



GARNER

A Great Place to Be

Town of Garner, North Carolina

Recommended

Annual Operating Budget

Fiscal Year 2014/2015



*Recommended
Annual Operating Budget*

Fiscal Year 2014/2015

*Town of Garner
North Carolina*

*Submitted to:
The Honorable Mayor
And Town Council*

*Prepared by:
The Office of the Town Manager*

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ELECTED & APPOINTED OFFICIALS

TOWN COUNCIL

Mayor

Ronnie S. Williams



Jackie Johns Sr.
Council Member



Ken Marshburn
Council Member



Kathy Behringer
Council Member



Arthur "Buck" Kennedy
Council Member



Gra Singleton
Council Member



BOARDS & COMMISSIONS

Board of Adjustment
Thomas Teabo, Chair

Planning Commission
Barbara Barat, Vice Chair

Parks, Recreation, and Cultural Resources
Committee
Amaka Flynn, Chair

Senior Citizen Advisory Committee
Shirley Gray, Chair

Garner Revitalization Association
Sherry Mitchell, Chair

ADMINISTRATIVE STAFF

Hardin Watkins	Town Manager*
Rodney Dickerson	Assistant Town Manager
William E. Anderson	Town Attorney*
Judy Bass	Town Clerk
Brad Bass	Planning Director
Tony Beasley	Economic Development Director
Paul Cox	Public Works Director
Bret Kelly	Information Technology Director
Emily Lucas	Finance Director
Mary Beth Manville	Human Resources Director
Tony Chalk	Town Engineer
Sandy Teal	Inspections Director
Sonya Shaw	Parks, Recreation & Cultural Resources Director
Brandon Zuidema	Chief of Police

*Appointed by Council

BUDGET CALENDAR

December

- FY 14-15 Budget Kick-Off Meeting with Department Heads
- Personnel Budget Entered by Budget Team
- Operating Budgets Data Entry by Departments
- Kick-Off Meeting with Non-Departmental Agencies

January

- Operating Budget Data Entry by Departments Continues
- Operating Budgets, Decision Packages, Grant Applications, Narratives, Capital Requests and Non-Departmental Agency Budgets are Submitted to Budget Team

February

- Budget Team Reviews Operating Budget Requests, Decision Packages, Capital Requests and Agency Funding Requests
- Budget Team Discusses Budget Priorities with Town Council and Town Council Provides Preliminary Input on Budget Development
- **Public Hearing Conducted to Receive Public Input**
- Budget Reviews Conducted with Departments

March

- Budget Team Continues Budget Reviews and Preparation of Recommended Budget

April

- Budget Team Prepares Budget Presentation and Presents Recommended Budget to Department Heads and the Town Council

May

- Departments Submit Goals, Objectives and Performance Information
- **Public Hearing Conducted to Receive Public Input**
- Town Council Conducts Budget Work Sessions

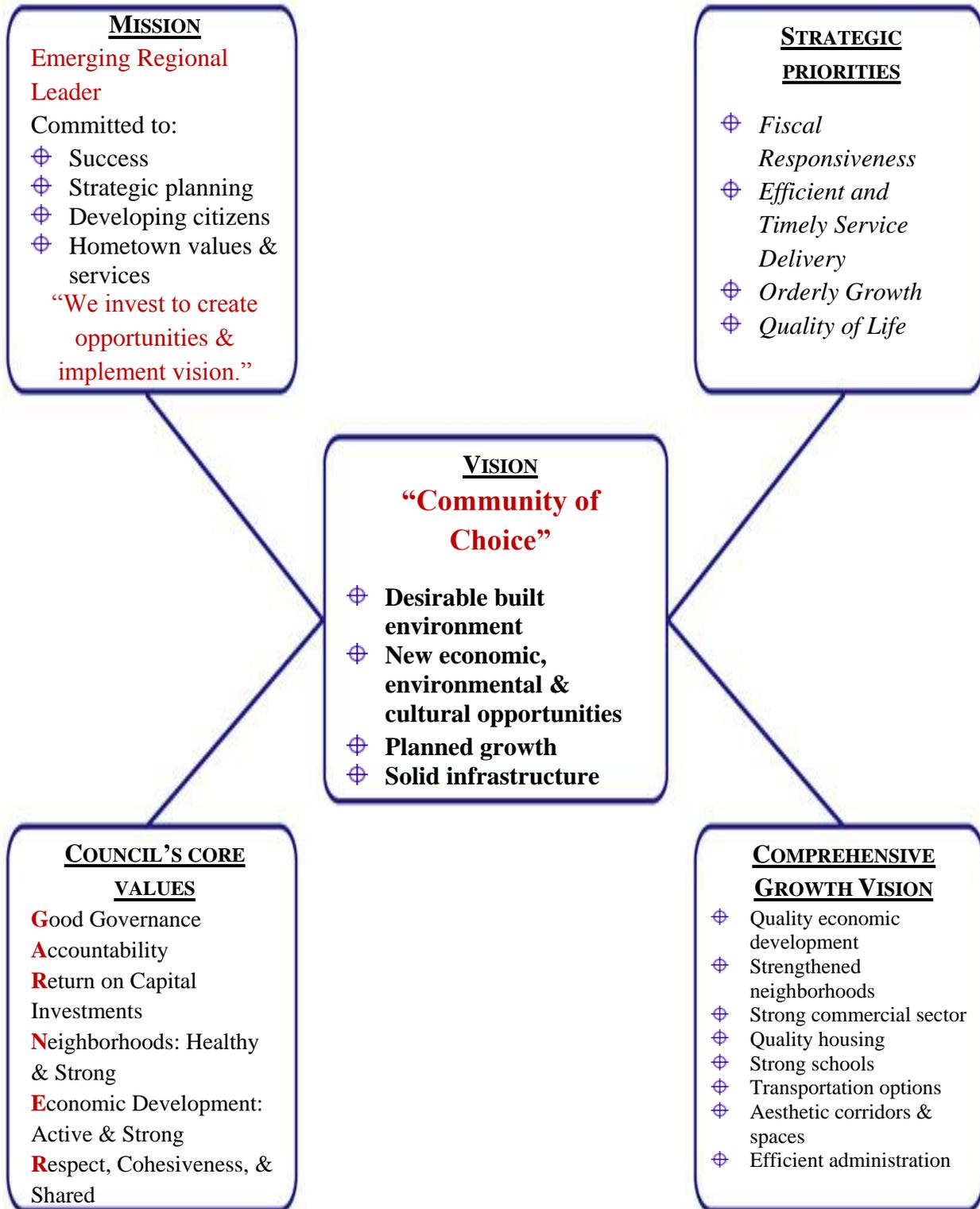
June

- **Public Hearing Conducted to Receive Public Input**
- Council Adopts Annual Operating Budget

July/August

- Budget Team Prepares and Publishes Budget Book

TOWN GUIDANCE STRATEGY



TOWN GUIDANCE STRATEGY

VISION STATEMENT

The Town of Garner is a “Community of Choice” for residents and businesses that maximizes the desirability of its existing built environment while encouraging new economic, environmental, and cultural opportunities through well-planned growth with appropriate infrastructure.

MISSION STATEMENT

*The Town of Garner is an emerging regional leader committed to: **success, strategic planning, developing citizens** to become active leaders, and emphasizing and promote **hometown values and services**. We invest to create opportunities and implement the vision.*

TOWN COUNCIL’S ESTABLISHED CORE VALUES

Good Governance

Accountability

Return on Capital Investments

Neighborhoods that are Healthy & Strong

Economic Development that is Active & Strong

Respect, Cohesiveness, and Shared Mutual Understanding amongst Council & Staff

STRATEGIC PRIORITIES

- Fiscal Responsiveness*
- Efficient and Timely Service Delivery*
- Orderly Growth*
- Quality of Life*

STRATEGIC PRIORITY ANALYSIS



Fiscal Responsiveness

- Maintain low taxes
- Invest in infrastructure & transportation
- Ensure fiscal stability and efficient use of resources.

2013 Accomplishments:

- The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town's Finance Department for the 24th consecutive year.
- The Town received their 17th Distinguished Budget Award for the FY 2013-14 Budget.
- Refunded the 2006 water and sewer bonds saving \$200,000 over 7 years.
- Began construction of major roadway improvements at Highway 70 and I-40 to foster improved traffic flow and spur future development.



Efficient & Timely Service Delivery

- Ensure services are provided efficiently and effectively
- Provide quality services that match community needs
- Provide services at a reasonable cost to residents
- Develop personnel

2013 Accomplishments:

- The Police Department received meritorious CALEA reaccreditation for the 7th time.
- Instituted a system for monitoring and tracking completion of bond projects.
- Completed design and prepared for construction initiation on the Town's new police facility and numerous other capital projects funded through bond sales.
- The Town won three Excellence in Communications Awards.
- Garner Town Manager Hardin Watkins received the credentialed manager designation from the International City/County Management Association.



Orderly Growth

- Plan for an orderly and stable progression of residential and commercial growth
- Ensure the safety and economic stability of our neighborhoods
- Support efforts to integrate and orient an increasingly diverse community and tax base
- Provide top quality infrastructure
- Encourage development

2013 Accomplishments:

- Held first bond sale for infrastructure projects in December.
- Sidewalks were installed in Woodland North.
- Convened Growth Strategies Task Force to engage development community.
- WakeMed healthplex opened with Garner's first 24/7 ED, adding \$17 million in new investment.
- Cabela's began construction on a new 100,000-square-foot store expected to employ 225 workers and open in spring 2015.



Quality of Life

- Provide a safe community
- Foster and develop Garner's image
- Maintain aesthetically pleasing community
- Promote civic engagement
- Maximize partnership opportunities
- Promote connectivity
- Create sense of place

2013 Accomplishments:

- Garner was named an All-America City.
- First-ever Guide to Garner won statewide award and was distributed to every household in Town.
- Garner was named one of five best communities in North Carolina by Movoto, a national real-estate brokerage.
- A downtown Garner pop-up shops project was awarded Best Retail Promotion by the North Carolina Main Street Program.
- The Town launched its Garner 101 citizen academy and graduated two classes of citizens.

2014 STRATEGIC ACTION PLAN

FISCAL RESPONSIVENESS

Financial management – *Ensure fiscal responsibility and efficient use of resources*

- Manage bond program to maintain trust of public
 - Optimize bond sales; keep interest rates low
 - Recognize small capital needs
- Institutionalize and formalize the *Bond Project Tracking System* and team
 - Make both enduring and ongoing
- Forecast growth and its financial implications

EFFICIENT & TIMELY SERVICE DELIVERY

Services – *Ensure services are provided efficiently and effectively, Provide services that match community needs, Provide services at a reasonable cost to residents*

- Project expanded operational costs of new facilities, e.g. recreation center, town hall, police station
- Work with new county management on ‘fire service model’, including:
 - Feasibility of municipal department
 - Current model not financially sustainable
 - Focus on partnerships
- Pursue outside partnerships (swimming pool, etc.) to our advantage
- Dog park
- Potholes – proactive approach

ORDERLY GROWTH

Growth management – *Plan for growth*

- Revise the water-sewer allocation policy
 - Examine analysis of water/sewer needs (the Hazen and Sawyer study)
- 540 impact:
 - Influence route decision
 - Be ready for growth opportunities
 - Plan for infrastructure
 - Small area plans
- Use transit planning to influence growth

Utilities/infrastructure/transportation – *Provide top quality infrastructure*

- Determine future areas to be served by utilities and roads with
 - Who pays?
 - Conversations with partners
 - Initiate dialogue with county (septic tanks/subdivisions)
 - Annexation policy
 - ETJ issues

Economic development – *Encourage development*

- Marketing and promotions
- Identify and assess sites with unique growth potential (interchanges, etc.)
- Continue downtown revitalization
- Continue work of growth strategies task force
- Obtain another certified site

Obtain professional assistance with above as needed

QUALITY OF LIFE

Appearance/Aesthetics- *Maintain aesthetically pleasing community, Foster and develop Garner's Image*

- Gateway signage; identify where Garner starts; especially the western boundary
- Plantings; flowers
- Identify key strategic locations in partnership with others such as churches
- Request appropriate town staff to review policies and past efforts
- Ensure all property owners are in compliance with zoning overlay district as well as general upkeep

FISCAL & BUDGETARY POLICY GUIDELINES

Prior year budgets have included two documents related to the Town’s financial policies—“Town of Garner Budgetary and Fiscal Policies and Practices” and “Town of Garner Fiscal Policy Guidelines.” Many of the items contained in these documents were overlapping and information was contained in two different locations.

The attached document combines these two documents making some minor adjustments and clarifications. The items **highlighted in yellow are not new policies**, but transferred from the other Town of Garner Document.

FISCAL & BUDGETARY POLICY GUIDELINES
Town of Garner, North Carolina

Adopted: December 6, 2010

Amended: January 7, 2013

June 17, 2014

OBJECTIVES

This fiscal and budgetary policy is a statement of the guidelines and goals that will influence and guide the financial management practice and budget development of the Town of Garner, North Carolina. A policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal and budgetary policy:

- Contributes significantly to the Town's ability to insulate itself from fiscal crisis,
- Enhances short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the Town rather than single issue areas,
- Provides a sound basis for and promotes planning of Capital Improvement Program.
- Promotes the view of linking long-run financial planning with day to day operations, and
- Provides the Town Council, citizens and the Town's professional management a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal and budgetary policy statements are presented.

CAPITAL IMPROVEMENT PROGRAM POLICIES

1. The Town of Garner will plan for capital improvements over a multi-year period of time. The Town will prioritize all capital improvements in accordance with an adopted Capital Improvement Program (CIP), which will relate directly to the long-range plans and policies of the Town of Garner.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually. This program shall include all improvements and projects necessary to continue to provide existing levels of service or expand programs as directed or approved by the Town Council, within reasonable amounts and attainable time frames. Additional projects can be added to the CIP at any time, but funding for projects added in this manner are subject to normal operating budget constraints.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will maintain all its assets at levels adequate to provide the services required by law, ordinance or policy, protect the Town's capital investment, and to minimize future maintenance and replacement costs. A current inventory of all Town physical assets and their condition shall be maintained.
5. The Town will identify the total estimated capital costs, ongoing operating costs, and potential funding sources for each capital project proposal before it is submitted for approval.
6. The Town will attempt to determine the least costly and most flexible financing method for all new projects.

DEBT POLICIES

General

1. The Town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.
2. The Town will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current year (pay-as-you-go) appropriations.

DEBT POLICIES (continued)
General (continued)

3. When the Town finances capital improvements or other projects by issuing bonds or entering into an installment financing agreement, it will repay the debt within a period not to exceed the expected useful life of the project. The Town also will ensure that it conservatively projects the revenue sources that will be utilized to pay the debt. Target debt ratios will be calculated annually and included in the review of financial trends.
4. Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
5. The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.
6. Where feasible and appropriate, the Town will look to refund or refinance previous debt issuances when the net present value of the refunding exceeds 3.0% or more of the existing financing agreement.
7. The Town shall manage the issuance of debt obligation such that the net debt of the Town shall not exceed 8% of the assessed value of taxable property, as required by North Carolina General Statutes.

Tax Supported Debt

8. Direct net debt as a percentage of total assessed value of taxable property should not exceed 2.0%. Direct net debt is defined as Town-issued debt that is tax-supported.
9. The ratio of direct net debt service expenditures as a percent of total governmental fund expenditures should not exceed 15% with an aggregate ten-year principal payout ratio target of 50% or better.
10. The Town recognizes the importance of underlying and overlapping debt in analyzing financial condition. The Town will regularly analyze total indebtedness including underlying and overlapping debt.
11. The Town will seek to maintain and if possible improve its current bond ratings so borrowing costs are minimized and its access to credit is preserved.
12. Full disclosure of operation will be made to the bond rating agencies and other users of the Town's financial information. The Town staff will aid in the production of any released Official Statements, and takes responsibility for the accuracy of all information contained therein.

FUND BALANCE POLICIES

1. Unassigned Fund Balance will mean funds that remain available for appropriation by the Town Council after all assignments and commitments for future expenditures, previous Council designations, and required use restrictions by external sources have been calculated. The Town will define these remaining amounts as “unassigned fund balance.”
2. The Town of Garner will strive to maintain unassigned fund balance in the General Fund at a level sufficient to meet its objectives. The Town will target an unassigned fund balance at the close of each fiscal year equal to at least 30% of the closing fiscal year’s General Fund operating budget; at no time shall the unassigned fund balance fall below 25% of the closing fiscal year’s General Fund operating budget. Unassigned fund balances in excess of the target 30% may be appropriated from time to time for pay-as-you-go capital and other one-time uses.
3. The Town Council may, from time-to-time, appropriate fund balance that will reduce unassigned fund balance to an amount below the 25% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town of Garner. In such circumstances, the Council will adopt a plan to restore the unassigned fund balance to the 30% policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.
4. The Town will establish and maintain within the General Fund designations and or commitments by Council for special revenue funds that will be used to account for the proceeds of specific revenue sources to finance or fund specified activities and projects that are required by statute, ordinance, resolution or executive order.

REVENUE SAVINGS PROGRAM

1. As an intentional policy, the Town of Garner shall establish and reserve a portion of the annual revenue stream to assist in meeting annual debt service for future capital improvements. The policy will be referred to as the “Revenue Savings Program.”
2. The categories of revenues applicable to this policy include: [1] *Ad Valorem* taxes, [2] Other Taxes (*including ABC Net Revenues, Local Government Sales Tax, Half Cent Local Government Sales Tax, Privilege Licenses, Solid Waste Disposal Tax, and Heavy Equipment Rental Tax*) and [3] beer & wine, utility franchise and cablevision reimbursement revenues under the category of Intergovernmental Revenues.
3. The savings program will reflect the current economy as the percentage of savings each year and will vary depending upon the annual increase in revenues for the given year.

REVENUE SAVINGS PROGRAM (continued)

4. A cumulative growth threshold of 1.0% must be realized before the savings plan goes into effect for any given year. The policy is progressive in that the percentage of revenues saved increases as revenues increase up to 4%, at which point the savings rates begins to decline.
5. All revenues generated under this program shall be held in and reported as a Town Council committed fund balance account within the General Fund.
6. Revenues saved will be used to finance major capital facility improvements or infrastructure and may include land acquisition costs associated with those specific major capital improvements.
7. Revenues saved may be used to repair or reconstruct Town-owned facilities and/or infrastructure damaged or destroyed as a result of a natural disaster.
8. Revenues saved may be appropriated to pay for the debt service associated with major capital, facility or infrastructure improvements as noted in Items 6 and 7.
9. Savings shall not be utilized to offset annual operating costs and equipment purchases, which should come from the regular operating budget.
10. The Revenue Savings Program shall not supplant or otherwise negate other approved Fiscal Policy Guidelines. The Revenue Savings Program is intended to compliment and support such Fiscal Policy Guidelines.
11. Savings Rate Schedule: The savings plan shall be on a sliding scale. The more revenues increase in any given year, the higher the percentage of savings. As revenue growth surpasses 4%, the savings rate declines as provided in the following table.

<u>Increases in Revenues</u>	<u>% Dedicated to Savings</u>
Up to 1.0%	Zero
>1.0% to 2.5%	30% (of the amount > 1.0%)
>2.5% to 4.0%	35% (0.30 x 1.5% + 35% of the amount > 2.5%)
>4.0%	20% (0.30 x 1.5% + 0.35 x 1.5% + 20% of the amount > 4.0%)

REVENUE SAVINGS PROGRAM (continued)

As part of the budget, the Finance Director will compare the current year's budgeted revenues to the next year's budgeted revenues to determine how much, if any, savings will be recognized in the next budget year. Once the annual audit is complete, the Finance Director shall compare the actual amount of the prior year revenues to the budget to see if an adjustment to or from the savings plan needs to be made.

Once an annual savings amount is dedicated, that amount is added to the next year's dedicated amount.

12. The Savings Rate Schedule shall be reviewed within six months following election of the Mayor, thereby implying a review every four years.
13. ~~The Savings Program Implementation Plan, dated January 7, 2013, is incorporated in this policy by reference.~~ The program will go into effect January 1, 2014, and is applicable beginning with the FY 2014-15 budget.

BUDGET DEVELOPMENT POLICIES

General

1. The Town Manager shall prepare a proposed balanced budget for each annual operating fund, itemizing revenues and expenditures.
2. The Town Council shall adopt the budget of the Town at the program level.
3. The Town will develop its annual budgets in such a manner so as to incorporate historic trend analysis for revenues and expenditures with an adjustment for current financial trends and developments as appropriate.
4. One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.
5. The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the Town.
6. The Town Council will receive a financial report no less than quarterly showing year-to date revenues and expenditures.

BUDGET DEVELOPMENT POLICIES (continued)

General (continued)

7. Budget amendments will be brought to Town Council for consideration as needed. The Town Manager is authorized to transfer amounts between line items within a department, provided that transfers to or from the personnel services category of expense to or from another category of expense shall be reported to the Council at the first regularly scheduled meeting of each month. Transfers between departments and revisions of the revenue or expenditure totals, or utilization of any fund balance, shall require Council approval by ordinance. Funds from capital project budgets to be closed shall be transferred into the General Fund, unless an external restriction or previously-imposed Council ordinance dictates otherwise.

Revenues

8. Property Taxes: The Town shall contract with Wake County for the collection of property taxes, excluding vehicle property taxes and tags, which are collected by the NC Division of Motor Vehicles. The Town encourages the practices and methods of these two agencies to maintain as high a collection rate as possible.
9. Fees: All fee schedules and user charges are reviewed and adjusted periodically to ensure that rates are equitable and cover the total cost of the service or that portion of the total cost deemed appropriate by the Town. Periodically, the Town will recalculate the full costs of activities and services supported by user fees to identify the impact of inflation and other cost increases.
10. Intergovernmental Revenues and Grants: The Town shall aggressively seek a fair share of available local, state, federal, and private financial support unless conditions attached to that assistance are contrary to the Town's interest. Prior to applying for and accepting such aid, the Town will examine the matching requirements so that the source and availability of these funds may be determined. The Town also shall assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of such aid without first reviewing the program and its merits.
11. Impact and Development Fees: The Town shall require new development activity to pay a fair share for new capital facilities or expansion of existing facilities necessitated by such new development. These fees shall not exceed a pro rata share of the reasonably anticipated cost of such improvements.

BUDGET DEVELOPMENT POLICIES (continued)

Expenditures

12. Performance Measures: The Town will attempt to minimize the financial burden on the taxpayers through systematic program reviews and evaluations aimed at improving the efficiency and effectiveness of the Town programs. These reviews consider past trends and experiences elsewhere and revisions to annual budget guidelines and Council priorities based on current needs.

CASH MANAGEMENT & INVESTMENT POLICIES

1. It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. The Town will conduct an analysis of cash flow needs; disbursements, collections, and deposits will be scheduled to ensure maximum cash availability and investment potential. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.
2. The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined. The Town shall deposit its funds only in deposit accounts that are insured by the Federal Deposit Insurance Corporation of fully collateralized by securities that are authorized by law to be used to collateralize the Town's deposits.
3. Liquidity: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time. The Finance Director shall monitor and limit the amount available for investment so that the Town will have at all times sufficient monies available on demand deposits to ensure prompt payment of all Town obligations.
4. Maturity: All investments will mature in no more than thirty-six (36) months from their purchase date.
5. Custody: All investments will be purchased "payment-versus-delivery" and if certificated will be held by the Finance Officer in the name of the Town. All non-certificated investment will be held in book-entry form in the name of the Town with the Town's third party Custodian (Safekeeping Agent).

CASH MANAGEMENT & INVESTMENT POLICIES (continued)

6. Authorized Investments: The Town may deposit Town Funds into: Any Council approved Official Depository, if such funds are secured in accordance with N.C.G.S.159 (31). The Town may invest Town Funds in: the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and rated no lower than “AAA”, and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.
7. Diversification: No more than 5% of the Town’s investment funds may be invested in a specific company’s commercial paper and no more than 20% of the Town’s investment funds may be invested in commercial paper. No more than 25% of the Town’s investments may be invested in any one US Agency’s Securities.
8. Allocation: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.
9. Reporting: The Town Council will receive an investment report at the end of each month showing current investment holdings. The Town’s investments shall be reviewed annually by the Town’s external auditor. Any irregularities shall be reported directly to the Town Council through the audit reporting processes.

ACCOUNTING

1. The Town of Garner shall maintain the highest level accounting practices possible. Accounting systems shall be maintained in order to facilitate financial reporting in conformance with Generally Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.
2. All funds of the Town are accounted for during the year on the “modified accrual” basis of accounting in accordance with State law. The governmental and agency fund revenues and expenditures are recognized on this modified accrual basis, where revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for immature principal and interest on general long-term debt, which is recognized when due.
3. Any proprietary or enterprise fund revenues and expenditures are recognized on the full accrual basis. Under this basis, revenues are recognized in the accounting period when earned and expenditures are recognized in the period when incurred. Unbilled receivables are accrued as revenues.

ACCOUNTING (continued)

4. Annual Audit: An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion that will be incorporated in the Comprehensive Annual Financial Report.
5. Annual Reporting: Full disclosure shall be provided in the Comprehensive Annual Financial Report (CAFR), Official Statements and all other financial reports. The Town of Garner will promote full disclosure in its annual financial statements and its bond presentations.
6. Internal Controls: The use of internal accounting controls to the maximum extent feasible is encouraged. Internal accounting controls include both procedures and use of equipment. **Jamie—do you want to add anything here?**

PURCHASING

1. Commitment of Town funds for purchasing without issuance of a purchase order signed by an authorized Finance Department employee is prohibited by North Carolina General Statutes. Any purchase agreement entered into without the issuance of a properly executed purchase order is invalid and unenforceable against the Town.
2. Service Contracts: Professional services of consultants, engineers, architects, attorneys, etc., are exempt from central purchasing. The details of such purchases may be arranged directly by department heads. However, department heads should follow guidelines established by the Town Manager and must obtain a purchase order from the purchasing office certifying the availability of funds to pay for such services.
3. Town purchasing personnel are responsible for the administration of contracts used for procurement of supplies or materials, service, maintenance and rental of equipment. These contracts are established and approved by the Finance Director.
4. Competitive Bidding: In accordance with North Carolina General Statutes, the Town requires that formal bids be accepted on all requests for supplies, materials, or equipment with an estimated cost of \$90,000 or more and construction or repair work requiring an estimated cost of \$500,000. The Purchasing Manager is responsible for administering all formal bids.

PURCHASING (continued)

5. It is the policy of the Town to have all informal bids with estimated costs of \$5,000 or more in writing. Amounts for purchases under \$5,000 may be obtained verbally or via telephone from the supplier. The purchasing office shall obtain competitive prices regardless of amount whenever economically possible to ensure all Town purchases are at the best price.
6. It is the policy of the Town of Garner that all purchases with an estimated cost of \$1,000 or more be processed on a requisition and submitted to the Town's purchasing office. Purchases under \$1,000 may be made from a check request. Purchases under \$100 may be made using petty cash.
7. It is policy of the Town of Garner that all purchases for equipment not included in the budget be submitted to the Town Manager for approval.
8. Recycled Materials Procurement: The Town will seek to buy and use products needed that are made with recycled materials if the recycled items are reasonably cost competitive with non-recycled products and meet or exceed specifications and user quality levels set forth by the Town. The Town of Garner may, at its option and on a case-by-case basis, consider purchasing recycled products not exceeding 10% more in cost than the comparable non-recycled product.
9. Minority Business Enterprise: The Town shall actively engage businesses that are at least 51% owned by one or more minority persons or socially and economically disadvantaged individuals in the formal and informal bid process.

FIXED ASSETS

1. The Town shall maintain an asset scheduling of all buildings, land, land improvements, construction, construction in progress, streets, sidewalks, vehicles, equipment, and non-tangible assets that have an initial cost of \$5,000 or more and a useful life of two or more years (with the exception of land).
2. The Town shall determine the useful life of each asset and depreciate the value of the asset annually using the straight-line method of depreciation (with the exception of land, non-tangible assets, and construction in progress).
3. The Town will complete an inventory annually of all equipment and vehicles to verify accuracy. The auditor shall review the inventory and asset schedule as part of the annual audit.

FIXED ASSETS (continued)

4. It is the policy of the Town of Garner that the Purchasing Manager, with approval of the Town Council, processes all surplus property sales annually through public auction. The Town Manager may dispose of items with a value of less than \$5,000 without prior Council approval.
5. No Town employee or department head may dispose of or trade-in Town property of any kind without first receiving approval of the Town Council.
6. All sales and disposals are made in compliance with the North Carolina General Statutes governing such.

RISK MANAGEMENT

1. The Town shall develop adequate protection from loss due to property damage or liabilities of the Town of Garner.
2. The Town shall transfer risk where cost effective by purchasing insurance and requiring contractors to carry insurance.
3. Potentially hazardous situations, practices, and conditions will continue to be evaluated and, where feasible and cost effective, reduced or eliminated.

ECONOMIC DEVELOPMENT

1. The Town shall continue to attempt to diversify and stabilize its economic base in order to protect the community against economic downturns and to take advantage of economic upswings.
2. The Town shall continue its private/public economic development efforts to market the Garner as a desirable place for present business and industry to expand and for outside business and industry to locate or relocate. The Town will emphasize attracting commercial and industrial enterprises that provide a net increase to the Town's tax base and employ the local labor force.

FY 14-15 BUDGET MESSAGE

To: Honorable Mayor and Town Council
From: Hardin Watkins, Town Manager
Date: April 29, 2014
Re: Proposed FY 14-15 Budget

I am pleased to present the Proposed FY 14-15 Budget. The proposed budget is the recommendation of the staff Budget Team and is not final until approved by Town Council in June. Any statements, programs or figures are subject to change at the Council's discretion.

The Town Budget Team and each of the Town's department leaders played a major role in achieving a balanced budget this year and have worked for months preparing this document for presentation. While advocating for their individual department needs, they were also able to contribute positively to meaningful and thoughtful adjustments.

We proudly set forth a series of budget objectives and recommendations aimed at enhancing service levels to Garner residents, positioning the Town for robust growth and strengthening the Town's sustainability in future years. We believe this budget, in its entirety, to be consistent with the priorities and goals of the Town Council and residents of Garner.

General Fund Overview

The total recommended budget is \$26.626 million, an increase of approximately \$865,000 or 3.4% (see Table 1) over last year's adopted budget. The Town continues to look for innovative and creative ways to provide services at a low cost to citizens.

Table 1

	Revenues*	Expenses
FY 11-12 (Actual)	26,613,033	23,319,295
FY 12-13 (Actual)	24,941,935	24,167,222
FY 13-14 Adopted Budget	25,761,845	25,761,845
FY 14-15 (Proposed)	26,626,890	26,626,890

**Revenues include other financing sources including appropriations of fund balance, transfers from reserve funds, and installment financing proceeds.*

The revenue projections are based upon trend analysis, past year collection history, economic projections for the national, state, and local economy, estimates for new state collections, and use of fund balance as outlined for the 2013 bonds. Several new revenue enhancements are included in the proposed budget (see Table 2).

A proposed one-cent property tax increase for emergency services is proposed as a measure to ensure that Garner residents receive outstanding fire protection services from Garner Volunteer Fire & Rescue, Inc. (GVFR) and that a much-needed backlog of equipment is purchased for the Police Department.

Table 2

Revenue Enhancements	
1 cent on property tax rate for emergency services	\$297,164
Fire inspection fee	\$45,000
Sponsorships	\$10,000
Total	\$352,164

Approximately \$137,000 of the increase will go toward funding three new firefighters (to start January 2015) and some operational needs of GVFR; approximately \$90,000 will go toward funding replacement radios and in-car cameras for the Police Department; and the remaining amount will be reserved for the FY 15-16 budget, which is slated to include vehicle replacements for GVFR and a full year of funding for the three new firefighters. Part of the need for the increase is in reaction to Wake County being unable to fund its cost-share percentage of GVFR’s requests for additional personnel, which the Town believes to be vital to GVFR’s operations.

This is the first time the Town has proposed to increase the tax rate in seven years. Table 3 below shows the impact of the one-cent increase on homeowners.

Table 3

Property Value	Cost Per Year
\$100,000	\$10.00
\$150,000	\$15.00
\$177,516*	\$17.75
\$200,000	\$20.00
\$250,000	\$25.00
\$500,000	\$50.00
*Average single-home valuation in Garner, according to Wake County Revenue Department	

The proposed one-cent property tax increase discussed above is consistent with the recommendation from the Law and Finance Committee meeting on April 10, 2014, and consistent with the Town’s priority to support emergency services, as discussed at the February 2014 Town Council Strategic Planning Retreat.

The Town’s document Building Financial Capacity - Ideas for Budgeting, Capital Improvement Financing, & Improved Stewardship of Town Resources, adopted unanimously at the April 20, 2010 Town Council Meeting, has established worthy goals, provided clear direction for staff, and assisted greatly with establishing a wise path

through the economic downturn. Despite slower than desired growth and development in Garner, the Town has continued to implement these financial stewardship concepts as we plan for and prepare for future growth.

In addition to this document, staff discussed a series of objectives with Town Council and staff in January to specifically guide this year’s budget development. A comparison of these objectives with those of previous years is provided in Table 4, and each FY 14-15 budget priority is discussed in more detail in the following pages of this message.

Table 4

Budget Objectives Comparison		
FY 12-13	FY 13-14	FY 14-15
Address loss of \$42 million of tax value from ConAgra plant shutdown	Address decrease in water and sewer capacity fees	Preserve fund balance
Address \$80 million area-wide decline in personal property tax receipts	Address capital needs that have been previously unfunded including police vehicles	Implement the Revenue Savings Plan
Support technology needs	Restore 100% funding to fully fund pay for performance philosophy	Continue 100% funding to fully fund pay for performance philosophy
Implement Building Financial Capacity document	Continue implementation of Building Financial Capacity document	Continue implementation of Building Financial Capacity document
		Support strategic priorities including emergency services
		Implement a strategy to replace vehicles and equipment

Budget Objectives Discussion

Preserve Fund Balance

Per the Town’s Comprehensive Annual Financial Report (CAFR), unassigned fund balance stood at just over \$14.1 million at the end of FY 12-13. As we know through the bond discussions, Council has committed up to \$6.9 million of these funds to offset future debt payments, leaving \$7.2 million, or an amount equal to 29% of the Town’s expenditures. At the end of FY 13-14, we are projecting unassigned fund balance to be \$14.67 million; of this, \$6,344,295 remains committed to offset the debt associated with the 2013 bond program. This leaves approximately \$8.3 million, or an amount equal to 31% of the Town’s expenditures. The increase in percentage is a combination of an increase in revenues and a decrease in the amount of funds restricted, committed or assigned to other purposes.

Preparation of the FY 14-15 budget includes appropriations from unassigned fund balance by drawing down on the \$6.9 million to make the first bond payment related to the 2013 bond sale, carryover of the proposed certified site project from the FY 13-14

budget, and up to \$100,000 for one-time storm drainage maintenance projects. The proposed budget also includes an appropriation of Powell Bill funds to replace various street maintenance equipment. Even though the unassigned fund balance is improving, we want to make sure the amounts above the policy minimum are not used for ongoing operating expenditures and are carefully considered for one-time expenditures. See page 60 for a detailed fund balance analysis.

Implement the Revenue Savings Plan

The Revenue Savings Plan dedicates a portion of new revenue growth to a capital reserve account and helps mitigate the impacts of the 2013 bond program on the Town's budget. This plan will help keep future property tax increases associated with the 2013 bond program as low as possible. However, the plan also diverts revenue streams that would have been otherwise been spent on operating or capital expenditures. It is another constraint that will limit expenditure growth. As a reminder, the categories of revenues where a portion of the growth could be set aside include current year property taxes, ABC revenues, local sales tax proceeds, privilege license fees, heavy equipment rental taxes, beer and wine taxes and utility franchise taxes.

Based on the initial analysis for Year 1 of the plan (comparing FY 13-14 budget to the proposed FY 14-15 budget), the combined increase in the above-listed revenues is projected to be 1.74%, enough to trigger the plan into action. When an amount above 1% is projected on these revenue categories, 30% of the amount above 1% is to put toward the Plan. Based on the approved Plan, \$46,313 is to be put toward the plan; because the debt service associated with the new bond payments is greater than this (\$602,018), the "set aside" amount is offsetting the debt service payment for FY 14-15. See page 55 for a detailed accounting of the Revenue Savings Plan.

Continue Funding Pay-for-Performance Philosophy

Personnel costs (salaries and benefits) account for approximately 50% of the proposed budget, and increasing personnel costs continue to challenge the Town annually. Funding the Town's pay-for-performance program has been a priority of the Town in order to retain employees, stabilize the workforce and attract the most talented employees. The proposed budget includes the following:

- ◆ For the second straight year, the Town's performance-based pay system is proposed to be fully funded in the FY 14-15 budget. Employees are awarded increases based on the Town's Pay for Performance Awards Chart and this traditionally translates to an average increase of 3%.
- ◆ Preventive health care services will continue to be offered at 100%, and the generic prescription co-pay will remain at \$4.
- ◆ Dental premiums will increase 5.6% for the FY 14-15 plan year. Plan benefits will remain the same.
- ◆ The Town received a slight increase in medical insurance premiums for FY 14-15 plan year of 5.5%; however, the Town received a premium credit from our insurance carrier based on employee participation in our wellness program and achieving

several wellness program goals. Our medical plan benefits will remain the same and this increase was below economic expectations.

- ◆ The Town budget team is not recommending any across-the-board cost-of-living adjustment (COLA) for FY 14-15. Any funds available to increase employee compensation are utilized to keep health insurance, 401(k), and performance-based merit pay funded as strongly as possible.

The proposed FY 14-15 budget includes a series of staffing changes and recommendations that seek to address workload demands resulting from growth and development, make Town management more efficient and effective, prepare the Town for future growth and improve communication and responsiveness for residents. The recommended staffing changes are directly related to priorities outlined by Town Council.

The proposed budget includes funding for the addition of three regular full-time employees—an Assistant Planning Director, a Building Maintenance Technician and funding to support a backfill position for the Town Manager’s proposed reorganization following the promotion of an internal candidate to Assistant Town Manager-Development Services. Several new part time positions and pay grade changes are also being proposed. See page 34 for details regarding proposed staffing changes.

Table 5

Personnel Expenses				
Category	FY 13-14 (adopted)	FY 14-15 (proposed)	Increase	%
Regular Salaries	\$9,055,592	\$9,248,950	\$193,358	2.1%
Longevity	\$228,587	\$218,459	(\$10,127)	-4.6%
FICA	\$730,843	\$784,793	\$53,949	6.9%
Group Insurance	\$1,075,233	\$1,143,095	\$67,862	5.9%
Pension	\$1,137,869	\$1,155,461	\$17,592	1.5%
Overtime	\$94,690	\$76,626	(\$18,064)	-23.6%
Part Time Salaries	\$507,737	\$599,543	\$91,806	15.3%
Total	\$12,228,124	\$12,550,758	\$396,377	2.6%

Table 5 above outlines the changes in staffing costs over the FY 13-14 adopted budget. Town regular salaries are increasing only 2.6% despite fully funding the Town’s merit pay program and the addition of the three positions described above. Regular salaries increased only 1.0% and total personnel costs (pay and benefits) increased only 1.5% for previously authorized positions.

This is largely because the Town experienced retirements of several highly paid positions during FY 13-14 and anticipates several additional retirements during FY 14-15. Although these retirements lower regular salaries, the Town is seeing and projecting larger increases in the Town’s retirement obligations including vacation payouts for retirees (\$25,000 increase) and an increase to retiree health insurance (\$61,000 increase) in FY 14-15.

Implement a Strategy to Replace Vehicles and Equipment

In FY 13-14, the Town replaced a large number of vehicles and pieces of equipment and expressed concern that there has been a pent-up demand for replacement of vehicles and equipment during the economic downturn. This year, the Town established a Vehicle and Equipment Replacement Team (VERT) to begin working toward a sustainable solution for ensuring the ongoing replacement of these items in the future.

VERT was established to provide better information to management and our elected leaders regarding the Town’s vehicle and large equipment fleet. To date, VERT has established an inventory of all Town vehicles and equipment and summarized future vehicle requests and replacement needs of all vehicles and equipment. Moving forward, VERT will look to create internal criteria for vehicle replacements, review future departmental requests and prioritize/align these requests with a sustainable funding strategy.

Replacement vehicles and equipment did not go through the decision package process due to their routine nature as replacements or ongoing items. VERT assisted with the review and recommendation of the vehicles and equipment requested in the current budget. The items listed below carry a price tag over \$10,000 and are recommended for funding by the budget team. Installment financing is being recommended for some of the vehicles and equipment as noted in Table 6. In addition, Powell Bill funds are recommended to be used for the street sweeper, dump truck, tractor and replacement radios in Public Works. Again, \$; 2.222 of the proposed one-cent emergency services tax increase will support the purchase of equipment replacements in Police this year.

Table 6

FY 2014-2015 Vehicles & Equipment Replacement Summary		
Economic Development		
	Vehicle Replacement*	\$27,000
Engineering		
	Vehicle Replacement*	\$17,800
Information Technology		
	Replace Microsoft Client Access Licenses and Microsoft Server License	\$13,300
Parks, Recreation & Cultural Resources		
	Vehicle Replacement*	\$18,400
Police		
	Vehicle Replacement	\$24,000
	Replacement Radios	\$40,000
	Replacement Special Response Team Vests and Helmets	\$26,500
	Replacement Radar Units	\$25,000
	Replacement Interview Room Equipment	\$15,000
	In-Car Camera Replacements	\$50,000
Public Works		

	Street Sweeper Replacement*	\$230,000
	Dump Truck Replacement*	\$106,000
	Other Vehicle Replacements*	\$104,000
	Tractor Replacement*	\$31,000
	Mower Replacement	\$10,500
	Phase III Radio Replacement	\$12,600
	Avery Street Roof Repairs	\$18,500
	Total	\$769,600
*Installment financing recommended		

Additionally, the recommended budget includes an additional \$40,000 to support the conversion of all Town owned street lights to LED. The annual savings in utility rates is estimated at \$67,145 annually.

Support Strategic Priorities

As part of the Town’s budget process, departments are asked to submit decision packages for any new item in the budget including *new* programs, positions or pieces of equipment valued over \$10,000 that they feel are necessary resources to execute essential programs and services for Garner residents. Details regarding department requests can be found on Page 64.

Requests for funding were evaluated against Town priorities. Major items receiving funding are reflected in Table 7. The left hand column represents Town Council established priorities set at the February 2014 Strategic Planning Retreat.

Table 7

2014 Strategic Action Item	Budget Correlation
Revise water-sewer allocation policy	\$54,243 is included in the budget to hire an Assistant Planning Director (beginning mid-October 2014), \$30,012 is included for a part-time Planner II position and \$30,865 is included for a part-time Building Inspector to assist with increased planning workload and strategic action items related to growth in the community.
Plan for growth opportunities and infrastructure around I-540; identify and assess sites with unique growth potential	
Continue Growth Strategies Task Force	
Determine future areas to be served by utilities and roads	
Enforce compliance with zoning overlay district as well as general upkeep	\$69,064 is included in the budget to support reorganization in the Town Manager’s Office that includes funding a promotion for a current employee to Assistant Town Manager – Development Services and backfilling the vacated position to facilitate management of Town priorities.
Enhance marketing & promotions	\$25,000 is included in the budget to fund development of a new Town website.
Continue downtown revitalization	Operational funding for the Garner Revitalization Association, Inc. is included in the budget in the amount of \$92,000 (\$7,000 increase) to continue downtown initiatives.
Obtain certified site	\$50,000 is included in the recommended budget to obtain certified site status for the Lonnie Poole Site. 50% of this cost will be reimbursed by Wake County.
Manage bond program, formalize <i>Bond Project Tracking System</i>	These priorities will be completed with current resources and through the implementation of the Revenue Savings Plan.

Forecast growth and financial implications	
Build gateway signage, plantings	\$27,000 is included in the budget to fund gateway signage at U.S. Highway 70 West and U.S. Highway 401 North.
Project and fund operational costs of new facilities	Three months of operating expenditures are included in the amount of \$11,150 for the new police station. \$11,513 is included to hire a Building Maintenance Technician in April 2015 for upkeep of new facilities.
Support emergency services Work with county management on 'fire service model.'	Funding for the Garner Volunteer Fire and Rescue, Inc. will be increased \$137,217 and includes funding to hire three additional firefighters (to start January 2015). Funding is included for replacement equipment (summarized in Table 6) for the Town Police Department.
Build dog park	This priority will be addressed using park enhancement dollars associated with the Town's Bond Program.
Proactive approach to potholes	\$28,000 is included in the recommended budget for a pavement condition survey. \$75,000 is included for the pavement maintenance program. The Town traditionally funds street resurfacing biannually and FY 14-15 does not include funding for this program.

Agency Funding

The Town will continue its tradition of providing funds to various agencies with community-oriented missions. The proposed budget includes funding at 100% of FY 13-14 levels except for two agencies that reduced their funding request from the Town. About Face II is no longer requesting funding from the Town because of programming changes, and Garner Educational Foundation, Inc. reduced its request from the Town.

Recreation Program Budgets

This is year five of program budgeting for the Parks, Recreation and Cultural Resources (PRCR) Department. This budget format provides detailed financial information on both the expense and revenue side for every program offered. This has proven to be a valuable management tool for the Town Manager's Office, Finance Department and PRCR senior and middle management. By setting revenue targets that mesh with expenditure estimates, management now has a much better picture of what is occurring in each PRCR program.

Garner Volunteer Fire-Rescue, Inc.

The appropriation largely represents 54.7% of shared expenditures with Wake County for GVFR, Inc., for services provided inside and outside the Town limits of Garner. Although the majority of expenses are the Town's responsibility at a 54.7/45.3 split with Wake County, there are also a number of expenses that are split by other formulas: 84.5/15.5 (related to Station #4), 100/0 (Town solely responsible) and 0/100 (County solely responsible).

The dollar amount currently in the budget reflects the recommendation by the Law and Finance Committee and includes an increase of \$137,217 over the FY 13-14 allocation specifically for the addition of three firefighters mid-fiscal year, increasing the

administrative assistant from part time to full time, and other operational costs. With uncertainty surrounding fire service revenues from Wake County, the Town has decided to begin funding the newly requested personnel at 100%. This staffing increase serves as a driver for the proposed one-cent property tax increase for emergency services discussed previously. The Town feels that the proposed changes will result in a higher level of fire protection for the residents of Garner.

The proposed budget also includes an allocation to an emergency services reserve account in the amount of \$69,947 for future emergency services needs such as the anticipated increases for FY 15-16 for funding increased fire staffing for the full year and known future vehicle replacements.

Please see the detailed budget information from GVFR, Inc. beginning on page 332.

Revenue Discussion

State-Collected Local Revenue

As consistent with previous budget cycles, ongoing changes in leadership at the state government level have led to changes in the structure and distribution of various state-collected local revenues. These revenues comprise as much as one-fourth of the Town's external revenue sources, and the changes will have an impact on Town revenues in the upcoming and future years. Staff has prepared this budget under the new collection and distribution laws, using assumptions and estimates provided by the legislative budget offices and the North Carolina League of Municipalities. These revenue sources always seem to be a source of concern as we prepare revenue estimates for budgeting purposes.

Detailed Discussion of Revenue

The **property tax** budget is projected to decrease by \$163,650 (1.1%). However, this decrease is due to the elimination of the one-time overlap of vehicle property taxes from the transition to DMV's Tax & Tag collection system that occurred in FY 13-14. There are four components of this tax: real property, personal property, public service and vehicles. From 2013 to 2014, values of real, personal and public service property increased approximately \$20 million, and the Town was able to increase the projected collection rate from 97.25% to 97.9% for these categories. Vehicle property values have decreased \$18 million, and DMV collection rates have declined. However, vehicle property collections are projected to trend upward as the system and process become more refined, and the Wake County Revenue Office has been able to more accurately time DMV's collection process. If you take the overlap of vehicles out of the comparison, year-to-year revenues are projected to increase approximately \$186,000.

Sales tax receipts are projected to increase approximately \$309,000 (6.7%) from the FY 2013-14 Budget. Sales tax revenue continues to be a steady source of revenue for the Town since the end of the recession as consumers become more confident and able to

make purchases. The increase also reflects changes to the sales tax structure, which will begin (or already has begun) to apply sales taxes to entertainment events and a variety of services.

There are no major changes projected for **privilege license fees** for FY 2014-15, other than to account for (1) technical corrections to the existing fee schedule and (2) continued improvement in the local economy through new businesses. There currently are major proposed changes to privilege license fees at the state level that would go into effect (if approved) July 1, 2015.

Utility franchise taxes and video programming fees, which include distributions of taxes on electricity, natural gas, telephone services and cable services, are projected to decrease approximately \$140,000 (9%). Part of this decrease is attributable to the fact that utility franchise taxes for electricity and natural gas will be converted to sales taxes, and any increases or decreases statewide will be shared on the basis of population. These two categories of taxes also are highly subject to weather and could change depending on any significant variations of forecasts.

Powell Bill fund distribution is projected to increase \$18,470 (2.7%) from the FY 13-14 budget. This money, distributed by the state from a portion of the state gas tax and federal highway funding, helps offset the cost of local road, sidewalk and right-of-way maintenance. Additional money from the Powell Bill reserve funds will be appropriated in this proposed budget to replace much-needed equipment (including the street sweeper and mowing equipment). The fund has been building up money for some time due to revenues exceeding actual expenditures.

One area where the Town is seeing a reduction in revenue is **grant funding from state and federal agencies**. The Town was fortunate to be the recipient of several grants that funded various parks and recreation, police and transportation projects and programs. Most of these funding sources will have ended for FY 14-15 except for police-related grants.

Another indicator that the economy may be making some gains is the increase in **building permits and other development-related fees**, which are projected to increase \$72,800 (25.4%). The pace and value of building permits continue to move closer to pre-recession levels. Also due to economic growth, the Town is projected to receive sufficient water and sewer capacity fees to pay debt associated with additional capacity purchases made in 2006 and 2011.

As a method to enhance revenue and recover the cost of services related to business development, staff is proposing the implementation of a **Fire Inspection Fee** to cover the cost of the initial and one follow-up inspection by the Inspections Department. This new fee is projected to recover \$45,000 of the expenses incurred for this service, and the fee is comparable to the fees charged by other local municipalities. An organized public information effort to all payees will need to be implemented in advance of this change.

Car tag fees are projected to decrease \$96,070 (23.6%); however, most of this decrease is tied to the one-time overlap of the old and new vehicle tax collection system. We hope to continue to see improvement in the collection of tax and tag fees through the DMV system in future years.

No changes are projected to be made to the **parks and recreation rental structure** and **parks and recreation activity fees**, since many fee changes have been enacted in the past two years. Although fees were increased, we continue to see increased participation in programs and use and rental of parks, and the program budgets for the divisions in the Parks, Recreation and Cultural Resources Department have been adjusted accordingly. As part of the proposed budget, staff is looking to enhance revenues by seeking **sponsorships** for various events (possibly including July 3rd). The FY 14-15 budget will be a test run of this revenue enhancement and is currently projected at \$10,000.

Other funding sources that are not considered revenue are being proposed for this budget, including:

- ◆ Proceeds from the issuance of installment debt in the amount of \$534,200 to purchase replacement vehicles and equipment to ensure efficient operations;
- ◆ Transfers from capital reserve funds and appropriations of Powell Bill reserves totaling \$141,481 to fund vehicle and equipment needs and retention pond retrofit projects; and
- ◆ Use of unassigned fund balance totaling \$680,705 to account for the new bond debt service (less the amount generated by the Revenue Savings Plan), continuation of the Certified Site Project from the Economic Development Department, and complete some storm drainage maintenance projects.

Conclusion

Moving forward, the Town has big and exciting plans for its residents. On March 12, 2013, Town of Garner voters approved four bond referendums authorizing the Town to issue up to \$35.716 million in general obligation bonds for constructing, widening and improving streets and sidewalks; improving and expanding parks, greenways and recreational facilities including the construction of a new indoor recreation center; redeveloping the downtown and renovating/constructing a new police station and new Town Hall. Many of these projects are well under way, and substantial progress is expected in the coming year.

In addition to our 2013 All-America City designation, the Town continues to grow and expects substantial development in the next two to three years. The excitement in and around Garner is very noticeable, and the Town has recently been named one of the five best cities or towns in North Carolina by national real-estate broker Movoto. The recommended budget includes a number of initiatives and investments that we feel will further improve the quality of life in our Town and continue to assist Garner in being an All-America City:

- ◆ Construction of the new police station will be finished during the FY 14-15 budget year, and operational costs affiliated with this facility have been considered in the recommended budget.
- ◆ Major road and sidewalk improvements will be planned and implemented.
- ◆ The Town has increased funding for GVFR, Inc., to hire additional firefighters to further improve fire response for Garner residents.
- ◆ The Town's Pothole Eradication Program will continue to help extend the life of the streets and improve transportation conditions.
- ◆ The Town will replace its existing street sweeper to ensure the Town's high standards for clean streets and safe roadway conditions and to guarantee that the Town complies with its stormwater program.
- ◆ The Town will fund additional planning and inspections personnel to assist with increased development and growth of the community.
- ◆ Development of a new Town website should result in improved communication to residents and offer new information and online services to residents.
- ◆ Design work will begin on the new Indoor Recreation Center to be located on Main Street.

The monitoring of revenues and expenses will continue to be a priority in the Town of Garner. The FY 14-15 Budget represents a concerted effort by Town leadership working with all of the departments to meet service demands, subject to available revenues, both in the current year and the years to come.

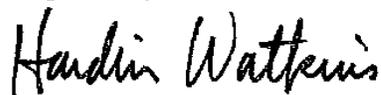
The preparation of the budget could not be accomplished without the efficient and dedicated work of Assistant Town Manager Rodney Dickerson, Finance Director Emily Lucas, Budget and Special Projects Manager Jamie Ludovic, Town Department Heads and Finance Department staff including Purchasing and Accounting Officer Marcey Hubbell. I would like to express my sincere appreciation to Mayor Williams and the Town Council, who encourage and insist on the highest standard of excellence in planning and conducting the financial operations of the Town.

We are all proud of what we've accomplished as a team and excited about the future in Garner. You've established the community's vision, and we are working hard to make it a reality.

We look forward to presenting this document formally, answering your questions, and refining the budget as needed.

Great things grow in Garner!

Respectfully submitted,



Hardin Watkins
Town Manager

STAFFING SUMMARY FY 2014-2015

Major Staffing Changes

Regular positions allocated in prior year:	157.00
Positions Eliminated:	(0.00)
<u>Positions Added:</u>	<u>3.00</u>
Total regular positions:	160.00

The total number of positions recommended for FY 2014-2015 is 160, compared to 157 in FY 2013-2014. This represents 1 new position in the Planning Department, 1 new position in the Public Works Department and 1 new position currently shown in the Town Manager's Office.

Positions Added in FY 2014-2015

Assistant Planning Director – Planning Department

The current staffing level in the Planning Department is reaching a point where adequate customer service is not possible without additional staff. In order to meet a growing demand for development related services this position is needed to absorb some of the duties currently performed by the Planning Director. In addition, this position would give the Planning Department the ability to begin implementing aspects of a succession plan for the Department.

Building Maintenance Technician – Public Works Department

This Building Maintenance Technician will assist the Facilities Division performing skilled and semiskilled work in the maintenance, and repair of Town buildings. This position will also perform routine safety inspections at all town facilities as well as conduct preventative maintenance inspections and repairs previously performed by Equipment Operator that has been reassigned to the Streets Division.

Backfill Position / Reorganization Proposal – Town Manager's Office

The proposed budget includes funding to promote an internal candidate to Assistant Town Manager - Development Services consistent with the Town Manager's proposal for reorganization. After a selection process is completed, the successful candidate's former position will be back-filled with a new position with a lower pay grade in the pay & classification system. It is proposed that each candidate for the Assistant Town Manager – Development Services position will prepare and submit a plan that would propose which tasks they would keep, which ones would be delegated to others, and which ones would be assigned to a new position.

This position is consistent with the Town Manager's reorganization proposal that will relieve the Town Manager from some responsibility and time demands, build the skills, experience base and abilities of senior staff, prepare the Town for future growth and improve communications and responsiveness. The proposed reorganization is designed to facilitate implementation of Town-wide goals and objectives.

Annual Position Review Summary in 2012

As part of the annual review, a consultant comes and reviews a third of the Town's positions. In FY 13-14 the review consisted of the Engineering Department, Information Technology Department, Planning Department, and Public Works Department. For market review purposes, the consultant has chosen to review the Neighborhood Improvements Manager position along with the Planner positions in the Planning Department.

Title Changes:

Public Information Officer to Communications Manager (Proposed reorganization)

Pay Grade Changes:

Information Technology Director from Grade 34 to Grade 35

Senior IT Specialist from Grade 28 to Grade 29

IT Specialist from Grade 26 to Grade 27

Town Engineer from Grade 34 to Grade 35

Assistant Town Engineer from Grade 30 to Grade 31

Stormwater Engineer from Grade 27 to Grade 28

Engineering Technician from Grade 22 to Grade 23

Planning Director from Grade 34 to Grade 35

Senior Planner from Grade 26 to Grade 27

Planner II from Grade 24 to Grade 25

Neighborhood Improvement Manager from Grade 24 to Grade 25

Public Works Director from Grade 34 to Grade 35

Assistant Public Works Director from Grade 28 to Grade 30

PW Operations Superintendent from Grade 26 to Grade 27

PW Services Supervisor from Grade 24 to Grade 26

Streets Supervisor from Grade 21 to Grade 23

Parks and Grounds Supervisor from Grade 21 to Grade 23

Lead Building Maintenance Technician from Grade 19 to Grade 21

Lead Fleet Mechanic from Grade 19 to Grade 21

Building Maintenance Technician from Grade 17 to Grade 18

Fleet Mechanic from Grade 17 to Grade 18

Lead Equipment Operator from Grade 17 to Grade 19

Maintenance Technician from Grade 17 to Grade 18

Street Sweeper Operator from Grade 16 to Grade 18

Lead Parks Maintenance Worker from Grade 15 to Grade 17

Equipment Operator from Grade 14 to Grade 16

Parks Maintenance Worker from Grade 11 to Grade 13

Streets Maintenance Worker from Grade 11 to Grade 13

Police Chief to Police Chief / Emergency Services Director from Grade 35 to Grade 36 (Proposed reorganization)

Reclassifications:

Parks Maintenance Worker, Grade 11 to Maintenance Technician, Grade 18

Position TBD to Assistant Town Manager – Development Services, Grade 37 (Proposed reorganization)

**TOWN OF GARNER
AUTHORIZED POSITIONS FY 2014-15**

DEPARTMENT/DIVISION	FY 2011-12 Full- time Equivalent	FY 2012-13 Full- time Equivalent	FY 2013-14 Full- time Equivalent	FY 2014-15 Full- time Equivalent
EXECUTIVE				
Town Manager	3.0	3.0	3.0	4.0
Town Clerk	2.0	2.0	2.0	2.0
EXECUTIVE TOTAL	5.0	5.0	5.0	6.0
HUMAN RESOURCES				
Human Resources	2.0	2.0	2.0	2.0
HUMAN RESOURCES TOTAL	2.0	2.0	2.0	2.0
FINANCE				
Finance Administration	5.0	5.0	5.0	5.0
Purchasing	1.0	1.0	1.0	1.0
FINANCE TOTAL	6.0	6.0	6.0	6.0
ECONOMIC DEVELOPMENT				
Economic Development	3.0	3.0	3.0	3.0
ECONOMIC DEVELOPMENT TOTAL	3.0	3.0	3.0	3.0
PLANNING				
Planning Administration	2.0	2.0	2.0	3.0
Land Use Permits and Enforcement	2.0	2.0	2.0	2.0
Community Planning and Appearance	1.0	1.0	1.0	1.0
PLANNING TOTAL	5.0	5.0	5.0	6.0
BUILDING INSPECTIONS				
Building Inspections	7.0	7.5	7.5	7.5
BUILDING INSPECTIONS TOTAL	7.0	7.5	7.5	7.5
ENGINEERING				
Engineering	4.0	4.5	5.5	5.5
ENGINEERING TOTAL	4.0	4.5	5.5	5.5
INFORMATION TECHNOLOGIES				
Information Technology	4.0	3.0	3.0	3.0
INFORMATION TECHNOLOGY TOTAL	4.0	3.0	3.0	3.0
POLICE				
Police Administration	9.0	9.0	9.0	3.5
Police Operations	61.0	61.0	61.0	67.0
POLICE TOTAL	70.0	70.0	70.0	70.5
PUBLIC WORKS				
Public Works Administration	5.0	5.0	5.0	5.0
Streets/Powell Bill	12.0	12.0	13.0	13.0
Public Grounds Management	13.0	13.0	13.0	13.0

**TOWN OF GARNER
AUTHORIZED POSITIONS FY 2014-15**

DEPARTMENT/DIVISION	FY 2011-12 Full- time Equivalent	FY 2012-13 Full- time Equivalent	FY 2013-14 Full- time Equivalent	FY 2014-15 Full- time Equivalent
Building Maintenance	4.0	4.0	3.0	4.0
Fleet Maintenance	4.0	4.0	4.0	4.0
PUBLIC WORKS TOTAL	38.0	38.0	38.0	39.0
PARKS, RECREATION, & CULTURAL RESOURCES				
Parks, Recreation, & Cultural Resources Administration	2.0	2.0	2.0	3.0
Adult & Senior	-	-	-	2.0
Outdoor Adventure	1.0	1.0	1.0	2.0
Marketing and Special Events	2.0	2.0	2.0	-
Arts & Cultural Resources	2.0	2.0	2.0	3.0
Youth & Athletic	5.5	5.0	5.0	2.0
PARKS, RECREATION, & CULTURAL RESOURCES TOTAL	12.5	12.0	12.0	12.0
TOTAL - GENERAL FUND EMPLOYEES	156.5	156.0	157.0	160.5
FTE per 1,000 Population	6.02	6.00	6.04	6.17

Position Classification Plan
Effective 07/01/2014

TOG - HR

<u>SALARY GRADE</u>	<u>MIN HIRE RATE</u>	<u>MAX RATE</u>	<u>MINIMUM - MAXIMUM</u>	<u>CLASSIFICATION TITLE</u>	<u>FLSA STATUS</u>
3	7.82	12.12	16,266 - 25,210	Scorekeeper	N
4	8.22	12.73	17,098 - 26,478	Recreation Leader I	N
5	8.62	13.39	17,930 - 27,851		
6	9.04	14.04	18,803 - 29,203	Desk Attendant Facility Attendant Recreation Leader II	N N N
7	9.52	14.76	19,802 - 30,701		
8	9.98	15.49	20,758 - 32,219	Boathouse Operator	N
9	10.49	16.25	21,819 - 33,800	Boathouse Supervisor Park Ranger Public Grounds Maintenance Worker	N N N
10	11.01	17.06	22,901 - 35,485	Intern	N
11	11.58	17.93	24,086 - 37,294	Bus Driver School Crossing Guard Services Officer	N N N
12	12.12	18.83	25,210 - 39,166		
13	12.73	19.77	26,478 - 41,122	Receptionist Parks Maintenance Worker Street Maintenance Worker	N N N
14	13.39	20.76	27,851 - 43,181		
15	14.04	21.81	29,203 - 45,365	Office Assistant Recreation Activities Specialist	N N
16	14.76	22.89	30,701 - 47,611	Administrative Support Specialist Animal Control Officer Auditorium Technician Criminal Records Clerk Equipment Operator Finance Specialist Permit Specialist	N N N N N N N
17	15.49	24.03	32,219 - 49,982	Lead Auditorium Technician Lead Parks Maintenance Worker Payroll Specialist	N N N

				Quartermaster	N
				Recreation Program Specialist	N
18	16.25	25.22	33,800 - 52,458	Building Maintenance Technician	N
				Fleet Mechanic	N
				Maintenance Technician	N
				Recreation Administrative Specialist	N
				Street Sweeper Operator	N
19	17.08	26.51	35,526 - 55,141	Deputy Town Clerk	N
				Lead Equipment Operator	N
				Senior Administrative Support Specialist	N
19** (Police)	17.08	26.51	37,968 - 58,931 **based on 2,223 hrs/yr	Police Officer I	N
				Police Officer II	N
20	17.93	27.82	37,294 - 57,866	Events and Box Office Coordinator	N
				Marketing and Events Coordinator	N
				Recreation Specialist - Seniors and Adults	N
				Theatre Services Coordinator	N
20** (Police)	17.93	27.82	39,858 - 61,843 **based on 2,223 hrs/yr	Police Officer - First Class	N
21	18.83	29.21	39,166 - 60,757	Building and Plumbing Inspector	N
				Lead Building Maintenance Technician	N
				Lead Fleet Mechanic	N
21** (Police)	18.83	29.21	41,859 - 64,933 **based on 2,223 hrs/yr	Police Officer - Senior Officer	N
22	19.77	30.67	41,122 - 63,794	Accreditation Specialist	N
				DDACTS Crime Analyst	N
				Human Resources Analyst	N
				Records Manager	N
23	20.76	32.20	43,181 - 66,976	Parks and Grounds Supervisor	N
				Construction Inspector	N
				Engineering Technician	N
				Streets Supervisor	N
24	21.81	33.83	45,365 - 70,366	Senior Fire Inspector	N
				Senior Inspector	N
24** (Police)	21.81	33.83	48,483 - 75,204 **based on 2,223 hrs/yr	Police Sergeant**	N
25	22.89	35.51	47,611 - 73,861	Chief Building Inspector	N
				Cultural Arts and Events Manager	E
				Neighborhood Improvement Manager	N
				Outdoor Education and Parks Manager	N
				Planner II	N
				Purchasing and Accounting Officer	E
				Recreation Center and Programs Manager	E

26	24.03	37.27	49,982 - 77,522	Public Works Services Supervisor	N
27	25.22	39.14	52,458 - 81,411	Budget and Special Projects Manager Information Technology Specialist Communications Manager Public Works Operations Superintendent Senior Planner Town Clerk	E N E N E E
28	26.51	41.10	55,141 - 85,488	Assistant Parks, Recreation, and Cultural Resources Director Police Lieutenant Stormwater Engineer	E E E
29	27.82	43.17	57,866 - 89,794	Assistant Planning Director Senior Information Technology Specialist	E E
30	29.21	45.31	60,757 - 94,245	Assistant Public Works Director	E
31	30.67	47.60	63,794 - 99,008	Assistant Town Engineer Deputy Police Chief	E E
32	32.20	49.96	66,976 - 103,917	Economic Development Director Human Resources Director	E E
33	33.83	52.46	70,366 - 109,117	Inspections Director	E
34	35.49	55.37	73,819 - 115,170	Finance Director Parks, Recreation, and Cultural Resources Director	E E
35	37.27	58.13	77,522 - 120,910	Information Technology Director Planning Director Public Works Director Town Engineer	E E E E
36	39.12	61.04	81,370 - 126,963	Police Chief/Emergency Services Director	E
37	41.08	64.10	85,446 - 133,328	Assistant Town Manager - Development Services Assistant Town Manager - Operations	E E

