



**PROPOSED  
BUDGET  
FISCAL YEAR  
2024-2025**



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# TOWN OFFICIALS

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**Ronnie I. Currin**  
Mayor



**April Sneed**  
Mayor Pro Tempore



**Dan Alston**  
Commissioner



**Lenwood Long**  
Commissioner



**Michael Paul**  
Commissioner



**Paul Vilga**  
Commissioner

## TOWN STAFF

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***Eric Marsh***  
Interim Town Manager

***Eric Marsh***  
Assistant Town Manager

***Robin Peyton***  
Town Clerk

***David Neill, Fox Rothschild LLP***  
Town Attorney

***Amy Stevens***  
Finance Director

***Lisa Alston***  
Human Resources Director

***Meredith Gruber***  
Planning Director

***Mical McFarland***  
Community & Economic Development Manager

***David R. Simmons II***  
Chief of Police

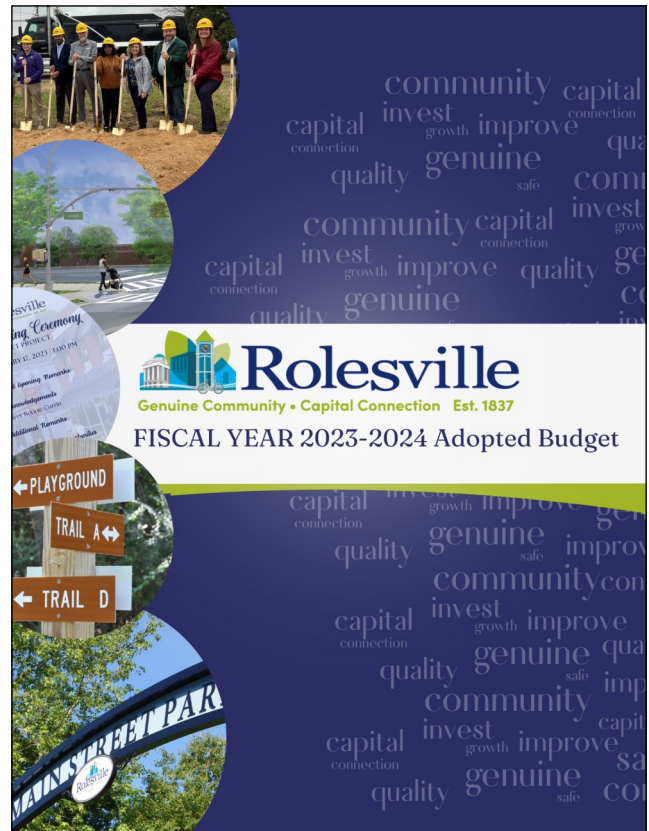
***Oliver "June" Greene***  
Parks & Recreation Director

## CONTACT INFORMATION

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Rolesville Town Hall  
PO Box 250  
502 Southtown Circle  
Rolesville, NC 27571  
919-556-3506

# RECOGNITION



The Government Finance Officers' Association (GFOA) of the United States and Canada presented a Distinguished Budget Award to the Town of Rolesville, North Carolina for its annual budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, operations guide, financial plan, and communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# BUDGET MESSAGE

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## FY 2024-25 Town Manager Budget Message

May 21, 2024

Honorable Mayor Currin and Rolesville Board of Commissioners,

With great honor, it is a pleasure to submit the recommended FY 2024-25 budget for Town Board consideration. The budget is prepared in accordance with the Local Government Budget and Fiscal Control Act and N.C. General Statute 159-11. In accordance with North Carolina General Statutes, this budget is balanced with respect to revenues and expenditures. The overall budget totals \$18,860,750, with a General Fund budget of \$17,226,250.

The FY 2024-25 General Fund total represents a 19% increase over the FY 2023-24 budget. About 6% of that growth results from the natural year-to-year growth of an expanding municipality. About 13% comes from growth in property tax valuation that is being dedicated to the Town's long-term investment in capital facilities and infrastructure.

This recommended budget proposes reducing the property tax rate from the current 46 cents down to 40 cents per \$100 valuation. The solid waste fee is proposed to remain at the current rate of \$25 per month and will continue to be included on the annual property tax bill. There are a few recommended adjustments to the Schedule of Fees for development services and police off-duty services, all of which are based on recent market comparisons.

### **Budget Focus and Priorities**

Rolesville is a dynamic, evolving town that continues to maintain a tight-knit feel as it experiences consecutive years of continuous growth. The population of Rolesville is now over 10,000 residents, and each year, the Town takes on new homes, infrastructure, and, most importantly, new responsibilities (e.g., stormwater management program). Like fiscal years past, the intent of this budget is to position the Town for growth to happen for Rolesville, not just to Rolesville.

The Town's growth phase started prior to the pandemic and will span the next several fiscal years. The overarching goal of the FY 2024-25 budget is to develop and ensure the capacity needed to serve our growing community. The budget priorities that support this goal are— (1) investing in the development and trust of Town staff, (2) improving, scaling, and expanding core Town services, and (3) funding the capital improvement program.

The FY 2024-25 budget priorities were established through annual operational, organizational, and fiscal analyses performed by staff. Thereafter, priorities were clarified in collaboration with a Budget Committee (that consisted of members of the Town Board) and through insights obtained from the Town's continuous service and engagement with the Rolesville community. Great effort was taken to ensure current priorities align with ongoing work, the current Strategic Plan, and data obtained from the strategic plan update currently taking place.

# BUDGET MESSAGE

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## ***Priority #1: Investing in the Development and Trust of Town Staff***

The Town Board and leadership team believe that the most valuable asset of every thriving organization is its human assets. Your Town staff is a talented team of public servants committed to ensuring the Town's success. In recognition of their excellence, the proposed budget contains a series of promotions and reclassifications that more closely align personnel titles with their day-to-day job functions. These changes capture current operations ahead of a compensation study that will take place later this calendar year. Together, these reinforce an organizational culture that values and supports employees.

Additional changes from the previous fiscal year that support this goal include, but are not limited to, the following:

- Provision of a 3.25% cost of living adjustment (effective July 1) and up to 3% merit increase (performance-based award on the anniversary date).
- Providing overtime payout for police officers.
- Funding a new initiative of Field Training Officer (FTO) incentive pay
- Allocating more funding for part-time/temporary pay for Parks and Recreation staff.
- Providing voluntary AFLAC benefits through payroll deduction.
- Expanding the wellness benefits to provide an additional gym option.

The FY 2024-25 budget also proposes the addition of several key full-time staff across the town—five (5) in total. Each proposed addition supports a new or re-scaled service that the Town provides.

- Community Resource Officer (Police Department) to champion the expansion of community services and relationships with youth and school systems.
- Capital Project Manager (Administration Department) to support the execution of the Town's capital programs portfolio.
- Lead Maintenance and entry-level Maintenance Worker (Public Works Department) to support the internalization of Yard Waste services.
- Stormwater Technician (Public Works Department) to comply with stormwater management requirements, including planning and initiating a future stormwater utility, and support the formation of a Stormwater Master Plan.

Over the last several years, the Town has added new positions without the addition of new space for staff. In FY 2019-20, Town Hall underwent a partial remodel to provide improved customer service, building security, and make existing space functional for expanding departments. This year, the Town successfully opened its new Public Works facility. The proposed FY 2024-25 budget will continue to support the outfitting of the new Public Works facility, earmark funds for the lease of a space outside of Town Hall, and continue to plan and fund the future Town Campus.

## ***Priority #2: Improving, Scaling, and Expanding Core Town Services***

Annual analyses (operational, organizational, and fiscal) are rooted in a desire to ensure resources are used for the greatest benefit, provide services in an efficient and cost-effective manner, and provide the systems and infrastructure needs for staff to deliver quality service to Rolesville residents. Staff looked at every department and service. Their findings resulted in several smaller changes and a few more substantial shifts in service.

The proposed budget reflects the transition of three (3) historically contracted services internally: email services (into the Finance Department), field aeration (into the Public Works Department), and yard waste collection (into the Public Works Department). The latter, yard waste collection, is the second-largest operational expense. A cost-benefit analysis and operations assessment of the Public Works Department



# BUDGET MESSAGE

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determined that the transition is both fiscally responsible and opportunistic considering the vehicles are available (e.g., knuckle boom truck and leaf truck) and the new Public Works facility is online. The transition of yard waste services will not shift the funding approach or level of service (LOS); however, it will commit solid waste revenues to the transition of the program and the necessary equipment to establish the program.

Other proposed FY 2024-25 expenditures of note include, but are not limited to, the following:

- Continued partnership with Rolesville Chamber of Commerce
- Updates to the Economic Development Strategic Plan
- Updates to the Comprehensive Land Use Plan

### ***Priority #3: Funding the Capital Improvement Program***

The proposed FY 2024-25 budget continues the Town's journey of advancing and funding the Town's Capital Improvement Plan. The Town Board and staff have been collaborating for several years to develop a realistic long-term plan that identifies and prioritizes capital improvement projects. This effort culminated in the creation of a multi-year capital projects model that places projects according to operational needs, community interests, and fiscal feasibility. Within the model are projects that vary in duration, complexity, and impact. Some projects are estimated to last one year and are one-dimensional, e.g., Main Street Park enhancements. Others may take multiple years to complete, e.g., building out the vision for the Town Campus site.

The Town has been creative in seeking alternative funding sources to help fund capital projects. Most notably, this has included federal funding for the Town Campus site, Main Street Park enhancements, and the Main Street LAPP Project. Staff continue to evaluate alternative funding opportunities that will leverage Town investments or provide enhancements to planned projects. This may include forming partnerships with non-profit and private entities in the region to further shared interests.

This budget proposes dedicating 7.2 cents of the recent property revaluation towards these planned investments in capital facilities and infrastructure. The amount dedicated towards future capital needs was determined based on realistic long-term revenue projections and updated cost estimates. The budget recommends lowering the tax rate from 46 cents to 40 cents, which is slightly higher than the revenue-neutral rate of 32.3 cents. This budget allows the Town to invest in future infrastructure and community amenities, while also lowering the property tax rate.

### **Conclusion**

The proposed FY 2024-25 budget positions the Town to maintain financial strength, exercise fiscal stewardship, and support the efficient and cost-effective provision of services to the Rolesville community. I recommend this budget for your approval. Thank you for your consideration and for the honor of leading this effort. I look forward to reviewing and discussing this budget with you.

Respectfully,



Eric Marsh  
Interim Town Manager



# STRATEGIC PLAN





# COMMUNITY HISTORY



*J. A. William's Store (1916)*

## PAST

The area that would be known as Rolesville was originally settled by land squatters during the Revolutionary War. Incorporated in 1837, Rolesville is the second oldest town in Wake County. Named after William H. Roles, a prominent local postmaster and entrepreneur, the town once served as a stop on a major stagecoach route. Agriculture was the backbone of the local economy, with most families farming cotton or tobacco. In 1928, electricity came to Rolesville, spurring modernization of the small, rural area.

## PRESENT

The former stagecoach route is now major North-South corridor US Hwy 401, and the large tracts of farmland have begun to transform into residential developments, which are just a short commute from The Triangle (Raleigh-Durham-Chapel Hill). With small town charm, Rolesville's "Genuine Community, Capital Connection" embodiment led to a population boom of 125% from 2010-2019. Today, Rolesville is home to about 10,000 residents, dozens of businesses, three Town parks, and three National Register of Historic Places sites.



*South Main Street (2014)*



*Proposed Wallbrook Development (2023)*

## FUTURE

In the near future, thousands of dwellings will be added through several major housing developments. The Main Street Vision Plan will revitalize downtown Rolesville by updating and improving aesthetics, adding diverse housing options, re-establishing a town center, and providing opportunities for commercial development. The Parks and Recreation master plan focuses on athletic fields complemented by event spaces, playgrounds, and greenways. Rolesville's Genuine Community with a Capital Connection means there is endless potential for the town and surrounding areas.

# COMMUNITY PROFILE

COMMUNITY INDICATORS	2019	2020	2021	2022	2023
Population	8,501	9,475	9,639	10,047	10,661
Property Tax Base (in millions)	\$1,065	\$1,290	\$1,417	\$1,465	\$1,589
# Households	2,756	2,923	3,114	3,257	3,681
Tax Base (% Commercial / % Residential)	10/90	9/91	8/92	8/92	8/92

## GOVERNANCE

Date of Incorporation	January 18, 1837
Re-Incorporation	February 28, 1941
Area	4.9 sq miles
Form of Government	Council-Manager



## LOCATION

Located in the northeast section of Wake County, North Carolina

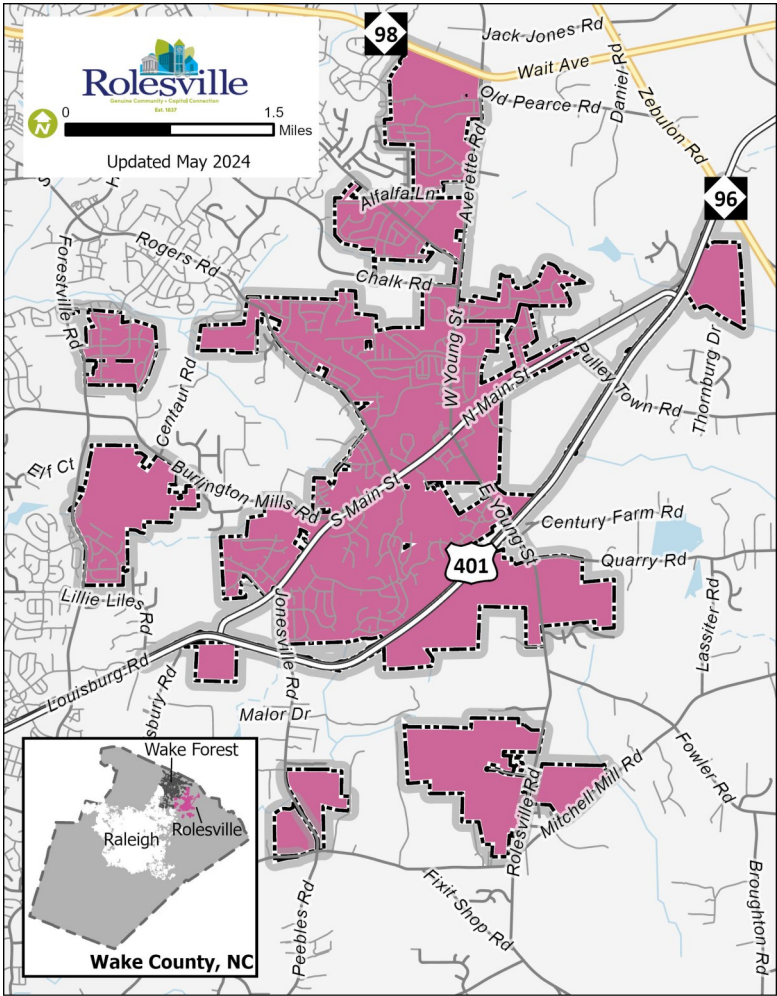
### Distance from Points of Interest

Downtown Raleigh	15 miles
RDU International Airport	26 miles
Research Triangle Park	28 miles
NC State University	17 miles
WakeMed North Hospital	10 miles
Five County Stadium	15 miles
NC Museum of Art	19 miles
JC Raulston Arboretum	20 miles
PNC Arena	20 miles
Umstead State Park	23 miles

## DEMOGRAPHICS

Based on 2022 Estimates

Population	10,661
Average Household Size	3.18
Median Household Income	\$145,166
Median Home Value	\$422,200
Median Age	39.9
High School Grad or Higher	98.5%
Bachelor’s Degree or Higher	67.3%





# STRATEGIC PLAN

## *Vision*

***Genuine community thrives in Rolesville as we seek to build a place that is focused on walkability, with connections to parks, greenways, and gathering spaces.***

Rolesville has a rich history and a genuine community feel that makes our town unique. Neighbors connect with each other at recreation programs and local parks, and they use playgrounds and trails throughout the year. It is a safe place to live, and quality planned communities offer a wide variety of home styles and price choices. The vision for a charming downtown features areas to walk to quaint coffee shops, breweries, and locally owned shops. Several times a year the Town attracts regional visitors to annual events, concerts, and festivals. Mixed use land development along the downtown core makes Main Street a genuine destination. All of this is within a short drive to the Capital City – Raleigh.



# STRATEGIC PLAN 2022-2024



## COMMUNITY CONNECTION

### FOSTER OPPORTUNITIES TO BUILD CONNECTIONS AND CREATE CIVIC LIFE

**Goal 1:** Celebrate and promote our community's diversity through a broad mix of arts, culture, and recreational opportunities

**Goal 2:** Consider opportunities for shared services and best practices with neighboring communities

**Goal 3:** Build coalitions with state, county, and community partners to address regional issues

**Goal 4:** Create opportunities to recognize the community's history



## PLANNED INVESTMENT

### BUILD COMMUNITY ASSETS TO MEET GROWING NEEDS

**Goal 5:** Continue to improve and enhance the appearance of Greater Rolesville

**Goal 6:** Expand active open space and recreational facilities

**Goal 7:** Continuously provide superior public safety—police, fire, and EMS—to address current and future needs

**Goal 8:** Proactively support plans and programs that maintain quality infrastructure



## MINDFUL GROWTH

### PROMOTE DEVELOPMENT WHILE MAINTAINING A SMALL TOWN CHARACTER

**Goal 9:** Continue to implement the goals of the Main Street Vision Plan

**Goal 10:** Create a diverse mix of commercial, industrial, and residential development

**Goal 11:** Foster a business community that supports entrepreneurship, encourages innovation, and develops and retains small business

**Goal 12:** Encourage long-range planning to address growth concerns related to the watershed, diverse housing, traffic, and the environment



## ORGANIZATIONAL EXCELLENCE

### ENSURE RESOURCES ARE USED FOR THE GREATEST BENEFIT

**Goal 13:** Maintain financial strength and exercise financial stewardship by providing services in an efficient and cost-effective manner

**Goal 14:** Address organizational staffing needs and provide staff with adequate equipment, facilities, and pay to ensure effective service delivery

**Goal 15:** Prioritize proactive communication with the community

**Goal 16:** Create an organizational culture that values and supports employees, with an emphasis on professional development and diversity, equity, and inclusion



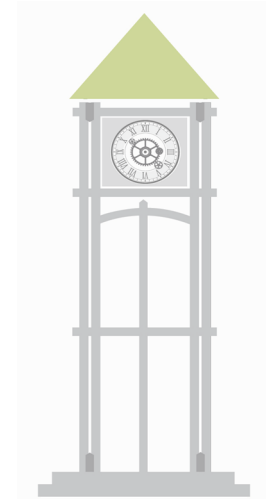
# STRATEGIC PLAN

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In addition to the community-based elements, the Strategic Plan also includes components that relate to the Town organization.

## *Mission*

Genuine community thrives in Rolesville as we seek to build a place that is focused on walkability, with connections to parks, greenways, and gathering spaces. To provide the highest quality of service in an efficient, cost-effective, and courteous manner that focuses on a safe, livable, and sustainable community.



## *Core Values*

The Rolesville organization is made up of a diverse group of individuals. We believe we are made stronger through that diversity and our set of Core Values.

### *We are...*

**Inclusive** – We seek to welcome and actively engage all members of our diverse community. We recognize that all people deserve to be treated with care, concern, and respect.

**Collaborative** – We work together to achieve our goals. We develop solutions through open communication and teamwork. We support one another and value internal and external partnerships.

**Ethical** – We hold ourselves to high professional standards. We value integrity and personal accountability. We seek to be honest and trustworthy.

**Transparent** – We communicate honestly and responsively through a variety of communication methods. We keep citizens accurately informed and conduct business in an open manner.

**Excellent** – We consistently strive to do our best work and encourage employee initiative. We create and support an environment of continuous improvement and innovation.

# STRATEGIC PLAN

The original strategic planning process spanned from December 2019 to March 2020, engaging the Rolesville Mayor and Board of Commissioners, Town staff, and members of the community. Facilitators with the UNC School of Government's Center for Public Leadership and Governance worked alongside the elected officials and staff to guide the process and produce the final plan. In February 2022, governing board and staff held an all day retreat to review and update the plan for the 2022-2024 time period.



# 2022-2024 PLAN PROGRESS

With the revision of the Strategic Plan in early 2022, the work items associated with each Goal were also refreshed. The chart below shows the progress to date on these initiatives.



## Community Connection

Action	Department	Progress
<b>Goal 1: Celebrate and promote our community's diversity through a broad mix of arts, culture, and recreational opportunities</b>		
Provide a variety of recreational, cultural, and arts programming	Parks & Recreation	100%
Implement recommendations in the ADA Transition Plan with a focus on parks facilities	Public Works	30%
<b>Goal 2: Consider opportunities for shared services and best practices with neighboring communities</b>		
Work with regional partners on issues related to the Little River watershed	Administration	30%
Install greenway signage that is compatible with neighboring communities	Parks & Recreation	100%
<b>Goal 3: Build coalitions with state, county, and community partners to address regional issues</b>		
Work with Wake County on expansion of the ETJ	Planning	0%
Participate in statewide and regional conferences and workshops (e.g. TJCOG, NCLM )	Governing Board	100%
<b>Goal 4: Create opportunities to recognize the community's history</b>		
Review planned special events to determine where community history can be incorporated	Parks & Recreation	90%



## Planned Investment

Action	Department	Progress
<b>Goal 5: Continue to improve and enhance the appearance of Greater Rolesville</b>		
Renew solid waste and yard waste contracts and monitor for impacts on appearance	Public Works	100%
Ensure Town-planned facilities incorporate visual and physical characteristics that contribute to community connection and aesthetics	Public Works	100%
<b>Goal 6: Expand active open space and recreational facilities</b>		
Design and construct a Community Center at the Cobblestone development	Parks & Recreation	50%
Complete the Open Space and Greenway Master Plan	Parks & Recreation	100%
<b>Goal 7: Continuously provide superior public safety—police, fire, and EMS—to address current and future needs</b>		
Continue to work with RRFD on plans to unify fire services by July 1, 2024	Administration	50%
Replace key law enforcement equipment such as body cameras, sidearms, and vehicles	Police	100%
Conduct an organizational assessment of the police department to determine future needs	Police	100%
<b>Goal 8: Proactively support plans and programs that maintain quality infrastructure</b>		
Continue development of a stormwater management program for the Town	Public Works	60%
Make an annual investment in the pavement preservation program to ensure quality streets	Public Works	100%
Complete construction of the last phase of the E Young St Sidewalk project	Finance	100%
Construct the second entrance to the Willoughby subdivision on Rogers Road	Public Works	50%

# 2022-2024 PLAN PROGRESS



## *Mindful Growth*

<i>Action</i>	<i>Department</i>	<i>Progress</i>
<b>Goal 9: Continue to implement the goals of the Main Street Vision Plan</b>		
Work towards activation of Downtown Development Association	Comm & Econ Dev	100%
Design the LAPP grant supported Main Street corridor project	Public Works	100%
Construct the LAPP grant supported Main Street corridor project	Public Works	50%
<b>Goal 10: Create a diverse mix of commercial, industrial, and residential development</b>		
Continue work to implement recommendations of the Commercial Growth Feasibility Study	Comm & Econ Dev	30%
Explore options for selling and activating the Town-owned 6 acre lot behind Town Hall	Comm & Econ Dev	50%
<b>Goal 11: Foster a business community that supports entrepreneurship, encourages innovation, and develops and retains small business</b>		
Leverage Town partnership with the Rolesville Chamber of Commerce	Comm & Econ Dev	100%
Support events to promote business development, engagement, and networking	Comm & Econ Dev	100%
<b>Goal 12: Encourage long-range planning to address growth concerns related to the watershed, diverse housing, traffic, and the environment</b>		
Make updates to the Comprehensive Land Use Plan	Planning	15%
Complete a traffic corridor study for Averette / Young / Rolesville Rd	Planning	100%



## *Organizational Excellence*

<i>Action</i>	<i>Department</i>	<i>Progress</i>
<b>Goal 13: Maintain financial strength and exercise financial stewardship by providing services in an efficient and cost-effective manner</b>		
Explore opportunities for grant funding for projects and programs	Administration	100%
Continue to enhance activities that support supplier diversity and best practices in purchasing	Finance	100%
<b>Goal 14: Address organizational staffing needs and provide staff with adequate equipment, facilities, and pay to ensure effective service delivery</b>		
Design and construct new Public Works Facility	Public Works	100%
Explore new benefits for employees such as supplemental life and disability insurance	Human Resources	100%
Support new information technology initiatives and review contracted IT support services	Finance	100%
<b>Goal 15: Prioritize proactive communication with the community</b>		
Hire part-time Communications Specialist to enhance public communication and engagement	Administration	100%
Complete a customer service survey	Administration	0%
Leverage the EWTV partnership and use video production abilities in proactive ways	Administration	100%
<b>Goal 16: Create an organizational culture that values and supports employees, with an emphasis on professional development and diversity, equity, and inclusion</b>		
Continue to cultivate new methods of recruitment and enhance employee onboarding	Human Resources	100%
Provide Town-wide employee training on DEI, civil rights, and customer service	Human Resources	100%
Explore new programs for employee recognition	Human Resources	100%








# BUDGET OVERVIEW







# BUDGET AT-A-GLANCE




## REVENUES

- Property tax rate decrease to \$0.40 per \$100 assessed value 
- Solid waste fee no change from current \$25 per month 
- Adjustment to several fees, based on market analysis 



## GENERAL GOVERNMENT

- 2nd East Wake TV community education channel 
- Activate National League of Cities membership 
- Capital Project Manager position 
- Pay study for all positions 
- Email services transition 




## PLANNING

- Stormwater master plan 
- Expansion to new location 
- Continue Comprehensive Land Use Plan update 




## COMMUNITY & ECONOMIC DEVELOPMENT

- Economic Development Strategic Plan update 
- Continue partnership with Rolesville Chamber of Commerce 




## POLICE

- Paid overtime for police officers 
- Field Training Officer incentive pay 
- Community Resource Officer position 




## PUBLIC WORKS

- Stormwater Technician position 
- Lead Maintenance Worker and Maintenance Worker positions 
- In-house transition of yard waste services 

## PARKS & RECREATION

- Implementation of federal grant funds for Main Street Park enhancements 
- Summer athletic camps 
- Aerator attachment for field maintenance 

## COMPENSATION & BENEFITS

- 3.25% market adjustment, effective July 1, 2024 
- Up to 3% merit pay incentive at anniversary date 
- Voluntary AFLAC benefits via payroll deduction 

## CAPITAL PROGRAM

- Town Campus site design 
- Police Station building schematics 
- Main Fire Station building schematics 
- Mill Bridge Nature Park amphitheater renovation 
- The Farm Park entrance construction 
- The Farm Park design for initial activation of site 
- Over \$1.5 million added to Capital Savings for implementation of Five-Year Capital Improvement Plan 

# BUDGET HISTORY

	FY2021-22 ACTUAL	FY2022-23 ACTUAL	FY2023-24 BUDGET	FY2024-25 BUDGET
<b>GENERAL FUND</b>				
Revenues				
Ad Valorem Taxes	\$6,444,008	\$6,806,161	\$6,960,000	\$9,759,000
Taxes and Licenses	2,954,038	3,308,248	3,500,900	3,635,500
Unrestricted Intergovernmental	962,158	669,463	664,600	718,600
Restricted Intergovernmental	390,625	353,585	341,480	523,050
Permits and Fees	502,743	682,803	523,000	580,000
Sales and Services	1,080,464	1,172,505	1,300,620	1,406,600
Other Revenue	35,154	3,505,592	1,141,500	603,500
<b>TOTAL</b>	<b>\$12,369,190</b>	<b>\$16,498,358</b>	<b>\$14,432,100</b>	<b>\$17,226,250</b>
Expenditures				
Governing Board	\$147,481	\$161,385	\$173,520	\$194,000
Administration	525,710	864,629	949,100	1,199,310
Finance	500,735	592,329	712,230	813,990
Human Resources	226,141	285,658	343,590	392,110
Planning	822,153	981,554	1,234,420	1,313,470
Community & Econ Development	211,895	168,271	204,000	250,610
Police	2,768,551	3,134,900	3,884,050	4,561,160
Fire (RRFD)	1,287,349	1,310,275	1,200,900	1,370,100
Public Works	978,089	734,665	930,060	1,228,750
Powell Bill	525,548	26,754	80,000	
Solid Waste	737,207	847,315	944,000	1,036,000
Parks and Recreation	933,751	1,023,512	1,217,700	1,355,000
Special Appropriations	3,353,324	3,557,807	2,558,530	3,511,750
<b>TOTAL</b>	<b>\$13,017,934</b>	<b>\$13,689,053</b>	<b>\$14,432,100</b>	<b>\$17,226,250</b>
<b>AMERICAN RESCUE PLAN FUND</b>				
Revenues	2,408	2,716,686		
Expenditures		2,719,094		
<b>CAPITAL PROJECTS FUND</b>				
Revenues	\$3,253,182	\$7,812,163	\$1,099,000	\$2,369,500
Expenditures	\$1,891,084	\$3,888,330	\$1,099,000	\$2,369,500
<b>LAPP GRANTS FUND</b>				
Revenues	\$1,856,000	\$6,182,488		
Expenditures	\$5,790	\$3,499,323		
<b>UTILITY PROJECTS FUND</b>				
Revenues	\$3,031	\$86,067		
Expenditures				
<b>LESS INTERFUND TRANSFERS</b>				
	(\$3,217,500)	(\$3,516,427)	(\$730,000)	(\$735,000)
<b>GRAND TOTAL - ALL FUNDS</b>				
Revenues	<b>\$14,266,311</b>	<b>\$29,779,334</b>	<b>\$14,801,100</b>	<b>\$18,860,750</b>
Expenditures	<b>\$11,697,308</b>	<b>\$20,279,374</b>	<b>\$14,801,100</b>	<b>\$18,860,750</b>

# FY24-25 BUDGET SUMMARY

	GENERAL FUND	AMERICAN RESCUE PLAN FUND	CAPITAL PROJECTS FUND	LAPP GRANTS FUND	UTILITY PROJECTS FUND	TOTAL ALL FUNDS
<b>REVENUES</b>						
Ad Valorem Taxes	\$9,759,000					\$9,759,000
Taxes and Licenses	3,635,500					3,635,500
Unrestricted Intergovernmental	718,600					718,600
Restricted Intergovernmental	523,050					523,050
Permits and Fees	580,000					580,000
Sales and Services	1,406,600					1,406,600
Other Revenue	354,000					354,000
Other Financing Sources						0
Appropriated Fund Balance	249,500		1,634,500			1,884,000
<b>NET REVENUES</b>	<b>\$17,226,250</b>		<b>\$1,634,500</b>			<b>\$18,860,750</b>
Transfers In			735,000			735,000
<b>TOTAL REVENUES</b>	<b>\$17,226,250</b>		<b>\$2,369,500</b>			<b>\$19,595,750</b>
<b>EXPENDITURES</b>						
Governing Board	\$194,000					\$194,000
Administration	1,199,310					1,199,310
Finance	813,990					813,990
Human Resources	392,110					392,110
Planning	1,313,470					1,313,470
Community & Economic Dev	250,610					250,610
Police	4,561,160		150,000			4,711,160
Fire (RRFD)	1,370,100		150,000			1,520,100
Public Works	1,228,750		435,000			1,663,750
Powell Bill						0
Solid Waste	1,036,000					1,036,000
Parks and Recreation	1,355,000		1,634,500			2,989,500
Debt Service	695,200					695,200
Contingency and Reserves	2,081,550					2,081,550
<b>NET EXPENDITURES</b>	<b>\$16,491,250</b>		<b>\$2,369,500</b>			<b>\$18,860,750</b>
Transfers Out	735,000					735,000
<b>TOTAL EXPENDITURES</b>	<b>\$17,226,250</b>		<b>\$2,369,500</b>			<b>\$19,595,750</b>



# FUND DESCRIPTIONS

The Town has five financial funds, all of which are considered Governmental Funds. The Town has no Proprietary Funds or Fiduciary Funds.

	Governmental Funds				
	General Fund	ARP Fund	Capital Projects Fund	LAPP Grants Fund	Utility Projects Fund
General Government <i>Governing Body, Administration, Finance, Human Resources, Non-Departmental</i>	✓		✓		
Development Services <i>Planning, Community &amp; Economic Development</i>	✓				
Public Safety <i>Police, Fire</i>	✓				
Public Works <i>Public Works, Powell Bill, Solid Waste</i>	✓		✓	✓	
Parks & Recreation	✓		✓		
Utilities <i>Water, Wastewater</i>					✓

## GENERAL FUND

Governmental accounting standards define the General Fund as the fund “used to account for and report all financial resources not accounted for in another fund.” Therefore, the General Fund is the primary fund used in most units of government, and it reflects many of the primary operational services of the entity.

## AMERICAN RESCUE PLAN FUND

This special revenue fund is used to account for funds the Town received from the American Rescue Plan – Coronavirus State and Local Fiscal Recovery Funds.

## CAPITAL PROJECTS FUND

The Capital Projects Fund includes financial resources associated with large-scale capital projects, many of which will extend over multiple budget years. The revenues for this fund come from street development fees, park development fees, payments-in-lieu, as well as grants and intergovernmental agreements. This fund also receives a transfer from the General Fund for general capital projects not associated with development fees.

## LAPP GRANTS FUND

The LAPP Grants Fund includes financial resources associated with multi-year capital projects that are constructed with significant federal grants. The revenues are a combination of federal and state grant funds as well as local resources. Due to the additional documentation and assurances required for these federal grants, these projects are accounted for in their own fund.

## UTILITY PROJECTS FUND

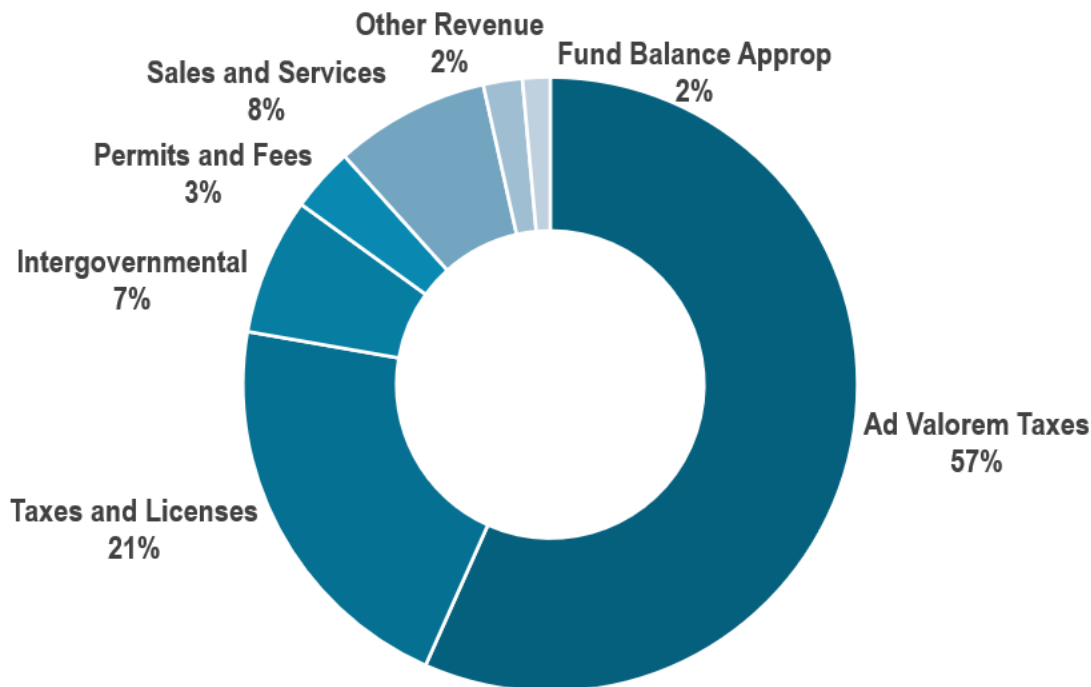
The Utility Projects Fund includes financial resources associated with system development fees related to water and sewer infrastructure. The Town ceased collecting these fees during the 2017-18 fiscal year. A capital reserve fund balance remains, which continues to collect interest.

## INTERFUND TRANSFERS

A transfer out of a fund is shown in the expenditures of that fund. A transfer into a fund is shown in the revenues of that fund. Since the transferred amount is reflected in two different funds, it is double-counted when calculating a total. The interfund transfers must be netted out to get a true representation of the total amount of unique financial resources.

# GENERAL FUND OVERVIEW

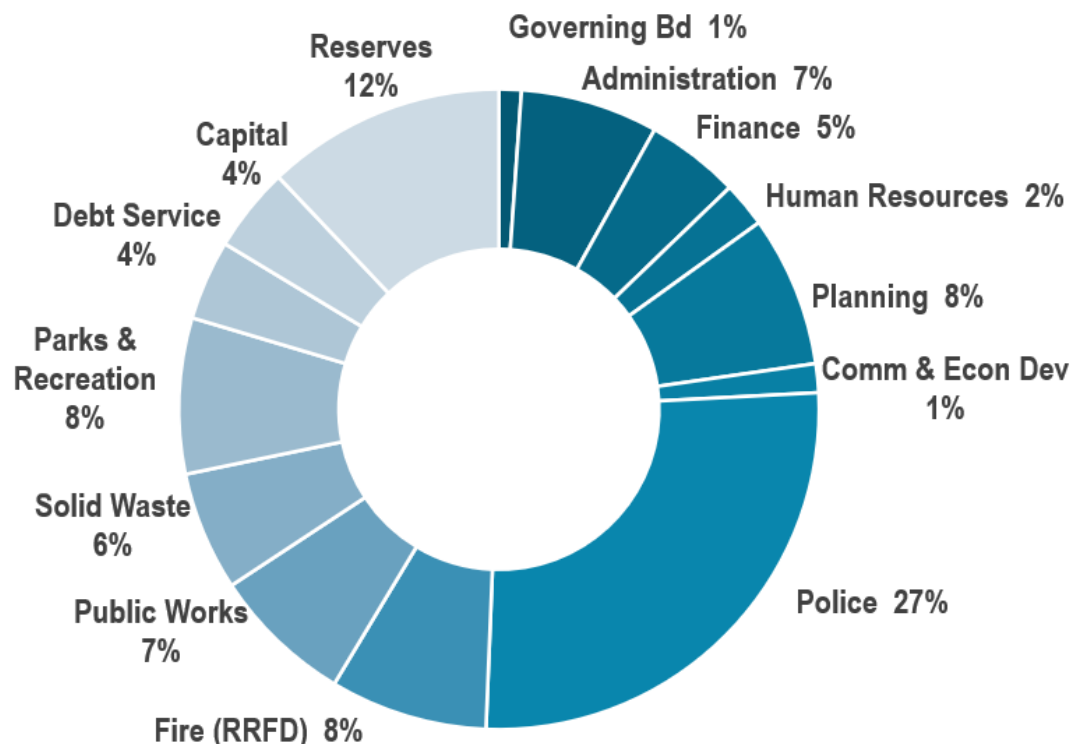
## REVENUES FY 2024-25



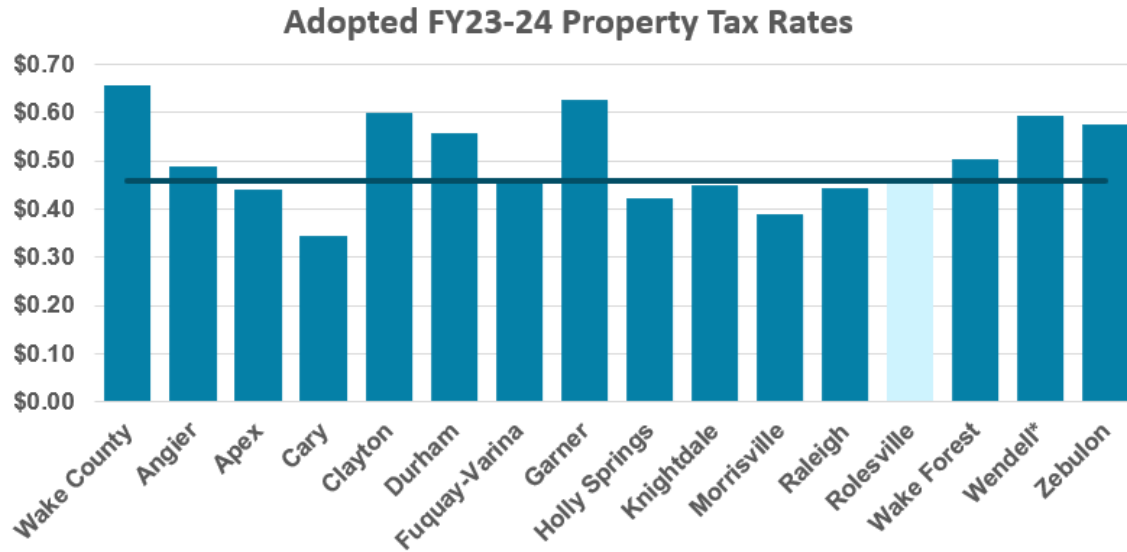
The primary source of revenues for the Town continues to be the property tax. The largest component of the Taxes and Licenses category is the Sales and Use Tax, which is also a substantial source of General Fund revenues.

## EXPENDITURES FY 2024-25

The Town's primary areas of expenditure are for Public Safety (Police, Fire), Public Works (Public Works, Solid Waste), and Parks & Recreation. As the Town prepares for growth in facilities and infrastructure, the Capital portion (Debt Service, Capital, Reserves) of expenditures is also growing in significance.

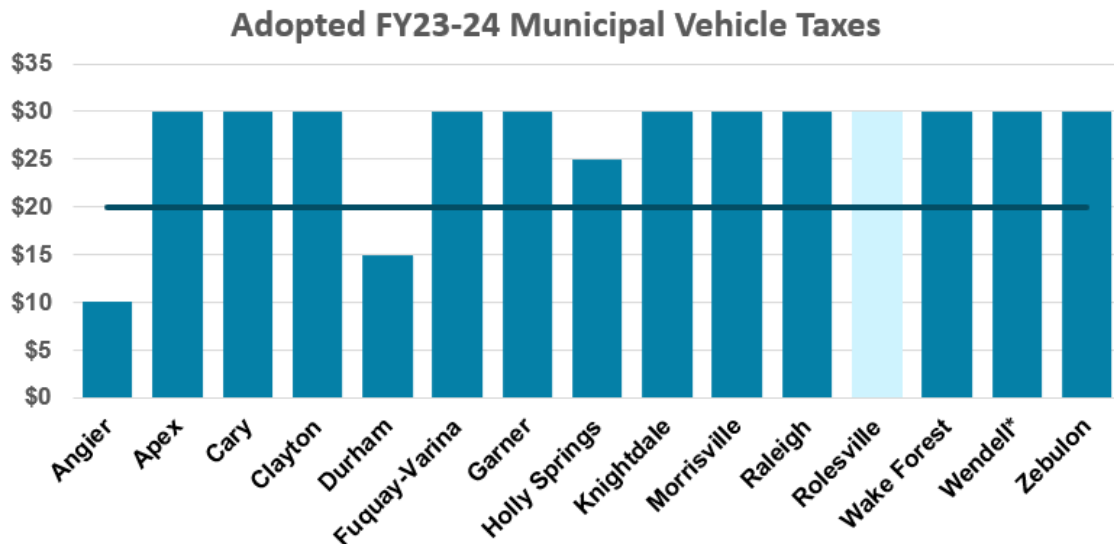


# COMPARISON CHARTS



The budget includes a tax rate of \$.40 per \$100 valuation. This rate is 6 cents lower than the previous year. Rolesville continues to have a tax rate that is in the moderate range of surrounding municipalities.

\*Wendell's rate includes the Wake County Fire District Tax

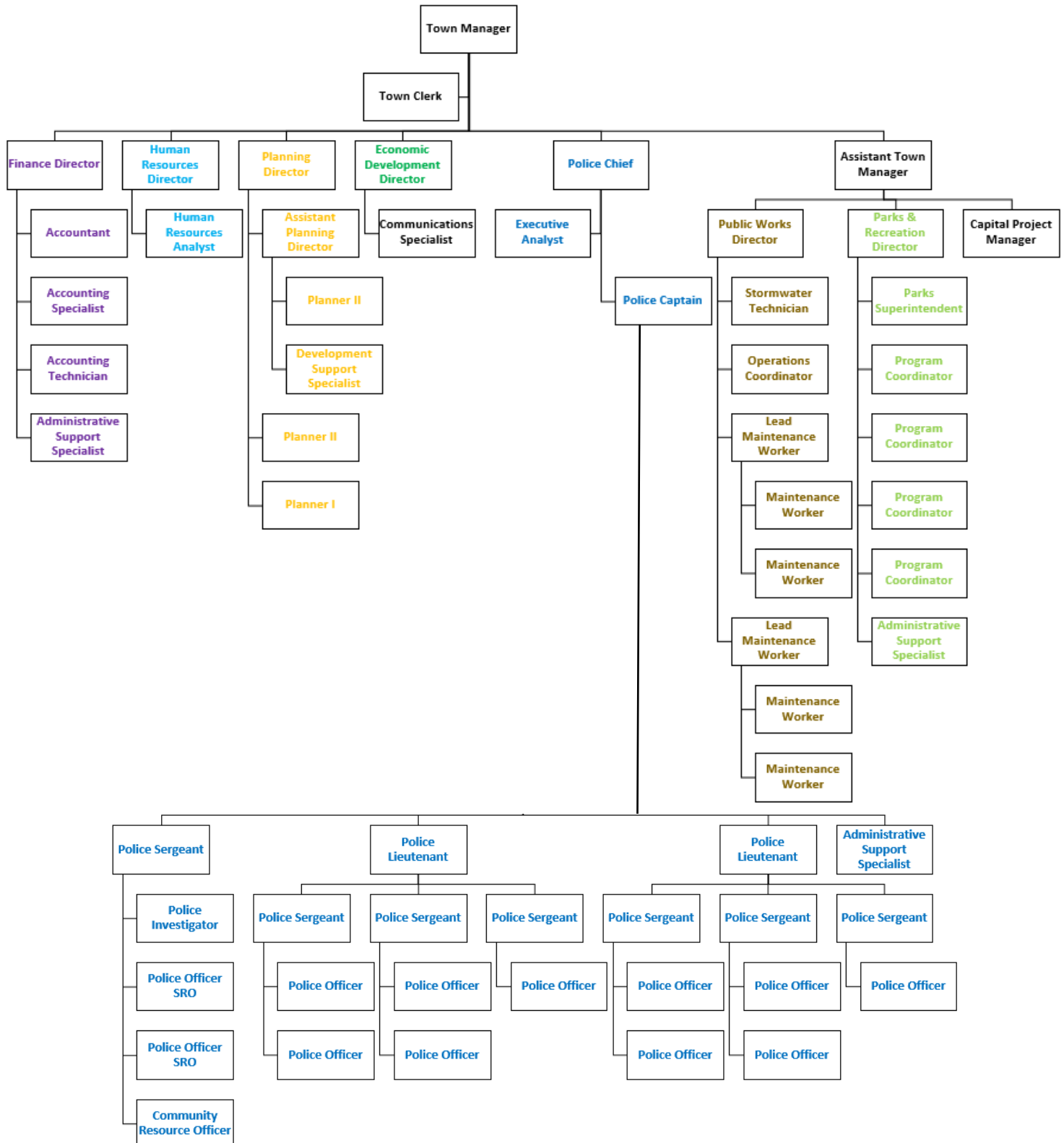


The Town's municipal vehicle tax is proposed to remain at \$30, which is the maximum allowed under State law. This rate is consistent with most other Wake County municipalities. Proceeds of the first \$5 may be used for any public purpose. Proceeds from the additional \$25 must be used for public streets, in accordance with N.C.G.S. 20-97.



# ORGANIZATION CHART

This chart reflects the organizational lines of responsibility for the Town of Rolesville. The FY 2024 -25 budget includes **62 unique positions**. It also reflects mid-year position changes approved during the previous fiscal year. Accounting for positions that are less than full-time, the result is a full time equivalent (FTE) count of 61.5 personnel. In addition to these benefited positions, the Town hires several non-benefited part-time or temporary personnel not shown on this chart.



# PERSONNEL HISTORY

	FY 2021-22 BUDGET	FY 2022-23 BUDGET	FY 2023-24 BUDGET	FY 2024-25 BUDGET	FY 2024-25 Non-benefited Positions
<b>Administration</b>					
Town Manager	1	1	1	1	
Assistant Town Manager	1	1	1	1	
Capital Project Manager				1	
Communications Specialist		0.5	1	1	
Town Clerk	1	1	1	1	
	3	3.5	4	5	
<b>Finance</b>					
Finance Director	1	1	1	1	
Accountant			1	1	
Accounting Specialist				1	
Accounting Technician	2	2	2	1	
Administrative Support Specialist	1	1	1	1	
	4	4	5	5	
<b>Human Resources</b>					
Human Resources Director	1	1	1	1	
Human Resources Analyst	1	1	1	1	
	2	2	2	2	
<b>Planning</b>					
Planning Director	1	1	1	1	
Assistant Planning Director		1	1	1	
Planner II	1		2	2	
Planner I	1	1	1	1	
Development Support Specialist	1	1	1	1	
	4	4	6	6	
<b>Community &amp; Economic Development</b>					
Economic Development Director	1	1	1	1	
<b>Police</b>					
Chief of Police	1	1	1	1	
Police Captain	1	1	1	1	
Police Lieutenant	2	2	2	2	
Police Sergeant	5	5	7	7	
Police Officer	10	10	8	10	
School Resource Officer	2	2	2	2	
Police Investigator	1	1	1	1	
Community Resource Officer				1	
Executive Analyst			1	1	
Administrative Support Specialist	1	1	1	1	PT Evidence Specialist
	23	23	24	27	
<b>Public Works</b>					
Public Works Director	1	1	1	1	
Stormwater Technician				1	
Operations Coordinator			1	1	
Lead Maintenance Worker	1	1	1	2	
Maintenance Worker	2	2	3	4	
	4	4	6	9	
<b>Parks and Recreation</b>					
Parks and Recreation Director	1	1	1	1	
Parks Superintendent	1	1	1	1	
Program Coordinator	3	3	3	4	
Administrative Support Specialist			0.5	0.5	
Maintenance Worker	0.5	0.5			
	5.5	5.5	5.5	6.5	PT Recreation Assistant, PT Facility Supervisor, Camp Counselor, Senior Camp Counselor, PT
<b>TOTAL EMPLOYEES</b>	<b>46.5</b>	<b>47</b>	<b>53.5</b>	<b>61.5</b>	



# BUDGET DETAIL





# GENERAL FUND REVENUES

## AD VALOREM

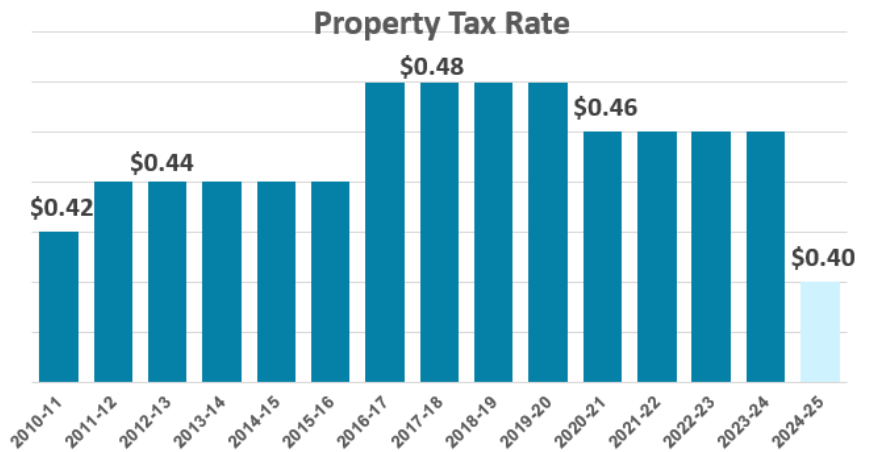
- **Ad valorem taxes** are taxes paid on the real and personal property located within the Town's corporate limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations and the tax rate established by the Town. These taxes are billed and collected by Wake County on Rolesville's behalf.

*FY24-25 ad valorem revenues are based upon the Town's property valuation as projected by the Wake County Revenue Department. The tax rate is 40 cents per \$100 valuation, which is 6 cents lower than the tax rate in the previous FY23-24. The projection for FY24-25 uses the State-permitted projection method, which is based upon the prior year's actual collection rate.*

*A property revaluation was conducted by Wake County to update market values as of January 1, 2024. This revaluation resulted in an average 51% increase in property values in Rolesville, and the revenue neutral tax rate—defined as the tax rate estimated to produce revenue equal to the revenue expected if no reappraisal had occurred—was 32.3 cents per \$100 valuation. Each penny of tax is estimated to cost the median Rolesville homeowner about \$54 per year.*

- **Motor vehicle ad valorem taxes** are paid on the motor vehicles located within the Town's corporate limits. Vehicle taxes are billed and collected by the Department of Motor Vehicles at the same time as the vehicle registration.

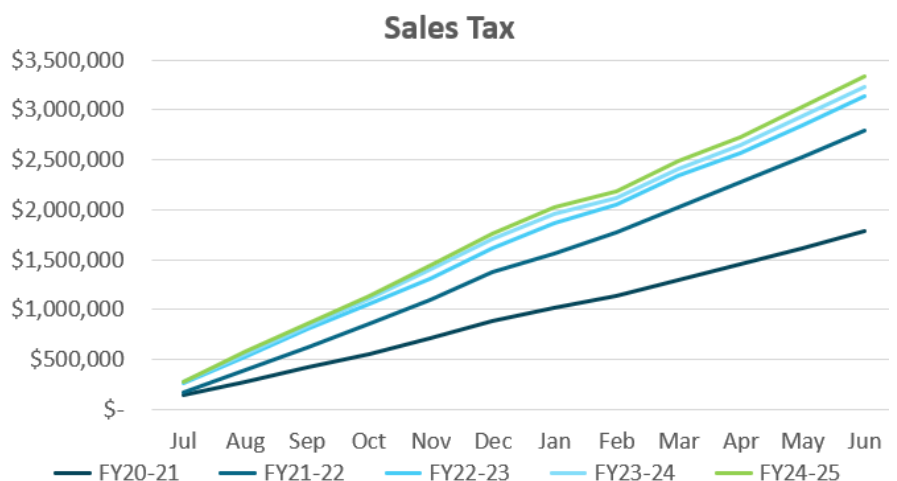
*FY24-25 ad valorem taxes are based on growth projections from the Wake County Revenue Department. Continued moderate growth is expected in this revenue.*



## TAXES AND LICENSES

- The **local option sales and use tax** is levied by the Wake County Board of Commissioners and is collected by the State of North Carolina on behalf of the County. The local option sales tax rate of 2¢ consists of three separate taxes that are authorized by North Carolina General Statutes: Article 39 1¢ tax, Article 40 ½¢ tax, and Article 42 ½¢ tax.

*Recent sales tax receipts have moderated due to a reduction in inflation. With the Federal Reserve's efforts to further reduce inflation, FY24-25 sales tax revenues are projected with a conservative 3% increase.*



# GENERAL FUND REVENUES

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- North Carolina General Statutes authorize municipalities to levy a **motor vehicle license tax** of up to \$30 on any vehicle residing in the jurisdiction. This tax is billed and collected by Wake County, in conjunction with the annual property tax bill.

*FY24-25 revenues are based on the growth projections from the Wake County Revenue Department. These revenues reflect the continuation of a \$30 per vehicle fee.*

## INTERGOVERNMENTAL

- The **franchise tax** is a combination of taxes on telecommunications sales, gross receipts of electric power sales, gross receipts of video programming sales, and an excise tax on piped natural gas. The State of North Carolina distributes these funds to the Town on a quarterly basis.

*FY24-25 revenues are budgeted based upon continued low-level growth. Revenues in this category have remained stable or seen minimal increases for the past several years.*

- **Powell Bill** revenues are the annual appropriation from the State Highway Fund for the proceeds from a 1¾¢ tax on each gallon of motor fuel sold in the state. The Town's annual distribution is based on two factors: a per capita rate and the number of street miles maintained within the Town's corporate limits. The State restricts the use of these funds to primarily the resurfacing of streets.

*FY24-25 revenues are budgeted based upon current year actual receipts. The statewide funding available for this revenue is highly dependent upon the state legislature's budget.*

## PERMITS & FEES

- This revenue is composed of **development-related permits and fees** charged to developers, builders, and homeowners for new construction and additions/alterations to property.

*FY24-25 revenues are based upon continued moderate growth within the Town limits. Staff have based estimates on 150 new single family dwelling permits this fiscal year.*

## SALES & SERVICES

- The primary source of revenue in this category is **solid waste fees**. These fees are billed to homeowners through the annual property tax bill. They represent the cost recovery of providing curbside garbage, recycling, and yard waste collection to Town residences. State statutes restrict the use of these funds to the provision of solid waste services.

*FY24-25 revenues reflect the continuation of a \$25 per month fee. The revenue projection is based upon the number of occupied or soon-to-be occupied homes as of spring 2024.*

- Also included in this category are **recreation user fees** from cultural program registration, athletic program registration, facility rentals, and other special events.

*FY24-25 revenues are based upon limited growth, as many recreation programs have reached capacity.*

# GENERAL FUND REVENUES

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## INVESTMENT INCOME

- This revenue represents **interest earnings** from the Town's reserves. With the exception of funds needed for day-to-day operations, all of the Town's funds are invested in the North Carolina Capital Management Trust.

*FY24-25 revenues are increased moderately due to the current higher interest rates set by the Federal Reserve. Actual receipts in FY23-24 far exceeded the budget, and while interest rates are forecast to come down in FY24-25, an adjustment upward in the budget is warranted. The Town intends to use property taxes generated by a portion of property revaluation to increase its Capital Savings reserve for the Capital Improvement Plan. These larger reserves will also result in higher investment income.*

## FUND BALANCE

- This revenue represents appropriations made from **fund balance**, which is similar to accumulated savings. It is important to maintain adequate amounts of fund balance in order to meet cash flow demands and be able to respond to emergency situations.

*The FY24-25 budget includes a \$244,500 fund balance appropriation for a few one-time projects. Even with these appropriations, the Town will remain within its established benchmarks.*

# GENERAL FUND REVENUES

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>Ad Valorem</b>					
100-000-4010	Ad Valorem Taxes	5,839,442	6,105,870	6,220,000	9,066,000
100-000-4020	Ad Valorem Taxes-DMV	604,566	700,291	740,000	693,000
<b>Taxes &amp; Licenses</b>					
100-000-4110	Local Option Sales Tax	2,797,268	3,137,798	3,234,400	3,360,000
100-000-4115	Rental Vehicle Tax				
100-000-4120	Motor Vehicle Tax	156,770	170,450	266,500	275,500
<b>Intergovernmental - Unrestricted</b>					
100-000-4210	Beer & Wine Excise Tax	38,255	44,843	40,000	50,000
100-000-4215	Utility Sales Tax	510,170	546,649	530,000	574,000
100-000-4225	ABC	56,416	57,809	62,000	62,000
100-000-4230	Commissions	1,962	2,744	2,500	2,500
100-000-4235	Reimbursements	355,355	17,419	30,100	30,100
<b>Intergovernmental - Restricted</b>					
100-000-4310	Powell Bill	272,237	276,902	277,000	325,000
100-000-4315	Solid Waste Disposal Tax	6,870	7,674	6,000	8,000
100-000-4320	Grants - Federal				120,000
100-000-4325	Grants - State	67,930	2,030		10,000
100-000-4330	Grants - Local & Other	43,588	66,980	58,480	60,050
<b>Permits &amp; Fees</b>					
100-000-4400	Plan Review	15,876	26,106	25,000	30,000
100-000-4410	Consultants	212,358	441,525	336,000	336,000
100-000-4420	Planning & Zoning	12,782	15,873	14,000	14,000
100-000-4430	Zoning Permits	51,850	32,470	28,000	40,000
100-000-4431	Permit Processing	67,520	88,500	40,000	80,000
100-000-4440	Infrastructure Inspections	80,864	50,780	60,000	60,000
100-000-4441	Fire Inspections	3,800	6,749	5,000	5,000
100-000-4449	Site Fees	57,693	20,800	15,000	15,000
<b>Sales &amp; Services</b>					
100-000-4510	Solid Waste	836,986	875,616	1,034,120	1,124,100
100-000-4515	Special Police Services	9,495	73,725	70,000	70,000
100-000-4525	Facility Rental	26,964	25,597	15,000	20,000
100-000-4530	Sponsorships	27,975	37,924	20,000	25,000
100-000-4535	Concessions	3,806	2,232	5,000	5,000
100-000-4540	Registration	175,237	157,411	156,500	162,500
<b>Investment Income</b>					
100-000-4610	Investment Earnings	17,536	460,334	210,000	330,000
<b>Other Revenue</b>					
100-000-4710	Administrative Fees	270	194		
100-000-4715	Property & Equipment Rental	2,200			
100-000-4720	Surplus Property Proceeds	615	40,479	1,000	10,000
100-000-4725	Insurance Proceeds		17,985		
100-000-4730	Civil Citations / School System		100	500	500
100-000-4735	Donations	3,962	12,945	10,000	10,000
100-000-4740	Clerk of Court Fee	1,908	3,386	1,500	2,000
100-000-4795	Miscellaneous Revenue	8,665	11,172	1,500	1,500
100-000-6010	Debt Proceeds		239,903		
100-000-9102	Transfer In from ARP Fund		2,719,094		
<b>Fund Balance Appropriations &amp; Transfers</b>					
100-000-6900	Fund Balance Appropriation			917,000	249,500
<b>TOTAL</b>		<b>12,369,190</b>	<b>16,498,358</b>	<b>14,432,100</b>	<b>17,226,250</b>



# GOVERNING BOARD

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The Rolesville Board of Commissioners is the Town's governing body, consisting of a Mayor and five Commissioners elected to serve staggered four-year terms. The governing board provides leadership and strategic vision for the Town. The governing board considers and adopts policy, ordinances, and resolutions to provide for the health, safety, and overall quality of life for all Rolesville residents.

## UPCOMING PRIORITIES

- Community funding allocation
- Continue to address regional needs by maintaining regular communication with Wake County and neighboring communities
- Update the Strategic Plan



***Rolesville Mayor & Town Commissioners***

# GOVERNING BOARD

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>EXPENDITURES</b>					
100-110-5100	Salaries	52,402	57,820	60,720	62,700
100-110-5120	FICA	4,009	4,423	4,700	4,900
	<b>Personnel Subtotal</b>	<b>56,410</b>	<b>62,243</b>	<b>65,420</b>	<b>67,600</b>
100-110-5222	Telephone/Data	1,008	456	500	300
100-110-5244	Departmental Supplies	2,512	393	1,500	1,500
100-110-5262	Contracted Services	63,980	54,547	72,000	78,000
100-110-5264	Computer Software/Services	1,707	6,692	10,900	11,400
100-110-5270	Dues/Fees	865	800	1,200	1,200
100-110-5280	Training/Travel	6,145	7,281	9,000	20,000
100-110-5284	Special Events	3,519	6,838	3,000	4,000
100-110-5290	Community	5,500	10,000	10,000	10,000
	<b>Operating Subtotal</b>	<b>85,237</b>	<b>87,008</b>	<b>108,100</b>	<b>126,400</b>
100-110-5415	Equipment/Furniture	5,834	12,133		
	<b>Capital Subtotal</b>	<b>5,834</b>	<b>12,133</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>147,481</b>	<b>161,385</b>	<b>173,520</b>	<b>194,000</b>



# ADMINISTRATION

Rolesville operates under the council-manager form of government. Under direction of the Town Manager, the Administration Department executes the priorities of the governing board to promote, enhance, and sustain the quality of life for residents, businesses, and visitors. Functions included in this department encompass day to day Town management and the maintenance of public records.

## DEPARTMENT GOALS

- Oversee implementation of the Strategic Plan and other governing board policy directives
- Manage operations of the Town in an effective and efficient manner
- Maintain government records and provide administrative support to elected officials
- Ensure consistent communication with citizens and promote operational transparency and accountability

## PERFORMANCE INDICATORS

	2019	2020	2021	2022	2023
% of Board of Commissioner agendas posted to website 4 days in advance	n/a	100%	100%	100%	100%
Number of unique visitors to website	47,270	51,107	77,979	82,876	85,720

## RECENT ACCOMPLISHMENTS

- Operationalized the grant administration program and received award for several federal grants
- Selected consultant to update the Strategic Plan and began work on that effort with elected officials, staff, and the public



## UPCOMING PRIORITIES

- Hire for new Capital Project Manager position
- Begin design efforts for Town Campus infrastructure, Police Station, and Main Fire Station
- Continue expanding the Town's communications function



# ADMINISTRATION

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
PERSONNEL		3	3.5	4	5
<b>EXPENDITURES</b>					
100-120-5100	Salaries	291,702	400,499	459,400	621,700
100-120-5108	Temporary				27,200
100-120-5120	FICA	20,934	29,166	35,400	50,000
100-120-5125	Retirement LGERS	32,225	47,465	59,500	85,200
100-120-5130	Retirement 401k	14,010	19,421	23,000	31,100
100-120-5135	Employee Insurance	19,942	28,673	34,600	46,620
100-120-5140	OPEB Insurance	876	876	13,200	12,840
	<b>Personnel Subtotal</b>	<b>379,690</b>	<b>526,101</b>	<b>625,100</b>	<b>874,660</b>
100-120-5200	Liability Insurance	3,095	4,498	4,000	11,500
100-120-5214	Maint/Repair - Vehicles		570		
100-120-5220	Utilities	9,991	9,641	14,000	14,000
100-120-5222	Telephone/Data	7,100	10,564	2,200	3,200
100-120-5230	Equipment Lease	5,250	3,818	5,000	5,000
100-120-5232	Facility Lease	1,188	1,302		
100-120-5240	Office Supplies	4,555	3,052	4,500	4,500
100-120-5260	Professional Services	86,426	222,630	210,000	210,000
100-120-5262	Contracted Services	550	8,550	31,050	12,200
100-120-5264	Computer Software/Services	2,772	5,123	14,000	16,500
100-120-5270	Dues/Fees	17,430	27,275	29,350	32,750
100-120-5272	Advertising/Marketing	450	441	1,400	1,400
100-120-5280	Training/Travel	4,337	4,864	5,500	8,500
	<b>Operating Subtotal</b>	<b>143,143</b>	<b>302,330</b>	<b>321,000</b>	<b>319,550</b>
100-120-5415	Equipment/Furniture	2,877	8,999	3,000	5,100
100-120-5420	Vehicles		27,200		
	<b>Capital Subtotal</b>	<b>2,877</b>	<b>36,198</b>	<b>3,000</b>	<b>5,100</b>
	<b>TOTAL</b>	<b>525,710</b>	<b>864,629</b>	<b>949,100</b>	<b>1,199,310</b>



# FINANCE

The Finance Department is responsible for the financial management and information technology services of the Town. Specific functions of the department include accounts receivable, accounts payable, payroll, cash management, and budgeting. Staff also serve as liaison to IT vendor.






## DEPARTMENT GOALS

- Produce accurate and timely financial reports
- Process financial transactions efficiently and effectively
- Facilitate user access to a safe and secure information network




## PERFORMANCE INDICATORS

	2019	2020	2021	2022	2023
Clean audit opinion received by external auditors	Yes	Yes	Yes	Yes	Yes
Composite rating received through GFOA Budget Presentation Award	262	273	275	261	287
Number of disbursements (2022+ is payables)	1,379	1,115	1,355	2,417	2,674
Number of payroll transactions	1,409	1,278	1,705	1,700	1,777

## RECENT ACCOMPLISHMENTS

- Completed transition to Office 365 software, re-structured shared files and folders 
- Replaced IT infrastructure and server at Town Hall facility to maintain system reliability and security 
- Hired and trained person for the new Accountant position to address growing complexity of financial activities 
- Implemented new GASB standards for leases and IT subscriptions 
- Coordinated inter-departmental team to create a central intranet site for sharing employee information 

## UPCOMING PRIORITIES

- Implement an electronic payment option for accounts payable invoices to improve payment speed and cost efficiency 
- Implement new scheduling and timekeeping software that meets Town-wide needs 
- Establish framework for decentralizing financial activity as operations disburse to remote sites and staff needs grow 
- Transition email services to new tenant 
- Finish development of plan which includes departmental values, work allocations, and performance metrics 

# FINANCE

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>
<b>EXPENDITURES</b>				
100-130-5100 Salaries	251,533	273,238	337,200	379,400
100-130-5108 Temporary		1,769		
100-130-5120 FICA	17,840	19,120	26,100	29,300
100-130-5125 Retirement LGERS	28,845	33,386	43,800	52,100
100-130-5130 Retirement 401k	12,546	13,662	16,900	19,000
100-130-5135 Employee Insurance	29,969	30,770	38,900	44,400
<b>Personnel Subtotal</b>	<b>340,733</b>	<b>371,944</b>	<b>462,900</b>	<b>524,200</b>
100-130-5200 Liability Insurance	3,608	4,267	7,000	7,000
100-130-5222 Telephone/Data	1,140	1,774	12,080	13,980
100-130-5240 Office Supplies	911	2,050	3,000	3,000
100-130-5260 Professional Services	26,138	46,059	52,000	62,000
100-130-5262 Contracted Services	16,337	31,533	40,500	44,500
100-130-5264 Computer Software/Services	93,219	121,230	109,050	133,450
100-130-5270 Dues/Fees	7,186	8,021	8,660	8,860
100-130-5272 Advertising/Marketing	249	499	500	500
100-130-5274 Postage	2,514	1,667	5,000	5,000
100-130-5280 Training/Travel	4,443	2,615	4,500	6,500
<b>Operating Subtotal</b>	<b>155,746</b>	<b>219,716</b>	<b>242,290</b>	<b>284,790</b>
100-130-5405 Equipment/Furniture	4,256	669	7,040	5,000
<b>Capital Subtotal</b>	<b>4,256</b>	<b>669</b>	<b>7,040</b>	<b>5,000</b>
<b>TOTAL</b>	<b>500,735</b>	<b>592,329</b>	<b>712,230</b>	<b>813,990</b>



# HUMAN RESOURCES

The Human Resources Department is responsible for developing, interpreting, and administering the personnel programs and policies that govern all Town employees. Primary functions include recruitment and selection, classification and pay, personnel records, training and development, and benefits administration.

## DEPARTMENT GOALS

- Fill vacant positions by offering competitive pay and comprehensive benefits through a wide-reaching recruitment strategy
- Promote healthy behaviors among staff and ensure a safe work environment
- Provide training and development opportunities
- Reward and recognize employees

## PERFORMANCE INDICATORS

	2019	2020	2021	2022	2023
Turnover rate	n/a	n/a	6%	11%	12%
Average years tenure of employees (as of Dec 31)	n/a	n/a	5.25	4.4	4.42
Retirement ratio	n/a	n/a	n/a	n/a	0
Number recordable workers compensation claims	n/a	n/a	0	2	1

## RECENT ACCOMPLISHMENTS

- Completed DISC assessment of Town Hall staff
- Digitized the performance evaluation process
- Department heads completed OneTeam leadership training
- Formed safety committee



## UPCOMING PRIORITIES

- Complete an employee emergency action plan
- Automate the onboarding process
- Standardize and implement monthly building inspections
- Incorporate safety training into new hire orientation
- Develop a separate orientation for department heads



# HUMAN RESOURCES

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>PERSONNEL</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>EXPENDITURES</b>					
100-140-5100	Salaries	139,215	185,338	199,200	203,500
100-140-5120	FICA	10,639	14,138	15,400	15,800
100-140-5125	Retirement LGERS	16,083	22,646	25,900	28,000
100-140-5130	Retirement 401k	6,992	9,267	10,000	10,300
100-140-5135	Employee Insurance	11,860	15,126	17,300	17,800
	<b>Personnel Subtotal</b>	<b>184,789</b>	<b>246,514</b>	<b>267,800</b>	<b>275,400</b>
100-140-5200	Liability Insurance	1,804	2,134	3,000	3,000
100-140-5204	Unemployment Insurance	634	6,444	6,000	6,000
100-140-5206	Flexible Spending Accounts	1,182	1,220	6,000	6,000
100-140-5222	Telephone/Data	602	768	1,100	1,260
100-140-5240	Office Supplies	608	563	800	800
100-140-5244	Departmental Projects	7,135	5,763	7,700	11,130
100-140-5262	Contracted Services	15,018	4,559	12,000	48,000
100-140-5264	Computer Software/Services	5,276	8,038	16,390	16,690
100-140-5270	Dues/Fees	3,066	2,658	3,300	3,330
100-140-5272	Advertising/Marketing	100		500	500
100-140-5280	Training/Travel	2,609	2,005	4,500	3,500
100-140-5282	Tuition Reimbursement	2,000		10,500	7,500
100-140-5284	Special Events			3,000	3,000
	<b>Operating Subtotal</b>	<b>40,032</b>	<b>34,152</b>	<b>74,790</b>	<b>110,710</b>
100-140-5415	Equipment/Furniture	1,320	4,991	1,000	6,000
	<b>Capital Subtotal</b>	<b>1,320</b>	<b>4,991</b>	<b>1,000</b>	<b>6,000</b>
	<b>TOTAL</b>	<b>226,141</b>	<b>285,658</b>	<b>343,590</b>	<b>392,110</b>





# PLANNING






The Planning Department advises residents, elected officials, and staff on land use, zoning, growth management, housing, and transportation. The department administers the Comprehensive Plan and Land Development Ordinance, leads and conducts the development plan review process, oversees permit activity, and performs long-range planning. Staff provide support to the Planning Board and Board of Adjustment.

## DEPARTMENT GOALS

- Provide excellent customer service through timely and accurate responses to requests and review of development applications
- Ensure quality development through compliance with Town ordinances and plans
- Manage and update long range plans to implement the community's vision and goals

PERFORMANCE INDICATORS	2019	2020	2021	2022	2023
Number of residential permits processed	140	199	195	266	227
Number of development review applications submitted	NEW INDICATOR			58	55
Number of development review applications completed	NEW INDICATOR			30	31

## RECENT ACCOMPLISHMENTS

- Obtained staff certifications and licenses: AICP—1, PLA—1, CZO—2 
- Completed the Averette, Young, and Rolesville Road Corridor Study 
- Hired consultant to complete Rolesville's first Housing Plan 
- Hired consultant to update the Comprehensive Plan, last updated in 2017 
- Encouraged staff development by promoting internal employees and filled all vacant positions 

## UPCOMING PRIORITIES

- Selection of development review software to track, schedule, and review development submittals 
- Roll out all new development applications and checklists 
- Update Town website's *Frequently Asked Questions* and *Helpful Tips* 
- Train three new staff members on permitting, the development review process, and long range planning 
- Publish development statistics bi-annually 
- Complete development history storyboards to illustrate Town growth 
- Transition department operations to new site 



# PLANNING

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>PERSONNEL</b>		<b>4</b>	<b>4</b>	<b>6</b>	<b>6</b>
<b>EXPENDITURES</b>					
100-210-5100	Salaries	254,006	299,229	450,100	498,900
100-210-5108	Temporary		2,315		
100-210-5120	FICA	18,039	21,430	34,700	38,500
100-210-5125	Retirement LGERS	28,919	36,270	58,400	68,500
100-210-5130	Retirement 401k	12,580	14,841	22,600	25,000
100-210-5135	Employee Insurance	26,512	29,790	47,600	53,300
	<b>Personnel Subtotal</b>	<b>340,057</b>	<b>403,874</b>	<b>613,400</b>	<b>684,200</b>
100-210-5200	Liability Insurance	8,227	9,692	10,000	11,000
100-210-5210	Maint/Repair - Bldgs/Grnds				5,000
100-210-5220	Utilities				4,500
100-210-5222	Telephone/Data	1,877	2,083	2,500	7,400
100-210-5230	Equipment Lease				2,000
100-210-5232	Facility Lease			1,400	38,650
100-210-5240	Office Supplies	524	901	1,500	1,500
100-210-5244	Departmental Supplies			450	450
100-210-5262	Contracted Services	38,511	52,910	141,800	86,800
100-210-5262	Computer Software/Services	6,913	9,506	49,110	52,360
100-210-5268	Development Review Services	414,138	493,833	396,000	396,000
100-210-5270	Dues/Fees	1,551	1,319	3,450	2,950
100-210-5272	Advertising/Marketing	128	1,294		
100-210-5280	Training/Travel	4,888	4,976	9,660	9,660
100-210-5320	Reimbursements Paid	1,015		500	500
	<b>Operating Subtotal</b>	<b>477,771</b>	<b>576,513</b>	<b>616,370</b>	<b>618,770</b>
100-210-5415	Equipment/Furniture	4,325	1,167	4,650	10,500
	<b>Capital Subtotal</b>	<b>4,325</b>	<b>1,167</b>	<b>4,650</b>	<b>10,500</b>
<b>TOTAL</b>		<b>822,153</b>	<b>981,554</b>	<b>1,234,420</b>	<b>1,313,470</b>



# COMMUNITY & ECONOMIC DEVELOPMENT





The Community and Economic Development division is responsible for the coordination of economic growth and community development. These activities include implementation of the Economic Development Strategic Plan, implementation of the Main Street Vision Plan, marketing to attract commercial development, supporting the local business community, and promoting the safety and appearance of the Town.

## DEPARTMENT GOALS

- Support community and economic development activities, business attraction and retention, and promote small business development and entrepreneurship
- Implement and track the Economic Development Strategic Plan
- Market and promote the Town as an attractive destination for industry growth
- Maintain an inventory of available buildings and sites for commercial development

PERFORMANCE INDICATORS	2019	2020	2021	2022	2023
Number of visits/conversations with existing businesses	n/a	n/a	8	7	8
Number of visits/conversations with business prospects	n/a	n/a	7	6	8
Number of new businesses in Town	n/a	4	5	4	6
Value of new commercial construction (in millions)	n/a	\$1,535	\$467k	\$4,546k	\$13,776k

## RECENT ACCOMPLISHMENTS

- Participated in the Wake County Site ID program to prioritize suitable sites for industrial development 
- Worked with Rolesville Downtown Development Association to help them achieve 501c(3) status 
- Completed Affordable Housing Plan RFP process and hired consultant 
- Completed Town Mural project 

## UPCOMING PRIORITIES

- Redevelopment of the former Pine Glo site 
- Continue supporting and facilitating the Rolesville Downtown Development Association 
- Attract new commercial development and maintain ongoing marketing efforts 
- Maintain and grow relationships with Chamber of Commerce and existing small businesses 
- Continue to support Wallbrook, Cobblestone, and Main Street Project to completion in timely manner 
- Work with the Comprehensive Plan consultant to update the Economic Development Strategic Plan 

# COMMUNITY & ECONOMIC DEVELOPMENT

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>PERSONNEL</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>EXPENDITURES</b>					
100-230-5100	Salaries	90,445	96,977	103,600	107,300
100-230-5120	FICA	6,678	7,468	8,100	8,900
100-230-5125	Retirement LGERS	10,121	11,555	13,500	16,100
100-230-5130	Retirement 401k	4,402	4,729	5,300	5,500
100-230-5135	Employee Insurance	7,580	7,693	8,700	8,900
	<b>Personnel Subtotal</b>	<b>119,226</b>	<b>128,421</b>	<b>139,200</b>	<b>146,700</b>
100-230-5200	Liability Insurance	902	1,067	1,500	2,000
100-230-5222	Telephone/Data	602	653	800	800
100-230-5240	Office Supplies		141	250	250
100-230-5260	Professional Services	4,861		6,000	6,000
100-230-5262	Contracted Services	51,500	2,204	7,500	42,500
100-230-5264	Computer Software/Services	554	1,115	2,350	2,450
100-230-5270	Dues/Fees	395	405	400	910
100-230-5272	Advertising/Marketing	8,241	8,610	10,000	10,000
100-230-5274	Postage	27			
100-230-5280	Training/Travel	1,409	1,655	2,000	2,000
100-230-5290	Community	24,180	24,000	34,000	34,000
	<b>Operating Subtotal</b>	<b>92,669</b>	<b>39,850</b>	<b>64,800</b>	<b>100,910</b>
100-230-5415	Equipment/Furniture				3,000
	<b>Capital Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>
<b>TOTAL</b>		<b>211,895</b>	<b>168,271</b>	<b>204,000</b>	<b>250,610</b>



# POLICE

The Police Department is responsible for the protection of life and property within the Town limits. Major functions of this department include routine patrol, enforcement of local and state criminal law, traffic control and enforcement, criminal investigation, evidence control, community education, and police-community relations.

## DEPARTMENT GOALS

- Provide professional police services and make Rolesville a safe community
- Engage with stakeholders and continue to build relationships with our community
- Thoroughly investigate all crimes and occurrences to facilitate a safer community
- Encourage a positive work culture while maintaining high standards that adhere to our department core values of Respect, Service, and Pride

## PERFORMANCE INDICATORS

	2019	2020	2021	2022	2023
Number of Part I crimes	77	43	74	77	155
Number of police calls for service	15,905	26,717	38,295	33,283	28,811
Average response time for Priority 1-3 calls	n/a	4.68	4.80	4.92	5.65
Number of collisions	175	145	169	211	322
Number of incidents reported	356	256	316	451	352

## RECENT ACCOMPLISHMENTS

- Implemented recommendations of organizational assessment to meet the needs of the department **GOAL 7**
- Replaced in-car cameras to transition to better technology **GOAL 14**
- Maintained the fleet vehicle replacement program to ensure equipment reliability **GOAL 14**
- Added a drone to the department toolkit to improve operational effectiveness **GOAL 14**

## UPCOMING PRIORITIES

- Hire for new Community Service Officer position to strengthen community outreach efforts **GOAL 14**
- Replace golf cart to ensure equipment reliability **GOAL 14**
- Expand in-house training by identifying officers who will seek instructor certifications **GOAL 16**
- Upgrade and expand software to improve efficiency **GOAL 14**
- Focus on community engagement, as required by the COPS grant **GOAL 13**





# POLICE

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
PERSONNEL	23	23	24	27
<b>EXPENDITURES</b>				
100-310-5100 Salaries	1,461,609	1,526,548	1,966,800	2,183,800
100-310-5105 Overtime		262		75,000
100-310-5108 Temporary	32,735	56,407	50,000	38,000
100-310-5110 Off Duty Employment	13,905	56,932	70,000	70,000
100-310-5115 Special Separation Allowance			15,000	48,000
100-310-5120 FICA	112,975	122,344	162,000	184,600
100-310-5125 Retirement LGERS	175,753	198,526	275,200	341,400
100-310-5130 Retirement 401k	72,955	76,086	98,500	112,100
100-310-5135 Employee Insurance	159,985	161,217	220,400	235,320
100-310-5140 OPEB Insurance	10,765	27,624	39,600	38,520
<b>Personnel Subtotal</b>	<b>2,040,682</b>	<b>2,225,946</b>	<b>2,897,500</b>	<b>3,326,740</b>
100-310-5200 Liability Insurance	68,152	69,766	75,000	75,000
100-310-5210 Maint/Repair - Buildings & Grounds	7,439	20,400	15,300	10,500
100-310-5212 Maint/Repair - Equipment	2,407	3,716	7,500	7,500
100-310-5214 Maint/Repair - Vehicles	20,898	28,211	38,000	38,000
100-310-5220 Utilities	11,431	10,657	12,200	14,000
100-310-5222 Telephone/Data	21,819	24,382	31,250	32,070
100-310-5230 Equipment Lease	3,062	3,311	3,500	58,900
100-310-5232 Facility Lease	82,004	83,239	82,700	85,200
100-310-5240 Office Supplies	2,350	3,820	4,000	4,000
100-310-5244 Departmental Supplies	1,781	1,632	4,500	4,500
100-310-5246 Uniforms	28,422	33,300	37,500	41,000
100-310-5248 Motor Fuels	61,445	63,689	65,000	65,000
100-310-5262 Contracted Services	4,209	42,818	7,900	8,550
100-310-5264 Computer Software/Services	58,957	64,035	86,500	104,700
100-310-5266 Public Safety Services	82,367	101,836	110,100	133,500
100-310-5270 Dues/Fees	1,716	909	1,200	1,500
100-310-5272 Advertising/Marketing	2,557	2,123	5,500	5,500
100-310-5274 Postage	157	22	300	300
100-310-5280 Training/Travel	21,495	19,789	24,300	29,500
100-310-5290 Community	7,914	8,329	13,000	12,000
100-310-5320 Reimbursements Paid		100	500	500
<b>Operating Subtotal</b>	<b>490,585</b>	<b>586,082</b>	<b>625,750</b>	<b>731,720</b>
100-310-5415 Equipment/Furniture	113,109	78,450	105,800	37,700
100-310-5420 Vehicles	124,175	244,422	255,000	465,000
<b>Capital Subtotal</b>	<b>237,284</b>	<b>322,872</b>	<b>360,800</b>	<b>502,700</b>
<b>TOTAL</b>	<b>2,768,551</b>	<b>3,134,900</b>	<b>3,884,050</b>	<b>4,561,160</b>



# FIRE (RRFD COST-SHARE)

The private, non-profit Rolesville Rural Fire Department (RRFD) provides fire protection services to Rolesville residents and certain unincorporated areas of Wake County. The department is funded through annual contributions from the Town of Rolesville and Wake County.



## GOALS

- Respond to calls for emergency service in a safe and timely manner
- Provide education to the public to aid in safety and fire prevention
- Train and develop a professional, competent firefighting force

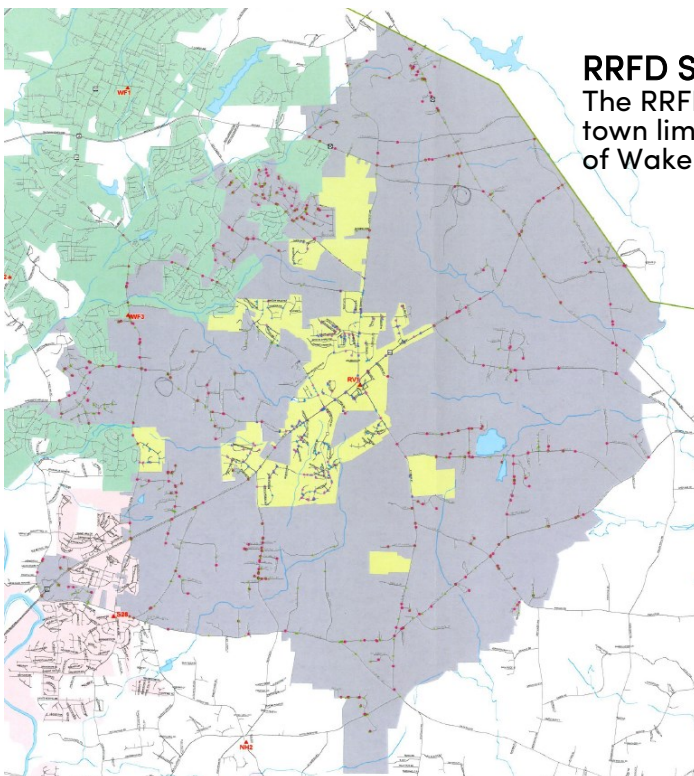
## UPCOMING PRIORITIES

- Continue work on agreement for unification of Rolesville Rural Fire Department and Town of Rolesville
- Replacement of turnout gear, facility maintenance, additional hours for part-time fire suppression
- Town continues funding model that mirrors Wake County—monthly operating support and reimbursement of capital items

GOAL  
7

GOAL  
14

GOAL  
13



## RRFD SERVICE AREA (2014)

The RRFD service area (grey) includes Rolesville town limits (yellow) as well as unincorporated areas of Wake County.

## RRFD HISTORY & OVERVIEW

- Incorporated June 3, 1958
- First permanent fire station completed at 106 South Main Street in 1960
- Current fire station at 104 East Young Street completed in 1980
- Largest single-station fire department in Wake County (serves 32.88 sq mi)
- First ladder truck purchased in 2011 to help serve Rolesville High School and address growth in the service area
- To prepare for further growth, RRFD purchased land in the areas of highest growth potential—to the north, south, and west of downtown Rolesville

# FIRE (RRFD COST-SHARE)

## TOWN EXPENDITURES FOR FIRE-RELATED SERVICES

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>EXPENDITURES</b>					
100-320-5262	Contracted Services	7,414	34,044	57,800	38,000
100-320-5266	Public Safety Services	1,279,935	1,276,231	1,143,100	1,332,100
	<b>Operating Subtotal</b>	<b>1,287,349</b>	<b>1,310,275</b>	<b>1,200,900</b>	<b>1,370,100</b>
<b>TOTAL</b>		<b>1,287,349</b>	<b>1,310,275</b>	<b>1,200,900</b>	<b>1,370,100</b>

## RRFD TOTAL BUDGET UNDER CONSIDERATION

The figures for FY24-25 are an approximation of the expected final budget. Work is still underway and final budget approval is subject to Wake County concurrence.

	FY21-22 Audited	FY22-23 Audited	FY23-24 Budget	Wake Co Cost Share	Rolesville Cost Share	FY24-25 Budget	Wake Co Cost Share	Rolesville Cost Share
				44.86%	55.14%		43.48%	56.52%
<b>REVENUES</b>								
Wake County Support	685,950	836,512	933,016	933,016		1,030,351	1,030,351	
Rolesville Support	1,361,134	1,031,974	1,143,096		1,143,096	1,332,056		1,332,056
Other Income	34,384	59,196						
<b>TOTAL</b>	<b>2,081,468</b>	<b>1,927,682</b>	<b>2,076,112</b>	<b>933,016</b>	<b>1,143,096</b>	<b>2,362,407</b>	<b>1,030,351</b>	<b>1,332,056</b>
<b>EXPENDITURES</b>								
Personnel	1,480,124	1,292,648	1,513,128	678,789	834,339	1,737,023	755,258	981,765
Operating	330,116	312,826	321,668	144,300	177,368	354,168	153,992	200,176
Capital	154,510	124,431	241,316	109,927	131,389	271,216	121,102	150,114
<b>TOTAL</b>	<b>1,964,750</b>	<b>1,729,905</b>	<b>2,076,112</b>	<b>933,016</b>	<b>1,143,096</b>	<b>2,362,407</b>	<b>1,030,351</b>	<b>1,332,056</b>
<b>NET GAIN (LOSS)</b>	<b>116,718</b>	<b>197,777</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## PERSONNEL

FIRE SUPPRESSION FULL TIME	FIRE SUPPRESSION PART TIME	ADMINISTRATIVE PART TIME
(6) Firefighter	(3) Firefighter [HOURS]	Admin Assistant 2
(3) Driver/Operator	Volunteer Firefighters	Board Secretary
(3) Officer I (Captain)	(2) Volunteer Battalion Chief	Fire Chief
(1) Division Chief		

## OPERATING

Increase due to inflationary pressures in multiple line items

## CAPITAL & DEBT

CAPITAL	
eDraulic tools	\$30,000
Bay—air lines, insulation	\$4,500
Commercial dryer	\$1,400
Doors/windows	\$2,500
Storage cabinets	\$2,000
Parking lot resurfacing	\$50,000
Turnout gear	\$50,200

DEBT	
Engine (COUNTY ONLY)	\$38,812
Land (TOWN ONLY)	\$18,439
Rescue truck (TOWN ONLY)	\$40,000

# PUBLIC WORKS

The Public Works Department contributes to community safety by maintaining Town infrastructure. These duties include maintenance and repair of public streets, rights of way, storm drainage, street signs, park facilities, and other Town buildings and grounds.

## DEPARTMENT GOALS

- Provide safe driving, riding, and walking infrastructure with interconnectivity and clear signage
- Maintain proper storm drainage on Town streets
- Ensure Town facilities are maintained in a safe and efficient manner
- Provide efficient and effective solid waste collection

## PERFORMANCE INDICATORS

	2019	2020	2021	2022	2023
% of right-of-way mowing performed according	100%	100%	100%	100%	100%
Number of centerline miles of Town-maintained streets	32.37	34.23	35.86	37.20	39.31
% of roadways with pavement condition rating of 85 or better	76%	76%	76%	76%	
Average pavement condition rating	89.78	89.78	89.78	89.78	
Residential households served (as of July 1)	2,756	2,923	3,114	3,257	3,681

## RECENT ACCOMPLISHMENTS

- Acquired replacement tractor and mower in accordance with equipment replacement plans
- Completed construction on the Public Works facility
- Implemented the new work order software
- Signed intent to purchase vehicles for in-house yard waste services

GOAL 14

GOAL 14

GOAL 14

GOAL 13

## UPCOMING PRIORITIES

- Hire and onboard three full-time maintenance staff
- Begin to transition yard waste services from vendor to in-house in November 2024
- Obtain CDL training for two employees
- Hire Stormwater Technician and begin preparation to meet State and Federal stormwater requirements

GOAL 14

GOAL 13

GOAL 16

GOAL 8





# PUBLIC WORKS

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>9</b>
<b>EXPENDITURES</b>				
100-410-5100 Salaries	191,733	207,630	309,100	475,100
100-410-5108 Temporary	17,166	26,625	25,000	25,000
100-410-5120 FICA	16,045	17,982	25,800	38,600
100-410-5125 Retirement LGERS	22,042	25,369	40,100	65,200
100-410-5130 Retirement 401k	9,644	10,381	15,500	23,800
100-410-5135 Employee Insurance	30,094	30,770	47,600	71,100
<b>Personnel Subtotal</b>	<b>286,725</b>	<b>318,759</b>	<b>463,100</b>	<b>698,800</b>
100-410-5200 Liability Insurance	14,549	13,676	18,000	21,000
100-410-5210 Maint/Repair - Buildings & Grounds	51,602	49,435	39,000	39,000
100-410-5212 Maint/Repair - Equipment	3,313	6,770	4,000	6,000
100-410-5214 Maint/Repair - Vehicles	2,442	3,883	5,000	5,000
100-410-5220 Utilities	7,735	6,214	9,500	10,100
100-410-5220 Street Lights	195,100	166,504	200,000	215,000
100-410-5222 Telephone/Data	2,803	2,995	5,280	16,400
100-410-5230 Equipment Lease				7,500
100-410-5232 Facility Lease	1,200	1,963	2,500	
100-410-5240 Office Supplies	109	129	1,000	1,500
100-410-5244 Departmental Supplies	7,601	7,114	17,000	16,000
100-410-5246 Uniforms	1,334	2,854	3,000	4,300
100-410-5248 Motor Fuels	11,414	13,151	10,200	10,200
100-410-5262 Contracted Services	99,411	15,643	3,500	3,500
100-410-5264 Computer Software/Services	1,156	7,427	19,650	24,650
100-410-5270 Dues/Fees				2,000
100-410-5272 Advertising/Marketing	26			
100-410-5280 Training/Travel		104	6,000	6,500
<b>Operating Subtotal</b>	<b>399,796</b>	<b>297,862</b>	<b>343,630</b>	<b>388,650</b>
100-410-5415 Equipment/Furniture	2,214		7,330	12,300
100-410-5420 Vehicles	289,354	118,044	116,000	102,000
100-410-5425 Other Construction/Improvements				27,000
<b>Capital Subtotal</b>	<b>291,568</b>	<b>118,044</b>	<b>123,330</b>	<b>141,300</b>
<b>TOTAL</b>	<b>978,089</b>	<b>734,665</b>	<b>930,060</b>	<b>1,228,750</b>
100-480-5262 Contracted Services		2,776	20,000	
<b>Operating Subtotal</b>	<b>0</b>	<b>2,776</b>	<b>20,000</b>	<b>0</b>
100-480-5410 Infrastructure	525,548	23,978	60,000	
<b>Capital Subtotal</b>	<b>525,548</b>	<b>23,978</b>	<b>60,000</b>	<b>0</b>
<b>TOTAL</b>	<b>525,548</b>	<b>26,754</b>	<b>80,000</b>	<b>0</b>
100-510-5200 Liability Insurance				10,000
100-510-5212 Maint/Repair-Vehicles				2,000
100-510-5230 Equipment Lease				
100-510-5248 Motor Fuels				8,000
100-510-5262 Contracted Services	737,207	847,315	944,000	966,000
100-510-5276 Waste Disposal Fees				50,000
<b>Operating Subtotal</b>	<b>737,207</b>	<b>847,315</b>	<b>944,000</b>	<b>1,036,000</b>
<b>TOTAL</b>	<b>737,207</b>	<b>847,315</b>	<b>944,000</b>	<b>1,036,000</b>

# PARKS & RECREATION

The Parks and Recreation Department seeks to enhance the quality of life for Town residents by providing safe, accessible, and inclusive programs and parks. The department's major functions include park facility development and maintenance, athletic programs, cultural programs, summer camp, special community events, and facility rentals.

## DEPARTMENT GOALS

- Provide adequate parks and recreation facilities that are interconnected to greenway trails, bike paths, and other modes of transportation
- Provide a variety of athletic programs and special events for all ages
- Offer culturally relevant and inclusive programming that reflects the interests and needs of various demographics within the community

## PERFORMANCE INDICATORS

	2019	2020	2021	2022	2023
Number of acres of developed parks	84 ac	84 ac	84 ac	84 ac	84 ac
Number of athletic program participants	1,593	445	1,575	2,003	1,642
Number of cultural/educational program participants	n/a	n/a	250	725	459
Number of special events	12	5	15	26	33
Number of facility rentals	208	19	170	253	226

## RECENT ACCOMPLISHMENTS

- Installed the first outdoor museum station
- Adopted greenway development standards via the 2023 Standard Engineering Manual
- Made multiple facility improvements to Redford Place Park

GOAL 4

GOAL 8

GOAL 8

## UPCOMING PRIORITIES

- Begin construction for The Farm Entrance project
- Renovate the Mill Bridge Nature Park amphitheater
- Increase inclusive and senior programming
- Begin to offer summer athletic camps
- Expend federal grant funds for Main

GOAL 6

GOAL 6

GOAL 1

GOAL 1

GOAL 8





# PARKS & RECREATION

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>PERSONNEL</b>		<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>6.5</b>
<b>EXPENDITURES</b>					
100-610-5100	Salaries	298,837	320,248	382,700	467,100
100-610-5105	Overtime				
100-610-5108	Temporary	65,880	71,910	90,000	90,000
100-610-5120	FICA	26,615	28,744	36,500	43,000
100-610-5125	Retirement LGERS	34,088	38,784	49,800	64,100
100-610-5130	Retirement 401k	14,823	15,888	19,200	23,400
100-610-5135	Employee Insurance	25,044	33,910	47,600	57,800
	<b>Personnel Subtotal</b>	<b>465,287</b>	<b>509,484</b>	<b>625,800</b>	<b>745,400</b>
100-610-5200	Liability Insurance	15,681	15,236	18,000	18,000
100-610-5210	Maint/Repair - Bldgs/Grnds	57,907	144,991	135,000	114,000
100-610-5214	Maint/Repair - Vehicles	40	83	500	2,500
100-610-5220	Utilities	37,186	46,017	50,000	50,000
100-610-5222	Telephone/Data	4,768	4,925	4,000	6,600
100-610-5230	Equipment Lease	2,014	1,706	2,000	2,000
100-610-5232	Facility Lease	16,901	25,024	30,000	40,000
100-610-5240	Office Supplies	357	470	1,500	1,500
100-610-5242	Cleaning/Household Supplies	5,107	5,221	5,000	5,000
100-610-5244	Departmental Supplies	3,617	2,007	5,000	5,000
100-610-5246	Uniforms	1,755	2,978	3,500	3,500
100-610-5248	Motor Fuels	413	501	1,200	1,200
100-610-5262	Contracted Services	75,498	25,156	30,000	30,000
100-610-5264	Computer Software/Services	6,295	12,316	15,200	15,800
100-610-5270	Dues/Fees	225	225	2,500	2,500
100-610-5272	Advertising/Marketing	8,869	3,305	10,000	7,500
100-610-5274	Postage			1,500	4,000
100-610-5280	Training/Travel	1,500	2,028	5,000	10,000
100-610-5320	Reimbursements Paid	268		1,000	1,000
100-610-5330	Athletics	85,022	107,722	120,000	122,000
100-610-5332	Programs	23,271	30,654	36,000	42,000
100-610-5334	Community Events	48,387	53,134	70,000	70,000
100-610-5335	Recreation Scholarships			2,000	2,000
	<b>Operating Subtotal</b>	<b>395,080</b>	<b>483,701</b>	<b>548,900</b>	<b>556,100</b>
100-610-5415	Equipment/Furniture	6,240	10,915	4,000	8,500
100-610-5420	Vehicles				
100-610-5425	Other Construction/Improvements	67,143	19,413	39,000	45,000
	<b>Capital Subtotal</b>	<b>73,383</b>	<b>30,328</b>	<b>43,000</b>	<b>53,500</b>
<b>TOTAL</b>		<b>933,751</b>	<b>1,023,512</b>	<b>1,217,700</b>	<b>1,355,000</b>

# SPECIAL APPROPRIATIONS

The Special Appropriations budget reflects services or functions that are not specifically associated with a particular department. This primarily consists of costs associated with debt service and transfers to the Capital Projects Fund.

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>EXPENDITURES</b>				
100-190-5399 Contingency			383,930	167,150
100-190-5455 Capital Outlay - Leases		72,873		
100-190-5460 Capital Outlay - Subscriptions		167,030		
100-190-7000 Debt Service Principal	542,000	255,000	480,000	480,000
100-190-7005 Debt Service Interest	66,824	46,477	225,600	215,200
100-190-9405 Transfer to Capital Projects Fund	1,361,500	709,500	730,000	735,000
100-190-9406 Transfer to LAPP Grant Fund	1,383,000	2,306,927		
100-190-9900 Retain in Reserve - Powell Bill			207,000	335,000
100-190-9900 Retain in Reserve - Capital Savings			532,000	1,579,400
<b>TOTAL</b>	<b>3,353,324</b>	<b>3,557,807</b>	<b>2,558,530</b>	<b>3,511,750</b>



# CAPITAL PROJECTS FUND - REVENUES

This Capital Projects Fund reflects revenues received by the Town as development fees for public recreation and transportation infrastructure. This fund also includes revenues related to payments in lieu of development exactions, as well as other sources of capital project revenues such as grants, intergovernmental agreements, and General Fund transfers.

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>REVENUES</b>				
400-4235-7200 Reimbursements	69,612	159,081		
400-4320-7200 Grants - Federal				
400-4325-7200 Grants - State		250,000		
400-4450-7200 Payment in Lieu	38,519	278,681		
400-4460-7200 Development Fees	877,687	779,200		
400-4610-7200 Investment Earnings	3,329	103,029		
400-6900-7200 Fund Balance				
400-9100-7200 Transfer in from General Fund				
<b>Streets &amp; Sidewalks Subtotal</b>	<b>989,147</b>	<b>1,569,991</b>	<b>0</b>	<b>0</b>
400-4330-7600 Grants - Local & Other				
400-4450-7600 Payment in Lieu	25,000			
400-4460-7600 Development Fees	873,600	927,200		
400-4610-7600 Investment Earnings	3,935	120,242		
400-6010-7600 Loan Proceeds				
400-6900-7600 Fund Balance			369,000	1,634,500
400-9100-7600 Transfer in from General Fund	200,000	23,500	650,000	
<b>Parks &amp; Greenways Subtotal</b>	<b>1,102,535</b>	<b>1,070,942</b>	<b>1,019,000</b>	<b>1,634,500</b>
400-4610-0000 Investment Earnings		229		
400-6010-0000 Loan Proceeds		4,485,000		
400-6900-0000 Fund Balance				
400-9100-0000 Transfer in from General Fund	1,161,500	686,000	80,000	735,000
<b>General Government Subtotal</b>	<b>1,161,500</b>	<b>5,171,229</b>	<b>80,000</b>	<b>735,000</b>
<b>TOTAL</b>	<b>3,253,182</b>	<b>7,812,163</b>	<b>1,099,000</b>	<b>2,369,500</b>

# CAPITAL PROJECTS FUND -EXPENDITURES

These Capital Projects Fund expenditures are used to account for capital improvement projects for streets and sidewalks, stormwater, parks and greenways, and other general government capital facilities.

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>EXPENDITURES</b>					
400-000-7200	Street Fee Reimbursement				
400-000-9406	Transfer out to LAPP Grant Fund	473,000	500,000		
400-721-7200	Granite Falls Blvd @ Rogers Rd				
400-723-7200	East Young Street Sidewalk #2	13,045	452,481		
400-724-0000	Main Street Corridor	647,225	41,018		
400-725-7200	Main Street - Burlington Mills Road	137,370	159,081		
400-726-7200	Rogers Rd/Willoughby	28,313	30,408		
400-727-7200	Main Street LAPP				
400-728-7200	Granite Falls Blvd @ Thales				
400-000-7200	Retain in Reserve				
	<b>Streets &amp; Sidewalks Subtotal</b>	<b>1,298,953</b>	<b>1,182,988</b>	<b>0</b>	<b>0</b>
400-760-7600	Granite Falls Greenway		35,900	300,000	
400-761-7600	The Farm	97,616	57,267		1,060,000
400-762-7600	Mill Bridge NP Amphitheater			130,000	340,000
400-763-7600	Future Park Land				
400-764-7600	Redford Place Park Lights		210,385	350,000	
400-765-7600	Community Center at Cobblestone	44,985	19,840		
400-000-7600	Debt Service Principal	215,000	215,000	215,000	215,000
400-000-7600	Debt Service Interest	33,562	28,767	24,000	19,500
400-000-7600	Retain in Capital Reserve				
	<b>Parks &amp; Greenways Subtotal</b>	<b>391,163</b>	<b>567,159</b>	<b>1,019,000</b>	<b>1,634,500</b>
400-740-0000	Va Water Stormwater Culvert	20,194	1,160		
400-741-0000	Drayton Sinkhole		7,857		
400-780-0000	Town Hall HVAC			80,000	
400-781-0000	Public Works Facility	174,894	2,065,071		
400-782-0000	Town Campus	5,880	64,095		435,000
400-783-0000	Cobblestone EDA				
400-784-0000	Police Station				150,000
400-784-0000	Main Fire Station				150,000
	<b>General Government Subtotal</b>	<b>200,968</b>	<b>2,138,184</b>	<b>80,000</b>	<b>735,000</b>
<b>TOTAL</b>		<b>1,891,084</b>	<b>3,888,330</b>	<b>1,099,000</b>	<b>2,369,500</b>

# OTHER FUNDS

The financial funds shown below typically do not have annual budget appropriations. They are commonly funded by Capital Project Ordinances or Grant Project Ordinances. The funds are displayed primarily to show historical actual data and to give a more complete financial picture.

## American Rescue Plan Fund

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>REVENUES</b>					
200-000-4320	Grants - Federal		2,709,247		
200-000-4610	Investment Earnings	2,408	7,439		
	<b>TOTAL</b>	<b>2,408</b>	<b>2,716,686</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>					
200-000-9400	Transfer Out to General Fund		2,719,094		
	<b>TOTAL</b>	<b>0</b>	<b>2,719,094</b>	<b>0</b>	<b>0</b>

## LAPP Grants Fund

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>REVENUES</b>					
420-000-3500	Investment Earnings		83,557		
	<i>Unrestricted Subtotal</i>	<b>0</b>	<b>83,557</b>	<b>0</b>	<b>0</b>
420-727-4320	Grants - Federal		2,768,113		
420-727-9100	Transfer In from General Fund	1,353,000	978,919		
420-727-9105	Transfer In Street Fees	473,000	500,000		
	<i>Main Street LAPP Subtotal</i>	<b>1,826,000</b>	<b>4,247,032</b>	<b>0</b>	<b>0</b>
420-729-4235	Reimbursement		523,891		
420-729-9100	Transfer In from General Fund		1,296,868		
	<i>Wallbrook Development Subtotal</i>	<b>0</b>	<b>1,820,759</b>	<b>0</b>	<b>0</b>
420-730-4325	Grants - State				
420-730-9100		30,000	31,140		
	<i>DOT Curb Ramps Subtotal</i>	<b>30,000</b>	<b>31,140</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>1,856,000</b>	<b>6,182,488</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>					
420-727-5262	Contracted Services	5,790	176,079		
420-727-5410	Infrastructure		1,919,422		
420-727-5425	Other Improvements		101,258		
	<i>Main Street LAPP Subtotal</i>	<b>5,790</b>	<b>2,196,759</b>	<b>0</b>	<b>0</b>
420-729-5262	Contracted Services		85,907		
420-729-5410	Infrastructure		1,198,474		
420-729-5425	Other Improvements		18,184		
	<i>Wallbrook Development Subtotal</i>	<b>0</b>	<b>1,302,564</b>	<b>0</b>	<b>0</b>
420-730-5410	Infrastructure				
	<i>DOT Curb Ramps Subtotal</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>5,790</b>	<b>3,499,323</b>	<b>0</b>	<b>0</b>

## Utility Projects Fund

		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 BUDGET	FY 2024-25 BUDGET
<b>REVENUES</b>					
470-4610-7100	Investment Earnings.Water	1,515	43,033		
470-4610-7150	Investment Earnings.Wastewater	1,515	43,033		
	<b>TOTAL</b>	<b>3,031</b>	<b>86,067</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>					
20-600-70	Retain in Capital Reserve				
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# PROJECT ORDINANCES UPDATE

Capital Project Ordinances are budget appropriations that do not expire after the fiscal year ends on June 30, but last for the life of the project. The status of these appropriations are shown below.

Some of these ordinances are adopted during the budget process, and some are adopted or amended during a fiscal year. Virtually all appropriations to the Capital Projects Fund are made using a Capital Project Ordinance.

Note that some of these projects are in progress and will receive additional appropriations, based upon the Capital Improvement Plan.

	<i>Budget 2018-19</i>	<i>Budget 2019-20</i>	<i>Budget 2020-21</i>	<i>Budget 2021-22</i>	<i>Budget 2022-23</i>	<i>Budget 2023-24</i>	<i>BUDGET TO DATE</i>	<i>Amount Spent Thru 4/30/2024</i>	<i>BUDGET REMAINING</i>
<b>FACILITIES</b>									
Town Hall HVAC						80,000	<b>80,000</b>	55,825	<b>24,175</b>
Public Works Facility				1,600,000	3,020,000		<b>4,620,000</b>	4,468,177	<b>151,823</b>
Town Campus			1,667,000		450,000		<b>2,117,000</b>	1,805,040	<b>311,960</b>
<b>STREETS &amp; SIDEWALKS</b>									
Main Street Design: Corridor	200,000	175,000	228,000	721,500	166,000		<b>1,490,500</b>	1,406,530	<b>83,970</b>
Main Street Design: Burlington Mills Road	200,000	397,256		285,000			<b>882,256</b>	833,494	<b>48,762</b>
Rogers Road / Willoughby				20,000	400,000	495,000	<b>915,000</b>	76,156	<b>838,844</b>
Main Street Construction: LAPP				10,113,000	11,040,339		<b>21,153,339</b>	8,528,364	<b>12,624,975</b>
Granite Falls Blvd @ Thales				200,000			<b>200,000</b>		<b>200,000</b>
<b>PARKS &amp; GREENWAYS</b>									
Granite Acres Greenway					23,500	300,000	<b>323,500</b>	64,000	<b>259,500</b>
The Farm: Entrance					550,000		<b>550,000</b>	105,764	<b>444,236</b>
Mill Bridge Amphitheater						130,000	<b>130,000</b>	21,071	<b>108,929</b>

<u>Projects Closed in Previous 12 Months</u>	<u>Budget Unspent</u>	<u>Original Source</u>
E Young Street Sidewalk #2	\$56,043	Street fees
Greenway Gaps	\$1,275	Park fees
Redford Place Park Lights	\$10,773	Unrestricted
Drayton Reserve Sink Hole	\$62,143	Unrestricted



# CAPITAL IMPROVEMENT PLAN



# CAPITAL IMPROVEMENT PLAN

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## DEFINITION OF A CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is a five-year plan identifying and forecasting capital projects and acquisitions. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land, or project in which the cost exceeds \$50,000 and the estimated useful life is greater than five years. The CIP outlines both present and future public needs and priorities. The CIP estimates the costs to complete each project, identifies funding sources, and sets a vision for how future budgets will be affected.

## CAPITAL IMPROVEMENT PLAN PROCESS

Capital improvement ideas are compiled and presented to the Town Board on an annual basis. Through work sessions, the Board and staff prioritize projects and expenditures. The CIP guides the Town's commitment to funding capital projects in the upcoming annual budget. During the annual budget process in the spring, the first year's projects are refined and a financing plan is put into place within the budget to fund those expenditures.

## FUNCTIONS OF THE CIP

Changing needs and priorities, emergencies, cost changes, mandates, and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, infrastructure, equipment, etc. are constantly in need of repair, replacement, or expansion. The growing population also requires the expansion or addition of facilities and programs.

The CIP seeks to achieve the following objectives as part of the budget planning process:

- \* Focus attention on community goals, needs, and capabilities
- \* Achieve optimum use of taxpayer dollars
- \* Guide future community growth and development
- \* Allow time for project design and the arrangement of financing
- \* Provide for the orderly replacement of capital items

## EVALUATING PROJECTS

Requests for major capital projects are classified by both Project Type and Project Level. These categories are used to determine the prioritization of projects over the five-year period.

### Project Type

- **Health, Safety, and General Welfare:** Project protects the health, safety, and general welfare of the community and the employees serving it.
- **Maintenance and Replacement:** Project provides for the maintenance of existing systems and equipment.
- **Expansion of Programs and Facilities:** Project enhances existing systems and programs or allows for the creation of new programs and services.

### Project Level

- **Level 1:** Project mandated by federal or state government, project is high priority of Mayor and Town Board, project substantially reduces expenditures or increases revenues.
- **Level 2:** Project results in better service efficiency, project reduces operational costs, project improves workforce morale.
- **Level 3:** Project is not mandated, project improves the quality of life in the community.

# CAPITAL IMPROVEMENT PLAN

## OPERATING BUDGET IMPACTS





















Capital projects can have significant impacts on an operating budget. These impacts can affect both revenues and expenditures. Expanded sources of users may result in additional revenues. Additional expenditures can include personnel and operating costs required to operate or maintain an asset. A reduction in expenditures may also occur when the project results in energy savings or operating efficiencies.

When making a long-range capital plan, it's important to include these operating budget impacts. See the details in the **Capital Improvement Plan** on the following pages for more information about which proposed projects have associated operating costs or savings.

## 2024-2029 CAPITAL IMPROVEMENT PLAN—FIVE YEAR FINANCIAL MODEL

Elected officials and staff have worked with the Town's financial advisor, Davenport Public Finance, to create a realistic long-term plan for capital improvement projects with identified funding sources. The goal of this process was to determine the Town's debt capacity as well as its debt affordability for proposed capital projects.

The consensus projects are shown in the graphic below in the expected year of construction. Prior year funding appropriations will be needed for design, property acquisition, etc. The financial model also incorporates the expected annual operating costs for the projects.

Fiscal Year	24-25 Construction	25-26 Construction	26-27 Construction	27-28 Construction	28-29 Construction	Future
 Facilities		 Campus Site \$9,445,755  Police Station \$12,600,819  Main Fire Station \$12,632,378	 Library \$ Wake Co	 Town Hall \$15,902,150		 Community Center \$12,488,238
 Sidewalks			 Granite Falls Blvd \$4,200,000	 Rogers Rd Pedestrian Improv \$750,000		
 Recreation	 Farm Entrance \$1,000,000  Amphitheater \$340,000	 Farm Activation \$12,000,000				 Park Expansions \$12,000,000
 Other	 Econ Dev Site \$300,000		 Econ Dev Site \$500,000		 Econ Dev Site \$700,000	
 Tax Impact	Tax Rate Impact of FY25 to F28 Projects  <b>\$0.0716</b>				Tax Rate Impact of FY29 to F32 Projects  <b>\$0.0441</b>	

# CAPITAL PROJECT BUDGETS

The Capital Improvement Plan Five-Year Financial Model on the previous page displays each project in the year of estimated construction . This chart and the project descriptions on the following pages break out those costs more discretely by fiscal year appropriation.

	2024-25	2025-26	2026-27	2027-28	2028-29	Total
<b>CAPITAL PROGRAM EXPENDITURES</b>						
<b>FACILITIES</b>						
Town Hall HVAC Replacement		60,000				60,000
Town Campus Site Development	435,000	9,010,755				9,445,755
Police Station	150,000	12,450,819				12,600,819
Town Hall			500,000	15,402,150		15,902,150
Main Fire Station	150,000	12,482,378				12,632,378
<b>STREETS &amp; SIDEWALKS</b>						
Rogers Road Pedestrian Improv				750,000		750,000
Granite Falls Blvd @ Thales			2,700,000			2,700,000
Granite Falls Blvd @ BMR			1,500,000			1,500,000
<b>PARKS &amp; RECREATION</b>						
Mill Bridge Amphitheater	340,000					340,000
The Farm Park - Entrance	1,000,000					1,000,000
The Farm Park - Activation	60,000	11,940,000				12,000,000
<b>OTHER</b>						
Economic Development Site	300,000		500,000		700,000	1,500,000
<b>TOTAL</b>	<b>2,435,000</b>	<b>45,943,952</b>	<b>5,200,000</b>	<b>16,152,150</b>	<b>700,000</b>	<b>70,431,102</b>


<b>CAPITAL PROGRAM REVENUES</b>						
Street Restricted			4,200,000	150,000		4,350,000
Powell Bill						-
Park Restricted	1,400,000	(60,000)				1,340,000
General Fund	1,035,000	(675,000)	1,000,000	(500,000)	700,000	1,560,000
Intergovernmental				600,000		600,000
Debt - Recreation		12,000,000				12,000,000
Debt - General Govt		34,678,952		15,902,150		50,581,102
<b>TOTAL</b>	<b>2,435,000</b>	<b>45,943,952</b>	<b>5,200,000</b>	<b>16,152,150</b>		<b>70,431,102</b>


<b>IMPACTS OF CAPITAL PROGRAM</b>					
<b>SIGNIFICANT OPERATING COSTS</b>					
Town Campus Site	-	-	-	47,229	47,229
Police Station	-	-	-	126,008	126,008
Fire Station	-	-	-	124,824	124,824
The Farm Park - Activation	-	-	-	420,000	420,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>718,061</b>	<b>718,061</b>





<b>PROJECT TITLE</b>		<b>DEPARTMENT</b>					
Town Campus Site Development		Administration					
<b>PROJECT TYPE</b>		<b>PROJECT LEVEL</b>					
<input type="checkbox"/> Health/Safety/Welfare <input type="checkbox"/> Maintenance/Replacement <input checked="" type="checkbox"/> Expansion of Program/Facility		<input checked="" type="checkbox"/> 1: Mandated or gov bd priority <input type="checkbox"/> 2: Improves efficiency, reduces costs <input type="checkbox"/> 3: Improves quality of life					
<b>PROJECT DESCRIPTION</b>							
<p>Included in the costs is the acquisition of land to complete the site. This project also includes the design, engineering, and construction of roads, utilities, and other essential infrastructure on the site. The master plan for this site includes a Wake County Public Library, Police Station, Main Fire Station, Town Hall, and Community Center. This project will create pad-ready sites for the buildings identified in the master plan.</p>							
<b>CONNECTION TO STRATEGIC PLAN</b>							
Planned Investment, Goal 14 - Address organizational staffing needs and provide staff with adequate equipment, facilities, and pay to ensure effective service delivery							
<b>CAPITAL BUDGET IMPACT</b>							
	Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL
Appropriations							
Planning and Design	\$ 250,000	\$ 435,000	\$ -	\$ -	\$ -	\$ -	\$ 685,000
Land and Easements	1,867,000	-	-	-	-	-	1,867,000
Building and Construction	-	-	9,010,755	-	-	-	9,010,755
Equipment & Furniture	-	-	-	-	-	-	-
Other:	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,117,000</b>	<b>\$ 435,000</b>	<b>\$ 9,010,755</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>11,562,755</b>
<b>Revenues</b>							
Street Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Bill	-	-	-	-	-	-	-
Park Restricted	-	-	-	-	-	-	-
General Fund	517,000	435,000	(435,000)	-	-	-	517,000
Intergovernmental	-	-	-	-	-	-	-
Debt/Unidentified	1,600,000	-	9,445,755	-	-	-	11,045,755
<b>Total</b>	<b>\$ 2,117,000</b>	<b>\$ 435,000</b>	<b>\$ 9,010,755</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,562,755</b>
<b>OPERATING BUDGET IMPACT</b>							
	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29		
Appropriations							
Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance/Utilities/Leases (est. .5% of const cost)	-	-	-	47,229	47,229		
Other:	-	-	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,229</b>	<b>47,229</b>		

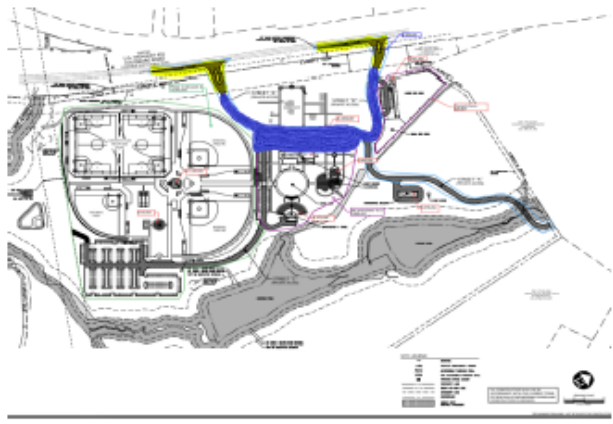
<b>PROJECT TITLE</b> Police Station	<b>DEPARTMENT</b> Police																																																								
<b>PROJECT TYPE</b> <input type="checkbox"/> Health/Safety/Welfare <input type="checkbox"/> Maintenance/Replacement <input checked="" type="checkbox"/> Expansion of Program/Facility	<b>PROJECT LEVEL</b> <input checked="" type="checkbox"/> 1: Mandated or gov bd priority <input type="checkbox"/> 2: Improves efficiency, reduces costs <input type="checkbox"/> 3: Improves quality of life																																																								
<b>PROJECT DESCRIPTION</b> Construct new facilities to replace the current Police Department. As the Town population grows, demand grows for staff, services, and facilities that will meet the long term needs of the Town. New facilities would accommodate public meeting areas, staff offices, training rooms, and other essential law enforcement functions.																																																									
<b>CONNECTION TO STRATEGIC PLAN</b> Planned Investment, Goal 7 - Continuously provide superior public safety - police, fire, EMS - to address current and future needs																																																									
																																																									
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Appropriations	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Prior Years</th> <th>Year 1 2024-25</th> <th>Year 2 2025-26</th> <th>Year 3 2026-27</th> <th>Year 4 2027-28</th> <th>Year 5 2028-29</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Planning and Design</td> <td>\$ -</td> <td>\$ 150,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 150,000</td> </tr> <tr> <td>Land and Easements</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Building and Construction</td> <td>-</td> <td>-</td> <td>12,450,819</td> <td>-</td> <td>-</td> <td>12,450,819</td> </tr> <tr> <td>Equipment &amp; Furniture</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Other:</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td><b>Total</b></td> <td>\$ -</td> <td>\$ 150,000</td> <td>\$ 12,450,819</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 12,600,819</td> </tr> </tbody> </table>	Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL	Planning and Design	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	Land and Easements	-	-	-	-	-	-	Building and Construction	-	-	12,450,819	-	-	12,450,819	Equipment & Furniture	-	-	-	-	-	-	Other:	-	-	-	-	-	-	<b>Total</b>	\$ -	\$ 150,000	\$ 12,450,819	\$ -	\$ -	\$ 12,600,819							
Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL																																																			
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Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL																																																			
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Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29																																																					
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Maintenance/Utilities/Leases (est. 1% of const cost)	-	-	-	126,008	126,008																																																				
Other:	-	-	-	-	-																																																				
<b>Total</b>	-	-	-	126,008	126,008																																																				

<b>PROJECT TITLE</b>	<b>DEPARTMENT</b>						
Main Fire Station	Fire						
<b>PROJECT TYPE</b>	<b>PROJECT LEVEL</b>						
<input type="checkbox"/> Health/Safety/Welfare <input type="checkbox"/> Maintenance/Replacement <input checked="" type="checkbox"/> Expansion of Program/Facility	<input checked="" type="checkbox"/> 1: Mandated or gov bd priority <input type="checkbox"/> 2: Improves efficiency, reduces costs <input type="checkbox"/> 3: Improves quality of life						
<b>PROJECT DESCRIPTION</b> <p>The current Main Fire Station was constructed in 1980. Analysis by Wake County shows that downtown Rolesville is the ideal location for a fire station in the district. A recent assessment of the current building revealed that the current station does not meet current fire service standards. Due to population growth in the Rolesville fire district, it is critical for the department to have an adequate base of operations for fire services. This station is projected to begin design and construction after the unification of the RRFD and the Town.</p>							
<b>CONNECTION TO STRATEGIC PLAN</b> <p>Planned Investment, Goal 7 - Continuously provide superior public safety - police, fire, EMS - to address current and future needs</p>							
							
<b>CAPITAL BUDGET IMPACT</b>							
Appropriations	Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL
Planning and Design	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Land and Easements	-	-	-	-	-	-	-
Building and Construction	-	-	12,482,378	-	-	-	12,482,378
Equipment & Furniture	-	-	-	-	-	-	-
Other:	-	-	-	-	-	-	-
<b>Total</b>	\$ -	\$ 150,000	\$ 12,482,378	\$ -	\$ -	\$ -	\$ 12,632,378
<b>Revenues</b>							
Street Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Bill	-	-	-	-	-	-	-
Park Restricted	-	-	-	-	-	-	-
General Fund	-	150,000	(150,000)	-	-	-	-
Intergovernmental	-	-	5,684,570	-	-	-	5,684,570
Debt/Unidentified	-	-	6,947,808	-	-	-	6,947,808
<b>Total</b>	\$ -	\$ 150,000	\$ 12,482,378	\$ -	\$ -	\$ -	\$ 12,632,378
<b>OPERATING BUDGET IMPACT</b>							
Appropriations	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29		
Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance/Utilities/Leases (est 1% of const cost)	-	-	-	124,824	124,824		
Other:	-	-	-	-	-		
<b>Total</b>	-	-	-	124,824	124,824		



# PARKS & RECREATION

FY24-25 FUNDING IN CIP


<b>PROJECT TITLE</b>		<b>DEPARTMENT</b>					
Farm Park - Entrance		Parks & Recreation					
<b>PROJECT TYPE</b>		<b>PROJECT LEVEL</b>					
<input type="checkbox"/> Health/Safety/Welfare <input type="checkbox"/> Maintenance/Replacement <input checked="" type="checkbox"/> Expansion of Program/Facility		<input type="checkbox"/> 1: Mandated or gov bd priority <input type="checkbox"/> 2: Improves efficiency, reduces costs <input checked="" type="checkbox"/> 3: Improves quality of life					
<b>PROJECT DESCRIPTION</b>							
<p>Completion of the entrance to this site will allow the facility to be activated for programming, including larger special events. This will grant citizens access to portions of the park until further development occurs. The design phase includes working with DOT to acquire a second access point along US 401, as well as design for the roadway and parking areas. The adjoining map shows proposed paved areas in yellow and gravel in blue. All of this work is consistent with the long-term master plan for the site.</p>							
<b>CONNECTION TO STRATEGIC PLAN</b>							
Planned Investment, Goal 6 - Expand active open space and recreational facilities							
<b>CAPITAL BUDGET IMPACT</b>							
	Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL
Appropriations							
Planning and Design		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land and Easements	-	-	-	-	-	-	-
Building and Construction	550,000	1,000,000	-	-	-	-	1,550,000
Equipment & Furniture	-	-	-	-	-	-	-
Other:	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,550,000</b>
<b>Revenues</b>							
Street Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Bill	-	-	-	-	-	-	-
Park Restricted	550,000	1,000,000	-	-	-	-	1,550,000
General Fund	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Debt/Unidentified	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,550,000</b>
<b>OPERATING BUDGET IMPACT</b>							
	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29		
Appropriations							
Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance/Utilities/Leases	-	-	-	-	-		
Other:	-	-	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		





# PARKS & RECREATION

FY24-25 FUNDING IN CIP


<b>PROJECT TITLE</b>		<b>DEPARTMENT</b>					
The Farm Park - Activation		Parks & Recreation					
<b>PROJECT TYPE</b>		<b>PROJECT LEVEL</b>					
<input type="checkbox"/> Health/Safety/Welfare <input type="checkbox"/> Maintenance/Replacement <input checked="" type="checkbox"/> Expansion of Program/Facility		<input type="checkbox"/> 1: Mandated or gov bd priority <input type="checkbox"/> 2: Improves efficiency, reduces costs <input checked="" type="checkbox"/> 3: Improves quality of life					
<b>PROJECT DESCRIPTION</b>							
<p>The construction of an event center and grass playing fields will allow current and new programs to grow and serve the citizens of Rolesville. In addition to improving the quality of programs, this facility will also create additional revenue with weekend rentals. This project includes initial design and engineering for this phase of The Farm Park.</p>							
<b>CONNECTION TO STRATEGIC PLAN</b>							
Planned Investment, Goal 6 - Expand active open space and recreational facilities							
<b>CAPITAL BUDGET IMPACT</b>							
	Prior Years	Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	TOTAL
Appropriations							
Planning and Design	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Land and Easements	-	-	-	-	-	-	-
Building and Construction	-	-	11,940,000	-	-	-	11,940,000
Equipment & Furniture	-	-	-	-	-	-	-
Other:	-	-	-	-	-	-	-
<b>Total</b>	-	60,000	11,940,000	-	-	-	12,000,000
<b>Revenues</b>							
Street Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Bill	-	-	-	-	-	-	-
Park Restricted	-	60,000	(60,000)	-	-	-	-
General Fund	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Debt/Unidentified	-	-	12,000,000	-	-	-	12,000,000
<b>Total</b>	\$ -	\$ 60,000	\$ 11,940,000	\$ -	\$ -	\$ -	\$ 12,000,000
<b>OPERATING BUDGET IMPACT</b>							
		Year 1 2024-25	Year 2 2025-26	Year 3 2026-27	Year 4 2027-28	Year 5 2028-29	
Appropriations							
Salaries/Benefits (est 3 staff)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 306,000	
Maintenance/Utilities/Leases (est 1% of const cost)			-	-	120,000	120,000	
Other:	-	-	-	-	-	-	
<b>Total</b>	-	-	-	-	420,000	426,000	





# PARKS & RECREATION

FY24-25 FUNDING IN CIP

<b>PROJECT TITLE</b>		<b>DEPARTMENT</b>					
Mill Bridge Nature Park Amphitheater		Parks & Recreation					
<b>PROJECT TYPE</b>		<b>PROJECT LEVEL</b>					
<input type="checkbox"/> Health/Safety/Welfare <input checked="" type="checkbox"/> Maintenance/Replacement <input type="checkbox"/> Expansion of Program/Facility		<input type="checkbox"/> 1: Mandated or gov bd priority <input type="checkbox"/> 2: Improves efficiency, reduces costs <input checked="" type="checkbox"/> 3: Improves quality of life					
<b>PROJECT DESCRIPTION</b>							
Replace existing, original amphitheater seating and stage. The ADA Transition Plan identified this feature at Mill Bridge Nature Park as one that is in need of attention. Anticipated renovations to the seating area will provide improved accessibility and reduce maintenance needs. Improvements to the stage include replacing the platform and adding an overhead shelter.							
<b>CONNECTION TO STRATEGIC PLAN</b>							
Planned Investment, Goal 6 - Expand active open space and recreational facilities							
<b>CAPITAL BUDGET IMPACT</b>							
<b>Appropriations</b>	<b>Prior Years</b>	<b>Year 1 2024-25</b>	<b>Year 2 2025-26</b>	<b>Year 3 2026-27</b>	<b>Year 4 2027-28</b>	<b>Year 5 2028-29</b>	<b>TOTAL</b>
Planning and Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land and Easements	-	-	-	-	-	-	-
Building and Construction	130,000	340,000	-	-	-	-	470,000
Equipment & Furniture	-	-	-	-	-	-	-
Other:	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 130,000</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>470,000</b>
<b>Revenues</b>							
Street Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Bill	-	-	-	-	-	-	-
Park Restricted	130,000	340,000	-	-	-	-	470,000
General Fund	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Debt/Unidentified	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 130,000</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 470,000</b>
<b>OPERATING BUDGET IMPACT</b>							
<b>Appropriations</b>	<b>Year 1 2024-25</b>	<b>Year 2 2025-26</b>	<b>Year 3 2026-27</b>	<b>Year 4 2027-28</b>	<b>Year 5 2028-29</b>		
Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance/Utilities/Leases	-	-	-	-	-		
Other:	-	-	-	-	-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		

# FUTURE CAPITAL PROJECTS

The projects in this section are anticipated in the later years of the Capital Improvement Plan.



## Town Hall HVAC

Total Cost: \$60,000

Annual Operating: n/a

Many of the HVAC units at Town Hall date to the original construction in 2008 and are approaching end of life. New units will be installed to replace older equipment and ensure improved cost efficiency. This is the second installment of this multi-year project.



## Town Hall

Total Cost: \$15,902,150

Annual Operating: \$159,022

Construct a new facility for municipal offices and public meetings of the governing body. As the Town population grows, demand also grows for a facility that will meet the long term needs of municipal office space as well as public meeting areas.



## Community Center

Total Cost: \$12,488,238

Annual Operating: \$424,882

This project is for the construction of a community center which will host a variety of cultural and athletic programming. A site for this building has been identified in the Town Campus master plan.



## Rogers Rd Pedestrians

Total Cost: \$750,000

Annual Operating: n/a

This is a project to improve walkability and traffic flow along the Rogers Road corridor within the Town limits. Project will include the completion of some sidewalk gaps, as well as the installation of a signalized pedestrian crossing near the greenway at Heritage East. The Town anticipates making an application for a LAPP grant for this project.

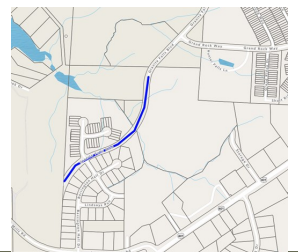


## Granite Falls Blvd @Thales

Total Cost: \$2,700,000

Annual Operating: n/a

Construction of Granite Falls Boulevard from the western edge of the Barrington subdivision to the current termination at Thales Academy. Roadway design would match existing Granite Falls Boulevard, with one lane of travel in each direction, bike lanes, and sidewalk. Cost includes design, land acquisition, and construction.

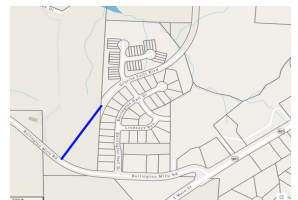


## Granite Falls Blvd @BMR

Total Cost: \$1,500,000

Annual Operating: n/a

Construction of Granite Falls Boulevard from Burlington Mills Road to the western edge of the Barrington subdivision. Roadway design would match existing Granite Falls Boulevard, with one lane of travel in each direction, bike lanes, and sidewalk. Cost includes design, land acquisition, and construction.



# FUTURE PROJECTS IN CIP MODEL



## Future Park Expansions

Total Cost: \$12,000,000    Annual Operating: \$TBD

Land acquisition, park site development and expansion, and greenway expansion. Land acquisition is essential for securing open space and future park sites. As the area continues to grow, undeveloped land and mature forests will decrease in availability. The Town will also continue to develop park land and greenways to keep up with the demands of a growing population.



## Economic Development Site

Total Cost: \$1,500,000    Annual Operating: n/a

Supports investment in the Town's future by identifying and designating land for economic development. Attracting larger commercial development to Rolesville is essential to diversify the tax base and help create local jobs. Funds could be allocated toward the purchase of land, site readiness or certification programs to assess and prepare land, or building infrastructure such as utility and road extensions.





# SUPPLEMENTAL INFORMATION



# DEBT SERVICE

## DEBT OBLIGATIONS

The chart below indicates the total debt service payments due under the terms of each of the Town's financing agreements. All debt is scheduled to be paid by the end of the FY2041-42 fiscal year.

DESCRIPTION	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29 to FY2041-42
	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	<i>14 years</i>
<b>502 Southtown Circle</b> \$1,425,000; issuance 12/28/2015; final payment due 12/28/2030; 2.77% interest	\$113,421	\$110,789	\$108,158	\$105,526	\$300,789
<b>11624 Louisburg Road</b> \$2,153,000; issuance 10/30/2017; final payment due 9/1/2027; 2.23% interest	\$234,178	\$229,384	\$224,589	\$219,795	-0-
<b>406 East Young Street</b> \$1,600,000; issuance 6/24/2021; final payment due 6/24/2031; 1.63% interest	\$177,606	\$174,998	\$172,390	\$169,807	\$493,697
<b>Public Works Facility</b> \$4,485,000; issuance 12/14/2022; final payment due 12/1/2042; 4.2% interest	\$403,920	\$394,470	\$385,020	\$375,570	\$4,488,960
<b>Debt Service Total</b>	<b>\$929,125</b>	<b>\$909,641</b>	<b>\$890,157</b>	<b>\$870,698</b>	<b>\$5,283,446</b>

## NET DEBT LIMIT

The Town is subject to the Local Government Bond Act of North Carolina, which limits the amount of outstanding net bonded debt to 8% of the assessed value of property subject to taxation. The Town's net debt as a percentage of assessed valuation is projected to be about **.28%** at June 30, 2024.

Estimated debt at June 30, 2024:

Source of Debt	Debt Remaining
502 Southtown Circle	\$665,000
11624 Louisburg Road	860,000
406 East Young Street	1,120,000
Public Works Facility	4,260,000
<b>TOTAL</b>	<b>\$6,905,000</b>

Assessed property valuation: **\$2,506,042,266**

## DEBT SERVICE RATIO

The debt service ratio is the total amount of debt payments as a percentage of total annual expenditures. A high ratio can impact service provision by reducing spending flexibility. The Town's debt service ratio for the General Fund in the upcoming FY 2024-25 budget year is projected to be about **5.4%**.

## BOND RATING

Rolesville is currently unrated.



# FUND BALANCE

## FUND BALANCE - GOVERNMENTAL FUNDS

Fund balance is the difference between current financial assets and liabilities reported in a fund. Fund balance is an important tool to avoid cash flow interruptions, generate investment income, eliminate the need for short-term borrowing, and act as a reserve for emergencies.

The Town Board of Commissioners has an internal fiscal policy of maintaining an unrestricted fund balance of 33% of General Fund expenditures. In addition, the North Carolina Local Government Commission (LGC) monitors the available fund balance of local government units.

As a rapidly growing municipality, Rolesville's General Fund expenditures increase each year. As the General Fund expenditures grow, the amount of unrestricted fund balance required to maintain a level within fiscal policy also grows. One method the Town has used to continuously increase its fund balance level is to slightly over budget expenditures and conservatively estimate revenues.

FUND	BEGINNING BALANCE 6/30/2024	INCREASES	DECREASES	NET TRANSFERS	ENDING BALANCE 6/30/2025	NET CHANGE	% CHG
General Fund	12,675,717	16,975,200	14,575,300	(735,000)	14,340,617	1,664,900	13.1%
Capital Projects Fund	6,510,668	1,000,000	2,369,500	735,000	5,876,168	(634,500)	(9.7%)
LAPP Grant Fund	-	-	-	-	-	-	-
Utility Projects Fund	1,998,120	70,000	-	-	2,068,120	70,000	3.5%

## CHANGES IN FUND BALANCE IN GENERAL FUND

There is a planned \$244,500 use of fund balance of the General Fund for several one-time projects. The Capital Improvement Plan (CIP) financial model calls for adding \$1,579,400 to fund balance for future capital projects and the Powell Bill balance is expected to increase \$335,000. The Town will remain within its established benchmarks.

## SELECTED FUND BALANCES OVER TIME

This chart shows the relevant restricted fund balances used in making long-term budget decisions. The information below reflects the ending fund balance on June 30.

	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 ACTUAL	FY23-24 BUDGETED	FY24-25 BUDGETED
<b>GENERAL FUND</b>						
Powell Bill	\$624,423	\$712,122	\$460,022	\$736,241	\$778,482	\$1,113,482
Capital Savings	\$533,000	\$658,000	\$793,000	\$1,300,500	\$1,832,500	\$3,411,900
ARPA-created Fund Balance				\$1,209,035	\$819,035	\$819,035
Unrestricted Fund Balance	\$5,208,149	\$8,020,226	\$7,084,857	\$7,937,887	\$8,018,862	\$8,274,362
<i>Unrestricted Fund Balance as a % of General Fund expenditures</i>	73%	104%	104%	137%	82%	83%
<b>UTILITY RESERVE FUND</b>						
Water Fees Reserve	\$912,133	\$912,320	\$913,835	\$956,868	\$1,012,868	\$1,047,868
Sewer Fees Reserve	\$884,517	\$884,703	\$886,219	\$929,252	\$985,252	\$1,020,252
<b>CAPITAL PROJECTS FUND</b>						
Street Fees Reserve	\$1,236,181	\$1,529,754	\$1,856,966	\$2,036,714	\$2,162,706	\$2,662,706
Street Payments In Lieu	\$357,898	\$357,898	\$368,104	\$616,378	\$128,157	\$128,157
Park Fees Reserve	\$1,822,805	\$2,097,968	\$2,584,340	\$3,310,909	\$3,533,355	\$2,398,855
Park Payments In Lieu	\$103,157	\$103,157	\$128,157	\$128,157	\$128,157	\$128,157

# LONG-RANGE FORECAST

This long-range forecast is intended to serve as a tool for financial planning and decision-making in the years ahead. This model displays two years of adopted/proposed budgets and four years of projected budget.

Forecasted revenues represent a conservative outlook of the Town's primary sources of revenue. The estimates are based on conservative trend analysis. Expenditures continue to increase based on approved contracts and ongoing cost projections. Only moderate inflationary increases are considered.

This financial forecast indicates that continued moderate growth in the operating budget is fundable in the future. While out years have negative net revenues, these results are within a margin of error. Were the model to show large structural deficits, those shortfalls would need to be addressed by either additional revenues, reduced costs, or the use of fund balance reserves.

Future improvements to this long-range forecast include incorporating known major one-time operating purchases, staff growth, and capital program contributions.

	FY2023-24 BUDGET	FY2024-25 BUDGET	FY2025-26 PROJECTION	FY2026-27 PROJECTION	FY2027-28 PROJECTION	FY2028-29 PROJECTION
<b>GENERAL FUND</b>						
Revenues						
Ad Valorem Taxes	\$6,960,000	\$9,759,000	\$10,051,770	\$10,353,323	\$10,663,923	\$10,983,840
Sales Taxes	3,234,400	3,360,000	3,494,400	3,634,176	3,779,543	3,930,725
Utility Sales Tax	530,000	574,000	585,480	597,190	609,133	621,316
Solid Waste Fees	1,034,120	1,124,100	1,146,582	1,169,514	1,192,904	1,216,762
Other Financing Sources (unusual)	917,000	249,500				
All Other Revenue	1,756,580	2,159,650	2,224,440	2,291,173	2,359,908	2,430,705
<b>TOTAL</b>	<b>\$14,432,100</b>	<b>\$17,226,250</b>	<b>\$17,502,672</b>	<b>\$18,045,375</b>	<b>\$18,605,411</b>	<b>\$19,183,348</b>
Expenditures						
Salaries & Benefits	\$6,160,220	\$7,343,700	\$7,564,011	\$7,790,931	\$8,024,659	\$8,265,399
Base Operating	5,494,460	5,810,850	5,985,176	6,164,731	6,349,673	6,540,163
Capital Outlay	602,820	727,100	748,913	771,380	794,522	818,357
Debt Service	705,600	695,200	680,257	665,568	650,903	635,190
Contribution to capital	730,000	735,000				
Held in reserve	739,000	1,914,400	2,728,882	2,810,748	2,895,071	2,981,923
<b>TOTAL</b>	<b>\$14,432,100</b>	<b>\$17,226,250</b>	<b>\$17,707,239</b>	<b>\$18,203,359</b>	<b>\$18,714,828</b>	<b>\$19,241,032</b>
<b>Net Revenues over</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$204,567)</b>	<b>(\$157,984)</b>	<b>(\$109,417)</b>	<b>(\$57,684)</b>

**Assumptions in Model** Ad Valorem Taxes: Projected to increase 3% per year. Sales Taxes: Projected to increase 4% per year. Utility Sales Tax: Projected to increase 2% per year. Solid Waste Fees: Projected to increase 2% per year. All Other Revenue: Projected to increase 3% per year. Most Expenditures: Projected to increase 3% per year. Debt Service: Per amortization schedules. Held in Reserve: Projected based on continuing 3.5 cents of tax for future capital projects.

# GRANTS

Grants, whether from federal, state, local, or other sources, can play an important role in meeting financial needs for both operational and capital projects. Grant funds are often not included in a unit's original adopted budget if there has been no prior notice of award.

Over the past 12 months, Town staff have taken an active interest in seeking additional grant funding with a proactive approach. Using knowledge about routinely-offered grants, staff are better able to plan how these funds can be used to further Town strategic initiatives. In addition, the Town has entered into a partnership with the Triangle J Council of Government to leverage that organization's resources and expertise to find and apply for grants.

The chart below shows grants that are active for the FY23-24 cycle. The "Ongoing Grants" represent funds that are currently awarded or have been frequently received. The "Anticipated Applications for FY23-24" grants have been or will be applied for over the coming fiscal year.

Purpose	Grantor	Amount
<b>Ongoing Grants</b>		
School Resource Officers	Wake County	\$58,400
Community Arts	United Arts Council	\$5,000
Ballistic Vests	NCLM & NC Dept of Public Safety	Varies
Wellness	NCLM	Varies
<b>Awards for FY23-24</b>		
EV Charging Station	NC Dept of Environmental Quality	\$10,000
(2) Police Officers	US DOJ COPS Program	\$350,000
Main Street Park Improvements	Federal Community Projects	\$406,000
Town Campus Site Preparation	Federal Community Projects	\$325,000
<b>Anticipated Applications for FY24-25</b>		
Accessibility for Parks	NC Division of Parks & Recreation	\$340,000

# FISCAL POLICIES

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## BUDGETARY POLICY

- ✓ In accordance with state statutes, the Town will adopt a balanced budget ordinance each year. A budget is balanced when the sum of net revenues and appropriated fund balance equals expenditure appropriations.
- ✓ The tax rate will be set each year based on the cost of providing general governmental services and paying debt service. Consideration will be given to future net revenue requirements due to the impacts of capital improvement projects and programmed debt service.
- ✓ The Town sets fees that will maximize user charges in lieu of ad valorem taxes for services that can be individually identified and where the costs are directly related to the level of service.
- ✓ Expenditure budgets are reviewed by staff, the Town Manager, and Town Board prior to adoption and are continually monitored throughout the budget year. Budgeted funds will only be spent for the purposes for which they are intended.
- ✓ For continuing contracts, funds will be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, in accordance with North Carolina General Statutes.

## FUND BALANCE POLICY

- ✓ Unassigned fund balance refers to funds that remain available for appropriation after all state statutes, previous designations, and expenditure commitments have been calculated.
- ✓ At the close of each fiscal year, the Town will strive to maintain a level of unrestricted fund balance of no less than 33%, which translates to a minimum of 4 months, of general fund expenditures. Any excess funds may be utilized for other municipal purposes, such as but not limited to additional capital improvement needs, debt reduction, and emergency situations.

## CAPITAL IMPROVEMENT POLICY

- ✓ The Town will update an annual five year capital improvements program which details each capital project, the estimated cost, description, funding source, and effect on the Town's operating budget.
- ✓ The capital improvements program will generally address those capital assets with a value exceeding \$5,000 and a useful life of over five years.
- ✓ Restricted revenue sources will be utilized whenever possible before unrestricted sources.

## DEBT POLICY

- ✓ The Town will utilize a balanced approach to capital funding using debt financing, fund balance, capital reserves, and pay-as-you-go appropriations.
- ✓ No appropriations of the proceeds of a debt instrument will be made except for the purpose for which such debt instrument was intended. Debt financing will not be used to finance current operating expenditures.
- ✓ Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project.
- ✓ The sum of general obligation debt and installment purchase debt of the Town will not exceed the North Carolina statutory limit.
- ✓ The Town will strive to maintain debt funding flexibility to maximize capacity for both identified and unanticipated capital needs and opportunities.

*Check marks indicate compliance with policy.*

*Adopted by the Town Board on June 6, 2016.*

# BUDGET & FISCAL FRAMEWORK

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## BASIS OF ACCOUNTING

The budget is prepared using the modified accrual basis of accounting for all funds. This approach recognizes revenues when they become measurable and available and expenditures at the time liability is incurred. This same basis of accounting is used in the financial statements. All revenues and expenditures must be included in the annual budget ordinance or the appropriate capital and/or grant project ordinances. Any operational appropriations that are not expended or encumbered shall lapse.

## BUDGET CALENDAR

The North Carolina Budget and Fiscal Control Act (NCBFCA) establishes the dates by which each stage in the annual budget process is to be completed:

- Departmental requests must be submitted to the Budget Officer by April 30
- Revenue requests must be submitted to the Budget Officer by April 30
- The recommended budget must be submitted to the Governing Board by June 1
- The Governing Board must adopt the annual budget ordinance by July 1

## DEPARTMENTAL REQUESTS

The Budget Officer (Town Manager) gives department heads their budget request materials and instructions in January. Department heads are responsible for estimating departmental expenditures and making requests for new positions, equipment, technology, and facilities.

## RECOMMENDED BUDGET

After careful assessment of organizational needs and priorities, the Town Manager presents a balanced proposed budget to the Town Board. The document includes a budget message which identifies how the budget advances the Town's Strategic Plan, details the justification for important positions and programs, and explains major changes that affect fiscal policy.

## PUBLIC PARTICIPATION

A copy of the proposed budget is filed with the Town Clerk and is also available on the Town's website. A public hearing is scheduled prior to the formal adoption of the budget. At this public hearing, citizens are invited to comment on any aspect of the proposed budget.

## BUDGET ADOPTION

The governing board reviews the proposed budget with the Town Manager and staff. Adoption of the budget ordinance by the governing board establishes legal authority to incur expenditures in the ensuing fiscal year.

## BUDGET AMENDMENTS

After adoption of the budget ordinance, the Budget Officer (Town Manager) is authorized to transfer appropriations of up to \$50,000 between line items within the same fund. These transfers are reported to the Town Board at least quarterly. All other revisions or budget amendments are approved by the Town Board through legislative action.

## FISCAL YEAR 2024-25 PROCESS

- |   |            |
|---|------------|
| • Budget kickoff                                | January 16 |
| • Department requests and revenue estimates due | February 2 |
| • Present Proposed Budget to Town Board         | May 21     |
| • Public Hearing                                | June 4     |
| • Budget adopted by Town Board                  | TBD        |



# PAY & CLASSIFICATION PLAN

## REGULAR POSITIONS *(i.e. with benefits)*

Title	Job Code	Pay Grade	Bi-Weekly	FLSA Status
			Hours (if full time)	
Maintenance Worker	20420	6	80	
Administrative Support Specialist	20610	8	80	
Accounting Technician	20030	9	80	
Development Support Specialist	20170	9	80	
Lead Maintenance Worker	20430	9	80	
Accounting Specialist	20040	11	80	
Program Coordinator	20510	11	80	
Police Officer	30260	*	84	
Police Officer - Community Resource Officer	30180	*	80	
Police Officer - School Resource Officer	30190	*	80	
Police Investigator	30210	*	80	
Planner I	20470	13	80	
Human Resources Analyst	20460	14	80	
Executive Analyst	20070	15	80	
Operations Coordinator	20070	15	80	
Town Clerk	10080	16	80	
Stormwater Technician	20747	16	80	
Capital Project Manager	20320	17	80	
Accountant	20020	17	80	
Communications Specialist	10110	17	80	
Planner II	20475	17	80	
Police Sergeant	30270	17	80 / 84	
Parks Superintendent	20450	18	80	
Police Lieutenant	30275	19	80 / 84	
Assistant Planning Director	20475	22	80	Exempt
Police Captain	30250	22	80	Exempt
Economic Development Director	20475	23	80	Exempt
Public Works Director	10210	24	80	Exempt
Parks and Recreation Director	10220	24	80	Exempt
Human Resources Director	10150	25	80	Exempt
Planning Director	10160	25	80	Exempt
Finance Director	10120	26	80	Exempt
Chief of Police	10170	27	80	Exempt
Assistant Town Manager	10070	29	80	Exempt

### **\*POLICE OFFICER CAREER LADDER**

Police Cadet	10	80
Police Officer I	12	80 / 84
Police Officer II	13	80 / 84
Master Police Officer	14	80 / 84
Senior Police Officer	15	80 / 84

# PAY & CLASSIFICATION PLAN

## TEMPORARY POSITIONS *(i.e. without benefits)*

Title	Min Rate	Max Rate	Notes
PT Administrative Assistant	19.61	29.02	grade 7 equivalent
PT Code Enforcement Officer	22.70	33.59	grade 10 equivalent
PT Evidence Specialist	27.59	40.83	grade 14 equivalent
PT Intern	10.00	19.00	
PT Recreation Assistant	10.00	13.00	Up to \$0.25 /yr increase
PT Camp Counselor	11.00	14.00	Up to \$0.25 /yr increase
PT Senior Camp Counselor	12.50	15.50	Up to \$0.25 /yr increase
PT Facility Supervisor	12.50	15.50	Up to \$0.25 /yr increase
PT Official	16.00	36.00	

## FY24-25 PAY SCALE

GRADE	MINIMUM	MIDPOINT	MAXIMUM	GRADE	MINIMUM	MIDPOINT	MAXIMUM
1	30,432	37,736	45,039	18	69,756	86,498	103,239
2	31,954	39,623	47,292	19	73,244	90,823	108,401
3	33,552	41,605	49,657	20	76,906	95,364	113,821
4	35,230	43,685	52,140	21	80,751	100,131	119,511
5	36,992	45,870	54,748	22	84,789	105,139	125,488
6	38,842	48,164	57,486	23	89,028	110,395	131,761
7	40,784	50,572	60,360	24	93,479	115,914	138,349
8	42,823	53,101	63,378	25	98,153	121,710	145,266
9	44,964	55,756	66,547	26	103,061	127,796	152,530
10	47,212	58,543	69,874	27	108,214	134,186	160,157
11	49,573	61,471	73,368	28	113,625	140,895	168,165
12	52,052	64,545	77,037	29	119,306	147,940	176,573
13	54,655	67,772	80,889	30	125,271	155,336	185,401
14	57,388	71,161	84,934	31	131,535	163,104	194,672
15	60,257	74,719	89,180	32	138,112	171,259	204,406
16	63,270	78,455	93,640	33	145,018	179,823	214,627
17	66,434	82,378	98,322				

# SCHEDULE OF FEES

This schedule is subject to change at the discretion of the Town Board.

Administration			
Description	Fee	When Due	Acct
<b>Copies</b>			
Existing maps (larger than 8 ½ x 11)	\$1 /square foot	Upon Receipt	4710
Documents	\$0.75 /page	Upon Receipt	4710
CD	\$10 /disc	Upon Receipt	4710
Flash drive	\$10 /drive	Upon Receipt	4710
Returned check	\$25 /check	Invoice, Net 30	4710
Late payment of invoices	\$10	Invoice, Net 30	4710
Public records request	In accordance with NCGS Ch. 132	Invoice, Net 30	4710
<b>Candidate filing fee</b>			
Mayor	\$25	Application	Wake Co
Commissioner	\$15	Application	Wake Co

Development Services			
Description	Fee	When Due	Acct
<b>Plan Review</b>			
Sketch plan	\$150	Application	4400
Site development plan	\$700	Application	4400
Major preliminary subdivision (>4 lots) plat	\$500 plus \$10 /lot	Application	4400
Construction infrastructure drawings	\$500	Application	4400
<b>Final subdivision plats</b>			
Recombination	\$150	Application	4400
Boundary survey	\$150	Application	4400
Right-of-way dedication	\$150	Application	4400
Easement dedication	\$150	Application	4400
Minor subdivision (<5 lots)	\$150 plus \$10 /lot	Application	4400
Major subdivision (>4 lots)	\$250 plus \$10 /lot	Application	4400
Resubmittal fees	½ original submittal	Application	4400
<b>Consultant review fees</b>			
Engineering / plan review	Actual cost	Invoice, Net 30	4410
Traffic impact analysis	Actual cost	Invoice, Net 30	4410
Town Attorney	Actual cost	Invoice, Net 30	4410
Wireless telecommunications facility examination	Actual cost	Invoice, Net 30	4410
<b>Planning &amp; Zoning Fees</b>			
Land Development Ordinance text amendment	\$600	Application	4420
Rezoning (map amendment) (includes Comprehensive Plan amendment)		Application	4420
General use district	\$600	Application	4420
Conditional district	\$1,000	Application	4420
Mixed-use district	\$1,200	Application	4420
Public hearing notification letter	\$2.00 per property required	Application	4420

# SCHEDULE OF FEES

Development Services			
Description	Fee	When Due	Acct
<b>Planning &amp; Zoning Fees</b>			
Special Use Permit			
Within a residential zoning district	\$600 plus \$8 /unit	Application	4420
Within a non-residential zoning district	\$600	Application	4420
Zoning verification letter	\$100	Application	4420
Appeals and interpretations	\$600	Application	4420
Variance application	\$600	Application	4420
Street or right of way closure			
Temporary permit	\$100	Application	4420
Permanent closure	\$1,000	Application	4420
Nuisance abatement			
General labor	\$30 /hour	Invoice, Net 30	4420
Equipment	\$140 /hour	Invoice, Net 30	4420
Contractor	Actual cost	Invoice, Net 30	4420
Voluntary annexation petition	\$350	Application	4420
Sign permit			
Permanently mounted	\$75 /sign	Application	4420
Temporary sign or banner	\$25 /sign	Application	4420
Food truck permit			
One location, one time	\$25	Application	4420
One location, annual	\$75	Application	4420
Multiple locations, annual	\$100	Application	4420
Driveway extension permit	\$100	Application	4420
Encroachment in right of way			
Permit	\$50	Application	4420
Inspection	\$75	Application	4420
<b>Permits</b>			
Zoning permit			
New residential	\$150	Application	4430
Residential alterations and additions	\$50	Application	4430
Commercial new structure	\$250	Application	4430
Commercial alteration and addition	\$50	Application	4430
Building permit processing			
Residential and commercial	\$100	Application	4431
Trade permit processing	\$60	Application	4431
Administrative change requests	\$60	Application	4431
<b>Inspections</b>			
Infrastructure inspections			
Single-family residential right of way improvement	\$200 /lot	Application	4440
Setback encroachment inspection	Actual cost	Application	4440
Inspection of other field improvements	Actual cost	Invoice, Net 30	4440
Fire inspections			
Commercial structures	Actual cost	Invoice, Net 30	4441

# SCHEDULE OF FEES

Capital Fees			
Description	Fee	When Due	Acct
<b>Street Lights</b>			
Street light poles	\$650 /pole	Final plat approval	4448
<b>Payment in Lieu</b>			
Recreation open space	Fair market value of 5% of the gross acreage	Final plat approval	4450-7600
Greenway construction	125% of construction costs	Final plat approval	4450-7600
Street construction	125% of construction costs	Final plat approval	4450-7200
Sidewalk construction	125% of construction costs	Final plat approval	4450-7200
<b>Utility System Development Fees</b>	Per City of Raleigh	Permit approval	COR
<b>Recreation Development Fee</b>	Lots within corporate limits or ETJ		
Senior multi-family apartments	\$1,000 /unit	Permit approval	4460-7600
All other residential uses	\$3,200 /unit	Permit approval	4460-7600
<b>Transportation Development Fee</b>	Lots within corporate limits or ETJ		4460-7200
<b>Residential</b>			
Single and two-family dwellings	\$3,200 /unit	Permit approval	4460-7200
Townhomes and multi-family dwellings	\$2,400 /unit	Permit approval	4460-7200
Hotel / motel	\$313 /room	Permit approval	4460-7200
<b>Office, hospital, and medical care facility</b>			
Less than 100,000 square feet	\$543 /1,000 square feet	Permit approval	4460-7200
100,000 to 199,999 square feet	\$438 /1,000 square feet	Permit approval	4460-7200
Greater than 200,000 square feet	\$334 /1,000 square feet	Permit approval	4460-7200
<b>Institutional</b>			
Churches	\$135 /1,000 square feet	Permit approval	4460-7200
Day care facility	\$42 /licensed enrollee	Permit approval	4460-7200
Cemetery	\$127 /acre	Permit approval	4460-7200
Group quarters	\$80 /bed	Permit approval	4460-7200
Elementary & Middle Schools	\$32 /student	Permit approval	4460-7200
High Schools	\$43 /student	Permit approval	4460-7200
<b>Retail</b>			
49,999 square feet or less	\$1,092 /1,000 square feet	Permit approval	4460-7200
50,000 to 99,999 square feet	\$982 /1,000 square feet	Permit approval	4460-7200
100,000 to 199,999 square feet	\$1,247 /1,000 square feet	Permit approval	4460-7200
200,000 to 299,999 square feet	\$1,148 /1,000 square feet	Permit approval	4460-7200
Greater than 300,000 square feet	\$950 /1,000 square feet	Permit approval	4460-7200
Retail gasoline delivery pumps	\$190 /pump	Permit approval	4460-7200
<b>Industrial</b>			
Manufacturing or Agricultural processing	\$181 /1,000 square feet or \$1,835 /acre (whichever is greater)	Permit approval	4460-7200
Warehouse, Wholesale, or Distribution	\$302 /1,000 square feet	Permit approval	4460-7200
Mini-warehousing (aka self-storage units)	\$80 /1,000 square feet	Permit approval	4460-7200
Recreational amenity centers	\$185 /1,000 square feet	Permit approval	4460-7200



# SCHEDULE OF FEES

Solid Waste			
Description	Fee	When Due	Acct
<b>Solid Waste Collection</b>			
Residential solid waste collection	\$300.00 /year	Property Tax	4510
One additional rollout cart	\$33.00 /quarter	Application	4510
Two additional rollout carts	\$66.00 /quarter	Application	4510

Public Safety			
Description	Fee	When Due	Acct
Copy of police reports	\$5 /copy	Upon Receipt	4710
Off duty employment	\$55 /hour, 4 hour daily minimum (rates may vary for units of government)	Invoice, Net 30	4515
Late request (<72 hours in advance)	Additional \$15 /hour	Invoice, Net 30	4515
Town Holiday	Additional \$15 /hour	Invoice, Net 30	4515

Parks & Recreation					
Description		Fee		When Due	Acct
Facility Rental		Resident *	Non-Resident		
Main Street Park					
Picnic shelters A, B, and C		\$15 /hr, 2 hr min	\$25 /hr, 2 hr min	Application	4525
Picnic shelter D		\$30 /hr, 2 hr min	\$60 /hr, 2 hr min	Application	4525
Gazebo		\$30 /hr, 2 hr min	\$60 /hr, 2 hr min	Application	4525
Mill Bridge Nature Park					
Amphitheater		\$30 /hr, 2 hr min	\$60 /hr, 2 hr min	Application	4525
Community Center					
Rentals during office hours		\$45 /hr, 2 hr min	\$75 /hr, 2 hr min	Application	4525
Rentals after office hours, weekends, or holidays		Additional \$15 /hr		Application	4525
Redford Place Park					
Ballfield picnic shelter		\$30 /hr, 2 hr min	\$60 /hr, 2 hr min	Application	4525
Field rental per field		\$30 /hr, 2 hr min	\$45 /hr, 2 hr min	Application	4525
Lights per field		\$30 /hr, 2 hr min	\$45 /hr, 2 hr min	Application	4525
Ballfield prep - drag and line		\$50 per day		Application	4525
Rolesville Middle School					
Football field & track		\$100 /hr, 2 hr min	\$125 /hr, 2 hr min	Application	4525
Softball field		\$30 /hr, 2 hr min	\$45 /hr, 2 hr min	Application	4525
Concession facility use		\$30 /hr, 2 hr min	\$45 /hr, 2 hr min	Application	4525
Field lights		\$30 /hr, 2 hr min	\$45 /hr, 2 hr min	Application	4525
Football field prep - line		\$100 per day		Application	4525
Softball field prep - drag and line		\$50 per day		Application	4525
Rentals after office hours, weekends, or holidays		Additional \$15 /hr		Application	4525
Sanford Creek Elementary Fields					
Multi-purpose field		\$50 /hr, 2 hr min	\$75 /hr, 2 hr min	Application	4525
Field prep - drag and line		\$100 flat fee		Application	4525
Refund (does not apply if Town cancels)		\$5		Upon Receipt	deducted

# SCHEDULE OF FEES

Parks & Recreation				
Description	Fee		When Due	Acct
Program Registration	Resident *	Non-Resident		
Youth athletics	\$53 /participant	\$93 /participant	Application	4540
Adult softball	Varies by league		Application	4540
Cultural programs	Varies by class		Application	4540
Late registration fee	\$10 /participant		Application	4540
Summer Camp	\$105	\$125	Application	4540
Refund (does not apply if Town cancels)	\$5		Upon Receipt	deducted
Sponsorships				
Outfield sponsorship banner	\$1500		Invoice, Net 30	4530
Youth sports MVP	\$1200		Invoice, Net 30	4530
Youth sports – one season baseball or softball team	\$325		Invoice, Net 30	4530
Youth sports – one season soccer team	\$200		Invoice, Net 30	4530
Youth sports – basketball team	\$200		Invoice, Net 30	4530
Sponsors of 5 or more teams in one athletic season get a 10% discount				
Commercial Use of Park Property				
Year (12 months)	\$240		Application	4525
Half Year (6 months)	\$150		Application	4525
Quarterly (3 months)	\$90		Application	4525
* Resident is defined as current physical residency within the corporate limits, owner of property within the corporate limits, and Town of Rolesville employees. Shelter rental fees are waived for Wake County Public Schools.				

# GLOSSARY

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**Appropriation:** The legal authorization granted by the Town Board to spend or obligate money for specific purposes.

**Capital Improvements:** Any expenditure for equipment, buildings, infrastructure, land or other asset with a value of \$5,000 or greater and a useful life of more than one year.

**Capital Improvement Plan (CIP):** A long-range plan of proposed capital improvements, which includes their costs and funding sources. The plan is updated annually to reassess capital needs.

**Column Headings:** Common column headings used in this document are: "Actual" – the actual funds received or spent in a fiscal year. "Budget" – the funds anticipated to be spend in a fiscal year.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Debt Service:** The obligation to pay the principal and interest of all debt instruments according to a pre-determined payment schedule.

**Encumbrance:** A financial commitment for services, contracts, or goods which have not yet been delivered or performed.

**Exaction:** Infrastructure projects required from a developer as a condition of development approval.

**Expenditures:** The cost of goods and services.

**Fiscal Year:** A twelve month time period which determines the time frame for budgeting, accounting, and financial reporting. The fiscal year for Rolesville is July 1 to June 30.

**Fund:** An accounting entity with revenues and expenditures that are set up to carry out a specific function or objective.

**Fund Balance:** Monies that remain unspent after all budgeted expenditures have been made.

**General Fund:** The fund which accounts for most of the basic government services such as public safety, parks and recreation, streets and highways, sanitation, and administration.

**Impact Fee:** A fee imposed on new development to pay for public infrastructure projects necessary to support the new development. The Town of Rolesville has a local act from the North Carolina legislature which allows it to impose impact fees for specified purposes.

**Infrastructure:** Public infrastructure refers to the physical structures required to support a community, which are owned by the public and are available for public use. Examples include streets, sidewalks, bridges, greenways, and parks.

**Levy:** The amount of tax, service charges, or assessments imposed by a unit of government.

**Installment Agreements:** A method of purchasing or a loan in which payments are spread out over a multi-year period.

**Modified Accrual Accounting:** An accounting method whereby revenues are recorded when they are measurable and available and expenditures are recorded when the liability is incurred.

**Restricted Funds:** Grants, entitlements, or shared revenues which are legally restricted to specific uses.

**Revenues:** Actual or expected income.

**Transfer:** The movement of money from one fund to another fund for the purpose of wholly or partially supporting the functions of the receiving fund.