

TOWN OF GARNER, NORTH CAROLINA

# FY24 BUDGET



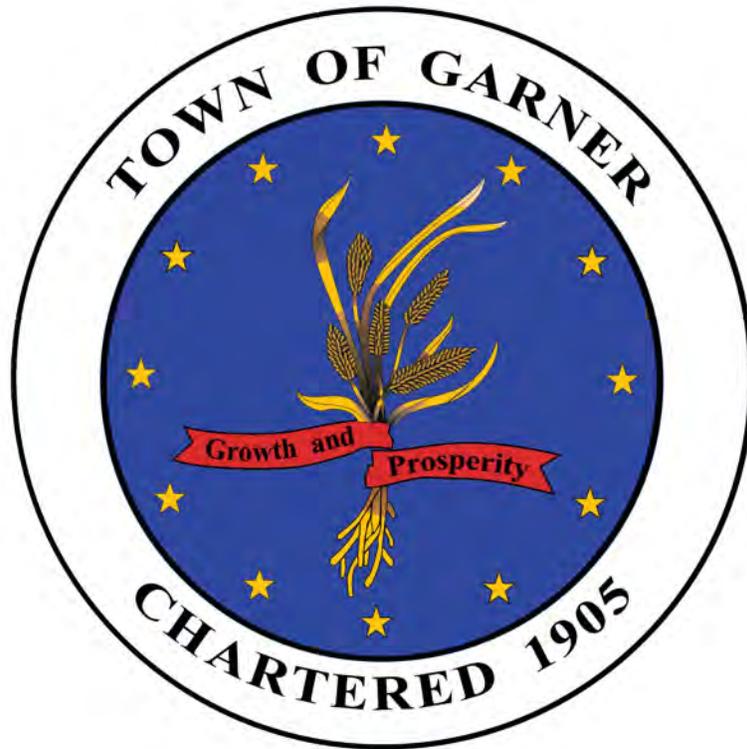
Fiscal Year 2023-2024

# RECOMMENDED ANNUAL BUDGET



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# TOWN OF GARNER NORTH CAROLINA



## RECOMMENDED OPERATING BUDGET Fiscal Year 2023-2024

Submitted to:  
The Honorable Mayor and Town Council

Prepared by:  
The Office of the Town Manager  
Garner Finance Department



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Garner  
North Carolina**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morill*

Executive Director



# FY24 BUDGET

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RECOMMENDED ANNUAL  
**FY24 BUDGET**  
**INTRODUCTION**

# FY2024 Budget Message

**TO:** HONORABLE MAYOR AND TOWN COUNCIL  
**FROM:** RODNEY DICKERSON, TOWN MANAGER  
**DATE:** APRIL 27, 2023



## Town Manager’s Budget Message for FY 2023-2024

Mayor and members of Council, I present for your review and consideration the Recommended Budget for Fiscal Year 2023-2024 totaling \$59.9 million, a 13% increase from the FY23 amended budget. The recommended budget includes a five-and-a-half-cent tax increase from the prior year to continue to support our dedicated employees, Town infrastructure needs, and thriving community. Though this may seem like a significant increase, we are still



\*Data from City of Raleigh, includes proposed tax increase of 5.50 cents

very affordable compared to our Wake County peer municipalities for the municipal cost of services with an annual cost of approximately \$4,520. Garner continues to maintain well-managed fiscal policies and practices that have resulted in a continued credit rating of AAA by Standard & Poor’s and Aa1 by Moody’s Investors Services. We intend to maintain this fiscal strength in upcoming fiscal years despite our growing financial needs.

This includes continuing to enhance and refine our multi-year model to use as a basis of annual forecasting of Town needs.

Annual budgets are a reflection of the Town’s values and priorities. The FY24 recommended budget addresses critical workforce and services needs in our growing community and looks to position the Town for success in the future. As we continue to move forward out of the COVID-19 pandemic, we are faced with new challenges including adapting to an ever-changing workforce while responding to growth in a time with worldwide market challenges and uncertainty.

Garner is no longer the small town it once was. According to our Planning Department, our town has grown almost 11% over the past year from a population of 31,935 to 35,410; while also growing outward geographically. Yet still, we strive to maintain our hometown charm and character while balancing the challenges associated with growth. Staff has been hard at work advancing projects associated with the 2021 bond program. We have started work on several roadway projects including the White Oak Roundabout and the Main Street Streetscape. We have also begun design on a destination park at the Yeargan property, which we envision will bring thousands of youth sport teams to our Town. We have also started design work at White Deer Park for a new inclusive playground and splashpad for kids of all ages and abilities.

In addition to these community projects, we continue to grow our commercial industry with the opening of MD Logistics at the Garner Business Park 70, which will continue to support the bio-tech industry in the region. We

# FY2024 Budget Message

have also had recent significant health-care-related announcements and events including WakeMed’s plans for an integrated whole-person health campus in Garner’s E-District and the U.S. Department of Veterans Affairs medical clinic groundbreaking this spring. In addition, we will complete the CLUE (Character & Land Use Elements) update to the Garner Forward comprehensive plan in early FY24, which will guide our future development decisions, policies, and practices.

Garner is working diligently to advance projects approved by the 2021 Bond referenda. Voters strongly supported the bond program with at or near 80% support to improve our streets, sidewalks and stormwater infrastructure as well as add new parks and public safety facilities. Town departments have worked tirelessly to apply for grant funding to leverage our bond funding. I am pleased to share that, to date, we have been awarded approximately \$4 million in grant funding to be used for the bond program. This spring, we will sell \$21.6 million in bonds to begin this important work on various projects. As a result, the FY24 budget includes a planned tax increase of two-cent to cover new debt associated with the 2021 bond program.

Though we see growth on every corner, we continue to value the hometown charm and character for which Garner is so well known. This takes commitment and strategic decision-making, but, most important, it takes a talented and dedicated workforce. Therefore, I propose a budget that seeks to support and maintain our most valuable asset: our employees.

In FY23, the Town completed a Classification and Pay Study conducted by The Management and Personnel Services Group, Inc. (MAPS, Inc.). The study recommends a new pay schedule and position classification list that better aligns with the regional employment market. To continue to maintain a high-quality workforce and to attract new talent, I recommend that Garner invest over \$3.6 million annually to fully implement the Classification and Pay Study, which includes Garner Fire Rescue employees. Through this effort, all employees will see a significant increase to their pay that will be more in line with what their peers earn in neighboring communities.



It is our hope and intention that this implementation will attract new talent while rewarding and retaining our current workforce. To fully fund the Classification and Pay recommendations, I recommend using a combination of American Rescue Plan (ARP) and Revenue Savings Plan (RSP) funding in FY24 to cover vehicle replacement and debt service, which will create funding capacity for pay increases. Additionally, I am recommending pausing merit pay increases until FY25. Pay increases associated with the implementation of this study far exceed regular annual merit

allocations. The new recommended pay schedule and classification list would go into effect on the September 25<sup>th</sup> pay period. This is a significant investment in our workforce. To continue to stay competitive in the regional market, we will need to redesign the Town’s Performance Merit System for FY25 and will need to make additional compensation market adjustments in future budgets. I would like to acknowledge and thank Sabrina McDonald, David Beck, Sara Warren, and Jodi Miller for their efforts in leading this important study.

# FY2024 Budget Message

Compensation is not the only area where we strive to improve our competitiveness. Benefits also play an important role in recruiting and retaining a talented workforce. This year, we have applied for and been approved for participation in the North Carolina Health Insurance Pool (NCHIP) for the Town's health-insurance needs. Participating in this health-insurance pool will provide us the opportunity to design our own plans, spread cost from high-cost claims among a larger participant pool, and will assist in managing costs in FY24 and beyond. We anticipate our health-care cost remaining relatively flat for the upcoming fiscal year.

The Town needs additional positions to help staff keep up with the growing service demands due to community growth. As part of the FY24 recommended budget, I am recommending the addition of 9.0 FTEs, which requires a two-cent tax increase. This includes a Risk and Safety Manager position, which will allow the Town to better meet its goals related to safety, risk management, and property and liability needs. In addition, I am recommending an additional HR Technician and Accountant to help manage increasing workload associated with employee recruitment, on-boarding, and financial management. As we increase our budget and continue to add employees, it is necessary to provide internal resources to build administrative capacity and manage workload.

I am also recommending the addition of a custodial supervisor to the Public Works Department. We continue to see more visitation to our public facilities as we transition to a post-COVID world. Just as we take pride in the appearance of our public-facing amenities, we want our residents to have a similar experience. The addition of this position will allow for dedicated resources to manage the cleanliness and appearance of our existing and new facilities and provide greater capacity to maintain and repair our buildings.

As Council is aware, we transitioned to a full-time, in-house Town Attorney in FY21. This has been a valuable resource to Council and staff as the needs for legal guidance increases due to growth in the community and in the Town's workforce. We continue to see an increasing workload as we acquire new properties and work through legal issues related to capital projects and contracts. Therefore, I am recommending an additional paralegal position to support the Town Attorney's efforts and departmental needs.

Public safety has always been a top priority for Garner and continues to be one in FY24. For FY24, I am recommending an additional four police officers for the Garner Police Department. This includes two lieutenants to fully staff the watch command on the patrol unit and provide appropriate levels of supervision and response to our officers on the road and to the community at-large. This also includes two police officers required to meet the service demands within the community.



In addition to law enforcement, we continue to support the Garner Fire-Rescue Department through our partnership with Wake County Fire and Rescue. The FY24 recommended budget not only includes pay increases for Garner Fire-Rescue employees to meet current market demands, but we are supporting the addition of three Battalion Chiefs through the County cost-share agreement, which will support the opening of Fire Station #5. The FY24 recommended budget also includes a one-and-a-half-cent tax increase to fully fund 15 firefighters and operational costs for Fire Station #5, originally approved as part of the FY23 Adopted Budget.

# FY2024 Budget Message

This time last year, we presented a different picture: We were looking to reduce the Town’s budget to meet revenue projections. This year, we are recommending an increase to the Town’s budget of more than \$10 million over the prior year adopted, the first time in my tenure as Town Manager that a tax increase has been included in the recommended budget. The time is right to make strategic investments now and for the future. I am proud of staff’s efforts to find creative and thoughtful strategies to address our needs while responsibly managing a growing tax rate. Though we are proposing to add five-and-a-half –cents to the tax rate, staff has worked hard to leverage our American Rescue Plan and Revenue Savings Plan dollars to offset further tax-rate increases and to fully fund market rate pay increases for Town and Garner Fire-Rescue employees.

Presenting the recommended budget to the Council starts the process for Council’s discussion and deliberations of the FY24 budget. The Council is scheduled to have a budget work session on Thursday, May 11, and a second public hearing is scheduled for Tuesday, May 16. In addition, a budget comment portal is available on the Town’s website for resident feedback and ideas.

Thank you for the opportunity to present this recommended budget. I appreciate the diligence of department heads and staff in contributing to a balanced budget while addressing service demands. I would like to acknowledge and thank the Budget Team—which includes Sara Warren, Ian Johnson, David Beck, Mari Howe, John Hodges, and Jodi Miller—for all their efforts and dedication to develop this recommended budget. I look forward to our continued discussions on the budget as we all work to support the Town’s mission of fiscal responsibility, efficient and timely service delivery, orderly growth, and great quality of life.

Respectfully submitted,



**Rodney Dickerson**

Town Manager

# Community Profile



## COMMUNITY FACTS

POPULATION	35,410
LAND AREA	18.2 SQ. MI.
TOTAL EMPLOYMENT	18,106
CIVILIAN LABOR FORCE	18,634

## Government

The Town of Garner has a Council-Manager form of government with a Mayor and five-member Town Council. Elections for the office of Council are held at two-year intervals in November of odd-numbered years. Elections are non-partisan and all members of Council are elected for four-year staggered terms. The Mayor is elected for a four-year term at the same time elections for Town Council are held.

The Town Council sets Town policies, adopts the annual budget, enacts ordinances, and appoints the Town Manager and Town Attorney. The Town Manager administers the daily operations and programs of the municipal government through the department heads, other staff members and employees.

The City of Raleigh owns and operates a water distribution system, a sanitary sewer collection system and a wastewater treatment facility which provides service to the Town.

The nationally accredited Parks, Recreation and Cultural Resources Department manages 11 parks totaling more than 315 acres. The Town also owns 318 acres of undeveloped parkland for active and passive recreation, with plans to develop two new signature parks. This diverse park system also includes a 2,500-square-foot LEED Gold Certified

Nature Center; Garner Senior Center, a North Carolina Center of Excellence; the 471-seat Garner Performing Arts Center; and two recreation centers. Program offerings include arts, athletics, fitness, environmental education, outdoor recreation and more, as well as Town-wide special events like Independence Day Celebration and the award-winning Trick-or-Treat the Trails.

## All-America City

The Town was named by the National Civic League as one of 10 All-America Cities in June 2013. The program recognizes citizen engagement, cross-sector collaboration, innovation, and inclusiveness. It showcases grassroots solutions to meeting pressing challenges and critical needs in communities across the country. This prestigious award has been dubbed the “Nobel Prize” for civic accomplishment.



## Town History

When the North Carolina Railroad was built in the 1850s, it initiated the creation of many towns; Garner is one such town. Garner got its start with the coming of the railroad through the area beginning in 1847. In that year, after a tie-breaker vote by the Speaker of the State House of Representatives, state leaders designated what is now Garner for the location of a new station of the North Carolina railroad that ran between Goldsboro and Charlotte.

Landowners who sold property to the NC Railroad Company included: Lewis Dupree 1853, Joseph Broughton 1853, Hardy Britt, Aisley Bagwell and heirs 1854, and Absalom Smith and Joseph M. Smith.

# Community Profile



Before the railroad tracks traversed the area that would soon become Garner, cotton and tobacco dominated the landscape; both crops were vital to the growth of Garner through the 20th century. The lack of buildings on right-of-way maps from the 1850s illustrates how sparsely populated this area was. Sometime before 1870, the railroad acquired a “wood and water” stop, roughly located in what is now downtown Garner. Although it wasn’t a depot, the railroad must have contributed to the growth of the settlement area, evidenced by the need for a post office by 1878.

In the closing days of the Civil War, skirmishes occurred in the Garner area, as witnessed by the carefully preserved bullet holes in Bethel Church (now New Bethel Baptist Church) and the still-standing “Samuel Dupree” house, which the Union Army used as a makeshift hospital for their wounded; Union soldiers also camped on the Dupree farm.

## Business, Services Grow

In 1874, Henry Fort (1815-1876, married Martha Jane “Jenny” Dunston ca 1876), an African American farmer, cabinetmaker, and carpenter, purchased 52 acres of land from Eli Dupree on the north side of the railroad near Hayes Chapel Church. Moses N. Amis wrote in his book *Historical Raleigh* in 1913 that Fort was “a fine carpenter who made bureaus, wardrobes, and almost any piece of furniture the

people wished.” He sold off portions of his land to other African American families, including Partha Taylor, Candice Taylor, a midwife, and Thomas Haywood. In 1877, Eli Dupree sold a lot on current Main Street in downtown Garner to Allen Haywood, an African American school teacher.



It is believed that Henry Fort and Thomas A. Bingham had the first businesses in Garner. Bingham, a wagon maker and owner of a general store, made application for a post office, requesting that it be named Garner’s Station. He was the first postmaster for Garner’s Station from 1878 to June 1882. In 1883 Garner’s Station was incorporated and Bingham was the Mayor in 1883 and 1884. Commissioners were Eli Dupree, T. W. Bennett and J. M. Spence. The Constable was E. Rogers.

Businesses operating in Garner’s Station in 1886 were:

- *J. R. Bagwell – furniture & groceries;*
- *T. W. Bennett, C. H. Dupree, and A. C. Carroll – owners of grocery stores;*
- *W. H. Britt, J. T. Broughton, and Crocker & Crocker – owners of cotton gins;*
- *T. Hall – blacksmith shop;*
- *Richard Hinton, African-American – barber shop;*
- *J. D. Johnson – meat market;*
- *G. B. Montague – drugs; and*
- *J. A. Spence & Bro. – general store.*

Some of the landowners were: Henry Fort, Thomas A. Bingham, T. W. Bennett, J. T. Broughton, Eli Dupree and his siblings, W. D. Johnson, J. A. Spence, and G. R. Bagwell.

# Community Profile

Garner's Station was a prospering town with several general stores, yet for unknown reasons, its charter was repealed in 1891.



Once the town acquired a railroad depot it was reincorporated in 1905, this time as the Town of Garner. Garner is situated in the St. Mary's Township, which got its name from a Church of England parish. Built in 1902, the depot, a four-room building with a tin roof, quickly became essential to the community for delivering mail, carrying passengers once a day to Raleigh, and establishing Garner as a local market and shipping point for cotton.

The first Town officials in 1905 were Mayor J. B. Richardson, and commissioners H. D. Rand, J. J. Bagwell, Henry Bryan, M.C. Penny, and Dr. J. S. Buffaloe. These gentlemen were appointed to serve one year or until their successors were duly elected and qualified.

Farming was the chief source of income for the early settlers of Garner and nearby areas, with cotton the principal crop. Landowners were: J.T. Broughton, Eli Dupree and his siblings, W.D. Johnson, William D. Buffaloe, Martha Dupree Gattis, S.G. Holleman, J.A. Spence, M.C. Penny, Willis L. Moring, and G.R. Bagwell. In 1910, the first bank was established in Garner, population 280; H.D. Rand was president and J.A. Weathers was the cashier. Mayor was J. D. Johnson, Police Chief was W.E. Smith and Railroad

Agent and Telegraph Manager for Western Union was G. W. Riddle.

## Historic Highway

An old map dated 1887 shows Garner connected with the City of Raleigh by a road listed as Holloman's Road. This was a typical country road at the time, unpaved until about 1918. Its importance, aside from its serving as a link between the small Garner community and the state capital, lay in the fact that it was a small section of what was to become one of the oldest and longest traveled corridors in North Carolina, the Central Highway.

The road became jointly known as Number 10 and U.S. 70 on the popular maps of the day. U.S. 70 was the first paved road to be built in the state and was financed by the first bonds sold by the state to build highways. The Central Highway from the mountains to the sea was started in 1911. The portion of the highway between Garner and Raleigh was paved around 1916 or 1917. During this period, farmers living outside of town purchased a lot on the north side of the railroad on Garner Road and built their city home. Sam Mitchiner recalls going to WWI by way of the muddy dirt road and returning to find it paved. And throughout the decades, countless families have passed through town on their way to the N.C. coast. This section of the highway today is known as Garner Road.

## No Card Playing On Sunday

Early ordinances for the Town of Garner provide a nostalgic glimpse of a simpler place and time. They addressed "disorderly houses, indecent dress, disorderly conduct and public drunkenness." Further, *"no hog, sow, or pig is permitted to run at large in the town; no wagon, cart, carriage, buggy, or other vehicle is permitted to stand in any street at night; no person is to be allowed to play at any game of marbles, cards, ball, or any other game or games on Sunday."*

# Community Profile

Another ordinance declared that “any person who shall open any shop or store on Sunday for the purpose of buying or selling, except in cases of necessity, shall be fined One Dollar.” And if found guilty, offenders could incur a fine of up to \$10 for each offense of “loud or boisterous cursing and swearing in any street or elsewhere in the town limits.” Merchants of this same era were: H.D. Rand, Henry Bryan, Sam Watts, Sam Dupree, W.E. Smith, Troy Jones, W.T. Moring, C.H. Dupree, and J.J. Bagwell. Druggist was G.B. Montague, and Dr. J.S. Buffaloe was the physician. Garner United Methodist (formerly Beulah Church), Garner Baptist, and Hayes Chapel Christian were the local churches.

In 1912, telephone service came to Garner. In a short while, there were as many as 10 subscribers. The first switchboard was operated in the home of Vera Jones. The telephone service closed after two years and then returned in 1924. Electricity came to Garner in 1921. Developments and subdivisions began to appear in Garner in 1923. Garner High School was constructed on Garner Road in 1922, replacing the Garner School that was located on Main Street. Garner Consolidated School was built



about 1935 at the present site of East Garner Middle School.

As the Town and the region continued to prosper and grow, U.S. 70 was widened and re-routed to bypass the downtown commercial district in the early 1950s. The “new Highway 70” a four-lane road, cut through many family farms. Commercial

development shifted away from the downtown area as shopping centers (Forest Hills Shopping Center and Garner Plaza) and new subdivisions sprang up around and north of the bypass.



## Town Hall Grows with Garner

Town offices were downtown at the Municipal Recorder’s Court from 1953 until 1968. In those days, the town made more revenue from court than taxes, according to “The History of Garner,” by Kelly Pattison and Sam Behringer.

Garner Town Hall was located on Main Street from 1958 to April 1966, when the Trustees of the First Presbyterian Church of Garner sold their church on Rand Mill Road to the Town of Garner. Town Hall was at this location until April 18, 1974 when a fire destroyed the building and most of the town records. After the fire employees occupied temporary locations until the new Town Hall was completed on 7th Avenue near Forest Hills Shopping Center. Dedication of that building and Southeast Regional Library was held on October 26, 1975. Town Hall was at this location for 42 years. It was torn down to make way for the present modern facility, which was dedicated on Sept. 19, 2017.

*\* This history was prepared by Kaye Buffaloe Whaley.*

# Elected & Appointed Officials

## TOWN COUNCIL

Mayor  
KEN MARSHBURN



Mayor Pro Tempore  
ELMO VANCE



Council Member  
KATHY BEHRINGER



Council Member  
DEMIAN DELLINGER



Council Member  
PHIL MATTHEWS



Council Member  
GRA SINGLETON



# Elected & Appointed Officials

## BOARDS & COMMISSIONS

### Board of Adjustment

VACANT, CHAIR

### Parks, Recreation, and Cultural Resources Committee

ERNESTINE DURHAM, CHAIR

### Downtown Garner Association

JOYCE STEPHENS, CHAIR

### Planning Commission

JON BLASCO, CHAIR

### Senior Citizen Advisory Committee

TONY DERICO, CHAIR

### Garner Veterans' Advisory Committee

MATTHEW PEDONE, CHAIR

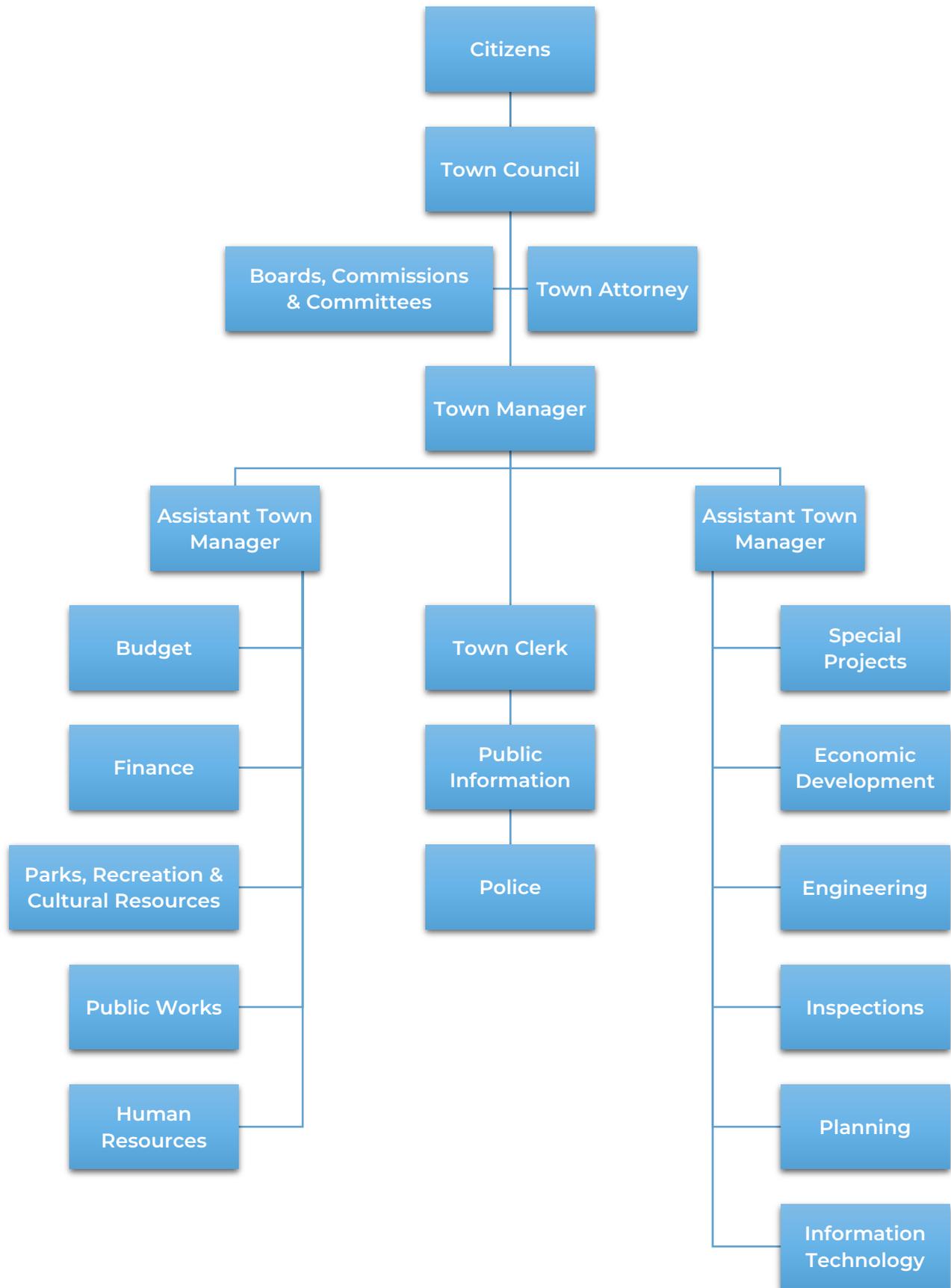
## ADMINISTRATIVE STAFF

Rodney Dickerson	Town Manager*
John Hodges	Assistant Town Manager
Jodi Miller	Assistant Town Manager
Terri Jones	Town Attorney*
David Beck	Finance Director
Lorie Smith	Chief of Police
Sara Warren	Budget Director
Mari Howe	Special Projects Manager
Stella Gibson	Town Clerk
Jeff Triezenberg	Planning Director
Paul Padgett	Inspections Director
Leah Harrison	Town Engineer
Forrest Jones	Public Works Director
Tom Howley	Information Technology Director
Rick Mercier	Communications Director
Sabrina McDonald	Human Resources Director
Nate Groover	Economic Development Director
Maria Munoz-Blanco	Parks, Recreation & Cultural Resources Director

*\*Appointed by Town Council*

# Town of Garner Organizational Chart

As of April 2023





# FY24 BUDGET

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# Basis of Budgeting & Accounting

The Town of Garner prepares, adopts, and administers its budget in accordance with the North Carolina Local Government Budget and Fiscal Control Act. This act establishes responsibilities and deadlines for the various phases of budget preparation and adoption (as outlined in the budget calendar which follows) and mandates availability of the budget document for public inspection, a public hearing on the budget, and, most importantly, adoption of a balanced budget.

## Budgeting & Accounting Basis

In accordance with the North Carolina Budget and Fiscal Control Act, the budget is developed and adopted under the modified accrual basis of accounting, whereby revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred, if measurable, except for outstanding principal and interest on general long-term debt, which is recognized when due. During the fiscal year, budgets are maintained using the modified accrual basis. At fiscal year end, the Town's Audited Financial Statements are prepared using Generally Accepted Accounting Principles, or GAAP. All governmental funds are reported using the modified accrual basis of accounting.

FUND TYPE	FUND CATEGORY	CLASS	BASIS OF ACCOUNTING	BUDGETARY ACCOUNTING
General Fund	Governmental	Major	Modified Accrual	Modified Accrual
Capital Projects	Governmental	Major	Modified Accrual	Modified Accrual

The Town considers all revenues available if they are collected within 90 days after year-end, except for property taxes. Those revenues susceptible to accrual include investments, sales tax, and intergovernmental revenues. On a budgetary basis, revenues are recorded by source of revenue and expenditures are recorded by program, department, function, or project. Expenditures may not legally exceed appropriations at the program level for all annually budgeted funds and at the fund level for multiyear funds.

Revenue sources include ad valorem taxes (property taxes), sales taxes and other taxes, intergovernmental revenues, permits and fees, sales and services, investment earnings, other revenues, and other financing sources.

Expenditure functions are primarily budgeted at the departmental level but are grouped into seven primary categories: general government, public safety, transportation, solid waste and recycling, cultural and recreational, development services, and debt service.

Each year the budget ordinance adopts revenue and expenditure figures for Town operations known as the General Fund. Capital Projects Funds, which track the financial resources used for the acquisition and construction of major facilities and infrastructure, typically span more than one fiscal year. Project ordinances are adopted at any time throughout the fiscal year as needed to support the activities of Capital Project funds.

For a more expansive discussion of the Town's system of budgeting and accounting, see the Council Adopted Fiscal & Budgetary Policy Guidelines.

The annual budget ordinance establishes spending limits at the departmental level, although the budget document is presented on the more detailed, program level. Line-item transfers of any size within a department may be approved by the Town Manager, while transfers between departments continue to require Council approval. In addition, any transfer into or out of the salary line items requires Council notification. The table below shows the relationship between department/division and budgetary function.

# Basis of Budgeting & Accounting

DEPARTMENT/DIVISION	FUND TYPE	FUNCTION
Town Council	General	General Government
Legal Services	General	General Government
Town Manager	General	General Government
Town Clerk	General	General Government
Human Resources	General	General Government
Safety	General	General Government
Communications	General	General Government
Finance	General	General Government
Economic Development	General	Development Services
Economic Development Partners	General	Development Services
Planning	General	Development Services
Inspections	General	Development Services
Engineering	General	Development Services
Information Technology	General	General Government
Police	General	Public Safety
Fire	General	Public Safety
Public Works - Admin	General	General Government
Public Works - Street Maintenance	General	Transportation
Public Works - Powell Bill	General	Transportation
Public Works - Snow Removal	General	Transportation
Public Works - Grounds Management	General	Cultural & Recreational
Public Works - Solid Waste	General	Solid Waste & Recycling
Public Works - Facilities Management	General	General Government
Public Works - Fleet Management	General	General Government
Parks, Recreation, & Cultural Resources	General	Cultural & Recreational
Debt Service	General	Debt Service
Transfers	General	General Government
Retirement	General	General Government
Town Insurance	General	General Government
Subsidized Programs	General	Cultural & Recreational
Office Administration	General	General Government
VERT - Public Safety	General	Public Safety
VERT - Public Works	General	Transportation
PFRM	General	General Government

# Budget Development

The budget process is year-round as staff is required to monitor, and adjust, the current year budget until the end of the fiscal year in June. This ensures that Departments stay within their appropriation and allows staff to recommended one-time adjustments to meet unanticipated requirements, to recognize unanticipated revenues and to meet future obligations. In addition, Council provides guidance to senior management on budget priorities as issues and initiatives arise. This provides senior management with enough time to review issues, and to identify solutions, in advance of the budget development process.

## Operating Budget Process

The formal budget process begins each December when senior management meets to review the base budget to address the Town's budget priorities and departmental needs. Budget kickoff is held in January to update departments on the base budget and outline requirements for the upcoming process. Departments are asked to prepare expansion requests for the operating budget for the next fiscal year. In addition, Departments are tasked with reviewing their future needs and identifying all significant new requests for a five-year period.

In February, staff prepares a financial update with Council to share projected revenue forecasts and base operating budget needs. This allows Council to provide additional guidance based on both current and future budget needs. Departmental operating budget requests are due in late February. During this time, senior management refines revenue projections and salary and benefit information. These numbers are further refined in March.

Budget staff review and analyze new requests with each department. This information is shared with the Budget Team who then reviews the information, meets with departments, considers available revenues and reaches decisions necessary to prepare a proposed budget. The Town holds its first public hearing on the budget in April and provides an online comment portal to seek public input and feedback on the proposed budget. The online comment portal provides 24/7 engagement with residents on budgetary priorities and considerations.

In May, the Town Manager proposes a balanced budget to Town Council at a Regular Meeting. The Town also holds its second public hearing after the Town Manager proposes the budget to provide the public further opportunity to provide feedback. Town Council holds its budget work session to review the proposed budget in mid-May. In June, Town Council adopts the final budget ordinance with balanced revenues and expenditures and sets the tax rate for the next fiscal year.

## Budget Amendments

After the budget has been adopted, the approved budget may be changed at any time through a Budget Amendment. The process for a Budget Amendment generally begins with a request from the affected department to budget staff. The Budget Director reviews the request for consistency with Town Council goals and is weighed against other Town needs and the availability of funding. Upon approval by the Budget Director, the request and justification are presented to Town Council at a public meeting for final approval. This process aligns with the Budget Development Policies located in the in the Town's Fiscal & Budgetary Policy Guidelines.



# FY24 BUDGET

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# 2023 Budget Calendar

## January

- Budget Kickoff

## February

- Materials sent to Non-Departmental Agencies
- Town Council Retreat with Financial and Budgetary Update
- Operating Budget Requests are Submitted to the Budget Team

## March

- Budget Team reviews Operating Budget Requests and Non-Departmental Agency Funding Requests
- Budget Meetings with the Town Manager and Departments

## April

- First Public Hearing held and online public comment portal launched

## May

- Town Manager recommends the Proposed Budget to Town Council
- Town Council conducts a Budget Work Session
- Second Public Hearing conducted to receive public input and online public comment portal closed

## June

- Council adopts Annual Operating Budget



# FY24 BUDGET

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# A Citizen's Guide to the Budget

State law defines an annual budget as “a proposed *plan* for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.”

While this definition may seem simple, budgets usually contain a considerable amount of detailed information. That massive level of detail can prove to be a bit intimidating and difficult to comprehend. The fact remains, however, that a budget exists as the single most comprehensive guide to the services provided for the citizens of a community.

“Understanding how a budget is created and adopted and recognizing the key components of the budget document can assist the citizen in becoming ‘budget literate’.”

Understanding how a budget is created and adopted and recognizing the key components of the budget document can go a long way in assisting the citizen in becoming “budget literate.” The purpose of this guide is to provide you, the citizen, with that information.

## Municipal Budgets in North Carolina

Garner, like all municipalities throughout North Carolina, prepares, adopts and administers its budget in accordance with the Local Government Budget and Fiscal Control Act.

This act establishes responsibilities in the adoption of the budget and most importantly, requires that the budget be *balanced* (i.e., the estimated revenues must equal the proposed spending). North Carolina municipalities operate under a July through June fiscal year and therefore a balanced budget must be adopted by June 30 of each year. A *budget ordinance* authorizes the spending, assures the budget is balanced and levies the property tax for that year. Under North Carolina law, local property tax rates may not be changed mid-year.

## Public Input

A critical component of the budget process is receiving public input on the budget. Public hearings are held by the Town Council, as required by law, to receive comments on the recommended budget. The Town also uses online and social media strategies to encourage and facilitate resident input in the budget process. Throughout the budget review period, copies of the recommended budget are kept on file for public review in the Town Clerk's Office, in the Wake County Southeast Regional Library, and on the Town's Website at [www.garnernc.gov](http://www.garnernc.gov). Take time to review the budget. If you have questions, please contact the Budget Office at 919-773-4417.

## Your Municipal Budget

The *General Fund* is made up of operations such as administration, public safety, parks and recreation and public works and is supported largely by local property taxes and State-shared revenues.

An important concept of this report that you will notice when reviewing the budget is the Town's *fund balance*. Fund balances are probably the least known and understood aspect of a municipal budget. Generally speaking, a fund balance is similar to a savings account composed of money left over from previous years' budgets.

“Fund balance is similar to a savings account for local governments, providing a source of cash during emergencies and budget shortfalls.”

# A Citizen's Guide to the Budget

Fund balances exist primarily because North Carolina's balanced budget laws require towns like Garner to plan their annual budgets in a very conservative manner - both in estimating revenue and spending amounts.

Fund balances serve both as *operating reserves for emergencies* such as natural catastrophes like ice storms and tornadoes and a *source of cash during periods of cash shortfall* (for example, the major portion of property tax revenues are not normally received until mid-fiscal year).

State law requires municipalities to *maintain fund balances*. The minimum amount of money to be kept in these reserves is established by a state agency called the *Local Government Commission*, which is responsible for regulating and monitoring the financial practices of North Carolina municipalities.

Although the actual amount of the reserve will vary according to each community's needs, one thing is certain, maintaining an inadequate fund balance not only can leave a municipality ill-prepared for emergencies, but can also adversely affect its credit ratings or force the municipality to reduce services to meet unforeseen financial obligations.

The Town will *commit*, or set aside via Council resolution, some portion of fund balance for future major expenditures such as land purchases, equipment acquisition and construction projects. The Town also will commit funds to projects as required matching funds to secure federal or state aid for major construction projects.

Typically a government will set aside such funds when a town thinks it can delay the spending on a capital purchase for a few years. Its use is particularly ideal when a steady flow of revenue can be counted on year after year to use in financing certain capital outlays.

This practice allows the Town to level out the impact of large expenditures by spreading their costs over multiple years. Once Council adopts an ordinance to commit funds to a project, money may be accumulated in it through *transfers* from other funds and interest earned on investments.

When enough money has been accumulated for the project, the money is transferred to an operating or capital project fund and spent from there.

In addition to the Council committing funds for future projects or programs, state law also limits how some revenues received can be spent. When there is an accumulation of such funds, they are classified as *restricted*. The Town has restricted funds for such programs as street maintenance and police operations.

## The Budget Format

For several years, the Town has used what is called a *"program" budget*. This type of budget contains not only the dollar amount of funding but also information about the *activities, goals, and objectives* established for each department during the year that particular budget is in effect.

To make sure those goals and objectives are implemented, division budgets include a list of *performance measures*. The effectiveness of the department is evaluated every year on the basis of how well that department met the objectives established in the annual budget. This is one way we try to ensure quality control in the work the Town performs.

For easy reference, each department budget includes a summary of significant changes in the level of funding or major items affecting the funding of the department.

# A Citizen's Guide to the Budget

The budget narrative for each department also includes information regarding the department's *funding history*, how many employees currently work in the department, and a listing of performance measures.

The funding history section summarizes spending that occurred in the two prior fiscal years, the current year revised budget and the upcoming proposed and subsequently, the adopted fiscal year.

## The Adoption Process

The annual budget process involves a considerable amount of time and effort on the part of staff and Town Council. In fact, staff begins the process of preparing the recommended budget in November. In February, staff provides the Town Council with a preliminary budget outlook.

In an effort to focus attention on major changes which may be proposed, staff develops *a base budget* (i.e., funding necessary to continue services at the current year's level with only inflationary increases factored in). All changes in service must be submitted through what is called a "*expansion request*." During review of the budget, these expansion requests are considered and decided upon individually.

Detailed information on the expansion requests and whether or not they are recommended for funding is included in the Town Manager's Recommended Budget, which is submitted to Town Council in May.

The manager's recommended budget contains a budget message, which introduces the major components of the budget to the Town Council and citizens who wish to study it. In addition, the budget summary outlines the Town's revenue forecasts and summarizes items that were funded and other major changes from the prior fiscal year. The budget summary is a concise summary of the major features of the proposed budget and therefore represents the best source of information for quick review regarding the recommended budget.

During May and the first half of June, the Town Council reviews the proposed budget with the Manager and staff. These meetings are open to the public and citizens are urged to attend. Once established, the meeting locations and dates of these meetings are published.

After several public hearings to obtain input from the public, the Town Council adopts the budget. Coinciding with the development of the operating budget, the Town's Capital Improvements Plan is adopted as well. This document plans for new construction and major infrastructure improvements. This five-year plan helps the Town budget and prepare for funding these projects.



# FY24 BUDGET

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# Fiscal & Budgetary Policy Guidelines

**Adopted:** December 6, 2010

**Amended:** January 7, 2013

June 17, 2014

June 16, 2015

July 24, 2015

March 5, 2018

*May 2, 2023 proposed*

## Objectives

This Council adopted fiscal and budgetary policy is a statement of the guidelines and goals that will influence and guide financial management practices 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 credibility 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 the planning of a 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.

# Fiscal & Budgetary Policy Guidelines

## Capital Improvement Program Policies

- 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.
- 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 timeframes. 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.
- The Town will coordinate development of the capital improvement program with development of the operating budget.
- 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.
- 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.
- The Town will attempt to determine the least costly and most flexible financing method for all new projects.

## Debt Policies

### General

- 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.
- 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.
- 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.
- Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
- The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.
- 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.
- 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.

# Fiscal & Budgetary Policy Guidelines

## Debt Policies (continued)

### Tax Supported Debt

- 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.
- 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.
- 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.
- 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.
- 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

- 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."
- 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.
- 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.
- 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.

# Fiscal & Budgetary Policy Guidelines

## Revenue Savings Program

- 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.”
- 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, (removed reference to Privilege Licenses), and Heavy Equipment Rental Tax) and [3] beer & wine, utility franchise and cablevision reimbursement revenues under the category of Intergovernmental Revenues.
- 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.
- A cumulative growth threshold of 1.0% must be realized before the savings plan goes into effect for any given year.
- All revenues generated under this program shall be held in and reported as a Town Council committed fund balance account within the General Fund.
- 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.
- Revenues saved may be used to repair, maintain or reconstruct Town-owned facilities and/or infrastructure.
- Revenues saved may be appropriated to pay for the debt service associated with major capital, facility or infrastructure improvements such as land acquisition associated with major capital improvements or repair, maintain or reconstruct Town-owned facilities and/or infrastructure.
- Savings shall not be utilized to offset annual operating costs and equipment purchases, which should come from the regular operating budget.
- 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.
- Savings Rate Schedule:

INCREASES IN REVENUE	% DEDICATED TO SAVINGS
up to 1.0%	Zero
1.0%	30% (of the amount > 1.0%)

- 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.
- The Savings Rate Schedule shall be reviewed within six months following election of the Mayor, thereby implying a review every four years.
- The program will go into effect January 1, 2014, and is applicable beginning with the FY 2014-15 budget.

# Fiscal & Budgetary Policy Guidelines

## Budget Development Policies

### General

- The Town Manager shall prepare a proposed balanced budget for each annual operating fund, itemizing revenues and expenditures. A budget is considered to be balanced when total expenditures are equal to, or do not exceed revenues.
- *The Town Council shall adopt the budget of the Town at department level.*
- 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.
- One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.
- The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the Town.
- The Town Council will receive a financial report no less than quarterly showing year-to-date revenues and expenditures.
- Budget amendments, which include revisions of the revenue or expenditure totals or utilization of any fund balance, will be brought to Town Council for approval in accordance to North Carolina Statutes 159-15.
- *Budget transfers between operating line items within a department are managed by the Department and approved by the Budget Director. Transfer authority for salary and benefit line items is granted to the Budget Director and is approved by the Town Manager. This authority is granted to an amount not to exceed departmental appropriation authority.*
- *Transfers of any amount between departments or capital projects shall be brought before Town Council for approval.*

### Revenues

- **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.
- **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.
- **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.

# Fiscal & Budgetary Policy Guidelines

## Budget Development Policies (continued)

### Revenues

- 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.

### Expenditures

- 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 and services. These reviews consider past trends and experiences elsewhere and revisions to annual budget guidelines and Council priorities based on current needs.



# FY24 BUDGET

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RECOMMENDED ANNUAL

# FY24 BUDGET

STRATEGY &  
PERFORMANCE



# Town of Garner Strategic Plan

*Adopted by the Town Council  
October 2016*



# Town of Garner Strategic Plan

## Introduction to the Town's New Strategic Plan

**THE TOWN OF GARNER** Strategic Plan is designed to be a multiyear representation of the Town's mission. It aims to serve as a roadmap for staff and Town Council over the next three to five years.

This new plan—an outgrowth of Council and staff input from earlier this year as well as several pre-existing documents—further defines the Town's strategic priorities. The structure better links Council and staff plans and employs a format that should be more useable for elected officials, staff, partners and citizens.

The plan includes these components:

- **Goal statements** that are the foundation of the Town's mission statement;
- Long-range **objectives** that further define the goals;
- Multiyear (three- to five-year) **initiatives** that will be executed to achieve the objectives; and
- Annual **tasks** captured in a separate working document and a reporting structure that will be updated regularly to track progress.

## The Town's Vision Statement

**THE TOWN OF GARNER** nurtures a hometown charm and natural environment for residents and businesses while encouraging new economic, recreational and cultural opportunities through wise planning and investment.

# Town of Garner Strategic Plan

**The Town's Strategic Plan is organized around four goal statements, which make up its mission:**



**Fiscal Responsibility (FR)**  
Ensure fiscal stability and efficient use of resources



**Efficient and Timely Service Delivery (SD)**  
Provide efficient and effective services that match community needs and expectations



**Orderly Growth (OG)**  
Grow and maintain a robust, diversified economy



**Quality of Life (QL)**  
Foster a safe and welcoming community with access to a wide range of opportunities and amenities

# Fiscal Responsibility (FR)



**GOAL STATEMENT:** *Ensure fiscal stability and efficient use of resources*

**OBJECTIVE 1:** Maintain an appropriate/stable tax rate

**Initiative 1:** Manage 2013 Bond Program

**Initiative 2:** Maintain public understanding and trust

**Initiative 3:** Retain flexibility to respond to new opportunities and challenges

**OBJECTIVE 2:** Invest in maintenance of infrastructure and facilities

**Initiative 1:** Maintain Town street and right-of-way infrastructure

**Initiative 2:** Implement planned facilities maintenance

**Initiative 3:** Maintain Town-owned stormwater infrastructure

**OBJECTIVE 3:** Enhance Town's existing Capital Improvement Program (CIP) process

**Initiative 1:** Develop process to identify and manage future long-term capital initiatives

**Initiative 2:** Position CIP to serve as bridge between strategic plan and annual budget process

**Initiative 3:** Continue Vehicle and Equipment Replacement Team (VERT) program with focus on sustainable replacement schedule

**OBJECTIVE 4:** Develop funding strategy for future needs

**Initiative 1:** Devise strategy for funding capital priority projects and emerging needs

**Initiative 2:** Continue building financial capacity through Revenue Savings Plan and other tools

**Initiative 3:** Leverage funding opportunities with partners

# Efficient and Timely Service Delivery (SD)



**GOAL STATEMENT:** *Provide efficient and effective services that match community needs and expectations*

**OBJECTIVE 1:** Build and maintain strong relationships with regional and community partners

**Initiative 1:** Enhance program partnerships with recreation and cultural resources partners, economic development partners and other partner agencies

**Initiative 2:** Reinforce planning partnerships with regional partners

**Initiative 3:** Strengthen delivery partnerships with Garner Volunteer Fire-Rescue, Inc., and other services partners

**OBJECTIVE 2:** Provide quality services at a reasonable cost to residents and businesses

**Initiative 1:** Ensure fee structure is balanced between cost recovery and value to end user

**Initiative 2:** Privatize or use contract services when appropriate

**Initiative 3:** Continue efficient use of resources

**OBJECTIVE 3:** Foster attractive workplace culture to recruit and retain outstanding personnel

**Initiative 1:** Bolster recruitment of diverse, highly qualified pools of applicants

**Initiative 2:** Focus on retention of high-performing personnel

**Initiative 3:** Provide staffing tools, support and training to aid in retention, staff development and outstanding customer service

**OBJECTIVE 4:** Nurture a culture of excellent customer service

**Initiative 1:** Maintain adequate staffing levels

**Initiative 2:** Enhance access to government and relevant information

**Initiative 3:** Inspire a shared vision among staff

# Orderly Growth (OG)



**GOAL STATEMENT:** *Grow and maintain a robust, diversified economy*

**OBJECTIVE 1:** Plan for orderly and stable development with a balance of residential and commercial growth

**Initiative 1:** Proactively update long-range land-use and transportation plans to prepare for growth

**Initiative 2:** Build and maintain strategic utility infrastructure to support and enable growth

**Initiative 3:** Plan for appropriate use of open space and environmental resources

**OBJECTIVE 2:** Support top-quality infrastructure, utilities and transportation

**Initiative 1:** Actively participate in City of Raleigh Water System partnership and planning

**Initiative 2:** Implement strategies to maximize local opportunities and impact from the Wake County Transit Plan

**Initiative 3:** Leverage NCDOT to plan and implement key transportation projects for the Town

**OBJECTIVE 3:** Implement comprehensive economic development plan

**Initiative 1:** Follow a balanced approach to economic development activities and resources

**Initiative 2:** Bolster the Town's competitiveness for regional economic activity

**Initiative 3:** Develop and market product inventory to compete for regional economic development projects

# Quality of Life (QL)



**GOAL STATEMENT:** *Foster a safe and welcoming community with access to a wide range of opportunities and amenities*

**OBJECTIVE 1:** Provide a safe and inviting community

**Initiative 1:** Continue and expand public safety initiatives beyond traditional law enforcement, including service programs, safety initiatives and citizens academies

**Initiative 2:** Promote and expand beautification programs in key corridors

**Initiative 3:** Work collaboratively with property owners to maintain or revitalize properties

**OBJECTIVE 2:** Support and encourage an active and engaged citizenry

**Initiative 1:** Offer opportunities for citizens to be better educated about and participate in local government

**Initiative 2:** Promote opportunities to participate on boards and commissions.

**Initiative 3:** Continue and enhance marketing and promotions to engage Town citizens

**OBJECTIVE 3:** Embrace diversity and be responsive to the changing demographics of the community

**Initiative 1:** Engage underrepresented communities and entrepreneurs

**Initiative 2:** Support and enhance services for aging population

**Initiative 3:** Encourage broad-based participation in educational, civic and leadership opportunities

**OBJECTIVE 4:** Provide a broad mix of arts, leisure and recreation opportunities

**Initiative 1:** Explore options for open space and facilities in growth areas

**Initiative 2:** Develop long-range planning to meet the needs of an active, growing and diverse community

**Initiative 3:** Maintain Garner Performing Arts Center as a regional arts and cultural hub and expand programming

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**garnernc.gov**

Mailing address:  
900 7th Ave.  
Garner, NC 27529

919.772.4688



# Strategic Priorities

## Strategic Alignment

The Town of Garner has always strived to provide superior services to enhance the quality of life for Town residents, ensure orderly growth, efficient and timely service delivery, and fiscal responsiveness. In October 2016, the Town formally adopted a strategic plan highlighting these priorities. Since this time, staff has worked on various initiatives to strengthen the link between services and these priorities. The following section highlights various metrics and benchmarks designed to measure performance and to guide decision-making. In addition, this section offers residents an opportunity to review the Town's strategic priorities and performance to ensure that current priorities are aligned with citizens' expectations. The Council reviewed and reaffirmed the Town's Strategic Plan goals and objectives during their winter 2023 retreat.



### Fiscal Responsiveness (FR)

- Maintain an appropriate/stable tax rate
- Invest in maintenance of infrastructure and facilities
- Enhance Town's existing Capital Improvement Program (CIP) process
- Develop funding strategy for future needs



### Efficient & Timely Service Delivery (SD)

- Build and maintain strong relationships with regional and community partners
- Provide quality services at a reasonable cost to residents and businesses
- Foster attractive workplace culture to recruit and retain outstanding personnel
- Nurture a culture of excellent customer service



### Orderly Growth (OG)

- Plan for orderly and stable development with a balance of residential and commercial growth
- Support top-quality infrastructure, utilities, and transportation
- Implement comprehensive economic development plan



### Quality of Life (QL)

- Provide a safe and inviting community
- Support and encourage an active and engaged citizenry
- Embrace diversity and be responsive to the changing demographics of the community
- Provide a broad mix of arts, leisure, and recreation opportunities

# Strategic Priorities

Each year, department staff review and update the goals that guide development of their annual objectives. Departmental goals tie directly back to one or more of the goal statements from the Town's Strategic Plan to ensure that the basic functions of every operational unit are supporting and implementing Town Council's broader vision for Garner. The matrix below serves as the crosswalk between individual department goals and the Strategic Plan Goal Statements. The initials represent the Town's Strategic Goals, and the numbers represent the objective and initiative alignment for each department goal.

## Fiscal Responsiveness (FR)

### Goal Statement: Ensure fiscal stability and efficient use of resources

The Town's strong fiscal policies and position provide financial flexibility to meet ongoing operating requirements, reduce borrowing costs for capital projects, and ensure appropriate planning has occurred to meet future needs. The Town's Fiscal & Budgetary Policy Guidelines provide a framework for making financial decisions and ensure the Town has sound fiscal policies in place. These policies help the Town be responsive to various fiscal requirements and needs.

The Town has consistently maintained strong reserves to ensure that unforeseen financial situations can be addressed. At the end of FY 2022, the Town's governmental funds reported combined ending balances of \$30.1 million. In addition, the Town reported an unassigned fund balance of \$13.7 million, or 45 percent, of total general fund expenditures. A portion of this amount is considered available for spending at the Town Council's discretion as it exceeds the Town's policy of having an unassigned fund balance of 30 percent of general fund expenditures. As noted, this funding allows the Town to address unforeseen requirements and maintain flexibility to take advantage of strategic opportunities.

The Town's strong financial policies and healthy reserves have also helped to reduce borrowing costs for large scale capital projects. Since May 2009, the Town's credit ratings have increased from A1 to Aa1 for Moody's and AA- to AAA for S&P. This has allowed the Town to borrow money at reduced interest rates, which allows for additional funding to be allocated for projects.

Moody's		S&P	
Date	Rating	Date	Rating
May 2009	A1	May 2009	AA-
Sept 2010	Aa2	May 2010	AA-
April 2017	Aa1	Nov 2013	AA+
		July 2018	AAA

Reduced borrowing rates allow the Town to take on additional projects in the capital improvement plan (CIP). In recent years, the Town implemented a revised capital improvement planning process designed to allow staff from multiple departments to collaborate and provide input on project requirements and how project decisions impact their operations. This input allowed for the development of a CIP which addresses the Town's long-term capital requirements and highlights the future impacts on the Town's operating budget.

# Strategic Priorities

Staff has also worked to incorporate replacement cycles for key equipment in the Town's operating budget. The revised vehicle replacement process utilizes a pay-as-you-go approach and includes an annual funding appropriation to reduce fluctuations based on replacement requirements. This approach has also been utilized to address IT requirements as well.

Finally, the Town has begun to utilize a five-year operating budget model for planning purposes. This plan was developed to help identify long-term operating requirements and to allow for funding plans to be developed. In addition, this plan helps to ensure that the various operating requirements identified in the CIP will be accounted for in the operating budget.

The planning efforts described above provide the Town with the necessary information to make strategic investments needed to build and maintain infrastructure. However, ensuring adequate funding is available to meet the identified requirements is likely to be a challenge. As a result, it will be critical for the Town to make a dedicated funding commitment to ensure assets are maintained after they are constructed. This will require significant investments in operating and capital as well as personnel in Public Works and Information Technology.

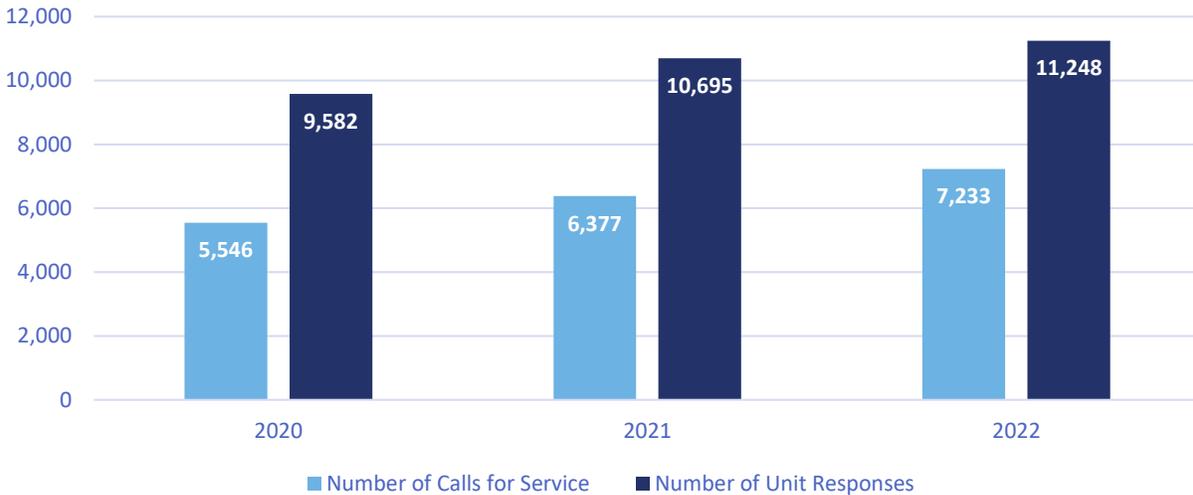
## Efficient and Timely Service Delivery (SD)

**Goal Statement: Provide efficient and effective services that match community needs and expectations**

The Town's partnership with Garner Fire and Rescue and Wake County helps serve approximately 65,000 residents in a district almost 80 square miles at a reduced cost due to economies of scale. Higher-than-normal service demand, which includes service during the COVID-19 pandemic, puts a daily strain on employees, effective response rate, and the department's apparatus fleet. Despite this, Garner Fire and Rescue continues to provide high quality services to the Town's residents by responding to calls for service and providing fire prevention services. Garner Fire and Rescue has saved approximately \$2 million dollars in property and contents this past year and has reached an estimated 10,500 citizens through public outreach efforts. Garner Fire and Rescue received ISO Class 1 rating from the North Carolina Office of the State Fire Marshal for Town areas and improved to a Class 3 rating for rural areas in 2023.

# Strategic Priorities

## Response Volume for Garner Fire and Rescue



Source: Garner Fire and Rescue (2020-2022)

In addition, the Town's Parks, Recreation and Cultural Resources Department has partnerships with multiple organizations that enhance opportunities for residents to participate in recreation activities. These partnerships allow for athletic and cultural programming to be provided in a more efficient and cost-effective manner. The chart below summarizes the funding provided to the various program partners:

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Garner Baseball Inc.	\$62,305	\$61,239	\$66,600	\$66,600
Garner Civitan	16,714	18,063	23,094	23,094
Miss Garner Pageant	1,500	1,500	3,500	3,500
Garner Towne Players	23,650	23,650	23,650	23,650
Capital Area Soccer Association	16,000	18,116	30,000	30,000
GSL	12,408	12,090	15,000	15,000
<b>Total</b>	<b>\$132,578</b>	<b>\$134,658</b>	<b>\$161,844</b>	<b>\$161,844</b>

These partnerships help the Town to provide quality services in an efficient and cost-effective manner. This allows the Town to maintain a tax rate that ensures Garner households have one of the lowest tax burdens in Wake County. As the chart below indicates, in FY 2022-2023 Town of Garner residents had the lowest tax burden in Wake County when compared to all the charges levied by localities:

# Strategic Priorities

Wake County Municipalities	Median Value	City Property Tax Rate	Annual City Property Tax	Annual Solid Waste Fees	Annual Water & Sewer Charges	Annual Stormwater Fees	Annual County Property Tax	Total
Apex	\$511,798	0.4100	\$2,098	\$264	\$726	\$18	\$3,171	\$6,277
Cary	\$584,628	0.3450	\$2,017	\$264	\$789	-	\$3,622	\$6,692
Fuquay-Varina	\$424,972	0.3950	\$1,679	\$240	\$877	-	\$2,633	\$5,428
Garner	\$310,452	0.5521	\$1,714	-	\$712	-	\$1,923	\$4,349
Holly Springs	\$520,201	0.4216	\$2,193	\$238	\$799	\$62	\$3,121	\$6,413
Knightdale	\$332,458	0.4500	\$1,496	\$210	\$712	\$81	\$2,060	\$4,559
Morrisville	\$515,858	0.3900	\$2,012	\$196	\$789	\$40	\$3,196	\$6,233
Rolesville	\$402,730	0.4600	\$1,853	\$264	\$712	-	\$2,416	\$5,245
Wake Forest	\$451,834	0.4950	\$2,237	\$252	\$712	-	\$2,799	\$6,000
Wendell	\$367,794	0.4700	\$1,729	\$300	\$712	\$20	\$2,278	\$5,039
Zebulon	\$407,992	0.5750	\$2,346	\$297	\$712	-	\$2,528	\$5,882

Source: Peer FY23 Customer Cost Data – City of Raleigh

1. This chart represents annualized costs for city services.
2. Annual water/sewer charges based on usage of 3,740 gallons or 5 CCF per month.
3. Annual stormwater rates are based on 2,000 square feet.