Town of Garner
PAY PLAN
 Effective: 7/1/14

SALARY GRADE	Minimum Rate	Maximum Rate	Full Range Minimum - Maximum	Developmental Segment Hourly/Annually	Market Segment Hourly/Annually	Proficiency Segment Hourly/Annually
3	7.82	12.12	16,266 - 25,210	7.82 - 8.80 16,266 - 18,304	8.81 - 11.01 18,325 - 22,901	11.02 - 12.12 22,922 - 25,210
4	8.22	12.73	17,098 - 26,478	8.22 - 9.24 17,098 - 19,219	9.25 - 11.57 19,240 - 24,066	11.58 - 12.73 24,086 - 26,478
5	8.62	13.39	17,930 - 27,851	8.62 - 9.69 17,930 - 20,155	9.70 - 12.13 20,176 - 25,230	12.14 - 13.39 25,251 - 27,851
6	9.04	14.04	18,803 - 29,203	9.04 - 10.17 18,803 - 21,154	10.18 - 12.74 21,174 - 26,499	12.75 - 14.04 26,520 - 29,203
7	9.52	14.76	19,802 - 30,701	9.52 - 10.70 19,802 - 22,256	10.71 - 13.38 22,277 - 27,830	13.39 - 14.76 27,851 - 30,701
8	9.98	15.49	20,758 - 32,219	9.98 - 11.24 20,758 - 23,379	11.25 - 14.05 23,400 - 29,224	14.06 - 15.49 29,245 - 32,219
9	10.49	16.25	21,819 - 33,800	10.49 - 11.78 21,819 - 24,502	11.79 - 14.74 24,523 - 30,659	14.75 - 16.25 30,680 - 33,800
10	11.01	17.06	22,901 - 35,485	11.01 - 12.39 22,901 - 25,771	12.40 - 15.47 25,792 - 32,178	15.48 - 17.06 32,198 - 35,485
11	11.58	17.93	24,086 - 37,294	11.58 - 13.02 24,086 - 27,082	13.03 - 16.25 27,102 - 33,800	16.26 - 17.93 33,821 - 37,294
12	12.12	18.83	25,210 - 39,166	12.12 - 13.64 25,210 - 28,371	13.65 - 17.06 28,392 - 35,485	17.07 - 18.83 35,506 - 39,166
13	12.73	19.77	26,478 - 41,122	12.73 - 14.31 26,478 - 29,765	14.32 - 17.91 29,786 - 37,253	17.92 - 19.77 37,274 - 41,122
14	13.39	20.76	27,851 - 43,181	13.39 - 15.06	15.07 - 18.81	18.82 - 20.76

Town of Garner
PAY PLAN
Effective: 7/1/14

SALARY GRADE	Minimum Rate	Maximum Rate	Full Range Minimum - Maximum	Developmental Segment Hourly/Annually 27,851 - 31,325	Market Segment Hourly/Annually 31,346 - 39,125	Proficiency Segment Hourly/Annually 39,146 - 43,181
15	14.04	21.81	29,203 - 45,365	14.04 - 15.78 29,203 - 32,822	15.79 - 19.75 32,843 - 41,080	19.76 - 21.81 41,101 - 45,365
16	14.76	22.89	30,701 - 47,611	14.76 - 16.59 30,701 - 34,507	16.60 - 20.73 34,528 - 43,118	20.74 - 22.89 43,139 - 47,611
17	15.49	24.03	32,219 - 49,982	15.49 - 17.42 32,219 - 36,234	17.43 - 21.77 36,254 - 45,282	21.78 - 24.03 45,302 - 49,982
18	16.25	25.22	33,800 - 52,458	16.25 - 18.28 33,800 - 38,022	18.29 - 22.87 38,043 - 47,570	22.88 - 25.22 47,590 - 52,458
19	17.08	26.51	35,526 - 55,141	17.08 - 19.21 35,526 - 39,957	19.22 - 24 39,978 - 49,920	24.01 - 26.51 49,941 - 55,141
19** (Police)	17.08	26.51	37,968 - 58,931 **based on 2,223 hrs/yr	17.08 - 19.21 37,969 - 42,704	19.22 - 24 42,726 - 53,352	24.01 - 26.51 53,374 - 58,932
20	17.93	27.82	37,294 - 57,866	17.93 - 20.17 37,294 - 41,954	20.18 - 25.19 41,974 - 52,395	25.2 - 27.82 52,416 - 57,866
20** (Police)	17.93	27.82	39,858 - 61,843 **based on 2,223 hrs/yr	17.93 - 20.17 39,858 - 44,838	20.18 - 25.19 44,860 - 55,997	25.2 - 27.82 56,020 - 61,844
21	18.83	29.21	39,166 - 60,757	18.83 - 21.18 39,166 - 44,054	21.19 - 26.46 44,075 - 55,037	26.47 - 29.21 55,058 - 60,757
21** (Police)	18.83	29.21	41,859 - 64,933 **based on 2,223 hrs/yr	18.83 - 21.18 41,859 - 47,083	21.19 - 26.46 47,105 - 58,821	26.47 - 29.21 58,843 - 64,934
22	19.77	30.67	41,122 - 63,794	19.77 - 22.24 41,122 - 46,259	22.25 - 27.78 46,280 - 57,782	27.79 - 30.67 57,803 - 63,794

Town of Garner
PAY PLAN
Effective: 7/1/14

SALARY GRADE	Minimum Rate	Maximum Rate	Full Range Minimum - Maximum	Developmental Segment Hourly/Annually	Market Segment Hourly/Annually	Proficiency Segment Hourly/Annually
23	20.76	32.20	43,181 - 66,976	20.76 - 23.35 43,181 - 48,568	23.36 - 29.16 48,589 - 60,653	29.17 - 32.2 60,674 - 66,976
24	21.81	33.83	45,365 - 70,366	21.81 - 24.51 45,365 - 50,981	24.52 - 30.63 51,002 - 63,710	30.64 - 33.83 63,731 - 70,366
24** (Police)	21.81	33.83	48,483 - 75,204 **based on 2,223 hrs/yr	21.81 - 24.51 48,483 - 54,485	24.52 - 30.63 54,507 - 68,090	30.64 - 33.83 68,112 - 75,204
25	22.89	35.51	47,611 - 73,861	22.89 - 25.74 47,611 - 53,539	25.75 - 32.16 53,560 - 66,893	32.17 - 35.51 66,914 - 73,861
26	24.03	37.27	49,982 - 77,522	24.03 - 27.03 49,982 - 56,222	27.04 - 33.75 56,243 - 70,200	33.76 - 37.27 70,221 - 77,522
27	25.22	39.14	52,458 - 81,411	25.22 - 28.38 52,458 - 59,030	28.39 - 35.45 59,051 - 73,736	35.46 - 39.14 73,757 - 81,411
28	26.51	41.10	55,141 - 85,488	26.51 - 29.82 55,141 - 62,026	29.83 - 37.22 62,046 - 77,418	37.23 - 41.1 77,438 - 85,488
29	27.82	43.17	57,866 - 89,794	27.82 - 31.30 57,866 - 65,104	31.31 - 39.09 65,125 - 81,307	39.1 - 43.17 81,328 - 89,794
30	29.21	45.31	60,757 - 94,245	29.21 - 32.86 60,757 - 68,349	32.87 - 41.04 68,370 - 85,363	41.05 - 45.31 85,384 - 94,245
31	30.67	47.60	63,794 - 99,008	30.67 - 34.52 63,794 - 71,802	34.53 - 43.1 71,822 - 89,648	43.11 - 47.6 89,669 - 99,008
32	32.20	49.96	66,976 - 103,917	32.2 - 36.21 66,976 - 75,317	36.22 - 45.25 75,338 - 94,120	45.26 - 49.96 94,141 - 103,917
33	33.83	52.46	70,366 - 109,117	33.83 - 38.05 70,366 - 79,144	38.06 - 47.5 79,165 - 98,800	47.51 - 52.46 98,821 - 109,117

Town of Garner
PAY PLAN
 Effective: 7/1/14

SALARY GRADE	Minimum Rate	Maximum Rate	Full Range Minimum - Maximum	Developmental Segment Hourly/Annually	Market Segment Hourly/Annually	Proficiency Segment Hourly/Annually
34	35.49	55.37	73,819 - 115,170	35.49 - 39.94 73,819 - 83,075	39.95 - 49.88 83,096 - 103,750	49.89 - 55.37 103,771 - 115,170
35	37.27	58.13	77,522 - 120,910	37.27 - 41.93 77,522 - 87,214	41.94 - 52.38 87,235 - 108,950	52.39 - 58.13 108,971 - 120,910
36	39.12	61.04	81,370 - 126,963	39.12 - 44.01 81,370 - 91,541	44.02 - 55.02 91,562 - 114,442	55.03 - 61.04 114,462 - 126,963
37	41.08	64.10	85,446 - 133,328	41.08 - 46.21 85,446 - 96,117	46.22 - 57.76 96,138 - 120,141	57.77 - 64.1 120,162 - 133,328

FISCAL YEAR 2014-2015 REVENUE PROJECTIONS

ACCOUNT DESCRIPTION	FY 12-13	FY 13-14	FY 13-14	FY 14-15	% INC (DEC)	% INC (DEC)
	ACTUAL	ADOPTED BUDGET	ESTIMATED TOTAL	PROJECTED	BUDGET TO ACTUAL	BUDGET TO BUDGET
Property Taxes						
Ad Valorem Taxes-Current Year	\$ 14,578,853	\$ 14,724,650	\$ 14,921,627	\$ 14,561,000	-2.42%	-1.11%
Ad Valorem Taxes-Prior Year	176,228	159,300	192,518	200,200	3.99%	25.67%
Ad Valorem Tax Rental Vehicles	18,692	17,450	18,645	19,100	2.44%	9.46%
Pay in Lieu of Taxes	847	1,000	873	875	0.23%	-12.50%
Tax Penalty and Interest	49,220	52,630	62,097	59,000	-4.99%	12.10%
	\$ 14,823,840	\$ 14,955,030	\$ 15,195,760	\$ 14,840,175	-2.34%	-0.77%
Permits & Fees						
Fee in Lieu of Parkland	\$ 25,897	\$ -	\$ 370,568	\$ -	-100.00%	
Retention Pond Fees	145	-	310	-	-100.00%	
Water Cap Repl Fee - Non Debt	93,865	198,926	662,481	151,223	-77.17%	-23.98%
Sewer Capacity Replacement Fee	54,846	129,863	777,682	172,406	-77.83%	32.76%
Sewer Cap Repl Fee - Non Debt	102,533	200,878	775,546	180,448	-76.73%	-10.17%
Car Tags	322,617	407,770	378,320	311,700	-17.61%	-23.56%
Dog Tags	1,885	2,300	838	1,600	90.93%	-30.43%
Subdivision Fees	3,062	1,880	2,796	2,600	-7.01%	38.30%
Board of Adjustment Fees	575	500	410	500	21.95%	0.00%
Site Plan / Permit Fees	2,850	3,880	5,015	4,500	-10.27%	15.98%
Rezoning Fees	1,854	1,100	2,740	2,500	-8.76%	127.27%
Sign Permit Fees	8,475	7,300	7,420	7,900	6.47%	8.22%
Annexation and Street Closing	150	-	600	500	-16.67%	
Special Event Permit	420	1,000	1,230	1,000	-18.70%	0.00%
Building Permit Fees	297,849	287,000	437,154	359,800	-17.69%	25.37%
Reinspection Fees	20,810	23,550	22,516	22,400	-0.52%	-4.88%
Inspection Fee - After Hours	231	2,310	5,600	2,402	-57.11%	3.98%
Homeowners Recovery Fees	54	-	92	-	-100.00%	
Rental Prop Owner Register Fee	5,840	5,800	6,264	5,900	-5.81%	1.72%
Police - DDACTS Partnership	5,990	14,060	14,060	3,140	-77.67%	-77.67%
Police Outside Employment	224,400	175,000	204,370	175,000	-14.37%	0.00%
Taxi Cab Inspection Fee	280	-	89	-	-100.00%	
False Alarm Charges	13,554	13,960	13,612	13,600	-0.09%	-2.58%
	\$ 1,188,182	\$ 1,477,077	\$ 3,689,713	\$ 1,419,119	-61.54%	-3.92%
Other Taxes						
ABC Net Revenue	\$ 93,280	\$ 86,340	\$ 93,489	\$ 92,700	-0.84%	7.37%
Local Government Sales Tax 1%	2,080,894	2,145,810	2,191,609	2,333,200	6.46%	8.73%
Local Government Sales Tax 1/2%	2,389,767	2,514,500	2,476,542	2,637,100	6.48%	4.88%
Solid Waste Disposal Tax	16,505	16,000	16,224	16,200	-0.15%	1.25%
Privilege License	65,558	67,720	67,979	70,400	3.56%	3.96%
Heavy Equipment Rental Tax	83,368	78,340	81,692	84,500	3.44%	7.86%
	\$ 4,729,372	\$ 4,908,710	\$ 4,927,535	\$ 5,234,100	6.22%	6.63%
Unrestricted Intergovernmental						
Beer and Wine Tax	\$ 106,367	\$ 118,080	\$ 108,494	\$ 110,400	1.76%	-6.50%
Utility Franchise Tax	1,529,411	1,329,050	1,176,692	1,180,100	0.29%	-11.21%
Video Programming Fees	311,767	232,520	243,347	240,800	-1.05%	3.56%
	\$ 1,947,545	\$ 1,679,650	\$ 1,528,533	\$ 1,531,300	0.18%	-8.83%

ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ADOPTED BUDGET	FY 13-14 ESTIMATED TOTAL	FY 14-15 PROJECTED	% INC (DEC) BUDGET TO ACTUAL	% INC (DEC) BUDGET TO BUDGET
Restricted Intergovernmental						
PEG Reimbursement	\$ 79,346	\$ 63,180	\$ 63,195	\$ 63,166	-0.05%	-0.02%
Powell Bill Distribution	698,174	686,740	713,628	705,210	-1.18%	2.69%
NC Control Sub Tax	9,299	-	736	-	-100.00%	-
Senior Center Grant-General	11,753	-	11,680	-	-100.00%	-
DENR Recreation Trail Grant	75,000	-	-	-	-	-
COPS Hiring Grant	50,168	-	-	-	-	-
Federal Asset Forfeiture	17,415	-	-	-	-	-
Wake County Cert Site Funds	-	25,000	-	25,000	-	-
USDOJ-BVP Program	4,606	1,375	1,375	2,200	60.00%	60.00%
DOJ Justice Assistance Grant	6,393	-	-	-	-	-
DOJ FBI Safe Streets Task Forc	20,320	15,400	15,400	-	-100.00%	-100.00%
Gov Crime Comm-DDACTS	47,578	36,660	36,660	7,852	-78.58%	-78.58%
Gov Crime Comm-Equipment	-	-	-	8,233	-	-
DOT Surface Transportation Grant	70,865	-	-	-	-	-
GHSP Traffic Safety Grant	3,061	-	-	-	-	-
GHSP Traffic Officer	31,302	-	-	-	-	-
GHSP DWI Officer	-	99,024	99,024	83,416	-15.76%	-15.76%
GHSP Crash Construction Software	-	-	-	9,049	-	-
GHSP Motorcycle Grant	-	-	-	85,000	-	-
Build Amer Bond Interest Reimb	86,712	78,680	79,334	77,855	-1.86%	-1.05%
School Resource Officer	68,298	68,295	136,666	68,298	-50.03%	0.00%
CoR Debt Service Reimbursement	112,600	107,000	107,000	26,400	-75.33%	-75.33%
	\$ 1,392,890	\$ 1,181,354	\$ 1,264,699	\$ 1,161,679	-8.15%	-1.67%
Sales & Service Fees						
Recreation Fees	\$ 256,989	\$ 245,126	\$ 248,052	\$ 258,035	4.02%	5.27%
Auditorium Concessions	4,137	2,500	4,285	4,000	-6.65%	60.00%
Parks & Rec Facility Rental	217,337	188,154	226,499	199,500	-11.92%	6.03%
Special Refuse Collection Fees	1,665	1,000	2,740	1,700	-37.96%	70.00%
Refuse Cart Fees	8,210	6,880	9,046	7,700	-14.88%	11.92%
City of Ral - Collection Fees	5,654	5,040	4,568	4,700	-2.89%	-6.75%
Wake County Collection Fees	-	3,100	2,799	2,800	0.04%	-9.68%
GVFR - Fuel Sales	3,700	3,700	3,885	3,700	-4.76%	0.00%
CoR - Fuel Sales	7,560	9,960	7,583	7,900	4.18%	-20.68%
CoR - Street Repairs	46,688	34,000	37,149	37,000	-0.40%	8.82%
NC DOT Mowing Agreement	-	19,300	19,300	19,300	0.00%	0.00%
	\$ 551,940	\$ 518,760	\$ 565,905	\$ 546,335	-3.46%	5.32%
Investment Earnings						
Interest Earned	\$ 6,430	\$ 22,700	\$ 3,641	\$ 10,900	199.37%	-51.98%
Interest Earned - Powell Bill	-	870	500	600	20.00%	-31.03%
	\$ 6,430	\$ 23,570	\$ 4,141	\$ 11,500	177.71%	-51.21%
Miscellaneous						
Check Service Charges	\$ 100	\$ -	\$ 350	\$ -	-100.00%	-
Co Landfill Reimbursement	83,120	77,000	74,188	79,385	7.01%	3.10%
Land Lease/Rental Income	7,200	4,200	1,400	-	-100.00%	-100.00%
Grounds Fee - School Commons	9,000	9,000	9,000	9,000	0.00%	0.00%
Miscellaneous Revenue	111,628	8,500	7,347	4,917	-33.07%	-42.15%
Garner Promotional Sales	82	-	363	-	-100.00%	-
Miscellaneous Assessments	-	-	818	-	-100.00%	-
Sewer Assessments	6,879	5,900	3,309	4,750	43.55%	-19.49%
Interest on Assessments	4,244	2,400	1,516	2,750	81.40%	14.58%
NCLM Vest Grant	2,500	-	-	2,000	-	-
Code Enforcement Fines	-	14,800	48,568	10,000	-79.41%	-32.43%
Insurance Proceeds	-	-	762	-	-100.00%	-
Miscellaneous Land Use Charges	4,077	4,600	3,870	3,900	0.78%	-15.22%
Officer Fees	15,546	13,000	11,444	12,700	10.98%	-2.31%
Animal Control Violations	200	-	-	-	-	-
Parking Violations	5,510	9,700	2,050	3,780	84.39%	-61.03%
Contributions	799	4,000	2,933	1,900	-35.21%	-52.50%
Contributions-AAC	47,243	-	-	-	-	-
Econ Dev-Publication Partner.	-	1,250	3,500	1,250	-64.29%	0.00%
Centennial Celebration Books	24	-	24	-	-100.00%	-
Promote Garner Sales	-	-	6	-	-100.00%	-
Scrap Metal Sales	-	3,900	2,800	2,800	0.00%	-28.21%
	\$ 298,152	\$ 158,250	\$ 174,247	\$ 139,132	-20.15%	-12.08%
Revenue Subtotal	\$ 23,750,169	\$ 23,425,324	\$ 27,350,534	\$ 24,883,340	-9.02%	6.22%

ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 ADOPTED BUDGET	FY 13-14 ESTIMATED TOTAL	FY 14-15 PROJECTED	% INC (DEC) BUDGET TO ACTUAL	% INC (DEC) BUDGET TO BUDGET
Other Financing Sources						
Tsf from Street Imp Cap Res	\$ -	\$ 5,710	\$ 5,710	\$ -	-100.00%	-100.00%
Tsf From Regional Retention CR	176,803	45,000	274,720	45,000	-83.62%	0.00%
Tsf from Future Cap Proj Reser	-	11,375	11,375	-	-100.00%	-100.00%
Tsf From Water Sewer Debt CR	292,810	-	-	-		
Sale of Fixed Assets	1,045	13,500	23,005	35,000	52.14%	159.26%
Proceeds From Issuance of Debt	-	712,295	712,295	534,200	-25.00%	-25.00%
Appropriated Fund Balance	-	51,000	-	680,705		1234.72%
Appropriated F/B Powell Bill	-	20,564	20,564	96,481	369.17%	369.17%
	\$ 470,658	\$ 859,444	\$ 1,047,669	\$ 1,391,386	32.81%	61.89%
Total Revenues & Other Financing Sources	\$ 25,409,009	\$ 25,761,845	\$ 28,398,202	\$ 26,274,726	-7.48%	1.99%
Recommended Revenue Enhancements						
Additional 1cent on Tax Rate for Emergency Services Needs				297,164		
Fire Inspection Fee (\$50 x 900 Inspections)				45,000		
Parks & Recreation Event Sponsorships				10,000		
Total Recommended Revenues & Other Financing Sources				\$ 26,626,890	-6.24%	3.36%

TOWN OF GARNER
GENERAL FUND EXPENDITURE BUDGET FY 2014-2015

Expenditures by Program/Department	Actual FY 2012	Actual FY 2013	Original Budget FY 2014	Requested Budget FY 2015	Recommended Budget FY 2015
<i>Governing Body</i>					
Town Council	\$ 730,727	\$ 629,163	\$ 222,290	\$ 177,847	\$ 167,948
Legal Services	89,315	85,214	92,215	93,217	102,917
Total Governing Body	820,042	714,377	314,505	271,064	270,865
<i>Administration</i>					
Town Manager	565,144	631,489	441,668	566,807	539,931
Town Clerk	168,058	163,791	174,256	184,513	182,656
Human Resources	656,554	638,972	297,910	325,235	313,040
Safety	9,699	9,523	11,384	11,369	10,739
Total Administration	1,399,455	1,443,776	925,218	1,087,924	1,046,366
<i>Finance</i>					
Administration	509,459	551,648	531,219	584,617	570,711
Purchasing	258,680	244,751	114,999	115,129	114,202
Total Finance	768,139	796,400	646,218	699,746	684,913
<i>Economic Development</i>					
Economic Development	302,140	299,050	456,827	505,297	480,390
Economic Development Incentives	-	282,476	140,000	25,500	25,500
Garner Revitalization Association	75,000	85,000	85,000	95,000	92,000
Total Economic Development	377,140	666,526	681,827	625,797	597,890
<i>Planning</i>					
Administration	238,211	219,598	300,185	439,703	354,965
Land Use Permits and Enforcements	149,060	160,503	187,042	186,459	185,320
Community Planning and Appearance	107,551	141,359	97,308	190,007	138,027
Total Planning	494,822	521,460	584,535	816,169	678,312
<i>Building Inspections</i>	678,112	678,496	741,181	874,506	768,383
<i>Engineering</i>	608,093	542,915	943,023	616,651	577,804
<i>Information Technology</i>	646,974	868,822	641,488	726,361	557,537
<i>Police</i>					
Administration	1,110,891	971,816	856,442	602,403	582,421
Operations	5,746,856	5,971,188	6,298,049	7,194,397	6,626,100
Total Police	6,857,747	6,943,004	7,154,491	7,796,800	7,208,521

TOWN OF GARNER
GENERAL FUND EXPENDITURE BUDGET FY 2014-2015

(continued)

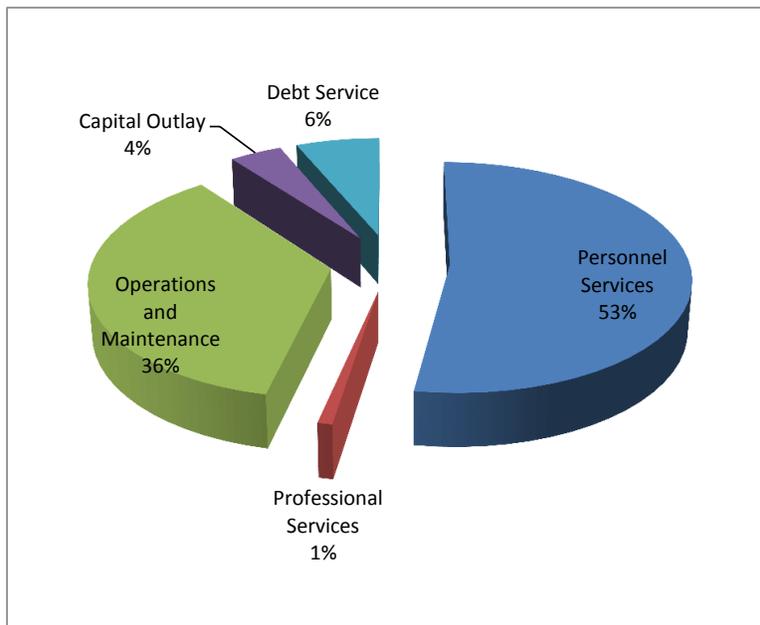
Expenditures by Program/Department	Actual FY 2012	Actual FY 2013	Original Budget FY 2014	Requested Budget FY 2015	Recommended Budget FY 2015
<i>Fire and Rescue</i>	\$ 2,018,420	\$ 2,176,225	\$ 2,251,284	\$ 2,477,991	\$ 2,388,501
<i>Public Works</i>					
Administration	406,206	410,024	432,104	465,406	441,300
Streets	1,298,619	1,175,843	1,133,969	1,233,992	1,264,994
Streets - Powell Bill	571,571	618,971	707,304	1,138,781	1,073,433
Public Grounds Management	879,863	900,844	958,543	1,064,510	977,636
Snow Removal	12,825	1,031	3,500	4,425	4,425
Solid Waste	1,742,909	1,726,953	1,772,878	1,824,464	1,825,664
Public Facilities Management	615,983	570,083	568,266	770,155	695,513
Fleet Management	258,964	267,436	311,711	363,896	344,811
Total Public Works	5,786,940	5,671,184	5,888,275	6,865,629	6,627,776
<i>Parks, Recreation and Cultural Resources</i>					
Administration	205,908	186,887	185,067	319,907	316,700
Adult & Senior				171,347	236,435
Cultural Arts & Events	220,041	231,014	231,608	405,453	400,031
Marketing and Special Events	233,435	263,146	267,076	-	-
Youth & Athletic	635,566	650,445	661,228	415,239	366,638
Outdoor Adventure	134,868	153,932	158,788	304,787	262,511
Program Partners	161,799	154,160	165,299	176,349	163,259
Total PRCR	1,591,617	1,639,583	1,669,066	1,793,082	1,745,574
<i>Debt Service</i>					
Principal	729,617	952,021	939,728	1,319,537	1,487,326
Interest	542,177	552,432	516,836	835,806	777,614
Total Debt Service	1,271,794	1,504,453	1,456,564	2,155,343	2,264,940
<i>Special Appropriations</i>					
Retirement	-	-	346,747	476,563	427,015
Town Insurance	-	-	543,550	551,600	555,400
Subsidized Programs	-	-	74,858	112,000	68,089
Office Administration	-	-	899,015	85,429	159,004
Total Special Appropriations	-	-	1,864,170	1,225,592	1,209,508
<i>Transfers</i>					
Transfers to Capital Reserves	-	-	-	-	-
Transfers to Capital Projects	541,284	429,676	-	-	-
Total Transfers	541,284	429,676	-	-	-
Total General Fund Expenditures	\$ 23,860,579	\$ 24,596,896	\$ 25,761,845	\$ 28,032,655	\$ 26,626,890

**TOWN OF GARNER
GENERAL FUND EXPENDITURE BUDGET FY 2014-2015**

(continued)

Expenditures by Category	Actual FY 2012	Actual FY 2013
Personnel Services	\$ 12,729,167	\$ 13,055,606
Professional Services	307,538	193,988
Operations and Maintenance	8,313,239	8,508,606
Capital Outlay	734,201	904,567
Debt Service	1,271,794	1,504,453
Transfers to Other Funds	541,284	429,676
Total General Fund	\$ 23,897,223	\$ 24,596,896

General Fund Expenditure History by Category - FY 2012-2013



TOWN OF GARNER
Summary of Expenditure Changes from FY 2014

Expenditures by Program/Department	Original Budget FY 2014	Requested Budget FY 2015	Recommended Budget FY 2015	Change Over FY 2014 Budget	%	Comments
<i>Governing Body</i>						
Town Council	\$ 222,290	\$ 177,847	\$ 167,948	\$ (54,342)	-24%	\$61.5K decrease as a result of no election
Legal Services	92,215	93,217	102,917	\$ 10,702	12%	\$10K increase to outside legal services for anticipated legal costs associated with bringing Google Fiber to Garner
Total Governing Body	314,505	271,064	270,865	\$ (43,640)	-14%	
<i>Administration</i>						
Town Manager	441,668	566,807	539,931	\$ 98,263	22%	Costs for proposed reorganization reflected in this budget. Exact amounts will be determined at a later date and will be transferred out to proper departments.
Town Clerk	174,256	184,513	182,656	\$ 8,400	5%	
Human Resources	297,910	325,235	313,040	\$ 15,130	5%	
Safety	11,384	11,369	10,739	\$ (645)	-6%	
Total Administration	925,218	1,087,924	1,046,366	\$ 121,148	13%	
<i>Finance</i>						
Administration	531,219	584,617	570,711	\$ 39,492	7%	
Purchasing	114,999	115,129	114,202	\$ (797)	-1%	
Total Finance	646,218	699,746	684,913	\$ 38,695	6%	
<i>Economic Development</i>						
Economic Development	456,827	505,297	480,390	\$ 23,563	5%	
Economic Development Incentives	140,000	25,500	25,500	\$ (114,500)	-82%	Greenfield North incentive expired
Garner Revitalization Association	85,000	95,000	92,000	\$ 7,000	8%	
Total Economic Development	681,827	625,797	597,890	\$ (83,937)	-12%	
<i>Planning</i>						
Administration	300,185	439,703	354,965	\$ 54,780	18%	Addition of Assistant Planning Director
Land Use Permits and Enforcements	187,042	186,459	185,320	\$ (1,722)	-1%	
Community Planning and Appearance	97,308	190,007	138,027	\$ 40,719	42%	Addition of part time Planner II
Total Planning	584,535	816,169	678,312	\$ 93,777	16%	

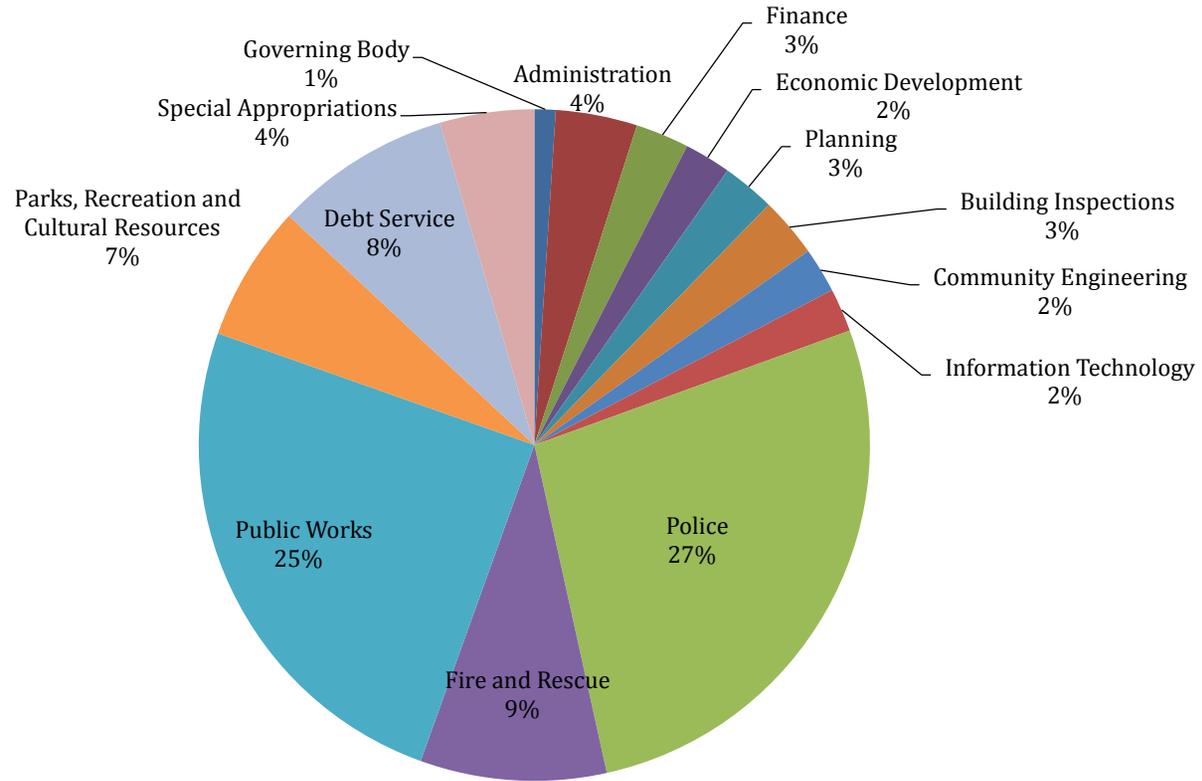
TOWN OF GARNER
Summary of Expenditure Changes from FY 2014 (continued)

Expenditures by Program/Department	Original Budget FY 2014	Requested Budget FY 2015	Recommended Budget FY 2015	Change Over FY 2014 Budget	%	Comments
<i>Building Inspections</i>	741,181	874,506	768,383	\$ 27,202	4%	Reductions from retirements and a vehicle purchase in prior year (\$10K) help offset addition of part time Building Inspector
<i>Community Engineering</i>	943,023	616,651	577,804	\$ (365,219)	-39%	Street resurfacing program (\$400K) occurred in FY 14 (occurs biannually)
<i>Information Technology</i>	641,488	726,361	557,537	\$ (83,951)	-13%	FY 14 non capital equipment purchases included police laptops (\$84K), PRCR website (\$25K) and Monitoring (\$25K)
<i>Police</i>						
Administration	856,442	602,403	582,421	\$ (274,021)	-32%	5 FTEs and corresponding costs moved to police operations
Operations	6,298,049	7,194,397	6,626,100	\$ 328,051	5%	\$186K in FY14 budget for squad car replacement does not appear in FY15 budget helping offset other capital police items
Total Police	7,154,491	7,796,800	7,208,521	\$ 54,030	1%	
<i>Fire and Rescue</i>	\$ 2,251,284	\$ 2,477,991	\$ 2,388,501	\$ 137,217	6%	Funding reflects Law & Finance recommendation
<i>Public Works</i>						
Administration	432,104	465,406	441,300	\$ 9,196	2%	
Streets	1,133,969	1,233,992	1,264,994	\$ 131,025	12%	Reflects \$230K purchase for street sweeper and other vehicles/equipment
Streets - Powell Bill	707,304	1,138,781	1,073,433	\$ 366,129	52%	
Public Grounds Management	958,543	1,064,510	977,636	\$ 19,093	2%	
Snow Removal	3,500	4,425	4,425	\$ 925	26%	
Solid Waste	1,772,878	1,824,464	1,825,664	\$ 52,786	3%	Reflects purchase of 2 vehicles, roof and other building projects, increases in utilities and partial year of building maintenance
Public Facilities Management	568,266	770,155	695,513	\$ 127,247	22%	technician
Fleet Management	311,711	363,896	344,811	\$ 33,100	11%	Reflects purchase of a vehicle
Total Public Works	5,888,275	6,865,629	6,627,776	\$ 739,501	13%	

TOWN OF GARNER
Summary of Expenditure Changes from FY 2014 (continued)

Expenditures by Program/Department	Original Budget FY 2014	Requested Budget FY 2015	Recommended Budget FY 2015	Change Over FY 2014 Budget	%	Comments
<i>Parks, Recreation and Cultural Resources</i>						
Administration	185,067	319,907	316,700	\$ 131,633	71%	1 FTE moved to administration (3 total)
Adult & Senior		171,347	236,435	\$ 236,435		Reorganization - 2 FTEs budgeted in this division
Cultural Arts & Events	231,608	405,453	400,031	\$ 168,423	73%	3 FTEs budgeted in this division
Marketing and Special Events	267,076	-	-	\$ (267,076)		Reorganization - positions relocated
Youth & Athletic	661,228	415,239	366,638	\$ (294,590)	-45%	2 FTEs (1 full time) budgeted here.
Outdoor Adventure	158,788	304,787	262,511	\$ 103,723	65%	2 FTEs budgeted here - positions relocated
Program Partners	165,299	176,349	163,259	\$ (2,040)	-1%	
Total Cultural and Recreational	1,669,066	1,793,082	1,745,574	\$ 76,508	5%	
<i>Debt Service</i>						
Principal	939,728	1,319,537	1,487,326	\$ 547,598	58%	
Interest	516,836	835,806	777,614	\$ 260,778	50%	
Total Debt Service	1,456,564	2,155,343	2,264,940	\$ 808,376	55%	1st bond payment included
<i>Special Appropriations</i>						
Retirement	346,747	476,563	427,015	\$ 80,268	23%	Anticipated LEO separation & retirement payouts
Town Insurance	543,550	551,600	555,400	\$ 11,850	2%	
Subsidized Programs	74,858	112,000	68,089	\$ (6,769)	-9%	Change from requests
Office Administration	899,015	85,429	159,004	\$ (740,011)	-82%	Copier costs (85K) allocated to departments, Vehicle financing from FY 14 included here, this year's financing is included in the debt service division, Reserve for emergency funding reflected in this budget
Total Special Appropriations	1,864,170	1,225,592	1,209,508	\$ (654,662)	-35%	
Total General Fund Expenditures	\$ 25,761,845	\$ 28,032,655	\$ 26,626,890	\$ 865,045	3%	

FY 2014-2015 Expenditures by Department



REVENUE SAVINGS PLAN FY 2014-15

	Revenue Category									TOTALS
	Property Tax- Current Year*	ABC Revenues	Sales Tax 1 cent	Sales Tax 1/2 cent	Privilege License Fees	Heavy Equipment Rental Tax	Beer & Wine Tax	Utility Franchise Taxes	Video Programming Fees	
FY 13-14 Budget	\$14,374,000	\$86,340	\$2,145,810	\$2,514,500	\$67,720	\$78,340	\$118,080	\$1,329,050	\$232,520	\$20,946,360
FY 14-15 Budget	\$14,561,000	\$92,700	\$2,333,200	\$2,637,100	\$70,400	\$84,500	\$110,400	\$1,180,100	\$240,800	\$21,310,200
% Increases (Decrease)	1.30%	7.37%	8.73%	4.88%	3.96%	7.86%	-6.50%	-11.21%	3.56%	1.74%
								Amount Above 1% Threshold		\$154,376
								Revenue Savings Plan Percentage		30%
								Amount Applicable to Revenue Savings Plan		\$46,313

* FY 13-14 Budget for Property Tax Excludes the one-time overlap of vehicle taxes due to the transition to NCDMV Tax and Tag Together System.
The FY 2014-15 Budget for Property Tax Excludes the additional one-cent increase in the property tax rate for emergency service needs.

ANALYSIS OF AD VALOREM TAX BASE AND ANTICIPATED LEVY

Tax Base	Projected 2013-14	Estimated 2014-15
Real Property Valuation	\$2,563,242,896	\$2,582,000,000
Personal Property Valuation	196,003,306	195,000,000
Public Service Property	84,992,903	85,000,000
Motor Vehicles	278,160,071 ¹	205,000,000
	<hr/>	<hr/>
Total Property Valuation	\$3,122,399,176	\$3,067,000,000
<hr/> Tax Rate <hr/>		
General Fund (including debt service)		\$0.49 per \$100
<hr/> 2014-2015 Tax Levy <hr/>		<hr/> Total Levy <hr/>
\$3,067,000 x \$ 0.49/100		\$15,028,300
Late Penalties		\$5,000
Less Estimated 3.20% Uncollected		<hr/> (467,300.00) <hr/>
Total Anticipated Collections		\$14,566,000

NOTES:

1. FY 2013-2014 projected levy for motor vehicles includes an extra four months of valuation due to an overlap of billing systems for motor vehicle taxes.
2. Each cent of the property tax rate will yield revenues of approximately: \$297,164

ASSESSED VALUES AND TAX RATES

Last Ten Fiscal Years

ASSESSED VALUES ¹

Fiscal Year	Real	Personal	Total Value	Tax Rate
2013-14	\$ 2,563,242,896	\$ 559,156,280	\$ 3,122,399,176 ³	0.49
2012-13	2,539,047,133	490,571,354	3,029,618,487	0.49
2011-12	2,516,107,912	488,856,445	3,004,964,357	0.49
2010-11	2,463,484,759	517,818,594	2,981,303,353	0.49
2009-10	2,469,678,054	533,294,895	3,002,972,949	0.49
2008-09	2,405,039,709	536,251,852	2,941,291,561 ²	0.49
2007-08	1,770,103,434	503,719,750	2,273,823,184	0.575
2006-07	1,659,119,409	457,952,177	2,117,071,586	0.575
2005-06	1,550,238,391	433,787,433	1,984,025,824	0.56
2004-05	1,487,184,792	380,139,128	1,867,323,920	0.56
2003-04	1,407,793,415	439,082,389	1,846,875,804	0.56

NOTES:

1. Assessed value is established by Wake County Revenue Department.
2. A revaluation of all property is required every eight years by State statute. Last revaluations occurred in 2008.
3. FY 2013-2014 projected levy for motor vehicles includes an extra four months of valuation due to an overlap of billing systems for motor vehicle taxes.

FY 2014-2015 Debt Service

Below is a summary of the debt service payments due for FY 2014-2015.

Purpose	Original Debt	Principal Due	Interest Due	Total Payment
General Purpose				
Capital Projects 2006 ¹	\$ 7,242,800	\$ 517,093	\$ 63,898	\$ 580,991
Public Improvements 2010 ²	6,050,000	160,000	244,448	404,448
Capital Projects/Capacity 2011 ³	3,400,000	226,667	103,384	330,051
Vehicles ⁴	712,295	175,016	6,141	181,157
General Obligation 2014 ⁵	8,905,000	250,000	352,018	602,018
Vehicles/Equipment (New)	534,200	133,550	6,325	<u>139,875</u>
Total General Purpose Debt Service				<u>\$ 2,238,540</u>
Utility				
Water - 1996	\$ 1,250,000	\$ 25,000	\$ 1,400	<u>\$ 26,400</u>
Total Utility Debt Service				<u>\$ 26,400</u>
Total General Fund Debt Service				\$ 2,264,940

Notes:

1. 2006 Projects included improvements to Centennial Park, East Main Street facility, Garner Performing Arts Center, Garner Senior Center, and purchase of water and sewer capacity. This debt was refunded in FY 2013-14 to reduce the interest rate.
2. 2010 Improvements included roadway improvements to Timber Drive and Vandora Springs Road and White Deer Park.
3. 2011 Projects included purchase of water and sewer capacity and improvements to the Public Works facility.
4. Installment financing included 19 Police patrol vehicles and one Parks, Recreation & Cultural Resources vehicle.
5. 2014 Projects included land acquisition for downtown redevelopment, park improvements, streets and sidewalks, and public safety facilities.

Bond Authorized and Unissued

The Town has bonds authorized but unissued in the amount of \$25,911,000 due to four referendums that were approved in March 2013.

PROJECTED FUND BALANCE AT JUNE 30, 2014

Fund total fund balance June 30, 2013		\$ 23,764,906
Estimated decrease in fund balance for FY 2014 ¹		(3,221,637)
Estimated total fund balance June 30, 2014		<u>20,543,269</u>
<i>Less:</i>		
Nonspendable fund balance	66,393	
Restricted by:		
State statutes	1,940,597	
Powell Bill	523,531	
Law Enforcement	21,132	
Committed for:		
Future recreation center	56,377	
Stormwater infrastructure	287,333	
Water/sewer capacity debt	1,729,578	
Other projects	268,736	
Assigned to:		
Next year's budget ²	680,705	
Encumbrances	<u>300,000</u>	
Total estimated restricted, committed, or assigned fund balance		<u>5,874,382</u>
Estimated undesignated fund balance		<u><u>\$ 14,668,887</u></u>
Total projected budget for FY 2014-15	\$ 26,626,890	
Fund balance policy percentage minimum for operations	<u>30%</u>	
Fund balance policy minimum dollars for operations		7,988,067
Fund balance available above policy minimum		<u><u>\$ 6,680,820</u></u>

Notes:

1. Estimated increase in fund balance is the estimated difference between revenues and other financing sources over estimated expenditures and transfers to Capital Project Funds as of March 31, 2014.
2. Assigned to next year's budget is the net of the new debt service less funds available from the Town's adopted Revenue Saving's Plan, funds for the certified site program, and funds to complete drainage maintenance projects.

**Recommended Capital Items
Budget Year 2014-2015**

Capital Equipment Replacements	Division	Requested	Rec.	Notes
Council Tablets	Council	\$7,200	-	
Jeep Cherokee*	ED	\$27,000	27,000	Replace with SUV. Will be used as pool vehicle.
S-10*	Engineering	\$17,800	17,800	Replace with full size truck - Cheaper on State Contract**
F-150	Engineering	\$26,000	-	
Ranger	Inspections	\$17,800	-	
New Phone System	IT	\$80,000	-	Explore bond funding to fund new phone system
Network Switch Replacements	IT	\$9,000	6,000	
Microsoft Licenses	IT	\$19,000	13,300	
Scanning Server	IT	\$10,000	-	
Explorer	Parks	\$27,000	-	Replace with repurposed car from PD
Crown Vic*	Parks	\$18,400	18,400	Replace with car. Will be used as pool vehicle
F-150 Animal Control Vehicle	Police	\$24,000	24,000	Replace with like truck - Full size extended cab.
E-250 Special Response Team Van	Police	\$26,000	-	
ID Camera/System Printer	Police	\$6,000	-	
Replacement Radios	Police	\$40,000	40,000	10 radios at \$4,000 each
SRT Vests & Helmets	Police	\$26,500	26,500	10 sets of each needed (5 year warranty/life)
Camera Replacements	Police	\$50,000	50,000	Replace 10 units (Own 40)
Radar Unit Replacements	Police	\$25,000	25,000	Radars at end of life/expiration
Interview Room Equipment	Police	\$15,000	15,000	75% grant funding
Flail Mower	PW	6,767	6,767	Powell Bill
Street Sweeper*	PW	\$230,000	230,000	Powell Bill, see attached memo regarding sweeper
S-10*	PW	\$26,000	26,000	Replace with full size truck**
S-10*	PW	\$26,000	26,000	Replace with full size truck**
F-800*	PW	\$106,000	106,000	Powell Bill - Replace with like truck
Ford 6640 w/ Canopy*	PW	\$31,000	31,000	Powell Bill - Replace with like tractor
C-1500 *	PW	\$26,000	26,000	Replace with like truck - Full size extended cab.
F-150*	PW	\$26,000	26,000	Replace with like truck - Full size extended cab.
C-1500	PW	\$26,000	-	
John Deere Mower	PW	\$10,500	10,500	Replace with like mower - John Deere
Replacement Coats Tire Machine	PW	\$7,325	-	
Wheel Balancing Machine	PW	\$7,250	-	
Mower	PW	\$7,000	-	
Senior Center Wall	PW	\$14,300	-	
HVAC Replacement	PW	\$12,000	-	
Door Locks at PW	PW	\$9,300	9,300	
Avery Street Roof Repairs	PW	\$18,500	18,500	
A/C Diagnostic Machine (for vehicles)	PW	\$6,000	6,000	
Total Equipment Replacement		\$ 1,067,642	\$ 785,067	

*Installment financing (over 4 years) is being recommended. Please see the debt service line items information for additional information regarding financing.

**VERT/Public Works has explored and is recommending purchasing full size trucks in order to allow better utilization of the trucks in all service areas within Public Works.

Capital Request- FY 2014-2015 Requested Budget

Street Sweeper Replacement

Description: Replace existing 2006 Street Sweeper.

Cost: \$230,000

Justification: The Town of Garner provides a comprehensive in-house street sweeping program for its residents. The American Public Works Association in their publication, "Urban Public Works Administration" includes the following quote to demonstrate the value of a street cleaning program for our community:

"Few urban public works activities are as visible as cleaning streets and ensuring safe roadway conditions for vehicles and pedestrians under all weather conditions. In addition, few public works activities contribute so significantly to the overall quality of life in a practical sense as well as an obviously aesthetic one."

The Town's sweeping program provides for vacuum street sweeping and additional duties. The machine is utilized for the following:

- General sweeping of streets on the following schedule:
Town Streets: Monthly
Main thoroughfares: 2-4 weeks and additional as needed
- Clean-up behind work activities such as mowing on Timber Drive and leaf pickup.
- Clean-up behind Special Events such as the Christmas Parade.
- Clean-up behind storms, such as residual sand from snow operations and wind-blown storm debris.
- Emergency response to roadway hazards such as spilled stone or broken glass.
- Regulatory compliance with NPDES regulations (stormwater program requirement).
- Additional duties: Catch basin cleaning and bi-weekly wash pit cleaning at the Public Works Facility.

Without a street sweeping machine, many labor hours would be expended performing these duties, and others would be done ineffectively or remain undone. Manual cleaning on urban streets exposes the town to much more risk than an operator in a highly visible, large piece of equipment.

The existing machine has reached the end of its useful service life. The machine has been in service eight years and would be approaching nine with this replacement. This is high average for a regenerative air sweeper. In fact, many are replaced at the 6-7 year mark to avoid some of the costly maintenance which you begin to see after a certain number of hours. Our machine has 63,000 road miles and 6,000 hours on the sweeper engine. We have spent \$26,000 on maintenance and repairs over the last three years. Our production has dropped from around 160 days of sweeping per year to around 120.

Consequences of not funding this request:

Options:

- Continue with existing sweeper. We anticipate maintenance and repair expenses to be approximately \$42,000 in FY 2014-2015 with longevity still a question mark.
- When the existing machine is retired, contract a sweeping service. This would likely result in more cost for the same service level or a reduction in services. Our cost survey shows contract costs in our region to be in a range of \$31-53/lane mile.

The higher price provides service similar to our existing without the additional catch basin and wash pit cleaning. It is a large municipality with enough work to justify a stand-alone operation with several sweepers. They have other equipment to perform the additional cleaning services.

The lower price represents a service level of 60% less than our current scheduled frequency on town streets and includes a lot of night sweeping. The municipality continues to maintain a sweeper for supplemental use after going to contract 5 years ago.

Our cost is estimated at \$30/lane mile factoring in the cost of a new machine.

Conclusion:

As the above information indicates, the Town's existing program is cost effective compared to other options. It should be noted that the above figures do not include the value of additional cleaning services (\$20,000) which would need to be budgeted if we did not have this equipment. At the current time and given local market conditions, we would pay a premium with a contractor to maintain the services we currently provide.

As the Town grows, the contract option may become more appealing after one sweeper cannot provide the desired coverage. However, it would remain prudent to maintain at least one sweeper. The Town benefits from the ability to respond to sweeper requests on-demand and the flexibility of an in-house operation is desirable in many ways.

Decision Package Summary
Budget Year 2014-2015

<u>Decision Package</u>	<u>Division</u>	<u>Requested</u>	<u>Rec.</u>	<u>Notes</u>
Priority Based Budgeting	Admin	40,000	-	
Backfill Position/Reorganization Proposal	Admin	49,700	49,064	
Reorganization Proposal	Admin	-	20,000	
Communications Specialist	ED	20,604	-	
Certified Site Designation	ED	50,000	50,000	Will receive 1/2 from Wake County
Street lighting Woodland North	Engineering	83,500	-	Neighborhood improvement bond funds
Pavement Condition Survey	Engineering	28,000	28,000	No street resurfacing request this year
Traffic Calming on Meadowbrook	Engineering	10,000	-	Neighborhood improvement bond funds
Website Upgrade Phase II	IT	25,000	25,000	
IT Specialist	IT	75,997	-	
Barracuda Cloud Backups	IT	5,500	-	For disaster recovery
Senior Building/Plumbing Inspector	Inspections	87,668	30,865	950 hour maximum
Planner II	Planning	81,097	30,012	950 hour maximum
Welcome to Garner Sign US 401 South	Planning	15,000	15,000	Council Priority
Welcome to Garner US 70 West	Planning	12,000	12,000	Council Priority
Downtown Façade Grant	Planning	6,000	-	Increase of \$1,000 funded for building façade grants
Wayfinding Sign Program -Phase II	Planning	10,000	-	
Assistant Planning Director	Planning	101,467	54,243	October 22nd Hire Date
OSSI RMS Problem Oriented Policing Module	Police	11,000	-	
Netmotion VPN and Digital Persona Software	Police	29,818	-	
Career Development Program 2.5% Funding	Police	6,363	-	
GHSP BikeSafe Motorcycle Grant	Police	85,000	85,000	2 motorcycles +, 100% grant funding
Police Officer	Police	211,815	-	2 officers October 1st hire date
Crime Prevention/PAAL Officer	Police	107,899	-	October 1st Hire Date
SRT Rifle Noise Suppressors	Police	10,775	-	
CID Field Recording System	Police	13,000	-	
ARAS 360 Crash Reconstruction Software	Police	12,065	12,065	50% grant funding
Cellebrite Forensic Tool	Police	8,000	-	
Building Maintenance Technician	PW	48,830	11,513	Hire date of April 1st
Parks & Grounds Maintenance Worker	PW	39,085		
Equipment Operator	PW	46,981		
Drainage Maintenance Program	PW	100,000	100,000	
Total Decision Package Summary		\$ 1,432,164	\$ 522,762	

Decision Package Details

Department: Administration
Package: Priority Based Budgeting

Brief description:

A system to help the Town of Garner become efficient and effective in its financial strategies and resulting service delivery. The goals of PBB are:

- Diagnose the root cause of your fiscal needs and challenges
- Identify effective options to enhance your financial strategies
- Engage the community in determining what it highly values and expects
- Establish clearly defined goals for your organization
- Prioritize resource allocation to your most valuable programs and services
- Provide decision makers with better information about the impacts of their decisions
- Develop tools to see things more clearly through a "new lens" through the "Fiscal Health Diagnostic Tool" and "Resource Alignment Diagnostic Tool."

Fiscal Wellness (Priority Setting): \$40,000

If funds are tight in FY13-14, this can be split into two components with modeling occurring in FY13-14 and Priority Setting getting underway in FY14-15.

Justification:

Priority Based Budgeting will make the Town more efficient and help ensure that funds are allocated to the programs and items that are consistent with Town vision and goals.

This will serve as a way to transition into some of the in-depth fiscal analysis required as the Town prepares to implement the Revenue Savings Plan.

This will allow the Town to find ways to "work smarter" and tackle the programs and initiatives that are the most important and have the highest positive impact.

Consequences of not implementing package:

"More consternation, frustration, and angst as we deal with the fiscal constraints dictated by the new economy and our "new normal."

Continue to budget and do business as usual, which may not be the most effective means of allocating resources.

Revenue sources:

Impact on other expenditures:

Equipment life:

Cost: (Total Requested) 40,000	Two year cost: -	Three year cost: -	Ongoing cost: -
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Professional Services - 521000	The Town will pursue to implement Priority Based Budgeting in two phases with the first one (Fiscal Health) in FY 13-14.	40,000	-	-

Decision Package Details

Department: Administration			
Package: Backfill Position/Reorganization Proposal			
Brief description:			
<p>The proposed budget includes funding to promote an internal candidate to Assistant Town Manager - Development Services beginning in August consistent with the Town Manager's proposal for reorganization. After a selection process is completed, the successful candidate's former position will be back-filled with a new position with a lower pay grade in the pay & classification system. It is anticipated that each candidate will prepare and submit a plan that would propose which tasks they would keep, which ones would be delegated to others, and which ones would be assigned to a newly created position (as mentioned above).</p>			
Justification:			
<p>This position is consistent with the Town Manager's reorganization proposal that will relieve the Town Manager from some responsibility and time demands, build the skills, experience base and abilities of senior staff, prepare the Town for future growth and improve communications and responsiveness.</p> <p>The proposed reorganization is designed to facilitate implementation of Town-wide goals and objectives.</p>			
Consequences of not implementing package:			
<p>Services being provided by employees given more management responsibility will suffer and some tasks/projects will not be able to be accomplished.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 49,064	Two year cost: 49,064	Three year cost: 49,064	Ongoing cost: 49,064

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200	Backfill Position	37,000	37,000	-
Travel and Training - 521400	Travel and Training	1,500	1,500	-
Departmental Supplies - 523300	Technology	1,250	1,250	-
Group Insurance - 510600	Backfill Position	6,483	6,483	-
FICA - 510500	Backfill Position	2,831	2,831	-

Decision Package Details

<p>Department: Economic Development Package: Communication Specialist</p>
<p>Brief description:</p> <p>A part time position to assist the public information officer and economic development director on production and distribution of print, electronic and video information products; to help maintain and update the Town's website and social media accounts; to assist with media inquiries; to help maintain and enhance the Town's positive image; to perform other duties as assigned by the public information officer or economic development director.</p>
<p>Justification:</p> <p>The current workload for the PIO along with all the added projects and continued demand for social media, written articles, public releases, news stories and marketing the good things in Garner, will not allow for some of the new initiatives to manifest themselves into viable projects or we will have to lose content or quality in current projects. The person will also assist the EDD when time allows for project RFI's and research.</p>
<p>Consequences of not implementing package:</p> <p>Reducing the amount of new projects that might be implemented, reducing the number of stories for the papers, extending project length for website upgrades and updates, reducing programming capabilities for PEG MEDIA, adding staff time to existing projects, delaying expansion of existing programming and adding to workload of existing employees to complete projects.</p>
<p>Revenue sources:</p> <p>NONE</p>
<p>Impact on other expenditures:</p>

Department: Economic Development			
Package: Communication Specialist			
NONE			
Equipment life:			
Cost: (Total Requested) 20,604	Two year cost: 20,604	Three year cost: 20,604	Ongoing cost: 20,604

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200	Communication Specialist Part-time (max 950 hrs)	19,000	-	-
FICA - 510500	Comm Specialist - DP	1,454	-	-
Salaries - 510200	Com Specialist Christmas Bonus - DP	150	-	-

Decision Package Details

Department: Economic Development
Package: Certified Site Designation
Brief description:
Funds to cover the cost associated with getting the Lonnie Poole Site certified. These funds will cover the processes necessary to demonstrate that we have addressed 31 prerequisites, including: Business/industrial use designation , Phase I environment audits , Geo-technical studies , Topographical analysis and maps, Aerial photography, Availability of public utilities, Industrial power quality, Engineered site development plans, Detailed analysis of development cost, Complete information on pricing and numerous other components. These are LOAN Funds. The cost of certifying a site are paid by the Town, with ½ the cost reimbursed by Wake County EDC and the total cost is applied to the site as a lien to be collected when the property is sold.
Justification:
The Town of Garner has had as an objective to obtain a “Certified Site”. Since 2007 The Town which has limited industrial property realized the need for the marketing attractiveness of a certified site in recruiting. The Town has worked with the Lonnie Poole on allowing the property to be listed and become part of the program for over 4 years, in spring 2012, he agreed in principle to move forward with this process if we could work to get a DOT ROW closed on the property. The town cooperated and worked with NCDOT and others to accomplish this and got the properties combined

Department: Economic Development
Package: Certified Site Designation

into one site. Mr. Poole is still working through issues with NCDOT and that has delayed us from spending current funded dollars to complete this work. We have since worked with Ron Gibson and his partners in Greenfield to allow us to work with them in creating a site to be considered for certification. In January, 2014, they agreed to allow us to move forward with the process. We have also gotten Commerce to allow the GEDC to submit the GTCS for consideration. Commerce next preliminary approval date is April 2014. If these sites are approved then, work will begin to complete any deficiencies present in the certified site criteria and cost associated with those to complete. Without matching funds for Wake County EDC to participate, it is unlikely the owners would pay full cost for certifying their sites.

Consequences of not implementing package:

Continued missed opportunities to capture a national search for large site projects looking at NC and the Triangle and allowing other sites in Wake County to become “Certified” thereby lowering our exposure.

Revenue sources:

The funds are matching through Wake County EDC and are a lien against the property and ultimately paid back to the appropriate agencies at time of sale.

Impact on other expenditures:

Equipment life:

Cost: (Total Requested) 50,000	Two year cost: -	Three year cost: -	Ongoing cost: -
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300	Will receive half of the cost from Wake County and if all funds are not carried over then the available new dollars can work toward a second certified site.	50,000	50,000	-

Decision Package Details

Department: Engineering			
Package: Neighborhood Improvement Project/Street lighting Woodland North			
Brief description:			
Several town communities have seen Neighborhood Improvement initiatives undertaken in them. One aspect of these initiatives was to bring the street lighting on Town streets up to the current Town standard. This project would install an additional 65-70 lights in the Woodland North communities and provide an increased sense of security in these neighborhoods.			
Justification:			
When street lighting was put into these older communities they were not provided to the current Town standard. This project would provide increased lighting on these Town streets. With the addition of sidewalks along Forest Ridge and Foxwood Drive, the need to provide increased lighting on these streets for the pedestrian traffic is more obvious.			
Consequences of not implementing package:			
Street lighting on these streets stays the same. Newly installed sidewalks would not be provided with additional lighting.			
Revenue sources:			
The bond package approved had funding for Neighborhood Improvements. The installation of these lights would seem to be an appropriate use for these funds. The amount asked for in this decision package includes \$521 per pole for underground power but does not include monthly increases in charges for the additional lights. This monthly cost would be \$898.80(70 poles at 12.84 per pole)			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested)	Two year cost:	Three year cost:	Ongoing cost:
-	-	-	-

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
None				

Decision Package Details

Department: Engineering			
Package: Pavement Condition Survey			
Brief description:			
<p>This will provide funding for performing a pavement condition survey of all Town maintained streets. The survey will assess and rate the condition of all streets and identify any needed maintenance needs. The survey is performed by a consultant and is an important tool for helping identify the maintenance needs of Town streets.</p>			
Justification:			
<p>The last pavement condition survey was conducted in the fall of 2007. There is a need to update the condition of Town streets to reflect resurfacing programs and other maintenance that has been performed along with the an updated condition of other streets. A pavement condition survey updates the maintenance needs of all streets and is a useful tool when planning maintenance activities.</p>			
Consequences of not implementing package:			
<p>The current pavement condition survey is now over six years old. The condition of many streets has changed. The new survey is necessary to aid the Town in spending maintenance funds in the proper places.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 28,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Professional Services - 521000		28,000	28,000	-

Decision Package Details

Department: Engineering			
Package: Traffic Calming on Meadowbrook Drive			
Brief description:			
Installation of up to 8(4 pairs) of traffic cushions on Meadowbrook Road to reduce speeding. Residents have met with Engineering and are going to begin the process for implementing traffic calming in their neighborhood.			
Justification:			
The warrants identified in the traffic calming procedures were met. The 85th percentile speed is 10mph over the speed limit. Installation of traffic cushions should help reduce speed without increasing volume and speeds on adjacent roads.			
Consequences of not implementing package:			
Excessive speeds will continue on Meadowbrook.			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested)	Two year cost:	Three year cost:	Ongoing cost:
-	-	-	-

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
None				

Decision Package Details

Department: Information Technologies**Package: IT Specialist****Brief description:**

The primary purpose of this position is to provide programming, web and database administration for the Town's in-house applications, Intranet and Public website as well as provide hardware and software support for our Police Department and their mobile users. Secondary purposes include providing hardware and software support to other Town Departments and serve as a backup to the IT Staff as needed.

Justification:

Currently the IT Director serves as the Town's in house programmer and database administrator. There are several areas that are affected by this workload. In house programs are becoming more and more out of date and are requiring updates. Departmental strategic and long range planning is also being put aside in order to keep up with workload. There is also a desire from multiple departments and management to reinstate our IT training classes which could be extremely beneficial to the Town staff.

We also have the need for additional support for Police applications, equipment and web development. The Police department is easily the largest users of IT services and is steadily growing. There have been several new Police programs and solutions that IT is now in charge of managing. The Sr. IT Specialist handles all Police requests currently and there is a need for a position to serve as a backup. This would help reduce the daily workload of the Sr. IT Specialist in order to focus on higher level Police and Town projects.

With the upcoming bond projects quickly approaching there will also be a need from an IT standpoint to help out with the transition of all IT equipment as well as the installation of new equipment.

Lastly, a few years ago the IT department went from a 5 person department down to a 3 person department. IT is starting to see the effects of those changes and is in need of another position in order to keep up with the growing departmental IT needs.

Consequences of not implementing package:

The following consequences would be apparent:

1. Current in-house programs will become outdated, less useful, and potentially not work with newer systems
2. New in-house program needs could be postponed based on workload
3. We may not be able to immediately assist the Police with application and equipment support
4. Contracting prices may increase for programming and other needs
5. New bond project costs may increase and completion dates could potentially be delayed due to IT

Department: Information Technologies			
Package: IT Specialist			
workload			
6. Long term strategic planning will be limited			
7. IT training for staff program will be put on hold			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 75,997	Two year cost: 72,060	Three year cost: 72,060	Ongoing cost: 72,060

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200		52,458	-	-
Salaries - 510200	Christmas Bonus	150	-	-
Departmental Supplies - 523300	IT Equipment	2,990	-	-
Telephone - 521150	Cell Phone Stipend	636	-	-
Group Insurance - 510600	IT Specialist - DP	9,055	-	-
FICA - 510500	IT Specialist - DP	4,013	-	-
Retirement - 510700	IT Specialist - DP	6,384	-	-
Travel and Training - 521400		311	-	-

Decision Package Details

Department: Information Technologies			
Package: Barracuda Cloud Backups for Disaster Recovery			
Brief description:			
Barracuda Cloud Backup is a service that securely stores your electronic data for backup and disaster recovery purposes.			
Justification:			
We currently do not have any means of backing up our data outside of the Town networked facilities. This service would easily duplicate our current Town backup offsite to a secure and easily accessible location. This would protect the Town's most crucial data in the event of a disaster.			
Consequences of not implementing package:			
If a disaster were to ever occur that affected the Town Hall all electronic data could be lost.			
Revenue sources:			
We are in the process of researching ongoing Grants at this time.			
Impact on other expenditures:			
NA			
Equipment life:			
NA			
Cost: (Total Requested) 5,500	Two year cost: 5,500	Three year cost: 5,500	Ongoing cost: 5,500

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300		5,500	-	-

Decision Package Details

Department: Information Technologies			
Package: Website Upgrade Phase II			
Brief description:			
<p>A redesign by an outside vendor (as opposed to a redesign done internally by IT) would aim to make garnernc.gov more user friendly for site visitors and for staff. It would also make the site more visually appealing and better able to handle more multimedia packages that include video and other elements. We envision the vendor building and “hosting” the site, which would reduce maintenance duties for our IT staff.</p>			
Justification:			
<p>Our increasing multimedia needs as well as our need to have an inviting look and user-friendly functionality (especially when compared to peer municipalities in the Triangle and beyond) require a redesign. A comprehensive redesign will make the website easier to use for both citizens and staff. It will also help our website create a much better first impression among casual visitors as well as people who may be considering moving to Garner or starting a business here. A more visually appealing website would greatly enhance our branding efforts. If the vendor hosted the site, it would also reduce the workload on the IT Department after the new site is launched. The right redesign would also allow the PIO and other staff to have more flexibility in deciding how to display information, photos and other elements on the site.</p>			
Consequences of not implementing package:			
The current website will continue to be utilized.			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 25,000	Two year cost: 3,000	Three year cost: 3,000	Ongoing cost: 3,000

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300		25,000	25,000	-

Decision Package Details

Department: Inspections			
Package: Sr. Building\Plumbing Inspector			
Brief description:			
Sr. Building\Inspector to perform building and plumbing inspections on new and existing construction.			
Justification:			
This position was one of two positions that were part of the reduction in force several years ago. We currently have only one full time building\plumbing inspector. With the increase in construction projects in the next two years, and the retirement of the Inspections Director at the end of this year the Department would not be able to handle the work load forecasted.			
Consequences of not implementing package:			
There would be delays in approving permits and providing inspections in a timely manner.			
Revenue sources:			
Permit fees			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 87,668	Two year cost: 71,714	Three year cost: 71,714	Ongoing cost: 71,714

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Departmental Supplies - 523300	IT equipment \$1300 Code Books \$600 and office supplies \$100	2,000	2,000	-
Vehicle - 537410	used vehicle for position	12,000	-	-
Dues and Subscriptions - 525300	Certifications 4 @ 10.00	40	-	-
Travel and Training - 521400	Continuing Education	670	-	-
Salaries - 510200	\$26,600 is being recommended for additional part-time inspections services. \$28.00/hr @ 950 hours =	52,170	26,600	-

	\$26,600			
Uniforms - 523600	steel toe shoes\clothing	150	-	-
Auto Maintenance & Repair - 521700	oil etc., for new vehicle	200	-	-
Printing - 521200	Business Cards	80	80	-
Fuel - 523100	250@3.25	813	-	-
Salaries - 510200	Christmas Bonus - DP	150	150	-
Group Insurance - 510600	Sr. Building Inspector - DP	9,055	-	-
FICA - 510500	Senior Inspector - DP	3,991	2,035	-
Retirement - 510700	Senior Inspector - DP	6,349	-	-

Decision Package Details

<p>Department: Planning Package: Planner II</p>
<p>Brief description:</p> <p>This position performs intermediate professional work developing, coordinating and implementing a variety of planning activities and programs. Work is supervised by the Planning Director. The position was frozen in 2008. It was originally created in 1997 and was active for over ten years.</p> <p>The position is responsible for reviewing all development plans for consistency with UDO landscape regulations. The position reviews all master sign plans and administers all sign permit applications. In addition, this position performs new development site plan compliance inspections. The person in this position interacts with developers and design consultants. The position is also responsible for preparing plans and specifications for community appearance projects.</p>
<p>Justification:</p> <p>This position was created in 1997 primarily to assist with new development plan reviews (landscaping) and work on community appearance related projects. The position was frozen in 2008 and has remained unfilled since that time. Since 2008 the Planning Department has been operating at the same staffing level that was in existence in 1994 when the Town's population approximately 16,000. The Town's population in 2014 is estimated to be 26,200. During the economic downturn the Planning Department was able to maintain service levels primarily because development activity dropped significantly. Now that new development activity is starting to increase the Planning Department will not be able to continue to deliver current service levels to the public without this position.</p>
<p>Consequences of not implementing package:</p> <p>The consequences of not implementing this decision package will result in longer review times for</p>

Department: Planning
Package: Planner II

new development projects due to the volume of development requests and the lack of manpower to adequately review them in a timely manner. While we will take all reasonable steps to avoid this, there will likely be some complaints from the development community to elected officials about the lack of timely reviews by the Planning Department.

