

# **TOWN OF GRANITE QUARRY NORTH CAROLINA**



## **BUDGET FOR FISCAL YEAR 2016-2017**

Submitted by: Phil Conrad,  
Town Manager

June 27, 2016



## Town Manager's Budget Message FY 2016-2017

June 27, 2016

Mayor William D. Feather  
Board of Aldermen  
Town of Granite Quarry  
143 N. Salisbury Ave.  
Granite Quarry, NC 28072

The Honorable Mayor Feather, Town Board Members and Citizens of Granite Quarry:

This budget was prepared under the general direction of the Town Board in response to the goals established during the Annual Board Retreat and budget workshops and in direct response to the needs of our community. The FY 2016-2017 budget continues the current level of services provided for the citizens of Granite Quarry. As requested by the Board, this budget is balanced by a **\$0.4175** tax rate per hundred-dollar valuation coupled with a environmental fee of \$11/pickup/site/month.

Each cent on the tax rate represents approximately **\$20,064**. The estimated assessed tax valuation for the Town of Granite Quarry as of January 1, 2016 is **\$204,000,000** and an estimated collection rate of **97.27%** was used for real, personal, and vehicle taxes.

This budget includes:

- A 2.39% merit pool increase for employees based on performance reviews
- Funding for the CMAQ Sidewalk Project in the amount of \$490,000 with matching funds of \$56,000
- Funding for all debt service (police vehicles and fire engine)
- Purchase of a new police vehicle
- Necessary equipment purchases for all departments
- Operation expenses to continue services to citizens at the current levels
- Selected adjustments to cover inflation and contractual increases along all line items

## Summary of 2016-2017 Budget

### Budget Overview

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.4175 per \$100 valuation. The total recommended budget is **\$2,515,875**, which includes a \$490,000 capital project (\$434,000 in grant revenue).

Departmental Budget	FY 2016-2017	
Governing Body	-\$	19,713
Administration	\$	437,186
Police	\$	642,045
Fire	\$	372,673
Maintenance Department	\$	199,989
Parks & Recreation	-\$	41,171
Environmental	\$	169,564
Projects	\$	633,534
<b>TOTAL</b>	<b>\$</b>	<b>2,515,875</b>

The budget recommendation includes a 2.39% merit increase for employees of the Town. Merit increases will be made at the determination of the Town Manager and Department Heads based on performance reviews and town personnel policy.

All debt service payments for vehicles are included in each department's budget. Debt service for the Brookwood Culverts and the Village of Granite Water Line are included in the Projects section of the budget.

### Departmental Highlights

**Governing Body:** The proposed budget for Governing Body is **\$19,713**. This recommendation includes expenses for the 2016 national election.

**Administration:** The proposed budget for Administration is **\$437,186**. This recommendation includes a contingency line item of **\$10,000** and **\$45,000** for visionary funds.

**Planning & Zoning:** Planning is included in the Administration budget. The Administration budget recommendation includes additional funding to cover advertising expenses for Planning Board meetings and Public Hearings regarding long range planning initiatives.

**Police:** The proposed budget for the Police Department is **\$642,045**. This recommendation includes an accompanying revenue payment from the Town of Faith calculated at **21.1%** based on current population numbers. Revenue from the Town of Faith totals **\$135,472** resulting in an actual departmental cost for Granite Quarry of **\$506,573**. Highlights in this recommendation include the purchase and outfitting of one police vehicle and the continued debt service for previously purchased vehicles totaling **\$52,200**.

**Fire:** The proposed budget for the Fire Department is **\$372,673**. This recommendation includes debt service for the 2015 fire truck purchase. All other operational expenses were evaluated and adjusted to reflect actual current rates, this included adjustment to the full time salaries to reflect current salary numbers.

**Maintenance Department:** The proposed budget for Maintenance is **\$199,989**. This maintenance department continues to reduce cost by maintaining current equipment. The recommendation is to maintain current funding levels to continue efficient operations.

