



A G E N D A
GRANVILLE COUNTY BOARD OF COMMISSIONERS
RETREAT
February 21 & 25, 2022

Friday, February 25, 2022
Camp Oak Hill
1528 Oak Hill Road
Oxford, NC 27565

1. 9:00 a.m. - Call to Order – Chair Tony Cozart (p. 3)
2. 9:05 a.m. - Review of Financial Condition & Debt – Steve McNally (p. 4)
3. 9:30 a.m. - Human Resources Update & Personnel Policy Discussion – Angela Miles & Korena Weichel (p. 25)
4. 10:00 a.m. - Social Services Update – Adonica Hampton (p. 96)
5. 10:20 a.m. - Solid Waste & Environmental Issues – Jason Falls (p. 118)
 - A. Landfill Construction Approval (p. 118)
 - B. Upcoming Projects (p. 161)
 - C. Litter Clearing Efforts (p. 162)
6. 10:40 a.m. - Animal Control & Shelter Update – Matt Katz (p. 164)
 - A. General Operations
 - B. Brief Update/Discussion – Loose Dogs
7. 11:00 a.m. - Break (p. 165)
8. 11:15 a.m. - Development Services (p. 166)
 - A. Planning & Zoning (15 minutes) – Barry Baker (p. 168)
 - 1. Board Discussion & Direction Items (30 minutes)
 - a. Development Fees
 - b. Parks and Recreation
 - c. Transportation
 - B. Building Inspections (10 minutes) – Scott Phillips (p. 182)
 - C. Construction Administration (20 minutes) – Scott Phillips (p. 192)

9. 12:30 p.m. - Lunch Break (p. 208)
10. 1:00 p.m. - Sheriff's Update – Sheriff Hardy (p. 209)
11. 1:15 p.m. - NC Fire Chiefs Consulting Report Discussion (p. 210)
12. 2:15 p.m. - Economic Development – Harry Mills (p. 213)
 - A. Update on Projects
 - B. Discussion of Triangle North – Granville Direction
13. 2:45 p.m. - Break (p. 223)
14. 3:00 p.m. - County Strategic Plan and Administration Update (p. 224)
 - A. GAP Sponsorship Wall Design – Korena (p. 224)
 - B. Who Moved My Cheese Book – Mike (p. 230)
 - C. Annual Update to 2021-2025 Strategic Plan – Mike & Korena (p. 231)
 - D. Summer Civic Leadership Program – Mike (p. 296)
 - E. Emergency Communications Simulcast System Replacement – Mike (p. 297)
 - E. Review & Discussion of Open Projects - Mike (p. 301)
 - F. Budget Calendar & Review of Budget Process - Mike (p. 310)
15. 3:30 p.m. - Follow-Up Discussions from Retreat Items and Key Take Away Items (p. 312)
 - A. Commissioner Zelodis Jay
 - B. Commissioner David T. Smith
 - C. Commissioner Sue Hinman
 - D. Commissioner Russ May
 - E. Commissioner Timothy Karan
 - F. Commissioner Jimmy Gooch
 - G. Chair Tony W. Cozart
16. 4:00 p.m. - Adjourn (p. 313)



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 17, 2022
Title: Call to Order

PURPOSE:

Chair Cozart will call the retreat to order.



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: February 17, 2022
Title: Review of Financial Condition & Debt

PURPOSE:

To hear a presentation on Granville County's Financial Condition and Debt

BACKGROUND:

Finance Director Steve McNally will provide an overview of the County's Financial condition and review our current debt. A copy of the finance review document and presentation slides are provided in your information for reference.

ATTACHMENTS:

Finance Review Document
Finance & Debt Presentation Slides

ACTION TAKEN:



GRANVILLE COUNTY

FINANCE DEPARTMENT

To: Granville County Board of Commissioners
From: Steve McNally Finance Director
Date: January 31, 2022
Re: FY 2022

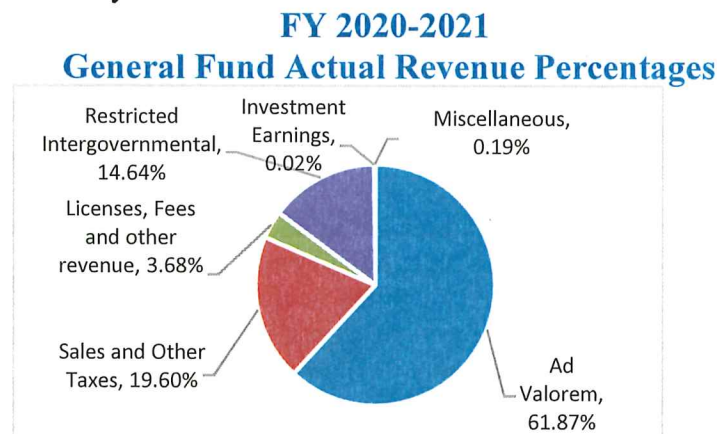
Board Retreat - Financial Status Summary

When we look at the financial condition of the County we try to answer questions in relationship to the receipt and use of available resources rather than in terms of gain or loss. The Board of Commissioners regulates the allocation of available resources through the budget process, so this report focuses on the performance of revenues and expenditures against the budget. The report attempts to highlight areas of importance or concern with the County's General fund and provides some key indicators of the other County funds.

Several past years of the County's Financial and Budget information can be found on the County's web page under: "Government → Finance → Budget & Finance Reports". These documents provide more information about the history and services of the County and can provide more detailed information about the County's financial operations.

Granville County's revenues and expenditures are in line with budget expectations as of January, 2021. Included in this report is summary information showing cash position, revenues, expenditures, and percentage of budget items. Several items are shown in comparison to the same time period last year in order to give the reader an appropriate frame of reference.

Below is a graph depicting total County General Fund revenues broken out by major category for the previous fiscal year.



REVENUES:

In the General Fund we monitor revenues in seven categories; Ad Valorem Property Taxes, Sales and Other Taxes, Restricted & Intergovernmental Revenues, Licenses Fees & Other Revenues, Investments, Transfers & Debt Proceeds (when applicable – no debt has been issued for FY 2022), and Appropriated Fund Balance. This report focuses on Ad Valorem tax, Sales tax, Restricted and Inter revenue, Fees and Transfers.

Excluding appropriated fund balance (\$5.6 million), Ad Valorem taxes account for approximately 73% (\$43.6 million) of this year's total General Fund budgeted revenues. Property Tax revenues are budgeted 5% higher than the previous fiscal year because of growth in the County tax base. The actual dollar amount of property taxes collected to date (\$39.3 million) is 90% of total budget and 1.8% higher than this time last year. The County's collection rate as stated in the Annual Comprehensive Financial Report (ACFR) dated June 30, 2021 is at 98.73%.

Sales, Use and Other Taxes account for approximately 11% (\$13.5 million) of total budgeted revenue. Actual revenue in this entire category through January 2022 (\$5.7 million) is 17% more than the number a year ago. The Sales Tax portion of this category (\$4.6)million is up 7.3% from last year; however, higher than anticipated Register of Deeds excise tax and occupancy taxes, as well as a large and early timed Medicaid Hold Harmless payment (\$582 k) pushed this percentage higher.

Restricted & Intergovernmental (R & I) revenues make up approximately 7% (\$9.2 million) of the total General Fund revenue budget. As of January 2022, actual YTD R&I revenue is currently at 43% of its annual budget (\$3.9 million) and \$0.8 million less than this time last year. This variance may be explained by the fact that many of these funds are grants, and the time of their receipt may vary from year to year.

License, Fees and Other revenues (\$2.3 million) are up \$0.9 million from this time last year. This revenue source is approximately 4% of budgeted General Fund revenues. This increase is primarily due to the addition of fees from the Department of Justice for housing and transportation of Federal inmates (\$791K YTD). Investment earnings (1% of budget) continue to be miniscule (<\$10K).

The General Fund also received a significant transfer this year, in that the unspent funds from the Law Enforcement Center/ Animal Control construction project (\$2.3 million) were returned to the General Fund.

EXPENDITURES:

Through January 2022, expenditures are in line with the budget, taken as a whole. County departments continue to maintain and control their expenditures, expending approximately 40% – 58% of their allocations to-date, with 58% of the budget year concluded. Public safety functional departments are above the 58% mark, due to the annual payments of fire services allocations and debt principal for the Law Enforcement Center/ Animal Control Center bond financing. Likewise, Community Development is slightly above this benchmark due to annual economic development debt payments that have already been made.

DEBT

The County continues to maintain a manageable level of debt. As part of its debt policy, the County adheres to various measures of affordability, including the following three criteria:

- a) Net debt as a Percentage of Market Value of Taxable Property
- b) Debt Service Expenditures as a Percentage of Total Government Revenues
- c) Ten Year Payout ratio (in which 55% or more of the outstanding tax supported debt principal is paid within ten years)

The following table reflects that County's current level of debt (including the LOB financing) and debt service are within the desired levels of affordability:

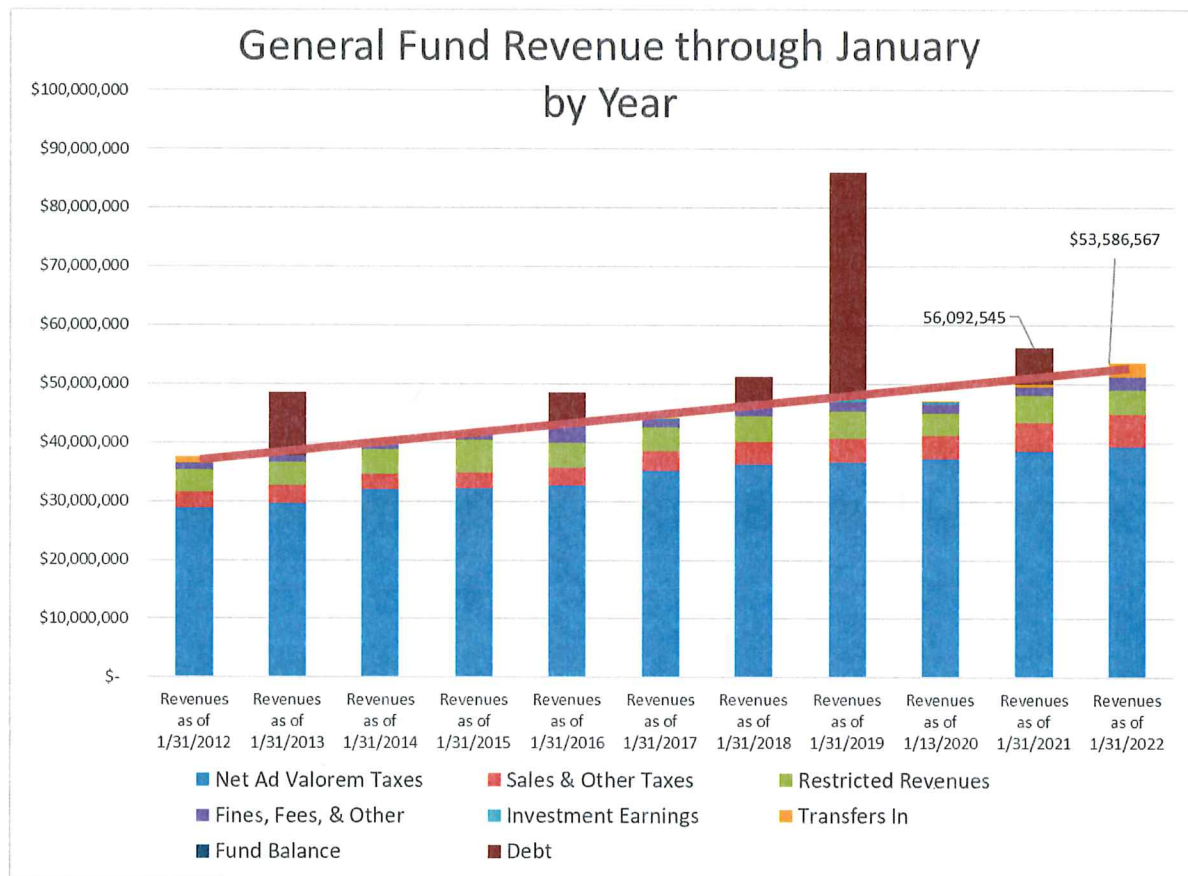
Debt Affordability Ratio	Threshold	As of June 30, 2021	Estimate As of June 30, 2022 (Current Debt)
a.) Net Debt / Market Value of Tax Base	Less than 2.5%	1.28%	1.10%
b.) Debt Service/ Gov't Revenue	Less than 15.0%	15.11%	14.27%
c.) Ten Year Payout Ratio	55% or Greater	78.7%	78.9%

GRANVILLE COUNTY

Financial Dashboard

Reporting Period July 1, 2021 to January 31, 2022

CASH & INVESTMENTS BY FUND				REVENUES & EXPENDITURES BY FUND			
	Inc/(Decr)	Jan-21	Jan-22				
General Fund - Operating	\$ 423,396	\$ 47,061,492	\$ 47,484,888	General Fund			
General Fund - Restricted	\$ 912,087	\$ 6,069,850	\$ 6,981,937				
Library Memorial Fund		\$ 211,115	\$ 186,664	Fiscal Year Budget		\$ 77,201,745	\$ 77,779,662
Emergency Telephone System		\$ 451,643	\$ 360,911	Revenues Fiscal Year To-Date	69.41%	\$ 53,586,567	\$ 50,032,545
LEC Construction Project Fund	\$(2,538,584)	\$ 2,538,584	\$ -	Expenditures Fiscal Year To-Date	57.35%	\$ 44,278,392	\$ 45,798,004
Solid Waste Fund - Operating		\$ 2,056,715	\$ 1,995,996				
Solid Waste Fund - Restricted		\$ 1,239,398	\$ 1,199,665	Solid Waste Enterprise Fund			
Storm Water Enterprise Fund		\$ 423,326	\$ 515,675	Fiscal Year Budget		\$ 3,366,925	\$ 3,198,632
The County Health Plan		\$ 421,578	\$ 392,788	Revenues Fiscal Year To-Date	65.40%	\$ 2,201,838	\$ 2,278,753
				Expenditures Fiscal Year To-Date	47.84%	\$ 1,610,875	\$ 1,527,199
Total Cash & Investments	\$(1,355,177)	\$ 60,473,701	\$ 59,118,523				
REVENUE COLLECTIONS AT A GLANCE.....				EXPENDITURES AT A GLANCE.... (Includes Debt Service)			
General Fund							
Ad Valorem Property Tax	\$41,505,658	\$38,553,222	\$ 43,602,772	General Fund		Budget 21-22	Y-T-D
% of budget		92.89%		General Government		\$ 5,199,278	\$ 2,905,025
Sales & Other Taxes	\$11,801,750	\$ 4,865,898	\$ 13,459,000	Human Services		\$ 13,252,455	\$ 7,267,737
% of budget		41.23%		Community Services		\$ 9,989,728	\$ 5,948,103
Restricted Revenues	\$ 8,902,244	\$ 4,685,277	\$ 9,151,091	Education		\$ 25,588,035	\$ 14,257,753
% of budget		52.63%		Public Safety		\$ 18,676,133	\$ 12,031,765
Fines, Fees, & Other	\$ 2,900,150	\$ 1,383,277	\$ 3,938,800	Area Projects & Other		\$ 4,202,116	\$ 1,868,009
% of budget		47.70%		Contribution to Other Funds		\$ 270,000	\$ -
Investment Earnings	\$ 500,000	\$ 9,288	\$ 15,000	Contingency		\$ 24,000	\$ -
% of budget		1.86%		Total General Fund Budget/Actual		\$ 77,201,745	\$ 44,278,392
Transfer In	\$ 555,464	\$ 535,584	\$ 2,490,548				
% of budget		96.42%					
Debt	\$ 6,060,000	\$ 6,060,000	\$ -				
% of budget		100.00%					
Solid Waste Fund				Solid Waste Fund		Budget 21-22	Y-T-D
Convenience Site Fund	\$ 1,331,800	\$ 1,122,620	\$ 1,310,900	Convenience Site Fund		\$ 1,505,250	\$ 610,717
% of budget		84.29%					
Landfill Fund	\$ 1,595,675	\$ 1,156,134	\$ 1,861,675	Landfill Fund		\$ 1,861,675	\$ 1,000,158
% of budget		72.45%		Total Solid Waste Budget/Actual		\$ 3,366,925	\$ 1,610,875



General Fund Balance Overview

	2012	2013	2014	2015	2016	2017	2018	2019	2020	* Exhibit 4 2021
General Fund*										
Revenues	50,423,798	52,704,601	55,044,563	56,361,930	56,733,994	62,022,902	61,881,568	65,359,337	66,665,346	69,918,880
Expenditures	55,113,441	65,043,542	53,159,605	65,435,171	55,080,460	56,713,417	56,337,886	61,086,770	63,641,496	67,782,902
General Fund Balance#										#Exhibit 3
Nonspendable	368	900	1,635	1,916	1,711	1,542	1,855	4,000	4,000	6,200
Restricted - Other	13,972,287	6,111,846	4,594,475	1,425,985	1,781,305	2,149,876	8,286,674	5,601,314	4,720,977	5,182,793
Restricted - Stabilization by State Statute - A/R	2,694,795	2,092,758	3,247,393	3,997,815	3,942,662	3,280,930	4,006,440	4,712,758	4,889,926	5,287,119
Committed	787,889	1,240,055	1,415,511	1,582,732	1,585,716	1,188,586	791,710	809,717	786,396	765,032
Assigned	2,651,457	2,691,523	2,423,506	2,337,376	1,725,008	14,086,385	11,988,603	6,383,755	7,025,337	9,715,236
Unassigned	11,005,418	18,625,992	20,478,407	28,287,719	30,810,391	23,821,293	22,942,823	25,044,003	27,130,647	24,737,106
Total	31,112,214	30,763,074	32,160,927	37,633,543	39,846,793	44,528,612	48,018,105	42,555,547	44,557,283	45,693,486
General Fund Balance Ratios										
Unassigned as a % of Expenditures	20.0%	28.6%	38.5%	43.2%	55.9%	42.0%	40.7%	41.0%	42.6%	36.5%

General Fund Balance Assignment Detail

Assignments	FY 2021 Year End	FY 2022 Adjustments	Projected FY 2022 Year End
Subsequent year's expenditures (Approp. Fund Balance)	5,645,236		4,485,784
YTD FY 2022 budget amendments		(1,159,452)	
Public Safety	1,000,000		1,000,000
NC DOT Matching Funds - New Commerce Dr extention			
Human Services	2,000,000		2,500,000
Senior Center Upgrades		500,000	
Economic and Physical Development	1,070,000		2,716,000
Economic Development Set Aside YTD Adjustments		530,000	
VGCC - Applied Tech Cntr for Adv Manuf - 20% match		1,116,000	
Total	* 9,715,236		10,701,784

Contingency Summary
For FY 2021-2022 Budget
February 7, 2022

Use of Contingency Summary - General Fund				
General Contingency (10-9910-991):				
Date	Description/Action	Adjustment Amount	Balance	
7/1/2021	Budget Ordinance		\$	180,000
9/7/2021	Fund balance of GVHD renovation project	\$ 51,000	\$	129,000
9/7/2021	COTT Register of Deeds automation project	\$ 17,550	\$	111,450
10/18/2021	Fire, Ambulance and Rescue consulting services	\$ 60,000	\$	51,450
1/4/2022	Supplies and credit card processing fees for Parks and Grounds department	\$ 29,000	\$	22,450
1/4/2022	Adjustment to Workers Comp premium due to audit adjustment	\$ 8,450	\$	14,000
Environmental Disaster Contingency (10-9910-993):				
Date	Description/Action	Adjustment Amount	Balance	
7/1/2021	Budget Ordinance		\$	10,000
School Bond D/S Contingency (10-9910-994):				
Date	Description/Action	Adjustment Amount	Balance	
7/1/2021	Budget Ordinance		\$	100,000
9/7/2021	Fund replacing fire alarm system an Butner/Stem Elementary, BoCC approved 7/6/21	\$ 100,000	\$	-
Use of Fund Balance Summary - General Fund				
Date	Description/Action	Adjustment Amount	Balance	
7/1/2021	Budget Ordinance		\$	5,645,236
9/7/2021	Roll over unexpended FY 21 Reach grant funds	\$ 15,000	\$	5,660,236
9/7/2021	Adjust 4H Best funding per initial funding agreement	\$ (58,237)	\$	5,601,999
9/7/2021	Adjust funding for FY 22 JCPC programs per PDS funding plan	\$ (20,876)	\$	5,581,122
9/7/2021	Carry forward unexpended funds from FY 21 GVHD project	\$ 379,000	\$	5,960,122
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 40,000	\$	6,000,122
9/7/2021	Debtbooks lease accounting software for Finance	\$ 9,750	\$	6,009,872
9/7/2021	Carry forward from FY 21 funding for County 275 Anniversary book	\$ 6,000	\$	6,015,872
9/7/2021	Additional fee to cover total FY 22 W/C fee from NCACC	\$ 44,000	\$	6,059,872
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 10,496	\$	6,070,368
9/7/2021	Replace vehicle for Emergency Management. Should have been in Ordinance	\$ 30,000	\$	6,100,368
9/7/2021	Fire Department stipend.	\$ 39,720	\$	6,140,088
10/18/2021	Purchase replacement radios	\$ 575,000	\$	6,715,088
10/18/2021	Parks and Grounds administrative position - 9 months	\$ 43,350	\$	6,758,438
10/18/2021	Stovall property for future Senio Services North building	\$ 92,570	\$	6,851,008
10/18/2021	Fund \$200,000 match for the \$400,000 One NC Fund Grant for Carolina Coops	\$ 200,000	\$	7,051,008
12/6/2021	Animal Control Officer starting 1/16/2022	\$ 47,638	\$	7,098,646
12/6/2021	Two Telecommunications Officers starting 1/16/2022	\$ 50,143	\$	7,148,789
12/6/2021	carry over FY 21 Supplemental Grant Expense balance and 2020 EMPG grant	\$ 73,182	\$	7,221,971
1/4/2022	Adjust annual inmate housing revenue	\$ (597,560)	\$	6,624,411
1/4/2022	Additional construction adm/project expenditures for balance of FY 22	\$ 70,000	\$	6,694,411
1/4/2022	Fund O/T and additional expenditures for Sheriff's dept	\$ 41,000	\$	6,735,411
1/4/2022	Fund O/T and additional expenditures for Detention Center	\$ 23,000	\$	6,758,411
1/4/2022	Stovall Senior Center land purchase	\$ 81,071	\$	6,839,482
1/4/2022	Transfer funds from LEC construction Fund (Fund 48)	\$ (2,318,548)	\$	4,520,934
2/7/2022	Fund repairs to Law Enforcement Center	\$ 5,000	\$	4,525,934
2/7/2022	Correct journal entry BE 9913 - rev. duplicate amendment for Stovall land purchase	\$ (92,570)	\$	4,433,364
2/7/2022	Salary adjustment and annual leave payout	\$ 52,420	\$	4,485,784
	TOTAL	\$ (1,159,451)		
			Unassigned Gen Fund as a % of Expenditures	FY 21 Actual Expenditures
Unassigned Fund Balance a/o 6/30/21			36.5%	\$ 67,782,902
less YTD Budget Amendments (from Contingency Summary)				
Addition for Senior Center Upgrades				
Econ Development Set Aside YTD Adjustments			Unassigned Gen Fund as a % of Budgeted Expenditures	FY 22 Budgeted Expenditures
VGCC - Applied Tech Cntr for Adv Manuf - 20% match				
Unassigned FY 2021-22 Fund Balance a/o 2/7/22			\$23,750,557	30.8%
				\$ 77,186,594

Reporting Period: July 1, 2021 to January, 2022

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Cash and Investments by Fund

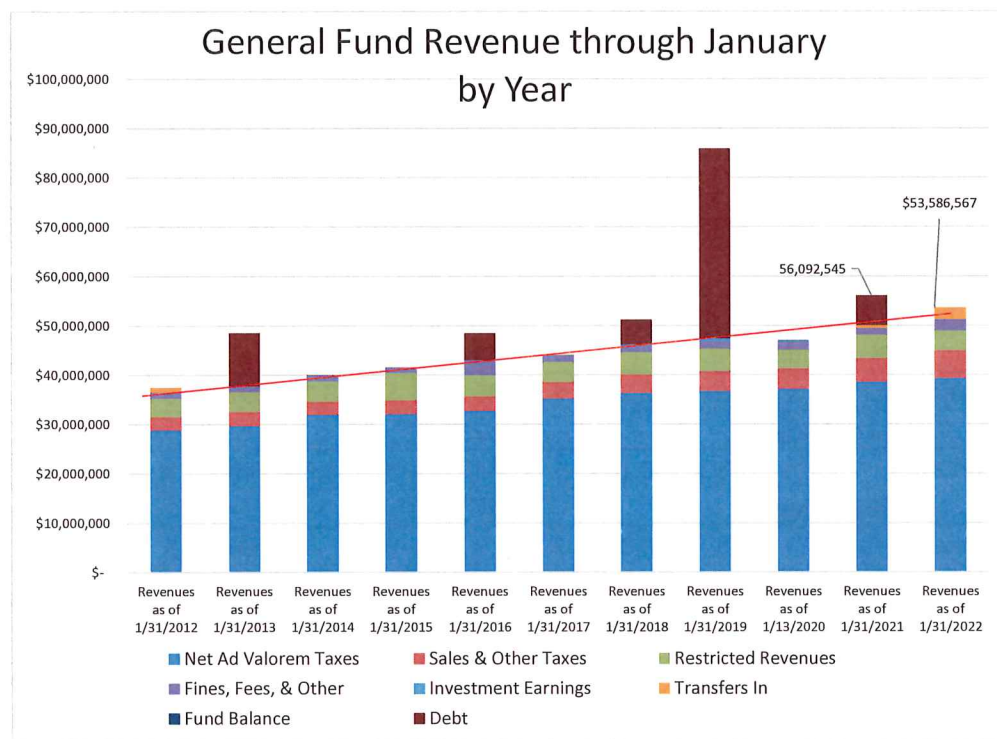
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Solid Waste Fund - Restricted		\$ 1,239,398	\$ 1,199,665
Storm Water Enterprise Fund		\$ 423,326	\$ 515,675
The County Health Plan		\$ 421,578	\$ 392,788
Total Cash & Investments	\$ (1,355,177)	\$ 60,473,701	\$ 59,118,523

Comparison of YTD FY 2021-2022 to this time last year

REVENUES & EXPENDITURES BY FUND									
						Y-T-D% of Budget	Comparison Of Prior YTD figures		
General Fund							Current FYTD	Prior FYTD	Chg from Prior
	Fiscal Year Budget						\$ 77,201,745	\$ 77,779,662	
	Revenues Fiscal Year To-Date				69.41%		\$ 53,586,567	\$ 50,032,545	7.10%
	Expenditures Fiscal Year To-Date				57.35%		\$ 44,278,392	\$ 45,798,004	-3.32%
Solid Waste Enterprise Fund							Current FYTD	Prior FYTD%	Chg from Prior
	Fiscal Year Budget						\$ 3,366,925	\$ 3,198,632	
	Revenues Fiscal Year To-Date				65.40%		\$ 2,201,838	\$ 2,278,753	-3.38%
	Expenditures Fiscal Year To-Date				47.84%		\$ 1,610,875	\$ 1,527,199	5.48%

Comparison of YTD FY 2020-2021 to this time last year

REVENUE COLLECTIONS AT A GLANCE.....					
	Prior Year - FY 2021		Current - FY 2022		Act % Chg
General Fund	Budget	YTD 1-31	Budget	YTD 1-31	Act Chg-\$K
Ad Valorem Property Tax	\$41,505,658	\$38,553,222	\$ 43,602,772	\$ 39,265,919	2%
% of budget		92.89%		90.05%	\$713 K
Sales & Other Taxes	\$11,801,750	\$ 4,865,898	\$ 13,459,000	\$ 5,682,785	17%
% of budget		41.23%		42.22%	\$817 K
Restricted Revenues	\$ 8,902,244	\$ 4,685,277	\$ 9,151,091	\$ 3,931,346	-16%
% of budget		52.63%		42.96%	-\$754 K
Fines, Fees, & Other	\$ 2,900,150	\$ 1,383,277	\$ 3,938,800	\$ 2,290,644	66%
% of budget		47.70%		58.16%	\$907 K
Investment Earnings	\$ 500,000	\$ 9,288	\$ 15,000	\$ 1,834	-80%
% of budget		1.86%		12.23%	-\$7 K
Transfer In	\$ 555,464	\$ 535,584	\$ 2,490,548	\$ 2,414,040	351%
% of budget		96.42%		96.93%	\$1,878 K
Debt	\$ 6,060,000	\$ 6,060,000	\$ -	\$ -	-100%
% of budget		100.00%		100.00%	-\$6,060 K



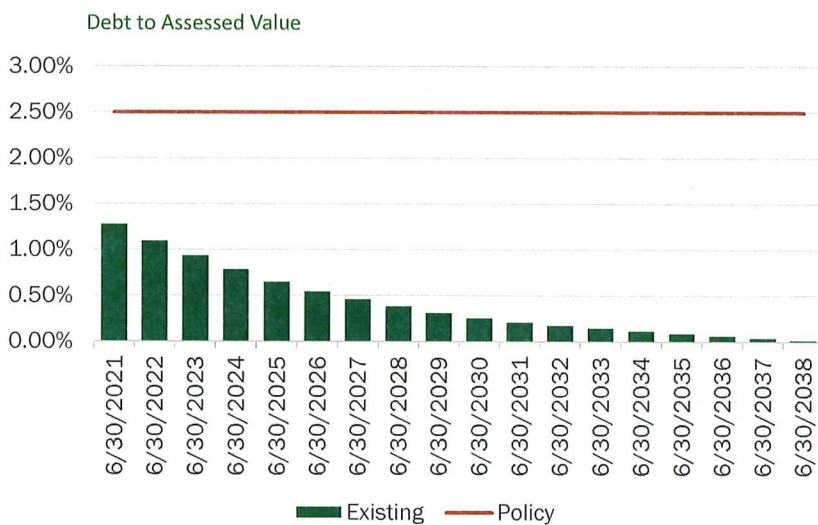
YTD FY 2021-2022 Comparison to Budget

EXPENDITURES AT A GLANCE.... (Includes Debt Service)				
		Actual Expenditures		
General Fund	Budget 21-22	Y-T-D	Y-T-D %	Budget
General Government	\$ 5,199,278	\$ 2,905,025	55.87%	
Human Services	\$ 13,252,455	\$ 7,267,737	54.84%	
Community Services	\$ 9,989,728	\$ 5,948,103	59.54%	
Education	\$ 25,588,035	\$ 14,257,753	55.72%	
Public Safety	\$ 18,676,133	\$ 12,031,765	64.42%	
Area Projects & Other	\$ 4,202,116	\$ 1,868,009	44.45%	
Contribution to Other Funds	\$ 270,000	\$ -	0.00%	
Contingency	\$ 24,000	\$ -	0.00%	
Total General Fund Budget/Actual	\$ 77,201,745	\$ 44,278,392	57.35%	
Solid Waste Fund	Budget 21-22	Y-T-D		
Convenience Site Fund	\$ 1,505,250	\$ 610,717	40.57%	
Landfill Fund	\$ 1,861,675	\$ 1,000,158	53.72%	
Total Solid Waste Budget/Actual	\$ 3,366,925	\$ 1,610,875	47.84%	

Debt Ratios

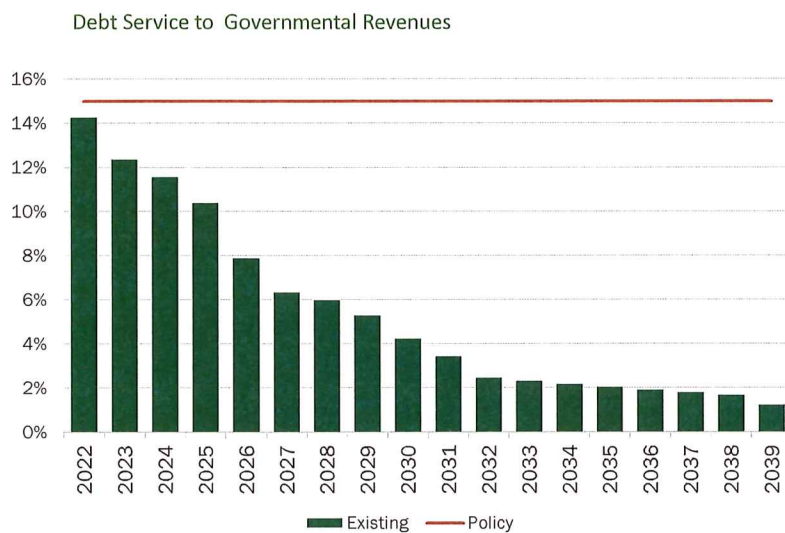
Debt Ratio	Affordability Threshold	As of June 30, 2021	Estimate As of June 30, 2022
a.) Net Debt / Market Value of Tax Base	Less than 2.5%	1.28%	1.10%
b.) Debt Service/ Gov't Revenue	Less than 15.0%	15.11%	14.27%
c.) Ten Year Payout Ratio	55% or Greater	78.7%	78.9%

Key Debt Ratio: Debt to Assessed Value



- Existing Debt to Assessed Value
 - As of 6/30/2021 Existing: 1.28%
 - As of 6/30/2022 Estimated: 1.10%
- The County has a Financial Policy setting a maximum Debt to Assessed Value of 2.50%.

Key Debt Ratio: Debt Service vs. Gov't Revenue



FY 2021: 15.11%

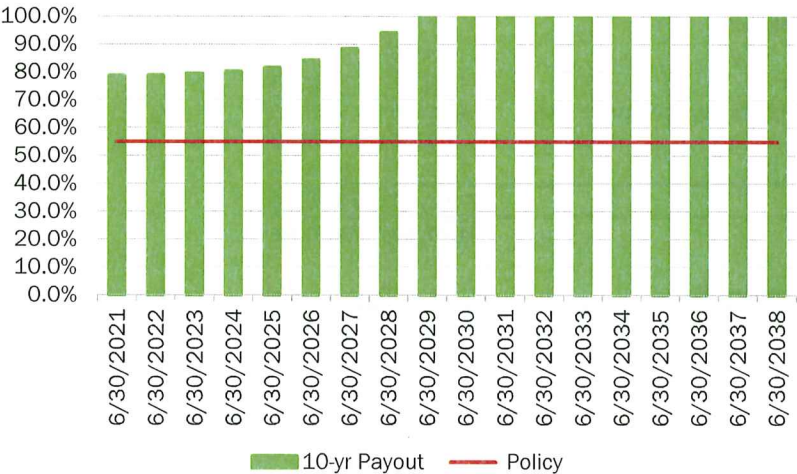
FY 2022: 14.27%

The County has a Financial Policy setting a maximum Debt Service to Governmental Revenue ratio of 15.0%.

Assumed Future Revenue Growth Rate - 2.50%

Key Debt Ratio: 10 Year Payout Ratio

10 Year Payout Ratio



FY 2020: 78.7%
FY 2021: 78.9%

The 10-Year Payout Ratio measures the amount of principal to be retired in the next 10 years.

The County has a Financial Policy setting a minimum 10-Year Payout Ratio of 55%.

General Fund Balance Overview

						* Exhibit 4
					2020	2021
General Fund*						
Revenues					66,665,346	69,918,880
Expenditures					63,641,496	67,782,902
General Fund Balance#						#Exhibit 3
Nonspendable					4,000	6,200
Restricted - Other					4,720,977	5,182,793
Restricted - Stabilization by State Statute - A/R					4,889,926	5,287,119
Committed					786,396	765,032
Assigned					7,025,337	9,715,236
Unassigned					27,130,647	24,737,106
Total					44,557,283	45,693,486
General Fund Balance Ratios						
Unassigned as a % of Expenditures					42.6%	36.5%

Note: Targeted minimum of 30% unassigned as a % of Expenditures

General Fund Balance Assignment Detail

Assignments						FY 2021	FY 2022	Projected
						Year End	Adjustments	FY 2022
								Year End
Subsequent year's expenditures (Approp. Fund Balance)						5,645,236		4,485,784
YTD FY 2022 budget amendments							(1,159,452)	
Public Safety						1,000,000		1,000,000
NC DOT Matching Funds - New Commerce Dr extention								
Human Services						2,000,000		2,500,000
Senior Center Upgrades							500,000	
Economic and Physical Development						1,070,000		2,716,000
Economic Development Set Aside YTD Adjustments							530,000	
VGCC - Applied Tech Cntr for Adv Manuf - 20% match							1,116,000	
Total						*	9,715,236	10,701,784

- Note: Corresponds to Exhibit 3 of FY 2021 CAFR

Unassigned General Fund Balance Percentage

		Unassigned Gen Fund as a % of Expenditures	FY 21 Actual Expenditures
Unassigned Fund Balance a/o 6/30/21	\$ 24,737,106	36.5%	\$ 67,782,902
less YTD Budget Amendments (from Contingency Summary)	\$ (1,159,451)		
Addition for Senior Center Upgrades	- \$ 500,000	Unassigned Gen Fund as	
Econ Development Set Aside YTD Adjustments	- \$ 530,000	a % of Budgeted	FY 22 Budgeted
VGCC - Applied Tech Cntr for Adv Manuf - 20% match	- \$ 1,116,000	Expenditures	Expenditures
Unassigned FY 2021-22 Fund Balance a/o 2/7/22	\$23,750,557	30.8%	\$ 77,186,594



Granville County Human Resources

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel, Assistant County Manager
Angela Miles, Human Resources Director
Department: County Administration and Human Resources
Date: February 25, 2022
Title: Human Resources Update and Proposed Amendments to Personnel Policy

PURPOSE:

To review human resources activities and proposed amendments to the County's Personnel Policy.

BACKGROUND:

Human Resources Director Angela Miles will present an update on human resources activities including turnover statistics, recruitment and retention efforts, and other employee-related matters.

In addition, proposed amendments to the Personnel Policy were first introduced at the Board's February 7, 2022 meeting with further consideration and a request for adoption expected to take place during the Annual Board Retreat. The draft amended policy, a summary of key changes to the policy, and a draft resolution to adopt the amended policy are therefore included with the agenda materials.

Additional Background

Periodic amendments to the Personnel Policy are necessary to address the County's growth and changing needs, to provide additional clarification on application of specific policies, and/or to reflect the most current employment law legislation.

Throughout the past year as staff consulted the policy for guidance on various personnel matters, county administration and human resources analyzed the current policy to identify where updates or clarification were indicated. Proposed amendments were then incorporated into the original policy document utilizing the track changes feature to ensure they were easily recognizable to the reader.

County employees were provided an opportunity to review and comment on the proposed amendments in January 2022. Several appreciative comments were received along with a few suggestions. Suggestions which were applicable to all county employees, and which fit well with the meaning and intent of the policy were incorporated into the final draft document.

FUNDING:

N/A

RECOMMENDATION:

County Administration and Human Resources Director recommend adopting the Granville County Personnel Policy as amended February 25, 2022 to be effective immediately upon adoption.

ATTACHMENTS:

Summary of Key Changes

Granville County Personnel Policy (Amended February 25, 2022) - DRAFT

Resolution to Amend Personnel Policy

ACTION TAKEN:

SUMMARY OF KEY AMENDMENTS TO PERSONNEL POLICY

February 7, 2022

Periodic updates to Granville County's Personnel Policy are necessary in order to address the County's growth and changing needs, to provide additional clarification on application of specific policies, and/or to reflect the most current employment law legislation.

All changes or revisions to the attached policy document are shown using track changes with key changes listed below for quick reference.

Article	Section Title	Page	How Revision Relates to Existing Policy or Practice	Recommended Modification
1.	I Departmental Rules and Regulations	3	Revises existing policy.	Adds requirement for current versions of department-specific policies to be submitted & kept on file in the HR department.
2.	I Definitions	3	Clarifies existing policy.	Adds statutory reference for appointing authority of Board of Elections, Social Services, and Soil and Water Conservation Board.
3.	III Probationary Pay Increases	7	Clarifies existing policy.	Clarifies that employees hired between the hiring rate and minimum (i.e., "less than the minimum") are eligible to receive a pay increase to the minimum upon successful completion of the probationary period.
4.	III Overtime Pay Provisions	10	Revises existing policy.	Adds exclusion of elected sheriff and register of deeds positions from earning comp time.
5.	III On-Call and Call-Back Compensation	10	Clarifies existing policy.	Adds clarification for when an employee in on-call status is required to be compensated.
6.	III Hourly Rate of Pay	11	Revises existing policy.	Adds reference to the new part-time pay schedule adopted by the BOC on 11/15/2021.
7.	III Timesheet Rounding Rule	11	Revises existing policy.	Incorporates existing practice of utilizing the FLSA permitted 'rounding rule' to round an employee's work time to the nearest quarter hour into written policy and provides additional clarification on its application.
8.	III Certification and Educational Incentives	13	Revises existing policy.	Adds clarification to eligibility and procedures for requesting a pay incentive for obtaining an advanced education degree. Increases coursework completion while employed with Granville County from 30% to 50%.
9.	IV Recruitment, Selection, and Hiring	15	Revises existing policy.	Adds notice of new requirement for psychological examinations of justice officers as established by SL 2021-138.

Article	Section Title	Page	How Revision Relates to Existing Policy or Practice	Recommended Modification
10.	IV Recruitment, Selection, and Hiring	15	Clarifies existing policy.	Adds clarification for hiring procedures, approval of starting salaries, and adjusts for electronic submission of documentation.
11.	IV Definition of Promotions, Demotions, and Transfers	16	Revises existing policy.	Adds requirement that employees be in regular status (not probationary) in order to be eligible for promotion.
12.	V Expectation of Ethical Conduct	17	Expands existing policy.	Establishes procedures for documenting and processing free gifts received through merchant purchasing programs.
13.	V Telework Policy	19	Expands existing policy.	Adds requirement for documentation of approval & purpose for earning comp time or overtime when working remotely.
14.	V Performance Review	20	Clarifies existing policy.	Clarifies information for probationary reviews, dates of the County's established annual review cycle, and that employees who have not completed probation prior to June 15 are not eligible for the annual review cycle nor any merit increase during that year's cycle.
15.	V Attendance	34	New policy.	Adds expectations for employee attendance to assist supervisors in addressing employee attendance issues.
16.	VII Holidays and Leaves of Absence	39	Clarifies existing policy.	Clarifies that shift personnel receive holiday pay on the actual holiday when holidays that vary from year-to-year fall on a Saturday or Sunday (New Year's Day, Fourth of July, Veteran's Day, Christmas).
17.	VII Holidays and Leaves of Absence	39	Expands existing policy.	Expands the flex holiday options to include any day during the employee's birth month. <i>Flex holiday is currently restricted to a federally-recognized holiday for which the County's offices would normally remain open. There are only 3 such holidays available to take (Presidents Day, Juneteenth, & Columbus Day) which has caused some scheduling difficulties in smaller departments.</i>
18.	VII Holidays and Leaves of Absence	40	New policy.	Adds exclusion of elected sheriff and register of deeds positions from earning annual leave.

Article	Section Title	Page	How Revision Relates to Existing Policy or Practice	Recommended Modification
19.	VII Holidays and Leaves of Absence	42	Expands existing policy.	Removes cap on sick leave balance transfers and allows all hours to transfer with the stipulation that the sick leave is not credited to the employee's Granville County sick leave accrual balance until the employee has successfully completed their probationary period. The policy is not retroactive and only employees who begin employment after the policy adoption date are eligible. <i>The County currently caps sick leave transfers at 240 hours for new employees who worked for an employer covered by LGERS. [This policy has a negative impact on efforts to recruit experienced local government employees who have been responsible in their use of sick leave.]</i>
20.	VII Community Involvement Leave	47	Expands existing policy.	Expands paid leave eligibility to employees' grandchildren. <i>Paid leave to attend school activities is currently only available for employees' children.</i>
21.	VII Voluntary Shared Leave	48	Expands existing policy.	Adds back language from the previous County Personnel Ordinance which allowed an exception for employees to donate a maximum of 450 hours to family members who are employed with the County. <i>Current policy limits all employees to 90 hours maximum for donating leave.</i>
22.	VII Adverse Weather and Emergency Conditions	49	New policy.	Adds a 2-hour call-back pay provision for employees in non-critical positions who are required to report to work for departmental needs when County offices are closed due to weather. This pay is in addition to their receiving inclement weather pay (regular pay) for the day.
23.	XI Access to Confidential Records	59	Revises existing policy.	Replaces excerpt from NC GS 153A-98 with reference to the statute to avoid potential inaccuracies if legislators revise the statute language in the future.
24.	XII Amendments	60	Revises existing policy.	Updated to reflect amendments/changes to the policy to be announced and circulated via email, uploaded to an employee portal, and/or an announcement published in the employee newsletter. <i>Existing policy requires policy changes to be posted on bulletin boards in employee work locations & not all locations have this available.</i>



COUNTY OF GRANVILLE PERSONNEL POLICY

Effective January 16, 2021
Amended Month DD, YYYY

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GRANVILLE COUNTY
PERSONNEL POLICY

BE IT RESOLVED by the Granville County Board of Commissioners that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment for the employees of the County.

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ARTICLE I. GENERAL PROVISIONS

SECTION 1. PURPOSE OF THE POLICY

The purpose of this Policy and the rules and regulations set forth herein is to establish a fair and uniform system of personnel management for all County employees under the administration of the county manager, sheriff, register of deeds, Board of Elections, Soil and Water Conservation Board, or Social Services as governed by Chapter 108A of the North Carolina General Statutes. These are the official appointing authorities covered by this Personnel Policy. This Policy is established under authority of NC General Statutes §153A, Article 5 and §126.

For positions subject to the State Human Resources Act, state requirements will supersede this document whenever there is a conflict. Employees holding those positions should consult Chapter 126 of the North Carolina General Statutes, "The State Human Resources Act", and 25 NCAC 11.

SECTION 2. MERIT PRINCIPLES

All appointments and promotions will be made based solely on merit and these decisions are within the County's discretion. All positions requiring the performance of the same duties and fulfillment of the same responsibilities will be assigned to the same class and the same salary range. No applicant for employment or employee will be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, non-disqualifying disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.

SECTION 3. RESPONSIBILITIES OF THE COUNTY BOARD OF COMMISSIONERS

The County Board of Commissioners (herein referred to as "Board of Commissioners") will be responsible for establishing and approving the Personnel Policy and the Position Classification and Pay Plan and may change the policies and benefits as necessary. The Board of Commissioners also will make and confirm appointments when so specified by the General Statutes.

SECTION 4. RESPONSIBILITIES OF THE COUNTY MANAGER

The county manager will be responsible to the Board of Commissioners for the administration and technical direction of the human resources program. The county manager or his/her designee will appoint, suspend, and remove all County officers and employees except those elected by the people or whose appointment is otherwise provided for by law as shown in Section 9 of this Article. The county manager will make appointments, dismissals, and suspensions in accordance with the state statutes and other policies and procedures spelled out in this Policy.

The county manager will:

- (a) recommend policies and revisions to the personnel system to the Board of Commissioners;
- (b) make changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommend necessary revisions to the Pay Plan;
- (d) determine which employees are subject to overtime provisions of the Fair Labor Standards Act (FLSA);
- (e) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- (f) perform such other duties as may be assigned by the Board of Commissioners not inconsistent with this Policy; and
- (g) appoint an employee to the role of human resources director or serve in that role for the County.

SECTION 5. RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR

The county manager will appoint a human resources director or perform this role himself or herself. If serving in the role of human resources director, the manager may delegate any or all these responsibilities as he or she may deem necessary and proper.

The human resources director is responsible for the following:

- (a) recommend policies and revisions to the personnel system to the county manager for consideration;
- (b) recommend changes as necessary to maintain an up to date and accurate Position Classification Plan;
- (c) recommend necessary revisions to the Pay Plan;
- (d) recommend which employees will be subject to the overtime provisions of FLSA;
- (e) maintain a roster of all persons in County service;
- (f) establish and maintain a list of authorized positions in County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number, and other such data as may be useful;
- (g) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- (h) develop and coordinate training and educational programs for County employees;
- (i) investigate the operation and effect of the personnel provisions of this Policy periodically;
- (j) ensure that the County complies with various human resources related laws and regulations;
- (k) perform other duties as may be assigned by the county manager not inconsistent with this Policy;
- (l) identify and work to resolve barriers to employee engagement and effective performance;
- (m) provide consultation to employees, department heads, and elected officials regarding legal and up to date human resources practices, employee relations and morale, equal treatment of employees, and other issues; and
- (n) ensure all employees receive and acknowledge receipt of access to a copy of this Policy and revisions.

SECTION 6. RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

Supervisors will meet their responsibilities as directed by the Board of Commissioners and/or the county manager, being guided by this Policy and County Ordinances. The County will require all supervisors to meet their responsibilities by:

- (a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunity;
- (b) developing and motivating employees to reach their fullest potential through continued education and training;
- (c) communicating clear performance expectations and making objective evaluations of individual work performance at least annually and discussing these evaluations with each employee to facilitate effective employee performance and bring about any needed improvements;
- (d) keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work; and
- (e) making every effort to resolve employee problems and grievances and advising employees of their rights and privileges.

SECTION 7. APPLICATION OF POLICIES, RULES, AND REGULATIONS

This Policy and all rules and regulations adopted pursuant thereto will be binding on all County employees. The county manager, county attorney, elected officials, and appointed members of the County's advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this Policy will be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which may have been violated. All employees are expected to cooperate with any investigations conducted by the County.

SECTION 8. DEPARTMENTAL RULES AND REGULATIONS

Because of specific personnel and operational requirements of various County departments, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations must not in any way conflict with the provisions of this Policy but will be considered as a supplement to this Policy. Department-specific policies must be approved by the county manager and/or the respective departments' governing boards and the current version must be kept on-file in the County Human Resources Department.

SECTION 9. DEFINITIONS

For the purposes of this Policy, the following words and phrases will have the meanings respectively ascribed to them by this section:

Appointing Authority. The county manager will be designated as the appointing authority with the following exceptions:

- (a) The sheriff shall be the appointing authority for positions in the Sheriff's Office;
- (b) The register of deeds shall be the appointing authority for positions in the Register of Deeds Office;
- (c) The Board of Elections which is governed by Chapter 163 of the North Carolina General Statutes;
- (d) The Department of Social Services which is governed by Chapter 108A of the North Carolina General Statutes;
- (e) The Soil and Water Conservation Board which is governed by Chapter 139 of the North Carolina General Statutes; and
- (f) Others as designated by the county manager.

Full-time employee. An employee who is in a position for which an average work week equals at least 37.5 hours and continuous employment of at least 12 months is required by the County. Such employees are eligible for benefits.

Limited service. An employee appointed to a position for which continuous employment required by the County is less than 12 months. Such employees are not eligible for benefits other than FICA and workers' compensation with the exception that employees scheduled to work more than 30 hours per week for more than three consecutive months are eligible for health insurance under the Affordable Care Act.

Part-time employee. An employee who is in a position for which continuous employment of at least 12 months are required by the County and an average work week over the course of a year is less than 37.5 hours. Eligibility for benefits and enrollment in the North Carolina Local Governmental Employees' Retirement System are dependent on the hours worked over the course of a calendar year.

- (a) Positions requiring an average work week of less than 20 hours (i.e., less than 1,000 hours of work in a calendar year) are not eligible for benefits other than FICA and workers' compensation.
- (b) Positions requiring an average work week of at least 20 hours but less than 30 hours (i.e., at least 1,000 hours of work in a calendar year) are not eligible for benefits other than FICA and workers' compensation. As a condition of employment such employees shall join the North Carolina Local Governmental Employees' Retirement System as outlined in this Policy. This classification of part-time employees is not currently authorized for use.
- (c) Part-time employees in positions with an average work week of at least 30 hours, but less than 37.5 hours, are eligible for FICA, workers' compensation, health insurance under the Affordable Care Act, and pro-rated holiday, annual, and sick leave as outlined in this Policy. As a condition of employment, such employees shall join the North Carolina Local Governmental Employees' Retirement System as outlined in this Policy. This classification of part-time employees is not currently authorized for use.

Permanent position. A position authorized for the budget year for a full 12 months and budgeted for 20 or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards; therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or

employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period. Persons in trainee appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Work Against Appointment. The County will follow the requirements of the State Human Resources Act where required. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on-the-job experience. A "work against" appointment may not be made without clear justification when applicants are available who meet the training and experience requirements for the full class in the position being recruited.

DRAFT

ARTICLE II. POSITION CLASSIFICATION PLAN

SECTION 1. PURPOSE

The Position Classification Plan ("Classification Plan") provides a complete inventory of all authorized and permanent positions in County service, and a description and specification for each class of employment. The Classification Plan standardizes job titles, each of which is indicative of a defined range of duties and responsibilities. All positions are classified according to assigned duties, responsibilities, qualifications needed, and other required factors. In order to ensure its continuing value as a personnel management tool, the Classification Plan will be maintained to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of regular positions.

Positions in the Department of Public Health and Department of Social Services will be classified by the NC Office of State Human Resources in compliance with the rules and regulations under the State Human Resources Act.

SECTION 2. COMPOSITION OF THE POSITION CLASSIFICATION PLAN

The Classification Plan will consist of:

- (a) a grouping of positions in classes which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- (b) class titles descriptive of the work of the class;
- (c) written specifications for each class of positions; and
- (d) an allocation list showing the class title of each position in the classified service.

SECTION 3. USE OF THE POSITION CLASSIFICATION PLAN

The Classification Plan is a guide for recruiting and examining applicants for employment; for determining lines of promotion and developing employee training programs; for determining salaries for various types of work; for determining personnel service items in departmental budgets; and for providing uniform job terminology.

SECTION 4. ADMINISTRATION OF THE POSITION CLASSIFICATION PLAN

The county manager will be responsible for administration of the Classification Plan and the human resources director will assist in allocating each position to its appropriate class. The Classification Plan will be reviewed periodically, and revisions recommended to the county manager when warranted to ensure that classifications accurately reflect current job duties and responsibilities.

The Office of State Human Resources shall administer a position classification plan for employees who are subject to the State Human Resources Act.

SECTION 5. AUTHORIZATION OF NEW POSITIONS AND THE POSITION CLASSIFICATION PLAN

New positions will be established upon approval of the Board of Commissioners. New positions will be recommended with a class title and will be allocated into the appropriate existing class, or the Classification Plan will be revised to establish a new class to which the new position(s) may be allocated. The Classification Plan, along with any new positions or classifications, will be approved by the Board of Commissioners and kept on file with the human resources director. Copies will be available to all employees for review upon request.

SECTION 6. REQUEST FOR RECLASSIFICATION

Any employee who considers the position in which he or she is classified to be improper must submit a written request for reclassification to their immediate supervisor, who will transmit the request to the human resources director through the chain of command. The human resources director will study the request, determine its merit, and recommend any changes to the county manager for consideration in the next budget process.

ARTICLE III. THE PAY PLAN

SECTION 1. DEFINITION

The Pay Plan is adopted by the Board of Commissioners and includes the assignment of classes to salary grades and ranges as well as the salary schedule which consists of hiring and maximum rates of pay for each job classification. Salary increases within the pay range shall be based on criteria established by the county manager and approved by the Board of Commissioners.

SECTION 2. ADMINISTRATION AND MAINTENANCE

The county manager will be responsible for the administration and maintenance of the Pay Plan. All employees covered by the Pay Plan will be paid at a rate within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new Pay Plan.

The Pay Plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in public employment in the area, changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the county manager, assisted by the human resources director, will make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the Pay Plan, the county manager will recommend to the Board of Commissioners such changes in salary ranges as appear to be warranted. As part of the annual budget process, the Board of Commissioners may adopt the salary schedule and assignment of job classes to salary grades, including any minor adjustments made by the county manager during the previous budget year.

When necessary, the county manager may approve in-range salary adjustments not to exceed ten percent to accommodate inequities, special performance or achievements, or other issues.

Periodically, the county manager will recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Board of Commissioners.

SECTION 3. STARTING SALARIES

All persons employed in positions approved in the Position Classification Plan will usually be employed at the hiring rate for the classification in which they are employed. On the recommendation of the department head and human resources director and with the approval of the county manager, employee salaries may be approved above the minimum of the pay range. Reasons for hiring above minimum include exceptional education and experience qualifications of the applicant, a shortage of qualified applicants, and/or the refusal of qualified applicants to accept employment at minimum. The human resources director and department head will consider internal equity of other department employees when making a recommendation above minimum. Elected officials (i.e., the sheriff and register of deeds) shall be paid upon initial election or appointment at the rate of pay of the previous incumbent less 1% for each year of service in the position by the previous incumbent.

SECTION 4. TRAINEE DESIGNATION AND PROVISIONS

Applicants being considered for employment or County employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the appointing authority to a "trainee" status, or under the State Human Resources Act job classes as a "work against". In such cases, the supervisor must prepare a Trainee Progress Report which tracks progress in training competencies and identifies a specific time period for the employee to meet the minimum qualifications for the job classification. A report must be completed every 60 days and submitted to the Human Resources

Department for the duration of the trainee period. An employee will remain at the trainee or "work against" salary level until the department head certifies that the employee is qualified to assume full responsibilities of the position and the county manager approves the certification. The department head will review the progress of each employee in a trainee or "work against" status every six months or more frequently as necessary to determine when the employee is qualified to assume full responsibilities of the position.

"Trainee" salaries may be two grades below the hiring rate established for the position for which the person is being trained (Note: Positions subject to the State Human Resources Act may be assigned no more than two grades below for trainee purposes.) The actual assignment should be reviewed and approved by the human resources director. A new employee designated as a "trainee" appointment will be in a probationary status until all requirements for the full job class are met.

If the training is not successfully completed as planned, the employee will be transferred, demoted, or dismissed. If the training is successfully completed, the employee will be paid at least at the hiring rate established for the job class.

SECTION 5. PROBATIONARY PAY INCREASES

Employees hired or promoted at less than the minimum rate of the pay range will receive a salary increase to the minimum rate within the salary range upon successful completion of the probationary period. Employees serving a 12-month probationary period are eligible for consideration for this pay increase after six months of successful employment; employees with a 12-month probationary period who receive an increase at the six-month review will not be eligible for an increase at the end of the 12-month probationary period.

SECTION 6. PERFORMANCE PAY

Upward movement within the established salary range for an employee is not automatic but rather based upon specific performance criteria. Procedures for determining performance levels and performance pay increases will be established and approved by the county manager, consistent with budgets approved by the Board of Commissioners. Employees at or above the maximum of the range are not eligible for a performance pay increase but may be eligible for a performance bonus.

SECTION 7. PERFORMANCE BONUS

Employees who are at or above the maximum amount of the salary range for their position classification will be eligible to be considered for a performance bonus when performance pay has been authorized and budgeted. Performance bonuses will be awarded based upon the employee's performance as described in the performance evaluation and will be the same percentage of annual salary as employees within the salary range with the same performance level. Performance bonuses do not become part of base pay and are awarded in a lump sum payment.

SECTION 8. SALARY EFFECT OF PROMOTIONS, DEMOTIONS, TRANSFERS, AND RECLASSIFICATIONS

See [Article IV](#) for definition of promotions, demotions, and transfers as used in this Policy.

Promotions. The purpose of the promotional pay increase is to recognize and compensate an employee for assuming increased responsibility. When an employee is promoted to a position with a higher salary grade, the employee's salary will normally be advanced to the hiring rate of the new position or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of highly-skilled and qualified employees, shortage of qualified applicants, or for other reasons related to the merit principle of employment, the county manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the County, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event will the new salary exceed the maximum rate of the new

salary range.

The amount of the salary adjustment should be based upon:

- (a) the employee's related education, training, and experience;
- (b) the nature and magnitude of the change in jobs;
- (c) budget availability;
- (d) consistency with similar situations in the past;
- (e) internal equity within the work unit; and
- (f) other relevant issues.

Cost of living (or market adjustment), probationary increases for a previous job, and other in-range increases cannot take the place of a promotional increase. The position of the employee's adjusted salary within the new salary range will not exceed the position of the employee's salary in the current range.

Demotions. When an employee is voluntarily demoted to a position for which he or she qualifies, the salary will be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job. If the current salary is within the new range, the employee's salary may be retained at the previous rate, if appropriate. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level, and action should be appropriate to this consideration along with internal equity of the pay rate of other employees in the same classification.

If the demotion is the result of disciplinary action, the salary will be decreased at least 5% and may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade will not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range will receive a pay increase of approximately 5% or an increase to the hiring rate of the new pay range, whichever is greater. If the position is reclassified to a lower pay range, the employee's salary will remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee will be maintained at the current level until the range is increased above the employee's salary.

SECTION 9. SALARY EFFECT OF SALARY RANGE REVISIONS

When a class of positions is assigned to a higher salary range as a result of labor market conditions, employees in that class will receive a 5% increase for each salary grade increase, if such increases do not exceed the midpoint of the new range. At a minimum, the employee will receive a 5% increase for the range revision even if such an increase takes the employee above the midpoint of the new range. When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If the assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the employee's salary will be maintained at that level until such time as the salary range is increased above the employee's current salary.

SECTION 10. TRANSITION TO A NEW SALARY PLAN

The following principles will govern the transition to a new salary plan:

- (a) No employee will receive a salary reduction as a result of the transition to a new salary plan.
- (b) Employees being paid at a rate lower than the hiring rate established for their respective classes will have their salaries raised to the new hiring rate for their classes. The only exception will be those employees currently being paid at a trainee rate, or in a "work against" status. These employees will remain in their same relative pay status in the new salary grade assigned.
- (c) Employees being paid at a rate above the hiring rate and below the maximum rate are considered as being paid at a competitive rate for the job class and may receive any approved salary plan implementation increases as authorized by the Board of Commissioners.
- (d) Employees being paid at a rate above the maximum rate established for their respective classes will

be maintained at that salary level with no increase in base pay until such time as the salary range is increased above the employees' current salary (i.e., no performance/merit pay increase, market adjustment/cost of living increase, or any other increase to the base pay until the employee is within the appropriate salary range).

SECTION 11. EFFECTIVE DATE OF SALARY CHANGES

Salary changes approved after the first working day of a pay period will become effective at the beginning of the next pay period, or at such specific date as may be approved by the county manager.

SECTION 12. OVERTIME PAY PROVISIONS

County employees can be requested and may be required to work overtime hours as necessitated by the needs of the County and determined by the supervisor. All overtime work must be authorized in advance and properly documented on the employee's time sheet.

Supervisors will attempt to arrange employee work and schedules to accomplish the required work within the standard workweek to avoid incurring overtime. The standard workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday, unless the county manager designates an alternate schedule.

The County will comply with the provisions of the Fair Labor Standards Act (FLSA). The county manager will determine, based on the recommendation of the human resources director, which jobs are "Non-Exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-Exempt Employees. Employees are expected to work during all assigned periods except during scheduled breaks or mealtimes. Except in emergency situations, employees are not to perform work at any time not scheduled unless they receive prior approval from their department head or supervisor.

Non-exempt employees will be paid a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period; or 171 hours in a 28-day cycle for sworn law enforcement personnel). Hours worked beyond the FLSA established limit will be compensated in time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked will be considered; annual leave, sick leave, holidays, or hours not worked while serving in on-call status (subject to applicable laws) are not included in the computation of hours worked for FLSA purposes.

Whenever practical, instead of permitting non-exempt employees to work overtime, departments will schedule time off on an hour-for-hour basis within the applicable workweek or work period. When time off within the applicable workweek or work period cannot be granted, overtime worked will be given in the form of compensatory time off or paid time in accordance with the FLSA.

Earned compensatory time may be granted whenever feasible and determined by the department head, based on recommendations from the supervisor. As of the adoption date of this Policy, the FLSA permits non-exempt employees to accumulate a maximum of 240 hours of compensatory time (sworn law enforcement officers may accumulate a maximum of 480 hours).

Supervisors are encouraged to approve the use of compensatory time within three months after it is earned whenever possible. In all cases, employees must use accrued compensatory time before using any accrued annual or sick leave. Non-exempt employees separating from employment will be paid for their compensatory time balances.

In a declared local, state, or federal state of emergency where employees are required to work long and continuous hours over multiple days, to ensure safe working conditions the county manager is authorized to approve compensation at a rate up to double time for those hours worked in excess of 40 hours per week and/or granted time off with pay for rest and recuperation. This provision applies to both exempt and non-exempt employees including the county manager.

Exempt Employees. Employees in positions determined to be "Exempt" from the FLSA (executive,

administrative, or professional staff) will not receive pay for hours worked in excess of their normal work periods. Exempt employees may be granted compensatory leave by their supervisor on an hour for hour basis where the convenience of the department allows and in accordance with procedures established by the county manager. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

Elected Positions. Elected sheriff or register of deeds positions are not eligible for compensatory leave.

SECTION 13. ON-CALL AND CALL-BACK COMPENSATION

The County provides continuous service to its citizens 24 hours a day, seven days a week; therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of County employment is the acceptance of a share of the responsibility for continuous service in accordance with the nature of each job. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee may be subject to disciplinary action up to and including dismissal by the appointing authority.

On-Call/Standby. On-call (standby) time consists of scheduled non-work hours in excess of the standard work period when an employee is required (1) to be available to be called back to work on a regular or emergency basis; (2) to respond within a reasonable period of time; and (3) to be free from the influence of alcohol or narcotics and able to work. All on-call/standby schedules must be submitted to the Human Resources Department. Employees eligible for standby compensation are those required to be on standby for at least one out of every six weeks or more frequently. The Human Resources Department will maintain a list of employees who are approved for on-call compensation arrangements.

Employees who must remain on the employer's premises, near an established telephone, or otherwise substantially restrict personal activities in order to be ready to respond when called are required by the FLSA to be compensated with regular pay for the on-call time. An employee who is required to remain on-call at home or at a location of their choice, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on-call and is not required by the FLSA to be compensated. See U.S. Department of Labor Wage and Hour Division Fact Sheet #22.

When non-exempt employees are required to be "on-call" and the on-call time is not substantially restricted, employees may be compensated according to policies and procedures established by the department head and approved by the county manager. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total hours worked for the week.

Call-back. Call-back time consists of actual time spent when called into work to handle an emergency or urgent situation. Non-exempt employees are guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours when not on stand-by. "Call-back" provisions do not apply to previously scheduled overtime work, training, meetings, etc. (scheduled one or more days in advance) or remote work.

SECTION 14. PAYROLL SCHEDULE AND DEDUCTIONS

The payroll schedule will be established by the county manager and administered by the Finance Department. For full-time employees, the County observes a payroll schedule beginning on the sixteenth day of the month and ending on the fifteenth day of the following month with a pay date on the last working day of the month. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on or before the last working day prior thereto. Part-time employees are paid on a bi-weekly basis. Deductions will be made from each employee's salary as required by law. Additional deductions may be made upon the employee's request and upon determination by the county manager in consult with the Finance Director as to the capability of payroll systems and appropriateness of the deduction.

SECTION 15. HOURLY RATE OF PAY

Employees scheduled to work less than 30 hours per week in a part-time or limited-service capacity will be compensated at the pay rates approved in the Granville County Part-Time Pay Schedule.

Employees scheduled to work at least 30 hours per week in a part-time or limited-service capacity with the same duties as full-time employees will work at a rate in the same salary range as full-time employees.

The hourly rate for employees will be determined by dividing the average number of hours scheduled per year into the annual salary established for the position.

SECTION 16. TIMESHEET ROUNDING RULE

Employees are required to record their time accurately; however, recording time a few minutes before or a few minutes after a regularly scheduled workday can create recordkeeping difficulties when tracking time worked to the exact minute. The Fair Labor Standards Act (FLSA) permits employers to utilize the 'rounding rule' to round an employee's time to the nearest quarter hour (see 29 CFR 785.48 (b)); therefore, to simplify payroll processing, the County has elected to utilize the 'rounding rule' and round employee worked time to the nearest quarter hour.

This practice of computing working time must be applied consistently so that it does not result in failure to compensate employees properly for time they have actually worked. Employee time *from 1 to 7 minutes is rounded down* to the nearest 15-minute increment and is not counted as hours worked. Employee time *from 8 to 14 minutes is rounded up* to the nearest 15-minute increment and is counted as a quarter hour of work time.

Employees should enter work time totals in quarter hour increments (i.e., .00, .25, .50, or .75). For example, if an employee records time in as 8:30 am and time out as 5:10 pm with a one-hour lunch break, total time worked for the day would be entered as 7.75 hours. Supervisors must give careful attention to ensure the rounding does not inadvertently result in excessive overtime or undertime calculations.

For departments utilizing time clocks, minor variations can be expected based on the nature of time clocks; however, employees are instructed to clock-in as close to the scheduled start of their work shift as possible and clock-out as close to the end of their scheduled shift as possible.

SECTION 17. PAY FOR AN INTERIM ASSIGNMENT IN A HIGHER-LEVEL CLASSIFICATION

An employee who is formally designated to perform the duties of a job that is assigned to a higher salary grade than the employee's regular classification for a period of at least one month will receive an increase for the duration of the interim assignment. The employee will receive a salary adjustment to the entry level (hiring rate) of the job in which the employee is acting or an increase of 10%.

Criteria involved in determining the amount of compensation will include:

- (a) the difference between the existing job and that being filled on a temporary basis, and
- (b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase will be temporary; upon completion of the assignment, the employee will go back to the salary he or she would have had if not assigned to the interim or acting role taking into account any increase the employee would have received if not placed in the interim or acting role.

SECTION 18. DIRECT DEPOSIT

Employees will be paid by electronic transfer to their designated bank account(s) and must furnish Human Resources with sufficient information to effectuate the direct deposit. Employees will receive written or electronic documentation of their wages, deductions, and leave balances each pay period.

SECTION 19. CERTIFICATION AND EDUCATIONAL INCENTIVES

Certifications. Note: This Section does not apply to the certification structure in place for the County Inspections Department.

An employee may be requested or required to obtain an initial certification, or to attain additional certification levels that exceed the requirements on the position classification specification in order to fill a need identified by the department head and approved by the county manager. To request consideration of this increase for an employee, the department head must submit a written notice to the Human Resources Department as far in advance of the employee obtaining training or applying for the certification as possible. The written notice will be forwarded to the county manager for approval.

The County will pay for one certification school and up to two attempts at an exam for a single certification level. If the employee is unsuccessful in passing the exam after two attempts, no further payment for schools or exams for that certification level will be made; any additional attempts will be the employee's financial responsibility. Copies of all correspondence and certificates must be provided to Human Resources.

In recognition of the additional level of responsibility, employees are eligible for a 2.5% salary increase for each level of certification or specific certification(s) attained as outlined in this section. Employees who receive a pay incentive based on this policy must maintain the level of certification achieved. If the certification lapses, is suspended, or the employee changes roles within the organization and the certification is no longer utilized, any pay incentive(s) may be removed at the discretion of the county manager. See [Article V, Section 13](#) for requirements to report lapses, sanctions, suspensions, revocations, or other loss of credentials.

Pay incentives subject to this Section will not apply in the following situations:

- (a) When the certification is or was a required condition of an employment offer;
- (b) When the certification is or was a requirement of the employee's position classification specification upon acceptance of an employment offer (pay for certification requirements and related levels of responsibility are considered when assigning positions to salary grades); or
- (c) When an employee independently obtains certifications for his or her own personal or professional development without being requested or required and does not obtain prior approval from the County.

The County will pay for renewal of required certifications in accord with [Section 13 of Article V](#).

To ensure proper budget planning, certification increases will usually be applied only at the beginning of a fiscal year; however, under certain circumstances, as when notification is given in advance of the current budget cycle or when salary reserves are available, the county manager may make an exception and apply the incentive at a time other than the start of the fiscal year.

Advanced Education Degrees. The County recognizes the importance of advanced education in the professional development of employees and the benefits such education brings to the organization. To that end, non-probationary full-time employees pursuing a degree in higher education related to their current position or employees who are requested to obtain a degree by their department head in order to pursue a promotion within County service are eligible for pay incentives as outlined in this section.

Pay incentives subject to this Section will not apply in the following situations:

- (a) When the education level or degree is or was a required condition of an employment offer; or
- (b) When the education level or degree is or was a requirement of the employee's position classification specification upon acceptance of an employment offer (pay for educational requirements and related levels of responsibility are considered when assigning positions to salary grades).

College courses should usually be taken outside of regular work hours; courses during work hours are typically not permitted but may be considered by the county manager on a case-by-case basis if the work time can be made-up with minor schedule adjustments. Employees will not be paid for time spent in courses; however, employees may be eligible for reimbursement for tuition, registration fees, laboratory fees, books, and student fees upon successful completion of the individual course(s) as outlined in the Tuition Reimbursement Policy

found in [Section 10 of Article VI](#).

Pre-Enrollment Considerations. Not all degrees received by employees will be eligible for this policy; therefore, employees pursuing an advanced education degree who intend to apply for a pay incentive should consult with their respective department head *prior to* enrollment.

To request consideration for a future pay incentive, the employee must submit a written statement to their department head that includes:

- (a) The name of the higher education institution;
- (b) The type of degree being pursued;
- (c) Major/Minor fields of study;
- (d) An explanation of how the degree relates to the employee's current position and/or future advancement opportunities with the County; and
- (e) Expected date of completion.

If the department head agrees that the degree is relevant to the employee's current position or is needed to pursue a promotion, the department head must provide a supporting statement and submit all documents to the human resources director who will make a recommendation to the county manager for approval or denial. Human Resources will notify the employee and department head of the county manager's decision in writing.

Eligibility Criteria. Employees will be eligible for a pay incentive when the following conditions are met:

- (a) The employee has been employed full-time with Granville County on a continuous basis for a minimum of two years;
- (b) All steps and eligibility factors outlined in this section have been observed; and
- (c) At least 50% of the coursework to attain the degree was completed while employed by Granville County on a full-time basis.

The employee must submit a written statement requesting the pay incentive to the department head along with (1) a copy of the approval notification received from Human Resources; (2) college transcripts; and (3) a copy of the degree certificate. The documentation will be forwarded to Human Resources to review for eligibility and processing.

Pay Incentives. Eligible employees will receive approved pay incentives as an addition to their base pay in the amount of 2.5% upon earning an associate degree (two-year); and/or 2.5% upon earning a bachelor's degree (four-year); and/or 2.5% upon earning a master's degree (post-secondary). The total maximum allowable pay incentive under this policy is 7.5% which would apply in the case of an eligible employee who did not possess any advanced degrees prior to applying for an incentive under this section.

To ensure proper budget planning, pay incentives will usually be applied only at the beginning of a fiscal year; however, under certain circumstances, as when notification is given in advance of the current budget cycle or when salary reserves are available, the county manager may make an exception and apply the incentive at a time other than the start of the fiscal year.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the County's policy to foster, maintain, and promote equal employment opportunity. The County shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement including upgrading and promotion, without regard to race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

SECTION 2. IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

All personnel responsible for recruitment and employment will continue to regularly review the implementation of this Policy and relevant practices to ensure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Notices regarding equal employment matters shall be posted in conspicuous places on County premises in places where notices are customarily posted.

SECTION 3. RECRUITMENT, SELECTION, AND HIRING

Recruitment Sources. When position vacancies occur, the Human Resources Department will publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices may be published on the County website or in local news media as necessary to inform the community and create a quality and diverse pool of applicants. Notice of vacancies may also be posted at designated conspicuous sites within departments. Individuals will be recruited for an adequate period and from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained. The North Carolina Division of Employment Security may also be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the County may hire or promote without advertising jobs upon approval of the county manager.

Job Advertisements. Employment advertisements will contain assurances of equal employment opportunity and will comply with federal and state statutes.

Application for Employment. All persons expressing interest in County employment will be given the opportunity to file an employment application for positions which are currently being recruited.

Application Reserve File. Applications will be kept for a period of two years in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department heads, with the assistance of the human resources director, will make such investigations and conduct such examinations as necessary to accurately assess the knowledge, skills, and experience qualifications required for the position. All selection devices administered by the County will be valid measures of job performance.

References and Background Investigations. Before any commitment is made to an applicant, the County will conduct reference checks regarding the employee's qualifications and work performance. Physical examinations, drug screening, and criminal background investigations may also be performed. Conviction of a crime is not automatically disqualifying; the County will consider the severity of the crime, degree to which the crime is job-related, and length of time since the conviction to determine the degree to which there is a

business necessity for choosing not to hire the applicant. In accord with Session Law 2021-138, psychological screening examinations will also be required for justice officers as defined by N.C.G.S. §17E-2.

Hiring. Before any commitment is made to an internal or external applicant, the department head will make recommendations to the human resources director including the position to be filled and the reasons for selecting the candidate over other candidates on a Request to Hire form with reference check completed and candidate's application and supporting documentation attached (i.e., degrees, F-3 forms, etc.). The human resources director will notify the department head of the approval of all potential new hire(s) along with the starting salary(ies). The county manager will have the final authority to approve negotiated salaries and benefits above the recommendation provided by Human Resources. All employment offers will be confirmed in writing by Human Resources with the exception of the Social Services Department who will provide and confirm their department employment offers in writing. These documents will become part of the new employee's personnel file.

SECTION 4. PROBATIONARY PERIOD

An employee appointed or promoted to a regular position will serve a probationary period. Sworn law enforcement personnel and department heads will serve a 12-month probationary period and all other employees will serve a 6-month probationary period. Employees in trainee or "work against" appointments will have specific time frames established for their probationary period.

During the probationary period, supervisors will monitor an employee's performance and communicate with the employee concerning performance progress. Employees will have a probationary review at the end of their probationary period. Employees serving a 12-month probation will have a probationary review at the end of six months, as well as before the end of 12 months.

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to demonstrate good work habits, and to work well with the public and coworkers. Before the end of the probationary period, the supervisor will conduct a performance evaluation conference with the employee to determine whether the employee is meeting job expectations. The employee's progress (accomplishments, strengths, and areas for improvement) will be discussed with the employee and a summary of this discussion should be documented in the employee's personnel file. The department head will recommend in writing to the county manager and human resources director whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. With approval of the county manager, probationary periods may be extended for three months with the possibility of one additional three-month extension for a maximum of six months' extension. The maximum probationary period for sworn law enforcement officers and department heads is eighteen months and for other County employees is 12 months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this Policy for disciplinary action.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee will be dismissed. Promoted employees will retain all other rights and benefits such as the right to use grievance procedures.

SECTION 5. DEFINITION OF PROMOTIONS, DEMOTIONS, AND TRANSFERS

See [Article III, Section 8](#) for salary effect of promotions, demotions, transfers, and reclassifications.

Promotion. Promotion is the movement of a regular employee from their current position to a vacant position in a class assigned to a higher salary range. It is the County's policy to create career opportunities for employees whenever possible; therefore, when a current regular employee applying for a vacant position is best suited of

all applicants, that applicant will be promoted to the position. The County will balance three goals in the employment process:

- (a) the benefits to employees and the organization of promotion from within;
- (b) providing equal employment opportunity and a diversified workforce to the community; and
- (c) obtaining the best possible employee who will provide the most productivity in that position.

The County will consider external and internal candidates rather than automatically promoting from within except in situations where previous County experience is essential or exceptional qualifications of an internal candidate so indicate. Candidates for promotion will be chosen based on their qualifications and their work records. Internal candidates will apply for promotions using the same application process as external candidates. Promotions for employees subject to Office of State Human Resources must comply with the rules and regulations of the State Human Resources Act.

Employees promoted into sworn law enforcement or department head positions will serve a 12-month probationary period; all other promoted employees will serve a 6-month probationary period. (See Section 4 of this Article).

Demotion. Demotion is the movement of an employee from their current position to a position in a class assigned to a lower salary range. Demotions may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be involuntarily demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such demotion will follow the disciplinary procedures outlined in this Policy. Demoted employees may appeal this decision based on the Grievance Process outlined in this Policy.

An employee may request a voluntary demotion when a vacant position is available. Employees may request voluntary demotions in order to accept a position with less complex duties and reduced responsibilities, to change career paths, or for other reasons. A voluntary demotion is not a disciplinary action and is made without using the above-referenced disciplinary procedures.

To determine effect on salaries, all demotions shall follow procedures established in Article III, Section 8 of this Policy.

Transfer. Transfer is the movement of an employee from their current position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee will apply for the transfer using the same application process as for external candidates. A department head wishing to transfer an employee to a different department or classification will make a recommendation to the county manager with the consent of the receiving department head. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this Policy. Employees who are transferred to a different department will serve a six-month probationary period.

ARTICLE V. CONDITIONS OF EMPLOYMENT

SECTION 1. WORK SCHEDULE

With approval of the county manager, department heads will establish work schedules which meet the operational needs of the department in the most cost-effective manner possible.

SECTION 2. POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Employees may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee will:

- (a) Engage in any political or partisan activity while on duty;
- (b) Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- (c) Be required to contribute funds for political or partisan purposes as a duty of employment or as a condition for employment, promotion, or tenure of office;
- (d) Coerce or compel contributions from another employee for political or partisan purposes;
- (e) Use any supplies or equipment of the County for political or partisan purposes; or
- (f) Be a candidate for nomination or election to the office of County Commissioner.

Any violation of this section will be deemed improper conduct and will subject the employee to disciplinary action under this Policy.

SECTION 3. EXPECTATION OF ETHICAL CONDUCT

Proper operation of County government requires public officials and employees to be independent, impartial, and responsible to the people; governmental decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain; and the public has confidence in the integrity of its government.

As stewards of public resources and holders of the public trust, County employees are expected to uphold the highest standards of ethical conduct while fulfilling their job duties and responsibilities. No County employee shall accept any gift, favor, or thing of value (more than \$50) from organizations, business firms, or individuals with whom they have official relationships because of County business. Whenever possible, free gifts or other incentives offered through merchant purchasing programs should be selected solely on the basis that they can be utilized by the department for County business. If items that meet this criterion are unavailable and the value of the free gift or incentive is not greater than \$50, documented departmental procedures must establish how the item was used. Any items valued over \$50 must be turned in to the Human Resources Department to log and distribute through established employee incentive programs. Departments may request such items back at a later date by submitting a written request identifying the public purpose for which the item(s) will be used. Upon adoption, this policy supersedes all other previously published policies.

These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor prohibit employees from accepting social courtesies that provide good public relations, and do not prohibit employees from obtaining loans from public lending institutions. It is particularly important that inspectors, contracting officers, and law enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

SECTION 4. OUTSIDE EMPLOYMENT

The work of the County will have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employments must be reported in advance to the

employee's supervisor on the Request to Work Outside Employment form. The form must be submitted to the appointing authority who will approve or disapprove the outside employment after a review is conducted by Human Resources for possible conflict of interest. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal. The Request to Work Outside Employment form will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include but are not limited to:

- (a) employment with organizations or in capacities that are regulated by the employee or employee's department; or
- (b) employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.

SECTION 5. DUAL EMPLOYMENT

Employees are prohibited from holding more than one position without approval by the county manager. This includes any combination of full-time, part-time, or limited service employment. The County will consult FLSA regulations in any potential dual employment cases to ensure that the regulations are followed.

SECTION 6. EMPLOYMENT OF RELATIVES

Hiring and employment of immediate family members within the same work unit is prohibited if such employment would result in one family member supervising or auditing the work of another, create a conflict of interest with either relative and the County, create the potential or perception of favoritism, or if one family member would occupy a position of influence over another's employment or any condition of employment. Examples of potential influence include but are not limited to hiring, promotions, salary administration, and disciplinary action.

Employment of any person who is an immediate family member of individuals holding a position of county commissioner, county manager, assistant county manager, human resources director, clerk to the board, finance officer, or county attorney is also prohibited.

For the purposes of this Article, immediate family is defined as spouse, child, parent, sibling, grandparent, and grandchild to include in-law, step, and half relationships and this Article also includes individuals living in the same household who share a relationship comparable to immediate family members.

This clause shall not be retroactive concerning any relative currently working for the County or anyone who has filed for election at the time of adoption; however, it does require that an employee resign should an immediate family member be elected to county commissioner.

This section also prohibits the sheriff, register of deeds, social services director, and elections director from employing immediate family members in the departments that they supervise without prior approval of the Board of Commissioners.

SECTION 7. HARASSMENT PREVENTION

The County prohibits harassment on the basis of race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the county manager, human resources director, or any department head who will advise the county manager or county attorney. The employee may file the complaint directly with the county manager if it involves a department head. The human resources director will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment must also report such conduct to an appropriate County official. Employees making complaints of harassment are protected against retaliation from alleged harassers or others.

SECTION 8. USE OF COUNTY TIME, EQUIPMENT, SUPPLIES, AND VEHICLES

County equipment, materials, tools, and supplies will not be available for personal use and are not to be removed from County property except when conducting official County business, unless approved by the county manager. No employee will purchase equipment or supplies for personal use through County purchase accounts. During working hours, an employee will only conduct County business. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's County duties and responsibilities is prohibited and subjects the employee to disciplinary action, up to and including dismissal.

All employees who use County vehicles are required to follow applicable motor vehicle and safety requirements. Violation or misuse of County vehicles also subjects the employee to disciplinary action, up to and including dismissal.

Other policies expounding on the use of information technology, social media, cell phones, and email are included in subsequent sections of this Article.

Surrender of Property. An employee who terminates employment will be required to return all items of equipment, including uniforms, owned by the County. Failure to do so may result in a deduction for replacement costs from the employee's final paycheck.

SECTION 9. TELEWORK POLICY

Teleworking allows an employee to work at home or in a remote location as requested by the employee or the County. Specific terms and conditions for the individual teleworker will be identified in a Teleworking Agreement which must be signed by the employee, direct supervisor, and department head and forwarded for approval of the human resources director and county manager. The Agreement will be placed in the employee's personnel file.

Teleworking is a temporary arrangement approved on an as-needed basis with no expectation that such the arrangement is permanent. All requests must be approved by the county manager who will make the final decision on a case-by-case-basis. As such, employees are not entitled to or guaranteed the opportunity to telework. Consideration of a teleworking agreement will require an evaluation of suitability based on job responsibilities, employee suitability, equipment needs, and tax and other implications.

Individuals requesting teleworking arrangements must have been employed with the County for a minimum of 12 full-time continuous months of regular employment without any disciplinary actions during the previous 12 months. Part-time employees or full-time employees that have not completed their probationary period are not eligible for teleworking.

Teleworking does not change the terms and conditions of "at-will" employment and the teleworker will continue to be subject to all County policies and procedures. Salary, benefits, and job responsibilities do not change because an employee teleworks, except as they might have changed under non-teleworking conditions. Teleworkers agree to comply with all existing job requirements and are expected to work within their standard workday; work hours must be reflected on the time sheet according to standard County policy. Teleworkers may not work more than the regularly scheduled hours in their normal work week as this would result in comp time and/or overtime which are not permitted while teleworking unless specifically requested by the county

manager or department head. If specifically requested to work beyond their regularly scheduled hours, the purpose for the comp time and/or overtime must be clearly documented on the employee timesheet and initialed by the department head.

For the purposes of this policy, essential personnel are defined as employees who provide essential services to support efforts to restore the health, safety, and welfare of the County and its citizens during an emergency. The county manager will determine which individuals are essential personnel expected to be at their assigned workplace unless they have been specifically excused by the department head. Failure to work when and where directed may result in disciplinary action up to and including dismissal.

Teleworking is not to be viewed as a substitute for dependent care, and teleworkers are expected to arrange for someone to provide child and other dependent care, if needed. The County recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is the responsibility of each teleworker to ensure that they are fully able to complete their work assignments as required. Teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a probation period.

Extended temporary teleworking will be considered (1) while working on a short-term project; (2) for employees on family or medical leave (to the extent practical for the employee and the organization and with the consent of the employee's health care provider); and (3) other similar circumstances including but not limited to pandemics, natural disasters, etc.

Teleworking may be discontinued at any time at the request of either the teleworker or the county manager and providing there is an available workspace.

SECTION 10. PERFORMANCE REVIEW

Department heads and/or supervisors will conduct performance reviews with employees under their supervision at least once a year utilizing the standardized schedule approved by the county manager.

New employees will receive a probationary review at the completion of their probationary period. Employees serving a twelve-month probationary period will receive a probationary review at the end of six months, as well as before the end of twelve months. Employees are not placed in regular status until they have successfully completed their probationary period.

Regular status employees will receive a performance review on an annual cycle which begins May 15 and ends June 15 each year. This annual review cycle also correlates to the award of merit increases for eligible employees when approved as part of the County's fiscal operating budget. Employees who have not successfully completed their probationary period prior to June 15 will not participate in the annual review cycle nor be eligible for a merit increase during that year's cycle.

Final documentation of any merit pay increase for which the employee is eligible must be submitted to the Human Resources Department by June 30 in order to be effective beginning July 16.

The new supervisor will be responsible for evaluating performance of transfers or promotions within his or her department and may work with the previous supervisor to obtain feedback on the employee's performance prior to the transfer or promotion. The department head will ensure that all changes in employee duties are reviewed and incorporated into a current job description.

The completed performance evaluation form will be archived in the payroll software program. Procedures for the performance evaluation program will be published by the human resources director with the approval of the county manager.

SECTION 11. SAFETY POLICY

Granville County is committed to the safety and welfare of all employees with a goal of reducing workplace accidents through prevention, education, and awareness. To enhance the County's safety program, a Safety Committee comprised of department heads, appointed officials, and internal employees has been established to support the safety mission and encourage employees to participate in the safety process.

Each level of County government has a role in ensuring a safe work environment: departments must develop and administer safety programs that make safety a matter of continuing concern, equal in importance to all other operational considerations; supervisors are responsible for conveying and providing safety training to personnel under their supervision; and employees are charged with the responsibility for cooperating with, and supporting, the safety program and its objectives.

Furthermore, as a condition of employment, every employee is expected to be concerned with personal safety, safety of fellow workers, and safety of the general public. This means willing acceptance and active support of approved safety rules and procedures, as well as participation in safety training. It is important that employees be constantly alert to potential hazards which are not referred to in any written practices, but which may result in injuries or property damage. Department heads and supervisors are responsible for ensuring safe work procedures, including the use of all required personal protective equipment, and providing necessary safety training programs. Employees who violate safety policies and procedures will be subject to disciplinary action up to and including dismissal.

The Emergency Management division is responsible for establishing and maintaining the County Safety Program as contained within the comprehensive Risk Control Manual. Department heads are responsible for providing employees with required safety education and training in harmony with the complete manual; however, a condensed summary of the policy's safety elements is included herein to familiarize employees with the basic safety requirements as well as the broad scope of the policy.

The manual itself contains detailed policies, procedures, and plans specific to:

- (a) Hazard control and self-inspection activities;
- (b) Emergency procedures consisting of an emergency action plan, basic emergency evacuations, and plans for special or unusual risks;
- (c) Claims management, incident reporting, and investigation measures;
- (d) Protective clothing and equipment;
- (e) Housekeeping;
- (f) Materials handling and lifting;
- (g) Fire prevention;
- (h) Hazard communication;
- (i) Motor vehicle safety;
- (j) Office safety;
- (k) Ladders and scaffolding;
- (l) Hand tools & power tools;
- (m) Cell phones;
- (n) Bloodborne pathogens;
- (o) Terrorist/bomb threats; and
- (p) Severe weather

New Employee Training. New employees must be trained on safety policies and specific program components relevant to their position prior to undertaking certain duties requiring specific safety training as identified at the department level and/or within 45 days of employment for certain duties not requiring specific safety-related training. Following training, an acknowledgement form stating that they have received training and agree to abide by the items outlined in the policy must be signed by the employee and department head and forward to the Human Resources Department for inclusion with the employee's personnel file.

At a minimum, the new hire process will cover the following fundamentals during safety orientation:

- (a) Safety program and committee structures;
- (b) Employee's responsibility to work safely;
- (c) Accident prevention;
- (d) Dress codes and safe dress;
- (e) Safe lifting;
- (f) Emergency plan and fire prevention;

- (g) Fire extinguishers;
- (h) How to make safety suggestions;
- (i) Situational awareness;
- (j) Bomb-threat protocol;
- (k) General hazard communication;
- (l) Smoking regulations;
- (m) How to report unsafe conditions; and
- (n) Accident reporting procedures

In addition, the following department-specific training will be provided at the department level:

- (a) Personal protective equipment (PPE) requirements, and how to use and maintain for job duties;
- (b) Department emergency procedures;
- (c) Authorization to use machinery/equipment;
- (d) Safety procedures/hazard controls for the specific job;
- (e) Job-specific Hazard Communication Training (SDS's);
- (f) Safe lifting specific to department equipment; and
- (g) Other specialized training (bloodborne pathogens, electrical safety, ergonomics, safe driving, etc.)

Supervisors are required to meet with each new employee at the end of their probationary period to discuss their performance and to give them the opportunity to ask questions and state concerns. Safety should be an important element in these reviews.

General Safety Procedures. Employees are required to abide by safety rules, act in a safe manner, and be knowledgeable of potential hazards related to their job. Job specific safety procedures must be developed by each department. The following general safety rules apply to County employees at all locations and will be enforced through the disciplinary process as outlined in [Article IX](#). Employees must:

- (a) report all personal injuries, no matter how minor, to his or her immediate supervisor as soon as possible. This must be done regardless of whether the injury results in lost time from work or requires medical attention.
- (b) not take any unnecessary chances or work under hazardous conditions. If an employee does not fully understand the job or task, they should consult with their supervisor for further instruction.
- (c) avoid horseplay and practical jokes on the job. Any participation in such activities will be subject to immediate disciplinary action.
- (d) not drink alcoholic beverages or use illegal drugs on the job during working hours. Any employee reporting to work under the influence of alcohol or drugs shall be subject to procedures contained in the County's Substance Abuse Policy found in Section 12 of this Article.
- (e) obey all safety rules, signs, warnings, and instructions.
- (f) work at a speed consistent with safety. Running on the job is prohibited, except in obvious extreme emergencies.
- (g) use handrails on stairs or on elevated places.
- (h) use an appropriate ladder or other climbing device to reach elevated work, and not jump down from an elevation such as a ladder, bench, or platform.
- (i) inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use defective tools or equipment.
- (j) work clear of suspended loads; if a load is moved above where the employee is working, he or she must stand aside until it has passed by.
- (k) operate only the machinery or equipment for which he or she has been authorized and trained to operate safely.
- (l) remove jewelry such as rings, identification bracelets, etc. in work involving climbing, materials handling, or operating mechanical equipment.
- (m) never reach over moving parts of machinery or equipment.
- (n) never operate machinery or equipment with guards removed.

- (o) report to work in appropriate clothing suitable for the type of work performed. This includes footwear designed to protect feet and avoid slipping. Avoid wearing loose-fitting clothing or jewelry near machinery or equipment with moving parts. Loose hair longer than shoulder length must be tied back behind the shoulders when working around machinery.
- (p) always use the safety equipment and personal protective equipment provided.
- (q) practice good housekeeping to prevent accidents. Do not allow waste to accumulate in the work area. Dispose of waste materials properly.
- (r) report any unsafe conditions or unsafe acts to supervisors immediately.
- (s) observe all health and sanitation rules for the welfare and consideration of other employees.

Additional detailed procedures regarding safety, worker's compensation, injury, and infection control may be established by the county manager. The detailed policies and procedures shall be the final authority in any instance where such policies and procedures conflict with the summary information in this Policy.

SECTION 12. SUBSTANCE ABUSE POLICY

Granville County has an obligation to its employees and the public to take reasonable and appropriate steps to prevent substance abuse by its employees in or affecting the workplace. This policy is based in substantial part on the County's concern regarding the safety, health, and welfare of its employees, their families, and the community. Since it is impossible to anticipate every situation that may arise, before initiating any action supervisors or department heads should contact the county manager or human resources director to resolve any situation not addressed herein.

Before a drug and/or alcohol screening test ("Test") is administered, subjects must sign an Authorization for Drug &/or Alcohol Test form and permit release of results to County officials with a need to know. A final applicant who refuses to consent will have the employment offer withdrawn; An employee who refuses to consent is subject to disciplinary action up to and including dismissal.

Employees using prescribed medications under a physician's direction, or an over-the-counter medication that could alter their ability to perform their duties and responsibilities, are required to notify their supervisor. The department head will consult with the human resources director to determine if the employee should be required to take sick leave or be allowed to continue to work and in what capacity. Notification of the employee's medication use and work status determination must be provided to Human Resources for inclusion with the employee's confidential medical file. Failure to notify the County regarding such prescribed medications is subject to disciplinary action up to and including dismissal.

Prohibited Conduct. The following conduct is expressly prohibited. Violations will result in disciplinary action up to and including dismissal:

- (a) Possession, consumption, manufacturing, distribution, dispensation or being under the influence of an unauthorized controlled substance, an illegal drug, drug paraphernalia, or alcohol while on duty, on County premises, in County-owned vehicles, or in any County work area. Law enforcement will be notified, as appropriate, where criminal activity is suspected.
- (b) Sale, use, or possession of illegal drugs; or possession with intent to sell illegal drugs.
- (c) Off-premises abuse of alcohol or controlled substances when these activities adversely affect job performance, job safety, or the public's confidence in an employee's ability to perform their duties in an adequate and effective manner.

Screening Criteria. Testing may be conducted under the following circumstances:

1. Pre-Employment. Applicants who have been offered employment will be required to undergo a Test as part of the hiring process, and the offer of employment will be withdrawn if results reveal the presence of illegal drugs or prescription drugs without a valid prescription.
2. Post-Accident/Incident. Employees will be tested when any of the following occur:
 - (a) An accident/incident results in a fatality;

- (b) An employee causes or contributes to an accident that seriously damages County-owned vehicle(s), machinery, equipment or property, or results in an injury to themselves or another person requiring off-site medical attention; and
- (c) Any other time where there is reasonable suspicion that the accident/incident was caused by impairment from alcohol or drug use.

In any of these instances, the investigation and subsequent testing should take place within two hours but no more than eight hours following the accident, if not sooner. The employee will not be allowed to drive himself or herself to the testing facility under any circumstances.

3. Reasonable Suspicion. If a department head and/or supervisor suspects that an employee on duty has alcohol or drugs in their system, they should immediately contact Human Resources. Reasonable suspicion must be based on specific, objective facts, or reasonable inferences drawn from facts that would cause a reasonable person to suspect that the employee is or has been using drugs or alcohol. Facts supporting a reasonable suspicion determination include, but are not limited to, any one or more of the following:
 - (a) Direct observation of prohibited drug or alcohol use or possession of same;
 - (b) Slurred speech;
 - (c) Odor or visible signs of a controlled substance or alcohol about the person;
 - (d) Physical or verbal altercation;
 - (e) Behavior that is so unusual that it warrants summoning a supervisor or other authority (i.e. confusion, disorientation, lack of coordination, irrational behavior);
 - (f) A report of prohibited drug or alcohol use provided by a reliable and credible source; or
 - (g) Arrests, citations, and deferred prosecutions associated with drugs or alcohol.
4. Federal or State-Mandated Testing. Employees who are subject to federal or state-mandated testing will be tested pursuant to such requirements notwithstanding this policy.
5. Random Testing. An employee that is entrusted with preserving public or employee health/safety has a special responsibility to maintain physical and mental fitness for duty while on the job. Random testing may be conducted on employees that hold safety-sensitive positions, chosen by a method that provides an equal probability that any employee from a group will be selected.
County positions defined as safety-sensitive include:
 - (a) Sworn law enforcement and telecommunications personnel;
 - (b) Positions requiring the consistent and frequent operation of heavy equipment or motor vehicles as a primary task;
 - (c) Positions working around large equipment or with potential for hazards;
 - (d) Positions working with youth and/or those required to drive citizens or clients;
 - (e) Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the public at risk of serious injury, or the nature of which would create a security risk in the workplace; and
 - (f) Positions as required by law or as designated by the human resources director due to specific safety-sensitivity.
6. Return-to-Duty and Follow-Up Testing. Testing is conducted when an employee has violated policy standards and returns to performing duties following evaluation by substance abuse professionals and treatment, if necessary. Testing is conducted prior to the return to work and on an unannounced/random basis for up to two years. An employee who receives another positive drug and/or alcohol test after counseling and/or rehabilitation is subject to immediate dismissal.

Employees tested under the post-accident/incident, reasonable suspicion, or random testing provisions of this policy will be escorted by a supervisor or other County official to the testing site ensuring that the employee

does not eat or ingest anything or acquire “clean” urine from another person. Once at the testing facility, medical staff are responsible for collection and chain of custody procedures. To ensure the employee’s privacy, the County official will not be a witness to the collection.

After the sample is obtained, the County official will either escort the employee home (or to some other requested destination) or obtain transportation for the employee if necessary.

Testing Facility Requirements. All testing must be conducted in compliance with the Controlled Substance Examination Act in NC General Statutes Chapter 95 Article 20. The County will select a medical facility or laboratory site to conduct the testing that has testing procedures that ensure privacy consistent with the prevention of tampering, methods of analysis that ensure reliable test results, chain of custody procedures to ensure proper identification and handling of samples, and storage procedures to ensure reliable results on confirmatory test of original samples.

Relief from Duty. An employee may be placed on administrative leave for the balance of the work shift for post-accident/incident testing or placed on administrative leave pending results for reasonable suspicion testing. In either situation, employees will usually be placed on annual leave or leave without pay during the administrative leave time (since the employee is considered to be awaiting disciplinary action if the test is positive, use of sick leave is not authorized during this period).

Positive Test Results. A test that yields a positive result will be given a second or “confirmation” test using a gas chromatography/mass spectrometry test and a portion of the same sample used in the first test. If the confirmation results are positive, the applicant or employee will be notified and given the opportunity to rebut the results verbally or in writing; this rebuttal or explanation may be considered in making any employment decision.

After notice of a confirmed positive test, an applicant or employee may request yet a third retest of the original sample *at his or her expense* by notifying the County in writing of their intent within five working days after receipt of the confirmed positive test results. The retest of the original sample will be conducted with the same criteria used in the original test. If the retest does not confirm the original positive test result, no adverse employment action based upon the original test will be taken.

Confidentiality. Information from an applicant or employee’s drug and/or alcohol test is confidential and only those with a need to know are informed of the results; disclosure to any other person or organization is prohibited unless written authorization is obtained from the applicant or employee.

SECTION 13. CREDENTIALS AND CERTIFICATIONS

Some duties assigned to positions in local government service may be performed only by persons who are duly licensed, registered, or certified as required by the relevant law, rule, or regulation. Employees in such classifications are responsible for maintaining current, valid credentials. Annual or other periodic renewal fees for approved job-required certifications will be paid by the County.

Employees are required to notify their supervisor immediately upon notice of any pending disciplinary action, sanction or loss of privileges, suspension, revocation, lapse, or loss of any credentials that make them eligible to perform their duties or for which they have received a pay incentive based on [Article III, Section 18](#) of this Policy. While each situation will be assessed based on the specific circumstances, failure to obtain or maintain required credentials in good standing may deem an employee unqualified for their job duties. In such cases, the employee may be subject to immediate dismissal without warning. A written statement of the reason for the action and appeal rights will be provided.

SECTION 14. USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products are prohibited in all county-owned or leased buildings and vehicles. Smoking is also prohibited within 50 feet of a public entrance unless a variance is issued by the county manager; when granted, smoking areas will be clearly designated. The prohibition against tobacco products includes e-

cigarettes or other devices which provide a vapor or nicotine substance and inhaler devices that simulate smoking.

SECTION 15. LACTATION SUPPORT FOR NURSING MOTHERS

The County is committed to family-friendly policies and accommodates breastfeeding mothers who wish to express breast milk when separated from their newborn during the workday. The County provides reasonable break times to express breast milk for the child for up to one year after the child's birth.

When placed in a workplace refrigerator, breast milk must be labeled with the name of the employee and date of expressing the breast milk. Non-conforming products stored in the refrigerator may be removed. The employee storing milk in the refrigerator assumes all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and/or tampering.

Nursing mothers should work with the Human Resources Department to identify a room in the employee's work area where employees may express milk. Employees who work off-site or in other locations will also be accommodated with a private area as necessary.

For more information, see the FLSA guidelines regarding lactation provisions in Section 7 (r) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) and Fact Sheet #73.

SECTION 16. DRIVER'S LICENSE

All employees who are in positions required on the class specification and any employee who drives a County vehicle must maintain an active driver's license as a condition of employment. The Human Resources Department will obtain signed authorization forms from these employees to monitor driving record for violations. If the driver's license is not in good standing, the employee may be transferred, suspended, demoted, or dismissed.

SECTION 17. INFORMATION TECHNOLOGY POLICY

The County's Information Technology (IT) Policy is designed to protect the integrity and reputation of County government and ensure that the County's digital footprint is secure and in line with a consistent brand image. It is monitored and reviewed annually for revisions by an IT Steering Committee composed of a cross-section of County personnel. Changes to the policy recommended by the Committee must be submitted to the county manager for approval and to the Board of Commissioners as deemed appropriate.

All new employees must read the comprehensive Granville County Information Technology Policy document (available on the County website or from the Human Resources Department) and sign an acknowledgement form stating that they received security and compliance training and agree to abide by the items outlined in the policy. Applicable sections of the policy are included herein merely to provide employees with the minimum requirements and guidance for securing County information systems and for acceptable use of these systems.

The IT Steering Committee is responsible for ensuring that all new employees receive training in County IT policies and compliance within 45 days of their hire, and that all employees receive ongoing training on information security and compliance topics.

Records Management. Management of electronic public records is a matter of legal, ethical, and organizational importance. An electronic record is a record that is created or reproduced in any medium by means of any system requiring aid of electronic technology to make the record intelligible, and which is dependent upon a combination of hardware, software, and computer files. Electronic records retention must meet the same legal requirements as paper (see NC General Statute 132).

Confidential records include, but are not limited to, medical and mental health records, personnel records, prison records, student records, blueprints for public buildings, bank account records, social Services records deemed confidential according to DSS Policies, etc. All users of County information systems shall comply with

all laws, regulations, and County policies and procedures regarding confidential and sensitive information.

Without the consent of the NC Department of Cultural Resources, no public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121-5 and G.S. 130A 99.

Acceptable Use. County information systems include, but are not limited to, desktop PC's, mobile devices such as laptops and tablets, County-issued cell phones, and other data devices (including MiFi's),

County email systems, and County Wi-Fi, and Internet. Granville County owns all property rights to any content or other matter created, received, transmitted, stored on, or deleted from any County information system; therefore, users should have no expectation of privacy from use of these systems. Storage of user's personal information on County systems is at the user's risk. Such information may be subject to public disclosure or review by County officials.

Personal use is when an employee uses a County information system for a reason that is not related to the purpose for which that user was granted access to the system. Incidental personal use of the County's information systems is permitted unless the department for which the user works sets additional restrictions. Personal use of County information systems is prohibited when it interferes with the user's productivity or work performance, interferes with the productivity or work performance of others, has an adverse effect on the County's information system, is illegal or violates County policy, or violates state or federal information systems policies governing departmental services.

Access to County equipment may be monitored and audited at any time by the IT department and/or the internal auditor for unauthorized access. Storage of personal records on County information systems shall be kept to a minimum. Any personal storage that IT determines interferes with efficient operations of the County's information systems is subject to removal.

Prohibited Use. Except in cases where the county manager has determined it necessary for the performance of a user's official duties, activities such as accessing, downloading, transmitting, printing, or storing information with sexually explicit content; downloading or transmitting defamatory, harassing, or discriminatory messages or images; and accessing or downloading gambling sites or illegal software are prohibited.

Lost, Misplaced, and Damaged Equipment. Lost or stolen equipment should be reported to the IT department immediately along with a disclosure of what sensitive information could reside on the equipment. Damaged equipment must be reported at the earliest opportunity.

Software Licensing and Usage. To ensure connectivity and functionality, software installs should be performed by the software vendor or the IT department. Employees should funnel inquiries through the IT department to determine if the County already owns a comparable software.

The IT department will maintain all software licenses to ensure standardization. Software agreements should be between the third party and the County (not individual departments) except for necessary arrangements between the Sheriff's Office, Emergency Communications, and Cooperative Extension Office.

Common Shared Folders and Inter-Departmental Folders. Sensitive documents are not to be stored in commonly shared folders which are accessible by any County employee and are not protected. Sensitive documents may be stored in protected department folders and access to these folders should be monitored and maintained. Any documents considered stale (5 years) should be moved to archival long-term cold storage or other long-term archival method.

Scanner files can be accessed by all County offices; therefore, employees should use extra caution when scanning confidential information. Scanner files may be cleared every 24 hours.

Website Administration. The County website will be governed by an administrator appointed by the county manager. Each department is responsible for the actual content of web pages pertaining to their department; thus, department heads should have a plan for providing regular content updates to the website administrator.

SECTION 18. SOCIAL MEDIA POLICY

County government uses social media as a tool to broadcast information and actively engage stakeholders in order to have a more fluid and informal method of communicating. To achieve these goals, staff are expected to maintain a consistent agency and organizational identity established by Granville County Government.

Additional information, administrator regulations, and operational guidelines are published in the complete County Social Media Policy document posted on the County website or available from the Human Resources Department. Applicable sections of the policy are included herein merely to provide employees with the minimum requirements and guidance on the rights and responsibilities for using social media platforms and for representing the County in the social media sphere. Social media is constantly evolving; therefore, this policy will evolve as needed.

All employees must complete annual training and sign the Social Media Policy Acknowledgement and Agreement form within 45 days of employment.

Official Sites. All proposed official social media and networking sites must be sanctioned by the department head and submitted to the county manager for approval. County administration will ensure county-wide brand consistency is maintained and applicable policies are followed. The public information officer (PIO) will periodically review accounts and may require administrators to adjust content. The PIO will also serve as back-up administrator for all social media accounts for emergency situations.

Employee Use of Personal Accounts. Employees are strongly discouraged from using personal accounts to conduct official County business. The transaction of County business via social media is subject to public records laws and retention schedules as noted below. In addition, this practice risks confusing residents and visitors as to the content that is public business and the content that is of a personal nature; therefore, if an employee is contacted about government business via a personal account, they should make every effort to redirect communication through an official County channel.

Employees should also refrain from creating original content on their personal accounts that directly relates to their job responsibilities and is meant to be received in a professional capacity. Sharing content generated by an official County account is not considered conducting official County business.

When accessing personal accounts during and outside of work hours:

- (a) When commenting or reposting a post that relates to the government or to the employee's job, whether on a personal or professional site, the employee must include a disclaimer that the post reflects their own opinion and not that of the government;
- (b) Policies that relate to conduct and ethics, privacy and confidentiality, harassment, retaliation, and other relevant conduct apply;
- (c) Employees have no reasonable expectation of privacy when using government technology; and
- (d) Employee use of personal social media at work must not interfere with performance of duties or with the workplace, and not involve commercial, political, or other prohibited activities.

Public Record. With few exceptions, anything created in the course of public business is subject to public records laws regardless of format; hence, records created by staff on personal devices or personal social media/email accounts are public records if content involves public business (NC General Statutes Section 132).

Non-employees may be unaware that social media sites are public record; therefore, social media pages should include language that identifies the content as subject to public records laws. The following statement should be included on all official County social media accounts and should also be regularly posted on the page's timeline:

"Representatives of Granville County Government communicate via this account. Consequently, any communication via this account (whether by county employee or the general public) may be subject to monitoring and disclosure to third parties."

Messages or comments received on personal social media accounts or personal email that involves public business should be redirected to an official government account or phone call.

Content Retention. Retention schedules for social media may vary by department and/or topic. Content created by social media account administrators and content created by the public on County social media accounts are subject to state retention schedules. Department heads must notify IT of all account administrators so that the proper retention software may be applied to those account administrators.

SECTION 19. CELL PHONE POLICY

Cell phone technology is a valuable communication tool for use in transacting official business. Knowledge and understanding of the public records implications is critical to ensure users do not violate state laws.

With few exceptions anything created in the course of public business, including electronic messages, is subject to public records laws regardless of device ownership or format. All content created while conducting County business is subject to state retention schedules. In certain circumstances, employees may be required to turn their cell phone over to County administration, law enforcement, and/or the court system.

Additional information and procedural details are published in the complete County Cell Phone Policy document posted on the County website or available from Human Resources. Applicable sections of the policy are included herein merely to provide employees with minimum requirements and general guidance. Training and completion of an Acknowledgement and Agreement form are required before employees may receive a cell phone stipend or utilize a County cell phone.

Stipend Eligibility and Requirements. Employees requiring cell phones to perform their work will receive a stipend to compensate for business use of their employee-owned cell phone. The stipend is a non-accountable plan; therefore, additional receipts and documentation are not required. The following requirements and stipulations are in place for stipend eligibility:

- (a) Employees must retain an active cell phone contract. Department heads and the Internal Auditing Department retain the right to receive a copy of an employee's cell phone payment invoice to verify.
- (b) Employees must be responsible for all costs related to the phone including accessories.
- (c) The County is not responsible for any damages that may occur to a personal cell phone.
- (d) Employees receiving a cell phone stipend will not also receive a county-owned phone without documented exceptions approved by the county manager.

Positions eligible for a cell phone stipend are identified in the Pay and Classification Plan. Exceptions to eligible positions must be approved by the county manager. General eligibility guidelines for a voice plan involve employees with 30% or more of work hours outside of the office, job duties in public safety requiring immediate or emergency response, or the phone is the primary mode of communication with county offices, contractors, etc. General eligibility guidelines for a data plan involve employees' frequent need to access information such as email, contacts, calendar, etc. while away from the office. Data plans must be approved by the county manager. Department heads are responsible for determining employee eligibility prior to recommending the employee for a stipend.

County-Owned, Employee-Operated Cell Phones. If an employee requires a cell phone to perform their work but does not wish to use a personal phone, the County may provide one. Personal calls (outgoing/incoming) will be allowed in limited and infrequent instances. Incidental personal use of County equipment should be kept to a minimum and in compliance with IT policies. Call logs of personal calls will be audited each month.

County-Owned, Department or Group Use Cell Phones. Cell phones maintained by departments for group use that are not assigned to specific individuals will require a detailed log for employees to check in/check out the assigned phone. The log will be subject to review each month by the internal auditor.

SECTION 20. EMAIL POLICY

This policy ensures that email records are managed in accord with established laws for creating, maintaining, and disposing of all government records, and ensuring that emails are available to satisfy the requirements of public records requests.

Procedural details and additional information are published in the complete County Email Policy document posted on the County website or available from the Human Resources Department. Applicable sections of the policy are included herein merely to provide employees with minimum requirements and general guidance. New employees granted County email accounts must be trained on the full policy within 30 days of their start date and must sign an Acknowledgement and Agreement form documenting that they received the appropriate training and agree to comply by the Granville County Email Policy.

An email message is public record (defined by NC General Statutes 121-2(8) and 132-1(a)) when made or received pursuant to law or ordinance in connection with the transaction of public business. It is the content of the email message and not the system or account used to create the email message that matters when it come to the legal framework involving public records and retention.

Email messages created or received on County email systems are owned by the County; employees who use government equipment and systems should have no expectation of privacy. The County email system should be used primarily to carry out government business. Inappropriate use of email messages can merit legal action and can also result in negative reputation, negative publicity, and lost productivity.

The use of personal email accounts to conduct official government business is strongly discouraged; if it does occur for an unavoidable reason, employees are required to forward all email messages to their government email account.

The County strives to operate with transparency while also maintaining trust among its employees. Department heads and supervisors should establish protocols for accessing emails of employees that may be out for an extended period. At other times when needed, department heads may submit a request to the county manager to view their employee's email account. Apart from department heads, employees that wish to view another employee's emails must file a public records request.

Confidentiality Issues. Not every email message that enters or leaves the email system is a public record. Some messages may be public record but may also be considered confidential by statute and should be treated accordingly. If an email message is not part of the business of government, it is non-record material (e.g., personal messages, spam, unsolicited emails, etc.).

Users must assume that all non-confidential information on government email systems is subject to public view. If email messages contain both confidential and non-confidential information and a public records request is received, an employee must provide access to the non-confidential information and redact the confidential information (NC G.S. 132-1.2). An email message having confidential information should not be shared unless proper, formalized security precautions have been established.

SECTION 21. TRAVEL POLICY

This policy provides for uniform expense reimbursement for County employees or officials who are required to travel in performance of their duties and in the interest of County affairs. Department heads are responsible for administration of policy provisions and may approve travel reimbursements for employees under their supervision except where otherwise stated.

General Policy. The County recognizes that employees and officials are required to travel both inside and outside of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills in performing various positions within the County government.

An individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler are not acceptable under this standard. Travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience. No reimbursement shall be made for normal commuting time between an individual's home and his or her office or customary worksite.

Procedures. A completed Travel Reimbursement Form including department head and employee signatures must be submitted to the Finance Office within 10 calendar days of the employee's return along with all itemized receipts for lodging, meals, registration, and private or public transportation. Itemized receipts for taxis, airport shuttles, buses, etc. may not be available or provided; however, the employee would also need to include those whenever possible. The form lists mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable.

The Finance Office will review the form and receipts for proper approvals, and check for mathematical errors, that requested reimbursement amounts correspond to submitted receipts, and requests are within the limits set by this policy. If an error has occurred, the requesting party will be notified, and the error corrected before reimbursement is made. Any extraordinary travel costs or expenses not addressed by this policy will be forwarded to the county manager for review and approval.

Payment of mileage allowance or actual cost of public transportation will be applied as applicable. If rental vehicles are used for both business and non-business purposes, the non-business portion must be reimbursed to the County.

If an employee cancels an approved trip after the County has paid airfare, registration, and/or other related fees or has issued a travel advance, a memo must be submitted to the Finance Office to explain the cancellation. The traveler and approving department head will be responsible for any refunds due to the County. Non-refundable expenditures will be reviewed on a case-by-case basis by the county manager.

Authorized Travel Modes. Travel modes are authorized according to the stipulations listed below.

County-Owned Vehicle. A County vehicle is to be used whenever one is available. If credit charges cannot be made directly to the County, department heads may authorize reimbursement for exact operation expenses.

Privately-Owned Vehicle. When a County vehicle is not available for use, a personal vehicle may be used if specifically authorized by the appropriate department head. Reimbursement for operational expenses are limited to the current allowable reimbursement rates approved by the Board of Commissioners. If a County vehicle is available for use but the traveler chooses to use his or her personal vehicle instead, reimbursement will only be permitted when approved in advance by the department head. In such cases, mileage reimbursements will be deducted from the department travel budget.

Common Carrier. Reimbursement for air, rail, or bus fare is limited to business or coach fare and only when substantiated by a receipt. If multiple common carriers exist, quotes must be obtained from more than one and the employee must document on the trip sheet that the lowest available fare was used. This type of reimbursement requires the county manager's signature on the Travel Approval Form prior to purchasing a ticket.

Rental Vehicle. Reimbursement of rental expenses requires the county manager's approval prior to the rental. If a rental vehicle is approved, it should be secured at the lowest practical cost.

Travel Destinations. Allowable expenses based on specific travel destination criteria are listed below.

Local Travel. Employees who are individually authorized by their department head to regularly travel within the County due to the customary nature of their duties are eligible for monthly reimbursement of transportation expenses. All reimbursement requests not related to an employee's customary duties must follow the guidelines listed above.

Travel Outside of Granville County. Approved travel expenses for travel outside of the county on County business or for purposes in the best interest of the County (training, conferences, professional meetings, etc.) may be reimbursed at policy limits for:

- (a) Transportation costs.
- (b) Lodging (If the destination is less than 60 miles from the employee's work location, the lodging must be authorized by the county manager on the Travel Pre-Approval Form).
- (c) Meals.
- (d) Registration costs.

- (e) Necessary incidental expenses (parking, tolls, etc.).

Reimbursable Expenses. Expenses will be reimbursed according to the stipulations listed below.

Mileage Allowance. The amount authorized on a per-mile basis for travel by privately-owned vehicle will be determined and/or revised as part of the annual budget ordinance when necessary.

Meal Reimbursement Rates. Unless a different schedule is published by the county manager, the cost of meals in connection with County business will be reimbursed when itemized receipts are submitted along with the request. Meal reimbursement rates listed below include any tip(s).

- (a) Breakfast: Less than or equal to \$10.
- (b) Lunch: Less than or equal to \$17.
- (c) Dinner: Less than or equal to \$25.

Meals provided and included with registration costs will not be reimbursed to employees who choose to eat on their own elsewhere. Non-employee companion meals must be paid with personal funds.

Internal Revenue Code 162 (a)(2) requires that reimbursement of employee meals not involving overnight travel be treated as a taxable event; therefore, such reimbursements must be reported on the Non-Overnight Meal Reimbursement form. Payment will be processed through payroll and applicable federal, state and FICA taxes will be withheld.

Lodging. An itemized hotel bill must be attached to the reimbursement form in order to receive reimbursement for lodging costs when the destination is 60 miles or greater from the employee's work location. If the destination is less than 60 miles from the employee's work location, the Travel Pre-Approval Form signed by the county manager must also be attached.

Registration Cost. Registration costs should be paid directly by the County whenever possible. If an employee personally pays registration fees, a receipt should be obtained and attached to the reimbursement request. Registration costs for additional recreational or entertainment activities will not be paid by the County.

Other Costs. When appropriate, reasonable parking fees, tolls, taxi charges, and expenses of a similar nature will be reimbursed upon submission of adequate documentation. The county manager must approve or disapprove all questionable expense reimbursements or those not clearly defined in the policy.

Telephone Calls. Employees are not allowed to charge long distance personal calls to the County. Only long distance calls made pursuant to conducting official County business will be paid by the County.

Non-Reimbursable Items. The items listed below will not be reimbursed by the County. This list is provided for information purposes only and is not all-inclusive. The county manager must approve or disapprove all expense reimbursements which are questioned or not clearly defined in the policy.

- (a) Miscellaneous expenses not supported by a receipt.
- (b) Meals included in registration.
- (c) Travel to and from workplace.
- (d) Souvenirs.
- (e) Items purchased to be used as door prizes or raffle items.
- (f) Non-employee expenses.
- (g) Alcoholic beverages.
- (h) Movie rentals.
- (i) Personal preference, convenience, or luxury items not necessary for conducting County business.
- (j) Personal entertainment.
- (k) Any traffic fines.

Miscellaneous. Other situations regarding travel expense and reimbursement are outlined below.

Credit Card. Those authorized to use a County credit card may elect to do so rather than submitting for

reimbursement; however, meals are still subject to the reimbursement rates as shown under “Meal Reimbursement Rates” within this policy. For the expenditure to be approved, itemized receipts must be submitted to the Finance Office along with the credit card bill.

Travel with Others. When two or more employees are traveling to the same destination, maximum use must be made of any group travel discounts as well as joint use of transportation modes including taxi cabs and County- or privately-owned vehicles. Sharing travel with other governmental unit representatives is encouraged whenever possible.

Extraordinary Travel or Cost. In instances of travel not covered by this policy or when actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the County, the county manager may approve reimbursement of actual cost beyond the maximums stated herein.

Travel Expenses Not Addressed. Travel expenses falling outside the scope of this policy must be approved by the county manager.

Travel Advances. Hotel accommodations may be paid in advance directly to the hotel. The itemized receipt must be submitted with the travel reimbursement request. Travel and meal reimbursements are not eligible for a travel advance. Any other travel advance must be approved by the county manager.

SECTION 22. PROFESSIONALISM, APPEARANCE, AND GROOMING POLICY

The County is committed to upholding a high standard of professionalism by all employees in the performance of their duties. Employees are expected to conduct themselves in a manner which exemplifies courtesy and respect to all.

The department head and/or supervisor will discuss personal appearance with any employee who does not comply with the standards described herein. Any employee deemed to be inappropriately dressed or groomed will be asked to return home in order to correct the infraction. Non-exempt employees will not be compensated for the time they do not work unless annual leave or compensation time is used. Repeated violations of this policy will be subject to disciplinary action as outlined in [Article IX](#).

Professionalism. Individual and team adherence to high ethical standards is critical for the continuance of public trust and confidence in our local government. County employees are expected to maintain a positive image in the workplace and in the community. Employees should exemplify personal integrity, honesty, fairness, and observance of all applicable laws and regulations as a duty to the County, its citizens, customers, and all members of the local government.

Appearance and Grooming. This policy establishes guidelines for the appearance of County employees in the performance of their duties and in conducting business for the County. It ensures all employees project and maintain a positive public image. Regulations pertaining to acceptable attire and grooming are flexible due to the changing nature of fashion; however, there are certain expected norms of professional appearance, personal neatness, cleanliness, and good grooming which are applicable to all employees.

Employees are expected to represent the County in an exemplary manner both in conduct and appearance and therefore, should be well-groomed and dressed in a manner suitable for public service and in attire that allows the employee to work comfortably in the workplace.

While the County observes a business casual dress environment, there may be situations which require a more formal attire. When conducting or attending a meeting, seminar, conference, etc., where an employee is in contact with other business professionals or customers, the employee is expected to represent the County in a professional manner and dress appropriately. Departments may establish more specific guidelines consistent with this professional image standard.

Minimum guidelines for appropriate dress and grooming include:

- (a) Clothing should be neat, clean, and in good condition in keeping with the nature of the duties performed.

- (b) Clothing with words, terms, or pictures that may be offensive to other employees is unacceptable.
- (c) Clothing that promotes alcoholic beverages, tobacco, controlled substances, violence, or is of a sexual or political nature is inappropriate.
- (d) Clothing that is revealing that shows an employee's back, chest, stomach, or underwear is not appropriate for a place of business.
- (e) Dresses and skirts should be at a length where the wearer can sit comfortably in public without being revealing.
- (f) Employees in departments that require uniforms must adhere to the uniform code of dress appropriate for that department.
- (g) Reasonable accommodations will be considered for employees who request a waiver of a particular part of this policy for dress or appearance because of a sincerely held religious belief of a recognized religious organization, cultural heritage, or medical reason. A written waiver request must be approved by the county manager based on the recommendation of the department head.

Examples of appropriate and inappropriate dress are included below. This list is not all-inclusive; Employees should apply the principles of this policy when considering their dress.

<u>APPROPRIATE</u>	<u>INAPPROPRIATE</u>
(a) Dress slacks, trousers, or crop/capri pants.	(a) Jeans or t-shirts unless approved for a specific job task or Casual Fridays (no holes or fraying).
(b) Casual dresses, skirts, or jumpers.	(b) Sweatshirts, sweatpants, exercise wear, or jogging suits unless approved for a specific job task.
(c) Casual (golf type polo) or dress shirts.	(c) Shirts with offensive or inappropriate writing.
(d) Sweaters or turtlenecks.	(d) Shorts or cutoffs.
(e) Suit or sport jackets.	(e) Tank tops, spaghetti straps, or tops with bare shoulders unless worn under another article of clothing (e.g., blouse, shirt, or jacket).
(f) Athletic/walking shoes, loafers, or deck-type shoes.	(f) Clothing with inappropriate cutouts or see-through elements, or that does not cover the back, waist, or midriff.
(g) Dress shoes, heels, clogs, boots, flats, tennis shoe, or sandals (open or closed toe).	(g) Flip-flops or slides.

Daily baths, shaving, use of deodorant, and daily mouth hygiene are essential to providing a professional image. Some employees may be allergic to chemicals in perfumes and make-up; therefore, these substances should be worn with restraint.

Visible body piercing should be limited. Wearing of facial jewelry such as nose rings, tongue rings, and lip and eyebrow rings are not permitted at work or at any County function. Tattoos bearing offensive language or logos that are or could be seen by others as profane, racist, sexist, or discriminatory in nature must be covered.

SECTION 23. ATTENDANCE

Granville County expects employees to:

- (a) Report to work as scheduled and abide by the requirements of their work schedule;
- (b) Use sick leave only as allowed by this Policy;
- (c) Give advance notice if unable to come to work as scheduled or if a need arises to leave work early; and
- (d) Work scheduled overtime and strive to accommodate needs for short-notice overtime.

Absence of three consecutive scheduled workdays without notification and proper authorization may be considered a voluntary resignation. (See Article VIII, Section 2)

ARTICLE VI. EMPLOYEE BENEFITS

SECTION 1. ELIGIBILITY

As provided for in this Article, County employees in full-time positions are eligible for benefits and certain part-time positions (as defined in [Article I, Section 9](#)) are eligible for pro-rated benefits based on the employee's average work week over the course of a year. Eligibility for pro-rated benefits applies only to part-time employees hired after adoption of this Policy. Limited service employees are only eligible for legally-mandated benefits such as social security (FICA) and workers' compensation, and other federal or state-mandated benefits where applicable. Employee benefits are subject to change at the County's discretion and are based on annual budget appropriations.

SECTION 2. GROUP HEALTH, DENTAL, AND VISION INSURANCE

The County provides group health, dental, and vision insurance programs for full-time and eligible part-time employees and their families as specified under the terms of the group insurance contract.

The County pays a cost established by the budget each year for full-time and eligible part-time employees' health insurance. Full and eligible part-time employees may purchase available County group health insurance for qualified dependents or may purchase dental and/or vision coverage for themselves or their qualified dependents within the stipulations of the insurance contract.

The County will provide hospitalization in an amount equal to a single employee's coverage for members of the Board of Commissioners, the county attorney and assistant county attorney, if they so elect and if permitted by the terms and conditions of the health insurance being maintained by the County.