Revenue sources:

Impact on other expenditures:

Equipment life:

Cost: (Total Requested) 81,097	Two year cost: 81,097	Three year cost: 81,097	Ongoing cost: 81,097
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200	\$27,740 is being recommended for additional part-time inspections services. \$29.20/hr @ 950 hours = \$27,740	60,000	27,740	-
Salaries - 510200	Planner II - Christmas Bonus DP	150	150	-
Group Insurance - 510600	Planner II - DP	9,055	-	-
FICA - 510500	Planner II - DP	4,590	2,122	-
Retirement - 510700	Planner II - DP	7,302	-	-

Decision Package Details

Department: Planning			
Package: Welcome to Garner Sign US 401 South			
Brief description:			
<p>A new Welcome to Garner Sign is proposed on US 401 South. This would be a new sign location for the US 401 Corridor. It would use the current Garner welcome sign design (see attached). A specific location has not been identified at this time. Also, an easement from a private property owner will be required since NCDOT does not allow these signs in its right-of-way. The easement costs are included in this decision package.</p>			
Justification:			
<p>Currently, there is not a welcome sign along US 401 South announcing entry into Garner. A sign is needed here to help establish a presence for Garner in this area of the community.</p>			
Consequences of not implementing package:			
<p>Not funding this request will result in a lost opportunity for the Town of Garner to establish a presence along the US 401 South Corridor announcing the public's entry into our community.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 15,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300		15,000	15,000	-

Decision Package Details

Department: Planning			
Package: Downtown Façade Grant			
Brief description:			
<p>The Town of Garner has funded the Downtown Façade Grant Program for a number of years. The grant program is designed to provide funding assistance to business owners who make improvements to downtown buildings consistent with Town guidelines. The Town currently partners with the Garner Revitalization Association (GRA) to administer this grant program. Over the years a number grants have been awarded to business owners on Main Street.</p>			
Justification:			
<p>The Garner Revitalization Association is currently working with the owner of the building at 141 West Main Street to secure a grant from the North Carolina Main Street Solutions Fund. Grant funds would be used to a make building improvements. Façade grant funds (\$5,000) will be needed to support the Solutions One grant application. GRA is also discussing the possibility of a second grant application to the Solutions One Fund for 139 West Main Street. Another \$5,000 façade grant from the Town would be used to support the Solutions One grant as well. However, the second grant application still has a lot of details that need to be worked out at this time.</p>			
Consequences of not implementing package:			
<p>Not funding the Downtown Façade Grant request could affect the GRA Solutions One grant applications. The existing buildings on the west of end of the commercial district on Main Street are in need of repair both internally and externally. Without funding we may lose an opportunity for building improvements to occur on the west end of Main Street.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 6,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Building Façade Grant Program - 524205		6,000	-	-

Decision Package Details

Department: Planning			
Package: Wayfinding Sign Program, Phase II			
Brief description:			
<p>The Town of Garner developed a comprehensive Wayfinding Sign Program for the Highway 70 Corridor to assist motorists navigate safely to key destinations in the downtown area of the community. Phase I of the program has been funded (\$53,900). Three prototypical signs are currently being fabricated and should be installed by February. Staff believes a majority of the signs, if not all, can be installed under current funding. However, a small amount of funding (\$10,000) may be needed to be complete the project.</p>			
Justification:			
<p>The additional funding to complete the Wayfinding Sign Program is estimated to be \$10,000. This request should be considered as a contingency that would be used only if Phase I dollars are not sufficient to complete Phase I of the project.</p>			
Consequences of not implementing package:			
<p>Without this contingency funding the Town may not be able to complete the Wayfinding Sign Program as it is currently proposed.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 10,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300		10,000	-	-

Decision Package Details

Department: Planning
Package: Assistant Planning Director

Brief description:

This position performs complex professional work assisting the Director of Planning with planning and directing the activities of the Planning Department. Work is performed under the general supervision of the Director of Planning. Supervision is exercised over some staff members in the Department. The position develops the Department's preliminary annual budget for review by the Director. The position is responsible for managing consultant contracts for the Department as assigned. The person in this position manages the annexation petition process, subdivision plat reviews and UDO text amendments for the Department. The position participates in the development and preparation of studies and plans as assigned. The person in the position also consults with officials in other local, state or federal agencies regarding Town of Garner planning and development issues. The position performs other work as assigned.

Justification:

The current staffing level in the Planning Department is reaching a point where adequate customer service is not possible without additional staff. In order to meet a growing demand for development related services this position is needed to absorb some of the duties currently performed by the Planning Director. In addition, this position would give the Planning Department the ability to begin implementing aspects of a succession plan for the Department. Critical growth enhancement projects such as advocating for transit stations in Garner, figuring out a plan to grow beyond Ten Ten Road and further down Highway 70 towards Johnston County will be enabled by adding this position.

Consequences of not implementing package:

Workloads will continue to increase in the Department and that will result in longer times to process development related permits. Also, special projects that are needed in the Department will take longer to get started and longer to complete.

Revenue sources:

Impact on other expenditures:

Equipment life:

Cost: (Total Requested) 105,505	Two year cost: 101,467	Three year cost: 101,467	Ongoing cost: 101,467
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200	Annual salary would be \$57,866. October 22nd start date.	77,000	37,836	-
Salaries - 510200	Ast. Planning Director - Christmas Bonus	150	150	-
Group Insurance - 510600	Ast. Planning Director -DP	9,055	4,879	-
FICA - 510500	Asst. Planning Director -DP	5,891	2,894	-
Retirement - 510700	Ast. Planning Director	9,371	4,605	-
Telephone - 521150	Cell Phone for Ast. Planning Director	636	477	-
Travel and Training - 521400	Ast. Planning Director - DP	680	680	-
Dues and Subscriptions - 525300	Asst. Planning Director	422	422	-
Non Capital Equipment - 523399	Computer etc.	2,300	2,300	-

Decision Package Details

Department: Planning			
Package: Welcome to Garner US 70 West			
Brief description:			
<p>A new Welcome to Garner Sign is proposed at the intersection of US 70 East and Mechanical Boulevard. The sign will replace the existing welcome sign that was recently removed in order to accommodate the US 70 Bridge Replacement Project currently under construction by NCDOT. The new sign will follow the current welcome sign design used by the Town Garner (see attached).</p>			
Justification:			
<p>For years a Welcome to Garner sign has existed at the intersection of US 70 East and Mechanical Boulevard. This location is considered the primary gateway from Raleigh into Garner. Over the years Garner has continually enhanced this gateway location with additional landscape improvements and in 2007 installed a new welcome sign based on a new design concept.</p>			
Consequences of not implementing package:			
<p>If this package is not funded the Town will lose an opportunity to enhance its image and community appearance at a strategic entry point into the community. It will also lose the chance to convey the message to the public that you are now in Garner. A welcome sign has been at the location over twenty years or longer.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 12,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300		12,000	12,000	-

Decision Package Details

Department: Police Package: OSSI RMS Problem Oriented Policing Module			
Brief description: Purchase additional module for OSSI RMS to allow mobile users to see and update the Problem Oriented Policing module.			
Justification: Since joining the Wake County OSSI RMS system, we have been saving approximately \$30,000 per year in maintenance costs. This is in addition to being able to use an upgraded records management system without the need to purchase a new system for over \$250,000. The system run by the Wake County Sheriff's Office has nearly all of the most often used modules. However, some modules were not yet developed to run on mobile computers at the time of purchase. The Problem Oriented Policing module allows agency personnel to identify areas of Garner that require additional resources. We currently use an agency-run web-based system to track similar activity such as DDACTS projects and Neighborhood Improvement Initiatives. By migrating to the OSSI system, we're better able to consolidate our records into one system. The advantage of a single system is that names, locations, vehicles, and property associated with one module can be cross referenced to other modules. For example, a suspect in vandalism in a neighborhood can be tracked on a criminal report, a field contact report, a Problem Oriented Policing report, and arrests without having to re-enter his information in separate system.			
Consequences of not implementing package: Without this upgrade, our agency cannot use the module on the system. We will continue to use a custom program written approximately 10 years ago by one of the police personnel. While this program has proven to be valuable, this module can replace it for future use. Since it will be supported with our current maintenance fees, we will not require IT assistance for changes.			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 11,000	Two year cost: 1,500	Three year cost: 1,500	Ongoing cost: 1,500

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300		11,000	-	-

Decision Package Details

<p>Department: Police Package: Netmotion VPN and Digital Persona Software</p>
<p>Brief description:</p> <p>Netmotion is a VPN solution designed for mobile device connectivity. It provides a secure and persistent VPN connection that stores session data in case of disruptions in service. This allows mobile devices to continue working and transmitting data when they go in and out of cell coverage areas. We are currently connecting our police laptops to Wake County's Netmotion VPN but have a need to purchase our own at this time due to the new Criminal Justice Information Systems (hereafter CJIS) security regulations. CJIS is responsible for securing access to the Division of Criminal Investigations/FBI (hereafter DCI) data.</p> <p>The Digital Persona software is a solution for dual factor authentication (fingerprints). This is part of the new CJIS security requirements.</p>
<p>Justification:</p> <p>The Police Department relies heavily on DCI data and it is a vital part of Police operations. Several years ago CJIS came up with a list of security requirements that must be abided by in order continue having access to their data. They are enforcing these requirements and are now starting to conduct audits to make sure all agencies are in compliance.</p> <p>CJIS is now requiring that all mobile/field devices have two factors of authentication before gaining access to the DCI data. Digital Persona is the software that will enable us to meet that requirement, but our laptops would need to be connected directly to our Town network which is what leads to the need for the Netmotion VPN solution. We are currently using Wake County's Netmotion VPN for connectivity but it does not provide the connectivity back to our network for dual authentication (new CJIS requirement) purposes at this time.</p> <p>Netmotion would also have several other benefits including the ability for IT to manage our mobile laptops remotely. Netmotion could also provide network connectivity for other Departments in the future should the need arise.</p>
<p>Consequences of not implementing package:</p> <p>If we do not meet the new CJIS security requirements we could lose access to DCI data. Losing access to DCI data would be extremely detrimental to the Police Department, it is a need for all Police agencies</p>

Department: Police			
Package: Netmotion VPN and Digital Persona Software			
Revenue sources:			
NA			
Impact on other expenditures:			
NA			
Equipment life:			
7 years			
Cost: (Total Requested) 29,818	Two year cost: 5,000	Three year cost: 5,000	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300	Netmotion VPN Server and Client Licenses (65)	25,375	-	-
Contract Services - 524300	Digital Persona Fingerprint Authentication Licenses	4,443	-	-

Decision Package Details

Department: Police
Package: Career Development Program 2.5% Funding
Brief description:
This packages provides funding to reinstate the Career Development Program to its' original 5% level when it was first implemented in 1999 and reduced in 2011 to 2.5%.
Justification:
The original intent of the career progression program is still valid; it provides recognition to tenured employees who are not interested in or perhaps best suited for promotion into formal supervision. While we certainly need effective supervision and leadership among our Sergeants and Command Staff, our long-term officers are equally valuable to the organization and are deserving of the opportunity to earn additional salary increases in recognition of their contributions to the Police Department and the Town. Reducing the increase awarded to our non-supervisory personnel would

Department: Police
Package: Career Development Program 2.5% Funding

be seen as devaluing what we have previously recognized as important to the success of the Department.

Each Department (Apex, Knightdale, Morrisville, and Raleigh) does have a career progression program that is non-competitive and provides opportunities for officers not selected for or interested in supervisory promotion to still be able to receive additional compensation for expanding their education, training, and overall contribution to the Department over time;

Each Department provides a 5% increase the majority of their career progression steps (Apex and Raleigh offer 2.5% for their “final” step); and

Each Department requires fewer years of service than we do prior to eligibility for advancement.

Consequences of not implementing package:

The career progression program is a significant component of the overall compensation plan available to Garner officers that has made and continues to make us an attractive agency to applicants. We are entering a period of time where we will be seeing increased vacancies due to retirement and a changing workforce who are less likely to stay with an employer without appropriate incentives and inducements. We are also going to continue to face increasing competition not only in central North Carolina but in the state and the southeast U.S. as potential employees in this “next generation” are more willing to move for jobs they believe to be challenging and rewarding that are readily accessible through the Internet and other advertising venues. To take steps to hinder a recruitment tool now would possibly make retention more challenging.

Revenue sources:

Impact on other expenditures:

Equipment life:

Cost: (Total Requested) 6,363	Two year cost: -	Three year cost: -	Ongoing cost: -
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200		5,305	-	-
Retirement - 510700	2.5% Funding	1,058	-	-

Decision Package Details

Department: Police Package: GHSP BikeSafe Motorcycle Grant			
Brief description: The packaged funds 2 motorcycles, training and related equipment to teach the BikeSafe Program. One of these motorcycles will potential be used as a replacement for our current unit which is a 2004 model and purchased used. We are currently experiencing some increased maintenance cost with this unit.			
Justification: Over the next year our traffic counts will greatly increase on US 70, our major east/west artery, due to Fortify Raleigh. This increase in traffic congestion will also bring an increase in motorcycle usage in our Town. From January 1, 2010 to October 31, 2013, we had 48 motorcycle crashes which resulted in one (1) fatality and 44 injuries. 94% of all motorcycle crashes in Garner resulted in injury. Once all motor officers are trained as BikeSafe Assessors our goal is to provide BikeSafe training on a monthly basis. We are currently a BikeSafe host agency. This will help meet our goal of reducing motorcycle crashes by 12%.			
Consequences of not implementing package: Traffic counts are expected to dramatically increase over the next several years due to Fortify Raleigh. Quick response and clearance of these accidents is critical to keep traffic moving. Without these motorcycles officers will be unable to quickly respond through heavy traffic to reach emergency situations.			
Revenue sources: This package will be 100% funded by GHSP grant in approved.			
Impact on other expenditures:			
Equipment life: Vehicle: 10 - 15 Years, Laptops & Projectors: 5-7 years			
Cost: (Total Requested) 85,000	Two year cost: 1,000	Three year cost: 1,000	Ongoing cost: 1,000

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Vehicle - 537410	(2) Motorcycles with equipment @ \$30K	60,000	60,000	-
Uniforms - 523600	2 Officers @ \$6000	12,000	12,000	-
Equipment - 537400	Body Worn Cameras (\$1000 @)	2,000	2,000	-
Departmental Supplies - 523300	2 Laptops w/ Software for Presentations (\$2000)	4,000	4,000	-
Departmental Supplies - 523300	2 Projectors for Presentation (\$1500)	3,000	3,000	-
Departmental Supplies - 523300	Portable Projection Screen	500	500	-
Departmental Supplies - 523300	Presentation Supplies	500	500	-
Travel and Training - 521400	GHSP Grant 100% Revenue Move to Police Admin	3,000	3,000	-

Decision Package Details

<p>Department: Police Package: Police Officer</p>
<p>Brief description:</p> <p>Funding for two (2) entry level police officers.</p>
<p>Justification:</p> <p>These sworn positions would be assigned to the Patrol Division to provide additional staffing to ensure that we are able to maintain necessary staffing levels while addressing the myriad of issues that tend to reduce patrol staffing – including but not limited to FMLA leave, mandatory in-service training, career development training, retirements / resignations resulting in vacancies while new officers are trained, and other unforeseen / unpredictable absences. As the community continues to grow, particularly in and around the Highway 70 corridor and White Oak area of town, we will see increased demands on police services and we will require additional staffing to meet those needs.</p>
<p>Consequences of not implementing package:</p> <p>With the additional growth in Town, there will be an increased workload for current staff resulting in slower response times to calls for service. Adding these positions now will allow us to be prepared for increases in service demand rather than trying to “catch up” after the increases occur.</p>

Department: Police			
Package: Police Officer			
Revenue sources:			
None at this time.			
Impact on other expenditures:			
None at this time.			
Equipment life:			
Vehicle: 10 - 15 Years, Laptops: 5-7 years			
Cost: (Total Requested) 211,815	Two year cost: 93,945	Three year cost: 93,945	Ongoing cost: 93,945

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200	October 1st Hire Date. Includes Merit of 2% Base/3% Lump, 5% Hiring Inducement and Christmas Bonus	63,092	-	-
Group Insurance - 510600	Health, Dental, STD, Life	18,147	-	-
FICA - 510500		4,804	-	-
Retirement - 510700	401(k) 5% and State Retirement 7.28%	7,740	-	-
Workers Compensation - 525610		2,332	-	-
Uniforms - 523600		5,000	-	-
Departmental Supplies - 523300	Officer - Weapons	4,200	-	-
Vehicle - 537410	2 Vehicles & All Vehicle Equipment Included	82,000	-	-
Vehicle - 537410	Highway Use Tax	1,500	-	-
Phys/Poly/Psych Examinations - 525640	Physical Psychological Drug Testing	1,000	-	-
Departmental Supplies - 523300	Vehicle - Assorted Vehicle Supplies	2,000	-	-

Fuel - 523100		12,000	-	-
Auto Maintenance & Repair - 521700		2,000	-	-
Departmental Supplies - 523300	IT Equipment	6,000	-	-

Decision Package Details

Department: Police			
Package: Crime Prevention / PAAL Officer			
Brief description:			
Funding for position of Crime Prevention / PAAL Officer. This position will be selected from current staff and funding is for a new police officer position that will backfill the selected officer's position.			
Justification:			
This position would have responsibility for serving as the PAAL Program Coordinator (currently a position held by a Sergeant who volunteers for the extra duties) and for assisting the Community Services Sergeant with crime prevention and public safety presentations. This position would also provide a relief factor for SRO staffing in the three schools we currently staff in Town. As the PAAL program continues to grow, we will need a dedicated position beyond what a volunteer (who is a full-time employee doing it "on the side") can realistically coordinate. (This would be a current sworn officer – we would backfill their position with a new hire).			
Consequences of not implementing package:			
Crime Prevention and PAAL efforts will not be able to obtain their full potential as currently they are added responsibilities to supervisors who have other higher priority tasks.			
Revenue sources:			
None at this time			
Impact on other expenditures:			
None at this time			
Equipment life:			
Cost: (Total Requested) 107,889	Two year cost: 47,000	Three year cost: 47,000	Ongoing cost: 47,000

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Salaries - 510200	October 1st Hire Date. Includes Merit of 2% Base/3% Lump 5% Hiring Inducement and Christmas Bonus	31,546	-	-
Group Insurance - 510600	Health Dental STD Life	9,055	-	-
FICA - 510500		2,402	-	-
Retirement - 510700	401(k) 5% and State Retirement 7.28%	3,870	-	-
Workers Compensation - 525610		1,166	-	-
Uniforms - 523600		2,500	-	-
Departmental Supplies - 523300	Officer - Weapons	2,100	-	-
Vehicle - 537410	All Vehicle Equipment Included	41,000	-	-
Vehicle - 537410	Highway Use Tax	750	-	-
Phys/Poly/Psych Examinations - 525640		500	-	-
Departmental Supplies - 523300	Vehicle - Assorted Vehicle Supplies	1,000	-	-
Fuel - 523100		6,000	-	-
Auto Maintenance & Repair - 521700		1,000	-	-
Departmental Supplies - 523300	IT Equipment	5,000	-	-

Decision Package Details

<p>Department: Police Package: SRT Rifle Noise Suppressors</p>
<p>Brief description: Purchase 7 rifle suppressors at \$1,185 each.</p>

Department: Police
Package: SRT Rifle Noise Suppressors

Purchase 10 adaptors to mount suppressors at \$248 each.

Justification:

The Special Response Team is outfitted with Colt M4 Carbines. The decibel rating on those carbines is 169dB. The OSHA rating for a safe sound level is 140dB. The decibel scale is logarithmic, meaning that each unit is ten times that of the preceding one. A noise measuring 70dB is 10 times louder than a source measuring 60dB and 100 times as loud as a source reading 50dB. Research has shown that individuals regularly exposed to small arms fire in training situations are over ten times more likely to sustain noise induced hearing loss than individuals not so exposed. This is despite regular use of protective ear devices, which are supposed to reduce noise levels to below damaging thresholds. The cause for this phenomenon is most likely due to bone conduction of the noise directly into the middle and inner ears. While bone conduction hearing is certainly less sensitive than conduction through the normal ear canal, nonetheless the noise levels produced by repeated gunshots are certainly great enough to cause hearing loss over time. The addition of a suppressor would reduce the unsafe sound of 169dB to a safe sound of 138dB or lower. This would create a much safer training and working environment for the Special Response Team.

Consequences of not implementing package:

The Special Response Team is required to fire their M4 Carbines far more often than other officers who may be issued a weapon of the same caliber. SRT members are also expected to enter enclosed environments with their M4 Carbines. Several shootings in southern California by Tactical Unit members have caused officers to damage their hearing to what a clinical diagnosis described as “a severe hearing loss”. The damage was attributed directly to the fact that they were “using .223 short barreled carbines in enclosed environments”. With the excessive use of these platforms during training, even while utilizing protective hearing equipment, operators could develop significant hearing loss over time. The Garner Police Department could face a similar problem as in California if these safety devices are not implemented.

Revenue sources:

Impact on other expenditures:

Equipment life:

Cost: (Total Requested) 10,775	Two year cost: -	Three year cost: -	Ongoing cost: -
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Departmental Supplies - 523300		10,775	-	-

Decision Package Details

Department: Police

Package: CID Field Recording Equipment

Brief description:

Purchase equipment for Criminal Investigations personnel to record audio and video of field interviews, crime scenes, and criminal activity.

Justification:

The Criminal Investigations Division frequently conducts operations that require the audio and video recording of field interviews, crime scenes, and criminal activity. Currently, the department uses audio-only recording equipment that was originally purchased in the 1990's. It has not been significantly updated during this time. The reliability and capabilities of the existing system are limited. A replacement system have further range and increased reliability.

Increased reliability and range has a direct relationship to increased officer-safety. Personnel that are working in dangerous environments rely on the transmission of audio and video information to surrounding support personnel to help keep them safe. Having a reliable system in place is important to keeping personnel safe.

Consequences of not implementing package:

Court cases are beginning to rely increasingly on digital audio and video recordings of alleged criminal activity. Without digital recordings of some activity, prosecutors are less likely to seek indictments of this activity.

Since our current capabilities are limited, we will be less able to conduct enforcement activity when reliable audio and video support is not available.

Revenue sources:

None

Impact on other expenditures:

Equipment life:

5 years

Cost: (Total Requested) 13,000	Two year cost: -	Three year cost: -	Ongoing cost: -
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Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Departmental Supplies - 523300		13,000	-	-

Decision Package Details

<p>Department: Police Package: ARAS 360 Crash Reconstruction Software</p>
<p>Brief description:</p> <p>This package is for purchasing ARAS 360 HD software program for 3-D crash reconstruction and associated training.</p>
<p>Justification:</p> <p>Our current software vendor for crash reconstruction diagramming and modeling is discontinuing the program in 2014. A replacement package is needed before support is ended.</p> <p>This software is in use by agencies in our area and our reconstructionists have some experience trying it out.</p> <p>This software has many easy-to-use features that save time when documenting the crash scene. More of the documentation can take place away from the crash scene, reducing the need to shut down travel lanes. The decrease in time spent on the crash scene also directly increases officer safety by lessening the likelihood of injury by a passing vehicle.</p> <p>ARAS 360 offers real-time, 3D linear momentum analysis for multiple frictions zones and calculates friction based on vehicle rotation and braking. This feature can help a crash reconstructions with coming up with a solution to solve a problem with speed.</p>
<p>Consequences of not implementing package:</p> <p>Without a replacement software package, support for our existing product will expire. We will not receive further updates, which will limit the data provided for new vehicles entering the marketplace.</p> <p>Since the new software requires more on-scene processing time, we will keep travel lanes closed longer, which has an economic effect on the area and inconveniences motorists longer.</p>
<p>Revenue sources:</p> <p>We can seek assistance from the Governor's Highway Safety Program for funding at 50% / 50%.</p>
<p>Impact on other expenditures:</p>

Department: Police			
Package: ARAS 360 Crash Reconstruction Software			
Equipment life:			
3 to 5 years of support			
Cost: (Total Requested) 12,065	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Departmental Supplies Software - 523325	GHSP Grant 50% Revenue	10,065	10,065	-
Travel and Training - 521400	GHSP Grant 50% Revenue Move to Police Admin	2,000	2,000	-

Decision Package Details

Department: Police
Package: Cellebrite Forensic Tool
Brief description:
Purchase a forensic data analysis tool for smart phones and portable computer devices.
Justification:
The department has been using a cell phone forensic tool for several years. This tool was provided by a grant from an SBI Task Force. It has proven to be very valuable in obtaining data from traditional phones, but less so on newer smart phones. It was made in a different era of phone technology, and will no longer be supported after 2014.
A replacement device is needed to analyze data from smart phones that contain data valuable to a criminal investigation.
This device is made specifically to analyze data from smart phones and other portable devices. Criminal activity often involves the use of such devices, and having a device to analyze data from them is needed to further the investigation.
Consequences of not implementing package:
Without a replacement device, smart phones and other advanced devices will not be analyzed by the

Department: Police			
Package: Cellebrite Forensic Tool			
Garner Police. Valuable data that could solve cases will go undiscovered. The only alternative is to seek assistance from other agencies such as the NC SBI or Wake County CCBI computer forensic labs. This typically will take weeks or months to complete.			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
3 to 5 years			
Cost: (Total Requested) 8,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Departmental Supplies - 523300		8,000	-	-

Decision Package Details

Department: Public Works
Package: Building Maintenance Technician
Brief description:
This Building Maintenance Technician will assist the Facilities Division performing skilled and semiskilled work in the maintenance, and repair of Town buildings. This position will also perform routine safety inspections at all town facilities as well as conduct preventative maintenance inspections and repairs previously performed by Equipment Operator that has been reassigned to the Streets Division.
Justification:
Consequences of not implementing package:
Prioritize work orders, and decrease the amount of time dedicated for preventative maintenance. This type of maintenance will lead to more of a responsive approach rather than preventative, and we would expect this to lead to costly repairs through neglecting preventative maintenance.

Department: Public Works			
Package: Building Maintenance Technician			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 48,830	Two year cost: 48,830	Three year cost: 48,830	Ongoing cost: 48,830

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Uniforms - 523600	Uniforms and safety shoes	720	360	-
Travel and Training - 521400	OSHA and technical training	300	150	-
Salaries - 510200	Building Maintenance - DP Recommended April 1st hire date with anticipated opening of new Police Station. Annual Salary is \$33,800.	32,219	7,800	-
Salaries - 510200	Building Maintenance - DP	150	-	-
FICA - 510500	Building Maintenance - DP	2,465	597	-
Group Insurance - 510600	Building Maintenance - DP	9,055	1,659	-
Retirement - 510700	Building Maintenance - DP	3,921	947	-

Decision Package Details

Department: Public Works			
Package: Parks and Grounds Maintenance Worker			
Brief description:			
This Decision Package will restore a Public Grounds Maintenance Worker to full-time status. This position has been funded as seasonal position since May of 2011.			
Justification:			
We have seen an increase in demand for Public Works services in areas such as right-of-way maintenance on state roads, neighborhood initiatives, expanded special events and property acquisitions. Service frequencies have been increased on ROW mowing on Main St, Garner Rd, Georgetowne, Heatherwoods, and Aversboro Rd. The Grounds Division has responded by borrowing help from the Streets Division which has also seen their workload expand.			
Consequences of not implementing package:			
Continuing to operate with a seasonal position hinders our effectiveness in performing routine maintenance throughout the year.			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 39,085	Two year cost: 39,085	Three year cost: 39,085	Ongoing cost: 39,085

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Uniforms - 523600	Uniforms and Safety Shoes	720	-	-
Travel and Training - 521400		300	-	-
Salaries - 510200	Parks & Grounds - DP	24,086	-	-
Salaries - 510200	Parks & Grounds -	150	-	-

	DP			
Group Insurance - 510600	Parks & Grounds - DP	9,055	-	-
FICA - 510500	Parks & Grounds - DP	1,843	-	-
Retirement - 510700	Parks & Grounds - DP	2,931	-	-

Decision Package Details

Department: Public Works			
Package: Drainage Maintenance Program			
Brief description:			
<p>Establish fund for storm water improvement projects in town streets and neighborhoods. These could include the installation and/or replacement of water inlets and pipes. Over the years, several drainage projects have remained on the Capital Improvement list and others have come up. A Drainage Maintenance Program would set aside funds until enough revenue has been generated to initiate a project. The Town Drainage Policy is the document that provides guidance on when projects are constructed based on the extent of damage to homes and infrastructure. It also distinguishes nuisance flooding from structural flooding.</p>			
Justification:			
<p>The underground storm drainage system that drains the roadway on Coachman Drive is currently undersized. The underground storm drainage system that drains the roadway on Meadowbrook Road at the intersection with Cason Street is currently undersized. As such during heavy rains the drainage system cannot handle the amount of runoff and the street floods.</p> <p>Storm water at Francis/Vandora Ave. stands on street.</p>			
Consequences of not implementing package:			
Storm water will continue to stand on street or back up onto properties			
Revenue sources:			
None			
Impact on other expenditures:			
None			
Equipment life:			
Cost: (Total Requested) 100,000	Two year cost: -	Three year cost: -	Ongoing cost: -

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Contract Services - 524300	Drainage Maintenance Program	100,000	100,000	-

Decision Package Details

Department: Public Works			
Package: Funding for Frozen Equipment Operator			
Brief description:			
<p>Frozen since March of 2010, this Decision Package would restore funding to an Equipment Operator in the Streets Division which would allow this division to devote more hours to maintenance of streets, sidewalks, and drainage.</p>			
Justification:			
<p>We have seen an increase in demand for Public Works services in areas such as right-of-way maintenance on state roads, neighborhood initiatives, expanded special events and proactive code enforcement. The opening of Timber Drive East, new sidewalks, taking contract work back in-house, retention pond maintenance, and property acquisitions are other examples of the expansion of street related workload. Service frequencies have been increased on ROW mowing on Main St, Garner Rd, Georgetowne, Heatherwoods, and Aversboro Rd. The Street Division has responded by borrowing help from the Grounds Division which has also seen their workload expand.</p>			
Consequences of not implementing package:			
<p>Continue working with less than two crews and prioritizing work to meet deadlines. Unfortunately this results in time sensitive and highly visible tasks taking precedence over preventive maintenance programs for pavement, sidewalks, and drainage. A good example of this was more remedial work than usual needed for the resurfacing program in FY 12/13 which resulted in fewer roadways being resurfaced.</p>			
Revenue sources:			
Impact on other expenditures:			
Equipment life:			
Cost: (Total Requested) 46,981	Two year cost: 46,981	Three year cost: 46,981	Ongoing cost: 46,981

Decision Package Line Items

Account	Notes	Requested Amount	Recommended Amount	Adopted Amount
Uniforms - 523600	Safety shoes and uniforms	720	-	-
Travel and Training - 521400	ITRE Classes	270	-	-
Salaries - 510200	Equip Operator - DP	30,701	-	-
Salaries - 510200	Equip Operator - DP	150	-	-
Group Insurance - 510600	Equip Operator - DP	9,055	-	-
FICA - 510500	Equip Operator - DP	2,349	-	-
Retirement - 510700	Equip Operator - DP	3,736	-	-



LEGISLATIVE
Town Council
Legal Services

LEGISLATIVE DEPARTMENT

The Legislative Department consists of the **Town Council** and **Legal Services**.

TOWN COUNCIL

The **Town Council** is elected by the voting residents of Garner. The Mayor and the five members of Town Council identify community needs and commit Town resources to meet those needs within the limits of federal and state law. Specific duties include adopting the annual budget, establishing the annual tax rate, calling bond referendums when necessary, enacting local ordinances and Town policies for the conduct of Town operations, making appointments to advisory boards and committees, and overseeing long range plans for the community.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	94444	96493	-	96493
Professional Services	-	-	-	-
Operations and Maintenance	127846	71455	-	71455
Capital Outlay	-	-	-	-
Totals	222290	167948	-	167948

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Council member (part-time)</u>	5	5	-	5
<u>Mayor (part-time)</u>	1	1	-	1
TOTALS	6	6	-	6

TOWN COUNCIL – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - Temporary - 510220	51792	51792	51792	-	100.00%
<u>Mayor and Town Council</u> Moved from regular salaries	51792	51792	51792	-	100.00%
FICA - 510500	3962	3962	3962	-	100.00%
<u>Social Security</u>	3962	3962	3962	-	100.00%
Group Insurance - 510600	46075	40739	38690	2049	105.30%
<u>Health, dental, life and disability insurance</u>	46075	40739	38690	2049	105.30%
Postage - 521100	227	227	-	227	New
<u>Postage</u> Moved to department based on actual usage.	227	227	-	227	New
Telephone - 521150	640	640	420	220	152.38%
<u>Cell Phones</u> Mayor	640	640	420	220	152.38%
Printing - 521200	225	225	225	-	100.00%
<u>Business Cards</u> \$75 per order X 3 = \$225	225	225	225	-	100.00%
Travel and Training - 521400	9080	9000	8880	120	101.35%
<u>Chamber Banquet</u> Staff has discussed this item with the Chamber and as part of our annual allocation will receive a table sponsorship for the annual banquet that includes 8 tickets to this event.	520	-	650	-650	0.00%
<u>Chamber of Commerce Retreat</u> Registration for 6 @ \$65/ea. = \$390	390	390	390	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Ethics Training</u>	125	125	125	-	100.00%
<u>Group lunches - consultants or guests of Town</u>	-	500	-	500	New
<u>Main Street Conference</u> Registration: 2 @ \$150 = \$300 Lodging: 2/2 nights @ \$125 = 250 x 2 = \$500	800	800	800	-	100.00%
<u>Meals for Day Travel</u> 10 meals @ \$14/meal	140	140	140	-	100.00%
<u>Miscellaneous mileage</u> Mayor Car Allowance \$1,200 and Misc for Council \$100	1300	1300	1300	-	100.00%
<u>NC League of Municipalities Greensboro</u> Registration: 4 @ 420 = \$1,680 Lodging: 4/2 nights @ \$150 = \$1,200 Meals: 4/3 days \$ \$50 = \$600	3480	3480	3080	400	112.99%
<u>Town Council Retreat Local</u> 2 Breakfasts = \$500 2 Lunches = \$475 Dinner = \$500 Snacks/Drinks/Supplies for 2 Days = \$ 200	1675	1675	1675	-	100.00%
<u>Triangle Community Coalition (TCC)</u> 10 Luncheon Meetings @ \$20	200	200	200	-	100.00%
<u>Wake County Mayors Assoc. Christmas Dinner</u> 6 @ \$50/ea. Christmas Dinner = \$300.00 6 @ \$15/ea Summer Outing = \$150.00	450	390	520	-130	75.00%

	Requested	Recommended	Last Year	Difference	% Diff
Special Events - 521410	11975	13700	12400	1300	110.48%
<u>Advisory Boards Recognition Event</u> Dinner Event \$2,000 Facility \$500 Gifts 10 @ 25	2525	2750	3000	-250	91.67%
<u>Employee Recognition</u> Moved to Human Resources	-	-	2600	-2600	0.00%
<u>Meeting Dinners</u> 35 meetings @ \$110.00 Including supplies: ice, paper goods, beverages	3600	3600	2700	900	133.33%
<u>Miscellaneous /Recognition</u> Certificates/holders Gifts for recognitions \$1500 Teachers Reception \$250 Board Orientation/Refreshments \$150 Town Hall Day \$150 Misc \$2,000 9/11 Breakfast \$500 New - James Stevens Award Reception \$800 New - Police Station Ribbon Cutting \$1500	5350	6850	3600	3250	190.28%
<u>Pancake Breakfast</u>	500	500	500	-	100.00%
Town wide Cleanup - 521445	-	-	200	-200	0.00%
<u>Supplies for Town wide Cleanup</u> Moved to Engineering	-	-	200	-200	0.00%
Equipment Rental - 522100	910	910	910	-	100.00%
<u>Contract to use r/r for landscape & admin. fee</u>	210	210	210	-	100.00%
<u>Lease of depot site from Norfolk Southern</u>	700	700	700	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Property Taxes - 522510	775	775	775	-	100.00%
<u>Taxes- Town-owned property not in governmental use</u>	775	775	775	-	100.00%
Departmental Supplies - 523300	5710	1510	1510	-	100.00%
<u>Agenda materials, miscellaneous supplies</u>	1010	1010	1010	-	100.00%
<u>Cards & souvenirs/handouts</u>	500	500	500	-	100.00%
<u>I-Pads/Laptop</u>	4200	-	-	-	New
Contract Services - 524300	13500	9800	8000	1800	122.50%
<u>Christmas Parade & Fireman's Day float \$500 each</u>	1000	1000	1000	-	100.00%
<u>Data Plan for Council I-pads</u>	3000	-	-	-	New
<u>Facilitator for Town Board Retreat</u>	4200	3500	4200	-700	83.33%
<u>Supplements to Town Code Includes 2013 Major Codification Updates</u>	5300	5300	2800	2500	189.29%
Election Charges - 524350	-	-	61550	-61550	0.00%
<u>Election Fees Municipal Election = 0 Early Voting = 0</u>	-	-	61550	-61550	0.00%
Dues and Subscriptions - 525300	32976	34668	32976	1692	105.13%
<u>Capital City Club Moved from ED Budget</u>	-	1692	-	1692	New
<u>N.C. League of Municipalities</u>	18976	18976	18976	-	100.00%
<u>School of Government</u>	2850	2850	2850	-	100.00%
<u>Triangle Business Journal 5@ \$90</u>	450	450	450	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Triangle J Council of Governments</u>	10200	10200	10200	-	100.00%
<u>Wake County Mayors Association</u>	500	500	500	-	100.00%
GRAND DIVISION TOTALS	177847	167948	222290	-54342	75.55%

LEGAL SERVICES

The **Legal Services** division consists of the Town Attorney who is appointed by, and reports to, the Town Council on a contract basis. The Town Attorney provides legal advice and representation to the Town Council and other Town officials and employees on a broad range of issues. The Town Attorney represents the Town in litigation filed by or against it, and provides legal opinions to the Town Council. All ordinances are drafted or reviewed by the Town Attorney. The Town Attorney drafts or reviews contracts, leases, deeds, franchises, bonds, and other legal documents to which the Town is a party.

This division also includes contracted legal services with professionals with specialized knowledge and expertise that are utilized on an as-needed basis.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	84000	84000	-	84000
Operations and Maintenance	8215	18917	-	18917
Capital Outlay	-	-	-	-
Totals	92215	102917	-	102917

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
NONE				
TOTALS	-	-	-	-

LEGAL SERVICES – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Professional Services - 521000	84000	84000	84000	-	100.00%
<u>Contract with Town Attorney</u> \$7,000/month x 12 months	84000	84000	84000	-	100.00%
Postage - 521100	87	87	-	87	New
<u>Postage</u>	87	87	-	87	New
Travel and Training - 521400	2130	1830	1630	200	112.27%
<u>Chamber of Commerce Retreat</u>	65	65	65	-	100.00%
<u>Misc. mileage reimbursement</u>	800	500	300	200	166.67%
<u>Municipal Attorneys Winter Conference</u> Registration = \$200.00 Mileage = 80 miles per day @ 2 days = 160 @ .565 per mile = \$90	290	290	290	-	100.00%
<u>Parking fees</u> Parking fees for going to Register of Deeds, Court, etc.	120	120	120	-	100.00%
<u>Summer Conference</u> Registration = \$200.00 Mileage to Atlantic Beach = 300 miles @ \$.565 = \$165 Lodging \$195 x 2 = \$390 Meals \$50 x 2 = \$100	855	855	855	-	100.00%
Filing Fees - 522520	1470	1470	1055	415	139.34%
<u>Property Liens</u> Combined Property Liens, Recording Fees, and Pending Litigation Based on 1st 6 month x 2	1470	1470	1055	415	139.34%
Departmental Supplies - 523300	480	480	480	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Office supplies, copies, miscellaneous</u>	480	480	480	-	100.00%
Contract Services - 524300	5000	15000	5000	10000	300.00%
<u>Outside Legal Services</u> Used as needed if additional legal services required. \$5,000 for unidentified needs. \$10,000 was added for anticipated legal costs associated with bringing Google Fiber to Garner.	5000	15000	5000	10000	300.00%
Dues and Subscriptions - 525300	50	50	50	-	100.00%
<u>Municipal Attorney Dues</u>	50	50	50	-	100.00%
GRAND DIVISION TOTALS	93217	102917	92215	10702	111.61%

**LEGISLATIVE DEPARTMENT
Town Council Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	\$ 210	\$ 115	\$ 199	\$ -	\$ -	\$ -	\$ -
510220	Salaries - Temporary	54,538	51,898	51,792	49,287	51,792	51,792	51,792
510500	FICA	3,701	3,395	3,394	3,189	3,962	3,962	3,962
510600	Group Insurance	33,726	36,641	36,639	38,332	38,690	46,075	40,739
521150	Telephone	-	-	-	-	420	640	640
521200	Printing	-	-	-	-	-	225	225
521100	Postage	-	-	-	-	-	227	227
521000	Professional Services	-	-	43,041	13,372	-	-	-
521400	Travel and Training	13,295	6,181	12,036	6,439	8,880	9,080	9,000
521410	Special Events	10,146	8,386	13,503	15,754	12,400	11,975	13,700
521411	All-America City	-	-	-	68,936	3,900	-	-
521445	Town Wide Cleanup	169	45	1,762	91	200	-	-
521600	Equipment Maintenance &	-	-	-	170	-	-	-
522100	Equipment Rental	645	664	684	704	910	910	910
522510	Property Taxes	1,909	2,747	99	785	775	775	775
523300	Departmental Supplies	9,722	2,225	2,603	4,372	1,735	5,710	1,510
524300	Contract Services	27,582	21,319	40,895	41,228	8,000	13,500	9,800
524350	Election Charges	19,031	-	39,699	28,546	61,550	-	-
524600	Subsidized Programs	-	-	-	40,483	-	-	-
525300	Dues and Subscriptions	24,867	26,355	30,260	31,325	32,976	32,976	34,668
525700	Miscellaneous	-	-	-	-	-	-	-
525800	Contingency	-	-	-	-	-	-	-
537100	Land Acquisition	33,769	219,338	407,155	286,148	-	-	-
537400	Equipment	-	324,891	-	-	-	-	-
4110 Total		\$ 233,309	\$ 704,199	\$ 683,762	\$ 629,163	\$ 226,190	\$ 177,847	\$ 167,948

**LEGISLATIVE DEPARTMENT
Attorney Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommende d
521000	Professional Services	73,200	84,000	84,000	84,000	84,000	84,000	84,000
521100	Postage	-	-	-	-	-	87	87
521400	Travel and Training	673	1,317	1,102	688	1,510	2,130	1,830
521600	Equipment Maintenance & F	-	-	-	-	-	-	-
522520	Filing Fees	-	-	-	170	1,055	1,470	1,470
522530	Recording Fees	3,856	792	545	30	-	-	-
522535	Pending Litigation Expense	315	70	-	150	-	-	-
522540	Collection Fees	-	-	-	-	-	-	-
523300	Departmental Supplies	995	595	575	136	600	480	480
524300	Contract Services	2,675	1,620	233	-	5,000	5,000	15,000
525300	Dues and Subscriptions	103	187	40	40	50	50	50
4120 Total		\$ 81,817	\$ 88,581	\$ 86,494	\$ 85,214	\$ 92,215	\$ 93,217	\$ 102,917



ADMINISTRATIVE

Town Manager

Town Clerk

Safety and Compliance

ADMINISTRATIVE DEPARTMENT

The Administration Department consists of the **Town Manager**, Assistant Town Manager, Budget & Special Projects Manager, **Town Clerk**, and Deputy Town Clerk. This department is responsible for the day-to-day activities of the Town, including advising the Town Council on the financial position and future needs of the Town, ensuring the implementation of policies and activities in each Town department, and representing the Town Council and the Town in business with other agencies. In addition, the Department implements a **Safety** program, utilizing personnel from Human Resources and Public Works.

TOWN MANAGER

The **Town Manager** is appointed by the Town Council and is responsible for the performance of all Town departments, as well as responding to Citizen’s requests and concerns. In addition, the Town Manager researches and proposes alternative approaches for achieving Council objectives and presents data to assist the Council in policy development and ordinance adoption.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	408423	447277	46314	493591
Professional Services	5000	9200	-	9200
Operations and Maintenance	28245	34390	2750	37140
Capital Outlay	-	-	-	-
Totals	441668	490867	49064	539931

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Assistant Town Manager - Operations</u>	1	1	-	1
<u>Backfill Position/Reorganization Proposal</u>	-	-	1	1
<u>Budget and Special Projects Manager</u>	1	1	-	1
<u>Town Manager</u>	1	1	-	1
<u>Assistant Town Manager – Development Services</u>	0	0	1	TBD
TOTALS	3	3	1	4

TOWN MANAGER – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	361623	384054	321860	62194	119.32%
<u>Backfill Position/Reorganization Proposal - DP</u> Backfill Position	37000	37000	-	37000	New
<u>Christmas Bonus</u>	450	450	450	-	100.00%
<u>Reorganization Proposal</u> \$20,000 is being recommended for various salary increases within the Town in furtherance of the proposed multi-departmental reorganization.	-	20000	-	20000	New
<u>Salaries</u>	324173	326604	321410	5194	101.62%
Salaries - Temporary -	13000	10500	-	10500	New

	Requested	Recommended	Last Year	Difference	% Diff
510220					
<u>Management Intern</u> This item is being proposed to cover the gap left by the Budget & Special Projects Manager during maternity leave. This would be a temporary MPA graduate or graduate student intern that would continue special projects for approximately 3 months. Costs are offset by the unpaid leave of the Budget & Special Projects Manager. Regular salaries have been reduced accordingly to reflect this savings.	13000	10500	-	10500	New
Longevity - 510236	5318	5318	5070	248	104.89%
<u>Longevity</u>	5318	5318	5070	248	104.89%
FICA - 510500	26453	26447	22273	4174	118.74%
<u>Backfill Position/Reorganization Proposal - DP</u> Backfill Position	2831	2831	-	2831	New
<u>Social Security</u>	23622	23616	22273	1343	106.03%
Group Insurance - 510600	28768	27209	19814	7395	137.32%
<u>Backfill Position/Reorganization Proposal - DP</u> Backfill Position	6483	6483	-	6483	New
<u>Health, dental, life and disability insurance</u>	22285	20726	19814	912	104.60%
Retirement - 510700	40099	40063	39406	657	101.67%
<u>Retirement and 401(k)</u>	40099	40063	39406	657	101.67%
Professional Services - 521000	51175	9200	5000	4200	184.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Department Head Retreat</u> Facilitator for Department Head Retreat	1175	700	-	700	New
<u>General Services</u> Fiscal Health & Diagnostic Tool Subscription - \$3500 Internal Risk Assessment Services Miscellaneous Professional Services	9000	8500	-	8500	New
<u>Internal Audit & Risk Assessment Services</u>	1000	-	-	-	New
<u>Priority Based Budgeting - DP</u> The Town will pursue to implement Priority Based Budgeting in two phases with the first one (Fiscal Health) in FY 13-14.	40000	-	5000	-5000	0.00%
Postage - 521100	1245	1245	-	1245	New
Postage Moved Postage based on actual usage.	1245	1245	-	1245	New
Telephone - 521150	1272	1272	1272	-	100.00%
Cell Phones	1272	1272	1272	-	100.00%
Printing - 521200	875	400	875	-475	45.71%
Misc. Printing	875	400	875	-475	45.71%
Travel and Training - 521400	23328	21108	19608	1500	107.65%
<u>Alliance for Innovation Conf. Registration (Manager)</u> Conference Registration \$400 Lodging (3 nights @ \$129) - \$387 Meals not included in registration = \$28	815	-	815	-815	0.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Backfill</u> <u>Position/Reorganization</u> <u>Proposal - DP</u> Travel and Training	1500	1500	-	1500	New
<u>Budget & Special Projects</u> <u>Manager Training</u> Work toward Certified Budget & Evaluation Officer Status through NCLGBA and the School of Government. Eight days of course work are required to become eligible for certification and 3 exams.	450	-	-	-	New
<u>Car Allowance - Asst.</u> <u>Manager</u>	3300	3300	3300	-	100.00%
<u>Car allowance - Manager</u>	6500	6500	6500	-	100.00%
<u>Gettysburg Leadership</u> <u>Institute- ICMA</u> Spring 2015 (Manager) Location: Gettysburg, PA Registration: \$950 Meals not provided in registration = \$150 Room: 3 nights @ \$130/night = \$390 Transportation: Airfare: \$0 Ground Transportation: \$200	1690	1690	-	1690	New
<u>Group lunches - consultants</u> <u>or guests of Town</u>	450	450	450	-	100.00%
<u>ICMA Conference</u> September 13-17, 2014 (Manager & Asst. Manager, Budget Analyst) Location: Charlotte, NC Registration:(\$675 x 3) = \$2025.00 Meals not provided in	4625	4625	5545	-920	83.41%

	Requested	Recommended	Last Year	Difference	% Diff
registration = \$500 Room: (3) 4 nights @ \$175/night = \$2100 Transportation: Airfare: \$0 Ground Transportation: \$0					
<u>N. C. League of Municipalities</u> Location: Hickory, NC (Oct.)- 3 days/2 nights (Manager) Registration: \$300 Room: \$150x2=\$300 Meals: \$100	700	700	700	-	100.00%
<u>NC Manager Assoc. Winter Mtg. RTP (Manager, Assist. Budget Analyst)</u> Registration: \$350/ea x 3 Alumni Breakfast: 2 @ \$16	1082	1082	682	400	158.65%
<u>NCCMA Summer Conf.</u> Wilmington, NC- June 2015 Registration: (2)\$325 (Manager, Asst. TM) Lodging: (2)2 nights @ \$132/night= \$528 Meals: \$75	1250	778	650	128	119.69%
<u>NCLGBA Summer Conference</u> Registration: \$165 (Budget Analyst) Lodging: 2 nights @ \$109= \$218 Meals: \$100	483	-	483	-483	0.00%
<u>NCLGBA Winter Conference</u> Registration: \$165 (Mgt. Analyst) Lodging: 2 nights @ \$109= \$218 Meals: \$100	483	483	483	-	100.00%
Equipment Rental - 522100	4860	4860	-	4860	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Copier Lease Agreement</u> Copier lease agreement divided by departments based on function.	4860	4860	-	4860	New
Departmental Supplies - 523300	2150	2400	750	1650	320.00%
<u>Backfill Position/Reorganization Proposal - DP Technology</u>	1250	1250	-	1250	New
<u>Department Head Retreat</u>	150	400	-	400	New
<u>Miscellaneous (calendars, notepads, pens, etc.)</u>	750	750	750	-	100.00%
Contract Services - 524300	456	456	456	-	100.00%
<u>Mobile Computing Air Cards</u> 1 card \$38/month	456	456	456	-	100.00%
Dues and Subscriptions - 525300	5399	5399	5284	115	102.18%
<u>Alliance for Innovation</u>	1875	1875	1875	-	100.00%
<u>International City/County Man. Assoc. (Manager, Assist., Budget Analyst)</u>	2790	2790	2700	90	103.33%
<u>NC City/County Man. Assoc. (Manager and Assist.)</u>	600	600	580	20	103.45%
<u>NC Local Govt Budget Assoc. (NCLGBA)</u>	50	50	45	5	111.11%
<u>Newspaper subscription</u>	59	59	59	-	100.00%
<u>UNC-MPA Alumni Assoc. Dues (Manager)</u>	25	25	25	-	100.00%
GRAND DIVISION TOTALS	566021	539931	441668	98263	122.25%

TOWN CLERK

The **Town Clerk** office is responsible for giving notice of Town Council meetings, preparing the Council meeting agenda, recording Council proceedings, serving as custodian of all permanent Town records, keeping the Town Seal, attesting all Town documents, updating the Town Code, keeping records of appointments and terms of the various Boards and Commissions.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	166016	172135	-	172135
Professional Services	-	-	-	-
Operations and Maintenance	8240	10521	-	10521
Capital Outlay	-	-	-	-
Totals	174256	182656	-	182656

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Deputy Town Clerk</u>	1	1	-	1
<u>Town Clerk</u>	1	1	-	1
TOTALS	2	2	-	2

TOWN CLERK – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	125246	125246	119110	6136	105.15%
<u>Christmas Bonus</u>	300	300	300	-	100.00%
<u>Regular Salaries</u>	124946	124946	118810	6136	105.16%
Salaries - Overtime - 510210	1200	1200	1584	-384	75.76%
<u>Overtime</u> 44 hours (4 month x 11 mo.)	1200	1200	1584	-384	75.76%
Salaries - Temporary - 510220	2500	2500	3046	-546	82.07%
<u>OA II/Receptionist</u> 8 hrs/5 days x 4 weeks	2500	2500	3046	-546	82.07%
Longevity - 510236	4236	4236	4052	184	104.54%
<u>Longevity</u>	4236	4236	4052	184	104.54%
FICA - 510500	10266	10230	8991	1239	113.78%
<u>Social Security</u>	10266	10230	8991	1239	113.78%
Group Insurance - 510600	14620	12985	14212	-1227	91.37%
<u>Health, dental, life and disability insurance</u>	14620	12985	14212	-1227	91.37%
Retirement - 510700	15924	15738	15021	717	104.77%
<u>Retirement and 401(k)</u>	15924	15738	15021	717	104.77%
Postage - 521100	135	135	-	135	New
<u>Postage</u> Moved postage based on actual usage.	135	135	-	135	New
Travel and Training - 521400	4390	4390	4390	-	100.00%
<u>Institute of Govt. Annual Clerk School, RTP Clerk and Deputy Clerk</u> Registration (Clerk & Deputy Clerk) \$540	540	540	540	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>IIMC Annual Mtg.</u> Hartford Conn. 5days/4 nights (Clerk) Registration \$700 Transportation \$500 Meals (5 days @ \$50/diem) \$250 Lodging (4nights @ \$200/night) \$800	2250	2250	2250	-	100.00%
<u>Master Municipal Clerk Certification</u> Initial Application	550	550	550	-	100.00%
<u>NC City Clerks Assoc. Conf.</u> Cherokee 4 days/3 nights (Clerk & Dep. Clerk) Registration \$600 Lodging (4 nights @ \$150/night) \$1200 Meals (4 days @ \$26/day x 2) \$200.00	1050	1050	1050	-	100.00%
Recording Fees - 522530	900	900	350	550	257.14%
<u>Record ordinances and deeds</u> Include WEA \$600.00 Clerk's office \$300.00	900	900	350	550	257.14%
Advertising - 522600	1000	1000	1350	-350	74.07%
<u>Advertisement for public hearings, bids, etc.</u> This includes trash schedules and fall and spring cleanup. Decreased due to the ability to place advertising online.	1000	1000	1350	-350	74.07%
Departmental Supplies - 523300	1600	1600	1600	-	100.00%
<u>Handout Items (pencils, calendars, etc.)</u>	250	250	250	-	100.00%
<u>Miscellaneous Supplies</u>	1350	1350	1350	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Contract Services - 524300	1986	1986	-	1986	New
<u>Copier Lease</u> Copier leases for Town Clerk's office. Copier lease costs are being moved to appropriate divisions/departments.	1986	1986	-	1986	New
Dues and Subscriptions - 525300	510	510	550	-40	92.73%
<u>International Institute of Municipal Clerks</u>	350	350	350	-	100.00%
<u>Municipal Administration Alumni</u>	-	-	40	-40	0.00%
<u>North Carolina Association of Municipal Clerks</u>	125	125	125	-	100.00%
<u>Sam's Club</u>	35	35	35	-	100.00%
GRAND DIVISION TOTALS	184513	182656	174256	8400	104.82%

SAFETY AND COMPLIANCE

The **Safety program** reflects the Town’s commitment to employee safety and its efforts to comply with the regulations of the federal and state Occupational Safety and Health Administration (OSHA). The Safety and Compliance program also includes training, which is necessary to maintain proper safety procedures among our employees.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	11384	10739	-	10739
Capital Outlay	-	-	-	-
Totals	11384	10739	-	10739

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
NONE				
TOTALS	-	-	-	-

SAFETY AND COMPLIANCE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Travel and Training - 521400	2095	1640	1640	-	100.00%
<u>Statewide Safety Conference - Greensboro</u> NC Safety Congress: \$645 Compliance courses \$ 300 Heart saver Trainer Course-\$325 Town training materials-\$370	2095	1640	1640	-	100.00%
Departmental Supplies - 523300	250	250	500	-250	50.00%
<u>Departmental Supplies</u> AED maintenance; supplies; Safety Committee	250	250	500	-250	50.00%
Contract Services - 524300	4874	4874	4874	-	100.00%
<u>6 alcohol tests</u>	4874	4874	4874	-	100.00%
Dues and Subscriptions - 525300	575	575	575	-	100.00%
<u>National Safety Council</u>	575	575	575	-	100.00%
Employee Safety Awards - 525650	3575	3400	3795	-395	89.59%
<u>Other safety awards</u> Longevity Awards & Employee Safety Recognition	2900	2900	3120	-220	92.95%
<u>Safety Award - Awards day snacks and door prize</u> Awards day snacks, awards and door prizes	675	500	675	-175	74.07%
GRAND DIVISION TOTALS	11369	10739	11384	-645	94.33%

**ADMINISTRATION DEPARTMENT
Town Manager Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	291,074	261,300	266,805	314,243	318,360	361,623	384,054
510220	Salaries - Temporary	13,361	8,284	2,688	7,432	-	13,000	10,500
510236	Longevity	-	-	-	-	5,070	5,318	5,318
510500	FICA	20,781	18,199	18,300	22,213	22,273	26,453	26,447
510600	Group Insurance	17,722	13,522	14,083	17,783	19,814	28,768	27,209
510700	Retirement	28,952	28,963	30,674	35,558	39,406	40,099	40,063
521000	Professional Services	999	-	500	71	5,000	51,175	9,200
521100	Postage	17,647	10,386	13,068	16,457	-	1,245	1,245
521150	Telephone	-	-	-	-	1,272	1,272	1,272
521200	Printing	443	180	978	75	875	875	400
521400	Travel and Training	14,815	15,880	23,072	22,443	19,108	23,328	21,108
521460	Employee Recognition P	-	254	-	-	-	-	-
521700	Auto Maintenance & Rep	4	-	-	-	-	-	-
522100	Equipment Rental	5,203	3,256	4,042	4,753	-	4,860	4,860
523100	Fuel	566	206	-	-	-	-	-
523300	Departmental Supplies	1,273	2,738	438	1,286	4,250	2,150	2,400
523350	Supplies - United Way	413	-	34	-	500	-	-
524300	Contract Services	-	-	-	-	456	456	456
523500	Other Supplies	-	-	-	-	-	-	-
525300	Dues and Subscriptions	5,969	4,545	4,388	3,050	5,284	5,399	5,399
525400	Insurance and Bonds	181,528	193,492	184,319	186,123	-	-	-
537400	Equipment	-	-	14,099	-	-	-	-
4210 Total		\$ 600,750	\$ 561,204	\$ 577,488	\$ 631,489	\$ 441,668	\$ 566,021	\$ 539,931

**ADMINISTRATION DEPARTMENT
Town Clerk Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	114,467	114,949	116,624	119,417	119,110	125,246	125,246
510210	Salaries - Overtime	-	101	1,671	2,114	1,584	1,200	1,200
510220	Salaries - Temporary	-	-	-	647	3,046	2,500	2,500
510236	Longevity	-	-	-	-	4,052	4,236	4,236
510500	FICA	8,680	8,641	8,388	8,576	8,991	10,266	10,230
510600	Group Insurance	10,897	11,405	13,449	12,933	14,212	14,620	12,985
510700	Retirement	11,412	12,382	14,172	13,800	15,021	15,924	15,738
521200	Printing	75	195	-	-	-	-	-
521100	Postage	-	-	-	-	-	135	135
521400	Travel and Training	2,755	1,025	6,505	1,545	4,390	4,390	4,390
522530	Recording Fees	603	485	97	233	350	900	900
522600	Advertising	4,486	4,849	7,380	1,232	1,350	1,000	1,000
523300	Departmental Supplies	876	1,889	1,630	2,837	2,990	1,600	1,600
524300	Contract Services	-	-	1,400	-	-	1,986	1,986
525300	Dues and Subscriptions	440	390	375	457	550	510	510
4220 Total		\$154,691	\$156,312	\$171,691	\$163,790	\$175,646	\$184,513	\$ 182,656

**ADMINISTRATION DEPARTMENT
Safety and Compliance Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	-	-	-	-	-	-	-
521400	Travel and Training	25	220	1,582	1,142	1,640	2,095	1,640
523300	Departmental Supplies	410	656	77	376	500	250	250
523530	OSHA Compliance Supplies	-	-	-	-	-	-	-
524300	Contract Services	4,382	5,497	3,718	4,307	4,874	4,874	4,874
525300	Dues and Subscriptions	503	447	447	547	575	575	575
525650	Employee Safety Awards	2,618	1,358	3,661	3,150	3,795	3,575	3,400
4240 Total		\$ 7,938	\$ 8,177	\$ 9,485	\$ 9,522	\$ 11,384	\$ 11,369	\$ 10,739



HUMAN RESOURCES
Human Resources

HUMAN RESOURCES

The **Human Resources** Department is responsible for recruitment and selection, staff support, employee relations, policy administration, competitive pay and benefit administration, employee recognition, training and staff development, wellness initiatives management, and workers' compensation administration.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	179446	189578	-	189578
Professional Services	22805	22500	-	22500
Operations and Maintenance	95659	100962	-	100962
Capital Outlay	-	-	-	-
Totals	297910	313040	-	313040

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Human Resources Analyst</u>	1	1	-	1
<u>Human Resources Director</u>	1	1	-	1
TOTALS	2	2	-	2

HUMAN RESOURCES – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	146503	146503	140024	6479	104.63%
<u>Christmas Bonus</u>	300	300	300	-	100.00%
<u>Regular Salaries</u>	146203	146203	139724	6479	104.64%
Longevity - 510236	1000	1000	-	1000	New
<u>Longevity</u>	1000	1000	-	1000	New
FICA - 510500	11284	11284	10153	1131	111.14%
<u>Social Security</u>	11284	11284	10153	1131	111.14%
Group Insurance - 510600	14658	13023	12404	619	104.99%
<u>Health, dental, life and disability insurance</u>	14658	13023	12404	619	104.99%
Retirement - 510700	17915	17768	16865	903	105.35%
<u>Retirement and 401(k)</u>	17915	17768	16865	903	105.35%
Professional Services - 521000	22500	22500	22805	-305	98.66%
<u>Benefit Administration</u> Dental Insurance Administration, HRA Administration and FSA Administration.	20500	20500	20805	-305	98.53%
<u>Pre-employment Screening</u> Background Checks, Credit Checks, and Driving Record Checks	2000	2000	2000	-	100.00%
Postage - 521100	147	147	-	147	New
<u>Postage</u> Moved postage based on actual usage.	147	147	-	147	New
Telephone - 521150	636	636	636	-	100.00%
<u>Cell Phone Stipend</u>	636	636	636	-	100.00%
Travel and Training - 521400	6875	4500	4500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>HR Continuing Education Training</u> NC-IPMA Conference (HR Director, HR Analyst) Registration: \$150 each Lodging: \$150/night for 2 nights, each Meals: \$50/daily for 3 days Travel: \$300 NC-SHRM conferences (HR Director, HR Analyst) Registration: \$475 each Lodging: \$150/night for 2 nights Meals: \$50/daily for 3 days, each Travel: \$300 National Conference (HR Director) \$1975 Raleigh-Wake Human Resource Mgmt. Association Monthly (RWHRMA) Meetings 12 @ \$22/each for HR Director & HR Analyst RWHRMA Master's Series Quarterly Seminars 8 @ \$30/each for HR Director & HR Analyst Public Employment Law Update 2 registrations @ \$175/each for HR Director & HR Analyst Introduction to Public	6875	4500	4500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Employment Law (HR Analyst) 1 registration @ \$400 Other Training \$500 - to cover trainings/seminars that we may come across throughout the year related to changing employment laws, best practices, etc.					
Organizational Development and Training - 521401	10750	10750	10750	-	100.00%
<u>Staff Development and Training funds</u> Public Executive Leadership Academy - 1 @ \$4,000 Municipal Administration Course - 1 @ \$2,500 Results Based Mgmt. & Supervision - 5 @ \$550 Town-wide Supervisor Training - \$1,500	10750	10750	10750	-	100.00%
Employee Recognition Program - 521460	5608	5260	-	5260	New
<u>Employee Recognition</u> Annual Employee Recognition Luncheon - \$2600 Retirement Gifts - \$270/retiree (8 eligible) Employee Recognition Events - \$500	5608	5260	-	5260	New
Equipment Rental - 522100	576	576	-	576	New
<u>Copier Lease Agreement</u> Rental/lease cost for copiers/printers based on	576	576	-	576	New

	Requested	Recommended	Last Year	Difference	% Diff
department allocation.					
Recruitment - 522601	42000	39500	42000	-2500	94.05%
<u>Developmental Associates</u> Assessment Centers for Selecting Replacements of Key Positions	30000	27500	30000	-2500	91.67%
<u>Position Vacancy</u> <u>Advertisements</u> Advertising, Assessment Center Costs (supplies and logistics costs), Recruitment Incidentals	12000	12000	12000	-	100.00%
Personnel Supplies - 523340	1500	1500	1000	500	150.00%
<u>Office supplies and</u> <u>equipment, etc.</u> Office Supplies Equipment Personnel Policies Notebooks New Hire Orientation Notebooks	1500	1500	1000	500	150.00%
Contract Services - 524300	25320	22320	21010	1310	106.24%
<u>CAI Membership</u> HR Compliance & Employee Development Resources	840	840	800	40	105.00%
<u>COBRA Administration</u>	1700	1700	1700	-	100.00%
<u>Frank Horton Assoc. (EAP)</u> 160 employees @ \$20.50 each	3280	3280	3280	-	100.00%
<u>MAPS Group/NCLM for Pay</u> <u>and Classification Study</u>	3500	3500	3500	-	100.00%
<u>Performance Evaluation</u> <u>Software</u> Annual Maintenance Fee for Halogen	15000	12000	10730	1270	111.84%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Recruiting Software</u> Annual Maintenance Fee for Neo Gov.	1000	1000	1000	-	100.00%
Dues and Subscriptions - 525300	933	943	933	10	101.07%
<u>Human Resource and Risk Management Associations</u> Society for Human Resource Management 2 memberships at \$180 Raleigh Wake Human Resource Management Association 2 memberships at \$30 North Carolina Public Risk Mgmt. Assoc. 1 membership at \$50	470	470	470	-	100.00%
<u>NCIPMA/OMPO Dues</u> International Personnel Mgmt. Assoc.(National Chapter) 2 memberships at \$149 NC International Personnel Mgmt. Assoc.(State Chapter) 2 memberships at \$50 Organization of Municipal Personnel Officers 1 membership at \$30	428	428	428	-	100.00%
<u>Sam's Club</u>	35	45	35	10	128.57%
Wellness Program - 525630	7130	7130	7130	-	100.00%
<u>Wellness Allowance</u> Wellness Supplies, Hope Health Newsletters, Healthy Way, and Wellness	7130	7130	7130	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Activities					
Educational Assistance - 525660	9900	7700	7700	-	100.00%
<u>Employee Educational Assistance</u> \$1,100 - 7 participants	9900	7700	7700	-	100.00%
GRAND DIVISION TOTALS	325235	313040	297910	15130	105.08%

HUMAN RESOURCES DEPARTMENT
Human Resources Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	139,279	145,779	111,395	132,044	140,024	146,503	146,503
510236	Longevity	-	-	-	-	-	1,000	1,000
510500	FICA	9,997	10,764	8,280	9,722	10,153	11,284	11,284
510600	Group Insurance	91,471	111,784	118,384	11,623	12,404	14,658	13,023
510610	Retiree Health Insurance	-	-	-	111,871	-	-	-
510615	Health Reimbursement	-	61,305	70,773	58,795	-	-	-
510700	Retirement	13,841	16,729	13,314	14,800	16,865	17,915	17,768
521000	Professional Services	7,204	16,227	20,124	20,220	22,805	22,500	22,500
521100	Postage	-	-	-	-	-	147	147
521150	Telephone	-	-	-	-	636	636	636
521200	Printing	255	288	237	139	-	-	-
521400	Travel and Training	6,395	3,872	9,908	5,724	7,875	6,875	4,500
521401	Organizational Training	-	-	-	-	10,750	10,750	10,750
521460	Employee Recognition Progr	-	-	-	-	-	5,608	5,260
522100	Equipment Rental	-	-	-	-	-	576	576
522601	Recruitment	38	937	1,788	3,360	42,000	42,000	39,500
523340	Personnel Supplies	494	998	484	3,747	1,000	1,500	1,500
524300	Contract Services	17,735	6,795	28,113	59,507	21,010	25,320	22,320
525300	Dues and Subscriptions	773	764	995	1,278	933	933	943
525610	Workers Compensation	251,035	231,793	241,304	157,592	-	-	-
525620	Unemployment Insurance	22,278	8,877	541	43,205	-	-	-
525630	Wellness Program	1,443	1,962	8,037	2,044	7,130	7,130	7,130
525660	Educational Assistance	1,910	3,222	7,115	3,300	7,700	9,900	7,700
4230 Total		\$ 564,146	\$ 622,093	\$ 640,791	\$ 638,971	\$ 301,285	\$ 325,235	\$ 313,040



FINANCE
Administration
Purchasing

FINANCE

The purpose of the Finance Department is to administer the financial affairs of the Town in accordance with generally accepted accounting principles as well as Federal, State and local guidelines. The Finance Department has two divisions, **Finance Administration** and **Purchasing** that are responsible for accounting, debt administration, cash management, payroll, business licensing, and purchasing. This includes but is not limited to revenue collection, debt payments, grant administration, maintaining accounting and financial records, invoicing, and accounts payable. The department recommends financial policies and guidelines, prepares the Comprehensive Annual Financial Report, and performs special financial analysis such as statistical reporting, cash flow projections, and economic development projections. The Finance Department also provides collections for the City of Raleigh Utilities and Wake County Revenue.