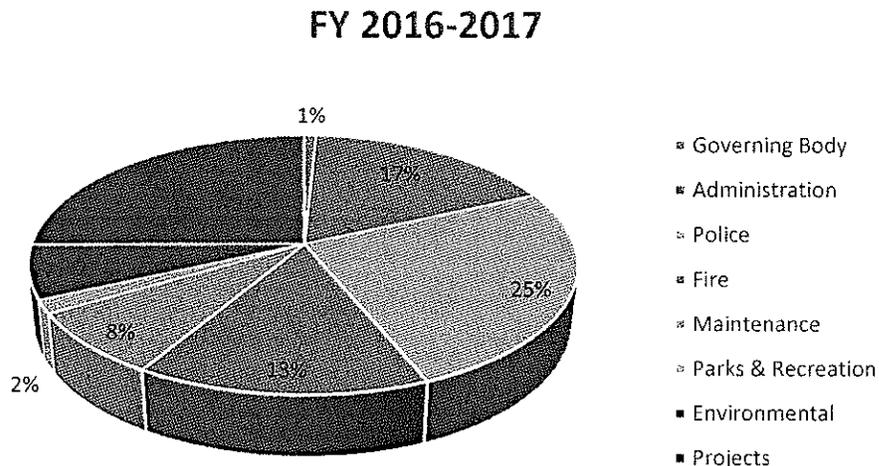
**Parks & Recreation:** The proposed budget for Recreation is **\$41,171**. The recommendation is to maintain current funding levels to continue efficient operations.

**Environmental:** The proposed budget for solid waste & recycling is **\$169,564**. This recommendation is based on an \$11 monthly environmental fee which covers garbage collection and other household services. The recycling budget was increased to reflect current user numbers.

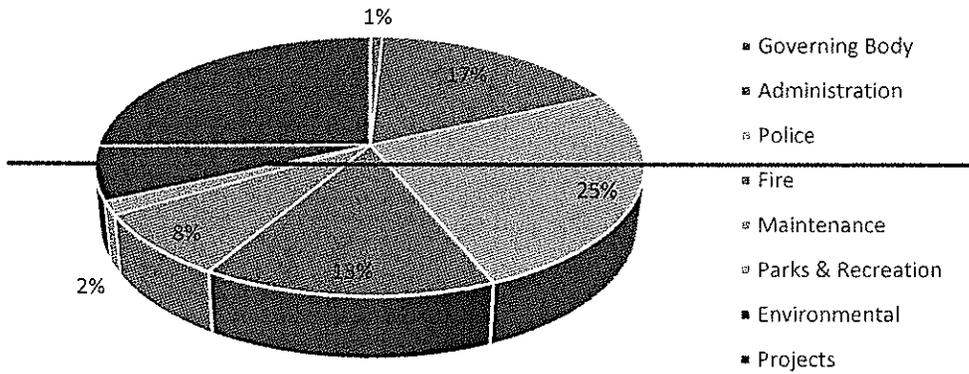
**Projects:** The proposed budget for capital projects is **\$633,534**. This recommendation includes the entire project cost for the CMAQ side walk project totaling **\$490,000** for sidewalks. In previous years only the CMAQ match was reported, however, in this budget the entire project is included which consists of an accompanying revenue stream from the CMAQ grant in the amount of **\$384,000** federal and **\$50,000** in grants from the Carolina Thread Trail. The total cost to the Town is estimated at **\$56,000**. A total of **\$51,222** from Powell Funds has been appropriated for patch and pave street repairs. It also includes **\$92,312** for debt services on the Brookwood Culverts and the Village of Granite Water Line.

The proposed budget is balanced as stated above and the fees for the buildings, shelters, zoning, fire inspections, solid waste and recycling are listed on the attached spreadsheet.

The following graph depicts the funding break down by department:



# FY 2016-2017



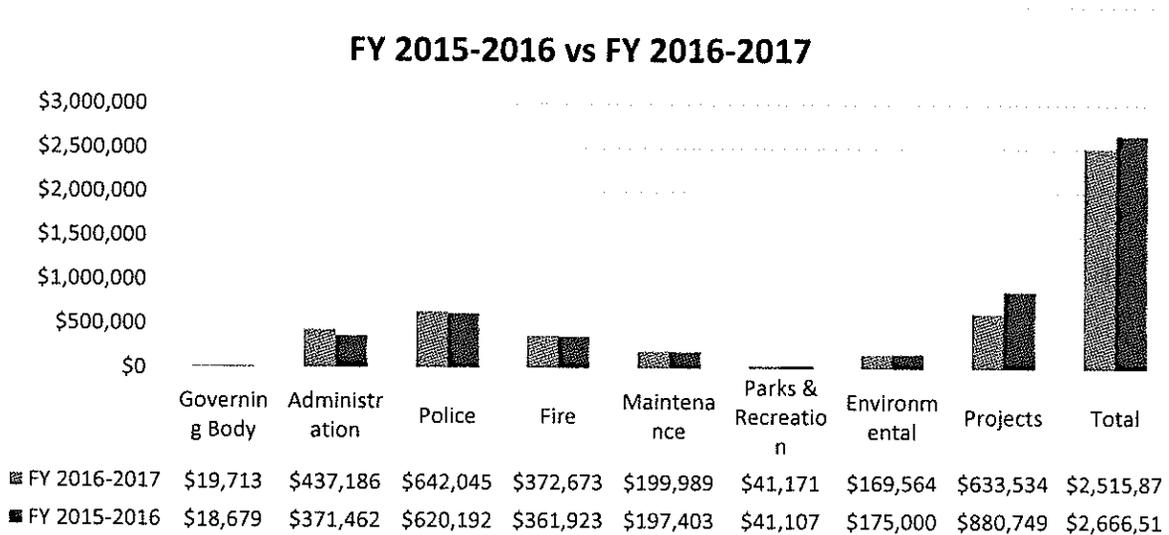
**Fund Balance Appropriated**

The proposed budget includes a capital projects sidewalk installation on US Highway 52, Kern Street, Oak Street and Crook Street. The Town’s matching funds will be paid for with Fund Balance Appropriations totaling **\$56,000**.

**Sidewalks:** In the FY 2013-2014 budget, the FY 2014-2015 budget, and the FY 2015-16 budget the town planned to pay matching funds for the CMAQ sidewalk project with fund balance. The project was not approved for funding by North Carolina Department of Transportation until 2015 with expenditures expected in the recommended budget. These funds were never budgeted through general funds and always intended for fund balance payment. At the end of each budget year, in which, the project was not funded these funds remained in the general fund available for future budget years. Through the Carolina Thread Trail grant the Town was able to reduce the cost of the match to **\$56,000**. The entire project will be reflected in this recommendation to include all grant funding as revenue and the total project cost as an expense.

**Adopted Budget**

The adopted budget includes comparisons from previous budgets. The End of the Year Budget for 2014-2015, Actual Budget from 2014-2015, and Current Budget (as of June, 21 2016) from 2015-2016 have been included for comparison. The following graph indicates changes from FY15-16 and FY 16-17:



An approved budget is attached. If you have any question regarding the approved budget, please let me know and we will work to answer or make corrections. It was staff's goal to present a budget that was balanced and could be adopted to guide the town during the next fiscal year. The budget presented is a balanced departmental budget. I am proud to present this budget on behalf of our great Town staff!

Respectfully submitted,

Phil Conrad  
Town Manager

**Town of Granite Quarry, North Carolina**

**Budget Ordinance  
FISCAL YEAR 2016-2017**

**AN ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2016**

**BE IT ORDAINED** by the Board of Aldermen of the Town of Granite Quarry, North Carolina, that the following 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, 2016 and ending June 30, 2017.

**Summary of Expenditures**

**Section 1:**

General Fund	\$ 2,431,925
Powell Bill Fund	\$ 83,950
<b>Total Expenditures / Transfers</b>	<b>\$ <u>2,515,875</u></b>

**Anticipated Revenues**

**Section 2: General Fund**

General Fund	\$ 2,431,925
Powell Bill Fund	\$ 83,950
	<b>\$ <u>2,515,875</u></b>

**Authorized Expenditures / Transfers Out  
By Department**

Governing Body	\$ 19,713
Administration	\$ 437,186
Planning and Zoning included in Admin.	\$ 0
Police	\$ 642,045
Fire	\$ 372,673
Maintenance	\$ 199,989
Recreation	\$ 41,171
Environment and Recycling	\$ 169,564
Projects and Debt	\$ 633,534
	<b>\$ <u>2,515,875</u></b>

**Section 3:**

**Powell Bill Fund & Fund Balance  
Anticipated Revenues / Transfers In**

Powell Bill Proceeds	\$ 83,800
Powell Bill Interest Revenues	<u>\$ 150</u>
Sub-total	\$ 83,950
Appropriated Fund Balance	\$ 56,000
<b>Total Anticipated Revenues</b>	<b>\$ <u>139,950</u></b>

**Section 4: Levy of Taxes**

There is hereby levied, for Fiscal Year 2016-2017, an Ad Valorem Tax Rate of **\$0.4175** per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2016, 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 **\$204,000,000** and an estimated collection rate of **97.27% for real estate and vehicles**.

**Section 5: Fees Schedule**

There are hereby established, for the Fiscal Year 2016-2017, various fees and charges as contained in Attachment A.

**Section 6: Special Authorization - Budget Officer**

A. The Town Manager is hereby authorized to make any budget transfers as may be required, within each department as long as the total appropriation for each department does not change and contingency funds are not utilized. The Budget Officer is also authorized to recommend allocation of funds remaining in each department, after all bills are paid and prior to closing of the books; and to place excess funds in a vehicle/equipment replacement fund for each department.

**Section 7: Restrictions - Budget Officer**

- A. Interdepartmental transfer of monies and Governing Body funds, except as noted in Section 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 8: Utilization of Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of Granite Quarry Municipal Government during the 2016-2017 Fiscal Year. 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 (Financial Officer) shall establish and maintain all records, which are in consonance with this Budget Ordinance, and the appropriate statutes of the State of North Carolina.

**Section 9: Salary Adjustments**

- A. Salary adjustment funds resulting from performance evaluations, wage level adjustments or merit increases shall be available beginning with the first payroll in the month of the new Fiscal Year.
- B. For the Fiscal Year 2016-2017, a 2.39% merit increase for full time employees shall be as set forth in the 2016-2017 guidelines for salary increases. The Town Manager shall be authorized to approve all merit increases based upon the recommendation of the department heads and the results of performance evaluations held throughout the year.

**Section 10: Re-appropriation of Funds Encumbered in FY 2015-2016**

Appropriations herein above authorized and made shall have the amounts of the unearned portion of contracts at June 30, 2016, 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 and the attached budgets 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 this 27<sup>th</sup> Day of June, 2016.



Phil Conrad  
Town Manager



William D. Feather  
Mayor

ATTACHMENT A

FISCAL YEAR 2016 - 2017  
 Town of Granite Quarry  
 Building and Related Activities

FEEES AND CHARGES

Building Type	Rental Times and Description	Rental Fee	
		Residents	Non-Residents
Shelter or Gazebo	Up to 4 hours	\$35.00	\$45.00
	Up to 8 hours	50.00	60.00
	8 hour or more	75.00	100.00
	Electricity Fee	\$25.00 per 4 hours of use	
Civic Park	Kitchen Rental	\$15.00	\$25.00
	Kitchen key deposit	\$10.00	
Legion Building	Up to 6 hours	100.00	200.00
	6 hours or more	150.00	300.00
Civic Groups or churches 50% discount	Up to 6 hours	50.00	100.00
	6 hours or more	75.00	150.00
	Rental Deposit (no discount)	\$150.00	
Environmental Fee	Resident and Non Dumpster Commercial	\$11.00 monthly	
No fees are charged for Nationally Chartered Granite Quarry Youth or School Organizations.			
ZONING AND SUBDIVISION FEES			
Item	Description	Fees	
Subdivision Plats	Exception Plat Review	\$50.00	
	Minor Subdivision Plat Review	\$50.00 to \$75.00	
	Major Subdivision, Preliminary Plat Review	\$100.00 to \$150.00	
	Major Subdivision, Final Plat Review	\$50.00 to \$100.00	
	Subdivision Variance	\$125.00	
	Exception Plat Review/Approval	\$50.00	
Zoning Review/Approval	Planning & Zoning Administrator Services	\$26.00 hourly	
	Zoning Permit	\$20.00	
	Conditional Use Permit (additional to zoning permit)	\$125.00	
	Special Use Permit (additional to zoning permit)	\$125.00	
	Zoning Variance (additional to zoning permit)	\$125.00	
	Temporary Use Permit	\$20.00	

	Project Review committee Fee	\$100.00
	Sign Permit (based on size)	\$10.00 to \$50.00/sign
	Zoning Decision Appeal	\$50.00 to \$100.00
	Rezoning Request	\$150.00
Unified Development Ordinance Manual	Zoning and Subdivisions included	\$50.00
<b>Item Description</b>		<b>Fees</b>
Plotted Maps and Zoning Map		Cost of production
Nuisance abatement – Warning First		\$50.00 per day after warning
<b>ADMINISTRATIVE AND OTHER FEES</b>		
<b>Item Description</b>		<b>Fees</b>
All Copies		\$.10 per page
Copy of Current Town Budget		\$.10 per page
Fax Service		\$.25 per page
Copy of Municipal Code of Ordinances		\$50.00
Golf Cart Registration		\$10.00 per cart
Golf Cart violation		\$150.00 per violation
Internet/Cyber Net Sweepstakes of Café Machine		\$1,000.00 per machine
Annual Business Registration <i>(Section 7 Business from the Town of Granite Quarry's Code of Ordinance)</i>		\$10.00
<b>FIRE DEPARTMENT FEES</b> <i>(Article 4 Section 10-47 from the Town of Granite Quarry's Code of Ordinances)</i>		
Re-inspections (third and subsequent)		\$30.00
Fireworks (stand-by)		\$100.00
Fire watches		\$100.00
Assembly Stand-by		\$25.00
Plans Review		\$25.00
Hydrant Testing		\$30.00 per hydrant
Fire Flow report		\$200.00
Fire Department services fees		Market rate set by insurance company
Report Copies		\$5.00
<b>FIRE DEPARTMENT PERMITS</b> <i>(Article 4 Section 10-47 from the Town of Granite Quarry's Code of Ordinances)</i>		
Fireworks		\$130.00
Burning		\$35.00
Annual Haz-Mat Storage		\$120.00
Tent		\$40.00
Tank Removal/Installation		\$50.00
<b>POLICE DEPARTMENT FEES</b>		
Contracted Police Services		\$25.00 per hour per officer

Police Reports	\$5.00 per report
<b>MAINTENANCE DEPARTMENT FEES</b>	
Heavy Equipment/Tractors	\$100.00 per hour with operator
Light Equipment	\$65.00 per hour with operator
Brush pickup, second load for citizens or brush commercial cut	\$50.00 per load

**Budget worksheet is attached**

# ATTACHMENT B

## SALARY SCHEDULE (07/2016)

<u>POSITION</u>	<u>MIN. SAL/HRLY RATE</u>	<u>MID POINT</u>	<u>MAX. SAL/HRLY RATE</u>
Mayor	\$2,050	<b>\$4,050</b>	\$6,050
Mayor Pro Tem	\$1,650	<b>\$2,650</b>	\$3,650
Board Member	\$1,500	<b>\$2,500</b>	\$3,500
Town Manager	\$61,000	<b>\$66,000</b>	\$71,000
Town Clerk/ HR	\$38,500	<b>\$43,500</b>	\$48,500
Finance Officer	\$45,000	<b>\$50,000</b>	\$55,000
Public Services Dir.	\$45,000	<b>\$50,000</b>	\$55,000
Dep. Clerk/Planning & Zoning Adm.	\$31,000	<b>\$36,000</b>	\$41,000
Office Assistant	/ \$10.00	<b>\$25,000/ \$12/Hr</b>	/ \$14.00
Police Chief	\$49,000	<b>\$54,000</b>	\$59,000
Police Sergeant	\$31,000/\$14.90	<b>\$35,000</b>	\$40,000/\$19.25
Police Officers (Full)	\$25,000	<b>\$30,000</b>	\$35,000
Police Officer (Part Time)	/ \$12.00		/ \$14.00
Fire Chief	\$43,000	<b>\$48,000</b>	\$53,000
Deputy Fire Chief	/ \$12.00	<b>\$13/Hr</b>	/ \$15.00
Ass't Fire Chief	/ \$11.00	<b>\$12/Hr</b>	/ \$13.00
Fire Inspector	\$31,000	<b>\$36,000</b>	\$41,000
Fire Fighter (Full-time)	\$24,500	<b>\$29,500</b>	\$34,500
Fire Fighter (Part-time)	/ \$10.00		/ \$11.00
Fire Fighter (Officers)	/ \$10.50		/ \$12.00
Maintenance Supervisor	\$34,000/\$16.35	<b>\$39,000</b>	\$44,000/\$21.15
Maintenance Crew Leader	\$27,000/\$13.00	<b>\$32,000</b>	\$37,000/\$17.80
Maintenance/ Sr. Tech	\$24,000/\$11.05	<b>\$29,000</b>	\$34,000 /\$15.85
Maintenance Tech II	\$21,000 / \$10.00	<b>\$26,000</b>	\$31,000 / \$14.90
Maintenance Tech I	\$18,000 / \$8.75	<b>\$23,000</b>	\$28,000 / \$13.50
Maintenance Assistant	\$15,100 / \$ 7.25	<b>\$20,100</b>	\$25,100 / \$12.00

Volunteer Fire Fighters paid on incident reimbursement will be reimbursed as follows:

Fire Fighter, Jr	\$ 5.50 per call
EMS Respr./1403FF	\$ 8.00 per call
Fire Fighter, Regular	\$11.00 per call
Fire Fighter, Officer	\$11.50 per call
Ass't Chief	\$12.00 per call
Dep. Chief	\$13.00 per call

*Note: All retirement benefits are based on NCLM individual coverage modified med 500 plan rate of \$542/mo.*