Information concerning cost and benefits will be available from the Human Resources Department.

Retiree Health Insurance. For employees hired prior to July 1, 2014, the County will provide hospitalization insurance in an amount equal to a single employee's coverage for employees, who retire directly from the County under the North Carolina Local Government Employees' Retirement System and who upon retirement meet one of the following criteria:

- (a) Age 65 or older and have been employed by the County on a regular full-time basis for at least twenty (20) years;
- (b) Age 62 or older and have been employed by the County on a regular full-time basis for at least twenty-two (22) years;
- (c) Age 55 or older and have been employed by the County on a regular full-time basis for at least twenty-five (25) years; or
- (d) Have been employed by the County on a regular full-time basis for at least thirty (30) years regardless of age.
- (e) County Commissioners having served three complete terms. County Commissioners having served two complete terms may continue coverage by assuming financial responsibility for the payment of the entire premium.

An employee who retires from employment with the County, having met any one of the criteria for continuation of hospitalization insurance set forth in this section, and who upon retirement was also providing additional spousal or dependent coverage, may continue that coverage until such time as the retiree is no longer covered under the policy because of a shift to a Medicare supplement policy, termination of coverage by insured, death, or other reason. The retiree must assume financial responsibility for payment of the entire premium associated with the dependent coverage. Failure to pay for the dependent coverage in a timely manner will result in the termination of the dependent coverage.

SECTION 3. GROUP LIFE INSURANCE

The County provides paid life insurance to full and eligible part-time employees. Information on costs, coverage, and benefits are available from the Human Resources Department.

SECTION 4. OTHER OPTIONAL GROUP INSURANCE PLANS

The County may make other group insurance plans available to employees upon authorization of the county manager or Board of Commissioners. For information about optional group benefit programs, employees should contact the Human Resources Department.

SECTION 5. RETIREMENT

As a condition of employment, each employee in a permanent position who is expected to work more than 1,000 hours in a calendar year shall join the North Carolina Local Governmental Employees' Retirement System when eligible and make the stipulated contribution.

The County may provide supplemental retirement benefits for full and eligible part-time employees. As required by North Carolina State Law, the County will contribute a percentage of salary to the State 401(k) plan for each sworn law enforcement officer (currently set at 5%). All full and eligible part-time employees may make voluntary contributions up to the limits established by law and the 401(k) provider.

SECTION 6. SOCIAL SECURITY

To the extent of its lawful authority and power, the County extends Social Security benefits to eligible employees.

SECTION 7. WORKER'S COMPENSATION

All County employees are covered by the North Carolina Worker's Compensation Act and are required to report any injuries arising in the course of employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken. Supervisors are required to report and provide records of such injuries to the Human Resources Department within five days of the injury.

Employees may use available sick and/or annual leave during the 7-day waiting period before workers' compensation benefits begin. This provision also applies to reactions to smallpox vaccinations administered to employees under Section 304 of the Homeland Security Act. Such reactions will be treated the same as any other workers compensation claim as regards leave and salary continuation.

The injured employee is responsible for claiming compensation under the Workers' Comp Act. Injury claims must be filed with the North Carolina Industrial Commission within two years from date of injury. The human resources director will coordinate the filing of such claims.

SECTION 8. UNEMPLOYMENT COMPENSATION

County employees are covered for unemployment compensation. County employees who are terminated due to a reduction in force or released from County service may apply for benefits through the local Division of Employment Security office, where a determination of eligibility will be made.

SECTION 9. LAW ENFORCEMENT SEPARATION ALLOWANCE

Legislatively-Mandated Separation Allowance. Every sworn law enforcement officer, as defined by NC General Statute 128-21(11b) or NC General Statute 143-166.50, shall be eligible for a separation allowance as provided and in the amount specified by NC General Statute 143-166.42 and 143-166.41(a).

Eligibility and continuation of these benefits are subject to the following conditions:

- (a) The officer shall have completed 30 or more years of creditable service, or have attained 55 years of age and completed five or more years of creditable service (as defined in General Statute 143-166.42); and
- (b) The officer shall not have attained 62 years of age;
- (c) The officer shall have completed at least five years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by G.S. 143-166.41(a)(3) and 143-166.41(b).
- (d) The law enforcement officer, after separation from County employment, notifies the County of any

new employment involving local law enforcement duties. Such notification shall include the nature and extent of the employment, and any change of employment status.

Payment of separation allowance benefits to a retired officer shall cease at the first of:

- (a) The death of the officer;
- (b) The last day of the month in which the officer attains 62 years of age; or
- (c) The first day of re-employment in any position in any local government in North Carolina where the employee is required to join the local government retirement system (working 1000 hours or more in a calendar year).

Should the legislatively mandated separation allowance for law enforcement officers be rescinded, the separation allowance referenced above shall be rescinded at the same time.

The County may employ retired officers in a public safety position in a capacity not requiring participation in the Local Government Employees Retirement System and doing so shall not cause payment to cease under these benefits. Participation in the retirement system is required by anyone scheduled to work 1,000 hours in a calendar year.

Locally-Authorized Separation Allowance. Sworn law enforcement officers retiring from County service who are eligible for retirement benefits from the Local Government Employee's Retirement System, Teachers and State Employee's Retirement System, or the former Law Enforcement Officers' Retirement System may be eligible for a local separation allowance. To be eligible for this allowance, retiring officers must have either:

- (a) completed at least twenty years actual service with the Sheriff's Office;
- (b) be age sixty-five or older with a minimum of five years of service; or
- (c) qualify for disability retirement resulting from an on-the-job injury.

The allowance will be disbursed through payroll as a one-time payment of \$500.

SECTION 10. TUITION REIMBURSEMENT

The County encourages and supports employees to pursue educational and training experiences that not only enhance the employee's knowledge but also benefit the County by providing for a continually increasing level of service excellence to the public.

Subject to availability of funds, the County will reimburse regular (non-probationary) full-time employees up to 50% of tuition costs for curriculum and books for courses deemed appropriate by the department head and/or his or her designee, provided the employee maintains at least a 2.0 or higher GPA. Eligible curriculum would normally include that which will improve the employee's skills for their current job or prepare the employee for promotional opportunities within County service. Proof of satisfactory completion of the courses and payment receipts will be required for reimbursement.

To be eligible for tuition reimbursement, employees must enter into a contractual agreement with the County wherein the employee agrees to continue their employment for a minimum of 12 months following issue of each reimbursement check. The County will not require any period of employment exceeding the 12 months beyond the last reimbursement check issued. If the employee has not yet met the 12-month employment period obligation and (1) the employee voluntarily ends their employment; or (2) the County ends the employee's employment due to reasons addressed in Article IX of this Policy, the employee will be required to pay back a prorated amount which will be determined by the County.

Course work and any other responsibilities involved with the pursuit of further education must be performed outside of the employee's regular work hours. If necessary, an employee may request to use compensatory time or annual leave or may request to be placed on leave without pay status as long as the leave does not interfere with the employee's work obligations or adversely affect service delivery for the County. All such leave requests will be reviewed and approved in accordance with other policies and procedures spelled out in other Articles in this Policy.

Procedures. An employee desiring to request tuition reimbursement should notify his or her department head

prior to registering for courses and as far in advance as possible in order that the reimbursement request may be accounted for in the County's annual budget process. As soon as possible following initial notification, the employee must complete and submit a Tuition Reimbursement Application to his or her department head who will approve or deny the request. The form will be forwarded to human resource and staff will prepare a Tuition Reimbursement Agreement for the county manager's approval. Human resources will be responsible for monitoring the employee's participation and compliance and will recommend reimbursement payment be made upon receipt of proper documentation as outlined within this policy.

SECTION 11. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) helps restore employees to acceptable job performance levels in situations where employees have been overcome with behavioral or health problems that are affecting their job performance. The program is designed to identify the problem at the earliest possible stage, motivate the employee to seek help, and direct the employee to the appropriate assistance. Because employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is also available to their family members.

There is no cost to employees or family members for the initial evaluation, counseling, or referral services. The EAP maintains strict confidentiality and preserves all employee records related to the program in the same manner as all other medical records.

Employees may independently utilize the EAP to voluntarily seek professional guidance, or supervisors may require an employee's participation based on observable work or behavior patterns which are detrimentally affecting the employee's job performance, or which are overly disruptive or unsettling to the workplace and immediate interaction is warranted.

Prior to referring an employee to the EAP, the supervisor should record specific instances in which an employee's job performance or behavior fails to meet minimum established standards or in which their individual pattern seems to be changing or deteriorating. The employee may also be encouraged to voluntarily use the confidential services of the EAP.

If the employee's performance continues to deteriorate, the employee may be offered a firm choice of seeking EAP services and/or private assistance or accepting consequences of the unsatisfactory performance. The employee will be responsible for cooperating in any required treatment or rehabilitation plan. After a reasonable time and opportunity to review the employee's progress, if noticeable improvement has not been observed, appropriate disciplinary action as outlined in Article IX of this Policy will be considered.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

SECTION 1. POLICY

The County's policy is to provide annual leave, sick leave, and holiday leave to all full-time employees and a pro-rated amount to eligible part-time employees in regular positions. Eligibility for part-time employee leave applies only to employees hired after adoption of this Policy.

SECTION 2. HOLIDAYS

Full-time employees will be paid 7.5 hours of holiday pay at the employee's regular rate for each County-observed holiday. Eligible part-time employees will be paid a prorated amount (see Section 16 of this Article).

Employees scheduled to work the day before, day of, and/or the day after a holiday (including Friday or Monday) must work those days to be eligible to receive pay for the holiday(s) unless granted approved leave at least 24 hours in advance. In certain circumstances, based on the employee's established responsible use of sick leave, the department head may authorize payment of the holiday pay while ensuring fair and consistent application across the department.

The paid holidays listed below and such others as the Board of Commissioners may designate will be observed by county offices (also see exceptions for shift employees regarding holidays that do not fall on the same day of the week each year). All regular eligible employees will receive holidays with pay providing the employee is on active pay status the day before and the day after the holiday period. For record keeping purposes, holidays begin at 12:00 a.m. and end at 12:00 p.m. on the observed day.

New Year's Day*	Labor Day
Martin Luther King, Jr.'s Birthday	Veterans' Day*
Good Friday	Thanksgiving Day and Thanksgiving Friday
Memorial Day	Christmas Day (<i>according to the schedule below</i>)*
Fourth of July*	

When Christmas Falls On	County Employees Observe	These Days
Sunday*	December 22, 23, and 26	Thursday, Friday, Monday
Monday	December 25, 26, and 27	Monday, Tuesday, Wednesday
Tuesday	December 24, 25, and 26	Monday, Tuesday, Wednesday
Wednesday	December 24, 25, and 26	Tuesday, Wednesday, Thursday
Thursday	December 24, 25, and 26	Wednesday, Thursday, Friday
Friday	December 24, 25, and 28	Thursday, Friday, Monday
Saturday*	December 23, 24, and 27	Thursday, Friday, Monday

* **Holiday Exception for Shift Employees.** For shift employees only, if the holidays listed below fall on either Saturday or Sunday, the respective holidays will be as follows:

New Year's: New Year's Day

Veteran's Day: November 11

Fourth of July: July 4

Christmas: The day before, Christmas Day, and the day after

Flex Holiday. In addition to the 12 County-observed paid holidays listed above, all eligible regular full-time employees may take one additional "flex" holiday to observe their birthday on any day during their birth month or any other federally-recognized holiday for which the County's general offices would normally remain open.

The “flex” holiday will be non-cumulative and available beginning in January and ending in December of each year. All requests must be submitted in advance to the employee’s supervisor who may approve or deny the request based on departmental staff coverage and implications regarding service delivery for the County.

Observance of Weekend Holidays. If a holiday falls on Saturday or Sunday, the following Monday will be observed as the holiday, except if in the discretion of the county manager, the county’s best interest will be served by observing the holiday on the Friday before.

Full-time regular library personnel will receive the same number of holiday hours as other full-time regular county employees. It will be the responsibility of the library director to schedule employees in compliance with this section and, at the same time, meet the holiday schedule as approved by the Library Board of Trustees.

Other Religious Holidays. Employees may wish to be away from work on certain days for religious observances. Department heads should attempt to arrange the work schedule so that an employee may be granted annual leave when requested as a major religious observance for that employee. Annual leave should be denied only when granting such leave would adversely affect County service delivery.

SECTION 3. HOLIDAYS: EFFECT ON OTHER TYPES OF LEAVE

Regular holidays which occur during an annual, sick, or other leave period of any employee will not be considered as annual, sick, or other leave.

SECTION 4. HOLIDAYS: COMPENSATION WHEN WORK IS REQUIRED

If a non-exempt employee is required to work on a County-designated holiday, the hours worked on that day will be either paid at a rate of one and one-half the regular rate or compensatory time will accrue at the rate of one and one-half times the hours worked on the holiday.

If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee will receive the hours paid for the proportionately equivalent holiday leave. Whether holiday time is provided in time or pay for shift employees is determined by the County.

SECTION 5. ANNUAL LEAVE

Annual leave is a privilege granted by the County which may be used in half-hour increments for rest and relaxation, school appointments, personal needs, and to observe religious holidays other than those granted by the County. Elected sheriff or register of deeds positions are not eligible for annual leave.

All annual leave requests must be submitted to the employee’s supervisor in advance. Supervisors are responsible for ensuring proper staff coverage and may refuse annual leave requests when they create a hardship or hinder the effectiveness of service delivery for the County.

Employees must use accrued compensatory time before using any accrued annual or sick leave.

SECTION 6. ANNUAL LEAVE: ACCRUAL RATE

Each full-time and eligible part-time general County employee will earn annual leave according to the following schedule with accrual rates for eligible part-time employees prorated as shown in Section 16 of this Article.

Years of Service	Hours Accrued Per Year	Hours Accrued Per Month
0 – 2	90	7.5
2 – 5	108	9.0
5 – 10	126	10.5
10 – 15	150	12.5
15 – 20	174	14.5
20 plus	198	16.5

SECTION 7. ANNUAL LEAVE: TRANSFER FROM PREVIOUS EMPLOYER

The County will accept up to 37.5 hours of annual leave balances documented by a previous employer covered by the North Carolina State or Local Government Retirement System. The annual leave will be treated as though it were earned with the County and may be used in the same manner as all other accrued annual leave. The annual leave balance must be certified by the previous employer. It is the employee's responsibility to provide documentation from the previous employer within 30 days of beginning employment. Transferred annual leave will be credited to the employee's County annual leave account upon receipt.

SECTION 8. ANNUAL LEAVE: MAXIMUM ACCUMULATION

Annual leave may be accumulated without any applicable maximum until the last pay period of the calendar year. Any employee with a balance exceeding 225 hours will have the excess accumulation transferred to sick leave so that only a balance of 225 hours is carried forward to January 1.

Employees are cautioned not to retain excess accumulated annual leave until late in the year. Because of the necessity to keep County functions in operation, large numbers of employees cannot be granted annual leave at any one time. If an employee has accumulated excess leave and is unable to take such leave because of staffing demands, the employee will receive no special consideration either in having annual leave scheduled or in receiving any exception to the maximum accumulation.

SECTION 9. ANNUAL LEAVE: BUY-BACK PROGRAM

Under certain conditions, the County will permit employees to "sell back" a maximum of 37.5 hours of annual leave and will provide compensation for those hours at the employee's current hourly rate of pay. To be eligible to "sell back" annual leave, the employee's remaining annual leave balance must be at least 100 hours after the "sell back" hours have been deducted.

The option will be available annually to eligible employees on the pay period that begins October 16 of each year or other published date as determined by the county manager.

SECTION 10. ANNUAL LEAVE: PAYMENT UPON SEPARATION

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated annual leave upon separation subject to the 225-hour maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the county manager when deemed to be in the County's best interest.

Regular employees who are involuntarily separated will receive payment for accumulated annual leave subject to the 225-hour maximum. At the county manager's discretion, employees dismissed for serious violations of personal or criminal conduct may be determined ineligible to receive annual leave pay.

Employees eligible to receive annual leave pay and who resign or are involuntarily separated from County service may elect to transfer a portion of their accumulated annual leave balance to a new employer who is covered by the State or Local Government Employees' Retirement System. The employee must authorize the transfer request by notification to the Human Resources Department.

SECTION 11. ANNUAL LEAVE: PAYMENT UPON DEATH

The estate of an employee who dies while employed by the County will be entitled to payment of all accumulated annual leave credited to the employee's account and subject to the 225-hour maximum.

SECTION 12. SICK LEAVE

Sick leave with pay is not a right which an employee may demand, but a privilege granted for the benefit of an employee when sick and may be used in half-hour increments. Sick leave may be granted to an employee

absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is sick but may not be used to care for healthy children when the regular care giver is sick.

"Immediate family" is defined in this Article as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren, the various combinations of half, step, in-law, and adopted relationships that can be derived from the aforementioned, and anyone living in the household.

Sick leave may also be used to supplement Workers' Compensation Disability Leave during the initial 7-day waiting period before Workers' Compensation benefits begin.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than the beginning of the scheduled shift/workday. Failure to do so appropriately may result in disciplinary action.

When an employee's sick leave balance has been exhausted, the employee's annual leave balance will be charged for any hours claimed as sick leave on his or her time sheet. The Finance Department will provide notice to the department head.

Sick leave will only be approved for use during the final two weeks of a resignation with a physician's certification or comparable documentation stating that the leave was required because of illness or injury which was not anticipated at the time notice of resignation was given.

Employees must use accrued compensatory time before using any accrued annual or sick leave.

SECTION 13. SICK LEAVE: ACCRUAL RATE AND ACCUMULATION

Sick leave for full-time employees will accrue at a rate of 90 hours per year. Sick leave for eligible part-time employees will be pro-rated as described in Section 16 of this Article.

Sick leave will be cumulative for an indefinite period and upon retirement may be converted for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee will end and terminate without compensation when the employee resigns or is separated from the County, except as stated above for retirement or upon reinstatement within one year of separation after a reduction in force or upon reinstatement within five years from the date of a resignation. A former employee who is reemployed within five years from the date of separation will be credited with the balance of sick leave at the time of separation, except when the employee retired under the Local Governmental Employees' Retirement System or transferred their sick leave balance to another employer covered by the state or local retirement system. If a retired employee returns to regular employment with the county, sick leave will begin with a zero balance.

Employees who resign or who are involuntarily separated from County service may elect to transfer their accumulated sick leave balance to a new employer who is covered by the State or Local Government Employees' Retirement System. The employee must authorize the transfer request by notification to the Human Resources Department.

SECTION 14. SICK LEAVE: TRANSFER FROM PREVIOUS EMPLOYER

The County will accept all hours of sick leave balances documented by a previous employer covered by the North Carolina State or Local Government Retirement System when the employee did not withdraw accumulated retirement contributions when leaving employment. The sick leave will be treated as though it were earned with the County and may be used in the same manner as all other accrued sick leave.

The sick leave balance must be certified by the previous employer. It is the employee's responsibility to provide documentation from the previous employer within 30 days of beginning employment. Transferred sick leave will not immediately be credited to the employee's County sick leave balance but will be held by human

resources until after the employee has successfully completed their probationary period.

This section of policy shall become effective upon the date of adoption and applies only to employees hired on or after February 16, 2022. The policy shall not be retroactive concerning anyone employed by Granville County prior to the adoption date.

SECTION 15. SICK LEAVE: MEDICAL CERTIFICATION

The employee's supervisor or department head may require a physician's certificate stating the existence of the employee or immediate family member's illness and the employee's capacity to resume duties, for each occasion an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the department head deems desirable. The department head will be responsible for the application of this provision to the end that:

- (a) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- (b) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

SECTION 16. LEAVE PRO-RATED

Holiday, annual, and sick leave earned by eligible part-time employees who work fewer than a 37.5-hour basic work week will be determined by the following formula:

- (a) Divide the number of work hours scheduled per week by the number of hours in a basic 37.5-hour work week to obtain the ratio.
- (b) Multiply the ratio by the number of leave hours earned annually by employees working a basic 37.5-hour work week to obtain the leave hours earned annually by employees working other than the basic work week.
- (c) Divide the result of step (b) by 12 to obtain the number of leave hours earned monthly; the number of hours in step 2 divided by 26 is the number of leave hours earned biweekly and divided by 52 would be the amount of leave earned weekly.
- (d) For the purposes of calculating leave, a "day" is defined as the number of hours obtained by multiplying the ratio from step (a) by 7.5 (the number of hours in a basic 37.5-hour week "day").

SECTION 17. BEREAVEMENT LEAVE

For a death in the immediate family, full-time employees may be granted up to two days at full pay and eligible part-time employees may be granted up to two days at the pay amount determined by calculating their "day" as shown in Section 16. For the purposes of this benefit, immediate family is defined as spouse, child, parents of employee or spouse, grandparent, grandchild, brother or sister, someone living in the home, or in-law or step relations of same.

Additional time or time to attend funerals of other family members may be charged to sick leave, annual leave, compensatory time, or leave without pay. Time may be requested and will be granted based upon needs criteria such as travel time, time to make arrangements, etc.

SECTION 18. FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the County will grant eligible employees up to 12 weeks of family and medical leave during a rolling 12-month period beginning on the date leave is first used. Note: FMLA and Workers' Compensation will normally run concurrently.

Eligible employees must have regular status, been employed at least 12 months, and worked at least 1,250 hours during the previous 12 months. The leave may be paid (coordinated with the County's annual and sick

Leave policies), unpaid, or a combination of paid and unpaid. Additional time away from the job beyond the 12-week period may be considered in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

- (a) to care for the employee's child after birth or placement for adoption or foster care;
- (b) to care for the employee's spouse, child, or parent who has a serious health condition; or
- (c) for a serious health condition that makes the employee unable to perform the job.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee will then use paid annual leave, accrued compensatory time, and/or leave without pay for the remainder of the 12-week period.

"Military Exigency" is a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military service member (Reserve or National Guard) under a call or order to federal active duty in support of a contingency operation. Qualifying events are:

- (1) deployment of service member with seven or fewer days' notice;
- (2) military ceremonies and events such as family-assistance or informational programs related to the family member's active duty or call to active duty;
- (3) urgent, immediate childcare or arranging for alternative childcare for the children of service members;
- (4) attending school or daycare meetings relating to the child of service member;
- (5) making financial or legal arrangements related to a family member's active duty status or call to active duty;
- (6) taking up to five days leave to spend with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- (7) attending counseling provided by someone other than a health provider for oneself, the covered military member, or the child of the military member, the need for which arises from the active duty service or call to active duty status or the covered military member; or
- (8) post-deployment activities for a period of ninety days after the termination of the service member's active duty status.

Military Caregiver Leave. An employee whose spouse, son, daughter, parent, or next of kin is a current service member who is undergoing treatment, therapy, recuperation, or outpatient treatment or has temporary disability retirement for injury or illness sustained in the line of duty is eligible for 26 weeks of FMLA leave in a single 12-month period. During a single 12-month period, the employee is eligible for a total of 26 weeks of all types of FMLA leave combined.

The request for leave must be made in writing by the employee and approved by the department head or county manager. The county may also designate qualified leave as FMLA leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

SECTION 19. FAMILY AND MEDICAL LEAVE: MEDICAL CERTIFICATION

In order to qualify for leave under this law, the County requires medical certification on the U.S. Department of Labor form available on the County website. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is sudden. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The leave request and certification must be submitted to the department head and filed with the human resources director.

The employee is expected to return to work at the end of the time frame stated in the medical certification unless he or she has requested additional time under the Leave Without Pay policy.

SECTION 20. FAMILY AND MEDICAL LEAVE AND LEAVE WITHOUT PAY: RETENTION AND CONTINUATION OF BENEFITS

When an employee is on FMLA leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the County will require reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments by the first of each month for continued coverage.

After using all paid leave for which the employee qualifies, the employee on FMLA may use Leave Without Pay for the remainder of the FMLA 12/26-week entitlement. An employee ceases to earn holiday or leave credits on the date leave without pay begins.

SECTION 21. LEAVE WITHOUT PAY

A full-time employee may be granted a leave of absence without pay for a period of up to six months upon recommendation of the department head and approval of the county manager. The leave may be used for reasons of personal disability, sickness or disability of immediate family members (FMLA), continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the county manager.

The employee must submit a Request for Leave of Absence form to the Human Resources Department for the county manager's signature.

Before leave without pay may be granted, accumulated annual leave must be exhausted and accumulated sick leave must be exhausted in cases of illness where disability is not a factor. An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the County's group insurance plans at his or her own expense, subject to any regulation adopted by the Board of Commissioners and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with FMLA or USERRA, the provisions of those policies will apply.

The employee is obligated to return to duty within or at the end of the time determined appropriate by the county manager. Upon returning to duty, the employee will be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the department head will be notified immediately. Failure to report at the expiration of a leave of absence will be considered a resignation, unless an extension has been requested and granted.

SECTION 22. WORKERS' COMPENSATION LEAVE

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, annual leave, or compensatory time during the initial seven day waiting period. The employee will not be required to reimburse the County for this paid leave in the event the absence extends beyond 21 days and the first seven days is paid by worker's compensation. If the employee elects to use accrued sick leave, annual leave, or compensatory time for the initial waiting period, he or she will be placed on leave without pay at the end of the seven days; limited service employees as well as full-time and leave-eligible part-time employees who do not elect to use paid leave for the initial waiting period will be placed on Leave Without Pay effective with the date of injury. Once the waiting period is over, workers' compensation covers two thirds of regular pay.

A workers' compensation disability that qualifies under the requirements of FMLA shall run concurrently with FMLA. An employee on workers' compensation Leave Without Pay will continue to be eligible for benefits under the County's group Insurance plans during the period of worker's compensation leave that is concurrent with FMLA. Other insurance and payroll deductions are the responsibility of the employee, and the employee must make those payments by the first of each month for continued coverage.

An employee will retain all unused annual and sick leave while on Worker's Compensation Leave Without Pay; however, an employee ceases to earn holiday or leave credits on the date Worker's Compensation Leave Without Pay begins. After the FMLA eligibility period ends, the employee may continue to be eligible for benefits under the County's group insurance plans at his or her own expense subject to the regulations of the insurance carrier.

SECTION 23. MILITARY AND OTHER USERRA LEAVE

The County will fully comply with the requirements of the 1994 Uniformed Services Employment and Re-Employment Rights Act (USERRA) and related federal regulations.

For the purposes of USERRA covered employees are the following:

- (a) Armed Forces Active and Reserve (Army, Navy, Marine Corps, Air Force, Coast Guard)
- (b) Army National Guard and Air National Guard
- (c) FEMA's Disaster Assistance Teams
- (d) Commissioned Corps of the Public Health Service
- (e) Military Service Academies
- (f) Reserve Officer's Training Corps (ROTC)

Employees taking USERRA leave will be eligible to take accumulated annual leave, accrued compensatory time, or be placed in Leave Without Pay status and the provisions of that leave will apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority-based benefits such as leave accrual rates will continue to accrue.

Employees whose USERRA duty is less than 31 days will have their health insurance coverage paid as if they were at work. Employees performing USERRA duty of 31 or more days may elect to continue under the County's health plan for up to 24 months but will be responsible for paying 100% of the premium costs.

Military Training. Beyond complying with USERRA, the County provides additional benefits for military training. Full-time employees who are members of an Armed Forces Reserve organization or National Guard will be granted fifteen calendar days per year for military leave. If the military leave compensation is less than the salary that would have been earned during the same period as a County employee, the employee will receive partial compensation equal to the difference. The effect will be to maintain the employee's salary at the normal level during this period.

While on military leave, seniority-based benefits such as leave accrual rates will continue to accrue as if the employee was actively at work. If such duty is required beyond fifteen calendar days, the employee will be

eligible to take accumulated annual leave or be placed in Leave Without Pay status, and the provisions of that leave will apply. Employees on extended military leave may elect to continue under the County's health plan for up to 24 months but will be responsible for paying 100% of the premium costs.

Part-time employees not eligible for annual leave and limited service employees will be granted time off without pay to meet their military reserve or National Guard training obligations.

SECTION 24. REINSTATEMENT FOLLOWING MILITARY SERVICE

An employee who volunteers or is called to active duty with the United States military forces and who returns to work in less than five years will be returned to the same or like position he or she occupied prior to the active duty enlistment with full seniority, status, leave accrual rates, and pay as if there had not been a break in employment. A military discharge form "DD214" with an honorable discharge must be submitted with the notification of intent to return to work.

Time limits for employees to reapply for return to work after release from military service are:

- (a) Less than 31 days absence, employee must report to employer by the next business day.
- (b) 31 - 180 days absence, notification to the supervisor must be submitted within 14 days.
- (c) More than 180 days absence, notification to the supervisor must be submitted within 90 days.

All reporting deadlines are extended for two years if the employee is injured during USERRA service.

SECTION 25. CIVIL LEAVE

A full-time employee called for jury duty or as a court witness for the federal or state government, or a subdivision thereof, will receive leave with pay for such duty during the required absence without charge to accumulated leave. In addition to regular compensation, the employee may keep fees and travel allowances received for jury or witness duty except when court appearances are in connection with the employee's official duties in which case all witness fees or travel allowances must be turned over to the County. While on civil leave, benefits and leave will accrue as though on regular duty.

SECTION 26. COMMUNITY INVOLVEMENT LEAVE

Employees may take paid leave up to a maximum of sixteen hours annually for school activities of his or her child(ren) or grandchild(ren) in kindergarten through high school, volunteer for educational or community organizations or events, or otherwise make a contribution to the community.

This leave will not be counted against the employee's annual leave balance subject to the following conditions:

- (a) The leave must be taken at a time mutually agreed upon by the employee and the County;
- (b) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- (c) The County may require written verification and advance approval of the organization served.

SECTION 27. VOLUNTARY SHARED LEAVE

When an employee has been approved for FMLA leave due to a medical condition of the employee or an employee's family member requiring his or her prolonged absence from work which may result in possible loss of income due to lack of accumulated leave, fellow employees may voluntarily donate some of their annual or sick leave.

For purposes of this policy, medical condition means the medical condition of an employee or their spouse, parents, children, or other dependents (including step and in-law relationships) that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excess absences, or if the employee has had a previous, but different, prolonged medical condition within the last 12

months, the county manager may make an exception to the 20-day period.

The policy will not ordinarily apply to short-term or sporadic conditions or illnesses such as chronic allergies, contagious diseases, medical or therapeutic treatments, etc. These examples are not all inclusive but are provided for illustrative purposes only. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably. The county manager has authority to evaluate each case.

Leave must be donated on a one-to-one personal basis. Establishment of a leave bank for use by unnamed employees is expressly prohibited. To facilitate administration of the program, the County may establish a specific time period during which leave can be donated. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay or advanced annual or sick leave already granted to the leave recipient.

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right that such employee may have with respect to donating, receiving, or using leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal based on personal conduct.

Human Resources will make the employee's need known in as discreet a manner as possible. Gifts of shared leave will be anonymous to the beneficiary.

Requests for shared leave may be denied based on previous attendance patterns, work performance issues, or County operational needs.

Recipient Eligibility. Only regular full-time employees who have worked for the County for at least one year and who worked at least 1,250 hours in the preceding year are eligible to receive shared leave subject to a maximum of 450 hours. The number of donated leave hours an employee can receive is equal to the project recovery or treatment period, less the employee's combined annual and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all of their own available leave before using donated leave.

An employee needing shared leave must not solicit fellow employees but may make Human Resources aware of their need by completing the appropriate section on the Request for Leave of Absence form.

At the expiration of the medical condition, any unused leave in the recipient's donated leave account will be treated as follows:

- (a) The recipient's annual and sick leave account balance must not exceed a combined total of 37.5 hours.
- (b) Any additional unused donated leave will be returned to the donor(s) on a prorated basis and credited to the leave account from which it was donated. Fractions of one hour will not be returned to an individual donor.

If a recipient separates due to resignation, death, or retirement from the County, participation in the program ends. Donated leave will be returned to the donor(s) on a prorated basis.

Donor Eligibility. An employee donating leave under this program may donate a minimum of four hours and up to a maximum of 90 hours per year; however, the employee's annual or sick leave accruals cannot drop below 37.5 hours each. An employee wishing to donate to a qualified family member who is also employed with the county may donate up to a maximum of 450 hours; however, the donating employee's annual or sick leave accruals cannot drop below 37.5 hours each.

Employees who wish to donate leave under this policy may file a Voluntary Shared Leave Authorization form with the Human Resources Department. The employee donating leave cannot receive compensation for donated leave.

SECTION 28. ADVERSE WEATHER AND EMERGENCY CONDITIONS

The County has responsibility for providing emergency services and adequate staff are required to operate these critical services 7 days per week and 24 hours per day in all weather. The county manager, upon recommendation of department heads, should designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions in order to ensure adequate staffing for critical services.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- (a) To maintain adequate staffing of emergency services at all times;
- (b) To provide for as much safety as possible for employees traveling to and from work in hazardous conditions; and
- (c) To not pay regular salaries to some employees for not working when others are required to be at work.

County offices and departments will remain open for the full scheduled working day unless authorization for closure or other deviation from the regular schedule is announced through the county manager's office. The county manager will consider the hazard of driving conditions and other relevant factors in determining whether to close offices. To the extent possible, all departments and offices will be given sufficient advance notice of any authorized closure of non-critical County functions.

In the event of an inclement weather closure, employees on previously approved leave will remain on that leave, not inclement weather leave.

In an adverse weather event, the following procedures shall apply:

- (a) Employees in non-critical positions are to report any regularly scheduled hours not worked due to a County office closure as Inclement Weather Leave on their official work record.
- (b) Employees in non-critical positions who leave work before an official early closing time and/or who report for work late or do not report for work because of hazardous conditions may use earned compensatory leave or annual leave for days or hours not worked.
- (c) Employees in non-critical positions will be eligible for two hours of call-back pay for each day in which they are required to report to work in order to care for departmental needs when County offices are closed. This provision is in addition to the paid closure hours reported as Inclement Weather Leave on their official work record. The amount is fixed at two hours maximum; however, other provisions of the call-back pay policy found in [Article III, Section 13](#) apply.
- (d) Employees in critical positions may be subject to disciplinary action up to and including dismissal for failure to report to work as required. Such responsibility is inherent in the critical nature of those positions.

ARTICLE VIII. SEPARATION AND REINSTATEMENT

SECTION 1. TYPES OF SEPARATIONS

Employee separations from County service will be designated as resignation, reduction in force, disability, voluntary retirement, dismissal, or death and shall be accomplished in the manner indicated in this Article.

SECTION 2. RESIGNATION

An employee may resign by submitting the reasons for resignation and effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two calendar weeks. Failure to provide minimum notice will result in forfeiture of accumulated annual leave payment unless the notification requirement is waived upon recommendation of the department head or human resource director and approval by the county manager.

Three consecutive days of absence without contacting the immediate supervisor or department head may be considered a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation that the leave was taken because of illness or injury and was not anticipated at the time notice of resignation was given.

The county manager may negotiate a resignation with an employee when it is determined to be in the best interest of the County. Such negotiated resignation may include a severance package consisting of salary, benefits, and/or accumulated leave.

SECTION 3. REDUCTION IN FORCE

If a reduction in force becomes necessary, consideration will be given to the quality of each employee's performance, organizational needs, and seniority in determining employees to be retained. Employees separated because of a reduction in force will be given at least two weeks' notice of the anticipated action.

No regular employee will be separated because of a reduction in force while there are limited service or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the limited service or probationary employee.

SECTION 4. DISABILITY

The County will comply with the Americans with Disabilities Act (ADA) and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the County.

In all cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the department head, human resource director, and county manager. The County may require an examination by a physician of its choice and at its expense.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for disability retirement. Information about this option is available from the human resources director or the retirement system.

SECTION 5. VOLUNTARY RETIREMENT

An employee who meets the conditions under provisions of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the plan.

SECTION 6. DEATH

Separation will be effective as of the date of death. All compensation due will be paid to the estate of the employee.

SECTION 7. DISMISSAL

An employee may be dismissed in accordance with the provisions and procedures of [Article IX](#).

SECTION 8. REINSTATEMENT

An employee who is separated because of a reduction in force may be reinstated within one year of the date of separation, upon recommendation of the department head and approval of the appointing authority. An employee who is reinstated in this manner will be re-credited with his or her previously accrued sick leave and will accrue annual leave at a rate that reflects previous service with the County. If the employee retired or transferred the sick leave to another employer, sick leave will begin at a zero balance.

SECTION 9. REHIRING

An employee who resigns while in good standing may be rehired within five years of the date of separation upon recommendation of the department head and approval of the appointing authority. The employee will be regarded as a new employee subject to all provisions of this Policy except the employee will be re-credited with his or her previously accrued sick leave and will accrue annual leave at a rate that reflects previous service with the County. If the employee retired or transferred the sick leave to another employer, sick leave will begin at a zero balance.

An employee in good standing who is separated due to a reduction in force will be given the first opportunity to be rehired in the same or a similar position.

ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

SECTION 1. DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

After following the procedures in this Article, a regular employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance if performance is still deemed unsatisfactory. The human resources director will be available to assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be approved by the county manager or hiring authority prior to giving final notice to the employee.

SECTION 2. UNSATISFACTORY JOB PERFORMANCE DEFINED

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the department head or county manager.

Examples of unsatisfactory job performance include, but are not limited to, the following:

- (a) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- (b) Careless, negligent, or improper use of County property or equipment;
- (c) Physical or mental incapacity to perform duties after reasonable accommodation;
- (d) Discourteous treatment of the public or other employees;
- (e) Absence without approved leave;
- (f) Improper use of leave privileges;
- (g) Pattern of failure to report for duty at the assigned time and place;
- (h) Failure to complete work within time frames established in work plan or work standards;
- (i) Failure to meet work standards over a period of time;
- (j) Failure to follow the chain of command to address work-related issues; or
- (k) Failure to maintain certifications required by the job.

SECTION 3. COMMUNICATION AND WARNING PROCEDURES PRECEDING DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor should meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. The supervisor should prepare a brief summary of these counseling sessions for inclusion in the employee's personnel file.

An employee whose job performance is unsatisfactory over a period of time should normally receive at least two documented warnings from the supervisor, one of which may be a final written warning, before disciplinary action resulting in dismissal is taken by the county manager or hiring authority. In each case, the supervisor should complete a Performance Improvement Plan to record the dates of discussions, performance deficiencies discussed, corrective actions recommended, and time limits established.

If the employee's performance continues to be unsatisfactory, the supervisor should use the following disciplinary steps:

- (a) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- (b) If performance does not improve, a written recommendation for disciplinary action such as suspension, demotion, or dismissal should be sent to the department head, human resources director, and county manager or hiring authority. Suspension and/or demotion are not required steps prior to dismissal.

Disciplinary suspensions for unsatisfactory job performance are for the purpose of communicating the

seriousness of the performance deficiency, not for the purpose of punishment, and should not generally exceed three days (24 hours) for non-exempt employees. Suspensions for exempt employees shall be for one full work week to maintain exempt status in accordance with FLSA requirements; however, suspensions of less than a week are authorized under FLSA for major safety violations or infractions of workplace conduct rules (i.e., detrimental personal conduct).

Demotions are appropriate when an employee has demonstrated an inability to perform successfully in the current job but shows promise and commitment to performing successfully in a lower level job. If no other options are available, dismissal is appropriate.

If the employee's performance does not reach an acceptable level after suspension or demotion, the employee may be dismissed. Dismissals are appropriate when the employee has shown to be unwilling or unable to perform work in a manner that meets the work and/or conduct standards of the County.

SECTION 4. DISCIPLINARY ACTION FOR DETRIMENTAL PERSONAL CONDUCT

Normally, the department head or county manager would place the employee on non-disciplinary suspension prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct.

With the recommendation of the human resources director and approval of the county manager or hiring authority, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service in order to:

- (a) avoid undue disruption of work;
- (b) to protect the safety of persons or property; or
- (c) for other serious reasons.

SECTION 5. DETRIMENTAL PERSONAL CONDUCT DEFINED

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the County may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of the government may be or have been violated.

Examples of detrimental personal conduct include, but are not limited to, the following:

- (a) Fraud or theft;
- (b) Conviction of a felony or the entry of a plea of nolo contendere thereto;
- (c) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- (d) Willful misuse or gross negligence in the handling of County funds or personal use of equipment or supplies;
- (e) Willful or wanton damage or destruction to property;
- (f) Willful or wanton acts that endanger the lives and property of others;
- (g) Possession of unauthorized firearms or other lethal weapons on the job;
- (h) Brutality in the performance of duties;
- (i) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- (j) Engaging in incompatible employment or serving a conflicting interest;
- (k) Request or acceptance of gifts in exchange for favors or influence;
- (l) Engaging in political activity prohibited by this Policy;
- (m) Harassment of an employee and/or the public on the basis of sex or any other protected class status;
- (n) Harassment of an employee or the public with threatening or obscene language and/or gestures or any incidence of workplace violence; or
- (o) Stated refusal to perform assigned duties or flagrant violation of work rules and regulations, or serious malfeasance of work.

SECTION 6. PRE-DISMISSAL CONFERENCE

Before dismissal action is taken for unsatisfactory job performance or detrimental personal conduct, the department head, human resources director, or county manager or hiring authority will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal. The department head, human resources director, or county manager or hiring authority will consider the employee's response, if any, to the proposed dismissal and will notify the employee in writing of the final decision within three working days following the pre-dismissal conference. If the employee is dismissed, a written dismissal notice will be prepared that contains a statement of the policy violation and the employee's appeal rights under the County's grievance procedure.

SECTION 7. INVESTIGATORY LEAVE

During the investigation, hearing, or trial of an employee on any criminal charge, during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would be in the best interest of the County, the supervisor, department head, or county manager may suspend the employee as a non-disciplinary action for part or all of the duration of the proceedings. In such cases, the County may:

- (a) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension; or
- (b) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension, he or she will not lose any compensation or benefits to which they otherwise would have been entitled had the suspension not occurred.

If the employee is terminated following suspension, he or she will not be eligible for any pay nor accrued annual or sick leave from the date of suspension; however, all other benefits will be maintained during the period of suspension.

SECTION 8. NAME CLEARING HEARING

Following the County's decision to dismiss or demote an employee, including a probationary employee, the employee will be afforded an opportunity for a name-clearing hearing to be conducted by the Human Resources Director. The employee must request the hearing within ten calendar days of the employment action.

If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone they wish to the hearing (including the media). At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to their reputation with respect to his or her work performance or the reasons for the dismissal or demotion.

Any written comments submitted by the demoted or dismissed employee in person or through other means of transmittal will be placed in the employee's personnel file, and a copy will be provided to anyone who requests the termination notice for that employee. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing will take notes and place a copy of the notes in the employee's personnel file, and a copy will be provided to anyone who requests the termination notice for that employee.

There is no requirement for the County or the hearing officer to respond in any way to the comments of the employee. The name clearing hearing is not a substitute nor a second opportunity for a pre-dismissal hearing at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the County to reconsider the disciplinary action.

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

SECTION 1. POLICY

It is Granville County's policy to provide a just and prompt procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair. The human resources director will be available to assist parties in all departments during the grievance process.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or other employees for exercising their rights under this Policy. Supervisors or other employees who violate this Policy will be subject to disciplinary action up to and including dismissal from County service.

SECTION 2. GRIEVANCE DEFINED

A grievance is a claim or complaint by a current or former employee based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions and which resulted in the employee receiving a disciplinary suspension, demotion, or dismissal. Employees may also use the grievance procedure for situations directly specified in other Articles in this Policy (ex, claims or complaints of harassment).

SECTION 3. PURPOSES OF THE GRIEVANCE PROCEDURE

The purposes of the grievance procedure include, but are not limited to:

- (a) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- (b) Encouraging employees to express themselves about the conditions of work which affect them;
- (c) Promoting better understanding of policies, practices, and procedures which affect employees;
- (d) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;
- (e) Increasing the sense of responsibility exercised by supervisors in dealing with their employees;
- (f) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible in the chain of command; and
- (g) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the County or its leaders, thus freeing up employee motivation, productivity, and creativity.

SECTION 4. GRIEVANCE PROCEDURE

When an employee or group of employees has a grievance, the following successive steps are to be taken unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process although the time limits set forth may be extended by mutual consent. The last step initiated by an employee will be considered as the step at which the grievance is resolved. A decision to rescind a disciplinary suspension, demotion, or dismissal must be approved by the department head or county manager or appointing authority before the decision becomes effective.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. The employee or supervisor may involve the Human Resources Department as a resource to help resolve the grievance.

Step 1. If a resolution to the grievance is not reached informally, the employee who wishes to pursue a grievance will present the grievance to the supervisor in writing. The grievance must be presented within

fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition.

The supervisor should consult with any relevant County employees in order to reach a correct, impartial, fair, and equitable determination or decision concerning the grievance. Employees consulted by the supervisor are required to cooperate to the fullest extent possible.

The supervisor will respond to the grievance within ten calendar days of receipt. The response from each supervisory level for each step in the formal grievance process will be in writing and signed and dated by the supervisor. In addition, the employee must sign a copy to acknowledge receipt thereof. The responder at each step will send copies of the grievance and response to the Human Resources Department.

Step 2. If the grievance is not resolved by the supervisor to the employee's satisfaction, the employee may appeal in writing to the department head within ten calendar days after receipt of the supervisor's response from Step 1. The department head will respond to the appeal, stating the determination of his or her decision, within ten calendar days after receipt of the appeal.

Step 3 (For general County employees only). If the grievance is not resolved by the department head to the employee's satisfaction, the employee may appeal in writing to the county manager or hiring authority within ten calendar days after receipt of the department head's response from Step 2. The county manager or hiring authority will respond to the appeal, stating the determination of his or her decision, within ten calendar days after receipt of the appeal.

The county manager's or hiring authority's decision is final; however, the county manager should inform the Board of Commissioners of any potential legal action. Any appeal of this decision must be made through the North Carolina Court System.

Special Note: The sheriff and register of deeds will carry out the responsibilities designated to the county manager in their respective departments.

Step 3 (For employees in the Social Services Department only). If the grievance is not resolved by the department head to the employee's satisfaction, the employee may appeal the decision to the North Carolina Office of Administrative Hearings (OAH) within thirty calendar days of the receipt of the department head's decision. The findings of the OAH will be forwarded to the State Human Resources Commission. The decision of the State Human Resources Commission will be advisory only and the department head will have the final decision. Discrimination cases may be appealed directly to the OAH.

Department Heads. In the case of department heads or other employees where the county manager or hiring authority has been significantly involved in determining disciplinary action including dismissal, the County may wish to obtain a neutral outside party to either:

- (a) provide mediation between the grieving department head and the county manager or hiring authority; or
- (b) consider the appeal and make recommendations back to the county manager or hiring authority concerning the appeal. Such parties might consist of human resource professionals, attorneys trained in mediation, mediators, or other parties appropriate to the situation.

The county manager's or hiring authority's decision regarding the disposition of the grievance will be final. The county manager will notify the Board of Commissioners of any impending legal action.

SECTION 5. ROLE OF THE HUMAN RESOURCES DIRECTOR

Throughout the grievance procedure, the roles of the human resources director will be as follows:

- (a) To advise parties (including employee, supervisors, and county manager) of their rights and responsibilities under this Policy including interpreting the grievance and other policies for consistent application;

- (b) To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.
- (c) To give notices to parties concerning timetables of the process, etc.;
- (d) To assist employees and supervisors in drafting statements; and
- (e) To facilitate the resolution of conflicts at any step in the process; and
- (f) To help locate mediation or other resources as needed.

In unusual circumstances, the human resources director will also determine whether additional time will be allowed to either side if the parties cannot agree upon extensions when needed or indicated.

SECTION 6. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURE FOR DISCRIMINATION

When an employee, former employee, or applicant believes that any employment action discriminates illegally (i.e., is based on age, sex, race, color, national origin, religion, creed, political affiliation, disability, veteran status, or genetic information), he or she has the right to appeal such action using the grievance procedure outlined in this Policy. While such persons are encouraged to use the grievance procedure, they will have the right to appeal directly to the human resources director and the county manager.

Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action but may appeal for up to three months following the action.

ARTICLE XI. PERSONNEL RECORDS AND REPORTS

SECTION 1. PUBLIC INFORMATION

Per NCGS 153A-98, the following information with respect to each employee is a matter of public record:

- (1) name;
- (2) age;
- (3) date of original employment or appointment to the service;
- (4) the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the County has the written contract or a record of the oral contract in its possession;
- (5) current position title; current salary; date and amount of the most each increase or decrease in salary;
- (6) date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification;
- (7) date and general description of the reasons for each promotion;
- (8) date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal; and
- (9) the office to which the employee is currently assigned. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the County may adopt. The cost of copying may be assessed to the individual who requests the copies.

For the purposes of this subsection, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the County.

A record will be maintained of all disclosures of personnel records except for authorized personnel processing personnel actions or supervisors in the line of authority of the employee. Upon request, the records of disclosure will be made available to the employee to whom it pertains.

SECTION 2. ACCESS TO CONFIDENTIAL RECORDS

All information contained in an employee's personnel file other than the information mentioned above is confidential and shall be open to inspection only as permitted by NC General Statute §153A-98.

SECTION 3. PERSONNEL ACTIONS

Human Resources will prescribe forms and reports for personnel actions and retain records necessary to administer the personnel system. Official personnel files are those which are maintained by Human Resources and contain employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of recommendation, and related documents. Any documents not contained in these files or maintained as designated by the human resources director are not part of the official file.

SECTION 4. RECORDS OF FORMER EMPLOYEES

The provisions for access to records apply to former employees as they apply to present employees.

SECTION 5. REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. In accordance with established grievance procedures, the employee may seek to have a record of upheld grievances placed in the file and/or may seek removal of material in the file contingent upon approval of the North Carolina Department of Cultural Resources.

SECTION 6. PENALTIES FOR PERMITTING ACCESS TO CONFIDENTIAL RECORDS

NCGS Section 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

SECTION 7. EXAMINING AND/OR COPYING CONFIDENTIAL MATERIAL WITHOUT AUTHORIZATION

NCGS Section 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove, or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

SECTION 8. DESTRUCTION OF RECORDS REGULATED

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with NCGS Section 121.5 (b), without the consent of the Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates, or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in NCGS Chapter 132.3.

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ARTICLE XII. IMPLEMENTATION OF POLICIES

SECTION 1. CONFLICTING POLICIES REPEALED

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

SECTION 2. SEPARABILITY

If any provision of these policies or any rule, regulation, or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

SECTION 3. EFFECTIVE DATE

These policies shall become effective on a date approved by the Board of Commissioners.

SECTION 4. AMENDMENTS

This Policy may be amended by action of the Board of Commissioners and by resolution appropriately approved. Notice of any suggested amendment to the Policy, or any portion thereof, will be provided to employees and opportunities for employee comment and reaction will be made available prior to the amendments going to the Commissioners for action. Proposed amendments should be announced and circulated to all employees via the County email system, uploaded to an employee document portal, and/or an announcement published in the employee newsletter.

Any revisions or amendments adopted in conformance with this procedure will become effective as of the date of such adoption unless otherwise specified in the resolution.

RESOLUTION TO AMEND THE GRANVILLE COUNTY PERSONNEL POLICY

WHEREAS, the Granville County Board of Commissioners (the "County Board") recognize the importance of employees in meeting the needs of Granville County residents; and

WHEREAS, periodic updates to personnel policies are necessary in order to address the County's growth and changing needs, to provide additional clarification on application of specific policies, and/or to reflect the most current employment law legislation; and

WHEREAS, personnel policies may be adopted and amended at the discretion of the County Board, subject to applicable federal and state laws, rules, and regulations; and

WHEREAS, the purpose of personnel policies are to provide for guidance regarding the fair and consistent administration of personnel, but neither any contract nor implied contract rights are created hereby; and

WHEREAS, proposed amendments to the Granville County Personnel Policy for Articles I, III, IV, V, VII, XI, and XII have been prepared and/or reviewed by County Administration, Human Resources, and County Attorney; and

WHEREAS, County employees were given an opportunity to review the proposed amendments and to submit comment during the period of January 14 – 21, 2022; and

WHEREAS, the County Manager recommends that the County Board of Commissioners adopt the Granville County Personnel Policy Amendments effective upon adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS AS FOLLOWS THAT THE RECOMMENDED AMENDMENTS TO THE GRANVILLE COUNTY PERSONNEL POLICY ARE HEREBY ADOPTED EFFECTIVE IMMEDIATELY.

Adopted by a vote of ____ in favor and ____ against, this the ____ day of _____ 2022.

Tony Cozart, Chair



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Adonica Hampton
Department: Social Services
Date: February 17, 2022
Title: Social Services Update

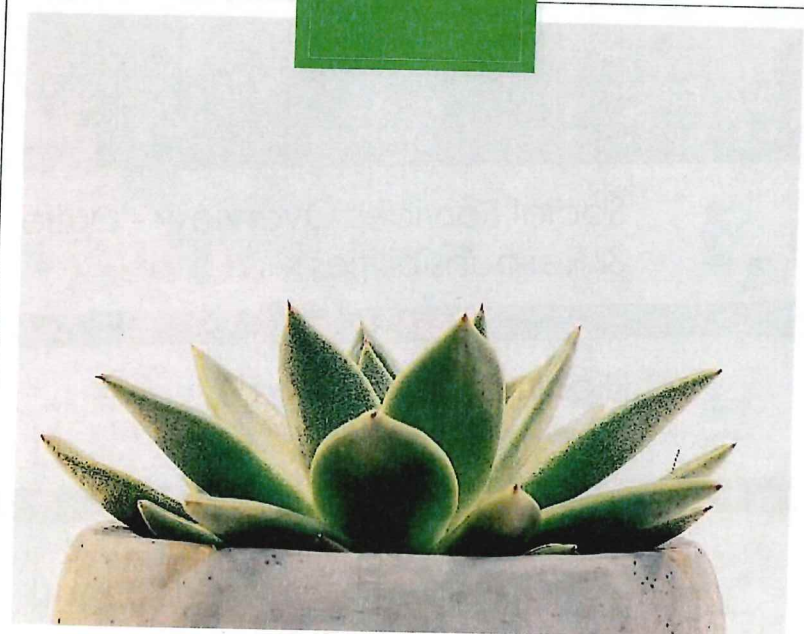
PURPOSE:

Adonica Hampton, Social Services Director, will provide an update on Social Services.

ATTACHMENTS:

Social Services Update

ACTION TAKEN:



GRANVILLE COUNTY

DEPARTMENT OF SOCIAL SERVICES

Board of County
Commissioners Retreat
February 25, 2022

Adonica C. Hampton,
Director

Topics



Social Services Overview - Duties
& Responsibilities



Highlights - Learning &
Development



Conclusion - The Future Is Bright!

Granville County Department of Social Services

"People Serving People"

Granville County Social Services professionals serve people.

Our primary goal is to enhance the quality of life of individuals in our community through programs and services that help the vulnerable, the aged, the young, the sick, and the economically disadvantaged.

We provide a number of programs and services that enable families meet basic survival needs, protect children and adults, as well as provide services that promote self-sufficiency for families, and individuals.

People
Serving
People

The department's services are subdivided into three primary service program areas:

- 1) Our **Economic Services** Teams;
- 2) Our **Family Services** Teams (Social Work Services, Child Welfare, Adult Services); and,
- 3) Our **Child Support Services** Team.

Our **Administrative Team** keeps the department running, paying the bills, working with program staff to ensure we appropriately utilize available federal, state, and county funding, ensuring we adhere to our budget, onboarding new employees, managing records, greeting our customers, managing our computer systems, and more.

People
Serving
People

§ 108A-14. Duties and responsibilities.

(a) The director of social services shall have the following duties and responsibilities:

- (1) **To serve** as executive officer of the board of social services and act as its secretary;
- (2) **To appoint** necessary personnel of the county department of social services in accordance with the merit system rules of the North Carolina Human Resources Commission;
- (3) **To administer the programs** of public assistance and social services established by this Chapter under pertinent rules and regulations;
- (4) **To administer funds** provided by the board of commissioners for the care of indigent persons in the county under policies approved by the county board of social services;

Duties
&
Responsibilities

- (5) **To act as agent** of the Social Services Commission and Department of Health and Human Services in relation to work required by the Social Services Commission and Department of Health and Human Services in the county;
- (6) **To investigate** cases for adoption and to supervise adoptive placements;
- (7) **To issue** employment certificates to children under the regulations of the State Department of Labor;
- (8) **To supervise** adult care homes under the rules and regulations of the Medical Care Commission;
- (9) **To assist and cooperate** with the Division of Adult Correction and Juvenile Justice of the Department of Public Safety and their representatives;
- (10) **Repealed** by Session Laws 2003-13, s. 7.

Duties & Responsibilities

- (11) **To assess reports of child abuse and neglect and to take appropriate action to protect** such children pursuant to the Child Abuse Reporting Law, Article 3 of Chapter 7B of the General Statutes;
- (12) **To accept children** for placement in foster homes and to supervise placements for so long as such children require foster home care;
- (13) **To respond by investigation** to notification of a proposed adoptive placement pursuant to G.S. 48-3(b) and (c); and
- (14) **To receive and evaluate reports of abuse, neglect, or exploitation of disabled adults and to take appropriate action** as required by the Protection of the Abused, Neglected, or Exploited Disabled Adults Act, Article 6 of this Chapter, to protect these adults.
- (15) **To receive and evaluate reports of financial exploitation of disabled adults, to investigate** credible reports of financial exploitation under Article 6A of this Chapter, and to take appropriate action to protect these adults.

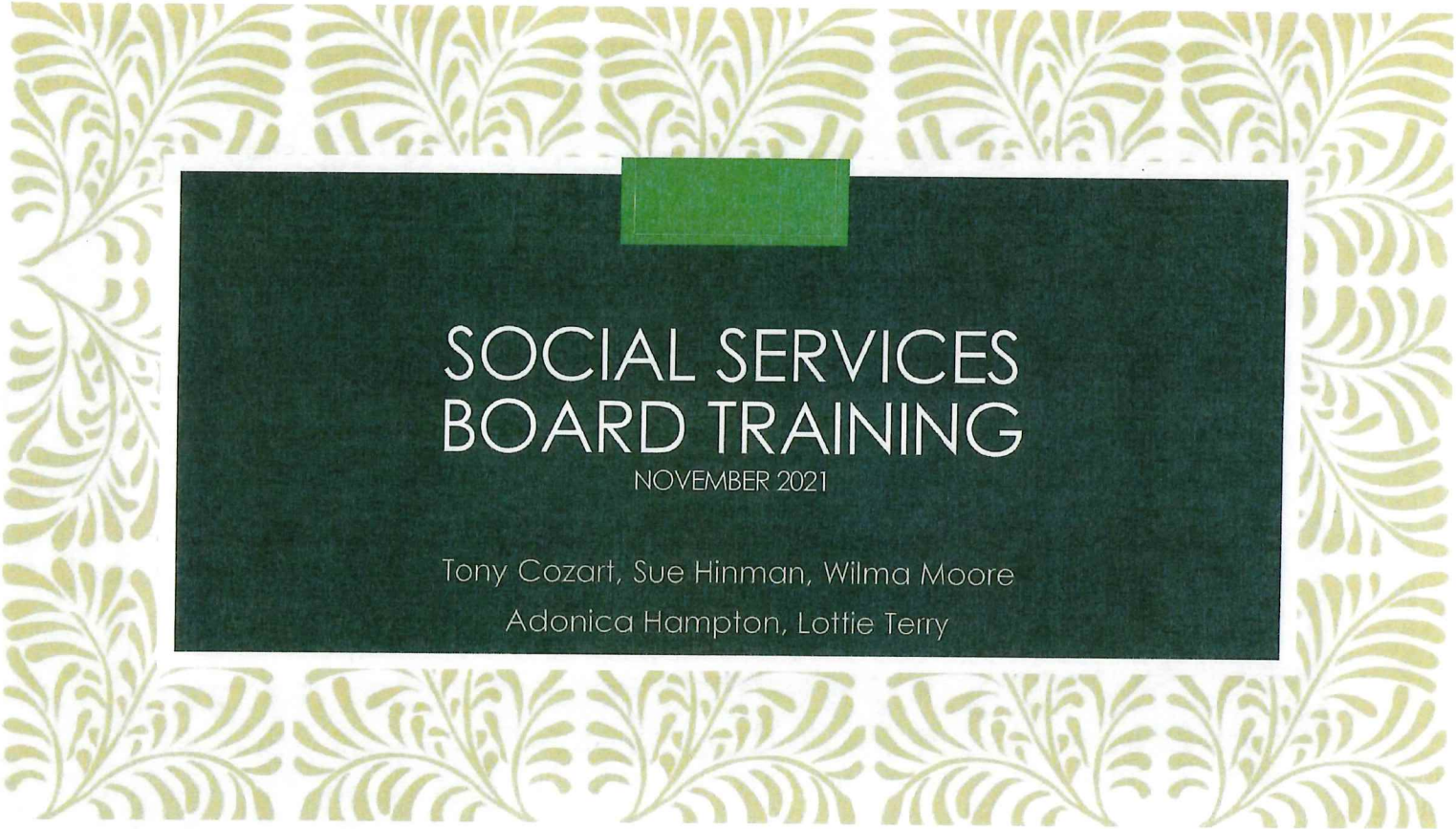
Duties & Responsibilities

(b) The **director may delegate** to one or more members of his staff the authority to act as his representative.

The director may limit the delegated authority of his representative to specific tasks or areas of expertise.

The director may designate, subject to the approval of the Commissioner of Labor, additional personnel outside his staff to issue youth employment certificates.

Duties
&
Responsibilities



SOCIAL SERVICES BOARD TRAINING

NOVEMBER 2021

Tony Cozart, Sue Hinman, Wilma Moore
Adonica Hampton, Lottie Terry

Sources of Law



Social Services Boards:
G.S. § 108A-1 through 108A-11



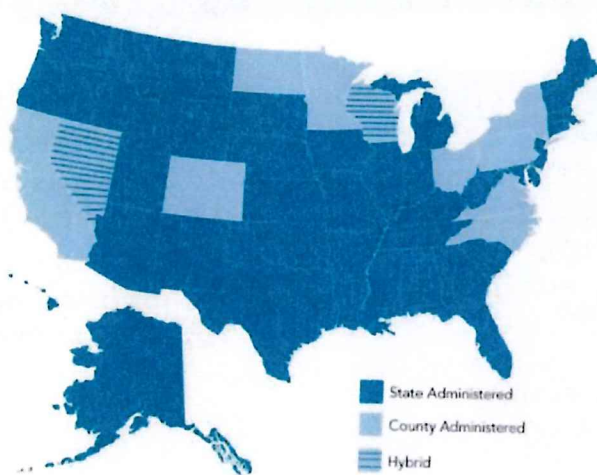
Appointment and duties of
DSS director: *G.S. § 108A-12*
through 108A-15



UNC
SCHOOL OF GOVERNMENT

Slide: "Essentials for DSS Boards" UNC SOG Nov. 2021

State Supervised, County Administered System



<https://www.childwelfare.gov/pubs/factsheets/services/>

Slide: "Essentials for DSS Boards" UNC SOG Nov. 2021

State-Supervised, County-Administered

State

- Accepts federal funding
- Develops law and policy to shape programs
- Transmits federal and state funding to counties
- Supervises county administration

County

- Administers programs
- Allocates funding
- Supervises staff
- Develops some county-specific programs



UNC
SCHOOL OF GOVERNMENT

Slide: "Essentials for DSS Boards" UNC SOG Nov. 2021

Leadership Training Overview

Journey Into Leadership 2021

Presented by Rodney Adams, R. Adams and Associates

October 2021 – December 2021

Ten, three-hour sessions

Training Objectives:

- 1. Lead and facilitate individual team members to take ownership and responsibility for continued organizational success. Encourage self-directed teams.**
- 2. Develop employees to transform habits, organizational culture, behavior, and mindset for continued successful and enhanced service delivery.**
- 3. Provide necessary leadership to shift staff perception of mission from one of individual and program performance, to include holistic departmental and community well-being.**

Training Flyer

Granville County Department of Social Services

DSS Leadership Training **Offered by R. Adams & Associates**

October, November, December 2021

Session One-Journey Into Leadership

Discovering Why Change is Necessary, Challenges, and Leadership Models

Session Two-Understanding Transformational Leadership

Principles of Transformational Leadership

Session Three-Discovering Your Authentic Leadership

Becoming an Authentic Leader

Session Four-The Servant Leader

The Meaning and Characteristic of Servant Leadership

Session Five-Creating an Intentional Culture

Moving from Default to Intentional

Adonica C. Hampton, Director

Leadership Training Overview

Economic Services Supervisor Training 2021
Presented by Adonica C. Hampton, Director
October 2021 – December 2021
Five, one to two hour sessions

Training Objectives:

Training was designed based on Supervisors requests, and Director's observations, and training needs assessment.

