hours/\$225.00 per day over 3 hours	\$90.00 for first 3 hours/\$225.00 per day over 3 hours
2 Ton Dump	\$110.00 for first 3 hours/\$265.00 per day over 3 hours	\$110.00 for first 3 hours/\$265.00 per day over 3 hours
Street Light Poles and Installation Fee	\$536.63 / pole	\$557.47 / pole

**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 2018-2019**

**General Fund**

<u>Department</u>	<u>No. of Positions</u>
<b>Finance</b>	
<i>Current Positions</i>	3
<i>New Positions Recommended</i>	0
<b>Total Positions</b>	<b>3</b>
<b>Administration</b>	
<i>Current Positions</i>	3
<i>New Positions Approved</i>	0
<b>Total Positions</b>	<b>3</b>
<b>Planning</b>	
<i>Current Positions</i>	5
<i>New Positions Approved</i>	0
<b>Total Positions</b>	<b>5</b>
<b>Buildings &amp; Grounds</b>	
<i>Current Positions</i>	3
<i>New Positions Approved</i>	0
<b>Total Positions</b>	<b>3</b>
<b>Police</b>	
<i>Current Positions</i>	22
<i>New Positions Recommended</i>	0
<b>Total Positions</b>	<b>22</b>
<b>Fire</b>	
<i>Current Positions</i>	15
<i>New Positions Recommended</i>	0
<b>Total Positions</b>	<b>15</b>
<b>Streets/Powell Bill</b>	
<i>Current Positions</i>	3
<i>New Positions Recommended</i>	1
<b>Total Positions</b>	<b>4</b>
<b>Sanitation</b>	
<i>Current Positions</i>	5
<i>New Positions Recommended</i>	0
<b>Total Positions</b>	<b>5</b>
<b>Stormwater</b>	
<i>Current Positions</i>	2
<i>New Positions Recommended</i>	0
<b>Total Positions</b>	<b>2</b>
<b>Parks &amp; Recreation</b>	
<i>Current Positions</i>	5
<i>New Positions Recommended</i>	0
<b>Total Positions</b>	<b>5</b>
<b>Total Full-Time Positions</b>	<b>67</b>

**Town of Zebulon  
Proposed Salary Schedule  
Fiscal Year 2018-2019**

Grade	Salary Range		Position Title
	Minimum	Maximum	
1	\$25,847	\$38,770	None
2	\$27,139	\$40,708	None
3	\$28,496	\$42,746	Laborer
4	\$29,922	\$44,882	Equipment Operator I
5	\$31,418	\$47,126	None
6	\$32,988	\$49,484	Equipment Operator II
7	\$34,637	\$51,958	Office Assistant-Public Works Office Assistant-Parks & Recreation Office Assistant-Police Office Assistant-Administration
8	\$36,370	\$54,556	Firefighter I Code Enforcement Officer Permitting Officer
9	\$38,189	\$57,282	Accountant I Crew Leader Parks Crew Leader
10	\$40,099	\$60,149	Police Officer Police Detective Athletic Coordinator Recreation Program Coordinator Community Center Coordinator Deputy Town Clerk/HR Technician
11	\$42,102	\$63,155	Firefighter II Accountant II Fire Lieutenant Police Corporal Planner
12	\$44,207	\$66,313	Parks Superintendent Streets & Building Maintenance Superintendent Sanitation & Fleet Superintendent Stormwater Superintendent
13	\$46,419	\$69,627	Asset Manager Police Sergeant Fire Captain Fire Code Inspector
14	\$48,742	\$73,110	None
15	\$51,177	\$76,767	Police Lieutenant
16	\$53,736	\$80,603	Fire Division Chief Senior Planner Assistant Finance Director
17	\$56,420	\$84,633	Police Captain
18	\$59,244	\$88,865	Human Resource Director/Town Clerk
19	\$62,206	\$93,311	Parks & Recreation Director
20	\$65,315	\$97,971	Planning Director
21	\$68,583	\$102,873	Finance Director Fire Chief Public Works Director
22	\$72,011	\$108,016	Police Chief
23	\$75,611	\$113,417	None

FY 2019 Capital Budget Spreadsheet

	FY 2019 Required	FY 2019 Recommended	Notes	FY 2020 Proposed	FY 2021 Proposed	FY 2022 Proposed	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	Sustainability Check
<b>TRANSPORTATION &amp; STORM DRAINAGE FUND</b>										
<b>Street Paving and Thoroughfare Improvements</b>										
FY '19 Annual Street Resurfacing		\$290,000								
FY '20 Annual Street Resurfacing				\$160,000						ok
FY '21 Annual Street Resurfacing					\$160,000					ok
FY '22 Annual Street Resurfacing						\$160,000				ok
FY '23 Annual Street Resurfacing							\$160,000			ok
FY '24 Annual Street Resurfacing								\$160,000		ok
FY '25 Annual Street Resurfacing									\$160,000	ok
Thoroughfare and Intersection Improvements:										
North Arendell Widening Phase I				\$750,000						
To be determined										
<b>FY 19 Street and Thoroughfare Expenditures</b>		<b>\$290,000</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$910,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	
Dedicated Property Tax		\$160,000		\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	
GFFB				\$750,000						
Development Impact Fees & Fees in Lieu			These are dedicated for roadway projects							
Reserves (Street Capital & Powell)		\$103,000	These are dedicated for paving projects							
Project Rollover/Savings		\$27,000								
<b>FY 19 Street and Thoroughfare Revenues</b>		<b>\$290,000</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$910,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	
<b>Greenways, Bicycles and Pedestrians</b>										
Beaverdam Creek Greenway - East Half Loop		\$618,352								
Annual Sidewalk Projects:										
Pedestrian Head @ Wakefield / Gannon			Include Arendell/Dogwood Ped in N. Arendell	\$24,500						ok
E. Judd Sidewalk connector					\$150,000					ok
skip										ok
E. Vance			assumes grant funds available				\$400,000			ok
skip										ok
To be determined			assumes grant funds available						\$400,000	ok
<b>FY 19 Greenways, Bicycles, and Pedestrians Expenditures</b>		<b>\$618,352</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$24,500</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$400,000</b>	
Dedicated Property Tax		\$40,000		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
GFFB		\$570,502								
Grants : PARTF		\$0	PARTF grant for \$500k must be successful				\$40,000		\$40,000	
Grants: Community Development Block Grant					\$120,000		\$320,000		\$320,000	
Project Rollover/Savings		\$0								
Development Fees		\$7,850								
<b>FY 19 Greenways, Bicycles, and Pedestrians Revenues</b>		<b>\$618,352</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$40,000</b>	<b>\$160,000</b>	<b>\$40,000</b>	<b>\$400,000</b>	<b>\$40,000</b>	<b>\$400,000</b>	
<b>Stormwater</b>										
W. Sycamore Street Outfall		\$94,000	Stormwater Fee. 10-yr note for \$742,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	ok
Little River Park Drainage Improvements		\$45,700	\$22k (fee) + 10-yr note for \$187,000	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	
<b>FY 19 Stormwater Expenditures</b>		<b>\$139,700</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	
Stormwater Capital Reserves		\$22,000								
Fees		\$112,000		\$117,700	\$117,700	\$117,700	\$117,700	\$117,700	\$117,700	
Project Rollover/Savings		\$5,700								
<b>FY 19 Stormwater Revenues</b>		<b>\$139,700</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	<b>\$117,700</b>	

FY 2019 Capital Budget Spreadsheet

FLEET MANAGEMENT FUND	FY 2019 Required	FY 2019 Recommended	Notes	FY 2020 Proposed	FY 2021 Proposed	FY 2022 Proposed	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	Sustainability Check
<b>Fleet and Equipment</b>										
FY 16 Debt Service (PD Vehicles, Dump Truck, Breathing Air Machin	\$64,550		Pre property tax dedication (accounted in GF)							
Public Works: Swap Loader/ Dump Truck/ Leaf Body	\$54,600	\$54,600	funded by 2¢ Property Tax Dedication of \$160k	\$54,600	\$54,600					
Police: 2010 Dodge Charger replacement		\$46,000	funded by 2¢ Property Tax Dedication of \$160k							
Police: 2010 Dodge Charger replacement		\$46,000	funded by 2¢ Property Tax Dedication of \$160k							
Public Works: 2010 Knucleboom		\$148,500	funded by FY '18 overpayment							
Public Works: 2004 F-350 pickup replacement w/ crane (xfer P&R)		\$73,000	\$13.4k (2¢) + \$59.6k (overpayment)							
Public Works: F-150		\$35,000	Construction Inspector vehicle							
1997 Pumper Replacement (#91)		\$90,771	funded by 1.7¢ dedicated to Fire Apparatus	\$90,771	\$90,771	\$90,771	\$90,771	\$90,771	\$90,771	
1987 Ladder Replacement (#95)		\$85,700	funded by 1.7¢ dedicated to Fire Apparatus	\$85,700	\$85,700	\$85,700	\$85,700	\$85,700	\$85,700	
Hydraulic-driven Brine Sprayer System - 1600 gallon tank			pushed to FY 2020 ----->	\$14,100						
2005 F-250 CC 4x4 Replacement (xfer to Parks & Rec)			pushed to FY 2020 ----->	\$53,100						
FY 2020 Fleet (see "Fleet Management Memo")			detailed evaluation of needs required	\$595,500						not sustainable
FY 2021 Fleet (see "Fleet Management Memo")			detailed evaluation of needs required		\$340,200					not sustainable
FY 2022 Fleet (see "Fleet Management Memo")			detailed evaluation of needs required			\$318,000				ok
FY 2023 Fleet (see "Fleet Management Memo")			detailed evaluation of needs required				\$824,500			not sustainable
FY 2024 Fleet (max allotment shown)								\$350,000		ok
FY 2025 Fleet (max allotment shown)									\$300,000	ok
FY 2026 (beyond planning horizon)										
FY 2027 Fleet			Retire #91 debt, begin payments on Engine #94, dedicated tax for fire vehicles will cover this addition based upon growth in property tax base value							
FY 2030 Fleet			Begin payments on Engine #92, dedicated tax for fire vehicles cannot aborb this additional vehicles, some buy-down can occur with accrued savings							
<b>FY 19 Fleet Expenditures</b>	<b>\$119,150</b>	<b>\$579,571</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$893,771</b>	<b>\$571,271</b>	<b>\$494,471</b>	<b>\$1,000,971</b>	<b>\$526,471</b>	<b>\$476,471</b>	
Dedicated Property Tax		\$160,000		\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	
Dedicated Property Tax for Fire Vehicles		\$176,471		\$176,471	\$176,471	\$176,471	\$176,471	\$176,471	\$176,471	
Property Tax Over Collections		\$218,100								
County Cost share			Assumes Ladder @ \$32k and Engine @ \$18k	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
GFFB		\$25,000								
FY 16 Retired Debt (retired debt returns to the fund of origin)				\$64,550	\$64,550	\$64,550	\$64,550	\$64,550	\$64,550	
FY 17 Retired Debt (retired debt returns to the fund of origin)						\$54,600	\$54,600	\$54,600	\$54,600	
Fleet and Equipment Reserve (includes savings and sale of fixed assets)			create through resolution in FY 19	\$30,000	\$80,000	\$14,000	\$10,000	\$42,000		
<b>FY 19 Fleet Revenues</b>		<b>\$579,571</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$481,021</b>	<b>\$531,021</b>	<b>\$519,621</b>	<b>\$515,621</b>	<b>\$547,621</b>	<b>\$505,621</b>	

FY 2019 Capital Budget Spreadsheet

SERVICE EQUIPMENT & IT FUND	FY 2019 Required	FY 2019 Recommended	Notes	FY 2020 Proposed	FY 2021 Proposed	FY 2022 Proposed	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	Sustainability Check
<b>Service Equipment</b>										
Fire: Thermal Imaging Camera		\$8,500	GFFB							
Fire: Debfribrillators		\$8,100								
Police: Debfribrillators										
Police: In-car camera replacements for vehicles past replacement cycle		\$21,000	one time expense caused by keeping vehicle longer than replacement cycle							
FY 2020										ok
Fire: Debfribrillators				\$8,100						
Police: Debfribrillators				\$4,000						
Police: Body Cameras - Phase I				\$10,000						
FY 2021										not sustainable
Fire: Debfribrillators					\$8,100					
Police: Debfribrillators					\$4,000					
Police: Body Cameras - Phase II					\$20,000					
FY 2022										ok
Fire: Debfribrillators						\$5,400				
Police: Debfribrillators						\$4,000				
FY 2023										ok
Police: Debfribrillators							\$4,000			
Police: Handguns							\$9,100			
FY 2024 Fleet (max allotment shown)								\$20,000		ok
FY 2025 Fleet (max allotment shown)									\$20,000	ok
<b>FY 19 Service Equipment Expenditures</b>		<b>\$37,600</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$22,100</b>	<b>\$32,100</b>	<b>\$9,400</b>	<b>\$13,100</b>	<b>\$20,000</b>	<b>\$20,000</b>	-
Growth of dedicated 5c property tax base		\$20,000		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Service Equipment Reserve			create through resolution in FY 19							
Property Tax Over Collections		\$10,630								
County share (42%)		\$6,970		\$3,240	\$2,160	\$2,160				
<b>FY 19 Service Equipment Expenditures</b>		<b>\$37,600</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$23,240</b>	<b>\$22,160</b>	<b>\$22,160</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	
<b>Information Technology</b>										
Police Radios - Phase I		\$92,000								
FY 2020										not sustainable
Police Radios - Phase II				\$76,000						
Council Chambers IT Upgrades Phase I				\$22,000						
Council Chambers IT Upgrades Phase II				\$40,000						
FY 2021										
Council Chambers IT Upgrades Phase III					\$68,000					not sustainable
FY 2022 Fleet (max allotment shown)						\$50,000				ok
FY 2023 Fleet (max allotment shown)							\$50,000			ok
FY 2024 Fleet (max allotment shown)								\$50,000		ok
FY 2025 Fleet (max allotment shown)									\$50,000	ok
<b>FY 19 IT Expenditures</b>		<b>\$92,000</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$138,000</b>	<b>\$68,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	
Growth of dedicated 5c property tax base		\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Project Rollover/Savings										
GFFB		\$42,000								
County share (42%)		\$0								
IT Reserve										
<b>FY 19 IT Revenue</b>		<b>\$92,000</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	

FY 2019 Capital Budget Spreadsheet

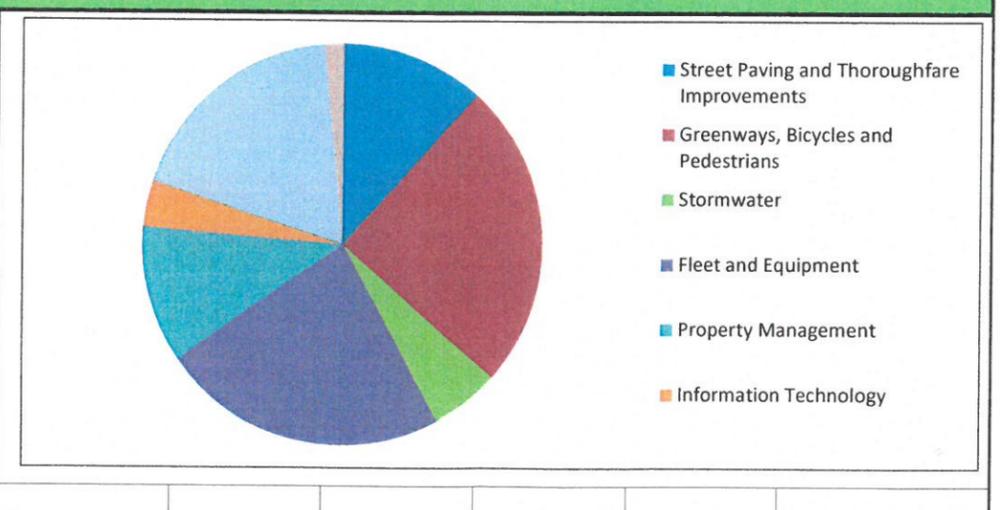
PROPERTY MANAGEMENT FUND	FY 2019 Required	FY 2019 Recommended	Notes	FY 2020 Proposed	FY 2021 Proposed	FY 2022 Proposed	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	Sustainability Check
<b>Property Management</b>										
FY '09 Debt Service - Bonds (Mun. Complex)	311,800		Debt retired FY '29	\$303,925	\$296,050	\$288,175	\$280,300	\$272,425	\$264,550	
Debt Service - Installment Loan (Comm. Center)	132,141		Debt retired FY '19							
Debt Service - Installment Loan (C.C. Wall/Roof; Ball. Lights; Fuel R	116,852		Debt Retired FY '19							
Debt Service - Installment Loan (Bldg Maint. - FY 2014 Projects)	51,868		Debt retired FY '23	\$50,750	\$49,550	\$48,400	\$47,225			
Fire Station Preliminary Engineering Report		\$50,000								
Public Works 3-sided shed		\$140,000								
Police Station Masonry, Coating and Handrail		\$40,500								
Public Works HVAC units			pushed to Fy 2020 ----->	\$30,000						
Emergency Phone Tower			pushed to Fy 2020 ----->	\$6,500						
Fire Garage Door sensors		\$9,000								
Public Works Office Water Heater			pushed to Fy 2020 ----->	\$5,700						
Town Hall 1200 AMP GFCI		\$6,500								
Community Park Facility Improvements		\$30,000								
Downtown Trash Can Replacement			Allocate through Streetscape Match partnership							
FY 2020 Property Management (see "Property Management Memo")			push PW, Gill, Police to FY 22, Move PR Master Plan to CED	\$52,950		\$678,200				ok
Fire Station Site Purchase				\$350,000						
Fire Station Design				\$500,000						
Capital Reserve: Property Management			Capture decreasing premiums		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
FY 2021 Property Management (see "Property Management Memo")			push PW, LED, Wayfinding to FY 2023 ----->		\$200,700		\$108,150			not sustainable
Fire Station Construction			15-yr. note: Tax growth, Retired Debt, County		\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	
FY 2022 Property Management (see "Property Management Memo")						\$254,750				not sustainable
FY 2023 Property Management (see "Property Management Memo")							\$712,000			not sustainable
FY 2024 Property Management (max allotment shown)								\$200,000		ok
FY 2025 Property Management (max allotment shown)									\$300,000	ok
<b>FY 19 Property Expenditures</b>		<b>\$276,000</b>	<b>Proposed FY 19 - FY 23 Expenditures</b>	<b>\$945,150</b>	<b>\$558,700</b>	<b>\$1,290,950</b>	<b>\$1,178,150</b>	<b>\$558,000</b>	<b>\$658,000</b>	
Dedicated Property Tax		\$40,000		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Growth of dedicated 5c property tax base		\$70,000		\$80,000	\$90,000	\$100,000	\$110,000	\$120,000	\$130,000	
Property Tax Over Collections		\$100,000								
County Cost Share			assumes County will cost share at 42%	\$350,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	
General Fund Fund Balance		\$66,000		\$225,150						
Capital Reserve Balance									\$50,000	
Stadium Reserve										
Retired Debt (returns to fund of origin)				\$250,000	\$250,000	\$250,000	\$250,000	\$300,000	\$300,000	
<b>FY 19 Property Revenue</b>		<b>\$276,000</b>	<b>Proposed FY 19 - FY 23 Revenues</b>	<b>\$945,150</b>	<b>\$530,000</b>	<b>\$540,000</b>	<b>\$550,000</b>	<b>\$610,000</b>	<b>\$670,000</b>	

FY 2019 Capital Budget Spreadsheet

COMMUNITY & ECONOMIC DEVELOPMENT FUND	FY 2019 Required	FY 2019 Recommended	Notes	FY 2020 Proposed	FY 2021 Proposed	FY 2022 Proposed	FY 2023 Proposed	FY 2024 Proposed	FY 2025 Proposed	Sustainability Check
<b>Community and Economic Development</b>										
Community and Economic Development Partnership		\$10,000	Article 39 Sales Tax	\$15,000	\$15,000	\$20,000	\$20,000	\$25,000	\$25,000	'20 ok
Business Retention Program		\$20,000	GFFB							'21 not sustainable
Building and Site inventory (include in FY 20 Op. if succesful)		\$8,000	Rollover (\$3k), Art. 39 Sales Tax growth (\$5k)							'22 ok
Site Assessment Program		\$25,000	Rollover							'23 ok
Downtown Overlay District Improvements										'24 ok
Streetscape Match (e.g. Recycle/Trash cans, public art/sculptures)		\$8,000	Rollover (\$8k)	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	'25 ok
Facade Improvement Grants		\$20,000	Article 39 Sales Tax growth	\$15,000	\$15,000	\$10,000	\$10,000	\$5,000	\$5,000	
Market Analysis		\$19,000	Rollover							
Building Re-use Internal Improvement Revolving Loan			GFFB seeded, taper down as loans repaid	\$50,000	\$40,000	\$30,000	\$20,000	\$10,000	\$0	
Downtown Associate Program (formerly Main Street Program)										
Non-Profit and MSP applications				\$10,000						
MSP or Downtown Director (Operating Budget)			will eventually require Downtown Director							
Comprehensive Plan: Transportation Plan & Land Use update		\$350,000	Rollover (\$70k), GFFB (\$280k), 2-yr process							
Comprehensive Plan: Parks and Recreation Master Plan			Starts after completion of previous module		\$125,000					
<b>FY 19 CED Expenditures</b>		<b>\$460,000</b>	<b>Proposed FY 20 - FY 25 Expenditures</b>	<b>\$98,000</b>	<b>\$203,000</b>	<b>\$68,000</b>	<b>\$58,000</b>	<b>\$48,000</b>	<b>\$38,000</b>	
Dedicated Sales Tax		\$10,000		\$35,000	\$50,000	\$65,000	\$80,000	\$95,000	\$110,000	
Dedicated Sales Tax Growth		\$25,000		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
Project Rollover/Savings		\$125,000								
General Fund Fund Balance		\$300,000		\$50,000	\$125,000					
<b>FY 19 CED Revenues</b>		<b>\$460,000</b>	<b>Proposed FY 20 - FY 25 Revenues</b>	<b>\$100,000</b>	<b>\$190,000</b>	<b>\$80,000</b>	<b>\$95,000</b>	<b>\$110,000</b>	<b>\$125,000</b>	

**GRAND SUMMARY**

Expenditure Destination	Revenue Source		
Street Paving and Thoroughfare Improvements	Property Tax (dedicated and growth)	\$290,000	\$716,471
Greenways, Bicycles and Pedestrians	General Fund Fund Balance	\$618,352	\$1,003,502
Stormwater	Sales Tax (dedicated and growth)	\$139,700	\$35,000
Fleet and Equipment	County Cost Share	\$579,571	\$6,970
Property Management	Capital and Stormwater Reserve Balance	\$276,000	\$125,000
Information Technology	Stadium Reserve	\$92,000	\$0
Community and Economic Development	Fleet and Equipment Reserve (includes savings and s	\$460,000	\$0
Service Equipment	Property Tax Over Collections	\$37,600	\$328,730
	Development		\$7,850
	Fees		\$112,000
	Grants		\$0
	Project Savings / Rollover		\$157,700
	Debt Retirement		\$0
		<b>\$2,493,223</b>	<b>\$2,493,223</b>



# Memo



**To: Joe Moore, Town Manager**

**From: Chris D. Ray, Public Works Director**

**CC: Mark Hetrick, Planning Director**

**Date: April 19, 2018**

**Re: FY2019 Street CIP**

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The Streets Committee met recently to discuss the capital improvements needs for streets. The committee consisted of the following members:

- Chris Ray, Public Works Director
- Mark Hetrick, Planning Director

The committee developed criteria to assess needs and projects. The criteria focused on the following considerations:

- Annual Street Survey/Database
- Maintenance record - Are we constantly "fixing" something that should be replaced?
- Useful life - Has the item reached its useful life expectancy or where it is at in the life cycle?  
Is it essential to maintain useful life?
- Safety - Are we addressing a hazard/OSHA/govt mandate? (Federal, state, local)
- Does it solve a problem, fulfill a need (ours or community), expand a service, increase efficiency?
- What are the consequences or implications if we don't do it or defer it?
- What are our alternatives?
- Is the success of this project related to another project? Does the timing of this project affect another project?
- What is the possibility of cost escalation over time?
- Are all costs included? (land, easements, engineering, professional fees, contingency, studies)  
Who prepared the cost estimate? (staff, engineer, construction means data)
- Is a Preliminary Engineering Report or Feasibility study needed?

After thorough discussion of existing and future needs, plus considering the evaluation criteria established, the Streets Management Committee determined the following list of projects as having the highest priority for FY2019:

- Street Paving- \$290,000
  - The continued investment in streets based on the 2016 Street Paving Report. This past year, we were unable to complete all the recommended scope due to market prices. The committee recommends we continue with Slurry Seal, Cape Seal, and Asphalt Overlay

techniques where appropriate. We would continue to make appropriate subgrade repairs as needed.

- Comprehensive Transportation Plan Update - \$250,000
  - A comprehensive traffic plan is needed to look at long range planning needs for the N. Arendell Ave corridor, possible relocation of Pearces Road, road widening needs, signal and turn lane improvements, and development of new roads for the entire ETJ area at a minimum. The area is prime for explosive growth and, without a plan for development to assist with the transportation needs, the Town will be forced to make these improvements. The project is expected to take at least 18 months to select a consultant, conduct public meetings, perform traffic counts and a warrant analysis, incorporate CAMPO North East Area study recommendations, receive NCDOT comments and develop a comprehensive transportation plan to include pedestrian and bicycle movements (Complete Streets Approach). The goal is to build a comprehensive and proactive plan that supports safe, accessible, comfortable and active travel for people of all ages and valid for the next 10-15 years.
- Pearces and Proctor – 4-Way Stop - \$13,600
  - In 2015, the Average Daily Traffic on Pearces Road was 6,400 cars per day. Will Letchworth, PE with WSP completed a Safety and Signal Warrant Analysis for Pearces Road/ Proctor Street Intersection in June of 2017. Over a five-year period from 2011 through 2016, NCDOT reported sixteen collisions and Zebulon Police Department noted three additional collisions for a total of nineteen collisions during the period. To improve safety, Public Works tries to keep the site triangle (10'x70') clear (see picture below).

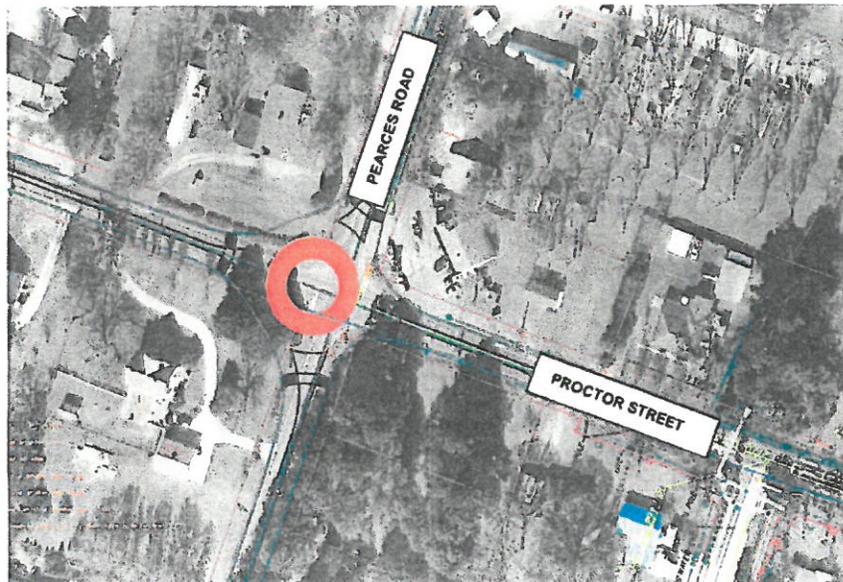


Vegetation in the southwest quadrant of the intersection



Rise in Pearces Road limits visibility for drivers on Proctor Road

- The rise in Pearces Road also limits driver visibility (see picture above).
- The report projects an additional 86 trips in the morning peak hour, 112 trips in the evening peak hour, and 42 trips per hour over the remaining 22-hour period per day (total of 1,122 trips per day) with the development of subdivisions along Old Bunn Road.
- The report states the installation of a roundabout would reduce crashes by 78% and a 4-way stop would reduce crashes by 72%.



Layout of Roundabout at Pearces Road/Proctor Street Intersection

Memo to Town Manager  
FY2019 Streets CIP  
April 19, 2018

- o Will Letchworth, P.E. recommends the installation of a 4-way stop which is consistent with the Manual for Uniform Traffic Control Devices (MUTCD), fits within the character of the area, and is the most cost-effective solution.

One of the highest valued town assets is the approximately 20.26 miles of roadway as of June 30, 2017 with an estimated value in excess of \$14 million. This infrastructure asset can quickly lose its value through a lack of maintenance due to inadequate funding. Studies have shown that every additional dollar spent of preventative maintenance treatments saves up to ten dollars in future rehabilitation cost.

Over the next ten years, the biggest challenge the Town of Zebulon will face is the stress and impact of growth on its local and rural streets. To meet this challenge, the committee recommends the investment into updating the Town of Zebulon Transportation Plan. The plan updates would ensure Zebulon transportation goals are met by recognizing current and potential growth corridors and establishing standards for future developments along these corridors for appropriate infrastructure installation, right-of-way widths and sidewalk connectivity.