A major reason the Town can provide quality services at a reasonable cost is the ability to attract and retain quality and experienced staff. To accomplish this, the Town maintains a strong focus on training and development opportunities through the School of Government at The University of North Carolina at Chapel Hill. In addition, the Town participates in regional activities to identify and implement solutions to complex human resource challenges. For example, the Town was a leading participant in a Triangle J Council of Governments sandbox exercise for recruiting police officers.

# Strategic Priorities

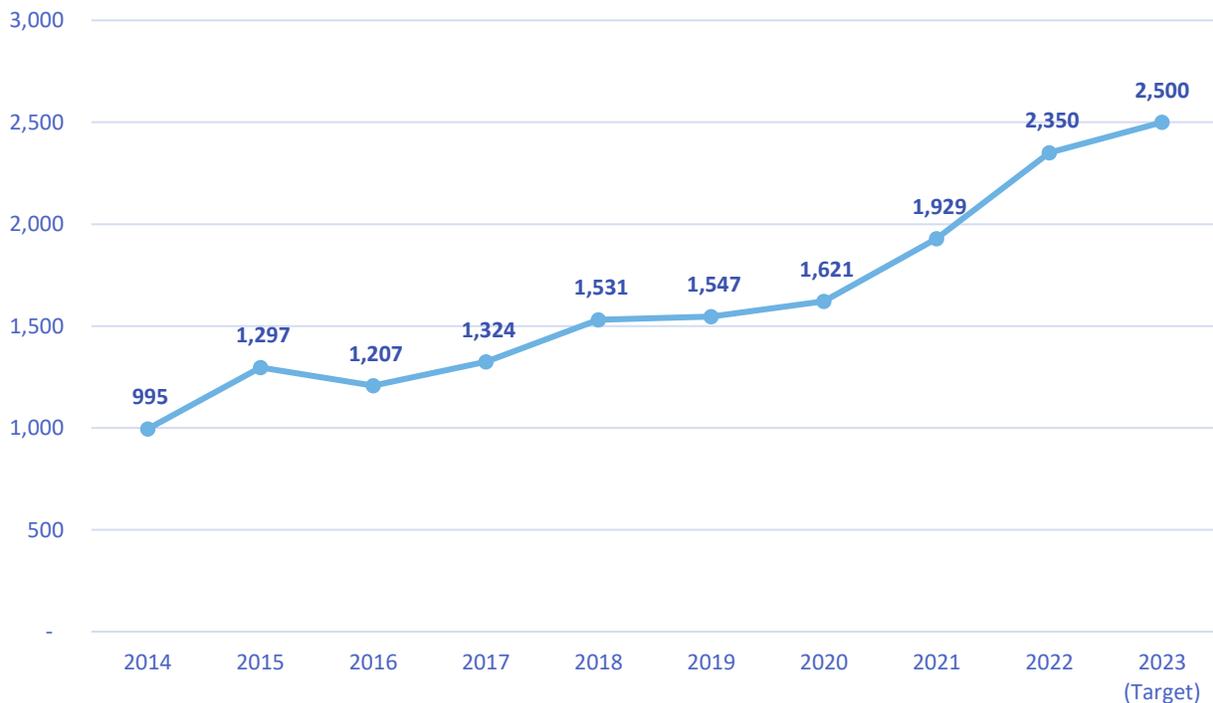
## Orderly Growth (OG)

### Goal Statement: Grow and maintain a robust, diversified economy

In FY 22-23 the Inspections Department issued 2,350 permits and performed 41,566 total inspections. This continued development in both residential and commercial has placed the Inspections Department on track to hit the 2,500 permit target set by the department for FY23-24. The Town Council has also approved several additional residential developments including Georgia's Landing which includes 193 Single-Family Units and 227 Townhome Units. 401 Assemblage which includes 500 Multifamily Units, 365 Single-Family Units, and 455 Townhome Units, and Magnolia Park which includes 390 Single-Family Units, and 210 Townhome Units. In addition, the Planning Department is currently reviewing development projects which could bring up to 2,576 single family residential units and 2,095 multi-family apartments to Garner in the next five years, if approved by Council. As residential development occurs, the Town anticipates additional commercial development to address the needs of new residents.

Despite the significant growth experienced, the Town's careful planning has allowed for a relatively balanced residential and commercial tax base. In FY 2022, the tax base was composed of 46% commercial and 54% residential. This diversified base ensures the Town can generate revenue through a real estate tax without overly relying on individual residential taxpayers.

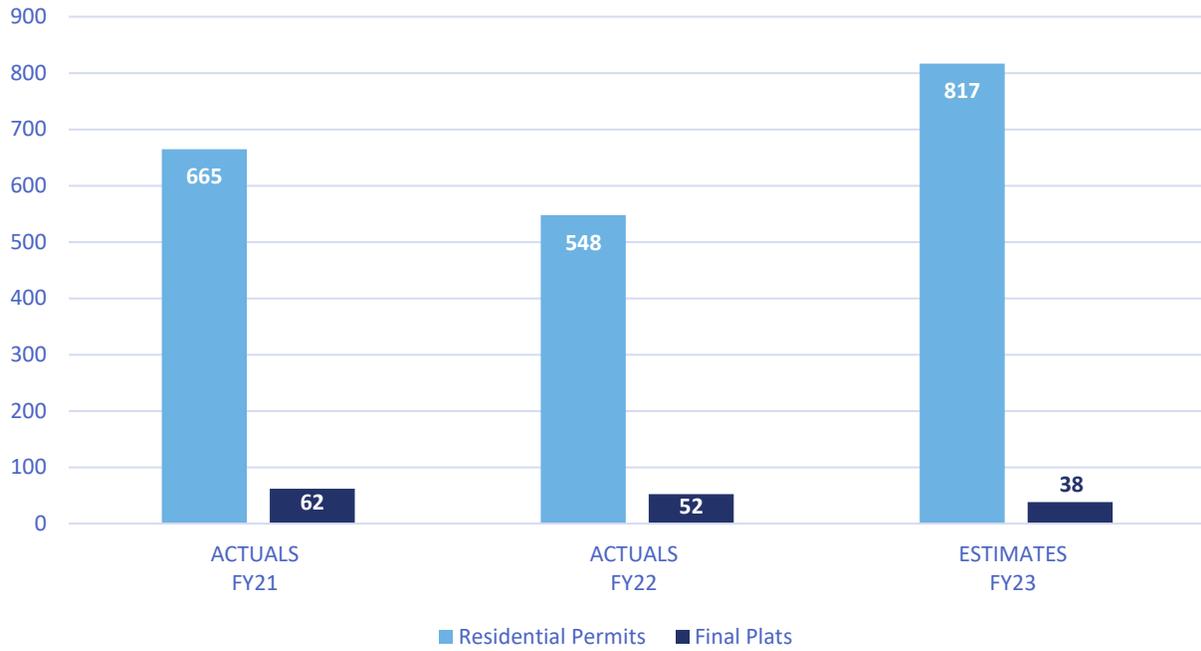
### Permits Issued by Inspections



Source: Town of Garner Inspections Department

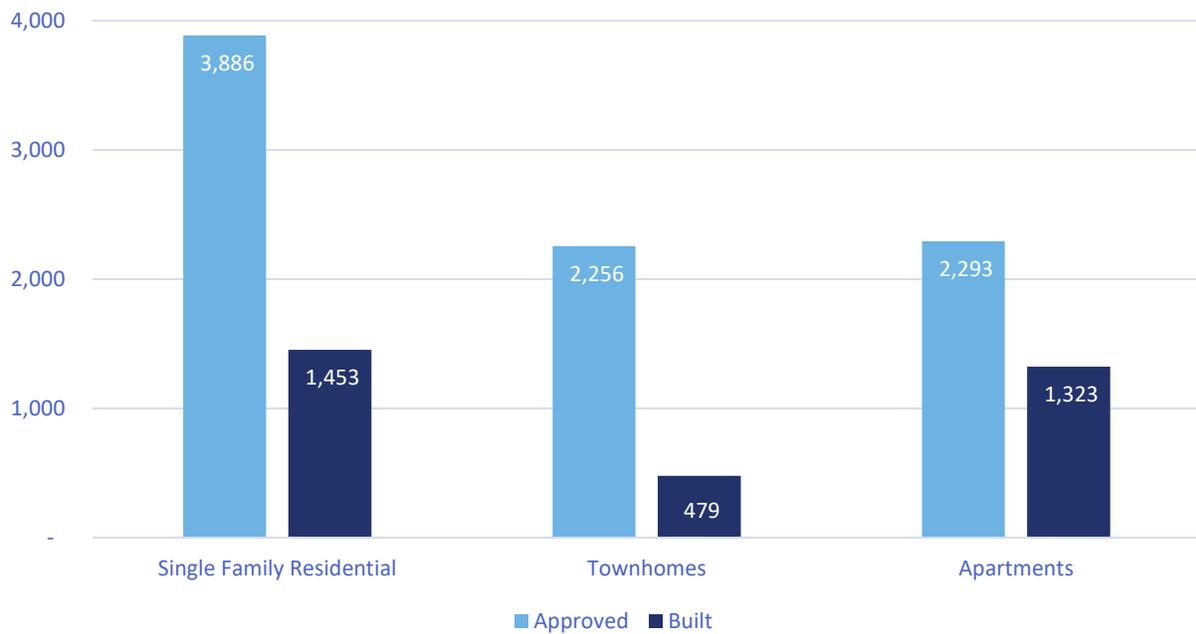
# Strategic Priorities

## Development Activity



Source: Town of Garner Planning Department

## Development By Type



Source: Town of Garner Planning Department

# Strategic Priorities

A primary reason the Town can accommodate significant growth is its partnership with the City of Raleigh's Water and Sewer system. In 2006 and 2010, the Town purchased additional water and sewer capacity which will allow the Town to grow 5 percent annually through 2040. In addition, this partnership allows Town residents to receive some of the lowest water and sewer fees in the region.

The Town's ability to accommodate growth allows for the Economic Development Department to continue to work on attracting investments through a comprehensive strategy. The strategy includes supporting small business development through Launch Garner, an entrepreneurship training and mentoring program, and the economic revitalization efforts of the Downtown Garner Association while continuing to attract and retain larger industrial businesses.

Finally, the Town continues to work on constructing infrastructure required to support growth. These investments will ensure the Town has adequate infrastructure and recreational opportunities to accommodate additional growth. In fall 2021, voters approved \$69 million in General Obligation Bonds for infrastructure, public safety and parks and recreation projects. As a result of these investments and the successful bond referendum in 2021, the Town will need to invest in additional resources to facilitate capital project development and management in future budgets.

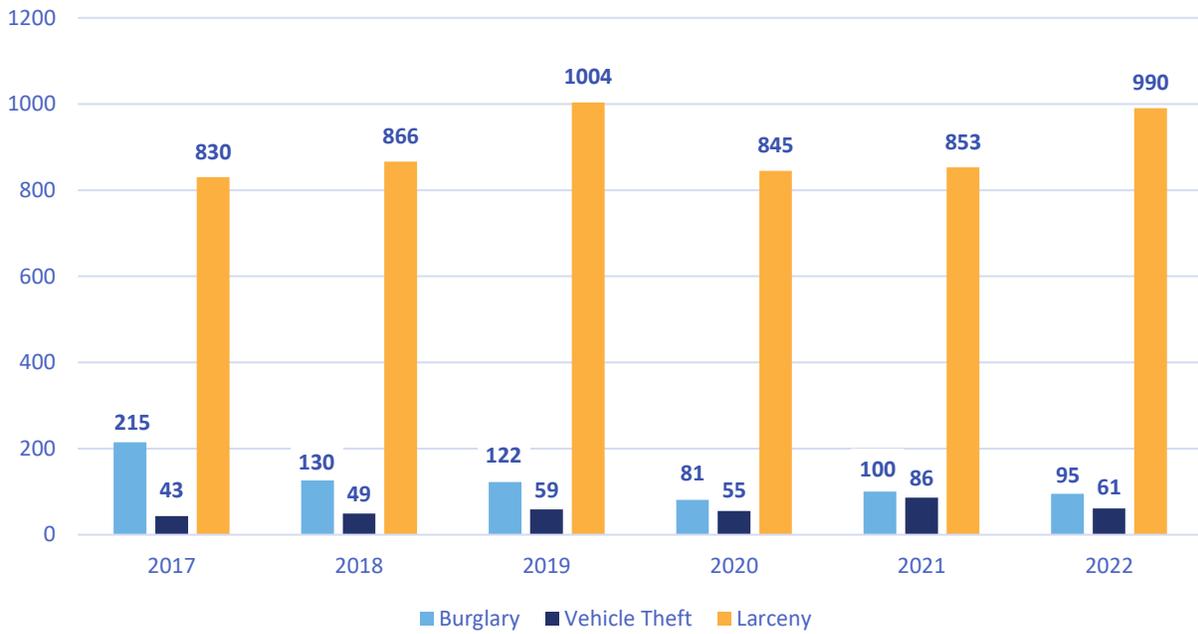
## Quality of Life (QL)

### Goal Statement: Foster a safe and welcoming community with access to a wide range of opportunities and amenities

The Town continues to invest in maintaining a safe and welcoming community. The Police Department focuses on community policing to enhance relationships between the community and the department. The body worn camera program helps ensure accountability within the department and enhances community trust. The department continues to offer its popular Citizens Police Academy, which provides a unique opportunity for citizens to learn how the police department works, to meet officers who work in the community, and to learn more about what it means to be a police officer in Garner today. The goal of the academy is to build relationships between officers and the community through better understanding of the officers' jobs and functions, while also providing a forum for feedback and improvements. These efforts help keep the Town's crime rate low as reflected by the current property and violent crime statistics. It is important to understand that while the Town as continued to maintain a low crime rate, calls for service increased in 2022 to 42,458, up an approximately 16% from 2021 levels. The Garner Police Department is committed to a rapid response time even with calls for service increasing. In FY22, the average response time was 6.8 minutes, and the current FY23 target is 6.65 minutes for emergency and high priority calls for service.

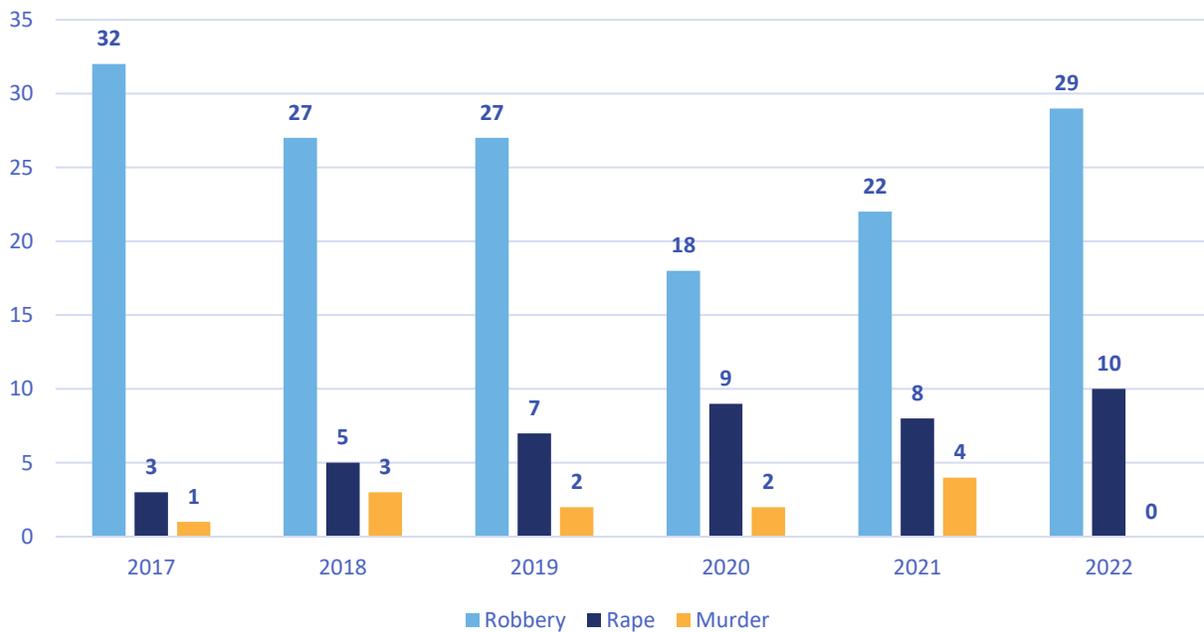
# Strategic Priorities

## Property Crime Data



Source: Town of Garner Police Department

## Violent Crime Data



Source: Town of Garner Police Department

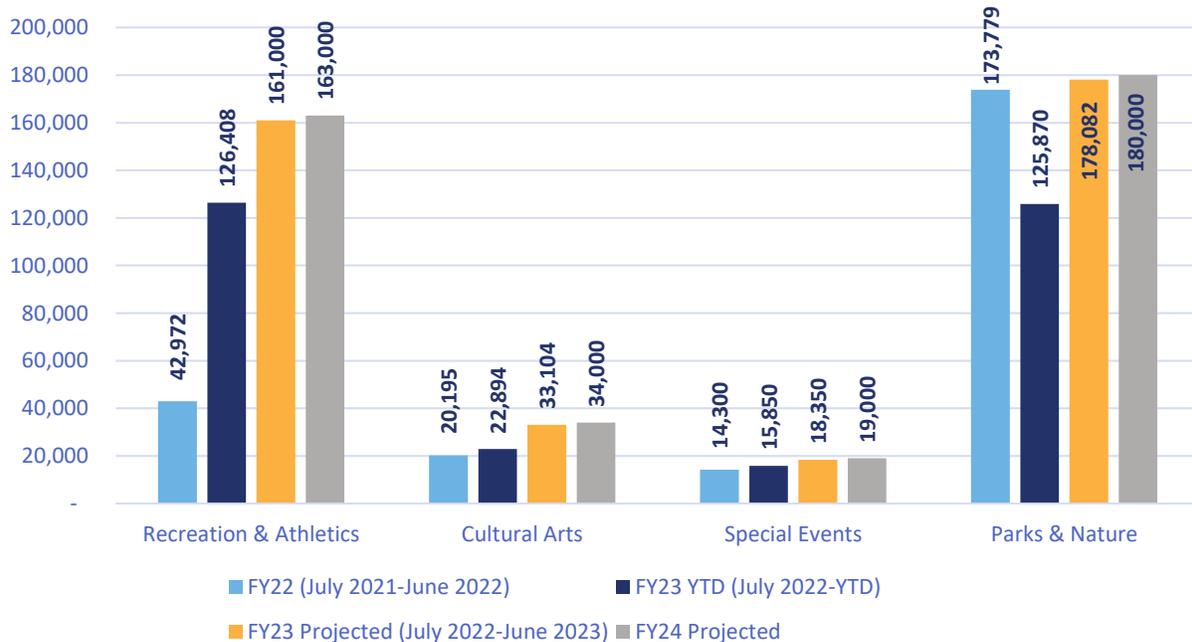
# Strategic Priorities

As the Town’s population continues to increase, it will be critical to make additional investments in the Police Department to maintain service levels. As the town continues this growth, these critical investments in police personnel will help ensure that the Town’s residents enjoy safe day-to-day lives.

The Town takes a variety of additional strategies to ensure citizens can become engaged in Town activities. The Communications Department streams the Town’s Council meetings and work sessions on the Town’s YouTube channel. This allows citizens to watch and be informed on Town issues from any location. Council also appoints citizens to serve on five voluntary citizen advisory boards and commissions, including the Board of Adjustment, Planning Commission, Parks, Recreation and Cultural Resources Advisory Committee, Senior Citizen’s Advisory Committee, and Veterans Advisory Committee. Citizens who serve on these boards and commissions perform a community service using their skills, interests, and experience to make a difference within the community.

Garner’s quality of life is significantly improved by citizen’s access to a variety of parks and recreation facilities and activities. The Town maintains 11 parks, including three community parks and five neighborhood parks consisting of 327 acres of developed parkland with 4.68 miles of walking trails. The nationally accredited Parks, Recreation and Cultural Resources Department offers programs that include an annual Independence Day celebration, Trick or Treat the Trails, Eggstravaganza egg hunt, and a Groundhog Day celebration. The park system also includes White Deer Park, a 160-acre passive park with a 2,500 sq. ft. LEED® certified nature center, and the Garner Senior Center, a North Carolina Center of Excellence. As the chart below reflects, Town residents consistently take advantage of the programs and services offered by the Parks, Recreation and Cultural Resources Department. Data collected from the department shows that Garner residents continue to participate in parks and recreation activities at record levels as the Town continues to grow.

## Program Attendance by PRCR Division



Source: Town of Garner Parks, Recreation, and Cultural Resources Department

# Strategic Priorities

In addition, the Town adopted a Comprehensive Plan for Parks, Recreation and Cultural Resources in 2020 which is a valuable tool in planning for the future. By actively engaging the public in the information gathering process, the department obtained an understanding of resident's current desires and what they think is important moving forward. In addition, the Town is completing two site specific master plans for the Meadowbrook and Yeagan properties which were recently purchased. These plans will help to ensure the Town continues to provide a broad mix of arts, leisure, and recreational opportunities for Town of Garner residents.

In fall 2022, the Parks, Recreation, and Cultural Resources Department updated the Garner Recreation Center Master Plan to improve the grounds with outdoor recreational amenities. A component to this update was to remove barriers for participants and intentionally provide spaces for inclusive recreation. The plan also identified additions to the grounds which included an inclusive playground, an adaptive climbing wall, and an adaptive fitness circuit. These additions have allowed for the Parks, Recreation, and Cultural Resources Department to continue to provide high-quality services and programs to the ever changing population of the Town.



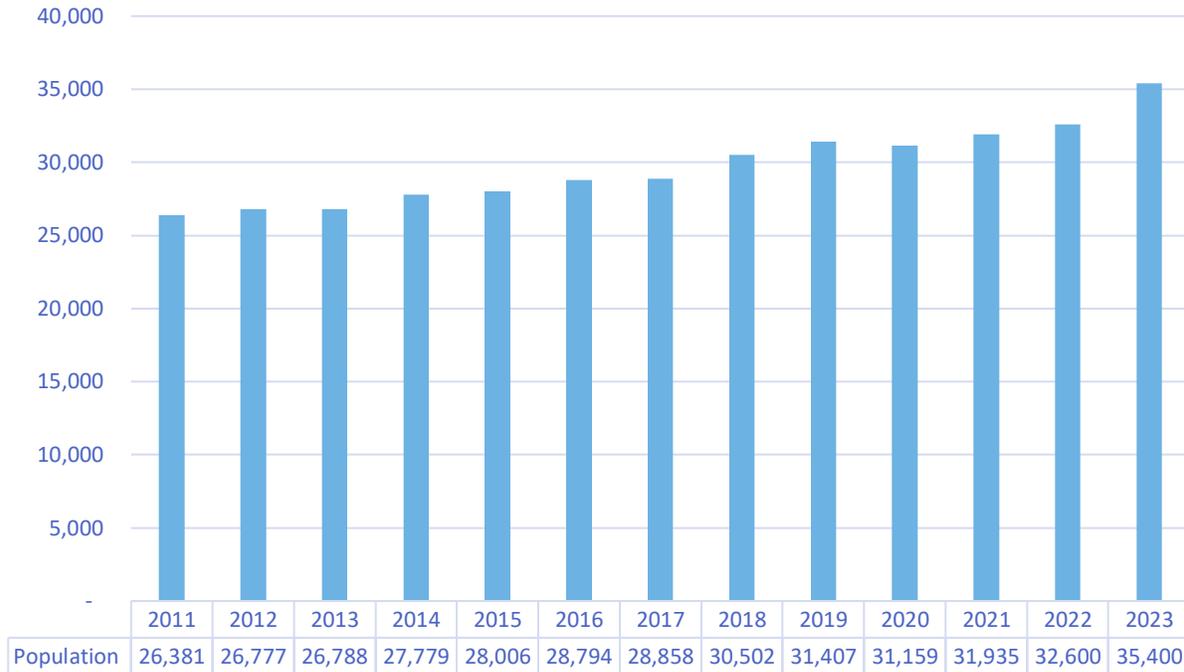
# FY24 BUDGET

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# Community Profile Measures

The following community profile highlights various measures. Measures help monitor the quality of basic services within a community. Though the Town does not have control over many of these measures, they are used to inform policy and decision-making.

## Town of Garner Population Growth Estimates



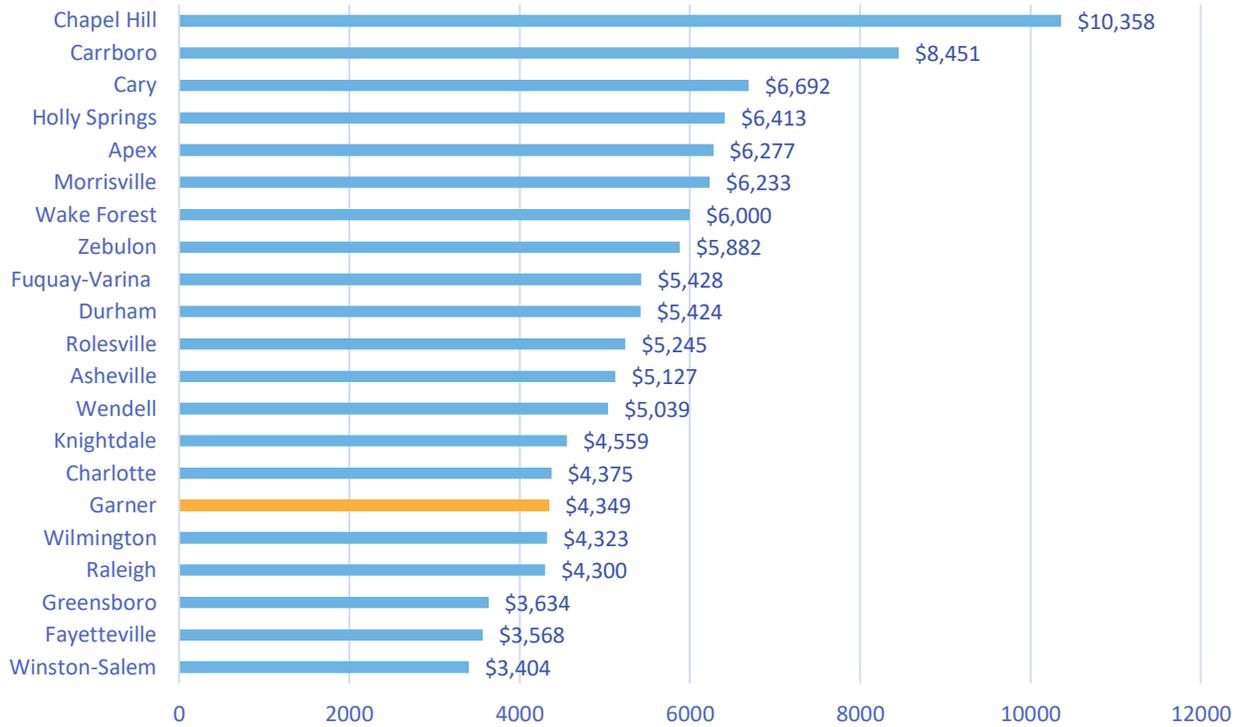
Source: US Census Bureau Estimates, July 1, 2022

Rank	City	Population (2022)
1	Raleigh	470,800
2	Cary	178,600
3	Apex	66,000
4	Wake Forest	51,400
5	Holly Springs	45,400
6	Fuquay-Varina	39,000
7	Garner	32,600
8	Morrisville	32,000
9	Knightdale	19,500
10	Wendell	13,400
11	Rolesville	10,500
12	Zebulon	9,000

Source: US Census Bureau Estimates, July 1, 2022

# Community Profile Measures

## Annual Municipal Services Costs



Source: Peer FY23 Customer Cost Data – City of Raleigh, includes Town of Garner FY23 adopted tax rate

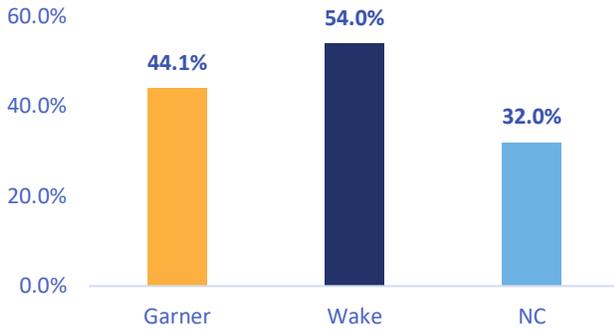
## Residential & Commercial Property Value



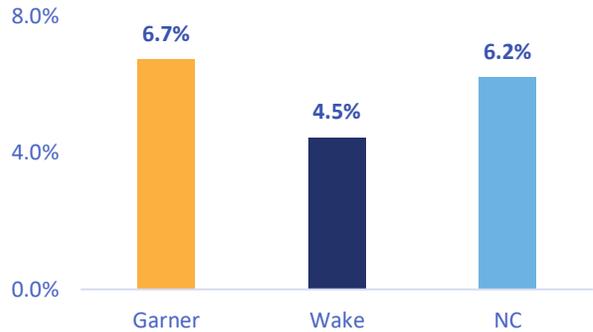
Source: Town of Garner Planning Department

# Community Profile Measures

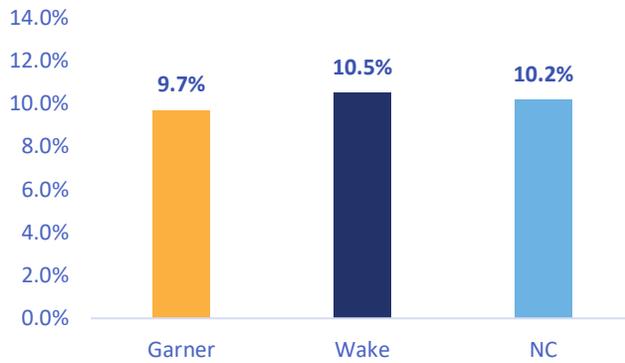
## Poverty Rate



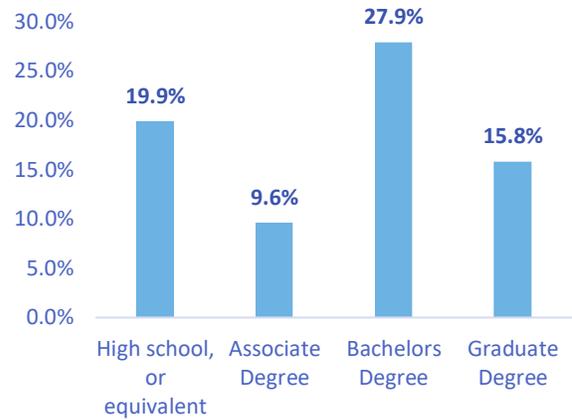
## Veteran Population



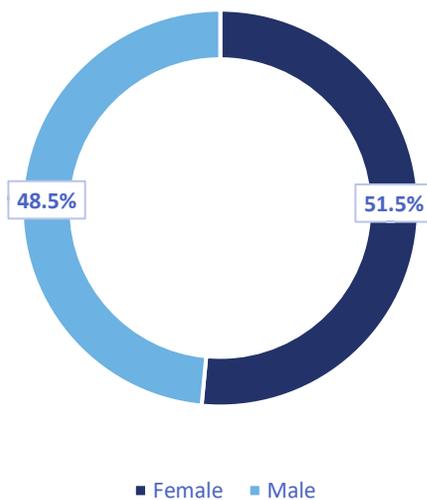
## Hispanic or Latino



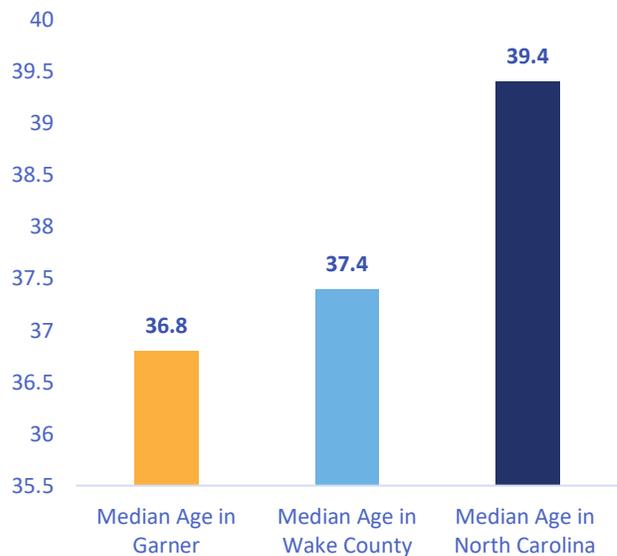
## Garner Educational Attainment



## Gender Percentage Breakdown



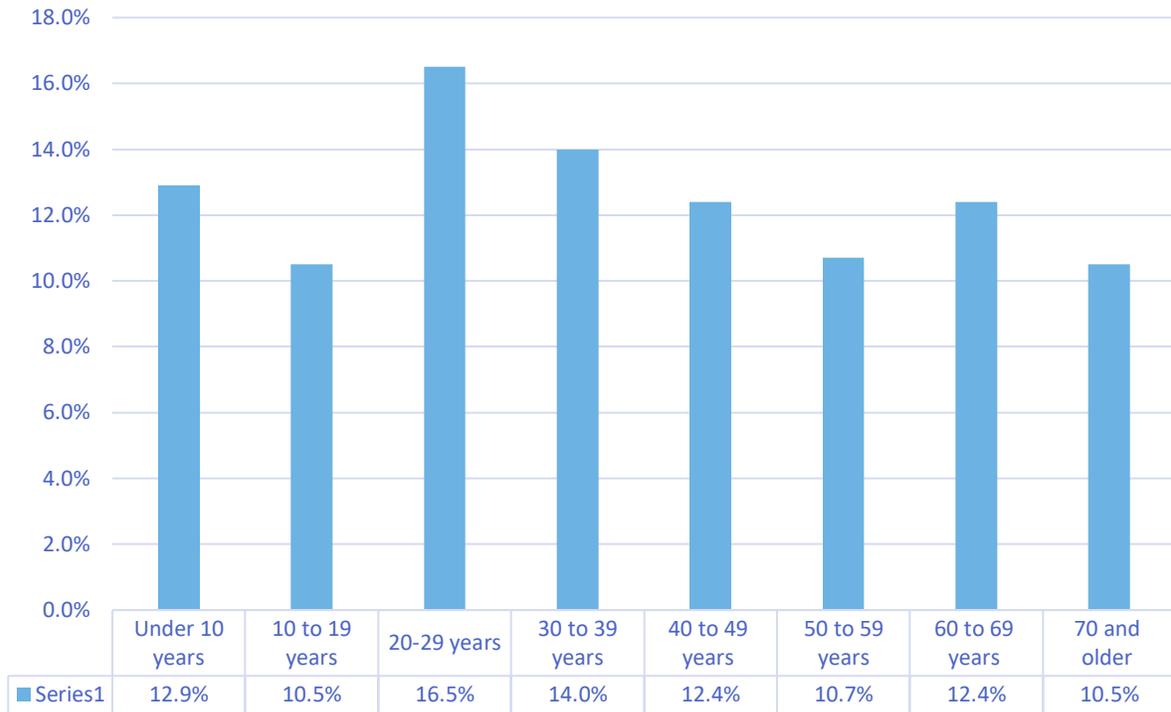
## Town Median Age



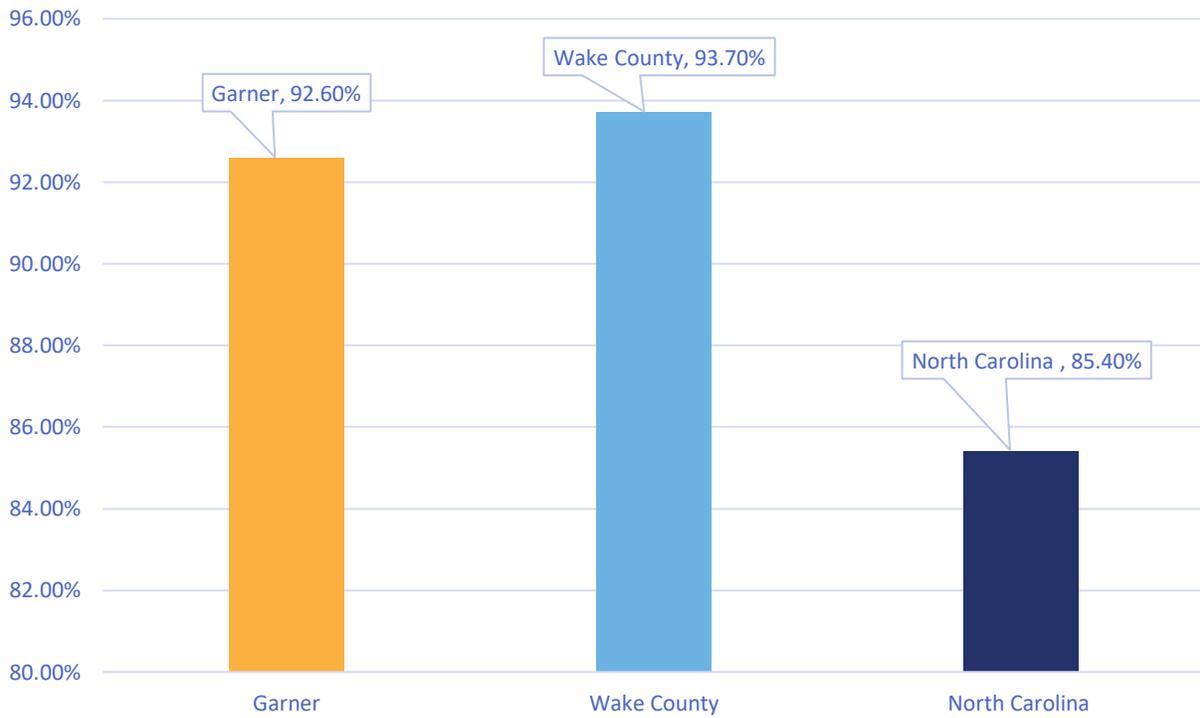
Source: US Census Bureau ACS 5-Year Estimates, 2016-2021

# Community Profile Measures

## Town Population by Age



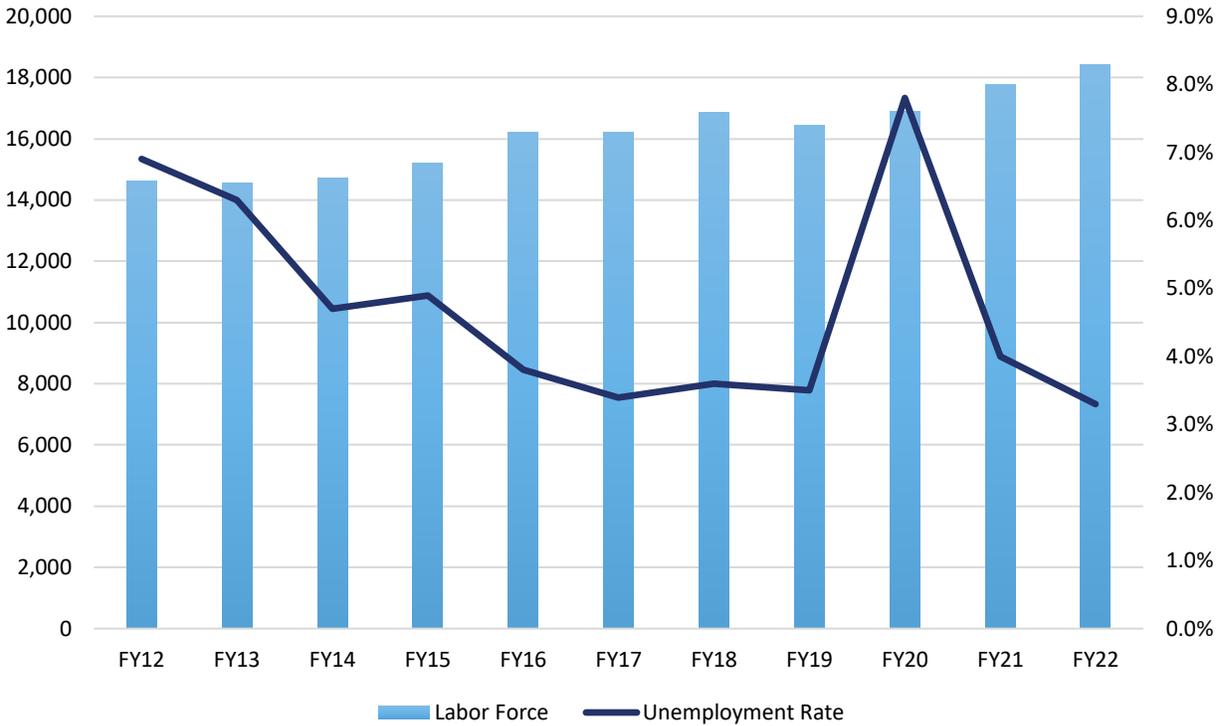
## Households with a Broadband Internet Subscription



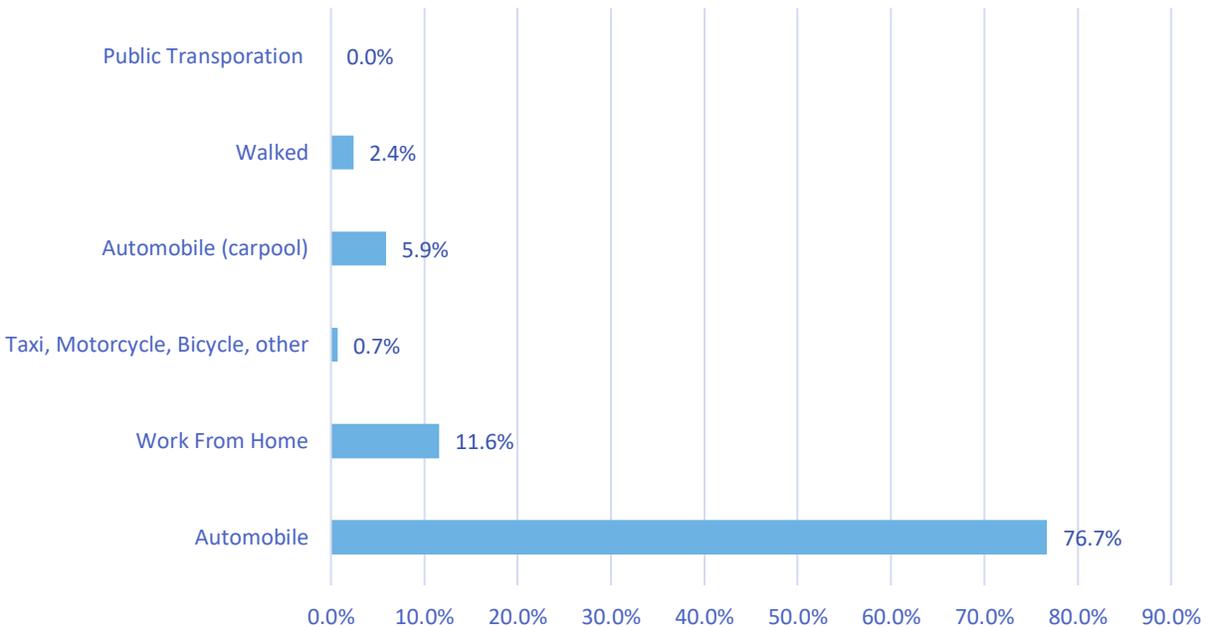
Source: US Census Bureau Estimates, July 1, 2022

# Community Profile Measures

## Employment Data



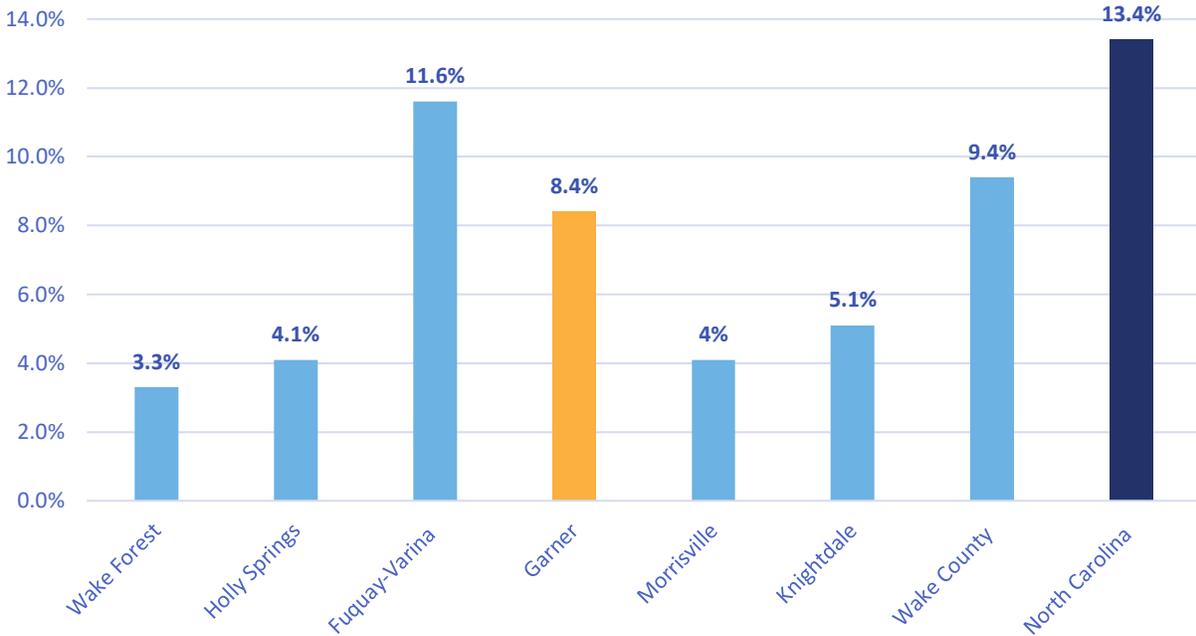
## Transportation Methods to Work



Source: US Census Bureau, ACS 5-Year Estimates, 2016-2021

# Community Profile Measures

## Poverty Rate (Benchmarking)



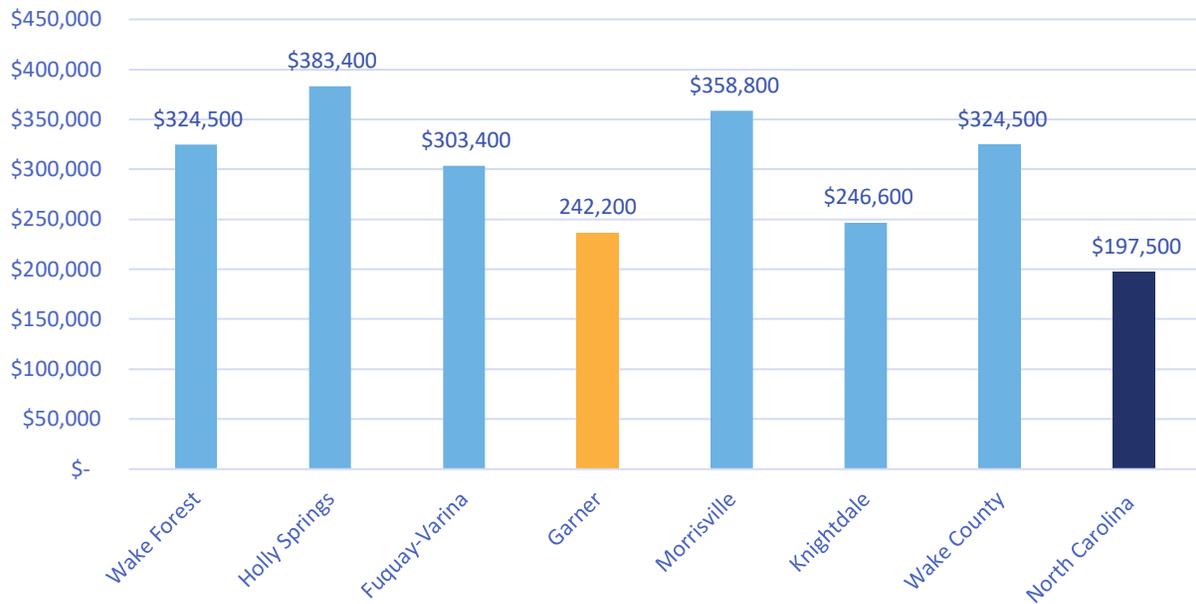
## Median Household Income in 2021 Dollars



Source: US Census Bureau, ACS 5-Year Estimates, 2016-2021

# Community Profile Measures

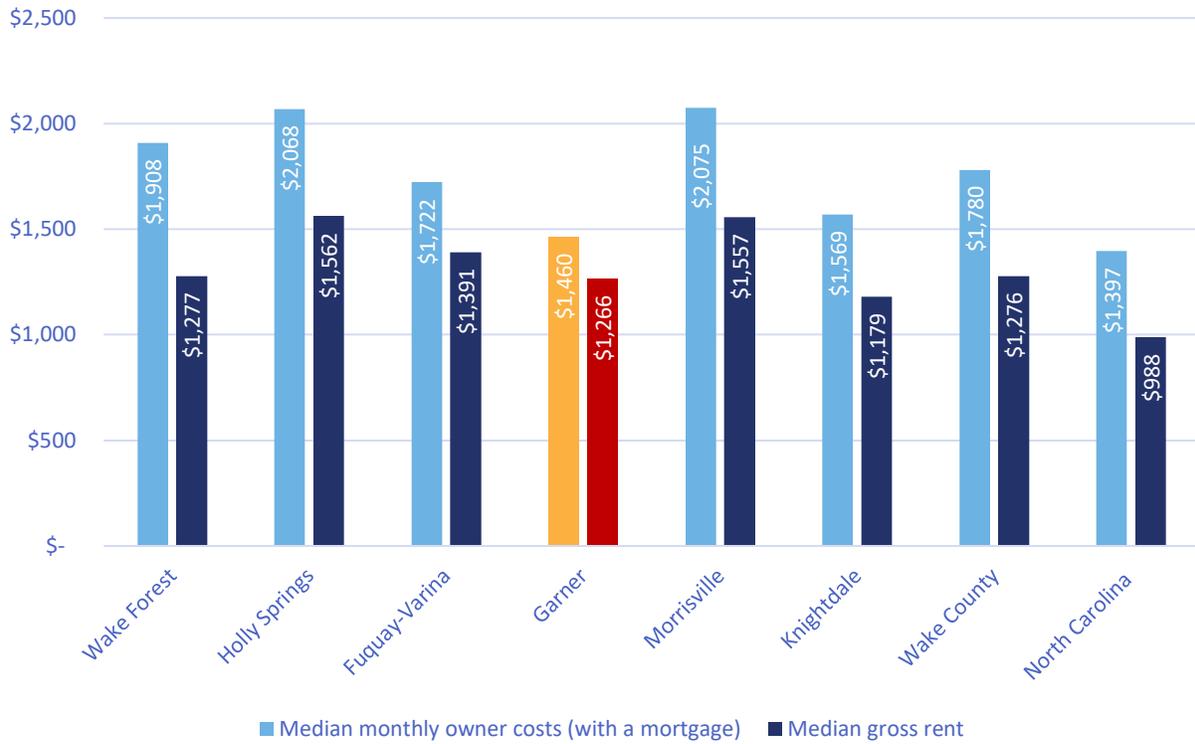
## Median Value of Owner-Occupied Housing Units in 2021 Dollars



Source: US Census Bureau ACS 5-Year Estimates, 2016-2021

# Community Profile Measures

## Median Monthly Housing Costs for Owners & Renters in 2021 Dollars



Source: US Census Bureau, ACS 5-Year, 2016-2021

RECOMMENDED ANNUAL

# FY 24 BUDGET

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FINANCIAL SUMMARY

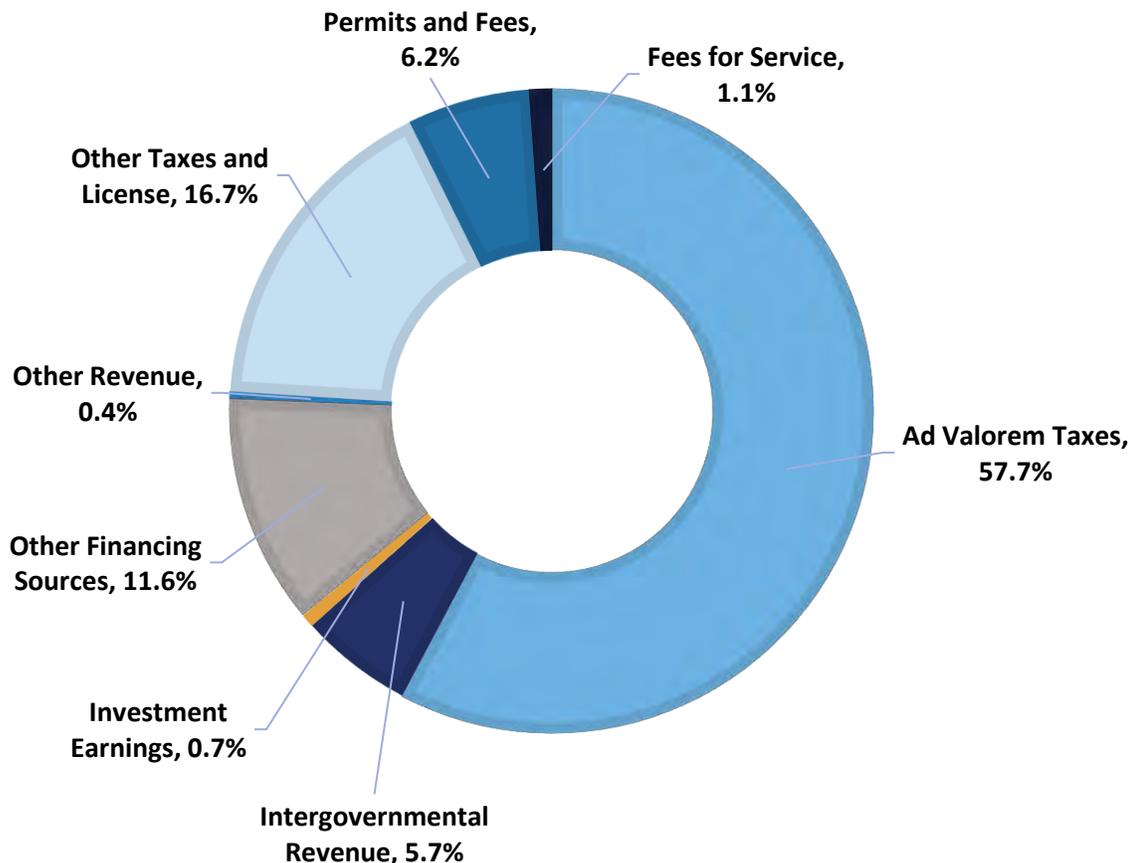
# Financial Summary

The Town of Garner’s annual operating budget is served through one general fund. The Town does not operate any special revenue or utility funds requiring additional fees. Water/sewer is contracted through Raleigh Water while solid waste is a direct operating contract managed by the Public Works Department. All municipal services are covered within the annual property tax rate. As the Town grows, additional funds will be needed to account for business-like activities that are anticipated with a Stormwater Utility Fund.

