

# **TOWN OF GRANITE QUARRY**

## **NORTH CAROLINA**



### **APPROVED**

### **BUDGET FOR**

### **FISCAL YEAR 2015-2016**

Submitted by: Barbie Blackwell,  
Interim Town Manager

**June 25, 2015**



## Town Manager's Budget Message FY 2015-2016

June 25, 2015

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 2015-2016 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 **\$0.42** tax rate per hundred dollar valuation coupled with a solid waste fee of \$11/pickup/site/month.

Each cent on the tax rate represents approximately **\$19,942**. The estimated assessed tax valuation for the Town of Granite Quarry as of January 1, 2015 is **\$199,471,000** and an estimated collection rate of **97.2%** was used for real, personal, and vehicle taxes.

This budget includes:

- A 3% merit pool increase for all full time Police and Fire Department employees and 2.08% increase for other full-time 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 a Waterline Extension Project in the amount of \$350,000 in the North East/South West part of town off of Faith Road.
- Development funds of \$30,000 to revitalize Town owned property at 316 Main Street
- Funding for all debt service (police vehicles, fire engine, and culvert)
- Purchase of a new police vehicle
- Second installment of funding for Planning Consultant fees of \$18,000 for revitalization
- 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 2015-2016 Budget

### Budget Overview

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.42 per \$100 valuation. The total recommended budget is **\$2,721,330**. This includes a \$790,000 capital project (\$484,000 in grant revenue and \$250,000 in borrowed funds).

Draft Departmental Budget	FY 2015-2016
Governing Body	\$ 18,679
Administration	\$ 371,462
Police	\$ 620,192
Fire	\$ 361,923
Maintenance Department	\$ 197,403
Parks & Recreation	\$ 41,107
Environmental	\$ 175,000
Projects	\$ 935,565
<b>TOTAL</b>	<b>\$ 2,721,330</b>

The budget recommendation includes a 3% merit pool increase for full time Police and Fire employees and a 2.08% merit increase for all other full time 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 policy.

All debt service payments for vehicles are included in each department's budget. Debt service for the Brookwood Culverts is included in the Projects section of the budget.

### Departmental Highlights

**Governing Body:** The proposed budget for Governing Body is **\$18,679**. This recommendation includes expenses for the 2015 municipal elections.

**Administration:** The proposed budget for Administration is **\$371,462**. This recommendation includes a contingency line item of **\$10,000** and **\$2,500** for visionary funds. The Administration budget is also highlighted by the inclusion additional training funds to send the Deputy Clerk to the University of North Carolina School of Government Clerks Academy. The Administration department also includes funding for software upgrades to purchase updated software.

**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 **\$620,192**. This recommendation includes an accompanying revenue payment from the Town of Faith calculated at 21.2% based on current population numbers. Revenue from the Town of Faith totals \$131,481 resulting in an actual departmental cost for Granite Quarry of \$488,711. Highlights in this recommendation include the purchase and outfitting of one police vehicle and the continued debt service for previously purchased vehicles totaling **\$47,651**.

**Fire:** The proposed budget for the Fire Department is **\$361,923**. This recommendation includes capital for equipment purchases for hose and gear. 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 **\$197,403**. This maintenance department continues to reduce cost by maintaining current equipment. The recommendation is to maintain current funding levels to continue efficient operations.

