

TOWN OF GRANITE QUARRY NORTH CAROLINA



BUDGET FOR FISCAL YEAR 2018-2019

Submitted by: Phil Conrad,
Town Manager

June 26, 2018



Town Manager's Budget Message FY 2018-2019

June 26, 2018

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 2018-2019 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 \$12/pickup/site/month.

Each cent on the tax rate represents approximately **\$20,948**. The estimated assessed tax valuation for the Town of Granite Quarry as of January 1, 2018 is **\$212,724,537** and an estimated collection rate of **98.11%** was used for real, personal, and vehicle taxes.

This budget includes:

- A 2.13% merit pool increase for employees based on performance reviews
- Funding for all debt service (water line 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 2018-2019 Budget

Budget Overview

After careful consideration the following budget recommendations represent Board goals, departmental input and community needs within the existing tax rate of \$0.4175 per \$100 valuation. The total recommended budget is **\$2,255,793**.

Departmental Budget	FY 2018-2019
Governing Body	-\$ 67,727
Administration	\$ 428,795
Police	\$ 648,816
Fire	\$ 405,253
Maintenance Department	\$ 234,515
Parks & Recreation	-\$ 39,000
Environmental	\$ 178,000
Projects	\$ 193,128
Debt Service	\$ 60,559
TOTAL	\$ 2,255,793

The budget recommendation includes a 2.13% 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 Village of Granite Water Line is included in the Projects section of the budget.

Departmental Highlights

Governing Body: The proposed budget for Governing Body is **\$67,727**. This recommendation includes a contingency line item of **\$50,015**.

Administration: The proposed budget for Administration is **\$428,795**. This recommendation includes a line item of **\$20,000** for visionary funds and **\$7,500** for additional code enforcement services.

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 comprehensive planning initiatives.

Police: The proposed budget for the Police Department is **\$648,816**. This recommendation includes an accompanying revenue payment from the Town of Faith calculated at **21.7%** based on current population numbers. Revenue from the Town of Faith totals **\$140,793** resulting in an actual departmental cost for Granite Quarry of **\$508,023**. Highlights in this recommendation include the purchase and outfitting of one police vehicle totaling **\$37,500**.

Fire: The proposed budget for the Fire Department is **\$405,253**. All 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 **\$234,515**. This maintenance department continues to reduce cost by maintaining current equipment. The recommendation is to maintain current funding levels to continue efficient operations.

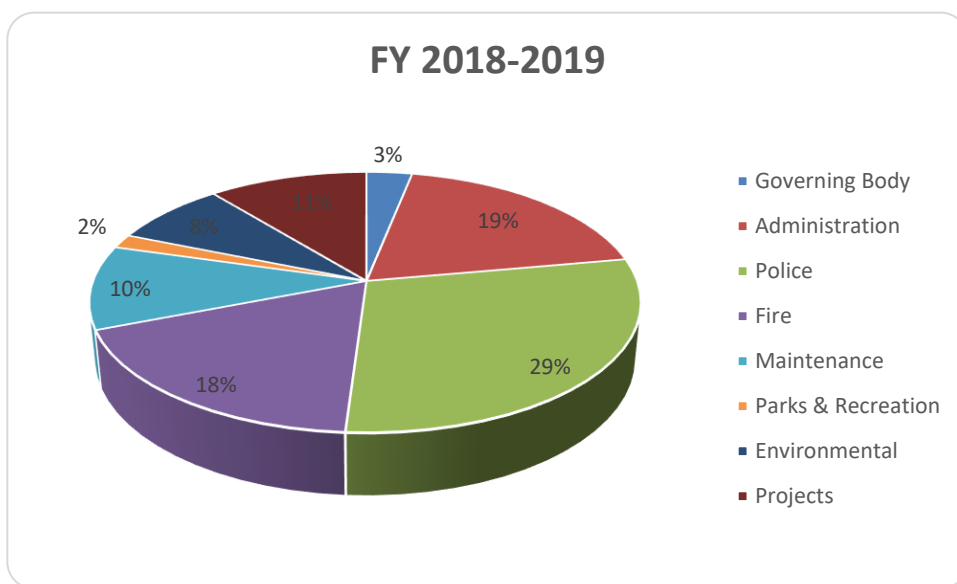
Parks & Recreation: The proposed budget for Recreation is **\$39,000**. The recommendation is to maintain current funding levels to continue efficient operations.

Environmental: The proposed budget for solid waste & recycling is **\$178,000**. This recommendation is based on \$12 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 **\$193,128**. A total of **\$84,457** from Powell Funds has been appropriated to pay back the general fund for patch and pave street repairs in 2017. It also includes **\$60,559** for debt services on the Fire Truck and Village of Granite Water Line.

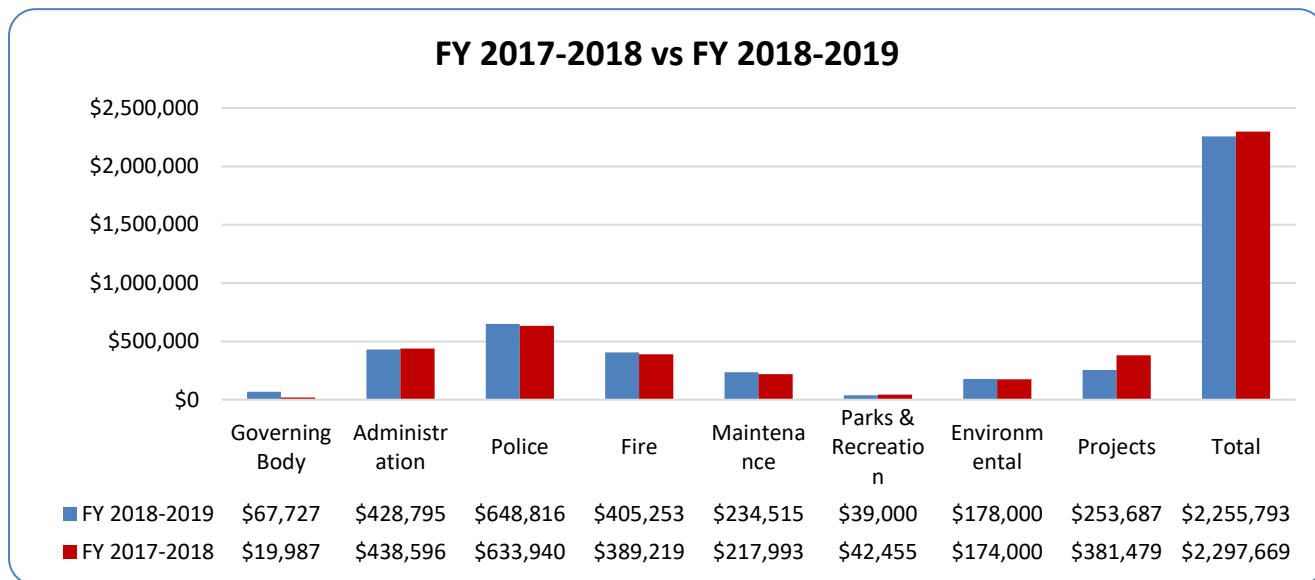
The proposed budget is balanced as stated above and the fees for the buildings, shelters, zoning, fire inspections, solid waste and recycling are listed on the attached spreadsheet.

The following graph depicts the funding break down by department:



Adopted Budget

The adopted budget includes comparisons from the previous budget and estimates as of June 30, 2018 for FY 2017-2018. The following graph indicates departmental budget changes from FY 17-18 and FY 18-19:



An adopted budget is attached. If you have any question regarding the 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. I am proud to present this budget on behalf of our great quality Town staff!

Respectfully submitted,

Phil Conrad
Town Manager

Town of Granite Quarry, North Carolina

**Budget Ordinance
FISCAL YEAR 2018-2019**

**AN ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR
THE FISCAL YEAR BEGINNING JULY 1, 2018**

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, 2018 and ending June 30, 2019.

Summary of Expenditures

Section 1:

General Fund	\$ 2,171,336
Powell Bill Fund	\$ 84,457
Total Expenditures / Transfers	\$ <u>2,255,793</u>

Anticipated Revenues

Section 2: General Fund

General Fund	\$ 2,171,336
Powell Bill Fund	\$ 84,457
	\$ <u>2,255,793</u>

**Authorized Expenditures / Transfers Out
By Department**

Governing Body	\$ 67,727
Administration	\$ 428,795
Planning and Zoning included in Admin.	\$ 0
Police	\$ 648,816
Fire	\$ 405,253
Maintenance	\$ 234,515
Recreation	\$ 39,000
Environment and Recycling	\$ 178,000
Projects and Debt	\$ 253,687
	\$ <u>2,255,793</u>

Section 3:

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

Powell Bill Proceeds	\$ 84,457
Powell Bill Interest Revenues	<u>\$ 0</u>
Sub-total	\$ 84,457
Appropriated Fund Balance	\$ 77,225
Total Anticipated Revenues	\$ <u>161,682</u>

Section 4: Levy of Taxes

There is hereby levied, for Fiscal Year 2018-2019, 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, 2018, 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 **\$212,724,537** and an estimated collection rate of **98.11% for real estate and vehicles**.

Section 5: Fees Schedule

There are hereby established, for the Fiscal Year 2018-2019, 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.

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 2018-2019 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 2018-2019, a 2.13% merit increase for full time employees shall be as set forth in the 2018-2019 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 2018-2019

Appropriations herein above authorized and made shall have the amounts of the unearned portion of contracts at June 30, 2018, 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 26th Day of June, 2018.

Phil Conrad
Town Manager

William D. Feather
Mayor

ATTACHMENT A

**FISCAL YEAR 2018 - 2019
Town of Granite Quarry**

FEES AND CHARGES

BUILDING AND RELATED ACTIVITIES			
Building Type	Rental Times and Description	Rental Fee	
		Residents	Non-Residents
Shelter or Gazebo	Up to 4 hours	\$35	\$50
	Up to 8 hours	\$50	\$75
	8 hour or more	\$75	\$100
	Electricity Fee	\$25 per 4 hours of use	
Civic Park	Kitchen Rental	\$15	\$50
	Kitchen key deposit	\$10	
Legion Building	Up to 6 hours	\$100	\$250
	6 hours or more	\$150	\$350
Civic Groups or churches	Up to 6 hours	\$50	\$150
	6 hours or more	\$75	\$200
	Rental Deposit (no discount)	\$150	
Environmental Fee	Resident and Non Dumpster Commercial	\$12 monthly	
No fees are charged for Nationally Chartered Granite Quarry Youth or School Organizations.			
PLANNING, ZONING AND SUBDIVISION FEES			
Item	Description	Fees	
Subdivision Plats	Exception Plat Review	No Charge	
	Minor Subdivision Plat Review	\$75	
	Major Subdivision, Preliminary Plat Review	Up to 25 lots \$250 26-50 \$500 plus \$5 per lot (over 25) More than 50 lots \$750 plus 5 per lot (over 25)	
	Major Subdivision, Final Plat Review*	\$150 per Map	
	Letter of Credit Review	\$100 plus Engineer Cost	
	Letter of Credit, Partial Release	\$100	
*If a third review is required, an addition review fee will be charged.			
Zoning Review/Approval	Home Occupation Permit	\$25	
	Zoning Permit	\$50	
	Conditional Use Permit	\$500 plus \$5 per acre	
	Variance	\$400	
	Engineering Drawing Review	Engineer's Cost	
	Site Plan Review	(Minor) \$200 (Major) \$400	
	Technical Review Committee Review	\$100	
	Sign Permit (Each sign shall pay a separate fee)	\$10 for Temporary \$50 for Permanent	
	Zoning Administrator's Decision Appeal	\$250 plus advertising and notification costs	
	Zoning Map Amendment	\$600 plus advertising and notification costs	
	Zoning Text Amendment	\$400 plus advertising and notification costs	
	Site Inspection Costs	\$100 plus Engineer costs	
	Vested Rights Process	\$250	
Item Description		Fees	
Plotted Maps, Ordinance Copies, Etc.		Production Cost	

Nuisance abatement – Warning Issued First	\$50 first offense \$100 second offense \$200 third & subsequent offense
ADMINISTRATIVE AND OTHER FEES	
Item Description	Fees
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 per cart
Golf Cart violation	\$150 per violation
Internet/Cyber Net Sweepstakes of Café Machine	\$1,000 per machine
Annual Business Registration (<i>Section 7 Business from the Town of Granite Quarry's Code of Ordinance</i>)	\$10
FIRE DEPARTMENT FEES (<i>Article 4 Section 10-47 from the Town of Granite Quarry's Code of Ordinances</i>)	
Re-inspections (third and subsequent)	\$30
Fireworks (stand-by)	\$100
Fire watches	\$100
Assembly Stand-by	\$25
Plans Review	\$25
Hydrant Testing	\$30 per hydrant
Fire Flow report	\$200
Fire Department services fees	Market rate set by insurance company
Report Copies	\$5
FIRE DEPARTMENT PERMITS (<i>Article 4 Section 10-47 from the Town of Granite Quarry's Code of Ordinances</i>)	
Fireworks	\$130
Burning	\$35
Annual Haz-Mat Storage	\$120
Tent	\$40
Tank Removal/Installation	\$50
POLICE DEPARTMENT FEES	
Police Off-Duty Services (<i>Entity pays the officer directly</i>)	\$25 per hour
Police Reports	\$5 per report
MAINTENANCE DEPARTMENT FEES	
Heavy Equipment/Tractors	\$100 per hour with operator
Light Equipment	\$65 per hour with operator
Brush pickup, second load for citizens or brush commercial cut	\$50 per load

Budget worksheet is attached

ATTACHMENT B

SALARY SCHEDULE (06/2018)

POSITION	MINIMUM/HOURLY RATE	ACTUAL RATES	MAXIMUM/HOURLY RATE	EXPECTED YEAR (AVG)
Mayor	\$2,050.00	\$3,276.48	\$6,050.00	\$3,276.48
Mayor Pro Tem	\$1,650.00	\$2,252.58	\$3,650.00	\$2,252.58
Aldermen	\$1,500.00	\$2,047.80	\$3,500.00	\$2,047.80
Town Manager	\$61,000.00	\$68,674.84	\$71,000.00	\$68,674.84
Assistant Manager	\$55,000.00	\$0.00	\$60,000.00	
Town Clerk	\$43,000.00	\$50,000.00	\$53,000.00	\$50,000.00
Finance Officer	\$45,000.00	\$0.00	\$55,000.00	
Finance Analyst / Event Planner	\$33,000.00	\$16.95	\$43,000.00	\$35,256.00
Public Services Director	\$45,000.00	\$0.00	\$55,000.00	
Planning & Zoning Adm	\$35,000.00	\$24.00	\$45,000.00	\$19,968.00
Deputy Clerk/HR	\$33,000.00	\$17.35	\$43,000.00	\$36,088.00
Police Chief	\$57,000.00	\$61,776.52	\$67,000.00	\$61,776.52
Police Sergeant	\$35,000.00	\$18.01/\$18.73	\$45,000.00	\$40,120.08
Police Officers (FT)	\$31,000.00	\$15.00 - \$16.43	\$39,000.00	\$35,006.69
Police Officers (PT)	\$12.00	\$12.00/\$15.00	\$15.00	\$3,000.00
Police Investigator	\$38,000.00	\$20.98	\$48,000.00	\$43,638.40
Fire Chief	\$43,000.00	\$24.00	\$53,000.00	\$11,000.00
Deputy Fire Chief	\$33072/\$12.00	\$13.00	\$41,340/\$15.00	\$14,976.00
Assistant Fire Chief (FT)	\$11.00	\$13.52	\$15.00	\$37,261.12
Fire Inspector	\$31,000.00	\$0.00	\$41,000.00	
Fire Fighter (FT)	\$28,000.00	\$10.59/\$11.41	\$38,000.00	\$30,316.00
Fire Fighter (PT)	\$10.00	\$10.00/\$12.00	\$11.00	
Fire Fighter (Officers)	\$10.50	\$13.22	\$12.00	
Maintenance Supervisor	\$39,000/\$18.75	\$20.20	\$49,000/\$23.56	\$42,016.00
Maintenance Leader	\$27,000/\$13.00	\$13.50	\$37,000/\$17.80	\$28,080.00
Maintenance/Sr. Tech	\$24,000/\$11.05	\$0.00	\$34,000/\$15.85	
Maintenance Tech II	\$21,000/\$10.00	\$0.00	\$31,000/\$14.90	
Maintenance Tech I	\$20,000/\$9.61	\$11.50	\$28,000/\$13.50	\$23,920.00
Maintenance Assistant	\$18,000/\$8.75	\$10.00	\$25,100/\$12.00	
Volunteer Fire Fighters paid on incident reimbursement will be reimbursed as follows:				
Junior Fire Fighter	\$ 5.50 per call	\$11.00 per call		
EMS Respr/1403 FF	\$ 8.00 per call	\$ 8.00/\$10.00 per call		
Fire Fighter, Regular	\$11.00 per call	\$8.00/\$19.23 per call		
Fire Fighter, Officer	\$11.50 per call	0.00 per call		

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