## General Fund Revenues by Type

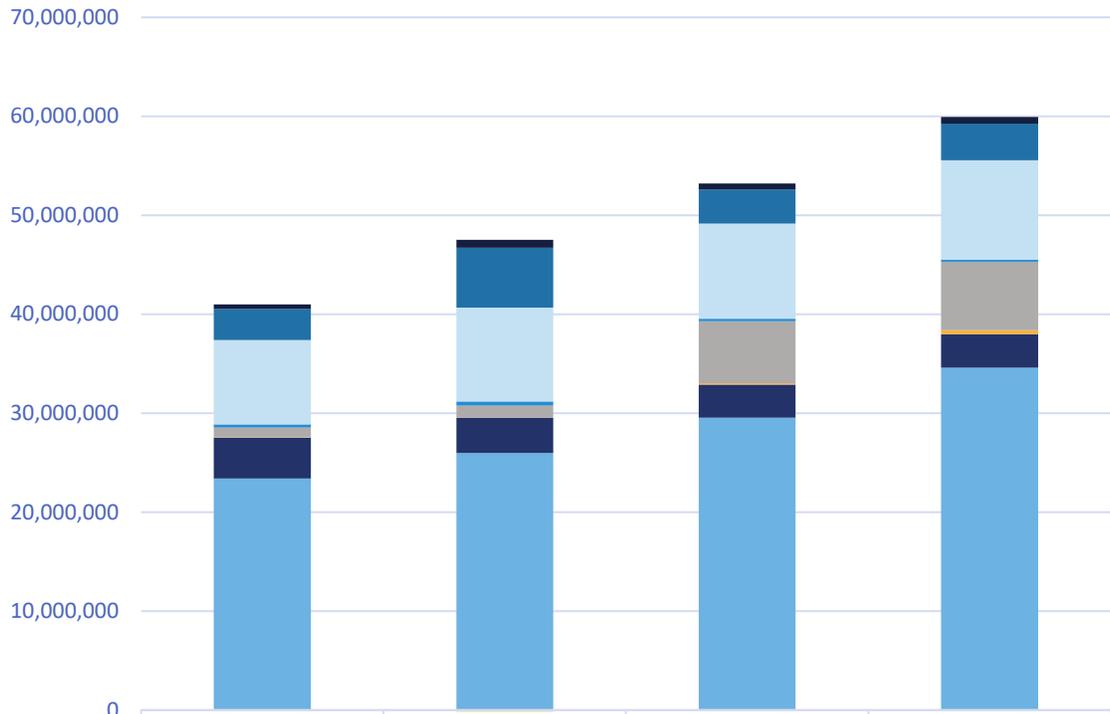
SOURCE	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Ad Valorem Taxes	\$23,416,844	\$25,990,298	\$29,551,439	\$34,587,940
Intergovernmental Revenue	4,100,723	3,553,930	3,329,800	3,396,215
Investment Earnings	35,463	(149,166)	150,000	400,000
Other Financing Sources	993,947	1,220,799	6,257,760	6,931,539
Other Revenue	320,143	427,027	270,085	214,775
Other Taxes and License	8,519,512	9,470,738	9,591,770	10,029,941
Permits and Fees	3,149,707	6,040,409	3,452,425	3,690,283
Fees for Service	470,445	806,311	622,210	671,051
<b>Total</b>	<b>\$41,006,783</b>	<b>\$47,360,345</b>	<b>\$53,225,489</b>	<b>\$59,921,744</b>

## Town Revenues by Source, FY23-24



# Financial Summary

## Town Revenues Historical Comparison



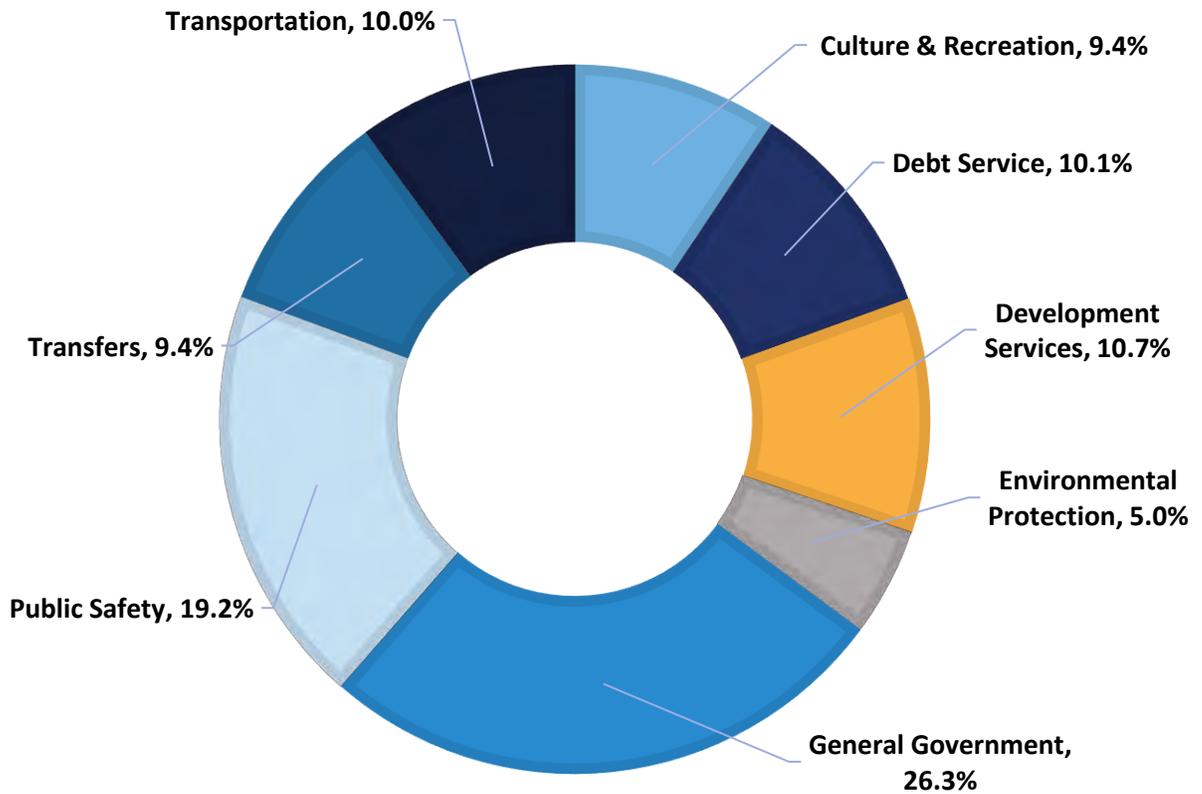
	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
■ Fees for Service	470,445	806,311	622,210	671,051
■ Permits and Fees	3,149,707	6,040,409	3,452,425	3,690,283
■ Other Taxes and License	8,519,512	9,470,738	9,591,770	10,029,941
■ Other Revenue	320,143	427,027	270,085	214,775
■ Other Financing Sources	993,947	1,220,799	6,257,760	6,931,539
■ Investment Earnings	35,463	-149,166	150,000	400,000
■ Intergovernmental Revenue	4,100,723	3,553,930	3,329,800	3,396,215
■ Ad Valorem Taxes	23,416,844	25,990,298	29,551,439	34,587,940

# Financial Summary

## General Fund Expenditures by Functional

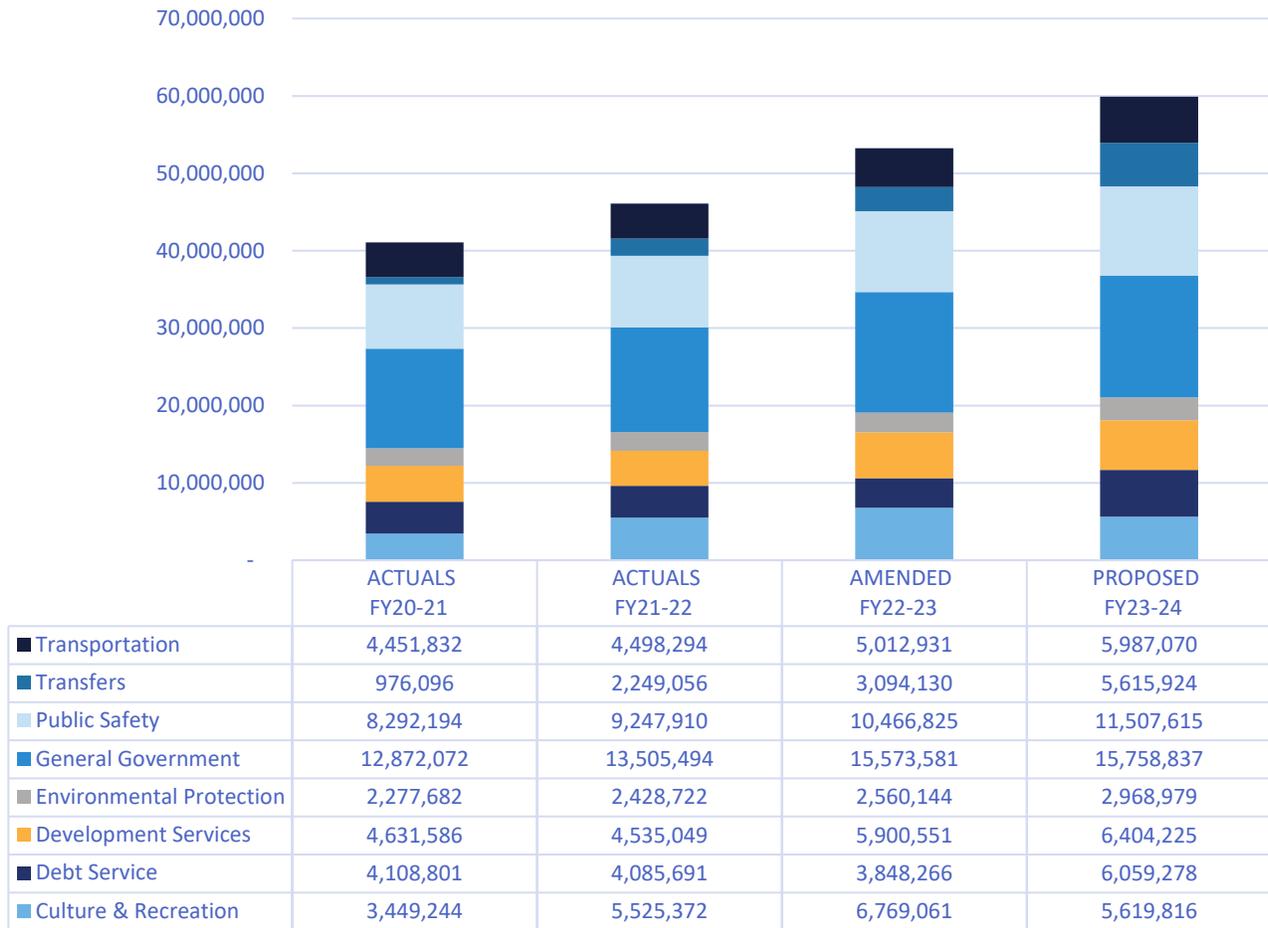
FUNCTION	ACTUALS	ACTUALS	AMENDED	PROPOSED
	FY20-21	FY21-22	FY22-23	FY23-24
Culture & Recreation	\$3,449,244	\$5,525,372	\$6,769,061	\$5,619,816
Debt Service	4,108,801	4,085,691	3,848,266	6,059,278
Development Services	4,631,586	4,535,049	5,900,551	6,404,225
Environmental Protection	2,277,683	2,428,722	2,560,144	2,968,979
General Government	12,872,072	13,505,494	15,573,581	15,758,837
Public Safety	8,292,194	9,247,910	10,466,825	11,507,615
Transfers	976,096	2,249,056	3,094,130	5,615,924
Transportation	4,451,832	4,498,294	5,012,931	5,987,070
<b>TOTAL</b>	<b>\$41,059,508</b>	<b>\$46,075,588</b>	<b>\$53,225,489</b>	<b>\$59,921,744</b>

## Town Expenditures by Function, FY23-24



# Financial Summary

## Town Expenditures by Type – Historical Comparison



# Financial Summary

## Summary of Expenditures – All Funds

EXPENDITURE CATEGORY	ALL FUNDS	GENERAL FUND	CAPITAL PROJECTS FUND
Culture & Recreation	\$5,619,816	\$5,619,816	-
Debt Service	6,059,278	6,059,278	-
Development Services	6,404,225	6,404,225	-
Environmental Protection	2,968,979	2,968,979	-
General Government	15,758,837	15,758,837	-
Public Safety	11,507,615	11,507,615	-
Transfers	5,615,924	5,615,924	-
Transportation	5,987,070	5,987,070	-
Capital Projects Fund	22,939,140	-	22,939,140
Transfers to Other Funds	2,460,000	-	2,460,000
<b>Total</b>	<b>\$ 85,320,884</b>	<b>\$ 59,912,744</b>	<b>\$ 25,399,140</b>

# Financial Summary

## Summary of Changes in Fund Balance

GENERAL FUND	BUDGET YEAR ENDING JUNE 30, 2021	BUDGET YEAR ENDING JUNE 30, 2022
Total Fund Balance Available Beginning of Year	\$29,182,238	\$29,664,422
Revenues & Other Financing Sources	41,006,783	46,244,533
Expenditures	40,324,599	43,515,014
Transfers In	-	-
Transfers Out	200,000	2,249,056
Total Fund Balance Available End of Year	29,664,422	30,144,885
Composition of Fund Balance:		
Nonspendable Fund Balance:		
Inventories	\$433,137	50,743
Prepays	48,833	67,020
Subtotal: Nonspendable Fund Balance	81,970	117,763
Restricted Fund Balance:		
State statute	5,156,144	3,928,073
Law enforcement	15,889	-
Powell Bill	-	67,081
Subtotal: Restricted Fund Balance	5,172,033	3,995,154
Committed Fund Balance:		
Veterans Memorial	72,090	72,735
Insurance Proceeds	26,450	223,730
IT Capital	-	89,735
Infrastructure (Streets & Sidewalks)	-	438,655
Stormwater Infrastructure	22,290	-
Public Safety	1,298	-
Water/sewer Capacity Debt	1,187,556	956,325
Revenue Savings Plan	5,733,281	6,185,223
Development Services	586,575	1,295,741
Acreage Fees	56,948	56,948
Parks and Recreation Projects	1,126,600	1,742,272
Subtotal: Committed Fund Balance	8,813,088	11,061,364
Assigned Fund Balance:		
Subsequent Year Expenditure	2,150,675	1,271,062
Subtotal: Assigned Fund Balance	2,150,675	1,271,062
Undesignated Fund Balance	13,446,656	13,699,542
<b>Total Estimated Fund Balance at June 30</b>	<b>\$29,664,422</b>	<b>\$30,144,885</b>

RECOMMENDED ANNUAL

# FY 24 BUDGET

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**EMPLOYEE COMPENSATION  
& BENEFITS**

# Employee Compensation & Benefits

## Background

The Town of Garner Classification and Compensation study was conducted by The Management and Personnel Services (MAPS) Group. The study included the entire full-time Town workforce and Garner Fire Rescue employees. The MAPS Group gathered regional market data from eleven neighboring municipalities of the Town's choosing.

This is the first study the Town has conducted since 2019. While the previous study focused on addressing internal compression, the current study focuses on realigning the Town's pay plan with current market conditions to ensure the Town's ability to offer competitive salaries, effectively recruit and fill vacancies, and retain the Town's existing employees.

The MAPS Group distributed questionnaires to all employees to capture information about the duties each Town position performed. Interviews were conducted to clarify the questionnaire responses and ensure that the MAPS Group had a full understanding of each position. The Town also provided position descriptions for each position.

Recommendations were made based on the position description comparisons, questionnaire responses, and interviews conducted as well as the salary and benefits data collected from market research. The compiled information was compared with the most similar positions in each of the designated municipalities to produce a brief narrative containing a summary of the position duties, the appropriate classification title, and corresponding pay range for each position. A portion of the study also compared the benefits offered by the Town with those offered by the neighboring municipalities.

## Study Methodology

The 2023 classification and compensation study consisted of a labor market review based on a selection of communities within the immediate geographic area and employers who regularly compete with the Town for the same or similar pool of workers with specific job skills. Positions employed within the Town were compared with similar positions within those communities. Prevailing rates of pay were compared with the current rates of pay for Town of Garner positions. Salary grade assignments are based on an analysis of the labor market data gathered for comparison.

## Classification and Compensation Study Highlights

The recommendations for pay and benefit adjustments are composed of the following:

1. A position classification list consisting of all approved full-time Town positions with an assigned classification title based on the difficulty, complexity, and variety of work and required levels of judgement, responsibility, education, experience, frequency and nature of public contact, exposure to physical hazards, and scope of supervision.
2. A salary schedule consisting of a recommended salary range of 60% between each salary minimum and maximum. A broader percentage range ensures flexibility for salary increases within the assigned range. Salary grade minimums are set 5% apart from the grade above and below with the probationary or hiring rate set 5% below the established minimum for each grade range.
3. A salary survey consisting of minimum, maximum and where possible, actual salaries for the selected jobs in the designated benchmark communities.
4. A brief position description narrative for each selected position outlining the duties performed, the recommended classification assignment and recommended pay grade assignment.
5. An estimated cost for implementation based on the Town's selected implementation strategy.

# Employee Compensation & Benefits

## Guiding Principles

The Town of Garner Compensation philosophy is driven by a set of guiding principles developed by staff during the most recent classification and compensation study. The recommended position and pay adjustments seek to achieve the following:

1. Create equitable Town-wide strategies that address current market challenges related to recruitment and retention that can successfully be implemented and sustained by the Town.
2. Ensure employees remain whole with current salaries.
3. Create long-term strategies that assist the Town in staying competitive in the regional job market.
4. Align job responsibilities and minimum qualifications to facilitate recruitment efforts.
5. Use Human Resources best practices to guide implementation strategies.
6. Be able to easily explain study and recommendations methodology to elected officials, Town workforce and stakeholders.
7. Identify opportunities to utilize the full salary ranges of each classification grade to recognize competency development as a retention strategy.

## Implementation Strategy

The MAPS Group provided the Town with four possible approaches to implementation. Three of the options closely resembled the recommended approach from 2019 to address compression. The first option was a compa-ratio approach that assigned a percentage of pay adjustment based on years of service with the Town. The second option used the same compa-ratio approach based on the average of total years of service with the Town and years of service in the employee's most current position. A third option assigned a flat 2.5% adjustment based on the aforementioned average. The final option was to adjust each employee's salary to the same percentage position beyond the entry point of the newly proposed pay plan salary range that the employee occupies on the current pay plan. For example, if an employee's salary is 25% above the entry rate on the current pay plan, the employee would be placed at 25% above the new, higher entry rate on the proposed pay plan for the assigned pay grade. The Town selected the final option as its implementation strategy as it was considered most aligned with the guiding principles established earlier in the study.

# Employee Compensation & Benefits

## Policy & Management Recommendations

### MAPS Group Recommendations

1. Supervisory training is recommended for all Town employees having one or more direct reports. One suggested source of training includes the University of North Carolina at Chapel Hill School of Government. The Fundamental Supervisory Practices course is an example of recommended courses offered by the School of Government.
2. It is recommended that the Town adopt the practice of pro-rating sick and vacation accrual for employees working outside the standard 40 hour per week schedule. This mostly applies to our public safety personnel. An example would be a police officer who works a 12-hour shift, or approximately 42.75 hours per week. The officer's leave accrual would be calculated at 1.07 x the regular accrual rate for 40-hour per week employees.
3. Paid family leave is an additional recommended benefit offered by an increasing number of competing employers.
4. It is recommended that the Town implement some form of longevity bonus for employees who are ineligible for the previously existing longevity awards. An example of the recommended longevity bonus program is included in the benefits survey.
5. Periodic market adjustments are recommended to allow the Town's pay rates to remain competitive after the compensation study.

### Town Benefits

The Town currently offers employer paid health insurance and prescription coverage (employee only) along with dental and vision insurance, and flexible spending accounts (FSA). Additionally, the Town offers employer paid life insurance, accidental death and dismemberment coverage, and employer paid short-term disability. The Town also offers employee paid voluntary life insurance. Town employees receive paid sick and vacation leave along with 14 Town recognized holidays. Recently adopted holidays include Juneteenth and a floating holiday. The Town also recently added a designated bereavement leave and preventive care leave allowances for scheduled medical appointments.

All full-time employees and part-time employees working 1000 hours per year are covered under the North Carolina Local Governmental Employees' Retirement System, 12.85% for general employees and 14.01% for law enforcement. The Town makes a 5% contribution to the State administered 401(k) plan for all employees participating in the North Carolina Local Governmental Employees' Retirement System. The Town offers an additional, optional retirement account through the State administered tax-deferred 457 retirement plan.

Full-time employees completing probation may apply for educational assistance and educational leave. Courses relating to the present job or a future position within the Town or to further an employee's education are considered eligible courses to pursue. The Town sponsors a free Employee Assistance Program (EAP) which includes confidential counseling and referral services provided for stress, marital/family problems, chemical/alcohol dependency, or financial trouble. The Town continues to explore additional total reward strategies to improve and maintain employee engagement and retention.



# FY24 BUDGET

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# Employee Compensation & Benefits

## Recommended Position Classification Changes

As a result of the pay and class implementation study, recommendations for position titles were recommended. The following position title changes are recommended by the MAPs Group as part of the FY23-24 Recommended budget.

CURRENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED CLASSIFICATION	RECOMMENDED PAY GRADE
ASSIST TOWN MGR	41	Assistant Town Manager	34
SPECIAL PROJECTS MANAGER	28	Management Analyst	19
TOWN CLERK	28	Town Clerk	19
DEPUTY TOWN CLERK	20	Deputy Town Clerk	15
COMMUNICATIONS MANAGER	29	Communications Director	26
COMMUNICATIONS SPECIALIST	20	Communications Media Coordinator	17
BUDGET ANALYST	22	Budget Analyst	18
BUDGET MANAGER	33	Budget Director	26
HUMAN RESOURCES ANALYST	24	Senior Human Resources Analyst	19
HUMAN RESOURCES ANALYST	24	Human Resources Analyst	18
HR DIRECTOR	34	Human Resources Director	29
FINANCE TECHNICIAN	17	Finance Technician	10
PAYROLL SPECIALIST	20	Payroll Administrator	13
FINANCE DIRECTOR	35	Finance Director	29
ACCOUNTING SERVICES MANAGER	28	Accounting Services Supervisor	22
PURCHASING OFFICER	26	Purchasing Officer	18
ACCOUNTS PAYABLE SPECIALIST	18	Accounts Payable Specialist	12
DOWNTOWN & SMALL BUS DEV MGR	25	Downtown and Economic Development Administrator	19
ECONOMIC DEVELOPMENT DIRECTOR	34	Economic Development Director	28
ASSISTANT PLANNING DIRECTOR	30	Assistant Planning Director	24
SENIOR PLANNER	27	Zoning Administrator	18
PLANNING DIRECTOR	36	Planning Director	29
PLANNER II	25	Planner II	18
SENIOR PLANNER	27	Senior Planner	19
GIS SPECIALIST	25	GIS Analyst	17
PLANNER I	23	Planner I	16
PLANNING TECHNICIAN	20	Planning Technician	14
DEPARTMENT REVIEW MANAGER	29	Development Review Manager	21
BUILD CODES INSPECT SUPERVISOR	28	Building Codes Inspections Supervisor	21
DEV SVCS SPEC SUPERVISOR	23	Development Services Supervisor	14
DEVELOPMENT SERVICE SPECIALIST	19	Development Services Specialist	11
INSPECTIONS DIRECTOR	34	Inspections Director	28
BUILDING CODES INSPECTOR II	24	Building Codes Inspector II	17

# Employee Compensation & Benefits

CURRENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED CLASSIFICATION	RECOMMENDED PAY GRADE
FIRE CODES ADMINISTRATOR	26	Fire Codes Administrator	20
FIRE INSPECTOR	21	Fire Inspector	16
BUILD CODE INSPECTOR III	26	Building Codes Inspector III	19
CODE COMPLIANCE OFFICER	21	Code Compliance Officer	14
CHIEF CODE COMPLIANCE OFFICER	25	Chief Code Enforcement Officer	17
STORMWATER PROGRAM ADMINISTRAT	29	Stormwater Administrator	23
TOWN ENGINEER	36	Engineering Director	29
ASSISTANT TOWN ENGINEER	31	Assistant Engineering Director	25
SR ADM SUPPORT SPECIALIST	20	Senior Administrative Specialist	12
ENGINEERING PLAN REVIEWER	26	Plan Review Engineer	19
ENGINEERING INSPECTOR SUPERVIS	27	Infrastructure Inspections Supervisor	21
ENGINEERING INSPECTOR	24	Infrastructure Inspector	17
SENIOR ENGINEERING PROJECT MANAGER	30	Senior Engineering Project Manager	23
ENGINEERING PROJECT MANAGER	28	Engineering Project Manager	22
INFO TECH DIRECTOR	36	IT Director	29
IT SYSTEMS SPECIALIST	27	IT Systems Analyst	19
INFO TECH MANAGER	32	IT Systems Administrator	22
IT COMMUNICATIONS TECHNICIAN	18	IT Technician	11
CAPTAIN PD PATROL	32	Police Captain	25
POLICE CHIEF	37	Police Chief	31
POLICE RECORDS SPECIALIST	16	Police Records Specialist	11
CAPTAIN PD SUPPORT SERVICES	32	Police Captain	25
DEPUTY POLICE CHIEF	33	Deputy Police Chief	27
POLICE OFFICER-SENIOR OFFICER	24P	Police Officer - Senior Officer	17
POLICE SERGEANT	28P	Police Sergeant	21
POLICE LIEUTENANT	31	Police Lieutenant	23
POLICE RECORDS MANAGER	22	Police Records Manager	14
POLICE CORPORAL	26P	Police Corporal	19
QUARTERMASTER	17	Quartermaster	13
LEAD POLICE SERVICES OFFICER	20	Animal Services Officer	11
POLICE OFFICER II	22P	Police Officer II	16
POLICE OFFICER-FIRST CLASS	23P	Police Officer - First Class	17
SR ADMIN SUPPORT	20	Executive Assistant	14
POLICE OFFICER I	22P	Police Officer I	16
POLICE CRIME ANALYST	22	Police Crime Analyst	15
ADM SUPPORT SPECIALIST	17	Administrative Specialist	10
ASSIST PUBLIC WORKS DIRECTOR	30	Assistant Public Works Director	24
BUILDING MAINTENANCE TECH	18	Building Maintenance Technician	12
EQUIPMENT OPERATOR	17	Equipment Operator	11
FACILITIES MANAGER	27	Facilities Manager	19

# Employee Compensation & Benefits

CURRENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED CLASSIFICATION	RECOMMENDED PAY GRADE
FACILITIES SUPERVISOR	23	Facilities Supervisor	15
FLEET MANAGER	27	Fleet Services Manager	19
FLEET MECHANIC	18	Senior Fleet Mechanic	12
FLEET MECHANIC	18	Fleet Mechanic	11
FLEET SUPERVISOR	23	Fleet Services Supervisor	16
LEAD EQUIPMENT OPERATOR	19	Lead Equipment Operator	13
LEAD PARKS MAINTENANCE WKR	17	Lead Property Maintenance Worker	9
ROW SUPERVISOR	23	Street Maintenance Supervisor	16
PARK ATTENDANT	12	Park Attendant	5
PARKS MAINTENANCE WORKER	14	Property Maintenance Worker	7
PARKS & GROUNDS SUPERINTENDENT	27	Public Works Superintendent	20
PARKS MAINTENANCE WORKER	14	Property Maintenance Worker	7
PUBLIC WORKS DIRECTOR	36	Public Works Director	30
PUBLIC WORKS SPECIALIST	18	Public Works Specialist	12
PW GROUNDS SUPERVISOR	23	Property Maintenance Supervisor	15
PW STREETS SUPERINTENDENT	27	Public Works Superintendent	20
STREET MAINTENANCE WORKER	14	Street Maintenance Worker	8
STREET SWEEPER OPERATOR	18	Equipment Operator	11
STREETS SUPERVISOR	23	Streets Maintenance Supervisor	16
SUPERINTENDENT OPERATIONS PRCR	28	Parks & Recreation Superintendent	20
PARKS REC & CULTURAL RES DIR	36	Parks, Recreation and Cultural Resources Director	30
THEATRE MARKETING SUPERVISOR	24	Performing Arts Center Supervisor	18
EVENTS COORDINATOR	21	Special Events Coordinator	16
MARKETING COORDINATOR	21	Parks & Recreation Marketing Coordinator	15
SUPERINTENDENT ARTS & CULTURE	28	Parks & Recreation Superintendent	20
REC CENTER & PROGRAMS MGR	26	Recreation Program Manager	17
REC ACTIVITIES SPECIALIST	17	Recreation Program Specialist	13
Y&A REC PROGRAM SUPERVISOR	24	Recreation Program Manager	17
Y&A REC PROGRAM SPECIALIST	21	Recreation Program Specialist	13
ADMIN SUPPORT SPECIALIST	17	Recreation Customer Service Specialist	10
Y&A REC PROGRAM SPECIALIST	21	Recreation Program Specialist	13
REC & PROGRAM MANAGER	26	Recreation Program Manager	17
REC & PROGRAM ASST MANAGER	24	Recreation Program Specialist	13
SUPERINTENDENT PARKS & NATURE	28	Parks & Recreation Superintendent	20
O&A REC PROGRAM SPECIALIST	21	Recreation Program Specialist	13
SUPERINTENDENT RECREATION & ATHLETICS	28	Parks & Recreation Superintendent	20

# Employee Compensation & Benefits

CURRENT CLASSIFICATION	CURRENT PAY GRADE	RECOMMENDED CLASSIFICATION	RECOMMENDED PAY GRADE
OUTDOOR EDUCATION & PARKS MANAGER	26	Recreation Program Manager	17
SENIOR FIREFIGHTER	22	Senior Firefighter	15
FIRE CAPTAIN	28	Fire Captain	20
FIRE LIEUTENANT	25	Fire Lieutenant	17
FIREFIGHTER	21	Firefighter	13
FIRE BATTALION CHIEF	30	Fire Battalion Chief	22
FIREFIGHTER TRAINEE	20	Firefighter Trainee	12
ASSISTANT FIRE CHIEF	31	Assistant Fire Chief	24
COMMUNITY RISK REDUCTION CAPTAIN	28	Fire Life Safety Captain	20
FIRE CHIEF	37	Fire Chief	31
FIRE ADMINISTRATIVE OFFICER	22	Fire Administrative Officer	16
ADMINISTRATIVE ASSISTANT	17	Fire HR and Fiscal Specialist	12

# Employee Compensation & Benefits

## FY 2023-2024 Recommended Pay Scale

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM
3	\$29,000	\$30,450	\$37,700	\$46,400
4	\$30,450	\$31,973	\$39,585	\$48,720
5	\$31,973	\$33,572	\$41,565	\$51,157
6	\$33,572	\$35,251	\$43,644	\$53,715
7	\$35,251	\$37,014	\$45,827	\$56,402
8	\$37,014	\$38,865	\$48,118	\$59,222
9	\$38,865	\$40,808	\$50,525	\$62,184
10	\$40,808	\$42,848	\$53,051	\$65,293
11	\$42,848	\$44,990	\$55,703	\$68,557
12	\$44,990	\$47,240	\$58,487	\$71,984
13	\$47,240	\$49,602	\$61,412	\$75,584
14	\$49,602	\$52,082	\$64,483	\$79,363
15	\$52,082	\$54,686	\$67,707	\$83,331
16	\$54,686	\$57,420	\$71,092	\$87,498
17	\$57,420	\$60,291	\$74,646	\$91,872
18	\$60,291	\$63,306	\$78,379	\$96,466
19	\$63,306	\$66,471	\$82,298	\$101,290
20	\$66,471	\$69,795	\$86,413	\$106,354
21	\$69,795	\$73,285	\$90,734	\$111,672
22	\$73,285	\$76,949	\$95,271	\$117,256
23	\$76,949	\$80,796	\$100,034	\$123,118
24	\$80,796	\$84,836	\$105,035	\$129,274
25	\$84,836	\$89,078	\$110,287	\$135,738
26	\$89,078	\$93,532	\$115,802	\$142,525
27	\$93,532	\$98,209	\$121,592	\$149,651
28	\$98,209	\$103,119	\$127,672	\$157,134
29	\$103,119	\$108,275	\$134,055	\$164,990
30	\$108,275	\$113,689	\$140,758	\$173,240
31	\$113,689	\$119,373	\$147,796	\$181,902
32	\$119,373	\$125,342	\$155,185	\$190,997
33	\$125,342	\$131,609	\$162,945	\$200,547
34	\$131,609	\$138,189	\$171,092	\$210,574
35	\$138,189	\$145,098	\$179,646	\$221,102
36	\$145,098	\$152,353	\$188,628	\$232,157
37	\$152,353	\$159,971	\$198,059	\$243,765
38	\$159,971	\$167,970	\$207,963	\$255,954
39	\$167,970	\$176,369	\$218,361	\$268,752
40	\$176,369	\$185,187	\$229,280	\$282,190
41	\$185,187	\$194,446	\$240,743	\$296,299



# FY24 BUDGET

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# Employee Compensation & Benefits

## Recommended Classification Plan

The following pay scale is recommended as part of the FY23-24 Recommended Budget:

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
5	Park Attendant		31,973	51,157
6			33,572	53,715
7	Property Maintenance Worker		35,251	56,402
8	Street Maintenance Worker		37,014	59,222
9	Lead Property Maintenance Worker		38,865	62,184
10	Administrative Specialist Finance Technician Recreation Customer Service Specialist		40,808	65,293
11	Animal Services Officer Development Services Specialist Equipment Operator Fleet Mechanic IT Technician Police Records Specialist		42,848	68,557
12	Accounts Payable Specialist Building Maintenance Technician Fire HR and Fiscal Specialist Firefighter Trainee Public Works Specialist Senior Administrative Specialist Senior Fleet Mechanic		44,990	71,984
13	Firefighter Lead Equipment Operator Payroll Administrator Quartermaster Recreation Program Specialist		47,240	75,584

# Employee Compensation & Benefits

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
14	Code Compliance Officer		49,602	79,363
	Development Services Supervisor			
	Executive Assistant			
	Planning Technician			
15	Police Records Manager		52,082	83,331
	Building Codes Inspector I			
	Deputy Town Clerk			
	Facilities Supervisor			
	Parks and Recreation Marketing Coordinator			
	Police Crime Analyst			
	Property Maintenance Supervisor			
16	Senior Firefighter		54,686	87,498
	Fire Administrative Officer			
	Fire Inspector			
	Fleet Services Supervisor			
	Planner I			
	Police Officer I			
	Police Officer II			
	Special Events Coordinator			
Streets Maintenance Supervisor				
17	Building Codes Inspector II		57,420	91,872
	Chief Code Enforcement Officer			
	Communications Media Coordinator			
	Fire Lieutenant			
	GIS Analyst			
	Infrastructure Inspector			
	Police Officer First Class			
	Police Officer- Senior Officer			
	Recreation Program Manager			
18	Budget Analyst	E	60,291	96,466
	Human Resources Analyst	E		
	Performing Arts Center Supervisor			
	Planner II			
	Purchasing Officer			
	Zoning Administrator			

# Employee Compensation & Benefits

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
19	Building Codes Inspector III		63,306	101,290
	Downtown and Economic Development Administrator	E		
	Facilities Manager	E		
	Fleet Services Manager	E		
	IT Systems Analyst			
	Management Analyst	E		
	Plan Review Engineer			
	Police Corporal			
	Senior Human Resources Analyst	E		
	Senior Planner	E		
	Town Clerk			
20	Fire Captain		66,471	106,354
	Fire Codes Administrator			
	Fire Life Safety Captain			
	Parks & Recreation Superintendent	E		
	Public Works Superintendent	E		
	Safety and Risk Management Officer			
21	Building Codes Inspections Supervisor	E	69,795	111,672
	Development Review Manager	E		
	Infrastructure Inspections Supervisor			
	Police Sergeant			
22	Accounting Services Supervisor		73,285	117,256
	Engineering Project Manager	E		
	Fire Battalion Chief	E		
	IT Systems Administrator			
23	Police Lieutenant	E	76,949	123,118
	Senior Engineering Project Manager	E		
	Stormwater Administrator	E		
24	Assistant Fire Chief	E	80,796	129,274
	Assistant Planning Director	E		
	Assistant Public Works Director	E		
25	Police Captain	E	84,836	135,738
	Assistant Engineering Director	E		

# Employee Compensation & Benefits

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
26	Deputy Fire Chief	E	89,078	142,525
	Budget Director	E		
	Communications Director	E		
27	Deputy Police Chief	E	93,532	149,651
28	Economic Development Director	E	98,209	157,134
	Inspections Director	E		
29	Engineering Director	E	103,119	164,990
	Finance Director	E		
	Human Resources Director	E		
	IT Director	E		
	Planning Director	E		
30	Parks, Recreation and Cultural Resources Director	E	108,275	173,240
	Public Works Director	E		
31	Fire Chief	E	113,689	181,902
	Police Chief	E		
32			119,373	190,997
33			125,342	200,547
34	Assistant Town Manager	E	131,609	210,574
35		E	138,189	221,102
E = Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)				

RECOMMENDED ANNUAL

# FY 24 BUDGET

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BUDGET SUMMARY

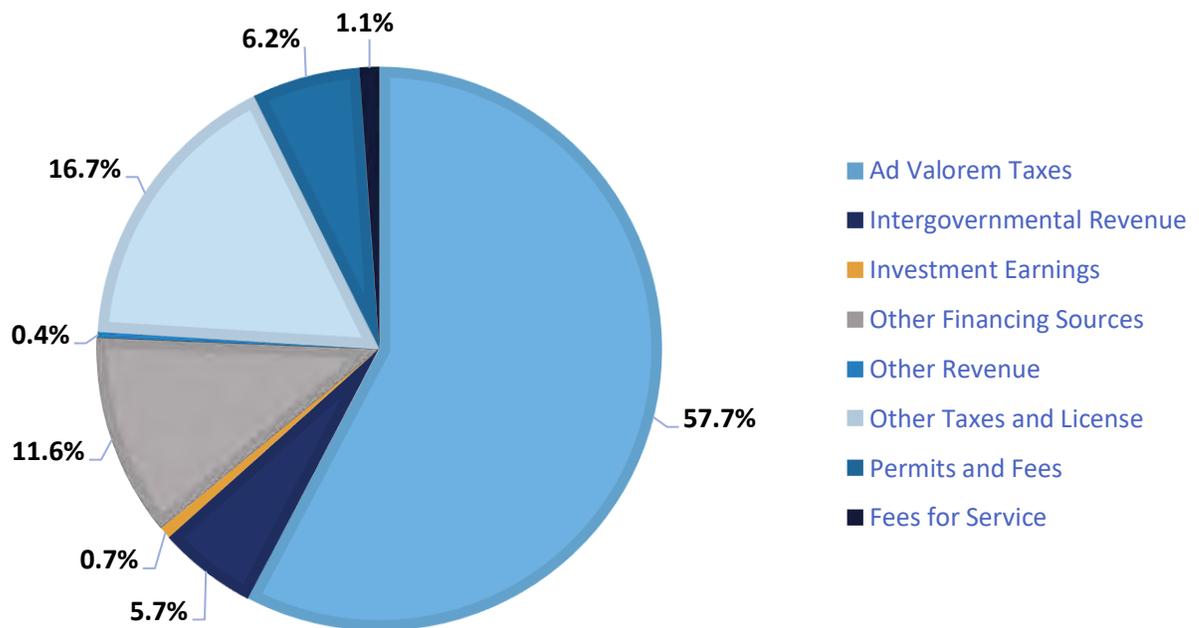
# General Fund Summary

The total FY 2023 - 2024 Town of Garner Proposed Budget is \$59.9 million an increase of \$6.7 million, or 13 percent, over the FY22-23 Amended Budget. Growth is primarily related to challenges from natural growth increases, overall increased inflationary and fuel costs, required increases in public safety investments. Additional revenue is available primarily due to a proposed five-and-one-half cents increase in Property Taxes, Sales Tax growth, Permits and Fees increases, and use of one-time funding sources. Details on both the revenue and expenditure adjustments are included in the sections that follow.

## Revenue Summary

The FY23-24 Proposed Budget includes revenue of \$59.9 million an increase of \$6.7 million, or 13 percent, over the FY22-23 Amended Budget. This increase is primarily based on a proposed five-and-one-half cents Property Tax increase, Sales Tax growth, Permits and Fees increases, and use of one-time funding sources. As illustrated below, the Town's ability to grow and maintain a high quality of public services is highly dependent on the Property Tax, Sales Tax, and Other Taxes categories, which are anticipated to generate 74 percent of the Town's revenue.

### Revenue By Source



# General Fund Summary

## Property Taxes

The FY23-24 Proposed Budget includes property tax revenue of \$34.6 million, an increase of \$5.0 million, or 17 percent, over the FY22-23 Amended Budget. This growth is primarily related to increases in real and personal property. These increases were driven by strong, sustained growth in new home construction and new commercial developments. The chart below summarizes the valuation history over the last ten years. It's important to note that the Town has seen consistent growth over the last eight fiscal years.

## History of Assessed Values

Fiscal Year	Real	Public Service	Personal	Total Value	Percent Change
2023 - 24	4,650,000,000	195,000,000	890,000,000	5,735,000,000	5.3%
2022 - 23	4,396,897,820	194,829,680	856,778,784	5,448,506,284	7.2%
2021 - 22	4,125,209,494	157,028,293	798,445,313	5,080,683,100	6.9%
2020 - 21*	3,979,499,872	149,502,313	623,304,454	4,752,306,639	28.2%
2019 - 20	3,041,603,671	148,748,820	517,561,706	3,707,914,197	5.0%
2018 - 19	2,896,345,048	133,018,450	501,357,045	3,530,720,543	4.6%
2017 - 18	2,777,319,789	132,723,662	465,841,514	3,375,884,965	3.4%
2016 - 17*	2,710,296,531	118,064,138	436,166,161	3,264,526,830	2.2%
2015 - 16	2,665,301,113	114,535,800	415,485,692	3,195,322,605	4.1%
2014 - 15	2,584,113,562	85,722,393	399,221,556	3,069,057,511	(1.1%)
2013 - 14	2,545,063,692	84,992,903	473,055,267	3,103,111,862	3.0%
2012 - 13	2,525,516,066	84,276,805	402,724,696	3,012,517,567	0.3%
2011 - 12	2,516,107,912	73,569,802	415,286,643	3,004,964,357	0.8%
2010 - 11	2,463,484,759	75,237,723	442,580,871	2,981,303,353	0.3%

\* Beginning in FY 2017, Wake County began performing a revaluation on real property every four years. Prior to that, a revaluation was performed every eight years.

The FY23-24 proposed property tax rate of 60.72 cents per \$100 of assessed valuation a five-and-one-half cent increase from the approved rate in FY22-23

## Permits and Fees

The FY23-24 Proposed Budget includes permit and fee revenue of \$3.9 million an increase of \$238,000, or 7 percent, over the FY22-23 Amended Budget. Despite the economic challenges created by COVID-19, the Town continues to experience significant development activity. For the 12-month period ending December 2022, the Inspections Department performed 36,195 trade inspections and issued 2,350 permits.

## Sales Taxes and Other Taxes

The FY23-24 Proposed Budget includes sales and other tax revenue of \$10.0 million an increase of \$438,000, or 13 percent, over the FY22-23 Amended Budget. Sales tax revenues continue at a record pace though show signs of slowing due to continued interest rate increases at the federal level. In FY22-23, year to date actual sales tax revenues are up 12 percent over the same period in the prior year.

# General Fund Summary

## Intergovernmental

The FY23-24 Proposed Budget includes intergovernmental revenue of \$3.4 million an increase of \$66,000, or two percent, over the FY22-23 Amended Budget. The increase is primarily due to the reimbursement for school resource officers from the State.

## Fees for Service

The FY23-24 Proposed Budget includes fee for service revenue of \$671,000 an increase of \$48,000, or eight percent, over the FY22-23 Amended Budget. This is due to the PRCR programming returning to pre-pandemic levels as well as the opening of the Garner Recreation Center.

## Interest Earnings

The FY23-24 Proposed Budget includes interest earnings of \$400,000 an increase of \$250,000, or 167 percent, over the FY22-23 Amended Budget. This is due to the Federal Reserve continuing to increase interest rates.

## Other Revenue

The FY23-24 Proposed Budget includes other revenue of \$214,000 a decrease of \$55,000, or 20 percent, over the FY22-23 Amended Budget. Other revenues include insurance claim proceeds, county landfill reimbursement, and the PEG media cost share. The decrease is primarily due to decreases in county landfill reimbursements.

## Other Financing Sources

The FY23-24 Proposed Budget includes other financing sources of \$6.9 million an increase of \$674,000, or 11 percent, over the FY22-23 Amended Budget. The increase is due primarily to the use of American Rescue Plan (ARP) and Revenue Savings Plan (RSP) dollars to fund the pay and class study through funding additional debt and vehicle replacements.

# General Fund Summary

## Expenditure Summary

### Approved Funding Requests: \$3.7 million (9.0 FTEs)

#### PAY AND CLASSIFICATION IMPLEMENTATION

\$2.5 MILLION

As part of the FY23-24 budget, \$2.5 is included to implement 9 months of the pay and classification study. The implementation aims to bring the Town to more competitive pay rates as compared to its peers and to increase current staff salaries accordingly.

#### RISK AND SAFETY MANAGER (1.0 FTE)

\$125,000

This position will allow the Town to better meet its goals related to safety, risk management, and property and liability.

#### PARALEGAL (1.0 FTE)

\$98,600

Due to increasing growth within the Town, the need for legal services has become more crucial. Added legal support will free of capacity up the Town Attorney and reduce the need for outsourced legal services.

#### TWO POLICE LIEUTENANTS (2.0 FTE)

\$338,700

This increases the span of control for the Garner Police Department watch command and allows for the continued expansion of the Police Department to keep pace with the growth of the Town. As the Town experiences continued growth, demand for public safety has increased, as does the need for additional personnel to meet those needs.

#### TWO POLICE OFFICERS (2.0 FTE – ½ YEAR)

\$299,000

This increase is to maintain the Garner Police Department standard of 2.2 officers per 1,000 residents. Additionally, as the Town continues to grow, the need for highly trained public safety employees has also increased. Town growth has led to changes in the patterns and types of crime, and officer levels will need to keep pace with these changes to ensure residents continue to feel safe and secure within the Town.

#### ACCOUNTANT (1.0 FTE)

\$122,000

This position will be responsible for high level general ledger work and financial reporting in the Finance Department. This additional support will free up capacity of the Finance Director and Accounting Services Manager to focus on bigger picture departmental work, and less on daily administrative tasks.

#### HUMAN RESOURCES TECHNICIAN (1.0 FTE)

\$73,000

Due to increasing demand on the Town's Human Resources Department, much of the indirect Human Resources work is currently being done by HR personnel. An additional position that addresses more of the reporting and administrative work will free up capacity for other members of the Human Resources team.

#### CUSTODIAL SUPERVISOR (1.0 FTE)

\$143,000

As the Town continues to grow, public facilities require higher levels of maintenance. There have been increased maintenance challenges within Public Works, and the addition of this position would ensure that the department continues to provide effective custodial work to maintain Town buildings and facilities.

# General Fund Summary

## Unfunded Requests: \$3.2 million

These requests were submitted for funding as part of the FY23-24 budget process but were not recommended for funding.

Department	Request	Request Total
Town Manager	Management Intern Program	50,000
Town Manager	Strategic Plan Rewrite	40,000
Legal	Property Acquisition Specialist	87,569
PRCR	Lake Benson Park Trail & Signage Assessment Plan	219,330
PRCR	Outdoor Program Expansion	376,670
PRCR	Program & Operations	164,053
PRCR	Security Cameras - PRCR Facilities	150,400
Planning	Comprehensive Transportation Plan Consolidation and Update	250,000
Planning	Development Services Specialist - Planning	64,789
Police	Flock Operating System (Real Time Crime Center)	35,000
Police	(2.00 FTE) Police Officers	299,000
Police	Crime Victim Advocate	75,000
Public Works	FASTER Web-Base Fleet Management Software	72,000
Public Works	Right of Way Specialist	126,111
Public Works	Stormwater Supervisor, Stormwater Lead Equipment Operator, Stormwater Operator I	1,190,684
<b>Total</b>		<b>\$3,200,606</b>

# General Fund Summary

## Fund Balance Summary

### Fund Balance

Per the Town's Annual Comprehensive Financial Report (ACFR), the total amount of unassigned fund balance in the General Fund stood at \$13.7 million at the end of FY 2021- 2022. At the end of FY 2022 - 2023, staff is projecting unassigned fund balance to be approximately \$14.0 million or 26 percent of the Town's budgeted expenditures.

The FY 2023-2024 budget includes \$1,485,000 in appropriations from ARP funding for the following one-time capital purchase of replacement vehicles and other capital equipment.

In addition to the Town's unassigned general fund balance, this budget also includes appropriations from other fund balances:

- Water/Sewer balance will be used to make the FY23-24 appropriation to capital reserves for capacity fee debt service (\$215,613).

### Revenue Savings Plan

The Revenue Savings Plan dedicates a portion of new revenue growth to a capital reserve that helps meet debt service needs for capital projects. Based on the initial analysis for Year Nine of the plan (comparing the FY 2022-23 budget to the proposed FY 2023-24 budget), staff projects the combined growth in qualifying revenues to increase by 7.3%, which is more than the one percent growth threshold for triggering the plan implementation. As a result, the Town will contribute \$ 3.2 million in FY 2023-2024. It is important to note that \$350,000 of the FY 2023 Revenue Savings Plan total has been permanently redirected to cover the cost of bond requirements. In addition, \$410,000 of the FY24 Revenue Savings Plan total will be permanently redirected to cover the cost of on-going capital maintenance.

The net result of operating needs, the debt capacity model, and the Revenue Savings Plan will impact the Town's total fund balance. The Town will utilize \$5.0 million of the Revenue Savings Plan reserve to fund existing and new debt service. The Town's transfer of \$3.2 million to the Revenue Savings Plan will bring the cumulative total reserved in the Revenue Savings Plan to \$5.6 million.

# General Fund Summary

## Position Summary

The FY23-24 Proposed Budget includes an increase of 12.0 FTE over the FY22-23 Adopted Budget. This includes 10.0 FTEs for the Town and 2.0 FTEs for Garner Fire and Rescue Department. Garner Fire and Rescue is cost-shared with Wake County Fire Tax District. Two battalion chiefs for the opening of Fire Station #5 are cost shared with Wake County. The FY23-24 Proposed Budget includes the Town's cost share for those positions.

In addition to the new 9.0 FTEs in funding requests that have been included in the FY23-24 Budget, an additional fleet technician for Garner Police (1.0 FTE) has been included in the FY23-24 Proposed Budget. This position is currently funded as a supplemental position. No additional funding was added to the proposed budget for this position.

	ADOPTED FY23-24	MID-YEAR CHANGES	PROPOSED CHANGES	PROPOSED FY23-24
Legal	1.0	-	1.0	1.0
Town Manager*	6.0	-	(2.0)	4.0
Town Clerk	2.0	-	-	2.0
Human Resources	3.0	-	2.0	5.0
Communications	2.0	-	-	2.0
Budget & Management Services*	-	-	2.0	2.0
Finance	7.0	-	1.0	8.0
Economic Development	2.0	-	-	2.0
Planning	10.0	-	-	10.0
Inspections	14.0	-	-	14.0
Engineering	11.0	-	-	11.0
Information Technology	6.0	-	-	6.0
Police	83.0	-	5.0	89.0
Fire	89.0	-	2.0	91.0
Public Works	54.0	-	1.0	54.0
PRCR	19.0	-	-	19.0
<b>Total</b>	<b>309.0</b>	<b>-</b>	<b>12.0</b>	<b>321.0</b>
<i>Less Fire**</i>	<i>(89.0)</i>		<i>(2.0)</i>	<i>(91.0)</i>
<b>Total</b>	<b>220</b>	<b>-</b>	<b>10.0</b>	<b>230.0</b>

\*As part of the FY23-24 Recommended Budget, the 2.0 FTEs for Budget & Management Services have been removed from the Town Manager's allocation.

\*\*Though Garner Fire is part of the Town's pay plan, employees are not on the Town's payroll and funded through contractual payments. Therefore, Garner Fire employees are not part of the Town's official FTE count.



# FY24 BUDGET

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# Multi-Year Budget

## Context and Background

A multi-year budget allows both staff and Town Council to match available resources to future requirements and to adjust as necessary. This is especially important in a growing town like Garner, as multiple requirements exist to address growth. The Town's Capital Improvement Plan summarizes a variety of requirements necessary to address Park, Transportation, Public Safety and other needs. Many of these projects will have long-term operating costs that need to be accounted for in future operating budgets. In addition, the Town will be required to fund a variety of items to ensure service level remains consistent. As the Town's population grows it is necessary to evaluate the need for and add various positions to ensure the development process remains timely and consistent, that police officers and firefighters are available to ensure residents remain safe, and Park, Recreation and Cultural Resource positions to ensure residents quality of life remains strong. Based on these competing priorities, it is imperative to have a long-term vision and to ensure resources are available to address future needs.

During the FY 2020 Budget Process, staff introduced the concept of multi-year budgeting to Town Council. For several years, staff and Council anticipated that growth would improve the Town's fiscal position, but no long-term analysis had occurred to determine the Town's long-term financial standing. This initial analysis identified a structural deficit within the Town's operating budget. Based on this, Town Council made the decision to increase taxes as a first step to addressing the Town's long-term financial health.

In FY 2021 and 2022, staff continued to utilize the multi-year budget to review the Town's fiscal position and to help Council identify long-term priorities. During the budget process, staff reviewed the five-year forecast with Council which indicated that multiple tax increases would be required to meet future operating commitments. In both fiscal years, Council increased the property tax to help stabilize and address the identified operating deficit. This will be an ongoing exercise over many fiscal years which will also include reviewing the Town's financial policies and procedures.

In future years, staff will continue to utilize the multi-year budget to review the Town's fiscal health and to ensure the Town is positioned to fund Council's priorities. Staff will continue to refine projections and plans included within the future year assumptions. For example, staff has included additional positions and operating impacts associated with Yeargan Park Phase 1 in future years as a placeholder. This process should help to ensure that resources will be available in the appropriate year to ensure Council's priorities are being implemented.

# Multi-Year Budget

## FY 2024 – 2028 Multi-Year Budget

### Funding Priorities

The FY 2024 - 2028 multi-year budget funds several future items necessary to meet Town Council's long-term vision for the Town. These priorities are summarized below:

- Additional police officers each year to meet the metric of 2.2 officers per 1,000 population. This assumes annual growth of 2,000 people annually.
- Additional positions for Inspections, Planning, and Engineering related to growth.
- Technology upgrades and modernization.
- Additional positions in FY25 for internal services such as Communications and Budget.
- Operating funding of approximately \$2 million for the opening of Yeagan Park in FY26. This includes additional positions for PRCR as well as Public Works.
- Additional Stormwater staff in Public Works in FY26 to keep up with spot repairs.

While the Town anticipates additional funding and staff required for a possible merger with the Garner Fire and Rescue Department and the implementation of a stormwater utility, these have not been included in the multi-year model due to the unknown timing of these efforts. As decisions are made and timelines are determined, funding for the Garner Fire and Rescue merger and a stormwater utility will be incorporated into the multi-year model.

### Model Assumptions

The FY 2024 – 2028 multi-year budget is based on several assumptions about growth in both revenue and expenditures:

#### REVENUES

- Real Estate
  - Includes a conservative 15% increase in assessed value for FY25 due to Wake County's property reevaluation process.
  - Includes an annual increase of 5% in assessed value for FY26, FY27, and FY28.
- Other Revenues
  - Assumes 1.5% annual growth in all other revenue categories.
  - Utilization of the Revenue Savings Plan as a revenue source is included in the debt model.
- Fund Balance
  - No fund balance appropriations are included in the operating budget.

# Multi-Year Budget

## EXPENDITURES

- Personnel
  - Includes an average of 11 FTEs added annually. These costs are added into salary and benefit projections in future years.
  - Assumes 6.0% annual increase in salary and benefits for merit, retirement, and other employee benefit increases.
  - Includes a 3% cost of living adjustment (COLA) starting in FY25.
  - Includes \$500,000 in FY25, FY26, and FY28 to address modifications in employee compensation. Funding of \$1.5 million is added to FY27 to address market changes to salaries.
  - Includes \$2,000,000 for new park staffing and operations in FY26 to support Yeargan and Meadowbrook Parks.
- Operating
  - Utilizes current forecasts when available
  - Assumes 1.5% annual operating growth
- Debt Service
  - Includes existing and new bonds debt.
  - Includes new installment financings for Town Hall campus renovations and the downtown parking deck.

While staff anticipates some of the future assumptions included in the multi-year budget will change, it is critical to begin the planning process as early as possible. This will ensure staff has adequate time to research future requirements necessary to address Council priorities. In addition, it will allow Town Council adequate time to understand the impact of their decisions and to plan accordingly. Based on this, staff anticipates the multi-year budget to continue to serve as a critical tool that will ensure Garner is positioned to address future challenges. The following page includes a summary of the proposed FY 2024 – 2028 multi-year budget plan.

# Multi-Year Budget

Forecasted Revenue	FY23					
	Adopted	FY24 Base	FY25	FY26	FY27	FY28
Property Tax	\$ 29,551,439	\$ 34,587,940	\$ 39,611,328	\$ 45,126,345	\$ 53,107,902	\$ 60,451,219
Other Taxes	9,591,770	10,029,941	10,180,390	10,333,096	10,488,092	10,645,414
Fees	4,062,635	4,361,334	4,426,754	4,493,155	4,560,553	4,628,961
Other	3,334,861	5,976,603	4,558,977	4,627,362	4,696,772	4,767,224
Revenue Savings Plan	2,910,365	4,965,926	2,671,013	5,911,029	5,479,921	7,058,279
<b>Total Revenue</b>	<b>49,451,070</b>	<b>59,921,744</b>	<b>61,448,463</b>	<b>70,490,987</b>	<b>78,333,240</b>	<b>87,551,097</b>

Forecasted Expenditures	FY23					
	Adopted	FY24 Base	FY25	FY26	FY27	FY28
Salaries & Benefits	\$ 18,876,344	\$ 27,715,812	\$ 29,747,470	\$ 33,856,288	\$ 41,522,295	\$ 48,408,042
Operating	22,221,659	20,242,999	20,800,394	21,112,400	21,429,086	21,750,522
RSP Contribution	2,924,130	3,155,924	3,019,685	3,272,463	3,525,240	3,778,018
Debt	3,898,330	4,049,284	3,560,932	3,240,019	3,157,159	3,063,398
2021 Bond Debt	-	2,297,725	2,882,968	6,377,820	6,213,353	7,767,220
Capital	1,530,607	2,460,000	2,496,900	2,534,354	2,572,369	2,610,954
Cost of Living Adjustment - 3%	-	-	892,424	1,015,689	1,245,669	1,452,241
Employee Reserve			500,000	500,000	1,500,000	500,000
<b>Total Expenditure</b>	<b>49,451,070</b>	<b>59,921,744</b>	<b>63,900,773</b>	<b>71,909,031</b>	<b>81,165,171</b>	<b>89,330,396</b>
<b>Gap/Surplus</b>		<b>(0)</b>	<b>(2,452,310)</b>	<b>(1,418,044)</b>	<b>(2,831,931)</b>	<b>(1,779,299)</b>

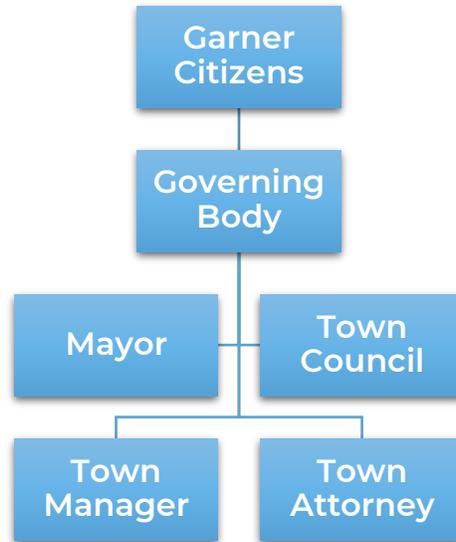
Departmental Multi-Year Needs						
<b>Total Requests</b>		-	800,000	3,800,000	1,400,000	1,000,000
<b>Total FTEs</b>		9	9	21	10	5
<b>Gap/Surplus</b>		<b>(0)</b>	<b>(3,252,310)</b>	<b>(5,218,044)</b>	<b>(4,231,931)</b>	<b>(2,779,299)</b>

Revenue Savings Plan						
Projected RSP Balance	\$ 5,778,532	\$ 8,702,662	\$ 6,892,660	\$ 7,241,332	\$ 4,602,765	\$ 2,648,085
RSP Contributions	2,924,130	3,155,924	3,019,685	3,272,463	3,525,240	3,778,018
RSP Uses	-	(4,965,926)	(2,671,013)	(5,911,029)	(5,479,921)	(7,058,279)
<b>Impact on RSP</b>	<b>8,702,662</b>	<b>6,892,660</b>	<b>7,241,332</b>	<b>4,602,765</b>	<b>2,648,085</b>	<b>(632,176)</b>

Growth	7%	6%	15%	5%	5%	5%
Assessed Property Value	5,391,451,403	5,730,943,670	6,590,585,221	6,920,114,482	7,266,120,206	7,629,426,216
\$0.01 Property Tax Increase	573,000	573,094	630,403	655,620	681,844	709,118
Tax Rate	0.5521	0.5521	0.6071	0.6587	0.7383	0.8003
		0.0550				
<b>Change in Tax Rate Needed</b>	<b>-</b>	<b>0.0000</b>	<b>0.0516</b>	<b>0.0796</b>	<b>0.0621</b>	<b>0.0392</b>
<b>Adjusted Tax Rate</b>	<b>0.5521</b>	<b>0.6071</b>	<b>0.6587</b>	<b>0.7383</b>	<b>0.8003</b>	<b>0.8395</b>

RECOMMENDED ANNUAL  
**FY24 BUDGET**  
DEPARTMENT DETAIL

# Governing Body



## Mission

The Town of Garner's mission is organized around four goal statements, including: 1) Fiscal Responsibility - to ensure fiscal stability and efficient use of resources, 2) Efficient and Timely Service Delivery - provide efficient and effective services that match community needs and expectations, 3) Orderly Growth - grow and maintain a robust, diversified economy, and 4) Quality of Life - foster a safe and welcoming community with access to a wide range of opportunities and amenities.