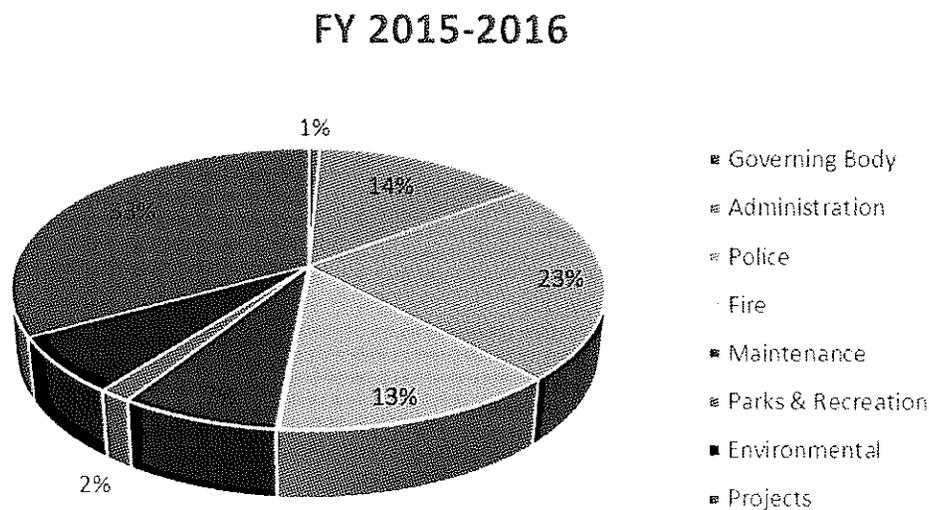
**Parks & Recreation:** The proposed budget for Recreation is **\$41,107**. This recommendation includes a reduction in funding due to the completion of the onetime tennis court resurfacing capital project funded in FY 2014-2015.

**Environmental:** The proposed budget for solid waste & recycling is **\$175,000**. 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 **\$880,749**. 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** and **\$50,000** in grants from the Carolina Thread Trail. The total cost to the Town is estimated at **\$56,000**. A total of **\$27,149** from Powell Funds has been appropriated for patch and pave street repairs. The recommended budget also includes the second and final payment of **\$18,000** for Planning Consultant Fees. It also includes **\$350,000** for the proposed waterline extension in the North East/South West part of town and **\$54,816** for debt services on the Brookwood Culverts.

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:



**Fund Balance Appropriated**

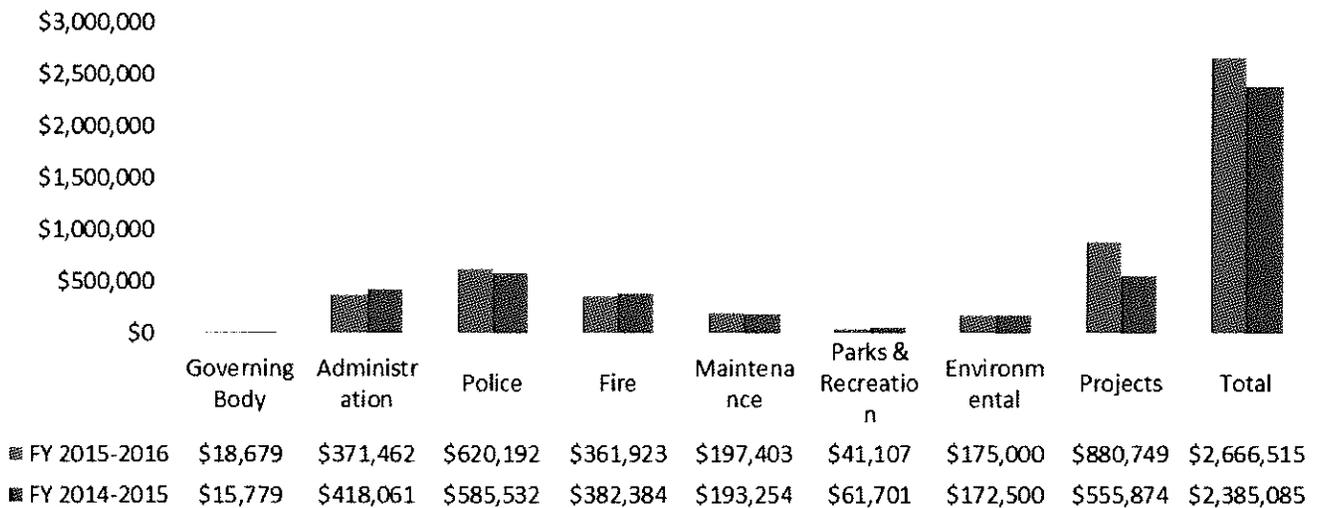
The proposed budget includes a capital projects sidewalk installation on US Highway 52, Kern Street, Oak Street and Crook Street. The Town’s matching funds will be paid for with Fund Balance Appropriations totaling **\$56,000**.

**Sidewalks:** In the FY 2013-2014 budget and the FY 2014-2015 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 2013-2014, Actual Budget from 2013-2014, and Current Budget (as of May, 19 2015) from 2014- 2015 have been included for comparison. At the end of the spread sheet a modification has been included to account for the entire sidewalk project in previous budgets for a more accurate comparison (previous budgets only included the matching funds as expenditures). The following graph indicates changes from FY14-15 and FY 15-16:

**FY 2014-2015 vs FY 2015-2016**



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. Each department carefully reviewed the budget and made cuts based on current plans and historical information. The budget adopted is a balanced departmental budget. I am proud to present this budget on behalf of our staff.

Respectfully submitted,

*Barbie Blackwell*

Barbie Blackwell

Interim Town Manager

Town of Granite Quarry, North Carolina

Budget Ordinance  
FISCAL YEAR 2015-2016

AN ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2015

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, 2015 and ending June 30, 2016.

**Section 1: Summary**

General Fund	\$ 2,639,215
Powell Bill Fund	\$ 82,115
<b>Total Expenditures / Transfers</b>	<b>\$ <u>2,721,330</u></b>

**Section 2: General Fund**

**Anticipated Revenues**

General Fund	\$ 2,639,215
Powell Bill Fund	\$ 82,115
	<b>\$ <u>2,721,330</u></b>

**Authorized Expenditures / Transfers Out  
By Department**

Governing Body	\$ 18,679
Administration	\$ 371,462
Planning and Zoning included in Admin.	\$ 0
Police	\$ 620,192
Fire	\$ 361,923
Maintenance	\$ 197,403
Recreation	\$ 41,107
Environment and Recycling	\$ 175,000
Projects and Debt	\$ 935,565
	<b>\$ <u>2,721,330</u></b>

**Section 3: Powell Bill Fund & Fund Balance**

**Anticipated Revenues / Transfers In**

Powell Bill Proceeds	\$ 81,965
Powell Bill Interest Revenues	<u>\$ 150</u>
Sub-total	\$ 82,115
Appropriated Fund Balance	\$ 56,000
<b>Total Anticipated Revenues</b>	<b>\$ <u>138,115</u></b>

**Section 4: Levy of Taxes**

There is hereby levied, for Fiscal Year 2015-2016, an Ad Valorem Tax Rate of **\$0.42** per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2015, 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 **\$199,471,000** and an estimated collection rate of **97.2% for real estate and vehicles**.

**Section 5: Fees Schedule**

There are hereby established, for the Fiscal Year 2015-2016, 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 2015-2016 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 adjustments 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 2015-2016, 3% merit raises for Police and Fire full time employees and 2.08% for other full time employees shall be as set forth in the 2014-2015 guidelines for salary increases. The Town Manager shall be authorized to approve all merit raises 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 2014-2015**

Appropriations herein above authorized and made shall have the amounts of the unearned portion of contracts at June 30, 2015, 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 25<sup>th</sup> Day of June, 2015.



Barbara R. Blackwell  
Interim Town Manager/Town Clerk/HR Officer



William D. Feather  
Mayor

**ATTACHMENT A**

**FISCAL YEAR 2015-2016**

**TOWN OF GRANITE QUARRY FEES AND CHARGES**

**BUILDING AND RELATED ACTIVITIES**

<b>Shelter or gazebo rentals:</b> Up to 4 hours -----	\$35 Res. \$45 Non Res.
Up to 8 hours-----	\$50Res. \$60 Non Res.
More than 8 hours-----	\$75 Res. \$100 Non Res.
Electricity fee: -----	\$25 per 4 hours of use.
<b>Kitchen rental@ Civic Park:</b> Granite Quarry Residents: -----	\$15 additional
Nonresidents -----	\$25 additional
Kitchen key deposit -----	\$10

**Legion building rentals:** Resident \$100 for up to 6 hours & \$150 for 6 hours plus; Nonresident \$200 for up to 6 hour and \$300 for 6 hours plus; Civic group/Churches 50% of rate; Deposit \$150.00 no discount. No fees for nationally chartered Granite Quarry Youth or school organizations. Also, standing agreement rates as established by the Board of Aldermen.

**Environmental Monthly Fee:** Residential & Non Dumpster Commercial: ----- \$11.00

**OCCUPATIONAL LICENSES**

Occupational license fees shall be those established by the Board of Aldermen per the Code of Ordinances. All privilege licenses not established per the Board of Aldermen shall be calculated at the maximum state allowed rate.

**ZONING AND SUBDIVISION FEES**

**Subdivision Plats**

Exception plat review .....	\$50.00
Minor subdivision plat review .....	\$75.00 to \$50
Major subdivision, preliminary plat review .....	\$100.00 to \$150
Major subdivision, final plat review .....	\$ 50.00 to \$100
Subdivision variance .....	\$125.00
Exception Plat Review/Approval .....	\$ 50.00

**Zoning Review / Approval**

Planning & Zoning Officer services .....	\$26.00/Hr
Zoning Permit .....	\$20.00
Conditional Use Permit (in addition to zoning permit) .....	\$125.00
Special Use Permit (in addition to zoning permit) .....	\$125.00 to \$0
Zoning Variance (in addition to zoning permit) .....	\$125.00
Temporary Use Permit .....	\$20.00
Project Review Committee Fee .....	\$100.00
Sign Permit .....	dependent on size \$10-\$50.00/sign
Zoning Decision Appeal .....	\$50.00 to \$100
Rezoning Request .....	\$150.00

**ADMINISTRATIVE / MISCELLANEOUS FEES**

Standards Manual (includes zoning and subdivisions).....	\$50.00
Copy of Current Budget .....	\$.10/page
Copy of Plotted Maps / Zoning Map.....	Cost of reproduction
Nuisance abatement .....	\$50.00/ Day after warning
Municipal Code of Ordinances .....	\$50.00
Copies .....	\$.10 per page
FAX service .....	\$.25 per page
Internet/Cyber Net Sweepstakes or Café machine fee .....	\$1,000/machine
Golf cart registration .....	\$10.00/cart
Golf cart violation .....	\$150/violation

**FIRE DEPARTMENT FEES AND PERMITS**

Fees/Permits Article 4 Section 10-47 Town of Granite Quarry Ordinances

FEES:

Re-inspection fees (3 <sup>rd</sup> 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/Hydrant
Fire Flow Report .....	\$200.00
Fire Dept. service fees.....	Market rate/Insurance Company
Copies of Reports .....	\$5.00

PERMITS:

Fireworks.....	\$130.00
Burning.....	\$35.00
Haz-Mat Storage .....	\$120.00/Annually
Tent .....	\$40.00
Tank Removal/Installation .....	\$50.00

**POLICE DEPARTMENT FEES**

Contracted Police Services .....	\$25.00 / Hour / Officer
Police Reports .....	\$5.00/ Report

**MAINTENANCE DEPARTMENT FEES**

Heavy Equipment/Tractors.....	\$100.00/Hour w/Operator
Light equipment .....	\$65.00/Hour w/Operator
brush commercial cut: _____	\$50/load

**Budget worksheet is attached**

## ATTACHMENT B

### SALARY SCHEDULE (07/2014)

POSITION	NCLM Average		
	MIN. SAL/HRLY RATE	MID POINT	MAX. SAL/HRLY RATE
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.*