**Town of Zebulon  
Capital Improvement Form**

**Department:** Street

**Project Title:** Street Paving

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** The continued investment in streets based on the 2016 Street Paving Report. This past year, we were unable to complete all the recommended scope due to market prices. The low bidder for the project was approximately \$87,800 higher than the engineer's estimate. It is recommended that we continue with Slurry Seal, Cape Seal, and Asphalt Overlay techniques where appropriate. We would continue to make appropriate subgrade repairs as needed.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management	\$42,800	\$40,000							
Construction	\$363,766	\$235,000							
Construction Insp. Allowance	\$14,367	\$15,000							
<b>Budget Total</b>	<b>\$420,933</b>	<b>\$290,000</b>							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Powell Bill		\$98,000							
Savings from PB 2018 Operating		\$25,000							
2018 Street Paving Savings		\$7,351							
Shepard Park Fee-in-Lieu		\$56,531							
Cypress Creek Fee-in-Lieu		\$102,945							
General Fund		\$173							
<b>Total Revenue</b>		<b>\$290,000</b>							

**Other Information:** The Town of Zebulon maintains 20.29 miles of streets.

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** April 18, 2018

**Pavement Management Evaluation  
and Development of Multi-Year  
Funding Program for the  
Town of Zebulon**



Town of Zebulon  
Public Works  
Department  
450 East Horton Street  
Zebulon, NC 27597

**May 19, 2016**

**Town of Zebulon  
Capital Improvement Form**

**Department:** Street

**Project Title:** Comprehensive Transportation Update

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

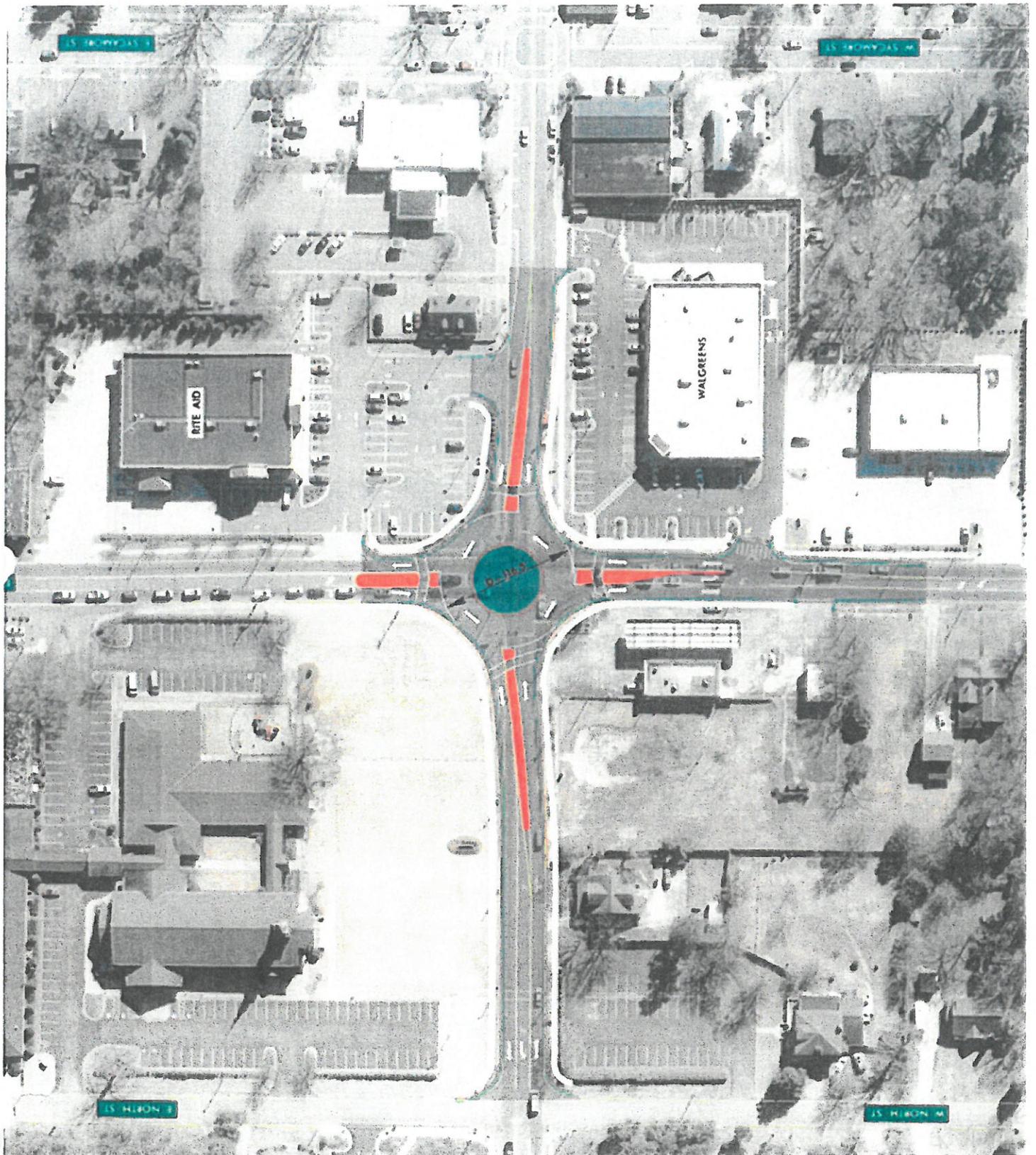
**Project Description/Justification:** The Town's Transportation Plan of 2001 was updated 2014 to reflect recent development patterns. A modification to the plan was completed in 2016 to reflect changes for the Wakefield Community area. Additional modifications to plan are in process for the Old Bunn Rd, East Gannon Ave, Pippin Rd, Debnam Rd, and Shepard School Rd corridors in April 2018. All three small modifications in the last 4 years have been reactive to development and potential development. A comprehensive traffic plan is needed to look at long range planning needs for the N. Arendell Ave corridor, possible relocation of Peaces Road, road widening needs, signal and turn lane improvements, and development of new roads for the entire ETJ area at a minimum. The area is prime for explosive growth and, without a plan for development to assist with the transportation needs, the Town will be forced to make these improvements. The project is expected to take at least 18 months to select a consultant, conduct public meetings, perform traffic counts and a warrant analysis, incorporate CAMPO North East Area study recommendations, receive NCDOT comments and develop a comprehensive transportation plan to include pedestrian and bicycle movements (Complete Streets Approach). The goal is to build a comprehensive and proactive plan that supports safe, accessible, comfortable and active travel for people of all ages and valid for the next 10-15 years.

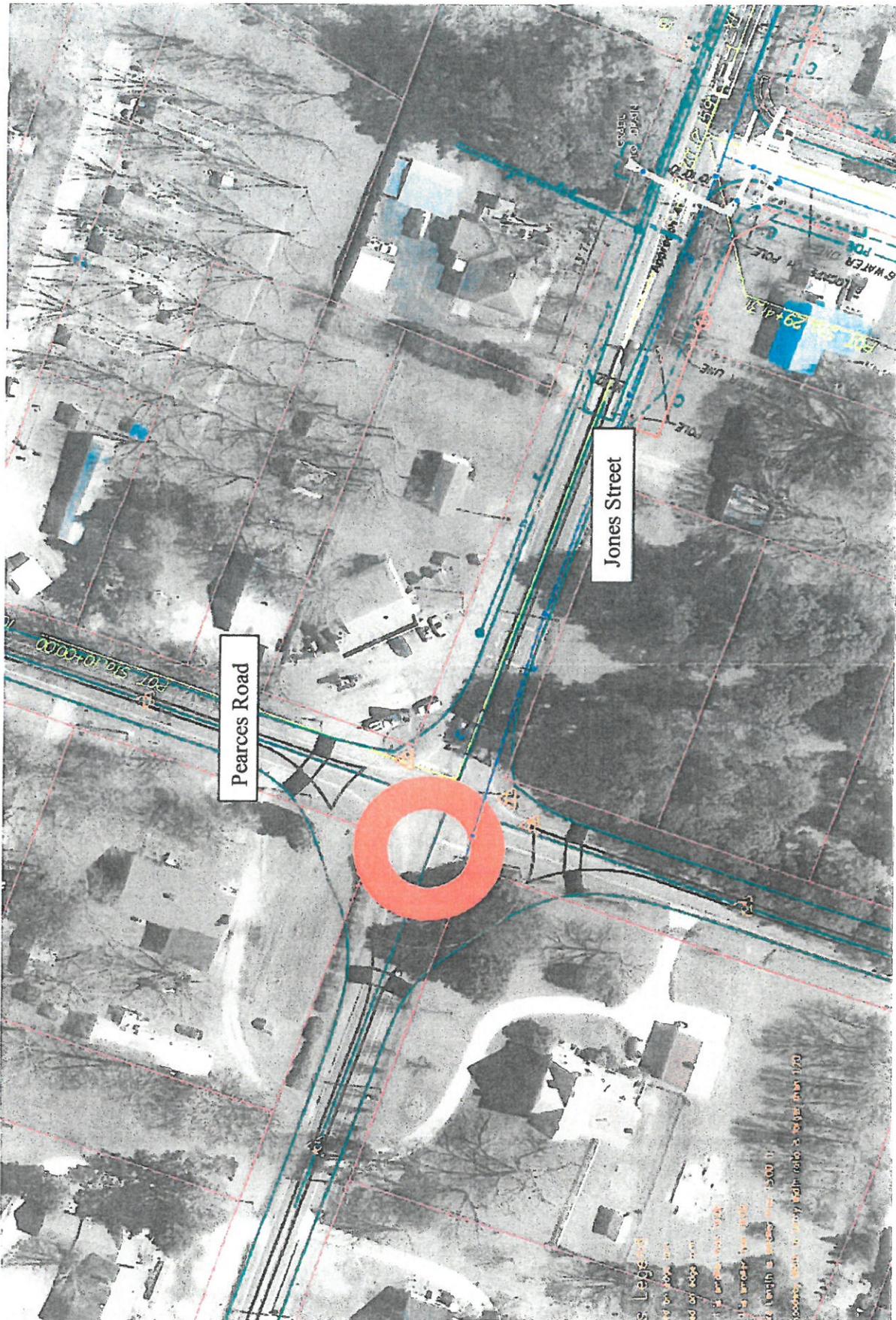
<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management		\$250,000							
<b>Budget Total</b>		<b>\$250,000</b>							

<b>Project Financing:</b> Type	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
2018 Streets Capital Reserve		\$90,000							
2018 Transportation Plan Savings		\$70,000							
Net Dedicated 2-cent Tax		\$62,000							
2018 Street Paving Savings		\$28,000							
<b>Total Revenue</b>		<b>\$250,000</b>							

**Other Information:** Transportation Service Area incorporates approximately 20 sq. miles.

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** April 18, 2018







**Town of Lenoir  
Capital Improvement Form**

**Department:** Street

**Project Title:** Pearcees and Proctor 4-way Stop Implementation Plan

**Project Year:** FY2019      **Project Dates:** July 2018 -- June 2019      **Project Priority:** High

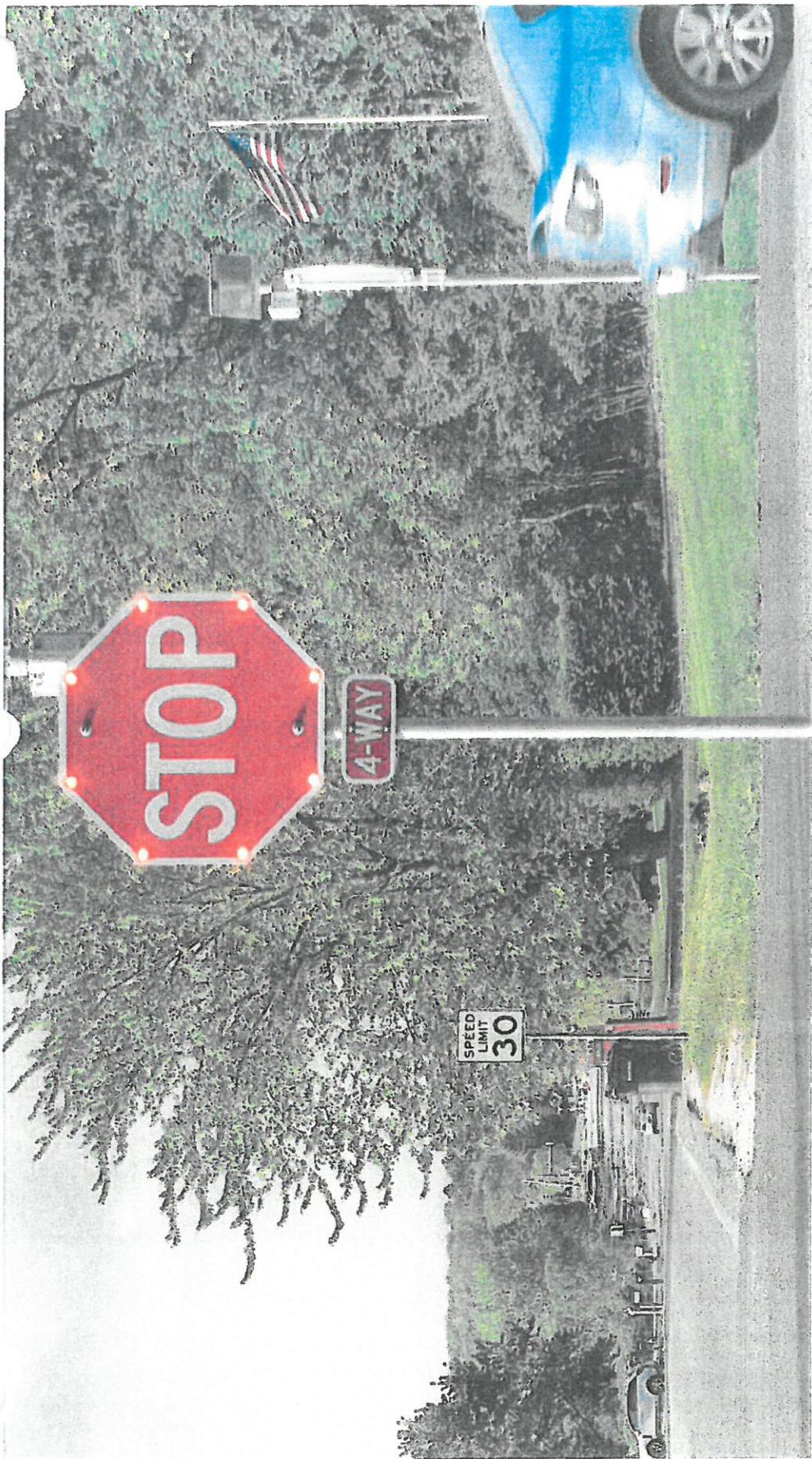
**Project Description/Justification:** Will Letchworth, PE with WSP completed a Safety and Signal Warrant Analysis for Pearcees Road/ Proctor Street Intersection in June of 2017. The report recommends the installation of a 4-way stop to improve safety and operations.

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
Rental Message Boards		\$12,000							
Construction		\$1,600							
<b>Budget Total</b>		<b>\$13,600</b>							

<b>Project Financing:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
Powell Bill Reserves		\$13,600							
<b>Total Revenue</b>		<b>\$13,600</b>							

**Other Information:** During the period of 8/1/2011 to 7/31/2016, NCDOT and Town reported 19 collisions at the intersection.

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** March 2, 2018



TOWN OF ZEBULON-GENERAL FUND  
 CAPITAL IMPROVEMENTS & FINANCING PLAN  
 FISCAL YEARS 2019-2023

DEPARTMENT EXPENDITURE

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Streets Management - \$160,000 or 2 cent dedicated tax</b>					
Department					
Streets	\$ 290,000		\$ 320,000	\$ -	\$ 320,000
Streets	\$ 250,000				
Powell Bill	\$ 13,600				
<b>Total</b>	<b>\$ 553,600</b>		<b>\$ 320,000</b>		<b>\$ 320,000</b>

Other Projects:  
 Pearces Road/Arendell Avenue 4-way Intersection Study @ \$35,100  
 Pearces Road Realignment Study@ \$46,900

Revenue Sources

Powell Bill Revenue	\$ 98,000	\$ 98,000	\$ 98,000	\$ 98,000	\$ 98,000
Dedicated Tax Increase Net	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000
Savings Powell Bill Operating - FY2018	\$ 25,000				
2018 Transportation Plan Rollover	\$ 70,000				
2018 Street Paving Savings	\$ 35,351				
2018 Street Capital Reserve	\$ 90,000				
Shepard's Park Fee-in-Lieu (Turn Lane)	\$ 56,531				
Cypress Creek Fee-in-Lieu payment (Roadway Widening)	\$ 102,945				
Powell Bill Reserves	\$ 13,600				
General Fund	\$ 173				
Rollover from 2020 and 2022		\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
<b>Total</b>	<b>\$ 553,600</b>	<b>\$ 160,000</b>	<b>\$ 320,000</b>	<b>\$ 160,000</b>	<b>\$ 320,000</b>
<b>Surplus</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ -</b>

Note: \$98,000 Powell Bill + \$62,000 Streets = \$160,000

Considerations:

Annual Street Survey/Data Base  
 Maintenance record - Are we constantly "fixing" something that should be replaced?  
 Useful life - Has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life?  
 Safety - Are we addressing a hazard/OSHA/govt mandate? (Federal, state, local)  
 Does it solve a problem, fulfill a need (ours or community), expand a service, increase efficiency?  
 What are the consequences or implications if we don't do it or defer it?  
 What are our alternatives?  
 Is the success of this project related to another project? Does the timing of this project affect another project?  
 What is the possibility of cost escalation over time?  
 Are all costs included? (land, easements, engineering, professional fees, contingency, studies) Who prepared the cost estimate? (staff, engineer, construction means data)  
 Is a Preliminary Engineering Report or Feasibility study needed?

Financial Considerations:

What are the financing resources? (GFFB, fees, grants, leases, private donations, loans, G O bonds, revenue bonds)  
 Is funding source secured? (Ex. Already have fee-in-lieu, grant awarded)  
 Does it increase or reduce operating cost? Note: recurring expenses such as roadway maintenance.

# Memo



**To: Joe Moore, Town Manager**

**From: Greg Johnson, Parks and Recreation Director**

**CC: Greenways, Bicycles, and Pedestrian Improvements Committee**

**Date: April 2, 2018**

**Re: FY2019 Greenways, Bicycles and Pedestrian Improvements**

---

The Greenways, Bicycles, and Pedestrian Improvements Committee met recently to discuss the capital improvements needs. The committee consisted of the following members:

- Greg Johnson, Parks and Recreation Director (chair)
- Chris Ray, Public Works Director
- Mark Hetrick, Planning Director
- Robyn Snow, Asset Manager

The committee developed criteria to assess needs and projects. The criteria focused on the following considerations:

- Is the project part of a Town Adopted Plan or does it support goals of other plans? (Transportation Plan, Greenway, Bicycle & Pedestrian Master Plan)
- Maintenance record – are we constantly fixing something that should be replaced?
- Useful life – has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life?
- Safety - Are we addressing a hazard/OSHA/government mandate? (Federal, state, local)
- Does it solve a problem, fulfill a need, expand a service, increase efficiency?
- What are the consequences or implications if we do not do it or defer it?
- Renovation or new construction - does it only satisfy our immediate need or will it allow for future growth?
- Is the success of this project related to another project? Does the timing of this project affect another project?
- What is the possibility of cost escalation over time?
- Is a Preliminary Engineering Report or Feasibility study needed?
- What are the financing resources? (GFFB, fees, grants, leases, private donations, loans, G O bonds, revenue bonds)
- Is funding source secured? (Ex. Already have fee-in-lieu, grant awarded)
- Does it increase or reduce operating cost? Note: recurring expenses such as water/sewer/ electricity

For FY2018, the Greenways, Sidewalks and Pedestrian Improvements Committee determined the following list of projects as having the highest priority:

- **Beaverdam Creek Greenway – Phase I** – A 1.25-mile section of 10' greenway asphalt trail and boardwalk from Taryn Meadows to Weavers Pond, including a loop around Hendricks Pond.
- **S. Arendell Avenue Corridor Improvements Project** – CDBG Grant Project that will improve the pedestrian connectivity along South Arendell Avenue to Downtown, plus aesthetically tie this area to Downtown.

The Beaverdam Creek Greenway – Phase I project is currently in design. Design and permits should be complete by July 2018.

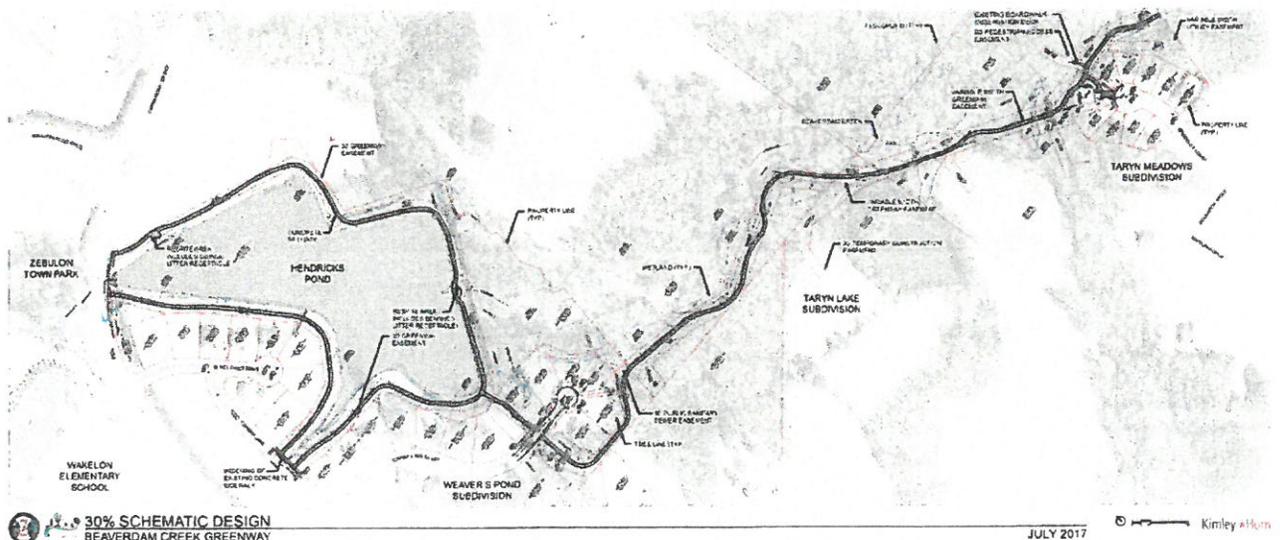
NCDOT is reviewing the design plans for the S. Arendell Avenue Corridor Improvements project. We should have the sidewalk easements and the railroad easement from Coastal obtained by April 10, 2018. The construction is scheduled to be bid in May with construction expected to begin in July. Construction time is estimated at 90 days. The projected substantial completion date is October 2017. The completion of the S. Arendell Avenue project will extend decorative sidewalk along Arendell Avenue from Whitley Galleries/Harris Barber Shop to E. Barbee Street.

### Greenways FY 2019:

Our objectives for FY2019 are to apply and seek additional funding opportunities for construction, development of greenway details and specifications, and promotion of the benefits of greenways. The construction of Beaverdam Greenway is projected to cost \$1,760,000 for the full loop and \$1,573,000 for the East Half Loop. Including the appropriation of the fee-in-lieu fees from Cypress Creek Solar Farm, we have approximately \$454,648 dollars toward construction of this project.

The Wake County Open Space Grant in the amount of \$228,625 expires on June 30, 2020. The grant requires construction of a greenway connection between Taryn Meadows at Spiderlily Court to Wakelon Elementary School Park.

Staff is planning to apply for several construction grants in FY2018 and FY2019, including PARTF (May 2018) and CAMPO (September 2018). Currently, we are projecting a \$500,000 request from PARTF and \$760,000 request from CAMPO. **Without these grants, we currently lack the funds necessary for construction.** If we are unable to secure the grants, the decision before the Board will be to approve funding or stop the project and return the Wake County Open Space Grant. There is the opportunity to collect future fees-in-lieu from development along this greenway corridor.



Memo to Town Manager  
FY2019 Greenways, Sidewalks and Pedestrian Improvements  
April 2, 2018

The Town of Zebulon will be eligible for approximately \$310,000 in CDBG funds from 2020 through 2025. Approximately \$192,000 in CDBG funds are proposed for a restroom facility at Gill Street Park. The remaining available CDBG funds for sidewalks is \$118,000.

**Pedestrian Signal Improvements FY 2020:**

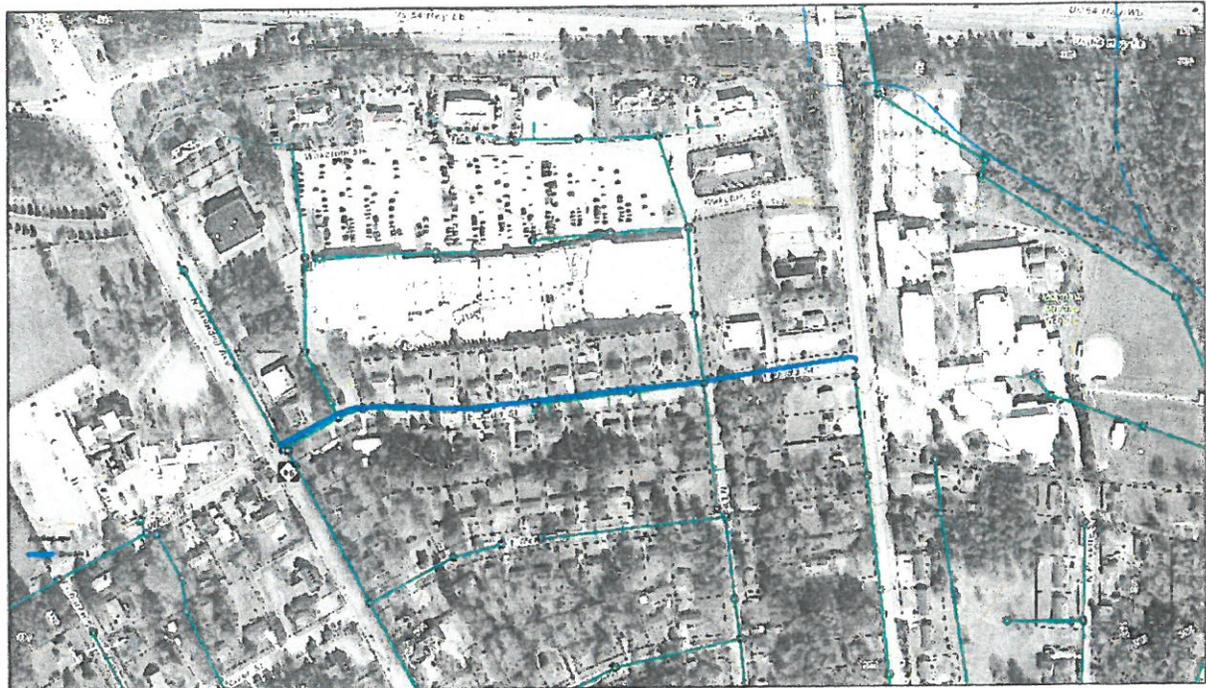
Due to the uncertainty of when we will receive CDBG funding in the 5-year span, we are proposing investment in pedestrian crosswalk signals at the intersection of Arendell and Dogwood and at the intersection of Wakefield and W. Gannon for FY2020. The cost of the traffic pedestrian signals is:

- \$24,500 – Arendell and Dogwood
- \$34,150 - Wakefield and Gannon

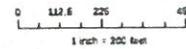
We are recommending that we enter into an Agreement with NCDOT for Design and Construction of these pedestrian signals. Project would be entirely funded by the Town of Zebulon

**Sidewalks FY 2021- East Judd Street Sidewalks:**

Staff is recommending the installation of sidewalks on the north side of East Judd to provide connectivity between the Shepard School Road and Arendell Avenue sidewalks. The scope of work includes installation of 1200 LF of 5' sidewalks, concrete driveway aprons, and regrading of existing drainage swell. The estimated cost of the project is \$147,000 and will be funded with 80% CDBG funds and 20% Town of Zebulon funds. This project will require the remaining CDBG allotment through 2025.



East Judd Street Sidewalks

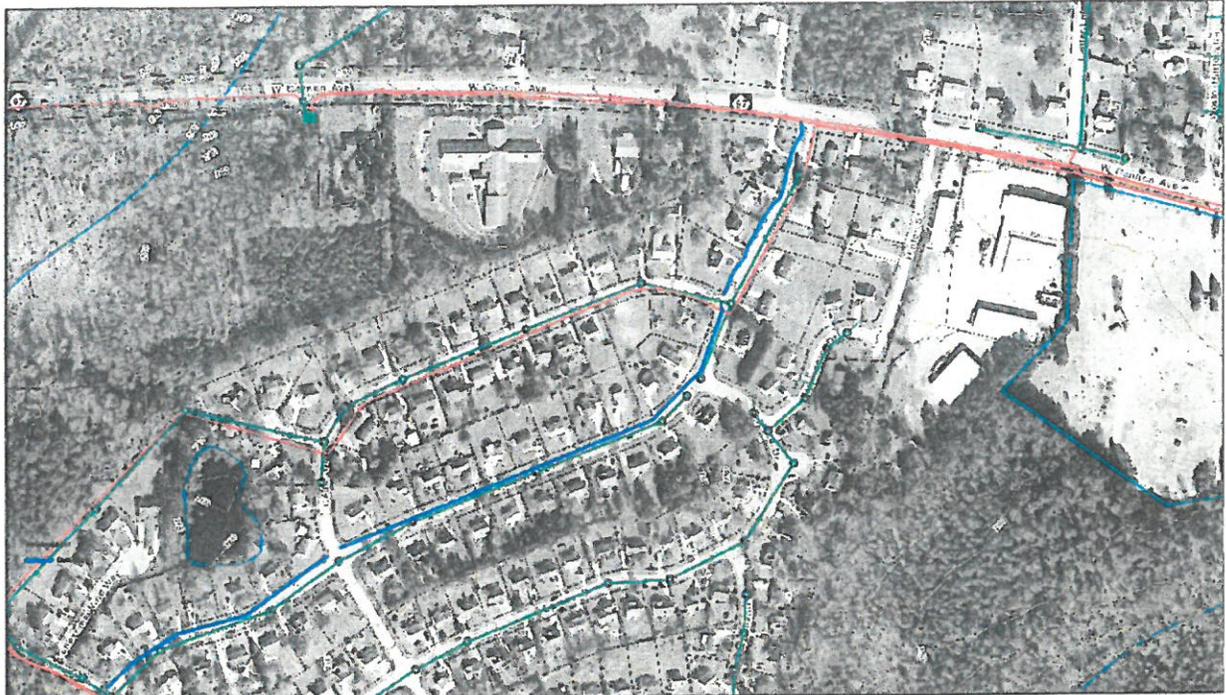


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**FY 2022- Pineview Sidewalks:**

Staff recommends the construction of approximately 2500 LF or .47 of a mile of 5' sidewalk between Gannon Avenue and Southland Drive on Pineview Drive. The project will be the first sidewalk project in this neighborhood of over 400 homes which was constructed in the 1990's. This project is attractive from a construction point of view due to the existing curb/gutter and existing storm drain. The project is estimated to cost \$261,000 and be entirely funded by the Town of Zebulon.

Memo to Town Manager  
FY2019 Greenways, Sidewalks and Pedestrian Improvements  
April 2, 2018



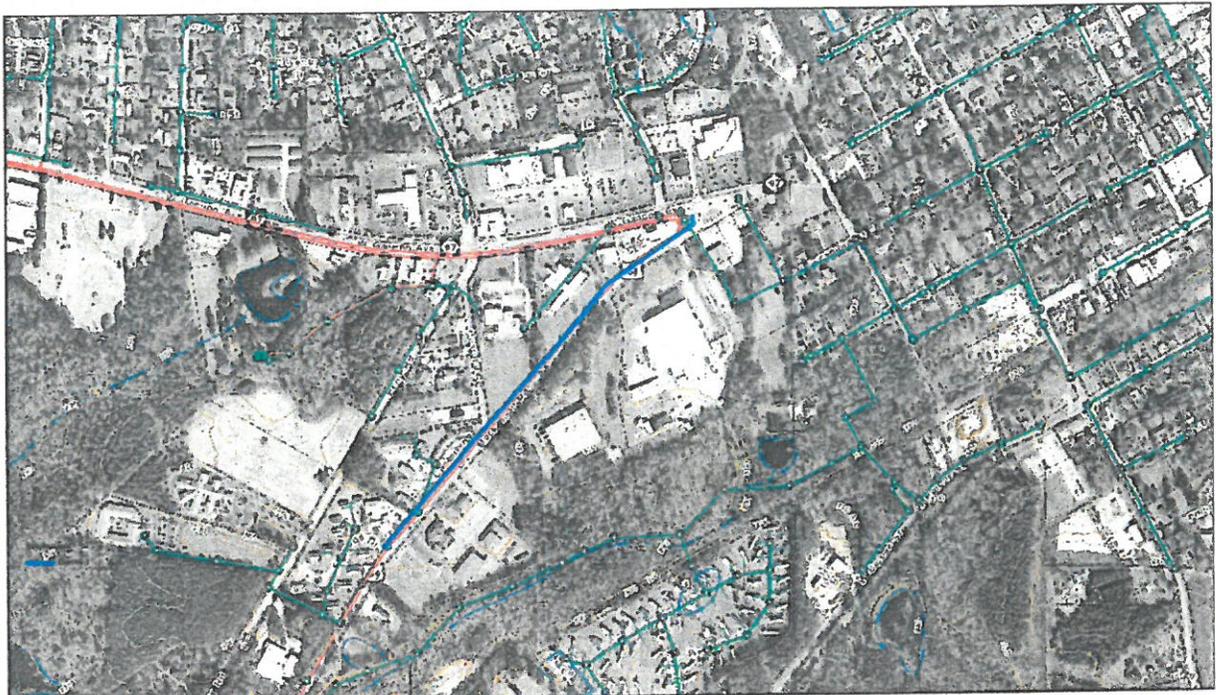
**Pineview Sidewalks**

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**FY 2023- Mack Todd Road Sidewalks**

Staff recommends the construction of approximately 2,625 LF or .497 of a mile of 5' sidewalk, 30" concrete curb and gutter, and associated storm drain along Mack Todd Road. This project will extend sidewalk connection between Shannon Drive (Wake County Housing Authority) to Gannon Avenue. This sidewalk provides a pedestrian walkway connecting multiple apartment communities with retail shopping, restaurants, grocery stores and TTA Bus Services. The project will require 100% of the estimated project cost of \$992,000 to be funded by Town of Zebulon; however, there may be the possibility of CAMPO/LAPP grant funds to offset some of the cost.



**Mack Todd Road Sidewalk**

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0 225 450 600 ft  
1 inch = 400 feet

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Memo to Town Manager  
FY2019 Greenways, Sidewalks and Pedestrian Improvements  
April 2, 2018

**FY 2024- East Vance Street Sidewalks**

Staff recommends the construction of approximately 775 LF of 5' sidewalk, 30" concrete curb and guttering and associated storm drain. This project extends sidewalk from Wake County Housing Authority along E. Vance Street into the Zebulon Downtown Area providing access to retail shops, post office and restaurants. The project will require 100% of the estimated project cost of \$376,000 to be funded by the Town of Zebulon.