## Summary

The Town of Garner Governing Body consists of the Town Council and Legal Services. The Town of Garner has a Council-Manager form of government with a Mayor and five-member Town Council. Elections for these offices are held at two-year intervals in November of odd-numbered years. Elections are non-partisan and all members of Council are elected for four-year terms. The Mayor is elected for a four-year term at the same time elections for the Town Council are held. The Town Attorney's office is housed within the Legal Services division. The Town Attorney is appointed and retained by the Town Council, as well as the Town Manager.

The Town of Garner nurtures a hometown charm and natural environment for residents and businesses while encouraging new economic, recreational, and cultural opportunities through wise planning and investment.

# Governing Body

## 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 Town operations, making appointments to advisory boards and committees, and overseeing long-range plans for the community.

## Personnel Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Mayor	1.0	1.0	1.0	1.0
Council Members	5.0	5.0	5.0	5.0
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries - Temporary	\$51,939	\$51,934	\$ 51,792	\$54,764
FICA	3,250	3,433	3,963	4,121
Group Insurance	72,303	66,171	71,119	71,119
Professional Services	25,414	31,635	26,200	26,200
Postage	180	145	100	100
Telephone	-	-	-	-
Printing	-	290	110	110
Travel and Training	10,636	5,758	10,595	10,595
Special Events	8,147	14,275	15,175	15,175
Equipment Maintenance & Repair	-	10,995	-	-
Equipment Rental	876	467	910	910
Property Taxes	1,417	40,040	1,250	1,250
Departmental Supplies	996	467	1,800	1,800
Equipment -- Non-Capital	1,894	-	-	-
Contract Services	4,375	5,388	4,300	4,300
Election Charges	-	115,731	-	306,000
Dues and Subscriptions	41,599	47,004	47,448	47,448
Land Acquisition	518,969	550,000	-	-
Building Purchase	748,694	-	-	-
<b>Total</b>	<b>\$ 1,490,689</b>	<b>\$943,733</b>	<b>\$ 234,762</b>	<b>\$543,892</b>

# Governing Body

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase of \$300,000 associated with 2023 Council Elections

## Fiscal Year 2022 – 2023 Accomplishments

- Groundbreaking and construction of Fire Station #5.
- Adopted American Rescue Plan (ARP) guidelines and evaluation tool to assist in making strategic funding decisions.
- Approved new Unified Development Ordinance (UDO) in July 2022.
- Continued Revenue Savings Program to reserve a portion of annual revenue to help meet annual debt service for capital projects.
- Managed fiscal policies and practices that have resulted in a credit rating of AAA by Standard and Poor's and Aa1 by Moody's Investors Services.
- Continued partnership with the City of Raleigh Utility Bill Assistance Program which aids low-income residents who struggle to pay their utility bill.

## Objectives for Fiscal Year 2023 – 2024

- Maintain a forward thinking, strategic tax rate.
- Invest in maintenance of public infrastructure and facilities.
- Enhance the Town's existing Capital Improvement Program (CIP) process.
- Develop funding strategy for future needs including strategies for American Rescue Plan (ARP) and Revenue Savings Plan (RSP) funding.
- Build and maintain strong relationships with regional and community partners.
- Provide quality services at a reasonable cost to residents and businesses.
- Plan for orderly and stable development with a balance of residential and commercial growth.
- Support top-quality infrastructure, utilities and transportation.
- Provide a safe and inviting community.
- Support and encourage an active and engaged citizenry.
- Embrace diversity and be responsive to the changing demographics of the community.
- Provide a broad mix of arts, leisure and recreation opportunities.

# Governing Body

## LEGAL SERVICES

The Legal Services division is the home of the Town Attorney. North Carolina municipalities are required by NCGS § 160A-173 to appoint a Town Attorney “to serve at its pleasure and to be its legal adviser.” The Town Attorney is selected and appointed by the Town Council. The Town Charter outlines the following duties: defend lawsuits against the Town, advise on Town issues, draft legal documents, review, and approve agreements, contracts, franchises, and other instruments, attend Town Council meetings, and perform other duties as directed by Town Council. The Town Attorney was transitioned to an in-house full-time employee position in October 2020.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Town Attorney	-	1.0	1.0	1.0
Paralegal	-	-	-	1.0
<b>Total</b>	<b>-</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$111,775	\$160,001	\$172,026	\$254,628
Salaries - Temporary	-	2,510	4,500	4,500
FICA	8,521	11,600	13,160	17,003
Group Insurance	10,519	10,237	10,569	11,836
Retirement	14,341	26,234	29,457	46,023
Professional Services	44,562	(331)	20,000	20,000
Postage	55	5	200	200
Telephone	-	499	504	504
Travel and Training	450	3,024	3,670	3,670
Filing Fees	-	-	1,200	1,200
Departmental Supplies	57	780	480	2,718
Equipment -- Non-Capital	1,238	-	-	5,880
Contract Services	270	6,015	3,500	3,500
Dues and Subscriptions	680	1,006	1,631	1,631
<b>Total</b>	<b>\$192,468</b>	<b>\$221,580</b>	<b>\$260,897</b>	<b>\$373,293</b>

# Governing Body

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase of \$99,000 for one Paralegal (1.0 FTE).

## Fiscal Year 2022 – 2023 Accomplishments

- Negotiated the Walters Buffaloe Development Agreement for the White Oak/Bryan Road corridor improvements.
- Represented the Town in several mediations and legal claims.
- Drafted ordinance revisions and legal opinions on a variety of issues including meeting rules, business registration, downtown social district, and street stub connections.

## Objectives for Fiscal Year 2023 – 2024

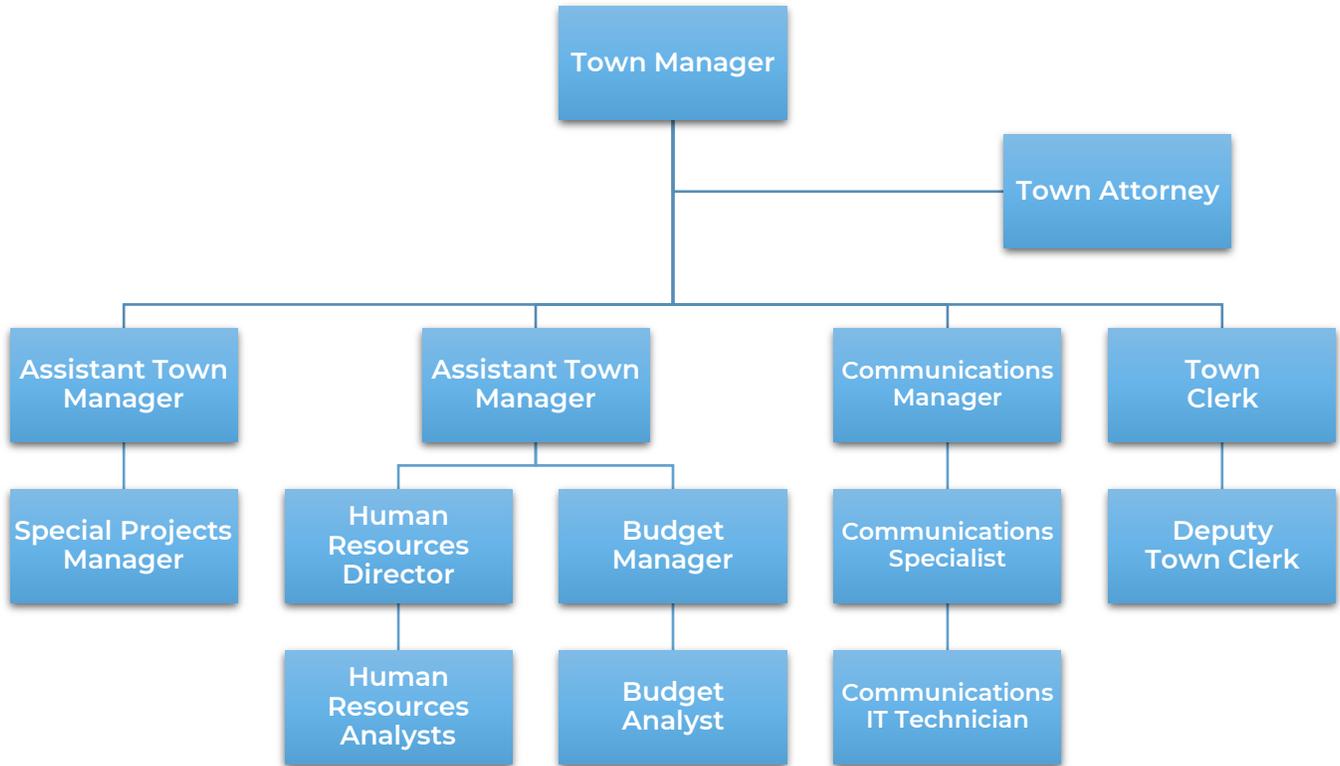
- Continue to provide the Town with efficient and timely legal services.
- Assist with right-of-way and easement acquisition for 2021 bond projects.
- Conduct contracts training for Town staff to increase knowledge and improve efficiency of the contract routing process.



# FY24 BUDGET

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# Town Administration



Town Administration consists of the Town Manager’s Office, Communications, Town Clerk, Budget, and Human Resources. 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, preparing an annual budget, overseeing personnel matters, ensuring the implementation of policies and activities in each Town department, and representing the Town Council and the Town in business with other agencies.



# FY24 BUDGET

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# Town Manager

## Mission

To provide respectful, effective, sustainable, innovative, and wise leadership to guide the Town Council, management team, and departments in defining and efficiently achieving their collective goals to enhance the quality of life for all Garner stakeholders and residents.

## Summary

The Town Manager is appointed by the Town Council and is responsible for the performance of all Town departments, responding to citizen’s requests and concerns, and developing the annual budget. In addition, the Office of the Town Manager researches and proposes approaches for achieving Council objectives, presents data to assist the Council in policy development and ordinance adoption, and implements the Council’s Strategic Action Plan. The Town Manager is supported by two Assistant Town Managers, as well as Budget, Communications, and a Special Projects Manager.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Town Manager	1.0	1.0	1.0	1.0
Assistant Town Manager	2.0	2.0	2.0	2.0
Budget Manager	1.0	1.0	1.0	-
Budget Analyst	-	1.0	1.0	-
Special Projects Manager	-	-	1.0	1.0
<b>Total</b>	<b>4.0</b>	<b>5.0</b>	<b>6.0</b>	<b>4.0</b>

## Expenditures Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$460,861	\$431,259	\$759,495	\$645,015
Longevity	9,570	10,048	9,769	9,769
FICA	32,517	29,723	58,849	50,641
Group Insurance	40,732	33,140	66,089	52,608
Retirement	74,127	73,131	131,686	114,530
Professional Services	-	-	1,000	1,000
Postage	93	62	200	200
Telephone	2,301	1,667	3,180	2,180
Travel and Training	15,757	20,555	34,569	29,569
Equipment Rental	12,117	10,661	10,662	10,662
Departmental Supplies	300	4,215	3,500	2,500
Other Supplies	54	-	-	-
Contract Services	26,265	8,717	663	663
Dues and Subscriptions	5,782	6,247	7,839	7,339
Insurance and Bonds	-	-	-	-
<b>Total</b>	<b>\$680,476</b>	<b>\$629,425</b>	<b>\$1,087,501</b>	<b>\$926,675</b>

# Town Manager

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes increases in salaries and benefits associated with the pay and class study
- As part of the pay and class study implementation, the Budget Office and associated expenditures have been removed out of the Town Manager’s budget. Additional information can be found on the Budget Office section.

## Fiscal Year 2022 – 2023 Accomplishments

- Developed an American Rescue Plan (ARP) funding strategy and evaluation tool that leverages additional regional, state, and federal funding.
- Received the FY23 Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA).
- Planned and led successful Council and staff planning retreat to continue implementation of the adopted strategic plan and to better align strategic initiatives with planning and funding partners.
- Filled key vacancies in Town leadership roles.
- Implemented fiscal policies and practices that have allowed the Town to achieve a credit rating of AAA from Standard & Poor’s Services.

## Objectives for Fiscal Year 2023 – 2024

- Successfully implement the Bond Referendum projects and Town-wide Classification and Pay Study.
- Continue Memorandum of Understanding (MOU) work toward potential Fire merger.
- Continue to implement fiscal policies and practices that allow the Town to continue to achieve a high credit rating.
- Work with Town Departments to identify and begin to track relevant metrics and data to guide management related decisions.
- Analyze and recommend management and process efficiencies across the organization in order to allow more effective and timely tasks to be completed across the organization.

# Town Clerk

## Mission

To serve the Council, citizens, and staff in an efficient, courteous, and professional manner, while performing the functions and duties of the Office in accordance with state municipal laws.

## Summary

The Town Clerk's Office is responsible for giving notice of Town Council meetings, preparing the Council meeting agendas, 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, and providing administrative support to the Administrative Department and Town elected officials.

The Town Clerk's Office serves as a direct link between citizens of the community and their government and promotes the openness of government by providing quality service through access to records, oversight of legislative obligations and proceedings, and recording the Town Council's actions.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Town Clerk	1.0	1.0	1.0	1.0
Deputy Town Clerk	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$117,709	\$127,719	\$135,040	\$152,759
FICA	9,031	9,785	10,331	11,793
Group Insurance	21,966	20,117	21,137	21,154
Retirement	17,868	20,908	23,090	27,268
Postage	121	43	75	75
Telephone	636	638	636	636
Printing	-	-	75	75
Travel and Training	6,858	7,256	7,240	7,240
Recording Fees	1,627	996	2,127	2,127
Advertising	-	231	250	250
Departmental Supplies	1,076	890	1,600	1,600
Departmental Supplies Software	-	-	414	414
Dues and Subscriptions	599	655	600	600
<b>Total</b>	<b>\$177,491</b>	<b>\$189,238</b>	<b>\$202,615</b>	<b>\$225,991</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 – 2023 Accomplishments

- Compiled agenda packets and advertising for Council meetings, Planning Retreats, Committee meetings, and joint meetings with partners.
- Responded to public records requests and compiled data for several legal matters.
- Provided orientation for newly appointed advisory board members.
- Planned, provided meals, and snacks for numerous events, receptions and meetings.
- Completed scanning/indexing of 80 percent of ordinances created prior to 2002.
- Took advantage of learning opportunities for professional education and growth.

## Objectives for Fiscal Year 2023 – 2024

- Upload agendas and all supporting documents to the Town’s website to allow for transparency and easy access for the public and staff.
- Meet advertising requirements for Council and Committee meetings.
- Upload meeting minutes to the Town’s website and process meeting documents in a timely manner. Ensure all official documents are scanned and indexed for historical preservation.
- Respond to citizens, Council, and staff requests within 24 hours.
- Respond to public record requests (for records in our possession) within two business days or respond with an action plan.
- Provide orientation to newly appointed board/commission members within 45 days of appointment.
- Administer Records Management Program per the North Carolina Department of Cultural Resources Archive and Records Management guidelines.
- Work with Wake County Board of Elections to coordinate a voting site.
- Complete scanning/indexing of 100 percent of Ordinances created prior to 2002.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23
Council Meeting Agendas Available on Town Website 48 hours Prior	100%	100%	100%
Public Notices for Official Meetings Issues 48 hours Prior to Meeting	100%	100%	100%
Respond to Public Records Requests Within Two Business Days	100%	100%	100%
Preparation of Meeting Minutes Within 45 Days	100%	100%	100%
Scan and Index Records Created Prior to 2002	50%	75%	100%
Administer Records Management Program	25%	75%	100%

# Budget & Management Services



## Mission

The Budget and Management Services Department works to support the Town Council, Town Manager, and Town Departments through the budget process to ensure that the town of Garner continues to provide high-quality services to residents, while maintaining fiscal responsibilities.

## Summary

The Budget and Management Services Department analyzes revenue and expenditures, gathers, and tracks performance management data, and performs both short-term and long-term financial analysis to ensure the Town is in accordance with its overall strategic plan. Using data, planning, and forecasting tools, the budget department collaborates with Town departments to ensure that the town is financially stable, efficient, and providing high-quality services.

## Strategic Goals

- Maintain a balanced operating budget that represents Town Council’s key priorities (Fiscal Responsibility).
- Adopt a Capital Improvement Plan alongside the Annual Operating Budget each fiscal year.
- Develop and maintain a robust performance management process that ensures Town departments are empowered to meet and achieve their goals and objectives.

## Personnel Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Budget Manager	-	-	-	1.0
Budget Analyst	-	-	-	1.0
<b>Total</b>	-	-	-	<b>2.0</b>

# Budget & Management Services

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	-	-	-	\$192,835
FICA	-	-	-	14,751
Group Insurance	-	-	-	21,186
Retirement	-	-	-	34,420
Telephone	-	-	-	1,000
Travel and Training	-	-	-	5,000
Departmental Supplies	-	-	-	1,000
Dues and Subscriptions	-	-	-	500
<b>Total</b>	-	-	-	<b>\$270,692</b>

## Budget Highlights

The FY 23-24 Recommended Budget includes moving the Budget Office and associated expenditures out of the Town Manager's Office into its own department, Budget and Management Services.

## Objectives for Fiscal Year 2023 – 2024

- Develop and improve Garner's Capital Improvement process to align with the adoption of the FY24 Budget.
- Work with town departments to develop departmental strategic goals and objectives that allow departments to meet targets and measure successful service delivery.
- Update and improve financial policies to align with future Town growth.
- Improve communication between Budget staff and Town departments to ensure effective communication throughout the budget process.
- Work with IT and other town departments to modernize Town technology moving forward.
- Expand and improve budget and finance workflows and processes to increase capacity and anticipate growth.

# Human Resources



## Mission

To provide service and support to the Town’s workforce by promoting the concept that our employees are our most valuable resource and will be treated as such.

## Summary

The Human Resources Department is responsible for the recruitment and selection of Town employees, position classification and compensation, training and development, employee retention and recognition, HR policy management, benefits administration, workers' compensation, and the employee wellness program. The department is also responsible for ensuring that the Town of Garner is in compliance with all federal, state, and local employment and labor laws. The Human Resources Department acts as catalysts, enabling all Town employees to contribute at optimum levels towards the success of the Town.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Human Resources Director	1.0	1.0	1.0	1.0
Human Resource Analyst	1.0	2.0	2.0	2.0
Safety & Risk Manager	-	-	-	1.0
Human Resource Technician	-	-	-	1.0
<b>Total</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>	<b>5.0</b>

# Human Resources

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$166,801	\$217,447	\$241,815	\$438,314
Longevity	1,400	1,400	1,400	1,400
FICA	12,879	16,729	18,606	30,639
Group Insurance	22,061	25,505	31,706	38,171
Retirement	25,555	35,899	41,603	80,490
Professional Services	17,220	19,847	17,500	17,500
Postage	36	81	150	150
Telephone	1,018	1,290	636	636
Printing	-	315	-	-
Travel and Training	15,907	1,074	7,978	7,978
Organizational Development	-	7,750	8,200	8,200
CPR Training	-	-	600	600
Employee Recognition Program	2,507	5,854	5,800	15,800
Equipment Rental	-	416	-	-
Advertising	100	-	5,000	5,000
Recruitment	19,975	66,799	22,000	22,000
Departmental Supplies	717	671	2,750	2,750
Departmental Supplies Software	-	-	-	16,236
Contract Services	36,073	45,754	13,200	13,200
Dues and Subscriptions	316	538	1,600	1,600
Wellness Program	976	269	1,750	1,750
Employee Safety Award	-	-	-	7,800
Educational Assistance	-	2,200	7,700	7,700
<b>Total</b>	<b>\$323,541</b>	<b>\$449,838</b>	<b>\$429,994</b>	<b>\$717,914</b>

## Budget Highlights

The FY 2023 – 2024 Recommended Budget includes:

- An increase in salaries and benefits associated with the implementation of the pay and class study.
- Funding of \$73,455 for a Human Resource Technician (1.0 FTE) which will help to improve the quality and consistency of service delivery to the Town.
- Funding of \$121,636 for Risk & Safety Management Officer (1.0 FTE) which will assume the lead role in all issues and processes related to safety, risk management, and property & liability.
- An increase of \$15,500 from the employee recognition and safety award programs.

## Fiscal Year 2022 - 2023 Accomplishments

- Implementation of hiring bonuses for hard to fill positions.
- Developed retention incentive bonuses to address retention issues.
- Two new holidays added to the Town holiday calendar (Juneteenth & Floating Holiday).
- Added Designated Bereavement Leave (24 hours).
- Added Preventive Care Leave (8 Hours).
- Identification of Alternative Health Insurance Options to Maximize Health Benefit and Reduce Cost Over Time.

# Human Resources

## Fiscal Year 2022 - 2023 Accomplishments (continued)

- Increased Maximum Compensatory Time Earned and Modified Application of Holiday Hours to Maximize Utilization of Compensatory Time.
- Implementation of Employee Referral Bonus Program to Enhance Recruitment Efforts.
- Enhanced Service Recognition Including Increased Service Anniversary Awards and Improved Annual Service & Safety Recognition Event.
- Partnership with the Newly Created Employee “Culture Club” to Support Two Employee Social Events.

## Objectives for Fiscal Year 2023 – 2024

- Implement the pay and class study recommendations to align with current market conditions.
- Enhance the Town’s organizational culture and environment by strengthening employee engagement efforts.
- Continue to strengthen Town pay and benefits programs to achieve attraction and retention goals.
- Continue to provide high level customer service to all staff members.
- Strive to achieve the Town’s strategic objectives and fiscal targets including continued engagement with Garner Fire Department on possible merger.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23
% of Employees Completing the Probationary Period Successfully	N/A ***	94%	100%
Full-time Employee Turnover Rate	N/A ***	12%	10%
% of Full-time Employees with Longevity (10 Years or Greater) *	N/A ***	28%	N/A
% of Positions Requiring Grade Change	N/A ***	N/A	N/A

*\*No target for this, but actuals will be recorded*

*\*\*This will be largely impacted by adjustment recommendations yielded by the pay and class study*

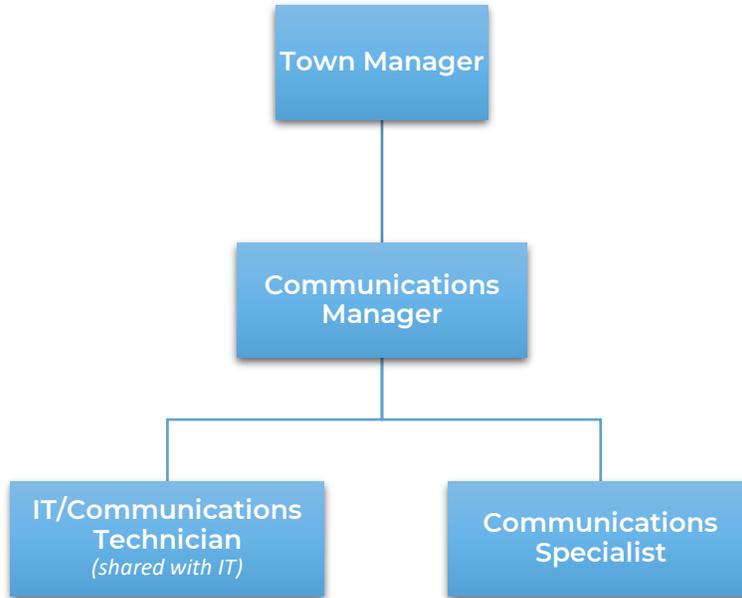
*\*\*\*Data unavailable due to staff transition*



# FY24 BUDGET

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# Communications



## Mission

The Communications Division ensures that Garner’s image and profile continue to improve, and that residents have easy access to timely, accurate and relevant information about the Town.

## Summary

The Communications Division oversees production and distribution of public information, directs media and public outreach efforts, and serves as content producer and editor for a variety of print, digital, video, and other communications products created by the Town. The division is charged with telling the Town’s story and enhancing the Town’s image and profile both regionally and nationally. The division can be a leader or co-leader on a variety of special projects assigned by the Town Manager. Communications staff work with the Police Department’s Public Information Officer and other agencies’ PIOs/communications professionals in crisis situations to ensure that the public receives accurate and timely information. The Town of Garner will offer superior communications to residents across numerous established and emerging platforms, and it will be recognized statewide and nationally as a leader in local government communications.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Communications Manager	1.0	1.0	1.0	1.0
Communications Specialist	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

# Communications

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$141,720	\$137,718	\$200,911	\$189,923
FICA	9,303	9,457	15,370	15,628
Group Insurance	31,159	27,215	39,414	28,800
Retirement	21,514	22,550	34,352	33,848
Professional Services	2,205	8,820	9,300	4,650
Postage	-	426	1,000	1,000
Telephone	1,193	920	1,272	1,272
Printing	2,160	6,214	9,400	11,500
Travel and Training	167	300	2,650	1,900
Advertising	813	649	8,075	4,300
Departmental Supplies	360	70	500	500
Equipment -- Non-Capital	-	4,329	3,298	1,200
Contract Services	30,093	30,105	42,400	41,350
Dues and Subscriptions	1,804	1,620	1,695	1,845
<b>Total</b>	<b>\$242,491</b>	<b>\$250,393</b>	<b>\$369,637</b>	<b>\$337,716</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 - 2023 Accomplishments

- Won a national first-place Savvy Award from City-County Communications and Marketing Association (3CMA) for promotional video.
- Pageviews, sessions and users data for garnernc.gov all are on track to exceed FY 2021-2022 data, putting the website on a record-setting pace for FY23.
- New likes and followers for the Town’s main Facebook page are running almost 10 percent higher year over year than FY 2021-2022 (as of March 31, 2023).
- Partnered with the Finance Department to once again win the Government Finance Officers Association award for Popular Annual Financial Report.
- Worked with the MLK Celebration Committee to produce a powerful and professionally done virtual celebration for the second consecutive year.
- Worked with IT to successfully onboard new IT/Comms technician in what was a new hybrid position for the Town.
- Raised total YouTube subscribers to 2,870 (as of March 31, 2023), which is far more than the number of subscribers for most of our peer communities.
- Partnered with PRCR to successfully promote special events and bring attendance back to—or in some cases exceeding—pre-COVID levels.
- Communications manager served on the board of the N.C. Open Government Coalition.

# Communications

## Objectives for Fiscal Year 2023 – 2024

- Work with various departments and key community partners to produce special marketing and informational products (print, video and digital) for targeted audiences.
- Refine and enhance website content and prepare for a possible website redesign.
- Look for new ways to increase resident engagement and participation in Town committees, initiatives, and events.
- Continue to gain recognition for the Town by winning statewide and national awards.
- Look for additional opportunities for professional development.

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-3	PROJECTED FY23-24
Pageviews for garner.gov	749,221	576,120 (6.75% year-over-year increase)	900,000
Users for garner.gov	213,113	177,166 (14.3% year-over-year increase)	280,000
Sessions for garner.gov	328,983	269,250 (12.5% year-over-year increase)	420,000
New Facebook likes and followers	1,673	1,571 (9.9% year-over-year increase)	2,000
New YouTube subscribers	1,235	297	500



# FY24 BUDGET

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# Safety & Compliance

The Safety and Compliance 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. The program has no dedicated employees and utilizes personnel from Human Resources and Public Works to form a safety committee to complete its mission. All expenditures are dedicated to the operations of the program.

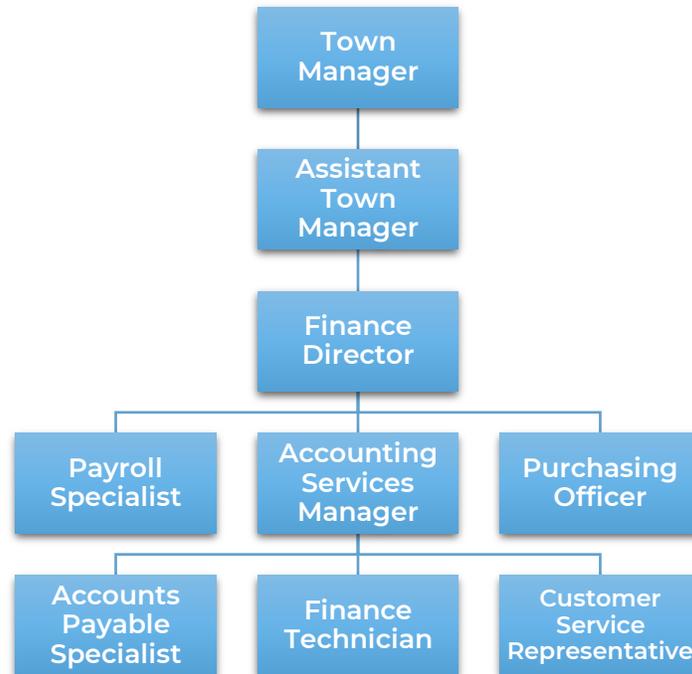
## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Travel and Training	-	-	\$500	\$500
CPR Training	-	30	365	365
Contract Services	1,110	2,132	4,874	4,874
Dues and Subscriptions	-	-	800	800
Employee Safety Awards	4,115	2,062	4,000	4,000
<b>Total</b>	<b>\$5,225</b>	<b>\$4,224</b>	<b>\$10,539</b>	<b>\$10,539</b>



# FY24 BUDGET

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## Mission

To provide sound and innovative financial management in accordance with North Carolina General Statutes, applicable state and federal regulations, and principles of accounting, purchasing, and cash management.

## Summary

The Finance Department provides oversight and coordination of the entire finance function, including accounting, payroll, and reporting. Staff of this department retains ultimate responsibility for maintaining Town accounts in accordance with generally accepted accounting principles as well as policies established by the Town Council. The department processes all disbursements including accounts payable and payroll. It also provides collection services for a variety of Town-generated revenues, as well as collections of taxes for Wake County and Utility payments for the City of Raleigh. This department serves as fiscal agent for both state and federal grant programs. In addition, the department prepares financial statements, manages the investment of Town funds, and maintains records concerning bonded debt and other obligations of the Town. The Finance Department is additionally responsible for the procurement of goods and services to meet the needs of Town functions in compliance with the North Carolina Administrative Code, the Town Budget Ordinance, and Town purchasing policies. The department administers the Town's maintenance, service, and rental contracts. The department also maintains control over all property, inventory and equipment owned by the Town, maintains asset records, and ensures the proper disposition of surplus property. The Finance Department is responsible for accounting, debt administration, cash and revenue management, payroll, accounts payable, and purchasing. The department recommends financial policies and guidelines, prepares the Annual Comprehensive Financial Report, the Popular Annual Financial Report and performs special financial analysis such as statistical reporting, cash flow projections, and economic development projections. The Finance Department is committed to the highest standards of accountability, accuracy, timeliness, and professionalism in providing financial management and quality services that not only meet, but exceed the expectations of the public, town management, and other stakeholders.

# Finance

## Strategic Goals

- Provide transparent, meaningful, and accurate financial information in a timely manner to stakeholders to comply with local, state, and federal laws, and governmental and regulatory requirements (FR-3).
- Provide accurate and timely invoice processing to vendors for goods and services to maximize the Town's cash flow position (FR-3, SD-3, FR-1).
- Provide complete, accurate and timely data to help Town leadership make effective decisions and support strategic goals (all goals).
- Provide Finance Department staff with the level of tools, resources, and professional development critical to their success in achieving established work plans (SD-4).
- Deliver value-added services in a friendly manner to our customers (SD-1, SD-2, SD-3).
- Manage cash balances in accordance with financial policies to protect capital, provide liquidity, and maximize investment earnings (FR-1, FR-3).
- Prepare accurate payroll and provide payroll customer service to over 200 employees (FR-3).
- Obtain the best value for the commodities and services that the Town needs using the most efficient process and following NC General Statutes (FR1, FR3, SD3).
- Review Town contracts for compliance with financial policies in a timely manner (FR3).
- Generate broad participation and competition among potential vendors while ensuring equal opportunity to all qualified vendors and contractors wishing to compete for Town business (FR3, SD3).
- Maintain an accurate and up-to-date inventory of the Town's fixed assets (FR2).

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Finance Director	1.0	1.0	1.0	1.0
Accounting Services Manager	1.0	1.0	1.0	1.0
Purchasing Officer	1.0	1.0	1.0	1.0
Customer Service Rep	0.5	0.5	0.5	0.5
Accounts Payable Specialist	1.0	1.0	1.0	1.0
Finance Technician	1.0	1.0	1.0	1.0
Payroll Specialist	1.0	1.0	1.0	1.0
Accountant	-	-	-	1.0
<b>Total</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>7.5</b>

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$424,148	\$415,981	\$464,756	\$594,311
Salaries - Temporary	-	-	11,700	11,700
Longevity	2,260	-	-	-
FICA	31,706	31,430	36,449	42,765
Group Insurance	64,413	49,646	63,412	65,219
Retirement	63,254	68,124	81,479	106,376
Professional Services	65,238	81,453	43,500	53,500
Postage	3,067	3,615	3,200	3,200
Telephone	885	1,110	1,193	1,560
Printing	2,830	5,570	4,000	4,000
Travel and Training	2,578	1,634	8,200	8,200
Equipment Rental	4,861	3,914	3,924	3,924
Departmental Supplies	2,820	4,147	10,550	10,183
Department Supplies Software	-	-	-	2,238
Contract Services	108,601	121,589	131,129	139,129
Equipment – Non Capital	3,151	1,037	-	5,880
Contract Services-Tax Coll	110,816	120,848	157,500	216,000
Dues and Subscriptions	355	469	518	518
<b>Total</b>	<b>\$890,983</b>	<b>\$910,567</b>	<b>\$1,021,510</b>	<b>\$1,268,703</b>

## Budget Highlights

The FY 2023 – 2024 Recommended Budget includes:

- Funding of \$121,930 for an Accountant (1.0 FTE) to assist with professional level accounting work and create a career ladder within the department.
- Funding of \$66,000 for cost increases related to tax collection and audit related services.
- Funding of \$10,000 for technical support for the upgrade of the Town’s financial system.
- Increases in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 - 2023 Accomplishments

- The Annual Comprehensive Financial Report (ACFR) received the Certificate of Achievement for Excellence in Financial Reporting. This was the 32nd consecutive year the Town received this award.
- The Popular Annual Financial Report (PAFR) received a Certificate of Achievement award for the 7th consecutive year.
- Managed the use and reporting of the Town’s American Rescue Plan (ARP) federal funds including employee retention bonuses, gap funding for an affordable housing project, design of a splashpad and inclusive playground, a land use study, and gap funding for a construction of a new fire station.
- Worked jointly with bond counsel and financial advisors to prepare for the first sale of the voter-approved 2021 bonds in spring of 2023.

## Objectives for Fiscal Year 2023 – 2024

- Complete audit, the Annual Comprehensive Financial Report (ACFR), and the Popular Annual Financial Report (PAFR) and submit to required agencies by established deadlines and receive the GFOA’s excellence for financial reporting award.
- Complete weekly accounts payable with 100% accuracy and submit payments to vendors by established deadlines.
- Implement strategies to provide each employee the opportunity to attend at least one class per year to encourage professional growth.
- Address 100% of customer inquiries within two business days.
- Reconcile balance sheet accounts, bank statements, and investments by the 15<sup>th</sup> day of the following month.
- Complete bi-weekly payroll at least 48 hours prior to direct deposit and with 100% accuracy.
- Obtain at least three written quotes on the purchases of all goods and services at or above the informal purchasing range (\$30,000).

## Performance Measures

MEASURE	ACTUALS FY18-19	ACTUALS FY19-20	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23
Purchase Requisitions/Contracts Processed	273	316	399	426	450
New Hire Actions Processed	60	53	52	89	80
Unique Employees Paid	338	320	339	346	380
Annual Investment Earnings	\$832,306	\$671,125	\$37,808	(\$133,578)	\$800,000
Unmodified Audit Opinion	Yes	Yes	Yes	Yes	Expected
Received the Award for Excellence in Financial Reporting from GFOA	Yes	Yes	Yes	Expected	Expected

# Economic Development



## Mission

The Economic Development Department is dedicated to fostering a positive environment for recruiting and retaining businesses, encouraging entrepreneurship, preserving and revitalizing Garner’s downtown, promoting Garner as the ideal place to locate a business, and improving the quality of life for all of Garner. The focus of these efforts is on supporting the emerging clusters that create good paying jobs, promoting prime sites, excellent transportation and a quality of life that distinguishes Garner from other communities in the region. The Department strives to make Garner one of the most desirable and business-friendly places to live and work in the Triangle.

## Summary

The Economic Development Department is dedicated to improving the quality of life for all residents of Garner by bridging the gap between government, business, and education, and encouraging responsible growth. The Economic Development Department pursues growing the Town’s tax base by collaborating with community, state, and national partners while seeking to foster a business-friendly environment that encourages investment and that recognizes and supports innovation, creativity, and entrepreneurship. The Garner Economic Development Corporation (GEDC) serves as an advisory board for these efforts. Through the Downtown Garner Association (DGA), the Department seeks to support the development of North Garner as a vibrant business, residential, entertainment and cultural center. The Economic Development Department’s budget contains the Town’s line-items for the department’s operations and the Town’s allocation to the Economic Development Partners.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Economic Development Director	1.0	1.0	1.0	1.0
Downtown & Small Business Development Manager	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

# Economic Development

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$158,160	\$147,119	\$173,101	\$216,038
FICA	12,002	11,251	13,242	17,199
Group Insurance	22,048	16,952	21,137	28,870
Retirement	24,045	24,096	29,614	38,243
Postage	8	10	20	20
Telephone	1,277	1,008	1,272	1,272
Printing	443	646	2,700	2,700
Travel and Training	3,473	3,792	8,620	8,620
Business Recruitment	3,911	8,252	17,300	17,300
Development Assistance	-	-	1,000	1,000
Advertising	2,516	-	5,000	5,000
Fuel	70	375	554	554
Departmental Supplies	571	328	900	900
Promotional Supplies	-	-	1,500	1,500
Contract Services	8,676	5,840	14,700	14,700
Dues and Subscriptions	1,775	1,960	2,440	2,440
<b>Total</b>	<b>\$238,975</b>	<b>\$221,629</b>	<b>\$293,100</b>	<b>\$356,356</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 - 2023 Accomplishments

- Beacon Commerce Park completed construction of phase 1 of their new industrial park across from Amazon on Jones Sausage Rd. Phase 1 consists of 369,900 sq ft. Phase 2 is now under construction and will add 260,00 sq ft of much needed commercial property to the Town.
- The second class of Launch Garner graduated from the program. Eight businesses completed the ten-week instructional period and began their six-month mentorships in August 2022.
- The second annual GET (Garner Entrepreneurs of Tomorrow) program held their “Business Pitch” competition. Students from Garner Magnet and South Garner High Schools presented their business plans to compete for prizes. This program was made possible by a donation from the Garner Economic Development Corporation.
- MD Logistics selected Garner Business Park 70 as their first North Carolina location. This facility features 240,000 sq ft of certified pharmaceutical grade cold storage environment.
- GEDC hired O’Brien Atkins Associates to identify suitable areas for future business park development. The study was presented to GEDC in March, and staff continues to work on efforts with the Downtown Garner Association to successfully plan and implement the Downtown Garner Social District.
- Continued the Downtown Night Market partnership to bring additional foot traffic into Downtown Garner.

# Economic Development

## Objectives for Fiscal Year 2023 – 2024

- Facilitate ongoing discussions with landowners and developers to identify and secure industrial/commercial sites for the Town of Garner.
- Implement and update the Garner Economic Development Strategic Plan and the Garner Economic Development Corporation’s Plan.
- Update and follow the Garner Main Street Plan of Work to ensure a balanced approach to downtown revitalization is achieved
- Evaluate the Downtown Garner website and social media accounts to improve their use as marketing and communication tools for downtown revitalization.
- Work with the DGA Board of Directors, committees and volunteers to foster active citizen leadership and participation in downtown revitalization efforts.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23
% of Total Business Requests for Information (RFIs) that Garner Submitted Proposals For	47%	32%	50%
% of Submitted Proposals that Resulted in a Site Visit	N/A*	13%	20%
# of Local Businesses Visited	N/A*	10	20
# of Students in Launch Garner Cohort	N/A*	14	15
National Main Street Accreditation Achieved	Yes	No	Yes
Total New Investment in Downtown	\$7,998,339	\$1,630,100	\$10,000,000
Average Annual Rental Rate/Sq. Ft.	\$12.55	\$13.83	\$14.00
# of Volunteer Hours Donated	439	560	600

*\*Data not recorded due to COVID-19 pandemic.*



# FY24 BUDGET

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# Economic Development

## ECONOMIC DEVELOPMENT PARTNERS

With the passage of Session Law 2015-277 during the regular session of the 2015-16 North Carolina General Assembly, local governments are now required to issue notice and hold a public hearing prior to approval of any appropriation for economic development pursuant to NCGS Ch. 158, Article 1. “The Local Development Act of 1925”. Recognizing how each of these partner organizations greatly aid in economic promotion and development activities in Garner, the Economic Development Partners division was created to highlight these important economic development related expenditures.

### Garner Economic Development Corporation

The mission of the Garner Economic Development Corporation (GEDC) is to engage in charitable and education efforts to support economic development, community development, and education in Garner. In addition, the organization focuses on creating jobs to increase the tax base and improve the quality of life and education in the community.

### Garner Chamber of Commerce

The mission of the Garner Chamber of Commerce is to promote a vibrant business environment by cooperative interaction among business, government, and community. The Garner Chamber of Commerce is an active organization made up of nearly 600 businesses and community groups. For more than 40 years the Garner Chamber has worked to advance Garner’s economic vitality and enhance the area’s quality of life.

### Downtown Garner Association

The mission of the Downtown Garner Association (DGA) is to lead development of Historic Downtown Garner as a vibrant business, entertainment, and cultural center through public-private partnerships. Since being formed by the Town of Garner in 2005, DGA has achieved several 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.

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Chamber of Commerce	\$33,000	\$33,000	\$33,000	\$33,000
Garner Economic Development Corporation	45,000	45,000	45,000	45,000
Downtown Garner Association	36,369	29,869	41,936	41,936
<b>Total</b>	<b>\$114,369</b>	<b>\$107,869</b>	<b>\$119,936</b>	<b>\$119,936</b>



# FY24 BUDGET

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## Mission

Design. Connect. Sustain: To promote quality growth and development that lasts and positively impacts community health, aesthetics, and economic stability; and to administer development policies consistently, efficiently, and effectively.

## Summary

The Planning Department, including two sections – Planning Services and Development Review; serves as a technical advisor to the Town Manager and Town Council on growth and development matters. In general, the Planning Services Section prepares growth management policies; drafts land use, and housing plans; performs demographic analysis; processes annexations and assists citizens with zoning compliance, while also providing staff support to the Planning Commission. Meanwhile, the Development Review Section assists the public with site plan and subdivision reviews, special use permits, appeals, variances, signs, and plats, while also providing staff support to the Garner Board of Adjustment.

The Director, with the assistance of the Assistant Planning Director and Development Review Manager, is responsible for supervising personnel, setting goals, designing work programs, budgeting, and setting the priorities of the department. The Director also provides technical planning assistance to the Town Manager, Town Council and Planning Commission. The Planning Technician and Planner I's are responsible for receiving and distributing permit applications for review and assures conformance with all applicable State Statutes and Garner Unified Development Ordinance requirements regarding public notification. A Senior Planner for transportation represents the Town on local technical transportation committees, acts as a liaison with NCDOT and assures compliance of new development proposals with adopted transportation plans; and a GIS Specialist maintains the Town's GIS data – including assigning addresses – and producing maps.

# Planning

Senior staff manage consultant contracts for the Department as assigned; and manage the annexation, subdivision review and text amendment processes. They also review land-use development applications for compliance with the Comprehensive Growth Plan, Unified Development Ordinance (UDO) and other applicable laws and regulations. Staff also assist with the interpretation and review of the UDO, administer zoning compliance permits, review commercial building permits for site plan compliance. In this capacity, the staff provides support to the Planning Commission and Town Council. Staff provide professional and technical support for decision-making on comprehensive planning, small area planning, general zoning, and community appearance 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 review 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.

Other duties include being responsible for assisting with decisions regarding the community's appearance, researching form-based regulations and urban design principles, submitting grant proposals, providing design assistance for special Town projects, and reviewing new development requests for compliance with community appearance regulations. In carrying out these core planning duties, staff investigates complaints from the public regarding violations of the UDO and works with the Code Compliance Division of the Inspections Department to monitor them for compliance. Staff also participates in community improvement initiatives undertaken by Inspections and Economic Development staff.

The Planning Department aspires to shape and maintain the Town of Garner as a “community of choice” for all through the efficient administration of rules and regulations grounded in adopted comprehensive planning principles.

## Strategic Goals

- Manage all growth management, land use planning, zoning administration, transportation planning and development plan review activities in an orderly manner that provides for the stable progression of residential and commercial growth. (OG-1)
- Effectively manage the Department’s operations to ensure delivery of prompt, courteous, efficient and effective services. (SD-4)
- Maintain an aesthetically pleasing, safe and connected community by staying abreast of proactive planning approaches and techniques. (QL-1, QL-3)
- Maximize opportunities within existing and new partnerships regarding regional planning, transportation, housing and public infrastructure needs. (FR-4, SD-1, OG-2, QL-4)
- Provide professional and technical assistance with consultant contracts and special projects that promotes orderly growth and efficient use of Town resources. (SD-2, OG-1)

# Planning

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Planning Director	1.0	1.0	1.0	1.0
Assistant Planning Director	1.0	1.0	1.0	1.0
Senior Planner - Land Use & Zoning	1.0	1.0	1.0	1.0
Planning Technician - Long-Range	1.0	1.0	1.0	1.0
Senior Planner - Transportation	1.0	1.0	1.0	1.0
GIS Specialist	1.0	1.0	1.0	1.0
Development Review Manager	1.0	1.0	1.0	1.0
Planner 11	1.0	1.0	1.0	1.0
Planner 1	1.0	1.0	1.0	1.0
Planning Technician - Development Review	1.0	1.0	1.0	1.0
<b>Total</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$613,839	\$564,293	\$729,444	\$847,957
Salaries - Overtime	165	522	12,500	500
Longevity	8,814	3,015	6,157	6,157
FICA	44,978	41,429	57,211	66,466
Group Insurance	104,250	83,666	115,971	120,969
Retirement	94,142	93,526	129,042	150,029
Professional Services	1,000	4,680	23,700	23,700
Postage	1,108	733	1,500	1,500
Telephone	439	540	420	420
Printing	305	-	1,660	1,660
Travel and Training	660	4,132	16,454	16,454
Equipment Rental	4,677	4,094	4,095	4,095
Recording Fees	52	-	208	208
Advertising	1,166	8,021	3,000	10,500
Fuel	465	933	1,823	1,823
Departmental Supplies	5,905	2,850	10,310	10,310
Departmental Supplies Software	-	359	-	-
DOT Ped Plan Grant Match	-	21,000	-	-
Contract Services	27,335	36,431	58,514	31,524
CONTRACT SVC - COMP PLAN UP	-	-	290,240	-
CONTRACT SVC - UDO UPDATE	155,041	49,088	5,125	-
Dues and Subscriptions	3,042	3,187	8,192	8,192
<b>Total</b>	<b>\$1,067,383</b>	<b>\$922,499</b>	<b>\$1,475,566</b>	<b>\$1,302,464</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 - 2023 Accomplishments

- Adoption of new Unified Development Ordinance to enact goals and objectives of the Garner Forward Comprehensive Plan.
- Conducted Character and Land Use Elements (CLUE) process to update the Garner Forward Comprehensive Plan.
- Completed draft of the Town of Garner Comprehensive Pedestrian Plan.
- Participated in the Lower Swift Creek and Middle Creek small area planning efforts undertaken by Wake County.
- Participated in the Southeast Area Study transportation planning effort undertaken by the Capital Area Metropolitan Planning Organization (CAMPO).
- Participated in ongoing transportation studies for both bus rapid transit and regional commuter rail.
- Preliminary approval of 1,128 new single-family and townhome residential lots within the previous four quarters (April to March).
- Approval 908 multi-family units within the previous four quarters (April to March).
- Approval of approximately 625,000 square feet of new commercial/industrial space within the previous four quarters (April to March).
- Successfully recruited Planning Technician and Development Review Manager to fill vacancies in the Development Review Section, and a Planner I to fill a vacancy in the Planning Services Section.
- Planner II achieved Certified Zoning Official designation.
- Launched the Town's first two online GIS-based service offerings – one for Police and one for the general public.

## Objectives for Fiscal Year 2023 – 2024

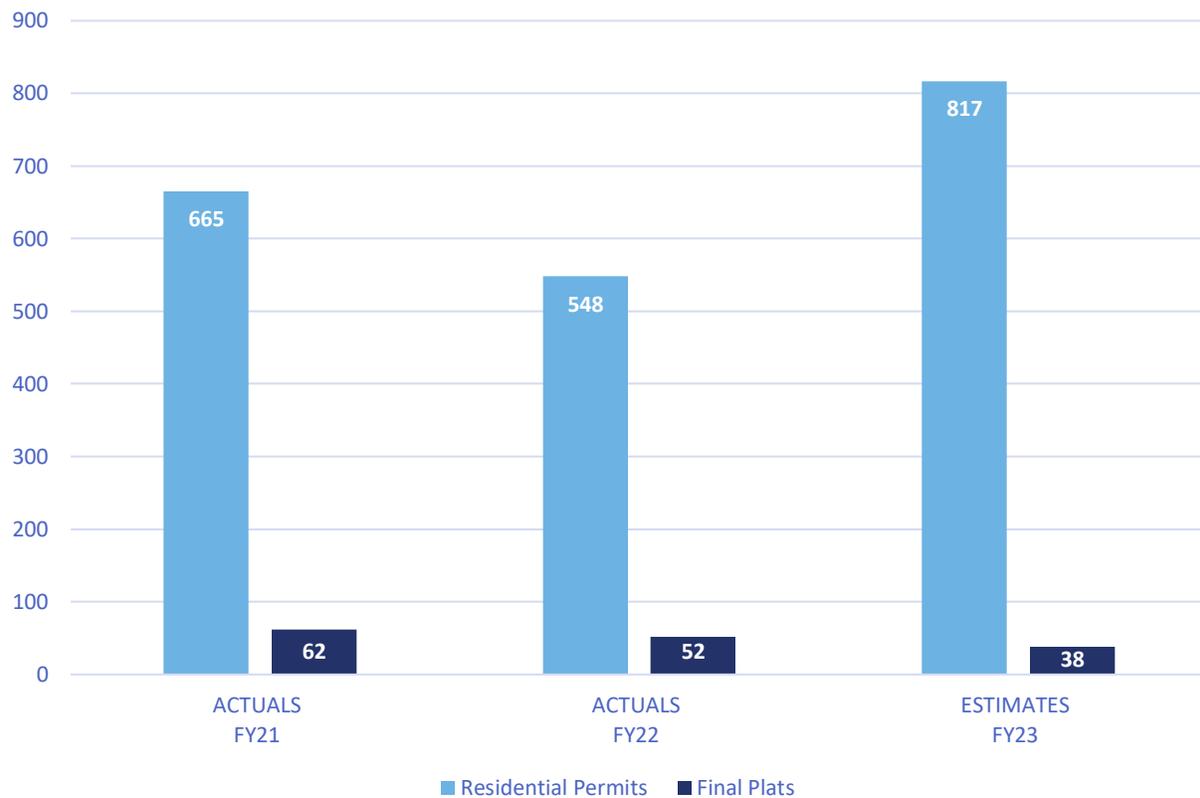
- Adoption of Town of Garner Comprehensive Pedestrian Plan.
- Adoption of revised Garner Forward Comprehensive Plan following completion of CLUE process.
- Adoption of UDO amendment package focused on implementing objectives of the revised Garner Forward Comprehensive Plan.
- Assist in successful CAMPO Locally Administered Projects Program (LAPP) application for funding of Jones Sausage Road widening project.
- Complete submittal of ETJ extension request to Wake County.
- Implement career ladder for planning personnel.
- Identify and attend timely seminars, webinars, workshops and conferences.
- Participate in regional meetings regarding growth and transportation planning.
- Emphasize provision of sidewalks and encourage mixed-use development during pre-application meetings.
- Conduct accurate and timely development plan reviews.

# Planning

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
Hours of Professional/Technical Training Attended	39.5	152	160
Average # of Business Days for First Site/Subdivision Complete Set Plan Review	37.5	33.8	30
Improve the Street Connectivity Index (Town and ETJ)	1.62	1.61	1.65
Increase % of Town Housing Units within .5 Miles of Fresh Produce Purchase	46.99%	48.38%	50.10%
Increase % of Town Housing Units within .5 Miles of publicly Accessible Park/Recreation Facility (includes Uninterrupted Sidewalks of at Least .5 miles in Length)	98.91%	99.96%	99.5%

## Development Activity

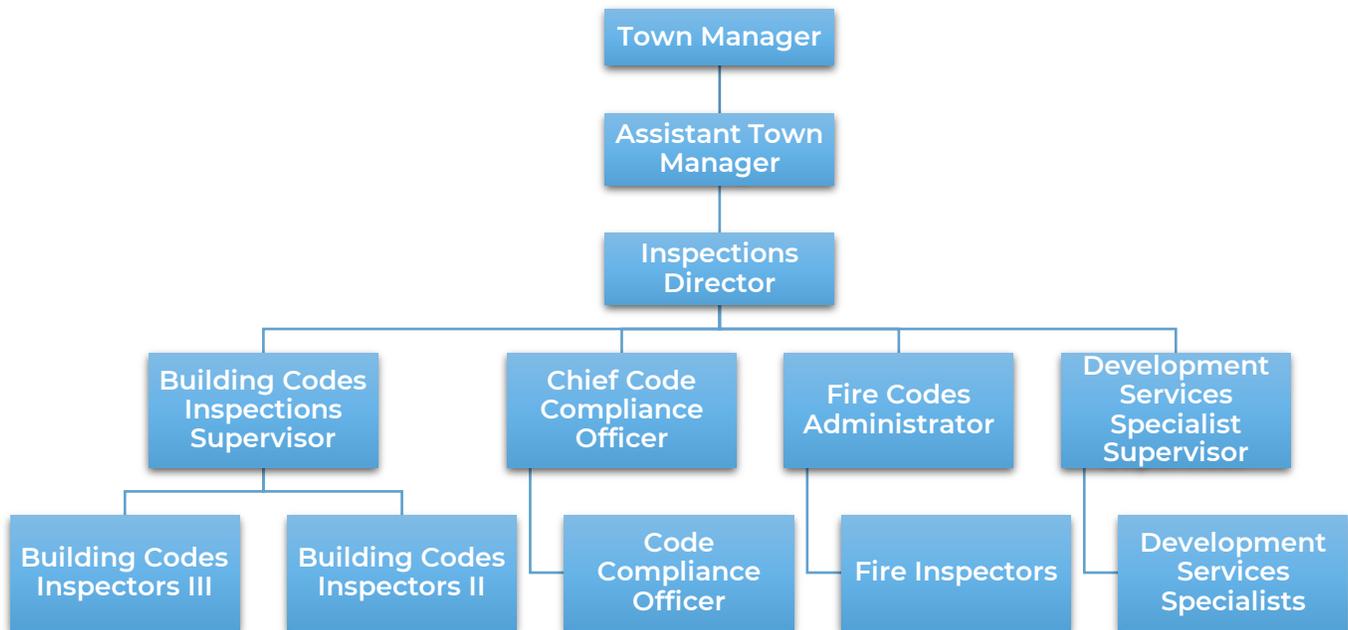




# FY24 BUDGET

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# Inspections



## Mission

Our mission is to make Garner the best place to live, work, and visit by providing for the health, safety, and welfare of our community through code compliance

## Summary

The Inspections Department is responsible for public safety through code compliance with Federal laws, the North Carolina State Building Codes, and local ordinances related to the construction of buildings and other structures. This also includes the installation of such facilities as plumbing systems, electrical systems, heating systems, refrigeration systems, air conditioning systems, and fire protection systems. Additional responsibilities are the maintenance of buildings and other structures in a safe, sanitary, and healthy condition including street addresses, and other related matters specified by the Town Council.

Our core values Accountability, Collaboration, Cooperation, Integrity, and Respect along with our vision to build and sustain a safe Garner is used by the Inspections Director, the permitting, inspections, code compliance, and fire prevention staff as we strive to create the safest community to live, work, visit, and invest in by accomplishing daily tasks related to permits, inspections, and complaint follow-up.

Permitting staff receives permit applications, collects all required fees, creates and issues permits, schedules inspections, and creates a Certificate of Compliance and Certificate of Occupancy to close out each permit when all work is completed.

Inspection staff reviews plans and conducts inspections for compliance with federal, state, and local building codes and ordinances. In addition to inspecting new buildings and renovations, staff inspects accessory structures such as swimming pools, decks, storage buildings, garages, carports, etc.

# Inspections

Code compliance staff receives complaints, conducts inspections, and creates violation notices and reports related to compliance with Minimum Housing Code and Nuisance Ordinance.

Fire prevention staff reviews plans and conducts inspections of fire protection systems, conducts, and makes reports of life safety inspections of new commercial buildings and annual state-mandated fire inspections of all existing commercial buildings for compliance with the fire code, educates our commercial building community on maintenance of fire protection systems and emergency planning, and follows-up on complaints related to life safety in commercial buildings.

