



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
RECESS MEETING MINUTES  
BUDGET WORKSHOP  
Thursday, June 18, 2020  
4:00 p.m.**

**Present:** Mayor Bill Feather, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Kim Cress, Alderman Doug Shelton

**Staff:** Town Manager Larry Smith, Town Clerk Aubrey Smith, Fire Chief/ Maintenance Supervisor Jason Hord, Police Chief Mark Cook, Finance Officer Shelly Shockley

**Call to Order:** Mayor Feather called the meeting to order at 4:00 p.m.

**1. Approval of the Agenda**

**ACTION:** Alderman Costantino made a motion to approve the agenda as presented. Alderman Shelton seconded the motion. The motion passed with all in favor.

**2. Continued Discussion**

**FY 20-21 Budget**

Mr. Smith reviewed the attached handouts and a PowerPoint presentation with the Board. The Board made statements, asked questions, and discussed the budget.

Highlights and follow-up items from the discussion:

- Discussion regarding the total cost and lack of availability of end users for recycling, whether to continue the program, and how to adjust the environmental fee occurred. There was Board consensus to discontinue the recycling program and lower the environmental fee to \$11.00. There will be a period of 30-90 days to phase out the program that will still need to be accounted for in the budget.
- There was discussion regarding code enforcement that will be continued at a future strategic meeting. Currently code enforcement is being covered between the Maintenance Director and Town Planner.
- The tax collection percentage was updated from 95.5% to 96.75% which is still the most conservative estimate.
- Alderman Costantino suggested combining the cost for the largest of the capital expenditures and getting a loan to complete the projects including the renovation of Town Hall. There was Board discussion regarding the scope of the renovation project. The conversation will be revisited during the strategic meeting.

- Alderman Shelton requested that the funds for the capital outlay items from the Fire Department budget be moved to the contingency fund. After discussion, the majority of the Board (Alderman Cress, Alderman Costantino, Mayor Pro Tem Linker) was not in favor of moving the funds.

### **Adjourn**

**ACTION:** Alderman Cress made a motion to adjourn. The meeting ended at 6:21 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk

**Governing Body**

Account No.	Description	18/19 Actual	19/20 Budgeted	19/20 Estimated	20/21 Proposed
01-4110-02	Mayor/Aldermen Salary	\$12,160	\$12,431	\$12,431	\$12,575
01-4110-03	Mayor Expense	0	250	0	0
01-4110-08	Board Expense	225	800	539	250
01-4110-09	FICA	930	951	951	962
01-4110-14	Insurance - Workers Comp	0	55	60	60
01-4110-18	Professional Services	0	0	0	16,586
<b>Total Personnel</b>		<b>13,316</b>	<b>14,487</b>	<b>13,981</b>	<b>30,433</b>
01-4110-26	Office Expense	0	0	0	400
01-4110-31	Training & Schools	0	0	0	100
01-4110-40	Dues & Subscriptions	0	800	0	12,075
01-4110-45	Insurance - Prop, Liability, Bonds	3,001	1,500	1,562	1,600
<b>Total Operations</b>		<b>3,001</b>	<b>2,300</b>	<b>1,562</b>	<b>14,175</b>
01-4110-61	Grants - Nonprofit Grant Program	0	0	0	100
01-4110-62	Committees - Revitalization	0	0	0	
01-4110-63	Elections	0	0	0	0
01-4110-97	Board Contingency	0	0	0	
<b>Total Transfers/Aid to Other Programs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>
<b>Total Governing Body</b>		<b>\$16,317</b>	<b>\$16,787</b>	<b>\$15,543</b>	<b>\$44,708</b>

Governing Body

Account No.	Description	18/19 Actual	19/20 Budgeted	19/20 Estimated	20/21 Proposed	Explanation/Comments
01-4110-02	Mayor/Aldermen Salary	\$12,160	\$12,431	\$12,431	\$12,575	20/21 with 2.2% adj
01-4110-03	Mayor Expense	0	250	0	0	-03 code is only for "gross earnings of longevity paid to eligible employees"
01-4110-08	Board Expense	225	800	539	250	-08 code is only for per diem and travel expenses paid to members of the gov board
01-4110-09	FICA	930	951	951	962	By set % formula
01-4110-14	Insurance - Workers Comp	0	55	60	60	Added to 19/20 budgeting process - WC ties to & fluctuates with Personnel
01-4110-18	Professional Services	0	0	0	16,586	Added 20/21-audit amt known each yr; gov body audit & legal better accounted here than lumped in 4120-18
<b>Total Personnel</b>		<b>13,316</b>	<b>14,487</b>	<b>13,981</b>	<b>30,433</b>	
01-4110-26	Office Expense	0	0	0	400	Business cards, coasters, printing, Retreat catering, etc (previous expenses -08) should come from here
01-4110-31	Training & Schools	0	0	0	100	Added 20/21 - Essentials of Mun Gov't, Ethics and other training
01-4110-40	Dues & Subscriptions	0	800	0	12,075	NCLIM,SOG,COG,Chamber,EDC,MPO,Microsoft(BOA accts),Rowan Mun Assn(BOA),Power in Part brkfst
01-4110-45	Insurance - Prop, Liability, Bonds	3,001	1,500	1,562	1,600	
<b>Total Operations</b>		<b>3,001</b>	<b>2,300</b>	<b>1,562</b>	<b>14,175</b>	
01-4110-61	Grants - Nonprofit Grant Program	0	0	0	100	Added 20/21 - policy/program adopted 6/1/20; Fiddlers Convention \$100/yr (separate line item?)
01-4110-62	Committees - Revitalization	0	0	0	0	Added 20-21 - previous 4120-49 was coded wrong & being used as a contingency line item function.
01-4110-63	Elections	0	0	0	0	Intergov't transfer item: Added 20/21 from 01-4120-63. Municipal elections odd years & referendums.
01-4110-97	Board Contingency	0	0	0	0	
<b>Total Transfers/Aid to Other Programs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	
<b>Total Governing Body</b>		<b>\$16,317</b>	<b>\$16,787</b>	<b>\$15,543</b>	<b>\$44,708</b>	

Administration

Account No.	Description	18/19 Actual	19/20 Budgeted	19/20 Estimated	20/21 Proposed	Explanation/Comments
01-4120-00	Salaries - Regular	\$200,258	\$254,855	\$251,063	\$220,000	Add longevity bonus (or from BOA Contingencies, or separate line item each dept?)
01-4120-02	Salaries - Part-Time	27,873	25,000	22,660	35,000	
01-4120-07	401K Expense	10,442	12,593	7,972	11,000	By set % formula. Percentage off 19/20 due to a severance agreement and contracted employee.
01-4120-09	FICA Expense	16,811	21,179	20,380	19,508	By set % formula
01-4120-10	Retirement Expense	11,950	22,541	13,936	22,330	LGERS Non-LEO 8.95% to 10.15% 20/21; to 11.35% 21/22; percentage off 19/20 (see notes in -07)
01-4120-11	Group Insurance	27,568	25,500	29,907	34,000	
01-4120-13	Unemployment Expense	3,540	0	5,017	0	
01-4120-14	Insurance - Workers Comp	0	525	557	615	Added to 19/20 budgeting process - WC ties to & fluctuates with Personnel
01-4120-17	Insurance - HRA/Admin Cost	0	0	0	5,450	Added 20/21; HRA offset covers diff in empl deductible from previous plan; 3rd party admin cost
01-4120-18	Professional Services	11,431	24,000	26,344	42,645	Codif remainder 20/21. Personnel/Policy Manual-Salary Class Study. Planning & Financial consulting.
	<b>Total Personnel</b>	<b>309,872</b>	<b>383,193</b>	<b>377,836</b>	<b>390,548</b>	
01-4120-20	Motor Vehicle Fuel	0	0	0	0	
01-4120-22	Banquet Expense	1,365	1,700	1,580	1,700	
01-4120-24	Maint & Repair - Bldgs/Grounds	0	0	700	0	Added during 19/20 (est for Byrd Property plaque)
01-4120-25	Maint & Repair - Vehicles	0	0	0	0	
01-4120-26	Office Expense	8,725	11,000	6,300	11,000	19/20 ↓ significantly due to COVID impacts. Cut but absorbed P&Z Supplies 18/19.
01-4120-29	Supplies & Equipment	187	200	141	200	19/20 ↓ due to COVID impacts
01-4120-31	Training & Schools	5,979	8,500	6,550	7,000	19/20 Rec'd scholarship for 1; credits for several other training courses; covid moving others into 20/21.
01-4120-32	Telephone/Communications	3,378	3,500	3,250	3,500	
01-4120-33	Utilities	3,611	4,500	4,350	4,500	
01-4120-34	Printing	4,273	4,600	5,300	5,000	
01-4120-35	Maint & Repair - Equipment	2,197	500	0	500	
01-4120-37	Advertising	2,027	2,500	4,023	3,500	19/20-additional meetings, moratorium continuances. 20/21-Quarry annexation legal ads.
01-4120-40	Dues & Subscriptions	12,768	13,300	12,376	3,500	TM,TC/HR,FO dues. Microsoft,Adobe,GoToMtg,dot.gov. Intergov't corrected & moved 4110-40 20/21.
01-4120-41	Rental Property Expense	0	0	0	0	
01-4120-44	Contracted Services	34,268	37,000	28,875	13,750	Was erroneously coded -60, corrected to Operations # -44 20/21. Audit to 4110-18.
01-4120-45	Insurance - Prop, Liability, Bonds	4,823	4,000	4,141	4,100	
01-4120-50	Community Projects	4,547	5,000	2,751	0	-50 is Cap Out code. 20/21- corrected & moved to 6130-62 PERC as it's a designated programs expense.
01-4120-59	Annexation Expense	0	0	0	0	-59 is a Cap Outlay code, not operations. Annexation expenses would fall under other line items.
01-4170-63	Elections	0	2,085	2,975	0	Gov Bldy Intergov't transfer item: 20/21 corrected & moved to 01-4110-63.
	<b>Total Operations</b>	<b>88,148</b>	<b>93,385</b>	<b>83,312</b>	<b>58,250</b>	
01-4120-52	Cap Outlay - Computer/Equip	0	0	0	0	
01-4120-55	Cap Outlay - Equipment	0	0	0	0	
01-4120-57	Cap Outlay - Land	188,212	0	87,212	0	19/20 est: Marple properties - purchase (62,212) and grading (25k) = 87,212
01-4120-58	Cap Outlay - Bldgs	0	0	0	0	
	<b>Total Capital Outlay</b>	<b>188,212</b>	<b>0</b>	<b>87,212</b>	<b>0</b>	
01-4120-71	Water Line - Principal	50,000	50,000	50,000	50,000	Waterline extension - principal thru 22/23 (corrected 19/20 budget by actual amortization schedule)
01-4120-72	Water Line - Interest	7,007	4,167	5,618	4,210	18/19 Est and 19/20 Budgeted corrected to match actual amortization schedule. Thru 23/24 if interest.
	<b>Total Debt Service</b>	<b>57,007</b>	<b>54,167</b>	<b>55,618</b>	<b>54,210</b>	
01-4120-49	Visionary Projects	0	6,523	0	0	-49 is "Fixed Charge/Op expense"; Visionary Funds intended for Revit efforts: 20/21 corrected 4110-62
01-4120-61	Grants - Grant Related Exp	0	0	0	3,500	NCDDOT Bike & Ped Planning Grant Match
01-4120-62	Committees - CAC	9,082	0	0	0	18/19 BA from Visionary/Revit to -62 "Christmas Lights"; 20/21 corr & renamed to 4110-62.
01-4120-68	Tax Collection	15,560	18,000	18,000	18,000	Was 4140-68 in Operations. -68 is a "Transfer/Aid to Other Program" group, and Shelly corr dept code.
01-4120-69	Vehicle Tax Collection	0	0	0	0	Was 4140-69 in Operations. -69 is a "Transfer/Aid to Other Program" group, and Shelly corr dept code.
01-4120-96	Interfund Transfer	0	0	403,803	0	19/20 Transfer of appropriated funds to CPO 2020-06; Town Hall project
	<b>Total Transfers/Aid to Other Programs</b>	<b>24,642</b>	<b>24,523</b>	<b>421,803</b>	<b>21,500</b>	
	<b>Total Administration Dept</b>	<b>\$667,882</b>	<b>\$555,268</b>	<b>\$1,025,781</b>	<b>\$524,508</b>	

**GENERAL FUND SUMMARY**

	18/19 Actual	19/20 Budgeted	19/20 Estimated	20/21 Proposed
<b>TOTAL REVENUES</b>	\$ 2,506,412	\$ 3,112,880	\$ 2,444,233	\$ 2,685,469
<b>TOTAL FUNDING SOURCES</b>	\$ 2,506,414	\$ 3,112,880	\$ 3,349,041	\$ 2,685,469

EXPENDITURES	18/19 Actual	19/20 Budgeted	19/20 Estimated	20/21 Proposed	
<b>Governing Body</b>					
Personnel	\$ 13,316	\$ 14,487	\$ 13,981	\$ 30,433	General Government
Operations	3,001	2,300	1,562	14,175	
Transfers/Aid to Other Programs	-	-	-	100	
<b>Total</b>	\$ 16,317	\$ 16,787	\$ 15,543	\$ 44,708	
<b>Administration</b>					
Personnel	\$ 309,872	\$ 383,193	\$ 377,836	\$ 390,548	General Government
Operations	88,148	93,385	83,312	58,250	
Capital Outlay	188,212	-	87,212	-	
Debt Service	57,007	54,167	55,618	54,210	
Transfers/Aid to Other Programs	24,642	24,523	421,803	21,500	
<b>Total</b>	\$ 667,882	\$ 555,268	\$ 1,025,781	\$ 524,508	
<b>Planning &amp; Zoning</b>					
Operations	-	-	-	-	
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	
<b>Police</b>					
Personnel	\$ 492,386	\$ 593,468	\$ 531,979	\$ 592,435	Public Safety
Operations	105,381	91,800	82,144	95,200	
Capital Outlay	42,323	41,000	47,000	-	
Debt Service	-	-	-	-	
<b>Total</b>	\$ 640,090	\$ 726,268	\$ 661,123	\$ 687,635	
<b>Fire</b>					
Personnel	\$ 346,436	\$ 380,206	\$ 373,263	\$ 378,522	Public Safety
Operations	86,996	69,625	69,254	70,150	
Capital Outlay	158,933	50,000	44,000	70,500	
Debt Service	2,159	-	-	-	
<b>Total</b>	\$ 594,523	\$ 499,831	\$ 486,517	\$ 519,172	
<b>Maintenance</b>					
Personnel	\$ 178,525	\$ 207,631	\$ 196,810	\$ 202,796	Transportation
Operations	83,066	54,825	58,959	70,800	
Capital Outlay	32,957	30,000	32,559	-	
Transfers/Aid to Other Programs	34,715	437,793	34,725	243,075	
<b>Total</b>	\$ 329,264	\$ 730,249	\$ 323,053	\$ 516,671	
<b>Streets - Powell Bill</b>					
Personnel	\$ -	\$ -	\$ -	\$ 500	Transportation
Operations	-	-	-	7,000	
Capital Outlay	41,303	82,557	28,975	-	
Debt Service	-	-	-	60,233	
Transfers/Aid to Other Programs	-	-	-	14,991	
<b>Total</b>	\$ 41,303	\$ 82,557	\$ 28,975	\$ 82,724	
<b>Streets - Non Powell Bill</b>					
Personnel	\$ -	\$ -	\$ -	\$ -	Transportation
Operations	30,204	36,000	31,500	34,000	
Capital Outlay	-	-	-	-	
Transfers/Aid to Other Programs	-	277,800	350,000	-	
<b>Total</b>	\$ 30,204	\$ 313,800	\$ 381,500	\$ 34,000	
<b>Environmental</b>					
Personnel	-	-	-	-	Environmental
Operations	137,043	149,120	157,050	166,568	
Capital Outlay	-	-	-	-	
Debt Service	-	-	-	-	
<b>Total</b>	\$ 137,043	\$ 149,120	\$ 157,050	\$ 166,568	
<b>Parks</b>					
Personnel	\$ -	\$ -	\$ -	\$ -	Culture/Recreation
Operations	40,404	39,000	38,025	40,000	
Capital Outlay	-	-	-	-	
Transfers/Aid to Other Programs	-	-	-	5,000	
<b>Total</b>	\$ 40,404	\$ 39,000	\$ 38,025	\$ 45,000	
<b>GRAND TOTALS</b>					
Personnel	\$ 1,340,535	\$ 1,578,985	\$ 1,493,869	\$ 1,595,234	
Operations	574,243	536,055	521,806	556,143	
Capital Outlay	463,729	203,557	239,746	70,500	
Debt Service	59,166	54,167	55,618	114,443	
Transfers/Aid to Other Programs	59,357	740,116	806,528	284,666	
<b>Total</b>	\$ 2,497,030	\$ 3,112,880	\$ 3,117,567	\$ 2,620,986	

**DIFFERENCE**      \$ 9,384      \$ -      \$ 231,474      \$ 64,483

## Environmental Fee Update

~2016 Study				
Service	Provider	Monthly Cost	# of Recipients	Annual Cost
Leaves	In-House	\$0.79	1150	\$10,970
Limbs	In-House	\$1.16	1150	\$16,038
Solid Waste	Waste Management	\$8.52	1150	\$117,576
Recycling	All American Recycling	\$5.00	360	\$21,600
<b>Monthly Per Household Cost</b>		<b>\$12.04</b>		<b>\$166,184</b>
		\$15.47		\$166,184

Updated 6/2020 - WITH Capital Assets (i.e., leaf vac, land)				
Service	Provider	Monthly Cost	# of Recipients	Annual Cost
Leaves	In-House	\$ 1.63	1,200	\$ 23,436
Limbs	In-House	\$ 3.02	1,200	\$ 43,524
Solid Waste	Waste Management	\$ 8.72	1,200	\$ 125,568
Recycling	All American Recycling	\$ 7.00	479	\$ 40,200
<b>Monthly Per Household Cost</b>		<b>\$ 20.37</b>		<b>\$ 232,728</b>

Updated 6/2020 - WITHOUT Capital Assets				
Service	Provider	Monthly Cost	# of Recipients	Annual Cost
Leaves	In-House	\$ 0.61	1,200	\$ 8,736.00
Limbs	In-House	\$ 1.13	1,200	\$ 16,224.00
Solid Waste	Waste Management	\$ 8.72	1,200	\$ 125,568.00
Recycling	All American Recycling	\$ 7.00	479	\$ 40,200.00
<b>Monthly Per Household Cost</b>		<b>\$ 17.45</b>		<b>\$ 190,728.00</b>

# ATTACHMENT B

## FY20/21 SALARY SCHEDULE\*

Position	# Positions	Minimum	Maximum	Notes
Mayor	1	\$2,050	\$6,050	
Mayor Pro-Tem	1	1,650	3,650	
Alderman	3	1,500	3,500	
Town Manager	1	61,000	71,000	
Town Clerk	1	43,000	53,000	
Office Assistant	1	33,000	43,000	Position unfrozen for the FY20/21
Finance Officer	1	45,000	55,000	
Planner (PT)	1			
Police Chief	1	57,000	67,000	
Police Investigator	1	38,000	48,000	
Police Sergeant	1	35,000	45,000	
Police Officer	7	31,000	39,000	1 position frozen for the FY20/21
Police Officer (PT)(avg)	5	12/hr	15/hr	# positions may vary
Maintenance Supervisor	1	39,000	49,000	
Maint Tech Crew Leader	1	27,000	37,000	
Maint Tech	1	20,000	28,000	
Maint Tech (PT)(avg)	3	8.50/hr	13.50/hr	# positions may vary
Fire Chief (PT)	1	20/hr	24/hr	
Deputy Fire Chief (PT)	1	12/hr	16/hr	
Assistant Fire Chief	1	22,880	31,200	
Assistant Fire Chief (PT)	1	11/hr	15/hr	
Fire Captain (PT)(avg)	4	10.50/hr	12/hr	
Fire Lieutenant	1	28,000	38,000	
Fire Lieutenant, Public Ed	1	28,000	38,000	
Firefighter (PT)(avg)	27	10/hr	13/hr	# positions may vary
EMT Paramedic (PT)	4	8/hr	11/hr	# positions may vary
Volunteer Fire Fighters paid on incident reimbursement are reimbursed as follows:				
Junior Firefighter (VOL)	2	5.50/call	5.50/call	
EMS Responder/1403 FF (VOL) (exterior fire only)	6	8/call	10/call	
Firefighter, Regular (VOL)	10	11/call	12/call	
Firefighter, Officer (VOL)	5	11.50/call	12.50/call	

\* A salary classification study has been commissioned for the FY20/21, so this schedule is anticipated to be reevaluated following completion of that study.