GRANVILLE COUNTY BOARD OF COMMISSIONERS
RETREAT
February 20 & 24, 2023

Friday, February 24, 2023
Creedmoor Community Center, Willow Oak Room
108 East Wilton Avenue
Creedmoor, NC 27522

1.	9:00 a.m.	-	Call to Order, Invocation & Pledge (p. 3)
2.	9:05 a.m.	-	Consent Agenda (p. 4) (a) Fiscal Year 2021-2022 Annual Financial Audit (p. 4) (b) Flood Damage Remediation for Granville Vance Public Health (p. 20) (c) Wall and Ceiling Repairs for Granville Vance Public Health (p. 33) (d) Flooring Replacement for Granville Vance Public Health (p. 35) (e) Cabinet Replacement for Granville Vance Public Health (p. 37) (f) Cleaning Contracts for Granville County Library System (p. 42)
3.	9:10 a.m.	-	Development Services Update – Scott Phillips (p. 63)
4.	9:45 a.m.	-	Social Services Update – Adonica Hampton (p. 87)
5.	10:15 a.m.	-	Granville County Sheriff's Office Updates – Sheriff Robert Fountain (p. 115)
6.	11:00 a.m.	-	North Carolina Association of County Commissioners Presentation – Kevin Leonard (p. 118)
7.	12:00 p.m.	-	Lunch Break (p. 119)
8.	1:00 p.m.	-	Fire Commission Progress Update and Discussion – Andy Culbreth & Chief David Cottrell (p. 120)
9.	1:30 p.m.	-	Expo Audiovisual Update and Discussion – Chris Brame (p. 121)
10.	2:00 p.m.	-	Granville Health System and EMS Update – Adam McConnell & Jonathan Pernell (p. 124)

11. 3:00 p.m. - County Manager Updates – Drew Cummings (p. 166)

12. 4:30 p.m. - Follow-Up Discussions from Retreat Items and Key Takeaways (p. 193)
    (a) Commissioner Zelodis Jay
    (b) Commissioner Rob Williford
    (c) Commissioner Sue Hinman
    (d) Commissioner Tony W. Cozart
    (e) Commissioner Timothy Karan
    (f) Commissioner Jimmy Gooch
    (g) Chair Russ May

13. 5:00 p.m. - Adjourn (p. 194)

Granville County

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

To:	Board of Commissioners
From:	Debra Weary
Department:	Administration
Date:	February 21, 2023
Title:	**Call to Order, Invocation & Pledge of Allegiance**

PURPOSE:

Chair Russ May will call the meeting to order. Rev. David Herman, Senior Pastor at Pleasant Grove Baptist Church, will have the invocation. Commissioner Timothy Karan will lead the Pledge of Allegiance.

ACTION TAKEN:

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

To:	Board of Commissioners
From:	Steve McNally
Department:	Finance
Date:	February 7, 2023
Title:	**FY 2021-2022 Annual Financial Report Audit Approval**

BACKGROUND:
The fiscal year 2021-2022 Audit and Annual Consolidated Financial Report was reviewed by Alan Thompson of Thompson Price Scott Adams and Co. at the February 6, 2023 Board Meeting but was not formally approved by the Board of Commissioners.

RECOMMENDATION:
Approval of the Annual Consolidated Financial Report

ATTACHMENTS:
Audit presentation

ACTION TAKEN:


THE COUNTY OF GRANVILLE
1746
NORTH CAROLINA

GRANVILLE COUNTY

Presentation of Audit Results

Fiscal Year Ended
June 30, 2021

CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS AND TAX ADVISORS

Alan W. Thompson, CPA
1626 S Madison Street
PO Box 398
Whiteville, NC 28472
910.642.2109 phone
910.642.5958 fax
www.tpsacpas.com

Granville County

Presentation Agenda

	PAGE(s)
I. GENERAL COMMENTS	
II. REQUIRED COMMUNICATIONS	
SAS 114	1-3
III. AUDIT RESULTS	4-11
IV. ADDITIONAL REQUIRED COMMUNICATIONS	12
V. QUESTIONS AND COMMENTS	
VI. CLOSE	

CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS AND TAX ADVISORS

Thompson, Price, Scott, Adams & Co, P.A.
P.O. Box 398
1626 S Madison Street
Whiteville, NC 28472
Telephone (910) 642-2109
Fax (910) 642-5958

Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

November 24, 2021

To the Board of Commissioners
Granville County
Washington, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Granville County for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 12, 2021. Professional standards also required that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Granville County are described in Note 1 to the financial statements. As described in Note IX to the financial statements, the County changed accounting policies related to Fiduciary Activities by adopting GASB Statement 84 “Fiduciary Activities,” effective for fiscal year ended June 30, 2021. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in Note IX, and is reflected in the Statement of Activities, Statement of Changes in Fiduciary Net Position, and the respective governmental fund statements. We noted no transactions entered into by Granville County during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimate(s) or assumptions noted during the audit.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. There are no such disclosures identified.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Some of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated November 24, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Auditing Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Granville County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The County should timely reconcile key balance sheet accounts to subsidiary ledger. Additionally, we disclosed items that were identified as eligibility errors in our review of the Medicaid program. Please review the schedule of findings and questioned cost in the audit report for a description of these errors. These items have been discussed with the DSS director, and a corrective action plan is in place to address the issues noted.

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board. The County is required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager. We are pleased to disclose that there were no indicators identified on their spreadsheet that you are required to address.

Other Matters

We applied certain limited procedures to the Schedule of County's Proportionate Share of Net Pension Liability (LGERS), Schedule of County Contributions (LGERS), Schedule of County's Proportionate Share of Net Pension Asset (ROD), Schedule of County Contributions (ROD), Schedule of Changes in Total Pension Liability - Law Enforcement Officer's Special Separation Allowance, and Schedule of Changes in Total OPEB Liability and Related Ratios, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Please ensure that management and the Board is aware of the new GASB pronouncements for the upcoming fiscal year. Be especially mindful of GASB No.87: *Leases*, as the implementation of this standard will take a significant amount of time and resources to gather the necessary information. If the proper resources are not allotted for the implementation of this standard, this could potentially cause a significant delay in the completion of the upcoming audit.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of Granville County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Thompson, Price, Scott, Adams & Co., P.A.

Thompson, Price, Scott, Adams & Co, P.A.

Granville County

FINANCIAL INFORMATION FOR 5 YEARS

	2021	2020	2019	2018	2017
Total Fund Balance - General Fund	45,693,486	44,557,283	42,555,547	48,018,105	44,528,612
Unavailable Fund Balance - GF (Restricted for State Statute, Inventories, Prepaids)	5,293,319	4,893,926	4,716,758	4,008,295	3,282,472
Restricted, Committed, and Assigned Fund Balance	20,956,380	17,426,636	17,511,544	25,075,282	20,707,319
General Fund Expenditures (including Transfers out, less Loan proceeds)	69,228,994	65,013,610	71,858,608	58,392,075	57,358,833
Fund Balance Available as % of General Fund Expenditures	58.36%	61.01%	52.66%	75.37%	71.91%
Unassigned Fund Balance	24,737,106	27,130,647	25,044,003	22,942,823	23,821,293
Unassigned Fund Balance as % of General Fund Expenditures (including Transfers out)	35.73%	41.73%	34.85%	39.29%	41.53%
Revenues over (under) expenditures before other financing sources					
General Fund	2,135,978	3,023,850	4,272,567	5,543,682	5,309,485
Solid Waste Fund	(138,067)	2,913,167	(1,492,652)	314,393	219,697
Stormwater Fund	113,456	16,909	(275,440)	47,150	47,532
Cash vs. Accumulated Depreciation - Business-type activities					
Total Fixed Assets	6,518,572	6,412,116	6,317,622	6,237,965	6,237,965
Accumulated Depreciation	1,483,320	1,360,597	1,227,027	1,093,576	958,350
Cash	3,120,615	3,281,125	2,755,461	3,067,252	1,479,182
Cash vs. Fund Balance (Net Position)					
Cash - General	36,233,374	42,516,931	39,610,498	45,205,421	42,307,896
Cash - Solid Waste	2,651,503	2,924,886	2,449,335	2,486,436	853,941
Cash - Stormwater Fund	469,112	356,239	306,126	580,816	625,241
Cash - Other Governmental	6,476,733	8,666,277	35,624,109	(822,555)	639,495
Fund Balance - General	45,693,486	44,557,283	42,555,547	48,018,105	44,528,612
Fund Balance - School Repair Project Fund	2,743,110	3,152,497	9,331,518	6,688,873	-
Fund Balance - Law Enforcement Center Fund	2,488,954	3,833,980	22,642,577	5,039,618	-
Net Position - Solid Waste	254,766	392,833	(2,520,334)	(1,027,682)	(2,203,868)
Net Position - Stormwater Fund	473,416	215,996	199,087	474,527	476,171
Fund Balance - Other Governmental Funds	759,356	733,838	985,920	472,373	644,120
Property Tax Rates	0.840	0.840	0.840	0.880	0.880
Collection Percentages	98.73%	98.43%	98.35%	98.93%	99.05%
Collection Percentages (excluding Motor Vehicle)	98.56%	98.24%	98.16%	98.82%	98.96%
Total Property Valuation	5,122,105,714	4,965,349,694	4,855,654,607	4,601,724,002	4,495,664,011
Total Levy Amount	43,025,688	41,647,572	40,787,499	40,495,171	39,186,091
Breakdown of Debt (Excl Compensated Absences & OPEB)					
Governmental - General Obligation	56,119,632	55,719,311	59,983,941	24,965,944	28,097,562
Governmental - Financing Agreement	815,297	1,620,528	2,415,818	3,201,290	3,977,065
Governmental - Installment Purchases	29,393,310	31,288,431	33,162,000	44,995,132	33,250,867
Governmental - Certificate of Participation	5,215,000	11,575,000	12,070,000	12,565,000	13,060,000
	91,543,239	100,203,270	107,631,759	85,727,366	78,385,494

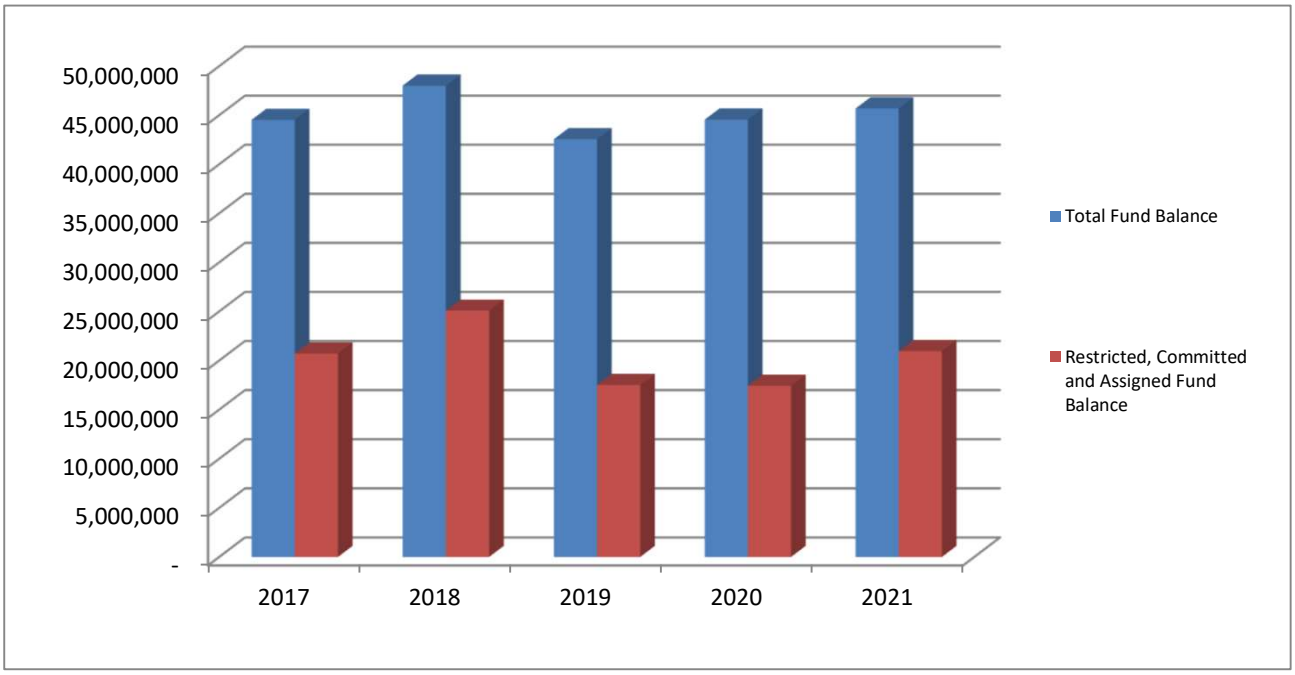
Granville County

FINANCIAL INFORMATION FOR 5 YEARS

	2021	2020	2019	2018	2017
Breakdown of General Fund Revenues					
Ad Valorem Taxes	43,258,583	41,440,264	40,736,763	40,390,916	39,426,432
Sales and other taxes	13,702,108	12,222,478	11,527,328	10,615,127	10,094,167
Licenses, fees and other revenues	2,573,203	2,625,668	2,609,031	2,326,902	2,439,890
Restricted intergovernmental revenues	10,237,976	9,743,286	9,408,302	7,980,438	9,769,302
Investment earnings	11,852	492,675	962,748	479,504	166,647
Miscellaneous	135,158	140,975	115,165	88,681	126,464
Total	69,918,880	66,665,346	65,359,337	61,881,568	62,022,902
Breakdown of General Fund Expenditures					
General Government	4,840,572	3,954,525	3,990,744	3,503,946	3,367,050
Public Safety	12,477,601	11,538,119	11,475,821	10,500,078	10,394,080
Community Services	4,896,040	3,851,299	4,229,428	4,014,560	3,528,653
Human Services	10,530,181	9,685,890	9,964,361	9,328,515	10,151,155
Non-departmental and special areas	3,507,473	4,547,433	3,288,306	3,533,266	3,170,991
Education	19,190,168	18,839,236	17,623,166	16,125,309	16,306,405
Debt Service	12,340,867	11,224,994	10,514,944	9,332,212	9,795,083
Total	67,782,902	63,641,496	61,086,770	56,337,886	56,713,417

Granville County

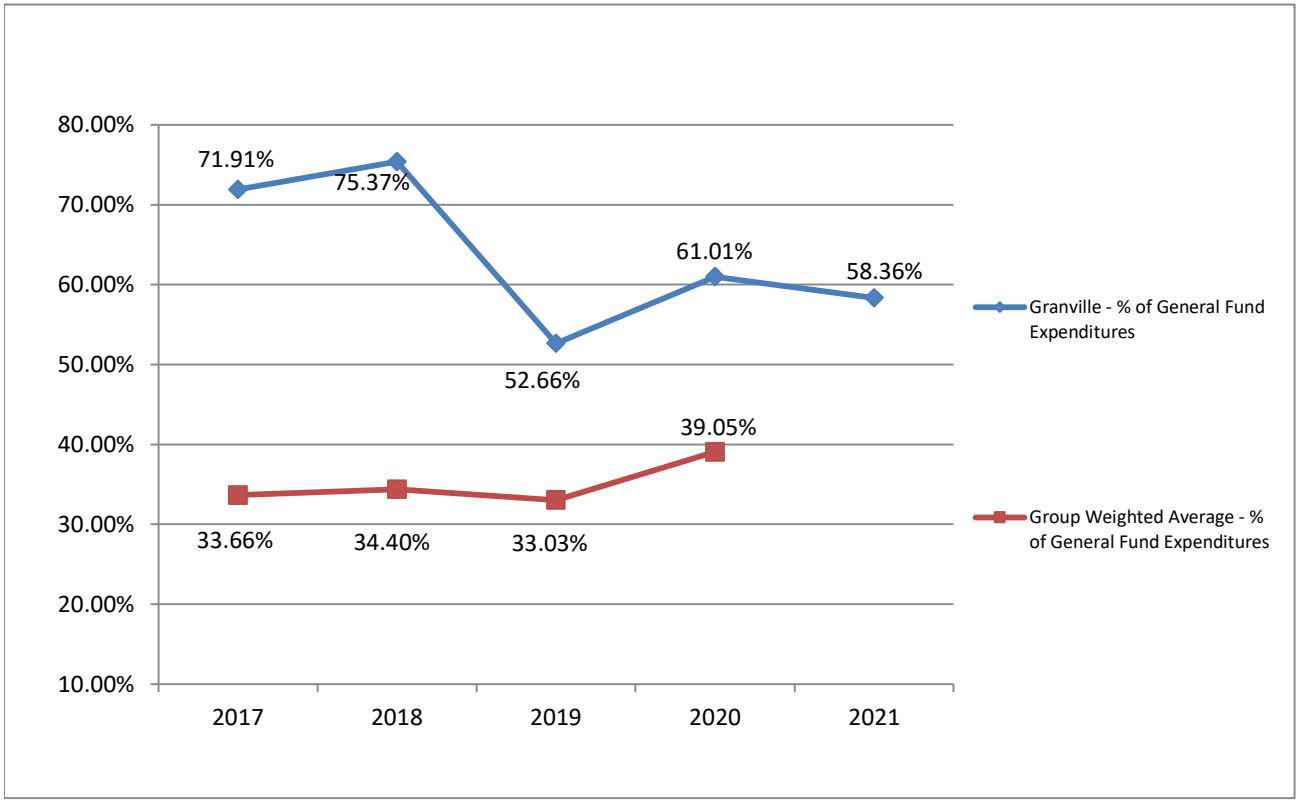
Analysis of Fund Balance



Granville County

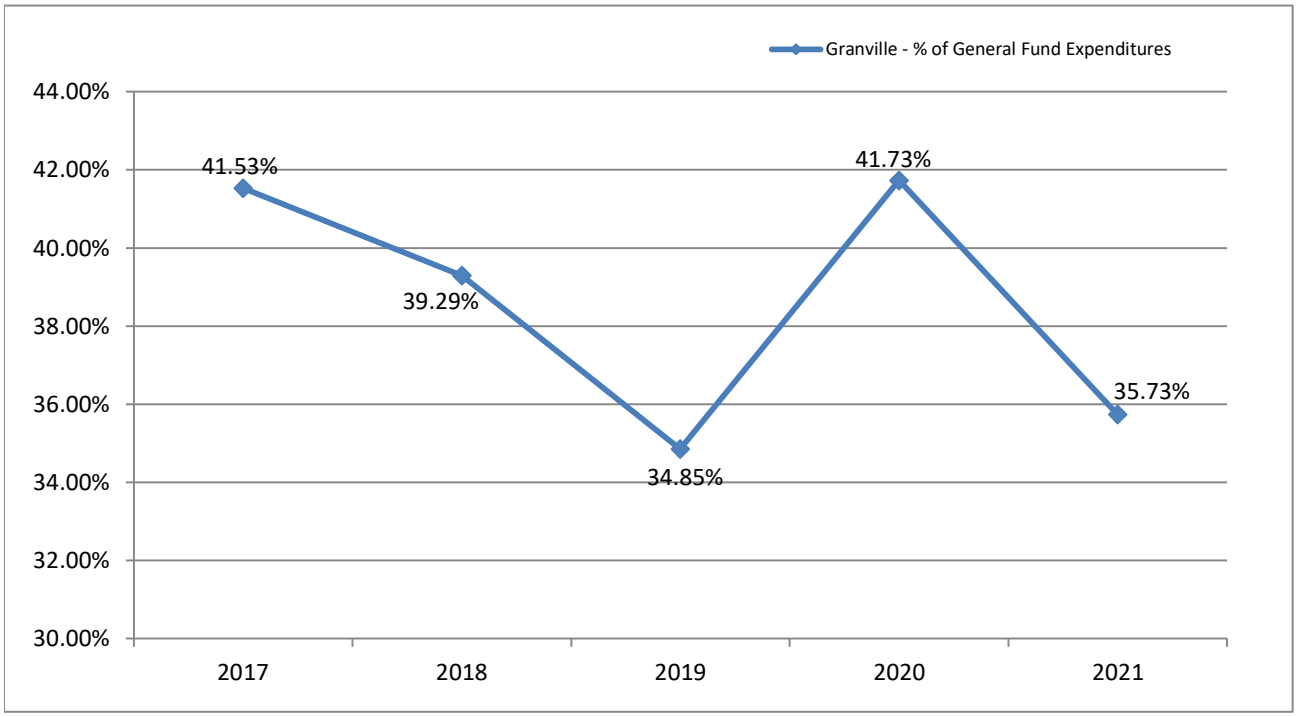
Analysis of Fund Balance Available

(Note - 2021 Group Weighted Average Not Available at Date of Presentation)



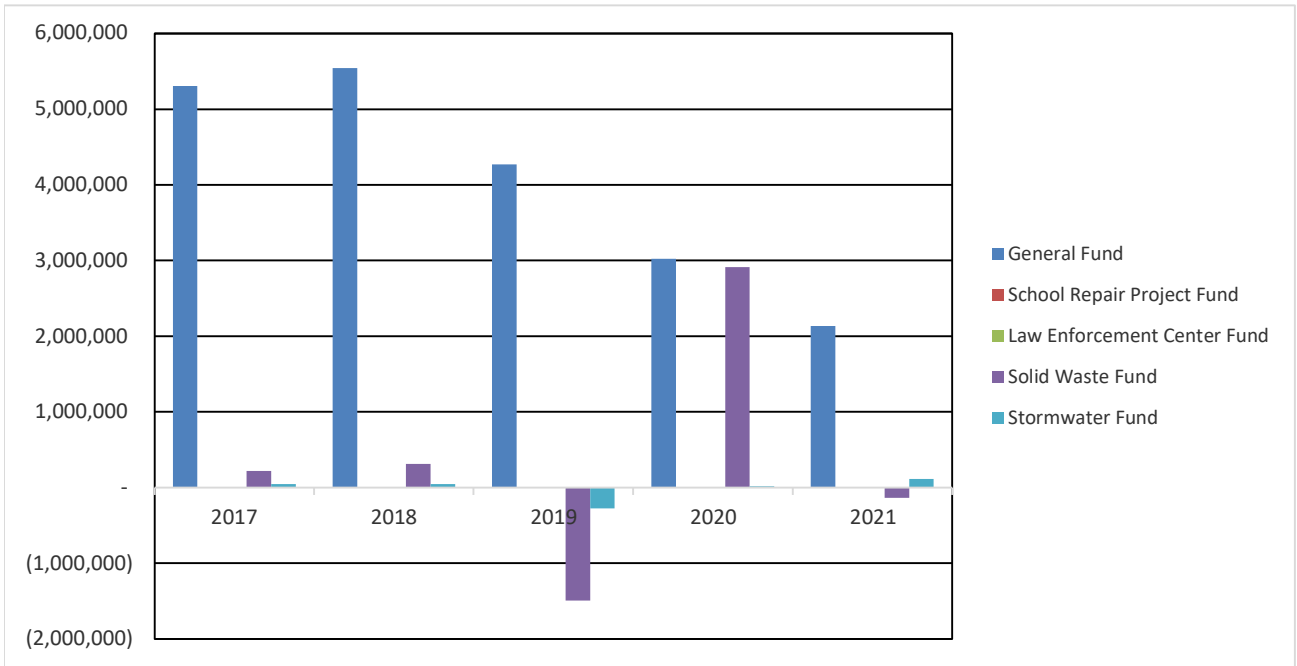
Granville County

Analysis of Unassigned Fund Balance as a % of General Fund Expenditures



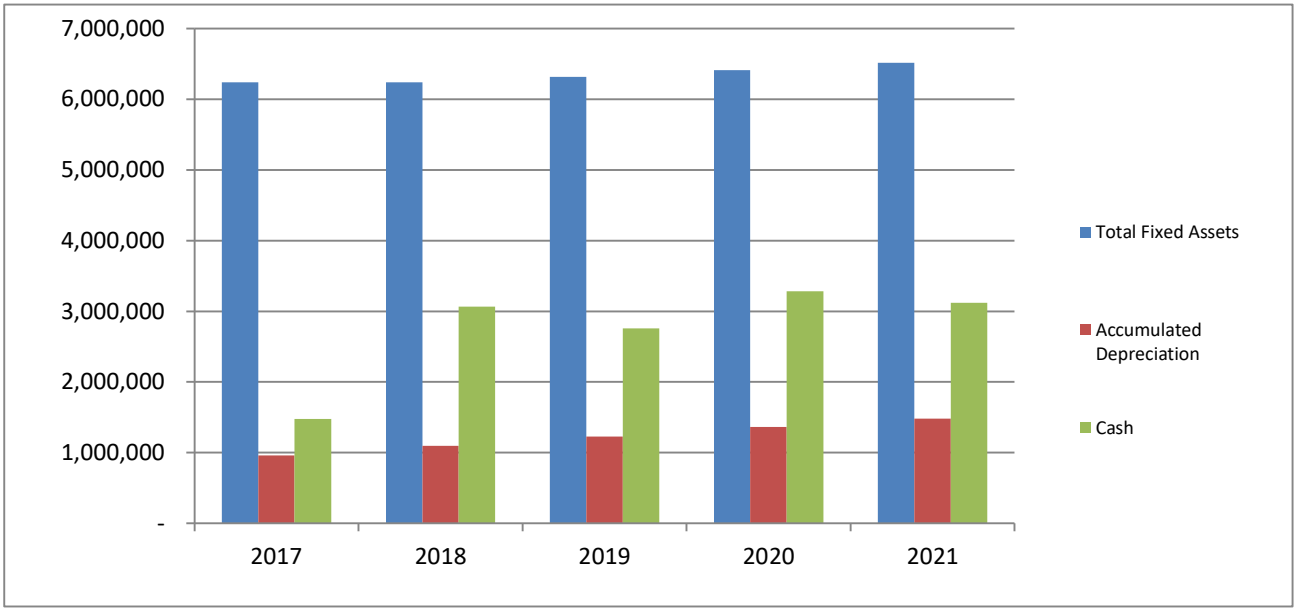
Granville County

Analysis of Revenues Over (Under) Expenditures before Transfers



Granville County

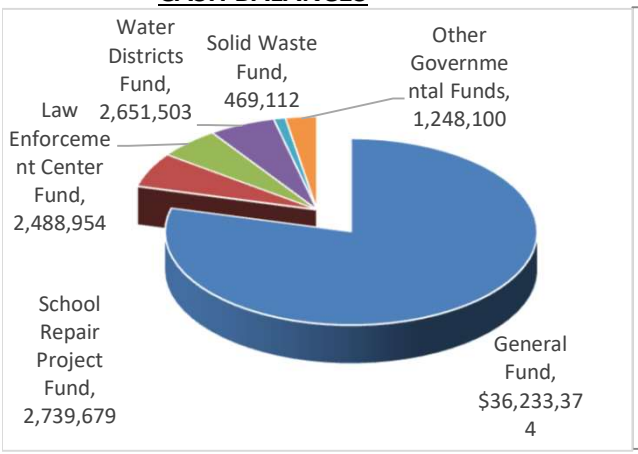
Cash vs. Accumulated Depreciation
(Funded Depreciation)
Business-Type Activities



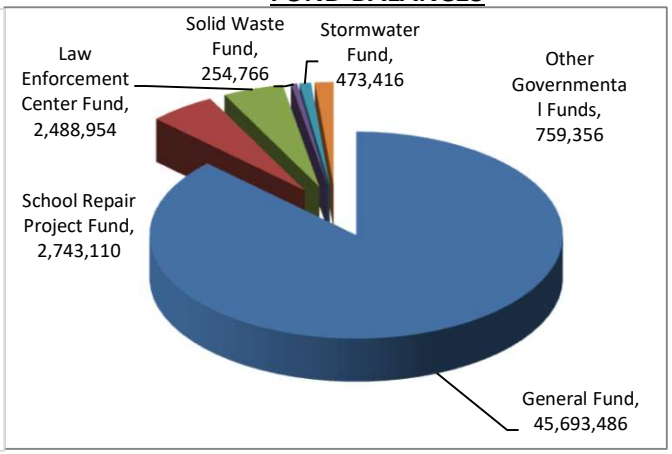
Granville County

Analysis of Cash and Fund Balances
at June 30, 2021

CASH BALANCES



FUND BALANCES

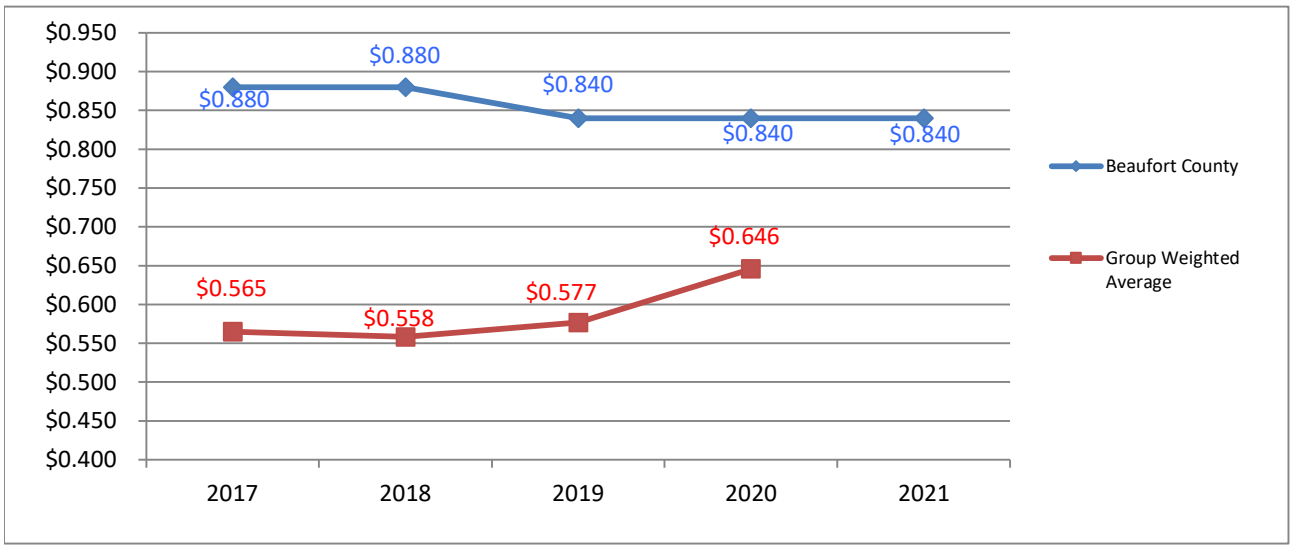


	2021	
	Cash Balances	Fund Balances
General Fund	$ 36,233,374	$ 45,693,486
School Repair Project Fund	2,739,679	2,743,110
Law Enforcement Center Fund	2,488,954	2,488,954
Water Districts Fund	2,651,503	254,766
Solid Waste Fund	469,112	473,416
Other Governmental Funds	1,248,100	759,356
Total	$ 45,830,722	$ 52,413,088

Granville County

Property Tax Rates

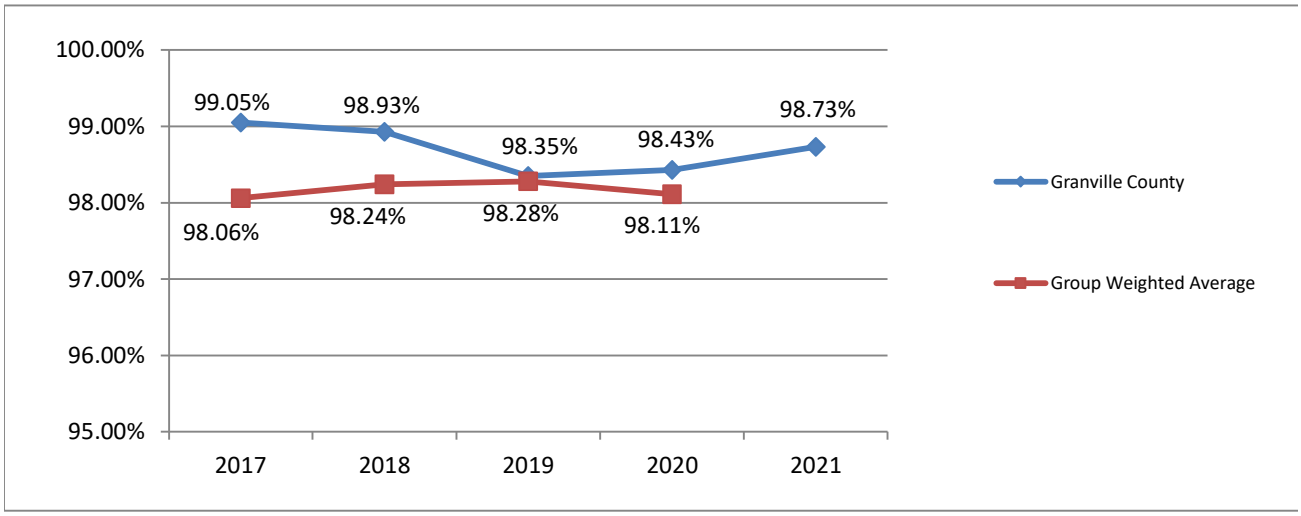
(Note - 2021 Group Weighted Average Not Available at Date of Presentation)



Granville County

Collection Percentages

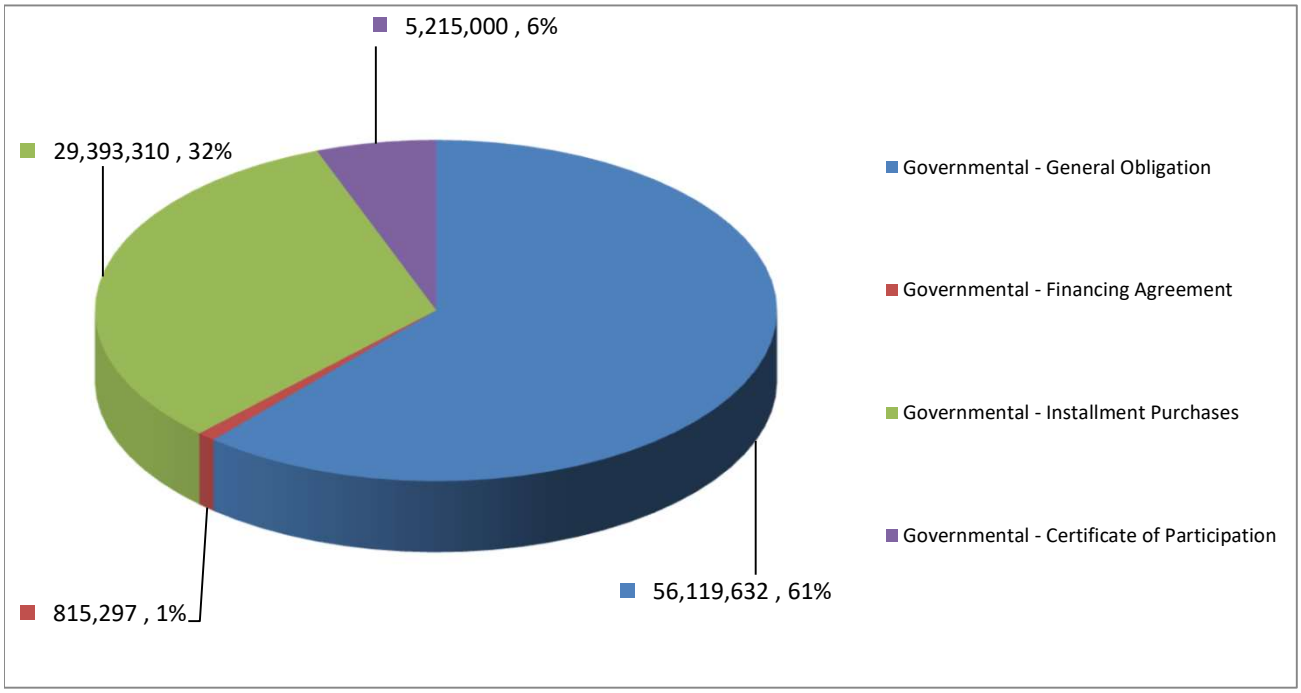
(Note - 2021 Group Weighted Average Not Available at Date of Presentation)



Granville County

Debt Analysis (excluding Compensated Absences, Pension Liability & OPEB Liability)