## Strategic Goals

- Provide timely plan review, permit issuance, and inspections while maintaining excellent customer service (SD2, SD3, SD4, QI1, QI2, QI4, QI5, OD1, OD2, OD5, FR3)
- Educate contractors and homeowners on current code changes as applicable (FR3, SD1, SD3, SD4, OD4, QI1, QI2)
- Assist Engineering in managing and observing the construction of Town Projects to minimize issues that would increase costs and construction delays (FR3, SD1, SD2, SD3, SD4, OD2, OD4, QI1, QI2)
- Maintain online scheduling for timely inspections (SD1, SD2, SD3, SD4, OD2, OD5, QI1, QI2)
- Continue to update Town Website to provide information concerning changes made by the State Legislature and their impact on area contractors and owners (FR3, SD1, SD2, OD5, QI1, QI2, QI5)
- Conduct continuing education programs with area contractors to provide updates and changes to code and compliance issues (FR3, SD1, SD2, SD3, SD4, OD1, OD2, OD5, QI1, QI2, QI4, QI5)

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Inspections Director	1.0	1.0	1.0	1.0
Building Code Inspections Supervisor	1.0	1.0	1.0	1.0
Building Codes Inspector 1	2.0	2.0	3.0	3.0
Building Codes Inspector 11	3.0	3.0	3.0	3.0
Chief Code Compliance Officer	1.0	1.0	1.0	1.0
Code Compliance Officer	-	1.0	1.0	1.0
Fire Codes Administrator	1.0	1.0	1.0	1.0
Fire Inspectors	2.0	2.0	3.0	3.0
Development Services Specialist Supervisor	-	-	1.0	1.0
Development Services Specialists	2.0	2.0	2.0	2.0
<b>Total</b>	<b>13.0</b>	<b>14.0</b>	<b>17.0</b>	<b>17.0</b>

# Inspections

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$815,162	\$901,632	\$1,048,536	\$1,146,896
Salaries - Overtime	3,023	9,212	5,000	5,000
Salaries - Temporary	44,963	33,746	47,500	87,500
Longevity	13,830	14,528	11,352	11,352
FICA	63,364	70,357	81,853	90,020
Group Insurance	145,399	142,249	170,885	168,990
Retirement	126,373	151,494	182,133	202,875
Postage	883	1,089	3,500	2,000
Telephone	5,185	5,421	7,416	8,115
Printing	220	302	750	500
Travel and Training	8,069	14,944	24,555	26,228
Equipment Maintenance & Repair	-	-	100	100
Equipment Rental	4,677	4,095	7,500	7,500
Fuel	5,525	19,289	17,218	27,000
Departmental Supplies	5,435	3,497	6,450	6,450
Departmental Supplies Software	-	471	-	-
Equipment -- Non-Capital	-	15,797	-	-
Uniforms	1,191	234	5,650	6,525
Contract Services	52,325	77,342	102,350	88,720
Dues and Subscriptions	3,298	2,751	5,980	4,320
Vehicle	329,668	-	35,000	-
<b>Total</b>	<b>\$1,628,590</b>	<b>\$1,468,450</b>	<b>\$1,763,728</b>	<b>\$1,890,091</b>

# Inspections

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.
- An additional \$40,000 has been included for temporary plan review staff.

## Fiscal Year 2022 - 2023 Accomplishments

- Performed 36,195 trade inspections, a 12% increase over the previous year.
- Issued 2,350 permits, a 22% increase over the previous year.
- Plan review: 1,119 Residential and 267 Commercial completed.
- Resolved 580 code compliance cases.
- Completed over 600 hours of continuing education and eight inspectors received additional or new Standard Certifications including Building, Electrical, Fire, Mechanical and Plumbing.
- Added an additional Fire Inspector to the Fire Prevention Program.
- Co-sponsored Greater Wake County Building Code Official (GWBCO) – Continuing Education Conference for Electrical Contractors.
- Inspectors remained active in Local, State, and National Trade Associations, such as the NC Building Inspectors Association, the NC Mechanical Inspectors Association, the NC Fire Marshal's Association, the NC Plumbing Association, the International Association of Electrical Inspectors, International Code Region 8, the NC Association of Housing Code Officials, and the NC Association of Zoning Officials.
- Continued Live Video Remote Inspections, online applications and inspection requests, and started paperless residential and commercial plan reviews.
- Met all mandates from the General Assembly such as inspections being completed within 2 business days of the date requested, residential plan review being completed within 15 days of submission, and conducting maintenance fire inspections per the schedule in the NC State Fire Code.

## Objectives for Fiscal Year 2023 - 2024

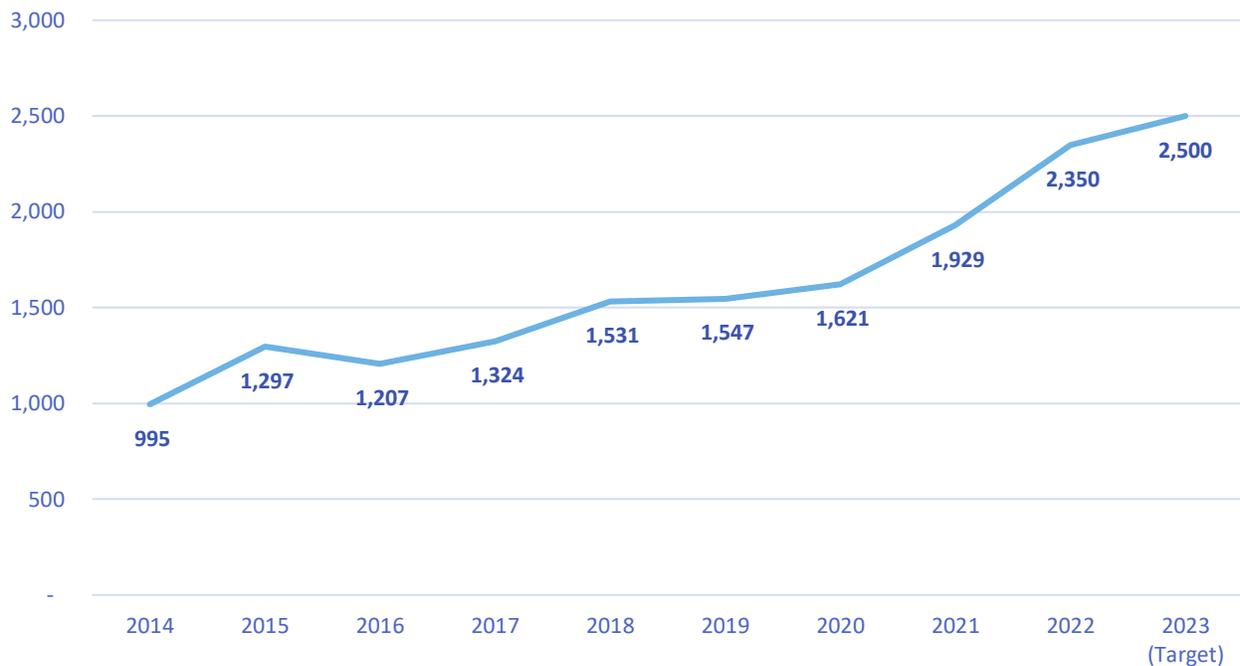
- Establish procedures and policies for the implementation of performance measures which will allow for the evaluation of processes to support future changes.
- Continue to comply with legislative orders, annual documentation, and reports.
- Continue looking for efficient and effective ways to meet growth and new legislation affecting plan review, permitting, and inspections.
- Continue to partner with the Greater Wake Building Code Officials (GWBCO) for the annual Seminar for Electrical Contractors.
- Continue to work with the rollout of our new Development Services Software which will allow for a more effective and efficient permitting process for our citizens and development customers.
- Create and implement an online same-day re-inspections process.
- Continue to support our local, state, and national trade associations for inspectors.
- Continue to provide inspections and fire code-related insight during our Pre-Development and Technical Review Committee (TRC) meetings to assist in the code-compliant design of projects submitted for permitting.

# Inspections

## Performance Measures

MEASURE	ACTUALS FY22-23	TARGET FY23-24
Inspections	36,195	38,000
Fire Maintenance	1,350	1,500
Planning and Engineering Scheduled by Inspections Staff	4,021	4,021
Total Inspections	41,566	39,500

## Total Permits



## Department Output Information

*\*Performance measures are based on general statutes and department standards.*

MEASURE	DEPARTMENT STANDARD OR REQUIREMENT	OUTCOME
Respond to all emails and voicemails within 1 business day received	Department Standard	100%
Respond to general complaints within 1 business day received	Department Standard	100%
Respond to life safety complaints same business day received	Department Standard	100%
Conduct research and follow-up related to code questions within 3 business days of submission	Department Requirement	100%

# Inspections

## Permitting

MEASURE	DEPARTMENT STANDARD OR REQUIREMENT	OUTCOME
Approve application, create plan review permit and SharePoint folder within 1 day of submission	Department Standard	95%
Schedule inspection requests the same day it is received (online, email, and phone submissions)	Statutory Requirement	100%
Prepare permit for issuance within 1 business day of plans being approved	Department Standard	100%
Prepare permits for COC or CO review within 1 day of request	Department Standard	100%

## Inspections

MEASURE	DEPARTMENT STANDARD OR REQUIREMENT	OUTCOME
Review Residential Building Plans within 15 business days of submission	Statutory Requirement	80%
Review Commercial Building Plans within 20 business days of submission	Department Standard	80%
Review Trade Permit Plans within 10 business days of submission	Department Standard	80%
Complete scheduled inspections within 2 business days of the requested date	Statutory Requirement	100%

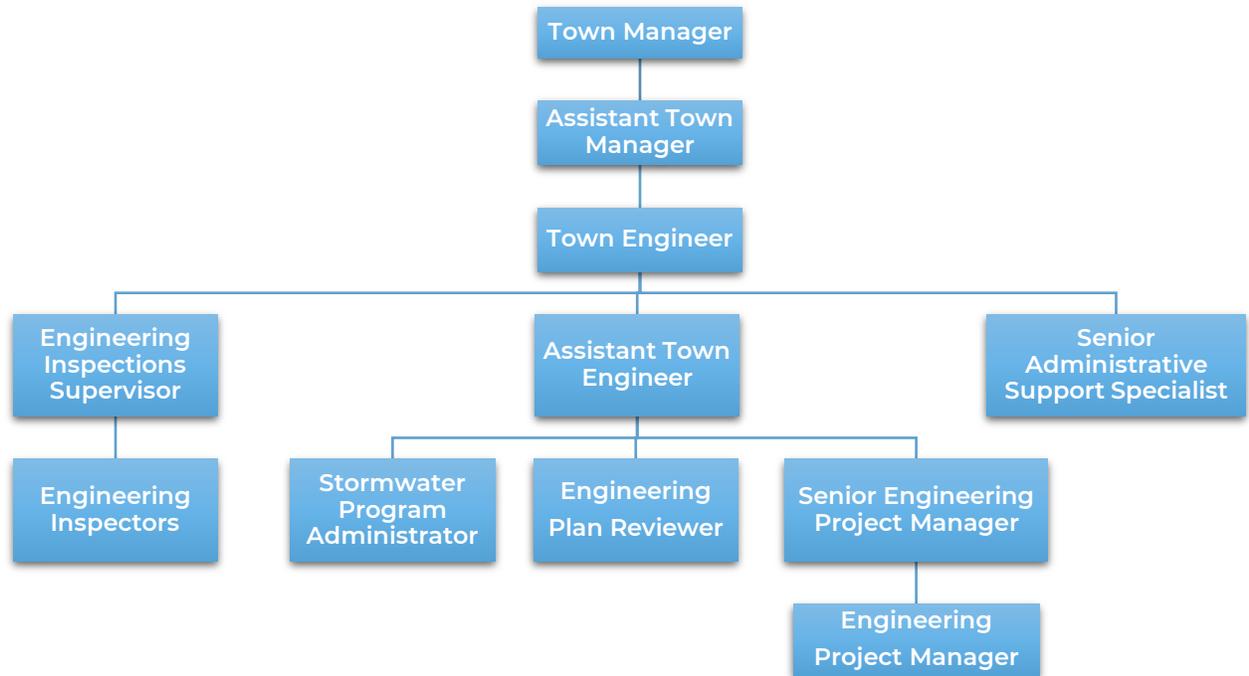
## Code Compliance

MEASURES	DEPARTMENT STANDARD OR REQUIREMENT	OUTCOME
Respond to all Minimum Housing Cases within 1 business day of complaint	Department Standard	100%
Respond to all Junk Car Cases within 1 business day of complaint	Department Standard	100%
Respond to all Nuisance Cases within 1 business day of complaint	Department Standard	100%
Respond to all Sign Violation Cases within 1 business day of complaint	Department Standard	100%
Follow-up related to procedures and timeframe for each type of case handled	Statutory Requirement	100%

## Fire Prevention

MEASURE	DEPARTMENT STANDARD OR REQUIREMENT	OUTCOME
Review Fire Protection systems within 10 business days of submittal	Department Standard	80%
Conduct new construction inspections (related to fire) within 2 business days of the requested date	Statutory Requirement	100%
Conduct state-mandated annual fire inspection of existing commercial buildings per state schedule	Statutory Requirement	90%
Follow-up on requests related to fire protection system maintenance and emergency planning within 2 business days of submission time	Department Standard	100%

# Engineering



## Mission

To provide for the efficient and reliable design, construction and inspection of public infrastructure that meets the needs of our community.

## Summary

The Engineering Department is responsible for the oversight of development review and installation of public infrastructure, including streets, sidewalks, and storm drain systems. The department aims to maintain existing levels of customer service while managing a diverse array of public projects required of a fast-growing community.

Engineering is responsible for managing all capital improvement plan (CIP) projects funded by the Town. The department provides Engineering Project Management for projects to construct streets, sidewalks, storm drainage, facilities, and parks. This includes development of capital project priorities, management of engineering design, budget development and maintenance, assistance in acquisition, and construction and contract management. While the City of Raleigh is the owner and operator of the Town's public water and sewer utility systems, the Engineering Department staff also provides general information regarding the existing utility system layout to assist developers and community members on new projects.

The Engineering Department also manages oversight of the growth and development of the Town's stormwater system. This includes administration of the Water Supply Watershed Protection Program, the Neuse Basin Nutrient Watershed Strategy, and the Environmental Protection Agency's National Pollutant Discharge Elimination System Phase II Program, all associated with stormwater quality control. It also provides oversight of private stormwater control measures, responds to drainage complaints from the community, and provides floodplain administration.

# Engineering

Engineering also reviews all private development for compliance with town engineering standards. This includes the standards of the Town, other governmental agencies, and the industry. The department participates in the Technical Review Committee and leads review of construction drawings for public infrastructure privately installed. It also manages the right-of-way encroachment process for property owners, utility companies, and others.

The Engineering Inspections group provides field inspections for all capital projects and private development construction. They monitor construction for adherence with approved plans and standards and inspect safety, traffic control, and environmental compliance elements. Additionally, the group performs traffic counts for the traffic calming program, manage school zone lights, and inspect encroachments in Town right-of-way.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Town Engineer	1.0	1.0	1.0	1.0
Assistant Town Engineer	1.0	1.0	1.0	1.0
Senior Engineering Project Manager	-	1.0	1.0	1.0
Engineering Project Manager	-	1.0	1.0	1.0
Stormwater Program Administrator	1.0	1.0	1.0	1.0
Engineering Plan Reviewer	1.0	1.0	1.0	1.0
Engineering Inspections Supervisor	-	1.0	1.0	1.0
Engineering Inspector	3.0	3.0	3.0	3.0
Senior Administrative Support Specialist	1.0	1.0	1.0	1.0
<b>Total</b>	<b>8.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>

# Engineering

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$531,568	\$607,784	\$897,167	\$990,620
Longevity	4,856	3,408	1,400	1,400
FICA	39,272	44,753	68,740	77,696
Group Insurance	80,693	83,191	124,285	131,190
Retirement	81,513	100,129	153,708	175,289
Professional Services		349	-	-
Postage	223	713	400	300
Telephone	3,364	3,332	5,600	6,300
Printing	55	1,279	250	250
Travel and Training	2,130	2,683	8,000	8,318
Equipment Rental	4,723	8,990	9,000	9,000
Fuel	2,790	5,064	8,192	8,000
Departmental Supplies	935	2,344	2,250	2,500
Departmental Supplies Software	-	72		
Equipment -- Non Capital	1,664	46	-	-
Stormwater Education Program	4,242	4,890	5,405	5,800
Uniforms	207	461	500	800
Contract Services	2,429	12,303	60,250	8,000
Stormwater Repairs		127,152	-	-
Dues and Subscriptions	650	460	1,500	1,500
Construction	44,340	2,500	-	-
<b>Total</b>	<b>\$805,654</b>	<b>\$1,011,903</b>	<b>\$1,346,647</b>	<b>\$1,426,963</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 - 2023 Accomplishments

- Onboarded new Project Management staff, including an Engineering Project Manager and Senior Engineering Project Manager.
- Assisted with development of the Capital Project Steering Committee to formalize the annual CIP process.
- Created new Capital Project budget development tools, collaborated with others to establish new capital project account and object codes, and developed project management standards and templates.
- Completed 2022 Street Resurfacing project.
- Completed construction on Vandora Springs Sidewalk project.
- Completed construction on Lake Drive Improvements project.
- Completed design for White Oak/Ackerman/Hebron Church Roundabout.
- Advanced to 65% design for Jones Sausage Road Widening (Amazon to Garner Rd).
- Bid and began construction on Junction Blvd. Stormwater project.

## Fiscal Year 2022 - 2023 Accomplishments (continued)

- Completed design for Forest Ridge Road Stormwater project
- Advanced to 65% design on capital sidewalk projects (Garner Road and Aversboro Road).
- Advanced to 65% design on Bryan Road Improvements project.
- Completed design on Pearl and Parker Street improvements project.
- Completed design on the Rand Mill & Main Street streetscape and parking project.
- Began stormwater infrastructure inventory and assessment (small pipes). Obtained a grant from the Local Assistance for Stormwater Infrastructure Investments fund for portions of this work.
- Started design on several park facilities, including: White Deer Inclusive Playground and Splashpad, Yeargan Park, Meadowbrook Phase 1 Dam, and the South Garner Greenway.
- Progressed design on the renovation of the Town Hall Annex building at 109 Forest Hills and associated Town Hall Campus site work.
- Began planning improvements to the Garner Senior Center.
- Reviewed approximately 215 site plan submittals and approved approximately 69 projects.
- Reviewed approximately 39 construction drawing submittals and approved approximately 17 projects.
- Inspected/accepted approximately 26,000 linear feet of streets and approximately 46,000 linear feet of sidewalks.
- Inspected 223 Stormwater Control Measure (SCM) sites.
- Implemented third-party inspections program for privately-owned Stormwater Control Measures.
- Adopted program updates and updated ordinance for Town of Garner Stormwater Program for Nitrogen Control.
- Adopted updated Flood Prevention Ordinance reflecting new FEMA Flood Insurance Rate Maps.
- Begin construction on the White Oak/Ackerman/Hebron Church Roundabout project.
- Begin construction on Forest Ridge stormwater project.

## Objectives for Fiscal Year 2023 – 2024

- Begin construction on Rand Mill & Main Street streetscape and parking project.
- Begin construction on the Town Hall Annex renovations.
- Advertise and complete construction on 2023 Annual Resurfacing Project.
- Complete design of Jones Sausage Road Widening project and begin land acquisition for Phase 1 (Amazon to Garner Road).
- Complete Stormwater Inventory and Assessment.
- Complete construction on Junction Blvd Stormwater project.
- Issue a Request for Qualifications for selection of on-call surveying services to support capital project needs.
- Create a floodplain management section within the Town website to provide resources to residents in special flood hazard areas.
- Revamp capital project reporting tools and update GIS map.
- Analyze the setup and revenues to support a Town of Garner Stormwater Utility.
- Timely review of plans and inspections of projects.
- Continue to update Capital Project Budget and tracking system for construction projects.

# Engineering

## Performance Measures

### Engineering Development Review

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	PROJECTED FY23-24
# of Construction Drawing Submittals	64	39	50
# of Construction Drawing Plan Sets Approved	22	17	20
Engineering Development Fees-Construction Drawings	\$11,040	\$6,200	\$10,000
Engineering Development Fees-Roadway Inspections	\$147,365	\$20,467	\$115,000
Engineering Development Fees-Sidewalk Inspections	\$100,433	\$15,485	\$85,000
Engineering Development Fees-Curb and Gutter	\$103,586	\$18,120	\$87,000
Engineering Development Fees-Stormwater	\$7,800	\$5,000	\$6,200
Right-of-Way Encroachment Fees	N/A	\$500	\$600

### Engineering Inspections (Private Development)

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	PROJECTED FY23-24
Single Family Roadway installed and inspected (Lin Ft)	11,219	26,144	20,000
Single Family Sidewalk installed and inspected ( Lin Ft )	22,677	45,366	40,000
Multi-Family Roadway installed and inspected ( Lin Ft )	1,418	800	1,800
Multi-Family Sidewalk installed and inspected ( Lin Ft )	1,418	5,343	3,600
Annual Resurfacing Inspected (Mi)	4.84	5.00	5.20

### Project Management (CIP)

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	PROJECTED FY23-24
CIP Roadway Projects Accepted (Linear Feet)	3,036	1,913	2,376
CIP Sidewalk Projects Accepted (Linear Feet)	3,036	1,790	1,720
CIP Public Facilities Completed and Accepted (Sq. Ft.)	0	0	12,000
# of Traffic Calming Studies Completed	2	2	3
# of Traffic Calming Projects Approved and Installed	0	1	3

### Stormwater

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	PROJECTED FY23-24
Impervious Surface Added (Acres)	92*	194	180
SCM Load Reductions (lb.*N/year)	428*	1,114	1,050
# of SCMs Inspected	209	223	237
# of SCMs Requiring Maintenance	25	30	25
# of Illegal Discharge Complaints Received and Investigated	7	16	18

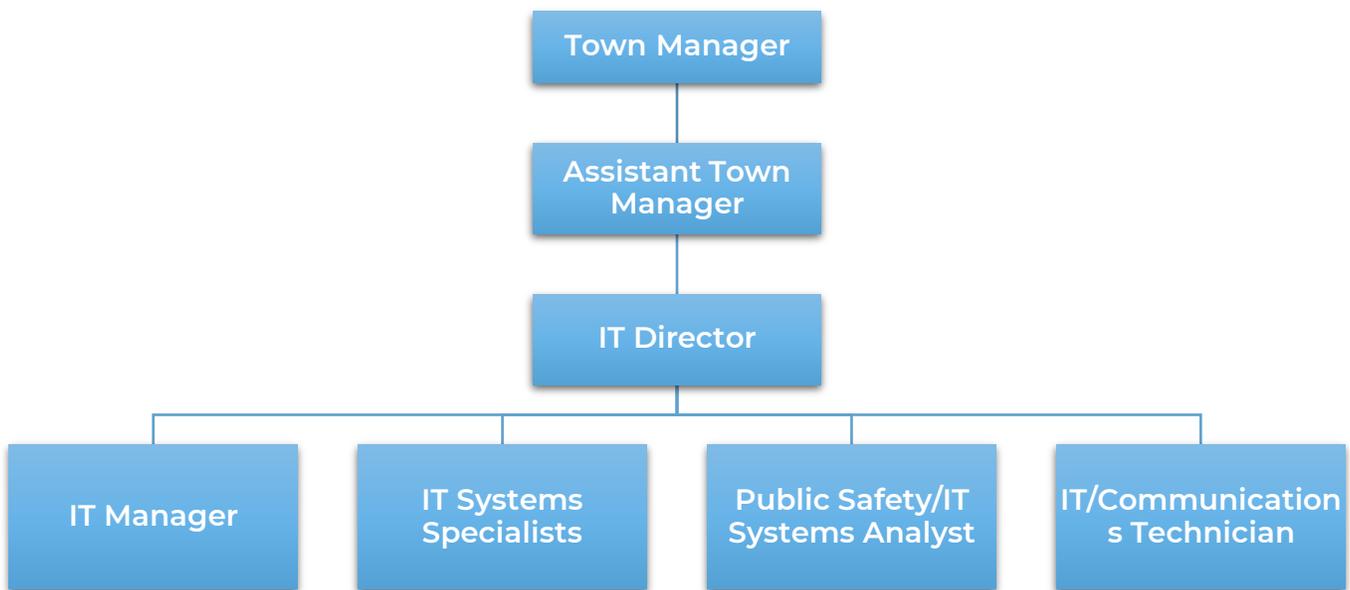
\* Impacted by one-time development services change to allow Master Plans without stormwater calculations. Future projections should restabilize to prior levels.

# Engineering

## Administration

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	PROJECTED FY23-24
# of Requisitions	13	17	20
# of Invoices Processed for Payment	162	175	190
# of Contract Routings	7	10	12

# Information Technology



## Mission

The mission of the Information Technology Department is to provide standardized, strategic, secure, and state-of-the-art information technology to advance the efficiency and delivery of government services to staff and citizens. Our vision is to facilitate technology, continuity, progression, integrity, and productivity.

## Summary

The Information Technology Department serves as a consultant to the Town Council, Town Manager and all 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, telephone system, computer network, computer programs, voice mail, electronic mail, and Town website.

The Information Technology Department leads the effort in developing and ensuring the technological integrity of Town operations. The department is also dedicated to advancing and leveraging the best uses of data and information to better solve community needs.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	ACTUALS FY22-23	ACTUALS FY23-24
Information Technology Director	1.0	1.0	1.0	1.0
IT Manager	1.0	1.0	1.0	1.0
IT Systems Specialist	2.0	2.0	2.0	2.0
IT/Communication Technician	-	-	1.0	1.0
Public Safety IT Systems Analyst	-	1.0	1.0	1.0
<b>Total</b>	<b>4.0</b>	<b>5.0</b>	<b>6.0</b>	<b>6.0</b>

# Information Technology

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$264,151	\$379,735	\$416,176	\$537,794
Salaries - Temporary	1,400		-	-
Longevity	19,851	28,315	-	-
FICA	34,125	50,434	31,838	41,566
Group Insurance	40,369	62,205	57,775	63,474
Retirement	0	0	71,193	95,180
Professional Services	13	166	3,500	3,500
Postage	92,987	85,502	26	26
Telephone	1,200	1,358	136,994	124,944
Travel and Training	1,463	1,032	6,850	6,850
Equipment Rental	64	126	1,033	1,033
Fuel	5,193	11,494	239	239
Departmental Supplies	175		11,600	11,600
Equipment -- Non-Capital	18,264	58,241	81,321	66,700
Contract Services	192,542	232,992	341,962	341,962
Dues and Subscriptions	1,191	2,868	2,560	2,560
<b>Total</b>	<b>\$672,986</b>	<b>\$914,467</b>	<b>\$1,163,067</b>	<b>\$1,297,428</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Fiscal Year 2022 - 2023 Accomplishments

- Hired new individuals into key staff positions due to turnover.
- Assessed current network, located problem areas, and addressed with technology and security solutions.
- Upgraded to currently supported versions of Windows on all desktops and servers.
- Updated software, networking equipment, scanning software, and computers where necessary.
- Provided automation for many departments to increase productivity and citizen engagement.

## Objectives for Fiscal Year 2023 - 2024

- Under new department leadership, inspect existing budget, look for efficiencies, and create a five-year forecasting model.
- Develop technical specifications for the new Town Hall Annex.
- Move the data center to the Town Hall Annex.
- Enhance mobility options for all town staff (remote laptop usage, remote phone system usage).
- New phone system to replace existing system that has reached end-of-life and cannot be serviced.
- Update software systems that have reached their end-of-life.
- Update police technology systems.
- Look for opportunities to add automated processes and simplify logon.
- Identify/evaluate state-of-the-art cyber security tools for future deployment.
- Take a “cloud first” Software as a Service (SaaS) approach during selection of enterprise technologies.

# Information Technology

## Performance Measures

MEASURE	ACTUALS FY21-22	FORECASTED FY22-23	TARGET FY23-24
Ticket Completion Average (In Days)	4.5	4.1	4
Total Ticket Submittals	2,455	2,426	2,400

### Service Ticket Count Per Month



\*Annual Total Ticket Count (forecasted): 2426

### Average Days Until Service Ticket Is Closed



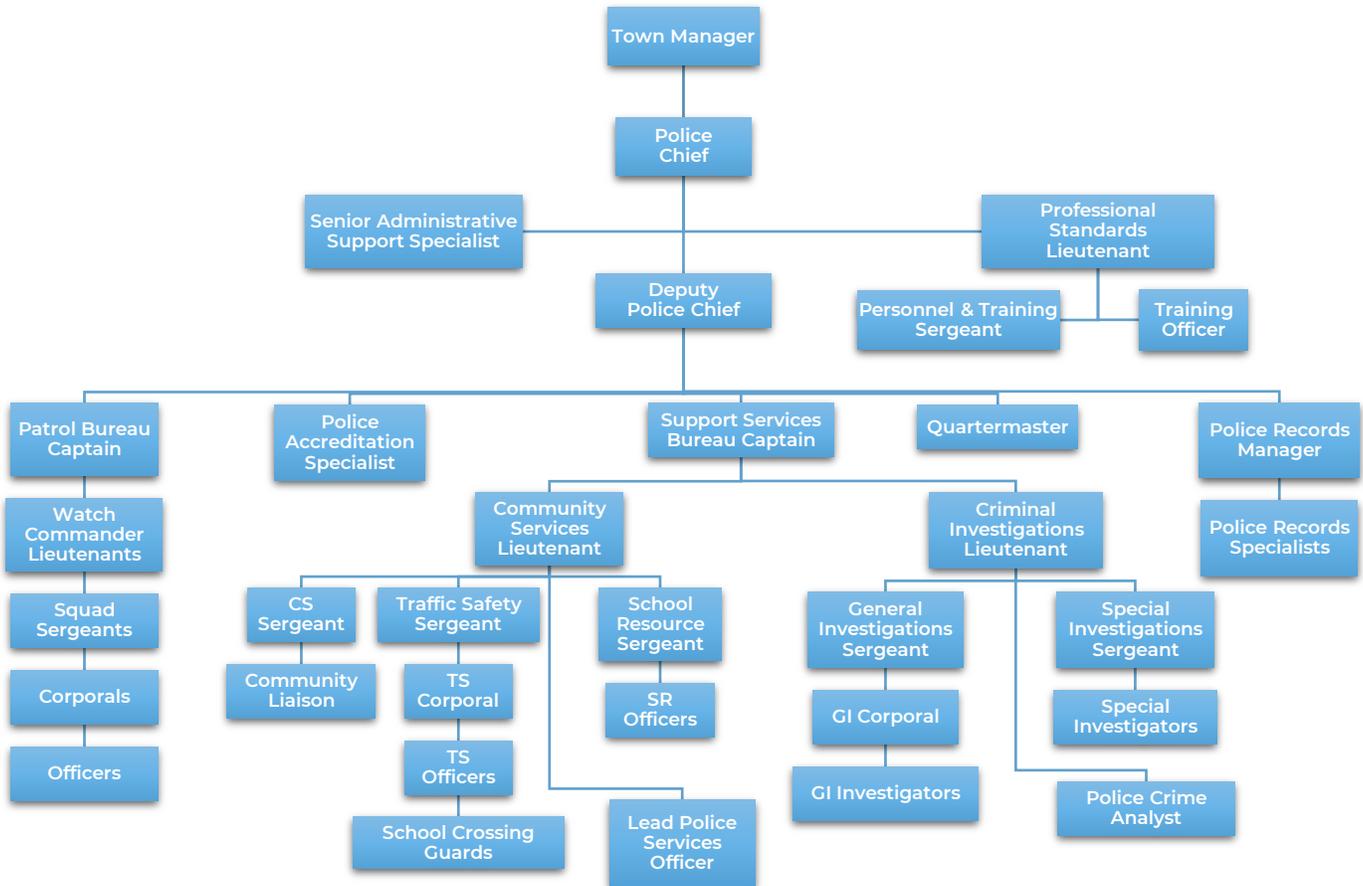
\*Annual Average Days Until Ticket Closed: 4.1



# FY24 BUDGET

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# Police



## Mission

The Garner Police Department is dedicated to excellent police service through partnerships that reduce crime, create a safe environment, build trust, and enhance the quality of life in our community. We are committed to delivering quality service in an effective, responsive, and professional manner.

## Summary

The Police Department is responsible for proactively providing a safe community for residents, visitors, and businesses. The Department combines education, enforcement, and prevention in partnerships and programs such as the Achievement Academy, the Citizens' Police Academy, Community Watch, and School Resource Officers. The Police Department is composed of the Operations Bureau and the Administration Bureau and is a nationally accredited and professional law enforcement agency that is committed to community policing aimed at improving the overall quality of life in the Town.

# Police

## OUR VALUES INCLUDE:

- *Commitment:* We have a selfless determination and relentless dedication to the public, our partners, and to each other. We will strive to continually improve our community and our agency.
- *Integrity:* We are committed to the highest standards of honesty and ethical conduct, which are the cornerstones of our profession.
- *Professionalism:* We accept responsibility for our actions. We are accountable to ourselves and those we serve. We will communicate honestly and consistently strive for excellence.

## Strategic Goals

- The Garner Police Department is committed to providing efficient, effective, and timely service to the citizens of Garner.
- As a professional organization, we will continue to build trust and legitimacy with the community through purposeful interaction and accountability.
- Maintain focus on officer safety, training, and overall employee wellness.
- Maintain a focus on succession planning through training and redundancy.
- The Garner Police Department will continue to enhance the quality of life for our residents through community policing and crime reduction strategies.

## Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Chief of Police	1.0	1.0	1.0	1.0
Deputy Chief	-	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0	2.0
Police Lieutenant	4.0	4.0	4.0	6.0
Police Sergeant	9.0	11.0	11.0	11.0
Police Corporal	-	6.0	6.0	6.0
Senior Administrative Support Specialist	1.0	1.0	1.0	1.0
Special Investigator	-	3.0	3.0	3.0
General Investigator	8.0	4.0	4.0	4.0
Police Officer	34.0	30.0	30.0	32.0
Traffic Safety Officer	5.0	6.0	6.0	6.0
School Resource Officer	5.0	6.0	6.0	6.0
Police Records Manager	1.0	1.0	1.0	1.0
Police Records Specialist	3.0	3.0	3.0	3.0
Quartermaster	1.0	1.0	1.0	1.0
Community Liaison Officer	1.0	1.0	1.0	1.0
Lead Police Services Officer	-	1.0	1.0	1.0
Police Crime Analyst	1.0	1.0	1.0	1.0
Accreditation Specialist	0.5	-	-	-
Fleet Technician	-	-	-	1.0
Animal Control	1.0	-	-	-
Training Officer	1.0	-	-	-
<b>Total</b>	<b>78.5</b>	<b>83.00</b>	<b>83.00</b>	<b>88.00</b>

# Police

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$4,875,508	\$5,324,044	\$5,897,490	\$6,567,634
Salaries - Overtime	60,491	57,741	61,375	63,830
Salaries - Temporary	52,312	92,830	94,340	98,114
Outside Employment	168,559	263,124	225,000	246,000
Longevity	89,539	75,706	61,496	61,496
FICA	390,726	434,565	467,774	494,264
Group Insurance	838,473	845,842	939,950	963,032
Retirement	792,844	926,055	1,071,074	1,220,120
Professional Services	13,897	1,116	6,500	6,500
Postage	749	887	1,200	1,200
Telephone	17,297	18,820	20,160	20,160
Printing	2,408	2,839	3,000	3,000
Travel and Training	59,238	58,923	96,577	91,784
Special Events	7,239	4,171	13,500	13,500
Parking Fees	89	25	350	350
Equipment Maintenance & Repair	5,506	7,481	15,500	15,525
Equipment Rental	24,782	18,323	19,323	19,323
Fuel	118,903	231,694	340,831	356,831
Departmental Supplies	56,090	88,727	121,590	163,552
Departmental Supplies Software	-	-	-	19,648
Dept Supplies Asset Forfeiture	2,664	-	12,393	-
Equipment -- Non-Capital	53,718	112,068	49,719	81,867
Vet Supplies & Food	5,289	8,912	12,000	12,000
Drug & Information Purchases	2,000	2,000	7,500	2,500
Uniforms	77,885	65,814	100,478	79,600
Contract Services	556,243	595,275	710,880	902,683
Dues and Subscriptions	2,825	2,406	4,500	4,500
Phys/Poly/Psych Examinations	16,920	8,522	18,250	18,250
Equipment Asset Forfeiture	-	-	94,075	-
Vehicle	-	-	-	140,000
<b>Total</b>	<b>\$8,292,194</b>	<b>\$9,247,910</b>	<b>\$10,466,825</b>	<b>\$11,667,263</b>

## Budget Highlights

The FY 2023 – 2024 Recommended Budget includes:

- An increase in salaries and benefits associated with implementation of the pay and class study.
- Funding of \$212,994 for Police Officers (2.00 FTE) to maintain services and adequate staffing levels to align with continued growth and increasing demand. These positions will be funded for half a year.
- Funding of \$369,110 for Police Lieutenants (2.00 FTE) to complete the Watch Commander (Lieutenant) department transition that increases supervision and accountability on each patrol squad. This will allow first-line supervisors to spend more time mentoring and developing officers in the field.
- An additional Fleet Technician (1.0 FTE) to support Garner Police Department vehicle maintenance. This position is a technical correction.

## Fiscal Year 2022 - 2023 Accomplishments

- Implemented the reorganization of the police department that reallocated resources for increased community engagement, oversight, and supervision, provided more district accountability, implemented crime reduction strategies, and accommodated future growth within the Town and police department.
- Reinstated the Professional Standards Division responsible for maintaining the integrity of the Department.
- Successfully completed year two of the accreditation cycle by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Garner Police Department has been accredited by CALEA since 1994.
- Created redundancy of knowledge in supervisory positions to develop future leaders in the organization.
- Continued to provide community engagement opportunities, including Coffee with a Cop, Citizens' Police Academy, National Night Out, Self Defense for Women, and SCOR.
- Continued to partner with other town departments and civic groups to help lower crime and improve community safety and engagement.
- Expanded department leadership to include the rank of watch commander at the lieutenant level in the Patrol Bureau, which increases oversight and accountability. The deputy chief position was reinstated and oversees the day-to-day operations of the police department and creates redundancy for the police chief's position. This creates a stronger leadership foundation as the department continues to grow.
- Emphasized succession planning by providing advanced leadership courses in the Administrative Officers Management Program (AOMP), West Point Leadership Program, Senior Management Institute for Police (SMIP), and the FBI-LEEDA Trilogy.
- Continued emphasis on the 30X30 Initiative to enhance recruitment efforts to hire a more diverse workforce that better reflects the community.
- Successfully implemented the Automated License Plate Reader Program (ALPR) having a 53.5% success rate on stolen vehicles, stolen registration plates, missing people, and wanted suspects.

## Objectives for Fiscal Year 2023 – 2024

- Maintain fiscal responsibility by continuing to build upon the success of using the Citizens and Police Together (CAPT) volunteer team, Police Chaplains, and numerous grant funding opportunities to extend police resources at little or no cost.
- Continue to create additional opportunities for non-enforcement activities and interaction through continued officer involvement in Police Athletics and Activities League (PAAL) in area schools and expand community outreach conversations (e.g., Barber Shop Rap Sessions, Coffee with a Cop, etc).
- Maintain traffic enforcement and education as a priority through anti-texting training with high school students, BikeSafe (motorcycle safety), Watch for Me NC (pedestrian safety), and continued emphasis on DWI enforcement and education.
- Continued research on a new records management system (RMS) to better document criminal incidents, calls for service, suspicious persons and incidents, and the quartermaster system.
- Expand Power BI and other programs to produce real-time data to provide information to help identify patterns of emerging crime that will aid with appropriate levels of response.
- Continued enhancement of officer wellness by providing resources, training, and classes to enhance overall health by promoting department employees' physiological, psychological, and emotional well-being.

## Objectives for Fiscal Year 2023 – 2024 (continued)

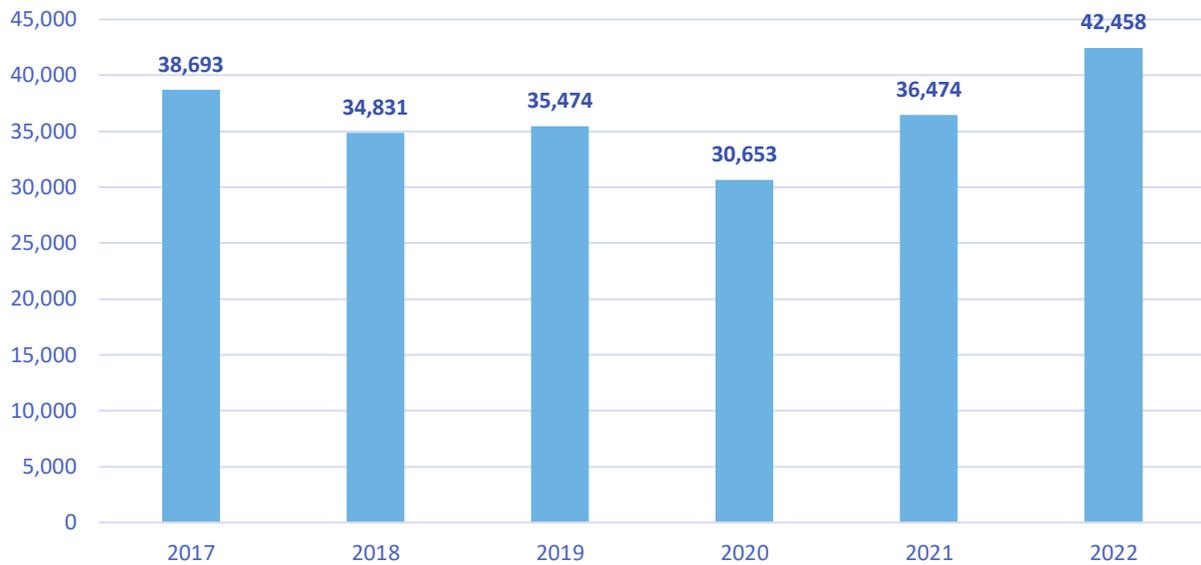
- Continued utilization of the NC Law Enforcement Assistance Program (NCLEAP) and similar programs to debrief critical incidents, support employees, and aid in preventing officer suicide.
- Continue to provide leadership training by providing advanced leadership training to all levels of supervision that will create redundancy and successful succession planning.

## Performance Measures

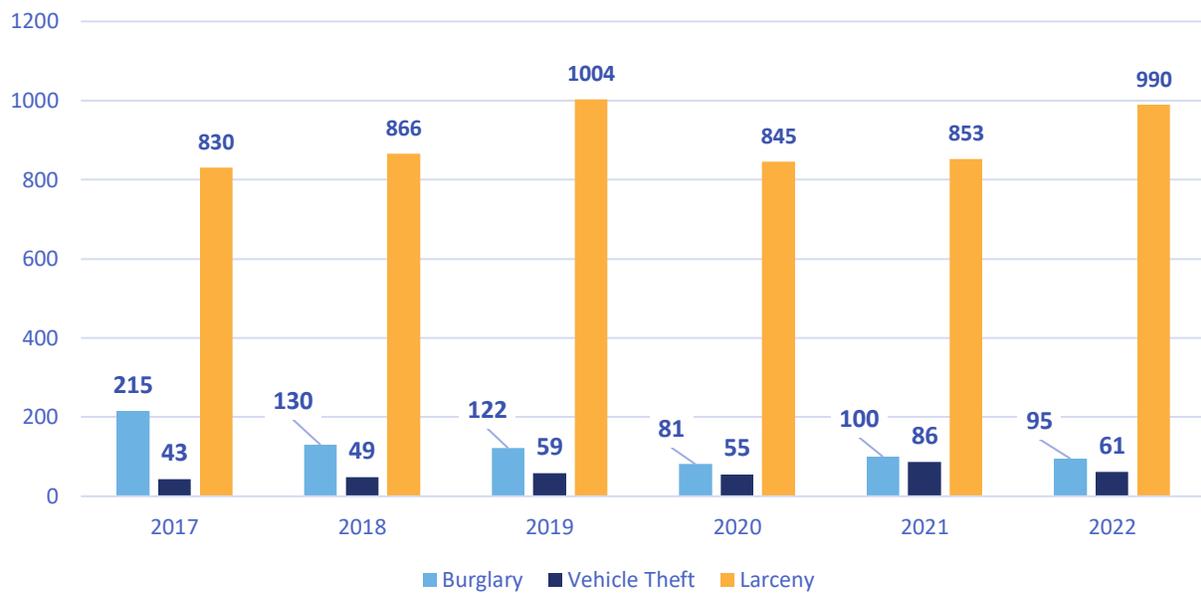
2022 AUTOMATED LICENSE PLATE READER PROGRAM (ALPR) ALERT SUCCESS RATES			
Types of Alerts	Alerts	Successes	Percentage
Stolen Vehicles	71	45	63.4%
Stolen Tags	37	17	45.9%
Wanted Persons	28	11	39.3%
Missing Persons	6	3	50.0%
Total	142	76	53.5%

MEASURE	CY 2021	CY 2022	TARGET CY 23
Average response time for emergency and high priority calls	6.67 Min	6.8 Min	6.65 Min
# of Violent Crimes (Murder, Rape, Robbery)	33	37	35
# of Property Crimes (Larceny, MV Theft, Burglary)	1,032	1,141	1,087
Total # of Calls for Service	36,474	42,458	39,466
# of Crashes Investigated	1,564	1,715	1,638
# of Injury Crashes	287	276	282
# of Alcohol Related Crashes	47	47	46
# of DWI Arrests	92	106	100
# of Traffic Stops	6,338	7,337	6,838
Hours of Advanced Training	4,324	4,636	4,948

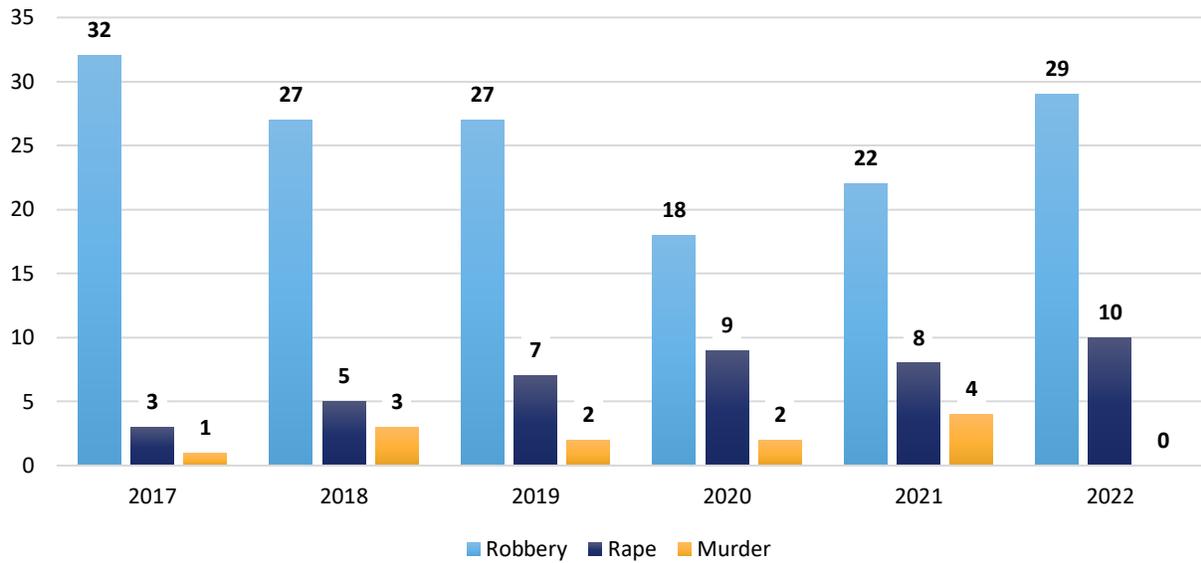
## Total Calls for Service



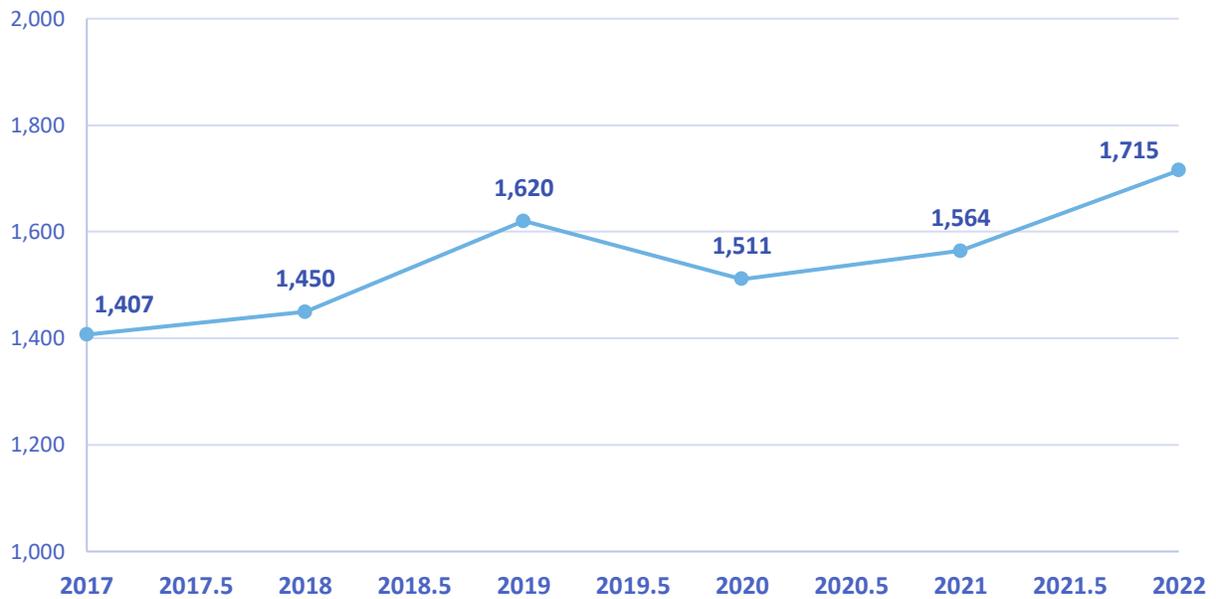
## Property Crimes



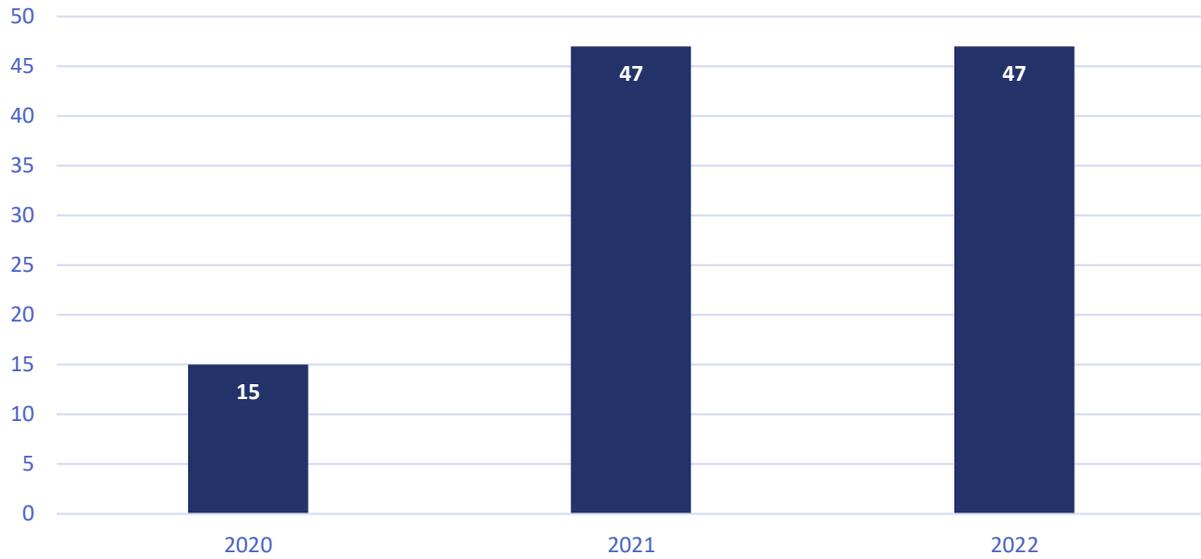
## Violent Crimes



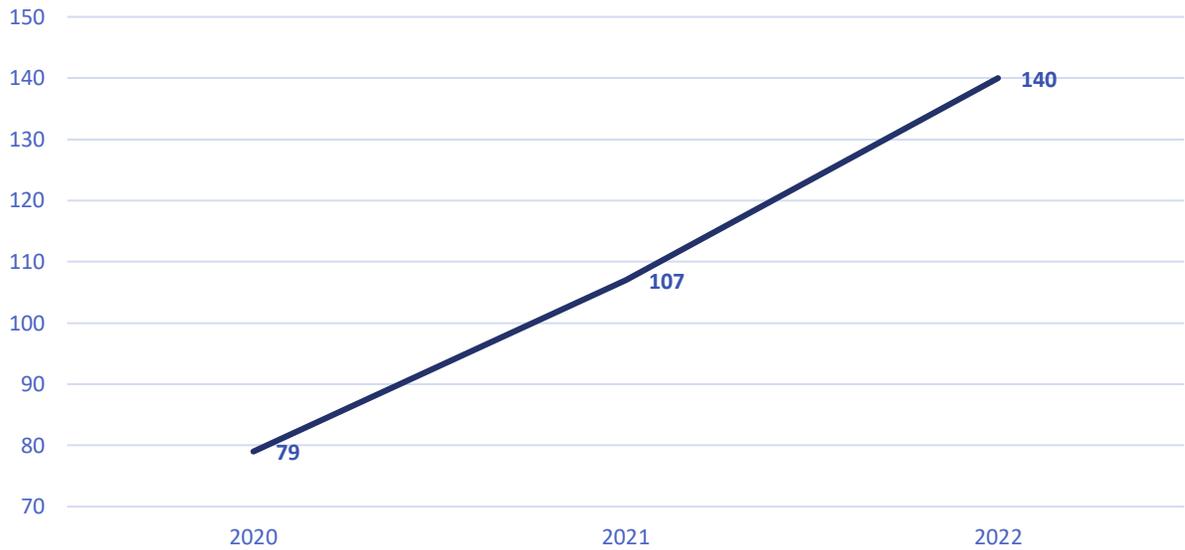
## Traffic Crashes



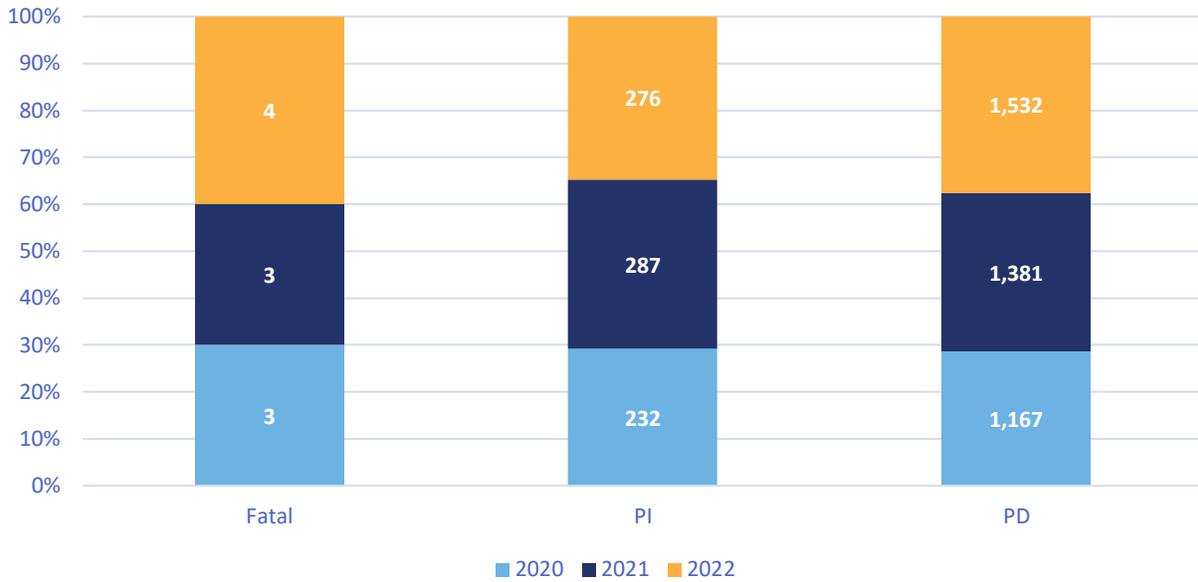
## Alcohol Related Crashes



## DWI Arrest



## Types of Crashes

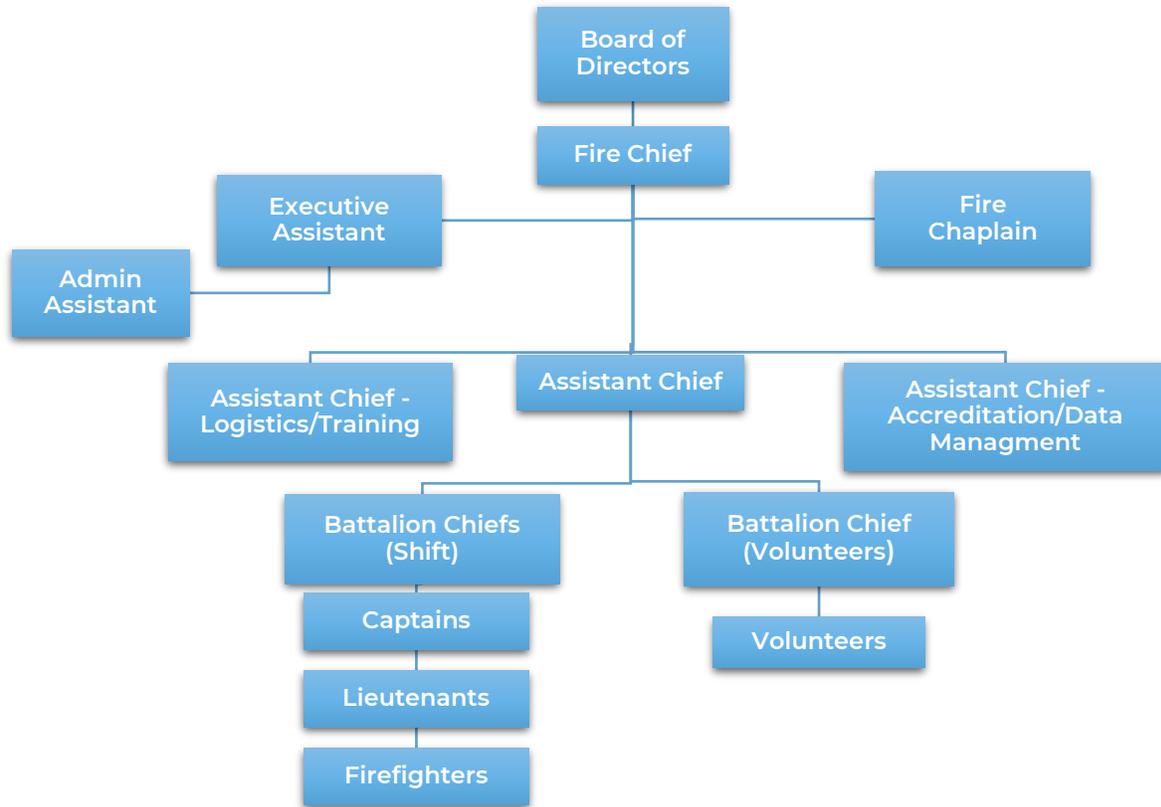




# FY24 BUDGET

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# Garner Fire Rescue



## Mission

Garner Fire-Rescue is dedicated to protecting the life and property of our community by building our future on the foundation of our past.

## Summary

The Town of Garner contracts out its fire and rescue services to the Garner Fire Rescue Department. Garner Fire Rescue is a combination department serving over 64,746 people in the Town of Garner and Wake County area totaling 79.62 square miles of district. Garner Fire Rescue operates four stations: each staffed 24 hours a day. Services include fire suppression; first responder medical service as EMT-B; technical rescue; and fire prevention and education. As a contracted department, all firefighters are employees of the Garner Fire Rescue. Garner Fire Rescue is an independent organization governed by a Board of Directors. The Town and Wake County cost-share operational and capital costs for GFR.

The Garner Volunteer Fire-Rescue, Inc. strives to become the best possible fire service organization through well-trained and developed personnel, modern resources, and equipment, and continue to be an integral part of our community. Garner fireFIGHTers possess the courage needed to save lives and make our community safe. We will be models of honesty, possess giving hearts, and be grateful for our heritage.

# Garner Fire Rescue

## OUR VALUES INCLUDE:

- **Fortitude:** We possess the emotional power and strength of mind to endure any situation with courage.
- **Integrity:** We embody moral uprightness and will always be honest in every situation while letting our moral compass always point us to what is right.
- **Generosity:** We strive to always act unselfishly through gracious, selfless acts of kindness and gratitude towards others.
- **Honor:** We consider public service a privilege and will treat all such interactions with respect and dignity.
- **Tradition:** We will always strive for continuous improvement while remembering and reflecting along the way on who we are, where we come from, and why we exist.

## Strategic Goals

- Maintain an organizational commitment toward continuous improvement.
- Continue fire department merger planning with the Town of Garner.
- Enhance emergency response capabilities.
- Enhance departmental training and personnel development.
- Enhance physical resource allocation and replacement programs.
- Improve community risk reduction (CRR) efforts.
- Improve information technology (IT) components such as policies, procedures, security, software, and hardware.

## Position Summary

POSITIONS	AUTHORIZED FTE FY23-24*
Fire Chief	1.0
Assistant Chief	3.0
Battalion Chief	6.0
Captain	18.0
Lieutenant	18.0
Firefighter	36.0
Executive Administrator	1.0
Administrative Assistant	1.0
Community Risk Reduction Captain	1.0
<b>Total</b>	<b>85.0</b>

\*Garner Fire Rescue employees are not part of the official Town of Garner position count.

# Garner Fire Rescue

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Personnel Additions	-	-	\$620,280	\$997,497
Equipment -- Non-Capital	91,309	180,530	198,586	218,448
Contract Services	114,994	119,711	211,766	250,020
Contract Services-GVFD Inc	4,307,309	4,747,880	5,247,503	5,487,416
<b>Total</b>	<b>\$4,513,612</b>	<b>\$5,048,121</b>	<b>\$6,278,135</b>	<b>\$6,953,381</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation pay and class study.
- The addition of 2.0 Battalion Chiefs cost-shared with Wake County Fire Tax District for the opening of Fire Station #5.
- Additional funding of \$76,000 for fire hoses, valves, and minor station renovations that are cost-shared with the Wake County Fire Tax District.

## Fiscal Year 2022-2023 Administration Accomplishments

- Received ISO Class 1 rating from the North Carolina Office of the State Fire Marshal for Town areas and improved to a Class 3 rating for rural areas.
- Successfully migrated to a new records management system.
- Participated in the new station 5 groundbreaking ceremony.
- Completed lieutenant, captain, battalion chief, and assistant chief promotional processes.
- Updated 50 guidelines, policies, and/or procedures.
- Placed a new Pierce mid-mount ladder into service at station one.
- Ordered two Pierce engines.
- Hosted Garner Firemen’s Day Festival.
- Hosted Citizen’s Fire Academy program.
- Completed phase two of the new community risk assessment/social vulnerability index to determine risk reduction focus areas.
- Participated with Garner PD, Wake County Sheriff’s Office, Wake County EMS, and American Red Cross in Festival de Independencia de Guatemala 2022 at Lake Benson Park.
- Co-hosted Community CPR & First Aid Course with Wake County EMS.
- Participated in Breast Cancer Awareness Month supporting Relay for Life.
- Participated in educational visit and show-and-tell with Able to Serve, Inc.
- Participated with Garner PD in a community event with East Garner Magnet Middle School.
- Participated in two Garner Night Market events downtown.
- Hosted fire prevention and education for Foundation Senior Living.
- Participated with Garner PD and Garner PAAL in National Night Out.
- Participated in the National Walk to School Day to encourage families to consider walking, biking, or taking public transit to school.

# Garner Fire Rescue

## Fiscal Year 2022-2023 Administration Accomplishments (continued)

- Participated in Operation Save a Life event sponsored by WTVD 11, Kidde, North Carolina Office of the State Marshal, National Fire Protection Association, UNC Jaycee Burn Center, and the Home Depot.
- Participated in the 100th Anniversary of National Fire Prevention Week.
- Hosted Business Exchange Breakfast with Garner Chamber of Commerce.
- Participated with Choose Local & Small Y'all as a drop-off point for socks and clothes as part of Note in the Pocket.

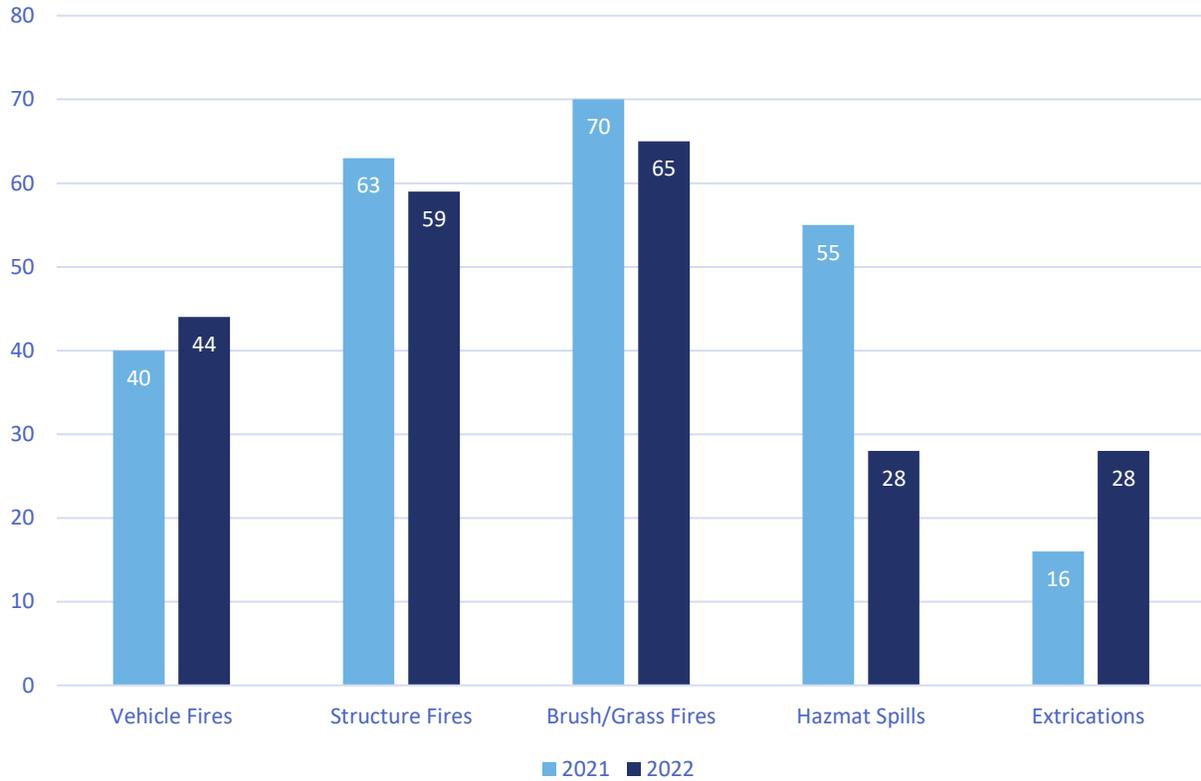
## Fiscal Year 2022-2023 Operations Accomplishments

- Completed 22,578 hours of training with an average of 358 hours per full-time employee (FTE).
- Engaged with 10,468 people through non-incident-related activities as part of community risk reduction.
- Completed annual hose testing on 382 pieces of hose.
- Completed boat operation and water rescue training at Lake Benson.
- Completed three After-Action Reviews for working structure fires.
- Completed National Fire Protection Association Standard 1582 annual physicals.
- Completed annual physical agility testing.
- Hosted four quarterly ISO water haul drills with mutual/auto-aid partners.
- Participated in joint high-rise training drills with Knightdale and Wendell Fire Departments at Wake County Fire Training Center.
- Participated in the NC Victims Assistance 5k Run at Lake Benson Park winning first place in the first responder division.
- Participated in Fire Responder Appreciation Night as part of the honor guard and the singing of the National Anthem.
- Participated in a live demo at the grand opening of the NCDOT Traffic Incident Management Training and Development Track.

## Performance Measures

KEY PERFORMANCE INDICATORS	ACTUALS
Number of residents served	64,746
Size of the area served	79.62 sq. mi.
Number of calls for service	7,233
Number of unit responses	11,248
Percentage of medical calls	62.20%
Average cost per incident	\$1,114.99
Calls per 1k residents	111.71
Total property saved (property + contents)	\$2,002,316
Average fire loss per resident	\$6.67
Number of citizens reached through public outreach efforts	10,468
Number of training hours	22,578
90th percentile turnout time for all units (station notification-unit enroute)	1 min 30 secs
90th percentile travel time for all units (unit enroute – unit arrival)	7 min 25 secs
Property save calculation (what is at risk-what is lost-what is saved)	82.25%

## Response Types

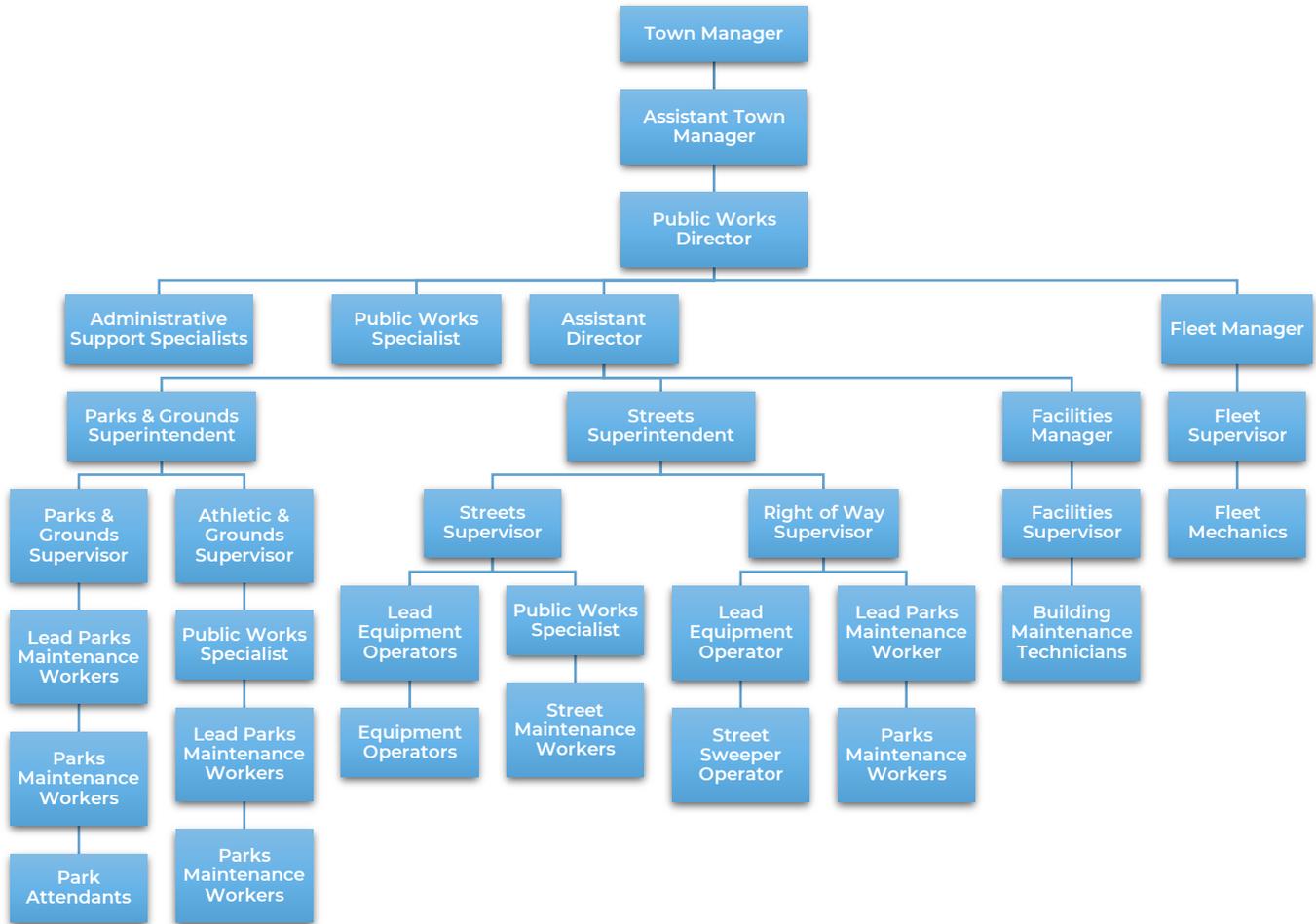




# FY24 BUDGET

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# Public Works



## Mission

To provide superior support within our community through professional and customer-focused services.

## Summary

The Public Works Department is composed of eight divisions—Administration, Public Facility Management, Public Grounds Maintenance, Solid Waste, Fleet Management, Street Maintenance, Powell Bill, and Snow Removal. The Department is responsible for the maintenance and repair of Town-owned roadways, buildings, and grounds. Public Works also manages the Town’s vehicle fleet to keep the Town’s service automobiles running efficiently and oversees the solid waste collection and disposal contract.

As an American Public Works Association (APWA) accredited agency, the Public Works Department is committed to providing our community with a safe, clean, well-maintained environment and strives to exceed standards in service levels in a productive, cost effective, and sustainable manner.

# Public Works

## Budget Highlights

The FY 2023 – 2024 Recommended Budget includes:

- An increase in salaries and benefits associated with the implementation of the pay and class study.
- Funding of \$140,513 for a Custodial Supervisor (1.0 FTE) and additional equipment. This position will allow Public Works to have a dedicated supervisor to provide oversight for both contracted and in-house custodial services. This will enhance cleaning service levels at all Town Buildings and park restrooms.
- An increase of \$302,000 for contract increases associated with solid waste services.

## Fiscal Year 2022 - 2023 Accomplishments

- Achieved American Public Works Association Re-accreditation.
- Held two drop-off electronic recycling events.
- Several Parks and Grounds employees earned their Certified Safety Playground Inspector certification along with the Parks and Grounds Superintendent and Athletic and Grounds Supervisor earning the NC Certified Turfgrass Professional status.
- Creech Road Tennis Court Reconstruction was funded and the process of removing the old court and fence has started.
- Continued the implementation and training process of the work order software for all the Parks and Grounds Division which is Asset Essentials through Brightly.
- Assisted with preparation and take down of The Wall That Heals project at Lake Benson Park.
- Continued the trash can and bleacher replacement programs around all Town parks and sports fields.
- New stone was added to unpaved walking trails at Lake Benson Park along with maintaining the roadway one to two times a month to keep the road in better condition.
- Larger scale planting projects were completed at the Centennial Park wall, Town Hall, GPAC, GRP, and Cloverdale to enhance all these areas.
- Sports fields were mowed twice a week in the growing season giving a better end-product for users.
- Completed trash collections on schedule with a low complaint per customer rate.
- Completed both spring and fall “unprepared” cleanups on schedule as well as an additional unplanned storm debris clean-up.
- Oversaw Streets Preservation project that utilized 163,429 square yards of Micro-Surfacing material and 30,600 lbs. of crack seal.
- Performed maintenance to approximately 19 miles of sidewalks.
- Completed Retention Pond Maintenance on each pond twice throughout the year.
- Added newly acquired Town annex building (109 Forrest Hills Drive) into our portfolio of maintained Town buildings.
- Managed generator install project at Garner Fire Rescue Station 2 that provides building power in time of power outages.
- Assisted in protecting Town IT server room equipment. This includes 1) install of a UPS power surge unit and 2) Providing emergency spot coolers to keep critical Town communication equipment from overheating.

# Public Works

## Fiscal Year 2022 - 2023 Accomplishments Continued

- Continued performing COVID-19 preventative measures that include but are not limited to: Maintaining sneeze guards in strategic publicly accessed areas, maintaining, and restocking hand sanitizing stations in various buildings, performing disinfecting protocols by the Facilities Staff, maintaining Electrostatic disinfectant sprayers utilizing an in-house professional grade disinfecting regiment with an EPA registered disinfectant.
- Facilities oversaw 11 HVAC unit replacements in various Town Buildings.
- Completed NCDEQ Inspection of UGST's located at Public Works Site.
- Completed NC DMV inspections for the Town's fleet.
- Fleet Mechanic was awarded APWA NC Fleet Technician of the year.
- Fleet Supervisor served as a Director for the Executive Board of the Equipment Services Division of the American Public Works Association – N.C. Chapter.
- Facilities Manager served as a Past President for the Executive Board of the Facilities and Grounds Division of the American Public Works Association – N.C. Chapter.
- Assistant Public Works Director served as the Awards Chair for the Executive Board of the American Public Works Association- N.C. Chapter.
- Public Works Director served as Director for the Executive Board of the American Public Works Association – N.C. Chapter.

# Public Works

## PUBLIC WORKS ADMINISTRATION

Public Works Administration provides a centralized location for the receipt, processing, and monitoring of requests for service from residents, officials, and staff. The division relays information to and from the crews in field as well as tracks all service requests for reporting purposes. Administration manages the Town's solid waste contract, registers new residents for solid waste services, repairs carts used for collection, and surveys the Town's solid waste routes to ensure compliance with Town ordinances. The division also prepares the operational budget each year for the entire department and maintaining all accreditation files.

### Strategic Goals

- Provide leadership for all department divisions. (SD1)
- Increase efficiency/effectiveness to respond to increased service demands. (FR3, SD1, SD2, SD3)
- Manage resources to satisfactorily respond to unplanned activities and changing priorities. (SD1, SD2, SD3)
- Adhere to processes identified as best practices by the American Public Works Association. (SD1, SD2, SD3)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Public Works Director	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0
Public Works Specialist	1.0	1.0	1.0	1.0
Administrative Support Specialist	1.0	1.0	1.0	1.0
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

# Public Works

## Expenditure Summary

PUBLIC WORKS ADMINISTRATION	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$274,642	\$285,313	\$304,430	\$353,028
Salaries - Overtime	7,511	6,872	1,500	1,500
Salaries - Temporary	-	4,041	18,127	18,127
Longevity	3,715	5,519	5,722	5,722
FICA	20,908	22,499	25,229	28,390
Group Insurance	45,071	40,370	42,275	42,315
Retirement	43,425	48,757	53,306	63,016
Postage	7	16	75	-
Telephone	1,022	1,041	3,050	3,050
Travel and Training	4,606	6,346	13,716	10,400
Equipment Rental	6,092	5,322	5,322	5,322
Advertising	390	398	400	400
Fuel	239	705	1,115	1,115
Departmental Supplies	3,172	1,890	2,300	2,300
Uniforms	1,277	1,449	1,675	1,750
Contract Services		5,075	6,000	6,000
Dues and Subscriptions	740	2,474	2,675	2,675
<b>Total</b>	<b>\$412,817</b>	<b>\$438,087</b>	<b>\$486,917</b>	<b>\$545,110</b>

## Objectives for Fiscal Year 2023 - 2024

- Identify technology and other tools for improved efficiency and effectiveness in work and documentation processes.
- Identify acceptable service reductions to meet shifting priorities.
- Maintain schedule for American Public Works Association (APWA) re-accreditation.

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
% of Work Orders Initiated by Other Town Staff	12%	16%	15%
% of Work Orders Initiated by PW Staff	31%	33%	40%

## STREET MAINTENANCE

The Street Maintenance division within the Operations Division performs maintenance and construction on all Town owned property as needed. Streets also support other Departments within the Town with park construction, traffic requests, Community Development requests, and all sanitation duties not under contract. This includes performing spring and fall cleanups each year as well as cleanup from weather related events as assigned. Other responsibilities include maintaining 32 stormwater devices, street name sign installation and maintenance and road repairs resulting from utility work by the City of Raleigh. Personnel in this unit also share in Powell Bill duties which are budgeted separately.

### Strategic Goals

- Promptly complete street repairs and patching resulting from utility work. (FR2, SD1, OG2)
- Continue a systematic street name sign maintenance program. (QL1, OG2, SD1)
- Establish a maintenance routine for non-Powell Bill related tasks. (SD4, OG1, SD1)
- Maintain retention ponds and best management practices in relations to stormwater regulations. (SD2, FR2, SD4, OG2, QL1)
- Continue preservation of Town-owned parking lots. (QL1, OG1, SD2, FR2)
- Continue sidewalk maintenance program. (FR2, SD2, OG2, QL1, QL2)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Streets Superintendent	1.0	1.0	1.0	1.0
Streets Supervisor	1.0	1.0	1.0	1.0
Public Works Specialist	1.0	1.0	1.0	1.0
Street Maintenance Worker	3.0	2.0	2.0	2.0
Equipment Operator	5.0	4.0	4.0	4.0
Right of Way Supervisor	1.0	1.0	1.0	1.0
Street Sweeper Operator	1.0	1.0	1.0	1.0
Lead Parks Maintenance Worker	-	1.0	1.0	1.0
Parks Maintenance Worker	-	4.0	4.0	4.0
Lead Equipment Operator	3.0	3.0	3.0	3.0
<b>Total</b>	<b>16.0</b>	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>

# Public Works

## Expenditure Summary

	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
<b>STREET MAINTENANCE</b>				
Salaries	\$652,431	\$672,764	\$715,293	\$972,364
Salaries - Overtime	7,300	10,540	7,900	7,900
Salaries - Temporary	30,719	-	-	-
Salaries Temporary Overtime	497	-	-	-
Longevity	9,568	16,076	8,557	8,557
FICA	52,576	52,738	55,979	77,353
Group Insurance	150,094	135,431	150,638	161,263
Retirement	102,099	114,006	125,060	173,567
Telephone	3,639	3,736	6,600	7,986
Utilities	587,751	649,602	590,000	690,000
Travel and Training	8,578	8,742	20,137	17,650
Equipment Rental	9,015	8,613	10,000	17,361
Departmental Supplies	99,703	114,399	112,000	112,000
Utility Patch Supplies	48,839	4,797	20,000	20,000
Equipment -- Non-Capital	9,971	10,739	13,000	11,614
Uniforms	13,702	12,499	16,695	15,295
Contract Services	221,262	275,208	643,690	615,982
Street Resurfacing	1,356,532	1,121,098	1,021,091	1,547,208
Dues and Subscriptions	370	129	600	390
<b>Total</b>	<b>\$3,364,646</b>	<b>\$3,211,117</b>	<b>\$3,517,240</b>	<b>\$4,456,490</b>

## Objectives for Fiscal Year 2023 - 2024

- Create a routine maintenance schedule for all retention ponds.
- Structure a maintenance plan to categorize priorities for non-Powell Bill related tasks.
- Continue Town-owned parking lot preservation.
- Continue providing proactive sidewalk maintenance.

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
% Recommended Retention Pond Maintenance Performed During Inspection Cycle	98%	98%	98%
% of Utility Cuts Repaired Within Ten Working Days	90%	64%	85%
Code Enforcements Completed Within Five Working Days	96%	100%	95%

# Public Works

## POWELL BILL

The Powell Bill division within the Operations Division performs Powell Bill work activities. Each year, State (Powell Bill) funds provide for the equipment, labor, and materials to maintain all Town street right-of ways and associated drainage networks. Some of the Powell Bill activities include asphalt patching, curb and gutter repairs, sidewalk maintenance, grass mowing, storm debris cleanup, street sweeping, traffic signage, contract project support, trimming vegetation for sight distance and clearance, ensuring functional storm drainage, and any other traffic related maintenance on the Town's 114-mile road system.

### Strategic Goals

- Continue pavement preservation projects as funding allows through operational and capital budgets. (FR2, SD2, OD4)
- Repair areas of deteriorated pavement to reduce repetitive pothole patching. (FR2, OD4)
- Perform proactive infrastructure maintenance routines for street and drainage maintenance. (FR2, SD1, OD4)
- Continue providing maintenance on substandard traffic control signs to ensure public safety. (QL1)
- Improve stream maintenance at major stream crossing culverts. (FR2, OD4)

### Expenditure Summary

Powell Bill	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Equipment Maintenance & Repair	\$351	\$249	\$16,000	\$16,000
Auto Maintenance & Repair	66,648	90,159	96,442	96,442
Fuel	37,857	66,338	123,450	123,450
Departmental Supplies	1,245	-	-	-
Contract Services-Powell Bill	546,765	653,492	626,000	626,000
Street Resurfacing Powell Bill	21,503	27,085	-	-
Landfill Charges	-	-	33,000	38,000
<b>Total</b>	<b>\$674,369</b>	<b>\$837,323</b>	<b>\$894,892</b>	<b>\$ 899,892</b>

### Objectives for Fiscal Year 2023 – 2024

- Continue Pavement Maintenance Program as resources allow.
- Focus on increased in-house asphalt patching.
- Utilize Pavement Management Survey to coordinate maintenance activities.
- Introduce a maintenance program for future curb replacement.

### Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
Sweeper Cycles on Town Streets	10	10	10
% Goal for In-House Asphalt Patching (3.83 Tons/Mile/Annually)	78%	80%	83%

# Public Works

## PUBLIC FACILITIES MANAGEMENT

The Public Facility Management Division serves to maintain cost efficient, safe, clean, and pleasant places for visitors and Town Employees while preserving the public’s investment in Town facilities. This unit provides building maintenance, basic building improvements, and contracts for larger-scale site and building improvements, janitorial services, pest control and utility services.

### Strategic Goals

- Perform contract improvement projects as approved in the annual budget. (SD3-3-iv)
- Continue development of proactive/reactive maintenance routines and preventative maintenance; utilizing CMMS software to track and capture preventative maintenance and cost data, which will facilitate efficient coverage for buildings and reduce long-term maintenance costs. (FR3)
- Support new Town building activities as needed. (QD4)
- Support and participate in the PFRM Public Facilities Repair & Maintenance Team. (FR2-2-i-ii)
- To provide a higher level of janitorial cleaning service under contract that includes higher level building inspections by the contractor and Town’s designees. Also included in the contract scope of services is a daily disinfecting regiment that follows CDC guidelines using EPA approved disinfectants, to enhance long term protection to Town employees and the public against viruses/diseases. (SD3-3-iv)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Facilities Manager	-	1.0	1.0	1.0
Facilities Supervisor	2.0	1.0	1.0	1.0
Building Maintenance Technician	4.0	4.0	4.0	4.0
Custodial Supervisor	-	-	-	1.0
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>

# Public Works

## Expenditure Summary

PUBLIC FACILITY MANAGEMENT	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$292,003	\$325,877	\$358,884	\$440,576
Salaries - Overtime	987	3,074	3,000	3,000
Salaries - Temporary	490	138	500	500
Longevity	1,400	1,400	1,400	1,400
FICA	21,905	24,788	27,830	34,363
Group Insurance	65,282	61,838	66,089	67,335
Retirement	44,678	54,058	62,100	79,191
Telephone	2,883	2,902	5,376	5,856
Utilities	186,679	227,611	245,000	274,000
Water & Sewer Charges	64,824	65,799	74,000	95,000
Travel and Training	6,212	3,294	9,000	9,000
Building and Grounds Maintenance	14,277	30,566	30,000	30,000
Vandalism Repair	41	1,383	2,500	2,020
Equipment Maintenance & Repair	20,897	41,614	64,848	47,000
Equipment Rental	1,956	4,647	8,050	5,050
Fuel	4,964	9,013	14,823	14,823
Departmental Supplies	56,729	76,332	82,424	96,291
Departmental Supplies Software	-	-	-	2,238
Equipment -- Non-Capital	5,023	5,022	4,630	10,510
Uniforms	3,397	4,043	6,069	5,265
Contract Services	189,375	280,569	288,659	303,997
Dues and Subscriptions	370	-	-	-
Vehicle	28,969	-	-	46,500
<b>Total</b>	<b>\$1,013,341</b>	<b>\$1,223,968</b>	<b>\$1,355,182</b>	<b>\$1,573,915</b>

## Objectives for Fiscal Year 2023 - 2024

- Support Accreditation by keeping up to date reporting.
- Support activities associated with 2021 bond projects.
- Maintain backflow program and perform required reporting.
- Continue analyzing roof, backflow, and HVAC programs to provide accurate budget requests.
- Support PFRM Public Facilities Repair & Maintenance requests.
- Integrate accurate reporting to support PFRM/Town CIP for long-term budgeting, planning, maintenance, and asset replacement.

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
Electrical Consumption per Square Foot of Heated Building Area	12	13	14
% of Planned Maintenance Tasks on Schedule	79%	73%	75%

## 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.

All Town landscaping, playgrounds, and dog parks are managed by this division as well as the maintenance of White Deer Park, Lake Benson Park, and Thompson Road Park.

### Strategic Goals

- Continue maintenance of playground equipment to ensure compliance with safety standards. (QL1)
- Support development identified in the park enhancement initiative as directed. (OD1, OD3, QL2, QL3)
- Improve overall quality of athletic sports fields through best practices. (SD1)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Parks & Ground Superintendent	-	1.0	1.0	1.0
Parks & Grounds Supervisor	2.0	1.0	1.0	1.0
Park Attendant	-	4.0	4.0	4.0
Athletic & Grounds Supervisor	-	1.0	1.0	1.0
Lead Parks Maintenance Worker	5.0	4.0	4.0	4.0
Public Works Specialist	1.0	1.0	1.0	1.0
Parks Amenities Supervisor	-	-	-	-
Parks Amenities Specialist	-	-	-	-
Parks Maintenance Worker	6.0	8.0	8.0	8.0
<b>Total</b>	<b>14.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>

# Public Works

## Expenditure Summary

PUBLIC GROUND MANAGEMENT	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$739,378	\$933,219	\$1,190,144	\$1,123,608
Salaries - Overtime	9,483	12,658	22,320	22,320
Salaries - Temporary	40,040	19,146	30,000	30,000
Salaries Temporary Overtime	138	55	200	200
Longevity	6,402	8,639	8,755	8,755
FICA	59,782	72,799	95,718	86,630
Group Insurance	182,844	208,901	269,148	265,928
Retirement	114,565	156,077	207,977	195,751
Postage	304	50	-	-
Telephone	3,177	7,604	10,919	10,919
Travel and Training	7,593	11,114	18,725	18,725
Vandalism Repair	331	1,232	700	700
Equipment Maintenance & Repair	28,885	25,882	50,755	46,475
Equipment Rental	1,589	1,666	1,500	1,500
Fuel	16,628	37,382	60,729	60,729
Agricultural Supplies	19,858	32,774	45,700	45,700
Departmental Supplies	37,966	44,566	42,000	42,000
Equipment -- Non-Capital	16,499	37,296	57,846	47,475
Uniforms	9,982	13,227	14,700	14,700
Contract Services	242,000	211,231	182,252	166,492
Landfill Charges	1,005	900	1,000	1,000
Dues and Subscriptions	895	1,424	1,547	1,547
<b>Total</b>	<b>\$1,539,344</b>	<b>\$1,837,842</b>	<b>\$2,312,635</b>	<b>\$2,191,154</b>

## Objectives for Fiscal Year 2023 - 2024

- Maintain all playgrounds according to American Society for Testing and Materials (ASTM) standards.
- Perform routine maintenance at Town dog parks to ensure safety.
- Incorporate different maintenance techniques on sports fields to provide a safe playing surface.

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
Developed Acreage Maintained by FTE	41	35	37
Mow All Property at Least Once in Two Week Cycles	Yes	Yes	Yes

## FLEET MANAGEMENT

The Fleet Management division within the Services Division maintains Town vehicles and equipment with the goal of minimizing repair costs and equipment downtime. This unit ensures that all Federal and State laws concerning vehicle weights, safety, and regulations, are maintained, and updated as needed. This unit performs preventive maintenance and repair on approximately 174 licensed motorized vehicles, 21 licensed trailers, 140 non-licensed heavy equipment and pieces of specialized equipment, and approximately 127 smaller pieces of gasoline powered equipment. Detailed records are maintained on each item of equipment utilizing web-based software.

### Strategic Goals

- Continue providing fuel for Garner Volunteer Fire and Rescue, Inc. and provide the Finance Department with billing data. (SD1)
- Support and participate with Vehicle and Equipment Replacement Team (VERT). (FR3)
- Incorporate use of new technology and software into fleet activities to improve efficiencies. (SD3)
- Maintain Fuel Island and vehicle car wash. (SD3)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Fleet Manager	-	1.0	1.0	1.0
Fleet Supervisor	1.0	1.0	1.0	1.0
Fleet Mechanic	3.0	3.0	3.0	3.0
<b>Total</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

# Public Works

## Expenditure Summary

FLEET MANAGEMENT	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-233	PROPOSED FY23-24
Salaries	\$220,506	\$265,572	\$304,577	\$343,270
Salaries - Overtime	2,257	2,782	3,600	3,600
Longevity	2,770	2,809	2,809	2,809
FICA	16,258	19,885	23,791	27,297
Group Insurance	49,539	47,520	55,520	58,200
Retirement	34,245	44,388	53,164	61,274
Telephone	975	1,397	992	992
Travel and Training	2,367	4,628	11,871	11,208
Equipment Maintenance & Repair	5,553	5,638	7,000	7,000
Auto Maintenance & Repair	-	16	-	3,400
Equipment Rental	-	-	3,690	4,250
Fuel	1,580	2,005	4,250	30,336
Departmental Supplies	20,862	19,432	30,336	1,504
Equipment -- Non Capital	3,396	6,274	282	8,758
Uniforms	2,083	3,268	3,675	4,152
Contract Services	6,135	16,507	10,021	1,285
Dues and Subscriptions	1,639	1,700	1,050	-
<b>Total</b>	<b>\$370,165</b>	<b>\$443,821</b>	<b>\$516,628</b>	<b>\$569,335.00</b>

## Objectives for Fiscal Year 2023 - 2024

- Maintain documentation for Public Works Accreditation.
- Continue developing a plan for transition to automated fuel records for improved accountability.
- Continue developing a plan for improving effective collection of fleet performance data by working with the Vehicle Equipment and Replacement Team (VERT) team.
- Continue providing Technician training opportunities covering multiple areas of regulatory, safety, ongoing automotive, heavy-duty and small engine repair.
- To support Town Departments purchasing new vehicles.

## Performance Measures

MEASURE	ACTUALS FY21-22	ACTUALS FY22-23	TARGET FY23-24
% Planned Maintenance	43%	41%	45%
Fleet Fuel Efficiency - Licensed Vehicles MPG	11.85 mpg	10.97 mpg	11.7 mpg

# Public Works

## SOLID WASTE

Solid Waste administers and maintains the contract for the collection and disposal of refuse and recycling materials. Town-wide contracted collection service began in 1990. 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. There are no dedicated Town employees assigned to the Solid Waste division. When needed, the Solid Waste division utilizes employees from other areas of the Public Works Department to complete their work. All expenditures are dedicated to the operations of the program.

### Strategic Goals

- Continue weekly garbage, trash, and yard waste collection program, and bi-weekly recyclables collection program in the most efficient and effective manner possible. (SD1, SD2, SD3, QL2, QL3)
- Continue offering the collection of “unprepared” trash by Public Works staff in the spring and fall as well as the drop-off electronic recycling event. (SD2, SD3)
- Continue weekly pickup of non-conforming trash piles by Public Works staff. (SD2, SD3)
- Ensure Town adherence to the ten-year Solid Waste Management Plan as required by the State of North Carolina. (SD1)

### Expenditure Summary

SOLID WASTE	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Postage	\$5,300	\$3,700	\$4,000	\$4,200
Printing	4,765	2,070	6,000	4,800
Equipment Maintenance & Repair	-	172	-	-
Auto Maintenance & Repair	-	-	-	-
Fuel	-	164	238	238
Departmental Supplies	83,686	143,646	135,000	211,000
Commercial Collection Dumpster	17,743	19,056	20,916	20,916
Residential Collection	1,801,480	1,941,481	2,036,692	2,365,527
Curbside Recycling Program	332,146	284,068	307,093	307,093
Office Paper Recycling Program	3,367	3,017	2,705	2,705
Landfill Charges	29,195	31,346	47,500	52,500
<b>Total</b>	<b>\$2,277,682</b>	<b>\$2,428,722</b>	<b>\$2,560,144</b>	<b>\$2,968,979</b>

### Objectives for Fiscal Year 2023 – 2024

- Improve the efficiency and effectiveness of solid waste management based upon the goals and objectives for waste reduction and recycling set forth in the ten-year Solid Waste Management Plan.

# Public Works

## SNOW REMOVAL

In the event of severe winter weather, the Streets division staff and others are mobilized for Snow Removal. The Snow Removal division clears Town streets and controls the buildup of ice after winter storms. This program has no dedicated employees and utilizes staff from other areas of Public Works. All expenditures are dedicated to the operations and capital of the program.

### Strategic Goals

- Maintain equipment and raw materials to handle at least five snow and/or ice storms each year. (SD1, SD2, QL1)
- Have standing crews on streets within one hour of receiving night call. (SD2, QL1)
- Following an ice event, local bridges are monitored within one hour and treated as needed with salt or sand after operations begin. (SD2, QL1)
- Clear major thoroughfares within 24 hours and one lane of other streets within 48 hours of a snowfall. (SD2, QL1)
- Utilize salt brine program to pretreat all Town streets prior to anticipated frozen precipitation. (SD2, QL1)

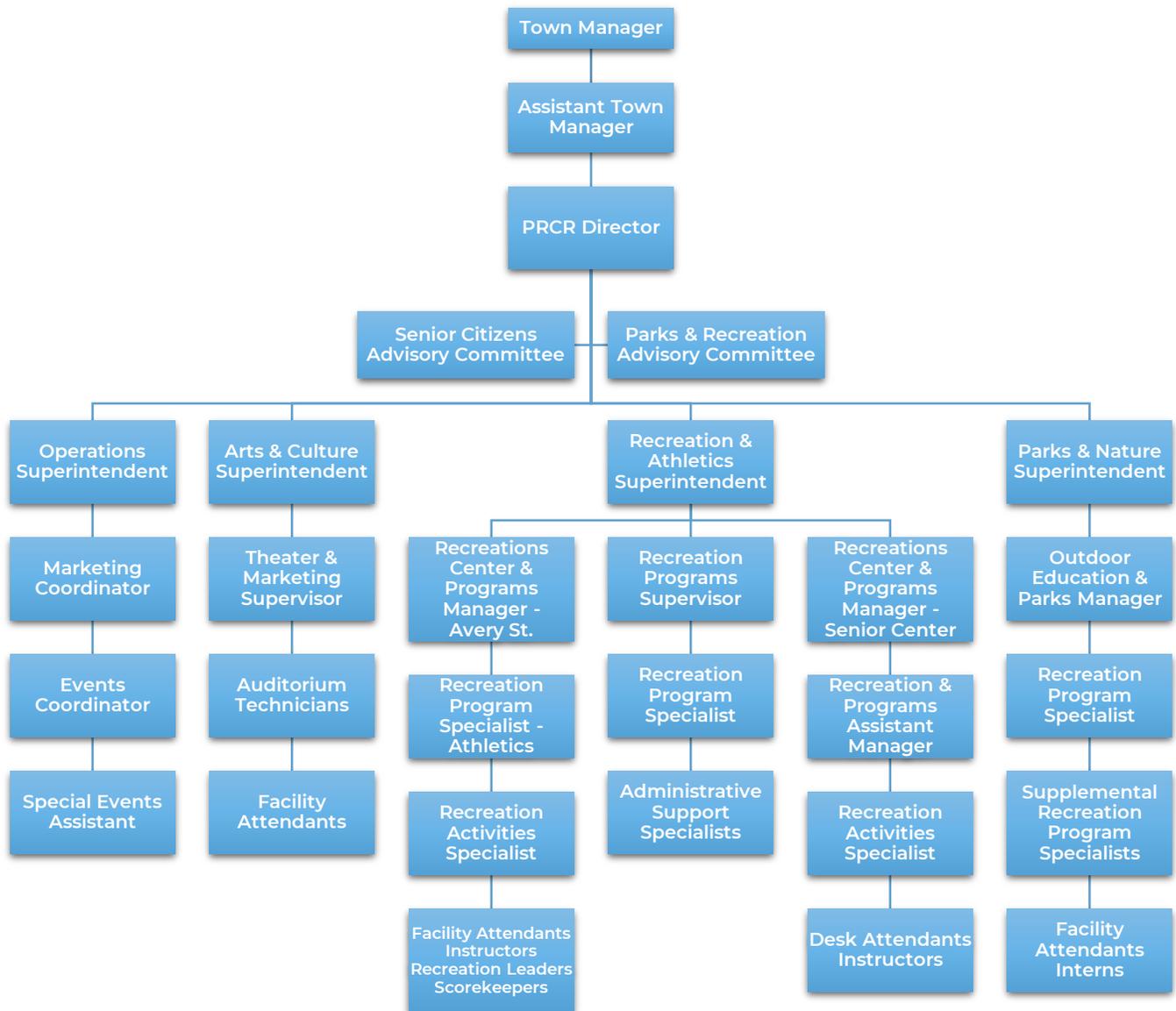
### Expenditure Summary

SNOW REMOVAL	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Equipment Maintenance & Repair	-	\$2,978	\$10,000	\$10,000
Departmental Supplies	-	8,790	62,382	34,078
Equipment -- Non-Capital	-	-	41,500	41,500
<b>Total</b>	<b>\$ -</b>	<b>\$11,768</b>	<b>\$113,882</b>	<b>\$85,578</b>

### Objectives for Fiscal Year 2023 - 2024

- Identify GPS tracking tools to promote efficiencies for equipment routing.
- Evaluate need for additional equipment.
- Have equipment serviced and ready for quick and adequate response.
- Prepare and have on hand materials needed for quick and adequate response.

# Parks, Recreation, & Cultural Resources



## Mission

To enrich the quality of life in Garner by offering a diverse system of parks, recreational facilities, programs, and cultural resources.

## Summary

The Parks, Recreation and Cultural Resources Department consist of five divisions: Operations, Marketing & Special Events, Cultural Arts, Recreation and Athletics (split between Youth & Athletics/Adults & Senior programming), and Parks and Nature. Working with Program Partners, the department provides a wide scope of arts, athletic, environmental education and outdoor recreation programs to preschool, youth, adult, and senior participants; recreational facilities for multiple user groups; and special events that bring the community together to celebrate holidays and community traditions.

# Parks, Recreation, & Cultural Resources

The Parks, Recreation, and Cultural Resources Department helps Garner maintain its quality of life and service delivery to its citizens and visitors through the core values of Leadership, Efficiency, Diversity and Stewardship.

## Fiscal Year 2022 - 2023 Accomplishments

- The Department was awarded a \$2 million grant from the Wake County Hospitality Tax Small Capital Projects Funding program to support Yeargan Park Phase 1.
- The Department was awarded a \$400,000 grant by the N.C. Parks and Recreation Trust Fund of the N.C. Department of Natural and Cultural Resources to support Yeargan Park Phase 1.
- The Department was awarded a \$335,629 Accessibility for Parks grant by the N.C. Parks & Recreation Trust Fund of the N.C. Department of Natural and Cultural Resources. The matching grant will be used to develop an accessible playground at the Garner Recreation Center.
- The Garner Senior Center received \$500,000 in federal funding through Congresswoman Deborah Ross Office for improvements to the facility for accessibility and safety.
- The National Recreation and Parks Association (NRPA) selected the Recreation & Athletics team for two national grant initiatives: Youth Sports Equity and Supporting Healthy Aging through Parks and Recreation.
- The Garner Performing Arts Center received a grant from South Arts, a regional arts funder associated with the National Endowment for the Arts, to produce a bilingual masterclass and concert with award-winning musicians Larry Bellorin and Joe Troop. GPAC also received a grant from United Arts Council of Raleigh and Wake County to support its performing arts presentations.
- The Marketing & Events team secured expanded business support for special events including sponsorships by WakeMed Health & Hospitals, Lidl, State Farm/Michelle Linker, and CW22/MYRDC28.
- The Garner Senior Center received the 7th Annual Ann Johnson Senior Center of the Year Award for Excellence in the Field of Aging from the North Carolina Senior Center Alliance. This award honors a senior center that has made significant contributions to address and elevate issues important to the field of aging and make a positive impact affecting older adults.
- The Garner Recreation Center received a Best Infill Building Project Award of Merit for 2022. This recognition comes from the N.C. Department of Commerce's Main Street Program.
- The marketing team in collaboration with Communications, launched the "Park Walkers of Lake Benson," "Heat Island," "Trick or Treat the Trail promo," and "Favorite Moments of 2022" social media campaigns. The videos reached 27k+ people with 3k+ engagements.
- Friday Family Flicks were a popular addition to the events lineup, hosted on the Garner Recreation Center multipurpose field. In addition to the movies, the events featured games, food trucks, and appearances by movie characters.
- The Spirit League started in January 2023 at the Garner Recreation Center. The Spirit League is an adaptive basketball program that allows participants with special needs to play in a positive, self-esteem building environment. Athletes learn skills and play adaptive games with the help of volunteer coaches from the community.
- The GRC Master Plan was updated in fall 2022 to improve the grounds with outdoor recreational amenities. A major component to the update was to remove barriers for participants and intentionally provide spaces for inclusive recreation. As part of the plan, identified additions to the grounds included an inclusive playground, an adaptive climbing wall, and an adaptive fitness circuit.

# Parks, Recreation, & Cultural Resources

## Fiscal Year 2022 - 2023 Accomplishments (continued)

- Three new parks capital projects were initiated during the fiscal year, with the engagement of design consultants and kick-off of the design phase for an inclusive playground and the Town's first splash pad at White Deer Park; the Buffalo Road alignment of the South Garner Greenway Extension; and the dam breach and stream rehabilitation at Meadowbrook Park.
- The Parks and Nature team expanded its public programs for all age groups, including a new Toddler Nature Time program for children under three, guided hikes and citizen science program for adults, skywatching events for families, and introducing new school's out and nature-based camps for Summer 2023.
- The Arts and Culture team began offering performing arts evening classes for adults and youth day camps spanning a wide variety of topics including acting, puppetry, and improvisation.
- The Garner Performing Arts Center presented another successful "It's Showtime Series" with hit performances from Balsam Range, Vital Theater's "Pinkalicious: The Musical," and Shana Tucker's Chamber Soul™ .
- Trick or Treat the Trail returned to White Deer Park, with 60+ vendors and an estimated 4,000 people in attendance.
- The 2<sup>nd</sup> Annual Holiday Block Party brought more than 1,200 visitors to the GRC.
- Youth Athletics had record numbers in the winter basketball and volleyball seasons with 58 teams and approximately 600 participants combined.
- Camp Kaleidoscope Sr. and Jr. combined to fill 756 spots over the course of 10 weeks in summer 2022. The Junior camp for ages 5-10 held at Avery St. Recreation Center averaged 58 kids/week. The Senior camp for ages 11-14 averaged 18 teens and pre-teens each week.
- Nearly 75 volunteers helped remove more than 500 pounds of trash from Garner parks and roadways in the bi-annual Big Sweep/Litter Sweep cleanup.

# Parks, Recreation, & Cultural Resources

## ADMINISTRATION & OPERATIONS

The Administration and Operations team is responsible for providing leadership for the department, overseeing strategic planning, operating policies, public information, customer service, grant writing, coordination of citizen committees, and other support functions. The Administration and Operations team also provides department leadership, fiscal management, record keeping, staff training and evaluation.

### Strategic Goals

- Build high quality parks and greenways for the growing Garner community. (QL4.1, FR1.1, FR2.2)
- Build capacity to continue existing services and implement the recommendations of the Parks, Recreation & Cultural Resources Comprehensive Master Plan. (SD3.2, SD3.1, QL4.2)
- Establish strategies for identifying financial resources needed to incorporate new facilities, amenities, and services. (FR4.3, QL3.2)
- Engage advisory committee members to support the development of parks, recreation, and cultural opportunities. (SD2.2)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Assistant PRCR Director	1.0	1.0	1.0	1.0
Operations Superintendent	-	1.0	1.0	1.0
Events Coordinator	-	1.0	1.0	1.0
Marketing Coordinator	-	1.0	1.0	1.0
<b>Total</b>	<b>1.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

### Expenditure Summary

PARKS & REC ADMINISTRATION	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$110,067	\$143,159	\$214,966	\$242,450
Longevity	5,569	-	-	-
FICA	8,788	10,973	16,445	19,356
Group Insurance	6,012	11,964	21,137	21,137
Retirement	17,606	23,483	36,790	43,277
Postage	216	207	3,029	1,000
Telephone	960	618	1,272	1,272
Printing	-	156	300	600
Travel and Training	(134)	2,636	13,884	8,000
Equipment Rental	23,409	19,921	20,069	20,069
Fuel	97	1,525	775	2,026
Departmental Supplies	102	370	4,750	5,209
Uniforms	-	332	350	350
Contract Services	5,969	20,460	20,800	20,800
Dues and Subscriptions	1,325	1,725	1,725	2,995
Miscellaneous	-	2,462	-	-
Land Acquisition	224,614	1,459,753	1,100,000	-
<b>Total</b>	<b>\$404,600</b>	<b>\$1,699,744</b>	<b>\$1,456,292</b>	<b>\$388,541</b>

# Parks, Recreation, & Cultural Resources

## Budget Highlights

- FY 2023 – 2024 Recommended Budget includes an increase of salaries and benefits associated with the implementation of the pay and class study.

## Objectives for Fiscal Year 2023 – 2024

- Continue the design process to develop the Yeargan and Meadowbrook Parks properties for public recreation use.
- Complete design development process for the South Garner Greenway expansion.
- Complete design and break ground for White Deer Park inclusive playground and splashpad.
- Oversee the review and implementation of short- and mid-term PRCR Comprehensive Master Plan action items through strategic plan development in consultation with advisory committees.
- Identify necessary training to increase knowledge and capacity of employees for managing duties, responsibilities, and outcomes.
- Ensure oversight of expenditures, while continue to seek ways to generate new revenue to support capital and program needs.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23	YTD FY22-23	TARGET FY23-24
Participation per capita (combined attendance / Garner Census population 31,935 per CensusFacts estimate for 7/1/21)	N/A	7.87	9.11	12.23	12.4
% of FT staff completing professional development training	N/A	100%	100%	100%	100%

*\*Performance measures not captured for Administration in FY23 budget book. New effectiveness metric for department-wide services. This measure relates the participation in a PRCR service by the number of people the Town serves (its residents). The number indicates the average number of times a person in the jurisdiction may have participated in a PRCR service. Lower per capita numbers can be a result of fewer programs, programs less interesting to the community, etc.*

# Parks, Recreation, & Cultural Resources

## MARKETING & EVENTS

The Marketing and Events team is responsible for planning and implementing Townwide special events such as Independence Day Celebration, Spring Eggstravaganza, Trick or Treat the Trail, Holiday Block Party, and Friday Family Flicks. Additionally, the team is responsible for Parks, Recreation and Cultural Resources marketing efforts and works closely with the Town’s Communications Department on various projects.

### Strategic Goals

- Expand reach to underrepresented populations through Townwide event offerings. (QL3.1)
- Strengthen direct communication with customers to increase awareness and participation in PRCR programs and services. (QL2.3)

### Objectives for Fiscal Year 2023 - 2024

- Expand the reach of special events to new audiences through sponsorships, partnerships, and event enhancements.
- Continue to increase awareness of departmental programs through post reach, audience growth across multiple platforms, and website traffic.

## Expenditure Summary

MARKETING & SPECIAL EVENTS	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Postage	\$2,285	\$5,019	\$7,940	\$6,300
Printing	2,457	16,553	22,300	25,850
Departmental Supplies	2,245	2,218	3,675	16,375
Contract Services	3,102	4,703	4,854	100,969
Dues and Subscriptions	1,700	1,811	6,000	4,226
<b>Total</b>	<b>\$11,789</b>	<b>\$30,304</b>	<b>\$44,769</b>	<b>\$153,720</b>

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23	YTD FY22-23	TARGET FY23-24
Number of Monthly Social Media Reaches (Average)	N/A	N/A	20,000	23,000	25,500
% of Special Event Survey Responses Indicating Overall Satisfied With Events (Average)	N/A	N/A	80%	82%	85%

\*Performance measures not captured for events & marketing in FY23 budget book. Stats from Social Media accounts.

\*Performance measures not captured for events & marketing in FY23 budget book. Data from customer satisfaction surveys.

# Parks, Recreation, & Cultural Resources

## ARTS & CULTURE

The Arts and Culture 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 art exhibits, arts education classes and camps, and auditorium rentals. Program partners include Miss Garner pageant, Towne Players of Garner, Seed Art Share, Backyard Arts Garner, Garner Chamber of Commerce, and Downtown Garner Association.

### Strategic Goals

- Maintain Garner Performing Arts Center as a community leader in the Town’s arts programming by providing cultural and education benefits to the community. (QL4.3)
- Maximize partnership opportunities to work with outside agencies to develop strategies that ensure services are provided efficiently and effectively. (SD1.1, SD2.3)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Arts & Culture Superintendent	1.0	1.0	1.0	1.0
Theatre & Marketing Supervisor	-	1.0	1.0	1.0
Event Coordinator	1.0	-	-	-
Theatre Services Coordinator	1.0	-	-	-
Marketing Coordinator	1.0	-	-	-
<b>Total</b>	<b>4.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### Expenditure Summary

ARTS & CULTURE	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$234,740	\$151,156	\$243,711	\$203,837
Salaries - Overtime	368	147	675	675
Salaries - Temporary	13,956	42,391	57,958	53,758
Salaries Temporary Overtime	18,037	13,829	-	-
FICA	46,189	30,130	23,129	21,588
Group Insurance	35,658	24,755	44,951	23,801
Retirement	60	-	41,776	48,457
Postage	2,781	2,461	-	-
Telephone	294	2,710	2,544	1,428
Printing	-	-	3,400	-
Travel and Training	999	562	6,745	4,495
Equipment Rental	-	-	42,495	6,000
Auto Operating Supplies	4,290	28,653	276	-
Departmental Supplies	14,922	40,378	39,786	20,725
Uniforms	555	1,146	2,025	560
Contract Services	50,800	145,618	179,643	59,350
School Access Fees	-	285	640	-
Dues and Subscriptions	100	100	375	3,099
Equipment	-	-	11,227	-
<b>Total</b>	<b>\$423,745</b>	<b>\$484,323</b>	<b>\$701,356</b>	<b>\$447,773</b>

# Parks, Recreation, & Cultural Resources

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase of salaries and benefits associated with the implementation of the pay and class study.

## Objectives for Fiscal Year 2023 - 2024

- Expand arts education programming at the Garner Performing Arts Center by offering adult and youth classes, camps, and workshops.
- Continue to offer diverse, high-quality performances for the Garner Performing Arts Center “It’s Showtime” presenting series.
- Support local arts and cultural organizations by providing space and technical assistance for community performances.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23	YTD FY22-23	TARGET FY23-24
% of GPAC Survey Responses Indicating Very or Extremely Satisfied with Events	N/A	98%	98%	99%	98%
% of GPAC shows that Met Expected Attendance Level	N/A	78%	75%	75%	75%

# Parks, Recreation, & Cultural Resources

## RECREATION & ATHLETICS

The Recreation and Athletics team is responsible for planning, implementing, and supervising recreational and athletic activities for youth and adults at Town-owned facilities. The team manages the Garner Recreation Center, Garner Senior Center and Fitness Annex, and Avery Street Recreation Center. The team also coordinates the rental of Town-owned athletic fields and facilities. Programs include youth-focused Camp Kaleidoscope, summer specialty camps, after school, youth basketball and volleyball leagues, pre-school sports and arts programs; adult softball and basketball leagues; fitness classes for adults (16 and older) which include dance, strength training, aerobics, yoga; and a variety of activities for older adults to stay physically and socially active. Program partners at the GSC include Meals on Wheels of Wake County to provide a congregate daily meal and home delivered meals and Resources for Seniors to provide consumer education and information and referral for services. The team also provides support to youth sports agencies to meet the needs of the community.

### Strategic Goals

- Develop a balanced programming mix with existing and new programming to serve diverse community interests. (QL4.2, SD2.1)
- Continue to support contractual partnerships to increase and enhance recreation and athletic programs offered to the community. (SD 1.1, SD 2.2)
- Evaluate facility schedules and use patterns to ensure efficient and effective delivery of services. (FR1.1, FR2.2, SD1.1)
- Develop partnerships and sponsorships with community business and civic organizations to secure resources for program enhancements. (FR4.3)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Recreation & Athletics Superintendent	1.0	1.0	1.0	1.0
Recreation Center & Program Manager	1.0	2.0	2.0	2.0
Recreation Programs Supervisor	-	1.0	1.0	1.0
Recreations & Programs Assistant Manager	-	1.0	1.0	1.0
Recreation Program Specialist	4.0	2.0	2.0	2.0
Recreation Activities Specialist	-	1.0	1.0	1.0
Administrative Support Specialist	-	2.0	2.0	2.0
<b>Total</b>	<b>6.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

# Parks, Recreation, & Cultural Resources

## Expenditure Summary

YOUTH & ATHLETICS	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$436,922	\$492,483	\$606,574	\$629,248
Salaries - Overtime	50	398	-	-
Salaries - Temporary	30,434	209,027	460,315	460,315
Longevity	9,138	9,510	9,631	9,631
FICA	35,489	53,288	82,354	36,890
Group Insurance	84,561	92,598	118,747	118,747
Retirement	67,718	82,165	105,338	83,704
Telephone	4,448	4,658	5,292	5,292
Printing	-	2,014	3,500	2,000
Utilities	5,829	6,620	5,800	6,300
Travel and Training	4,111	4,617	10,690	12,730
Travel – Senior Citizens	-	410	-	-
Building and Grounds Maintenance	8,379	12,122	17,700	17,700
Equipment Maintenance & Repair	84	2,680	4,550	4,550
Equipment Rental	2,936	4,035	5,500	5,500
Fuel	-	-	975	-
Departmental Supplies	33,773	75,824	97,079	69,250
Uniforms	1,338	4,319	5,200	5,200
Contract Services	272	43,246	106,229	92,019
Dues and Subscriptions	130	237	120	120
Vehicle	-	30,371	-	-
<b>Total</b>	<b>\$725,612</b>	<b>\$1,130,622</b>	<b>\$1,648,394</b>	<b>\$1,561,996</b>

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase in salaries and benefits associated with the implementation of the pay and class study.

## Objectives for Fiscal Year 2023 - 2024

- Increase contractual program offerings by 10%.
- Increase participation in adult fitness activities at GSC and GRC with new offerings.
- Collect and analyze participant surveys to assess degree of satisfaction with program offerings.
- Track facility use requests and schedules to guide opportunities, space needs, and maximize earned revenue opportunities through facility rentals.
- Recruit new partners and program sponsors to assist with ongoing and new programs for youth and seniors ensuring efficient use of resources.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23	YTD FY22-23	TARGET FY23-24
% of Recreation & Athletics Youth Programs Offered that Met Expected Participation Level	100%	80%	90%	95%	95%
% of Recreation & Athletic Adult Programs Offered that Met Expected Participation Level	N/A	25%	70%	70%	75%

# Parks, Recreation, & Cultural Resources

## PARKS & NATURE

The Parks & Nature team operates White Deer Park and its LEED Gold Certified Nature Center; Lake Benson Park, including Garner Veterans Memorial; Lake Benson Boathouse; and all picnic shelters. Program offerings include environmental education for preschool, youth, and adult participants; summer nature camps; curriculum-approved environmental education programs for local schools and other groups; outdoor recreation programs; and citizen science opportunities. This team also manages education-based special events like Groundhog Day, Statewide Star Party, and Big Sweep/Litter Sweep. Programming partners include local schools, businesses, civic organizations, the library, and professionals from the scientific community.

### Strategic Goals

- Work with other Town departments to document park and facility maintenance needs and establish strategies for improvement. (FR3.1)
- Explore outside funding opportunities and make recommendations for the implementation of programs. (FR4.1, FR4.3)
- Engage citizenry in new and ongoing environmental and conservation efforts, including citizen science projects. (SD2.1, QL2.3)

### Position Summary

EMPLOYEES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Parks & Nature Superintendent	1.0	1.0	1.0	1.0
Outdoor Education & Parks Manager	1.0	1.0	1.0	1.0
Recreation Program Specialist	1.0	1.0	1.0	1.0
<b>Total</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

### Expenditure Summary

OUTDOOR ADVENTURE	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Salaries	\$65,174	\$71,388	\$202,374	\$207,393
Salaries - Temporary	31,759	47,386	72,632	88,834
FICA	7,380	9,054	21,038	16,233
Group Insurance	10,999	10,043	31,706	31,706
Retirement	9,898	11,730	34,603	37,020
Telephone	636	636	1,692	1,692
Printing	819	1,852	2,825	2,325
Travel and Training	334	793	2,605	2,605
Equipment Maintenance & Repair	1,013	553	1,000	1,000
Equipment Rental	1,238	1,258	1,199	1,199
Departmental Supplies	15,046	18,832	22,450	82,498
Uniforms	375	500	950	1,050
Contract Services	500	4,088	2,255	2,255
Dues and Subscriptions	100	635	810	810
<b>Total</b>	<b>\$145,271</b>	<b>\$178,748</b>	<b>\$398,139</b>	<b>\$476,620</b>

# Parks, Recreation, & Cultural Resources

## Budget Highlights

- The FY 2023 – 2024 Recommended Budget includes an increase of salary and benefits associated with the implementation of the pay and class study.

## Objectives for Fiscal Year 2023 - 2024

- Increase program offerings by 20%.
- Establish and maintain ongoing partnerships with nonprofit organizations to provide/enhance programs and events.
- Coordinate special event permits for the use of parks and picnic shelter rentals.
- Participate in the N.C. Year of the Trail initiative to highlight trails in Garner parks.
- Work with marketing/communications staff to increase reach to current and potential participants.

## Performance Measures

MEASURE	ACTUALS FY20-21	ACTUALS FY21-22	TARGET FY22-23	YTD FY22-23	TARGET FY23-24
% of Parks & Nature Programs Offered that Met Expected Participation Level	100%	83%	93%	93%	93%
# of Special Event and Shelter Permits	399	655	575	667	625

# Parks, Recreation, & Cultural Resources

## 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. The program has no dedicated employees, and all expenditures are dedicated to the program partners.

### Strategic Goals

- Maximize partnership opportunities to work with outside agencies to develop strategies that ensure services are provided efficiently and effectively. (SD1.1, SD2.3)

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Garner Baseball Inc	\$62,305	\$61,239	\$66,600	\$66,600
Garner Civitan	16,714	18,063	23,094	23,094
Miss Garner Pageant	1,500	1,500	3,500	3,500
Garner Towne Players	23,650	23,650	23,650	23,650
Capital Area Soccer Association	16,000	18,116	30,000	30,000
GSL	12,408	12,090	15,000	15,000
<b>Total</b>	<b>\$132,578</b>	<b>\$134,658</b>	<b>\$161,844</b>	<b>\$161,844</b>

### Objectives for Fiscal Year 2023 – 2024

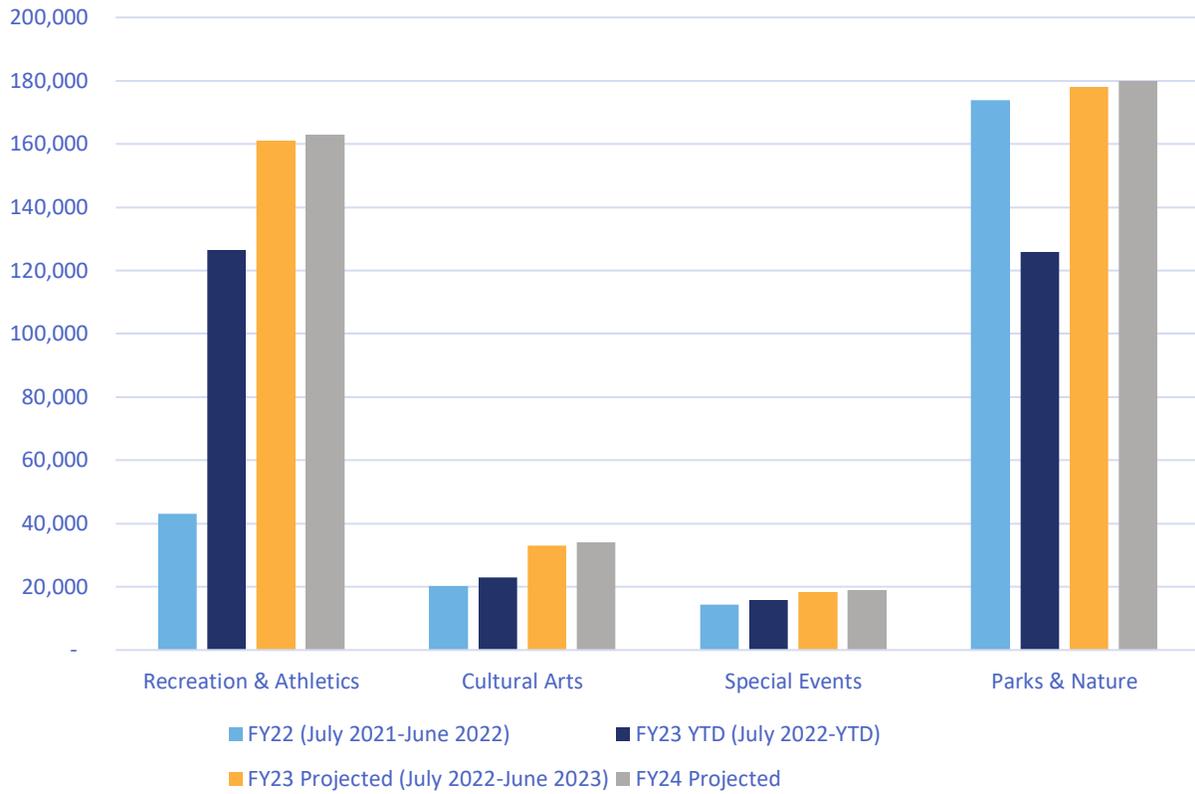
- Track field use and schedules to guide opportunities and space needs.
- Request annual reports and participation data from program partners.

## Performance Measures

PARTICIPATION / ATTENDANCE	FY22	FY23 YTD	FY23 PROJECTED	FY24 PROJECTED
Recreation & Athletics	42,972	126,408	161,000	163,000
Cultural Arts	20,195	22,894	33,104	34,000
Special Events	14,300	15,850	18,350	19,000
Parks & Nature	173,779	125,870	178,082	180,000
<b>TOTAL</b>	<b>251,246</b>	<b>291,022</b>	<b>390,536</b>	<b>396,000</b>

# Parks, Recreation, & Cultural Resources

## Participation & Attendance



Source: Town of Garner Parks, Recreation, and Cultural Resources Department

# Debt Service

The Town has several outstanding debt expenditures that it is obligated to pay. Examples of the debt related items included in this breakdown are bonds, vehicle and equipment installment loans, and utility debt. The responsibility of ensuring that these debt payments are made annually rests with the Finance Department. All expenditures within this program are dedicated to the operations of the program.

## Expenditure Summary

EXPENDITURES	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Bond Principal	1,358,000	1,822,000	1,823,000	4,116,725
Principal - Leases	1,019,517	555,000	551,000	546,000
Principal - Installment Loans	347,175	396,980	230,552	233,072
Bond Interest	1,190,592	1,136,774	1,071,377	1,003,756
Interest - Leases	71,852	54,934	44,758	34,666
Interest - Installment Loans	7,296	12,134	7,643	5,123
<b>Total</b>	<b>\$3,994,432</b>	<b>\$3,977,822</b>	<b>\$3,728,330</b>	<b>\$5,939,342</b>



# FY24 BUDGET

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# 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, 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.

### Expenditure Summary

RETIREMENT	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Separation Allowance	\$293,421	\$408,798	\$442,000	\$442,000
FICA	21,900	30,718	33,813	33,813
Retiree Health Insurance	331,337	345,916	393,065	393,065
<b>Total</b>	<b>\$646,658</b>	<b>\$785,432</b>	<b>\$868,878</b>	<b>\$868,878</b>

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

### Expenditure Summary

TOWN INSURANCE	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Health Reimbursement	-	(\$197,280)	-	-
Insurance and Bonds	283,214	356,848	407,667	407,667
Workers Compensation	315,901	210,893	221,438	221,438
Unemployment Insurance	5,104	3,575	10,000	10,000
Dental Claims	85,546	84,091	-	-
<b>Total</b>	<b>\$692,765</b>	<b>\$458,127</b>	<b>\$639,105</b>	<b>\$639,105</b>

## 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.

### Expenditure Summary

SUBSIDIZED PROGRAMS	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Subsidized Programs	\$66,305	\$29,132	\$45,632	\$45,632
<b>Total</b>	<b>\$66,305</b>	<b>\$29,132</b>	<b>\$45,632</b>	<b>\$45,632</b>

# Special Appropriations

## OFFICE ADMINISTRATION

The Office Administration division accounts for expenses that are related to Town-wide services or overhead costs. The 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 Manager during the year for unplanned expenditures with approval of the Town Council.

### Expenditure Summary

OFFICE ADMINISTRATION	ACTUALS FY20-21	ACTUALS FY21-22	AMENDED FY22-23	PROPOSED FY23-24
Professional Services	\$115,377	\$24,496	\$1,750	-
Postage	(1,282)	(1,816)	-	-
EMPLOYEE SAVINGS INITIATIVE	-	-	(7,500)	-
Auto Maintenance & Repair	147,895	157,526	186,663	184,501
Equipment Rental	5,180	6,670	6,000	6,000
DISASTER EXPENSES	22,577	348,889	150,656	-
Contract Services-HAZMAT	14,432	14,911	12,990	12,990
Contingency	-	-	35,990	243,092
Equipment	-	13,316	161,597	-
Vehicle	243	-	-	-
Employee Engagement	-	-	-	3,500
<b>Total</b>	<b>\$304,422</b>	<b>\$563,992</b>	<b>\$548,146</b>	<b>\$450,083</b>

RECOMMENDED ANNUAL

# FY 24 BUDGET

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DEBT & CAPITAL

# Capital Improvement Plan

The FY 2024 – 2028 Adopted Capital Improvement Plan (CIP) builds on prior year efforts to enhance the Town’s long-term capital planning capabilities. The Town continues to utilize the revised CIP process designed to allow staff from multiple departments to collaborate and provide input on their requirements and how decisions impact their operations. This input allows for the development of a CIP which fully addresses the Town’s long-term capital requirements and highlights the future impacts to the Town’s operating budget.



## Overview

The development of the CIP is one of the most significant processes for the Town of Garner. The decisions made in the CIP impact the Town’s residents on a daily basis. The CIP guides projects like the sidewalks residents walk on, the parks where people take their children, and the infrastructure required to manage stormwater. These assets have a direct impact on the quality of life for Garner citizens.

The Town’s CIP is designed to identify all capital projects that may require funding within a five-year period. Programming capital needs over an extended period allows resources to be matched with requirements, which promotes better use of the Town’s limited funding. In addition, the process of putting the CIP together has value as it ensures appropriate staff have reviewed the timeline and scope of projects to identify efficiencies and maximize Town resources.

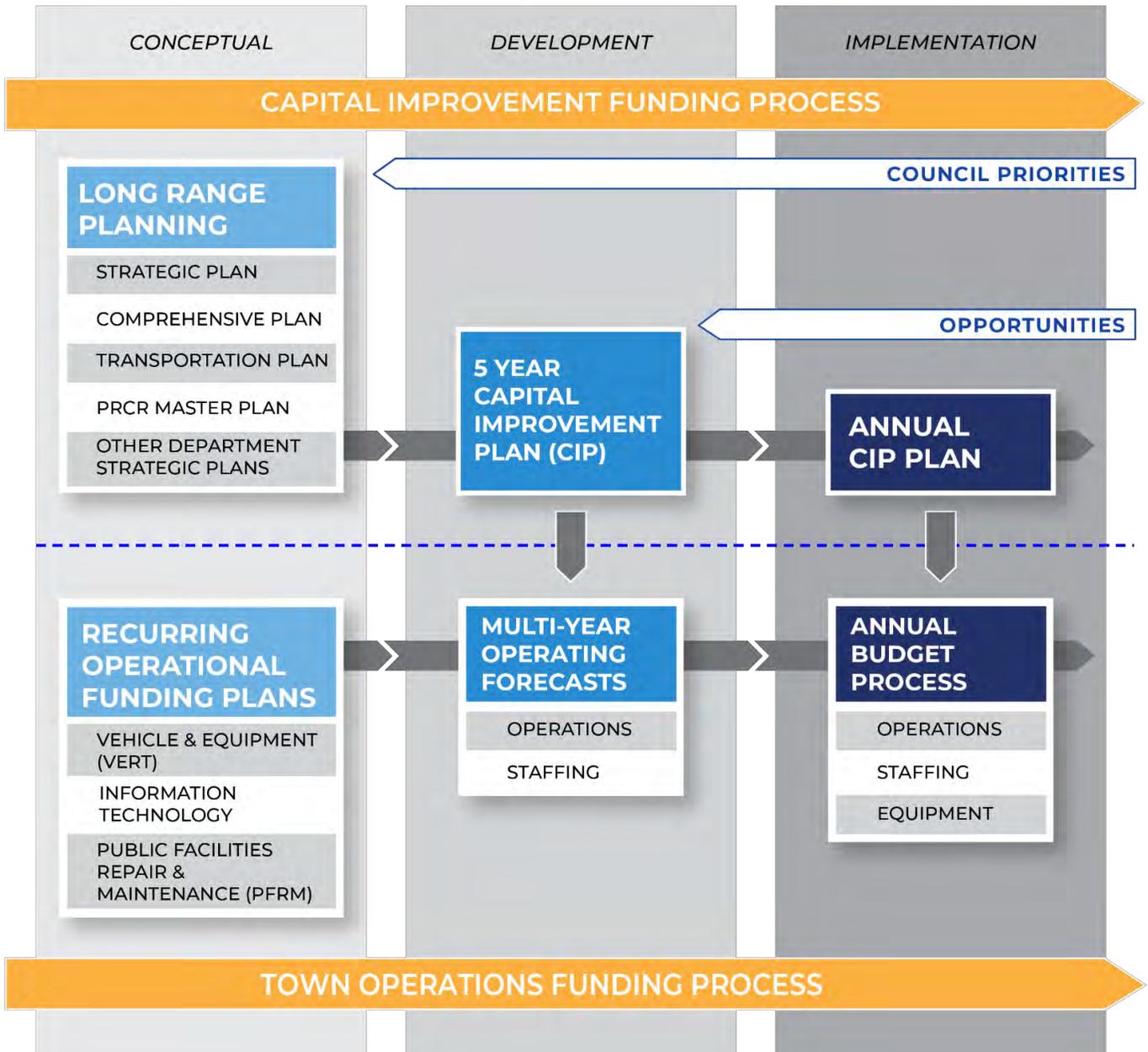
## CIP Process

The process of identifying projects for inclusion in the CIP generally begins years before the CIP is developed. On a regular basis, the Town updates long range planning documents such as the Comprehensive Plan, Transportation Plan, and the Parks, Recreation and Cultural Resources Master Plan to engage the public and elected officials in the process of identifying long-term capital requirements. These plans are then used to populate the Town’s CIP and ultimately result in a completed project. Once complete, the cost of maintaining and operating the project transitions to the Town’s operating budget. This multi-year planning and budgeting system drives the Town’s CIP process.

# Capital Improvement Plan



## MULTI-YEAR PLANNING & BUDGET SYSTEM



# Capital Improvement Plan

The annual process of identifying and ranking projects or inclusion in the CIP begins each summer. At this time, Departments are tasked with completing a project summary sheet which summarizes the project and answers a variety of questions designed to evaluate each project.

## Project Necessity

- Is the project needed to respond to state or federal mandates?
- What will happen if the project is not approved?
- Does the project accommodate increases in demand for service?

## Fiscal Impact

- How much will the project cost?
- What are the long-term operating budget impacts?
- Are alternative funding sources available?
- Will delaying or not approving the project result in increased costs to the Town?
- Could the project be funded over multiple fiscal years?
- Does the project preserve a previous investment?

## Planning Process

- Is the project consistent with the Strategic Plan, Comprehensive Plan, Transportation Plan, or departmental plan?
- Does the project increase the efficiency of service delivery?
- Who benefits from the project?
- Will any group be adversely affected by the project?

Project submissions are then reviewed and ranked by cross-departmental teams. This ensures that staff impacted by projects are aware and can share their expertise, which generates efficiencies and ensures that all aspects of a project have been considered. Staff not directly impacted by projects are able to share a non-biased perspective on which projects will benefit the Town's residents most.

Project rankings are then reviewed by the Town's Budget Team and populated into the CIP. As part of this process, the Budget Team considers multiple factors including Town Council priorities, available funding, citizen input and staff's rankings. As necessary, requesting Departments are brought in to meet with the Budget Team to ensure all projects are fully understood.

The Budget Team presents the draft CIP to Town Council as part of their annual budget work session. Staff reviews each project with Council and summarizes the long-term operating impact associated with each project. This helps to ensure that Council is aware of projects that will have a significant impact on future operating budgets. Council's input is captured, and revisions are made to the CIP document and project list as necessary. Finally, the CIP is approved as part of the annual budget process in June.

# Capital Improvement Plan

## CIP Structure

The CIP is organized based on several core project categories that encompass the capital projects generally completed by the Town. In addition, multiple subcategories are included within each broad category to provide additional detail. The following summarizes the current CIP categories:

- **PARKS** – Includes various projects necessary to develop and enhance park, recreational and cultural opportunities for Town residents
- **TRANSPORTATION** – Includes projects required to expand or maintain the Town’s transportation network
- **GENERAL GOVERNMENT** – Includes projects associated with Information Technology, Facility Development including land acquisition and Economic Development
- **STORMWATER** – Includes maintenance-related projects primarily identified as part of the stormwater conveyance infrastructure study
- **CAPITAL RENEWAL** – Includes various maintenance projects identified as part of the Public Facilities Repair & Maintenance (PFRM) process

## Funding Sources

Based on the limited resources of the Town, multiple funding sources are utilized to pay for projects. Diversifying revenue sources enhances the ability to fund projects in an appropriate timeframe. Grant funding typically falls under Partner Agency Funding or Other Funding and may require a match. While the Town is constantly looking for additional options to fund projects, the list below summarizes the sources generally utilized:

- **TRANSFER FROM GENERAL FUND** – Funding appropriated as part of the annual budget process
- **2013 BOND PROCEEDS** – Funding approved by voters in 2013 as part of a bond referendum to address specific requirements
- **2021 BOND PROCEEDS** – Funding approved by voters in 2021 as part of a bond referendum to address specific requirements
- **FUTURE BOND PROCEEDS** – Anticipated funding which will require voter approval as part of a future bond referendum
- **FEE IN LIEU** – Fees paid by developers to cover a portion of the costs to provide public services
- **APPROPRIATED FUND BALANCE** – Funding appropriated from General Fund or Revenue Savings Plan balance
- **LAPP GRANT** – Funding provided by regional, state or federal organizations such as the NC Capital Area Metropolitan Planning Organization (CAMPO)
- **OTHER** – Funding identified by staff from alternative source

# Capital Improvement Plan

## Impact to the Operating Budget

Capital improvement projects can have corresponding impacts to the operating budget commensurate with the capital investment. Identifying the operating budget impacts is useful for decision-making because it provides a greater understanding of the financial obligations associated with the capital investment. New or expanded facilities may increase the annual costs needed to maintain the facility and desired level of service, which can contribute to the growth of annual operating budgets. Other new facilities, such as athletic fields, may generate offsetting revenues from program fees, which provide additional revenues to help support operating expenses related to the new facility.

Given the potential impact to future operating budgets, it is important to have reliable operating cost estimates for capital projects contained in the Town's Capital Improvement Program. These operating costs can then be programmed into the operating budget during the budget development process, ensuring funding is available when a project becomes operational. Operating cost estimates are developed during the CIP development process and factor in variables such as project location, structural impacts, energy costs, staffing costs, maintenance, and/or future replacement. Each application includes a section where operating departments identify potential impacts to the operating budget. While these estimates are preliminary, the estimates still assist in the decision-making process to ensure proper consideration is given to the full cost of the project over the estimated life span. As a project moves from development to construction and then operation, these costs are reviewed to ensure future operating budgets include the necessary funding.

As part of the FY23-24 recommended budget, \$80,000 has been added to the operating budget to cover costs associated with utilities and supplemental staff for the opening of the splash pad at White Deer Park. This project is expected to open the spring of calendar year 2024.

Project	Fiscal Year of Need	Annual Operating Impact
White Deer Park Improvements	FY24	\$80,000
Yeargan Park Phase 1	FY26	\$1,600,000
Meadowbrook Park Phase 1	FY27	\$203,000
Town Hall Annex	FY25	\$44,000

# Capital Improvement Plan

## FY 2024 - 2028 Capital Projects Fund Budget

The FY 2024 – 2028 Adopted Capital Improvement Plan (CIP) includes funding requirements totaling \$98.9 million. The plan assumes a General Fund contribution of \$13.1 million. Other funding sources include \$69.0 million in 2021 Bond proceeds, \$6.36 million in Locally Administered Projects Program (LAPP) Grant funding, \$4.7 million in grant funding, \$3.4 million in other financing sources, and \$1.4 million in Fee in Lieu related to Parks.

Capital Category	Prior Year Funding	FY24	FY25	FY26	FY27	FY28	Grand Total
Streets and Sidewalks	\$ 4,069,849	\$ 9,578,911	\$ 5,168,362	\$ 13,107,096	\$ -	\$ -	\$ 31,924,218
Stormwater	1,107,994	1,321,691	330,315	250,000	250,000	250,000	3,510,000
New Facilities	123,400	3,317,129	-	-	-	-	3,440,529
Park Development	1,906,734	3,500,000	17,360,792	7,834,373	-	-	30,601,899
Park Rehabilitation	133,100	2,555,409	370,000	-	-	-	3,058,509
Greenways	482,048	171,000	5,415,064	-	1,364,052	-	7,432,164
Technology*	-	200,000	200,000	200,000	200,000	200,000	1,000,000
Vehicle Replacement (VERT)*	-	1,485,000	1,485,000	1,485,000	1,485,000	1,485,000	7,425,000
Facility Repair & Maintenance (PFRM)*	-	810,000	810,000	810,000	810,000	810,000	4,050,000
Fire Station #5	-	-	6,500,000	-	-	-	6,500,000
<b>Total Expenditures</b>	<b>\$ 7,823,125</b>	<b>\$ 22,939,140</b>	<b>\$ 37,639,533</b>	<b>\$ 23,686,469</b>	<b>\$ 4,109,052</b>	<b>\$ 2,745,000</b>	<b>\$ 98,942,319</b>

Revenue Sources	Prior Year Funding	FY24	FY25	FY26	FY27	FY28	Grand Total
2021 Bond Proceeds	\$ 5,772,922	\$ 10,742,429	\$ 34,429,128	\$ 16,191,469	\$ 1,614,052	\$ 250,000	\$ 69,000,000
2013 Bond Proceeds	387,101	-	-	-	-	-	387,101
General Fund	642,743	2,495,000	2,495,000	2,495,000	2,495,000	2,495,000	13,117,743
LAPP Grant	552,750	1,063,962	-	5,000,000	-	-	6,616,712
Grant Funding	-	3,953,720	715,405	-	-	-	4,669,125
Other Financing	123,400	3,317,129	-	-	-	-	3,440,529
Fee in Lieu - Parks	-	1,366,900	-	-	-	-	1,366,900
American Rescue Plan	344,209	-	-	-	-	-	344,209
<b>Total Revenue</b>	<b>\$ 7,823,125</b>	<b>\$ 22,939,140</b>	<b>\$ 37,639,533</b>	<b>\$ 23,686,469</b>	<b>\$ 4,109,052</b>	<b>\$ 2,745,000</b>	<b>\$ 98,942,319</b>

\*As part of the FY24 budget, Technology, VERT, and PFRM will be funded in the Capital Improvement Program through a general fund transfer. Historically, these items have been funded within the Town's general Fund Operating Budget

\*Fire Station #5 is managed by Wake County.

# Capital Improvement Plan

## Horizon Items

As the Town continues to examine its capital needs, the following have been identified as future capital projects without identified funding. They are identified as Horizon Items for future Capital Improvement Programs. Typically, these are projects for which business cases, timing, and project estimates need to be further refined.

Capital Category	Project
Streets and Roads	Jones Sausage Road South
	Right of Way Land Acquisition for Future Projects
Parks, Recreation, and Cultural Resources	Yeargan Park Phase 2
	Athletic Field Renovations
	GPAC Safety Improvements
	Playground Replacements
	Avery Street Rec Center and Annex Renovation
	Greenbriar Park Renovation
Technology	Park Master Planning
	Body Worn Cameras
	Budget Software
	HR Software
	Police Records Management System
General Capital	Website Redesign
	New Public Works Facility



# FY24 BUDGET

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# Capital Improvement Plan

## TRANSPORTATION CAPITAL PROJECTS

Transportation projects are designed with the goal of developing a safe and efficient multi-modal transportation network consistent with land use and other adopted plans. The planning of transportation projects is a multi-layered process that involves local, regional, statewide and federal partners. At the local level, the Town of Garner maintains a transportation plan to guide the expenditures of local funds for the construction and maintenance of local streets (roadways, sidewalks, bicycle facilities, etc.). This plan is also used to inform regional and state partners of the Town of Garner's transportation vision, goals, and objectives.



*Photo: Crosswalk at Garner Road & New Rand Road Intersections*

### Link to Strategic Priorities

Development and completion of the Transportation projects in the Capital Improvement Plan will contribute to the Town's efforts to meet several objectives in the 2016 Strategic Plan as outlined below:

Strategic Priority	Objectives Met
Fiscal Responsibility	Objective 2: Invest in maintenance of infrastructure and facilities.
Efficient & Timely Service Delivery	Objective 1: Build and maintain strong relationships with regional and community partners. Objective 2: Provide quality services at a reasonable cost to residents and benefits.
Orderly Growth	Objective 1: Plan for orderly and stable development with a balance of residential and commercial growth. Objective 2: Support top-quality infrastructure, utilities and transportation. Objective 3: Implement comprehensive economic development plan.

# Capital Improvement Plan

Expenditures	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Streets &amp; Roads</b>	<b>\$ 3,618,201</b>	<b>\$ 8,248,599</b>	<b>\$ 5,168,362</b>	<b>\$13,107,096</b>	-	-	<b>\$30,142,257</b>
2013 Bond Projects	1,032,250	-	-	-	-	-	\$1,032,250
White Oak Roundabout	1,033,305	2,911,599	-	-	-	-	3,944,904
Jones Sausage Road - North	1,112,667	3,592,000	2,200,000	13,107,096	-	-	20,011,763
Rand Mill & Main St Streetscape	227,101	315,000	1,746,263	-	-	-	2,288,364
Pearl & Parker St Improvements	212,878	280,000	1,222,099	-	-	-	1,714,977
NCDOT Betterments	-	650,000	-	-	-	-	650,000
US70 Lighting	-	500,000	-	-	-	-	500,000
<b>Sidewalks</b>	<b>\$ 451,648</b>	<b>\$ 1,330,312</b>	-	-	-	-	<b>\$1,781,960</b>
Garner & Aversboro Rd Sidewalks	225,904	507,012	-	-	-	-	\$732,916
Bryan Road Improvements	225,744	823,300	-	-	-	-	1,049,044
<b>Total Expenditure</b>	<b>\$ 4,069,849</b>	<b>\$ 9,578,911</b>	<b>\$ 5,168,362</b>	<b>\$13,107,096</b>	-	-	<b>\$31,924,218</b>

Revenues	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Bond Funding</b>	<b>\$ 3,517,099</b>	<b>\$ 8,199,949</b>	<b>\$ 4,452,957</b>	<b>\$ 8,107,096</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$24,277,101</b>
2021 Street Bond Funding	3,289,998	8,199,949	4,452,957	8,107,096	-	-	\$24,050,000
2013 Bond Funding	227,101	-	-	-	-	-	227,101
<b>Other Funding</b>	<b>\$ 552,750</b>	<b>\$ 1,378,962</b>	<b>\$ 715,405</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$6,616,712</b>
LAPP Funding	552,750	1,063,962	-	5,000,000	-	-	\$6,616,712
Grant Funding	-	315,000	715,405	-	-	-	1,030,405
<b>Total Revenues</b>	<b>\$ 4,069,849</b>	<b>\$ 9,578,911</b>	<b>\$ 5,168,362</b>	<b>\$13,107,096</b>	-	-	<b>\$31,924,218</b>

# White Oak Roundabout



<b>Project Location</b>	White Oak, Ackerman, & Hebron Church Roads
<b>Type of Project</b>	Streets & Sidewalks
<b>Current Project Stage</b>	Design
<b>Project Lead</b>	Engineering

## Project Description

This project will include the installation of a partial dual-lane roundabout at the intersection of White Oak Road, Hebron Church Road, and Ackerman Road. The project will include street and storm drainage improvements, raised concrete splitter islands, private utility relocation/coordination, pavement markings and traffic signage.

## Purpose of Project

The need for this project is to reduce congestion and increase traffic safety. Traffic on SR 2709 (Ackerman Road) faces long delays turning left onto SR 2547 (Hebron Church Road), and the skewed intersection geometry at the Hebron Church Road / White Oak Road intersection is difficult for buses and larger vehicles to safely navigate.

## Project Budget

Total Project Cost		Prior Year Expenditures			Future Year Costs		
<b>\$3,944,904</b>		<b>\$1,033,305</b>			<b>\$2,911,599</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 284,860	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ 519,860
Perm ROW	247,583	250,000	-	-	-	-	497,583
Construction	-	2,426,599	-	-	-	-	2,426,599
Utility Reloc	500,862	-	-	-	-	-	500,862
<b>Total</b>	<b>\$ 1,033,305</b>	<b>\$ 2,911,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,944,904</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
LAPP Grant	\$ 552,750	\$ 1,063,962	\$ -	\$ -	\$ -	\$ -	\$ 1,616,712
2021 Bonds	480,555	1,847,637	-	-	-	-	2,328,192
<b>Total</b>	<b>\$ 1,033,305</b>	<b>\$ 2,911,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,944,904</b>

## Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# Jones Sausage Rd - North

**Project Location**

Amazon Distribution Center to East Garner Rd

**Type of Project**

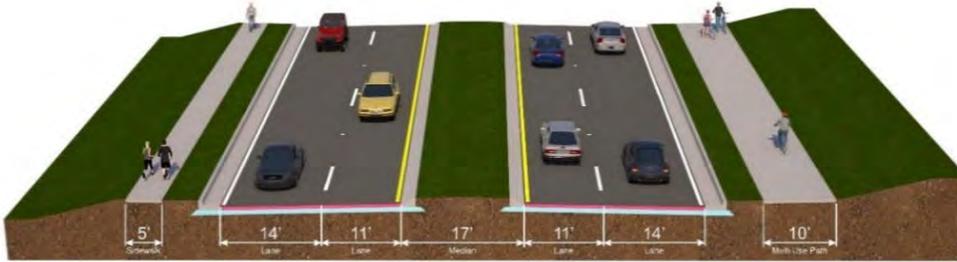
Streets & Sidewalks

**Current Project Stage**

Design

**Project Lead**

Engineering



**Jones Sausage Road Typical  
Function Classification - Urban Arterial  
Proposed Design Speed - 50 mph, Posted Speed - 45 mph**

### Project Description

This project will include road widening of Jones Sausage Rd from a 2-lane thoroughfare to a 4-lane median-divided roadway, as well as street, sidewalk, landscaping, and storm drainage improvements. Real estate acquisition and private utility relocation/coordination are expected to occur in FY 2024 and 2025, with construction slated for FY 2026.

### Purpose of Project

This project will widen Jones Sausage Road to the ultimate road cross-section to improve traffic flow around the Amazon warehouse and Interstate 40 interchange. Alleviating traffic congestion in this growing commercial node will expand access to development opportunities and support connectivity across Garner's road network.

### Project Budget

Total Project Cost	Prior Year Expenditures	Future Year Costs
<b>\$20,011,763</b>	<b>\$1,112,667</b>	<b>\$18,899,096</b>

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 1,112,667	\$ 492,000	\$ -	\$ -	\$ -	\$ -	\$ 1,604,667
Perm ROW	-	2,000,000	2,200,000	-	-	-	4,200,000
Construction	-	-	-	13,107,096	-	-	13,107,096
Utility Reloc	-	1,100,000	-	-	-	-	1,100,000
<b>Total</b>	<b>\$ 1,112,667</b>	<b>\$ 3,592,000</b>	<b>\$ 2,200,000</b>	<b>\$ 13,107,096</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,011,763</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ 1,112,667	\$ 3,592,000	\$ 2,200,000	\$ 8,107,096	\$ -	\$ -	\$ 15,011,763
LAPP Grant	-	-	-	5,000,000	-	-	5,000,000
<b>Total</b>	<b>\$ 1,112,667</b>	<b>\$ 3,592,000</b>	<b>\$ 2,200,000</b>	<b>\$ 13,107,096</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,011,763</b>

### Ongoing Operation Expenses

The current scope of this project would not have an operating impact; however, additional operating costs may be identified following the implementation of the design work.

# Rand Mill Streetscape & Parking Improvements



Project Location	Rand Mill Rd and Main St
Type of Project	Streets & Sidewalks
Current Project Stage	Design
Project Lead	Engineering

## Project Description

This project includes adding public parking on a Town owned parcel, along with sidewalk, curb, gutter and road improvements at the intersection of Main Street and Rand Mill Road, a key gateway in historic Downtown Garner..

## Purpose of Project

The project scope initially only included streetscape improvements to provide better vehicle and pedestrian safety and enhance the sense of place in Downtown Garner. Following the acquisition of a key property and a successful application for federal funds, the Town was able to expand the scope to provide much-needed public parking across from a growing activity center in the historic business district.

## Project Budget

Total Project Cost	Prior Year Expenditures		Future Year Costs	
<b>\$2,288,364</b>	<b>\$227,101</b>		<b>\$2,061,263</b>	

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 227,101	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 242,101
Perm ROW	-	20,000	-	-	-	-	20,000
Construction	-	-	1,746,263	-	-	-	1,746,263
Utility Reloc	-	280,000	-	-	-	-	280,000
<b>Total</b>	<b>\$ 227,101</b>	<b>\$ 315,000</b>	<b>\$ 1,746,263</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,288,364</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Earmark Grant	\$ -	\$ 315,000	\$ 715,405	\$ -	\$ -	\$ -	\$ 1,030,405
2021 Bonds	-	-	1,030,858	-	-	-	1,030,858
2013 Bonds	227,101	-	-	-	-	-	227,101
<b>Total</b>	<b>\$ 227,101</b>	<b>\$ 315,000</b>	<b>\$ 1,746,263</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,288,364</b>

## Pearl Street and Parker Street Improvements



Garner History Museum  
at the Depot  
106 Pearl St, Garner, NC  
27529

Garner Rec Center  
215 W Main St, Garner, NC 27529

Street and Sidewalk Improvements  
Parking Improvements

<b>Project Location</b>
Pearl St, Parker St and Main Street
<b>Type of Project</b>
Streets & Sidewalks
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
Engineering

### Project Description

This project includes adding parking, street and sidewalk improvements in Downtown Garner. The improvements consist of street and sidewalk improvements along the west side of Pearl Street from the Garner Baseball Complex frontage to Main St and improvements along Parker Street from the eastern boundary of new townhomes to N Montague Street. Along with development, these connections help complete the road and pedestrian network in the area. Pearl Street Townhomes, a private development, will improve the east side of Pearl Street and remaining section of Parker Street. Along with these street improvements, additional angled parking will be added along Main St from N Montague Street to Purvis St.

### Purpose of Project

This project fulfills the Town's obligation to bring its half of the street along town-owned properties up to current standards. Sidewalk improvements will connect new residential development and the Garner History Museum at the Depot to the historic downtown district, while new parking spaces will provide additional capacity for downtown visitors and residents.

### Project Budget

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$1,714,977</b>		<b>\$212,878</b>				<b>\$1,502,099</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ 212,878	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 262,878	
Temp ROW	-	70,000	-	-	-	-	70,000	
Construction	-	-	1,222,099	-	-	-	1,222,099	
Utility Reloc	-	160,000	-	-	-	-	160,000	
<b>Total</b>	<b>\$ 212,878</b>	<b>\$ 280,000</b>	<b>\$ 1,222,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,714,977</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
2021 Bonds	\$ 212,878	\$ 280,000	\$ 1,222,099	\$ -	\$ -	\$ -	\$ 1,714,977	
<b>Total</b>	<b>\$ 212,878</b>	<b>\$ 280,000</b>	<b>\$ 1,222,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,714,977</b>	

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## Sidewalk Program



**Project Location**

Various Locations

**Type of Project**

Streets & Sidewalks

**Current Project Stage**

Design

**Project Lead**

Engineering

### Project Description

This is an annual program that allows for design and construction of various projects identified in the Garner Forward Transportation Plan and Comprehensive Pedestrian Plan. Staff conducts a Sidewalk Prioritization exercise to reprioritize top sites annually. In FY2024, the sidewalk program will fund projects on Garner Road and Aversboro Road.

### Purpose of Project

To construct priority sidewalks to contribute to the overall pedestrian network within the Town of Garner, enhancing mobility, connectivity, safety, equity, and quality of life for its citizens.

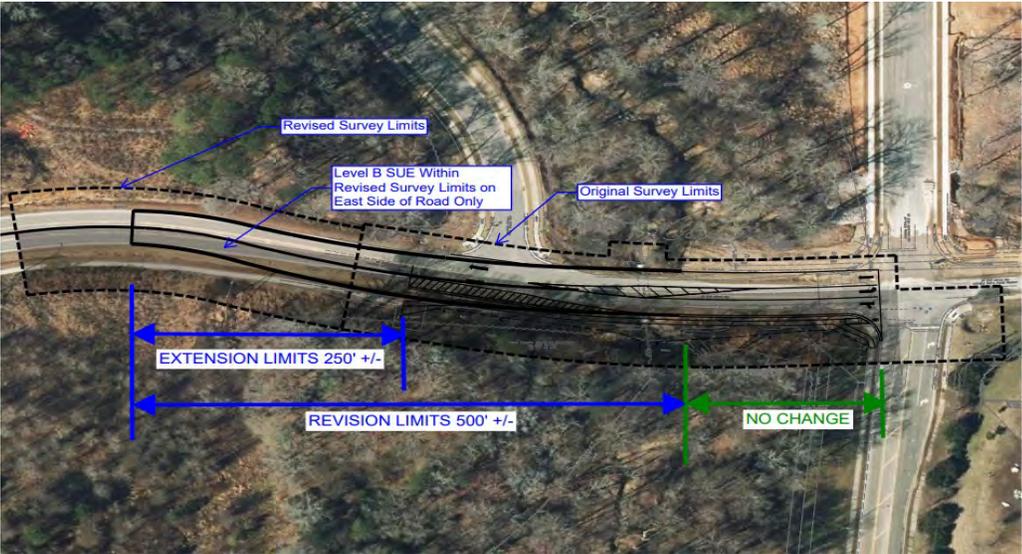
### Project Budget

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$732,916</b>		<b>\$225,904</b>				<b>\$507,012</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ 185,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,904	
Temp ROW	40,000	-	-	-	-	-	40,000	
Construction	-	495,012	-	-	-	-	495,012	
Utility Reloc	-	12,000	-	-	-	-	12,000	
<b>Total</b>	<b>\$ 225,904</b>	<b>\$ 507,012</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 732,916</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
2021 Bonds	\$ 225,904	\$ 507,012	\$ -	\$ -	\$ -	\$ -	\$ 732,916	
<b>Total</b>	<b>\$ 225,904</b>	<b>\$ 507,012</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 732,916</b>	

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# Bryan Road Sidewalk Improvements



<b>Project Location</b>
Bryan Road from Elk Stone Trail to Akerman Rd.
<b>Type of Project</b>
Streets & Sidewalks
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
Engineering

## Project Description

The Bryan Road Sidewalk Project will add sidewalk and extend the existing three lane section of Bryan Road from 250 feet south of Elk Stone Trail to Akerman Road.

## Purpose of Project

The project will enhance traffic flow and increase the street width to match current 3-lane cross-sections north and south of the project area. New sidewalk along Bryan Road will close gaps in the existing sidewalk network, providing continuous access to paved pedestrian facilities along Bryan Road all the way to Bryan Road Elementary.

## Project Budget

Total Project Cost	Prior Year Expenditures				Future Year Costs		
\$1,049,044	\$225,744				\$823,300		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 225,744	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 265,744
Temp ROW	-	15,000	-	-	-	-	15,000
Construction	-	668,300	-	-	-	-	668,300
Utility Reloc	-	100,000	-	-	-	-	100,000
Total	\$ 225,744	\$ 823,300	\$ -	\$ -	\$ -	\$ -	\$ 1,049,044

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ 225,744	\$ 823,300	\$ -	\$ -	\$ -	\$ -	\$ 1,049,044
Total	\$ 225,744	\$ 823,300	\$ -	\$ -	\$ -	\$ -	\$ 1,049,044

## Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## NCDOT Betterments



<b>Project Location</b>
Various
<b>Type of Project</b>
Streets & Sidewalks
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
Engineering

### Project Description

The Town will pay for voluntary improvements, known as betterments, on certain NCDOT projects. These include the addition of sidewalk and lighting conduit for street lighting during the replacement of the NC 50 bridge over US-70 (B-4654) and the widening of US 401 (U-5302).

### Purpose of Project

Partnering with NCDOT allows the town to leverage state-funded construction to add value to the local street and pedestrian network. The town invests in NCDOT betterments to provide higher quality amenities, like additional lighting, road width, and beautification, on key roadway projects that they don't normally have jurisdiction over.

### Project Budget

Total Project Cost	Prior Year Expenditures				Future Year Costs		
<b>\$650,000</b>	<b>\$0</b>				<b>\$650,000</b>		

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
US 401 Widening	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
NC50 Bridge	-	400,000	-	-	-	-	400,000
<b>Total</b>	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
<b>Total</b>	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# US-70 Street Lighting



<b>Project Location</b>
US-70 from Yeargan to White Oak
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
Engineering

## Project Description

This project will add street lighting along US-70 from Yeargan Road to White Oak Road.

## Purpose of Project

US-70 between Yeargan Road and White Oak Road is a heavily traveled corridor in the town that is currently unlit. This project will improve lighting and night visibility conditions to better match the conditions of similar traffic corridors throughout Garner.

## Project Funding Overview

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$500,000</b>		<b>\$0</b>				<b>\$500,000</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Construction	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
2021 Bonds	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	

## Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# Capital Improvement Plan

## STORMWATER CAPITAL PROJECTS

Stormwater projects are necessary to reduce the potential for stormwater threats to public health and to comply with state and federal regulations. The Town of Garner recently completed a stormwater conveyance infrastructure study throughout the Town and will be undertaking a small pipe study in the next year. These studies help ascertain the condition of existing stormwater pipe systems and identify potential maintenance needs. The projects listed in this section were primarily identified as part of the study and are the top priority areas that require maintenance within the Town. The Town is also developing ongoing programs to maintain modern comprehensive records and conduct spot repairs annually to prevent more costly repairs in the future.



*Photo: Stormwater pipes*

### Link to Strategic Priorities

Development and completion of the Stormwater projects in the Capital Improvement Plan will contribute to the Town's efforts to meet several objectives in the 2016 Strategic Plan as outlined below:

Strategic Priority	Objectives Met
Fiscal Responsibility	Objective 2.3: Maintain Town-owned stormwater infrastructure. Objective 3.1: Develop process to identify and manage future long-term capital initiatives.
Efficient & Timely Service Delivery	Objective 1: Build and maintain strong relationships with regional and community partners. Objective 2: Provide quality services at a reasonable cost to residents and benefits.
Orderly Growth	Objective 1.2: Build and maintain strategic utility infrastructure to support and enable growth. Objective 2: Support top-quality infrastructure, utilities, and transportation.
Quality of Life	Objective 1: Provide a safe and inviting community. Objective 2: Support and encourage an active and engaged citizenry.

# Capital Improvement Plan

Expenditures	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Stormwater</b>	<b>\$ 1,107,994</b>	<b>\$ 1,321,691</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$3,429,685</b>
Junction Blvd	841,543	-	-	-	-	-	\$841,543
Forest Ridge Blvd	80,000	571,691	-	-	-	-	651,691
Stormwater Assessment	86,451	500,000	-	-	-	-	586,451
Spot Repair Program	100,000	250,000	250,000	250,000	250,000	250,000	1,350,000
<b>Total Expenditure</b>	<b>\$ 1,107,994</b>	<b>\$ 1,321,691</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 3,429,685</b>

Revenues	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Bond Funding</b>	<b>\$ 1,107,994</b>	<b>\$ 921,691</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$3,029,685</b>
2021 Stormwater Bond Funding	947,994	921,691	250,000	250,000	250,000	250,000	\$2,869,685
2013 Bond Funding	160,000	-	-	-	-	-	160,000
<b>Other Funding</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$400,000</b>
Grant Funding	-	400,000	-	-	-	-	\$400,000
<b>Total Revenues</b>	<b>\$ 1,107,994</b>	<b>\$ 1,321,691</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 3,429,685</b>

## Junction Boulevard Stormwater Repair



<b>Project Location</b>	Junction Blvd. Culvert
<b>Type of Project</b>	Town Facilities
<b>Current Project Stage</b>	Construction
<b>Project Lead</b>	Engineering

### Project Description

The project consists of a cured in place pipe liner to improve the integrity and longevity of the existing pipe. The pipe will be cleaned and inspected prior to installing the lining. Cast in place headwalls will be added to the pipes to improve structural integrity along with the removal of some trees and bank stabilization.

### Purpose of Project

The project is a continuation of the Town's efforts to repair aging and/or failing stormwater infrastructure in older municipal districts. The Junction Boulevard culvert was identified as a priority project for future bond funding in the Town's 2017 stormwater assessment.

### Project Budget

	Total Project Cost		Prior Year Expenditures				Future Year Costs			
	<b>\$841,543</b>		<b>\$841,543</b>				<b>\$0</b>			
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total			
Prof Services	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000			
Construction	761,543	-	-	-	-	-	761,543			
<b>Total</b>	<b>\$ 841,543</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 841,543</b>			

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total			
2013 Bonds	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000			
2021 Bonds	761,543	-	-	-	-	-	761,543			
<b>Total</b>	<b>\$ 841,543</b>	<b>\$ -</b>	<b>\$ 841,543</b>							

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## Forest Ridge Road Stormwater Repair



<b>Project Location</b>	Buck Branch at Forest Ridge Road
<b>Type of Project</b>	Stormwater
<b>Current Project Stage</b>	Design
<b>Project Lead</b>	Engineering

### Project Description

The 60" arch corrugated metal pipe crossing Forest Ridge Road is in poor condition and will be lined to increase longevity. Additionally, repairs will be made to the headwalls, endwalls, and stream banks to stabilize the inlet and outlet.

### Purpose of Project

The maintenance of stormwater infrastructure helps to avoid catastrophic failures. The Forest Ridge Road culvert project was identified as a priority for future bond funding in the 2017 stormwater assessment and will preserve the integrity of the stormwater conveyance as well as the street.

### Project Budget

Total Project Cost		Prior Year Expenditures			Future Year Costs			
<b>\$651,691</b>		<b>\$80,000</b>			<b>\$571,691</b>			
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ 80,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	
Temp ROW	-	7,500	-	-	-	-	7,500	
Construction	-	481,166	-	-	-	-	481,166	
Utility Reloc	-	78,025	-	-	-	-	78,025	
<b>Total</b>	<b>\$ 80,000</b>	<b>\$ 571,691</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 651,691</b>	

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2013 Bonds	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
2021 Bonds	-	571,691	-	-	-	-	571,691
<b>Total</b>	<b>\$ 80,000</b>	<b>\$ 571,691</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 651,691</b>

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## Stormwater Inventory and Assessment



<b>Project Location</b>
Various (Town-wide)
<b>Type of Project</b>
Stormwater
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
Engineering

### Project Description

This project includes mapping the Town stormwater infrastructure, improving the stormwater GIS environment, and completing a stormwater study and assessment program.

### Purpose of Project

This assessment will allow the Town to manage the stormwater system, determine what assets are structurally and/or financially obsolete, identify vulnerable areas, and support the development of a Capital Improvement Plan and maintenance and resiliency plan more effectively.

### Project Budget

Total Project Cost	Prior Year Expenditures		Future Year Costs				
<b>\$586,451</b>	<b>\$86,451</b>		<b>\$500,000</b>				

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 86,451	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 586,451
<b>Total</b>	<b>\$ 86,451</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 586,451</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ 86,451	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 186,451
LASII Grant	-	400,000	-	-	-	-	400,000
<b>Total</b>	<b>\$ 86,451</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 586,451</b>

### Ongoing Operation Expenses

Ongoing operating impacts will be determined upon completion of the stormwater assessment in FY24.

## Stormwater Spot Repair Program



<b>Project Location</b>
Various
<b>Type of Project</b>
Stormwater
<b>Current Project Stage</b>
Construction
<b>Project Lead</b>
Engineering

### Project Description

This program allows the Town to contract for minor spot repair stormwater projects. These are projects that exceed the annual budget set aside under the stormwater maintenance allocation in the Public Works Department's operating budget, but are small enough to allow for construction by informal bid.

### Purpose of Project

This program allows for more timely repair of critical maintenance and repair projects for stormwater infrastructure and supports the Town's efforts to improve aging and/or failing stormwater assets in older neighborhoods.

### Project Budget

Total Project Cost		Prior Year Expenditures				Future Year Costs	
<b>\$1,350,000</b>		<b>\$100,000</b>				<b>\$1,250,000</b>	
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Construction	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,350,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,350,000</b>
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,350,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,350,000</b>

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# Capital Improvement Plan

## PARKS CAPITAL PROJECTS

Parks capital projects are necessary to develop and enhance parks, and for recreational and cultural opportunities for Town residents. This category consists of key projects that will result in the construction of new park facilities and park enhancements. This category will ultimately represent an implementation plan to address items identified in the Parks Comprehensive Master Plan.



*Photo: White Deer Park Nature Center*

## Link to Strategic Priorities

Development and completion of the Parks projects in the Capital Improvement Plan will contribute to the Town's efforts to meet several objectives in the 2016 Strategic Plan as outlined below:

Strategic Priority	Objectives Met
Fiscal Responsibility	Objective 2: Invest in maintenance of infrastructure and facilities. Objective 4, Initiative 3: Leverage funding opportunities with partners.
Efficient & Timely Service Delivery	Objective 1: Build and maintain strong relationships with regional and community partners. Objective 2: Provide quality services at a reasonable cost to residents and benefits. Objective 4: Nurture a culture of excellent customer service. Objective 4.1: Maintain adequate staffing levels.
Orderly Growth	Objective 1.3: Plan for appropriate use of open space and environmental resources. Objective 3.2: Bolster the Town's competitiveness for regional economic activity.
Quality of Life	Objective 1: Provide a safe and inviting community. Objective 2: Support and encourage an active and engaged citizenry. Objective 4: Provide a broad mix of arts, leisure and recreation opportunities.

# Capital Improvement Plan

Expenditures	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Park Development</b>	<b>\$ 1,906,734</b>	<b>\$ 3,500,000</b>	<b>\$17,360,792</b>	<b>\$ 7,834,373</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$30,601,899</b>
Yeargan Park Phase 1	1,259,430	2,400,000	16,897,802	-	-	-	\$20,557,232
Yeargan Homestead	-	-	50,000	-	-	-	50,000
Meadowbrook Park Dam	344,209	1,100,000	-	-	-	-	1,444,209
Meadowbrook Park Phase 1	303,095	-	412,990	7,834,373	-	-	8,550,458
<b>Park Rehabilitation</b>	<b>\$ 133,100</b>	<b>\$ 2,555,409</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$3,058,509</b>
White Deer Park Improvements	133,100	1,366,900	-	-	-	-	\$1,500,000
GRC Playground	-	404,400	-	-	-	-	404,400
Centennial Park Playground	-	30,000	370,000	-	-	-	400,000
Garner Rec Park Improvements	-	173,129	-	-	-	-	173,129
Senior Center Improvements	-	580,980	-	-	-	-	-
<b>Greenways</b>	<b>\$ 482,048</b>	<b>\$ 171,000</b>	<b>\$ 5,242,064</b>	<b>\$ -</b>	<b>\$ 1,364,052</b>	<b>\$ -</b>	<b>\$7,259,164</b>
South Garner Greenway Extension	482,048	171,000	4,548,200	-	-	-	\$5,201,248
Future Greenways	-	-	693,864	-	1,364,052	-	2,057,916
<b>Total Expenditures</b>	<b>\$ 2,521,882</b>	<b>\$ 6,226,409</b>	<b>\$22,972,856</b>	<b>\$ 7,834,373</b>	<b>\$ 1,364,052</b>	<b>\$ -</b>	<b>\$40,919,572</b>

Revenues	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Bond Funding</b>	<b>\$ 1,534,930</b>	<b>\$ 2,125,989</b>	<b>\$22,972,856</b>	<b>\$ 7,834,373</b>	<b>\$ 1,364,052</b>	<b>\$ -</b>	<b>\$35,832,200</b>
2021 GO Bond	1,534,930	2,125,989	22,972,856	7,834,373	1,364,052	-	\$35,832,200
<b>Other Funding Sources</b>	<b>\$ 986,952</b>	<b>\$ 4,100,420</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$5,087,372</b>
General Fund	642,743	-	-	-	-	-	\$642,743
Grant Funds	-	2,733,520	-	-	-	-	2,733,520
Fee in Lieu of Parks	-	1,366,900	-	-	-	-	1,366,900
ARP Funds	344,209	-	-	-	-	-	344,209
<b>Total Revenue</b>	<b>\$ 2,521,882</b>	<b>\$ 6,226,409</b>	<b>\$22,972,856</b>	<b>\$ 7,834,373</b>	<b>\$ 1,364,052</b>	<b>\$ -</b>	<b>\$40,919,572</b>

<b>Operating Impacts</b>	<b>\$ -</b>	<b>\$ 80,153</b>	<b>\$ 49,333</b>	<b>\$ 1,610,000</b>	<b>\$ 202,500</b>	<b>\$ -</b>	<b>\$ 1,941,986</b>
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## Other Greenways



<b>Project Location</b>
215 West Main Street, Garner, NC 27529
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

Determine feasibility, design and construction of additional greenway segments as prioritized in the Parks, Recreation & Cultural Resources Comprehensive Master Plan

### Purpose of Project

Continue expanding the Town's greenway system to provide recreational opportunities and pedestrian connectivity.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$2,057,916</b>		<b>\$ -</b>				<b>\$2,057,916</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ -	\$ -	\$ 693,864	\$ -	\$ -	\$ -	\$ 693,864	
Temp ROW	-	-	-	-	393,188	-	393,188	
Construction	-	-	-	-	970,864	-	970,864	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 693,864</b>	<b>\$ -</b>	<b>\$ 1,364,052</b>	<b>\$ -</b>	<b>\$ 2,057,916</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
2021 Bonds	\$ -	\$ -	\$ 693,864	\$ -	\$ 1,364,052	\$ -	\$ 2,057,916	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 693,864</b>	<b>\$ -</b>	<b>\$ 1,364,052</b>	<b>\$ -</b>	<b>\$ 2,057,916</b>	

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# Yeargan Park - Phase 1



<b>Project Location</b>
607 E Garner Road, Garner, NC 27529
<b>Type of Project</b>
Parks & Greenways
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

## Project Description

Design and construction (including Construction Manager At-Risk services) for Yeargan Park Phase 1, which will feature two natural multipurpose fields, two artificial turf multipurpose fields, shelter, restrooms, and play space.

## Purpose of Project

Complete design and construction of Phase 1 of new regional park supported by the 2021 Parks and Recreational Bond. Yeargan Park will provide multi-use athletic fields and other amenities to meet community demand and to attract sports tournaments to Garner.

## Project Funding Overview

Total Project Cost	Prior Year Expenditures	Future Year Costs
<b>\$20,557,232</b>	<b>\$1,259,430</b>	<b>\$19,297,802</b>

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 1,143,098	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,143,098
Construction	116,332	400,000	16,897,802	-	-	-	17,414,134
Utility Reloc	-	2,000,000	-	-	-	-	2,000,000
<b>Total</b>	<b>\$ 1,259,430</b>	<b>\$ 2,400,000</b>	<b>\$ 16,897,802</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,557,232</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ 919,782	\$ -	\$ 16,897,802	\$ -	\$ -	\$ -	\$ 17,817,584
Grant Funds	-	2,400,000	-	-	-	-	2,400,000
General Fund	339,648	-	-	-	-	-	339,648
<b>Total</b>	<b>\$ 1,259,430</b>	<b>\$ 2,400,000</b>	<b>\$ 16,897,802</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,557,232</b>

## Ongoing Operation Expenses

Operations	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
PRCR	\$ -	\$ -	\$ -	\$ 625,000	\$ -	\$ -	\$ 625,000
Public Works	-	-	-	985,000	-	-	985,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,610,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,610,000</b>

# Yeargan Park - Homestead Assessment



<b>Project Location</b>	607 E Garner Road, Garner, NC 27529
<b>Type of Project</b>	Parks & Greenways
<b>Current Project Stage</b>	Design
<b>Project Lead</b>	PRCR

## Project Description

Conduct a comprehensive facility condition assessment of the Yeargan Homestead to determine options and estimate of probable cost for restoration or renovation of this historic property for public use.

## Purpose of Project

Identify options for long-term stewardship of this historic property.

## Project Funding Overview

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$50,000</b>		<b>\$ -</b>				<b>\$50,000</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
2021 Bonds	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	

## Ongoing Operation Expenses

No operating costs are associated with this project.

## Meadowbrook Park - Dam Improvements



**Project Location**

8025 Country Club Drive,  
Garner, NC 27529

**Type of Project**

Parks & Greenways

**Current Project Stage**

Design

**Project Lead**

PRCR

**Project Description**

Design and engineering services to develop construction documents to improve conditions of the Meadowbrook Park dam and pond. The pond is a contributing structure to Meadowbrook's National Historic Register designation.

**Purpose of Project**

Determine safe, cost-effective solution to address deteriorating conditions of the dam and associated pond to ensure long-term safety in the development of Meadowbrook Park.

**Project Funding Overview**

Total Project Cost		Prior Year Expenditures			Future Year Costs		
<b>\$1,444,209</b>		<b>\$344,209</b>			<b>\$1,100,000</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 344,209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344,209
Construction	-	1,100,000	-	-	-	-	1,100,000
<b>Total</b>	<b>\$ 344,209</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,444,209</b>

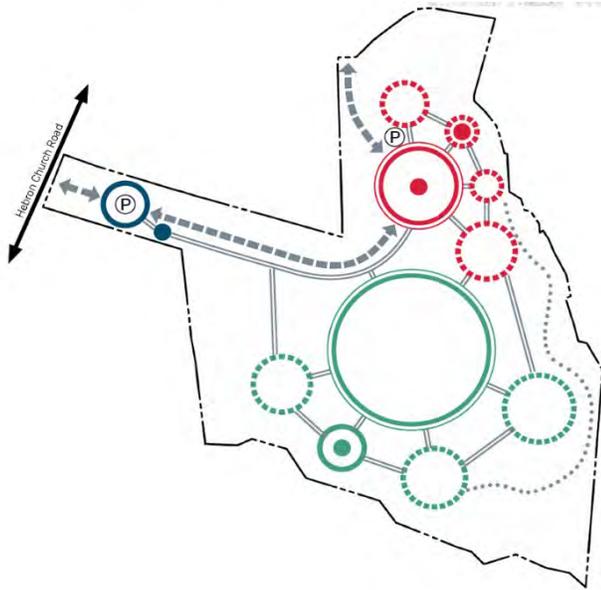
  

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
ARP Funds	\$ 344,209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344,209
2021 Bonds	-	1,100,000	-	-	-	-	1,100,000
<b>Total</b>	<b>\$ 344,209</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,444,209</b>

**Ongoing Operation Expenses**

Annual operation costs are anticipated to be minimal based on the current scope of the project.

# Meadowbrook Park - Phase 1



community + education  
 preservation + heritage + natural beauty  
 supporting framework

> Celebration of historic, scenic, ecologic, and cultural attributes of the site

<b>Project Location</b>	8025 Country Club Drive, Garner, NC 27529
<b>Type of Project</b>	Parks & Greenways
<b>Current Project Stage</b>	Design
<b>Project Lead</b>	PRCR

## Project Description

Design and construction of Phase 1 of Meadowbrook Park, which will feature walking trails and open spaces for recreation, a picnic shelter, and other amenities.

## Purpose of Project

Complete design and construction of Phase 1 of new regional park supported by the 2021 Parks and Recreational Bond. This development will activate as a public park a site that is listed in the National Register of Historic Properties for its role in African American cultural history of Wake County.

## Project Funding Overview

Total Project Cost	Prior Year Expenditures		Future Year Costs				
<b>\$8,550,458</b>	<b>\$303,095</b>		<b>\$8,247,363</b>				

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 303,095	\$ -	\$ 412,990	\$ -	\$ -	\$ -	\$ 716,085
Construction	-	-	-	7,834,373	-	-	7,834,373
<b>Total</b>	<b>\$ 303,095</b>	<b>\$ -</b>	<b>\$ 412,990</b>	<b>\$ 7,834,373</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,550,458</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ -	\$ -	\$ 412,990	\$ 7,834,373	\$ -	\$ -	\$ 8,247,363
Town Pre-Bond	303,095	-	-	-	-	-	303,095
<b>Total</b>	<b>\$ 303,095</b>	<b>\$ -</b>	<b>\$ 412,990</b>	<b>\$ 7,834,373</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,550,458</b>

## Ongoing Operation Expenses

Operations	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
PRCR	\$ -	\$ -	\$ -	\$ -	\$ 202,500	\$ -	\$ 202,500
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 202,500</b>	<b>\$ -</b>	<b>\$ 202,500</b>

## White Deer Park - Inclusive Playground & Splashpad



<b>Project Location</b>
2400 Aversboro Road, Garner, NC 27529
<b>Type of Project</b>
Parks & Greenways
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

Design and construction services for replacement playground (using inclusive design) and new splashpad.

### Purpose of Project

Replace deteriorated playground with universally-designed playground accessible to children of all abilities. Build the first splashpad in the Town's Park system, identified as a priority in the Parks, Recreation & Cultural Resources Comprehensive Master Plan.

### Project Funding Overview

Total Project Cost	Prior Year Expenditures		Future Year Costs				
<b>\$1,500,000</b>	<b>\$133,100</b>		<b>\$1,366,900</b>				

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ 133,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,100
Construction	-	1,366,900	-	-	-	-	1,366,900
<b>Total</b>	<b>\$ 133,100</b>	<b>\$ 1,366,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
ARP Funds	\$ 133,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,100
Fee in Lieu	-	1,366,900	-	-	-	-	1,366,900
<b>Total</b>	<b>\$ 133,100</b>	<b>\$ 1,366,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

### Ongoing Operation Expenses

Operations	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Personnel	\$ -	\$ 13,435	\$ 28,213	\$ -	\$ -	\$ -	\$ 41,648
Operations	-	66,718	21,120	-	-	-	87,838
<b>Total</b>	<b>\$ -</b>	<b>\$ 80,153</b>	<b>\$ 49,333</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,486</b>

## Garner Recreation Center Playground



<b>Project Location</b>
215 West Main Street, Garner, NC 27529
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

The GRC Outdoor Accessible Play Project seeks to activate the grounds of the Garner Recreation Center (GRC) campus by developing inclusive outdoor amenities that provide outdoor play and fitness opportunities for children and adults of differing abilities.

### Purpose of Project

Provide opportunities where children with physical or developmental disabilities can socialize and engage in outdoor play alongside siblings, parents or caretakers, and other children. The project will also enhance the fitness options for adults with an outdoor fitness circuit.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures			Future Year Costs		
<b>\$404,400</b>		<b>\$ -</b>			<b>\$404,400</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ -	\$ 50,550	\$ -	\$ -	\$ -	\$ -	\$ 50,550
Construction	-	353,850	-	-	-	-	353,850
<b>Total</b>	<b>\$ -</b>	<b>\$ 404,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 404,400</b>
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
PARTF Grant	\$ -	\$ 323,520	\$ -	\$ -	\$ -	\$ -	\$ 323,520
NRPA Youth Equity Grant	-	10,000	-	-	-	-	10,000
2021 Bonds	-	70,880	-	-	-	-	70,880
<b>Total</b>	<b>\$ -</b>	<b>\$ 404,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 404,400</b>

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## Centennial Park Playground



<b>Project Location</b>
1015 New Bethel Church Rd, Garner, NC 27529
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

Replace existing deteriorated playground and swings and build an accessible pedestrian connection to the picnic shelter from Bellarose Lake Way parking circle.

### Purpose of Project

Provide an updated playground and improve accessibility to the upper section of the park.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$400,000</b>		<b>\$ -</b>				<b>\$400,000</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ -	\$ 30,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	
Construction	-	-	350,000	-	-	-	350,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
2021 Bonds	\$ -	\$ 30,000	\$ 370,000	\$ -	\$ -	\$ -	\$ 400,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## Garner Recreational Park Improvements



<b>Project Location</b>
221 E Garner Road, Garner, NC 27529
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

Replace existing playground surface (engineered wood fiber mulch) with poured-in-place rubber safety surface.

### Purpose of Project

Enhance the community-built playground at Garner Recreation Park by replacing the existing surface with a poured-in-place rubber safety surface to improve the playground's accessibility and safety.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures			Future Year Costs		
<b>\$173,129</b>		<b>\$ -</b>			<b>\$173,129</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Construction	\$ -	\$ 173,129	\$ -	\$ -	\$ -	\$ -	\$ 173,129
<b>Total</b>	<b>\$ -</b>	<b>\$ 173,129</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 173,129</b>
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ -	\$ 173,129	\$ -	\$ -	\$ -	\$ -	\$ 173,129
<b>Total</b>	<b>\$ -</b>	<b>\$ 173,129</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 173,129</b>

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## South Garner Greenway Extension



<b>Project Location</b>
Buffaloe Rd from Lake Benson Park to Vandora Springs Circle
<b>Type of Project</b>
Parks & Greenways
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

Design and construction of a one and eight tenths of a mile segment of multi-use path and facility needed to cross wetlands.

### Purpose of Project

Safely connect residents of western portion of Buffaloe Road to White Deer and Lake Benson Parks.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$5,201,248</b>		<b>\$482,048</b>				<b>\$4,719,200</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ 482,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 482,048	
Perm ROW	-	171,000	-	-	-	-	171,000	
Construction	-	-	4,548,200	-	-	-	4,548,200	
<b>Total</b>	<b>\$ 482,048</b>	<b>\$ 171,000</b>	<b>\$ 4,548,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,201,248</b>	

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
2021 Bonds	\$ 482,048	\$ 171,000	\$ 4,548,200	\$ -	\$ -	\$ -	\$ 5,201,248
<b>Total</b>	<b>\$ 482,048</b>	<b>\$ 171,000</b>	<b>\$ 4,548,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,201,248</b>

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.

## Garner Senior Center Renovations



<b>Project Location</b>
215 West Main Street, Garner, NC 27529
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
PRCR

### Project Description

Design and construction of upgrades to various areas of concern, including bathrooms, kitchen, and accessible routes.

### Purpose of Project

Enhance safety and accessibility for Garner Senior Center visitors.

### Project Funding Overview

Total Project Cost	Prior Year Expenditures	Future Year Costs
<b>\$580,980</b>	<b>\$ -</b>	<b>\$580,980</b>

Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Prof Services	\$ -	\$ 75,780	\$ -	\$ -	\$ -	\$ -	\$ 75,780
Construction	-	505,200	-	-	-	-	505,200
<b>Total</b>	<b>\$ -</b>	<b>\$ 580,980</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 580,980</b>

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Earmark Grant	\$ -	\$ 505,200	\$ -	\$ -	\$ -	\$ -	\$ 505,200
2021 Bonds	-	75,780	-	-	-	-	75,780
<b>Total</b>	<b>\$ -</b>	<b>\$ 580,980</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 580,980</b>

### Ongoing Operation Expenses

Annual operation costs are anticipated to be minimal based on the current scope of the project.



# FY24 BUDGET

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# Capital Improvement Plan

## GENERAL GOVERNMENT CAPITAL PROJECTS

The General Government category focuses on broad projects that have a diverse impact on the Town's operations. These may include projects such as land acquisition, facility development, maintenance, construction, information technology infrastructure, and economic development initiatives.



Photo: Groundbreaking for Fire Station 5.

### Link to Strategic Priorities

Development and completion of the General Government projects in the Capital Improvement Plan will contribute to the Town's efforts to meet several objectives in the 2016 Strategic Plan as outlined below:

Strategic Priority	Objectives Met
Fiscal Responsibility	Objective 2: Invest in maintenance of infrastructure and facilities. Objective 2.2: Implement planned facilities maintenance. Objective 3.3: Continue Vehicle & Equipment Replacement Team (VERT) program with focus on sustainable replacement schedule.
Efficient & Timely Service Delivery	Objective 2: Provide quality services at a reasonable cost to residents and benefits. Objective 3.3: Provide staffing tools, support, and training to aid in retention, staff development, and outstanding customer service.
Orderly Growth	Objective 3: Implement comprehensive economic development plan. Objective 3.3: Develop and market product inventory to compete for regional economic development projects.
Quality of Life	Objective 2.1: Offer opportunities for citizens to be better educated about and participate in local government.

# Capital Improvement Plan

Expenditures	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>General Government</b>	\$ 123,400	\$ 5,812,129	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$15,915,529
Town Hall Annex	123,400	3,317,129	-	-	-	-	\$3,440,529
Technology	-	200,000	200,000	200,000	200,000	200,000	1,000,000
Vehicle & Equipment Replacement (VERT)	-	1,485,000	1,485,000	1,485,000	1,485,000	1,485,000	7,425,000
Facility Replacement & Maintenance (PFRM)	-	810,000	810,000	810,000	810,000	810,000	4,050,000
<b>Total Expenditure</b>	\$ 123,400	\$ 5,812,129	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$15,915,529

Revenues	Prior Year Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
<b>Bond Funding</b>	\$ 123,400	\$ 3,317,129	-	-	-	-	\$3,440,529
Installment Financing	123,400	3,317,129	-	-	-	-	\$3,440,529
<b>Other Funding</b>	-	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$12,475,000
Transfer from the General Fund	-	2,495,000	2,495,000	2,495,000	2,495,000	2,495,000	\$12,475,000
<b>Total Revenues</b>	\$ 123,400	\$ 5,812,129	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$ 2,495,000	\$15,915,529

## Vehicle & Equipment Replacement Program



<b>Project Location</b>	Not Applicable
<b>Type of Project</b>	Asset Management
<b>Current Project Stage</b>	On-going
<b>Project Lead</b>	Public Works

### Project Description

The Vehicle & Equipment Replacement (VERT) program identifies vehicles and small equipment that are nearing the end of their useful life as Town assets and makes recommendations for annual replacements, as well as sourcing vehicles associated with new positions. Town staff provide information about vehicles and equipment along with their department budgets. As part of this process, staff ranks new and any remaining requests for vehicles and equipment based on a variety of factors and makes recommendations for approving asset replacement within the annual budget.

### Purpose of Project

VERT allows the Town to track assets nearing the end of their useful life and plan for timely replacement of vehicles and assets, given that lead time on ordering these items can sometimes be several months or more. The program also allows staff to request new assets without having to absorb the high cost of a vehicle or equipment in their departmental budget.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures					Future Year Costs	
<b>\$7,425,000</b>		<b>\$0</b>					<b>\$7,425,000</b>	
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
VERT	\$ -	\$ 1,485,000	\$ 1,485,000	\$ 1,485,000	\$ 1,485,000	\$ 1,485,000	\$ 7,425,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 7,425,000</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
General Fund	\$ -	\$ 1,485,000	\$ 1,485,000	\$ 1,485,000	\$ 1,485,000	\$ 1,485,000	\$ 7,425,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,485,000</b>	<b>\$ 7,425,000</b>	

# Town Hall Annex



<b>Project Location</b>
109 Forest Hills Dr
<b>Type of Project</b>
Town Facilities
<b>Current Project Stage</b>
Design
<b>Project Lead</b>
Engineering

## Project Description

The Town acquired property within the vicinity of Town Hall and will renovate the building for the following department staff: Engineering, IT and Communications. The project involves design and construction of a new site access road, building renovations, furnishings, fixtures and equipment to support staff needs.

## Purpose of Project

Town of Garner staffing levels continue to grow in order to keep pace with Garner's overall growth. This project provides much needed space for staff, equipment, and meeting space while allowing the Town to expand its Town Hall campus to encompass a nearby property.

## Project Budget

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$3,440,529</b>		<b>\$123,400</b>				<b>\$3,317,129</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Prof Services	\$ 123,400	\$ 129,300	\$ -	\$ -	\$ -	\$ -	\$ 252,700	
Construction	-	3,087,829	-	-	-	-	3,087,829	
Utility Reloc	-	100,000	-	-	-	-	100,000	
<b>Total</b>	<b>\$ 123,400</b>	<b>\$ 3,317,129</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,440,529</b>	

Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Other Financing	\$ 123,400	\$ 3,317,129	\$ -	\$ -	\$ -	\$ -	\$ 3,440,529
<b>Total</b>	<b>\$ 123,400</b>	<b>\$ 3,317,129</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,440,529</b>

## Ongoing Operation Expenses

Operations	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Utilities	\$ -	\$ -	\$ 31,800	\$ -	\$ -	\$ -	\$ 31,800
Janitorial	-	-	12,000	-	-	-	12,000
Telecom	-	-	2,400	-	-	-	2,400
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,800</b>

## Technology Investments



**Project Location**

Not Applicable

**Type of Project**

Asset Management

**Current Project Stage**

On-going

**Project Lead**

Information Technology

### Project Description

Technology investments include adding and/or replacing hardware, software, and systems infrastructure required to run the Town and providing services to citizens. These are the costs associated with maintaining technology infrastructure as the Town's staffing levels increase, as well as new expenses incurred to modernize technology and manual processes for better efficiency.

### Purpose of Project

This program combines technology asset replacement with planning for future technology improvement initiatives. The shift to annual software subscriptions and cloud services and away from large one-time investments in physical infrastructure or ongoing licenses allows the Town to plan for more sustainable technology costs over time. This program provides additional funding to ensure that the Town can continue to modernize its technology when the need or opportunity arises.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures				Future Year Costs		
<b>\$1,000,000</b>		<b>\$0</b>				<b>\$1,000,000</b>		
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
Technology	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 1,000,000</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
General Fund	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 1,000,000</b>	

### Ongoing Operation Expenses

Annual operating expenses will be calculated each fiscal year as new technology is acquired.

## Public Facility Repair & Maintenance Program



Project Location	Various
Type of Project	Asset Management
Current Project Stage	On-going
Project Lead	Public Works

### Project Description

This program identifies projects that are required to maintain existing Town assets. On an annual basis, Town staff meet to review upcoming capital renewal requirements as part of the Public Facility Repair & Maintenance (PFRM) team. As part of this process staff ranks all capital renewal requirements based on a variety of factors. Staff’s recommendations are then incorporated into the CIP with the rankings determining individual projects priority level.

### Purpose of Project

All infrastructure within the Town has a useful lifecycle and any extension of this lifecycle will likely have a negative impact on the Town’s operating budget. As infrastructure ages, the likelihood of a catastrophic failure rises which results in significantly more expensive repairs. In addition, a significant number of the items included in this category have a direct impact on resident’s ability to enjoy the services provided by the Town.

### Project Funding Overview

Total Project Cost		Prior Year Expenditures					Future Year Costs	
\$4,050,000		\$0					\$4,050,000	
Expenditures	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
PFRM	\$ -	\$ 810,000	\$ 810,000	\$ 810,000	\$ 810,000	\$ 810,000	\$ 4,050,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 4,050,000</b>	
Revenues	Prior FYs	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total	
General Fund	\$ -	\$ 810,000	\$ 810,000	\$ 810,000	\$ 810,000	\$ 810,000	\$ 4,050,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 810,000</b>	<b>\$ 4,050,000</b>	

# Debt Management

## Long-Term Debt Program

Rapid growth challenges a local government's ability to meet the service demands of residents. Growth creates a demand for quality infrastructure and facilities. Citizens will need more parks, community facilities, sidewalks and greenways, water, and sewer, etc. Normally, however, there is a time lag between the demands of growth and the corresponding increase in revenue collected from taxes, fees, etc. This produces a need to finance public facilities, infrastructure, and equipment.

Financing of these capital costs can be accomplished through various financing sources, which may include bonded debt, pay-as-you-go financing, installment financing, and public-private ventures, as prescribed by State law.

The Town of Garner's primary objectives in debt management are:

- To keep the level of indebtedness within available resources. When the Town of Garner utilizes long-term debt financing, it will ensure that the debt is soundly financed by conservatively projecting the revenue sources that will be utilized to pay the debt and financing the improvement over a period not greater than the useful life of the improvement. Long-term borrowing will be confined to capital improvements that cannot be financed from current revenues; and
- To manage the issuance of debt obligation such that:
  1. Direct net debt as a percentage of total assessed value of taxable property should not exceed 2.0%
  2. 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.

The Town's current bond ratings are AAA by Standard and Poor's and Aa1 by Moody's Investors Service.

## Town of Garner's Debt Rating History

Moody's		S&P	
Date	Rating	Date	Rating
May 2009	A1	May 2009	AA-
Sept 2010	Aa2	May 2010	AA-
April 2017	Aa1	Nov 2013	AA+
		July 2018	AAA

# Debt Management

## Current Debts

The Town of Garner's long-term debt currently consists of general obligation bonds, installment purchase contracts, and promissory notes. The Town has no revenue bond issues; the general obligation bonds are collateralized by the full faith, credit, and taxing power of the Town.

Bonds payable on June 30, 2022 are comprised of the following issues (in addition to the above-mentioned issue):

- \$14,670,000 2015 general obligation bonds with annual installments through August 2036.
  - Interest varying from 2.00% to 5.00%.
  - Outstanding principal is \$11,155,000
- \$9,805,000 2014 general obligation bonds with annual installments through August 2034.
  - Interest varying from 2.00% to 4.00%.
  - Outstanding principal is \$7,620,000
- \$4,050,000 2018 general obligation bonds with annual installments through August 2038.
  - Interest varying from 3.0% to 5.0%
  - Outstanding principal is \$3,685,000
- \$7,190,000 2019 public improvement bonds with annual installments through August 2039.
  - Interest varying from 3.0% to 5.0%.
  - Outstanding principal is \$6,820,000
- \$4,740,000 2020 refunding of public improvements 2010 bonds with annual installments through August 2031.
  - Interest rate of 1.81%.
  - Outstanding principal is \$4,065,000

Other long-term debt includes:

- \$5,519,000 Refunding agreement loan for various projects with semi-annual installments through September 2026.
  - Interest rate of 1.84%.
  - Outstanding principal is \$2,708,000
- \$927,692 installment loan for vehicles with annual installments through October 2024.
  - Interest rate of 1.093%.
  - Outstanding principal is \$699,243
- \$1,100,000 installment loan for purchase of property, due in installments of \$900,000 at 12/8/2022 and \$200,000 at 12/8/2023.

RECOMMENDED ANNUAL

# FY 24 BUDGET

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FEE SCHEDULE

# FY24 Changes to the Fee Schedule

The Town of Garner Fee Schedule is updated during the annual budget process to reflect increases in the cost of services. Following major revisions to Development Services and Parks, Recreation, and Cultural Resources fees over the last few years, the Town endeavors to keep fees reasonable while ensuring that Garner’s services keep pace with neighboring communities and the rising cost of doing business in Wake County.

The Town’s 2016 Strategic Plan identified Fiscal Responsibility, Efficient and Timely Service Delivery, Orderly Growth, and Quality of Life as a strategic priorities, with a goal to provide efficient and effective services that match community needs and expectations. Changes to the Fee Schedule are made with the following objectives from the Strategic Plan in mind:

## FISCAL RESPONSIBILITY

- Objective 1.2: Maintain public understanding and trust.
- Objective 1.3: Retain flexibility to respond to new opportunities and challenges.

## SERVICE DELIVERY

- Objective 2: Provide quality services at a reasonable cost to residents and businesses.
- Objective 2.1: Ensure fee structure is balanced between cost recovery and value to end user.
- Objective 4: Nurture a culture of excellent customer service.

## ORDERLY GROWTH

- Objective 1: Plan for orderly and stable development with a balance of residential and commercial growth.
- Objective 3: Implement comprehensive economic development plan.
- Objective 3.1: Follow a balanced approach to economic development activities and resources.

## QUALITY OF LIFE

- Objective 2: Support and encourage an active and engaged citizenry.
- Objective 3.2: Support and enhance services for aging population.
- Objective 4: Provide a broad mix of arts, leisure and recreation opportunities.

## Proposed Changes to the Fee Schedule

To ensure transparency, the Town documents annual changes to the fee schedule. For FY24, the fee schedule has been reformatted and consolidated for clarity and ease of reading. The following changes will go into effect on July 1, 2023 with the approval of the operating budget.

### Section 1 – Executive, Finance and Administrative Fees

No changes proposed for FY24.

### Section 2 – Development Services Fees

#### ENGINEERING FEES

- Driveway Permit – Existing \$75 fee added to fee schedule; previously omitted.
- Replaced Fee in Lieu of Sidewalk with Fee in Lieu of Construction. Fee will be based on a sealed engineer’s estimate to keep pace with current construction costs.

#### COMMERCIAL AND MULTI-FAMILY CONSTRUCTION FEES – 3 OR MORE UNITS

- Up to \$5,000 – Changed from “Trade fees as noted in Trade Inspections” to \$100

# FY24 Changes to the Fee Schedule

## Section 2 – Development Services Fees (continued)

### MISCELLANEOUS CONSTRUCTION FEES

- Demolition Permit – Increased from \$100 to \$200
- Mandatory Operation Fire Permits – Increased from \$80 to \$100
- Foster Home License Inspections – Reduced from \$80 to \$50
- Consolidated Change of Tenant, Same use with Change of Occupant at \$100 fee.

### TRADE INSPECTIONS

- Building – Residential – Increased from \$80 to \$100
- Electrical – Residential – Increased from \$80 to \$100
- Fire – Residential – Increased from \$80 to \$100
- Mechanical – Residential – Increased from \$80 to \$100
- Plumbing – Residential – Increased from \$80 to \$100
- First & Second Re-inspection – Increased from \$80 to \$100
- Not Ready Charge – Increased from \$80 to \$100
- Removed Additional Trips not for Re-Inspection - \$60

### LIFE SAFETY FINE

- Weekend or After-Hours Inspection (up to 3 hours) – Increased from \$240 to \$300
- Weekend of After Hours Inspection (over three hours) – Flat fee increased from \$240 to \$300, per hour rate after 3 hours increased from \$80 to \$100

### PUBLIC UTILITIES FEES

Removed suspended Town of Garner fees. Replaced with website to find current City of Raleigh utility rates and fees.

## Section 3 – Public Works Fees

No changes proposed for FY24.

## Section 4 – Parks, Recreation & Cultural Resources Fees

### VARIABLE COST ACTIVITIES

- Adult Individual – Non-resident rate increased from \$95 to \$98
- Youth Athletic Leagues (10 and under) – Non-resident rate increased from \$75 to \$77
- Youth Athletic Leagues (11-17) – Non-resident rate increased from \$72 to \$77
- Day Camps: Grades K-5 – Non-resident rate increased from \$115 to \$119
- Day Camps: Grades 6-8 – Non-resident rate increased from \$135 to \$140

### ACTIVITIES WITH FIXED COSTS

- All Programs – Increased non-resident program differential to 40%

# FY24 Changes to the Fee Schedule

## Section 4 – Parks, Recreation & Cultural Resources Fees (continued)

### GARNER SENIOR CENTER ACTIVITIES

- Annual Fitness Pass – Resident rate increased from \$20 to \$25; Non-resident rate increased from \$35 to \$40
- All Programs – Increased non-resident program differential to 40%
- Removed Fitness Pass (July 1 – Dec 31); Updated GSC fitness pass schedule to align with GRC's membership pass schedule. Both are now annual based on date of purchase.

### GARNER RECREATION CENTER ANNUAL MEMBERSHIP FEES

- Youth (17 & under) – Non-resident rate increased from \$25 to \$30
- Adult (18 & up) – Resident rate increased from \$25 to \$30; Non-resident rate increased from \$35 to \$40

### SENIOR CENTER FITNESS ROOM

Removed age distinction between Adults and Senior Adults.

### SHELTER, PARKLAND & FACILITY RENTAL FEES

- Added special event application requirements in categories where needed
- Added 3-hour minimum where applicable to be consistent with PRCR rental minimums
- Added or adjusted after hour fees and language to create consistency for facility rentals

### LAKE BENSON PARK

- Revised non-resident fees for Lake Benson Park shelters to be consistent with PRCR shelter fees
  - Shelter 1 – Non-resident rate increased from \$40/hr to \$50/hr
  - Shelter 3 – Non-resident rate decreased from \$20/hr to \$15/hr
  - Shelter 4 – Non-resident rate decreased from \$20/hr to \$15/hr
- Lawn space in Addition to Shelters – Added non-resident fees for Lake Benson Park lawn space to be consistent with PRCR fees
  - Shelter 1 – Resident rate increased from \$20/hr to \$40/hr; Non-resident rate increased from \$20/hr to \$60/hr
  - Shelter 3 – Resident rate increased from \$10/hr to \$40/hr; Non-resident rate increased from \$10/hr to \$60/hr
  - Shelter 4 – Resident rate increased from \$10/hr to \$40/hr; Non-resident rate increased from \$10/hr to \$60/hr

### AVERY STREET RECREATION CAMPUS

- Avery Street Annex Classroom - Added new Non-resident rates of \$60/hr.

### GARNER RECREATION CENTER – NON-TOURNAMENT RENTALS

- Multipurpose Room After Hours – New fee with Resident rate of \$80/hr; Non-resident rate of \$120/hr
- Single Gym After Hours – New fee with Resident rate of \$90/hr; Non-resident rate of \$135/hr

### LAKE BENSON BOATHOUSE RENTALS

- Added non-resident rates for jon-boats to be consistent with all PRCR watercraft rentals
  - Jon-boats without Motors – Increased from \$5/hr to \$8/hr
  - Jon-boats with Motors (hourly) – Increased from \$10/hr to \$15/hr
  - Jon-boats with Motors (daily) – Increased from \$40/day to \$60/day

# FY24 Changes to the Fee Schedule

## Section 4 – Parks, Recreation & Cultural Resources Fees (continued)

### SPECIAL EVENTS & FACILITY RENTALS POLICY FEES

- Separated Special Event rental fees from Town-managed event fees
- Event Security – Updated to reflect removal of off-duty police rates from Public Safety Charges; directs citizens to website for booking event security
- Parking Attendants – Increased from \$34/hr to \$41/hr

### TOWN-MANAGED SPECIAL EVENTS

- Reorganized existing fees for food trucks to better represent different types of events
- Added vendor category for organizations not selling product

### CHRISTMAS PARADE

Removed Christmas Parade fee section because the Town of Garner no longer manages this event.

## Section 5 – Public Safety Charges

Removed off-duty officer rates to reflect mid-year change by Town Council.

**SECTION 1 - Executive, Finance and Administrative Fees**

Miscellaneous	Flat Fee	Per Unit Fee
Return Check Fee	\$25	

Other Fees & Charges	Flat Fee	Per Unit Fee
Vehicle Fee <i>(annual fee charged with vehicle taxes billed by NC Division of Motor Vehicles)</i>	\$30	

Business Registration Fees	Flat Fee	Per Unit Fee
All In-town Business <i>(annual registration fee)</i>	\$25	
Itinerant Merchant <i>(mobile vendor or solicitor)</i>	\$100	
Peddler		
On Foot	\$10	
With Vehicle	\$25	
Farm Products Only	\$25	
Precious Metal Dealer		
Initial Application	\$180	
Renewal	\$3	

Taxicab Service Fees*	Flat Fee	Per Unit Fee
Taxicab Company		
Initial Application <i>(for new companies)</i>	\$15 +	\$15 / cab
Registration Renewal <i>(annual)</i>		\$15 / cab
Taxicab License <i>(required for each driver)</i>		
Initial Application	\$10	
License Renewal <i>(annual)</i>	\$5	

\*Refer to Section 6 – Public Safety Charges for taxicab inspection fee.

Fees Regulated by the State of NC for the Sale of Beer and Wine	Flat Fee	Per Unit Fee
Beer on Premises	\$15	
Beer off Premises	\$5	
Wine on Premises	\$15	
Wine off Premises	\$10	
Wholesale Dealer - Beer Only	\$37.50	
Wholesale Dealer - Wine Only	\$37.50	
Wholesale - Beer and Wine Under Same License	\$62.50	

**Penalty Fee**

The fee or penalty to be paid to the Town for any one violation of an ordinance as above set out is hereby fixed as noted.

Offenses denominated a misdemeanor pursuant to NCGS 14-4 shall be punishable as infractions; offenses not denominated as misdemeanors under the State's penal laws are not punishable as misdemeanors under administering ordinances within the Town.

**SECTION 2 - Development Services Fees**

<b>Development Review Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Major Subdivision, Preliminary Plat	\$600		\$10 / lot
Major Subdivision, Preliminary Plat Modification Admin.	\$150		\$5 / lot
Site Plan Residential	\$750		\$10 / unit
Site Plan Non-Residential	\$750		\$10 / acre
Site Plan Modification – Admin. (Residential)	\$150		\$5 / unit
Site Plan Modification – Admin. (Non Residential)	\$150		\$5 / acre
Planned Development <i>(must file a Conditional Re-zoning application)</i>	\$750		\$10 / acre
Special Use Permit <i>(must also file a site plan, major subdivision or building reuse zoning compliance application)</i>	\$500		
Temporary Use Permit	\$25		
Plan Review Re-Submittal <i>(4<sup>th</sup> or more – each re-submittal)</i>			50% of Original Fee
<b>Planning Site Inspection Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Site Inspection – Single Family or Townhome Lot	\$50		
Site Inspection – Other <i>(flat fee includes 1<sup>st</sup> acre)</i>	\$75		\$5 / add'l acre
Site Reinspection			50% of Original Fee
<b>Final Plat Petition Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Exemption, Recombination or Easement Plat	\$100		
Final Plat - Major	\$300		\$5 / lot
Final Plat - Minor	\$200		
<b>Zoning Compliance Permit Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Accessory Structure	\$50		
Building Reuse-General <i>(all other required zoning compliance)</i>	\$150		
Fence	\$35		
Home Occupation	\$35		
<b>Sign Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Sign Permit (per sign)	\$75		
Temporary Sign Permit (per sign)	\$35		
Temporary Off-Premise Subdivision Sign Permit	\$100		
Temporary On-Premise Construction Identification Signs	\$100		
<b>Other Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Annexation Petition – Voluntary	\$200		
Re-zoning, General or Conditional Map Amendment	\$500		\$10 / acre
Zoning Verification Letter	\$150		
Administrative Zoning Interpretation	\$150		
Board of Adjustment Application <i>(Variance, Special Exception, Administrative Appeal)</i>	\$500		
UDO Text Amendment	\$500		
Petition to Close Street	\$450		
Comprehensive Growth Plan Amendment	\$500		
<b>Engineering Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Initial Construction Drawing Fee (Includes 2 reviews and 1 signature submittal)	\$500		\$10 / lot
Subsequent Construction Drawing Fee <i>(per each additional review)</i>	\$300		
Street Inspections			\$1.50 / linear ft
Sidewalk/Greenway Inspections			\$0.75 / linear ft
Curb and Gutter Inspections			\$0.75 / linear ft
Curb Cut Inspections	\$75		\$50.00 / re-inspection
Driveway Permit	\$75		
Major Right of Way Encroachment	\$150		

**SECTION 2 - Development Services Fees**

<b>Engineering Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Minor Right of Way Encroachment	\$75		
Stormwater Control Measure (SCM) Inspection			\$200 / SCM
Weekend or After-Hours Inspections (3 hour minimum)			\$80 / hour
Bond Administration (Surety Bond/Letter of Credit)			\$300 / bond
Bond Reduction/Amendment/Renewal			\$100 / change
Record Drawing Review for Stormwater & SCMs (1 <sup>st</sup> and 2 <sup>nd</sup> Review)	\$150		
Record Drawing Review for Stormwater & SCMs (3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> Review)	\$75		
Fee in Lieu of Construction*	Based on sealed engineer's estimate		

\* Actual cost is market-based, pending approval of estimate by Engineering staff. Fees are due at plat recording.

<b>Fee in Lieu of Parkland Dedication</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Single Family Detached			\$2,375 / unit
Single Family Attached			\$1,715 / unit
Multi-Family (townhomes, apartments)			\$1,762 / unit

\* Fees are due at building permit submittal.

<b>Building Plan Review Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Residential Single – Family Plans	No Charge		
Commercial Plans			
Under 25,000 sq. ft.	\$100		
25,001 – 50,000 sq. ft.	\$150		
50,001 – 100,000 sq. ft.	\$200		
Over 100,000 sq. ft.	\$250		
Single Trade Renovations	\$50		

<b>Fire Protection Systems &amp; Alternate Systems</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Sprinkler Systems	\$25		\$1 / head count
Fire Pumps	\$50		
Fire Alarm Systems	\$50		
All other Fire Protection Systems	\$50		
Express Fire Plan Review Additional (48-Hours)	\$250		

<b>Residential Construction Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
New Single Family Detached & Townhomes (per unit; includes all trades)			
Up to 1,200 sq. ft.	\$604		
Over 1,200 sq. ft. (per unit fee applies for sq. ft. over 1,200 sq. ft.)	\$604		\$0.25 / sq. ft.
Residential Addition (includes all trades)			
Up to 400 sq. ft.	\$330		
401 – 600 sq. ft.	\$500		
Over 600 sq. ft. (per unit fee applies for sq. ft. over 600 sq. ft.)	\$500		\$0.25 / sq. ft.
Residential Interior Renovations			\$80 / trade
Manufactured Home (includes all trades)	\$330		
Construction/Sales Office	\$200		
Modular Homes/Dwellings (includes all trades)	\$500		
Residential Accessory Structures (with dimensions greater than 12' on any side)		Trade Inspection Fees	\$0.18 / sq. ft.
Temporary Service Poles	\$80		
Temporary Power (flat fee includes 1 <sup>st</sup> meter)	\$80		\$40 / add'l meter

<b>Commercial and Multi-Family Construction Fees - 3 or More Units*</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Up to \$5,000	\$100		
\$5,001 - \$12,500	\$200		

**SECTION 2 - Development Services Fees**

<b>Commercial and Multi-Family Construction Fees - 3 or More Units*</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
\$12,501 - \$25,000	\$441		
\$25,001 - \$50,000	\$678		
\$50,001 - \$100,000	\$1,258		
\$100,001 - \$200,000	\$2,252		
\$200,001 - \$350,000	\$3,810		
\$350,001 - \$500,000	\$5,037		
\$500,001 - \$750,000	\$7,011		
\$750,001 - \$1,000,000	\$8,766		
Greater than \$1,000,000 ( <i>per unit fee applies per \$100 of value or any fraction thereof</i> )	\$8,766		\$0.30 / \$100 value

\* Each trade is independent and based on cost of that trade: building (includes site work), plumbing, electrical, fire, mechanical, any sub-system requiring an inspection.

<b>Miscellaneous Construction Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Monument/Pole Sign Permits with Electrical or Footings Required	\$100		
Wall Sign Permits with Electrical ( <i>\$80 minimum</i> )			\$50 / sign
Demolition Permit ( <i>when not part of construction</i> )	\$200		
Change of Occupancy or Tenant, Same Use ( <i>plus trade permits</i> )	\$100		
Mandatory Operational Fire Permits	\$100		
Foster Home License Inspections	\$50		
Fire Flow Test Witness ( <i>if not third-party certified</i> )	\$100		
ABC License	\$100		

<b>Miscellaneous Construction Fees</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Change of Contractor on Permit	\$50		
Administrative Fee on Cancelled Permits without an Inspection	\$25		

<b>Trade Inspections (Includes two trips)</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Building - Residential	\$100		
Electrical - Residential	\$100		
Fire - Residential	\$100		
Mechanical - Residential	\$100		
Plumbing - Residential	\$100		
Re-inspection Fees			
First & Second Re-inspection	\$100		
Third Re-inspection (same trade)	\$150		
Fourth Re-inspection and Each Subsequent (same trade)			\$250 / re-inspection
Not Ready Charge	\$100		

<b>Fire Inspection Periodic Maintenance Inspections (includes initial and one re-inspection)</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
0 – 2,499 sq. ft.	\$50		
2,500 – 14,999 sq. ft.	\$100		
15,000 – 49,999 sq. ft.	\$150		
50,000 – 149,999 sq. ft.	\$200		
Over 150,000 sq. ft.	\$250		

<b>Life Safety Fine (per G.S. 143-139 (b1) remedies)</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
1st Offense	\$100		
2nd Offense	\$250		
3rd Offense	\$500		
Weekend or After-Hours Inspection (up to 3 hours)	\$300		
Weekend of After Hours Inspection (over three hours)	\$300		\$100 / add'l hour
Emergency Inspections	Fee to be determined by Inspections Director		

**SECTION 2 - Development Services Fees**

Life Safety Fine (per G.S. 143-139 (b1) remedies)	Flat Fee	+	Per Unit Fee
Commencement of Work Before Permit is Obtained	Double Fee		

*Note: Per NCGS 153-354 and 160A-414, if the valuation of a building or service system appears to be under estimated on the application, the Inspections Department shall determine the project cost based on the most recent edition of the ICC "Building Valuation Data," or the applicant can show detailed estimates to meet the approval of the Inspections Department. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment, fire protection, other systems, material, and labor.*

Miscellaneous	Flat Fee	+	Per Unit Fee
Sign Return Fee			\$5 / permit
Homeowner Recovery Fund Fee*			\$10 / permit

*\* Homeowner Recovery Fund Fees are collected on behalf of and remitted to the NC Licensing Board for General Contractors.*

Nuisance Abatements*	Flat Fee	+	Per Unit Fee
Initial Inspection plus One Follow-up	\$50		
Each Additional Inspection Over Two	\$25		
Inspections Department Administrative Fee	\$100		
Public Works Department Administrative Fee	\$75		
Finance Department Administrative Fee	\$25		

*\* The above fees will be charged to the property owner in addition to the actual cost of the nuisance abatement.*

**Public Utility Fees\* - City of Raleigh**

As of July 1, 2018, this schedule will no longer list City of Raleigh Utility Connection Fees. Though this schedule no longer displays City of Raleigh Utility Connection Fees, these fees will still be collected by the Town of Garner on behalf of the City of Raleigh. An estimate of potential fees can be requested through the Town of Garner consisting of Meter Fees, Tap Fees and Capital Facility Fees. Payment for these fees will be required as a stand-alone transaction separate from any Town fees.

A list of public utility rates and fees can be found on the City of Raleigh's website at:

<http://www.raleighnc.gov/services/content/FinUtilityBilling/Articles/UtilityBillingDepositFees.html>.

Current City of Raleigh Utility Connection fees can be found at:

<http://www.raleighnc.gov/content/extra/Books/PlanDev/DevelopmentFeeSchedule/28/>.

*\*Capacity Replacement Fees have been suspended except as set forth in Ordinance No. (2017) 3884. Effective 09/19/17.*

Hard Copies of Town Regulations, Plans, Reports, & Maps	Flat Fee	+	Per Unit Fee
Unified Development Ordinance	Hard copy can be purchased from American Legal Purchasing		
Code of Ordinances Supplement			
Engineering Standards (water, sewer, streets, sidewalks, & drainage)	\$5		
Comprehensive Growth Plan	\$40		
Comprehensive Plan Roster	\$10		
Growth and Development Report	\$10		
Capital Improvements Plan	\$10		
Monthly Building Permit Report	\$5		
Standard Maps (3' x 4')	\$20		
Standard Maps (2' x 3')	\$10		
Standard Maps (11" x 17")	\$5		
Standard Maps 8 1/2" x 11" or 8 1/2" x 14")	\$1		
Electronic Media	\$2		
Copies – Black/White (more than 20 pages)			\$0.10 / page
Copies – Color (more than 20 pages)			\$0.25 / page
Copies – Black/White or Color (less than 20 pages)	No Charge		

**SECTION 3 - Public Works Fees**

<b>Containers*</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Mobile Refuse Containers	\$85		
Mobile Recycling Containers	\$85		

*\* Containers remain property of the Town and are provided and assigned for the health, safety, convenience and general welfare of occupants. Containers that are damaged, destroyed or stolen through abuse neglect, or improper use shall be replaced by the Town at the expense of the owner or occupant. For more information, please refer to Town of Garner Code of Ordinances, Part 1, Chapter 5, Section 5.5 "Residential Garbage Collection."*

<b>Special Collection Charges*</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Trash in Excess of Six Cubic Yards Per Week			\$40.45 / 6 cubic yards
Yard Waste in Excess of Six Cubic Yards Per Week			\$17.34 / 6 cubic yards
Bulky Waste in Excess of 60 Pounds			\$40.45 / item

*\* For more information, please refer to Town of Garner Code of Ordinances, Part 1, Chapter 5, Section 5.6.1 "Special Collections."*

<b>Improperly Prepared Waste*</b>	<b>Flat Fee</b>	<b>+</b>	<b>Per Unit Fee</b>
Small Load	\$50		
Medium Load	\$100		
Large Load			\$200 / load

*\* For more information, please refer to Town of Garner Code of Ordinances, Part 1, Chapter 5, Section 5.5 "Residential Garbage Collection."*

**SECTION 4 - Parks, Recreation & Cultural Resources Fees**

Activity Fees	Fee reductions offered for underprivileged youth	
	Resident	Non-Resident
<b>Variable Cost Activities*</b>		
Adult Open Leagues (all sports)	\$475 / team + \$25 / non-resident	
Adult Individual	\$70 / league	\$98 / league
Youth Athletic Leagues (10 and under)	\$55 / league	\$77 / league
Youth Athletic Leagues (11-17)	\$55 / league	\$77 / league
Day Camps		
Grades K-5	\$85 / week	\$119 / week
Grades 6-8	\$100 / week	\$140 / week

\* Variable Cost Activities where costs increase or decrease due to participation levels shall be reviewed by the Town Council on a biannual basis. This review shall consist of a comparison of current Town fees with current market rates and review of the Town's anticipated expenses for the activities.

Activities with Fixed Costs*	Resident	Non-Resident
Adult Activities	Fee to recover 100% of direct costs	Resident fee + 40% No maximum
Youth Activities, K-12	Fee to recover 60% of direct costs	
Pre-K Activities	Fee to recover 75% of direct costs	
Family Activities	Fee to recover 100% of direct costs	

\* Activities whose costs to the Town are fixed regardless of participation levels shall have fees set to recover a percentage of the direct costs to the Town as noted above. Direct costs may be waived at the discretion of the Parks, Recreation & Cultural Resources director for first-time programs.

Garner Senior Center Activities	Resident	Non-Resident
Annual Fitness Pass	\$25 / pass	\$40 / pass
Instructional Classes (\$5 minimum)	Fee to recover 100% of direct costs	Resident fee + 40% No maximum
Special Events (\$5 minimum)	Fee to recover 100% of direct costs	
Trips (No minimum)	Fee to recover 100% of direct costs	

Garner Recreation Center Annual Membership Fees	Resident	Non-Resident
Youth (17 & under)	Free	\$30 / year
Adult (18 & up)	\$30 / year	\$60 / year
Military Retired & Active	Free	Free
Visitor Pass	\$5 / visit	\$10 / visit
Replacement Card	\$5 each	\$5 each
Active Town of Garner Full Time Staff	Free	Free

Senior Center Fitness Room	Resident	Non-Resident
Adults	\$11 / month	\$15 / month

**Shelter, Parkland & Facility Rental Fees**

Where noted, minimum hourly rentals and refundable security deposits are required in addition to listed rental fees.

Lake Benson Park	No Deposit	Resident	Non-Resident
Shelter 1 (max 150 people)	3hr minimum	\$30 / hour	\$50 / hour
Shelter 2 (max 50 people)	3hr minimum	\$20 / hour	\$30 / hour
Shelter 3 (max 20 people)	3hr minimum	\$10 / hour	\$15 / hour
Shelter 4 (max 20 people)	3hr minimum	\$10 / hour	\$15 / hour
Gazebo with Lawn Space*	3hr minimum	\$35 / hour	\$53 / hour
Amphitheater*	3hr minimum	\$40 / hour	\$60 / hour
Earth Stage with Lawn Space*	3hr minimum	\$100 / hour	\$150 / hour
Full Park (hourly minimum for non-resident rentals only) *	3hr minimum	\$325 / hour	\$488 / hour
Camping Fee (deposit required for key)	\$25 deposit	\$50 / night	\$75 / night
Lawn Space in Addition to Shelters*			
Shelter 1	3hr minimum	\$40 / hour	\$60 / hour
Shelter 2	3hr minimum	\$40 / hour	\$60 / hour
Shelter 4	3hr minimum	\$40 / hour	\$60 / hour

\*Lake Benson Park shelters may require Special Event Application - check with PRCR staff. All other designated rentals require a Special Event Application.

White Deer Park	No Deposit	Resident	Non-Resident
All Shelters (max 50 people)	3hr minimum	\$20 / hour	\$30 / hour
Front Lawn (adjacent to Aversboro Rd.) *		\$40 / hour	\$60 / hour
Meadow Lawn*		\$40 / hour	\$60 / hour
Nature Center Lawn*		\$40 / hour	\$60 / hour

\*White Deer Park shelters may require Special Event Application - check with PRCR staff. All other designated rentals require a Special Event Application.

**SECTION 4 - Parks, Recreation & Cultural Resources Fees**

<b>White Deer Park</b>	<b>No Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Memorial Bench		10% above Town cost	
<b>White Deer Nature Center</b>	<b>\$150 Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Indoor Classroom with Learning Deck	3hr minimum	\$70 / hour	\$105 / hour
After Hours-Indoor Classroom with Learning Deck*	3hr minimum	\$80 / hour	\$120 / hour
<i>*The above applies for access Monday - Friday, after 5:00PM and all day on weekends</i>			
<b>Other Park Shelters</b>	<b>No Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Centennial Park (max 64 people)	3hr minimum	\$20 / hour	\$30 / hour
Creech Road Elementary School Park (max 50 people)	3hr minimum	\$20 / hour	\$30 / hour
Garner Recreational Park (max 75 people)	3hr minimum	\$25 / hour	\$38 / hour
<i>*Garner Rec Park shelter may require Special Event Application - check with PRCR staff.</i>			
<b>Garner Senior Center - Weekend Rentals*</b>	<b>\$150 Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Multipurpose & Dining Room (combined max 150 people)	3hr minimum	\$70 / hour	\$105 / hour
Gym (max 214 people)	3hr minimum	\$75 / hour	\$113 / hour
Food Fee (includes use of Kitchen)		\$50 / event	\$50 / event
<i>* The above applies for access Friday, 5:00PM – 11:00PM, and Saturday – Sunday, 7:00AM – 11:00PM</i>			
<b>Garner Senior Center - Weeknight Rentals*</b>	<b>\$50 Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Multipurpose Room		\$30 / hour	\$45 / hour
Dining Room		\$40 / hour	\$60 / hour
Game Room		\$20 / hour	\$30 / hour
Additional Staff (as needed)		\$17 / hour	\$17 / hour
<i>* The above applies for access Monday – Thursday, 5:00PM – 8:00PM</i>			
<b>Avery Street Recreation Campus</b>	<b>\$150 Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Avery Street Recreation Center			
Gymnasium	2hr minimum	\$70 / hour	\$105 / hour
Gym Floor Cover Fee		\$200 / event	\$200 / event
Single Multi-Purpose Room	2hr minimum	\$40 / hour	\$60 / hour
Both Multi-Purpose Rooms	2hr minimum	\$60 / hour	\$90 / hour
Meeting Room	2hr minimum	\$30 / hour	\$45 / hour
Entire Facility	2hr minimum	\$150 / hour	\$225 / hour
Avery Street Annex Classroom	2hr minimum	\$40 / hour	\$60 / hour
Avery Street Park /GPAC Back Lawn	2hr minimum	\$60 / hour	\$90 / hour
<b>Garner Recreation Center - Non-Tournament Rentals</b>	<b>\$150 Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Multipurpose Room	3hr minimum	\$70 / hour	\$105 / hour
Multipurpose Room After Hours (outside of regular operating hours)	3hr minimum	\$80 / hour	\$120 / hour
Fitness Room (add-on to MP rental only)	3hr minimum	\$30 / hour	\$30 / hour
Single Gym (athletic use only)	2hr minimum	\$80 / hour	\$120 / hour
Single Gym After Hours (outside of regular operating hours)	3hr minimum	\$90 / hour	\$135 / hour
Scoreboard (includes operator)		\$17 / hour	\$17 / hour
Warming Kitchen (add-on to MP rental only)	Add-on only	\$25 / rental	\$25 / rental
<b>Garner Recreation Center - Tournament Rentals</b>	<b>\$2,125 Refundable Deposit</b>		
Tournament Package		\$8,500 per tournament	
<b>Athletic Rental Facility*</b>	<b>\$150 Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Baseball Field		\$30 / hour	\$45 / hour
Baseball Field with Lights		\$55 / hour	\$83 / hour
Soccer Field (Youth)		\$35 / hour	\$53 / hour
Soccer Field (Adult)		\$45 / hour	\$68 / hour
Soccer Field with Lights (Youth)		\$70 / hour	\$105 / hour
Soccer Field with Lights (Adult)		\$80 / hour	\$120 / hour
<i>* Facility supervision is included in the rental price.</i>			
<b>Thompson Road Park</b>	<b>No Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Multipurpose Field		\$30 / hour	\$45 / hour
<b>Lake Benson Boathouse Rentals</b>	<b>No Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Jon-boats without Motors		\$5 / hour	\$8 / hour
Jon-boats with Motors (hourly)		\$10 / hour	\$15 / hour
Jon-boats with Motors (daily)*		\$40 / day*	\$60 / day*
<i>* Age 55 or over will be charged 50% for daily rentals only.</i>			
Canoes		\$5 / hour	\$8 / hour
Kayaks		\$5 / hour	\$8 / hour

**SECTION 4 - Parks, Recreation & Cultural Resources Fees**

<b>Garner Performing Arts Center Auditorium and Lobby</b>	<b>Deposit of \$200/day</b>	<b>Regular Rate</b>	<b>Non-Profit Group Rate*</b>
Auditorium		\$125 / hour	\$100 / hour
Rehearsal Fees (Monday-Thursday)		\$55 / hour	\$50 / hour
Rehearsal Fees (Friday-Sunday)		\$125 / hour	\$100 / hour
Back Lobby (max 30 people)		\$40 / hour	\$40 / hour
Front Lobby (max 60 people)		\$50 / hour	\$50 / hour
Auditorium Hold Day with Dressing Rooms (Monday-Thursday)		\$140 / day	\$90 / day
Auditorium Hold Day with Dressing Rooms (Friday-Sunday)		\$300 / day	\$240 / day
Miscellaneous Fees ( <i>Applies to all groups</i> )			
Sound and Lighting Technician		\$20 / hour	\$20 / hour
Facility Attendant		\$17 / hour	\$17 / hour
Security		Based on personnel cost	
Piano Tuning		Based on personnel cost	
Pre-event Setup and Post-Event Cleanup		Based on personnel cost	
Concession Stand		\$50 / day	\$50 / day

*\* Non-profit groups are defined as follows: all IRS tax exempt and non-profit groups, or non-tax-exempt group activities such as private parties, family activities, family reunions, weddings and receptions, etc., for which no money is collected for participation.*

<b>Lake Benson Trails*</b>	<b>No Deposit</b>	<b>Resident</b>	<b>Non-Resident</b>
Meets with Two to Five Teams	2hr minimum	\$11 / hour	\$11 / hour
Meets with 6 or More Teams	2hr minimum	\$21 / hour	\$21 / hour

*\* The above fees would be assessed in addition to reimbursement of any additional Town expenses arising from the event above normal operations.*

**Special Events & Facility Rentals Policy Fees\***

*\*Special Event Application required with these rentals.*

	<b>Resident</b>	<b>Non-Resident</b>
Mobile Stage (requires Mobile Stage Rental Application)		
Application Fee ( <i>non-refundable</i> )		\$25 fee
Deposit ( <i>non-refundable, due upon application approval</i> )		\$500 deposit
One-day Rental ( <i>includes staff assistance needed for stage operation</i> )		\$2,500 one-day rental
Event Security*	Cost dependent on event/rental details.	

*\*Event security may be required for certain events or rentals. Visit <https://extradutysolutions.com/app/garner-extra-duty-detail-application> for booking and rate information.*

Staff Assistance	3hr minimum	\$17 / hour	\$17 / hour
Parking Attendants (2 attendants)	3hr minimum	\$41 / hour	\$41 / hour
Street Closure		\$80 / event	\$120 / event
Use of Park Trails		\$40 / day	\$60 / day
Event with Admission Fees or Ticket Sales		\$270 / day	\$405 / day
Event with Sales of Food or Merchandise		\$200 / day	\$300 / day
Photo and Video Shoot		\$50 / day	\$75 / day
Sanitation Deposit			
Class A or B Special Events		\$1,000 / event	\$1,000 / event
Class C Special Events		\$500 / event	\$500 / event
Class D Special Events		No Charge	

**Town-Managed Special Events**

**Vendor Application Required**

	<b>Resident</b>	<b>Non-Resident</b>
Vendors - Selling Product (excludes Independence Day Celebration)		
500 - 2,000 expected patrons	\$50 / event	\$50 / event
2,001 - 9,999 expected patrons	\$100 / event	\$100 / event
Community Organization Booths - Not Selling Product		
500 - 2,000 expected patrons	\$25 / event	\$25 / event
2,001 - 9,999 expected patrons	\$50 / event	\$50 / event
Food Vendors at Independence Day Celebration		
Non-Profit Organization (without Food Truck)	No Charge	
Non-Profit Organization (partnering with Food Truck)	\$125 / event	\$125 / event
For Profit Food Truck	\$250 / event	\$250 / event

**SECTION 5 – Public Safety Charges****Taxicabs**

Bi-Annual Inspection Fee	No Charge
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**Accident/Criminal Investigation Report**

First 5 Copies	No Charge
Each Copy Over 5 (per page)	\$0.20 / page
CD/DVD Production	\$22 each

**Miscellaneous**

Storage of Seized Vehicle	\$5 / day
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**Removal of Recreational Devices**

First Violation	\$25 / violation
Second Violation	\$50 / violation
Third Violation	\$100 / violation

**Parking Violation Fee\***

No Parking Zone	\$30 / violation
Parking Too Close to Intersection	\$30 / violation
Parking on Sidewalk	\$30 / violation
Parking Too Far Away from Curb or Street Edge	\$30 / violation
Double Parking	\$30 / violation
Parking in a Loading Zone	\$30 / violation
Parking in a Restricted Time Zone	\$30 / violation
Residential Parking Permit Zone	\$30 / violation
Parking on Wrong Side of Street Facing Traffic	\$30 / violation
Emergency Zone Parking	\$50 / violation
Parking in Fire Lane	\$50 / violation
Parking in Front of Fire Hydrant	\$50 / violation
Obstructing Traffic	\$50 / violation
Parking in a Handicapped Zone	\$100 / violation
All Other Parking Violations Not Noted Above	\$30 / violation

\* Parking fines must be paid within 30 days from issuance to avoid additional penalty. Fines not paid within 30 days will be subject to double the amount of the original fine.

**Animal Control Charges\***

\* Animal control charges are applied to dogs and cats. Fines and penalties listed above do not include shelter reclaim fees, which must also be paid by owner.

Violations of Licensing Ordinance	\$100 / violation
First Violation	\$100 / violation
Subsequent Violations (Charged per violation; applies to any violation not paid within 60-days of first violation.)	\$200 / violation

**Number of Dogs kept on Premises**

Each dog over allowable limit (per dog)	\$100 / violation
Subsequent Violations (accrued every 7 days)	\$100 / violation

**Animals at Large and Animals Creating a Nuisance**

First Violation	\$50 / violation
Second Violation	\$100 / violation
Subsequent Violations	\$150 / violation

**Dangerous Animal Violations\***

Violation of Dangerous Animal Sign	\$500 / violation
Violation of Muzzling Requirement	\$500 / violation
Dangerous Animal at Large	\$500 / violation
Failure to Microchip Dangerous Animal	\$500 / violation
Secure Enclosure Requirement	\$500 / violation
Competent Person 18 YO or Older Removal from Property Requirement	\$500 / violation
Fail to Allow Animal Control Officer Access to Inspect	\$500 / violation
Fail to Notify a Garner Officer/Animal Control within 24-hours Requirement	\$500 / violation

**Dangerous Animal Toward Human Being\***

First Violation	\$500 / violation
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**Dangerous Animal Toward Domestic Pet\***

First Violation	\$250 / violation
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\* All Dangerous Animal Violations listed above incur a Civil Penalty + Animal Seizure

Other General Penalties Not Specified Above	\$100 / violation
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## SECTION 5 – Public Safety Charges

### False Alarm Penalties

First Three False Alarms	No Charge
Fourth and Fifth False Alarms	\$50 / alarm
Sixth, Seventh, and Eighth False Alarms	\$100 / alarm
Ninth and Tenth False Alarms	\$150 / alarm
All False Alarms in Excess of 10	\$250 / alarm



# FY24 BUDGET

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