FINANCE ADMINISTRATION

Finance Administration provides oversight and coordination of the entire finance function, which includes accounting, payroll, and reporting. Staff of this program retains ultimate responsibility for maintaining the accounts of the Town in accordance with generally accepted accounting principles as well as policies and guidelines established by the Town Board. The division processes all disbursements including accounts payable and payroll, and provides collection services for a variety of Town-generated revenues. This office serves as fiscal agent for both state and federal grant programs. In addition, the Finance Administration prepares statements of financial condition, supervises the investment of Town funds, and maintains records concerning bonded debt and other obligations of the Town.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	386858	399421	-	399421
Professional Services	79635	85241	-	85241
Operations and Maintenance	64726	86049	-	86049
Capital Outlay	-	-	-	-
Totals	531219	570711	-	570711

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Finance Director</u>	1	1	-	1
<u>Finance Specialist</u>	2	2	-	2
<u>Office Assistant</u>	1	1	-	1
<u>Payroll Specialist</u>	1	1	-	1
TOTALS	5	5	-	5

FINANCE ADMINISTRATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	296770	296770	289948	6822	102.35%
<u>Christmas Bonus</u>	750	750	750	-	100.00%
<u>Regular Salaries</u>	296020	296020	289198	6822	102.36%
Longevity - 510236	8939	8939	8094	845	110.44%
<u>Longevity</u>	8939	8939	8094	845	110.44%
FICA - 510500	23387	23387	21024	2363	111.24%
<u>Social Security</u>	23387	23387	21024	2363	111.24%
Group Insurance - 510600	37757	33516	31909	1607	105.04%
<u>Health, dental, life and disability insurance</u>	37757	33516	31909	1607	105.04%
Retirement - 510700	37114	36809	35883	926	102.58%
<u>Retirement and 401 (k)</u>	37114	36809	35883	926	102.58%
Professional Services - 521000	91941	85241	79635	5606	107.04%
<u>Arbitrage Rebate Calculations</u> Based on two separate calculations and monitoring due to two open bond	1950	1950	1300	650	150.00%

	Requested	Recommended	Last Year	Difference	% Diff
issuances.					
<u>Audit</u>	35200	31000	32000	-1000	96.88%
<u>Financial Advisors</u> Assume 16% of standing annual contract attributable to non-bond projects.	7500	5000	2335	2665	214.13%
<u>Financial System application service provider</u>	42567	42567	43500	-933	97.86%
<u>OPEB Actuarial Valuation Study</u> Required biennial actuarial study of OPEB plan for employees and retirees. Based on cost on last study performed in 2012.	4444	4444	-	4444	New
<u>Police Actuarial Valuation</u> Amount based on study completed in summer 2013- required annually.	280	280	500	-220	56.00%
Postage - 521100	3808	3808	-	3808	New
<u>Postage</u> Moved postage to departments based on usage.	3808	3808	-	3808	New
Telephone - 521150	636	636	636	-	100.00%
<u>Cell Phone Stipend</u>	636	636	636	-	100.00%
Printing - 521200	3535	3300	3300	-	100.00%
<u>Audit and Budget</u> This is decreasing because the number of budget books and CAFRs to be printed is decreasing, with the availability of it electronically.	1425	1425	2000	-575	71.25%
<u>Privilege Licenses, W-2s, 1099s, accounting forms and checks</u>	2110	1875	1300	575	144.23%

	Requested	Recommended	Last Year	Difference	% Diff
Based on year-to-date costs for checks, direct deposit notices, and other forms. Amount increasing compared to prior years.					
Travel and Training - 521400	4895	4370	4370	-	100.00%
<u>Accounting and Auditing Update</u> Finance Director Registration - \$195	195	195	195	-	100.00%
<u>Customer Service Training</u> Office Assistant Registration - \$250 Meals - \$25	275	275	275	-	100.00%
<u>Effective Supervisory Management Course</u> Finance Director	900	-	900	-900	0.00%
<u>General Training</u> Finance Specialist & Director Registration - \$250 Meals - \$25 Supervisor Training - \$375	275	650	250	400	260.00%
<u>National Conference - GFOA</u>	-	-	1550	-1550	0.00%
<u>National Conference for Finance Director</u> Either Munis national conference or national GFOA Conference (includes 4 nights hotel, flight, registration and meals)	1975	1975	-	1975	New
<u>NCGFOA Conference</u> Finance Director Registration - \$150	150	150	150	-	100.00%
<u>NCLGIA Conference</u> Finance Director	425	425	425	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Location: Pinehurst Registration - \$150 Hotel 2 nights - \$225 Meals - \$50					
<u>Payroll/Public Law Training</u> Payroll Specialist Registration - \$250 Meals - \$25	275	275	225	50	122.22%
<u>Privilege License Workshop</u> Finance Specialist Registration = \$100 Meals @ per diem 2 days = \$100 Lodging 2 nights = \$225	425	425	400	25	106.25%
Equipment Rental - 522100	5952	5952	-	5952	New
<u>Copier Lease Agreement</u> Copier and printer lease agreement divided up into departments based on allocation.	5952	5952	-	5952	New
Departmental Supplies - 523300	4100	2200	1900	300	115.79%
<u>General Supplies</u> Storage boxes, cash register tape, file folders, office chairs, etc.	1900	2200	1900	300	115.79%
<u>Replacement of Office Chairs</u>	500	-	-	-	New
<u>Replacement Signature Card Attachment</u>	1700	-	-	-	New
Contract Services - 524300	19583	19583	12445	7138	157.36%
<u>Bank & Credit Card Charges</u> Includes all bank fees and all credit card fees for Finance, Planning, Inspections, etc. (except	16915	16915	9700	7215	174.38%

	Requested	Recommended	Last Year	Difference	% Diff
PRCR)					
<u>Dept. of Motor Vehicles</u>	143	143	210	-67	68.10%
<u>Financial System Internet Access</u>	1360	1360	1350	10	100.74%
<u>GFOA Reviews</u> Budget Review- \$425 CAFR Review - \$435	860	860	860	-	100.00%
<u>Software Storage</u> Iron Mountain Property	305	305	325	-20	93.85%
Contract Services-Tax Collections - 524310	45805	45805	41725	4080	109.78%
<u>County Property Tax Collections</u> Based on actual expenditures and new regulations. Costs for DMV collection of motor vehicle taxes and fees are included for a full year (compared to 9 months budgeted in FY 13-14).	45805	45805	41725	4080	109.78%
Dues and Subscriptions - 525300	395	395	350	45	112.86%
<u>GFOA</u>	200	200	200	-	100.00%
<u>NC Business License Association</u>	50	50	50	-	100.00%
<u>NCGFOA</u>	50	50	50	-	100.00%
<u>NCLGIA</u>	50	50	50	-	100.00%
<u>Sam's Club</u>	45	45	-	45	New
GRAND DIVISION TOTALS	584617	570711	531219	39492	107.43%

PURCHASING

The **Purchasing** division is responsible for the efficient procurement of goods and services to meet the needs of Town functions in compliance with the North Carolina Administrative Code, generally accepted accounting principles, and Town purchasing policies. The Purchasing division administers the Town's maintenance, service, and rental contracts. The Purchasing division maintains control over all property, inventory and equipment owned by the Town, maintains adequate asset records, and ensures the proper disposition of surplus property.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	101874	101847	-	101847
Professional Services	-	-	-	-
Operations and Maintenance	13125	12355	-	12355
Capital Outlay	-	-	-	-
Totals	114999	114202	-	114202

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Purchasing Manager</u>	1	1	-	1
TOTALS	1	1	-	1

PURCHASING – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	75858	75858	76596	-738	99.04%
<u>Christmas Bonus</u>	150	150	150	-	100.00%
<u>Regular Salaries</u>	75708	75708	76446	-738	99.03%
Longevity - 510236	3785	3785	3822	-37	99.03%
<u>Longevity</u>	3785	3785	3822	-37	99.03%
FICA - 510500	6093	6093	5554	539	109.70%
<u>Social Security</u>	6093	6093	5554	539	109.70%
Group Insurance - 510600	7334	6516	6214	302	104.86%
<u>Health, dental and life insurance</u>	7334	6516	6214	302	104.86%
Retirement - 510700	9674	9595	9688	-93	99.04%
<u>Retirement and 401 (k)</u>	9674	9595	9688	-93	99.04%
Printing - 521200	215	215	-	215	New
<u>Purchase Order Forms</u>	215	215	-	215	New
Travel and Training - 521400	2020	1990	1790	200	111.17%
<u>CAGP Testing</u> Was previously included in Dues & Subscriptions, but moved here.	200	200	-	200	New
<u>Carolina Association of Governmental Purchasing Meetings</u> CAGP Conference	900	870	900	-30	96.67%
<u>Institute of Government Course (Local Government Finance)</u>	555	555	525	30	105.71%
<u>State Treasurers Conference</u> Accounting Manager Registration - \$195	365	365	365	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Lodging 1 night - \$120 Meals - \$50					
Departmental Supplies - 523300	500	500	500	-	100.00%
<u>Supplies</u>	500	500	500	-	100.00%
Copier Supplies - 523310	9505	9505	10500	-995	90.52%
<u>Envelopes, Stationery, etc.</u>	2105	2105	-	2105	New
<u>GBC Binding Supplies (cover stock, spines)</u>	-	-	300	-300	0.00%
<u>Laser Paper, Blue Bar, Envelopes & Stationary</u>	-	-	2800	-2800	0.00%
<u>Paper for Town Hall, Parks & Recreation, Police, Public Works</u> Copy paper for all departments	7400	7400	7400	-	100.00%
Dues and Subscriptions - 525300	145	145	335	-190	43.28%
<u>CAGP Dues, Institute of Government updates</u>	100	100	100	-	100.00%
<u>CAGP Testing and related literature</u>	-	-	200	-200	0.00%
<u>Sam's Club</u>	45	45	35	10	128.57%
GRAND DIVISION TOTALS	115129	114202	114999	-797	99.31%

**FINANCE DEPARTMENT
Administration Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	316,634	320,484	317,770	331,919	289,948	296,770	296,770
510236	Longevity	-	-	-	-	8,094	8,939	8,939
510500	FICA	22,519	22,571	22,287	23,806	21,024	23,387	23,387
510600	Group Insurance	28,589	30,445	30,871	30,416	31,909	37,757	33,516
510700	Retirement	31,544	36,851	38,103	37,496	35,883	37,114	36,809
521000	Professional Services	65,258	93,861	72,759	76,324	80,751	91,941	85,241
521100	Postage	-	-	-	-	-	3,808	3,808
521150	Telephone	810	2,124	1,035	-	636	636	636
521200	Printing	3,085	3,494	3,660	3,299	3,300	3,535	3,300
521400	Travel and Training	1,873	1,861	1,279	1,148	4,370	4,895	4,370
521600	Equipment Maintenance & Repair	610	-	-	-	-	-	-
522100	Equipment Rental	-	-	-	-	-	5,952	5,952
523300	Departmental Supplies	7,498	4,611	1,969	1,742	1,900	4,100	2,200
524300	Contract Services	14,799	14,179	15,923	15,115	12,445	19,583	19,583
524310	Contract Services-Tax Coll	29,568	29,776	29,609	29,677	41,725	45,805	45,805
524800	Purchase for Resale	62	-	64	-	-	-	-
525300	Dues and Subscriptions	519	1,139	1,014	624	350	395	395
525710	Cash Over and Short	(1)	(3)	(41)	83	-	-	-
4410 Total		\$ 523,367	\$ 561,392	\$ 536,303	\$ 551,648	\$ 532,335	\$ 584,617	\$ 570,711

**FINANCE DEPARTMENT
Purchasing Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	98,709	97,158	79,096	78,996	76,596	75,858	75,858
510210	Salaries - Overtime	58	-	-	-	-	-	-
510236	Longevity	-	-	-	-	3,822	3,785	3,785
510500	FICA	7,364	7,246	5,919	5,853	5,554	6,093	6,093
510600	Group Insurance	8,305	8,927	5,904	5,668	6,214	7,334	6,516
510700	Retirement	9,819	29,844	9,510	8,965	9,688	9,674	9,595
521150	Telephone	43,298	46,783	41,058	48,720	-	-	-
521200	Printing	-	317	-	422	-	215	215
521400	Travel and Training	-	431	548	891	1,790	2,020	1,990
521600	Equipment Maintenance & Repair	67,295	70,024	90	-	-	-	-
521700	Auto Maintenance & Repair	1,032	781	-	-	-	-	-
522100	Equipment Rental	-	-	-	84,947	-	-	-
523100	Auto Operating Supplies	1,670	1,010	-	-	-	-	-
523300	Departmental Supplies	531	507	79	611	500	500	500
523310	Copier Supplies	8,754	10,432	10,072	9,302	10,500	9,505	9,505
523600	Uniforms	385	100	-	-	-	-	-
524300	Contract Services	12,408	-	5	291	-	-	-
525300	Dues and Subscriptions	94	35	95	85	335	145	145
4430 Total		\$ 259,720	\$ 273,596	\$ 152,375	\$ 244,751	\$ 114,999	\$ 115,129	\$ 114,202



ECONOMIC DEVELOPMENT

Administration

Incentives

Garner Revitalization Association

ECONOMIC DEVELOPMENT

The Economic Development Department consists of **Economic Development, Economic Incentives,** and the **Garner Revitalization Association.** The Economic Development Department is dedicated to improving the quality of life for the community by promoting Town of Garner assets, improving neighborhoods, and developing partnerships with citizens, other Town departments, boards and commissions, elected officials, State agencies, civic organizations, the Chamber of Commerce, and others. The Economic Development Department also serves as a liaison to the Garner Economic Development Corporation, which is redeveloping the former ConAgra site. It is the goal of the Economic Development department to foster a positive environment for existing and new businesses within Garner and those considering developing in, or relocating to the Garner community.

ECONOMIC DEVELOPMENT

In cooperation with the Garner Chamber of Commerce, this department designs and conducts a visibly aggressive program of business and industry recruitment, retention and revitalization. Activities and funding of the Garner Revitalization Association and Garner Chamber will be under the umbrella of this department.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	255941	271110	-	271110
Professional Services	1000	1000	-	1000
Operations and Maintenance	199886	131280	50000	181280
Capital Outlay	-	27000	-	27000
Totals	456827	430390	50000	480390

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Economic Development Director</u>	1	1	-	1
<u>Neighborhood Improvement Manager</u>	1	1	-	1
<u>Public Information Officer</u>	1	1	-	1
TOTALS	3	3	-	3

ECONOMIC DEVELOPMENT – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	218350	203578	192835	10743	105.57%
<u>Christmas Bonus</u>	450	450	450	-	100.00%
<u>Communication Specialist - DP</u> Communication Specialist Part-time (max 950 hrs)	19000	-	-	-	New
<u>Communication Specialist - DP</u> Com Specialist Christmas Bonus - DP	150	-	-	-	New
<u>Regular Salaries</u>	198750	203128	192385	10743	105.58%
Longevity - 510236	3114	3114	3058	56	101.83%
<u>Longevity</u>	3114	3114	3058	56	101.83%
FICA - 510500	16931	15812	13982	1830	113.09%
<u>Communication Specialist - DP</u> Comm Specialist - DP	1454	-	-	-	New
<u>Social Security</u>	15477	15812	13982	1830	113.09%
Group Insurance - 510600	26739	23712	22476	1236	105.50%
<u>Health, Dental, Life and</u>	26739	23712	22476	1236	105.50%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Disability Insurance</u>					
Retirement - 510700	24566	24894	23590	1304	105.53%
<u>Retirement and 401K</u>	24566	24894	23590	1304	105.53%
Professional Services - 521000	1000	1000	1000	-	100.00%
<u>Graphic Artist</u> Monies to be used by PIO in creating town wide brochures that are in compliance with the Communications Plan. Decreased based on actual expenditures.	500	500	500	-	100.00%
<u>Public Information Entry Fees</u> Fees to enter for awards or recognition.	500	500	500	-	100.00%
Postage - 521100	867	1867	-	1867	New
<u>Postage</u> Increase reflects additional mailings to residents - budget in brief & property tax increase notice.	867	1867	-	1867	New
Telephone - 521150	2280	2280	1908	372	119.50%
<u>Cell Phones</u>	2280	2280	1908	372	119.50%
Printing - 521200	5000	3000	9000	-6000	33.33%
<u>Brochures</u>	5000	3000	9000	-6000	33.33%
Travel and Training - 521400	12100	12100	12100	-	100.00%
<u>Economic Development Director</u> NCEDA State Conference Registration - \$550 Meals - \$150 Room - \$600	5600	5600	5600	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
UNC SOG Economic workshops (2) Registration - \$150 each Building/Zoning Certificates Continuing Ed Credits \$110 per class times 5 (\$550.00) CECD Certification Re-Exam -IEDC Registration - \$175 Air - \$350 Meals - \$100 Room - \$300 International Economic Development Council Annual Conference Registration - \$700 (San Antonio, TX) Room - \$600 Air - \$400 Meals - \$150 IEDC - BRE Forum Registration - \$300 Meals - \$100 Room - \$275					
<u>Mileage Allowance</u> Economic Development Director	3300	3300	3300	-	100.00%
<u>Neighborhood Improvement Manager</u> Workshops and classes Zoning certification	1000	1000	1000	-	100.00%
<u>Public Information Officer</u> NC3C mid-annual conference \$400 3CMA Conference \$1,600 2 Misc. classes/workshops	2200	2200	2200	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
\$200					
Business Recruitment - 521440	9348	10848	5348	5500	202.84%
<u>Conferences</u> International Bio Conference W/NCBIO, NCDOC, WCEDC, RTRP - Based on reorganization at WCEDC and City of Raleigh, we cannot be guaranteed free room and deep discounted registration fees. We will have to have more cost share in these events.	4000	2000	1500	500	133.33%
<u>Garner Technology Site Initiative</u> GEDC will pay 1/2 of all cost associated with direct marketing of their site. Anticipate funding in the amount of \$5000. In partnership with GEDC and WCEDC, we would make direct client visits and/or site selection/brokerage firm visits across the United States making presentations on the benefits of this site and our other industrial sites particularly Greenfield North and South. These firms would be in the targeted clusters for Wake County and Garner. We would also try and partner with other agencies attending Site Selection Forums to help promote Garner and the Garner	-	5000	-	5000	New

	Requested	Recommended	Last Year	Difference	% Diff
<p>Technology Center Site. It is possible with the new EDC being formed to replace Commerce; other opportunities may be present during the year to partner on the State level as well.</p> <p>In order be proactive instead of reactive, we will need to work to increase our presence in the area of site selectors and developers. It will allow a better opportunity in finding a client for this site and other sites in Garner. Either case it increases our odds of replacing the lost tax base from the GTCS and increasing tax base at the existing industrial sites in Garner. It is all about relationships.</p> <p>Currently, relying only on RTRP, NC BIO and NC Commerce for leads, even though it helps in our recruiting efforts, we have to realize we are just one parcel of all that are trying to market. Plus who else can sell our community better than we can.</p> <p>It helps to meet a goal of the Council in shifting more of our tax base split to commercial.</p>					
<u>Meals for business meetings and clients</u>	1800	1800	1800	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Recruiting with RTRP and WCEDC</u> Due to reorganization within WCEDC and RTRP, we will have to pay more in our cost sharing expenses. i.e. CED Lunch and Learns \$100 more, CED Life Science \$375 more, NC DATA Jam \$50 more, NC DATApolooza \$50 more, RTRP STATE of Region \$ 50 more,	2500	1000	1000	-	100.00%
<u>TCAR/Tacquire - Real Estate Search Data - Annual Service</u> Wake County EDC switched to TCAR/Tacquire for this service. WCEDC is the primary account holder and with their fees, requires an annual user fee as an affiliate user. Our cost share is \$1,048.	1048	1048	1048	-	100.00%
Development Assistance - 521455	5500	5000	4800	200	104.17%
<u>Neighborhood Improvement Program</u> Neighborhood meetings and recruitment outings	1000	1000	1000	-	100.00%
<u>Neighborhood Stabilization Program</u> The program for assistance offers a match up to \$700 and with the increased membership and promotion, we would anticipate increased requests. We currently have 26 associations/HOAs recognized in the program.	3500	3000	2800	200	107.14%

	Requested	Recommended	Last Year	Difference	% Diff
Therefore, a requested increase in funding for this line item.					
<u>Site Design Assistance Client TBD</u>	1000	1000	1000	-	100.00%
Auto Maintenance & Repair - 521700	1000	300	450	-150	66.67%
<u>Jeep 130</u> Based on information provided by the Public Works Fleet Division, if the vehicle is not approved for an upgrade, then work needs to be done to the vehicle.	1000	300	450	-150	66.67%
Equipment Rental - 522100	144	144	-	144	New
<u>Copier Lease Agreement</u> Copier and printer lease agreement moved to departments based on location.	144	144	-	144	New
Advertising - 522600	23000	13000	43000	-30000	30.23%
<u>AAC signs</u> These will be purchased in this fiscal year.	-	-	-	-	New
<u>Strategic Marketing Ads</u> Marketing the good news for Garner and selling our image. Continuing to build on the AAC win and other key initiatives for the town. Plus in the 2014/2015 budget year, gateway signs for AAC replacement at \$5000	10000	-	-	-	New
<u>Targeted advertising in trade publications</u>	2500	2500	2500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Anticipated revenue of \$1,250 to offset cost.					
<u>Visit Raleigh - Town of Garner</u> Major insert in the Visit Raleigh Web, and printed brochures. The ad, which normally costs \$12,000, is discounted by \$8,000. We anticipate being able to continue this discount.	4000	4000	4000	-	100.00%
<u>Weekly Ad in Indy Week</u> 52 ads (1/2 black and white, 1/2 color) focused on GPAC, Broadway Voices, and PRCR events.	6500	6500	6500	-	100.00%
Fuel - 523100	811	800	800	-	100.00%
<u>Jeep 130</u> 246 gallons @ 3.25	811	800	800	-	100.00%
Departmental Supplies - 523300	6000	6000	3500	2500	171.43%
<u>Garner 101 Academy</u> Monies for annual Garner 101 Class supplies, meals, graduation.	5000	5000	-	5000	New
<u>Miscellaneous office supplies/other support</u>	1000	1000	1000	-	100.00%
Promotional Supplies - 523540	2000	1600	2000	-400	80.00%
<u>Promotional Supplies</u> Magnets, pens, key chains, neighborhood banners, signs, glasses, etc.	2000	1600	2000	-400	80.00%
Contract Services - 524300	115680	122166	115680	6486	105.61%
<u>Certified Site Designation - DP</u>	50000	50000	50000	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Will receive half of the cost from Wake County and if all funds are not carried over then the available new dollars can work toward a second certified site.					
<u>Economic Development Analysis and Consulting Services</u> 15/hour * 100 hours Miscellaneous Consulting Services	2500	9000	2500	6500	360.00%
<u>PEG TV Media Partnership</u> This is a pass through from the State to our contract Partner PEG Media Partners. Based on Information from Finance the amount anticipated this year is \$62,692.	63180	63166	63180	-14	99.98%
Dues and Subscriptions - 525300	3867	2175	1300	875	167.31%
<u>Dues and Subscriptions</u> Business North Carolina - \$30 Preservation North Carolina - \$50 Misc. Dues and Subscriptions - \$130 NCEDA (North Carolina Economic Developers Association) - \$200 IEDC \$385 News and Observer \$243 Toastmasters NIM \$132 NC3C (North Carolina City and County Communicators Assoc.)- \$50 CED (NC Center for Entrepreneurial	3867	2175	1300	875	167.31%

	Requested	Recommended	Last Year	Difference	% Diff
Development) - \$200 3CMA (City-County Communications and Marketing Assoc. NATIONAL) - \$400 NCAZO- NIM EDD - \$100 TBJ - \$90 Tri Commercial Association of Realtors \$300 Town Membership and Monthly Dues for Capital City Club \$1692 - moved to Town Council Budget					
Vehicle - 537410	27000	27000	-	27000	New
<u>130 Replacement</u>	27000	27000	-	27000	New
GRAND DIVISION TOTALS	505297	480390	456827	23563	105.16%

ECONOMIC INCENTIVES

The **Economic Development Incentive** Policy's purpose is to enhance the Town of Garner's Economic Development program by authorizing the Town Council to make appropriations to aid and encourage new industrial, manufacturing, warehousing, distribution, flex space, office facility or park locations, mixed-use retail and expansions of existing industrial projects for Garner.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	140000	25500	-	25500
Capital Outlay	-	-	-	-
Totals	140000	25500	-	25500

ECONOMIC INCENTIVES – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Economic Incentives - 521450	25500	25500	140000	-114500	18.21%
<u>Greenfield North</u> Based on actual incentives paid in FY 2012-2013. Payments end after FY 14 taxes are paid.	-	-	140000	-140000	0.00%
<u>Strategic Behavioral Health</u> Based on incentive agreement	25500	25500	-	25500	New
GRAND DIVISION TOTALS	25500	25500	140000	-114500	18.21%

GARNER REVITALIZATION ASSOCIATION

The mission of the **Garner Revitalization Association (GRA)** is to foster and support the development of the Downtown/North Garner area as a vibrant business, residential, entertainment and cultural center through appropriate revitalization, redevelopment and preservation activities in partnership with government and private organizations. Since being formed by the Town of Garner in 2005, GRA has achieved a number of accomplishments and milestones including development of the Historic Downtown Garner Plan, acceptance in the North Carolina Main Street Program and accreditation by the National Main Street Center in both 2011 and 2012.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	85000	92000	-	92000
Capital Outlay	-	-	-	-
Totals	85000	92000	-	92000

GARNER REVITALIZATION ASSOCIATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Garner Revitalization Assn - 524345	95000	92000	85000	7000	108.24%
<u>Garner Revitalization Association</u>	95000	92000	85000	7000	108.24%
GRAND DIVISION TOTALS	95000	92000	85000	7000	108.24%

ECONOMIC DEVELOPMENT DEPARTMENT
Economic Development Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	167,504	164,934	175,626	174,887	192,835	218,350	203,578
510210	Salaries - Overtime	-	-	-	-	-	-	-
510236	Longevity	-	-	-	-	3,058	3,114	3,114
510500	FICA	12,380	11,839	12,626	12,578	13,982	16,931	15,812
510600	Group Insurance	15,806	18,444	19,943	18,878	22,476	26,739	23,712
510700	Retirement	16,663	17,694	21,006	19,809	23,590	24,566	24,894
521000	Professional Services	350	1,910	585	-	1,000	1,000	1,000
521100	Postage	-	-	-	-	-	867	1,867
521150	Telephone	-	-	-	-	1,908	2,280	2,280
521200	Printing	2,258	9,962	1,598	940	12,000	5,000	3,000
521400	Travel and Training	4,345	8,241	16,609	11,652	12,100	12,100	12,100
521440	Business Recruitment	4,402	5,487	3,528	3,364	6,348	9,348	10,848
521455	Development Assistance	28	2,525	3,783	4,959	3,800	5,500	5,000
521700	Auto Maintenance & Repair	-	-	448	247	450	1,000	300
522100	Equipment Rental	-	-	-	-	-	144	144
522600	Advertising	5,993	993	6,500	5,000	43,000	23,000	13,000
523100	Fuel	-	-	267	712	800	811	800
523300	Departmental Supplies	1,590	1,135	3,589	3,830	3,500	6,000	6,000
523540	Promotional Supplies	2,349	1,807	293	5,557	2,000	2,000	1,600
524300	Contract Services	4,113	2,028	525	525	115,680	115,680	122,166
524340	Chamber of Commerce	-	-	-	33,375	-	-	-
524345	Garner Revitalization Assn	75,000	75,000	75,000	85,000	-	-	-
525300	Dues and Subscriptions	1,354	665	1,597	2,737	1,300	3,867	2,175
537410	Vehicle	-	-	-	-	-	27,000	27,000
4500 Total		\$314,135	\$322,663	\$343,523	\$384,050	\$459,827	\$505,297	\$ 480,390

ECONOMIC DEVELOPMENT DEPARTMENT
Economic Incentives Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
521450	Economic Incentives	209,295	312,351	-	282,476	140,000	25,500	25,500
4550 Total		\$209,295	\$312,351	\$ -	\$282,476	\$140,000	\$ 25,500	\$ 25,500

**ECONOMIC DEVELOPMENT DEPARTMENT
Garner Revitalization Association Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
524345	Garner Revitalization Assn	-	-	-	85,000	85,000	95,000	92,000
4510 Total		\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000	\$ 95,000	\$ 92,000



PLANNING
Administration
Land Use Permits and Enforcements
Community Planning and Appearance

PLANNING DEPARTMENT

The Planning Department serves as technical advisor to the Town Manager and Town Council on growth and development matters. The Planning Department consists of **Administration**, **Land Use Permits and Enforcement**, and **Community Planning and Appearance**. The Planning Department prepares growth management policies, land use, transportation and housing plans, demographic analysis, and maintains GIS maps. It assists residents and developers with zoning, annexation, development plan reviews, sign permits, temporary use permits, and zoning compliance permits. The Planning Department provides staff support to the Garner Planning Commission and the Garner Board of Adjustment.

PLANNING ADMINISTRATION

The **Planning Administration** Division manages the general operations of the department and consists of the Director and Senior Administrative Support Specialist. The Director is responsible for supervising personnel, developing goals, designing work programs and setting priorities regarding work tasks within the department. The Director also provides technical planning assistance to the Town Manager, Town Council and Planning Commission. Administration staff is also responsible for receiving permit applications assuring conformance with all applicable State Statutes and Garner Unified Development Ordinance requirements regarding public notification. Departmental budget preparation is generated within this division, with input from other planning divisions. The budget is administered by the Administration Division.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	221933	212289	50364	262653
Professional Services	28000	3000	-	3000
Operations and Maintenance	50252	58433	30879	89312
Capital Outlay	-	-	-	-
Totals	300185	273722	81243	354965

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Assistant Planning Director</u>	-	-	1	1
<u>Planning Director</u>	1	1	-	1
<u>Senior Administrative Support Specialist</u>	1	1	-	1
TOTALS	2	2	1	3

PLANNING ADMINISTRATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	236636	197472	167499	29973	117.89%
<u>Assistant Planning Director - DP</u> Annual salary would be \$57,866. October 22nd start date.	77000	37836	-	37836	New
<u>Assistant Planning Director - DP</u> Ast. Planning Director - Christmas Bonus	150	150	-	150	New
<u>Christmas Bonus</u>	300	300	300	-	100.00%
<u>Regular Salaries</u>	159186	159186	167199	-8013	95.21%
Salaries - Overtime - 510210	600	-	-	-	New
<u>Sr. Admin Support Specialist</u> (\$20 x 1.5 hrs. x 20 meetings)	600	-	-	-	New
Salaries - Temporary - 510220	2400	1600	1600	-	100.00%
<u>Sr. Admin. Support Specialist</u>	800	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
(20 hrs. x \$20 hr. x 2 weeks)					
<u>Temp for Storage File Scanning (\$19.50 x 2 weeks)</u> Temporary Staff to scan archive files at Pearl St. approx. 2 weeks @ \$20/hour	1600	1600	1600	-	100.00%
Longevity - 510236	6046	6046	7046	-1000	85.81%
<u>Longevity</u>	6046	6046	7046	-1000	85.81%
FICA - 510500	18058	15061	12303	2758	122.42%
<u>Assistant Planning Director - DP</u> Asst. Planning Director -DP	5891	2894	-	2894	New
<u>Social Security</u>	12167	12167	12303	-136	98.89%
Group Insurance - 510600	27284	17925	12454	5471	143.93%
<u>Assistant Planning Director - DP</u> Ast. Planning Director -DP	9055	4879	-	4879	New
<u>Health, dental, life and disability insurance</u>	18229	13046	12454	592	104.75%
Retirement - 510700	29480	24549	21031	3518	116.73%
<u>Assistant Planning Director - DP</u> Ast. Planning Director	9371	4605	-	4605	New
<u>Retirement and 401(k)</u>	20109	19944	21031	-1087	94.83%
Professional Services - 521000	3000	3000	28000	-25000	10.71%
<u>Consultation</u> As needed	3000	3000	3000	-	100.00%
Postage - 521100	1410	1410	-	1410	New
<u>Postage</u> Moved postage to departments based on usage.	1410	1410	-	1410	New
Telephone - 521150	1272	1113	636	477	175.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Assistant Planning Director - DP</u> Cell Phone for Asst. Planning Director	636	477	-	477	New
<u>Cell Phones</u>	636	636	636	-	100.00%
Printing - 521200	11170	5670	9660	-3990	58.70%
<u>Business Cards</u>	170	170	160	10	106.25%
<u>Draft Transit Standards</u> Estimated 30 books @ \$175 each	-	-	3000	-3000	0.00%
<u>Draft UDO Design Guidelines</u> Request Estimated 30 books @ \$175 each	5250	2500	3000	-500	83.33%
<u>Final UDO Design Guidelines</u> Request Estimated 30 books @ \$175 each	5250	2500	3000	-500	83.33%
<u>Miscellaneous</u>	500	500	500	-	100.00%
Travel and Training - 521400	6966	5366	5386	-20	99.63%
<u>American Planning Association Natl. Conference</u> Location: Seattle, WA(Director) Registration: \$707 Lodging: 4 nights x \$275 per night = \$1100 Transportation: Airfare @ \$600 Meals: 5 Days @ \$50 per day = \$250	2650	2650	2400	250	110.42%
<u>Assistant Planning Director - DP</u> Ast. Planning Director - DP	680	680	-	680	New
<u>Miscellaneous meeting mileage</u> 100 miles x .565/mile	56	56	56	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Miscellaneous Support Committee meetings</u>	500	500	500	-	100.00%
<u>N.C. Planning Association Annual Conference</u> Location: Durham, NC (Director) 2014 Registration: \$250 Lodging: 2 nights @ \$165 per night = \$330 Meals: 2 Days @ \$50 per day = \$100	680	680	680	-	100.00%
<u>UDO Design Guideline Steering Committee</u> 15 people @ \$20 each x 8 meetings Recommended \$100 X 8 meetings	2400	800	1750	-950	45.71%
Auto Maintenance & Repair - 521700	800	700	600	100	116.67%
<u>Ford Taurus</u>	300	300	400	-100	75.00%
<u>Full Service Car Wash</u> 2/year @ \$50	100	100	100	-	100.00%
<u>Impala</u>	300	300	100	200	300.00%
<u>Misc. fluids</u>	100	-	-	-	New
Equipment Rental - 522100	12780	12780	-	12780	New
<u>Copier Lease Agreement</u> Copier and printer lease agreement divided by department based on allocation.	12780	12780	-	12780	New
Fuel - 523100	1815	1787	1490	297	119.93%
<u>Ford Taurus</u> 200 gallons @ \$3.25/gallon	660	650	490	160	132.65%
<u>Impala</u> 350 gallons @ \$3.25/gallon	1155	1137	1000	137	113.70%

	Requested	Recommended	Last Year	Difference	% Diff
Departmental Supplies - 523300	1200	1200	1200	-	100.00%
<u>General Supplies</u>	1200	1200	1200	-	100.00%
Non Capital Equipment - 523399	2300	2300	-	2300	New
<u>Assistant Planning Director - DP</u> Computer etc.	2300	2300	-	2300	New
Building Façade Grant Program - 524205	10000	5000	5300	-300	94.34%
<u>Building Façade Grant - Improvements</u> Improvements to Downtown Building Facades	4000	5000	5300	-300	94.34%
<u>Downtown Façade Grant - DP</u>	6000	-	-	-	New
Contract Services - 524300	63416	48916	23366	25550	209.35%
<u>Share CAMPO dues</u> Per Richard Epps email, estimated 2014-2015 Garner share	14847	14847	11936	2911	124.39%
<u>UDO - American Legal Publishing</u> 2012 Estimate: \$600/yr. = Web Hosting/Maintenance / CD updates + approx. annual update cost for estimated 4 supplements/year (2% increase per contract)	7069	7069	6930	139	102.01%
<u>Updated Topo Maps (Wake County)</u> Paid for in current year.	4500	-	4500	-4500	0.00%
<u>Wayfinding Sign Program, Phase II - DP</u>	10000	-	-	-	New
<u>Welcome to Garner Sign US</u>	15000	15000	-	15000	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>401 South - DP</u>					
<u>Welcome to Garner US 70 West - DP</u>	12000	12000	-	12000	New
Dues and Subscriptions - 525300	3070	3070	2614	456	117.44%
<u>American Planning Association - Planning Director</u>	227	227	225	2	100.89%
<u>APA - Commission Membership dues</u> 7 Commission members (\$120 admin. fee + \$70 nat. dues)	610	610	530	80	115.09%
<u>APA AICP Membership - Planning Director</u>	141	141	140	1	100.71%
<u>Assistant Planning Director - DP</u> Asst. Planning Director	422	422	-	422	New
<u>NC Chapter APA - Planning Director</u>	54	54	50	4	108.00%
<u>NCAPA - Commission Membership dues</u> 7 members \$12.15 each	85	85	84	1	101.19%
<u>New Urban News</u>	127	127	120	7	105.83%
<u>Newspapers</u>	-	-	75	-75	0.00%
<u>Planning Advisory Service - Commission subscriptions</u>	914	914	905	9	100.99%
<u>The Zoning Practice</u>	101	101	100	1	101.00%
<u>Triangle Business Journal</u>	106	106	105	1	100.95%
<u>Urban Land Institute</u>	283	283	280	3	101.07%
GRAND DIVISION TOTALS	439703	354965	300185	54780	118.25%

LAND USE PERMITS AND ENFORCEMENT

Staff in **Land Use Permits and Enforcement** division review land-use development applications for compliance with the Comprehensive Growth Plan, Unified Development Ordinance (UDO) and other applicable laws and regulations. In this capacity, the staff provides support to the Planning Commission and Town Council. The Senior Planner is assigned to this program function. Enforcement Planning works directly with the public assisting with general information regarding the Unified Development Ordinance. In carrying out these duties, staff investigates complaints from the general public regarding violations of the Ordinance and monitors them for compliance. Staff conducts special projects to improve compliance and enforce penalty provisions of the UDO through cooperation with the Town Attorney. Staff also assist with the interpretation and review of the Ordinance, administer zoning compliance permits, building permits and provide support to the Board of Adjustment. The Enforcement Planner is assigned to this function.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	168436	177235	-	177235
Professional Services	-	-	-	-
Operations and Maintenance	8606	8085	-	8085
Capital Outlay	10000	-	-	-
Totals	187042	185320	-	185320

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Planner II (Enforcement)</u>	1	1	-	1
<u>Senior Planner</u>	1	1	-	1
TOTALS	2	2	-	2

LAND USE PERMITS AND ENFORCEMENT – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	132484	133540	128275	5265	104.10%
<u>Christmas Bonus</u>	300	300	300	-	100.00%
<u>Regular Salaries</u>	132184	133240	127975	5265	104.11%
Longevity - 510236	2766	2766	2704	62	102.29%
<u>Longevity</u>	2766	2766	2704	62	102.29%
FICA - 510500	10347	10428	9301	1127	112.12%
<u>Social Security</u>	10347	10428	9301	1127	112.12%
Group Insurance - 510600	15867	14084	12383	1701	113.74%
<u>Health, dental and life insurance</u>	15867	14084	12383	1701	113.74%
Retirement - 510700	16424	16417	15773	644	104.08%
<u>Retirement and 401(k)</u>	16424	16417	15773	644	104.08%
Telephone - 521150	840	840	840	-	100.00%
<u>Cell Phones</u>	840	840	840	-	100.00%
Printing - 521200	170	170	160	10	106.25%
<u>Business Cards</u> 2 planners @ \$85 each	170	170	160	10	106.25%
Travel and Training - 521400	3566	2865	2865	-	100.00%
<u>In-House Board of Adjustment Training</u> 16 attendees @ \$20 per meal	320	-	390	-390	0.00%
<u>Low Impact Development Course @ NCSU</u> Enforcement Planner	275	-	275	-275	0.00%
<u>Miscellaneous</u> Includes In-house Board of Adjustments Training, Low	101	515	100	415	515.00%

	Requested	Recommended	Last Year	Difference	% Diff
Impact Development Course @ NCSU for the enforcement planner and other miscellaneous seminars					
<u>NC Chapter - ASLA</u> Charlotte or Coast location Attending: Senior Planner Registration = \$250 Lodging: 2 nights @ \$165 per night = \$330 Meals: \$50 / 2 days = \$100	680	550	650	-100	84.62%
<u>NC Planning Association Annual Conference - Durham</u> Registration: \$250 Transportation: Town vehicle Lodging: \$165 per night (2 nights) Meals: (2 days @ \$50)	680	550	-	550	New
<u>Urban Design Course</u> Senior Planner	150	150	150	-	100.00%
<u>Zoning Officials Conference</u> Attending: Enforcement Planner Duration 2 Nights and 3 Days Registration = \$250 Lodging: 2 nights @ \$165 per night = \$330 Meals: \$50 / 2 days = \$100	680	550	650	-100	84.62%
<u>Zoning Officials Winter Conference</u> Attending: Enforcement Planner Duration 2 Nights and 3 Days Registration = \$250 Lodging: 2 nights @ \$160 per night = \$330 Meals: \$50 / 2 days = \$100	680	550	650	-100	84.62%

	Requested	Recommended	Last Year	Difference	% Diff
Auto Maintenance & Repair - 521700	500	400	1100	-700	36.36%
<u>Caprice</u>	-	-	1000	-1000	0.00%
<u>Car Wash Services</u> 2 x \$50 each	100	100	100	-	100.00%
<u>Ford Fusion #199</u>	300	300	-	300	New
<u>Misc additivies & fluids</u>	100	-	-	-	New
Recording Fees - 522530	208	208	189	19	110.05%
<u>Board of Adjustment Cases</u> 8 cases @ approx \$26 each	208	208	189	19	110.05%
Advertising - 522600	1260	1260	1000	260	126.00%
<u>Miscellaneous Advertising</u> Per NCGS-Annexation cases must be advertised in the newspaper 10 cases @ \$82 each, per quote from Garner Cleveland Record on 1/6/14 plus 1% increase street closing \$110 run 4 weeks	1260	1260	1000	260	126.00%
Fuel - 523100	660	975	975	-	100.00%
<u>Caprice</u> 300 gallons @ \$3.25/gallon	-	-	975	-975	0.00%
<u>Fusion Operating Costs</u> 300 gallons @ \$3.25	660	975	-	975	New
Departmental Supplies - 523300	250	250	250	-	100.00%
<u>Miscellaneous Supplies</u>	250	250	250	-	100.00%
Dues and Subscriptions - 525300	1117	1117	1227	-110	91.04%
<u>AICP dues - Enforcement Planner</u>	127	127	126	1	100.79%
<u>American Planning Association - Enforcement</u>	202	202	200	2	101.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Planner</u>					
<u>American Society of Landscape Architects - Senior Planner</u>	352	352	349	3	100.86%
<u>APA Zoning News</u>	111	111	110	1	100.91%
<u>NC APA - Enforcement Planner</u>	54	54	53	1	101.89%
<u>NC Association of Landscape Architects - Senior Planner</u>	117	117	116	1	100.86%
<u>NC Zoning Officials - Enforcement Planner</u>	54	54	53	1	101.89%
<u>Reference Handbooks - Senior Planner</u>	100	100	220	-120	45.45%
Vehicle - 537410	-	-	10000	-10000	0.00%
<u>Replacement Vehicle - Land Use & Permits</u> Cost to purchase a replacement vehicle for Caprice.	-	-	10000	-10000	0.00%
GRAND DIVISION TOTALS	186459	185320	187042	-1722	99.08%

COMMUNITY PLANNING AND APPEARANCE

Community Planning and Appearance staff provide support for decision-making on general planning issues. Staff assists with long-range comprehensive planning analysis, special studies and reports, annexation reports, ETJ studies, address assignments, and other special projects. Staff also reviews rezoning petitions for compliance with the Comprehensive Growth Plan and ensures maintenance of all GIS databases, including an accurate and updated GIS Future Growth Map and GIS Zoning Map. The Senior Planner is assigned to this program function. Community Appearance staff is responsible for assisting with decisions regarding the community's appearance. Staff submits grant proposals and oversees their administration, provides design assistance for special Town Projects, and reviews new development requests for compliance with community appearance regulations. The Planner II (Urban Design Specialist) position is assigned to this program function.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	93624	100626	30012	130638
Professional Services	-	-	-	-
Operations and Maintenance	3684	7389	-	7389
Capital Outlay	-	-	-	-
Totals	97308	108015	30012	138027

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Planner II</u>	-	-	1	-
<u>Senior Planner</u>	1	1	-	1
TOTALS	1	1	1	1

**COMMUNITY PLANNING AND APPEARANCE – RECOMMENDED
LINE ITEMS**

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	136118	103858	70952	32906	146.38%
<u>Christmas Bonus</u>	150	150	150	-	100.00%
<u>Planner II - DP</u> \$27,740 is being recommended for additional part-time inspections services. \$29.20/hr. @ 950 hours = \$27,740	60000	27740	-	27740	New
<u>Planner II - DP</u> Planner II - Christmas Bonus DP	150	150	-	150	New
<u>Regular Salaries</u>	75818	75818	70802	5016	107.08%
Longevity - 510236	2654	2654	2478	176	107.10%
<u>Longevity</u>	2654	2654	2478	176	107.10%
FICA - 510500	10605	8137	5145	2992	158.15%
<u>Planner II - DP</u> Planner II - DP	4590	2122	-	2122	New
<u>Social Security</u>	6015	6015	5145	870	116.91%
Group Insurance - 510600	16389	6517	6204	313	105.05%
<u>Health, dental, life and disability insurance</u>	7334	6517	6204	313	105.05%
<u>Planner II - DP</u> Planner II - DP	9055	-	-	-	New
Retirement - 510700	16852	9472	8845	627	107.09%
<u>Planner II - DP</u> Planner II - DP	7302	-	-	-	New
<u>Retirement and 401(k)</u>	9550	9472	8845	627	107.09%
Printing - 521200	170	170	80	90	212.50%
<u>Business cards</u> 2 planners @ \$85	170	170	80	90	212.50%

	Requested	Recommended	Last Year	Difference	% Diff
Travel and Training - 521400	1712	1712	1033	679	165.73%
<u>AICP Webinars - Senior Planner CEU credits</u> Continuing education credits required to maintain AICP status	152	152	150	2	101.33%
<u>Miscellaneous Travel / Mileage</u>	200	200	200	-	100.00%
<u>NC APA Annual Conference</u> Durham, NC (Senior Planner) Registration = \$250 Lodging: 2 nights @ \$165 per night Meals: 2 days @ \$50 Transportation: Town Car	680	680	683	-3	99.56%
<u>NC ASLA - Annual Conference</u> Charlotte or Coast location Attending: Urban Design Specialist Registration: \$250 Lodging: 2 nights @ \$160 Meals: 2 days @ \$50 Transportation: Town Vehicle	680	680	-	680	New
Departmental Supplies - 523300	1586	1586	1408	178	112.64%
<u>Plotter Cartridges</u> 6 cartridges & head cleaners @ \$220 1x/year=\$1320 6 head cleaners @ \$155 x 6 = \$930 divided by 3 departments	796	796	788	8	101.02%
<u>Plotter Paper shared by 3 departments</u> 5 rolls 36" @ \$35 ea. & 5 rolls 42" @ \$44 ea. 2x year	790	790	620	170	127.42%
Non Capital Equipment - 523399	2300	2300	-	2300	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>New workstation</u> New workstation for Urban Design Specialist	2300	2300	-	2300	New
Visual Image Program Supplies - 523520	300	300	600	-300	50.00%
<u>Plaques</u> 6 x \$50 each Sign install done by Public Works	300	300	300	-	100.00%
<u>Sign Installation</u> Sign install by Public Works	-	-	300	-300	0.00%
Dues and Subscriptions - 525300	1321	1321	563	758	234.64%
<u>AICP dues - Urban Design Specialist</u>	148	148	-	148	New
<u>AICP dues- Senior Planner</u>	148	148	147	1	100.68%
<u>American Planning Association - Senior Planner</u> National and State dues	278	278	247	31	112.55%
<u>APA - Chapter Dues- Senior Planner</u>	-	-	53	-53	0.00%
<u>APA Dues - Urban Design Specialist</u> National and State dues	278	278	-	278	New
<u>ASLA - Urban Design Specialist</u> National dues	352	352	-	352	New
<u>Miscellaneous</u> Miscellaneous - Catalogs/Reference Materials	-	-	116	-116	0.00%
<u>NCASLA</u> State dues	117	117	-	117	New
GRAND DIVISION TOTALS	190007	138027	97308	40719	141.85%

**PLANNING DEPARTMENT
Administration Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	159,450	160,030	160,922	168,454	167,499	236,636	197,472
510210	Salaries - Overtime	-	-	-	-	-	600	-
510220	Salaries - Temporary	-	-	-	-	1,600	2,400	1,600
510236	Longevity	-	-	-	-	7,046	6,046	6,046
510500	FICA	10,886	10,918	11,202	12,041	12,303	18,058	15,061
510600	Group Insurance	10,971	11,864	11,766	11,575	12,454	27,284	17,925
510700	Retirement	15,886	18,403	19,290	19,132	21,031	29,480	24,549
521150	Telephone	-	-	-	-	636	1,272	1,113
52110	Postage	-	-	-	-	-	1,410	1,410
522100	Equipment Rental	-	-	-	-	-	12,780	12,780
521000	Professional Services	64,062	45,503	3,247	-	85,635	3,000	3,000
521200	Printing	1,175	3,872	150	-	9,660	11,170	5,670
521400	Travel and Training	4,231	2,974	4,668	2,343	5,386	6,966	5,366
521600	Equipment Maintenance & Repair	-	343	-	-	-	-	-
521700	Auto Maintenance & Repair	9	29	449	100	600	800	700
523100	Fuel	377	466	1,168	1,254	1,490	1,815	1,787
523300	Departmental Supplies	742	470	433	781	1,200	1,200	1,200
524205	Downtown Façade Grants	-	-	-	-	5,300	10,000	5,000
523525	Garner Road Grant Program	24,885	596	-	-	-	-	-
523399	Non Capital Equipment	-	-	-	-	-	2,300	2,300
524300	Contract Services	123,183	15,781	11,385	2,189	36,157	63,416	48,916
525300	Dues and Subscriptions	3,075	729	1,051	1,728	2,614	3,070	3,070
525700	Miscellaneous	-	-	-	-	-	-	-
4610 Total		\$418,933	\$271,977	\$225,731	\$219,598	\$370,611	\$439,703	\$ 354,965

PLANNING DEPARTMENT
Land Use Permits and Enforcement Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	109,537	132,426	134,586	122,969	128,275	132,484	133,540
510210	Salaries - Overtime	-	84	-	-	-	-	-
510236	Longevity	-	-	-	-	2,704	2,766	2,766
510500	FICA	8,319	10,042	10,002	9,058	9,301	10,347	10,428
510600	Group Insurance	8,878	11,786	11,690	11,577	12,383	15,867	14,084
510700	Retirement	10,916	15,218	16,112	13,595	15,773	16,424	16,417
521150	Telephone	-	-	-	-	840	840	840
521200	Printing	75	-	-	10	160	170	170
521400	Travel and Training	525	975	995	609	2,865	3,566	2,865
521700	Auto Maintenance & Repair	340	1,135	349	167	1,100	500	400
522530	Recording Fees	20	91	52	157	189	208	208
522600	Advertising	2,399	2,047	1,382	292	1,000	1,260	1,260
523100	Fuel	399	864	933	1,239	975	660	975
523300	Departmental Supplies	214	275	65	-	250	250	250
524300	Contract Services	-	3,100	-	-	53,900	-	-
525300	Dues and Subscriptions	395	996	1,927	831	1,227	1,117	1,117
537410	Vehicle	-	-	-	-	10,000	-	-
4620 Total		\$142,015	\$179,040	\$178,094	\$160,503	\$240,942	\$186,459	\$ 185,320

PLANNING DEPARTMENT
Community Planning and Appearance Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	93,320	68,077	69,460	71,262	70,952	136,118	103,858
510210	Salaries - Overtime	-	-	-	-	2,478	-	-
510236	Longevity	-	-	-	-	5,145	2,654	2,654
510500	FICA	7,146	5,214	5,319	5,458	6,204	10,605	8,137
510600	Group Insurance	7,722	5,906	5,856	5,660	8,845	16,389	6,517
510700	Retirement	9,260	7,803	8,304	8,074	-	16,852	9,472
521200	Printing	-	-	-	-	80	170	170
521400	Travel and Training	1,509	278	484	25	1,033	1,712	1,712
523300	Departmental Supplies	828	346	1,175	307	1,408	1,586	1,586
523520	Visual Image Program Supplie:	-	105	-	-	600	300	300
524300	Contract Services	-	81,947	5	50,163	-	-	-
537400	Equipment	-	-	-	-	-	2,300	2,300
525300	Dues and Subscriptions	350	395	395	410	563	1,321	1,321
4630 Total		\$120,134	\$170,071	\$ 90,998	\$141,359	\$ 97,308	\$190,007	\$ 138,027



INSPECTIONS

INSPECTIONS DEPARTMENT

The **Inspections Department** is responsible for the enforcement of State and local laws related to the construction of buildings and other structures; the installation of such facilities as plumbing systems, electrical systems, heating systems, refrigeration systems, and air conditioning systems; the maintenance of buildings and other structures in a safe, sanitary, and healthy condition; street addressing; and other related matters specified by the Town Council.

Under the direction of the Inspections Director, staff members receive permit applications, review building plans and specifications, issue or deny permits, make all necessary inspections, issue or deny Certificates of Compliance (COCs), issue orders to correct violations, keep records, and take other action as necessary to adequately enforce the building codes. In addition to inspecting new buildings and renovations, staff of this program also enforces the Minimum Housing Code and conduct periodic inspections of existing buildings. The Department enforces and maintains the Rental Registration Program.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	705072	710363	28785	739148
Professional Services	-	-	-	-
Operations and Maintenance	26109	27155	2080	29235
Capital Outlay	10000	-	-	-
Totals	741181	737518	30865	768383

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Building & Plumbing Inspector</u>	1	1	1	1
<u>Chief Inspector</u>	1	1	-	1
<u>Inspections Director</u>	1	1	-	1
<u>Minimum Housing/ Code Enforcement</u>	1	1	-	1
<u>Permit Specialists</u>	1.5	1.5	-	1.5
<u>Senior Fire Inspector</u>	1	1	-	1
<u>Senior Mechanical/Elec. Inspector</u>	1	1	-	1
TOTALS	7.5	7.5	1	7.5

INSPECTIONS DEPARTMENT – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	570306	525408	497510	27898	105.61%
<u>Senior Building\Plumbing Inspector - DP</u> \$26,600 is being recommended for additional part-time inspections services. \$28.00/hr. @ 950 hours = \$26,600	52170	26600	-	26600	New
<u>Senior Building\Plumbing Inspector - DP</u> Christmas Bonus - DP	150	150	-	150	New
<u>Christmas Bonus</u>	1275	1275	1125	150	113.33%
<u>Regular Salaries</u>	516711	497383	496385	998	100.20%
Salaries - Overtime - 510210	2402	2310	2310	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Inspectors</u> 2 Insp. - 7 weeks for 3 hours @ 55.00 100% reimbursed by revenue from businesses.	2402	2310	2310	-	100.00%
Salaries - Temporary - 510220	31484	31484	30695	789	102.57%
<u>Fire Inspector Part-time</u> @ \$26.99 Hr. Must stay within 999 hours in order to not receive benefits.	26964	26964	26175	789	103.01%
<u>Part Time Building Inspector</u> \$28.25 @ 160 hours	4520	4520	4520	-	100.00%
Longevity - 510236	18546	18529	18001	528	102.93%
<u>Longevity</u>	18546	18529	18001	528	102.93%
FICA - 510500	47564	44125	38599	5526	114.32%
<u>Senior Building\Plumbing Inspector - DP</u> Senior Inspector - DP	3991	2035	-	2035	New
<u>Social Security</u>	43573	42090	38599	3491	109.04%
Group Insurance - 510600	70612	54577	55592	-1015	98.17%
<u>Senior Building\Plumbing Inspector - DP</u> Sr. Building Inspector - DP	9055	-	-	-	New
<u>Health, dental, life and disability insurance</u>	61557	54577	55592	-1015	98.17%
Retirement - 510700	71761	62715	62365	350	100.56%
<u>Senior Building\Plumbing Inspector - DP</u> Senior Inspector - DP	6349	-	-	-	New
<u>Retirement and 401(k)</u>	65412	62715	62365	350	100.56%
Postage - 521100	1165	1165	-	1165	New
<u>Postage</u>	1165	1165	-	1165	New

	Requested	Recommended	Last Year	Difference	% Diff
Moved postage to departments based on usage. \$915 mail out for rental registration 500@.50=\$250					
Telephone - 521150	3156	3792	3156	636	120.15%
<u>Cell Phones</u> Increase of 636 is for department head phone. Sandy currently does not use.	3156	3792	3156	636	120.15%
Printing - 521200	580	580	500	80	116.00%
<u>Senior Building\Plumbing Inspector - DP</u> Business Cards	80	80	-	80	New
<u>Building Permit Cards & Business Cards</u> Additional Business Cards for part-timer	500	500	500	-	100.00%
Travel and Training - 521400	10851	8821	10181	-1360	86.64%
<u>Senior Building\Plumbing Inspector - DP</u> Continuing Education	670	-	-	-	New
<u>Administrative Professional Certificate Program</u> Permit Specialist	650	650	650	-	100.00%
<u>Administrative Professional Continuing Education</u>	-	-	-	-	New
<u>Continuing Education Courses</u> Building, Electrical, Plumbing, Mechanical 8 Inspectors @ various locations Lodging 4 Days @ \$85=\$340 Meals 3 days @ \$30=\$90	5360	4000	5360	-1360	74.63%

	Requested	Recommended	Last Year	Difference	% Diff
Registration \$240/ea.					
<u>Part-time Fire Inspector Mileage Reimbursement</u> 2,640 miles @ \$.565	1491	1491	1491	-	100.00%
<u>Training for new certifications</u> Certification 4 classes @ \$670	2680	2680	2680	-	100.00%
Equipment Maintenance & Repair - 521600	100	100	100	-	100.00%
<u>Miscellaneous Repairs (Testing Equipment, etc.)</u>	100	100	100	-	100.00%
Auto Maintenance & Repair - 521700	2500	2100	2000	100	105.00%
<u>Senior Building\Plumbing Inspector - DP</u> oil etc., for new vehicle	200	-	-	-	New
<u>Maintenance for vehicles</u> 6 vehicles \$1800 Replacement light for Fire Inspector truck that was wrecked \$300	2300	2100	2000	100	105.00%
Equipment Rental - 522100	384	384	-	384	New
<u>Copier Lease Agreement</u> Copier and printer lease agreement divided by department based on allocation.	384	384	-	384	New
Fuel - 523100	5865	5053	5052	1	100.02%
<u>Gasoline</u> 1,555 Gals @ \$3.25/gallon	5052	5053	5052	1	100.02%
<u>Senior Building\Plumbing Inspector - DP</u> 250@3.25	813	-	-	-	New
Departmental Supplies -	5125	5125	3025	2100	169.42%

	Requested	Recommended	Last Year	Difference	% Diff
523300					
<u>Miscellaneous Office Supplies</u>	1500	1500	1400	100	107.14%
<u>Miscellaneous Tools/Safety Equipment</u>	450	450	450	-	100.00%
<u>NFPA-Sprinkler& Fire Codes</u>	500	500	500	-	100.00%
<u>Software Upgrades</u>	350	350	350	-	100.00%
<u>Senior Building\Plumbing Inspector - DP</u> IT equipment \$1300 Code Books \$600 and office supplies \$100	2000	2000	-	2000	New
<u>Technical Manuals UL, etc. (New Editions)</u>	325	325	325	-	100.00%
Uniforms - 523600	1200	1050	1050	-	100.00%
<u>Shoes/Clothing</u> 7 @ \$150/ea.	1050	1050	1050	-	100.00%
<u>Senior Building\Plumbing Inspector - DP</u> steel toe shoes\clothing	150	-	-	-	New
Dues and Subscriptions - 525300	1105	1065	1045	20	101.91%
<u>International Association of Electrical Inspectors</u>	360	360	360	-	100.00%
<u>International Code Council /NFPA</u>	235	235	235	-	100.00%
<u>N.C. Building, Plumbing, Mechanical Associations</u>	190	190	190	-	100.00%
<u>Senior Building\Plumbing Inspector - DP</u> Certifications 4 @ 10.00	40	-	-	-	New
<u>State Certificate Renewals</u> 28 @ \$10 each	280	280	260	20	107.69%
Vehicle - 537410	29800	-	10000	-10000	0.00%
<u>Senior Building\Plumbing</u>	12000	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Inspector - DP</u> used vehicle for position					
<u>282 Replacement</u> 282 is a 2002 Ranger. Replacement is being postponed.	17800	-	-	-	New
<u>Vehicle Replacement</u> Replacement of vehicle that was totaled in January 2013. Cost for a used vehicle.	-	-	10000	-10000	0.00%
GRAND DIVISION TOTALS	874506	768383	741181	27202	103.67%

INSPECTIONS DEPARTMENT
Building Inspections Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	590,960	540,947	490,008	487,756	497,510	570,306	525,408
510210	Salaries - Overtime	3,086	1,496	421	1,127	2,310	2,402	2,310
510220	Salaries - Temporary	24,684	26,058	22,981	32,362	30,695	31,484	31,484
510236	Longevity	-	-	-	-	18,001	18,546	18,529
510500	FICA	44,614	41,181	36,631	37,421	38,599	47,564	44,125
510600	Group Insurance	60,864	52,601	52,896	51,033	55,592	70,612	54,577
510700	Retirement	59,165	59,213	58,778	55,475	62,365	71,761	62,715
521100	Postage	-	-	-	-	-	1,165	1,165
521150	Telephone	-	-	17	-	3,156	3,156	3,792
521200	Printing	140	140	295	129	500	580	580
521400	Travel and Training	4,019	3,486	5,830	2,079	10,181	10,851	8,821
521600	Equipment Maintenance & Repair	-	-	-	-	100	100	100
521700	Auto Maintenance & Repair	1,390	2,445	660	1,790	2,000	2,500	2,100
522100	Equipment Rental	-	-	-	-	-	384	384
523100	Fuel	4,153	4,002	4,992	5,190	5,052	5,865	5,053
523300	Departmental Supplies	5,206	2,022	3,732	2,721	3,025	5,125	5,125
523600	Uniforms	866	663	150	317	1,050	1,200	1,050
524300	Contract Services	3,600	-	-	-	10,850	-	-
525300	Dues and Subscriptions	167	352	721	1,095	1,045	1,105	1,065
537410	Vehicle	-	-	-	-	10,000	29,800	-
4700 Total		\$802,914	\$734,605	\$678,112	\$678,496	\$752,031	\$874,506	\$ 768,383



ENGINEERING

ENGINEERING DEPARTMENT

The **Engineering Department** is responsible for overseeing the development of public infrastructure which includes Town streets, sidewalks, and storm water drainage. Although the City of Raleigh is the owner and operator of the Town's public water and sewer utility system, the Engineering staff provides general information regarding the existing utility system layout, proposed system expansion plans, general design, and guidelines and standards.

The Community Engineering Program serves several functions. This Department provides technical assistance to the community at large. The Department includes addressing resident complaints, questions, and concerns; provides technical information to prospective developers; and provides technical assistance to other departments. Another function is to oversee and manage the growth and development of the Town's remaining utility systems (streets and storm drainage). This includes administration of the Water Supply Watershed Protection Program, the Neuse Basin Nutrient Watershed Strategy, and the recently approved EPA NPDES Phase II Program, all associated with storm water quality control.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	513098	498897	-	498897
Professional Services	2000	2000	28000	30000
Operations and Maintenance	417925	31107	-	31107
Capital Outlay	10000	17800	-	17800
Totals	943023	549804	28000	577804

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Administrative Support Specialist</u>	0.5	0.5	-	0.5
<u>Assistant Town Engineer</u>	1	1	-	1
<u>Engineering Inspector</u>	-	1	-	1
<u>Engineering Technician</u>	1	1	-	1
<u>Stormwater Engineer</u>	1	1	-	1
<u>Town Engineer</u>	1	1	-	1
TOTALS	4.5	5.5	-	5.5

ENGINEERING – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	379253	374844	385843	-10999	97.15%
<u>Christmas Bonus</u>	825	825	675	150	122.22%
<u>Regular Salaries</u> Engineering Inspector budgeted for full year of salary. Town Engineer retired in 2014.	378428	374019	360339	13680	103.80%
Longevity - 510236	8917	8917	14475	-5558	61.60%
<u>Longevity</u>	8917	8917	14475	-5558	61.60%
FICA - 510500	29695	29358	28012	1346	104.81%
<u>Social Security</u>	29695	29358	28012	1346	104.81%
Group Insurance - 510600	46886	39557	36531	3026	108.28%
<u>Health, dental, life and disability insurance</u>	46886	39557	36531	3026	108.28%
Retirement - 510700	47118	46221	48237	-2016	95.82%
<u>Retirement and 401 (k)</u>	47118	46221	48237	-2016	95.82%

	Requested	Recommended	Last Year	Difference	% Diff
Professional Services - 521000	30000	30000	2000	28000	1,500.00%
<u>Engineering Services</u> (20 hrs. x \$100/hr.)	2000	2000	2000	-	100.00%
<u>Pavement Condition Survey - DP</u>	28000	28000	-	28000	New
Postage - 521100	273	273	-	273	New
<u>Postage</u> Moved amount to department based on usage.	273	273	-	273	New
Telephone - 521150	2106	2106	2106	-	100.00%
<u>Cell Phones</u>	2106	2106	2106	-	100.00%
Printing - 521200	750	750	750	-	100.00%
<u>Color Cartridges for Plotter</u>	750	750	750	-	100.00%
Travel and Training - 521400	3739	3739	3239	500	115.44%
<u>DWQ Water Quality Conference</u> Location: Wilmington, NC (Town Engineer, Stormwater Engineer) Registration (\$150), Lodging (\$300), Meals (\$54) 2 @ \$504 = \$1008	1008	1008	1008	-	100.00%
<u>General</u> Training for Inspector (budgeted full year) Administrative Professional Certificate Training for Administrative Assistant	700	700	-	700	New
<u>Local Workshops</u> 2 each - Town Engineer, Asst. Town Engineer	700	700	600	100	116.67%

	Requested	Recommended	Last Year	Difference	% Diff
1 each - Tech II, Engineer, Inspector Registration (7 @ \$100)					
<u>NC Assoc. Floodplain Managers Annual Conference</u> Location: Wrightsville Beach, NC (Asst. Town Engineer) Registration (\$150), Lodging (\$400), Meals (\$81)	631	631	631	-	100.00%
<u>Storm Water Detention Design Course - NCSU Engineer</u>	700	700	700	-	100.00%
Auto Maintenance & Repair - 521700	600	600	500	100	120.00%
<u>1989 Chevy Blazer (265)</u>	-	-	100	-100	0.00%
<u>1997 Chevy S-10 (290)</u>	200	200	200	-	100.00%
<u>1999 Ford F-150 (211)</u>	200	200	200	-	100.00%
<u>New vehicle approved in 13/14 budget</u>	200	200	-	200	New
Equipment Rental - 522100	9144	9144	-	9144	New
<u>Copier Lease Agreement</u> Copier and printer lease agreement divided by department based on allocation.	9144	9144	-	9144	New
Fuel - 523100	3000	2665	2940	-275	90.65%
<u>Unleaded Gasoline 820 @ 3.25</u>	3000	2665	2340	325	113.89%
Departmental Supplies - 523300	1780	1780	600	1180	296.67%
<u>Miscellaneous Engineering Literature</u>	200	200	200	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Miscellaneous Office Supplies</u>	300	300	300	-	100.00%
<u>Surveying Supplies</u>	100	100	100	-	100.00%
<u>Tablet for stormwater engineer</u>	-	-	-	-	New
<u>Tablet for stormwater engineer</u>	1180	1180	-	1180	New
Personnel Supplies - 523340	-	-	200	-200	0.00%
Stormwater Education Program - 523580	4200	4200	3700	500	113.51%
<u>Big Sweep and Litter Sweep supplies</u> The Stormwater Engineer has coordinated these events for the past several years. The Town does receive credit for these actions in meeting the public education requirements of the Neuse River stormwater rules. In past years funding for the supplies needed for these events had come from Wake County and NCDOT. However, these funding sources have are no longer available. If the Town is to continue coordinating these events, funding for supplies is needed.	500	500	-	500	New
<u>Stormwater Education Program for Nitrogen Control</u>	3700	3700	3700	-	100.00%
Uniforms - 523600	100	100	200	-100	50.00%
<u>Steel-toed Shoes</u>	100	100	100	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Contract Services - 524300	3800	4260	2200	2060	193.64%
<u>DOT Bridge Inspections</u>	1600	1600	-	1600	New
<u>Mobile Computing Air Cards</u> For stormwater engineer	-	-	-	-	New
<u>Mobile Computing Air Cards</u> For Stormwater Engineer	-	460	-	460	New
<u>St. Marys Railroad Crossing Signal Maintenance</u>	1200	1200	1200	-	100.00%
<u>Wake County Erosion Control Contract</u>	1000	1000	1000	-	100.00%
Street Resurfacing - 524386	-	-	400000	-400000	0.00%
Dues and Subscriptions - 525300	1490	1490	1490	-	100.00%
<u>APWA Membership Dues</u>	310	310	310	-	100.00%
<u>NC AFPM Dues</u>	75	75	75	-	100.00%
<u>NC Water Resources Association</u>	20	20	20	-	100.00%
<u>NPDES Permit Fees</u>	860	860	860	-	100.00%
<u>Professional Engineer Renewal - Town Engineer</u>	150	150	75	75	200.00%
<u>Professional Land Surveyor/Professional Engineer Renewal</u>	75	75	150	-75	50.00%
Vehicle - 537410	43800	17800	10000	7800	178.00%
<u>211 Replacement</u> 211 is a 1998, F-150 engineering inspections vehicle requested for replacement. Replacement is being postponed.	26000	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>290 Replacement</u> 290 is a 1997 (18 years old) engineering inspections vehicle at the end of its life.	17800	17800	-	17800	New
GRAND DIVISION TOTALS	616651	577804	943023	-365219	61.27%

ENGINEERING DEPARTMENT
Community Engineering

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	362,757	353,879	356,413	362,407	385,062	379,253	374,844
510236	Longevity	-	-	-	-	14,475	8,917	8,917
510500	FICA	25,682	24,961	25,177	25,828	28,012	29,695	29,358
510600	Group Insurance	29,431	30,878	30,206	28,978	36,531	46,886	39,557
510700	Retirement	36,087	40,635	42,675	41,135	48,237	47,118	46,221
521000	Professional Services	-	27,139	-	-	2,000	30,000	30,000
	Postage - 521100	-	-	-	-	-	273	273
521150	Telephone	-	-	-	-	2,106	2,106	2,106
521200	Printing	329	20	463	171	750	750	750
521400	Travel and Training	2,217	2,030	1,481	2,339	4,020	3,739	3,739
521600	Equipment Maintenance & Repair	-	-	-	-	-	-	-
521700	Auto Maintenance & Repair	131	918	281	1,200	500	600	600
	Equipment Rental	-	-	-	-	-	9,144	9,144
523100	Fuel	817	1,411	1,963	2,166	2,940	3,000	2,665
523300	Departmental Supplies	415	539	597	389	800	1,780	1,780
523340	Personnel Supplies	-	-	-	-	-	-	-
523580	Stormwater Education Program	3,308	3,100	3,108	3,063	3,700	4,200	4,200
523600	Uniforms	-	-	-	-	200	100	100
524300	Contract Services	39,921	87,518	1,059	6,059	2,200	3,800	4,260
524386	Street Resurfacing	-	-	-	-	400,000	-	-
525300	Dues and Subscriptions	1,187	2,136	1,240	479	1,490	1,490	1,490
537230	Retention Pond Retrofit	56,363	41,700	143,430	27,500	233,520	-	-
537400	Equipment	(21)	27,070	-	-	-	-	-
537410	Vehicle	-	-	-	-	10,000	43,800	17,800
537600	Construction	-	-	-	41,200	27,000	-	-
4810 Total		\$ 558,624	\$ 643,933	\$ 608,093	\$ 542,915	\$ 1,203,543	\$ 616,651	\$ 577,804



INFORMATION TECHNOLOGIES
Information Technologies

INFORMATION TECHNOLOGY DEPARTMENT

The **Information Technology** Department serves as a consultant to the Town Council, Town Manager and other departments in the management and use of information technology. Responsibilities include data analysis, monitoring, development, maintenance, and training. Information Technology also develops strategic plans to ensure that current technology is provided to the Town Council, staff, and citizens. The Information Technology Department provides support for the functionality of the GIS system, the telephone system, the computer network, computer programs, voice mail, electronic mail, and the Town's Website: www.garnernc.gov.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	257622	268469	-	268469
Professional Services	3500	3500	-	3500
Operations and Maintenance	380366	260568	25000	285568
Capital Outlay	-	-	-	-
Totals	641488	532537	25000	557537

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>IT Director</u>	1	1	-	1
<u>IT Specialist</u>	1	1	1	1
<u>Senior IT Specialist</u>	1	1	-	1
TOTALS	3	3	1	3

INFORMATION TECHNOLOGY DEPARTMENT – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	257827	205998	200373	5625	102.81%
<u>Christmas Bonus</u>	450	450	450	-	100.00%
<u>IT Specialist - DP</u>	52458	-	-	-	New
<u>IT Specialist - DP</u> <u>Christmas Bonus</u>	150	-	-	-	New
<u>Regular Salaries</u>	204769	205548	199923	5625	102.81%
Longevity - 510236	2000	2000	-	2000	New
<u>Longevity</u>	2000	2000	-	2000	New
FICA - 510500	19865	15911	14529	1382	109.51%
<u>IT Specialist - DP</u> <u>IT Specialist - DP</u>	4013	-	-	-	New
<u>Social Security</u>	15852	15911	14529	1382	109.51%
Group Insurance - 510600	31016	19509	18589	920	104.95%
<u>Health, dental, life and disability insurance</u>	21961	19509	18589	920	104.95%
<u>IT Specialist - DP</u> <u>IT Specialist - DP</u>	9055	-	-	-	New
Retirement - 510700	31548	25051	24131	920	103.81%
<u>IT Specialist - DP</u> <u>IT Specialist - DP</u>	6384	-	-	-	New
<u>Retirement and 401 (k)</u>	25164	25051	24131	920	103.81%
Professional Services - 521000	3500	3500	3500	-	100.00%
<u>Network and Server Support Services</u> 20 hrs x \$175	3500	3500	3500	-	100.00%
Postage - 521100	95	95	-	95	New
<u>Postage</u> Moved amount to departments based on usage.	95	95	-	95	New

	Requested	Recommended	Last Year	Difference	% Diff
Telephone - 521150	111544	110908	110908	-	100.00%
<u>Cell Phone Stipend</u>	1908	1908	1908	-	100.00%
<u>IT Specialist - DP</u> Cell Phone Stipend	636	-	-	-	New
<u>Town wide Telephone System</u> \$8,285 per month (MetroE \$4,015, Long Dist/Fax/Alarm - \$3,800, PRIs - \$1,750)	109000	109000	109000	-	100.00%
Travel and Training - 521400	7344	7033	7033	-	100.00%
<u>IT Specialist - DP</u>	311	-	-	-	New
<u>IT Staff Retreat</u> Based on actual expenditures	100	100	100	-	100.00%
<u>Local Training Workshops</u> (Cisco, Webpage, etc.)	6000	6000	6000	-	100.00%
<u>NCLGISA Conference</u> Location: Wilmington (3 staff) Registration (includes meals) \$100/ea = \$300 Meals not included - \$40/ea = \$90 Lodging @ \$129 per night *2 = \$516 Parking \$9 x 3 days - \$27	933	933	933	-	100.00%
Auto Maintenance & Repair - 521700	250	250	250	-	100.00%
<u>Routine Maintenance</u>	250	250	250	-	100.00%
Fuel - 523100	455	455	455	-	100.00%
<u>Auto Supplies</u> 140 gallons @ \$3.25	455	455	455	-	100.00%
Departmental Supplies - 523300	34190	30700	19604	11096	156.60%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Adobe Acrobat Standard X</u> 5 x \$250	1250	1250	1250	-	100.00%
<u>Blank CDs/DVDs</u>	200	100	200	-100	50.00%
<u>Computer Hardware Maintenance</u>	2500	2500	2500	-	100.00%
<u>Computer Software Literature</u>	300	150	300	-150	50.00%
<u>Computer supplies such as hard drives, DVDs, etc. for servers</u>	1500	1500	1500	-	100.00%
<u>Emergency 911 Boxes</u>	800	800	800	-	100.00%
<u>IP Phone Replacements</u> 10 @ \$250	2500	2500	2500	-	100.00%
<u>IT Specialist - DP</u> IT Equipment	2990	-	-	-	New
<u>Microsoft Exchange Client Access License (Email)</u> 10 - \$25/license	250	250	250	-	100.00%
<u>Microsoft Server Client Access Licenses</u> 250 X \$28	7000	7000	-	7000	New
<u>Microsoft Server License</u> 11 x \$700/license	7700	7700	1400	6300	550.00%
<u>Microsoft SQL License</u>	2800	2800	2800	-	100.00%
<u>Miscellaneous Computer Cleaning Supplies & Parts</u>	500	250	500	-250	50.00%
<u>Network Supplies</u>	1000	1000	1000	-	100.00%
<u>Replacement Battery Backups</u> 20 @ \$20 for replacement batteries	400	400	400	-	100.00%
<u>Software Upgrades for current programs</u>	2500	2500	2500	-	100.00%
<u>Symantec Backup Exec Renewal</u>	-	-	1704	-1704	0.00%

	Requested	Recommended	Last Year	Difference	% Diff
Non Capital Equipment - 523399	70152	25752	106220	-80468	24.24%
<u>Cisco Thin Clients</u> Virtualization Project - Phase 3 with UCS server memory upgrade to 256gb	18352	18352	19520	-1168	94.02%
<u>Laserfiche Scanner - Planning</u> Fujitsu FI-5530C2	-	-	2700	-2700	0.00%
<u>Network Switch Replacement</u> 3 x \$3000 (GPAC, Avery St. Gym and Avery St. Annex)	9000	6000	-	6000	New
<u>Phone System Replacement</u> New Servers & Licenses	40000	-	-	-	New
<u>Replacement Police Laptops</u>	-	-	84000	-84000	0.00%
<u>Replacement Public Works Laptops</u>	2800	1400	-	1400	New
Contract Services - 524300	156350	110150	135671	-25521	81.19%
<u>ArcGIS Maintenance</u>	4900	4900	4900	-	100.00%
<u>Archive Social</u> Archives Social Media for Records Retention Laws Economic Development Parks and Recreation Police	1800	-	-	-	New
<u>Barracuda Cloud Backups for Disaster Recovery - DP</u>	5500	-	-	-	New
<u>Barracuda Device Support</u> Energize Updates & Replacement Support Archiver, Spam Filter, and 2 Backup Devices	5500	5500	4200	1300	130.95%
<u>Citizen Request Software Maintenance</u>	5400	6500	5400	1100	120.37%

	Requested	Recommended	Last Year	Difference	% Diff
Public Staff					
<u>FTR Software Maintenance and Support</u> Audio recording software for council meetings	1100	1100	1100	-	100.00%
<u>Kbox License and Maintenance</u>	2162	2162	2162	-	100.00%
<u>LaserFiche License and Maintenance</u>	3556	3556	3556	-	100.00%
<u>Microsoft Windows Virtual Desktop Licenses</u> Windows 7/8 (100 x \$96)	9600	9600	5760	3840	166.67%
<u>Mobile Computing Air Cards</u> 3 x \$38/month	1368	1368	1368	-	100.00%
<u>Open DNS</u> Web filtering for wireless	1575	1575	-	1575	New
<u>Phone System Replacement Services</u> Installation and setup costs	40000	-	-	-	New
<u>PRCR Online Registration Program</u> Purchase online recreation registration program for PRCR. Phase 1 of two-year project to upgrade Website.	-	-	25000	-25000	0.00%
<u>Presidio Network Monitoring and Support</u>	-	-	40725	-40725	0.00%
<u>SmartNet Renewal</u> Network & Phone Warranty Coverage	32000	32000	32000	-	100.00%
<u>Time Warner Cable Internet Connection</u> For guest wireless access	2089	2089	2089	-	100.00%
<u>Virus Protection Renewal Maintenance</u>	6500	6500	6500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>V-Sphere Support</u> Virtual Server Control Center Support & Maintenance	8300	8300	911	7389	911.09%
<u>Website Upgrade Phase II - DP</u>	25000	25000	-	25000	New
Dues and Subscriptions - 525300	225	225	225	-	100.00%
<u>Dot Gov. Internet Address</u>	125	125	125	-	100.00%
<u>Web Site Name Registrations - GarnerPD, GarnerParks, etc.</u>	100	100	100	-	100.00%
GRAND DIVISION TOTALS	726361	557537	641488	-83951	86.91%

INFORMATION TECHNOLOGIES DEPARTMENT
Information Technologies Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	304,963	316,262	158,434	191,045	200,373	257,827	205,998
510210	Salaries - Overtime	-	3,229	-	-	-	-	-
510220	Salaries - Temporary	-	-	-	-	-	-	-
510500	Longevity	-	-	-	-	-	2,000	2,000
510500	FICA	22,293	22,821	12,054	14,610	14,529	19,865	15,911
510600	Group Insurance	24,194	27,594	14,983	17,274	18,589	31,016	19,509
510700	Retirement	30,307	36,629	17,521	21,636	24,131	31,538	25,051
521000	Professional Services	8,067	450	386	-	3,500	3,500	3,500
521100	Postage	-	-	-	-	-	95	95
521150	Telephone	118,935	107,832	100,505	100,369	110,908	111,544	110,908
521200	Printing	185	150	-	-	-	-	-
521400	Travel and Training	5,403	3,995	3,757	4,330	7,033	7,344	7,033
521600	Equipment Maintenance & Repair	790	360	1,495	2,409	-	-	-
521700	Auto Maintenance & Repair	14	10	131	77	250	250	250
522100	Equipment Rental	-	51,861	1,105	4,717	-	-	-
523100	Fuel	151	277	359	827	455	455	455
523300	Departmental Supplies	14,819	17,925	4,631	98,181	21,262	34,190	30,700
523535	PEG Channel Expenses	-	9,342	81,665	79,346	-	-	-
523399	Non Capital Equipment	-	-	-	-	106,220	70,152	25,752
524300	Contract Services	215,315	239,669	165,334	165,988	135,671	156,350	110,150
525300	Dues and Subscriptions	1,330	405	81	45	225	225	225
537400	Equipment	3,513	-	84,531	167,965	-	-	-
4910 Total		\$ 750,278	\$ 838,810	\$ 646,974	\$ 868,818	\$ 643,146	\$ 726,351	\$ 557,537



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Administration
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POLICE DEPARTMENT

The Police Department is responsible for proactively providing a safe community for residents, visitors, and businesses. They combine enforcement and prevention in programs such as the Achievement Academy, the Citizens’ Police Academy, Community Watch, and School Resource Officers. Major components of the Police Department include **Administration** and **Operations**. The Police Department is a nationally accredited and professional law enforcement agency that is committed to community policing as an organizational philosophy aimed at improving the overall quality of life in the Town.

POLICE ADMINISTRATION

The **Administration** Program is comprised of the Office of the Chief of Police and the Professional Standards Unit. The Professional Standards Unit is staffed by a lieutenant, a sergeant, and a CALEA Accreditation specialist. The Professional Standards Lieutenant serves as the Department’s Public Information Officer and is responsible for auditing, inspection and long range planning for the police department. The Professional Standards Lieutenant also manages the internal affairs function, including the investigation of complaints against officers as well as incidents involving the use of force by officers and vehicle pursuits. The Personnel and Training Sergeant is responsible for coordinating all department training & recruiting. The CALEA Accreditation specialist maintains departmental documentation related to policies and procedures and compliance documentation.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	697894	407080	-	407080
Professional Services	-	-	-	-
Operations and Maintenance	158548	175341	-	175341
Capital Outlay	-	-	-	-
Totals	856442	582421	-	582421

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Accreditation Specialist</u>	-	0.5	-	0.5
<u>Chief of Police</u>	1	1	-	1
<u>Personnel & Training Sergeant</u>	1	1	-	1
<u>Professional Standards Lieutenant</u>	1	1	-	1
TOTALS	3	3.5	-	3.5

POLICE ADMINISTRATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	307261	312699	514618	-201919	60.76%
<u>Christmas Bonus</u>	600	600	1200	-600	50.00%
<u>Regular Salaries</u> 5 FTEs moved to Police Operations Records Manager Criminal Records Clerks (3) Animal Control Officer Positions in Admin: Police Chief Part-time accreditation specialist Lieutenant-administration Sergeant-administration	306661	312099	513418	-201319	60.79%
Salaries - Overtime - 510210	1803	900	1750	-850	51.43%
<u>Overtime</u>	1803	900	1750	-850	51.43%
Longevity - 510236	8716	8716	13019	-4303	66.95%
<u>Longevity</u>	8716	8716	13019	-4303	66.95%

	Requested	Recommended	Last Year	Difference	% Diff
FICA - 510500	24197	24184	50733	-26549	47.67%
<u>Social Security</u>	24197	24184	50733	-26549	47.67%
Group Insurance - 510600	23332	20740	53434	-32694	38.81%
<u>Health, Dental, Life and Disability Insurance</u>	23332	20740	53434	-32694	38.81%
Retirement - 510700	39579	39841	64340	-24499	61.92%
<u>Retirement and 401(K)</u>	39579	39841	64340	-24499	61.92%
Postage - 521100	529	529	-	529	New
<u>Postage</u> Moved amount to department based on usage.	529	529	-	529	New
Telephone - 521150	1925	1925	3600	-1675	53.47%
<u>Cell Phones</u>	1925	1925	3600	-1675	53.47%
Printing - 521200	1000	1000	1000	-	100.00%
<u>Admin Printing Needs</u>	1000	1000	1000	-	100.00%
Travel and Training - 521400	63361	56230	57355	-1125	98.04%
<u>Administration Training/Travel</u>	11245	11245	13520	-2275	83.17%
<u>DWI Training</u> GHSP Grant Funded at 85% (\$5525 Revenue)	6500	6500	3000	3500	216.67%
<u>Investigation Training/Travel</u>	9840	9840	10715	-875	91.83%
<u>Leadership in Public Safety Organizations Program</u>	-	-	3750	-3750	0.00%
<u>Operations Training/Travel</u>	35776	28645	26370	2275	108.63%
Special Events - 521410	1000	1000	1500	-500	66.67%
<u>Animal Control Spay/Neuter Education Program</u>	-	-	500	-500	0.00%
<u>NCLEAN</u>	500	500	500	-	100.00%
<u>Swearing-Ins / Awards</u>	500	500	500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Ceremony Supplies</u>					
Equipment Maintenance & Repair - 521600	500	500	500	-	100.00%
<u>Radio Maintenance & Repair</u>	500	500	500	-	100.00%
Auto Maintenance & Repair - 521700	1000	1000	3000	-2000	33.33%
<u>Emergency Warning Equipment Repair</u>	-	-	500	-500	0.00%
<u>Repair & Maintenance Costs</u>	1000	1000	2500	-1500	40.00%
Equipment Rental - 522100	19692	19692	-	19692	New
<u>Additional printers/copiers for new Police Station</u>	1980	1980	-	1980	New
<u>Copier Leases</u> Copier/printer lease agreements for the following: Main Building (2) , E Main Street, Annex (2). Previously under Special Appropriations--based on actual costs.	17712	17712	-	17712	New
Fuel - 523100	6930	6825	8125	-1300	84.00%
<u>Unleaded Gasoline</u> 2,100 Gallons @ \$3.25	6930	6825	8125	-1300	84.00%
Departmental Supplies - 523300	4575	4575	8135	-3560	56.24%
<u>Animal Control Supplies</u>	-	-	500	-500	0.00%
<u>Career Development Resource Materials</u>	250	250	250	-	100.00%
<u>Office Supplies</u>	1325	1325	1325	-	100.00%
<u>POPAT Equipment</u>	500	500	500	-	100.00%
<u>Recruitment Materials</u>	2500	2500	2500	-	100.00%
<u>Simmunition Conversion Equipment</u> Purchased last year	-	-	2460	-2460	0.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Simunitions Ammunition</u> Moved to operations supply	-	-	600	-600	0.00%
Uniforms - 523600	3000	3000	3000	-	100.00%
<u>Basic Issue and Replacement Uniforms</u>	3000	3000	3000	-	100.00%
Contract Services - 524300	85278	70340	62038	8302	113.38%
<u>Accreditation Expenses</u>	4400	4400	4400	-	100.00%
<u>ADT Alarm Monitoring Service</u>	900	900	900	-	100.00%
<u>Crash Data Recovery Maintenance</u> Moved from Dues and Subscriptions	2000	2000	-	2000	New
<u>DMV Licensing Fees</u>	250	250	250	-	100.00%
<u>E-Crash Support & Maintenance</u>	3000	3000	3000	-	100.00%
<u>Employment Law Consultation</u>	1000	1000	1000	-	100.00%
<u>IA Software Maintenance</u>	1000	1000	1000	-	100.00%
<u>MARVLIS Software Maintenance</u>	8240	8240	8000	240	103.00%
<u>NetMotion Access Fee</u>	1850	1850	1850	-	100.00%
<u>OSSI RMS License Fees</u>	23388	19450	23388	-3938	83.16%
<u>OSSI RMS Problem Oriented Policing Module - DP</u>	11000	-	-	-	New
<u>Police Attorney</u>	12000	12000	12000	-	100.00%
<u>PowerDMS Policy Management Hosting</u>	3400	3400	3400	-	100.00%
<u>Promotional Assessment Center</u>	10000	10000	-	10000	New
<u>Wake County Indoor Range Use</u>	2850	2850	2850	-	100.00%
Dues and Subscriptions -	3500	3500	5070	-1570	69.03%

	Requested	Recommended	Last Year	Difference	% Diff
525300					
<u>Accident Reconstruction Dues & Periodicals</u> Moved to Contract Services	-	-	2000	-2000	0.00%
<u>Association Dues for Investigators/CNT</u>	-	-	300	-300	0.00%
<u>Association Membership Dues</u>	-	-	800	-800	0.00%
<u>FBINAA Membership</u>	-	-	600	-600	0.00%
<u>Investigative Resource Material</u>	-	-	400	-400	0.00%
<u>Other Dues and Subscriptions</u>	-	-	350	-350	0.00%
<u>Professional Association Dues</u>	3500	3500	-	3500	New
<u>Sam's Club</u>	-	-	70	-70	0.00%
<u>SRT/CNT Association Dues</u>	-	-	300	-300	0.00%
<u>USPCA Annual Membership</u>	-	-	250	-250	0.00%
Phys/Poly/Psych Examinations - 525640	5225	5225	5225	-	100.00%
<u>Cardiovascular Risk Assessments</u>	1500	1500	1500	-	100.00%
<u>Physicals & Psychological</u>	3725	3725	3725	-	100.00%
GRAND DIVISION TOTALS	602403	582421	856442	-274021	68.00%

POLICE OPERATIONS

The **Operations** Bureau is commanded by the Deputy Chief and is comprised of four divisions: Criminal Investigations, Patrol, Special Operations and Support Services. Each division is commanded by a Lieutenant and one or more Sergeants. The Criminal Investigations Division includes one Lieutenant and two Sergeants. One Sergeant supervises five general investigators, while the Special Investigations Sergeant supervises three drug and gang investigators as well as two IMPACT officers. In addition to the two Sergeants, the CID Lieutenant supervises one Crime Analyst. The Patrol Division is made up of one Lieutenant, four Sergeants and 28 officers divided into four platoons. Each platoon consists of six patrol officers, a platoon leader and a sergeant. Patrol Officers are the first persons to respond to all 911 calls and are responsible for taking a proactive approach to partnerships, and problem solving in the community. The Special Operations Division includes the Traffic Safety Unit, the part-time Crisis Negotiations Team (CNT), and part-time Special Response Team (SRT). The Traffic Safety Unit includes a sergeant and five Traffic Safety Officers who are responsible for education and enforcement activities related to traffic. This division also coordinates the part-time School Crossing Guard Program. The Support Services Division includes the Support Services Lieutenant and the Community Services Sergeant. The Community Services Sergeant supervises four School Resource Officers, the Animal Control Officer, and two part-time Services Officers. The Lieutenant also supervises a civilian Quartermaster that process all criminal evidence and department property. Additionally, the Support Services Lieutenant supervises a civilian Records Manager, who in turn supervises three Criminal Records Clerks. The Criminal Records Clerks process all incoming criminal reports from all divisions and provide public and media requests for copies of documents and reports.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	5338455	5622146	-	5622146
Professional Services	1200	1200	-	1200
Operations and Maintenance	871654	816689	35065	851754
Capital Outlay	83500	89000	62000	151000
Totals	6294809	6529035	97065	6626100

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Animal Control Officer</u>	1	1	-	1
<u>Community Services Officer (PT .5)</u>	1	1	-	1
<u>Crime Analyst</u>	1	1	-	1
<u>Crime Prevention / PAAL Officer</u>	-	-	1	-
<u>Deputy Chief of Police</u>	1	1	-	1
<u>Drug Investigator</u>	2	2	-	2
<u>Gang Investigator</u>	1	1	-	1
<u>General Investigator</u>	5	5	-	5
<u>Lieutenant</u>	4	4	-	4
<u>Police Officer</u>	30	30	2	30
<u>Quartermaster</u>	1	1	-	1
<u>Records Manager</u>	1	1	-	1
<u>School Crossing Guard (PT .5)</u>	3	3	-	3
<u>School Resource Officer</u>	4	4	-	4
<u>Sergeant</u>	8	8	-	8
<u>Traffic Safety Officer</u>	5	5	-	5
TOTALS	68	68	3	68

POLICE OPERATIONS – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	4032274	3935309	3767464	167845	104.46%
<u>Career Development Program</u> Funding for 2.5% CDP	5305	5305	9025	-3720	58.78%
<u>Career Development Program 2.5% Funding - DP</u>	5305	-	-	-	New
<u>Christmas Bonus</u>	10050	10050	9300	750	108.06%
<u>Crime Prevention / PAAL Officer - DP</u> October 1st Hire Date. Includes Merit of 2% Base/3% Lump 5% Hiring Inducement and Christmas Bonus	31546	-	-	-	New
<u>FTO Compensation</u>	4320	4320	4320	-	100.00%
<u>On-Call Duty Pay</u>	5200	5200	5200	-	100.00%
<u>Police Officer - DP</u> October 1st Hire Date. Includes Merit of 2% Base/3% Lump, 5% Hiring Inducement and Christmas Bonus	63092	-	-	-	New
<u>Regular Salaries</u> 5 FTEs moved to Police Operations from Police Administration	3902956	3905934	3735119	170815	104.57%
<u>Straight Time Hours</u>	4500	4500	4500	-	100.00%
Salaries - Overtime - 510210	64275	47000	62500	-15500	75.20%
<u>Overtime - Achievement Academy</u>	1000	1000	1000	-	100.00%
<u>Overtime - Investigators</u>	12000	12000	8200	3800	146.34%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Overtime - July 3rd</u>	11500	11500	11500	-	100.00%
<u>Overtime - Officers</u>	12000	12000	14400	-2400	83.33%
<u>Overtime - Other</u>	1875	-	-	-	New
<u>Overtime - PR&CR Events</u>	2000	2000	3500	-1500	57.14%
<u>Overtime - Sergeants</u>	8500	8500	8500	-	100.00%
<u>Overtime - Task Force</u>	15400	-	15400	-15400	0.00%
Salaries - Temporary - 510220	57868	57868	38400	19468	150.70%
<u>Salaries For School Crossing Guards</u>	38400	38400	38400	-	100.00%
<u>Salaries for Service Officers</u> Reorganization in 2014 added these positions. Savings accounted for in PD salaries.	19468	19468	-	19468	New
Outside Employment - 510235	175000	175000	175000	-	100.00%
<u>Outside Employment</u> Revenue funded at 100% to offset cost	175000	175000	175000	-	100.00%
Longevity - 510236	98047	98016	101414	-3398	96.65%
<u>Longevity</u>	98047	98016	101414	-3398	96.65%
FICA - 510500	338675	329959	295067	34892	111.83%
<u>Crime Prevention / PAAL Officer - DP</u>	2402	-	-	-	New
<u>Police Officer - DP</u>	4804	-	-	-	New
<u>Social Security</u>	331469	329959	295067	34892	111.83%
Group Insurance - 510600	574940	476203	419902	56301	113.41%
<u>Crime Prevention / PAAL Officer - DP</u> Health Dental STD Life	9055	-	-	-	New
<u>Health, Dental, Life and</u>	547738	476203	419902	56301	113.41%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Disability Insurance</u>					
<u>Police Officer - DP</u> Health, Dental, STD, Life	18147	-	-	-	New
Retirement - 510700	521323	502791	478708	24083	105.03%
<u>Career Development Program</u> 2.5% Funding	1058	1058	-	1058	New
<u>Career Development Program 2.5% Funding - DP</u> 2.5% Funding	1058	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u> 401(k) 5% and State Retirement 7.28%	3870	-	-	-	New
<u>Police Officer - DP</u> 401(k) 5% and State Retirement 7.28%	7740	-	-	-	New
<u>Retirement and 401(K)</u>	507597	501733	478708	23025	104.81%
Professional Services - 521000	1200	1200	1200	-	100.00%
<u>Subpoena Compliance Fees</u>	1200	1200	1200	-	100.00%
Telephone - 521150	12850	14100	6336	7764	222.54%
<u>Cell Phones</u>	12850	14100	6336	7764	222.54%
Printing - 521200	2000	2000	2000	-	100.00%
<u>Printing Department Forms</u>	2000	2000	2000	-	100.00%
Travel and Training - 521400	5000	5000	-	5000	New
<u>ARAS 360 Crash Reconstruction Software - DP</u> GHSP Grant 50% Revenue Move to Police Admin	2000	2000	-	2000	New
<u>GHSP BikeSafe Motorcycle</u>	3000	3000	-	3000	New

	Requested	Recommended	Last Year	Difference	% Diff
Grant - DP GHSP Grant 100% Revenue Move to Police Admin					
Special Events - 521410	7000	7000	6500	500	107.69%
<u>Animal Control Spay/Neuter Education Program</u> Transferred from Police Admin to Police Operations	500	500	-	500	New
<u>Community Services Events</u>	1000	1000	1000	-	100.00%
<u>DWI Checkpoints</u>	500	500	500	-	100.00%
<u>Garner Achievement Academy</u>	5000	5000	5000	-	100.00%
Parking Fees - 521430	700	250	700	-450	35.71%
<u>Parking Expenses</u> Reduced based on actuals	700	250	700	-450	35.71%
Equipment Maintenance & Repair - 521600	11800	11600	8800	2800	131.82%
<u>Emergency Warning Equipment Repair</u>	700	700	700	-	100.00%
<u>Radar Repair and Certification</u> Reduced based on actuals	4100	3900	4100	-200	95.12%
<u>Radio Maintenance & Repair</u>	3500	3500	3500	-	100.00%
<u>Watchguard Video Repairs</u> Was \$6000 in Contract Services, moved to repairs and reduced	3000	3000	-	3000	New
<u>Weapons Maintenance</u>	500	500	500	-	100.00%
Auto Maintenance & Repair - 521700	72000	56000	71000	-15000	78.87%
<u>Automobile Collision</u>	6000	6000	6000	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Repair</u>					
<u>Crime Prevention / PAAL Officer - DP</u>	1000	-	-	-	New
<u>Emergency Warning Equip Replacements</u>	3500	3500	3500	-	100.00%
<u>K9 Emergency Vehicle Lighting</u> Previously budgeted in departmental supplies	-	-	900	-900	0.00%
<u>Motorcycle Emergency Lighting</u> Previously budgeted in departmental supplies	-	-	500	-500	0.00%
<u>Police Officer - DP</u>	2000	-	-	-	New
<u>Repair & Maintenance Costs</u>	59500	46500	59500	-13000	78.15%
<u>Trailer Hitches</u> Previously budgeted in departmental supplies	-	-	600	-600	0.00%
Equipment Rental - 522100	1500	1000	1500	-500	66.67%
<u>Rental of Surveillance Vehicles</u>	1500	1000	1500	-500	66.67%
Fuel - 523100	229200	208000	214500	-6500	96.97%
<u>Crime Prevention / PAAL Officer - DP</u>	6000	-	-	-	New
<u>Police Officer - DP</u>	12000	-	-	-	New
<u>Unleaded Gasoline</u> 64,000 Gallons @ \$3.25	211200	208000	214500	-6500	96.97%
Departmental Supplies - 523300	202310	123785	48865	74920	253.32%
<u>800 MHz Replacement Radios</u>	40000	40000	-	40000	New
<u>Ammunition</u>	15500	14000	12300	1700	113.82%
<u>Animal Control Supplies</u>	500	500	-	500	New

	Requested	Recommended	Last Year	Difference	% Diff
Moved from Admin					
<u>Badge Replacement</u>	400	400	400	-	100.00%
<u>Batteries</u>	700	700	700	-	100.00%
<u>Body Camera</u>	795	795	795	-	100.00%
<u>Cellebrite Forensic Tool - DP</u>	8000	-	-	-	New
<u>Child Safety Seat Clinic Supplies</u>	200	200	200	-	100.00%
<u>CID Field Recording Equipment - DP</u>	13000	-	-	-	New
<u>CPO Educational Materials</u>	1000	1000	1000	-	100.00%
<u>Crime Prevention / PAAL Officer - DP</u> IT Equipment	5000	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u> Vehicle - Assorted Vehicle Supplies	1000	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u> Officer - Weapons	2100	-	-	-	New
<u>Digital Cameras</u> 2 cameras	-	-	800	-800	0.00%
<u>General Office Supplies</u>	3000	2700	2500	200	108.00%
<u>GHSP BikeSafe Motorcycle Grant - DP</u> 2 Laptops w/ Software for Presentations (\$2000)	4000	4000	-	4000	New
<u>GHSP BikeSafe Motorcycle Grant - DP</u> 2 Projectors for Presentation (\$1500)	3000	3000	-	3000	New
<u>GHSP BikeSafe Motorcycle Grant - DP</u> Portable Projection Screen	500	500	-	500	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>GHSP BikeSafe Motorcycle Grant - DP Presentation Supplies</u>	500	500	-	500	New
<u>In-Car Thermal Paper</u>	2000	2000	1500	500	133.33%
<u>Less Lethal Ammo</u>	1500	1500	1500	-	100.00%
<u>Night Vision Equip</u>	-	-	370	-370	0.00%
<u>Personal Protection Equipment</u> BBP Kits & Gas Mask Canisters	2700	2700	2700	-	100.00%
<u>Police Officer - DP Vehicle - Assorted Vehicle Supplies</u>	2000	-	-	-	New
<u>Police Officer - DP IT Equipment</u>	6000	-	-	-	New
<u>Police Officer - DP Officer - Weapons</u>	4200	-	-	-	New
<u>Radar Units - Replacements</u> CIP Item	25000	25000	-	25000	New
<u>SIMS Ammunition</u> was \$600 in last year's admin supply budget	2250	600	-	600	New
<u>SRT - Reflex Sight Systems</u> 5	-	-	2450	-2450	0.00%
<u>SRT - Weapon Magazines</u>	-	-	1700	-1700	0.00%
<u>SRT Ammunition</u>	15000	10500	10500	-	100.00%
<u>SRT Ballistic Shield Replacement</u>	3000	-	-	-	New
<u>SRT Replacement Munitions</u>	2500	-	-	-	New
<u>SRT Sniper Carbines</u>	4400	-	-	-	New
<u>SRT Supplies</u> Increased to allow for additional SRT	2500	6500	2500	4000	260.00%

	Requested	Recommended	Last Year	Difference	% Diff
replacement items listed above.					
<u>SRT Suppressors - DP</u>	10775	-	-	-	New
<u>Tactical Combat Kits</u> 63 Bags @ \$200	12600	-	-	-	New
<u>Taser Replacements</u> 5 Tasers under Taser Assurance Plan	5000	5000	6100	-1100	81.97%
<u>Taser Supplies</u>	850	850	850	-	100.00%
<u>Training ASP Batons</u>	840	840	-	840	New
Departmental Supplies Software - 523325	10065	10065	-	10065	New
<u>ARAS 360 Crash Reconstruction Software - DP</u> GHSP Grant 50% Revenue	10065	10065	-	10065	New
Vet Supplies & Food - 523550	8000	8000	9550	-1550	83.77%
<u>Food</u>	4000	4000	4000	-	100.00%
<u>K9 First Aid Supplies</u>	-	-	400	-400	0.00%
<u>K9 GPS Tracking Equipment</u>	-	-	650	-650	0.00%
<u>K9 Supplies</u> Is this something that should be moved to Dept. Supplies? -CWH	-	-	500	-500	0.00%
<u>Vet Visits</u>	4000	4000	4000	-	100.00%
Drug & Information Purchases - 523560	4000	4000	4000	-	100.00%
<u>Purchase of Narcotics and Other Information</u>	4000	4000	4000	-	100.00%
Uniforms - 523600	87050	72900	42000	30900	173.57%
<u>Ballistic Vest Replacement</u> Replace (8) at \$550 each.	4400	4400	2200	2200	200.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Basic Issue and Replacement Uniforms</u>	34150	30000	34150	-4150	87.85%
<u>Crime Prevention / PAAL Officer - DP</u>	2500	-	-	-	New
<u>GHSP BikeSafe Motorcycle Grant - DP</u> 2 Officers @ \$6000	12000	12000	-	12000	New
<u>Police Officer - DP</u>	5000	-	-	-	New
<u>Rain Coats Replacement</u>	-	-	3150	-3150	0.00%
<u>SRT Ballistic Helmet Replacements</u>	3500	3500	-	3500	New
<u>SRT Ballistic Vest Replacements</u> 10 vest @ \$2300	23000	23000	-	23000	New
<u>SRT Uniforms</u>	2500	-	2500	-2500	0.00%
Contract Services - 524300	364072	328054	269513	58541	121.72%
<u>800 MHz Maintenance</u>	32041	32041	29425	2616	108.89%
<u>CAD Maintenance</u>	13146	13146	11800	1346	111.41%
<u>CALLYO CID Account</u>	2100	-	-	-	New
<u>DCI Terminal Fees</u> 18 Desktop @ \$25/month = 5400 60 Mobiles @ \$12/month = 8640 (increase of 7 mobiles)	14040	14040	13360	680	105.09%
<u>Document Shredding Service</u> Moved to Solid Waste budget for town wide service	1200	-	-	-	New
<u>GPS Annual Service</u>	650	650	650	-	100.00%
<u>LeadsOnline</u> Continued funding from FY13	4400	4400	-	4400	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Mobile Computing Air Cards</u> Increase by 7 to 67 Total	31356	31356	26448	4908	118.56%
<u>Netmotion VPN and Digital Persona Software - DP</u> Netmotion VPN Server and Client Licenses (65)	25375	-	-	-	New
<u>Netmotion VPN and Digital Persona Software - DP</u> Digital Persona Fingerprint Authentication Licenses	4443	-	-	-	New
<u>Pen Link Software Maintenance</u>	1400	1400	1400	-	100.00%
<u>Roll Call Website</u>	1000	-	-	-	New
<u>Taser Assurance Plan Payment</u> First of 5 payments for 2013 purchase	1440	1440	-	1440	New
<u>TLO Investigative Search</u>	500	500	-	500	New
<u>Wake County Communications Center</u>	230981	229081	180430	48651	126.96%
<u>Watchguard In-Car Camera Repairs</u>	-	-	6000	-6000	0.00%
Workers Compensation - 525610	3498	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u>	1166	-	-	-	New
<u>Police Officer - DP</u>	2332	-	-	-	New
Phys/Poly/Psych Examinations - 525640	1500	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u>	500	-	-	-	New
<u>Police Officer - DP</u> Physical Psychological Drug Testing	1000	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
Principal-Installment Loan - 526115	-	-	179932	-179932	0.00%
Interest-Installment Loan - 526215	-	-	6458	-6458	0.00%
<u>Interest Installment Loans</u> Interest on installment financing for 19 Police vehicles.	-	-	6458	-6458	0.00%
Equipment - 537400	73000	67000	30000	37000	223.33%
<u>GHSP BikeSafe Motorcycle Grant - DP</u> Body Worn Cameras (\$1000 @)	2000	2000	-	2000	New
<u>ID Camera System/Printer</u> Replace current system which supplies/software is no longer available for.	6000	-	-	-	New
<u>Interview Room System Replacement</u>	15000	15000	-	15000	New
<u>WatchGuard In Car Camera Replacements</u> CIP	50000	50000	-	50000	New
Vehicle - 537410	235250	84000	53500	30500	157.01%
<u>237 Replacement</u> 237 is the Animal Control Vehicle, currently a 2000 F-150 with 140,000 miles. End of Life	24000	24000	-	24000	New
<u>257 Replacement</u> SRT Van	26000	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u> All Vehicle Equipment Included	41000	-	-	-	New
<u>Crime Prevention / PAAL Officer - DP</u> Highway Use Tax	750	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>GHSP BikeSafe Motorcycle Grant - DP</u> (2) Motorcycles with equipment @ \$30K	60000	60000	-	60000	New
<u>Police Officer - DP</u> 2 Vehicles & All Vehicle Equipment Included	82000	-	-	-	New
<u>Police Officer - DP</u> Highway Use Tax	1500	-	-	-	New
GRAND DIVISION TOTALS	7194397	6626100	6294809	331291	105.26%

**POLICE DEPARTMENT
Administration Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	989,899	990,198	509,213	525,231	423,128	307,261	312,699
510210	Salaries - Overtime	6,045	16,370	1,096	2,252	1,750	1,803	900
510220	Salaries - Temporary	9,211	6,946	-	-	-	-	-
510235	Outside Employment	159,498	150,957	-	-	-	-	-
510236	Longevity	-	-	-	-	13,019	8,716	8,716
510240	Separation Allowance	-	-	-	150,982	-	-	-
510500	FICA	91,925	95,443	46,683	49,783	30,433	24,197	24,184
510600	Group Insurance	87,555	100,754	52,554	49,595	42,704	23,332	20,740
510700	Retirement	95,268	115,104	61,113	57,600	49,060	39,579	39,841
521000	Professional Services	-	-	-	-	-	-	-
521100	Postage	-	-	-	-	-	529	529
521150	Telephone	-	-	-	-	3,600	1,925	1,925
521200	Printing	198	1,569	112	282	1,000	1,000	1,000
521400	Travel and Training	10,660	22,561	52,445	43,563	57,355	63,361	56,230
521410	Special Events	10,428	6,111	304	1,222	1,500	1,000	1,000
521430	Parking Fees	36	64	18	-	-	-	-
521600	Equipment Maintenance & Repair	-	-	395	125	500	500	500
521700	Auto Maintenance & Repair	946	2,731	414	1,500	3,000	1,000	1,000
522100	Equipment Rental	-	-	-	-	-	19,692	19,692
522200	Building Rental	25,483	4,277	-	-	-	-	-
523100	Fuel	4,491	8,087	17,036	10,865	8,125	6,930	6,825
523300	Departmental Supplies	11,337	14,364	5,935	7,204	8,585	4,575	4,575
523325	Departmental Supplies Software	-	-	34,980	-	-	-	-
523600	Uniforms	7,931	6,342	4,169	3,400	3,000	3,000	3,000
524300	Contract Services	36,761	35,987	70,409	47,248	62,038	85,278	70,340
525300	Dues and Subscriptions	2,362	2,170	1,285	839	5,070	3,500	3,500
525640	Phys/Poly/Psych Examinations	6,703	1,600	3,515	5,370	5,225	5,225	5,225
525700	Miscellaneous	25	-	-	-	-	-	-
537400	Equipment	22,971	-	23,747	14,753	9,210	-	-
5110 Total		\$ 1,579,735	\$ 1,581,634	\$ 885,423	\$ 971,814	\$ 728,302	\$ 602,403	\$ 582,421

**POLICE DEPARTMENT
Operations Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	2,502,451	2,540,992	3,694,758	3,752,272	3,851,754	4,032,274	3,935,309
510210	Salaries - Overtime	73,199	56,957	49,020	56,290	62,500	64,275	47,000
510220	Salaries - Temporary	-	-	29,161	27,313	45,600	57,868	57,868
510235	Outside Employment	-	-	188,688	197,963	176,595	175,000	175,000
510236	Longevity	-	-	-	-	101,414	98,047	98,016
510500	FICA	190,347	190,410	289,958	297,467	302,072	338,675	329,959
510600	Group Insurance	259,841	283,733	394,413	387,781	435,182	574,940	476,203
510700	Retirement	252,764	297,329	455,490	432,497	489,438	521,323	502,791
521000	Professional Services	-	-	-	-	1,200	1,200	1,200
521150	Telephone	-	-	-	-	14,076	12,850	14,100
521200	Printing	585	210	1,537	549	2,000	2,000	2,000
521400	Travel and Training	10,749	22,452	11,664	506	-	5,000	5,000
521410	Special Events	-	-	7,855	7,905	7,020	7,000	7,000
521430	Parking Fees	233	227	238	234	700	700	250
521600	Equipment Maintenance	7,036	5,222	9,976	10,122	8,800	11,800	11,600
521700	Auto Maintenance & Rep	45,573	54,484	80,198	76,864	71,000	72,000	56,000
522100	Equipment Rental	-	-	80	-	1,500	1,500	1,000
523100	Fuel	108,219	133,538	205,098	189,010	214,500	229,200	208,000
523300	Departmental Supplies	55,106	50,772	58,071	128,794	56,265	202,310	123,785
523325	Departmental Supplies -Software	-	-	-	-	-	10,065	10,065
523550	Vet Supplies & Food	4,048	9,357	5,804	6,641	9,550	8,000	8,000
523560	Drug & Information Pu	-	-	4,000	4,000	4,000	4,000	4,000
523600	Uniforms	45,134	47,960	32,876	67,558	42,000	87,050	72,900
524300	Contract Services	309,611	260,320	238,079	234,111	269,513	364,072	328,054
525610	Workers Comp	-	-	-	-	-	3,498	-
525640	Phys/Poly/Psych Exan	-	-	-	-	-	1,500	-
525300	Dues and Subscription:	695	2,393	1,774	2,133	-	-	-
525700	Miscellaneous	-	-	50	-	-	-	-
526115	Principal-Installment	-	-	-	-	175,932	-	-
526215	Interest-Installment Lc	-	-	-	-	3,458	-	-
537400	Equipment	181,993	98,194	85,453	91,177	38,500	73,000	67,000
537410	Vehicle	-	-	-	-	40,100	235,250	84,000
5140 Total		\$ 4,047,584	\$ 4,054,552	\$ 5,844,240	\$ 5,971,187	\$ 6,424,669	\$ 7,194,397	\$ 6,626,100



**PARKS, RECREATION AND
CULTURAL RESOURCES**

Administration
Adult and Senior
Cultural Arts and Events
Outdoor and Adventure
Youth and Athletics
Program Partners

PARKS, RECREATION AND CULTURAL RESOURCES

The Parks, Recreation and Cultural Resources Department consists of five teams:

Administration, Cultural Arts and Events, Outdoor and Adventure, Youth and Athletics, and **Adults and Seniors.** Working with **Program Partners,** the department provides a well-balanced offering of recreation, athletic, cultural and environmental educational programs and facilities as well as community special events that enhance the lives of the citizens and participants and improve the quality of life in Garner.

Miscellaneous.

ADMINISTRATION

The Parks, Recreation and Cultural Resources Department **Administration** team is responsible for public information, customer service, staff training, grant writing, volunteer development and recognition, coordination of citizen boards and committees, and other support functions. This program oversees five programming teams by providing operating policy, fiscal management, registrations, record keeping, training, and evaluation. The Administration staff maintains records of programs and participants, sets standards for facilities and grounds, develop plans, set priorities, and implements park improvements.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	169196	285157	-	285157
Professional Services	-	-	-	-
Operations and Maintenance	15871	31543	-	31543
Capital Outlay	-	-	-	-
Totals	185067	316700	-	316700

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Assistant Director</u>	-	-	1	1
<u>Parks and Recreation Director</u>	1	1	-	1
<u>Recreation Administrative Specialist</u>	1	1	-	1
TOTALS	2	2	1	3

ADMINISTRATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	218436	218254	131447	86807	166.04%
<u>Christmas Bonus</u>	450	450	300	150	150.00%
<u>Regular Salaries</u> Rob Smith moved to Admin Budget.	217986	217804	131147	86657	166.08%
Longevity - 510236	2757	2757	-	2757	New
<u>Longevity</u> Rob Smith moved to Parks Admin Budget.	2757	2757	-	2757	New
FICA - 510500	16922	16908	9531	7377	177.40%
<u>Social Security</u>	16922	16908	9531	7377	177.40%
Group Insurance - 510600	23221	20616	12389	8227	166.41%
<u>Health, dental, life and disability insurance</u>	23221	20616	12389	8227	166.41%
Retirement - 510700	26864	26622	15829	10793	168.19%
<u>Retirement and 401(k)</u>	26864	26622	15829	10793	168.19%
Postage - 521100	4134	4134	-	4134	New
<u>Postage</u> Moved amount to department based on actual usage.	4134	4134	-	4134	New
Telephone - 521150	636	1272	636	636	200.00%
<u>Cell Phone Stipend</u>	636	1272	636	636	200.00%
Travel and Training - 521400	7120	6320	3550	2770	178.03%
<u>Citizen Board Member Conf.</u> August, 2014 (Greensboro, NC) Registration, Full Delegate \$125.00 x 3=\$375.00 Lodging-Greensboro-High Point Marriot \$99.00 per room x 2 nights=\$198.00 x 3=\$594.00 Meal allowances \$50.00 x 3 days=\$150.00 x 3=\$450.00	1450	1450	1350	100	107.41%
<u>NCRPA Conf.</u> NCRPA Conference	2430	2030	550	1480	369.09%

	Requested	Recommended	Last Year	Difference	% Diff
September 21-23, 2014 Wilmington, NC Registration Full Delegate \$210 x 3=\$630 Lodging Local travel x 3 nights \$150 x 3=\$1,350 Meal allowances \$50.00 x 3 days \$150 x 3=\$450.00 Totals=\$2,430.00					
<u>NRPA Conference</u> October 14-16, 2014 Charlotte, NC Registration Full Delegate \$450.00 x 3=\$1,350.00 Lodging \$110.00 per room x 3 days= \$327.00 x 3=\$990.00 Meal allowances \$50.00 (Daily Total) x 3 days= \$150.00 x 3=\$450.00 Total=\$3,240.00	3240	2840	1650	1190	172.12%
Auto Maintenance & Repair - 521700	250	250	250	-	100.00%
<u>Repairs for staff vehicle</u>	250	250	250	-	100.00%
Equipment Rental - 522100	7632	7632	-	7632	New
<u>Copier Lease Agreement</u> Copier and printer lease agreements moved to departments based on allocation.	7632	7632	-	7632	New
Fuel - 523100	1085	1085	1085	-	100.00%
<u>Fuel</u> 334 gals. gas for veh. #222 & 278	1085	1085	1085	-	100.00%
Departmental Supplies - 523300	5000	5000	4500	500	111.11%
<u>Office Supplies, shirts</u>	5000	5000	4500	500	111.11%
Contract Services - 524300	5000	5000	5000	-	100.00%
<u>CAPRA Accreditation</u> CAPRA Accreditation Consultant Estimated Fee to develop Strategic and Recreation Plan in order for	5000	5000	5000	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
accreditation process to move forward.					
Dues and Subscriptions - 525300	850	850	850	-	100.00%
<u>Garner News, Garner-Clayton Record</u>	100	100	100	-	100.00%
<u>Misc. textbooks, literature, prep material for accreditation</u>	300	300	300	-	100.00%
<u>NCRPA - Director & Advisory Committee</u>	200	200	200	-	100.00%
<u>NRPA, Dept. & Dir.</u>	250	250	250	-	100.00%
GRAND DIVISION TOTALS	319907	316700	185067	131633	171.13%

ADULT AND SENIOR

The **Adult and Senior** team manages the Garner Senior Center and Fitness Annex, which offers opportunities for older adults to stay physically and socially active. The team is responsible for planning, implementing and supervising a variety of fitness and art instructional classes for the adult and senior population. Examples include daytime and evening fitness classes such as Zumba, line dancing and yoga, acrylic painting, computer classes and local trips. The team markets and monitors the Senior Fitness Pass. Program partners include Meals on Wheels of Wake County, Resources for Seniors and the Art League of Garner.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	239308	212736	-	212736
Professional Services	-	-	-	-
Operations and Maintenance	26276	23699	-	23699
Capital Outlay	-	-	-	-
Totals	265584	236435	-	236435

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Recreation Center & Program Manager</u>	1	1	-	1
<u>Recreation Specialist-Marketing/Events</u>	1	1	-	1
TOTALS	2	2	-	2

ADULT AND SENIOR – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	106908	106908	176690	-69782	60.51%
<u>Christmas Bonus</u>	300	300	300	-	100.00%
<u>Christmas Bonus</u>	-	-	300	-300	0.00%
<u>Regular Salaries</u> 1 position moved to Arts & Culture, 1 position moved to Outdoor Adventure	-	-	88045	-88045	0.00%
<u>Regular Salaries</u> 2 FTES	106608	106608	88045	18563	121.08%
Salaries - Overtime - 510210	800	800	1600	-800	50.00%
<u>Overtime</u> Jamie moved Based on actual expenditures	-	-	800	-800	0.00%
<u>Overtime</u> Based on actual expenditures	800	800	800	-	100.00%
Salaries - Temporary - 510220	-	64231	-	64231	New
<u>Part Time Salaries</u> Moved from other divisions as part of reorganization	-	64231	-	64231	New
FICA - 510500	8405	13403	12934	469	103.63%
<u>Social Security</u>	8405	13403	6467	6936	207.25%
<u>Social Security</u>	-	-	6467	-6467	0.00%
Group Insurance - 510600	15823	14036	26636	-12600	52.70%
<u>Health, dental, life and disability insurance</u>	-	-	13318	-13318	0.00%
<u>Health, dental, life and disability insurance</u>	15823	14036	13318	718	105.39%
Retirement - 510700	13371	13358	21448	-8090	62.28%
<u>Retirement and 401(k)</u>	13371	13358	10724	2634	124.56%
<u>Retirement and 401(k)</u>	-	-	10724	-10724	0.00%
Telephone - 521150	1272	636	1272	-636	50.00%
<u>Cell Phone</u>	1272	636	1272	-636	50.00%

	Requested	Recommended	Last Year	Difference	% Diff
Travel and Training - 521400	2585	1435	800	635	179.38%
<u>Adult Fitness - 30400</u> Moved from Senior Fitness	700	700	-	700	New
<u>Adult Rental and General Operations - 74800</u> Partial funds from former Sports and Fitness Operations	1735	585	-	585	New
<u>Senior Fitness - 40400</u>	150	150	800	-650	18.75%
Senior Citizens Travel - 521405	1600	1600	4000	-2400	40.00%
<u>Senior Trips - 40540</u>	1600	1600	4000	-2400	40.00%
Building and Grounds Maint. - 521500	2100	2100	2000	100	105.00%
<u>Adult Rental and General Operations - 74800</u>	2100	2100	2000	100	105.00%
Equipment Maintenance & Repair - 521600	2115	2115	2650	-535	79.81%
<u>Adult Fitness - 30400</u>	600	600	600	-	100.00%
<u>Adult Rental and General Operations - 74800</u>	1515	1515	2050	-535	73.90%
Auto Maintenance & Repair - 521700	250	250	250	-	100.00%
<u>Senior Trips - 40540</u>	250	250	250	-	100.00%
Fuel - 523100	250	250	250	-	100.00%
<u>Senior Trips - 40540</u>	250	250	250	-	100.00%
Departmental Supplies - 523300	3636	3036	5680	-2644	53.45%
<u>Adult Arts - 30300</u>	-	-	500	-500	0.00%
<u>Adult Fitness - 30400</u>	600	600	600	-	100.00%
<u>Adult Rental and General Operations - 74800</u>	1300	1300	1400	-100	92.86%
<u>Adult Special Populations - 30520</u>	-	-	450	-450	0.00%
<u>Senior Fitness - 40400</u>	600	-	600	-600	0.00%
<u>Senior Health and Wellness - 40320</u>	1136	1136	2030	-894	55.96%
<u>Senior Instructional - 40340</u>	-	-	100	-100	0.00%
Non Capital Equipment - 523399	4150	4150	500	3650	830.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Senior Fitness - 40400</u> Replace Recumbent Bike (\$3,000)	4150	4150	500	3650	830.00%
Contract Services - 524300	7832	7832	8674	-842	90.29%
<u>Adult Arts - 30300</u>	1100	1100	1400	-300	78.57%
<u>Adult Rental and General Operations - 74800</u>	1800	1800	1800	-	100.00%
<u>Senior Fitness - 40400</u>	-	-	1106	-1106	0.00%
<u>Senior Health and Wellness - 40320</u>	1200	1200	1000	200	120.00%
<u>Senior Instructional - 40340</u>	3732	3732	3368	364	110.81%
Dues and Subscriptions - 525300	250	295	200	95	147.50%
<u>Sam's Club</u>	-	45	-	45	New
<u>Senior Health and Wellness - 40320</u>	250	250	200	50	125.00%
GRAND DIVISION TOTALS	171347	236435	265584	-29149	89.02%

CULTURAL ARTS AND EVENTS

The **Cultural Arts and Events** team is responsible for operating the Garner Performing Arts Center (GPAC) and coordinating a variety of cultural arts programs including the “It’s Showtime” performance series, lobby exhibits and rentals. The team is also responsible for planning and implementing Town-wide special events such as Independence Day Celebration, Carnaval Latino, the Garner Christmas Parade and Light Up Main. Programming partners include Miss Garner pageant, Towne Players, United Arts Council of Raleigh/Wake County, Garner Chamber of Commerce, and Garner Revitalization Association.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	160406	229273	-	229273
Professional Services	-	-	-	-
Operations and Maintenance	161432	170758	-	170758
Capital Outlay	-	-	-	-
Totals	321838	400031	-	400031

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Cultural Arts and Events Manager</u>	1	1	-	1
<u>Events & Box Office Coordinator</u>	-	-	1	1
<u>Theatre Services Coordinator</u>	1	1	-	1
TOTALS	2	2	1	3

CULTURAL ARTS AND EVENTS – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	143646	143373	93136	50237	153.94%
<u>Christmas Bonus</u>	450	450	300	150	150.00%
<u>Regular Salaries</u> One additional position moved from 5730 Marketing & Special Events	143196	142923	92836	50087	153.95%
Salaries - Overtime - 510210	675	675	500	175	135.00%
<u>Auditorium Supervisor</u>	675	675	500	175	135.00%
Salaries - Temporary - 510220	33806	33806	33806	-	100.00%
<u>Programs</u>	9844	9844	9844	-	100.00%
<u>Rental and Operations</u>	23962	23962	23962	-	100.00%
FICA - 510500	13627	13605	9378	4227	145.07%
<u>Social Security</u>	13627	13605	9378	4227	145.07%
Group Insurance - 510600	23613	20481	12320	8161	166.24%
<u>Health, dental, life and disability insurance</u>	23613	20481	12320	8161	166.24%
Retirement - 510700	17509	17333	11266	6067	153.85%
<u>Retirement and 401 (k)</u>	17509	17333	11266	6067	153.85%
Telephone - 521150	1272	1908	1272	636	150.00%
<u>Cell Phone Stipend</u>	1272	1908	1272	636	150.00%
Printing - 521200	500	500	500	-	100.00%
<u>Independence Day Event - 60100</u>	500	500	500	-	100.00%
Travel and Training - 521400	4805	2260	2400	-140	94.17%
<u>Rental and Operations - 76800</u>	4805	2260	2400	-140	94.17%
Building and Grounds Maint. - 521500	750	750	750	-	100.00%
<u>Rental and Operations - 76800</u>	750	750	750	-	100.00%
Equipment Maintenance & Repair - 521600	1500	1500	1500	-	100.00%
<u>Rental and Operations - 76800</u>	1500	1500	1500	-	100.00%
Equipment Rental - 522100	32950	32950	30160	2790	109.25%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Independence Day Event - 60100</u> Increased to better reflect actual expenditures.	26950	26950	24160	2790	111.55%
<u>Performance Series - 65160</u>	6000	6000	6000	-	100.00%
Departmental Supplies - 523300	30175	30175	30160	15	100.05%
<u>Carnaval Latino - 60155</u>	800	800	-	800	New
<u>Christmas Parade - 60120</u>	400	400	400	-	100.00%
<u>Independence Day Event - 60100</u>	3400	3400	3500	-100	97.14%
<u>Light Up Main - 60125</u>	1250	1250	1260	-10	99.21%
<u>Performance Series - 65160</u> Volunteer T-shirts were moved to supplies.	8600	8600	7600	1000	113.16%
<u>Rental and Operations - 76800</u>	15325	15325	17000	-1675	90.15%
<u>Theater Camps - 20360</u>	400	400	400	-	100.00%
Uniforms - 523600	2075	2075	1200	875	172.92%
<u>Independence Day Event - 60100</u>	1200	1200	1200	-	100.00%
<u>Rental and Operations - 76800</u> Moved from Supplies	875	875	-	875	New
Contract Services - 524300	98000	98000	93110	4890	105.25%
<u>Carnaval Latino - 60155</u>	2350	2350	-	2350	New
<u>Christmas Parade - 60120</u>	2950	2950	2500	450	118.00%
<u>Independence Day Event - 60100</u> \$1800 of increase is for a band.	57350	57350	55410	1940	103.50%
<u>Light Up Main - 60125</u>	1150	1150	1300	-150	88.46%
<u>Performance Series - 65160</u>	32000	32000	32000	-	100.00%
<u>Rental and Operations - 76800</u> Moved Additional Cleanings from Supplies	1700	1700	1400	300	121.43%
<u>Theater Camps - 20360</u>	500	500	500	-	100.00%
Dues and Subscriptions - 525300	550	640	380	260	168.42%
<u>Rental and Operations - 76800</u>	550	550	380	170	144.74%
<u>Sam's Club</u>	-	90	-	90	New
GRAND DIVISION TOTALS	405453	400031	321838	78193	124.30%

OUTDOOR AND ADVENTURE

The **Outdoor and Adventure** team operates White Deer Park, which includes a nature center, shelters, restrooms, trail, and greenway. This team also manages Lake Benson Park and the Boathouse. Program offerings include Discovery Days, Summer Nature Camps and park based special events such as Groundhog Day, Spring Eggstravaganza and Trick-or-Treat the Trails. The team offers group environmental education programs for local school and scouts. The team is responsible for marketing all department classes and programs utilizing brochures, website, and social media outlets. Additionally, staff implements the Special Event Policy of reserving and renting parks and other facilities for non-Town sponsored events. Programming partners include the Garner Chamber of Commerce, local schools, churches, and civic clubs.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	125107	179929	-	179929
Professional Services	-	-	-	-
Operations and Maintenance	83456	82582	-	82582
Capital Outlay	-	-	-	-
Totals	208563	262511	-	262511

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Marketing & Special Events Coordinator</u>	-	-	1	1
<u>Parks and Outdoor Education Program Manager</u>	1	1	-	1
TOTALS	1	1	1	2

OUTDOOR AND ADVENTURE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	98828	99748	51223	48525	194.73%
<u>Christmas Bonus</u>	300	300	150	150	200.00%
<u>Regular Salaries</u> 1 additional FTE	98528	99448	51073	48375	194.72%
Salaries - Overtime - 510210	222	100	150	-50	66.67%
<u>Overtime</u> RCS and RSS extra hours for special events, programs Based on actual expenditures	222	100	150	-50	66.67%
Salaries - Temporary - 510220	53448	42099	53448	-11349	78.77%
<u>Festivals, Special Events and Boathouse</u>	10238	9131	10238	-1107	89.19%
<u>Rental and Operations</u>	38024	14690	38024	-23334	38.63%
<u>Youth and Family Programs</u>	5186	18278	5186	13092	352.45%
Longevity - 510236	1000	-	-	-	New
<u>Longevity</u>	1000	-	-	-	New
FICA - 510500	11743	10859	7815	3044	138.95%
<u>Social Security</u>	11743	10859	7815	3044	138.95%
Group Insurance - 510600	16335	15107	6168	8939	244.93%
<u>Health, dental, life and disability insurance</u>	16335	15107	6168	8939	244.93%
Retirement - 510700	12140	12016	6303	5713	190.64%
<u>Retirement and 401(k)</u>	12140	12016	6303	5713	190.64%
Postage - 521100	-	8550	-	8550	New
<u>Brochures</u> Relocated to Postage Account	-	6000	-	6000	New
<u>Post Cards</u> Relocated to Postage Account	-	2550	-	2550	New
Telephone - 521150	1056	1272	1056	216	120.45%
<u>Cell Phone</u>	1056	1272	1056	216	120.45%
Printing - 521200	24750	24750	23150	1600	106.91%
<u>Adult - 30700</u>	450	450	450	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Arbor Day - 60160</u>	-	-	50	-50	0.00%
<u>Boathouse - 70380</u>	150	150	100	50	150.00%
<u>Discovery Days - 20340</u>	50	50	-	50	New
<u>Eggstravaganza Festival - 60145</u>	300	300	-	300	New
<u>Fall Brochure - 57300</u>	9000	9000	8750	250	102.86%
<u>Groundhog Day - 60115</u>	200	200	100	100	200.00%
<u>Operations - 57420</u>	3100	3100	3150	-50	98.41%
<u>Preschool - 10380</u>	100	100	300	-200	33.33%
<u>Rental and Operations - 98800</u>	1200	1200	1200	-	100.00%
<u>School Group - 20340</u>	250	250	-	250	New
<u>Spring-Summer Brochure - 57300</u>	9000	9000	8300	700	108.43%
<u>Summer Youth Brochure - 57300</u>	450	450	450	-	100.00%
<u>Trick or Treat the Trails - 60135</u> Moved from Supplies	200	200	-	200	New
<u>Youth - 20380</u>	300	300	300	-	100.00%
Travel and Training - 521400	3465	2315	2700	-385	85.74%
<u>Operations - 57420</u>	-	-	1500	-1500	0.00%
<u>Rental and Operations - 98800</u> Partial Funds from former Marketing account	3465	2315	1200	1115	192.92%
Equipment Maintenance & Repair - 521600	750	750	1000	-250	75.00%
<u>Boathouse - 70380</u>	250	250	500	-250	50.00%
<u>Rental and Operations - 98800</u>	500	500	500	-	100.00%
Equipment Rental - 522100	1750	1750	1840	-90	95.11%
<u>Boathouse - 70380</u>	1120	1120	955	165	117.28%
<u>Family Camping - 30500</u>	330	330	330	-	100.00%
<u>Groundhog Day - 60115</u>	300	300	300	-	100.00%
<u>Rental and Operations - 98800</u>	-	-	255	-255	0.00%
Departmental Supplies - 523300	25800	17250	24595	-7345	70.14%
<u>Arbor Day - 60160</u>	200	200	300	-100	66.67%
<u>Big Sweep - 60165</u>	300	300	300	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Boathouse - 70380</u>	2400	2400	2400	-	100.00%
<u>Business Expo and Info Fairs - 60105</u> Funds reallocated from contract services. Reduced \$540.	2250	2250	1840	410	122.28%
<u>Discovery Days - 20340</u>	1000	1000	1000	-	100.00%
<u>Eggstravaganza Festival - 60145</u>	3250	3250	3250	-	100.00%
<u>Fall Brochure - 57300</u>	3000	-	2850	-2850	0.00%
<u>Groundhog Day - 60115</u>	300	300	522	-222	57.47%
<u>Movies - 60130</u>	300	300	300	-	100.00%
<u>Native Wildflower Hike - 30340</u>	-	-	200	-200	0.00%
<u>Operations - 57420</u> Moved to Postage from Contracted Services	2550	-	-	-	New
<u>Preschool General - 10380</u>	150	150	275	-125	54.55%
<u>Preschool Nature Camp - 10360</u>	200	200	200	-	100.00%
<u>Preschool Science - 10340</u>	-	-	150	-150	0.00%
<u>Rental and Operations - 98800</u>	4200	4200	4508	-308	93.17%
<u>School Group - 20340</u>	500	500	500	-	100.00%
<u>Souvenir Sales - 70385</u>	500	500	500	-	100.00%
<u>Spring-Summer Brochure - 57300</u>	3000	-	2850	-2850	0.00%
<u>Teen Adventure Camp - 20360</u>	-	-	1100	-1100	0.00%
<u>Trick or Treat the Trails - 60135</u> Combined two similarly named accounts	1000	1000	750	250	133.33%
<u>Trick or Treat the Trails - 60135</u>	-	-	500	-500	0.00%
<u>Youth Nature Camp - 20360</u> Program fills regularly. Additional session added based on demand.	700	700	300	400	233.33%
Uniforms - 523600	1050	1050	800	250	131.25%
<u>Boathouse - 70380</u>	150	150	100	50	150.00%
<u>Rental and Operations - 98800</u>	900	900	700	200	128.57%
Contract Services - 524300	23650	23050	26550	-3500	86.82%
<u>Boathouse - 70380</u>	11500	11500	11500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Business Expo and Info Fairs - 60105</u>	-	-	950	-950	0.00%
<u>Eggstravaganza Festival - 60145</u>	3200	3200	3200	-	100.00%
<u>Groundhog Day - 60115</u>	850	750	500	250	150.00%
<u>Movies - 60130</u>	2300	2300	2850	-550	80.70%
<u>Operations - 57420</u>	3000	2500	5050	-2550	49.50%
<u>Rental and Operations - 98800</u>	300	300	300	-	100.00%
<u>Trick or Treat the Trails - 60135</u>	300	300	-	300	New
<u>Youth - 20380</u>	2200	2200	2200	-	100.00%
Dues and Subscriptions - 525300	1800	1845	1765	80	104.53%
<u>Operations - 57420</u>	1375	1375	1465	-90	93.86%
<u>Rental and Operations - 98800</u>	425	425	300	125	141.67%
<u>Sam's Club</u>	-	45	-	45	New
Vehicle - 537410	27000	-	-	-	New
<u>222 Replacement</u>	27000	-	-	-	New
GRAND DIVISION TOTALS	304787	262511	208563	53948	125.87%

YOUTH AND ATHLETICS

The **Youth and Athletics** team is responsible for planning, implementing and supervising diverse team and individual sports for youth and adults at Town-owned and rented facilities. The team manages the Avery Street Recreation Center and Annex, which provides year-round recreational and camp program offerings for preschool and school age children. Programs include the Avery Street Afterschool Program, summer specialty camps, preschool open art and the preschool sports series. The team provides support to partner youth sports agencies to meet the needs of the community.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	534065	259244	-	259244
Professional Services	-	-	-	-
Operations and Maintenance	93955	88994	-	88994
Capital Outlay	-	18400	-	18400
Totals	628020	366638	-	366638

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Recreation Activities Specialist</u>	0.5	0.5	-	0.5
<u>Recreation Center & Program Manager</u>	2	2	-	1
<u>Recreation Program Specialist</u>	0.5	0.5	-	0.5
<u>Recreation Specialist - Seniors & Adults</u>	1	1	-	-
<u>Recreation Superintendent - Centers & Athletics</u>	1	1	-	-
TOTALS	5	5	-	2

YOUTH AND ATHLETICS – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	97930	110628	275398	-164770	40.17%
<u>Christmas Bonus</u>	450	450	900	-450	50.00%
<u>Regular Salaries</u>	97480	110178	274498	-164320	40.14%
Salaries - Temporary - 510220	164287	108403	164287	-55884	65.98%
<u>Adult</u>	72146	22412	72146	-49734	31.06%
<u>Preschool</u>	8150	7954	8150	-196	97.60%
<u>Senior</u>	7560	-	7560	-7560	0.00%
<u>Youth</u>	76431	78037	76431	1606	102.10%
Longevity - 510236	2158	2158	-	2158	New
<u>Longevity</u>	2158	2158	-	2158	New
FICA - 510500	20225	16921	32538	-15617	52.00%
<u>Social Security</u>	20225	16921	32538	-15617	52.00%
Group Insurance - 510600	8545	7575	27753	-20178	27.29%
<u>Health, dental, life and disability insurance</u>	8545	7575	27753	-20178	27.29%
Retirement - 510700	12126	13559	34089	-20530	39.78%
<u>Retirement and 401 (k)</u>	12126	13559	34089	-20530	39.78%
Telephone - 521150	1260	636	1260	-624	50.48%
<u>Cell Phones</u>	1260	636	1260	-624	50.48%
Utilities - 521300	3950	3950	3800	150	103.95%
<u>Adult Softball - 30704</u>	2300	2300	2000	300	115.00%
<u>Adult Tennis - 30706</u>	650	650	650	-	100.00%
<u>Youth Tennis - 20705</u>	1000	1000	1150	-150	86.96%
Travel and Training - 521400	3945	2570	5460	-2890	47.07%
<u>ASRC/Annex - 72805</u>	3045	1670	4800	-3130	34.79%
<u>Youth Basketball - 20701</u>	500	500	300	200	166.67%
<u>Youth Summer and School Out Camps - 20360</u>	200	200	200	-	100.00%
<u>Youth Volleyball - 20703</u>	200	200	160	40	125.00%
Building and Grounds Maint. -	3500	3500	3500	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
521500					
<u>Adult Rental and General Operations - 72800</u>	3500	3500	3500	-	100.00%
Equipment Maintenance & Repair - 521600	3550	3550	5050	-1500	70.30%
<u>Adult Rental and General Operations - 72800</u>	3550	3550	5050	-1500	70.30%
Auto Maintenance & Repair - 521700	300	300	300	-	100.00%
<u>ASRC/Annex - 72805</u>	300	300	300	-	100.00%
Equipment Rental - 522100	3420	3420	3420	-	100.00%
<u>Adult Rental and General Operations - 72800</u>	3420	3420	3420	-	100.00%
Fuel - 523100	450	450	450	-	100.00%
<u>ASRC/Annex - 72805</u>	450	450	450	-	100.00%
Departmental Supplies - 523300	18705	18705	18785	-80	99.57%
<u>Adult Basketball - 30701</u>	2350	2350	2150	200	109.30%
<u>Adult Rental and General Operations - 72800</u>	2150	2150	1900	250	113.16%
<u>Adult Softball - 30704</u>	960	960	1060	-100	90.57%
<u>Adult Tennis - 30706</u>	250	250	250	-	100.00%
<u>Preschool Arts - 10300</u>	350	350	350	-	100.00%
<u>Preschool Athletics - 10700</u>	2570	2570	2570	-	100.00%
<u>Preschool Camps - 10360</u>	500	500	500	-	100.00%
<u>Preschool Instructional - 10340</u>	200	200	200	-	100.00%
<u>Preschool Other - 10380</u>	250	250	250	-	100.00%
<u>Youth Afterschool - 20370</u>	400	400	400	-	100.00%
<u>Youth Arts - 20300</u>	300	300	300	-	100.00%
<u>Youth Basketball - 20701</u>	4100	4100	4250	-150	96.47%
<u>Youth Instructional - 20340</u>	250	250	400	-150	62.50%
<u>Youth Open Gym - 20702</u>	125	125	125	-	100.00%
<u>Youth Summer and School Out Camps - 20360</u>	2600	2600	2850	-250	91.23%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Youth Tennis - 20705</u>	250	250	250	-	100.00%
<u>Youth Volleyball - 20703</u>	1100	1100	980	120	112.24%
Uniforms - 523600	2135	2135	3010	-875	70.93%
<u>Adult Basketball - 30701</u>	100	100	100	-	100.00%
<u>Adult Tennis - 30706</u>	50	50	50	-	100.00%
<u>ASRC/Annex - 72805</u>	875	875	1750	-875	50.00%
<u>Preschool Athletics - 10700</u>	300	300	300	-	100.00%
<u>Youth Afterschool - 20370</u>	100	100	100	-	100.00%
<u>Youth Basketball - 20701</u>	150	150	150	-	100.00%
<u>Youth Open Gym - 20702</u>	50	50	50	-	100.00%
<u>Youth Summer and School Out Camps - 20360</u>	360	360	360	-	100.00%
<u>Youth Tennis - 20705</u>	75	75	75	-	100.00%
<u>Youth Volleyball - 20703</u>	75	75	75	-	100.00%
Contract Services - 524300	31990	31370	30290	1080	103.57%
<u>Adult Basketball - 30701</u>	5830	5830	6050	-220	96.36%
<u>Adult Softball - 30704</u>	10800	10800	10600	200	101.89%
<u>Preschool Athletics - 10700</u>	3840	3840	3840	-	100.00%
<u>Youth Basketball - 20701</u>	5550	5550	6100	-550	90.98%
<u>Youth Instructional - 20340</u>	500	500	300	200	166.67%
<u>Youth Summer and School Out Camps - 20360</u>	4120	3500	2500	1000	140.00%
<u>Youth Volleyball - 20703</u>	1350	1350	900	450	150.00%
School Access Fees - 524365	17358	17358	17000	358	102.11%
<u>Youth Basketball - 20701</u>	10000	10000	11000	-1000	90.91%
<u>Youth Volleyball - 20703</u>	7358	7358	6000	1358	122.63%
Dues and Subscriptions - 525300	1005	1050	1630	-580	64.42%
<u>Adult Softball - 30704</u>	380	380	380	-	100.00%
<u>ASRC/Annex - 72805</u>	625	625	1250	-625	50.00%
<u>Sam's Club</u>	-	45	-	45	New
Vehicle - 537410	18400	18400	-	18400	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>161 Replacement</u>	18400	18400	-	18400	New
GRAND DIVISION TOTALS	415239	366638	628020	-261382	58.38%

PROGRAM PARTNERS

Funding in the **Program Partners** division seeks to enhance the recreational and cultural arts opportunities in Garner through various partnerships with external organizations. The goal is not to overlap or duplicate services but to provide the residents with quality choices for leisure activities that are delivered in a cost-effective manner.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	165299	163259	-	163259
Capital Outlay	-	-	-	-
Totals	165299	163259	-	163259

PROGRAM PARTNERS – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Garner Baseball Inc - 524210	66600	64900	64900	-	100.00%
<u>Contract Services - Field Maintenance</u>	22000	22000	22000	-	100.00%
<u>Direct Contributions</u>	17000	15300	15300	-	100.00%
<u>Equip. Maint./Repair - Ball Field Lighting</u>	700	700	700	-	100.00%
<u>School Access Fees</u>	3000	3000	3000	-	100.00%
<u>Utilities - Ball Field Lights</u>	23900	23900	23900	-	100.00%
Garner Civitan - 524215	21381	21344	21381	-37	99.83%
<u>Bldg. & Equip. Rental - Portajohns</u>	2000	2000	2000	-	100.00%
<u>Direct Contribution</u>	13200	13200	13200	-	100.00%
<u>School Access Fees</u>	4655	4655	4655	-	100.00%
<u>Utilities - Ball Field Lights</u> Based on actuals + 3%	1526	1489	1526	-37	97.58%

	Requested	Recommended	Last Year	Difference	% Diff
Miss Garner Pageant - 524220	1500	1500	1500	-	100.00%
<u>Direct Contribution</u>	1500	1500	1500	-	100.00%
Garner Towne Players - 524225	35000	23650	23650	-	100.00%
<u>Direct Contribution</u>	35000	23650	23650	-	100.00%
Capital Area Soccer League - 524230	17950	16535	17950	-1415	92.12%
<u>Contract Services - Field Maintenance</u>	7000	7000	7000	-	100.00%
<u>Light Repairs</u>	2000	2000	2000	-	100.00%
<u>Utilities - Ball Field Lights Based on 2013 Actuals + 3%</u>	8950	7535	8950	-1415	84.19%
GAYSL - 524235	11418	12830	11418	1412	112.37%
<u>Equip. Maint./Repair - Ball Field Lighting</u>	4250	4250	4250	-	100.00%
<u>Utilities - Ball Field Lights Based on 2013 actuals + 3%</u>	7168	8580	7168	1412	119.70%
Optimist Basketball - 524240	22500	22500	22500	-	100.00%
<u>School Access Fees</u>	22500	22500	22500	-	100.00%
American Legion - 524245	-	-	2000	-2000	0.00%
<u>School Access Fees</u>	-	-	2000	-2000	0.00%
GRAND DIVISION TOTALS	176349	163259	165299	-2040	98.77%

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT
Administration Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	139,921	142,027	142,945	128,626	131,447	218,436	218,254
510210	Salaries - Overtime	-	1,019	906	26	-	-	-
510220	Salaries - Temporary	683	-	-	-	-	-	-
510221	Salaries - Temporary Boathouse	372	-	-	-	-	-	-
510236	Longevity	-	-	-	-	-	2,757	2,757
510500	FICA	10,305	10,428	10,446	9,724	9,531	16,922	16,908
510600	Group Insurance	12,841	13,583	13,469	10,008	12,389	23,221	20,616
510700	Retirement	13,911	16,396	17,211	14,502	15,829	26,864	26,622
521100	Postage	4,955	-	-	-	-	4,134	4,134
521150	Telephone	-	-	-	-	636	636	1,272
521200	Printing	9,155	633	570	-	-	-	-
521400	Travel and Training	2,712	8,161	3,391	6,408	3,550	7,120	6,320
521600	Equipment Maintenance & Repair	-	27	-	-	-	-	-
521700	Auto Maintenance & Repair	910	1,076	738	1,590	250	250	250
522100	Equipment Rental	-	-	-	-	-	7,632	7,632
522101	Equipment Rental - Boathouse	459	-	-	-	-	-	-
523100	Fuel	1,109	1,028	1,158	636	1,085	1,085	1,085
523300	Departmental Supplies	7,340	1,800	7,703	9,042	4,500	5,000	5,000
523301	Departmental Supply Boathouse	1,517	-	-	-	-	-	-
524300	Contract Services	4,771	4,865	6,638	5,559	5,000	5,000	5,000
525300	Dues and Subscriptions	918	1,913	733	768	850	850	850
524300	Contract Services	-	-	-	-	-	-	-
525800	Contingency	-	-	-	-	-	-	-
537410	Vehicle	-	-	-	-	-	-	-
5710 Total		\$ 211,880	\$ 202,957	\$ 205,908	\$ 186,887	\$ 185,067	\$ 319,907	\$ 316,700

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT
Adult and Senior Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	84,456	25,571	86,947	98,399	88,345	106,908	106,908
510210	Salaries - Overtime	671	1,346	765	107	800	800	800
510220	Salaries - Temporary	24,167	15,526	-	-	-	-	64,231
510236	Longevity	-	-	-	-	-	-	-
510500	FICA	8,235	3,039	6,321	7,087	6,467	8,405	13,403
510600	Group Insurance	10,158	2,659	12,754	14,213	13,318	15,823	14,036
510700	Retirement	8,523	1,732	9,147	11,144	10,724	13,371	13,358
521150	Telephone	-	-	-	-	1,272	1,272	636
521200	Printing	7,277	19,170	18,099	15,344	24,051	-	-
521300	Utilities	3,035	-	-	-	-	-	-
521400	Travel and Training	1,607	150	436	1,085	1,500	2,585	1,435
521405	Senior Citizen's Travel	-	-	-	-	-	1,600	1,600
521500	Building & Grounds Maint.	-	-	-	-	-	2,100	2,100
521600	Equipment Maintenance & Repair	998	-	-	-	-	2,115	2,115
521700	Auto Maintenance & Repair	90	-	-	421	-	250	250
522100	Equipment Rental	-	-	420	19,967	35,852	-	-
523100	Fuel	88	195	539	-	-	250	250
523300	Departmental Supplies	12,190	12,412	8,343	18,179	20,950	3,636	3,036
523399	Non Capital Equipment	-	-	-	-	-	4,150	4,150
523600	Uniforms	1,407	99	-	1,465	1,200	-	-
524300	Contract Services	11,775	4,285	2,822	75,040	124,596	7,832	7,832
524365	School Access Fees	6,792	-	-	-	-	-	-
525300	Dues and Subscriptions	322	-	660	694	1,465	250	295
526115	Principal-Installment Loan	-	-	-	-	5,415	-	-
537410	Vehicle	-	-	-	-	-	-	-
5730 Total		\$181,792	\$ 86,184	\$147,254	\$263,145	\$335,955	\$171,347	\$ 236,435

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT
Cultural Arts and Events Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	119,401	99,093	81,952	89,727	93,136	143,646	143,373
510210	Salaries - Overtime	1,028	4,393	267	414	500	675	675
510220	Salaries - Temporary	68,213	81,772	26,691	36,787	33,806	33,806	33,806
510236	Longevity	-	-	-	-	-	-	-
510500	FICA	14,246	14,114	8,242	9,623	9,378	13,627	13,605
510600	Group Insurance	10,903	6,389	10,444	11,450	12,320	23,613	20,481
510700	Retirement	14,113	14,001	9,854	10,207	11,266	17,509	17,333
521150	Telephone	-	-	-	-	1,272	1,272	1,908
521200	Printing	3,322	13,637	3,240	1,372	-	500	500
521400	Travel and Training	1,174	1,336	2,560	1,802	2,400	4,805	2,260
521500	Building and Grounds Maint	-	-	3,552	-	750	750	750
521600	Equipment Maintenance & Repair	1,154	3,103	922	1,349	1,500	1,500	1,500
522100	Equipment Rental	4,767	29,221	10,716	1,269	6,000	32,950	32,950
523300	Departmental Supplies	10,082	22,921	19,655	21,479	32,900	30,175	30,175
523510	Independence Day Celebration	75,431	22,058	-	-	-	-	-
523600	Uniforms	1,305	5,329	758	-	-	2,075	2,075
524300	Contract Services	27,284	108,795	57,690	45,388	37,000	98,000	98,000
524370	Contract Services-Non Athletic	-	300	-	-	-	-	-
525300	Dues and Subscriptions	819	1,163	468	145	380	550	640
525700	Miscellaneous	58	-	-	-	-	-	-
537400	Equipment	-	-	20,380	-	-	-	-
5720 Total		\$353,300	\$427,624	\$257,392	\$231,012	\$242,608	\$405,453	\$ 400,031

PARKS, RECREATION, AND CULTURAL SERVICES DEPARTMENT
Outdoor Adventure Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	89,200	56,138	48,443	50,097	51,223	98,828	99,748
510210	Salaries - Overtime	935	390	34	-	150	222	100
510220	Salaries - Temporary	9,461	31,222	55,254	50,484	53,448	53,448	42,099
510221	Salaries - Temporary Boathouse	10,113	12,451	9,057	9,947	-	-	-
510236	Longevity	-	-	-	-	1,000	1,000	-
510500	FICA	8,069	7,580	8,572	8,422	7,815	11,743	10,859
510600	Group Insurance	11,276	6,987	5,824	5,627	6,168	16,335	15,107
510700	Retirement	8,958	6,476	5,795	5,673	6,303	12,140	12,016
521100	Postage	-	-	-	-	-	-	8,550
521150	Telephone	-	-	-	-	1,056	1,056	1,272
521200	Printing	1,532	2,063	2,190	1,536	1,450	24,750	24,750
521400	Travel and Training	1,634	446	1,556	1,101	1,200	3,465	2,315
521600	Equipment Maintenance & Repair	559	3,249	1,139	1,462	1,000	750	750
521700	Auto Maintenance & Repair	-	-	-	-	-	-	-
522100	Equipment Rental	1,075	125	-	269	1,840	1,750	1,750
523300	Departmental Supplies	13,920	13,680	13,883	17,565	13,235	25,800	17,250
523600	Uniforms	447	584	1,061	799	800	1,050	1,050
524300	Contract Services	-	-	800	800	35,300	23,650	23,050
524370	Contract Services-Non Athletic	12,298	11,934	-	-	-	-	-
525300	Dues and Subscriptions	140	468	216	150	300	1,800	1,845
537400	Equipment	1,371	-	-	-	-	-	-
537410	Vehicle	-	-	-	-	-	27,000	-
5742 Total		\$ 170,988	\$ 153,793	\$ 153,824	\$ 153,931	\$ 182,288	\$ 304,787	\$ 262,511

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT
Youth and Athletics Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	222,311	254,082	234,926	236,253	275,398	97,930	110,628
510210	Salaries - Overtime	1,616	3,968	827	23	-	-	-
510220	Salaries - Temporary	143,601	212,328	219,324	203,913	164,287	164,287	108,403
510236	Longevity	-	-	-	-	7,934	2,158	2,158
510500	FICA	26,841	34,702	33,714	32,659	32,538	20,225	16,921
510600	Group Insurance	26,002	32,023	26,257	25,851	27,753	8,545	7,575
510700	Retirement	23,823	32,725	30,940	29,722	34,089	12,126	13,559
521150	Telephone	-	-	-	-	1,260	1,260	636
521200	Printing	476	1,376	-	-	-	-	-
521300	Utilities	712	3,600	4,456	4,058	3,800	3,950	3,950
521400	Travel and Training	2,275	2,645	2,458	5,143	6,260	3,945	2,570
521405	Travel - Senior Citizens	7,512	2,360	4,682	1,432	4,000	-	-
521500	Building and Grounds Maint	390	2,160	4,897	2,577	5,500	3,500	3,500
521600	Equipment Maintenance & Repair	4,726	9,054	6,909	8,490	8,300	3,550	3,550
521700	Auto Maintenance & Repair	191	-	-	176	550	300	300
522100	Equipment Rental	709	1,319	3,606	4,514	3,420	3,420	3,420
523100	Fuel	489	459	1,078	1,023	700	450	450
523300	Departmental Supplies	25,978	28,358	39,568	34,947	36,315	18,705	18,705
523600	Uniforms	1,064	531	1,179	2,720	3,010	2,135	2,135
524300	Contract Services	29,224	37,316	31,687	44,262	38,964	31,990	31,370
524365	School Access Fees	5,252	18,250	14,300	11,267	17,000	17,358	17,358
524370	Contract Services-Non Athletic	1,336	1,520	12,244	-	-	-	-
525300	Dues and Subscriptions	576	1,226	1,394	1,413	1,830	1,005	1,050
537410	Vehicle	-	-	-	-	-	18,400	18,400
5740 Total		\$ 525,104	\$ 680,003	\$ 674,447	\$ 650,442	\$ 672,908	\$ 415,239	\$ 366,638

**PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT
Program Partners**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
524210	Garner Baseball Inc	60,050	66,104	64,474	62,202	64,900	66,600	64,900
524215	Garner Civitan	21,958	16,884	14,892	16,775	21,381	21,381	21,344
524220	Miss Garner Pageant	1,500	1,500	1,500	3,500	1,500	1,500	1,500
524225	Garner Towne Players	24,650	23,650	22,010	25,263	23,650	35,000	23,650
524230	Capital Area Soccer Assn	9,113	15,104	18,595	16,926	17,950	17,950	16,535
524235	GAYSL	10,875	12,854	11,722	8,927	11,418	11,418	12,830
524240	Optimist Basketball	17,403	12,270	17,081	18,566	22,500	22,500	22,500
524245	American Legion	1,215	2,600	2,000	2,000	2,000	-	
5744 Total		\$ 146,763	\$ 150,967	\$ 152,272	\$ 154,159	\$ 165,299	\$ 176,349	\$ 163,259



PUBLIC WORKS

Administration
Public Facility Management
Public Grounds Maintenance
Solid Waste
Fleet Management
Streets Maintenance
Streets-Powell Bill
Snow Removal

PUBLIC WORKS DEPARTMENT

The Public Works Department is composed of eight divisions with responsibilities such as **Street Maintenance, Snow Removal, Public Facility Management, Park Maintenance, and Fleet Management.**

PUBLIC WORKS ADMINISTRATION

The **Administration** division provides customer service information and administrative assistance for all departmental functions. This includes preparing work orders for customer needs that will be executed by operational staff. This division also coordinates budget preparation, expenditure control, supply procurement, record keeping, and personnel activities.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	414642	415448	-	415448
Professional Services	-	-	-	-
Operations and Maintenance	17462	25852	-	25852
Capital Outlay	-	-	-	-
Totals	432104	441300	-	441300

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Administrative Support Specialist</u>	2	2	-	2
<u>Assistant Public Works Director</u>	1	1	-	1
<u>Maintenance Tech</u>	1	1	-	1
<u>Public Works Director</u>	1	1	-	1
TOTALS	5	5	-	5

PUBLIC WORKS ADMINISTRATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	322896	307742	309399	-1657	99.46%
<u>Christmas Bonus</u>	750	750	750	-	100.00%
<u>Regular Salaries</u>	322146	306992	308649	-1657	99.46%
Salaries - Overtime - 510210	304	150	292	-142	51.37%
<u>Overtime</u> 15 hours @ \$19.45	304	150	292	-142	51.37%
Longevity - 510236	12186	10425	11084	-659	94.05%
<u>Longevity</u>	12186	10425	11084	-659	94.05%
FICA - 510500	25657	24351	22457	1894	108.43%
<u>Social Security</u>	25657	24351	22457	1894	108.43%
Group Insurance - 510600	38830	34449	32783	1666	105.08%
<u>Health, dental, life and disability insurance</u>	38830	34449	32783	1666	105.08%
Retirement - 510700	40725	38331	38627	-296	99.23%
<u>Retirement and 401(k)</u>	40725	38331	38627	-296	99.23%
Postage - 521100	120	120	-	120	New
<u>Postage</u> Moved amount to department based on usage.	120	120	-	120	New
Telephone - 521150	1272	1272	1272	-	100.00%
<u>Cell Phones</u>	1272	1272	1272	-	100.00%
Travel and Training - 521400	7165	6721	6183	538	108.70%
<u>Travel & Training</u> Travel and training for Administrative staff	7165	6721	6183	538	108.70%
Auto Maintenance & Repair - 521700	150	150	150	-	100.00%
<u>Maintenance and repairs</u>	150	150	150	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
2006 Compact SUV #200					
Equipment Rental - 522100	6012	6012	-	6012	New
<u>Copier Lease Agreement</u> Copier and printer lease agreements moved to departments based on location.	6012	6012	-	6012	New
Fuel - 523100	510	598	510	88	117.25%
<u>Vehicle Fuel</u> 154 gallons of unleaded gas @ 3.30/gal. Rec. 184 gallons @ 3.25	510	598	510	88	117.25%
Departmental Supplies - 523300	2200	2200	2100	100	104.76%
<u>General office supplies</u>	2200	2200	2100	100	104.76%
Uniforms - 523600	720	720	720	-	100.00%
<u>Maintenance Technician</u>	585	585	585	-	100.00%
<u>Shoe reimbursement</u>	135	135	135	-	100.00%
Contract Services - 524300	5512	6912	5512	1400	125.40%
<u>APWA Accreditation Agreement</u> Reflects necessary site visit for accreditation.	4600	6000	4600	1400	130.43%
<u>Mobile Computing Air Cards</u> Total 2 cards at \$38/month Moved cost to associated departments based on use.	912	912	912	-	100.00%
Dues and Subscriptions - 525300	1147	1147	1015	132	113.00%
<u>APWA Dues-Agency Membership</u>	1102	1102	980	122	112.45%
<u>Sam's Club</u>	45	45	35	10	128.57%
GRAND DIVISION TOTALS	465406	441300	432104	9196	102.13%

PUBLIC FACILITIES MAINTENANCE

The **Public Facilities Maintenance** division provides building maintenance for all Town facilities. This staff provides basic building improvements and manages contracts for larger-scale site and building improvements, janitorial services, pest control, and utility services.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	178285	188742	11003	199745
Professional Services	-	-	-	-
Operations and Maintenance	389981	443258	510	443768
Capital Outlay	-	52000	-	52000
Totals	568266	684000	11513	695513

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Lead Building Maintenance Technician</u>	1	1	-	1
<u>Public Facility Technicians</u>	2	2	1	3
<u>Services Equipment Operator</u>	1	1	-	1
TOTALS	4	4	-	5

PUBLIC FACILITIES MAINTENANCE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	165498	140929	128391	12538	109.77%
<u>Building Maintenance Technician - DP</u> Building Maintenance - DP Recommended April 1st hire date with anticipated opening of new Police Station. Annual Salary is \$33,800.	32219	7800	-	7800	New
<u>Building Maintenance Technician - DP</u> Building Maintenance - DP	150	-	-	-	New
<u>Christmas Bonus</u>	450	450	450	-	100.00%
<u>Regular Salaries</u>	132679	132679	127941	4738	103.70%
Salaries - Overtime - 510210	2868	2868	2868	-	100.00%
<u>Overtime</u> \$19.12/hr. average hourly rate x 100 hrs. x 1.5 overtime rate	2868	2868	2868	-	100.00%
Longevity - 510236	2000	2000	2000	-	100.00%
<u>Longevity</u>	2000	2000	2000	-	100.00%
FICA - 510500	13022	11154	9530	1624	117.04%
<u>Building Maintenance Technician - DP</u> Building Maintenance - DP	2465	597	-	597	New
<u>Social Security</u>	10557	10557	9530	1027	110.78%
Group Insurance - 510600	35675	25245	19466	5779	129.69%
<u>Building Maintenance Technician - DP</u> Building Maintenance - DP	9055	1659	-	1659	New
<u>Health, dental, life and disability insurance</u>	26620	23586	19466	4120	121.17%

	Requested	Recommended	Last Year	Difference	% Diff
Retirement - 510700	20661	17549	16030	1519	109.48%
<u>Building Maintenance Technician - DP</u> Building Maintenance - DP	3921	947	-	947	New
<u>Retirement and 401(k)</u>	16740	16602	16030	572	103.57%
Telephone - 521150	636	636	1056	-420	60.23%
<u>Cell Phones</u>	636	636	1056	-420	60.23%
Utilities - 521300	171300	171300	166000	5300	103.19%
<u>Electricity</u> Town Hall Complex, Public Works, Police Annex & Substation, Avery Street Rec. Facilities, Auditorium, Avery St. Annex, Senior Center, Parks (SGP, RMP, LBP, TR, NGMS, CRP); Centennial Pk., Pearl St., RR Depot, Welcome Signs, Radio Bldg., WD Park, 914 & 912 Seventh Ave.	145000	145000	145000	-	100.00%
<u>Natural Gas</u> Public Works Facility, 110 Pearl St., Main St. PD, Senior Center, Avery Street Rec. Center, and Avery St. Annex	21000	21000	21000	-	100.00%
<u>New Police Station</u> 3 months	5300	5300	-	5300	New
Water & Sewer Charges - 521310	43177	44186	42127	2059	104.89%
<u>New Police Station</u> Raleigh is anticipating a 7% increase in rates	1050	1124	-	1124	New
<u>Water and Sewer</u> Service to municipal buildings, police substations, Pearl St. building, parks and	42127	43062	42127	935	102.22%

	Requested	Recommended	Last Year	Difference	% Diff
irrigation systems. Raleigh is anticipating a 7% increase in rates.					
Travel and Training - 521400	2825	2358	2140	218	110.19%
<u>Building Maintenance Technician - DP</u> OSHA and technical training	300	150	-	150	New
<u>Facilities Maint. Workshop</u> Raleigh, NC - Duration: 2 day ITRE Classes \$150 X 4 = \$600 NC Water Works Operators License Renewal \$150	750	750	750	-	100.00%
<u>Grounds Maint. Seminars: Local- Support staff attending</u>	335	335	335	-	100.00%
<u>Irrigation and sprinkler systems, diagnostics and repairs</u>	260	260	260	-	100.00%
<u>NCAPWA Build. & Grounds Conference</u> Wrightsville Beach, NC (Attending: 1 Service Supervisor & Lead Facility Tech.) Duration: 3 days and 3 nights Registration: \$300 Transportation: Town Car Lodging: \$780 Meals: \$100	1180	863	795	68	108.55%
Building and Grounds Maint. - 521500	12000	12000	12000	-	100.00%
<u>Building and Ground Maintenance</u> Maint. & repairs to fences, parking lots, doors, windows, roofs, floors, etc. to all Town buildings and	12000	12000	12000	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
grounds.					
Equipment Maintenance & Repair - 521600	25000	25000	15500	9500	161.29%
Equipment Maintenance Maintenance/repair of all operating equipment in town buildings, including HVAC, pumps, and mechanical systems.	25000	25000	15500	9500	161.29%
Auto Maintenance & Repair - 521700	1600	1600	1600	-	100.00%
<u>Maintenance</u> 4 vehicles	1600	1600	1600	-	100.00%
Fuel - 523100	9400	10105	12835	-2730	78.73%
<u>Fuel</u> Town Hall & Public Works generators 700 gallons @ \$3.40/gallon is \$2,380 CNG 600 gallons @ \$1.50 gallon is \$900 2,100 gallons @ \$3.25/gallon is \$6,825	9400	10105	12835	-2730	78.73%
Departmental Supplies - 523300	45698	45398	43498	1900	104.37%
<u>Christmas Decorations</u> Maintenance for Christmas Decorations	3300	3000	3300	-300	90.91%
<u>General & Janitorial Supplies</u> General supplies (\$19,594); general janitorial supplies (\$15,504)	35098	35098	35098	-	100.00%
<u>Janitorial supplies for park buildings</u>	5100	5100	5100	-	100.00%
<u>Replacement for Town owned tools such as power tools, ladders</u>	800	800	-	800	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Tablets for Technicians</u> Two tablets at \$700/tablet	1400	1400	-	1400	New
Uniforms - 523600	3600	3240	2880	360	112.50%
<u>Building Maintenance Technician - DP</u> Uniforms and safety shoes	720	360	-	360	New
<u>Reimbursement for safety shoes</u> 4 @ \$135 each	540	540	540	-	100.00%
<u>Uniforms</u> 4 full-time employees @ \$585 each	2340	2340	2340	-	100.00%
Contract Services - 524300	163195	127945	90345	37600	141.62%
<u>Exterminator for Senior Center Kitchen</u>	800	800	-	800	New
<u>Exterminator/Fire Extinguisher Maint.</u>	2900	2900	2900	-	100.00%
<u>Fire Monitoring at Pearl St.</u>	540	540	540	-	100.00%
<u>HVAC Maintenance & emergency generator service</u> Emergency Generator Service \$2,000	9120	9120	9120	-	100.00%
<u>Janitorial Service for New Police Station</u> Janitorial Service for three months at New Police Station	4800	4800	-	4800	New
<u>Janitorial Services</u> Increase reflects cleaning for 914 7th Avenue	71000	75200	71000	4200	105.92%
<u>Maintenance projects</u> painting, electrical, plumbing, etc.	3785	3785	3785	-	100.00%
<u>Replace Automated Gate</u>	5000	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Opener at Public Works</u> Will be completed in FY 13-14					
<u>Replace Folding Wall at Garner Senior Center</u>	14300	-	-	-	New
<u>Replace HVAC at Public Works Building B</u>	12000	-	-	-	New
<u>Replace Shingle Roof on Canary</u>	8150	-	-	-	New
<u>Replace Worn Medeco Door locks at Public Works Facility</u>	9300	9300	-	9300	New
<u>Roof Project at Avery St Gym</u> This is a patch that will extend the life of the roof for 3-5 years. Then roof will require complete tear off.	18500	18500	-	18500	New
<u>Tree removal and trimming service & well water testing</u> Tree removal and trimming service (\$2500) well water testing (500)	3000	3000	3000	-	100.00%
Vehicle - 537410	52000	52000	-	52000	New
<u>Replace 1995 Chevrolet Pickup</u>	26000	26000	-	26000	New
<u>Replace 2000 Ford Service Truck</u>	26000	26000	-	26000	New
GRAND DIVISION TOTALS	770155	695513	568266	127247	122.39%

PUBLIC GROUNDS MAINTENANCE

The **Public Grounds Maintenance** division is responsible for providing safe parks, grounds, and athletic facilities. This division maintains the Town’s building grounds, as well as, parks, athletic fields, and school fields used by the Parks, Recreation and Cultural Resources Department. Right-of-way (ROW) areas such as Main Street, Town welcome signs, highway median plant beds, and other properties are maintained as assigned. All Town landscaping and seasonal color programs are handled by this division as well as the maintenance of White Deer Park, Lake Benson Park, and Thompson Road Park.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	758827	776116	-	776116
Professional Services	-	-	-	-
Operations and Maintenance	158216	165020	-	165020
Capital Outlay	41500	36500	-	36500
Totals	958543	977636	-	977636

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Lead Parks Maintenance Worker</u>	5	5	-	5
<u>Parks & Grounds Supervisor</u>	1	1	-	1
<u>Parks Maintenance Worker</u>	7	7	1	7
TOTALS	13	13	-	13

PUBLIC GROUNDS MAINTENANCE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	501551	470912	460354	10558	102.29%
<u>Christmas Bonus</u>	1950	1950	1950	-	100.00%
<u>Parks and Grounds Maintenance Worker - DP</u> Parks & Grounds - DP	24086	-	-	-	New
<u>Parks and Grounds Maintenance Worker - DP</u> Parks & Grounds - DP	150	-	-	-	New
<u>Regular Salaries</u>	475365	468962	458404	10558	102.30%
Salaries - Overtime - 510210	13393	13000	13056	-56	99.57%
<u>Overtime</u> \$16.69 (avg. hourly rate) x 1.5 x 535 hours	13393	13000	13056	-56	99.57%
Salaries - Temporary - 510220	90382	90382	90382	-	100.00%
<u>Backup for Plan for Public Grounds Maintenance Worker</u>	13427	13427	13427	-	100.00%
<u>Part-time weekend Security/Ranger</u> 117 days X 8 hrs. @ \$10.49/hr.	9819	9819	9819	-	100.00%
<u>Seasonal Maintenance Workers</u> 5 X 32 wks. X 40hrs. @ \$10.49/hr	67136	67136	67136	-	100.00%
Salaries Temporary Overtime - 510230	1400	1400	1400	-	100.00%
<u>Temporary Overtime</u> Based on actual expenditures	1400	1400	1400	-	100.00%
Longevity - 510236	12031	12028	12808	-780	93.91%
<u>Longevity</u>	12031	12028	12808	-780	93.91%
FICA - 510500	46293	43856	40376	3480	108.62%
<u>Parks and Grounds Maintenance Worker - DP</u>	1843	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
Parks & Grounds - DP					
<u>Social Security</u>	44450	43856	40376	3480	108.62%
Group Insurance - 510600	104714	84865	81831	3034	103.71%
<u>Health, dental, life and disability insurance</u>	95659	84865	81831	3034	103.71%
<u>Parks and Grounds Maintenance Worker - DP</u> Parks & Grounds - DP	9055	-	-	-	New
Retirement - 510700	64042	59673	58620	1053	101.80%
<u>Parks and Grounds Maintenance Worker - DP</u> Parks & Grounds - DP	2931	-	-	-	New
<u>Retirement and 401(k)</u>	61111	59673	58620	1053	101.80%
Telephone - 521150	1056	1056	840	216	125.71%
<u>Cell Phones</u>	1056	1056	840	216	125.71%
Travel and Training - 521400	3895	3550	2945	605	120.54%
<u>Attend ITRE Workshop</u> <u>Attending: Support Staff</u> Training for 13 Staff members	1000	1000	1000	-	100.00%
<u>Green and Growing Show Greensboro</u> Registration 8 @ \$50 is \$400	400	400	-	400	New
<u>Grounds Maint. Seminars:</u> <u>Local Attending: Support Staff</u> NC State Turf Day	360	360	360	-	100.00%
<u>N.C. Turf grass Conference</u> TBA--3 days, 3 nights (Grounds Supervisor & Operations Superintendent) Registration \$250, Lodging \$550, Meals \$165, Town Car	965	920	715	205	128.67%
<u>Parks and Grounds Maintenance Worker - DP</u>	300	-	-	-	New
<u>Pesticide License Courses</u>	270	270	270	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
2 @ \$135					
<u>Playground Inspector Recertification Class</u>	600	600	600	-	100.00%
Vandalism Repair - 521520	500	500	500	-	100.00%
<u>Vandalism Repair</u> Based on current expenditures for six parks, workout trails, two tennis facilities, etc.	500	500	500	-	100.00%
Equipment Maintenance & Repair - 521600	18885	18885	18885	-	100.00%
<u>Misc. Parts</u> Mower Repairs/Parts \$5,960 Irrigation Parts/Repairs \$3,500 Small Equipment Repair \$2,925 Net/Fence/Backstop/Bleacher Repairs \$2,500 Playground Equipment Parts \$4,000	18885	18885	18885	-	100.00%
Auto Maintenance & Repair - 521700	4700	4700	4700	-	100.00%
<u>Auto Maintenance</u> Maintenance of trucks, tractors and backhoe	4700	4700	4700	-	100.00%
Equipment Rental - 522100	300	300	300	-	100.00%
<u>Equipment Rental</u> Trencher, PTO drive tiller, aerator, sod cutter, small equipment	300	300	300	-	100.00%
Fuel - 523100	30790	30375	24860	5515	122.18%
<u>Diesel fuel</u> 1,000 @\$3.40/gallon	3400	3400	3685	-285	92.27%
<u>Fuel</u> 8300 Gallons of unleaded gasoline @\$3.25/gallon	27390	26975	21175	5800	127.39%

	Requested	Recommended	Last Year	Difference	% Diff
Agricultural Supplies - 523200	42436	41200	41200	-	100.00%
<u>Agricultural Supplies</u> For seed, fertilizer, plant materials, pesticides, and mulch	42436	41200	41200	-	100.00%
Departmental Supplies - 523300	32156	31688	31220	468	101.50%
<u>Supplies</u> For ball fields, irrigation, building materials, small tools, stone, topsoil, and park equipment parts	32156	31688	31220	468	101.50%
Non Capital Equipment - 523399	3500	3500	3500	-	100.00%
<u>Replacement of small power equipment</u>	3500	3500	3500	-	100.00%
Uniforms - 523600	13446	12726	12726	-	100.00%
<u>Parks and Grounds Maintenance Worker - DP</u> Uniforms and Safety Shoes	720	-	-	-	New
<u>Steel Toe Shoes</u> Steel toe shoe reimbursement: 14 fulltime @\$135/yr. & 6 Temp. employees @\$80/yr.	2370	2370	2370	-	100.00%
<u>Uniforms</u> Uniforms, hats, foul weather gear, overshoes & coveralls 14 fulltime @\$585/each and 6 Temp. employees @361	10356	10356	10356	-	100.00%
Contract Services - 524300	12300	12300	12300	-	100.00%
<u>Bulk lime/pesticide applications-Lake Benson Park</u>	3500	3500	3500	-	100.00%
<u>Fence repairs and additions</u>	1800	1800	1800	-	100.00%
<u>Irrigation repair.</u>	2000	2000	2000	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>replacements, additions</u>					
<u>Maintenance projects</u>	2000	2000	2000	-	100.00%
<u>Tree services</u>	3000	3000	3000	-	100.00%
Parks Improvements - 524545	4000	4000	4000	-	100.00%
<u>Parks Improvements</u> Tree fertilization at Centennial, and GPAC \$4,000	4000	4000	4000	-	100.00%
About Face Dress for Success - 524620	-	-	-	-	New
<u>Pull Behind Turbine Mower</u> Requested Amount was \$7,000	-	-	-	-	New
Dues and Subscriptions - 525300	240	240	240	-	100.00%
<u>NC Rec. and Park Society; Nat. Playground Safety Inst. subscription</u>	80	80	80	-	100.00%
<u>North Carolina Turf grass Council</u>	160	160	160	-	100.00%
Equipment - 537400	10500	10500	41500	-31000	25.30%
<u>Replace 2006 Toro Zero Turn Mower</u>	10500	10500	10500	-	100.00%
<u>Tractor</u>	-	-	31000	-31000	0.00%
Vehicle - 537410	52000	26000	-	26000	New
<u>Replace 2006 Chevrolet Truck</u>	26000	-	-	-	New
<u>Replace 2004 Chevy Pickup Truck</u>	26000	26000	-	26000	New
GRAND DIVISION TOTALS	1064510	977636	958543	19093	101.99%

SOLID WASTE

The **Solid Waste** division maintains the contract for the collection and disposal of refuse and recycling materials. Contracted collection service began in 1990 and has continued since that time. Services currently offered include weekly curbside collection of garbage, trash, and prepared yard waste; bi-weekly curbside collection of recyclables; periodic “unprepared” trash and yard waste collection; and collection of leaves.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	1772878	1825664	-	1825664
Capital Outlay	-	-	-	-
Totals	1772878	1825664	-	1825664

SOLID WASTE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Postage - 521100	3000	3000	3000	-	100.00%
<u>Postage for mailings</u> Mailing recycling calendars, educational material, schedules, etc.	3000	3000	3000	-	100.00%
Printing - 521200	3946	3946	3670	276	107.52%
<u>Printing - non-compliance notices</u> 1,000 notices @ .45 each	450	450	450	-	100.00%
<u>Printing - solid waste/recycling brochures</u> 9,200 brochures @ 0.38	3496	3496	3220	276	108.57%

	Requested	Recommended	Last Year	Difference	% Diff
each					
Auto Maintenance & Repair - 521700	1000	1000	1000	-	100.00%
<u>Auto Maintenance</u> Maintenance of rear load packers	1000	1000	1000	-	100.00%
Fuel - 523100	2540	2540	2540	-	100.00%
<u>Fuel for Special Events</u> Gasoline and diesel for the spring clean-up & fall yard waste removal	2540	2540	2540	-	100.00%
Departmental Supplies - 523300	42300	42300	38700	3600	109.30%
<u>Rollout container repair parts</u>	1500	1500	1500	-	100.00%
<u>Rollout containers for new residences</u> 10 per mo. for 12 mos. @ \$90 ea.	10800	10800	7440	3360	145.16%
<u>Rollout containers replacements</u> 50 per mo. for 12 mos. @ \$50 ea.	30000	30000	29760	240	100.81%
Commercial Collection Dumpster - 524410	15600	15600	18000	-2400	86.67%
<u>Commercial collection at Town Facilities</u> averaging \$1,300/mo.	15600	15600	18000	-2400	86.67%
Residential Collection - 524420	1521706	1521706	1480472	41234	102.79%
<u>Residential Collection</u> Assumes 8,894 res.- \$13.62/res.x 3 mos; 8,954 res.-\$14.03/res.x 9 mos. Second Containers- \$1,256 per month= \$15,072	1509106	1509106	1467872	41234	102.81%

	Requested	Recommended	Last Year	Difference	% Diff
<u>State mandated landfill surcharge</u> 6300 ton @\$2.00/ton	12600	12600	12600	-	100.00%
Curbside Recycling Program - 524430	214294	214294	208520	5774	102.77%
<u>Recycling</u> Assumes 8730 res.- \$1.99/res.x 3 mos.; 88790 res.-\$2.05 x 9 mos.	214294	214294	208520	5774	102.77%
Office Paper Recycling Program - 524440	1323	2523	1296	1227	194.68%
<u>Recycling at Town facilities</u>	1323	1323	1296	27	102.08%
<u>Shredding Program</u> Requested by Police Department and moved to solid waste budget because service will be town wide.	-	1200	-	1200	New
Landfill Charges - 524700	18755	18755	15680	3075	119.61%
<u>Feltonsville landfill</u> 60 tons @ \$33.00/ton (includes surcharge)	1880	1880	1880	-	100.00%
<u>Landfill charges for Spring and Fall cleanups</u> Buffaloe yard waste facility for 225 loads @\$55/Load	12375	12375	9300	3075	133.06%
<u>Miscellaneous landfill charges</u> for Public Works and general right-of-way cleanup	4500	4500	4500	-	100.00%
GRAND DIVISION TOTALS	1824464	1825664	1772878	52786	102.98%

FLEET MANAGEMENT

The **Fleet Management** division maintains Town vehicles and equipment, with the goal of minimizing repair costs and equipment down-time. The staff ensures that all Federal and State laws concerning vehicle weights, safety, and regulations are complied with. The staff also performs preventive maintenance and repair on all licensed motorized vehicles, trailers, heavy equipment, and specialized equipment.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	248922	262445	-	262445
Professional Services	-	-	-	-
Operations and Maintenance	42789	56366	-	56366
Capital Outlay	20000	26000	-	26000
Totals	311711	344811	-	344811

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Fleet Mechanics</u>	2	2	-	2
<u>Lead Fleet Mechanic</u>	1	1	-	1
<u>Services Supervisor</u>	1	1	-	1
TOTALS	4	4	-	4

FLEET MANAGEMENT – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	190472	190472	181289	9183	105.07%
<u>Christmas Bonus</u>	600	600	600	-	100.00%
<u>Regular Salaries</u>	189872	189872	180689	9183	105.08%
Salaries - Overtime - 510210	980	942	942	-	100.00%
<u>Overtime</u> \$20.93 average hourly rate x 1.5 x 30 hrs.	980	942	942	-	100.00%
Longevity - 510236	2744	2744	2694	50	101.86%
<u>Longevity</u>	2744	2744	2694	50	101.86%
FICA - 510500	14856	14856	13218	1638	112.39%
<u>Social Security</u>	14856	14856	13218	1638	112.39%
Group Insurance - 510600	33921	30068	28531	1537	105.39%
<u>Health, dental, life and disability insurance</u>	33921	30068	28531	1537	105.39%
Retirement - 510700	23561	23363	22248	1115	105.01%
<u>Retirement and 401(k)</u>	23561	23363	22248	1115	105.01%
Telephone - 521150	1056	1056	1056	-	100.00%
<u>Cell Phones</u>	1056	1056	1056	-	100.00%
Travel and Training - 521400	2639	2250	2269	-19	99.16%
<u>Annual APWA Equip. Services Conf.</u> New Bern, NC (Attending: Services Supervisor & Lead Fleet Tech.) Duration: 4 days & nights, Transportation: Town Car Lodging: \$910, Meals: \$150, Registration: \$250	1310	1021	940	81	108.62%
<u>APWA Equipment Services Workshops</u>	660	660	660	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Attending: Fleet Maintenance Staff Registration: 6 @ \$60 = \$360, Transportation: Town Vehicle NC Safety & Emissions Recertifications \$300					
<u>Mitchell International Computer Control Updates</u> Raleigh, NC (Attending: 3 Technicians) Registration: 3 @ \$199; meals, \$72, transportation: Town car.	669	569	669	-100	85.05%
Equipment Maintenance & Repair - 521600	7000	7000	7000	-	100.00%
<u>Misc. Maint./Repair</u> Service for (1) engine analyzer, (4) shop hoists, (3) air compressors, tire changer, pneumatic tools, hydraulic tools, fuel pumps, CNG Pumps hot wash machine, electric tools, (3) welding equipment	7000	7000	7000	-	100.00%
Auto Maintenance & Repair - 521700	1500	1500	7774	-6274	19.30%
<u>Maintenance of vehicles</u>	1500	1500	7774	-6274	19.30%
Equipment Rental - 522100	144	144	-	144	New
<u>Copier Lease Agreement</u> Copier and printer lease agreement moved to departments based on location.	144	144	-	144	New
Fuel - 523100	2145	2113	2112	1	100.05%
<u>Fuel</u>	2145	2113	2112	1	100.05%

	Requested	Recommended	Last Year	Difference	% Diff
Estimated at 650 gal. x \$3.25 per gallon					
Departmental Supplies - 523300	17748	17748	8348	9400	212.60%
<u>Departmental Supplies</u> oil dry absorbent, car & truck wash detergent, etc., brake washer	3100	3100	3100	-	100.00%
<u>Mechanic tool reimbursement program</u> @ \$400 x 3	1200	1200	1200	-	100.00%
<u>North Carolina Vehicle Safety & Emissions Certificates</u>	748	748	748	-	100.00%
<u>Replacement tools and supplies for service truck & shop</u>	800	800	800	-	100.00%
<u>Supplies</u> Technical manuals, first aid supplies, steel plate, angle, iron, flat steel, nuts and bolts, fuses and miscellaneous supplies	1600	1600	1600	-	100.00%
<u>Tablets for Mechanics</u> Three tablets at \$700/tablet	2100	2100	-	2100	New
<u>Treatment additives for both diesel and gas storage tanks</u>	7300	7300	-	7300	New
<u>Welding supplies and protective equipment</u>	900	900	900	-	100.00%
Non Capital Equipment - 523399	28400	13825	3500	10325	395.00%
<u>N/A</u>	-	-	-	-	New
<u>Replace 1995 Coats Tire Changing Machine</u>	7325	-	-	-	New
<u>Replace 1995 Snapon Wheel</u>	7250	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Balancing Machine</u> Authorized repair dealer has recommended replacing machine due to age and worn components. If not replaced we can anticipate increased tire replacements due not being able to properly balance tires.					
<u>Replace A/C Machine</u> Current machine is unreliable which has resulted in vehicles coming back to the shop because of inaccurate diagnosis.	6000	6000	-	6000	New
<u>Replace Diagnostic Scanner</u>	3100	3100	-	3100	New
<u>Replace Headlight Aimer</u> Our current unit is out of date per our NCDMV Auditor and they have recommended we replace it. We are required by law to have this type of machine in order to perform state inspections on our licensed vehicles.	1725	1725	-	1725	New
<u>Replace Radios</u> Reprogram from analog to digital \$3,000	3000	3000	3500	-500	85.71%
Uniforms - 523600	2880	2880	2880	-	100.00%
<u>Reimbursement for steel toe shoes</u> @ \$135 x 4 employees	540	540	540	-	100.00%
<u>Uniforms</u> Insulated coveralls, foul weather gear, caps, etc.	2340	2340	2340	-	100.00%
Contract Services - 524300	6800	6800	6800	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Emissions Analyzer and Scan Tool/Software Updates</u>	700	700	700	-	100.00%
<u>Fleet Software annual support/license fee & OSHA crane inspection</u>	3600	3600	3600	-	100.00%
<u>Service of parts cleaning fluid & UST Line Tightness Testing</u>	800	800	800	-	100.00%
<u>ShopKey5 repair online & Fuel Master Maint./updates</u>	1700	1700	1700	-	100.00%
Dues and Subscriptions - 525300	1050	1050	1050	-	100.00%
<u>North Carolina underground storage tank insurance fees</u>	900	900	900	-	100.00%
<u>Pressure Vessel Fee & Triangle Clean Cities dues</u> Pressure Vessel Fee \$150	150	150	150	-	100.00%
Equipment - 537400	26000	26000	20000	6000	130.00%
<u>Replace 1982 Case Forklift</u>	-	-	20000	-20000	0.00%
<u>Replace 1997 Chevrolet</u>	26000	26000	-	26000	New
GRAND DIVISION TOTALS	363896	344811	311711	33100	110.62%

STREET MAINTENANCE

The **Street Maintenance** division performs maintenance and construction on all Town-owned streets, sidewalks, and right-of-ways (ROW). Staff provides support to other divisions and departments for construction, special events, and response to police calls, code enforcement, and sanitation duties not under contract. The Street Maintenance division performs non-Powell Bill eligible work such as mowing support, street cleaning, street sign maintenance, litter pickup, and storm water regulatory compliance activities.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	359571	373812	-	373812
Professional Services	-	-	-	-
Operations and Maintenance	679398	791182	100000	891182
Capital Outlay	95000	-	-	-
Totals	1133969	1164994	100000	1264994

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Equipment Operator</u>	2	2	1	2
<u>Lead Equipment Operator</u>	1	1	-	1
<u>Maintenance Worker</u>	2	2	-	2
<u>PW Operations Superintendent</u>	1	1	-	1
TOTALS	6	6	1	6

STREET MAINTENANCE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	236057	237600	226643	10957	104.83%
<u>Christmas Bonus</u>	750	900	900	-	100.00%
<u>Funding for Frozen Equipment Operator - DP</u> Equip Operator - DP	30701	-	-	-	New
<u>Funding for Frozen Equipment Operator - DP</u> Equip Operator - DP	150	-	-	-	New
<u>Regular Salaries</u>	204456	236700	225743	10957	104.85%
Salaries - Overtime - 510210	2870	2688	2688	-	100.00%
<u>As needed for off-hour calls</u> Special events support (\$17.92 (avg. hr. rate) x 1.5 x 100)	2870	2688	2688	-	100.00%
Salaries - Temporary - 510220	40281	40281	40281	-	100.00%
<u>Salaries-Temporary Seasonal Maintenance Workers 3 x 32 weeks x 40 hrs. @\$10.49 hr. - \$40,281</u>	40281	40281	40281	-	100.00%
Salaries Temporary Overtime - 510230	350	350	350	-	100.00%
<u>Temporary Overtime</u> Based on actual expenditures	350	350	350	-	100.00%
Longevity - 510236	3198	3198	4802	-1604	66.60%
<u>Longevity</u>	3198	3198	4802	-1604	66.60%
FICA - 510500	21620	21709	19749	1960	109.92%
<u>Funding for Frozen Equipment Operator - DP</u> Equip Operator - DP	2349	-	-	-	New

	Requested	Recommended	Last Year	Difference	% Diff
<u>Social Security</u>	19271	21709	19749	1960	109.92%
Group Insurance - 510600	47173	38705	36865	1840	104.99%
<u>Funding for Frozen Equipment Operator - DP Equip Operator - DP</u>	9055	-	-	-	New
<u>Health, dental, life and disability insurance</u>	38118	38705	36865	1840	104.99%
Retirement - 510700	29399	29281	28193	1088	103.86%
<u>Funding for Frozen Equipment Operator - DP Equip Operator - DP</u>	3736	-	-	-	New
<u>Retirement and 401(k)</u>	25663	29281	28193	1088	103.86%
Telephone - 521150	636	636	636	-	100.00%
<u>Cell Phones</u>	636	636	636	-	100.00%
Utilities - 521300	647326	687326	575000	112326	119.54%
<u>Area Lights - Town Parks and Facilities</u>	22763	22763	22100	663	103.00%
<u>Duke Energy Progress LED Conversion</u> Duke Energy has presented a conversion of all street lights to LED. The Town currently has 3335 lights. Duke Energy will pay to retrofit all lights over 20 years old. Lights under 20 years old (1451 in the Town) would cost the Town \$50 each to retrofit for a total one-time town cost of \$72,550. The annual savings in utility rates is quoted at \$67,145 or \$5,595 monthly. Duke Energy has not given	-	40000	-	40000	New

	Requested	Recommended	Last Year	Difference	% Diff
a specific timeline for when this could be accomplished because many Towns are converting their lights. Should the Town begin to realize this savings mid-year (implemented January 1st), the Town would save \$33,572 next year. The additional \$40,000 would cover the remaining cost of the retro fit next fiscal year.					
<u>Holiday Lights & Main St. lamps, Wellness Ctr.</u>	3500	3500	3500	-	100.00%
<u>Normal Development Growth</u> (125 lights) Woodland North Street Lights = 80	18000	18000	18000	-	100.00%
<u>Town Street Lights - Overhead</u> (890 lights)	139213	139213	129812	9401	107.24%
<u>Town Street Lights - Underground</u> (2,403 lights) Based on actual expenditures	463850	463850	401588	62262	115.50%
Travel and Training - 521400	5142	4000	4542	-542	88.07%
<u>Funding for Frozen Equipment Operator - DP ITRE Classes</u>	270	-	-	-	New
<u>Travel and Training (grouped)</u> APWA Annual Street Workshop (NC Chapter) New Bern, N.C. \$1,137	4872	4000	4542	-542	88.07%

	Requested	Recommended	Last Year	Difference	% Diff
Attending: Operations Superintendent and Streets Supervisor Duration: 4 days, 3 nights (Lodging \$780) Registration \$250 Meals \$107 APWA (NC Chapter) Solid Waste Conference, New Bern \$465 Attending: Operations Manager Duration: 3 days, 2 nights (Lodging \$300) Registration \$115 Meals \$50 Pesticide License 2 @ \$135/each ITRE Operator/Safety Workshops, Raleigh, NC \$3,000 Attending: Streets Line Staff 2 Classes each @ \$99-125					
Departmental Supplies - 523300	28280	28280	28280	-	100.00%
<u>Asphalt</u>	9188	9188	9188	-	100.00%
<u>Misc. Supplies</u> Street name signs, posts, nuts, bolts, bags of cement, post hole diggers, picks, bags, string for weed eaters, crusher run, concrete	13343	13343	13343	-	100.00%
<u>Street Name Sign Replacement</u>	5749	5749	5749	-	100.00%
Utility Patch Supplies -	20000	20000	20000	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
523302					
<u>Utility Cuts Supplies</u> Reimbursed by the City of Raleigh	20000	20000	20000	-	100.00%
Uniforms - 523600	6360	5640	5640	-	100.00%
<u>Funding for Frozen Equipment Operator - DP</u> Safety shoes and uniforms	720	-	-	-	New
<u>Uniforms, rain suits, coveralls, foul weather gear, boots, etc.</u> 6 full-time @ 585/ea; and 3 temp. Employees @ \$360/ each \$ 4,590.00 Steel toe shoe reimbursement, 6 full-time @ \$135.00, 3 temps. @\$ 80.00 year \$1,050.00	5640	5640	5640	-	100.00%
Contract Services - 524300	145000	145000	45000	100000	322.22%
<u>Drainage Maintenance Program - DP</u> Drainage Maintenance Program	100000	100000	-	100000	New
<u>Retention Pond Maintenance</u> Funding comes from Regional Retention fund.	45000	45000	45000	-	100.00%
Dues and Subscriptions - 525300	300	300	300	-	100.00%
<u>2 C.D.L. renewal</u>	300	300	300	-	100.00%
Equipment - 537400	-	-	95000	-95000	0.00%
<u>Backhoe</u>	-	-	95000	-95000	0.00%
GRAND DIVISION TOTALS	1233992	1264994	1133969	131025	111.55%

STREETS-POWELL BILL

The **Streets-Powell Bill** division utilizes the Town's share of State gas tax and Highway Trust funds to maintain all Town street right-of-ways and associated drainage networks. Activities include asphalt patching, curb and gutter repairs, right-of-way maintenance, storm debris cleanup, street sweeping, traffic signage, contract project support, and other traffic related maintenance on the Town's 99-mile road system.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	375279	399560	-	399560
Professional Services	-	-	-	-
Operations and Maintenance	285930	294273	-	294273
Capital Outlay	46095	379600	-	379600
Totals	707304	1073433	-	1073433

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
<u>Equipment Operator</u>	2	2	-	2
<u>Lead Equipment Operator</u>	2	2	-	2
<u>Maintenance Technician</u>	1	1	-	1
<u>Street Sweeper Operator</u>	1	1	-	1
<u>Streets Maintenance Worker</u>	1	1	-	1
<u>Streets Supervisor</u>	1	1	-	1
TOTALS	8	8	-	8

STREETS-POWELL BILL – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Salaries - 510200	308624	274714	260108	14606	105.62%
<u>Christmas Bonus</u>	1200	1050	1050	-	100.00%
<u>Regular Salaries</u>	307424	273664	259058	14606	105.64%
Salaries - Overtime - 510210	3710	3500	3500	-	100.00%
<u>Overtime</u> \$17.92 (average hourly rate) x 1.5 x 130 hrs.	3710	3500	3500	-	100.00%
Salaries - Temporary - 510220	13427	13427	13427	-	100.00%
<u>Temp Salaries</u> 1 Maintenance Worker-32 weeks @\$10.49/hr. x 40 hrs.	13427	13427	13427	-	100.00%
Longevity - 510236	5850	5850	3030	2820	193.07%
<u>Longevity</u>	5850	5850	3030	2820	193.07%
FICA - 510500	25368	22758	20157	2601	112.90%
<u>Social Security</u>	25368	22758	20157	2601	112.90%
Group Insurance - 510600	58132	45151	43001	2150	105.00%
<u>Health, dental, life and disability insurance</u>	58132	45151	43001	2150	105.00%
Retirement - 510700	38577	34160	32056	2104	106.56%
<u>Retirement and 401(k)</u>	38577	34160	32056	2104	106.56%
Telephone - 521150	636	636	636	-	100.00%
<u>Cell Phones</u>	636	636	636	-	100.00%
Equipment Maintenance & Repair - 521600	15000	15000	15000	-	100.00%
<u>Center brooms, gutter brooms and flap sets for sweeper</u> If the Street Sweeper is	9830	9830	9830	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
not replaced we would need to increase this item.					
<u>Maintenance of small tools and equipment</u>	5170	5170	5170	-	100.00%
Auto Maintenance & Repair - 521700	34998	34998	34998	-	100.00%
<u>Maintenance of vehicles and equipment</u> small trucks, dump trucks, tractors, backhoes, and construction equipment	34998	34998	34998	-	100.00%
Fuel - 523100	66950	67491	69015	-1524	97.79%
<u>10,900 gallons of diesel fuel @\$3.30/gallon</u> 9,500 gallons of diesel fuel @ \$3.40/gallon Note we need to change description to Diesel Fuel	32300	32300	36515	-4215	88.46%
<u>Unleaded gasoline</u> 10,500 gallons of unleaded gasoline @\$3.30/gallon 10,828 gallons rec.	34650	35191	32500	2691	108.28%
Departmental Supplies - 523300	60471	58710	58710	-	100.00%
<u>Misc. Supplies</u> Tack, crusher run, concrete, sand, gravel, cement, rip-rap, culverts, catch basins, traffic control signs, posts, barricades, cones, hand tools, protective equipment, chemicals, top soil, seed, fertilizer, work zone signs and other miscellaneous supplies.	60471	58710	58710	-	100.00%

	Requested	Recommended	Last Year	Difference	% Diff
Increase reflects additional asphalt dollars moved to Powell Bill from Street Maintenance					
Non Capital Equipment - 523399	6767	6767	-	6767	New
<u>Replace Flail Mower</u>	6767	6767	-	6767	New
Uniforms - 523600	6921	6921	6921	-	100.00%
<u>Misc. attire</u> Uniforms, rain suits, coveralls, foul weather jackets, boots, overshoes and caps. 9 full-time @ \$585/yr and 1 temp. @ \$361/yr	5626	5626	5626	-	100.00%
<u>Shoe reimbursement</u> 9 @ \$135 and 1 @ \$80	1295	1295	1295	-	100.00%
Contract Services - 524300	150	150	150	-	100.00%
<u>Contracted welding and towing services</u>	150	150	150	-	100.00%
Contract Services-Powell Bill - 524380	95000	85000	85000	-	100.00%
<u>Misc. (Paving, Concrete, Striping, Tree Services)</u>	10000	10000	10000	-	100.00%
<u>Pavement Maintenance Program</u> Program funded last year.	85000	75000	-	75000	New
Landfill Charges - 524700	18600	18600	15500	3100	120.00%
<u>Demolition landfill charges</u> Increase in tipping fees effective April 2014	7800	7800	6500	1300	120.00%
<u>Yard waste from rights-of-way</u>	10800	10800	9000	1800	120.00%

	Requested	Recommended	Last Year	Difference	% Diff
Increase in tipping fees effective April of 2014					
Equipment - 537400	273600	273600	20500	253100	1,334.63%
<u>Replace 1998 Ford Tractor</u>	31000	31000	-	31000	New
<u>Replace 2004 John Deere Zero Turn Mower</u>	-	-	10500	-10500	0.00%
<u>Replace 2006 Street Sweeper</u>	230000	230000	-	230000	New
<u>Replacement Radios Purchase 18 Mobile Radios at \$700/radio</u>	12600	12600	10000	2600	126.00%
Vehicle - 537410	106000	106000	25595	80405	414.14%
<u>Replace 1995 Ford Flatbed</u>	106000	106000	-	106000	New
<u>Replacement Vehicle</u>	-	-	25595	-25595	0.00%
GRAND DIVISION TOTALS	1138781	1073433	707304	366129	151.76%

SNOW REMOVAL

In the event of severe weather, the Streets division staff is mobilized for **Snow Removal**. The Snow Removal division clears Town streets and controls the buildup of ice after winter storms.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	3500	4425	-	4425
Capital Outlay	-	-	-	-
Totals	3500	4425	-	4425

SNOW REMOVAL – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Departmental Supplies - 523300	4425	4425	3500	925	126.43%
<u>Miscellaneous items</u> Snow shovels, tire chain parts, snow plow blades & parts, salt for brine solution	2575	2575	2575	-	100.00%
<u>Sand</u> 100 yards of sand at \$18.50/yard	1850	1850	925	925	200.00%
GRAND DIVISION TOTALS	4425	4425	3500	925	126.43%

PUBLIC WORKS DEPARTMENT
Administration Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	228,943	296,658	303,306	309,011	309,399	322,896	307,742
510210	Salaries - Overtime	401	782	29		292	304	150
510220	Salaries - Temporary	-	-	-	-	-	-	-
510236	Longevity	-	-	-	-	11,084	12,186	10,425
510500	FICA	16,955	21,696	22,363	23,211	22,457	25,657	24,351
510600	Group Insurance	24,193	32,511	31,951	30,585	32,783	38,830	34,449
510700	Retirement	22,858	34,192	36,367	35,104	38,627	40,725	38,331
521100	Postage	-	-	-	-	-	120	120
521150	Telephone	-	-	-	-	1,272	1,272	1,272
521200	Printing	75	281	-	-	-	-	-
521400	Travel and Training	3,012	2,590	3,504	3,901	6,183	7,165	6,721
521700	Auto Maintenance & Repair	2	401	19	89	150	150	150
522100	Equipment Rental	-	-	-	-	-	6,012	6,012
523100	Fuel	292	213	457	482	510	510	598
523300	Departmental Supplies	1,666	1,659	2,296	1,726	2,100	2,200	2,200
523600	Uniforms	308	406	505	357	720	720	720
524300	Contract Services	-	-	4,600	4,600	5,512	5,512	6,912
525300	Dues and Subscriptions	738	810	809	958	1,015	1,147	1,147
537410	Vehicle	-	-	-	-	-	-	-
5600 Total		\$299,444	\$392,198	\$406,206	\$410,023	\$432,104	\$465,406	\$ 441,300

PUBLIC WORKS DEPARTMENT
Public Facility Management Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	226,647	157,495	164,093	147,640	128,391	165,498	140,929
510210	Salaries - Overtime	3,007	3,298	130	143	2,868	2,868	2,868
510220	Salaries - Temporary	17,439	-	-	-	-	-	-
510230	Salaries Temporary Overtime	94	-	-	-	-	-	-
510236	Longevity	-	-	-	-	2,000	2,000	2,000
510500	FICA	18,097	11,882	12,178	10,448	9,530	13,022	11,154
510600	Group Insurance	33,367	23,912	24,214	22,279	19,466	35,675	25,245
510700	Retirement	22,847	18,439	19,640	16,656	16,030	20,661	17,549
521150	Telephone	-	-	-	-	1,056	636	636
521300	Utilities	152,948	142,134	128,715	145,292	166,000	171,300	171,300
521310	Water & Sewer Charges	20,062	25,821	32,722	33,075	42,127	43,177	44,186
521400	Travel and Training	1,368	1,952	1,460	1,550	2,140	2,825	2,358
521500	Building and Grounds Maint	5,704	14,416	13,915	3,730	12,000	12,000	12,000
521600	Equipment Maintenance & Repair	3,733	10,198	15,607	25,976	23,097	25,000	25,000
521700	Auto Maintenance & Repair	917	1,816	1,348	705	1,600	1,600	1,600
522100	Equipment Rental	713	169	-	-	-	-	-
523100	Fuel	7,966	8,229	10,446	13,000	12,835	9,400	10,105
523300	Departmental Supplies	41,287	38,722	32,866	48,303	43,498	45,698	45,398
523345	Lighting Retrofit Supplies	-	450	22,486	-	-	-	-
523600	Uniforms	2,289	1,994	2,677	1,949	2,880	3,600	3,240
524300	Contract Services	115,206	151,745	108,489	99,336	92,470	163,195	127,945
524550	Roof Improvements	-	-	-	-	-	-	-
537400	Equipment	-	-	24,997	-	-	-	-
537610	Unspecified Improvements	-	-	-	-	-	-	-
537410	Vehicle	-	-	-	-	-	52,000	52,000
5640 Total		\$ 673,692	\$ 612,673	\$ 615,983	\$ 570,083	\$ 577,988	\$ 770,155	\$ 695,513

PUBLIC WORKS DEPARTMENT
Public Grounds Maintenance Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	412,169	445,164	452,262	460,432	460,354	501,551	470,912
510210	Salaries - Overtime	6,592	8,996	14,084	8,983	13,056	13,393	13,000
510220	Salaries - Temporary	73,655	53,679	65,744	69,675	90,382	90,382	90,382
510230	Salaries Temporary Overtime	1,393	2,164	1,235	1,414	1,400	1,400	1,400
510236	Longevity	-	-	-	-	12,808	12,031	12,028
510500	FICA	36,318	37,765	39,572	40,285	40,376	46,293	43,856
510600	Group Insurance	62,879	76,873	78,327	76,737	81,831	104,714	84,865
510700	Retirement	41,044	52,077	55,588	53,193	58,620	64,042	59,673
521150	Telephone	-	-	-	-	840	1,056	1,056
521400	Travel and Training	1,876	1,139	2,569	3,212	2,945	3,895	3,550
521520	Vandalism Repair	-	468	300	530	500	500	500
521600	Equipment Maintenance & Repair	16,156	24,036	17,702	13,953	19,685	18,885	18,885
521700	Auto Maintenance & Repair	3,615	3,751	2,204	7,528	4,700	4,700	4,700
522100	Equipment Rental	150	235	1,637	315	300	300	300
523100	Fuel	21,174	22,973	27,694	29,000	24,860	30,790	30,375
523200	Agricultural Supplies	33,570	32,888	38,831	39,737	41,200	42,436	41,200
523300	Departmental Supplies	41,519	36,385	31,575	31,259	31,220	32,156	31,688
523399	Non Capital Equipment	-	-	-	-	3,500	3,500	3,500
523600	Uniforms	8,608	11,177	9,796	7,890	12,726	13,446	12,726
524300	Contract Services	16,887	37,091	13,132	56,653	12,300	12,300	12,300
524545	Parks Improvements	-	-	-	-	4,000	4,000	4,000
525300	Dues and Subscriptions	-	-	60	50	240	240	240
526115	Principal-Loan Installment	-	-	-	-	-	-	-
537400	Equipment	29,045	19,553	27,552	-	41,500	10,500	10,500
537410	Vehicle	-	-	-	-	-	52,000	26,000
5625 Total		\$806,652	\$866,413	\$879,862	\$ 900,844	\$ 959,343	\$ 1,064,510	\$ 977,636

**PUBLIC WORKS DEPARTMENT
Solid Waste Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
521100	Postage	-	-	-	-	3,000	3,000	3,000
521200	Printing	1,839	2,559	1,704	2,632	3,670	3,946	3,946
521700	Auto Maintenance & Repair	88	1,513	1,161	2,345	1,000	1,000	1,000
523100	Auto Operating Supplies	659	1,347	1,838	2,540	2,540	2,540	2,540
523300	Departmental Supplies	350,706	24,305	35,139	25,387	42,435	42,300	42,300
524410	Commercial Collection Dumpster	26,788	27,750	32,300	16,333	18,000	15,600	15,600
524420	Residential Collection	1,333,700	1,396,527	1,451,828	1,449,918	1,480,472	1,521,706	1,521,706
524430	Curbside Recycling Program	188,264	194,209	202,613	205,798	208,520	214,294	214,294
524440	Office Paper Recycling Program	1,208	1,233	1,275	1,285	1,296	1,323	2,523
524700	Landfill Charges	13,047	11,788	15,052	20,715	15,680	18,755	18,755
525300	Dues and Subscriptions	-	9	-	-	-	-	-
5630 Total		\$ 1,916,298	\$ 1,661,240	\$ 1,742,909	\$ 1,726,953	\$ 1,776,613	\$ 1,824,464	\$ 1,825,664

**PUBLIC WORKS DEPARTMENT
Fleet Management Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	235,223	199,080	173,955	178,436	181,289	190,472	190,472
510210	Salaries - Overtime	2,422	1,148	379	-	942	980	942
510236	Longevity	-	-	-	-	2,694	2,744	2,744
510500	FICA	17,959	14,467	12,638	12,650	13,218	14,856	14,856
510600	Group Insurance	22,686	25,176	25,895	26,024	28,531	33,921	30,068
510700	Retirement	22,936	22,528	19,811	20,205	22,248	23,561	23,363
521150	Telephone	-	-	-	-	1,056	1,056	1,056
521200	Printing	100	648	-	-	-	-	-
521400	Travel and Training	2,462	887	1,727	1,646	2,269	2,639	2,250
521600	Equipment Maintenance & Repa	2,050	6,756	6,107	4,480	7,000	7,000	7,000
521700	Auto Maintenance & Repair	12	580	661	2,745	7,774	1,500	1,500
522100	Equipment Rental	-	-	-	-	-	144	144
523100	Auto Operating Supplies	1,300	1,414	2,076	2,560	2,112	2,145	2,113
523300	Departmental Supplies	7,517	7,513	6,144	9,243	8,348	17,748	17,748
523399	Non Capital Equipment	-	-	-	-	3,500	28,400	13,825
523600	Uniforms	1,834	1,869	1,895	1,886	2,880	2,880	2,880
524300	Contract Services	5,685	4,264	6,737	6,620	6,800	6,800	6,800
525300	Dues and Subscriptions	1,205	1,325	940	940	1,050	1,050	1,050
526115	Principal-Installment Loan	-	-	-	-	-	-	-
537400	Equipment	-	-	-	-	20,000	-	-
537410	Vehicle	-	-	-	-	-	26,000	26,000
5650 Total		\$323,392	\$287,656	\$258,964	\$ 267,436	\$ 311,711	\$ 363,896	\$ 344,811

**PUBLIC WORKS DEPARTMENT
Street Maintenance Division**

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	214,062	185,636	190,697	182,616	226,643	236,057	237,600
510210	Salaries - Overtime	2,707	5,888	3,215	2,200	2,688	2,870	2,688
510220	Salaries - Temporary	-	22,794	42,506	31,396	40,281	40,281	40,281
510230	Salaries Temporary Overtime	-	333	2,106	1,275	350	350	350
510236	Longevity	-	-	-	-	4,802	3,198	3,198
510500	FICA	15,820	16,134	17,948	16,411	19,749	21,620	21,709
510600	Group Insurance	32,482	23,696	23,704	23,395	36,865	47,173	38,705
510700	Retirement	21,548	21,230	23,102	20,877	28,193	29,399	29,281
521150	Telephone	-	-	-	-	636	636	636
521300	Utilities	550,776	554,627	537,098	548,269	575,000	647,326	687,326
521400	Travel and Training	4,078	3,085	4,349	3,925	4,542	5,142	4,000
523300	Departmental Supplies	20,961	24,676	24,618	31,554	28,280	28,280	28,280
523302	Utility Patch Supplies	45,478	14,238	36,219	9,467	20,000	20,000	20,000
523305	Dept Supplies - Utility Repair	37,860	-	1,910	-	-	-	-
523600	Uniforms	3,137	2,980	4,316	4,574	5,640	6,360	5,640
524300	Contract Services	47,460	45,648	36,067	23,983	45,000	145,000	145,000
524386	Street Resurfacing	-	-	353,658	-	-	-	-
525300	Dues and Subscriptions	120	300	300	75	300	300	300
537220	Sidewalk Construction	99,765	-	37,504	267,550	3,844	-	-
537600	Construction	-	-	-	8,275	95,000	-	-
5610 Total		\$ 1,096,254	\$ 921,266	\$ 1,339,316	\$ 1,175,841	\$ 1,137,813	\$ 1,233,992	\$ 1,264,994

PUBLIC WORKS DEPARTMENT
Powell Bill Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	286,701	265,382	244,761	262,105	260,108	308,624	274,714
510210	Salaries - Overtime	3,454	6,891	3,640	4,478	3,500	3,710	3,500
510220	Salaries - Temporary	10,154	11,922	9,111	10,097	13,427	13,427	13,427
510230	Salaries Temporary Overtime	297	725	(171)	-	-	-	-
510236	Longevity	-	-	-	-	3,030	5,850	5,850
510500	FICA	22,785	21,211	19,409	20,971	20,157	25,368	22,758
510600	Group Insurance	36,393	42,551	39,433	41,947	43,001	58,132	45,151
510700	Retirement	28,868	31,214	28,670	30,248	32,056	38,577	34,160
521150	Telephone	-	-	-	-	636	636	636
521600	Equipment Maintenance & Repair	19,237	20,540	13,508	8,147	15,000	15,000	15,000
521700	Auto Maintenance & Repair	31,564	33,023	29,314	36,665	34,998	34,998	34,998
523100	Fuel	44,216	48,422	68,977	63,568	69,015	66,950	67,491
523300	Departmental Supplies	58,740	45,259	52,384	52,630	58,710	60,471	58,710
523600	Non Capital Equipment						6,767	6,767
523600	Uniforms	3,887	3,445	4,673	3,846	6,921	6,921	6,921
524300	Contract Services	2,320	161	165	725	150	150	150
524380	Contract Services-Powell Bill	7,872	-	-	64,864	85,000	95,000	85,000
524385	Street Resurfacing Powell Bill	350	-	-	-	-	-	-
524390	Contract Services-Culverts	1,660	-	-	-	-	-	-
524700	Landfill Charges	18,580	16,897	13,696	18,681	15,500	18,600	18,600
526115	Principal-Installment Loan					-	-	-
537410	Vehicle	-	-	-	-	20,500	106,000	106,000
537400	Equipment	39,612	-	-	-	25,595	273,600	273,600
5615 Total		\$ 616,689	\$ 547,642	\$ 527,568	\$ 618,970	\$ 707,304	\$ 1,138,781	\$ 1,073,433

PUBLIC WORKS DEPARTMENT
Snow Removal Division

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510200	Salaries	5,707	-	-	-	-	-	-
510210	Salaries - Overtime	4,839	-	-	-	-	-	-
510500	FICA	789	-	-	-	-	-	-
510600	Group Insurance	1,500	-	-	-	-	-	-
510700	Retirement	1,042	-	-	-	-	-	-
523300	Departmental Supplies	5,959	8,927	6,205	1,031	3,500	4,425	4,425
537400	Equipment	-	-	9,925				
5620 Total		\$ 19,836	\$ 8,927	\$ 16,130	\$ 1,031	\$ 3,500	4,425	\$ 4,425



SPECIAL APPROPRIATIONS

- Retirement
- Insurance
- Subsidized Programs
- Office Administration

SPECIAL APPROPRIATIONS

The Special Appropriations accounts of the budget contain several miscellaneous expenditure line items that the Town allocates as part of each fund, rather than directly to a specific department or division, mostly due to their Town-wide nature. Special appropriations are divided into four categories: **Retirement, Insurance, Subsidized Programs, and Office Administration.**

RETIREMENT

The Retirement Division accounts for expenditures associated with benefits paid to retirees, including payout of accrued vacation time (up to 288 hours), all or a portion of health insurance benefits to eligible retirees, and separation allowance payments to eligible retired law enforcement officers as required by NC General Statutes. Administration of retirement benefits is a coordinated effort by the Human Resources and Finance Departments.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	346747	427015	-	427015
Professional Services	-	-	-	-
Operations and Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Totals	346747	427015	-	427015

RETIREMENT – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Retiree Payout - 510205	58223	56722	32095	24627	176.73%
<u>Retirement Pay Out</u> Known upcoming retirements	58223	56722	32095	24627	176.73%
Separation Allowance - 510240	181716	167548	173652	-6104	96.48%

	Requested	Recommended	Last Year	Difference	% Diff
<u>Separation Allowance</u>	181716	167548	173652	-6104	96.48%
Retiree Health Insurance - 510610	236624	202745	141000	61745	143.79%
Retiree Health Insurance Pre-65 Retiree Premiums - 8.2% increase Post-65 Medicare Supplement Premiums Retiree Rx Drug Plan Premiums	236624	202745	141000	61745	143.79%
GRAND DIVISION TOTALS	476563	427015	346747	80268	123.15%

INSURANCE

The **Insurance** Division accounts for Town-wide property, liability, and worker's compensation insurance premiums and payouts. Unemployment insurance for municipalities in North Carolina is paid in a lump sum to the NC Department of Commerce based on actual claims made during the year. The health reimbursement program funds the Town's health savings account for employees needing funds to pay their deductible.

The Town's insurance programs are administered by the office of the Town Manager and the Human Resources and Finance Departments.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	100800	100800	-	100800
Professional Services	-	-	-	-
Operations and Maintenance	442750	454600	-	454600
Capital Outlay	-	-	-	-
Totals	543550	555400	-	555400

INSURANCE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Health Reimbursement - 510615	100800	100800	100800	-	100.00%
Health Reimbursement MERP	100800	100800	100800	-	100.00%
Insurance and Bonds - 525400	203800	207600	197750	9850	104.98%
<u>Audit Adjustment at Year End</u>	3000	3000	3000	-	100.00%
<u>Insurance Deductible on Claims Paid</u> Moved from Town Manager	3500	3500	3500	-	100.00%
<u>Liability</u> General, Property, Public Official, Police, and Auto Liability; Crime; and Tenant User Liability Increased based on actuals	196000	199000	190000	9000	104.74%
<u>Personal Bonds on Town Officials</u> Increased based on actuals	1300	2100	1250	850	168.00%
Workers Compensation - 525610	192000	192000	190000	2000	101.05%
<u>Workers Compensation</u>	192000	192000	190000	2000	101.05%
Unemployment Insurance - 525620	55000	55000	55000	-	100.00%
<u>Unemployment Insurance</u> Move from Human Resources budget Due to recent changes, the Town must budget for a reserve account (\$40K) in addition to the normal unemployment charges (\$15K)	55000	55000	55000	-	100.00%
GRAND DIVISION TOTALS	551600	555400	543550	11850	102.18%

SUBSIDIZED PROGRAMS

The Town offers support to various local non-profit agencies through Subsidized Program funds. These agencies provide programs the Town could not otherwise afford to provide, or they supplement existing Town programs and services.

The Town of Garner support the Chamber of Commerce annually, and the decision to fund other agencies is made by the Town Council during the budget process..

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	74858	68089	-	68089
Capital Outlay	-	-	-	-
Totals	74858	68089	-	68089

SUBSIDIZED PROGRAMS – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Chamber of Commerce - 524340	35000	33000	33375	-375	98.88%
<u>Broadway Voices</u> Town commitment for co-sponsorship	14500	12000	12000	-	100.00%
<u>Garner Chamber of Commerce- Economic Development Activity</u>	20500	21000	21375	-375	98.25%
Subsidized Programs - 524600	77000	35089	41483	-6394	84.59%
<u>About Face, Inc.</u> As of 1/30/14, About Face is not submitting this year. This	-	-	4376	-4376	0.00%

	Requested	Recommended	Last Year	Difference	% Diff
was the last year of their after school component (a separate grant expired for the program).					
<u>Community of Hope</u>	14500	6795	6795	-	100.00%
<u>Garner Area Ministries</u>	5000	3398	3398	-	100.00%
<u>Garner Educational Foundation</u>	12000	12000	14018	-2018	85.60%
<u>Garner Magnet High Marching Band</u>	2500	1699	1699	-	100.00%
<u>Garner Police Athletic Activities League</u>	2500	2500	2500	-	100.00%
<u>Hopeline</u>	6000	-	-	-	New
<u>Hospice of Wake County</u>	10000	-	-	-	New
<u>INTERACT - Family Violence Prevention Center</u>	5000	2500	2500	-	100.00%
<u>Resources for Seniors</u>	4500	3939	3939	-	100.00%
<u>TRACS</u>	15000	2258	2258	-	100.00%
GRAND DIVISION TOTALS	112000	68089	74858	-6769	90.96%

OFFICE ADMINISTRATION

The Office Administration division accounts for expenses that are related to Town-wide services or overhead costs. The ultimate goal for many items accounted for in this division is to determine their costs by program and allocate such costs to the department or division in future budget years.

Finally, this division contains a “contingency fund,” which can be used at the discretion of the Town Council or Town Manager during the year for unplanned expenditures.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	186720	89057	-	89057
Capital Outlay	712295	-	-	-
Totals	899015	89057	-	89057

OFFICE ADMINISTRATION – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Postage - 521100	1360	1360	17150	-15790	7.93%
<u>Bulk Mailing Permit</u> Moved from Town Manager in 2013-2014.	250	250	250	-	100.00%
<u>General Mailing</u> Moved actual expenditures out to departments based on FY 13-14 usage reports. This amount is for general mailing costs.	1110	1110	16900	-15790	6.57%

	Requested	Recommended	Last Year	Difference	% Diff
Equipment Rental - 522100	8712	8712	94213	-85501	9.25%
<u>Copier Lease Agreement (All Departments)</u> Copier lease agreements moved to departments, based on copier assignments.	-	-	79276	-79276	0.00%
<u>Copy overage charges</u> Based on actual expenditures. Reduced due to change in copier contracts for some departments.	3775	3775	4000	-225	94.38%
<u>New Copier Lease</u> Copier lease costs pushed out to departments.	-	-	6000	-6000	0.00%
<u>Rental of Postage System</u>	4937	4937	4937	-	100.00%
Wake Co Hazmat - 524391	11232	10985	11232	-247	97.80%
<u>Wake County Hazmat</u> Payment for hazmat coverage by Wake County	11232	10985	11232	-247	97.80%
Contingency - 525800	64125	68000	64125	3875	106.04%
<u>Contingency</u>	64125	68000	64125	3875	106.04%
Vehicle - 537410	-	-	712295	-712295	0.00%
<u>Installment Vehicle Cost</u>	-	-	712295	-712295	0.00%
Transfer for Fire Dept Reserves - 552087	-	69947	-	69947	New
<u>Reserve for Future Emergency Services Equipment/Vehicle Needs</u>	-	69947	-	69947	New
GRAND DIVISION TOTALS	85429	159004	899015	-740011	17.69%

SPECIAL APPROPRIATIONS
Retirement, Insurance, Subsidized Programs, and Office Administration

Object Code	Obj Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
510205	Retiree Payout	-	-	-	-	32,095	58,223	56,722
510240	Separation Allowance	134,350	146,908	128,084	150,982	173,652	181,716	167,548
510500	FICA	-	-	-	-	13,285		
510610	Retiree Health Insurance	-	-	-	111,871	141,000	236,624	202,745
510615	Health Reimbursement	-	61,305	70,773	58,795	100,800	100,800	100,800
521100	Postage	17,647	10,386	13,068	16,457	17,150	1,360	1,360
522100	Equipment Rental	5,203	3,256	83,503	89,700	94,213	8,712	8,712
524340	Chamber of Commerce	29,042	21,440	33,618	33,375	33,375	35,000	33,000
524391	Wake County Hazmat	-	-	-	-	11,232	11,232	10,985
524600	Subsidized Programs	66,620	61,925	49,786	40,483	41,483	77,000	35,089
525400	Insurance and Bonds	181,528	193,492	184,319	186,123	200,785	203,800	207,600
525610	Workers Compensation	251,035	231,793	241,304	157,592	190,000	192,000	192,000
525620	Unemployment Insurance	22,278	8,877	541	43,205	55,000	55,000	55,000
525800	Contingency	-	-	-	-	62,625	64,125	68,000
537400	Equipment	-	-	-	-	-	-	-
537410	Vehicle	-	-	-	-	712,295	-	-
552087	Transfer for Fire Dept Reser	-	-	-	-	-	-	69,947
6000 Total		\$707,703	\$739,381	\$804,996	\$888,584	\$1,878,990	\$1,225,592	\$1,209,508



DEBT SERVICE
Debt Service

DEBT SERVICE

The Town has several outstanding debt expenditures that it is obligated to pay. These include bonds and vehicle installment loans.

PROGRAM HISTORY				
Category	Previous Years Budget	Base Budget	Decision Packages	Recommended Budget
Personnel Services	-	-	-	-
Professional Services	-	-	-	-
Operations and Maintenance	1456564	2264940	-	2264940
Capital Outlay	-	-	-	-
Totals	1456564	2264940	-	2264940

AUTHORIZED POSITIONS				
Position	Previous Year	Current Year	Changes Requested	Recommended
NONE				
TOTALS	-	-	-	-

DEBT SERVICE – RECOMMENDED LINE ITEMS

	Requested	Recommended	Last Year	Difference	% Diff
Principal - Bonds - 526100	410000	410000	120000	290000	341.67%
<u>2013 GO Bonds Sale #1</u>	250000	250000	-	250000	New
<u>Public Improvement Bonds - 2010</u>	160000	160000	120000	40000	133.33%
Principal Bonds - Utility Debt - 526105	25000	25000	100000	-75000	25.00%
<u>Water Series 1996</u>	25000	25000	100000	-75000	25.00%
Principal - Leases - 526110	709521	743760	719728	24032	103.34%
<u>BB&T (2011)</u>	226667	226667	226667	-	100.00%
<u>PNC (2014 Refunding)</u>	482854	517093	482854	34239	107.09%
Principal-Installment Loan - 526115	175016	308566	-	308566	New
<u>2013 Vehicle Installment Loan</u>	175016	175016	-	175016	New
<u>2014 Vehicle Installment Loan</u> This represents the 1st of 4 principal payment for the purchase of the following the vehicles. \$18,400 PRCR-Adult \$26,000 PW Truck - Grounds \$52,000 PW Trucks - Facilities \$26,000 PW Truck - Fleet \$17,800 Engineering Vehicle \$27,000 Econ Development \$167,200 Total Interest is \$2,217 (shown	-	41800	-	41800	New

	Requested	Recommended	Last Year	Difference	% Diff
below) per year for a total of \$8,868 over 4 years.					
<u>2014 Vehicle Installment Loan - Powell Bill Vehicles</u> This represents the 1st of 4 principal payment for the purchase of the following the vehicles. \$31,000 Ford Tractor \$230,000 Sweeper \$106,000 Flat Bed Truck \$367,000 Total Interest is \$4,108 (shown below) per year for a total of \$16,432 over 4 years.	-	91750	-	91750	New
Interest - Bonds - 526200	596466	596466	246248	350218	242.22%
<u>2013 GO Bonds Sale #1</u>	352018	352018	-	352018	New
<u>Public Improvement Bonds - 2010</u>	244448	244448	246248	-1800	99.27%
Interest Bonds - Utility Debt - 526205	1400	1400	7000	-5600	20.00%
<u>Water Series 1996</u>	1400	1400	7000	-5600	20.00%
Interest - Leases - 526210	231799	167282	263588	-96306	63.46%
<u>BB&T (2011)</u>	103384	103384	115974	-12590	89.14%
<u>PNC (2014 Refunding)</u>	128415	63898	147440	-83542	43.34%
Interest-Installment Loan - 526215	6141	12466	-	12466	New
<u>2013 Vehicles</u>	6141	6141	-	6141	New
<u>2014 Vehicles</u>	-	2217	-	2217	New
<u>2014 Vehicles - Powell Bill</u>	-	4108	-	4108	New
GRAND DIVISION TOTALS	2155343	2264940	1456564	808376	155.50%

DEBT SERVICE DEPARTMENT
Debt Service Division

Object Code	Obj Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Revised Budget	FY 14-15 Budget Requested	FY 14-15 Budget Recommended
526200	Interest - Bonds	65,696	248,955	247,748	246,248	596,466	596,466
526210	Interest - Leases	213,396	275,022	292,084	263,588	231,799	167,282
526205	Interest Bonds - Utility Debt	23,800	18,200	12,600	7,000	1,400	1,400
526100	Principal - Bonds	-	115,000	120,000	120,000	410,000	410,000
526110	Principal - Leases	851,123	514,617	732,021	719,728	709,521	743,760
526105	Principal Bonds - Utility Debt	100,000	100,000	100,000	100,000	25,000	25,000
526115	Principal-Installment Loan	-	-	-	-	175,016	308,566
526215	Interest-Installment Loan	-	-	-	-	6,141	12,466
5800 Total		\$ 1,254,015	\$ 1,271,794	\$ 1,504,453	\$ 1,456,564	\$ 2,155,343	\$ 2,264,940

GARNER VOLUNTEER FIRE RESCUE, INC. RECOMMENDATION

FY 2013-2014 Town Funding	\$2,251,284
FY 2014-2015 Request	\$2,477,991
FY 2014-2015 Town Recommended Appropriation to GVFR, Inc. from Law & Finance Committee	\$2,388,501

In April, the Law and Finance Committee met to discuss the request from GVFR, Inc. Included in the recommended budget is the recommendation from this committee. A summary of this meeting is included below for your information. Additionally, the recommended \$137,217 allocation to GVFR, Inc. is outlined on the attached document in the “Increases to Town Base Appropriation” column.

Based on this meeting, staff has also included an allocation to an emergency services reserve account in the amount of \$69,947 for future emergency service needs such as the anticipated increases for FY 2015-2016 for funding increased fire staffing for the full year.

**Town of Garner
Law & Finance Committee
Summary
April 10, 2014
8:30 A.M.**

The Town of Garner Law and Finance Committee met Thursday, April 10, 2014 at 8:30 a.m. at Town Hall Council Chambers, 900 7th Avenue, Garner NC to discuss the following:

Present: Mayor Ronnie Williams, Mayor Pro Tem Ken Marshburn, Council Member Kathy Behringer and Council Member Singleton

Staff Present: Rodney Dickerson – Asst. Town Manager, Emily Lucas – Finance Director, Jamie Ludovic – Budget & Special Projects Manager, Hardin Watkins – Town Manager, Matt Poole – Fire Chief, Nancy Anderson – Garner Fire Rescue Board of Directors

1. Review of Garner Volunteer Fire Rescue FY 2014 – 2015 Budget

An in-depth discussion and review took place regarding the 2014-2015 Garner Volunteer Fire Rescue budget. The requested increase in the Fire Department budget, including all options, from last year to this year would be \$226,707. Town Staff recommends an increase of \$160,000. This recommended budget increase is based on a revenue enhancement of a property tax increase.

Action: Recommend to Town Council a property tax increase of \$.01, for emergency services, with the understanding that a minimum of \$.005 of said increase would be used for support of Garner Volunteer Fire Department, Inc.

2. Adjourn

The meeting was adjourned at 9:54 a.m.

FY 2015 Preliminary Base Budget: Fire Tax Operating (ALL NUMBERS ARE STILL BEING REFINED)

Subobject	Item	100% County	Garner Station 4	Garner Cost Share	100% Town	Total Base Expenditures
2001	Regular Salaries and Wages - FT	31,549	291,597	1,625,373	337,559	2,286,078
2002	Overtime	1,285	13,018	80,710	12,081	107,093
2003	Regular Salaries and Wages - PT/Temp	0	0	32,822	18,674	51,496
2004	Longevity	0	6,528	33,599	0	40,127
2030	FICA	2,512	23,303	135,595	18,727	180,137
2032	Retirement	2,354	21,841	122,326	17,552	164,073
2033	401(K)	1,642	15,231	85,304	12,240	114,417
2055	Life Insurance	218	1,526	15,696	1,526	18,966
2061	Health Insurance	4,538	31,769	217,843	31,769	285,919
2062	Dental Insurance	344	2,408	12,384	2,408	17,544
2080	Worker's Compensation	750	5,250	29,755	5,250	41,005
2085	Unemployment Compensation	349	2,443	13,568	2,443	18,803
3000	Volunteer Compensation	0	0	14,911	0	14,911
3950	Board Compensation	0	0	0	0	0
3001	State Firemen's Pension Fund	120	840	8,640	840	10,440
Other	Long term Disability	0	0	0	0	0
Subtotal--Personnel Costs		45,661	415,753	2,428,526	461,069	3,351,009
2300	Office Supplies	0	1,055	3,245	0	4,300
2313	Food Supplies (for daily use, not banquets)	0	1,108	192	0	1,300
2707	Janitorial Supplies (Housekeeping)	0	0	10,000	0	10,000
2766	Service Awards and Reception	0	0	3,000	0	3,000
3400	Postage	0	0	3,900	0	3,900
3450	Advertising	0	0	1,000	0	1,000
3501	Printing - Outside Vendors	0	0	0	0	0
3606	Cable/Satellite Services	0	0	2,616	0	2,616
3711	Maintenance Agreements - Office Equip	0	0	5,500	0	5,500
4300	Membership Dues & Subscriptions	0	1,500	3,800	0	5,300
5501	Computer Equipment	0	0	2,000	0	2,000
2600	Software Purchase/Licensing/Maintenance	0	0	0	0	0
5508	Photocopying and Duplicating Equipment	0	0	0	0	0
6001	Auditing Fees	0	0	10,500	0	10,500
6005	Legal Fees/Litigation Services	0	0	500	0	500
2399	Other Office Supplies/Materials	0	3,496	0	0	3,496
6049	Other Professional Services Fees	0	0	20,000	0	20,000
2316	PPE / Turnout Gear	0	0	0	0	0
2323	Uniform Purchases or Clothing Allowance	0	3,000	14,000	0	17,000
2324	Employee Safety Program Expenses	0	0	0	0	0
6054	Employee Medical Exams	0	0	2,500	0	2,500
2701	Tools	0	0	0	0	0
2771	Boat Supplies	0	0	0	0	0
2729	Communications Equipment (radios)	0	0	0	0	0
3357	Beeper/Pager Service	0	0	0	0	0
3359	Cellular Communications	0	0	2,800	0	2,800
3701	Radio/Pagers Repairs	0	0	2,330	0	2,330
3700	Maintenance & Repair - General Equipment	0	0	9,000	0	9,000
2321	Other Fire Related Supplies/Equipment	0	0	2,000	0	2,000
2340	Educational/Training Supplies	0	0	0	0	0
3300	Employee Training, General Costs	0	550	4,950	0	5,500
3003	Training-related Travel (including meals, lodging)	0	0	2,500	0	2,500
3001	Mileage Reimbursement	0	0	0	0	0
3304	Prof. Training/Certification/Licensing	0	0	0	0	0
2531	Medical Supplies	0	0	0	0	0
2532	Medical Equipment	0	0	0	0	0
2551	Vehicle Fuels	0	8,039	52,961	0	61,000
3800	Vehicle Maintenance & Repair Services	0	6,500	34,500	0	41,000
3353/3367	Telephone (land line)	0	2,998	6,002	0	9,000
3601	Electricity	0	8,200	11,800	0	20,000
3602	Natural Gas	0	5,600	0	0	5,600
2746	Propane - Outside Agencies	0	0	0	0	0
3604	Water/Sewer	0	1,200	3,300	0	4,500
3605	Dumpster/Garbage Pickup	0	0	200	0	200
3649	Other Utilities	0	0	250	0	250
3650	Maintenance & Repairs - Building	0	0	12,000	0	12,000
5203	Building Modifications/Renovations	0	0	0	0	0
4200	Purchased Insurance & Bonding	0	0	47,000	0	47,000
4210	Property Insurance Premium	0	0	0	0	0
2320	Fire Prevention Supplies/Equip <\$5,000	0	250	0	0	250
2800	Special Event Supplies/Materials	0	0	0	0	0
4101	Rent of Land	0	0	0	0	0
4149	Other Real Rentals (including facilities, equipment)	0	0	0	0	0
6006	Engineering Services	0	0	0	0	0
6100	Contract Services	0	1,333	0	0	1,333
3905	Miscellaneous Expenses	0	0	0	0	0
NA	Other - Sales Tax Expense	0	0	0	0	0
NA	Other - Recruitment/Retention	0	0	16,976	0	16,976
Subtotal--Operating Costs		0	44,829	291,322	0	336,151
Debt Service Payment (for prior vehicle purchases)		0	0	0	97,583	97,583
Wake County/Raleigh Payments		0	0	0	47,383	47,383
Turnout Gear		0	0	32,040	0	32,040
Station #4 Payment (made directly to Wake County)		0	0	0	30,500	30,500
Subtotal--Debt Service & Other		0	0	32,040	175,466	207,506
TOTAL EXPENDITURE BUDGET		45,661	460,582	2,751,888	636,535	3,894,666
Minus Non-Fire Tax Revenue						
FY 2015 Base Appropriation		45,661	460,582	2,751,888	636,535	3,894,666
County Cost Share Percentage		100%	84.5%	45.3%	0.0%	
FY 2015 Wake County Share		45,661	389,192	1,246,605	-	1,681,458
Town Cost Share Percentage		0.0%	15.5%	54.7%	100.0%	
FY 2015 Town Share of Base Costs		-	71,390	1,505,283	636,535	2,213,208

Town Share of Base Budget \$2,213,208 From Page 1

Increases to Town Base Appropriation				
Item	Amount	Budget Team Comments	Law & Finance Rec.	Explanation
3% Merit Increase	\$44,840	County staff is using this as a place holder. This amount represents the Town's share of the merit increases only.	\$44,840	We feel that the Town should pay its share of merit increases, same as the County.
Utilities Increase	\$1,956		\$1,956	We agree that historical costs are projected to increase and funds are needed.
Training Increase	\$3,000	All Town departments were required to keep training budgets flat with few exceptions. Requests for training increases were over \$25,000 from Town departments.	\$3,000	
Vehicle Maintenance Increase	\$10,000		\$10,000	
Firefighter	\$45,304		\$22,652	Fund January 1.
Firefighter	\$45,304		\$22,652	Fund January 1.
Firefighter	\$45,304		\$22,652	Fund January 1.
Firefighter start up	\$21,935	This pays for turnout gear, etc., etc. related to a new employee.	\$21,935	Start up costs will be needed regardless of when firefighters start.
Admin Assistant	\$27,669	The County is currently showing a cost share for \$10,000 of the part-time position. The Town Base includes \$24,144 in Town costs for the part time position.	\$17,769	Admin Assistant position (full-time) is needed for continued operations at an efficient level. Funding is offset by a reduction in contracted professional services.
Firemanager software	\$4,695		\$4,695	
Fireground monitor	\$642		\$642	Safety issue. Recommend funding.
Furniture	\$7,635		\$2,500	Furniture for one station per year.
Fitness Equipment	\$6,499		\$0	Funds not available.
Total GVFR Requested Increase	\$264,783		\$175,293	
Total with all GVFR Requests	\$2,477,991	Discussion Option	\$2,388,501	
FY 2014 Approved Budget	\$2,251,284		\$2,251,284	
Increase in Budget	\$226,707		\$137,217	
% Increase in Budget	10.07%		6.10%	

Administrative Information

Agency Name: Garner Volunteer Fire-Rescue, Inc.

Agency Address: PO Box 441 Garner, NC 27529

Contact Person: Matthew Poole

Contact Phone Number: 919-772-1550 Ext.4

Contact Email Address: admin@garnerfire.com

Previous Year's Operating Budget: Total-\$3,806,548

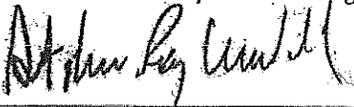
Previous Year's funding amount from TOG: \$2,525,784

Current year's budget request from TOG: Total-\$3,931,194

Policies and Procedures

1. Requests for funding shall be submitted using the Town of Garner Non-Departmental Agency Funding Request form. This form can be obtained from the Administrative Department.
2. All applications will be considered on an individual and annual basis. Funding from year to year is not guaranteed.
3. Audited financial statements must be provided at the time of the application.
4. Organizations must maintain records of revenues and expenditures and the Town of Garner reserves the right to examine records at any time.
5. Each organization will be notified by the Town of Garner, in writing, of the status of their request after adoption of the fiscal year budget by the Town Council. The fiscal year for the Town of Garner is July 1 through June 30.
6. Method and timing for funding will be determined on an individual basis between the entity and Town of Garner Finance Director.

Please sign below recognizing that you have read the policies and procedures and all information is accurate to the best of your knowledge



Signature



Date

Garner Volunteer Fire/Rescue, Inc.

Serving Town of Garner and the Garner Fire District
P.O. Box 441 Garner, N.C. 27529
(919) 772-1550
Fax (919) 662-0158
www.garnerfire.com

Our Mission

Dedicated to protecting life and property of our community by building our future on a foundation of our past.

Our Values

Tradition- We, as a Department, understand the beliefs and values instilled in us by our founding members. We honor those beliefs and values now and will continue to do so in the future.

Faith- We, as a Department, believe in the goodness and safe well-being of our community and our Department. We will continue to teach and share our values with the people we serve.

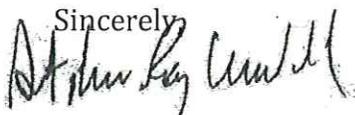
Aggressiveness- We, as a Department, understand the great risks in our profession. We will continue to take great risks in seeking great selfless and self-sacrificing rewards.

Dependability- We, as a Department, understand that actions speak louder than words. We will continue to strive to be available, adaptable, and reliable to our community and the citizens we protect.

Our Vision

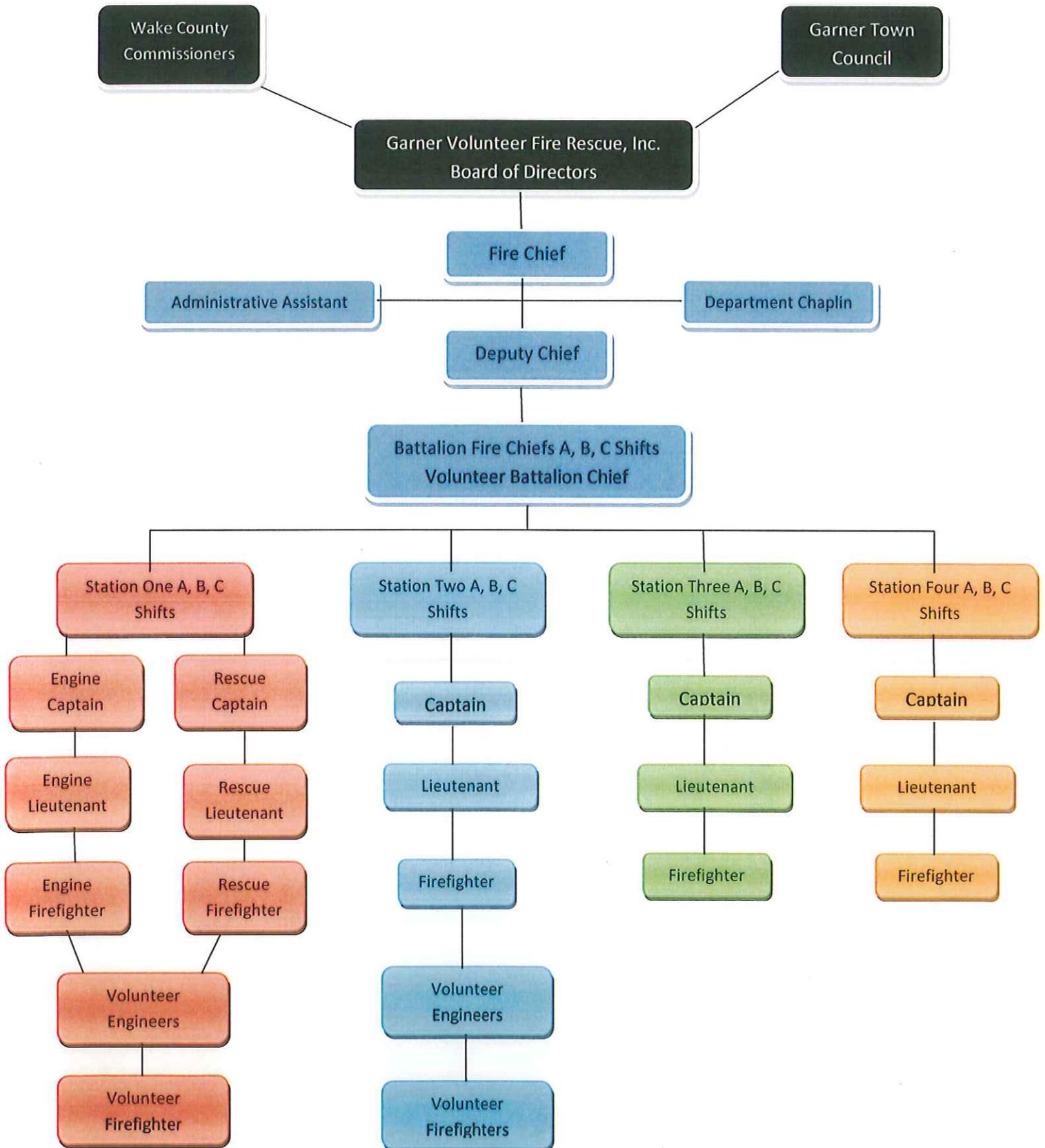
To become the best possible fire service organization through well trained and developed personnel, modern resources and equipment, and institute an active role in our community. We will continue to meet the ever-changing needs of the citizens we serve.

Sincerely,



Steve Woodall
Board President

Garner Volunteer Fire Rescue, Inc. Organizational Chart



GARNER FIRE-RESCUE BUDGET SUMMARY FY15

FY15 Base Operating Budget \$3,682,028

Utilities Increase	\$1,956
Training Increase	\$3,000
Vehicle Maintenance Increase	\$10,000
Three Additional Firefighters	\$128,065
	\$21,935 One time start up
Administrative Assistant	\$23,479
Health Insurance Increase	\$41,260
Firemanager Software	\$4,695
Fireground Monitor	\$642
Station Furniture	\$7,635
Fitness Equipment	<u>\$6,499</u>
	\$249,166

Total FY14 Appropriations \$3,806,548

FY15 Base Operating Budget \$3,682,028

Expansion Requests \$249,166

Total Request **\$3,931,194**

Increase Amount \$124,646



System Benefits

The following are just a few of the benefits our customers have told us they experience by using FIRE Manager™:

- Staff who manage scheduling each save hundreds of hours per year freeing valuable time to concentrate on other activities.
- Reduces Overtime. Many services report FIRE Manager paying for itself within a few weeks.
- Dramatically reduces time spent on the phone trying to fill open shifts, coordinating schedules, trading, availability and time off requests.
- Reduces employee turn-over & burnout due to improved communication and fairness.
- Ensures correct coverage for every shift
- Alerts administrators when a member's certifications, immunizations, refreshers, etc... are expiring
- Eliminates the need for employees to drive or call to the station to view the schedule, sign-up for shifts, etc...
- Eliminates employees removing themselves from the schedule without finding coverage
- Reduces liability issues by improving information tracking, organization and coverage
- Simplifies payroll by automatically tracking scheduled hours, clocked in hours, time off, etc...
- Everything is tracked: Who traded with who, who is on vacation, who approved it, how many hours, etc...thus eliminating the need to worry about papers and notes
- Aladtec Inc. has served companies like yours since 2002. Over 1,000 services currently use the system.

View our Testimonials page at <http://www.aladtec.com/testimonials.html> to read the many letters customers have sent us describing how they benefit from FIRE Manager.

Nearby Services using the system include:

Archer Lodge Fire Department
Clayton Fire Department
Cleveland Volunteer Fire Department
Clayton Area EMS
50-210 EMS
Western Wake Fire Rescue
Eastern Wake EMS Inc.
Samaritan Ambulance Service, Inc.
Wake New Hope Fire Department
Johnston County EMS - NC
Smithfield Fire Department
Wilson's Mills Fire/Rescue
Selma EMS
Wake Forest Fire Department
Harnett County EMS
Franklin County EMS - NC
Vance County Emergency Operations
Vance County Fire Department

Aladtec Incorporated

906 Domion Drive, Hudson WI 54016

www.firemanager.net (888)749-5550 (715)690-2300

Quotation #089



4995 Lima Street, Denver CO 80239
(800) 275-5999 ~ (303) 937-1049 fax

October 10, 2013

Thank you for the opportunity to quote this project. The following prices are good for 90 days. If you would like a freight quote we would gladly assist you with that.

Product No.	Product Description	Retail	Affiliate Discount	Quote	PM	Quant.	Total	Discount
CF-WT100	H Temp Olympic Rubber Bumper Set - 260lbs (2- 10,15,25,35,45)	\$ 450.00	\$ -	\$450.00	34.71%	5.00	\$2,250.00	\$ -
CF-WT545	Rage H Temp Olympic Rubber Bumper - 45lbs (sold individually)	\$ 90.00	\$ 81.00	\$81.00	37.22%	10.00	\$810.00	\$ 90.00
CF-BAR20	Rage Men's Elevation Bushing Barbell	\$ 289.95	\$ 260.96	\$260.96	40.77%	5.00	\$1,304.78	\$ 144.98
CF-AB000	Rage AbMat	\$ 29.95	\$ 27.95	\$27.95	41.14%	5.00	\$139.75	\$ 10.00
CF-RN501	Rage Wood Ring Set (7 1/2 Straps, Quick Release, FIG Spec Wood)	\$ 89.95	\$ 80.95	\$80.95	52.77%	5.00	\$404.75	\$ 45.00
CF-RN200	Rage Ceiling Mount Plastic Ring Set (16 straps, parachute buckle, plus)	\$ 89.95	\$ 62.95	\$62.95	36.17%	3.00	\$188.85	\$ 81.00
CF-MB020	Rage Fitness Medicine Ball - 20lbs	\$ 104.95	\$ 94.50	\$94.50	67.10%	6.00	\$567.00	\$ 62.70
CF-R160C/S/10	Rage R1 Coated Speed Rope - Standard Handle (SET OF 10)	\$ 212.00	\$ -	\$212.00	41.32%	1.00	\$212.00	\$ -
CF-WT212	Rage Squat Stand	\$ 299.95	\$ 269.95	\$269.95	37.61%	2.00	\$539.90	\$ 60.00
CF-WT211	Rage Flat Bench	\$ 170.00	\$ 153.00	\$153.00	34.64%	1.00	\$153.00	\$ 17.00
CF-BAR30	Rage Spring Collar (sold as a pair)	\$ 9.95	\$ 8.96	\$8.96	74.54%	5.00	\$44.78	\$ 4.98
TOTALS							\$6,614.80	\$ 515.65
Shipping							\$225.00	
Delivery Fee								
Tax								
Grand Total							\$6,839.80	

Normal delivery is two to four weeks after receipt of order and payment. **It is your responsibility to inspect your shipment(s) inside and out for damage. Open all packages and inspect them thoroughly prior to signing any receipt from the delivery company.**

Please call if you have any questions concerning this quotation.

Sincerely,

Bill Hill
Commercial Sales Representative
Direct - [720-257-7846](tel:7202577846)
Cell - [720-280-2887](tel:7202802887)
toll free [800-275-5999](tel:8002755999)
4912 Lima St. Denver CO 80239

ROGUE FITNESS®

1060 STEELWOOD RD. (614) 358-6100
 COLUMBUS, OH 43212 TEAM@ROGUEFITNESS.COM



Date	10-Oct-13
Customer	Shawn Godwin
Shipping	27529

Total Equipment Cost	\$ 6,257.01
Total Shipping Cost	\$ 317.64
Grand Total	\$ 6,574.65

LBS	Brand Name	Item Description	SKU	QTY	Quote Price	Total	Details
10	Rogue	10LB Rogue Hi-Temp Bumper	HTF10LB	10	\$ 14.50	\$ 145.00	
15	Rogue	15LB Rogue Hi-Temp Bumper	HTF15LB	10	\$ 21.00	\$ 210.00	
25	Rogue	25LB Rogue Hi-Temp Bumper	HTF25LB	10	\$ 35.00	\$ 350.00	
35	Rogue	35LB Rogue Hi-Temp Bumper	HTF35LB	10	\$ 49.00	\$ 490.00	
45	Rogue	45LB Rogue Hi-Temp Bumper	HTF45LB	20	\$ 63.00	\$ 1,260.00	
40	Rogue	One Ripout Bar - Guaranteed for Life	PN2010RMB	1	\$ 265.35	\$ 265.35	
0.5	Rogue	HD Collars	ADRC2	2	\$ 35.00	\$ 70.00	
1	Rogue	Rogue Wood Rings Set	RA0322	1	\$ 45.00	\$ 45.00	
20	Dynamix	20LB Dynamix Ball	DB20	1	\$ 90.98	\$ 90.98	
35	Rogue	35lb Garage Pull-up System	RP0514	1	\$ 125.00	\$ 125.00	
45	Rogue	Rogue Flat Bench	RA0033	1	\$ 165.00	\$ 165.00	
125	Rogue	Rogue 5.1 Squat Stand	R10040	2	\$ 330.00	\$ 660.00	
1	Rogue	56-3 Long Handle Bushing Speed Rope	AD0025	1	\$ 10.00	\$ 10.00	
5	Rogue	ABMat	AB10	5	\$ 25.00	\$ 125.00	

* Shipping quotes are only valid for 24 hours
 ** All previous versions of this form are obsolete
 *** Please ensure the items and quantities on this quote are correct prior to placing your order

WWW.ROGUEFITNESS.COM



587 Greenway Industrial Drive
 Fort Mill, SC 29708
 866-334-6674

Quote # Godwin 101013LJ-SG
 Order Date: N/A
 Terms: QUOTE

Ship To Address: Shawn Godwin
 Garner Fire-Rescue
 (919) 422-9152
sgodwin@garnerfire.com
 P.O Box 441 Garner NC 27529

Item Description	Quantity	RETAIL COST	WEIGHT PER ITEM	TOTAL PRICE	TOTAL WEIGHT
Black Econ Bumper Plates Set (Free Shipping):					
Econ V2 Bumper Plate Set 260lb	5	\$365.00	0.00	\$1,825.00	0.00
Bars:					
Pendlay Olympic HD Barbell (20 Kg)	5	\$339.00	44.00	\$1,695.00	220.00
Collars:					
Rogue HG Collars	5	\$38.00	0.50	\$190.00	2.50
Black Econ Bumper Plates:					
Pendlay Econ V2 Plates, 45lb Pair	5	\$131.00	90.00	\$655.00	450.00
Various:					
Abmat	5	\$30.00	2.00	\$150.00	10.00
Cable Speed Rope	9	\$10.00	1.00	\$90.00	9.00
Rings:					
MD Wooden Rings w/straps	5	\$65.00	5.00	\$325.00	25.00
Rage Balls:					
Rage Med Ball - 20 Lbs	6	\$105.00	20.00	\$630.00	120.00
Fabricated:					
Pendlay Elite Squat Stand w/ Pull Up Bar - Bolted	3	\$379.00	100.00	\$1,137.00	300.00
Pendlay Elite Flat Bench	1	\$180.00	45.00	\$180.00	45.00
Total Items	49				1,181.50

Equipment Total \$6,877.00
 Shipping R&L \$214.05
 Subtotal \$7,091.05

Discount {(\$505.20)}
 Sales Tax \$0.00

Package Total \$6,585.85



QUOTE

October 10, 2013

Quote ID: 10468

CSR: Kevin

Ship via: Free

US

sgodwin@garnerfire.com

Qty	Description	Item Number	Unit Price	Extended Price
1	Ultra Speed Rope (10 pack)	AFDP-US-10-0005	\$119.99	\$119.99
	10 - Ultra Speed Rope	AFSPEROPE		
6	Rage Ball 20-lb	CF-MB020	\$104.95	\$629.70
5	Lock-Jaw Pro Barbell Collars	50473	\$45.95	\$229.75
5	Again Faster Wood Rings (1.25" Diameter)	AFGB-PB-FR-0003	\$82.99	\$414.95
2	Again Faster Squat Stand 2.5	AFDP-KS-S2-0144	\$299.00	\$598.00
5	Again Faster Rubber Bumper Plate Set 260-lb	AFDP-BP-S2-0260	\$475.00	\$2375.00
	2 - Again Faster Bumper Plates 10-lb (each)	RB-10B		
	2 - Again Faster Bumper Plates 15-lb (each)	RB-15B		
	2 - Again Faster Bumper Plates 25-lb (each)	RB-25B		
	2 - Again Faster Bumper Plates 35-lb (each)	RB-35B		
	2 - Again Faster Bumper Plates 45-lb (each)	RB-45B		
3	Again Faster Home Pull-Up Bar	AFDP-KS-HP-0054	\$99.00	\$297.00
	1 - Home Gym: Fitness	HG1-FITNESS-PACKAGE		
1	Again Faster Flat Bench	AFDP-KS-FB-0035	\$155.00	\$155.00
5	Again Faster Bumper Plates 45-lb (Pair)	AFDP-BP-45-0090	\$120.00	\$600.00
	2 - Again Faster Bumper Plates 45-lb (each)	RB-45B		
5	AbMat	AbMat	\$29.95	\$149.75
5	20-kg Again Faster Team Barbell Silver	AFSB-TB-20-0048	\$209.00	\$1045.00

When you are ready to complete your purchase, please give us a call at 617.460.5999.



QUOTE

Subtotal:	\$6614.14
Free Shipping!	(\$228.16 SAVED)
Discount:	\$-115.14
Total:	\$6499.00

When you are ready to complete your purchase, please give us a call at 617.460.5999.

Garner Volunteer Fire-Rescue Inc.	Manual		
	Standard Operational Guidelines		
Subject	Number	Page	Of
Physical Fitness Program	806	1	8
	Effective Date		02/01/2011
Prepared By		Approved By	
Capt. Sorensen		Chief M. Poole	

Purpose

The physical fitness program is established for all personnel to maintain a level of fitness in order to safely perform their assigned functions and to reduce the probability and severity of occupational injuries and illnesses.

Responsibility

It will be the responsibility of each member to exercise the appropriate control as dictated by his/her rank in the implementation of this procedure.

GOALS:

1. Maintaining physically fit personnel.
2. Reducing job-incurred illness, injuries, and disabilities.
3. Establishing medical baseline records.
4. Validating Department entry-level physical standards.
5. Development of a health and safety conscious firefighter culture in the Garner Fire Department.

PHYSICAL FITNESS TRAINING GUIDELINES

Each Captain will implement a safe and effective exercise schedule based on his particular crew.

Physical Training (P.T.) will be performed at least 1 hour per work day including Saturday.

Workouts should be designed to improve firefighter health, wellness, fitness, safety, and performance. Components included in attaining these goals are:

Garner Volunteer Fire-Rescue Inc.	Manual		
	Standard Operational Guidelines		
Subject	Number	Page	Of
Physical Fitness Program	806	2	8
	Effective Date		02/01/2011
Prepared By		Approved By	
Capt. Sorensen		Chief M. Poole	

- Cardio-respiratory fitness
- Muscular strength
- Muscular endurance
- Flexibility
- Body composition

A Physical Training Log will be maintained monthly by each company/crew. Each crew member should log in their times and signature. This type of accountability ensures liability for insurance purposes in the instance that a participant has a medical condition to be directly associated with this type of rigorous activity.

PHYSICAL FITNESS TESTING

All online personnel will participate in an annual physical fitness test. The physical fitness test is not intended to be punitive, but seeks to provide each individual with goals to promote basic physical fitness, health, and readiness. It will also create individualized baseline data to assess performance.

Each participant will be tested in these 3 components:

1. Flexibility
2. Muscular Endurance
3. Cardiovascular Endurance

The evaluation will consist of five assessments:

1. Sit and Reach (Flexibility).
2. Push-ups (Muscular Endurance).
3. Sit-ups (Muscular Endurance).
4. Timed physical agility test (PAT).

An overall score and category level will be obtained to assist the firefighter in developing a physical fitness plan for the upcoming year. Evaluation will not be used as a punitive measure.

To start the fitness test, participants must have a blood pressure of less than 150/94 and a resting heart rate of less than 90. If blood pressure exceeds these numbers the participant

Garner Volunteer Fire-Rescue Inc.	Manual		
	Standard Operational Guidelines		
Subject Physical Fitness Program	Number	Page	Of
	806	3	8
	Effective Date		02/01/2011
	Prepared By Capt. Sorensen		Approved By Chief M. Poole

will be referred to their personal physician. Vitals will be re-assessed before and after the timed physical agility test.

A proper warm-up should be done prior to any testing by all participants.

Flexibility Test

Flexibility is the ability of a joint to move through the full range of motion. Lack of flexibility is associated with an increased risk of injury. Although no single test measures the flexibility of all joints, the sit-reach event serves as an important functional measure of hip region flexibility including lower back and back of legs.

Sit & Reach:

There is no time limit on this assessment. It requires the individual being tested to sit with legs straight, shoes off, feet pointing straight up. Hands should be hand-over-hand with middle fingers lined up. Reach slowly forward with fingers extended and measure the farthest distance of three tries. Hold each stretch for three (3) seconds

Muscular Endurance Test

Muscular endurance is the ability to sustain muscle contractions over a period of time without undue fatigue. Sit-up and Push-up events are indicators of muscular endurance. No single endurance test measures the endurance of all muscles; however, sit-ups serve as a measure of abdominal muscle endurance while push-ups indicated upper body muscular endurance.

Push-up:

There is a one (1) minute time limit on this event. Starting from the upper push-up position lower your body until it touches the ground. From this point raise your body to a straight arm position. Continue the movement until you can no longer maintain an even rhythm or straighten your arms. The body must maintain an even plane throughout this event. The event will be ended if the body touches the ground or does not maintain an even plain.

Sit-up:

There is a one (1) minute time limit on this event. Participant shall start by lying flat on their back with knees bent, heels about 10 inches from buttocks. Arms should be folded

Garner Volunteer Fire-Rescue Inc.	Manual		
	Standard Operational Guidelines		
Subject	Number	Page	Of
Physical Fitness Program	806	4	8
	Prepared By Capt. Sorensen		Effective Date 02/01/2011
		Approved By Chief M. Poole	

across and touching the chest with hands touching the upper chest or shoulders. Feet should be held to the floor with the assistance of a partner or fixed object. Time will begin when the participant curls their body up, touching elbows to thighs while keeping hands in contact with chest or shoulders. After touching elbows to thighs, the participant lies back, touching lower edge of shoulder blades to the floor. Sit-ups should be repeated correctly as many times as possible in one (1) minute. This event will be ended if participant:

- Lowers legs.
- Raises feet off ground or floor.
- Lifts buttocks off ground or floor.
- Fails to keep arms folded across and touching chest

Scoring

The four assessments will be scored individually on a 0-100 point scale. The individual's final score will be an average of the four event scores. A minimum of 70 points must be attained to successfully pass the fitness test. Failure in any single event does not necessarily result in failure of the fitness test.

Fitness Points

Excellent	=	100 points
Above Average	=	90 points
Average	=	80 points
Below Average	=	70 points
Poor	=	60 points

Final passing score is 70% – (Average of scores in physical agility test, sit & reach, push-up, and sit-up).

Reassessment

Individuals, who fail the fitness test, will be required to follow a personalized fitness plan. The individual's supervisor will be responsible for monitoring and documenting

M. Poole
Fire Chief

S. Woodall
President



Pine Environmental Services, Inc.

8411 Garvey Drive Suite 113
Raleigh, NC 27616
Phone: 866-646-7463 Fax: 919-878-1122

QUOTATION

Quote No:
45706

Quote Date:1/21/2014
Expiration Date:3/22/2014
Term:Net 30 Days

Name: MIKE BISHOP
Company: GARNER FIRE DEPT
Address: 503 WEST MAIN STREET
City, State, Zip: GARNER, NC 27529
Phone (919) 772-1550
Fax:

Any Questions Please Contact: Mellissa Bowling
Phone #: 866-646-7463
Email: mbowling@pine-environmental.com

Sales Quote

ITEM	PART #	DESCRIPTION	QTY	PRICE	TOTAL
1	AIR11075	Gas Meter-ToxiRAE II HCN	1	\$325.00	\$325.00
2	GP11204	HCN- 10ppm/N2- 34 L	1	\$189.00	\$189.00
3	GP14060	Regulator 1.00 LPM 105 L	1	\$100.00	\$100.00
4	045-3042-000	RUBBER BOOT	1	\$28.00	\$28.00
*Applicable taxes and freight not included			SUBTOTAL		\$642.00
*Taxes are based on the ship-to location			ADD'L CHARGE		\$0.00
*Prices are subject to change without notice			TOTAL		\$642.00

Notes: HI MIKE,

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE LET ME KNOW. I LOOK FORWARD TO SPEAKING WITH YOU SOON!

HAVE A GREAT DAY

Pine Environmental Services, Inc.
(Corporate Headquarters)
92 North Main Street, Building 20
Windsor, NJ 08561
Phone: 800-301-9663 Fax: 609-371-1663



Fire Station Outfitters

PO Box 175

Empire, CA 95319

dave@firestationoutfitters.com

888-380-2345

Cell 209-596-5524

Fax 209-575-2143

January 22, 2014

Garner Fire Rescue
503 W. Main Street
Garner, NC 27529
Jason Deitch

Quote for:

4 Outfitter double reclining sofas \$1065 Each

5 Outfitter rocker recliner (\$690 discounted to \$675 each)

Total \$7635.00

This price includes basic shipping and handling.

(The Outfitter Rocker Recliner, sofa and loveseat are sold exclusively by Fire Station Outfitters and cannot be purchased in retail outlets.)

Tax ID Number 27-1520313

Dave
Fire Station Outfitters
dave@firestationoutfitters.com

XTREME Seating – Quality Built – Made in the USA

Firestationoutfitters.com

dave@firestationoutfitters.com

Wake County Fire Tax District
FY 2015 Budget Requests
Expansion Requests (*Do not include Small Capital requests*)

Garner Volunteer Fire-Rescue, Inc.



Utilities Increase	
Description	This request is to increase our basic utilities operating expenses by 3%.
Costs	Current basic utilities are estimated at \$65,200. A 3% increase would cost an additional \$1,956
Fire Commission or BOC Priority?	N/A
Coordination of Resources	We utilize state contracts and bundle purchasing in order to keep utility costs at a minimum.
Service Improvement	N/A
Best Practices Comparison	A standard deviation comparison of all county departments would be beneficial in forecasting basic utility cost increases and norms.

Revenue Impact	N/A
-----------------------	-----

Personnel Information

If you are requesting additional personnel, please provide the cost information below for each individual position. Some cells have formulas that automatically calculate costs.

	New Position 1	New Position 2	New Position 3	New Position 4
Position Title				
Salary				
Overtime (estimated)				
Salary w/ OT				
FICA				
401(k)				
Longevity				
State Firemen's Pension				
Life Ins.				
Health Ins.				
Dental				
Unemployment Ins.				
State Ret.				
Workers Comp.				
Subtotal				

Total Cost, all new positions requested

**Wake County Fire Tax District
FY 2015 Budget Requests
Expansion Requests (*Do not include Small Capital requests*)**

Garner Volunteer Fire-Rescue, Inc.



Training Increase	
Description	This request is to increase our training and travel line items to accommodate the training needs of a 50 career employee department.
Costs	Our current training and travel budget is \$12,000. We are requesting an increase of \$3,000 which will total out training budget to \$15,000 including travel expenses.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	We coordinate most of our continuing education for all members through Wake Technical Community College. This is a cost saving measure because we are not charged tuition for contracted classes through the department.
Service Improvement	Increased training in multiple areas are needed to learn about the changing standards, best practices, and administrative demands that encompass todays fire service.
Best Practices Comparison	The GFR has one of the if not the lowest training budgets when compared to comparable departments in size and staffing.

Revenue Impact	N/A
-----------------------	-----

Personnel Information

If you are requesting additional personnel, please provide the cost information below for each individual position. Some cells have formulas that automatically calculate costs.

	New Position 1	New Position 2	New Position 3	New Position 4
Position Title				
Salary				
Overtime (estimated)				
Salary w/ OT				
FICA				
401(k)				
Longevity				
State Firemen's Pension				
Life Ins.				
Health Ins.				
Dental				
Unemployment Ins.				
State Ret.				
Workers Comp.				
Subtotal				

Total Cost, all new positions requested

**Wake County Fire Tax District
FY 2015 Budget Requests
Expansion Requests (*Do not include Small Capital requests*)**

Garner Volunteer Fire-Rescue, Inc.



Three Additional Firefighters	
Description	Garner Volunteer Fire-Rescue, Inc. is requesting the addition of three firefighter positions. With the addition of these positions the department will increase the manpower to one engine company to four personnel.
Costs	The cost of the additional firefighters reflects the Wake County Compensation Guidelines on salary and uniform expenses.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	The following fire departments currently staff engine company's with four or more personnel. Raleigh, Cary, Morrisville, Wake Forest
Service Improvement	Adding the requested firefighter positions will increase the number of department personnel to better serve the population that live, work, and travel through our response area. This will directly effect the number of personnel our department has to mitigate emergency scenes, as outlined by the State Fire Marshalls office minimum man power requirements.. Addition personnel will provide for a safer emergency scene. A major impact will be in the overtime cost, in effort to meet minimum staffing requirements.
Best Practices Comparison	Through out the fire service many departments are increasing staffing to four personnel on each engine company. This is having an positive impact on firefighter injuries and decreasing property loss inside their response area. Departments are also seeing a decrease in overtime budgets while still operating within minimum staffing levels.

Revenue Impact	N/A
-----------------------	-----

Personnel Information

If you are requesting additional personnel, please provide the cost information below for each individual position. Some cells have formulas that automatically calculate costs.

	New Position 1	New Position 2	New Position 3	New Position 4	
Position Title	Firefighter	Firefighter	Firefighter		
Salary	30,400	30,400	30,400		
Overtime (estimated)	1,004	1,004	1,004		
Salary w/ OT	31,404	31,404	31,404	-	
FICA	2,402	2,402	2,402	-	
401(k)	1,570	1,570	1,570		
Longevity					
State Firemen's Pension	120	120	120		
Life Ins.	220	220	220		
Health Ins.	3,782	3,782	3,782		
Dental	344	344	344		
Unemployment Ins.	336	336	336		
State Ret.	2,010	2,010	2,010		
Workers Comp.	500	500	500		
Subtotal	42,688	42,688	42,688	-	128,065

Total Cost, all new positions requested

**Wake County Fire Tax District
FY 2015 Budget Requests
Expansion Requests (*Do not include Small Capital requests*)**

Garner Volunteer Fire-Rescue, Inc.



Administrative Assistant	
Description	The purpose of this position is to provide the chief officers with administrative support. This is accomplished by completing routine administrative tasks, answering phones, and ordering supplies; entering fire reports into the computer. The position maintains payroll information such as hours worked, and assists in the budget process. Other duties include setting up and maintaining employee personnel records; assisting with new employee orientation.
Costs	The department already receives \$28,674 from the Town of Garner for this part-time position. The intent add additional funding to fund a full time position with benefits. We request \$23,479 additionally to transition into a full-time roll.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	Most if not all fire departments with career staffing have an administrative support person in this requested capacity.
Service Improvement	Would provide personnel support by setting up and maintaining employee records such as health, life, and pension; and assisting with new hire information and orientation. Would provide office management by overseeing maintenance contracts; ensuring proper maintenance of office equipment; purchasing supplies and equipment; completing schedules; and mailing and shipping correspondences. Would provide administrative support by scheduling paid and volunteer firefighters; completing correspondences; answering telephones; and completing word processing.
Best Practices Comparison	Most if not all fire departments with career staffing have an administrative support person in this requested capacity.

Revenue Impact	N/A
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Personnel Information

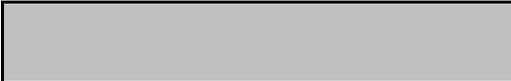
If you are requesting additional personnel, please provide the cost information below for each individual position. Some cells have formulas that automatically calculate costs.

	New Position 1	New Position 2	New Position 3	New Position 4
Position Title	Admin. Assist.			
Salary	42,121			
Overtime (estimated)				
Salary w/ OT	42,121	-	-	-
FICA	3,222	-	-	-
401(k)	2,106			
Longevity				
State Firemen's Pension				
Life Ins.	220			
Health Ins.	3,451			
Dental	333			
Unemployment Ins.	200			
Workers Comp.	500			
Subtotal	52,153	-	-	- 52,153

Total Cost, all new positions requested

Wake County Fire Tax District
FY 2015 Budget Requests
Expansion Requests (*Do not include Small Capital requests*)

Garner Volunteer Fire-Rescue, Inc.



Health Insurance	
Description	This expansion request is to professionally forecast the increase of health insurance for the departments annual renewal. With the implementation of the Affordable Care Act many uncertain changes may occur. The department has sought advise from its insurance carrier and Town Human Resources Director on what they anticipate as sound increase planning. Our intent is to mirror those forecasts in hopes of being prepared for unnegotiable changes.
Costs	The department based on professional opinions is requesting a 20% increase in current health insurance premiums. The annual increase is projected to be \$41,260.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	Our increase is based on the Town of Garner projections.
Service Improvement	Our intent is provide employees with quality health insurance. Due to the nature of the job situations firefighters endure, they rely on the department to provide health care that is affordable and feasible to their pay.
Best Practices Comparison	The Garner Fire-Rescue has incurred an incremental increase annually the last three years. We will not be able to financially balance the projected 20% with the current operational budget. Most agencies are forecasting the same percentage increase.

**Wake County Fire Tax District
 FY 2015 Budget Requests
 Expansion Requests (*Do not include Small Capital requests*)**

Garner Volunteer Fire-Rescue, Inc.



FIRE Manager System	
Description	FIRE Manager is an online employee scheduling and personnel management system that can be used by both supervisors and employees 24/7 anywhere with an Internet connection. It's wide variety of capabilities and configuration options make it well suited for our organization.
Costs	Annually-\$4,695 based on our current number of employees and integration module for Firehouse Software.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	The Scheduling System within FIRE Manager is designed to be powerful, flexible and easy to use. A variety of tightly integrated scheduling allow companies big and small to deal with a variety of employee types, and scheduling criteria. Availability is automatically sorted within the Editor. Complex rotations can be quickly added for a year or more into the future. Employees can request time off, trades and sign-ups. You can require administrator approval for these requests or you can let FIRE Manager approve most requests automatically based on qualifications.
Service Improvement	The Member Database tracks employee information such as: name, title, date hired, phone number, pager number, email address, text message scheduling qualifications, certifications, refreshers, immunizations, etc. The reports section allows for a wide variety of reports including availability, scheduled hours, paid time off, individual member, certifications, and more. All payroll related reports can be produced for any given date and range. All reports have printer friendly views and can be exported to CSV files. FIRE Manager offers several different work schedule views to accommodate a variety of scheduling styles and processes. These views include a Daily View, Daily Block View, Daily Summary View, Weekly View, Weekly Shifts View, Monthly Calendar View and a Monthly Roster View. From these pages administrators can see open shifts and immediately send out Find Coverage emails and text messages.

**Wake County Fire Tax District
 FY 2015 Budget Requests
 Expansion Requests (*Do not include Small Capital requests*)**

Garner Volunteer Fire-Rescue, Inc.



Name: Fireground Monitoring	
Description	With this purchase Garner Fire-Rescue will begin monitoring fireground operations for hydrogen cyanide.
Costs	Attached to this request is a quote for the required equipment. Start up costs: ToxiRae II HCN \$325.00, Calibration gas \$189.00, Regulator for calibration \$100.00, Protective rubber boot \$28.00=\$642 Recurring/on going costs: Calibration gas purchased at least once annually or possibly more depending on usage. The monitor will need to be replaced as needed. They have a 2 year warranty.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	Raleigh Fire Department currently monitors their fire grounds for the deadly combination of hydrogen cyanide and carbon monoxide.
Service Improvement	Hydrogen cyanide is a very deadly gas, it is approximately 33-35% more dangerous than carbon monoxide. We as firefighters accept that both CO and HCN will be present in smoke, but we have been exposing ourselves to these chemicals unknowingly. Often we believe that because the fire is out and most of the smoke has dissipated that the danger is gone. This is not the case. Just because we can not see the smoke does not mean that the air in the residence is no longer a IDLH atmosphere. To the contrary has been shown by the Columbia, SC fire department. CO and HCN linger quite a long time due to the smoldering plastics and other materials that are more commonly found now than they were 20 years ago. Fire departments are finding that some of the highest readings for HCN are at the smaller "pot on the stove" calls where there is only minor damage to the structure. Often fire departments respond, extinguish these fires, and then turn the property back over to the resident telling them that it is safe for them to re-enter. This is not the case until proper air monitoring is done to determine that the levels of HCN are below what OSHA says is safe. Not only will this be helping to return safer properties back over to their residents but studies have shown that repeated exposure to HCN over time greatly increases the risk for a cardiac emergency in the first responder especially when exposed with the combination of CO. Cardiac related fatalities are the number one cause of death for firemen every year. This will help us protect our members. While we currently have the ability to monitor for CO but not HCN, so this will be a great capability for our department.

Best Practices Comparison	Raleigh FD currently monitors the fire ground for HCN and CO. They use similar monitors to what we use presently for CO and the same monitors we are requesting to purchase for HCN. They use personnel already on scene to do the monitoring after they have reached a point in the overpass that the IC in coordination with interior crews feel that it may be safe to remove their SCBA's. At that point they make sure that the building is fully ventilated for at least 5 mins and then monitor for HCN and CO. If the readings are below the OSHA recommendations then they can remove their SCBA's. The impact of doing this is hard to measure. They are making the fire ground safer for their employees by lessening the amount of hazardous chemicals that are inhaled. In the long term we as a fire service hope to see a decrease in cardiac related emergencies for our employees and a decrease in job related cancers.
Revenue Impact	N/A

Personnel Information

If you are requesting additional personnel, please provide the cost information below for each individual position. Some cells have formulas that automatically calculate costs.

	New Position 1	New Position 2	New Position 3	New Position 4
Position Title				
Salary				
Overtime (estimated)				
Salary w/ OT	-	-	-	-
FICA	-	-	-	-
401(k)				
Longevity				
State Firemen's Pension				
Life Ins.				
Health Ins.				
Dental				
Unemployment Ins.				
Workers Comp.				
Subtotal	-	-	-	-

Total Cost, all new positions requested

**Wake County Fire Tax District
FY 2015 Budget Requests
Expansion Requests (*Do not include Small Capital requests*)**

Garner Volunteer Fire-Rescue, Inc.



	Name: Station Furniture Replacement
Description	Garner Fire Rescue (GFR) is requesting new furniture to replace furniture in the living areas of three fire stations.
Costs	The total one time cost is \$7635.00. This includes 4 sofas and 5 recliners. Shipping is free. The furniture has a one year defect and five year mechanical/mechanism warranty.
Fire Commission or BOC Priority?	N/A
Coordination of Resources	We are unaware of any departments in Wake County with this exact brand of furniture. The furniture is used by multiple departments throughout the county and has received positive reviews.
Service Improvement	Garner Fire Rescue is statistically one of the busiest fire departments in Wake County. The large call volume combined with multiple other departments places an extreme strain on fire personnel. Giving members the right equipment to properly relax and unwind is crucial to peak fireground performance. Replacing furniture would be new, replacing outdated furniture. What DATA supports the need for this? GFR in 2013 responded to a total of 4,627 calls, taught fire prevention to 1774 adults and 4361 children. Firefighters are trained for a departmental total 5137 hours.
Best Practices Comparison	The furniture requested is from the company Fire Station Outfitters. The furniture is designed for fire station use. The furniture is made for safety, having a wider base, a heavy duty Leggett and Platt mechanism and a heavier frame. The furniture is used by multiple departments throughout the county and the furniture has received positive reviews.

**Wake County Fire Tax District
 FY 2015 Budget Requests
 Expansion Requests - Small Capital**

Garner Volunteer Fire-Rescue, Inc.



Name: Fitness Equipment	
Description	We currently have fitness equipment at Station 1,2, & 4. With personnel at Station 3 traveling to Station 1 to workout. Fire crews are required to participate in physical training one hour a day. The current equipment was purchased in 2007 and has it begun to show its age. The new equipment will be added to the current set up to allow crews to work out together, but add more functional movement to the workouts without the possibility to damage the equipment and/or fitness area.
Operating Costs (New Cost Impacts)	<p>The new equipment will consist of: rubber bumper plates, Olympic barbell, abmat, gymnastic rings, pull bars, wall balls, squat stands, and flat benches. The cost to outfit the three stations with enough equipment for personnel is \$6,499.00, which was quoted by Again Faster Equipment (See Attached Documents). The equipment purchased will be distributed to the three stations that currently have equipment. The largest bulk of the equipment will be placed at station one.. There are six full-time members stationed here, and in many cases the crew from Station 3 will work out to compete.</p> <p>The rest of the equipment will go to Station 2 and 4, and will be used in conjunction with the equipment they currently use. The weights that are used at these stations are metal, and there is a limited amount of movements that can be done without dropping the weights. The pull up bars will be placed at all three stations. The squats stands will be placed at both station 1 and 4. Wall balls, gymnastic rings, and Olympic barbells will be divided among the station. There will is one set of weights, barbell, abmat, gymnastic rings, wall ball, and pull up for each crew. While the remaining will used to bring other station to the same level of equipment.</p>
Fire Commission or BOC Priority?	N/A
Coordination of Resources	N/A

<p>Service Improvement</p>	<p>This is an expansion of the equipment we currently use on a daily basis. It will also expand the physical fitness program. The program requires that personnel perform physical training at least one hour a day excluding Sundays. One of the goals of the Garner Fire Department's Physical fitness program is to develop the health and safety conscious firefighter culture in the fire department (See Attached Document).</p> <p>This has begun through members enjoying friendly and health competition in both a weight loss challenge and a fitness challenge. This gives members a goal to work toward in their fitness pursuits. Many of the members have begun to use a Crossfit style of cross training, and the equipment that is currently in uses is useable, but not ideal for this type of training. In some cases the equipment has begun to break and on-duty personnel have made repairs. Other equipment has become outdated to the current physical fitness program on duty staff are doing. This program is directly related to the health and safety of the members of the organization. In other cases members have found equipment from outside sources and brought it to the stations.</p>
<p>Best Practices Comparison</p>	<p>N/A</p>
<p>Replacement or New?</p>	<p>Some of the equipment will be to replacing equipment that has been worn out over time, but other pieces will be adding/or upgrading the equipment to the fitness program.</p>

GARNER CHAMBER OF COMMERCE FY 14-15 BUDGET RECOMMENDATION

FY 2013-2014 Town Funding	\$33,375
FY 2014-2015 Request	\$35,000
FY 2014-2015 Town Recommendation	\$33,000

In March, staff met with Chamber staff to discuss their FY 2014-2015 request. There was a very positive discussion surrounding Chamber activities and partnerships with the Town of Garner. The following recommendation is consistent with this discussion and represents a budget that is substantially similar to FY 2013-2014 funding and is supported by the Chamber of Commerce.

Business & Consumer Expo	Title Sponsor	\$5,000
	Billboard	\$2,500
Connect Economic Development (will include minimum 10 comp registrations)	Title Sponsor	\$5,000
	Billboard	\$2,500
Broadway Voices	Concert 1 Sponsor	\$4,000
	Concert 2 Sponsor	\$4,000
	Concert 3 Sponsor	\$4,000
Annual Banquet Table Sponsor (includes 8 tickets to the annual dinner)		\$750
1 Membership for the Town, Outsourced PR, publications, graphics, ads		\$5,250
Total Recommended Chamber Allocation		\$33,000

Administrative Information

Agency Name:

Agency Address:

Contact Person:

Contact Phone Number:

Contact Email Address:

Previous Year’s Operating Budget:

Previous Year’s funding amount from TOG:

Current year’s budget request from TOG:

Policies and Procedures

1. Requests for funding shall be submitted using the Town of Garner Non-Departmental Agency Funding Request form. This form can be obtained from the Administrative Department.
2. All applications will be considered on an individual and annual basis. Funding from year to year is not guaranteed.
3. Audited financial statements must be provided at the time of the application.
4. Organizations must maintain records of revenues and expenditures and the Town of Garner reserves the right to examine records at any time.
5. Each organization will be notified by the Town of Garner, in writing, of the status of their request after adoption of the fiscal year budget by the Town Council. The fiscal year for the Town of Garner is July 1 through June 30.
6. Method and timing for funding will be determined on an individual basis between the entity and Town of Garner Finance Director.

Please sign below recognizing that you have read the policies and procedures and all information is accurate to the best of your knowledge

Signature

Date

Funding Request for 2014-2015 Garner Chamber of Commerce

Economic development projects and events

Project/Event	Item	Amount
Business and Consumer Expo	Title Sponsor	\$5,000
	Billboards reimbursement	\$2,500
Connect Economic Development Conference	Title Sponsor	\$5,000
	Billboards reimbursement	\$2,500
Broadway Voices	Concert 1 Title Sponsor	\$4,000
	Concert 2 Title Sponsor	\$4,000
	Concert 3 Title Sponsor	\$4,000
	Billboards reimbursement	\$2,500
Outsourced PR, publications, graphics, ads		\$5,500
	Total:	\$35,000

Budgeted Sources of Revenue 2014-2015
Garner Chamber of Commerce
Chamber fiscal year 10/1/2013 – 9/30/2014

Department	Revenue
Administration	185,500
Community Relations	25,605
Economic Development	52,876
Membership	62,521
Public Affairs	18,000
Building/Capital/Contingency	57,000
Total:	401,502



January 27, 2014

To: Town of Garner

Re: Economic Development Funding for 2014-2015

The mission statement of the Garner Chamber of Commerce, as developed by the Chamber Board of Directors:

The Garner Chamber of Commerce is dedicated to promoting a vibrant business environment by cooperative interaction among business, government and community.

The Garner Chamber of Commerce is pleased to partner with the Town of Garner on economic development projects and events. The major economic development projects are

- Business and Consumer Expo
- Broadway Voices concert series
- CONNECT, the economic development conference

We look forward to our continued partnership with the Town. Together we are able make an impact on the economic vitality of Garner.

Sincerely,

A handwritten signature in black ink that reads "Tommy Sims". The signature is written in a cursive, slightly slanted style.

Tommy Sims
Chamber Board Chair

JAMES A. LUCAS AND COMPANY, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

4909 Western Boulevard, Suite 200
Raleigh, North Carolina 27606
www.jalucas.com

Telephone: 919-851-4696
Facsimile: 919-859-5598
Email: info@jalucas.com

January 22, 2014

Independent Accountant's Review Report

Board of Directors
Garner Chamber of Commerce
Garner, North Carolina

We have reviewed the accompanying statements of sources of revenue - cash basis of the Garner Chamber of Commerce (a nonprofit organization) as of September 30, 2013 and 2012. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Chamber management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the statements of sources of revenue - cash basis as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the statements of sources of revenue - cash basis in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

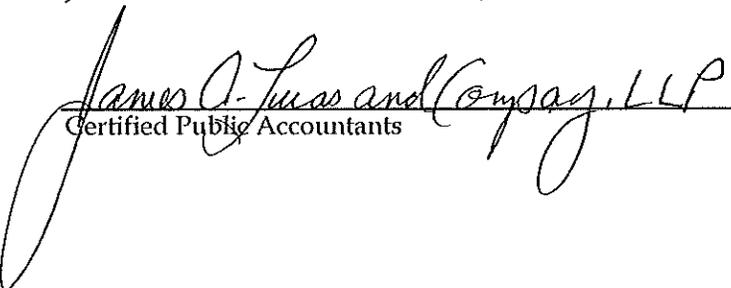
Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the statements of sources of revenue - cash basis. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying statements of sources of revenues - cash basis in order for them to be in conformity with the cash basis of accounting.

This report is intended solely for the information and use of the management of the Garner Chamber of Commerce and the Town of Garner and is not intended to and should not be used by anyone other than these specified parties.

Sincerely,

JAMES A. LUCAS and COMPANY, L.L.P.


Certified Public Accountants

GARNER CHAMBER OF COMMERCE
 STATEMENTS OF SOURCES OF REVENUE - CASH BASIS
 SEPTEMBER 30, 2013 AND 2012

<u>Department</u>	<u>SEPTEMBER 30, 2013</u>	<u>SEPTEMBER 30, 2012</u>
Administration	\$ 177,514	\$ 167,522
Community relations	24,795	28,270
Membership	119,027	140,320
Grants	-	10,000
Public affairs	19,350	15,415
Building fund	57,013	61,518
	<u>\$ 397,699</u>	<u>\$ 423,045</u>

See Accountant's Review Report.

GARNER REVITALIZATION ASSOCIATION, INC. FY 14-15 BUDGET RECOMMENDATION

FY 2013-2014 Town Funding	\$85,000
FY 2014-2015 Request	\$95,000
FY 2014-2015 Town Recommendation	\$92,000

In March, staff met with GRA, Inc. staff to discuss their FY 2014-2015 request. There was a very positive discussion surrounding GRA activities and partnerships with the Town of Garner. The following recommendation is consistent with this discussion and represents a budget that is supported by GRA.

In FY 13-14, the Town of Garner funded 98.6% of GRA's operating budget (\$85,000 of total operating budget of \$86,215). This year, GRA submitted an operating budget request of \$92,889.78. Staff is recommending funding the operating budget at \$92,000 or 99.0%. This is a funding increase of \$7,000.

The recommended funding increase represents increased operating costs for GRA in the following areas:

Salaries & Benefits (+\$6,757) – This allows a merit increase, if earned to the executive director and projected increases of health insurance. After discussions and recent health insurance information, this projected increase will be less. Additionally, the GRA Board may be considering increasing the amount allocated to retirement to be more competitive with the Town's benefit program.

Professional Services (+\$360) – This is an increase to the annual subscription to Quick Books Payroll.

Professional Development (+\$2,600) – This would be tuition for the UNC SOG Municipal and County Administration Course.

Additionally, GRA is proposing to increase programming costs \$5,000 for a public art program and \$500 for advertising. The source of funding for programming costs is fundraising and/or fund balance and is not included in the Town's funding.

Prior to funding, staff recommends requesting an adjusted operating budget from GRA based on the final funding allocation from the Town. Additionally, GRA will be required to provide staff with their full tax return.

Administrative Information

Agency Name: Garner Revitalization Association, Inc.

Agency Address: 111 West Main Street, Suite 200, Garner NC 27529

Contact Person: John Hodges, Executive Director

Contact Phone Number: 919-773-4402

Contact Email Address: downtowngarner@nc.rr.com

Previous Year's Operating Budget: \$86,215

Previous Year's funding amount from TOG: \$85,000

Current year's budget request from TOG: \$95,000

Policies and Procedures

1. Requests for funding shall be submitted using the Town of Garner Non-Departmental Agency Funding Request form. This form can be obtained from the Administrative Department.
2. All applications will be considered on an individual and annual basis. Funding from year to year is not guaranteed.
3. Audited financial statements must be provided at the time of the application.
4. Organizations must maintain records of revenues and expenditures and the Town of Garner reserves the right to examine records at any time.
5. Each organization will be notified by the Town of Garner, in writing, of the status of their request after adoption of the fiscal year budget by the Town Council. The fiscal year for the Town of Garner is July 1 through June 30.
6. Method and timing for funding will be determined on an individual basis between the entity and Town of Garner Finance Director.

Please sign below recognizing that you have read the policies and procedures and all information is accurate to the best of your knowledge


Signature

1/31/14

Date



GARNER REVITALIZATION ASSOCIATION

111 West Main Street, Suite 200, Garner NC 27529
Phone 919-773-4402 email: downtowngarner@nc.rr.com
Garner: A North Carolina Main Street Community
An Accredited National Main Street Program



North Carolina
Main Street

January 27, 2014

Jamie Ludovic
Budget & Special Projects Manager
Town of Garner
900 Seventh Avenue
Garner, NC 27529

Dear Mrs. Ludovic:

On behalf of the Garner Revitalization Association (GRA) Board of Directors, I am writing to request continued funding of our organization in the 2014-2015 budget.

Mission and Organization Summary

The mission of the Garner Revitalization Association is to *foster and support the development of the Downtown/North Garner area as a vibrant business, residential, entertainment and cultural center through appropriate revitalization, redevelopment and preservation activities in partnership with government and private organizations.*

In addition to our mission statement, GRA is also guided by the Downtown Economic Vision Statement developed through the North Carolina Main Street Program which states: *Downtown Garner is a hub of sports and recreation and the center of arts and culture for the community and provides an ideal setting to nurture Garner's emerging business leaders and active citizens while preserving the unique history of the community.*

This mission and vision was reaffirmed by the GRA Board of Directors earlier this month during our strategic planning session that resulted in a new Plan of Work that will lead our organization's efforts through 2015.

Since being formed by the Town of Garner in 2005, GRA has achieved a number of accomplishment and milestones including development of the Historic Downtown Garner Plan (HDGP), acceptance in the North Carolina Main Street Program and accreditation by the National Main Street Center in 2011, 2012 and 2013. Since being accepted in the NC Main Street Program in 2009, over \$3 million of public and private investment has been made in the downtown area, 34 net new jobs created, 8 net new businesses started and over 725 volunteer hours have been contributed by citizens. (Statistics through FY 2012-2013.)

GRA is proud to have played a significant role in the efforts leading up to a successful bond referendum in 2013 that will fund several projects outlined in the HDGP. We now look forward to helping make those projects a reality.

Budget Request

The Garner Revitalization Association is requesting funding in the amount of \$95,000 for the 2014-2015 operating year. This is an increase of \$10,000 from the previous year's funding. The funds provided by the Town of Garner are used for operational costs of the organization which are projected at \$92,890 for the upcoming fiscal year. The changes in projected personnel expenses from the 2013-2014 budget are for additional merit increase, if earned, for the Executive Director at a maximum amount of 5% and a 20% projected increase in health insurance costs. The previous two budget cycles provided funding for the Executive Director's merit increase at 2.5% in accordance with the Town of Garner's program at that time. The projected increase in health insurance costs is based on Town of Garner staff estimates.

The changes in operating costs include the addition of our payroll subscription and proposed professional development for the Executive Director.

A detailed operations budget follows for your review. In addition to operations funded by the Town of Garner, GRA conducts programming that is funded through sponsorships and other fundraising activities. A preliminary program budget is also provided for your review.

Policies and Procedures

The Non-Departmental Agency Funding Request Policies and Procedures require audited financial statements to be provided at the time of application. Since the formation of GRA in 2005, Town of Garner Finance Director has waived the requirement of audited financials due to the preparation cost. We respectfully request additional time to have financial statements prepared or discuss an alternative reporting structure that will satisfy this requirement at a reasonable cost to the organization.

The GRA Executive Director manages the day-to-day financial transactions of the organization with monthly oversight by the Treasurer and Board of Directors. Financial records are available upon request from the GRA office.

GRA is proud to lead the Town of Garner's efforts to revitalize the downtown district and to manage the Garner Main Street Program. The requested funding will allow us to continue these efforts and operate our organization with the highest level of professionalism. The GRA Board of Directors and I appreciate your consideration of this request for the 2014-2015 budget. I am available to answer any questions you may have. I also look forward to the opportunity to extend our appreciation to the Town Council at an appropriate time.

Sincerely,



Sherry Mitchell
Chairperson
Board of Directors

Attachments: Garner Revitalization Association Operations Budget, Main Street Program Budget and 2013-2015 Plan of Work

**GARNER REVITALIZATION ASSOCIATION
PROPOSED OPERATIONS BUDGET
2014-2015**

PERSONNEL COSTS

Executive Director's Base Salary	\$ 65,301.08
Executive Director's Payroll Taxes	\$ 5,713.84
Health and Dental Insurance	\$ 8,360.86
Retirement	\$ 3,000.00
<i>Personnel Cost Subtotal</i>	\$ 82,375.78

OPERATING COSTS

Office Rent	\$ 2,700.00
Telephone	\$ 300.00
Technology	\$ 350.00
Office Supplies & Equipment	\$ 500.00
General Liability Insurance	\$ 275.00
Director's & Officer's Insurance	\$ 829.00
Payroll Costs & Professional Services	\$ 360.00
Postage	\$ 50.00
Dues & Subscriptions	\$ 700.00
Professional Development & Training	\$ 2,600.00
Travel & Training	\$ 1,500.00
Meals and Entertainment	\$ 350.00
<i>Operating Costs Subtotal</i>	\$ 10,514.00

TOTAL COSTS

\$ 92,889.78

GRA MAIN STREET PROGRAM BUDGET TOTALS		
Not Final	2014-2015	
<u>INCOME</u>		
<u>PUBLIC INVESTMENT</u>		
	Town of Garner Annual Grant	\$ 95,000.00
	<i>Public Investment Subtotal</i>	\$ 95,000.00
<u>PRIVATE INVESTMENT</u>		
	Sponsorship from Special Events	\$ 10,000.00
	Income from Special Events	\$ 4,000.00
	<i>Private Investment Subtotal</i>	\$ 14,000.00
<u>GRANTS</u>		
	Google AdWords Grant (In Kind)	\$ 120,000.00
	<i>Grants Subtotal</i>	\$ 120,000.00
<u>FROM FUND BALANCE</u>		
	<i>From Fund Balance</i>	\$ 5,390.00
	TOTAL REVENUE	\$ 234,390.00
<u>EXPENDITURES</u>		
<u>PERSONNEL COSTS</u>		
	Manager's Salary	\$ 65,301.00
	Manager's Benefits, Payroll Taxes	\$ 17,075.00
	<i>Personnel Cost Subtotal</i>	\$ 82,376.00
<u>OPERATING COSTS</u>		
	Office Rent	\$ 2,700.00
	Telephone	\$ 300.00
	Technology	\$ 350.00
	Office Supplies & Equipment	\$ 500.00
	General Liability Insurance	\$ 275.00
	Director's & Officer's Insurance	\$ 829.00
	Professional Services	\$ 360.00
	Advertising	\$ 500.00
	Postage	\$ 50.00
	Dues & Subscriptions - NMSC, NCDDA, Garner Chamber	\$ 700.00
	Travel & Training - Manager, Board, Committee	\$ 1,500.00
	Professional Development & Training	\$ 2,600.00
	Meals and Entertainment	\$ 350.00
	<i>Operating Costs Subtotal</i>	\$ 11,014.00
<u>PROGRAMMING COSTS</u>		
<u>PROMOTION</u>		
	Special Events - Music Off Main	\$ 14,000.00
	Special Events - Other	\$ 1,000.00
	Google AdWords Advertising (In Kind)	\$ 120,000.00
	<i>Promotions Subtotal</i>	\$ 135,000.00
<u>DESIGN</u>		
	Public Art Project	\$ 5,000.00
	Streetscape Project	\$ -
	<i>Design Subtotal</i>	\$ -
<u>ECONOMIC RESTRUCTURING</u>		
	HDGP Marketing & Promotion	\$ 1,000.00
	<i>Economic Restructuring Subtotal</i>	\$ 1,000.00
	TOTAL EXPENDITURES	\$ 234,390.00

Garner Revitalization Association Plan of Work – 2013-2015

Mission: The Garner Revitalization Association (GRA) is a 501(c)(3) non-profit organization with a mission to foster and support the development of the Downtown/North Garner area as a vibrant business, residential, entertainment and cultural center through appropriate revitalization, redevelopment and preservation activities in partnership with government and private organizations.

Vision: Downtown Garner is a hub of **sports and recreation** and the center of **arts and culture** for the community and provides an ideal setting to nurture Garner’s **emerging business leaders** and **active citizens** while preserving **the unique history** of the community.

ORGANIZATION	DESIGN	PROMOTION	ECONOMIC RESTRUCTURING
I. Goal - Create public/private partnerships that expand the human and financial resources of the downtown area and GRA.	II. Goal – Make the downtown area more aesthetically pleasing and cohesive.	III. Goal – Promote the downtown area as an epicenter of commercial business, cultural arts and recreation.	IV. Goal – Create an environment to facilitate and support new economic growth that utilizes the economic drivers of sports and recreation, arts and culture and history.
Objective – To increase sustainable activity, involvement and investments in the downtown area and to encourage a sense of community.	Objective – To make downtown more inviting while preserving the integrity of the unique and historical characteristics of the community.	Objective – To raise awareness of the downtown area as a fun place to visit and a financially vibrant center of the community.	Objective – To make the downtown area economically viable and successful.
Strategies – <ul style="list-style-type: none"> ● Update the community on the progress of the HDGP, alignment with 2013 bond referendum and revised opportunities for development and investment. ● Revise and adopt the organization’s operating procedures, bylaws, fiscal policies and practices and personnel procedures. ● Continue to grow volunteer and board recruitment, training and recognition program. ● Continue the comprehensive strategy for “telling the story” in a multi-faceted manner—visually, aurally and numerically. 	Strategies – <ul style="list-style-type: none"> ● Support the Main Street/Benson Road Sidewalk project including construction oversight, business continuity, related building and property improvements and funding for amenities. ● Continue to use the Façade Grant Program to encourage property owners to improve the appearance of buildings and assist with costs. ● Continue a public art initiative for the downtown area in a purposeful and planned way utilizing local artists and resources. ● Implement the approved Wayfinding Sign Plan in the Downtown district. 	Strategies – <ul style="list-style-type: none"> ● Overhaul the GRA website to improve user experience, expand content, integrate social media and other tools and setup domain based email. ● Develop and implement a plan to maximize the effectiveness of social media, Google AdWords and other online tools for advertising, promotion and volunteer recruitment. ● Develop new purposeful events designed to attract desired audiences to the downtown area. ● Grow Music off Main Concert Series to attract larger audiences and increased awareness of revitalization initiatives and opportunities. 	Strategies – <ul style="list-style-type: none"> ● Continue implementing the Action Plan from the Historic Downtown Garner Plan including land acquisition, investors and business recruitment. ● Support the development of capital projects funded by the 2013 bond referendum including the Indoor Recreation Center, Montague/70 improvements and stormwater facilities. ● Provide support and resources for existing and prospective businesses and property owners to succeed and grow. ● Identify opportunities to maximize use of town-owned property and facilities including the Historic Depot, Cannery, and Avery Street Annex.

TOWN OF GARNER AGENCY FUNDING REQUESTS

FY 2013-2014 Town Agency Funding	\$41,483
FY 2014-2015 Requests	\$77,000
FY 2014-2015 Base Recommendation	\$35,089

The FY 2014-2015 recommended budget currently includes the agency funding base budget. The agency funding base budget assumes funding at 100% of FY 2013-2014 levels except for two agencies that reduced their funding request from the Town. About Face II is no longer requesting funding from the Town and Garner Educational Foundation, Inc. reduced their request from the Town. Additionally, the base recommendation assumes no new agencies receive funding.

TOWN OF GARNER PROGRAM PARTNER DIRECT CONTRIBUTIONS

FY 2013-2014 Town Direct Contributions to Program Partners	\$55,650
FY 2014-2015 Requests	\$66,700
FY 2014-2015 Base Recommendation	\$53,650

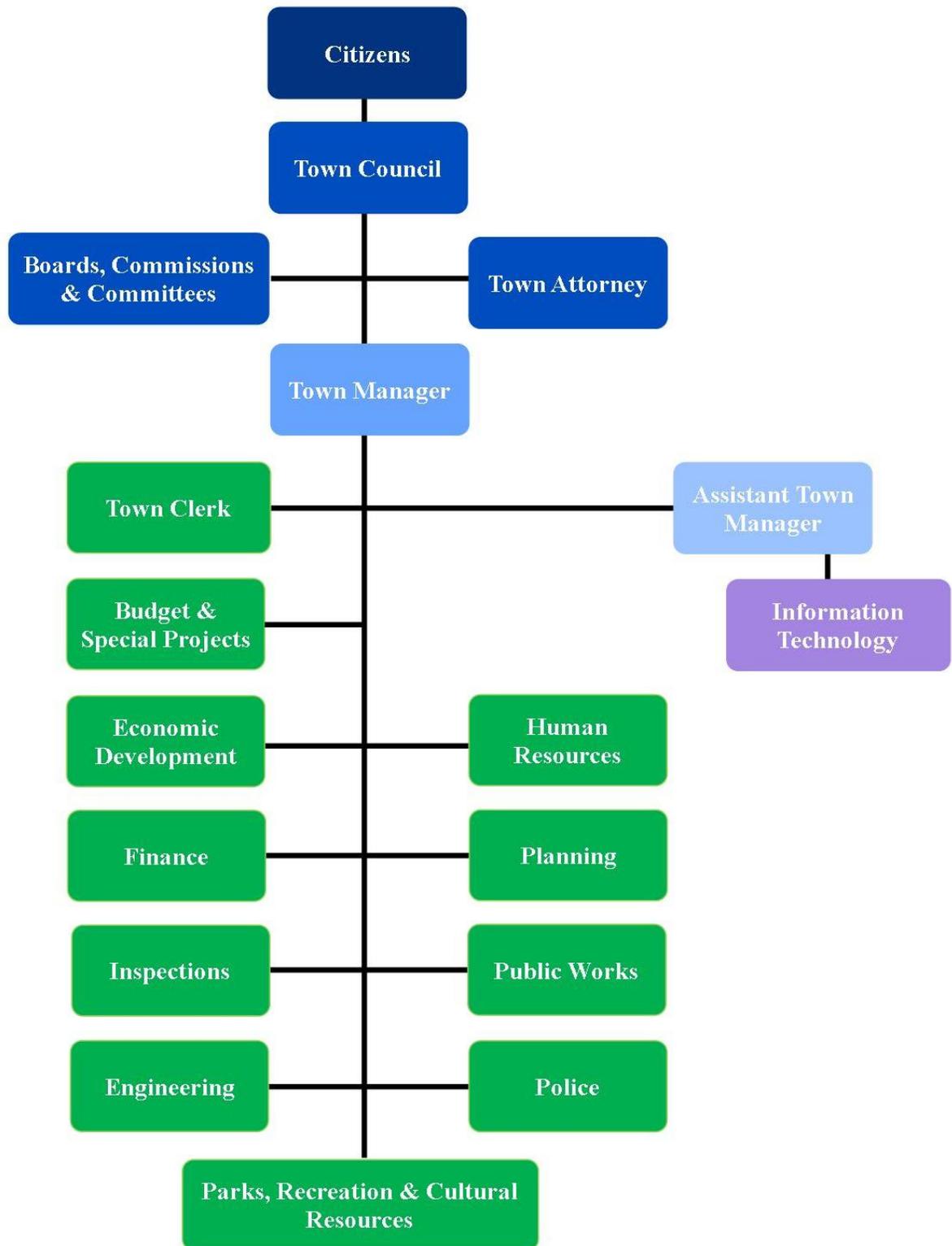
The FY 2014-2015 recommended budget currently includes the program partner base budget. The base budget assumes funding at 100% of FY 2013-2014 levels except for one program partner that is not requesting funding from the Town, the American Legion.

Town of Garner Agency Funding Requests									
Agency Name	12-13 Funding	13-14 Request	13-14 Funding	14-15 Request	14-15 Increase or Decrease	%	Brief Summary of Request	14-15 Base	Δ%
Subsidized Programs - 524600									
About Face II	\$4,376	\$4,376	\$4,376	\$0	\$4,376	-	About Face is not requesting funding this year. 13-14 was the last year of the after school component of the program.	\$0	-100%
Community of Hope Ministries	\$6,795	\$15,000	\$6,795	\$14,500	\$7,705	213%	After School Program = \$10,000, Food Pantry = \$1,500, Jobs for life = \$3,000	\$6,795	0%
Garner Area Ministries	\$3,398	\$4,000	\$3,398	\$5,000	\$1,602	147%	Supply 10 students at Creech Elementary with meals and backpack Buddies for a cost of \$3,500. Costs are increasing. There is a need for new technology purchases. CPA/JD cost is \$4,000.	\$3,398	0%
Garner Educational Foundation, Inc.	\$14,018	\$14,000	\$14,018	\$12,000	\$2,018	86%	Request decrease. Technology=\$5,000, educational scholarships = \$2,000, SCOR = \$2,000, STARS on Stage=\$3,000	\$12,000	-14%
Garner Magnet High School Band	\$1,699	\$1,699	\$1,699	\$2,500	\$801	148%	Expenses increasing, continue to represent Town	\$1,699	0%
Garner Police Athletic Activities League (PAAL)	\$2,500	\$5,000	\$2,500	\$2,500	\$0	100%	Expenses increasing and potential to expand programming.	\$2,500	0%
Hopeline	\$0	\$6,000	\$0	\$6,000	\$6,000	NEW	Additional funding allows expansion of programs and reaching a greater audience	\$0	0%
Hospice of Wake County, Inc. (HOWC) ¹	\$0	\$7,500	\$0	\$10,000	\$10,000	NEW	A grant of \$10,000 is sought to help cover construction costs for the addition of 10 patient rooms to the facility on Trinity Road. This expansion will bring the Hospice Home to a 30-bed facility for inpatient care at end of life—the only one of its kind in Wake County. The Town of Garner is being asked for support for two primary reasons—this facility expansion will allow HOWC to serve more Garner residents, and the service being provided at this facility is not only critical to residents but is one the Town is currently unable to provide on its own.	\$0	0%
INTERACT- Family Violence Prevention Center	\$2,500	\$10,000	\$2,500	\$5,000	\$2,500	200%	InterAct needs the Town's support to sustain this life-line of support and to help thousands of families in crisis not just survive, but thrive. LAP grant (evidence-based screening)	\$2,500	0%
Resources for Seniors, Inc.	\$3,939	\$4,000	\$3,939	\$4,500	\$561	114%	All Funds Used to offset costs at Garner Senior Center. \$3,500 - salary of Southern Wake Service Coordinator, \$225 - Fringe benefits, \$425 - Program Supplies, \$250 - Printing, \$100 - Postage	\$3,939	0%
TRACS (Wake Coordinated Transportation)	\$2,258	\$15,000	\$2,258	\$15,000	\$12,742	663%	Amount would be in line with other communities and maintain existing service. Organizational needs to expand service	\$2,258	0%
Total	\$41,483	\$86,575	\$41,483	\$77,000	\$35,517	186%		\$35,089	

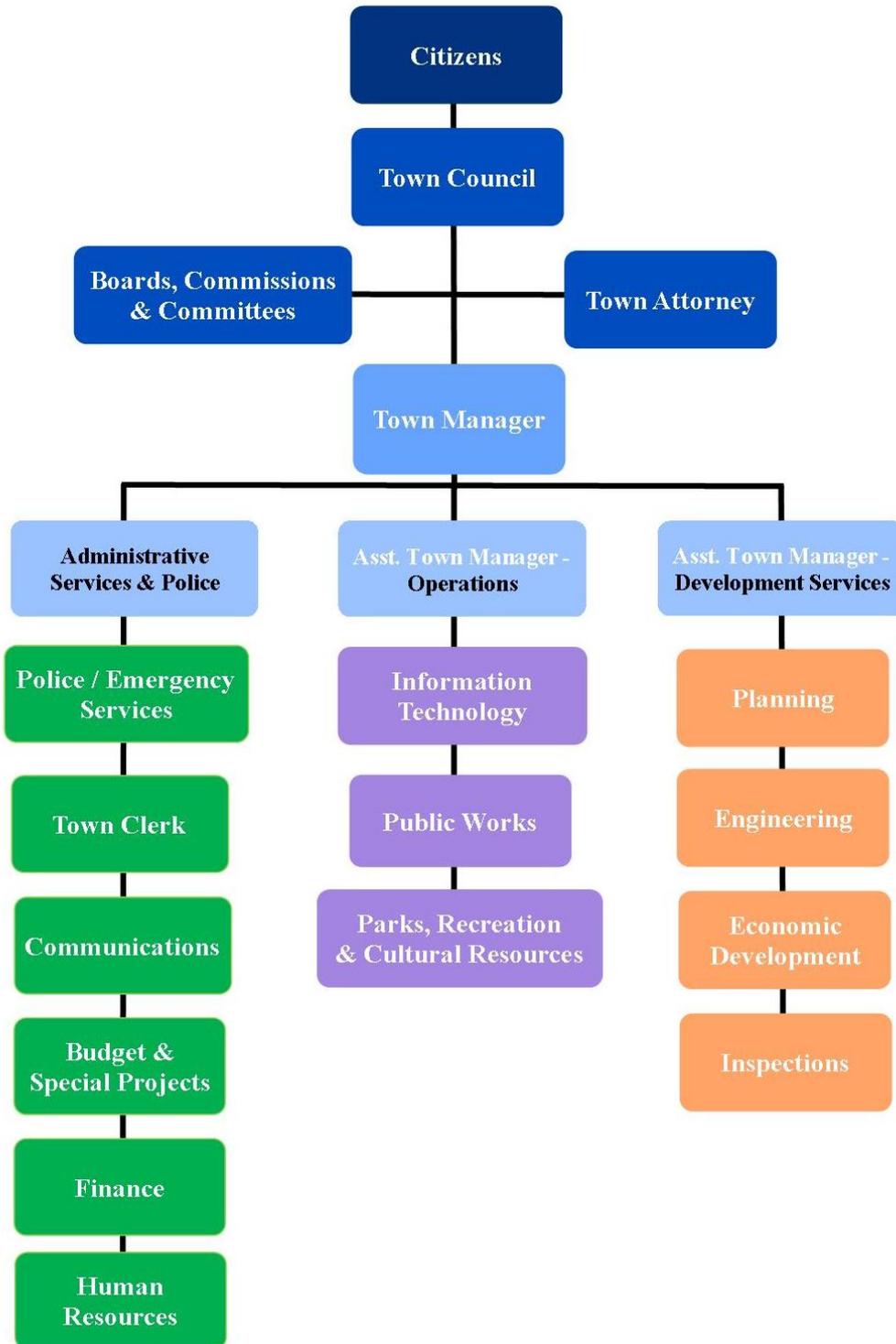
1- fulfilled agreement to fund \$50,000 in 2011-12 budget year

Town of Garner Program Partners - Requests for Direct Contributions									
Agency Name	12-13 Funding	13-14 Request	13-14 Funding	14-15 Request	14-15 Increase or Decrease	%	Brief Summary of Request	14-15 Base	Δ%
Program Partners with direct Town contributions									
Garner Baseball	\$15,300	\$15,300	\$15,300	\$17,000	\$1,700	111%	Town direct pays for additional expenses. Increase to direct contribution is for additional needed maintenance of facilities, fencing, concessions, etc.	\$15,300	0%
Garner Civitan Club	\$13,200	\$13,200	\$13,200	\$13,200	\$0	100%	Additionally, Town direct pays for building equipment, school access fees and utilities.	\$13,200	0%
Miss Garner Scholarship	\$1,500	\$1,500	\$1,500	\$1,500	\$0	100%	Marketing/advertising costs	\$1,500	0%
Towne Players of Garner	\$26,073	\$23,650	\$23,650	\$35,000	\$11,350	148%	GPAC rental fees increased nearly 40% causing Towne Players to practice elsewhere. Request reflects an \$11,310 increase to cover the rental costs for GPAC.	\$23,650	0%
American Legion	\$2,000	\$2,000	\$2,000	\$0	\$2,000	-100%		\$0	-100%
Total	\$58,073	\$55,650	\$55,650	\$66,700	\$11,050	120%		\$53,650	-4%

TOWN OF GARNER ORGANIZATIONAL CHART - CURRENT



TOWN OF GARNER ORGANIZATIONAL CHART - PROPOSED
04/27/2014



TOWN OF GARNER BUILDING FINANCIAL CAPACITY

Ideas for Budgeting, Capital Improvement Financing, & Improved Stewardship of Town Resources
April 15, 2010

(Adopted Unanimously at April 20, 2010 Town Council Meeting)

Updated with achievements as of May 23, 2011
Updated with achievements as of January 12, 2012
Updated with achievements as of April 15, 2013
Updated with achievements as of January 31, 2014
Updated with achievements as of April 29, 2014

1. Short Term Budget and Management Initiatives

a. Identify and engage outside resources: ****

i. Become proactive and aggressive in pursuing grants to offset capital costs.

- *Police expect several sources of grant funding for new initiatives.*
- *Partnered with GRA on several grant opportunities for potential Town center and road improvement projects.*
- *Applied for federal Tiger 3 grant for White Oak/Highway 70 improvements (Town was not awarded funds in our second attempt).*
- *Applied for CAMPO funds for White Oak/Highway 70 improvements (tentative positive recommendation from CAMPO staff for \$2.6M).*
- *Received \$250,000 for White Oak/Highway 70 improvements in Small Project Funds from NCDOT via Board Member Chuck Watt's discretionary allocation.*
- *Received a Senior Center grant for \$23,958 being spent on equipment. Received DENR Recreational grant for \$75,000 for recreational trails. Received a COPS 2011 grant for \$65,666. Received Lighting and Retrofit grant (ARRA funds) for \$21,514. Received a DDACTS grant to offset Crime Analyst position. DOT Surface Transportation program for \$80,948 for sidewalks. GHSP traffic safety officer for \$57,182 to offset the cost of an officer.*
- *For FY 2013-2014, police received grant funding totaling \$182,306 from various sources to offset existing salary and equipment purchases. The FY 2014-2015 budget includes additional grant revenue of \$102,282 for replacement interview room equipment, motorcycles and crash construction software.*
- *Applied for PARTF grant for Indoor Recreation Center.*

ii. Hire temporary personnel of consultant (or both) to help accomplish the fiscal initiatives listed herein, particularly the grant items.

- *Town enlisted the services of an intern to assist with initial steps of the Public Works accreditation process.*
- *Town hired a management analyst/internal auditor.*

b. Complete an efficiency/optimization study that includes multiple elements: ***

i. Review all positions and eliminate non-essential personnel/positions.

- Town Courier position is a luxury, especially in difficult economic times, in which services can be provided more efficiently by other means. Fleet Service Technician position eliminated. These roles were eliminated via RIF policy effective May 2011.
 - Eliminated Receptionist and two Building Inspectors in FY 10-11.
 - Two positions – Urban Design Specialist (Planning) and Equipment Operator (Public Works) have been frozen indefinitely.
 - Town Manager has proposed the elimination of the IT Director position and replacement with a Management Analyst/Internal Auditor for net cost savings of \$24,500.
 - The Fiscal Year 13-14 budget process included a discussion with all Department Heads to identify needed staffing resources over the next three years. Having a consolidated, Town-wide, long range plan will enable management to identify efficiencies and shared services between and within departments.
- ii. Reorganize within or across departmental lines as practical to consolidate tasks and eliminate positions.
- The three largest Town departments (Parks and Recreation, Police, and Public Works) have reorganized over the last few months to increase efficiency – savings = \$158,000 for FY 11-12.
 - The Town continues to evaluate all vacancies on a case by case basis.
 - A part-time Administrative Assistant in the Town Clerk’s budget was eliminated in FY 11-12 Budget.
 - In October, the Parks, Recreation & Cultural Resources Department proposed classification changes thereby consolidating and enhancing programming responsibilities of staff. This restructuring increases efficiency, increases grant writing opportunities and better leverages resources.
 - With the retirement of the Town quartermaster and an opportunity with the current administrative manager, the Police Department was able to make the quartermaster a civilian position, hire a full time records manager, a part time accreditation specialist and two part time services officer positions for the same cost.
 - The Fiscal Year 14-15 budget includes a proposed reorganization and restructuring of the department head reporting structure to maximize efficiencies and seek opportunities for departmental cooperation.
- iii. Consider providing incentives for early retirements.
- The Town temporarily removed the age requirement for the Town’s Retiree Health Insurance Policy. This offer allowed the Town’s Finance Director to voluntarily retire without reduced benefits, saving the Town money.
- c. Use bond capacity wisely and judiciously. ***
- Hired Davenport and Company as financial advisor.
 - Town staff is in the process of seeking bond approval to fund major capital projects.

- Successfully passed four bond referendum questions on March 12, 2013 totaling \$35.7M. Staff is in the process of beginning high priority projects.
 - The first bond sale occurred in December 2013 and the Town borrowed as much as possible (\$9,805,000) in order to take advantage of low interest rates. We received premium to pay issuance costs without having to use the principal of the bond to pay for these costs meaning more money was available for the bond projects.
- d. Create the Expense/Revenue business model to help guide future decisions based on budgetary impact. An MPA/MBA graduate intern would be great at this and that tool would help us years down the road. ***
- Parks and Recreation Department in the fourth year of program based budgeting with cost recovery as the basis for providing programs and activities.
 - Hiring of Management Analyst/Internal Auditor will enable meaningful progress on this task in FY 11-12.
 - The Town is working with the Center for Priority Based Budgeting to create a financial model that will align ongoing revenues with ongoing expenditures.
- e. Evaluate the use of reserve funds to pay a part of the debt service in the first five years of the project life until the intended development produces the tax based to support the original investment (LGC may not allow this strategy). **
- Davenport and Company have assisted with the debt capacity model which includes use of reserves to fund debt service in initial years.
 - Refunded the Town's 2006 loan (with a balance of approximately \$3.64 million) to save approximately \$200,000 over the next 7 years. These funds can be diverted to pay for new debt service associated with the first bond sale and reduce the need to use reserve funds.
- f. Looks for ways to further trim operational expenses Town-wide (consider a rewards system to encourage suggestions). **
- Human Resources initiated and coordinated an employee suggestion program that has generated some good ideas and small changes.
- g. Increase certain fees to generate additional income. *
- Parks, Recreation, and Cultural Resources recommended fee increases for the FY 12-13 Budget and are based on costs related to the operation of programs, mainly part-time staff salaries, equipment, and supplies. Most of the program fees increases are in the \$2-\$7 range for residents and \$5-\$20 range for non-residents. Other fee increases are based on the average market price for shelters and facilities. Overall, the Town should see revenue increase \$97,000.
 - Parks, Recreation, and Cultural Resources updated their rental costs in summer/early fall 2013.
 - The FY 14-15 budget includes a new fire inspection fee and additional sponsorship revenue.
- h. Maintain the code enforcement initiative in School Acres to improve/stabilize property values. Implement similar program in other areas as necessary. *

- Neighborhood Initiatives in various parts of Town continue to bring favorable results that aid in the revitalization and stabilization of older neighborhoods (School Acres, Central Garner, Woodland North, etc.).
 - The bond referendum dedicates \$750,000 to the Neighborhood Initiative to complete identified needs (sidewalks and lighting). A process for prioritizing neighborhood projects to be funded with these dollars is currently underway.
 - Sidewalks installed in Woodland North partially as a result of conversation generated from Neighborhood Initiative. Majority of costs funded by CDBG grant.
- i. Consider Tax Increment Financing (TIF) for a defined, contiguous development boundary/corridor. Perhaps a zone for Highway 70 and WOSC and a separate one for the Main Street area. *
 - j. Complete an analysis to determine if it is more economical to purchase computers and software than to lease. The telephone system may also qualify but is less likely.
 - The FY 12-13 budget moves away for such leases except for police laptops. The IT department is beginning a virtualization project, which will decrease the replacement schedule and save the Town money.
 - k. Shop our benefits and insurance packages.
 - Efforts of a new insurance broker (IBA) has resulted in no increase in Town health insurance premiums with an increase in benefits to the employee – savings of \$248,000 compared to last year’s increase.
 - Town initiated a self-funded dental plan as a means to reduce costs and promote dental health as a determinant of overall health.
 - Broker fees for the upcoming year remain flat and the Town will experience a 5.5% increase in health insurance premiums.
 - l. Front end initial costs from cash reserves and repay through bond proceeds.
 - Funding of White Deer Park with reimbursement by October 2010 bond issue.
 - The bond referendum passed in March 2013 proposes to use all excess fund balance to help offset any potential tax increase.
 - m. Explore feasibility of bulk fuel purchase via Wake County, City of Raleigh, or State of North Carolina.
 - The Town has been purchasing by tanker load/bulk for years and the cost is calculated on the spot with the default vendor being the state contract.
 - n. Study feasibility, work load implications, revenue potential, and costs/benefits of switching to a gross receipts based privilege license. Δ
 - The former Finance Director has completed an initial analysis of gross receipts tax on businesses.
 - The State is currently reviewing privilege license fee authority and limits across the state. Gross receipts seem to be out of favor with legislators. They may make changes in 2015 and staff will review this item following changes from the legislature.
 - o. Evaluate temporary freeze on all vacant Town positions. Δ

- All vacant positions are evaluated by the Town Manager and Human Resources prior to re-filling. Positions that have reduced workload or that can be provided through other means remain frozen.

2. Longer Term and External Initiatives

- Make it a stated goal to move the residential/commercial tax base ratio from 60/40 to 50/50 or better. Follow through with appropriate code and policy refinements to encourage development and redevelopment, thereby increasing ad valorem as well as sales tax revenue. *
 - Town will be in a better position to influence this mix with the purchase of additional water/sewer capacity.
 - Completed break even analysis using Warren and Associates to obtain hard data for decision making.
 - Economic development staff with the assistance of a summer intern completed an analysis and recommendations related to this goal.
- Maximize benefits of Main Street designation to actively seek grants to improve Downtown Garner. *
 - Partnered with GRA on several grant opportunities.
 - GRA achieved National Main Street certification.
 - GRA achieved National Main Street certification for the second time.
 - With the passage of the bond, GRA will be looking for opportunities to receive matching funds for the projects that have action plans (Montague Street improvements, indoor recreation center, etc.).
 - Applied for \$75,000 from the Main Streets Solutions Fund to renovate the historic 1910 Bank of Garner building at 141 West Main Street.
- Actively seek donations, gifts, or discounted sale of property to offset our land costs for the Town's various capital initiative needs. *
 - The Town has been successful at acquiring properties at reasonable prices in order to further Town goals of revitalizing areas near existing Town facilities or expanding future services.
 - The Town was able to purchase property for the Town Hall expansion right before it foreclosed. The property was valued at \$3.5M and the Town purchased it for just under \$900,000.
 - The Town has been purchasing property as it becomes available in furtherance of the Historic Downtown Garner Plan and the indoor recreation site.
 - The Town received a donation from Mr. Sherman Yeagan for land in downtown adjacent to the future Indoor Recreation Center.
- Create an Overlay District (may be the TIF District) and rezone to promote and allow a higher level of development.
- Create an Incentive Development Plan for the Overlay District.
- As the law will allow, act as a developer to purchase and re-sell property at a later date and at the increased market value. Evaluate creation of special authorities to accomplish this tactic.
 - Garner Economic Development Corporation (GEDC) formed to market and to provide the best use scenario for the redevelopment of

- ConAgra and to put the property back on the tax roll at the highest value possible.
 - GEDC engaged consultant to develop strategy for ConAgra property.
 - g. Effectively utilize GRA as an extra person (or key hire) to help achieve some of the tasks cited above.
 - GRA Director took the lead and worked hand in hand with Town staff to apply for several grant opportunities for Downtown Garner and adjacent areas.
 - The GRA Director was a key leader in helping with the development of the Bond Educational Campaign and devoted much of his time doing public presentations.
 - The GRA Director was an integral team member for the All-American City Effort.
 - h. Encourage (push) White Oak Shopping Center to advance its development agenda in sync with Garner's major capital initiative and to produce a development plan from which Garner can project a cash flow model.
 - Town Attorney and two Council Members met periodically with landowner and other affected persons to review and consider options. Many ideas were discussed.
 - Formal agreement reached on White Oak/70 improvements to speed up development in corridor.
 - The White Oak/70 improvements have been formally bid and construction is slated to begin soon.
 - Cabela's announced that a new 100,000 square foot store will be constructed at the intersection of US 70 and Jones Sausage Road. The store is expected to employ 225 workers and open in Spring of 2015.
 - A seven-story, 180 room Drury Inn hotel is also expected to be built at the northeast quadrant of the intersection.
 - i. Leverage possible Town road investments in Highway 70/White Oak area to stretch capital dollars further (eg. 50/50 or 75/25 match).
 - j. Evaluate and study "sports" as an economic development generator. Complete a study that examines feasibility and determines reasonableness and achievability.
 - Pony brought regional youth softball tournament to Garner with thousands of visitors to town.
 - Tournament renewed for 2012 and beyond.
 - Exploring regional/national youth football tournament (Pop Warner).

3. External Partnering Initiatives

- a. Find opportunities to access Wake County parks matching funds.
 - The Town applied for Wake County greenway funds. The program was halted after applications were accepted.
- b. Develop Public/Private Partnerships: Industry; Developers; Medical; GRA; NCDOT; Wake County. (ConAgra Foods gift was a great beginning).
- c. Identify, quantify and recognize the "investor's investment" as a means to entice the revenues by advertising the source.
- d. Gain Wake County's commitment/pledge for partnership funds for selected portions of Town's capital needs.

- Serious and productive discussions underway with Wake County officials regarding partnership for a new South East Regional Library in Downtown Garner.
 - Discussions continue about the relocation of the South East Regional Library. Since the passage of the bond, the Town can now market the downtown site as an attractive anchor.
- e. Leverage ConAgra's \$3 million pledge to community center. Consider and evaluate merits of a capital campaign of other corporate entities in Garner to follow ConAgra's lead and donate funds towards community center.
- Part of the indoor recreation center funding will be leveraged by the donation from ConAgra (\$2.5M).

GLOSSARY OF BUDGET TERMINOLOGY

ACTION PLAN: Short-term and long-term goals for each program designed to improve efficiency and effectiveness in service delivery as well as the quality of life in the community.

AD VALOREM TAXES: A tax based on value (i.e., a property tax).

APPROPRIATION: A legal authorization granted by the Town Council for departments to make expenditures and to incur obligations for specific purposes; this authorization is limited to the length of the fiscal year.

ASSESSED VALUATION: A valuation set upon real estate and certain items of personal property (i.e., vehicles and equipment used for business purposes) by the County as the basis for levying taxes.

AUDIT: An independent evaluation of the accuracy of the Town's financial statements, financial practices, and internal controls designed to ensure compliance with generally accepted accounting principles. Audits are conducted annually in accordance with state law.

BASE BUDGET: The funding needed to provide exactly the same level of services as provided in the preceding year.

BOND: An obligation issued by the Town as a method of borrowing large amounts of resources for capital projects; bonds are issued for fixed terms and have fixed interest rates.

BONDS AUTHORIZED AND UNISSUED: Bonds that have been legally authorized but not issued, which can be issued and sold by the Town Council following public meetings and approval from the Local Government Commission.

BONDED DEBT: The portion of indebtedness represented by outstanding bonds.

CAPITAL OUTLAY: Expenditure resulting in a replacement for or an addition to the Town's general fixed assets; for budget purposes, any purchase of capital with an estimated cost of \$10,000 or more.

CAPITAL PROJECT: A project financed in whole or in part by the proceeds of bonds and/or a project involving the construction or acquisition of a capital asset. Capital projects may be funded through project ordinances which must be balanced and which are designed to last through the duration of the project.

CAPITAL RESERVE FUNDS: Funds to set aside for future major expenditures such as land, equipment, or small construction projects. Capital reserves may also be used to defray major capital expenditures or match grant money from the federal or state governments for capital projects.

GLOSSARY OF BUDGET TERMINOLOGY

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): A report which sets out the financial position of the Town and outlines the financial effect of the previous year's operations. Comprehensive Annual Financial Reports for a fiscal year (July 1- June 30) are usually released the following autumn.

CONTINGENCY: Funds set aside in an operating budget to handle unanticipated expenditures over the course of the fiscal year; expenditures from this reserve require specific authorization by the Town Council.

COST OF LIVING ADJUSTMENT: A fixed adjustment to each range/step of the classification and pay plan for the Town, usually tied to an increase in the cost of living.

DEBT LIMIT: The maximum amount of outstanding gross or net debt permitted by law.

DEBT SERVICE: Funds required to make principal and interest payments on outstanding long-term debt and to accumulate monies for future retirement of term bonds.

DECISION PACKAGES: Proposals by departments for programs or projects which were not part of the prior year's budget. Funding is subject to review by the budget team and the Town Council.

EXPENDITURE: Depletion of financial resources to pay for the Town's personnel services, professional services, operations and maintenance, capital outlay, or debt service.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operation; for North Carolina local governments, this period is July 1-June 30.

FIXED ASSETS: Long-lived tangible assets obtained or controlled as a result of past transactions, including buildings, equipment, improvements other than buildings, and land.

FTE (FULL-TIME EQUIVALENT): A unit that indicates the workload of a employed person in a way that makes workloads comparable across various contexts.

FULL-TIME EMPLOYEE: A Town employee hired to work forty (40) hours per week on a continuing basis and is eligible to participate in the Town's health, dental and life insurance, and retirement programs.

FUND: A set of financial accounts whose resources are equivalent to its liabilities plus equity. These sets of accounts are independent in order to achieve greater accountability or to help attain different goals. The Town uses the General Fund, which accounts for most governmental activities.

GLOSSARY OF BUDGET TERMINOLOGY

FUND BALANCE: The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND BALANCE, UNASSIGNED: That portion of the fund balance that is not legally segregated for a specific future use; available for appropriation at any time by the Board of Aldermen in the event of a natural or financial emergency.

HIRING RATE: A rate of pay which is five percent (5%) below that rate established as the beginning rate for each position classification on the pay plan; the rate historically paid during the employee's probationary period.

INTANGIBLES TAX REIMBURSEMENT: A state-shared revenue to replace the revenue received from the repealed state tax on intangible property (i.e., stocks and bonds).

INVENTORY TAX REIMBURSEMENT: A state-shared revenue to replace the Town's former tax levy on business inventory, which was made non-taxable by the state.

LEVY: (1) Verb: To impose taxes, special assessments or service charges for the support of Town activities. (2) Noun: The total amount of taxes, special assessments or service charges imposed by the Town.

LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT: An act of the State of North Carolina which governs many facets of local government financial activities, including the budget process.

OPERATING BUDGET: Plans of current expenditures and the proposed means of financing them; the annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the Town are controlled.

PART-TIME EMPLOYEE: For budget purposes, a Town employee hired to work for less than forty (40) hours per week for an indefinite period; part-time employees may be eligible to participate in the Town's health, dental and life insurance and retirement programs, depending on the number of hours worked.

PERFORMANCE MEASURES: Descriptions of a program's effectiveness or efficiency (i.e., response time to public requests, frequency of document updates).

POWELL BILL REVENUES: State-shared revenues from the gasoline tax which are distributed to municipalities based upon population and non-state street mileage. By state statute, Powell Bill expenditures are restricted to improvements in streets or other public thoroughfares.

PROGRAM: A specific activity of a department which is separately budgeted and monitored.

GLOSSARY OF BUDGET TERMINOLOGY

RECLASSIFICATION: Movement of a classification within the Town's classification and pay plan based on changes in the job skills required for a given position.

REVALUATION: Assignment of value to properties, buildings, vehicles, and equipment used for business purposes by the Wake County Tax Assessor's Office; under State law, all property must be revalued at least every eight years.

SALES AND USE TAX: Taxes based on the consumption of goods and services which the state collects for local governments and distributes based upon set formulas.

TAX BASE: The assessed valuation of all taxable and real personal property within the Town's corporate limits.

TAX RATE: The amount of tax stated in terms of a unit of the tax base (i.e. 54 cents per 100 dollars of assessed valuation of taxable property).

TEMPORARY EMPLOYEE: For budget purposes, a Town employee hired to work for less than forty (40) hours per week, or for one hundred eighty (180) days or less, who does not qualify to participate in the Town's health, dental or life insurance programs or retirement programs.

TRANSFER: Movement of cash or other resources between funds.

USER FEE: Charges to those who voluntarily receive governmental services or use governmental facilities. These charges may or may not be designed to recover the full cost associated with providing the service or facility.

WORKLOAD INDICATORS: Descriptions of the type and quality of work assignments handled by a program.

Sources: Government Finance Officers Association. Governmental Accounting, Auditing, and Financial Reporting 1988.

Lawrence, David. Local Government Finance in North Carolina 1990.