Training Flyer

Granville County Department of Social Services

IM Supervisor Leadership Training **Offered by Adonica C. Hampton, Director**

October, November, December 2021

Technology & Terminology

Using Technology and the importance of Terminology When Training Staff.

Time Off & Teamwork

Leave Policy, Teamwork, and How Buddy Systems Help.

Trainee & Tenured

Trainees, Probationary, and Tenured Employees.

DSS Laws & DSS Responsibilities

DSS Structure, Roles, Duties, and Responsibilities.

Personnel & Performance

Policy, Supervisory Responsibilities, Communication, Expectations, Unsatisfactory Performance, Conduct, and Discipline.

Performance Management, Workplace Morale & Cohesive Teams

Coaching, Counseling, Performance Measures, Consistency, Commitment, Truth, Tips, Articles, Books, and Investments in Learning and Development

Adonica C. Hampton, Director

Recruiting and Retaining Staff

Sponsored by

NC Association of County Directors of Social Services

Presented by

Leisha DeHart-Davis, PhD, Coates Distinguished Professor of
Public Administration and Government,

UNC School of Government

February 2, 2022

Fundamental Supervisory Practices (2 weeks)

Presented by

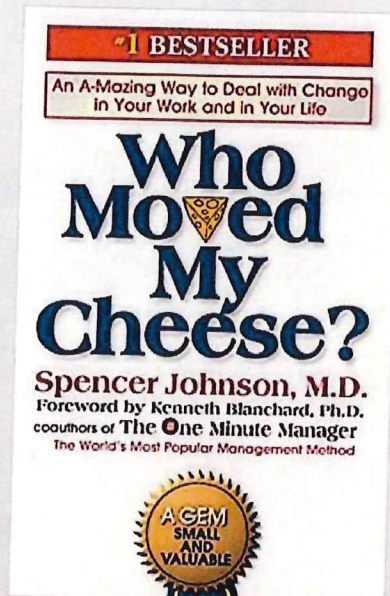
UNC School of Government

December 2021

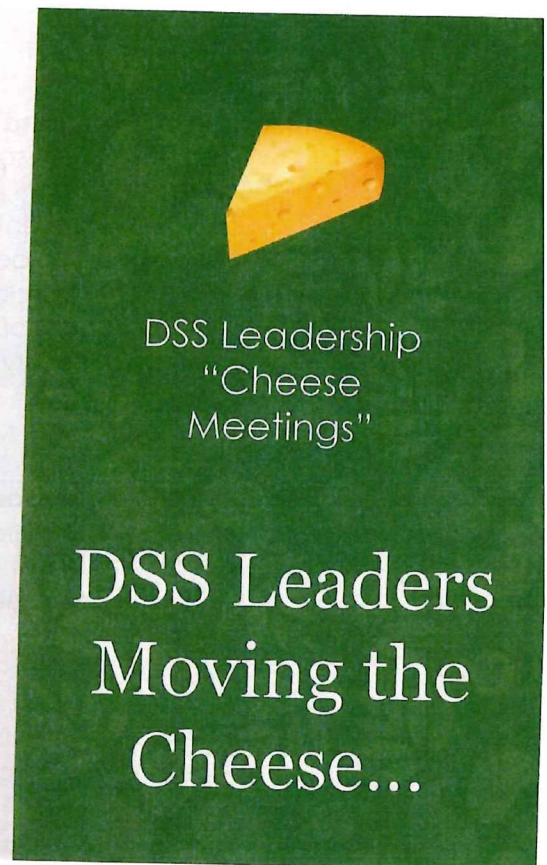
**Loads & Loads of Program, Services, Systems,
Administrative/Fiscal, etc. Training**

Other Training

"Who Moved My Cheese"
a bestseller book by Spencer Johnson



the ways we deal with
change, and how changing
our mindset about change
can reduce stress and
increase success





A Journey Into Leadership

As go the
leaders,
so goes the
organization

 ADAMS
&
ASSOCIATES
Design • Strategy • Implementation

It is very hard right
now, but....



The Future Is Bright!



THANK YOU

Adonica C. Hampton,
Director

Granville County
Department of Social Services

February 25, 2022



Granville County Environmental Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jason Falls
Department: Environmental Services
Date: February 16, 2022
Title: Landfill Construction Approval

PURPOSE:

Review and approve low bid for MSW Landfill Unit 2, phase 2 Cell Construction

BACKGROUND:

As of January 2022, the present capacity of Unit 2, phase 1 has about 10-12 months of capacity left. In order to continue operations, staff has worked for the last year with Garrett and Moore Engineering to obtain all environmental and state permits as well as bids for the construction of a new cell to continue accepting wastes. This proposed 8-acre cell will tie into the existing cell to continue our planned phase development in the coming years. Attached and below is a summary of bids received as well as the engineer's recommendation for award.

Summary of Bids Received

Vendor	Bid
Shamrock Environmental Corporation	\$3,821,321.55
Triangle Grading and Paving	\$4,596,222.00
Thalle Construction	\$4,624,318.50

FUNDING:

County Administration recommends using General Fund Balance to loan \$4,000,000 at 1% over a 7-year period to the Solid Waste Enterprise Fund for the construction and engineering costs associated with the proposed 8-acre cell.

A proposed repayment schedule based on a 7-year interfund loan is included in your agenda item for your reference.

RECOMMENDATION:

Award Construction Contract to Shamrock Environmental Corporation at a not-to-exceed amount of \$3,821,321.55.

ATTACHMENTS:

Recommendation Letter

Proposed Interfund Loan Repayment Schedule

Bid 1

Bid 2

Bid 3

ACTION TAKEN:

February 3, 2022

Mr. Jason Falls
Granville County Solid Waste Director
VIA EMAIL

RE: Bid Evaluation
Granville County Oxford MSW Landfill Unit 2 Phase 2 Expansion

Dear Mr. Falls:

Garrett and Moore, Inc. (G&M) is pleased to offer our evaluation of bids for the referenced project. Bids for the Project were received on February 1, 2022 at the Granville County Expo Center.

Bid Tabulation

The first step in the evaluation was to prepare a tabulation for all bidders showing unit costs and extended total for every bid item as well as the total bid amount as included as Attachment 1. A summary of the bid results ordered from lowest to highest is shown below.

Bid Summary		
Rank	Bidder	Total Bid Amount
1	Shamrock Environmental Corp.	\$3,821,321.55
2	Triangle Grading & Paving Inc.	\$4,596,222.00
3	Thalle Construction Co. Inc.	\$4,624,318.50

Based upon our review of the submitted bids, Shamrock Environmental Corporation is the lowest bidder.

Bid Responsiveness

The second step in the evaluation was to determine if the bids were responsive by verifying the Bidder submitted all required documents per the bid documents as follows:

- Form of Proposal
- Proposal Signature Page
- Bid Form
- Identification of HUB Certified/Minority Business Participation
- Granville County Affidavit A – Listing of Good Faith Efforts
- Executed Bid Security in the form of a Bid Bond, Certified Check, or Cashier's Check in an amount of 5% of the Total Price Bid.
- Executed Power of Attorney (for surety bond only).
- Evidence of Bidder's certification and license to perform the work and services.

All bids submitted met the requirements of the Bid Documents and were deemed responsive.

Mr. Jason Falls
February 3, 2020
Page 2 of 2

Bid Responsibility

The third step in the evaluation was to determine whether the bids were responsible. All Bidders have experience performing similar landfill construction projects in North Carolina.

Summary

Based on our review of the bids submitted, we recommend award of the contract to the low bidder, Shamrock Environmental Corporation. Please let me know if you have any questions or need additional information.

Sincerely,

GARRETT & MOORE, INC.

A handwritten signature in blue ink that reads "Bernie Garrett". The signature is written in a cursive, flowing style.

Bernie Garrett, P.E.
Project Manager

Attachment 1 Bid Tabulation

Attachment 1

Bid Tabulation

Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Shamrock		Triangle		Thalle	
				Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
1	Bonds, Mobilization and Insurance	1	LS	\$ 52,976.00	\$ 52,976.00	\$ 65,800.00	\$ 65,800.00	\$ 65,000.00	\$ 65,000.00
2	Silt Fence	5,350	LF	\$ 2.52	\$ 13,482.00	\$ 4.00	\$ 21,400.00	\$ 2.00	\$ 10,700.00
3	Construction Entrance	1	LS	\$ 8,384.00	\$ 8,384.00	\$ 23,400.00	\$ 23,400.00	\$ 10,000.00	\$ 10,000.00
4	Concrete Washout	1	LS	\$ 559.00	\$ 559.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
5	Temporary Diversion	1,315	LF	\$ 2.50	\$ 3,287.50	\$ 3.00	\$ 3,945.00	\$ 14.00	\$ 18,410.00
6	Rock Check Dam for Temporary Diversion	14	EA	\$ 204.00	\$ 2,856.00	\$ 600.00	\$ 8,400.00	\$ 500.00	\$ 7,000.00
7	Skimmer Basin	2	EA	\$ 10,852.00	\$ 21,704.00	\$ 30,000.00	\$ 60,000.00	\$ 25,500.00	\$ 51,000.00
8	Sediment Basin Excavation & Backfill	920	CY	\$ 17.48	\$ 16,081.60	\$ 10.00	\$ 9,200.00	\$ 15.00	\$ 13,800.00
9	Sediment Basin Excavation & Stockpile	2,475	CY	\$ 15.24	\$ 37,719.00	\$ 10.00	\$ 24,750.00	\$ 10.00	\$ 24,750.00
10	Sediment Basin Riser - 3'x3' RCP Precast Box	1	LS	\$ 14,609.00	\$ 14,609.00	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00
11	Sediment Basin Outlet Pipe - 18" RCP	48	LF	\$ 466.00	\$ 22,368.00	\$ 300.00	\$ 14,400.00	\$ 200.00	\$ 9,600.00
12	Sediment Basin 2'-Thick Rip Rap Outlet	35	SY	\$ 50.00	\$ 1,750.00	\$ 100.00	\$ 3,500.00	\$ 150.00	\$ 5,250.00
13	Sediment Basin Emergency Spillway	1	LS	\$ 21.00	\$ 21.00	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00
14	Sediment Basin Porous Baffles	305	LF	\$ 7.00	\$ 2,135.00	\$ 10.00	\$ 3,050.00	\$ 6.00	\$ 1,830.00
15	Sediment Basin 8"-Thick Rip Rap Matting	84	SY	\$ 15.00	\$ 1,260.00	\$ 50.00	\$ 4,200.00	\$ 30.00	\$ 2,520.00
16	Sediment Pond 4 (SP-4) Porous Baffles	445	LF	\$ 7.00	\$ 3,115.00	\$ 10.00	\$ 4,450.00	\$ 6.00	\$ 2,670.00
17	18" CPP w/ End Treatments and Dissipator	270	LF	\$ 42.00	\$ 11,340.00	\$ 200.00	\$ 54,000.00	\$ 100.00	\$ 27,000.00
18	Grout Existing 24" CMP	91	LF	\$ 54.00	\$ 4,914.00	\$ 70.00	\$ 6,370.00	\$ 100.00	\$ 9,100.00
19	Remove Existing 30" CMP	1	LS	\$ 778.00	\$ 778.00	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
20	Filter Bag	2	EA	\$ 364.00	\$ 728.00	\$ 1,000.00	\$ 2,000.00	\$ 1,200.00	\$ 2,400.00
21	ARC Inlet Protection	3	EA	\$ 1,313.00	\$ 3,939.00	\$ 3,000.00	\$ 9,000.00	\$ 500.00	\$ 1,500.00
22	Clearing & Grubbing	10	AC	\$ 6,418.00	\$ 64,180.00	\$ 16,700.00	\$ 167,000.00	\$ 6,500.00	\$ 65,000.00
23	Stripping	22	AC	\$ 4,868.00	\$ 107,096.00	\$ 4,000.00	\$ 88,000.00	\$ 8,500.00	\$ 187,000.00
24	Operational Diversion Berm	860	LF	\$ 11.97	\$ 10,294.20	\$ 8.00	\$ 6,880.00	\$ 15.00	\$ 12,900.00
25	Operational Diversion Berm 24" CPP w/ T's	250	LF	\$ 81.00	\$ 20,250.00	\$ 150.00	\$ 37,500.00	\$ 150.00	\$ 37,500.00
26	Remove & Replace Unsuitable Soils	5,000	CY	\$ 15.10	\$ 75,500.00	\$ 10.00	\$ 50,000.00	\$ 4.00	\$ 20,000.00
27	Geogrid Fabric for Foundation Improvement	2,856	SY	\$ 6.40	\$ 18,278.40	\$ 5.00	\$ 14,280.00	\$ 7.00	\$ 19,992.00
28	Subgrade Excavation & Backfill	11,750	CY	\$ 6.64	\$ 78,020.00	\$ 7.00	\$ 82,250.00	\$ 6.00	\$ 70,500.00
29	Subgrade Excavation & Stockpile	85,200	CY	\$ 4.59	\$ 391,068.00	\$ 6.00	\$ 511,200.00	\$ 6.00	\$ 511,200.00
30	18" Thick Low-Perm Clay Liner (1x10 ⁻⁵ cm/sec)	37,365	SY	\$ 5.95	\$ 222,321.75	\$ 8.00	\$ 298,920.00	\$ 10.00	\$ 373,650.00
31	Geosynthetic Clay Liner (GCL)	37,365	SY	\$ 6.30	\$ 235,399.50	\$ 6.00	\$ 224,190.00	\$ 6.50	\$ 242,872.50
32	60 mil Textured HDPE Liner	37,365	SY	\$ 6.98	\$ 260,807.70	\$ 7.00	\$ 261,555.00	\$ 6.50	\$ 242,872.50
33	Fabric Cushion	37,365	SY	\$ 4.05	\$ 151,328.25	\$ 4.00	\$ 149,460.00	\$ 3.50	\$ 130,777.50
34	24" Thick Protective Cover Layer	37,365	SY	\$ 29.25	\$ 1,092,926.25	\$ 37.00	\$ 1,382,505.00	\$ 37.00	\$ 1,382,505.00
35	Anchor Trench	1,786	LF	\$ 12.20	\$ 21,789.20	\$ 12.00	\$ 21,432.00	\$ 7.00	\$ 12,502.00
36	Phase 1 Tie-In Flap	1,160	SY	\$ 46.30	\$ 53,708.00	\$ 34.00	\$ 39,440.00	\$ 30.00	\$ 34,800.00

Bid Tabulation
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Shamrock		Triangle		Thalle	
				Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
37	LCS - 8" Diam. HDPE Pipe Collection Line	2,595	LF	\$ 56.40	\$ 146,358.00	\$ 65.00	\$ 168,675.00	\$ 115.00	\$ 298,425.00
38	LCS - Leachate Cleanouts	7	EA	\$ 1,940.00	\$ 13,580.00	\$ 10,000.00	\$ 70,000.00	\$ 5,000.00	\$ 35,000.00
39	LCS - Sump GCL	145	SY	\$ 19.00	\$ 2,755.00	\$ 17.00	\$ 2,465.00	\$ 25.00	\$ 3,625.00
40	LCS - Sump HDPE Liner	145	SY	\$ 22.00	\$ 3,190.00	\$ 19.00	\$ 2,755.00	\$ 35.00	\$ 5,075.00
41	LCS - Sump Stone	145	CY	\$ 60.00	\$ 8,700.00	\$ 50.00	\$ 7,250.00	\$ 100.00	\$ 14,500.00
42	LCS - HDPE Sloperiser Piping System	2	EA	\$ 16,673.00	\$ 33,346.00	\$ 30,000.00	\$ 60,000.00	\$ 20,000.00	\$ 40,000.00
43	LCS - HDPE Sloperiser Headwall	1	EA	\$ 10,437.00	\$ 10,437.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00
44	LCS - Pump System Valve Box & Components	1	EA	\$ 32,614.00	\$ 32,614.00	\$ 35,000.00	\$ 35,000.00	\$ 25,000.00	\$ 25,000.00
45	LCS - 3" Diameter HDPE Force Main & Tie-in	20	LF	\$ 269.00	\$ 5,380.00	\$ 500.00	\$ 10,000.00	\$ 95.00	\$ 1,900.00
46	Electrical Conduit	45	LF	\$ 41.00	\$ 1,845.00	\$ 60.00	\$ 2,700.00	\$ 80.00	\$ 3,600.00
47	8" Thick Compacted ABC w/ 10 oz Geotextile	1,550	SY	\$ 16.06	\$ 24,893.00	\$ 22.00	\$ 34,100.00	\$ 30.00	\$ 46,500.00
48	18" RCP w/ End Treatments and Dissipators	60	LF	\$ 311.00	\$ 18,660.00	\$ 200.00	\$ 12,000.00	\$ 200.00	\$ 12,000.00
49	Erosion Control Matting	5,200	SY	\$ 1.79	\$ 9,308.00	\$ 2.00	\$ 10,400.00	\$ 2.00	\$ 10,400.00
50	Landfill Cell Access Ramp w/ 24" RCP	1	EA	\$ 26,583.00	\$ 26,583.00	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00
51	Temporary Cleanout Removal	2	EA	\$ 471.00	\$ 942.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00
52	Edge of Liner Markers	30	EA	\$ 74.00	\$ 2,220.00	\$ 400.00	\$ 12,000.00	\$ 200.00	\$ 6,000.00
53	Rain Cover	44,620	SY	\$ 3.57	\$ 159,293.40	\$ 3.00	\$ 133,860.00	\$ 3.00	\$ 133,860.00
54	Wind Defender Geosynthetic Cover System	44,620	SY	\$ 3.73	\$ 166,432.60	\$ 3.00	\$ 133,860.00	\$ 3.60	\$ 160,632.00
55	Pump (for Stormwater on Rain Cover)	1	LS	\$ 78,114.00	\$ 78,114.00	\$ 100,000.00	\$ 100,000.00	\$ 75,000.00	\$ 75,000.00
56	Litter Fence	1,800	LF	\$ 6.07	\$ 10,926.00	\$ 7.00	\$ 12,600.00	\$ 6.00	\$ 10,800.00
57	Seeding and Mulching	10.4	AC	\$ 3,728.00	\$ 38,771.20	\$ 2,700.00	\$ 28,080.00	\$ 6,000.00	\$ 62,400.00
TOTAL BASE BID (ITEMS 1-57)					\$ 3,821,321.55		\$ 4,596,222.00		\$ 4,624,318.50

Amortization Table:

Principle Balance 4,000,000.00
Interest Rate 1.00%
Payment Amount

<u>Date</u>	<u>Payment</u>	<u>Interest</u>	<u>Principle</u>	<u>Balance</u>
Starting Balance				4,000,000.00
December-22	20,000.00	20,000.00	-	4,000,000.00
June-23	20,000.00	20,000.00	-	4,000,000.00
December-23	20,000.00	20,000.00	-	4,000,000.00
June-24	670,000.00	20,000.00	650,000.00	3,350,000.00
December-24	16,750.00	16,750.00	-	3,350,000.00
June-25	686,750.00	16,750.00	670,000.00	2,680,000.00
December-25	13,400.00	13,400.00	-	2,680,000.00
June-26	683,400.00	13,400.00	670,000.00	2,010,000.00
December-26	10,050.00	10,050.00	-	2,010,000.00
June-27	680,050.00	10,050.00	670,000.00	1,340,000.00
December-27	6,700.00	6,700.00	-	1,340,000.00
June-28	676,700.00	6,700.00	670,000.00	670,000.00
December-28	3,350.00	3,350.00	-	670,000.00
June-29	673,350.00	3,350.00	670,000.00	-
	4,180,500.00	180,500.00	4,000,000.00	

FORM OF PROPOSAL

Granville County Oxford MSW Landfill – Unit 2 Phase 2 Expansion

Contract: _____
Bidder: Shamrock Environmental Corporation
Date: February 1, 2022

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the
Granville County

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

Landfill construction for the Granville County Oxford MSW Landfill Facility in Oxford, NC

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the Granville County, and the with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

SINGLE PRIME CONTRACT:

Base Bid: Three Million, Eight Hundred Twenty-One Thousand,
Three Hundred Twenty-One Dollars and Fifty-Five Cents Dollars(\$)3,821,321.55

General Subcontractor:

Lic _____

Plumbing Subcontractor:

Lic _____

Mechanical Subcontractor:

Lic _____

Electrical Subcontractor:

Lic _____

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

MINORITY BUSINESS PARTICIPATION REQUIREMENTS

Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify on its bid (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit A) made to solicit minority participation in the bid effort.

NOTE: A contractor that performs all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of Affidavit (A) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsive, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit D is not necessary;

*** OR ***

If less than the 10% goal, Affidavit (D) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

Note: Bidders must always submit with their bid the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit A or Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of February 1, 2022

Shamrock Environmental Corporation

(Name of firm or corporation making bid)

WITNESS:

(Proprietorship or Partnership)

By: 

Signature

Name: Greg Kiser

Print or type

Title CEO/President

(Owner/Partner/Pres./V.Pres)

Address 6106 Corporate Park Drive

Browns Summit, NC 27214

ATTEST:

By: 

Brad Hicks

Title: Asst. Secretary

(Corp. Sec. or Asst. Sec. only)

License No. 47513

Federal I.D. No. 56-1885383

Email Address: gkiser@shamrockenviro.com



Addendum received and used in computing bid:

Addendum No. 1 X Addendum No. 3 X Addendum No. 5 Addendum No. 6
Addendum No. 2 X Addendum No. 4 Addendum No. 6 Addendum No. 7

BID FORM (1/27/2022)
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Unit Price	Extended Total
1	Bonds, Mobilization and Insurance	1	LS	\$ 52,976.00	\$ 52,976.00
2	Silt Fence	5,350	LF	\$ 2.52	\$ 13,482.00
3	Construction Entrance	1	LS	\$ 8,384.00	\$ 8,384.00
4	Concrete Washout	1	LS	\$ 559.00	\$ 559.00
5	Temporary Diversion	1,315	LF	\$ 2.50	\$ 3,287.50
6	Rock Check Dam for Temporary Diversion	14	EA	\$ 204.00	\$ 2,856.00
7	Skimmer Basin	2	EA	\$ 10,852.00	\$ 21,704.00
8	Sediment Basin Excavation & Backfill	920	CY	\$ 17.48	\$ 16,081.60
9	Sediment Basin Excavation & Stockpile	2,475	CY	\$ 15.24	\$ 37,719.00
10	Sediment Basin Riser - 3'x3' RCP Precast Box	1	LS	\$ 14,609.00	\$ 14,609.00
11	Sediment Basin Outlet Pipe - 18" RCP	48	LF	\$ 466.00	\$ 22,368.00
12	Sediment Basin 2'-Thick Rip Rap Outlet	35	SY	\$ 50.00	\$ 1,750.00
13	Sediment Basin Emergency Spillway	1	LS	\$ 21.00	\$ 21.00
14	Sediment Basin Porous Baffles	305	LF	\$ 7.00	\$ 2,135.00
15	Sediment Basin 8"-Thick Rip Rap Matting	84	SY	\$ 15.00	\$ 1,260.00
16	Sediment Pond 4 (SP-4) Porous Baffles	445	LF	\$ 7.00	\$ 3,115.00
17	18" CPP w/ End Treatments and Dissipator	270	LF	\$ 42.00	\$ 11,340.00
18	Grout Existing 24" CMP	91	LF	\$ 54.00	\$ 4,914.00
19	Remove Existing 30" CMP	1	LS	\$ 778.00	\$ 778.00
20	Filter Bag	2	EA	\$ 364.00	\$ 728.00
21	ARC Inlet Protection	3	EA	\$ 1,313.00	\$ 3,939.00
22	Clearing & Grubbing	10	AC	\$ 6,418.00	\$ 64,180.00
23	Stripping	22	AC	\$ 4,868.00	\$ 107,096.00
24	Operational Diversion Berm	860	LF	\$ 11.97	\$ 10,294.20
25	Operational Diversion Berm 24" CPP w/ T's	250	LF	\$ 81.00	\$ 20,250.00
26	Remove & Replace Unsuitable Soils	5,000	CY	\$ 15.10	\$ 75,500.00
27	Geogrid Fabric for Foundation Improvement	2,856	SY	\$ 6.40	\$ 18,278.40
28	Subgrade Excavation & Backfill	11,750	CY	\$ 6.64	\$ 78,020.00
29	Subgrade Excavation & Stockpile	85,200	CY	\$ 4.59	\$ 391,068.00
30	18" Thick Low-Perm Clay Liner (1x10 ⁻⁵ cm/sec)	37,365	SY	\$ 5.95	\$ 222,321.75
31	Geosynthetic Clay Liner (GCL)	37,365	SY	\$ 6.30	\$ 235,399.50
32	60 mil Textured HDPE Liner	37,365	SY	\$ 6.98	\$ 260,807.70

BID FORM (1/27/2022)
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Unit Price	Extended Total
33	Fabric Cushion	37,365	SY	\$ 4.05	\$ 151,328.25
34	24" Thick Protective Cover Layer	37,365	SY	\$ 29.25	\$ 1,092,926.25
35	Anchor Trench	1,786	LF	\$ 12.20	\$ 21,789.20
36	Phase 1 Tie-In Flap	1,160	SY	\$ 46.30	\$ 53,708.00
37	LCS - 8" Diam. HDPE Pipe Collection Line	2,595	LF	\$ 56.40	\$ 146,358.00
38	LCS - Leachate Cleanouts	7	EA	\$ 1,940.00	\$ 13,580.00
39	LCS - Sump GCL	145	SY	\$ 19.00	\$ 2,755.00
40	LCS - Sump HDPE Liner	145	SY	\$ 22.00	\$ 3,190.00
41	LCS - Sump Stone	145	CY	\$ 60.00	\$ 8,700.00
42	LCS - HDPE Sloperiser Piping System	2	EA	\$ 16,673.00	\$ 33,346.00
43	LCS - HDPE Sloperiser Headwall	1	EA	\$ 10,437.00	\$ 10,437.00
44	LCS - Pump System Valve Box & Components	1	EA	\$ 32,614.00	\$ 32,614.00
45	LCS - 3" Diameter HDPE Force Main & Tie-in	20	LF	\$ 269.00	\$ 5,380.00
46	Electrical Conduit	45	LF	\$ 41.00	\$ 1,845.00
47	8" Thick Compacted ABC w/ 10 oz Geotextile	1,550	SY	\$ 16.06	\$ 24,893.00
48	18" RCP w/ End Treatments and Dissipators	60	LF	\$ 311.00	\$ 18,660.00
49	Erosion Control Matting	5,200	SY	\$ 1.79	\$ 9,308.00
50	Landfill Cell Access Ramp w/ 24" RCP	1	EA	\$ 26,583.00	\$ 26,583.00
51	Temporary Cleanout Removal	2	EA	\$ 471.00	\$ 942.00
52	Edge of Liner Markers	30	EA	\$ 74.00	\$ 2,220.00
53	Rain Cover	44,620	SY	\$ 3.57	\$ 159,293.40
54	Wind Defender Geosynthetic Cover System	44,620	SY	\$ 3.73	\$ 166,432.60
55	Pump (for Stormwater on Rain Cover)	1	LS	\$ 78,114.00	\$ 78,114.00
56	Litter Fence	1,800	LF	\$ 6.07	\$ 10,926.00
57	Seeding and Mulching	10.4	AC	\$ 3,728.00	\$ 38,771.20
TOTAL BASE BID (ITEMS 1-57)					\$ 3,821,321.55

In words: Three Million, Eight Hundred Twenty-One Thousand, Three Hundred Twenty-One Dollars and
Fifty-Five Cents

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Shamrock Environmental Corporation
6106 Corporate Park Drive
Browns Summit, NC 27214

SURETY:

(Name, legal status and principal place of business)

Developers Surety and Indemnity Company
PO Box 19725
Irvine, CA 92623-9725

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address) Granville County
141 Williamsboro Street
Oxford, NC 27565

BOND AMOUNT: Five Percent of the Amount Bid

(\$ 5% of Bid)

PROJECT:

(Name, location or address, and Project number, if any)

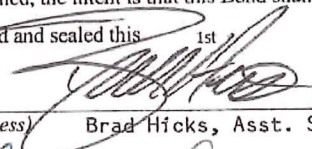
Granville County Oxford MSW Landfill Unit 2 Phase 2 Expansion

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of February, 2022


(Witness) Brad Hicks, Asst. Secretary

Shamrock Environmental Corporation
(Principal) _____ (Seal)

(Title) Greg Kiser, CEO/President

Developers Surety and Indemnity Company

(Surety) _____ (Seal)

(Title) Amy Bowers
Attorney-in-Fact

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**POWER OF ATTORNEY FOR
COREPOINTE INSURANCE COMPANY
DEVELOPERS SURETY AND INDEMNITY COMPANY**
59 Maiden Lane, New York, NY 10038
(212) 220-7120

KNOW ALL BY THESE PRESENTS that, except as expressly limited herein, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, do hereby make, constitute and appoint:

Army Bowers, Lynnette Long, Jason D. Cromwell, James T. Smith, Debbie Neichter, Raymond M. Hundley, Brook T. Smith, Michele D. Lacrosse, Leigh McCarthy, jointly or severally of Louisville, KY

as its true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said companies, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said company could do, but reserving to each of said company full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed. This Power of Attorney is effective January 1, 2022 and shall expire on December 31, 2022.

This Power of Attorney is granted and is signed under and by authority of the following resolutions adopted by the Board of Directors of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY (collectively, "Company"), effective as of September 30, 2021.

RESOLVED, that Paul Giordano, Managing Principal, and Charles Cygal, Principal and Chief Underwriting Officer, both officers of Euclid Surety LLC (the "Euclid Officers"), are hereby authorized to execute a Power of Attorney, qualifying attorney(s)-in-fact named in this Power of Attorney to execute, on behalf of the Company, bonds, undertakings and contracts of suretyship, or other suretyship obligations; and that the Secretary or any Assistant Secretary of the Company be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney.

RESOLVED, that the signatures of both of the Euclid Officers and the Secretary or any Assistant Secretary of the Company, and the seal of the Company must be affixed to any such Power of Attorney, and any such signature or seal may be affixed by facsimile, and such Power of Attorney shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY have caused these presents to be signed by the Euclid Officers and attested by their Secretary or Assistant Secretary this December 27, 2021.

By: T. Giordano
Paul Giordano, Managing Principal
Euclid Surety LLC

By: Charles Cygal
Charles Cygal, Principal and
Chief Underwriting Officer
Euclid Surety LLC



STATE OF New Jersey
COUNTY OF Middlesex

On this 28th day of Dec, 2021, before me, Lorraine K. Candito, personally appeared PAUL GIORDANO and CHARLES CYGAL, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacities, and that by their signatures on the Instrument the entities upon behalf which the persons acted, executed this Instrument.

I certify, under penalty of perjury, under the laws of the State of NJ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal
Signature: Lorraine K. Candito
Lorraine K. Candito
STATE OF NEW JERSEY # 2021167
MY COMMISSION EXPIRES 10/26/24
CORPORATE CERTIFICATION

The undersigned, the Secretary or Assistant Secretary of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in this Power of Attorney are in force as of the date of this Certification.

This Certification is executed in the City of Cleveland, Ohio, this January 3, 2022 10:49 AM PST

By Barry W. Moses Barry W. Moses, Assistant Secretary

POA No. 3.1

Ed. 1021

Signed and Sealed this 15th day of February, 2022.



Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)
--------------------------------	-----------	--------------------	-----------------------

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

The total value of minority business contracting will be (\$) 290,794.00.

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid

GRANVILLE COUNTY AFFIDAVIT A - Listing of Good Faith Efforts

County of GRANVILLE

(Name of Bidder)
Affidavit of SHAMROCK ENVIRONMENTAL CORPORATION

I have made a good faith effort to comply under the following areas checked:

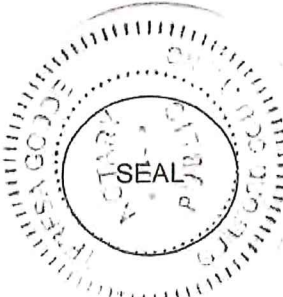
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ **1 - (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ **3 - (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 - (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ **5 - (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☒ **6 - (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☒ **7 - (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 - (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 - (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☒ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 2/1/22 Name of Authorized Officer: Greg Kiser
Signature: _____
Title: CEO/President



State of NC, County of Guilford
Subscribed and sworn to before me this 1 day of February 20 22
Notary Public [Signature]
My commission expires May 19, 2022

License Year

2022

License No.

47513

North Carolina

Licensing Board for General Contractors

This is in Certify That:

Shamrock Environmental Corporation

Browns Summit, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Unclassified

until

December 31, 2022

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 01, 2022

This certificate may not be altered.



J. E. Pennington
Chairman

C. Frank Wiener
Secretary-Treasurer

FORM OF PROPOSAL

Granville County Oxford MSW Landfill – Unit 2 Phase 2 Expansion

Contract: _____

Bidder: Triangle Grading & Paving, Inc.

Date: 2/1/22

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the

Granville County

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

Landfill construction for the Granville County Oxford MSW Landfill Facility in Oxford, NC

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the Granville County, and the with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

SINGLE PRIME CONTRACT:

Base Bid:

Four million five hundred ninety six thousand Dollars (\$) 4,596,222.00
two hundred twenty two 00/100

General Subcontractor:

_____ Lic _____

Plumbing Subcontractor:

_____ Lic _____

Mechanical Subcontractor:

_____ Lic _____

Electrical Subcontractor:

_____ Lic _____

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsive or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

MINORITY BUSINESS PARTICIPATION REQUIREMENTS

Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify on its bid (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. Also list the good faith efforts (Affidavit A) made to solicit minority participation in the bid effort.

NOTE: A contractor that performs all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of Affidavit (A) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit D is not necessary;

*** OR ***

If less than the 10% goal, Affidavit (D) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

Note: Bidders must always submit with their bid the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit A or Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

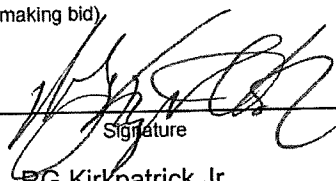
Respectfully submitted this day of February 1, 2022

Triangle Grading & Paving, Inc.

(Name of firm or corporation making bid)

WITNESS:

(Proprietorship or Partnership)

By: 

Signature

Name: RG Kirkpatrick Jr.

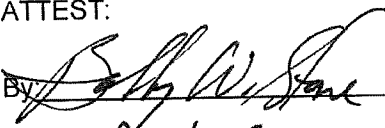
Print or type

Title President

(Owner/Partner/Pres./V.Pres)

Address PO Drawer 2570, Burlington, NC 27215

ATTEST:

By: 

Title: Asst. Sec.

(Corp. Sec. or Asst. Sec. only)

License No. 17456

Federal I.D. No. 56-1458656

Email Address: bcoley@tgandp.com

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 X Addendum No. 3 X Addendum No. 5 _____ Addendum No. 6 _____
Addendum No. 2 X Addendum No. 4 _____ Addendum No. 6 _____ Addendum No. 7 _____

Bid Form (1/27/2022)
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Unit Price	Extended Total
1	Bonds, Mobilization and Insurance	1	LS	65800.00	65800.00
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4	Concrete Washout	1	LS	2000.00	2000.00
5	Temporary Diversion	1,315	LF	3.00	3945.00
6	Rock Check Dam for Temporary Diversion	14	EA	600.00	8400.00
7	Skimmer Basin	2	EA	30000.00	60000.00
8	Sediment Basin Excavation & Backfill	920	CY	10.00	9200.00
9	Sediment Basin Excavation & Stockpile	2,475	CY	10.00	24750.00
10	Sediment Basin Riser - 3'x3' RCP Precast Box	1	LS	35000.00	35000.00
11	Sediment Basin Outlet Pipe - 18" RCP	48	LF	300.00	14400.00
12	Sediment Basin 2'-Thick Rip Rap Outlet	35	SY	100.00	3500.00
13	Sediment Basin Emergency Spillway	1	LS	10000.00	10000.00
14	Sediment Basin Porous Baffles	305	LF	10.00	3050.00
15	Sediment Basin 8"-Thick Rip Rap Matting	84	SY	50.00	4200.00
16	Sediment Pond 4 (SP-4) Porous Baffles	445	LF	10.00	4450.00
17	18" CPP w/ End Treatments and Dissipator	270	LF	200.00	54000.00
18	Grout Existing 24" CMP	91	LF	70.00	6370.00
19	Remove Existing 30" CMP	1	LS	4000.00	4000.00
20	Filter Bag	2	EA	1000.00	2000.00
21	ARC Inlet Protection	3	EA	3000.00	9000.00
22	Clearing & Grubbing	10	AC	16700.00	167000.00
23	Stripping	22	AC	4000.00	88000.00
24	Operational Diversion Berm	860	LF	8.00	6880.00
25	Operational Diversion Berm 24" CPP w/ T's	250	LF	150.00	37500.00
26	Remove & Replace Unsuitable Soils	5,000	CY	10.00	50000.00
27	Geogrid Fabric for Foundation Improvement	2,856	SY	5.00	14280.00
28	Subgrade Excavation & Backfill	11,750	CY	7.00	82250.00
29	Subgrade Excavation & Stockpile	85,200	CY	6.00	511200.00
30	18" Thick Low-Perm Clay Liner (1×10^{-5} cm/sec)	37,365	SY	8.00	298920.00
31	Geosynthetic Clay Liner (GCL)	37,365	SY	6.00	224190.00
32	60 mil Textured HDPE Liner	37,365	SY	7.00	261555.00

Bid Form (1/27/2022)
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Unit Price	Extended Total
33	Fabric Cushion	37,365	SY	4.00	149460.00
34	24" Thick Protective Cover Layer	37,365	SY	37.00	1382505.00
35	Anchor Trench	1,786	LF	12.00	21432.00
36	Phase 1 Tie-In Flap	1,160	SY	34.00	39440.00
37	LCS - 8" Diam. HDPE Pipe Collection Line	2,595	LF	65.00	168675.00
38	LCS - Leachate Cleanouts	7	EA	10000.00	70000.00
39	LCS - Sump GCL	145	SY	17.00	2465.00
40	LCS - Sump HDPE Liner	145	SY	19.00	2755.00
41	LCS - Sump Stone	145	CY	50.00	7250.00
42	LCS - HDPE Sloperiser Piping System	2	EA	30000.00	60000.00
43	LCS - HDPE Sloperiser Headwall	1	EA	30000.00	30000.00
44	LCS - Pump System Valve Box & Components	1	EA	35000.00	35000.00
45	LCS - 3" Diameter HDPE Force Main & Tie-in	20	LF	500.00	10000.00
46	Electrical Conduit	45	LF	60.00	2700.00
47	8" Thick Compacted ABC w/ 10 oz Geotextile	1,550	SY	22.00	34100.00
48	18" RCP w/ End Treatments and Dissipators	60	LF	200.00	12000.00
49	Erosion Control Matting	5,200	SY	2.00	10400.00
50	Landfill Cell Access Ramp w/ 24" RCP	1	EA	25000.00	25000.00
51	Temporary Cleanout Removal	2	EA	1000.00	2000.00
52	Edge of Liner Markers	30	EA	400.00	12000.00
53	Rain Cover	44,620	SY	3.00	133860.00
54	Wind Defender Geosynthetic Cover System	44,620	SY	3.00	133860.00
55	Pump (for Stormwater on Rain Cover)	1	LS	100000.00	100000.00
56	Litter Fence	1,800	LF	7.00	12600.00
57	Seeding and Mulching	10.4	AC	2700.00	28080.00
TOTAL BASE BID (ITEMS 1-57)					4,596,222.00

In words: Four million five hundred ninety six thousand two hundred twenty two and 00/100

Identification of HUB Certified/ Minority Business Participation

I, Triangle Grading & Paving, Inc.

(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)
State Construction Mebane, NC	Seeding	F	Y
Gamer Murphy Graham, NC	Pipe	F	Y
Stratcon Trucking Raleigh, NC	Haul	F	Y

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) 459,623.00

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid

GRANVILLE COUNTY AFFIDAVIT A – Listing of Good Faith Efforts

County of GRANVILLE

Affidavit of Triangle Grading & Paving, Inc. (Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

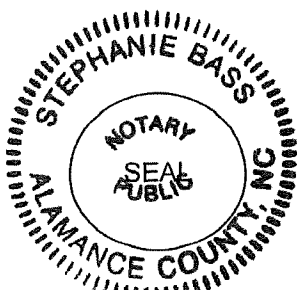
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ **2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☒ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 2/1/22 Name of Authorized Officer: RG Kirkpatrick Jr.
Signature: _____
Title: President



State of NC, County of Alamance
Subscribed and sworn to before me this 1st day of February 2022
Notary Public Stephanie Bass
My commission expires 11/22/26

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
Triangle Grading & Paving, Inc. as
principal, and Philadelphia Indemnity Insurance Company, as surety, who is
duly licensed to act as surety in North Carolina, are held and firmly bound unto
Granville County as obligee,
in the penal sum of Five Percent of Amount Bid 5% DOLLARS, lawful money of
the United States of America, for the payment of which, well and truly to be made, we bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and
severally, firmly by these presents.

Signed, sealed and dated this 1st day of February, 2022

WHEREAS, the said principal is herewith submitting proposal for
Granville County MSW Landfill Unit 2 Phase 2 Expansion
and the principal desires to file this bid bond in lieu of making the cash deposit as required
by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that
if the principal shall be awarded the contract for which the bid is submitted and shall
execute the contract and give bond for the faithful performance thereof within ten days after
the award of same to the principal, then this obligation shall be null and void; but if the
principal fails to so execute such contract and give performance bond as required by G.S.
143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in
the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by
G.S. 143-129.1

Triangle Grading & Paving, Inc. (SEAL)

By: [Signature] (SEAL)

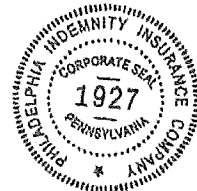
Robert K. [Signature] Jr. President (SEAL)

Philadelphia Indemnity Insurance Company (SEAL)

By: [Signature] (SEAL)

Angela Y. Buckner, Attorney-in-Fact

Surety Phone No. 610-206-7836



PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

Surety Bond Number: **Bid Bond**
Principal: **Triangle Grading & Paving, Inc.**
Obligee: **Granville County**

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Angela Y. Buckner its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$75,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF MARCH, 2021

(Seal)



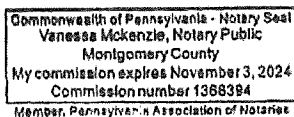
John Glomb

John Glomb, President & CEO
Philadelphia Indemnity Insurance Company

On this 5th day of March, 2021 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:

Vanessa McKenzie



residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2024

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5th day March, 2021 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 1st day of February, 2022



Edward Sayago

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

FORM OF PROPOSAL

Granville County Oxford MSW Landfill – Unit 2 Phase 2 Expansion

Contract: _____

Bidder: Thalle Construction Co., Inc.

Date: _____

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the
Granville County

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

Landfill construction for the Granville County Oxford MSW Landfill Facility in Oxford, NC

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the Granville County, and the with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

SINGLE PRIME CONTRACT:

Base Bid:

Four Million six hundred twenty four thousand three hundred eighteen dollars and fifty cents Dollars (\$) 4,624,318.50

General Subcontractor:

Thalle Lic 35203

Plumbing Subcontractor:

NA Lic _____

Mechanical Subcontractor:

NA Lic _____

Electrical Subcontractor:

NA Lic _____

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

Proposal Signature Page

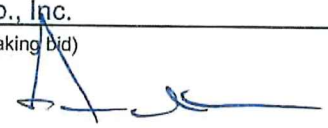
The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of 02.01-2022

Thalle Construction Co., Inc.

(Name of firm or corporation making bid)

WITNESS:

By: 

Signature

Name: Stephen E. Kohler

Print or type

Title President and COO

(Owner/Partner/Pres./V.Pres)

Address 900 NC Hwy 86 North

Hillsborough, NC 27278

ATTEST:

By: 

Title: Larry A. Fantozzi, Executive Vice President
(Corp. Sec. or Asst. Sec. only)

License No. 35203

Federal I.D. No. 13-1734206

Email Address: skohler@thalle.com

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 SKK Addendum No. 3 SKK Addendum No. 5 _____ Addendum No. 6 _____

Addendum No. 2 SKK Addendum No. 4 _____ Addendum No. 6 _____ Addendum No. 7 _____

Bid Form (1/27/2022)
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Unit Price	Extended Total
1	Bonds, Mobilization and Insurance	1	LS	65,000.00	\$ 65,000.00
2	Silt Fence	5,350	LF	2.00	\$ 10,700.00
3	Construction Entrance	1	LS	10,000.00	\$ 10,000.00
4	Concrete Washout	1	LS	1,000.00	\$ 1,000.00
5	Temporary Diversion	1,315	LF	14.00	\$ 18,410.00
6	Rock Check Dam for Temporary Diversion	14	EA	500.00	\$ 7,000.00
7	Skimmer Basin	2	EA	25,500.00	\$ 51,000.00
8	Sediment Basin Excavation & Backfill	920	CY	15.00	\$ 13,800.00
9	Sediment Basin Excavation & Stockpile	2,475	CY	10.00	\$ 24,750.00
10	Sediment Basin Riser - 3'x3' RCP Precast Box	1	LS	30,000.00	\$ 30,000.00
11	Sediment Basin Outlet Pipe - 18" RCP	48	LF	200.00	\$ 9,600.00
12	Sediment Basin 2'-Thick Rip Rap Outlet	35	SY	150.00	\$ 5,250.00
13	Sediment Basin Emergency Spillway	1	LS	3,000.00	\$ 3,000.00
14	Sediment Basin Porous Baffles	305	LF	6.00	\$ 1,830.00
15	Sediment Basin 8"-Thick Rip Rap Matting	84	SY	30.00	\$ 2,520.00
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17	18" CPP w/ End Treatments and Dissipator	270	LF	100.00	\$ 27,000.00
18	Grout Existing 24" CMP	91	LF	100.00	\$ 9,100.00
19	Remove Existing 30" CMP	1	LS	2,000.00	\$ 2,000.00
20	Filter Bag	2	EA	1,200.00	\$ 2,400.00
21	ARC Inlet Protection	3	EA	500.00	\$ 1,500.00
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27	Geogrid Fabric for Foundation Improvement	2,856	SY	7.00	\$ 19,992.00
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30	18" Thick Low-Perm Clay Liner (1x10 ⁻⁵ cm/sec)	37,365	SY	10.00	\$ 373,650.00
31	Geosynthetic Clay Liner (GCL)	37,365	SY	6.50	\$ 242,872.50
32	60 mil Textured HDPE Liner	37,365	SY	6.50	\$ 242,872.50

Bid Form (1/27/2022)
Granville County Oxford MSW Landfill - Unit 2 Phase 2 Expansion

Bid Item	Description	Estimated Quantity	Unit	Unit Price	Extended Total
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35	Anchor Trench	1,786	LF	7.00	\$ 12,502.00
36	Phase 1 Tie-In Flap	1,160	SY	30.00	\$ 34,800.00
37	LCS - 8" Diam. HDPE Pipe Collection Line	2,595	LF	115.00	\$ 298,425.00
38	LCS - Leachate Cleanouts	7	EA	5,000.00	\$ 35,000.00
39	LCS - Sump GCL	145	SY	25.00	\$ 3,625.00
40	LCS - Sump HDPE Liner	145	SY	35.00	\$ 5,075.00
41	LCS - Sump Stone	145	CY	100.00	\$ 14,500.00
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43	LCS - HDPE Sloperiser Headwall	1	EA	20,000.00	\$ 20,000.00
44	LCS - Pump System Valve Box & Components	1	EA	25,000.00	\$ 25,000.00
45	LCS - 3" Diameter HDPE Force Main & Tie-In	20	LF	95.00	\$ 1,900.00
46	Electrical Conduit	45	LF	80.00	\$ 3,600.00
47	8" Thick Compacted ABC w/ 10 oz Geotextile	1,550	SY	30.00	\$ 46,500.00
48	18" RCP w/ End Treatments and Dissipators	60	LF	200.00	\$ 12,000.00
49	Erosion Control Matting	5,200	SY	2.00	\$ 10,400.00
50	Landfill Cell Access Ramp w/ 24" RCP	1	EA	15,000.00	\$ 15,000.00
51	Temporary Cleanout Removal	2	EA	1,000.00	\$ 2,000.00
52	Edge of Liner Markers	30	EA	200.00	\$ 6,000.00
53	Rain Cover	44,620	SY	3.00	\$ 133,860.00
54	Wind Defender Geosynthetic Cover System	44,620	SY	3.60	\$ 160,632.00
55	Pump (for Stormwater on Rain Cover)	1	LS	75,000.00	\$ 75,000.00
56	Litter Fence	1,800	LF	6.00	\$ 10,800.00
57	Seeding and Mulching	10.4	AC	6,000.00	\$ 62,400.00
TOTAL BASE BID (ITEMS 1-57)					4,624,318.50

In words

Four million six hundred twenty four thousand
three hundred eighteen dollars and fifty cents.

Identification of HUB Certified/ Minority Business Participation

I, Thalle Construction Co., Inc.
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)
Conady's Landscape & Erosion Control Fairview Acres RD Lexington NC 336-236-1182	Erosion Control	F	Y
Erosion Supply Company 8817 Midway West Rd Raleigh NC 27617 919-727-0334	Site Materials	F	Y
Stratcon contracting corp 2705 Old Williams RD Raleigh NC 919-605-0973	Trucking	M	Y

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) 415,545.

GRANVILLE COUNTY AFFIDAVIT A – Listing of Good Faith Efforts

County of GRANVILLE

(Name of Bidder)

Affidavit of Thalle Construction Co., Inc.

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ 1 – (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ 2 – (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ 3 – (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☒ 4 – (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ 5 – (10 pts) Attended prebid meetings scheduled by the public owner.
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- ☐ 9 – (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
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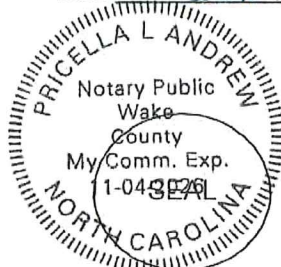
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 01-31-2022 Name of Authorized Officer: Larry A. Fantozzi

Signature: [Signature]

Title: Executive Vice President



State of NC, County of Orange
 Subscribed and sworn to before me this 31 day of Jan 2022
 Notary Public Pricella L. Andrew
 My commission expires 04-11-2026

THALLE CONSTRUCTION CO., INC.
PROJECTS LIST

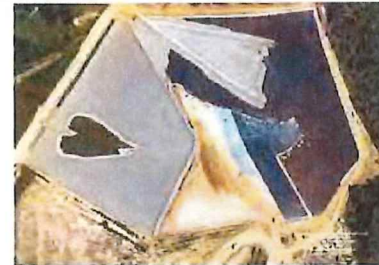
Contract Name	Location	Prime/ Sub	Type	Revised Contract Amount	Description of Contract	Owner Name/Address	Owner POC/Phone#	A/E Name & Address	A/E POC/Phone#	NTP
Brevard County CDF Slurry Wall Landfill Phase 5 B2-19-01	Cocoa, Florida	Prime	Landfill Expansion	\$9,741,170	The work was the closure of approximately 32 acres of the Central Disposal Facility (CDF) Slurry Wall Landfill (SWL) which included installation of 6-inch thick granular fill leveling course, installation of 40-mil LLDPE geomembrane liner barrier layer, installation of composite drainage net (CDN), installation of 24-inch thick granular fill. Work also included installation of landfill gas (LFG) wells and collection system headers and laterals, connection of the LFG system to the existing active LFG collection system, installation of new stormwater inlets, toe drains and letdown piping and connection to existing stormwater piping and inlets, restoration of 30-foot wide terrace and swales at interface, as well as relocation of an existing LFG header pipe in the southwest closed area and replumbing the associated condensate drain system and restoration of the final cover system.	Brevard Board of County Commissioners, 2725 Judge Fran Jamieson Way, Building A, Suite 118, Viera, FL 32940- 6602	Thomas J. Mulligan, P.E. Engineer 321- 543-1547 thomas.mulligan @brevardcounty .us	Neel-Schaffer 2301 Lucien Way Suite 300 Maitland, FL 32751	Ron Beladi 336-356-5950 ron.beladi@neel- schaffer.com	2/4/2019
Indian River County Landfill 2018025	Vero Beach, Florida	Prime	Landfill	\$13,375,133	Project included the site work, excavation, filling, closure cap liner system, cell bottom liner, drainage piping, geotechnical testing, grading and drainage system, yard piping, lift station, manholes, potable water lines, fire hydrants, electrical, landfill gas collection wells, pumps and piping, compressor skid and cover, and emergency generator.	Indian River County Solid Waste Disposal District	Himanshu Mehta 772-770-5112 hmehta@irc.gov	CDM Smith 1701 Highway A-1 A, Suite 301 Vero Beach, FL 32963	Kevin Vann, PE 772-231-4301 vannkn@cdmsmith. com	5/9/2018
Brevard County Landfill - CDF South Landfill Cell 1	Cocoa, Florida	Prime	Landfill	\$13,461,820	The work consisted of erosion and sedimentation control, excavation and backfill, environmental cut-off wall, dewatering and recharge, groundwater monitoring wells, piezometers, and gas monitoring probes, geosynthetic clay liner (GCL), geomembrane (primary and secondary), geocomposite (primary and secondary), leachate collection trenches including gravel, pipe, geonet, and geotextile, drainage soil cover, protective soil cover, leachate removal system including piping and pumping system, leachate pumps and electrical system, leachate force main, geosynthetic rain trap, stormwater structures, and sodding.	Brevard Board of County Commissioners, 2725 Judge Fran Jamieson Way, Building A, Suite 118, Viera, FL 32940- 6602	Thomas J. Mulligan, P.E. Engineer 321- 543-1547 thomas.mulligan @brevardcounty .us	Jones Ednds & Assoc., Inc., 730 NE Waldo Road, Gainesville, FL 32641	Tobin McKnight, PE, Project Engineer 352-377-5821x1430 tmcknight@jonesed munds.com	9/9/2015

Project Experience



Buncombe County Solid Waste Management Facility Cell 6

Buncombe County, Asheville, NC
OWNER: Buncombe County General
Services
CONTRACT: \$7,145,793 ENGINEER:
Camp Dresser & McKee
START DATE: March 2005
COMPLETION DATE: January 2006



The 24.5 acre double line cell expansion included: 778,500 CY 1x10-5 compacted soil liner; 1,067,000 SF 60-Mil geomembrane- GCL- geotextile cushion; 125,000 tons aggregate leachate collection layer; HDPE leachate collection pipe and pump station. Phase 1 work included 6.5 acres of new cell, leachate collection and pump station. Contract completion was 120 days, substantial completion was met in 90 days. Phase 2 work included 18-acre balance of cell construction in overall 15 month project schedule; substantial completion was met in 9 months.

Brevard County CDF Slurry Wall Landfill Phase 6

Cocoa, FL
OWNER: Brevard Board of County
Commissioners
CONTRACT: \$9,900,078
ENGINEER: Neel-Schaffer
START DATE: February 2019
COMPLETION DATE March 2020
Self Performed: 68%



The work is the closure of approximately 32 acres of the southeast and south side slopes of the Central Disposal Facility (CDF) Slurry Wall Landfill (SWL) which includes site preparation and grading of the existing side slopes, installation of 6-inch thick granular fill leveling course, installation of 40-mil LLDPE geomembrane liner barrier layer, installation of composite drainage net (CDN), installation of 24-inch thick granular fill as protective cover and sod. Work also includes installation of landfill gas (LFG) wells and collection system headers and laterals, connection of the LFG system to the existing active LFG collection system, installation of new stormwater inlets, toe drains and letdown piping and connection to existing stormwater piping and inlets, restoration of 30-foot wide terrace and swales at interface with prior closed side slopes including incidental GCL replacement and repair, as well as relocation of an existing LFG header pipe in the southwest closed area and replumbing the associated condensate drain system and restoration of the final cover system.

Project Experience

Indian River County Landfill



Vero Beach, FL
OWNER: Indian River County
Solid Waste Disposal District
CONTRACT: \$13,375,133
ENGINEER: CDM Smith
START DATE: May 2018
COMPLETION DATE: November 2019
Self Performed: 65%

Construction of the Segment 3 cell 2 Landfill Expansion, Segment 2 Landfill Partial Closure and Landfill Gas Expansion Project at the Indian River County Solid Waste Disposal District landfill. Project includes the site work, excavation, filling, closure cap liner system, cell bottom liner, drainage piping, geotechnical testing, grading and drainage system, yard piping, lift station, manholes, potable water lines, fire hydrants, electrical, landfill gas collection wells, pumps and piping, compressor skid and cover, and emergency generator.

Estimated Quantities Include:

- +/- 24ac MSW closure
- +/- 109,000 CY Waste and common fill for subgrade
- +/- 1,045,440 sft liner system
- +/- 92,700 CY Cover

Brevard County Landfill - CDF South Landfill Cell 1

Cocoa, FL
OWNER: Brevard Board of County
Commissioners
CONTRACT: \$18,461,820
ENGINEER: Jones Ednds & Assoc
START DATE: September 2015
COMPLETION DATE: January 2017
Self Performed: 64%



The work was the construction of the Central Disposal Facility (CDF) South Landfill Cell 1 that consists of approximately 41 acres. The work includes furnishing all labor, work, materials, safety, equipment, site work, piping, tools, equipment, instrumentation, electrical, start-up, testing, training, transportation, and other operations required for the construction of the Class I landfill bottom liner system including: erosion and sedimentation control, excavation and backfill, environmental cut-off wall, dewatering and recharge, groundwater monitoring wells, piezometers, and gas monitoring probes, geosynthetic clay liner (GCL), geomembrane (primary and secondary), geocomposite (primary and secondary), leachate collection trenches including gravel, pipe, geonet, and geotextile, drainage soil cover, protective soil cover, leachate removal system including piping and pumping system, leachate pumps and electrical system, leachate force main, geosynthetic rain trap, stormwater structures, and sodding.

Additional Landfill Projects

Contract Name	Location	Contract Amount	Description of Contract	Completion Date
EW Brown CCR Rule and Landfill Project	Kentucky Utilities Harrodsburg, KY	44,191,289	The projects included in the Civil Construction and Closure Projects Work	12/31/2020
KU Pineville and Tyrone CCR Impoundment	Kentucky Utilities Fourmile & Versailles, KY	11,501,869	The Project is the closure of the former ash pond used for the management of residuals from the coal combustion process resulting in sluiced and pumped flows	12/30/2019
Brevard County CDF Slurry Wall Landfill Phase 6	Brevard Board of County Commissioners Cocoa, Florida	9,900,078	The work is the closure of approximately 32 acres of the southeast and south side slopes of the Central Disposal Facility (CDF) Slurry Wall Landfill (SWL)	11/8/2019
Indian River County Landfill	Indian River County Solid Waste Disposal District Vero Beach, Florida	13,375,133	Construction of the Segment 3 cell 2 Landfill Expansion, Segment 2 Landfill Partial Closure and Landfill Gas Expansion Project at the Indian River County Solid Waste Disposal District landfill.	11/4/2019
OUC SEC Lined Pond System Construction	Orlando Utilities Commission Orlando, FL	25,877,031	A new approximately 9 acre, lined, collection pond, the Recycle Basin Expansion Pond	9/30/2019
TVA WCF Gypsum Slack Liner Repairs	TVA Stevenson, AL	612,738	Voids filled with flowable fill concrete, liner components patched and repaired, protective cover replaced and work area restored.	8/23/2019
TVA Bull Run Stilling Pond Closure	TVA Clinton, TN	7,244,229	Temporary damming of existing spillway and existing Fly Ash Pond outlet; Dewatering of Stilling Pond by pumping into the Fly Ash Pond, and maintaining flows from the Fly Ash Pond to Outfall 001	8/1/2019
TVA PAF Landfill Cell 1A	TVA Drakesboro, KY	12,097,681	Includes construction of an approximately 13.0 acre (waste placement area) industrial landfill unit	6/15/2019
TVA PAF Slag Pond 2C	TVA Drakesboro, KY	137,840	Existing Inlet reinforcement	9/30/2018
TVA Colbert Coal Yard Closure	TVA Tusculum, AL	3,630,169	Closure of the Coal Yard	7/24/2018

Contract Name	Location	Contract Amount	Description of Contract	Completion Date
TVA Shawnee Ash Pond 2	TVA West Paducah, KY	1,053,348	This work will consist of installing two permanent flumes along the east side of the landfill to drain the top of the landfill to the sluice channel of Ash Pond 2.	9/14/2017
TVA Gallatin Fossil Plant - Chemical Pond Closure	TVA Knoxville, TN	3,689,307	Removal of the pond inlet/outlet systems and pump stations	4/20/2017
Brevard County Landfill - CDF South Landfill Cell 1	Brevard Board of County Commissioners Cocoa, Florida	\$18,461,820	The work was the construction of the Central Disposal Facility (CDF) South Landfill Cell 1	1/1/2017
TVA- Colbert Fossil Plant Ash Pond No 4 Seismic Remediation Project	TVA Tusculum, AL	\$4,246,279	This contract consists of remedial measures to the east dike of the Ash Pond No.4 at the Colbert Fossil Fuel Power Plant to reduce the potential for a release of coal ash to surface water during a seismic events.	11/10/2016
Brevard County CDF Slurry Wall Landfill Phase 5 Sideslope Closure	Brevard Board of County Commissioners, Cocoa, Florida	\$7,386,024	This project is the closure of approximately 28 acres of the northeast, north and west side slopes of the Central Disposal Facility (CDF) Slurry Wall Landfill (SWL)	7/30/2016
TVA Kingston Fossil Plant Ball Field Ash Removal	TVA Harriman, TN	\$2,875,950	General scope of work includes the excavation, hauling and dumping of approximately 570,000 cubic yards of fly ash (FA) and 11,000 cubic yards of bottom ash (BA)	6/17/2016
B-1400000 Ash Monofill and Compost Facility Expansion Project	Lee County Solid Waste Ft Myers, FL	\$12,460,270	This project included construction of a 20-acre expansion cell for the Ash Monofill and construction of additional paving areas as well as the fabrication and installation of support buildings for the compost facility.	2/17/2015
HWY 521 Foxhole Landfill - Phase 2 Construction	Mecklenburg County Charlotte, NC	\$5,200,000	Construction of approximate 18-acres Subtitle D landfill expansion	4/22/2013
Central County Solid Waste Disposal Complex - Phase I Class I Landfill Closure and Landfill Gas Collection System	Sarasota County Sarasota, FL	\$10,495,673	This project involved the 63 acre lined-closure of Sarasota County's Phase 1 landfill.	1/24/2013

Additional Landfill Projects

Contract Name	Location	Contract Amount	Description of Contract	Completion Date
Hanes Mill Road Landfill Closed Cell Repairs and Construction of Cells 3/4	City of Winston-Salem, NC City/County Utility Commission Winston-Salem, NC	\$7,176,970	Erosion and settlement repairs to the existing closed landfill. Construction of new cells 3 & 4. An approximate 17-acre expansion to the active landfill.	10/20/2011
Orange County Landfill Class III Cell I Closure	Orange County Florida Orlando, FL	\$9,716,453	Closure of approximately 55 acres of a Class III Cell I that has reached design grades.	8/10/2011
Cliffside CCP Landfill-Phase I Construction	Duke Energy Corporation Cliffside, NC	\$5,936,897	Construction of a 23-acre Phase I CCP landfill expansion.	9/3/2010
White Oak Landfill	Waywood County Waynesville, NC	\$3,673,445	Construction of approximately 8.8 acres of lined landfill	5/11/2010
Waterree Station FGD Scrubber's Blowdown Pond	South Carolina Electric & Gas Company Eastover, SC	\$2,533,499	Installation of a 275-gpm chloride purge pump station, 1000 linear feet of 6-inch HDPE influent force main, an approximate 5.1-acre wastewater pond	6/20/2009
North Wake Subtitle D Landfill, Phase 2 Closure	Wake County Raleigh, NC	\$5,697,073	Construction of a 39.7-acre Subtitle D landfill final cover system (pond)	5/30/2009
Waterree Station Industrial Solid Waste Landfill - Cells 1-5 Construction	South Carolina Electric & Gas Company Eastover, SC	\$9,404,126	Installation of an approximate 35-acre new cell Industrial Solid Waste Landfill	2/25/2009
Municipal Solid Waste Landfill - Phase 2	City of Albemarle Albemarle, NC	\$3,208,512	15.7-acre landfill cell expansion	9/1/2008
Horry County Solid Waste Authority Subtitle D Landfill Phase 1 Closure	Horry County Solid Waste Authority, Inc. Conway, SC	\$3,341,155	Closure of approximately 16.4-acre portion of a Subtitle D landfill	2/1/2008
Butcher Creek Sanitary Landfill Cell I Construction	Southside Regional Public Service Authority Boydton, VA	\$5,304,360	New cell construction	12/1/2007

Contract Name	Location	Contract Amount	Description of Contract	Completion Date
Phase 2 Partial Closure and Landfill Gas Extraction System, Tuscarora Long-Term Regional Landfill	Coastal Regional Solid Waste Management Craven County, NC	\$4,034,436	Drilling and installing landfill gas (LFG) and partial closure of the Phase 1 Landfill	8/7/2007
Phase 4 Construction and Demolition (C&D) Expansion	Buncombe County, Asheville, NC	\$299,899	Install spring drain, excavation, backfill and compact C&D area, install riprap lined drainage channel and riprap outlet protection, and install sediment/storm water control.	5/1/2006
Pittsylvania County Sanitary Landfill Phase 1 Closure	County of Pittsylvania, VA Chatham, VA	\$1,490,000	Closure of a 9.3 acre municipal waste landfill site	3/1/2006
Buncombe County Solid Waste Management Facility Cell 6 Construction Project	Buncombe County General Services Asheville, NC	\$7,145,793	The 24.5 acre double line cell expansion	1/1/2006
Feltonville Construction and Demolition Landfill Closure	County of Wake, NC Raleigh, NC	\$2,074,795	Construction of a 23-acre final cover system for a C & D landfill Closure.	1/5/2006
North Wake Subtitle D Landfill, Phase 1 Closure	County of Wake, NC Raleigh, NC	\$2,735,589	Construction of the 22-acre Subtitle D Landfill Closure final cover system	10/4/2004
Contract No. 00-524 Railroad Landfill Capping, Crofton-on-Hudson, New York	Department of Public Works Crofton-on-Hudson, NY	\$5,346,760	Recapping of existing landfill, clearing, regrading and placing of fill materials including new gas wells with pipe collecting system.	4/17/2004
Brookhaven Landfill, Cell 6, Phase 1, New York	Town of Brookhaven Brookhaven, NY	\$179,900	Installation and operation of two augerills to mix soil bentonite for landfill closure.	5/9/2003
Old Salisbury Road C&D Landfill Phase II Expansion	City of Winston-Salem Winston-Salem, NC	\$1,072,750	Construction of approximately 14-acre landfill, including excavation, soil erosion and sediment control features and associated site work.	6/1/2001



NORTH CAROLINA

Department of the Secretary of State

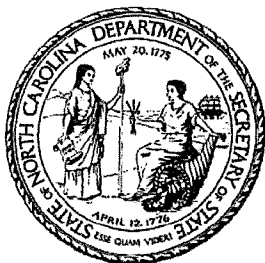
CERTIFICATE OF AUTHORIZATION

I, ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, do hereby certify that

THALLE CONSTRUCTION CO., INC.

a corporation organized under the laws of New York was authorized to transact business in the State of North Carolina by issuance of a certificate of authority on the 16th day of March, 1995.

I FURTHER certify that the said corporation's certificate of authority is not suspended for failure to comply with the Revenue Act of the State of North Carolina; that the said corporation's certificate of authority is not revoked for failure to comply with the provisions of the North Carolina Business Corporation Act; that its most recent annual report required by G.S. 55-16-22 has been delivered to the Secretary of State; and that a certificate of withdrawal has not been issued in the name of the said corporation as of the date of this certificate.



Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 4th day of January, 2022.

Elaine F. Marshall

Secretary of State

License Year

2022

License No.

35203

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Thalle Construction Co., Inc.
Hillsborough, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Unclassified

until

December 31, 2022

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 01, 2022

This certificate may not be altered.



J. E. Thompson
Chairman

C. Hank Wiener
Secretary-Treasurer

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Thalle Construction Co., Inc.

900 NC Highway 86 North
Hillsborough, NC 27278

OWNER:

(Name, legal status and address)

Granville County, North Carolina
4185 US 15 South
Oxford, NC 27565

SURETY:

(Name, legal status and principal place of business)

Federal Insurance Company
202B Hall's Mill Road
Whitehouse Station, NJ 08889

Mailing Address for Notices

202B Hall's Mill Road
Whitehouse Station, NJ 08889

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$ Five Percent Of The Total Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Granville County Oxford MSW Landfill Unit 2 Phase 2 Expansion

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of February, 2022


(Witness) CAROL R. GORDON


(Witness) Kevin T. Walsh, Jr., Witness

Thalle Construction Co., Inc.
(Principal) _____ (Seal)

(Title) Peter K. Tully, Chief Executive Officer

Federal Insurance Company
(Surety) _____ (Seal)

(Title) Krystal L. Stravato
Attorney-In-Fact

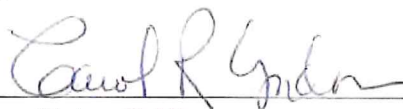
ACKNOWLEDGEMENT OF CONTRACTOR - IF A CORPORATION

STATE OF NEW YORK

COUNTY OF QUEENS

ON THE 1st DAY OF February, 2022 BEFORE ME PERSONALLY APPEARED **PETER K. TULLY** TO ME KNOWN, WHO, BEING BY ME DULY SWORN, DID DEPOSE AND SAY; THAT (S)HE IS THE CHIEF EXECUTIVE OFFICER OF **Thalle Construction Co., Inc.** THE CORPORATION THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SUCH CORPORATION EXECUTED THE SAME.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL, AT MY OFFICE IN THE ABOVE COUNTY, THE DAY AND YEAR WRITTEN ABOVE.



Notary Public

CAROL R. GORDON
Notary Public, State of New York
No. 01GO4680187
Qualified in Queens County
Commission Expires April 30, 2022

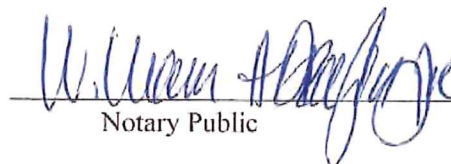
ACKNOWLEDGEMENT OF SURETY COMPANY

STATE OF NEW JERSEY

COUNTY OF MORRIS

ON THE 1st DAY OF February, 2022 BEFORE ME PERSONALLY APPEARED **Krystal L. Stravato** TO ME KNOWN, WHO BEING BY ME DULY SWORN, DID DEPOSE AND SAY; THAT (S)HE IS THE ATTORNEY-IN-FACT OF **Federal Insurance Company**, THE CORPORATION THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SUCH CORPORATION EXECUTED THE SAME.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL, AT MY OFFICE IN THE ABOVE COUNTY, THE DAY AND YEAR WRITTEN ABOVE.



Notary Public

William A. Drayton Jr.
Notary Public
State of New Jersey
My commission expires April 9, 2026

FEDERAL INSURANCE COMPANY
STATEMENT OF ASSETS, LIABILITIES AND SURPLUS TO POLICYHOLDERS

Statutory Basis

December 31, 2020

(in thousands)

ASSETS		LIABILITIES AND SURPLUS TO POLICYHOLDERS	
Cash and Short Term Investments	\$ (247,647)	Outstanding Losses and Loss Expenses	\$ 7,823,012
United States Government, State and Municipal Bonds	4,277,332	Reinsurance Payable on Losses and Expenses	1,421,176
Other Bonds	5,455,272	Unearned Premiums	2,145,775
Stocks	567,832	Ceded Reinsurance Premiums Payable	261,276
Other Invested Assets	<u>1,207,053</u>	Other Liabilities	<u>551,641</u>
TOTAL INVESTMENTS	<u>11,259,842</u>	TOTAL LIABILITIES	<u>12,202,880</u>
 Investments in Affiliates:		 Capital Stock	 20,980
Great Northern Ins. Co.	404,889	Paid-In Surplus	2,711,474
Vigilant Ins. Co.	349,615	Unassigned Funds	<u>1,591,718</u>
Chubb Indemnity Ins. Co.	182,191	 SURPLUS TO POLICYHOLDERS	 <u>4,324,172</u>
Chubb National Ins. Co.	186,189		
Other Affiliates	98,826		
Premiums Receivable	1,634,609		
Other Assets	<u>2,410,891</u>		
 TOTAL ADMITTED ASSETS	 <u>\$ 16,527,052</u>	 TOTAL LIABILITIES AND SURPLUS	 <u>\$ 16,527,052</u>

Investments are valued in accordance with requirements of the National Association of Insurance Commissioners, At December 31, 2020, investments with a carrying value of 507,794,700 were deposited with government authorities as required by law.

STATE OF PENNSYLVANIA

COUNTY OF PHILADELPHIA

John Taylor, being duly sworn, says that he is Senior Vice President of Federal Insurance Company and that to the best of his knowledge and belief the foregoing is a true and correct statement of the said Company's financial condition as of the 31 st day of December, 2020.

Sworn before me this April 7, 2021
 Documented by: [Signature]
 3F884DA7736A88 Vice President
[Signature]
 Notary Public

August 8, 2023
 My commission expires

Commonwealth of Pennsylvania - Notary Seal
 Diane Wright, Notary Public
 Philadelphia County
 My commission expires August 8, 2023
 Commission number 1235745
 Member, Pennsylvania Association of Notaries

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Thomas MacDonald, Marisol Mojica, Edward Reilly, Krystal L. Stravato and Kevin T. Walsh Jr. of Whippany, New Jersey; Andrea E. Gorbett of Jericho, New York; Neil C. Donovan, and Gerard Leib of Berwyn, Pennsylvania-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 4th day of June, 2021.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY
County of Hunterdon

SS.

On this 4th day of June, 2021 before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316885
Commission Expires July 10, 2024

Katherine J. Adelaar

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** on August 30, 2016; **WESTCHESTER FIRE INSURANCE COMPANY** on December 11, 2006; and **ACE AMERICAN INSURANCE COMPANY** on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney in fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this February 1, 2022.



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903-3493

Fax (908) 903-3656

e-mail: surety@chubb.com



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jason Falls
Department: Environmental Program
Date: February 17, 2022
Title: Upcoming Projects

PURPOSE:

To hear about upcoming projects regarding solid waste and environmental issues.

ACTION TAKEN:



Granville County Environmental Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Environmental Services
Date: February 17, 2022
Title: Litter Clearing Efforts

PURPOSE:

To hear about litter issues and clearing efforts.

BACKGROUND:

Below is a summary of a recent RFP issuance and it is planned to be presented to the County Board of Commissioners during their regular meeting to be held on Monday, March 21, 2022.

An RFP was recently sent out to five (5) firms that have experience and interest in cleaning 400 shoulder miles of selected roads within Granville County. These roads have been identified in the past as reoccurring roads in need of litter pickup and approved by the Board of County Commissioners. A bid alternate was included in the RFP to include a monthly pickup rather than the one time/year event of the same roads. Only two bids were received and according to state statute can be accepted for approval by the Board of County Commissioners.

County staff met with Woodlief's Lawn Care (due to limited experience in large, litter removal contracts) to go over the requirements as well as to ensure that company was able to perform the work. After meeting with owner and discussion of deliverables, as well as having worked with company in last couple of years for convenience site mowing and landscaping at all County Sites; staff feels confident at this time on recommending this firm for the work.

Summary of Bids Received

Company	Base Bid (404 Shoulder Miles)	Bid Alternate (4848 Shoulder Miles)
Woodlief's Lawn Care, LLC	\$125.00/SM	\$70.00/SM
Precision Lawn Care & Landscaping, Inc.	\$190.00/SM	\$85.00/SM

After reviewing the proposals, presented by staff to the Environmental Affairs Committee (EAC) on February 14, 2022, at their regular meeting, the EAC recommends that the Board of County Commissioners consider approving the Woodlief's Lawn Care bid alternate of \$70.00/shoulder mile.

This would in essence have all roads identified in the RFP picked up monthly at a cost of approximately \$339,360.00/budget year.

FUNDING:

Funds are available for the base bid of \$125.00/Shoulder Mile for 404 Shoulder Miles in the Solid Waste Enterprise Fund for this project. If the bid alternate is approved, additional funding would need to be identified.

RECOMMENDATION:

Staff plans to recommend awarding a contract to Woodlief's Lawn Care at the quoted rate of \$125.00/Shoulder Mile as well as for all roads identified in the RFP to be performed 2, two times/year at approximately \$100,000/budget year.

ACTION TAKEN:



Granville County Animal Control

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Animal Control
Date: February 17, 2022
Title: Animal Control & Shelter Update

PURPOSE:

To receive an update about Animal Control and Shelter operations from Matt Katz, Animal Management Director; and to briefly discuss loose dog issues.

BACKGROUND:

Matt Katz will provide additional information to the County Board of Commissioners during his presentation.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 15, 2022
Title: Break

PURPOSE:

Break



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Scott Phillips
Department: Development Services
Date: February 17, 2022
Title: Development Services

PURPOSE:

Scott Phillips, Development Services Director, and Barry Baker, Planning Director, will provide an update.

- A. Planning & Zoning– Barry Baker
 - 1. Board Discussion & Direction Items
 - a. Development Fees
 - b. Parks and Recreation
 - c. Transportation
- B. Building Inspections – Scott Phillips
- C. Construction Administration – Scott Phillips

ATTACHMENTS:

Development Services Update

ACTION TAKEN:

GRANVILLE COUNTY
BOARD OF COMMISSIONERS RETREAT
February 25, 2022

DEVELOPMENT SERVICES

PLANNING
BUILDING INSPECTIONS
CAPITAL PROJECTS

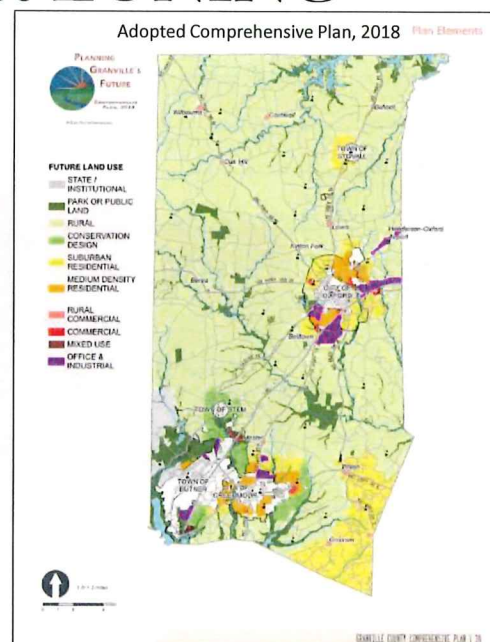
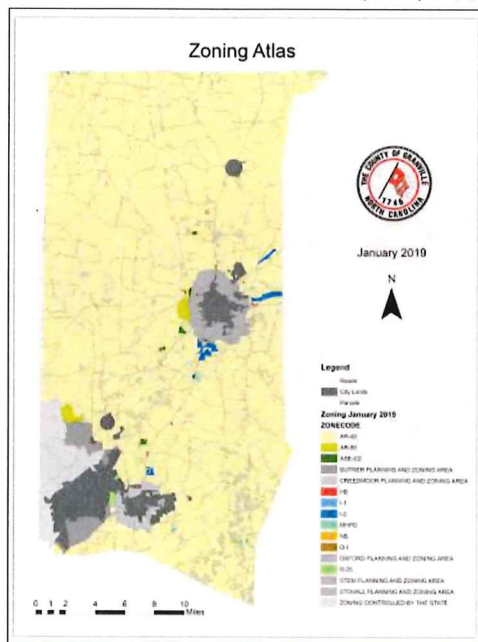


Planning & Zoning

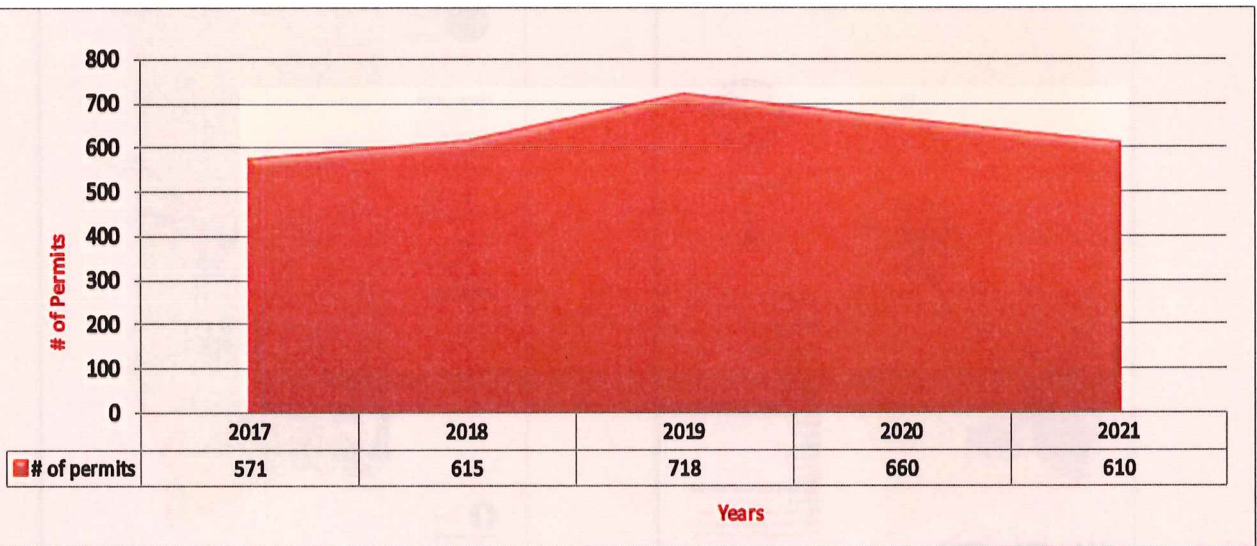
Summary of Activities

Barry Baker; Planning Director

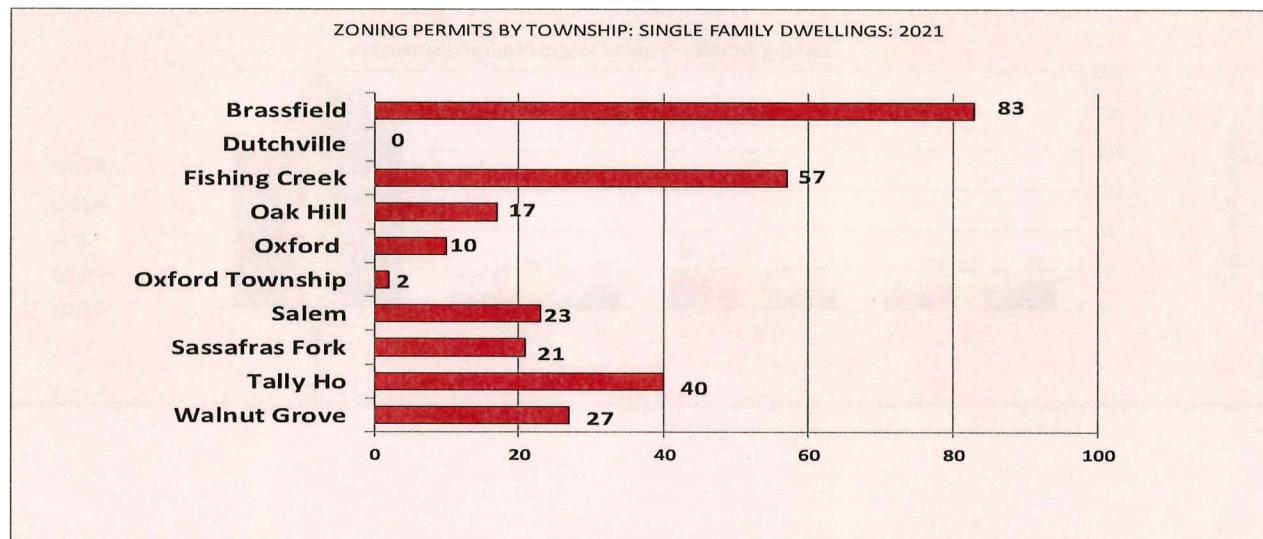
PLANNING & ZONING



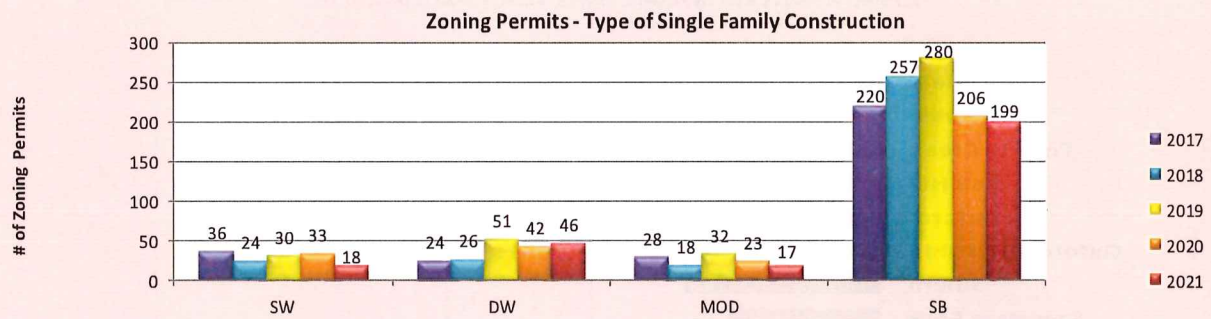
TOTAL ZONING PERMITS ISSUED:
2017 - 2021



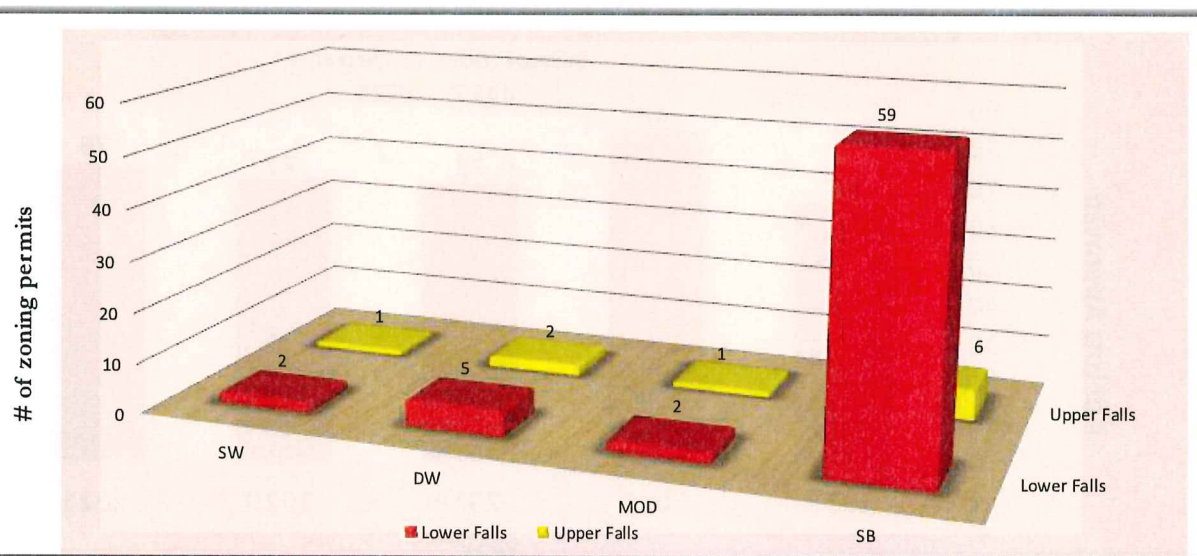
ZONING PERMITS BY TOWNSHIP: SINGLE-FAMILY DWELLINGS 2021



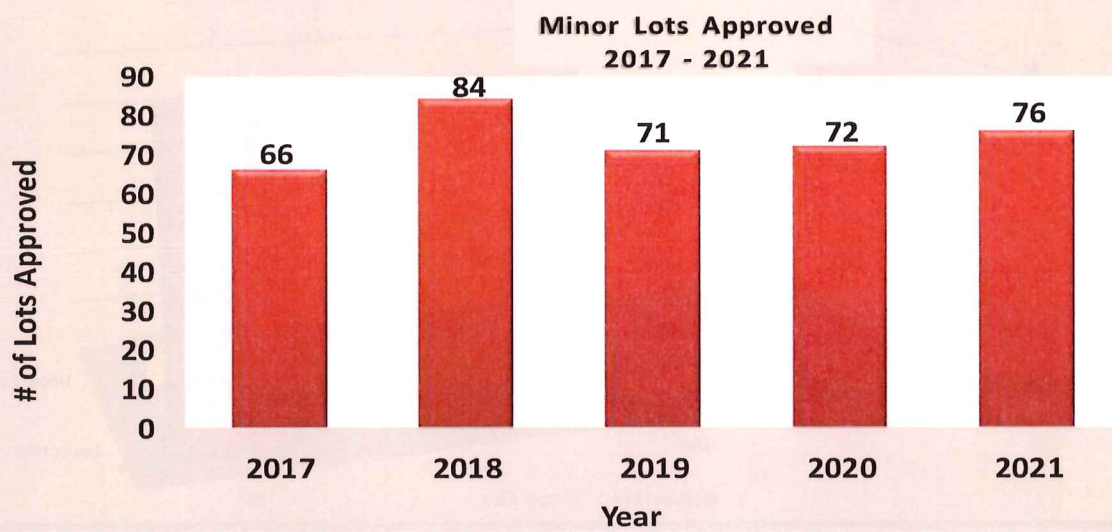
ZONING PERMITS: TYPE OF SINGLE FAMILY CONSTRUCTION 2017-2021



SINGLE-FAMILY PERMITS: FALLS WATERSHED 2021

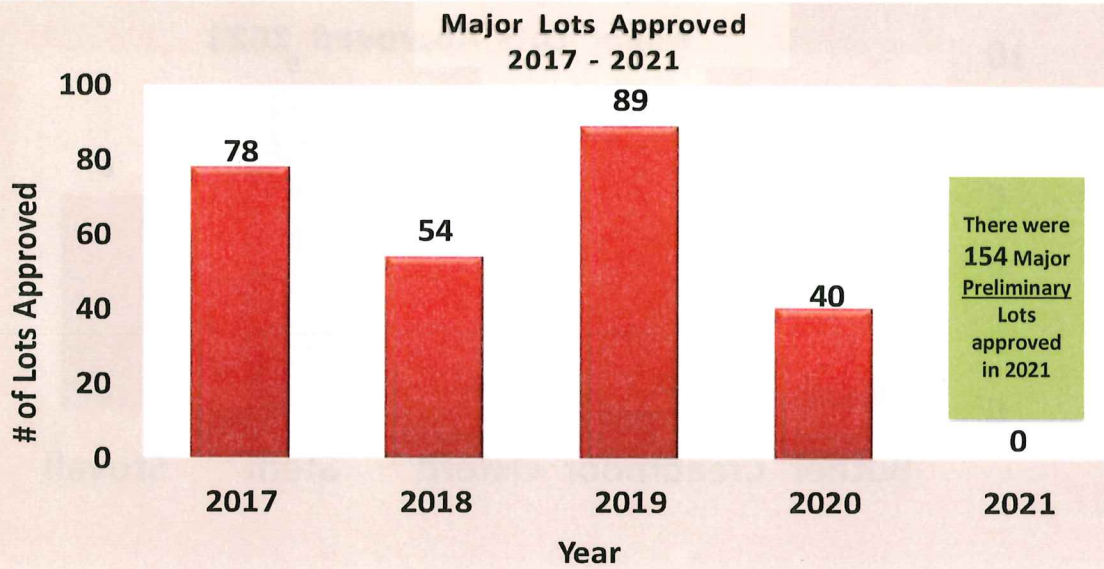


MINOR FINAL SUBDIVISIONS APPROVED 2017 – 2021

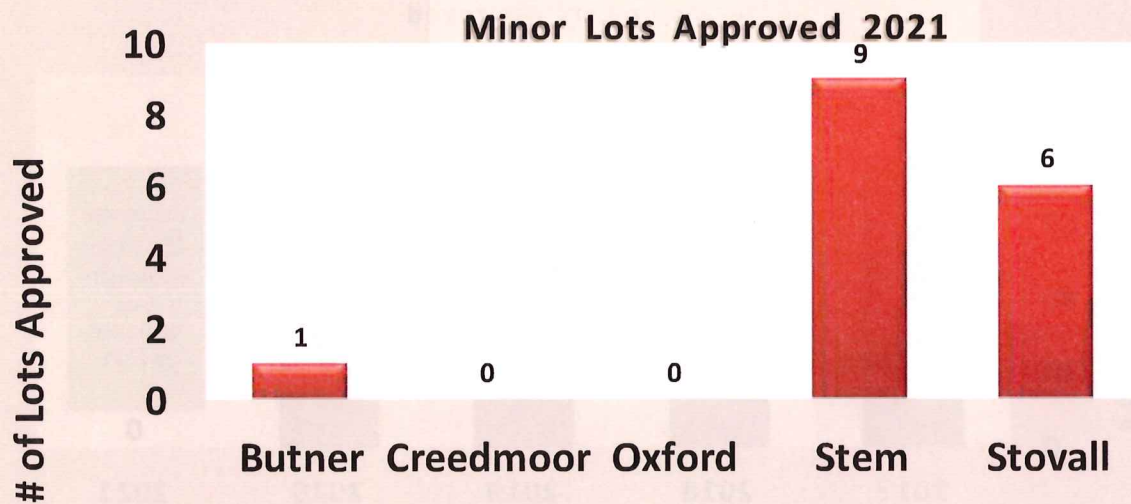


MAJOR FINAL SUBDIVISIONS APPROVED

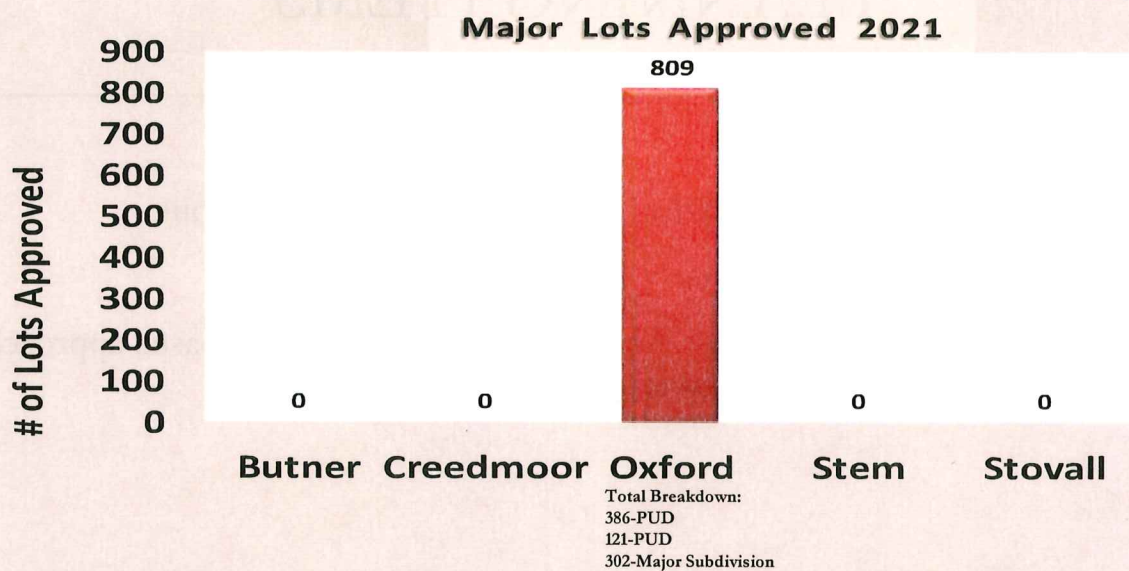
2017 – 2021



MUNICIPALITIES - MINOR SUBDIVISIONS 2021



MUNICIPALITIES - MAJOR SUBDIVISIONS 2021



PLANNING ITEMS

- Discussion of Recreation Fee In Lieu of Subdivision Regulations.
- Update on Interim Alternative Approach (IAIA) the finance-based approach to existing development storm water implementation.

TRANSPORTATION ITEMS

- Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Deal)
 - Funding opportunities
 - Impact on NCDOT funding
 - MPO and RPO coordination
- Corridor Projects
 - U-6020: NC56/West Lyon Station Road realignment in Butner (Construction FY 2025)
 - U-5891: NC 50 Widening from I-540 to NC 98 (ROW 2029 and Construction Beyond FY2030)
 - NC 56 improvement projects currently unfunded

TRANSPORTATION ITEMS

- East End Connector project nearing completion in Durham (I-885)



PARKS AND GREENWAY ITEMS

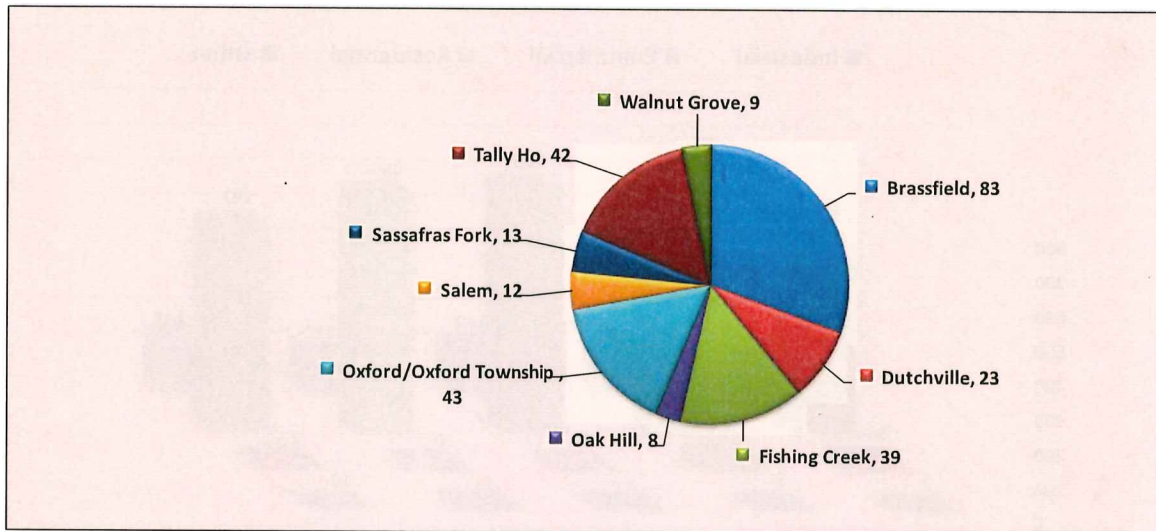
- Goals:
 - Long term planning and growth
 - Small community parks in underserved areas
 - Regional park in southeastern portion of the county
 - Master Plan Update
 - 2022 Recreation Grants
 - Tar River Land Conservancy Nature Trails
 - East Coast Greenway Feasibility Study
 - Continued support for municipal sidewalk and greenway projects

Inspections

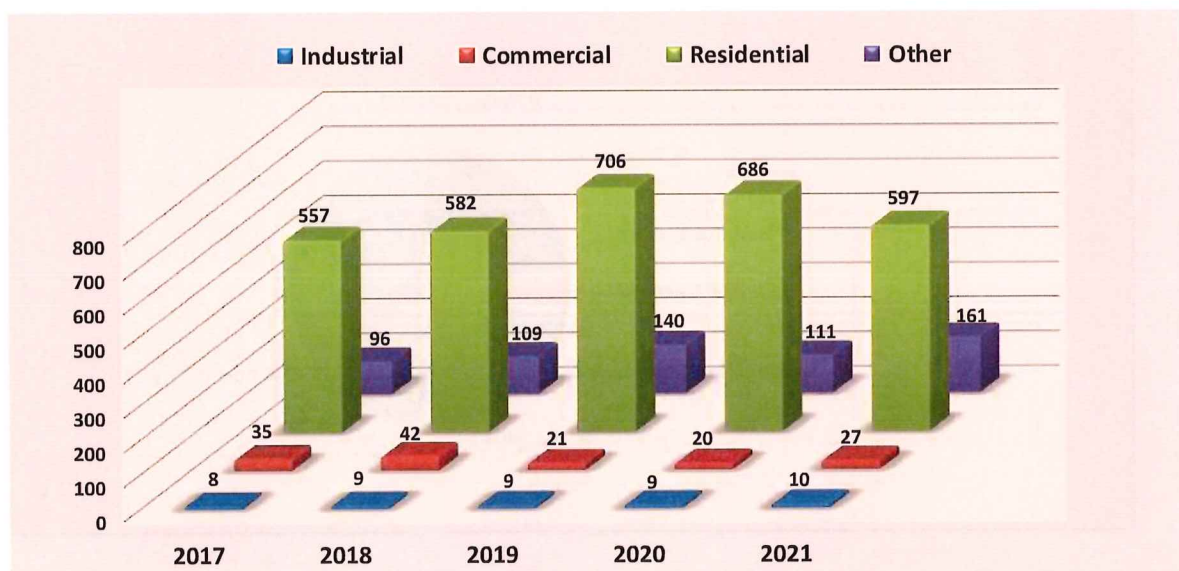
Summary of Activities

Scott Phillips; Development Services Director

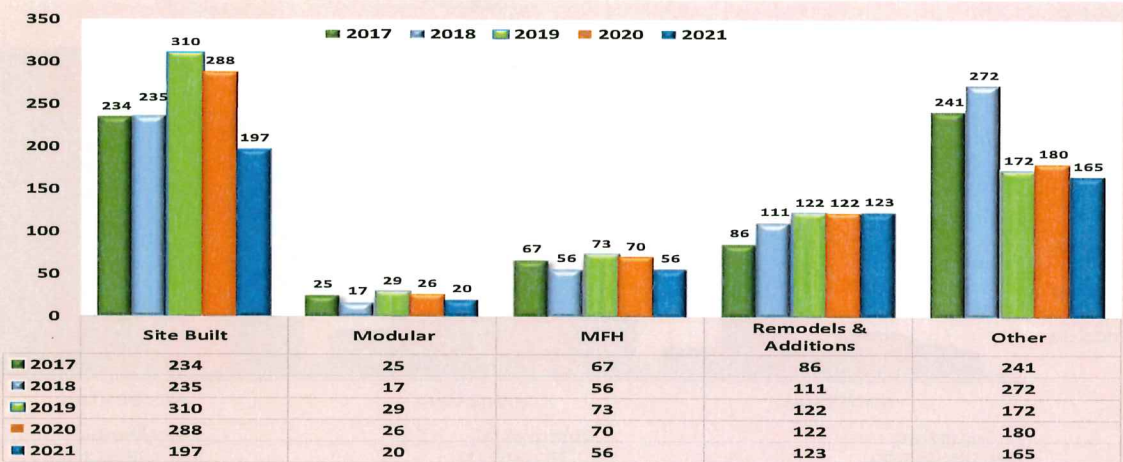
BUILDING PERMITS BY TOWNSHIP: SINGLE FAMILY DWELLINGS 2021



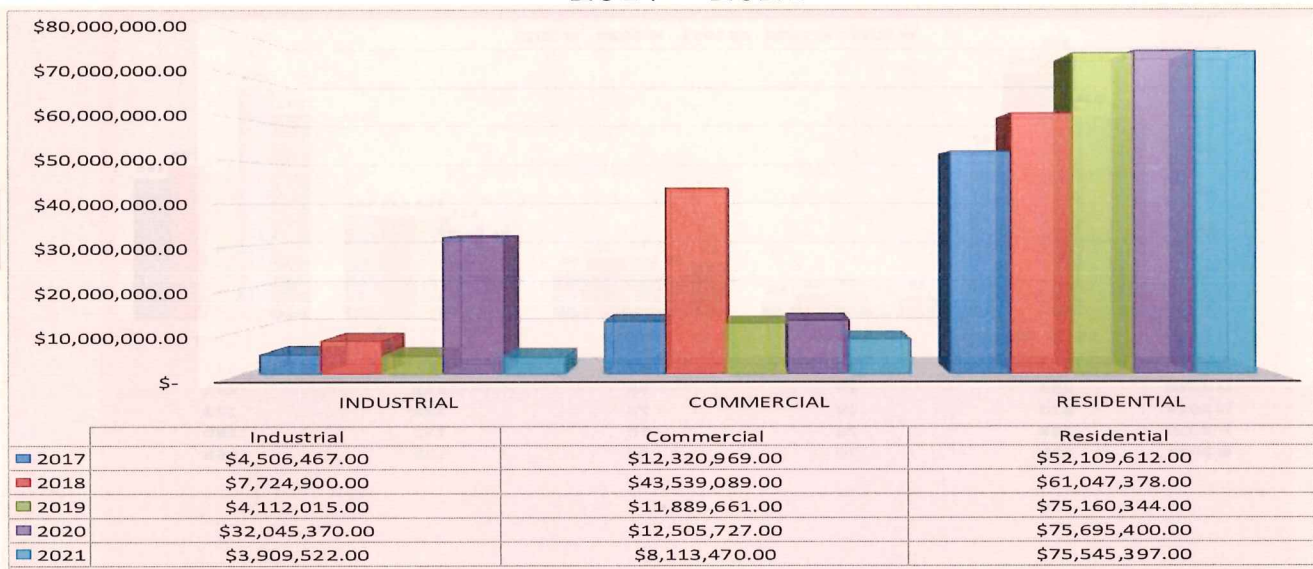
BUILDING PERMIT – ISSUED BY GROUP 2017 - 2021



RESIDENTIAL PERMITS – ISSUED BY TYPE 2017 - 2021



BUILDING PERMITS – CONSTRUCTION VALUES 2017 - 2021

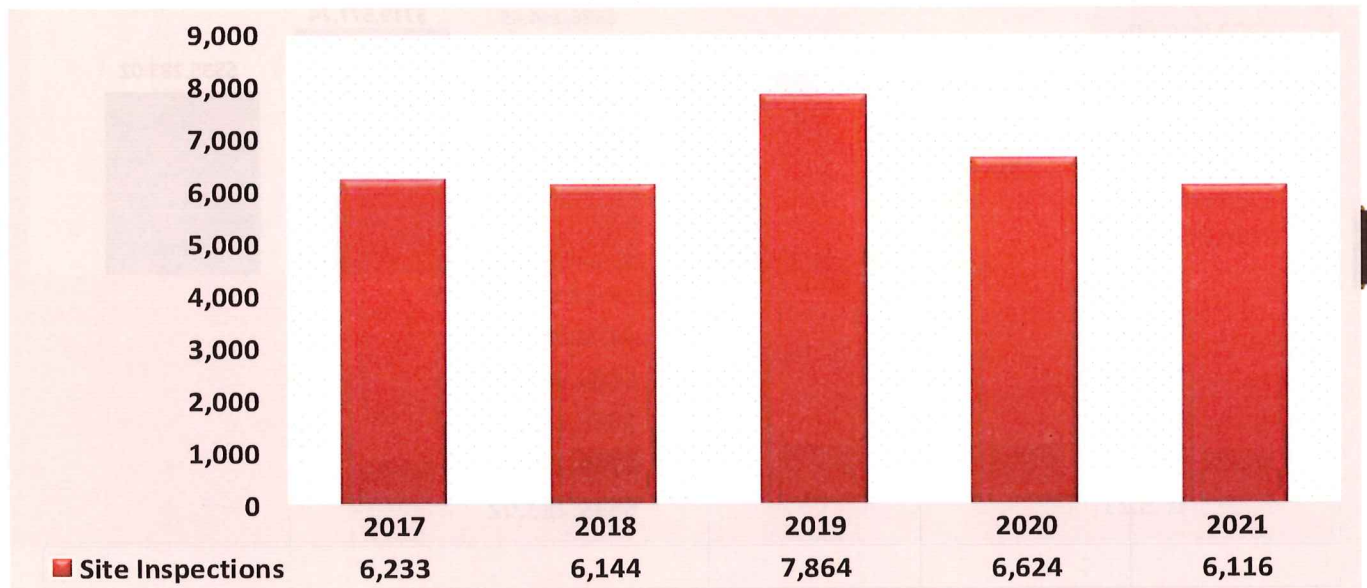


BUILDING PERMITS – REVENUES FROM PERMITS 2017-2021



Revenues from Permits	
2017	\$470,065.00
2018	\$585,915.00
2019	\$686,244.65
2020	\$719,577.74
2021	\$535,283.02

BUILDING PERMITS – WORK LOAD 2017 - 2021



- The Inspections Division maintains the following staff and positions
 - Dale Evans, Chief Code Enforcement Officer
 - Stacey Carey, Building Code Enforcement Officer III
 - Gilbert Wilson, Building Code Enforcement Officer II
 - Paul Averette, Building Code Enforcement Officer II
 - Ryan Turner, Building Code Enforcement Officer I
 - Joe Seagroves, Fire Code Enforcement Officer III / Building I
 - Tracy Brown, Administrative Support Specialist

- Staffing News

- Dale Evans has announced his retirement in August of this year
- Stacey Carey will be promoted to Chief Building Code Officer upon Dale's retirement
- A replacement for Mr. Carey's position will be solicited in April / May of this year.

- Accomplishments of 2021

- Online permit processing for Zoning and Single-trade Building applications
- Maintain continuous operations during Covid; site inspections request maintained a 24 to 36-hour turn around time.

Capital Improvement Projects

FY 2021 & 2022

Roof Replacement for 208 Wall Street

Completed June 2021



- Project Cost \$93,400.00

Granville Vance Public Health

Granville Medical Center

Complete December 2021



- Final Construction Cost \$1,236,263.28

Outside Kennels

Animal Control Shelter

Completed April 2021



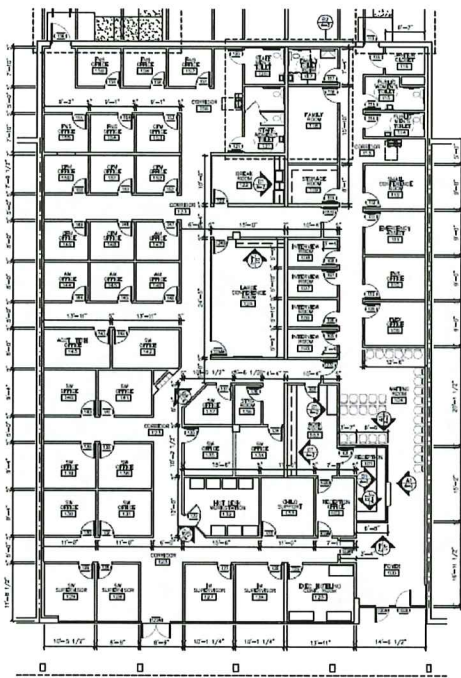
- Supplementary kennel area needed for inside cleaning
- Project completed April 2021
- Project cost \$22,169.00

DSS South Branch Offices

Dutch Village Shopping Center

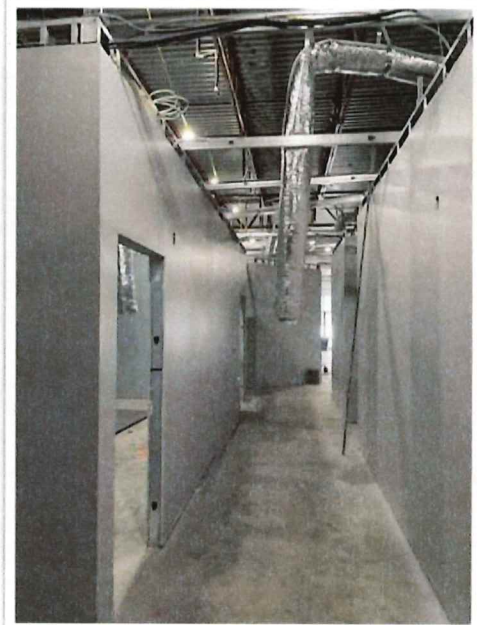
Active Project





- 38 Offices and Work Areas
- 2 Conference and Meeting Areas
- 4 Interview Rooms
- Family Room for Clients with Children
- Construction Cost \$639,505.00
- Completion April 2022



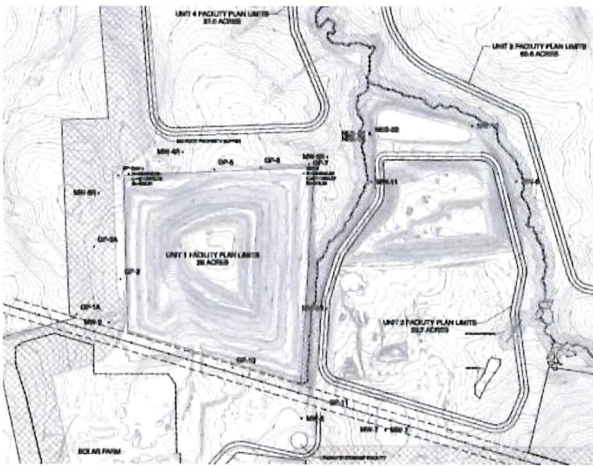




Phase II Expansion

Oxford MSW Landfill

Active Project

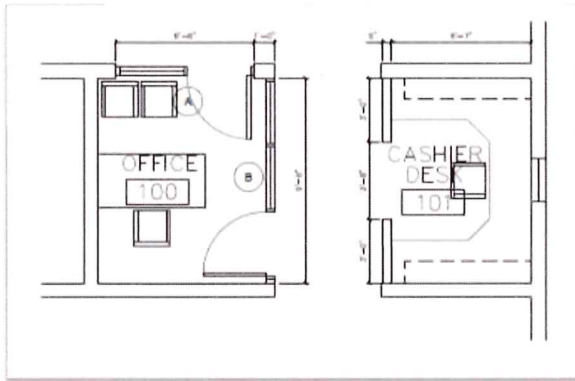


- 33 Acre expansion
- 180 day construction schedule
- Project Cost – Site Work \$3,821,321.00
- Leachate tank, pumps and controls bid package to be issued in March

Clerk of Court Office Alterations

Granville County Courthouse

Active Project

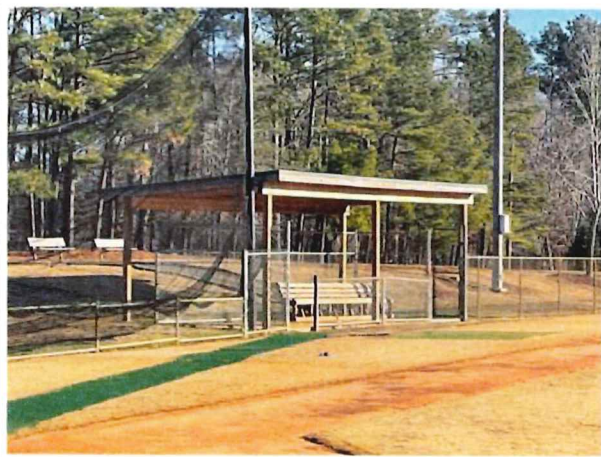


- Office alteration needed for estate proceedings
- Cashier Desk alterations needed for function and security
- Work scope includes carpeting and painting of entire area
- Cost of construction \$42,504.00
- Start of work pending

Dugout Covers for Fields 3 & 4

Granville Athletic Park

Active Project



- Replacement of canvas covers for long term cost benefit
- Cost of construction \$39,000.00
- Work to be completed by mid-March 2022

Interior Office Improvements for DSS

Former Sheriff's Offices

Pending Project

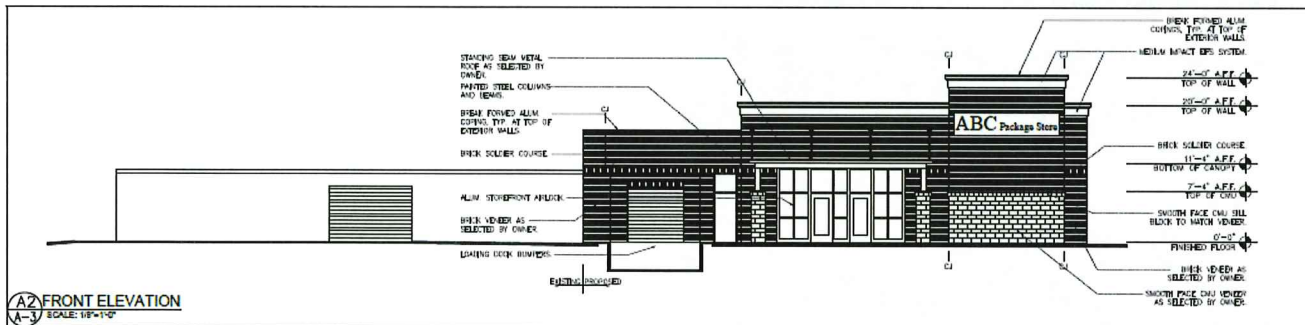


- Work scope to include
 - Minor alteration needed for public access and security.
 - Carpet
 - Paint
 - Ceilings
 - Cost option for LED lighting
- Estimated Cost \$75,000.00
- Projected completion May 2022

Oxford ABC Store

Pending Project / Granville Co ABC Board

- 4,310 SF addition / 5,620 SF renovation
- Project bid date March 15, 2022



Hunt Street Building Evaluation

Former GVPH

Pending Project FY22-23



- Building evaluations to begin this FY
- Structural challenges to be determined based on building age and effected areas
- Design services and construction scheduled for FY22-23 – pending budget approval
- Design, permitting and construction to take 14 to 16 months

Stovall Senior Center

Pending Project FY 22-23



- Demolition of the existing buildings scheduled as soon as feasible
- Design services and construction scheduled for FY 22-23 – pending budget approval
- Design, permitting and construction to take 16 to 18 months



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 18, 2022
Title: Lunch Break

PURPOSE:

Lunch break and networking.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 17, 2022
Title: Sheriff's Update

PURPOSE:

Sheriff John B. Hardy, III will provide an update to the Board.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: February 17, 2022
Title: NC Fire Chiefs Consulting - Report Discussion

PURPOSE:

To discuss the NC Fire Chief's Consulting report provided to the Board of Commissioners on Monday, February 21, 2022

BACKGROUND:

During their regular meeting held on September 7, 2021, the Granville County Board approved authorizing the County Manager to engage the services of NC Fire Chief Consulting to provide consulting services to assist in the development and implementation of a service district or service districts for fire protection, ambulance, and rescue service for Granville County.

On Monday, February 21, 2022, Mr. Gregory Grayson provided an overview of their study findings to-date and provided a draft copy of their report. Mr. Grayson is here today to help answer specific questions the Board may have with regards to the study findings.

Please refer to the presentation slides from Monday, February 21st in your agenda packet.

FUNDING:

N/A

RECOMMENDATION:

Following discussions, County Administration recommends the County Board of Commissioners consider the attached resolution calling for a public hearing on the proposed service district for April 4, 2022 and adopting a service district rate cap of 15¢ per \$100 of property valuation.

ATTACHMENTS:

Draft Resolution

ACTION TAKEN:

**RESOLUTION TITLE: CALLING A PUBLIC HEARING TO CONSIDER THE
ESTABLISHMENT OF A FIRE PROTECTION SERVICE TAX
DISTRICT FOR ALL UNINCORPORATED AREAS OF
GRANVILLE COUNTY AND A RATE CAP**

WHEREAS, the unincorporated areas of Granville County are growing and the costs of providing fire and rescue services are increasing, especially considering personnel costs and capital expenses; and

WHEREAS, North Carolina General Statutes ("NCGS") § 153A-301 authorizes the Granville County Board of Commissioners (the "Board") to establish and define a service district in order to finance, provide, or maintain for the district certain services in addition to or to a greater extent than those financed, provided, or maintained for the entire County; and

WHEREAS, pursuant to NCGS 153A-302(b), the Board must cause a report containing certain specified information to be prepared and filed with the Clerk to the Board; and

WHEREAS, the Board is authorized by NCGS 153A-307 to levy additional taxes in a county service district to finance the level of service provided in the district that is not provided in the entire county; and

WHEREAS, NCGS § 153A-309.2 provides specific provisions that counties may use in implementing fire protection service districts, and pursuant to that statute, the Board wishes to limit the amount of special taxes that may be levied in the proposed district; and

WHEREAS, the Board plans to hold a public hearing on April 4, 2022 to consider implementing a fire protection service district to improve the funding structure of the fire protection service delivery system in Granville County; and

WHEREAS, the Board will consider establishing a single, unified fire protection service district that will encompass all unincorporated areas of Granville County that will provide essential funding for the provision of fire and rescue services; and

WHEREAS, those statutes referenced above authorize the Board to adopt a resolution within ninety (90) days of a public hearing and prior to the first publication of notice that property taxes within a new fire protection service district will not exceed fifteen cents (\$0.15) on each one hundred dollars (\$100) of property subject to taxation; and

WHEREAS, adoption of this resolution providing a cap of \$0.15 per \$100 valuation for the proposed unified fire protection service district represents the maximum amount of taxation that property owners in the unincorporated areas of Granville County would experience if the fire protection service district were approved.

NOW THEREFORE, BE IT RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS:

The Granville County Board of Commissioners resolve to call for a public hearing on April 4, 2022, to consider the establishment of a single, unified fire protection service district for all unincorporated areas of Granville County consistent with North Carolina General Statutes and

The Granville County Board of Commissioners give notice consistent with the North Carolina General Statutes that, if adopted, the property taxes within the new proposed Granville County fire protection service district will not exceed \$0.15 on each \$100 of property subject to taxation; and

BE IT FURTHER RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS:

That the Clerk to the Board is hereby directed to make such publications of the notice of public hearing regarding the proposed new service district as set forth in NCGS § 153A-309.2(b); and

The County Manager or his designee is directed to prepare a map of the proposed district, prepare and file with the Clerk to the Board the report required by NCGS 153A-302(b).



Granville County Economic Development

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Economic Development
Date: February 17, 2022
Title: Economic Development

PURPOSE:

Harry Mills, Economic Development Director, will present on:

- Update on Projects
- Discussion of Triangle North Granville Direction

ATTACHMENTS:

Economic Development Presentation

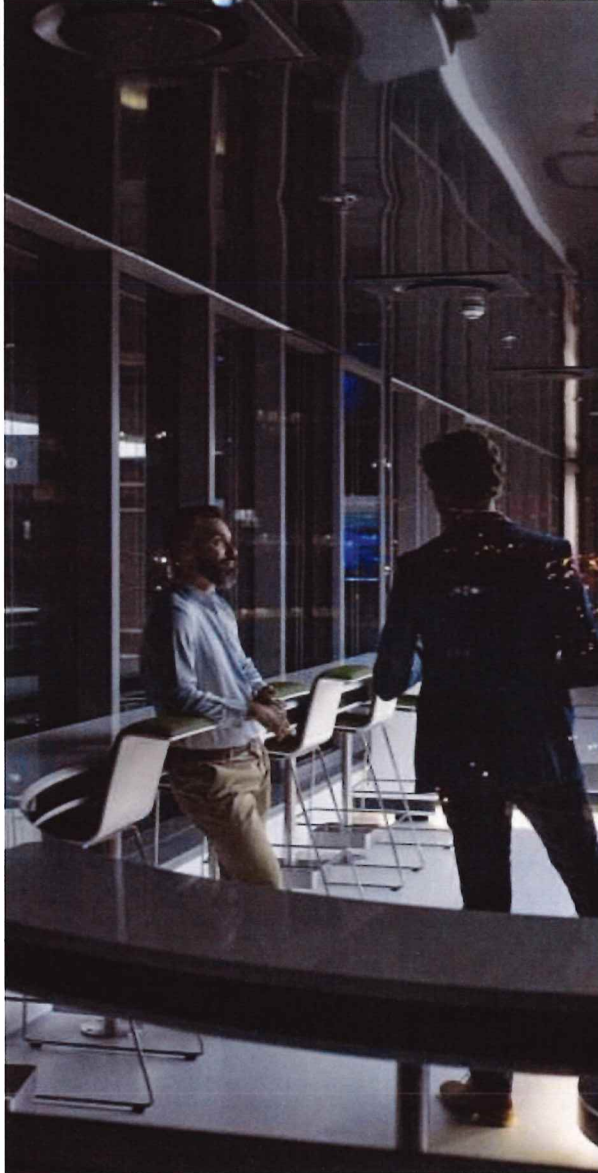
ACTION TAKEN:



Granville County Board Retreat
Economic Development 2022

2021 RFI Submissions

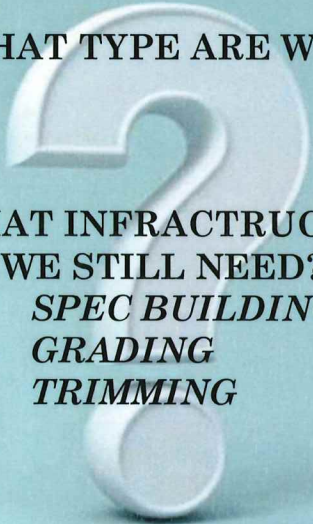
<u>Name</u>	<u>Jobs</u>	<u>Capital Investment</u>
Project Osprey	100	\$ 20M
Project Ramesh	50	\$ 10M
Project Chronos	1000	\$ 300M
Project Bath	330	\$ 320M
Project Energy	50	\$ TBD
Project Molecule	300	\$ 600M
Project Speedway	650	\$ 240M
Project Amino	140	\$100M
Project Charger	450	\$ 325M
Project Fresh	100	\$ 12M
Project Scale	90	\$ 72M
Project Prometheus	837	\$150M
Total	4037	\$2,149B



2020-2021 Expansions

- **PRM Expansion**
 - Building Reuse Grant
 - Total of 10 jobs
 - Capital Investment = **\$400,000**
- **The Nugget**
 - CDBG Grant
 - Total of 46 jobs
 - Capital Investment = **\$4.8M**
- **Carolina Coops**
 - 1NC Grant
 - Total 147 jobs
 - Capital Investment = **\$4.7M**
- **Meel Corp.**
 - Building Reuse Grant / 1NC Grant
 - Total 24 jobs
 - Capital Investment = **\$5.7M**
- **Project Diamond**
 - Building Reuse Grant / 1NC Grant
 - Total 270 jobs
 - Capital Investment = **\$119M**

1. WHAT TYPE ARE WE?



2. WHAT INFRASTRUCTURE
DO WE STILL NEED?

- *SPEC BUILDING?*
- *GRADING*
- *TRIMMING*

An aerial photograph of a road construction site. A dirt road winds through a wooded area. Overlaid on the image is a series of white question marks, suggesting uncertainty or questions about the project.

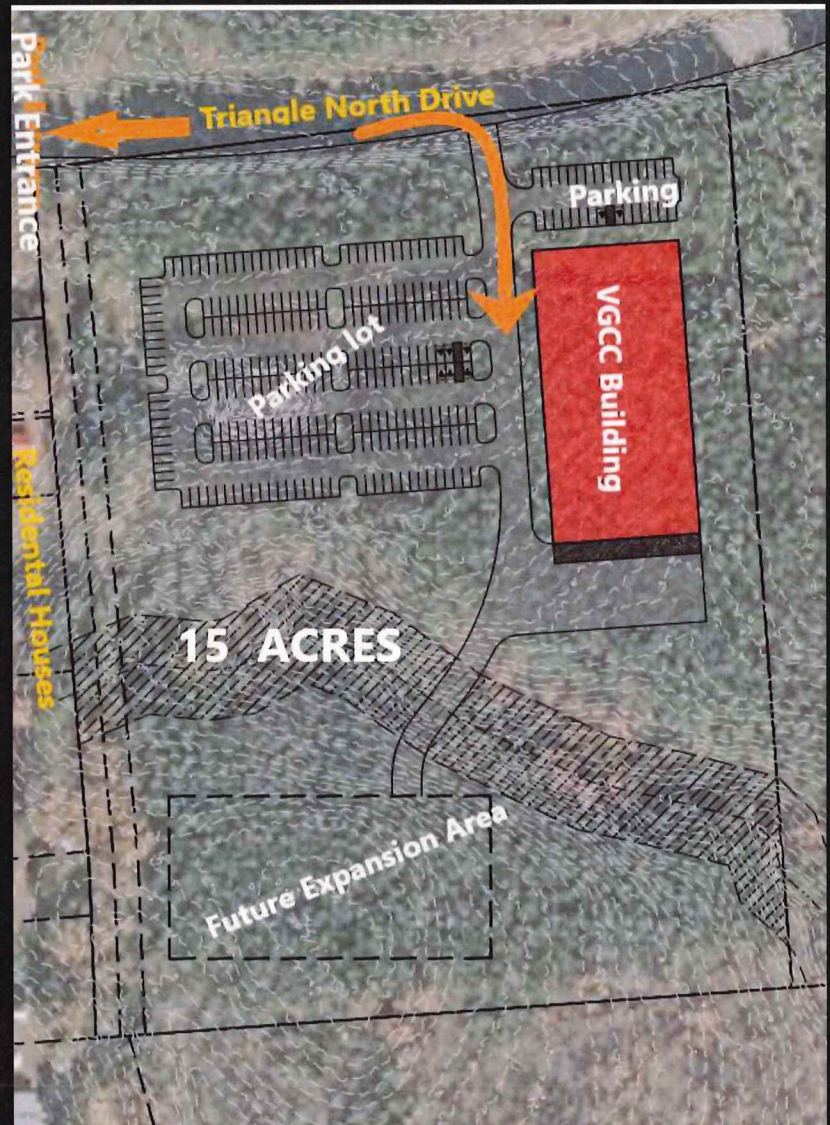
??????????



WHAT IS
TRIANGLE NORTH
GRANVILLE?

Triangle North
& VGCC

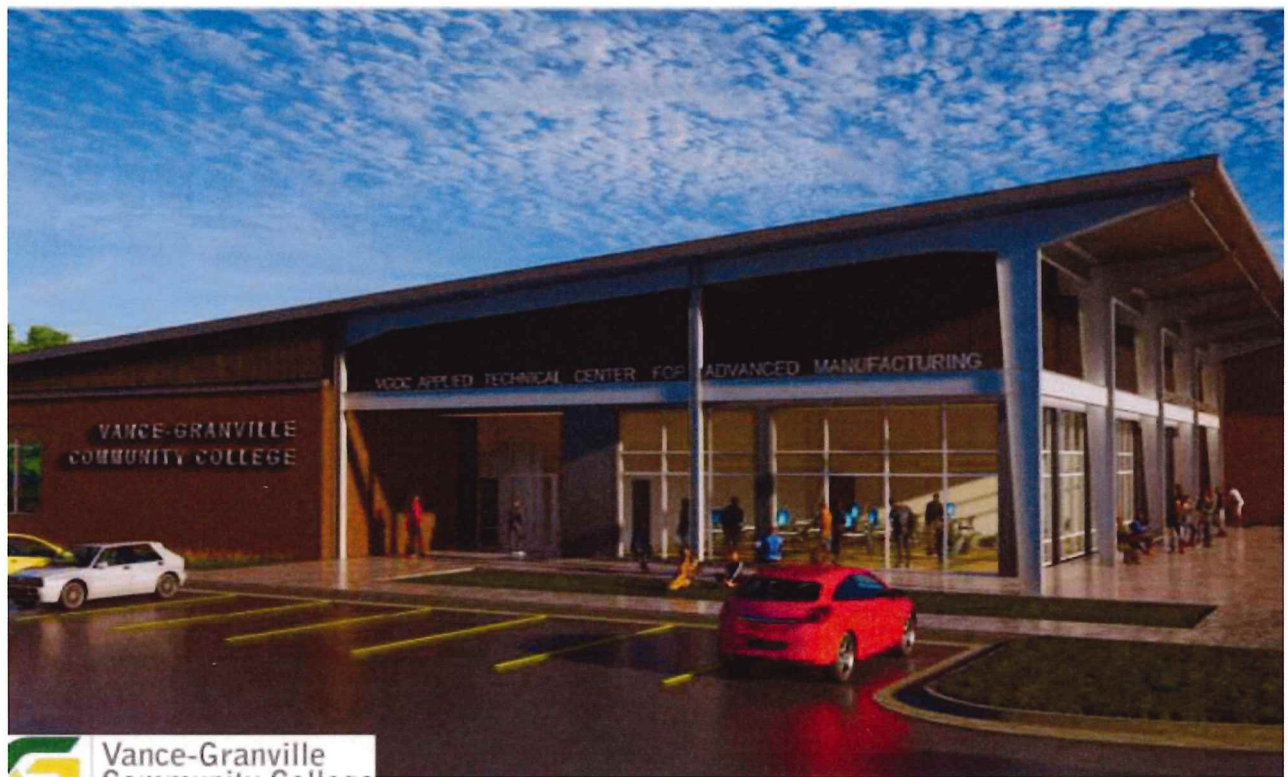
EDA
GRANT



angle North Site

VGCC Training Center

TRIANGLE NORTH
CRANWALL









Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 15, 2022
Title: Break

PURPOSE:
Break



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel
Department: Administration
Date: February 14, 2022
Title: Granville Athletic Park Sponsorship Wall Design

PURPOSE:

Presentation of design work and sponsor program for a Granville Athletic Park Sponsorship Wall program.

BACKGROUND:

Over the years, several sponsorships for the Granville Athletic Park (GAP) have been solicited and received without a means to adequately provide recognition for those donations. Granville County deeply appreciates these generous sponsors and seeks to recognize their support in a unique and lasting way.

To that end, county administration contacted a local artist from Wake Forest, Peter Ruocchio of Ruocchio Designs, to obtain a design for a sponsor wall feature that showcases the athletics enjoyed at the GAP. An image depiction of the resulting design is included with the Board's retreat materials to illustrate how the sign would look if installed on the new Phase III picnic table/restroom facility.

Existing park sponsors, whose sponsorship periods commenced upon placement of small placards in the park in May 2021, include Carolina Sunrock (\$7,500 5-year pavilion and splashpad sponsor), Duke Energy (\$2,500 5-year paved walking trail sponsor), and Hicks & Wrenn (\$8,500 15-year soccer field sponsor). The County would seek to recognize these existing sponsors on the new sign as well as obtain additional sponsorships at the levels shown below and further explained on the accompanying flyer advertising the sponsorship opportunities.

Sponsorship Levels for GAP Sponsor Wall

Corporate Diamond Sponsorship	\$10,000+
Feature Sponsorship: Level I.....	\$7,500 - \$9,999
Feature Sponsorship: Level II.....	\$2,500 - \$7,499

July 2021 preliminary estimates for design, fabrication, and installation of the sign amounted to approximately \$25,000 including installation of an electrical line to power its light feature. If the project is approved, these estimates will need to be revised as they may increase due to rising costs associated with all sectors of the supply chain.

If funding is approved in the upcoming fiscal year budget, the sponsor program would be announced, and the sign ordered after July 1, 2022.

FUNDING:

Funding is anticipated to be included for approval in the fiscal year 2023 budget.

RECOMMENDATION:

Discussion item only. No action is anticipated at this meeting.

ATTACHMENTS:

GAP Sign Sponsorship Flyer

GAP Sponsor Wall Design Illustration

ACTION TAKEN:

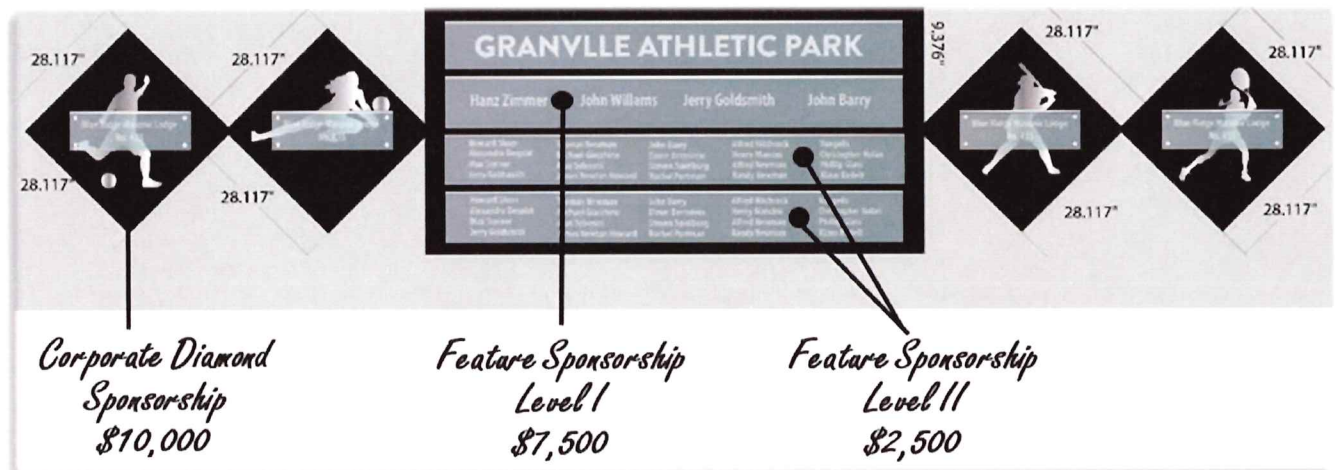


Each year, thousands of visitors flock to the 79-acre park in the heart of Granville County known by many simply as "The GAP".

The Granville Athletic Park's natural environment encompasses some of park visitors' favorite amenities: paved walking trails weaving through tall pines and hardwoods, ball fields framed by foliage, an outdoor amphitheater perfect for showcasing special performances in the open air, and an outdoor classroom surrounded by plant life and sunshine. Other park features include a large sports pavilion, picnic shelters, playgrounds, musical sound garden, disc golf course, tennis courts, sand volleyball, outdoor fitness equipment, and a Storywalk® display.

The GAP is the result of the dedicated efforts of thousands of county residents and global citizens; its history is truly inspiring! It is this kind of community support that has kept the park thriving for nearly two decades - and it's the same support that will keep it flourishing for many more to come.

Become a part of that history by showing your support for this important park . . . choose a sponsorship level and have your name or company name recognized on this truly unique Sponsor Wall. Your sponsorship dollars will help ensure this beautiful park continues to serve families and fitness enthusiasts seeking to renew their spirits and stay physically active in this natural setting.



Granville County has commissioned Ruocchio Designs to create a unique and lasting tribute to park sponsors. Whether you are an individual donor, a new business working to get your name out, or a business that has served Granville County for years, a sponsorship on the Granville County Athletic Park Sponsor Wall will ensure your support is recognizable to all for many years to come!



Granville Athletic Park SPONSOR WALL COMMITMENT FORM

YES! I want to support the Granville Athletic Park and have
my name or my business name recognized on the Sponsor Wall!

Sponsor Information

To ensure your sponsorship is processed appropriately, please complete the information below.

Company Name (if applicable)		Contact First Name	Contact Last Name	
Mailing Address		City	State	Zip
Company Website (if applicable)	Email		Phone	
Please PRINT company or individual name as you wish for it to appear on the sponsor wall.				

Sponsorship Levels

The annual deadline for submitting a *Sponsor Wall Commitment Form* and full payment is December 31. In the first quarter of each year, new sponsor names will be added and non-renewed expiring sponsors will be removed.

- ☐ **Corporate Diamond Sponsorship** **\$10,000 +**
Sponsors receive their preferred name engraved in one of the four diamonds for a period of five years. If the sponsorship is not renewed after the five-year period, the name will be removed from the diamond and permanently engraved in the Feature Sponsorship: Level II tier. The Sponsor Wall is limited to four (4) Corporate Diamond Sponsorships at a time.
- ☐ **Feature Sponsorship: Level I** **\$7,500 - \$9,999**
Sponsors receive their preferred name engraved in one of the four spaces on the upper tier for a period of five years. If the sponsorship is not renewed after the five-year period, the name will be removed. The Sponsor Wall is limited to four (4) Feature Sponsorship: Level I sponsorships at a time.
- ☐ **Feature Sponsorship: Level II** **\$2,500 - \$7,499**
Sponsors receive their preferred name permanently engraved in the lower tiers.

Payment Information

Sponsorship payments must be received in full prior to the December 31 deadline in order for the sponsor's name to be added during the annual update. Sponsorships received after that date will be included with the following year's update.

- ☐ Check Enclosed. Please make check payable to "Granville County".
- ☐ Credit Card. Please enter credit card information below.

Credit/Debit Card #	Expiration Date	CVV Code
Name on Card	Authorized Signature	

Submit completed form along with payment to:

Granville County Sponsor Wall Program
Attn: Korena Weichel, Assistant County Manager
104 Belle Street, PO Box 906
Oxford, NC 27565

For more information, visit www.granvillecounty.org/gapsponsors or call (919) 603-1366.





Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 18, 2022
Title: **Who Moved My Cheese Book**

PURPOSE:

County Manager Michael Felts will explain how Administration is using the *Who Moved My Cheese* book for county training.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel
Department: Administration
Date: February 25, 2022
Title: Annual Update to 2021-2025 Strategic Plan

PURPOSE:

To consider January 2022 updates to the Granville County 2021-2025 Strategic Plan.

BACKGROUND:

The original 2021-2025 Strategic Plan was presented to the County Board of Commissioners and adopted in February 2021. The Plan is scheduled for annual review to ensure it is kept current. To that end, key employees from across all County departments met for a day-long strategy session in November 2021 to review and identify areas where updates were needed within the environmental analysis, strengths and weaknesses, and assumptions sections. Employees were then assigned to one of five groups tasked with performing an in-depth review of the focus areas addressed in the Plan: Community, Business & Economy, Education, Public Safety, and Government.

Listed below and incorporated into the attached draft plan are highlights resulting from that work. As you will note, changes are primarily related to updating information for the new year and inclusion of 2020 US Census data. There were no changes to the Plan Objectives for any of the focus areas.

- **Environmental Analysis**
 - *Economic Factors* (updated with most recent economic forecasts and jobs information)
 - *Legislative Factors* (added 2021 state legislative changes and federal ARPA information)
 - *Financial Factors* (updated with County's 2021 financial position)
 - *Labor Force, Employment & Income, and Population Characteristics* (updated based on 2020 US Census data)
- **Strengths & Weaknesses** (minor text edits)
- **Assumptions** (revised information related to County funding distributed through the American Rescue Plan Act and assumptions surrounding impact of the ongoing COVID-19 pandemic)
- **Categories** (progress on individual strategies noted under each corresponding timeline)
- **Appendixes** (revised charts and graphs displaying financial and demographic information)

FUNDING:

N/A

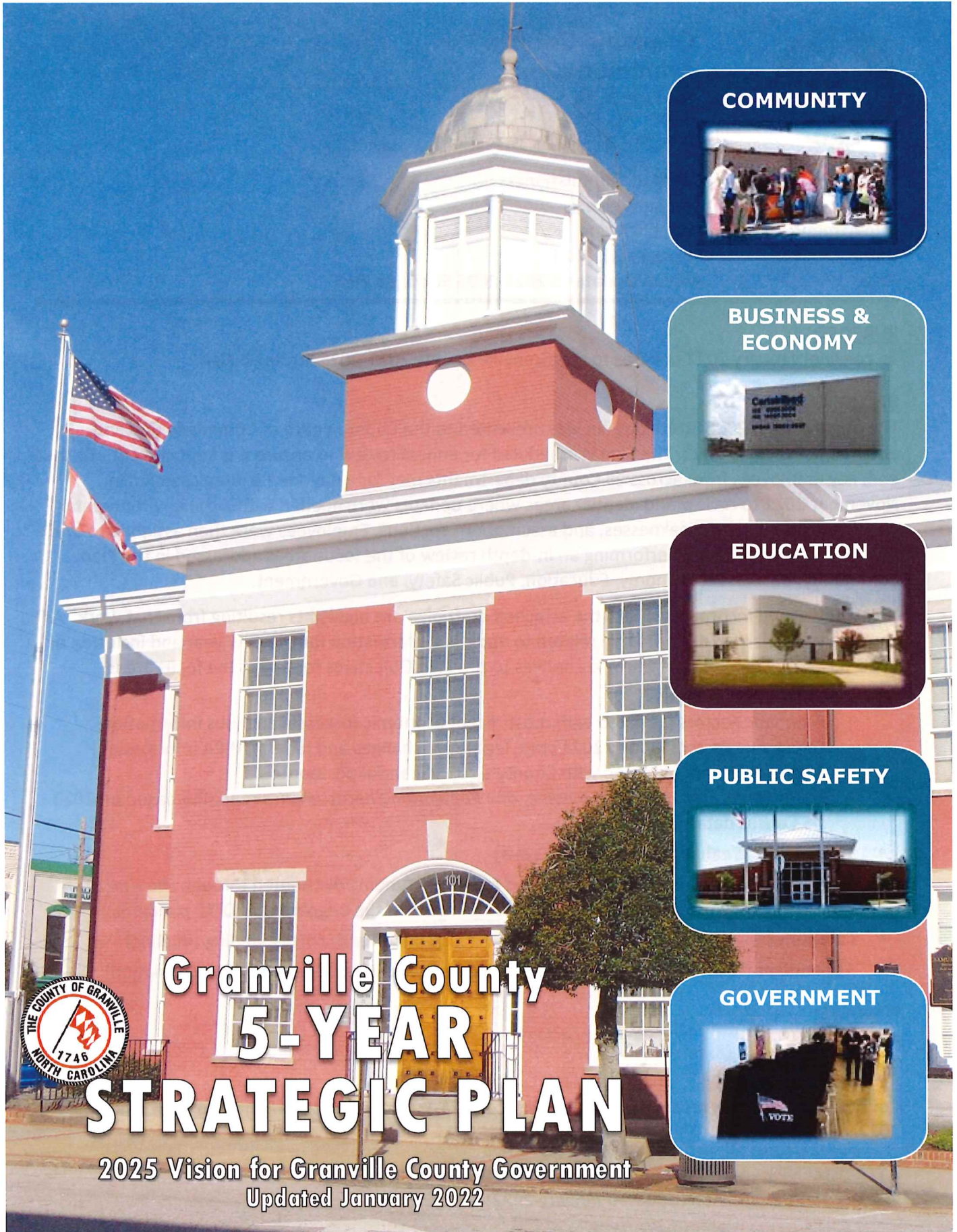
RECOMMENDATION:

County administration recommends adopting the 2021-2025 Strategic Plan updated as of January 2022.

ATTACHMENTS:

2021-2025 Strategic Plan (Updated January 2022) - DRAFT

ACTION TAKEN:



COMMUNITY



BUSINESS & ECONOMY



EDUCATION



PUBLIC SAFETY



GOVERNMENT



Granville County 5-YEAR STRATEGIC PLAN

2025 Vision for Granville County Government
Updated January 2022

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What is the Strategic Plan?

The Granville County 5-Year Strategic Plan is a plan for county operations that spans multiple years. This document encapsulates what county departments are doing to support strategic plan objectives by utilizing specific strategies to accomplish those objectives. To put it simply, the strategic plan is a tool used to ensure the county is doing the right things to meet the needs of the community.

What is the County's Purpose?

Counties were originally established to carry out government on behalf of the state; later, counties were granted the opportunity to provide a range of services almost comparable to those provided by municipalities. Beyond these state mandates, Granville County uses mission and values statements to better define its purpose. These statements influenced the development of this strategic plan.

What is the County's Mission?

Granville County's mission is to provide residents with an array of services to enhance their quality of life through a responsive, effective, and efficient local government

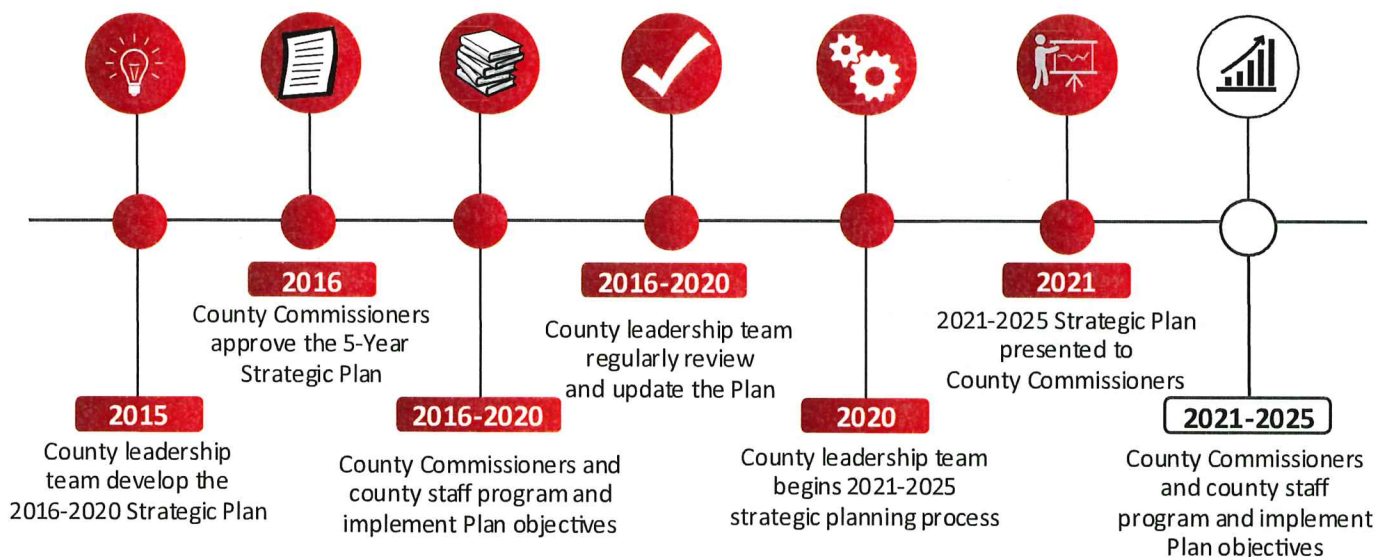
What are the County's Values?

Granville County government promotes open, honest government, maintains an innovative and equitable work environment, and highly prizes accuracy, accountability, and reliability.

What are plan objectives?

Plan objectives are precise actions or measurable steps with specific strategies that align to the strategic plan and business strategy.

How Did We Get Here?



BACKGROUND: 2016-2020 STRATEGIC PLAN OBJECTIVES

The County's first strategic long-range planning initiative was introduced in 2015. The Plan identified seven major objectives to be achieved over a five-year period and nearly all of the strategies associated with those objectives have been successfully employed. A few of those key strategies are highlighted below.

OBJECTIVE #1: Through economic development activities and efforts, increase the County-wide tax base by approximately \$80 million annually.

OBJECTIVE #2: Improve interlocal government relationships through partnerships and shared services.

OBJECTIVE #3: Educate the community to improve public awareness of local government issues, activities, benefits, and opportunities.

OBJECTIVE #4: Reduce the County's annual personnel turnover rate due to resignations and terminations to 6% or less by FY 2020.

OBJECTIVE #5: Improve employee recognition and boost morale through the implementation of an awards and recognition program.

OBJECTIVE #6: Improve and increase the number of volunteer programs, volunteer sites, and opportunities within County Government.

OBJECTIVE #7: Identify public safety requirements and improve communication of services with the public.



AT A GLANCE

2018 Completed Granville County Comprehensive Plan Update

2019 Formed partnership with Open Broadband, LLC to focus broadband efforts in unserved and underserved areas of the County

2017-2020 Obtained PARTF and LWCF grant funding and began construction of the GAP Phase III expansion project

243 NEW JOBS through facilitation of Dept of Commerce Building Reuse Grants for Dill Inc, Altec, and Ontic Engineering; and CBDG Grant: for Strong Arm Bakery

2019 Partnered with Tourism Authority to create the award winning "Uniquely Carolina" marketing and branding campaign

67.9% 2020 Census response rate (12 out of 100 NC counties) as a result of promotions and formation of Complete Count Committee

2018 Hired a Public Information Officer to manage public relations information and create effective communication tools

3900 New followers on Granville County social media page

2019 Addressed lagging market compensation issues by engaging the MAPS Group to conduct Pay & Class Study

1% 401(k) match, 2-day bereavement leave, and Employee Assistance Program added, and increased school parental leave to improve employee benefit offerings

5-YEAR employee service certificate program initiated

2019 Development & publication of internal county newsletter

2020 Adopted a Volunteer Policy and launched volunteer website to communicate/manage department opportunities

2018 Established Opioid Advisory Committee

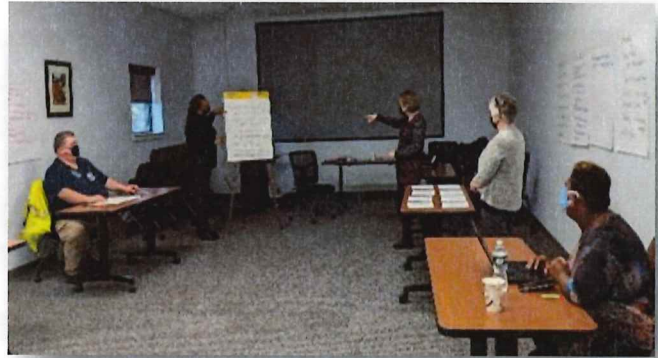
2019-2020 Awarded contract and constructed Law Enforcement Center and Animal Shelter

2017 Updated Continuity of Operations Plan (COOP) and Continuity of Government Plan (COGP)

INTRODUCTION

This 5-Year Strategic Plan was created by an ad-hoc Strategic Planning Committee comprised of County department managers and key employees. The committee was first tasked with conducting a strategic analysis and identifying specific objectives for the individual focus areas of Government, Public Safety, Education, Community, and Business & Economy.

Following the initial analysis, objectives were prioritized and narrowed to 9 primary objectives with 45 corresponding strategies to achieve them. These objectives were classified as both obtainable within the five-year period covered by the Plan and also as an essential means to achieve the County's mission while maintaining its stated values.



The outcome of this strategic planning process appears below in the form of 9 objectives for Granville County's 2021-2025 Strategic Plan. Supporting strategies for each objective are identified beginning on page 23 of this document.



OBJECTIVE 1: Expand service delivery options through mobile services, satellite offices, substations, online access, etc.



OBJECTIVE 2: Create additional recreation and leisure opportunities.



OBJECTIVE 3: Improve regularity and reach of communication to enhance community and employee engagement.



OBJECTIVE 4: Focus on increasing development options identified in the 2018 Granville County Comprehensive Plan.



OBJECTIVE 5: Retain local talent through skills development for workforce, work/school study programs, and student internships.



OBJECTIVE 6: Create community and employee education opportunities.



OBJECTIVE 7: Evaluate public safety staffing, and upgrade technology and equipment to provide more efficient services to the community.



OBJECTIVE 8: Modernize equipment and systems to be more efficient while also being more convenient for residents and businesses.



OBJECTIVE 9: Develop Granville County government as a preferred employer in the Region K area.

2021-2025 STRATEGIC PLAN OBJECTIVES OVERVIEW

COMMUNITY

Healthy, active community with access to county services and cultural/recreational amenities



BUSINESS & ECONOMY

Thriving community with diverse economic opportunities



EDUCATION

Supporting educational opportunities for all



PUBLIC SAFETY

Community where residents are safe from crime & injury



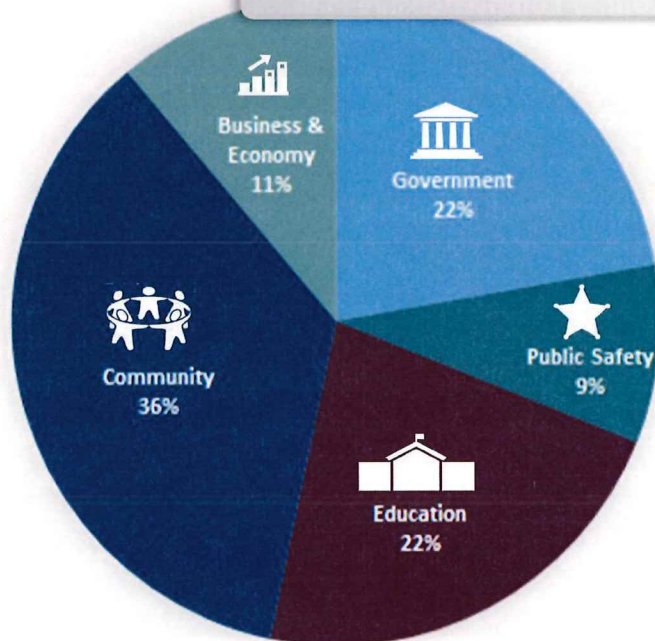
GOVERNMENT

Building and maintaining trust in the community and internally with employees



**9
Objectives**

Graph illustrates the count of all strategies by objective



**45
Strategies**

VALUE-DRIVEN RESULTS



Increased Efficiency

Doing things in the right manner. Is efficiency increased by doing work faster, with fewer resources, or less overtime?



Increased Effectiveness

Doing the right things. Is effectiveness increased by eliminating errors or better meeting the public need?



Cost Avoidance/Risk Mitigation

Are risks being mitigated? Are costs being avoided?



Transparency

Is visibility enhanced? Is there transparency?



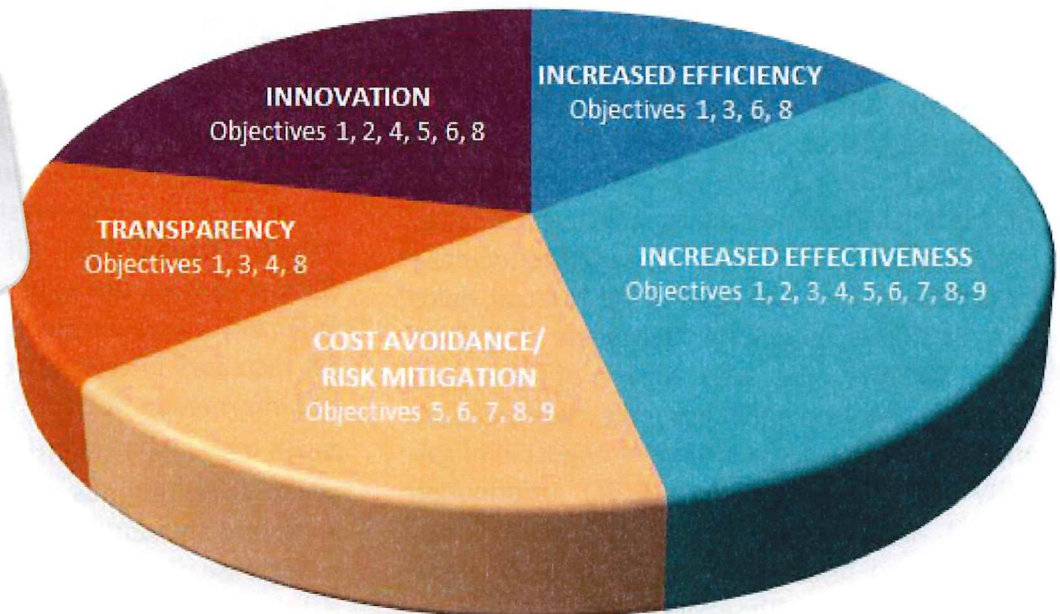
Innovation

Are processes and technologies being used to do things differently, implement new ideas, or enhance services?

Strategies explain how to achieve the plan objectives to ensure the county is **"pursuing what matters"**



Graph illustrates the count of all value-driven results by plan objectives



ENVIRONMENTAL ANALYSIS: Financial, Economic, and Legislative Factors

3 primary factors influence the environment in which county governments operate . . .

County Boards have little influence on economic factors and only slightly more influence on state and federal legislative factors. The area of most control revolves around financial factors with the annual operating budget process being the key tool used to apply this influence. A limited review of economic and legislative factors is provided in this document along with a financial review of the County's past five years. Data regarding the county's labor force, employment, income, and population characteristics are also included as background material.

ECONOMIC

LEGISLATIVE

FINANCIAL

Economic Factors

While economic growth began to return to pre-COVID levels in 2021, the ongoing pandemic and uncertainties surrounding its associated variants continued to dominate economic forecasts. North Carolina and, in fact, the entire nation still remain affected by mandates put in place to combat the pandemic as well as impacts from the economic strain due to labor shortages and supply chain disruptions.

In his December 9, 2021 Fourth Quarter NC Economic Forecast, Dr. John Connaughton, UNCC's Professor of Financial Economics, writes that North Carolina's Real (inflation-adjusted) Gross Domestic Product (GDP) growth rate for 2021 is forecast to increase by 6.5% over the 2020 level and the rate for 2022 is forecast to increase by 3.1% over the 2021 level; if his forecast holds true, it will represent two full years of growth since COVID-19. For 2021, eleven of the state's fifteen economic sectors are expected to experience output increases with the strongest in hospitality and leisure services (26.7%), information (15.3%), durable goods manufacturing (13.7%), business and professional services (10.7%), and educational and health services (9%).



The state unemployment rate peaked at 13.5% in April and May of 2020 but had fallen to 4.1% by October 2021. It is expected to drop to 4.0% by December 2022. Dr. Connaughton goes on to write that the real impact of the COVID recession has been on employment. The state's level of establishment employment is still just over 70,000 lower than the February 2020 high of 4,626,600 jobs but the recent recovery is not evenly distributed among economic sectors. The hospitality and leisure sector establishment employment level is 49,000 jobs lower than the February 2020 level with this sector accounting for two-thirds of the overall state jobs that still exist

through October 2021. All of the state's nonagricultural sectors are expected to experience employment increases during 2022 with the strongest increases forecasted for other services (7.4%) and information (6.1%).

North Carolina establishments are expected to add 152,700 net jobs during 2021, an increase of 3.4%, and an additional 124,400 net jobs in 2022, an increase of 2.7%.¹

Legislative Factors

State

A copy of NCACC's 2021 End of Legislative Long Session Report is included as Appendix 1 of this document and several key highlights affecting county governments are excerpted below. As the COVID-19 global pandemic continued, the 2021 Legislative Long Session, commenced on January 13, 2021, making it the second longest running legislative session since 1965 and longest since 2001.²



As of this report, the General Assembly has not formally concluded its business for the 2021 legislative long session; however, unless compelled to act on legislation (i.e., court ordered redistricting), it is unlikely they will take up any public business before January 3, 2022. There is no clear indication of how long they may continue the 2021 long session into 2022 before formally adjourning until the commencement of the 2022 short session in the spring.

Fiscal Year 2020-2021 Budget

North Carolina's first budget since 2018 was signed into law on November 18, 2021 and sets the net appropriation for FY 2021-22 at \$25.9 billion and establishes the net appropriation for FY 2022-23 at an unprecedented \$27 billion. The state has been operating under 2018 spending levels with some minor adjustments and through smaller, targeted "mini-budgets."

The budget, [Session Law 2021-180](#), contains historic investments in broadband and significant investments in school capital. NCACC's more comprehensive report on the 2021-2022 budget can be read in Appendix 2.

[Session Law 2021-189](#), Budget Technical Corrections legislation made various technical and clarifying changes to the state budget including lowering the current 10% cap on grant funds to any single county for Broadband Stopgap Solutions to 5%.

COVID-19 Response Measures

COVID-19 response continued to be a focal point for the General Assembly. Further direction on spending of state Coronavirus Relief funding and legislation requiring in-person instruction in the public K-12 schools was passed.

Census and Redistricting

Delayed census data forced the redistricting process to occur later than the first legislative session following the Census as required by state law. Population increases has North Carolina gaining a 14th congressional district this year. New maps were debated and approved by the General Assembly in early November.

[Session Law 2021-175 \(H976\)](#) House Redistricting Plan 2021/HSA-9

[Session Law 2021-173 \(S739\)](#) Senate Redistricting Plan 2021/SBK-7

[Session Law 2021-174 \(S740\)](#) Congressional Redistricting Plan 2021/CST-13

Maps are subject to state and federal law and have been subject to a series of state and federal lawsuits over the past several years. At the time of this report, the North Carolina Supreme Court has [delayed candidate filing](#) for new districts, citing "great public interest". It is likely that new maps drawn by the General Assembly this year will face judicial scrutiny over the coming months and years.

Status of NCACC's 2021-2022 Legislative Goals

Broadband Expansion

The 2021 budget provides over a billion dollars to help expand broadband to unserved and underserved areas of the state. Appropriations in the budget including:

\$750M to the GREAT Grant program to expand broadband availability in rural areas through fixed wireless grants, satellite broadband grants (\$350M), and grants from the newly created county led Completing Access to Broadband (CAB) program (\$400M). All 100 counties will be eligible through CAB to receive up to \$4 million in matching state ARP funds for broadband projects. (Section 38.6-7)

\$90M to NC Department of Information Technology to provide grants to local governments, internet service providers, and nonprofits for the provision and installation of infrastructure. (Section 38.5)

\$100M for pole attachment and replacement to accelerate broadband expansion. (Section 38.10(b)-(o))

\$12.5M per year for the next four years for digital literacy programs.

\$1M for statewide broadband mapping. (Section 38.8)

The budget also changed G.S. 153A-459 to allow more county funds to be used to offer as grants to internet service providers (Section 38.10(a)). Previously limited to only unrestricted funds, with the new changes, counties may now use general fund revenue as well as state or federal funds for the grants.

Public School Capital Funds

Through Education Lottery funds, \$505 million is allocated to counties for K-12 school capital funding in FY 21-22. This amount equals 49% of funds from the Education Lottery earmarked for K-12 school capital construction.

The funds will flow to counties through three separate funds within the Lottery allocations by way of \$100M from the Public School Building Capital Fund (distributed to counties based on public school population); \$30M from the newly created Repair and Renovation Fund (each county will receive equal annual allocations to be used for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings, but may not be used for retirement of indebtedness).

The budget also makes significant improvements to the Needs-Based Public School Capital Fund which should allow more counties to apply for more grants. Previously limited to only Tier 1 and Tier 2 counties, any county with an adjusted market value of taxable real property of less than \$40 billion is eligible to receive a grant under the new program with the maximum grant award ranging from \$30-50 million depending on the type of school being constructed. Rather than being limited to new school construction, grant funds may also now be used for additions, repairs, and renovations, and lease agreements in certain circumstances. Prohibited uses include real property acquisitions, capital improvements to administrative buildings, lease agreements, and retirement of indebtedness.

Sales Tax Flexibility

The House approved [House Bill 704 Local Option Sales Tax Flexibility](#) modifying the existing Article 46 local option sales tax so that it may be levied at a rate of either $\frac{1}{4}$ or $\frac{1}{2}$ cent. The bill also allows counties to specify on the ballot the use of the tax—for either any of the options listed in current property tax statutes or general purpose. The legislation was not taken up by the Senate this session but remains eligible for consideration in the 2022 legislative short session.

Health and Human Services

Both Senate and House budgets include some additional funds for various county specialty courts and community paramedicine programs but does not restore single stream funding or additional mental health funds targeted for mental health treatment in county jails.

Issues Affecting Counties that Became Law

COVID-19 Response

[Session Law 2021-7 \(H82\)](#) Summer Learning Choice for NC Families directed local school districts to offer a six-week summer school program in 2021 to at-risk K-12 students to address learning loss during the COVID-19 pandemic. Effective when signed into law on April 9, 2021.

[Session Law 2021-25 \(S172\)](#) sets up how federal funds provided to the state under the American Rescue Plan (ARP) will be handled. Effective when signed into law on May 24, 2021.

[Session Law 2021-35 \(H812\)](#) Clarify Remote Meetings During Emergencies amends current law to clarify that a public body may take action during a remote meeting if it allows for submissions of written comments on the subject of the public hearing between the required meeting notice and 24 hours prior to the noticed time for the hearing. It also allows a public body that has issued notice for an in-person meeting to amend the notice to make the meeting a remote meeting up to six hours before the noticed time for the in-person meeting. Effective July 1, 2021, and applies to remote meetings held on or after that date.

Land Use, Planning, and Zoning

[Session Law 2021-37 \(H20\)](#) 1998 Clean Water Bond Add'l Connections requires authorization of additional connections to waterlines funded by the Clean Water and Natural Gas Critical Needs Bond Act of 1998 for structures located on lots zoned for residential and mixed-use development. Effective when signed into law on June 16, 2021.

[Session Law 2021-117 \(H366\)](#) Regulatory Reform Act of 2021 amends various laws including:

Increases dollar threshold for contracts exempted from the conflict-of-interest prohibition to \$60,000 for goods and services that are not medically related and also increases the population limits to 20,000. Effective when signed into law on August 23, 2021.

Prohibits local governments from requiring masonry curtain walls or masonry skirting from being installed on manufactured home located on land leased to a homeowner. Effective October 1, 2021.

[Session Law 2021-121 \(H489\)](#) 2021 Building Code and Dev. Reg. Reform amends various laws including prohibiting local governments from charging inspection fees for one- and two-family dwellings when a new violation is discovered during an inspection and the new violation is within an area of work for which a final inspection has already been conducted. It also sets the fee under local erosion control programs for plan review and basis for calculating the fee and prohibits assessment of a civil penalty for a silt fence damaged or destroyed during a land disturbance if repaired within the compliance period. Effective August 30, 2021.

[Session Law 2021-168 \(H854\)](#) Land Use Clarification clarifies various statutes related to local planning and development regulation including permit choice statutes. Effective October 15, 2021.

[Session Law 2021-183 \(S308\)](#) Various Building Code Amendment prohibits an inspection department from delaying the issuance of a temporary certificate of occupancy when additional violations are found on items already approved during previous inspections. Effective January 1, 2022.

[Session Law 2021-192 \(S329\)](#) Bldg. Permit Exempt/Timeshare Effective Date prohibits policies related to building changes if the repair is less than \$300,000 and does not make changes to load-bearing structures and exempts certain projects from permit requirements. Effective December 15, 2021.

Finance

[Session Law 2021-113 \(H273\)](#) Modify Builders Inventory Tax Exclusion adds townhouses to the list of residences excluded from property tax for up to three years while being held for sale by a builder. Effective for taxes imposed for taxable years beginning on or after July 1, 2022.

[Session Law 2021-124 \(S314\)](#) Local Government Commission Assistance Toolkit makes various changes aimed at assisting local governments in financial distress. Requires additional fiscal training for county managers and requires counties to give additional notice to municipalities in their jurisdiction when changing the county's method of sales tax distribution. Effective when signed into law on August 30, 2021.

[Session Law 2021-191 \(S473\)](#) Enhance Local Government Transparency makes changes to increase local government transparency and accountability surrounding public employees' undue financial gain. The law creates a new misdemeanor penalty for public officials participating in making or administering a contract, including the award of money, with any nonprofit with which the public official is associated (including serving on the governing board of a nonprofit).

Elections

[Session Law 2021-56 \(S722\)](#) Revise Local Gov't Redistricting/Census makes various election scheduling changes due to the delayed receipt of census data. Effective June 28, 2021.

Justice and Public Safety

[Session Law 2021-123 \(S207\)](#) Various Raise the Age Changes/JJAC Recs makes various changes to comply with 2019 Raise the Age Legislation. Effective December 1, 2021.

[Session Law 2021-138 \(S300\)](#) Criminal Justice Reform focuses on many different criminal justice reform issues. Effective September 2, 2021.

[Session Law 2021-181 \(H404\)](#) Ltd. Immunity for PSAP/TC for S.L. 2021-171 limits liability for employees of a law enforcement agency certified by the North Carolina Sheriffs' Education and Training Standards Commission, in cases for civil damages unless there is found to be gross negligence, wanton and willful conduct, or when there is applicable insurance coverage. Effective November 18, 2021.

Health and Human Services

[Session Law 2021-132 \(S693\)](#) Expedite Child Safety and Permanency makes various changes to laws related to child placement including timelines related to the assessment and placement of children in need of mental health services. Effective October 1, 2021.

Retirement

[Session Law 2021-57 \(H160\)](#) Retirement Service Purchase Rewrite Part II amends service purchase requirements for the Local Governmental Employees' Retirement System. Effective January 1, 2022.

[Session Law 2021-72 \(S668\)](#) Anti-Pension Spiking Amendments & Litigation Moratorium amends the Local Governmental Employees' Retirement System (LGERS) statutes to add a payment option for a contribution-based benefit cap (CBBC) liability that allows the required employer contribution rate to be adjusted to include an additional contribution amount estimated to resolve the CBBC liability. Also amends various anti-pension spiking and CBBC provisions in LGERS statutes. Effective July 1, 2022.

[Session Law 2021-75 \(H168\)](#) Retirement Administrative Changes Act of 2021 amends local government finance statutes to allow contribution-based benefit cap (CBBC) liabilities to LGERS to be paid into a trust for post-employment benefits and makes other technical and clarifying changes to various LGERS statutes. Effective July 1, 2021.

[Session Law 2021-178 \(S311\)](#) No Waiting Period Under LGERS/VFDF Grants prohibits employers from imposing a waiting period on employees who are otherwise eligible for membership in LGERS. The bill also updates the Volunteer Fire Department Fund (VFDF) grant matching requirements. Effective December 1, 2021.

Federal

The American Rescue Plan Act of 2021 (ARPA) is a \$1.9 trillion economic stimulus bill signed into law by President Biden on March 11, 2021.

The ARPA continues many of the measures in the March 2020 CARES Act and the December 2021 Consolidated Appropriations Act to help with recovery from the economic and health effects of the COVID-19 pandemic and ongoing recession. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the ARPA, provides \$65.1 billion to counties using allocations based on the latest available population data from the U.S. Census Bureau. Granville County received half of its \$11.7M distribution in August 2021 and anticipate the remaining half will be distributed in August 2022.



Funds are restricted for use only for costs incurred on or after March 3, 2021. In addition, funds must be obligated by December 31, 2024 and expended by December 31, 2026.

In May 2021, Treasury published the Interim final rule (IFR) outlining eligible and ineligible uses of funds. The IFR went into effect immediately while Treasury began reviewing feedback provided through the public comment process and other forums. In early January 2022, Treasury released its Final Rule which takes effect on April 1, 2022 and provides for broader flexibility within the main categories of the program.

The Final Rule addresses the four eligible use categories for the SLFRF funds:

1. Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
2. Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
3. Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
4. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.

Updated Compliance and Reporting Guidance (Version 2.1) for the SLFRF funds was released on November 15, 2021. The guidance document can be viewed at <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.

The Final Rule can be viewed in its entirety at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf> [Department of the Treasury, 31 CFR Part 35, RIN 1505-AC77].

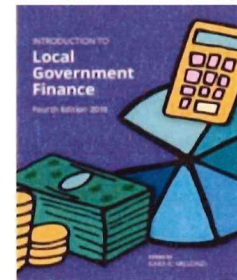
Financial Factors



To obtain a more complete picture of the County's financial position, a review of the most recent annual audit is recommended. The audit reports themselves are not included within this document; however, they are available for viewing and download on the Granville County website. As a point of reference when reviewing the Plan's recommended objectives, key financial elements as of June 30 of each fiscal year are reported below with a five-year history in order to highlight trends. Note that the County's last revaluation was in 2018 with the tax effect realized in 2019. Governmental revenue percentages by source are illustrated in Appendix 3: Figure 1.

CATEGORY	2021	2020	2019	2018	2017
Property Tax	\$43,106,425	\$41,224,580	\$41,016,801	\$40,319,275	\$39,171,884
Property Tax Rate	0.840	0.840	0.840	0.880	0.880
Property Tax Collection Rate	98.73%	98.43%	98.35%	98.93%	99.05%
Local Sales Tax	\$10,644,304	\$9,362,661	\$8,625,333	\$8,143,429	\$7,758,228
Total Outstanding Debt	\$91,543,239	\$100,203,270	\$107,631,759	\$85,727,366	\$78,385,494
Per Capita Debt	\$1,499	\$1,651	\$1,788	\$1,415	\$1,321
% of Total Debt Limit	22.34%	25.23%	27.71%	23.29%	21.79%
Cash & Cash Equivalents	\$43,272,953	\$46,084,838	\$35,037,843	\$38,132,602	\$40,527,589
Unassigned Fund Balance	24,737,106	\$27,130,647	\$25,044,003	\$22,942,823	\$23,821,293

In addition to key financial numbers included above, it is also important to understand the context of spending by function of government. The numbers below represent General Fund expenditures over the past five years based on key government functions as of June 30 of each fiscal year. The General Fund is the County's primary operating fund.



FUNCTION OF GOVERNMENT	2021	2020	2019	2018	2017
General Government	\$4,819,700	\$3,954,525	\$3,990,744	\$3,503,946	\$3,367,050
Public Safety	\$12,847,090	\$11,538,119	\$11,475,821	\$10,500,078	\$10,394,080
Community Services	\$3,844,850	\$3,851,299	\$4,229,428	\$4,014,560	\$3,528,653
Human Services	\$12,660,339	\$9,685,890	\$9,964,361	\$9,328,515	\$10,151,155
Education	\$19,599,555	\$18,839,236	\$17,623,166	\$16,125,309	\$16,306,405
Non-Departmental	\$3,507,473	\$4,547,433	\$3,288,306	\$3,533,266	\$3,170,991
Debt Service	\$12,253,617	\$11,224,994	\$10,514,944	\$9,332,212	\$9,795,083
Total Expenditures	\$69,532,624	\$63,641,496	\$61,086,770	\$56,337,886	\$56,713,417

LABOR FORCE, EMPLOYMENT AND INCOME, AND POPULATION CHARACTERISTICS

Labor Force

The labor force includes all people aged 16 and older who are classified as either *employed or unemployed and who are either working or actively looking for work*. A sharp decline in labor force participation during the pandemic shows a truer scale of employment loss because it captures people who may have gotten discouraged because



there aren't jobs in the world of COVID or they are worried that if they work, they may get sick.

As shown in Appendix 3: Figure 2, Granville County's civilian labor force had climbed slowing from a recession low of 25,124 in 2010 to a pre-COVID high of 30,594 in 2019. After a sharp decline in early 2020 attributed directly to the pandemic, the civilian labor force in the County currently stands at 30,163 as of October 2021.

The employee work distribution in the county is 37% Blue Collar and 62% White Collar with the

most jobs in sales and office administrative support (NC Dept of Commerce, 2020). Of those workers, 63.9% are employed by private companies, 21.8% by local, state, or federal government agencies, 6.2% by private, and non-profit agencies. In addition to companies that employ workers, approximately 8% of residents report self-employment income. Appendix 3, Figure 3 illustrates the top jobs by occupation.

Granville County residents and businesses enjoy easy access to Interstate 85 which traverses through the county from the Town of Butner in the south to just North of the City of Oxford. Approximately 14,290 county residents work in the State of North Carolina but outside of Granville County while approximately 11,711 residents work within Granville County. On average, residents spend 28.9 minutes commuting to work (NC Dept of Commerce, 2019 ACS Estimate). It is estimated that an additional 9,000 non-county residents commute into Granville County to work. Any long-lasting changes in commuter behavior resulting from the abrupt shift in how we work brought on by the COVID pandemic are yet to be quantified.



The NC Department of Commerce's ACCESS NC Granville County Profile from November 2021 is attached as Appendix 4.

Employment and Income

Granville County has a total of 1670 businesses. In 2019, the leading industries in the county were Health Care and Social Services, Retail, Manufacturing, and Public Administration as shown in Appendix 3, Figure 4. The majority of county businesses are small businesses with 91% employing fewer than 20 people and more than half employing fewer than 5 people (NC Dept of Commerce, 2020). Wholesalers report the largest annual industry sales figures at \$829,182,000 with retail and manufacturing second and third largest

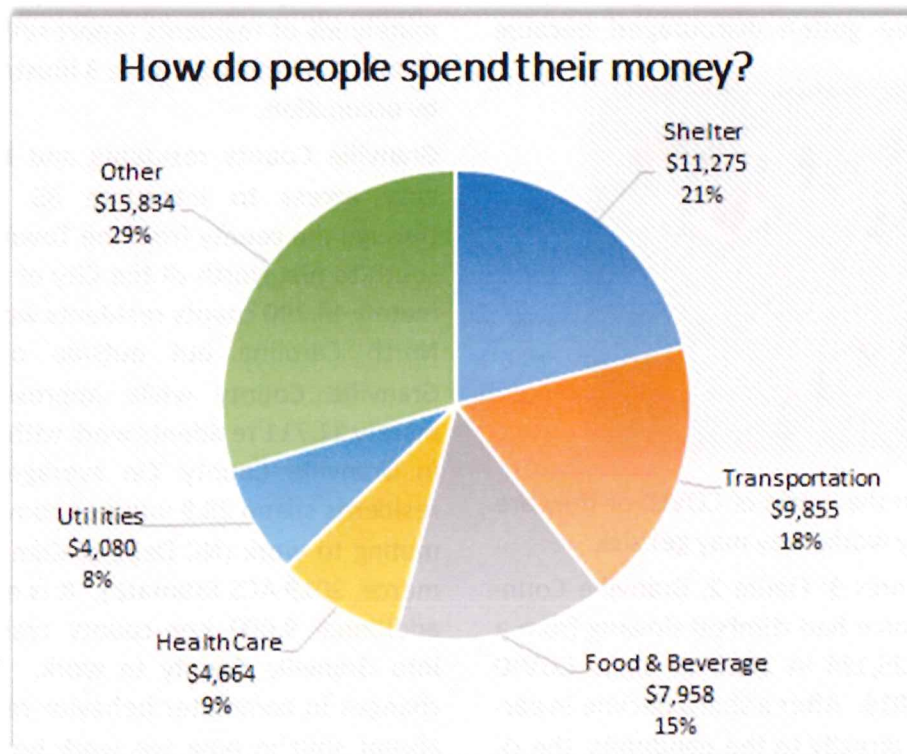
at \$691,414,000 and \$683,018,000 respectively (NC Dept of Commerce, 2020).



Appendix 3, Figure 5 depicts Granville County's unemployment rate from January 1990 (4.7%) through October 2021 (3.1%). Unemployment rates that peaked at 11% in late 2009 had slowly declined in the period prior to the pandemic but jumped sharply to a pandemic high of 10.5% in May 2020 (US Department of Labor, Bureau of Labor Statistics). Appendix 3, Figure 6 provides a closer look at the pre-pandemic as well as peak-

and post-peak pandemic related unemployment data.

Granville County has a median household income of approximately \$55,856 and a 14.6% poverty rate according to the 2020 U.S. Census. The majority of earnings get spent on shelter, transportation, food and beverage, health care, and utilities. Income distribution by household is shown in Appendix 3: Figure 7.



The County population numbers include approximately 21,400 total households with an average of 2.6 persons per household. Of those, 88.8% report owning a computer and 79.6% report some type of broadband internet subscription compared with the State of North Carolina at 92.2% and 85.4%, respectively.

In 2012, the number of SNAP program recipients was almost four times higher than in 2000. The growth appears bimodal with a first increase between 2000 and 2008 followed by a larger rate of increase between 2008 and 2012. From 2012 to August 2018 (the most recent data available), the number of recipients had steadily decreased from 8955 to 6379 (Appendix 3, Figure 8).

Approximately 72.1% of the 24,856 housing units in the county are owner-occupied with a median value of \$156,000. The County also issued 315 building permits in 2020.



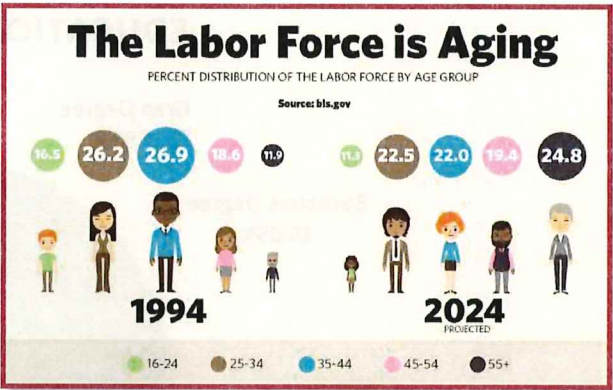
Population Characteristics



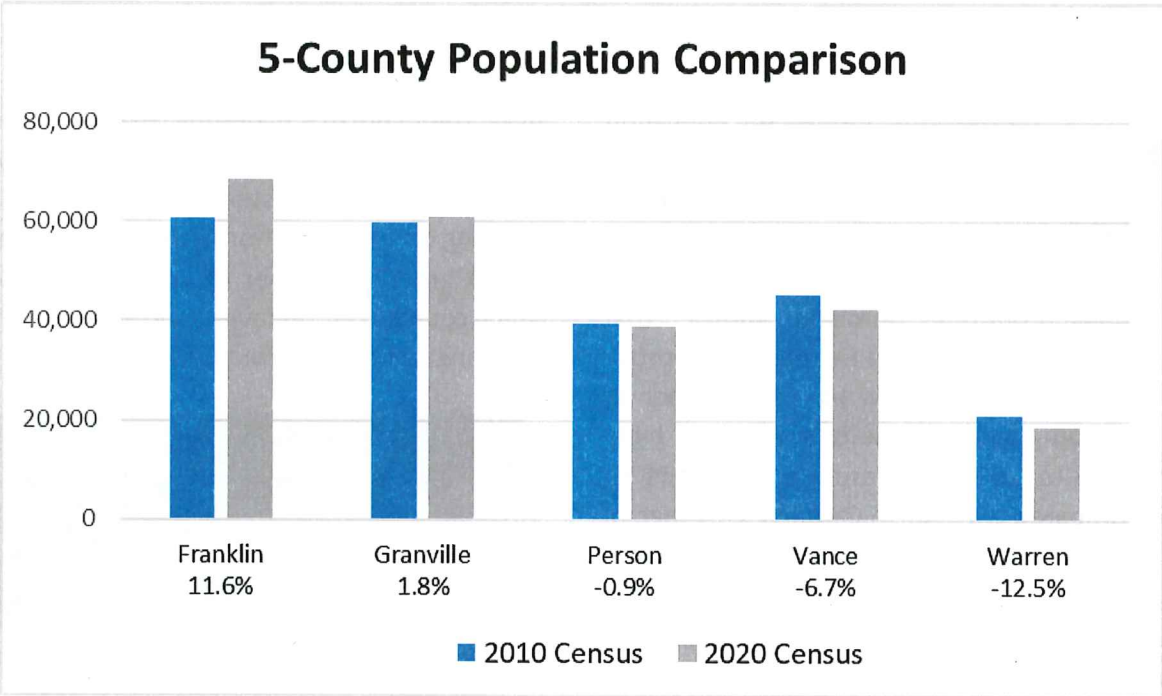
As of the 2020 Census, Granville County’s total population is 60,992 which is just slightly above 2019 estimates of 60,443. The median age is 42.7 years with those 18 years of age and older accounting for 79.3% of the population including 17.7% who are age 65 years or older (approximately 10,796 residents). The County is almost evenly split between male and female residents (51% and 49%, respectively) who predominantly reported under the “one race” category (98.1% reported as one race and 1.9% reported as two or more races). The percentage breakdown for those reporting as one race is 64.5% White, 31.9% Black or African American, and 3.6% American Indian, Asian, Native Hawaiian, or some other race not identified (US Census Bureau).

According to the 2020 Census data, Granville’s

growth rate was approximately 1.8% from 2010 to 2020. Population estimates for neighboring counties reflect Franklin County with an 11.6% growth



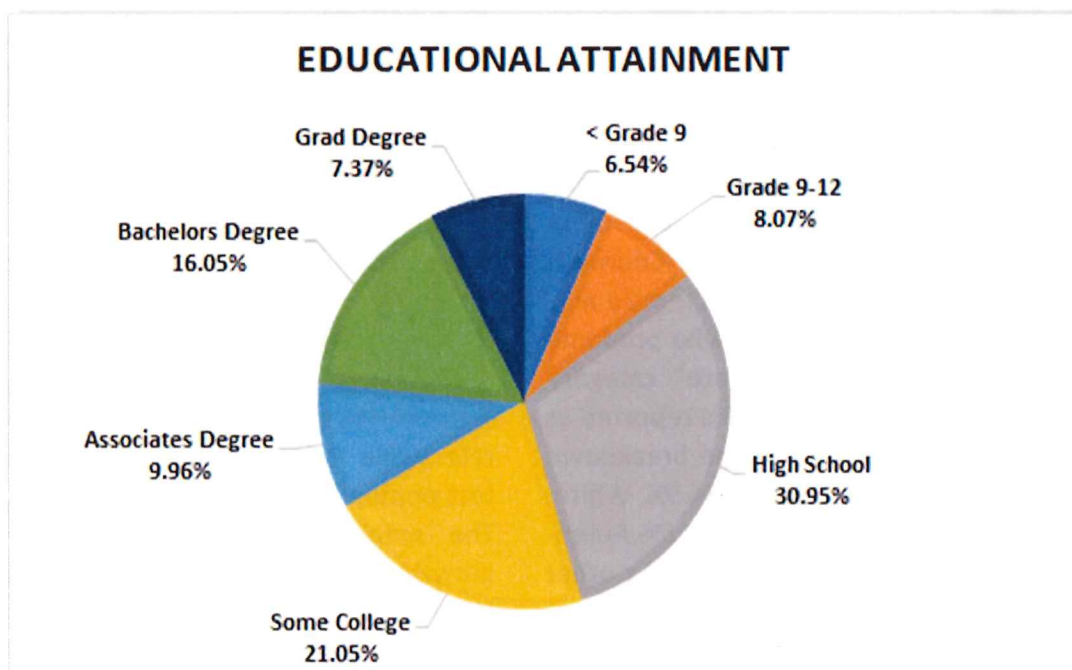
rate while Person, Vance, and Warren counties lost population during the same ten-year period. The graph below depicts Census population growth comparisons from 2010 to 2020. The 2020 U.S. Census Data comparison charts for the five counties is also attached as Appendix 5.



The population reflects a growing trend in American culture for grandparents to help assume responsibility for raising their grandchildren. Of the 1,726 grandparents in Granville County who reported living with their grandchildren under 18 years of age, 37.4% were responsible for the basic needs of those grandchildren.³

Just over 84% of Granville County residents have earned a high school degree or higher with 22.5% of those having earned a Bachelor's Degree or

higher. The graph below illustrates educational attainment by percentage of residents (NC Dept of Commerce, 2020).



The National Center for Education Statistics reported a 59% nationwide increase on the number of bachelor's degrees conferred between 2001 and 2018.⁴ Granville County's numbers mirror that trend with an increase of approximately five percentage points for the number of people who completed a bachelor's degree or higher from 2015 to 2019, increasing from 17.6% to 22.5% as compared with North Carolina's average of 32.3%. (American Community Survey, 2015-2019).

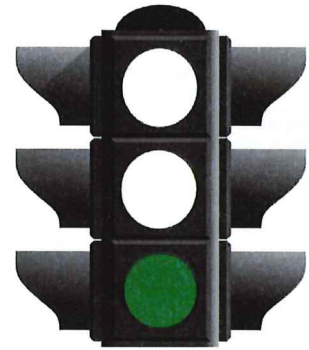
This increase can be at least partially attributed to a combination of the workforce seeking to ensure job stability following the Great Recession and the ease at which distance education has become more accessible, especially to working adults, caregivers, students with disabilities, and others who have schedules and responsibilities that are incompatible with attendance in traditional classrooms.

Since the COVID-19 pandemic that began in March 2020, education has changed dramatically with a distinctive rise of distance learning and remote teaching on digital platforms occurring out of necessity. A growing number of colleges are evaluating which courses can be taught successfully in this way on a long lasting or permanent basis.⁵



STRENGTHS & WEAKNESSES

During information gathering and brainstorming sessions with the Strategic Planning Committee, the following items were identified as strengths and weaknesses within the County. The items listed below are in no particular order of importance; however, they can be grouped into general categories of need for communication improvements, lack of training opportunities, and need to fully embrace automation and technology for County weaknesses, and geography and infrastructure, recreation opportunities, great work environment, and dedicated workforce for County strengths.



- ◆ Internal communication challenges that leave employees with a feeling of being “in the dark”.
- ◆ All County departments not fully embracing automation/technology and a lack of training on implemented technology.
- ◆ Opposing views on growth (i.e., keeping things the way they’ve always been vs new ideas and change).
- ◆ Lack of satellite offices throughout County; Need to move away from “northern” and “southern” terminology and thinking.
- ◆ Lack of Broadband availability throughout the County.
- ◆ Low adult literacy rates.
- ◆ Insufficient staff training for leadership and supervisory skills.
- ◆ Lack of public transportation.

**Granville
County
Weaknesses**

- ◆ Granville County is a great place to live.
- ◆ County invests in infrastructure; Listens to departments’ needs (ex., new law enforcement center and animal shelter, facility renovations, etc.).
- ◆ Convenient access to urban areas and the Triangle.
- ◆ Family-feeling workplace with a dedicated and committed workforce.
- ◆ Work environment fosters personal and professional growth, and supports effective internal and external business relationships.
- ◆ Strong community events and tourism development presence.
- ◆ Variety of recreation opportunities and recreational assets.
- ◆ Supportive Board of Commissioners.
- ◆ Diverse county workforce.

**Granville
County
Strengths**

ASSUMPTIONS



Granville County's unemployment rate of 3.1% is slightly lower than the state average of 4.1%, as of October, 2021 (US Department of Labor). The County's unemployment rate will continue to be at or below the State average over the next five years.

Economic development within the County which is already planned or permitted will develop on schedule. The trend for state resources to be available to more of the urban areas for economic development projects will continue.

Demand for e-government and access to public information will continue to increase as more people opt to conduct their business online. Pandemic-inspired modifications such as work-from-home arrangements, electronic meetings, and consumer purchasing habits are likely to become permanent, at least to some degree.^{6,7}



County departments will continue to stay in compliance with federal and state goals, regulations, and deadlines. It is important to note that not all goals, regulations, or deadlines for County government are set by the County Board of Commissioners; many of these are set by outside organizations such as federal and state governments.

The growing demand for general governmental services will continue to strain available revenue sources. The massive \$1.9 trillion American Rescue Plan Act includes \$350 billion for state and local governments stretched thin by the pandemic; while the legislation does impose restrictions on use of the funding with further clarification and guidance

coming from the U.S. Treasury in the near future, state and local governments will get the maximum economic benefit if they spend wisely and coordinate with each other. More information on the ARPA is included under the Legislative Factors section on page 14 of this document.



A variety of factors such as population, geography, government structure, funding streams, and economic drivers have influenced the extent of the COVID-19 impact on local government units; however, to a varying degree all have experienced an impact to budgets, workforces, economies, and residents. Locally, Granville County has experienced a moderate impact with retail, entertainment, and tourism-reliant businesses reporting the greatest level of income disruption.

Granville County's governing board will maintain a thoughtful approach to the provision of County services as it continues to be affected by trends shaping the future of how people work in the twenty-first century.



For example, the trends shaping the future of work include new behaviors influenced by social media



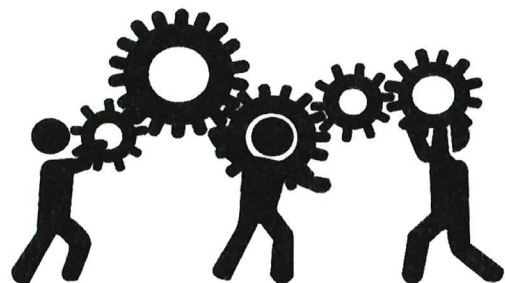
and the Internet, advancing technology, a multi-generational workplace with millennials' expectations regarding ways of working, and mobility options brought to the forefront by the COVID-19 pandemic which had many companies realizing, perhaps for the first time, that employees could work anytime, anywhere, and on any device.

As the county prepares and plans for the future, monitoring and adapting to shifting demographics both within the county and within the State of North Carolina will become even more critical.

Being responsive to the changing needs of our citizens will ensure we are adequately providing service delivery options to benefit all segments of our diverse population.

This page concludes the background and assumptions portions of the 5-Year Strategic Plan document. The nine strategic objectives identified by the Strategic Planning Committee are shown on the following pages along with identification of specific strategies designed to accomplish those objectives.

Remaining sections include implementation and plan monitoring information followed by Appendix 1-8 beginning on page 33.





Community

Support a healthy and active community with convenient access to county services and opportunities to enjoy cultural and recreational amenities



Employee Food Drive

Granville County is committed to fully engaging both externally with the community and internally with its dedicated work force by utilizing a variety of communication methods.

In addition, the County will continue to improve access to a wide array of services through technological advances as well as geographic convenience. Partnerships with organizations such as the Tar River Land Conservancy afford the opportunity for ongoing environmental stewardship and sustainability endeavors that preserve land and provide passive recreational opportunities to residents.

OBJECTIVE #1

Expand service delivery options through mobile services, satellite offices, substations, online access, etc.

	<u>Strategies</u>	<u>Timeline</u>
1.1	Identify list of key county departments to implement expanded delivery options.	2021 Completed
1.2	Implement full-service online applications, rental reservations, payments, etc. for 50% of identified departments.	2021 Completed
1.3	Develop county mobile app for easy user access and include push notifications, tourism announcements, geofencing capability, etc.	2023
1.4	Reassess current satellite office space for sharing opportunities and determine additional locations to establish county services.	2025 In-Process
1.5	Continue to support increasing broadband access to underserved and unserved unincorporated areas.	2025 In-Process



OBJECTIVE #2

Create additional recreation and leisure opportunities.

	<u>Strategies</u>	<u>Timeline</u>
2.1	Identify underutilized assets within the county and work to develop partnership opportunities for recreation and leisure.	2023
2.2	Increase recreation options in underserved areas of the county with a focus on youth by adding amenities such as playgrounds, outdoor basketball courts, etc.	2024
2.3	Develop partnerships with schools, municipalities, non-profits, etc. to increase “walkability” and other recreation opportunities such as open space, trails, greenways, sidewalk systems, etc.	2024
2.4	Create a regional park in southeast portion of the county.	2025
2.5	Create small community parks (aka, “pocket parks”) in unserved areas of the county.	2025



OBJECTIVE #3

Improve regularity and reach of communication to enhance community and employee engagement.

	<u>Strategies</u>	<u>Timeline</u>
3.1	Include greater variation and ability to reach non-technology users with communication platforms such as annual county newsletter and/or mailing welcome packets to new businesses and residents.	2022
3.2	Increase community awareness of recreation through scheduled promotions of county and municipal amenities on a rotating basis.	2022 In Process
3.3	Increase community awareness of county services through scheduled promotions of departments such as public safety, emergency management, etc.	2022
3.4	Establish diversity initiatives to achieve a more inclusive community through cultural events and partnerships with municipal, non-profit, and/or faith-based organizations.	2023
3.5	Expand capabilities of information technology staff by creating a dedicated webmaster position with non-content related responsibilities such as website programming, software updates, ensuring accessibility standards are met, monitoring site issues, and implementing new technologies/custom solutions.	2023
3.6	Update/refresh website platform to reflect new technological advances.	2024



Business & Economy

Pursue a thriving, livable community with diverse economic opportunities



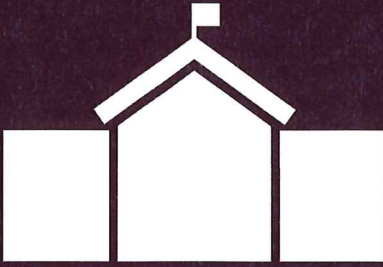
Triangle North Presentation for Officials

Economic vitality of the community helps to ensure that residents can find suitable and sustainable employment and that businesses can grow and thrive. Timely access to permits and well-planned zoning enhance community development. Initiatives that enhance the economy and quality of life for Granville residents are key focus areas in this strategic objective.

OBJECTIVE #4

Focus on increasing development options identified in the 2018 Granville County Comprehensive Plan.

	<u>Strategies</u>	<u>Timeline</u>
4.1	Develop a regular program to survey the needs and concerns of existing local employers; in particular, their priorities and challenges in attracting and maintaining a vibrant work-force including schools, training, infrastructure, and community amenities. <i>Cross reference Comprehensive Plan Strategy ED 2.3.</i>	2022
4.2	Consider focusing marketing efforts on attracting and retaining small- and medium-scale manufacturers. <i>Cross reference Comprehensive Plan Strategy ED 2.2.</i>	2022
4.3	Develop a catalog of all existing company expansions and new or relocating businesses coming to Granville County; track progress and identify trends to focus future economic development efforts and possibly infrastructure investments. Implement an annual reporting schedule to communicate findings to elected officials. <i>Cross reference Comprehensive Plan Strategy ED 6.1.</i>	2023
4.4	Update the EDC website and develop a schedule for regular updates to keep the site current including news updates, social media presence, upcoming events with regional and local partners, etc. <i>Cross reference Comprehensive Plan Strategy ED 5.2.</i>	2024
4.5	Address targeted industry training needs through workforce development programming; Collaborate with the Kerr-Tar Council of Governments and Granville County Public Schools. <i>Cross reference Comprehensive Plan Strategy ED 9.3.</i>	2025



Education

Meet community needs by supporting educational opportunities for all



Forestry Presentation

Granville County champions equal access to quality education and academic achievement opportunities. County leaders foster a supportive and cooperative relationship with educational institutions within the County's borders and with Vance-Granville Community College to advance educational prospects for all residents. By developing specific strategies to support student programs and workforce development, this objective focuses on the importance of education and lifelong learning.

OBJECTIVE #5

Retain local talent through skills development for workforce, work/school study programs, and student internships.

	<u>Strategies</u>	<u>Timeline</u>
5.1	Develop a teacher recognition program to recognize teachers in a positive way.	2022
5.2	Create workforce development opportunities and support vocational trade curriculum through partnerships with public schools and Vance-Granville Community College.	2023 In Process
5.3	Promote/market summer civic leadership program; increase number of program participants who will rotate through county departments.	2023
5.4	Create mentorship programs with county staff volunteers utilizing Community Service Leave (ex, "UTG" aka, Un-wrappin' the Gift).	2023
5.5	Participate in career days at local schools.	2024
5.6	Develop educational supplement or scholarship programs with future commitment to obtain employment within Granville County.	2025

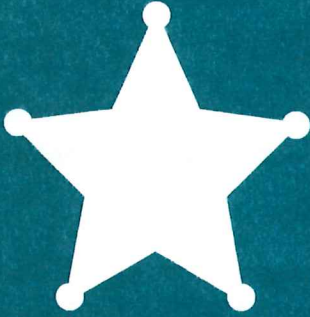


OBJECTIVE #6

Create community and employee education opportunities.

	<u>Strategies</u>	<u>Timeline</u>
6.1	Develop "Get to Know Granville County" initiatives with the goal of more fully engaging the community (ex, half-day a' la carte excursions without the months-long commitment and/or a structured "Citizens Academy" designed for all ages).	2023
6.2	Promote host sites for availability of adult education and life skill classes.	2023
6.3	Encourage and communicate opportunities for county departments to participate in community involvement programs (ex, set-up booth at local events, volunteering, etc.).	2022 In Process
6.4	Develop opportunities for multiple departments to collaborate on hosting dual events such as pop-up libraries and pet adoption or rabies clinic events, etc.	2024 In Process





Public Safety

Community where residents are safe from crime and injury

Safety of residents is paramount to our community. Recruiting trained public safety professionals, along with planning for emergencies, are key focus areas for public safety. This strategic objective addresses equipment and technology needs which will not only ensure public safety personnel have the means to carry out their duties but also will provide a method to ensure responsible fiscal stewardship and the care of equipment entrusted to them.



Teen Law Academy

OBJECTIVE #7

Evaluate public safety staffing, and upgrade technology and equipment to provide more efficient services to the community.

<u>Strategies</u>		<u>Timeline</u>
7.1	Develop multi-year replacement schedules for equipment.	2023 In Process
7.2	Provide funding for the Sheriff's Office to obtain accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA). Obtaining accreditation will ensure the Sheriff's Office is utilizing law enforcement best practices, enhancing community-oriented policing, ensuring transparency and accountability, and reducing risk/liability exposure.	2023 In Process
7.3	Upgrade VHF Simulcast System.	2023
7.4	Evaluate staffing options for volunteer fire departments.	2024 In Process
7.5	Provide funding to Volunteer Fire Departments for radio replacement.	2021 Completed



Summer Interns

Government

Building and maintaining trust within the community and with current and prospective County employees

Building trust is very important both from a perspective of fiscal responsibility and Granville County Government's reputation as a preferred employer. The ability to attract and retain qualified employees is more challenging than ever in today's market as the County is forced to compete with private sector employers for the best talent. Government accountability is a strategic plan objective that is far-reaching and impacts all aspects of county operations.

OBJECTIVE #8

Modernize equipment and systems to be more efficient while also being more convenient for residents and businesses.

	<u>Strategies</u>	<u>Timeline</u>
8.1	Implement targeted training modules for computer and software programs.	2022 In Process
8.2	Develop intranet or employee-only central repository.	2023
8.3	Develop paperless processes utilizing custom technology solutions (payment vouchers, HR forms, timesheets, etc.).	2023
8.4	Transition departments to greater utilization of available collaborative IT programs and storage solutions (Microsoft Teams, OneDrive, etc.).	2024
8.5	Employ new technology to replace outdated phone systems county-wide.	2025 In Process



OBJECTIVE #9

Develop Granville County Government as a preferred employer in the Region K area.

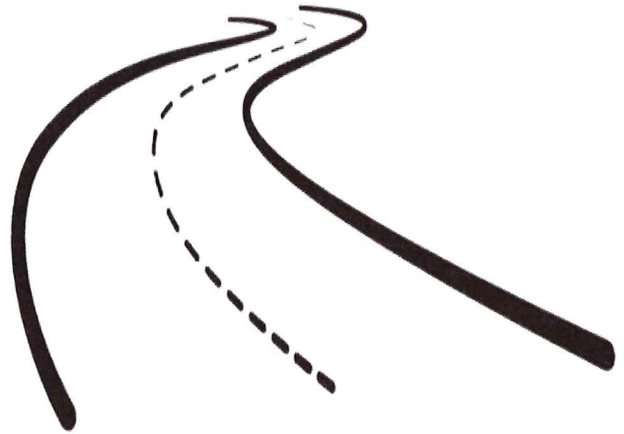
	<u>Strategies</u>	<u>Timeline</u>
9.1	Provide annual supervisor training as a refresher for county processes and procedures.	2021 Ongoing
9.2	Assess employee benefits and conduct comparison to like-size counties with a goal of recommending improvements to the health benefits plan, an increase to 401k match, incorporating longevity pay, implementing annual COLA, or other similar enhancements.	2022 In Process
9.3	Implement new supervisor training consisting of essential leadership and HR skills.	2023
9.4	Continue to develop orientation and onboarding programs including creation of workplace needs checklist (equipment, software access, etc.) and departmental basics informational packets.	2023 In Process
9.5	In addition to the Employee Assistance Program (EAP), research other means of supporting staff through critical incidents.	2024



IMPLEMENTATION OF THE STRATEGIC PLAN

Effective and efficient government does not just happen but is the direct result of people working together to first decide what needs to be accomplished and then working together to carry out those decisions. Once the written strategic planning document is developed, it becomes critical to put it into action. After all, the plan itself is merely a roadmap to where we want to go; the real challenge is taking the first step.

After the Strategic Plan is approved by the County Board of Commissioners, the County Manager will lead the Strategic Planning Committee in coordinating the strategies contained within the Plan in a timely and logical manner. The table below provides a broad overview of the key responsibilities and timelines to ensure an efficient implementation, monitoring, and revision of the Plan.



TASK	LEAD	TIMEFRAME
Strategic Plan presented to County Board of Commissioners.	Presentation Team	Annual Retreat
Upon approval by the Board of Commissioners, the develop service expansion requests for the upcoming fiscal year proposed Budget.	County Administration	Annual Budget Process
Departments implement approved fiscal year strategies and service expansions.	Strategic Planning Committee	Fiscal Year Following Budget Approval
Committee reviews progress and begins necessary edits to the Strategic Plan.	County Administration	Fall Strategic Planning Workshop
Prepare Strategic Plan update for presentation to County Board of Commissioners.	Strategic Planning Committee	Prior to Board's Annual Retreat

Included in Appendix 5 is a copy of Granville County's Long-Term Financial Planning & Budget Process Flow Chart. The first step in implementing the Strategic Plan is to review it with county departments prior to the beginning of the annual budget process. The County Manager will use several methods of communication to accomplish this including discussions during monthly staff meetings, posting the plan on the county website, referring department managers to the site during the early stages of the budget process, and communicating directly with larger departments. Department managers will be responsible for sharing the Plan with their staff.

Department managers and key employees will be responsible for implementing objectives and strategies of the Strategic Plan with guidance provided by the Strategic Planning Committee and County Manager. Departments will work within existing budgets and policies to implement the strategies and utilize their assigned liaison to the committee for reporting and issue clarification.



PLAN MONITORING AND REPORTING

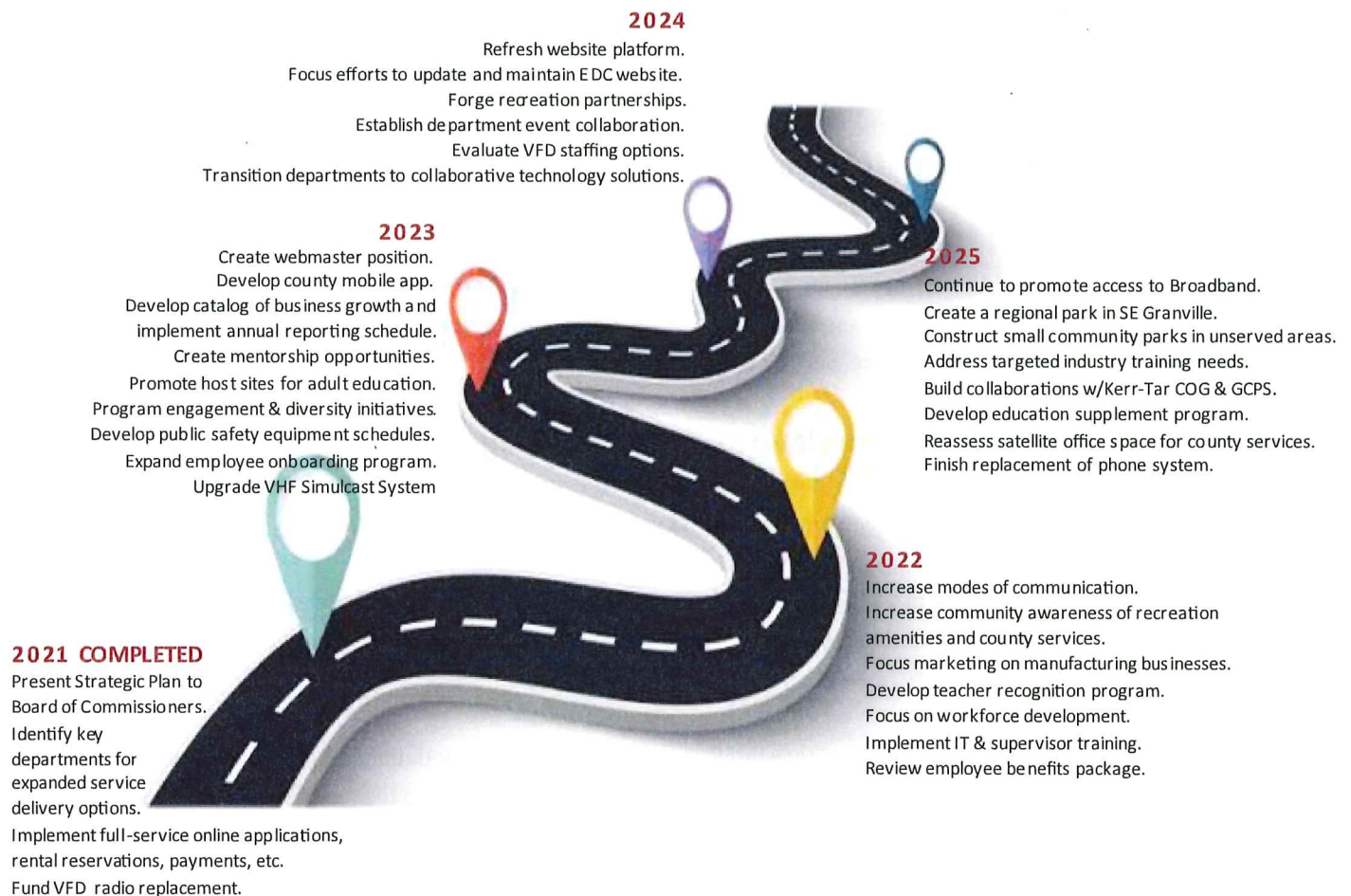
Department heads and supervisors will use the County's employee evaluation and appraisal system's unique outcomes section to develop benchmarks that align with the overall County Strategic Plan. County departments can then use this information as a monitoring mechanism to document their department's progress with Plan implementation.

The Strategic Planning Committee will also meet periodically to review, evaluate, and report on the overall performance of each objective and strategy. If significant progress is not being achieved with key strategies, the group will discuss the obstacles and how best to proceed.



Reporting on progress is a priority in order to ensure consistent and efficient advancement toward implementing the strategic planning objectives. Proposed interim milestones for reporting on the status of the Strategic Plan are February (Board Retreat) and May (Budget Workshops).

Granville County 2021-2025 Strategic Plan Roadmap





2021 Legislative Long Session

The Story So Far

Against the backdrop of an ongoing global pandemic, the General Assembly commenced the 2021 legislative long session on January 13, 2021, making it the second longest running legislative session since 1965 and longest since 2001. As of drafting this update on December 17, 2021, the General Assembly has not formally concluded its business for the 2021 legislative long session. On November 29, 2021, the General Assembly concluded the majority of its 2021 legislative long session business, approving an [adjournment resolution](#) stating that upon adjournment on December 10, 2021, the General Assembly will stand adjourned until December 30, 2021. The resolution also set forth the limited matters which the General Assembly may consider when it reconvenes. However, legislative leaders noted that unless compelled to act on legislation (i.e., court ordered redistricting), it is unlikely the General Assembly will take up any public business before January 3, 2022. It is unclear how long the General Assembly may continue the 2021 long session into 2022 before formally adjourning until the commencement of the 2022 short session in the spring.

Over the course of the session, the General Assembly has introduced 1,720 bills and resolutions (979 in the House and 741 in the Senate) with 192 becoming law and 13 more bills being passed by the General Assembly but vetoed by Governor Cooper.

Legislative Background

Since 2011, Republicans control both the House and Senate at the General Assembly. Republicans hold a 69-51 majority in the House and a 28-22 majority in the Senate. However, Republicans do not hold veto-proof majorities in either the House or the Senate, with 72 votes needed in the House and 30 votes in the Senate (when all members are present and voting) to override a gubernatorial veto of legislation. In this environment, some level of bipartisan agreement among legislators and between the Legislative and Executive Branches is required for legislation to become law.

Additionally, when session started there were 34 former county commissioners serving in the General Assembly, but that number grew to 36 due to former commissioners being appointed to fill seats that became vacant during session due to the deaths of House members. As the legislative session closed there were 27 former commissioners in the House and 9 in the Senate.

For the First Time Since 2018 We Have an Enacted Budget

Traditionally, legislators' primary goal during the long session is to set the state's two-year budget. This year's budget was the first since 2018, when the General Assembly overrode a gubernatorial veto to pass it.

The General Assembly passed a budget in 2019 that was again vetoed by Governor Cooper, however, the Senate was unable to override that veto. Since then, the state has been operating under 2018 spending levels with some minor adjustments and through specific, smaller, targeted "mini-budgets."

Hoping to avoid another lengthy budget stalemate, legislative leaders held budget negotiations directly with Governor Cooper prior to the final budget emerging for a vote in the General Assembly. Four and a half months into the new fiscal year a \$25.9 billion budget was released and approved by the General Assembly with strong bipartisan support. In addition to appropriating state revenue funds, the budget appropriates \$5.4 billion the state received under the federal American Rescue Plan. Despite containing provisions limiting gubernatorial powers during a state of emergency and absent other of his major priorities, Governor Cooper signed the budget into law just hours after final passage by the General Assembly.



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This budget, [Session Law 2021-180](#), contains a number of victories for counties, including historic investments in broadband, and significant investments in school capital — NCACC’s top two legislative goals. More information on budget provisions related to NCACC’s top legislative priorities can be found below in this report. NCACC’s more comprehensive report on the 2021-2022 budget can be read [here](#).

A few weeks after passing the budget, the General Assembly passed [Session Law 2021-189](#), Budget Technical Corrections legislation making various technical and clarifying changes to the state budget. Those changes include clarifying requirements when counties contract for design-build services funded by federal grant funds, as well as lowering the current 10% cap on grant funds to any single county for Broadband Stopgap Solutions to 5%.

What Else Has Been Happening?

The state’s response to COVID-19 continues to permeate much of the work and debate at the General Assembly. Early in session there was legislation further directing the spending of the state’s Coronavirus Relief funding, as well as legislation requiring in-person instruction in the state’s public K-12 schools. Legislators have also spent a significant amount of time filing, debating, and passing [legislation](#) in response to the civil unrest the state and nation saw during the summer of 2020.

The session was not without controversy—members debated and sent to Governor Cooper legislation forbidding the inclusion of elements of critical race theory in public school curriculum ([House Bill 324](#)), various forms of legalized gambling ([Senate Bill 498](#); [Senate Bill 688](#)), bills loosening up regulations around the carrying and possession of firearms ([Senate Bill 43](#); [House Bill 398](#)), and legislation permitting marijuana usage for certain medical conditions ([Senate Bill 711](#)).

Similar to budget negotiations, members of the General Assembly and Governor Cooper found compromise amid the controversy and passed sweeping energy legislation aimed at reducing emissions, utility ratemaking and financing for public utilities ([Session Law 2021-165](#)).

New Decade, New Census, New Districts

Under state law, state legislative districts are to be drawn by the General Assembly during the first legislative session following a United States Census. Delayed census data led members to start the redistricting process a little later than usual. Due to an increase in population, the state will gain a 14th congressional district this year. New maps were debated and approved by the General Assembly in early November. Information for the new maps can be seen below:

[Session Law 2021-175 \(H976\)](#) House Redistricting Plan 2021/HSA-9

[Session Law 2021-173 \(S739\)](#) Senate Redistricting Plan 2021/SBK-7

[Session Law 2021-174 \(S740\)](#) Congressional Redistricting Plan 2021/CST-13

Legislative districts and maps are not subject to a gubernatorial veto. However, maps are subject to state and federal law and have been subject to a series of state and federal lawsuits over the past several years. At the time of this report, the North Carolina Supreme Court has [delayed candidate filing](#) for new districts, citing “great public interest”. It is likely that new maps drawn by the General Assembly this year will face judicial scrutiny over the coming months and years.



Status of 2021 Long Session Legislative Priority Goals

NCACC's 2021-2022 legislative goals package was submitted, debated, and approved by NCACC members through a thorough process from September 2020 – January 2021. Forty-seven legislative goals were approved by NCACC membership including five priority goals outlined below.

Broadband Expansion

Priority Goal #1: Seek legislation, funding, and other efforts to expand digital infrastructure/broadband capability to the unserved and under-served areas and residents of the state.

While several broadband-related bills were filed during the 2021 session, the most impactful policy changes to, and investments in, broadband and digital infrastructure came in the 2021 budget. The budget provides over a billion dollars to help expand broadband to unserved and underserved areas of the state. Appropriations in the budget include:

- **\$750M** to the GREAT Grant program to expand broadband availability in rural areas through grants via the GREAT program fixed wireless grants, satellite broadband grants (\$350M), and grants from the newly created county led Completing Access to Broadband (CAB) program (\$400M). The CAB program is county driven and designed to supplement federal American Rescue Plan (ARP) funding received by counties with ARP funds received by the State to expand broadband infrastructure in unserved and underserved areas. Sets out various matching provisions and processes. All 100 counties will be eligible to receive up to \$4 million in matching state ARP funds for broadband projects. See **Section 38.6** of the [budget](#) for more information including processes and various matching provisions.
- **\$90M** to NC Department of Information Technology to provide grants to local governments, internet service providers, and nonprofits for the provision and installation of infrastructure that will expand the provision of broadband service to unserved and underserved households. See **Section 38.5** of the [budget](#) for more information.
- **\$100M** for pole attachment and replacement to accelerate broadband expansion. See **Section 38.10(b)-(o)** of the [budget](#) for more information.
- **\$12.5M** per year for the next four years for digital literacy programs.
- **\$1M** for statewide broadband mapping. See **Section 38.8** of the [budget](#) for more information.
- **Section 38.7** of the [budget](#) expands the GREAT grant program for fixed wireless and satellite broadband grants.

Additionally, **Section 38.10(a)** of the [budget](#) makes changes to the statute (G.S. 153A-459) providing counties the authority to provide grants to internet service providers for the purpose of expanding broadband services to unserved areas of the county. The changes allow more county funds to be used to offer as grants to internet service providers. Previously limited to only unrestricted funds, with the new changes, counties may now use general fund revenue as well as state or federal funds for the grants.

Public School Capital Funds

Priority Goal #2: Seek additional revenue sources, including a statewide bond referendum and expanded lottery proceeds, and changes to the Needs-Based Public School Capital Fund, to equitably address statewide public school and community college capital challenges. Revisions to the Needs-Based Public School Capital Fund that will allow more equitable access to counties to take advantage of the funds include:

- Allowing Needs-Based Public School Capital Funds to be used for renovations and improvements in addition to new construction.
- Reducing or eliminating local match requirements for Tier 1 and Tier 2 counties.
- Eliminate the five-year prohibition of receiving funds from the Public School Building Capital Fund if a county receives a grant from the Needs-Based Public School Capital Fund by repealing G.S. 115C-546.2(f).



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Through the enacted budget, the General Assembly made a large investment in K-12 school capital funding in the upcoming fiscal year and beyond. Through Education Lottery funds, the General Assembly allocates \$505 million to counties for K-12 school capital funding in FY 21-22. This amount equals 49% of funds from the Education Lottery earmarked for K-12 school capital construction. This is a significant increase in lottery funds being assigned for K-12 school construction purposes as the percentage assigned for that purpose was as low as just 17% in 2017.

The capital funds will flow to counties through three separate funds within the Lottery allocations in the following amounts (see [Section 4.3\(a\)](#) of the budget):

- \$100M from the Public School Building Capital Fund – These funds are distributed to counties based on public school population.
- \$30M from the newly created Repair and Renovation Fund – Each county will receive equal annual allocations to be used for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings, but may not be used for retirement of indebtedness. This fund is set to grow to \$50M annually starting in FY 2022-23. See [Section 4.4.\(a1\)](#) in the budget.
- \$375.3M in eligible grants in the Needs-Based Public School Capital Fund – This number includes the statutorily required appropriation of the previous year's surplus Lottery funds as found on page B-38 of the [budget money report](#).

The budget also makes significant improvements to the Needs-Based Public School Capital Fund which are directly related to NCACC's priority goal and should allow more counties to apply for more grants. Previously limited to only Tier 1 and Tier 2 counties, any county with an adjusted market value of taxable real property of less than \$40 billion is eligible to receive a grant under the new program. Grant matching requirements are on a scale based on adjusted market value of taxable real property as well and range from 0%-35% of the amount received.

The maximum grant award has also increased significantly under changes made in the budget. Previously Tier 1 counties could receive a maximum grant of \$15 million, while Tier 2 counties could receive a maximum grant of \$10 million. Now the maximum grant award ranges from \$30-50 million depending on the type of school being constructed.

Previously limited to new school construction, grant funds may also now be used for additions, repairs, and renovations, and lease agreements in certain circumstances. Prohibited uses of the funds include real property acquisitions, capital improvements to administrative buildings, lease agreements, and retirement of indebtedness.

Directly related to a NCACC priority goal, the budget also eliminates the 5-year forfeiture of allocations from the Public School Capital Fund if a county elects to receive a grant from the Needs-Based Public School Capital Fund, allowing more funds to flow to counties to help with K-12 school construction. Previously, any county receiving a grant through the Needs-Based Public School Capital Fund forfeited their distribution of the \$100M Public School Building Capital Fund for 5 years.

More information on the changes to the Needs-Based Public School Capital Fund can be seen in [Section 4.4\(a\)](#) in the budget.

Sales Tax Flexibility

Priority Goal #3: Support legislation to allow counties to include specific language on the ballot referendum designating how the proposed quarter-cent local sales tax levy will be spent.

The House approved [House Bill 704 Local Option Sales Tax Flexibility](#) modifying the existing Article 46 local option sales tax so that it



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may be levied at a rate of either $\frac{1}{4}$ or $\frac{1}{2}$ cent. The bill also allows counties to specify on the ballot the use of the tax—for either any of the options listed in current property tax statutes or general purpose. The legislation was not taken up by the Senate this session but remains eligible for consideration in the 2022 legislative short session.

Health and Human Services

Priority Goal #4: Increase state funding and support legislation for behavioral health services and facilities, including dedicated resources for community paramedicine projects; inpatient crisis beds; substance use disorders; specialty courts; individuals with mental health issues in county jails; and single stream funding for area authorities.

Both Senate and House budgets include some additional funds for various county specialty courts and community paramedicine programs but fall short of restoring single stream funding or additional mental health funds targeted for mental health treatment in county jails.

Unfunded Mandates

Priority Goal #5: Oppose efforts to divert to the state, fees or taxes currently allocated to the counties or to erode existing county revenue streams with unfunded mandates.

[S.L. 2021-223 \(Senate Bill 207\) Various Raise the Age Changes/JJAC Recs](#) and [S.L. 2021-123 \(Senate Bill 693\) Expedite Child Safety and Permanency](#) establish new requirements for counties' care for justice involved or other juveniles with mental health needs. [S.L. 2021-121 \(House Bill 489\) 2021 Building Code and Dev. Reg. Reform](#), explicitly limits the fees local governments may charge for certain inspections.

Enacted Legislation: Issues Affecting Counties that Became Law

COVID-19 Response

[Session Law 2021-7 \(H82\) Summer Learning Choice for NC Families](#)

Directed local school districts to offer a six-week summer school program in 2021 to at-risk K-12 students to address learning loss during the COVID-19 pandemic. Non at-risk students were authorized to participate in the program if space is available. School districts were authorized to use federal coronavirus relief funding to pay for the program. Effective when signed into law on April 9, 2021.

[Session Law 2021-25 \(S172\) Additional COVID-19 Response & Relief](#)

Sets up how federal funds provided to the state under the American Rescue Plan (ARP) will be handled. The bill establishes the Local Fiscal Recovery Reserve to hold federal funds received from the Coronavirus Local Fiscal Recovery Fund authorized by ARP. It establishes the Local Fiscal Recovery Fund to provide funds to local governments for use in accordance with ARP. The bill appropriates \$6.4 billion in state ARP funds to specific funds, programs, and state agencies. It sets out the maximum amount of Emergency Rental Assistance funds reserved or allotted for all counties. Effective when signed into law on May 24, 2021.

[Session Law 2021-35 \(H812\) Clarify Remote Meetings During Emergencies](#)

Amends current law to clarify that a public body may take action during a remote meeting if it allows for submissions of written comments on the subject of the public hearing between the required meeting notice and 24 hours prior to the noticed time for the hearing (previous law required submission of written comments to be allowed 24 hours after the public hearing). The session law also allows a public body that has issued notice for an in-person meeting to amend the notice to make the meeting a remote meeting up to six hours before the noticed time for the in-person meeting. Effective July 1, 2021, and applies to remote meetings held on or after that date.



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Land Use, Planning, and Zoning

[Session Law 2021-37](#) (H20) 1998 Clean Water Bond Add'l Connections

Requires the Secretary of Environmental Quality to authorize additional connections to waterlines funded by the Clean Water and Natural Gas Critical Needs Bond Act of 1998 for structures located on lots zoned for residential and mixed-use development. Effective when signed into law on June 16, 2021.

[Session Law 2021-76](#) (H344) System Development Fees Update

Clarifies certain minimum standards incorporated into the general accepted accounting, engineering, and planning methodologies used to calculate system development fees imposed by local governments for public water and sewer systems. Provides that system development fees also apply to services provided under a wholesale arrangement between a water and sewer authority and a local government unit. Provides that water and wastewater public utilities are solely responsible for funding the income taxes due on taxable contributions made to the utility by a developer and that the taxes be recovered through the rate base over the life of the asset. Effective when signed into law on July 2, 2021.

[Session Law 2021-117](#) (H366) Regulatory Reform Act of 2021

Amends various laws related to, or of interest to, local governments, including:

- Increases dollar threshold for contracts exempted from the conflict-of-interest prohibition from \$40,000 to \$60,000 for goods and services that are not medically related and also increases the population limits from 15,000 to 20,000. Effective when signed into law on August 23, 2021.
- When determining priority for a loan or grant from the Wastewater Reserve or the Drinking Water Reserve, requires the Division of Water Infrastructure to give priority to improvements made by a local government in order to protect or preserve the water supply of a neighboring local government that has a lower poverty rate, lower utility bills, higher population growth, higher median household incomes, and lower unemployment. Effective August 1, 2021.
- Prohibits local governments from requiring masonry curtain walls or masonry skirting from being installed on manufactured home located on land leased to a homeowner. Effective October 1, 2021.

[Session Law 2021-121](#) (H489) 2021 Building Code and Dev. Reg. Reform

Amends various laws related to, or of interest to, local governments, including:

- Prohibits local governments from charging inspection fees for one- and two-family dwellings when a new violation is discovered during an inspection to verify completion or correction of violations from a previous inspection and the new violation is within an area of work for which a final inspection has already been conducted. Effective when signed into law on August 30, 2021, and applicable to inspections conducted on or after that date.
- Sets the fee under local erosion control programs for plan review and basis for calculating the fee upon either the number of acres disturbed or number of lots developed. Makes various other local erosion control program changes. Effective when signed into law on August 30, 2021. Prohibits the assessment of a civil penalty for a silt fence damaged or destroyed during a land disturbance if repaired within the compliance period noted in the inspection report. Effective when signed into law on August 30, 2021.

[Session Law 2021-164](#) (H218) Streamline Permits/Redevelopment of Property

Requires counties that implement water supply watershed protection programs to allow an applicant to exceed the allowable density under the jurisdiction's applicable water supply watershed rules for certain circumstances. An amendment on the Senate floor removed a provision in the bill prohibiting a county from considering a building footprint expansion of up to 20% of a site plan modification if certain criteria are met. Effective November 1, 2021, and applies to applications for permits and other approvals received on or after that date.



Session Law 2021-168 (H854) Land Use Clarification

Clarifies various statutes related to local planning and development regulation including permit choice statutes. The legislation requires local ordinances be consistent with state laws. It also specifies that the local government governing board party to a judicial review of a quasi-judicial decision has authority to settle the litigation. Effective when signed into law on October 15, 2021.

Session Law 2021-183 (S308) Various Building Code Amend.

Prohibits an inspection department from delaying the issuance of a temporary certificate of occupancy when additional violations are found on items already approved, by an inspector, during previous inspections. This provision is effective January 1, 2022, and applies to inspections associated with permits applied for on or after that date. Additionally, the bill modifies one- or two- family dwelling residential development fire apparatus access road requirements where conformance is technically infeasible. This provision is effective when signed into law on November 23, 2021.

Session Law 2021-192 (S329) Bldg. Permit Exempt/Timeshare Eff. Date

Prohibits local governments from enforcing policies related to building changes if the repair is less than \$300,000 and does not make changes to load-bearing structures. Additionally, the bill exempts certain projects from permit requirements and provides no permit is required for projects costing less than \$20,000 for single family residences, farm buildings, or commercial buildings unless certain work involves the addition of roofing, use of materials not permitted by the State Building Code, load bearing structures, plumbing, heating, air conditioning, or electrical wiring, appliances or equipment, and changes to which the North Carolina Fire Prevention Code applies. Effective December 15, 2021, and apply to construction, installation, repair, replacement, remodeling, renovation, or alteration projects beginning on or after that date.

Finance

Session Law 2021-113 (H273) Modify Builders Inventory Tax Exclusion

Adds townhouses to the list of residences excluded from property tax for up to three years while being held for sale by a builder. Effective for taxes imposed for taxable years beginning on or after July 1, 2022.

Session Law 2021-124 (S314) Local Gov. Commission Assistance Toolkit

Makes various changes aimed at assisting local governments in financial distress. Requires additional fiscal training for county managers and requires counties to give additional notice to municipalities in their jurisdiction when changing the county's method of sales tax distribution. Effective when signed into law on August 30, 2021.

Session Law 2021-191 (S473) Enhance Local Government Transparency

The legislation makes various changes to statutes to increase local government transparency and accountability surrounding public employees' undue financial gain. The law creates a new misdemeanor penalty for public officials participating in making or administering a contract, including the award of money, with any nonprofit with which the public official is associated (including serving on the governing board of a nonprofit). The misdemeanor penalty would not apply to local government employees or to a public official in a county in which no municipality has a population over 15,000. The bill creates other exceptions to this misdemeanor penalty provision.

Other provisions of the legislation include:

- Makes it a felony for an elected official to receive personal financial gain from the local government in which they serve through intimidation, undue influence, or misuse of local government employees.
- Requires the garnishment of county commissioner compensation to collect unpaid monies due for county services.
- Makes various changes to State Auditor and Local Government Commission authority in regard to audit reports.



Infrastructure

[Session Law 2021-37 \(H20\) 1998 Clean Water Bond Add'l Connections](#)

Requires the Secretary of Environmental Quality to authorize additional connections to waterlines funded by the Clean Water and Natural Gas Critical Needs Bond Act of 1998 for structures located on lots zoned for residential and mixed-use development. Effective when signed into law on June 16, 2021.

Elections

[Session Law 2021-56 \(S722\) Revise Local Gov't Redistricting/Census](#)

Makes various election scheduling changes due to the delayed receipt of census data. The law delays 2021 municipal elections for certain affected municipalities to 2022. For counties required to redistrict, the law requires boards of county commissioners to revise electoral districts and adopt a resolution containing the new districts on or before November 17, 2021, regardless of the requirement in N.C.G.S. 153A-22(e). Effective when signed into law on June 28, 2021.

Justice and Public Safety

[Session Law 2021-123 \(S207\) Various Raise the Age Changes/JJAC Recs.](#)

Makes various changes to comply with 2019 Raise the Age Legislation. Allows courts to require counties to pay for assessment and treatment of juveniles in need of services who are otherwise indigent. Effective December 1, 2021.

[Session Law 2021-138 \(S300\) Criminal Justice Reform](#)

This session law is a broad piece of legislation focusing on many different criminal justice reform issues.

- Section 13 of the session law prohibits criminal enforcement of certain regulatory ordinances. The bill prohibits creating a criminal penalty for any new ordinance in the first meeting it is introduced and creates a compliance defense for any alleged ordinance violations. Under the language of the bill, any new or existing ordinance may only be enforced criminally if the ordinance specifies as such. NCACC recommends counties review all county ordinances to ensure they specify criminal enforcement of the ordinances.
- Section 13 of the session law also provides that no ordinance of the following types may impose a criminal penalty:
 - (1) Any ordinance adopted under Article 18 of this Chapter, Planning and Regulation of Development or, its successor, Chapter 160D of the General Statutes, except for those ordinances related to unsafe buildings.
 - (2) Any ordinance adopted pursuant to G.S. 153A-134, Regulating and licensing businesses, trades, etc.
 - (3) Any ordinance adopted pursuant to G.S. 153A-138, Registration of mobile homes, house trailers, etc.
 - (4) Any ordinance adopted pursuant to G.S. 153A-140.1, Stream-clearing programs.
 - (5) Any ordinance adopted pursuant to G.S. 153A-143, Regulation of outdoor advertising or, its successor, G.S. 160D-912, Outdoor advertising
 - (6) Any ordinance adopted pursuant to G.S. 153A-144, Limitations on regulating solar collectors or, its successor, G.S. 160D-914, Solar collectors.
 - (7) Any ordinance adopted pursuant to G.S. 153A-145, Limitations on regulating cisterns and rain barrels.
 - (8) Any ordinance regulating trees.
- As originally filed, the bill prohibited the criminal enforcement of any current or future local ordinance. Effective December 1, 2021, and applies to offenses and violations committed on or after that date.
- Section 20 of the session law creates a Criminal Recodification Working Group of legislators charged with gathering information from stakeholders, including NCACC, to make recommendations to the General Assembly regarding a streamlined, comprehensive, orderly, and principled criminal code for common law, statutory, regulatory, and ordinance crimes. Effective when signed into law on September 2, 2021.



Session Law 2021-181 (H404) Ltd. Immunity for PSAP/TC for S.L. 2021-171

Limits liability for public safety answering points (PSAPs), regional PSAPs, and employees of a law enforcement agency certified by the North Carolina Sheriffs' Education and Training Standards Commission, in cases for civil damages unless there is found to be gross negligence, wanton and willful conduct, or when there is applicable insurance coverage. Effective when signed into law on November 18, 2021.

Health and Human Services

Session Law 2021-132 (S693) Expedite Child Safety and Permanency

Makes various changes to laws related to child placement including timelines related to the assessment and placement of children in need of mental health services. The law requires county department of social service directors to request an assessment within 24 hours of the determination that the child should not remain in the hospital and requires LME/MCOs or prepaid health plans to arrange for a clinical assessment within five business days. The law also requires DSS directors to notify NC Department of Health and Human Services' Rapid Response Team if they are unable to locate an appropriate placement. Effective October 1, 2021.

Retirement

Session Law 2021-57 (H160) Retirement Service Purchase Rewrite Part II

Amends various service purchase requirements for the Local Governmental Employees' Retirement System. Effective January 1, 2022 and applies to purchases of creditable service occurring on or after that date.

Session Law 2021-58 (H163) Treasury Administrative Changes

Makes clarifying and administrative changes to statutes pertaining to the Local Government Commission. Effective when signed into law on June 17, 2021.

Session Law 2021-59 (H278) Sunset ABC Board Participation in LGERS

Provides that any ABC board that is not a participating employer in the Local Governmental Employees' Retirement System on June 30, 2021, is not eligible to participate in the system. Effective when signed into law on June 28, 2021.

Session Law 2021-72 (S668) Anti-Pension Spiking Amds & Litig. Moratorium

- Amends the Local Governmental Employees' Retirement System (LGERS) statutes to add a payment option for a contribution-based benefit cap (CBBC) liability that allows the required employer contribution rate to be adjusted to include an additional contribution amount estimated to resolve the CBBC liability. Effective July 1, 2022, and applies to assessments imposed on or after that date.
- Amends various anti-pension spiking and CBBC provisions in LGERS statutes. Effective July 1, 2022.

Session Law 2021-75 (H168) Retirement Administrative Changes Act of 2021

- Amends local government finance statutes to allow contribution-based benefit cap (CBBC) liabilities to the Local Governmental Employees' Retirement System (LGERS) to be paid into a trust for post-employment benefits.
- Amends the LGERS statutes that currently allow the Office of State Budget and Management to withhold from any State appropriation due to an employer, the amount equal to delinquent contributions and other debts due to the Retirement Systems Division. Clarifies that for the payment of a CBBC liability, the date for payment is 12 months after the member's effective date of retirement, or the first day of the month coincident with or next following six months after the date of the invoice, whichever is later.
- Makes other technical and clarifying changes to various LGERS statutes.
- Effective July 1, 2021.



Session Law 2021-178 (S311) No Waiting Period Under LGERS/VFDF Grants

Prohibits employers from imposing a waiting period on employees who are otherwise eligible for membership in the Local Governmental Employees' Retirement System (LGERS). This provision is effective December 1, 2021.

Additionally, the bill authorizes the Board of Trustees of the Local Governmental Employees' Retirement System (LGERS) to approve, in its discretion, one-time pension supplements to LGERS members. This provision is effective when signed into law on November 10, 2021.

The bill also updates the Volunteer Fire Department Fund (VFDF) grant matching requirements to the following:

- Entities that receive less than \$50,000 in municipal and county funding would not be required to match the grant funding.
- Entities that receive between \$50,000 and \$75,000 in municipal and county funding would be required to match one dollar for every three dollars in grant funding.
- Entities that receive more than \$75,000 in municipal and county funding would be required to match on a dollar-for-dollar basis.

These changes are effective December 1, 2021.

Legislation Vetoed by Governor Cooper During the 2021 Legislative Long Session

Governor Cooper has vetoed 16 pieces of legislation during the 2021 legislative long session. In order to override a veto a bill must receive a 3/5 majority vote of legislative members present (as opposed to simple majority) in each chamber. None of the bills vetoed by the Governor have been overridden by the General Assembly. Below is a list of legislation vetoed by the Governor during the 2021 legislative long session presented chronologically in order of veto date:

Vetoed Bills with a County Impact

House Bill 398 Pistol Purchase Permit Repeal

Repeals the requirement to obtain a pistol purchase permit from a sheriff prior to the purchase or transfer of a pistol.

House Bill 805 Prevent Rioting and Civil Disorder

Among other things, the bill increases penalties for offense related to rioting (as newly clarified and defined in the bill) and increases penalties for certain assaults on emergency personnel.

Senate Bill 326 Election Day Integrity Act

Requires completed absentee ballots to be returned to the county board of elections by 5 PM on election day, regardless of postmark on the ballot. Also requires county boards of elections and the State Board of Election to publish the date of the availability of absentee ballots and the date requests for ballots must be submitted to the board. Finally, the legislation requires county boards to submit reports on absentee ballots.

Senate Bill 725 Prohibit Private Money in Elections

Prohibits the State Board of Elections, as well as county boards, from accepting donations to administer elections or to employ workers on a temporary basis for elections. The bill gained final approval in late November but was vetoed by Governor Cooper in early December. As of the publishing this report, it has been returned to the Senate Rules and Operations Committee.

House Bill 220 Choice of Energy/Add'l Provisions

Prohibits local governments from adopting any ordinance that prohibits any energy service based on the type or source of energy to be delivered to the end-user of the energy service. The bill also amends the laws regarding public records to exclude specific engineering, vulnerability, or detailed design information about proposed or existing critical infrastructure, whether physical or virtual, for any of the following:

- The production, generation, transmission, or distribution of energy.
- The treatment, transmission, or distribution of water.
- The outfall, collection, or treatment of wastewater.



Other Vetoed Bills

[Senate Bill 37](#) In-Person Learning Choice for Families

Requires all local school boards to offer in-person instruction to public school students in grades K-12 for the remainder of the 2020-2021 school year.

[Senate Bill 43](#) Protect Religious Meeting Places

Authorizes, under certain conditions, the carrying a handgun at a place of religious worship that is also educational property.

[House Bill 453](#) Human Life Non-Discrimination Act/No Eugenics

Prohibits the performance of an abortion if the reason for the abortion was the actual or presumed race or sex of the unborn child or the presumed presence of Down syndrome.

[Senate Bill 116](#) Putting North Carolina Back to Work Act

Among other things, cuts off the extra \$300 a week federal unemployment benefits received through the Federal Pandemic Unemployment Compensation Program to unemployment benefit claimants.

[House Bill 729](#) Charter Schools Omnibus

Makes certain changes to the makeup of membership on the Charter School Advisory Board.

[House Bill 352](#) Hotel Safety Issues

Provides that rental of an accommodation at a hotel, motel, campground, or similar facility for fewer than 90 days does not create a tenancy or a residential tenancy subject to the laws governing responsibilities of landlords and tenants.

[Senate Bill 636](#) Donor Privacy

Protects the identity of persons making donations of money or property to nonprofits.

[House Bill 324](#) Ensuring Dignity & Nondiscrimination/Schools

Prohibits public schools from promoting certain identified concepts and from compelling students, teachers, administrators, or other school employees to affirm or profess belief in the identified concepts.

[Senate Bill 360](#) Prohibit Collusive Settlements by the AG

Requires that the Speaker of the House of Representatives and the President Pro Tempore of the Senate must approve any consent judgement or settlement agreement when they have intervened as a party in a case or have been named in their official capacities in a case before the Attorney General may enter into a judgement or agreement to settle a case or claim.

[House Bill 264](#) Emergency Powers Accountability Act

Among other things, states that a statewide state of emergency declared by the Governor or legislature expires in seven days of declaration unless a majority concurrence of the Council of State is sought and received. Any extension of the declaration would expire in 45 days unless extended by the General Assembly. Requires the Governor to seek the concurrence of the Council of State prior to imposing prohibitions or restrictions appropriate to deal with the emergency in lieu of a county or city exercising its own authority under the Emergency Management Act.

[House Bill 294](#) Sale of Salvage Vehicles

Permits used vehicle dealers to sell a used vehicle that has been issued a salvage certification without conducting a safety inspection.



Amber Harris

NCACC Director of Government Relations
amber.harris@ncacc.org
(919) 715-7654



Adam Pridemore

NCACC Legislative Counsel
adam.pridemore@ncacc.org
(919) 715-7665



NCACC Report on 2021-22 State Budget

November 18, North Carolina Governor Roy Cooper signed into law a \$25.9 billion state budget, representing a 4.3% increase over the previous year's spending amount. The budget, [Session Law 2021-180](#), emerged four and a half months into the fiscal year, and after months of negotiations between legislative leaders and Governor Cooper. In addition to appropriating state and federal dollars, the budget includes various policy changes. Perhaps the most controversial of these changes are limitations on the Governor's emergency powers and new limitations on the Attorney General's power to approve lawsuit settlements.

Highlights of the [budget special provisions](#), as well as the [accompanying money report](#), include:

Broadband

- **\$750M** to the GREAT Grant program to expand broadband availability in rural areas through fixed wireless grants, satellite broadband grants (\$350M), and grants from the newly created, county led Completing Access to Broadband program (\$400M).
- **\$90M** to NC Department of Information Technology to provide grants to local governments, internet service providers, and nonprofits for the provision and installation of infrastructure that will expand broadband service to unserved and underserved households.
- Authorizes counties to utilize general fund revenue, as well as state or federal funding, to provide grants to internet service providers for broadband expansion projects in unserved areas.
- **\$100M** for pole attachment and replacement to accelerate broadband expansion.
- **\$12.5M** per year for the next four years for digital literacy programs.
- **\$1M** for statewide broadband mapping.

Capital

Lottery

- **\$100M** each year in Public School Building Capital Fund.
- **\$145M** in FY21-22 and **\$153M** FY22-23 in Needs-Based Public School Capital Fund.
- Including the statutory appropriation of prior year surplus funds, the total amount available for new Needs-Based Public School Capital Fund grants is **\$375.3M** in FY21-22.
- **\$30M** in FY21-22 and **\$50M** FY22-23 each year in the newly created Public School Repair & Renovation Fund.
- Each county will receive equal annual allocations to be used for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings, but may not be used for retirement of indebtedness.
- K-12 capital funding = 49% of lottery proceeds in year one; 36.5% in year two.
- Codifies the Needs-Based Public School Capital Fund (including making changes aligning with [NCACC school capital goal](#) and #2 priority goal this session), which prioritizes:
 - Counties designated as development tier one areas
 - Counties with greater need and less ability to generate sales and property taxes
 - Counties with high debt-to-tax revenue ratio
 - Projects that address critical deficiencies to adequately serve current and future student populations
 - Projects that combine two or more schools into one new facility
 - Counties with an adjusted market value of taxable real property of less than \$40 billion are eligible to receive grants under the new program



- Allowed use of funds:
 - New school construction
 - Additions, repairs, and renovations
 - Lease agreements in certain circumstances
- Prohibited use of funds:
 - Real property acquisitions
 - Capital improvements to administrative buildings
 - Lease agreements
 - Retirement of indebtedness
 - Matching requirement is on a scale based on adjusted market value of taxable real property and ranges from 0%-35%
- Maximum Grant Awards:
 - \$30M for an elementary school
 - \$40M for a middle school
 - \$50M for a high school
 - Removes provision barring counties from receiving distributions from the Public-School Building Capital Fund for five years if they receive a Needs-Based grant.

Water/Wastewater

- **\$456M** to the Viability Utility Reserve to provide grants to water and sewer utilities that have been designated as distressed by the State Water Infrastructure Authority and the Local Government Commission.
- **\$1 Billion** to the State Drinking Water/Wastewater Reserve to provide infrastructure grants to water and sewer utilities throughout NC.
- **\$80M** to the State Drinking Water/Wastewater Reserve for grants to water and sewer utilities to be used for asset inventories, merger feasibility studies, rate studies, and training.
- **\$103M** for a new program to provide grants to local governments for stormwater infrastructure.

State Capital and Infrastructure Fund (SCIF)

- **\$400M** to community colleges over next four years.
- **\$43.9M** for K-12 public school athletic facilities.
- **\$134M** to certain counties for new courthouse construction and courthouse repair and renovation.
- Various other appropriations to specific counties for specific projects.

Public Education

K-12 Schools

- **\$100M** for new allotment to increase salary supplements for teachers and instructional support staff in 95 of 100 counties (Wake, Durham, Guilford, Buncombe, and Mecklenburg would not qualify under the provisions in the bill).
- **\$4.3M** to provide a bonus of up to \$1,000 to match local funds on a 1:1 basis to recruit teachers and instructional support personnel to LEAs receiving funding from the Small County or Low Wealth allotment.
- **Teacher Raises** – Average of 2.5% raise for teachers in each year of the biennium.
- **Teacher Bonus** – Up to \$1,500 bonus for teachers.
- Increases funding for Average Daily Membership (ADM) by **\$3.5M** and directs **\$10M** to K-12 ADM contingency reserve. Also includes



ADM Hold Harmless to prevent reduction of funding due to student population decreases during the pandemic.

- **\$13M** to increase the funding cap for the children with disabilities allotment from 12.75% to 13% in the second year of the biennium. The revised net appropriation for this allotment is **\$918.2M** in FY 2022-23. **\$25M** to establish the Children with Disabilities Reserve.
- **\$40.9M** to hire an additional 115 school psychologists.
- **\$9.7M** in School Safety Grants.
- **ESSER III** - Appropriates the remaining federal funds (\$338M) from ESSER III to NC Department of Public Instruction to address statewide needs related to the COVID-19 pandemic. These funds are in addition to funds appropriated in legislation approved earlier this session. The total revised requirements and receipts from ESSER III are \$3.6B.

Community Colleges

- **\$15M** to improve broadband access for 25 rural community colleges.
- **\$80M** to stabilize budgets for community colleges that experienced a decline in enrollment during the pandemic.
- **\$12M** to temporarily expand apprenticeship opportunities for youth ages 16-25 in high-demand fields.
- **\$5.2M** to assist community colleges in starting program in high-demand career fields.
- 5% salary increase over the biennium for community college employees.

Tax and Finance

- Exempts private/commercial cemeteries and vaccines from property taxation.
- Personal income tax reduced from 5.25% to 3.99% over 6 years.
- Raises standard and child deduction amounts.
- Phases out corporate income tax over 4 years beginning in 2025.

Health and Human Services

North Carolina Families Accessing Services through Technology (NC FAST)

- **\$19M** to NC FAST to support operations of county departments of Social Services.
- **\$31.8M** in FY21-22 and **\$17.6M** in FY22-23 to support NC FAST in Medicaid transformation.
- **\$34.7M** in FY21-22 and **\$36.5M** in FY22-23 for NC FAST to “augment and enhance” child welfare and case management across the state.
- **\$10.6M** in FY21-22 and **\$20.1M** in FY22-23 from the Medicaid Transformation Reserve to resolve infrastructure requirements for 24/7 access to the NC FAST system.

Rural Health Care

- **\$5.8M** in FY2021-22 and **\$1.8M** in FY22-23 for loan forgiveness to incentivize medical professional to work in rural areas.
- **\$10M** from the State Fiscal Recovery Fund to the Office of Rural Health to establish a grant program to assist in the delivery of virtual health services.
- **\$4.9M** of ARP funds for the federal Small Rural Hospital Program.



Block Grants

- An additional **\$3.6M** in FY21-22 and **\$5.7M** in FY22-23 for Home and Community Block Care Grants, bringing the total appropriation in the first year to slightly over \$35M and \$37M in year two. Budget writers anticipate this will reduce the Home and Community Care Block Grant waiting list by 1,500 individuals.
- **\$46.7M** in both fiscal years to the Mental Health Block Care Fund to support the new 5% crisis set aside.
- **\$85.6M** over both fiscal years for various substance abuse services through ARP funds and other federal funds for the Substance Abuse Block Grants.
- Appropriates **\$14.8M** in additional federal receipts for Maternal Child Health Block Grants.

COVID-19

- **\$36M** to local health departments to expand communicable disease prevention — both COVID-19 and other communicable disease challenges resulting from the pandemic.
- **\$62.3M** in federal funds to establish a state task force to address COVID-19 prevention, preparedness and recovery.
- **\$22M** in ARP funds to assist in detection and mitigation of COVID-19 in confinement facilities and homeless shelters.
- **\$27.3M** to support Disease Intervention Specialists.
- **\$102.4M** for statewide vaccination efforts.

Other Notable Health and Human Services Provisions

- An additional **\$10M** in recurring funds to Smart Start, bringing the total appropriation to slightly over \$157M
- Nearly **\$2M** in additional funding to increase the rate paid to foster parents. State funds will cover the county share of the increase in FY21-22.
- **\$133.1M** in FY21-22 and **\$119M** in FY22-23 to the Medicaid managed care Healthy Opportunities Pilot Program.
- **\$16.5M** to the Opioid Abatement Fund within NC Department of Health and Human Services from the multistate opioid settlement with McKinsey.

Agriculture, Natural Resources and Environment

Food Security

- **\$10M** to the Food Distribution Division to provide funds to eligible recipients that may be used to provide warehouse space or cold storage or other equipment.
- **\$40M** to six state-run food banks.
- **\$10M** to the Golden Leaf Foundation for grants to assist nonprofit organizations to address food security needs.
- **\$2M** to FarmSHARE program.

Economic/Workforce Development

- **\$50M** for Rural Downtown Transformation Grants to local governments.
- **\$10M** to the Division of Workforce Solutions to establish an apprenticeship program for employees with fewer than 25 employees, as well as **\$2M** each for re-entry programs; programs for individuals with substance use disorders; and the procurement of technology to enhance online services for job-seekers.



2021-22 State Budget Report

Environment

- \$40M from the State Emergency Response and Disaster Relief Fund for grants to local governments for coastal storm damage mitigation.
- \$96.1M for stream debris removal.

Other Notable Agriculture, Natural Resources and Environment Provisions

- \$24.2M for grants to local libraries; including \$10M specifically to address impacts of COVID-19

Justice and Public Safety

Justice

- \$1.5M to fund Innovative Court Pilot Programs in Cumberland, Harnett, Haywood, Onslow, Pitt, Robeson, and Wayne Counties.
- \$2M for grants to sheriffs' offices to provide addiction treatment in jails.

Public Safety

- \$19.3M to update obsolete VIPER equipment.
- \$15M in grants for the new Disaster Relief and Mitigation Special Fund as well as \$15M for the new Transportation Infrastructure Resiliency Fund.
- \$6M to provide technical assistance to the administration of local disaster relief funds.

Other Provisions of Note

- Provides NCACC, the North Carolina League of Municipalities, and North Carolina Association of Regional Councils (COGs) with \$10M each to provide guidance and technical assistance to units of local governments in the administration of American Rescue Plan funds.
- Prevents local governments from imposing harmony requirements for permit approval if the development contains affordable housing units for families or individuals with incomes below 80% of the area median income.
- Restricts local governments from adopting ordinances related to the relocation of billboards
- \$14M in ARP funds for rural transportation
- \$170M from the State Fiscal Recovery fund to assist with the development of multifamily housing across the state.



Amber Harris

NCACC Director of Government Relations
(919) 715-7654
amber.harris@ncacc.org



Adam Pridemore

NCACC Legislative Counsel
(919) 715-7665
adam.pridemore@ncacc.org

Appendix 3: Figures

Figure 1. Revenues by Source for FY 2021 and FY 2022

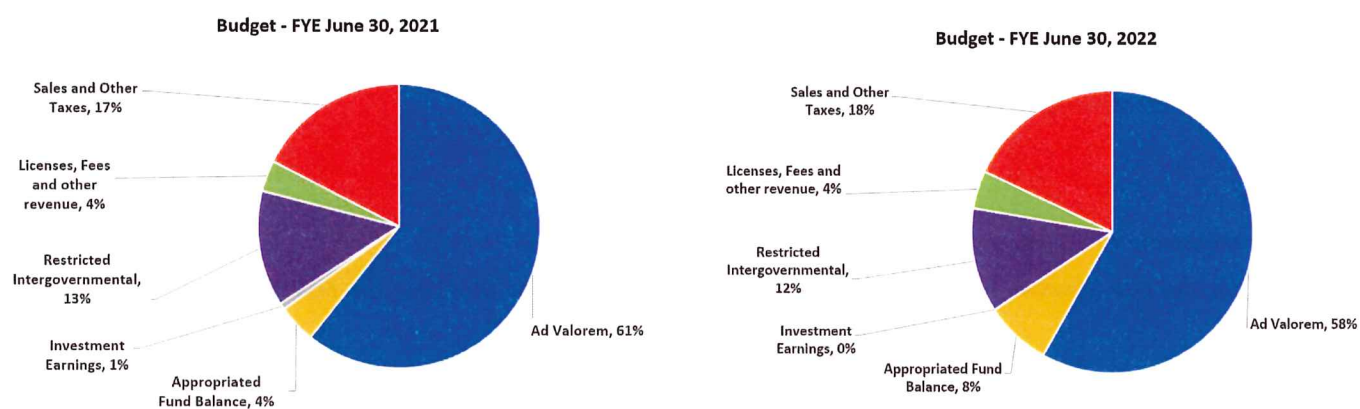
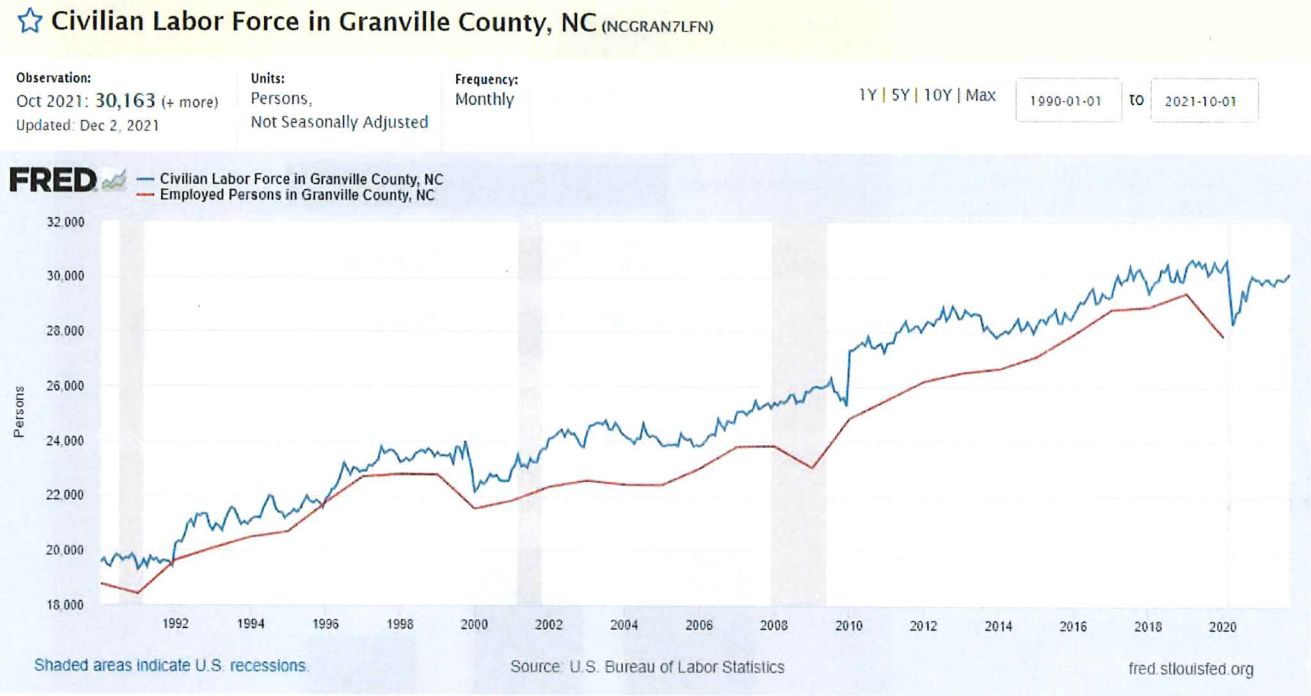


Figure 2. Granville County Civilian Labor Force & Employed Persons, January 1990 – October 2021



These data come from the Current Population Survey (CPS), also known as the household survey.

Civilian Labor Force includes all persons in the civilian noninstitutional population ages 16 and older classified as either employed or unemployed.

Employed persons are all persons who, during the reference week (the week including the 12th day of the month), (a) did any work as paid employees, worked in their own business or profession or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of their family, or (b) were not working but who had jobs from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is counted only once, even if he or she holds more than one job.

Unemployed persons are all persons who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4 week-period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Figure 3.
Granville County Top Jobs by Occupation

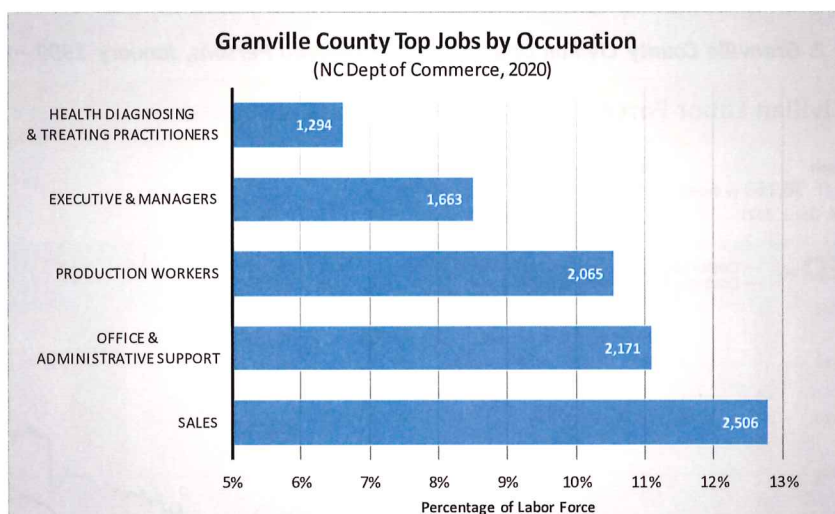


Figure 4.
Granville County Top Industries by Jobs

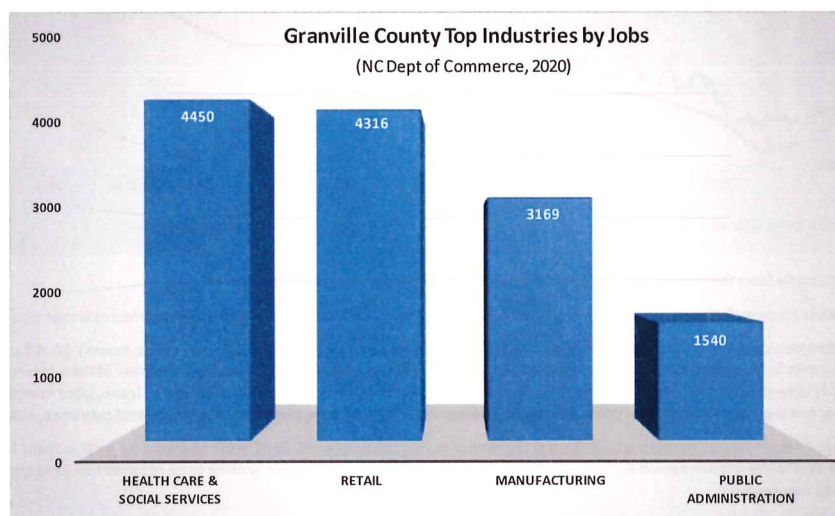


Figure 5. Granville County Unemployment Rate, January 1990 – October 2021

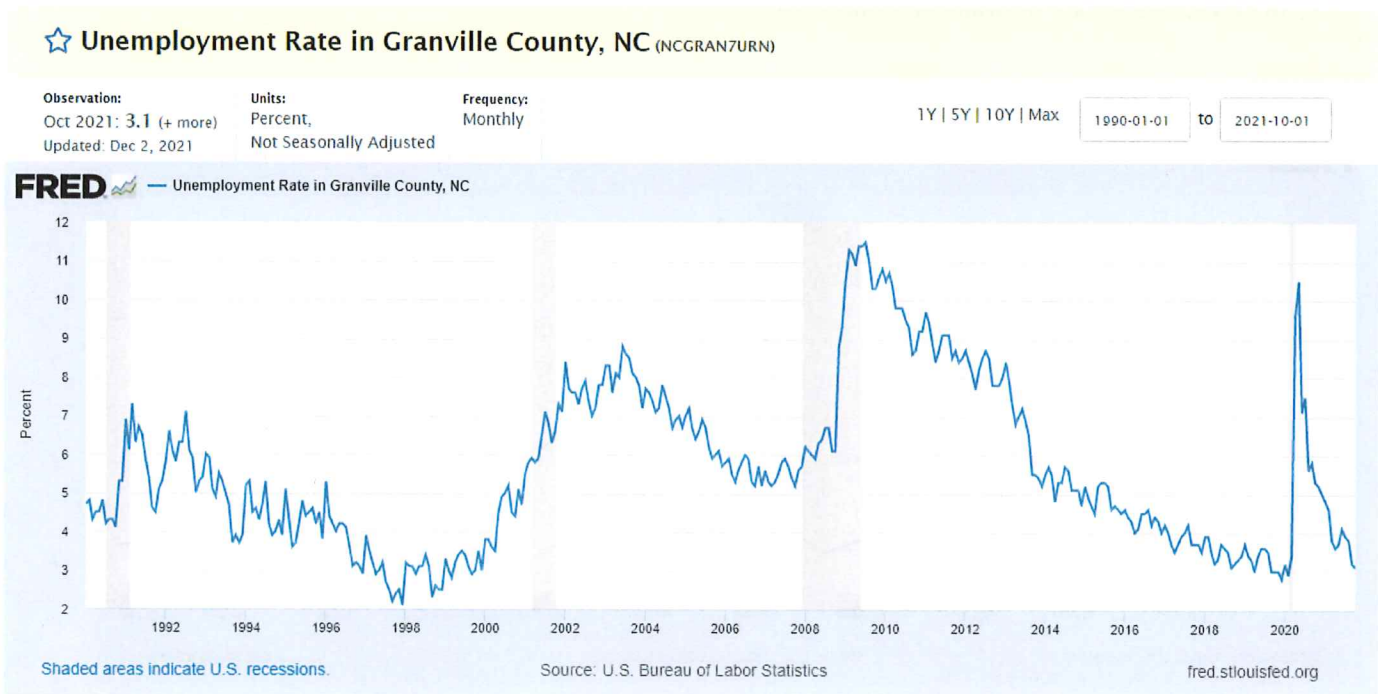


Figure 6. Granville County Unemployment Rate (Pre-, Peak-, & Post-Peak Pandemic Era), January 2019 – October 2021

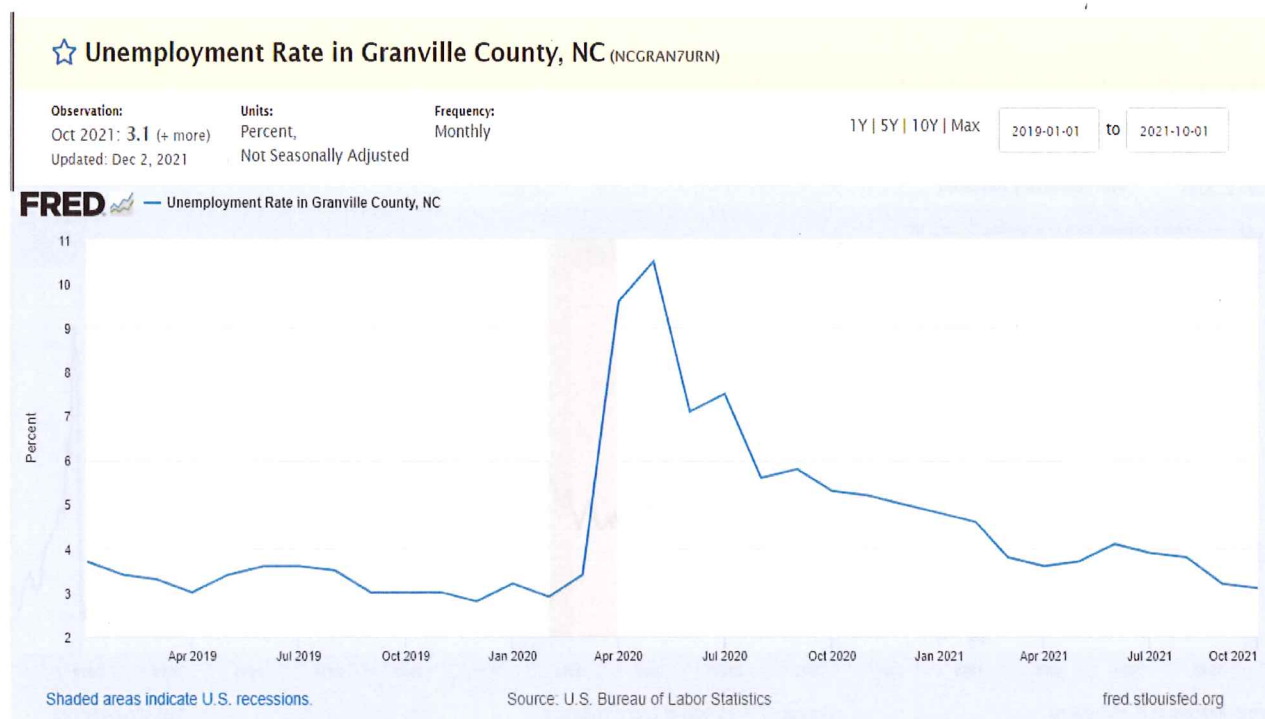


Figure 7. Granville County Income Distribution by Household

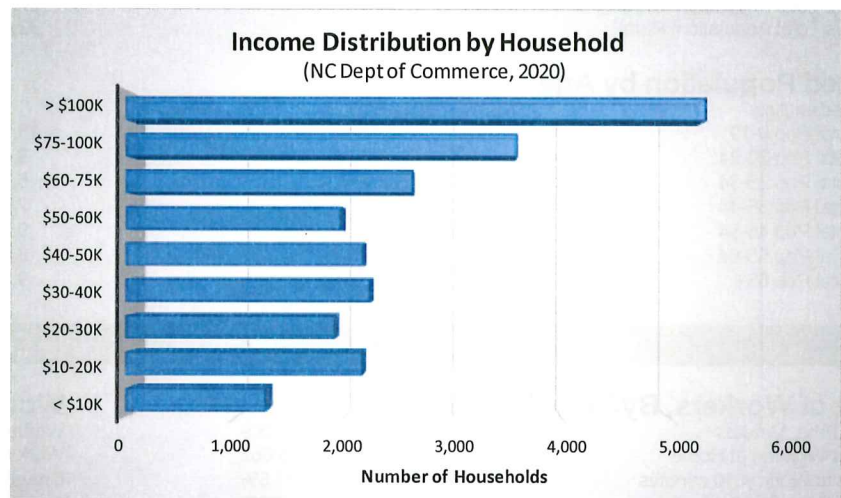
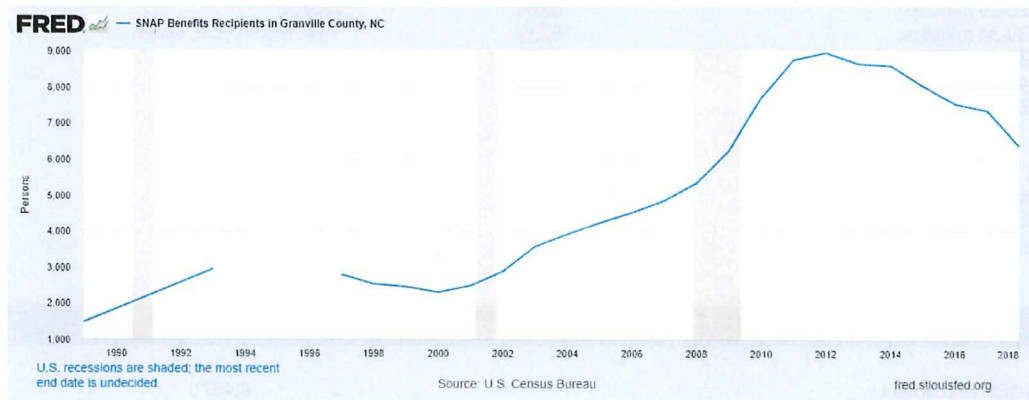


Figure 8. Granville County SNAP Program Recipients (Supplemental Nutrition Assistance Program)



Between 2015-2019, 12.9 % of households received SNAP. An estimated 50.5% had children under 18, and 36.2% had one or more persons 60 years and over in the household. An estimated 37.9% were families with a female householder and no husband present.

County Profile

Granville County (NC)

November 2021

Demographics

Population & Growth

	Population	% Annual Growth
2019 Est Population	59,328	0.8%
2020 Census Total Population	60,992	0.6%
Jul2020 NC Certified Population Estimate	61,023	(0.1%)

Urban/Rural Representation

		Urban/Rural Percent
2010 Census Total Population: Urban	27,112	45.3%
2010 Census Total Population: Rural	32,804	54.8%

Estimated Population by Age

		% Pop by Age
2019 Est Median Age	43	
2019 Est Total Pop 0-19	13,796	23.3%
2019 Est Total Pop 20-24	3,642	6.1%
2019 Est Total Pop 25-34	6,776	11.4%
2019 Est Total Pop 35-44	7,436	12.5%
2019 Est Total Pop 45-54	9,168	15.5%
2019 Est Total Pop 55-64	8,652	14.6%
2019 Est Total Pop 65+	9,858	16.6%

Commuters, Workers Age 16 and Over, 2019 Census ACS Est

Percent of Workers, By Travel Time

Avg Travel Time, Minutes	28.9
Workers Not Working at Home	25,062
Travel Time to Work: < 10 minutes	11.5%
Travel Time to Work: 10-14 minutes	7.7%
Travel Time to Work: 15-19 minutes	11.6%
Travel Time to Work: 20-24 minutes	12.9%
Travel Time to Work: 25-29 minutes	8.6%
Travel Time to Work: 30-34 minutes	16.2%
Travel Time to Work: 35-44 minutes	11.5%
Travel Time to Work: 45-59 minutes	12.6%
Travel Time to Work: 60+ minutes	7.4%

Workers, By Transportation

Worker Transp, Base	26,317
Work at Home	4.8%
Drove Car/Truck/Van Alone	84.0%
Carpooled Car/Truck/Van	9.0%
Public Transportation	0.2%
Walked	0.9%
Bicycle	0.0%
Taxi, Motorcycle, Other	1.1%

Place of Work

Worked in State/County of Residence
Worked in State/Outside County of Residence
Worked Outside State of Residence

Commuters

11,711
14,290
316

Residents

44.5%
54.3%
1.2%

Education

		Pop Age 25+
2020-21 Kindergarten-12th Enrollment	8,467	
2020 Average SAT score (1600 scale)	1,001	
2020 Percent of Graduates taking SAT	39.9%	
2019-20 (Provisional) Higher Education Completions	.	
2019-20 (Provisional) Higher Education Enrollment	.	
2019 Est Education Attainment age 25+, At Least High School Graduate	35,324	84.3%
2019 Est Education Attainment age 25+, At Least Bachelor's Degree	9,431	22.5%

Housing

		% Ann Growth or % Total
2020 Census Total Housing Units, % annual growth	24,214	0.6%
2020 Census Occupied Housing, % of total	22,461	92.8%
2020 Census Vacant Housing, % of total	1,753	7.2%
2019 Est Median Value of Owner Occupied Housing	\$156,000	
2019 Est Median Gross Rent	\$831	
2019 Est Owner Occupied Housing, % of total	15,440	72.1%
2019 Est Renter Occupied Housing, % of total	5,960	27.9%
2019 Est % Owner Occupied Vacancy Rate	0.9%	
2019 Est % Renter Occupied Vacancy Rate	2.8%	

Income

		% Ann Growth or % Pov
2019 Est Median Family Income	\$67,290	
2019 Median Household Income (SAIPE)	\$54,300	(7.9%)
2019 Est Median Worker Earnings	\$33,006	
2019 Per Capita Income (BEA)	\$39,610	
2019 Est Pop, Income Below Poverty (SAIPE)	8,313	14.6%

Employment / Unemployment

	Currently	2020 Annual
Sep2021 Prelim., 2020 Employment	28,995	27,832
Sep2021 Prelim., 2020 Unemployment	960	1,734
Sep2021 Prelim., 2020 Unemployment Rate	3.2%	5.9%
2021Q2YTD, 2020 Announced Job Creation	501	56
2021Q2YTD, 2020 Total Announced Investments (\$mil)	\$4.7	\$5.1

Employment / Wages by Industry

	2021Q1 Employment	2020 Employment	2021Q1 Avg Weekly Wage	2020 Avg Weekly Wage
Total All Industries	20,062	20,122	\$953	\$937
Total Government	7,699	7,742	\$1,072	\$1,086
Total Private Industry	12,363	12,380	\$880	\$844
Agriculture Forestry Fishing & Hunting	.	169	.	\$664
Mining	.	.	.	.
Utilities	.	41	.	\$1,019
Construction	871	882	\$835	\$961
Manufacturing	3,819	3,948	\$1,202	\$1,108
Wholesale Trade	234	.	\$1,069	.
Retail Trade	1,607	1,622	\$620	\$608
Transportation and Warehousing	1,489	1,323	\$737	\$763
Information	41	92	\$1,716	\$1,826
Finance and Insurance	155	147	\$1,971	\$1,150
Real Estate and Rental and Leasing	57	70	\$481	\$527
Professional and Technical Services	315	256	\$1,007	\$970
Mgt of Companies, Enterprises	.	.	.	.
Administrative and Waste Services	1,060	1,112	\$776	\$669
Educational Services	1,203	1,175	\$840	\$879
Health Care and Social Assistance	5,153	5,151	\$962	\$959
Arts, Entertainment and Recreation	34	.	\$368	.
Accommodation and Food Services	965	990	\$313	\$295
Other Services Ex. Public Admin	228	216	\$788	\$758
Public Administration	2,569	2,590	\$1,241	\$1,278
Unclassified	0	0	\$0	\$0

Commercial/Retail/Industrial

Local Business

2021Q3 Available Industrial Buildings	8
2021Q1 Establishments: Total Private Industry	907
2021Q1 Establishments: Manufacturing	47
2019 Est Self Employed	1,408

Local Retail Business

2021 Total Retail Sales (With Food/Drink) (\$mil)	\$613.0
2021 Total Retail Businesses (With Food/Drink)	283
2021 Avg Sales/Business Total (with Food/Drink)	\$2,166,202
2021Q3 Available Commercial Buildings (if County reports)	.

Quality of Life

Taxes

FY2021-22 Property Tax Rate per \$100 Value	\$0.8400
FY2020-21 Annual Taxable Retail Sales (\$mil)	\$477.4
2021 Tier designation	2

Childcare

2021Q2 Licensed Child Care Facilities	42
2021Q2 Licensed Child Care Enrollment	1,310

Healthcare Providers

2019 Number of Physicians	121
2019 Physicians/10,000 population	19.7
2019 RNs/10,000 population	116.0
2019 Dentists/10,000 population	2.4
2017 Pharmacists/10,000 population	11.0

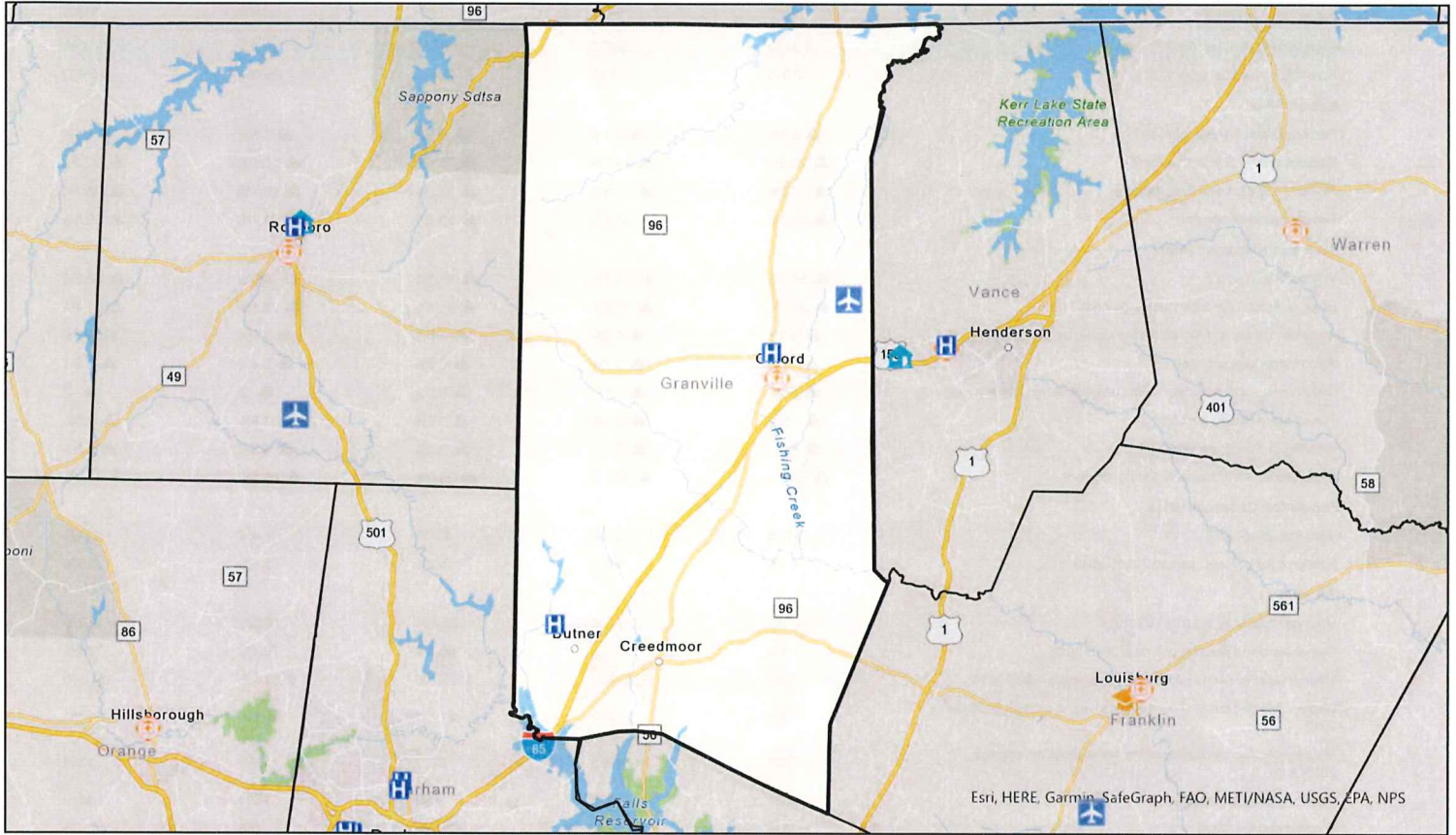
Sources:

Census (2020, ACS 2015-19) for income, commuters, place of work, population, housing, and educational attainment at <https://data.census.gov>. AGS for retail data at www.AppliedGeographic.com. NC Dept. of Education for SAT data by NC county system at <http://www.ncpublicschools.org>. US Dept. of Education, National Center for Education Statistics for higher education data at <https://nces.ed.gov/ipeds/datacenter>. NC Commerce, Labor and Economic Analysis Division for NC tiers, occupational data, employment and unemployment, and wages and establishments by industry at <https://d4.nccommerce.com/>. EDPNC for announced new jobs and investment and available buildings at <https://edpnc.com>. NC Dept. of Health & Human Services for childcare data at <http://www.ncdhhs.gov/>. UNC Sheps Center for healthcare professions at <https://nchealthworkforce.unc.edu/>. For more data resources, see <https://d4.nccommerce.com/>.

Notes:

Data are the latest available at the date the profile was prepared. A period means the data is not available. SAT scores use the 1600 scoring system and represent county systems. Unemployment data is now the latest month which is preliminary and is subject to change. US Education IPEDs data for Completions and Enrollment is at least Provisional and updated when Final. Census' American Community Survey (ACS) data are estimates, noted 'Est' and are from the 5-year survey; data is as of final year with dollars inflated to final year. Per capita income is a broad measure of income spread over all residents. Worker earnings includes wage income for residents regardless of where they work. Private sector wages are paid by local employers to their employees regardless of where they live. Additional data resources are available at: <https://d4.nccommerce.com/>.

Granville County, North Carolina



- Legend**
- | | | |
|---------------------|---------------------------|---------------------------------------|
| Commercial Airports | Hospitals | Public Universities |
| General Aviation | Public Health Departments | Independent Colleges and Universities |
| NC Ports | Community Colleges | Military Installations |



8 Miles

QuickFacts

Granville County, North Carolina; Franklin County, North Carolina; Vance County, North Carolina; Person County, North Carolina; Warren County, North Carolina

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

Table

All Topics ▾	Granville County, North Carolina	Franklin County, North Carolina	Vance County, North Carolina	Person County, North Carolina	Warren County, North Carolina
Population, Census, April 1, 2020	60,992	68,573	42,578	39,097	18,642
PEOPLE					
Population					
Population estimates, July 1, 2019, (V2019)	60,443	69,685	44,535	39,490	19,731
Population estimates base, April 1, 2010, (V2019)	57,538	60,563	45,408	39,476	21,028
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	5.0%	15.1%	-1.9%	0.0%	-6.2%
Population, Census, April 1, 2020	60,992	68,573	42,578	39,097	18,642
Population, Census, April 1, 2010	59,916	60,619	45,422	39,464	20,972
Age and Sex					
Persons under 5 years, percent	▲ 5.1%	▲ 5.6%	▲ 6.2%	▲ 5.3%	▲ 4.5%
Persons under 18 years, percent	▲ 20.5%	▲ 21.8%	▲ 23.4%	▲ 20.6%	▲ 17.9%
Persons 65 years and over, percent	▲ 17.7%	▲ 17.1%	▲ 19.1%	▲ 20.1%	▲ 26.2%
Female persons, percent	▲ 49.2%	▲ 50.5%	▲ 53.3%	▲ 51.7%	▲ 50.5%
Race and Hispanic Origin					
White alone, percent	▲ 64.5%	▲ 70.1%	▲ 45.1%	▲ 70.0%	▲ 40.5%
Black or African American alone, percent (a)	▲ 31.9%	▲ 25.9%	▲ 51.5%	▲ 26.8%	▲ 51.4%
American Indian and Alaska Native alone, percent (a)	▲ 0.9%	▲ 0.9%	▲ 1.0%	▲ 0.9%	▲ 5.7%
Asian alone, percent (a)	▲ 0.7%	▲ 0.7%	▲ 0.8%	▲ 0.4%	▲ 0.4%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.1%	▲ 0.1%	▲ 0.1%	▲ Z	▲ Z
Two or More Races, percent	▲ 1.9%	▲ 2.2%	▲ 1.6%	▲ 1.9%	▲ 2.0%
Hispanic or Latino, percent (b)	▲ 8.5%	▲ 9.0%	▲ 8.3%	▲ 4.5%	▲ 3.9%
White alone, not Hispanic or Latino, percent	▲ 57.8%	▲ 63.0%	▲ 39.0%	▲ 66.3%	▲ 38.2%
Population Characteristics					
Veterans, 2015-2019	3,556	3,896	2,159	2,409	1,325
Foreign born persons, percent, 2015-2019	4.4%	5.6%	5.2%	3.0%	2.9%
Housing					
Housing units, July 1, 2019, (V2019)	24,856	29,726	20,164	18,628	12,079
Owner-occupied housing unit rate, 2015-2019	72.1%	73.8%	56.5%	76.4%	73.2%
Median value of owner-occupied housing units, 2015-2019	\$156,000	\$150,400	\$101,400	\$123,100	\$94,600
Median selected monthly owner costs -with a mortgage, 2015-2019	\$1,306	\$1,250	\$1,111	\$1,124	\$1,111
Median selected monthly owner costs -without a mortgage, 2015-2019	\$428	\$388	\$372	\$383	\$390
Median gross rent, 2015-2019	\$831	\$829	\$699	\$694	\$619
Building permits, 2020	315	913	87	168	75
Families & Living Arrangements					
Households, 2015-2019	21,400	25,381	16,875	15,896	7,786
Persons per household, 2015-2019	2.60	2.55	2.59	2.44	2.43
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	87.5%	87.6%	86.5%	91.3%	90.2%
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	7.7%	7.5%	7.8%	4.8%	3.7%
Computer and Internet Use					
Households with a computer, percent, 2015-2019	88.8%	85.5%	82.2%	86.6%	76.9%
Households with a broadband Internet subscription, percent, 2015-2019	79.6%	78.6%	70.4%	78.6%	58.5%
Education					
High school graduate or higher, percent of persons age 25 years+, 2015-2019	84.3%	86.2%	80.4%	86.5%	81.6%
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	22.5%	22.0%	14.8%	15.6%	15.8%
Health					
With a disability, under age 65 years, percent, 2015-2019	11.1%	11.4%	14.7%	15.6%	12.4%
Persons without health insurance, under age 65 years, percent	▲ 13.2%	▲ 13.8%	▲ 14.6%	▲ 12.7%	▲ 17.0%
Economy					
In civilian labor force, total, percent of population age 16 years+, 2015-2019	58.5%	61.5%	59.4%	62.3%	48.4%

In civilian labor force, female, percent of population age 16 years+, 2015-2019	59.0%	57.1%	57.2%	60.7%	48.9%
Total accommodation and food services sales, 2012 (\$1,000) (c)	52,427	27,796	56,983	41,293	8,908
Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	149,269	86,887	204,965	98,851	19,962
Total manufacturers shipments, 2012 (\$1,000) (c)	3,020,569	1,047,254	756,187	841,222	128,855
Total retail sales, 2012 (\$1,000) (c)	349,961	353,700	527,895	378,438	72,351
Total retail sales per capita, 2012 (c)	\$5,791	\$5,754	\$11,697	\$9,637	\$3,516

Transportation

Mean travel time to work (minutes), workers age 16 years+, 2015-2019	28.9	33.3	25.2	30.4	28.3
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Income & Poverty

Median household income (in 2019 dollars), 2015-2019	\$55,856	\$55,193	\$40,529	\$51,020	\$36,466
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$27,131	\$27,294	\$23,049	\$27,329	\$23,432
Persons in poverty, percent	▲ 14.6%	▲ 11.6%	▲ 18.5%	▲ 15.4%	▲ 21.7%

BUSINESSES

Businesses

Total employer establishments, 2019	907	1,097	841	699	262
Total employment, 2019	15,711	11,167	13,221	8,492	2,037
Total annual payroll, 2019 (\$1,000)	653,076	518,742	458,483	335,671	61,120
Total employment, percent change, 2018-2019	0.1%	4.8%	-0.4%	0.8%	-1.2%
Total nonemployer establishments, 2018	3,480	4,701	2,408	2,262	1,027
All firms, 2012	3,178	4,677	2,930	2,287	1,031
Men-owned firms, 2012	1,679	2,689	1,538	1,186	571
Women-owned firms, 2012	1,247	1,373	1,074	830	379
Minority-owned firms, 2012	927	951	1,125	390	417
Nonminority-owned firms, 2012	2,156	3,614	1,677	1,780	580
Veteran-owned firms, 2012	338	448	354	258	162
Nonveteran-owned firms, 2012	2,543	3,961	2,438	1,909	821

GEOGRAPHY

Geography

Population per square mile, 2010	112.7	123.3	179.2	100.6	48.9
Land area in square miles, 2010	531.57	491.68	253.52	392.32	428.46
FIPS Code	37077	37069	37181	37145	37185

About datasets used in this table

Value Notes

▲ Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info ⓘ icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2019) refers to the final year of the series (2010 thru 2019). *Different vintage years of estimates are not comparable.*

Fact Notes

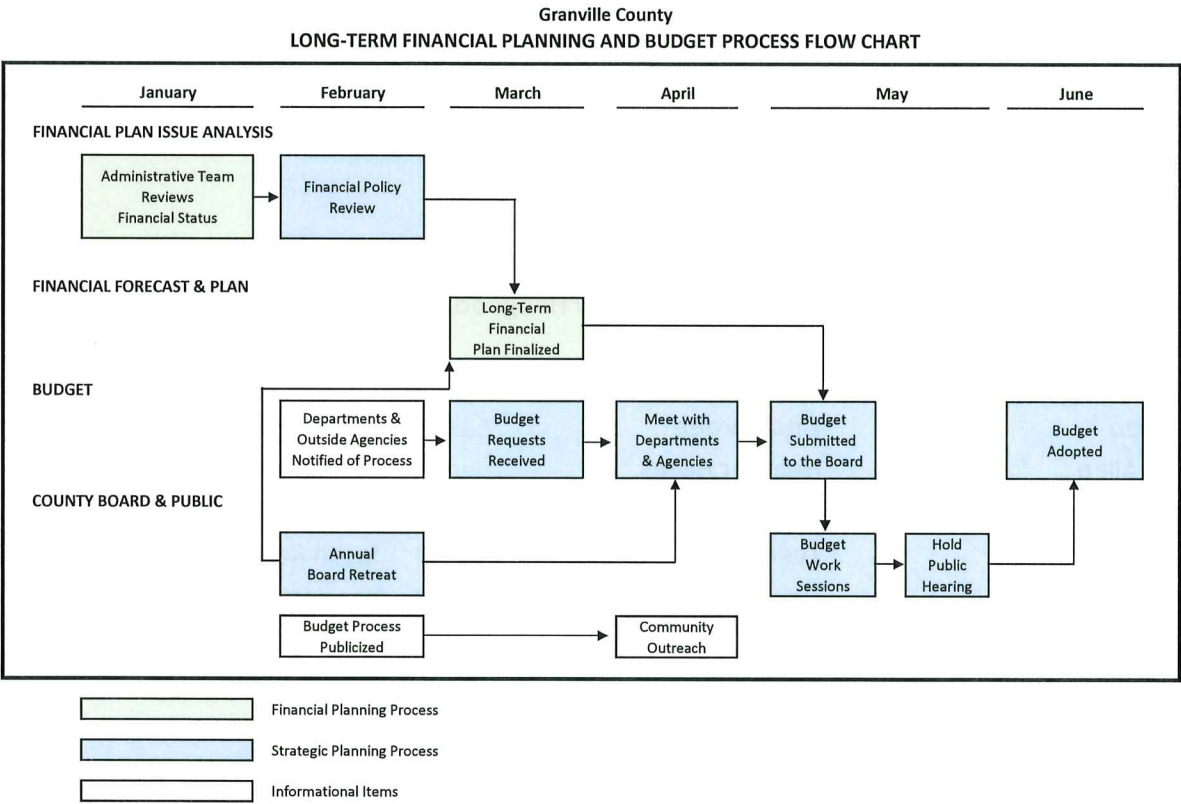
- (a) Includes persons reporting only one race
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
- (b) Hispanics may be of any race, so also are included in applicable race categories

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
- F Fewer than 25 firms
- D Suppressed to avoid disclosure of confidential information
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- FN Footnote on this item in place of data
- X Not applicable
- S Suppressed; does not meet publication standards
- NA Not available
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

APPENDIX 6: Long-Term Financial Planning & Budget Process Flow Chart



Appendix 7: Acknowledgements

Many people were involved in the work associated with this strategic plan including the Board of County Commissioners, elected officials, county administration, department heads and key employees who participated as part of the Strategic Planning Committee.

Members of the community and other county employees also provided input through the many hours of informal conversations and reviews of draft materials. If anyone was left out of this acknowledgement, it was not intentional. We thank all those who have contributed to this process and to the development of Granville County's 5-Year Strategic Plan.

County Commissioners

Tony Cozart, District 4 (Chair)	Zelodis Jay, District 1	Timothy Karan, District 6
Russ May, District 5 (Vice-Chair)	David Smith, District 2	Jimmy Gooch, District 7
	Sue Hinman, District 3	

Elected Officials

Sheriff John Hardy	Kathy Taylor, Register of Deeds
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Administration

Michael Felts, County Manager*	Debra Weary, Clerk to the Board
Korena Weichel, Assistant County Manager*	Terry Hobgood, Public Information Officer

Special Thanks

Angela Allen	Zina Hardee	Harry Mills*
Raymond Allen	Heather Hayes	Chris Norris
Barry Baker	Monique Heggie*	Scott Phillips
Chris Brame	Tyeisha Hewett	Jason Reavis
Trent Brummitt	Lina Howe	Kenneth Reeves
Edward Cash	Ronald Jones	Will Robinson
Byron Currin	Justin Jorgensen*	Jennifer Seeley
Nikki Dickerson	Matthew Katz	Chris Smoot
Matthew Eller	Carlos Landrau	Kathy Taylor
Jason Falls	Andrew Maloney	Sandy Woody
Rodney Frazier	Kathy May	Angela Wright
Jennifer Griffin	Beth Melvin	David Yancey
Adonica Hampton	Angela Miles	

*Team Lead

Appendix 8: References

The source of statistical references is noted within the text. Economic, labor, and population statistics were obtained principally from the US Census Bureau, US Department of Labor, and the North Carolina Department of Commerce.

- ¹ UNC Charlotte/Belk College of Business: "North Carolina Economic Forecast". Dr. John Connaughton, Fourth Quarter Report December 9, 2021.
- ² North Carolina Association of County Commissioners: Report on 2021-22 State Budget. November 2021.
- ³ Grandparents Raising Grandchildren: A Growing Trend. Kristen Mauk, May 11, 2020.
- ⁴ National Center for Education Statistics, Annual Report on The Condition of Education, May 2020.
- ⁵ QualityInfo.org: "Growth in Distance Learning Outpaces Total Enrollment Growth". Lynn Wallis, August 11, 2020.
- ⁶ U.S. Chamber of Commerce.com: "5 Small Business Owners Talk Pandemic-Inspired Changes That Are Here to Stay". Andrea Forstadt, August 18, 2020.
- ⁷ Forbes. Com: "These 'Temporary' Covid-19 Changes Could Become Permanent". John Hall, September 21, 2020.



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: February 17, 2022
Title: Summer Civic Leadership Program

PURPOSE:

To consider holding the Summer Civic Leadership Program.

BACKGROUND:

Since 2008, except for 2020 and 2021 due to COVID, the Board approved offering scholarships to Granville County students as a part of a 5-week Summer Civic Leadership Program. The Granville County Summer Civic Leadership program is an internship for rising high school seniors that reside in Granville County. Interns explore the following tracks of government: Public Safety; Human Services; Community Services; General Government and participate in cohort days throughout the program. During this time, interns tour County facilities, perform tasks within various County departments, speak with department heads, and work on a group project to build team-working skills and to integrate all they learned in the program into a culminating project.

Typically, the County receives between 15 – 30 applications and interviews are conducted in late April or early May to select five (5) interns. This selection process needs to be completed no later than early May in order to set schedules with the selected applicants and County departments. The program runs in June and July and ends with the County Board meeting in August.

Due to staffing and COVID issues, not all county departments and outside agencies will participate in the Summer Civic Leadership Program, however County Administration believes there are sufficient County departments to conduct the program.

FUNDING:

If approved to offer the Summer Civic Leadership Program in 2022, sufficient funding would be included in the fiscal year 2022-2023 annual budget to cover the program expenditures.

RECOMMENDATION:

The County Manager recommends approving the Summer Civic Leadership Program for the summer of 2022.

ACTION TAKEN:



Granville County 911 Emergency Communications

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Trent Brummitt
Department: 911 Emergency Communications
Date: February 10, 2022
Title: Emergency Communications Simulcast System Replacement

PURPOSE:

To consider the replacement of the County's antiquated VHF simulcast paging system.

BACKGROUND:

In the mid-2000s, Granville County purchased the VHF simulcast paging system that is currently still in use. This system allows us to alert and dispatch Fire Departments and EMS throughout our entire county. This system rides the state's 7-site microwave system, ensuring coverage of our entire county. This system is crucial to our operations and must be in good working order at all times. We have a redundant means of back-up paging if this system goes down, but it does not cover our entire county and is only used as a last resort.

In the past couple of years, we have had some hardware issues with the paging system. Due to the age of the system, we are having trouble finding parts. The system has gone down five times over the last month. We were able to get some replacement parts from Durham County the last time to get it back operational. This may not be the case in the future.

We are asking for your consideration in replacing this outdated system. The total cost includes all the labor and parts to replace all necessary equipment at each of the seven tower site locations. Ensuring we have all the needed resources to perform our job at the highest level is very important to our department. Your consideration of this project is very much appreciated.

FUNDING:

To be included in FY 2022-2023 Budget

RECOMMENDATION:

The Emergency Communications Director, along with the Emergency Services Committee as well as the Fire Chief's Association, recommends proceeding with the purchase with Motorola Solutions for the "no more than" price of \$869,400.00

ATTACHMENTS:

Fire Chief's Association letter of support
Emergency Services Committee letter of support
Simulcast budgetary quote

ACTION TAKEN:



Granville County Fire Chief's Association

February 9, 2022

David Cottrell, President
Granville County Fire Chief's Association
112 E. McClanahan St.
Oxford, N.C. 27565

Granville County Board of Commissioners
C/o Michael Felts, County Manager
104 Belle St.
Oxford, N.C. 27565

Dear Manager Felts:

First and foremost, I would like to express my appreciation and gratitude to Manager Felts and the Granville County Board of Commissioners for the support that you have shown for our local responders over the years and most recently with the purchase and delivery of our replacement 800 MHz radios. These units allow us to continue our mission safely without the added burden of financing these subscriber units using funds from an already limited budget. While the purchase and deployment of these units moved us forward, we still have one hurdle to conquer. Granville County Emergency Services are currently dispatched by our local communications center utilizing a VHF paging system that has been in service beyond its useful life and has failed on several recent occasions. This system is no longer supported and parts are no longer available through any vendor. This system has become our weakest link and may contribute to our biggest failure. Without this system working, our first responders, including EMS, cannot be paged out to calls for service leaving our tele-communicators with limited options to deploy resources to the emergency scene. It is our understanding that Director Brummitt has researched this issue as well and understands that replacing the system is our only recourse and solution. During a recent meeting of the Granville County Fire Chief's Association, we voted to submit this letter of support for the purchase and replacement of this antiquated system and support Director Brummitt in any recommendation he may have as to the design and manufacture of any replacement items.

Again, thank you for your acceptance and consideration of this letter and your continued support of emergency services in Granville County.

With Gratitude,

A handwritten signature in black ink that reads "David Cottrell".

David Cottrell, President
Granville County Fire Chief's Association



dscottrell@oxfordnc.org

Work (919) 603-1141

Cell (252) 432-3193



County of Granville
Office of Emergency Management / Fire Marshal

5662 Cornwall Road
PO Box 598
Oxford, NC 27565

Phone: (919) 603-1310

Fax: (919) 603-1399

E-mail: Jason.Reavis @Granvillecounty.org

February 10, 2022

William J. Reavis, Chair
Granville County Emergency Services Committee
5662 Cornwall Rd
Oxford, N.C. 27565

Granville County Board of Commissioners
104 Belle St
Oxford, N.C. 27565

Dear Commissioners,

The Granville County Emergency Services Committee voted unanimously on January 25th, 2022 to support the replacement of the VHF Paging System that has been in place for approximately 20 years. As of now, the system failed 5 times in the month of January. This equipment that is currently being used is no longer supported by Motorola. The only way to get parts at this time is to purchase them off eBay. We have been fortunate recently that Durham County has donated spare parts that they no longer use or need.

This system is the backbone of getting aid to people in distress. Without this system, we will not be able to page the 14 fire departments or EMS. This system also serves as a backup to the VIPER System. In the event that the VIPER System goes down, the VHF System allows EMS, Fire and the Sheriff's Office to still have a way to communicate.

We thank you for your consideration of this letter of support and your continued support of all public safety in Granville County.

Thank you,

William J. Reavis, Chair
Granville County Emergency Services Committee



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: February 17, 2022
Title: Review & Discussion of Open Projects

PURPOSE:

The County Manager will provide a brief review of open County projects and will provide an overview of past County Government accomplishments and milestones.

BACKGROUND:

Please find included within your agenda materials a memo from the County Manager outlining open County projects and the current facility planning timeline. Also please see a list of past County accomplishments and milestones as requested by the Board Chair.

ATTACHMENTS:

Memo - Open Projects
Accomplishments and Milestones

ACTION TAKEN:

MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICHAEL FELTS, COUNTY MANAGER
SUBJECT: OPEN ITEMS & FACILITY PROJECT PLANNING – SUMMARY LIST
DATE: FEBRUARY 8, 2022

Below is a list of items we are currently working on or have under review, and we expect to bring back to the Board's attention at a later time. Please note that this timeline is based on preliminary planning objectives and changes to the planning objectives would result in significant changes to this timeline and anticipated actions, especially in the later years.

Open Projects:

- A. 2021-2025 Strategic Plan – Discussed earlier
- B. Digital Infrastructure Committee (Broadband) – meets as necessary
- C. VFD Radio Replacement Program – Draft options being reviewed
- D. Stovall Senior Center – Stakeholder steering committee
- E. Granville County Personnel Ordinance – Discussed previously
- F. Health Department Facility behind hospital – Move completed, future site discussions pending
- G. Storage Area for Emergency Response equipment - pending
- H. Recreational Space near or in District 6 - Ongoing
- I. Falls Lake Rules – Working with UNRBA (Re-examination Summary provided in last year's retreat materials)
- J. Opioid Crisis & Substance Abuse Committee – Meeting monthly (School & Health professionals are key to this committee)
- K. Fire Services
- L. Strengthening Partnerships with Airport, Hospital, SGWASA, and VGCC – Ongoing
- M. Future planning for old sheriff's office and administration space – In planning stages
- N. Wall Street Facility Ramp Re-alignment – On Hold
- O. Monthly Newsletter - Ongoing
- P. Community Communication Efforts - Ongoing
 - a. Facebook page followers continues to increase
 - b. Series of new videos for County website
 - c. Goal of at least one article in each local paper per week
- Q. Landfill Construction Projects

Facility Project Planning Items:

- A. FY 2021-2022
 - a. Complete DSS South Campus Renovation, Move Staff, and Begin Operations
 - b. Renovate Old Sheriff's Office to house DSS Child Support and Internal Auditor
 - c. Renovate Clerk of Court Office area
 - d. Demo existing structures on the Stovall Property
 - e. Relocate Internal Auditor to old Sheriff's Office interview room at the back of 143 Williamsboro Street.

B. FY 2022-2023

- a. Stovall Senior Services Center
 - i. Engage Stovall Senior Center Stakeholder Group
 - ii. Using Internal Staff – Prepare Proposed Master Site Plan for the Stovall Property
 - iii. Award Design Service Contract for Stovall Senior Services Center
- b. Hunt Drive Property
 - i. Engage Structural Engineer to evaluate site & structure conditions
 - ii. Award Design Service Contract for Hunt Drive Facility Remodel
 - 1. Note: The Hunt Drive Facility is anticipated to hold Planning, Inspections, Economic Development, and possibly Fire Marshal and Public Health Environmental Services.
- c. 145 Williamsboro Street – IT Department
 - i. Upgrade Main IT System Hardware & Relocate IT Staff to different Facility.
 - 1. Note: We have not yet identified a temporary or permanent location for IT Staff relocation
- d. 143 Williamsboro St (old sheriff space)
 - i. Relocate Child Support Staff to Renovated space and begin operations
- e. Cooperative Extension Facility
 - i. Award construction contract for conversion of upstairs large lab area to an instruction kitchen

C. FY 2023-2024

- a. Stovall Senior Services Center
 - i. Award Contract for Construction
 - ii. Begin Operations
- b. Hunt Drive Facility
 - i. Award renovation contract for facility
- c. Unknown location – Temporary facility to be identified
 - i. Move Central Area Consultant for NC Department of Public Safety from 122 Williamsboro Street facility to newly identified temporary space
- d. 122 Williamsboro Street Facility
 - i. Award design contract to plan for the demolition of the facility with the construction of an open public space and possible monument area; to include a Freedom Monument display.
- e. 141, 143, & 145 Williamsboro Street Facility
 - i. Create & Implement a Stakeholder group to discuss possible new court facilities

D. FY 2024-2025

- a. Hunt Drive Facility
 - i. Move planning and Inspections from 122 Williamsboro Street to Hunt Drive Facility.
 - ii. Move Economic Development from 310 Williamsboro Street to Hunt Drive Facility.
 - iii. Move Juvenile Court Counselors from 122 Williamsboro Street facility to 310 Williamsboro Street facility
- b. 122 Williamsboro Street Facility
 - i. Demo the building and award contract for construction of an open space based on plan designs.
 - ii. Install the Freedom Monument display and other possible monuments based on plan design.

- c. 141, 143, & 145 Williamsboro Street Facility
 - i. Award design contract for proposed court facilities based on initial comments and findings from the stakeholder group.
 - d. New Health Department Facility
 - i. Consider awarding a design contract for a new Health Department Facility based on site selection information provided by the Public Health Board, County Board, and County Administration.
- E. FY 2025-2026**
 - a. 141, 143, & 145 Williamsboro Street Facility
 - i. Continue design work and Stakeholder input on possible or proposed court facilities.
 - ii. Locate Temporary Space to relocate Tax, Finance, Veteran Services, DSS Child Support, & Internal Auditor
 - b. New Health Department Facility
 - i. Consider awarding construction contract based on previous design work
- F. FY 2026-2027**
 - a. New Health Department Facility
 - i. Complete construction of facility
 - ii. Move Health Department staff to new facility and begin operations
 - b. 141, 143, & 145 Williamsboro Street Facility
 - i. Temporarily relocate Tax, Finance, Veteran Services, DSS Child Support, & Internal Auditor to previous health department facility behind the hospital
 - ii. Award Contract to Demo 141, 143, & 145 Williamsboro Street Facility
 - iii. Award Contract to Construct new Court Facilities based on approved design work
 - c. Historic Courthouse
 - i. Award Contract to design renovations to select areas of the historic courthouse facility to accommodate Tax, Finance, Veteran Services, DSS Child Support, & Internal Auditor
- G. FY 2027-2028**
 - a. 141, 143, & 145 Williamsboro Street Facility
 - i. Continue construction
 - ii. Move Court operations to new facilities near end of fiscal year & begin operations
 - b. Historic Courthouse
 - i. Continue design efforts
 - ii. Submit Construction Plans for bids
- H. FY 2028-2029**
 - a. Historic Courthouse
 - i. Award Renovations Contract
 - ii. Move Tax, Finance, Veteran Services, DSS Child Support, & Internal Auditor into historic Courthouse near end of the fiscal year
- I. FY 2029-2030**
 - a. Facilities behind hospital – previous public health facilities
 - i. Discontinue lease on these facilities or repurpose to other county needs.

2014 Accomplishments & Milestones

- Completed Social Services, spring street renovation project
- Completed Library Bond projects
- Began operation of new MSW Landfill
- Negotiated an agreement with the City of Oxford & the City of Henderson to supply water and wastewater services to Triangle North – Granville
- Reorganized the Animal Management department
- Implemented changes to view tax bills online
- Implemented a maintenance plan for County parking lots
- Completed a lighting retrofit in several county facilities
- Completed training for staff and began utilizing NCFast for Social Services
- Resurfaced walking trails at the GAP
- Completed District Courtroom renovations
- Issued contract for Sheriff/Jail Study to evaluate specific long-term needs

2015 Accomplishments & Milestones

- Successfully hired TDA and EDC directors
- Implemented a Voice over IP (VoIP) system for DSS
- Completed debt financing for GCHS expansion and Hospital ER project
- Coordinated with Granville Health System to include hospital collections through Debt Setoff System
- Successfully transitioned DSS staff to the newly renovated space
- Successfully bid out work for Lanier Street project (Senior Center)
- Renovation of space and stairs to Wall Street facility (Elections)
- Construction of a stairway connection between RH Thornton Branch Library & Wall Street facility
- Implemented shared services for Solid Waste Director between Granville County and Vance County

2016 Accomplishments & Milestones

- Completed Lanier Street project (Senior Center)
- Implemented County policy & procedures to assist orphaned road improvements
- Consolidated E-911 dispatch with the City of Oxford
- Constructed and opened a new convenience center in the northern area of the County
- Successfully adopted the 2015-2020 5-Year Strategic Plan
- Awarded Triangle North – Granville, road design contract and E-911 backup upgrade
- Hired a full-time Veteran Service Officer
- Implemented a third one-stop site at Tar River Elementary School
- Library system joined the NC Cardinal consortium of public libraries, developing a state-wide shared catalog
- Bid and began construction on the Wilton E-911 backup facility

2017 Accomplishments & Milestones

- Completed renovations to the Wilton facility project (E-911 Backup facility)
- Increased funding so teacher supplements could be increased from 7% to 10%
- Worked with staff to implement newly designed web site and social media communications
- Implemented benefit administration with PayCom
- Converted LOGICs financial system to a web-based platform
- Completed a utility bill audit for the County
- Successfully transitioned Senior Services staff into new facility at Lanier Street
- Implemented a work order process for General Services
- Relocated Cooperative Extension Service to NCSU Research facility
- Completed replacement of all road signs to meet required reflectivity and lettering
- Implemented litter sign project
- Implemented the Guardian RFID system in the detention center

2018 Accomplishments & Milestones

- Transitioned Library leadership and worked with Library Board of Trustees to address work issues
- Adopted the Granville County Comprehensive Transportation Plan
- Completed Preliminary design work and site selection for the Law Enforcement/Animal Shelter project
- Provided staff assistance to ABC Board for ABC Store #2
- Completed E-911 Backup computer system & furnishings and went live on October 10th
- Finalized updating the County's Continuity of Government and Continuity of Operations Plans
- Awarded contract to close the County Construction & Demolition Landfill

2019 Accomplishments & Milestones

- Established the Opioid Advisory Committee
- Completed upgrade to the County's main computer infrastructure system and went live February 21st
- Successfully implemented the Guardian Ad Litem office move
- Awarded a new solid waste franchise to begin January 1, 2020, and updated the solid waste ordinance
- Updated the Animal Control Ordinance
- Adopted new Flood Plain Maps
- Completed the update to the Granville County Comprehensive Plan
- Completed the Land Use Master Plan update
- Added a 2-day Bereavement Leave to the County's Personnel Policy
- Increased school parental leave from 4 hours to 16 hours
- Engaged the MAPS Group to conduct a Pay & Classification Plan. (Last done over 20 years ago)
- Purchased and Implemented a Volunteer Management software application
- Awarded a contract for the Law Enforcement Center and Animal Shelter
- Awarded a contract for Phase III of the Granville Athletic Park (GAP)
- Completed the new Butner facility scale house for the solid waste department

- Began to address county broadband needs by selecting another broadband vendor to serve unserved areas of our community
- Merged the Recreation Advisory & Greenway Advisory Committees together to maximize planning and advocacy efforts
- Successfully closed the C&D Landfill
- Implemented Employee Appreciation events for each County department
- Implemented a new Information Technology Policy
- Implemented a new Volunteer Policy
- Began publishing a County newsletter for staff
- Began efforts to develop the 2021-2025 5-year strategic plan for the County
- Register of Deeds office implemented the Thank-A-Vet Program
- Tax Department completed implementation of new Tax Administration software system
- Emergency Management staff updated the Continuity of Operations Plan (COOP), and the Continuity of Government Plan (COGP)
- Began providing video mental health services with Dr. Coy at the detention center
- Refreshed/updated content on Government Access Channel 17, with an effort to keep it a current and more reliable news source, especially for those without computer access
- Increased exposure on social media, growing the page from 600 to more than 3,000 followers

2020 Accomplishments & Milestones

- Initiated refinancing of RZEBD bonds
- Completed first zero based budget in several years
- Implemented Pay and Grade Study
- Completed the audit of the Equitable Sharing / Forfeiture fund by DoJ and Treasury Department
- Adopted rewrite of the Granville County Emergency Operations Plan
- Obtained and distributed PPE for COVID-19 virus for various Granville County Departments, Municipal Departments, Granville Health, Volunteer Fire Departments, Long Term Care Facilities, Public Health and other various local partners.
- Worked with Fire Department to lower ISO ratings in the County
- Worked with Elections to make sure PPE was distributed to all polling locations.
- Successfully transitioned Emergency Management/Fire Marshal office to new leadership
- Migrated County Employees for Exchange 2010 to Office 365.
- Fully Executed IT policy that went into effect in January 2020. Allowing the IT department to move users and new hardware and software in various departments.
- Increased network infrastructure to allow more users to work remotely utilizing VPN connections due to COVID-19.
- Implemented employee telework options to some (approximately 35% of staff) DSS Staff: 1) DSS Supervisors, 2) DSS Social Work Services, and 3) DSS Child Support Services (December 2020)
- Temporarily moved twenty (20) DSS Social Workers from the DSS West Spring Street to another location to improve social distancing for both employees, and customers.
- Successful completion of the Granville County Law Enforcement/Detention and Animal Shelter facility to include procurement of FF&E valued over \$1.3 million dollars.
- Awarded GAP Phase III construction contract

2021 Accomplishments & Milestones

- Planned and Implemented the County's 275th Anniversary Event
- Printed 275th Anniversary books and commemorative coins
- Completed and dedicated Granville Athletic Park Phase III
- Completed the Oxford Landfill scale house for the solid waste department
- Renewed EMS System Plan
- Replaced fence at Wilton Cell Phone Tower
- Upgrades in the Emergency Operations Center
- Streamlined Fire Inspections using Mobile Eyes Software
- Tabletop Exercise with Animal Control
- Implemented RapidSOS, a caller location software that helps us track/locate 911 callers more efficiently.
- Approved the installation of dual ductless AC/Heat units for the equipment room at our back-up facility for more redundancy.
- Approved 2 additional full-time employee positions to start in early 2022.
- Implemented an E-911 on-call premium pay for when employees are called back in on their day off.
- Approval for a trainer incentive pay for when an employee is training a new hire.
- Completed the 2020 Census
- Completed the Redistricting for the County Commissioners and School Board
- Updated the aerial imagery for Granville County
- Started the GIS website upgrade (to be completed in early 2022)
- Updated GAP Park locator map
- Designed/Installed new GAP park signs (2)
- Installation of Storywalk display at GAP
- New offices for administration
- Installed free public wi-fi at GAP
- Implemented online reservation system
- Added Venue & Activities Coordinator position
- Implemented MyLibro App for the Library System
- We were one of a limited number of libraries in NC to be chosen by the State Library of NC to be granted access to the Gale Analytics platform. Gale Analytics integrates powerful demographics that add value to existing data, including content from our integrated library system (ILS), which should unlock key insights about our community and guide our outreach and marketing.
- Completed scan project with Cott Systems. All deed books are now online from 1746 – present
- Inventoried leases as part of reporting for GASB 87 – Leases
- Change in policy of accepting C&D debris at convenience sites (\$30,000 savings/month)
- Nutrition Program served 46,359 hot meals to 472 unduplicated individuals
- Implemented new "My Senior Center" software that allows touch-screen check-in in the front lobby and streamlines data collection. Has numerous components including one that allows us to send out automated phone calls to a selected group and allows seniors to register for classes online from home.
- Received a grant to purchase new voting equipment to replace our fifteen-year-old voting equipment.
- We held a successful Municipal Election, although we were short-staffed and had to learn new voting equipment, with little training.

Economic Development

Economic development activities span multiple years from the initial contact, requests for information, regular follow-up meetings, public hearings, and final project award. The dates noted below were the dates of project award or announcement. In some cases, business can take several months after their award/announcement to implement the awarded project. A summary list of commercial and industrial projects involving significant Granville County EDC involvement covering the years 2015-2021 are provided in the list below. There are several commercial projects which required little or no Granville County EDC involvement which are not included but are just as vital to the success of the County.

- PRM Customer Service in Butner – September 2015
- Ideal Fastener Expansion – October 2015
- NT Techno Expansion – October 2015 – 20 Jobs, \$200,000 Building Reuse Grant from NC Dept. of Commerce.
- Builder Services Expansion – December 2015 – 18 Jobs, \$175,500 Building Reuse Grant from NC Dept. of Commerce.
- Continental Terminals/Bandag – January 2016
- Altec Expansion – October 2016 – 55 Jobs, \$500,000 Building Reuse Grant from NC Dept. of Commerce.
- Stay-Online Expansion – December 2016
- Revlon Expansion – July 2017 – 55 Jobs, \$500,000 Building Reuse Grant from NC Dept. of Commerce \$100,000 1 NC Fund Grant
- Shalag Expansion – December 2017 – Awarded \$125,000 Building Reuse Grant from NC Dept. of Commerce.
- Morgan Lumber Company – December 2017
- Tobacco Road Brewing Company – August 2018
- Rice Wrap Foods Corp. – October 2018 – 200 Jobs - \$300,000 Building Reuse Grant from NC Dept. of Commerce.
- South Granville Medical Center – November 2018
- Dill Inc. Expansion – April 2019 - 26 Jobs \$175,000 Building Reuse Grant from Department of Commerce.
- Altec Inc. Expansion – August 2019 - 72 Jobs, \$500,000 Building reuse Grant from Department of Commerce.
- Strong Arm Bakery – September 2019 - 19 Jobs \$300,000 CBDG Grant from Department of Commerce.
- Recruited Ontic Engineering from California. Beat out competition Tampa Florida. – October 2019 - Brought 126 Jobs, and \$500,000 Building reuse Grant.
- We relocated Nugget Company from Hillsboro to Butner – October 2020 - applied and received a \$460,000.00 CBDG Grant Award.
- PRM expansion in Butner – January 2021 - 10 jobs, \$850,000 investment, and \$35,000 Building Reuse Grant.
- Carolina Coops – August 2021



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: February 17, 2022
Title: Budget Calendar & Review of Budget Process

PURPOSE:

To provide a copy of the proposed budget calendar for Granville County Government's fiscal year 2022-2023 budget process.

ATTACHMENTS:

Budget Calendar

ACTION TAKEN:

Granville County Government Budget Calendar Fiscal Year 2022-2023

February	March	April	May	June
Budget Instructions sent to County Departments and Outside Agencies. Hold Annual Retreat with Board of Commissioners. Provide additional budget direction to County Departments based on comments and decisions from the retreat.	Receive Budget Requests from County Departments. Receive Service Expansion Requests from Outside Agencies. County Finance & Administration Departments Review Requests.	Hold Department Meetings. Finalize Revenue Estimates. Finalize Recommended Budget. Hold information sessions with individual County Commissioners.	Present Recommended Budget to Board of Commissioners. Hold Budget Workshops with Board of Commissioners. Advertise Public Hearing.	Hold Public Hearing. Final Budget Consideration for Adoption.



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 17, 2022
Title: Follow-Up Discussions from Retreat Items and Key Take Aways

PURPOSE:

Follow-up discussions from retreat items and key take aways.

BACKGROUND:

- A. Commissioner Zelodis Jay
- B. Commissioner David T. Smith
- C. Commissioner Sue Hinman
- D. Commissioner Russ May
- E. Commissioner Timothy Karan
- F. Commissioner Jimmy Gooch
- G. Chair Tony W. Cozart

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: February 17, 2022
Title: Adjourn

PURPOSE:

Adjourn

ACTION TAKEN:

