
INTEROFFICE MEMORANDUM

TO: GARNER TOWN COUNCIL
FROM: TOWN OF GARNER BUDGET TEAM
SUBJECT: FOLLOW UP ON FY 15-16 RECOMMENDED BUDGET
DATE: MAY 18, 2015

Following the comments and recommendations of the May 13, 2015 Council budget work session, the budget team has made suggested changes to the budget.

The table below outlines changes made to the Expenditure side of the budget:

Recommended Budget (As of May 13th, 2015)		\$28,301,050
Personnel/Salary Adjustments:		
Review of Personnel Spreadsheet (Town Wide)	(\$2,290)	
PW Grounds (Conversion of Supplemental to Full-time)	(\$26,179)	
<i>Subtotal</i>		(\$28,469)
Operating Adjustments:		
GVFR Appropriation	\$122,182	
Street Resurfacing	\$50,000	
Highway 70 Maintenance	\$140,000	
Police NetMotion Software	(\$30,915)	
GSTF Marketing	(\$10,000)	
Travel & Training (Town-Wide)	(\$2,987)	
Inspections Workstation	(\$625)	
Town Manager Postage	(\$200)	
IT Supplies	(\$1,250)	
Contingency	(\$32,017)	
<i>Subtotal</i>		\$234,188
Capital Adjustments:		
Tractor Replacement	(\$31,000)	
Debt Payment for Tractor	(\$8,169)	
<i>Subtotal</i>		(\$39,169)
		\$28,467,600

To solve for the adjusted Expenditure budget (which increased \$166,550), the budget team also reviewed the Revenue side of the budget. Changes totaling \$166,550 were made to the Revenue

side, which are reflected in **Attachment A**. The items highlighted in yellow are the areas where revenue adjustments were made (and the additional column shows the amount of the change).

The main area where adjustments were made is in the uses of various reserves and fund balance. As of May 13, a total of \$420,971 in reserves and fund balance were being used. For this adjusted recommendation, \$559,824 (\$138,853 more) is being used as indicated below.

General Fund Balance	
Comprehensive Plan	\$75,000
Two K-9s	\$17,150
Virtualization Storage Software	\$60,000
Firewall/Web Filter	\$10,000
Plotter	\$10,000
Mower	\$11,500
<i>GPAC Roof Replacement</i>	<i>\$35,480</i>
<i>Senior Center Grease Trap</i>	<i>\$17,300</i>
<i>Avery Street Annex Improvements</i>	<i>\$21,540</i>
<i>Centennial Park Shelter Improvements</i>	<i>\$13,074</i>
Subtotal	<u>\$271,044</u>
 Powell Bill Fund Balance	
Where current year revenues are less than current year expenditures	
Note: Included snow removal expenses	\$148,510
 Reserve for Public Safety	
<i>GVFR</i>	<i>\$124,970</i>
 Asset Forfeiture Funds-Technology	 <u>\$15,300</u>
 Grand Total of All Fund Balances	 \$559,824

Conclusion

Staff recommends the adjusted proposed budget as presented. We welcome any questions, comments, or input you may have; please do not hesitate to contact any member of the Budget Team to have any of your concerns addressed.

TOWN OF GARNER
GENERAL FUND REVENUE BUDGET FY 2015-2016

Revenue Type	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	Change From May 13
Property Taxes							
Ad Valorem Taxes-Current Year	\$ 14,577,247	\$ 14,578,853	\$ 15,179,014	\$ 14,882,858	\$ 15,252,675	\$ 15,951,700	
Ad Valorem Taxes-Prior Year	162,987	176,228	213,513	200,200	121,217	148,700	
Ad Valorem Tax Rental Vehicles	16,689	18,692	18,825	19,100	19,142	19,500	
Pay in Lieu of Taxes	-	847	873	875	831	800	
Tax Penalty and Interest	53,001	49,220	74,123	59,000	56,302	65,300	
Total Property Taxes	14,809,924	14,823,841	15,486,348	15,162,033	15,450,167	16,186,000	
Permits and Fees							
Fee in Lieu of Parkland	37,800	25,897	380,295	-	8,600	-	
Retention Pond Fees	-	145	310	-	310	-	
Water Cap Replacement Fee - Non Debt	58,876	93,865	612,667	151,223	147,295	49,100	
Sewer Capacity Replacement Fee	14,872	54,846	795,546	172,406	101,316	294,400	
Sewer Cap Replacement Fee - Non Debt	77,546	102,533	774,333	180,448	272,113	147,200	
Motor Vehicle Fees	316,386	322,618	455,695	311,700	333,745	321,000	
Dog Licenses	2,685	1,885	750	1,600	585	1,100	
Subdivision Fees	1,575	3,063	2,246	2,600	8,783	3,900	
Board of Adjustment Fees	250	575	500	500	375	500	
Site Plan / Permit Fees	3,550	2,850	5,995	4,500	5,240	5,900	600
Rezoning Fees	1,288	1,854	2,300	2,500	5,097	3,800	1,200
Sign Permit Fees	7,350	8,475	7,575	7,900	8,062	8,900	
Annexation and Street Closing	275	150	1,000	500	600	500	
Special Event Permit	1,297	420	1,735	1,000	1,940	1,300	
Building Permit Fees	341,096	297,850	562,060	362,339	437,500	474,000	7,100
Fire Inspection Fees	-	-	-	45,000	2,380	45,000	
Reinspection Fees	28,652	20,810	28,118	22,400	22,352	24,200	
Inspection Fee - After Hours	675	231	6,560	2,402	1,404	2,310	
Homeowners Recovery Fees	65	54	92	-	150	-	
Rental Property Owner Registration Fee	5,895	5,840	6,260	5,900	6,190	6,000	
Police - DDACTS Partnership	733	5,990	12,398	3,140	7,851	-	
Police Outside Employment	166,675	224,400	183,835	175,000	175,685	195,000	
Taxi Cab Inspection Fee	258	280	(177)	-	591	-	
False Alarm Charges	11,902	13,554	11,450	13,600	14,345	12,200	
Total Permits and Fees	1,079,702	1,188,184	3,851,543	1,466,658	1,562,509	1,596,310	
Other Taxes and License							
ABC Revenue	78,348	93,281	94,395	92,700	102,720	97,000	
Local Government Sales Tax 1%	1,987,740	2,080,894	2,242,397	2,342,885	2,482,780	2,571,300	
Local Government Sale Tax 1/2%	2,336,709	2,389,767	2,615,871	2,648,205	2,877,750	2,952,500	
Solid Waste Disposal Tax	17,712	16,505	16,788	16,200	16,655	16,800	800
Privilege License	63,632	65,558	67,329	37,650	33,301	-	
Business Registration Fee	-	-	-	-	-	22,460	
Heavy Equipment Rental Tax	73,081	83,368	78,318	84,500	79,694	81,900	
Total Other Taxes and License	4,557,221	4,729,373	5,115,098	5,222,140	5,592,900	5,741,960	
Intergovernmental Revenue							
Beer and Wine Tax	112,395	106,367	117,004	110,400	117,518	119,200	
Utility Franchise Tax	1,267,153	1,529,411	1,319,003	1,180,100	1,550,200	1,602,000	
Video Programming Fees	259,853	311,767	246,642	240,800	253,465	248,600	
Build America Bond Reimbursement	87,135	86,712	79,335	77,855	79,354	77,600	
PEG Channel Reimbursement	57,534	79,346	63,691	63,166	56,736	63,166	
Powell Bill Distribution	675,238	698,174	713,628	705,210	719,885	703,500	
Main Street Solutions Grant	-	-	-	75,000	75,000	-	
NC Control Substance Tax	2,422	9,299	3,858	-	4,087	-	
Gen Purpose Grant Senior Center	12,205	11,753	11,680	11,680	11,680	-	
DENR Recreation Grant	-	75,000	-	-	-	-	
Wake County Certified Site Funds	-	-	-	25,000	-	-	
COPS Hiring Grant	33,486	50,168	-	-	-	-	
Federal Asset Forfeiture	8,000	17,415	10,040	-	29,365	-	
ARRA Retrofit Lighting Grant	21,514	-	-	-	-	-	
Law Enforcement Block Grant	17,406	-	-	-	-	-	
USDOJ Vest Grant	-	4,606	1,965	2,200	1,692	8,400	
USDOJ Justice Assistance Grant	-	6,393	-	-	-	-	