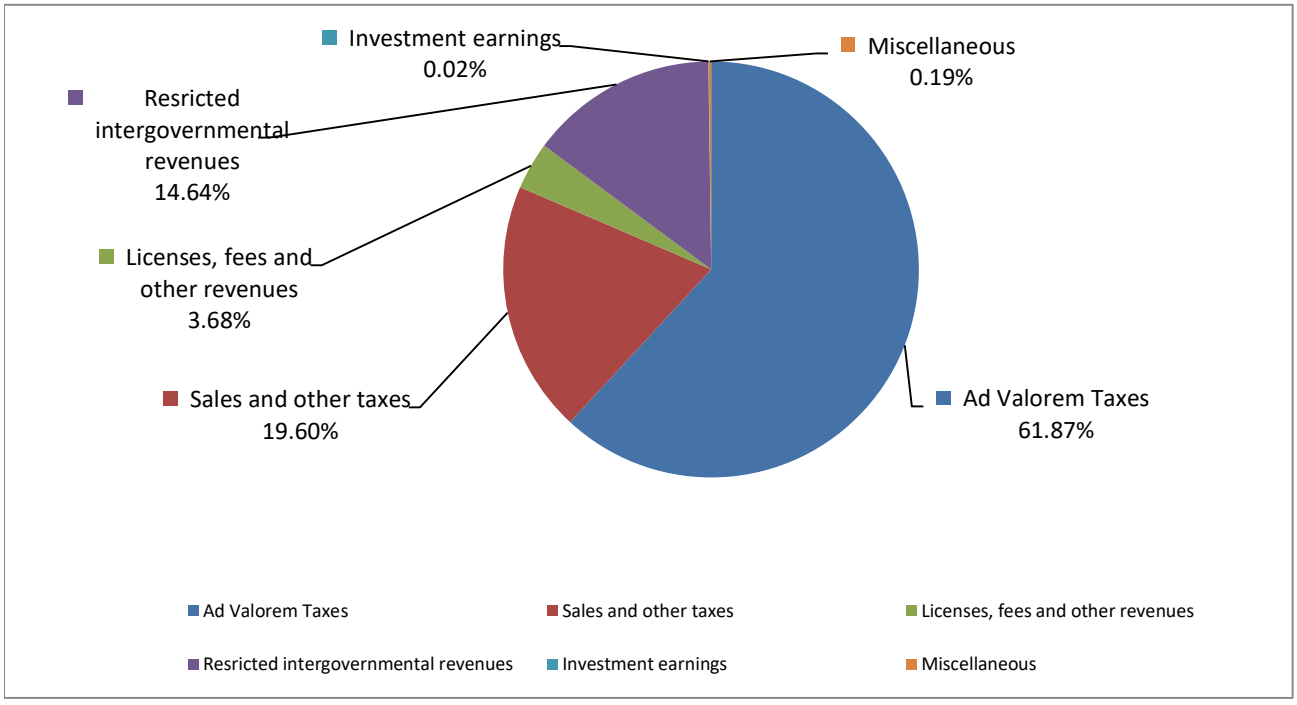
FYE June 30, 2021



Granville County

Break Down of General Fund Revenue

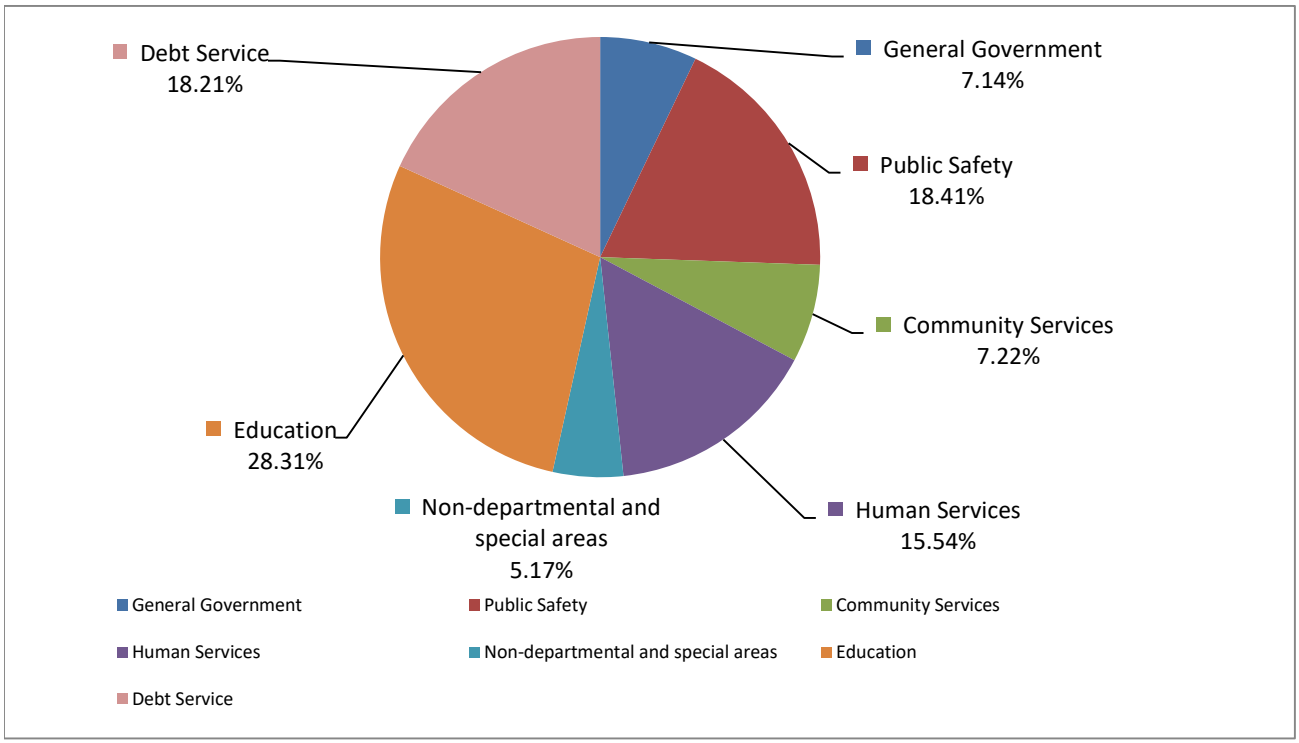
FYE June 30, 2021



Granville County

Break Down of General Fund Expenditures

FYE June 30, 2021



ADDITIONAL REQUIRED COMMUNICATIONS

Changes to Audit Process

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board.

You are required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager.

We are pleased to disclose that there were no indicators identified on their spreadsheet that you are required to address.

Granville County

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

To: Board of Commissioners
From: Scott Phillips
Department: Development Services
Date: February 10, 2023
Title: **Flood Damage Remediation: Granville Vance Public Health**

PURPOSE:
This request is to consider awarding a fixed-price service contract for Flood Damage Remediation.

BACKGROUND:
On December 25th / 26th, extreme cold temperatures, combined with relatively strong winds, froze and burst water service piping within the attic areas of two buildings occupied by Granville Vance Public Health. Builder Services Inc of NC was contacted for immediate response to remediate the water damage by removing the affected materials and begin the process of drying the building areas. Cost for the work is based on Builder Services' standard unit price agreement. The agreement and work performed by Builder Services hahaveeen monitored by Allen Roth, Sedgwick's Regional General Adjuster for the NCACC.
Final invoicing by Builder Services Inc of NC has been submitted and is currently being reviewed by Sedgwick. A copy of the invoice summary is attached for your information.

Compliance with Contract and Purchasing Policy
This request complies Section VI, Exceptions (GS 143-129 (e) (2)); Cases of special emergency involving health and safety of people or their property.

FUNDING:
Funding for this work will be provided through NCACC claim reimbursement.

RECOMMENDATION:
The Development Service Director recommends awarding the Service Contract to Builder Services, Inc of NC for the lesser amount invoiced by Builder Services Inc, or the amount reimbursed by our insurance carrier.

ATTACHMENTS:
FEB 24 AGENDA BUILDER SERVICES
Builder Services' Invoice Summary
Granville County Contract and Purchasing Policy
NCGS 143-129

ACTION TAKEN:

INVOICE

Builder Services Inc of NC
907 N. Main St
Creedmoor, NC 27522
919-529-0513

Federal Tax ID #: 26-0687938

Claim #:	N/A
Invoice Due Date	2/17/2023
Invoice Number	NC221079WTR
Invoice Date	2/2/2023
Job / Project Number	NC22-1079WTR
Project Manager	Dylan Lascallette

BILL TO INFORMATION:

Granville Vance Public Health
1028 College St
Oxford, NC 27565
June Manning

PROJECT INFORMATION:

Attn: June Manning
Granville Vance Public Health-Clinic
1032 College St
Oxford NC 27565

INVOICE SUMMARY DETAIL

Billing Categories | Billing Details Attached	Invoice Summary	Invoice Category Totals
Billable Labor		$39,641.28
Associated Labor Fees		$1,720.32
Materials and Consumables		$4,530.00
Equipment and Tools		$66,757.43
Equipment Assigned Vehicles and Mileage		$4,524.08
Subcontractors and Vendors		$3,407.87
Equipment Term Discount		($12,498.00)
REMIT PAYMENT TO:	Invoice Sub Total	$108,082.98
Builder Services Inc of NC 907 N. Main St Creedmoor, NC 27522	Logistics / Overhead Fee for Catastrophes	$0.00
	Other / Additional Fees	$0.00
	Tax Total	$0.00
	ROM Overage Credit	($32,597.34)
	Invoice Total Amount Due	$75,485.64

Bill Processed by T&M Pro™ - www.timeandmaterial.com

Allocation #3: Clinic- 1032 College St. - STR

Job / Project Number
NC22-1079WTR

Invoice Number
NC221079WTR

Credits are for Settlement Purposes Only

INVOICE

Builder Services Inc of NC
907 N. Main St
Creedmoor, NC 27522
919-529-0513

Federal Tax ID #: 26-0687938

Claim #:	N/A
Invoice Due Date	2/17/2023
Invoice Number	NC221080WTR
Invoice Date	2/2/2023
Job / Project Number	NC22-1080WTR
Project Manager	Dylan Lascallette

BILL TO INFORMATION:

Granville Vance Public Health
1028 College St
Oxford, NC 27565
June Manning

PROJECT INFORMATION:

Attn: June Manning
Granville Vance Public Health-Clinic
1036 College St
Oxford NC 27565

INVOICE SUMMARY DETAIL

Billing Categories | Billing Details Attached	Invoice Summary	Invoice Category Totals
Billable Labor		$34,548.18
Associated Labor Fees		$1,410.73
Materials and Consumables		$4,626.85
Equipment and Tools		$64,015.78
Equipment Assigned Vehicles and Mileage		$4,253.67
Subcontractors and Vendors		$3,619.33
Equipment Term Discount		($11,567.00)
REMIT PAYMENT TO:	Invoice Sub Total	$100,907.53
Builder Services Inc of NC 907 N. Main St Creedmoor, NC 27522	Logistics / Overhead Fee for Catastrophes	$0.00
	Other / Additional Fees	$0.00
	Tax Total	$0.00
	ROM Overage Credit	($27,233.07)
	Invoice Total Amount Due	$73,674.46

Bill Processed by T&M Pro™ - www.timeandmaterial.com

Allocation #3: WIC-1036 College St. - STR

Job / Project Number
NC22-1080WTR

Invoice Number
NC221080WTR

Credits are for Settlement Purposes Only

Granville County

CONTRACT AND PURCHASING POLICY

[For contracts and purchases not requiring compliance with Federal Uniform Guidance (2 C.F.R. Part 200)]

A local government's authority to make purchases and contracts is derived from the North Carolina legislature and is subject to such limitations and restrictions as it may impose. Legal requirements must be followed, or the contract is deemed void and unenforceable.

This purchasing policy establishes rules and regulations to secure purchases and contracts to the lowest responsive and responsible bidder or supplier with the best overall value to the County.

The provisions within this policy shall be in compliance with North Carolina General Statutes (N.C.G.S.). In the event a conflict is identified, the General Statutes take precedent over this policy and the provisions of the policy will be updated as required.

I. FORMAL BIDS (N.C.G.S. §143-129)

A. Contracts and purchases that require the use of formal bid procedures are those for:
   A. **Construction or repair work requiring the estimated expenditure of $250,000 or more.**
   B. **Purchase or lease-purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of $90,000 or more.**
   C. Exceptions as included in G.S. §143-129.

B. Minimum number of bids required.
   1. Three competitive bids are required for construction or repair work.
   2. If three bids are not received, solicitation for bids must be readvertised. If three bids are not received following readvertisement, the contract may be awarded to the selected bidder while following any remaining requirements as outlined in this policy.

C. Internal Process.
   1. The initiating department for contracts or purchases requiring formal bids should coordinate a preliminary planning call and/or a pre-project meeting with the county manager and county attorney to discuss and review the proposed project.
   2. Formal bid documents must be submitted to the county manager and county attorney *at least thirty (30) days prior to advertisement of bids* and may not be released for distribution until approved by the county manager.
   3. All contracts and purchases resulting from formal bids must be awarded by the Board of Commissioners.

II. INFORMAL BIDS (N.C.G.S. §143-131)

A. Contracts and purchases that require the use of informal bid procedures are as follows:
   1. **Construction and/or repair work requiring the estimated expenditure of $10,000 to $249,999.**
   2. **Purchase or lease-purchase of apparatus, supplies, materials, and/or equipment requiring the estimated expenditure of $1,000 to $89,999.**
   3. Exceptions as included in G.S. §143-129.

B. To ensure proper bidding procedures are followed, contact the finance office to determine if formal or informal bids are required.

C. Minimum number of bids required.
   1. Three written or verbal quotes are required. All quotes must be properly documented and maintained in accordance with the County's records retention policy.
   2. If three quotes cannot be obtained, it must be noted on the purchase order request. The requesting department should have an explanation on file to demonstrate a due diligence effort to obtain three quotes along with the reason for not meeting the three-quote minimum (i.e., in-demand contractor services, supply chain issues, sole-source, etc.).

D. Internal Process.
   1. For contracts or purchases exceeding $30,000 or for any contract or purchase that is unique in nature and deviates from the standard norm:
      a. The initiating department should coordinate a preliminary planning call and/or a pre-project meeting with the county manager and county attorney to discuss and review the proposed project.
      b. Informal bid documents must be submitted to the county manager and county attorney *at least thirty (30) days prior to advertisement of bids* and may not be released for distribution until approved by the county manager.
   2. All construction and/or repair work as well as any apparatus, supplies, materials, and/or equipment expenditures resulting from informal bids of $10,000 or more must be awarded by the Board of Commissioners.

III. ALL OTHER PURCHASES

A. Contracts for purchase or lease-purchase not requiring informal bidding:
   1. **Construction and/or repair work requiring the estimated expenditure of less than $10,000.**
   2. **Purchase or lease-purchase of apparatus, supplies, materials, and/or equipment estimated annual expenditures of less than $1,000.**

B. Although neither formal nor informal bids for the above items are required by statute, each department shall take appropriate steps to ensure that competitive pricing is obtained including the following:
   1. Solicit bids where there is a competitive market for the service or lease; and
   2. Award shall be made to the best overall proposal in accordance with the general guidelines outlined in Section VIII of this policy.

IV. SERVICE AND LEASE CONTRACTS

A. Service and lease contracts (except for Architectural/Engineering/Surveying services as discussed in Section V of this Policy) may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

B. Although neither formal nor informal bids are required by statute, each department shall take appropriate steps to ensure that competitive pricing is obtained including the following:
   1. Solicit bids where there is a competitive market for the service or lease; and
   2. Award the contract to the best overall proposal in accordance with the general guidelines outlined in Section VIII of this policy.

V. ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES (N.C.G.S. §143-64.31)

A. All architectural, engineering, and surveying services shall be procured through the office of the county manager in accordance with the terms of this policy and applicable general statutes including, but not limited to, requirements of the "Mini-Brooks Act".

B. To exempt itself from the requirements of the "Mini-Brooks Act", the County must follow applicable NC General Statutes (§143-64.32). An exemption permits surveying, engineering, and architectural services where the estimated professional fee is in an amount less than fifty thousand dollars ($50,000) to be engaged without following the requirements of the Qualifications-Based Selection (QBS) process.

VI. EXCEPTIONS (N.C.G.S. §143-129(e))

A. NC General Statutes authorize a number of exemptions to the state competitive bidding requirements.

B. A table of exceptions for North Carolina local governments may be accessed at https://www.sog.unc.edu/resources/legal-summaries/exceptions-state-competitive-bidding-requirements-table.

VII. UNIFORM GUIDANCE COMPLIANCE STATEMENT

A. Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies and standards, including those under the Uniform Guidance (UG) (2 C.F.R. Part 200).

B. The County has adopted a separate Uniform Guidance (UG) Procurement Policy for such contracts. The policy is available from the administration or finance offices.

VIII. GENERAL GUIDELINES

A. The focus of purchasing is to achieve the best overall value for the County's dollars (which is not always the lowest bid); therefore, it is essential to consider the full cost of acquiring, putting into service, and owning goods and services, as opposed to just evaluating the purchase cost. Bids are evaluated not only on price but also on quality and service. The standard for awards is made to the most responsive and responsible bidder whose price is the lowest and who offers the best overall value.

B. Proposals are evaluated on factors including the extent to which it demonstrates that the bidder understands the County's needs, the experience of the bidder in providing similar items or services, the total cost of ownership over the life of the item or service, and/or the quality of the approach the bidder presents for delivering the needed services.

C. Award is made to the most responsive and responsible bidder whose proposal provides the best advantage for the County. A responsive bidder is one who responds to all of the significant requirements outlined in the solicitation and who is deemed capable of supplying the goods or services requested in the solicitation. Evaluation criteria should be disclosed in the request for proposal (RFP).

IX. AVAILABILITY OF BUDGETARY FUNDS

A. Departments are authorized to make changes between non-personnel-related operating expenditures by submitting a written request to the finance director for approval.

B. The county manager is authorized by the Board to approve purchases up to $10,000.

X. PURCHASE ORDERS

A. A purchase order is equivalent to a signed contract and represents the verbal/written authorization to proceed with a purchase; therefore, the purchase order must be obtained prior to ordering or purchasing materials or supplies.

B. Departments may not circumvent the purchase order process by separating larger orders into smaller ones to force the total below the $1,000 purchase order threshold.

C. All obligations of the County that exceed $1,000 must be supported by an official purchase order with the following exceptions:
   1. Salaries, wages, and fringe benefits.
   2. Travel.
   3. Telephone.
   4. Postage.
   5. Utilities.
   6. Contract for services in which a written contract exists (see "Contracts" below).
   7. Obligations of less than $1,000 under the following conditions:
      a. It is a non-recurring expenditure (i.e., dues, subscriptions, registrations, services).
      b. An unencumbered balance is available for the obligation.
      c. Any abuse/misuse as determined by finance/purchasing of the small obligation procedure shall cause it to be discontinued for that respective department.
   8. Others as determined at the finance director's discretion.

D. All recurring/blanket obligations must be supported by an official purchase order in accordance with all sections of this policy.
   1. The dollar amount of any single item under a blanket purchase order should not exceed $1,000.
   2. The total dollar amount of the recurring/blanket purchase order cannot exceed $10,000.

E. With respect to end of fiscal year activities for the finance department, purchase requests for materials, supplies, services, and equipment (not included in blanket purchase orders or service contracts) for the current fiscal year must be submitted no later than May 31.

XI. CONTRACTS

A. The department initiating the contract shall confirm that the proposed contractor is not listed on North Carolina's Do-Not-Contract List available at https://www.nctreasurer.com/commitment-transparency/divestment-and-do-not-contract-rules.

B. N.C.G.S. §159-28(a1) requires that all written contracts, including but not limited to service contracts, purchase orders, or other documents requiring payment, must contain the "preaudit" certification by the finance director as required by the Local Government Budget and Fiscal Control Act.

C. All contracts which meet formal bid requirements shall be submitted to the county attorney for review prior to obtaining signatures, if not previously submitted and approved in procedures identified in Section I (C)(3) of this Policy.

D. Contracts which meet informal bid requirements shall be submitted to the county attorney for review based on the criteria identified in Section II (D)(1) of this Policy or at the Board of Commissioners and/or county manager's discretion prior to obtaining signatures.

E. When a contract requires approval by the Board of Commissioners, effort should be made to obtain the preaudit certification before the contract is submitted to the Board for approval to ensure appropriate funding is available and designated in the budget.

F. After the preaudit certification has been applied and the contract approved by the county attorney and/or Board of Commissioners, all contracts should be submitted to the county manager for signature with an accompanying Contract Routing Form whenever possible (attached as Addendum A).

G. The county manager and Board of Commissioners chair are the only authorized signatories for County contracts unless they designate and authorize another County employee or official to approve and execute contracts on their behalf. The designation must be in writing and be retained for the life of the contract.

XII. CONTRACT AND PURCHASE GOALS

A. Pursuant to N.C.G.S. §143-128.2 it is the County's policy to provide minorities and women equal opportunity for participating in all aspects of contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts based on "good-faith efforts" as outlined in the above referenced state statute.

B. The County, like all local governments in North Carolina, does not have specific authority to establish preferences in awarding contracts for local contractors. A local preference would conflict with the legal requirement in both the formal and informal bidding range that contracts be evaluated strictly on value. As discussed earlier, bid awards are made to the responsive and responsible bidder who provides the best overall value.

C. It is the desire of County staff and elected officials to purchase from vendors located within Granville County whenever possible, while recognizing the responsibility to ensure that maximum value is obtained for each public dollar spent. Local vendors and suppliers are encouraged to compete for all County business; however, purchasing decisions cannot be made solely on the basis of vendor residence. For contracts not subject to competitive bidding requirements, such as service contracts or contracts below the minimum bid threshold, departments should take prudent steps to support the local economy and purchase from local businesses in accordance with applicable laws and all sections of this Policy.

XIII. VIOLATION OF POLICY

A. Any employee who knowingly violates the provisions of this policy shall be subject to disciplinary action in accordance with the Granville County Personnel Policy and may be held personally responsible for obligation incurred as set forth in N.C.G.S. §159-28.

Upon adoption by the Granville County Board of Commissioners, this policy shall supersede all previous versions. Adopted June 20, 2022.

§ 143-129. Procedure for letting of public contracts.

(a) Bidding Required. – No construction or repair work requiring the estimated expenditure of public money in an amount equal to or more than five hundred thousand dollars ($500,000) or purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money in an amount equal to or more than ninety thousand dollars ($90,000) may be performed, nor may any contract be awarded therefor, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless the provisions of this section are complied with; provided that The University of North Carolina and its constituent institutions may award contracts for construction or repair work that requires an estimated expenditure of less than five hundred thousand dollars ($500,000) without complying with the provisions of this section.

For purchases of apparatus, supplies, materials, or equipment, the governing body of any political subdivision of the State may, subject to any restriction as to dollar amount, or other conditions that the governing body elects to impose, delegate to the manager, school superintendent, chief purchasing official, or other employee the authority to award contracts, reject bids, or readvertise to receive bids on behalf of the unit. Any person to whom authority is delegated under this subsection shall comply with the requirements of this Article that would otherwise apply to the governing body.

(b) Advertisement and Letting of Contracts. – Where the contract is to be let by a board or governing body of the State government or of a State institution, proposals shall be invited by advertisement in a newspaper having general circulation in the State of North Carolina. Where the contract is to be let by a political subdivision of the State, proposals shall be invited by advertisement in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to advertise solely by electronic means, whether for particular contracts or generally for all contracts that are subject to this Article, shall be approved by the governing board of the political subdivision of the State at a regular meeting of the board.

The advertisements for bidders required by this section shall appear at a time where at least seven full days shall lapse between the date on which the notice appears and the date of the opening of bids. The advertisement shall: (i) state the time and place where plans and specifications of proposed work or a complete description of the apparatus, supplies, materials, or equipment may be had; (ii) state the time and place for opening of the proposals; and (iii) reserve to the board or governing body the right to reject any or all proposals.

Proposals may be rejected for any reason determined by the board or governing body to be in the best interest of the unit. However, the proposal shall not be rejected for the purpose of evading the provisions of this Article. No board or governing body of the State or political subdivision thereof may assume responsibility for construction or purchase contracts, or guarantee the payments of labor or materials therefor except under provisions of this Article.

All proposals shall be opened in public and the board or governing body shall award the contract to the lowest responsible bidder or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.

In the event the lowest responsible bids are in excess of the funds available for the project or purchase, the responsible board or governing body is authorized to enter into negotiations with the lowest responsible bidder above mentioned, making reasonable changes in the plans and specifications as may be necessary to bring the contract price within the funds available, and may award a contract to such bidder upon recommendation of the Department of Administration in the case of the State government or of a State institution or agency, or upon recommendation of the responsible commission, council or board in the case of a subdivision of the State, if such bidder will agree to perform the work or provide the apparatus, supplies, materials, or equipment at the negotiated price within the funds available therefor. If a contract cannot be let under the above conditions, the board or governing body is authorized to readvertise, as herein provided,

after having made such changes in plans and specifications as may be necessary to bring the cost of the project or purchase within the funds available therefor. The procedure above specified may be repeated if necessary in order to secure an acceptable contract within the funds available therefor.

No proposal for construction or repair work may be considered or accepted by said board or governing body unless at the time of its filing the same shall be accompanied by a deposit with said board or governing body of cash, or a cashier's check, or a certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to not less than five percent (5%) of the proposal. In lieu of making the cash deposit as above provided, such bidder may file a bid bond executed by a corporate surety licensed under the laws of North Carolina to execute such bonds, conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond. This deposit shall be retained if the successful bidder fails to execute the contract within 10 days after the award or fails to give satisfactory surety as required herein.

Bids shall be sealed and the opening of an envelope or package with knowledge that it contains a bid or the disclosure or exhibition of the contents of any bid by anyone without the permission of the bidder prior to the time set for opening in the invitation to bid shall constitute a Class 1 misdemeanor.

(c) Contract Execution and Security. – All contracts to which this section applies shall be executed in writing. The board or governing body shall require the person to whom the award of a contract for construction or repair work is made to furnish bond as required by Article 3 of Chapter 44A; or require a deposit of money, certified check or government securities for the full amount of said contract to secure the faithful performance of the terms of said contract and the payment of all sums due for labor and materials in a manner consistent with Article 3 of Chapter 44A; and the contract shall not be altered except by written agreement of the contractor and the board or governing body. The surety bond or deposit required herein shall be deposited with the board or governing body for which the work is to be performed. When a deposit, other than a surety bond, is made with the board or governing body, the board or governing body assumes all the liabilities, obligations and duties of a surety as provided in Article 3 of Chapter 44A to the extent of said deposit.

The owning agency or the Department of Administration, in contracts involving a State agency, and the owning agency or the governing board, in contracts involving a political subdivision of the State, may reject the bonds of any surety company against which there is pending any unsettled claim or complaint made by a State agency or the owning agency or governing board of any political subdivision of the State arising out of any contract under which State funds, in contracts with the State, or funds of political subdivisions of the State, in contracts with such political subdivision, were expended, provided such claim or complaint has been pending more than 180 days.

(d) Use of Unemployment Relief Labor. – Nothing in this section shall operate so as to require any public agency to enter into a contract which will prevent the use of unemployment relief labor paid for in whole or in part by appropriations or funds furnished by the State or federal government.

(e) Exceptions. – The requirements of this Article do not apply to:

(1) The purchase, lease, or other acquisition of any apparatus, supplies, materials, or equipment from: (i) the United States of America or any agency thereof; or (ii) any other government unit or agency thereof within the United States. The Secretary of Administration or the governing board of any political subdivision of the State may designate any officer or employee of the State or political subdivision to enter a bid or bids in its behalf at any sale of apparatus, supplies, materials, equipment, or other property owned by: (i) the United

States of America or any agency thereof; or (ii) any other governmental unit or agency thereof within the United States. The Secretary of Administration or the governing board of any political subdivision of the State may authorize the officer or employee to make any partial or down payment or payment in full that may be required by regulations of the governmental unit or agency disposing of the property.

(2) Cases of special emergency involving the health and safety of the people or their property.

(3) Purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.

(4) Construction or repair work undertaken during the progress of a construction or repair project initially begun pursuant to this section.

(5) Purchase of gasoline, diesel fuel, alcohol fuel, motor oil, fuel oil, or natural gas. These purchases are subject to G.S. 143-131.

(6) Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

In the case of purchases by hospitals, in addition to the other exceptions in this subsection, the provisions of this Article shall not apply when: (i) a particular medical item or prosthetic appliance is needed; (ii) a particular product is ordered by an attending physician for his patients; (iii) additional products are needed to complete an ongoing job or task; (iv) products are purchased for "over-the-counter" resale; (v) a particular product is needed or desired for experimental, developmental, or research work; or (vi) equipment is already installed, connected, and in service under a lease or other agreement and the governing body of the hospital determines that the equipment should be purchased. The governing body of a hospital shall keep a record of all purchases made pursuant to this subdivision. These records are subject to public inspection.

(7) Purchases of information technology through contracts established by the Department of Information Technology as provided in Article 15 of Chapter 143B of the General Statutes.

(8) Guaranteed energy savings contracts, which are governed by Article 3B of Chapter 143 of the General Statutes.

(9) Purchases from contracts established by the State or any agency of the State, if the contractor is willing to extend to a political subdivision of the State the same or more favorable prices, terms, and conditions as established in the State contract.

(9a) Purchases of apparatus, supplies, materials, or equipment from contracts established by the United States of America or any federal agency, if the contractor is willing to extend to a political subdivision of the State the same or more favorable prices, terms, and conditions as established in the federal contract.

(10) Purchase of used apparatus, supplies, materials, or equipment. For purposes of this subdivision, remanufactured, refabricated or demo apparatus, supplies,

materials, or equipment are not included in the exception. A demo item is one that is used for demonstration and is sold by the manufacturer or retailer at a discount.

(11) Contracts by a public entity with a construction manager at risk executed pursuant to G.S. 143-128.1.

(12) Build-to-suit capital leases with a private developer under G.S. 115C-532.

(f) Repealed by Session Laws 2001-328, s. 1, effective August 2, 2001.

(g) Waiver of Bidding for Previously Bid Contracts. – When the governing board of any political subdivision of the State, or the person to whom authority has been delegated under subsection (a) of this section, determines that it is in the best interest of the unit, the requirements of this section may be waived for the purchase of apparatus, supplies, materials, or equipment from any person or entity that has, within the previous 12 months, after having completed a public, formal bid process substantially similar to that required by this Article, contracted to furnish the apparatus, supplies, materials, or equipment to:

(1) The United States of America or any federal agency;

(2) The State of North Carolina or any agency or political subdivision of the State; or

(3) Any other state or any agency or political subdivision of that state, if the person or entity is willing to furnish the items at the same or more favorable prices, terms, and conditions as those provided under the contract with the other unit or agency. Notwithstanding any other provision of this section, any purchase made under this subsection shall be approved by the governing body of the purchasing political subdivision of the State at a regularly scheduled meeting of the governing body no fewer than 10 days after publication of notice that a waiver of the bid procedure will be considered in order to contract with a qualified supplier pursuant to this section. Notice may be published in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to publish notice solely by electronic means for a particular contract or for all contracts under this subsection shall be approved by the governing board of the political subdivision. Rules issued by the Secretary of Administration pursuant to G.S. 143-49(6) shall apply with respect to participation in State term contracts.

(h) Transportation Authority Purchases. – Notwithstanding any other provision of this section, any board or governing body of any regional public transportation authority, hereafter referred to as a "RPTA," created pursuant to Article 26 of Chapter 160A of the General Statutes, or a regional transportation authority, hereafter referred to as a "RTA," created pursuant to Article 27 of Chapter 160A of the General Statutes, may approve the entering into of any contract for the purchase, lease, or other acquisition of any apparatus, supplies, materials, or equipment without competitive bidding and without meeting the requirements of subsection (b) of this section if the following procurement by competitive proposal (Request for Proposal) method is followed.

The competitive proposal method of procurement is normally conducted with more than one source submitting an offer or proposal. Either a fixed price or cost reimbursement type contract is awarded. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids. If this procurement method is used, all of the following requirements apply:

(1) Requests for proposals shall be publicized. All evaluation factors shall be identified along with their relative importance.

(2) Proposals shall be solicited from an adequate number of qualified sources.

(3) RPTAs or RTAs shall have a method in place for conducting technical evaluations of proposals received and selecting awardees, with the goal of promoting fairness and competition without requiring strict adherence to specifications or price in determining the most advantageous proposal.

(4) The award may be based upon initial proposals without further discussion or negotiation or, in the discretion of the evaluators, discussions or negotiations may be conducted either with all offerors or with those offerors determined to be within the competitive range, and one or more revised proposals or a best and final offer may be requested of all remaining offerors. The details and deficiencies of an offeror's proposal may not be disclosed to other offerors during any period of negotiation or discussion.

(5) The award shall be made to the responsible firm whose proposal is most advantageous to the RPTA's or the RTA's program with price and other factors considered.

The contents of the proposals shall not be public records until 14 days before the award of the contract.

The board or governing body of the RPTA or the RTA shall, at the regularly scheduled meeting, by formal motion make findings of fact that the procurement by competitive proposal (Request for Proposals) method of procuring the particular apparatus, supplies, materials, or equipment is the most appropriate acquisition method prior to the issuance of the requests for proposals and shall by formal motion certify that the requirements of this subsection have been followed before approving the contract.

Nothing in this subsection subjects a procurement by competitive proposal under this subsection to G.S. 143-49, 143-52, or 143-53.

RPTAs and RTAs may adopt regulations to implement this subsection.

(i) Procedure for Letting of Public Contracts. – The Department of Transportation ("DOT") and the Department of Administration ("DOA") shall monitor all projects in those agencies that are let without a performance or payment bond to determine the number of defaults on those projects, the cost to complete each defaulted project, and each project's contract price. Beginning March 1, 2011, and annually thereafter, DOT and DOA shall report this information to the Joint Legislative Committee on Governmental Operations.

(j) [Use of E-Verify Required. –] No contract subject to this section may be awarded by any board or governing body of the State, institution of State government, or any political subdivision of the State unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. (1931, c. 338, s. 1; 1933, c. 50; c. 400, s. 1; 1937, c. 355; 1945, c. 144; 1949, c. 257; 1951, c. 1104, ss. 1, 2; 1953, c. 1268; 1955, c. 1049; 1957, c. 269, s. 3; c. 391; c. 862, ss. 1-4; 1959, c. 392, s. 1; c. 910, s. 1; 1961, c. 1226; 1965, c. 841, s. 2; 1967, c. 860; 1971, c. 847; 1973, c. 1194, s. 2; 1975, c. 879, s. 46; 1977, c. 619, ss. 1, 2; 1979, c. 182, s. 1; 1979, 2nd Sess., c. 1081; 1981, c. 346, s. 1; c. 754, s. 1; 1985, c. 145, ss. 1, 2; 1987, c. 590; 1987 (Reg. Sess., 1988), c. 1108, ss. 7, 8; 1989, c. 350; 1993, c. 539, s. 1007; 1994, Ex. Sess., c. 24, s. 14(c); 1995, c. 367, s. 6; 1997-174, ss. 1-4; 1998-185, s. 1; 1998-217, s. 16; 2001-328, s. 1; 2001-487, s. 88; 2001-496, ss. 4, 5; 2005-227, s. 1; 2006-232, s. 2; 2007-94, s. 1; 2007-322, s. 4; 2007-446, s. 6; 2010-148, s. 1.2; 2011-234, s. 1; 2013-418, s. 2(c); 2015-241, s. 7A.4(s); 2017-81, s. 1; 2021-80, s. 2.8.)

Granville County

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

To:	Board of Commissioners
From:	Scott Phillips
Department:	Development Services
Date:	February 14, 2023
Title:	**Wall and Ceiling Repairs: Granville Vance Public Health**

PURPOSE:
This request is to consider awarding a fixed-price service contract for repairing the wall and ceiling damage.

BACKGROUND:
As a result of the water flooding, approximately 361'-11" of wall and 300 square feet of ceiling needs repairs or replacement.

Two bids were obtained and are listed below.

1. Paul Williford Builder, LLC $43,600.00
2. Nanny's Painting and Repairs $52,479.23

Sedgwick's adjuster has reviewed the lowest price proposal and feels that the cost is appropriate and within their reimbursement schedule.

Compliance with Contract and Purchasing Policy
This request complies Section II, Informal Bids (NCGS 143-131)

FUNDING:
Funding for this work will be provided through NCACC claim reimbursement.

RECOMMENDATION:
The Development Service Director recommends awarding the fixed-price service contract to Paul Williford Builder, LLC for an amount not to exceed $43,600.00.

ATTACHMENTS:
Paul Williford Builder, LLC price proposal dated 2/6/2023

ACTION TAKEN:

Paul Williford Builder, LLC
4600 Fielding Knott Rd
Oxford, NC US
+91 94173560
paul@paulwillifordbuilder.com

Paul WILLIFORD Builder, LLC General Contractor 919-691-1640

Estimate

ADDRESS
Scott Phillips
Granville County

ESTIMATE # 1868
DATE 02/06/2023
EXPIRATION DATE 02/28/2023

ACTIVITY	QTY	RATE	AMOUNT
REPLACE AND REPAIR DRYWALL DUE TO WATER DAMAGE			
SKIM COAT AS NEEDED AND MATCH TEXTURE AS CLOSE AS WE CAN			
REPLACE REPAIR CEILINGS AS NEEDED, FINISH CEILINGS TO EXISTING TYPE, SOME SMOOTH, SOME TEXTURED			
PAINT ALL WALLS AND CEILINGS IN DAMAGED AREAS SO PAINT MATCHES...CUSTOMER TO SUPPLY PAINT CODE			
PREP AREA FOR COVE BASE...CLEANED , PRIMED AND PAINTED			
Sales LABOR			30,750.00
Sales MATERIALS			12,850.00

GRANVILLE COUNTY HEALTH DEPT
BUILDINGS B AND C
OXFORD NC

TOTAL **$43,600.00**

Accepted By

Accepted Date

We appreciate your business!

Granville County

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

To:	Board of Commissioners
From:	Scott Phillips
Department:	Development Services
Date:	February 13, 2023
Title:	**Flooring Replacement: Granville Vance Public Health**

PURPOSE:
This request is to consider awarding a fixed-price purchasing and installation contract for replacing damaged Luxury Vinyl Tile (LVT) floor covering.

BACKGROUND:
As a result of the water flooding, approximately 4,400 square feet of Luxury Vinyl Tile (LVT) was damaged and in need of replacement.

Two bids were obtained and are listed below.

1. AB Hair Carpets, Inc $39,976.38
2. Builder Services Inc of NC $68,252.48

The Armstrong tile that will be installed will match the same color and pattern as the existing.

Sedgwick's adjuster has reviewed the lowest price proposal and feels that the cost is appropriate and within their reimbursement schedule.

Compliance with Contract and Purchasing Policy
This request complies Section II, Informal Bids (NCGS 143-131)

FUNDING:
Funding for this work will be provided through NCACC claim reimbursement.

RECOMMENDATION:
The Development Service Director recommends awarding the fixed-price purchase and installation contract to A.B. Hair Carpets, Inc for an amount not to exceed $39,976.38.

ATTACHMENTS:
A.B. Hair Carpets, Inc price proposal dated 2/6/2023

ACTION TAKEN:

A. B. HAIR CARPETS, INC.
Highway U.S. 1, P.O. Box 567
NORLINA, NORTH CAROLINA 27563
(252) 456-3307

GRANVILLE County Public Health

02-06-23

RE: Bldg (B) & (C)

(1) Bldg B & C (Hallways, Exam Rooms, Bathrooms & some offices)

Armstrong - NA194 Arbor Art, Avila Oak Madrid Grey 6" x 36"

98 ctns @ 45.5 sy/ctn = 4,410 sf @ 5.55 — 24,475.50

Armstrong 5395 Adhesive 16 Bu @ 232.50 — 1,395.00

Johnsonite 6" Vinyl Cove Base #
2,164 lf = 22 ctns @ 253.15 — 5,569.30

Freight — 75.00

Labor: Install LVF @ 1.00 — 4,410.00
" 6" Cove Base @ .60 — 1,298.40
Floor Prep @ 150.00 — 150.00
377 sf Remove Existing LVF @ .20 — 75.40
5,933.80 — 5,933.80

37,448.60
Tax — 2,527.78
39,976.38
E

Granville County

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

To: Board of Commissioners
From: Scott Phillips
Department: Development Services
Date: February 13, 2023
Title: **Cabinet Replacement: Granville Vance Public Health**

PURPOSE:
This request is to consider awarding a fixed-price purchasing and installation contract for replacing damaged base-cabinets and countertops.

BACKGROUND:
As a result of the water flooding, twenty-one (21) pieces of base-cabinets and countertops were damaged and in need of replacement.

Staff reached out to five commercial cabinet providers but only found one that would discuss the order; current shop scheduling for existing orders with the other firms were determined to be 10 to 14 months, much longer than our anticipated need.

Interior Wood Specialties located in High Point provided a fixed-price proposal for the supply and installation of the base-cabinets and countertops with an estimated four-to-five-month delivery.

Sedgwick's adjuster has reviewed the price proposal and feels that the cost is appropriate and within their reimbursement schedule.

Compliance with Contract and Purchasing Policy
This request complies Section II, Informal Bids (NCGS 143-131)

FUNDING:
Funding for this work will be provided through NCACC claim reimbursement.

RECOMMENDATION:
The Development Service Director recommends awarding the fixed-price purchase and installation contract to Interior Wood Specialties, Inc for an amount not to exceed $22,453.00.

ATTACHMENTS:
Interior Wood Specialties price proposal dated 2/6/23
Granville County Contract and Purchasing Policy / Section II, Informal Bids

ACTION TAKEN:

INTERIOR WOOD SPECIALTIES, INC.

To: Granville Co Development Services

Attn: Scott Phillips
Phone: 919-603-1425
Fax:
E-mail: scottphillips@granvillecounty.org

Date: 2/6/2023

Quote No.: NC-114-24

Page: 1 of 2

Project: Granville Vance Public Health Services

Proposal

We propose to furnish IWS cabinets and casework for the above referenced project as per the original plans and specifications as prepared by: Stephen T Baxter 919-819-1536 Dated: 4/17/20 and AMG Drawings

Reference Specification Section: Replace Water Damage Plastic Laminate cabinets and Countertops
Addendum numbers: None

Total Base Bid: Materials, Delivery, and Installation **$ 22,453.00**

Our proposal Includes:

- Plastic Laminate Cabinets (Base Cabinets Only, Shaded in Red)
- Plastic Laminate Countertops
- Standard dowel construction
- Delivery and Field Installation includes distribution and setting of casework and leaving the premises broom clean and orderly
- Elevations Included: A3,A4,B1,B2,B3,B4,C2,D1,d2,D3, on A4 for rooms 125,122,127,128,142,136,132,124,131,137

Our proposal does not include:

- Standing and Running Trim
- Window Sills
- Tack and Marker Boards
- Rubber vinyl cove base
- **Repair or refurbishing existing surfaces**
- **Demolition**
- Sinks and Fittings and attachment of sink to countertops
- In wall blocking
- Dumpster (to be furnished by owner)
- Storage of materials and associated double handling costs
- Overtime and premium labor

Terms and Conditions:

- Acceptance: This quotation and any of its terms and conditions included herein will form part of any subsequent agreement of purchase. Subsequent request for changes are subject to additional charges and terms. Change requests to an order after receipt of order must be in writing and will only be effective if confirmed in writing by IWS.
- Expiration: Quote is firm for 30 days, late acceptance subject to IWS approval.
- All Contracts are contingent upon strikes, boycotts, breakdowns, fires, or other cases beyond our control
- No back charges will be accepted unless agreed upon in writing by both IWS and General Contractor prior to work being performed.

Quote prepared by: Ken McCullough
For further information contact: Ken McCullough 336-431-0068 Ext: 304 or ken@iwsinc.biz

INTERIOR WOOD SPECIALTIES, INC.

To: Granville Co Development Services

Attn: Scott Phillips
Phone: 919-603-1425
Fax:
E-mail: scottphillips@granvillecounty.org

Date: 2/6/2023

Quote No.: NC-114-24

Page: 2 of 2

Project: Granville Vance Public Health Services

- Proposal is based on project being completed on schedule within specified construction time period. If contract is not completed in the time frame as originally scheduled, IWS reserves the right to increase contract value not to exceed ½% per month for each month delay of completion.
- Purchaser is responsible for providing suitable storage if building is not ready for installation based upon construction schedules provided to IWS.
- IWS reserves the right not to deliver cabinets to a project if the Building Environmental Conditions do not meet minimum standards as stated in the contract specifications.
- This proposal is based on the project being furnished and completed within a single phase unless stated otherwise. When additional work cycles are necessary due to construction delays that are not our responsibility, additional charge will apply.
- To assure that all punch list work covered under this project in completed in a prompt and professional manner, IWS will require a copy of a typed punch list. Copies must be received within a time period that will allow a minimum of two weeks for work to be performed before the deadline date. We will not perform punch list work after the owner has occupied the building unless IWS has been negligent or work is covered by Warranty due to defective materials or labor.
- Anchor blocking must be provided for attachment of cabinets and other woodwork items where drywall construction is used. IWS cannot be responsible for installation where blocking is not provided.
- Subcontracts written to cover materials and services contained in this proposal must incorporate by reference this proposal with all conditions and exclusions as stated herein.
- Five percent of contract amount is due when engineering and shop drawings have been submitted to the contractor/owner. Allow 30 to 45 days after receipt of binding letter of intent or subcontract for completion of shop drawings.
- Final payment including all retainage is due within 30 days of completion of punch list work and acceptance by Owner and Architect. Payment of final retainage is not contingent upon contractor being paid by owner,
- **Payment: Terms are, 1% 10, Net 30 days, O.A.C., and subject to the credit approval of IWS. Late payment charges will be assessed at a rate of 2% per month on the outstanding balance. Overdue accounts will be placed on manufacturing hold.**

Quote prepared by: Ken McCullough

For further information contact: Ken McCullough 336-431-0068 Ext: 304 or ken@iwsinc.biz

Granville County

CONTRACT AND PURCHASING POLICY

[For contracts and purchases not requiring compliance with Federal Uniform Guidance (2 C.F.R. Part 200)]

A local government's authority to make purchases and contracts is derived from the North Carolina legislature and is subject to such limitations and restrictions as it may impose. Legal requirements must be followed, or the contract is deemed void and unenforceable.

This purchasing policy establishes rules and regulations to secure purchases and contracts to the lowest responsive and responsible bidder or supplier with the best overall value to the County.

The provisions within this policy shall be in compliance with North Carolina General Statutes (N.C.G.S.). In the event a conflict is identified, the General Statutes take precedent over this policy and the provisions of the policy will be updated as required.

I. FORMAL BIDS (N.C.G.S. §143-129)

A. Contracts and purchases that require the use of formal bid procedures are those for:
   A. **Construction or repair work requiring the estimated expenditure of $250,000 or more.**
   B. **Purchase or lease-purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of $90,000 or more.**
   C. Exceptions as included in G.S. §143-129.

B. Minimum number of bids required.
   1. Three competitive bids are required for construction or repair work.
   2. If three bids are not received, solicitation for bids must be readvertised. If three bids are not received following readvertisement, the contract may be awarded to the selected bidder while following any remaining requirements as outlined in this policy.

C. Internal Process.
   1. The initiating department for contracts or purchases requiring formal bids should coordinate a preliminary planning call and/or a pre-project meeting with the county manager and county attorney to discuss and review the proposed project.
   2. Formal bid documents must be submitted to the county manager and county attorney *at least thirty (30) days prior to advertisement of bids* and may not be released for distribution until approved by the county manager.
   3. All contracts and purchases resulting from formal bids must be awarded by the Board of Commissioners.

II. INFORMAL BIDS (N.C.G.S. §143-131)

A. Contracts and purchases that require the use of informal bid procedures are as follows:
   1. **Construction and/or repair work requiring the estimated expenditure of $10,000 to $249,999.**
   2. **Purchase or lease-purchase of apparatus, supplies, materials, and/or equipment requiring the estimated expenditure of $1,000 to $89,999.**
   3. Exceptions as included in G.S. §143-129.

B. To ensure proper bidding procedures are followed, contact the finance office to determine if formal or informal bids are required.

C. Minimum number of bids required.

1. Three written or verbal quotes are required. All quotes must be properly documented and maintained in accordance with the County's records retention policy.
2. If three quotes cannot be obtained, it must be noted on the purchase order request. The requesting department should have an explanation on file to demonstrate a due diligence effort to obtain three quotes along with the reason for not meeting the three-quote minimum (i.e., in-demand contractor services, supply chain issues, sole-source, etc.).

D. Internal Process.

1. For contracts or purchases exceeding $30,000 or for any contract or purchase that is unique in nature and deviates from the standard norm:
   a. The initiating department should coordinate a preliminary planning call and/or a pre-project meeting with the county manager and county attorney to discuss and review the proposed project.
   b. Informal bid documents must be submitted to the county manager and county attorney *at least thirty (30) days prior to advertisement of bids* and may not be released for distribution until approved by the county manager.
2. All construction and/or repair work as well as any apparatus, supplies, materials, and/or equipment expenditures resulting from informal bids of $10,000 or more must be awarded by the Board of Commissioners.

III. ALL OTHER PURCHASES

A. Contracts for purchase or lease-purchase not requiring informal bidding:

1. **Construction and/or repair work requiring the estimated expenditure of less than $10,000.**
2. **Purchase or lease-purchase of apparatus, supplies, materials, and/or equipment estimated annual expenditures of less than $1,000.**

B. Although neither formal nor informal bids for the above items are required by statute, each department shall take appropriate steps to ensure that competitive pricing is obtained including the following:

1. Solicit bids where there is a competitive market for the service or lease; and
2. Award shall be made to the best overall proposal in accordance with the general guidelines outlined in Section VIII of this policy.

IV. SERVICE AND LEASE CONTRACTS

A. Service and lease contracts (except for Architectural/Engineering/Surveying services as discussed in Section V of this Policy) may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

B. Although neither formal nor informal bids are required by statute, each department shall take appropriate steps to ensure that competitive pricing is obtained including the following:

1. Solicit bids where there is a competitive market for the service or lease; and
2. Award the contract to the best overall proposal in accordance with the general guidelines outlined in Section VIII of this policy.

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

To:	Board of Commissioners
From:	Will Robinson
Department:	Library
Date:	February 22, 2023
Title:	**Cleaning Contracts for Granville County Library System**

PURPOSE:
To award contracts to clean the R.H. Thornton, Stovall, and Berea Library Branches.

BACKGROUND:
The County has contracted with Tidy Lady cleaning services in the past for the cleaning of RH Thornton, Stovall, and Berea Library Branches. The contract was up for renewal, and we decided that the scope of work for RH Thornton Library was too much for their business and would need another dedicated company to assume the work. The updated contract will keep the services of Tidy Lady cleaning services at the Stovall and Berea Library Branches. The Keeps Clean contract will be for the cleaning of RH Thornton Library. Go City Wide bid slightly less than Keeps Clean but Keeps Clean matched the bid. Economy Cleaning toured RHTL and decided they could not provide the necessary scope of services. Gary's referral, Rhonda Beurreguard, also toured RHTL and decided they could not provide the necessary scope of services.

FUNDING:
Line item 10-6110-399

RECOMMENDATION:
Recommendation to renew contract to clean the Stovall and Berea Branch Libraries to the Tidy Lady cleaning company.
Recommendation to award R.H. Thornton Branch cleaning to the Keeps Clean Company.

ATTACHMENTS:
Tidy Lady Cleaning Contract
Keeps Clean Contract

ACTION TAKEN:

AGREEMENT

THIS AGREEMENT is entered into this ____ day of February, 2023 by and between **GRANVILLE COUNTY**, a body politic and corporate of the State of North Carolina (hereinafter referred to as the "County") and **BETTY M. WILLIAMSON d/b/a TIDY LADY'S CLEANING SERVICE** (hereinafter referred to as the "Contractor") and provides as follows:

W I T N E S S E T H:

WHEREAS, the County has identified Contractor as capable of doing the work described hereinbelow;

WHEREAS, the parties wish to enter into a written agreement memorializing certain terms of the agreement.

NOW, THEREFORE, in consideration of the sum set forth hereinbelow, the parties agree as follows:

1. The County hereby contracts with Contractor to do the following work for the Project described below (the "Work"):

Provide Janitorial and Custodial Services as set out in the Scope of Services Sheet (attached hereto and incorporated herein by reference as Exhibit "A"), the Janitorial Service - Stovall Library.

Said Work is to be performed at the following locations(s): See Exhibit "A", "Scope of Services Sheet".

2. Contractor shall complete the Work as specified in the Contract Documents and in a good and workmanlike manner in accordance with generally accepted industry standards.

3. Contractor shall bill the County monthly for all work completed pursuant to this Contract. The monthly invoice shall be determined in accordance with Scope of Services attached as Exhibit "A". The County shall pay the Contractor within twenty (20) days of receiving Contractor's monthly invoice. Prior to receiving any payment pursuant to the terms of this paragraph, Contractor shall provide County with an invoice showing the amount to be paid for labor, materials if applicable, and any applicable taxes, including but not limited to, sales taxes. Any sales taxes shall specify the entity (state or local) to whom taxes are paid and the amount of

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taxes paid to said entity. If any amount owed under the terms hereof is disputed, the County shall pay Contractor the amount not in dispute and shall retain the disputed amount until such time as the dispute is settled or a judgment is entered in accordance with applicable law. No payments shall be made to Contractor until IRS form W-9 and other necessary forms required by applicable law have been completed.

4. The initial term of the Contract shall be for one year beginning February 7, 2023, and ending on February 6, 2024. This contract shall continue from month to month thereafter until canceled in writing by either party upon sixty (60) days prior written notice. Either party may terminate this Contract "for cause". "For cause" is defined as (i) the other party's breach of any of its material obligations under the terms of this Contract, unless such breach is cured within thirty (30) days after such other party's receipt of written notice specifying the breach; (ii) the other party's filing of a petition in bankruptcy or having commenced against it any other similar insolvency proceeding; and (iii) any crime being committed by Contractor or Contractor's employees or agents that in anyway effects the County, its property, employees, elected officials or appointed officials.

5. The Contractor shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to the County, authorized to do business in the State of North Carolina, the following insurance:

AUTOMOBILE LIABILITY - Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less than $100,000 per accident, and property damage limits of not less than $100,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

COMMERCIAL GENERAL LIABILITY - Bodily injury and property damage liability shall protect the contractor, and any subcontractor performing work under this contract, from claims of bodily injury or property damage which arise from operation of this contract, whether such operations are performed by contractor, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than $1,000,000 bodily injury each occurrence/$2,000,000 aggregate and $1,000,000 property damage each occurrence/$2,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury

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liability and contractual liability in an amount not less than $1,000,000 each occurrence/$2,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

WORKERS' COMPENSATION - Meeting the statutory requirements of the State of North Carolina, even if not required by law to maintain such insurance. Said Workers' Compensation insurance shall have at least the following limits: Employers Liability - $100,000 per accident limit, $500,000 disease per policy limit, $100,000 disease each employee limit.

JANITORIAL SERVICES SURETY BOND - Contractor shall maintain a janitorial services surety bond in favor of County at all times this Contract is in effect and provide a copy thereof to County prior to the effective date of this contract and upon each renewal, reissuance, or upon a new bond being written.

Original certificates of such insurance will be furnished and shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate by either the Contractor or the insuring company.

6. Contractor agrees to protect, defend, indemnify, and hold the County, its employees and elected and appointed officials harmless from any and all liability arising out of or in any way connected with the activities of the Contractor, Contractor's employees, agents, and anyone else working for or on behalf of the Contractor arising out of or from the Work.

7. Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed given as of (a) the date it is delivered by hand to the parties listed below; (b) the date three days following the date is deposited in the mail, postage prepaid, return receipt requested, addressed to the parties listed below; or (c) the date three days following the date it is sent, shipping prepaid, return receipt requested, by a national courier service, addressed to the parties listed below:

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GRANVILLE COUNTY:
Granville County
Attn: County Manager
P.O. Box 906 (mail)
104 Belle Street (delivery)
Oxford, NC 27565

With a copy to:
James C. Wrenn, Jr.
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP
P. O. Box 278 (mail)
111 Gilliam Street (delivery)
Oxford, NC 27565

CONTRACTOR:
Tidy Lady's Cleaning Service
Attn: Betty M. Williamson
3535 Harry Davis Road
Bullock, NC 27507

8. Neither party may assign, delegate, or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other party. Having obtained prior written consent from the County, the Contractor may subcontract any of its obligations hereunder.

9. Except as herein specifically provided otherwise, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Contractor and the County. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of Contractor and the County that

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any such person or entity, other than Contractor and the County, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

10. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement shall supersede, terminate and replace any prior agreements for these services entered into by the parties. This Agreement merges all prior discussions among the parties and no party shall be bound by conditions, definitions, warranties, understandings, or representations concerning such subject matter except as provided in this Agreement or as may be specified later in writing and signed by properly authorized representatives of the parties.

11. The failure of a party in any instance to insist upon the strict performance of the terms of this Agreement shall not be construed to be a waiver or relinquishment of any of the terms of this Agreement, either at the time of the party's failure to insist upon strict performance or at any time in the future, and such term or terms shall continue in full force and effect.

12. The construction and performance of this Agreement shall be governed by and construed pursuant to the laws of the State of North Carolina. Venue for any legal actions initiated concerning this Agreement or arising in any way from and out of the Agreement shall be brought in the appropriate state court sitting in Granville County, North Carolina, having jurisdiction over said claim. The parties waive any right they may have to venue in any other jurisdiction.

13. Each clause of this Agreement is a distinct and severable clause; and if any clause is deemed illegal, void or unenforceable, the validity, legality and/or enforceability of the remaining clauses or portion of this Agreement shall not be affected thereby.

14. If any party shall be delayed or prevented form the performance of any act required by this Agreement by reason of acts of God; strikes, lockouts, labor troubles, inability to procure materials or other cause, without fault and beyond the reasonable control of the party obligated (financial inability excepted), performance of such act shall be excused for the period of delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

15. Neither party shall be considered the drafter of the Agreement. No provision shall be interpreted for or against either party because that party or that party's legal representative drafted such provision.

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16. Any amendment to this Agreement shall be in writing and duly executed by appropriate representatives of each of the parties.

17. E-Verify: Contractor warrants that it is and shall at all times remain in compliance with the "E-Verify" provision of Article 2, Chapter 64 of the North Carolina General Statutes. Further, Contractor shall require that all sub-Contractors providing services related to this Agreement be and remain in compliance with Article 2, Chapter 62 of the North Carolina General Statutes. Failure to meet the requirements of this subsection shall be an event of default hereunder.

18. Restricted Companies List: Contractor represents that as of the date of this Agreement, Contractor is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Contractor also represents that as of the date of this Agreement, Contractor is not included on the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.

19. By signing below the parties hereto certify that they have read the entire contents of this Agreement; have individually been afforded sufficient opportunity to obtain independent legal advice prior to executing this Agreement; fully understand the provisions set forth in this Agreement and acknowledge that each term, condition, and provision is fair and reasonable; and, that each party has received a signed copy of this Agreement.

20. To facilitate execution, this Agreement may be executed by handwritten signing or by electronically transmitted facsimile of such signing, either of which shall create a validly executed document, in as many counterparts as may be required.

[Remainder of Page Intentionally Left Blank; Signature Page Follows]

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IN WITNESS WHEREOF, the parties have entered into this Agreement the day and year first above written.

Attest:

By _____
Debra Weary, Clerk

GRANVILLE COUNTY

By _____
Drew Cummings, County Manager

BETTY M. WILLIAMSON d/b/a TIDY LADY'S CLEANING SERVICE

By _____
Betty M. Williamson

The foregoing Agreement has been preaudited in the manner required by the North Carolina Local Government Budget and Fiscal Control Act.

This the ____ day of _____ , 2023.

_____
Steve McNally
Finance Officer
Granville County

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EXHIBIT "A"

SCOPE OF SERVICES

Project: Janitorial Services for the Granville County Library System - Stovall and Berea Branches

Project Manager: Will Robinson, Library Director

The Stovall Library "Work"

The work is to be performed three (3) times per week on Monday, Wednesday, and Friday. Contractor will also be on call for cleaning emergencies. General cleaning to be invoiced at $1000.00 per month. The County will provide all paper and cleaning supplies.

Additional services are to be negotiated on a case-by-case basis. If at any time the operational hours of the Stovall Library change, the monthly invoice rate can be adjusted by an addendum to this contract or contract can be terminated in accordance with section 4 of the contract.

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R.H. Thornton Library

Scope of Services

2023

Daily

- Empty trash and recycling receptacles in all areas and dispose of all trash and recycling. Change plastic trash bags if soiled.
- Clean all bathrooms (including mopping floors, disinfecting commodes, urinals, wash basins, trash receptacles and dispensers, damp wipe doors, walls and partitions, clean mirrors and bright work, service all dispensers).
- Disinfect all desk tops, table tops, counter tops, computer keyboards and mouses (in adult and children's areas), wooden chair arms in the public areas.
- Disinfect front desk area (including all counter tops, computer keyboards and mouse, telephones and other equipment).
- Clean entryway glass doors and walls, clean water fountains. Sweep hard floors at front and side entrance halls.
- Walk through the library and pick up all trash and debris.
- Clean up any dust from behind doors, in corners and around furniture.
- Vacuum high traffic areas of the Library (including areas from the entryways to the front desk, around the front desk, around copiers and printers, and in the computer area.
- Vacuum other public areas not already covered above (This will be done every day, but may be divided into zones so that any one area in the library will be cleaned at least once during the week.
- Dust one of the zones mentioned in the previous bullet.
- Spot clean any soiled areas within the Library.
- Vacuum or clean any area not addressed that is dirty, soiled, or is in need of immediate attention.
- Post appropriate warning signs or cones when persons should be notified of wet floors, slick sidewalks, off-limits, etc.

Once Weekly

- Thoroughly clean kitchen/break room (sinks, fixtures, countertops, etc.).
- Thoroughly clean all interior glass windows in the building.
- Dust all window sills.

On Call

- The custodian will be on call for emergency cleaning services that would need to be done during regular Library work hours. Emergency cleaning service would be considered overflowing toilets, vomit, feces, or other items that could be a potential hazard to the public, staff or premises.

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AGREEMENT

THIS AGREEMENT is entered into this ____ day of February, 2023 by and between **GRANVILLE COUNTY**, a body politic and corporate of the State of North Carolina (hereinafter referred to as the "County") and **KEEPS CLEAN LLC**, a Limited Liability Company (hereinafter referred to as the "Contractor") and provides as follows:

W I T N E S S E T H:

WHEREAS, the County has identified Contractor as capable of doing the work described hereinbelow;

WHEREAS, the parties wish to enter into a written agreement memorializing certain terms of the agreement.

NOW, THEREFORE, in consideration of the sum set forth hereinbelow, the parties agree as follows:

1. The County hereby contracts with Contractor to do the following work for the Project described below (the "Work"):

Provide Janitorial and Custodial Services as set out in the Scope of Services Sheet (attached hereto and incorporated herein by reference as Exhibit "A"), the Janitorial Service - R.H. Thornton Library.

Said Work is to be performed at the following locations(s):

See Exhibit "A", "Scope of Services Sheet".

2. Contractor shall complete the Work as specified in the Contract Documents and in a good and workmanlike manner in accordance with generally accepted industry standards.

3. Contractor shall bill the County monthly for all work completed pursuant to this Contract. The monthly invoice shall be determined in accordance with Scope of

Services attached as Exhibit “A”. The County shall pay the Contractor within ten (10) days of receiving Contractor’s monthly invoice. Prior to receiving any payment pursuant to the terms of this paragraph, Contractor shall provide County with an invoice showing the amount to be paid for labor, materials if applicable, and any applicable taxes, including but not limited to, sales taxes. Any sales taxes shall specify the entity (state or local) to whom taxes are paid and the amount of taxes paid to said entity. If any amount owed under the terms hereof is disputed, the County shall pay Contractor the amount not in dispute and shall retain the disputed amount until such time as the dispute is settled or a judgment is entered in accordance with applicable law. No payments shall be made to Contractor until IRS form W-9 and other necessary forms required by applicable law have been completed.

4. The initial term of the Contract shall be for one year beginning February 7, 2023 and ending on February 6, 2024. This contract shall continue from month to month thereafter until canceled in writing by either party upon sixty (60) days prior written notice. Either party may terminate this Contract “for cause”. “For cause” is defined as (i) the other party’s breach of any of its material obligations under the terms of this Contract, unless such breach is cured within thirty (30) days after such other party’s receipt of written notice specifying the breach; (ii) the other party’s filing of a petition in bankruptcy or having commenced against it any other similar insolvency proceeding; and (iii) any crime being committed by Contractor or Contractor’s employees or agents that in anyway effects the County, its property, employees, elected officials or appointed officials.

5. The Contractor shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to the County, authorized to do business in the State of North Carolina, the following insurance:

AUTOMOBILE LIABILITY - Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less than $100,000 per accident, and property damage limits

of not less than $100,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

COMMERCIAL GENERAL LIABILITY - Bodily injury and property damage liability shall protect the contractor, and any subcontractor performing work under this contract, from claims of bodily injury or property damage which arise from operation of this contract, whether such operations are performed by contractor, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than $1,000,000 bodily injury each occurrence/$2,000,000 aggregate and $1,000,000 property damage each occurrence/$2,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury liability and contractual liability in an amount not less than $1,000,000 each occurrence/$2,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

WORKERS' COMPENSATION - Meeting the statutory requirements of the State of North Carolina, even if not required by law to maintain such insurance. Said Workers' Compensation insurance shall have at least the following limits: Employers Liability - $100,000 per accident limit, $500,000 disease per policy limit, $100,000 disease each employee limit.

JANITORIAL SERVICES SURETY BOND - Contractor shall maintain a janitorial services surety bond in favor of County at all times this Contract is in effect and provide a copy thereof to County prior to the effective date of this contract and upon each renewal, reissuance, or upon a new bond being written.

Original certificates of such insurance will be furnished and shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate by either the Contractor or the insuring company.

6. Contractor agrees to protect, defend, indemnify and hold the County, its employees and elected and appointed officials harmless from any and all liability arising out of or in any way connected with the activities of the Contractor, Contractor's employees, agents, and anyone else working for or on behalf of the Contractor arising out of or from the Work.

7. Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed given as of (a) the date it is delivered by hand to the parties listed below; (b) the date three days following the date is deposited in the mail, postage prepaid, return receipt requested, addressed to the parties listed below; or (c) the date three days following the date it is sent, shipping prepaid, return receipt requested, by a national courier service, addressed to the parties listed below:

GRANVILLE COUNTY:
Granville County
Attn: County Manager
P.O. Box 906 (mail)
104 Belle Street (delivery)
Oxford, NC 27565

With a copy to:
James C. Wrenn, Jr.
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP
P. O. Box 278 (mail)
111 Gilliam Street (delivery)
Oxford, NC 27565

CONTRACTOR:
KEEPS CLEAN LLC
Attn: Jose Angel Silva Cantu
211 Person Street
Oxford, NC 27565

8. Neither party may assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other party. Having obtained prior written consent from the County, the Contractor may subcontract any of its obligations hereunder.

9. Except as herein specifically provided otherwise, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Contractor and the County. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of Contractor and the County that any such person or entity, other than Contractor and the County, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

10. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement shall supersede, terminate and replace any prior agreements for these services entered into by the parties. This Agreement merges all prior discussions among the parties and no party shall be bound by conditions, definitions, warranties, understandings, or representations concerning such subject matter except as provided in this Agreement or as may be specified later in writing and signed by properly authorized representatives of the parties.

11. The failure of a party in any instance to insist upon the strict performance of the terms of this Agreement shall not be construed to be a waiver or relinquishment

of any of the terms of this Agreement, either at the time of the party's failure to insist upon strict performance or at any time in the future, and such term or terms shall continue in full force and effect.

12. The construction and performance of this Agreement shall be governed by and construed pursuant to the laws of the State of North Carolina. Venue for any legal actions initiated concerning this Agreement or arising in any way from and out of the Agreement shall be brought in the appropriate state court sitting in Granville County, North Carolina, having jurisdiction over said claim. The parties waive any right they may have to venue in any other jurisdiction.

13. Each clause of this Agreement is a distinct and severable clause; and if any clause is deemed illegal, void or unenforceable, the validity, legality and/or enforceability of the remaining clauses or portion of this Agreement shall not be affected thereby.

14. If any party shall be delayed or prevented form the performance of any act required by this Agreement by reason of acts of God; strikes, lockouts, labor troubles, inability to procure materials or other cause, without fault and beyond the reasonable control of the party obligated (financial inability excepted), performance of such act shall be excused for the period of delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

15. Neither party shall be considered the drafter of the Agreement. No provision shall be interpreted for or against either party because that party or that party's legal representative drafted such provision.

16. Any amendment to this Agreement shall be in writing and duly executed by appropriate representatives of each of the parties.

17. E-Verify: Contractor warrants that it is and shall at all times remain in compliance with the “E-Verify” provision of Article 2, Chapter 64 of the North Carolina General Statutes. Further, Contractor shall require that all sub-Contractors providing services related to this Agreement be and remain in compliance with Article 2, Chapter 62 of the North Carolina General Statutes. Failure to meet the requirements of this subsection shall be an event of default hereunder.

18. Restricted Companies List: Contractor represents that as of the date of this Agreement, Contractor is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Contractor also represents that as of the date of this Agreement, Contractor is not included on the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.

19. By signing below the parties hereto certify that they have read the entire contents of this Agreement; have individually been afforded sufficient opportunity to obtain independent legal advice prior to executing this Agreement; fully understand the provisions set forth in this Agreement and acknowledge that each term, condition and provision is fair and reasonable; and, that each party has received a signed copy of this Agreement.

20. To facilitate execution, this Agreement may be executed by handwritten signing or by electronically transmitted facsimile of such signing, either of which shall create a validly executed document, in as many counterparts as may be required.

[Remainder of Page Intentionally Left Blank; Signature Page Follows]

IN WITNESS WHEREOF, the parties have entered into this Agreement the day and year first above written.

Attest:

By _____
Debra Weary, Clerk

GRANVILLE COUNTY

By _____
Drew Cummings, County Manager

KEEPS CLEAN LLC

By _____
Jose Angel Silva Cantu,
Member/Manager

The foregoing Agreement has been preaudited in the manner required by the North Carolina Local Government Budget and Fiscal Control Act.

This the ____ day of_____ , 2023.

_____
Steve McNally
Finance Officer
Granville County

EXHIBIT "A"

SCOPE OF SERVICES

Project: Janitorial Services for the Granville County Library System - R.H. Thornton Branch

Project Manager: Will Robinson, Library Director

The R.H. Thornton Library "Work"

The work is to be performed three (3) times per week on Monday, Wednesday, and Friday. Contractor will also be on call on Saturdays for cleaning emergencies. General cleaning to be invoiced at $2393.00 per month. KEEPS CLEAN will be additionally compensated the hourly wage of any of their employees that are called in for a cleaning emergency. KEEPS CLEAN LLC will provide all paper and cleaning supplies.

Additional services are to be negotiated on a case by case basis. If at any time the operational hours of the R.H. Thornton Library change, the monthly invoice rate can be adjusted by an addendum to this contract or contract can be terminated in accordance with section 4 of the contract.

R.H. Thornton Library

Scope of Services

2023

Daily

- Empty trash and recycling receptacles in all areas and dispose of all trash and recycling. Change plastic trash bags if soiled.
- Clean all bathrooms (including mopping floors, disinfecting commodes, urinals, wash basins, trash receptacles and dispensers, damp wipe doors, walls and partitions, clean mirrors and bright work, service all dispensers).
- Disinfect all desk tops, table tops, counter tops, computer keyboards and mouses (in adult and children's areas), wooden chair arms in the public areas.
- Disinfect front desk area (including all counter tops, computer keyboards and mouse, telephones and other equipment).
- Clean entryway glass doors and walls and clean water fountains.
- Sweep hard floors at front and side entrance halls.
- Walk through the library and pick up all trash and debris.
- Clean up any dust from behind doors, in corners and around furniture.
- Vacuum high traffic areas of the Library (including areas from the entryways to the front desk, around the front desk, around copiers and printers, and in the computer area and the magazine area.
- Vacuum other public areas not already covered above (This will be done every day, but may be divided into zones so that any one area in the library will be cleaned at least once during the week.
- Dust one of the zones mentioned in the previous bullet.
- Spot clean any soiled areas within the Library.
- Vacuum or clean any area not addressed that is dirty, soiled, or is in need of immediate attention.
- Post appropriate warning signs or cones when persons should be notified of wet floors, slick sidewalks, off-limits, etc.

Once Weekly

- Thoroughly clean kitchen/break room (sinks, fixtures, countertops, etc.).

- Thoroughly clean all interior glass windows in the building.
- Dust all window sills.

On Call

- The custodian will be on call for emergency cleaning services that would need to be done during regular Library work hours. Emergency cleaning service would be considered overflowing toilets, vomit, feces, or other items that could be a potential hazard to the public, staff or premise

Granville County

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

To:	Board of Commissioners
From:	Scott Phillips
Department:	Development Services
Date:	February 22, 2023
Title:	**Development Services Update**

PURPOSE:

Scott Phillips, Development Services Director, will give an update including the CIP (capital improvement plan).

ATTACHMENTS:

Capital Improvement Projects
Inspections

ACTION TAKEN:

CAPITAL IMPROVEMENT PROJECTS

FY 2022 & 2023

ACTIVE PROJECTS

DSS Child Support Services Relocation

- Renovation of approximately 3,400 SF of space
- Scheduled work to include replacement of flooring, ceiling, and wall finishes; installation of (2) interior storefront doors for security access purposes; added electrical receptacles and repairs.
- Construction scheduled to start in March and will have a 90-day construction duration.
- The construction budget is $200,000.00

MSW Landfill and Leachate Expansion

- Landfill construction completed in October with the State Operational Permit issued in November
- Leachate tank construction is scheduled for March with completion in April
- Total construction cost is $4,869,568.40

Northern Granville Senior Center

- Oakley Collier Architects has a pending contract for Design and Construction Administration services
  - Design Development Phase to begin in March
  - Estimate 6 months for Construction / Bid Documents
- Construction is pending for FY 2023-24
  - Development / Construction Cost is budgeted at $2,500,000

Granville Vance Public Health Flood Damage Repairs

- Extreme temperatures combined with relatively strong winds froze and burst water service piping within the attic areas of two buildings
- Water flooding damaged approximately 1/3 of each building requiring the Clinic and WIC service areas to relocate off site
- Water damage remediation of the effected areas has been completed and contracts for the rebuild are forth coming for approval
- Due to supply chain issues for replacement components, it is likely that the areas will not be ready for occupancy for another 4 to 6 months – partial occupancy may be a possibility
- Staff is engaged with two insulation firms for pricing on added attic and pipe insulation, so this problem does not reoccur.

Pending Projects

Granville Athletic Park – Walking Trail Repairs / Replacement

- Staff has identified approximately 991 LF of trail needing replacement and 1500 LF needing significant repairs. All work is associated with the original Phase I construction.
- Root damage by adjacent trees is the primary problem
- Current FY CIP has allocated $100,000 for this planned work
- Work is scheduled to start May / June of this year
- Possibly a multi-year Project

Former GVPH Building Evaluation – Hunt Street / Oxford

- The Hunt Street property has been deemed the future location for Granville County Development Services, GVPH's branch of Environmental Services, and Granville County Economic Development
- A building evaluation is needed to determine feasibility of alteration and renovation
- The original structure was built in the 1960s with two or more additions added over the years
- Structural issues have been noted in the past as a result of foundation and building slab settlement.
- The evaluation services will be completed this FY so that a recommendation for construction can be determined for FY 2023-24

Triangle North Water Infrastructure

- Construction consist of 6,350 LF of 16” and 6” waterline extending from the US Hwy 158 E & Tabbs Creek Road intersection to the end of Triangle North Drive accessing phase I of the park.
- McGill Associates are updating their service agreement needed for Bidding and Construction. Existing agreement was executed in 2019
- Easement acquisitions, preparation of Construction Documents, and Bidding will occur this FY. Construction may begin this FY; schedule has yet to be determined.

Teaching Kitchen for Cooperative Extension

- Proposed kitchen upfit to one of the existing 2nd level Lab areas
- Preliminary plans are complete
- Approval is needed through the Office of State Construction
- Current funding level within our FY CIP is $100,000.00

Meeting Room Upfit at Berea Branch Library

- Upfit of an existing storage room which is currently unconditioned and uninsulated
- Current funding level within our existing FY CIP is $16,500.00

Interior and Security Improvements for Adult Probations

- Installation of a security wall and Access Control door within the Lobby area
- Update the floor coverings and wall paint throughout the areas
- Current funding level within our existing FY CIP is $32,500.00

Future Projects for Discussion

2 to 5 years

- New Building for Development Services, Environmental Services, EDC; Hunt Street / Oxford
- Demolition of 122 Williamsboro Street
- Demolition of the former Detention Center
- New Solid Waste Site / Southern Granville County; Location Unknown

5 to 8 Years

- New Building and Storage for Emergency Management; Location unknown
- New Building for Granville Vance Public Health; Location Unknown
- Expansion of Granville Athletic Park – Southern Granville County; Location Unknown
- Expansion of Granville County Senior Center – South Granville County; Location Unknown

8 to 10 Years

- Courthouse / General Government Offices Expansion; Williamsboro St / Oxford
- Public Parking Expansion; Oxford / Location Unknown
- New Building for DSS Butner Creedmoor Branch; Location Unknown

Granville County Capital Improvement Plan

Project	Location	FY22-23	1 FY23-24	2 FY24-25	3 FY25-26	4 FY26-27	5 FY27-28	6 FY28-29	7 FY29-30	8 FY30-31	9 FY31-32	10 FY32-33	Totals
Northern Granville Senior Center	303 Oxford St / Stovall												
Planning / Design		$282,500											$282,500
Construction			$2,500,000										$2,500,000
Equipment & Furnishings			$52,000										$52,000
													$2,834,500
DSS Child Support Services	143 Williamsboro St / Oxford												
Planning / Design		$9,800											$9,800
Construction		$200,000											$200,000
Equipment & Furnishings		$28,000											$ 28,000
													$ 237,800
Development Services / Environmental Health / EDC	101 Hunt Street / Oxford												
Planning / Design			$250,000										$250,000
Construction			$30,000	$3,000,000									$3,030,000
Equipment & Furnishings				$ 80,000									$80,000
													$3,360,000
Facility Demolition	Former Detention Facility & 122 Williamsboro St / Oxford		$ 100,000	$100,000	$100,000								$300,000
Solid Waste Convenience Site	TBD												
Land Acquistion				$ 25,000	$ 25,000	$ 25,000	$25,000						$100,000
Planning / Design							$30,000						$30,000
Construction					$125,000	$125,000	$125,000						$ 375,000
													$505,000
		$520,300	$ 2,932,000	$3,205,000	$250,000	$ 150,000	$180,000						

INSPECTIONS

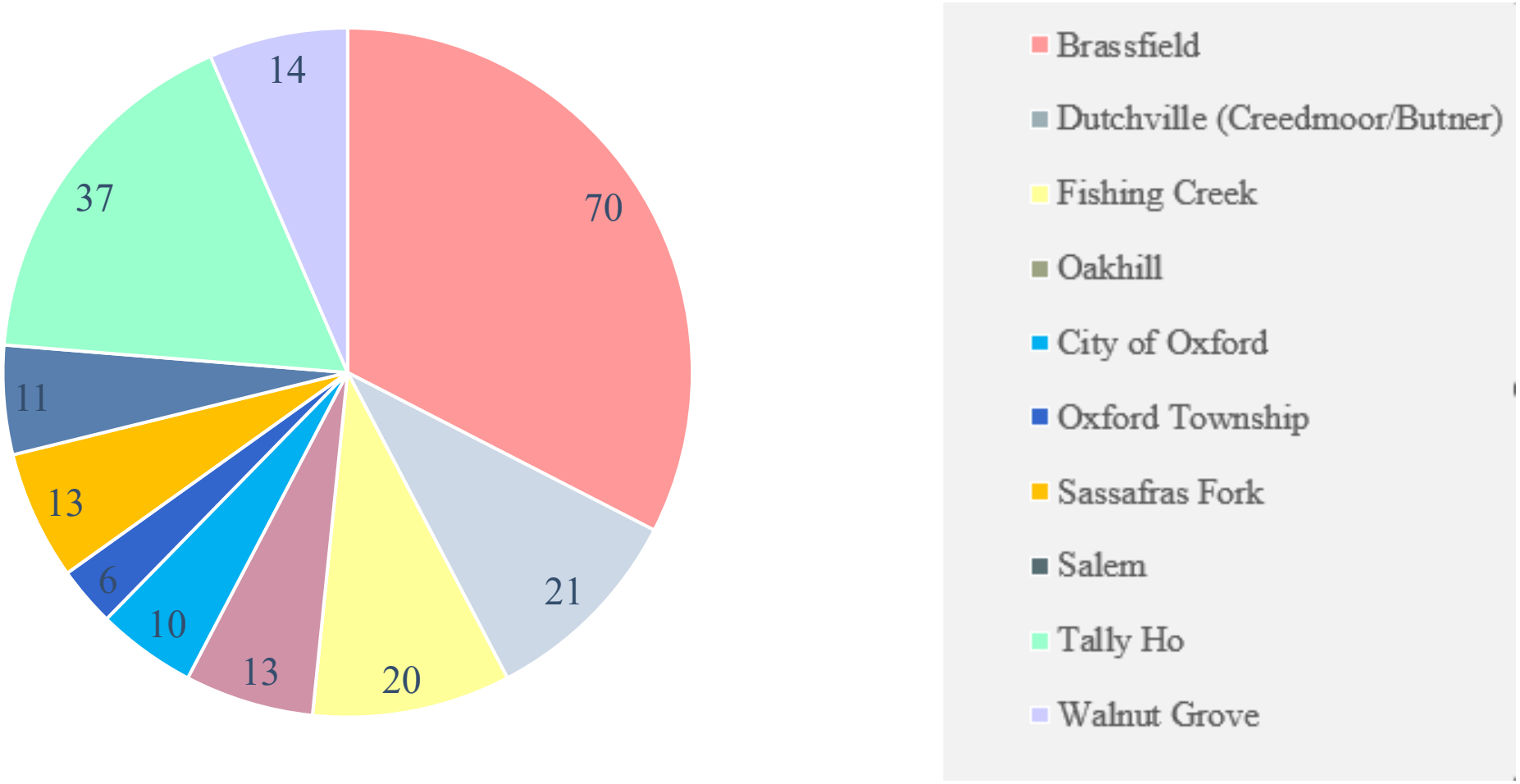
Summary of Activities

Scott Phillips; Development Services Director

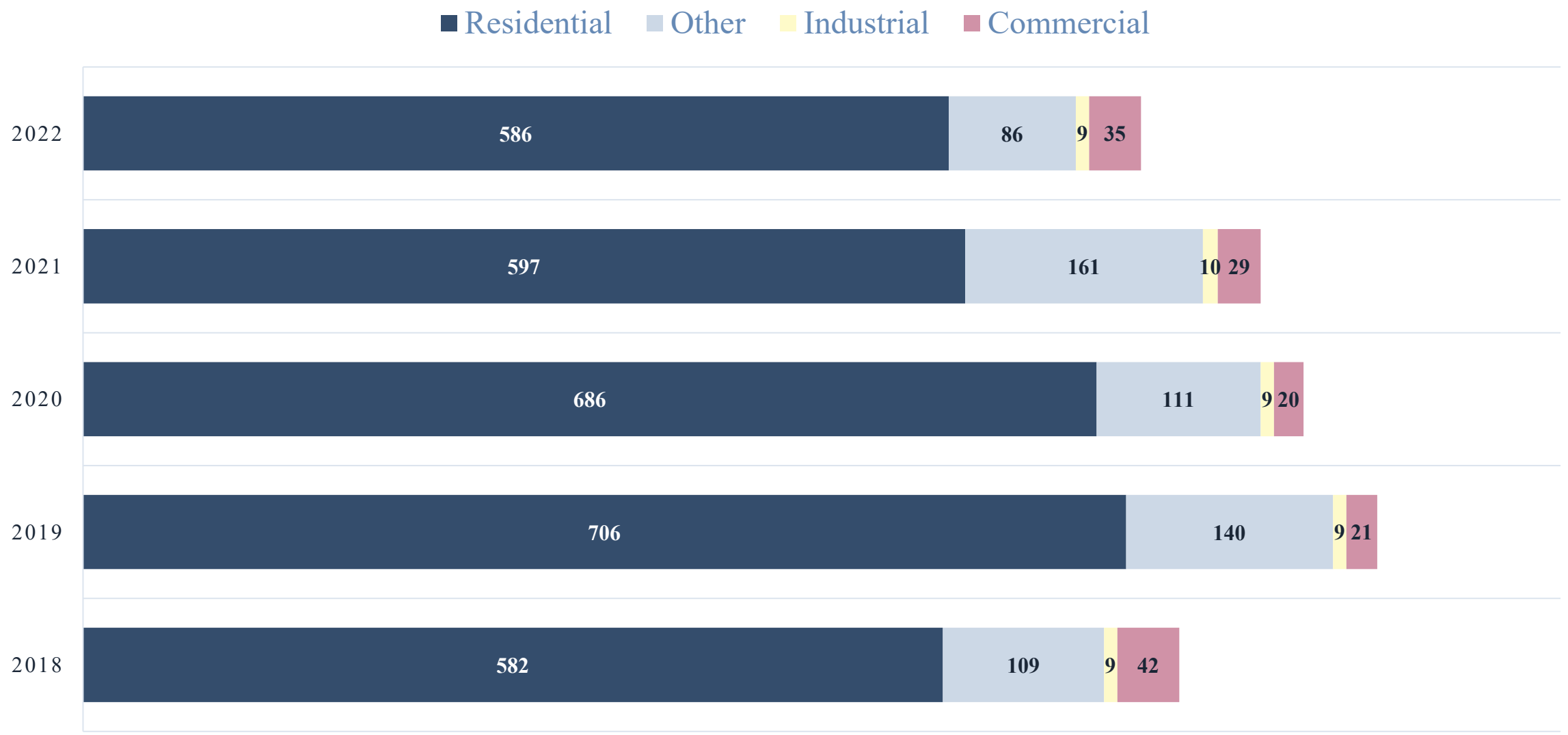
The Inspections Division maintains the following staff and positions

- Stacey Carey / Chief Code Enforcement Officer
- Paul Averette / Building Code Enforcement Officer III
- Gilbert Wilson / Building Code Enforcement Officer II
- Ryan Turner / Building Code Enforcement Officer I
- Joe Seagroves / Fire Code Enforcement Officer III / Building I
- Zach Porterfield / Building Code Enforcement Officer I / Probation
- Kelley Hightower / Senior Administration Assistant

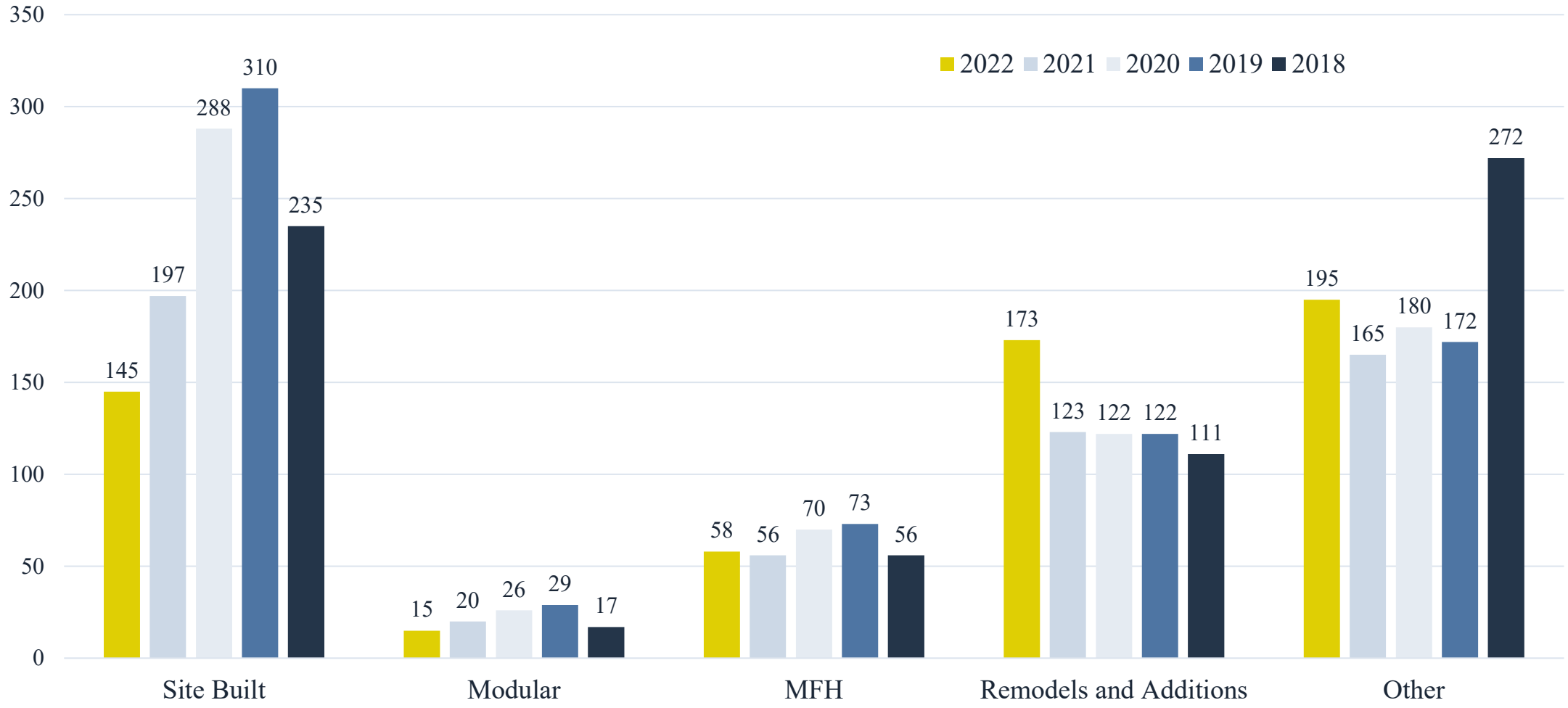
Building Permits by Township: Single Family Dwellings 2022



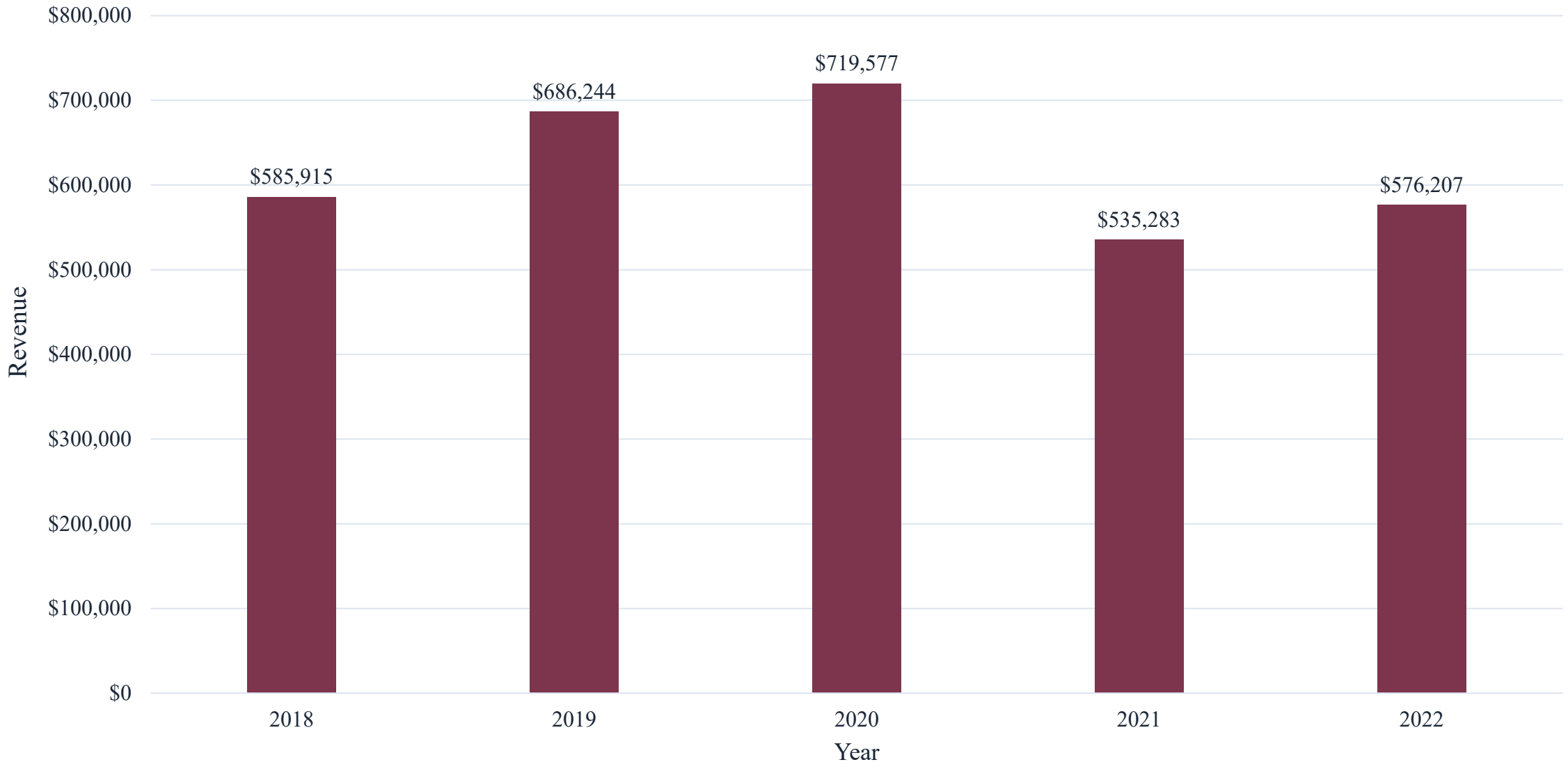
Building Permit Issued By group



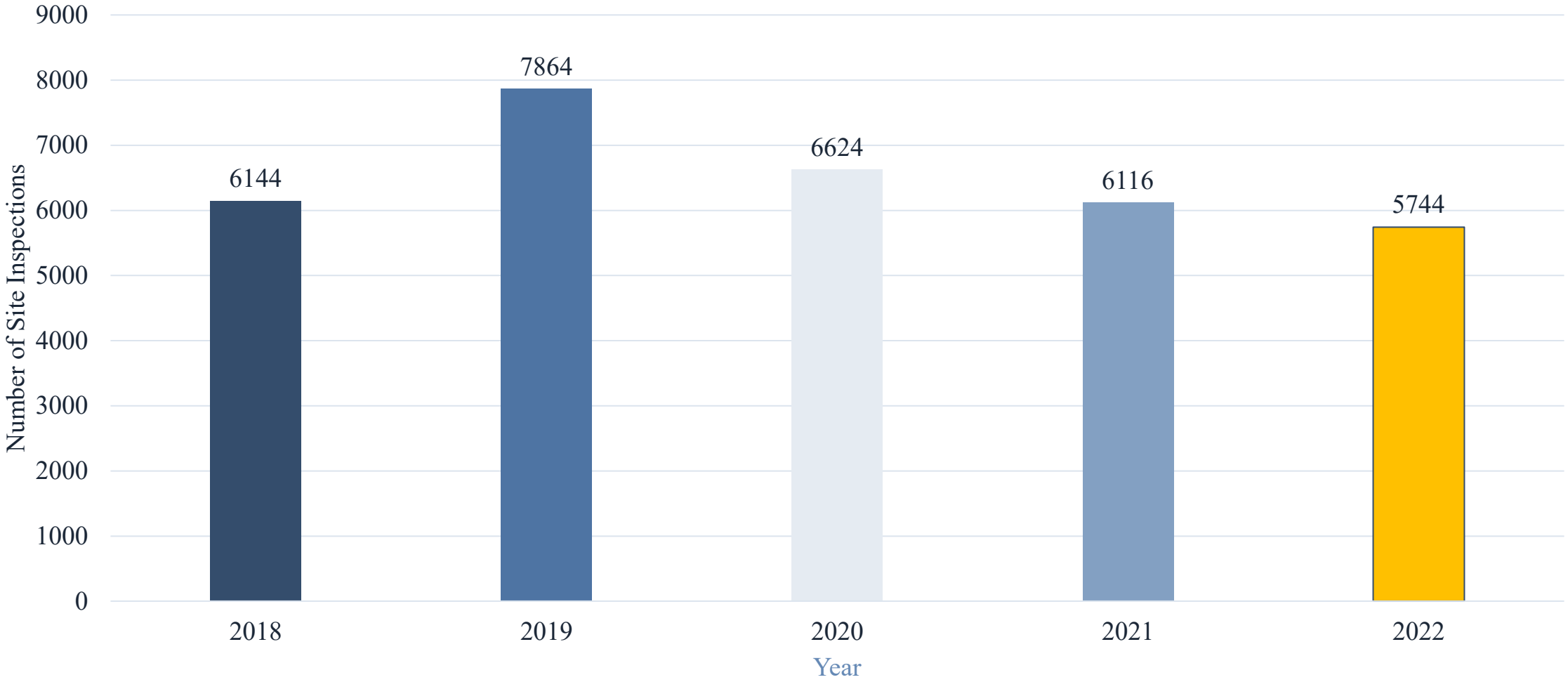
Residential Permits Issued by type



Building permit revenue



Building Permits – Workload



Accomplishments of 2022

- Integrated Digital Plan review for Industrial and Commercial Applications through our iPlan system approved by the Board during FY 2023-24 budget session.

- Stacey Carey, Chief Building Code Official, obtained his Fire Prevention I Certification, expanding our capacity for fire plan review.

Future development Impacts

- We are currently in conversation with various Developers and/or Design firms regarding 14 new commercial / industrial projects throughout the County, all of which anticipate construction to begin by summer 2023.
- City of Oxford / Site Development has begun for 414 Single-Family homes, 146 Townhomes, and 288 Apartments within three approved subdivisions. We anticipate the first phase of the build out to begin spring 2023.
- Town of Butner / Discussions are ongoing about a 900-home site subdivision and several commercial and industrial projects. Although we don't expect any impacts from this work in FY 2023-24, we do anticipate our workload to increase FY 2024-25.
- City of Creedmoor / There are not subdivisions planned for FY 23-24 but according to their Planning Director they are working on two large development projects that would possibly impact our work FY 24-25.

Granville County
Social Services
104 Belle Street
Oxford, NC 27565
(919) 693-5240

To:	Board of Commissioners
From:	Debra Weary
Department:	Social Services
Date:	February 23, 2023
Title:	**Social Services Update**

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

ATTACHMENTS:
DSS Presentation
Handout B

ACTION TAKEN:

Granville County
Board of County Commissioners Retreat

February 24, 2023

Adonica C. Hampton,
Director

Topics

Our Department
Our Professionals
Our Programs & Services
Changes & New Initiatives
Overcoming our Challenges
Opportunities & Future

Granville County Department of Social Services (DSS)

The Granville County Department of Social Services is 1 of 100 county administered social service agencies. It's enabling authority lies within NCGS §108A-25, and related statutes. The agency is mandated to provide an array of human supportive services that are authorized and funded, in part, by federal and state legislatures.

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

The department's services are subdivided into three primary service program areas, supported by an Administrative Team:

1) Economic Services;
2) Social Work & Family Services and,
3) Child Support Services.

Granville County Department of Social Services

Economic Services (ES) programs include Food & Nutrition Services (FNS), Family & Children (FC-MA), Adult Medicaid (A-MA), Work First Employment (WF), Work First Cash Assistance, Emergency/Energy Assistance Programs (EA, CIP, LIEAP) and General Assistance (GA), and Non-Emergency Medicaid Transportation (NEMT).

Social Work & Family Services is comprised of Adult and Child Welfare Services, and includes Child Protective Services (CPS), In-Home Treatment, Permanency Planning, (including Foster Care, Adoption, and services for Adolescents and aged-out young adults), Adult Protective Services (APS), Adult Guardianship, Representative payee services. Special Assistance/In-Home is financial support to help/allow disabled adults to remain at home. Personal care services enable adults to remain in their homes. Adult Day Care and Child Day Care services and case management services are also provided to assist individuals.

Child Support Services help establish and address parental responsibility. Services include assistance with establishing paternity for children, establishing appropriate financial support obligations, collecting and disbursing support from and to parents, and assistance enforcing court orders for support.

Granville County Department of Social Services

“People Serving People”

Our social services employees work 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.

12 Supervisors
7 Lead Workers

11 serve on the Child Support Services Team
22 serve on the Social Work Services Team
55 serve on the Economic Services Team
11 serve on the Administration Team

Turnover?
Yes.

53% of our department has less than 5 years of experience

Internal promotions
12 promotions since 2021;
5 (2021),
3 (2022),
4 so far (2023)

Rehires
7 came back since 2021;
2 (2021),
3(2022),
2 so far (2023)

Granville County Department of Social Services

Many Federal Agencies

US Department of Agriculture – Food and Nutrition Services – Supplemental Nutritional Assistance Program (SNAP)
Centers for Medicare & Medicaid
Administration for Children and Families - Office of Child Support Enforcement (CSE), Office of Child Care, Office of Head Start, Office of Family Assistance (TANF), Children's Bureau (Foster Care, Adoption), Office of Community Assistance (LIHEAP)
Administration on Aging – Administration For Community Living
Etc.

Many State Divisions

Division of Social Services(DSS)
Division of Health Benefits (DHB)
Division of Child and Family Wellbeing (DCFW) *New
Division of Child Development and Early Education (DCDEE)
Division of Services for the Blind (DSB)
Division of Aging and Adult Services(DAAS)
Division of Disability Determination Services (DDS)
Division of Health Services Regulations (DHSR)

One Local DSS

Local Department of Social Services

Granville County Department of Social Services

Please See
Separate Handout

THE COUNTY OF Granville NORTH CAROLINA

Department of Social Services

Summary of Services (as of 12/31/2021)

State	Program Name	Summary
DHB (Division of Health Benefits)	**Family and Children's Medicaid Programs** **Medicaid for Infants and Children (MIC)** **Medicaid for Families with Dependent Children (MAF)** **Medicaid for Pregnant Women (MPW)** **Family Planning Medicaid (FPP)** **North Carolina Health Choice for Children (NCHC)** **Medicaid for Former Foster Care (MFC)** **Breast and Cervical Cancer Medicaid (BCCM),** **Title IV-E Adoption and Foster Care Medicaid (IAS),** **State Foster Care Medicaid (HSF)** **Adult Medicaid Programs** **Aged, Blind, and Disabled (ABD) program** **NC Medicaid Direct (previously Carolina Access/CA)** **Long Term Care (LTC)** **Special Assistance (SA)** **Medical Assistance to the Aged (M-AA)** **Medical Assistance to the Blind (M-AB)** **Medical Assistance to the Disabled (M-AD)** **Medicaid Qualified Medicare Beneficiary (M-QB-Q)** **Medicaid Specified Low Income Medicare Beneficiary (M-QB-B)** **Medicaid Qualifying Individuals (M-QB-E)** **Medicaid for Refugees (M-RF)** **Medicare Medical Health Savings Account (MHSA)** **Medicaid - Special Assistance to the Blind (M-SB)** **Medical Assistance - Aged, Blind, Disabled (MAABD)** **Health Care for Working Disabled (HCWD)** **Medicaid for Working Disabled (MWD)** **All-Inclusive Care for the Elderly (PACE)** **Community Alternatives Program (CAP)** **Non-Emergency Medicaid Transportation (NEMT)**	Title XIX of the Social Security Act requires states to establish Medicaid programs to provide medical assistance to low-income individuals and families. Medicaid programs provide health care to eligible low-income adults, children, pregnant women, seniors, and people with disabilities. Medicaid programs provide access to physical and behavioral health care and services to improve health and well-being for North Carolina citizens. Services NC Medicaid manages include but are not limited to: Physical, behavioral health, and substance use services, Pharmacy Benefits, and Services and supports for people with chronic and long-term health care needs. NC Health Choice is our state's name for the Children's Health Insurance Program (CHIP). It provides health care to eligible children. State/County Special Assistance (SA) is a Supplemental Security Income (SSI) state supplement that pays cash benefits to eligible beneficiaries who reside in licensed facilities authorized to receive SA payments. All-Inclusive Care for the Elderly (PACE) is a federal program administered by the Centers for Medicare and Medicaid Services (CMS). PACE is a managed care program that enables individuals who are 55 years or older and are certified to need nursing facility care to live as independently as possible. Community Alternatives Program (CAP) is a 1915(c) home and community- based Services Waiver under the Social Security Act. Granville DSS does not complete CAP assessments, however, must review all CAP assessments. Transportation to and from providers is a critical component for Medicaid beneficiaries to obtain necessary health care. Non-Emergency Medical Transportation (NEMT) services consist of arranging and/or paying for transportation.

Page **1** of **4**

Happening Now @ Granville DSS

On December 29, 2022, the Consolidated Appropriations Act, 2023 was signed into law.

As a result, Food and Nutrition Services (FNS) emergency allotments (also referred to as "maximum allotments" or "supplements") will be ending effective March 2023.

Effective March 2023, FNS benefits will go back to regular monthly benefit amounts issued prior to the pandemic.

Families have been receiving at least $95 extra per month since March 2020 through emergency allotments. With the end of emergency allotments, the average FNS benefit per person per day will decrease from $8.12 to $5.45. (source: NC-DHHS – Jan. 12, 2023).

- ✓ *Increased phone calls, questions, concerns, in-person visits, and IRATE CUSTOMERS…*
- ✓ *Other Economic Services Units will provide assistance to the FNS Unit to respond to customers regarding the emergency allotments changes.*
- ✓ *Please support local food banks and churches who will see an INCREASE*

A Big Success for our Community

Low-Income Household Water Assistance Program (LIHWAP) Program

- Ensure that low-income households have access to safe and clean drinking water and wastewater services.
- Provide assistance to low-income households that pay a high proportion of household income for drinking water and wastewater services.
- Funds will go to owners or operators of public water systems or treatment works to reduce arrearages of and rates charged

Granville DSS provided $39,217 (an average of $13,072 per month) to households during the months of October, November, and December in Water Assistance

Granville DSS requested $30,000 more funds from DHHS in Low-Income Household Water Assistance Funds on Feb 1, 2023.

Too Much to Name is Happening Now @ Granville DSS

Our Child Support Team has collected $2,148,347.64 as of December 2022 (53.30% of this year's collection goal of $4,031,042.42.

Our Adult Welfare Team cares for 27 adults
(Director is Legal Guardian)

WE ARE Overcoming Medicaid Challenges
&
Getting Ready for Possible Medicaid Expansion

MEDICAID IS A CHALLENGE. It's a hard program to master. Always has been.

- ❑ Difficulty completing re-certifications timely since caseloads have increased due to staff turnover.
- ❑ It takes time for new employees to be trained and have the ability to timely and accurately complete re-certifications.
- ❑ Times have changed, seasoned employees are adapting to how newer employees learn, and work.
- ❑ 9 Adult Medicaid Caseworkers: (4) less than 1 year in current role, (1) 3 years, (4) over 5 years.
- ❑ 10 Family & Children's Medicaid Caseworkers: (3) less than 1 year, (3) 1-3 years, (4) over 3 years

We are meeting and overcoming our challenges:

- ✓ During this time of being short staffed, Adult Medicaid Workers are currently assisting in the processing of applications (this does temporarily cause untimely re-certifications and low accuracy in auditing cases).

- ✓ Cross training had to be temporarily paused to allow the workers to focus on and work in the program they already know.

MEDICAID IS A CHALLENGE, and we are overcoming:

- ✓ We have 4 Medicaid Lead Workers with 62 combined years of DSS experience.
- ✓ We have 2 Medicaid Supervisors with a combined 22 years of DSS experience.
- ✓ Our Economic Services Administrator has 15 years of DSS experience.

- ✓ We were at 50% Economic Services supervision capacity for the last 4 years, AND we are now at 100% capacity, and Supervisors are conducting training regularly.

- ✓ As new workers complete training, accuracy and timeliness will improve. They may not process as many cases as seasoned workers however, their proficiency progressively improves.

- ✓ The New Adult Medicaid Supervisor is reviewing 100% of Medicaid applications to help and train workers to become more proficient, accurate, and complete cases timely.

Happening Now @ Granville DSS

NC Medicaid, funded through the federal Medicaid program, NC Health Choice, funded through the federal Children's Health Insurance Program (CHIP).

On April 1, 2023, children receiving NC Health Choice coverage will move to NC Medicaid and begin receiving additional physical and behavioral health services combining Medicaid/CHIP programs for children.

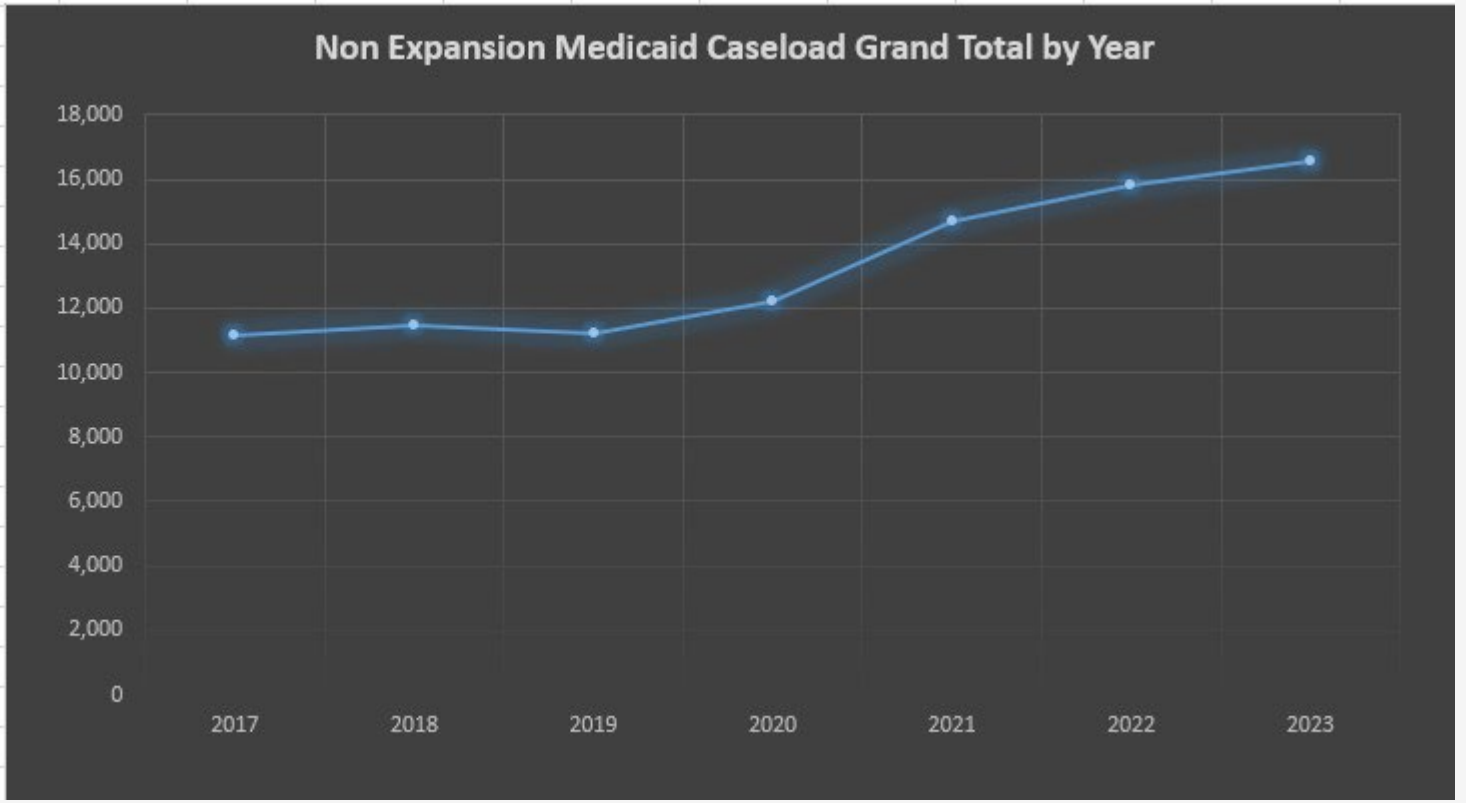
The benefits of this change

NC Medicaid beneficiaries will:

- No longer have enrollment fees, or copays.
- Be eligible for Non-Emergency Medical Transportation for Medicaid-covered services.
- Have pregnancy and 12-month postpartum coverage.
- Be eligible for Early & Periodic Screening, Diagnosis and Treatment; a benefit designed to discover and treat health conditions before they become serious.

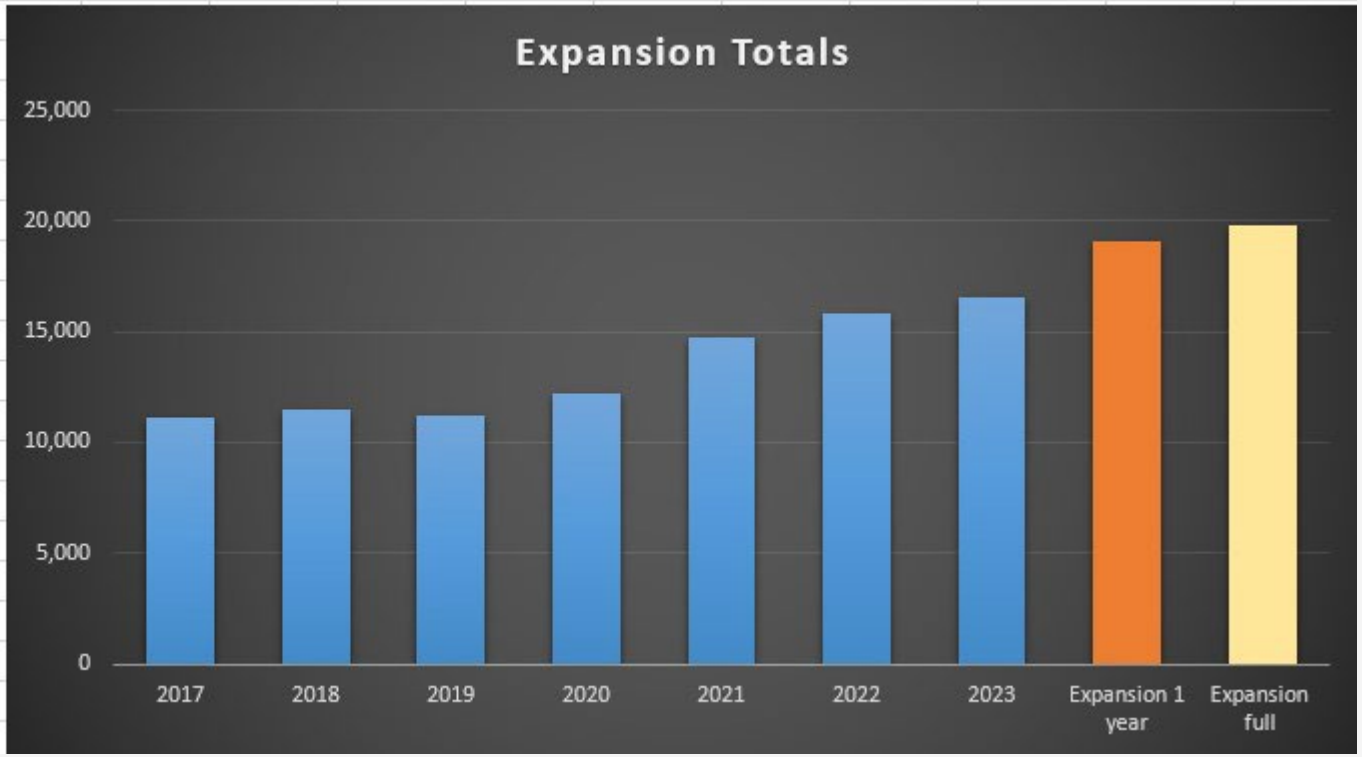
MEDICAID NOW

Grand Total	Year
11,131	2017
11,458	2018
11,196	2019
12,199	2020
14,699	2021
15,828	2022
16,534	2023



POSSIBLE MEDICAID EXPANSION. To overcome the challenge, **more staff is needed**.

Expansion	
1 year + 2,524	
Full + 3,244	
Total	Year
11,131	2017
11,458	2018
11,196	2019
12,199	2020
14,699	2021
15,828	2022
16,534	2023
19,058	Expansion 1 year
19,778	Expansion full



In The News and @ Granville DSS

Foster kids temporarily living in Greensboro DSS office building
Too many foster kids and not enough foster homes. *Author:* ***Itinease McMiller, Blair Barnes*** *February 2, 2023*
Teens living at Guilford County DSS building | wfmynews2.com

State DHHS Solutions

New NCDHHS will help hospitals and doctors quickly find an open bed for behavioral health patients ***Author: Annette Weston-Riggs*** *February 2, 2023*
New NCDHHS will help hospitals and doctors quickly find an open bed for behavioral health patients (publicradioeast.org)

Granville DSS Solutions

- ❑ Increase recruitment of foster families (16 licensed foster families now)
- ❑ Increase pay to foster families
- ❑ Seek assistance from LME/MCO (provide sitters, etc.)

Our Child Welfare – Foster Care Team cares for 28 children (in Director's custody) and provides services to 52 additional children (not in custody).

Happening Now @ Granville DSS

January 28, 2023 - Our Trauma Informed Partnering for Safety and Permanence – Model Approach to Partnership in Parenting (TIPS-MAPP) class started with a virtual Orientation.

February 4, 2023 - Our first of 10 classes was held at the Oxford DSS office.

14 families were registered, and **12 families** showed up for the first session.

The remaining sessions will all be held each Saturday and is expected to be **completed by April 1, 2023**.

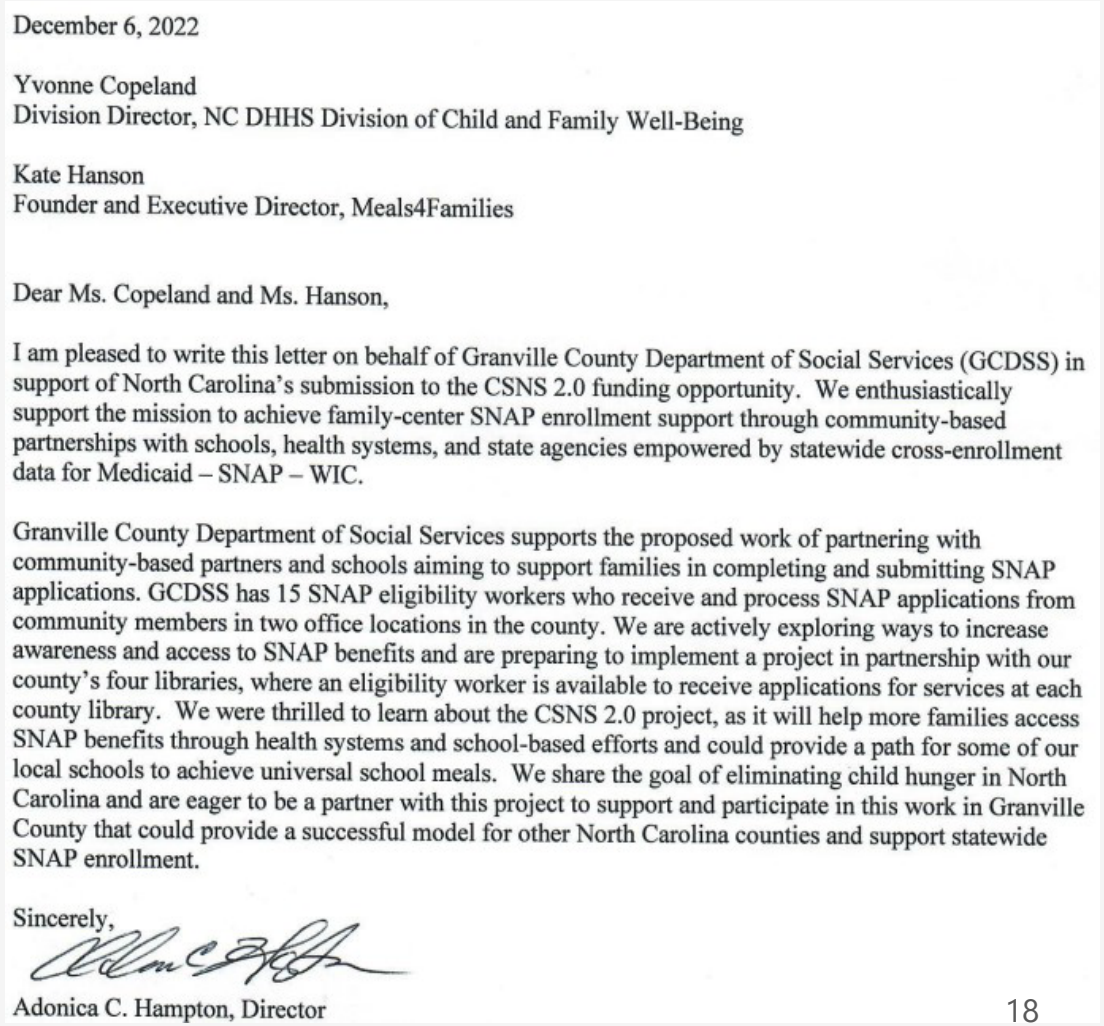
"Supervising Agency" *means a county department of social services or a private child-placing agency that is authorized by law to receive children for purposes of placement in foster homes or adoptive homes. Supervising agencies are responsible for recruiting, training, and supporting foster parents. Supervising agencies recommend the licensure of foster homes to the licensing authority.* *(SUBCHAPTER 70E – LICENSING OF FAMILY FOSTER HOMES 10A NCAC 70E .0602 DEFINITIONS)*

Supporting & Partnering @ DSS

Coordinating SNAP and Nutrition Supports (CSNS) is a cohort program funded by Share Our Strength, No Kid Hungry and administered by the American Public Human Services Association (APHSA) with the goal of aligning the Supplemental Nutrition Assistance Program (SNAP) with other federal, state, and local nutrition supports to combat childhood hunger. www.aphsa.org

Meeting NC Families Where They Are: Achieving family-centered SNAP enrollment support through community-based partnerships with schools, health systems, county DSS offices, and state agencies, empowered by novel statewide cross-enrollment data for Medicaid-SNAP-WIC

Granville County DSS currently serves 4,182 (8,129 individuals) Food and Nutrition Services households



December 6, 2022

Yvonne Copeland
Division Director, NC DHHS Division of Child and Family Well-Being

Kate Hanson
Founder and Executive Director, Meals4Families

Dear Ms. Copeland and Ms. Hanson,

I am pleased to write this letter on behalf of Granville County Department of Social Services (GCDSS) in support of North Carolina's submission to the CSNS 2.0 funding opportunity. We enthusiastically support the mission to achieve family-center SNAP enrollment support through community-based partnerships with schools, health systems, and state agencies empowered by statewide cross-enrollment data for Medicaid – SNAP – WIC.

Granville County Department of Social Services supports the proposed work of partnering with community-based partners and schools aiming to support families in completing and submitting SNAP applications. GCDSS has 15 SNAP eligibility workers who receive and process SNAP applications from community members in two office locations in the county. We are actively exploring ways to increase awareness and access to SNAP benefits and are preparing to implement a project in partnership with our county's four libraries, where an eligibility worker is available to receive applications for services at each county library. We were thrilled to learn about the CSNS 2.0 project, as it will help more families access SNAP benefits through health systems and school-based efforts and could provide a path for some of our local schools to achieve universal school meals. We share the goal of eliminating child hunger in North Carolina and are eager to be a partner with this project to support and participate in this work in Granville County that could provide a successful model for other North Carolina counties and support statewide SNAP enrollment.

Sincerely,

Adonica C. Hampton, Director

Granville County Department of Social Services

Supporting & Partnering @ DSS

Granville County Summer Civic Internship Program
2022



Granville County Summer Civic Internship
Department of Social Services

Welcome & Tour – Adonica C. Hampton, Director

Administration – Lottie Terry, Administrative Officer

Nicole Duke – Child Support Services

Jennifer Morehead – Child Welfare Services

Collin Morrison – Adult Welfare Services

Delta Elliott – Economic Services

Pam Polak – Economic Services

Granville County Department of Social Services



Granville County Department of Social Services

Monday, August 15th, Granville County Department of Social Services (DSS) celebrated the first day of business for the new Butner-Creedmoor location.

Residents who live or work in southern Granville County now have convenient access to social services, and they are coming.

Week	Customer Visits DSS - Oxford	Customer Visits DSS - Butner/ Creedmoor
8/22/22	98	79
8/29/22	111	49
9/5/22	137	65
9/12/22	180	67
9/19/22	137	80
9/26/22	115	48
10/3/22	124	77

Happening Now @ Granville Libraries

December 29, 2021 – Will reached out to Adonica
"your thoughts on our departments partnering and having a social worker come to the library occasionally"
December 30, 2021 – Hampton responded, *"I'm in!"*
January 6, 2022 - 1st meeting. (tours, planning, equipment, staffing, opening new DSS office, etc.)
January 4, 2023 – Collaborative kick off of **"DSS at the Library"**

DSS at the Library is currently each Wednesday from 2p-5p on a rotation between Richard Thornton, South Branch, and Stovall Branch libraries. The libraries have flyers informing clients when a DSS representative will be on site.

Starting slow, with a plan to expand to one DSS staff member 3 days a week; Tuesday (South Branch), Wednesday (Richard Thornton), and Thursday (Stovall).



DSS Supervisors are "on duty" at this time, due to staffing challenges. *"Leaders, leading the way"*
Program Administrator, Heather Hayes: *"I see the potential for it to pick up as we increase our communication to customers on our website, social media, etc.*

Granville County Department of Social Services

“People Serving People”

Our Future is Cheesy Bright!



Granville County Board of County Commissioners Retreat
February 24, 2023

Adonica C. Hampton,
Director

THE COUNTY OF Granville NORTH CAROLINA

Department of Social Services

Summary of Services (as of 12/31/2021)

State	Program Name	Summary
DHB (Division of Health Benefits)	**Family and Children's Medicaid Programs** **Medicaid for Infants and Children (MIC)** **Medicaid for Families with Dependent Children (MAF)** **Medicaid for Pregnant Women (MPW)** **Family Planning Medicaid (FPP)** **North Carolina Health Choice for Children (NCHC)** **Medicaid for Former Foster Care (MFC)** **Breast and Cervical Cancer Medicaid (BCCM),** **Title IV-E Adoption and Foster Care Medicaid (IAS),** **State Foster Care Medicaid (HSF)** **Adult Medicaid Programs** **Aged, Blind, and Disabled (ABD) program** **NC Medicaid Direct (previously Carolina Access/CA)** **Long Term Care (LTC)** **Special Assistance (SA)** **Medical Assistance to the Aged (M-AA)** **Medical Assistance to the Blind (M-AB)** **Medical Assistance to the Disabled (M-AD)** **Medicaid Qualified Medicare Beneficiary (M-QB-Q)** **Medicaid Specified Low Income Medicare Beneficiary (M-QB-B)** **Medicaid Qualifying Individuals (M-QB-E)** **Medicaid for Refugees (M-RF)** **Medicare Medical Health Savings Account (MHSA)** **Medicaid - Special Assistance to the Blind (M-SB)** **Medical Assistance - Aged, Blind, Disabled (MAABD)** **Health Care for Working Disabled (HCWD)** **Medicaid for Working Disabled (MWD)** **All-Inclusive Care for the Elderly (PACE)** **Community Alternatives Program (CAP)** **Non-Emergency Medicaid Transportation (NEMT)**	Title XIX of the Social Security Act requires states to establish Medicaid programs to provide medical assistance to low-income individuals and families. Medicaid programs provide health care to eligible low-income adults, children, pregnant women, seniors, and people with disabilities. Medicaid programs provide access to physical and behavioral health care and services to improve health and well-being for North Carolina citizens. Services NC Medicaid manages include but are not limited to: Physical, behavioral health, and substance use services, Pharmacy Benefits, and Services and supports for people with chronic and long-term health care needs. NC Health Choice is our state's name for the Children's Health Insurance Program (CHIP). It provides health care to eligible children. State/County Special Assistance (SA) is a Supplemental Security Income (SSI) state supplement that pays cash benefits to eligible beneficiaries who reside in licensed facilities authorized to receive SA payments. All-Inclusive Care for the Elderly (PACE) is a federal program administered by the Centers for Medicare and Medicaid Services (CMS). PACE is a managed care program that enables individuals who are 55 years or older and are certified to need nursing facility care to live as independently as possible. Community Alternatives Program (CAP) is a 1915(c) home and community- based Services Waiver under the Social Security Act. Granville DSS does not complete CAP assessments, however, must review all CAP assessments. Transportation to and from providers is a critical component for Medicaid beneficiaries to obtain necessary health care. Non-Emergency Medical Transportation (NEMT) services consist of arranging and/or paying for transportation.

Department of Social Services

Summary of Services (as of 12/31/2021)

DSS (Department of Social Services)	**Food and Nutrition Services (FNS)** **Disaster Food and Nutrition Services (DFNS)** **Pandemic EBT**	Provides low-income families or individuals the food they need for a nutritionally adequate diet. Benefits are issued via Electronic Benefit Transfer cards. Pandemic EBT (P-EBT) is a food assistance program that helps families with children who are unable to access free or reduced-price meals at school when they are not physically present because of COVID-19. The Pandemic P-EBT program is not administered by the county DSS. It is a State administered program. The county does not take applications for this program or determine eligibility, however situationally local DSS may need to respond to general customer questions, re-direct them to the EBT customer service center regarding eligibility, duplicate cards, etc.
DSS (Department of Social Services)	**General Assistance** **Emergency Assistance**	General Assistance (GA) aims to help clients unable to afford medications for life-threatening conditions. Emergency Assistance is designed to assist with families' sporadic emergency needs, such as utility cut-off or an eviction notice.
DCDEE (Division of Child Development and Early Education)	**Emergency Child Care Subsidy (COVID-19)**	Provides assistance for essential workers needing childcare services during the COVID-19 crisis.
DCDEE (Division of Child Development and Early Education)	**Subsidized Child Care Assistance**	Provides ongoing financial assistance via vouchers for families in need of childcare services from enrolled providers. Eligibility may be limited based on financial and situational criteria.
DSS (Department of Social Services)	**Temporary Assistance for Needy Families (TANF)** **Work First Family Assistance (WFFA)** **Work First Emergency Services Work First Benefit Diversion**	Work First is North Carolina's Temporary Assistance for the Needy Families program. This program helps parents support themselves and their families by offering short-term training and other services to increase the chances of employment. Provides parents (and some situations where children reside in the care of relatives) with short-term training and other services to help them become

Department of Social Services

Summary of Services (as of 12/31/2021)

		employed and moving towards self-sufficiency. Also known as Work First or Cash Assistance Programs.
DSS (Department of Social Services)	**Energy Programs** **Low Income Energy Assistance (LIEAP)** **Crisis Intervention Programs (CIP)** **Low-Income Household Water Assistance Program (LIHWAP)**	The Crisis Intervention Program (CIP) serves individuals and families who are experiencing a heating or cooling related crisis. The Low-Income Energy Assistance Program (LIEAP) provides a one-time annual vendor payment to help eligible families pay their heating expense. The Low-Income Household Water Assistance Program (LIHWAP) is a temporary emergency program that will help eligible households and families afford water and wastewater services, providing a one-time payment for eligible low-income households paid directly to the utility company.
DSS (Department of Social Services)	**Child Support Services (CSS)**	NC Child Support Services are available to anyone needing help to establish paternity, establish and collect a court order obligation for child support, or collect child support on an existing obligation. NC Child Support Services include location, establishment of paternity, establishment or modifying of child support orders, enforcement of child support orders, collection and processing of child support ordered payments. The program is not authorized to assist with custody, visitation, or property disagreements.
DAAS (Division of Aging and Adult Services)	**Adult Welfare Services** **Adult Protective Services (APS)** **Adult Day Care Day Heath Services** **Adult Placement Services** **Representative Payee Services** **In-Home Aide Services** **Adult Case Management Services** **Adult Transportation Services** **Guardianship Services** **Special Assistance In-Home Services**	Adults with disabilities may be vulnerable to abuse, neglect, and exploitation. County departments of social services receive and evaluate reports to determine whether disabled adults are in need of protective services. Guardianship Services are provided to individuals who are alleged to be incompetent or adjudicated incompetent by the court. Adult Placement Services help aging, or disabled adults find appropriate living and health care arrangements.

Department of Social Services

Summary of Services (as of 12/31/2021)

	Adult Home Specialist Services **Services for the Blind**	Services that promote the independence and enhance the dignity of North Carolina's older adults, persons with disabilities and their families through a community-based system of opportunities, services, benefits, and protections. Adult Day Care is a supervised program in a community group setting offered during the day to individuals with cognitive and/or physical impairments to promote social, physical and emotional well-being. The Division of Services for the Blind provides services to people who are visually impaired, blind and deaf-blind to help them reach their goals of independence and employment. Provides access to information, services, resources, education and aids, including medical eye care programs and independent living.
DSS (Department of Social Services)	**Child Welfare Services** **Child Protective Services (CPS) -** Investigative Assessment and Family Assessment **CPS In-Home Family Services -** Case Management for Children at Risk of Abuse or Neglect **Permanency Planning - Foster Care** **Adoption Services** **Foster Parent Training and Licensing** **Independent Living for Foster Children**	Ensuring safe, permanent, nurturing families for children is our charge, whether we work in Child Protective Services (CPS), CPS In-Home Services, Foster Care, or Adoptions. Helping to prevent further harm to children from physical or mental injury, sexual abuse, exploitation, or neglect by a person responsible for a child's health and welfare. Protects children who have no parent, guardian, or custodian to provide care and supervision, or whose parents, guardians or custodian are unable to provide care or supervision and lacks an appropriate alternative childcare arrangement. When children enter foster care, the primary goal is to help families resolve their challenges so that they can safely reunite with their children. When a child is unable to be reunified with their biological family, other permanency options are explored including custody, guardianship, or adoption.

Helpful Links & Information

https://www.ncdhhs.gov/assistance/low-income-services

https://www.ncdhhs.gov/divisions/social-services

https://www.ncdhhs.gov/divisions/social-services/about-dss/general-information

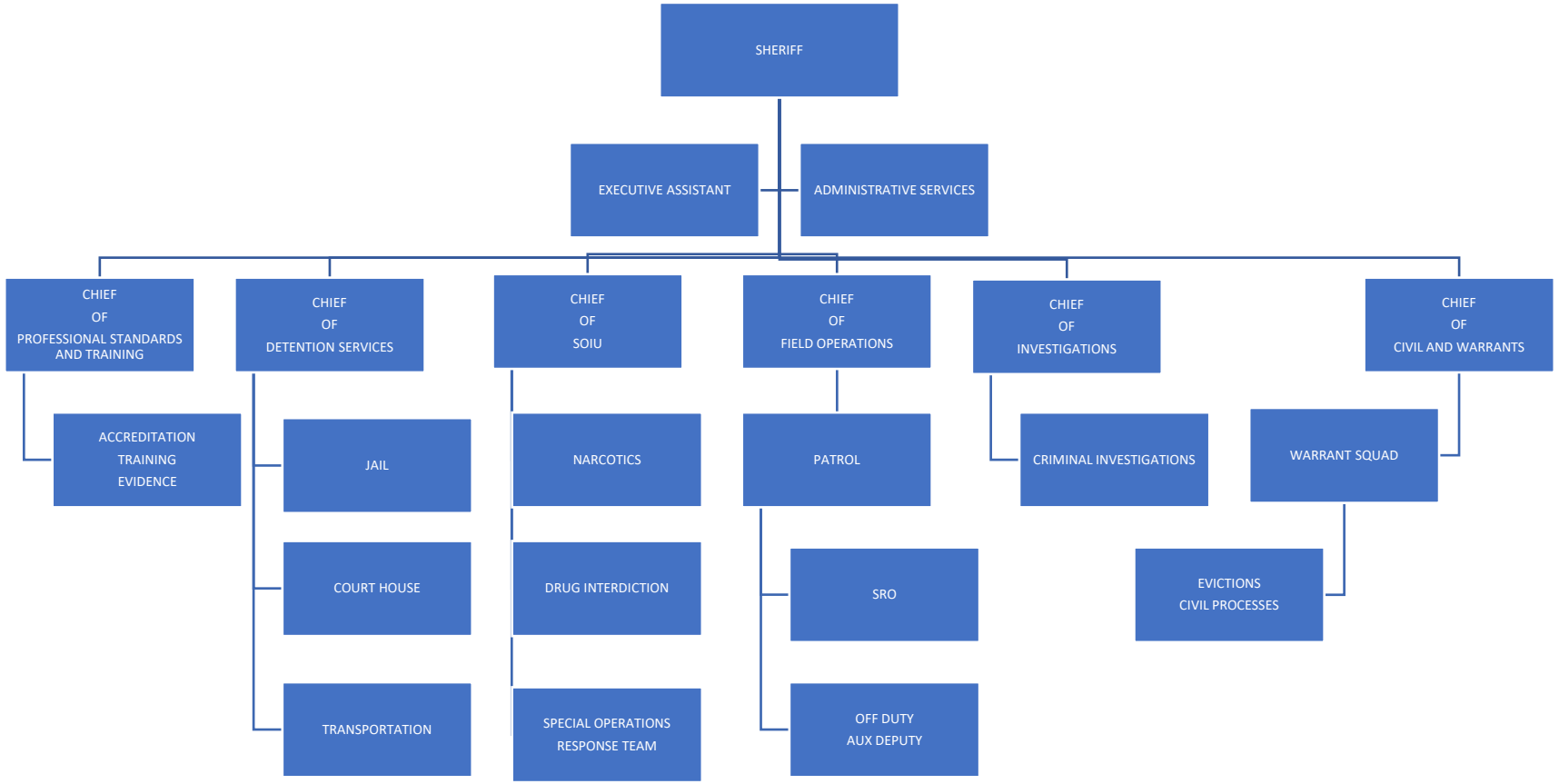
Granville County
Sheriff's Office
104 Belle Street
Oxford, NC 27565
(919) 693-5240

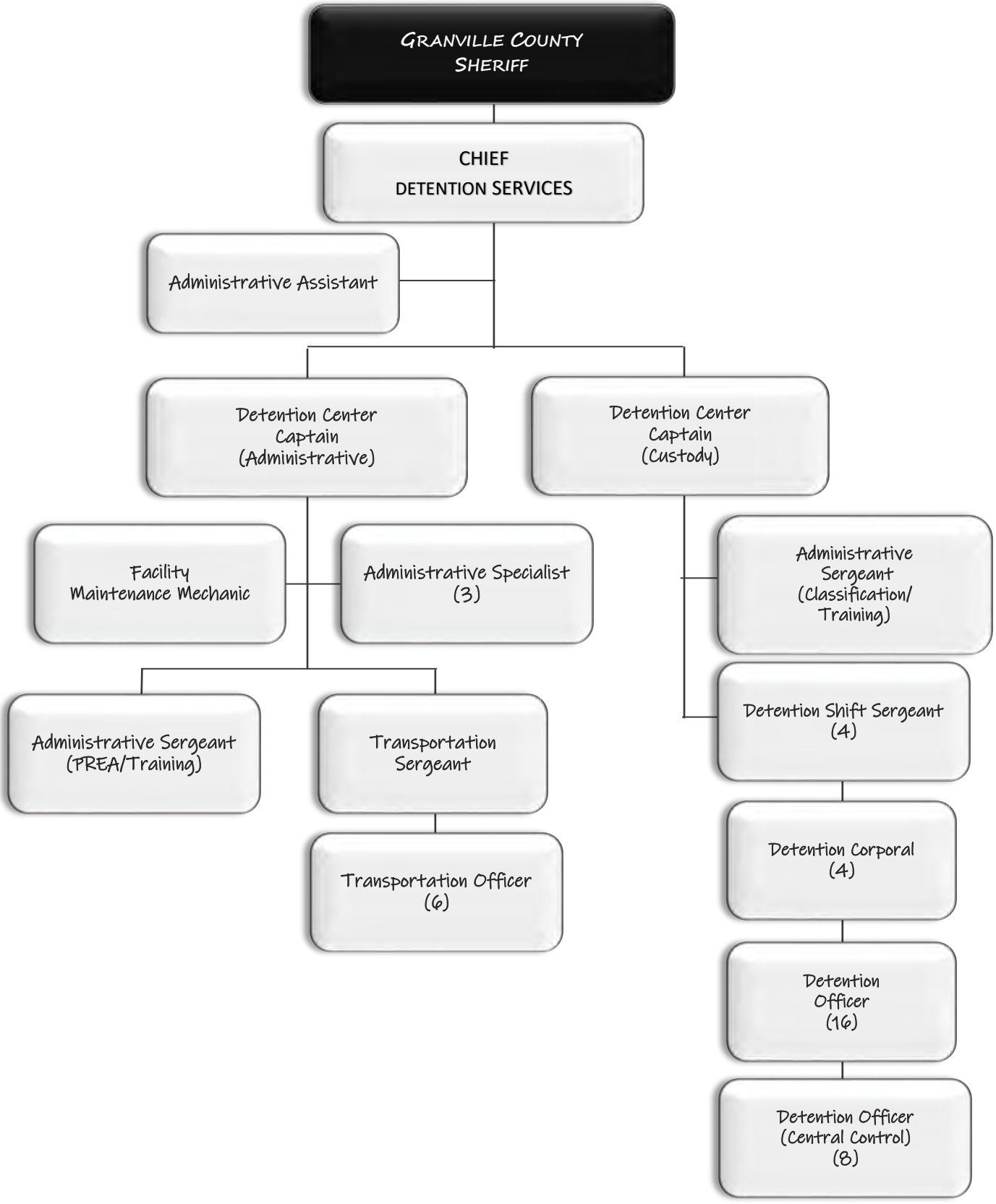
To:	Board of Commissioners
From:	Sheriff Robert Fountain
Department:	Sheriff's Office
Date:	February 23, 2023
Title:	**Sheriff's Update**

PURPOSE:
Sheriff Robert Fountain will provide an update to the Board.

ATTACHMENTS:
New Work Chart
Detention Center

ACTION TAKEN:


SHERIFF
EXECUTIVE ASSISTANT
ADMINISTRATIVE SERVICES
CHIEF OF PROFESSIONAL STANDARDS AND TRAINING
CHIEF OF DETENTION SERVICES
CHIEF OF SOIU
CHIEF OF FIELD OPERATIONS
CHIEF OF INVESTIGATIONS
CHIEF OF CIVIL AND WARRANTS
ACCREDITATION
TRAINING
EVIDENCE
JAIL
COURT HOUSE
TRANSPORTATION
NARCOTICS
DRUG INTERDICTION
SPECIAL OPERATIONS RESPONSE TEAM
PATROL
SRO
OFF DUTY AUX DEPUTY
CRIMINAL INVESTIGATIONS
WARRANT SQUAD
EVICTIONS
CIVIL PROCESSES


Granville County
Sheriff
CHIEF
DETENTION SERVICES
Administrative Assistant
Detention Center
Captain
(Administrative)
Detention Center
Captain
(Custody)
Facility
Maintenance Mechanic
Administrative Specialist
(3)
Administrative
Sergeant
(Classification/
Training)
Administrative Sergeant
(PREA/Training)
Transportation
Sergeant
Detention Shift Sergeant
(4)
Transportation Officer
(6)
Detention Corporal
(4)
Detention
Officer
(16)
Detention Officer
(Central Control)
(8)

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

To:	Board of Commissioners
From:	Debra Weary
Department:	Administration
Date:	February 23, 2023
Title:	**North Carolina Association of County Commissioners' Presentation**

PURPOSE:

Kevin Leonard, Executive Director, will give a presentation and provide updates from the North Carolina Association of County Commissioners (NCACC).

ACTION TAKEN:

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

To:	Board of Commissioners
From:	Debra Weary
Department:	Administration
Date:	February 16, 2023
Title:	**Lunch Break**

PURPOSE:
Lunch break and networking.

ACTION TAKEN:

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

To:	Board of Commissioners
From:	Debra Weary
Department:	Administration
Date:	February 23, 2023
Title:	**Fire Commission Progress Update and Discussion**

PURPOSE:

Granville County Fire Commission members Andy Culbreth, Northern Region Fire and Emergency Services Representative, and David Cottrell, President of the Granville County Fire Chiefs Association, will give a progress update and have a discussion on the Granville County Fire Commission.

BACKGROUND:

The Granville County Fire Commission was established July 5, 2022.

ACTION TAKEN:

Granville County
Social Services
104 Belle Street
Oxford, NC 27565
(919) 693-5240

To:	Board of Commissioners
From:	Chris Brame
Department:	Information Technology
Date:	February 21, 2023
Title:	**Expo Audio Visual Update and Discussion**

PURPOSE:
Chris Brame, IT Director, will provide an Expo audiovisual update and there will be time for discussion.

ATTACHMENTS:
Expo Center A/V Upgrade

ACTION TAKEN:

Granville County Expo Center Audio & Video Update

The current audio & video system was implemented in 2012 and utilized existing equipment from the early 1990s. As technology is ever-evolving, most of this equipment is outdated and will not support modern hardware connections. The Information Technology department is recommending upgrading the audio & video system in both the auditorium and meeting room areas. This upgrade will bring the existing system to a digital HD standard allowing for modern equipment compatibility.

The Information Technology department has compiled a list of recommended upgrades:

Auditorium

Board of Commissioners Sound System

- Gallery
    - Upgrade Speakers optimized for the layout of the auditorium.

- Audio Rack
    - Secured and Inaccessible to renters/public.
    - Digital Mixer with Presets for different events (controllable through iPad/tablet)
    - Replace Analog Mixers, Amp, & Connections with a modern digital variant.

- Commissioners Desk
    - Upgrade microphones to support a wider speaking angle
    - Overhead Speakers/Desktop speakers

Board of Commissioners Video System

- Gallery
    - Upgrade/Replace video displays to support 4K HD; optimized for both video & text content.

- Video Rack
    - Upgrade all video connections from Analog VGA to Digital HDMI.
        - Support HD and wider format of video/connections.

- Commissioners Desk
    - Replace all video monitors with larger displays. (Possibly 24”)
        - The requirement is to stay below the top of the desk to not obstruct the view of the gallery.
    - Upgrade all cabling to HDMI
        - Cabling should run under the stage area and may require construction.
    - Video inputs are located at the County Manager's seat.
        - Add video inputs at other locations within the commissioner’s desk.

- Video & Audio Streams
    - Capability to support live streaming of meetings/events held in the auditorium to the public and other spaces in the Expo.

Meeting Room

Sound System

- Audio/Video rack secured and inaccessible to renters/public.
- Upgrade the quality of sound from ceiling-mounted speakers.
- Digital Mixer with presets controllable from an iPad/tablet.
- Multiple microphone options. (wireless handheld, lapel, podium)

Video System

- Upgrade/Replace video project in the center with support for 4K HD.
    - Video inputs are on the wall located next to the pulldown projector screen.

Back Meeting Room

- Install Large TV in the back meeting area with HDMI connections.

Information Technology is seeking additional feedback from the County Commissioners to ensure the requirements and goals of the Commissioners are achieved.

Granville County
Social Services
104 Belle Street
Oxford, NC 27565
(919) 693-5240

To:	Board of Commissioners
From:	Debra Weary
Department:	Social Services
Date:	February 22, 2023
Title:	**Granville Health System and EMS Update**

PURPOSE:

Adam McConnell, Interim Chief Executive Officer, and Jonathan Pernell, Operations Officer, Granville EMS, will provide an update on Granville Health System and Emergency Medical Services (EMS).

ATTACHMENTS:

GHS Presentation
EMS Presentation

ACTION TAKEN:


Granville
HEALTH SYSTEM


mission
Promote well-being; accelerate healing; and inspire hope.
vision
Granville
HEALTH SYSTEM
Make a positive difference in the health and well-being of our communities.

Values

Granville Health System will seek to fulfill its mission and accomplish its vision through faithfulness to the values of

Excellence

with a passion for exceeding expectations in clinical care and service quality

Teamwork

to include the people we serve, each other, and our community partners

Respect

for both patient and coworker opinion and beliefs

Integrity

through ethical, fair, and trustworthy behavior

Stewardship

by responsibly managing and applying our resources

Accountability

through our conduct, actions, decisions, and commitments

Our Strategic Pillars

Service

- To build strong, constructive relationships with our Medical Staff
- To ensure a sufficient number, mix, and geographic distribution of physicians in our community
- To provide ongoing education to our community
- To ensure that each patient will have a positive experience when they use our services

Quality

- To offer our patients high-quality care
- To build infrastructure capable of supporting our growth and delivery of high-quality patient care
- To score well in national quality measures

Finance

- To earn sufficient capital to fund our operations and growth

Growth

- To recruit a sufficient number, mix, and geographic distribution of physicians in our community
- To expand our services

People

- To employ quality physicians, nurses, allied health, and other needed personnel.
- To foster mutually beneficial relationships with our medical staff and employees
- To earn the trust of the community

A Tradition of Service

In early 1920, a consensus developed among community leaders in Granville County, North Carolina, that a general hospital was needed to serve the community. Three local physicians, Dr. Sam Watkins, Dr. Nelson Thomas, and Dr. Jack Bullock established the small hospital in the town of Oxford.

Today, GHS has expanded its services throughout Granville County, meeting the needs of the community and offering convenient access to medical care.

As Granville Health System moves forward the hospital will continue to deliver new health care technology and expand services throughout the area.



Health Care is important to local economies

- Hospitals and the health care industry are the leading employers in many communities

  - 650 Employees
  - 500 Full Time Equivalents

    Annual Payroll: $36 million

    Annual Benefits: $9 million

    Total Net Operating Revenue: $86 million



Locations





Main Campus, Oxford

- Granville Medical Center (62 bed)
  - Hospitalist Specialty Group
  - Granville Primary Care, Oxford
  - 4 Specialty Clinics
    - Granville ENT
    - Granville Heart & Vascular
    - Granville Urology Associates
    - Granville Surgical Associates
  - Behavioral Health Services
- Emergency Medical Services (EMS)
- Brantwood Nursing and Rehab (80 bed)
- Harold Sherman Adult Day Center

South Campus, Butner

- South Granville Medical Center
  - Granville Primary Care, Butner-Creedmoor
  - Express Care
- Granville Occupational Health

Granville Rehab
317 Central Avenue, Butner

Patient Care

- Emergency Department
  - 23,000 Visits
- Surgical Services
  - 4,213 visits
- Hospital Average Daily Census
  - 25
- Births
  - 236
- Physician Office's
  - 66,080 Visits
- Skilled Nursing Facility
  - 50 Patients Daily

Current Service Expansions and Enhancements

- Granville Health System
  - MRI Replacement Project
    - Improved Imaging Quality
    - Breast MRIs
    - Prostate MRIs
  - CT Replacement Project
    - 64 Slice to 128 Slice
    - Enhanced image quality
  - Nuc Med /CT Replacement
    - Improved Efficiency
    - Back up to primary CT
    - Higher Quality Image
    - Capable of additional Procedures
- Fluoroscopy Placement
  - Improved Image Quality
  - Digital Xray
    - Transition from Analogue to Digital
    - Enhanced Reimbursement
- C-ARM Replacement
  - Enhanced Images Realtime in the OR
- Ultra Sound
  - Improved Image Quality
  - Deeper Penetrating U/S
  - Additional Procedure

Current Service Expansions and Enhancements

- 2024 New Ambulatory Surgery Facility
  - Oxford , NC
  - Gastroenterology and Endoscopy

- Remodel of 101A Professional Park Drive
  - Future Physician Office Building



Our Mission:

Promote well-being;
accelerate healing;
and inspire hope.

Our Vision:

Make a positive difference in the health and well-being of our communities.

Granville
HEALTH SYSTEM

Thank You!

Questions?

Granville EMS Commissioner's Retreat Presentation

JONATHAN PERNELL

EMERGENCY MEDICAL SERVICES DIRECTOR

Granville HEALTH SYSTEM

EMS Highlights

- July 2010, EMS Operations were shifted from county based to Granville Health System.
- Granville EMS is the only 911 ambulance response provider in Granville County.

Granville HEALTH SYSTEM

Staffing Profile

Budgeted Positions

- 44 FTEs

- EMS Director
- Logistics Officer
- 4 Shift Captains
- 5 Shift Lieutenants (1 serves as the training coordinator)
- 33 Paramedic or EMT staff positions

Granville HEALTH SYSTEM

Schedule Types

Granville EMS utilizes two schedule types

4 shifts operates on a 24/72 (24 hrs. on shift followed by a 72hr break)

- This schedule is used for the 24/7 ambulances and Oak Hill quick response vehicle

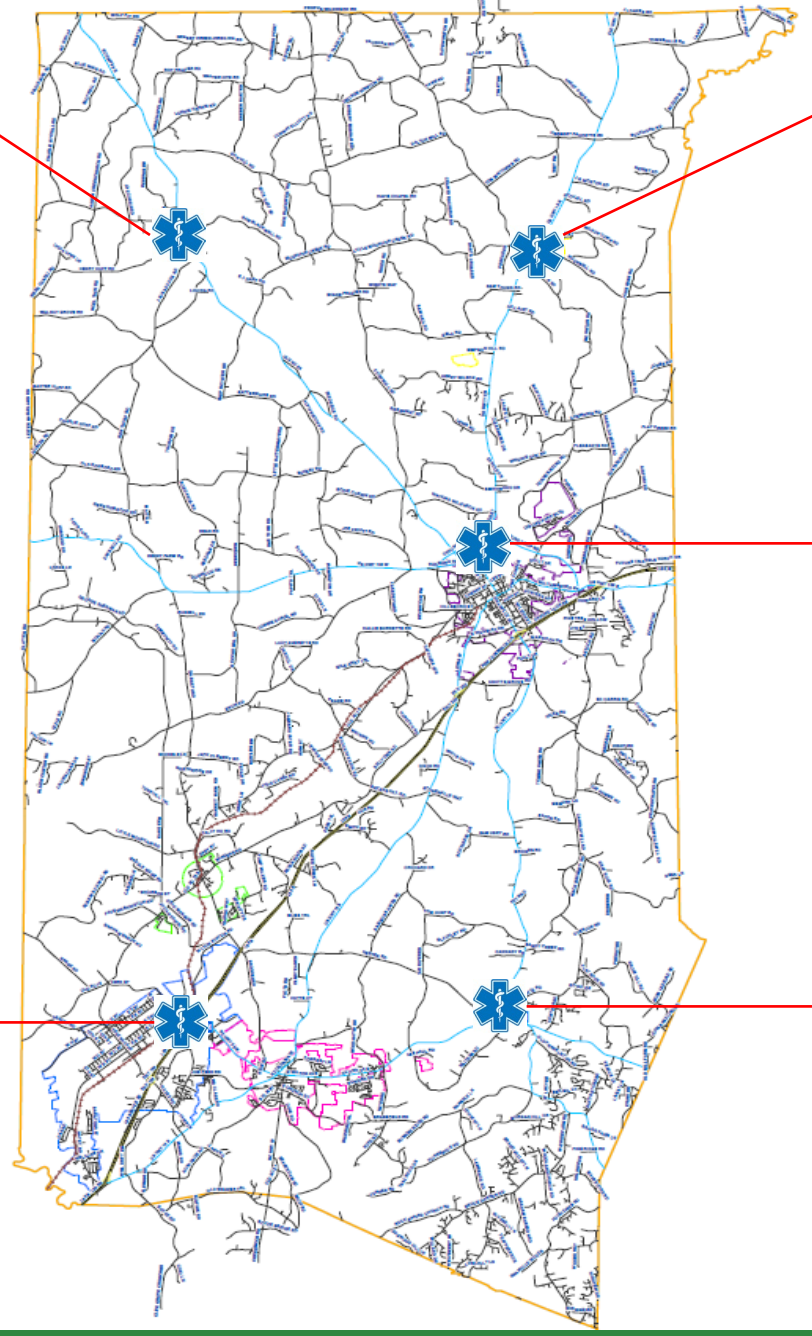
2 shifts operates on 12 hour schedule

- This schedule is used for the peak time ambulance

24/72 schedule remains a competitive option for staff recruitment and retention and is used by most surrounding like size agencies

Granville HEALTH SYSTEM

EMS Base Locations



Oak Hill Base
QRV Medic 7

Stovall Base
Ambulance EMS 3

Oxford Base
Ambulance EMS 1

Butner Base
Ambulance EMS 4 &
EMS 6
QRV Medic6

Wilton Base
Ambulance EMS 2

Granville HEALTH SYSTEM

Daily Transport Ambulance Coverage

Ambulance Coverage			
			

12 Hour Peak Time Ambulance Coverage (7am to 7pm)


EMS Call Volume by County Comparison



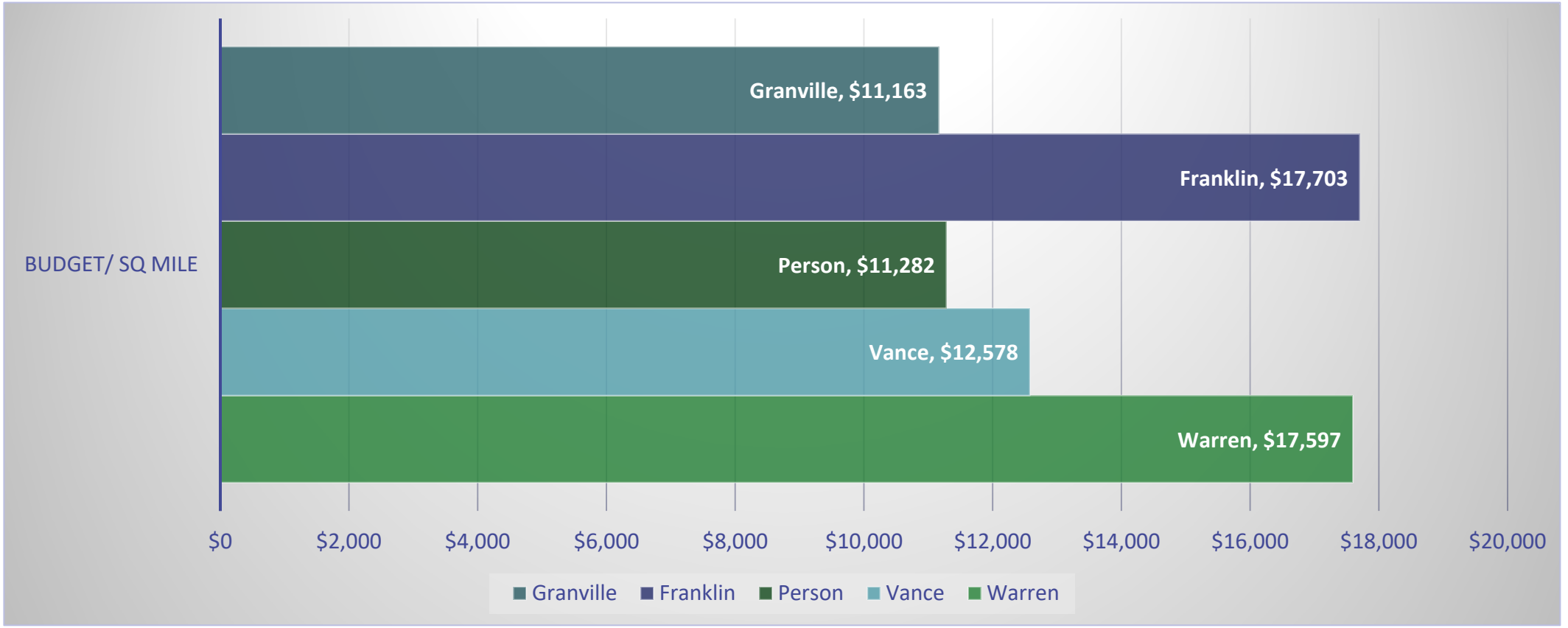
Granville HEALTH SYSTEM

FY 22/23 Annual EMS Budget Comparison



Granville HEALTH SYSTEM

EMS Budget per Square Mile by County



Granville HEALTH SYSTEM



Granville EMS Fleet

EMS Frontline Fleet

AMBULANCE

Unit	Mainline / Spare Truck	Year	Make Model	Current Mileage
#20	Mainline EMS 6	2013	Chevrolet G4500	220,074
#24	Mainline EMS 10	2016	Chevrolet Express	183,828
#26	Mainline EMS 1	2017	Ford F-450	170,577
#27	Mainline EMS 3	2019	Ford E-450	177,889
#29	Mainline EMS 2	2021	Ford E-450	103,856
#31	Mainline EMS 4	2022	Ford E-450	22,154

QRV

Unit	Mainline / Spare Truck	Year	Make Model	Current Mileage
#37	Mainline Medic 7	2011	Ford Expedition	207,301
#19	Mainline Medic 6	2005	Chevrolet Silverado	308,629

Average Frontline Fleet Mileage

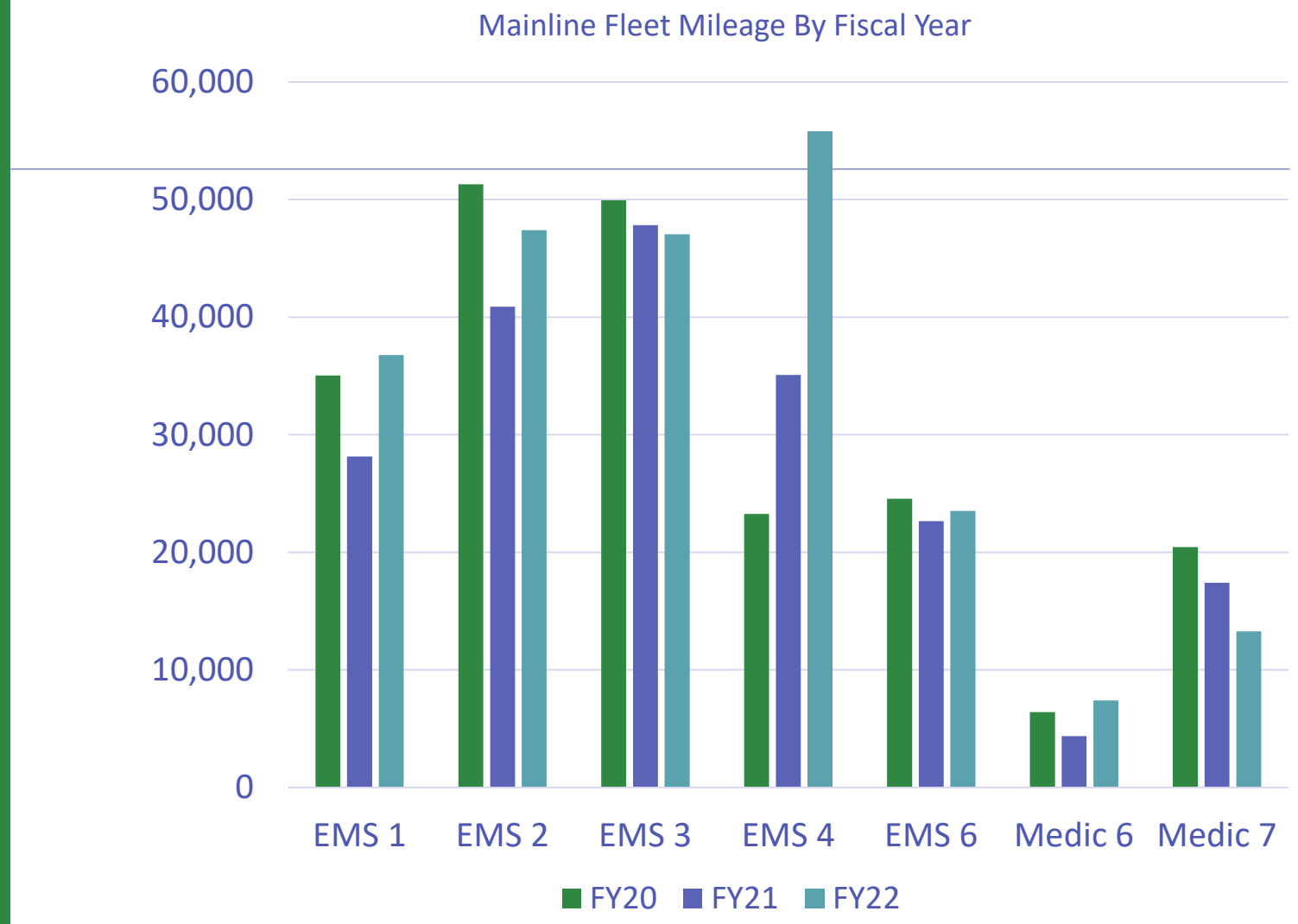
- Ambulances: 146,230
- QRV: 257,965

Granville HEALTH SYSTEM

GHS Fiscal Year 2022 EMS Fleet Miles

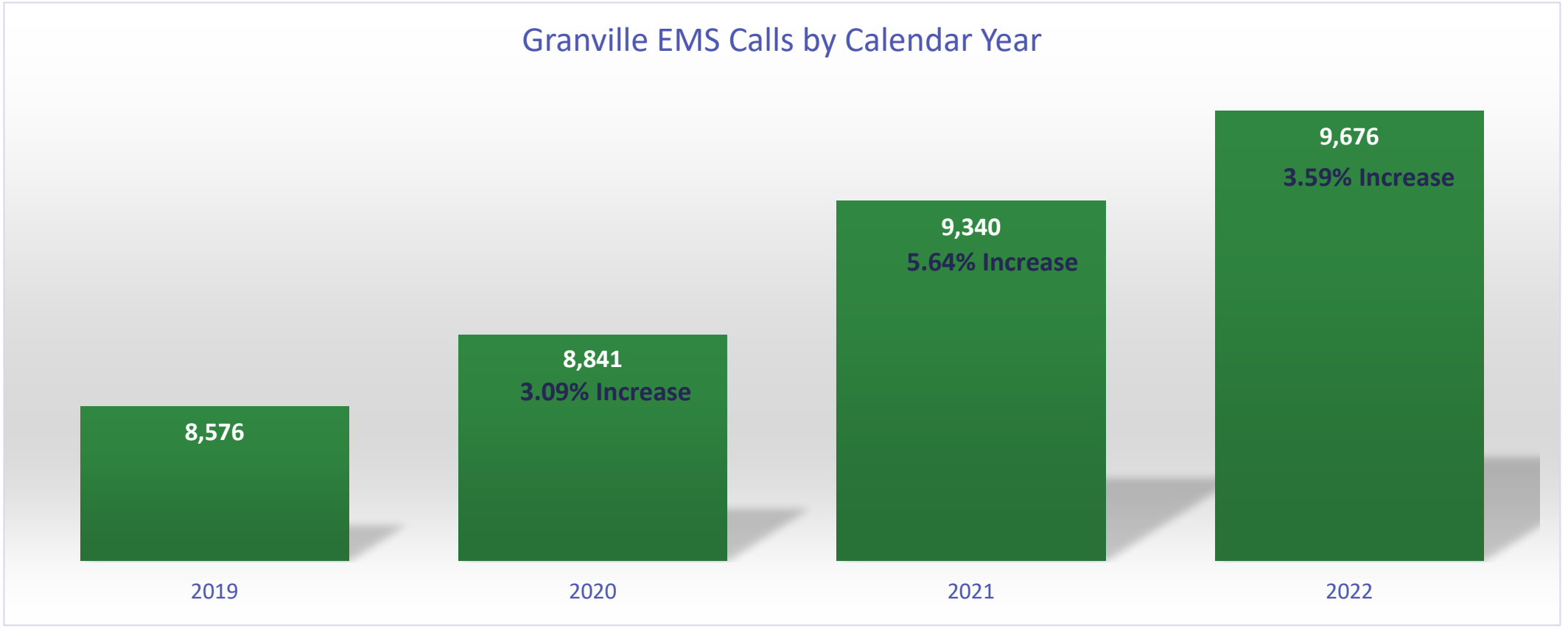
Ambulance Fleet: 264,352

Mainline QRV Fleet: 20,671



Granville HEALTH SYSTEM

Dispatched Calls for Service



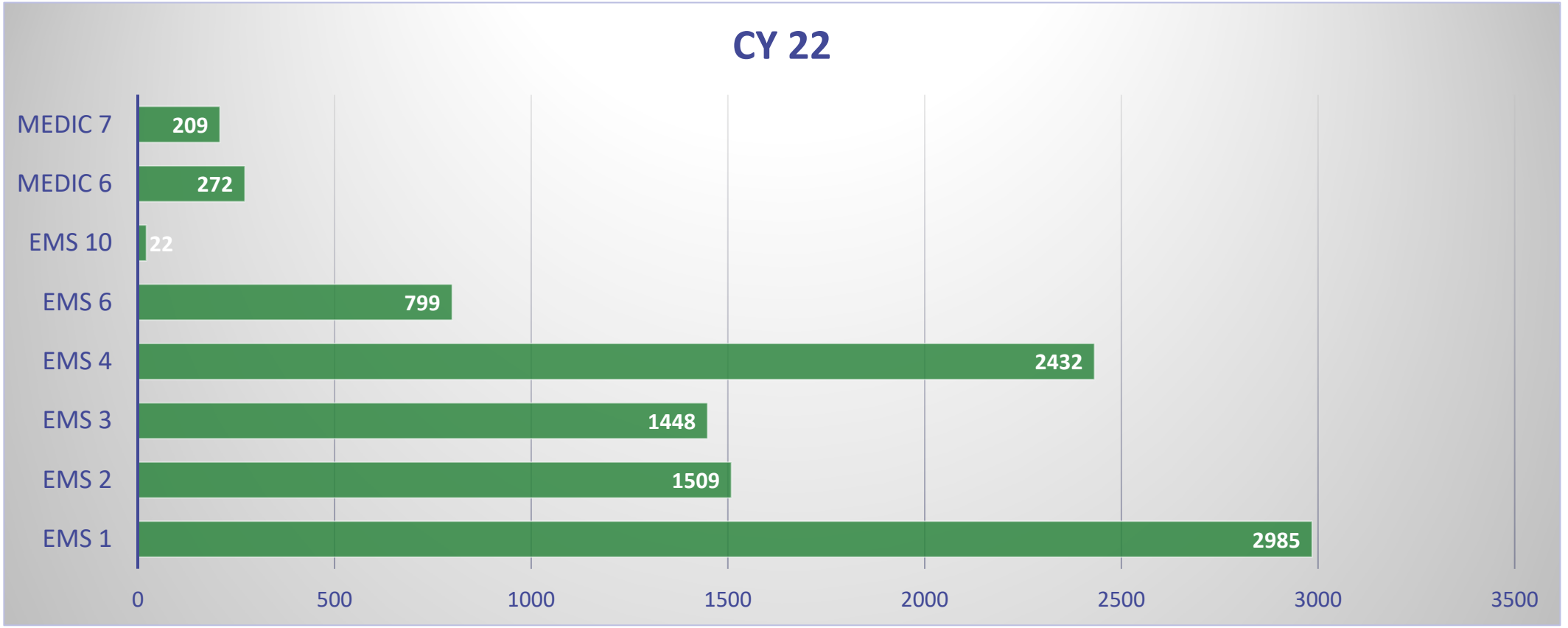
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CY 2022 Call Outcome Categories

Outcome	Count
Cancelled	570
Dead at Scene	79
Dead at Scene - No Transport	81
Dead at Scene - Resuscitation Attempted - No Transport	13
Lifting Assistance	262
No Patient Found	554
Patient Refused Care	143
Patient Refused Transport	1,702
Standby	78
Treated - refused transport	145
Treated, Transported by EMS	6,031
Treated, Transported by other EMS/Air	18
Total Calls For Service	9676

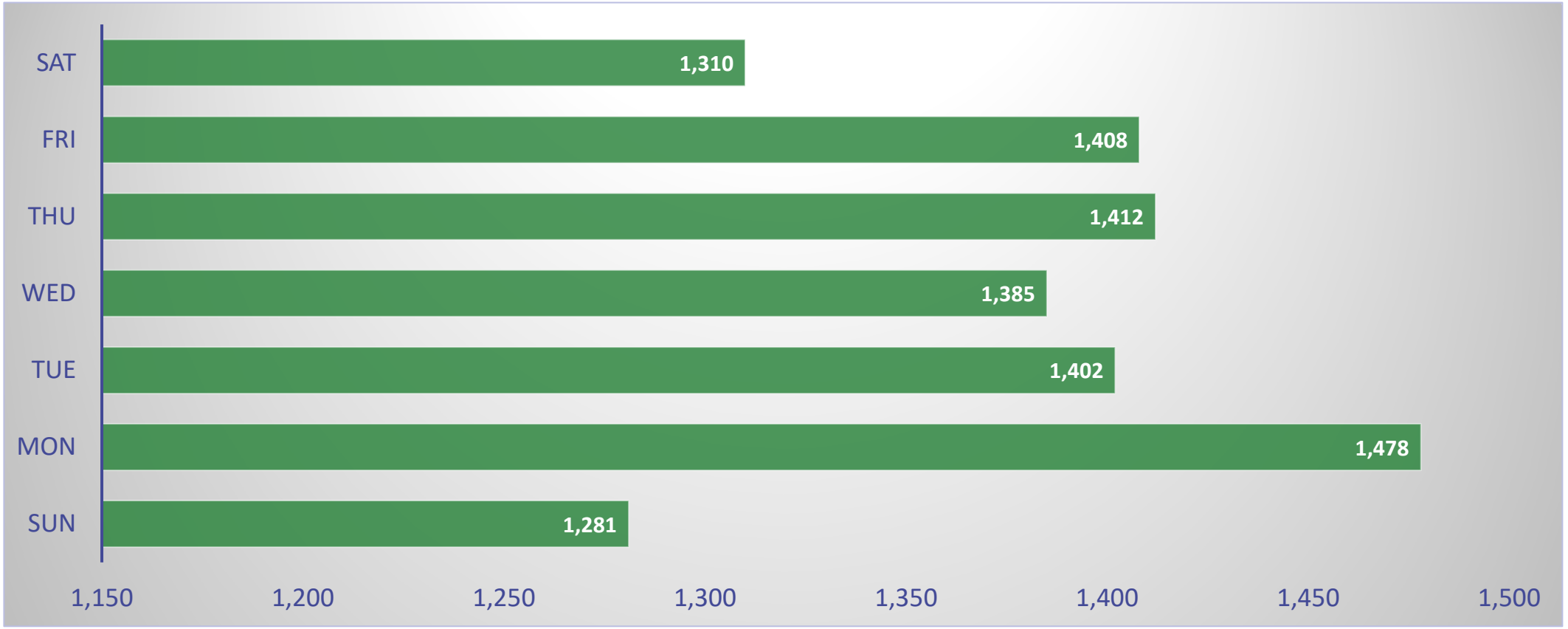
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Calls by EMS Unit



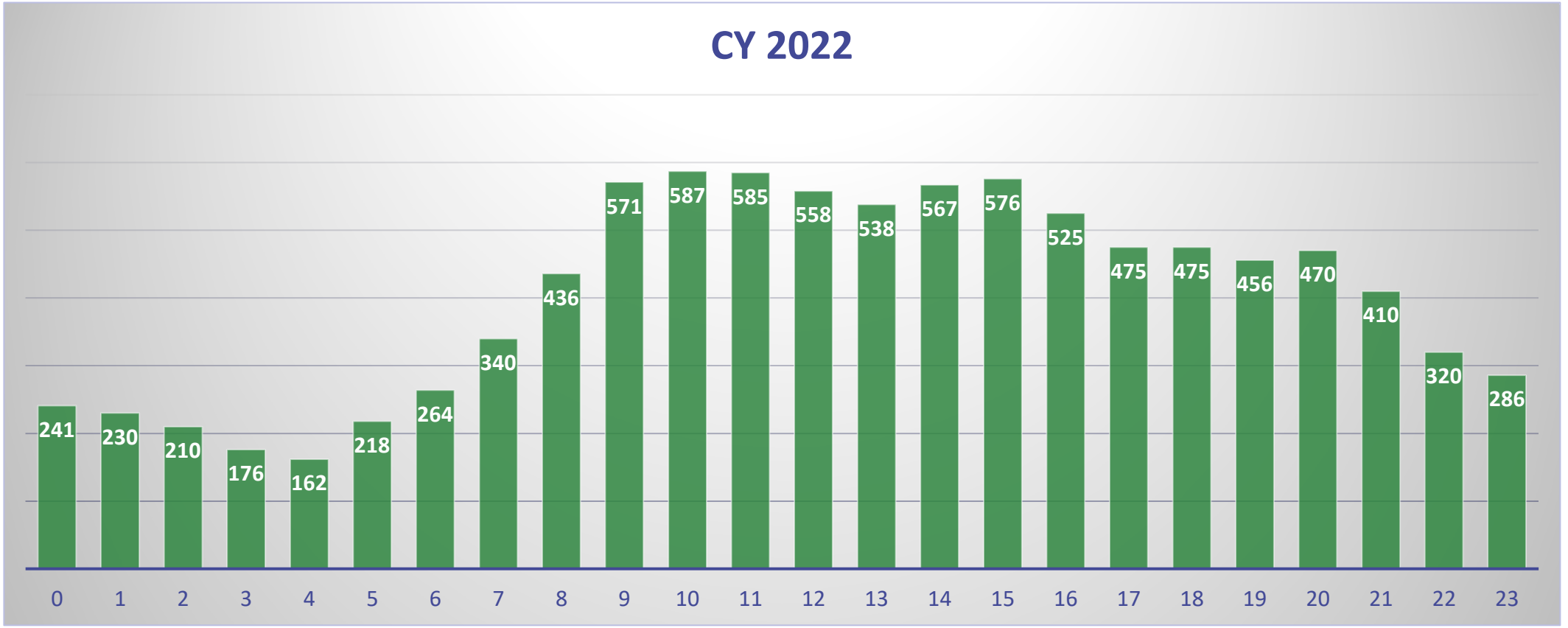
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CY 22 Call Breakdown by Day of Week



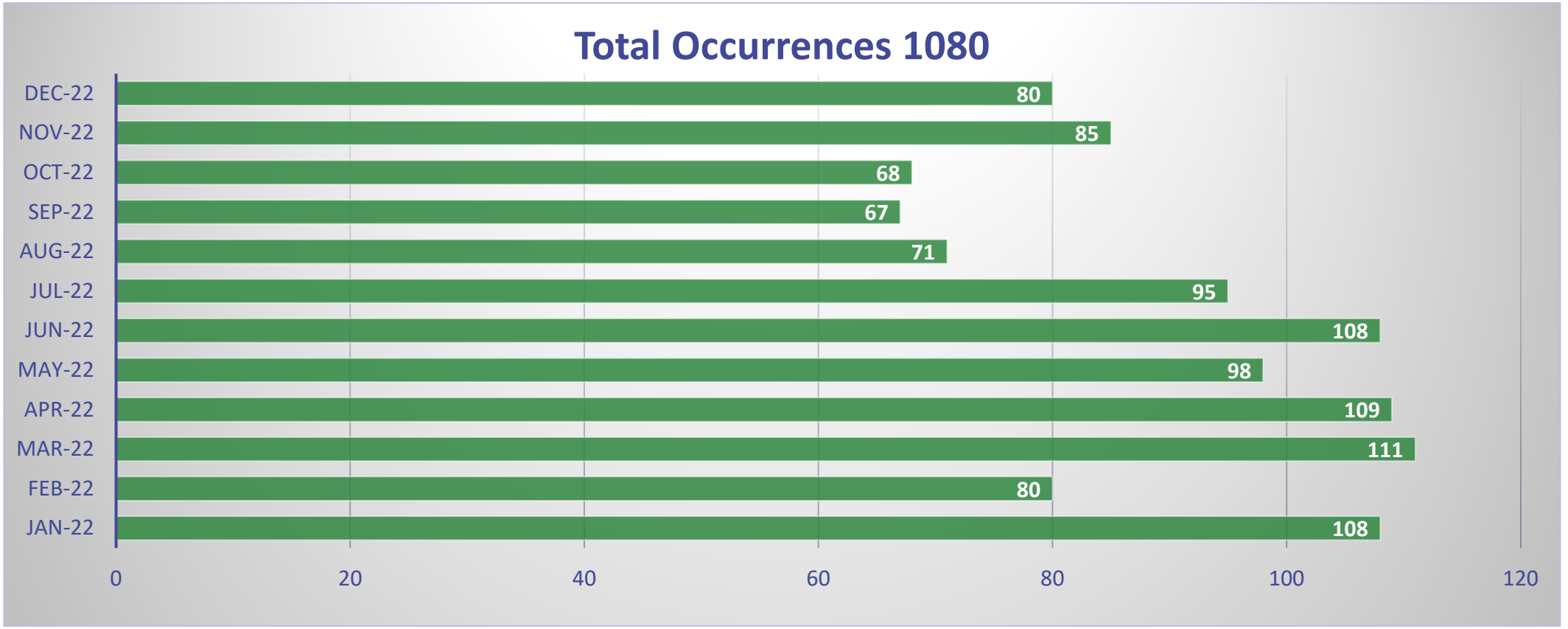
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Calls Hour of the Day