**East Vance Street Sidewalk**

**Town of Zebulon  
Capital Improvement Form**

**Department:** Buildings and Grounds

**Project Title:** Beaverdam Creek Greenway Construction – Full Loop

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Construction of 1.25 mile 10 ft-wide greenway from Spiderlily Court and around Hendricks Pond with connection sidewalk to Wakelon Elementary School Park. Design and Permitting is currently underway with Kimley Horn. Approximately 90% of the easements are in hand.

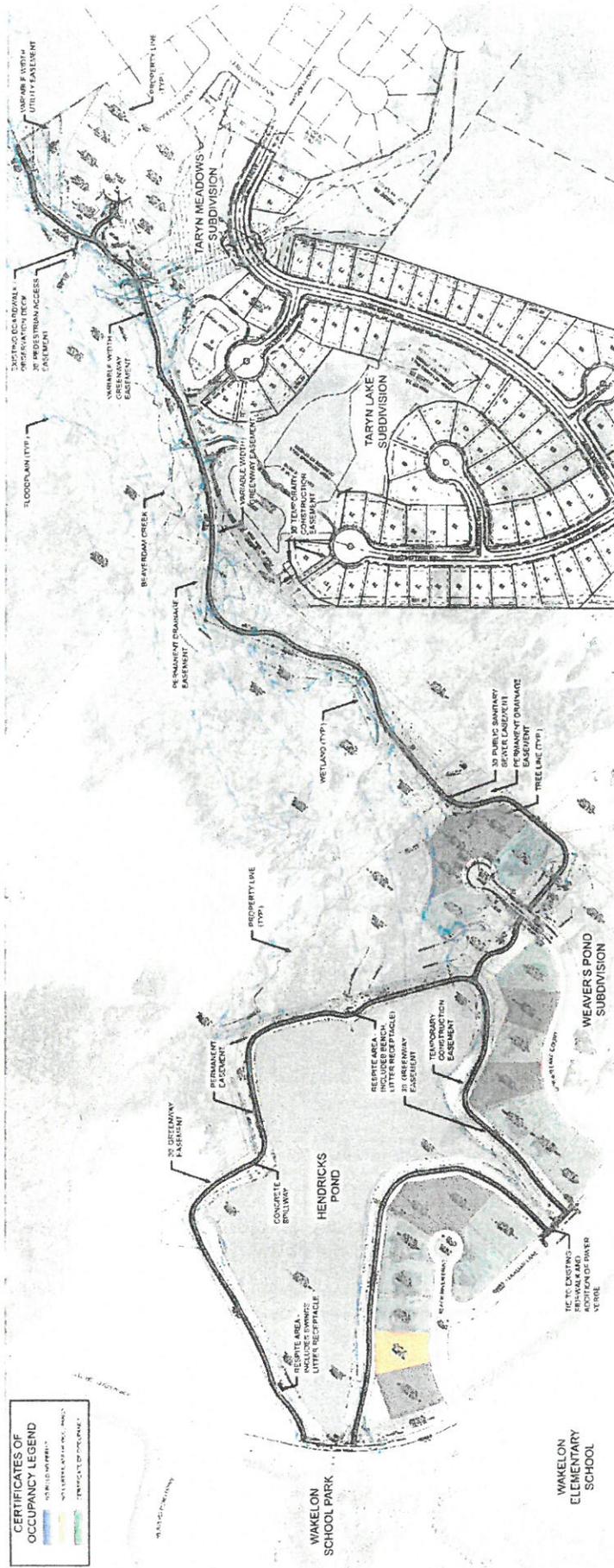
<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Construction Cost		\$1,379,000							
Construction CPI @ 10%		\$138,000							
Estimated Mitigation		\$30,000							
NCDOT Review/coordination		\$75,000							
Construction Inspection and Engineering @ 10%		\$138,000							
Other – Design	\$237,000								
<b>Total</b>		<b>\$1,760,000</b>							
<i>Additional Operating</i>				Yes					

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Dedicated ½ cent tax		\$40,000							
Wake County Open Space Grant		\$228,625							
Cypress Creek Fee in Lieu		\$102,238							
Shepard School Road Refund		\$7,850							
Existing Greenway Funding – Capital		\$123,785							

PARTF Grant – Aug/2018	\$500,000								
CAMPO Grant – Feb/March 2019	\$757,502								
<b>Total</b>	<b>\$1,760,000</b>								

**Other Information:** Grant Application PARTF – May 2018, CAMPO Application – October 2018

**Prepared By:** Chris D. Ray, Public Works Director **Date:** February 26, 2018



Town of Zebulon  
LAPP Project Estimate

Project: **Beaverdam Creek Greenway, Phase I**

Planning

County: Wake

From: From Spiderlily Court to Phippen Road and around Hendrick's Pond  
Typical Section: 10' Asphalt Greenway

<b>PROJECT COST</b>
<b>\$1,759,792</b>

Description	Quantity	Unit	Price	Amount
Mobilization (5%)	1	LS	\$ 59,697	\$ 59,696.67
Construction Surveying	1	LS	\$ 50,000	\$ 50,000.00
Grading	1	LS	\$ 550,000	\$ 550,000.00
Undercut Excavation	800	CY	\$ 45	\$ 36,000.00
Drainage Ditch Excavation	70	CY	\$ 20	\$ 1,400.00
Geotextile for Soil Stabilization	1500	SY	\$ 2	\$ 3,000.00
Foundation Conditioning Material, Minor Structures	70	TON	\$ 45	\$ 3,150.00
Foundation Conditioning Geotextiles	200	SY	\$ 3	\$ 600.00
15" RC Pipe Culverts, Class IV	60	LF	\$ 35	\$ 2,100.00
18" RC Pipe Culverts, Class IV	216	LF	\$ 35	\$ 7,560.00
24" RC Pipe Culverts, Class IV	180	LF	\$ 50	\$ 9,000.00
36" RC Pipe Culverts, Class IV	32	LF	\$ 95	\$ 3,040.00
42" RC Pipe Culverts, Class IV	32	LF	\$ 150	\$ 4,800.00
60" RC Pipe Culverts, Class IV	60	LF	\$ 390	\$ 23,400.00
Aggregate Base Course	3640	TON	\$ 30	\$ 109,200.00
Asphalt Conc Base Course, Type B25.0B	10	TON	\$ 100	\$ 1,000.00
Asphalt Conc Intermediate Course, Type I19.0B	10	TON	\$ 90	\$ 900.00
Asphalt Conc Surface Course, Type S9.5B	450	TON	\$ 100	\$ 45,000.00
Asphalt Binder For Plant Mix, Grade PG 64-22	30	TON	\$ 460	\$ 13,800.00
Supplemental Field Survey	20	HR	\$ 150	\$ 3,000.00
Supplemental Surveying Office Calculations	10	HR	\$ 100	\$ 1,000.00
Exploratory Excavation - Standard	30	HR	\$ 325	\$ 9,750.00
Pipe Cleanout	1	EA	\$ 250	\$ 250.00
Endwalls	40	CY	\$ 1,100	\$ 44,000.00
2'-6" Concrete Curb & Gutter	150	LF	\$ 18	\$ 2,700.00
6" Concrete Driveway w/ Truncated Domes (High Early Strength)	150	SY	\$ 100	\$ 15,000.00
4" Concrete Sidewalk	110	SY	\$ 32	\$ 3,520.00
4.5" Reinforced Concrete Trail	200	SY	\$ 50	\$ 10,000.00
Concrete Spillway	1	EA	\$ 3,000	\$ 3,000.00
Pedestrian Safety Fence	100	LF	\$ 50	\$ 5,000.00
Fixed Steel Bollard	14	EA	\$ 500	\$ 7,000.00
Hinged Metal Bollard	7	EA	\$ 1,000	\$ 7,000.00
Rip Rap, Class B	85	TON	\$ 45	\$ 3,811.50
Rip Rap, Class I	266	TON	\$ 50	\$ 13,310.00
Rip Rap, Class II	57	TON	\$ 55	\$ 3,146.00
Geotextile for Drainage	740	SY	\$ 3	\$ 2,220.90
Permanent Soil Reinforcement Mat	825	SY	\$ 7	\$ 5,775.00
Traffic Control	1	LS	\$ 25,000	\$ 25,000.00
Erosion Control	1	LS	\$ 100,000	\$ 100,000.00
Trail Markings	1	LS	\$ 8,000	\$ 8,000.00
Trail Signage	1	LS	\$ 7,500	\$ 7,500.00
Landscaping and Amenities	1	LS	\$ 50,000	\$ 50,000.00
Misc. & Mob (10% Contingency)	1	LS	\$ 125,363.01	\$ 125,363.01

Construction Cost .....	\$ 1,378,993.08
CPI (10%) .....	\$ 137,899.31
Estimated Mitigation .....	\$ 30,000.00
NCDOT Review/Coord. ....	\$ 75,000.00
NEPA Documentation .....	<b>Paid For By Town</b>
Engineering, Public Involvement, & Contingency .....	<b>Paid For By Town</b>
Right of Way Cost .....	<b>Paid For By Town</b>
<u>Construction Engineering and Inspection (10%)</u> .....	\$ 137,899.31
<b>Full Project Implementation Cost</b> .....	<b>\$ 1,759,791.69</b>

**Town of Zedulon  
Capital Improvement Form**

**Department:** Buildings and Grounds

**Project Title:** Beaverdam Creek Greenway Construction – Eastern Half Loop

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Construction of .97 of a mile or 5100 LF of 10 ft-wide greenway from Spiderlily Court and around Northeastern ½ loop Hendricks Pond with connection sidewalk to Waklon Elementary School Park. Design and Permitting is currently underway with Kimley Horn. Approximately 90% of the easements are in hand.

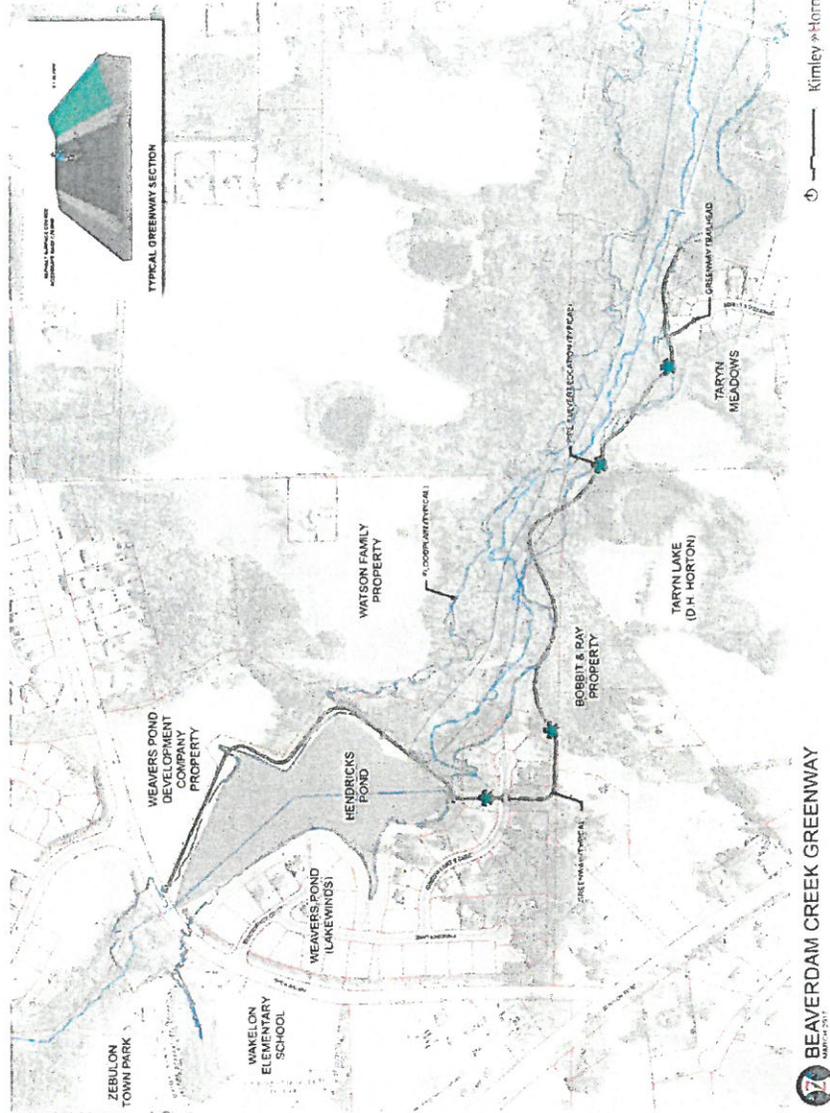
Project Costs:	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Construction Cost		\$1,223,000							
Construction CPI @ 10%		\$122,500							
Estimated Mitigation		\$30,000							
NCDDOT Review/coordination		\$75,000							
Construction Inspection and Engineering @ 10%		\$122,500							
Other – Design	\$237,000								
<b>Total</b>		<b>\$1,573,000</b>							
<i>Additional Operating</i>				Yes					

Project Financing: Type	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Dedicated ½ cent tax		\$40,000							
Wake County Open Space Grant		\$228,625							
Cypress Creek Fee in Lieu		\$102,238							
Shepard School Road Refund		\$7,850							
Existing Greenway Funding – Capital		\$123,785							

PARTF Grant – Aug/2018	\$500,000						
CAMPO Grant – Feb/March 2019	\$570,502						
<b>Total</b>	<b>\$1,573,000</b>						

**Other Information:** Grant Application PARTF – May 2018, CAMPO Application – October 2018

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 26, 2018



Kimley-Horn

Town of Zebulon  
LAPP Project Estimate

Project: **Beaverdam Creek Greenway, Phase I**

**Planning**

County: Wake

From: From Spiderlily Court to Phippen Road and around Hendrick's Pond  
Typical Section: 10' Asphalt Greenway

<b>PROJECT COST</b>
<b>\$1,572,536</b>

**Items That Were Revised Due to Greenway Around Pond Revisions**

Description	Quantity	Unit	Price	Amount
Mobilization (5%)	1	LS	\$ 52,941	\$ 52,941.43
Construction Surveying	1	LS	\$ 45,000	\$ 45,000.00
Grading	1	LS	\$ 500,000	\$ 500,000.00
Undercut Excavation	750	CY	\$ 45	\$ 33,750.00
Drainage Ditch Excavation	70	CY	\$ 20	\$ 1,400.00
Geotextile for Soil Stabilization	1500	SY	\$ 2	\$ 3,000.00
Foundation Conditioning Material, Minor Structures	70	TON	\$ 45	\$ 3,150.00
Foundation Conditioning Geotextiles	200	SY	\$ 3	\$ 600.00
15" RC Pipe Culverts, Class IV	60	LF	\$ 35	\$ 2,100.00
18" RC Pipe Culverts, Class IV	200	LF	\$ 35	\$ 7,000.00
24" RC Pipe Culverts, Class IV	180	LF	\$ 50	\$ 9,000.00
36" RC Pipe Culverts, Class IV	32	LF	\$ 95	\$ 3,040.00
42" RC Pipe Culverts, Class IV	32	LF	\$ 150	\$ 4,800.00
60" RC Pipe Culverts, Class IV	60	LF	\$ 390	\$ 23,400.00
Aggregate Base Course	2640	TON	\$ 30	\$ 79,200.00
Asphalt Conc Base Course, Type B25.0B	10	TON	\$ 100	\$ 1,000.00
Asphalt Conc Intermediate Course, Type I19.0B	10	TON	\$ 90	\$ 900.00
Asphalt Conc Surface Course, Type S9.5B	330	TON	\$ 100	\$ 33,000.00
Asphalt Binder For Plant Mix, Grade PG 64-22	25	TON	\$ 460	\$ 11,500.00
Supplemental Field Survey	20	HR	\$ 150	\$ 3,000.00
Supplemental Surveying Office Calculations	10	HR	\$ 100	\$ 1,000.00
Exploratory Excavation - Standard	30	HR	\$ 325	\$ 9,750.00
Pipe Cleanout	1	EA	\$ 250	\$ 250.00
Endwalls	37	CY	\$ 1,100	\$ 40,700.00
2'-6" Concrete Curb & Gutter	150	LF	\$ 18	\$ 2,700.00
6" Concrete Driveway w/ Truncated Domes (High Early Strength)	100	SY	\$ 100	\$ 10,000.00
4.5" Reinforced Concrete Trail	200	SY	\$ 50	\$ 10,000.00
Concrete Spillway	1	EA	\$ 3,000	\$ 3,000.00
Pedestrian Safety Fence	100	LF	\$ 50	\$ 5,000.00
Fixed Steel Bollard	8	EA	\$ 500	\$ 4,000.00
Hinged Metal Bollard	4	EA	\$ 1,000	\$ 4,000.00
Rip Rap, Class B	81	TON	\$ 45	\$ 3,663.00
Rip Rap, Class I	266	TON	\$ 50	\$ 13,310.00
Rip Rap, Class II	57	TON	\$ 55	\$ 3,146.00
Geotextile for Drainage	732	SY	\$ 3	\$ 2,194.50
Permanent Soil Reinforcement Mat	825	SY	\$ 7	\$ 5,775.00
Traffic Control	1	LS	\$ 25,000	\$ 25,000.00
Erosion Control	1	LS	\$ 90,000	\$ 90,000.00
Trail Markings	1	LS	\$ 8,000	\$ 8,000.00
Trail Signage	1	LS	\$ 7,500	\$ 7,500.00
Landscaping and Amenities	1	LS	\$ 45,000	\$ 45,000.00
Misc. & Mob (10% Contingency)	1	LS	\$ 111,176.99	\$ 111,176.99

Construction Cost	\$ 1,222,946.92
CPI (10%)	\$ 122,294.69
Estimated Mitigation	\$ 30,000.00
NCDOT Review/Coord.	\$ 75,000.00
NEPA Documentation	<b>Paid For By Town</b>
Engineering, Public Involvement, & Contingency	<b>Paid For By Town</b>
Right of Way Cost	<b>Paid For By Town</b>
<b>Construction Engineering and Inspection (10%)</b>	<b>\$ 122,294.69</b>
<b>Full Project Implementation Cost</b>	<b>\$ 1,572,536.30</b>

**TOWN OF ZEBULON-GENERAL FUND  
CAPITAL IMPROVEMENTS & FINANCING PLAN  
FISCAL YEARS 2019-2024**

DEPARTMENT EXPENDITURE		2019	2019	2020	2021	2022	2023	2024
<b>Greenways, Sidewalks, Pedestrian Improvements</b>	<b>Department</b>	<b>Full Loop</b>	<b>East Half Loop</b>					
Beaverdam Creek Greenway Phase I - Construction	Bldgs/Ground	\$ 1,760,000	\$ 1,573,000					
Crosswalk Peds @ Arendell and Dogwood	Streets			\$ 24,500				
Crosswalk Peds @ Wakefield and Gannon	Streets			\$ 34,150				
Sidewalk on North side of E. Judd Street	Streets				\$ 147,000			
Pineview Drive from Gannon Avenue to Southland Drive	Streets					\$ 261,000		
Sidewalk on Mack Todd Road from Shannon Drive to Gannon Avenue	Streets						\$ 992,000	
E. Vance Street from Housing Authority to Post Office	Streets							\$ 376,000
<b>Total Expenditures</b>	<b>Total</b>	<b>\$ 1,760,000</b>	<b>\$ 1,573,000</b>	<b>\$ 58,650</b>	<b>\$ 147,000</b>	<b>\$ 261,000</b>	<b>\$ 992,000</b>	<b>\$ 376,000</b>
<b>Revenue Sources</b>								
Dedicated Revenue 1/2 cent tax		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Wake County Open Space Grant (Expires 6/30/2020)		\$ 228,625	\$ 228,625					
Existing Greenway Funding (See Capital Ordinance)		\$ 123,785	\$ 123,785					
Cypress Creek fee-in-lieu		\$ 102,238	\$ 102,238					
Shepard School Road Sidewalk Refund (Sidewalk/Greenway Reserves)		\$ 7,850	\$ 7,850					
Rollover from Previous Year			\$ 2,498	\$ 6,996		\$ 11,000		
General Fund Fund Balance Appropriation				\$ 11,654		\$ 210,000	\$ 952,000	\$ 336,000
PARTF Grant (50/50)		\$ 500,000	\$ 500,000					
CAMPO/LAPP Grant		\$ 760,000	\$ 575,000					
CDBG Grant (80/20)					\$ 118,000			
<b>Total Revenues</b>	<b>Total</b>	<b>\$ 1,762,498</b>	<b>\$ 1,579,996</b>	<b>\$ 58,650</b>	<b>\$ 158,000</b>	<b>\$ 261,000</b>	<b>\$ 992,000</b>	<b>\$ 376,000</b>
	<b>Surplus</b>	<b>\$ 2,498</b>	<b>\$ 6,996</b>	<b>\$ -</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<p>Application for PARTF Grant (50/50) will be submitted in May 2018            Application of CAMPO/LAPP Grant will be September, 2018            Ineligible for CDBG funds until 2020 (Capped @ approx \$310,000 from 2020-2025. FY2020 - \$192,000 used for Gill Street Park Restrooms.)            Fee-In-lieu potential for KB HOMES - Watson Property along Trail</p>								
<p><b>Note: Town's contribution as of FY2018 is \$140,000 (\$60,000 GFFB FY2017, \$80,000 Dedicated Taxes FY2017 &amp; FY2018)</b></p>								
<b>Considerations:</b>								
Maintenance record - Are we constantly "fixing" something that should be replaced?								
Useful life - Has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life.								
Safety - Are we addressing a hazard/OSHA/govt mandate? (Federal, state, local)								
Does it solve a problem, fulfill a need (ours or community), expand a service, increase efficiency?								
What are the consequences or implications if we don't do it or defer it?								
What are our alternatives?								
Is the success of this project related to another project? Does the timing of this project affect another project?								
What is the possibility of cost escalation over time?								
Are all costs included? (land, easements, engineering, professional fees, contingency, studies) Who prepared the cost estimate? (staff, engineer, construction means data)								
Is a Preliminary Engineering Report or Feasibility study needed?								
<b>Financial Considerations:</b>								
What are the financing resources? (GFFB, fees, grants, leases, private donations, loans, G O bonds, revenue bonds)								
Is funding source secured? (Ex. Already have fee-in-lieu, grant awarded)								
Does it increase or reduce operating cost? Note: recurring expenses such as roadway maintenance								

# Memo



**To: Joe Moore, Town Manager**

**From: Chris D. Ray, Director of Public Works**

**CC: Stormwater Management Committee**

**Date: April 18, 2018**

**Re: FY2019 – Stormwater CIP**

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The Stormwater Management Committee met recently to discuss the capital improvement needs for stormwater. The committee consisted of the following members:

- Chris Ray, Public Works Director (Chair)
- Tony Rose, Stormwater Superintendent
- Robyn Snow, Asset Manager

The committee developed criteria to assess needs and projects. The criteria focused on the following considerations:

- Green Engineering Preliminary Engineering Report - February, 2017
- Maintenance record - Are we constantly "fixing" something that should be replaced?
- Useful life - Has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life?
- Safety - Are we addressing a hazard/OSHA/govt mandate? (Federal, state, local)
- Does it solve a problem, fulfill a need (ours or community), expand a service, increase efficiency?
- What are the consequences or implications if we don't do it or defer it?
- What are our alternatives?
- Is the success of this project related to another project? Does the timing of this project affect another project?
- What is the possibility of cost escalation over time?
- Are all costs included? (land, easements, engineering, professional fees, contingency, studies) Who prepared the cost estimate? (staff, engineer, construction means data)

After thorough discussion of existing and future needs, staff determined the West Sycamore/Arendell Drainage Improvements and the Little River Park Drainage Improvements are the highest priority stormwater projects. The West Sycamore/Arendell project will address a high maintenance requirement, address flash flooding, and prevent potential property damage. Potential redevelopment in the basin could cause further problems and a Preliminary Engineering Report (PER) supported infrastructure deficiencies in the basin.

Memo to Town Manager  
FY2019 Stormwater CIP  
April 18, 2018

The existing storm drainage system, evaluated as part of the PER consists of 15" through 60" diameter piping. Unfortunately, a number of those pipes were laid on reverse-grade or were undersized for a 2-year or 10-year storm event (Town of Zebulon standard rainfall).

- A 2-year/24-hour event equals 3.46" of rainfall. (Sycamore flooding)
- A 10-year/24-hour event equals 5.14" of rainfall. (Arendell/Gannon flooding)



Flooding at the  
Intersection of  
Gannon Avenue  
and Arendell  
Avenue

Memo to Town Manager  
FY2019 Stormwater CIP  
April 18, 2018

The existing 15" diameter drainage pipes located in the rear of 108 and 110 W. Sycamore Street create a bottleneck in the drainage system and is the main reason the flash flooding occurs at least quarterly and threatens structures during heavy, continuous rains.



Nuisance Flooding  
(Occurs Quarterly)



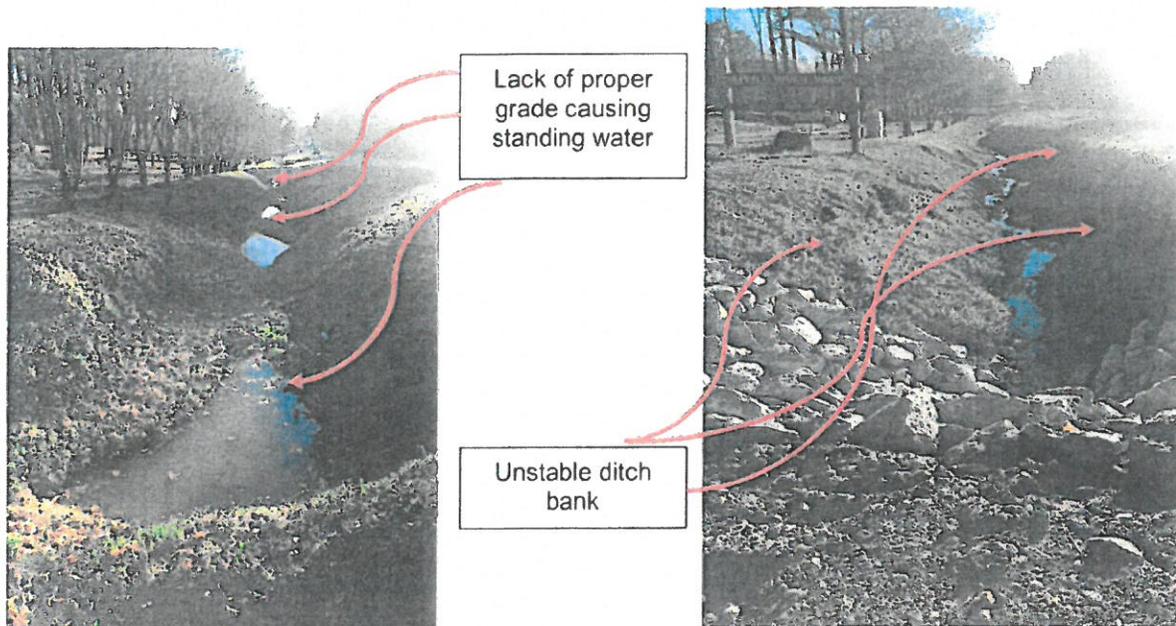
Structural Flooding  
(Occurs Annually)

Due to the size and significant scope of the improvements, this project was split into two phases over two years with Phase I (Design, Permitting, Easement Acquisition, and Bidding) underway in FY2018 with an estimated cost of \$112,000.

Memo to Town Manager  
FY2019 Stormwater CIP  
April 18, 2018

Phase II (Construction, Construction Administration/Construction Engineering Inspections) is projected to begin in August 2018 with an estimated cost of \$742,000. The committee recommends this project be financed over ten years with an annual payment of \$94,000. A map and detailed cost estimate has been included with the CIP form for this project.

The Little River Park Drainage Improvements project involves installation of 630 linear feet of 36" storm drainage pipe along W. Gannon Avenue in front of the park. The ditch bank is eroded and holds standing water. In the summertime, the ditch is a breeding ground for mosquitoes. Public Works staff struggles to safely trim the grassy sides of the ditch bank's steep slope. Over time, the ditch bank slope has deteriorated and has become unstable.



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 that the park looked "tired" and lacked maintenance. The installation of the drainage pipe will improve drainage, appearance, maintenance issues, and site safety.

Pictures of the ditch and a detailed cost estimate have been included with the CIP form. The committee recommends financing the Little River Park Drainage Improvements (with the W. Sycamore/Arendell project) for ten years with an annual payment of \$23,700.

The annual payments for both projects are supported by capital reserves and annual stormwater fee collections which staff projects will increase a minimum of 3% each year. Unless there is significant growth in stormwater fees or fee changes, the stormwater fees will not support additional projects or equipment for the next ten years.

**Town of Zebulon  
Capital Improvement Form**

**Department:** Storm water

**Project Title:** Little River Park Drainage Improvements

**Project Year:** FY 2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Installation of 630 LF of 36" Storm Drainage Pipe along right-of-way. The project will improve drainage, appearance, maintenance and site safety of Little River Park. The installation will prevent erosion of the existing bank areas. NCDOT encroachment permit will be required. The proposed project cost is \$209,000.