TOWN OF GARNER
GENERAL FUND REVENUE BUDGET FY 2015-2016

Revenue Type	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	Change From May 13
(continued)							
Intergovernmental Revenue (continued)							
FBI Safe Streets Task Force Grant	\$ 22,258	\$ 20,320	\$ 5,630	\$ -	\$ -	\$ -	-
GHSP Wake County Task Force Grant	1,040	-	-	-	-	-	-
GHSP Accident Reconstruction Grant	28,940	-	-	9,049	9,049	-	-
GHSP DDACTS Grant	44,985	47,578	30,072	7,852	7,661	-	-
GHSP Crime Analyst Grant	21,582	-	-	-	-	-	-
GHSP Radar Units Grant	-	-	-	-	-	18,750	-
GHSP Body Camera Grant	-	-	-	-	-	4,535	-
NC DOT Transportation Grant	10,083	70,865	-	-	-	-	-
GHSP Motorcycle Grant	-	-	-	85,000	42,500	38,250	-
GHSP Equipment Grant	-	-	-	8,233	-	-	-
GHSP Traffic Safety Coord Grant	(2,905)	3,061	-	-	-	-	-
GHSP Traffic Officer Grant	42,205	31,302	12,375	-	-	-	-
GHSP DWI Officer Grant	-	-	111,856	83,416	83,416	52,700	-
School Resource Officer	68,298	68,298	68,333	68,298	68,298	68,298	-
Middle School Resource Officer	9,001	-	-	-	-	-	-
City of Raleigh - Debt Service	118,200	112,600	107,000	26,400	26,400	-	-
Total Intergovernmental Revenue	2,918,029	3,340,435	2,902,112	2,779,659	3,061,306	3,004,999	
Sales and Service							
Recreation Fees	227,860	256,989	195,059	258,035	172,911	191,716	-
PRCR Sponsorships	-	-	-	10,000	3,000	10,000	-
Auditorium Concessions	2,170	4,137	3,216	4,000	2,423	3,250	-
Facility Rental Fees	165,417	217,337	232,787	199,500	222,987	223,000	-
Special Refuse Collection Fees	723	1,665	2,747	1,700	1,488	2,000	500
Refuse Cart Fees	7,860	8,210	12,445	7,700	8,286	9,300	600
Rain Barrel Sales	225	-	-	-	-	-	-
City of Raleigh - Collection Fees	5,312	5,654	4,849	4,700	3,663	4,800	-
Wake County - Collection Fees	-	-	2,680	2,800	1,629	1,500	-
GVFR - Fuel Sales	-	3,700	3,700	3,700	3,700	3,700	-
NCDOT Mowing Agreement	-	-	21,265	19,300	19,300	21,700	-
City of Raleigh - Gasoline Sales	3,500	7,560	3,708	7,900	-	-	-
City of Raleigh - Street Repairs	88,269	46,688	31,812	37,000	12,720	20,000	-
Total Sales and Service	501,335	551,939	514,268	556,335	452,107	490,966	
Investment Earnings							
Interest Earned	15,982	10,006	4,861	11,500	6,528	12,700	-
Total Investment Earnings	15,982	10,006	4,861	11,500	6,528	12,700	

TOWN OF GARNER
GENERAL FUND REVENUE BUDGET FY 2015-2016

Revenue Type	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget	Change From May 13
(continued)							
Other Revenue							
Check Service Charges	\$ 225	\$ 100	\$ 300	\$ -	\$ 305	\$ -	
Wake County Landfill Reimbursement	78,133	83,120	77,962	79,385	80,150	79,800	
Rental Income	-	7,200	700	-	-	-	
Grounds Fee - School Commons	9,000	9,000	9,000	9,000	9,000	9,000	
Miscellaneous Revenue	64,399	111,628	87,040	4,917	7,318	15,041	3,397
Veteran's Memorial	-	-	-	68,508	67,279	-	
NCLM Vest Grant	-	2,500	-	2,000	2,500	2,500	
Code Enforcement Fines	-	-	50,265	17,470	12,881	13,000	
Insurance Proceeds	-	-	762	-	-	-	
Scrap Material Sales	-	-	3,824	2,800	1,140	2,500	
Econ Development Partnerships (Guide to Garner)	-	-	3,500	1,250	1,250	3,500	
Small Bus Development Series (WTCC)	-	-	-	-	-	1,500	
Garner Promotional Items	30	82	356	-	125	-	
Miscellaneous Assessments	62	-	-	-	-	-	
Sewer Assessments	36,334	6,879	3,635	4,750	4,459	3,700	
Interest on Assessments	1,353	4,244	2,462	2,750	1,973	2,500	
Backyard Hen Permits	-	-	-	-	-	-	
Miscellaneous Land Use Charges	5,514	4,077	5,755	3,900	3,833	4,800	
Officer Fees	13,515	15,546	13,257	12,700	13,709	14,000	
Animal Control Violation	50	200	100	-	-	-	
Parking Violations	12,700	5,510	3,430	3,780	8,727	6,000	
Contributions - AAC	-	47,243	-	-	-	-	
Contributions - ConAgra	2,500,000	-	-	-	-	-	
John Rex Grant	-	-	-	65,352	65,351	15,000	
Contributions	9,500	799	8,957	1,900	5,119	-	
Centennial Celebration Books	25	24	24	-	-	-	
Total Other Revenue	2,730,840	298,152	271,329	280,462	285,119	172,841	
Total General Fund Revenues	26,613,034	24,941,930	28,145,559	25,478,787	26,410,636	27,205,776	
Other Financing Sources							
Transfer From Regional Retention Reserve	143,360	176,803	173,935	45,000	45,000	45,000	
Transfer From Street Improve Cap Reserve	-	-	5,711	-	-	-	
Transfer From Water/Sewer Debt Reserve	157,855	292,810	-	-	-	-	
Transfer from Future Capital Reserve	-	-	11,385	-	-	-	
Sale of Fixed Assets	35,202	1,045	31,500	39,974	28,400	25,000	
Appropriated Fund Balance-Powell Bill	-	-	-	96,481	88,156	148,510	17,055
Appropriated Fund Balance-Public Safety	-	-	-	-	-	124,970	79,404
Appropriated Fund Balance-Asset Forfeiture	-	-	-	-	-	15,300	
Proceeds from Debt Issuance	-	-	712,295	534,200	534,200	632,000	(31,500)
Appropriated Fund Balance	-	-	-	996,995	-	271,044	87,394
Total Other Financing Sources	336,417	470,658	934,826	1,712,650	695,756	1,261,824	166,550
Total Revenues & Financing Sources	\$ 26,949,451	\$ 25,412,588	\$ 29,080,385	\$ 27,191,437	\$ 27,106,392	\$ 28,467,600	

Revised Decision Package Narrative
(5/18/15)

Senior Administrative Support Specialist – Engineering

Brief description:

A Senior Administrative Support Specialist position is proposed to assist the Engineering Department. Anticipated hire date is September 1, 2015.

Justification:

The Senior Administrative Assistant will support the Town Engineer, Assistant Town Engineer and Engineering Department staff with administrative functions including clerical support, preparing and responding to communications and tracking construction projects. A secondary purpose of the position would be to support Inspections and Economic Development on an as-needed and as-available basis.

Engineering currently has a part-time administrative position that is shared with Inspections. Presently, this shared person is utilized more in the Inspections Department than in the Engineering Department. The addition of the full-time Senior Administrative Assistant position in Engineering will result in the current shared position being dedicated full-time to the Inspections Department.ⁱ

The Senior Administrative Assistant position was programmed into the operation plans for the new Town Hall building as one of the customer service positions that will staff the Development Services suite. During construction of Town Hall, this position will serve as the primary customer service and administrative position for the Engineering Department which will be housed as a stand-alone department at 120 East Main Street.

Consequences of not implementing package:

Workload is increasing in both the Engineering and Inspections Departments. The upcoming simultaneous construction of two new buildings will add additional strain to the Engineering Department's resources. The Engineering Department staff will also be engaged in long-range infrastructure and growth-area planning that will begin this year as a part of the Council's Strategic Action Plan. The Senior Administrative Assistant position will free up Engineering staff to focus on their respective areas of expertise and balance workloads during a critical time in our Town's growth.

The resulting increase in resources for the Inspections Department will increase efficiencies, provide additional support for field inspectors and provide improved customer service.

ⁱ (Please note that the Permit Specialist shown as .5 on the Inspections Org Chart on the original page 222 of the budget would increase to full time if the proposed position is approved. A substitute page will be provided prior to budget adoption.)