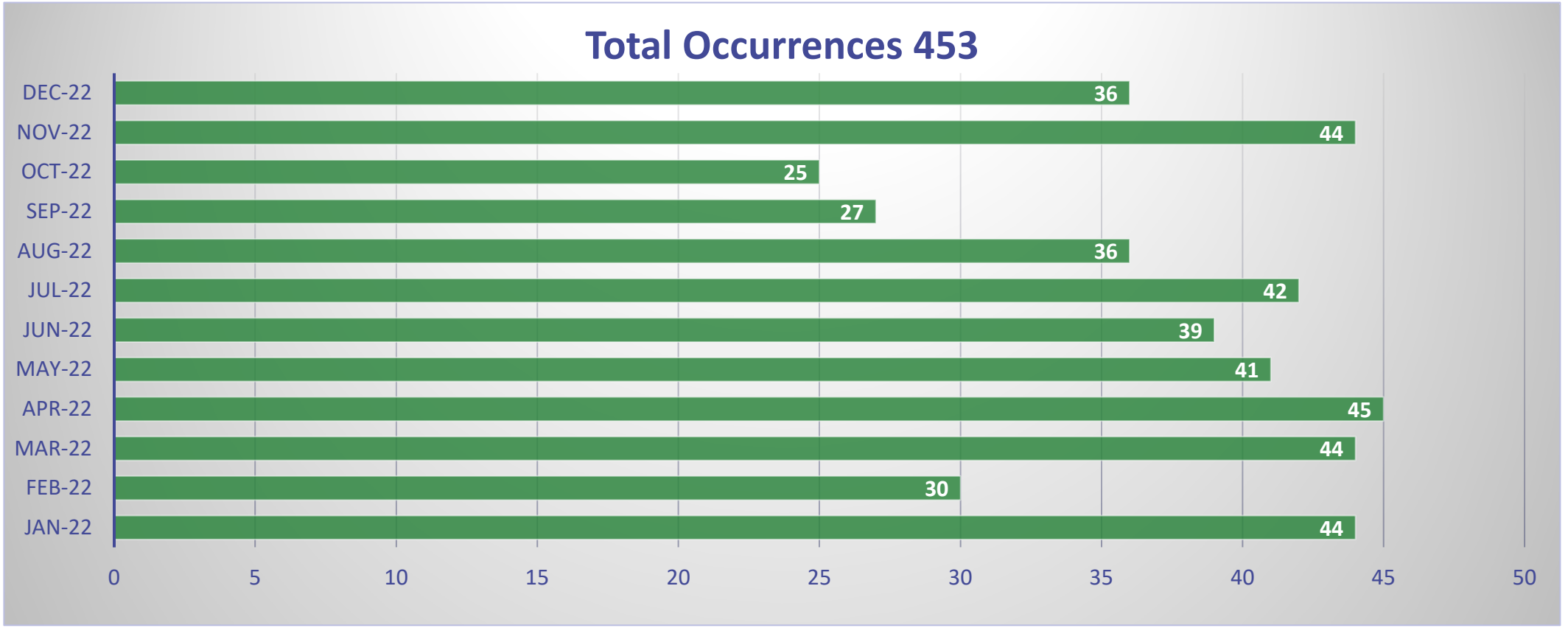
Granville HEALTH SYSTEM

1 Ambulance Availability



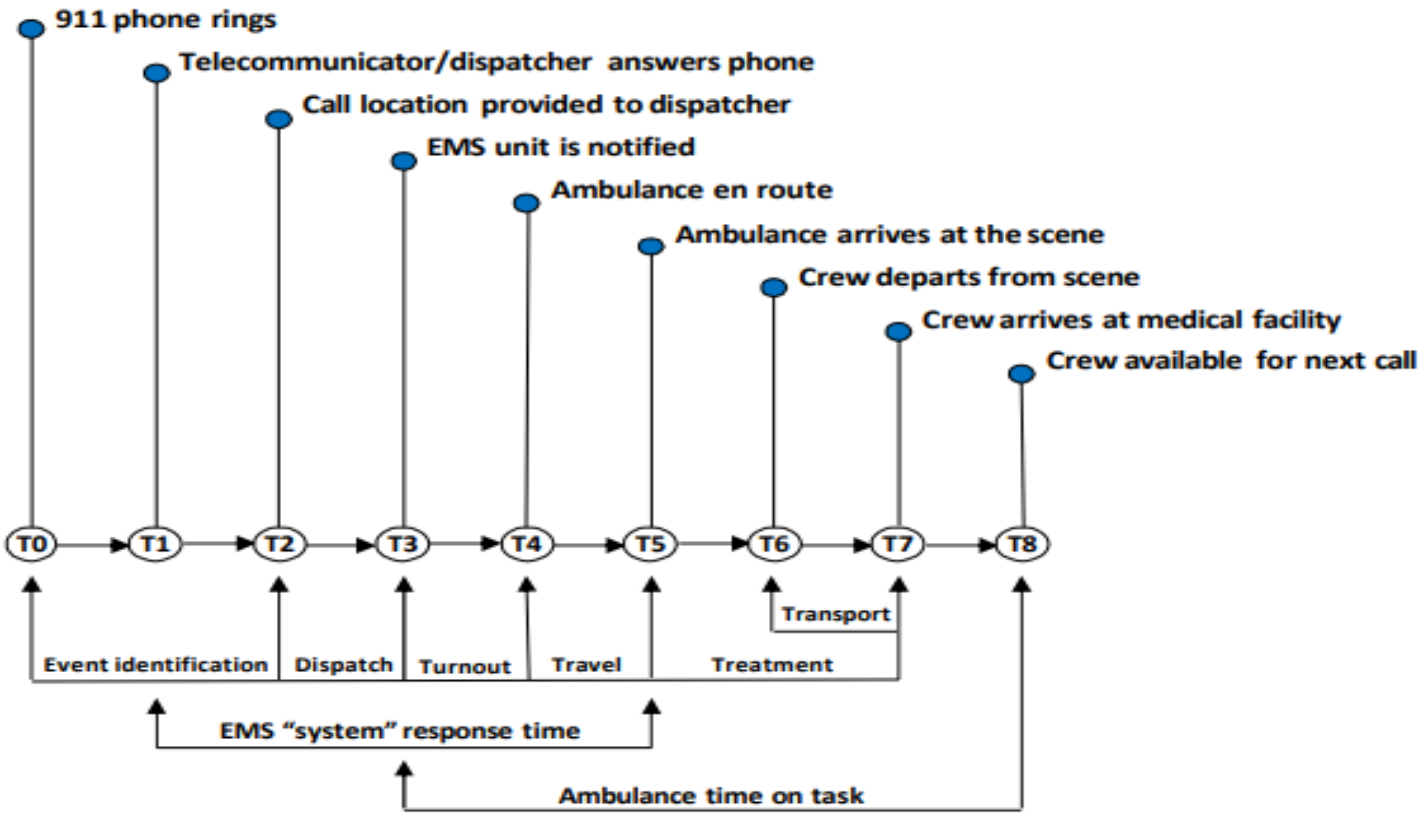
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0 Ambulance Availability



Granville HEALTH SYSTEM

EMS System Time Stamps

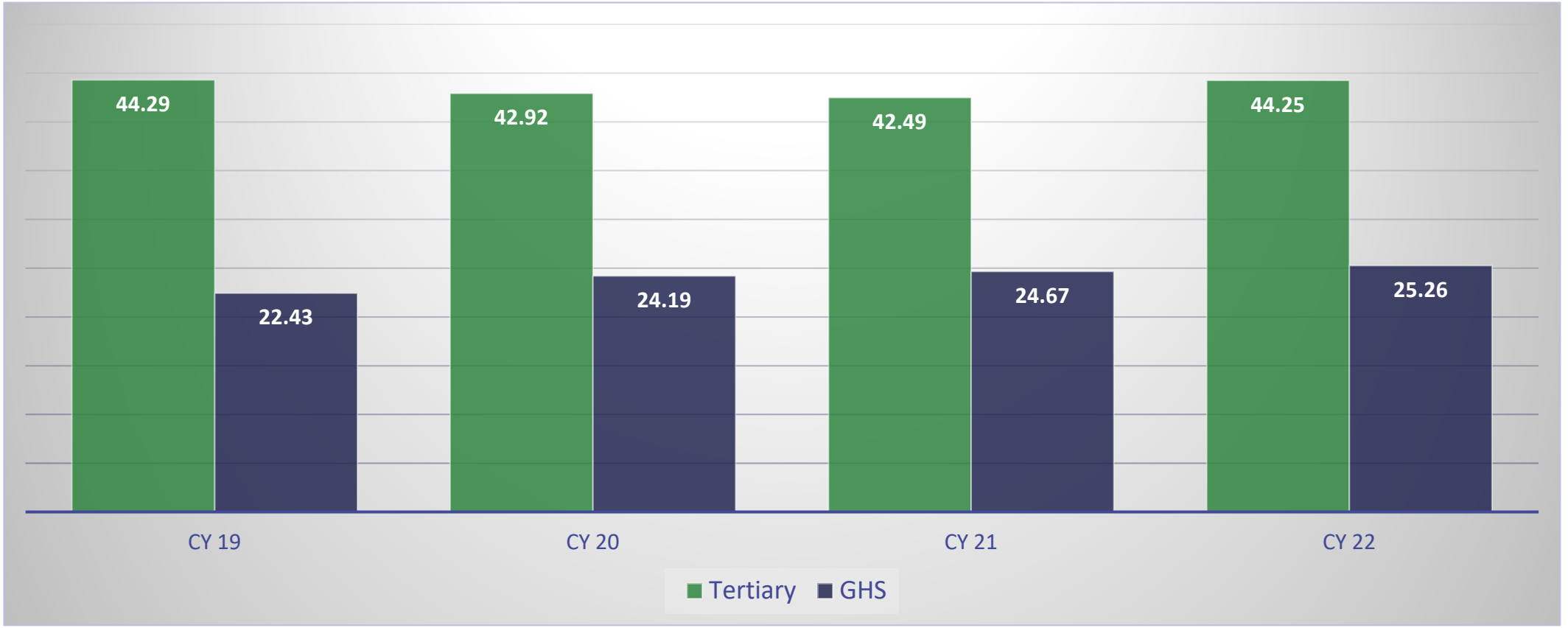


Operational Response Metrics

CY 2020 thru CY 2022



Hospital Turnaround Time Comparison



Granville HEALTH SYSTEM

Billing and Revenue

- Administered by EMS Management and Consultants
- Balance Billing
- Revenue Collection Programs

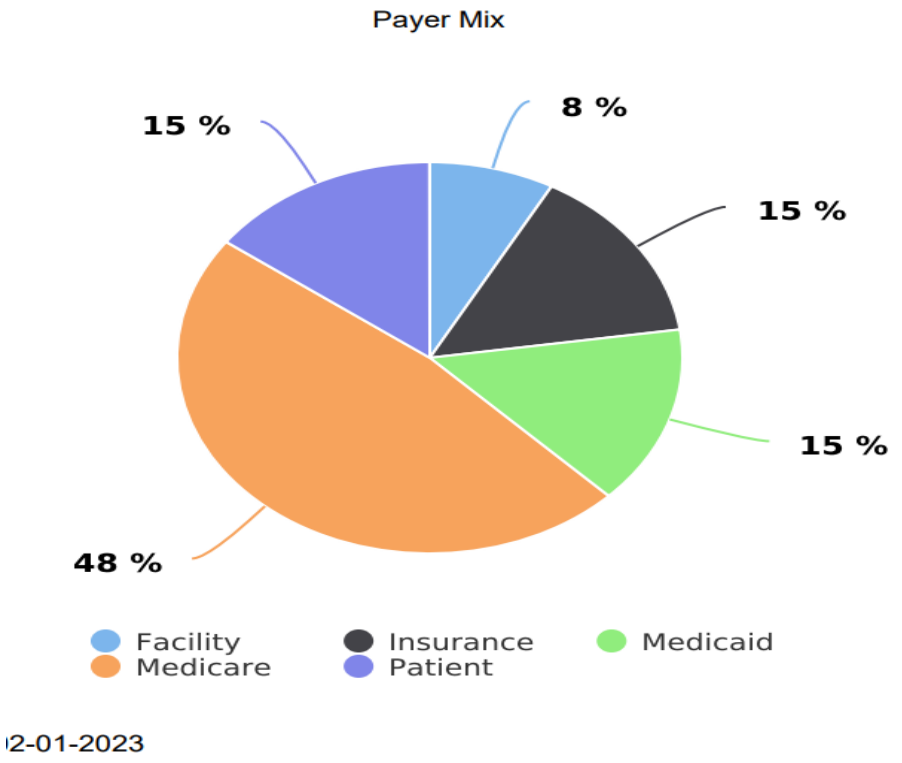
Granville HEALTH SYSTEM

Current Charge Profile

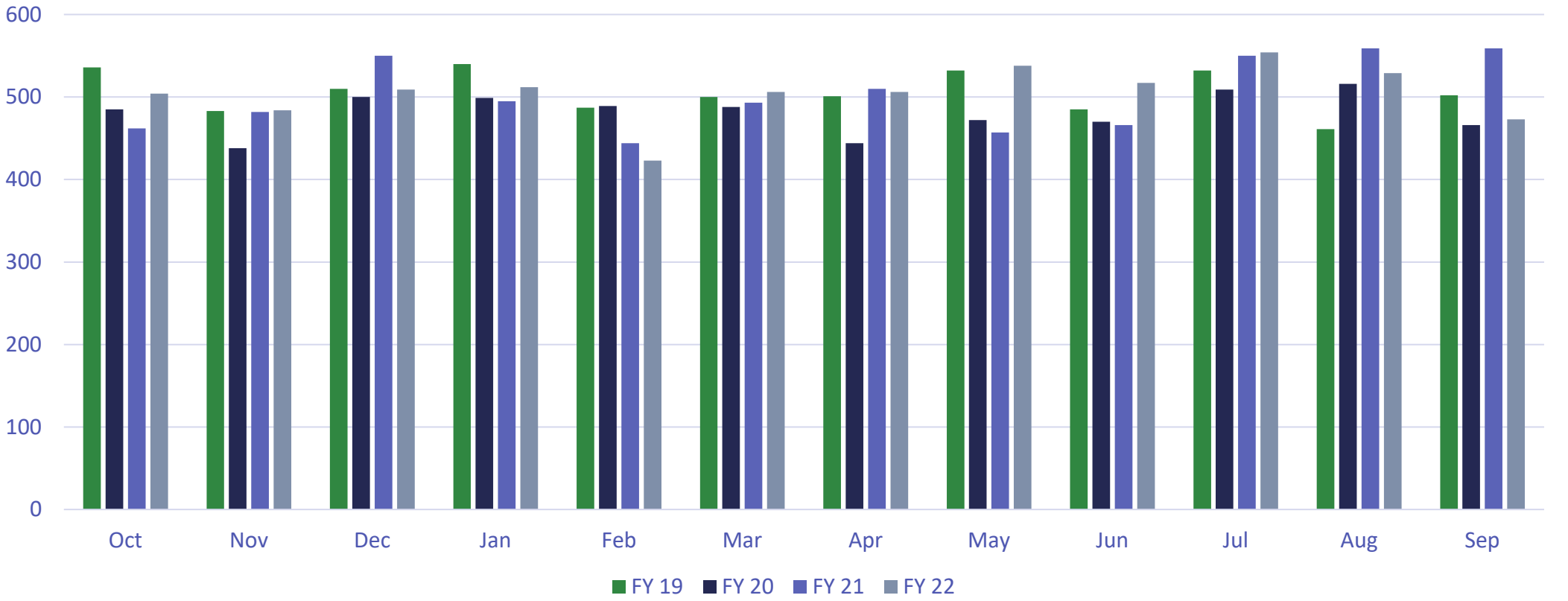
Level Of Service	2023 Medicare Allowable (Rural)	130% above MFS Current Charge (Rural)	150% above MFS Current Charge (Rural)	Current Charges
ALS NE A0426	$302.37	$393.08	$453.56	$600.00
ALS E A0427	$478.74	$622.36	$718.11	$775.00
BLS NE A0428	$251.97	$327.56	$377.96	$450.00
BLS E A0429	$403.15	$524.10	$604.73	$675.00
ALS 2 A0433	$692.92	$900.80	$1,039.38	$1,100.00
Mileage A0425	$8.54	$11.10	$12.81	$21.00
Specialty Care Transport A0434	$818.91	$1,064.58	$1,228.37	$1,400.00

Granville HEALTH SYSTEM

Prior 12 Month Payor Mix

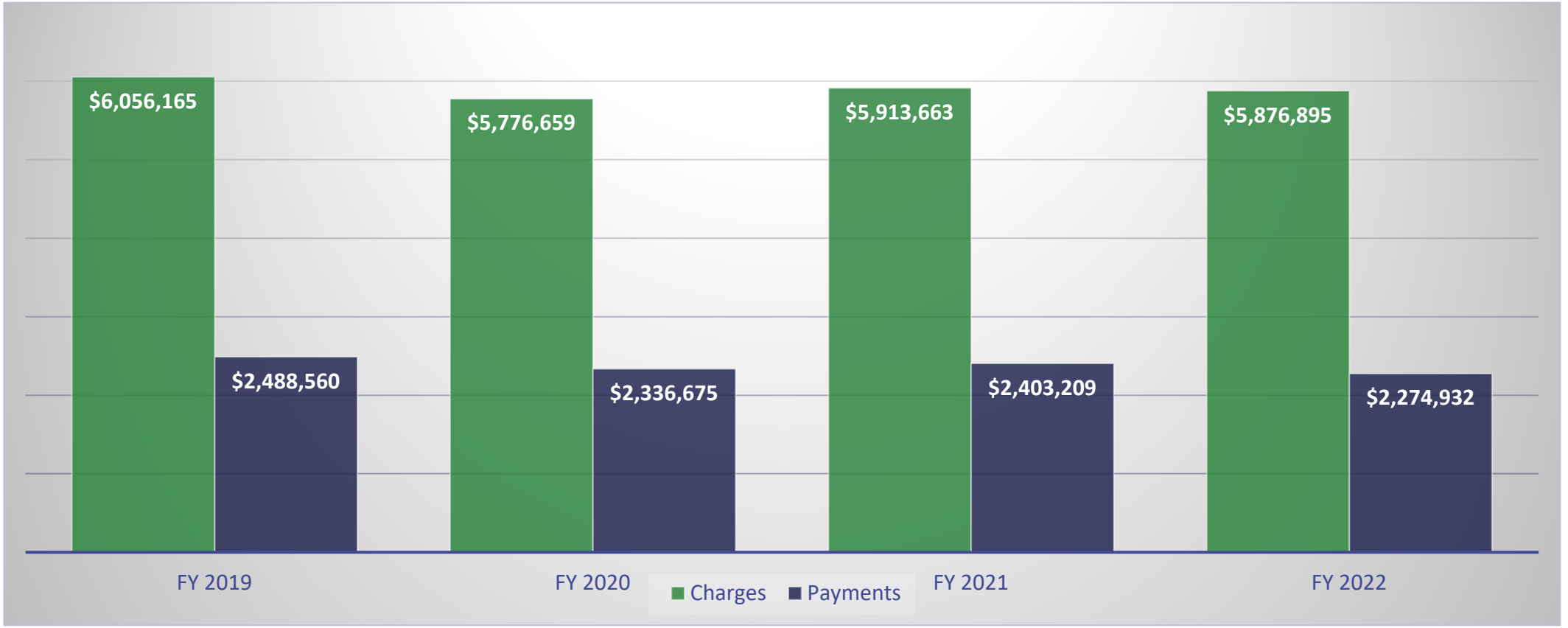


Billable EMS Trips



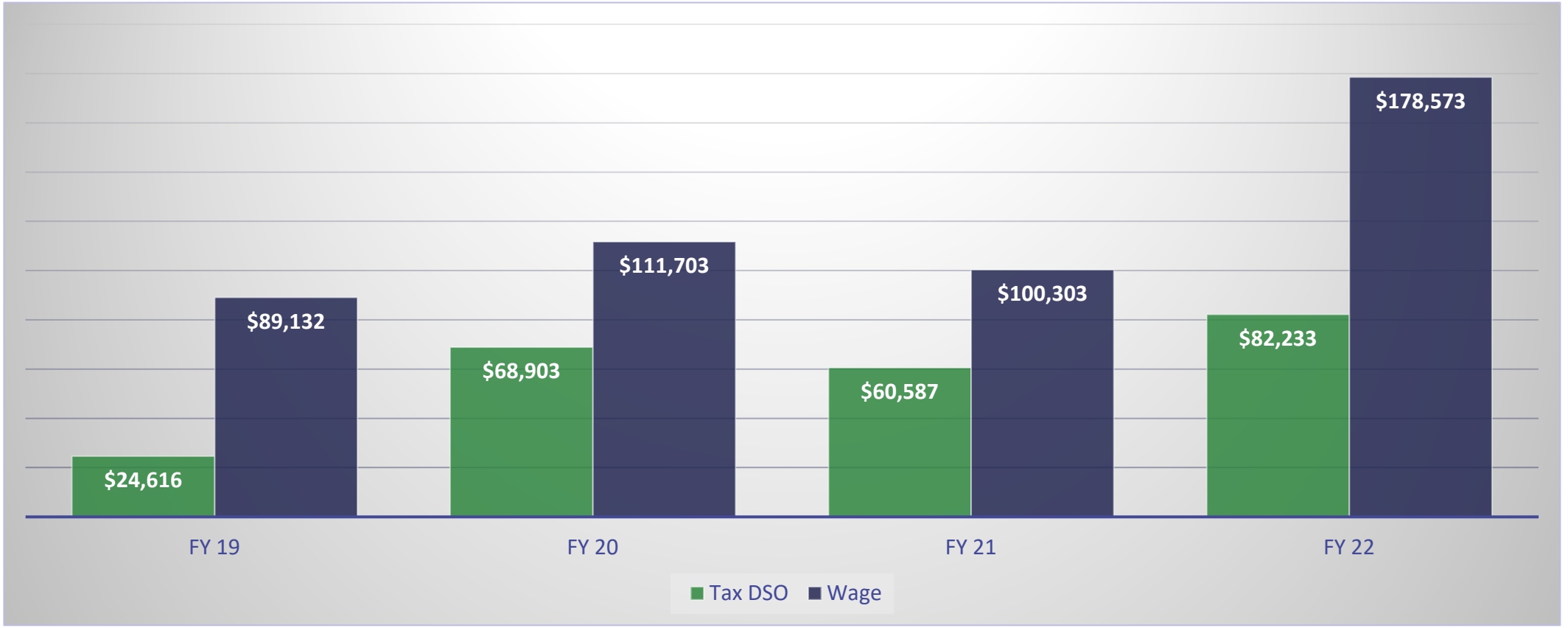
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EMS Charges and Payments



Granville HEALTH SYSTEM

Garnishment Program Collections



Granville HEALTH SYSTEM

Thank you

Granville County

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

To:	Board of Commissioners
From:	Drew Cummings
Department:	Administration
Date:	February 22, 2023
Title:	**County Manager Updates**

PURPOSE:
County Manager Drew Cummings will update the Board.

ATTACHMENTS:
Manager's Budget Message from FY 2022-2023
County Manager's PowerPoint Presentation

ACTION TAKEN:

MANAGER'S BUDGET MESSAGE
FISCAL YEAR 2022-2023

To: The Granville County Board of Commissioners
Date: May 16, 2022

This binder contains the County's recommended annual budget as required by North Carolina General Statute §159 and the *Local Government Budget and Fiscal Control Act*. The budget is balanced and prepared in accordance with the policies and procedures outlined in the *Local Government Budget and Fiscal Control Act.*

Three general units comprise the fiscal year 2022-2023 budget document: The Continuation Budget, Recommended Funding Enhancements, and Service Expansions

Three general units comprise the document.

I. **Continuation Budget**
The first unit is the continuation budget for all funds necessary to carry out services authorized by the Granville County Board of Commissioners. This portion contains both the financial information and the narrative descriptions of each program in all funds for which the Board is responsible. In addition to the financial information, the continuation budget section also contains non-financial information about the County as well as a proposed fee manual. The fee manual describes the user fees that attempt to recover some or all of the costs of services from the direct beneficiaries of those services, rather than taxpayers.

II. **Recommended Funding Enhancements**
The second unit contains the county manager's recommended funding enhancements. These are based on County Board input at the Board's Annual Retreat, general comments at other regular meetings, and State & Local Fiscal Recovery Fund Workshops.

III. **Service Expansions**
The third unit contains detailed information on approximately 41 service expansions proposed by departments and outside agencies. These are "new and different" programs or activities that expand or decrease the current level of service to Granville County citizens and taxpayers.

THE ANNUAL BUDGET PROCESS

While budgeting is an ongoing process, the budget preparation season officially begins at the Board's planning retreat. During the planning sessions, Board Members discuss current programs and provide guidance to staff on what should be included in the service expansion process. The county manager then informs department managers of program ideas that the Board would like to see proposed in the new budget.

Granville County Government Budget Calendar
Fiscal Year 2022-2023



Section Three of the budget includes the budget calendar. Departments and outside agencies were

reminded in late January to begin thinking about service expansions. Instructions and formal notification for continuation budget requests were sent out in February with service expansions due to be returned by mid-March. Individual departmental meetings were held in late March and throughout April to review and finalize the expenditure requests.

Revenues are generally the last item to be addressed because much of the property tax information and year-to-date historical data are not available until late April. Revenues and expenditures were finalized in May after another full review of revenues, expenditures, and projected fund balance.

GOALS

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

- Continue to rely on financial plans and systems in the preparation of the proposed budget;
- Estimate revenues and expenditures conservatively to avoid expectations of unrealistic performance;
- Create an atmosphere where efforts to "spend down" during the fiscal year are discouraged;
- Present a budget that maintains the current level of programs and services provided to the public by County departments without a reduction, unless those reductions are caused by state or federal reductions;
- Present a budget that re-evaluates all expenditures in order to offset projected losses in revenue so that, in light of the current economic conditions, a tax increase is not needed for general government operations while allowing for policy review and potential service reductions or expansions based on other policy directives; and
- Present a budget that does not supplant funding cuts by state or federal governments, but instead recommends reductions to those programs and informs the public of the associated impacts.

The budget team prepared this document to meet the stated goals. Despite increasing operational costs, the proposed fiscal year 2022-2023 budget maintains all County programs and services at the current property tax rate of $0.84 per $100 of valuation, as directed by the Board. This level tax rate is accomplished by a careful evaluation of expenditures and using fund balance to close the revenue/expenditure gap.



For fiscal year 2022-2023, additional emphasis was placed on the impacts of the State & Local Fiscal Recovery Funds (SLFRF). The Local Fiscal Recovery Funds were made available through the American Rescue Plan to assist local governments as they work to drive local recovery efforts. On April 6, 2022, the Board of Commissioners met during a special work session to discuss the best methods to utilize the SLFRF revenues. The Board directed the use of the SLFRF toward infrastructure investments in broadband efforts and for revenue replacement options that will be directed toward governmental operations. With this determination made, the Board still desired to consider other program opportunities which came out of the SLFRF discussions, and these are included in the funding enhancement and service expansion sections of the budget.

The service expansion budget consists of expenditures that generally "change" something about operations. Examples include new positions, new equipment (not just replacement), new programs, acceptance of various grants, and initiatives to address employee compensation. Funding all service expansions would require more than $6 million in additional General Fund revenue. The Board may wish to consider other sources of revenue to fund these additional services. Some of the initiatives may appropriately be considered for partial funding, future funding, or be incorporated into an overall plan such as the capital improvement program or recreation master plan.

ECONOMIC OUTLOOK

Over the past several years, the Granville County Board of Commissioners has made additional investments in areas of Public Safety, Health and Human Services, and Community Services to meet the needs of the community. The Board of Commissioners has also worked closely with the Granville County Board of Elections to address ever increasing regulations associated with the elections process as well as the Board of Education to address the needs of our public education system. Even with these tremendous efforts, there continue to be increasing needs in almost every functional area of local government. Furthermore, areas such as Education and Health and Human Services are directly affected by the state and national economy.



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 remain affected by the economic strain resulting from labor shortages and supply chain disruptions.

In his fourth quarter North Carolina Economic Forecast issued on December 9, 2021, Dr. John Connaughton, UNCC's Professor of Financial Economics at the Belk College of Business, 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 growth rate for 2022 is forecast to increase by 3.1% over the 2021 level; if his forecast holds true, it will represent the second full year of growth since COVID-19. For 2021, eleven of the state's 15 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 North Carolina 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 (Granville County's unemployment rate in March 2022 was 2.9%). Dr. Connaughton goes on to write that the real impact of the COVID recession has been on employment. As of October 2021, 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 an additional 124,400 net jobs in 2022, an increase of 2.7%.

BUDGET OVERVIEW

The recommended budget reflects both the strength of the County from a financial perspective and the significant challenges faced by the Board.



- ⇨ Much of the work in preparing the budget focused on critically evaluating all revenues and expenditures in an effort to adjust to the current economic conditions.
- ⇨ The fiscal year 2022-2023 recommended budget maintains the prior year's tax rate of $0.84 for each $100 of assessed valuation.
- ⇨ The fiscal year 2022-2023 recommended budget includes budget estimates for the newly formed Fire Protection & Rescue Service Tax District and recommends a tax rate of $.06 for each $100 of assessed valuation of property located in the service tax district.
- ⇨ The estimated tax base of $5,306,654,084 for fiscal year 2022-2023 is projected to provide revenues of $44,009,780 at the recommended tax rate of $0.84 for each $100 of assessed valuation assuming a 98.73% collection rate. The tax collection rate compared to last year increased slightly at .30%
- ⇨ The recommended budget appropriates $500,000 from fund balance in order to maintain current levels of County provided programs and services without an increase in the tax rate.

Key Drivers for the fiscal year 2022-2023 budget:

- **Health Insurance Increase.** Granville County is self-funded, and we re-evaluate our anticipated and maximum claim liability and budget within this range. For fiscal year 2022-2023, the County increased the employer's funding to the health plan by approximately 10% and plan to use the health plan's fund balance to balance out any remaining funding needs. This is an increase of approximately ***$290,700*** to the County's operating budget over the previous year.
- **Retirement Rate Increase.** For the upcoming fiscal year budget, the required employer contribution for employee retirement has increased approximately .81% from 11.35% to 12.16%. This is an increase, not accounting for salary increases, of approximately ***$130,000.***
- **Debt Service.** Debt service has been monitored closely over the past several years and has been an anticipated driver in our overall operating budget. Fiscal year 2020-2021 was the planned peak year for debt service payment (principal and interest) requirements. For fiscal year 2022-2023, we see a reduction of ***$1,305,713***.
- **Merit Pay Program.** Not including a one-year suspension of the merit pay program to implement the pay and classification study in fiscal year 2020-2021, the County has maintained the program for employees since 1998. The recommended budget accounts for the merit pay program with merit adjustments authorized up to a maximum of 4%. The estimated cost of this program is approximately ***$562,725***.

Some of the key drivers for specific department areas which are notable are shown below and include:

- **County Administration.** During the height of the pandemic, the County suspended the student intern program. The program was reinstated for the summer of 2022 and funding is included in the fiscal year 2022-2023 budget of ***$20,000***.
- **School System.** The Granville County Board of Commissioners and the Board of Education have worked together over the past several years to better align the needs of the school system with available funding without requiring year-over-year tax rate increases. For fiscal year 2022-2023,

school related debt service savings of $268,431 were rolled into the school system's annual budget increase request for capital and operating, creating a net zero change from last year's adopted budget. The remaining balance of $251,244 for inflationary increase is included in the funding enhancement section of the budget document, and the impact of the state's minimum wage requirement of $1,408,000 is included in the service expansion section.

- **Health & Medical Increase.** Based on planned increases, this budget contains a $75,000 program increase for the Public Health Department's general allocation and a $24,000 program increase for the hospital for the EMS allocation. This is a total programmed increase of ***$99,000.***
- **Recreation.** During previous fiscal years, the County reduced funding for the recreation mini-grant program. Funding for this program was partially restored in fiscal year 2021-2022 and this year additional funding of $34,000 was applied to bring the program closer to the year-over-year funding level. Funding of $120,000 to provide for a revised Recreation Master Plan, as directed during the Board's Planning Retreat, is also included. These items impact the budget by ***$154,000***.
- **Fire Protection.** In prior years, the County provided funding for fire protection through property tax revenues, which is not a dedicated funding source. The County Board of Commissioners recognize that all residents deserve an equitable response when a fire occurs, including highly-trained firefighters who are located nearby and who have the necessary critical equipment to save life and property. The Board realizes there is a need for a dedicated funding source and believed the most sustainable answer was the creation of a fire protection & rescue service district as the primary funding structure within the unincorporated areas of Granville County. The county manager is recommending a tax rate of $.06 for each $100 of assessed valuation of property located in the service tax district. For the unincorporated area of the county, this is anticipated to raise approximately $1,875,733 in service district taxes. This represents approximately $729,825 more than the recurring funding for fire services in the fiscal year 2021-2022 annual budget.
- **Vance-Granville Community College (VGCC).** Granville County maintains a 25/75 funding level with Vance County for the VGCC main campus. This year, based on funding requests for operating and capital needs for the college, Vance County increased recurring operating funding and provided a one-time increase for capital outlay needs. The total increase to Granville County's budget in order to maintain the 25/75 funding level is **$449,070**.
- **Animal Management.** At the time animal management moved into the newly created animal shelter facility, the County did not make any significant funding changes to the department budget because staff had requested time to evaluate the operational needs associated with the new facility before making significant budget changes. The fiscal year 2022-2023 budget includes operational increases of ***$76,450*** with remaining increases tied to salary and benefit adjustments similar to other departments' increases for salary and benefits.

GENERAL FUND

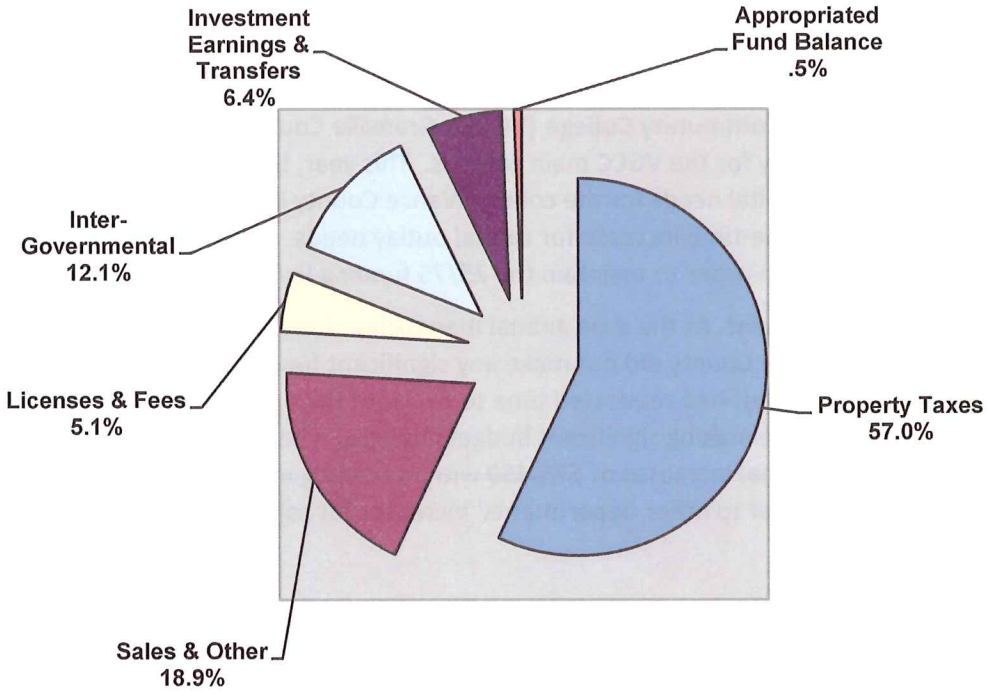
The majority of general governmental activities are accounted for in the General Fund. The following bullets provide a summary of the significant changes featured in this budget:

- ⇨ The recommended budget maintains the ad valorem tax rate to 84¢ for each $100 of assessed valuation.
- ⇨ The recommended budget increases the EMS subsidy to Granville Health System by $24,000 to $824,000 this year, and increases the contribution to the District Public Health Department

by $75,000 to $885,000 per multi-year funding agreements negotiated and approved in prior years.

- ⇨ The budget continues the Merit Pay program, which includes performance-based adjustments to salaries of up to 4% and incorporates the impact of the 2.5% cost of living adjustment (COLA), approved by the Board in April 2022.
- ⇨ The budget continues to fund capital projects as outlined by the Board of Commissioners' direction to staff. Key projects included for fiscal year 2022-2023 include renovation of the 143 Williamsboro Street facility for DSS Child Support staff, planning and design work for the Senior Center – North, trail and facility improvements at the GAP, teaching kitchen upfit for Cooperative Extension, and audio/video system improvements at the Granville County Expo Center.
- ⇨ The recommended budget includes $2,475,216 in funding available to address recommended funding enhancements and/or service expansions. After reviewing funding enhancement and service expansion items, the Board of Commissioners may choose to appropriate additional fund balance to address identified needs and requests.
- ⇨ Revenues and expenditures are balanced in accordance with North Carolina General Statutes. The budget recommends appropriating $500,000 in available fund balance (.5% of General Fund expenditures). Total recommended revenues, including appropriated fund balance, are $77,737,238. The following chart shows the sources of revenue and the percentages of these major categories.

Sources of Revenue for the recommended fiscal year 2022-23 budget:



The following table shows the historical tax rate for the previous nine years plus the proposed tax rate for fiscal year 2022-2023.

