

TOWN OF GRANITE QUARRY NORTH CAROLINA



RECOMMENDED BUDGET FOR FISCAL YEAR 2023-2024 (FY24)

PREPARED BY:
LARRY SMITH
TOWN MANAGER

May 25, 2023

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Town Manager's Budget Message FY 2023-2024

May 25, 2023

Mayor Brittany Barnhardt
Board of Aldermen
Town of Granite Quarry
143 N Salisbury Avenue
Granite Quarry, NC 28146

Honorable Mayor Barnhardt and Board Members, and community members of Granite Quarry:

I am pleased to present you with the following proposed FY24 budget. Over the past few years the Board has consistently discussed its desire to not just maintain but even enhance the Town's levels of service and fiscal responsibility. An immense amount of time, effort, and thought went into this FY24's planning, goal-setting, and budget development to accomplish just that. I commend the Board's patience and guidance through the process.

Strategic Goals

In February 2022 the Board enlisted a facilitator for a Planning Retreat to lay the groundwork for establishing the Town's first strategic master planning process. Town Board and staff then formalized goals, strategies, and objectives for the FY23 budget and moving forward. We then worked throughout the remainder of the calendar year implementing the goals, fine-tuning our vision, mission, core values, and performance measurements.

At the Town's February 23, 2023 Planning Retreat, Department Heads reported on progress with strategic goals and a preview of priorities and the resources needed to continue accomplishing them into this upcoming fiscal year. A great deal of community input was gathered by our Comprehensive Land Use Plan community survey and through community events.

Growth is continuing to have significant impacts on the budget, operations, and long-term planning needs of the Town. Granite Quarry is in the process of completing a complete overhaul of its Comprehensive Land Use Plan and Unified Development Ordinance to help guide and protect both the existing community and ongoing development. Enhanced planning services and retaining qualified staff among all affected departments in the FY24 are instrumental in its successful implementation and administration.

Personnel

By now most everyone is probably familiar with the term “Great Resignation”. This post-pandemic era of staffing shortages has changed the entire landscape - especially so in the public sector where many required services are not as mold-able or variable as the private sector generally affords. Never before has retention been as important. Never before has the public workforce market demand been as volatile.

We approached this FY with priority emphasis on Retention, Succession Planning, and Recruitment.

1. **Personnel Pay, Salary & Benefit Comparisons and Classification/Compression Analysis**

We conducted a very thorough study and analysis of both statewide and local government peer groups. Ultimately, we determined our annual grade scale market adjustments have kept the town fairly competitive as they are. Three position classifications warranted grade adjustments (see **Attachment B**), while a number of actual, individual salary adjustments were needed specifically in the Police and Public Works Departments.

2. **CPI/Market Adjustments and Merit Availability (“Performance Pay”)**

We predict that those adjustments - along with the proposed performance pay (both market adjustment and merit tied to performance measurements), insurance, and benefits - will keep us competitive on the compensation front. Given the volatility of the market, we will keep an eye out for any mid-year changes and conduct another such thorough analysis next year.

3. **Organizational Culture / Climate Assessment**

Pay keeps towns competitive. In the end, organizational culture keeps towns staffed.

Pre-pandemic Granite Quarry had gone through a period of high turnover. Only through very deliberate efforts and a unified front by Board and Staff did we not only stabilize that, but it carried GQ through the pandemic & beginning of this Great Resignation era virtually without turnover while so many other towns struggled badly with staffing.

With retention of quality employees more important than ever, we plan to conduct an Organizational Climate Assessment including employee survey that will help us effectively, objectively, and most efficiently identify organizational needs & where we can improve. This will also provide an opportunity to increase employee engagement with strategic goals, and help to evaluate some funding and staffing decisions moving forward.

Debt Service

FY16 Waterline Extension loan. The current FY23 included the final payment on the FY16 Waterline Extension loan. Stipend payments from an agreement with Salisbury-Rowan Utilities continue through FY25 to fully reimburse those costs.

FY20 Street Improvements loan. A \$350,000 loan for FY20 streets improvements has effectively crippled annual capital repair needs since, and would continue to through FY27. The Town has authorized paying that debt service off from unrestricted general funds, which will allow the Town to get back onto a regular and responsible maintenance/repair program moving forward. This is projected to save ~\$13,650 in remaining interest charges as well.

Capital Needs

The Town has done a phenomenal job of maintaining facilities and equipment to minimize and prolong the need for capital repairs or replacements.

Town Hall’s 1994-installed roof has finally met its useful life’s end after years of annual patching. The Town has had plans for full renovation on its radar since at least 2016. We accomplished a “Phase 1” of façade and structural / functional improvements in FY20, and refined the plans with an updated Space & Facilities Needs Assessment after. Each year the Board has not, however, been able to prioritize funding for the remaining renovations within available resources so far (currently estimated around \$3,200,000).

The Fire Department commissioned refurbishments of several of our Fire Engines to keep them up to standards and prolong their need for replacement. One of the 1994 units is estimated to need replacing by around FY27 though, and the average cost of a new Engine currently looms around \$1,000,000. Public Works projects needing a dump truck in FY25 currently estimated to cost \$80,000.

These are just some examples of items the Town Board has been thinking ahead about.

Tax Rate and Assessed Tax Base

The Town has struggled to offer its desired level of service and cover inflationary costs at such a low tax rate for a number of years. The margin between GQ and our comparable peer group municipalities who *were* adjusting more with such costs grew. Ultimately GQ has remained the 3rd lowest tax rate among *all* units of local government within the County, and the lowest tax rate among our benchmark peer group by a staggering margin of 8.25 to 11.25 cents / \$100 of valuation (see table below).

Unit of Government	FY23 Tax Rate
Salisbury	0.7196
Rowan County	0.6575
East Spencer	0.66
Spencer*	0.655
Kannapolis (Rowan)	0.63
China Grove*	0.56
Landis**	0.53
Rockwell	0.46
<u>Granite Quarry*</u>	<u>0.4475</u>
Faith	0.41
Cleveland	0.3936 (0.3 city + 0.0936 community fire rate)

* Benchmark “peer group” municipalities (by composition, budget, and/or population standards).

** As a city with electric utility, Landis is actually not in our peer group for some benchmarking standards, but is illustrated in Table 1 as such by population and levels of general services.

As one can deduce, the result has often been stretching the workload capacities of existing resources, the challenge to find or justify funding needed for more-proactive goals, an increasing need to tap into fund balance for major (but to be anticipated in municipal services) items and projects – if not simply postponing them from year to year.

While Table 1 in and of itself does not automatically mean Granite Quarry needs to be at the same tax rate as any particular municipality within our benchmark peer group shown, it provides a good and simple illustration in general of the reasons and limitations behind these challenges. The Town Board and Administration are indeed on the same page about wanting to ensure that we *continue* offering the best possible services at the best value we can for the community we serve.

Revaluation

2023 is a revaluation year for Rowan County. Following reappraisal, the total assessed value of property within the Town of Granite Quarry increased 38.5% to \$407,035,192. In years of revaluation, G.S. 159-11(e) requires cities to calculate a “revenue-neutral” rate to illustrate what the estimated tax rate would be to produce the same amount of revenue next fiscal year as the current rate would have produced had no reappraisal occurred. The tax levy for the current fiscal year is \$1,314,789, and the growth rate since the last general reappraisal is 5.71%. Using the statutory formula, our revenue-neutral tax rate is \$0.3415. The recommended tax rate for FY24 is \$0.44, down from the current FY23 tax rate of \$0.4475.

Capital Reserve Fund

This rate affords the Town to catch up and begin moving forward with even greater fiscal responsibility in long-term planning and financial stability. FY24 begins an official capital reserve fund for the Town to offset major impacts from capital improvements and purchases we know to expect. The FY20 streets loan payoff immediately helps us get back onto maintenance cycles with streets. The following items and amounts are included in the FY24 budget toward other such major impacts down the road:

- Public Works Dump Truck: \$40,000 toward FY25 estimated purchase price of \$80,000
- Fire Engine: \$75,000 toward FY27 projected purchase of replacement Fire Engine (~\$1,000,000)
- Town Hall: \$75,000 toward future loan for full renovations (~\$3,200,000) and/or ongoing major needs (e.g., \$120,000 roof needed in FY24).

After the annual audit is conducted (typically reported in December), the Board will evaluate any unspent fund balance from the FY23 and determine whether to apply any additional amounts toward capital reserve, recommended to be incorporated into the FY25 budget planning cycle to afford optimal transparency and public input.

Executive Summary

This budget prioritizes funding into the areas established as highest priorities by this administration and the Board of Aldermen. The Town is currently undertaking a large number of major, even transformational (“once-in-a-generation”), projects and goals. It has worked very hard to develop, retain, and attract talented staff dedicated to our core values and continuous improvement.

The following is a more-detailed overview of items by funded department.

Budget Overview

After careful consideration, the following budget recommendations represent Board goals, departmental input, and community needs within a tax rate of 44.00 cents per \$100 valuation. The total recommended budget is \$4,608,717.

General Fund:		\$ 4,608,717
Governing Body	\$ 1,031,675	
Administration	711,520	
Police	1,007,124	
Fire	807,897	
Public Works/Maintenance	441,341	
Streets: Powell Bill	90,000	
Streets: Non-Powell Bill	241,160	
Parks and Recreation	84,750	
Environmental	193,250	
Total All Funds:		\$ 4,608,717

FY 2023-2024 Departmental Highlights

Governing Body: The recommended budget for Governing Body is \$1,031,675. This includes \$938,146 in Transformational Project funds freed up from American Rescue Plan Act funding that the Town applied to qualifying staffing costs. These funds are being focused on transformational Parks and Town Square/Downtown infrastructure projects. It includes funding for increased annual financial audit costs, Granite Quarry’s term hosting Rowan Municipal Association, increased costs of meetings since groups have continued meeting more since the pandemic, and increased funding for Town Attorney legal services the Board is seeking following announcement by our 40+ year current attorney of his intent to retire from municipal counseling. It also includes \$13,000 toward Granite Industrial Park / western Town Gateway joint venture sign between the Town, County, EDC, and Park tenants.

Administration: The proposed budget for Administration is \$711,520. This includes continuation of contracts for part-time code enforcement and increased planning services, funding to accomplish Governing Body communication/community engagement goals, increased bonding cost requirements for municipal finance officers, and increased interlocal agreement costs of tax collections. Debt service funding for the FY16 Village at Granite waterline extension was paid off in FY23. This also includes funding toward the Town’s first Capital Reserve Funding program, specifically \$75,000 toward the Town Hall renovation plan or its major repairs/improvements.

Police: The proposed budget for the Police Department is \$1,007,124. This includes continuing significant operational cost increases such as fuel, supplies, maintenance contracts, dues and subscriptions. This also includes purchase of 12 shoulder microphones for the new radios supplied by Rowan County and 1 patrol vehicle replacement. Full staffing and enhanced career development programs with police positions is part of the Town’s priority goal strategy to increase police services including community policing initiatives.

Fire: The proposed budget for the Fire Department is \$807,897. This includes continuing increases to normal public safety supplies and operational costs also. It includes funding for 3 new full-time Fire Engineer positions as we adapt to the nationwide diminishing volunteer base in fire service while

proactively maintaining our ISO Class 1 rating - which not only reflects the highest quality of public protection we provide, but directly benefits our community with lower insurance rates as well. Lastly, this includes funding toward the Town's first Capital Reserve Funding program, specifically \$75,000 toward the upcoming Fire Engine replacement, the average cost of which has risen to around \$1,000,000 in recent years.

Public Works / Maintenance: The proposed budget for Public Works is \$441,341. This includes funding for additional part-time staffing to enhance parks maintenance and supplement general public works quality efforts. It includes funding for scheduling software to help streamline and advance work order handling and maintenance schedules, general operational cost increases, and \$6,000 for a carport to protect public works and police supply trailers. This also includes funding toward the Town's first Capital Reserve Funding program, specifically \$40,000 toward the anticipated FY25 purchase of a dump truck.

Streets – Powell Bill: The proposed budget for Powell Bill is \$90,000. A FY20 loan for street improvements has crippled annual capital repair needs since, and would continue to through FY27. The Town has authorized paying that debt service off from unrestricted general funds (see "Streets – Non-Powell Bill"), which will allow the Town to get back onto a regular and responsible maintenance program moving forward. Normal maintenance and repair funding is increased to \$30,000 in FY24 while holding off an annual Capital Improvement campaign in order to build fund balance to allow for a major project next year.

Streets – Non-Powell Bill: The proposed budget for Non-Powell Bill Streets is \$241,160. This includes the Utilities costs on streetlights. For FY24 only, this includes \$202,860 to pay off the existing FY20 Streets Improvement loan, getting our maintenance and repair schedule back on track and avoiding unnecessary interest charges.

Parks and Recreation: The proposed budget for Parks and Recreation is \$84,750. This includes normal operational upkeep of parks and their facilities, and increased costs of the Town's signature Granite Fest event which has continued growing since the pandemic.

Environmental: The proposed budget for Environmental costs is \$193,250. This includes increased area and costs associated with the Waste Management sanitation services contract, especially surcharges from the dramatic increase in fuel costs.

The proposed General Fund budget is balanced with a tax rate of 44.00 cents per \$100 of valuation. Projected revenues and other funding sources are \$4,608,717 and projected expenditures are \$4,608,717.

Respectfully Submitted,

Larry Smith

Larry Smith
Town Manager



TOWN OF GRANITE QUARRY, NORTH CAROLINA
Budget Ordinance No. 2023-06
FISCAL YEAR 2023-2024

**AN ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF
REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023**

BE IT ORDAINED by the Board of Aldermen of the Town of Granite Quarry, North Carolina that the following anticipated fund revenues and departmental expenditures, certain fee and charge schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 (FY24).

Section 1: Summary

General Fund Revenues	\$3,670,571
Other Financing Sources and Uses	<u>938,146</u>
Total Expenditures / Transfers	<u>\$4,608,717</u>

Section 2: General Fund

Anticipated Revenues

Ad Valorem Taxes	\$1,766,396
Unrestricted Intergovernmental	1,290,052
Restricted Intergovernmental	301,473
Permits and Fees	6,000
Sales and Services	184,750
Other General Revenues	<u>121,900</u>
Subtotal	3,670,571
Other Financing Sources and Uses	938,146
Total Anticipated Revenues	<u>\$4,608,717</u>

**Authorized Expenditures / Transfers Out
By Department**

Governing Body	\$1,031,675
Administration	711,520
Police	1,007,124
Fire	807,897
Maintenance	441,341
Streets – Powell Bill	90,000
Streets – Non-Powell Bill	241,160
Parks and Recreation	84,750
Environmental	193,250
Total Authorized Expenditures / Transfers	<u>\$4,608,717</u>

Section 3: Levy of Taxes

There is hereby levied for FY24 an Ad Valorem Tax Rate of 44.00 cents per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2023, for the purpose of maintaining the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated assessed valuation of **\$407,035,192** and an estimated collection rate of **97.78%**, yielding **\$1,754,396** in current year ad valorem tax revenues.

Section 4: Fees Schedule

There is hereby established for the FY24 various fees and charges as contained in Attachment A.

Section 5: Special Authorization - Budget Officer

- A. The Town Manager is hereby authorized to make any budget transfers as may be required within each department if the total appropriation for each fund does not change and contingency funds are not utilized to do so.
- B. Interfund transfers established in the Budget Ordinance or Capital Project Ordinance may be accomplished without additional approval from the Board of Aldermen.

Section 6: Restrictions - Budget Officer

- A. Interfund and interdepartmental transfer of monies except as noted in Sections 5 and 9 shall be accomplished by Board of Aldermen authorizations only.
- B. Utilization of appropriations contained in Contingencies and Appropriations from Fund Balance may be accomplished only with specific approval of the Board of Aldermen.

Section 7: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Granite Quarry Municipal Government during the FY24. The Town Manager shall administer the budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget.

The Administration Department shall establish and maintain all records in consonance with this Budget Ordinance and the appropriate Statutes of the State of North Carolina.

Section 8: Salary Adjustments

- A. For the FY24, funding for the necessary pay and grade adjustments concluded from the Town Manager’s annual pay and classification surveys analyses is authorized, effective July 1, 2023.
- B. A Market Adjustment of 4% and merit consideration of 0:4% will be available as part of performance pay consideration to classified employees at the time of their respective annual performance evaluations throughout the course of the year, if or as they merit according to the following schedule:

Overall Performance Level	Below Midpoint	Above Midpoint
Does Not Meet Expectations	No increase	No increase
Meets Expectations	Market adj only	Market adj only
Exceeds Expectations	Market adj plus up to 2.0%	Market adj plus up to 1.0%
Exceptional	Market adj plus up to 4.0%	Market adj plus up to 2.0%

- C. Longevity pay authorization will be considered at the regular monthly meeting of the Board of Aldermen in November. Projected funding for longevity pay is according to the following schedule:
 - 1. Currently active, full-time employees:
 - A. 6 months or more, less than 1 year \$ 150
 - B. 1 year or more, less than 5 years \$ 200
 - C. 5 years or more, less than 10 years \$ 250
 - D. More than 10 years \$ 300
 - 2. Currently active, part-time employees:
 - A. Admin, Maint, FD. If over 500hrs, 1% of gross wages YTD up to \$200 maximum.
 - B. PD. If consistently reported when called, \$50 flat rate.
 - 3. Currently active FD volunteers with over 30% calls \$ 100

Section 9: Re-appropriation of Funds Encumbered in FY23

Appropriations hereinabove authorized and made shall have the amounts of the unearned portion of contracts at June 30, 2023 added to each appropriation as it applied in order to properly account for payment against the fiscal year in which it is paid.

Copies of this ordinance, the Town Manager's budget message, and accompanying attachments shall be maintained in the office of the Town Clerk of the Town of Granite Quarry and shall be made available for public inspection.

Adopted June 12, 2023

Aubrey Smith
Town Clerk

Brittany Barnhardt
Mayor

Revenue Assumptions for FY 2023-2024 Budget

Ad Valorem Taxes

Property Taxes. Property tax values are provided by the Rowan County Tax Assessor's Office. Once expenditures and all other General Fund revenues were projected, the amount necessary to balance the budget was calculated. Using that figure as the target, a property tax rate applied to the assessed valuation was calculated that would result in that amount of revenue being generated. An uncollectable rate of 2.22% was factored into the calculations.

Tax Penalties and Interest. Based on historical trends.

Prior Year Taxes. Based on historical trends, economic forecasts, anticipated continuation of collection percentages, and adjusted by the size of the 2022 property tax receivable balance projected as of June 30, 2023.

Unrestricted Intergovernmental

Local Option Sales Tax. Based on estimates provided by the North Carolina League of Municipalities (NCLM), historical trends, State legislative changes, local conditions, and economic forecasts.

Solid Waste Disposal. Based on forecast projections and health trends of the construction sector. The State levies a \$2/ton "tipping tax" on municipal solid waste and construction / demolition materials deposited in all NC landfills (and/or passing through transfer stations for any out of state disposal). It applies proceeds to different programs and then distributes 18.75% of the proceeds back to municipalities and counties on a per capita basis.

Beer & Wine Tax. Based on national market research forecast projections of beer and wine sales, compared against state distribution formulas. These sales taxes are distributed from the NC Department of Revenue to municipalities based on population.

Utility Franchises. Based on estimates provided by the NCLM and historical trends of both distributions and auditing adjustment amounts. This category includes Electricity, Piped Natural Gas, Telecommunications, and Video Programming Franchise Taxes & Fees. Underlying factors such as policy changes, energy prices, weather, and changing technologies cause growth or decline in these revenues to swing dramatically in any given year.

Restricted Intergovernmental Revenues

Powell Bill Revenues. Based on estimates provided by the NCLM and the Office of State Budget and Management.

Joint Police Authority Revenues. Granite Quarry provides police services to the Town of Faith through an interlocal agreement between the two towns. The adopted FY24 payment amount for those services is \$161,473.

Permits and Fees

Local Revenues. Based on historical trends, economic forecasts, and known growth and development plans in queue within Town limits.

Sales and Services

Solid Waste/Recycling Collection. Based on the recommended environmental fee of \$12 per month per household and the anticipated collection rate through Salisbury-Rowan Utilities' (SRU) billing department.

Other General Revenues

Local Revenues. Based on fee schedule, and historic and current trends.

Investments Interest. Based on estimated cash balances & interest rate projections.

Surplus Items. Based on anticipated surplus items and their estimated market value.

ATTACHMENT A: SCHEDULE OF FEES

ATTACHMENT A

**FISCAL YEAR 2023-2024
TOWN OF GRANITE QUARRY**

BUILDING AND RELATED ACTIVITIES			
Building Type	Rental Times and Description	Rental Fee	
		Residents	Non-Residents
Lake Park Shelter or Gazebo	Up to 4 hours	\$35	\$50
	Up to 8 hours	\$50	\$75
	8 hours or more	\$75	\$100
	Electricity fee	\$25 per 4 hours of use	
Civic: Shelter	Kitchen rental	\$15	\$50
	Kitchen key deposit	\$25	
Civic: Ball Field	Up to 2 hours	\$10	
Civic: Tennis Courts	Up to 2 hours	\$10	
Legion Building	Up to 6 hours	\$100	\$250
	6 hours or more	\$150	\$350
	Rental deposit	\$150	
Legion Building: Civic Group or Church	Up to 6 hours	\$50	\$150
	6 hours or more	\$75	\$200
	Rental deposit (no discount)	\$150	
No fees are charged for nationally chartered Granite Quarry youth or school organizations for any Town park or building.			
ADMINISTRATIVE FEES			
Item Description		Fees	
All Copies		\$0.25 per page	
Plotted Maps, other oversized or specialized documents		Production cost	
Fax service		\$0.40 per page	
Environmental Fee (resident and non-dumpster commercial)		\$12 per month	
Returned Check Fee		\$35	
FIRE DEPARTMENT FEES			
Fireworks Permit		\$130	
Fireworks standby		\$100	
Assembly standby		\$100	
Fire Reports		\$5 per report	
POLICE DEPARTMENT FEES			
Peddler Permit		\$100 per person	
Police off-duty services (<i>entity pays the officer directly</i>)		\$30 per hour, 3 hour minimum	
Police Reports		\$5 per report	
Golf cart registration		\$10 per cart	
Golf cart violation		\$150 per violation	
PUBLIC WORKS DEPARTMENT FEES (including for Town abatements)			
Heavy equipment / tractors		\$150 per hour with operator	
Light equipment		\$100 per hour with operator	
Brush pickup, second load for residents		\$50 per load	
Bulk item pickup (must be placed by curb)		Call Town Hall for estimate	
Mulch (Subject to availability as determined by Director. Call Town Hall for scheduling.)		\$10 per bucket (GQ residents)	
		\$25 per bucket (Non-residents)	

PLANNING, ZONING, AND SUBDIVISION FEES		
Item	Description	Fee
Subdivision Plats	Conveyance Plat	\$20 per new lot
	Exemption/Recombination Plat	\$20
	Sketch Plat Review	\$100 (1 acre or less) \$200 + \$5 per dwelling unit (over 1 acre)
	Preliminary Plat Review - less than 24 lots	\$750
	Preliminary Plat Review - 24 or more lots	\$3,000 + \$60 per lot over 100
	Preliminary Plat - Applicant Appeal	\$100
	Preliminary Plat - Minor Revision	\$250
	Preliminary Plat - Major Revision	\$700
	Final Plat Review - Major Subdivision <i>(If a third submittal is required an additional review fee will be charged)</i>	\$350 per map sheet
	Final Plat Review - Minor Subdivision <i>(If a third submittal is required an additional review fee will be charged)</i>	\$100 per map sheet
	Performance Guarantee Review <i>(Letter of Credit, Bond, etc. Also applies to revisions, replacements, and partial release requests)</i>	\$300 + engineer costs
	Time Extension for Plat Approval	\$500
Zoning Amendments	Zoning Text Amendment	\$450 + \$125 advertising charge
	Zoning Map Amendment	\$875 + \$125 advertising charge
Zoning Permits	Single, Two-Family structures, Mobile Homes	\$50 + \$35 for permits subject to design review
	Single Family attached / multi-family <i>(condo, apartments, townhomes, etc)</i>	\$50 + \$35 per unit
	Residential Addition / Accessory Structures	\$50
	Fences	\$10
	Home Occupation	\$75
	Non-residential	\$50 + Zoning Site Plan review fee if applicable
	Temporary Construction Trailers	\$75
	Temporary Use Permits	\$75
	Special Use Permit	\$1,500 + \$125 advertising charge and + Zoning Site Plan Review Fees below
	Zoning Verification Letter for Institutional Requests	\$175
Certificate of Non-Conformity Adjustment	\$75	
Sign Permits <i>(only when obtained separately from primary development permits)</i>		
	Permanent Sign	\$100
	Outdoor Advertising Sign (Billboard)	\$200
	Temporary Sign	\$25
Zoning Site Plan Review	Sketch Plat Review & Consultation	\$200 + \$5 per dwelling unit per session after initial concept review meeting
	Site Plan Review <i>(If a third submittal is required an additional review fee will be charged)</i>	\$300 + \$25 per acre
Zoning Board of Adjustment	Variance	
	Residential	\$300
	Non-Residential & Multi-Family	\$300
	Appeal of Zoning Administrator Decision/ Interpretation Request	\$25 <i>(refunded if overturned)</i>
	Appeals	\$100 <i>(refunded if overturned)</i>
Double Permit	Where construction begins without the appropriate permits in place, the permit cost shall be doubled	

Plan Review and Construction Administration Fee Schedule

Plan Review

Fee

Roadway (public and/or private)	\$1.25 per linear foot of street centerline
Parking/Loading Areas (including access)	\$0.05 per square foot
Storm Drainage	\$1.35 per linear foot of street centerline
Water Lines	\$0.80 per linear foot of pipe
Sewer Lines	\$1.10 per linear foot of pipe
Stormwater Quality and/or Stormwater Detention Facilities	\$5,000.00 per plan or per subdivision

If a third revision of plan(s) is required, an additional fee will be charged.

Plan Review Fees shall apply to the extent of any revisions made to plans previously reviewed.

Construction Administration

Fee

Roadway (public and/or private)	\$1.60 per linear foot of street centerline
Storm Drainage	\$1.50 per linear foot of street centerline
Water Lines	\$0.95 per linear foot of pipe
Sewer Lines	\$1.15 per linear foot of pipe
Stormwater Quality and/or Stormwater Detention Facilities	\$5,000.00 per phase and/or sub-area

FY 2023-2024 Salary Schedule						
Classification Title	Grade	# Positions	Hiring Rate	Minimum	Maximum	Notes
Town Clerk	18	1	55,046	57,798	85,321	
Finance Officer	19	1	57,798	60,688	89,587	
Planner	17	1	54,425	55,046	81,259	
Office Assistant	8	1	33,793	35,483	52,379	
Public Works Director	20	1	60,688	63,722	94,066	
Public Works Crew Leader	9	1	35,483	37,257	54,999	
Public Works Technician	6	1	30,651	32,184	47,509	Grade 5 to 6
Police Chief	23	1	70,253	73,766	108,892	
Police Investigator	16	1	49,929	52,425	77,390	Grade 15 to 16
Police Sergeant	16	2	49,929	52,425	77,390	Grade 15 to 16
Police Officer	13	6	43,130	45,287	66,852	
Fire Engineer	13	3	43,130	45,287	66,852	New positions
Fire Lieutenant	14	0	45,287	47,551	70,195	Discontinued FY24
Fire Captain	15	3	47,551	49,929	73,704	New classification