Project Costs:	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management		\$36,500							
Land									
Construction		172,500							
Equipment/Vehicles									
Other									
<b>Construction Total</b>		\$209,000							
<b>Debt Service Payment</b>		\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$71,100
<b>Budget Total</b>		<b>\$232,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$71,100</b>

Project Financing:	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Stormwater Fees		\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$71,100
Stormwater Capital Reserves		\$22,000							
Lease Proceeds \$187,000 @ 4.5%		\$187,000							
<b>Total</b>		<b>\$232,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$23,700</b>	<b>\$71,100</b>

**Other Information:** Projected Useful life of 50+ years

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 28, 2018



**Little River Park Drainage Improvements  
Opinion of Probable Cost Estimate  
Thursday, January 11, 2018**

Prepared By: Chris D. Ray, Director of Public Works  
Requested By: Greg Johnson, Parks and Recreation Director and Joe Moore, PE, Town Manager

Engineering : FY-2017-2018	Description	Amount
	Design, Permitting, & CA @ 18.5%	\$ 29,612.00
	Survey - Level A @ 2%	\$ -
	Survey - Level B @ 2%	\$ 3,202.00
<b>Works to begin 8/1/2017</b>	<b>Engineering Subtotal</b>	<b>\$ 32,814.00</b>
	<b>Engineering Cost</b>	<b>\$ 32,814.00</b>
	Engineering Contingency @ 10%	\$ 3,282.00
	<b>Total Engineering Cost</b>	<b>\$ 36,096.00</b>
	<b>Engineering Budget</b>	<b>\$36,500.00</b>

ROW Acquisition : FY2017-2018	Amount												
Work begins	No ROW acquisition required - 100' ROW and Town Property												
	<table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit</th> <th>Price</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> </tbody> </table>	Quantity	Unit	Price	Amount				\$ -				\$ -
Quantity	Unit	Price	Amount										
			\$ -										
			\$ -										
	<b>Total ROW Cost</b>	<b>\$ -</b>											
	<b>ROW Budget</b>	<b>\$ -</b>											

Construction Cost FY 2017-2018	Description	Quantity	Unit	Price	Amount
1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00
2	Traffic Control	1	LS	\$ 2,000.00	\$ 2,000.00
3	Construction Staking	1	LS	\$ 1,500.00	\$ 1,500.00
4	Removal of 24" RCP under driveway	30	LF	\$ 30.00	\$ 900.00
5	Installation of 24" RCP along ditch line	630	LF	\$ 85.00	\$ 53,550.00
6	24" RCP Flared End Section	2	EA	\$ 2,200.00	\$ 4,400.00
6	Drainage Swell or Tail Ditch (Currin Perry)	50	LF	\$ 12.00	\$ 600.00
7	Drop Inlet along ditch line	3	EA	\$ 3,500.00	\$ 10,500.00
8	Junction box @ Currin Perry and Hwy 97 ( 3 pipes)	1	EA	\$ 4,000.00	\$ 4,000.00
9	Concrete Driveway Apron (30'x12' x 6")	1	LS	\$ 2,500.00	\$ 2,500.00
10	CABC for Parking Lot	40	Tons	\$ 28.00	\$ 1,120.00
11	Comprehensive/Fine Grading to new Drop Inlets	1	LS	\$ 2,500.00	\$ 2,500.00
12	Comprehensive Parking Lot - Site Grading	1	LS	\$ 1,500.00	\$ 1,500.00
13	Comprehensive Grading	1	LS	\$ 10,000.00	\$ 10,000.00
14	Seeding and Mulching	0.75	ACR	\$ 3,000.00	\$ 2,250.00
15	Temporary Silt Fence	650	LF	\$ 4.00	\$ 2,600.00
16	Excelsior Matting	500	SY	\$ 14.00	\$ 7,000.00
17	Additional Bedding Stone	300	Tons	\$ 35.00	\$ 10,500.00
	<b>Construction sub-total</b>				<b>\$ 129,920.00</b>
	2017 Construction CIP @ 10%				\$ 12,992.00
	Construction Contingency @ 12%				\$ 17,150.00
	Construction Inspection Allowance 20 days @ \$600				\$ 12,000.00
	<b>Construction Total</b>				<b>\$ 172,062.00</b>
	<b>Construction Budget</b>				<b>\$ 172,500.00</b>

Summary	Amount
Engineering Budget Amount	\$ 36,500.00
ROW Acquisition Budget Amount	\$ -
Construction Budget Amount	\$ 172,500.00
<b>Total Project Expenditure</b>	<b>\$ 209,000.00</b>

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**Town of Lenoir  
Capital Improvement Form**

**Department:** Stormwater

**Project Title:** West Sycamore/Arendell Ave Drainage Improvements

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Construction of engineering designed improvements from FY2018. Project is designed to address flash flooding issues on West Sycamore and Arendell/Gannon Ave areas. Project is proposed to be financed over a 10-year period. Additional information can be obtained from the Preliminary Engineering Report dated February 2017 by Green Engineering of Wilson, NC. Project requires permits from NCDOT and easement acquisition as part of FY2018 budget.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management	\$112,000								
Land									
Construction		\$742,000							
Equipment/Vehicles									
Other									
<b>Construction Total</b>		\$742,000							
<i>Debt Service Pmt.</i>		\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$282,000
<b>Budget Total</b>		\$836,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$282,000

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Storm Water Fees	\$112,000	\$88,300	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$282,000
Stormwater Capital Reserve		\$5,700							
Lease Proceeds		\$742,000							
\$742,000 @ 4.5%									
<b>Total</b>		\$836,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000	\$282,000

**Other Information:** Projected Useful life of 50+ years

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 27, 2018



6. Ross Greenlee  
2-11-11



WATER  
WASTEWATER  
SURVEYING  
PLANNING  
PROJECT MANAGEMENT

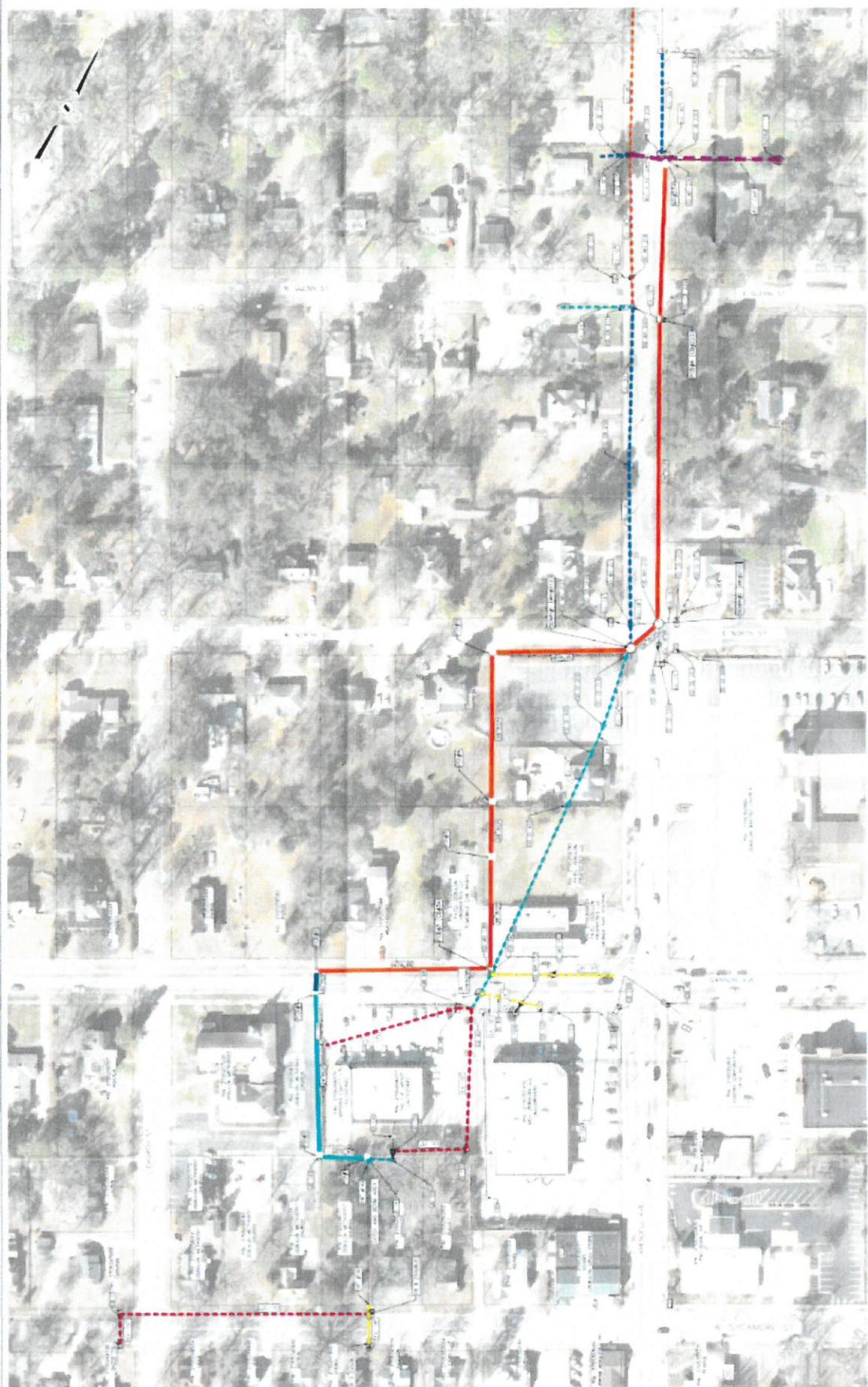
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# WEST SYCAMORE STREET DRAINAGE STUDY

TOWN OF ZEBULON  
WAKE COUNTY  
NORTH CAROLINA

EXISTING AND PROPOSED DRAINAGE INFRASTRUCTURE MAP

DATE:	FEBRUARY 2011
SCALE:	AS SHOWN
PROJECT:	WEST SYCAMORE STREET DRAINAGE STUDY
DATE:	FEBRUARY 2011
SCALE:	AS SHOWN
PROJECT:	WEST SYCAMORE STREET DRAINAGE STUDY
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SCALE:	AS SHOWN
PROJECT:	WEST SYCAMORE STREET DRAINAGE STUDY



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- 419. 2520" DIA. STORM
- 420. 2526" DIA. STORM
- 421. 2532" DIA. STORM
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- 431. 2592" DIA. STORM
- 432. 2598" DIA. STORM
- 433. 2604" DIA. STORM
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- 497. 2988" DIA. STORM
- 498. 2994" DIA. STORM
- 499. 3000" DIA. STORM



**West Sycamore to Arendell Ave Outfall Drainage Improvements**  
**Opinion of Probable Cost Estimate**  
**Monday, March 06, 2017**

Prepared By: Chris D. Ray, Director of Public Works/Green Engineering, PLLC  
 Requested By: Joe Moore, PE, Zebulon Town Manager

Engineering :		Description	Amount
FY-2017-2018		Design, Permitting, & Bidding	\$ 49,000.00
		Survey - Level A @ 1.5 %	\$ 9,365.56
		Survey - Level B @ .05.0%	\$ 3,122.19
Works to begin	Engineering Subtotal		\$ 61,487.75
8/1/2017		Engineering Cost	\$ 61,487.75
		Engineering Contingency @ 10%	\$ 6,148.88
		<b>Total Engineering Cost</b>	<b>\$ 67,636.63</b>
	Engineering Budget		\$68,000.00

ROW Acquisition : Sidewalk Easement		Amount
FY2017-2018		
Work begins	Easement and Construction Acquisition - 30'	\$ 25,000.00
11/1/2017	Easement Plats	\$ 4,500.00
	Attorney Fees ( Easement Agreement)	\$ 10,000.00
	<b>Easement Acquisition Cost</b>	<b>\$ 39,500.00</b>
	Easement Acquisition contingency @ 10%	\$ 3,950.00
	<b>Total Easement Acquisition Cost</b>	<b>\$ 43,450.00</b>
	ROW Budget	\$ 44,000.00

Construction Cost		Work to begin - September, 2018			
Line Item #	Description	Quantity	Unit	Price	Amount
1	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
2	18" RCP Storm Drain Pipe	200	LF	\$ 84.00	\$ 16,800.00
3	24" RCP Storm Drain Pipe	290	LF	\$ 93.50	\$ 27,115.00
4	30" RCP Storm Drain Pipe	30	LF	\$ 104.50	\$ 3,135.00
5	36" RCP Storm Drain Pipe	1500	LF	\$ 115.50	\$ 173,250.00
6	Catch Basins	4	EA	\$ 3,100.00	\$ 12,400.00
7	Drop Inlets	5	EA	\$ 3,500.00	\$ 17,500.00
8	Manhole	3	EA	\$ 7,500.00	\$ 22,500.00
9	Inlet Protector	9	EA	\$ 500.00	\$ 4,500.00
10	Remove Existing Concrete Inlet and 24" Dia RCP Storm Drain (65 LF)	1	LS	\$ 2,000.00	\$ 2,000.00
11	Remove and Replace existing Catch Basin	2	EA	\$ 500.00	\$ 1,000.00
12	Remove and Replace existing Manhole	2	EA	\$ 500.00	\$ 1,000.00
13	Repair existing junction box	1	EA	\$ 1,500.00	\$ 1,500.00
14	Construction Entrances	3	EA	\$ 2,750.00	\$ 8,250.00
15	Additional Stone Bedding	520	Tons	\$ 55.00	\$ 28,600.00
16	Contractor Finished select backfill material	120	CY	\$ 45.00	\$ 5,400.00
17	Seeding and Mulching	1.25	AC	\$ 3,500.00	\$ 4,375.00
18	Class II Rip Rap	111	CY	\$ 65.00	\$ 7,215.00
19	2" SF9.5B Asphalt with 8" CABC	800	SY	\$ 75.00	\$ 60,000.00
20	6" HD Concrete Paving	100	SY	\$ 150.00	\$ 15,000.00
21	Remove and Replace Concrete Sidewalk ( 5')	350	LF	\$ 45.00	\$ 15,750.00
22	Remove and Replace 30" Curb and Gutter	600	LF	\$ 60.00	\$ 36,000.00
23	Fence Repair	1	LS	\$ 2,500.00	\$ 2,500.00
24	Vegetation Removal	1	LS	\$ 1,200.00	\$ 1,200.00
25	Utility Relocation	4	EA	\$ 9,500.00	\$ 38,000.00
12	Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00
	Construction sub-total				\$ 554,990.00
	2018 Construction CIP @ 12.5%				\$ 69,374.00
	Construction Contingency @ 10%				\$ 62,437.00
	Construction Engineering Inspection Allowance (4 months)				\$ 40,000.00
	Engineering Construction Administration				\$ 14,000.00
	<b>Construction Total</b>				<b>\$ 742,801.00</b>
	Construction Budget				\$ 742,000.00

Summary		Amount
	Engineering Budget Amount	\$ 68,000.00
	ROW Acquisition Budget Amount	\$ 44,000.00
	Construction Budget Amount	\$ 742,000.00
	<b>Total Project Expenditure</b>	<b>\$ 854,000.00</b>

**TOWN OF ZEBULON-GENERAL FUND  
CAPITAL IMPROVEMENTS & FINANCING PLAN  
FISCAL YEARS 2019-2023**

DEPARTMENT EXPENDITURE		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
<b>Stormwater</b>	<b>Department</b>						
West Sycamore/Gannon Drainage Improvements - Debt Service Pmts		\$ 94,000	\$ 94,000	\$ 94,000	\$ 94,000	\$ 94,000	\$742,000 const costs - 10 year Note @ 4.5%
Little River Park Drainage Improvements - Debt Service Pmts		\$ 23,700	\$ 23,700	\$ 23,700	\$ 23,700	\$ 23,700	\$209,000 const costs - 10 year Note @ 4.5% (\$187,000 financed)
Little River Park Drainage Improvements - Buydown		\$ 22,000					
Stormwater System Condition Assessment					\$ 50,000		
<b>Total</b>		<b>\$ 139,700</b>	<b>\$ 117,700</b>	<b>\$ 117,700</b>	<b>\$ 167,700</b>	<b>\$ 117,700</b>	
<b>Revenue Sources</b>							
Stormwater Fees		\$ 112,000	\$ 115,000	\$ 118,000	\$ 121,500	\$ 125,145	3% revenue growth in FY2020 - FY2023
Stormwater Capital Reserves FY2018		\$ 22,000					
Capital Savings from Stormwater Pole Camera Purchase		\$ 5,700					
<b>Total</b>		<b>\$ 139,700</b>	<b>\$ 115,000</b>	<b>\$ 118,000</b>	<b>\$ 121,500</b>	<b>\$ 125,145</b>	
		\$ -	\$ (2,700)	\$ 300	\$ (46,200)	\$ 7,445	
<b>Considerations:</b>							
Green Engineering Report - February, 2017							
Maintenance record - Are we constantly "fixing" something that should be replaced?							
Useful life - Has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life?							
Safety - Are we addressing a hazard/OSHA/govt mandate? (Federal, state, local)							
Does it solve a problem, fulfill a need (ours or community), expand a service, increase efficiency?							
What are the consequences or implications if we don't do it or defer it?							
What are our alternatives?							
Is the success of this project related to another project? Does the timing of this project affect another project?							
What is the possibility of cost escalation over time?							
Are all costs included? (land, easements, engineering, professional fees, contingency, studies) Who prepared the cost estimate? (staff, engineer, construction means data)							
Is a Preliminary Engineering Report or Feasibility study needed?							
<b>Financial Considerations:</b>							
What are the financing resources? (GFFB, fees, grants, leases, private donations, loans, G O bonds, revenue bonds)							
Is funding source secured? (Ex. Already have fee-in-lieu, grant awarded)							
Does it increase or reduce operating cost? Note: recurring expenses such as roadway maintenance							

# Memo



**To:** Joe Moore, Town Manager  
**From:** Robyn Snow, Asset Manager *RS*  
**CC:** Fleet Management Committee Members  
**Date:** March 1, 2018  
**Re:** FY2019 Fleet Management

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The Fleet Management Committee met recently to discuss the capital improvements needs for vehicles and equipment. The committee consisted of the following members:

- Bobby Fitts, Finance Director
- Chris Ray, Public Works Director
- Greg Johnson, Parks and Recreation Director
- Chief Tim Hayworth, Police Chief
- Chief Chris Perry, Fire Chief
- Lt. Bob Grossman, Police
- Joe Beck, Parks and Recreation
- Robyn Snow, Asset Manager (Chair)

The committee developed criteria to assess needs and projects. The criteria focused on the following considerations:

- Useful life – has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life?
- Safety - Are we addressing a hazard/OSHA/government mandate? (Federal, state, local) Is this vehicle unsafe to operate?
- What are the consequences if we defer the purchase or implications if we don't purchase it?
- Is this a replacement vehicle? Maintenance record – are we constantly fixing something that should be replaced? Do maintenance costs outweigh the benefits of keeping the vehicle or equipment?
- What are our alternatives? Ex. Instead of buying it, can we rent it? Lease It?
- Can this vehicle be transferred to another department with less demand of use?
- What are the financing resources? Does this vehicle/equipment have a useful life equal to 10 years? possible "finance option"
- The financing term should not extend beyond half of the vehicle's useful life. Higher maintenance costs occur in the second half of the vehicle's useful life
- Does it increase or reduce operating cost? Increase efficiency of operations? (i.e. reduce manpower)

The committee also developed a vehicle/equipment replacement table based on a review of multiple other governmental agencies and the Town's experience factors

Vehicle Replacement Criteria		
Vehicle Type	Age Criteria	Usage Criteria
Cars-Admin	10 years	110,000 miles
Cars/SUVs - Police Patrol	5 years	100,000 miles
Light Trucks/SUVs - Less than 10,000 GVW - Gas	10 years	100,000 miles
Medium Duty Trucks - Between 10,000 GVW and 19,500 GVW - Diesel Engine	12 years	100,000 miles
Heavy Duty Trucks - Between 19,501 GVW and 38,000 GVW - Diesel Engine	15 years	100,000 miles
Heavy Duty Specialty Trucks - EX. Knuckleboom, Sweeper	10 years	100,000 miles
Heavy Duty Trucks/Fire Apparatus - over 30,000 GVW	15-20 years	100,000 miles
Trailer Mounted Equipment/Trailers	15 years	N/A
Off-road Tractors, Backhoes, Excavators	10-15 years	3,500 hours

After thorough discussion of existing and future needs, plus considering the evaluation criteria established, the Fleet Management Committee determined the following list of projects as having the highest priority for FY2019:

- Continuation of Lease Payment of 2017 Hook-Lift truck - \$53,510
  - Truck Purchase in FY2017 – Five-year financing program. Last payment FY2021.
- Replacement of 2001 International Knuckleboom - \$148,500
  - The existing truck is almost 18 years old with over 75,000 miles and 10,000 hours. Normal useful life is 10 years. We extend the use of the knuckleboom truck by using it as a front-line truck for the first 10 years and then switching it to "back-up duty" for the remaining time. This truck is used for weekly bulky waste pick-up, special projects, short collection weeks, disaster events, and other emergency events. It is no longer reliable as current problems include rear main seal leaking oil, transmission fluid leak, low oil pressure and engine knocking.
- Replacement of 2004 F-350 Utility 4x4 truck - \$73,000
  - This truck has been in service for 15 years and has over 70,000 miles. Normal useful life is 12 years. It lacks the towing and crane capacity to meet the street and storm water programs' needs. This truck will be transferred to Parks and Recreation, however, the existing plow will be transferred to the new truck.
- Replacement of 2005 F-250 CC 4x4 truck - \$53,100
  - This truck has been in service for 13 years and has over 70,000 miles. Normal useful life is 12 years. It lacks the towing capacity to meet the Buildings and Grounds and Street departments' needs. This truck will be transferred to Parks and Recreation

- Replacement of Hydraulic Driven Brine Sprayer - \$14,100
  - The existing spray equipment was purchased in 2007 and is 11 years old. It is no longer reliable. Significant repairs were made 3 years ago. The new unit will allow for spraying up to 3 lanes and has a larger tank which eliminates return trips to the shop for brine fill-up. Application rate of new equipment is up to 2/3 times faster than old equipment. We are projected to add 20% more town street miles next year.
- Police Vehicle Replacement – \$92,000
  - The purchase of two new pursuit vehicles with new equipment to replace two existing 2010 Chargers (Z-7 with 98,800 miles and Z-23 with 103,010 miles). Both vehicles are beyond recommended useful life and mileage.
- 1997 Pumper Truck Replacement – \$600,000
  - During the Council Retreat, Paul Brooks with Brooks Innovative Solutions recommended replacing the pumper truck immediately due to age and excessive maintenance costs. Over the last 5 years, the maintenance costs have totaled approximately \$27,500 which is half of the estimated value of the truck.
- 1987 Ladder Truck Replacement – \$1,100,000
  - During the Council Retreat, Paul Brooks with Brooks Innovative Solutions recommended replacing the ladder truck immediately due to age and excessive maintenance costs. Maintenance costs during FY2018 exceeded \$25,000 on a vehicle with a surplus value of less than \$20,000.

We anticipate \$32,475 in surplus funds from the sale of vehicles in FY2018 and FY2019. The FY2019 year recommendation for Fleet Management is \$30,039 over the Budget Allowance of \$160,000 set forth by the manager. The fleet committee reduced last year's projected overage of \$191,800 to \$30,039. The fleet committee worked to stay within the budget by pushing several items to future years (Ramjet replacement, F-450 dump truck replacement). To minimize the impact to the budget, several of the large equipment replacements with a useful life longer than 5 years are financed to assist with cash flow. Financing large purchases is desirable with the Town able to secure financing at less than 2%.

The Fire Department ladder and pumper trucks are costly even in comparison to our larger equipment trucks. Wake County is expected to contribute towards the Pumper Truck (\$207,010) and the Ladder Truck (\$195,460). Unfortunately, due to the age and specialized use, there is limited surplus value to the current trucks. Any surplus value will not be recognized until FY2021 due to the long lead ordering time. The Fleet Committee is recommending using 5% of unrestricted General Fund Fund Balance of \$7,272,000 to purchase the pumper truck and financing the ladder truck for 10 years.

Currently, the Town of Zebulon has a purchase value of vehicles and equipment on hand valued over \$4 million. This is the equipment and vehicles departmental staff uses to provide services to Zebulon citizens on a daily basis. These vehicles and equipment have varying useful lives from five years for a police patrol vehicle to twenty years for a fire pumper truck. It is important to reinvest in the vehicles and equipment on a regular annual basis. By making these regular investments, the Town is ensuring it is not holding onto equipment/vehicles too long and spending unnecessary dollars on major maintenance costs; it is minimizing down time of equipment/vehicles and maximizing values at surplus.

#### Five Top Fleet Management Trends to Watch:

1. Cooperative purchasing of vehicles and equipment are attractive to municipalities. There is less acquisition time (writing specs, bidding) and purchases can be bundled ultimately saving the Town money and time.
2. Acquisition Cost on the Rise – Vehicle technology, rising interest rates and softening residual values are contributing to rising cost in vehicle and equipment replacement. Higher vehicle acquisition costs are resulting from government safety and fuel economy initiatives. Items which were once options, such as back-up cameras, are becoming standard equipment for many vehicles.

Memo to Town Manager  
FY2019 Fleet Management CIP  
March 1, 2018

3. Limited windows for ordering – Manufacturers are limiting the production runs of certain models, thus losing as much as half the years of ordering due to shortened ordering cycles.
4. Limited availability of the commercial vans and mid-size trucks (16,000 to 26,000 lbs.) – Limited truck production is leading to shortages and pushing out delivery timeframes as much as several months.
5. Preference shifts to SUV – SUV vehicles were once considered an upgrade or luxury, but now these vehicles are being added to fleets for the versatility and strong residual values. SUVs typically cost an additional \$5,000 to \$7,000 dollars to purchase.
6. Diesel Emissions Equipment – diesel emissions technology is changing to meet Federal Government Tier requirements. Annual emission requirements changes over the last several years have added \$6,000 to \$8,000 dollars to the cost of engine purchase.
7. Traditional Ladder fire truck to Quint fire truck – Fire departments across the country are moving to smaller wheelbase ladder trucks which can perform more functions than a traditional large ladder truck. Known as "quints", these fire trucks can serve in multiple capacities such as pumping engines (with hose and water), as ladder trucks (with ground ladders and the aerial ladder), and even possibly with rescue truck capabilities (with extrication equipment). The resulting vehicle and its crew are more versatile in the emergencies to which they can respond and handle and there exists a possibility for fleet reduction. Prior to purchase, we will evaluate if this option is a more effective replacement for our current ladder truck vehicle.

**Town of Zebulon  
Capital Improvement Form**

**Department:** Sanitation

**Project Title:** 2001 International Knuckle-boom Truck

**Project Year:** FY2019      **Project Dates:** July 2018 – August 2019      **Project Priority:** High

**Project Description/Justification:** Truck was received in November of 2000; therefore, the unit will be 18 years old next fiscal year. The truck has over 75,000 miles and 10,000 hours. Current problems include rear main seal leaking oil, transmission fluid leak, low oil pressure, and engine knocking. The truck is currently used for weekly bulky waste pick-up, special projects, back-up for front line vehicle, short collection weeks, disaster events and other emergency events. The current front line truck (2010 Knuckleboom) will move to the secondary truck. The Knuckle-boom truck is the highest use vehicle for the Town of Zebulon Public Works. It is essential that we have two quality trucks to meet service requirements. This truck will probably purchase via a cooperative purchase program such as NIPA(National Joins Powers)

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management									
Land									
Construction									
Equipment/Vehicles		\$148,500							
<b>Total Purchase</b>		\$148,500							
<b>Debt Service Pmt.</b>		\$32,000	\$32,000	\$32,000	\$32,000	\$32,000			
<b>Total Budget</b>		<b>\$180,500</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$32,000</b>			
<b>Additional Operating</b>		No							

<b>Project Financing:</b>	Prior Years	Budget 2018	2020	2021	2022	2023	2024	2025	Future Years
<b>Type</b>									
Fleet Allowance		\$32,000	\$32,000	\$32,000	\$32,000	\$32,000			
Lease Proceeds		\$148,500							
\$148,500 @ 2.5%									
<b>Total</b>		\$180,500	\$32,000	\$32,000	\$32,000	\$32,000			

**Other Information:** Yardwaste/Leaf collection program collects over 9,000 CY annually. The significant majority of the collection is done with the Knuckleboom Truck. The 2010 truck has 46,015 miles and over 6,700 hrs. It is showing signs of significant wear and needs to be transitioned to a back-up role. Surplus Value -\$15K

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 26, 2018

**Town of Zebulon  
Capital Improvement Form**

**Department:** Police

**Project Title:** Fleet Vehicle Purchase

**Project Year:** FY2019      **Project Dates:** July 2018-June 2019      **Project Priority:** High

**Project Description/Justification:** This is a request from the Police Department to replace two 2010 Dodge Chargers (Z-7 and Z-23) in FY2019 with Dodge Charger Police Package vehicles. The first 2010 Dodge Charger currently has 103,032 miles and the second one has 99,200 miles. Both vehicles are outside of the 6-year vehicle replacement plan (Fleet Management Rotation). The cost of maintaining these vehicles is now expected to far exceed the value in retaining them. Furthermore, police vehicles undergo very strenuous workouts while on shift. The constant stopping and starting and the long idle times followed by quick accelerations are only a few of the factors that have been proven to wear down a police vehicle far faster than a vehicle operated under normal wear and tear factors. Therefore, in order to maintain an economical, yet fully functional fleet that provides our officers with safe and reliable transportation, this request is hereby submitted.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Equipment/Vehicles		\$92,000							
Other									
<b>Total</b>		<b>\$92,000</b>							
<i>Additional Operating</i>									

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Dedicated Revenue		\$92,000							
<b>Total</b>		<b>\$92,000</b>							

**Other Information:** Price includes vehicle and complete police equipment package.

**Prepared By:** Chief Tim Hayworth      **Date:** March 1, 2018

**Town of Leominster  
Capital Improvement Form**

**Department:** Streets

**Project Title:** 2004 F-350 Utility 4x4

**Project Year:** FY2019      **Project Dates:** July 2018 – August 2019      **Project Priority:** High

**Project Description/Justification:** This truck was received in October 2003. The truck has been in service for 15 years this Fall and has over 70,000 miles. It lacks the towing and crane capacity to meet the street and storm water programs' needs. The truck is scheduled to be transferred to the Parks and Recreation Department. Significant repairs have been made to the 6.0 diesel engine and utility bed to support the crane. The existing plow will be transferred to the new larger truck

<b>Project Costs:</b>	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning								
Design/Management								
Land								
Construction								
Equipment/Vehicles	\$73,000							
Other								
<b>Total Purchase</b>	\$73,000							
<b>Debt Service Pmt.</b>	\$15,800	\$15,800	\$15,800	\$15,800	\$15,800			
<b>Budget Total</b>	\$88,800	\$15,800	\$15,800	\$15,800	\$15,800			
<b>Additional Operating</b>	No							

<b>Project Financing:</b>	Budget 2018	2020	2021	2022	2023	2024	2025	Future Years
Type								
Fleet Allowance	\$15,800	\$15,800	\$15,800	\$15,800	\$15,800			
Lease Proceeds	\$73,000							
\$73,000 @ 2.5%								
<b>Total</b>	\$88,800	\$15,800	\$15,800	\$15,800	\$15,800			

**Other Information:** Use Life of proposed vehicle is 12-15 years. Truck is used in the maintenance of 14.82 miles of pipe and ditch.

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 28, 2018

**Town of Zebulon  
Capital Improvement Form**

**Department:** Streets

**Project Title:** Hydraulic Driven Brine Sprayer

**Project Year:** FY2019      **Project Dates:** July 2018 – August 2019      **Project Priority:** High

**Project Description/Justification:** The existing 425-gallon brine spray equipment was received in the Fall of 2007 and will be eleven years old in Fall of 2018. The current unit no longer is reliable and significant repairs, including engine replacement, were made three years ago. The new unit will allow for spraying up to 3 lanes and, with the larger 1625-gallon tank, will eliminate return trips to the shop for brine fill-up. The application rate with the new equipment is up to 2/3 faster than the old equipment which will be beneficial as we are projected to add 20% more town street miles next year.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management									
Land									
Construction									
Equipment/Vehicles		\$14,100							
Other									
<b>Total</b>		\$14,100							
<i>Additional Operating</i>		No							

<b>Project Financing:</b>	Prior Years	Budget 2018	2020	2021	2022	2023	2024	2025	Future Years
Type									
Fleet Allowance		\$14,100							
<b>Total</b>		\$14,100							

**Other Information:** Surplus Value - \$1,000

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 26, 2018

**Town of Zedulon  
Capital Improvement Form**

**Department:** Buildings and Grounds

**Project Title:** 2005 F-250 CC 4X4

**Project Year:** FY2019      **Project Dates:** July 2018 – August 2019      **Project Priority:** High

**Project Description/Justification:** Vehicle was put in service July 2005; therefore, will be 13 years old in July 2018. The truck has over 70,000 miles and lacks the towing and hauling capacity to meet Bldgs. and Grounds and Street departments' needs. The truck is scheduled to be transferred to Parks and Recreation Department. Significant repairs have been made to the 6.0 diesel engine.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management									
Land									
Construction									
Equipment/Vehicles		\$53,100							
Other									
<b>Purchase Total</b>		\$53,100							
<b>Debt Service Pmt.</b>		\$11,450	\$11,450	\$11,450	\$11,450	\$11,450			
<b>Budget Total</b>		<b>\$64,550</b>	<b>\$11,450</b>	<b>\$11,450</b>	<b>\$11,450</b>	<b>\$11,450</b>			
<i>Additional Operating</i>		No							

<b>Project Financing:</b>	Prior Years	Budget 2018	2020	2021	2022	2023	2024	2025	Future Years
Type									
Fleet Allowance		\$11,450	\$11,450	\$11,450	\$11,450	\$11,450			
Lease Proceeds		\$53,100							
\$53,100 @ 2.5%									
<b>Total Revenue</b>		<b>\$64,550</b>	<b>\$11,450</b>	<b>\$11,450</b>	<b>\$11,450</b>	<b>\$11,450</b>			

**Other Information:** Truck is used in the maintenance of over 80 acres and 20 miles of street. Projected useful life is 12-15 years of service.

**Prepared By:** Chris D. Ray, Public Works Director      **Date:** February 26, 2018

**Town of Zebulon  
Capital Improvement Form**

**Department:** Fire Department

**Project Title:** Replacement of 1997 Pumper Truck

**Project Year:** FY2019      **Project Dates:** July 2018 - June 2019      **Project Priority:** High

**Project Description/  
Justification:**

The fire department pumper trucks are the workhorses of the fire department. They are used for most emergency types from vehicle accidents, to medical calls, to service calls, to structure fires. The truck requested for replacement is showing its age and use. Examples of issues are:

- Reliability and Availability are Reduced –The industry practice is that fire apparatus should be available (not out of service for maintenance or repair) 95% of the time. (95% allows for 438 hours of out of service time in a year.) For 2017, this truck was available for only 92% of the time due to necessary repairs. In this case, we relied on other trucks within our fleet to cover the 27 (24-hour) days it was out of service. Although usually due to some relatively small issue, there have been multiple times during the last 12 months where this truck failed during an emergency.
- Maintenance Costs are Excessive – The annual repair costs (excluding preventative maintenance) for our other two pumpers is just over \$2,000 a year. Over the past five years, the repair costs for this vehicle have averaged over \$5,500 per year. Most of these costs can be attributed to the vehicle's age and use.

As part of their 2018 study, Brooks Innovation Solutions (BIS) evaluated this vehicle. They cited that this vehicle is six years older than current industry standards for a first line unit. As calculated with the vehicle "score card" (where higher numbers indicate the need for replacement), BIS scored this vehicle nearly 2½ times higher than the other two pumpers. With the maintenance issues, they recommended that this truck be replaced "in the year following" the ladder truck replacement. Additionally, they recommended considering the addition of rescue functionality (as with the ladder) when replacing the vehicle.

This project request includes replacement of this truck in the same year as the ladder truck replacement to take advantage of the bulk purchase and a single loan. This vehicle replacement will be partially funded by Wake County. This replacement vehicle will be included with some rescue functionality to provide redundancy of available equipment.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management									
Construction									
Equipment/Vehicles		\$ 600,000							
<b>Total Purchase</b>		<b>\$ 600,000</b>							
<b>Total</b>		<b>\$ 600,000</b>							
<i>Additional Operating</i>		No							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GF Fund Balance		\$392,990							
Appropriation									
County Revenue		\$207,010							
<b>Total</b>		<b>\$600,000</b>							

**Other Information:** The anticipated Wake County funding towards this project is \$207,010. Currently, the Finance Department estimates the unrestricted fund balance is \$7,272,127 as of September 2017. The \$392,990 is 5% of Fund Balance.

**Prepared By:** Christopher C. Perry, Fire Chief      **Date:** 02/28/2018

**Town of Zebulon  
Capital Improvement Form**

<b>Department:</b>	Fire Department		
<b>Project Title:</b>	Replacement of 1987 Ladder Truck		
<b>Project Year:</b>	FY2019	<b>Project Dates:</b>	July 2018 to June 2019
<b>Project Priority:</b>	High		

<b>Project Description/Justification:</b>	<p>The fire department ladder truck continues to trend toward more expensive maintenance cost and less reliability as the truck is now over 30 years old. Issues that are found are becoming more difficult to repair due to parts availability and the age of the vehicle. Examples of issues are:</p> <ul style="list-style-type: none"> <li>• Components do not function as designed. Our weekly checks, as well as Underwriters Laboratories' (UL) annual tests, continue to identify issues. Consistently over the past few years, communications systems and operating controls have not operated properly. These items are repaired, only to malfunction again or in different ways a short time later. Even as of the February, 2018 UL test, we still have outstanding functions that do not operate properly. Some of these problems have developed into safety issues (such as the ladder extending when operated to retract) which have resulted in diminished staff confidence.</li> <li>• Reliability and Availability are Reduced – Due to the erratic performance, crews cannot rely on the truck to function as designed. For most issues, work-arounds have been developed to continue using the vehicle. The industry practice is that fire apparatus should be available (not out of service for maintenance or repair) 95% of the time. (95% allows for 438 hours of out of service time in a year.) For 2017, our ladder truck was available for only 77% of the time due to necessary repairs. We depended on Wendell Fire for their ladder truck for the equivalent of over 81 (24-hour) days in 2017.</li> <li>• Maintenance Costs are Excessive – FY 2017-18 has resulted in over \$25,000 in repair costs. Most of this is due to a major repair; however, we continue to often repair items due to the vehicle's age. For example, we were forced to replace all the fuel lines on the vehicle due to multiple leaks and their old age this year.</li> </ul> <p>As part of their 2018 study, Brooks Innovation Solutions evaluated this vehicle. They cited that this vehicle is sixteen years older than current industry standards for a first line unit. With the maintenance issues, they recommended that "there is an immediate need to replace" this vehicle. They went on to say that they recommended replacement with a smaller vehicle with rescue capabilities. This type replacement would help with fleet reduction and be more appropriately sized for the Town's needs.</p> <p>This project request includes replacement of the current vehicle with a smaller wheelbase ladder truck that incorporates rescue functionality in addition to ladder truck functions. This combination would allow for elimination of the current rescue truck as most of those functions would move to this new truck. Combining the two vehicles also makes us eligible to receive funding from Wake County towards the replacement.</p>
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To replace this vehicle with a similar ladder truck (100' + ladder with platform) would be around \$1.3 million dollars. This request is to replace this vehicle with a smaller wheelbase ladder truck equipped with rescue equipment at a cost of less than \$1.1 million dollars.

Purchase cost may be reduced with a cooperative purchase of this vehicle along with similar vehicles by other Wake County towns and the County. Multiple jurisdictions are considering purchase of similar vehicles in FY 2018-19.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Planning									
Design/Management									
Construction									
Equipment/Vehicles		\$1,100,000							
<b>Total Purchase</b>		\$1,100,000							
<b>Debt Service Pmt.</b>		\$135,700	\$135,700	\$135,700	\$135,700	\$135,700	\$135,700	\$135,700	\$407,100
<b>Total Budget</b>		<b>\$1,235,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$407,100</b>
<i>Additional Operating</i>		No							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Type									
Lease Proceeds \$1.1 million @ 4% (10 yr.)		\$1,100,000							
County Revenue		\$19,546	\$19,546	\$19,546	\$19,546	\$19,546	\$19,546	\$19,546	\$58,638
General Fund – 1.25 cent tax increase		\$112,500	\$112,500	\$112,500	\$112,500	\$112,500	\$112,500	\$112,500	\$337,500
General Fund		\$3,654	\$3,704	\$3,704	\$3,704	\$3,704	\$3,704	\$3,704	11,112.00
<b>Total Revenue</b>		<b>\$1,235,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$135,700</b>	<b>\$407,100</b>

**Other Information:** The anticipated Wake County funding towards this project is \$195,465 divided over 10 years

**Prepared By:** Christopher C. Perry, Fire Chief      **Date:** 02/28/2018

**TOWN OF ZEBULON-GENERAL FUND  
CAPITAL IMPROVEMENTS & FINANCING PLAN  
FISCAL YEARS 2019-2023**

DEPARTMENT EXPENDITURE		FY 2019	FY 2020	FY 2021	FY 2022	FY2023	
<b>Fleet Replacement - \$160,000 ( 2 cent tax) + surplus items</b>							
Lease Payment (Hook-Lift Truck)	Sanitation	\$ 53,510	\$ 53,510	\$ 53,510			2021 Last year - has to be paid out of current year expenditures
2001 International Knuckleboom (Received November 2000)	Sanitation	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	Purchase price - \$148,500 (Finance 5 years @ 2.5%) Hours - 9942; Miles - 74,490
2010 Charger Z-7 Replacement	Police	\$ 46,000					Dodge Charger w/equipment - 5% CPI increase; Miles - 103,032
2010 Charger - Z-23 Replacement	Police	\$ 46,000					Dodge Charger w/equipment - 5% CPI increase; Miles - 99,200
2004 F-350 Utility4x4 Replacement w/Crane (xfer to Parks & Rec)	Streets	\$ 15,800	\$ 15,800	\$ 15,800	\$ 15,800	\$ 15,800	Purchase price - \$73,000 (Finance 5 years @ 2.5%) Plow will be transferred to new truck. Miles - 70,000+
Hydraulic-driven Brine Sprayer System - 1600 gallon tank	Streets	\$ 14,100					
2005 F-250 CC 4x4 Replacement (xfer to Parks & Rec)	Bldgs/Grounds	\$ 11,450	\$ 11,450	\$ 11,450	\$ 11,450	\$ 11,450	Purchase price - \$53,100 (Finance 5 years @ 2.5%) miles -70,000+
1997 Pumper Replacement (TOZ)	Fire	\$ 600,000					Purchase price - \$600,000
1987 Ladder Replacement (TOZ)	Fire	\$ 135,700	\$ 135,700	\$ 135,700	\$ 135,700	\$ 135,700	Purchase price - \$1,100,000 . \$195,465 from WC over 10 years (finance 10 yrs @ 4%) (surplus value is zero)
2001 F-450 Dump Replacement (xfer to Parks & Rec)	Streets		\$ 62,500				Diesel engine - 18 yrs - transfer to P&R
1997 Ramjet Replacement	Streets		\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	20 yrs - 65 gpm @ 2000 psi (Purchase price - \$65,000)
PW 2011 Mower Replacement	Bldgs/Grounds		\$ 14,000				Useful life = 2000 hours
2003 Vac Trailer Replacement	Stormwater		\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	Purchase price - \$160,000
2005 Expedition Replacement (Wake County - 40%)(xfer Public Works Adm.)	Fire		\$ 21,200				Wayne Dupree - Wake Co share based on mileage
2005 Expedition Replacement (TOZ - 60%)	Fire		\$ 31,800				Wayne Dupree
Wake County Purchase of 2005 Expedition	Public Works		\$ 3,000				
Field Drag Replacement	Parks/Rec		\$ 14,000				Over 10 years old
Mower Replacement	Parks/Rec		\$13,000				
2012 Tahoe Z-3 (give to Police Admin)	Police		\$ 55,000				2012 Chevy Tahoe transfer to Detective Division (Purchase LT new SUV)
2012 Tahoe Z-4	Police		\$ 55,000				2012 Chevy Tahoe transfer to Detective Division (Purchase LT new SUV)
2010 Charger Z-26	Police		\$ 48,000				Police vehicle w/ equipment
2011 Ford Expedition K-9 w/2wd -Z-17	Police		\$ 53,000				Equipped to K-9
PW 2015 Mower Replacement	Bldgs/Grounds			\$ 13,500			Useful life = 2000 hours
2008 F-250 CC 4x4 (Transfer to Police)	Streets			\$ 42,500			Construction Inspection/ 2008 replaces 2006 F-250 S/C
Pot Hole Patcher - Trailer Unit	Streets			\$ 75,000			
2000 F-550 Bucket Truck	Bldgs/Grounds			\$ 55,000			Purchased used, would purchase used again
2012 Dodge Charger (Z-10)	Police			\$ 51,000			
2010 Dodge Charger (Z-2)	Police			\$ 51,000			
2008 Dodge Charger (Z-16)	Police				\$ 53,000		
2012 Tahoe (Z-8)	Police				\$ 53,000		Transfer to Det. Division to replace Chevy Tahoe Z-8
2012 Tahoe (Z-27)	Police				\$ 53,500		
2006 F-350 CC 4wd (Wake County - 40%)(xfer to Parks and Recreation )	Fire				\$ 20,000		Only pickup truck in fire dept - Wake County 40%
2006 F-350 CC 4wd (TOZ - 60%)	Fire				\$ 30,000		
Wake County Purchase of 2006 F-350 4X4	Parks and Rec				\$ 3,000		
1998 Wacker Light Tower	Streets				\$ 12,000		23 yrs, useful life = 15 yrs, would purchase used
1996 Air Compressor	Streets				\$ 13,500		Trailer mounted, used in street repairs
2006 Bobcat 331 Replacement	Stormwater				\$ 80,000		Mini-excavator
2008 Freightliner Leaf Truck Replacement	Sanitation					\$ 205,000	Truck will be 15 years old
2011- F150 CC 4x4	Stormwater					\$52,500	Truck will be 12 years old
2013 Sweeper A7000	Stormwater					\$ 275,000	Sweeper will be 10 years old
2001 New Holland TN65 Tractor Replacment	Bldg/Grounds					\$ 55,000	Tractor will be 22 years
Used Roller with tilt Trailer	Streets					\$ 25,000	Asphalt Patching
Used Pay Loader	Sanitation					\$ 50,000	Loading stone, Mulch and ETC
2015 Dodge Charger (Z-6)	Police					\$54,000	
2015 Dodge Charger (Z-20)	Police					\$54,000	
2012 Dodge Charger (Z-5)	Police					\$54,000	
	<b>TOTAL</b>	<b>\$ 954,560</b>	<b>\$ 671,160</b>	<b>\$ 588,660</b>	<b>\$ 565,150</b>	<b>\$ 1,071,650</b>	
Finance - over 5-yr							
Finance - over 10-yr							

Revenue Sources						
Dedicated Revenue		\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Wake County Share of Purchase (Pumper)		\$ 207,010				
Wake County Share of Purchase (Ladder)		\$ 19,546	\$ 19,546	\$ 19,546	\$ 19,546	\$ 19,546
GFFB Tax Increase 1.25 cent for Ladder Truck		\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500
Gen. Fund. Balance Appropriation - Pumper - Buy down		\$ 392,990				
Debt Service Paid Off		\$ -	\$ 64,550	\$ 64,550	\$ 64,550	\$ 64,550
2017 Surplus Revenues		\$ 6,475				
FY2018 Surplus Revenues		\$ 26,000				
Surplus from 97 Pumper			\$ 50,000			
Surplus from 87 Ladder			\$ 10,000			
Surplus Revenue			\$ 27,250	\$ 14,000	\$ 10,000	\$ 42,000
Additional General Fund Revenue needed		\$ 30,039	\$ 227,314	\$ 218,064	\$ 198,554	\$ 673,054
	<b>TOTAL</b>	<b>\$ 954,560</b>	<b>\$ 671,160</b>	<b>\$ 588,660</b>	<b>\$ 565,150</b>	<b>\$ 1,071,650</b>
<b>Debt Service - GF</b>						
2016 Freightliner Dump		\$ 29,200	Last Year			
Police Cars (2)		\$ 35,350	Last Year			
<b>Considerations:</b>						
Is this a replacement vehicle? Do maintenance costs outweigh the benefit of keeping the vehicle?						
Can a vehicle be transferred to another department with less demand of use						
Has the current vehicle reached its useful life?						
Is the vehicle unsafe to operate?						
Does it increase efficiency?						
Does it increase or decrease operating cost?						
What are the implications if we don't purchase it or defer the purchase?						
What are our alternatives? Ex. Can we rent it when we need it?						
<b>Vehicle Replacement Criteria</b>						
	<b>Vehicle Type</b>	<b>Age Criteria</b>	<b>Usage Criteria</b>			
	Cars-Admin	10 yrs	110000 miles			
	Cars/SUVs - Police Patrol	5 yrs	100000 miles			
	Light Trucks/SUVs - Less than 10,000 GVW - Gas	10 yrs	100000 miles			
	Medium Duty Trucks - Between 10,000 GVW and 19,500 GVW - diesel	12 yrs	100000 miles			
	Heavy Duty Trucks - Between 19,501 GVW and 38,000 GVW - diesel	15 yrs	100000 miles			
	Heavy Duty Specialty Trucks - EX. Knuckleboom, Sweeper	10 yrs	100000 miles			
	Heavy Duty Trucks/Fire Apparatus - over 30,000 GVW	15 yrs	100000 miles			
	Trailer Mounted Equipment/Trailers	15 yrs	N/A			
	Offroad Tractors, Backhoes, Excavators	10-15 yrs	3,500 hours			



## MEMO

To: Joseph M. Moore, II, PE, Town Manager

From: Information Technology Committee  
Lisa Markland, Human Resources Director/Town Clerk, Chair  
Chris Perry, Fire Chief  
Dennis Brannan, Police Captain

CC: Bobby Fitts, Finance Director

Subject: IT Departmental Requests

Date: March 4, 2018

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The IT Committee evaluated all requests received in preparation for the FY 2018-2019 budget.

### **Request – SeeClickFix Mobile App (from Public Works) - \$6,500/year**

The thought behind the request was that we needed better communication with citizen and businesses when it came to issues that needed staff attention.

The Committee discussed and contacted the company and did a demo of the app. After discussion and review of the program we thought that this could be a great system for the Town. However, SeeClickFix was more than a mobile app system; it is actually a work order system that would change the way the Town, as a whole, did business.

After contacting other municipalities that use the system, the committee thought that it might be better to wait to implement the system to evaluate several things.

1. See how the "Report a Concern" option on the new Town Website functioned
2. Allow for the hiring and training of personnel that would be responsible for responding to the influx of concerns reported.

The Committee did not want to do a couple of things:

1. Impose a new way of doing business without first fully investigating the process
2. Citizens to be upset that their concerns were not addressed in a timely manner
3. Staff to be overwhelmed and unprepared for the change

**Recommendation:** postpone this for a year and see how the "Report a Concern" function on the website works and then possibly implement the program after discussions with each department and how they would handle the change to an automated work order system.

**Fiscal Comment:** This would actually be an operating budget item and not a capital budget item.

**Request – GPS Mobile Solutions** (from Public Works)

The IT Committee evaluated all requests received in preparation for the FY 2018-2019 budget. One of the requests was for GPS tracking of five Public Works vehicles for the purpose of monitoring, routing, and tracking these vehicles. This would be used when inquiries were made relative to when (and if) services were rendered at a particular address. Wake County uses a similar system on all County-owned vehicles.

Committee conversation centered on the value of a system such as this for all Town vehicles. It certainly provides better accountability of our resources and could have even further reaching applications. The product described not only tracks location, but also provides for vehicle maintenance records (such as last/next oil change, tire rotation, etc.).

The GPS tracking of vehicles is already in use in the police department through the computer-aided dispatch system and is intended to be installed on fire department vehicles within the next twelve months. Although the intent of these systems is the dispatching of the closest resource to emergencies, it also records historical data such as being requested by Public Works. For the need described, there is/will be a provision for this capability on police and fire vehicles.

The IT committee certainly sees the benefit of such a system as requested and can see benefits (maintenance, etc.) in addition to those explained; however, the project appears to be (at this time) a department-specific project. With limited funding, the IT committee has strived to use its allocated funding for projects that are "Town-wide" or are not department-specific. For example, we have placed a higher priority on projects such as faster internet speeds for facilities and upgrading the website.

**Recommendation:** Based on the above information it is recommended that this project not be funded through the IT. Should the decision be made to proceed with this type of system for all Town vehicles, we would reconsider this project as a "Town-wide" project.

**Fiscal Comment:** This would actually be an operating budget item and not a capital budget item.

TOWN OF ZEBULON-GENERAL FUND  
 CAPITAL IMPROVEMENTS  
 FISCAL YEARS 2019-2023

DEPARTMENT EXPENDITURE

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Information Technology</b>					
Radio Upgrade					
Parks and Recreation					
Council Chambers Upgrade Phase 1	\$ 21,133				
Council Chambers Upgrade Phase 2	\$ 38,256				
Council Chambers Upgrade Phase 3		\$ 68,000			

TOTAL COST \$ 150,700 \$ 144,000 \$ - \$ -

**Revenue Sources**

Dedicated Revenue	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Additional General Fund Revenue					
Debt Service (Retiring)					
Community Center		\$ 132,000			
Ballfield Lights, fuel system			\$ 116,000		

TOTAL REVENUE \$ 50,000 \$ 182,000 \$ 166,000 \$ 50,000

TOTAL NEEDED \$ 100,700 \$ (38,000) \$ (166,000) \$ (50,000)



# MEMO

To: Joseph M. Moore, II, PE, Town Manager

From: Information Technology Committee  
Lisa Markland, Human Resources Director/Town Clerk, Chair  
Chris Perry, Fire Chief  
Dennis Brannan, Police Captain

CC: Bobby Fitts, Finance Director

Subject: IT Staffing

Date: April 10, 2018

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## **IT Staff Personnel**

At the 2017 retreat we heard a great deal about IT infrastructure and that we should "Build an Organizational Technology Investment Strategy", if the Town of Zebulon wanted to be able to provide a higher level of service to our customers. **As a result of that presentation and much consideration, the 2017-2018 budget included funding to improve the infrastructure so that there was fiber on the campus and higher internet speeds at the remote locations.**

With the connectivity piece complete, it is necessary to address the personnel side of the discussion. During the presentation, by the School of Government, it was clear that by not having IT services handled with a centralized approach it had proven to be more costly in both personnel and equipment. The IT Committee discussed how to begin moving the IT services to a vendor that could provide guidance on how to move forward with security, storage and equipment needs.

The concern on how to address services that were provided in house, in each department was also discussed. This led to several options open to be considered.

1. The new IT vendor can take on the departmental needs, at a cost of approximately \$150/hour
2. IT Staff can be hired to provide the services to each department
3. Current staff can continue to provide the departmental needs

The Police Department has the biggest need in that Capt. Brannan, who provides all the IT services for that department, will be retiring in less than three years. Capt. Brannan currently spends approximately 75% of his time on IT duties and there is not another in the Police Department capable of performing those duties.

The retreat presentation in 2017, stated that we would probably need to provide IT services in a hybrid manner. That hybrid would be the need for an IT vendor that was able to keep up with all the new security needs, services available, storage options and so on. Then there would also be a need to have IT personnel on staff that could work with that vendor on what the Town needed as a whole, as well as help each department set up computers, handle password issues, connectivity problems, phone systems, websites and so on.

As technology changes so do the needs of the Town and having onsite personnel to help wade through the specifics and work directly with the IT vendor to ensure that the Town is adequately protected and up to date on all that would be necessary to provide services effectively and efficiently.

As we are moving forward and trying to "Build an Organizational Technology Investment Strategy" for the Town of Zebulon the IT Committee sees it as imperative that the investment be made to hire an IT professional to meet that goal. The hope would be that this could be considered in the 2020 budget year. Documentation is something that we currently do not have that the new IT vendor will be providing.

There are various ways this could be done, a part-time position or a full-time position that may have two duties, for example work the police front desk part-time and do IT the other part of the time. This is something that would need to be discussed at length to ensure that it is going to be done in the most efficient and cost effect manner possible.

# Memo



**To: Joe Moore, Town Manager**

**From: Robyn Snow, Asset Manager**

**CC: Property Management Committee Members**

**Date: April 18, 2018**

**Re: FY2019 Property Management CIP**

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The Property Management Committee met recently to discuss the capital improvements needs for property management. The committee consisted of the following members:

- Bobby Fitts, Finance Director
- Chris Ray, Public Works Director
- Greg Johnson, Parks and Recreation Director
- Chief Tim Hayworth, Police Chief
- Chief Chris Perry, Fire Chief
- Robyn Snow, Asset Manager (Chair)

The committee developed criteria to assess needs and projects. The criteria focused on the following considerations:

- Maintenance record – are we constantly fixing something that should be replaced?
- Useful life – has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life?
- Safety - Are we addressing a hazard/OSHA/government mandate? (Federal, state, local)
- Does it solve a problem, fulfill a need, expand a service, increase efficiency?
- What are the consequences or implications if we do not do it or defer it?
- Renovation or new construction - does it only satisfy our immediate need or will it allow for future growth?
- What are our alternatives? Ex. Instead of building it, can we rent it? Can staff perform any tasks? (demolition, landscaping)
- Is the success of this project related to another project? Does the timing of this project affect another project?
- What is the possibility of cost escalation over time?
- Is a Preliminary Engineering Report or Feasibility study needed?
- What are the financing resources? (GFFB, fees, grants, leases, private donations, loans, G O bonds, revenue bonds)
- Is funding source secured? (Ex. Already have fee-in-lieu, grant awarded)
- Does it increase or reduce operating cost? Note: recurring expenses such as water/sewer/ electricity

Memo to Town Manager  
 FY2019 Property Management CIP  
 April 18, 2018

Town of Zebulon owns thirteen major facility structures ranging in age from seven to one hundred ten years old. These facilities range from 225 square feet to 20,806 square feet in size for a combined total of 72,788 square feet.

The result of not funding maintenance activities during the great Recession of 2007- 2013 is many assets are now falling below their service levels and failing prematurely, not reaching their intended performance life. For example, the Tot Lot restroom walls need to be repaired due to excessive water use during the cleaning process by staff. We are also hosting more public events at the Municipal Complex and, as a result, we are requesting a relocation of the Police emergency 911 phone. Having the emergency phone located in front of the police station impedes our event operations. In addition, upcoming investments in the Public Works facilities and the Fire Station will increase our need for capital investment.

During 2007-2010, the Town made significant investments in new facilities such as Town Hall, Police Station, Community Center, Parks and Recreation Maintenance Facility and restroom/picnic shelter facilities at Wakelon Elementary School Park and Zebulon Elementary School Park. These facilities are the Town's largest structures, are approaching 10-12 years old, and will require new investments in painting, carpet, HVAC systems, restrooms, and more. We have begun one of these investments this past year with painting the Picnic Shelters, the ceiling at Community Center and the 1<sup>st</sup> floor corridor at Town Hall.

During FY2018, the Town contracted for a condition assessment report that is expected to be available in May 2018. This report will serve as a guide to future capital maintenance investments. The survey also provides vital information on past building maintenance, renovations and upgrades, so this institutional knowledge and information is not lost with new maintenance and budget staff. Based on recommendations in the Facility Assessment Survey, the Committee has developed a quick reference table for useful life of the typical Town of Zebulon assets.

	Asset Type	Useful Life Expectancy
1	Windows	30 years
2	Exterior Sealants	5-15 years
3	Asphalt Shingles	20-30 years
4	Single Ply Roof	15-20 years
5	2-ply Modified Bitumen Roof	15-25 years
6	Carpet	8-10 years
7	VCT	25 years
8	Interior Paint	10-15 years
9	Garage Doors	20-25 years
10	Water Heaters	10-12-Electric/Gas
11	Plumbing Fixtures	30 years
12	Heat Pump/RTU	12-15 years
13	Generators	25-30 years
14	VAV Boxes	25 years
15	Chiller-Reciprocating	20 years
16	Fire Alarm	15 years
17	Fire Pump	25 years
18	Security System	10 years
19	Transformers	30 years
20	Air Handlers	25-30 years

After thorough discussion of existing and future needs, reviewing the recommendations in the facility assessment survey, plus considering the evaluation criteria, the Property Management Committee determined the following list of projects as having the highest priority for FY2019:

- Fire Station Preliminary Engineering Assessment - Assist with land acquisition, appraisals, survey, soil borings, schematic design, review of on-site and off-site improvements requirements, and cost estimation. **Requested Amount - \$49,500**
- Public Works Equipment Shed 30'X80'x14' - Design and Construction of 3-side metal 30' x 80'x 14' equipment shed. Storage and protection of equipment and vehicles from weather events is very limited. During bad weather or emergency events, staff's ability to store necessary equipment is very limited and creates egress hazards. The building will face the north to limit wind, rain, snow and other elements' impacts on emergency response capabilities. The Ramjet, Vacuum Trailer and Sweeper require storage above 32° to keep bulk water on board. The project cost of \$139,000 is proposed to be financed over 5 years. **Requested Amount - \$29,950**
- 2004/2007 Public Works HVAC units - Design and Construction to replace the existing Heat Pump #1 and #3. Typical useful life of heat pumps is 12 to 15 years. Both units are at the end of their useful life. We recommend replacing both units with natural gas units; therefore, generating savings on electrical energy costs and providing a warmer heat for staff. **Requested Amount - \$30,000**
- Emergency Phone Tower – Additional Emergency Phone Tower on West Judd Street. The growing number of events such as Farm Fresh Market, May Day, Relay for Life, Parks and Recreation events, and Zebulon Night Out using the front lawn limits access to the phone by residents. Having the phone located in front of the police station hinders the event planners from closing the gates and securing the site during the event. The emergency phone tower is commonly used at Public Facilities such as libraries, college campuses, etc. **Requested Amount - \$6,500**
- Fire Department Garage Door Sensors – To address safety concerns, installation of safety sensors on roll-up doors to prevent vehicle and equipment damages or personnel injuries during closing of large doors. The safety sensors prevent closing of the doors if the infrared beam is broken. To install the sensors, the existing door motors must be replaced since the current motors are too old to add the sensors. (These motors were installed with the construction of the station in 1974.) Two rollup door motors have already been replaced due to failure. These funds will provide new motors (reducing possible failure) and safety sensors on the remaining four doors. **Requested Amount - \$9,000**
- Public Works Hot Water Heater Replacement - Replacement of the existing 66-gallon hot water heater at the Public Works Office. The existing 1998 unit is beyond its useful life at 20 years. Staff recommends replacing it with a natural gas hot water heater for efficiency and cost of use. We recommend this project be completed with the HVAC replacement at Public Works for economies of scale. **Requested Amount - \$5,700**
- Police Station Masonry Improvements, Coatings and Hand Rails - Design and Construction of Masonry Improvements (tuck pointing and brick replacement), sealant installation, installation of special coatings on rear porch and loading dock areas for slip resistance and aesthetic appearance improvements, plus the installation of a removable safety rail. **The Town of Zebulon Safety Committee recommends the installation of a handrail at the loading dock for added safety.** Note: No masonry improvements were made as part of the 2009 renovations. **Requested Amount - \$40,500**

- Replace 1200 AMP GFCI Breaker at Town Hall – The 1200 AMP Ground Fault Circuit Interrupter (GFCI) breaker, installed in the late 1990's, presents a safety hazard. Several times during the Automatic Transfer Switch (ATS) Project, the breaker did not fully switch off electrical power for safe work on connecting the ATS. Injury and possibly death was avoided by staff and electrical contractor testing for power each time the breaker had to be engaged. Staff and Electrical Contractor recommend the replacement of the breaker with a reconditioned and recertified breaker and matching the ATS breaker size of 600 amps for compatibility. The same warranty for a new part applies to the reconditioned part. **Requested Amount - \$6,500**
  
- Zebulon Community Park Facilities Improvements
  - The Pavilion - **Subtotal \$11,200**
    - Built in 1991 and has the original shingles on the roof. Roof needs immediate replacement.
    - Needs new epoxy floors repairs, interior painting and lighting replacement/upgrades.
  - Concession Stand - **Subtotal \$9,600**
    - Built in 1991 and has the original shingles on the roof. Roof needs immediate replacement.
    - Needs new epoxy floors repairs, interior painting and lighting replacement/upgrades.
  - Tot Lot – **Subtotal - \$9,200**
    - Restrooms need RPF board replacement/wall repairs, epoxy floors repairs and painting of ceilings and doors.

Staff will work with local contractors to complete these much needed repairs. Project includes 15% contingency for unknown conditions behind walls and shingles.  
**Total Requested Amount - \$30,000**
  
- Downtown Trash Can Replacement - The existing downtown trash cans were installed in Spring 2005 as part of the Downtown Revitalization Program and minor repairs were made in Spring 2017. The trash cans have served beyond their useful life and need to be replaced immediately. Many of the cans have lost their bonnets or been damaged over the years. The estimated cost is \$700.00 per can and 15 cans are needed to be placed on Arendell Avenue between Barbee Street and Gannon Avenue. **Requested Amount - \$10,500**

Many of these projects have been discussed in previous budget years, have been delayed for years, and are beyond the useful life of the building materials. The committee's opinion is the capital maintenance and new capital projects budget is significantly underfunded at \$40,000 to sustain a proactive, preventative maintenance program and schedule that reduces the need for emergency repairs and facility outages.

Property Management Trends to Watch:

1. The recent 25% trade tariff on foreign steel and 10% aluminum are already hitting the local market place. Electrical conduit supplier Allied announced a 25% increase in conduit and fittings effective March 19<sup>th</sup>, 2018.
2. Recent economic recovery has caused a shortage of copper and wire for building projects; therefore, prices have seen significant increases since January 2016.
3. With the construction industry recovering from the Great Recession, there are labor shortages throughout areas of the country. This is expected to continue in 2018 as firms struggle to find enough skilled craft workers to meet the growing demand in order to keep pace with the increase in construction spending and starts expected this year.
4. Construction technology is going to continue to make inroads to solving some of the industry's major problems: safety, productivity and labor shortages.
5. We've reached a point where almost all construction projects these days incorporates some sustainable or green elements into them. Whether it's a completely net-zero building or just a few green components, sustainability will continue to be a major trend in 2018.

**Town of Zebulon  
Capital Improvement Form**

**Department:** Fire Department

**Project Title:** Fire Station Preliminary Engineering Report

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Professional Services to assist with land acquisition, appraisals, survey, soil borings, schematic site design, review of site and off-site improvements, and cost estimation for project.

Project Costs:	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management	\$11,000	\$49,500							
Land Acquisition									
Construction									
Furniture/Fixtures									
Construction Insp. Allowance									
<b>Budget Total</b>		<b>49,500</b>							

Project Financing Type	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Dedicated ½ cent Tax		\$40,000							
GFFB		\$9,500							
<b>Total Revenue</b>		<b>49,500</b>							

**Other Information:** See the Brooks site analysis for additional information

**Prepared By:** Chris Perry, Fire Chief      **Date:** March 13, 2018



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**Final Report**  
**Fire Facility Plan**  
**With Fleet Study**  
**Zebulon (NC) Fire Department**

February 15, 2018

Presented by:  
**Paul D. Brooks, CFO, MIFireE**  
**Brooks Innovative Solutions**

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*Brooks Innovative Solutions is a NC based small business organized as a Sole Proprietorship and Dedicated to helping clients find and implement the most innovative solution available.*

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4311 Forestwood Drive  
Greensboro, NC 27405

**Town of Leovulon  
Capital Improvement Form**

**Department:** Buildings and Grounds

**Project Title:** 3-Sided Equipment Shed

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

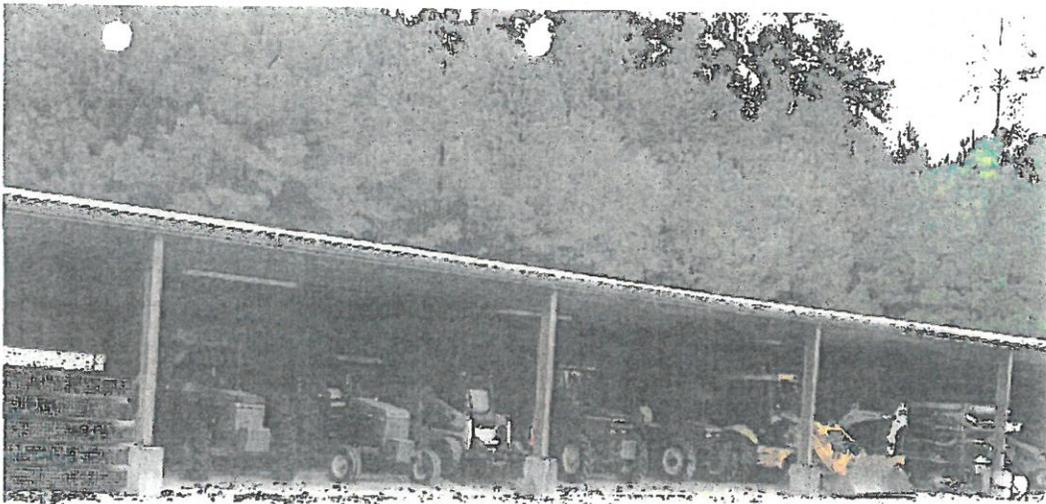
**Project Description/Justification:** Design and construction of 3-sided metal 30' x 80' x 14' equipment shed. Storage and protection of equipment and vehicles from weather events is very limited. During bad weather or emergency events, staff's ability to store necessary equipment is very limited and creates an egress hazard. The building will face the north to limit wind, rain, snow and other elements' impacts on emergency response. The Ramjet, Vacuum Trailer and Sweeper require storage above 32 degrees due to bulk water storage on board. The project is proposed to be financed over 5 years.

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
Design/Management									
Land Acquisition									
Construction		\$139,000							
Furniture/Fixtures									
Debt Service Pmt		\$29,950	\$29,950	\$29,950	\$29,950	\$29,950			
<b>Budget Total</b>		<b>\$168,950</b>							

<b>Project Financing:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
GFFB		\$29,950							
Loan Proceeds		\$139,000							
<b>Total Revenue</b>		<b>\$168,950</b>							

**Other Information:** See Facility Assessment Survey completed by Tolson, Thorne, and Tomlinson

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 13, 2018



**Town of Zeoulon  
Capital Improvement Form**

**Department:** Buildings and Grounds

**Project Title:** 2004-2007 HVAC Units at Public Works Office

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Design and construction to replace the existing Heat Pumps # 1 and #3. Typical useful life of heat pumps is 12 to 15 years. Both units are at the end of their useful life. Recommend replacement of both units with natural gas; thereby, generating savings on energy costs and providing a warmer heat.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management		7,500							
Land Acquisition									
Construction		20,000							
Contingency @ 10%		\$2,000							
Permits		\$500							
<b>Budget Total</b>		<b>\$30,000</b>							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GFFB		\$30,000							
<b>Total Revenue</b>		<b>\$30,000</b>							

**Other Information:** See Facility Assessment Survey completed by Tolson, Thorne, and Tomlinson

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 13, 2018

**Town of Zebulon  
Capital Improvement Form**

**Department:** Buildings and Grounds

**Project Title:** Emergency Phone Tower at Zebulon Municipal Complex Campus

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

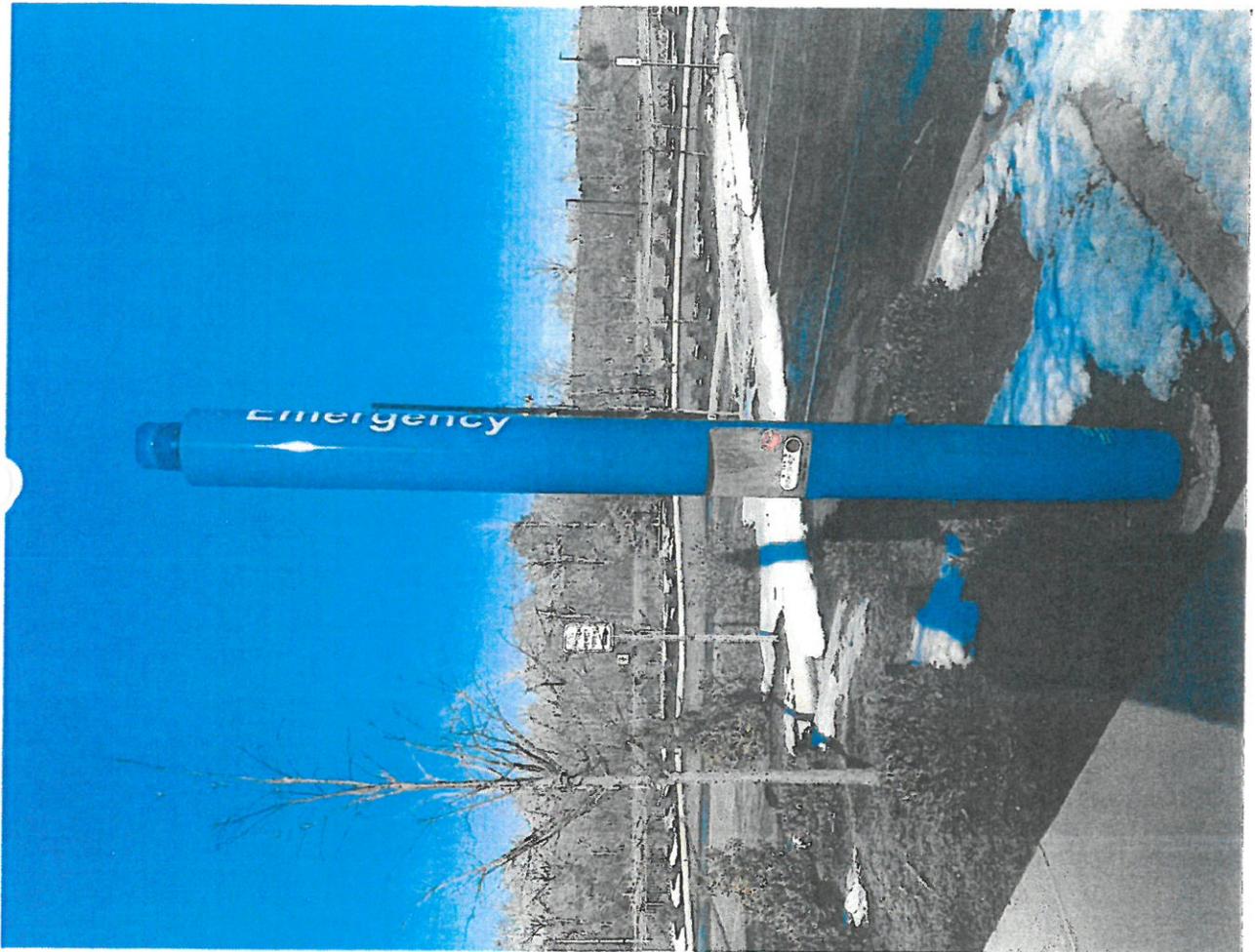
**Project Description/Justification:** Installation of Emergency Phone Tower on West Judd Street. Staff would like to add an emergency 911 phone to Judd Street. The growing number of events such as farmers market, May Day, Relay for Life, etc. using the front lawn limits access to the phone in front of the police station by residents. See image below of the proposed unit. Commonly used at Public Facilities such as libraries, college campuses, etc.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management									
Land Acquisition									
Construction		6,500							
Contingency @ 10%									
Permits									
<b>Budget Total</b>		<b>\$6,500</b>							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GFFB		\$6,500							
<b>Total Revenue</b>		<b>\$6,500</b>							

**Other Information:**

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 13, 2018



**Town of Zebulon  
Capital Improvement Form**

**Department:** Fire Department

**Project Title:** Fire Bay Rollup Doors – Safety Sensors

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Installation of safety sensors on roll-up doors to prevent vehicle and equipment damages or personnel injuries during closing of large doors. The safety sensors prevent closing of the doors if the infrared beam is broken.

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
Design/Management									
Land Acquisition									
Construction		\$9,000							
Contingency @ 10%									
Permits									
<b>Budget Total</b>		<b>\$9,000</b>							

<b>Project Financing:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
GFFB		\$9,000							
<b>Total Revenue</b>		<b>\$9,000</b>							

**Other Information:** See proposal from Custom Overhead Doors

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 13, 2018

**Town of Zenulon  
Capital Improvement Form**

**Department:** Bldgs. and Grounds

**Project Title:** PW Office Building – Hot Water Heater Replacement.

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Replacement of the existing 66-gallon hot water heater at the Public Works Office. The existing 1998 unit is beyond its useful life at 20 years. Staff recommends going with a natural gas hot water heater for efficiency and cost of use. It is recommended that this project be completed with the HVAC replacement at Public Works for economies of scale.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management		\$1,500							
Land Acquisition									
Construction		\$3,200							
Contingency @ 20%		\$640							
Permits		\$360							
<b>Budget Total</b>		<b>\$5,700</b>							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GFFB		\$5,700							
<b>Total Revenue</b>		<b>\$5,700</b>							

**Other Information:** See Facility Assessment Survey by Tolson, Thorne, and Tomlinson

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 14, 2018

**Town of Zebulon  
Capital Improvement Form**

**Department:** Bldgs. and Grounds

**Project Title:** Police Station -- Masonry Improvements, Coatings and Handrails

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

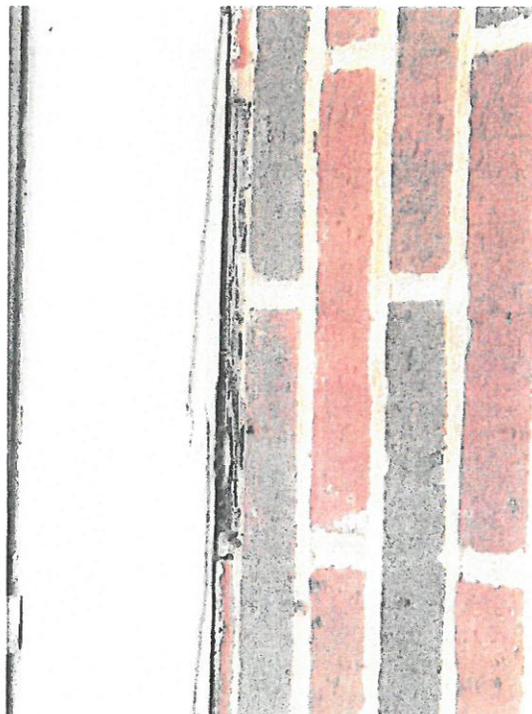
**Project Description/Justification:** Design and construction of masonry improvements (tuck pointing and brick replacement), sealant installation, installation of special coatings on rear porch and loading dock areas for slip resistance and aesthetic appearance, plus the installation of a removable safety rail. The Town of Zebulon Safety Committee recommends the installation of a handrail at the loading dock to prevent falls and injuries. Note: No masonry improvements were made as part of the 2009 renovations.

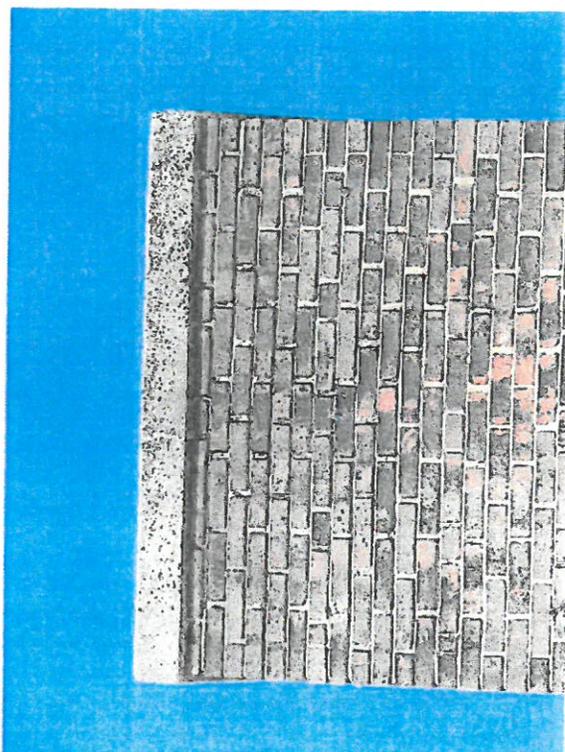
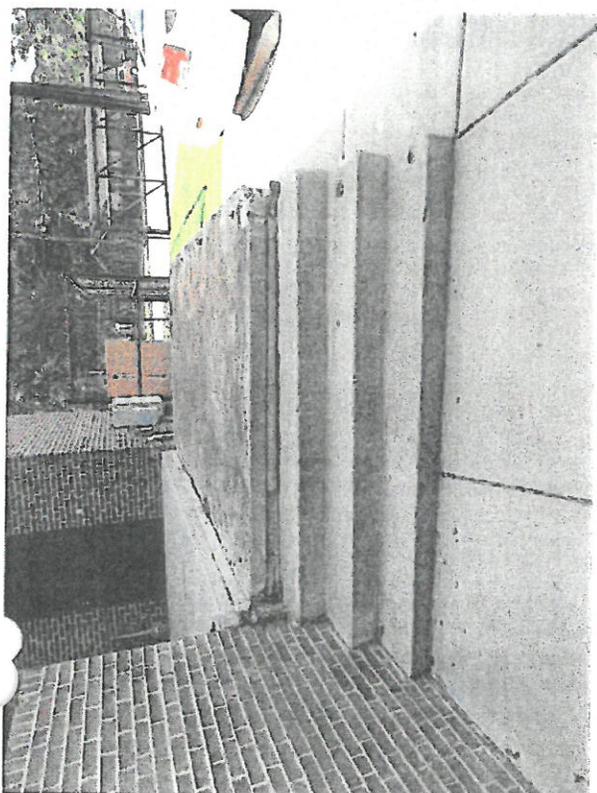
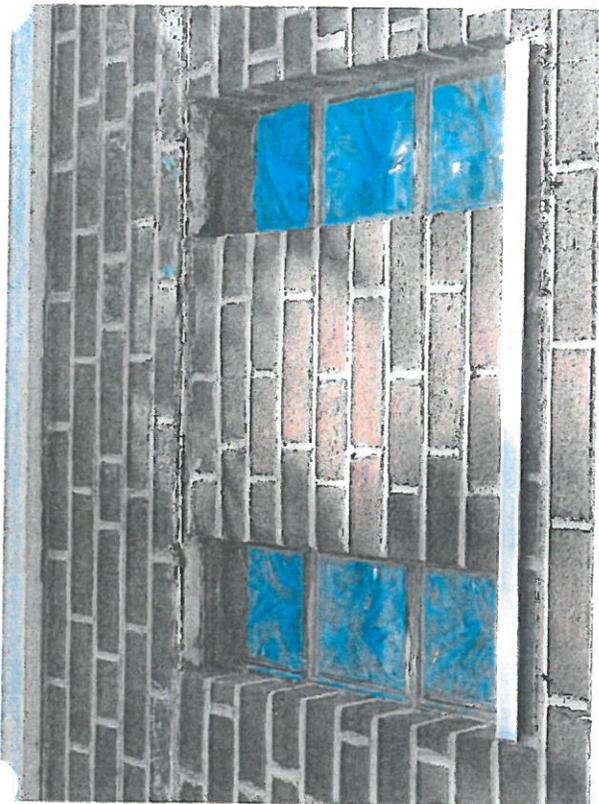
<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management		7,500							
Land Acquisition									
Construction		\$30,000							
Contingency @ 10%		\$3,000							
Permits									
<b>Budget Total</b>		<b>\$40,500</b>							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GFFB		\$40,500							
<b>Total Revenue</b>		<b>\$40,500</b>							

**Other Information:** See Facility Assessment Survey by Tolson, Thorne, and Tomlinson

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 14, 2018





**Town of Zebulon  
Capital Improvement Form**

**Department:** Bldgs. and Grounds

**Project Title:** Town Hall – Replace the 1200 AMP GFCI Breaker

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** Staff and Electrical Contractor recommend the replacement of the 30-year old main electrical breaker at Town Hall. Several times during the ATS project, the breaker did not fully disengage the electrical service and had to be re-engaged. Staff recommends matching the ATS breaker size of 600 amps. Staff recommends replacement with a reconditioned and recertified breaker.

<b>Project Costs:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management									
Land Acquisition									
Construction		\$6,500							
Contingency @ 10%									
Permits									
<b>Budget Total</b>		<b>\$6,500</b>							

<b>Project Financing:</b>	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GFFB		\$6,500							
<b>Total Revenue</b>		<b>\$6,500</b>							

**Other Information:**

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 14, 2018

**Town of Zebulon  
Capital Improvement Form**

**Department:** Bldgs. and Grounds

**Project Title:** Zebulon Community Parks Facilities Improvements

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

**Project Description/Justification:** The shingles at both the Pavilion and Concession Stand are 30 years old, beyond useful life and need immediate replacement. Both facilities also need new epoxy floors, interior painting and lighting replacement/upgrades. The Tot Lot restrooms need RPF board replacement/wall repairs, new epoxy floors and painting of ceilings and doors. Staff will work with local contractors to complete these much needed repairs.

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
Design/Management									
Land Acquisition									
Construction		\$30,000							
Contingency @ 10%									
Permits									
<b>Budget Total</b>		<b>\$30,000</b>							

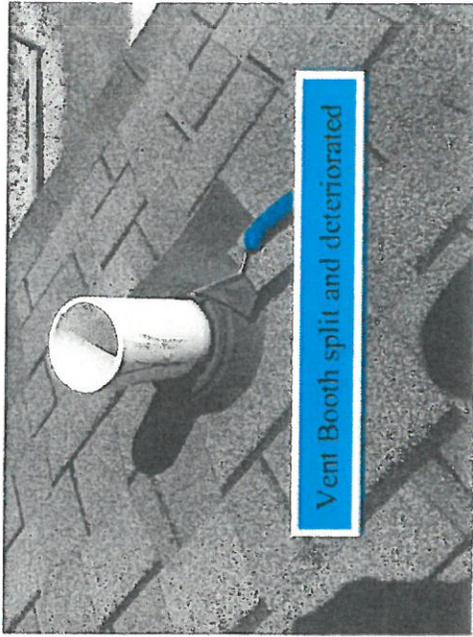
<b>Project Financing:</b>	<b>Prior Years</b>	<b>Budget 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Future Years</b>
GFFB		\$30,000							
<b>Total Revenue</b>		<b>30,000</b>							

**Other Information:** See Facility Assessment Survey by Tolson, Thorne, and Tomlinson

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 14, 2018



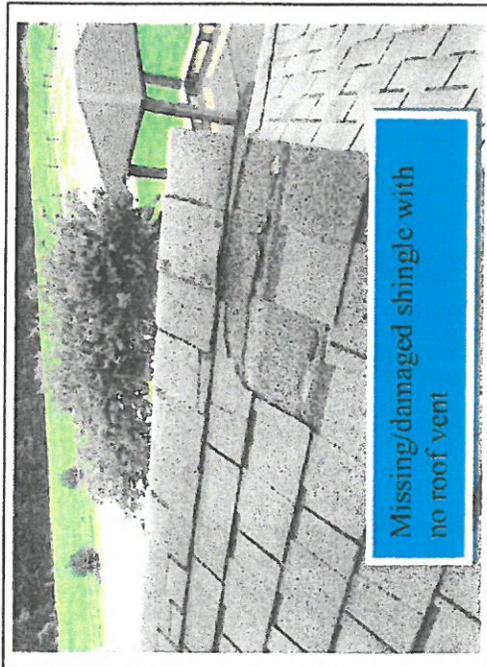
Shingle granule loss and cracks in shingles



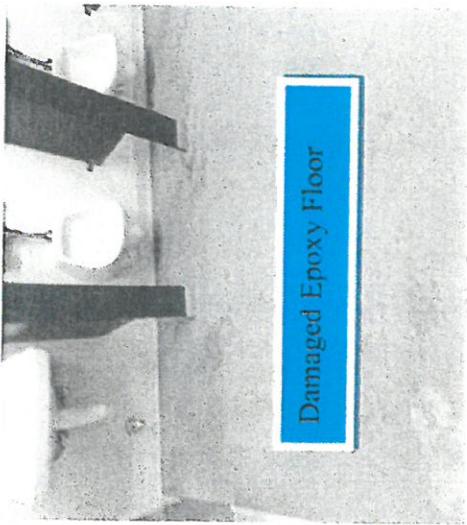
Vent Booth split and deteriorated



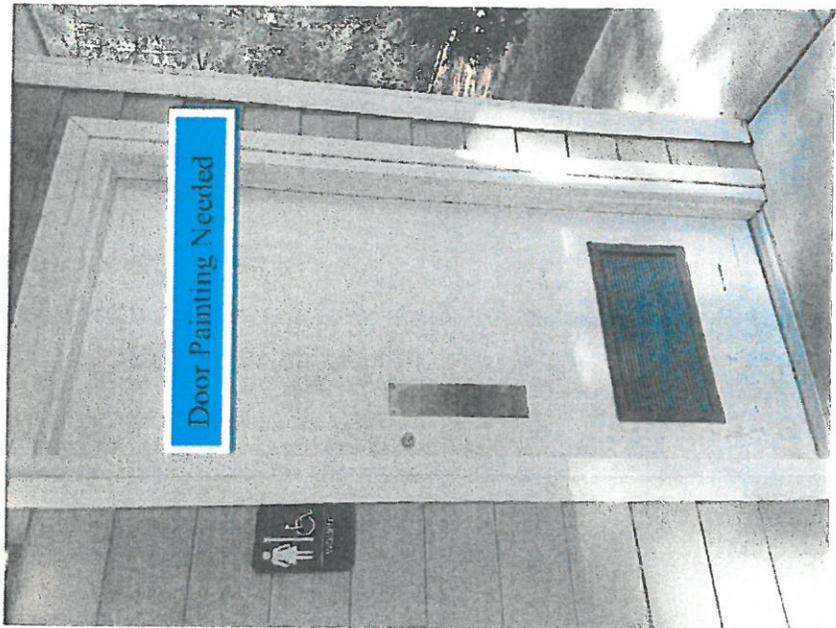
Damaged Shingles at Eave and Rake



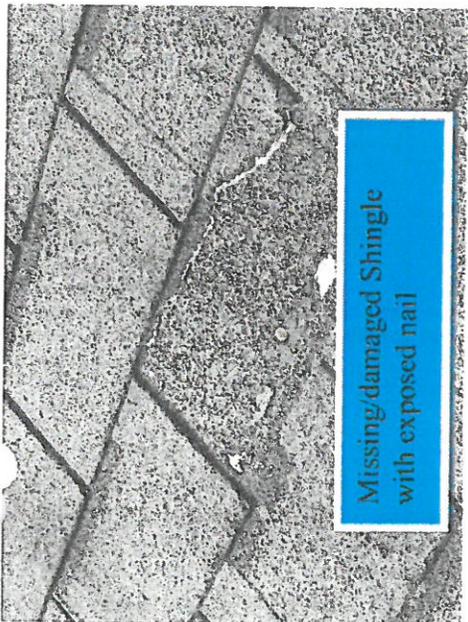
Missing/damaged shingle with no roof vent



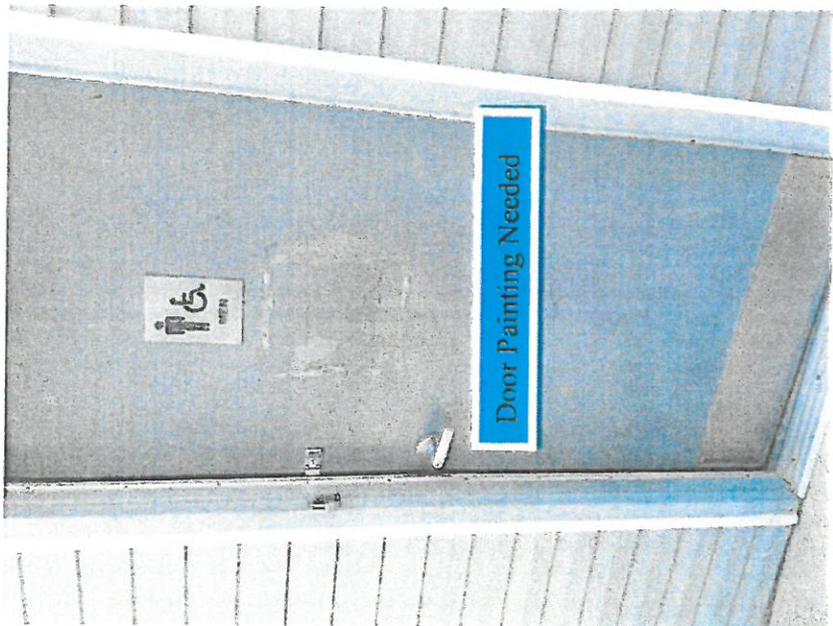
Damaged Epoxy Floor



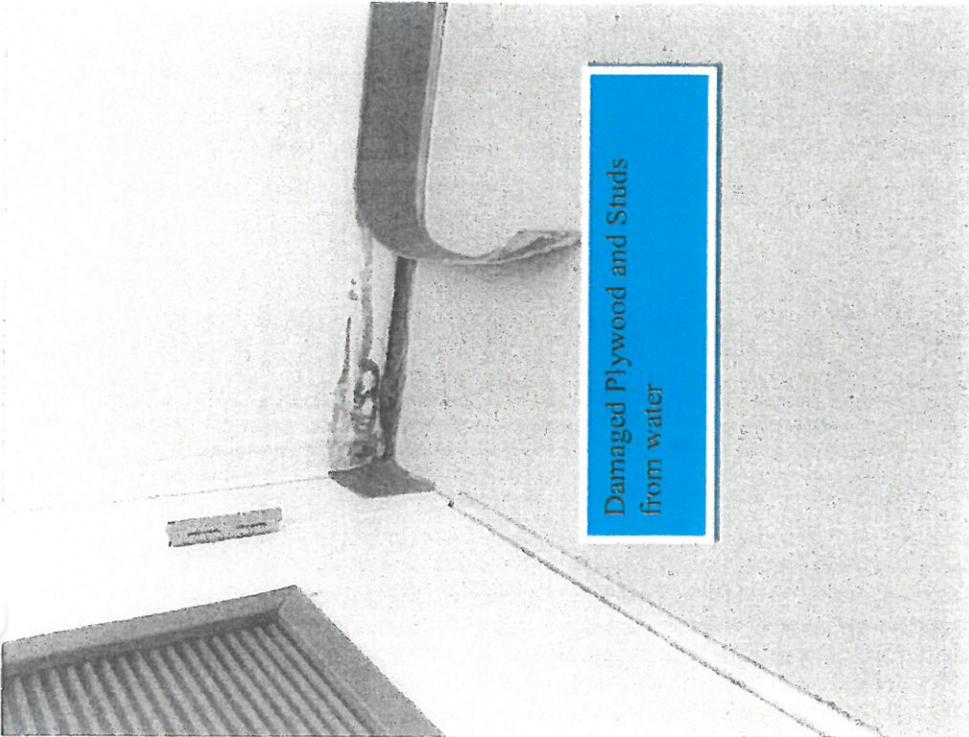
Door Painting Needed



Missing/damaged Shingle with exposed nail



Door Painting Needed



Damaged Plywood and Studs  
from water

**Town of Leominster  
Capital Improvement Form**

**Department:** Bldgs. and Grounds

**Project Title:** Downtown Trash Cans Replacement

**Project Year:** FY2019      **Project Dates:** July 2018 – June 2019      **Project Priority:** High

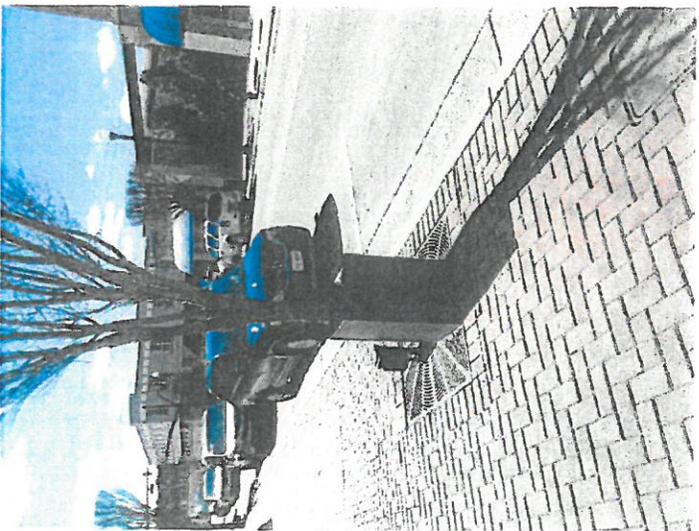
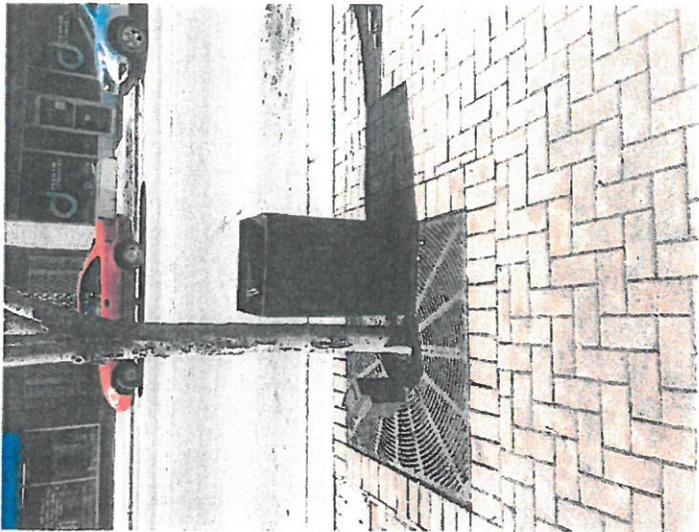
**Project Description/Justification:** The existing downtown trash cans were installed in Spring 2005 as part of the Downtown Revitalization Program and minor repairs were made in Spring 2017. The trash cans have served beyond their useful life and need to be replaced immediately. Many of the cans have lost their bonnets or been damaged over the years. The estimated cost is \$700.00 per can and 15 cans are needed to be placed on Arendell Avenue between Barbee Street and Gannon Avenue.

Project Costs:	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
Design/Management									
Land Acquisition									
Construction		\$10,500							
Contingency @ 10%									
Permits									
<b>Budget Total</b>		<b>\$10,500</b>							

Project Financing:	Prior Years	Budget 2019	2020	2021	2022	2023	2024	2025	Future Years
GFFB		\$10,500							
<b>Total Revenue</b>		<b>\$10,500</b>							

**Other Information:**

**Prepared By:** Chris Ray, Public Works Director      **Date:** March 14, 2018



TOWN OF ZEBULON-GENERAL FUND							
CAPITAL IMPROVEMENTS & FINANCING PLAN							
FISCAL YEARS 2019-2023							
DEPARTMENT EXPENDITURE		FY 2019	FY 2020	FY 2021	FY 2022	FY2023	Future Years
<b>Property Management - \$40,000 or 1/2 cent dedicated tax</b>	<b>Department</b>						
Fire Station Preliminary Engineering Report	Fire	\$ 49,500					Assist with land acquisition, appraisals, survey, soil borings, schematic design, review of site and off-site improvements, cost estimation
PW Equipment 3-Side Shed 30X80	Bldgs/Grounds	\$ 29,950	\$ 29,950	\$ 29,950	\$ 29,950	\$ 29,950	Purchase price = \$139,000, financed 5 yrs @ 2.5%, 3-sided, 80x30x14, metal
2004/2007 PW HVAC units ( HP-1 and 3) Gas conversion	Bldgs/Grounds	\$ 30,000					Replacing 2 of 3 units - beyond useful life (12-15 yrs) - converting to natural gas
Emergency Phone Tower (w/o camera)( ZMC Campus)	Bldgs/Grounds	\$ 6,500					Installation on Judd Street- Allows for Gates to be open on Front Lawn of ZMC
Fire Garage Door Safety Sensors	Fire/Safety	\$ 9,000					Safety closure sensors installation - 6 roll-up doors
PW Office Water Heater Replacement - Gas	Bldgs/Grounds	\$ 5,700					1998 unit - End of useful Life
Police Station Masonry Improvements, Coating and Handrail	Bldgs/Grounds/Safety	\$ 40,500					Masonry Tuck pointing, Masonry Repairs, Coatings on loading dock, new handrail
Replace 1200 AMP GFCI @ Town Hall	Bldgs/Grounds	\$ 6,500					Replacement of Main Breaker with 600 amp non GFIC
Zebulon Comm. Park Facilities Improvements	Parks & Rec	\$ 30,000					Replacement of Shingles Pavilion and Concession, Epoxy Floors Painting, RFP replacement and repairs, and lighting upgrades
Downtown Trash Can Replacement	Bldgs/Grounds	\$ 10,500					15 @ \$700/ea - originally installed in 2005 - Additional cans have been included for the section between RR and Barbee Street.
Whitley Park Renovations	Parks & Rec		\$ 9,450				Epoxy Floors, RFP replacement, Door Hardware, Painting
ZCC Painting and Carpet	Bldgs/Grounds		\$ 43,500				ZCC Painting and Carpet Replacement
Fire Station Land Acquisition	Fire		\$ 350,000				3.5 Acres @ \$100K Each
Fire Station Design	Fire		\$ 498,000				\$4.15M @ 12.5%
PW Office Expansion and Shop Renovations	Bldgs/Grounds		\$ 425,000				Shop Renovations, Office Expansion, Windows, Design, Gas Water Heater, exterior lights
Townwide Parks Masterplan (existing and new parks)	Parks & Rec		\$ 125,000				Master Plan is needed for long range planning of parks. Master plan is helpful when applying for grants.
Police Station Storage Shed	Police		\$ 13,200				20'x20' storage space to store items (i.e. bulk evidence items)
Picnic Shelter/Restrooms - Gill Street Park	Parks & Rec		\$ 240,000				Single stall men & women's restroom, separate picnic shelter- partially CDBG Funded
Fire Station Construction	Fire			\$ 348,000	\$ 348,000	\$ 348,000	\$4,176,000
Fire Station - Furniture/Fixtures	Fire			\$ 50,000			Furniture, Lockers, Sleeping Quarters, TVs, storage racks/shelving
PW Automated Gates - Yard	Bldgs/Grounds			\$ 18,500			Aluminum, Electric power, electronics
PW Automated Gates- Fuel	Bldgs/Grounds			\$ 21,000			Aluminum, Electric power, electronics
ZCC Sports Flooring	Parks			\$ 85,000			approximately 7200 sq. feet.
Police Station HVAC Replacement	Bldgs/Grounds			\$ 65,000			2008 - HP1, HP3, HP4, HP5, RTU5
ZCC Interior Lighting LED Retrofit	Bldgs/Grounds			\$ 21,600			Conversion to LED - Power savings
Police LED interior retrofit	Bldgs/Grounds			\$ 22,050			Conversion to LED - Power savings
LED Exterior Building Light conversion @ ZCC	Bldgs/Grounds			\$ 5,000			Conversion to LED - Power savings
Wayfinding Signage	Bldgs/Grounds			\$ 20,000			Directional signage @ Hwys 64 and 97 off ramps
Town Hall Carpet and Paint (2nd Floor Lobby Carpet)	Bldgs/Grounds				\$ 55,250		Carpet and Paint
Town Hall Front Drive Lighting	Bldgs/Grounds				\$ 42,500		Increase front drive lighting to comply with Town requirements.
Police Station Painting and Carpet	Bldgs/Grounds				\$ 42,000		Carpet and Paint
PW Shop Rollup Doors	Bldgs/Grounds				\$ 80,000		End of Useful Life - 35 years
PW Shop overhead Lift	Bldgs/Grounds				\$ 25,000		Overhead lift to assist with maintenance activities
PW Security System Expansion	Bldgs/Grounds				\$ 10,000		Add security to shop and maintenance yard areas
ZCC HVAC Replacement	Bldgs/Grounds					\$ 135,000	HVAC -HP-1, HP-2, HP-3, HP 5, HP-6, HP-7, RTU-1
Parks and Rec. Maintenance Shop Paint	Bldgs/Grounds					\$ 11,000	Paint and fire protection coatings
Parks and Rec. Maintenance Shop HVAC	Bldgs/Grounds					\$ 11,000	Replacement of HP-8
Town Hall Window Replacement	Bldgs/Grounds					\$ 375,000	Replacement of the original 1988 windows - 35 years old (beyond useful life/ energy efficiency issues)
Police Station Locker Rooms Renovation	Bldgs/Grounds					\$ 180,000	Original GSK Construction 1988 - end of useful life -35 years
Community Center - Showers	Parks & Rec						TBD Scope, cost estimates needed (see general & financial considerations)
Community Center or Maintenance Bldg - washer/dryer	Parks & Rec						TBD Scope, cost estimates needed (see general & financial considerations)
Gill Street Park Swing Set	Parks & Rec						TBD Scope, cost estimates needed (see general & financial considerations)
Community Park Amphitheater	Parks & Rec						TBD Scope, cost estimates needed (see general & financial considerations)
Community Park Ballfields (2)	Parks & Rec						TBD Scope, cost estimates needed (see general & financial considerations)
Community Park Large Picnic Shelter	Parks & Rec						TBD Scope, cost estimates needed (see general & financial considerations)
		<b>Total</b>	<b>\$ 218,150</b>	<b>\$ 1,734,100</b>	<b>\$ 686,100</b>	<b>\$ 632,700</b>	<b>\$ 1,089,950</b>
Finance							

Revenue Sources							
Dedicated revenue		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
Additional general fund revenue		\$ 178,150	\$ 1,253,090	\$ 397,090	\$ 343,690	\$ 800,940	FY2020 -\$848,000 FB appropriation for Fire Station Design and Land Acquisition
Community Development Block Grant (80%)			\$ 192,000				
ZCC installment payment debt retirement			\$ 132,150	\$ 132,150	\$ 132,150	\$ 132,150	
2014 Facility Improvements installment payment debt retirement			\$ 116,860	\$ 116,860	\$ 116,860	\$ 116,860	
	<b>Total</b>	<b>\$ 218,150</b>	<b>\$ 1,734,100</b>	<b>\$ 686,100</b>	<b>\$ 632,700</b>	<b>\$ 1,089,950</b>	
Debt Service - GF							
2009 ZMC Bond Payment - 20 year		\$311,800	\$ 303,925	\$ 296,050	\$ 288,065	\$ 280,080	4/1/2029 - Last Payment
2009 ZCC Installment Payment - 10 year		\$132,150					
2013 ZCC Roof/Wall/ ZCP lights, PW Fuel - 7 year		\$116,860					
2014 Facility Improvements - TH. Fire Alarm, Masonry, HVAC - 10-year		\$51,870	\$ 50,710	\$ 49,550	\$ 48,390	\$ 47,225	FY2023 - Last Year
2019 PW Storage 3-sided storage shed		\$29,150	\$ 29,150	\$ 29,150	\$ 29,150	\$ 29,150	
2021 Fire Station Construction				\$ 348,000	\$ 348,000	\$ 348,000	
	<b>Total</b>	<b>\$641,830</b>	<b>\$ 383,785</b>	<b>\$ 722,750</b>	<b>\$ 713,605</b>	<b>\$ 704,455</b>	
<b>Considerations:</b>							
Maintenance record - Are we constantly "fixing" something that should be replaced?							
Useful life - Has the item reached its useful life expectancy or where it is at in the life cycle? Is it essential to maintain useful life.							
Safety - Are we addressing a hazard/OSHA/govt mandate? (Federal, state, local)							
Does it solve a problem, fulfill a need (ours or community), expand a service, increase efficiency?							
What are the consequences or implications if we don't do it or defer it?							
Renovation or new construction - does it only satisfy our immediate need or will it allow for future growth?							
What are our alternatives? Ex. Instead of building it, can we rent it? Can staff perform any tasks? (demolition, landscaping)							
Is the success of this project related to another project? Does the timing of this project affect another project?							
What is the possibility of cost escalation over time?							
Are all costs included? (land, easements, engineering, professional fees, contingency, studies) Who prepared the cost estimate? (staff, engineer, construction means data)							
Is a Preliminary Engineering Report or Feasibility study needed?							
<b>Financial Considerations:</b>							
What are the financing resources? (GFFB, fees, grants, leases, private donations, loans, G O bonds, revenue bonds)							
Is funding source secured? (Ex. Already have fee-in-lieu, grant awarded)							
Does it increase or reduce operating cost? Note: recurring expenses such as water/sewer/ electricity.							

## TOWN OF ZEBULON PLANNING DEPARTMENT

Mark A. Hetrick, Director

(919) 823-1808  
(919) 269-6200 (fax)  
[mhetrick@townofzebulon.org](mailto:mhetrick@townofzebulon.org)



1003 N. Arendell Avenue  
Zebulon, NC 27597  
[www.townofzebulon.org](http://www.townofzebulon.org)

TO: Joseph M. Moore II, PE, Town Manager  
FROM: Mark Hetrick, Planning Director  
CC: Bobby Fitts, Finance Director  
Denise Nowell, Zebulon Chamber of Commerce Executive Director  
DATE: April 13, 2018  
RE: FY 2019 Community and Economic Development Capital Budget Requests

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The Community and Economic Development Committee met recently to discuss the capital improvements needs related to community and economic development. The Committee consisted of the following members:

- Bobby Fitts, Finance Director
- Mark Hetrick, Planning Director (Chair)

The Committee developed criteria to assess the needs and projects. The criteria focused on the following considerations:

- Economic Benefits/Impact
  - Does it increase quality employment opportunities?
  - Does it increase the Town's tax base?
  - Does it diversify the business offerings and quality of business districts while sustainability of the economy and improve general quality of life?
  - Does it facilitate economic growth and protect the historical origins of Town?
  - Does it promote or enhance the existing commercial community in the downtown overlay district?
  - Does it generate possible income in the form of sales tax?
  - Does it enhance the visual quality of properties (storefronts, sign, etc.)
  - Does the project expand upon existing funds or coordination with outside agencies?

After thorough discussion of existing and future needs along with consideration of the evaluation criteria, the Community and Economic Development Committee determined the following list of projects as having the highest priority for FY 2019:

- Zebulon Chamber of Commerce Community and Economic Development Agreement scope expansion
  - CoStar (\$9,000 additional funds requested)  
Additional funds allow the Town and Chamber to contract with CoStar, a professional research team and leading provider of verified commercial real estate information. The team will pro-actively collect and maintain: a comprehensive inventory of commercial properties, buildings available for lease and sale, tenant information, sales comparables, historical trends on lease rates and building occupancy, market analytics, and demographics. This information will market Zebulon's sites and buildings to the commercial real estate industry; identify and attract businesses; and, analyze the Town's performance.
  - Business Retention and Expansion Plan (\$20,000 additional funds requested)  
A Business Retention and Expansion Plan is a community-based economic development strategy with a focus on taking care of, nurturing and supporting businesses already existing in the community. Such strategies are utilized as a means of beginning dialogue with local businesses with the intent of identifying issues, concerns and potential opportunities and taking action where appropriate. This is crucial to the sustained viability of communities since businesses that stay competitive are more likely to remain and expand in the community.
- Downtown Market Analysis (\$19,000 – Rollover from FY 2018 budget)
  - A market analysis is the process of documenting details about the downtown's current condition, exploring changes occurring in the marketplace, verifying what consumers want from downtown, discovering what businesses the downtown market will support, and creating a downtown business development strategy. Such a strategy will create a foundation of data to initiate informed economic development strategies and assist with the creation of downtown regulations as part of the Unified Development Ordinance (UDO) development.
- Facade/Internal Improvements Grant Improvement Program (\$20,000)
  - Program's purpose is designed to stimulate and leverage private investment, and to enhance the appearance and condition of commercial structures in the downtown.
- Streetscape Match Program (\$8,000 – Rollover from FY 2018 budget; \$2,000 additional funds requested)
  - Program's purpose is to provide the Board with guidelines in making decisions regarding funding requests by local non-profit organizations to further the Town's efforts in creating a resilient downtown.
- Site Assessment Program (\$25,000 – Rollover from FY 2018 budget)
  - A Site Assessment Program would provide increased visibility for Zebulon and the sites in a very crowded marketplace. Site assessments typically involve increased planning, zoning, surveys, title work, environmental studies, soils analysis and public infrastructure engineering efforts geared towards eliminating most of the unknowns from the site selection decision process. Site assessments demonstrate Zebulon is progressive, business-oriented, and prepared for new development. Program may also provide matching funds for grants offered through Duke Energy Carolinas' Site Readiness Program or

AT&T's Fiber Ready Program to help make the site more equipped for new development.

- Transportation/Land Use Plan Update (\$350,000)
  - The Town's Transportation Plan of 2001 was updated 2014 to reflect recent development patterns. A modification to the plan was completed in 2016 to reflect changes for the Wakefield Community area. Additional modifications to the plan are in process for the Old Bunn Rd, East Gannon Ave, Pippin Rd, Debnam Rd, and Shepard School Rd corridors in April 2018. All three small modifications in the last 4 years have been staff driven and reactive to development and potential development. A comprehensive traffic plan is needed to look at long range planning needs for the N. Arendell Ave corridor, possible relocation of Pearces Road, road widening needs, signal and turn lane improvements, and development of new roads for the entire ETJ area at a minimum. The area is prime for explosive growth and, without a plan for development to assist with the transportation needs, the Town will be forced to make these improvements. The project is expected to take at least 18 months to select a consultant, conduct public meetings, perform traffic counts and a warrant analysis, incorporate CAMPO North East Area study recommendations, receive NCDOT comments and develop a comprehensive transportation plan to include pedestrian and bicycle movements (Complete Streets Approach). The goal is to build a comprehensive and proactive plan that supports safe, accessible, comfortable and active travel for people of all ages and valid for the next 10-15 years.

The Land Use component of the plan should receive particular attention. The plan shall contain practical policies which will promote the physical development of the community in a coordinated, consistent manner and which will be embraced by community decision-makers and subsequently adopted officially. The plan update should provide a guiding document that reflects our unique character and provides a clear process showing the way the Town can build upon its strengths. The process for the plan update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, land owners, elected officials, and other stakeholders through community participation.

- Downtown Associate Program\* (\$10,000)
  - Program provides downtown revitalization services to eligible communities interested in downtown revitalization with the tools to build a sustainable organizational foundation that will strengthen their downtown development efforts.  
\*Replaced Main Street Program
- Building Internal Improvement Revolving Loan Program (\$10,000)
  - At this time not enough information is known to fund this program this upcoming year. Further research and discussion with lending institutions and other municipalities is needed to gain a better understanding of the workings of the program.

The Committee's recommendation for the selected projects were based on the established criteria noted above, input from Chamber representatives and community leaders, adopted Plans and policies, and research on best practices.

**Community and Economic Development Committee Project List**

Project Name	Budget Requested	Rollover Amount	Total Project Cost
Zebulon Chamber of Commerce			
• Community and Economic Development Agreement	\$ 10,000 (Existing Contract)		\$ 39,000
• Scope Increase (CoStar)	\$ 9,000 (Scope Increase)		
• Scope Increase (Business Retention Plan)	\$ 20,000 (Scope Increase)		
Downtown Market Analysis	-	\$ 19,000	\$ 19,000
Façade/Internal Grant Improvement Program	\$ 20,000	-	\$ 20,000
Streetscape Match Program	\$ 2,000	\$ 8,000	\$ 10,000
Site Assessment Program	-	\$ 25,000	\$ 25,000
Transportation/Land Use Plan Update	\$ 350,000		\$ 350,000
<b>TOTAL</b>			<b>\$ 463,000</b>

**Community and Economic Development 5-Year CIP**

Item	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Chamber of Commerce					
Community & Economic Development	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
CoStar Licenses	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Business Retention & Expansion Plan	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Downtown Associate Program		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Downtown Market Analysis	\$ 19,000				
Site Assessment Program	\$ 25,000	\$ 10,000	\$ 25,000	\$	\$ 25,000
Streetscape Match Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Façade/Internal Grant Improvement Program	\$ 20,000	\$15,000	\$ 15,000	\$ 15,000	\$ 15,000
Transportation/Land Use Plan Update	\$ 350,000				
Revolving Loan Program		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>TOTAL</b>	<b>\$ 463,000</b>	<b>\$ 94,000</b>	<b>\$ 109,000</b>	<b>\$ 84,000</b>	<b>\$ 109,000</b>

MEMORANDUM

To: Joseph M. Moore, II, PE, Town Manager  
From: Christopher C. Perry, Fire Chief  
CC: Timothy P. Hayworth, Police Chief  
Bobby Fitts, Finance Director  
Subject: Service Equipment Capital Subcommittee  
Date: April 6, 2018

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Chief Tim Hayworth and I met as the Service Equipment Capital Subcommittee. We met to discuss upcoming capital requests in this category, which consisted of those items necessary for service delivery (which do not fit in other categories). Based on the general budget direction, it was our intention to carry forth items identified in last year's budget process. We worked within the budgeted \$20,000. For other and future considerations, we proposed the following guidance for Service Equipment:

*Service Equipment is intended to include non-motorized departmental equipment with a useable life of five years or more and a total acquisition cost of greater than \$5,000.*

The recommendation (by year) for use of the Service Equipment funding is as follows:

FY 2018-2019

For year FY 2018-2019, there are two recommendations brought forth from last year - a replacement thermal imaging camera and the first year of a defibrillator program for the fire department.

One of the existing fire department thermal imaging cameras is at the end of its life cycle. Thermal imaging cameras are used to detect differences in heat signatures – primarily used in rescue activities and the identification of hidden fires. These units essentially allow crews to “see” when vision is obscured by smoke. This project is in conjunction with Wake County and associated costs would be shared.

This year also includes the first of four years of a program to place semi-automatic defibrillators on all fire department vehicles. Semi-automatic defibrillators are instrumental in improving the chance of surviving cardiac arrest. Only a few of our vehicles are equipped with defibrillators, which create the chance that an arriving fire crew would not have a defibrillator. NFPA 1901, *The Standard for Automotive Fire Apparatus*, requires a defibrillator on all fire apparatus. This first year distribution includes three defibrillators. We recommend spreading the defibrillator replacement over four years to spread future replacement costs over a period of years as well. This project is in conjunction with Wake County and associated costs would be shared.

Additionally for this year, the police department is in need of body cameras for their officers, as well as replacement of some older vehicle cameras. This project would involve additional data

storage to handle the large amount of video from them, as well as to accommodate the video from the patrol car cameras. Grant funding is being sought out to provide additional funding towards this project. Chief Hayworth has provided a memo which outlines further details on this request.

FY 2019-2020 to FY 2021-2022

The fire department defibrillator project is recommended to continue for the remaining three years at three units for FY 2019-2020 and two each of the last years. During these three years, some existing units will be at the end of the life cycle and replacement is included. After these years, all units will be replaced as part of their life cycle replacement. It is recommended that their ongoing replacement be accomplished through the fire department operational budget. These will be done in conjunction with Wake County and associated costs would be shared.

Similarly, the police department is seeking funding for automatic defibrillators for patrol vehicles. Like the fire department project, this project seeks to provide early defibrillation to those in cardiac arrest, which is often a police officer on patrol. Since these units would be automatic (as compared to the FD-required semi-automatic), the unit cost is less than those requested by the fire department. Funding is recommended to be spread over a four year period to provide the units to all police vehicles.

FY 2022-2023

FY 2022-2023 includes handgun replacement for the police department. The handgun replacement should occur in the next six to eight years. Cost estimates are based upon the replacement of twenty-six handguns and the associated holsters, etc. This estimate is based upon trading in the existing weapons.

Summary

Listed below is a spreadsheet of expected service equipment items and any associated revenues.

Item	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
FD - Thermal Imaging Camera	\$ 8,500				
FD - Defibrillators	\$ 8,100	\$ 8,100	\$ 5,400	\$ 5,400	
PD - Body Camera Systems	\$ 14,474				
PD - Vehicle Camera Systems	\$ 17,300				
PD - Defibrillators		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
PD - Handguns					\$ 9,100
<b>SUBTOTAL</b>	\$ 48,374	\$ 12,100	\$ 9,400	\$ 9,400	\$ 13,100
Revenues (County, etc.)	\$ 6,970	\$ 3,240	\$ 2,160	\$ 2,160	\$ 0
<b>TOTAL EXPENDITURE</b>	\$ 41,404	\$ 8,860	\$ 7,240	\$ 7,240	\$ 13,100
<b>TOTAL BUDGET</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>BALANCE</b>	-\$ 21,404	\$ 11,140	\$ 12,760	\$ 12,760	\$ 6,900



*Town of Zebulon*  
*The Town of Friendly People*  
**Police Department -MEMORANDUM**

**Date:** February 20, 2018  
April 6, 2018 (Updated)

**To:** Joe Moore, Town Manager

**From:** Timothy P. Hayworth, Chief of Police

**Reference:** *FY 2019 Budget – "Body Cam Project"*

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**SUMMARY:**

In my FY2019 Budget request, I am requesting to purchase 16 Officer Worn Body Cameras and 4 replacement In-Car Cameras with up to date technology.

**BACKGROUND:**

Over the past 20 years, Police In-Car Video has gone from rare to in nearly every patrol car in America. While officers were, at first, skeptical and budget requests few we are now all in agreement that the In-Car video is not just a nicety but a necessity. The same is quickly being realized in the arena of Body Worn Cameras, aka Body Cams or BWC.

The 2014 police shooting of Michael Brown in Ferguson, Missouri brought the body cam discussion to the forefront. Prior to this incident, fewer than 25% of police agencies in the United States utilized the body cam. After the Michael Brown shooting, citizen groups began to demand body cams to hold the police accountable for their actions and Police groups began to ask for body cams as evidence that they performed their jobs correctly. Today nearly 85% of police departments either have body cams or are in the implementation or evaluation phase of a body cam project.<sup>i</sup> "Those holdouts (body cam implementation) aren't likely to remain much longer; ultimately they're going to need to adopt it. Juries, prosecutors and courts will demand it."<sup>iii</sup>

Zebulon Police has long enjoyed a great relationship with our community and our use of force incidents have been few and far between. But it is our duty to anticipate the unexpected and to be prepared for the worse. In the last 10 years, we have had 2 incidents where officers have been involved in shootings, and several additional incidents that came very close.... One of these incidents gone wrong could instantly change community relations in a flash. The police Body Worn Camera provides transparency and protection for both members of the community and the officer wearing it both which reflects directly on ZPD and the Town of Zebulon.

The Pros and Cons of a BWC program are described in many articles and by many writers, but all bear a striking resemblance to the following article.<sup>iii</sup>

## ***Advantages of police body cameras***

### ***A clear picture***

*While mounted police cameras can't pick up on absolutely everything an officer sees, the video obtained from these cameras can help paint a much clearer picture of what happened in an incident. Police reports, especially in complex situations, can be hard for juries to interpret or visualize. Video evidence removes a lot of that uncertainty.*

*"When it comes to times where you can use that video as direct evidence, I think it certainly tells a tall message," says Bobby Kipper, former police officer and founder of the National Center for the Prevention of Community Violence.*

### ***Improved behavior***

*As a general rule of thumb, people tend to behave better when they know they're being watched. But that's not to say this is just a check on over-zealous or aggressive police behavior. Citizens who know they are being filmed are less likely to act aggressively as well, as the video removes any opportunity for disputing their behavior.*

*"All it takes is that first complaint from someone to be resolved by this footage to really start getting officers to buy-in," says Steve Tuttle of TASER International, one of the world's largest body camera producers. "This becomes their legal 'body armor.'"*

*Another benefit from these videos is that it allows officers to self-evaluate and find opportunities to improve how they handle a situation. Tuttle says it's somewhat similar to seeing yourself interviewed on TV for the first time. You'll probably cringe a little as you assess your performance, but it can serve as a learning opportunity and motivator.*

### ***They're relatively unobtrusive***

*Police officers are responsible for a lot of equipment, and while some might bristle at the thought of adding more to the list, the cameras used for law enforcement are not bulky or particularly burdensome. But the smallest cameras are about the size of a tube of lipstick and can be mounted in a variety of locations on an officer's body. Altogether the camera and battery pack weigh just less than a quarter of a pound.*

### ***Reduction in complaints & related expenses***

*Early results from agencies using body cameras appear to be positive. A study performed by the Rialto, CA police department found that the cameras led to an 87.5 percent decrease in officer complaints as well as a 59 percent reduction in use of force over the course of a year—and they're not the only departments seeing positive results.*

*This drop in complaints can also lead to a substantial decrease in the time and resources devoted to investigating complaints and resolving civil litigation. These cameras could also present an*

opportunity for police departments to highlight the everyday good officers do as well as give the public a better idea of what the day to day life of a police officer is really like

### **Cons of police body cameras**

#### **Upfront costs**

It's no secret a lot of budgets have been squeezed since the latest economic downturn, and this may make the price tag for implementing body camera systems unrealistic for some law enforcement agencies.

"These cameras can be a costly initiative for communities who haven't planned for this,"

#### **Privacy concerns**

"People in the community need to understand that they're on candid camera, literally, with law enforcement present." "Are they going to be okay with being filmed when things aren't going well?"

Police body cameras do raise some substantial privacy issues. The nature of police work has officers interacting with citizens during their most vulnerable moments. For example, would you feel comfortable knowing anyone could request to view video of an incident that occurred within your home? Or footage of you if you've been the victim of a crime? Will officers have the discretion to turn off the camera in sensitive or potentially dangerous situations?

#### **Storage of evidence**

Traditionally, evidence is collected, labeled and physically stored under lock and key. But digital video storage adds another layer of complexity that some law enforcement agencies may struggle to manage. While agencies may save time collecting, organizing and tracking digital photographic evidence, video requires an additional investment in either storage hardware or cloud-based storage systems.

#### **Too much too fast?**

"If you've been doing your job one way for 10, 15 even 20 years and now someone tells you to do it differently—it's uncomfortable," "Whether you're a pro or a novice, change is always going to present a challenge."

The change in how police officers operate will likely provide some initial friction; a problem which could be magnified if departments rush in too quickly in the face of public pressure. Policies need to be developed, training needs to take place and funding needs to be secured.

"It's a big process that doesn't just happen overnight,"

#### **The final verdict**

The American public, no matter where they land on the political spectrum, seems to be in favor of law enforcement adopting body cameras. There are certainly valid concerns regarding how this

*technology will be implemented, but the strong support shown for these cameras seems to indicate it's a matter of when, not if, they'll be implemented. Departments will have to overcome the challenges presented here, but these cameras also provide an opportunity for police to strengthen the relationships they have with the communities they serve.*

Zebulon Police Command Staff has spent a great deal of time researching the BWC and now feel that the time is right to make a move in their direction. Along with this research we have developed a BWC policy and with the help of the IT committee we have found a solution for video storage (included in the operating budget request 10-510-4501).

Also included in this project is a request to replace 4 of our oldest In-Car Cameras with new cameras that use updated technology. The goal is to replace cameras with new vehicle purchases; however, vehicle replacements have not occurred quickly enough to keep up with the changes in technology.

**RECOMMENDATION:**

It is my recommendation that funds be approved to purchase the listed equipment to establish and implement the Zebulon Police Department BWC program and to replace (4) outdated In-Car Camera systems.

**FISCAL IMPACT:**

**CAPITAL BUDGET FY2019**

Cost of BWC and associated equipment:	\$14,474.00
Cost of (4) New In-Car Cameras:	<u>\$17,300.00</u>
Total project cost:	<u>\$31,774.00</u>

**OPERATING BUDGET FY2019 and reoccurring**

Annual Reoccurring cost (licenses and storage)	\$8,649.00
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**NOTE: THE CAMERA COST WILL BE WITHIN THE CAPITAL BUDGET WHILE THE ASSOCIATED REOCCURRING COST WILL BE IN THE OPERATING BUDGET.**

<sup>i</sup> ACLU article "Police Body Mounted Camera, March 2015

<sup>ii</sup> Governing Magazine Jan. 26, 2016

<sup>iii</sup> Rasmussen College, Police Body Camera Study, Will Erstad 1/25/16

# **TOWN OF ZEBULON**

## **ELECTED OFFICIALS**

Robert Matheny – Mayor

Beverly Wall Clark – Mayor Pro Tem

R. Dale Beck – Commissioner

Don Bumgarner – Commissioner

Annie Moore – Commissioner

Curtis Strickland – Commissioner

## **APPOINTED OFFICIALS & STAFF**

Joseph M. Moore, II – Town Manager

Lisa Markland – Human Resources Director/Town Clerk

Greg Johnson – Parks & Recreation Director

Timothy Hayworth – Police Chief

Bobby Fitts – Finance Director

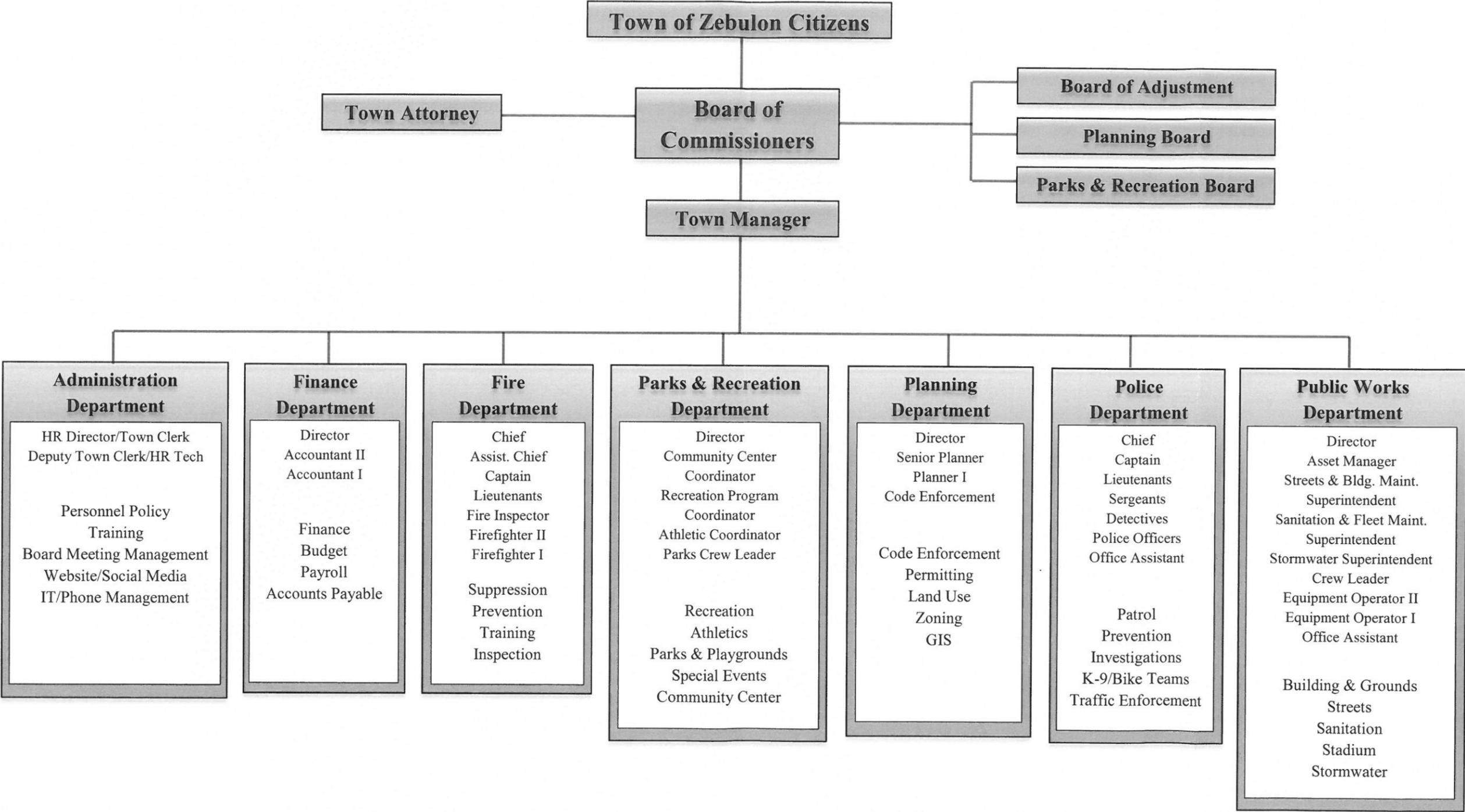
Mark Hetrick – Planning Director

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.

## ➤ **Non-profit Criteria** –

**Eligibility** – To be eligible to apply for funding from the Town of Zebulon, an organization must meet the following criteria:

1. The organization must be able to provide documentation that shows compliance with all applicable federal and state laws related to tax-exempt status.
2. The operations of the organization must benefit the residents of the Town of Zebulon by meeting one of the following quality of life standards.
  - a. Safety
  - b. Education
  - c. Transportation
  - d. Health
  - e. Cultural & Recreational Services
3. The organization is governed by a volunteer board of directors that serves without compensation.
4. The organization is subject to an independent audit or review annually.

## **Criteria**

Requests for funding from non-profit organizations will be submitted to the Board of Commissioners for consideration. The criteria used to evaluate the requests may include, but are not limited to the following criteria:

1. The number or percentage of Zebulon citizens served by the organization.
2. How well the services of the organization match the needs of Zebulon citizens.
3. What the impact on Town services would be if the non-profit could not provide its services to citizens.



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# 1 EXECUTIVE SUMMARY

This document provides a detailed analysis and forecast of state-collected taxes that are distributed to local governments each year. The projections provided here cover the remainder of the current fiscal year (2017-2018) and the upcoming fiscal year (2018-2019). All statewide projections for each tax revenue source are summarized in the table below, and hyperlinked to the corresponding memo section, for your convenience. More information on the recent legislative history and distribution formulas for each revenue source below can be found in our [Basis of Distribution Memo](#).

The League also now publishes quarterly “Revenue Reports,” which summarize state-collected local revenues as they are distributed throughout the year, and provide a snapshot of historical trends. All annual projections and quarterly reports can be found on the [NCLM State-Collected Revenue Projections](#) page of our website.

Revenue Source	Projected Change from FY16-17 to FY 17-18	Projected Change from FY17-18 to FY18-19
<a href="#">Sales and Use Tax</a>	5.0%	4.5%
<a href="#">Powell Bill</a>	n/a	0.0%
<a href="#">Electricity Sales Tax</a>	- 1.0%	1.0%
<a href="#">Local Video Programming Tax</a>	- 1.5%	- 1.0%
<a href="#">Telecommunications Sales Tax</a>	- 5.0%	- 4.0%
<a href="#">Piped Natural Gas Sales Tax</a>	5.5%	1.0%
<a href="#">Alcoholic Beverages Tax</a>	- 5.0%	0.0%
<a href="#">Solid Waste Disposal Tax</a>	2.0%	1.5%

## 1.1 CAUTIONARY NOTE

*Please read through the entire memo for important caveats and context related to each of the League’s projections for the revenue sources above.*

Estimates included in this document should be used **only as a rough guide** in preparing your Fiscal Year 2018-19 proposed budget. Estimates should be modified as necessary to fit your local situation, its actual trends, and your own assumptions about the effects of economic and political factors. Revenue estimates are always subject to error, and may fluctuate widely based on unpredictable factors such as weather conditions and policy changes. Our goal is to provide municipalities with a reasonable projection of where State-collected revenues are heading.

These estimates also assume that the General Assembly will make no changes in 2018 to the formulae that govern municipal shares of State-collected revenue. **Please continue to pay close attention to the**

[League's Legislative Bulletins](#) throughout the session for updates on the state of any legislation. If our revenue estimates change materially prior to July 1 due to economic circumstances or legislative action, we will advise you of the changes.

## 1.2 QUESTIONS AND CONTACTS

Any questions related to this document should be directed to [Chris Nida, Director of Research & Policy Analysis](#). For your convenience, this document also includes [North Carolina Department of Revenue contacts](#) for any other questions. Special thanks to the Public Affairs team at the North Carolina League of Municipalities, Anca Grozav and Michael Cline with the North Carolina Office of State Budget and Management, and Cindy Matthews and Ernest Irving of the Local Government Division in the North Carolina Department of Revenue for their assistance in preparing this document.

## 2 OVERVIEW OF ECONOMIC CONDITIONS

### 2.1 FEDERAL OVERVIEW

National economic optimism remains high by all accounts, though somewhat tempered beyond this next year. According to the Duke University-CFO Global Business Outlook Index, the Optimism Index is at an all-time high. Forty percent of companies plan to increase wages, and 38 percent plan to increase hiring, mainly as a result of federal corporate tax reform.<sup>1,2</sup> Similarly, the American Institute of CPAs' first quarter 2018 survey found the CPA Outlook Index is at its highest ever, with respondents indicating that optimism will be reflected in employment and capital spending plans. Retail trade, manufacturing, and technology industry optimism continue to improve while construction industry optimism declined by three percent from last quarter.<sup>3</sup> In PwC's annual survey of CEOs, 52 percent of U.S. CEOs were "very confident" in revenue growth in the next 12 months, the highest percentage since the recession. However, the number of U.S. CEOs that are "very confident" in revenue growth in the next three years has declined by 4 percent since 2016.<sup>4</sup> February's Consumer Confidence Index increased from January and is at its highest level since 2000.<sup>5</sup> As of this writing, the Dow Jones index peaked in January with a slight decline through March but remains 19.74 percent up from this time last year.<sup>6</sup>

Since the publication of last year's memo, the federal government has made some significant policy changes that may impact local government revenue projections, particularly for sales tax. The Tax Cuts and Jobs Act of 2017 nearly doubles standard deductions and lowers the corporate income tax rate to 21 percent, among other reforms. Overall, most North Carolina residents will likely see a reduction in federal taxes, which increases spending potential. Corporate tax cuts may also incentivize hiring and wage growth, which would also have positive implications for sales tax revenue. However, municipal government budgets may be negatively affected in other ways. A lower corporate tax rate could make municipal bonds

<sup>1</sup> <https://www.wraltechwire.com/2018/03/07/duke-survey-optimistic-biz-execs-to-boost-hiring-wages-in-wake-of-tax-reform/>

<sup>2</sup> <http://www.cfosurvey.org/2018q1/US-KeyNumbers.pdf>

<sup>3</sup> <https://www.aicpa.org/content/dam/aicpa/interestareas/businessindustryandgovernment/newsandpublications/downloadabledocuments/1q-2018-eos-es.pdf>

<sup>4</sup> <https://www.pwc.com/us/en/library/ceo-agenda/ceo-survey.html>

<sup>5</sup> <https://www.conference-board.org/data/consumerconfidence.cfm>

<sup>6</sup> <http://money.cnn.com/data/markets/dow/>

and loans less competitive compared to other types of investments, which would increase municipal interest rates and thus the cost of municipal debt.<sup>7</sup> In addition, the federal tax bill caps State and Local Tax (SALT) deductions at \$10,000, which could make it more difficult for local governments to raise taxes, and could lead to a decline in home prices.<sup>8</sup>

The Federal Reserve this week raised its benchmark interest rate to a range of 1.5 to 1.75 percent, with two more rate increases expected in 2018. While the Federal Reserve concluded that the economy continues to strengthen, the decision to increase rates is motivated by some concern that low unemployment may set off inflation as companies increase wages to compete for labor, thus increasing the price of goods.<sup>9</sup> The national unemployment rate was at 4.1 percent in February, remaining at its lowest in over 10 years.<sup>10,11</sup> It remains to be seen how recent federal decisions on a variety of additional topics – including health care, infrastructure spending, the federal budget, trade tariffs, and immigration, to name a few – will continue to impact economic performance and optimism. But heading into April, the national economy remains strong.

## 2.2 STATE OVERVIEW

Similar to the national economy, North Carolina’s economic outlook is good. Wells Fargo’s 2017 year-end report showed an average of 9,900 jobs added during each of the last three months of 2017. However, unemployment rose slightly to 4.5 percent by the end of 2017, and exceeds the national average.<sup>12</sup> Dr. Michael Walden of N.C. State reported that North Carolina’s aggregate growth rate in real GDP surpassed national growth for the third straight year in 2017, yet lags slightly behind GDP growth for the Southeast. Walden’s index of economic indicators rose slightly in February by 0.6 percent, likely due to a surge in building permits, and is up by 2.9 percent from last year. Walden projects that economic growth in 2018 will expand real GDP by 2.8 percent, reduce the jobless rate to 3.6 percent, and add 70,000 jobs. He cites inflation, higher interest rates, and a possible trade war as factors to watch in 2018.<sup>13,14</sup> John Connaughton of UNC-Charlotte also projects a 2.9 percent increase in real Gross State Product from 2017 to 2018, an unemployment drop to 4.0 percent, and the creation of 127,300 jobs.<sup>15</sup> The March 2018 Carolinas Survey of Business Activity, from the Federal Reserve Bank of Richmond, also showed an increase in its index, indicating firms expect to see business conditions and sales continue to improve. Although employment growth continues, one finding worth highlighting is that firms report more difficulty finding employees with required skills.<sup>16</sup>

In particular, skilled labor supply seems to be a growing issue in the construction sector. Although building activity has increased, Wells Fargo’s report shows a decline in construction sector jobs. The authors

<sup>7</sup> <http://www.governing.com/topics/finance/gov-tax-reform-governments-borrowing-cost-municipal-bond.html>

<sup>8</sup> <http://www.gfoa.org/sites/default/files/SALTFinalReportJul2017.pdf>

<sup>9</sup> <https://www.nytimes.com/2018/03/21/business/economy/federal-reserve-interest-rates.html>

<sup>10</sup> <https://data.bls.gov/timeseries/LNS14000000>

<sup>11</sup> <https://www.nytimes.com/2018/03/21/business/fed-interest-rate.html>

<sup>12</sup> <https://www08.wellsfargomedia.com/assets/pdf/commercial/insights/economics/regional-reports/nc-employment-20180123.pdf?https://www.wellsfargo.com/assets/pdf/commercial/insights/economics/regional-reports/nc-employment-20180123.pdf>

<sup>13</sup> <https://ag-econ.ncsu.edu/wp-content/uploads/2015/11/northcarolinaeconomicoutlookq12018.pdf>

<sup>14</sup> <https://ag-econ.ncsu.edu/wp-content/uploads/2018/03/february2018.pdf>

<sup>15</sup> <https://belkcollege.uncc.edu/sites/belkcollege.uncc.edu/files/media/March%202018%20EF%20web.pdf>

<sup>16</sup> [https://www.richmondfed.org/-/media/richmondfedorg/research/regional\\_economy/surveys\\_of\\_business\\_conditions/carolinas/2018/pdf/car\\_03\\_01\\_18.pdf](https://www.richmondfed.org/-/media/richmondfedorg/research/regional_economy/surveys_of_business_conditions/carolinas/2018/pdf/car_03_01_18.pdf)

attribute this to a short supply of construction labor, which indicates that year-to-year growth in this sector will likely be slower, despite high demand.<sup>17</sup> Dr. Walden points out that while residential construction has grown since 2011, the sector’s economic activity remains below pre-recession levels.<sup>18</sup> However, according to the most recent Department of Revenue taxable sales data, taxable sales in construction-related areas has finally surpassed pre-recession levels by \$1.5 billion (6.1 Figure 1). (All other sales continue to grow steadily as well.)

The Federal Reserve Bank of Richmond also reports that housing starts in North Carolina are up 25.2 percent from last year (6.1 Figure 2). Housing demand continues to drive up home prices, which rose 5.5 percent in North Carolina from December 2016 to December 2017. Year-over-year growth in home prices was experienced by every Metropolitan Statistical Area (MSA) in the state (6.1 Figure 3). While positive for the industry, and the construction-related portion of sales tax revenue, housing affordability is an emerging policy concern for municipalities, particularly when wages are growing at a slower rate than home prices (6.1 Figure 4).<sup>19,20</sup>

Although the outlook for the state economy looks positive overall, your local situation may vary widely from the statewide projections. To the extent possible, always incorporate knowledge of your local situation into consideration of any projections you make for the coming year. The projections for changes in state-collected local tax revenue presented in the remainder of this report are generated using the NC Department of Revenue’s aggregated statewide distribution data. Local factors should be taken into account when adjusting the statewide projections for your local budget.

### 3 STATE-COLLECTED GOVERNMENT TAX REVENUE PROJECTIONS

#### 3.1 SALES AND USE TAX

As a reminder, this report assumes that each municipality accrues the September 15 sales tax distribution to the prior fiscal year. Therefore, the FY 18-19 sales tax forecast year runs from the October 15, 2018 distribution through the September 15, 2019 distribution, reflecting July 2018 through June 2019 retail sales (See 6.2).<sup>21</sup>

Since Fiscal Year 2008-09, Article 39 sales tax distributions have seen positive growth each year. However, for the past three fiscal years, the growth rate has declined (6.3 Figure 5). So far in Fiscal Year 2017-18, monthly distributions have exceeded prior years, though September and November distributions were only slightly higher than the same months in Fiscal Year 2016-17 (6.3 Figure 6).

<sup>17</sup> <https://www08.wellsfargomedia.com/assets/pdf/commercial/insights/economics/regional-reports/nc-employment-20180123.pdf>

<sup>18</sup> <https://ag-econ.ncsu.edu/wp-content/uploads/2015/11/northcarolinaeconomicoutlookq12018.pdf>

<sup>19</sup> [https://www.richmondfed.org/research/regional\\_economy/reports/fifth\\_district\\_economic\\_indicators#tab-4](https://www.richmondfed.org/research/regional_economy/reports/fifth_district_economic_indicators#tab-4)

<sup>20</sup> [https://www.richmondfed.org/-/media/richmondfedorg/research/regional\\_economy/reports/snapshot/pdf/snapshot\\_nc.pdf](https://www.richmondfed.org/-/media/richmondfedorg/research/regional_economy/reports/snapshot/pdf/snapshot_nc.pdf)

<sup>21</sup> Because of the change from quarterly to monthly sales tax distributions, the Local Government Commission (LGC) encourages the use of a 90-day period for determining if revenues are available. By extending the accrual period from 60 to 90 days, the September 15 sales tax distribution can be accrued. This meets GASB 33 measurement focus requirements. Please refer to memo #1015 “Recognition of Sales Tax and Other Revenues at Year-End,” issued by the LGC on March 31, 2004, for further details and guidance. [<https://www.nctreasurer.com/slq/Memos/1015.pdf>]

Despite slower growth, sales tax revenue continues to increase nonetheless (with local variation). Through the first half of Fiscal Year 2017-18, combined Article 39 and 40 distributions were about 5.0 percent ahead of Fiscal Year 16-17. The growth was not uniform across the state, but it was positive in 96 of 100 North Carolina counties. In 32 of these counties the increase exceeded 6 percent.

The consensus revenue forecast jointly issued in December by the legislature’s Fiscal Research Division and the Office of State Budget and Management found that, through December, state Sales and Use tax collections were 0.7% below the 6-month target. However, during the first quarter, long-run baseline growth in net collections was above both the post-recession and pre-recession growth averages. Their prediction for net collections of Sales and Use tax for Fiscal Year 2017-18 is 4.7% growth.<sup>22</sup>

As noted in the overview above, near-term economic projections are generally positive, and consumer confidence in the economy is high. Real personal income in North Carolina rose 2.27 percent from the third quarter of 2016 to the same time in 2017. **We expect that FY17-18 statewide sales tax distributions will finish 5 percent above FY16-17 distributions.**

Right now, projections for Fiscal Year 2018-19 are optimistic as well, for most of the reasons noted above, and there does not seem to be any immediate slowdown ahead. That, of course, can change quickly. The effect of shifts in federal policy could impact the amount of money in consumers’ pockets. So, too, could any unexpected increase in energy prices. Barring such an event, though, by most all accounts North Carolina seems set for another year of steady, moderate growth. **We expect that FY18-19 statewide local sales tax distributions will be 4.5 percent above FY17-18.**

### 3.1.1 County Sales Tax Distribution Method

Every April, counties can change the method of distributing local option sales tax revenues within the county, either from per capita to proportion of ad valorem tax levies, or the other way around. The method chosen by the county board of commissioners determines the division of money within a county area among county and municipal governments for the next year. Population or tax levy changes might make some counties take a close look at the current distribution method to see if it is still advantageous to them. Cities and towns need to prepare for possible county changes in distribution methods during April 2018. **A change in the distribution method made by a county in April 2018 will become effective for the distribution made in July 2018. As a result, it will affect both your Fiscal Year 2017-18 and Fiscal Year 2018-19 sales tax revenues.**

### 3.1.2 Sales Tax/City Hold Harmless Calculator

Again, the League cautions readers that local conditions dictate to what extent you should adjust the statewide number for your particular jurisdiction. The League’s sales tax calculator can help project your sales tax growth **independent of the sales tax reallocation in G.S. 105-524**. The amount of your county’s adjustment to its sales tax revenue as a result of reallocation can be found in your monthly distribution reports from the Department of Revenue under the column heading “G.S. 105-524 Adjustments.”

<sup>22</sup> [https://www.ncleg.net/FiscalResearch/generalfund\\_outlook\\_pdfs/17-18%20Outlooks/January%202018%20General%20Fund%20Revenue%20Update.pdf](https://www.ncleg.net/FiscalResearch/generalfund_outlook_pdfs/17-18%20Outlooks/January%202018%20General%20Fund%20Revenue%20Update.pdf)

The League’s sales tax calculator spreadsheet can be found on the [NCLM State-Collected Revenue Projections](#) page of our website. For split cities, you must calculate the sales tax for each county separately. Please remember that this calculator does not include any funds related to the aforementioned reallocation. The calculator will provide much of the data that you need, but there are several figures that you must provide:

1. **Your estimate of the rate of growth in sales for your county (or counties) for Fiscal Year 2017-18.** The spreadsheet will indicate the county growth rate so far this year and the statewide growth rate. Use these rates to decide what, if any, difference you expect there to be between the forecasted statewide sales tax growth rate of 5.0 percent and the expected rate of growth in your county. Changes in construction activity, employment, and the number of businesses in the county all will have an effect on the rate at which sales taxes will grow or decline. Sales tax growth also can be affected by significant one-time events, such as destructive storms, heavy snowfalls that limit travel, or tourism events that do not occur every year. Those factors also should be taken into account when adjusting the statewide change percentage to local circumstances. Finally, if your municipality is located in a small county, recognize that sales taxes in these counties can change dramatically from one year to the next due to a small number of large purchases in one year that may lead to a high rate of increase in that year and a large rate of decrease in the next.
  
2. **Your estimate of the rate of growth in sales for your county (or counties) for Fiscal Year 2018-19.** The spreadsheet will indicate the forecasted statewide growth rate. You will need to decide what, if any, difference you expect there to be between the forecasted statewide rate and the rate of growth in your county. Changes in construction activity, employment, and the number of businesses operating in the county all will have an effect on the rate at which sales taxes will grow or decline. Sales tax growth also can be affected by significant one-time events, such as destructive storms, heavy snowfalls that limit travel, or tourism events that do not occur every year. Those factors also should be taken into account when adjusting the statewide change percentage to local circumstances.
  
3. **Your municipality’s share of your county’s FY 17-18 sales taxes.** These figures are available from the monthly sales tax distribution reports, available on the DOR website at <http://www.dornc.com/publications/reimbursement.html>.
  
4. **Your municipality’s estimated share of your county’s FY18-19 sales taxes.** For *ad valorem counties*, a large tax increase or decrease by another unit of government in your county for FY17-18 may result in a change in your percentage for the FY18-19 allocations. For *per capita counties*, an annexation of population by your municipality or by another in the county, effective between July 1, 2017, and July 1, 2018, may change your municipality’s percentage.

### 3.2 POWELL BILL

Beginning three years ago, the General Assembly began appropriating state dollars for Powell Bill funds, rather than the previous method of basing distribution on a percentage of gas tax revenue. Last year, the

General Assembly again included an appropriation of \$147.5 million in the two-year budget, covering the 2017-2018 biennium. The League continues to project that this amount will remain consistent. We appreciate the legislature's commitment to keeping Powell Bill funding steady at a time of declining gas tax revenues. If the General Assembly chooses to adjust the amount of Powell Bill funds in its budget, the League will let its members know.

Of the total annual distribution of Powell Bill funds, 75 percent is allocated among eligible cities based on population. Assuming the total amount of Powell Bill funds remains consistent at \$147.5 million, and the state's municipal population increases at approximately the same rate as it has over the last five years, **we would project the per capita allocation for the FY18-19 Powell Bill distribution to be \$19.60.** To estimate your expected population-based distribution, multiply this amount by your expected 2018 population. Your Certified 2016 Population Estimates (July 1, 2016 Estimates with July 1, 2017 Municipal Boundaries) can be found at the bottom of the Office of State Budget and Management's Municipal Population Estimates page: <https://www.osbm.nc.gov/demog/municipal-estimates>. You should adjust your 2016 Certified Population to account for any annexations going into effect between July 1, 2017 and June 30, 2018.

The remaining 25 percent of the Powell Bill distribution is allocated based on the number of city-maintained street system miles in each municipality. **The projected value of the mileage-based allocation for the FY18-19 Powell Bill distribution is \$1,609.84 per street mile.** After calculating your estimated city-maintained street mileage as of July 1, 2018, multiply that figure by the per-mile rate to calculate your city's total street mile allocation.

### 3.3 UTILITY SALES TAXES

For the purpose of the quarterly distributions (electricity, telecommunications, natural gas, and video programming) **we assume that the fiscal year accrual begins with the distribution made in December.**

#### 3.3.1 Electricity Sales Tax

During Fiscal Year 2014-15, cities experienced significant growth in electricity tax revenue following a legislative change to the distribution method. While electricity tax revenue again grew in Fiscal Year 2015-16, it began to decline in Fiscal Year 2016-17 (6.4 Figure 7). Although each quarterly distribution remains significantly higher than distributions prior to the legislative change, every quarterly distribution since December 2015, except for one, has declined year-over-year (6.4 Figure 8). The first two quarterly distributions for Fiscal Year 2017-18 (in September and December) were approximately 4 percent lower than the first two quarters the previous year.

The League has confirmed with the Department of Revenue that there have been no significant utility tax refunds processed in recent months and there are likely to be no large refunds in the near future. The decline in recent revenues is most likely a function of consumption and price. As we note every year, utility-related revenues are extremely weather-dependent. One factor may be that the total number of cooling degree days for the first two quarters of 2017 was 50% less than the same period in 2016, according to data from the [National Centers for Environmental Information](#). Looking forward, the Energy

Information Administration (EIA) projects substantial electricity price increases in the South Atlantic region through 2019 (6.4 Figure 9). EIA projections also show that while electricity sales have decreased from 2016 to 2017, they are expected to increase for all sectors, except industrial, from 2017 through 2019 (6.4 Figure 10). However, industrial electricity sales represent the lowest amount of total retail electricity sales (6.4 Figure 11).

Electricity tax distributions so far this year are behind last year's pace. However, EIA projections for an increase in electricity prices and sales, lead us to be optimistic that revenues will finish the fiscal year having declined only slightly from Fiscal Year 2016-17. As always, significant changes in temperature – and thus consumption – could impact this projection. But assuming that temperatures remain somewhat constant from last year, **we project that statewide electricity sales tax revenue for FY17-18 will decrease by 1.0 percent.**

Similarly, the coming fiscal year's revenues will depend on weather (and consumption in general) and electricity prices. The EIA is predicting a moderate rise in both consumption and prices through calendar year 2018 and into 2019. However, based on the overall quarterly decline since December 2015, we expect little to moderate growth in this revenue source. Assuming continued growth in the economy, **we project that electricity sales tax revenue will increase by 1.0 percent in FY18-19.**

Please remember that, unlike in the past, local fluctuations in electricity consumption or population will not affect your distribution. Any excess revenues over those generated statewide in Fiscal Year 2013-14 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.

### 3.3.2 Piped Natural Gas Sales Tax

Unlike electricity tax, natural gas tax revenues declined sharply under the new distribution formula that went into effect in Fiscal Year 2014-15. In the years since, natural gas tax revenue has increased each year, though it still remains below annual totals prior to the formula change (6.5 Figure 12).

Quarterly distributions for natural gas sales tax revenue vary dramatically throughout the year, with the highest distribution by far typically occurring in March. At the time of last year's revenue projection, the first two quarterly distributions of Fiscal Year 2016-17 were much lower than the same quarters the prior year, and followed distributions in March and June 2016 that were also lower than the prior year. Despite this decline, the final two quarterly distributions of Fiscal Year 2016-17 ended up much higher than the same quarters the previous year (6.5 Figure 13). In total, the annual distribution for Fiscal Year 2016-17 was 4 percent higher than Fiscal Year 2015-16.

Unlike last year, the first two quarterly distributions this fiscal year (2017-18) have been 23 percent higher than the same period last year (6.5 Figure 13). Again, consumption (largely driven by weather) and price are the most likely factors affecting these distributions. The first two quarters of Fiscal Year 2017-18 have, in fact, seen lower average temperatures and a higher number of heating degree days than the same period last year. Despite such a large increase from last year, the overall annual trend will again depend mainly on this year's remaining two distributions in March and June 2018. So far this year, the average temperature in January 2018 was ten degrees colder than January 2017, though February was one degree

warmer. The EIA projects prices will rise slightly for the commercial and industrial sectors and decline for the residential sector from 2017 to 2019 (6.5 Figure 14). Consumption is expected to increase and then stabilize for all sectors during the same time period (6.5 Figure 15).

**We project the statewide FY17-18 distribution of natural gas sales tax revenues to municipalities to be 5.5 percent higher than in FY16-17.**

Trends over the past few years combined with EIA projections provide reason for optimism that this revenue source may increase, though only slightly. Continued population increase in the state and relatively strong economic conditions will also help.

**We project a 1.0 percent increase in natural gas sales tax revenues in FY18-19.**

Similar to electricity, because any future adjustments to this distribution will be made based on statewide property tax levies, it will not be affected by any changes in current users of natural gas in your town or on any population gains or losses you experience.

### 3.3.3 Telecommunications Sales Tax

The first two quarterly distributions of telecommunications sales tax in Fiscal Year 2017-18 were down about eight percent compared to the same period the previous year. In fact, annual totals for telecommunication sales tax distributions have declined every year since Fiscal Year 2008-09 (6.6 Figure 16). Not one quarterly distribution since December 2014 has seen an increase over the year prior, except for December 2016, which only exceeded the previous year due to a large refund processed in December 2015 (6.6 Figure 17).

Much of the decline is related to customers abandoning landline telephone service for mobile telephone service. Mobile penetration and engagement continues to increase among virtually all age levels. A 2016 Gfk MRI survey showed that 57 percent of households in the South have no landline telephone but do have a cell phone.<sup>23</sup> This regional estimate exceeds the CDC's 2016 nationwide estimate of 50.5 percent of adults living in households with only wireless telephone service nationally.<sup>24</sup>

Given this continuing trend, **we expect that annual statewide telecommunications revenues for FY17-18 will decrease by 5.0 percent.** We expect these revenues to decline further next year. **We predict telecommunications taxes will decline by 4.0 percent in Fiscal Year 2018-19.**

For cities and towns **incorporated before July 1, 2001**, the distribution of this revenue is based on each municipality's past share of the old telephone franchise tax, so there should be no local economic adjustments to the statewide growth estimate. These cities and towns will also be unaffected by any population changes.

For towns **incorporated on or after July 1, 2001**, the distribution is based on population, so some local variation from the statewide percentage is possible and differences between the 2016 and 2017 Certified Population estimates will affect distributions.

<sup>23</sup> <http://www.gfk.com/insights/press-release/over-half-of-us-adults-live-in-cellphone-only-households/>

<sup>24</sup> <https://www.cdc.gov/nchs/data/nhis/earlyrelease/wireless201705.pdf>

### 3.3.4 Local Video Programming Tax

Annual total video programming distributions have seen both growth and decline year-over-year in the last five fiscal years, though the overall trend is downward (6.7 Figure 18). The overall decline is primarily attributable to cable TV customers “cutting the cord” in favor of streaming services.

Most recently, Fiscal Year 2016-17 total distribution was 1.1 percent higher than Fiscal Year 2015-16. This increase may be explained by a large difference in the December 2016 quarterly distribution, compared to December 2015 (6.7 Figure 19). The December 2015 distribution was extremely low due to the same refund that affected telecommunications revenue that period (see previous section). As a result, the distribution total for Fiscal Year 2015-16 was unusually low, making the Fiscal Year 2016-17 total distribution appear higher than otherwise would be predicted. Unlike last year’s early trends, the first two quarterly distributions of Fiscal Year 2017-18 are down a combined 3.4 percent from Fiscal Year 2016-17 (6.7 Figure 19). This fiscal year will likely experience an overall decline from last year’s totals.

**We expect that the statewide annual distribution will decline by 1.5 percent in Fiscal Year 2017-18.** Based on performances in recent quarters, we project that future revenues will also decline, though at a slightly slower rate. **We expect that video programming revenues will decrease by 1.0 percent in Fiscal Year 2017-18.**

While this distribution is not based directly on population, population change is a factor in the annual formula. As a result, growth or decline in population between the 2017 and 2018 [Certified Population Estimates](#) will affect these revenues, although not in the exact percentage as the increase or decline in population.

Cities with qualifying Public, Educational, and Governmental (PEG) channels are entitled to supplemental PEG channel support funds for up to three channels. These funds must be provided to the organization that operates the channel. The amount per channel for FY17-18 is approximately \$27,027. Factors that affect PEG funding include the total number of PEG channels and any returns of PEG channel money. Three new channels will be added by the end of this year; however, this is not expected to result in a significant funding decrease this year or in FY18-19.

To receive supplemental PEG channel funds, **you must certify your PEG channels to the Department of Revenue each year by July 15.** The 2018 certification forms will be available on the Department of Revenue website here: <https://www.ncdor.gov/documents/tr-peg-cable-peg-channel-certification>.

### 3.4 SOLID WASTE DISPOSAL TAX

The State levies a \$2 per-ton “tipping tax” on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state, or transferred at a transfer station for disposal outside the state. Cities and counties receive 18.75 percent of the tax, and revenues are distributed on a per capita basis. Fifty percent of the tax proceeds also goes to the Inactive Hazardous Sites Cleanup Fund to help pay for the assessment and remediation of pre-1983 landfills. The remaining 12.5 percent of the tax collected is directed to the State’s General Fund.

A large decrease in Fiscal Year 2012-13 total distributions has been followed by an annual increase each year since. However, not until the most recent Fiscal Year (2016-17) did the total annual distribution

exceed 2012 levels (6.8 Figure 20). So far this year, the first two quarterly distributions of Fiscal Year 2017-18 are up a combined 2 percent from the same period last fiscal year (6.8 Figure 21). While this points to continued growth, it indicates that this year’s growth may be less than last year’s overall growth of 5.4 percent from the year prior. **We expect total distributions for FY17-18 to increase 2.0 percent from total distributions in FY16-17.** Current indications are that positive revenue growth should continue into the next fiscal year, and **we project that revenues for Fiscal Year 2018-19 will increase 1.5 percent over FY17-18.**

Because this revenue is distributed on a per capita basis, a particularly large annexation taking effect between July 1, 2017 and June 30, 2018, could justify projecting additional revenue growth for your municipality.

### 3.5 ALCOHOLIC BEVERAGES TAX

Alcoholic beverage tax is an excise tax charged on the production of alcohol in North Carolina. A portion of taxes collected are distributed from the Department of Revenue to municipalities based on population. With the fiscal year running from April through March, cities can expect to receive the beer and wine sales tax distribution within 60 days of March 31.

DOR officials have indicated to the League that **alcoholic beverage sales tax distributions for the current fiscal year will be approximately 5 percent lower than last fiscal year.** One potential contributing factor is the 2016 closure of the MillerCoors plant in Eden, which produced 9 million barrels annually.<sup>25</sup> However, several positive economic factors are also on the horizon. The new federal tax bill, passed in December 2017, cuts the federal excise tax on alcohol production from \$7 to \$3.50 per barrel for small brewers (for the first 60,000 barrels) and from \$13.50 to \$2.70 per gallon for liquor producers (for the first 100,000 gallons).<sup>26</sup> This could lead to increased production in North Carolina. Based on this year’s decline, positive and negative economic indicators, and the small one percent average annual growth in distribution over the past ten years, **the League is projecting no increase or decrease in beer and wine distributions to local governments in Fiscal Year 2018-19 as compared to FY17-18.** Because these distributions are based on population, it is important to incorporate factors like annexations or de-annexations during the fiscal year into your municipality’s projection.

<sup>25</sup> <https://www.bizjournals.com/triad/news/2015/09/14/millercoors-to-close-triad-brewery.html>

<sup>26</sup> <http://money.cnn.com/2017/12/21/news/economy/booze-taxes/index.html>