Fiscal Year	Tax Rate	Years Since Last Revaluation Year
2013-2014	$0.830	4
2014-2015	$0.830	5
2015-2016	$0.830	6
2016-2017	$0.880	7
2017-2018	$0.880	8
2018-2019	$0.840	1
2019-2020	$0.840	2
2020-2021	$0.840	3
2021-2022	$0.840	4
2022-2023	$0.840	5

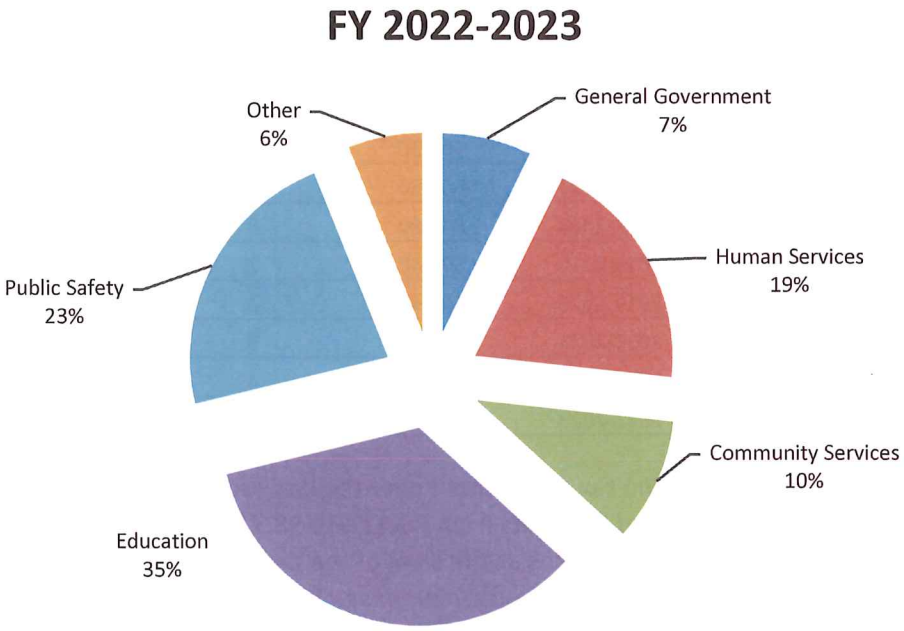
- ⇨ Collection efforts within the tax department over the last fiscal year have continued and the collection rate has increased by 0.30% from 98.43% to 98.73%. Because the County is only authorized to budget tax collections at the level of the previous year's collection rate, this collection rate increase results in a budget increase of $133,727 for the fiscal year 2022-2023 had the collection rate stayed at 98.43%.
- ⇨ Sales and Other Related Taxes are expected to increase approximately 9% over the fiscal year 2021-2022 amended budget. Historically Granville County has budgeted these revenues very conservatively and in most years the actual revenues have exceeded budget estimates. For fiscal year 2022-2023, we developed our budget estimates based on actual revenues in the current year and with guidance provided by the North Carolina League of Municipalities.
- ⇨ Licenses, Fees, and Other Revenues are expected to increase by approximately 1.9% when compared with the fiscal year 2021-2022 amended budget. This is mostly due to fees associated with the housing of state and federal inmates.
- ⇨ Restricted and Intergovernmental Revenue is expected to decrease by 1% from the fiscal year 2021-2022 amended budget primarily due to a change in state funding associated with the social services department and other grant funding. This category experiences the most change throughout the year based on the availability of grants during the year.
- ⇨ Investment earnings are expected to decrease due to the utilization of construction project funding and the impact on investment earning rates due to the slowdown of the economy.
- ⇨ The recommended budget appropriates $500,000 in fund balance. Fund balance is estimated to be 38% of expenditures as of June 30, 2022. Based on the fiscal year 2022-2023 recommended budget, the fund balance is projected to be 36% of expenditures as of June 30, 2023 which is just above the County's targeted range of 30% - 35%.

General Fund Expenditures

Overall, the County's general operating expenditures increased $277,568 which is a little less than 1% when compared to last year's approved budget amount. Most departments held or reduced their operating budgets through this budget process. For departments that had increases, the increases were primarily due to increases in wages, health insurance premiums, and retirement contributions.



Meetings were held with departments and each department budget was reviewed with the department managers. Department managers did an excellent job of critically reviewing and evaluating



each expenditure in their budget. A brief summary of the functional areas of the County's general operating budget and Other Funds is shown below.

General Government

Departments which comprise General County Government activities averaged a 7.2% increase in operational expenditures from the previous fiscal year approved budget. The 14.4% increase in administration is due primarily to reinstatement of the summer internship program and funding to match a potential grant for an MPA student from the UNC School of Government program. The remainder of increases in this category are related to impacts on salaries and benefits.

Human Services Departments

The Health and Human Services area of the budget averaged a 6.4% increase. The primary drivers for this functional area results from programmed increases to Granville Health System and Granville-Vance Public Health.

Community Services

Community Services averaged a 12.85% decrease. This functional area of the budget includes our construction administration department and construction projects. The main area of adjustment in this category is related to funding for construction projects.

Education

Total education funding increased 1.77%. This increase is primarily driven by funding increases to Vance-Granville Community College main campus operating and capital outlay necessary to maintain the 25/75 established funding level with Vance County. Increase requests for the Granville County Public Schools are included in the funding enhancement and service expansion sections of the budget document.

Public Safety

The Public Safety functional area showed a net increase 1.8%. With the establishment of the Fire Protection and Rescue Service Tax District, General Fund allocations for fire protection were

distributed to other funding needs including public safety. The anticipated revenue and expenditures for fire protection are included in a separate fund which is detailed in section 15 of the budget document.

Area Projects & Other Appropriations

The amount budgeted for Special Appropriations remained the same as with the previous fiscal year budget. Some outside agencies have requested new funding and their requests are included in the service expansion portion of the budget document.

Non-departmental expenditures show a slight decrease from the previous year's approved budget. Individual line-item changes are detailed in section 12 of the budget document. This cost center reflects expenditures which apply to all departments or that cannot be easily distributed to a specific department.

Pass-through funds remained consistent with the previous year.

Contributions to Other Funds

The proposed budget for this cost center shows a $50,000 decrease from the fiscal year 2021-2022 budget due to occupancy taxes. These tax revenues resulting from tourism are still difficult to anticipate due to the slow recovery from the pandemic, however they are expected to increase over time. The County collects these taxes and transfers them to the Tourism Development Authority.

Contingency

The Contingency appropriation is $290,000 which was the same funding level as the fiscal year 2021-2022 original budget.

OTHER FUNDS

Emergency Telephone System Fund (ETSF)

This fund allocates and accounts for the allowable expenditures of the E-911 telecommunications surcharges. The Fund expenditures are budgeted at $363,724.

R.H. Thornton Library Memorial Fund

This fund is a special revenue fund used to account for the receipts and disbursements made on behalf of the Granville County Library System. The fund is budgeted at $20,000.

Solid Waste Management – MSW Landfills

The budget provides $5,701,570 for operation of the County's municipal solid waste (MSW) landfill. Tipping fees for the landfill are recommended to remain at $38 per ton.

Solid Waste Management – Convenience Centers

The budget for the operation of the convenience centers is $1,478,800.

Stormwater Management

The budget allocates funding for the Stormwater Management Operations fund to primarily provide services related to the state-mandated Falls Lake Rules. The fund is budgeted at $351,828.

County Health Plan

The budget provides $3,689,110 for the County Health Plan. Employer and Employee contributions provide the funding to cover the costs of anticipated claims and administration.

Department of Justice/Treasury Forfeiture Funds

The budget allocates $500,000 for the Department of Justice/Treasury Forfeiture Funds revenue and expenditures.

DSS Contributions and Entrusted Funds

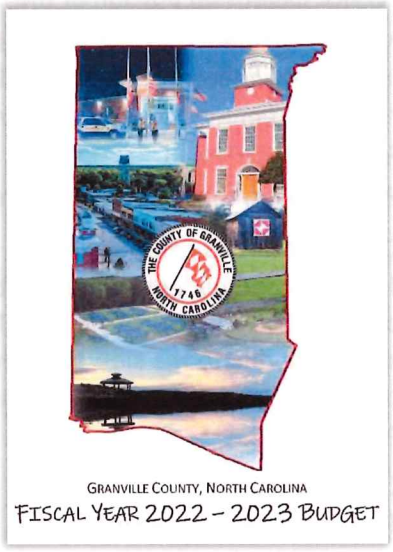
The budget allocates $200,000 for the DSS Contributions and Entrusted Funds revenue and expenditures.

Sheriff's Special Fund

The budget allocates $30,000 for the Sheriff's Special Fund revenue and expenditures.

SUMMARY

This recommended budget continues current operations and maintains the Ad Valorem tax rate at the prior year's level, in accordance with the Board's directive at the annual planning session, despite the increasing costs of providing these services. This budget also includes a recommendation to fund the newly created Fire Protection & Rescue Service Tax District in a manner consistent with the needs of the County. The local and state economies in fiscal year 2022-2023 and the actions of the state and federal government will be important factors in the performance of this budget. Granville County staff will continue to build relationships with our state representatives and various associations in order to influence positive change for our County.



The Granville County Board of Commissioners has provided consistent and conservative allocation of resources and has acted responsibly in its efforts to maintain services. The County will continue to provide critical services to those in need and will do so at the proposed tax rate unless actions by the state or federal governments force change that are beyond its control. I believe the County has adequate reserves to remain flexible in the coming years, and staff will continue to monitor the impact recovery efforts and work to keep the Board informed of the changing economy.

Department managers and key employees did an outstanding job of compiling their departmental budget requests to meet the County's mission of providing residents with an array of services to enhance their quality of life, through a responsive, effective, and efficient local government. The people working for Granville County Government care about their community and take pride in providing services that make life better for others.

Putting together a budget and producing a budget document requires significant collaboration and communication. The administrative team, under the leadership of Assistant County Manager Korena Weichel, did an outstanding job in refreshing the look and structure of the County's budget document to create an informative and functional document that serves as a management tool and an outline from which to debate policy. The finance department, under the leadership of Finance Director Steve McNally, were invaluable in the development of the annual budget and I appreciate their assistance. And I need to provide a very special thanks to Debra Weary and administrative staff for their support and for making sure that the business of the County continued while many County employees completed the efforts to compile this recommended budget. Thank you!

Respectfully submitted,

Michael S. Felts, County Manager

Granville County
Board of County Commissioners Retreat
February 24, 2023

Drew Cummings
County Manager

Topics
Current Budget Update
Fund Balance Update
Solid Waste / Landfill Update
Growth / Value Mapping
FY23-24 Revenue Trending
KARTS Update
FY23-24 Budget Priorities

CURRENT BUDGET UPDATE

- Current year budget message / priorities included in your packet

- <u>Key components</u>:
  - Fire District Tax: 6 cent tax increase for most residents → $1.87m
  - Schools: Min. wage requirement, inflationary increases, HVAC ($1.7m)
  - Merit pay up to 4% ($560,000)
  - VGCC: $450,000
  - Health care and retirement cost increases ($420,000)

CURRENT BUDGET UPDATE

- Mid-Year Adjustments Thus Far:
  - Lots of small expenditures from unassigned fund balance (UFB)
  - Several large deposits into and also expenditures from UFB

  - MORE COMING ON FUND BALANCE☺

  - Exact budgeting in a complex, $80m/yr organization is tough, but also our historical approach to UFB use as well as the integration of COVID-related federal funds into our budget have made tracking our budget and our UFB challenging.

FUND BALANCE UPDATE

- **Unassigned Fund Balance (UFB) July 1, 2022: $27,206,114**
- **$10m added** (revenue replacement option w. ARPA funds)
- **Several large subtractions:**
  - **$4.69m** for new landfill cell (loan, but…)
  - **$2m** in required post-closure landfill funding moved from UFB to AFB
  - **$5.1m** for Triangle North water/sewer extensions and site prep
  - Approx. **$1m** for recruitment / retention bonus (to be replenished at EOY with unspent salary and benefit funds)
  - **$500,000** for GCPS HVAC work (approved late in FY22-23 budget prep)
- A host of small additions and subtractions, including for small capital improvements (→ future Capital Improvement Plan & Cap. Finance Plan)
- **Current UFB: $22,170,136 (good – but would like it to be better)**

SOLID WASTE UPDATE

- Increased cost of new cell above $4m estimate → may approach $5m
- New, post-closure savings requirement from state ($2m)
- Extension of current landfill operations contract may double monthly cost from $60k → $120k for 8-14 months until we can bid out (and then?)

- In principle, our solid waste enterprise fund pays for all this through tonnage revenues received at our landfill, *however*…

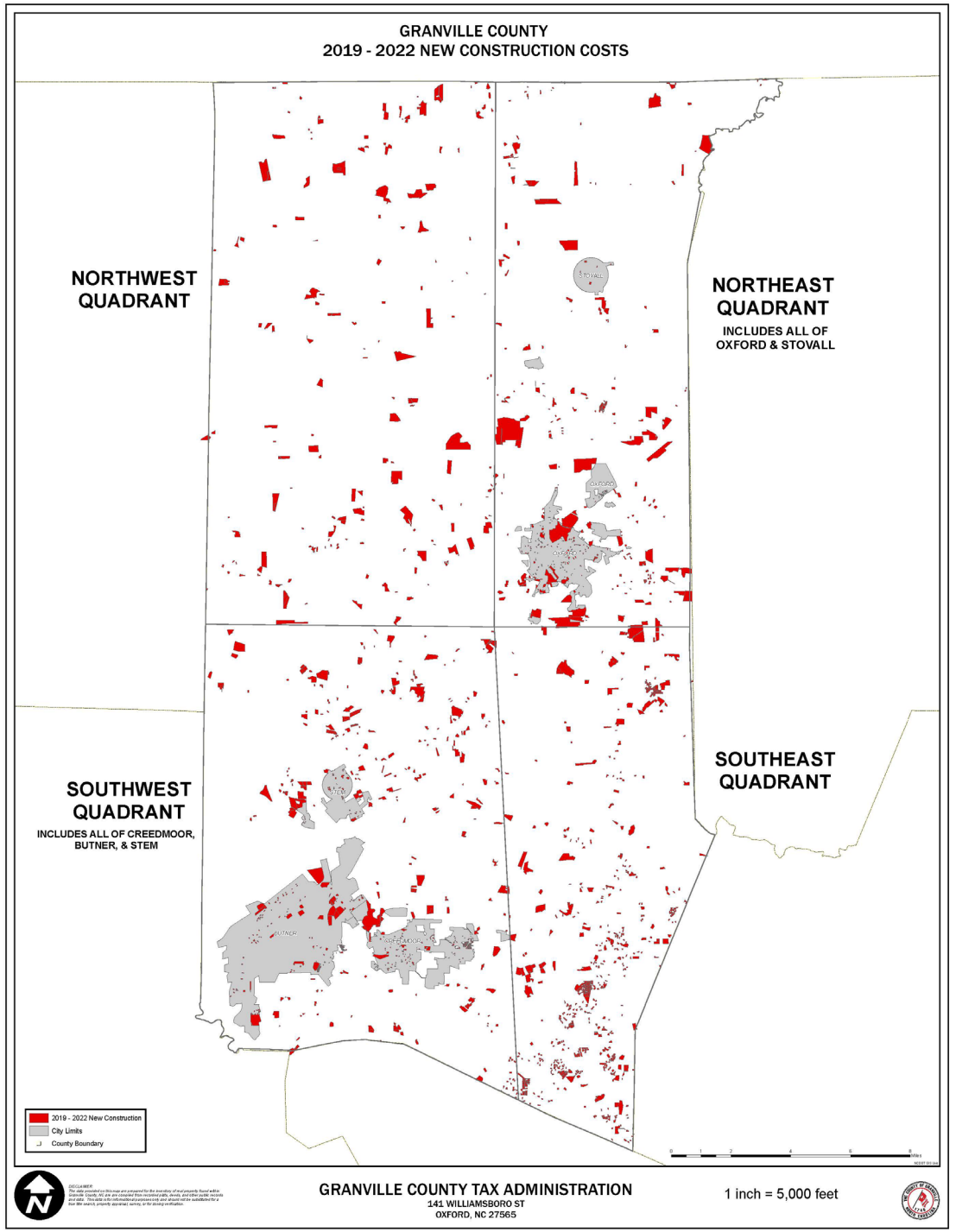
- Competitive trash market (can't just raise fees w/o losing tonnage)
- Long-term operation options may include sale and/or bringing in of outside waste OR subsidy to enterprise fund from general fund

GROWTH AND VALUE MAPPING

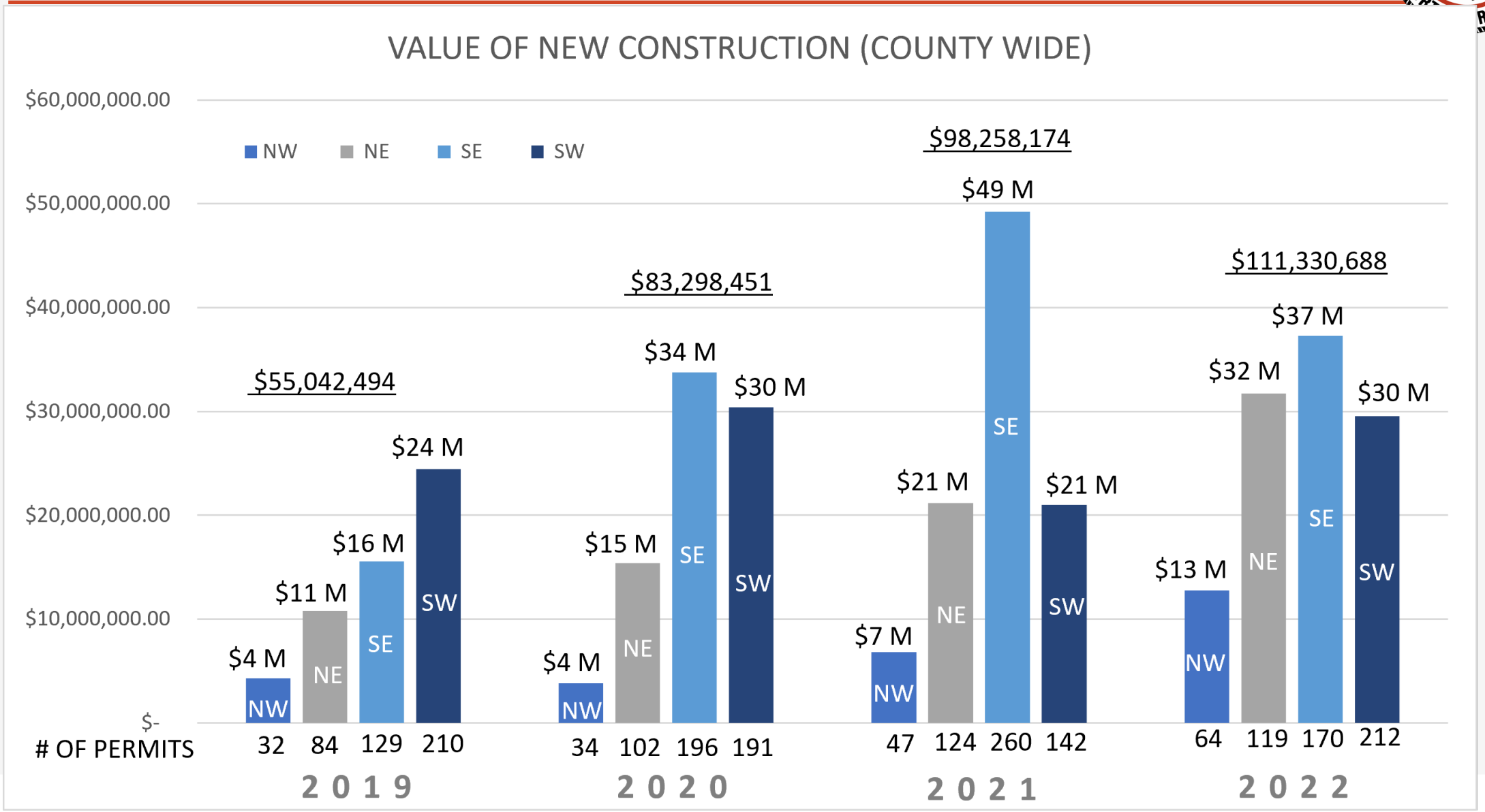
- We know growth is happening and even accelerating, but *how much* and *where?*
- Well . . . let's see!!

Growth Mapping:

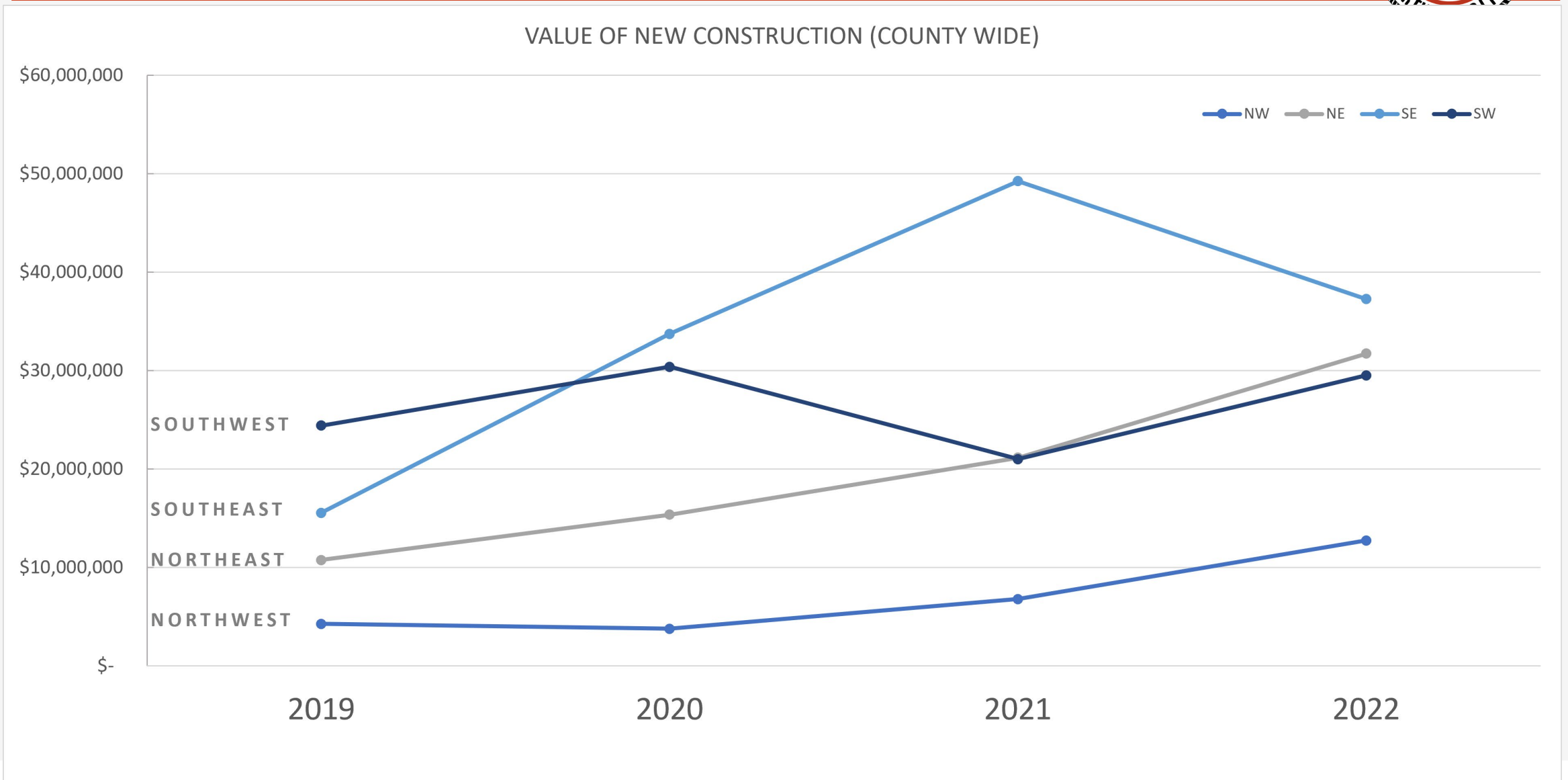
2019-2020 New Construction Sites and Quadrant Concept



Granville County Commissioners' Retreat – Growth Mapping

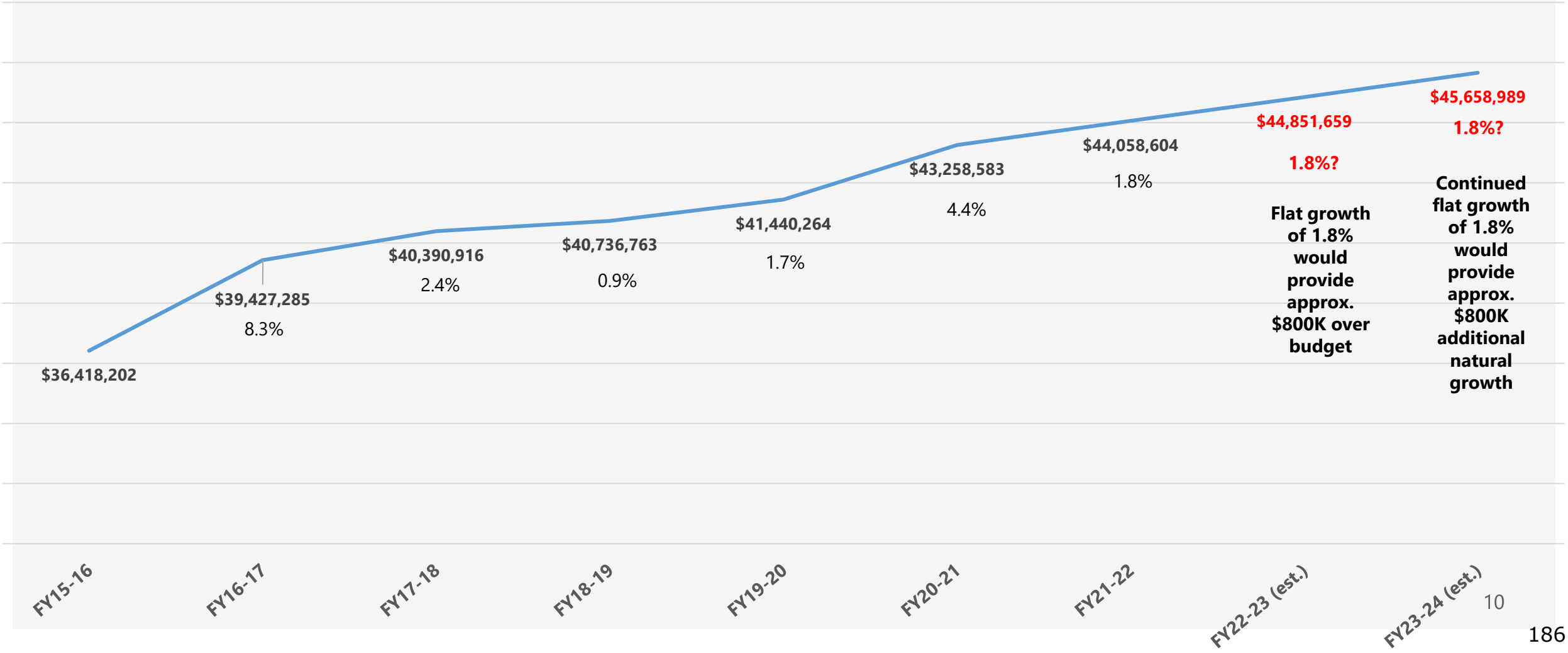


Granville County Commissioners' Retreat



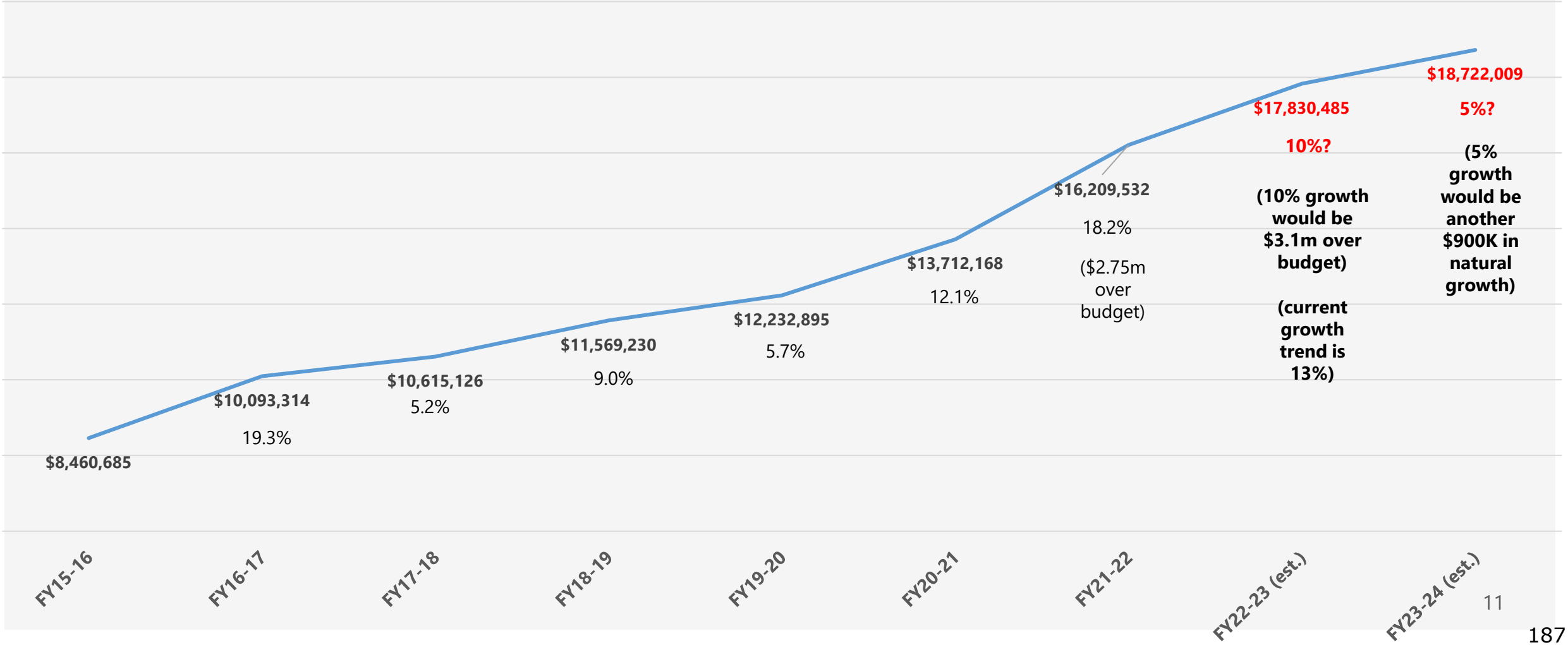
Granville County Commissioners' Retreat – Revenue Trends

Property Tax Revenue Increases Over Time



Granville County Commissioners' Retreat – Revenue Trends

Sales Tax Growth Over Time



REVENUE TREND IMPLICATIONS

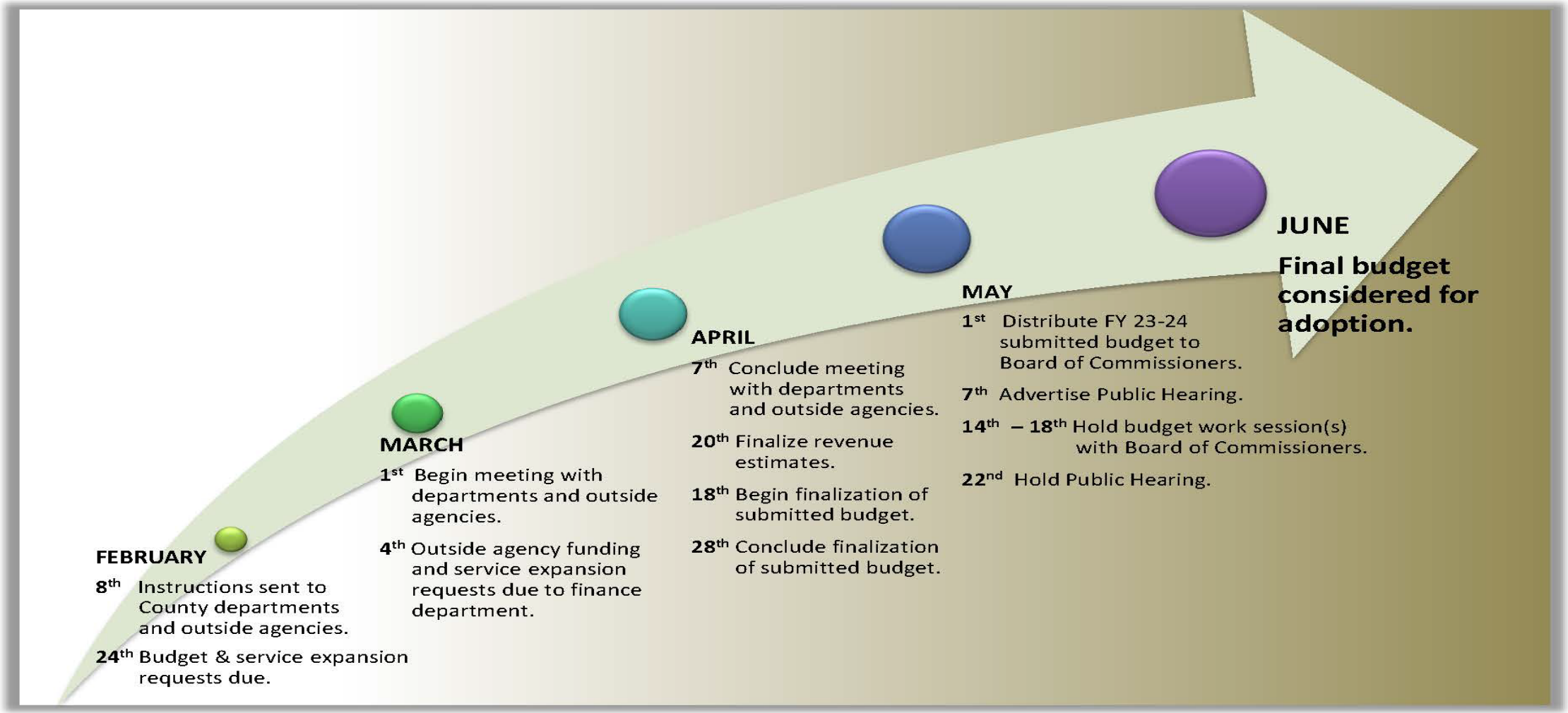
- Strong potential for replenishment of UFB at the end of this FY based on trends in major revenue sources this FY ($3m-4m, perhaps?)
- Expect *continued* growth in major revenue sources (property/sales tax) next year, providing perhaps an additional $1m on top of this year's growth
- "Reval" (general re-appraisal) for FY24-25:
  - Continued appreciation in value of *existing* property (may flatten…)
  - Pearson seeing *70%* increase in residential property values (since 2018)
  - Tax bills on new values go out July 1, 2024 / new revenue and adjusted tax rate effective FY24-25
- Recommended review of Present Use Value properties…

KARTS UPDATE

- Founded 1983 to provide transportation to rural citizens, esp. the elderly and disabled, and benefitting from 85-90% federal and state funding
- New 2019 facility significantly more expensive to operate → CARES Act funding has covered operational deficits since then → now at "fiscal cliff"
- Intimations of financial irregularities →CEO and CFO departures late 2022 have left significant short term cash flow *and* systemic issues
- New, interim leadership w. former Warren schools supt. Dr. Mary Young
- Feb.10th meeting w. Dr. Young, board members, managers to explain situation and lay out new asks:
  - $75,000 one-time payment from all 4 counties on or before June 1st
  - Approx. $20,000 extra next 2 years for fleet replacement
  - $104,000 each from all 4 counties to cover bldg. costs moving forward

Granville County Government Budget Calendar

Fiscal Year 2023 - 2024



FY23-24 Budget Priorities

- Employee pay and benefits (special focus on public safety?)
  - COLA and/or merit? Increased 401(k) match? Lower health care match?
- Phase II of GCPS salary decompression commitment ($484,000)
- Give and take on GCPS deferred / facility maintenance and improvement
- Additional broadband expansion matches (only $400k left)
- Key additional positions:
  - Backup / succession planning for mission critical dept. heads
  - Server Administrator (I.T.), Asst. Fire Marshall, others?
  - Manager's Office bandwidth?!
- Additional EMS system investments
- Fleet switchover (hope to be budget neutral in short AND long run)
- Other?

QUESTIONS / DISCUSSION?!!

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

To:	Board of Commissioners
From:	Debra Weary
Department:	Administration
Date:	February 23, 2023
Title:	**Follow-Up Discussions from Retreat Items and Key Takeaways**

PURPOSE:

Follow-up discussions from retreat items and key takeaways.

BACKGROUND:

a. Commissioner Zelodis Jay
b. Commissioner Rob Williford
c. Commissioner Sue Hinman
d. Commissioner Tony W. Cozart
e. Commissioner Timothy Karan
f. Commissioner Jimmy Gooch
g. Chair Russ May

ACTION TAKEN:

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

To:	Board of Commissioners
From:	Debra Weary
Department:	Administration
Date:	February 16, 2023
Title:	**Adjourn**

PURPOSE:
Adjourn

ACTION TAKEN: