

*GRANVILLE COUNTY*

*APPROVED BUDGET*



*FISCAL YEAR 2015-2016*

As Prepared By:

Granville County Administration/Finance  
141 Williamsboro Street  
Oxford, North Carolina 27565

## Table of Contents

	Page		Page
<b>I. Manager's Message</b>			
<b>II. Guidelines &amp; Overview</b>		<b>IX. Education</b>	
Reader's Guide	1	Vance-Granville Community College	140
Budget Calendar	2	Granville County Schools	141
History of Granville County	3		
Commissioner's District Map	4	<b>X. Public Safety</b>	
Fund Structure	5	Sheriff	144
Cash Management and Investment Policy	6	Detention Center	147
Basis of Budgeting	11	Emergency Communications	149
		Animal Control	151
<b>III. Summary of Positions - Pay and Classification Plan</b>	12	Emergency Management	153
Changes in Pay & Class Plan for FY 15-16	19	Fire Services	155
		Forestry Administration	157
<b>IV. Long-term Planning</b>		Other Emergency Services	158
Five-Year Plan	68		
Forecast Planning Process	69	<b>XI. Area Projects and Other Appropriations</b>	
		Special Appropriations	159
<b>V. Summary of Revenues, Expenditures and Fund Balances</b>		Non-Departmental	162
General Fund Revenues	75	Pass Through Funds	164
General Fund Expenses	82		
Other Funds Rev. & Exp.	83	<b>XII. Contributions to Other Funds</b>	166
<b>VI. General County Government</b>		<b>XIII. Contingency</b>	167
Organizational Chart	84		
Governing Board	85	<b>XIV. Special Revenue, Capital, Enterprise, And, Internal Service Funds</b>	
Administration	87	Emergency Telephone System	168
Information Technology	89	R. H. Thornton Library Memorial	170
Human Resources	90	Storm Water Services:	171
Finance	92	Soil & Water	173
Internal Auditing	94	Solid Waste Management	175
Board of Elections	96	Landfill Operations (C&D/MSW)	177
Register of Deeds	98	Convenience Centers	179
Tax Administration	100	County Health Plan	180
General Services and Court Facilities	102		
		<b>XV. Budget Ordinance</b>	
<b>VII. Human Services</b>		Budget Ordinance	181
Social Services	104		
Veterans Services	116	Summary of Approved Service Expansions	186
Health & Medical Service	117		
Senior Services	119		
		<b>XVI. Appendixes</b>	
<b>VIII. Community Services</b>		Glossary	187
Library System	122	County Statistics	194
Cooperative Extension	124	Revaluation Reserve Summary	214
Recreation	126	School Restricted Capital Reserve	215
Granville Athletic Park	128	Summary of 2014-2015 Debt	216
Economic Development	130	Debt & Reserve Policies	217
Tourism	132	Vehicle Replacement Schedule	222
Development Services:	133	County Contacts	223
Inspections	134	Fee Schedule	224
Planning	136		
Construction Admin	138		

*SECTION I*

*Manager's Message*



---

# **Granville County Approved Budget Fiscal Year 2015-2016**

---

**To:           The Granville County Board of Commissioners**

**Date:        June, 2015**

I am pleased to present the FY 2015-2016 Approved Annual Budget for Granville County. The Manager's Recommended Budget was presented on May 4<sup>th</sup> and a budget workshop was held on May 11<sup>th</sup>. A Public Hearing was held on May 18<sup>th</sup> and the Budget Ordinance was adopted on June 1, 2015.

This budget is a product of the Board's vision of what Granville County will strive toward in the coming year. The values communicated during individual budget work sessions, monthly meetings, and in the annual planning retreat are as follows:

- ❑ Continue to rely on financial plans and systems in the preparation of the proposed budget, including the Five Year Financial Forecast and E911 Funding Plan;
- ❑ Conservatively estimate revenues and expenditures to avoid expectations of performance that are not realistic;
- ❑ Create an atmosphere where efforts to "spend down" during the fiscal year are discouraged;
- ❑ Present a budget that maintains the current level of programs and services provided by County departments to the public without a reduction unless those reductions are caused by State or Federal reductions.
- ❑ Present a budget that re-evaluates all expenditures in order to offset projected losses in revenues so that in light of the current economic conditions a tax increase is not needed for general government operations, but allows for policy review and potential service reductions or expansions based on other policy directives.
- ❑ Present a budget that does not supplant funding cuts by the State or Federal governments, but instead reduces those programs and informs the public of the associated impacts.

While budgeting is an ongoing process, the budget preparation season officially began with the Board's planning retreat in February. During the planning sessions the Board Members discuss the current programs and provide staff guidance to what should be included in the budget process. The County Manager then informed department managers of program ideas that the Board would like to see proposed in the new budget.

Section II of the budget contains the budget calendar. Departments and outside agencies were reminded in late January to begin thinking about service expansions. The instructions and formal continuation budgets were sent out in February and service expansions were to be returned by mid-March. Individual departmental meetings were held in late March and early April to review the budget requests and finalize the expenditure requests. Revenues were the last item to be addressed, because much of the



property tax information and the year-to-date historical data are not available until late April. The revenue and expenditures were finalized at the end of April, after another full review of revenues, expenditures and projected fund balance. The County Manager submitted a recommended budget officially to the Granville County Board of Commissioners in May.

This document reflects the adjustments made to the Manager's Recommended Budget during the Board of Commissioners budget workshop and subsequently adopted in the formal Budget Ordinance. A summary of these adjustments is presented. In spite of the increasing costs of operations, the approved FY 15-16 budget maintains all County programs and services. The tax rate for FY 15-16 remains at \$.83 per \$100 of assessed valuation.

Below is a table that details changes made to the Manager's Recommended Budget during the budget workshop and subsequent Board meetings:

<b>Department/Agency</b>	<b>Title</b>	<b>Approved Funding "Net Cost or Savings"</b>
General Government	Volunteer Reading Program	\$1,000
Senior Services <sup>1</sup>	North Granville Senior Meal Program	\$3,050
Social Services <sup>2</sup>	Three (3) Income Maintenance Caseworker II positions	\$31,101
Social Services <sup>2</sup>	One (1) Income Maintenance Caseworker III positions	\$11,091
Granville Health System	EMS Service Supplement	\$650,000
Granville-Vance District Health	Electronic Medical Records System	\$20,000
Granville-Vance District Health	Additional capital outlay and recurring operating funding	\$80,000
Library System	Funding for Assistant Library Director	\$23,941
Animal Management	Cat Trap Rental Program	\$2,500
Animal Management	Part-time Dispatch Position	\$12,000
Special Appropriations	National Mary Potter Club	\$1,000
Parks and Recreation	Recreation Funding	\$44,317
Total		\$880,000

<sup>1</sup> – Includes gross expenditure of \$5,000 for meals, less \$1,950 for Federal reimbursement and contributions from citizens.

<sup>2</sup> – Figures represent the net of gross salary, benefits, and supplies expenditures less Federal 75% reimbursement for salaries and benefits and 60% reimbursement for supplies.

The total General Fund expenditures for fiscal year 2015-2016 after the above adjustments to the County Manager's recommended budget total \$55,854,085.

Granville County will continue to face many challenges in the coming year. This approved budget continues current operations and maintains the Ad Valorem tax rate at the prior year's level, in accordance with the Board's directive at the annual planning session, despite the increasing costs of providing these services. The local and state economies in FY 15-16 and the actions of the State and Federal government will be important factors in the performance of this budget. The North Carolina General Assembly continue to delve into local government issues that historically have been left to local elected officials to decide. The Granville County Board of Commissioners has prepared for tough times by managing its resources well and has acted responsibly in its efforts to maintain services to its citizenry. The County will continue to provide critical services and do so at the proposed tax rate unless actions by the State or Federal governments force changes that are beyond its control.

Putting together a budget is a tremendous effort. The Finance Department, under the leadership of Steve McNally, did an outstanding job in creating an informative and functional document that serves as a management tool and an outline from which to debate policy. Thanks also to Debra Weary and Patrice Wilkerson for making sure that the business of the County continued as everyone struggled through the budget process.

Department managers did an outstanding job of analyzing and compiling budgets that met the expectations of the Board of Commissioners. They deserve many thanks and tremendous admiration. The people working for Granville County care about their community and take pride in providing efficient and effective services that make life better for others. I am grateful to have the privilege to work with them.

Respectfully submitted,

*Michael S. Felts*

Michael S. Felts, County Manager

## *SECTION II*

### *Guidelines & Overview*



## READER'S GUIDE

Thank you for your interest in the fiscal year 2015-2016 Annual Budget of Granville County, North Carolina. This reader's guide will provide you with some useful information, which may assist you as you review this document. This budget serves as a policy document from the County Commissioners, a financial plan and operations guide for the County Administration, and a communication device for the departments of the County and the Granville County constituents. The information in this document is designed to assist you, the reader, in understanding how your local county government provides services and manages the resources of Granville County.

On the first page of this document you will find a Table of Contents. Each section of the document is separated by the categories identified in the bold face type for your quick reference. Within each section you will locate information about individual departments and their budgets. Other information on these pages includes the department's organizational structure, highlights of last year's accomplishments, and goals for the upcoming year.

The first five sections of the document provide an overview of the budget process, assumptions used to develop the budget, specific problems faced in developing this budget, the County's financial condition, and a summary of the fiscal year 2014-2015 Budget. Sections six through thirteen provide detail information related to the operation of the general fund budget, section fourteen contains detail information about special revenue, capital, and enterprise funds. Section fifteen contains the actual budget ordinance. The next two sections (sixteen and seventeen) contain historical and current information about the County. A glossary can be found in section sixteen of this document for your reference.

### Commonly used acronyms:

*ADM*: Average Daily Membership (student attendance)  
*C&D*: Construction and Demolition (denotes type of Landfill)  
*CAFR*: Comprehensive Annual Financial Report  
*CDBG*: Community Development Block Grant  
*G.S.*: General Statutes  
*GAP*: Granville Athletic Park  
*GAAP*: Generally Accepted Accounting Practices  
*GFOA*: Government Finance Officers Association  
*GIS*: Geographical Information System  
*GHS*: Granville Health System

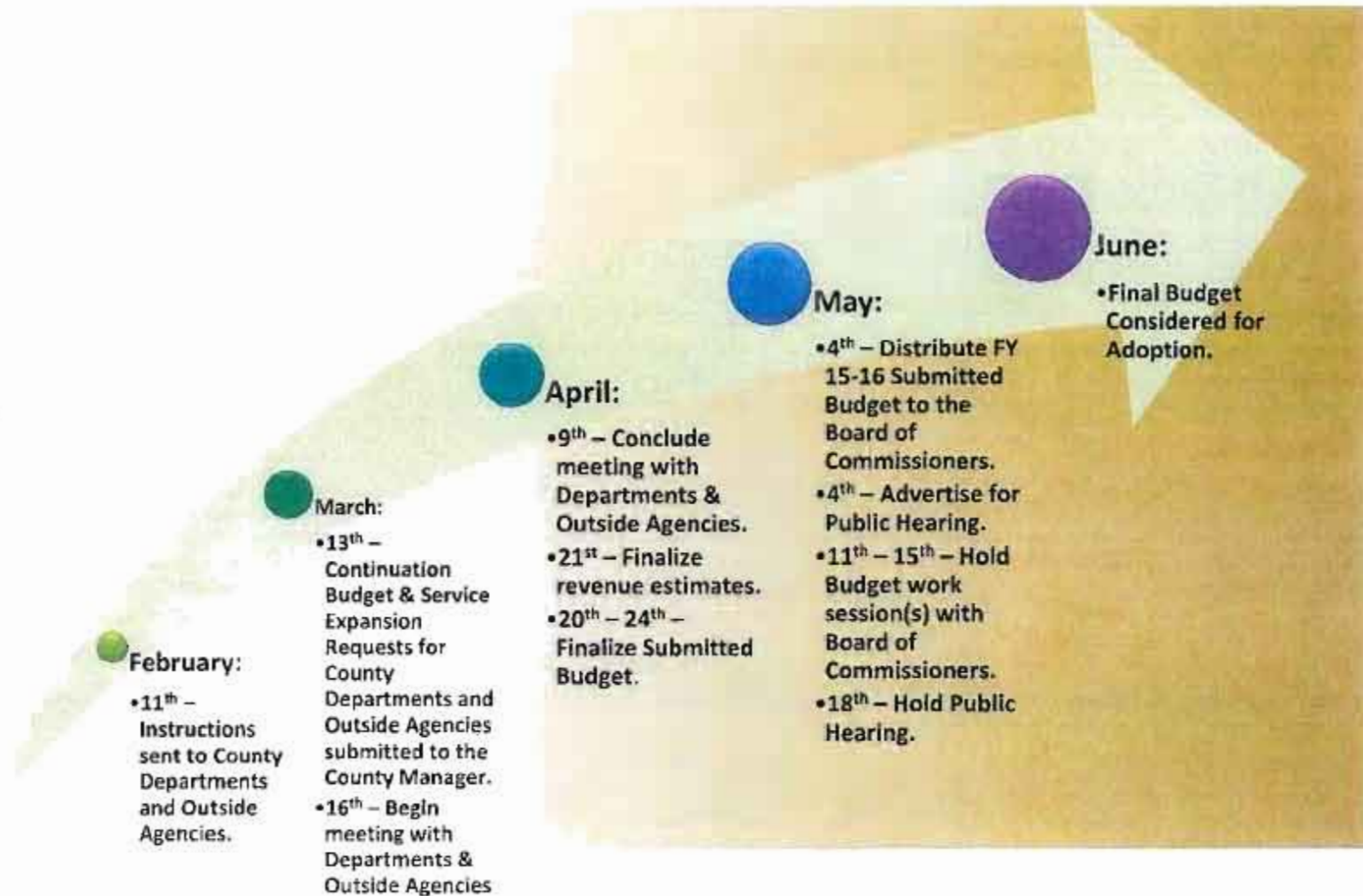
*GO Bond*: General Obligation Bond  
*HVAC*: Heating, Ventilating, and Air Conditioning  
*JCPC*: Juvenile Crime Prevention Council  
*LGBFCA*: Local Government Budget and Fiscal Control Act  
*MSW*: Municipal Solid Waste (denotes type of landfill)  
*ROAP*: Rural Operating Assistance Program  
*SGWASA*: South Granville Water and Sewer Authority  
*VGCC*: Vance Granville Community College

The Granville County Board of Commissioners reviews the fees charged to offset the cost of operations during the budget process. The fee manual is presented as a separate document and included as an appendix of the budget document in section sixteen along with County Contacts.

We believe you will find useful and valuable information within this document about the operation and fiscal management of Granville County. If you have any suggestions or comments please feel free to contact us at [www.granvillecounty.org](http://www.granvillecounty.org) or at any of the phone numbers listed for the Administration or Finance Departments.

# Granville County Government Budget Calendar

## Fiscal Year 2015 - 2016



## HISTORY AND DESCRIPTION OF GRANVILLE COUNTY

Granville County was founded in 1746. It is located in the northeastern Piedmont and encompasses an approximate area of 532 square miles. The County Seat of Oxford is located approximately 40 miles northwest of Raleigh, the state capital, on a section of Interstate 85, which opened in January 1972.

The County is bound on the north by the Virginia State line, on the west by Person and Durham Counties, on the south by Durham and Wake Counties and on the east by Vance and Franklin Counties. The topography is gently rolling in the southern portion of the County to rolling in the northern portion of the County.



There are five municipalities within the County: Oxford, Butner, Creedmoor, Stovall, and Stem. The City of Oxford serves as the County Seat. The County's newest municipality, situated in the southwestern portion of the County is the Town of Butner, which was formerly governed by the State until its incorporation on November 1, 2007. The Town of Stem recently celebrated its centennial on February 28, 2011.

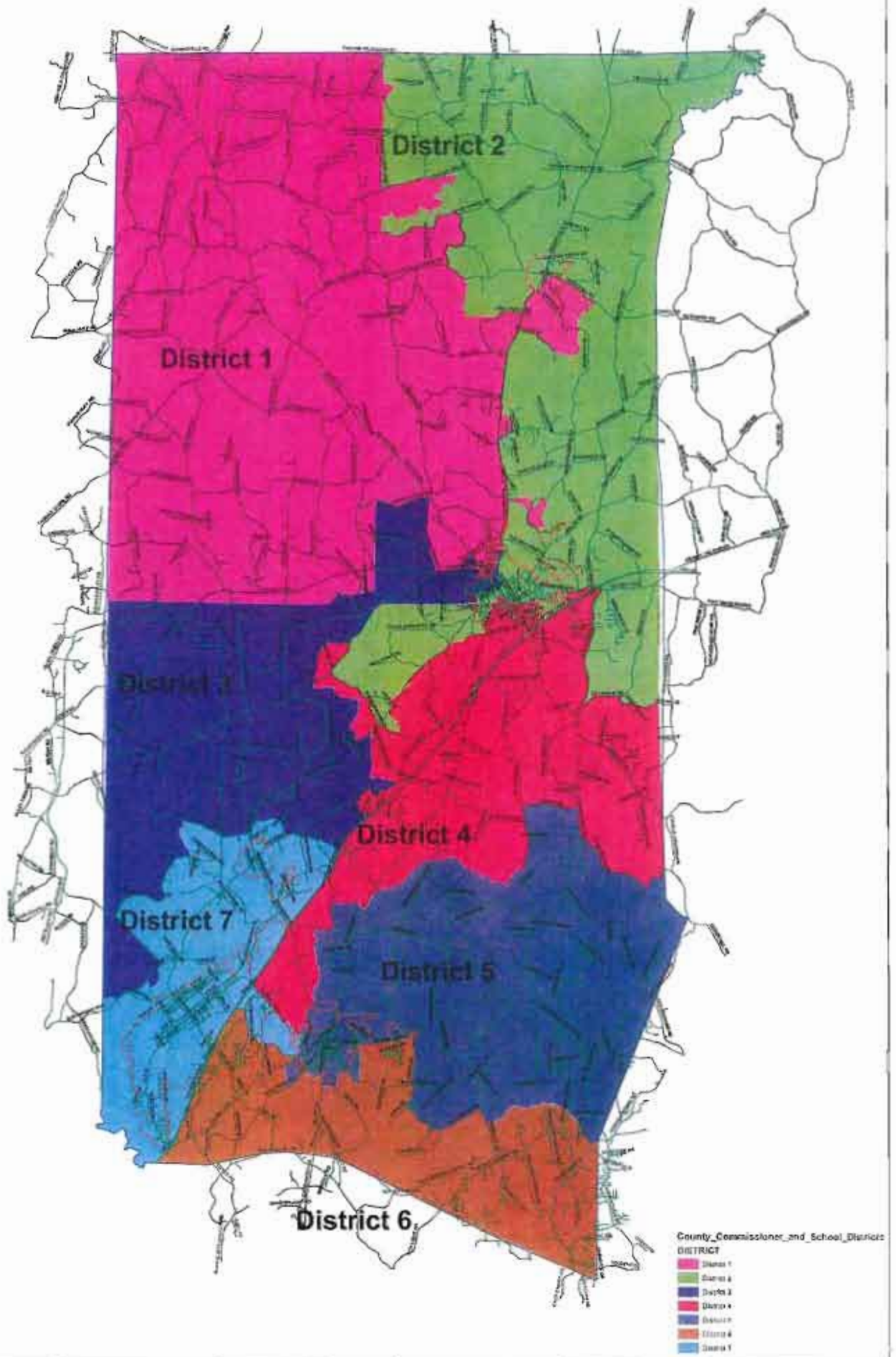
In 1984, the County adopted the commissioner-manager form of government. The governing body is a seven-member Board of Commissioners elected by individual voting districts with staggered four year terms. The County Manager is designated as chief administrator of the County Government, and is responsible to the Board of Commissioners for administering all departments under the Board of Commissioners' general control. The Board of Commissioners holds policy-making and

legislative authority and is responsible for adopting the budget and appointing the County Manager. The Manager is responsible for implementing the policies, managing daily operations and appointing department heads.

The County provides for its citizens a wide range of services that include public safety, sanitation, health and social services, cultural and recreational activities, and general administration. This report includes all the County's activities required to maintain these services. The County also extends financial support to certain boards, agencies and commissions to assist their efforts in serving citizens. Among these are the Granville County Board of Education, Five County Mental Health Authority, Granville-Vance District Health Department, Vance-Granville Community College, and the Kerr Tar Regional Council of Governments.



GRANVILLE COUNTY DISTRICT MAP



## GRANVILLE COUNTY FUND STRUCTURE

Governmental funds are used to account for Granville County's general governmental activities. Governmental funds include:

**General Fund-** The General Fund is the general operating fund of the County. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue resources are ad valorem taxes, sales taxes, Federal and State grants and various other taxes and licenses. The primary expenditures are for education, human services, public safety and general government services.

**Special Revenue Fund-** Special Revenue Funds account for specific revenue sources (other than expendable trusts or major capital projects), that are legally restricted to expenditures for specified purposes. The County maintains three Special Revenue Funds: Emergency Telephone System Fund, CDBG Grant Fund, and the R.H. Thornton Library Fund.

**Capital Projects Funds-** Capital Projects Funds account for financial resources to be used for the acquisition and construction of major capital facilities (other than those financed by enterprise funds and trust funds). Currently, the County maintains four Capital Project Funds: Greenway Fund, Library Expansion/Renovation Fund and the Granville Central High School Expansion Fund.

**Enterprise Funds-** Enterprise Funds account for those operations financed and operated in a manner similar to a private business where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that the periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Granville County has two Enterprise Funds: Solid Waste Operations and Storm Water Management.



## **GRANVILLE COUNTY CASH MANAGEMENT AND INVESTMENT POLICY**

This Cash Management Policy establishes a written plan for the handling of County funds. This policy applies to all cash accounts except authorized petty cash accounts. This policy applies to all transactions involving the financial assets and related activity of all the various funds accounted for in the County's Annual Financial Report. Deferred Compensation (457) Plans and 401-K Retirement Funds are not subject to this policy. These funds are covered under different General Statutes and or contractual agreements.

The objectives of this plan are to provide safety and liquidity of money and at the same time optimize investment earnings on idle funds. The criteria ranked in order of importance for investing the County's funds are: (1) investments must be secure such that the principal amounts of the County's portfolio are preserved (safety); (2) the liquidity of an investment shall be a conditional consideration of its appropriateness (liquidity); (3) the yield shall be sufficient to provide a fair market rate of return on the investment (yield). This policy will also address cash receipts, mobilization, investments, disbursements, and monitoring of the policy.

In addition to establishing a cash management and investment policy, the Finance Director shall implement a series of internal controls which are designed to prevent losses of public moneys arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the County. The Finance Director will ensure, whenever possible, separation of duties of all financial transactions throughout the County.

### **RESPONSIBILITY**

In accordance with North Carolina General Statutes, the Finance Director is designated as the Investment Officer of Granville County and is responsible for the County's financial assets. The Financial Officer is responsible for investment decisions and activities and shall develop and maintain written administrative procedures for the operation of the cash management and investment program. In order to promote the efficiency of investment duties and related activities, the Finance Director may designate one or more members of the office staff to assist in the performance of functions of cash management and investing.

Investments shall be made with judgment and care under the circumstances then prevailing, in the same manner of prudence and discretion that would be exercised in the management of one's own personal affairs. The primary objectives of cash management are safety and liquidity, followed by the objective of obtaining a market rate of return reasonable under the circumstances. The Finance Director when acting "prudently" in accordance with North Carolina General Statutes, written procedures, and exercising due diligence, shall be relieved of personal responsibility for an individual security credit risk

or market price change, provided deviations from expectations are reported to the Manager and County Board in a timely manner and appropriate action is taken to control adverse developments.

The Finance Director shall be responsible for filing any claims for reimbursements to the state or any other governmental agency. The Finance Director shall also be responsible for all reports of a financial nature.

The Finance Director shall furnish a mid-year financial report on all revenues, expenditures and fund balances to the Manager and County Board. Budget updates and expenditures reports will be made each month.

## **ETHICS AND CONFLICTS OF INTEREST**

The Finance Director and other employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Finance Director and Finance Department employees shall disclose to the Manager any material interests in financial/investment positions that could be related to the performance of the County's portfolio. This disclosure need not include normal banking or brokerage relationships that are at normal market rates and conditions available to the general public.

Further, any member of the County Board must disclose his or her interest in financial institutions that conduct business with Granville County, but only if the interest is deemed material. Material interest is defined as owning 10% or more of the stock of a financial institution, or having significant managerial influence (e.g., a member of the institution's board of directors) over the financial institution.

## **CASH RECEIPTS**

The main objective of cash receipts is to collect amounts due as quickly as possible, to provide secure handling of cash receipts and to expedite movement of receipts to interest-earning accounts and investments.

G.S. 159-32 allows an exception to daily deposits when the moneys on hand amount to less than \$250. Cash deposits shall be made daily. At 3:00 P.M. the Finance Director or a designated employee will make a count of the money. Any funds taken in for that day will be deposited if the total amount on hand is over the designated \$250. Deposits will always be made on Fridays and the last business day of the month regardless of amounts. All deposits made will either be made by the Finance Director or reported to the Finance Director immediately in the form of a duplicate deposit slip bearing a bank teller stamp.

Any adjustments or corrections due to either overpayment or underpayment will be made after the money has been deposited. Deposits will not be delayed for errors of this type on regular receipts. If there is an error in the deposit amount, then the correction will be made by the Bank.

All moneys received from the State shall be received through the Governmental Moneys Transfer System where applicable and deposited directly into the County's account.

There will be a \$25 fee on any returned check, or as stipulated in the County's approved Fee Manual.

## **DEPOSITORIES**

The Governing Board has authorized BB&T of Oxford, North Carolina as the central depository. The County will maintain a minimum of two accounts in this bank. One checking account shall be an interest bearing flexible spending account and another will be an interest bearing checking account. In addition to BB&T, the Board has authorized other banking institutions using the pooled collateralization method and operating a local branch, for investment purposes. The Board has also authorized the North Carolina Capital Management Trust Company for investment purposes. This list may be changed at the Governing Board's discretion.

If the County invests any money with one or more financial institutions that operate under the Dedicated Method it will be the duty of the Finance Director to ensure that deposits in excess of deposit insurance coverage are adequately collateralized. The Finance Director shall request and receive timely confirmations of collateral pledges by these institutions. The Finance Director shall be responsible for obtaining custody and providing safekeeping of securities and deposit certificates according to G.S. 159.30(d). All securities purchased by the County shall be delivered (or book-entered) to the County's custodian and placed in the County's name. Banks that operate under the pooling method already have their collateral monitored by the State Treasurer.

## **MOBILIZATION**

When daily deposit reports have been received, the Finance Director, or designee, shall review the deposits and disbursements made on that day to determine the amount of money available for investment.

Eligible investments shall be limited in accordance with North Carolina G.S. 159-30 to those authorized for local governments in North Carolina and approved by the Local Government Commission. These investments shall be limited to Certificates of Deposit with approved banks, and the North Carolina Cash Management Trust, as well as interest earning checking accounts. The Finance Director shall select investments on the following basis:

- 1) The maturity of the investment should coincide with the needs of the County to meet short-term and long-term obligations.
- 2) The rate of interest should be at least equivalent to the average rate of return available in the market place, while still ensuring safety and liquidity.

The Finance Director shall be responsible for obtaining custody and providing safekeeping of securities and deposit certificates according to G.S. 159-30(d). All securities purchased by the County shall be delivered (or book-entered) to the County's custodian and placed in the County's account in the County's name. The custodial agent will promptly provide the County with a custody receipt. All such custodial agreements shall be between the County and the custodian, and in the County's name. Certificates of deposit purchased by the County shall be delivered to the Finance Director for safekeeping.

## **MONITORING**

The Finance Director shall constantly monitor the investment portfolio and make adjustments as necessary. If investments are to be made the Finance Director shall institute a bidding process as follows:

- 1) Approved financial institutions shall be contacted informing them of the amount to be invested and the desired length of investment. All bidding institutions must contact the Finance Director by 11:00 a.m. on the investment date with quoted interest rates. The Finance Director shall be responsible for equitable comparison of bids since some may be quoted on a 365-day basis.
- 2) In the event of matching bids, the financial institutions will be contacted, notified of similar bids and asked if an upset bid would be placed. If no upset bid is placed then the County will choose the institution that holds the lowest amount of County funds.
- 3) All bids will be recorded by the Finance Director. These records will be maintained and on file for six months.

## **CASH DISBURSEMENTS**

The Finance Director shall expend the County moneys pursuant to G.S. 159-28(b).

All obligations of the County will be paid by the due date. The Finance Director shall pay bills in order to take advantage of each vendor's payment practices. A decision

will be made whether or not the discount for cash is more beneficial than payment on the billings due date. The Finance Director shall periodically review the disbursement cycle and changes shall be instituted if the disbursement cycle can be extended.

Attempts will be made to consolidate payments to one vendor. All checks shall be mailed after 1:00 p.m. on Monday following the Thursday check run provided the afternoon mailing will not result in missing the discount or payment dates.

The Finance Director shall constantly review supplier contracts to ascertain whether or not the County is paying only for goods and services received or rendered.

Payroll for the County will be made in accordance with the payroll schedule as provided annually by the Finance Department, in accordance with the Granville County Personnel Ordinance.

All checks must have dual signatures, the Finance Director and another employee as authorized by the Granville County Board of Commissioners.

## **BASIS OF BUDGETING**

During the year, all funds of the County are accounted for on the budgetary basis, which is the "modified accrual" basis of accounting (refer to glossary). Encumbrances are not utilized as a management control technique as the County is not required by law to do so. Revenues are recognized when they become measurable and available as net current assets to be used to pay liabilities of the current period. Primary revenue sources treated as susceptible to accrual under the modified accrual basis include intangible and sales taxes which are considered "measurable" when both due and in the hands of the County or intermediary collecting governments; interest, and federal and state financial assistance.

Expenditures are generally recognized when the related fund liability is incurred. Capital outlays and payments of principal on long-term debt are considered to be expenditures. Depreciation is not considered to be an expenditure and interest on long-term debt is recognized only when paid.

All Proprietary Funds are converted to the accrual basis of accounting at year-end. Under the accrual basis, revenues are recognized when they are earned, regardless of the measurement and availability criteria used in the modified accrual basis. Expenses are recognized when they are incurred. The conversion generally involves the accrual of interest expense and compensated absences, the provision for depreciation expense, and adjusting capital outlays and debt service outlays, including issue costs, to the accrual basis. Agency Fund assets and liabilities are accounted for on a modified accrual basis.

Governmental Fund Types are accounted for on a spending, or "financial flow" measurement focus. Governmental Fund Types operating statements represent increases and decreases in net current assets. Their reported fund balances are considered a measure of available spendable resources. Proprietary Fund Types are accounted for on a cost of services, or "capital maintenance" measurement focus. Proprietary Fund Types income statements represent increases and decreases in net total assets.

## **AMENDMENTS TO THE BUDGET ORDINANCE**

Except as otherwise restricted by law, the governing board may amend the budget ordinance at any time after the ordinance's adoption in any manner, so long as the ordinance, as amended, continues to satisfy the requirements of G.S. 159-8 and 159-13. However, no amendment may increase or reduce a property tax levy or in any manner alter a property taxpayer's liability unless the board is ordered to do so by a court of competent jurisdiction, or by a State agency having the power to compel the levy of taxes by the board.

The governing board by appropriate resolution or ordinance may authorize the budget officer to transfer moneys from one appropriation to another within the same fund subject to such limitations and procedures as it may prescribe. Any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes. (1927,c.146, s. 13; 1955,cc. 698, 724; 1971,c. 780,s. 1; 1973,c. 474,s. 12.)

### ***SECTION III***

#### ***Summary of Positions – Pay and Classification Plan***



## **2015-2016 SUMMARY OF FULL-TIME POSITIONS & COMPENSATION & CLASSIFICATION PLAN**

### **Summary of Full-time Positions**

The following section includes a listing of the full-time positions currently funded by the Granville County Board of Commissioners.

### **Compensation & Classification Plan**

Also, included in this section is the current pay plan. The pay plan includes a listing of jobs, and the corresponding salary grade and range. Each year as a part of the budget process, the County Manager requests that department managers provide a listing of positions that they believe need to be restudied. This allows for one time per year that assignments to pay grades can be reviewed. In general, all mid-year requests for reclassification are deferred until the budget process.

During the month of March, the Human Resources Director will perform a pay study to review any pay or position reclassification request and make a recommendation to the County Manager. The Board must adopt any recommended changes before a position can be reclassified or modified.





**SUMMARY OF AUTHORIZED FULLTIME POSITIONS**

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Addressing/GIS <sup>#</sup>					1
Administration	4	4	4	4	4
Human Resources	1	1	1	1	1
Information Technology	1	2	3	3	3
Economic Development	2	2	2	2	2
Finance	5	5	5	5	5
Internal Auditor	1	1	1	1	1
Board of Elections	3	3	3	3	3
Tax Administration	10	10	10	10	10
Register of Deeds	5	5	5	5	5
Sheriff	61	61	61	63	63
Jail	34	34	34	34	34
Emergency Management	4	4	4	4	4
EMS	0	0	0	0	0
Inspections	6	6	6	6	6
Animal Control	5	7	7	7	7
Emergency Communications	18	18	18	18	18
Soil Conservation	1	1	1	1	1
Jonesland Environmental Preserve/GAP	4	4	4	4	4
Planning	5	5	5	5	5
Building & Grounds	4	4	4	4	3*
Veteran Services	Part-time	Part-time	Part-time	Part-time	Part-time
Social Services	75	75	75	75	79
Senior Center	10	11	11	11	11
Library	13	12	12	12	14*^
Landfill/Convenience Sites	3	3	4	4	4
Lyon Station & Cozart Water & Sewer Districts	n/a	n/a	n/a	n/a	n/a
4 H Best	1	1	1	1	1
TDA	0	1	1	1	1
<b>Grand Total-All Funds</b>	<b>277</b>	<b>281</b>	<b>283</b>	<b>285</b>	<b>290</b>

\*reclass grounds and maintenance position from General Services to Library

^additional position added as part of library re-organization

#reclass from E-911 to Addressing/GIS

**SALARY GRADE & RANGE SCHEDULE  
FISCAL YEAR 2015-2016**

**ALPHABETICAL LISTING OF CLASSES AND GRADE  
ASSIGNMENTS BY DEPARTMENT**

Class Title	Pay Cycle	Cell Phone Stipend Eligible?	FLSA Status	Salary Grade	Salary Range
Addressing/GIS Administrator	M	N	N	21	29963-58139
911- Emergency Communications Center Manager	M	Y	E	24	34686-67305
911- EMD Coordinator/Training Officer	M	N	E	22	31470-61065
911- Telecommunicator/Shift Supervisor	M	N	N	20T	14.63-28.39(h)
911- Telecommunicator	M	N	N	18T	13.28-25.76(h)
Administration- County Manager	M	Y	E	N/A	N/A
Administration- Clerk to the Board	M	Y	N	24	34686-67305
Administration- Management Analyst	M	N	N	22	31470-61065
Administration- Administrative Support Assistant/Deputy Clerk to the Board	M	N	N	21	29963-58139
Animal Control- Animal Management Director	M	Y	E	24	34686-67305
Animal Control- Chief Animal Control Officer	M	Y	N	19	27164-52708
Animal Control- Animal Control Officer	M	Y	N	16	23479-45559
Animal Control- Veterinary Technician	M	N	N	14	21289-41311
Animal Control- Shelter Attendant	M	N	N	12	19310-37469
Board of Elections- Elections Director	M	Y	E	24	34686-67305
Board of Elections- Deputy Director of Elections	M	N	N	21	29963-58139
Board of Elections- Elections Clerk	M	N	N	14	21289-41311
Cooperative Ext- 4-H Best Program Coordinator	M	Y	N	20	28535-55367
Detention Center- Detention Administrator	M	Y	N	25	36430-70689
Detention Center- Shift Supervisor (Lead)	M	Y	N	22	31470-61065
Detention Center- Transportation Officer/Corporal	M	Y	N	21	29963-58139
Detention Center- Shift Sergeant	M	Y	N	20	28535-55367
Detention Center- Maintenance Technician	M	Y	N	19	27164-52708
Detention Center- Relief Sergeant	M	Y	N	19	27164-52708
Detention Center- Detention Officer	M	N	N	18	25890-50235
Detention Center- Administrative Secretary	M	N	N	16	23479-45559
Detention Center- Law Enforcement Records Clerk II	M	N	N	15	22356-43381
Detention Center- Law Enforcement Records Clerk	M	N	N	14	21289-41311
Detention Center- Lead Cook	M	N	N	13	20279-39348
Detention Center- Cook	M	N	N	12	19310-37469
Development Services- Director	M	Y	E	30	46,487-90202
Development Services- Inspections Admin. Support Specialist	M	N	N	18	25890-50235
Development Services- Inspections Chief Buildings Inspector	M	Y	N	27	40157-77922
Development Services- Inspections Inspector III	M	Y	N	27	40157-77922
Development Services- Inspections Inspector II	M	Y	N	24	34686-67305
Development Services- Inspections Inspector I	M	Y	N	21	29963-58139
Development Services- Planning Director	M	Y	E	28	42166-81817
Development Services- Planning Senior Planner	M	N	N	26	38246-74213
Development Services- Planning Planner II	M	N	N	24	34686-67305
Development Services- Planning Planner	M	N	N	22	31470-61065

Class Title	Pay Cycle	Cell Phone Stipend Eligible?	FLSA Status	Salary Grade	Salary Range
Development Services- Planning SeniorTransportation Planner	M	N	N	25	36430-70689
Development Services- Planning Transportation Planner	M	N	N	23	33036-64101
Development Services- Planning Zoning Technician	M	N	N	16	23479-45559
Development Services- Planning Administrative Support Assistant	M	N	N	15	22356-43381

DSS- County Social Services Director*	M	Y	E	32	51239-99422
DSS-Administrative Officer II*	M	Y	E	24	34686-67305
DSS- Accounting Technician II*	M	N	N	18	25890-50235
DSS- Child Support Supervisor II*	M	N	E	22	31470-61065
DSS- Child Support Agent (Lead)*	M	N	N	20	28535-55367
DSS- Child Support Agent II*	M	N	N	19	27164-52708
DSS- Child Support Agent I*	M	N	N	17	24644-47820
DSS- Computing Support Technician II*	M	N	N	18	25890-50235
DSS- Income Maintenance Caseworker III*	M	N	N	19	27164-52708
DSS- Income Maintenance Caseworker II*	M	N	N	17	24644-47820
DSS- Income Maintenance Caseworker I*	M	N	N	15	22356-43381
DSS- Income Maintenance Investigator II*	M	N	N	19	27164-52708
DSS- Income Maintenance Investigator I*	M	N	N	17	24644-47820
DSS- Income Maintenance Supervisor II*	M	N	E	21	29963-58139
DSS- Income Maintenance Supervisor I*	M	N	N	19	27164-52708
DSS- Processing Assistant III*	M	N	N	14	21289-41311
DSS- Social Work Supervisor III*	M	Y	E	27	40157-77922
DSS- Social Worker III*	M	Y	E	23	33036-64101
DSS- Social Worker II*	M	Y	E	21	29963-58139
DSS- Social Worker I*	M	Y	N	17	24644-47820
DSS- Social Worker Investigator/Assessment & Treatment (CPS)*	M	Y	E	24	34686-67305

Economic Development- Economic Developer	M	Y	E	32	51239-99422
Economic Development- Administrative Support Specialist	M	N	N	18	25890-50235

Emergency Management- Emergency Management Coordinator/Fire Marshall	M	Y	E	24	34686-67305
Emergency Management- Building Inspector	M	Y	N	21	29963-58139
Emergency Management- Planning/Exercise Officer	M	Y	N	19	27164-52708
Emergency Management- Admin Support Asst (Frozen '11-'12)	M	N	N	15	22356-43381

Finance- Director	M	Y	E	32	51239-99422
Finance- Accounting Specialist	M	N	N	24	34686-67305
Finance- Grant Coordinator	M	Y	N	22	31470-61065
Finance- Payroll Specialist	M	N	N	21	29963-58139
Finance- Accounting Technician	M	N	N	20	28535-55367
Finance- Payroll Technician (Frozen)	M	N	N	19	27164-52708

General Services- Maintenance Supervisor	M	Y	E	24	34686-67305
General Services- Facilities Maintenance Worker	M	Y	N	17	24644-47820

Human Resources- Director	M	Y	E	29	44270-85903
---------------------------	---	---	---	----	-------------

Information Technology- Director	M	Y	E	29	44270-85903
Information Technology- IT Network Administrator	M	Y	E	25	36430-70689
Information Technology- IT Technician II	M	Y	N	23	33036-64101
Information Technology- IT Technician I	M	Y	N	21	29963-58139

Class Title	Pay Cycle	Cell Phone Stipend Eligible?	FLSA Status	Salary Grade	Salary Range
Internal Audit- Internal Auditor	M	Y	E	29	44270-85903
Jonesland Park- Park and Grounds Maintenance Director	M	Y	N	24	34686-67305
Jonesland Park- Park Operations Assistant	M	Y	N	16	23479-45559
Jonesland Park Landscaping Specialist	M	Y	N	14	21289-41311
Landfill- Environmental Services Director	M	Y	E	29	44270-85903
Landfill- Landfill Manager	M	Y	N	21	29963-58139
Landfill- Clerk/Material Handler	M	N	N	14	21289-41311
Landfill- Clerk	M	N	N	13	20279-39348
Library- Director	M	Y	E	29	44270-85903
Library- Assistant Director	M	Y	E	25	36430-70689
Library- Branch Manager I	M	N	E	23	33036-64101
Library- Adult Services Librarian	M	N	E	21	29963-58139
Library- Youth Services Librarian	M	N	E	18	25890-50235
Library- NC Room Specialist	M	N	N	18	25890-50235
Library- Head of Circulation	M	N	N	15	22356-43381
Library- Circulation Clerk	M	N	N	13	20279-39348
Library- Head of Technical Services	M	N	N	15	22356-43381
Library- Technical Services Assistant	M	N	N	13	20279-39348
Library- Patron Technology Services	M	N	N	15	22356-43381
Library- Administrative Assistant	M	N	N	13	20279-39348
Library- Building and Grounds Worker	M	Y	N	11	18397-35696
Register of Deeds- Register of Deeds	M	Y	E	27	40157-77922
Register of Deeds- Assistant Register of Deeds	M	N	N	19	27164-52708
Register of Deeds- Deputy Register of Deeds II	M	N	N	17	24644-47820
Register of Deeds- Deputy Register of Deeds I	M	N	N	16	23479-45559
Senior Center- Senior Services Director	M	Y	E	26	38246-74213
Senior Center- Assistant Director	M	N	E	21	29963-58139
Senior Center- Senior Services Case Manager	M	N	E	20	28535-55367
Senior Center- Senior Center Coordinator	M	N	N	18	25890-50235
Senior Center- Fitness Coordinator	M	N	N	17	24644-47820
Senior Center- In-Home Aide Supervisor	M	N	N	17	24644-47820
Senior Center- Administrative Support Assistant	M	N	N	15	22356-43381
Senior Center- Building and Grounds Worker	M	N	N	11	18397-35696
Senior Center- HCCBG Human Resources Aide	M	N	N	9	16691-32386
Sheriff- Sheriff	M	Y	E	34	56489-109608
Sheriff- Chief Deputy	M	Y	E	28	42166-81817
Sheriff- Deputy Sheriff (Non-BLET)	M	Y	N	19	27164-52708
Sheriff- Administrative Secretary	M	N	N	16	23479-45559
Sheriff- Administrative Support Assistant	M	N	N	15	22356-43381
Sheriff- Law Enforcement Records Clerk II	M	N	N	15	22356-43381
Sheriff- Law Enforcement Records Clerk I	M	N	N	14	21289-41311
Sheriff- A.C.E. Interstate Sergeant	M	Y	N	23	33036-64101
Sheriff- A.C.E. Sergeant	M	Y	N	23	33036-64101
Sheriff- A.C.E. Investigator	M	Y	N	21	29963-58139
Sheriff- I.C.E. Task Force Investigator	M	Y	N	21	29963-58139

Class Title	Pay Cycle	Cell Phone Stipend Eligible?	FLSA Status	Salary Grade	Salary Range
Sheriff- Civil Sergeant	M	Y	N	23	33036-64101
Sheriff- Civil Corporal	M	Y	N	22	31470-61065
Sheriff- Civil Deputy	M	Y	N	21	29963-58139
Sheriff- Courthouse Security Sergeant	M	Y	N	23	33036-64101
Sheriff- Courthouse Security Deputy	M	Y	N	21	29963-58139
Sheriff- Detective Lieutenant	M	Y	N	26	38246-74213
Sheriff- Detective	M	Y	N	23	33036-64101
Sheriff- Detective Corporal	M	Y	N	23	33036-64101
Sheriff- Detective Sergeant	M	Y	N	23	33036-64101
Sheriff- Patrol Lieutenant	M	Y	N	26	38246-74213
Sheriff- Patrol Sergeant	M	Y	N	23	33036-64101
Sheriff- Patrol Corporal	M	Y	N	22	31470-61065
Sheriff- Patrol Deputy	M	Y	N	21	29963-58139
Sheriff- School Resource Officer Corporal	M	Y	N	22	31470-61065
Sheriff- School Resource Officer	M	Y	N	21	29963-58139
Sheriff- Warrant Squad Corporal	M	Y	N	22	31470-61065
Sheriff- Warrant Squad Deputy	M	Y	N	21	29963-58139
Soil Conservation- Natural Resources Conservationist	M	Y	N	19	27164-52708
Tax- Tax Administrator	M	Y	E	29	44270-85903
Tax- Mapper /GIS Technician	M	N	N	21	29963-58139
Tax- Tax Assessment Specialist	M	N	N	19	27164-52708
Tax- Tax Collection Specialist	M	N	N	19	27164-52708
Tax- Tax Assistant II	M	N	N	15	22356-43381
Tax- Tax Assistant I	M	N	N	13	20279-39348
Tourism Development Authority- Tourism Development Director	M	Y	E	29	44270-85903

N-Nonexempt from FLSA wage and hour guidelines.

E-Exempt from FLSA wage and hour guidelines.

\*These classes are subject to the State Personnel Act (SPA). OSSOG≈ stands for Office Support Services Occupational Group.

### Fiscal Year 2015-2016 Salary Grade and Range Schedule

<b>Pay Grade</b>	<b>Trainee (95% of Min.)</b>	<b>Minimum</b>	<b>MidPoint</b>	<b>Maximum**</b>
9	15,856	16,691	24,539	32,386
10	16,647	17,524	25,764	34,003
11	17,477	18,397	27,047	35,696
12	18,345	19,310	28,390	37,469
13	19,265	20,279	29,814	39,348
14	20,226	21,289	31,300	41,311
15	21,238	22,356	32,869	43,381
16	22,305	23,479	34,519	45,559
17	23,412	24,644	36,232	47,820
18	24,595	25,890	38,062	50,235
18T	12.61	13.28	19.52	25.76
19	25,805	27,164	39,936	52,708
20	27,107	28,535	41,951	55,367
20T	13.90	14.63	21.51	28.39
21	28,464	29,963	44,051	58,139
22	29,897	31,470	46,268	61,065
23	31,383	33,036	48,569	64,101
24	32,951	34,686	50,995	67,305
25	34,609	36,430	53,560	70,689
26	36,333	38,246	56,229	74,213
27	38,159	40,157	59,039	77,922
28	40,056	42,166	61,991	81,817
29	42,057	44,270	65,087	85,903
30	44,162	46,487	68,345	90,202
31	46,360	48,801	71,747	94,692
32	48,676	51,239	75,331	99,422
33	51,110	53,800	79,097	104,394
34	53,664	56,489	83,049	109,608

## **Summary of Changes to the FY 15-16 Pay & Classification Plan**

In reviewing the current structure of several departments within in county, the below changes are recommended and have been incorporated into the County Manager's Fiscal Year 2015-2016 Recommended Budget and the 2015-2016 Pay and Classification Plan in accordance with Sections 31 – 51 of the Granville County Personnel Ordinance:

### **§31 MAINTENANCE OF CLASSIFICATION PLAN.**

The Manager shall be responsible for the administration and maintenance of the position classification plan. Department heads shall be responsible for bringing to the attention of the Manager, any material changes in the nature of the duties, responsibilities, working conditions, or other factors affecting the classification of any existing position.

### **§32 CLASSIFICATION OF NEW POSITIONS.**

The County Manager, or his designee shall be responsible for studying and establishing the allocations of new positions to the existing classes or to new classes of positions in the country's service.

### **§33 AMENDMENT OF CLASSIFICATION PLAN.**

The County Manager is authorized to amend the classification plan by adding, changing, or deleting classes of positions and salary grades based on internal analysis and market surveys within the authorized budget allocation. The Manager shall advise the Board of Commissioners of such amendments.

### **§34 — §39 RESERVED.**

### **WAGE AND SALARY ADMINISTRATION**

### **§50 COVERAGE OF THE SALARY PLAN.**

The salary plan on file in the Finance Department shall be the salary plan for the county. This salary plan shall include all grades for the classes of positions in the classification plan.

### **§51 MAINTENANCE OF SALARY PLAN.**

(A) Each year, prior to the annual budget process, the Manager shall review the status of the salary plan and consider any amendments necessary to maintain a current salary structure.

(B) The County Manager shall make cost-of-living recommendations to the Board of Commissioners based upon an annual study of local economic conditions and the financial state of county government.

### **Addressing/GIS**

The Addressing/GIS position currently falls within the 911 Department. In reviewing the functions of this job for a position re-class, we found the job duties have changed and there is interaction with multiple departments within the county along with outside agencies and units of government such as the fire departments, post office, school system, and others. We are recommending the position be removed from the 911 Department and create the position as an administrator reporting directly to the County Manager. The position will remain a non-exempt position and the pay grade will move from a 19 to a 21 due to the expertise and functions of the job. There will be a corresponding pay rate adjustment of 10% for this change. An updated job description is attached.

### **Planning Department**

In reviewing the current structure of the Planning Department, it is recommended that additional job titles be created to create progression within the planning department. This Career Progression Plan is intended to promote the development of a more educated and professional planning department, thus creating a more efficient operation. This program is intended to provide a stronger incentive for employees to obtain credentials and provide a more structured path for employees. There are no changes to current employees or salaries, nor do the additional job titles within the Pay and Classification Plan authorize any additional positions within the department. New job descriptions are attached. This recommended change corresponds to County Administration's Goal of developing succession and career planning within the County Pay and Classification Structure.

### **General Services**

In reviewing the current structure of the General Services Department, it is determined there is not a need for a technician since the county contracts out for HVAC and other specialized trades. We are recommending there be one job description for a Facilities Maintenance Worker for both authorized positions, one which is vacant, with a pay grade of 17. There will be a pay rate adjustment of 15% for the current Building and Grounds worker to the newly created Facilities Maintenance Worker position. An updated job description is attached.

### **Information Technology**

In reviewing the functions of the authorized positions for the requested re-class, we found the IT Technicians are paid below those of surrounding and comparable counties. We are recommending the IT Technician I position pay grade move from a grade 19 to 21; the IT Technician II from grade 21 to 23; and the IT Network Administrator from grade 24 to 25. The IT Network Administrator will remain vacant until the need arises for additional staff. There will be a corresponding pay rate adjustment of 10% for both technicians. Updated job descriptions are attached.

### **Library System**

The Library Board of Directors has approved a change to the organizational structure of the County Library System. The following title/pay grade changes are recommended:

<b>Current Title</b>	<b>Current Pay Grade</b>	<b>New Title</b>	<b>New Pay Grade</b>
Acquisitions Clerk	13	Administrative Assistant	13
Branch Manager	23	Branch Manager	23
Building and Grounds Worker	11	Building and Grounds Worker	11
Technical Services Clerk	13	Technical Services Assistant	13
Circulation Clerk	13	Head of Technical Services	15
Circulation Clerk	13	Head of Circulation	15
Circulation Clerk	13	Patron Technology Services	15
Library Associate	17	NC Room Specialist	18
Children's Services Coordinator	18	Children's Services Librarian	18



Adult Services Librarian	22	Adult Services Librarian	21
Library Director	27	Library Director	29
		Assistant Director	25

Update organizational chart and job descriptions are attached.

Positions which have an upward pay grade adjustment would experience an increase in their salary. In keeping with the principles outlined in section 52(A) of the Granville County Personnel Ordinance, "No employee shall receive a salary reduction as a result of the transition to a new salary plan." The reduction in pay grade for the Adult Services Librarian will not result in a pay reduction.

#### **Landfill**

In reviewing the current structure of the Landfill Department, we found the Landfill Manager position's pay grade salary is below those of comparable counties. We are recommending the position pay grade move from a grade 19 to 21 with no change to current employee salary.

#### **Veteran Services**

In reviewing this department, it was determined that the part time pay rate has not been adjusted since 2008. Had this position been annually or semi-annually reviewed and adjusted a likely increase of 3.5% for each adjustment would have been applied. An adjustment to this part-time rate is included in the continuation budget using a semi-annual model at 3.5% for this position. (Increase from \$16.35 to \$18.76)

#### **Board of Elections**

At the request of the Election Director, One-Stop poll worker and judge part-time rates have been reviewed. In reviewing these rates, it was determined that rates were low when compared with the surrounding area and with other County rates. The Elections Director proposed raising One-Stop Worker rates from \$8 per hour to \$9 per hour and setting the One-Stop Judge rate at \$9.50 per hour. The County Manager and HR Director are recommending \$8.50 and \$9.50 respectively.

#### **Pay and Classification Salary Range**

The top end of salary ranges have been increased 10%.

#### **Cost Summary of all Recommended Changes**

The salary and benefits costs associated with pay adjustment for all department changes listed above are \$35,425 and are included in the continuation budget.

## ADDRESSING/GIS ADMINISTRATOR

### General Statement of Duties

Performs administrative and technical work in the 911 emergency communications center, geographic information system (GIS), mapping and addressing coordination for the county.

### Distinguishing Features of the Class

An employee in this class prepares and maintains the county map and distributes the maps to county agencies as they need them. Also, the employee maintains maps and addresses for all existing subdivisions and private roads as well as addressing all new structures requiring electricity in the county. The employee approves all road names for new subdivisions and new private roads as well as addressing them once approved. Also, the employee marks and orders street signs as needed throughout the entire county and makes sure they are installed correctly. Also, the employee makes sure that the most current aerial photography (orthos) is available. The employee maintains a street sign budget. The employee maintains the Master Street Address Guide (MSAG), Emergency Street Number (ESN) list and the addressing cards for the 911 center. The employee must know street names throughout the county and where they are located in the county. The employee must be able to give directions to any street within the county when called to do so. The employee must keep all county emergency personnel up to date on all new and future development in the county. Also, the employee must maintain the address points for each parcel throughout the county. The employee must assist other county entities with preparing maps with their criteria. The employee ensures that other county departments have the most current addressing information.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Addresses new subdivisions.

- Addresses new private roads.

- After addressing new subdivisions and new private roads, makes copies and forwards to all appropriate emergency responders and all other agencies affected.

- Addresses new homes not in a subdivision.

- Addresses all cellular towers and decides on appropriate emergency responders.

- Addresses all solar farms and decides on appropriate emergency responders.

- Approves new subdivision and new private road names.

### Essential Duties and Tasks cont.

- Orders road signs for new subdivisions, new private roads and replacement signs.
- Works with North Carolina One-Call to flag sites for new or replacement road signs.
- Realigns the centerlines on the county map to match the most current orthos.
- Goes to each intersection on the centerline map and adjusts the address range to ensure accuracy.
- Makes sure the county GIS website is up to date.
- Makes sure the MSAG is up to date.
- Plans and maintains the six-mile fire district maps with approval of the county Fire Marshal and State Fire offices.
- Updates and maintains the county street map.
- Keeps the Board of Elections, Inspections and Planning Departments, Census Bureau, phone companies, post offices, UPS, FedEx, North Carolina One-Call, Waste Industries, School System, all GPS providers and all county agencies up to date on any changes made to the centerlines and county map.
- Plans and maintains the road sign budget.
- Prepares work orders for the installation of road signs including contacting North Carolina One-Call.
- Coordinates and maintains the ESN list with Centurylink to keep an up to date emergency response list for the 911 communications center.
- Develops centerlines and collects data to help improve overall 911 capability.
- Responsible for updating the centerline file to make sure each road or street has a primary fire department and mutual aid for response.

### Additional Job Duties

- Helps the City of Oxford, South Granville Water and Sewer, the Town of Butner, the Town of Stem, the City of Creedmoor and any public county entity to ensure they have the most current addressing information.
- Attends conferences, training classes, meetings and reads literature to remain current with new trends and development in the field.
- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills and Abilities

- Thorough knowledge of state and local laws, policies, procedures and regulations pertaining to 911, mapping, addressing and other related services

### Knowledge, Skills and Abilities cont.

Thorough knowledge of 911, mapping and addressing practices and procedures.

Considerable knowledge of public management practices including planning, budgeting, purchasing, personnel and related supervisory requirements.

Ability to interpret, explain and apply a wide variety of policies, procedures and regulations.

Ability to prepare reports and make effective public presentations.

Ability to analyze situations and services and react quickly, effectively and professionally in any situation.

Ability to use sound judgement and determine best options and decisions for handling any matter.

Ability to establish and maintain effective working relationships with other agencies, volunteer fire services, emergency medical services, public officials and the general public.

Ability to communicate effectively in oral and written forms.

#### Physical Requirements

Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, lifting, fingering, talking and hearing.

Must be able to perform work exerting in excess of 20 pounds of force frequently to move objects.

Must possess visual acuity to prepare and analyze data and figures, perform accounting functions, operate a computer, operate a motor vehicle, do extensive reading and use measurement devices.

#### Desirable Education and Experience

High School graduate and work experience in the Emergency Communications field.

Extensive knowledge of the county to include street names and locations in the county.

Knowledge and work experience with ESRI software and ArcMap and ArcGIS.

#### Special Requirements

Possession of a valid North Carolina driver's license

April 2015

## PLANNER

### General Statement of Duties

Performs professional planning and zoning administration functions in the planning department.

### Distinguishing Features of the Class

An employee in this class is responsible for professional level planning duties enforcing zoning, land use, watershed, and mobile home ordinances and performing related planning functions. Work is performed independently and includes staff support to boards. Work includes reviewing zoning permits, performing site reviews, and enforcing planning ordinances and policies. Work requires considerable public contact with developers, boards, and the general public. Tact and courtesy are essential in performing assigned duties. Work is supervised by the Planning Director and is evaluated based on conferences and review of assignment.

### Duties and Responsibilities

#### Essential Duties and Tasks

Administers the zoning permit process; reviews rezoning and variance applications; explains regulations and process requirements; review plans and makes recommendations and amendments to Planning Board; issues zoning and watershed permits.

Explains and advises public on regulations of zoning, watershed, subdivision and mobile home park ordinances.

Reviews development plans for zoning and subdivision regulations, and road standards; conducts site inspections and reviews.

Prepares agenda, reports, and packets for Planning Board and Board of Adjustment; serves as staff support and advisor to boards.

#### Additional Job Duties

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Knowledge and understanding of the principles and practices of community planning.

Knowledge of the technical ordinance, codes, and regulations pertaining to land use planning and development including zoning and subdivision principles.

Knowledge of basic governmental and administrative frameworks involved in effective planning.

Skill in the use of computers for compiling reports, developing presentation material, and storing and retrieving data.

Planner

Ability to enforce zoning and other ordinances with tact and firmness.

Ability to communicate effectively in oral and written form and make presentations.

Ability to analyze planning issues and recommend solutions.

Ability to organize and perform the administrative and technical support functions of the assigned boards.

Ability to establish and maintain effective working relationships with county employees, county officials, developers, and the general public.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Must possess the visual acuity to prepare data, operate a computer, do extensive reading, review plans, and use measurement devices.

#### Desirable Education and Experience

Graduation from a four year college or university with a major in urban planning, geography, landscape architecture or related field and some experience as a professional planner; or any equivalent combination of education, experience, and training.

#### Special Requirement

Possession of a valid driver's license.

Granville County  
1997

## PLANNER II

### General Statement of Duties

Performs professional planning work in current and long-range planning projects in the planning department.

### Distinguishing Features of the Class

An employee in this class performs professional planning work in a variety of projects for current and long range planning efforts. Work includes tasks such as conducting technical review of land use and conditional and special use permit applications; reviewing rezoning petitions and ordinance amendments; reviewing major and minor subdivision plats, manufactured home park plans and site plans for commercial and industrial projects and conditional and special uses and approving the plats and plans; assisting with preparation of agendas and information packets for Board of Adjustment and Planning Board; and preparing technical site reports and draft staff recommendations for cases or petitions. Work involves considerable research, public contact often in sensitive or emotional issues requiring judgment, firmness, and tact. The role also includes developing a favorable relationship between the County and the community. Work is supervised by the Planning Director and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the County's citizens.

### Duties and Responsibilities

#### Essential Duties and Tasks

Receives inquiries from the public and provides information concerning codes, ordinances, and regulations pertaining to services of the Department.

Performs thorough technical review of land use applications, conditional and special use permit applications; rezoning petitions and ordinance amendments; advises applicants as to deficiencies in plans and petitions.

Performs technical review of minor subdivision plats, major subdivision plats, manufactured home park plans and site plans for commercial and industrial projects and conditional and special uses, approves minor subdivision plats and site plans.

Assists with preparation of agendas and information packets for Board of Adjustment and Planning Board; prepares technical site reports and drafts staff recommendations for cases or petitions; attends meetings to make presentations and answer questions from board members and the public.

Responds to complaints about violations; inspects sites for compliance with codes, ordinances and special conditions; documents findings and follows up with complaints; consults with other staff as necessary to resolve the issue.

Reviews potential plans and projects for compliance with County ordinances such as zoning, subdivision, water supply watershed, Falls watershed stormwater, and floodplain hazard mitigation contained in the land development code.

Drafts ordinance text amendments; performs short range and long range planning/land use studies; lead and/or serve on study committees related to planning and land use matters.

Participates in workshops, meetings and public hearings to explain planning proposals; answers citizen questions concerning plans and problems; makes various presentations of staff recommendations and possible scenarios.

Uses a variety of computer programs to generate reports and data and to prepare presentations, charts, maps, graphs, and other illustrative materials for presentation to elected officials, appointed boards, and citizens.

Meets with developers, property owners and consultants as needed to discuss development proposals and other planning matters.

Attends meetings of County Commissioners as needed to make presentations concerning land-use development regulations and proposals.

#### Additional Job Duties

Performs compliance inspections related to land use development regulations and proposals.

Designs and implements changes to the county's GIS website related to land use regulations and related matters.

Performs related duties as required.

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

Considerable knowledge of the County's zoning, land use, and other ordinances and codes. Considerable knowledge of the principles and practices of community and economic development and public sector planning.

Considerable knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.

Considerable knowledge of GIS systems including application of software, hardware and peripherals to planning needs.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.

Considerable skill in conflict resolution, meeting facilitation, and public presentations.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, county officials, and the general public.

Ability to enforce codes with firmness and tact.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

##### Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading.



#### Desired Education and Experience

Graduation from a college or university with a degree in urban or regional planning, geography, public administration, community development or a related field, and experience in technical and administrative support work preferably in a local government planning office; or an equivalent combination of education and experience.

#### Special Requirement

Possession of AICP certification.

June 2015

## SENIOR PLANNER

### General Statement of Duties

Performs advanced professional planning work to provide coordinated guidance and regulation of the growth and development in the County.

### Distinguishing Features of the Class

An employee in this class performs advanced professional planning work to provide coordinated guidance and regulation of the growth and development of the County. Work involves detailed analysis of applications for rezoning; preparation of staff reports; review of conditional use permit applications; preparation of ordinances and text amendments; subdivision plat review including major and minor subdivisions. The employee investigates and resolves complex ordinance violations; performs original complex research on planning and development issues; reports findings to administrative staff and elected officials; and performs a variety of duties to support the activities of the Planning Board, Board of Adjustment and other County departments. Work involves providing technical guidance to department staff, and considerable public contact often in sensitive or emotional issues requiring judgment, firmness, and tact. Work is supervised by the Planning Director and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the County's citizens.

### Duties and Responsibilities

#### Essential Duties and Tasks

Performs thorough technical review of land use applications, conditional and special use permit applications; rezoning petitions and ordinance amendments; advises applicants as to deficiencies in plans and petitions.

Confers with property owners, developers, realtors and consultants regarding development proposals in person, by telephone or e-mail; visits development sites as needed.

Prepares detailed site and area analysis reports and staff reports for rezoning petitions; drafts recommendations from professional staff which become part of the report to various boards.

Conducts in depth original research on planning, development and land use issues; briefs administrative staff and elected officials regarding research through periodic written and/or oral presentations as needed.

Makes formal presentations to Planning Board, Board of Adjustment and County Commissioners about rezoning petitions, conditional and special use permits, text amendments and special projects; participates in workshops, meetings and public hearings to explain planning proposals; answers citizen questions concerning plans and problems; makes various presentations of staff recommendations and possible scenarios.

Performs lead administrative duties on potential plans and projects for compliance with County ordinances such as zoning, subdivision, water supply watershed, Falls watershed stormwater, and floodplain hazard mitigation contained in the land development code.

Assumes leadership role in the development of special studies such as Small Area Plans and Cleanup/Beautification efforts; writes goals and objectives for growth strategies and implements growth policies and related land development regulations.

Uses a variety of computer programs to generate reports and data and to prepare presentations, charts, maps, graphs, and other illustrative materials for presentation to elected officials, appointed boards, and citizens.

#### Additional Job Duties

Assumes supervisory role for the division in the absence of the Planning Director.  
Performs other related work as required.

#### Recruitment and Selection Guidelines

##### Knowledges, Skills, and Abilities

Thorough knowledge of local, state, and federal laws, regulations, zoning, land use, and other ordinances and codes.

Thorough knowledge of the principles and practices of community and economic development and public sector planning.

Thorough knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.

Thorough knowledge of the environmental and socio-economic implications of the planning process.

Thorough knowledge of modern and effective long and short range land use and development planning principles and practices.

Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations, and ability to coordinate public participation processes.

Considerable knowledge of the application of information technology to the work of the department.

Skill in collaborative conflict resolution.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and County officials, and the general public.

Ability to plan, organize and coordinate large projects involving various interest groups and complete the project within established time frames.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms and make effective public presentations.

Ability to provide leadership to committees and staff, facilitate meetings, build consensus, and work collaboratively with developers, town officials, and the community regarding development.

##### Physical Requirements

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, operate a computer, inspect sites regarding planning issues, and do extensive reading.

##### Desirable Education and Experience

Graduation from an accredited college or university with a master's degree in planning, geography public administration, community development or related field, and extensive professional experience in public sector planning; or an equivalent combination of education and experience.

Special Requirement

Possession of AICP certification.

Possession of "Certified Stormwater BMP Inspection and Maintenance Professional" status.

Three years Planner II with Granville County experience.

Granville County 2015

## TRANSPORTATION PLANNER

### General Statement of Duties

Performs planning responsibilities in the Planning Department with emphasis in the areas of transportation planning and greenway planning.

### Distinguishing Features of the Class

An employee in this class performs technical and professional planning duties involving both short and long-term transportation plans. Work is performed under direction of the Planning Director and includes making analysis and recommendations on highways, transit, and greenway projects. Work requires considerable public contact with boards, Local, State, and Federal officials, and the general public. Tact and courtesy are essential in performing the assigned duties. Work is supervised by the Planning Director and is evaluated on the basis of conferences and review of finished products.

### Duties and Responsibilities

- Serves as ~~the~~ a project manager in the development and implementation of the County's transportation plans, programs, and projects.
- Researches and analyses transportation databases relative to short and long-term policy initiatives.
- Provides guidance and technical assistance to the Planning Director regarding ordinance amendments needed to obtain the County's goals and objectives.
- Coordinates and networks with local, regional, and state transportation planners; researches transportation planning techniques and improvement projects used elsewhere and researches and applies for transportation grants to fund transportation projects.
- Attends local, regional, and state transportation planning meetings to represent the County.
- Prepares reports and recommendations on planning transportation services; facilitates presentations and plans to educate the media, general public, State, and Local officials through meetings, written notice, and one on one contact.
- Performs related duties as required.

### Recruitment and Selections Guidelines

#### Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of planning as it relates to comprehensive community planning and transportation services.
- Considerable knowledge of the principles and practices of community planning processes as they pertain to the designing and development of rural and urban activities, planning research, zoning, watershed, subdivision activities, and the socio-economic implications of the planning process.
- Considerable knowledge of governmental and administrative frameworks involved in effective planning.
- Skill in the use of computers for compiling reports, developing presentation materials, storing and retrieving data.
- Ability to communicate effectively in oral and written form and to make presentations.
- Ability to analyze planning issues, make sound judgments, and recommend solutions.

- Ability to organize and perform the administrative and technical support functions of the assigned boards.
- Ability to establish and maintain effective working relationships with County officials, developers, employees, and the general public.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, reaching, pushing, pulling, lifting, talking, and hearing.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and prepare and analyze data, to read extensively, or operate a computer, to review plans, and to determine the accuracy, neatness, and thoroughness of work assigned.

#### Desirable Education and Experience

Bachelor's degree from an accredited college or university and two (2) years of progressively responsible professional transportation planning experience; or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license.

Granville County June 2015

## SENIOR TRANSPORTATION PLANNER

### General Statement of Duties

Performs professional planning responsibilities in the Planning Department with emphasis in the areas of transportation planning and greenway planning.

### Distinguishing Features of the Class

An employee in this class performs technical and professional planning duties involving both short and long-term transportation plans. Work is performed independently and includes making analysis and recommendations on highways, transit, and greenway projects. Work requires considerable public contact with boards, Local, State, and Federal officials, and the general public. Tact and courtesy is essential in performing the assigned duties. Work is supervised by the Planning Director and is evaluated on the basis of conferences and review of finished products.

### Duties and Responsibilities

- Serves as the Lead Project Manager in the development and implementation of the County's transportation plans, programs, and projects.
- Researches and analyses transportation databases relative to short and long-term policy initiatives.
- Provides guidance and technical assistance to the Planning Board and committees regarding ordinance amendments needed to obtain the County's goals and objectives.
- Coordinates and networks with local, regional, and state transportation planners; researches transportation planning techniques and improvement projects used elsewhere and researches and applies for transportation grants to fund transportation projects.
- Attends local, regional, and state transportation planning meetings to represent the County.
- Prepares reports and recommendations on planning transportation services; facilitates presentations and plans to educate the media, general public, State, and Local officials through meetings, written notice, and one on one contact.
- Performs related duties as required.

### Recruitment and Selections Guidelines

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of planning as it relates to comprehensive community planning and transportation services.
- Thorough knowledge of State and Federal Transportation laws and regulations pertaining to transportation policy and funding.
- Thorough knowledge of the principles and practices of community planning processes as they pertain to the designing and development of rural and urban activities, planning research, zoning, watershed, subdivision activities, and the socio-economic implications of the planning process.
- Thorough knowledge of governmental and administrative frameworks involved in effective planning.
- Skill in the use of computers for compiling reports, developing presentation materials, storing and retrieving data.

- Ability to plan and manage all portions of multiple, complex transportation programs and projects.
- Ability to communicate effectively in oral and written form and to make presentations.
- Ability to analyze planning issues, make sound judgments, and recommend solutions.
- Ability to organize and perform the administrative and technical support functions of the assigned boards.
- Ability to establish and maintain effective working relationships with County officials, developers, employees, and the general public.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, reaching, pushing, pulling, lifting, talking, and hearing.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and prepare and analyze data, to read extensively, or operate a computer, to review plans, and to determine the accuracy, neatness, and thoroughness of work assigned.

#### Desirable Education and Experience

Graduation from an accredited college or university with a master's degree in planning or public administration and a minimum of five (5) years of progressively responsible professional transportation planning experience.

#### Special Requirements

Possession of a valid North Carolina driver's license.

AICP (American Institute of Certified Planners) certification.

Granville County June 2015



## FACILITY MAINTENANCE WORKER

### General Statement of Duties

Performs unskilled and semi-skilled buildings and grounds maintenance work at an assigned building.

### Distinguishing Features of the Class

An employee in this class performs unskilled and semi-skilled work in the cleaning and maintenance of County buildings, facilities with primary responsibility at an assigned building. Considerable independent judgment and initiative are required in determining methods of work and planning and scheduling of duties. Courtesy is required in contacts with the public and other departments. The worker is subject to hazards in the work including exposure to indoor and outdoor environmental conditions, fumes, odors, dusts, poor ventilation, and loud noise; working in high places and narrow areas. Work in the cleaning of buildings is also subject to the final standards of OSHA on blood borne pathogens. The employee works under general supervision of the General Services Supervisor and informally by assigned department director. Assignments are recurring and require specific instructions on new or unusual assignments. Work is evaluated by observation and inspection.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Sweeps and mops floors, strips and waxes floors; buffs floors; cleans carpet.
- Empties trash receptacles; disposes trash.
- Maintains bathrooms in a sanitary condition; fills tissue, towel, and soap dispenser.
- Moves and sets up furniture, equipment and supplies.
- Washes windows; cleans walls and doors.
- Assists in minor repair work; checks and changes lighting units; checks Air-Conditioning and heating units; does some carpentry and plumbing repairs.
- Operates trucks and mowing equipment; performs minor repair on vehicles and equipment.
- Mows and fertilizes lawns or grass areas; plants trees, shrubbery and flowers; removes dirt, leaves, snow and debris.
- Checks fire extinguishers for proper operation.
- Picks up and delivers mail and other items.
- Locks and unlocks doors.
- Reports items requiring major repair.

#### Additional Job Duties

- Performs semi-skilled work in the installation, maintenance, and repair of electrical heating and cooling equipment, and plumbing.

- Rebuilds and installs electric and gas hot water heaters and related plumbing issues.
- Replace faulty switches, sockets, plugs, fuses, insulators, ballasts, and other parts of electrical system.
- Operates the more common types of machine shop and woodworking equipment in cutting pipe or finished lumber, operates a power saw and drill press,
- Performs related work as needed.

### Recruitment and Selection Guidelines

#### Knowledge, Skills and Abilities

- Working knowledge of the methods, materials, and equipment used in custodial and minor repair work.
- Working knowledge of materials and equipment used in grounds maintenance work.
- Working knowledge of safety regulations, occupational hazards and related safety precautions in the work.
- Ability to follow oral and written instructions.
- Ability to operate equipment effectively and safely.
- Ability to maintain effective working relationships with other employees and departments.
- Ability to deal courteously with the public.

#### Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to operate landscaping and custodial equipment, to determine thoroughness of work, to read instructions and product information, and to perform semi-skilled trades tasks.

#### Desirable Education and Experience

- Completion of sufficient education to ensure the ability to read and write, and some experience in minor repair, custodial and grounds maintenance work.

#### Special Requirement

- Possession of a valid driver's license.

Granville County  
February 2015

## LIBRARY ADMINISTRATIVE ASSISTANT

### General Statement of Duties

Under general supervision supports the library mission by performing responsible clerical and paraprofessional work in the public library system.

### Distinguishing Features of the Class

An employee in this class provides customer service in the circulation, reader's advisory, and general provision of library services in the Library. Work includes answering phones and routing calls, receiving shipments, processing accounts payable, inventory or ordering of supplies, preparation of official correspondences, and providing clerical assistance to the library administration. Work requires significant public contact and is performed in an inside environment under regular supervision. Work is supervised by the Assistant Director and is evaluated for customer service effectiveness and accuracy of work activities through observation, conference, patron feedback and annual performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Prepares vouchers for accounts payable and assures proper payment in accordance with county and library policies and procedures.
- Prepares library correspondences including donor and Memorial notification letters.
- Maintains the current staff list and contact information for all county and library staff.
- Maintains vendor files with contact information, copies of contracts, etc.
- Orders supplies and assists library staff with obtaining needed items.
- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.
- Assisting with opening and closing the library.
- Assisting with registration of patrons for new and replacement library cards.
- Answering the telephone and providing routine information or referring and transferring calls.
- Assisting with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Provides other clerical support as needed.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Working knowledge of library procedures, methods, materials and practices.
- Working knowledge of books and authors.

- Working knowledge of computers, audio-visual equipment and other equipment in the library.
- Working knowledge of the circulation and basic library procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to type accurately at a reasonable rate of speed.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match materials with records, read book spines, count monies, and operate a computer.

#### Desirable Training And Experience

Any combination of education and experience equivalent to graduation from high school and considerable clerical experience including some experience working with the public and some experience working in a library.

Granville County  
2015

## Branch Manager – South and Berea Branches

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties including assisting in developing, administering and coordinating various areas of the library. Performs managerial duties related to personnel, library operations, technical services, cataloging, etc. Serves as manager of the South and Berea Branches.

### Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing, directing, promoting, and supervising public library programs and services. Work includes coordination and implementation of programs, advising and assisting in activities and special events, collection development, readers' advisory services, technology assistance, assisting customers with their information needs, supervision of all staff and volunteers. Assists the Library Director in the planning and implementation of special projects. Work requires extensive knowledge of the collection, professional judgment and initiative as well as tact and diplomacy in dealing with the public. Work is supervised by the Library Director and is evaluated through observation, informal conferences, quality and quantity of services delivered, customer feedback, and performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Supervises branch library staff including recruiting, developing, training and evaluating staff and volunteers.
- Promoting library services and programs within the library and the community.
- Providing leadership in working relationships and communication, ensuring high productivity and quality public service; encouraging initiative and creativity.
- Ensuring safe conditions for staff, public, and building operation.
- Assisting patrons with in depth reference, technology and reader's advisory questions and developing training for the staff and public in these areas.
- Attending and contributing to meetings of the programming team as well as other teams as assigned.
- Attending and contributing to webinars, meetings and conferences of local, regional and state library and service organizations with an emphasis on the target population.
- Assists in managing the library website and social media presence.
- Assisting in assuring accurate library re-shelving and shelf-reading.
- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.
- Assists with registration of patrons for new and replacement library cards.

- Assists with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assists with library programs and/or displays.
- Other duties as assigned.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of the principles, practices, and techniques of modern library operations.

Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Considerable knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.

Considerable knowledge of computer software and hardware applications in a library.

Skill in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with County and community officials, other departments, employees and patrons.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

#### Desirable Training And Experience

Graduation from an accredited professional library school with a master's degree in library science and considerable professional experience in library work including some supervisory experience; or an equivalent combination of training and experience. Requires ALA certification.

Granville County  
2015

## BUILDINGS AND GROUNDS WORKER

### General Statement of Duties

Under general supervision, supports the mission of the library by performing unskilled and semi-skilled buildings and grounds maintenance work at the Richard H. Thornton Library and ensuring a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class performs unskilled and semi-skilled work in the cleaning and maintenance of the Richard H. Thornton Library buildings, facilities and grounds. Courtesy is required in contacts with the public and library staff. The worker is subject to hazards in the work including exposure to indoor and outdoor environmental conditions, fumes, odors, dusts, and loud noise. Work in the cleaning of buildings is also subject to the final standards of OSHA on bloodborne pathogens. The employee works under general supervision of the Library Director. Assignments are recurring and require specific instructions on new or unusual assignments. Work is evaluated by observation and inspection.

### Duties and Responsibilities

#### Essential Duties and Tasks

##### Daily Responsibilities

- Turns on lights and notes any issues with lighting. Informs Assistant Director of need for new bulbs etc.
- Empties trash receptacles and replace liners if soiled. Empties pencil sharpeners and disposes of all trash.
- Picks up trash from behind doors, in corners and around furniture as well as outside areas.
- Cleans floors including vacuuming carpets and entry rugs as well as spot mopping floors. Informs Assistant Director of stubborn stains on floors and carpet.
- Picks up and delivers mail.
- Cleans table surfaces and removes graffiti.
- Checks shelves and straightens books.
- Cleans desk surfaces in offices (if cleared) and telephones.
- Cleans public and staff restrooms; disinfects wash basins, urinals, toilets, trash receptacles and floors. Restock toilet paper as needed. Damp wipe doors, walls and partitions. Cleans mirrors and bright metal surfaces.
- Cleans drinking fountains.
- Wash glass on entry doors (as needed). Disinfects door handles (daily).
- Cleans employee break room, wiping down sink, counter tops, table and backsplashes.

##### Weekly Responsibilities

- Cleans all light switches. Spot washes walls and doors as needed.
- Dusts all surfaces below 6 foot from floor including air vents, window sills and ledges.
- Removes tape from glass surfaces, tables, etc.
- Spot cleans carpet.
- Mops restrooms, employee break room and meeting room kitchenette floors.

- Cleans meeting room kitchenette sinks, counters and appliances.

#### Monthly responsibilities

- Washes all trash receptacles.
- Sweeps exterior walkways.
- Dusts all high surfaces and ceiling for cobwebs.
- Wash inside glass windows (as needed).

#### As needed responsibilities

- Secures and supervises community service help to clean all windows (inside and out). Recommended schedule is twice per year.

#### Additional Job Duties

- Performs related work as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills and Abilities

- Working knowledge of the methods, materials, and equipment used in custodial and minor repair work.
- Working knowledge of safety regulations, occupational hazards and related safety precautions in the work.
- Ability to follow oral and written instructions.
- Ability to operate equipment effectively and safely.
- Ability to maintain effective working relationships with other employees and departments.
- Ability to deal courteously with the public.

#### Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to operate custodial equipment, to determine thoroughness of work, to read instructions and product information.

#### Desirable Education and Experience

Completion of sufficient education to ensure the ability to read and write, and some experience in custodial work.

#### Special Requirement

Possession of a valid driver's license.



## LIBRARY TECHNICAL SERVICES/CIRCULATION CLERK

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties including assisting with collection development services, assisting patrons with various services, assisting with circulation procedures, preparing materials to be shelved and ensuring a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class provides customer service in assisting patrons with various services, assisting with collection development services, assisting Head of Technical Services with various projects, assisting with circulation procedures, and preparing materials to be shelved. Work requires significant public contact and is performed in an inside environment under regular supervision. Work is supervised by the Head of Technical Services and is evaluated for customer service effectiveness and accuracy of work activities through observation, conference, patron feedback and annual performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Assists Head of Technical Services with ordering, receiving, cataloging and processing new and discarded items.
- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.
- Prepare materials to be shelved. Assists in assuring accurate library reshelving and shelf-reading.
- Assists with registration of patrons for new and replacement library cards.
- Answers the telephone and provides routine information or refers and transfers calls.
- Assists with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assists with sorting and processing incoming mail.
- Assists with library programs and/or displays, as directed.

- Utilize various types of office equipment including computers, cash register, copier and fax machine.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Working knowledge of library procedures, methods, materials and practices.
- Working knowledge of books and authors.
- Working knowledge of computers, audio-visual equipment and other equipment in the library.
- Working knowledge of the circulation and basic library and cataloging procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to type accurately at a reasonable rate of speed.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match materials with records, read book spines, count monies, and operate a computer.

#### Desirable Training And Experience

High school graduate with some library/office experience; of any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

Granville County  
March 2015

## HEAD OF TECHNICAL SERVICES - LIBRARY

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties including assisting with collection development services, producing statistical reports, overseeing all branch transits, assisting patrons with various services, and ensuring a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class provides customer service in assisting patrons with various services, assisting with collection development services, producing statistical reports, overseeing all branch transits, assuring accurate and useful cataloging of materials, and ensuring a safe and pleasant environment for library users and staff. Work requires public contact and is performed in an inside environment under regular supervision. Work is supervised by the Assistant Director and is evaluated for customer service effectiveness and accuracy of work activities through observation, conference, patron feedback and annual performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Ordering, receiving, cataloging and processing new and discarded items from all collections.
- Producing all statistical reports (monthly, yearly and others as requested).
- Processing all branch deliveries and materials for rotating collections.
- Responsible for maintaining the adult new materials collections.
- Developing and training staff on procedures for processing discards and lost items.
- Training, supervising, scheduling and evaluating Technical Services/Circulation Clerk on Technical Services responsibilities.
- Assisting patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.
- Preparing materials to be shelved. Assisting in assuring accurate library reshelving and shelf-reading.
- Assisting with registration of patrons for new and replacement library cards.
- Answering the telephone and providing routine information or referring and transferring calls.
- Assisting with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assisting with sorting and processing incoming mail.
- Assisting with library programs and/or displays, as directed.
- Utilize various types of office equipment including computers, cash register, copier and fax machine.

### Additional Job Duties

Performs related tasks as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

- Working knowledge of library procedures, methods, materials and practices.
- Working knowledge of books and authors.
- Working knowledge of computers, audio-visual equipment and other equipment in the library.
- Working knowledge of the circulation and basic library procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to type accurately at a reasonable rate of speed.

### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match books with cards, read book spines, count monies, and operate a computer.

### Desirable Training And Experience

Bachelor's Degree with some library/office experience; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

Granville County  
2015

## HEAD OF CIRCULATION - LIBRARY

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties including scheduling and supervising circulation desk staff, assisting patrons with various services, assisting with circulation procedures, maintaining holds system and overdue functions, maintaining adult new book shelf, supervising shelving staff and volunteers, and ensuring a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class provides customer service in scheduling and supervising circulation desk staff, assisting patrons with various services, assisting with circulation procedures, maintaining holds system and overdue functions, maintaining adult new book shelf, supervising shelving staff and volunteers, and ensuring a safe and pleasant environment for library users and staff. Work requires significant public contact and is performed in an inside environment under regular supervision. Work is supervised by the Assistant Director, Adult Services Librarian, or Branch Manager and is evaluated for customer service effectiveness and accuracy of work activities through observation, conference, patron feedback and annual performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Responsible for training, supervising, scheduling and evaluating circulation and shelving staff and volunteers.
- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining holds, typing and data input, assessing fines and receiving monies for fines and copies.
- Responsible for printing list of items with holds; pulling items with holds, processing holds and developing procedures for contacting patrons with items on hold.
- Responsible for balancing the cash register and processing received monies for deposit.
- Assists the Adult Services Librarian, Head of Technical Services and Branch Manager with maintaining the new adult materials.
- Responsible for all overdue functions, including searching shelves and contacting patrons.
- Assure accurate registration of patrons for new cards.
- Process all patron requests for reimbursement.
- Checking materials in and out using computers and specific library software.
- Prepare materials to be shelved. Assists in assuring accurate library reshelving and shelf-reading.

- Answers the telephone and provides routine information or refers and transfers calls.
- Assists with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assists with sorting and processing incoming mail.
- Assists with library programs and/or displays, as directed.
- Utilize various types of office equipment including computers, cash register, copier and fax machine.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Working knowledge of library procedures, methods, materials and practices.
- Working knowledge of books and authors.
- Working knowledge of computers, audio-visual equipment and other equipment in the library.
- Working knowledge of the circulation and basic library and cataloging procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to type accurately at a reasonable rate of speed.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match materials with records, read book spines, count monies, and operate a computer.

#### Desirable Training And Experience

Bachelor's degree with supervisory and library or customer service experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Granville County  
2015

## FT LIBRARY CIRCULATION CLERK – Patron Technology Services

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties assisting patrons with various services, monitoring and reporting on patron technology use, and ensuring a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class provides customer service in assisting patrons with various services, assisting with circulation procedures, maintaining reserve book system, handling overdue functions, preparing materials to be shelved and ensuring a safe and pleasant environment for library users and staff. Work requires significant public contact and is performed in an inside environment under regular supervision. Work is supervised by the Adult Services Librarian and is evaluated for customer service effectiveness and accuracy of work activities through observation, conference, patron feedback and annual performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Responsible for patron computer area including assessing and documenting equipment issues and needs.
- Responsible for maintenance of children's AWE computers.
- Developing, producing and maintaining Libguides and other information/training materials in consultation with professional staff.
- Trains and schedules PC Help Desk coverage.
- Maintains the periodicals collection and assists the Head of Technical Services with processing additions and deletions in the periodicals collection.
- Checking materials in and out using computers and specific library software.
- Prepare materials to be shelved. Assists in assuring accurate library reshelving and shelf-reading.
- Assists with registration of patrons for new and replacement library cards.
- Answers the telephone and provides routine information or refers and transfers calls.
- Assists with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assists with sorting and processing incoming mail.
- Assists with library programs and/or displays, as directed.
- Utilize various types of office equipment including computers, cash register, copier and fax machine.

#### Additional Job Duties

Performs related tasks as required.

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

- Working knowledge of library procedures, methods, materials and practices.
- Working knowledge of computers, audio-visual equipment and other equipment in the library.
- Working knowledge of books and authors.
- Working knowledge of the circulation and basic library procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to type accurately at a reasonable rate of speed.

##### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match materials with records, read book spines, count monies, and operate a computer.

#### Desirable Training And Experience

Associate's degree with some library/customer service experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Granville County  
2015



## NORTH CAROLINA ROOM SPECIALIST

### General Statement of Job

Under general supervision and in consultation with other staff, provides programs, materials and services for patrons of the North Carolina Room. Provides in-depth reference assistance in addition to assisting patrons with all library services. Ensures a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class provides programs, materials and services for patrons of the North Carolina Room, provides in-depth reference assistance in addition to assisting patrons with all library services, and ensures a safe and pleasant environment for library users and staff. Work requires extensive knowledge of the collection, professional judgment and initiative as well as tact and diplomacy in dealing with the public. Work is supervised by the Library Director and is evaluated through observation, informal conferences, quality and quantity of services delivered, customer feedback, and performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Responsible for all aspects of North Carolina Room collection development including selecting and weeding materials, overseeing cataloging, shelving, and archiving of materials.
- Developing, promoting, presenting and evaluating programs and displays on local history and genealogy.
- Assisting patrons with in depth reference, technology and reader's advisory questions and developing training for the staff and public in these areas with special emphasis on the North Carolina Room.
- Tracking and maintaining donations to and expenditures from the North Carolina Room Memorial fund.
- Developing and proposing new projects to share North Carolina Room resources, including digitization.
- Attending and contributing to meetings of library service teams as assigned.
- Recruiting, training and managing North Carolina Room volunteers.
- Attending and contributing to meetings and conferences of local, state and national genealogical and historical societies.
- Assisting patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, processing holds, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.

- Assisting with opening and closing the library.
- Assisting with registration of patrons for new and replacement library cards.
- Answering the telephone and providing routine information or referring and transferring calls.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, and techniques of local history and genealogy libraries.
- Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials in the areas of local history and genealogy.
- Considerable knowledge of the organization and functions of local governments.
- Considerable knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.
- Considerable knowledge of computer software and hardware applications in a library.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Ability to supervise and plan the work of subordinate staff and volunteers.
- Ability to establish and maintain effective working relationships with County and community officials, other departments, employees and patrons.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

#### Desirable Training And Experience

Bachelor's Degree with extensive local history or genealogy research experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Granville County  
2015

## CHILDREN'S SERVICES LIBRARIAN

### General Statement of Job

Under general supervision and in consultation with other staff, supports the library mission by providing programs, materials and services for youth age infant to 18, families and caregivers. Assists patrons with all library services, and ensures a safe and pleasant environment for library users and staff.

Location: Thornton and Stovall Branches

### Distinguishing Features of the Class

An employee in this class provides programs, materials and services for youth age infant to 18, families and caregivers. Assists patrons with all library services, and ensures a safe and pleasant environment for library users and staff. Work requires extensive knowledge of the collection, professional judgment and initiative as well as tact and diplomacy in dealing with the library's patrons, staff and the general public. Work is performed independently under the supervision of the Branch Manager, and is evaluated through observation, informal conferences, quality and quantity of services delivered, patron feedback and performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- In consultation with other Youth Services staff, responsible for all aspects of children's and young adult collection development including selecting and weeding materials, processing suggestions for additions to the children's and young adult collections, and tracking and maintaining the children's and young adult materials budgets.
- Developing, promoting, presenting and evaluating programs and displays for children and young adults.
- Responsible for maintenance of the children's and young adult collections including new item shelves.
- Assisting patrons with in depth reference, technology and reader's advisory questions with special emphasis on the target population, and developing training for the staff and the public in these areas.
- Attending and contributing to meetings of the programming team as well as other teams as assigned.
- Attending and contributing to webinars, meetings and conferences of local, regional and state library and youth services organizations.
- Providing outreach to the community with special emphasis on the target population.

- Recruiting, training and managing children's and young adult services volunteers.
- Assisting patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, processing holds, typing and data input, assessing fines and receiving monies for fines and copies.
- Preparing materials to be shelved. Assisting in assuring accurate library reshelving and shelf-reading with a special emphasis on the Children's and Young Adult collections.
- Checking materials in and out using computers and specific library software.
- Assisting with opening and closing the library.
- Assisting with registration of patrons for new and replacement library cards.
- Answering the telephone and providing routine information or referring and transferring calls.
- Assisting with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, and techniques of modern library operations.
- Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials with special emphasis on the target population.
- Considerable knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.
- Considerable knowledge of computer software and hardware applications in a library.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Ability to supervise and plan the work of subordinate staff and volunteers.
- Ability to establish and maintain effective working relationships with County and community officials, other departments, employees and patrons.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

### Desirable Training And Experience

Master's Degree in Library Science with some library or children's or young adult experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Granville County  
2015

## CHILDREN'S SERVICES LIBRARIAN

### General Statement of Job

Under general supervision and in consultation with other staff, supports the library mission by providing programs, materials and services for youth age infant to 18, families and caregivers. Assists patrons with all library services, and ensures a safe and pleasant environment for library users and staff.

Location: South and Berea Branches

### Distinguishing Features of the Class

An employee in this class provides programs, materials and services for youth age infant to 18, families and caregivers. Assists patrons with all library services, and ensures a safe and pleasant environment for library users and staff. Work requires extensive knowledge of the collection, professional judgment and initiative as well as tact and diplomacy in dealing with the library's patrons, staff and the general public. Work is performed independently under the supervision of the Branch Manager, and is evaluated through observation, informal conferences, quality and quantity of services delivered, patron feedback and performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- In consultation with other Youth Services Staff, responsible for all aspects of children's and young adult collection development including selecting and weeding materials, processing suggestions for additions to the children's and young adult collections, and tracking and maintaining the children's and young adult materials budgets.
- Developing, promoting, presenting and evaluating programs and displays for children and young adults.
- Responsible for maintenance of the children's and young adult collections including new item shelves.
- Assisting patrons with in depth reference, technology and reader's advisory questions with special emphasis on the target population, and developing training for the staff and the public in these areas.
- Attending and contributing to meetings of the programming team as well as other teams as assigned.
- Attending and contributing to webinars, meetings and conferences of local, regional and state library and youth services organizations.
- Providing outreach to the community with special emphasis on the target population.

- Recruiting, training and managing children's and young adult services volunteers.
- Assisting patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, processing holds, typing and data input, assessing fines and receiving monies for fines and copies.
- Preparing materials to be shelved. Assisting in assuring accurate library reshelving and shelf-reading with a special emphasis on the Children's and Young Adult collections.
- Checking materials in and out using computers and specific library software.
- Assisting with opening and closing the library.
- Assisting with registration of patrons for new and replacement library cards.
- Answering the telephone and providing routine information or referring and transferring calls.
- Assisting with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, and techniques of modern library operations.
- Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials with special emphasis on the target population.
- Considerable knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.
- Considerable knowledge of computer software and hardware applications in a library.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Ability to supervise and plan the work of subordinate staff and volunteers.
- Ability to establish and maintain effective working relationships with County and community officials, other departments, employees and patrons.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

### Desirable Training And Experience

Master's Degree in Library Science with some library or children's or young adult experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Granville County  
2015



## ADULT SERVICES LIBRARIAN

### General Statement of Job

Under general supervision and in consultation with other staff, supports the library mission by providing programs, materials and services for adults age 18 and up. Provides in depth reference assistance in addition to assisting patrons with all library services and ensuring a safe and pleasant environment for library users and staff.

Location: Thornton and Stovall Branches

### Distinguishing Features of the Class

An employee in this class plans, organizes, and supervises the daily operation of a library service department including targeted educational programming. The employee provides professional librarian services and supervisory guidance of the adult services department of the library. Work includes coordination and implementation of programs, advising and assisting in activities and special events, development and recruitment of adult services volunteers. Work also includes assisting readers with information needs and general computer assistance with the public access computers. Work requires extensive knowledge of the collection, professional judgment and initiative as well as tact and diplomacy in dealing with the library's patrons, staff and the general public. Work is performed independently under the supervision of the Assistant Library Director, and is evaluated through observation, informal conferences, quality and quantity of services delivered, patron feedback and performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Responsible for all aspects of adult collection development including selecting and weeding materials, Interlibrary loan requests, processing suggestions for additions to the adult collection, and tracking and maintaining the adult materials budget.
- Developing, promoting, presenting and evaluating programs and displays for adults.
- Assisting patrons with in depth reference, technology and reader's advisory questions and developing training for the staff and public in these areas with special emphasis on the target population.
- Attending and contributing to meetings of the programming team as well as other teams as assigned.
- Attending and contributing to webinars, meetings and conferences of local, regional and state library and service organizations with an emphasis on the target population.
- Recruiting, training and managing adult services volunteers.
- Assisting in assuring accurate library re-shelving and shelf-reading with a special emphasis on the adult collections.
- Assisting patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library

equipment, processing holds, typing and data input, assessing fines and receiving monies for fines and copies.

- Checking materials in and out using computers and specific library software.
- Assisting with opening and closing the library.
- Assisting with registration of patrons for new and replacement library cards.
- Answering the telephone and providing routine information or referring and transferring calls.
- Assisting with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Other duties as assigned.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of the principles, practices, and techniques of modern library operations.

Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Considerable knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.

Considerable knowledge of computer software and hardware applications in a library.

Skill in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with County and community officials, other departments, employees and patrons.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

#### Desirable Training And Experience

Graduation from an ALA accredited professional library school with a master's degree in library science and considerable professional experience in library work and customer service; or an equivalent combination of training and experience which provides the required skills.

## ASSISTANT DIRECTOR

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties including assisting in developing, administering and coordinating various areas of the library. Performs managerial duties related to personnel, library operations, technical services, cataloging, etc. Serves as manager of the Thornton and Stovall Branches. Directs the library in the absence of the Director.

### Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing, directing, promoting, and supervising public library programs and services, as well as assisting the Library Director in the administration and supervision of the library. Work includes coordination and implementation of programs, advising and assisting in activities and special events, collection development, readers' advisory services, technology assistance, assisting customers with their information needs, supervision of all staff and volunteers in the absence of the Library Director, and assisting the Library Director in the planning and implementation of special projects. Work requires extensive knowledge of the collection, professional judgment and initiative as well as tact and diplomacy in dealing with the public. Work is supervised by the Library Director and is evaluated through observation, informal conferences, quality and quantity of services delivered, customer feedback, and performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Assisting in developing and administering policies and procedures concerning library operations, budgets and financial reports, and programs.
- Assisting in planning, implementing and evaluating library services.
- Recruiting, developing, training and evaluating staff and volunteers.
- Promoting library services and programs within the library and the community.
- Providing leadership in working relationships and communication, ensuring high productivity and quality public service; encouraging initiative and creativity.
- Ensuring safe conditions for staff, public, and building operation.
- Assisting patrons with in depth reference, technology and reader's advisory questions and developing training for the staff and public in these areas.
- Attending and contributing to meetings of the programming team as well as other teams as assigned.
- Attending and contributing to webinars, meetings and conferences of local, regional and state library and service organizations with an emphasis on the target population.
- Managing the library's website, social media accounts, and the integrated library system (Evergreen).

- Assisting in assuring accurate library re-shelving and shelf-reading.
- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.
- Assists with registration of patrons for new and replacement library cards.
- Assists with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assists with library programs and/or displays.
- Other duties as assigned.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, and techniques of modern library operations.
- Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.
- Considerable knowledge of budgeting, planning, grant management and sources, personnel management and policies, and other administrative practices and techniques.
- Considerable knowledge of computer software and hardware applications in a library.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Ability to supervise and plan the work of subordinate staff.
- Ability to establish and maintain effective working relationships with County and community officials, other departments, employees and patrons.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

#### Desirable Training And Experience

Graduation from an ALA accredited professional library school with a master's degree in library science and considerable professional experience in library work including some supervisory experience; or an equivalent combination of training and experience. Must be

eligible for North Carolina Public Librarian Certification.

Granville County  
2015

## LIBRARY CIRCULATION CLERK

### General Statement of Job

Under general supervision, supports the library mission by performing a variety of duties including assisting patrons with various services, assisting with circulation procedures, processing holds, handling overdue functions, preparing materials to be shelved and ensuring a safe and pleasant environment for library users and staff.

### Distinguishing Features of the Class

An employee in this class provides customer service in assisting patrons with various services, assisting with circulation procedures, assisting with circulation procedures, processing holds, handling overdue functions, preparing materials to be shelved and ensuring a safe and pleasant environment for library users and staff. Work requires significant public contact and is performed in an inside environment under regular supervision. Work is supervised by the Head of Circulation and is evaluated for customer service effectiveness and accuracy of work activities through observation, conference, patron feedback and annual performance evaluations.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Assists patrons with a variety of services including locating special items, responding to general inquiries, providing information, instructing patrons on use of library equipment, maintaining the reserve book system, typing and data input, assessing fines and receiving monies for fines and copies.
- Checking materials in and out using computers and specific library software.
- Preparing materials to be shelved. Assisting in assuring accurate library reshelving and shelf-reading.
- Handling all overdue and hold functions, including searching shelves and contacting patrons, as assigned.
- Registration of patrons for new and replacement library cards.
- Answering the telephone and provides routine information or refers and transfers calls.
- Assisting with emptying book drop, keeping shelves in orderly condition, shifting books and/or magazines, as needed.
- Assisting with sorting and processing incoming mail.
- Assisting with library programs and/or displays, as directed.
- Utilizing various types of office equipment including computers, cash register, copier and fax machine.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Working knowledge of library procedures, methods, materials and practices.
- Working knowledge of books and authors.
- Working knowledge of computers, audio-visual equipment and other equipment in the library.
- Working knowledge of the circulation and basic library procedures.
- Working knowledge of business math, English, and the use of business machines.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to type accurately at a reasonable rate of speed.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pound of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to maintain records, match materials with records, read book spines, count monies, and operate a computer.

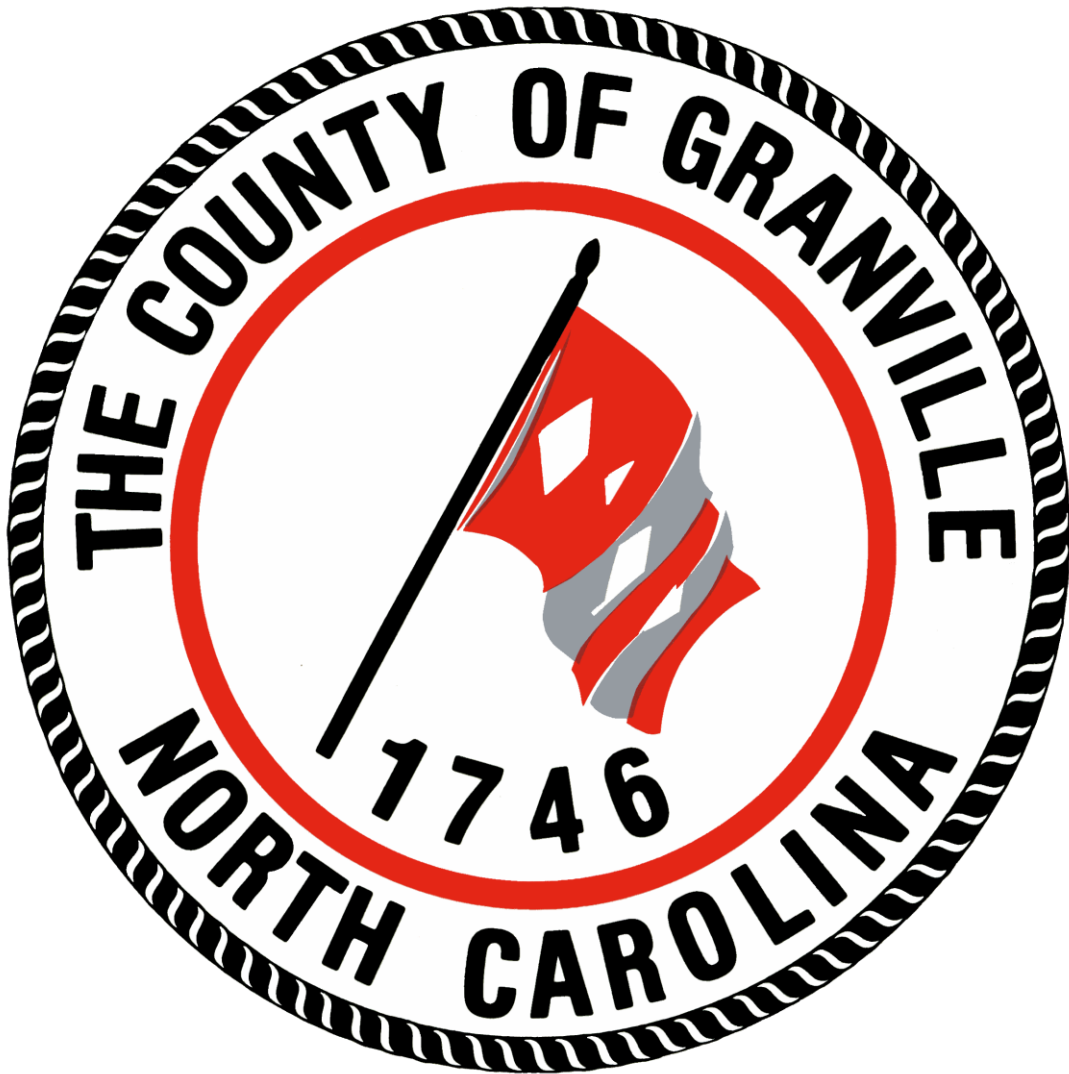
#### Desirable Training And Experience

High school graduate with some library/office experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Granville County  
2015

*SECTION IV*

*Long-Term Planning*





	2013-2014	2014-2015	2014-2016	2015-2016	2015-2017	2017-2018	2018-2019	2019-2020
Tax Rate (per \$100 of valuation)	0.795	0.8300	0.8300	0.8300	0.8300	0.8300	0.8300	0.8300
	Actual Fiscal Year 2013-2014	Original Budget Fiscal Year 2014-2015	Amended Budget Fiscal Year 2014-2015	Budget Fiscal Year 2015-2016	Projected Fiscal Year 2015-2016	Projected Fiscal Year 2015-2017	Projected Fiscal Year 2017-2018	Projected Fiscal Year 2018-2019
<b>General Fund Revenues:</b>								
Property Taxes	32,736,594	34,831,342	34,831,342	33,913,550	39,586,000	36,855,790	27,222,500	27,635,888
Sales & Other Taxes	7,295,032	7,556,148	7,556,148	7,864,722	8,100,064	8,343,884	8,583,994	8,851,834
Article 48 Sales Tax Revenue	26,905	-	-	-	-	-	-	-
State Road Business Division	325,372	-	-	-	-	-	-	-
Licenses, Fees and Other Revenues	2,115,581	1,991,831	1,993,931	1,971,289	2,030,428	2,091,341	2,154,081	2,218,703
Restricted & Intergovernmental Revenues	3,737,267	7,681,808	9,029,468	8,020,848	8,181,283	8,344,938	8,311,788	8,582,022
Investment Earnings & Operating Transfers In	1,461,427	163,000	184,300	199,000	200,950	203,000	205,000	207,000
Debt Proceeds	29,380,340	-	-	-	-	-	-	-
Appropriated Fund Balance	-	1,683,068	4,399,453	1,804,628	-	-	-	-
<b>Total G/F Revenue</b>	<b>81,248,807</b>	<b>54,197,292</b>	<b>57,984,239</b>	<b>55,884,085</b>	<b>54,900,074</b>	<b>55,345,702</b>	<b>46,797,781</b>	<b>47,785,608</b>
<b>Summary of General Fund Expenditures</b>								
	Actual Fiscal Year 2013-2014	Original Budget Fiscal Year 2014-2015	Amended Budget Fiscal Year 2014-2015	Budget Fiscal Year 2015-2016	Projected Fiscal Year 2015-2017	Projected Fiscal Year 2017-2018	Projected Fiscal Year 2018-2019	Projected Fiscal Year 2019-2020
<b>General Fund Expenditures:</b>								
Board of Commissioners - Governing Body	218,100	234,887	234,887	237,039	242,965	240,019	255,265	261,847
Administration	271,239	297,956	297,956	215,563	323,893	331,990	340,290	348,797
Information Technology	135,626	186,816	165,814	164,018	198,818	189,355	138,100	203,123
Human Resources	167,485	119,841	119,841	94,218	88,573	98,988	101,462	103,998
Construction Administration	368,435	388,950	660,450	355,900	572,577	529,754	807,447	825,070
Finance	394,537	445,412	445,412	481,103	472,631	484,448	488,557	508,971
Internal Auditor	85,959	75,382	75,382	79,822	81,554	83,090	85,787	87,952
Board of Elections	582,177	334,074	341,574	487,237	659,418	512,903	576,726	548,119
Register of Deeds	283,081	287,875	283,875	293,934	291,032	296,308	305,796	313,410
Tax Administration	753,311	752,192	846,192	793,198	813,020	835,355	854,181	875,543
General Services / Court Facilities	628,028	601,329	601,329	603,318	570,536	527,852	805,291	823,440
Social Services	7,484,154	8,243,611	8,307,391	8,286,015	8,513,880	8,748,012	8,988,582	9,235,788
Veterans Services	15,237	15,388	15,388	19,044	16,445	16,858	17,278	17,710
Health & Medical Services	2,512,118	1,931,212	2,088,786	2,886,735	2,736,038	2,570,987	2,408,551	2,245,885
Social Services	1,239,591	1,276,527	1,304,389	1,341,372	1,371,808	1,412,355	1,447,804	1,489,698
Library	1,483,136	1,587,987	1,619,438	1,583,630	1,684,088	1,757,240	1,780,871	1,825,188
Cooperative Extension Service	301,125	375,588	372,588	364,730	373,900	363,215	392,835	402,638
Recreation	224,332	221,460	221,460	222,180	228,624	231,155	235,773	240,495
GAP/Jonestown Park Operations	361,208	388,842	376,842	369,666	408,810	417,892	430,532	443,448
Development Services - Inspections Division	445,089	458,232	485,948	508,870	521,700	534,743	548,111	561,814
Development Services - Planning Division	284,715	322,027	322,027	324,621	332,737	341,085	348,581	356,321
Economic Development	1,309,581	2,021,560	2,021,560	1,888,888	1,920,815	1,944,852	1,969,894	1,995,158
Tourism	89,530	92,114	92,114	98,252	98,737	81,229	82,761	84,330
Granville County Schools	18,944,814	20,164,588	20,164,588	20,207,378	20,813,897	21,438,008	22,081,145	22,743,546
Vanover Granville Community College	768,563	603,833	588,542	648,262	587,651	687,681	708,511	729,560
Sheriff	4,714,327	5,013,410	5,123,532	4,747,883	4,478,388	5,012,584	5,150,400	5,202,068
Detention Center	2,418,336	2,424,435	2,535,813	2,589,339	2,554,072	2,720,424	2,789,435	2,858,148
Emergency Communications	1,042,630	1,113,791	1,162,098	1,136,713	1,186,131	1,194,269	1,224,118	1,254,718
Animal Control	335,991	318,116	338,297	350,356	419,573	491,387	503,641	516,212
Emergency Management	384,058	268,717	337,515	242,681	248,748	254,987	261,241	267,874
Fire Services	971,170	907,368	907,368	928,778	980,337	980,010	1,026,722	1,061,882
Forestry Administration	85,366	104,266	104,266	112,850	115,107	117,400	118,757	122,152
Other Emergency Services	25,277	50,000	50,000	50,000	51,000	53,020	53,000	54,122
Special Appropriations	177,801	244,323	246,232	242,284	247,446	252,355	257,443	262,482
Non-Departmental	3,181,000	3,024,282	3,013,245	3,303,202	3,029,530	1,638,981	1,894,855	1,813,108
Pass Through Funds	525,101	385,871	542,869	319,508	319,508	319,508	319,508	319,508
Contribution to Other Funds	840,630	162,000	296,000	175,319	176,370	175,370	175,370	175,370
Contingency	-	180,000	26,000	180,000	180,000	180,000	180,000	180,000
Available for Service Expansion	-	-	-	-	-	-	-	-
<b>TOTAL G/F Expenditures</b>	<b>83,045,712</b>	<b>54,498,740</b>	<b>57,884,039</b>	<b>55,854,085</b>	<b>57,152,437</b>	<b>58,469,177</b>	<b>58,792,714</b>	<b>61,117,770</b>
<b>Revenues over Expenditures</b>	<b>29,622,995</b>	<b>(391,442)</b>	<b>-</b>	<b>-</b>	<b>(2,152,363)</b>	<b>(3,123,475)</b>	<b>(2,995,233)</b>	<b>(2,362,162)</b>
<b>Other Financing Sources*</b>	<b>(as of 6/28/14)</b>							
<b>Unassigned Fund Balance</b>	<b>20,478,407</b>	<b>18,785,338</b>	<b>16,078,954</b>	<b>14,194,316</b>	<b>11,541,053</b>	<b>9,378,419</b>	<b>6,380,085</b>	<b>3,627,924</b>

\*During FY 2012-2013 Granville County issued debt to reimburse state on purchases on building renovations and land purchase.

## **FORECAST PLANNING PROCESS**

### **Granville County's Approach to Forecast Planning**

The County Commissioners rely on financial plans as the basis for all budget decisions. The General Fund Five-Year Financial Plan shown on the previous page illustrates the Board-approved growth targets for each County functional area. These targets differ by service area based on the Board's desire to focus resources in the public safety and education areas, while limiting administrative overhead. The Board has found that a five-year plan is realistic and manageable.

### **Components of the Long-Term Financial Planning and Budget Process**

#### **Financial Plan Issue Analysis**

The Long-Term Financial Planning and Budget Process Flow Chart identifies five key components. The first component, Financial Plan Issue Analysis, begins in August when department heads review their prior year budgets and performance measures. They identify key issues that must be addressed in the upcoming year's budget, some of which may require long-term plans. In September and October, the 4-5 member administrative team, led by the County Manager and the Finance Director, reviews and analyzes these key issues.

The administrative team meets again in January to review the County's financial status and to assess future costs and events. Also, revenue trends are analyzed against current legislation to determine if there will be shortfalls due to State or Federal mandates. This leads to an in-depth financial policy review in February as part of the Strategic Planning Process. The Financial Plan Issue Analysis is concluded at this point, leading to the finalized long-term financial plan.

#### **Financial Forecast and Plan**

The second component of long-term financial planning is the Financial Forecast and Plan. This officially begins in October when the long-term expenditure forecasts are prepared. In December, the County updates its debt affordability study as part of the strategic planning process. This update determines how much debt the County can afford to issue within the basic parameters set by the Board of County Commissioners. This may alter the long-term expenditure forecasts prepared during previous months.

A major portion of budget preparation is the evaluation and analysis of revenues. Multiple techniques are used to project revenue as realistically as possible, including:

- Expertise from department heads
- Historical trends
- Predictive statistics based on current legislation
- Information from the State of North Carolina and other local governments

The County's current financial status is also considered during the long-range forecasts. Once the revenue and expenditure forecasts are ready, the strategic planning elements must be considered, including the aforementioned financial policy review and the annual board retreat (part of the County Board and Public component). The convergence of each of these elements leads to the finalization of the long-term financial plan in February and March.

### Budget

The third component of long-term financial planning involves the Budget. Although the budget focuses heavily on one fiscal year, long-term planning is invariably linked to the process. For example, if the County anticipates that a new fleet of vehicles is needed in three years, money can be set aside in the upcoming fiscal year in order to meet that future need.

The departments and outside agencies are notified of the upcoming budget process in February. Each department and agency must submit budget requests in March in order to be ready to meet with the County Manager and Finance Director in April. It is during these meetings that long-term plans are discussed at the departmental level. Also, Board issues identified during the annual board retreat are reviewed against the departments' requests and future plans. The budget that is submitted to the Board in early May is based upon those meetings, as well as input from the financial policy review.

### County Board and Public

The budget is adopted in June after completion of the fourth component of long-term planning, the County Board and Public. The budget process is publicized in local newspapers during February, which is the same month as the annual board retreat. Additional community outreach occurs in April. A public hearing is held in May, followed by budget work sessions. These sessions consider input from the public hearings within the context of the financial analysis that has occurred in the previous months.

### Performance Review

The final component of long-term financial planning is the Performance Review. This component is crucial to determining the progress of both short-term and long-term plans. The Performance Review consists of quarterly performance reports due in September, December, March, and June. These reports contain information such as goals, targets, and performance measures. This helps decision-makers to determine if short-term and long-term plans are providing anticipated results. Long-term plans may need to be adjusted if goals and targets are not met.

### Other Considerations

There are numerous considerations during long-term financial planning within the context of the aforementioned components.

### Maintaining an Adequate Fund Balance

The Board targets a fund balance level of 30-35%, which is conservative when compared to other rural local governments. This provides a sound basis for fiscal responsibility and cash management.

### Annual Growth Assumptions

Annual growth assumptions consider various factors such as inflation, economic trends, and changing legislation. Growth percentages also differ by category, such as County Administration is projected at 2.5% growth while Economic Development and Education is projected at 3%.

### Capital Improvement Plan

The five year Capital Improvement Schedule (CIP) is a financial management tool used to identify and set aside funds for future capital needs. There are numerous costs associated with

CIP items. An analysis of potential fixed assets is prepared to calculate future depreciation and maintenance expenses beyond the year of purchase. Other costs include operating and insurance expenses, and possibly staffing considerations. Also, potential facility purchases may include utility costs and other operating expenditures in future years. In some cases, the analysis may show that it is more efficient to obtain a lease rather than build, renovate, or purchase property.

Currently, capital improvement projects are planned and scheduled based on critical needs to maintain either existing structures or safety. County administrative staff members, in conjunction with capital project supervisors, are developing a criteria-based evaluation process.

#### Vehicle Replacement Program

Another key financial management tool is the Vehicle Replacement Program (VeRP). Vehicles are replaced at various intervals depending upon usage. For example, patrol cars are generally replaced in the fifth year of use, but may be replaced sooner or later depending upon the mileage and condition.

The type of vehicles to purchase also affects long-term costs. The recent introduction of hybrid vehicles presents an intriguing possibility, but a cost/benefit analysis of such vehicles shows that while they save fuel costs, there are additional costs that are higher than regular vehicles, such as higher-priced batteries that must be replaced more frequently. On the other hand, escalating fuel prices may outweigh the costs of the batteries, which is more challenging to determine on a long-term basis.

#### Performance Measures

Performance measures are becoming an increasingly important aspect of long-term planning. Decisions are enhanced as the County progresses in its implementation of performance measures.

#### Property Revaluation

Revaluation of property within the County is also considered on a long-term basis. According to North Carolina G.S. 105-286, counties must conduct property revaluations at least every 8 years, but may conduct them sooner. Several counties have adopted 4-5 year cycles rather than 8 year cycles. Granville County follows the mandated 8 year cycle.

#### Economic Forecasts

Granville County is coping with overflow growth from nearby Research Triangle Park and the Raleigh/Durham area. The County's infrastructure is increasingly burdened as more people move into the area. Long-term economic forecasts indicate that the Raleigh/Durham area will continue to grow, which means that Granville County will continue to grow. This affects the Board's high-priority funding areas of education and public safety, which will also continue to expand.

While Granville County's unemployment rate is lower than its rural neighboring counties, it must be continuously monitored in today's challenging economic climate. Unemployment rates directly impact both current and future revenue streams, as well as expenditures due to increased demand for governmental services.

Another element of the budget that is affected by the economy is fuel costs. Granville County's rural environment and 532 square miles present unique transportation and public service needs. The increasing cost of fuel has elevated the operational costs for these services to a major role in the County's expenditures.

#### Legislation

Another external influence is legislative mandates. The County Board works closely with the North Carolina Association of County Commissioners to monitor changes in State and Federal legislation.

#### Grants

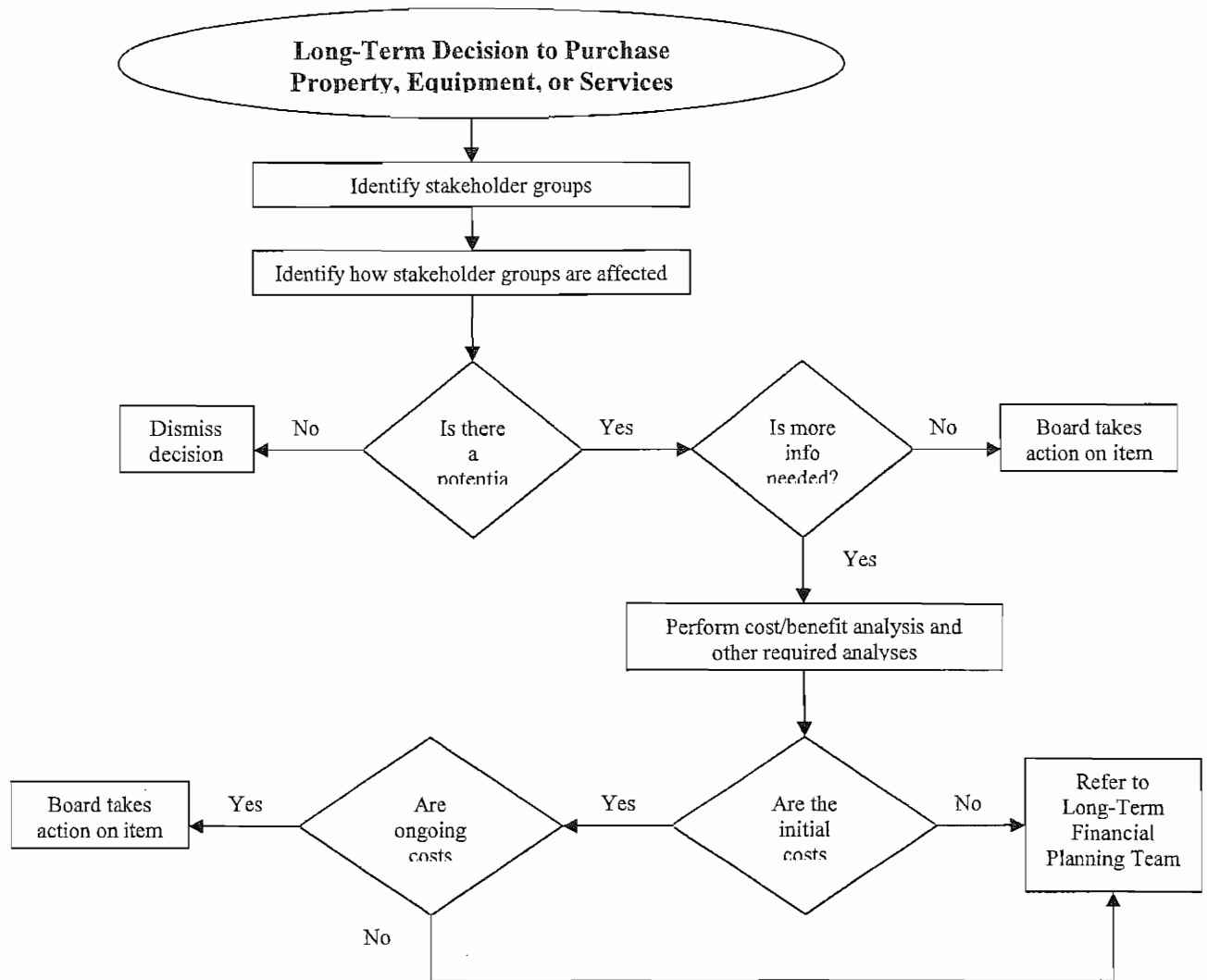
Grants are becoming increasingly competitive as funds are continuously cut. Counties cannot rely as much on large block grants from the Federal government as they have in the past. Also, grant opportunities often have "strings attached" which may deter departments from pursuing grant funding. Once grants are awarded, the County must determine how to sustain funding in future years for on-going costs.

#### Changes in Accounting Rules

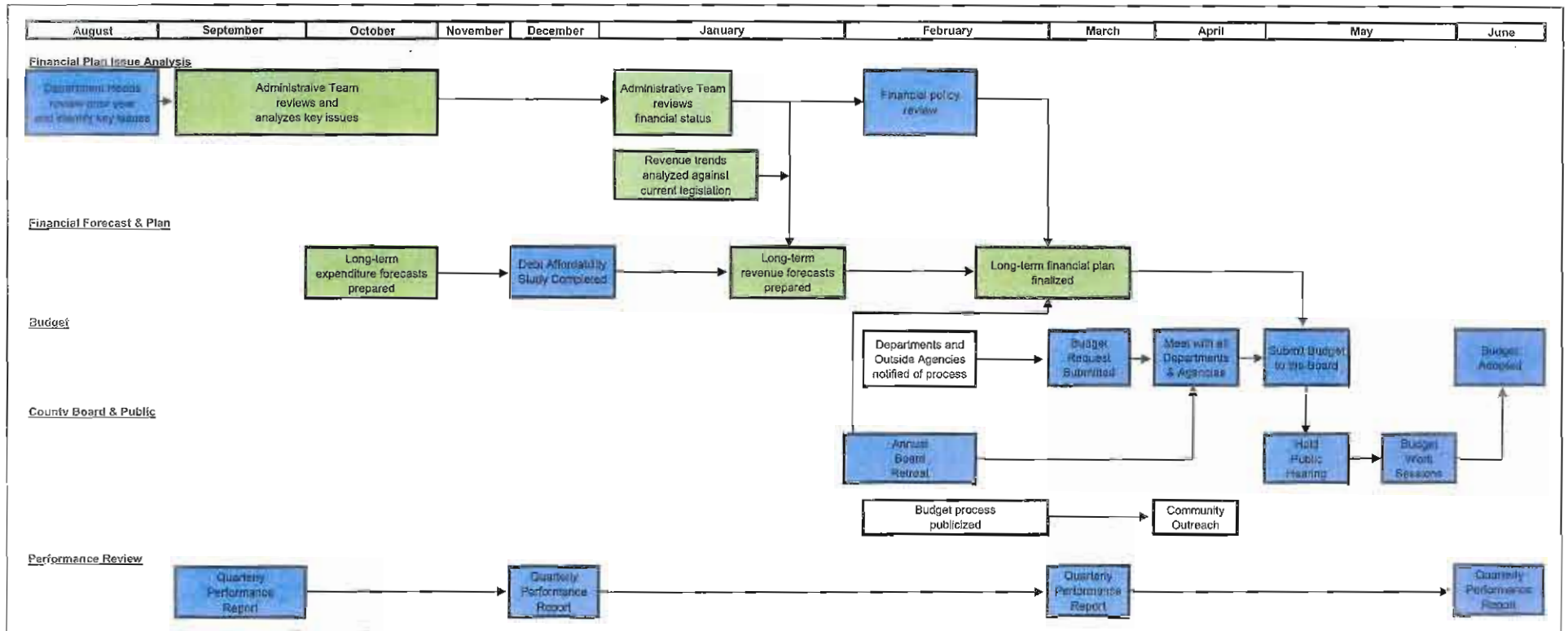
Accounting rules have changed frequently in recent years. These changes must be calculated into long-term planning. For example, GASB Statements 43 and 45 were recently issued to assure that local governments record post-employee benefits as a long-term liability. This means that Granville County must calculate and present the post-employee benefits in the financial statements. This affects long-term planning because Granville County must also consider a funding stream to meet this future obligation. GASB 54 has also changed the way the County reports various funds thereby making significant changes to the General Fund when compared with earlier years.

#### **Comprehensive Approach to Long-Term Financial Planning**

Granville County takes a comprehensive approach to long-term financial planning as indicated by the following flow chart:



# **Granville County** **Long-Term Financial Planning and Budget Process Flow Chart**



## ***SECTION V***

***Summary of Revenues, Expenditures  
and Fund Balance  
General Fund, Other Funds  
All Funds***





<b>SUMMARY OF REVENUES</b>
<b>GENERAL FUND</b>

REVENUES BY MAJOR SOURCE	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Property Taxes	\$ 36,071,119	\$ 34,831,342	\$ 34,831,342	\$ 35,913,590
Sales & Other Taxes	\$ 7,706,195	\$ 7,556,148	\$ 7,556,148	\$ 7,864,722
License, Fees and Other Revenues	\$ 2,139,815	\$ 1,981,431	\$ 1,979,931	\$ 1,971,289
Restricted & Intergovernmental Revenues	\$ 8,870,533	\$ 8,072,308	\$ 9,043,465	\$ 8,020,845
Investment Earnings & Operating Transfers	\$ 256,897	\$ 183,000	\$ 184,300	\$ 199,000
Total Revenues Before AFB and Debt	\$ 55,044,559	\$ 52,624,229	\$ 53,595,186	\$ 53,969,446
Appropriated Fund Balance	-	\$ 1,874,511	\$ 4,399,453	\$ 1,884,639
Debt Proceeds				
Total Revenues	\$ 55,044,559	\$ 54,498,740	\$ 57,994,639	\$ 55,854,085

#### Property Taxes:

Counties in North Carolina are prohibited from imposing taxes unless specifically authorized by the General Assembly. State lawmakers have allowed counties to raise revenue through the property tax, which generates approximately 65% of the revenue for Granville County government.

The formula for expected revenue is based on the underlying value of the property taxed. The estimated value for fiscal year 2015-2016 is based on a total taxable valuation of \$4,291,052,546, a slight increase when compared to \$ \$4,192,052,302 for fiscal year 2014-2015.

Assumptions for the formula:

Estimated Net Taxable Value For 2015-2016	Multi- plied by	Tax Rate	Per	\$100/ Valuation	Multi- plied by	FY 2014 Tax Collection Rate	Equals	Projected Current Year Total Property Tax Revenue
\$4,291,052,546	X	\$0.83	X	0.01	X	98.12%	=	\$34,946,160

PROPERTY TAXES	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget*
Current Year	\$ 35,045,273	\$ 33,812,842	\$ 33,812,842	\$ 34,946,160
Discount	(331,424)	(270,000)	(270,000)	(318,070)
Prior Years	983,817	990,000	990,000	990,000
Penalties & Interest	373,453	298,500	298,500	295,500
Total Property Tax Revenues	36,071,119	34,831,342	34,831,342	35,913,590

## Sales and Other Taxes:

Sales tax revenues are received by the County from the State of North Carolina based on per capita or point of sale distributions. The County's Article 39 (1%) local sales tax is utilized in its entirety for general fund operations. Article 40 (commonly known as "school's ½ cent") sales taxes were initiated in part to help fund local school capital projects, with a mandatory transfer of 30% of these revenues to the schools restricted capital fund. Article 42, (commonly known as "schools additional ½ cent") sales taxes were also initiated in part to help fund local school capital outlay projects, with a mandatory transfer of 60% of these revenues to the schools restricted capital fund.

In response to the State's budget crisis in FY 2002-2003, the General Assembly passed a budget that eliminated the reimbursements for local taxes repealed in prior years. This left a gaping hole in the County budget of more than \$1.8 million. The county commissioners responded by instituting sufficient service reductions to offset the loss. Before adjourning in the fall of 2002, the General Assembly authorized local governments to levy an additional ½ cent sales tax to offset the loss of the reimbursements. The Board enacted the local tax, which extended into the fiscal year 2009-2010 budget. The tax is referred to as the Article 44 sales tax (named for the enabling legislation). This sales tax remained as County revenue through October 2009, at which time it reverted to the State as part of the offset for taking over all Medicaid payments. This was enacted with the State's "Medicaid Relief Act" enacted in 2006. Other changes to sales taxes enacted as part of "Medicaid Relief Act" changed the distribution of Article 42 from per capita basis to a point of sale basis and a requirement that the counties would hold the amount earmarked for school capital and the municipalities' distributions harmless.

Other taxes include register of deeds state excise taxes, beer & wine tax, and tax on federal land.

\* Distribution in fiscal year 2012-2013 was scheduled to be the last distribution under the hold harmless provision.

<b>SALES &amp; OTHER TAXES</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Original</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Budget</b>
County 1 %(Article 39) Sales Tax	\$ 1,594,962	\$ 1,592,629	\$ 1,592,629	\$ 1,734,749
Article 40 – 0.5 % Sales Tax	2,618,725	2,812,694	2,812,694	2,888,025
Article 42 – 0.5% Sales Tax	1,396,846	1,437,114	1,437,114	1,529,948
Article 44 - 1% Sales Tax	3,658	4,600	4,600	0
Sales Tax Hold Harmless Revenue*	212,724	0	0	0
State excise tax – Register of Deeds	188,602	176,111	176,111	170,000
Taxes on Federal Land	22,627	11,000	11,000	20,000
Beer and Wine Tax	160,616	160,000	160,000	160,000
Medicaid Hold Harmless Revenue	1,346,450	1,200,000	1,200,000	1,200,000
Occupancy Tax	160,985	162,000	162,000	162,000
<b>Total Sales and Other Taxes</b>	<b>\$ 7,706,195</b>	<b>\$ 7,556,148</b>	<b>\$ 7,556,148</b>	<b>\$ 7,864,722</b>

In 1998, the Board of Commissioners and the Board of Education agreed to earmark sales tax allocated for school capital purposes as the source of revenue to be used to repay debt issued for schools. Restricted funds for school capital expenditures are used first to pay Category 1 capital outlay obligations and school related debt service. The County raised taxes in past years to fund the remaining debt service requirements. Currently approximately 9¢ of the tax rate is required for school related debt.

### Intergovernmental Revenues:

Restricted and Unrestricted Intergovernmental revenues consist of funds from state and federal sources. Grant funds are received for general fund operations such as veterans' services, emergency management, community-based alternatives, library and home and community care block grant. Separate funds are received by the Department of Social Services from both state and federal Sources, detailed in the department's expenditure budget.

Intergovernmental revenues are difficult to project from year to year. Grantee agencies, such as the state and federal government often tie funding to a certain match, or reduce funding levels in subsequent years in hopes that local governments will assume funding of the program.

INTERGOVERNMENTAL REVENUES	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Court facility fees	\$ 46,645	\$ 50,260	\$ 50,260	\$ 50,260
CSC officer's fees	7,171	13,000	13,000	10,000
Register of Deeds	36,756	35,720	35,720	38,100
Federal, State and Local Grants	6,386,968	6,113,738	6,875,129	5,715,922
Treasury Forfeiture Funds	352,289	200,000	200,000	200,000
Contribution from GHS	767,623	620,190	824,686	1,275,713
Lottery Proceeds	1,000,000	800,000	800,000	500,000
Excise Recreation – Heritage	173,249	165,000	165,000	160,000
Jail Fees	18,522	18,000	18,000	18,000
Concealed weapons fee	53,113	40,000	40,000	49,000
Donations to County Departments	12,334	2,400	7,670	3,850
Total	\$ 8,854,670	\$ 8,058,308	\$9,029,465	\$ 8,020,845

### Licenses, Fees, and Other General Fund Revenues:

Revenues in the licenses, fees, and other category encompass a wide range of non-tax revenue sources. This category is important to the overall financial strength of the County because it includes revenue from self-supporting general governmental activities, such as building inspections, register of deeds fees, court facility fees, etc. Fees appropriately fund some functions of Granville County government, because they apply to a certain group of citizens, such as development-related services (building permits, planning fees, etc.). The philosophy of the governing body has been to have these services fund the direct cost of the provision of the service. In some cases, the fees may recover a portion of the indirect cost as well.

Licenses, fees and other revenues are projected to remain fairly even from the fiscal year 2014-2015 original budget due primarily to decreases in one-time fees. In accordance with the Board's directives, staff continues to look for opportunities to generate fees and other offsetting revenue to fund programs that benefit certain segments of the population or where demand exists to support fees.

### Licenses, Fees, and Other General Fund Revenues (cont'd):

Sales, services and other revenues were forecast with input from department managers, grant sources and historical data. Each revenue category was considered separately and forecast from a zero base.

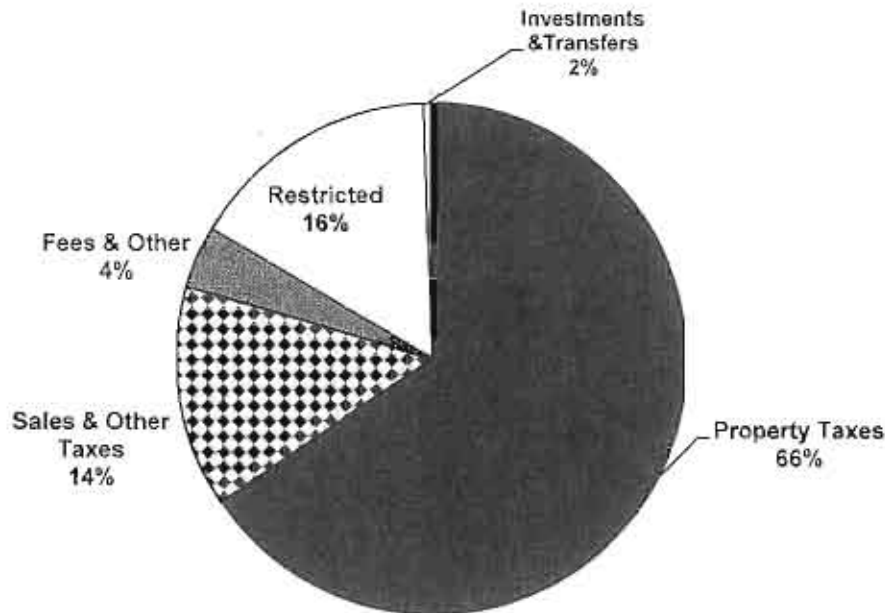
LICENSES, FEES, AND OTHER REVENUES	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Ambulance Fees	\$ 60,521	\$ 35,000	\$ 35,000	\$ 10,000
Animal Control Fees	33,329	31,000	31,000	35,000
Boarding State and Federal Prisoners	6,433	6,000	6,000	6,000
Butner Public Safety Authority	-	24,000	24,000	100
Tax Collection Fees	114,153	117,530	117,530	115,500
Storm Water Collection Fees	13,754	13,900	13,900	13,800
Cooperative Ext Functions	5,815	5,000	5,000	5,000
Copies	395	500	500	500
Election Fees	16,561	200	200	900
Federal Interest Subsidy	430,102	425,320	425,320	422,989
Fire Marshal User Fees	24,807	20,000	20,000	19,000
Franchise Fees		120,000	120,000	120,000
GAP & Recreation Facility Fees	39,127	36,300	36,300	32,300
South Granville Memorial Gardens -Grounds Maint.	11,748	12,816	12,816	12,000
Inspection Fees	400,851	400,000	400,000	425,000
Jail Fees	1,132	1,000	1,000	1,000
Jail Vending/Canteen	41,621	41,300	41,300	41,300
Library Fines and Fees	34,059	40,000	40,000	40,000
Liquid Nutrition Sales	18,214	-	-	-
Miscellaneous	13,032	20,000	20,000	14,000
Municipal Election Reimbursement	30,093	23,526	23,526	49,000
Other Fees and Revenues	81,429			
Privilege licenses	6,189	6,250	6,250	5,000
Planning Fees	72,273	60,000	60,000	55,000
Register of Deeds Fees	210,713	215,000	215,000	209,000
Rents	20,689	20,100	20,100	20,100
Safe Road Civil License Act	2,623	4,000	4,000	4,000
Sale of fixed assets & library books	6,258	10,000	10,000	10,000
School Resource Officer	51,554	40,000	40,000	40,000
Senior Center Fitness fees	8,015	5,000	5,000	5,000
Senior Center Lifeline United Way	3,707	3,500	2,000	6,000
Senior Services Crafts/Ad Revenue	400	1,000	1,000	1,000
Sheriff's Fees	112,059	115,000	115,000	112,000
SIBDA Fee	-	1,000	1,000	1,000
Solid Waste Administration Fees	12,500	25,000	25,000	15,000
Taxes on Oxford Housing Authority	6,647	6,500	6,500	6,500
TDA CONTRIBUTION	58,986	62,114	62,114	58,300
Wireless/Tower Rental Fees	25,662	33,575	33,575	60,000
Total License, Fees & Other	\$ 1,139,815	\$ 1,981,431	\$ 1,979,931	\$ 1,971,289

### Investment Earnings and Transfers In:

Investment earnings continue to decline due to the expenditure of fund balance for one-time capital improvements and are expected to remain low for the near future. The Finance department plans to review other investment options given the yield curve is expected to remain low on existing investments.

INVESTMENT EARNINGS & TRANSFERS FROM OTHER FUNDS & COMPONENT UNITS	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Investment Earnings	\$ 41,395	\$ 41,000	\$ 41,000	\$ 27,000
Transfer from other Funds	0	0	1,300	0
Transfer from ABC Board	215,106	142,000	142,000	172,000
Total Investment Earnings and Transfers In	256,501	183,000	184,300	199,000

*FY 13-14 Actual Revenues by Category*  
*Net of Debt Proceeds*



## GENERAL FUND APPROPRIATED FUND BALANCE

In fiscal year 2015-2016, 3.37% of the general fund expenditures or \$1,884,638 of the fund balance is recommended for appropriation to fund services. The necessity of having a fund balance is to provide adequate cash flow given the erratic revenue cycle of the County's operations. According to the North Carolina Local Government Commission, a local government entering a fiscal year with less than 8% unassigned fund balance available will not have adequate resources to meet its obligations until it begins receiving property taxes. Granville County targets a range of 30% - 35% of expenditures for Unassigned Fund Balance.

Historically, Granville County has maintained a "healthy" fund balance. Recent years have highlighted the need to continue to maintain an adequate level of fund balance and Granville County continues to maintain good fund balance levels. The County maintained their overall target fund balance level between fiscal years 2004 and 2011, but utilized a portion during fiscal year 2012. In fiscal year 2013, the County completed the financing of several projects for which funds were expended in the previous year, thereby restoring the fund balance to the target range.

Governmental Accounting Standards Board (GASB) Statement #54 was implemented with the audited financial statements for the year ended June 30, 2011 and had a significant impact on the presentation of fund balance. The following table shows the undesignated/unreserved fund balance over the last five years, the unassigned fund balance for five fiscal years and the projected fund balance for the fiscal year ending June 30, 2016.

<b>Fiscal Year Ending</b>	<b>Unassigned Fund Balance</b>	<b>Percentage of Expenditures</b>
Projected June 30, 2016	\$14,194,316	25.41%
Est. June 30, 2015	\$16,078,954	27.72%
June 30, 2014	\$20,478,407	38.20%
June 30, 2013	\$18,625,992	28.64%
June 30, 2012	\$11,005,418	19.97%
June 30, 2011	\$19,324,317	37.81%

<b>Fiscal Year Ending</b>	<b>Undesignated/Unreserved Fund Balance</b>	<b>Percentage of Expenditures</b>
June 30, 2010*	\$18,349,340	39.56%
June 30, 2009	\$18,146,260	39.75%
June 30, 2008	\$16,290,833	34.75%
June 30, 2007	\$11,966,953	26.94%
June 30, 2006	\$14,332,810	34.99%

\* Note: Percentage shown net of refunded bond expenditure

*Assumptions:* The County estimated the fund balance available for appropriation using the audited financial statements for fiscal year ended June 30, 2013 and estimated the operating results of fiscal year 2014. Based on the estimate, the County will exceed the minimum 8% requirement and will have resources to meet obligations prior to receiving the property tax revenues in December 2015.

<b>Actual FY 13-14</b>	<b>Original FY 14-15</b>	<b>Amended FY 14-15</b>	<b>Budget FY 15-16</b>
\$ 0	\$ 1,874,511	\$ 4,399,453	\$1,884,639

*Summary of Contingency and Use of Fund Balance*  
*May 4, 2015*

*Use of Contingency Summary - General Fund*

*Environmental Disaster Contingency:*

Date	Description/Action	Amount	Balance
7/1/2014	Budget Ordinance		\$ 10,000

*General Contingency:*

Date	Description/Action	Adjustment Amount	Balance
7/1/2014	Budget Ordinance		\$ 170,000
12/1/2014	Transfer funds to the Capital Proj Fund for liquidating damages on the Greenway Construction	\$ 84,000	\$ 86,000
2/2/2015	Appropriate funds for the Vehicle Tax System collection fees for the balance of year	70,000	\$ 16,000

*Use of Fund Balance Summary - General Fund\**

Date	Description/Action	Adjustment Amount	Balance
7/1/2014	Budget Ordinance		\$ 1,874,511
8/4/2014	Re-appropriate funding for projects approved in prior years	\$ 24,800	\$ 1,899,311
8/4/2014	FY 2015 funding for the JCPC Unwrappin the GIFT program	\$ 10,657	\$ 1,909,968
8/4/2014	Appropriate funds for VGCC as approved during regular meeting held on 7/7/2014	\$ 19,666	\$ 1,929,634
9/2/2014	Appropriate funds for United Way allocations to Senior Services	\$ 7,500	\$ 1,937,134
9/2/2014	Completion of Triangle North Entrance	\$ 8,000	\$ 1,945,134
9/2/2014	Adjustment to reflect the balance of the Home and Comm Care Block Grant	\$ 4,981	\$ 1,950,115
9/2/2014	Carry over the FY 2014 balance of the Emergency Management Supplemental Grant	\$ 37,732	\$ 1,987,847
10/6/2014	Re-appropriate funding for Library computer purchases	\$ 10,151	\$ 1,997,998
10/6/2014	Re-appropriate funds this past summer's Dollar General Teen Intern Grant program	\$ 1,000	\$ 1,998,998
10/6/2014	Re-appropriate unexpended project funding approved in prior fiscal years.	\$ 479,500	\$ 2,478,498
10/6/2014	Appropriate funds for VGCC roof replacement and chiller replacement	\$ 311,337	\$ 2,789,835
10/20/2014	Carry over prior year appropriations for the Human Relations Council	\$ 1,909	\$ 2,791,744
10/20/2014	Adjust current year budget to reflect fiscal year funding for the R O A P grant.	\$ (112,626)	\$ 2,679,118
11/3/2014	Re-appropriate funding for Adoption Assistance from prior year	\$ 14,654	\$ 2,693,772
1/20/2015	Correct DSS Budget Amendments made in previous months	\$ (88,194)	\$ 2,605,578
1/20/2015	Carry over funding for the Homeland Security Grant from FY 2013-14	\$ 2,356	\$ 2,607,934
1/20/2015	Increase funding for inmate housing	\$ 100,000	\$ 2,707,934
2/2/2015	Carry over year end economic incentive expenditure balance from FY 2013-14	\$ 835,278	\$ 3,543,212
2/2/2015	To adjust salaries and salary related expense for Animal Control	\$ 25,004	\$ 3,568,216
3/2/2015	Fund current and future costs for the completion of the Lanier Street Senior Center.	\$ 744,000	\$ 4,312,216
4/6/2015	Bring forward Veteran Affairs donations that were accumulated but not spent in FY 2014	\$ (497)	\$ 4,311,719
4/6/2015	To adjust funding for JCPC Community Connections	\$ 2,424	\$ 4,314,143
4/6/2015	Provide additional funding for VGCC South Campus	\$ 25,702	\$ 4,339,845
4/6/2015	Fund additiona expenditures for temp. employees in the Tax department	\$ 24,000	\$ 4,363,845
4/6/2015	Reflect correction in FY 2014 reporting of reimbursable PSAP expenditures	\$ 35,608	\$ 4,399,453

# SUMMARY OF GENERAL FUND EXPENDITURES

GENERAL FUND	FY 2013-14 ACTUAL	BUDGET FY 2014-15 APPROVED	BUDGET FY 2014-15 AMENDED	BUDGET FY 2015-16	% Change FY 2014-15 vs. FY 2015-16
Board of Commissioners / Governi	216,191	234,987	234,987	237,039	0.9%
Administration	271,239	297,956	297,956	315,993	6.1%
Information Technology	135,627	165,814	165,814	184,019	11.0%
Human Resources	107,484	119,641	119,641	94,218	-21.2%
Finance	394,836	449,412	449,412	461,103	2.6%
Internal Auditor	68,970	75,382	75,382	79,662	5.7%
Board of Elections	382,180	334,074	341,574	487,237	42.6%
Register of Deeds	253,090	267,975	267,975	283,934	6.0%
Tax Administration	753,313	752,192	846,192	793,199	-6.3%
General Services / Court Facilities	529,527	601,129	601,129	553,918	-7.9%
Social Services	7,464,155	8,243,911	8,307,981	8,286,015	-0.3%
Veterans Services	13,238	15,398	15,398	16,044	4.2%
Health & Medical Services*	2,512,118	1,931,212	2,068,786	2,886,735	39.5%
Senior Services	1,239,591	1,276,877	1,330,989	1,344,300	1.0%
Library	1,453,136	1,587,987	1,619,438	1,653,530	2.1%
Cooperative Extension Service	301,124	370,566	372,599	364,786	-2.1%
Recreation	224,332	221,400	221,400	222,180	0.4%
GAP/Jonesland Environmental Pre	351,209	399,842	399,842	393,998	-1.5%
Tourism	59,537	62,114	62,114	58,280	-6.2%
Development Services - Inspection	445,701	458,282	485,945	508,976	4.7%
Development Services - Planning I	294,716	322,027	322,027	324,621	0.8%
Construction Administration	596,405	386,950	866,450	555,900	-35.8%
Economic Development	1,359,581	2,021,560	2,021,560	1,896,969	-6.2%
Vance Granville Community Colle	769,563	602,837	959,542	648,205	-32.4%
Granville County Schools	18,944,014	20,164,598	20,164,598	20,207,376	0.2%
Sheriff	4,714,334	5,013,410	5,023,532	4,747,833	-5.5%
Detention Center	2,418,396	2,424,435	2,535,615	2,589,339	2.1%
Emergency Communications	1,042,631	1,113,791	1,162,899	1,136,713	-2.3%
Animal Management	335,993	376,179	438,291	467,681	6.7%
Emergency Management	384,058	268,717	337,515	242,681	-28.1%
Fire Services	971,170	907,363	907,363	928,779	2.4%
Forestry Administration	89,367	104,266	104,266	112,850	8.2%
Other Emergency Services	39,277	50,000	50,000	50,000	0.0%
Special Appropriations	177,801	244,323	246,232	242,594	-1.5%
Non-Departmental *	3,161,089	1,924,262	3,013,545	1,802,500	-40.2%
Pass Through Funds	525,100	365,871	540,650	319,508	-40.9%
Contribution to Other Funds*	646,617	162,000	990,000	175,370	-82.3%
Contingency	0	180,000	26,000	180,000	100.0%
<b>TOTAL GENERAL FUND</b>	<b>53,646,710</b>	<b>54,498,740</b>	<b>57,994,639</b>	<b>55,854,085</b>	<b>-3.7%</b>



**OTHER FUNDS**

% Change

	BUDGET	BUDGET	BUDGET	FY 2014-15
FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16	vs.
ACTUAL	APPROVED	AMENDED	APPROVED	FY 2015-16

**EMERGENCY TELEPHONE SYSTEM FUND**

Revenues (Shown net of Use of Fu	402,272	360,434	360,434	426,096	18.2%
Expenditures	378,048	388,455	408,205	426,096	4.4%
Fund Balance 6/30/14	244,805				
Est. Fund Balance 6/30/15	197,034				
Proj. Fund Balance 6/30/16	197,034				

**R.H. THORNTON LIBRARY MEMORIAL**

Revenues (Shown net of Use of Fu	8,238	20,000	40,000	20,000	0.0%
Expenditures	10,855	20,000	40,000	20,000	-50.0%
Fund Balance 6/30/14	280,502				
Est. Fund Balance 6/30/15	280,502				
Proj. Fund Balance 6/30/16	280,502				

**SOLID WASTE MANAGEMENT-****CONVENIENCE CENTERS**

Revenues/Other Sources (Shown n	1,054,848	1,058,064	1,058,064	1,077,900	1.9%
Expenditures/ other uses	1,076,397	1,058,064	1,178,064	1,153,750	-2.1%
Fund Balance 6/30/14	773,688				
Est. Fund Balance 6/30/15	653,688				
Proj. Fund Balance 6/30/16	577,838				

**SOLID WASTE MANAGEMENT-****LANDFILL OPERATIONS (C&D and MSW)**

Revenues/Other Sources (Shown n	1,271,241	1,601,738	1,601,738	1,346,178	-16.0%
Expenditures/ other uses	1,556,260	1,601,738	1,615,448	1,548,140	-4.2%
Fund Balance 6/30/14	4,399,250				
Est. Fund Balance 6/30/15	4,385,540				
Proj. Fund Balance 6/30/16	4,183,578				

Note: Fund Balance shown net of Restricted Funds for Closure/Post-Closure

**STORM WATER MANAGEMENT****OPERATIONS**

Revenues/Other Sources (Shown n	378,066	363,291	363,291	364,464	0.3%
Expenditures/ other uses	261,090	363,291	363,291	364,464	0.3%
Fund Balance 6/30/14	252,271				
Est. Fund Balance 6/30/15	252,271				
Proj. Fund Balance 6/30/16	252,271				

Note: Storm water management fund began in FY 2012-2013

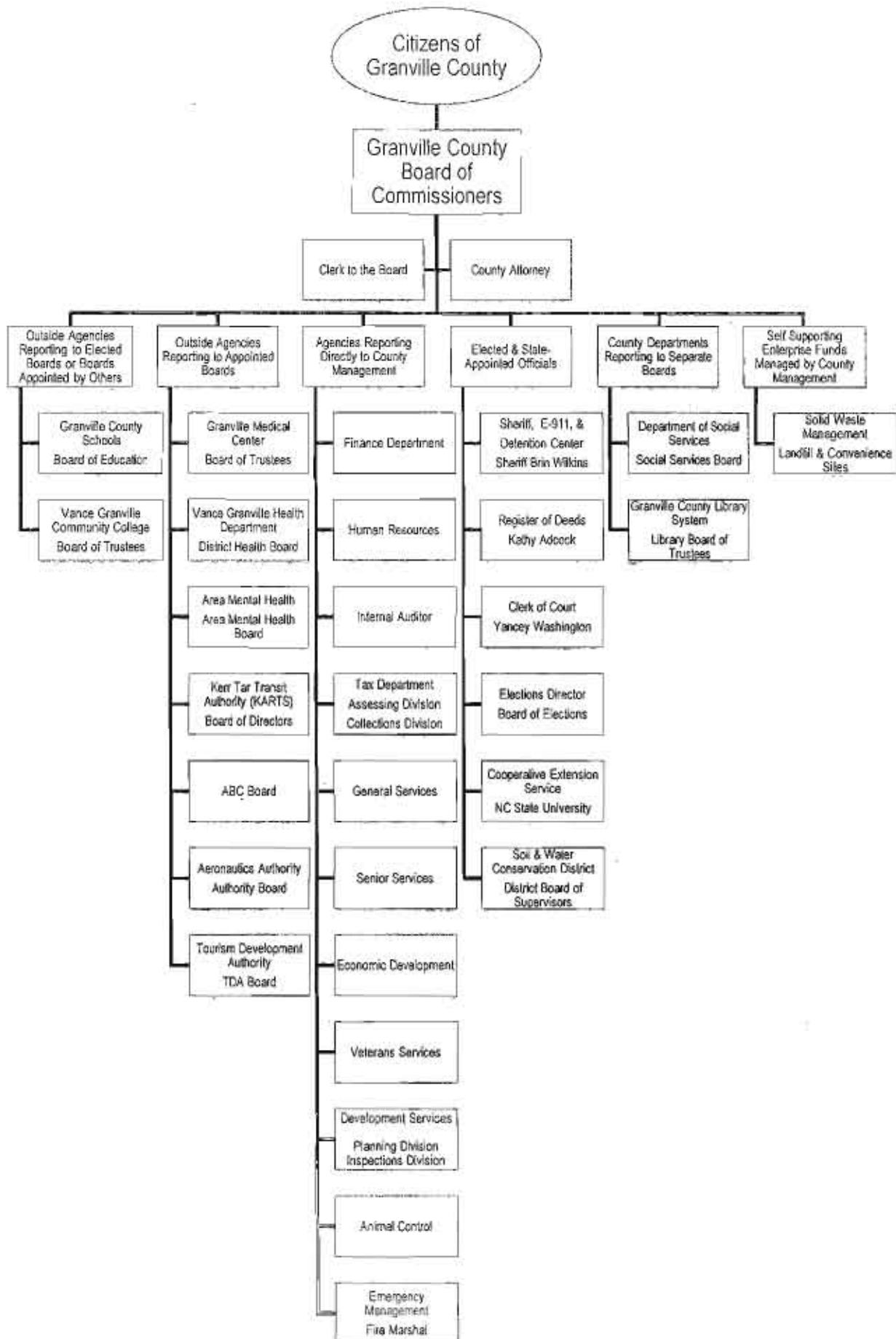
**Note: Each Fund is discussed in detail in Section XIV**

***SECTION VI***

***General County Government***



# Granville County Government Organizational Chart



## GOVERNING BODY – BOARD OF COUNTY COMMISSIONERS

The seven (7) member Board is the official policy-making body for Granville County Government. The Chairman, presiding officer of the Board, serves as the official and ceremonial leader of the County and as a voting member. The Chairman, Tony W. Cozart and the Vice-Chairman, Timothy Karan were selected by other Board Members in December 2014 and will serve one (1) year terms in these capacities. Each Board Member is elected by District, and the individual candidate must live in the district. Partisan elections are held in even-numbered years. All official actions by the Board are made at public meetings, generally held on the first and third Monday of each month. Each meeting has an agenda and citizens are allowed an opportunity to make public comments to the Board. The Board also conducts special meetings and work sessions on the County's budget and other issues of special interest.

Tony W. Cozart, Chairman of the Board  
Debra Weary, Clerk to the Board

Granville County Administration  
141 Williamsboro Street  
PO Box 906  
Oxford, North Carolina 27565

Phone: (919) 693-4761  
Fax: (919) 690-1766  
Email: [grancomrs@granvillecounty.org](mailto:grancomrs@granvillecounty.org)

### Current Board of Commissioners

### District Served

<i>Tony W. Cozart, Chair</i>	4
<i>Timothy Karan, Vice-Chair</i>	6
<i>Zelodis Jay</i>	1
<i>David T. Smith</i>	2
<i>R. David Currin, Jr.</i>	3
<i>Ed Mims</i>	5
<i>Edgar Smoak</i>	7

\*District map can be seen on Page 4 of this document.

GOVERNING BOARD	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 108,220	\$ 109,420	\$ 109,420	\$ 109,420
Benefits	\$ 43,121	\$ 52,099	\$ 52,099	\$ 53,539
Operating	\$ 64,850	\$ 72,468	\$ 72,168	\$ 72,680
Capital Outlay	\$ 0	\$ 1,000	\$ 1,300	\$ 1,400
Total	\$ 216,191	\$ 234,987	\$ 234,987	\$ 237,039

## **GOVERNING BODY – BOARD OF COUNTY COMMISSIONERS**

### **ACCOMPLISHMENTS**

- Completed West Spring Street Facility for DSS and started the renovations on the Oxford Senior Services Center.
- Held joint meetings with the Planning Board and Board of Education to discuss the economic and educational growth of the County.
- Investigated and developed County policies and procedures to assist subdivision property owners with road improvement programs.
- Investigated and held hearings on the development and placement of solar farms.
- Successfully negotiated an agreement with the City of Oxford & the City of Henderson to supply water and wastewater services for Triangle North - Granville.
- Continued implementation of State-mandated Falls Lake Rules.

### **GOALS, TARGETS, AND PERFORMANCE MEASURES**

- Pursue grant opportunities to improve the quality of life for Granville County citizens.
- Carefully monitor the impact of new programs and enhancements in an effort to keep the tax rate constant.
- Work with the North Carolina Association of County Commissioners and the local State delegation to protect local revenue sources and develop revenue options to address growth issues.

## COUNTY ADMINISTRATION

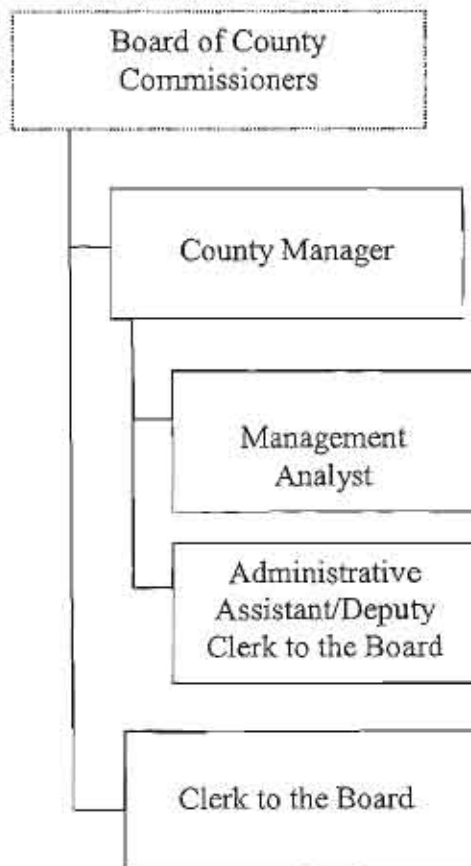
County Administration includes the County Manager, Clerk to the Board, and an Administrative Assistant/Deputy Clerk to the Board. The County Manager and the Clerk to the Board are both appointed directly by the Board of Commissioners and serve at their discretion. The major duties of the department include supervising and coordinating the activities of the County-funded departments and agencies. This role differs based on the reporting relationships between the department or agency and the Board of Commissioners. For example, departments or agencies may report to separately appointed boards, the department manager may be elected, or the department manager may be appointed by the State. The organizational chart in the

Governing Body section of the budget document lists these agencies and describes the relationships. The County Manager is generally responsible for the following functions: ensuring that all ordinances and policies of the Board are implemented; making recommendations on business matters; recommending an annual budget and keeping the Board informed on the County's financial condition. The County Manager serves in the official capacity of budget officer, personnel officer, and the purchasing official.

Michael Felts, County Manager  
Debra Weary, Clerk to the Board

Granville County Administration  
141 Williamsboro Street  
PO Box 906  
Oxford, North Carolina 27565

Phone: (919) 693-5240  
Fax: (919) 690-1766  
Email: Michael.Felts@granvillecounty.org



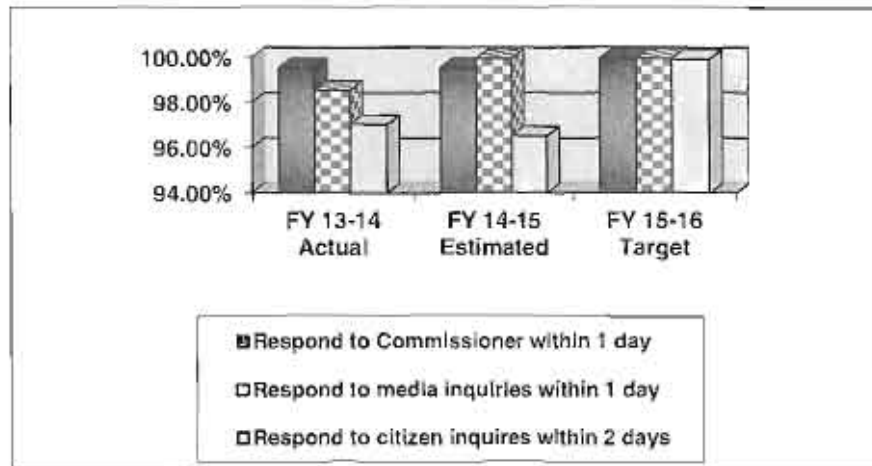
### ACCOMPLISHMENTS

- Assisted the Board in working on major projects such as the road improvement project, county line reconciliation, Triangle North – Granville water & sewer, E-911 backup upgrade, and conditional zoning.
- Successfully hired or assisted with the hiring of the TDA Director, Library Director, Human Resource Director, Animal Management Director, and the Economic Development Director.
- Worked with departments and outside agencies to hold down costs and competitively bid contracts.
- Compiled and delivered agenda materials in a timely manner.
- Compiled and delivered the annual budget according to the approved schedule.

## COUNTY ADMINISTRATION

### GOALS, TARGETS, AND PERFORMANCE MEASURES

- Compile the Board meeting agenda material and prepare and deliver the agenda packages to Board members in a timely manner.
- Incorporate technology improvements into County operations in a strategic and efficient manner.
- Help develop succession planning strategies within County departments.
- Lead the County Departments through a Long-Range Strategic Planning Process and deliver a proposed five-year strategic plan to the Board of Commissioners.
- To respond to at least 99.9% of Commissioner inquiries within 1 day.
- To respond to at least 99.9% of media inquiries within 1 day.
- To respond to at least 99.9% of citizen inquiries within 2 days.



### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
4*	4*	4*	4	4

\*Management Analyst position frozen.

ADMINISTRATION	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 213,514	\$ 225,520	\$ 225,520	\$ 241,546
Benefits	\$ 49,521	\$ 58,491	\$ 58,491	\$ 61,242
Operating	\$ 8,204	\$ 12,445	\$ 12,445	\$ 11,705
Capital Outlay	\$ 0	\$ 1,500	\$ 1,500	\$ 1,500
Total	\$ 271,239	\$ 297,956	\$ 297,956	\$ 315,993

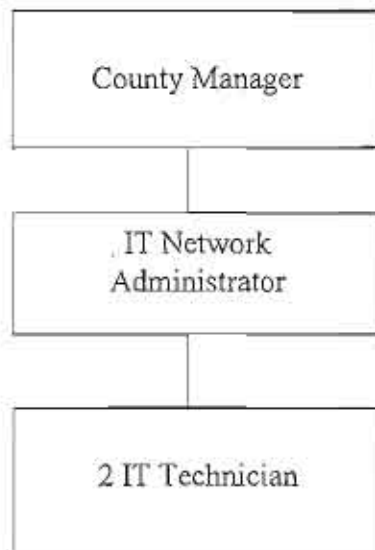
## INFORMATION TECHNOLOGY

The Information Systems Department provides the County agencies and departments with the expertise required to remain in pace with the demands of a more technologically advanced society. Staff advises department leaders on areas of technology needs and serves as a liaison between the County and vendors hired to install or implement new hardware or software within the County.

Chris Brame,  
IT Network Administrator

Granville County Administration  
141 Williamsboro Street  
PO Box 906  
Oxford, North Carolina 27565

Phone: (919) 603-1308  
Fax: (919) 690-1766  
Email: [Chris.Brame@granvillecounty.org](mailto:Chris.Brame@granvillecounty.org)



### Accomplishments

- Developed and Implemented IT Work Order System
- Migrated DSS Network to New Facility
- Converted Sherriff and E911 to virtual server environment
- Implemented a VOIP system at new DSS facility

### Goals

- Reconfigure server room.
- Improve County Admin / E-911 UPS
- Consult with Town of Butner on IT infrastructure design.
- Develop an IT Department communications plan.

### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
1	2	3	3	3

Information Systems	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 96,917	\$ 116,798	\$ 116,798	\$ 133,258
Benefits	\$ 30,391	\$ 39,196	\$ 39,196	\$ 42,361
Operating	\$ 3,153	\$ 6,820	\$ 6,820	\$ 5,400
Capital Outlay	\$ 5,166	\$ 3,000	\$ 3,500	\$ 3,000
Total	\$ 135,627	\$ 165,814	\$ 165,814	\$ 184,019



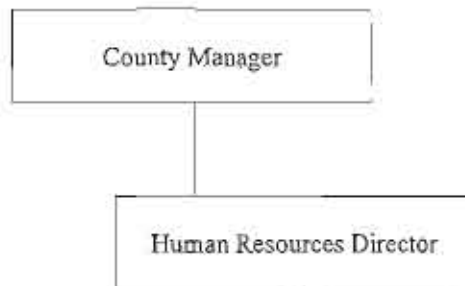
## HUMAN RESOURCES

The purpose of the Human Resource Department is to consolidate all personnel related matters under one department. The Human Resource Director is responsible for the following: 1) ensuring the County is in compliance with all applicable Federal and State labor laws, 2) administering all County sponsored benefits, 3) administering Worker's Compensation, 4) ensuring consistency and fairness in the hiring of County personnel by centralizing the process, and 5) administering and interpreting the County's Personnel Policy. The HR Director also aids in the negotiations of renewals of the different benefit products offered to County employees and acts as the primary source for information regarding these benefit products for employees and retirees.

Wendy Pennington,  
Human Resources Director

Granville County Administration  
141 Williamsboro Street  
Oxford, North Carolina 27565

Phone: (919) 603-1639  
Fax: (919) 690-1766  
Email: Wendy.Pennington@granvillecounty.org



### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
1	1	1	1	1

HUMAN RESOURCES	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 67,912	\$ 69,761	\$ 69,761	\$ 47,709
Benefits	\$ 14,507	\$ 17,644	\$ 17,644	\$ 14,609
Operating	\$ 25,065	\$ 31,236	\$ 31,236	\$ 29,900
Capital Outlay	0	\$ 1,000	\$ 1,000	\$ 2,000
Total	\$ 107,484	\$ 119,641	\$ 119,641	\$ 94,218

## **HUMAN RESOURCES**

### **ACCOMPLISHMENTS**

- Facilitated multiple training sessions including: 4 wellness presentations by various presenters on nutrition, healthy eating and ergonomics in the workplace. Also, held an “Excellent Customer Service” training session in which the County partnered with VGCC and invited all the municipal staff to attend at the Expo Center.
- Facilitated “Hostile Work Environment and Sexual Harassment” training and “Diversity in the Workplace” training in April 2013 at the Expo Center and included the Municipalities.
- Facilitated Granville County “Leadership Training” Series for department heads and supervisors in May covering four topics in 3-hour sessions each at the Expo Center.
- As part of a 3-person team, successfully transitioned our outsourced payroll vendor from ADP to Paycom and locked in a 5-year pricing guarantee.
- Worked as part of a team to transition our health insurance plan from a fully-funded to a self-funded plan.

### **Goals, Targets, and Performance Measures**

- HR department will conduct four (4) manager / supervisor training sessions.
- Update and rewrite the County personnel policy.
- Improve office efficiency and organization in HR department.
- Continue to grow, adapt and tailor our wellness program to better fit the County’s health plan population.
- Implement the “Transit Driver Program” with the NCDOT for immediate notifications of infractions on employees driving records.

## FINANCE DEPARTMENT

The County Finance Department is dedicated to efficiently and effectively administering the fiscal affairs of the County in compliance with State law and Federal regulations and in conformity with generally accepted accounting principles. The Department provides management with the fiscal information and analyses required by a local government in today's ever-changing environment.

The Department is also responsible for determining all of the County's disbursements are issued in strict compliance with the law and the County's budget ordinance, maintaining all records concerning bonded debt and other obligations of the County, supervising the investment of idle funds, and maintaining an effective set of internal controls. The Finance Director serves as a consultant and advisor to the County Manager and Board of County Commissioners on all financial matters.

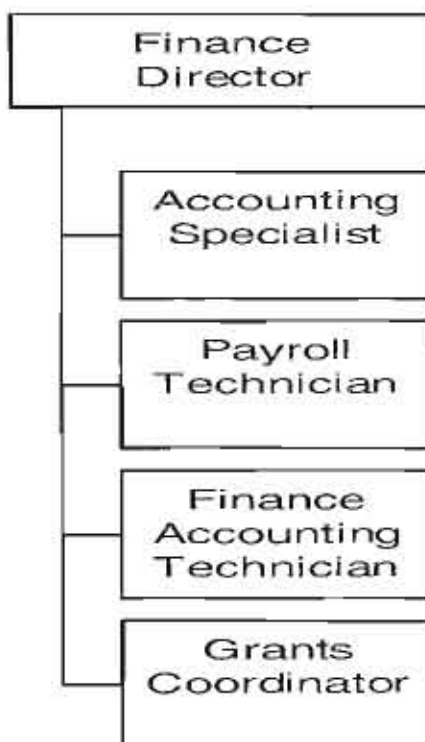
Steve McNally, Finance Director

Granville County Finance Department  
141 Williamsboro Street  
PO Box 1286  
Oxford, North Carolina 27565

Phone: (919) 693-4182

Fax: (919) 690-1766

Email: [steve.mcnally@granvillecounty.org](mailto:steve.mcnally@granvillecounty.org)



### HIGHLIGHTS

- Set up debt financing for the Granville Central High School expansion.
- Executed refinancing of the Granville Medical SystemER project.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for sixteen consecutive years.
- Successfully inventoried all rolling stock.
- Set up Granville Hospital with NC Debt Set Off and they are now receiving money.

### FULL-TIME POSITIONS AUTHORIZED

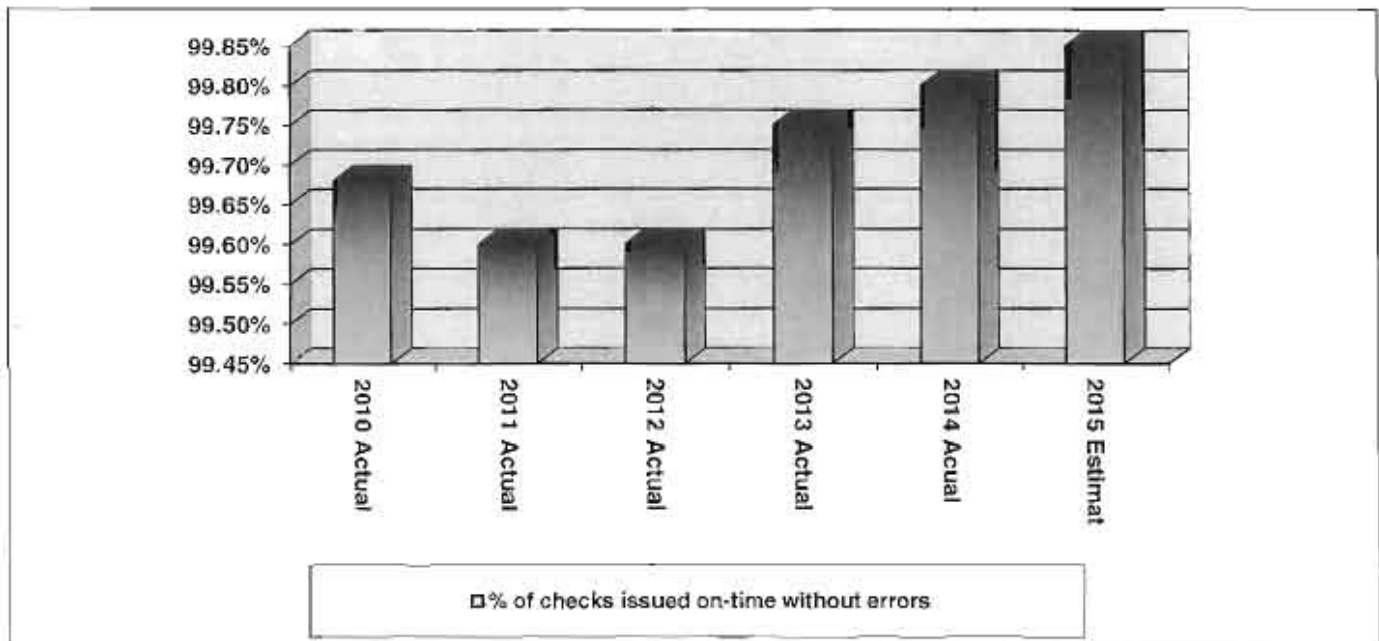
FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
5	5	5	5	5

- The Finance Director also serves as the Finance Officer of the Tourism Development Authority and South Granville Memorial Gardens.

## FINANCE DEPARTMENT

### GOALS, TARGETS, AND PERFORMANCE MEASURES

- Perform utility bill audit for entire County.
- Dispose of surplus property (namely vehicles) in a timely manner via GovDeals



Finance Department	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 236,678	\$ 259,127	\$ 259,127	\$ 266,346
Benefits	\$ 60,136	\$ 74,900	\$ 74,900	\$ 77,172
Operating	\$ 96,674	\$ 115,385	\$ 115,385	\$ 117,585
Capital Outlay	\$ 1,350	0	0	0
Total	\$ 394,838	\$ 449,412	\$ 449,412	\$ 461,103

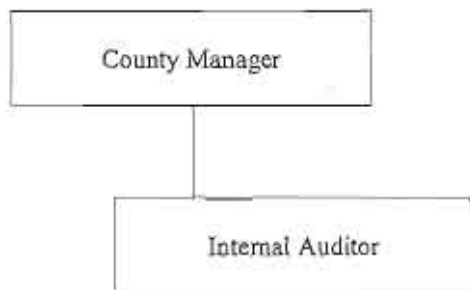
## INTERNAL AUDIT

The Internal Auditor provides monitoring services that are designed to add value and improve operations. Internal Auditor does this through monitoring and reviewing activities.

Monique Heggie,  
Internal Auditor

Granville County Administration  
PO Box 26  
Oxford, North Carolina 27565

Phone: (919) 693-9539  
Fax: (919) 690-693-1952  
Email: Monique.Heggie@granvillecounty.org



### ACCOMPLISHMENTS

- Completed a successful compliance review of the Health Department Smoking Ordinance
- Recommend a third party vendor to review the County's Telecommunication lines for cost savings
- Document Cash Management Procedures for departments.
- Had a successful 2013 Exit Conference with External Auditors.

### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
1	1	1	1	1

## INTERNAL AUDIT

### GOALS, TARGETS, AND PERFORMANCE MEASURES

- Plan strategies to implement auditor recommendations from prior year's audit.
- Get an update and document internal controls for each department.
- Continue to promote the fraud hotline
- Attend and participate in internal auditing courses, seminars, and webinars.

Internal Audit	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 52,001	\$ 53,531	\$ 53,531	\$ 55,593
Benefits	\$ 13,871	\$ 15,233	\$ 15,233	\$ 15,780
Operating	\$ 3,098	\$ 6,618	\$ 6,618	\$ 6,689
Capital Outlay	0	0	0	\$ 1,600
Total	\$ 68,970	\$ 75,382	\$ 75,382	\$ 79,662

## BOARD OF ELECTIONS

The Board of Elections exists to conduct fair and impartial county, state, and federal elections. It continually maintains the voter registration database by removing deceased voters and felons, based on a state list, and removing voters who have moved out of the County or state. It provides statistical information to the public, students, and universities. It produces lists and mailing labels for candidates, parties, insurance agents, and businesses. It provides the public with information that is public record. It processes a large number of voter registration forms from the public and from agencies such as Social Services, DMV, Employment Security Commission, and the library. It works with municipalities to implement annexations and maintain accurate maps for the public. It conducts mailings to inform voters of annexations, road name changes, polling place changes, etc. It holds voter registration drives, and trains the public to conduct these drives. It does presentations to the public to educate them about voting. It surveys all polling places and ensures they are ADA compliant. The Board of Elections appoints Chief Judges for a two-year period and appoints poll-workers each election. It also conducts training sessions for the poll-workers before each election.

Tonya Burnette, Director of Elections

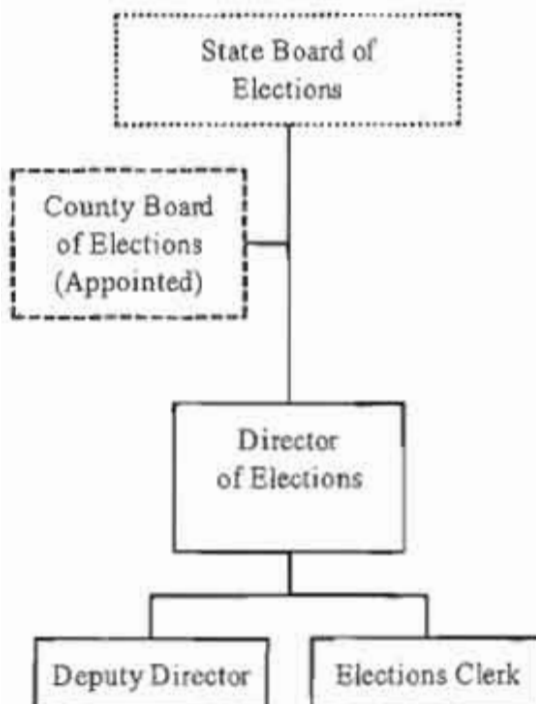
Granville County Elections Office  
122 Williamsboro Street  
Oxford, North Carolina 27565

Phone: (919) 693-2515

Fax: (919) 690-0245

E-mail:

tonya.burnette@granvillecounty.org



### Accomplishments

- We held successful elections for the Town of Stem, Town of Stovall, Town of Butner, City of Oxford, and City of Butner.
- We worked on completing the Census Error Correction project, moving voters to new County Commissioner and School Board districts.
- We successfully sent out over 5,500 voters cards for two federal general elections
- We conducted General Election in November 2014
- We located a third One-Stop site, recruited pollworkers, and trained them to run the third One-Stop site.

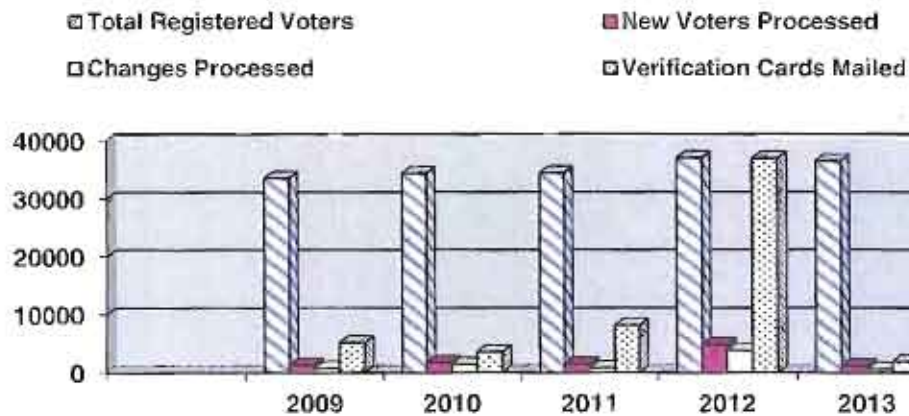
### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
3	3	3	3	3

## BOARD OF ELECTIONS

### Goals, Targets, and Performance Measures

- We will be holding a municipal filing period from July 6, 2015 to July 17, 2015.
- We will be holding a separate Preference Presidential Primary in 2016.
- We will be holding a filing period in February of 2016 during the same time as our Presidential Preference Primary.
- We will be holding a regular Primary in May of 2016
- We will be implementing voter id in a Presidential Election year.



Board of Elections	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 179,288	\$ 181,742	\$ 187,814	\$ 227,625
Benefits	\$ 35,066	\$ 45,141	\$ 45,141	\$ 45,426
Operating	\$ 149,760	\$ 106,191	\$ 107,619	\$ 199,198
Capital Outlay	\$ 18,066	\$ 1,000	\$ 1,000	\$ 14,988
Total	\$ 382,180	\$ 334,074	\$ 341,574	\$ 487,237



## REGISTER OF DEEDS

The Register of Deeds Office exists to provide proper maintenance, storage, recording, and indexing of the County's public records. The Department files and indexes vital records (birth, death and marriages) and issues marriage licenses. Real Estate documents (deeds, deeds of trust, plats, etc.) are recorded, indexed and scanned for permanent records. Military discharges are filed and indexed. The office provides copies of all documents when requested. Oaths of office are given to notaries commissioned in the County.

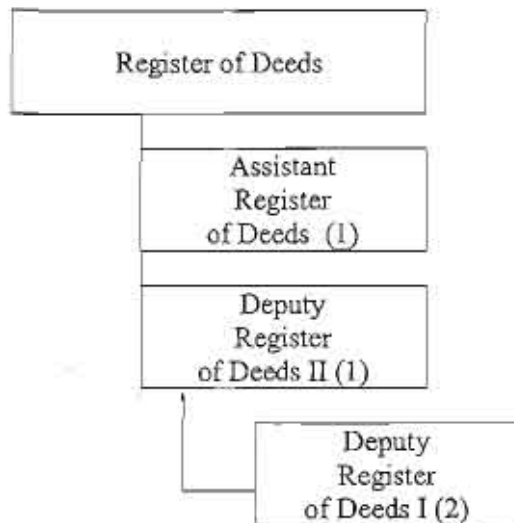
Kathy M. Adcock, Register of Deeds

Granville County Register of Deeds  
101 Main Street  
Oxford, North Carolina 27565

Phone: (919) 693-6314

Fax: (919) 603-1345

Email: [kathy.adcock@granvillecounty.org](mailto:kathy.adcock@granvillecounty.org)



### Accomplishments

- Register of Deeds attended Legislative/Educational Conference.
- Register of Deeds and Deputy attended continuing education workshops.
- Implemented E-Recording for all documents types

### FULL-TIME POSITIONS AUTHORIZED

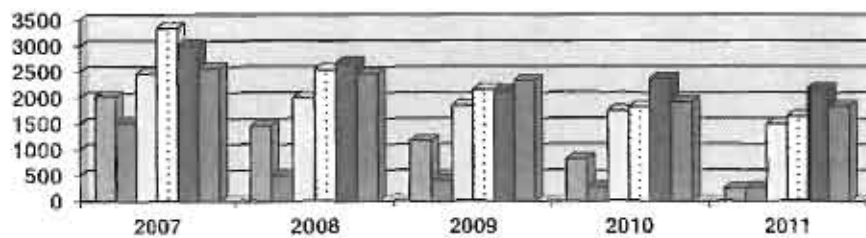
FY 11-12	FY 12-13	FY 13-14	FY 13-14	FY 15-16
5	5	5	5	5

## REGISTER OF DEEDS

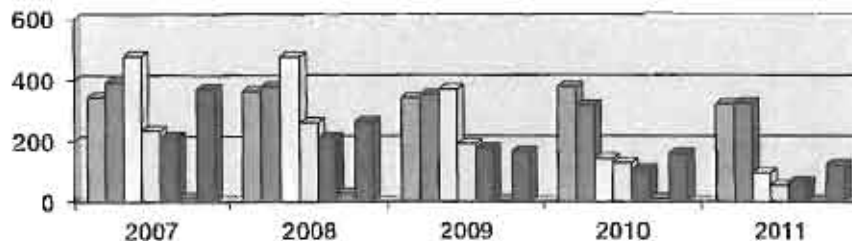
### Goals, Targets, and Performance Measures

- Scan birth records for all departmental use.
- Attend continuing education workshops.
- Scan Real Estate indexes 1947-1974 and make available for online search

☐ Birth Certified      ☐ Deaths Certified      ☐ Deeds recorded  
☐ Deeds of Trust recorded      ☐ Misc. recordings      ☐ Satisfactions recorded



☐ Death cert. filed      ☐ Birth cert. filed      ☐ Marriages certified      ☐ Marriage Licenses Issued  
☐ Notary Oaths      ☐ Discharges filed      ☐ Plats recorded



Register of Deeds	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 156,569	\$ 162,721	\$ 162,721	\$ 177,094
Benefits	\$ 58,078	\$ 65,584	\$ 65,584	\$ 68,919
Operating	\$ 38,443	\$ 38,670	\$ 37,270	\$ 36,521
Capital Outlay	0	\$ 1,000	\$ 2,400	\$ 1,400
Total	\$ 253,090	\$ 267,975	\$ 267,975	\$ 283,934

## TAX ADMINISTRATION

The Tax Department exists for the listing, appraisal, assessment and collection of taxes on real and personal property as required by North Carolina General Statutes. This generates one of the primary sources of revenue to fund all county agencies. The department also determines in which municipal district property is found, assesses and collects the revenue. It is responsible for placing a valuation on all property and keeping a list of current owners. Digital property maps are maintained in the department.

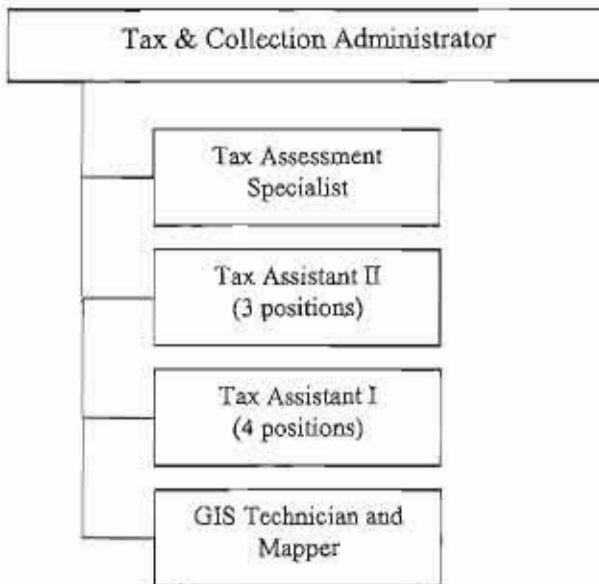
Judy Stovall, Tax Administrator

Granville County Tax Department  
141 Williamsboro Street  
Oxford, North Carolina 27565

Phone: (919) 693-4181

Fax: (919) 603-1398

E-mail: [judy.stovall@granvillecounty.org](mailto:judy.stovall@granvillecounty.org)



### Accomplishments

- Collected 97.98% of annual levy.
- Maintained public use workstations to display tax bills, property records and maps.
- Worked with inspections and register of deeds to get property transfer and construction information.
- Maintained digital updates of tax maps.
- Continued audit work to assure listing of all business personal property.

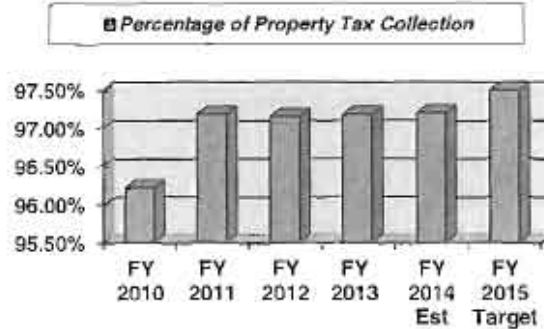
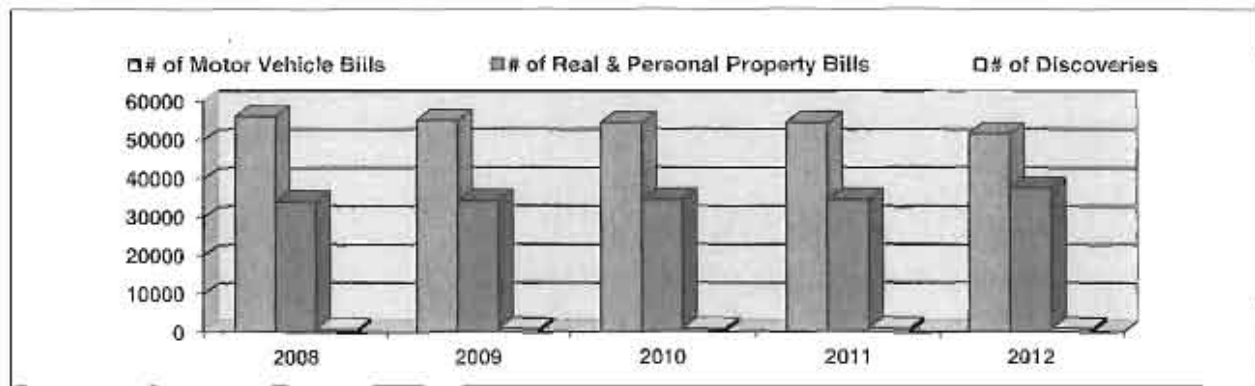
### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
10	10	10	10	10

## TAX ADMINISTRATION

### Goals, Targets, and Performance Measures

- Keep all records up to date.
- Use all available means to collect delinquent taxes.
- Provide courteous impartial services to the public.
- Work with all County agencies and outside authorities to assure timely listing and appraisal of all property.



Tax Administration	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 360,893	\$ 371,994	\$ 371,994	\$ 336,828
Benefits	\$ 117,235	\$ 126,923	\$ 126,923	\$ 124,071
Operating	\$ 275,185	\$ 250,675	\$ 344,675	\$ 318,300
Capital Outlay	0	\$ 2,600	\$ 2,600	\$ 14,000
Total	\$ 753,313	\$ 752,192	\$ 846,192	\$ 793,199

## GENERAL SERVICES/COURT FACILITIES

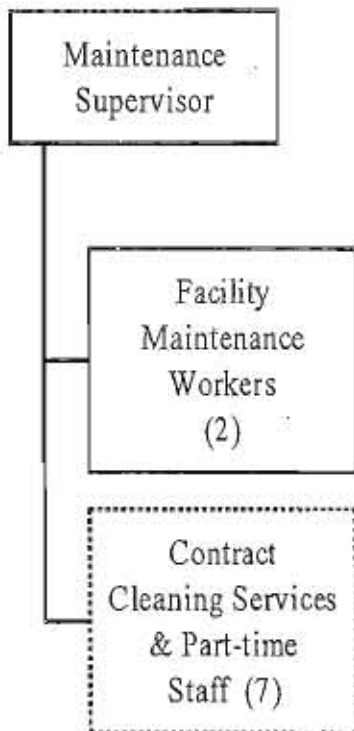
The General Services Department maintains more than 200,000 square feet of office and institutional space in more than 26 buildings. Work includes cleaning and general maintenance and repair. The custodial services are performed by both County employees and by a private cleaning company. This cost center also includes the utilities and courthouse expenditures to accommodate the State's judicial offices.

Gary Bowen,  
Maintenance Supervisor

Granville County Maintenance  
141 Williamsboro Street  
PO Box 906  
Oxford, North Carolina 27565

Phone: (919) 603-5335  
Fax: (919) 690-1766

Email – Gary.Bowen@granvillecounty.org



### HIGHLIGHTS

- Scheduled annual inspection on all facilities.
- Recycled materials from the County's storage facility.
- Assisted with improvements to the Animal Management kennel system at the County's Animal Shelter.
- Installed storage cabinets throughout the County's facilities to meet OSHA compliance rules.

### AUTHORIZED FULL-TIME POSTIONS

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
4	4	4	3	3

## GENERAL SERVICES/COURT FACILITIES

### GOALS

- Monitor the condition of the janitorial services and resolve service problems immediately.
- Review and analyze energy usage at each facility for possible fixture up fits.
- Continue to look for ways to save energy.
- Assist the County's recycling coordinator with developing a paint recycle program.

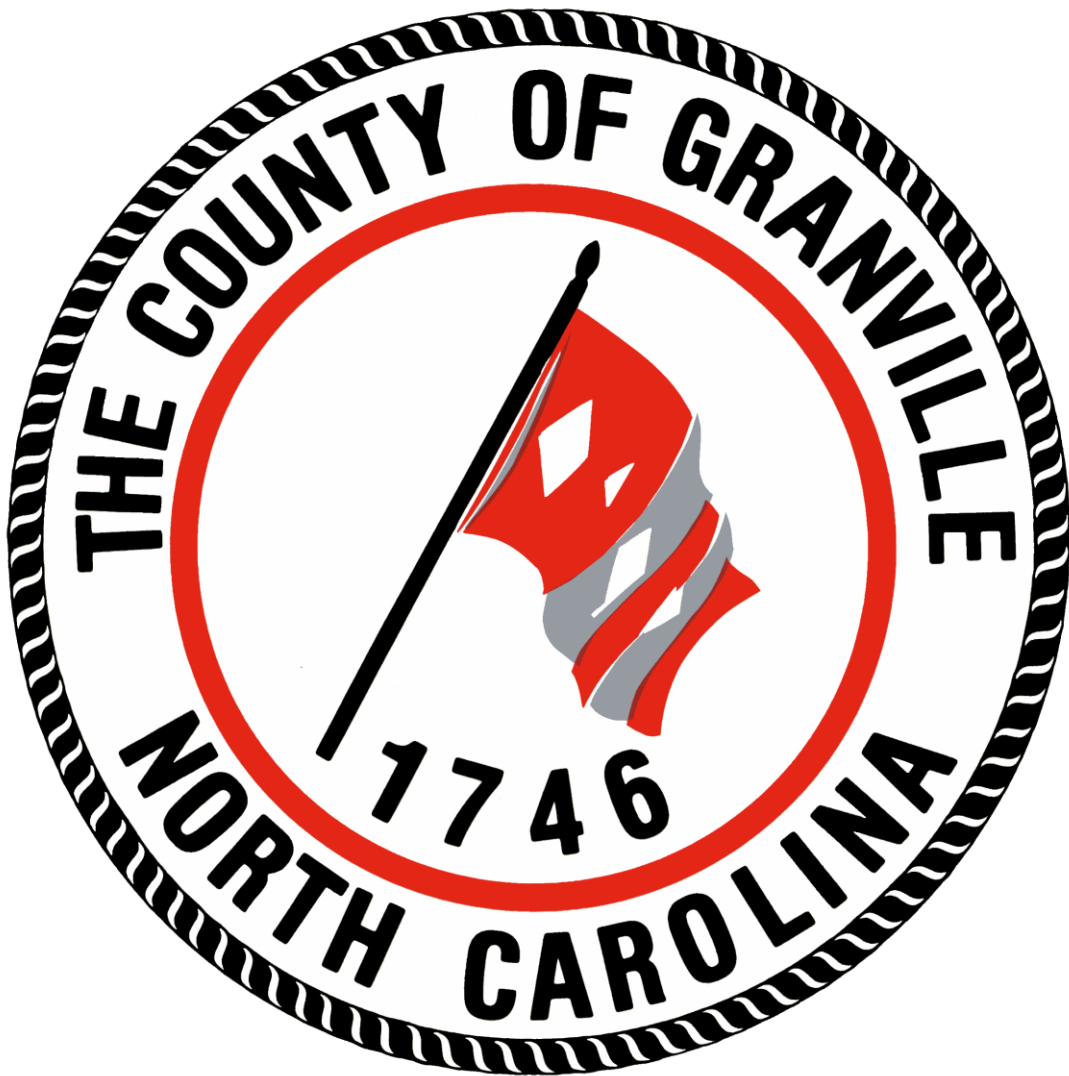
### COUNTY MAINTAINED FACILITIES

Building	Yr	SF
County Administration	1987	17,900
Detention Center	1976	5,760
Courthouse	1852	22,723
Courthouse Annex	1976	7,660
Granville Museum	1930	1,440
Harris Exhibit Hall	1930	6,000
Elections/Inspections	1900	11,500
Davis Building	1900	3,600
R.H. Thorton Library	2011	23,675
Stovall Library	2012	4,235
Wall Street Office Bldg	1970	3,750
Stovall Senior Center	1996	1,960
Health Department	1975	7,500
Senior Center - Oxford	1850	11,875
Social Services	1969	22,000
Habitat Building	1900	2,700
Orange St Comm Ctr	1930	1,750
Multi-Specialty Complex	2005	7,800
Landfill Building - Oxford	1975	1,200
Landfill Building - Butner		750
South Granville Admin	2001	4,800
Expo & Convention	2011	7,800
South Branch Library & Early College Bldg.	2011	23,310
Berea Library	Lease	1,927
Animal Management Complex	2005	5350
Economic Development	Lease	2130

General Services & Court Facilities	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$174,357	\$206,155	\$206,155	\$184,688
Benefits	50,299	55,909	55,909	41,113
Operating	98,592	103,275	103,275	92,427
Utilities	159,179	170,000	170,000	170,000
Capital Outlays	0	1,500	1,500	1,500
Court Facilities	47,100	64,290	64,290	64,190
Total	\$529,527	\$601,129	\$601,129	553,918

*SECTION VII*

*Human Services*



## DEPARTMENT OF SOCIAL SERVICES

The Granville County Department of Social Services is 1 of 100 county administered social service agencies. It's enabling authority lies within NCGS §108A-25, and related statutes. The agency is mandated to provide an array of human supportive services that are authorized and funded, in part, by federal and state legislatures. Social service programs enable economically disadvantaged families meet basic survival needs, and provide opportunities for families to gain self-sufficiency through employment. Other DSS programs focus on the protection, prevention, and remediation of abuse, neglect, dependency, and/or exploitation of children and adults.

The department's services are subdivided into three primary service program areas: 1) Public Assistance Programs; 2) Family Services [Child Welfare and Adult Services]; and, 3) Child Support Enforcement. The Public Assistance (PA) programs include: Food & Nutrition Services (FNS), Family & Children (FC-MA) and Adult Medicaid (A-MA), Work First Employment (WF), Emergency Assistance (EA) and General Assistance (GA), Child Day Care (CDC) and Non-Emergency Medicaid Transportation (N-Em MA Trans). Adult and Child Welfare Services include Child Protective Services (CPS), CW Foster Care, Adoptions, Adult Guardianship, protective payee, personal care services, and case management. Child Support Enforcement services help establish parental responsibility and financial support obligations to ensure child support collections and disbursements.

### FY 2015 WORK PLAN HIGHLIGHTS:

1. **Goal:** The Work First program will divert 200 families from Welfare enrollment by providing Benefit Diversion assistance.

**Result:** The Work First program diverted 308 families from welfare by the end of FY 2014. Currently the estimated number of families that will receive Benefit Diversion (BD) services by the end of FY 2015 is estimated at 216. This number BD families assisted is less than what was reported in previous years and due largely to an improved local economic picture.

2. **Goal:** Record case processing times (in days) below the state's tolerance level for the following Medicaid programs:

MAD with a goal @ 90 Days;  
NCHC with a goal @ 45 Days;  
and MA Other with a goal @ 45 Days.

**Result:** The Medicaid program's application processing times continue to remain below the State's tolerance level in all reportable areas:

MAD goal @ 90 Days	= 58.3 Days	a 22% increase from previous FY
NCHC goal @ 45 Days	= Insufficient Data	Reporting data not available
& MA Other goal @ 45 Days	= 38.6 Days	a 6% increase from previous FY

Increases across the board and the time needed to process an average application may continue to increase next year due entirely to issues with NC FAST and the anticipated increase in applications in both Family & Children Medicaid and Adult Medicaid Programs.



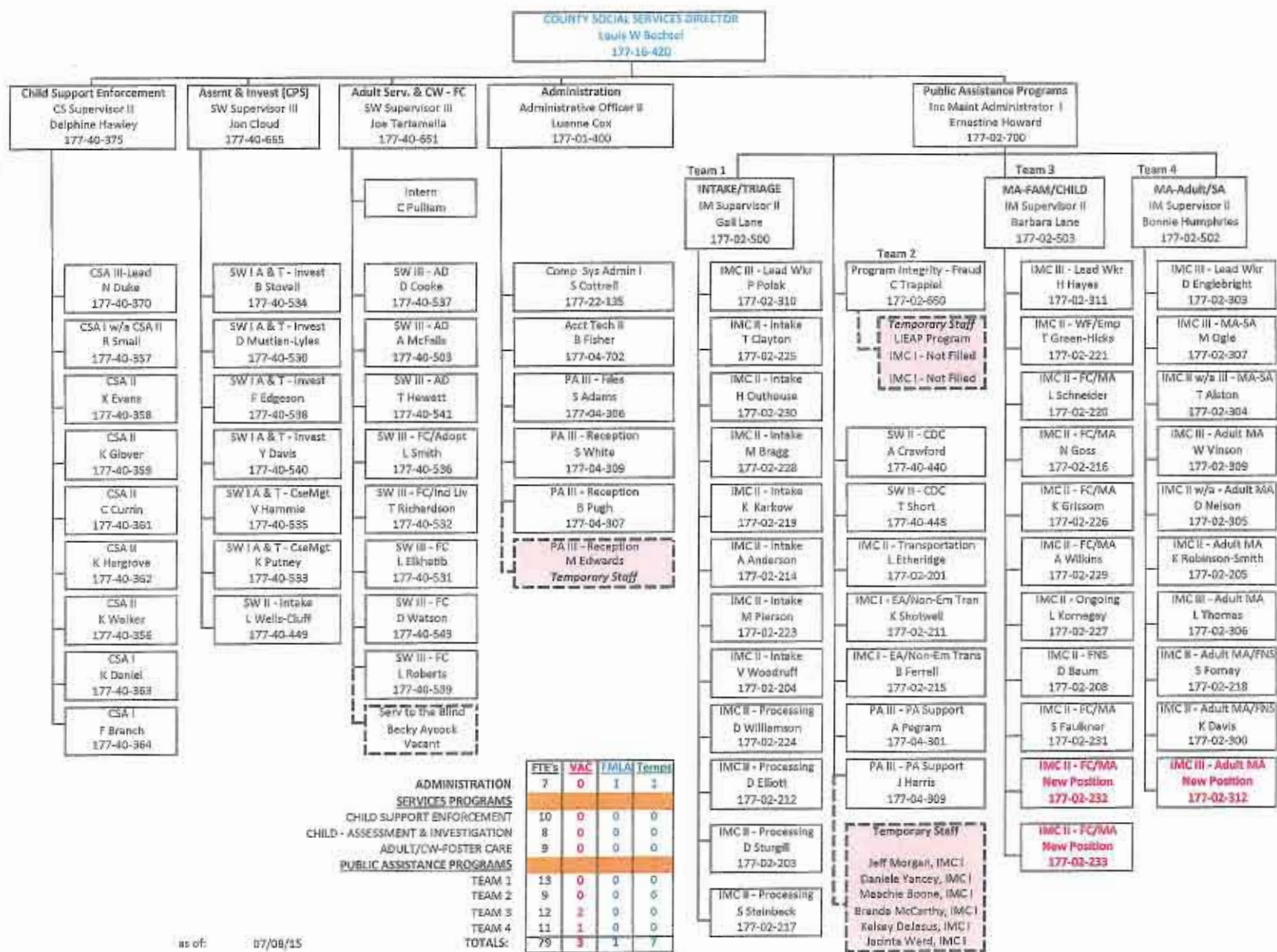
3. **Goal:** Increase the average number of households that receive monthly food assistance by 2.5% (4,522) over the previous year's average 4,412 of households served monthly.  
**Result:** The Food and Nutrition Services (FNS) program reported serving 4,412 Households (HH) by the end of the fiscal year 2014. Unfortunately the projected number of households to be served is not accurate due entirely to the reliance on the NCFASST system for reporting purposes. However, the current average number of households served is estimated at 4,241.
4. **Goal:** The Child Welfare & Foster Care program will place at least 33% of the children in care with relatives rather than in a foster home, group home or institution.  
**Result:** By the end of fiscal year 2014 the percent of children placed with relatives was 38.4%, and met the goal. In FY 2015 the agency is still above the goal by recording 35.2% of the children in custody remain with a family member.
5. **Goal:** Reduce the average Length of Stay (LOS) of the children in DSS – Foster Care custody to 1.25 years.  
**Result:** The FY 2014 average Length of Stay (LOS) of children in DSS's Foster Care custody was 1.34 years. The department did not meet the goal and continues to work on reducing a child's time in DSS custody. In FY 2015 the agency's average LOS is 1.24 years thereby meeting the agency's goal.
6. Establish 'paternity' for at least 100% (State Goal) for Child support Enforcement cases for children born of out wedlock.  
**Result:** By the end of FY 2014, Paternity had been established on 2,265 cases for a 113.6% achievement rate. In FY 2015 the state goal was set at 100% of 1,866 cases. To date in FY 2015 CSE staff recorded a 94.7% (1,767) achievement rating.

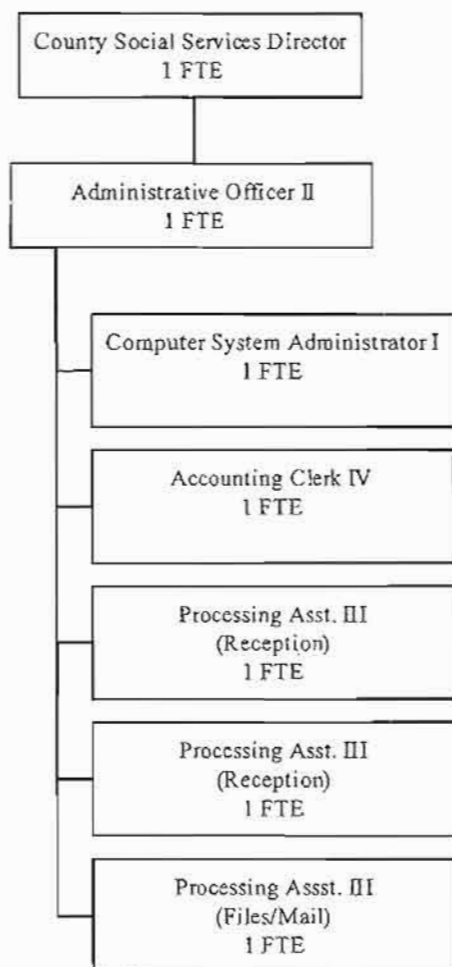
#### **FY 2016 WORK PLAN GOALS:**

1. IN FY 2016 the Work First program will divert 200 eligible families from further welfare enrollment by providing Benefit Diversion (BD) assistance.
2. In FY 2016 Medicaid will record case processing times (in days) below the state's tolerance level for the following Medicaid programs: MAD @ 90 Days; NCHC @ 45 Days; and MA Other @ 45 Days.
3. In FY 2016 FNS will increase its average number of households that receive monthly food assistance by 2.5% to 4,356 over the previous year's average of 4,250 households served.
4. In FY 2016 the CSE unit will establish the 'paternity' for at least 100% (State Goal) of the 1,886 cases of children born out of wedlock.
5. By the end of FY 2016 the agency will sustain an average Length of Stay (LOS) of 1.25 years, or less, of those children in DSS' custody.
6. By the end of FY 2016 the agency will have placed at least 33% of the children in DSS' custody with a relative who can provide family continuity of care in a less restrictive and less costly environment.

# GRANVILLE COUNTY DEPARTMENT OF SOCIAL SERVICES

## TABLE OF ORGANIZATION - FY 2016



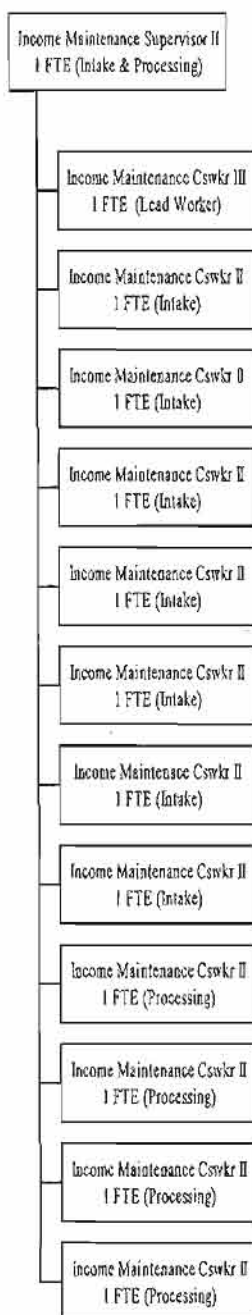


- Contracted with DataNet to redesign/transfer the Non-Emergency Medicaid transportation program to a more user friendly software.
- Replaced 53 outdated PC's eligible for either 50% or 75% state reimbursement.
- Staged a Dedication & Open House Ceremony for the public to view the newly renovated DSS building.
- Help create and manage a moving plan that relocated 65 DSS staff/files/equipment to 410 W. Spring Street, Oxford, and performed daily inspections to correct issues related to the renovation work.
- Updated the 'EA-GA' Data Base; the 'BD Plan For 2014-2015'; and wrote a program for Team-1: the 'Intake Log' and an 'Application Log for Mail Ins & Drop Offs'.
- Closed one off-site record storage area and continued to purge records allowed to be destroyed by DHHS.

## Available Positions:

FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
7	7	7	7	7

<b>Department of Social Services</b> <b>Team 1 (Intake/Triage/FNS &amp; MA Processing)</b>	<b>Program/Unit Highlights</b>
---	--------------------------------



- The Intake caseworkers have been trained to take Food & Nutrition Services and Medicaid applications applying both the standard, and MAGI, income rules.
- The Medicaid employees underwent significant training and preparation for the implementation of the 'hard launch' in NCFAS that was scheduled to begin in October.
- Initiated an off-site trial to handle mail-in/email case processing by setting up a home office for 1 employee who works exclusively on Medicaid intake cases.

**Available Positions:<sup>1</sup>**

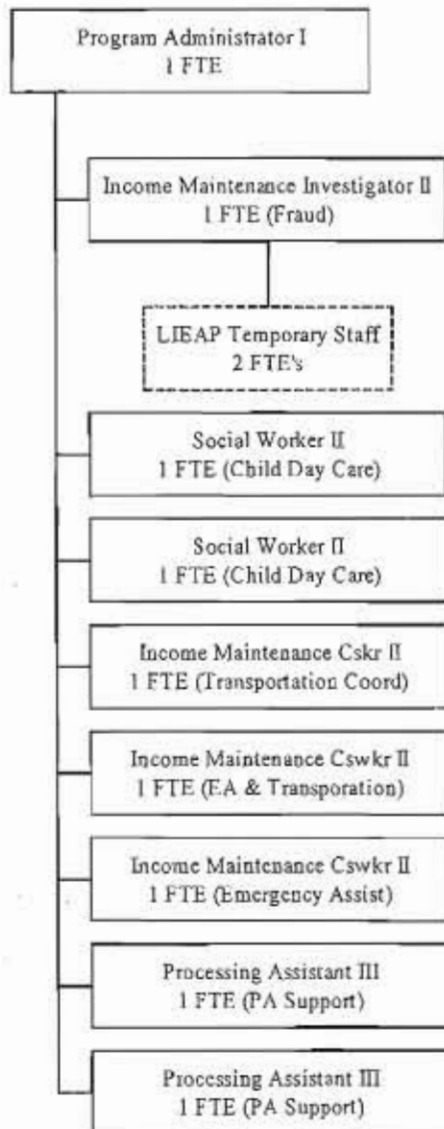
FY 12	FY 13	FY 14	FY15	FY 16
N/A	N/A	13	13	13

<sup>1</sup> A reorganization of Public Assistance staff occurred in FY 2014 to address NCFAS Universal Caseworker staffing issues therefore no data available for FY's 2011 thru 2013.

## Department of Social Services

**TEAM - 2 Fraud/CDC/Transportation/EA**

**Program/Unit Highlights**



- The WF participation rate dropped to 63.9% but bested the State's average participation rate of 46.9% average by 17%.
- Assisted 308 families remain off welfare in FY '14 by utilizing the 'Benefit Diversion' program.
- DSS was able to support an average of 343 children per month in the Child Day Care program but the department also maintained an average monthly "Waiting List" of 131 children.
- Emergency Assistance served 1,495 families at a total expenditure of \$330,401 for a variety of items e.g., rent, electric, wood, water, kerosene, medicine, etc...
- Medicaid Transportation reduced federal costs by another \$22,128 over the previous year by redesigning the intake process and vendor payment rates and contracted with 2 new Vendor collection sites (one in Creedmoor & and one in Oxford).

Available Positions:<sup>1</sup>

FY 12	FY 13	FY 14	FY 15	FY 16
N/A	N/A	9	9	9

<sup>1</sup> Reorganization in FY 2014

## Department of Social Services

**Team - 3 Family & Child/FNS (On-going)**

**Program/Unit Highlights**

Income Maintenance Supervisor II  
1 FTE

Income Maintenance Cswkr III  
1 FTE (Lead Wkr)

Income Maintenance Cswkr II  
1 FTE (WF On-going)

Income Maintenance Cswkr II  
1 FTE (FCMA On-going)

Income Maintenance Cswkr II  
1 FTE (FCMA On-going)

Income Maintenance Cswkr II  
1 FTE (FCMA On-going)

Income Maintenance Cswkr II  
1 FTE (FNS On-going)

Income Maintenance Cswkr II  
4 FTE

Income Maintenance Cswkr II  
1 FTE (FNS On-going)

- The Adult and Family/Child Medicaid units have maintained and average "Application Processing Time" score of:

	<u>Goal</u>	<u>Achieved</u>
MAD	90 Days	58.3 Days
NCHC	45 Days	N/A <sup>i</sup>
OTHER	45 Days	38.6 Days

- Medicaid programs 'hard launched' in October depending solely on NC FAST and discontinued access to the legacy EIS system.
- The average monthly caseload for Family/Children Medicaid was 4,315 down 1% from the previous FY.

### Available Positions:

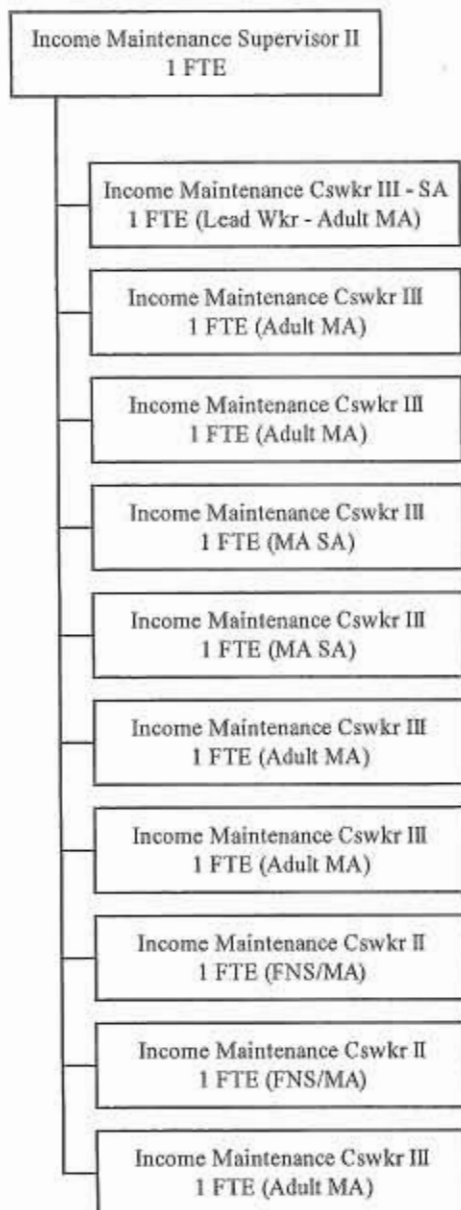
FY 12	FY 13	FY 14 <sup>ii</sup>	FY 15	FY 16
N/A	N/A	9	9	12

<sup>i</sup> NCFast data is unreliable.

<sup>ii</sup> Reorganization FY 2014 created Team 3, no past data available.



Department of Social Services	
TEAM - 4 Adult Medicaid & FNS	Program/Unit Highlights



- The average monthly enrollment at year end of FY 2014 for Adult Medicaid remained the same as the previous year, 2,515. However the monthly caseload figures for FY 2015 show a 8% growth.
- Both Medicaid programs are experiencing a significant increase in applications from outside sources such as *Turbo Tax*. Unfortunately only 5% to 8% of the applications are eligible. The time/effort needed to process the ineligible applications is an impediment to the application processing routine.
- Team 4 is still responsible for the Intake, On-Going case management, and recertification of all Adult Medicaid and Special Assistance Cases.
- The average monthly number of Special Assistances cases decreased from 136 to 131 in FY 2014, a reduction of 4.5%, but increased back to 136 in FY 2015

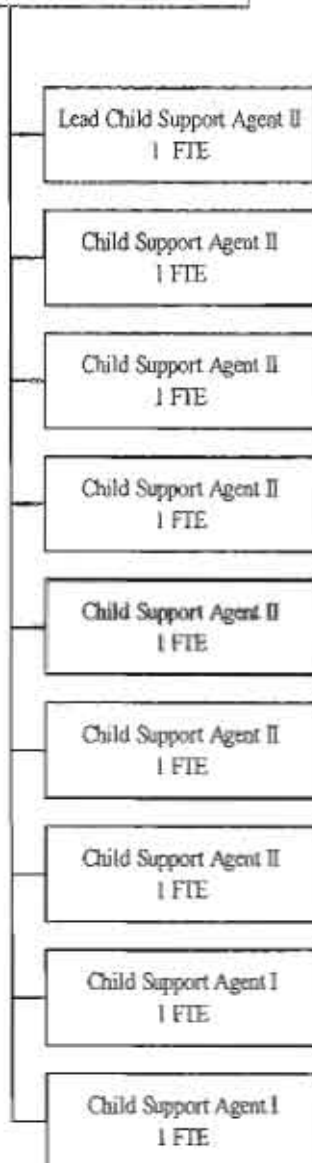
#### Available Positions:

FY 12	FY 13	FY 14 <sup>i</sup>	FY 15	FY 16
N/A	N/A	10	10	11

<sup>i</sup> Reorganization in FY 2014 established Team – 4, no comparable data from previous years.

<b>Child Support Enforcement</b>	<b>Department of Social Services</b> <b>Program/Unit Highlights</b>
----------------------------------	--

Child Support Supervisor II  
1 FTE



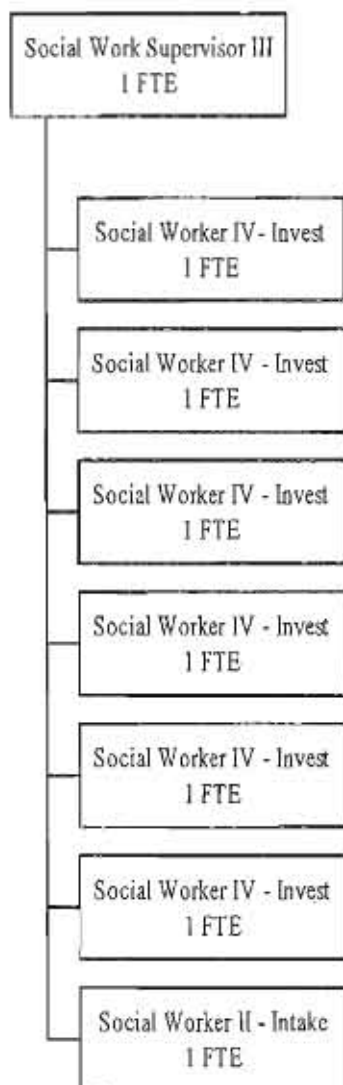
- CSE collected \$4,731,217 in child support and attained 98.97% of the State goal.
- Established paternity in 2,265 of 1,994 targeted cases for an achievement rating of 113.6% and were recognized for their outstanding Establishment Rate at the annual Child Support Conference, August 2014.
- Placed an average of 480 cases a month before the court.
- Exceeded the State's goal for the number of cases under order by achieving 91.2%, surpassing the goal by 2.6%.

**Available Positions:**

<b>FY 12</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
10	10	10	10	10



Department of Social Services	
Assessment, Investigations & Treatment	Program/Unit Highlights

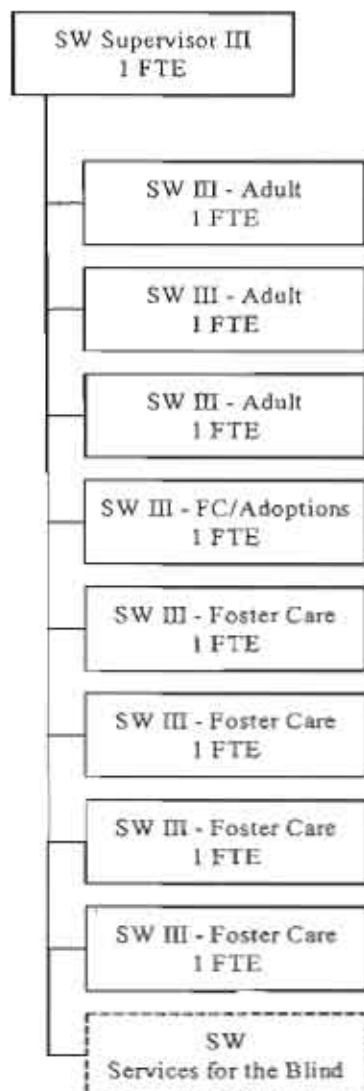


- The unit investigated 278 Child Protective Service reports by year end and 17 more than the previous year.
- Courtesy Interviews conducted (111) increased by 12% over the number of courtesy interviews provided the previous year.
- 'Neglect' reports (230) remained the most frequently reported CPS situation and reports of alleged 'Abuse' (29) increased by 10 reports over the previous year's number.
- Unit contracted with Lexis/Nexis for Country wide background checks.

Available Positions:

FY 12	FY 13	FY 14	FY 15	FY 16
8	8	8	8	8

Department of Social Services	
CW Foster Care & Adult Services	Program/Unit Highlights



- The average number of guardianship cases showed a slight decrease to 20.6 per month. DSS has become the sole source provider for guardianship of those individuals without relatives who would be willing to assume this responsibility. MH and PH are no longer available as guardians.
- APS reports (71) increased by 18% (11) over the previous year's total of 60.
- The CW FC unit managed a monthly average of 47 Children in custody with 38.4% placed with relatives at little or no cost to the county, and the average length of stay (LOS) in custody increased slightly from 1.21 years to 1.34 years.
- The State's Services for the Blind Social Worker retired and there is a hiring freeze on the position.

Available Positions:

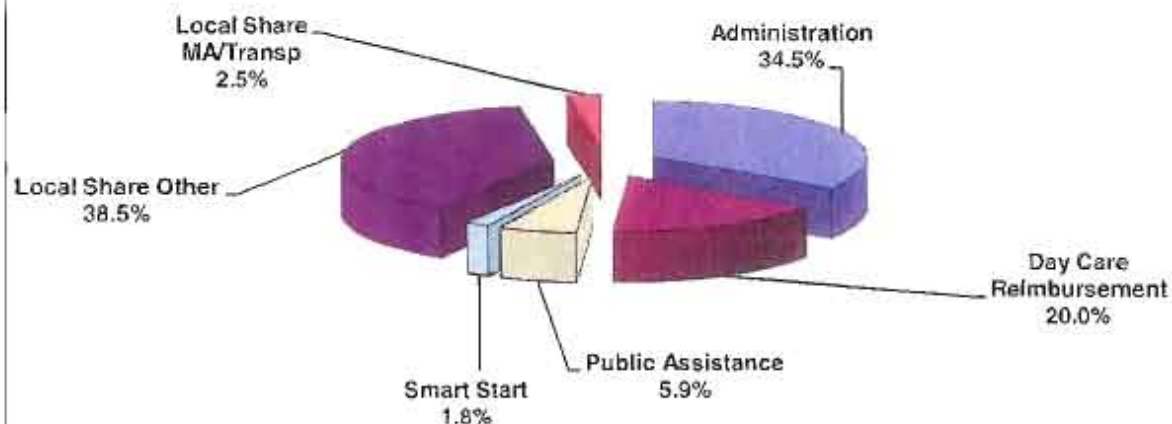
FY 12	FY 13	FY 14	FY 15	FY 16
9	9	9	9	9

# DSS REVENUE/EXPENSES WORKSHEET

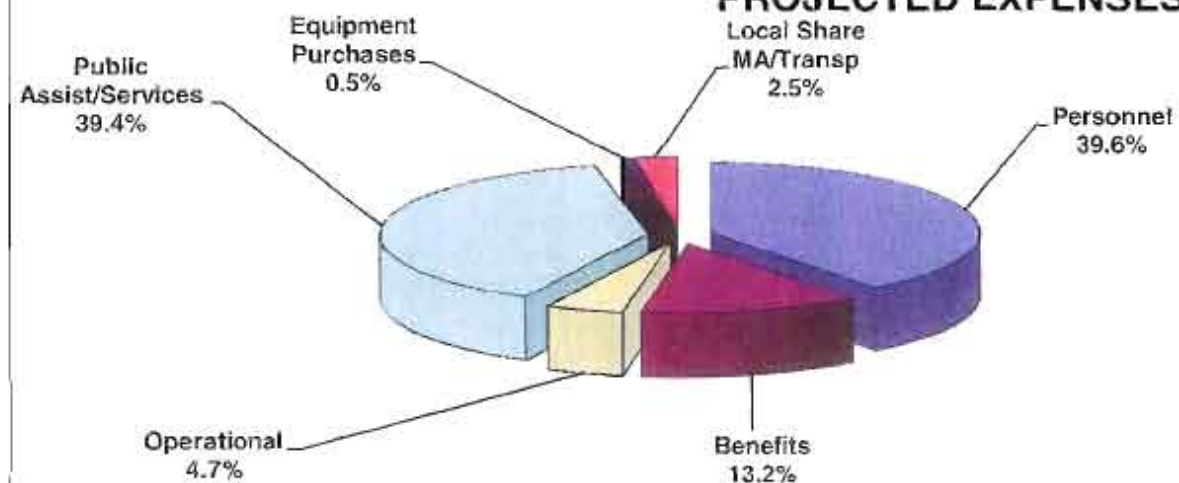
Revenue 5300	FY 2014 Actual	FY 2015 Original	FY 2015 Amended	FY 2016 Proposed
Administration	3,099,948	2,845,000	2,845,000	2,859,235
Day Care Reimbursements	1,483,391	1,598,832	1,598,832	1,384,919
Public Assistance	586,441	479,067	504,727	489,067
Smart Start	-	151,786	151,786	151,786
Local Share Other	2,046,080	2,935,326	2,988,133	3,191,698
Local Share MA/Transp	248,295	233,900	219,503	209,320
<b>Total</b>	<b>7,464,155</b>	<b>8,243,911</b>	<b>8,307,981</b>	<b>8,286,025</b>

Expenses 5300	FY 2014 Actual	FY 2015 Original	FY 2015 Amended	FY 2016 Proposed
Personnel	2,980,508	2,981,716	3,031,206	3,278,072
Benefits	885,717	938,394	952,844	1,095,000
Operational	333,389	354,836	418,233	389,551
Public Assist/Services	2,955,768	3,690,555	3,641,685	3,268,697
Equipment Purchases	60,478	44,510	44,510	45,385
Local Share MA/Transp	248,295	233,900	219,503	209,320
<b>Total</b>	<b>7,464,155</b>	<b>8,243,911</b>	<b>8,307,981</b>	<b>8,286,025</b>

## PROJECTED REVENUE



## PROJECTED EXPENSES



## VETERANS SERVICES

**Description:** The Veteran's Services office advises local veterans and their dependents about their rights and entitlements under various state and federal laws. The office actively assists them in completing the necessary forms and papers, obtaining documents and affidavits, and forwarding the same to the North Carolina Division of Veterans Affairs for review and presentation before the U.S. Department of Veterans Affairs. In 1999, the position was shifted from a full-time position to a part-time position working approximately ten to fifteen hours per week. In 2013 the Board of Commissioners formed a Veterans' Affairs Advisory Committee to assist the Veteran Services Officer.

Pello Duncan, Veteran Services Officer

Veterans Services Office  
119 Hilltop Village Shopping Center  
Oxford, North Carolina 27565

Phone: (919) 693-1484

### Services Provided

#### **Eligibility Determination for:**

- Disabilities Compensation and Pension
- Education Benefits
- Home Loans
- Insurance
- Death and Burial Benefits
- State Veterans Benefits



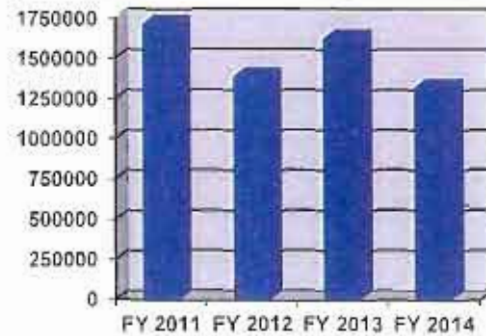
Veterans Services	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 10,691	\$ 12,000	\$ 12,000	\$ 12,600
Benefits	818	918	918	964
Operating	1,729	2,480	2,480	2,480
Capital Outlay	0	0	0	0
Total	\$ 13,238	\$ 15,398	\$ 15,398	\$ 16,044

## HEALTH & MEDICAL SERVICES

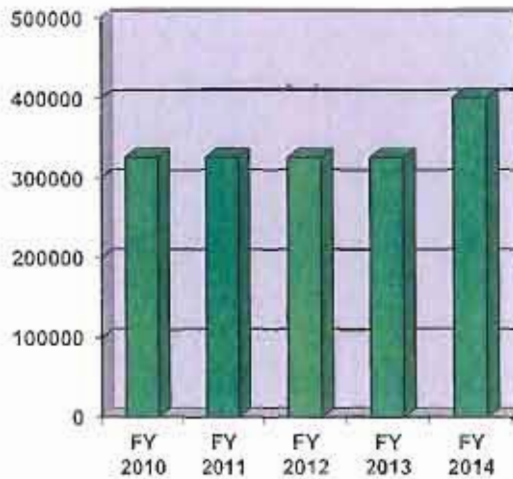
### Granville Health System

The Board of County Commissioners owns and operates a 62-bed hospital known as the Granville Medical Center. A nine member Board of Trustees appointed by the County Commissioners supervises the operations of the hospital. Two County Commissioners also sit on the Board as ex-officio members. The General Fund contribution to the hospital supports the care of indigent patients, liability insurance, EMS services and certain capital needs. Fees and other revenue support the ongoing operations of the hospital. Recommended funding for fiscal year 2015-2016 is \$214,495 to offset the indigent care cost, \$50,000 in property insurance, and \$132,873 for capital expenditures. Debt service includes principal of \$627,044 and interest of \$648,669. The debt service is funded by a transfer from the Health System at 100%.

■ County Funding Level (Net of Debt) with EMS Subsidy



■ County Funding Level



### Granville-Vance District Health Dept.

Public health services are provided by the Granville County branch of the Vance-Granville Health District, one of the few remaining health districts in the state. Under the full-time direction of the District Director with a staff of nurses, sanitarians, and office personnel, the Department operates with general oversight by the 15 member Board of Health. One County Commissioner in each county serves on the District Board, and the Board of Health appoints the other members, including at least one physician, one dentist, one optometrist, one veterinarian, one registered nurse, one engineer, and one pharmacist.

Local funding comprises approximately

11%-15% of the Health Departments budget, while most of the funding is from state and federal sources. The approved funding for fiscal year 2015-2016 is \$325,808.

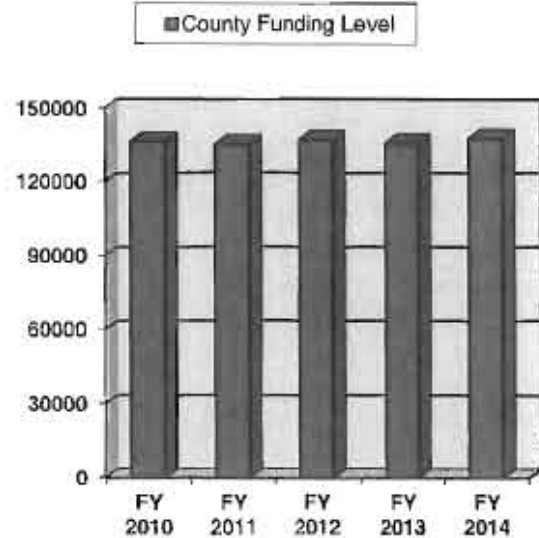


## HEALTH & MEDICAL SERVICES

### Five County Community Operations Center (Part of Cardinal Innovations Healthcare Solutions)

A fifteen member Area Board governs the Five County Mental Health Authority which serves Granville, Vance, Warren, Franklin and Halifax Counties. One County Commissioner from each county serves on the Board. In addition each County Board appoints two additional members to the board. The governing board is empowered by G.S. 122-115 to serve as a comprehensive planning, budgeting, implementing and monitoring group for community based mental health, developmental disabilities, and substance abuse programs. The locally adopted mission statement is "to serve all citizens and community partners collaboratively through a

comprehensive mental health, developmental disability and substance abuse system of care which promotes health, safety, and well-being." The State has enacted significant changes to the mental health system. Granville County has elected to provide the services using the multi-county authority option. This will allow the County to meet the statutory requirements with as few organizational and operational changes as possible. One of the major impacts will be a requirement to shift from a mission that includes direct service provisions, to a local management entity, which is responsible for managing care provided by outside sources.



Health & Medical Services	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
GHS – EMS Service	\$ 600,000	\$ 450,000	\$ 450,000	\$ 650,000
GHS – Indigent Care	214,495	214,495	214,495	214,495
GHS – Property Ins.	50,000	50,000	50,000	50,000
GHS - Capital	340,959	132,873	132,873	132,873
GHS – Debt Service	767,623	14,620,190	757,764	1,275,713
Granville-Vance Health District	400,653	325,808	325,808	425,808
Five County Mental Health Authority	138,388	137,846	137,846	137,846
Total	\$ 2,512,118	\$ 15,931,212	\$ 2,068,786	\$ 2,886,735

## SENIOR SERVICES

The Department of Senior Services exists to provide services and programming to the 60+ population of Granville County. Our mission statement is as follows: "The mission of Granville County Senior Services is to provide a sense of community, overall health, and independence for senior adults. We strive to be accessible and responsive through programs, services, and advocacy, enhancing the quality of life for our aging population."

Kathy May, Director of Senior Services

Granville County Senior Services  
119 Hilltop Village Shopping Center  
Oxford, North Carolina 27565

Phone: (919) 693-1930

Fax: (919) 693-5358

Email: [kathy.may@granvillecounty.org](mailto:kathy.may@granvillecounty.org)

We operate three multi-purpose senior centers in Granville County where older adults come together for fellowship, activities, and programs. Senior Centers are also a resource for the entire community, providing services and information on aging, as well as assisting family and friends who care for older persons. We provide services to the full spectrum of the aging population – from the well, active seniors to the frail, homebound seniors.

For older persons at risk of losing their self-sufficiency, senior centers are the entry point to an array of services that will help them maintain their independence and help prevent premature institutionalization. These in-home services that are designed to help the frail elderly stay in their homes include aide services, respite time for family caregivers, and home delivered meals. Our knowledgeable social worker and aide supervisor are also key to making appropriate referrals to other agencies and leading families to assistance that exists outside of our agency's capabilities.

For the well seniors, the department provides several ways to help them preserve or improve their current functioning levels. First, our "Fit Past Fifty" fitness program offers several different levels of exercise classes including aerobics as well as equipment for cardiovascular health, water aerobics for those with back problems, a seated exercise class for less mobile folks where the focus is on stretching and increasing circulation, yoga classes that help with balance and relaxation, strength training for overall body strength, and even some one-on-one personal training for those who need supervision. In addition, the senior games program allows seniors to compete with others in their age group in a number of events. Second, we provide nutritious meals in a supportive, friendly environment within each senior center. Third, we provide educational programs to keep the mind stimulated and active, such as Driver Safety, Art, Computer Classes, bridge lessons, etc. Fourth, we try to keep our older adults involved in the community. This is done through intergenerational programs in the schools, girl scouts, group trips, and regional senior games. We also bring a number of presenters and speakers from the community into the senior centers to help keep the seniors informed.

Another important service is the Senior Health Insurance Information Program (SHIIP) counseling regarding Medicare issues. Our staff is trained through the Insurance Commissioner's office, and we offer assistance with issues regarding Medicare Parts A & B as well as Part D (the prescription drug portion). Four years ago, we were nominated by the Insurance Commissioner's office for the statewide Outstanding County of the Year award along with four other counties in North Carolina.

### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
10	11	11	11	11

## **SENIOR SERVICES**

### **ACCOMPLISHMENTS**

- We have provided 4,016 hours of in-home aide services for 53 seniors during the first 8 months of fiscal year 2014-2015.
- We have served 13,321 home delivered meals to 114 homebound older adults during the first 8 months of fiscal year 2014-2015. These meals were delivered in Oxford, Berea, Cornwall, Stovall, Creedmoor, and Butner.
- We have served 13,321 congregate meals in our senior centers to 233 seniors during the first 8 months of fiscal year 2014-2015.
- 216 seniors participated in different aspects of the fitness programs including low impact aerobics, water aerobics, Zumba, and Yoga.
- We have assisted 557 Medicare recipients with prescription drug plans, supplement insurance, and problems with their coverage.

### **GOALS, TARGETS, AND PERFORMANCE MEASURES**

- Implement Level III in-home aide services for those seniors who have three or more activities of daily living impairments.
- Continue to develop and implement new and innovative programs that will be attractive to our baby boom seniors.
- Continue to develop new partnerships with others in the community to maximize resources.
- Develop and implement a FALL PREVENTION program.
- Continue our on-going efforts to remain a SENIOR CENTER OF EXCELLENCE. We will need to be recertified in the Spring of 2017, and this process takes consistent, on-going organization and a total staff effort daily in order for our end result to be what we need.



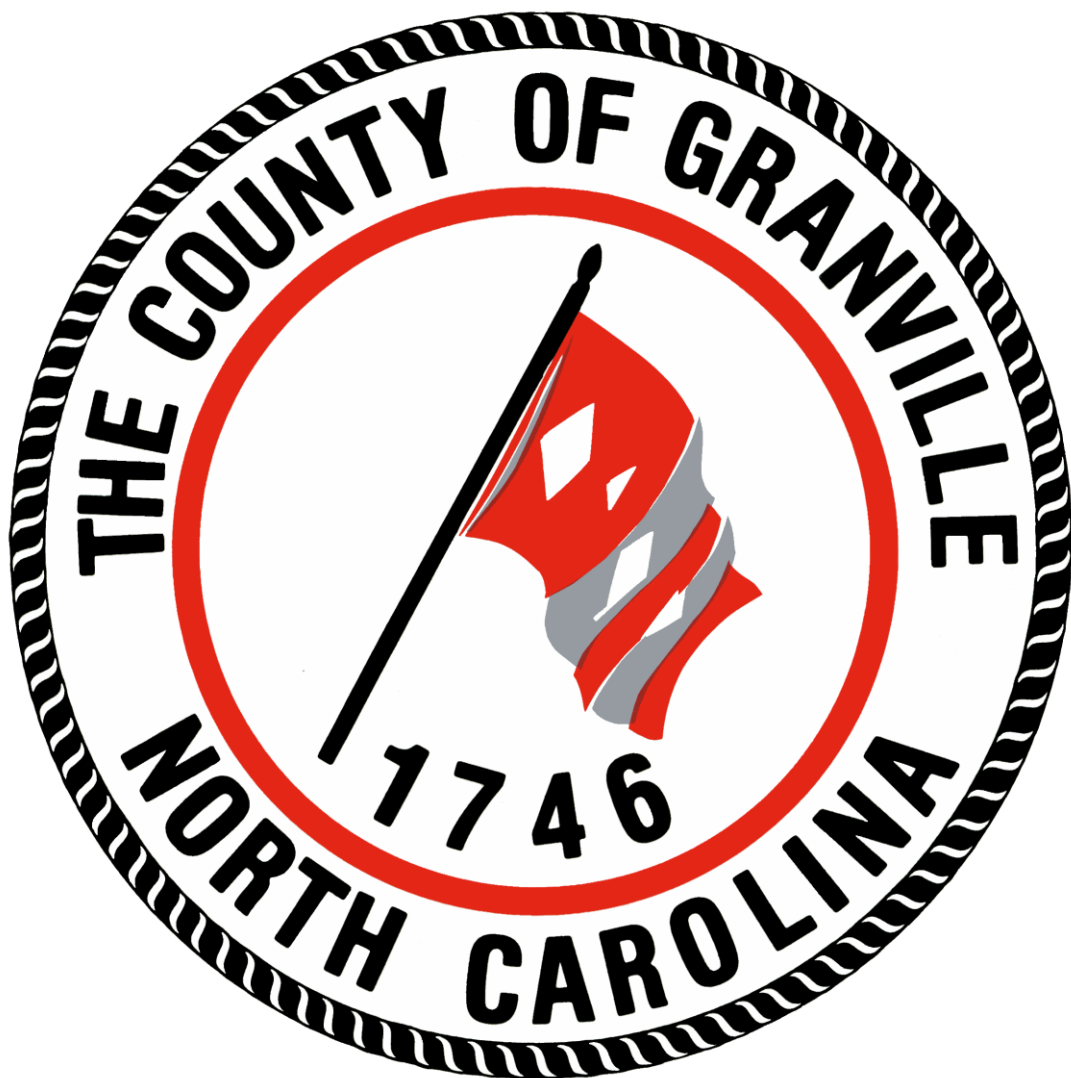
## SENIOR SERVICES

Senior Services	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 336,869	\$ 345,674	\$ 353,674	\$ 356,880
Benefits	\$ 97,708	\$ 107,179	\$ 107,729	\$ 110,177
Oxford Center Operations	\$ 139,917	\$ 139,541	\$ 141,579	\$ 145,391
Stovall Center Operations	\$ 15,969	\$ 15,389	\$ 15,389	\$ 15,438
Creedmoor Ct. Operations	\$ 11,222	\$ 13,399	\$ 16,631	\$ 13,599
Grant Programs*	\$ 631,477	\$ 655,695	\$ 695,987	\$ 702,815
Capital Outlay	\$ 6,429	\$ 0	\$ 0	\$ 0
<b>Total</b>	<b>\$ 1,239,591</b>	<b>\$ 1,276,877</b>	<b>\$ 1,330,989</b>	<b>\$ 1,344,300</b>

\*Home & Community Care Block Grant Program (HCCBG) and Northern Granville Nutritional Program.

*SECTION VIII*

*Community Services*



## GRANVILLE COUNTY LIBRARY SYSTEM

Libraries are gateways to information and opportunities for residents to inform themselves in order to effectively participate and live in a democratic system. The Library augments the educational process, provides recreational activities, and reading groups. The Library provides local residents with the technology required to apply for jobs, research school assignments, programs to encourage reading for all age groups, family genealogical research, personal finance information, child care information, business plans and advertising information for the small business owner, encyclopedias, legal information, magazines, informational and popular films on DVD, music CDs, books on CD, and most importantly, a place where any topic can be discussed in an open and democratic manner.

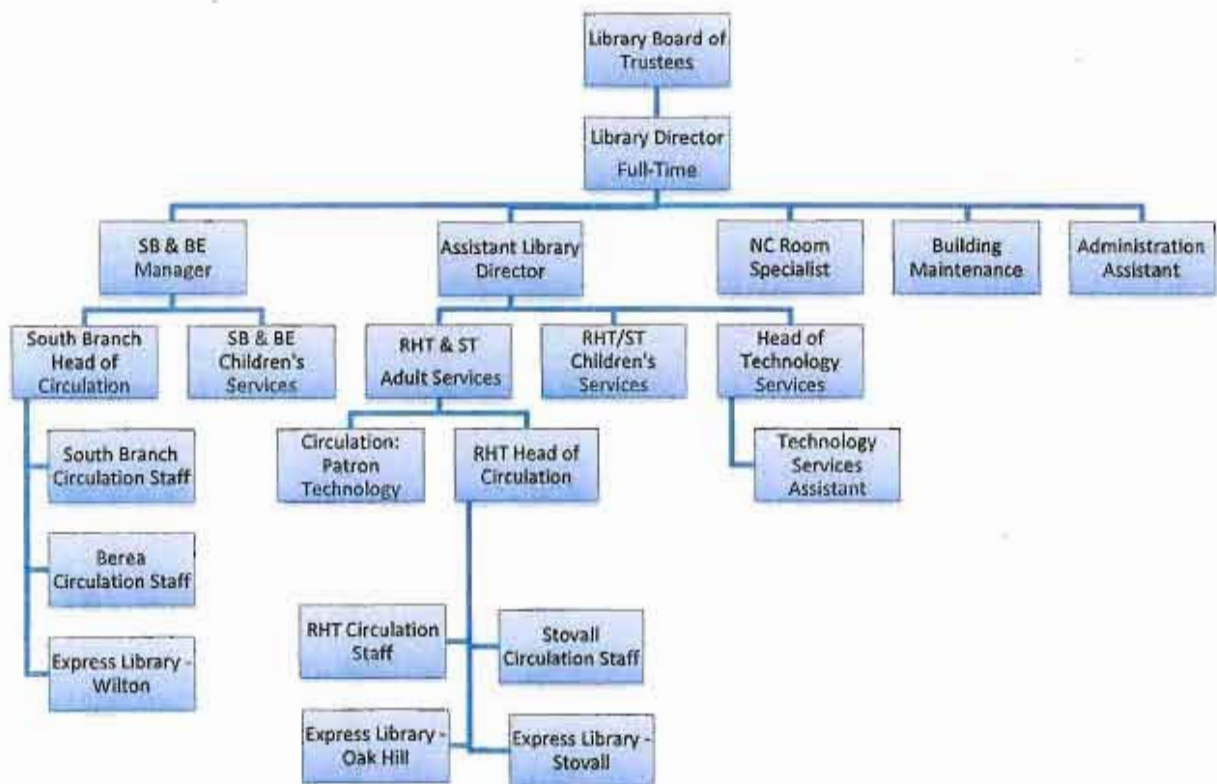
Deana Cunningham, Interim Library Director

Richard Thornton Library  
210 Main Street  
Oxford, North Carolina 27565

Phone: (919) 693-1121

Fax: (919) 693-2244

Email: [deana.cunningham@granvillecounty.org](mailto:deana.cunningham@granvillecounty.org)



### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
11	11	11	12	13*

\*The library organizational structure approved in fiscal year 2015-2016 includes an Assistant Library Director position which is frozen until funded by the Board of Commissioners.

## GRANVILLE COUNTY LIBRARY SYSTEM

### Accomplishments

- Completed inventory at Stovall and Berea Branches.
- Completed migration of library's Evergreen software to supported hosting system and implemented processes to better serve patrons.
- Completed library technology replacement plan; purchased and installed 24 replacement public access computer stations.
- Began multi-year digitization project of North Carolina Room Resources ensuring access for future generations to these rare materials.

### Goals

- Complete inventory at South Branch and Thornton Library.
- Increase role of the library in economic development through offering upgraded business productivity technology, including mobile printing, scanning and color copying.
- Expand successful library programming for teens from South Branch across the library system, with a special emphasis placed on forming a teen advisory group for the Thornton Library to help guide library programs and services for this population.
- Expand access to materials and leverage local resources through joining NC Cardinal, a consortium of North Carolina public libraries developing a statewide shared catalog, loan and delivery system.
- Develop the Granville County Oral History Project to record, archive and make available the history of Granville County residents for future generations.

Library System	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 446,047	\$ 519,546	\$ 533,546	\$ 561,826
Benefits	\$ 118,220	\$ 151,641	\$ 151,641	\$ 176,904
Operating	\$ 254,869	\$ 294,800	\$ 302,100	\$ 303,800
Capital Outlay	\$ 0	\$ 0	\$ 10,151	\$ 1,000
Library Debt	\$ 634,000	\$ 622,000	\$ 622,000	\$ 610,000
Total	\$ 1,453,136	\$ 1,587,987	\$ 1,619,438	\$ 1,653,530

## COOPERATIVE EXTENSION SERVICE

The Cooperative Extension Service is a partnership between the County and the University System that exists to bring university research and knowledge to help improve the quality of life in Granville County. This assistance is provided in the areas of family and consumer education, 4-H and youth development, and agriculture. More than ever, this agency is addressing broad based issues in reference to sustainability and profitability of agriculture, and the marketability of agricultural products. Additionally, this agency is the only agency in the County providing education and information in the areas of family economics, childcare provider training, preventive nutrition education, and youth development. This agency's product is education and the latest research-based information that benefits farmers, rural and urban residents, families, community and civic leaders, and youth.

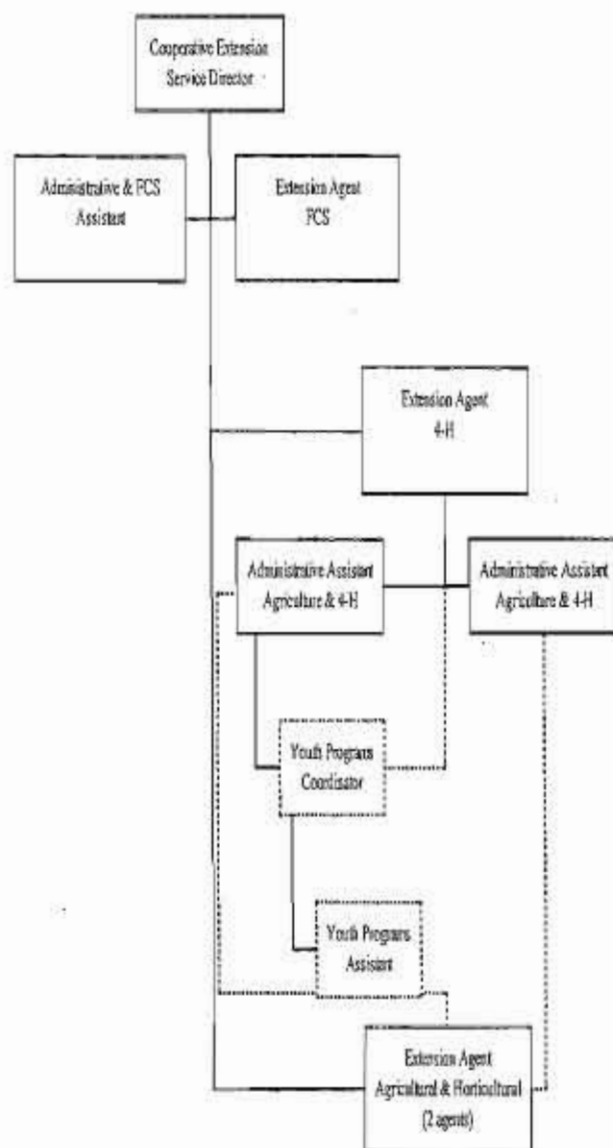
Mr. Paul W. Westfall, Extension Director

Granville County Cooperative Extension Service  
208 Wall Street, PO Box 926  
Oxford, NC 27565

Phone: (919) 603-1350

Fax: (919) 603-0268

paul\_westfall@ncsu.edu



(Youth Programs Coordinator & Assistant are grant funded positions)

### Accomplishments

- Countywide forestry, animal science, and soil science production meetings are coordinated to provide producers the latest research information to protect, enhance, and manage their commodities/industry. Recertification classes are offered to pesticide applicators in the County during the spring & fall of each year. Emphasis is placed on diversifying the agricultural profile of the County, particularly "alternative/specialty crops" opportunities and marketing options.
- Family and consumer education programs focus on the needs in the areas of family resource management, health, diet, foods & nutrition, and consumer education.
- 4-H in the County is active and involved with school enrichment programs, activities, clubs, summer camps, and programs for limited resource families and communities. The 4-H Best program provided services to Granville County juveniles through the Community Service and Restitution Program. Youth received training on behavior modification, career exploration and enrichment services. The Teen Court program was organized to provide an alternative for youth offenders in sentencing, and to provide workforce training opportunities for interested teens.
- The Extension Volunteer Association continues to address strengthening the family and building strong communities through leadership development, continuing education, and community service projects, while serving as a "bridge from the university to the people."

## COOPERATIVE EXTENSION SERVICE

### Goals, Targets, and Performance Objectives

- Increase the profit potential of agricultural producers through optimized production practices and improved marketing strategies. Protect the environment and natural resources. Work with Agricultural Landowners and County Government to establish farmland protection programs. Strengthen the economy through profitable, sustainable, and safe agricultural, food, forest, and green industry systems.
- Work with new and existing field crop producers and fruit and vegetable growers, helping them diversify their farm operations to include high value horticultural crops, realizing several marketing options, and obtaining a greater income per acre.
- Increase the visibility and number of youth in the 4-H program through more 4-H school enrichment and special interest programs. Will also “grow” the 4-H BEST, Juvenile Crime Prevention and Teen Court programs that target at-risk youth, through program and curriculum offerings through the schools.
- Develop and implement ongoing and new programs in the areas of family development, human environment, food, nutrition, diet, food safety, and family resource management for the enhancement of the economic and personal wellbeing of individuals and families through research-based education. Expand the family and consumer science audience through targeted out-reach efforts (i.e. Faith-based initiative, agency collaborations, older adult population).
- Empower youth and families to lead healthier lives and become community leaders.

### Performance Measures

**Objective #1:** Youth & Adults will develop and strengthen critical life skills.

**Target Indicator:** Prior Year = 1,188, Current Estimate = 1,875, FY 12-13 Target = 2,500

**Objective #2:** Producers will increase sales of locally grown food.

**Target Indicator:** Prior Year = 375, Current Estimate = 250, FY 12-13 Target = 350

**Objective #3:** Youth & Adults will make healthy food choices and increase physical activity.

**Target Indicator:** Prior Year = 209, Current Estimate = 180, FY 12-13 Target = 250

Cooperative Extension	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel (Send-In Salaries)	\$ 167,854	\$ 225,000	\$ 225,000	\$ 225,000
Operating	\$ 35,145	\$ 37,085	\$ 45,085	\$ 34,585
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
4-H Best & U.T. G.	\$ 98,125	\$ 108,481	\$ 102,514	\$ 105,201
Total	\$ 301,124	\$ 370,566	\$ 372,599	\$ 364,786



## RECREATION

For the past several years, the Board of Commissioners has used the Recreation Master Plan to guide the development of programs and to address the needs for recreational facilities in the County. Significant progress has been achieved in the implementation of the plan, which has been revised and updated periodically. Some of the successes have included the following: (1) Inclusion of systematic funding plans; (2) Activation of the occupancy tax to be earmarked for recreational facilities; (3) Creation of the Recreation Advisory Committee. (4) Development of regional park facilities; (5) Creation of a grant program to encourage the construction of new facilities; (6) Development of a systematic funding approach that provides equitable funding for programs in all parts of the County; and (7) continued funding of the following programs:



**City of Oxford Recreation:** The County provides funding for the City to conduct a variety of programming options for children, youth and adults. These programs are open to all residents, although a higher fee is charged to non-city residents for most programs.

**South Granville Athletic Association, Inc.:** This is a non-profit all volunteer agency that conducts sports leagues for youth and adults. Association activities were first developed in 1959, when Mr. Sid Oakley identified a need to provide youth amateur athletics to a group in the Butner area. In the same period, Mr. B. C. Roberts formed a Boy's Club and had the same goals for the Creedmoor community. Two ball teams were formed and continued to play in competitive sports in surrounding communities. The Association has grown rapidly in recent years and now serves more than 600 youth and adults in the County.

**City of Creedmoor:** The City maintains several facilities available to County residents. These include a gymnasium, sports fields, and the Lake Rogers recreation area.

**Town of Butner:** The Town maintains facilities available to County residents. These include a gymnasium and a newly constructed ball field.

**Initial Recreation Funding:** For the past fifteen (15) years, Granville County has appropriated specific funding amounts to the City of Oxford Recreation and placed an equal funding allocation in the Parity in Funding Effort category. Amounts in the Parity in Funding category would be allocated based on recommendations from the Recreation Advisory Committee. This model worked well in past years, however due to changing recreation opportunities throughout the County and changing needs, this model of funding is being revisited in FY 2014-2015. The FY 2015-2016 recommended budget includes funding equal to the prior year and is pending allocation based on a revised funding formula recommendation from the Recreation Advisory Committee.

## RECREATION

### Sample of Prior Funded Mini – Grant Projects

Playground Equipment – Creedmoor Elementary  
 Paved pathway to connect Butner-Stem Elementary & Middle Schools  
 Multi-purpose game area – Stovall-Shaw Elementary  
 Portable benches – Butner-Stem Middle School  
 Covered patio area at Rucker Park Family Pool, picnic shelter at Granville Street Park, dugout covers at Hix Field and Rucker Park – City of Oxford  
 Dugouts – Northern Granville Middle School  
 Additional play equipment at Lake Rogers Park – City of Creedmoor

**Matching Grant Program:** The grant program is designed to provide matching funds as seed money for the development or continuation of public leisure services. In fiscal year 2005 funding was set at \$35,000 annually. The budget for 2015-2016 continues to defer this program. Traditionally the maximum amount of each grant is limited to \$10,000 and requires a dollar for dollar match. The facilities constructed must be available to the public when not used by the owner. The grants when funded are typically advertised each year in August and are awarded in January or early February.

**Debt Service:** The County has elected to present the debt service within the department/function area which originally benefited from the debt proceeds. Fiscal year 2015-2016 includes debt service principal of \$35,510 and interest of \$7,627.

Recreation	Actual 2013-2014	Original Budget 2014-2015	Amended Budget 2014-2015	Budget 2015-2016
City of Oxford	\$ 67,613	\$ 0	\$ 50,000	\$ 0
South Granville Athletic Assoc.	45,301	0	25,000	0
Butner/Creedmoor Independence Day Program	1,500	1,500	1,500	1,500
City of Creedmoor	11,156	0	20,000	0
Butner Recreation	11,156	0	39,000	
Other Community Projects	0	0	1,226	0
Matching Grant Program Projects	0	0	0	0
Initial Recreation Funding	0	135,226	0	179,543
Debt Service	87,606	84,674	84,674	41,137
Total	\$ 224,332	\$ 221,400	\$ 221,400	\$ 222,180



## GRANVILLE ATHLETIC PARK/JONESLAND ENVIRONMENTAL PRESERVE



The Granville County Recreation Master Plan called for the creation of a regional park facility to serve all county residents. The Granville Athletic Park/Jonesland Environmental Preserve is the result of many groups' efforts to use land donated by the Jonesland Board of Directors and funds earmarked by the Tourism Development Authority to develop a state-of-the-art facility that includes both active and passive recreational opportunities. Granville Athletic Park/Jonesland Environmental Preserve is funded in part from a state grant, LWCF grant, and general obligation bond financing. The debt service on the G.O. Debt was funded in large part through Occupancy Tax revenues provided by the Granville County Tourism Development Authority.

Raymond Allen, Park Superintendent

4615 Belltown Road  
Post Office Box 906  
Oxford, NC 27565

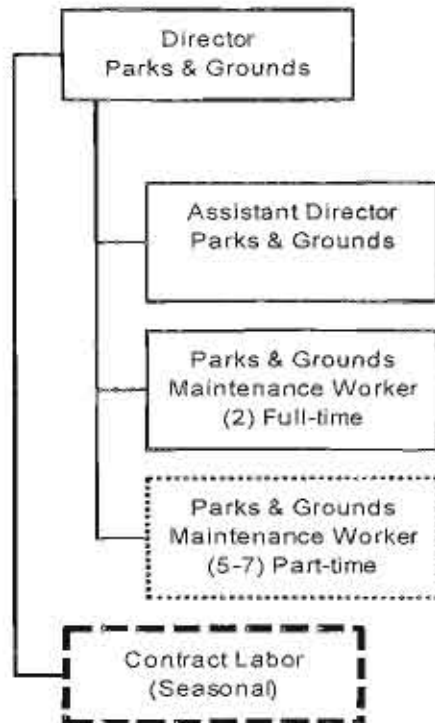
Phone: (919) 693-3716  
Fax: (919) 693-6281  
Email: [Raymond.Allen@granvillecounty.org](mailto:Raymond.Allen@granvillecounty.org)

The existing park includes two and a half soccer fields, amphitheater, two regulation sized baseball/softball fields, paved walking trails, wetlands and forestry educational areas, and other amenities. The park is open from dawn to dusk each day. Phase II includes two lighted multi-purpose fields, a sports pavilion, trails, and a small water park.

### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
4	4	4	4	4

## GRANVILLE ATHLETIC PARK/JONESLAND ENVIRONMENTAL PRESERVE



### ACCOMPLISHMENTS

- Improved athletic fields turf & infields through top dressing, fertilizations, aerating, and infield conditioners.
- Resurfaced walking trails installed with the initial phase of the park.
- Improved turf and landscaping at county facilities.
- Improved field drainage on soccer field 2.

### GOALS, TARGETS, AND PERFORMANCE OBJECTIVES

- Improve athletic field quality through turf renovations, fertilization and organic programs, and top dressing and deep tine aerating.
- Develop or require a work order database to track work performed and inventory items of use.
- Maintain asphalt walking trails.
- Develop a more practical use of the "Practice" field into a more permanent facility use.

GAP/JONESLAND	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 148,538	\$ 176,340	\$ 176,340	\$ 179,340
Benefits	\$ 45,582	\$ 51,002	\$ 51,002	\$ 52,408
Operating	\$ 117,992	\$ 132,500	\$ 132,500	\$ 132,250
Capital Outlay	\$ 39,097	\$ 40,000	\$ 40,000	\$ 30,000
Capital Outlay – Cars	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 351,209	\$ 399,842	\$ 399,842	\$ 393,998

## ECONOMIC DEVELOPMENT

**Description:** The Economic Development Office exists for the purpose of creating capital investment and job creation and retention in Granville County. This is done by competing in the market place of industrial site selection to win new jobs and tax base for the County. The office focuses on the "multiplier-job" projects whose impact produce opportunities for small business and community growth.

Our "product" is most tangibly seen in tax collections and job creation in the County. By providing professional economic development services and maintaining close relationships with existing industries and promoting policies that support their ability to do business here, the office helps the County create an environment that is conducive to winning new investment.

Harry Mills  
Economic Development Director

Economic Development  
PO Box 26  
Oxford, North Carolina 27565

Phone: (919) 693-5911  
Fax: (919) 693-1952  
Email: [Harry.Mills@granvillecounty.org](mailto:Harry.Mills@granvillecounty.org)

### Accomplishments



- Worked with three existing industries to expand operations by adding capital investment and jobs. We are also assisting four other projects that are considering expansion.
- Have been active in identifying grants and other incentives to assist future and existing companies with projects in Granville County.
- Attended numerous meetings/conferences in and out of the County to promote Granville County for growth and improve our quality of life for the future.
- We have been involved with the county/city/town managers in all of our communities that will continue to move our County forward.
- We have been active in the community by educating and encouraging participation in identifying potential industries that will be an asset to Granville County.

## ECONOMIC DEVELOPMENT

### GOALS, TARGETS AND PERFORMANCE MEASURES

- Continue to operate an office within budget and provide professional and quality service to all stakeholders whether internal or external to Granville County.
- Meet with existing companies and industries to make sure that we are meeting the needs of our customers which are existing business/industry.
- Maintain the professional working relationship we have with all recruiting and funding resources that can assist in the recruitment or expansion of business/industry.
- Improve the working relationship of our department with all other sources that provide services to our employers and towns/cities such as Downtown Development Agencies, Tourism Development Authority, Granville County Chamber of Commerce, Granville-Vance Health Department, Vance-Granville Community College, Granville Health System, etc.
- Educate and facilitate workforce training and speaking engagements that assist in increasing the quality workforce that is needed for our existing and potential new business/industries.

#### Full-Time Positions Authorized

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
2	2	2	2	2

Economic Development	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 115,082	\$ 119,074	\$ 119,074	\$ 96,406
Benefits	\$ 22,814	\$ 32,250	\$ 32,250	\$ 29,364
Operating	\$ 15,857	\$ 31,500	\$ 31,500	\$ 42,300
Capital Outlay	\$ 0	\$ 1,000	\$ 1,000	\$ 1,000
Capital Outlay Cars	\$ 0	\$ 0	\$ 0	\$ 30,000
Debt Service	\$ 1,149,828	\$ 1,781,736	\$ 1,781,736	\$ 1,641,899
Kerr-Tar REDC	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
Downtown Oxford EDC	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total	\$ 1,359,581	\$ 2,021,560	\$ 2,021,560	\$ 1,896,969

## TOURISM

In September 2012, the Granville County Board of Commissioners approved the request from the Granville County Tourism Development Authority (TDA) to develop and host a Tourism Development Director position. This position is funded 100% by the Granville County Tourism Development Authority. The position reports directly to the County Manager who supervises the position in accordance with direction from the Tourism Authority Board.

### Angela Allen, Tourism Development Director

Tourism Development Authority  
PO Box 820  
Oxford, North Carolina 27565

Phone: (919) 693-6125  
Fax: (919) 693-6126  
Email: [angela.allen@granvillecounty.org](mailto:angela.allen@granvillecounty.org)

### Department Goals

- Work with the Granville County Tourism Development Authority Board to complete a Marketing Plan for County Tourism.
- Develop a "Welcome to Granville County" information packet and work with local hotels and motels to distribute the information.
- Continue to monitor visitor feedback surveys submitted by local hotels and motels weekly.

### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
0	1	1	1	1

Tourism	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 46,140	\$ 47,741	\$ 47,741	\$ 44,270
Benefits	\$ 13,397	\$ 14,373	\$ 14,373	\$ 14,010
Operating	\$ 0	\$ 0	\$ 0	\$ 0
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 59,537	\$ 62,114	\$ 62,114	\$ 58,280

Note: Operating and Capital Outlay expenditures related to this position are charged directly to the TDA.

## GRANVILLE COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

Granville County Development Services reorganized in fiscal year 2000 and combined the Granville County Planning Department and Granville County Inspections Department under one department manager and administrative staff. The purpose of this consolidation was to provide better service to the public as well as reduce the cost of operations. To date, the Department has significantly reduced public complaints regarding bureaucracy and the time involved with the process of permits and has reduced operating expenses by approximately 15%. In 2003, the department assumed the responsibility for management of construction and renovation of County owned facilities. The Department now includes the divisions of Planning, Inspections, and Construction Administration.

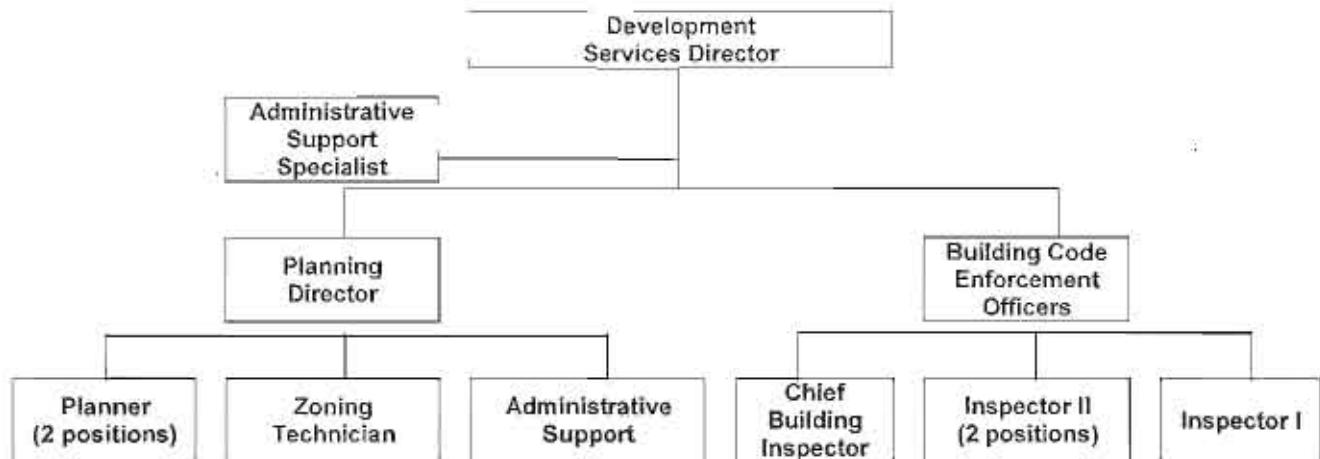
Scott Phillips, Director

Granville County Development Services  
122 Williamsboro St.  
Oxford, NC 27565

Phone: (919) 693-1326

Fax: (919) 693-6794

Email: [scott.phillips@granvillecounty.org](mailto:scott.phillips@granvillecounty.org)



Full-Time Positions Authorized

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Inspections Division	6	6*	6*	6*	6
Planning Division	5	5	5	5	5

\* One (1) position while still authorized was frozen and unfunded for fiscal years 2013, 2014, & 2015.

## DEPARTMENT OF DEVELOPMENT SERVICES DIVISION OF INSPECTIONS

**Description/Mission:** The Inspections Division enforces the North Carolina Building Code(s) as determined by the North Carolina Building Code Council and adopted by the North Carolina Legislature. The Code applies to new construction, as well as alterations and modification to existing residential and non-residential buildings. The division reviews construction plans and approves permits for building, electrical, plumbing and mechanical construction or modifications. Certified Code Officials enforce the provisions of the Code by frequent field inspections during various stages of construction.

Dale Evans, Chief Building Inspector

Granville County Inspections Division  
122 Williamsboro St.  
Oxford, North Carolina 27565

Phone: (919) 603-1326

Fax: (919) 693-6794

Email: dale.evans@granvillecounty.org

### Accomplishments

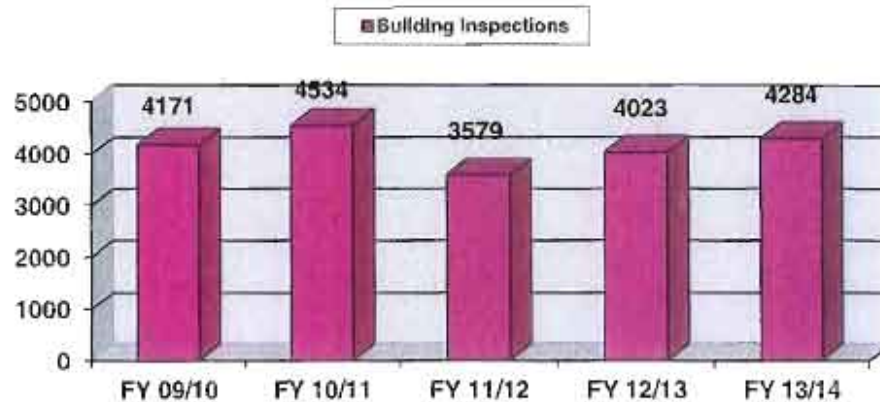
- Continued to inform and transition Building Code changes to the public.
- Maintained a 24-hour service for scheduled inspections with current manpower.
- Issued 531 Building related permits without error.
- Performed 4,579 Building related inspections.

### Goals, Targets, and Performance Measures

- Serve the public with competent, courteous and efficient personnel.
- Provide one-on-one consultation to individuals or firms requesting need.
- Manage work flow in order to maintain 24-hour service during increased demands with existing level of staffing.
- Effectively train and certify Division's new Inspector



**DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF INSPECTIONS**



**Developmental Services**

Inspections	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 320,405	\$ 323,123	\$ 345,141	\$ 358,187
Benefits	\$ 79,055	\$ 84,404	\$ 90,049	\$ 98,334
Operating	\$ 25,780	\$ 26,755	\$ 26,755	\$ 30,455
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Inspections Vehicles	\$ 3,197	\$ 24,000	\$ 24,000	\$ 22,000
Total	\$ 445,701	\$ 458,282	\$ 485,945	\$ 508,976



## DEPARTMENT OF DEVELOPMENT SERVICES

### DIVISION OF PLANNING

**Description/Mission:** The Planning Division's responsibilities include planning for, and managing, growth and land-use issues within the County. The division is responsible for the administration and enforcement of the Granville County Land Development Ordinance. The division reviews and approves zoning, stormwater, and watershed permits; reviews and approves minor subdivision plats; reviews major subdivision plats; processes Variance, Re-zoning, Conditional Use and Special Use requests; and provides assistance to the Granville County Board of Adjustment, Planning Board, and County Commissioners in their responsibilities and duties. The division further assists the Granville County Comprehensive Transportation Committee, Granville Greenway Committees, Camp Butner Restoration Advisory Board, Capital Area Metropolitan Planning Organization (CAMPO), Kerr-Tar Rural Planning Organization (RPO), and the Upper Neuse River Basin Association (UNRBA) in their work.

Barry Baker, Director

Granville County Planning Division  
122 Williamsboro St.  
Oxford, North Carolina 27565

Phone: (919) 603-1331

Fax: (919) 693-6794

Email: [barry.baker@granvillecounty.org](mailto:barry.baker@granvillecounty.org)

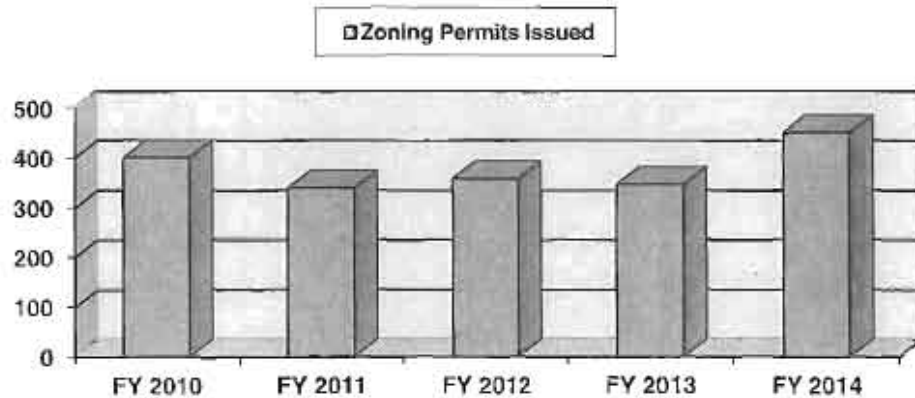
### Accomplishments

- Continued implementation of Falls Lake Watershed New Development rules as mandated by the State of North Carolina.
- Folded free-standing wireless telecommunication ordinance into Land Development Code. Amendment complied with state law changes.
- Established new conditional zoning process for solar farms and other non-exempt agricultural businesses.
- 450 zoning permits issued in fiscal year 2014-2015, a 10% increase over fiscal year 2013-2014.
- Issued 100% of Zoning Permits without error.

### Goals, Targets, and Performance Measures

- Primary mission is to serve the public with competent, courteous and efficient personnel.
- Update the Greenway Master Plan with the additions of municipal bike and pedestrian plans.
- Assist CAMPO with NC 56 Corridor Study.
- Assist with Butner to Creedmoor Trail Planning Study.
- Update Land Development Ordinance to continue complying with State law changes.
- Issue 100% of Zoning Permits without errors.
- Process an estimated 450 Zoning Permits for fiscal year 2015-2016.

# **DEPARTMENT OF DEVELOPMENT SERVICES** **DIVISION OF PLANNING**



## Development Services Planning Division

	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Actual	FY 15-16 Budget
Personnel	\$ 209,721	\$ 223,324	\$ 223,324	\$ 227,297
Benefits	\$ 57,579	\$ 69,295	\$ 69,295	\$ 71,085
Operating	\$ 21,643	\$ 24,608	\$ 24,608	\$ 25,239
Capital Outlay	\$ 5,773	\$ 4,800	\$ 4,800	\$ 1,000
Total	\$ 294,716	\$ 322,027	\$ 322,027	\$ 324,621

## DEPARTMENT OF DEVELOPMENT SERVICES DIVISION OF CONSTRUCTION ADMINISTRATION

**Description/Mission:** The Construction Administration Division is responsible for implementation of the Capital Improvement Projects. The Division works with other departments or agencies in reviewing the project requirements based on needs and function. When necessary, staff retains design professionals for the preparation of drawings and specifications based on the scope of work to be executed. The Division prepares Requests for Proposals (RFP) for public bidding; processes contracts and reviews the work throughout to completion for compliance to the RFP. The Division is also responsible for minority participation while completing the Capital Improvement Projects. The Construction Administration's mission is to provide quality work that satisfies need and function while maintaining an efficient budget.

Scott Phillips, Director

Granville County Planning Division  
122 Williamsboro St.  
Oxford, North Carolina 27565

Phone: (919) 603-1331

Fax: (919) 693-6794

Email: [scott.phillips@granvillecounty.org](mailto:scott.phillips@granvillecounty.org)

### Accomplishments

- Provided administrative direction for bidding and construction administration for approved CIP projects that include:
  - Renovation of the West Spring Street Facility.
  - Bid and began construction work on the Lanier Street facility.
  - Walking trail paving improvements at the Granville Athletic Park.
  - Triangle North – Granville entrance landscaping.
  - Construction of stairway connection on Wall Street.
  - Began Sheriff/Jail Planning to evaluate long-term needs for law enforcement and detention center.
  - Renovated Stairs at Wall Street facility

### Goals, Targets, and Performance Measures

- Provide construction budgeting and contract management necessary for the desired improvements/renovations to various roofs.
- Provide construction budgeting and contract management necessary for the Information Technology department projects.
- Provide construction budgeting and contract management necessary for improvements and renovations to Lanier Street facility.
- Continue to provide administrative assistance and coordination for Granville County General Services.

### Major Capital Projects Proposed for 2015-2016

- Admin Annex Renovations: General exterior improvements \$30,000
- Renovations to the IT server room \$51,000
- Granville Athletic Park (GAP): Repairs to walking trails & painting of facilities; estimated costs \$42,500
- Expo Center: general projects to enhance operation of facility; estimated costs \$45,000
- Wilton Slopes: Improvements to entry way road; estimated costs \$10,000
- Animal Shelter Renovations \$20,000

#### Development Services

##### Construction Administration

	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 0	\$ 0	\$ 0	\$ 0
Benefits	\$ 0	\$ 0	\$ 0	\$ 0
Operating	\$ 226	\$ 500	\$ 1,000	\$ 1,000
Capital Outlay – Operating	\$ 1,306	\$ 3,000	\$ 3,000	\$ 1,000
<b>Capital Projects: (General)</b>				
Facility Projects	\$ 39,179	\$ 20,000	\$ 50,000	\$ 57,850
Roofing Projects	\$ 0	\$ 50,000	\$ 50,000	\$ 54,500
HVAC Projects	\$ 19,209	\$ 10,000	\$ 30,000	\$ 51,800
Parking Lot Projects	\$ 144	\$ 15,000	\$ 25,000	\$ 19,500
Landscaping Projects	\$ 0	\$ 10,000	\$ 10,000	\$ 10,000
Water & Sewer Projects	\$ 0	\$ 5,000	\$ 5,000	\$ 1,000
Fire Alarms	\$ 0	\$ 0	\$ 0	\$ 14,600
Other Improvements	\$ 5,122	\$ 1,000	\$ 11,000	\$ 89,650
<b>Capital Projects: (Specific)</b>				
Courthouse Projects	\$ 183,123	\$ 600	\$ 46,600	\$ 11,350
Administration Annex	\$ 0	\$ 35,000	\$ 85,000	\$ 30,000
IT, Audio, & Visual	\$ 0	\$ 86,000	\$ 86,000	\$ 51,000
Parking Lots	\$ 0	\$ 200	\$ 200	\$ 200
Expo Center	\$ 6,680	\$ 45,000	\$ 90,000	\$ 45,000
Energy Savings Projects	\$ 0	\$ 5,000	\$ 5,000	\$ 5,000
Habitat Building	\$ 0	\$ 100	\$ 100	\$ 100
CES – Wall Street Project	\$ 0	\$ 50,000	\$ 50,000	\$ 50,000
GAP Projects	\$ 13,950	\$ 20,000	\$ 81,000	\$ 20,000
Wilton Slope Projects	\$ 0	\$ 10,000	\$ 20,000	\$ 10,000
Sheriff & Jail Projects	\$ 901	\$ 10,350	\$ 105,350	\$ 2,100
Animal Control Projects	\$ 0	\$ 10,000	\$ 40,000	\$ 20,000
Other Projects	\$ 326,565	\$ 200	\$ 72,200	\$ 10,250
<b>Total</b>	<b>\$ 596,405</b>	<b>\$ 386,950</b>	<b>\$ 866,450</b>	<b>\$ 555,900</b>

*SECTION IX*

*Education*



## VANCE-GRANVILLE COMMUNITY COLLEGE

Vance-Granville Community College (VGCC) is a joint venture between Vance County, Franklin County, Warren County, and Granville County, and the State Board of Community Colleges. Local responsibility is divided between the County Commissioners and the VGCC Board of Trustees, the County's primary role being the funding source for the maintenance of facilities. Vance-Granville Community College operates the Main Campus in Vance County, and satellite campuses in: Butner (Granville County), Louisburg (Franklin County) and Warrenton (Warren County), and a Culinary Arts Program located at the Masonic Home for Children (Granville County).

### Main Campus Funding Allocation

Vance County	75% Current Expense & Capital Outlay
Granville County	25% Current Expense & Capital Outlay

The table below shows the recommended funding for the operating and capital needs for both the Main Campus and the South Campus. The funding request by VGCC totaled \$785,452. Total funding included in the County Manager's recommended budget for VGCC is \$648,205 and the remaining \$137,247 is included in the service expansion section of the budget document. The final approved funding level is expected to maintain agreed funding levels between Vance County and Granville County.

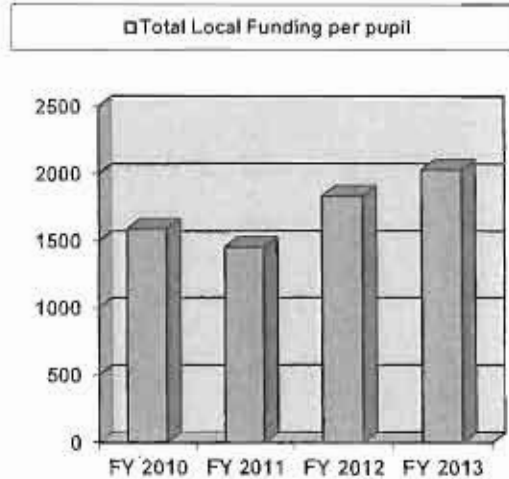
Vance-Granville Community College	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Main Campus- Capital Outlay*	\$ 24,066	\$ 6,240	\$ 317,577	\$ 6,240
South Campus- Capital Outlay	\$ 13,900	\$ 15,000	\$ 15,000	\$ 15,000
Main Campus One-Time Funding	\$ 150,000	\$ 0	\$ 0	\$ 0
Main Campus – Current Expenditures	\$ 308,754	\$ 308,754	\$ 320,420	\$ 320,420
South Campus – Current Expenditures	\$ 252,043	\$ 252,043	\$ 277,745	\$ 277,745
Culinary Arts Program	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800
Corporate Campus	\$ 0	\$ 0	\$ 8,000	\$ 8,000
Total	\$ 769,563	\$ 602,837	\$ 959,542	\$ 648,205

\*Main Campus – Capital Outlay of \$311,337 paid in fiscal year 2014-2015 represents the Granville County portion (25%) of funding as agreed between Granville & Vance Counties. Vance County financed their portion of the project and is paying their portion out over a 3-year period, Granville paid lump sum.

## GRANVILLE COUNTY SCHOOLS

North Carolina General Statute 115C requires the County Commissioners to fund the following eight specific categories of school operations:

- Buildings, furniture, and apparatus [G.S. 115C-251(b)]
- Garage and maintenance equipment for school buses [G.S. 115C-249(e)]
- Liability insurance [G.S. 115C-47(25)]
- Maintenance of plant [G.S. 115C-521(c) and (d), to 115C-524)]
- Sites [G.S. 115C-117]
- Proper furnishings of the superintendent's office [G.S. 115C-277]
- Supplies for school buildings [G.S. 115c-522(c)]
- Water supply and sewage facilities [G.S. 115C-522(c)]



The Granville County Board of Commissioners currently provides funding for the required categories and historically has funded instructional programs, pupil supporting services, and significant general administrative expenditures. The County's appropriations to the Granville County Schools are made to three separate portions of the unit's budget: current expense, category one capital outlay (building construction and renovation) and category two (equipment) & three (vehicles) capital outlay, combined. The current expense and the category two and three capital outlay are funded by tax revenue that is generated locally. Category one capital outlay, including new construction and renovations to facilities, is funded first from the restricted portion of sales tax and lottery funding, then by general operating funds derived from property tax revenues.

School related debt service is funded by the restricted portion of sales tax remaining after Category one capital outlay obligations, restricted public school building funds (held by the State), and lottery proceeds. Any additional school related annual debt requirements are funded by general operating funds derived from property tax revenues.

The School Board requested \$16,843,488 of which \$13,943,303 was for current expense, \$346,707 was for non-building related capital needs, and \$2,553,478 for building related capital needs such as building maintenance and renovation.

The County Manager's Recommended Budget recommends education funding of \$12,385,287 for current expense, \$301,707 for category 2 & 3 capital outlay, and \$957,671 for category 1 capital outlay. The remaining requested funds are included in the service expansion portion of the budget document. During fiscal year 2013-2014, the Granville County Board of Commissioners also approved funding the estimated annual debt service requirements necessary to finance Granville Central High School phase 2 construction. The additional capital outlay and debt service funding were accomplished through a 3.5¢ property tax increase. As agreed earlier between the Granville County Board of Commissioners and the Board of Education, the base amount of Category I funding would be reduced by the annual debt service amount associated with the early college building portion of the South Campus construction in effect creating a rent payment to the County. This adjustment was made beginning in fiscal year 2011-2012 and continues in the fiscal year 2015-2016 budget.



## GRANVILLE COUNTY SCHOOLS

### ***FY 2015-2016 Budget Drivers:***

5.0% Increase in Certified Salaries  
 2.0% Increase in non-certified Salaries  
 5.0% Increase in Health Insurance rate.  
 10.0% Increase in Charter School Payments  
 .29% Increase in Employer Retirement Rate

The following table shows the school's local funding for the last 10 years and the requested funding for fiscal year 2015-2016.

### **Originally approved budgets:**

Fiscal Year	Average Daily Membership	County Current Expense	Category II & III Capital	Debt Service	Category I Capital	Grand Total
05-06	8704	\$ 9,371,165	\$ 257,900	\$ 2,615,900	\$ 613,138	\$ 12,858,103
06-07 ^	8756	\$ 10,119,028	\$ 268,216	\$ 3,714,810	\$ 624,525	\$ 14,726,579
07-08 *	8831	\$ 11,968,276	\$ 464,059	\$ 4,442,563	\$ 649,506	\$ 17,524,404
08-09 ♦	8786	\$ 12,313,287	\$ 368,103	\$ 4,488,753	\$ 675,486	\$ 17,845,629
09-10+	8637	\$ 12,385,287	\$ 301,707	\$ 4,453,857	\$ 926,086	\$ 18,066,937
10-11	8545	\$ 12,385,287	\$ 301,707	\$ 4,948,576	\$ 675,486	\$ 18,311,056
11-12	8505	\$ 12,385,287	\$ 301,707	\$ 6,046,395	\$ 540,586	\$ 19,273,975
12-13**	8479	\$ 12,385,287	\$ 301,707	\$ 5,909,425	\$1,450,788	\$ 20,047,207
13-14	8100	\$ 12,385,287	\$ 301,707	\$ 6,649,089	\$ 957,671	\$ 20,293,754
14-15	8029 (est)	\$ 12,385,287	\$ 301,707	\$ 6,519,933	\$ 957,671	\$ 20,164,598

^ an additional request for one time funding of \$200,000 was authorized during the year. See actual expenditures below.

\*Includes one-time funding (after adjustment) of \$330,500 for current expense and \$185,114 for category II & III.

♦Includes one-time funding of \$210,000 for current expense and \$850,000 for category I funding.

+Includes an increase of \$72,000 for GCHS mobile units and a one-time Category I increase of \$250,600.

\*\*Includes one-time funding of \$910,202 for category I Capital Outlay- ball field improvements.

### **FY 15-16 School's Requested:**

Average Daily Membership planning estimate = 8,000

	\$ 13,943,303	\$ 346,707	\$ 6,562,711	\$2,553,478	\$ 23,406,199
--	---------------	------------	--------------	-------------	---------------

School related debt service - is required, not GCS requested

### **FY 15-16 Budget:**

	\$ 12,385,287	\$ 301,707	\$ 6,562,711	\$ 957,671	\$ 20,207,376
--	---------------	------------	--------------	------------	---------------

*(Adjusted for Early College Lease)*

### **Additional Budget Document Information:**

FY 14-15 Amended	\$ 12,385,287	\$ 301,707	\$ 6,519,933	\$ 957,671	\$20,164,598
FY 13-14 Actual	\$ 12,385,287	\$ 301,707	\$ 5,299,349	\$ 957,671	\$18,944,014



School Funding History  
FY 2015-2016

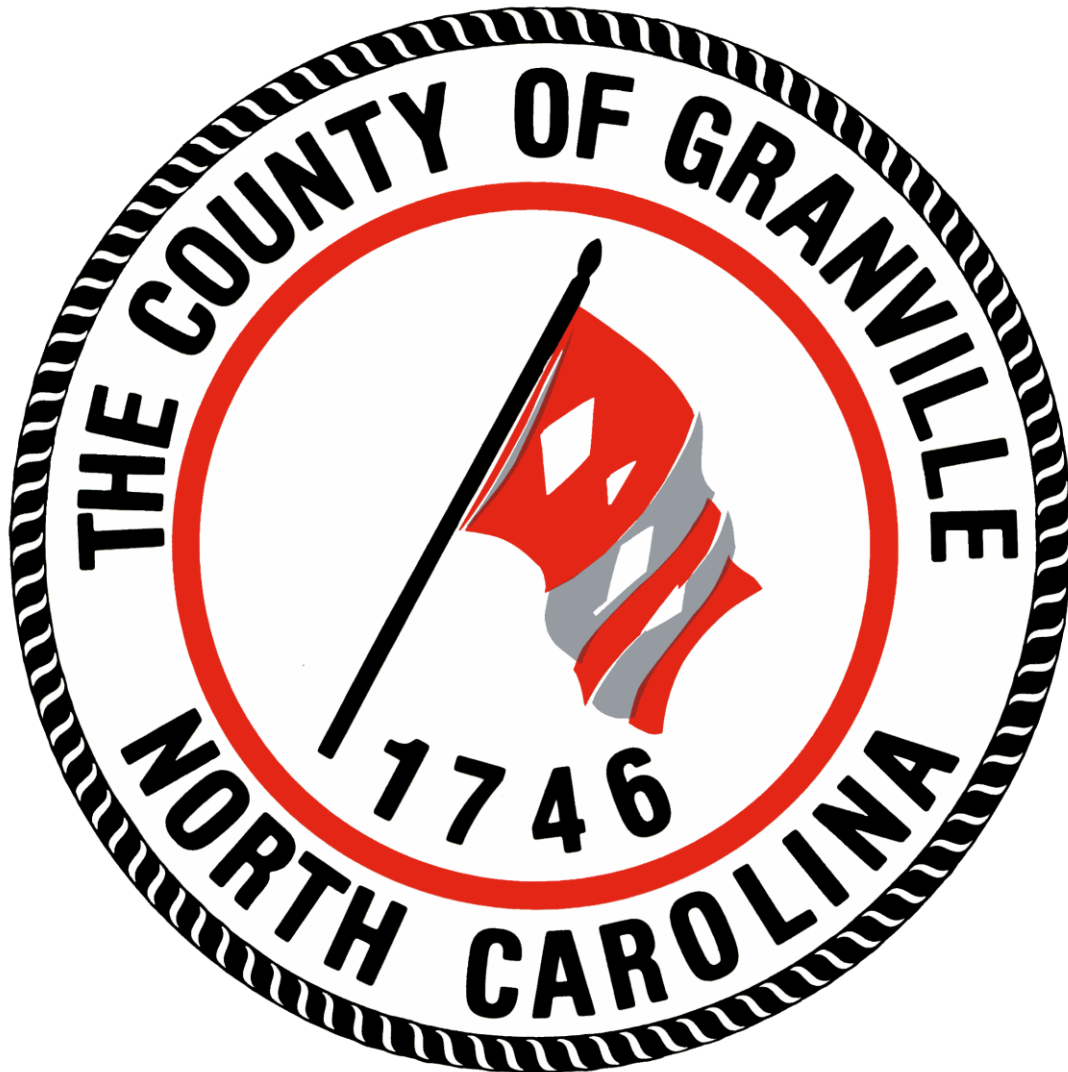
Summary of Funding Levels - Granville County Schools

	FY 06-07	FY 07-08	FY 07-08 Revised (6)	FY 08-09	FY 09-10 Note (7)	FY 10-11 Note (8)	FY 11-12 Note (9)	FY 12-13 Notes	FY 13-14 Note (10)	FY 14-15	School's Request FY 15-16	Budget FY 15-16 Notes
Average Daily Membership	8756	8831	8831	8786	8637	8545	8505	8479	8100	8029 est.		
County Current Expense - Base	\$10,119,028	\$10,925,516	\$11,837,776	\$12,103,287	\$12,313,287	\$12,385,287	\$12,385,287	\$12,385,267	\$12,385,267	\$12,385,287	\$13,943,303	\$12,385,287
Current Expenses - One Time	\$200,000	\$1,042,760	\$330,500	\$210,000	\$72,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital - Category II & III - Base	\$268,216	\$278,945	\$278,945	\$280,103	\$301,707	\$301,707	\$301,707	\$301,707	\$301,707	\$301,707	\$346,707	\$301,707
Category II & III - One Time		\$185,114	\$185,114	\$78,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total General Fund	\$10,587,244	\$12,432,335	\$12,432,335	\$12,681,390	\$12,686,994	\$12,686,994	\$12,686,994	\$12,686,994	\$12,686,994	\$12,686,994	\$14,290,010	\$12,686,994
Capital - Category I - Base (10)	\$624,525	\$649,506	\$649,506	\$675,485	\$675,486	\$675,486	\$540,586	\$540,586	\$957,671	\$957,671	\$1,356,467	\$957,671
Category I - One Time		\$0	\$0	\$850,000	\$250,600	\$1,016,000	\$0	\$910,202	\$0	\$0	\$1,187,011	\$0
Debt Service (10)	\$3,714,810	\$4,442,563	\$4,442,563	\$4,488,753	\$4,453,657	\$4,948,575	\$8,046,395	\$5,909,425	\$6,549,088	\$6,510,933		\$8,562,711
Grand Total - All Funds	\$14,926,579	\$17,524,404	\$17,524,404	\$18,698,629	\$18,666,937	\$19,329,055	\$19,273,975	\$20,047,207	\$20,293,754	\$20,154,598	\$16,843,488	\$20,207,376

- Notes:
- 6) Base and One Time funding were realigned to reconcile with the School System's actual use of FY 07-08 funding. This allows both the County and the School Systems base budgets to be reconciled to the same starting point. This realignment results in \$712,260 to be considered recurring from year to year.
  - 7) Board approved funding includes funding of \$322,600 for modular units to be placed at Granville Central High School. This funding is considered to be one-time funding and is suggested to be funded from General Fund Appropriated Fund Balance. The Board approved budget also includes a 4.5 cent tax increase to fund debt service for a new elementary school which is not shown in the above information.
  - 8) During fiscal year 2010-2011, the Granville County Board of Commissioner's approved funding for ball fields. \$150,000 for lights on the softball/baseball field, and \$180,000 to grade ball fields for a total of \$330,000 one-time funding. And approved use of Lottery funds for athletic fields.
  - 9) During fiscal year 2011-2012, category I funding was reduced to reflect the lease payment associated with the early college school facility which began operations in August 2011. This amount will be withheld during the debt service period expected to be completed in 2029.
  - 10) Following the budget work sessions, the Granville County Board of Commissioners approved a 3.5% tax increase funding a recurring category 1 capital outlay amount of \$400,867 and the estimated annual debt service to finance GCHS Phase II construction. This is estimated at approximately \$1,002,167.

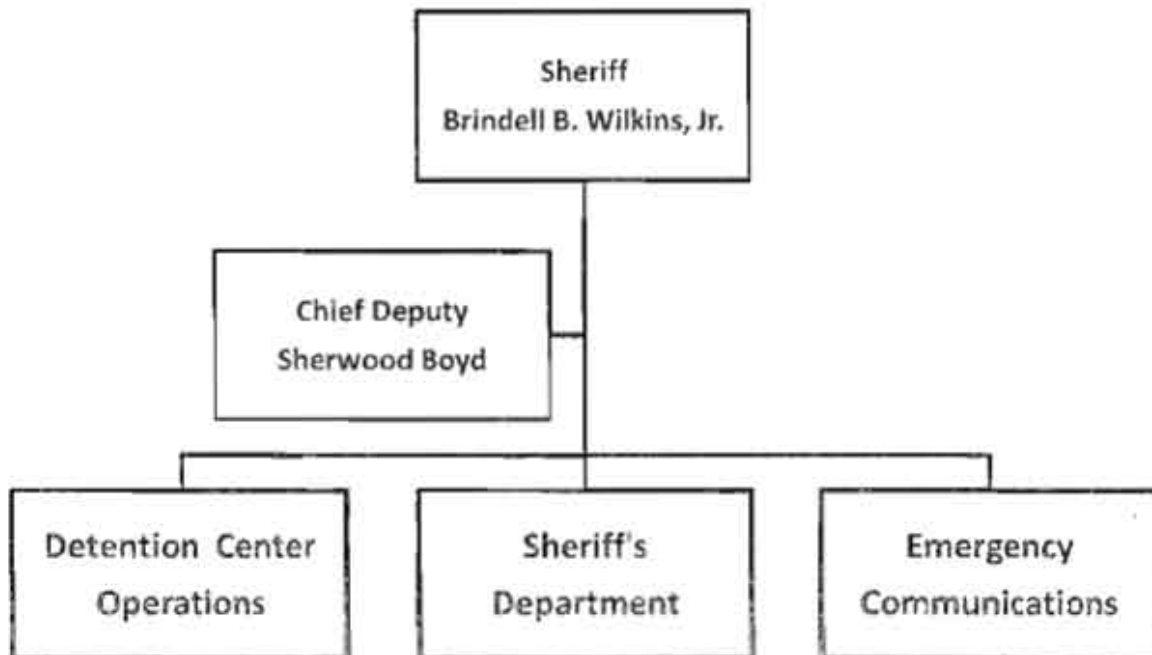
***SECTION X***

***Public Safety***



# Granville County Sheriff

**Brindell B. Wilkins, Jr.**



## SHERIFF'S DEPARTMENT

The Granville County Sheriff's Office is a constitutional office with responsibilities to keep peace and order throughout the County. Those services range from investigations of larcenies to murders and serving of civil, criminal, court orders and subpoenas. Our office issues gun permits and conducts background investigations on applicants for gun permits as well as prospective employees for the Sheriff's Office and other County agencies upon request. The office also provides courtroom security and escorts for financial institutes and funerals. The Sheriff's Office provides solutions to problems and also serves jury notices for potential jurors. Revenues are produced from service of civil papers and concealed carry and handgun permits. Calls for service are also dispatched from the Sheriff's office as needed.

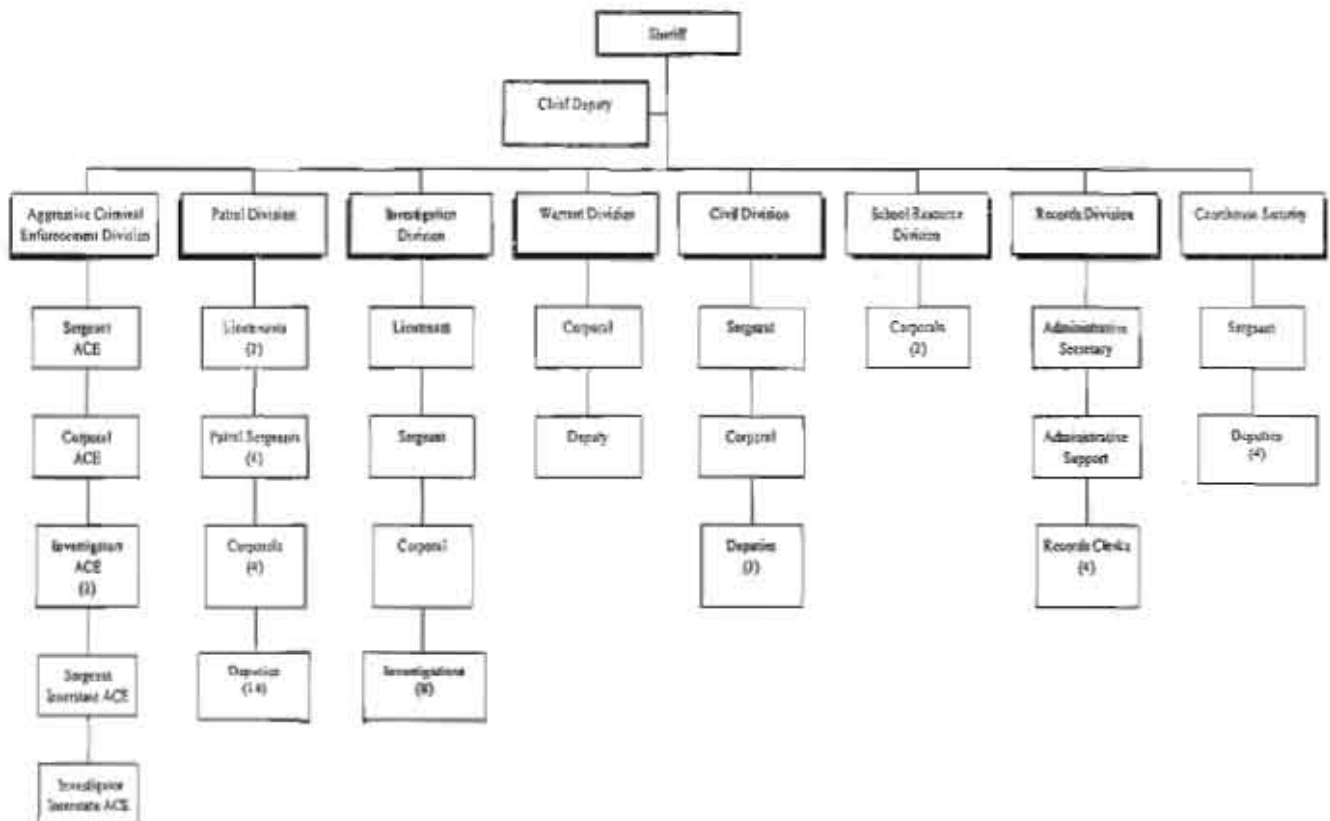
Brindell B. Wilkins, Jr., Sheriff

Granville County Sheriff's Department  
143 Williamsboro Street  
Oxford, North Carolina 27565

Phone: (919) 693-3213

Fax: (919) 603-1315

E-mail: [sheriff@granvillecounty.org](mailto:sheriff@granvillecounty.org)



### Full-Time Positions Authorized

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
61	61	61	63	63

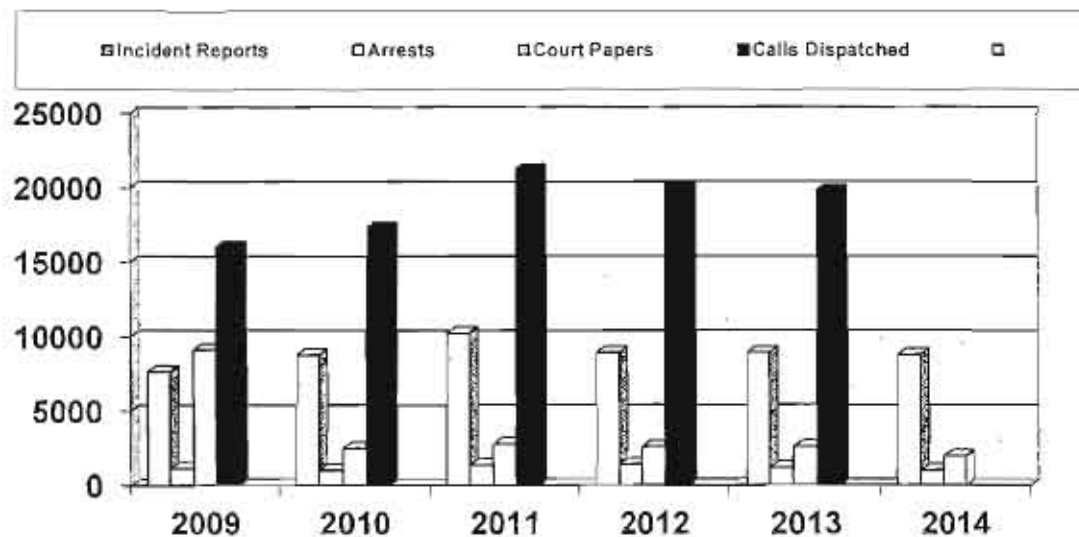
## SHERIFF'S DEPARTMENT

### Highlights

- Purchased and Installed an Investigations Interview Camera System.
- Improved data collection system.
- Put into service a portable Automated Fingerprint Identifying System (AFIS)

### Goals

- Increase manpower for the Patrol Division
- Put into service a Mobile Support Vehicle
- Begin a three-year radio rollout project.



Sheriff	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 2,725,217	\$ 2,910,117	\$ 2,910,117	\$ 2,767,810
Benefits	\$ 878,074	\$ 988,068	\$ 988,068	\$ 981,981
Operating	\$ 496,120	\$ 537,245	\$ 537,245	\$ 549,042
Capital Outlay	\$ 277,792	\$ 185,480	\$ 185,480	\$ 95,000
Capital Outlay – Cars	\$ 312,969	\$ 390,500	\$ 390,500	\$ 350,000
Grant Expenditures	\$ 24,162	\$ 2,000	\$ 12,122	\$ 4,000
Total	\$ 4,714,334	\$ 5,013,410	\$ 5,023,532	\$ 4,747,833

## DETENTION CENTER

The Granville County Detention Center houses inmates until they are tried in court and disposition is made in their case. The Detention Center strives to provide a safe and secure environment for the inmates and staff as well as the general public. Currently 34 employees staff the facility and the maximum inmate capacity is 87; consisting of 73 male beds, 10 female beds, and 4 juvenile beds.

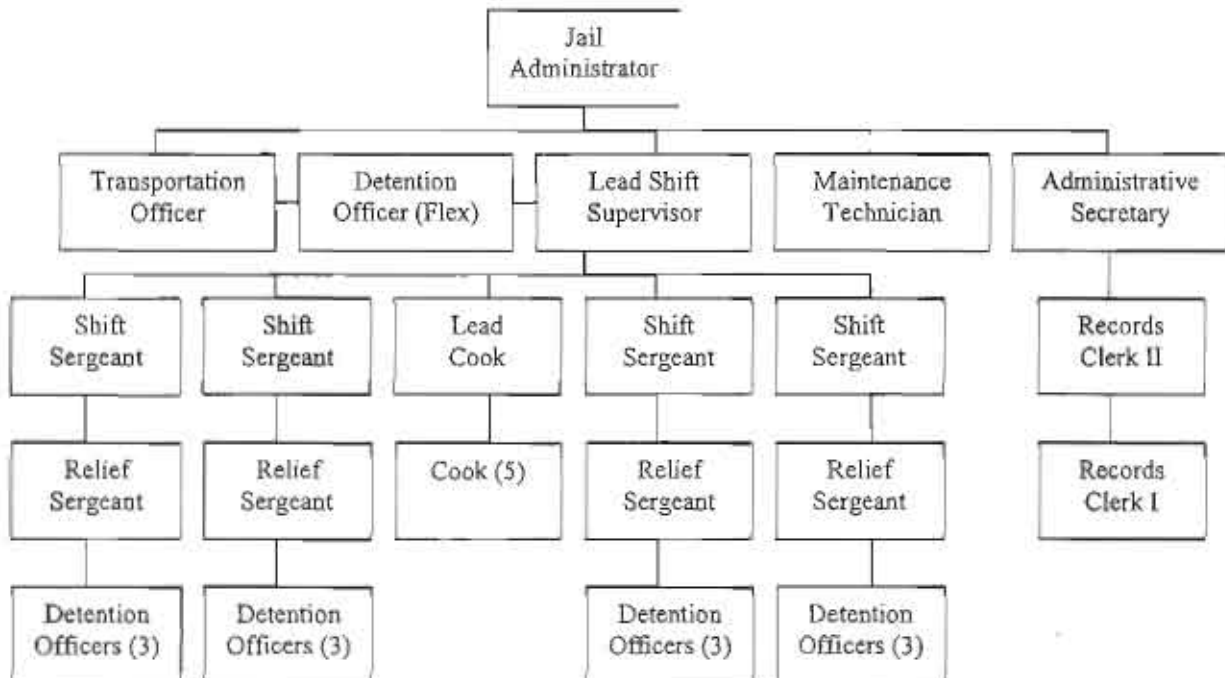
Jimmy Hayes, Detention Administrator

Granville County Sheriff's Department  
143 Williamsboro Street  
Oxford, North Carolina 27565

Phone: (919) 693-3717

Fax: (919) 693-1146

E-mail: [Jimmy.Hayes@granvillecounty.org](mailto:Jimmy.Hayes@granvillecounty.org)



### FULL-TIME POSITIONS AUTHORIZED

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
34	34	34	34	34

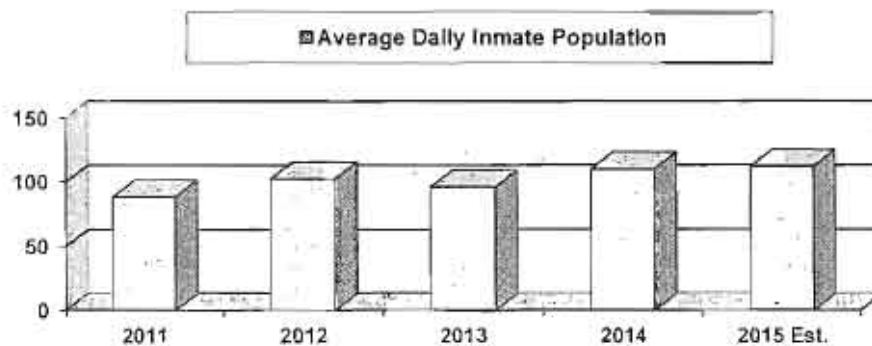
## DETENTION CENTER

### Accomplishments

- Purchased 2 new computers for Administration Office.
- Purchased new chairs for Administration Office.
- Stayed within the allotted budget.
- No corrective action was required from the North Carolina Department of Health and Human Services during their inspection.

### Goals, Targets, and Performance Objectives

- Request Cell Sense (portable metal detector)
- Requesting new washer and dryer.
- Requesting air Compressor.



Detention Center	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 1,189,544	\$ 1,213,648	\$ 1,224,828	\$ 1,188,651
Benefits	\$ 392,010	\$ 427,883	\$ 427,883	\$ 428,478
Operating	\$ 832,899	\$ 777,904	\$ 877,904	\$ 959,300
Capital Outlay	\$ 3,943	\$ 5,000	\$ 5,000	\$ 12,910
Total	\$ 2,418,396	\$ 2,424,435	\$ 2,535,615	\$ 2,589,339

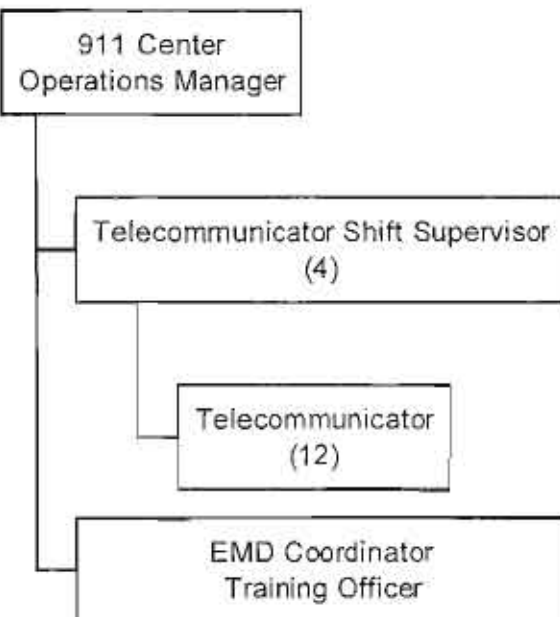
## EMERGENCY COMMUNICATIONS DEPARTMENT

The Granville County 911 Center exists as a central point of emergency communications for the general public and emergency response agencies. The effect of having one central coordinating point for emergency communications is an efficient reaction and response to emergency and disaster situations. The 9-1-1 Center currently receives all 911 Wireless and Wireline calls in the County. The center staff dispatch EMS, all County and Oxford Fire Departments, except for the Butner district, and the Sheriff's Department for all law enforcement events in the County except for the Oxford, Butner and Creedmoor jurisdictions. 911 calls requesting law enforcement for these jurisdictions are transferred or given over radio communications to the jurisdictions accordingly. The Granville County Sheriff's Department is dispatched to Stem and Stovall, unless one of these township's officers is on duty.

Stacey Tapp  
911 Center Operations Manager

Granville County 911 Center  
Oxford, NC 27565

Phone: (919) 690-0445  
Email: Stacey.tapp@granvillecounty.org



### HIGHLIGHTS

- Emergency Medical Dispatch (EMD) implemented November 20<sup>th</sup>, 2013.
- Four 911 personnel received National Certifications for EMD Quality Assurance.
- All EMD certified personnel are Nationally EMD certified and registered with the North Carolina Office of Emergency Medical Service (EMS).

Note: Addressing Coordinator funded in part from Emergency Telephone System Fund

### Full Time Positions Authorized

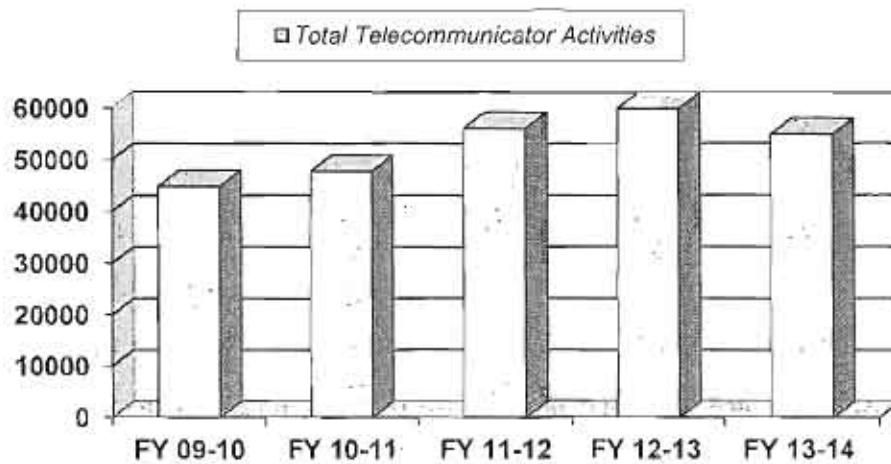
FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
18	18	18	18	18



## EMERGENCY COMMUNICATIONS DEPARTMENT

### GOALS, TARGETS AND PERFORMANCE MEASURES

- Have Butner Public Safety (BPS) officially recognized as a back-up 911 center.
- Have employees report to work at BPS Back-up center and work full shifts.
- Continue to implement new protocols and training for EMD utilizing Priority Dispatch.
- Work with Granville Health System to implement changes to dispatch protocol for the First Responder Program.
- Work to ensure all training standards are met with the Office of EMS as well as Training and Standards with the North Carolina Sheriff's Association.



Emergency Communications	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 647,258	\$ 693,374	\$ 705,374	\$ 716,508
Benefits	\$ 197,441	\$ 240,858	\$ 240,858	\$ 237,363
Operating	\$ 174,808	\$ 157,181	\$ 194,289	\$ 161,200
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Debt Service	\$ 23,124	\$ 22,378	\$ 22,378	\$ 21,642
Total	\$ 1,042,631	\$ 1,113,791	\$ 1,162,899	\$ 1,136,713

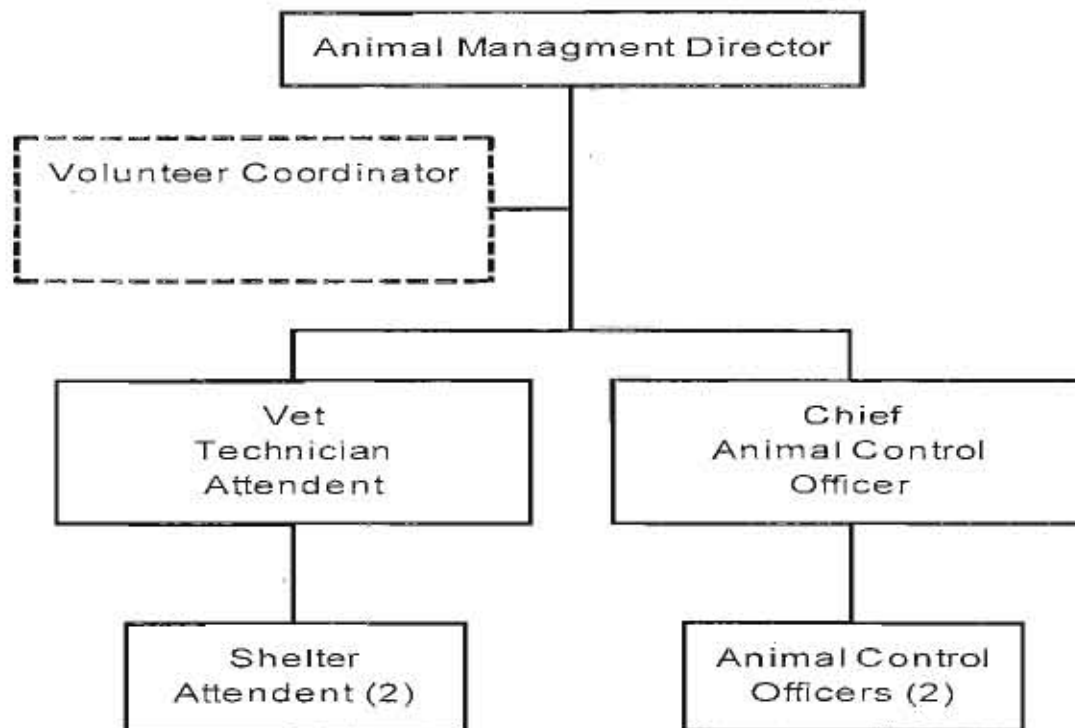
## ANIMAL MANAGEMENT DEPARTMENT

The Animal Management Department exists to protect Granville County citizens and visitors from the potentially deadly threat of rabies, vicious wild or domestic animals and other dangerous situations that may occur from the daily interaction between humans and animals. Animal Management is responsible for enforcing the Granville County Animal Control Ordinance, operating the County animal shelter, controlling the population of unwanted or stray animals, investigating animal bite cases, directing the control of dangerous or potentially dangerous animals and assisting with animal cruelty investigations. Shelter hours are Monday through Friday noon – 4:30 pm and Saturday, 11:00 am – 2:00 pm.

Matt Katz  
Animal Management Director

Granville County Animal Management  
5650 Cornwall Road  
Oxford, NC 27565

Phone: (919) 693-6749  
Email: Matt.Katz@granvillecounty.org



\*The Volunteer Coordinator function is currently performed by shelter volunteers.

### Full Time Positions Authorized

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
5	7	7	7	7

## ANIMAL MANAGEMENT DEPARTMENT

### HIGHLIGHTS AND ACCOMPLISHMENTS

- Assisted with the Rescue of 639 animals during 2013
- Processed 285 Adoptions during 2013
- Worked with the Animal Control Advisory Committee and County Administration to re-organize the Animal Management Department

### GOALS, TARGETS AND PERFORMANCE MEASURES

- Increase the total number of adoptions and rescues to 1,000 or more by providing better communication and education to Granville County citizens.
- Work with County Administration and the Animal Control Advisory Committee to reduce the number animals euthanized during the fiscal year.
- Work to improve customer service and response time.
- Continue community outreach efforts.

	<b>FY 12-13 Actual</b>	<b>FY 13-14 Original</b>	<b>FY 13-14 Amended</b>	<b>FY 14-15 Budget</b>
Personnel	\$ 194,487	\$ 216,691	\$ 216,691	\$ 254,516
Benefits	66,381	72,454	72,454	87,915
Operating	66,611	60,150	61,820	82,250
Capital Outlay	2,011	2,000	2,000	21,000
Capital Outlay – Cars	0	22,000	22,000	22,000
Total	\$ 329,490	\$ 373,295	\$ 374,965	\$ 467,181

## EMERGENCY MANAGEMENT

Granville County Emergency Management provides overall coordination, planning, response and recovery efforts for emergency and disaster situations. Through the Fire Marshal's office, fire prevention inspections, as mandated by the NC State Office of State Fire Marshal, public fire prevention education, coordination of overall fire fighting efforts in the County, fire investigations and regulatory reporting of fire conditions within the County are performed. Through coordinated planning, response, recovery and mitigation efforts with all emergency response and law enforcement agencies in the County, the threat of major personal injury or negative economic impact due to emergency or disaster situations is reduced for the general public of the County.

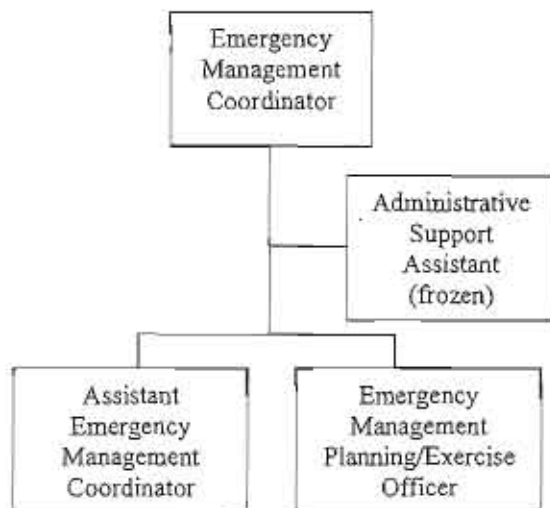
Doug Logan, Emergency Management  
Coordinator/Fire Marshal

Emergency Management/Fire Marshal  
143 Williamsboro Street  
Post Office Box 598  
Oxford, NC 27565

Phone: (919) 603-1310

Fax: (919) 603-1399

Email: [doug.logan@granvillecounty.org](mailto:doug.logan@granvillecounty.org)



### ACCOMPLISHMENTS

- Participated in three (3) disaster exercises (HSEEP)
- Updated County to County Mutual Aid Agreements
- Completed NIMS Data Collection Spreadsheet
- Updated EMS Plan

### FULL-TIME POSITIONS AUTHORIZED

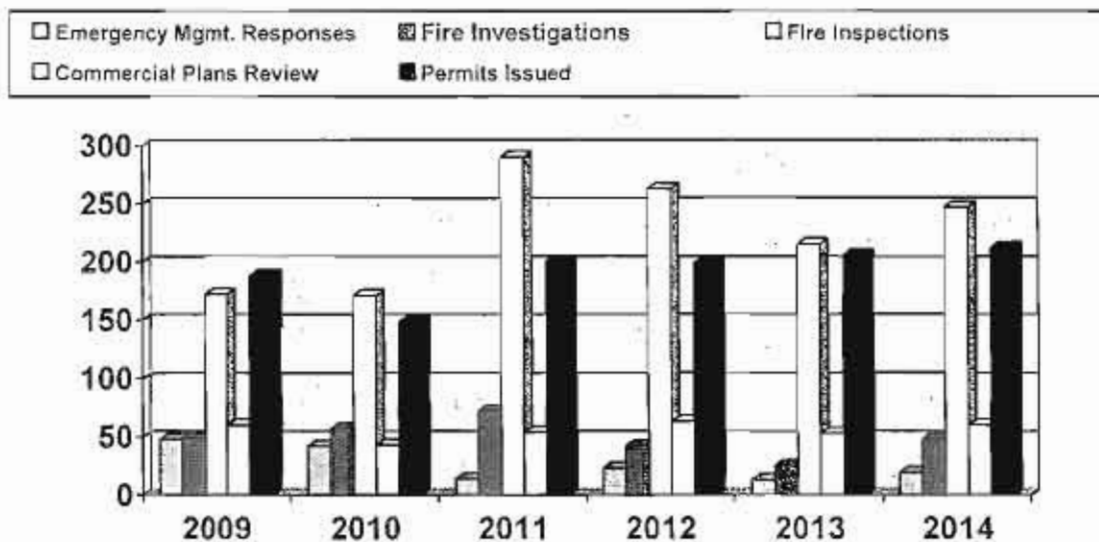
FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
4*	4*	4*	4*	4*

\*Administrative Assistant position is frozen

## EMERGENCY MANAGEMENT

### GOALS, TARGETS, AND PERFORMANCE OBJECTIVES

- Hold or participate in three (3) disaster exercises (HSEEP)
- Develop Continuity of Operations and Government Plan (COOP)
- Host Chief 101 for Fire Services
- Review and update County Emergency Operations Plan



\*\*\*Most Fire Departments are now entering fire reports directly online with the NC Office of State Fire Marshal.

Emergency Management	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 156,482	\$ 158,106	\$ 166,106	\$ 160,905
Benefits	\$ 42,291	\$ 45,331	\$ 46,107	\$ 49,166
Operating	\$ 24,267	\$ 32,280	\$ 32,710	\$ 32,610
Capital Outlay	\$ 0	\$ 33,000	\$ 33,000	\$ 0
Grant Expenditures	\$ 161,018	\$ 0	\$ 59,592	\$ 0
Total	\$ 384,058	\$ 268,717	\$ 337,515	\$ 242,681

## FIRE SERVICES

Fire Services in Granville County are provided by 12 volunteer and 2 paid departments. The City of Oxford operates a department consisting of paid drivers and volunteer firefighters. Fire suppression and response in Butner is provided by Butner Public Safety and is supported by taxes paid to the Town of Butner. A special tax district exists and the current rate is 20¢ per \$100. Each department maintains and provides 24-hour fire protection services within a NC Department of Insurance approved primary six (6) mile district. In addition to fire protection services, six (6) departments provide Emergency Medical First Responder services to an expanded response district to provide additional support to the County Emergency Medical Services (EMS) Department.

Doug Logan, Granville County Fire Marshal

Granville County Fire Marshal  
5662 Cornwall Road  
Oxford, North Carolina 27565

Phone: (919) 603-1310

E-mail: [doug.logan@granvillecounty.org](mailto:doug.logan@granvillecounty.org)

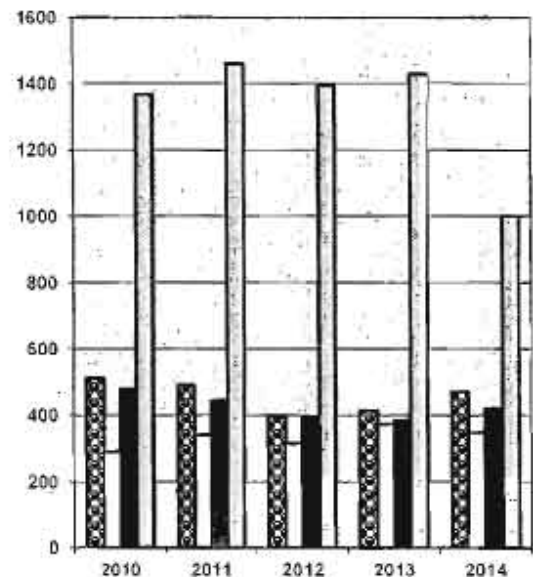
### Accomplishments

- Participate in interdepartmental drills and training.
- Reviewed and update Insurance Districts.
- Participate in Public Education efforts.

### Mission and Goals

- Participated in Public Education.
- Participated in District exercises.
- Increase participation and activities in Granville County Fireman's Association.

- Fires (Structure, auto, or wooded areas)
- Alarms
- Auto Accidents
- Other (Hazmat, Medical, SAR, Good Intent)



	2013-2014 Actual	2014-2015 Original	2014-2015 Amended	2015-2016 Budget
Antioch Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
Berea Fire Dept - First Responder	\$ 67,984	\$ 69,072	\$ 69,072	\$ 70,702
Bullock Fire Dept - First Responder	\$ 67,984	\$ 69,072	\$ 69,072	\$ 70,702
Corinth Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
Creedmoor Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
City of Oxford Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
Granville Rural Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
Providence Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
Stem Fire Dept - First Responder	\$ 67,984	\$ 69,072	\$ 69,072	\$ 70,702
Stovall Fire Dept	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
South Virgilina Fire Dept - First Responder	\$ 42,790	\$ 43,475	\$ 43,475	\$ 44,501
Brassfield Fire Dept - First Responder	\$ 67,984	\$ 69,072	\$ 69,072	\$ 70,702
Cornwall Fire Dept - First Responder	\$ 67,984	\$ 69,072	\$ 69,072	\$ 70,702
Town of Butner - Fire Services	\$ 63,795	\$ 64,816	\$ 64,816	\$ 66,346
One-Time Fire System Radio Upgrade	\$ 78,100			
Total	\$ 971,170	\$ 907,363	\$ 907,363	\$ 928,779





## FORESTRY ADMINISTRATION

**DESCRIPTION:** The North Carolina Forestry Service develops, protects and manages the abundant resources of Granville County's forests through professional stewardship, thereby enhancing the quality of life for citizens while ensuring the continuity of these resources. The Forestry Service provides fire protection and suppression services for brush and woodland fires as an important part of forestry management.

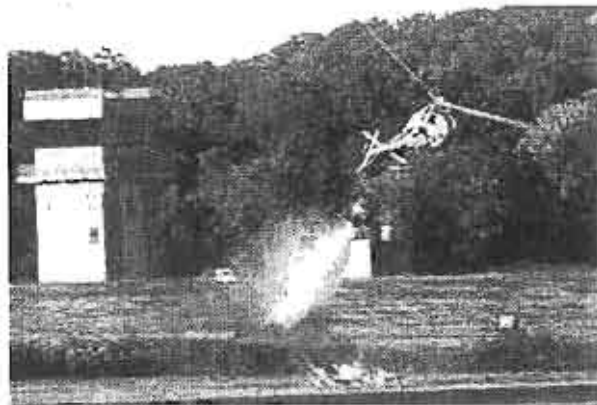
In Fiscal Year 1999-2000, the Granville County Board of Commissioners funded a service expansion for a part-time position to assist the agency with its paperwork and administrative needs and continues funding for this position. The Board recognized the benefits of the promotion of forest management and protection as a renewable resource, and as a critical part of Granville County's rural economic development. This position, which is entirely funded by Granville County, remains in the Continuation Budget. All other expenditures for Forestry Services are funded 60% by the State and 40% by the County under a memorandum of understanding dated November 19, 2001.

Robert Montague, County Ranger

NC Forestry Service, Granville County  
5087 Herbert Henley Road  
Oxford, NC 27572

Phone: (919) 693-3154

Email: [rob.montague@ncdenr.gov](mailto:rob.montague@ncdenr.gov)



Forestry Activities	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 22,912	\$ 25,000	\$ 25,000	\$ 25,000
Benefits	\$ 3,373	\$ 3,713	\$ 3,713	\$ 3,663
Operating & Capital	\$ 2,683	\$ 2,300	\$ 2,300	\$ 2,300
Forestry Activities	\$ 60,399	\$ 73,253	\$ 73,253	\$ 81,887
Total	\$ 89,367	\$ 104,266	\$ 104,266	\$ 112,850



## OTHER EMERGENCY SERVICES

**Description/Mission:** This service area represents the County's contribution to the general operating budgets of other agencies that provide emergency services within Granville County. The line item for Medical Examiner represents funds designed for use in investigating suspicious deaths. Statewide, nearly 15% of all deaths are investigated by appointed County Medical Examiners. These Medical Examiners are appointed by the NC Chief Medical Examiner to serve three-year terms, and are charged with investigating all suspicious deaths in the County. The Granville Rescue Squad provides land searches for missing persons and water rescue and recovery. The Sheriff's Auxiliary Unit assists the Sheriff's Department with staffing needs and other special activities.



Other Emergency Services	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Medical Examiner	\$ 19,250	\$ 25,000	\$ 25,000	\$ 25,000
Sheriff's Auxiliary	\$ 27	\$ 5,000	\$ 5,000	\$ 5,000
Granville Lifesaving/Rescue	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total	\$ 39,277	\$ 50,000	\$ 50,000	\$ 50,000

***SECTION XI***

***Area Projects and Other Appropriations***



## AREA PROJECTS/ SPECIAL APPROPRIATIONS

**OVERVIEW:** Area Projects/Special Appropriations is a budgetary category, which includes appropriations from the General Fund for support to non-profit agencies and other appropriations authorized by the Commissioners. Agencies are required to request funding annually and appropriations are reviewed annually by County staff and the Board of Commissioners for continued funding. New agencies can submit a funding request as part of the service expansion budget process each year. A brief description of each agency or program is included below. Prior year actuals, current and proposed appropriations for each are shown in the chart following the descriptions.

- **HomeCare & Hospice** – Duke HomeCare & Hospice is the primary provider of hospice services in Granville County serving more than one-third of the county residents needs for services in fiscal year 2011. Fiscal year 2012-2013 was the first funding year for this organization and continues in the recommended budget.
- **Boys & Girls Club** – Operations began in Granville County in 2012. Participants in the Boys & Girl Clubs of North Central North Carolina develop positive behaviors, self-esteem and character.
- **Beaver Management Program** – The Granville County Commissioners continue to fund this statewide effort, which provides assistance to landowners having problems with beaver dams.
- **Four Rivers RC&D** – The Four Rivers Resources Conservation & Development Council is an incorporated 501c3 tax exempt Council comprised of six counties in central/northeastern North Carolina. These counties are Granville, Vance, Warren, Halifax, Northampton and Edgecombe. Its mission is to initiate actions that will improve the economic, social and environmental conditions of the six counties. Its specific goals are: To increase recreational opportunities and facilities, to protect and improve water quality, to promote economic opportunities and our environment, and to improve educational opportunities and retain our youth.
- **Granville County Museum** – A non-profit organization, the Museum seeks to celebrate Granville County's past by constant acquisition and display of local historical artifacts and traveling exhibits.
- **HOVG Airport Authority** – Granville County participates with Vance County, the City of Henderson and the City of Oxford in the operation of a quality air transportation facility.
- **Kerr Tar Council of Governments** - Created by the State in order to address regional issues, the Council of Governments provides a forum for assessing regional issues and technical support to the member agencies (5 counties and 15 municipalities). The COG also serves as Region K's Area Agency on Aging.
- **Kerr Area Regional Transportation Services (KARTS)** – A five-county authority, KARTS provides public transportation services on a "reserved ride" basis. KARTS receives funding from federal, state and local sources. The local funding is divided among the participating counties.
- **Central Children's Home** – A non-profit residential childcare facility for children who are dependant, neglected or abused. These funds are used for the continued upkeep of facilities available to the public. Historically, the County has made appropriations to the Central Children's Home to aid in repair of their buildings, specifically the gymnasium, due to the fact the gym is often used by citizens of the County.
- **Franklin, Vance, Warren Opportunity, Inc.** - This agency provides a wide variety of community services from weatherization, to home ownership and counseling to persons living with HIV. The County's contribution help defray the cost of developing and applying for new programs and projects and provides funds to match federal and state grants while also supporting a host of other expenditures.
- **Roanoke River Basin Association** – Founded in 1945, RRBA's mission is to establish and carry out programs for the development, use, preservation and enhancement of the water resources of the Roanoke River basin. RRBA seeks to balance water resource conservation and the sustainable, in-basin use of the basin's water resources for economic development.

- **Granville Arts Council** - The Granville Arts Council sponsors and encourages cultural and educational related activities by making available opportunities in these areas to the citizens of Granville County. Granville County funds help enable the Arts Council to secure funding from the North Carolina Arts Council, as this funding must be matched dollar to dollar.
- **Chamber of Commerce** – Granville County participates in the Chamber of Commerce in an effort to maintain the vital partnership with business and industry.
- **Oxford CMAQ Grant Match** – The County agreed to participate in a CMAQ Sidewalk project with the City of Oxford which includes property located partly within the city jurisdiction and partly in the County. The Grant match represents the County's 39% share of the required \$60,000 grant match.
- **Oxford Business & Professional Chain/Transportation** - With the absence of readily available public transportation, this agency offers transportation to assist with basic needs to seniors and low-income citizens. Without this service, some seniors would fail to meet medical appointments or would have to depend on some other individual to attend to these needs. The Oxford Business and Professional Chain Shuttle Program give the citizens that use the service a sense of independence.
- **Families Living Violence Free** – Provides supportive services and programs to victims/survivors to reduce the occurrence of domestic violence and sexual assault in Granville County through community awareness, education and collaboration with key constituencies.
- **Upper Neuse River Basin Association** – This Association consists of representatives from member governments located in the Upper Neuse Basin. The mission of the association is to address the environmental, economic, and governmental issues facing the member government. Ongoing funding has been included in the County's Stormwater Management Fund.
- **Human Relations Council** – Established to encourage understanding and good will between all citizens regardless of race, sex religion, creed, nationality or economic status, this (20) member committee reports and recommends to the Board of Commissioners programs designed to promote the welfare of the community. It also seeks to identify Human Relations concerns within the community which could jeopardize the welfare of the community. The Human Relations Council acts as an impartial public forum to the end that there will be better communications between all segments of the community and to promote peace and understanding.
- **Tar River Land Conservation** – The Tar River Land Conservation, a nonprofit land trust, preserves the natural and cultural resources of the Tar River Basin by working in partnership with private landowners, businesses, public agencies, and others to protect rural landscapes and riparian corridors.
- **Live Well Granville** – This is an initiative by the Health Department to collaborate with public and private organizations countywide to promote healthy living.
- **Granville Little Theater** - The Granville Little Theater provides an additional recreational outlet for the citizens of Granville County through the presentation of several productions annually.
- **Jobs for Life** - A subsidiary of the Work Force Development Program, Jobs For Life, is a non-profit organization that offers a nine-week training program designed to develop and enhance individual job skills. It addresses the needs of the unemployed as well as the underemployed.

# **AREA PROJECTS/ SPECIAL APPROPRIATIONS**

Agency	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
HomeCare & Hospice	1,200	1,200	1,200	1,200
Boys & Girls Club	10,000	10,000	10,000	10,000
Beaver Management Program	4,000	4,000	4,000	4,000
Four Rivers RC&D	500	500	500	500
Granville County Museum	25,000	25,000	25,000	25,000
HOVG Airport Authority	28,750	28,750	28,750	28,750
Kerr Tar Council of Government	17,508	20,789	20,789	20,789
KARTS	34,299	34,561	34,561	34,561
Central Children's Home	0	4,580	4,580	4,580
Franklin, Vance, Warren, Inc.	17,120	17,120	17,120	17,120
Roanoke River Basin Association	1,800	1,800	1,800	1,800
Granville Arts Council	2,640	2,640	2,640	0
KARTS Facility Grant Match	0	35,534	35,534	35,354
Chamber of Commerce	1,104	1,160	1,160	1,160
City of Oxford – CMAQ Grant Match	0	23,400	23,400	23,400
Oxford Bus. & Prof. Chain – Trans.	5,279	5,279	5,279	5,279
Families Living Violence Free	1,500	1,500	1,500	1,500
Upper Neuse River Basin	0	0	0	0
Human Relations Council	1,101	3,010	4,919	3,100
Tar River Land Conservancy	21,000	1,000	1,000	1,000
Live Well Granville	0	4,500	4,500	4,500
Granville Little Theater	2,000	2,000	2,000	2,000
Available for Service Options	1,000	14,000	14,000	14,000
Mary Potter				1,000
Jobs for Life	2,000	2,000	2,000	2,000
Total	\$ 177,801	\$ 244,323	\$ 246,232	\$ 242,594

## AREA PROJECTS/ NON-DEPARTMENTAL

**Non-Departmental** - This cost center records expenditures that apply to all departments and that cannot be easily attributed to a specific department. A brief description of each activity included in this department is listed below and a chart depicting prior year actual expenditures, current year budgeted expenditures, and next year's estimated expenditures immediately follows.

- **Workers' Compensation** – General Statute 97-2, -7, provides that all county employees are covered by North Carolina's workers' compensation law. A county may not legally reject coverage. The County is insured for losses through the NC Association of County Commissioners' Risk Management Pool. The last several years have seen a tremendous increase in claims which has driven up premiums. Through deliberate efforts by the Human Resources and Finance Departments, claims have continued to decline over the past three years. Premiums are rated on the previous three years and annual salary expenditures. The premium for fiscal year 2014-2015 is estimated at \$215,000.
- **Retirees' Health Insurance** – Section 140 of the County's Personnel Ordinance provides for the continuation of health insurance for those retiring employees that meet certain criteria. The Ordinance states "that the County shall provide hospitalization insurance in an amount equal to a single employee's coverage for employees, who upon retirement, meet one of the following criteria: (1) Age 65 or older and have been previously employed by Granville County on a permanent full-time basis for at least twenty (20) years; (2) Age 62 or older and have been previously employed by Granville County on a regular full-time basis for at least twenty-two (22) years; (3) Age 55 or older and have been previously employed by Granville County on a permanent full-time basis for at least twenty-five (25) years, or (4) have been employed by Granville County on a permanent full-time basis for at least thirty (30) years regardless of age". Based on retirement activity, the County expects the premiums for this benefit to increase slightly for fiscal year 2014-2015.
- **Unemployment Compensation** – Unemployment compensation coverage, extended to County employees by the Federal Unemployment Compensation Amendments of 1976, requires that counties be charged for each qualified employee that separates from his job and is qualified to receive unemployment benefits. All of North Carolina's counties have elected to pay this cost by reimbursing the state for benefits paid to separated workers for which the employer is liable.
- **Property & Liability Insurance** – Granville County is a member of the Sedgwick James of the Carolinas insurance pool through the North Carolina Association of County Commissioners. This provides special benefits to the County due to the fact that the County is not rated on its experience alone, but by the experience of the entire membership. The premium paid includes a blanket performance bond for all employees, property insurance, including vehicles and buildings, and liability insurance.
- **Performance Based Pay Adjustments** – Periodic pay adjustments are important to recruiting and retaining good employees. The County Manager recommends budgeting (3.25%) percent of the total salaries in order to continue with performance-based adjustments. This means that employees will receive different adjustments for different levels of performance: meeting standards, exceeding standards and significantly exceeding standards.
- **Position Reclassification** – Each year during the budget process, requests are received from department managers for recommended reclassifications of positions. The County Human Resources Director then interviews the supervisors and employees to determine if a reclassification is justified. The recommendation is forwarded to the Board for action.
- **Allocation for Health Insurance Increases** – Beginning in fiscal year 2012-2013 Granville County moved to a Self-Funded health plan. Negotiations are currently underway, and anticipated health premium increase funding is held in the Non-Departmental area of the budget and later allocated to individual departments.

- **Health & Wellness Challenge** – The Board funds a volunteer program that provides health screenings for employees and provides wellness education and opportunities to County employees. This program has positively impacted employee morale and identified several potential health problems in the early stages. The recommended budget includes continued funding for this program and allows for the program to be coordinated with the County's Health Insurance Plan.
- **Revaluation Reserve** – North Carolina General Statute 153-A-150 mandates that counties set aside funds to finance the octennial reappraisal of real property. Each year a county must appropriate funds to its reappraisal reserve fund in an amount that will accumulate enough to finance the next reappraisal. Once placed in these accounts, the funds must be used only for this purpose. According to the Tax Administrator and Finance Director, the 2010 reappraisal cost a total of \$568,318. In planning for the 2018 Revaluation, it is assumed that the expected reserve fund balance of \$100 plus future deposits and investment earnings will be more than sufficient to meet the projected cost.

	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Worker's Compensation	\$ 187,420	\$ 215,000	215,000	215,000
Retirees' Health Insurance	191,307	230,000	230,000	230,000
Liability & Property Insurance	195,175	215,000	215,000	215,000
Unemployment Compensation	67,111	45,000	45,000	45,000
Redistricting and Legislative Services	-579	5,000	5,000	5,000
Legal Fees	150,265	150,000	150,000	150,000
Position Reclassifications	0	45,000	7,379	45,000
Performance Based Pay Adj.	0	379,599	198,003	380,000
Health Insurance Premium Increase	0	150,000	150,000	27,500
Health & Wellness Challenge	0	15,000	15,000	15,000
Available for Grant Match	0	70,000	70,000	70,000
Revaluation Reserve	0	98,000	98,000	98,000
USDA ER Renov Loan Payment Reserve	0	0	66,922	0
IT and Connectivity Services	187,510	225,000	225,000	225,000
Utility and Tax Audit Services	52,764	2,000	2,000	2,000
GIS, Web, & Other Services	4,921	24,663	24,663	24,000
Volunteer Reading Program				1,000
Fleet, Car, and Truck Repairs	2,752	35,000	35,000	35,000
Land/Real Property	40,162	0	0	0
Financing Issuance Costs		0	0	0
Economic Incentive Expense	407,526	0	1,241,578	0
Hospital ER & Lab Renovations	1,657,685	0	0	0
Time and Attendance Program	17,070	20,000	20,000	20,000
Total	\$ 3,161,089	\$ 1,924,262	3,013,545	1,802,500

## AREA PROJECTS – PASS THRU FUNDS

**OVERVIEW:** This cost center includes expenditures that are completely offset by dedicated revenues, resulting in no general tax subsidy for these programs. Some of these funds are collected by departments of the County and distributed to other governmental agencies, while some funds remain in the General Fund Budget to be used for a specific purpose.

- **Register of Deeds Domestic Violence** – The North Carolina General Assembly, during its 1991 session, enacted Chapter 693, Subsection 161-11.2 of SB 935 “Fees for Domestic Violence Center,” which reads as follows:

“Twenty dollars (\$20.00) of each fee collected by a register of deeds for issuance of a marriage license pursuant to G.S. 161-10(a)(2), shall be forwarded by the register of deeds to the county finance officer, who shall forward the funds to the Department of Administration, to be credited to the Department of Administration, to be credited to the Domestic Violence Center Fund, established under G.S. 50b-9”.

- **Register of Deeds Children’s Trust Fund** – According to G.S. 151-11.1(a), five dollars (\$5.00) of each fee collected by a register of deeds on or after October 1983, for the issuance of a marriage license pursuant to G.S. 161.10(a)(2) shall be forwarded to the State Treasurer for deposit in the Children’s Trust Fund.
- **Register of Deeds Recreation & Natural Heritage - Pursuant** to G.S. 105-228.30, “the register of deeds of each county shall submit the net proceeds of the tax levied by this section to the county finance officer on a monthly basis. The finance officer of each county shall distribute the tax proceeds on a monthly basis as follows: one half of the net proceeds shall be retained by the county and placed in its general fund and one half of the net proceeds shall be remitted to the Department of Revenue. Of the funds remitted to it pursuant to this section, the Department of Revenue shall credit fifteen (15%) percent to the Recreation and Natural Heritage Trust fund established under G.S. 113—77.7, and the remainder to the General Fund. As used in this subsection, the term “net proceeds” means gross proceeds less the cost to the county of collecting and administering the tax.”
- **DJJCP (JCPC) Programs** – Funded by the North Carolina Department of Health and Human Services, Division of Youth Services, these funds pass through Granville County for the purpose of assessing the needs of youth in Granville County, giving particular attention to the needs of status offenders on a continuing basis. Governed by the Granville County Task Force on Delinquency Prevention, these funds assist the county in planning and administering community based alternatives to training schools and delinquency prevention programs.
- **KARTS/ROAP Allocation** - The County serves as the conduit for Rural Operating Assistance funds paid to the Kerr Area Transportation System (KARTS).
- **Harold Sherman Adult Day Care & Granville Health Systems- Transportation/ROAP Allocation** - The County serves as the conduit for Rural Operating Assistance funds paid to the Harold Sherman Adult Day Care and Granville Health Systems.
- **Area Mental Health - Transportation/ROAP Allocation** - The County serves as the conduit for Rural Operating Assistance funds paid to the Area Mental Health.



## AREA PROJECTS – PASS THRU FUNDS

The following table shows the financial information related to this cost center.

	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Register of Deeds State General Fund	\$ 32,897	\$ 35,000	\$ 35,000	\$ 35,000
Register of Deeds Domestic Violence	900	2,000	2,000	2,000
Register of Deeds Children's Trust	150	350	350	350
Register of Deeds Recreation and Natural Heritage	177,309	135,000	135,000	135,000
JCPC Programs* & County Match	213,776	96,221	142,941	69,214
Veterans Memorial Donations	0	0	0	0
KARTS/ROAP Allocation	87,151	87,000	67,644	67,644
Harold Sherman Adult Daycare – Transportation	9,000	9,000	9,000	9,000
Area Mental Health Transportation Grant	1,300	1,300	1,300	1,300
Granville Health Systems – Transportation Grant	0	0	0	0
Homeland Security Grant	2,617	0	147,415	0
<b>Total</b>	<b>\$ 525,100</b>	<b>\$ 365,871</b>	<b>\$ 540,650</b>	<b>\$ 319,508</b>

\*Note: Actual expenditures and amended budget amounts shown above for the JCPC Programs do not include the 4-H Best program that is administered by Granville County. This program is shown in the Community Services section of the budget document.

***SECTION XII***

***Contributions to Other Funds***



## CONTRIBUTION TO OTHER FUNDS

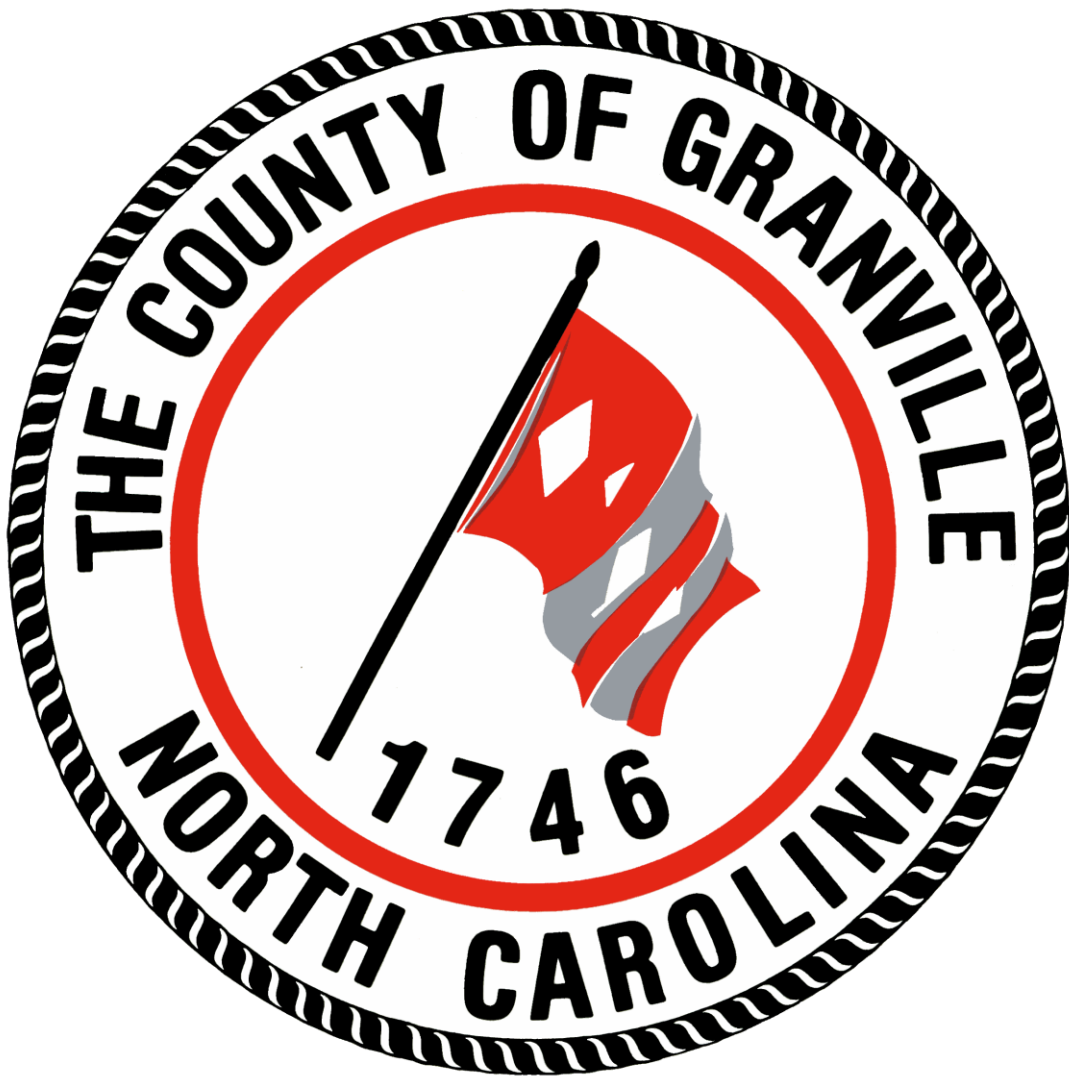
**Overview:** Certain governmental activities are accounted for in funds other than the General Fund because of statutory requirements or because of the need for multi-year accounting. This category records contributions to these other funds from the County's General Fund.

**Outlook:** Contributions to Other Funds depend on the growth and needs of the fund that it supports. The level of appropriation to the Tourism Development Authority is projected to remain fairly constant based on current occupancy tax revenue projections. The budget for fiscal year 2015-2016 does not appropriate any funds for transfer to capital project, grant project funds, or funds to the County Health Plan.

	2013-2014 Actual	2014-2015 Original	2014-2015 Amended	2015-2016 Budget
Transfer to Tourism Development Authority	\$ 159,513	\$ 162,000	\$ 162,000	\$ 175,370
Transfer to County 911 Fund	\$ 41,847	\$ -	\$ -	\$ -
Transfer to GCHS Expansion	\$ 445,257	\$ -	\$ -	\$ -
Transfer to Grant Projects & Construction	\$ -	\$ -	\$ 828,000	\$ -
Total	\$ 646,617	\$ 162,000	\$ 990,000	\$ 175,370

*SECTION XIII*

*Contingency*



## CONTINGENCY

The General Fund Contingency appropriation allows for unexpected needs that change departmental, function or program budgets. The movement of funds to a department or program requires a Board approved budget ordinance amendment. North Carolina General Statute (N.C.G.S. 159-13(b)(3) restricts the "contingencies" to 5% of all other appropriations in the fund, or approximately \$ 2,705,365 based on the recommended budget. The amount approved for contingency in fiscal year 2014-2015 is well below the limit. However, it should be sufficient to provide for most shortfalls.

**History:** Although the Governing Board has always budgeted contingencies conservatively, the fund historically is not depleted at the end of the fiscal year. An amount equal to the contingency appropriation in FY 2014-2015 is recommended for FY 2015-2016. The Granville County Board of Commissioners weighs very carefully, as with all other funds, each and every appropriation from contingency.

During Fiscal-Year 2014-2015, the Board amended the contingency appropriations as shown in the table below:

Shown as of April 30, 2015

### *Use of Contingency Summary - General Fund*

#### *Environmental Disaster Contingency:*

Date	Description/Action	Amount	Balance
7/1/2014	Budget Ordinance		\$ 10,000

#### *General Contingency:*

Date	Description/Action	Adjustment Amount	Balance
7/1/2014	Budget Ordinance		\$ 170,000
12/1/2014	Transfer funds to the Capital Proj Fund for liquidating damages on the Greenway Construction	\$ 84,000	\$ 86,000
2/2/2015	Appropriate funds for the Vehicle Tax System collection fees for the balance of year	\$ 70,000	\$ 16,000

### Contingency Summary

Actual Contingency Utilized during FY 2013-2014	Original Budget 2014-2015	Total 2014-2015 Contingency Amendments	Remaining 2014-2015 Contingency Budget	Budget 2015-2016
\$ 180,000	\$ 180,000	\$ 154,000	\$ 26,000	\$ 180,000

*SECTION XIV*

*Special Revenue, Capital, Enterprise Funds*



**Department of Emergency Services  
Emergency Telephone System Fund (ETSF)**

**Description:** The original intention of the Emergency Telephone System Fund was to make Enhanced 911 services available for all Granville County residents and visitors. This critical service allowed Telecommunicators to identify the caller's location without the caller verbally explaining the location of the incident. In March 2007, the Granville County E-911 Center achieved Wireless Phase II status, allowing our staff the ability to also see wireless phone caller location information, utilizing our new GIS mapping system.

**History:** In 1989 the General Assembly authorized counties and cities to impose a charge on telephone subscribers to pay for certain costs associated with E-911 services. The charge was collected by the local telephone company and remitted to the County. The funds were used either for non-recurring costs of establishing a system such as the lease or purchase of equipment, or to pay the charges associated with the continued operation of fixed-end equipment and charges imposed by the telephone company for the operation of the service. Both Embarq and Verizon provide telecommunication services to residents of Granville County. The telephone companies charged each subscriber \$0.83 per month to pay for E-911 services and remitted the revenue, minus a 1% service charge, to the County. In 1999, an E-911 Wireless Board was established to oversee the distribution of funds from cellular surcharges. This surcharge was \$0.80 per phone per month. The board distributed these funds to wireless companies and E-911 centers to cover the cost of wireless enhancement. The E-911 center used both funds to replace all existing telecommunications equipment while adding a new, dedicated generator and electrical system and Geographic Information System (GIS) for viewable land-line and wireless phone caller location abilities. Effective January 2008, the E-911 Wireless Board transitioned into the E-911 Board, facilitating *all* subscriber fee collections and allocations, both Wireline and Wireless, from the new, combined Emergency Telephone System Fund (ETSF). The subscriber fee also changed to \$0.70 or lower per each active voice communications service connection. The new E-911 Board will determine the rate depending on each county's eligible expenses. The E-911 Board determines funding levels and sets rules around what constitutes an eligible expenditure, thereby limiting local government's ability to effect change to the needs of the local community. Granville County continues to make significant investments in E-911 by utilizing general government sources of funding.

**Future:** As the County's wireless-user population grows, the requirement for additional Wireless trunks feeding the E-911 Center will increase.

Granville County Emergency Telephone System Fund (ETSF)  
Five-Year Fiscal Plan

	ORIGINAL									
	Actual 2011-12	Actual 2012-13	Actual 2013-14	APPROVED 2014-15	AMENDED 2014-15	Budget 2015-16	Projected 2016-17	Projected 2017-18	Projected 2018-19	Projected 2019-20
<b>Revenues</b>										
911 Board PSAP Funding(s)	\$ 333,406	\$ 374,037		\$ 360,409	\$ 360,409	\$ 426,096	\$ 363,000	\$ 368,000	\$ 370,000	\$ 375,000
Interest on Investments	\$ 518	\$ 120		\$ 25	\$ 25	\$ 10	\$ 925	\$ 718	\$ 468	\$ 443
Grant Funding (911 Board) (5)	\$ -	\$ -		\$ -			\$16,000	\$12,000	\$12,250	\$0
ECAT Funding - 911 Board	\$ -	\$ 4,653		\$ -			\$0	\$0	\$0	\$0
One-time Use of FR for PS	\$ -	\$ -		\$ -			\$0	\$0	\$0	\$0
Appropriated Fund Balance	\$ -	\$ -		\$ 28,021	\$ 12,163		\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$ 333,925</b>	<b>\$ 378,830</b>		<b>\$ 388,455</b>	<b>\$ 372,587</b>	<b>\$ 426,096</b>	<b>\$ 379,925</b>	<b>\$ 378,718</b>	<b>\$ 382,718</b>	<b>\$ 375,443</b>
<b>Expenditures</b>										
<b>Phone &amp; Furniture</b>										
Phone System	\$ 134,137	\$ 138,676	\$ 115,933	\$ 140,000	\$ 135,827	\$ 190,827	\$ 160,426	\$ 166,040	\$ 171,851	\$ 177,868
Other Items	\$ 261,221	\$ 4,774	\$ 3,118	\$ 3,000	\$ 11,673	\$ 11,073	\$ 6,775	\$ 8,064	\$ 6,367	\$ 6,066
Debt Service - Principal	\$ 31,227	\$ 31,227	\$ 31,223	\$ 31,227	\$ 31,227	\$ 31,220	\$ 31,227	\$ 31,227	\$ 15,614	\$ -
Debt Service - Interest	\$ 7,280	\$ 6,097	\$ 4,936	\$ 3,776	\$ 3,776	\$ 2,613	\$ 2,776	\$ 2,614	\$ 290	\$ -
<b>Sub-Total - Phone &amp; Furniture</b>	<b>\$ 433,645</b>	<b>\$ 180,774</b>	<b>\$ 155,227</b>	<b>\$ 178,003</b>	<b>\$ 182,503</b>	<b>\$ 236,333</b>	<b>\$ 201,203</b>	<b>\$ 205,945</b>	<b>\$ 194,122</b>	<b>\$ 184,934</b>
<b>Software</b>										
CAD & GIS	\$ 35,245	\$ 10,090	\$ 12,508	\$ 7,000	\$ 17,000	\$ 29,000	\$ 9,975	\$ 10,474	\$ 10,987	\$ 11,547
ECAT Software/Maint	\$ -	\$ 4,653	\$ -	\$ -	\$ 700		\$ -	\$ -	\$ -	\$ -
Other Items	\$ 54,238	\$ 13,287	\$ 11,388	\$ 13,430	\$ 12,730	\$ 35,430	\$ 14,175	\$ 14,894	\$ 15,628	\$ 16,409
Debt Service - Principal	\$ 34,002	\$ 34,002	\$ 34,005	\$ 34,002	\$ 34,002	\$ 34,008	\$ 34,002	\$ 34,002	\$ 17,001	\$ -
Debt Service - Interest	\$ 7,905	\$ 6,842	\$ 5,377	\$ 4,111	\$ 4,111	\$ 2,846	\$ 4,110	\$ 2,845	\$ 316	\$ -
<b>Sub-Total - Software</b>	<b>\$ 131,390</b>	<b>\$ 68,794</b>	<b>\$ 63,378</b>	<b>\$ 68,543</b>	<b>\$ 68,543</b>	<b>\$ 99,284</b>	<b>\$ 62,262</b>	<b>\$ 62,208</b>	<b>\$ 43,942</b>	<b>\$ 27,957</b>
<b>Hardware</b>										
Telephone	\$ 83,293	\$ 18,435	\$ 41,281	\$ 38,000	\$ 38,000	\$ 6,244	\$ 40,385	\$ 41,728	\$ 43,240	\$ 44,753
Radio	\$ 34,029	\$ 40,434	\$ 41,191	\$ 42,000	\$ 42,000	\$ -	\$ 44,250	\$ 45,619	\$ 46,867	\$ 48,387
Other Items	\$ 56,394	\$ 20,525	\$ 24,920	\$ 20,920	\$ 23,670	\$ 17,980	\$ 22,050	\$ 23,163	\$ 24,310	\$ 25,526
Debt Service - Principal	\$ 26,308	\$ 26,308	\$ 26,305	\$ 26,308	\$ 26,308	\$ 26,303	\$ 26,308	\$ 26,308	\$ 13,154	\$ -
Debt Service - Interest	\$ 5,117	\$ 5,137	\$ 4,158	\$ 3,181	\$ 3,181	\$ 2,202	\$ 3,180	\$ 2,201	\$ 245	\$ -
<b>Sub-Total - Hardware</b>	<b>\$ 206,141</b>	<b>\$ 110,839</b>	<b>\$ 137,855</b>	<b>\$ 130,409</b>	<b>\$ 133,159</b>	<b>\$ 64,729</b>	<b>\$ 136,192</b>	<b>\$ 138,058</b>	<b>\$ 127,936</b>	<b>\$ 118,676</b>
<b>Training</b>										
Travel	\$ 457	\$ 30	\$ 858	\$ 500	\$ 500	\$ 1,000	\$ 525	\$ 551	\$ 579	\$ 608
Registration & Materials	\$ 12,240	\$ -	\$ 399	\$ 1,000	\$ 3,500	\$ 8,750	\$ 1,050	\$ 1,081	\$ 1,083	\$ 1,126
Other Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total - Training</b>	<b>\$ 12,706</b>	<b>\$ 30</b>	<b>\$ 1,257</b>	<b>\$ 1,500</b>	<b>\$ 4,000</b>	<b>\$ 10,750</b>	<b>\$ 1,555</b>	<b>\$ 1,632</b>	<b>\$ 1,662</b>	<b>\$ 1,733</b>
<b>Implemental Functions</b>										
Addressing Services	\$ 10,000	\$ 20,331	\$ 20,331	\$ 20,000	\$ 20,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Other Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total - Implemental</b>	<b>\$ 10,000</b>	<b>\$ 20,331</b>	<b>\$ 20,331</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>Grand Total Expenditures</b>	<b>\$ 794,082</b>	<b>\$ 380,758</b>		<b>\$ 386,455</b>	<b>\$ 408,205</b>	<b>\$ 426,096</b>	<b>\$ 421,213</b>	<b>\$ 428,820</b>	<b>\$ 387,673</b>	<b>\$ 352,917</b>
<b>50% Fund Balance Public Safety Projects (Authorized for fiscal years 2010-2011 &amp; 2011-2012 Only)</b>										
Upper Radio Upgrades	\$ 226,584									
County-wide P25 Radio	\$ 193,928									
911 GIS Project	\$ 170,000									
Security Enhancements	\$ 20,150									
<b>Total</b>	<b>\$ 610,662</b>									
<b>Estimated &amp; Projected Fund Balance</b>	<b>\$ 222,269</b>	<b>\$ 220,581</b>		<b>\$ 192,580</b>	<b>\$ 172,610</b>	<b>\$ 172,610</b>	<b>\$ 143,691</b>	<b>\$ 93,689</b>	<b>\$ 88,635</b>	<b>\$ 111,161</b>

Notes

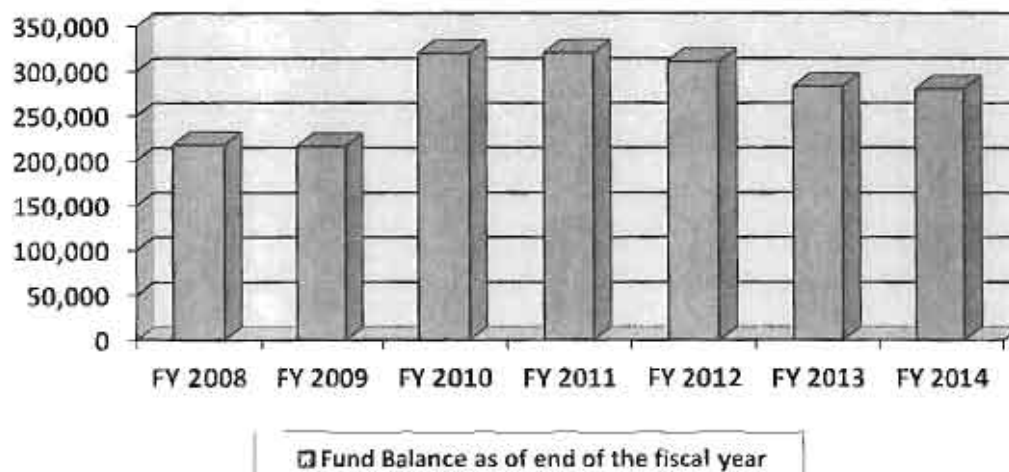
- 1) The Wireless and Wireline subscriber funds have transitioned into the Emergency Telephone System Fund (ETSF), effective January 1, 2008.
- 2) Shows replacement of UPS batteries in FY11/12 - Oxford and FY12/13 - Butler.
- 3) ETSF - System upgrades; FY11/12 - EMD, FY11/12 - Phone - IP (Oxford and Butler).
- 4) Debt Service continues through the first half of fiscal year 2018.
- 5) Additional revenues as needed will be applied for from the 911 Board.
- 6) Increase in 911 Board Funding is calculated based on the average actual cost to operate the center of the previous two years.



## R. H. Thornton Library Memorial Fund

**Description:** The R. H. Thornton Library Memorial Fund is a special revenue fund used to account for the receipts and disbursements made on behalf of the Granville County Library System. The Library Director maintains the records of donations and expenditures and provides reports to the Library Board of Trustees. The Library Board of Trustees along with the Granville County Board of Commissioners direct how the funds will be expended.

**History:** The Fund was established more than fifteen years ago with several donations to the R. H. Thornton Library and has since expanded to include donations to all branches in the County Library System. Past expenditures of the fund have included building renovations, technology upgrades, book purchases, media item purchases, and fixtures. Donor wishes and Library System needs are carefully considered prior to making expenditures. The funds are held in an investment account with the North Carolina Capital Management Trust Company.



Library Memorial	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
<b>Revenues:</b>				
Donations	\$ 7,949	\$ 19,800	\$ 39,800	\$ 19,800
Investment Earnings	\$ 289	\$ 200	\$ 200	\$ 200
Other	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Revenues</b>	<b>\$ 8,238</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ 20,000</b>
<b>Expenditures</b>				
Projects	\$ 10,855	\$ 20,000	\$ 40,000	\$ 20,000
Other	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Expenditures</b>	<b>\$ 10,855</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ 20,000</b>

## STORMWATER SERVICES:

Water quality standards mandated by state and federal law required that local governments develop more detailed, advanced, and costly stormwater programs. In 2012, Granville County working with Person County, City of Creedmoor, Town of Butner, and the Town of Stem joined together in a joint Stormwater Management Program known as "Granville-Person Stormwater Services" and each jurisdiction enacted an Ordinance establishing a Stormwater utility within their jurisdiction. By joining together each jurisdiction is able to share administrative costs, thereby achieving economy of scales in the operation of the Stormwater Program. The Stormwater Services Program has contracted with Henrietta Locklear of Raftelis Financial Consultants to Administer the program during the initial years of implementation. Henrietta works closely with County and Municipal staff as the program works to implement the various State mandated Falls Lake Watershed rules affecting the area.

### Granville County Storm Water Services

Raftelis Financial Consultants, Inc.  
Attn: Henrietta Locklear, Manager  
1001 Winstead Drive, Suite 355  
Cary, North Carolina 27513

Phone: (919) 260-5714  
Fax: (919) 690-1766  
Email: hlocklear@raftelis.com

Revenue	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
County Storm Water Fees	\$ 249,597	\$ 235,000	\$ 235,000	229,781
Contributions from Other Units	104,247	103,291	103,291	109,683
Grant Revenues	24,222	25,000	25,000	25,000
Total	\$ 378,066	\$ 363,291	\$ 363,291	364,464

Expenditures	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Personnel	\$ 64,664	\$ 65,486	\$ 65,486	\$ 65,813
Benefits	\$ 15,027	\$ 15,886	\$ 15,886	\$ 16,109
Contract Administration	\$ 118,731	\$ 180,783	\$ 169,733	\$ 160,000
Operating	\$ 62,668	\$ 101,136	\$ 112,186	\$ 122,542
Capital Outlay	0	0	0	0
Total	\$ 261,090	\$ 363,291	\$ 363,291	\$ 364,464

Year	Fund Balance
FY 2012-2013	\$ 135,294
FY 2013-2014	\$ 210,588
FY 2014-2015 Est.	\$ 252,271

# Granville County, FY 2015-2016

## Stormwater Services provided by the County

			Revised 3/28/14	
Program	Sub-Program	Cost Description	FY 2014-2015	FY 2015-2016
Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Annual Billing Data Update, Billing Preparations	\$ 5,160.04	\$ 5,160.04
Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Billing & Collections Service Cost	\$ 5,321.96	\$ 5,321.96
Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Customer Service Support	\$ 3,650.56	\$ 3,650.56
Administration	Dues, Memberships, etc	Toolbox - in year 2 and 3	\$ 7,500.00	\$ -
Administration	Dues, Memberships, etc	UNRBA Dues	\$ 53,359.04	\$ 63,216.01
Administration	Shared Staffing	Shared Staffing	\$ 28,800.00	\$ 28,800.00
Construction General Permit	Construction Site Runoff Control	Complaint Response, State Contact, Follow-up on EPSC	\$ 106.51	\$ 315.71
Regulatory	Floodplain Program	Floodplain Development Review	\$ 2,976.69	\$ 3,036.22
Upper/Lower Falls	Existing Development Retrofits, Stage I Load Reductions	Existing Development Retrofits, Stage I Load Reductions-Reserve	\$ 13,846.64	\$ 28,246.07
Upper/Lower Falls	Legal Fees	Legal Fees	\$ 10,200.33	\$ 10,404.34
Upper/Lower Falls	New Development Program Administration, Reporting	General Falls-Related Staff Time	\$ 4,032.59	\$ 4,113.24
Upper/Lower Falls	New Development Program Administration, Reporting	Reporting	\$ 3,714.23	\$ 3,788.51
Upper/Lower Falls	Existing Development Inventory, Administration, Reporting	Reporting	\$ -	\$ 1,894.26
Water Quality Protection Other	Cooperative Extension	Cooperative Extension Staff	\$ 5,922.60	\$ 6,411.05
Water Quality Protection Other	On-site Wastewater Remediation Assistance	Granville-Vance District Health Dept OSWW Inspections, etc.	\$ 26,530.20	\$ 27,060.80
Water Quality Protection Other	Soil and Water Conservation District	Soil and Water Conservation District Staff	\$ 34,489.26	\$ 35,179.05
Sub-Total			\$ 205,810.64	\$ 226,227.81

## Shared Services provided by the County (other Jurisdictions' Share)

Contributing Jurisdiction	Program	Sub-Program	Cost Description	FY 2014-2015	FY 2015-2016
Butner	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Annual Billing Data Update, Billing Preparations	\$ 4,080.03	\$ 4,080.03
Creedmoor	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Annual Billing Data Update, Billing Preparations	\$ 2,400.02	\$ 2,400.02
Stem	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Annual Billing Data Update, Billing Preparations	\$ 360.00	\$ 360.00
Butner	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Billing & Collections Service Cost	\$ 6,155.01	\$ 6,155.01
Creedmoor	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Billing & Collections Service Cost	\$ 5,581.95	\$ 5,581.95
Stem	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Billing & Collections Service Cost	\$ 488.16	\$ 488.16
Butner	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Customer Service Support	\$ 2,886.49	\$ 2,886.49
Creedmoor	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Customer Service Support	\$ 1,697.93	\$ 1,697.93
Stem	Administration	Billing, Collections, Customer Service, Data Maintenance, GIS, Mapping	Customer Service Support	\$ 254.89	\$ 254.89
Stem	Upper/Lower Falls	Existing Development Retrofits, Stage I Load Reductions	Existing Development Retrofits, Stage I Load Reductions	\$ 5,594.69	\$ 11,413.16
Stem	Regulatory	Floodplain Program	Floodplain Development Review	\$ 530.60	\$ 541.22
Stem	Upper/Lower Falls	New Development Program Administration, Reporting	Reporting	\$ 1,061.21	\$ 1,082.43
Stem	Upper/Lower Falls	Existing Development Retrofits, Stage I Load Reductions	Reporting	\$ -	\$ 541.22
Person	Upper/Lower Falls	New Development Program	Plans review fees for residential development	\$ 5,000.00	\$ 5,000.00
Butner	Administration	Shared Staffing	Shared Staffing	\$ 23,040.00	\$ 23,040.00
Creedmoor	Administration	Shared Staffing	Shared Staffing	\$ 13,440.00	\$ 13,440.00
Person	Administration	Shared Staffing	Shared Staffing	\$ 28,800.00	\$ 28,800.00
Stem	Administration	Shared Staffing	Shared Staffing	\$ 1,920.00	\$ 1,920.00
Sub-Total				\$ 103,290.77	\$ 109,682.90

**STORM WATER SERVICES:****SOIL & WATER CONSERVATION**

The Granville County Soil and Water Conservation District, a political subdivision of State Government, provides local assistance in natural resource management. The District's major focus continues to be the implementation of State and Federal Regulations and Cost Share programs that effect water quality such as the North Carolina Agricultural Cost Share Program, Neuse River Basin regulations, Federal Conservation Reserve Programs (CRP), Environmental Quality Incentive Program (EQIP) and the regulations governing Animal Waste Management Systems (.0200 Regulations). Its involvement includes administration and technical assistance for Farm Bills and a variety of State and Federal water quality programs. The District is involved in resolving resource problems created by housing developments, shopping centers, and highways. The District provides information and coordinates assistance from other agencies by means of newsletters, newspaper articles, magazines, and meetings in an effort to keep the public aware of soil and water conservation issues. This is accomplished through the provision of administrative and technical assistance and the coordination of local, state, and federal funding programs, which encourage land users and landowners to install and maintain Best Management Practices (BMPs). The District also reviews sedimentation and erosion control plans and special use permits in conjunction with other governmental agencies. The District offers an extensive environmental education program to encourage public awareness of soil and water conservation. In fiscal year 2013-2014, the County determined the budget for this department was most appropriately included in the Storm Water Enterprise Fund.

Warren Daniel, District Administrator

Granville County Soil & Water  
Conservation District  
146 South Main Street  
Oxford, North Carolina 27565

Phone: (919) 693-4603 ext. 3

Fax: (919) 693-2137

Email: [warren.daniel@granvillecounty.org](mailto:warren.daniel@granvillecounty.org)

**Department Highlights**

- North Carolina Ag Cost-Share contract with 15 applicants for a total of \$45,346.00.
- USDA Conservation Programs cost-shared contracts totaled \$97,495.23.
- No-till Planter used by 23 renters for a total of 281.6 acres.
- District Participated in Leadership Granville Ag Day and VGCC Earth Day.
- 13 ponds contracted to clean-out; 9 completed.
- Closed one hog lagoon in Neuse River Basin

**STORM WATER SERVICES:****SOIL & WATER CONSERVATION****Department Goals**

- Cost-share 100% of 2015-2016 NCACSP allocation.
- Attend at least 2 Soil and Water workshops.
- Cost-share with 3 first-time landowners
- Volunteer to help at area High School Envirothon.
- Recruit 2 students for the Resource Conservation Workshop at NCSU

**FULL-TIME POSITIONS AUTHORIZED**

FY 11-12	FY 12-13	FY 13-14*	FY 14-15	FY 15-16
1	1	1	1	1

\*Soil & Water Conservation operations were moved from the General Fund to the Storm Water Services fund in fiscal year 2013-2014.



**SOLID WASTE MANAGEMENT****ENTERPRISE FUNDS****LANDFILL OPERATIONS AND CONVENIENCE CENTERS**

The County operates both a municipal solid waste and construction and demolition (C&D) landfill at 6584 Landfill Road outside of north of Oxford off Sterl Carrington Road. The North Carolina Division of Solid Waste authorizes operation of the facility through permit number(s) 3901-MSWL-2012 and 39-01. The permit allows the following materials to be accepted at the site; municipal solid wastes, waste or debris resulting solely from construction, remodeling, repair, or demolition operations on pavement, buildings, or other structures and land clearing waste, concrete block, uncontaminated soil, gravel, and rock, untreated and unpainted wood, and yard trash. In addition, the County has also asked to accept wastes generated by a roofing shingle manufacturer, waste materials from a mobile home manufacturer, and wooden pallets. Asbestos and dead animals are also accepted and disposed at the facility.

Jason Falls, Director of Environmental Programs

6584 Landfill Road, PO Box 906  
Oxford, North Carolina 27565  
Phone (919) 603-1354

Email: Jason.Falls@granvillecounty.org

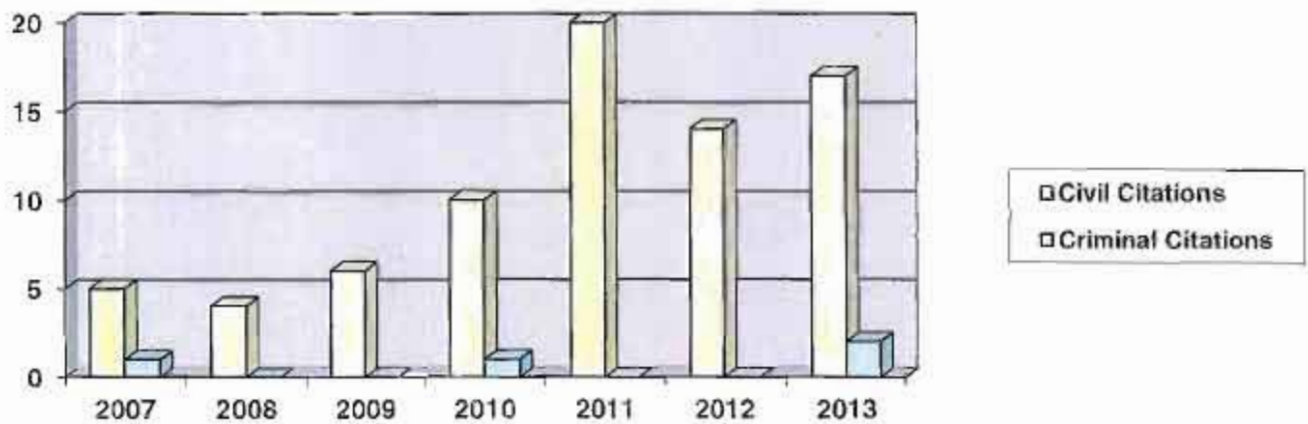
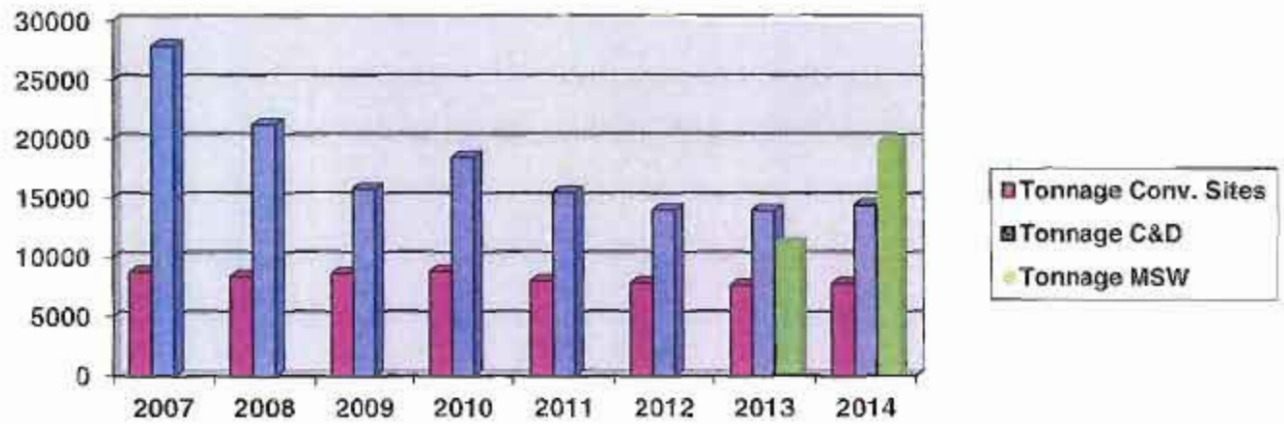
Chapter 130A of the North Carolina General Statutes requires counties to provide adequate disposal for municipal solid waste and to recycle in accordance with the goals established in the County's Solid Waste Management plan. Granville County achieves this through three methods: (1) operation of six fully staffed convenience/recycling centers, (2) negotiation and maintenance of a collection franchise that ensures the availability of residential, commercial and industrial collection services at a uniform rate throughout the County, and (3) the operation of a C&D and MSW landfill near Oxford. The Director of Environmental Programs investigates illegal dumping, coordinates recycling efforts, and works with schools and businesses to promote recycling.

In fiscal year 2004-2005, the Board opened the Butner Material Management Facility at the site of the Butner Landfill off old highway 75. The scale house is operational and the facility accepts residential and commercial yard waste, tires, metal and sells mulch products.



# AUTHORIZED FULL-TIME POSITIONS

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
3	3	4	4	4



## LANDFILL OPERATIONS

**Description:** County staff operates the scale house while landfill operations are outsourced. The hours are Monday-Friday, 7:30 a.m. until 4:00 p.m. and Saturday 8:00 a.m. – 12:00 noon. There is no disposal activities on Saturday, only items to be recycled which include brush, metal, tires, and mulch. The maintenance of the landfill, including covering the material and maintaining erosion control measures, is contracted to a local firm. The Environmental Programs Manager supervises the day-to-day activities at the facility, enforces local and state illegal dumping and littering laws, coordinates recycling efforts, and works with businesses and industries to promote recycling.

### Accomplishments

- Issued fines for illegal dumping/littering.
- Worked with community service on countywide roadside cleanup
- Waste tonnage continue to drop; recycling rates increase
- Vance/Granville County shared employment of SW Director
- Purchased/Installed rain flap saving thousands of dollars
- Hired, trained Landfill Manager

### Goals, Targets, and Performance Measures

- Continue to advertise and operate C&D Landfill/MSW Landfill.
- Reduce landfill operating costs.
- Increase litter awareness through the public and various groups.
- Continue to work with the County Recycling Coordinator and Environmental Affairs Committee
- Increase enforcement efforts of littering.

Landfill Revenues	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
C&D Landfill Tip Fees	\$ 0	\$ 455,000	\$ 455,000	\$ 0
MSW Landfill Tip Fees*	1,147,695	1,044,188	1,044,188	1,190,000
Scrap Tire Cost Refund	69,978	60,000	60,000	70,000
Solid Waste Tax Distribution	27,144	25,000	25,000	25,000
White Goods Revenue	17,869	14,000	14,000	17,000
Vance Co. Landfill Mgr - Reimbursement	2,484			36,178
Compost Revenue	1,588	750	750	1,500
Grant Revenue	3,858	1,200	1,200	5,000
Miscellaneous and other	625	1,500	1,500	1,500
Interest	0	100	100	0
Use of Retained Earnings	0		13,710	201,962
Total	\$ 1,271,241	\$ 1,601,738	\$ 1,615,448	\$ 1,548,140



## LANDFILL OPERATIONS

<b>C&amp;D Landfill Expenditures</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Original</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Budget</b>
Personnel	\$ 123,996	\$ 121,169	\$ 65,501	0
Benefits	22,159	31,121	16,593	0
Operating	536,096	457,750	458,000	471,350
Grant Programs	0	750	500	0
Capital Outlay - Equipment	230	1,000	1,000	1,000
Capital Outlay - Trucks	0	0	0	0
<b>Total</b>	<b>\$ 682,481</b>	<b>\$ 611,790</b>	<b>\$ 541,594</b>	<b>472,350</b>

<b>MSW Landfill Expenditures</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Original</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Budget</b>
Personnel	\$ 0	\$ 42,000	\$ 97,900	142,893
Benefits	0	12,801	28,917	33,342
Operating	759,165	762,650	767,650	784,550
Grant Programs	0			0
Capital Outlay - Equipment		55,000	59,600	
Capital Outlay - Trucks				
<b>Total</b>	<b>\$ 759,165</b>	<b>\$ 872,451</b>	<b>\$ 954,067</b>	<b>960,785</b>

<b>Material Management Expenditures</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Original</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Budget</b>
Personnel	42,681	\$ 43,820	\$ 45,820	\$ 44,794
Benefits	11,444	12,927	13,217	13,311
Operating	39,614	60,750	60,750	46,400
Capital Outlay	20,875		0	0
<b>Total</b>	<b>114,614</b>	<b>\$ 117,497</b>	<b>\$ 119,787</b>	<b>\$ 104,505</b>

<b>Electronics Management Expenditures</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Original</b>	<b>FY 14-15 Amended</b>	<b>FY 15-16 Budget</b>
Operating				\$ 10,500

<b>TOTAL LANDFILL EXPENDITURES</b>	<b>\$1,556,260</b>	<b>\$ 1,601,738</b>	<b>\$ 1,615,448</b>	<b>\$ 1,548,140</b>
--	--------------------	---------------------	---------------------	---------------------

## CONVENIENCE CENTERS

**Description:** Granville County operates six sites within the Oxford, Butner, Wilton, Berea, Grassy Creek and Oak Hill communities. Each site is staffed and managed by Waste Industries. The Director of Environmental Programs oversees the convenience site contract to ensure cost effective service.

### Highlights

- Reduced MSW/C&D hauls and costs by increasing recycling.
- Installed compactors for recycling at Convenience Centers.
- Advertised, bid, and awarded new management contract resulting in considerable savings.
- Conducted a county-wide paint collection day, pesticide, and (2) Electronic Waste Collection Day & Prescription Pill Take Back Day.

### Goals

- Continue to work towards securing two convenience sites in northern and southern areas – (Goal 8-mile driving radius for all Granville County residents).
- Work with state and Federal prisons on a co-op for litter pickup program.
- Increase material diversion through reduction, reuse, and recycling programs and/or practices.
- Continue to install compactors for recycling to ease the process for customers.

Revenues	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Solid Waste Fees	\$ 1,010,207	\$ 1,010,000	\$ 1,010,000	\$ 1,030,000
Previous Year Fees	40,215	43,000	43,000	43,000
Other Revenues*	3,838	4,500	4,500	4,500
Investment Earnings	588	564	564	400
Appropriated Fund Balance	0	0	120,000	75,850
<b>Total</b>	<b>\$ 1,054,848</b>	<b>\$ 1,058,064</b>	<b>\$ 1,178,064</b>	<b>\$ 1,153,750</b>

Expenditures	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Site Management	\$ 391,754	\$ 408,064	\$ 383,264	\$ 419,750
Waste Disposal	396,063	320,000	330,000	402,000
Container Transportation	249,880	300,000	300,000	260,000
Site Construction & Other	38,700	30,000	164,800	72,000
<b>Total</b>	<b>\$ 1,076,397</b>	<b>\$ 1,058,064</b>	<b>\$ 1,178,064</b>	<b>\$ 1,153,750</b>

*\*Accounting for recycling program revenues and expenditures will be recorded in the Landfill operations beginning in fiscal year 2013-2014 in order to more effectively account for, manage, and coordinate the various programs.*

## GRANVILLE HEALTH PLAN

In 2012, Granville County made the decision to move from a fully-funded plan to a self-funded plan for the County's medical and dental insurance. Self-funded plans allow the County to be more proactive with programs to impact the overall health of County employees and to control rising healthcare costs. The Human Resources department oversees the County's benefit program and organizes the annual Wellness Program for Granville County employees. The Human Resources Director works closely with the County's third-party administrators to implement changes to the Health Plan resulting from Federal and State legislation. The Health Plan Internal Service Fund is funded by healthcare and dental premiums which are set at a rate determined to fully fund the plan. Savings achieved in past years are carried forward to future years to help offset future premium increases.

Granville Health Plan  
Attention: Human Resources Director

Granville County Administration  
141 Williamsboro Street  
Oxford, North Carolina 27565

Phone: (919) 603-1639  
Fax: (919) 690-1766  
Email: [diane.cash@granvillecounty.org](mailto:diane.cash@granvillecounty.org)

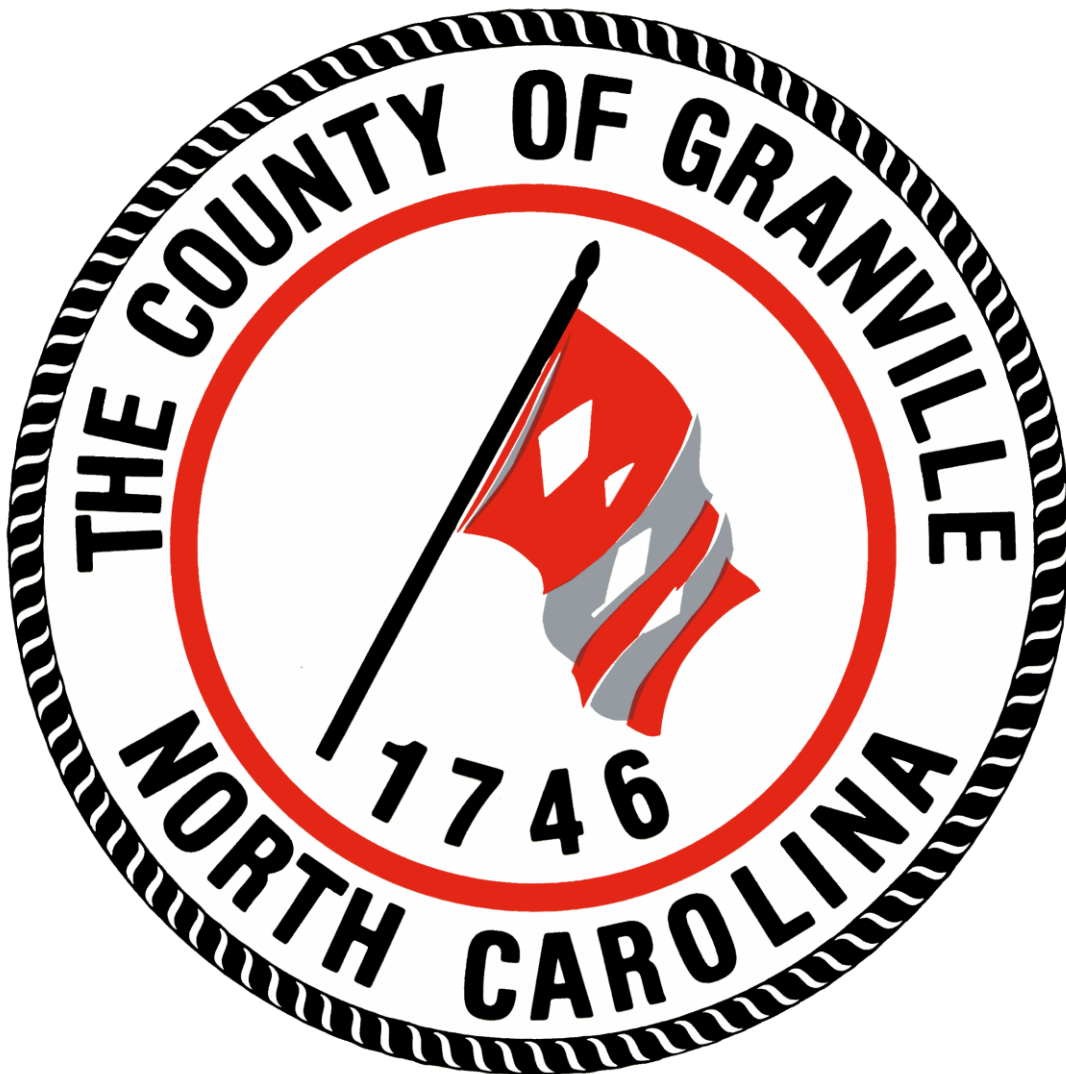
REVENUES	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Health Plan Contributions	\$ 2,573,193	\$ 2,316,000	\$ 2,316,000	\$ 2,543,000
Insurance Settlements	110,760	200,000	200,000	200,000
Other Revenues	30,474	10,000	10,000	10,000
Total	\$ 2,714,427	\$ 2,526,000	\$ 2,526,000	\$ 2,753,000

EXPENSES	FY 13-14 Actual	FY 14-15 Original	FY 14-15 Amended	FY 15-16 Budget
Plan Administration	\$ 507,037	\$ 550,000	550,000	\$ 490,000
Claim Payments	1,813,349	1,976,000	1,976,000	2,263,000
Total	\$ 2,320,386	\$ 2,526,000	\$ 2,526,000	\$ 2,753,000

<u>Year</u>	<u>Fund Balance</u>
FY 2011-2012	\$106,396
FY 2012-2013	37,608
FY 2013-2014	431,649

***SECTION XV***

***Budget Ordinance and Related Information***



## **GRANVILLE COUNTY 2015-2016 BUDGET ORDINANCE**

**BE IT ORDAINED** by the Board of Commissioners of Granville County, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this County.

### General Government:

Board of Commissioners	237,039
Administration	315,993
Information Technology	184,019
Human Resources	94,218
Finance Department	461,103
Internal Auditing	79,662
Board of Elections	487,237
Register of Deeds	283,934
Tax Administration	793,199
General Services & Court Facilities	553,918
<b>Total General Government</b>	<b>3,490,322</b>

### Human Services:

Social Services	8,286,015
Veterans Services	16,044
Health and Medical Services	2,886,735
Senior Services - Nutrition/In-Home Aid	1,344,300
<b>Total Human Services</b>	<b>12,533,094</b>

### Community Services:

Library System	1,653,530
Cooperative Extension/4-H Best	364,786
Recreation	222,180
Jonesland Park Operations/GAP	393,998
Tourism	58,280
Development Services (Planning/Inspections)	833,597
Construction/Construction Administration	555,900
Economic Development	1,896,969
<b>Total Community Services</b>	<b>5,979,240</b>

### Education:

Granville County Schools (Current Expense)	12,385,287
Granville County Schools (Debt Service)	6,562,711
Granville County Schools (Capital – Category 1)	957,671
Granville County Schools (Capital - Cat. 2 & 3)	301,707
Vance-Granville Community College	648,205
<b>Total Education</b>	<b>20,855,581</b>

### Public Safety:

Sheriff's Department/Detention Center	7,337,172
Emergency Communications	1,136,713
Animal Control	467,681

Emergency Management	242,681
Fire Services	928,779
Forestry Administration	112,850
Other Emergency Services	50,000
<b>Total Public Safety</b>	<b>10,275,876</b>

Area Projects & Other Appropriations:

Special Projects	242,594
Non-Departmental	1,802,500
Pass Thru Funds	319,508
<b>Total Area Projects &amp; Other Appropriations</b>	<b>2,364,602</b>

Contributions to Other Funds:

Transfer to Tourism Development Authority	175,370
<b>Total Contributions to Other Funds</b>	<b>175,370</b>

Contingency:

General Contingency	170,000
Contingency for Natural Disasters	10,000
<b>Total Contingency</b>	<b>180,000</b>

**TOTAL GENERAL FUND BUDGET 2015-2016** **55,854,085**

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

Ad Valorem Taxes	34,946,160
Prior Years Taxes	990,000
Penalties & Interest	295,500
Less Tax Discount	(318,070)
Sales & Other Taxes	7,864,722
Licenses, Fees & Other Revenue	1,971,289
Investment Earnings & Operating Transfers In	199,000
Restricted & Intergovernmental	8,020,845
Appropriated Fund Balance	1,884,639

**TOTAL REVENUES - GENERAL FUND 2015-2016** **55,854,085**

Section 3. The following amount is appropriated in the Emergency Telephone System Fund (ETSF), a Special Revenue Fund, for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Phone System & Furniture	202,500
Phone System & Furniture Debt – Principal & Interest	33,833
Software Operations	62,430
Software Operations Debt – Principal & Interest	36,854
Hardware Operations	26,224

Hardware Operations Debt – Principal & Interest	28,505
Training	10,750
Implemental Functions	25,000
<b>Total Expenditures</b>	<b>426,096</b>

Section 4. It is estimated that the following revenues will be available in the Emergency Telephone System Fund, a Special Revenue Fund, for fiscal year beginning July 1, 2015 and ending June 30, 2016:

911 Board – State Funding	426,086
Investment Earnings	10
<b>Total Revenues</b>	<b>426,096</b>

Section 5. The following amount is appropriated in the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Memorial Projects	20,000
<b>Total</b>	<b>20,000</b>

Section 6. The following revenues are available for the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Memorial Donations	19,800
Investment Earnings	200
<b>Total Revenues</b>	<b>20,000</b>

Section 7. The following is appropriated in the Solid Waste Convenience Sites Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

Operations	1,127,750
Site Construction and Remodeling	26,000
<b>Total Expenditure</b>	<b>1,153,750</b>

Section 8. It is estimated that the following revenues will be available in the Solid Waste Convenience Sites Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Collection Fees	1,030,000
Other Revenues	123,350
Investment Earnings	400
<b>Total Revenues</b>	<b>1,153,750</b>

Section 9. The following amount is appropriated in the Construction & Demolition / Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Landfill Operations	1,548,140
<b>Total</b>	<b>1,548,140</b>

Section 10. The following revenues are available for the Construction & Demolition/ Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

User Fees	1,190,000
Other Revenues	358,140
<b>Total Revenues</b>	<b>1,548,140</b>

Section 11. The following amount is appropriated in the Storm Water Management Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Storm Water Management Operations	364,464
<b>Total</b>	<b>364,464</b>

Section 12. The following revenues are available for the Storm Water Management Fund for fiscal year beginning July 1, 2015 and ending June 30, 2016:

Storm Water Fees	229,781
Contributions from other units of Government	109,683
Other Revenues	25,000
<b>Total Revenues</b>	<b>364,464</b>

Section 13. There is hereby levied a tax at a rate of \$.83 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2015 for the purpose of raising the revenue listed as Ad Valorem Taxes in the General Fund in Section 2 of this Ordinance. The total rate of \$.83 is based on an estimated total valuation of \$4,291,052,546 and an estimated collection rate of 98.12%.

Section 14. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. The Budget Officer may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- b. The Budget Officer may transfer amounts up to \$1,000 between departments, including contingency appropriations, within the same fund. He must make an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. The Budget Officer may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

Section 15. The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Commissioners. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding as the end of the fiscal year must be approved by the Board. The Budget Officer should comply with the Fiscal Policy adopted by the Board annually as a part of the budget process.

Section 16. Copies of this Budget Ordinance shall be furnished to the Clerk of the Board of Commissioners and to the Budget Officer and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

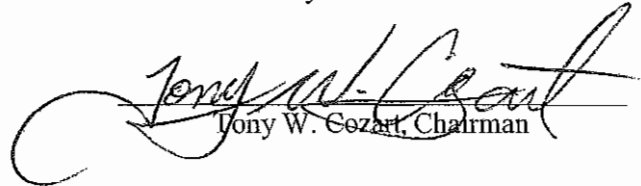
Section 17. It will be the policy of this Board that it will not absorb any reduction in State and Federal funds; that any decrease shall be absorbed in the budget of the agency by reducing personnel or department expenditures to stay within the County appropriation as authorized. This policy is extended to



any agency that is funded by the County and receives State or Federal money. This shall remain in effect until otherwise changed or amended by the Board of Commissioners.

Section 18. This Ordinance was adopted by the Granville County Board of Commissioners on June 1, 2015 and will become effective July 1, 2015.

Granville County Board of Commissioners



Tony W. Cozart, Chairman

***Summary of Approved Service Expansion Requests***

During the budget work sessions held on May 11<sup>th</sup>, 2015, the Granville County Board of Commissioners reviewed the fiscal year 2015-16 recommended budget and 48 proposed service expansions. The Board approved funding for fourteen (14) of the proposed service expansions (listed below). The net effect of these approved service expansions on the proposed budget is an increase of \$880,000 to General Fund expenditures and an associated increase in the use of Fund Balance.

<b>Department</b>	<b>Title</b>	<b>Amount</b>
General Government	Volunteer Reading Program	\$1,000
Senior Services <sup>1</sup>	North Granville Senior Meal Program	\$3,050
Social Services <sup>2</sup>	Income Maintenance Caseworker II x 3	\$10,367
		\$10,367
		\$10,367
Social Services <sup>2</sup>	Income Maintenance Caseworker III	\$11,091
Granville Health	EMS Service	\$650,000
District Health	Electronic Med Records System	\$20,000
Library	Assistant Library Director	\$23,941
Animal Control	Cat Trap Loaner Program	\$2,500
Animal Control	Dispatch Position	\$12,000
Special Appropriations	National Mary Potter Club	\$1,000
Parks and Rec	Recreation Funding	\$44,317
District Health	Additional Capital and Recurring Funding	<u>\$80,000</u>
<b>TOTAL</b>		<b>\$880,000</b>

<sup>1</sup> - Includes gross expenditure of \$5,000 for meals, less \$1,950 for Federal reimbursement and contributions from citizens.

<sup>2</sup> - Figures represent the net of gross salary, benefits and supplies expenditures less Federal 75% reimbursement for salaries and benefits and 60% reimbursement for supplies.

*SECTION XVI*

*Appendixes*



## GLOSSARY

*ADA:* Americans with Disabilities Act.

*ADM:* Average Daily Membership (student attendance).

*APCO:* Association of Communications Officials.

*ARRA:* American Recovery & Reinvestment Act.

*Accrual Accounting:* A basis of accounting in which revenues and expenditures are recorded at the time they are incurred, instead of when cash is actually received or disbursed.

*Ad Valorem Taxes:* See Property Taxes.

*Appropriation:* An authorization granted by the Board of Commissioners to make expenditures and incur obligations for purposes specified in the Budget Ordinance.

*Assessed Valuation:* A value established by the Granville County Tax Assessor's office for real and personal property to be used as a basis for levying property taxes.

*BCBS:* Blue Cross Blue Shield

*Balanced Budget:* A condition when planned expenditures equal anticipated revenues. The North Carolina Local Government Budget and Fiscal Control Act requires the budget, which is submitted to the Board of Commissioners, be balanced.

*Bond:* A written promise to pay a sum of money on a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds.

*Budget:* A plan of financial operation for the County, which includes estimated revenues and expenditures for a specific fiscal year.

*Budget Amendment:* A procedure used by the County and Board of Commissioners to revise a budget appropriation.

*Budget Calendar:* A schedule, which outlines the process of budget preparation, adoption, and administration.

*Budget Document:* The official document, representing a comprehensive financial program for a specific fiscal year, which is prepared by the County staff and approved by the Board of Commissioners. The document presents policies and various budgetary information, which reflects decisions made by the Board of Commissioners.

*Budget Message:* A general discussion of the budget, which provides the Board of Commissioners and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the County Manager.

## GLOSSARY

*Budget Ordinance:* A document adopted by the Board of Commissioners which lists revenues by source, appropriations by department or fund, and levies taxes for the coming fiscal year.

*CAD:* Computer Aided Display.

*CAFR:* Comprehensive Annual Financial Report.

*CAMPO:* Capital Area Metropolitan Planning Organization.

*C&D:* Construction and Demolition (denotes type of landfill).

*CDBG:* Community Development Block Grant.

*CES:* Cooperative Extension Service.

*CIP:* This abbreviation is short for Capital Improvement Program.

*CMAQ:* Congestion Mitigation and Air Quality.

*COLA:* Cost of Living Adjustment.

*CSC Officer's Fees:* Clerk to Superior Court Officer's Fees.

*Capital Outlay:* Items (such as vehicles, equipment, and furniture) purchased by the County, which have an expected life, which exceeds one year and a unit cost exceeding \$100.

*Capital Projects:* A major nonrecurring expenditure used to expand or improve a government's physical assets that are not consumed within a year but rather have a multiyear life.

*Cash Accounting:* Basis of accounting, which recognizes revenues when a government receives cash and costs when it disburses cash.

*Cash Management:* Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships.

*Contingency:* Account which funds are set-aside for unforeseen emergency expenditures which may become necessary during the year; use of these funds must be approved by the Board of Commissioners before they can be appropriated.

*Current Expense:* An allocation category used to identify funds used by the school system to pay normal operational costs associated with administering the school system. Examples of some expenditures would include minor repairs and maintenance, salaries, benefits, basic office supplies, etc.

*DMV:* Department of Motor Vehicles.

*DSS:* Department of Social Services.

## GLOSSARY

*Debt Service:* An obligation by the County to pay the principal and interest of all bonds according to a pre-determined payment schedule.

*Department:* A unit of the County government, which is responsible for performing a primary governmental function.

*Delinquent Taxes:* Taxes that remain unpaid on and after the due date on which a penalty for non-payment is attached.

*Depreciation:* The decrease in the usefulness of an asset with the passage of time.

*EDC:* Economic Development Commission.

*EMD:* Emergency Medical Dispatch.

*EMS:* Emergency Medical Services.

*ETJ:* Extra-Territorial Jurisdiction.

*ETSF:* Emergency Telephone System Fund.

*Encumbrance:* The commitment of appropriated funds to purchase an item or service. To encumber funds is to set aside or commit funds for future expenditures.

*Enterprise Fund:* A fund used to account for activities that are financed and operated in a manner similar to business enterprises and for which a fee for services or the availability of services are charged to completely or partially recover the expenses of the operation. Enterprise Funds typically include water and sewer, and solid waste.

*Estimated Revenue:* The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by the Board of Commissioners in the Budget Ordinance.

*Expenditure:* The cost of goods or services received by the County.

*FB:* Fund Balance.

*FCC:* Federal Communications Commission.

*FCS:* Family Consumer Services.

*FY:* Fiscal Year.

*FTE:* Full-Time Equivalents.

*Fiscal Year:* The time period, which indicates the start and finish for recording financial transactions. The Fiscal Year for the County starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

## GLOSSARY

*Fixed Assets:* Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.

*Fund:* A fund is a separate fiscal and accounting entity with a separate set of accounting records that governments segregate to carry on a specific activity.

*Fund Balance:* The cash and investments which remain at the end of the fiscal year which can legally be appropriated to fund expenditures in the upcoming fiscal year. The Local Government Budget Fiscal and Control Act (LGBFCA) limits the amount of fund balance monies, which may be appropriated in the next budget year.

*GAP:* Granville Athletic Park and Jonesland Environmental Preserve.

*GAAP:* Generally Accepted Accounting Principals (GAAP) relates to accounting rules and uniform standards for financial reporting representing generally accepted practices and procedures of the accounting profession. Therefore, all GAAP-Basis Financial Statements are reasonably comparable, regardless of the legal jurisdiction or geographic location of the government.

*GASB:* Governmental Accounting Standards Board.

*GCHS:* Granville Central High School.

*GCS:* Granville County Schools.

*G/F:* General Fund.

*GFOA:* Governmental Finance Officers Association.

*GHS:* Granville Health System.

*GIS:* Geographic Information System.

*GMC:* Granville Medical Center.

*GO Bond:* General Obligation Bond.

*G.S.:* General Statutes.

*General Fund:* A fund established to account for the resources used for the general operation of the County.

*General Obligation Bonds:* Debt instruments issued by the County, which are backed by the full faith and credit of the issuing government.

*Grants:* Transfers of cash or property in exchange for promises to complete specific requirements related to the use of the transferred cash or property.

*HAVA:* Help America Vote Act.

## GLOSSARY

*HVAC*: Heating, Ventilating, and Air Conditioning.

*HR*: Human Resources.

*HSEEP*: Homeland Security Exercise & Evaluation Program.

*IT*: Information Technology.

*Intergovernmental Revenue*: Revenue received from another government for a specified purpose.

*JCPC*: Juvenile Crime Prevention Council.

*KARTS*: Kerr Area Rural Transportation System.

*LGBFCA*: The Local Government Budget and Fiscal Control Act governs all financial activities of local governments within the State of North Carolina. All monies received or spent by local governmental agencies must be budgeted, disbursed, and accounted for in accordance with the act. It can be found in chapter 159 of the North Carolina General Statutes.

*LLEBG*: Local Law Enforcement Block Grant. This is a grant program available to the Sheriff's Department offered by the Federal Government to provide basic law enforcement enhancements.

*LSTA*: Library Services and Technology Act.

*LWCF*: Land & Water Conservation Fund.

*Long Term Debt*: Debt with a maturity of more than one year after the date of issuance.

*MA*: Medicaid – Adult.

*MAD*: Medicaid for Disabled.

*MPO*: Metropolitan Planning Organization.

*MSW*: Municipal Solid Waste.

*Maturities*: The dates on which the principal or stated values of investments or debt obligations mature and are reclaimed.

*Modified Accrual Accounting*: A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are “measurable” and “available for expenditure.”

*NCACC*: North Carolina Association of County Commissioners.

*NCACSP*: North Carolina Agricultural Cost Share Program.



## GLOSSARY

*NCDOT*: North Carolina Department of Motor Vehicles.

*NCHC*: North Carolina Health Choice.

*NFPA*: National Fire Protection Association.

*NSFR*: Not scheduled for replacement (used with VeRP).

*PS*: Public Safety.

*Per Capita*: Per head of population per each person.

*Property Taxes (Ad Valorem)*: Taxes paid by property owners in the County. These taxes are levied on both real and personal property according to the property's valuation and the tax rate.

*QRV*: Quick Response Vehicle.

*RC&D*: Resource Conservation & Development (Council).

*REDC*: Regional Economic Development Commission.

*RFP*: Request for Proposals.

*ROD*: Register of Deeds.

*RRBA*: Roanoke River Basin Association.

*RTRP*: Research Triangle Regional Partnership.

*Restricted & Intergovernmental Revenue*: Revenues, which are restricted as to their use derived from local, state, or federal governments or other entities.

*Retained Earnings*: The value of undistributed profits or contributed capital, which remains available for allocation and future use of the specific enterprise activity.

*Revaluation*: The reappraisal of real property to current market values.

*Revenue*: Income received from a variety of sources and used to finance government or enterprise operations.

*ROAP*: Rural Operating Assistance Program. This program combines three transportation grant programs under one program.

*SAR*: Search & Rescue.

*SGWASA*: South Granville Water and Sewer Authority.

*SIBDA Fee*: Special Intensity Bonus Density Allocation.

## GLOSSARY

*SPHR*: Senior Professional in Human Resources.

*Service Expansion*: Purchases of new equipment or the addition/deletion of a service, which increases or decreases the level of service provided by a county department.

*Special Revenue Funds*: Funds which are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

*Submitted Budget*: The budget document made by the County Manager and presented to the Board of Commissioners.

*TDA*: Tourism Development Authority.

*Tax Levy*: The total amount of revenue to be raised by property (Ad Valorem) taxes.

*UCC*: Uniform Commercial Code.

*UFED*: Uniform Forensic Extraction Device.

*VeRP*: Vehicle Replacement Program.

*VGCC*: Vance Granville Community College.

*WF*: Work First (Family Assistance).

## **STATISTICAL SECTION**

---

### **Financial Trends**

These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.

### **Revenue Capacity**

These schedules contain information to help the reader assess the government's most significant local revenue source, the property tax.

### **Debt Capacity**

These schedules present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.

### **Demographic and Economic Information**

These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.

### **Operating Information**

These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.

TABLE 1

**GRANVILLE COUNTY, NORTH CAROLINA  
NET POSITION BY COMPONENT  
LAST TEN FISCAL YEARS  
(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Governmental activities										
Net investment in capital assets	\$ 10,597,557	\$ 10,561,872	\$ 11,865,211	\$ 13,396,938	\$ 14,464,315	\$ 7,040,787	\$ 13,168,461	\$ 5,749,001	\$ 13,801,596	\$ 17,096,701
Restricted	107,052	-	-	30,967	-	-	13,824,466	22,894,879	11,770,892	10,140,935
Unrestricted	7,951,477	1,896,288	(20,032,740)	(19,228,369)	(16,983,575)	(8,000,642)	(35,778,192)	(46,031,350)	(52,503,720)	(46,402,671)
Total governmental activities net position	<u>18,656,086</u>	<u>12,458,160</u>	<u>(8,167,529)</u>	<u>(5,800,464)</u>	<u>(2,519,260)</u>	<u>(959,855)</u>	<u>(8,785,265)</u>	<u>(17,387,470)</u>	<u>(26,931,232)</u>	<u>(19,165,035)</u>
Business-type activities										
Net investment in capital assets	2,904,420	2,882,938	3,592,659	1,332,910	1,311,992	1,300,529	1,289,341	1,930,932	5,506,197	5,402,964
Restricted	-	-	-	-	-	-	-	-	-	-
Unrestricted	2,884,623	3,396,631	3,988,295	(2,694,898)	(3,148,445)	(3,692,801)	(740,690)	(1,654,823)	(7,718,231)	(7,217,508)
Total business-type activities net position	<u>5,789,043</u>	<u>6,279,569</u>	<u>7,580,954</u>	<u>(1,361,988)</u>	<u>(1,836,453)</u>	<u>(2,392,272)</u>	<u>548,651</u>	<u>276,109</u>	<u>(2,212,034)</u>	<u>(1,814,544)</u>
Primary government										
Net investment in capital assets	13,501,977	13,444,810	15,457,870	14,729,848	15,776,307	8,341,316	14,457,802	7,679,933	19,307,793	22,499,665
Restricted	107,052	-	-	30,967	-	-	13,824,466	22,894,879	11,770,892	10,140,935
Unrestricted	10,836,100	5,292,919	(16,044,445)	(21,923,267)	(20,132,020)	(11,693,443)	(36,518,882)	(47,686,173)	(60,221,951)	(53,620,179)
Total primary government net position	<u>\$ 24,445,129</u>	<u>\$ 18,737,729</u>	<u>\$ (586,575)</u>	<u>\$ (7,162,452)</u>	<u>\$ (4,355,713)</u>	<u>\$ (3,352,127)</u>	<u>\$ (8,236,614)</u>	<u>\$ (17,111,361)</u>	<u>\$ (29,143,266)</u>	<u>\$ (20,979,579)</u>

TABLE 2

**GRANVILLE COUNTY, NORTH CAROLINA**  
**CHANGES IN NET POSITION**  
**LAST TEN FISCAL YEARS**  
**(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Expenses</b>										
Governmental activities:										
General government	\$ 2,457,507	\$ 2,844,996	\$ 2,496,066	\$ 2,764,176	\$ 4,253,006	\$ 4,318,453	\$ 3,557,567	\$ 4,259,610	\$ 4,555,774	\$ 4,405,781
Public safety	7,886,433	9,096,766	9,465,578	10,376,749	11,756,164	11,838,566	8,745,611	9,823,361	10,620,057	10,655,790
Transportation	87,213	133,184	161,752	228,242	142,623	161,465	161,525	135,410	148,296	156,779
Environmental Protection	-	282,791	-	-	-	-	-	-	-	-
Economic and physical development	328,880	183,791	28,224	333,567	357,293	1,142,750	560,181	9,772,776	797,499	476,826
Human Services	10,045,609	10,796,551	12,612,304	11,196,564	10,841,983	9,883,423	11,189,177	11,590,347	23,560,271	12,744,738
Community Services	2,022,929	2,005,795	2,610,956	2,542,373	2,952,212	2,889,358	3,219,464	3,246,796	3,853,986	2,746,910
Education	12,140,438	23,610,030	35,180,474	16,596,758	14,935,997	15,247,427	24,697,465	17,583,181	14,864,489	14,859,485
Non-departmental and special areas	1,512,564	1,879,547	2,407,906	2,211,016	-	-	-	-	-	-
Interest on long-term debt	849,244	1,760,155	1,938,828	2,115,040	2,053,147	1,985,372	2,423,796	2,425,015	2,507,886	2,303,425
Total governmental activities expenses	37,330,817	52,692,606	66,902,088	48,364,485	47,292,425	47,466,814	54,554,786	58,836,496	60,908,258	48,349,734
Business-type activities										
Water and Sewer	1,322,082	1,249,509	1,340,252	1,085,232	-	-	-	-	-	-
Solid Waste	1,352,833	1,396,116	1,642,393	6,520,539	2,197,983	2,088,641	1,721,247	1,822,661	4,318,099	2,046,765
Stormwater	-	-	-	-	-	-	-	-	209,073	261,089
Total business-type activities	2,674,915	2,645,625	2,982,645	7,605,771	2,197,983	2,088,641	1,721,247	1,822,661	4,527,172	2,307,854
Total primary government expenses	40,005,732	55,338,231	69,884,733	55,970,256	49,490,408	49,555,455	56,276,033	60,659,157	65,435,430	50,657,588
<b>Program Revenues</b>										
Governmental activities:										
Charges for services:										
General government	553,307	643,915	610,973	677,758	487,200	484,736	394,790	625,684	507,272	527,492
Public Safety	791,072	1,088,446	802,327	924,126	795,836	687,119	621,263	641,455	703,591	676,055
Environmental Protection	-	370	-	-	-	-	-	-	-	-
Economic and physical development	-	-	-	-	-	-	17,800	3,560	-	-
Human Services	1,129,081	1,283,775	1,137,207	1,499,949	1,763,894	1,987,299	299,919	89,602	97,873	84,399
Community Services	245,038	321,200	354,237	286,584	212,183	203,054	192,906	185,681	200,492	243,873
Education	-	-	-	-	-	-	1,458,000	-	-	-
Operating grants and contributions										
General government	42,165	261,063	14,732	11,808	14,568	37,694	149,436	55,955	69,878	29,930
Public Safety	312,546	345,704	357,011	526,668	676,647	645,268	678,364	1,057,350	1,711,479	926,318
Transportation	-	-	-	-	177,704	192,410	261,137	259,741	291,028	191,221
Economic and physical development	-	75,000	-	-	3,009	-	738,449	27,500	326,361	58,986
Human Services	5,248,188	5,479,592	5,756,078	5,967,518	6,055,551	6,247,734	5,868,017	6,421,666	6,237,855	6,547,155
Community Services	288,268	193,210	193,001	180,085	195,205	265,444	169,581	151,288	156,245	138,529
Education	-	5,000	-	-	-	-	-	800,000	1,060,202	1,000,000
Capital grants and contributions										
General government	-	6,323	-	-	-	28,758	-	-	-	-
Public Safety	11,404	500,368	-	-	-	-	-	-	-	-
Transportation	87,213	105,253	149,097	171,471	382,062	-	-	-	-	-
Economic and physical development	763,129	333,941	(14,349)	275,635	120,224	848,919	108,058	147,875	41,415	508,364
Community Services	75,000	89,631	168,513	370,000	417,650	80,000	90,000	-	-	498,631
Education	200,000	400,000	758,693	1,103,970	1,920,000	600,000	-	-	-	-
Total governmental activities program revenues	9,746,411	10,934,791	10,227,520	11,995,572	13,221,733	12,308,435	11,076,810	10,469,357	11,403,691	11,430,953

TABLE 2

**GRANVILLE COUNTY, NORTH CAROLINA  
CHANGES IN NET POSITION  
LAST TEN FISCAL YEARS  
(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Business-type activities</b>										
Charges for services:										
Water and Sewer	1,259,392	1,553,407	1,555,540	1,201,171	-	-	-	-	-	-
Solid Waste	1,438,167	1,434,609	1,592,925	1,595,705	1,525,736	1,527,300	1,680,396	1,540,903	1,686,107	2,325,500
Stormwater	-	-	-	-	-	-	-	-	248,572	249,597
Capital grants and contributions	-	-	-	-	-	-	4,137	4,692	3,493	24,222
Total business-type activities program revenues	2,697,559	2,988,016	3,148,465	2,796,876	1,525,736	1,527,300	1,684,533	1,545,595	1,938,172	2,599,319
Total primary government program revenues	12,443,970	13,922,807	13,375,985	14,792,448	14,747,469	13,835,735	12,761,343	12,014,952	13,341,863	14,030,272
<b>Net (expenses)/revenue</b>										
Governmental activities										
General Government	(1,862,035)	(1,933,695)	(1,870,361)	(2,074,610)	(3,751,238)	(3,767,265)	(3,013,341)	(3,577,971)	(3,978,624)	(3,848,359)
Public Safety	(6,771,411)	(7,362,248)	(8,306,240)	(8,925,955)	(10,283,681)	(10,506,179)	(7,445,984)	(8,122,556)	(8,204,987)	(9,053,417)
Transportation	-	(27,931)	(12,655)	(56,771)	417,143	30,945	99,612	124,331	142,732	34,442
Environmental Protection	-	(282,421)	-	-	-	-	-	-	-	-
Economic and physical development	434,249	126,150	(42,573)	(57,932)	(234,060)	(293,871)	304,126	(9,593,641)	(429,723)	90,524
Human Services	(3,668,340)	(4,031,184)	(5,719,019)	(3,729,097)	(3,022,538)	(1,648,390)	(5,021,241)	(5,079,079)	(17,224,543)	(6,113,184)
Community Services	(1,414,623)	(1,401,754)	(1,955,205)	(1,705,704)	(2,127,174)	(2,340,860)	(2,767,887)	(2,909,827)	(3,497,247)	(1,865,877)
Education	(11,940,438)	(23,205,030)	(34,421,781)	(15,492,788)	(13,015,997)	(14,647,427)	(23,209,465)	(16,783,181)	(13,804,287)	(13,859,485)
Non-departmental and special areas	(1,512,564)	(1,879,547)	(2,407,906)	(2,211,016)	-	-	-	-	-	-
Interest on long term debt	(849,244)	(1,760,155)	(1,938,828)	(2,115,040)	(2,053,147)	(1,985,372)	(2,423,796)	(2,425,015)	(2,507,886)	(2,303,425)
Business-type activities										
Water and sewer	(62,690)	303,898	215,288	115,939	-	-	-	-	-	-
Solid waste	85,334	38,493	(49,468)	(4,924,834)	(672,247)	(561,341)	(36,714)	(277,066)	(2,628,499)	278,735
Stormwater	-	-	-	-	-	-	-	-	39,499	12,730
Total primary government net expenses	(27,561,762)	(41,415,424)	(56,508,748)	(41,177,808)	(34,742,939)	(35,719,720)	(43,514,690)	(48,644,205)	(52,133,066)	(36,640,046)
<b>General Revenues and Other Changes in Net Position</b>										
Governmental activities:										
Property taxes	19,218,210	22,243,741	23,410,571	26,593,546	27,423,928	30,260,553	31,614,844	31,803,407	31,967,760	35,899,937
Local option sales tax	9,150,914	9,636,678	10,697,330	9,030,075	7,712,604	5,915,129	4,929,327	5,512,386	5,977,343	5,826,915
Other taxes and licenses	785,834	865,181	295,200	1,019,520	666,540	523,113	1,576,079	1,777,995	1,993,976	2,056,480
Investment earnings	574,177	1,994,666	1,878,138	1,317,899	536,617	182,190	127,862	61,598	49,130	41,765
Miscellaneous	129,741	309,682	578,191	180,056	265,978	(163,201)	378,224	609,548	297,442	354,724
Transfers	-	227,150	(810,551)	594,882	-	-	(2,973,770)	-	-	-
Total general revenues, special items and transfers	29,858,876	35,277,098	36,048,879	38,735,978	36,605,667	36,717,784	35,652,566	39,764,934	40,285,651	44,179,821
Total governmental activities	29,858,876	35,277,098	36,048,879	38,735,978	36,605,667	36,717,784	35,652,566	39,764,934	40,285,651	44,179,821
Business-type activities:										
Investment earnings	60,065	129,052	162,654	144,531	60,025	5,522	3,864	4,524	5,062	1,778
Miscellaneous	15,645	246,233	162,360	-	-	-	-	-	95,795	104,247
Transfers	-	(227,150)	810,551	(4,278,578)	-	-	2,973,770	-	-	-
Total general revenues, special items and transfers	75,710	148,135	1,135,565	(4,134,047)	60,025	5,522	2,977,634	4,524	100,857	106,025
Total business-type activities	75,710	148,135	1,135,565	(4,134,047)	60,025	5,522	2,977,634	4,524	100,857	106,025
Total primary government	29,934,586	35,425,233	37,184,444	34,601,931	36,665,692	36,723,306	38,630,200	39,769,458	40,386,508	44,285,846
<b>Changes in Net Position</b>										
Governmental activities	2,274,470	(6,480,717)	(20,625,689)	2,367,065	2,534,975	1,559,405	(7,825,410)	(8,602,205)	(9,218,916)	7,261,040
Business-type activities	98,354	490,526	1,301,385	(8,942,942)	(612,222)	(555,819)	2,940,920	(272,542)	(2,488,143)	397,490
Total primary government	\$ 2,372,824	\$ (5,990,191)	\$ (19,324,304)	\$ (6,575,877)	\$ 1,922,753	\$ 1,003,586	\$ (4,884,490)	\$ (8,874,747)	\$ (11,707,059)	\$ 7,658,530

TABLE 3

**GRANVILLE COUNTY, NORTH CAROLINA  
GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE  
LAST TEN FISCAL YEARS  
(ACCRUAL BASIS OF ACCOUNTING)**

<b>Fiscal Year</b>	<b>Property Tax</b>	<b>Local Sales Tax</b>	<b>Alcoholic Beverage Tax</b>	<b>Occupancy Tax*</b>	<b>Other Tax</b>	<b>Total</b>
2005	\$ 19,218,210	\$ 9,150,914	\$ 21,752	\$ 96,797	\$ 667,285	\$ 29,154,958
2006	22,243,741	9,636,678	23,074	99,249	742,858	32,745,600
2007	23,410,571	10,697,330	22,856	112,187	160,157	34,403,101
2008	26,593,546	9,030,075	22,762	155,041	841,717	36,643,141
2009	27,423,928	7,712,604	23,582	202,191	440,767	35,803,072
2010	30,260,553	5,915,129	23,224	188,877	311,012	36,698,795
2011	31,614,844	4,929,327	23,213	185,671	1,367,195	38,120,250
2012	31,803,407	5,512,386	23,774	178,497	1,575,724	39,093,788
2013	31,967,760	5,977,343	24,334	167,032	1,802,610	39,939,079
2014	\$ 35,899,937	\$ 5,826,915	\$ 25,158	\$ 160,985	\$ 1,870,337	\$ 43,783,332

\* Occupancy tax levy rate changed from 3% to 6% effective January 1, 2008.

GRANVILLE COUNTY, NORTH CAROLINA  
FUND BALANCES OF GOVERNMENTAL FUNDS  
LAST TEN FISCAL YEARS  
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

TABLE 4

	Fiscal Year				
	Restated*	2011	2012	2013	2014
	2010				
<b>General Fund</b>					
Nonspendable					
Prepaid items	\$ -	\$ 4,000	\$ 368	\$ 900	\$ 1,635
Restricted					
Stabilization by State Statute	3,314,751	2,831,605	2,694,795	2,092,758	3,247,393
Register of Deeds	-	12,748	33,561	-	12,618
Human Services	-	-	15,591,044	5,416,399	3,538,668
Education	739,572	-	-	695,447	1,043,189
Committed					
Tax Revaluation	110	98,122	196,283	294,687	392,987
Public Safety	-	-	591,606	943,368	1,022,524
Assigned					
Subsequent year's expenditures	990,730	768,172	1,418,657	1,735,002	1,874,511
Economic & Physical Development	1,003,838	960,000	1,232,800	956,521	548,995
Unassigned	18,741,118	19,334,317	11,353,100	18,625,952	20,478,407
Total general fund	<u>\$ 24,810,109</u>	<u>\$ 23,998,964</u>	<u>\$ 31,112,214</u>	<u>\$ 30,741,074</u>	<u>\$ 32,160,927</u>
<b>All other governmental funds</b>					
Nonspendable					
Prepaid items	\$ -	\$ -	\$ -	\$ -	\$ 34,930
Restricted					
Stabilization by State Statute	36,779	36,779	135,549	83,357	30,034
Education	(62,241)	5,993,696	1,251,264	29,021	29,023
Recreation	(11,928)	67,752	63,319	59,061	-
Library	8,217,974	3,620,138	1,938,922	927,776	837,938
Public Safety	1,204,897	1,258,838	194,485	158,231	179,841
Economic & Physical Development	-	-	2,644,258	2,308,842	1,233,211
Committed					
Economic & Physical Development	1,622,072	210,014	33,564	642	-
Unassigned	-	-	-	-	(218,565)
Total other governmental funds	<u>\$ 11,010,553</u>	<u>\$ 11,190,127</u>	<u>\$ 6,261,361</u>	<u>\$ 3,566,930</u>	<u>\$ 2,115,432</u>

	Fiscal Year					
	2005	2006	2007	2008	2009	2010
<b>General fund</b>						
Reserved by state statute	\$ 2,369,164	\$ 2,862,589	\$ 4,026,907	\$ 3,109,806	\$ 3,215,946	\$ 3,007,806
Reserved For Register of Deeds	107,052	-	-	30,967	-	-
Unreserved (available for appropriation)						
Designated for subsequent year's expenditures	1,525,000	612,000	2,259,481	724,520	492,413	870,530
Designated for repayment of economic incentives	-	-	-	-	-	1,003,828
Undesignated	11,871,907	14,332,810	11,966,953	16,290,833	18,146,260	18,149,340
Total general fund	<u>13,873,123</u>	<u>17,807,399</u>	<u>18,253,341</u>	<u>20,156,126</u>	<u>21,854,641</u>	<u>23,231,504</u>
<b>All other governmental funds</b>						
Reserved by state statute	320,894	418,445	1,074,342	471,549	504,490	423,684
Reserved for school construction	23,857,405	11,783,531	-	-	-	-
Reserved for public improvement construction	771,360	733,887	632,366	-	-	-
Unreserved (available for appropriation)						
Designated (or subsequent year's expenditures)						
Special revenue funds	911,450	896,468	132,227	229,895	1,230,872	995,489
Capital Projects	190,700	299,700	(496,053)	231,450	124,125	120,200
Undesignated, reported in nonmajor						
Special revenue funds	4,313,666	4,230,627	3,262,041	4,781,019	3,455,655	2,771,931
Capital Projects	1,799,973	3,046,881	2,823,396	1,668,041	935,099	8,277,854
Total all other governmental funds	<u>\$ 32,165,448</u>	<u>\$ 21,411,539</u>	<u>\$ 7,428,319</u>	<u>\$ 7,381,954</u>	<u>\$ 6,450,241</u>	<u>\$ 12,580,158</u>

\* Fiscal years 2005 through 2010 are presented in the Pre-GASB 54 format on the bottom table with Fiscal years 2010, 2011, 2012, 2013, and 2014 presented showing the GASB 54 format. Fiscal year 2010 was restated by County Finance Staff and represents and was not subject to audit procedures.



TABLE 5

**GRANVILLE COUNTY, NORTH CAROLINA**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
**(MODIFIED ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Revenues</b>										
Ad Valorem taxes	\$ 19,165,754	\$ 21,843,847	\$ 23,180,548	\$ 26,674,614	\$ 27,564,379	\$ 30,144,926	\$ 31,596,349	\$ 31,873,214	\$ 32,738,695	\$ 36,071,119
Sales and other taxes	9,868,620	10,419,305	10,921,364	9,711,264	8,256,308	6,327,094	5,432,983	7,271,408	7,844,912	7,706,195
Licenses, fees and other revenue	2,577,563	3,243,739	3,064,839	3,220,267	3,305,715	3,384,135	1,824,736	2,074,806	2,099,304	2,150,691
Unrestricted Intergovernmental Revenues	-	59	-	500	-	-	-	-	-	-
Restricted Intergovernmental Revenues	7,157,237	7,801,743	7,570,086	9,043,073	10,009,759	8,897,671	11,251,616	9,382,743	10,229,890	10,099,871
Investment earnings	330,267	2,001,898	1,870,843	1,361,872	536,617	182,190	127,862	61,598	49,150	41,765
Miscellaneous	209,480	381,486	241,952	250,119	324,509	341,778	371,189	293,653	177,404	350,646
<b>Total Revenues</b>	<b>39,508,921</b>	<b>45,592,077</b>	<b>46,849,632</b>	<b>50,261,709</b>	<b>49,797,287</b>	<b>49,278,394</b>	<b>50,604,725</b>	<b>50,957,422</b>	<b>53,133,335</b>	<b>56,420,287</b>
<b>Expenditures</b>										
<b>Current:</b>										
General government	2,303,869	2,460,838	2,248,000	2,504,483	2,949,824	2,939,723	2,670,163	2,912,726	3,005,461	3,112,460
Public safety	7,402,563	8,060,394	10,259,786	9,739,259	10,627,195	10,873,165	8,414,677	10,087,628	9,770,114	10,267,270
Community services	1,920,934	2,009,635	2,256,353	2,362,405	2,466,093	2,267,231	3,540,856	3,116,885	3,443,616	3,189,156
Economic and physical development	-	249,843	400	317,475	78,384	74,319	108,058	406,286	467,279	27,644
Human Services	9,971,117	10,673,809	12,648,743	11,223,967	10,178,787	9,204,421	10,683,498	10,683,159	10,907,712	10,461,480
Non-departmental & special areas	1,599,777	1,786,621	2,486,971	2,349,153	1,891,782	1,879,904	2,456,295	7,761,846	15,801,366	4,059,505
Capital Outlay	1,295,200	1,952,219	1,534,687	2,878,658	1,654,172	3,431,384	4,637,671	2,691,297	1,021,405	2,452,522
<b>Intergovernmental:</b>										
Education	12,140,438	23,610,030	35,180,474	16,606,743	14,935,997	15,247,427	24,698,148	17,583,181	14,864,489	14,859,485
<b>Debt service:</b>										
Bond issuance cost	54,831	7,655	32,302	-	-	42,653	235,107	-	345,343	-
Principal	1,225,284	2,048,355	2,079,937	2,762,535	2,916,266	3,558,017	4,325,081	5,317,182	4,649,290	5,186,772
Interest	770,772	1,779,461	1,896,828	2,115,253	2,078,214	2,021,963	2,493,032	2,812,748	2,711,060	2,857,638
<b>Total expenditures</b>	<b>38,684,785</b>	<b>54,638,860</b>	<b>70,624,481</b>	<b>52,859,931</b>	<b>49,776,714</b>	<b>51,540,207</b>	<b>64,262,526</b>	<b>62,772,938</b>	<b>66,987,135</b>	<b>56,473,932</b>
<b>Excess of revenues over (under) expenditures</b>	<b>824,136</b>	<b>(9,046,783)</b>	<b>(23,774,849)</b>	<b>(2,598,222)</b>	<b>20,573</b>	<b>(2,261,813)</b>	<b>(13,657,801)</b>	<b>(11,815,516)</b>	<b>(13,853,800)</b>	<b>(57,645)</b>
<b>Other financing sources (uses)</b>										
Debt proceeds	26,265,000	-	11,000,000	3,859,760	-	19,815,000	16,000,000	14,000,600	26,855,000	-
Premium on debt	143,117	-	48,122	-	-	463,302	-	-	2,525,946	-
Payments to refunded bond escrow agent	-	-	-	-	-	(10,500,708)	-	-	(18,350,717)	-
Transfers in from other funds	3,825,456	5,248,744	6,215,220	8,816,162	4,607,877	5,747,250	2,939,116	4,207,569	1,186,952	487,105
Transfers out to other funds	(3,825,456)	(5,021,594)	(7,025,771)	(8,221,280)	(4,607,877)	(5,747,250)	(5,912,886)	(4,207,569)	(1,406,952)	(487,105)
<b>Total other financing sources (uses)</b>	<b>26,408,117</b>	<b>227,150</b>	<b>10,237,571</b>	<b>4,454,642</b>	<b>-</b>	<b>9,777,594</b>	<b>13,026,230</b>	<b>14,000,000</b>	<b>10,810,229</b>	<b>-</b>
<b>Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>27,232,253</b>	<b>(8,819,633)</b>	<b>(13,537,278)</b>	<b>1,856,420</b>	<b>20,573</b>	<b>7,515,781</b>	<b>(631,571)</b>	<b>2,184,484</b>	<b>(3,043,571)</b>	<b>(53,645)</b>
<b>Net change in fund balances</b>	<b>\$ 27,232,253</b>	<b>\$ (8,819,633)</b>	<b>\$ (13,537,278)</b>	<b>\$ 1,856,420</b>	<b>\$ 20,573</b>	<b>\$ 7,515,781</b>	<b>\$ (631,571)</b>	<b>\$ 2,184,484</b>	<b>\$ (3,043,571)</b>	<b>\$ (53,645)</b>
<b>Debt service as a percentage of noncapital expenditures</b>	<b>5.16%</b>	<b>7.01%</b>	<b>5.84%</b>	<b>9.74%</b>	<b>10.39%</b>	<b>11.40%</b>	<b>11.79%</b>	<b>15.05%</b>	<b>11.45%</b>	<b>14.66%</b>

TABLE 6

**GRANVILLE COUNTY, NORTH CAROLINA**  
**GENERAL GOVERNMENTAL TAX REVENUES BY SOURCES**  
**LAST TEN FISCAL YEARS**  
**(MODIFIED ACCRUAL BASIS OF ACCOUNTING)**  
**(UNAUDITED)**

<b>Fiscal Year</b>	<b>Property Tax</b>	<b>Sales Tax</b>	<b>Alcoholic Beverage Tax</b>	<b>Other Taxes</b>	<b>Total</b>
2005	\$ 19,165,754	\$ 9,150,913	\$ 10,876	\$ 481,258	\$ 28,808,801
2006	21,843,847	9,636,678	11,537	549,156	32,041,218
2007	23,180,548	10,068,167	11,428	617,735	33,877,878
2008	26,674,614	9,030,075	11,381	558,964	36,275,034
2009	27,364,379	7,712,604	11,791	531,913	35,620,687
2010	30,144,926	5,915,129	11,612	400,953	36,472,620
2011	31,596,349	4,929,327	11,606	503,656	37,040,938
2012	31,873,214	5,512,386	11,887	490,872	37,888,359
2013	32,738,695	5,977,343	12,167	481,307	39,209,512
2014	\$ 36,071,119	\$ 5,826,915	\$ 12,579	\$ 532,830	\$ 42,443,443

TABLE 7

**GRANVILLE COUNTY, NORTH CAROLINA  
ASSESSED VALUE OF TAXABLE PROPERTY  
LAST TEN FISCAL YEARS**

<b>Fiscal Year Ended June 30</b>	<b>Property Excluding Registered Motor Vehicles</b>	<b>Motor Vehicles</b>	<b>Plus Discoveries</b>	<b>Less Abatements</b>	<b>Total Taxable Assessed Value</b>	<b>Total Direct Tax Rate</b>	<b>Estimated Actual Taxable Value</b>	<b>Estimated Actual Taxable/Market Value</b>	<b>Assessed Value as a Percentage of Market Value</b>
2005	\$ 2,567,539,769	\$ 336,260,935	\$ 100,945,512	\$ (6,795,906)	\$ 2,997,950,310	0.635	\$ 19,036,984	\$ 20,017,860	95.10%
2006	3,022,046,199	146,147,086	105,541,000	(112,754,714)	3,160,979,571	0.700	22,126,857	22,378,731	98.87%
2007	2,834,801,060	433,685,429	126,242,857	(72,754,857)	3,321,974,489	0.700	23,253,821	24,615,032	94.47%
2008	2,997,456,552	391,436,935	123,665,695	(7,263,444)	3,505,295,738	0.755	26,464,983	29,948,337	88.11%
2009	3,117,166,533	381,288,212	129,114,437	(9,028,382)	3,618,540,800	0.755	27,319,983	31,730,526	86.10%
2010	3,203,221,864	411,796,666	119,939,515	(65,594,788)	3,669,363,257	0.825	30,272,247	30,820,858	98.22%
2011	3,495,709,869	341,241,745	127,933,962	(9,200,000)	3,955,685,576	0.795	31,447,700	30,325,651	103.70%
2012	3,517,432,454	360,457,359	124,469,560	(7,083,396)	3,995,275,977	0.795	31,762,444	30,258,592	104.97%
2013	3,574,424,012	378,323,522	137,054,969	(10,881,132)	4,078,921,371	0.795	32,427,425	29,975,434	108.18%
2014	\$ 3,645,649,362	\$ 520,715,946	\$ 135,053,012	\$ (5,627,108)	\$ 4,295,791,212	0.830	\$ 35,605,455	\$ 34,448,002	103.36%

Source: Granville County Tax Department

TABLE 8

**GRANVILLE COUNTY, NORTH CAROLINA  
PROPERTY TAX RATES  
DIRECT AND OVERLAPPING GOVERNMENTS  
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
<b>County Direct Rates*</b>										
County-wide Rate	0.830	0.795	0.795	0.795	0.825	0.755	0.755	0.700	0.700	0.635
<b>Municipality Rates</b>										
City of Oxford	0.620	0.600	0.600	0.600	0.600	0.550	0.550	0.550	0.550	0.550
Town of Stem	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.450
Town of Stovall	0.490	0.490	0.490	0.490	0.490	0.490	0.490	0.490	0.490	0.440
City of Creedmoor	0.700	0.700	0.700	0.700	0.700	0.725	0.725	0.700	0.690	0.650
Town of Butner^	0.350	0.350	0.350	0.350	0.250	0.250	0.250	0.250	0.200	0.200
Lyon Station**	N/A	N/A	N/A	N/A	N/A	N/A	0.095	0.095	0.095	0.095
Oxford Parking Authority	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100
Oxford Municipal Service District	0.200	0.200	0.200	0.200	0.200	0.200	0.200	0.200	0.200	0.200
Oxford Economic Development District	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100

^ Town of Butner was incorporated in fiscal year 2007-2008, prior to then the tax was levied as the special taxing district named "Butner Police and Fire Protection"

\*\* Lyon Station was turned over to South Granville Water and Sewer Authority and is no longer a taxing district as of January 1, 2008.

TABLE 9

**GRANVILLE COUNTY, NORTH CAROLINA  
PRINCIPAL PROPERTY TAXPAYERS  
JUNE 30, 2014  
CURRENT YEAR AND EIGHT YEARS AGO\***

Taxpayer	2014			2007		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Revlon	\$ 75,559,686	1	1.83%	\$ 67,127,366	1	2.02%
Certainfeed Corporation	63,590,386	2	1.54%	31,946,482	2	0.96%
Progress Energy Carolinas	40,266,866	3	0.98%	29,940,047	3	0.90%
SantaFe Natural Tobacco Company	28,456,286	4	0.69%	-	-	0.00%
Bridgestone Commercial Solutions^	27,221,235	5	0.66%	21,524,964	5	0.65%
WAKE EMC	25,992,574	6	0.63%	18,808,827	8	0.57%
Public Service Co. of NC	27,428,688	7	0.66%	-	-	0.00%
Butner Acquisition Company	20,101,045	8	0.49%	18,550,812	9	0.56%
Carefusion EIT LLC**	19,853,326	9	0.48%	20,841,179	6	0.63%
Newton Instrument Company	19,598,899	10	0.47%	15,742,802	10	0.47%
Athol Manufacturing Corp	-	-	0.00%	27,535,605	4	0.83%
Central Leasing USA	-	-	0.00%	20,394,561	7	0.61%
Totals	<u>\$ 348,068,991</u>		<u>8.43%</u>	<u>\$ 272,412,645</u>		<u>8.20%</u>

Source: Granville County Tax Department

\* Management decided to present this table over a five year period rather than provide ten individual years of information to improve usefulness of the information. Given the changes in business environments, five years was determined to provide a clearer picture of economic change. (Note additional years information can be viewed on the County's web site under the Finance Department section: [www.granvillecounty.org](http://www.granvillecounty.org) )

^ In 2007 Company name was Bandag Inc.

\*\* In 2007 Company name was Alaris Medical Systems, Inc.

TABLE 10

**GRANVILLE COUNTY, NORTH CAROLINA  
PROPERTY TAX LEVIES AND COLLECTIONS  
LAST TEN FISCAL YEARS**

<b>Fiscal Year Ended December 31</b>	<b>Total Tax Levy for Fiscal Year</b>	<b>Collected within the Fiscal Year of the Levy</b>		<b>Collections in Subsequent Years</b>	<b>Total Collections to Date</b>	
		<b>Amount</b>	<b>Percentage of Levy</b>		<b>Amount</b>	<b>Percentage of Levy</b>
2005	\$ 19,036,984	\$ 18,176,364	95.48%	\$ 812,448	\$ 18,988,812	99.75%
2006	22,031,861	20,892,320	94.83%	1,088,777	21,981,097	99.77%
2007	23,253,821	21,965,301	94.46%	1,086,890	23,052,191	99.13%
2008	26,387,480	25,234,247	95.63%	1,005,275	26,239,522	99.44%
2009	27,319,983	26,261,609	96.13%	1,010,638	27,272,247	99.83%
2010	30,180,232	29,039,361	96.22%	1,027,560	30,066,921	99.62%
2011	31,512,371	30,623,639	97.18%	825,282	31,448,921	99.80%
2012	31,762,444	30,856,878	97.15%	829,349	31,686,227	99.76%
2013	32,427,425	31,513,749	97.18%	706,790	32,220,539	99.36%
2014	\$ 35,605,455	\$ 34,934,862	98.12%	\$ -	\$ 34,934,862	98.12%

Source: Granville County Tax Department

TABLE 11

**GRANVILLE COUNTY, NORTH CAROLINA  
RATIOS OF OUTSTANDING DEBT BY TYPE  
LAST TEN FISCAL YEARS**

Fiscal Year	Governmental Activities					Business-type Activities	Total Primary Government	Per Capita *	Percentage of Personal Income*
	General Obligation Bonds	Installment Obligations	Financing Agreements	Certificates of Participation	Capital Leases	Capital Leases			
2005	\$ 41,855,000	\$ -	\$ -	\$ -	\$ 550,481	\$ 779,848	\$ 43,185,329	809	3.46%
2006	39,890,000	-	-	-	467,126	661,761	41,018,887	762	3.00%
2007	47,415,000	1,481,608	-	-	380,581	539,157	49,816,346	885	3.34%
2008	44,965,000	5,118,689	-	-	290,725	-	50,374,414	915	3.26%
2009	42,515,000	4,745,717	-	-	197,431	-	47,458,148	844	3.11%
2010	49,345,000	4,369,561	-	-	100,570	-	53,815,131	957	3.47%
2011	46,635,414	3,990,096	-	16,000,000	-	-	66,625,510	1,100	3.92%
2012	43,363,248	17,607,184	8,048,861	15,510,000	-	-	84,529,293	1,389	4.86%
2013	41,650,118	27,935,125	7,198,333	15,020,000	-	-	91,803,576	1,582	5.15%
2014	\$ 38,203,031	\$ 27,451,269	\$ 6,337,174	\$ 14,530,000	\$ -	\$ -	\$ 86,521,474	1,488	4.64%

Note 1: Details regarding the county's outstanding debt can be found in the notes to the financial statements.

Note 2: Per Capita amounts are based on population numbers as of July 1 of the fiscal year.

\* Total Personal income can be calculated using population and per capita income information found on Table 14 (total personal income for Granville County estimated at \$1,740,073,170 for fiscal year 2012).

TABLE 12

**GRANVILLE COUNTY, NORTH CAROLINA  
RATIOS OF GENERAL BONDED DEBT OUTSTANDING  
LAST TEN FISCAL YEARS**

<b>Fiscal Year</b>	<b>General Obligation Bonds</b>	<b>Less: Amounts Available in Debt Service Fund</b>	<b>Total</b>	<b>Percentage of Personal Income*</b>	<b>Percentage of Estimated Actual Taxable Value of Property</b>	<b>Per Capita</b>
2005	\$ 41,855,000	\$ -	\$ 41,855,000	3.36%	1.40%	784
2006	39,890,000	-	39,890,000	2.91%	1.26%	741
2007	47,415,000	-	47,415,000	3.28%	1.43%	868
2008	44,965,000	-	44,965,000	2.91%	1.28%	817
2009	42,515,000	-	42,515,000	2.79%	1.17%	756
2010	49,345,000	-	49,345,000	3.11%	1.34%	859
2011	46,635,414	-	46,635,414	2.74%	1.18%	770
2012	43,363,248	-	43,363,248	2.49%	1.09%	712
2013	41,650,118	-	41,650,118	2.34%	1.02%	718
2014	\$ 38,203,031	\$ -	\$ 38,203,031	2.05%	0.89%	657

Note: Population figures are as of July 1 of the fiscal year.

\* Total Personal income can be calculated using population and per capita income information found on Table 14  
(total personal income for Granville County estimated at \$1,740,073,170 for fiscal year 2012).



TABLE 13

**GRANVILLE COUNTY, NORTH CAROLINA  
LEGAL DEBT MARGIN INFORMATION  
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Debt limit	\$ 239,836,025	\$ 252,878,366	\$ 265,757,959	\$ 280,423,659	\$ 289,483,264	\$ 293,549,061	\$ 316,454,846	\$ 319,622,078	\$ 326,313,710	\$ 343,663,297
Total net debt applicable to limit	48,228,645	45,525,754	53,785,453	55,254,560	51,695,353	57,390,915	53,041,051	84,529,293	91,803,576	86,521,474
Legal debt margin	\$ 191,607,380	\$ 207,352,612	\$ 211,972,506	\$ 225,169,099	\$ 237,787,911	\$ 236,158,146	\$ 263,413,795	\$ 235,092,785	\$ 234,510,134	\$ 257,141,823
Total net debt applicable to the limit as a percentage of debt limit	20.11%	18.00%	20.24%	19.70%	17.86%	19.55%	16.76%	26.45%	28.13%	25.18%
<b>Legal Debt Margin Calculation for Fiscal Year 2014</b>										
Assessed value										\$ 4,295,791,212
Add back: exempt real property										-
Total assessed value										4,295,791,212
Debt limit (8% of total assessed value)										343,663,297
Debt applicable to limit:										
General obligation bonds										38,203,031
Installment Obligations										27,451,269
Certificates of Participation										14,530,000
Lease Financing Agreements - Governmental Activities										6,337,174
Total net debt applicable to limit										86,521,474
Legal debt margin										\$ 257,141,823

TABLE 14

**GRANVILLE COUNTY, NORTH CAROLINA  
DEMOGRAPHIC AND ECONOMIC STATISTICS  
LAST TEN FISCAL YEARS**

<b>Fiscal Year</b>	<b>(1) Population</b>	<b>(2) Per Capita Income</b>	<b>(3) Percent High School Graduate</b>	<b>Percent Bachelor's Degree or Higher</b>	<b>(4) School Enrollment</b>	<b>(5) Unemployment Rate</b>
2005	53,356	23,361	73	13	8,677	6.5%
2006	53,840	25,430	72.4	13	8,704	5.1%
2007	54,606	26,492	66.9	13	8,756	5.2%
2008	55,045	28,098	60.7	13	8,831	6.5%
2009	56,250	27,104	58.4	13	8,786	10.4%
2010	57,434	27,588	65.3	14	8,637	9.9%
2011	60,547	28,085	78.3	14	8,545	10.5%
2012	60,863	28,590	79.9	14	8,505	10.1%
2013	58,036	30,722	81.7	15	8,479	9.8%
2014	58,162	32,087	81.7	15	8,037	6.8%

Source 1: Population figures are from the North Carolina Department of the State Demographer

Source 2: Per capita income figures are from the United States Department of Commerce

Bureau of Economic Analysis. Most recent data available thru 2010.

Fiscal year 2011 & 2012 were estimated based on NC Department of Commerce growth projections.

(Note: fiscal years 2003 - 2010 were restated to reflect a single source of information. Previous tables in prior year CAFR documents utilized a different source for this information)

Source 3: Percent high school graduates and percent bachelor's degree or higher are from the North Carolina Department of Commerce files

Source 4: School Enrollment numbers are from the Department of Public Instruction

Source 5: Unemployment rates are from the North Carolina Department of Commerce - Labor & Economic Analysis Division

TABLE 15

**GRANVILLE COUNTY, NORTH CAROLINA  
PRINCIPAL EMPLOYERS  
CURRENT YEAR AND FIVE YEARS AGO\***

2014				2010			
Employer	Employees	Rank	Percentage of Total County Employment	Employer	Employees	Rank	Percentage of Total County Employment
Revlon	1,374	1	4.94%	Revlon	2,000	1	7.71%
Altec Industries	642	2	2.31%	Altec Industries	300	2	1.16%
Food Lion Distribution	270	3	0.97%	Flextronics	325	3	1.25%
Certainteed Corporation	242	4	0.87%	Food Lion Distribution	300	4	1.16%
Ideal Fastner	230	5	0.83%	Ideal Fastener	300	5	1.16%
Clayton Homes	206	6	0.74%	Certainteed Corporation	300	6	1.16%
Bridgestone Bandag	198	7	0.71%	Clayton Homes	250	7	0.96%
Gate Precast	150	8	0.54%	Newton Instrument Co.	175	8	0.67%
Santa Fe Natural Tobacco	140	9	0.50%	Pallet One of North Carolina, Inc.	175	9	0.67%
Newton Instruments	139	10	0.50%	Bandag, Inc.	168	10	0.65%
PalletOne of North Carolina, Inc.	122	11	0.44%	Carolina Sunrock	151	11	0.58%
Care Fusion	118	12	0.42%	Gate Precast	150	12	0.58%
Total	3,831		13.77%	Total	4,594		17.71%

Source: Information from Granville County Economic Development Commisison

\* Management decided to present this table over a three year period rather than provide ten individual years of information to improve usefulness of the information. Given the changes in business environments, a three year period was determined to provide a clearer picture of economic change. (Note additional years information can be viewed on the County's web site under the Finance Department section: [www.granvillecounty.org](http://www.granvillecounty.org) )

TABLE 16

**GRANVILLE COUNTY, NORTH CAROLINA**  
**FULL-TIME EQUIVALENT COUNTY EMPLOYEES BY FUNCTION**  
**LAST TEN FISCAL YEARS**  
**(UNAUDITED)**

Function	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General Government	31	39	39	38	40	35	35	35.5	35	36.5
Human Services	90	95	95	98	98	98.5	98.5	100	98	98
Community Services	28.5	34.5	35.5	37	37	40.5	42.5	44.5	49.5	56
Public Safety										
Sheriff's Dept./Detention Center	77	79.5	79.5	85	85	90.5	94.5	99.5	99	99.5
Emergency Services*	77	77.5	78.5	78.5	78.5	72.5	25	26	25	29
Emergency Management	1.5	3.5	3.5	3.5	3.5	3	3	4	3	3
Solid Waste	3	5	5	5	5	4	4	4.5	4.5	4.5
Water & Sewer	3	3	3	-	-	-	-	-	-	-
Total	311	337	339	345	347	344	302.5	314	314	326.5

Source: Granville County Human Resource Department & Granville County Finance Department

\* Emergency Services includes, Forestry, EMS, Emergency Communications, & Animal Control. On July 1, 2010 EMS Services & Staff were transferred to Granville Health Systems.

TABLE 17

**GRANVILLE COUNTY, NORTH CAROLINA  
OPERATING INDICATORS BY FUNCTION  
LAST TEN FISCAL YEARS  
(UNAUDITED)**

Function	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Public Safety/Sheriff</b>										
Incident Reports**	1,611	2,069	1,780	2,072	7,641	8,773	10,220	8,920	8,918	8,763
Miscellaneous Incident Reports	5,267	5,611	6,566	6,051	-	-	-	-	-	-
Arrests	1,327	1,795	1,238	1,251	1,117	1,023	1,353	1,409	1,189	1,014
Court Papers	9,138	9,195	9,194	8,824	9,996	8,221	8,026	7,427	6,965	5,945
<b>Public Safety/Emerg Mgmt/Fire</b>										
Number of calls answered (includes fire & medical first response calls)	2,915	2,963	2,403	2,749	2,755	2,475	2,754	2,594	2,585	1,953
Inspections	163	167	170	206	141	172	205	233	263	216
<b>Solid Waste</b>										
MSW Landfill Tonnage (May 1, 2013 - present)									3,091	17,403
C & D Landfill Tonnage	28,184	28,184	29,920	32,833	19,810	16,493	17,171	14,237	13,024	15,447
Convenience Sites Tonnage	7,548	7,548	8,563	8,808	8,572	8,635	8,248	8,069	7,643	7,543
Civil Citations	5	5	6	3	5	4	10	5	7	5
Criminal Citations	1	1	-	-	-	1	1	2	-	1
<b>Community Services/Library</b>										
Items Added to Physical Collection	9,886	7,931	9,060	9,465	8,231	2,429	8,903	7,297	6,904	5,468
Items Added to Virtual Collection^	-	-	-	-	-	-	-	4,067	160	N/A
Circulation	156,423	155,110	154,080	159,820	165,076	178,460	186,335	209,706	136,094	118,346
Internet Use	19,013	28,995	31,647	42,658	68,323	36,648	42,276	45,828	61,369	45,713
Program Attendance	9,951	7,762	11,803	10,564	6,347	4,378	4,261	6,594	6,584	14,160
<b>Community Services/Planning &amp; Inspections</b>										
Number of Building Permits Issued	467	613	736	672	612	573	443	393	474	459
Number of Mobile Home Permits Issued	118	105	80	121	69	60	61	57	59	52
Number of Other Permits Issued (Includes Electrical, Plumbing & Mechanical)	675	848	507	431	466	548	574	588	695	768
<b>Human Services/Social Services</b>										
Average # Adult Medicaid Eligible Cases	2,167	2,253	2,300	2,327	2,317	2,293	2,340	2,464	2,525	2,515
Average # Family & Child Medicaid Cases	2,577	2,839	3,116	3,281	3,562	4,031	4,168	4,335	4,366	4,315
Average # Households Receiving Food Stamps	1,701	1,953	2,077	2,173	2,365	3,041	3,738	4,156	4,187	4,412
Average \$ Fraud Collections per Month	2,501	2,432	3,802	4,147	4,242	3,853	3,313	3,158	2,814	1,714
<b>Education</b>										
School enrollment	8,677	8,704	8,756	8,831	8,786	8,637	8,545	8,505	8,479	8,037

Sources: Various county government departments. School enrollment statistics are from the North Carolina Department of Public Instruction

^ Virtual collection includes e-books & downloadable audio books.

\*\* Beginning fiscal year 2009, the Granville County Sheriff's Department combines miscellaneous incident reports and individually initiated incident reports.

TABLE 18

**GRANVILLE COUNTY, NORTH CAROLINA  
CAPITAL ASSET STATISTICS BY FUNCTION  
LAST TEN FISCAL YEARS  
(UNAUDITED)**

Function	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Public Safety										
Sheriff (Stations)	2	2	2	2	2	2	2	2	2	2
Fire stations	14	14	14	14	14	14	14	14	14	14
Highways and streets										
Streets (miles)	918	918	924	1508	1508	1510	1528	1534	1595	1513
Culture and recreation										
Parks	1	1	1	1	2	2	2	2	2	2
Libraries	4	4	4	4	4	4	4	4	4	4
Education										
Schools	14	16	18	18	18	19	19	20	20	20

Source: North Carolina Department of Public Instruction, Granville County  
Granville County Finance Office

## REVALUATION RESERVE

**Overview:** North Carolina General Statue 153-A-150 mandates that counties set aside funds to finance the octennial reappraisal of real property. Each year a county must appropriate funds to its reappraisal reserve fund in an amount that will accumulate enough to finance the next reappraisal. Once placed in these accounts, the funds must be used only for this purpose.

**Outlook:** According to the Tax Administrator and Finance Director the 2010 reappraisal cost a total of \$568,319. In planning for the 2018 Revaluation, it is assumed that the expected reserve fund balance of \$110 plus future deposits and investment earnings will be more than sufficient to meet the projected cost.

### Assumptions used to project cost for the 2018 Revaluation:

- Annual Contributions of \$98,000 will be made at the end of each remaining fiscal year.
- Projection assumes an average investment earnings rate range of .5% - 1.0% annually.
- Amount required is calculated on 36,770 parcels being reviewed at \$21.50 each.

### Historical Review of Granville County Property Revaluation

<i>Revaluation Year</i>	<i>Number of Parcels</i>	<i>Rate per parcel *</i>	<i>Cost</i>
1994 (actual)	26,852	\$ 12.95	\$ 347,733
2002 (actual)	26,977	\$ 16.60	\$ 434,594
2010 (actual)	30,200	\$ 18.82	\$ 568,319
2018 (projected)	36,770	\$21.50	\$ 790,555

Revised as of 4/6/2013

\* Rate per parcel includes associated cost such as advertising, mailings, and printing cost.

### Summary of Actual & Projected Fund Balances

	Actual Budgeted Fiscal Year 2011	Actual Fiscal Year 2012	Actual Fiscal Year 2013	Actual Fiscal Year 2014	Estimated Fiscal Year 2015	Projected Fiscal Year 2016	Projected Fiscal Year 2017	Projected Fiscal Year 2018
Annual Appropriation	98,000	98,000	98,000	98,000	98,000	98,000	98,000	98,000
Investment Earnings	12	161	404	315	504	1,470	1,972	2,162
Expenditures	0	0	0	0	0	0	323,000	467,555
Ending Fund Balance*	98,122	196,283	294,687	393,002	491,506	590,976	367,948	555

\*Reserve amount as of June 30, 2010 was \$110.

School Restricted Capital  
Fund Balance Classification for GASB 54  
(Note: Fund Balance shows as a Commitment of Fund Balance in the General Fund)

Fiscal Year	Revenues					Expenditures					Balance Projected to be Committed in General Fund
	Restricted Sales Tax (1)	ADM or Lottery Funds Requested (2)	Investment Earnings Allocation (3)	General Fund Contribution (4)	Total Restricted Revenues	Category 1 Programmed Capital Outlay (5)	Other Capital Outlay Projects (6)	160A(20) Financing Debt Service	GO Bond & Refunding Debt Service	Total Expenditures for School Capital	
07/08	2,310,254	1,103,970	128,278	2,224,453	5,766,955	649,506	1,009,985	142,545	4,300,019	6,102,055	2,750,327
08/09	2,143,015	1,920,000	38,813	1,468,500	5,570,328	675,486	890,743	279,984	4,208,769	6,054,982	2,265,673
09/10	1,832,920	600,000	4,168	1,719,100	4,156,188	926,086	0	273,177	4,180,681	5,379,944	1,041,917
10/11	1,827,708	1,488,000	1,529	2,591,529	5,908,765	675,486	1,018,000	266,370	4,544,906	6,504,762	445,921
11/12	2,048,677	800,000	1,531	3,765,855	6,616,063	540,586	0	259,563	5,651,932	6,452,081	609,902
12/13	2,099,894	1,060,202	1,600	3,630,059	6,791,755	540,586	910,202	252,756	4,947,268	6,650,812	750,845
13/14	2,068,484	1,000,000	102	3,536,006	6,604,592	957,671	0	245,949	5,400,973	6,604,592	750,845
14/15 Projected	2,120,196	800,000	300	3,757,335	6,677,831	957,671	0	441,536	5,278,624	6,677,831	750,845
<b>15/16</b>	<b>2,173,201</b>	<b>500,000</b>	<b>300</b>	<b>4,885,689</b>	<b>7,559,190</b>	<b>986,401</b>	<b>0</b>	<b>1,378,504</b>	<b>5,194,285</b>	<b>7,559,190</b>	<b>750,845</b>
16/17	2,227,531	1,000,000	300	4,187,740	7,415,571	1,015,993	0	1,346,734	5,052,843	7,415,571	750,845
17/18	2,283,219	1,000,000	300	4,010,023	7,293,542	1,046,473	0	1,314,964	4,932,105	7,293,542	750,845
18/19	2,340,300	1,000,000	300	3,823,065	7,163,665	1,077,867	0	1,283,194	4,802,604	7,163,665	750,845
19/20	2,398,807	1,000,000	300	3,654,259	7,053,366	1,110,203	0	1,251,424	4,691,738	7,053,366	750,845

\* GASB 54 Implementation Year - Expenditure priority = Most Restrictive revenues first, Least Restrictive revenues last

(1) Sales tax revenue estimated to increase 2.5% annually

(2) ADM & Lottery Funds are expected to be limited by State Budget actions in future years

(3) Interest earning rates of 1% used to budget for future years

(4) Includes General Fund contribution for debt service and Other non-restricted revenues (if any)

(5) Category 1 funding is approved each year within the funding strategy adopted in 1997 (growth held to no more than 3% unless specific increase identified and agreed upon by both Boards)

(6) Other Capital Projects as approved by both boards not otherwise identified in this report



## DEBT SERVICE SUMMARY

- Granville County strictly adheres to the requirements set forth by the Local Government Bond Act (G.S. Chapter 159). G.S. 159-55 provides that the net General Obligation debt of the County not exceed 8 percent of the appraised value of property subject to taxation. As of the most recent audited financial statements dated June 30, 2014 the County had a legal debt margin of \$257,141,823

Tax-Supported 10-Year Debt Payout Ratio is 71.60%

Percentage of tax supported debt to Appraised Value of Property is 2.01%

Total Debt per Capita as of June 30, 2014      \$1,488

GO Debt per Capita as of June 30, 2014      \$ 656

- Granville County has taken the approach to finance projects with a “pay-as-you-go” basis whenever possible, however in 2005, 2009, and 2013 the county approved debt for school projects which required a 5¢, 2.5¢, and 2.5¢ tax increases respectively for anticipated debt service.
- The County currently holds the following ratings: Moody’s rating is at Aa2, Standard and Poor’s rating at AA-, and the North Carolina Municipal Council Rating of 84.
- The County Finance Department has adopted the following targets and outside guidelines to measure the recommended amount of debt that the County could prudently authorize and issue over the next five (5) years. Net Tax-Supported Debt Service as a percentage of General Tax Revenues should be targeted at no more than 15% and not exceed 18%; and Net Tax-Supported Debt as a percentage of Personal Income should be targeted at no more than 3% and not exceed 4%. More information about these targets and the County’s performance can be reviewed in the Statistical Section of the County’s *Comprehensive Annual Financial Report* located on the County’s web site [www.granvillecounty.org](http://www.granvillecounty.org) under the Finance Department page.

The following table shows the budgeted interest expenditures and principle for fiscal year 2015-2016:

Category of Debt	Principle	Interest
Schools	\$ 4,547,140	\$ 2,015,571
Hospital	627,044	648,669
Library System	400,000	210,000
911 Emergency Telephone System Fund & Public Safety - Communication	111,500	9,333
County Parks	33,510	7,627
Economic Development	1,395,739	246,161
<b>Total Debt Service 2015-2016*</b>	<b>\$7,114,932</b>	<b>\$3,137,361</b>

\*See note above table

## DEBT SERVICE

**Overview:** In response to GASB 54, Granville County incorporated debt service within the General Fund and Emergency Telephone System Fund beginning fiscal year 2011-2012. Granville County has various sources of revenues, which are used to retire each obligation. The current sources of revenue are Granville Health Systems (Hospital), Emergency Telephone System restricted revenues, restricted portions of Sales Tax revenues, Lottery proceeds, and general fund revenues. At present, the County uses several different types of financing: General Obligation Bonds, Installment Purchase, Inter-local Agreements, COPS, and Refunding.

**GO or General Obligation debt** is issued by the County and pledges the full faith and credit of the County. Therefore, GO bonds must be approved by the citizens of a jurisdiction and are guaranteed by future tax revenue. The most important County obligation is for payment of GO debt. **Refunded GO bonds** represent general obligation bonds that are refinanced to obtain a lower net interest cost.

**Installment Purchase (referred to as a 160A-20)**, is a lease purchase in which the item or items purchased or renovated serve as collateral. There is no public approval necessary and these instruments are generally used for smaller projects due to the low issuance cost of these types of debt. The term of the note is generally shorter than GO bonds.

*#Table reflects cancellation of E.D. – Water/Wastewater financing with Henderson and initiation of financing with Oxford.*

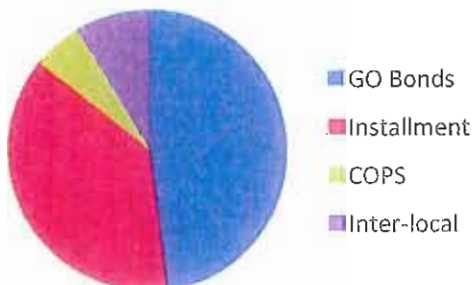
Analysis of Debt for Granville County		Balances At Fiscal Year End				
	Funding Source	As of 6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Outstanding Debt as of June 30		83,547,916	88,930,557	81,815,625	74,717,822	67,756,484
GO School Bonds – Series 2005	Restricted Sales Tax	1,000,000	0	0	0	0
Refunding, Series 2013 – GO Bonds	Restricted Sales Tax & GF	16,085,000	16,075,000	15,015,000	13,980,000	12,475,000
GO School Bonds – Series 2006	Restricted Sales Tax	6,175,000	5,700,000	5,225,000	4,750,000	4,275,000
Public Improvement Bonds (2/3 Bonds)	General Fund	50,000	0	0	0	0
Installment Purchase – Hospital Construction (January 2003)	GHS	597,222	430,555	263,888	97,222	0
Installment Purchase – Hospital Window Renovations	GHS	885,173	785,643	682,089	574,347	462,250
Construction Loan – Hospital ER Renovation	GHS	14,000,000	13,794,392	13,538,457	13,272,096	12,994,881
Medical Office Building - Hospital	GHS	1,670,733	1,573,505	1,472,617	1,367,930	1,259,302
Installment Purchase – Schools & E-911 Communications	School Capital & General Fund	1,945,614	1,651,130	1,356,646	1,062,162	823,428
Library, Series 2009-B	General Fund	6,000,000	5,600,000	5,200,000	4,800,000	4,400,000
Early College School, Series 2009-A	School Capital	1,200,000	1,120,000	1,040,000	960,000	880,000
Refunding Series 2009-C	Schools Capital	5,165,000	3,990,000	2,830,000	1,690,000	1,065,000
GCHS Expansion	Schools Capital	0	\$11,750,000	\$10,965,000	\$10,180,000	\$9,395,000
Economic Development # Water & Waste Water	General Fund	6,337,175	5,500,000	4,743,262	3,977,065	3,201,290
Economic Development Land & Buildings	General Fund	8,950,000	8,311,000	7,672,000	7,033,000	6,394,000
COPS, Series 2010A – RZEDB	Schools	9,315,000	8,825,000	8,335,000	7,845,000	7,350,000
COPS, Series 2010B – QSCB	Schools	4,171,999	3,824,332	3,476,666	3,129,000	2,781,333
<b>Granville County Population</b>		<b>63,085 (est)</b>	<b>64,347 (est)</b>	<b>64,347 (est)</b>	<b>64,347 (est)</b>	<b>64,347 (est)</b>

## DEBT SERVICE

### Debt Service Requirements

Issue Date	Final Pay Date	Debt Description	Actual Fiscal Year 2013-2014	Budget Fiscal Year 2014-2015	Budget Fiscal Year 2015-2016	Interest Rate	Type
9/12	8/27	Economic Development – Land & Building	198,690	830,597	816,411	2.35	160A-20
3/12	3/21	Economic Development – # Water & Waste Water Development	951,138	951,138	825,488	1.25	Inter-local Gov't
6/05	5/23	GO Bonds – Series 2005 Public Improvement	54,500	52,000	0	4.074	GO Bond
8/09	6/20	Refunding, Series 2009-C 97.98% School – 2.02% Parks	1,385,150	1,334,450	1,284,200	3.08	GO Bond
10/01	4/20	Refunding, Series 2013 99.0492% Schools – 0.9508% Parks	548,850	548,600	1,598,350	1.755	GO Bond
6/05	5/23	GO School Bonds – Series 2005	1,090,000	1,050,000	0	4.074	GO Bond
11/06	5/26	GO School Bonds – Series 2006	725,919	706,919	687,919	3.732	GO Bond
8/09	6/29	Early College School – Series 2009-A	130,100	127,700	125,100	3.73	GO Bond
8/10	9/30	Ltd Obligation Series 2010A - RZEDB	943,130	932,105	918,753	2.914 *	COPS
8/10	9/25	Ltd Obligation Series 2010B – QSCB^	611,025	611,024	611,024	.056*	COPS
11/07	11/22	Schools & Equipment	375,077	364,122	353,167	3.20	160A-20
8/09	6/29	County Library System – Series 2009-B	634,000	622,000	610,000	3.53	GO Bond
7/12	7/27	Hospital – Medical Building	158,648	158,648	158,648	3.73	160A-20
1/03	1/18	Hospital – Renovation	197,786	187,969	181,152	4.090	160A-20
3/07	3/22	Hospital – Window Renovation	132,873	132,873	132,873	3.970	160A-20
8/11	8/14	Hospital – ER Renovation@	281,400	140,700	803,040	2.01	160A-20
9/14	10/29	Schools - GCHS Expansion	0	202,394	1,146,189	3.18	160A-20
		Totals*	8,415,286	8,953,239*	10,263,269		
* Note: Includes effect of interest rate subsidy from U.S. Treasury Department. ^Includes sinking fund payment of \$347,667. # FY 2015-2016 budgeted payment reflects cancellation of E.D. – Water/Wastewater financing with Henderson and initiation of financing with Oxford. @- FY 2015 2015-2016 budgeted debt payment reflects refinancing of debt from interest only payments to PNC Bank to principal and interest payments to USDA							

## Outstanding Debt as of 6/30/2014



## **Granville County Debt and Reserve Policies**

### **Debt Policy**

#### **Introduction:**

The purpose of the Granville County Debt Policy is to provide guidelines and procedures for the issuance and management of debt. Many of the processes for approval, sale and repayment of debt are controlled by North Carolina statutes and regulations. These laws and regulations, which provide debt policy for most North Carolina local governments, are not repeated here, but this policy must be considered in conjunction with those laws and regulations.

#### **Use of Debt Financing:**

The County will take a balanced approach to capital funding utilizing debt financing, capital reserves, and pay-as-you-go funding that will provide the least financial impact on the taxpayer. Debt is only to be incurred for financing capital assets that, because of their long-term nature or because of budgetary restraints, cannot be acquired from current or budgeted resources. Debt is not to be used for operational needs. Debt financing can include general obligation bonds, revenue bonds, installment financing, certificates of participation, lease/purchase agreements, special obligation bonds, or any other financing instrument allowed under North Carolina statutes. Granville County will seek to utilize the least costly/most appropriate form of financing for its project needs. When possible, the County will utilize the non-voted (two-thirds) authorization for general obligation bonds that are allowed under North Carolina law.

Authorization for general obligation bond financing generally shall not be considered for capital improvement projects or groups of projects which have a total cost of less than \$5 million dollars or which have a useful life less than ten years.

The use of installment financing or lease-purchase financing can result in unnecessary cost when used inappropriately. Such financing should be used only for purchases over \$100,000 and at interest rates that are reasonable in comparison to general obligation rates.

The term of any type of debt financing will not exceed the useful life of the assets being financed. Target debt ratios will be annually calculated and included in the review of financial trends.

#### **Debt Affordability:**

The County will use an objective, analytical approach to determine the amount of debt to be considered for authorization and issuance. This process involves the comparison of generally accepted standards of affordability to the current County values.

These standards and guidelines shall include the following:

***Net Debt as a Percentage of Market Value***

Net Debt as a percentage of estimated market value of taxable property shall not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.

***Debt Service Expenditures as a Percentage of Total Government Revenues***

Debt service expenditures as a percent of total governmental fund revenues should not exceed 15.0%. Should this ratio exceed 15.0% staff must request an exception from the Board of Commissioners stating the justification and expected duration of the policy exception.

***Ten-Year Payout Ratio***

The County will strive to maintain a debt payment structure whereby 55% or more of outstanding tax-supported debt principal is paid within ten years.

**Debt Structure:**

The actual structure and sale of most bond issues is conducted in conjunction with the Local Government Commission (LGC), a division of the Office of the State Treasurer. The LGC usually functions as the financial advisor to local governments when issuing debt. Structuring must take into consideration current conditions and practices in the municipal finance market.

Debt will be paid off in a timeframe that is less than the useful life of the asset or project acquired through the financing. General obligation bonds will generally be competitively bid with no more than a 20-year life. Negotiated sales or private placements, however, may be used where allowed when complex financing or sales structure is a concern with regard to marketability. Debt service for each issue will be structured in an attempt to minimize the County's interest payments over the life of the issue while taking into account the existing debt service obligations of the County.

**Credit Rating:**

The County will seek to obtain the highest bond ratings on its general obligation debt. The County will seek to maintain or improve its current ratings AA- from Standard & Poors and Aa2 from Moody's. Credit enhancements will only be used when necessary for cost-effectiveness and/or marketability. The County will maintain good communications with bond rating agencies about its financial conditions and operations with information being sent to the rating agencies on a regular basis. Credit ratings will be sought from at least two of the major, national rating agencies.

**Refunding of Outstanding Debt:**

The County will monitor the municipal bond market for opportunities to obtain interest savings by refunding or advance refunding outstanding debt. The estimation of net present savings should be, at a minimum, in the range of 2.5 - 3% of the refunded maturities before a refunding process begins.

**Arbitrage Rebate Reporting and Covenant Compliance:**

The County will maintain a system of record keeping and reporting to meet the arbitrage and rebate compliance requirements of the federal tax code.

**Administration and Implementation:**

The County Manager and the Director of Finance are responsible for the administration and issuance of debt including the completion of specific tasks and responsibilities included in this policy.

**Reserve Policy**

The County will strive to maintain Unassigned General Fund Balance, as defined by the Governmental Accounting Standards Board, at the close of each fiscal year equal to 35% of General Fund Expenditures. At no time shall the County's Unassigned Fund Balance fall below 30% of General Fund Expenditures. Unassigned Fund Balance in excess of the targeted 35% of General Fund Expenditures may be appropriated from time to time for pay-as-you-go capital and other one-time uses.

The County Board may, from time-to-time, utilize fund balances that will reduce Unassigned Fund Balance below the 30% policy floor for the purposes of a declared fiscal emergency or other such global purpose as to protect or enhance the long-term fiscal security of Granville County. In such circumstances, the Board will adopt a plan to restore the Unassigned Fund Balance to the policy level within 36 months. If restoration cannot be accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period.

Adopted by Board of County Commissioners \_\_\_\_\_

**Vehicle Replacement  
Recommended Budget  
For Fiscal Year 2015-2016**

<b>Department</b>	<b>Prior Year Actual</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Manager Recommendation</b>	<b>Estimated Number of Vehicles</b>
Sheriff's Department	\$ 312,969	\$ 390,500	\$ 390,500	\$ 350,000	\$ 10
Inspections	\$ 17,264	\$ 24,000	\$ 24,000	\$ 22,000	\$ 1
Animal Management	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 1
Economic Development	\$ -	\$ -	\$ -	\$ 30,000	\$ 1
Social Services	\$ 40,777	\$ 23,500	\$ 23,500	\$ 23,500	\$ 1
Information Technology	\$ -	\$ -	\$ -	\$ 30,000	\$ 1
Fleet Car Services	\$ 3,358	\$ 35,000	\$ 35,000	\$ 35,000	n/a
<b>Totals</b>	<b>\$ 374,368</b>	<b>\$ 473,000</b>	<b>\$ 495,000</b>	<b>\$ 512,500</b>	<b>\$ 15</b>

## Department Head List

Mr. Michael Felts, County Manager  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-693-5240

Brindell B. Wilkins, Jr., Sheriff  
P. O. Box 1286  
Oxford, NC 27565  
Work Number: 919-693-3213

Mrs. Kathy M. Adcock  
Register of Deeds  
P. O. Box 427  
Oxford, NC 27565  
Work Number: 919-693-6314

Mrs. Tonya Burnette, Director  
Board of Elections  
P. O. Box 83  
Oxford, NC 27565  
Work Number: 919-693-2515

Mr. Jason Falls  
Environmental Programs Director  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-691-0928

Mr. Raymond Allen  
Parks and Grounds Director  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-693-3716

Mr. Steve McNally  
Finance Director  
P. O. Box 1286  
Oxford, NC 27565  
Work Number: 919-693-4182

Mr. Paul Westfall, Director  
Cooperative Extension Service  
P. O. Box 926  
Oxford, NC 27565  
Work Number: 919-603-1350

Mr. Scott Phillips  
Director of Development Services  
P. O. Box 877  
Oxford, NC 27565  
Work Number: 919-603-1425  
Barry Baker, Planning Director

Mr. Matt Katz  
Animal Management Director  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-812-7913

Mrs. Stacey Tapp  
911 Center Manager  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-692-0141

Mrs. Wendy Pennington  
Human Resources Director  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-603-1639

Mrs. Debra A. Weary  
Assistant to the Manager/Clerk to the Board  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-693-5240

Mr. Harry Mills  
Economic Development Director  
P. O. Box 26  
Oxford, NC 27565  
Work Number: 919-693-5911

Mrs. Monique Heggie  
Internal Auditor  
P. O. Box 26  
Oxford, NC 27565  
Work Number: 919-693-9539

Mr. Doug Logan, Emergency Management  
Coordinator/Fire Marshal  
P. O. Box 598  
Oxford, NC 27565  
Work Number: 919-603-1310

Mrs. Judy Stovall  
Tax Administrator  
P. O. Box 219  
Oxford, NC 27565  
Work Number: 919-693-4181

Mr. Louis W. Bechtel, Director  
Department of Social Services  
P. O. Box 966  
Oxford, NC 27565  
Work Number: 919-693-1511

Mrs. Deana Cunningham, Interim Director  
Granville County Library System  
P. O. Box 339  
Oxford, NC 27565  
Work Number: 919-693-1121

Mrs. Kathy May  
Senior Services Director  
119 Hilltop Village  
Oxford, NC 27565  
Work Number: 919-693-1930

Mr. Warren Daniel  
SCS District Administrator  
P. O. Box 10  
Oxford, NC 27565  
Work Number: 919-693-4603, Ext. 3

Mr. Pello Duncan  
Veterans Service Officer  
119 Hilltop Village  
Oxford, NC 27565  
Work Number: 919-693-1484

Mr. Gary Bowen  
Maintenance Supervisor  
P. O. Box 1286  
Oxford, NC 27565  
Work Number: 919-603-5335

Mr. Yancey Washington  
Clerk of Superior Court  
Granville County Courthouse, 101 Main Street  
Oxford, NC 27565  
Work Number: 919-690-4800

Mrs. Lisa M. Harrison, Director  
V-G District Health Department  
P. O. Box 367  
Oxford, NC 27565  
Work Number: 919-693-2141

Mrs. Angela Allen, Director  
Tourism Development Authority  
P. O. Box 820  
Oxford, NC 27565  
Work Number: 919-693-6125

Mr. Chris Brame  
Network Administrator  
P. O. Box 906  
Oxford, NC 27565  
Work Number: 919-693-0714



# GRANVILLE COUNTY

## FEE MANUAL

### Fiscal Year 2015-2016

**(Recommended)**

---

EMS Fees Amended 5/17/2010  
Animal Control Fees Amended 5/17/2010  
Solid Waste Management Fees Amended 5/17/2010  
Fire Marshal Fees Amended 5/17/2010  
Board of Elections Fees Amended 10/18/2010  
Solid Waste Management Fees Amended 6/20/2011  
Planning Fees Amended 6/20/2011  
General Government Fees Amended 6/20/2011  
Solid Waste Management Fees Amended 5/21/2012  
Tax Administration Fees Amended 5/21/2012  
Inspections Fees Amended 5/21/2012  
Senior Services Fees Amended 5/21/2012  
Register of Deeds Fees Amended 5/21/2012  
Cooperative Extension Fee Amended 5/21/2012  
Department of Social Services Fee Amended 5/21/2012  
Sheriff's Department Fees Amended 5/21/2012  
Detention Center Fees Amended 5/21/2012  
Animal Control Fees Amended 6/4/2012  
Board of Elections Amended 6/17/2013  
Planning Fees Amended 6/17/2013  
Animal Control Fees Amended 6/17/2013  
Expo Center Fees Amended 6/17/2013  
Inspections Amended 11/18/2013  
Solid Waste Management Fees Amended 6/2/2014  
Granville Athletic Park Fees Amended 6/2/2014  
Planning Fees Amended 6/2/2014  
Senior Services Fees Amended 6/2/2014

## **Introduction**

Granville County Government provides many services to its citizens. While a majority of the revenue that pays for these services is through local and State authorized taxes, some services are appropriately funded by user-fees. The user-fee concept essentially states that the cost of services that benefit a certain person or group of persons should be paid for by those persons. The cost of the service should be measurable and some administrative mechanism for charging the beneficiary should be available.

The user-fee concept promotes fairness because the revenue supplements the tax dollars that would otherwise be used to pay for the service. If, for example, the Inspections Department was funded by general tax revenue, the general citizenry would pay for the mandatory inspections required of homebuilders and developers. A full-cost recovery user-fee supplants this tax revenue and transfers these costs to the beneficiary of the services, ultimately the home buyer.

The following pages present a consolidated directory of user-fees for all departments.

## **EMERGENCY SERVICES DEPARTMENT**

### **EMS Division Fees**

	<b>Fee</b>
Ambulance Call Record (ACR) Fee (applies only to liability claims for person injury) (amended 3-15-99; amended 7-1-05)	\$15.00
Ambulance Franchise Application Fee	\$1,000.00

### **Animal Control Division Fees**

	<b>Fee</b>
Ordinary Redemption by Owner- 1 <sup>st</sup> Time	\$25.00
Ordinary Redemption by Owner- 2 <sup>nd</sup> Time within 1 year	\$50.00
Ordinary Redemption, more than twice in 1 year	\$75.00
Redemption by Owner for Violation of Section 1-8- 1 <sup>st</sup> time	\$25.00
Redemption by Owner for Violation of Section 1-8-2 <sup>nd</sup> Time within 1 year	\$50.00
Redemption by Owner for Violation of Section 1-8 more than twice in 1 year	\$100.00
Boarding Fee while animal impounded	\$10.00 per day
Adoption Fee (amended 6/4/12) – includes vaccines	\$50.00
Adoption Fee for 501C3 Non-Profit Rescues & Fostering Veterinarians	\$15 per animal with a maximum of \$50
Vaccination Fee (1Year)	\$6.00
Failure to comply with adoption contract penalty	\$150.00

### **Spay/Neuter Program:**

Adopters can choose to purchase Spay/Neuter coupons from the Animal Shelter, which can be used for spay/neuter operations performed by veterinarians within the participating network. There are a limited number of coupons available each year. Coupon Fees are as follows:

Dog/Puppy less than 60 pounds	\$45
Dog/Puppy 60 pounds and over	\$55
Cats/Kittens	\$30

*Note: Special rules apply for low income eligible adopters; contact the Animal Shelter staff for more details.*

### **Fire Marshal Fees**

<b>Section A. Permits:</b>	<b>Fee</b>
1. Airports, Heliports, and Helistops: Operation of an airport, heliport, or helistop	\$50.00
2. Bowling Pin and Bowling Alley Resurfacing and Refinishing: Bowling Pin refinishing or Bowling Lane Resurfacing	\$50.00
3. Cellulose Nitrate Motion Picture Film: Storage and handling of over 25lbs of cellulose nitrate film	\$50.00
4. Cellulose Nitrate Plastic	\$50.00
5. Combustible Fibers: Storage and handling of combustible fibers in excess of 100 cubic feet	\$50.00
6. Compressed Gas: Storage, use, or handling of more than 2,000 cubic feet of flammable compressed gas or 6,000 cubic feet of nonflammable compressed gas	\$50.00
7. Crude Oil Production	\$50.00
8. Cryogenic Fluids: <ul style="list-style-type: none"> <li>A. Production, storage or sale of cryogenic fluids</li> <li>B. Transportation on the highway of flammable cryogenic fluids in excess of 120 gallons</li> <li>C. Transportation on the highway of liquefied oxygen or cryogenic oxidizers in excess of 120 gallons</li> <li>D. Storage and transportation of nonflammable, nontoxic cryogenic fluids in excess of 500 gallons</li> <li>E. Storage or use of more than 10 gallons of liquefied oxygen, flammable cryogenic fluids or cryogenic oxidizers</li> </ul>	\$50.00
9. Dry Cleaning Plants: Operation of a dry cleaning plant	\$50.00
10. Explosives, Blasting Agents and Ammunition: <ul style="list-style-type: none"> <li>A. 48 Hours</li> <li>B. 7 Days</li> <li>C. 30 Days <ul style="list-style-type: none"> <li>1) To manufacture, possess, store, sell or otherwise dispose of explosive or blasting agents</li> <li>2) To transport explosive or blasting agents</li> <li>3) To use explosive or blasting agents</li> <li>4) To operate a terminal for handling explosive or blasting agents</li> <li>5) To deliver to or receive explosives or blasting agents from a carrier at a terminal between the hours of sunset and sunrise</li> <li>6) To transport blasting caps or electric blasting caps on the same vehicle with explosives</li> <li>7)</li> </ul> </li> </ul>	\$125.00 \$250.00 \$500.00

11. Flammable and Combustible Liquids:	\$50.00
<ul style="list-style-type: none"> <li>A. Storage, handling or use of Class I flammable liquids in excess of 3 gallons in any dwelling or other place of human habitation, or in excess of 6 gallons in any other dwelling or other occupancy, or in excess of 10 gallons outside of any building; except that no permit shall required for the following:</li> <li>B. Storage, handling or use of Class II or III liquids in excess of 25 gallons in a building; or in excess of 60 gallons outside a building, except for fuel oil used in connection with oil burning equipment</li> <li>C. For the manufacturing, process, blending, or refining of flammable or combustible liquids. Applications for a permit shall be accompanied by plans showing the topography of the proposed site, the proximity of the plant to places of assembly, residential, or mercantile occupancies, and adequacy of water supply for fire control;</li> <li>D. For the storage of flammable or combustible liquids in stationary tanks</li> </ul>	
12. Flammable Finishes	
<ul style="list-style-type: none"> <li>A. Spraying</li> <li>B. Dipping</li> </ul>	\$50.00
Spraying or dipping operations utilizing more than 1 gallon of flammable or combustible liquid on any working day	\$50.00
13. Fruit Ripening Processes: Crop ripening or coloring process	\$50.00
14. Fumigation and Thermal Insecticide Fogging: Any fumigation or thermal insecticide fogging process	\$50.00
15. Hazardous Chemicals:	\$50.00
<ul style="list-style-type: none"> <li>A. Storage or handling of more than <u>55 gallons of corrosive liquids</u></li> <li>B. Storage or handling of more than <u>500 pounds of oxidizing materials</u></li> <li>C. Storage or handling of more than <u>10 pounds of organic peroxides</u></li> <li>D. Storage or handling of more than <u>500 pounds of nitro methane</u></li> <li>E. Storage or handling of more than <u>1,000 of ammonium nitrate fertilizers and fertilizer mixtures</u></li> <li>F. Storage or handling of <u>any amount of highly toxic material or poisonous gas</u></li> <li>G. Storage or handling of more than <u>one millieurie or radium or other radioactive material</u></li> <li>H. Storage or handling of any amount of radioactive material for which a <u>specific license</u> from the <u>United States Nuclear Regulatory Commission is required</u></li> <li>I. Filing fee for each Material Safety Data Sheet (MSDS) or other filing required by the Superfund Amendments and Reauthorization Act (SARA) of 1986</li> </ul>	\$1.00 per sheet
16. High Pile Combustible Stock: High pile stock in areas of more than 2,500 square feet (with 231 C Systems)	\$50.00
17. Liquefied Natural Gas:	\$50.00

18. Liquefied Petroleum Gas: Storage contain exceeding 299 gallons individual water capacity or combined container storage exceeding 499 gallons irrespective of individual container size	\$50.00
19. Lumber storage: Any facility or operation in which more that 100,000 board feet of lumber is to be storage or used	\$50.00
20. Magnesium: Melting, costing, heat treating machining, or grinding of more than 10 pounds of magnesium per working day	\$50.00
21. Mechanical Refrigeration: Installation or operation of cylinders with more than 20 pounds of refrigerant	\$50.00
22. Motion Picture Project: To operate a motion picture projection machine	\$50.00
23. Organic Coatings: Manufacturing of more than one gallon of organic coating on any working day	\$50.00
24. Ovens: Industrial baking or drying ovens using oil or gas fuel	\$50.00
25. Pipelines for Flammable or Combustible Liquids	\$50.00
26. Places of Assembly:	
A. <u>Small</u> : Any building or room or space within a building having a local occupancy of 100-700 persons which has been designed and intended to be operated, used, or maintained as a place of assembly	\$50.00
B. <u>Large</u> : Same as small assembly except exceeding 700 persons	\$50.00
27. Pulverized particles (dust): Industrial processes producing combustible dusts	\$50.00
28. Repair Garages: Any place of business using any building, shed, or enclosure for the purpose of servicing motor vehicles	
A. <u>Small</u> : <5,000 square feet	\$50.00
B. <u>Large</u> >5,000 square feet	\$50.00
29. Tank Vehicles for Flammable & Combustible Liquids: Businesses of Delivery of flammable or combustible liquids from tank vehicles, Tank Bulk Storage Farm	\$50.00
30. Tents and Air Supported Structures: Any tent or air supported structure exceeding 120 square feet in area or intended for the use of 10 or more people	\$50.00
31. Tire Rebuilding Plant	\$50.00
32. Wrecking Yard, Junk Yard or Waste Handling Plant: To conduct or maintain any wrecking yard, junk yard, or waste material handling plant	\$50.00
33. Underground Storage Tank Installation or Removal (Per Site)	\$200.00
34. Above Ground Storage Tank Installation or Removal (Per Site)	\$200.00
35. Temporary Kiosks	\$25.00
36. Open Burning Permit:	
A. Residential or Bonfire	No Charge
B. Commercial	\$50.00

<p>37. Semiconductor Fabrication Facilities: Using Hazardous Production Material (HPM); Any semiconductor fabrication facility which store, handle or use hazardous production materials Hazardous Production (Material-HPM)-a solid, liquid or gas that has a degree of hazard rating in Health, flammability or reactivity of Class 3 or 4 as ranked by NFPA Standard 704</p>	\$50.00
<p>38. Welding and Cutting, Calcium Carbide and Acetylene Generators: A. Welding or Cutting <b>Exception (Welding or Cutting)</b> A. Welding or cutting in areas approved for the purpose B. Having an approved permit system established for the control of the fire hazards involved <b>Cylinders and container storage exceeding:</b> A. 2,000 cubic feet of flammable compressed gas B. 300 pounds of liquefied gas (LPG) C. 6,000 cubic feet of nonflammable compressed gas <b>Use or storage of calcium carbide in excess of 200 pound</b> <b>Operation of an acetylene generator having a carbide capacity exceeding 5 pounds</b></p>	\$50.00
39. Matches: Manufacture or storage of more than 25 cases in aggregate	\$50.00
<p>40. Fireworks: A. Manufacture B. Sale, Possession, Outdoor Public Display C. Indoor Public Display</p>	<p>\$100.00 \$200.00 \$300.00</p>
<p>1. Photocopies: Copies of fire reports, documents, etc. to support office operation</p>	<p>\$1.00 Per sheet</p>
<b>Section C. Mandated State Inspections</b>	
1. Regular Inspections	See Section E
<p>2. Imminent Hazard Violation (fine for EACH violation immediately). Overcrowding Locked Exit Door Blocked Exit Door</p>	\$250.00
3. Other Non-compliance (fine for EACH violation)	\$50.00
<b>Section D. Re-inspections</b>	
1. Fee after two inspections when owner/operator fails to comply with code requirements and does not file an appeal (Paid by business	\$50.00

owners or operators)	\$100.00
<b>Section E. Municipal Interlocal Agreements</b>	
1. Periodic Inspections Within Municipalities and Municipal ETJ's: (Paid by contracting municipalities to perform fire code enforcement within their jurisdiction)	Same as Unincorporated Area
2. Constructions Re-inspections: For multiple inspections in new commercial per construction (Paid by the contractor)	Same as Unincorporated Area
<u>New Construction</u>	
\$0-\$2,500	\$50.00
\$2,501-\$25,000	\$175.00
\$25,001-\$50,000	\$350.00
\$50,001-\$100,000	\$500.00
\$100,001 and up	(add \$2.50 over \$100,00)
<b>Up-fits and change of use---same as new</b>	
Plan Review Fee	\$50.00
<u>Routine Inspections</u>	
<i>Manufacturing &amp; Industrial</i>	
0-3,000 sq ft	\$50.00
3,001-5,000 sq ft	\$100.00
5,001-10,000 sq ft	\$150.00
10,0001-50,000 sq ft	\$200.00
50,001-100,000 sq ft	\$250.00
	\$300.00
<i>Business &amp; Mercantile</i>	
0-1,500 sq ft	\$20.00
1,500-3,000 sq ft ( <del>0-3,000 sq ft</del> )	\$50.00
3,001-5,000 sq ft	\$100.00
5,001-10,000 sq ft	\$150.00
10,001-50,000 sq ft	\$200.00
50,001-100,00 sq ft	\$250.00
100, 001 and up	\$300.00
Day Care	\$100.00
Rest Home	\$50.00/ or \$10.00 per sleeping unit
Family Care Homes	\$50.00
Nursing Centers	\$50.00
Hospitals/Institutional Facilities	\$100.00
Foster Homes	\$25.00
ABC Permit	\$100.00



Churches	\$50.00
Schools	\$50.00
Residential/Dormitory	\$50.00 or \$10.00 per sleeping unit
Work started without a permit	\$250.00 + permit fee
Work finished without a permit	\$500.00 + permit fees

#### NOTE

*Imminent Hazard violation fines may be assessed immediately upon inspection.  
Regular noncompliance fines will be assessed after an agreed upon "correction" grace period.  
A re-inspection will be set up after the grace period and compliance will be determined.*

### Inspections Fees

New Homes & Modular Homes					
		B	E	P	M
Up to 1200 sf	\$573.00	\$288	\$115	\$85	\$85
1200 to 2000 sf	\$747.00	\$345	\$172	\$115	\$115
2001 to 3000 sf	\$945.00	\$372	\$229	\$172	\$172
3001 to 5000 sf	\$1060.00	\$402	\$256	\$201	\$201
5001 sf and up \$1,060.00 (add \$0.26/sf over 5000 sf)					
HRF (Homeowners Recovery Fund)	\$10.00				
Temporary Service Pole Inspection Fee	\$60.00				
Residential Additions/Remodel					
Up to 400 sf Base Fee+					\$115.00
401 sf to 800 sf Base Fee+					\$172.00
Trade Fees <i>Elect, Plbg, &amp; Mech</i>					\$60.00
801 sq and up					Use new home rate
Manufactured Homes					
		Without A/C			With A/C
Single Wides	\$258.00				\$318.00
Double Wides	\$314.00				\$374.00
Triple Wides	\$314.00				\$374.00
Multi-Family Dwellings					
First Unit					\$859.00
Each Additional Unit					\$229.00
Trade Fees					
Building					\$60.00
Electrical					\$60.00
Plumbing					\$60.00
Mechanical					\$60.00
Houses Moved onto Lots					
Base Fee+					\$172.00
Trade Fees <i>Elect, Plbg, &amp; Mech</i>					\$60.00
Residential Accessory Buildings/Structures (Storage Bldgs, Garages, Carports, Decks, Porches, Gazebos, etc.)					
Base Fee+			(Built on lot)		\$115.00
Trade Fees <i>Elect, Plbg, &amp; Mech</i>					\$60.00
Swimming Pools					
Base Fee+					\$115.00
Trade Fees <i>Elect &amp; Plbg</i>					\$60.00
Farm Accessory Buildings					
Trade Fees <i>Elect, Plbg, &amp; Mech</i>					\$60.00
Nonresidential					

\$0-\$2,500	Trade Fee
\$2,501-\$25,000	\$225.00
\$25,001-\$50,000	\$443.00
\$50,001-\$100,000	\$873.00
\$100,001-\$200,000	\$1,730.00
\$200,001-\$350,000	\$3,001.00
\$350,000-\$500,000	\$4,228.00
\$500,001-\$750,000	\$5,592.00
\$750,001-\$1,000,000	\$7,058.00
\$1,000,001 and up (add \$3.07/1,000 over 1 mil.) Over \$25,000,000. Actual cost based on \$60/hr	
<b>Service Pedestals</b>	
Trade Fee (Elect)	\$60.00
<b>Temporary Service Poles</b>	
Trade Fee (Elect)	\$60.00
<b>Re-inspection / Trip Fees</b>	
Re-inspection / Trip Fees	\$65.00
<b>ABC Permit Licensing Inspections</b>	
Inspection Fee	\$172.00
<b>Contractor Change on Residential Building Permit</b>	
A \$50 administrative fee will be charged to change the Contractor information on an un-expired building permit if the residential property owner or Contractor of an un-expired residential building permit can provide adequate documentation to support the contractor information change.	
<b>Re-Issuance of Expired Building Permit</b>	
50% of original permit-(Permits expired for more than 18 months will not be re-issued. A new permit must be obtained)	
<b>Signs</b>	
Base Fee+	\$60.00
Trade Fee (Elect)	\$60.00
<b>ATM</b>	
Base Fee+	\$60.00
Trade Fee (Elect)	\$60.00
<b>Adult/Juvenile Group Home Inspections</b>	
Inspection Fee	\$115.00
<b>Housing Complaints</b>	
Inspection Fee	\$60.00
<b>City of Oxford-Verification of Utilities</b>	
Inspection Fee	\$26.00

**Planning Fees**

	<b>Fee</b>
<b>Zoning</b>	
Single Family, Two Family Dwelling, or Manufactured Homes	\$80.00
All other Residential	\$55.00
Boarding Stables	\$80.00
Commercial/Industrial & Additions	\$250.00 up to 1 acre of proposed development land area + \$25.00 per acre over 1 acre of proposed development land area
Riding Stables/Riding Academy Zoning Permit	\$250.00
Horse Show Zoning Permit	\$250.00
Special Event Zoning Permit	\$80.00
Sign	\$40.00 per each sign
Road/Street Closings	\$75.00 plus the actual cost of processing the request, advertising, mailing to adjacent property owners, etc.
Vested Right Approval	\$800.00 up to 1 acre of proposed development land area + \$25.00 per acre over 1 acre of proposed development land area
Conditional Use Permit	\$900.00 up to 1 acre of proposed development land area + \$25.00 per acre over 1 acre of proposed development land area
Horse Show Conditional Use Permit	\$900.00
Variance	\$885.00
Appeals	\$790.00
Special Use Permit	\$2,400.00 up to 1 acre of proposed development land area + \$25.00 per acre over 1 acre of proposed development land area
<del>Wireless Telecommunication Facilities Special Use Permit</del>	<del>\$5,000.00</del>
Wireless Telecommunication Antenna Located on existing facility (co-location) – Collocation Fee	\$500.00
Deposit for technical consulting review for wireless telecommunication facilities collocations	\$1,000.00
Deposit for technical consulting review for wireless telecommunication facilities (new towers)	\$6,500.00

Appeal of Co-location Denial	\$1,000.00
Zoning Map Amendment (re-zone)	995.00 up to 1 acre of land area + \$25.00 per acre over 1 acre of land area
Land Development Ordinance Amendment	\$650.00
Copy of Land Development Ordinance	\$25.00
Land Development Ordinance CD-ROM Digital	\$30.00
8 1/2"x11" GIS Generated Map (any scale)	\$5.00 per map
36" x 36" Official Zoning/Watershed Map (1 inch=800 feet scale)	\$25.00 per map
40" x 36" Official Zoning/Watershed Map (Entire County)	\$25.00
<b>Subdivision</b>	
Exception Plat	\$25.00 per plat signed
Minor or Family Subdivision Plat	\$50.00 plus \$10 per each lot including residual tract or lot
Major Preliminary Subdivision Plat	\$1,100.00 plus \$25 per lot over 1 lot including residual tract or lot
Major Final Subdivision Plat	\$605.00 plus \$25 per lot over 1 lot including residual tract or lot
Subdivision Variance	\$165.00 per subdivision application
Private/Public Road Sign	\$125.00 or actual cost for sign & installation or whichever is higher
<b>Watershed Protection</b>	
Single Family Residential	\$15.00
Boarding Stables	\$15.00
Riding Stables/Riding Academy	No Fee
Horse Show	No Fee
Special Event	\$15.00
Other Residential Uses	\$30.00 plus \$10 per each additional acre over one acre of proposed development land area
Non-Residential Uses	\$50.00 plus \$10 per each additional acre over 1 acre of proposed development land area
Minor or Family Subdivision Plat	\$5.00 plus \$1 per each lot including residual tract or lot
Major Preliminary Subdivision Plat	\$30.00 plus \$5 per each lot including residual tract or lot
Major Final Subdivision Plat	\$20.00 plus \$2 per each lot including residual tract or lot
Exception Plat	\$25.00 per plat signed

Special Intensity Bonus Density Allocation (SIBDA)	\$ .10 per square foot
Escrow deposit for technical consulting review for Falls Lake Watershed stormwater compliance if rules are triggered (applicant must replenish escrow deposit if base escrow amount is exceeded by review prior to receiving a zoning permit)	Base Escrow Amount: \$1,000

### **Register of Deeds Fees**

Vital Records	\$10.00
Birth Certificate Amendments	\$10.00
Delayed Birth Certificate Preparation	\$20.00
Birth Certificate Legitimations	\$10.00
Marriage License (Total)	\$60.00
A. Children's Trust (Included in Total)	\$5.00
B. Domestic Violence (Included in Total)	\$30.00
Notary Oaths	\$10.00
Certified Copies	\$5.00 for 1 <sup>st</sup> page \$2 each additional page
Plat Copies	\$2.00
UCC Search	\$30.00
UCC Search Copies	\$1.00
Old Deed/Marriage Copies	\$0.25
Photocopies	\$0.25
Miscellaneous Documents	\$26.00 1 <sup>st</sup> 15 pages \$4 each additional page
Deeds	\$26.00 1 <sup>st</sup> 15 pages \$4 each additional page
Deeds of Trust	\$56.00 1 <sup>st</sup> 15 pages \$4 each additional page
Excise Stamp Tax	\$1.00 + 2% per 1,000
Excise Recreation/Heritage	\$1.00 -2% per 1,000
UCC Fixture Filings & Amendments (FF)	\$38.00 up to 2 pages \$45 if more than 2 pages plus \$2 per page over 10 pages
Certification Notary	\$2.00
Non-Standard Document Fee	\$25.00

### **Board of Elections Fees**

	<b>Fee</b>
Computer Generated List in Hardcopy	\$.0717 per page
Computer Generated CD	\$25.00 per run
Computer Generated 3.5" Diskette	\$25.00 per run
Computer Generated Labels	\$.3543 per page or actual costs \$.01181 per label or actual costs
Letter, Legal or Ledger Size Photo Copies	\$.10

Filing Fees are determined by the Office and posted prior to each filing period.

### Granville County Tax Administration

The Tax Administration is the department that is responsible for billing and collecting the Ad Valorem Taxes for the County. The tax rate is set each year as a part of the Budget. The following fees are charged for the other services that the Tax Administration provides.

8 1/2 x 11 Aerial Map	\$3.00
8 1/2 x 11 Line Map	\$2.00
11 x 17 Aerial Map	\$5.00
11 x 17 Line Map	\$3.00
	(add .50 if emailed)
Paper copies or email copies in JPEG format	See attached GIS Fee Schedule
Property Record Cards	0.50
Computer Printouts (Special)	\$50.00 setup + 0.015 per name
Computer Printouts (Entire County)	\$50.00 setup + 0.01 per name
Information on Computer Disk	\$30.00 + Cost of Disk
Returned Check Fee/Non-Existent Account	\$25.00 or 10% of check amount, whichever is greater
Garnishment Fee – County Taxes Only	\$30.00
Municipal Taxes Collection Fee	1.50%
Late Listing Fee	10%
Late Payment Fee	2% 1 <sup>st</sup> month after 1/5, 0.75% each month thereafter
Interest on unpaid taxes on classified motor vehicles accrues at the rate of	5% for the first month following the date the taxes are due and three-fourths percent (3/4%) for each month thereafter until taxes are paid
GIS Fee Per Layer – Shape Files	\$10.00
Parcel Shape Files	\$100.00 plus direct costs for each update
Custom hard copy maps, other custom maps	\$35.00 per hour
Tax Data – Excel Format	\$50.00



### Library Fees

	Fee
Overdue Fines for Books, Magazines, and Music CDs and VHS Tapes	\$0.15/day \$5.00 maximum
Overdue Fines for DVDs and Books on Tape or CD	<del>\$0.15/day</del> <del>\$0.50/day</del> <del>\$5.00</del> <del>\$15.00</del> maximum
Overdue Fines for "Boodle Bags"	\$1.00/day \$15.00 maximum
Replacement Cost of a Library Card <del>Within a Three (3) Year Period</del>	\$1.00
Sending Faxes	\$1.00/page
Receiving Faxes	\$0.50/page
Computer Printing-black & white	\$0.10/page
Computer Printing-color	\$1.00/page
Genealogy Research Fee (Applies only to requests for research made by mail or email)	\$5.00
Processing fee to be added to final statement. Not to be refunded if item is returned	\$5.00
Charge for out-of county residents	\$15.00/annual
Patrons to pay their own Inter Library Loan half/actual cost	Postage at half the actual cost
Replacement costs for lost materials (with exception of "Boodle Bag"	Average cost of purchase
Replacement costs for lost items in "Boodle Bags"	Actual Replacement Costs

### Senior Services Fees

All services provided through the Senior Centers in Granville County are generally provided at no cost to the participants except for the Fitness Programs. Donations are accepted if a participant wishes to make one.

The following charges apply to the Fitness Program.

	Fee
Stretch and Wiggle	No charge
Joining Fitness Program, which includes:	\$12.00 per month (Oxford)
Low Impact Aerobics	\$10.00 per month (Creedmoor)
Use of fitness Equipment and Water aerobics	(Oxford M-W-F, Creedmoor T-TH)

*"Scholarships" are available for the Fitness Programs. Please apply with any of the Senior Services Staff.*

### General Government Fees

Non-Departmental fees are set for each office of County Government. These fees should be followed by all County Employees unless the fee is specifically set by General Statutes or by an adopted Granville County Ordinance.

	Fee
Returned Check Fee	\$25.00
Photocopies (other data collection/copying)	\$0.10
ID Fee (labor cost plus materials)	\$4.00

### Granville Athletic Park Fees

Practice Field	\$10/per 1 ½ hr	
½ Soccer Field	<del>\$25</del> \$15/per 1 ½ hr	
Soccer, Baseball, Softball Field or Basketball Goals	\$25/per 1 ½ hr	
<b>Lighted Baseball/softball/Soccer</b>		
<b>Non Resident rates are two times the posted residential rates</b>		
<b>Facilities</b>		
	<b>Half Day</b>	<b>Full Day</b>
Picnic Shelter	\$50.00	\$100.00
Sports Pavilion	\$150.00	\$250.00
Amphitheater	\$150.00	\$250.00
<b>Spray Park</b>		
Spray Park Available by appointment (Tue-Sat 10 am -1pm) \$50.00/hr Group Rentals Open to General Public (Tue-Sun 1pm-6pm <del>7pm</del> ) \$1.00 per person		
Spray Park is open between Memorial Day and Labor Day at the days and time specified above		
<b>Tournament</b>		
Tournament Rental is Friday 5pm -10pm, Saturday 8am-10pm and Sundays 1pm-10pm. Additional time is billed at the resident rate for specific field type.		
<b>\$100.00 per Field</b>		
<u>Special Note</u>		
<ol style="list-style-type: none"> <li>1. Field Rentals are based on 1.5 hours of rental use</li> <li>2. Half day rental is 5 hours or less, full day rental is any rental over 5 hours during the day.</li> <li>3. Tournament rates include; field lights if applicable, baseball/softball fields lined once each day baseball/softball drag once each day, and one conference room.</li> <li>4. Additional baseball/softball drag and/or lining is available at a rate of \$25.00 per field</li> </ol>		

## GRANVILLE COUNTY EXPO & CONVENTION CENTER

### Rental Fees

<b>Auditorium</b>	<b>\$150 Half Day</b>	<b>\$250 Full Day</b>
<b>Meeting Room</b>	<b>\$150 Half Day</b>	<b>\$250 Full Day</b>
<b>Auditorium &amp; Meeting Room</b>	<b>\$300 Half Day</b>	<b>\$500 Full Day</b>
<b>Grounds (subject to availability)</b>	<b>\$150 Half Day</b>	<b>\$250 Full Day</b>
<b>Kitchen (subject to availability)</b>	<b>Free</b>	<b>Free</b>

\* Half day rental is 5 hours or less, full day rental is any rental over 5 hours. The applicant must set-up and clean-up within the scheduled time that is listed on the rental agreement. If the applicant needs an additional day to set-up then the applicant would have to pay an additional rental fee.

\* ½ price rental fees for Granville County affiliated government agencies, effective September 4, 2012.

### Cleaning/Damage Deposit (Refundable\*)

<b>Auditorium</b>	<b>\$200.00</b>
<b>Meeting Room</b>	<b>\$200.00</b>
<b>Auditorium &amp; Meeting Room</b>	<b>\$400.00</b>

\* The Cleaning/Damage Deposit is refundable if the facility is clean and without damages based on the conditions of the Rental Agreement.

**Cooperative Extension Fee**

	Fee
Room Rental	\$75.00

**Department of Social Services Fee**

	Fee
Home Study for Adoption Cases Fee	<del>\$250.00</del> \$225.00

**Sheriff's Department Fees**

	Fee
Service Fees	\$30.00 per defendant
Fingerprints	\$10.00
Gun Permits	\$5.00
Concealed Carry Permit	\$98.00/new
Concealed Carry Permit	\$83.00/renewal
Duplicate Permits	\$15.00
Drivers History	\$2.00
QHNC Criminal History with Request from Attorney	\$3.00
Posted Land	\$10.00
Notary	\$3.00

**Detention Center Fees**

	Fee
Daily Jail Fee	\$10.00
Inmate Medical Co-Pay	\$20.00 per visit
Overnight Out of State Inmate Transports	\$40.00 per inmate
U.S. Marshalls' Fee for Overnight Stay	\$35.00 per inmate

**Solid Waste Management Fees**

	<b>Fee</b>
Use of Convenience Centers Households not having a recognized collections service (per ordinance)	\$81.00 per year
Use of Convenience Centers Households having a recognized collections service	\$15.00 per year
Landfill Tipping Fees: Construction & Demolition and Municipal Solid Waste	In County - \$40.00 per ton Out of County - \$42.00 per ton
Lump sum disposal fee per single wide mobile home	\$250.00
Clean Yard Waste/Land Clearing Debris/Inert Debris <ul style="list-style-type: none"> <li>▪ Pickup truck</li> <li>▪ Single axle truck</li> <li>▪ Tandem truck</li> <li>▪ Tandem 14</li> <li>▪ Trailer (22 feet)</li> </ul>	\$40.00 <del>\$38.00</del> per ton
Mulch (\$5.00 for material + \$5.00 for loading)	\$10.00
Animal Carcasses	No charge
Asbestos	\$50.00 <del>\$42.00</del> per ton
Commercial Certified Weight	\$5.00