



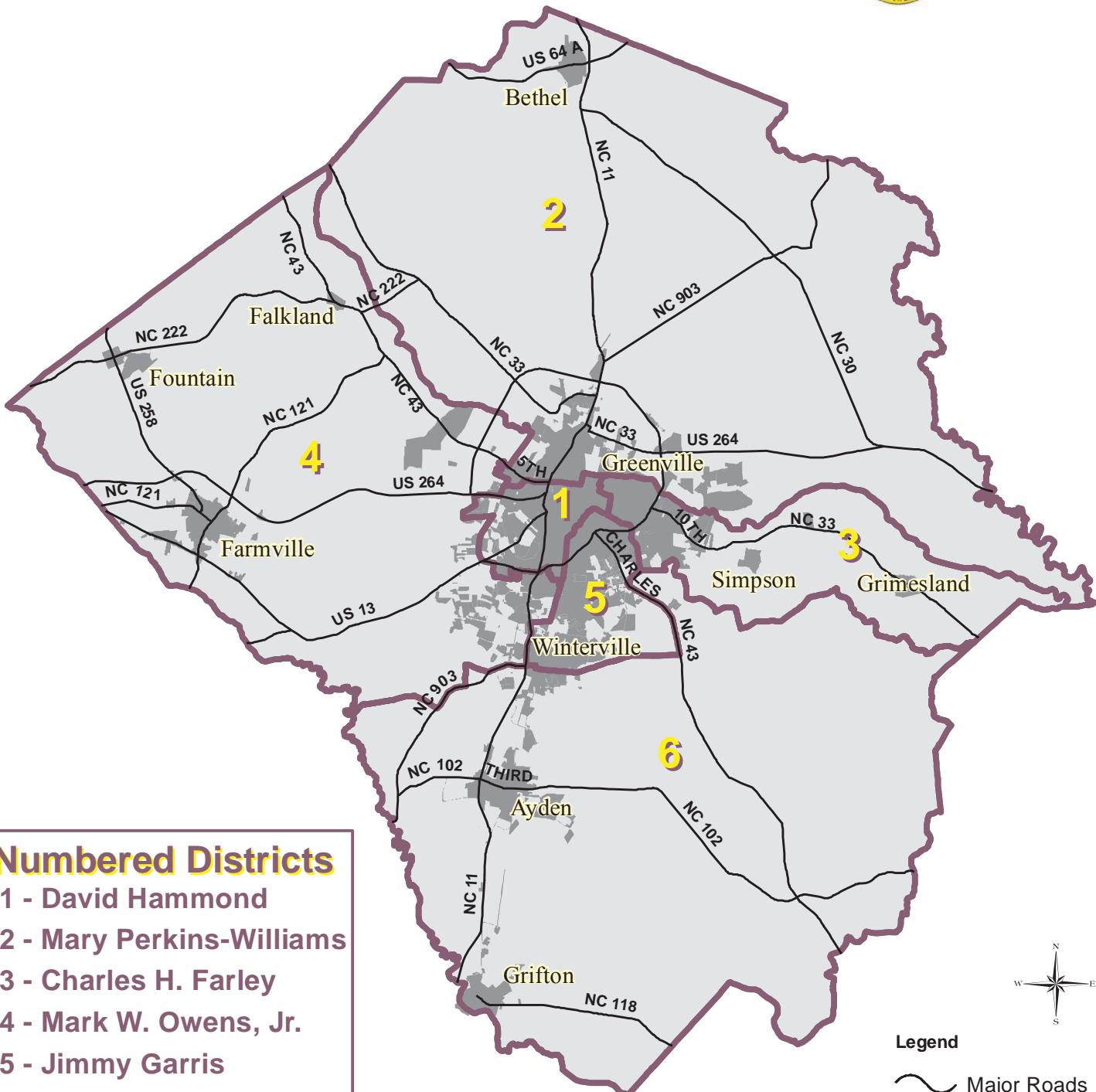
North Carolina

# ANNUAL BUDGET • FY 16-17

A large, faint watermark or background image of a classical building with columns and a tower, possibly a courthouse, is visible across the bottom of the page.

# ~ Pitt County Board of Commissioners ~

## Election Districts



### Numbered Districts

- 1 - David Hammond
- 2 - Mary Perkins-Williams
- 3 - Charles H. Farley
- 4 - Mark W. Owens, Jr.
- 5 - Jimmy Garris
- 6 - Glen Webb

### Combined Districts

- A - Melvin McLawhorn (1 & 2)
- B - Tom Coulson (3 & 6)
- C - Beth Ward (4 & 5)



#### Legend

- Major Roads
- City Limit
- District Boundary

Map Scale:  
1 Inch Represent 4.75 Miles

Map Produced By:  
Pitt County Planning Department

Map Printed: March 2015

Adopted: August 22, 2011

U.S. Justice Department Approved: December 30, 2011

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# COUNTY OF PITT

North Carolina

## ANNUAL BUDGET Fiscal Year 2016-17



### Board of Commissioners

Beth B. Ward, *Chairman*  
Melvin C. McLawhorn, *Vice-Chairman*  
Tom Coulson  
Charles Farley  
Jimmy Garris  
David S. Hammond  
Mark W. Owens, Jr.  
Mary Perkins-Williams  
Glen Webb

District C (4 & 5)  
District A (1 & 2)  
District B (3 & 6)  
District 3  
District 5  
District 1  
District 4  
District 2  
District 6

### County Manager

D. Scott Elliott

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The Annual Budget is published by the  
**Pitt County Financial Services Department**

Duane T. Holder, Deputy County Manager – Chief Financial Officer

Denise C. Urban, Budget Administrator

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This publication can be accessed online at:  
<http://www.pittcountync.gov/209/Budget>

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# COUNTY OF PITT

## MISSION STATEMENT

*The Mission of Pitt County Government is to enhance the health, safety, and well-being of our community by advocating for and providing quality services in a friendly, efficient and cost-effective manner.*

## VISION

*A Leader in the State; Best in the East.*

## VALUES

*Pitt County Government believes our purpose is public service. Thus, we adhere to the following:*

- Encourage honesty and behavior that is consistent with our mission;*
- Recognize and promote competence, excellence, and open communication;*
- Support each other in working toward our goals;*
- Maintain an open government that is a good steward of public resources;*
- Support decision making that is deliberate, conscientious, and based on fact.*

## GOALS FOR FY 2016-17

- To promote quality education;*
- To promote community safety through enhanced emergency service programs;*
- To advance economic development opportunities for Pitt County;*
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare;*
- To address the facility and space needs of all county government programs—general government, public schools and community college;*
- To champion infrastructure improvements throughout the county; and*
- To promote the provision of and access to recreational activities for county citizens.*

## BUDGET AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

### *Distinguished Budget Presentation Award*

PRESENTED TO

**Pitt County  
North Carolina**

For the Fiscal Year Beginning

**July 1, 2015**

A handwritten signature in black ink that reads "Jeffrey P. Evans".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the County of Pitt, North Carolina, for its annual budget for the fiscal year beginning July 1, 2015.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



## HISTORY



Pitt County got its name from William Pitt, Earl of Chatham. William Pitt was an English statesman and orator, born in London, England, UK. He studied at Oxford University and in 1731, Pitt joined the army. Pitt led the young "Patriot" Whigs and in 1756 became secretary of state, where he was a pro-freedom speaker in British Colonial government. Pitt County was founded in 1760 under British Colonial government. Prior to 1760, there was one large county, Beaufort, which was split into five smaller counties, Pitt County being one of those smaller counties.

For over a century, Pitt County was recognized for being an important tobacco market and the home of a small State-supported college. By the mid 1960's, the new image began to evolve. The small college, East Carolina Teachers College, had become the third largest state-supported college, and enrollment approached 8,000 students – twice the 1960 enrollment figure. In 1967, it became East Carolina University. The ECU Medical School admitted its first four-year class in 1977. At the turn of the century, enrollment at ECU topped the 18,000 mark and current enrollment is nearly 29,000 students.

Vidant Medical Center was originally known as Pitt Community Hospital and was located near downtown Greenville. In 1934, it changed to Pitt General Hospital, and then again to Pitt County Memorial Hospital (PCMH) in 1949. The hospital moved to West Greenville in 1951, and then to its current location in 1977. Vidant Medical Center was transferred by Pitt County in 1998 for operation by Pitt County Memorial Hospital, Inc., as a private non-profit corporation and renamed Vidant Medical Center in 2011.



## ORGANIZATIONAL OVERVIEW



The County operates under the Commissioner-Manager form of government with nine members of the Board of Commissioners being elected from districts on a partisan basis for staggered, four-year terms. The Chairman presides over all County Commissioner meetings (typically held on the first and third Mondays of each month) and has the ability to vote on any issue. The Commissioners enact all general and technical ordinances, approve the annual budget and set the accompanying tax rate, approve contracts and originate general management policies. The Commissioners employ a County Manager, who serves at the Board's pleasure and directs the daily operations of the County with the assistance of two Deputy Managers.

Property taxes may be levied by the County without a vote of the people and are collected as an annual ad valorem tax (\$0.686 per \$100 valuation for fiscal year 2016-17) on the appraised value of all real and tangible personal property within its boundaries.

## DEMOGRAPHICS & LOCAL ECONOMY

Pitt County has a land area of approximately 656 square miles. Located in the coastal plain, the County is in the heart of eastern North Carolina, approximately 90 miles east of the capital city of Raleigh, 75 miles west of the Atlantic Ocean, and 220 miles south of Washington, D. C. The Tar River runs through the center of the County. The land generally slopes toward the east and is level with low rolling hills in the west. The temperature averages from a daily high of 72 degrees to a daily low of 50 degrees. The average annual precipitation is 49.04 inches of rainfall with only occasional accumulations of snowfall.

Pitt County is a rapidly growing, well-diversified employment and service center for eastern North Carolina. As one of the fastest growing centers in the State, the population increased by 25.7% between 2000 and 2010 census reports. Pitt County ranks as the 14<sup>th</sup> most populated County in North Carolina. The Greenville Metropolitan Statistical Area (MSA), which encompasses all of Pitt County, was the fourth fastest growing MSA in the state during the 2000's.

The local economy is well diversified with industries in advanced manufacturing, pharmaceuticals, life science, and food processing. Agriculture is still a strong contributor to the economy – tobacco, corn, soybeans, wheat, peanuts, eggs, livestock, poultry and vegetables are the primary agricultural products. The diversity, quality, and availability of human resources in Pitt County are primary reasons



why such notable and diverse companies as DSM, NACCO Materials Handling Group, ASMO, Karastan, and Weyerhaeuser have established major manufacturing facilities in our communities and continued expansion of these industries. Every major manufacturer has expanded their operations in Pitt County since their initial location, regardless of whether they produce pharmaceuticals or textiles. Pitt County retains its position as the number one retail trade center in the central and northern areas of eastern North Carolina. Taxable sales activity for fiscal year ending June 2014 (\$1.85 billion) shows Pitt County ranked at 10<sup>th</sup> in the state with a .3% increase over the previous fiscal year.

Various industries are represented in Pitt County, such as: health care, pharmaceutical manufacturing, chemical manufacturing, fiberglass boat manufacturing, lift truck manufacturing, agriculture, metal fabrication, education, and retail to name a few. In 2015 Mayne Pharma announced a \$65 million pharmaceutical facility expansion. The expansion is credited for adding 110 new local jobs for Pitt County and the opportunity to add additional jobs at a later time. The new commercial facility is expected to be fully operational by 2018. Also, in October 2015 D R Burton Healthcare Products LLC purchased their global headquarter facility in Farmville, NC. July 2016 was the estimated completion time of the new corporate offices and manufacturing operations.

## Top 10 Major County Employers

Major Non-Manufacturing Employers	Product	Established	# of Employees
Vidant Medical Center	Health Care	1951	6895
East Carolina University	Education	1907	5564
Pitt County Public Schools	Education	1885	2814
Pitt Community College	Education	1961	953
County of Pitt	Government	1760	979
Walmart*	Department Store	1989/2013	795
City of Greenville	Government	1956	764
Physicians East	Health Care	1965	535
Convergys	Customer Service Center	1999	530
Greenville Utilities Commission	Public Utilities	1905	422

\*Two separate locations in the County

Major Manufacturing Employers	Product	Established	# of Employees
NACCO Materials Handling Group	Lift Trucks	1974	1,000
Patheon, Inc.	Pharmaceuticals	2000	900
Alliance One International	Tobacco Processing	1907	850
TRC, Inc. (The Roberts Company)	Metal Fabrication	1978	650
ASMO Greenville of North Carolina	Small Electric Motors	1995	535
DMS Dyneema, LLC	Chemicals	2001	350
Attends Healthcare Products	Paper Products	1999	300
Mayne Pharma, Inc.	Pharmaceuticals	1994	300
Grady-White Boats	Fiberglass Boats	1959	200
Eastern Carolina Vocational Center	Picture Frames & Battery Terminals	1965	193

# COMMUNITY PROFILE



Greenville, the County seat and largest municipality in Pitt County, is centrally located within the County. There are nine other incorporated municipalities within Pitt County including Ayden, Bethel, Falkland, Farmville, Fountain, Grifton, Grimesland, Simpson and Winterville.

<b>Municipal Population</b>					
	<b>2010 Census</b>	<b>2014 Estimated</b>	<b>Growth Amount</b>	<b>Percent Growth</b>	<b>Percent of Total 2014 County Population</b>
<b>Pitt County</b>	168,148	174,424	6276	3.94%	
<b>Municipalities in Pitt County</b>					
<b>Ayden</b>	4,932	5,018	86	1.74%	2.88%
<b>Bethel</b>	1,577	1,580	3	0.19%	0.91%
<b>Falkland</b>	96	97	1	1.04%	0.06%
<b>Farmville</b>	4,654	4,714	60	1.29%	2.70%
<b>Fountain</b>	427	430	3	0.70%	0.25%
<b>Greenville</b>	84,554	87,436	2,882	3.41%	50.13%
<b>Grifton</b>	2,431	2,471	40	1.65%	1.42%
<b>Grimesland</b>	441	451	10	2.27%	0.26%
<b>Simpson</b>	416	416	0	0.00%	0.24%
<b>Winterville</b>	9,269	9,435	166	1.79%	5.41%

Source: NC Office of State and Budget Management



## EDUCATION

Pitt County is served by a public school system as well as many excellent private parochial and non-parochial schools. Advanced educational opportunities within the County are also abundant. Pitt County Schools, Pitt Community College and East Carolina University are preparing students to compete and succeed in the global economy.

### Pitt County Schools



The area's educational system is the pride of eastern North Carolina! Pitt County Schools has 37 schools which serve Pitt County and its municipalities. The public school system receives extensive local support, reflected in modern classroom facilities, a wide range of extracurricular activities, and student performance above state and national averages on standardized achievement tests. The 2015 graduating class was offered \$24,855,970 in scholarships, the highest ever

for the district. The system expects to serve in excess of 23,600 students in the 2016-17 school year.

The Pitt County School Administrative Unit consists of a nine member governing Board of Education. It is made up of six districts. Members are elected on a nonpartisan basis and serve four-year staggered terms. The superintendent is appointed by the Board and serves as secretary to the Board.

Elementary Schools (K-5)	K-8 Schools	Middle Schools (6-8)	High Schools (9-12)
Ayden Elementary	Bethel School	A.G. Cox Middle	Ayden-Grifton High
Belvoir Elementary	Chicod School	Ayden Middle	D. H. Conley High
Creekside Elementary	G.R. Whitfield School	C.M. Eppes Middle	Farmville Central High
Eastern Elementary	Grifton School	E.B. Aycock Middle	J. H. Rose High
Elmhurst Elementary	Pactolus School	Farmville Middle	North Pitt High
Falkland Elementary	Stokes School	Hope Middle	South Central High
H.B. Sugg Elementary		Wellcome Middle	
Lakeforest Elementary			
Northwest Elementary			
Ridgewood Elementary			
Sam D. Bundy Elementary			
South Greenville Elementary			
W.H. Robinson Elementary			
Wahl-Coates Elementary			
Wintergreen Intermediate			
Wintergreen Primary			

Other: Pitt County Pre-Kindergarten



The State provides funding for a basic minimum educational program which is supplemented by the County and Federal governments. This minimum program provides funds for operational costs only. The financing of public school facilities has been a joint State and County effort. Local financial support from the County is provided for capital and operating costs which are not provided for by the State or Federal governments.

## Pitt Community College

Established in 1961, Pitt Community College (PCC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools of the Southern Association of Colleges and Schools to award Associate Degrees. PCC is governed by a 12-member Board of Trustees, four of whom are appointed by the Board of Commissioners, four by the County Board of Education



and four by the Governor to serve four-year, staggered terms. The State provides primary funding for the Community College. The remainder is shared by the Federal Government, Pitt County, and other funds such as grants. County funds may be used for both capital and operating costs.

PCC is a comprehensive two-year college offering approximately 48 Associate in Applied Science degree programs, 68 certificate programs, 27 diploma programs and 11 college transfer programs. More than 41 of these programs can be taken entirely over the internet. In terms of enrollment in curriculum programs, PCC is the seventh largest Community College in North Carolina's 58 campus community college system. PCC's educational programs and services are focused to meet the needs of local communities for higher education, employment skills, basic education skills, job retraining, personal growth and development, community workplace literacy, and community and economic development. PCC offers a wide variety of business/industrial curriculum programs (machining, electronic servicing, industrial maintenance, information systems, etc.). Special training programs are specifically designed to meet the start-up and up-grade skill needs of industry, regardless of the type of operation or employment size of the facility. PCC is well known in the North Carolina Community College System for its specialization in Health Sciences career and college transfer programs.



Pitt Community College is an active participant in Pitt County's continuum of education. The college works closely with Pitt County Schools and East Carolina University to improve the articulation of education in the county. PCC works with Pitt County Schools to offer one of the largest Career Tech programs in the state. Career Tech is a curriculum guide which prepares students for technical careers.

### East Carolina University

East Carolina University (ECU), the third largest of North Carolina's 53 private and public four-year colleges and universities, has an enrollment of nearly 29,000.



Founded in 1907 as a state-supported teacher training school, it became a liberal arts college in 1941 and a state university in 1967. It is now a Research/Doctoral institution offering approximately 200 undergraduate, graduate, and doctoral degrees through its colleges and professional schools. ECU leads the state in distance education offering more than 60 degrees and certificate programs online. The University's Brody School of Medicine operates a family practice center, cancer

center, and outpatient clinics in several medical specialties. It is well-known for its groundbreaking work in telemedicine and robotic surgery. In 2011, the School of Dental Medicine was established at ECU to specifically address the shortage of dentists in rural regions of North Carolina.

### ECU School of Dental Medicine

The ECU School of Dental Medicine enrolled its first class of pre-doctoral students in 2011. In 2014, pre-doctoral students joined the Community Service Learning Centers (CSLCs) to gain hands-on experience treating patients in rural, underserved areas across the state. The faculty, staff, student, and patient populations are growing rapidly as they live out the vision to educate the next generation of primary care dentists with a focus on serving rural and underserved areas of North Carolina. Programs include the pre-doctoral program, leading to a doctor of dental medicine degree (DMD), and post graduate programs in advanced education in general dentistry (AEGD), general practice residency, and pediatric dentistry.



## TRANSPORTATION

Access to the area is provided by an east-west Interstate-quality freeway, a north-south four-lane highway, two railroads, and three commercial airports. An international airport is within a two hour drive and Interstate 95 is within 30 miles of Pitt County. Thirty motor freight carriers provide regular service to the area, with eight operating terminals within the County. Three major deep water ports – Wilmington, NC, Morehead City, NC, and Norfolk, VA – are each within 120 miles of the area.

The County has approximately 1,800 linear miles of public roads and highways currently maintained by the North Carolina Department of Transportation.

The Pitt-Greenville Airport is a municipal facility owned jointly by the County and the City of Greenville and located adjacent to the Greenville Industrial Park in the northwest portion of Greenville. The Airport, just under 1,000 acres, is a non-hub Regional (Commuter) Airport currently served by American Airlines, with round trips daily to its hub in Charlotte. In addition to airline activity, the Airport serves as the portal of entry for a myriad of corporate and business aircraft serving such clients as DSM Pharmaceuticals, Grady-White Boats, Weyerhaeuser, and NACCO Materials Handling Group. Other services utilizing the Airport include air ambulance and air freight companies.



Daily rail service is provided to the County by CSX Transportation and Norfolk – Southern Railway, two of the nation's largest railroad systems. Interconnecting in Greenville, these systems allow for the transport of freight shipments to and from such cities as Atlanta, New Orleans, Miami, St. Louis, Chicago, Detroit, Philadelphia and Pittsburgh.

The County is served by two public transit systems – one that is operated by the City of Greenville (Greenville Area Transit – GREAT) and one that is operated by the County (Pitt Area Transit System – PATS). The City of Greenville operates an urban bus system within its corporate limits. The County has no financial responsibility for subsidizing this service. The County operates Pitt Area Transit as a department of County government with an appointed advisory board to oversee the operation of this department and general public transportation services.



## HEALTH & WELFARE

### Social Services



The Department of Social Services administers the following Public Assistance or Income Maintenance Programs: Medicaid, Work First Cash Assistance, Special Assistance to Adults, Food Stamps, and Energy Assistance. In addition to the public assistance programs, the Department of Social Service operates the child support enforcement program. The Department of Social Services provides protective services for abused and neglected children and adults, foster care for children and adults, adoption services, day care services for children, family planning, employment counseling services, in-home services, and individual and family adjustment services. The Department also assists persons in securing health care consumer education and other informational services.

### Mental Health

As a result of House Bill 381, adopted in the 2002 legislative session, Public Mental Health authorities in North Carolina changed from direct service providers to managers of service. While the transition was a multi-year process, Pitt County completed its transition to a Local Management Entity (LME) effective July 1, 2005. By taking a planned orderly approach, the citizens have continued to receive excellent care from private providers. In May 2006, Pitt County adopted a "Resolution of Intent" and actively pursued the creation of a 9-county LME to be made up of Pitt, Craven, Beaufort, Jones, Pamlico, Bertie, Gates, Northhampton & Herford Counties. Effective July 1, 2010, the service area of the LME increased with the addition of 10 counties in the Northeastern portion of North Carolina creating a management entity overseeing 19 counties and close to 600,000 residents.

Effective July 1, 2015, Pitt County officially became one of 24 counties that make up Trillium Health Resources. Trillium Health Resources is an LME/MCO (Managed Care Organization) managing mental health, developmental disabilities and substance abuse services throughout the eastern NC region. Trillium Health Resources partnered with nonprofit Healing Transitions with plans to open a \$10 million, 200 bed substance abuse recovery center in Pitt County. The groundbreaking took place in May 2016 at Pitt County Government's North of the River Complex. The new facility is scheduled to open late 2017.

Pitt County continues to annually allocate local funds to provide services above and beyond those funded by the State or third party payor sources. For fiscal year 2016-17, the County's budgeted appropriation is \$487,500. In addition to these local dollars, Pitt County also passes through ABC revenue to Trillium Health Resources to support alcohol counseling and recovery services. The LME/MCO budget is supported by fees for services, County, State and Federal funds.



## Public Health

The primary purpose of the Public Health Department is to ensure the health and well-being of the citizens of the County by means of various population based activities that fall into the general strategy of health promotion and disease prevention. This strategy distinguishes public health activities from other health care activities that are more curative in nature and more individualized in scope. The responsibility for administration of activities as assumed by County government is implemented through the County Board of Health.

The scope of Public Health Department activities falls into six broad categories: (1) control of communicable diseases, including environmental health activities, control of sexually transmitted diseases, tuberculosis and other childhood diseases in child care settings; (2) specific health care services to assure minimal preventive health services for the indigent, including immunization, family planning, prenatal care, well baby care and specialized services for children with special needs; (3) nutrition education and food supplementation; (4) screening and early detection activities directed at the adult population; (5) support and follow-up services especially for high risk infants and pregnant women; and (6) health education and health promotion activities, including an on-going community diagnosis to identify specific community based health problems and develop appropriate interventions.



## Food, Lodging and Institutional Sanitation

Protecting citizens from unnecessary environmental risks has always been a priority of Public Health. The Department of Environmental Health under the direction of Public Health, inspects all restaurants, food and drink stands, mobile food units, push carts, temporary food stands, stands at festivals, meat markets, hotels, motels, bed and breakfast establishments, schools, childcare facilities, residential care homes, and tattoo artists/establishments to ensure that they comply with the sanitation standards established by the state health department.



## HEALTHCARE

### Vidant Medical Center



Vidant Medical Center (formerly operated as Pitt County Memorial Hospital) is an 861-bed acute care hospital. Eleven of the twenty members of the Board of Trustees of the Corporation are appointed by the Pitt County Board of Commissioners. Vidant Medical Center is one of four academic medical teaching centers in the State and serves as a teaching hospital for the ECU Brody School of Medicine. Vidant Medical Center is a regional health care referral center serving over 1.3 million people in a 29-County area with a multitude of services that include organ transplant; a Level I Trauma Center; air ambulance service; neonatal intensive care; and centers for rehabilitation, diabetes, cancer, and cardiac care.

### Cancer Center

Vidant Health officials broke ground on March 20, 2015 for a new cancer center and bed tower at Vidant Medical Center. The new center was designed to create a state-of-the-art medical destination for oncology patients and families. The new six-story, 418,000-square-foot cancer center and bed tower will be adjacent to the East Carolina Heart Institute on the Vidant Medical Center campus. The 96-bed facility will be designed so all inpatient beds can provide care at either intensive or intermediate care levels. Construction of the center began in April 2015 with an estimated completion in 2018.



### James and Connie Maynard Children's Hospital

The James and Connie Maynard Children's Hospital at Vidant Medical Center officially opened in June 2013 with officials predicting that it will become a special healing place for the hundreds of thousands of children whose families live east of I-95. It is the first and only facility designed and built specifically for children in the 29-county region served by Vidant. The 78,000-foot addition to the existing hospital is brightly decorated in colors soothing to children. Officials said a key focus of the design was to provide an environment conducive to patient- and family-centered care. The facility has 130 inpatient beds, 67 outpatient beds and a special care nursery consisting of 21 beds, each in a private room. It also has the Kids Immunosuppressed Specialty Unit (KISU), a six-bed unit for children with cancer, blood disorders and other conditions that require treatments which compromise their immune systems.



### Brody School of Medicine

Brody School of Medicine (BSOM) was established in 1975 by an act of the North Carolina General Assembly. Brody School of Medicine has a threefold mission: to produce primary care physicians—especially family doctors—to serve the State, to increase opportunities for minorities and disadvantaged students to pursue a medical education, and to enhance the system of health care in eastern North Carolina. In addition to educational programs, patient care and research are focal points of the Brody School of Medicine. The school is the principal source of advanced referral medical care for citizens of Eastern North Carolina, and is an important source of primary care for citizens of Pitt County.

### East Carolina Heart Institute



The East Carolina Heart Institute opened in January 2009 as a partnership with Vidant and ECU along with cardiovascular experts in private practice, academic medicine and research. It is the first institute in NC devoted exclusively to education, research, treatment and prevention in cardiovascular diseases. The institute has set the standard for cardiovascular care in NC.



## PARKS & RECREATION

Over the past thirty years, Pitt County Community Schools and Recreation has developed recreation programs and joint-use recreation facilities on school campuses throughout the county. In May 2016 Pitt County was the winner of the 'Great Place for Healthy Living' competition which is a People's Choice Award sponsored by the American Planning Association for the County Home Road complex. The complex includes Alice F. Keene District Park, Pitt County Council on Aging, Making Pitt Fit Community Garden, Wintergreen School, Eastern Carolina Village and Farm Muesum, Leory James Farmers' Market, the Animal Shelter and Recycling Center.



In 2010, the County dedicated the district park as the Alice F. Keene Park. The Alice F. Keene Park includes 1.25 miles in walking trails, two lighted softball fields, 4 multipurpose fields, a playground, horseshoe and bocce courts and a concession stand with restrooms. The Making Pitt Fit Community Garden began operating in 2012. Located adjacent to the Farmer's Market, two elementary schools, Alice F. Keene District Park, the Council on Aging, the Community College Greenhouse and near several underserved neighborhoods, the garden is accessible to a cross section of the population.



The goal of the garden is to increase the consumption of fruits and vegetables and increase physical activity through work in the garden and use of the District Park. The garden includes an intergenerational component with students from the elementary schools working with seniors. Current participation reflects diversity of ages, races, cultural and socioeconomic backgrounds. Through the strong support, guidance and hard work of the Community Garden Advisory Committee, strategies

have been put in place to build a strong infrastructure and foundation that will ensure the quality of the community garden for years to come.

# COMMUNITY PROFILE



## STATISTICAL INFORMATION

<b>Government</b>		
Date of Incorporation	1760	
Form of Government	Commissioner-Manager	
County Seat	Greenville, NC	
Number of County Employees	978.75	
<b>Area Statistics</b>		
Population (July 2015 Estimated)	175,390	
Area in Square Miles	656.52	
<b>Taxes</b>		
NC Retail Sales Tax	4.75%	
Pitt County Local Sales Tax	2.25%	
Pitt County Property Tax Rate Per \$100 Value	0.686	
<b>Climate</b>		
Average Maximum Temperature	72 F	
Average Minimum Temperature	50 F	
Average Annual Precipitation	49.04"	
<b>Economic Indicators</b>		
Population Increase (2000 - 2010)	25.7%	
Employment Increase (2000-2010)	13.2%	
Unemployment (2015)	6.1%	
Median Family Income (2014)	\$57,600	
Retail Sales (Fiscal Year Ended June 2014)	1.85 billion	
Retail Sales Increase (FY 2014 over FY 2013)	0.3%	
Average Cost of Housing Sold (2013)	\$146,307	
Percentage of population 25 years and over (2000)		
High School Graduate or Higher	79.9%	
Bachelor's Degree or Higher	26.4%	
<b>Population</b>		
2010 Census	168,148	
2014 Estimated, Office of State Budget & Management	174,414	
2019 Projected Total Population (NC Department of Commerce)	181,722	
<b>Population - by Age (2010 Census)</b>		
< 20	28.04%	47,144
20 - 24	12.83%	21,567
25 - 34	14.37%	24,165
35 - 49	18.41%	30,954
50 - 64	16.47%	27,699
65 & Over	9.88%	16,619
<b>Population - by Gender (2010 Census)</b>		
Male	47.20%	79,360
Female	52.80%	88,788



## STATISTICAL INFORMATION CONTINUED

### Population - Ethnicity / Race (2010 Census)

White	57.12%	96,038
Black or African American	33.79%	56,813
Hispanic or Latino	5.47%	9,202
Identified by two or more	1.61%	2,699
Asian	1.52%	2,561
American Indian and Alaska Native	0.28%	474
Other	0.17%	290
Native Hawaiian and Pacific Islander	0.04%	71

### Transportation

Miles of Streets	Over 1,800
Airports (Pitt-Greenville (PGV))	1
Railways	2
Major 4-Lane Highways	2

### Culture & Recreation

Library Facilities	9
Bookmobiles	1
Book Circulation (Sheppard System Only)	477,647
Number of Books (Sheppard System Only)	231,900
Parks	30
Park Acreage	1,300
Golf Courses - Public & Private	7
Swimming Pools	6
Tennis Courts	36

### Education

Number of Public School Systems	1
Number of School Instructors	1,560
Number of Elementary/Middle Schools	29
Number of Secondary Schools	7
Community Colleges (Pitt Community College)	1
Universities (East Carolina University)	1

### Medical

Number of Hospitals (Vidant Medical Center)	1
Number of Patient Beds	909

### Fire Protection & EMS Services (Non-Municipal)

Number of Stations	30 (20 Fire, 10 EMS)
Fire & EMS Personnel (Officers, Volunteer, & Paid)	943
Fire & EMS Calls Dispatched (Both Municipal & Non-Municipal)	40,200
Number of Fire Inspections Conducted	454



## STATISTICAL INFORMATION CONTINUED

### Law Enforcement (Sheriff & Detention)

Number of Stations	1
Number of Detention Centers	1
Number of Beds in Detention Center	500
Number of Personnel and Officers - Sheriff	149
Number of Personnel and Officers - Detention	175
Number of Patrol Units (Deputies)	44
Number of Calls for Service (CY 2015)	29,247

### Sources of Information

- Departments of Pitt County Government
- Sheppard Memorial Library (Reports only main and satellite branches)
- City of Greenville - Recreation & Parks (Reports City facilities only)
- Pitt County Board of Education
- Vidant Medical Center
- North Carolina Department of Commerce
- Pitt County Development Commission
- North Carolina Office of State Budget & Management
- United States Census Bureau

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# COUNTY DATA COMPARISONS



	2015 Estimated Population*	2015-16 Tax Rate	2015 Sales/ Assessment Ratio	Real Estate Valuation Per Capita	Education Current Expense Per ADM**	2015-16 Assessed Valuation**	Proceeds of 1- Cent Tax Levy
<b>Comparable Size Counties</b>							
Gaston	211,952	0.8700	99.54	\$71,712	\$1,429	\$15.2	\$1,519,958
Cabarrus	196,033	0.7000	93.92	\$102,068	\$1,661	\$20.0	\$2,000,867
Onslow	194,625	0.6750	100	\$69,157	\$1,730	\$13.5	\$1,345,966
Johnston	183,313	0.7800	97.52	N/A	N/A	N/A	N/A
<b>Pitt</b>	<b>175,390</b>	<b>0.6800</b>	<b>99.28</b>	<b>\$67,986</b>	<b>\$1,517</b>	<b>\$11.9</b>	<b>\$1,192,319</b>
Iredell	169,286	0.5275	98.45	\$125,755	\$1,601	\$21.3	\$2,128,860
Davidson	164,946	0.5400	100.08	\$80,875	\$1,142	\$13.3	\$1,334,000
Alamance	157,624	0.5800	108.27	\$81,117	\$1,603	\$12.8	\$1,278,606
Catawba	156,186	0.5750	98.97	\$101,064	\$1,511	\$15.8	\$1,578,472
<b>Close Proximity Counties</b>							
Beaufort	47,712	0.5300	122.52	\$122,973	\$2,221	\$5.9	\$586,726
Edgecombe	55,384	0.9500	102.79	\$55,405	\$1,179	\$3.1	\$306,854
Lenoir	58,777	0.8350	104.2	\$70,112	\$1,075	\$4.1	\$412,100
Wilson	81,669	0.7300	108.86	\$83,273	\$1,432	\$6.8	\$680,083
Nash	94,338	0.6700	101.83	\$75,293	\$1,435	\$7.0	\$710,300

\*July 2015 Estimated Population from the Office of State Budget & Management

\*\*Average Daily Membership as determined by Board of Education.

\*\*\* Measured in billions.

Source: N.C. Association of County Commissioners 2015-16 Budget & Tax Survey

*(Counties selected for comparison were either in close proximity or similar in population to Pitt County)*



## COUNTY COMMISSIONERS



Pitt County Board of County Commissioners (pictured left to right) front row: Mark W. Owens, Jr. (District 4), Beth B. Ward (Chairman, District C: 4 & 5), Mary Perkins-Williams (District 2), Jimmy Garris (District 5), David Hammond (District 1), Back row: Charles Farley (District 3), Glen Webb (District 6), Melvin McLawhorn (Vice-Chairman District A: 1 & 2), Tom Coulson (District B: 3 & 6).

## COUNTY MANAGER

D. Scott Elliott



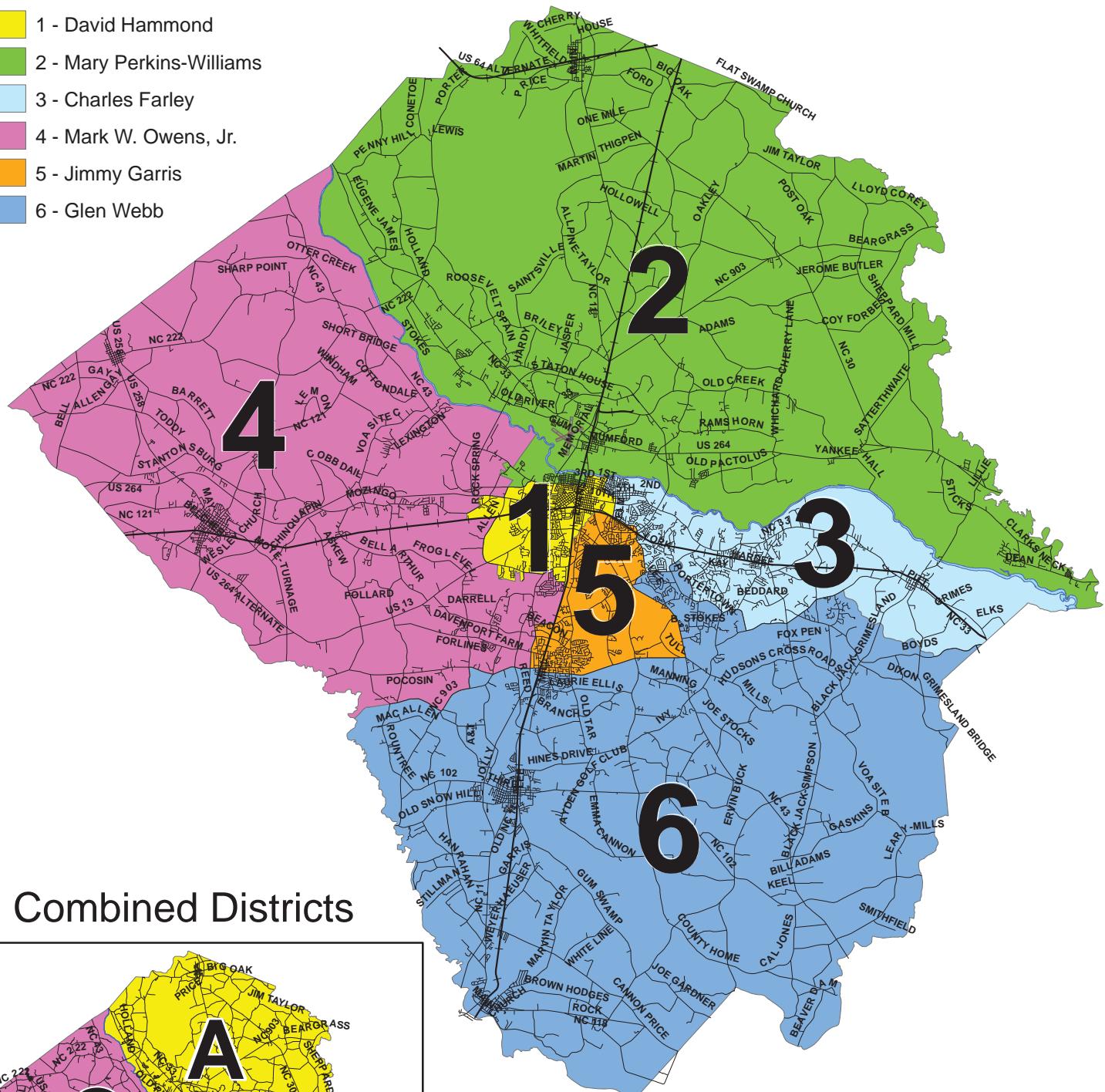


# Pitt County Commissioner Districts

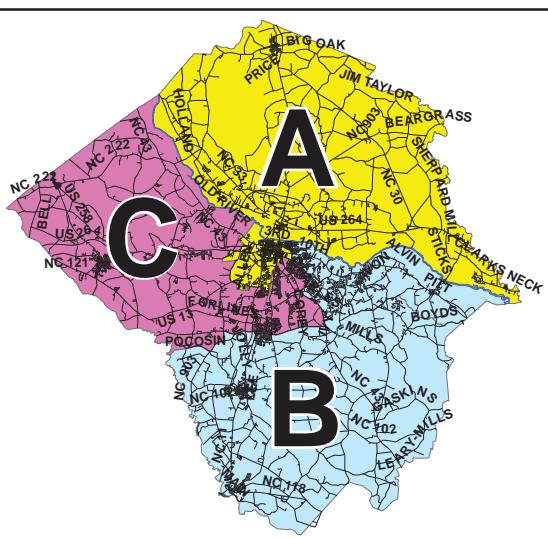
**Pitt County**  
North Carolina

## Districts Legend

- 1 - David Hammond
- 2 - Mary Perkins-Williams
- 3 - Charles Farley
- 4 - Mark W. Owens, Jr.
- 5 - Jimmy Garrison
- 6 - Glen Webb



## Combined Districts



## Combined Districts Legend

- A - Melvin C. McLawhorn
- B - Tom Coulson
- C - Beth B. Ward

Map Produced by  
Pitt County GIS  
January 6, 2015



It is our desire to provide the necessary information for understanding the Pitt County Budget in an easy to read format. Government as a whole is sometimes very complex and confusing, and often the lines between responsibilities of state, county, and city governments become blurred. The Pitt County Budget strives not only to present the financial aspects of the County's annual budget, but also to serve as a policy document, an operations guide, and most importantly, as a communications medium to the citizens of Pitt County so they may understand where, why, and how various monies are spent on programs and services.

Following this **INTRODUCTION** section is the County Manager's **BUDGET MESSAGE**. The budget message acts as a cover letter to the budget, including pertinent information that highlights the Manager's Recommended Budget to the Board of Commissioners. The message contains details about the County's priorities and work programs for the upcoming year as well as financial condition and future issues.

The next section contains the **BUDGET ORDINANCE**, which is the official action of the Pitt County Board of Commissioners to adopt the budget. This Ordinance sets the legal spending limits for the various funds as well as sets the tax rate for the current year's property tax, the tax rates for Fire and EMS Districts, and the solid waste disposal fees.

The **BUDGET SUMMARY** includes a variety of synopses on such issues as the County's Budget Process, Budget Policies, Accounting System, Debt Information, Fund Assignments, etc. It also contains in recap and visual form the Revenue, Expenditure, and Human Resource information, which is shown individually within each departmental budget.

Pitt County's budget is grouped by fund types which are represented in this book by brown divider tabs. A fund is an accounting description for a balanced set of revenues and expenditures grouped together for the purpose of carrying on specific activities. The six fund types in this budget are the General Fund, Special Revenue Funds, Enterprise Fund, Internal Service Funds, a Fiduciary Fund and Capital Project Funds.

The first fund represented is the **GENERAL FUND**. This is the principal fund to account for the provision of basic governmental services and is primarily supported by property taxes, sales taxes, permits and fees, state and federal government revenues, and miscellaneous other sources. Departments in the Governmental Fund are grouped by service area to better identify the type of service provided. These service areas include **General Funds, Cultural & Recreational, Public Safety, Economic & Physical Development, Human Services, Environmental Protection, Education, Debt Service, and Other Programs**. Behind each of these service area categories, departments are shown separately with summary information about the department, accomplishments for the previous year, goals and objectives for the coming year, and performance indicators which may indicate workload, efficiency, or effectiveness of the department. A summary of the department's approved expenditures and revenue sources is shown as well as the authorized employee position total. Position count is shown in Full Time Equivalents (FTE), which means all full time and partial time positions are added together for the total, i.e., two half time positions would equal one FTE.

The next fund section is the **SPECIAL REVENUE FUNDS**. These funds were established to account for proceeds and expenditures which are restricted for special purposes and include: State Grants Fund, Pitt Area Transit System Fund, Fire Districts Fund, EMS District Fund, Industrial Development Fund and E911 Surcharge Fund.

Pitt County has one **ENTERPRISE FUND** for Solid Waste and Recycling. The Solid Waste and Recycling function is operated similar to a private business in that the costs of providing the services are primarily financed through the charges imposed.

## READER'S GUIDE

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Pitt County has four **INTERNAL SERVICE FUNDS**. The Employee Medical Insurance Fund, Retiree Medical Insurance Fund, Workers' Compensation Fund, and Garage Fund are set up to account for goods or services provided by one department or agency to other departments/agencies internal to the organization.

The only **FIDUCIARY FUND** budgeted annually is the Law Enforcement Officers' Pension Fund. These funds are held by the County in a trustee or agent capacity.

Lastly, **CAPITAL PROJECT FUNDS** are used to account for the acquisition and construction of major capital facilities. The three Capital Project Funds budgeted for are Pitt County Schools Capital Reserve Fund, Article 46 Sales Tax Reserve Fund and School Improvement Projects.

The **CAPITAL IMPROVEMENT PLAN** is a projected multi-year plan for major capital projects. Proposed funding sources are identified for projects on the plan. The Plan has been supported by the board, but as a working plan, new projects are subject to change, deletion or reprioritization as deemed appropriate by the Board. Each project is set up by Capital Project Ordinance upon final approval.

The **APPENDICES** section of the budget includes a Glossary of budgetary, accounting, and County terminology;

Should you have any questions after review of Pitt County's Annual Budget, please contact us. Address budgetary questions to Denise Urban, Budget Administrator, at 252-902-3010 or for general information questions about County services or departments, call 252-902-1000.

# MANAGER'S BUDGET MESSAGE

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June 2016

**To the Pitt County Board of Commissioners and Citizens:**

The Fiscal Year 2016-17 Annual Budget for Pitt County is presented herewith. A preliminary balanced budget was submitted May 17 and budget workshops were held on May 17-20 for review and discussion. The final Recommended Budget was presented on June 7 and a public hearing was opened following the review. The Budget Ordinance totaling \$237,119,465 was adopted on June 7, 2016.

The Manager's Budget Message on the pages that follow is as presented with the Manager's Proposed Budget on June 7. Changes made to the budget by the Board of Commissioners before adoption of the final budget are not contained in this message. The changes made by the Commissioners prior to adoption include an additional 1.2% market adjustment for all county staff, bringing the total market adjustment to 2.6%. The Board opted to increase the fund balance appropriation to balance the budget. The remainder of the original message reflects the final provisions of the budget.

The Budget represents hundreds of hours of deliberation on the part of many people—staff, departments, and the Board—and we extend our appreciation to all of them.

Sincerely,

A handwritten signature in black ink that reads "D. Scott Elliott".

D. Scott Elliott, ICMA-CM  
County Manager

# MANAGER'S BUDGET MESSAGE



June 7, 2016

## To the Pitt County Board of Commissioners and Citizens:

The recommended Fiscal Year (FY) 2016-17 Budget for Pitt County, North Carolina, has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act and General Statute 153-A-82. The budget identifies revenue and expenditure estimates for FY 16-17 and attempts to build upon Pitt County's tradition of high quality services. The recommended FY 16-17 budget ensures that the County maintains an available fund balance within the County's stated goal of 18-20%.

The recommended budget for FY 16-17 totals \$236,423,699. This budget represents an increase of 5.57% when compared to the current year's adopted budget. The General Fund, the County's main control fund, is projected at \$167,547,042 or a 5.27% increase from the current year. The proposed tax rate to support the FY 16-17 budget includes a rate adjustment to revenue neutral due to revaluation (67.24 cents), plus an additional 1.36 cents for debt service of the Pitt Community College GO bond. The recommended rate is 68.60 cents per \$100 of valuation. The distribution of these funds is 67.90 cents supporting general county operations and 0.70 cent designated for Industrial Development.

## BUDGET PROCESS

The Board of Commissioners began the budget season by reviewing the County's Capital Improvement Plan at the January 25, 2016 Capital Improvement Plan & Budget Planning Workshop. The Board also reviewed and affirmed the overall goals of the County for the upcoming year.

Departments submitted their FY 16-17 budget requests in early March. Budget conferences to review departmental budgets were conducted with individual department heads in April. From revenue projections and the information gained from departments, the preliminary budget reductions taken from the requests included reducing new position requests, reducing department requests for increased appropriations, capital and other miscellaneous expenses. The Manager's initial reductions to expansion requests totaled over \$6.6 million in the General Fund.

A preliminary balanced budget was presented to the Board in accordance with General Statute requirements on May 17, 2016. The Manager's preliminary balanced budget was the impetus for discussion at workshops held May 17<sup>th</sup>, May 19<sup>th</sup> and May 20<sup>th</sup>.

## Highlights:

- Adjusts the ad valorem tax rate to \$.6860
- Includes additional appropriation for first year debt service for Pitt Community College GO Bond
- Increases funding to both Pitt County Schools and Pitt Community College
- Increases staffing and service levels for Public Safety & Human Services
- Includes funding for Emergency Backup 911 Center

*NOTE: This budget message is as presented by the County Manager prior to adoption of the budget. Changes made by the Board of Commissioners upon final adoption are not reflected within this letter.*

# MANAGER'S BUDGET MESSAGE



## BUDGET DEVELOPMENT CONSIDERATIONS

At the Board's January 25<sup>th</sup> workshop, Commissioners reviewed and affirmed their priority areas to include:

- Education / Schools/ Community College
- Public Safety / Emergency Services
- Economic Development
- Health / Welfare
- Facilities / Space Needs
- Infrastructure
- Recreation & Parks

These have been the priorities of the Board for a number of years. Support for these functions is a guiding principle in budget development as the Board believes a well educated and safe population leads to continued growth in our community.

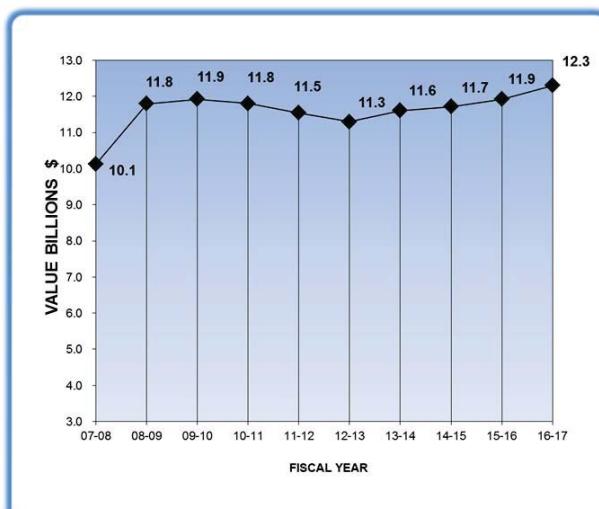
The recommended budget seeks to maintain the Board's priorities and to continue progress in meeting the ongoing needs of our citizens and the provision of those public services mandated by State or Federal law. Considerations included in the development of the coming year's program of work were:

- Continues concept of "base budgeting" and builds upon structural balance;
- Addresses the stated priorities of the Board of Commissioners – education, public safety, health and welfare by adding positions and additional funding;
- Reflects continued, incremental recovery in the local economy;
- Includes a \$.0136 rate adjustment for 2013 voter approved Pitt Community College General Obligation bond debt;
- Addresses/considers additional input received during May 2016 budget workshops;
- Increases utilization of available fund balance to balance the budget.
- Incorporates a revenue-neutral rate for recurring operations as a result of revaluation.

The recommended budget represents a moderate increase in appropriations to accommodate increased service levels.

## REVENUE ASSUMPTIONS

**Ad Valorem Taxes** – Ad valorem property valuation is inclusive of real property, business personal property, motor vehicles, and public service. From FY 2009-10 through 2012-13, Pitt County experienced slight decreases in the base due to a depressed economy coupled with revaluation effective in the FY 12-13 budget. As a growing university community that has seen steady measured population growth, it is believed that while some erosion of the base occurred, it was not a huge value loss as compared to other parts of the state and nation. As of the 2016 property revaluation cycle, property values increased by 3.31%. This growth in the property base represents the highest amount on record and reflects the County's continued economic recovery. The chart demonstrates the continuous growth in the valuation of the tax base of Pitt County over the past 10 years.

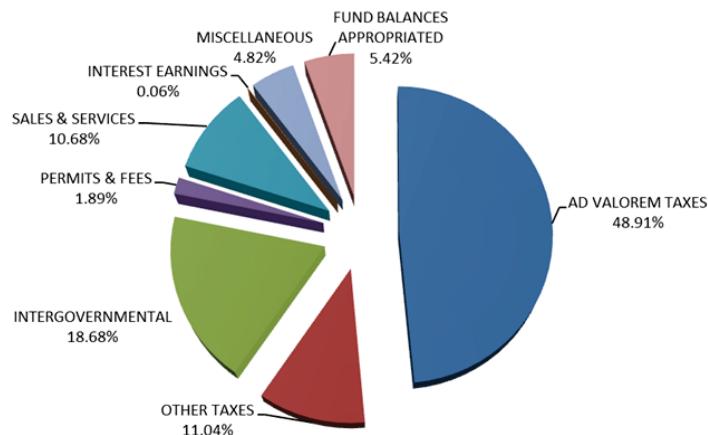


# MANAGER'S BUDGET MESSAGE



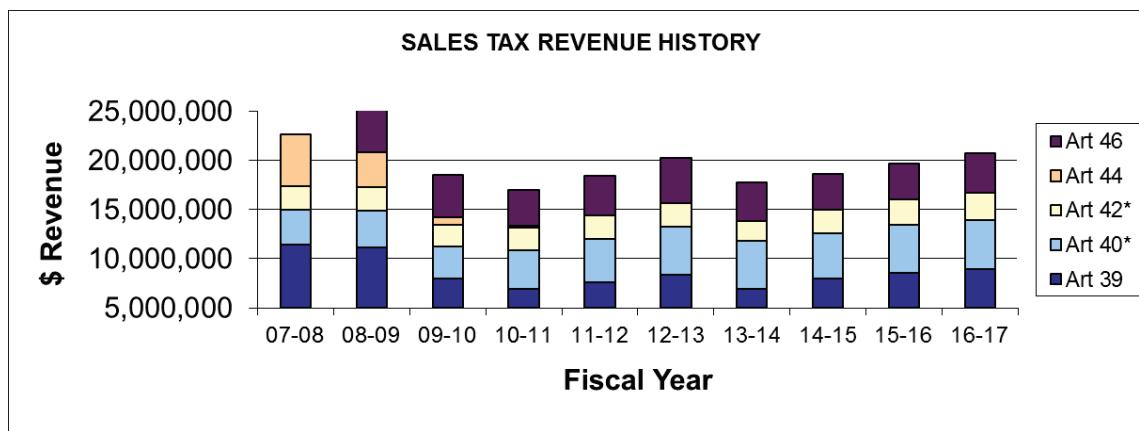
The Industrial Development Fund is allocated seven-tenths of a cent (0.7) from Pitt County's 68.60 cents tax levy. The Industrial Development Fund is used to support economic and industrial development activities throughout the County.

As presented in the pie-chart at the right, which represents the full County budget (all funds), nearly 50 percent of Pitt County's budgeted revenue is derived from local ad valorem property taxes. Federal and State "Intergovernmental" revenues represent the second largest category and other taxes are the third largest source of revenue. Within the General Fund, over 72 percent of the projected revenue is represented by local ad valorem property taxes.



**Intergovernmental Revenues** – Pitt County intergovernmental revenues are received from other governments in the form of block grants or as a reimbursement for services provided by Public Health and Social Services. This category also includes court facility fees, mental health allocation (ABC 5 cent pass through) and school capital reserve funds including article 40, 42 and lottery funds. Lastly, restricted and unrestricted revenues related to our Pitt Area Transit System (PATS) which includes state funding, are also included in this funding category.

**Sales Taxes** – Pitt County's total sales tax rate is 7 percent – a combination of 4.75 percent of which is retained by the State and 2.25 percent that is returned to the County. At the present time, the Article 39 tax is a 1% tax while Articles 40 and 42 are both ½% taxes. In addition, the County also has a local option Article 46 tax that is a ¼% tax enacted after an affirmative vote of the citizens in 2007.



Note: FY15-16 & FY16-17 are estimates

\*Reflects portion received in General Fund

Beginning with the 2009-10 FY, there were many changes within the sales tax structure driven by the State's decision to assume the former local share of the Medicaid burden. As a part of that landmark legislation, the counties ceded the Article 44 tax proceeds back to the State to help offset the cost that was being transferred. Additional changes in distribution methodology from per capita to point of sale were also implemented. As a regional hub, Pitt County continues to see growth as total taxable sales within the County have remained stable. The FY 16-17 budget projects a 4% increase in sales tax revenues.

# MANAGER'S BUDGET MESSAGE



**Fees** – Fees have been reviewed and increases are proposed for several service areas of the County's operations. Animal Services has adjusted adoption fees to cover spay and neuter costs and the municipal intake fee has been increased. Environmental Health has added a temporary tattoo artist fee. Emergency Services has adjusted EMS transport fees based on Medicare allowable rates. Planning has adjusted the charges for review fees for manufactured home parks to cover cost. A data file fee for CD ROMs/DVDs was added to general fees.

**Fire Taxes** – The County approves and levies taxes for 20 Fire Service Districts. The rates to be considered are listed in the chart below.

Fire Districts	Current Rate	Recommended Rate	Amount of Rate Increase
Ayden	0.0599	0.0599	N/A
Bell Arthur	0.0885	0.0885	N/A
Belvoir	0.0225	0.0225	N/A
Bethel	0.0675	0.0675	N/A
Black Jack	0.0740	0.0740	N/A
Clark's Neck	0.0450	0.0450	N/A
Eastern Pines	0.0500	0.0500	N/A
Falkland	0.0800	0.0800	N/A
Farmville	0.0400	0.0500	0.0100
Fountain	0.0675	0.0875	0.0200
Gardnerville	0.0940	0.0940	N/A
Grifton	0.0599	0.0599	N/A
Grimesland	0.0700	0.0750	0.0050
Pactolus	0.0625	0.0625	N/A
Red Oak	0.0700	0.0700	N/A
Sharp Point	0.0600	0.0600	N/A
Simpson	0.0650	0.0650	N/A
Staton House	0.0275	0.0290	0.0015
Stokes	0.0700	0.0700	N/A
Winterville	0.0440	0.0440	N/A

All recommended tax rates were submitted by the three-member fire commission of each respective district.

**Emergency Medical Service (EMS) District Tax** – The EMS District has been in place for thirteen years. The existing 4.6 cents tax rate for the District is recommended to remain constant. The operation of this fund is totally sustained by the EMS tax and user/transport fees in the recommended budget with no required General Fund contribution. The total EMS budget for FY 16-17 is \$5,457,853. Funding amounts are listed in the chart below:

EMS Expenditures	FY 15-16 Adopted	FY 16-17 Recommended	Amount of Increase
County Operations	1,933,045	2,032,456	99,411
Non-Profit Squads			
Ayden	428,400	435,000	6,600
Bell Arthur	425,000	425,000	-
Eastern Pines	428,400	435,000	6,600
Falkland	428,400	428,400	-

# MANAGER'S BUDGET MESSAGE



EMS Expenditures	FY 15-16 Adopted	FY 16-17 Recommended	Amount of Increase
Farmville	428,400	435,000	6,600
Fountain	396,997	396,997	-
Grifton	428,400	435,000	6,600
Winterville	428,400	435,000	6,600

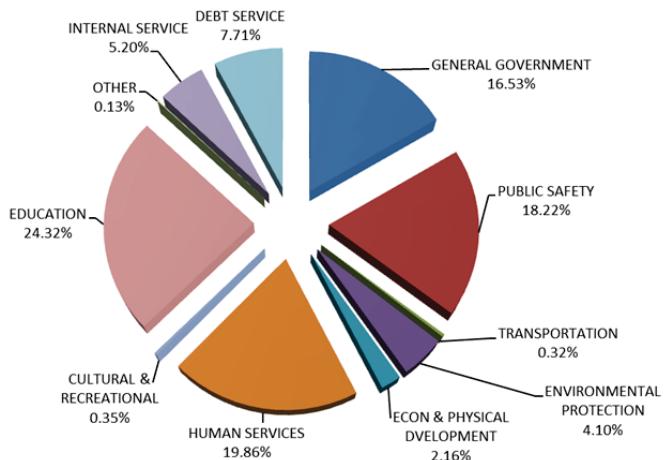
**Fund Balance** – \$4.56 million in Fund Balance is appropriated to balance the FY 16-17 operating budget within the General Fund. This amount is inclusive of a one-time fund balance appropriation of \$681,000 for the Backup PSAP system as well as funding for several other capital items and support for operations. As of June 30, 2016, it is projected that the General Fund Available Fund Balance will be approximately 23.08% of annual expenditures. According to the North Carolina State Treasurer, counties such as Pitt with populations of 100,000 or more held an average fund balance of 25.87% of expenditures at June 30, 2015 while the average of fund balance for all 100 counties was 27.49%. The recommended budget continues to ensure that the County operates within its means and within its adopted General Fund Balance goal of 18-20%.

## EXPENDITURE HIGHLIGHTS

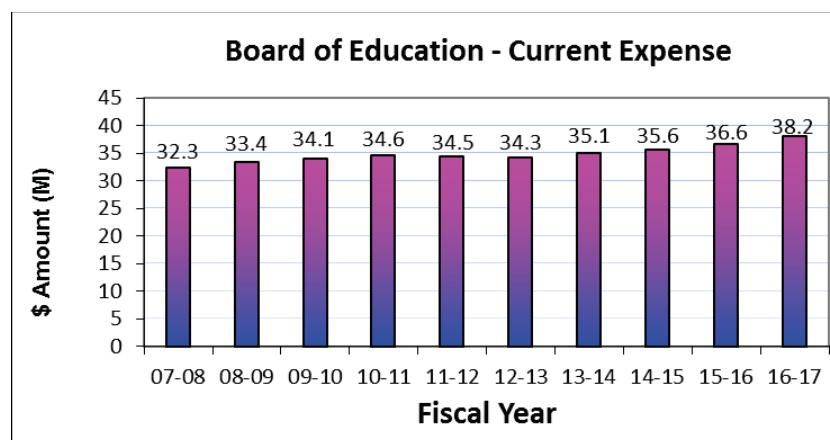
The County's expenditures are divided across several major service areas that are shown on the chart to the right. Education funding to Pitt County Schools and Pitt Community College account for the largest portion, with human services—such as Public Health and Social Services—closely following. Public Safety is our third largest expenditure area.

The total County budget is projected to increase from the current year original budget by 5.55%, with the General Fund, which is the controlling fund, increasing by 5.27%.

Noteworthy changes to expenditures include:



**Education** – Pitt County is providing a \$1,887,053 increase in current expense funding to Pitt County Schools over the current year with a total appropriation of \$39,213,340. Of that amount, \$38.2 million is appropriated for current expense while \$1,000,000 is appropriated for capital expense. The Board has historically appropriated \$750,000 for pay-as-you-go Category I, II and III capital needs. Due to the increase of Public School's facility square footage and the amount of deferred maintenance, the committee has increased the recurring capital appropriation by \$250,000, to \$1,000,000. The chart on the left shows the Board of Commissioners' current expense funding over the past 10 years.



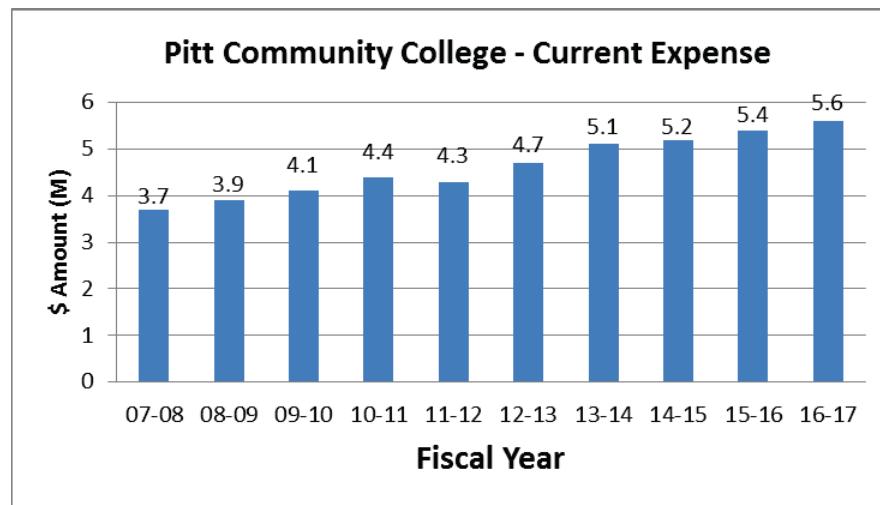
Pitt County Schools will see an increase of 5.06% in current expense appropriation. It is important to note that the recommended FY 16-17 current expense appropriation represents the County's highest level of funding on record for Pitt County, the County's highest priority area.

# MANAGER'S BUDGET MESSAGE



Pitt Community College will see an increase of 5.46% in current expense appropriation. The chart below shows an increase each year over the past 10 years with the exception of FY 11-12 when an across-the-board reduction was made to all County budgets. As is the case for Pitt County Schools, the recommended FY 16-17 current expense appropriation represents the County's highest level of funding on record for Pitt Community College.

Pitt County is providing a \$300,300 increase in current expense funding to Pitt Community College over the current year with a total appropriation of \$5,795,626. Of that amount, \$5.6 million is appropriated for current expense while \$100,000 is appropriated for capital expense. In recognition of continued construction and expansion of Pitt Community College facilities, the County has increased the recurring annual capital appropriation by \$25,000, to \$100,000.



**Human Services** – The Social Services' overall budget increased by 3.19% from a FY 15-16 amount of \$34,498,593 to \$35,597,706 for the new fiscal year. Eight and one-half new positions including two Income Maintenance Caseworkers, one Income Maintenance Supervisor II, two Social Worker Investigative Assessment Treatment positions, one Human Services Planner, one Clinical Social Worker, one Social Work Program Manager and one half time Paralegal have been added to the budget. The Public Health Department's budget reflects an overall increase of 5.81% from a FY 15-16 amount of \$9,763,912 to \$10,331,577 for the new fiscal year. Three and one-half positions including two Processing Assistant IV positions, one Environmental Health Specialist and one half-time Physician Extender II have been added to the budget.

**Public Safety** – The Sheriff's overall budget increased by 5.39% as compared to the current year budget. This increase allows for 5.00 FTE additional positions, continuation of the certification incentive pay program and continuation of holiday pay (up to 12 holidays paid annually if worked). Five new positions including two Gang Intelligence Detectives, one Chemist, one Court Security Check Point Deputy and one Jail Diversion Case Manager have been added to the budget. In addition, four new Telecommunicator positions have been added to the Communications budget.

The Emergency Medical Service Special Taxing District (all of Pitt County with the exception of the City of Greenville) has been operational for thirteen years. This budget holds the EMS District tax rate constant at 4.6 cents. Five of the eight non-profit EMS squads received an increased allocation in the recommended FY 16-17 budget.

The reformulated Fire Service Districts were fully implemented in FY 12-13. Formerly, the districts were Fire Tax Districts. Each Fire Service District will continue to operate with individual tax rates and a general contribution of \$10,000 each from the County. Additionally, there is an established per call supplement. The General Fund also supports the districts with approximately \$300,000 per year in insurance and maintenance costs directly related to the operations of the fire departments.

**Personnel** – A recommended market adjustment of 1.4% beginning July 1, 2016 for all employees is recommended for the FY 16-17 budget.

The County has a pay for performance system that has been in place for more than 17 years. Under this system, annual performance plans are created for each employee and then an annual evaluation is completed to measure work performance against the predefined plan. Each employee that satisfactorily meets their goals and makes the

# MANAGER'S BUDGET MESSAGE

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appropriate score is then eligible for an incremental increase. Additionally, the County has progression programs in place for employees within the Inspections Department and the Sheriff/Detention Departments. Funding for these processes is included in the FY 16-17 budget. The FY 15-16 recommended budget marked the return of funding for these processes for the first time since 2011-12. Also included in the FY 16-17 budget is a law enforcement reorganization and compensation plan which includes reducing the number of law enforcement job titles and restructuring job titles which will result in a 1.2% increase to law enforcement and detention officer positions that are placed on the new pay grade. Additionally, compensation adjustments allow for the Sheriff's command staff to be eligible to participate in the certification program.

At the outset of the budget process, 50.25 new positions were requested by departments. A total of 23.00 have been recommended with 9.00 in Public Safety, 12.00 in Human Services, .50 in Planning, 1.00 in Engineering and .50 in Public Information. A total of four positions have been eliminated with 2.00 in Animal Services, 1.00 in Buildings and Grounds and 1.00 in Public Health. The net increase in positions for the FY 16-17 recommended budget is 19.00.

**Employee Medical Fund** – The Employee Medical Fund experienced lower claims than the prior year, but continue to be higher than previous history. Although no rate changes are proposed in the FY 16-17 recommended budget, minimal employee benefit changes are recommended including an increase in the deductible, an increase in the “max” payment and an increase in emergency and specialist/urgent care copays.

## CAPITAL IMPROVEMENT PLAN

An updated Multi-Year Capital Improvement Plan (CIP) is presented each year as part of the annual budget process. This year, at the Board's January 25<sup>th</sup> Capital Improvement Plan & Budget Planning Workshop, the County completed a review of future capital needs. Staff presented data on construction costs, projected timelines, and operating impact. This data was then overlaid against existing debt service and growth projections to give a better overview of the full impact. For FY 16-17, continuation funding is included for minimal recurring capital outlay.

Fourteen projects totaling \$13,620,000 have been programmed for FY 2016-17 not inclusive of an additional \$25M of capital requests from Pitt County Schools and \$22.4M of capital requests from Pitt Community College. From Pitt Community College's request, \$19.9M was voter approved for a General Obligation bond and \$2.5M will be supported by existing local option sales tax. It is anticipated that \$25M in projects for Pitt County Schools will be supported with issuance of limited obligation bonds and debt service will be paid with existing local option sales tax as well. Projects for both Pitt County Schools and Pitt Community College began in 2015-16 and repayment begins in 2016-17.

## CONCLUSION

As we bring to a close yet another budget development process, it has once again been a pleasure for me to work with the Board of Commissioners to allocate the public resources in accomplishing the County's goals. Also, serving with the professionals that make up the entire County organization as we strive to provide the level of education, health, welfare and safety as needed and desired by our citizens, is a privilege. I appreciate the commitment of our staff to the citizens and the County's business. I'd like to acknowledge the assistance from all Pitt County department heads and their capable staffs in preparation of their departmental budgets and their presentations during our workshops to help illustrate and support the operational needs of the County. Special thanks are extended to Duane Holder, Deputy County Manager – Chief Financial Officer and Denise Urban, Budget Administrator, for their dedication in developing, balancing and compiling the budget documents and presentation materials.

Respectfully submitted,

A handwritten signature in blue ink that reads "D. Scott Elliott".

D. Scott Elliott, ICMA-CM  
County Manager

## BUDGET ORDINANCE



### COUNTY OF PITT, NORTH CAROLINA

### BUDGET ORDINANCE

Fiscal Year 2016-17

**BE IT ORDAINED by the Board of County Commissioners, County of Pitt, North Carolina:**

**SECTION I.** The following amounts are hereby appropriated for the operation and maintenance of the County's various governmental departments, for the payment of debt service obligations, and for capital outlay purchases during the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

#### GENERAL FUND

##### GENERAL GOVERNMENT

Governing Board, County Manager, Legal	1,241,843
Finance, Tax Administration, Elections, Animal Services	4,798,665
Register of Deeds	603,951
Human Resources, Veteran Services	819,954
Mgmt Information Sys, Geographic Information Sys, Imaging Services/Mail Room, Public Information	2,962,118
Buildings & Grounds, Engineering, Housekeeping	3,037,112
Sheriff, School Security, Detention, Jail Inmate Services, Jail Health Services	29,571,959
Emergency Management, Communications	2,620,454
Economic Development, Public Safety, Human Services, Cultural/Recreation Transportation, Medical Examiner	1,732,145
Inspections, Planning, Planning E911, Soil & Water Conservation	1,590,022
Cooperative Extension, Farmers' Market	362,226
Pitt County Schools	39,213,340
Pitt Community College	5,795,626
Transfers to Other Funds	
Transfer to Law Enforcement Officer's Fund	282,493
Transfer to Public Health	4,602,816
Transfer to Department of Social Services	9,898,737
Transfer to Court Facility	54,478
Transfer to Mental Health	487,500
Transfer to Debt Service Fund	6,872,306
Transfer to Worker's Compensation Fund	650,000
Transfer to Emergency Telephone System Fund	681,000
Transfer to Pitt Area Transit System Fund	32,111
Transfer to Retiree Medical Insurance Fund	900,000
Non-Departmental, Contingency	2,330,842
<b>TOTAL</b>	<b>\$121,141,698</b>

##### PUBLIC HEALTH

Administration	\$2,826,462
Environmental Health	1,405,279
Communicable Disease	989,304
Chronic Disease Prevention	539,051
Women's & Children's Health	4,658,033
<b>TOTAL</b>	<b>\$10,418,129</b>

## BUDGET ORDINANCE



### SOCIAL SERVICES

Administration	3,582,734
Services & Programs	23,229,911
Public Assistance	6,184,078
Child Support	2,772,698
<b>TOTAL</b>	<b>\$35,769,421</b>

### COURT FACILITY

Court Facility Operating Expenses	\$295,478
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### MENTAL HEALTH

General Agency	\$587,500
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<b>TOTAL GENERAL FUND</b>	<b>\$168,212,226</b>
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### LAW ENFORCEMENT OFFICERS' PENSION FUND

LEO Pension Operating Expenses	\$282,493
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### SCHOOL CAPITAL RESERVE FUND

School Reserve Operating Expenses	\$6,175,609
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### ARTICLE 46 SALES TAX RESERVE FUND

Sales Tax Reserve	\$5,566,442
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### STATE GRANTS FUND

Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #1	52,800
Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #2	123,200
Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #3	123,200
Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #4	52,800
Safe Spaces	87,362
NC DHHS Triple P	103,105
<b>TOTAL</b>	<b>\$542,467</b>

### PITT AREA TRANSIT SYSTEM FUND

Pitt Area Transit System	\$753,008
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### INDUSTRIAL DEVELOPMENT COMMISSION FUND

Industrial Development Operating Expenses	\$1,196,213
Industrial Development Building	\$790,130
Economic Development Fund	\$1,662,736
<b>TOTAL</b>	<b>\$3,649,079</b>

## BUDGET ORDINANCE

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### FIRE DISTRICTS FUND

#### Fire Districts

Ayden	\$132,369
Bell Arthur	175,043
Belvoir	30,718
Bethel	35,509
Black Jack	108,912
Clark's Neck	24,365
Eastern Pines	336,929
Falkland	131,148
Farmville	61,100
Fountain	43,740
Gardnerville	82,094
Grifton	76,588
Grimesland	74,681
Pactolus	76,202
Red Oak	121,546
Sharp Point	2,979
Simpson	243,660
Staton House	302,010
Stokes	55,014
Winterville	188,198

TOTAL \$2,302,805

### EMS DISTRICT FUND

Pitt County (less City of Greenville) \$5,479,267

### EMERGENCY TELEPHONE SYSTEM FUND

E-911 Operating Expenses \$2,051,477

### DEBT SERVICE FUND

Principal and Interest on Debt \$18,220,395

### SCHOOL CAPITAL PROJECT FUND

Capital Outlay Expenses \$750,000

### SOLID WASTE & RECYCLING FUND

Solid Waste Operating Expenses \$10,846,211

### GARAGE FUND

Garage Operating Expenses \$715,575

## BUDGET ORDINANCE



### EMPLOYEE MEDICAL INSURANCE FUND

Health Plan Expenses	\$9,954,500
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### RETIREE MEDICAL INSURANCE FUND

Retiree Health Insurance Administration	\$946,500
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### WORKERS' COMPENSATION FUND

Workers' Compensation Expenses	\$671,411
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### GRAND TOTAL - ALL FUNDS - EXPENDITURES

**\$237,119,465**

**SECTION II. It is hereby estimated that the following revenues will be available during Fiscal Year 2016-17 to meet the foregoing appropriations:**

### GENERAL FUND

#### GENERAL GOVERNMENT

Ad Valorem Taxes	\$86,794,061
Other Taxes	16,992,907
Restricted & Unrestricted Revenues	803,265
Permits & Fees	1,884,200
Sales & Services	4,776,984
Investment Earnings	100,000
Loan	650,000
Miscellaneous Revenues	2,456,723
Debt & Non Revenue Receipts	1,712,500
Fund Balance Appropriated	4,290,058
Fund Balance - Backup PSAP	681,000
<b>TOTAL</b>	<b>\$121,141,698</b>

#### PUBLIC HEALTH

Restricted & Unrestricted Revenues	\$2,616,270
Permits & Fees	1,547,390
Miscellaneous	767,072
Fund Balance Appropriated	884,581
Intrafund Transfer	4,602,816
<b>TOTAL</b>	<b>\$10,418,129</b>

#### SOCIAL SERVICES

Restricted & Unrestricted Revenues	\$25,642,787
Sales & Services	222,125
Miscellaneous	5,772
Other Debt & Non Revenue Receipts	0
Intrafund Transfer	9,898,737
<b>TOTAL</b>	<b>\$35,769,421</b>

## BUDGET ORDINANCE



### COURT FACILITY

Facilities Fees	\$240,000
Interest	\$1,000
Intrafund Transfer	54,478
<b>TOTAL</b>	<b>295,478</b>

### MENTAL HEALTH

Intrafund Transfer	487,500
Other	100,000
<b>TOTAL</b>	<b>\$587,500</b>

**TOTAL GENERAL FUND** 168,212,226

### LAW ENFORCEMENT OFFICERS' PENSION FUND

Transfer from General Fund	\$282,493
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### SCHOOL CAPITAL RESERVE FUND

Sales Tax Reserve	\$4,500,000
Lottery	1,600,000
Fund Balance Appropriated	75,609
<b>TOTAL</b>	<b>6,175,609</b>

### ARTICLE 46 SALES TAX RESERVE FUND

Sales Tax Reserve	\$4,000,000
Fund Balance Appropriated	1,566,442
<b>TOTAL</b>	<b>\$5,566,442</b>

### STATE GRANT FUNDS

Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #1	52,800
Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #2	123,200
Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #3	123,200
Obesity, Diabetes, Heart Disease & Stroke Prevention Grant #4	52,800
Safe Spaces	87,362
NC DHHS Triple P	103,105
<b>TOTAL</b>	<b>\$542,467</b>

## BUDGET ORDINANCE



### PITT AREA TRANSIT SYSTEM FUND

Restricted & Unrestricted Revenues	\$254,297
Sales & Services	466,600
Transfer from General Fund	32,111
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<b>TOTAL</b>	<b>\$753,008</b>

### INDUSTRIAL DEVELOPMENT COMMISSION FUND

Ad Valorem Taxes	\$817,931
Rental Income	189,100
Fund Balance Appropriated	189,182
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<b>TOTAL</b>	<b>\$1,196,213</b>

### ECONOMIC DEVELOPMENT FUND

Fund Balance Appropriated	\$1,662,736
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### INDUSTRIAL DEVELOP BUILDING

Fund Balance Appropriated	\$790,130
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### FIRE DISTRICTS FUND

Ad Valorem Taxes	\$2,302,805
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### EMS DISTRICT FUND

Ad Valorem Taxes	\$2,866,879
Sales & Services	2,425,000
Fund Balance Appropriated	187,388
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<b>TOTAL</b>	<b>\$5,479,267</b>
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### EMERGENCY TELEPHONE SYSTEM FUND

911 User Fees	\$1,181,808
Transfer from General Fund	\$681,000
Fund Balance Appropriated	188,669
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<b>TOTAL</b>	<b>\$2,051,477</b>

### DEBT SERVICE FUND

Miscellaneous	\$679,708
Transfer from Article 46 Sales Tax	5,153,942
Transfer from School Capital Reserve	5,425,609
Transfer from General Fund	6,872,306
Solid Waste Transfer	88,830
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<b>TOTAL</b>	<b>\$18,220,395</b>
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## BUDGET ORDINANCE



### SCHOOL CAPITAL PROJECT FUND

Transfer from School Capital Reserve

\$750,000

### SOLID WASTE & RECYCLING FUND

Fees & Charges  
Other Revenues  
Loan

\$8,219,711  
826,500  
1,800,000

**TOTAL**

\$10,846,211

### GARAGE FUND

User Charges

\$715,575

### EMPLOYEE MEDICAL INSURANCE FUND

User Charges  
Interest Income  
Fund Transfer from County Departments  
Fund Balance Appropriated

\$466,072  
5,000  
9,207,759  
275,669

**TOTAL**

\$9,954,500

### RETIREE MEDICAL INSURANCE FUND

User Charges  
Transfer from General Fund

\$46,500  
\$900,000

**TOTAL**

\$946,500

### WORKERS' COMPENSATION FUND

Transfer from General Fund  
Transfer from Solid Waste & Recycling Fund  
Transfer from Pitt Area Transit System Fund

\$650,000  
15,250  
6,161

**TOTAL**

\$671,411

### GRAND TOTAL - ALL FUNDS - APPROPRIATIONS

**\$237,119,465**

### SECTION III.

Fire Districts	Tax Rate	Estimated Valuation	Levy
Ayden	0.00599	\$231,396,241	\$132,369
Bell Arthur	0.00885	\$207,108,685	175,043
Belvoir	0.00225	\$142,958,059	30,718
Bethel	0.00675	\$55,085,242	35,509
Black Jack	0.00740	\$154,113,082	108,912
Clark's Neck	0.00450	\$56,695,665	24,365
Eastern Pines	0.00500	\$705,610,102	336,929
Falkland	0.00800	\$171,659,689	131,148
Farmville	0.00500	\$127,958,962	61,100
Fountain	0.00875	\$52,343,889	43,740
Gardnerville	0.00940	\$91,448,974	82,094
Grifton	0.00599	\$133,885,177	76,588
Grimesland	0.00750	\$104,267,143	74,681

## BUDGET ORDINANCE

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Pactolus	0.00625	\$127,668,847	76,202
Red Oak	0.00700	\$181,818,597	121,546
Sharp Point	0.00600	\$5,198,872	2,979
Simpson	0.00650	\$392,525,084	243,660
Staton House	0.00290	\$1,090,484,439	302,010
Stokes	0.00700	\$82,294,528	55,014
Winterville	0.00440	\$447,877,618	188,198
Total Fire Districts			\$2,302,805
<b>EMS District</b>			
Pitt County (less City of Greenville)	0.00460	\$6,106,552,166	\$ 2,724,744

**SECTION IV.** The County Manager and/or Deputy County Manager - Chief Financial Officer are hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. The Deputy County Manager - Chief Financial Officer or designee may transfer amounts between objects of expenditure within a department (operating line items only).
- b. Movement of funds between/across expenditure categories (Personal/Operating/Capital) may be requested by Department but require approval of Manager. No lapse salary can be used to fund any other operational expense, without Manager approval. Movement of funds to purchase unbudgeted Capital requires same approval.
- c. The County Manager may transfer amounts less than \$20,000 between departments within a fund upon finding they are consistent with operational needs.
- d. The funding for merit (step) increases, reclassifications, and cost of living allowances may be moved from the budgeted reserve with the approval of the Deputy County Manager - Chief Financial Officer.
- e. No revenues may be increased, no funds may be moved from the Contingency account, and no transfers between funds may be processed unless formal action is taken by the Board of Commissioners.
- f. Upon notification of funding decreases from state, federal or grant sources, budgets may be adjusted to match with the approval of the County Manager or Deputy County Manager - Chief Financial Officer. Board of Commissioners' action will not be required unless staffing is affected.

**SECTION V.** The County Manager is hereby authorized to execute new contracts, service agreements, and change orders valued \$75,000 or less on behalf of the County and its operating departments, including the Industrial Development Commission, provided that sufficient funding is available and the action is consistent with County policy. Actions between \$50,000 and \$75,000 will be reported back to the Board. Additionally, renewal contracts already budgeted and accounted for as a part of the annual budget process may be signed regardless of the amount.

**SECTION VI.** The County Manager and/or Deputy County Manager - Chief Financial Officer are hereby authorized to assign fund balance as related to projects originally having a budget but not used during the fiscal year budgeted. Assignments can also be removed at this level.

**SECTION VII.** County Commissioners are to be compensated at a rate of \$1,021 per month for regular service. Additionally, County Commissioners are compensated to cover mileage and expenses incurred in their service to Pitt County in the amount of \$200 per month for regular members, \$300 for the Vice Chair, and \$400 for the Chair.

**SECTION VIII.** Changes to Pitt County fees and charges as presented in Budget Workshops will be effective July 1, 2016, and incorporated into the Pitt County Manual of Fees. It is the practice of Pitt County to adopt at July 1, the IRS mileage reimbursement rate that was effective the prior January.

## BUDGET ORDINANCE

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**SECTION IX.** The Board of County Commissioners hereby levies a tax rate of sixty-seven and nine tenths cents (.6790) per one hundred dollars (\$100.00) of valuation on property for the County General Fund, and seven tenths of a cent (.0070) per one hundred dollars (\$100.00) of valuation on property listed for taxes for the Industrial Development Commission Fund for a total levy of sixty-eight and six tenths cents (.6860) per one hundred dollars (\$100.00) of valuation for current year's property tax. The tax rate is based upon an estimated total valuation of property for the purpose of taxation at \$12,317,577,680 and an estimated collection rate of 98.9%.

**SECTION X.** The Board of County Commissioners hereby levies a per household assessment fee on solid waste disposal in the amount of \$71 per household and authorizes the assessment amount to be printed on the Pitt County Property Tax statement. The assessment is authorized to be collected in the same manner as property tax. A \$40 per ton tipping fee is adopted for construction and demolition waste and \$45 per ton tipping fees is adopted for commercial and industrial waste.

**SECTION XI.** The Board of County Commissioners hereby authorizes the Pitt County Tax Collector to collect certain taxes for the municipalities of Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson and Winterville in accordance with the Municipal Collection Agreements adopted by the governing boards and in compliance with the North Carolina General Statutes.

**SECTION XII.** The Board of County Commissioners hereby authorizes married full-time benefited County employees who were married and receiving the benefit of family health insurance on or before June 30, 2013, to continue to receive the benefit at no additional cost. This compensation is subject to annual appropriation and approval by the Board of County Commissioners.

**SECTION XIII.** In accordance with an official resolution of the bond dated June 6, 2014 and submitted to the North Carolina Department of Revenue, The Board of County Commissioners hereby authorizes the reduction of the discount rate for early ad valorem tax collection from 2% to 1/2% beginning with the 2015-16 fiscal year.

Adopted this 7th day of June, 2016.



Beth B. Ward, Chairman  
Pitt County Board of Commissioners

Kimberly W. Hines, Clerk  
Pitt County Board of Commissioners



Changing conditions, along with demands for increased services, have forced a re-evaluation of the roles of local governments. As public officials, we are charged with the responsibility of ensuring that all local governmental services are provided in the most efficient and effective manner possible in order to maximize available resources. The budgetary process allows for the accumulation of financial and performance information relative to these services and provides the tools necessary to analyze the merits and cost implications of each.

## **LEGAL BUDGET REQUIREMENTS**

North Carolina counties budget and spend money under the Local Government Budget and Fiscal Control Act (LGBFCA), as adopted by the North Carolina General Assembly. The LGBFCA (G.S. 159-10-13) establishes the dates by which each stage in the annual budget process is to be completed.

### **Budget Preparation Calendar**

- Departmental requests, other than the public schools, must be submitted to the budget officer before April 30.
- School administrative units and community colleges must submit their proposed budgets and requests for county appropriations and supplemental tax levies no later than May 15.
- The recommended budget must be given to the Board of Commissioners no later than June 1.
- The Commission must enact the budget ordinance by July 1, when the budget year begins.

### **Budget Forms and Procedures**

The budget officer must prescribe the forms and procedures for the departments to use in preparing their requests; in the words of G.S. 159-10, requests "shall be made in such form and detail, with such supporting information and justifications, as the budget officer may prescribe." G.S. 159-10 also requires that a budget request show actual expenditures for the prior year, estimated expenditures for the current year and requests for the proposed budget year.

### **Departmental Requests**

G.S. 159-11 requires that the budget officer's recommended budget be balanced unless the Board of Commissioners insists that an unbalanced budget be submitted. A further requirement is that the budget must be accompanied by a budget message. G.S. 159-11(b) states what the message should include:

- A concise explanation of the governmental goals fixed by the budget for the budget year,
- Important features of the activities anticipated in the budget,
- The reasons for stated changes from the previous year in program goals, programs, and appropriation levels, and
- Any major changes in fiscal policy.



## Board Review

Once the budget is before the Board of Commissioners, several general legal provisions apply to Board review and adoption of the budget ordinance.

- At least ten days must pass between submission of the budget and the adoption of the budget ordinance.
- On the same day that the budget is submitted to the Board of Commissioners, the Budget Officer must file a copy of it in the office of the Clerk to the Board where it is available to the public and the press.
- The Clerk to the Board must publish a notice that the budget has been delivered to the Board of Commissioners and is available for public inspection. This advertisement must also note the time and place of the required public hearing.
- During the interval between submission and adoption, the Board may conduct its review at both regular and special meetings. At least one of these dates must be a public hearing at which any person who wishes to comment may.
- The Open Meetings Law (G.S. 143-318.9 - 318.18) applies to the budget preparation and adoption process.

## Adoption of the Budget Ordinance

The budget ordinance must contain the appropriations, the estimated revenues, the property tax levy and actual tax rate. As required by the Local Government Budget and Fiscal Control Act (G.S. 159, Article 3), the governing board must adopt an annual balanced budget ordinance by July 1 for all funds except those funds that operate under project ordinances. A balanced budget is one in which the sum of estimated net revenues and appropriated fund balances equals the appropriations.

## BUDGET PREPARATION AND ADOPTION

From inception to adoption, the budget process encompasses the better part of a year—normally 8 to 10 months. An outline of the *Budget Calendar* is included within this section. For Pitt County, the process begins in the fall with solicitation of capital needs for inclusion in the County's multi-year Capital Improvement Program and departmental long-term goals and objectives. The Board of Commissioners holds a series of planning sessions during the winter months to identify and set the overall goals for the County and to review the financial forecast.

Budget packages and instructions were distributed to departments in February. After departments submitted their projected budget, individual budget conferences were held with each department head and the County Manager, Budget Administrator, and appropriate Deputy County Manager(s). Revisions were made as necessary in the operating and capital budgets and in revenue estimations until a balanced budget was presented by the County Manager to the Board of Commissioners.

The Manager's preliminary balanced budget was submitted to the Board of County Commissioners in May. Afterward, several workshop sessions were held to review requests and receive input. Based on input received, the Manager finalized his proposal and presented a Proposed Budget. The Manager's *Budget Message*, included in a previous section of this document, accompanied the proposed budget and outlines the recommendations and highlights major policy changes. A public hearing was held on June 7 to assure adequate opportunity to receive additional citizen input on the budget.

# **BUDGET PROCESS**

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Pitt County's budget was adopted on June 7, 2016, in accordance with legal requirements for final adoption prior to July 1.

The budget is prepared on the modified accrual basis of accounting as required by North Carolina General Statute 159-26(c). Appropriations lapse at year-end in the General and Special Revenue Funds for which annual budgets have been legally adopted. The budgets for Capital Project Funds are adopted on a project basis, which may cover more than one year. Appropriations are carried over in these funds until the project(s) are completed.

Budgets for General, Special Revenue, and Capital Project Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). The Board of Commissioners annually adopts a budget by ordinance approximating funds and may, during the year, authorize supplemental appropriations.

## **BUDGET AMENDMENT PROCESS**

Amendments increasing or decreasing revenues and expenditures to the Pitt County Budget may be submitted at any time during the year. After review by staff and recommendation of the Manager, amendments increasing revenue require formal approval by the Board of Commissioners. Decreases in funding from state, federal, or grant sources may be reduced without Board approval provided that staffing levels are not affected.

Authorization for transferring appropriations within a fund is as follows:

- The Deputy County Manager - Financial Services or designee may transfer amounts between objects of expenditure within a department (operating line items only).
- Movement of funds between/across expenditure categories (Personal/Operating/Capital) may be requested by Department but require approval of Manager. No salary lag can be used to fund part time staff or pay overtime without Manager acknowledgement. Movement of funds to purchase unbudgeted Capital requires same acknowledgement.
- The County Manager may transfer amounts less than \$20,000 between departments within a fund upon finding they are consistent with operational needs.
- The funding for merit (step) increases, reclassifications, and cost of living allowances may be moved from the budgeted reserve with the approval of the Deputy County Manager - Financial Services.
- No revenues may be increased, no funds may be moved from the Contingency account, and no transfers between funds may be processed unless formal action is taken by the Board of Commissioners.
- Upon notification of funding decreases from the state, federal or grant sources, budgets may be adjusted to match with the approval of the County Manager or Deputy County Manager – Financial Services. Board of Commissioners' action will not be required unless staffing is affected.

# BUDGET CALENDAR FOR FY 2016-17



Oct 01, 2015 8:30 am – 10:30 am Board of County Commissioners' Auditorium	<b>Budget Kickoff &amp; Workshop</b> Initial budget discussions – CIP, revenue & expenditure forecast Departments formulate objectives/action plans for the budget year tied to Commissioners' goals <b>Required</b> for department heads, business officers, and/or selected staff who will be involved in budget preparation
Oct 01, 2015	Forward request for Capital Improvement Projects to department heads, PCS & PCC <b><u>continuing and new</u></b>
Oct 23, 2015 5 pm	All CIP requests due, <b><u>continuing and new</u></b>
Jan 1, 2016	Forward budget packages/requests to EMS Squads / FIRE Departments
Jan 25, 2016 8:30 am – 12:30 pm	Annual Budget Planning Workshop with Commissioners Review, update and affirm Board's goals for FY 2016-17
Feb 1, 2016 9 am	Forward budget packages/requests to department heads and outside agencies MUNIS budget entry access available
Mar 1, 2016 5 pm	All budget requests and documentation due from departments, EMS/FIRE, & outside agencies MUNIS budget entry no longer available to department heads
Mar 1-18, 2016	Budget compilation & balancing
Mar 18, 2016 5 pm	Budget documents to County Manager for review
Mar 21, 2016 – Apr 8, 2016	Internal review by County Manager and select staff
Apr 11-22, 2016	Department heads, outside agencies, PCS and PCC budget conferences with County Manager
Apr 25, 2016 – May 6, 2016	Recommended budget development by County Manager and select staff
May 9, 2016 5 pm	Revised budget requests submitted to departments for review
May 17-20, 2016 8:30 am	Budget Workshops with Commissioners to present and review/amend recommended budget
May 23-27, 2016	Open for additional workshops, if needed
June 6, 2016 9 am	Regular BOCC meeting Manager's Recommended Budget and Budget Message presented to Board of Commissioners
June 7, 2016 7 pm	Public Hearing for citizen input Possible 2016-17 budget adoption
June 20, 2016 6 pm	Alternate date to adopt 2016-17 budget

# BUDGET POLICIES

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Pitt County maintains the following goals, guidelines and policies to ensure planned and orderly direction, to ensure fiscal responsibility, maintain a strong financial position, and maintain the necessary level of resources to provide the services required of its citizens.

## GOALS

The following annual goals were adopted by the Board of Commissioners in the annual Budget Planning Workshops in January 2016 for inclusion in the FY 2016-17 budget year:

1. To promote quality education;
2. To promote community safety through enhanced emergency service programs;
3. To advance economic development opportunities for Pitt County;
4. To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare;
5. To address the facility and space needs of all county government programs—general government, public schools and community college;
6. To champion infrastructure improvements throughout the county; and
7. To promote the provision of and access to recreational activities for county citizens.

The goals and objectives of Pitt County's departments are designed to fulfill the goals established by the Pitt County Board of Commissioners. The outcomes of these objectives are included in the departmental budget summaries contained within this Budget Document and are also reported to citizens in the Popular Annual Financial Report (PAFR).

## FINANCIAL POLICIES

Pitt County's financial policies set forth basic guidelines for the overall fiscal management of the County. Operating independently of changing circumstances and conditions, these policies provide a framework to assist in the decision-making process for the Board of Commissioners and staff and establish guidelines for evaluating both current activities.

1. The Board of Commissioners provides general guidance through the adoption of the annual budget while the County Manager is charged with the implementation of the budget throughout the fiscal year. To this end, the Board of Commissioners has adopted a series of policies designed to give the Manager authority to, among other things, transfer funds within appropriations to meet changing operational needs, and to recommend personnel actions during the year throughout the budget as long as total authorized head-count is not exceeded.
2. The budget process places emphasis on those personnel and management issues of critical importance to the County's fiscal health: employee relations, office automation, implementation of new technologies, long-term work force planning and management incentives. In doing so, it provides for adequate levels of funding for all retirement systems and maintains the principle of avoiding layoffs to balance the budget, by planning personnel reductions to come from attrition, whenever possible.
3. Generally, expansion of existing services and programs, or the addition of a new service or program is considered in the proposed budget only when a new revenue source can support the ongoing costs or when the requesting department can identify an existing service or program which can be reduced or eliminated.
4. The County shall monitor departmental expenditures on a monthly basis to ensure conformity to adopted budgets and prepare monthly financial reports on all funds comparing actual revenues and expenditures to budgeted amounts. This report is presented to the Board of Commissioners at public session each month.



5. The County shall avoid budgetary practices or procedures that balance current period expenditures at the expense of future years' revenues and it shall be general policy to limit the use of prior year Fund Balance for operating and other on-going expenditures.
6. The budget shall provide for the satisfactory maintenance of capital facilities and equipment.
7. The operating budget shall fully describe the major goals to be achieved by each department and the services and programs to be delivered based upon the levels of funding anticipated or provided. They shall also provide brief descriptions of prior year accomplishments and mission statements for each department and division.
8. The County shall finance essential County services which have a Countywide benefit in the budget from revenue sources which are generated from a broad base, (i.e. property taxes, sales taxes). Throughout the budget document these revenue sources shall be noted as "General Fund Appropriation."
9. The County shall minimize the impact on the use of property tax by seeking alternative funding sources for County services that focus on user fees for responsive services and upgrading and/or enhancement of the property tax base.
10. The County shall review user fee rate structures on an annual basis to continually and accurately charge the cost of service provided to the benefiting user or customers serviced, while being sensitive to the needs of low-income citizens.
11. The County shall actively oppose any legislation which forces local service mandates without concurrent Federal, State or Regional funding or providing additional locally-controlled funding sources.

## REVENUE POLICIES

1. The County shall make every attempt to maintain a diverse and stable revenue base to shelter it from short and long-term fluctuations in any one revenue source.
2. The County shall project its annual revenues through an analytical process using historical data, economic trends, indicators, and conservative approaches for estimating future revenues.
3. The County shall try to establish user charges and set fees for services in its funds at a level that fully supports the total direct and indirect costs of the activities. The County shall review these and all other fees/charges annually and modify them as necessary.
4. The County shall follow aggressive policies to ensure the highest collection percentage for delinquent County revenues.
5. The County shall purposely prepare conservative revenue estimates to ensure that through over collection of revenues and under spending of the budgeted expenditures, no appropriated fund balance will be needed to meet current expenses. Fund balance reliance should be reduced each year in order to improve the County's fiscal position.

## RESERVE POLICIES

1. The County shall, as per Local Government Commission guidelines, maintain a minimum unassigned General Fund Balance of 8.33% or an amount equal to at least one month of General Fund operations. However, it is the County's goal to exceed this minimum and maintain unassigned fund balance in the 18-20% range.
2. The County shall respect the integrity of fund balance by utilizing it as sparingly as possible when funding future budgets.



## **ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES**

1. An audit shall be performed annually by an independent, certified public accountant.
2. The County shall produce a comprehensive annual financial report (CAFR) in accordance with Generally Accepted Accounting Practices (GAAP) as outlined by Governmental Accounting, Auditing and Financial Reporting (GAAFR).
3. The County shall maintain accounting control systems to ensure the safety of all assets held in the public trust and staff shall perform periodic unscheduled audits of all County departments that handle cash and negotiable instruments in the course of daily activities.

## **INVESTMENT POLICIES**

1. The County shall make a cash-flow analysis of all funds on a regular basis. Disbursement, collection and deposit of all funds will be scheduled such that investment capabilities are maximized and follow the guidelines set forth under North Carolina General Statutes.
2. The County shall invest funds by using a flexible investment strategy to secure high returns of income on cash flow that are in excess of current needs and, when permitted by law, will pool cash from several different funds to maximize its potential earnings. Investments will be structured according to the County's overall financial condition in anticipation of financial opportunities and obligations.
3. The County's accounting system will provide regular information concerning cash position and investment performance and will allow earnings to be reflected monthly on financial reports.

## **DEBT POLICIES**

1. The County shall confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues; and where the issuance of long-term debt is required, it will repay the bonds within a period not to exceed the expected useful life of the project.
2. The County shall attempt to keep average maturity of general obligation bonds, limited obligation bonds and certificates of participation at or below 20 years.
3. The County shall not incur long-term debt to support current operations.
4. The County shall maintain a sound relationship with all bond rating agencies and will keep them informed about current projects and other important fiscal events.

## **CAPITAL IMPROVEMENT BUDGET POLICIES**

1. Capital Improvement projects include the acquisition or construction of long-term assets, normally costing greater than \$100,000 and with a life in excess of 10 years.
2. The County shall maintain the fiscal integrity of the County's operating, debt service and capital improvement budgets in order to provide services and construct and maintain public facilities.
3. The County shall make all capital improvements in accordance with an adopted capital acquisition program.
4. The County shall develop a multi-year plan for capital improvements, with proposed funding sources identified for each project. The plan should be updated and extended annually.
5. The County shall coordinate decision making for the capital improvement budget with the operating budget to make effective use of the County's limited resources for operating and maintaining existing services and facilities as well as planning for future needs.
6. The County shall attempt to maintain all its assets at a level adequate to protect the County's capital investment, to minimize future maintenance and replacement costs, and to maximize operating efficiency.
7. The County shall maintain a responsible and prudent fiscal position to minimize long-term interest expense when financing capital improvements.



All County funds except proprietary funds are budgeted for on a Modified Accrual Basis in accordance with North Carolina General Statutes. Proprietary funds are budgeted on a Full Accrual Basis. Under the modified accrual basis, revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Expenditures are recognized in the accounting period in which a liability is incurred, if measurable, except for unmatured principal and interest on long-term debt that is recognized when due.

The entity wide financial statements will be reported on a full accrual basis separated by funds with governmental activities and business-type activities, in accordance with the Governmental Accounting Standards Board Statement No. 34. Under full accrual, revenues are recorded when earned and expenses are recorded when incurred. All governmental funds will be reported in the fund financial statements on a modified accrual basis. All proprietary funds will be reported in the fund financial statements on a full accrual basis.

## FUND ACCOUNTING

Governmental accounting systems should be organized and operated on the basis of fund with account groups. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The County operates its various funds under three broad categories with six fund types. Two account groups are not funds but are used to establish accountability over the County's fixed assets and general long-term debt. The following fund types are included in the Annual Operating Budget:

### GOVERNMENTAL FUNDS

**General Fund** The General Fund is the principal fund used to account for the provisions of governmental services. The fund summarizes the financial transactions of functional services, based on departmental operations, except for those transactions that must be accounted for separately in other funds. There are 6 General Funds: General Government Fund, Public Health Fund, Social Services Fund, Court Facility Fund, Mental Health Fund, and Debt Service Fund. The Debt Service Funds account for expenditures for principal and interest for all general long-term debt account group debt payments. Other governmental fund types provide the resources to make the payments through operating transfers.

**Special Revenue Funds** Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trust or major capital projects) that are legally restricted to expenditures for special purposes. There are 8 Special Revenue Funds: State & Federal Asset Forfeiture Fund; Community Development Block Grant Fund, State Grants Fund, Pitt Area Transit System Fund, Industrial Development Fund, Fire Districts Fund, EMS District Fund, and E911 Surcharge Fund.

**Capital Project Funds** Capital Project Funds are used to account for financial resources to be used for acquisition of major capital facilities. The County maintains separately for accounting and budgeting purposes the following Capital Project Funds: Pitt Community College (Bowen Farm) Fund, Pitt Community College 2010 Fund, Vernon White Fund, Guaranteed Energy Savings Project, Chicod Project Fund, 2009 LOBS Education Projects Fund, Sadie Sautler Project Fund, Communication Expansion Project Fund, Community Schools & Recreation Building Fund, ECTC Building Fund, School Improvement Projects Fund, Industrial Development Building Projects fund, Pitt County Schools Capital Reserve Fund, Article 46 Sales Tax County Capital Reserve Fund, and Pitt Community College 2014 GO Bond Fund.



## PROPRIETARY FUNDS

**Enterprise Funds** An enterprise fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Pitt County has one enterprise fund—the Solid Waste & Recycling Fund.

**Internal Service Funds** Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit or to other governmental units on a cost-replacement basis. Pitt County has four internal service funds: Employee Medical Insurance Fund, Retiree Medical Insurance Fund, Worker's Compensation Fund, and County Garage Fund.

## FIDUCIARY FUNDS

**Trust and Agency Funds** Trust and Agency funds account for assets held by the County in a trustee capacity or as an agent, are custodial in nature, and do not involve measurement of results of operations. Pitt County has one trust fund - Law Enforcement Officers Pension Fund, and three agency funds - Social Services and Sheriff Trust Fund, Tax Collections Held for Municipalities Fund, and Flexible Benefit Plan Fund.

## ACCOUNT GROUPS

**General Fixed Assets Account Group** This group of accounts is established to account for all fixed assets for the County, other than those accounted for in the Proprietary Funds. General fixed assets acquired are recorded as expenditures in the various funds at the time of purchase.

**General Long-Term Debt Account Group** This group of accounts is established to account for all long-term obligations of the County, other than those accounted for in the Proprietary Funds.

## FUND BALANCES

Pitt County uses five operating fund types: general fund, special revenue, capital projects, enterprise and internal service funds. Each type of fund maintains its own fund balance. Fund balance represents moneys that remain unspent after all budgeted expenditures have been made. These unspent moneys serve as working capital reserve and are available for appropriation or may be retained for capital projects or for emergencies.

The Local Government Commission (LGC), an office of the North Carolina State Treasurer's Office, recommends that counties maintain a minimum available fund balance of eight percent (8%) in the General Fund. On average, counties of similar size to Pitt County (population > 100,000) maintain a fund balance of approximately 26 percent. At the end of Fiscal Year 2015-16, Pitt County's General Fund is anticipated to have a total fund balance of approximately \$42.5 million, of which \$31.8 million is projected to be available (audit in process). Pitt County's fund balance as a percentage of expenditures at June 30, 2016 is anticipated to be more than 20%. The County closely monitors its fund balance position, as it plays a pivotal role in maintaining a strong financial position and meeting the needs of a growing county.



## DEPOSITS AND INVESTMENTS

### DEPOSITS

All deposits of the County are made in Board designated official depositories and collateralized as required by General Statute 159-31. The County may designate as an official depository any bank or savings and loan association whose principal office is located in North Carolina. Also, the County may establish time deposit accounts, money market accounts, and certificates of deposits.

All of the County's deposits are either insured or collateralized by using one of two options. Under Option 1, all deposits over the Federal depository insurance coverage are collateralized with securities held by the County's agent in the County's name. Under Option 2, a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the County, these deposits are considered to be held by the County's agent in the County's name. The amount of the pledged collateral is based on an approved averaging method for the non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using Option 2 report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the County or the escrow agent. Because of the inability to measure the exact amount of collateral pledged for the County under Option 2, the potential exists for under-collateralization, and the risk may increase in periods of high cash flow. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each Option 2 depository. The County utilizes one official depository that collateralizes public deposits in excess of the allowable federal insurance coverage by the Option 2 method.

### INVESTMENTS

G.S. 159-309(c) authorizes the County to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and banker's acceptance; and the North Carolina Cash Management Trust, an SEC registered mutual fund. Investments are stated at cost or amortized cost. The County pools moneys from several funds to facilitate disbursement and investment and maximize investment income. Therefore, all enterprise fund cash and investments are essentially demand deposits and are considered cash and equivalents. All interest revenue realized from investments is allocated to respective funds based on previous year-end fund balance totals.

## BUDGETARY CONTROL

In government, more than in business, the budget is an integral part of a unit's accounting system and daily operations. An annual or project budget ordinance, as amended by the governing body, creates a legal limit on spending authorizations and lapses at the end of the fiscal year. The budget ordinance can only be amended by action of the Board of Commissioners. For Pitt County, appropriations in all funds are formally budgeted at the departmental level or project level. Project ordinances can be adopted for special revenue and capital project funds. However, for internal accounting purposes, budgetary control is maintained by object class (line item).

Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds and at the project level for the capital project funds. Accounting control is maintained by encumbering purchase amounts prior to the release of purchase orders to vendors. Purchase orders that



would create an over-encumbrance at that level are not written until additional appropriations are available. Encumbrances outstanding at June 30th are reported as reservations of fund balance rather than expenditures and such encumbered funds are appropriated for expenditure in the subsequent fiscal year. The annual budget can be amended through several methods. Changes at the line item level within a department can be initiated and approved by the Department Head with joint approval by the Finance Officer. Transfers between departments less than \$20,000 within the same fund further require the County Manager's approval. The appropriation and expenditure of fund balance, expenditures from contingency, or transfers between funds can be initiated at the department level but must have Finance Officer, County Manager, and Board of County Commissioners approval before the amendment is valid.

## **PERFORMANCE MEASUREMENTS & TOTAL QUALITY**

Accountability and process improvement are essential parts of County operations and, therefore, a part of the budgetary process as well. Pitt County believes that a system of measurable objectives should be established for each area of its operations. Departments have subsequently been introduced to various types of performance measures; and have advanced to identifying and reporting performance indicators in the budget process. All operational departments are identifying and including performance indicators to serve as measures for their objectives or department's productivity. These measures may be indicative of workload, efficiency, or effectiveness. Departments have continued to refine and improve identification and selection of indicators in an effort to accurately measure success. Departments also link their departmental objectives to the Board of Commissioner's broad goals and develop relevant departmental goals. The staff actively monitors statewide and nationwide efforts on performance standards in government in order to make continuous improvements to the processes in place in Pitt County.

In addition to the performance component, Pitt County is committed to continuous improvement in quality. The County utilizes its Training Department, a division of Human Resources, to focus on Total Quality techniques through training programs offered to all employees. By identifying key services or processes and organizations that excel, the County utilizes benchmarking mechanisms to make improvements within government. Projects have included processes to streamline workflows and increase customer service. Management Information Systems (MIS) and Financial Services have worked collaboratively to automate several Accounts Payable processes. This has translated to a more efficient payment process, as well as increased the accuracy of processing by eliminating data entry. Another collaborative process improvement was the implementation of a new online check payment option for citizens to process tax payments. Previously, the only online payment option made available to citizens was via a third party processing agent, through which debit and/or credit card payments could be made for a fee. The County's newly implemented eCheck system allows citizens to make tax payments online through a valid checking account at no fee.

Other recent projects yielding efficiency improvements include implementation of a DSS case management system for Adult and Child Protective Services with mobile field data collection which reduces paper and increases timeliness of case review. A Public Data Portal was added to increase transparency and citizen access to county data. Environmental Health added a system for mobile inspection of food establishments to streamline the inspection reporting process that protects public health. MIS also developed a system for tracking employee wellness goals and activities that support healthy lifestyles and insurance minimization cost to the employee and County.

The County's Management Team, led by the County Manager, also meets monthly for VPM (Vision, Planning, Monitoring) review. The purpose of this group is to review on-going organizational projects and initiatives. The team tracks each project's status, schedule, funding and goals to ensure targets are met and to identify future work items in need of action.



Long-range financial planning is a process that occurs continuously throughout the fiscal year with a more formal process beginning in the fall of each year. The table included in this section shows the County's adopted budget history for the past two years, the current year adopted budget, and the projections for four (4) future planning years. Management determined that given shifts in the economy, assumptions lose validity if the County projects too far into the future. The growth factors for both revenues and expenditures were established based on historical growth and planning estimates the County receives from various sources and indicators each fiscal year. Also in this section are several financial indicators and benchmarks used to compare with other counties in the state.

Fiscal Year 2016-17 budget planning continued the practice of utilizing a base budget baseline and building upon it in a structurally balanced manner. Forecasting for future years has been done in a very conservative manner, given the fact that recessionary trends continue and only minimal signs of rebound exist.

As the economic recovery continues to reveal more signs of positive trends, staff will be better able to project growth trends for planning purposes. Staff continue to monitor and adjust the budget and projections as the economy continues to stabilize in the "new normal" environment in which we conduct operations.

The budget forecast projections are based on the following assumptions:

## **FINANCIAL PLANNING ASSUMPTIONS**

### **REVENUES:**

1. **Property Tax:** The prior year property tax collection amount serves as the base. For the current year, a 98.9% collection rate is anticipated and \$2.85 million is included in the estimate for collection on delinquent accounts. The FY 17 property tax projection is an increase of 5.1% over the prior fiscal year budget. The County underwent revaluation of real property in 2016 with values increasing by 3.31%. The Commissioners opted to enact the revenue-neutral tax rate (67.24 cents/\$100 valuation) with an additional increase of 1.36 cents to service debt on \$19.25M of Community College bonds. Due to the property tax levy amount and the continued recovery of the market, subsequent years' forecasts have been increased to 2% versus the prior forecast of 1.5%.
2. **Sales Tax:** Sales Tax revenues include both unrestricted and restricted sales taxes. Restricted sales tax is restricted to use for public school and community college capital construction and/or associated debt service. The 2% growth rate that was utilized in previous projections has been found to be understated based on actual performance over the past couple years; therefore, the projection has been increased to 3%.
3. **All Other Revenues:** All other revenues assume the current cost-sharing formulas for Social Services, reimbursements for Public Health, and other intergovernmental revenues. Various other permits, fees, sales and services are also included in this category, including but not limited to: federal inmate reimbursements, building permits, alcohol/beverage control revenues, etc. A 3.5% growth factor is used in forecasting.
4. **Transfers In:** This line item includes NC Lottery Education funds restricted for public school capital/debt service and appropriated fund balance from the restricted sales tax to be utilized for the same purpose.
5. **Fund Balance Appropriated:** The County has made a concerted effort over recent years to significantly reduce its reliance on appropriated fund balance to fund normal operating expenditures.



While a conscious effort was made to utilize fund balance to help bridge the gap during challenging economic years, a revitalized effort to preserve and grow fund balance now exists.

For the current fiscal year, the Board approved an additional appropriation of available fund balance to fund a state-mandated back-up emergency 911 call center, fund a one-time subsidy in the Public Health Department due to changes in the formula for federal reimbursement and to fund additional capital items within the fiscal year budget. Future year forecasting eliminates the back-up 911 call center, and reduces the Public Health subsidy.

## EXPENDITURES:

1. **Salaries & Benefits:** Salaries and benefits in both the General Government and Human Services categories reflect a 2.6% cost of living allowance (COLA) increase in the current budget year. In FY 2015-2016, the Board of Commissioners reinstated the Pay-For-Performance system which grants employees either a 1.2% or 2.4% increase to their base salary, based on where they fall in the salary scale and their results on the annual performance evaluation. The Pay-For-Performance system is included in the FY 2016-2017. Future years' salaries/benefits increases are forecasted at a rate of 3%.
2. **Operating:** Operating expenditures in both the General Government and Human Services categories have typically grown at a rate of 1%-2% per year. Moderate recovery continues, therefore, future years are forecasted at a rate of 1% and will be reviewed annually for adjustment.
3. **Schools/PCC:** This line includes operating expenditures allocation for the Public Schools and Community College. Expenditures for the Public Schools and Community College are negotiated each year during budget deliberations. The County looks at several items – uncontrollable expenditure growth (insurance, utilities, fuel), new facilities that are scheduled to come on line, and student growth – to arrive at funding for the new fiscal year. This joint analysis between the Schools and Community College and the County is done on an annual basis. The County Commissioners have made an even higher commitment to education than was previously projected and therefore, the forecast has been increased from 2% to 2.5%.
4. **Other Agencies:** This line item represents funding to groups that are not a part of the General Government or Human Services operating areas. Funding for cultural and recreational services is included in this line item. The County forecasts 1% annual growth in these areas over the next 4 fiscal years.
5. **Debt Service:** The largest increase in the amount of "County" debt service is attributable to the new Community College GO Bond debt (\$19.25M). Future years' forecasts include debt that will mature in future years as well as total payment decreasing over time. Future year increases in "Schools" debt includes up to \$25M of new debt for school renovations/capital improvements.
6. **Capital Outlay:** This category accounts for any capital items ( $\geq \$100,000$ ) which are anticipated to be funded on a pay-as-you-go basis. Those items which will be financed have had annual debt service requirements estimated based on current market conditions and budgeted under the Debt Service category. The annual funding requirements for proposed Capital Outlay are from the multi-year plan as prepared during the budget process. For the current year, General Government Capital includes a \$100,000 appropriation for Sheppard Memorial Library Bookmobile replacement. Schools and Community College capital appropriations of \$1M and \$100K, respectively have also been included. Future year projections include \$250,000 annually for General Government, and \$1.1M for Public Schools/Community College.



7. Reserves & Contingency: Budgeted reserves represent the amount of projected revenue in excess of appropriated funds for the fiscal year. This category also includes budgeted contingency for the fiscal year and those forecasted for future years.
8. Transfers Out: Includes those funds transferred out of the General Operating Funds to fund Workers' Compensation, Retiree Medical Insurance, Law Enforcement Officers' Pension and Pitt Area Transit System (PATS) Funds. Future years' transfers are forecasted to increase by 1.5% annually.

# FINANCIAL PLANNING



## SUMMARY OF ESTIMATED GENERAL FUND FINANCIAL SOURCES & USES

### Pitt County, North Carolina

(in millions)

	2015-16 Adopted	2016-17 Adopted	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast	2020-21 Forecast
<b><u>Revenues:</u></b>						
Property Taxes	82.50	86.70	88.43	90.20	92.01	93.85
Sales Taxes	24.40	25.50	26.27	27.05	27.86	28.70
All Other Revenues	41.64	43.09	44.60	46.16	47.78	48.26
Transfers In	3.80	2.67	4.75	3.87	2.99	3.56
Fund Balance Appropriated	2.50	5.60	4.66	4.42	4.20	3.99
<b>Totals</b>	<b>154.84</b>	<b>163.56</b>	<b>168.71</b>	<b>171.71</b>	<b>174.84</b>	<b>178.35</b>
<b><u>Expenditures:</u></b>						
General Government						
Salaries & Benefits	35.14	39.36	40.54	41.76	43.01	44.30
Operating	12.35	10.42	10.52	10.63	10.74	10.84
Human Services						
Salaries & Benefits	23.55	26.90	27.71	28.54	29.39	30.28
Operating	20.38	19.87	20.07	20.27	20.47	20.68
Schools/PCC	41.99	43.91	45.01	46.13	47.29	48.47
Other Agencies	0.62	0.72	0.73	0.73	0.74	0.75
Debt Service						
County	5.14	6.96	7.64	7.34	7.14	6.94
Schools	5.70	5.43	6.30	6.17	5.97	5.97
1/4 % Sales Tax	5.05	5.15	5.10	5.01	4.92	4.92
Proposed multi-year CIP	0.68	0.68	0.68	0.68	0.68	0.68
Capital Outlay						
Capital Outlay - General Government	0.00	0.10	0.25	0.25	0.25	0.25
Capital Outlay - Human Services	0.92	0.00	0.05	0.05	0.05	0.05
Schools/PCC CIP	0.83	1.10	1.10	1.10	1.10	1.10
Small Projects - Economic Development	0.13	0.13	0.13	0.13	0.13	0.13
Reserves & Contingency	0.27	0.29	0.30	0.30	0.30	0.30
Transfers Out	2.10	2.55	2.58	2.62	2.66	2.70
<b>Totals</b>	<b>154.84</b>	<b>163.56</b>	<b>168.71</b>	<b>171.71</b>	<b>174.84</b>	<b>178.35</b>
<b>Tax Rate</b>	<b>0.6800</b>	<b>0.6860</b>	<b>0.6860</b>	<b>0.6860</b>	<b>0.6860</b>	<b>0.6985</b>
<hr/>						
Total Debt Service as % of Budget with proposed CIP	10.70%	11.14%	11.69%	11.18%	10.70%	10.38%
Fund Balance Appropriated as % of Budget	1.61%	3.42%	2.76%	2.58%	2.40%	2.24%
Assessed Property Valuation (*revaluation)	\$12.0B	\$12.3B	\$12.5B	\$12.7B	\$12.9B	\$13.3B
Total Debt	\$144.2M	\$163.5M	\$187.1M	\$186.2M	\$185.2M	\$184.3M
Total Debt as % of Assessed Valuation	1.20%	1.33%	1.47%	1.45%	1.44%	1.44%

# FINANCIAL PLANNING



2014-15 Forecast	2015-16 Forecast	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
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## Benchmark #1

Total Debt Service as % of Budget with proposed CIP	10.81%	10.70%	11.14%	11.69%	11.18%	10.70%
Moody's Benchmark	< 11.5% is considered low to moderate > 11.9% is considered high					

## Benchmark #2

Assessed Property Valuation	\$11.8B	\$12.0B	\$12.3B	\$12.5B	\$12.7B	\$12.9B
Total Debt	\$155.9M	\$144.2M	\$163.5M	\$187.1M	\$186.2M	\$185.2M
Total Debt as % of Assessed Valuation	1.32%	1.20%	1.33%	1.47%	1.45%	1.44%
Moody's Benchmark	< 1.1% is considered low to moderate > 1.4% is considered high					

## Benchmark #3

Available Fund Balance as a % of Expenditures (* = audited / **= audit in process)	22.25%*	21.06%	20.01%	19.01%	18.06%	17.16%
State Average for Peer Group (Counties > 100,000)	25.87%					
State Average - All Counties	27.49%					

Source - N.C. State Treasurer - 2015 latest available data

***FINANCIAL BENCHMARKS FOR COMPARATIVE PURPOSES***

Benchmark	Pitt County Ranking	Amount	State Average
Population (Estimated 2015)*	14	175,390	100,544
Valuation per Capita	78	\$67,986	\$101,310
Assessed Valuation (in Billions)	22	\$11.9	\$10.0
Tax Levy per Capita	18	\$462	\$608
Tax Rate per \$100	48	\$0.6800	\$0.6554
Effective Tax Rate per \$100	51	\$0.6751	\$0.6690
Sales/Assessment Ratio	63	99.28	102.4932
Total School Resources/ADM	53	\$2,048	\$2,223
School Current Expense/ADM	48	\$1,517	\$1,568
School Capital Expense/ADM	56	\$531	\$643
School Debt Service/ADM	42	\$469	\$453

Source: 2015-16 Budget & Tax Survey as prepared by the North Carolina Association of County Commissioners.

\*July 2015 Estimated Population from the Office of State Budget & Management

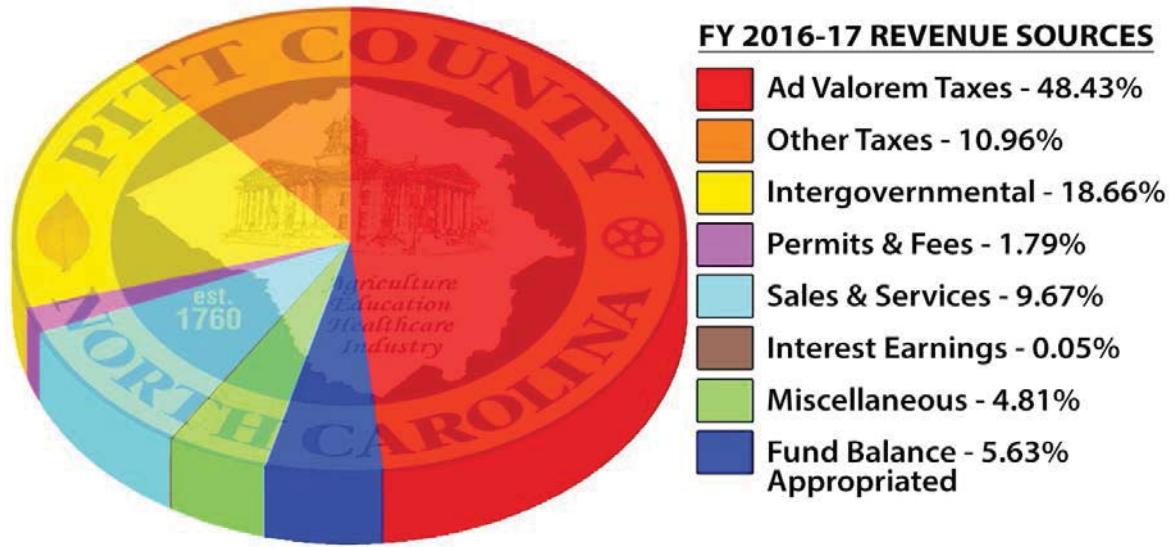
# *Revenue & Expenditure Summary*



## WHERE DOES THE MONEY COME FROM?

### ALL FUNDS

**\$237,119,465 Total (\$191,597,973 Unduplicated)**



<b>FY 2016-17 REVENUE SOURCES</b>	
AD VALOREM TAXES	\$92,781,676
OTHER TAXES	\$20,992,907
INTERGOVERNMENTAL	\$35,756,619
PERMITS & FEES	\$3,431,590
SALES & SERVICES	\$18,520,375
INTEREST EARNINGS	\$106,000
MISCELLANEOUS	\$9,217,342
FUND BALANCES APPROPRIATED	\$10,791,464
<b>UNDUPLICATED TOTAL</b>	<b>\$191,597,973</b>
INTERFUND TRANSFERS	\$45,521,492
<b>TOTAL BUDGET</b>	<b>\$237,119,465</b>



## WHERE DOES THE MONEY GO?

### ALL FUNDS

**\$237,119,465 Total (191,597,973 Unduplicated)**



#### FY 2016-17 APPROPRIATIONS

Public Safety - 18.72%
Transportation - 0.32%
Environmental Protection - 4.70%
Econ & Phys. Development - 2.16%
Human Services - 19.91%
Cultural & Recreational - 0.35%
Education - 24.25%
Other - 0.12%
Internal Service - 5.18%
Debt Service - 7.68%
General Government - 16.61%

<b>FY 2016-17 APPROPRIATIONS</b>	
GENERAL GOVERNMENT	\$39,383,195
PUBLIC SAFETY	\$44,393,754
TRANSPORTATION	\$757,508
ENVIRONMENTAL PROTECTION	\$11,134,720
ECON & PHYSICAL DEVELOPMENT	\$5,117,534
HUMAN SERVICES	\$47,213,600
CULTURAL & RECREATIONAL	\$821,134
EDUCATION	\$57,501,017
OTHER	\$288,622
INTERNAL SERVICE	\$12,287,986
DEBT SERVICE	\$18,220,395
<b>TOTAL BUDGET</b>	<b>\$237,119,465</b>
LESS INTERFUND TRANSFER	\$45,521,492
<b>UNDUPLICATED TOTAL</b>	<b>\$191,597,973</b>

## REVENUE & EXPENDITURE SUMMARY



### BUDGET SUMMARY - ALL FUNDS

	BUDGET FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	PERCENT CHANGE
<b>REVENUES / SOURCES</b>				
Ad Valorem Taxes	85,374,342	88,286,212	92,781,676	5.09%
Other Taxes	18,904,981	19,927,301	20,992,907	5.35%
Intergovernmental	32,346,624	33,927,958	35,756,619	5.39%
Permits and Fees	3,699,122	3,418,900	3,431,590	0.37%
Sales and Services	18,830,677	19,281,867	18,520,375	-3.95%
Interest Earnings	79,550	79,000	106,000	34.18%
Miscellaneous	7,057,926	7,713,737	9,217,342	19.49%
Fund Balances Appropriated	6,340,864	7,900,162	10,791,464	36.60%
<b>Unduplicated Total</b>	<b>172,634,086</b>	<b>180,535,137</b>	<b>191,597,973</b>	<b>6.13%</b>
Interfund Transfers	43,032,257	43,421,093	45,521,492	4.84%
<b>GRAND TOTAL</b>	<b>215,666,343</b>	<b>223,956,230</b>	<b>237,119,465</b>	<b>5.88%</b>

### EXPENDITURES / USES

General Government	36,127,854	36,735,458	39,383,195	7.21%
Public Safety	39,141,536	40,801,091	44,393,754	8.81%
Transportation	1,071,279	810,251	757,508	-6.51%
Environmental Protection	8,870,159	9,180,034	11,134,720	21.29%
Economic & Physical Development	2,689,060	4,434,686	5,117,534	15.40%
Human Services	42,048,019	45,243,341	47,213,600	4.35%
Cultural & Recreational	616,350	665,279	821,134	23.43%
Education	54,533,921	55,458,538	57,501,017	3.68%
Other	350,500	276,322	288,622	4.45%
Internal Service	12,710,169	13,219,386	12,287,986	-7.05%
Debt Service	17,507,496	17,131,844	18,220,395	6.35%
<b>GRAND TOTAL</b>	<b>215,666,343</b>	<b>223,956,230</b>	<b>237,119,465</b>	<b>5.88%</b>
Less Interfund Transfers	43,032,257	43,421,093	45,521,492	4.84%
<b>Unduplicated Total</b>	<b>172,634,086</b>	<b>180,535,137</b>	<b>191,597,973</b>	<b>6.13%</b>

## REVENUE & EXPENDITURE SUMMARY



### BUDGET SUMMARY ALL FUNDS - BY FUND TYPE

FUND TYPE	FUND NUMBER	FUND TITLE	ADOPTED FY 2016-17
<b>General Fund</b>			
100	General Fund		121,141,698
150	Public Health Fund		10,418,129
160	Social Services Fund		35,769,421
170	Court Facilities Fund		295,478
190	Mental Health Fund		587,500
300	Debt Service Fund		<u>18,220,395</u>
			186,432,621
<b>Special Revenue Funds</b>			
240	State Grants Fund		542,467
241	Pitt Area Transit Fund		753,008
260	Industrial Development Fund		2,858,949
270	Industrial Development Building Fund		790,130
280	Fire Districts Fund		2,302,805
281	EMS District Fund		5,479,267
290	Emergency Telephone System Fund		<u>2,051,477</u>
			14,778,103
<b>Enterprise Fund</b>			
600	Solid Waste Fund		10,846,211
<b>Internal Service Funds</b>			
820	County Garage Fund		715,575
840	Employee Medical Insurance Fund		9,954,500
841	Retiree Medical Insurance Fund		946,500
850	Worker's Compensation Fund		<u>671,411</u>
			12,287,986
<b>Fiduciary Fund</b>			
110	LEO Pension Fund		282,493
<b>Capital Project Funds</b>			
200	School Capital Reserve Fund		6,175,609
210	Article 46 Sales Tax Reserve Fund		5,566,442
510	School Improvement Projects Fund		<u>750,000</u>
			12,492,051
<b>TOTAL BUDGET</b>			<b>237,119,465</b>



## MAJOR REVENUE SOURCE ANALYSIS

Pitt County government has many sources of revenue. The revenue sources support the County's General Fund and the County's only enterprise fund, the Solid Waste and Recycling Fund. Revenues are affected by an array of outside forces. Fortunately, even when the nation and state economies were struggling with an economic downturn, Pitt County continued to experience economic growth which has led to increases in sales taxes, property taxes, and other sources. State and Federal sources are also a significant source of revenue. These sources, however, are not expected to grow as rapidly in the future; and many programs, especially in Human Services, may experience some decline in revenues. The overall economy is rebounding after several sluggish years and is positively impacting the County.

To estimate revenues for the coming year, the County Manager and Financial Services Department consult with the Tax Assessor and other department heads. Current trends and expected changes for the coming year are considered. The County considers revenue trends over the past five years as well as the effect the County's growth will have on those trends in projecting revenues.

### TAX BASE

Property tax valuations have shown steady growth over the past several years. While State statute requires the revaluation of real property at least every eight (8) years, the Pitt County commissioners made the decision several years ago to change the revaluation cycle to occur every four (4) years. Properties in Pitt County were reassessed effective January 1, 2016 and are scheduled for review again in 2020. This change allows the County to recognize the revenue from our continued growth and help address the demands created by this growth. For the 2016 revaluation, property values throughout the county increased by 3.31 percent. Pitt County has maintained modest continuous growth in its tax base through economic development activities and revaluation.

### AD VALOREM TAX

The budgeted current year net property tax estimates of \$83,569,098 are based on a \$12.3 billion estimated valuation. The tax rate for Fiscal Year 2016-17 is \$0.686 per \$100 of real and personal property. A collection rate of 98.9% is projected. Of the \$.686 tax rate, \$.679 is budgeted in the General Fund to support general government operations and \$.007 is budgeted in the Industrial Development Fund to offset economic development costs.

### SALES TAXES

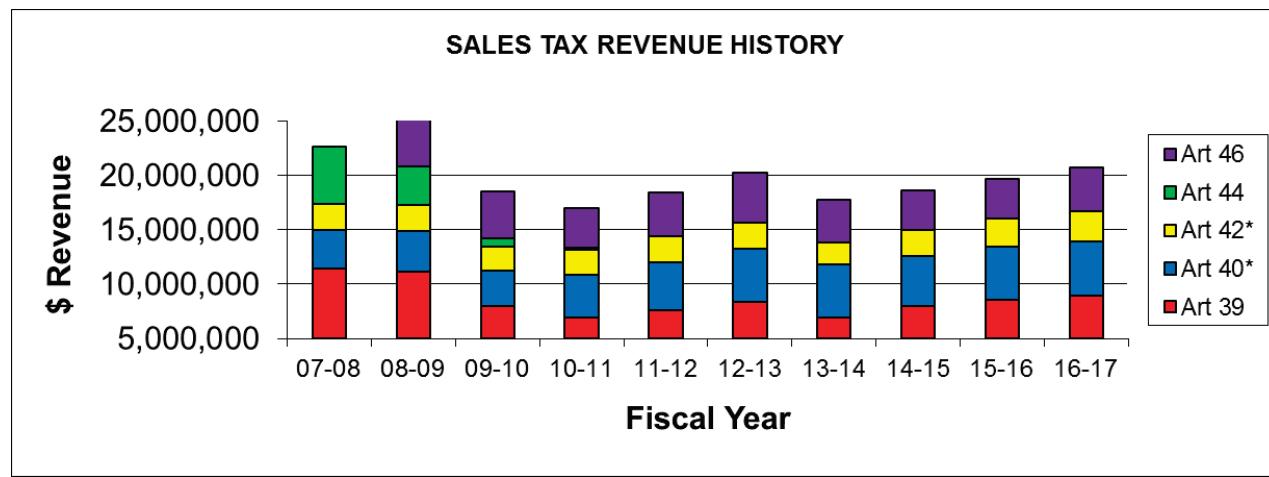
The current sales tax rate in Pitt County is 7% where Pitt County receives two and one-quarter cents (2.25). The make-up of the 2.25% in sales tax proceeds received by the County is as follows: Article 39 – 1%, Article 40 - .5%, Article 42 - .5%, and Article 46 - .25%. Counties started ceding Article 44 tax proceeds to the State in Fall 2009 as part of the Medicaid legislation adopted three years ago, becoming a revenue stream to help the State absorb 100% of Medicaid costs with no County participation.

## REVENUE & EXPENDITURE SUMMARY



In Pitt County, the total countywide sales tax collections are distributed between the municipalities in the County and Pitt County government based on the population in each governmental unit. The County's share of Article 39 is unrestricted as to purpose/use. The Articles 40 and 42 have restrictions as to purpose that are imposed by General Statute. Currently, 30% of one of the one-half cent (Article 40) sales taxes must be used for school capital projects. Prior to fiscal year 2010-2011, the Board of Commissioners gave 40% - an extra 10%. The practice reverted to the mandated 30% for fiscal year 2010-2011 and will remain in effect thru the current fiscal year. The second one-half cent (Article 42) is allocated 60% for schools and 40% for general government. School sales tax collections are deposited directly in the School Capital Reserve Fund. The third, optional one-half cent (Article 44) was enacted December 1, 2002, in Pitt County to replace reimbursements lost from the State of North Carolina. These funds from the State had been replacement for revenues such as inventory taxes (repealed in 1987-88) and intangibles taxes (repealed in 1997). The reimbursements had provided little growth in revenue over the years they had been in place. Therefore, the one-half cent sales tax has proven to be beneficial to the County, as growth in retail sales has been steady over the years due to a strong economic base. Article 44 tax ceded to the State in Fall 2009 as part of the Medicaid relief bill passed by the General Assembly in 2007 whereby counties are being relieved of the responsibility of funding any share of Medicaid costs. The Article 46 tax was passed by a positive vote via referendum in November 2007. The proceeds of this tax are earmarked for education (K-12 and Community College) construction.

Continued annexations by the municipalities in the County could reduce the County's share of sales tax collections. Additionally, a slowing of economic growth negatively impacts this revenue stream. A continued erosion of this revenue could cause the County to review the distribution method currently employed to gauge if the other available option (ad valorem-based) is more beneficial.



\*Reflects portion received in General Fund.

### INTERGOVERNMENTAL REVENUE

Intergovernmental revenue consists of restricted and unrestricted funds. Over 97 percent of restricted intergovernmental revenue comes from State and Federal grants for the Public Health and Social Services departments. Federal funds are passed through State agencies and often require matching funds from the County. State funds received by the County may also require a local monetary match. While these departments have experienced significant growth in the past, programs continue to be downsized at the State level. Any significant funding reductions could result in mid-year adjustments to affected programs.

Unrestricted revenues consist primarily of proceeds from the sale of beer, wine and ABC store sales. The County's revenues from sale of alcohol have been stable and have experienced only modest growth.

# REVENUE & EXPENDITURE SUMMARY

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## PERMITS AND FEES

Permits and fees consist of revenues from excise stamps, building permits, inspection fees, Register of Deeds fees, and fees for services performed by the County's human service agencies. Reimbursements from Medicaid, Medicare, and private insurance for Public Health are a significant portion of this revenue source. The County does not anticipate a significant change in the revenues from these sources this year.

## SALES AND SERVICES

Revenues from sales and services come from a variety of sources including the County's Detention Center, the E911 Surcharge, and user charges from the Solid Waste and Recycling programs. Miscellaneous rents, concessions, and other fees are derived from the operations of various county departments. These sources are expected to remain stable.

## INVESTMENT EARNINGS

The County invests its available cash primarily in agency securities, certificates of deposit, the North Carolina Cash Management Trust and other secured investments. North Carolina General Statutes define acceptable investment options. Traditionally, the earnings have increased as the County's fund balance has increased. After a drop in performance due to nationwide economic conditions and a lack of available investment options with attractive rates, the County's investments have stabilized and continue to generate minimal yields.

## REVENUE & EXPENDITURE SUMMARY



### REVENUE SUMMARY - BY FUND

	ACTUAL FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	% OF TOTAL FUND	% CHANGE FY 16 TO FY 17
<b>General - Fund 100</b>					
Ad Valorem Taxes	79,932,757	82,538,282	86,794,061	71.65%	5.16%
Other Taxes	16,853,316	16,322,301	16,992,907	14.03%	4.11%
Unrestricted Intergovernmental	295,749	250,000	300,000	0.25%	20.00%
Restricted Intergovernmental	566,992	503,265	503,265	0.42%	0.00%
Permits & Fees	1,852,837	1,790,200	1,884,200	1.56%	5.25%
Sales & Services	5,836,274	5,887,169	4,776,984	3.94%	-18.86%
Investments	71,012	75,000	100,000	0.08%	33.33%
Miscellaneous	2,495,297	2,447,592	2,456,723	2.03%	0.37%
Other Debt & NonRevenue	2,606,339	4,212,500	7,333,558	6.05%	74.09%
<b>TOTAL</b>	<b>110,510,573</b>	<b>114,026,309</b>	<b>121,141,698</b>	<b>100.00%</b>	<b>6.24%</b>
<b>LEO Pension - Fund 110</b>					
Interest Earnings	-	-	-	0.00%	0.00%
Miscellaneous	-	-	-	0.00%	0.00%
Transfer from General Fund	275,335	290,128	282,493	100.00%	-2.63%
<b>TOTAL</b>	<b>275,340</b>	<b>290,128</b>	<b>282,493</b>	<b>100.00%</b>	<b>-2.63%</b>
<b>Health - Fund 150</b>					
Transfer from General Fund	4,318,752	4,516,264	4,602,816	44.18%	1.92%
Restricted & Unrestricted	5,203,866	4,876,182	4,930,732	47.33%	1.12%
Fund Balance Appropriated	-	371,466	884,581	8.49%	138.13%
<b>TOTAL</b>	<b>9,522,618</b>	<b>9,763,912</b>	<b>10,418,129</b>	<b>100.00%</b>	<b>6.70%</b>
<b>Social Services - Fund 160</b>					
Transfer from General Fund	9,214,908	9,214,909	9,898,737	27.67%	7.42%
Loan	-	877,242	-	0.00%	0.00%
Restricted & Unrestricted	23,429,634	24,406,442	25,870,684	72.33%	6.00%
<b>TOTAL</b>	<b>32,644,542</b>	<b>34,498,593</b>	<b>35,769,421</b>	<b>100.00%</b>	<b>3.68%</b>
<b>Court Facilities - Fund 170</b>					
Facilities Fees	240,680	240,000	240,000	81.22%	0.00%
Interest Earnings	1,728	1,000	1,000	0.34%	0.00%
Transfer from General Fund	189,220	44,189	54,478	18.44%	0.00%
Fund Balance Appropriated	-	-	-	0.00%	0.00%
<b>TOTAL</b>	<b>431,628</b>	<b>285,189</b>	<b>295,478</b>	<b>100.00%</b>	<b>3.61%</b>
<b>Mental Health - Fund 190</b>					
Transfer from General Fund	487,500	487,500	487,500	82.98%	0.00%
Restricted & Unrestricted	143,387	100,000	100,000	17.02%	0.00%
Fund Balance Appropriated	-	-	-	0.00%	0.00%
<b>TOTAL</b>	<b>630,887</b>	<b>587,500</b>	<b>587,500</b>	<b>100.00%</b>	<b>0.00%</b>
<b>School Capital Reserve - Fund 200</b>					
Sales Tax	5,685,256	4,500,000	4,500,000	72.87%	0.00%
Lottery Funds	1,600,225	1,600,000	1,600,000	25.91%	0.00%
Miscellaneous	-	-	-	0.00%	0.00%
Fund Balance Appropriated	-	320,113	75,609	1.22%	-76.38%
<b>TOTAL</b>	<b>7,285,481</b>	<b>6,420,113</b>	<b>6,175,609</b>	<b>100.00%</b>	<b>-3.81%</b>

## REVENUE & EXPENDITURE SUMMARY



### REVENUE SUMMARY - BY FUND

	ACTUAL FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	% OF TOTAL FUND	% CHANGE FY 16 TO FY 17
<b>Sales Tax Reserve - Fund 210</b>					
Sales Tax	4,468,607	3,605,000	4,000,000	71.86%	10.96%
Interest Earnings	15,550	-	-	0.00%	0.00%
Transfer from Project Fund	461,364	-	-	0.00%	0.00%
Fund Balance Appropriated	-	1,861,812	1,566,442	28.14%	-15.86%
<b>TOTAL</b>	<b>4,945,521</b>	<b>5,466,812</b>	<b>5,566,442</b>	<b>100.00%</b>	<b>1.82%</b>
<b>State/Federal Forfeiture - Fund 220</b>					
	184,635	-	-	0.00%	0.00%
<b>State Grants - Fund 240</b>					
	2,337,331	589,928	542,467	100.00%	-8.05%
<b>Pitt Area Transit System - Fund 241</b>					
Unrestricted Intergovernmental	384,335	286,479	254,297	33.77%	-11.23%
Sales & Services	415,160	491,200	466,600	61.96%	-5.01%
Miscellaneous	5,606	-	-	0.00%	0.00%
Transfer from General Fund	110,877	28,072	32,111	4.26%	14.39%
<b>TOTAL</b>	<b>915,978</b>	<b>805,751</b>	<b>753,008</b>	<b>100.00%</b>	<b>-6.55%</b>
<b>Industrial Development - Fund 260</b>					
Ad Valorem Taxes	755,691	817,931	817,931	68.38%	0.00%
Restricted Intergovernmental	114,000	-	-	0.00%	0.00%
Rental Income	305,137	200,818	189,100	15.81%	-5.84%
Interest Earnings	-	-	-	0.00%	0.00%
Fund Balance Appropriated	-	279,865	189,182	15.82%	0.00%
<b>TOTAL</b>	<b>1,174,828</b>	<b>1,298,614</b>	<b>1,196,213</b>	<b>100.00%</b>	<b>-7.89%</b>
<b>Economic Development - Fund 265</b>					
Miscellaneous	48,997	-	-	0.00%	0.00%
Fund Balance Appropriated	-	1,800,000	1,662,736	100.00%	0.00%
<b>TOTAL</b>	<b>48,997</b>	<b>1,800,000</b>	<b>1,662,736</b>	<b>100.00%</b>	<b>-7.63%</b>
<b>Economic Development - Fund 270</b>					
Interest Earnings	2,350	-	-	0.00%	0.00%
Fund Balance Appropriated	-	-	790,130	100.00%	0.00%
<b>TOTAL</b>	<b>2,350</b>	<b>-</b>	<b>790,130</b>	<b>100.00%</b>	<b>0.00%</b>
<b>Fire Districts - Fund 280</b>					
Ad Valorem Taxes	2,237,667	2,195,128	2,302,805	100.00%	4.91%
<b>TOTAL</b>	<b>2,237,667</b>	<b>2,195,128</b>	<b>2,302,805</b>	<b>100.00%</b>	<b>4.91%</b>
<b>EMS District - Fund 281</b>					
Ad Valorem Taxes	2,738,507	2,736,206	2,866,879	52.32%	4.78%
Sales & Service	2,373,472	2,400,000	2,425,000	44.26%	1.04%
Miscellaneous	543	-	-	0.00%	0.00%
Fund Balance Appropriated	-	189,236	187,388	3.42%	-0.98%
<b>TOTAL</b>	<b>5,112,522</b>	<b>5,325,442</b>	<b>5,479,267</b>	<b>100.00%</b>	<b>2.89%</b>
<b>E911 Surcharge - Fund 290</b>					
911 User Fees	594,248	503,405	1,181,808	57.61%	134.76%
Interest Earnings	1,082	-	-	0.00%	0.00%
Miscellaneous	-	-	-	0.00%	0.00%
Transfer from General Fund	-	-	681,000	33.20%	0.00%
Fund Balance Appropriated	-	88,523	188,669	9.20%	0.00%
<b>TOTAL</b>	<b>595,330</b>	<b>591,928</b>	<b>2,051,477</b>	<b>100.00%</b>	<b>246.58%</b>

## REVENUE & EXPENDITURE SUMMARY



### REVENUE SUMMARY - BY FUND

	ACTUAL FY 2014-15	BUDGET FY 2015-16	BUDGET FY 2016-17	% OF TOTAL FUND	% CHANGE FY 16 TO FY 17
<b>Debt Service - Fund 300</b>					
Transfer from General Fund	5,751,078	5,626,327	6,872,306	37.72%	0.00%
Transfer from School Capital Reserve	5,841,474	5,670,113	5,425,609	29.78%	-4.31%
Transfer from Article 46 Cap Reserve	5,133,335	5,054,312	5,153,942	28.29%	1.97%
Transfer from Solid Waste	92,132	90,480	88,830	0.49%	-1.82%
Other Transfers	-	-	-	0.00%	0.00%
Investment Earnings	39,859,247	-	-	0.00%	0.00%
Miscellaneous	684,927	690,612	679,708	3.73%	-1.58%
<b>TOTAL</b>	<b>57,362,193</b>	<b>17,131,844</b>	<b>18,220,395</b>	<b>100.00%</b>	<b>6.35%</b>
<b>School Capital Project - Fund 510</b>					
	729,752	750,000	750,000	100.00%	0.00%
<b>Solid Waste - Fund 600</b>					
Unrestricted Intergovernmental	-	-	-	0.00%	0.00%
User Charges	7,716,863	8,118,153	8,219,711	75.78%	1.25%
Interest Earnings	14,295	-	-	0.00%	0.00%
Other Revenues	1,126,448	791,500	826,500	7.62%	4.42%
Loan	-	-	1,800,000	16.60%	0.00%
<b>TOTAL</b>	<b>8,857,606</b>	<b>8,909,653</b>	<b>10,846,211</b>	<b>100.00%</b>	<b>21.74%</b>
<b>County Garage - Fund 820</b>					
User Charges	716,333	965,575	715,575	100.00%	-25.89%
Fund Balance Appropriated	-	-	-	0.00%	0.00%
<b>TOTAL</b>	<b>716,333</b>	<b>965,575</b>	<b>715,575</b>	<b>100.00%</b>	<b>-25.89%</b>
<b>Hospitalization - Fund 840</b>					
User Charges	541,935	526,700	512,572	4.70%	-2.68%
Interest Earnings	4,848	3,000	5,000	0.05%	66.67%
Refund Prior Year	-	-	-	0.00%	0.00%
Miscellaneous	25	-	-	-	-
Interfund Transfers	9,951,772	10,559,599	10,107,759	92.72%	-4.28%
Fund Balance Appropriated	-	487,812	275,669	2.53%	-43.49%
<b>TOTAL</b>	<b>10,498,580</b>	<b>11,577,111</b>	<b>10,901,000</b>	<b>100.00%</b>	<b>-5.84%</b>
<b>Worker's Compensation - Fund 850</b>					
Interest Earnings	713	-	-	0.00%	0.00%
Other Revenues	6,274	-	-	0.00%	0.00%
Transfer from General Fund	650,000	650,000	650,000	96.81%	0.00%
Transfer from Solid Waste Fund	12,504	12,500	15,250	2.27%	22.00%
Transfer from PATS	14,196	14,200	6,161	0.92%	-56.61%
Transfer from Employee Medical	-	-	-	0.00%	0.00%
<b>TOTAL</b>	<b>683,687</b>	<b>676,700</b>	<b>671,411</b>	<b>100.00%</b>	<b>-0.78%</b>
<b>GRAND TOTAL</b>	<b>257,704,379</b>	<b>223,956,230</b>	<b>237,119,465</b>	<b>100.00%</b>	<b>5.88%</b>

# REVENUE & EXPENDITURE SUMMARY



## EXPENDITURE SUMMARY - BY FUND

	ACTUAL	ORIGINAL BUDGET	REVISED	REQUESTED	ADOPTED	% CHANGE	\$ CHANGE					
						FY 16 to 17 <sup>(2)</sup>						
<b>GENERAL FUND</b>												
<b>GENERAL GOVERNMENT</b>												
Governing Board	223,674	226,595	233,095	241,104	236,820	4.51%	10,225					
County Manager	496,325	430,280	430,280	448,857	459,531	6.80%	29,251					
Financial Services	701,271	733,303	733,303	739,840	756,632	3.18%	23,329					
Tax Administration	2,228,558	2,432,450	2,432,450	2,500,990	2,502,441	2.88%	69,991					
Legal	417,799	524,620	524,620	533,110	545,492	3.98%	20,872					
Elections	596,013	855,194	855,194	980,547	679,398	-20.56%	(175,796)					
Register of Deeds	620,129	584,428	584,428	595,259	603,951	3.34%	19,523					
Public Information	160,519	195,661	195,661	216,470	220,183	12.53%	24,522					
Human Resources	574,132	596,721	596,721	618,152	631,804	5.88%	35,083					
Imaging Services/Mailroom	125,050	134,785	134,785	137,757	140,808	4.47%	6,023					
Management Information Systems	2,092,161	2,108,780	2,108,780	2,208,659	2,256,309	7.00%	147,529					
Geographic Information Systems	284,395	333,893	333,893	340,403	344,818	3.27%	10,925					
Buildings & Grounds	2,117,047	2,364,297	2,564,297	2,413,131	2,557,376	8.17%	193,079					
Housekeeping Services	354,852	376,000	376,000	391,000	366,000	-2.66%	(10,000)					
Sheriff	11,473,328	12,079,537	12,104,537	14,762,482	12,865,683	6.51%	786,146					
Detention Center	12,544,801	13,134,439	13,586,653	14,124,227	13,955,727	6.25%	821,288					
Jail Health Services	1,959,430	2,078,366	2,078,366	2,075,667	2,029,167	-2.37%	(49,199)					
Jail Inmate Coordinator	53,797	54,893	54,893	56,130	57,394	4.56%	2,501					
School Security	555,215	651,066	599,518	650,413	663,988	1.98%	12,922					
Emergency Management	757,190	879,813	879,813	921,703	906,071	2.98%	26,258					
Communications	1,171,112	1,402,593	1,475,425	1,935,997	1,714,383	22.23%	311,790					
Planning - E911	92,118	89,127	89,127	86,509	87,682	-1.62%	(1,445)					
Animal Services	806,725	811,450	811,450	903,117	860,194	6.01%	48,744					
Inspections	280,776	444,725	444,725	464,386	452,413	1.73%	7,688					
Medical Examiner	100,500	93,000	93,000	100,000	100,000	7.53%	7,000					
Other Public Safety	331,659	379,656	379,656	371,509	325,036	-14.39%	(54,620)					
Transportation	4,948	4,500	4,500	4,500	4,500	0.00%	-					
Planning	626,540	690,528	715,718	777,162	761,418	10.27%	70,890					
Other Economic Development	173,913	174,000	174,000	231,075	231,075	32.80%	57,075					
Engineering	60,982	95,706	95,706	134,626	113,736	18.84%	18,030					
Cooperative Extension Service	295,593	331,482	331,482	322,931	314,561	-5.10%	(16,921)					
Pitt Soil & Water	248,599	270,381	276,274	292,009	288,509	6.70%	18,128					
Farmers' Market	40,188	44,356	44,356	47,131	47,665	7.46%	3,309					
Non-Departmental	1,984,434	1,340,265	1,333,765	2,676,466	2,042,220	52.37%	701,955					
Other Human Services	216,595	219,890	228,924	281,776	250,400	13.88%	30,510					
Veteran Services	128,226	173,446	175,353	184,109	188,150	8.48%	14,704					
<b>Pitt County Schools</b>												
Rent	340,000	340,000	340,000	340,000	340,000	0.00%	-					
Current Expense	35,236,287	36,236,287	36,236,287	39,576,603	37,873,340	4.52%	1,637,053					
Capital I, II, & III	750,000	750,000	750,000	1,000,000	1,000,000	33.33%	250,000					
<b>Pitt Community College</b>												
Current Expense	5,245,326	5,420,326	5,420,326	5,945,626	5,695,626	5.08%	275,300					
Capital Outlay	75,000	75,000	75,000	100,000	100,000	33.33%	25,000					
Cultural & Recreational	625,307	623,395	623,395	749,596	740,596	18.80%	117,201					
Recreation	54,264	41,884	41,884	104,384	80,538	92.29%	38,654					
Transfers to Other Funds	22,272,839	22,922,869	23,766,245	25,380,733	24,461,441	6.71%	1,538,572					
Contingency <sup>(1)</sup>	-	276,322	106,089	376,344	288,622	4.45%	12,300					
<b>PUBLIC HEALTH</b>	8,968,161	9,763,912	10,008,537	10,154,903	10,418,129	6.70%	654,217					
<b>SOCIAL SERVICES</b>	30,560,770	34,498,593	35,837,395	35,467,620	35,769,421	3.68%	1,270,828					
<b>COURT FACILITIES</b>	341,249	285,189	495,966	294,806	295,478	3.61%	10,289					
<b>MENTAL HEALTH</b>	631,477	587,500	587,500	587,500	587,500	0.00%	-					
<b>GENERAL FUND TOTAL</b>	149,999,274	159,161,503	162,369,372	173,847,319	168,212,226	5.69%	9,050,723					

(1) Contingency funds are moved to operating departments via budget amendments after BOCC approval.

(2) % change FY 16 to FY 17 compares Recommended to Original Base FY 15-16

## REVENUE & EXPENDITURE SUMMARY



### EXPENDITURE SUMMARY - BY FUND

	ACTUAL	ORIGINAL BUDGET	REVISED	REQUESTED	ADOPTED	% CHANGE	\$ CHANGE
	FY 2014-15	FY 2015-16		FY 2016-17		FY 16 to 17 <sup>(2)</sup>	
<b>OTHER FUNDS</b>							
LAW ENFORCEMENT OFFICERS FUND	259,136	290,128	290,128	282,493	282,493	-2.63%	(7,635)
SCHOOL CAPITAL RESERVE FUND	6,571,226	6,420,113	6,420,113	6,175,609	6,175,609	-3.81%	(244,504)
ARTICLE 46 SALES TAX RESERVE	8,555,835	5,466,812	8,794,343	5,566,442	5,566,442	1.82%	99,630
STATE/FEDERAL FORFEITURE FUND	42,906	-	323,217	-	-	0.00%	-
STATE GRANTS FUND	2,368,300	589,928	3,277,628	542,467	542,467	27.64%	163,080
PITT AREA TRANSIT SYSTEM FUND	899,653	805,751	801,151	748,969	753,008	-6.55%	(52,743)
INDUSTRIAL DEVELOPMENT FUND	1,174,829	1,298,614	1,311,114	1,161,312	1,196,213	-7.89%	(102,401)
ECONOMIC DEVELOPMENT FUND	-	1,800,000	1,800,000	1,662,736	1,662,736	-7.63%	(137,264)
INDUSTRIAL DEVELOPMENT SHELL BLD	252,886	-	813,980	790,130	790,130	0.00%	790,130
FIRE DISTRICTS FUND	2,256,191	2,195,128	2,195,128	2,254,803	2,302,805	4.91%	107,677
EMS DISTRICT FUND	5,120,327	5,325,442	5,360,597	5,457,853	5,479,267	2.89%	153,825
EMERGENCY TELEPHONE SYSTEM FUND	559,584	591,928	810,425	2,050,687	2,051,477	246.58%	1,459,549
DEBT SERVICE FUND	57,300,977	17,131,844	17,459,375	19,355,395	18,220,395	6.35%	1,088,551
SCHOOL IMPROVEMENT PROJECTS FUND		750,000	1,099,014	750,000	750,000	0.00%	-
SOLID WASTE & RECYCLING FUND	8,859,825	8,909,653	8,909,653	10,832,100	10,846,211	21.74%	1,936,558
COUNTY GARAGE FUND	716,968	965,575	965,575	715,575	715,575	-25.89%	(250,000)
EMPLOYEE MEDICAL INSURANCE FUND	10,625,978	10,271,491	10,771,491	9,954,500	9,954,500	-3.09%	(316,991)
RETIREE MEDICAL INSURANCE FUND	1,154,912	1,305,620	898,620	946,500	946,500	-27.51%	(359,120)
WORKER'S COMPENSATION FUND	1,112,238	676,700	674,850	671,411	671,411	-0.78%	(5,289)
<b>GRAND TOTAL</b>	<b>257,831,045</b>	<b>223,956,230</b>	<b>235,345,774</b>	<b>243,766,301</b>	<b>237,119,465</b>	<b>5.88%</b>	<b>13,373,776</b>

(1) Contingency funds are moved to operating departments via budget amendments after BOCC approval.

(2) % change FY 16 to FY 17 compares Recommended to Original Base FY 15-16

**EXPENDITURE SUMMARY - ALL FUNDS BY SERVICE AREA**

	<b>ACTUAL FY 2014-15</b>	<b>ADOPTED FY 2015-16</b>	<b>ADOPTED FY 2016-17</b>	<b>% CHANGE FY 16 to FY 17</b>
<b>GENERAL GOVERNMENT</b>				
Governing Board	223,674	226,595	236,820	4.51%
County Manager	496,325	430,280	459,531	6.80%
Financial Services	701,271	733,303	756,632	3.18%
Tax Administration	2,228,558	2,432,450	2,502,441	2.88%
Legal	417,799	524,620	545,492	3.98%
Elections	596,013	855,194	679,398	-20.56%
Register of Deeds	620,129	584,428	603,951	3.34%
Public Information	160,519	195,661	220,183	12.53%
Human Resources	574,132	596,721	631,804	5.88%
Imaging Services/Mail Room	125,050	134,785	140,808	4.47%
Management Information Systems	2,092,161	2,108,780	2,256,309	7.00%
Geographic Information Systems	284,395	333,893	344,818	3.27%
Buildings & Grounds	2,117,047	2,364,297	2,557,376	8.17%
Housekeeping Services	354,852	376,000	366,000	-2.66%
Nondepartmental	1,984,434	1,340,265	2,042,220	52.37%
Retirement Funds-Law Enforcement	259,136	290,128	282,493	-2.63%
Court Facilities	341,249	285,189	295,478	3.61%
General Fund Interfund Transfers	22,272,839	22,922,869	24,461,441	6.71%
<b>TOTAL</b>	<b>35,849,583</b>	<b>36,735,458</b>	<b>39,383,195</b>	<b>7.21%</b>
<b>PUBLIC SAFETY</b>				
Sheriff	11,473,328	12,079,537	12,865,683	6.51%
Detention Center	12,544,801	13,134,439	13,955,727	6.25%
Jail Health Services	1,959,430	2,078,366	2,029,167	-2.37%
Jail Inmate Services	53,797	54,893	57,394	4.56%
School Security	555,215	651,066	663,988	1.98%
Emergency Management	757,190	879,813	906,071	2.98%
Communications	1,171,112	1,402,593	1,714,383	22.23%
Planning - E911	92,118	89,127	87,682	-1.62%
Emergency Telephone System Fund	559,584	591,928	2,051,477	246.58%
Animal Services	806,725	811,450	860,194	6.01%
Inspections	280,776	444,725	452,413	1.73%
Medical Examiner	100,500	93,000	100,000	7.53%
State & Federal Grants	2,368,300	589,928	542,467	-8.05%
State & Federal Forfeiture Fund	42,906			
Fire Districts	2,256,191	2,195,128	2,302,805	4.91%
EMS District	5,120,327	5,325,442	5,479,267	2.89%
Other Public Safety	331,659	379,656	325,036	-14.39%
<b>TOTAL</b>	<b>40,473,959</b>	<b>40,801,091</b>	<b>44,393,754</b>	<b>8.81%</b>
<b>TRANSPORTATION</b>				
Transportation	4,948	4,500	4,500	0.00%
Pitt Area Transit	899,653	805,751	753,008	-6.55%
<b>TOTAL</b>	<b>904,601</b>	<b>810,251</b>	<b>757,508</b>	<b>-6.51%</b>

**EXPENDITURE SUMMARY - ALL FUNDS BY SERVICE AREA**

	<b>ACTUAL FY 2014-15</b>	<b>ADOPTED FY 2015-16</b>	<b>ADOPTED FY 2016-17</b>	<b>% CHANGE FY 16 to FY 17</b>
<b>ENVIRONMENTAL PROTECTION</b>				
Pitt Soil & Water	248,599	270,381	288,509	6.70%
Other Environmental Protection	-	-	-	
Solid Waste & Recycling	8,859,825	8,909,653	10,846,211	21.74%
<b>TOTAL</b>	<b>9,108,424</b>	<b>9,180,034</b>	<b>11,134,720</b>	<b>21.29%</b>
<b>ECONOMIC &amp; PHYSICAL DEVELOPMENT</b>				
Planning	626,540	690,528	761,418	10.27%
Engineering	60,982	95,706	113,736	18.84%
Industrial Development	1,174,829	1,298,614	1,196,213	-7.89%
Economic Development	-	1,800,000	1,662,736	0.00%
Industrial Development Shell Building	252,886	-	790,130	
Cooperative Extension Service	295,593	331,482	314,561	-5.10%
Farmers' Market	40,188	44,356	47,665	7.46%
Other Economic Development	173,913	174,000	231,075	32.80%
<b>TOTAL</b>	<b>2,624,931</b>	<b>4,434,686</b>	<b>5,117,534</b>	<b>15.40%</b>
<b>HUMAN SERVICES</b>				
Health	8,968,161	9,763,912	10,418,129	6.70%
Social Services	30,560,770	34,498,593	35,769,421	3.68%
Mental Health	631,477	587,500	587,500	0.00%
Veterans Services	128,226	173,446	188,150	8.48%
Other Human Services	216,595	219,890	250,400	13.88%
<b>TOTAL</b>	<b>40,505,229</b>	<b>45,243,341</b>	<b>47,213,600</b>	<b>4.35%</b>
<b>CULTURAL &amp; RECREATIONAL</b>				
Libraries, Arts & Recreation Contributions	625,307	623,395	740,596	18.80%
Recreation	54,264	41,884	80,538	92.29%
<b>TOTAL</b>	<b>679,571</b>	<b>665,279</b>	<b>821,134</b>	<b>23.43%</b>
<b>EDUCATION</b>				
Pitt County Schools	36,326,287	37,326,287	39,213,340	5.06%
Pitt Community College	5,320,326	5,495,326	5,795,626	5.46%
Pitt Co. Schools Capital Reserve	6,571,226	6,420,113	6,175,609	-3.81%
Pitt County Schools Capital Projects	-	750,000	750,000	0.00%
Article 46 Sales Tax Reserve	8,555,835	5,466,812	5,566,442	1.82%
<b>TOTAL</b>	<b>56,773,674</b>	<b>55,458,538</b>	<b>57,501,017</b>	<b>3.68%</b>
<b>OTHER</b>				
Contingency	-	276,322	288,622	4.45%
<b>TOTAL</b>	<b>-</b>	<b>276,322</b>	<b>288,622</b>	<b>4.45%</b>

**EXPENDITURE SUMMARY - ALL FUNDS BY SERVICE AREA**

	<b>ACTUAL FY 2014-15</b>	<b>ADOPTED FY 2015-16</b>	<b>ADOPTED FY 2016-17</b>	<b>% CHANGE FY 16 to FY 17</b>
<b>INTERNAL SERVICE</b>				
Employee Medical	10,625,978	10,271,491	9,954,500	-3.09%
Retiree Medical Insurance	1,154,912	1,305,620	946,500	-27.51%
Worker's Compensation	1,112,238	676,700	671,411	-0.78%
County Garage	716,968	965,575	715,575	-25.89%
<b>TOTAL</b>	<b>13,610,096</b>	<b>13,219,386</b>	<b>12,287,986</b>	<b>-7.05%</b>
<b>DEBT SERVICE</b>				
Debt Service	57,300,977	17,131,844	18,220,395	6.35%
<b>TOTAL</b>	<b>57,300,977</b>	<b>17,131,844</b>	<b>18,220,395</b>	<b>6.35%</b>
<b>GRAND TOTAL</b>	<b>257,831,045</b>	<b>223,956,230</b>	<b>237,119,465</b>	<b>5.88%</b>
Less Interfund Transfers		43,421,093	45,521,492	4.84%
<b>UNDUPLICATED TOTAL</b>	<b>257,831,045</b>	<b>180,535,137</b>	<b>191,597,973</b>	<b>6.13%</b>

# *Fund Summary*



## Fund Type and Assignment Numbers

*The various funds of Pitt County are maintained in the fund types listed below. For more information on fund accounting, see section entitled "Budgetary Accounting System & Control".*

### GENERAL OPERATING FUNDS

- 100 General
- 150 Health
- 160 Social Services
- 170 Court Facility
- 190 Mental Health
- 300 Debt Service

### INTERNAL SERVICE FUNDS

- 820 Garage
- 840 Employee Medical Insurance
- 841 Retiree Medical Insurance
- 850 Worker's Compensation

### SPECIAL REVENUE FUNDS

- 240 State Grants
- 241 Pitt Area Transit System
- 260 Industrial Development
- 265 Economic Development
- 270 Industrial Development Building
- 280 Fire Districts
- 281 EMS District
- 290 Emergency Telephone System

### FIDUCIARY FUNDS

- 110 LEO Pension

### ENTERPRISE FUND

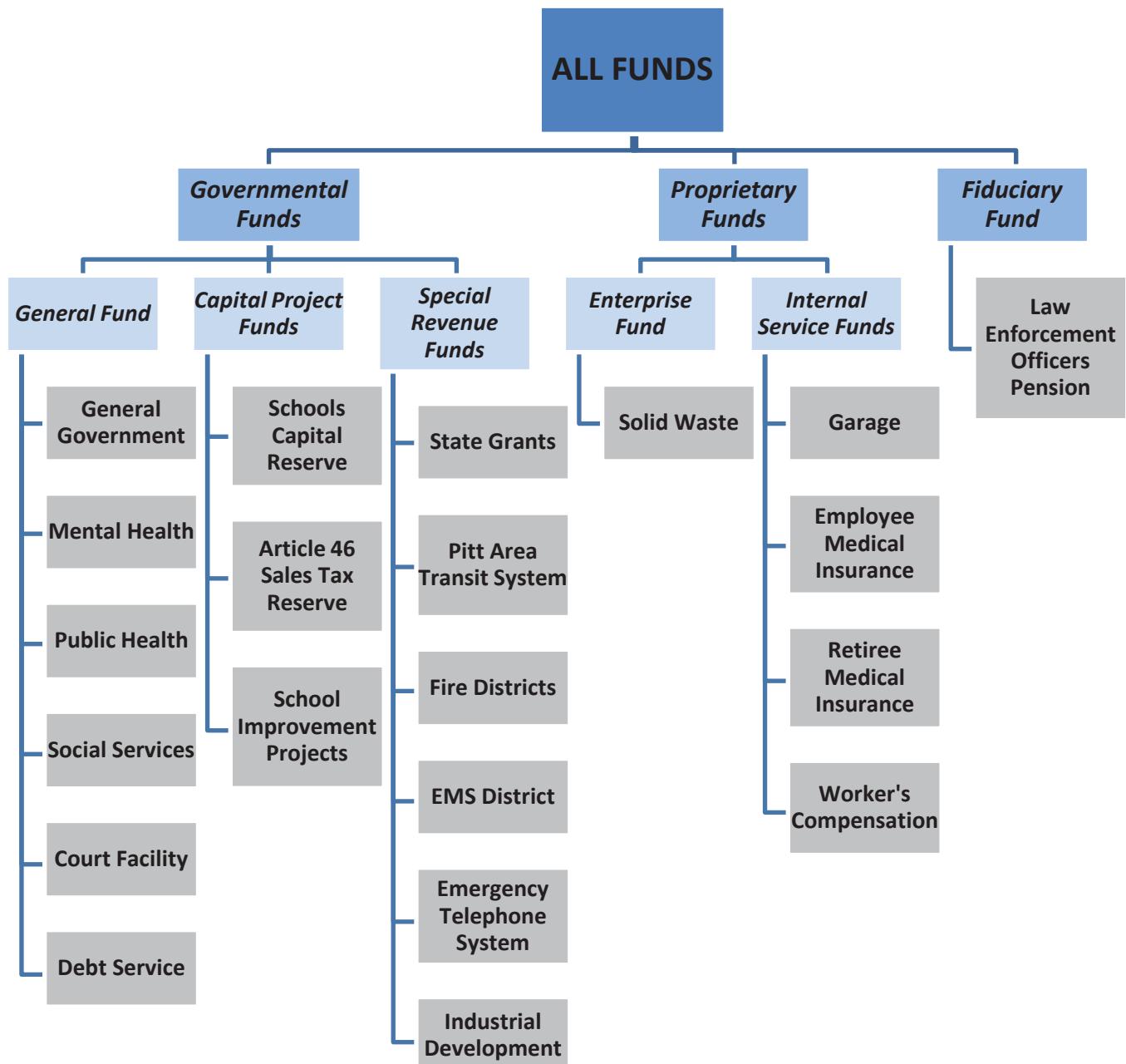
- 600 Solid Waste & Recycling

### CAPITAL PROJECT FUNDS

- 200 School Capital Reserve
- 210 Article 46 Sales Tax Reserve
- 510 School Improvement Projects



## Pitt County Fund Structure

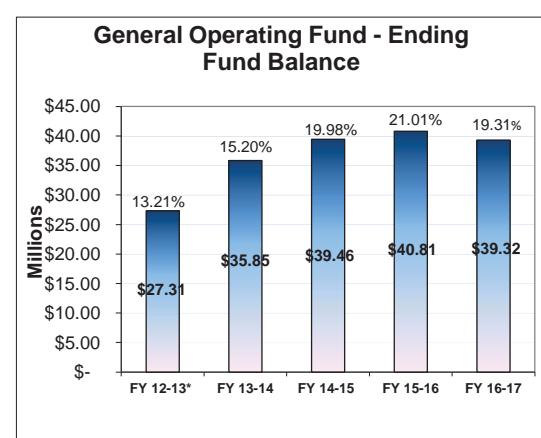


# FUND SUMMARY



## FUND BALANCE HISTORY - GENERAL OPERATING FUNDS

	ACTUAL 2012-13	ACTUAL 2013-2014	ACTUAL 2014-2015	PRELIMINARY 2015-16	PROJECTED 2016-2017
<b>BEGINNING FUND BALANCE</b>	24,220,336	27,308,483	35,849,770	39,455,342	40,809,055
<b>REVENUES</b>					
PROPERTY TAXES	76,718,953	80,714,289	79,932,758	81,784,234	85,926,120
OTHER TAXES & LICENSES	17,473,017	15,798,409	18,731,804	19,861,836	19,961,145
INTERGOVERNMENTAL	26,801,028	27,055,051	30,655,767	30,718,062	29,109,299
PERMITS AND FEES	2,158,484	2,052,755	2,031,647	2,222,649	3,397,274
SALES AND SERVICES	6,650,944	6,296,238	6,166,258	5,866,504	4,949,118
INVESTMENT EARNINGS	20,424	390,016	72,740	189,046	151,237
MISCELLANEOUS	666,219	702,242	632,547	1,224,630	3,229,567
<b>TOTAL REVENUE</b>	<b>130,489,069</b>	<b>133,009,000</b>	<b>138,223,521</b>	<b>141,866,961</b>	<b>146,723,760</b>
<b>OTHER FINANCING SOURCES/USES</b>					
OPERATING TRANSFERS IN	-	670,000	412,500	412,500	412,500
OPERATING TRANSFERS OUT	(6,910,000)	(6,909,714)	(7,137,119)	(7,947,220)	(9,417,910)
PROCEEDS FROM LEASE PURCHASE	-	-	-	-	-
INSTALLMENT DEBT ISSUED	-	1,440,000	893,839	877,252	-
REVENUE ANTICIPATION NOTES ISSUED	-	54,295,000	-	-	-
PAYMENTS FROM ESCROW AGENT	-	61,796,620	-	-	-
PAYMENTS TO RETIRE REVENUE ANTICIPATION NOTE	-	(54,295,000)	-	-	-
PAYMENTS TO BONDHOLDERS, BOND REDEMPTION	-	(54,372,710)	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>(6,910,000)</b>	<b>2,624,196</b>	<b>(5,830,780)</b>	<b>(6,657,468)</b>	<b>(9,005,410)</b>
<b>EXPENDITURES</b>					
<b>CURRENT:</b>					
GENERAL GOVERNMENT	12,178,377	14,855,647	12,914,843	12,398,418	14,602,055
PUBLIC SAFETY	29,359,373	30,193,698	30,843,859	31,914,539	31,226,641
ENVIRONMENTAL PROTECTION	200,253	216,114	248,599	260,578	263,184
ECONOMIC & PHYSICAL DEV	1,292,060	1,852,411	1,327,087	1,266,301	1,590,022
HUMAN SERVICES	37,486,478	37,911,830	40,505,222	43,744,551	45,371,799
CULTURAL & RECREATIONAL	590,667	606,785	679,571	664,949	678,248
EDUCATION	39,068,723	40,996,613	41,646,613	42,821,613	45,008,966
DEBT SERVICE	314,991	458,811	621,375	784,831	471,163
<b>TOTAL EXPENDITURES</b>	<b>120,490,922</b>	<b>127,091,909</b>	<b>128,787,169</b>	<b>133,855,780</b>	<b>139,212,077</b>
<b>REVENUE AND OTHER FINANCING SOURCES</b>					
OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	3,088,147	8,541,287	3,605,572	1,353,713	(1,493,727)
<b>FUND BALANCE, ENDING</b>	<b>27,308,483</b>	<b>35,849,770</b>	<b>39,455,342</b>	<b>40,809,055</b>	<b>39,315,329</b>
(NON-SPENDABLE)/RESTRICTED BY STATE	7,943,708	9,072,015	10,652,942	11,018,445	10,615,139
(SPENDABLE) RESTRICTED GEN GOVT/ASSIGNED/UN/	19,364,775	26,777,755	28,802,400	29,790,610	28,700,190
GENERAL FUND EXPENDITURES	127,400,922	134,001,623	135,924,288	141,803,000	148,629,987
<b>FUND BALANCE (SPENDABLE) AS % OF EXPENDITURES</b>	<b>15.20%</b>	<b>19.98%</b>	<b>21.19%</b>	<b>21.01%</b>	<b>19.31%</b>



# FUND SUMMARY



## FUND BALANCE HISTORY - OTHER FUNDS

(Fund types other than General Operating Fund)

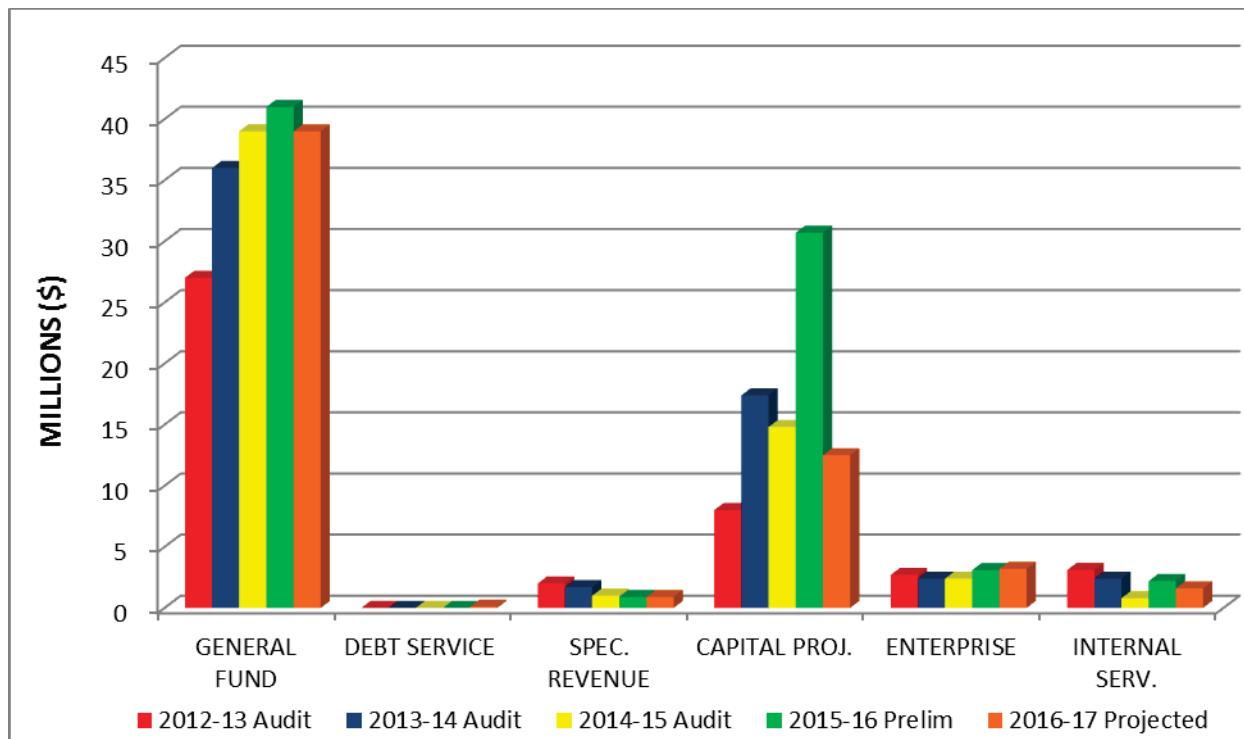
	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	PRELIMINARY 2015-16	PROJECTED 2016-17
<b>DEBT SERVICE FUND</b>					
Beginning Fund Balance	6,905	23,390	46,240	107,456	154,942
Revenues	566,828	580,849	685,475	693,013	559,708
(Expenditures)	(17,214,605)	(17,618,646)	(17,442,278)	(17,414,292)	(18,220,395)
Transfers In/Out	16,664,262	17,060,647	(18,316,981)	16,768,765	17,660,687
Debt Obligation Issued	-	-	35,135,000	-	-
Ending Fund Balance	23,390	46,240	107,456	154,942	154,942
<b>NON MAJOR SPECIAL REVENUE FUNDS</b>					
Beginning Fund Balance	1,472,005	2,110,425	917,371	1,025,380	954,947
Revenues	11,998,069	11,374,517	6,258,194	5,796,676	3,425,000
(Expenditures)	(12,070,533)	(11,858,595)	(6,307,991)	(5,984,097)	(3,547,750)
Transfers In/Out	121,002	91,613	157,806	116,988	100,000
Debt Obligation Issued	589,882	-	-	-	-
Ending Fund Balance	2,110,425	1,717,960	1,025,380	954,947	932,197
<b>MAJOR CAPITAL PROJECTS FUNDS <sup>(1)</sup></b>					
Beginning Fund Balance	-	-	5,406,255	6,120,510	7,605,985
Revenues	-	-	7,285,481	7,905,589	-
(Expenditures)	-	(1,494,893)	-	-	-
Transfers In/Out	-	-	(6,571,226)	(6,420,114)	-
Ending Fund Balance	-	(1,494,893)	6,120,510	7,605,985	7,605,985
<b>NON MAJOR CAPITAL PROJECTS FUNDS <sup>(2)</sup></b>					
Beginning Fund Balance	10,867,473	20,898,680	12,041,934	8,664,888	23,190,519
Revenues	192,206	11,211,719	5,461,545	6,024,078	4,250,000
(Expenditures)	(8,526,304)	(1,718,944)	(4,161,743)	(5,748,204)	(17,000,000)
Transfers In/Out	743,549	(11,623,215)	(4,816,083)	(5,000,243)	(5,566,450)
Insurance Settlement	-	20,489	139,235	-	-
Debt Obligation Issued	5,435,953	154,353	-	19,250,000	-
Ending Fund Balance	8,712,877	18,943,082	8,664,888	23,190,519	4,874,069
<b>ENTERPRISE FUND</b>					
Beginning Fund Balance	2,384,272	2,773,223	2,417,675	2,485,657	3,100,465
Revenues	8,322,372	8,502,911	8,604,250	9,615,100	10,683,518
(Expenditures)	(7,933,421)	(8,858,459)	(8,536,268)	(9,000,292)	(10,520,825)
Ending Fund Balance	2,773,223	2,417,675	2,485,657	3,100,465	3,263,158
<b>INTERNAL SERVICE FUNDS</b>					
Beginning Fund Balance	2,873,703	3,112,259	2,499,125	796,273	2,240,254
Revenues	9,994,253	10,177,327	10,156,876	10,391,446	10,502,244
(Expenditures)	(10,814,097)	(11,827,412)	(13,106,028)	(11,128,045)	(11,796,467)
Transfers In/Out	1,058,400	1,036,951	1,246,300	2,180,580	671,411
Ending Fund Balance	3,112,259	2,499,125	796,273	2,240,254	1,617,442

\* Preliminary Numbers as June 30, 2015 internal close; unaudited figures

(1) Capital Projects are adopted at the Project Ordinance level at the inception of the project. A project ordinance runs for the life of the project and annual reappropriation is not necessary. Therefore, there are no budgets for the capital projects fund included in this document. Deficit balance reflects county advancement of funds for A/E costs prior to debt issuance.

(2) Funds aligned between major & non-major in the special revenue & capital projects shifted due to shifts in the categorization as the projects were consummated (established as major fund) or near completion (shifted to non-major fund status).

## FUND SUMMARY



\*Draft Audit Report

\*\*Beginning FY 12-13, reclassification of Capital Reserve funds from Debt Service to Capital Projects.

As shown, all of the above fund types maintain their own fund balances each year. In some fund types, steady growth is a necessity. The County consciously works to increase the fund balance in the General Fund—a combination of the General Operating, Court Facilities, Mental Health, Public Health, and Social Services Funds. This presentation method is used to be consistent with the County's audit format. The General Fund is the one in which the County has discretionary spending power and is also the fund observed by the Local Government Commission (LGC), a division of the North Carolina Treasurer's Office. The LGC requires an available fund balance equivalent to a minimum of 8% of the prior year's expenditures; and for units the size of Pitt County, recommends 15-16%. In actuality, counties of similar size to Pitt County average a fund balance of 26%. Based on the June 30, 2016 draft audit report, the County has a preliminary available general fund fund balance of more than 20%.

Pitt County aggressively works to contain costs and maximize revenues with an eye toward keeping this financial indicator solid. The County has typically budgeted fund balance with no intention of using it. The over collection of revenues and the trend for departments to spend less than 100% of their budgets usually negates the need to actually spend fund balance appropriated. Until four years ago, fund balance was used to fund operational expenses in lieu of increasing the tax rate.

Annual changes in the Special Revenue Fund are indicative of active grant programs. Construction activity on County projects is reflected in the Capital Project Funds. Balances increase and decrease as projects are active and then completed. The proprietary fund types—Enterprise and Internal Service—are designed to hold constant from year to year. Rates (i.e. Solid Waste tipping fees; health insurance premiums) are reviewed annually and adjusted as needed to cover costs. The County monitors these funds and tries to maintain a healthy fund balance and setting reasonable user fees to support the operations.

# *Debt Summary*

# DEBT SUMMARY

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## LEGAL DEBT LIMIT

The County is subject to the Municipal Finance Law of North Carolina which limits the amount of net debt the County may have outstanding to eight percent (8%) of the appraised value of property subject to taxation. At June 30, 2016, the County's statutory debt capacity was \$833,121,478. At that same point in time, the County's actual gross outstanding debt was \$152,284,736 which is comprised of \$19,250,000 in General Obligation Bonds, \$37,875,000 in Certificates of Participation, \$80,310,000 in Limited Obligation Bonds, \$4,201,765 in Qualified School Construction Bonds, and \$10,647,971 in outstanding installment financing.

In North Carolina, no bonds may be issued without the approval of the Department of the State Treasurer, Local Government Commission. A sworn statement of debt must also be filed attesting that net debt will not exceed the eight percent limitation on appraised property value.

General Obligation Bonds may be used in North Carolina to finance long term improvements. Pitt County sold General Obligation Bonds, not to exceed \$19.9 million, in August 2015 as detailed in the "General Obligation Bonds" section below.

Certificates of Participation, Limited Obligation Bonds, Qualified School Construction Bonds and lease-purchase financing do not pledge the "full faith and credit" of the County but rather offer the investors/lien holders the purchased property as security for the financing, and the repayment is subject to annual appropriation. In the event of default, repossession or foreclosure action could occur.

## GENERAL OBLIGATION BONDS

In November 2013, the voters of Pitt County passed, by voter referendum, a \$19.9 million General Obligation Bond for community college construction, building acquisition and renovation. The bonds were sold in August 2015 and the community college projects construction began in the fall of 2015.

## DEBT OTHER THAN GENERAL OBLIGATION BONDS

The County has outstanding public issues [Certificates of Participation (COP), Limited Obligation Bonds (LOB) or Qualified School Construction Bonds (QSCB)] with a total balance of \$152,284,736 as of June 30, 2016, as indicated on the debt schedule following this summary. These issues include:

**2007 COP, Schools, Partial Refunding of 2000A & 2000B** – In October 2007, the County issued \$59,365,000 to advance refund a portion of the Certificates known as 2000A and 2000B (\$29,300,000 refunded). New funding of \$30,065,000 was earmarked to build a new elementary school and complete four school additions. In March 2015, this COP was partially refunded and the remaining amount is \$17,955,000.

**2007 COP, Detention Center Expansion** – In October 2007, the County issued \$19,855,000 to finance the construction of a 192-bed expansion to the Detention Center. In March 2015, this COP was partially refunded and the remaining amount of new bond started at \$3,545,000 and scheduled to be paid off in FY 2017-18.

**2009 LOB, School Projects** – In December 2009, the County issued \$35,145,000 to finance additions, renovations and parking lot configurations at D. H. Conley High, Eastern Elementary, and Farmville Central High as well as the construction of a new elementary school.

**2010 QSCB, Sadie Salter Project** – In December 2010, the County issued \$5,952,500 to finance renovations and an addition to Sadie Saulter School. A large portion (92%) of the annual interest payment is currently covered by the federal government through ARRA Stimulus Program.

**2010 LOB, Partial Refunding of 2001** – In October 2010, the County issued \$5,470,000 to advance refund a portion of the Certificates known as 2001.

## DEBT SUMMARY

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**2010 LOB, Pitt Community College Project** – In November 2010, the County issued \$22,080,000 to finance the construction of three new facilities at the college. The facilities are a General Academic Building, a Construction and Industrial Technology Building and a Maintenance Shop.

**2012 COP, Public Facilities & Schools Refunding** - In May 2012, the County issued \$23,615,000 in Certificates of Participation to advance refund the 2004 COP issued for the construction of a new mental health and public health center.

**2015 LOB, Courthouse/Schools 2004 (Original 1997 COP) COPS Refunding & 2007 COP Detention Center Expansion/Schools Partial Refunding** – In March 2015, the County issued a total of \$35,135,000 in Limited Obligation Bonds to refund all of the original 1997A COP (refunded in 2004) and partially refund 2007 COP Detention Center expansion and Schools.

Other outstanding debt for the County consists of one loan from the Global Transpark Development Trust Fund (GTP), two loans from NCDENR, one loan from Siemens Financing and five others from lending institutions referenced below. The balances are shown on the debt payable summary at the end of this section. These loans include funds for the following:

**Grifton Sewer Project** – A GTP Loan was issued to the County in September 2005. The County facilitated an additional loan for sewer extension for the Town of Grifton. This loan was for \$209,645 and will run through 2016.

**EMS Defibrillators** – In August 2012, the County financed \$589,882 (5-year financing) for automatic external defibrillators and defibrillator monitors and related attached equipment.

**Guaranteed Energy Savings Project** – In July 2005, the County entered into a 12 year \$2,697,002 financing to pay for energy improvements throughout County facilities. In September, 2012, the County entered into an 18 year \$3,775,913 financing for a second phase of energy improvements.

**Stokes and Pactolus Sewer Project** – In May 2011, the County was a recipient of funding from the American Recovery and Reinvestment Act (ARRA – Stimulus) for the extension of sewer to the Stokes/Pactolus area. This is a joint project between the County, the School System and Greenville Utilities, whereby the County's total commitment is \$866,720 over 20 years due to NCDENR.

**Vehicle Replacement Program** – The County borrowed \$615,000 from Wells Fargo Bank in 2013 to continue a systematic replacement plan for rolling stock. Again, in 2015 another vehicle replacement loan was taken out with BB & T for an additional \$615,000. The rolling stock loans are 3-year loans.

**Probation/Radios/Compactor** – The County borrowed \$5,500,000 from RBC Bank in October 2011 to cover the cost of upgrading various communications equipment; acquiring a new probation and parole building and acquiring a compactor for the County's solid waste transfer station. This financing is for the period of 10 years.

**Chicod Sewer Project** – In May 2012, the County received approval from the LGC for a federal revolving loan from NCDENR in the amount of \$1,775,459. Payments began in November 2013 to extend sewer service to the Chicod School. The financing for this loan is for a period of 20 years.

**NC Eastern Region** – In May 2014, the County entered into a 5 year \$495,000 loan with the NC Eastern Region for the purpose of providing an economic development incentive loan.

**DSS Northwoods Project** – In March, 2016, the County entered into a 3 year \$877,242 loan with PNC Equipment Finance for financing a case/document management computer system to support Adult and Child Protective Services in the Social Services Department.

# DEBT SUMMARY

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## BOND RATINGS

Rating agencies review Pitt County's financial position each time the county issues debt, analyzing our debt burden, proposed debt, general economy, infrastructure needs, and overall outlook for the future. Upon our most recent reviews (June 2016) the following ratings were received from these agencies:

<b>Rating Agency</b>	<b>Rating Type</b>	<b>Rating for Current Project</b>	<b>Opinion</b>
Moody's	GO	Aa1	Affirmed
	COPS/LOBS	Aa2	Stable Outlook
Standard & Poor's	GO	AA	Affirmed
	COPS/LOBS	AA-	Stable Outlook
Fitch	GO	AA+	Affirmed
	COPS/LOBS	AA	Stable Outlook

Pitt County takes pride in its AA ratings from all three agencies, considering less than 15 percent of debt issues taken to the public market by counties in general carry the AA rating. Following the June 2016 review, Pitt County received an upgrade from Moody's from Aa2 to Aa1 for the GO bond rating.

## IMPACT ON CURRENT & FUTURE BUDGET YEARS

Pitt County's fiscal year 2016-17 adopted operating budget is \$237,119,465.

All existing capital projects of the County were established by Project Ordinances at the start of each project, and that authorization lasts until the project is completed. No annual appropriations or carryover budgets are required.

Capital items such as equipment (IT) and rolling stock (i.e. vehicles) are budgeted in each department's operating budget on either a pay-as-you-go basis or as a simple bank loan obligation. This is analyzed each year before the County adopts its budget.

## FUTURE ANTICIPATED OBLIGATION

The County continues to prepare a multi-year Capital Improvement Plan (CIP) with anticipated needs noted. Under North Carolina law, funding for public school and community college facilities is primarily the responsibility of the counties. As such, the lion share of capital needs identified are for educational facilities. Pitt County utilizes a combination of dedicated funding streams for educational capital construction. These streams include: restricted portions of local sales taxes, voter-implemented 1/4% local option sales tax, and NC Educational Lottery proceeds. Revenues generated from these sources provide the means by which existing debt is serviced and new projects are considered for financing.

The County anticipates one major project which will require borrowing in the upcoming year. Equipment installment financing in the amount of \$6,122,000 will be needed for the following identified equipment: Radio/Paging Enhancement and Back-Up 911 Center, Annual Vehicle Replacements, Voting Machines and Detention Center Digital Camera System. Requests for proposals for financing are scheduled to be sent to financial institutions in August 2016.

## DEBT SUMMARY

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### PITT COUNTY COMPUTATION OF LEGAL DEBT MARGIN June 30, 2016

#### Assessed Valuations:

Assessed Value	\$12,317,577,680
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#### Debt Limit - Eight Percent (8%) of Appraised Valuation

\$985,406,214
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#### Gross Debt:

General Obligation Bonds	\$19,250,000
Certificates of Participation	\$37,875,000
Limited Obligation Bonds	\$80,310,000
Qualified School Construction Bonds	\$4,201,765
	<hr/>
	\$141,636,765

#### Other:

Other Loans	<hr/> <u>\$10,647,971</u>
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<b>Gross Debt</b>	\$152,284,736
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<b>Net Debt</b>	\$152,284,736
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<b>Legal Debt Margin</b>	\$833,121,478
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# DEBT SUMMARY



## SCHEDULE OF DEBT PAYABLE

June 30, 2016

	Issue Date	Due Serially To	Interest Rate	Original Issue	Balance June 30, 2016
<b>General Obligation Bond</b>					
2015 GO, PCC Series	September, 2015	FY 34-35	Variable	\$ 19,250,000	\$ 19,250,000
				\$ 19,250,000	\$ 19,250,000
<b>Certificates of Participation / Limited Obligation Bonds / Qualified School Construction Bond</b>					
2007 COP, Schools Refunding	October, 2007	FY 24-25	Variable	\$ 23,970,000	\$ 17,955,000
2007 COP, Detention Center Expansion	October, 2007	FY 17-18	Variable	\$ 3,545,000	\$ 1,845,000
2009 LOB, School Projects	December, 2009	FY 33-34	Variable	\$ 35,145,000	\$ 25,740,000
2010 QSCB, Sadie Saulter Project	December, 2010	FY 27-28	5.670%	\$ 5,952,500	\$ 4,201,765
2010 LOB, Partial Refunding of 2001	October, 2010	FY 25-26	Variable	\$ 5,470,000	\$ 3,735,000
2010 LOB, Pitt Community College Project	November, 2010	FY 34-35	Variable	\$ 22,080,000	\$ 17,025,000
2012 COP, Refunding of 2004 Schools	May, 2012	FY 28-29	Variable	\$ 23,615,000	\$ 18,075,000
2015 LOB, Courthouse / Schools Refunding Portion	March, 2015	FY 16-17	Variable	\$ 2,705,000	\$ 1,380,000
2015 LOB, Jail Refunding	March, 2015	FY 27-28	Variable	\$ 11,185,000	\$ 11,185,000
2015 LOB, Schools Refunding	March, 2015	FY 31-32	Variable	\$ 21,245,000	\$ 21,245,000
				\$ 154,912,500	\$ 122,386,765
<b>Other Loans</b>					
Global Transpark, Grifton Sewer Project #2	September, 2005	FY 16-17	3.500%	\$ 209,645	\$ 11,166
Defibrillators, PNC	August, 2012	FY 16-17	1.590%	\$ 589,882	\$ 127,952
Guaranteed Energy, Wachovia	July, 2006	FY 17-18	3.560%	\$ 2,697,002	\$ 476,190
Guaranteed Energy Phase 2, Siemens Financing	September, 2012	FY 30-31	2.910%	\$ 3,775,913	\$ 3,513,888
Stokes/Pactolus Sewer, NC DENR	May, 2011	FY 29-30	0.000%	\$ 866,720	\$ 604,028
Vehicle Replacement Program, BB&T	April, 2015	FY 16-17	1.170%	\$ 615,000	\$ 43,781
Probation/Radios/Compactor, RBC	October, 2011	FY 21-22	2.070%	\$ 5,500,000	\$ 3,300,000
Chicod Sewer Project, NC DENR	April, 2013	FY 32-33	2.000%	\$ 1,775,459	\$ 1,509,140
NC Eastern Region Loan	May, 2014	FY 18-19	0.000%	\$ 495,000	\$ 297,000
DSS Northwoods Project	March, 2016	FY 18-19	1.560%	\$ 877,242	\$ 764,827
				\$ 17,401,863	\$ 10,647,971
<b>Total Debt Payable</b>				\$ 191,564,363	\$ 152,284,736

# DEBT SUMMARY



## ANNUAL LONG-TERM\* DEBT SERVICE PRINCIPAL AND INTEREST BREAKDOWN 2016-2026

		FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
<b>GENERAL GOVERNMENT DEBT</b>											
Schools (2004 COPS)/2012 Refunded	P	1,425,000	1,410,000	1,410,000	1,410,000	1,410,000	1,385,000	1,380,000	1,390,000	1,395,000	1,395,000
	I	774,694	717,694	647,194	590,794	520,293	477,019	407,769	338,769	269,269	199,519
Detention (2007 COPS) - Unrefunded Portion	P	905,000	940,000	-	-	-	-	-	-	-	-
	I	73,800	37,600	-	-	-	-	-	-	-	-
Detention (2007 COPS)/2015 LOBS Refunded Portion	P	-	-	885,000	935,000	980,000	1,030,000	1,080,000	1,135,000	1,195,000	1,250,000
	I	559,250	559,250	559,250	515,000	468,250	419,250	367,750	313,750	257,000	197,250
Public Facilities / 2001 Refunding (2010 LOBS)	P	400,000	395,000	385,000	380,000	375,000	370,000	365,000	360,000	355,000	350,000
	I	129,300	117,300	105,450	93,900	78,700	66,512	54,025	41,250	28,200	14,000
Courthouse (2004 COPS)/2015 LOBS Refunded Portion	P	722,000	-	-	-	-	-	-	-	-	-
	I	28,880	-	-	-	-	-	-	-	-	-
Pitt Community College GO Bonds	P	894,520	894,520	894,520	894,520	894,520	894,520	894,520	894,520	894,520	894,520
	I	530,179	512,289	494,398	476,508	449,672	422,837	396,001	351,275	324,440	279,714
Sub-total		6,442,623	5,583,652	5,380,812	5,295,721	5,176,435	5,065,137	4,945,065	4,824,564	4,718,428	4,580,002
<b>PUBLIC SCHOOL DEBT **</b>											
Schools (2007 COPS) - Unrefunded Portion	P	2,945,000	1,930,000	1,915,000	1,900,000	1,875,000	1,865,000	1,855,000	1,840,000	1,830,000	-
	I	844,700	721,550	628,550	539,250	463,250	369,500	276,250	183,500	91,500	-
Schools (2007 COPS)/2015 LOBS - Refunded Portion	P	-	1,070,000	1,070,000	1,130,000	1,185,000	1,275,000	1,380,000	1,480,000	1,580,000	1,590,000
	I	908,444	908,444	854,944	801,444	744,944	685,694	621,944	552,944	478,944	399,944
Schools (2004 COPS)/2015 LOBS - Refunded Portion	P	658,000	-	-	-	-	-	-	-	-	-
	I	26,320	-	-	-	-	-	-	-	-	-
Sub-total		5,382,464	4,629,994	4,468,494	4,370,694	4,268,194	4,195,194	4,133,194	4,056,444	3,980,444	1,989,944
<b>ARTICLE 46 SALES TAX***</b>											
Schools (2009 LOBS)	P	1,430,000	1,430,000	1,430,000	1,430,000	1,430,000	1,430,000	1,430,000	1,430,000	1,430,000	1,430,000
	I	1,136,850	1,086,800	1,029,600	972,400	915,200	856,212	797,225	738,238	679,250	614,900
Schools (2010 QSCB) - Interest partially reimbursable by Fed Government	P	350,147	350,147	350,147	350,147	350,147	350,147	350,147	350,147	350,147	350,147
	I	337,507	337,507	337,507	337,507	337,507	337,507	337,507	337,507	337,507	337,507
Pitt Community College (2010 LOBS)	P	900,000	900,000	900,000	900,000	895,000	895,000	895,000	895,000	895,000	895,000
	I	688,594	661,594	634,594	607,594	571,594	542,506	512,300	480,975	447,500	411,700
Chicod Sewer Project	P	88,773	88,773	88,773	88,773	88,773	88,773	88,773	88,773	88,773	88,773
	I	30,183	28,407	26,632	24,856	23,081	21,306	19,530	17,755	15,979	14,204
Pitt Community College GO Bonds	P	120,480	120,480	120,480	120,480	120,480	120,480	120,480	120,480	120,480	120,480
	I	71,408	68,999	66,589	64,180	60,565	56,951	53,336	47,312	43,698	37,674
Sub-total		5,153,942	5,072,707	4,984,322	4,895,937	4,792,347	4,698,882	4,604,298	4,506,187	4,408,334	4,300,385
<b>Grand Total</b>		16,979,029	15,286,353	14,833,628	14,562,352	14,236,976	13,959,213	13,682,557	13,387,195	13,107,206	10,870,330

\*This chart represents loans with debt service greater than or equal to 20 years at issuance, typically Certificates of Participation and Limited Obligation Bonds.

\*\*Board of Education covers this debt service with restricted sales tax revenues and ADM Capital Building funds.

\*\*\*Article 46 tax was passed by a positive vote via referendum in November 2007. The proceeds of this tax are earmarked for education (K-12 and Community College) construction.

# DEBT SUMMARY



## ANNUAL LONG-TERM\* DEBT SERVICE SUMMARY - 2016-2026

	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
<b>GENERAL GOVERNMENT DEBT</b>										
Schools (2004 COPS)/2012 Refunded	2,199,694	2,127,694	2,057,194	2,000,794	1,930,293	1,862,019	1,787,769	1,728,769	1,664,269	1,594,519
Detention (2007 COPS) - Unrefunded Portion	978,800	977,600	-	-	-	-	-	-	-	-
Detention (2007 COPS)/2015 LOBS Refunded Portion	559,250	559,250	1,444,250	1,450,000	1,448,250	1,449,250	1,447,750	1,448,750	1,452,000	1,447,250
Public Facilities / 2001 Refunding (2010 LOBS)	529,300	512,300	490,450	473,900	453,700	436,512	419,025	401,250	383,200	364,000
Courthouse (2004 COPS)/2015 LOBS Refunded Portion	750,880	-	-	-	-	-	-	-	-	-
Pitt Community College GO Bonds	1,424,699	1,406,808	1,388,918	1,371,027	1,344,192	1,317,356	1,290,521	1,245,795	1,218,959	1,174,233
Sub-total	6,442,623	5,583,652	5,380,812	5,295,721	5,176,435	5,065,137	4,945,065	4,824,564	4,718,428	4,580,002
<b>PUBLIC SCHOOL DEBT **</b>										
Schools (2007 COPS) - Unrefunded Portion	3,789,700	2,651,550	2,543,550	2,439,250	2,338,250	2,234,500	2,131,250	2,023,500	1,921,500	1,989,944
Schools (2007 COPS)/2015 LOBS - Refunded Portion	908,444	1,978,444	1,924,944	1,931,444	1,929,944	1,960,694	2,001,944	2,032,944	2,058,944	-
Schools (2004 COPS)/2015 LOBS - Refunded Portion	684,320	-	-	-	-	-	-	-	-	-
Sub-total	5,382,464	4,629,994	4,468,494	4,370,694	4,268,194	4,195,194	4,133,194	4,056,444	3,980,444	1,989,944
<b>ARTICLE 46 SALES TAX***</b>										
Schools (2009 LOBS)	2,566,850	2,516,800	2,459,600	2,402,400	2,345,200	2,286,212	2,227,225	2,168,238	2,109,250	2,044,900
Schools (2010 QSCB) - Interest partially reimbursable by Fed Gov't	687,654	687,654	687,654	687,654	687,654	687,654	687,654	687,654	687,654	687,654
Pitt Community College (2010 LOBS)	1,588,594	1,561,594	1,534,594	1,507,594	1,466,594	1,437,506	1,407,300	1,375,975	1,342,500	1,306,700
Chicod Sewer Project	118,956	117,180	115,405	113,629	111,854	110,079	108,303	106,528	104,752	102,977
Pitt Community College GO Bonds	191,888	189,478	187,069	184,660	181,045	177,430	173,816	167,793	164,177	158,154
Sub-total	5,153,942	5,072,706	4,984,322	4,895,937	4,792,347	4,698,881	4,604,298	4,506,188	4,408,333	4,300,385
<b>Grand Total</b>	16,979,029	15,286,352	14,833,628	14,562,352	14,236,976	13,959,212	13,682,557	13,387,195	13,107,205	10,870,330

\*This chart represents loans with debt service greater than or equal to 20 years at issuance, typically Certificates of Participation and Limited Obligation Bonds.

\*\*Board of Education covers this debt service with restricted sales tax revenues and ADM Capital Building funds.

\*\*\*Article 46 tax was passed by a positive vote via referendum in November 2007. The proceeds of this tax are earmarked for education (K-12 and Community College) construction.

# *Tax Summary*

## TAX SUMMARY

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**PITT COUNTY  
ANALYSIS OF ADOPTED TAX LEVY  
FISCAL YEAR 2016-17  
Tax Rate per \$100 = \$0.686**

	<i>Estimated Value</i>	<i>Levy Proceeds</i>
Real & Personal Property	\$12,317,577,680 @ .686/\$100	\$84,498,583
Adjustment for Non-Collection ( <i>Collection Rate</i> )		X 98.9%
<b>Total Ad Valorem Tax</b>		<b>\$83,569,098</b>

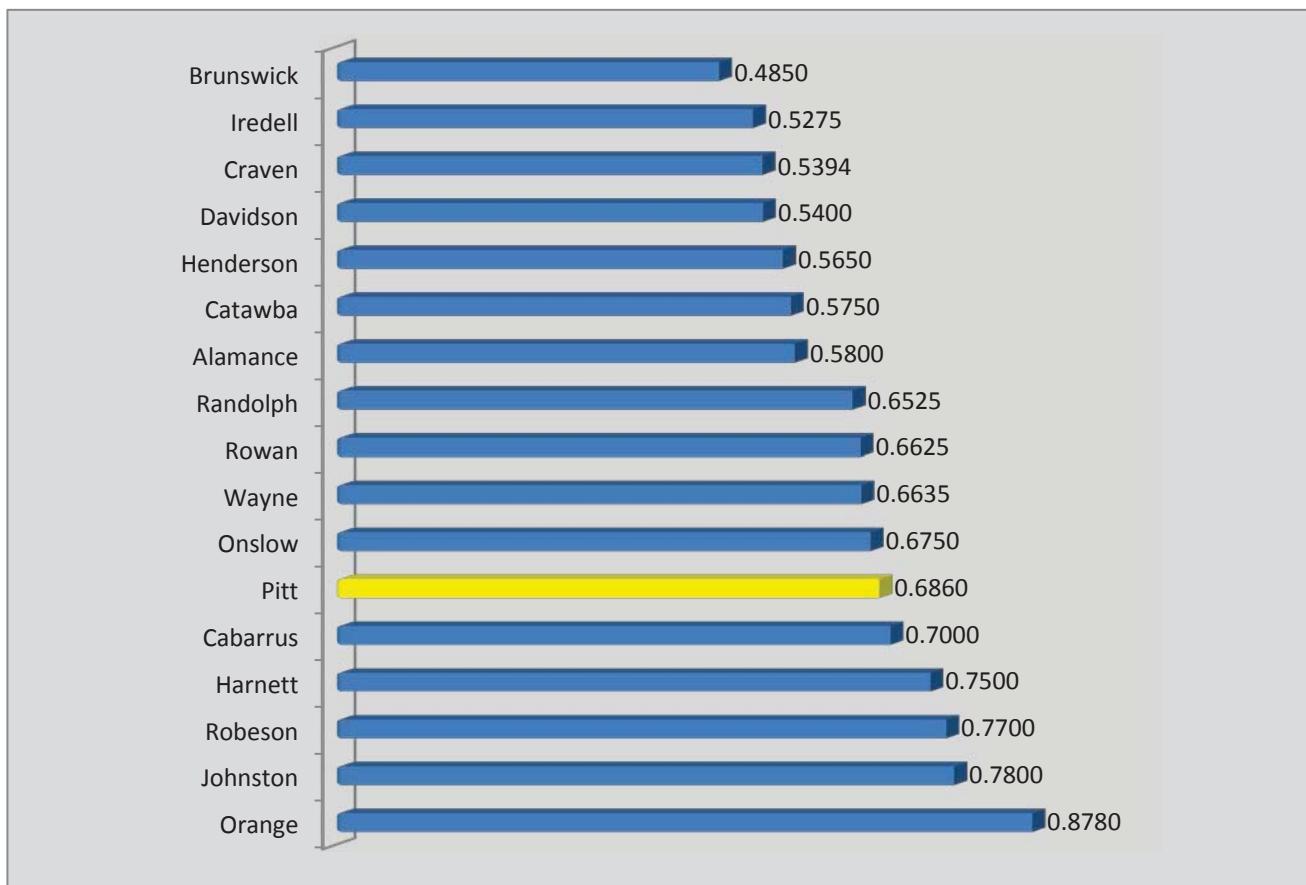
**DISTRIBUTION OF AD VALOREM TAX PROCEEDS ACROSS FUNDS**

General Fund	\$0.6790	\$82,716,353
Development Commission Fund	\$0.0070	<u>\$852,746</u>
		<b>\$83,569,098</b>

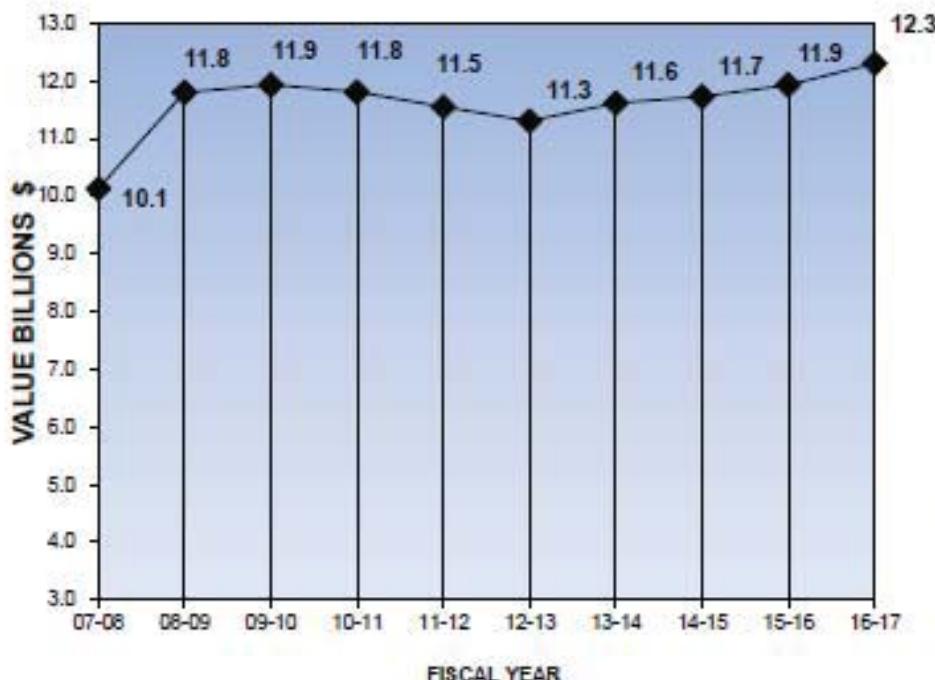
# TAX SUMMARY



## COMPARISON OF AD VALOREM TAX RATES FISCAL YEAR 2016-17 ADOPTED LEVIES



Counties with populations 100,000 to 199,999  
Ad Valorem Tax Rate Per \$100 Valuation

**PITT COUNTY****ASSESSED PROPERTY VALUATION**

Revaluation of real property is required by statute every eight (8) years. Pitt County Commissioners voted in 2004 to conduct property revaluation every four years. Pitt County completed a four-year revaluation effective January 1, 2016 for levy of taxes in Fiscal Year 2016-17 and will begin conducting another four-year revaluation with the next one effective January 1, 2020.

**PITT COUNTY****2016  
TOP TEN  
TAXPAYERS**

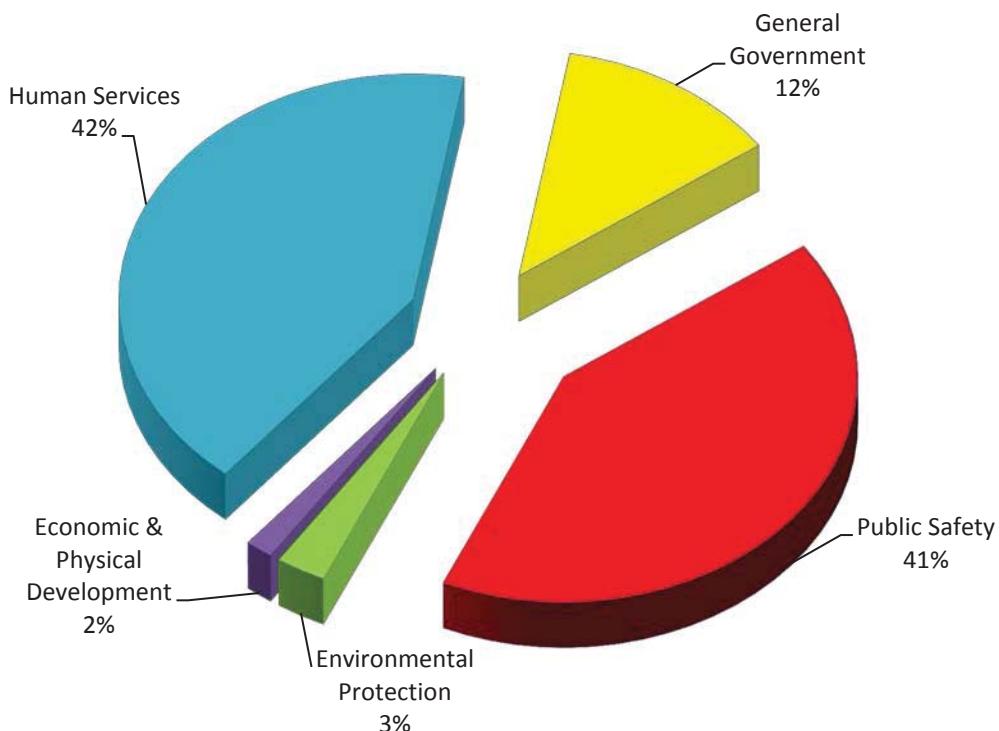
Taxpayer	Type	Value
PATHEON MANUFACTURING SERVICES LLC	Manufacturer	\$ 249,654,598
DSM DYNEEMA LLC	Manufacturer	\$ 181,014,354
ATTENDS HEALTHCARE PRODUCTS, INC	Manufacturer	\$ 89,078,952
ASMO GREENVILLE OF NC	Manufacturer	\$ 80,326,401
PEP CORE NCC LLC I & II	Student Housing	\$ 57,603,990
WAL MART REAL ESTATE BUSINESS TRUST	Retail	\$ 50,710,681
WEYERHAEUSER NR COMPANY	Manufacturer	\$ 49,090,486
RPI GREENVILLE MALL LP	Mall	\$ 44,614,187
COPPER BEECH TOWNHOME COMMUNITIES THIRTY SPE LLC	Student Housing	\$ 37,505,180
CAROLINA TELEPHONE	Public Service	\$ 36,161,505
	Total	\$ 875,760,334

# *Human Resources Summary*

## HUMAN RESOURCES SUMMARY



### PERCENTAGE OF FTE POSITIONS BY SERVICE AREA Fiscal Year 2016-17



<b>Service Area</b>	<b>FTEs</b>
General Government	121.500
Public Safety	406.375
Environmental Protection	27.000
Economic & Physical Development	14.975
Human Services	408.900
<b>Total FTE Positions</b>	<b>978.750</b>

## HUMAN RESOURCES SUMMARY



### SUMMARY OF POSITIONS BY SERVICE AREA

	AMENDED FY 2013-14	AMENDED FY 2014-15	AMENDED FY 2015-16	REQUESTED FY 2016-17	ADOPTED FY 2016-17	% CHANGE FY 16 to 17
<b>GENERAL GOVERNMENT</b>						
County Manager	4.000	5.000	4.000	4.000	4.000	0.00%
Financial Services	9.000	9.000	9.000	9.000	9.000	0.00%
Tax Administration	32.000	32.000	32.000	33.000	32.000	0.00%
Legal	4.000	4.000	5.000	5.000	5.000	0.00%
Board of Elections	6.000	6.000	6.000	6.000	6.000	0.00%
Register of Deeds	9.000	9.000	8.000	8.000	8.000	0.00%
Public Information	2.000	2.000	2.000	2.500	2.500	25.00%
Human Resources	7.000	7.000	7.000	7.000	7.000	0.00%
Print Shop/Mailroom	2.000	2.000	2.000	2.000	2.000	0.00%
Management Info Systems	26.000	26.000	26.000	26.000	26.000	0.00%
Geographic Info Systems	2.000	2.000	2.000	2.000	2.000	0.00%
Buildings & Grounds	19.000	18.000	17.000	17.000	17.000	0.00%
Court Facilities	1.000	1.000	1.000	1.000	1.000	0.00%
<b>TOTAL</b>	<b>123.000</b>	<b>123.000</b>	<b>121.000</b>	<b>122.500</b>	<b>121.500</b>	<b>0.41%</b>
<b>PUBLIC SAFETY</b>						
Sheriff	138.000	142.000	145.000	166.000	149.000	2.76%
Detention Center	174.000	173.000	174.000	179.000	175.000	0.57%
School Security	9.000	9.000	9.000	9.000	9.000	0.00%
Jail Inmate Coordinator	1.000	1.000	1.000	1.000	1.000	0.00%
Emergency Management	6.000	6.000	6.000	6.000	6.000	0.00%
EMS District	17.000	17.000	17.000	17.000	17.000	0.00%
Communications	19.000	20.000	20.000	28.000	24.000	20.00%
Animal Services	5.000	15.500	15.500	15.500	13.500	-12.90%
E911 Emergency Telephone Inspections <sup>(1)</sup>	0.750	0.750	0.750	0.875	0.875	16.67%
State Grants	3.000	3.000	5.500	5.750	5.500	0.00%
<b>TOTAL</b>	<b>380.250</b>	<b>390.250</b>	<b>399.250</b>	<b>433.625</b>	<b>406.375</b>	<b>1.78%</b>
<b>ENVIRONMENTAL PROTECTION</b>						
Pitt Soil & Water	4.000	4.000	4.000	4.000	4.000	0.00%
Solid Waste & Recycling	21.250	22.250	22.250	23.000	23.000	3.37%
<b>TOTAL</b>	<b>25.250</b>	<b>26.250</b>	<b>26.250</b>	<b>27.000</b>	<b>27.000</b>	<b>2.86%</b>

## HUMAN RESOURCES SUMMARY



### SUMMARY OF POSITIONS BY SERVICE AREA

	AMENDED FY 2013-14	AMENDED FY 2014-15	AMENDED FY 2015-16	REQUESTED FY 2016-17	ADOPTED FY 2016-17	% CHANGE FY 16 to 17
<b>ECONOMIC &amp; PHYSICAL DEVELOPMENT</b>						
Planning	7.750	7.750	8.375	8.375	8.375	0.00%
E911 Planning	1.000	1.000	1.000	1.000	1.000	0.00%
Permitting <sup>(1)</sup>	2.500	2.500	0.000	0.000	0.000	0.00%
Engineering	0.750	0.750	0.750	1.000	1.000	33.33%
Industrial Development	4.000	4.000	4.000	4.000	4.000	0.00%
Farmers Market	0.600	0.600	0.600	0.600	0.600	0.00%
<b>TOTAL</b>	<b>16.600</b>	<b>16.600</b>	<b>14.725</b>	<b>14.975</b>	<b>14.975</b>	<b>1.70%</b>
<b>HUMAN SERVICES</b>						
Health	122.850	124.650	121.650	125.400	125.400	3.08%
Pitt Area Transit	14.000	14.000	9.000	9.000	9.000	0.00%
Social Services	226.500	257.000	263.000	272.500	271.500	3.23%
Veterans Services	2.000	2.000	3.000	3.000	3.000	0.00%
<b>TOTAL</b>	<b>365.350</b>	<b>397.650</b>	<b>396.650</b>	<b>409.900</b>	<b>408.900</b>	<b>3.09%</b>
<b>GRAND TOTAL</b>	<b>910.450</b>	<b>953.750</b>	<b>957.875</b>	<b>1008.000</b>	<b>978.750</b>	<b>2.18%</b>

Note: This chart is based on authorized Full Time Equivalent (FTE) positions.

(1) Permitting was combined with Inspections in FY 15-16

## **HUMAN RESOURCES SUMMARY**

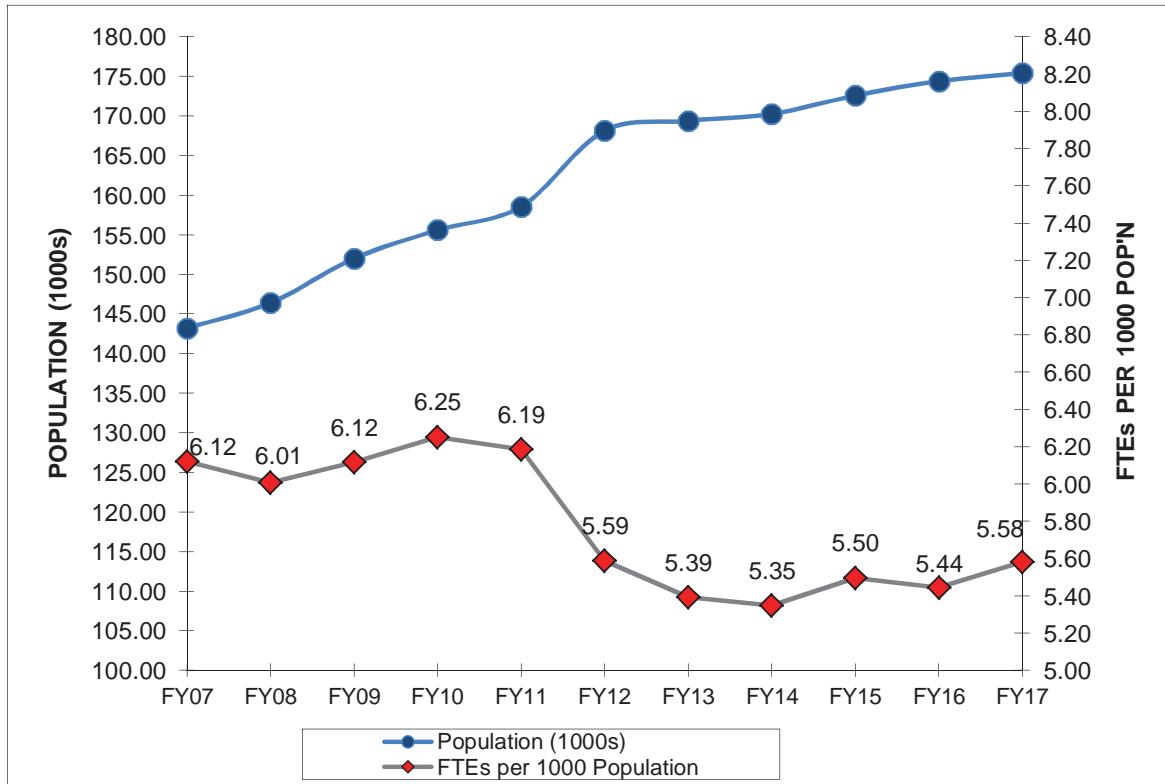


## **POSITION REQUESTS**

FY 2016-17



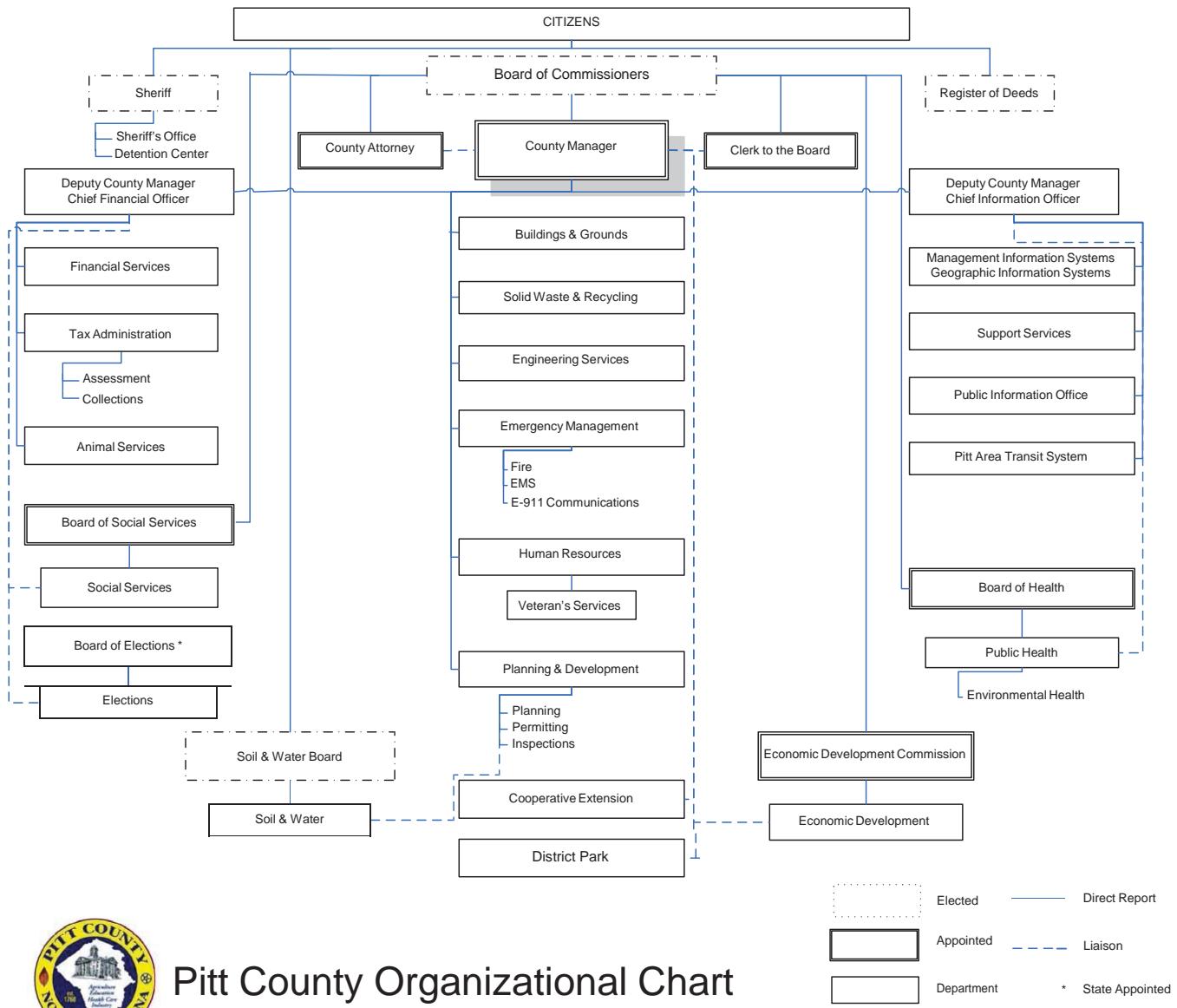
### PITT COUNTY FULL TIME EQUIVALENT POSITIONS PER 1000 POPULATION



Fiscal Year	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
FTE Positions	879.50	930.00	973.00	981.00	939.55	913.40	910.30	948.50	949.50	978.75
Population	146,398	151,996	155,607	158,575	168,148	169,378	170,263	172,569	174,414	175,390

As the graph above indicates, the growth in County population has increased steadily. However, over the past several years the number of County positions (employees) per 1000 population has decreased due to FY 2007-08 divestiture of Mental Health services to the private sector. The more current decreases reflect changes in operational design and headcount - permanent changes to the size of the respective operations. These actions were taken in an effort to create long term sustainability and address current and future economic constraints.

## **HUMAN RESOURCES SUMMARY**



## Pitt County Organizational Chart



## Pitt County Appointed Boards & Committees

Jointly Appointed Boards		County Appointed Boards & Committees	Jointly Appointed Boards
City & County			State & County
<ul style="list-style-type: none"> <li>➤ Convention &amp; Visitors Authority</li> <li>➤ Pitt-Greenville Airport Authority</li> <li>➤ Sheppard Memorial Library</li> <li>➤ Ayden Planning Board</li> <li>➤ Bethel Board of Adjustment</li> <li>➤ Bethel Planning &amp; Zoning Board</li> <li>➤ East Carolina Village of Yesteryear</li> <li>➤ Farmville Planning &amp; Zoning</li> <li>➤ Greenville Board of Adjustment</li> <li>➤ Greenville Planning &amp; Zoning Commission</li> <li>➤ Greenville Utilities Commission</li> <li>➤ Grifton Planning &amp; Zoning Board</li> <li>➤ Grimesland Board of Adjustment</li> <li>➤ Grimesland Planning Board</li> <li>➤ Simpson Planning Board</li> <li>➤ Winterville Board of Adjustment</li> <li>➤ Winterville Planning &amp; Zoning Board</li> </ul>	<ul style="list-style-type: none"> <li>➤ Animal Services Advisory</li> <li>➤ PC Board of Adjustment</li> <li>➤ Board of Equalization &amp; Review</li> <li>➤ Pitt County Farm &amp; Food Council</li> <li>➤ Committee for Employment of People with Disabilities</li> <li>➤ EMS Oversight Committee</li> <li>➤ Industrial Revenue &amp; Pollution Control Authority</li> <li>➤ Juvenile Criminal Prevention Council (JCPC)</li> <li>➤ Local Firemen's Relief Fund Board</li> <li>➤ Nursing Home/Advisory Adult Care Community Advisory</li> </ul>	<ul style="list-style-type: none"> <li>➤ PC Child Fatality Prevention Team</li> <li>➤ Pitt Area Transit System (PATS) Advisory Board</li> <li>➤ Pitt Regional Infrastructure Development Effort (PRIDE)</li> <li>➤ PC Planning Board</li> <li>➤ Trillium Health Resources (ECBH – Local Mgmt Entity)</li> <li>➤ Agricultural Advisory Board</li> <li>➤ Board of Health</li> <li>➤ Development Commission</li> <li>➤ Domestic Violence Fatality Review Team</li> <li>➤ Farmer's Market Policy Committee</li> <li>➤ Fire District Commission</li> <li>➤ Home &amp; Community Care Block Grant Committee</li> </ul>	<ul style="list-style-type: none"> <li>➤ Alcoholic Beverage Control (ABC)</li> <li>➤ Jury Commission</li> <li>➤ Pitt Community College Board of Trustees</li> <li>➤ Vidant Medical Center Board of Trustees</li> <li>➤ NC Eastern Alliance</li> <li>➤ Social Services Board</li> </ul>

OTHER BOARDS: Mid-East Commission, Mid-East Regional Housing Authority, Region Q Workforce Development Board

**PITT COUNTY OFFICES / DEPARTMENTS**

<b>Office / Department</b> <b>Contact</b>	<b>Location (in Greenville, NC)</b> <b>Email</b>	<b>Phone</b>	<b>Fax</b>
<b>Animal Services</b> Michele Whaley, Director	4550 County Home Road	902-1729	355-6846
<b>Buildings and Grounds</b> Mike Rogers, Superintendent of Buildings & Grounds	1212 New Hope Road	902-2625	830-2596
<b>Clerk to the Board</b> Kimberly W. Hines, Clerk	1717 West Fifth Street pittboardclerk@pittcountync.gov	902-2950	830-6311
<b>Communications - E-911</b> Sam Tyson, Communications Manager	1717 West Fifth Street	902-2600	830-4630
<b>Cooperative Extension</b> Leigh Guth, Director	403 Government Circle	902-1700	757-1456
<b>County Attorney / Legal</b> Janis Gallagher, Attorney	1717 West Fifth Street pittlegal@pittcountync.gov	902-3100	830-2585
<b>County Manager</b> D. Scott Elliott, Manager	1717 West Fifth Street	902-2950	830-6311
<b>Detention Center</b> Jeff Phillips, Director	124 New Hope Road	902-2850	830-4628
<b>Elections, Board of</b> David Davis, Director	201 E. 2nd Street pittelections@pittcountync.gov	902-3300	830-1157
<b>Emergency Services</b> Allen Everette, Director	1717 West Fifth Street	902-3950	830-6348
<b>Engineering</b> Tim Corley, County Engineer	1717 West Fifth Street	902-3175	830-4974
<b>Financial Services</b> Duane Holder, Deputy County Manager - Chief Financial Officer	1717 West Fifth Street pittfinance@pittcountync.gov	902-3000	830-6380
<b>Human Resources</b> Florida D. Hardy, Director	1717 West Fifth Street pitthr@pittcountync.gov	902-3050	830-2559
<b>Industrial Development Commission</b> Wanda Yuhas, Executive Director	111 S. Washington Street pittedc@pittcountync.gov	758-1989	758-0128

**PITT COUNTY OFFICES / DEPARTMENTS**

<b>Office / Department</b>	<b>Location (in Greenville, NC)</b>	<b>Email</b>	<b>Phone</b>	<b>Fax</b>
<b>Contact</b>				
<b>Inspections</b> Billy Grizzard, Chief Code Inspector	1717 West Fifth Street	pittinspections@pittcountync.gov	902-3150	830-4974
<b>Management Information Systems</b> Michael Taylor, Deputy County Manager - Chief Information Officer	1717 West Fifth Street	pittmis@pittcountync.gov	902-3800	830-6361
<b>Planning</b> James Rhodes, Director	1717 West Fifth Street	pittplanning@pittcountync.gov	902-3250	830-2576
<b>Public Health</b> Dr. John Morrow, Director	201 Government Circle	pitthealth@pittcountync.gov	902-2300	413-1446
<b>Public Information</b> Vacant, Public Information Officer	1717 West Fifth Street	pittinfo@pittcountync.gov	902-2955	830-6311
<b>Register of Deeds</b> Lisa Nichols, Register of Deeds	Pitt County Courthouse 100 West Third Street		902-1650	830-4132
<b>Sheriff</b> Neil Elks, Sheriff	Pitt County Courthouse 100 West Third Street		902-2800	830-4166
<b>Social Services</b> Jan Elliott, Director	1717 West Fifth Street		902-1110	413-1252
<b>Solid Waste &amp; Recycling</b> John Demary, Director	3025 Landfill Road		902-3350	830-4690
<b>Soil and Water Conservation</b> Bryan Evans, District Conservationist	203 Government Circle		752-2720	752-5595
<b>Tax Administration - Assessment Division</b> Cathy Booker, Tax Administrator	110 S. Evans Street	pitttaxassessor@pittcountync.gov	902-3400	830-0753
<b>Tax Administration - Collections Division</b> Cathy Booker, Tax Administrator	111 S. Washington Street	pitttaxcollector@pittcountync.gov	902-3425	830-1935

## **GENERAL FUND**

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The General Fund is the principal fund used to account for the provision of governmental services. This fund summarizes the financial transactions of functional services, based on departmental operations, except for those transactions that must be accounted for separately in other funds.

The General Operating Funds include:

- General
- Mental Health
- Public Health
- Social Services
- Court Facility
- Debt Service

**DEPARTMENT MISSION**

The mission of the Governing Board - the Pitt County Board of Commissioners - is to provide leadership and direction for the County government in response to State and Federal mandates as well as the needs and desires of Pitt County citizens.

**SERVICE DESCRIPTION**

The Board of Commissioners serves as the governing body for Pitt County; approves the annual budget, sets policies, goals and objectives to direct the County's growth and development; adopts and provides for ordinances, rules and regulations as necessary for the general welfare of County citizens; and enters into written contractual or legal obligations on behalf of the County.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Adopted annual operating budget for organization including the operational effects of the 2016 Property Revaluation
- Approved salary increase for law enforcement positions
- Finished contractor selection process for Phase II Radio and Paging System enhancements

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	223,674	226,595	241,104	236,820
<b>Total Revenues</b>	<b>223,674</b>	<b>226,595</b>	<b>241,104</b>	<b>236,820</b>
<b>Expenditures</b>				
Personal Services	190,467	203,495	203,004	206,720
Operating Expenses	33,207	23,100	38,100	30,100
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>223,674</b>	<b>226,595</b>	<b>241,104</b>	<b>236,820</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote quality education
- To promote community safety through enhanced emergency service programs
- To advance economic development opportunities for Pitt County
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare
- To address the facility and space needs of all County government programs – general government, public schools and community college
- To champion infrastructure improvements throughout the County
- To promote the provision of and access to recreational activities for County citizens

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To promote and provide necessary services and funding (internal and external) for the benefit of all citizens.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To support improved educational opportunities and facilities				
• Maintain increased funding year over year		Yes	Yes	Yes
• Funding exceeds all other functional expenditures		Yes	Yes	Yes
• Funding within top 1/3 of Counties		45/100	48/100	45/100

**DEPARTMENT MISSION**

The mission of the County Manager is to provide leadership, guidance and sound management of the administration and operation of County offices, departments, boards, commissions and agencies under the general direction of the Board of County Commissioners.

**SERVICE DESCRIPTION**

Pitt County operates under the County Manager form of government under which the County Manager is charged with the responsibility of translating into action the policies and programs of the Board of Commissioners. The Manager is responsible for coordinating, supervising and recommending alternative solutions to growing problems and issues. As Chief Administrator of County Government, the Manager is responsible to the Board of Commissioners for administering all departments of County Government under the Board's general control; and to serve as liaison officer to the public and groups within the County, State and Federal agencies; and to plan, execute, and oversee all activities of the County in accordance with all applicable Federal, State, and local laws and regulations.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Continued practice of adopting a structurally balanced budget for FY 2016-17
- Continued practice of a healthy fund balance position (>20%)
- Continued Comprehensive Performance Measurement reporting, including the organization's publication of a PAFR
- Hired new County Engineer for Engineering Services Department

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	496,325	430,280	448,857	459,531
<b>Total Revenues</b>	<b>496,325</b>	<b>430,280</b>	<b>448,857</b>	<b>459,531</b>
<b>Expenditures</b>				
Personal Services	471,957	408,630	425,207	435,481
Operating Expenses	24,367	21,650	23,650	24,050
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>496,325</b>	<b>430,280</b>	<b>448,857</b>	<b>459,531</b>
<b>Staffing</b>				
Full Time Equivalent Positions	4.00	4.00	4.00	4.00

**DEPARTMENT MISSION**

The mission of Financial Services is to coordinate the financial activity of the County, ensuring effective and prudent management of the County's financial resources for the citizens of Pitt County, in accordance with generally accepted accounting principles, the North Carolina General Statutes and other state, local and federal regulations.

**SERVICE DESCRIPTION**

Fiscal management duties include general accounting and financial reporting, budgeting, accounts payable, purchasing, payroll, accounts receivable, cash management, investments and debt management. The department also manages fixed asset inventory controls, the budgetary process, assists with strategic planning, cost/benefit analysis and evaluation of County policies and procedures.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Awarded Government Finance Officers Association (GFOA) Distinguished Budget Award for 19th consecutive year
- Received 26th Certificate of Achievement for Excellence in Financial Reporting from GFOA
- Received GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the County's inaugural report
- Received upgrade from Moody's to Aa1 on the General Obligation (GO) bonds
- Worked with MIS and Tax Administration to implement the E-check property tax program allowing citizens to pay taxes online with no processing fee or costs for the taxpayers

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	701,271	733,303	739,840	756,632
<b>Total Revenues</b>	<b>701,271</b>	<b>733,303</b>	<b>739,840</b>	<b>756,632</b>
<b>Expenditures</b>				
Personal Services	672,612	706,713	713,450	730,242
Operating Expenses	28,659	26,590	26,390	26,390
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>701,271</b>	<b>733,303</b>	<b>739,840</b>	<b>756,632</b>
<b>Staffing</b>				
Full Time Equivalent Positions	9.00	9.00	9.00	9.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To maintain a strong financial position and financial stability for Pitt County Government.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To maintain unassigned fund balance of at least 20% of General Fund expenditures (year-end measurement)				
• Fund balance as % of General Fund		20.6%	TBD	20%
To maintain a G.O. bond rate of at least AA level with all rating agencies				
• Moody's Rating		Aa2	Aa1	Aa1
• Standard & Poor's Rating		AA	AA	AA
• Fitch's Rating		AA+	AA+	AA+
To maintain financial ratios reflective of fiscal stability (year-end measurement)				
• Debt Service Ratio		NA	TBD	.15
• Operations Ratio		NA	TBD	1.04
• Fund Balance available as % of expenditures		NA	TBD	20%

**Goal:** To improve efficiency of operations and decrease costs.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To reduce costs and improve efficiency by implementing paperless processes and electronic payments				
• Avg # of accounts payable checks processed per month		1,875	1,863	1,700
To maintain the per county FTE cost of financial services (year-end measurements)				
• Financial Services expenditures		722,662	703,069	NA
• # of County FTE		948.50	957.875	NA
• \$ per FTE Cost		761.90	733.98	772.30

**DEPARTMENT MISSION**

The mission of Pitt County Tax Administration is to list, map, and assess property and to bill and collect all ad valorem taxes in Pitt County, thereby ensuring all citizens are provided a fair and equitable ad valorem property tax process by administering the laws governing the process with integrity and professionalism while instilling the highest degree of public confidence by providing prompt, accurate, and courteous service.

**SERVICE DESCRIPTION**

The primary responsibility of Pitt County Tax Administration is the assessment, listing, mapping, billing, and collection of ad valorem property taxes for the citizens of Pitt County. The joint collaboration of the Collection, Real Property, Personal Property, and GIS/Land Records divisions makes it all possible.

The Assessment division lists, maps, appraises, and bills all real and personal property each year and supplies a tax base amount to the County, Municipalities, Fire and EMS departments for budgetary needs in a timely manner. Ownership records and parcel boundaries for real property are maintained by the Assessor. Real and personal property are assessed with accepted pricing guides and schedules to insure consistency and compliance.

The Collection division collects real and personal property taxes for Pitt County, City of Greenville, Town of Bethel, Town of Grimesland, Town of Falkland, and Village of Simpson. Other duties include the collection of beer and wine licenses, monthly occupancy taxes from motels and hotels, and gross receipts taxes on short-term rental vehicles and heavy equipment. Delinquent taxes are actively pursued for all jurisdictions using legal enforcement remedies as governed by the NC General Statutes.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Completed field work and review in preparation for the 2016 Revaluation by December 2015
- Year end collection rate exceeded the collection rate of the preceding seven fiscal years
- End of year job requirements were completed by December 1, 2015 in preparation for listing of 2016 abstracts
- Processed billing files in preparation of mailing annual bills in July 2015
- Completed timely processing each month of motor vehicle billing files for the State to upload and issue invitations to renew for Tag and Tax
- Completed all 2015 informal real and personal property appeals in a timely manner, and completed all real and personal property appeals to the Board of Equalization and Review (BOER) in a timely manner
- Began utilization of Spatiest Comper for the Appraiser in preparation for the 2016 appeal process
- Tax Administration worked with Financial Services and MIS to offer E-check as a payment option with no processing fee or costs for the taxpayers
- Rich Elkins, GIS/Lands Records Manager, achieved the Certified Geographic Information Systems Professional designation by the GIS Certification Institute
- Chip Main, Deputy Tax Assessor, was awarded Tax Appraiser of the Year by the NC Association of Assessing Officers
- Cathy Booker, Tax Administrator, was elected President of the Coastal Plains Tax Association

**BUDGET SUMMARY**

	ACTUAL FY 2014-15	BUDGET FY 2015-16	REQUEST FY 2016-17	ADOPTED FY 2016-17
<b>Revenues</b>				
General Fund Appropriation	2,228,558	2,432,450	2,500,990	2,502,441
<b>Total Revenues</b>	<b>2,228,558</b>	<b>2,432,450</b>	<b>2,500,990</b>	<b>2,502,441</b>
<b>Expenditures</b>				
Personal Services	1,910,973	2,010,070	2,091,766	2,094,617
Operating Expenses	317,586	422,380	409,224	407,824
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>2,228,558</b>	<b>2,432,450</b>	<b>2,500,990</b>	<b>2,502,441</b>
<b>Staffing</b>				
Full Time Equivalent Positions	32.00	32.00	33.00	32.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To complete all phases of the tax assessment process within appropriate time frame.

Objective	Actual	Actual	Target
	FY 2014-15	FY 2015-16	FY 2016-17
To Complete Individual Listings and Discoveries (Mobile Home & Boat)			
• Mobile Home Discoveries	810	4,802	2,350
• Boat/Boat Motor Discoveries	764	1,526	500
• Regular Listings Processed	6,715	13,384	5,200
To Complete Business Personal Property Listings/Audits			
• External Audits	41	51	30
• Internal Audits	499	648	450
• Regular Listings Processed	4,148	4,446	4,000
To Complete Vehicle Tax System (VTS) Files			
• VTS Accts Processed	118,411	120,190	77,000
To Complete Real Property Process			
• Revaluation Parcels Reviewed	68,242	43,000	18,500
• Deeds Processed	5,029	5,136	4,000
• Real Parcels Reviewed	5,271	7,619	6,000
• Permits Processed	1,605	1,580	1,700
• Parcel Photos	2,759	4,719	4,000
• Remeasure & List	3,038	4,065	6,000

**Goal:** Maximize revenue collection while ensuring quality customer service.

<b>Objective</b> <i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
	<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Increase Tax Collection Rate			
• Overall Real and Personal Property Collection Rate for Pitt County	98.82%	99.00%	98.50%
Increase Productivity			
• Total Number of Bank Attachments Served	7,801	7,753	4,000
• Debt Setoff dollars collected	\$120,762	\$82,506	\$75,000
• Total number of garnishments	7,281	4,346	3,000

**DEPARTMENT MISSION**

It is the mission of the Legal Department to serve the citizens of Pitt County by providing legal counsel and risk management services to the Board of County Commissioners and all county departments.

**SERVICE DESCRIPTION**

The Legal Department provides in-house legal counsel to the Board of County Commissioners, County Manager and all County Departments on a broad range of issues to ensure compliance with the law. The Legal Department represents the County in all legal matters asserted by or against the public body, and reviews all of the County's legal documents. The Legal Department also provides risk management services.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Rendered advice and counsel to all Pitt County Government departments and agencies on a multitude of issues, and served as counsel present at all Board meetings for the County Commissioners, Planning Board, Board of Adjustment, Animal Control Advisory Board, Board of Equalization and Review, Board of Health, Social Services Board and EMS Oversight Committee
- Pursued various collection matters on behalf of the County
- Provided in-house training to County employees on relevant legal and safety issues
- Provided legal assistance on County projects including economic development projects, sanitary sewer projects, complex financial transactions, property tax appeals, real estate matters and subdivision road maintenance
- Reviewed all County contracts for legal sufficiency; responded to all subpoenas served upon the County
- Successfully enforced Environmental Health regulations, Inspections orders and Planning/Zoning regulations
- Provided and/or monitored the defense of all matters in litigation and before administrative agencies
- Achieved success in legislative matters affecting the County
- Amended County Ordinances related to weapons on County property and subdivision regulations
- Developed a Safety and Health Manual accessible online
- Developed OSHA required Emergency Action Plans
- Performed on-site safety inspections of County departments and implemented safety improvements
- Conducted threat assessments to recommend security improvements in County buildings
- Completed a competitive Request for Qualifications process for broker services for voluntary employee benefits and property and casualty insurance which will realize improved coverage and benefits at a lower cost

**BUDGET SUMMARY**

	ACTUAL FY 2014-15	BUDGET FY 2015-16	REQUEST FY 2016-17	ADOPTED FY 2016-17
<b>Revenues</b>				
General Fund Appropriation	174,036	299,620	308,110	320,492
Sales & Services	243,762	225,000	225,000	225,000
<b>Total Revenues</b>	<b>417,799</b>	<b>524,620</b>	<b>533,110</b>	<b>545,492</b>
<b>Expenditures</b>				
Personal Services	406,405	509,720	513,789	526,171
Operating Expenses	11,394	14,900	19,321	19,321
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>417,799</b>	<b>524,620</b>	<b>533,110</b>	<b>545,492</b>
<b>Staffing</b>				
Full Time Equivalent Positions	4.00	4.00	5.00	5.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide accurate, concise and timely legal advice upon which the Board of Commissioners and all County Departments may rely upon to take appropriate action.

Objective	Actual	Actual	Target	
	Performance Indicators	FY 2014-15	FY 2015-16	FY 2016-17
To increase efficiency in contract review.				
• Provide legal review of all contracts within 7 days.	100%	100%	100%	100%
To attend and provide meaningful counsel to County Boards and Commissions.				
• Board of Commissioner meetings	100%	100%	100%	100%
• Planning Board meetings	100%	100%	100%	100%
• Board of Adjustment	100%	100%	100%	100%
• Animal Control Advisory Board	83.25%	100%	100%	100%
• Board of Equalization & Review	100%	100%	100%	100%
• EMS Oversight Committee	87.5%	100%	100%	100%
• All other Boards/Commissions/Committees as requested	100%	100%	100%	100%
To minimize legal risk through proactive safety inspections and education.				
• Provide training on relevant legal and safety issues.	13	13	4	
• Conduct periodic inspections of County Departments to assess safety and make recommendations for improvements (target at least 3 Departments per quarter)	NA	NA	12	

**DEPARTMENT MISSION**

The mission of the Pitt County Board of Elections is to ensure Pitt County and its citizens of accurate, reliable elections while providing voter friendly election processes in a cost efficient method.

**SERVICE DESCRIPTION**

Pitt County Board of Elections is charged by the State of North Carolina to provide and conduct reliable and accurate elections for the citizens of the County while properly maintaining voter registration records, candidate filings, conducting One-Stop absentee voting, ballot preparation and maintaining security for sensitive election related material.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Successful preparation and implementation of Photo ID requirement to vote
- Expedited release of election night results via use of results runners
- Increased percentage of voter turnout in each election of the 2015-2016 fiscal year

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	595,905	770,194	980,547	679,398
Sales & Services	108	85,000	0	0
<b>Total Revenues</b>	<b>596,013</b>	<b>855,194</b>	<b>980,547</b>	<b>679,398</b>
<b>Expenditures</b>				
Personal Services	399,948	475,701	453,253	462,104
Operating Expenses	196,065	379,493	217,294	217,294
Capital Outlay	0	0	310,000	0
<b>Total Expenditures</b>	<b>596,013</b>	<b>855,194</b>	<b>980,547</b>	<b>679,398</b>
<b>Staffing</b>				
Full Time Equivalent Positions	6.00	6.00	6.00	6.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To conduct fair and honest elections while giving voters confidence in the voting process by applying laws equally to all County citizens.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Increase the percentage of registered voters casting ballots				
• Percentage of registered voters casting ballots in all elections		39.17%	19.16%	68%
• Percentage of registered voters casting ballots in primary		NA	19.16%	NA
• Percentage of registered voters casting ballots in main election		NA	19.16%	68%
• Percentage of actual voters who utilize One-Stop Early Voting		16.89%	6.03%	42%
• Percentage of absentee ballot requests processed within 3 days		100%	100%	100%
• Percentage of database considered active status regular voters		NA	76.5%	80%

**Goal:** To maintain a sound voter registration system reflecting current and accurate voter information.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Maintain accurate voter registration list				
• Number of registered voters		112,202	116,032	118,000
• Number of voters removed		4,912	5,296	5,000
• Number of new registrations		1,696	5,579	18,000

**BUDGET HIGHLIGHTS**

- 2016 is a Presidential Election year.

**DEPARTMENT MISSION**

Register of Deeds mission is to file and maintain all vital and land records in the County and to issue those records to the citizens as needed in a knowledgeable, courteous and efficient manner and in accordance with the North Carolina General Statutes.

**SERVICE DESCRIPTION**

This office serves as the custodian of all land records including deeds and deeds of trust and other real estate documents as well as personal records including certificates of births and deaths occurring in the County and all marriage licenses that are issued from this office. Veterans' military discharge records and notary public commissions are also kept and this office issues the oath of all notaries public. Operations are governed by North Carolina General Statutes regarding the care, maintenance and access to records. Fees are set by the North Carolina General Assembly.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Continued restoring and repairing old maps, deeds and vital record indexing and books
- Continued to index and scan all vital records into our database
- Continued sending staff to Register of Deeds School to receive certification from the North Carolina Association of Register of Deeds
- Continued training staff with our statewide web-based system ELECTRONIC BIRTH REGISTRATION SYSTEM (EBRS) - allowing our office to issue birth records from other counties within North Carolina (1971 to present)
- Implemented Online Index Books: All Real Estate records from 1762 to present are available online for public access
- Continued electronic recording of documents (e-record)
- Implemented an online program for Vital Records where customers can order birth, death and marriage certificates online
- Continued online Marriage Application reducing wait time in office
- Continued to prepare old marriage records for preservation

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	-691,818	-619,672	-571,791	-663,099
Licenses	26,100	35,100	34,050	34,050
Permits & Fees	1,285,847	1,169,000	1,133,000	1,233,000
<b>Total Revenues</b>	<b>620,129</b>	<b>584,428</b>	<b>595,259</b>	<b>603,951</b>
<b>Expenditures</b>				
Personal Services	461,672	444,738	455,569	465,461
Operating Expenses	158,456	139,690	139,690	138,490
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>620,129</b>	<b>584,428</b>	<b>595,259</b>	<b>603,951</b>
<b>Staffing</b>				
Full Time Equivalent Positions	9.00	8.00	8.00	8.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide reliable accurate land/vital records for the citizens in a friendly timely manner while meeting the statutory requirements.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Index real estate documents on permanent index within 24 hours of recordation				
• No. of real estate documents recorded per year	19,150	19,581	23,000	
• Percent indexed within 24 hrs of recordation	100%	100%	100%	
• No. indexed per employee per year (based on 4 employees)	4,788	4,895	5,570	
Real estate document pages processed				
• Pages checked and scanned per year (numbered and microfilmed prior to 2005)	94,533	97,476	89,000	
• Percent of pages processed daily	100%	100%	100%	
Issue certified copies of death certificates				
• No. of certified copies issued	13,117	11,883	10,000	
• Approx. % issued within 15 minutes of applicant's arrival	98%	98%	98%	
• No. issued per employee (based on 4 employees)	3,279	2,971	3,030	
Issue marriage licenses per year				
• No. of marriage licenses issued	1,160	1,112	1,200	
• Percent issued within 30 minutes of arrival of applicants	98%	98%	98%	
• No. issued per employee (based on 4 employees)	290	278	296	
Issue certified copies of birth certificates				
• No. of copies issued	9,268	9,339	9,389	
• Approx. % issued within 15 minutes of applicant's arrival	98%	98%	98%	
• No. issued per employee (based on 4 employees)	2,317	2,335	2,349	

**DEPARTMENT MISSION**

Public Information Office mission is to empower the citizens of Pitt County by providing accurate, well-presented, detailed information concerning the activities, programs, services, and special events of Pitt County Government agencies, departments, and officials. To engage public interest and involvement in the current events, ongoing efforts, and decision-making processes affecting the creation and implementation of public policies in Pitt County. To increase departmental cohesion and customer service to these departments. To increase the use of technology to effectively connect with the Pitt County citizens and the media. To utilize available resources to inform and engage the citizens, including television, radio, print, web and social media.

**SERVICE DESCRIPTION**

Coordination of mass communication media, including an Internet website, print publications, print advertisements, audio advertisements, video programs, and video advertisements. Other services provided by the department include oversight of existing cable franchise, and the implementation of programs designed to educate citizens in the methods and objectives of County government.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Represented Pitt County on state level by serving on the North Carolina City & County Communicators' (NC3C's) executive board as Past President
- Served as Director at Large for the National Association of County Information Officers (NACIO)
- Coordinated with Financial Services to design/produce the County's first Popular Annual Financial Report (PAFR)
- Held first media training for County Department Heads and Commissioners
- Served on planning committee for NCACC annual conference and coordinated employee National Anthem contest to find singer to perform during opening session
- Hosted 50th episode of the Pitt County Review (PCR)
- Participated in Pitt County Public Health's bioterrorism fullscale exercise

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	-229,418	-192,339	-171,530	-167,817
Permits & Fees	389,937	388,000	388,000	388,000
<b>Total Revenues</b>	<b>160,519</b>	<b>195,661</b>	<b>216,470</b>	<b>220,183</b>
<b>Expenditures</b>				
Personal Services	126,358	133,337	165,345	169,058
Operating Expenses	34,161	62,324	51,125	51,125
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>160,519</b>	<b>195,661</b>	<b>216,470</b>	<b>220,183</b>
<b>Staffing</b>				
Full Time Equivalent Positions	2.00	2.00	2.50	2.50

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote quality education
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare
- To promote the provision of and access to recreational activities for County citizens

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Increase Services and Support to Internal Departments.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To assist internal departments in promoting their services and programs	<ul style="list-style-type: none"><li>• Create and distribute annual internal departments and affiliated agencies satisfaction survey</li></ul>	1	1	1

**Goal:** To provide timely, relevant County government information to the citizens of Pitt County.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Increase exposure to Pitt County Government services, programs and information	<ul style="list-style-type: none"><li>• Increase PittTv programming by scheduling new programs/meetings</li><li>• Produce Stay Connected Newspaper Ad</li></ul>	154	120	100

**Goal:** Build and Maintain a Strong Media Presence.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Distribute News, Information and Services to the Press	<ul style="list-style-type: none"><li>• Produce News Releases</li></ul>	27	21	20

**DEPARTMENT MISSION**

The mission of Human Resources is to recruit and retain competent employees through competitive salaries and benefits and to assist departments of the County with personnel issues and concerns in accordance with county, state and federal personnel policies and regulations and to assist with employee professional development and training.

**SERVICE DESCRIPTION**

The Human Resources Department provides services in the areas of employee recruitment and screening; volunteer recruitment, screening and placement; classification, pay plan and benefits administration; performance management; employee relations; personnel records management; and employee development and training.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Conducted flex plan meetings with employees resulting in greater employee savings with an increase in tax-sheltered dollars through flexible spending accounts and pre-taxing. This resulted in a cost savings to the County of \$141,157 by avoiding the County's payment of FICA on these tax-sheltered dollars
- Completed year two of the fourth round of the Position Classification Review process, Technical and Law Enforcement Positions were under review
- Through the Pitt Training Program, graduated 12 supervisors through the Supervisors Academy which is a 12 hour intensive in-house training program, offered 45 live classes to county employees, and administered on-line training resulting in employees participating and passing 644 on-line classes

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	574,132	596,721	618,152	631,804
<b>Total Revenues</b>	<b>574,132</b>	<b>596,721</b>	<b>618,152</b>	<b>631,804</b>
<b>Expenditures</b>				
Personal Services	550,491	565,648	577,679	591,331
Operating Expenses	23,641	31,073	40,473	40,473
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>574,132</b>	<b>596,721</b>	<b>618,152</b>	<b>631,804</b>
<b>Staffing</b>				
Full Time Equivalent Positions	7.00	7.00	7.00	7.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Promote and oversee volunteerism in County agencies.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Monitor volunteer activity in County agencies				
• Track volunteer usage by all departments - Hours		23,340.50	19,712	15,000
• Track volunteer usage by all departments - Value		\$280,086	\$236,550	\$175,000

**Goal:** Recruit and retain competent employees.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
2 days				
• Applicants referred to departments in a timely manner		2.45 days	2.1 days	2 days
Retain employees with competitive benefits, salaries, training and development, and policy administration and interpretation				
• Conduct 1/3 position classification study each fiscal year		100%	100%	100%
• Monitor and encourage employee participation in training and development classes		1,069	1524	2,000
• Provide training on benefits and policies through new employee orientation within 14 calendar days of first day of employment		100%	100%	100%
• Average tenure of workforce		NA	9.48 years	10 years
• Overall Retention Rate		NA	93%	88%
• % of exit interviews conducted		NA	68.5%	90%
Educate employees and supervisors on the performance appraisal process				
• Train all new supervisors		100%	100%	100%

**BUDGET HIGHLIGHTS**

- The Position Classification Study will continue with year three of the three year rotational cycle with Administrative/Professional position classifications. This is the fourth cycle of the in-house process that began in 2005.

**DEPARTMENT MISSION**

The mission of Imaging/Mail Services is to coordinate and facilitate the delivery of cost-effective, high quality printing and mail services.

**SERVICE DESCRIPTION**

Mail Services provides courier service, which facilitates the distribution of inter-office mail throughout all County departments. Mail Services is also responsible for distributing U.S. Postal mail and metering outgoing mail.

Imaging Services is responsible for the printing needs of all County departments. Examples of these are as follows: letterhead, brochures, annual reports, booklets and newsletters. Emerging services such as records imaging and badge production are continuing to mature. Imaging Services maintains records of each service request and departments are billed on a monthly basis.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Continued expansion of service to scan paper records into electronic format providing access to records while reducing physical storage requirements
- Completed all print service requests in a timely and cost effective manner

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	125,050	134,785	137,757	140,808
<b>Total Revenues</b>	<b>125,050</b>	<b>134,785</b>	<b>137,757</b>	<b>140,808</b>
<b>Expenditures</b>				
Personal Services	124,933	128,985	132,357	135,408
Operating Expenses	34,164	46,800	43,400	43,400
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>159,098</b>	<b>175,785</b>	<b>175,757</b>	<b>178,808</b>
Expense Allocation to Depts	-34,047	-41,000	-38,000	-38,000
<b>Net Expenditures</b>	<b>125,050</b>	<b>134,785</b>	<b>137,757</b>	<b>140,808</b>
<b>Staffing</b>				
Full Time Equivalent Positions	2.00	2.00	2.00	2.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Ensure services are delivered in an efficient and effective manner

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Timely processing of mail				
• # pieces of courier mail delivered		173,950	147,350	120,000
• # pieces of metered mail processed		328,611	346,834	300,000
• % of postal & courier mail delivered on time		100%	98%	95%
• % of metered mail processed by end of day		100%	98%	90%
Timely processing of print services				
• # of service requests completed		589	610	450
• # of images processed		1,593,891	1,334,159	1,500,000
• % of requests completed on time		99%	99%	95%

**Goal:** Transition Imaging Services to provide more contemporary service offerings

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Evaluate service offerings and modify as appropriate				
• % client satisfaction with service, good or better		98%	98%	90%

**DEPARTMENT MISSION**

Management Information Systems' mission is to empower Pitt County through technology while serving the citizens with integrity, innovation, and initiative.

**SERVICE DESCRIPTION**

Management Information Systems (MIS), an internal services department, is responsible for directing the information and data integrity of the County and its departments and for all information service functions of the organization, including the data center, technical support, production scheduling, help desk, training, communication networks (voice and data), computer program development and integration of systems at the local and state level. The department defines strategic direction and aligns the business processes with the implementation of technology. MIS oversees technology purchases and technical services to ensure compliance and compatibility. MIS establishes and manages strategic relationships with local and state agencies to enhance the timely and quality delivery of service.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Implementation of case management system in DSS for Adult and Child Protective Services utilizing mobile field devices for enhanced efficiency
- Completed Windows upgrade of servers to enhance operational performance and security
- Implementation of system to ensure secure transmission of faxes, electronic data and large files
- In partnership with OPI, updated County website to improve accessibility to services, information and to enhance use on mobile devices
- Completed security risk assessment to validate current practices and identify potential areas of opportunity
- Implementation of self service account management for county employees improving efficiency

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	2,083,568	2,098,780	2,200,159	2,247,809
Sales & Services	8,592	10,000	8,500	8,500
<b>Total Revenues</b>	<b>2,092,161</b>	<b>2,108,780</b>	<b>2,208,659</b>	<b>2,256,309</b>
<b>Expenditures</b>				
Personal Services	2,166,955	2,294,194	2,352,386	2,402,036
Operating Expenses	820,635	1,007,502	1,038,302	1,036,302
Capital Outlay	295,268	20,000	25,000	25,000
<b>Total Expenditures</b>	<b>3,282,858</b>	<b>3,321,696</b>	<b>3,415,688</b>	<b>3,463,338</b>
Expense Allocation to Depts	-1,190,697	-1,212,916	-1,207,029	-1,207,029
<b>Net Expenditures</b>	<b>2,092,161</b>	<b>2,108,780</b>	<b>2,208,659</b>	<b>2,256,309</b>
<b>Staffing</b>				
Full Time Equivalent Positions	26.00	26.00	26.00	26.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Ensure services are delivered in an efficient and effective manner

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Efficient client support				
• # of service requests completed		15,622	15,082	11,000
• % service requests completed by critical date		99%	99%	90%
• # computing/voice devices supported		5,716	5,688	5,400
• % client satisfaction with service, good or better		98%	97.5%	90%
• % of data recovery requests completed successfully			94%	100%
Minimize reliance on general fund				
• % budget recovered using non-general funds		36.67%	34.5%	33%

**Goal:** Ensure public access to government through technology in a cost efficient manner

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Provide data to public via the internet				
• % of website availability		99.99%	100%	100%
Maintain centralized phone system				
• % phone system availability		100%	100%	100%

**DEPARTMENT MISSION**

The mission of Geographic Information Systems is to empower Pitt County through technology while serving the citizens with integrity, innovation, and initiative.

**SERVICE DESCRIPTION**

Geographic Information Systems (GIS), an internal services division of Management Information Systems, coordinates the strategic direction of GIS with County agencies. The department is responsible for providing the technology and required support for related operations and system applications. A prime objective of GIS is to integrate the use of spatial data with traditional information systems to enhance the effectiveness of County staff and increase the quality of service. GIS coordinates the use of base map data with outside organizations such as the City of Greenville, Greenville Utilities Commission and ECU.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Executed contract and began implementation of a new 911 CAD System to support Next Generation 911 functionality
- Completed upgrade of ArcGIS to version 10.3

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	284,395	333,893	340,403	344,818
<b>Total Revenues</b>	<b>284,395</b>	<b>333,893</b>	<b>340,403</b>	<b>344,818</b>
<b>Expenditures</b>				
Personal Services	208,796	207,193	188,703	193,118
Operating Expenses	213,993	236,700	241,700	241,700
Capital Outlay	16,755	20,000	25,000	25,000
<b>Total Expenditures</b>	<b>439,544</b>	<b>463,893</b>	<b>455,403</b>	<b>459,818</b>
Expense Allocation to Depts	-155,149	-130,000	-115,000	-115,000
<b>Net Expenditures</b>	<b>284,395</b>	<b>333,893</b>	<b>340,403</b>	<b>344,818</b>
<b>Staffing</b>				
Full Time Equivalent Positions	2.00	2.00	2.00	2.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Ensure services are delivered in an efficient and effective manner

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Efficient client support				
• # of service requests completed		119	228	100
• % service requests completed by critical date		99%	100%	90%
• % client satisfaction with service, good or better		100%	99%	90%
Minimize reliance on general fund				
• % budget recovered using non-general funds		34.3%	23.9%	25%

**DEPARTMENT MISSION**

The mission of Buildings and Grounds is to repair, replace, improve and maintain mechanical systems and buildings throughout Pitt County Government, keeping cost at a minimum to show good stewardship to the citizens of Pitt County while providing a pleasant work environment to the employees.

**SERVICE DESCRIPTION**

Services include installation and upkeep of plumbing, electrical, heating and air conditioning, painting, carpeting, tile, locksmithing, signage, masonry, cabinetry, sheetrock, roofing, general construction, remodeling, moving services and yard maintenance. Other duties such as landscaping of flowers, trees, shrubbery, signage and parking lot striping are the responsibility of the department.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Up fit space for Industrial Developement Commission
- Replaced several rotting windows at Ag Center
- Install new windows on second floor of Tax Collectors Office
- Cleaned and repaired several building exteriors
- Sealed and striped more than 6 parking lots last year with more to come
- Renovations and upgrades at Public Health
- Addressed security issues at several areas around Pitt County
- Continued upgrades and improvements on building interiors

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	2,117,047	2,364,297	2,413,131	2,557,376
<b>Total Revenues</b>	<b>2,117,047</b>	<b>2,364,297</b>	<b>2,413,131</b>	<b>2,557,376</b>
<b>Expenditures</b>				
Personal Services	704,941	930,572	955,806	929,626
Operating Expenses	1,412,106	1,433,725	1,457,325	1,443,750
Capital Outlay	0	0	0	184,000
<b>Total Expenditures</b>	<b>2,117,047</b>	<b>2,364,297</b>	<b>2,413,131</b>	<b>2,557,376</b>
<b>Staffing</b>				
Full Time Equivalent Positions	19.00	18.00	17.00	17.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals
- To address the facility and space needs of all County government programs – general government, public schools and community college

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To efficiently and effectively provide for the general maintenance, upkeep and renovations of all county buildings and grounds throughout Pitt County.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Maintain safe and aesthetically pleasing facilities				
• Square footage of buildings maintained		741,450	741,450	741,450
• Square footage maintained/employee		NA	43,615	4,119
• Number of maintenance work orders completed		1,875	1,689	1,875
• Number of miscellaneous work orders completed		723	798	723
To maximize resources in performing duties to economize cost				
• Dollar savings of community service labor in lieu of employee labor		\$25,954	\$20,252	\$25,000
• Dollar savings due to internet purchasing		\$21,258	\$23,802	\$22,000

**DEPARTMENT MISSION**

Housekeeping's mission is to maintain the cleanliness of County Facilities.

**SERVICE DESCRIPTION**

The Housekeeping Contractors clean the County Buildings, remove trash and perform various housekeeping related services.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Inspected buildings on a monthly basis
- Received and compiled employee feedback on quality of Housekeeping services

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	354,852	376,000	391,000	366,000
<b>Total Revenues</b>	<b>354,852</b>	<b>376,000</b>	<b>391,000</b>	<b>366,000</b>
<b>Expenditures</b>				
Operating Expenses	354,852	376,000	391,000	366,000
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>354,852</b>	<b>376,000</b>	<b>391,000</b>	<b>366,000</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To address the facility and space needs of all County government programs – general government, public schools and community college

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Improve quality of service.

<b>Objective</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
<i>Performance Indicators</i>	<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To ensure a high level of cleanliness of all County Buildings			
• Solicit feedback from County staff	Monthly	Monthly	Monthly

**DEPARTMENT MISSION**

The purpose of the nondepartmental is to serve as a budgetary cost center for general government expenditures that do not fall within functions of specific departments or are multi-departmental in nature.

**SERVICE DESCRIPTION**

This cost center contains appropriations for various nondepartmental expenditures including consultants, rents, advertising, insurance, training, auditing, and other administrative expenses. Hospitalization for retirees and unemployment insurance is also included in this budget.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	1,984,434	1,340,265	2,676,466	2,042,220
<b>Total Revenues</b>	<b>1,984,434</b>	<b>1,340,265</b>	<b>2,676,466</b>	<b>2,042,220</b>
<b>Expenditures</b>				
Personal Services	216,621	230,402	221,739	231,739
Operating Expenses	1,153,113	1,109,863	1,154,727	935,481
Capital Outlay	614,700	0	1,300,000	875,000
<b>Total Expenditures</b>	<b>1,984,434</b>	<b>1,340,265</b>	<b>2,676,466</b>	<b>2,042,220</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Court Facilities provide facilities for the courts of Pitt County.

**SERVICE DESCRIPTION**

This cost center records the facility fees collected through the Pitt County court system and accounts for the expenditures necessary to support and maintain the courthouse, law library, and other court-related facilities. According to General Statutes, the County is responsible for providing facilities for the courts.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	341,249	285,189	294,022	295,478
<b>Total Revenues</b>	<b>341,249</b>	<b>285,189</b>	<b>294,022</b>	<b>295,478</b>
<b>Expenditures</b>				
Personal Services	61,433	62,975	63,522	64,978
Operating Expenses	279,816	222,214	230,500	230,500
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>341,249</b>	<b>285,189</b>	<b>294,022</b>	<b>295,478</b>
<b>Staffing</b>				
Full Time Equivalent Positions	1.00	1.00	1.00	1.00

**DEPARTMENT MISSION**

Cultural & Recreational enables external agencies to provide cultural and recreational opportunities for Pitt County citizens.

**SERVICE DESCRIPTION**

Contributions to the operations of public and nonprofit organizations within Pitt County which provide cultural and/or recreational activities are included within this cost center. Organizations apply for funding on an annual basis. The level of funding is determined after careful review of all requests.

Sheppard Memorial Library, which is funded in partnership with the City of Greenville, is the largest agency funded in this category.

Contributions include:

Ayden Arts & Recreation	\$5,000
Ayden Public Library	\$5,000
Bethel Public Library	\$2,000
Farmville Community Arts Council	\$5,000
Farmville Public Library	\$5,000
Fountain Public Library	\$2,000
Greenville Museum of Art	\$6,000
Grifton Civic Center	\$5,000
Grifton Public Library	\$3,000
Pitt County Arts Council	\$10,000
Radio Reading Program	\$1,500
Sheppard Memorial Library	\$581,096
Sheppard Memorial Library - Bookmobile	\$100,000
Winterville Public Library	\$10,000
total	\$740,596

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	625,307	623,395	749,596	740,596
<b>Total Revenues</b>	<b>625,307</b>	<b>623,395</b>	<b>749,596</b>	<b>740,596</b>
<b>Expenditures</b>				
Personal Services	0	0	0	0
Operating Expenses	625,307	623,395	749,596	740,596
<b>Total Expenditures</b>	<b>625,307</b>	<b>623,395</b>	<b>749,596</b>	<b>740,596</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Recreation enables external agencies to provide recreational opportunities for Pitt County citizens.

**SERVICE DESCRIPTION**

Funding provided to Pitt County Community Schools and Recreation Department of Pitt County Schools and is dedicated to maximizing the utilization of human, physical, and financial resources with the cooperative efforts of other agencies and organizations in order to impact the quality of life for all citizens in Pitt County.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	54,264	41,884	104,384	80,538
<b>Total Revenues</b>	<b>54,264</b>	<b>41,884</b>	<b>104,384</b>	<b>80,538</b>
<b>Expenditures</b>				
Personal Services	28,141	28,834	28,834	29,988
Operating Expenses	26,123	13,050	75,550	50,550
<b>Total Expenditures</b>	<b>54,264</b>	<b>41,884</b>	<b>104,384</b>	<b>80,538</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The purpose of the Pitt County Sheriff's Office is to protect lives and property; to maintain public order; to repress and reduce criminal activity; to identify and apprehend offenders; to maintain order in the courts; to serve all legal processes which have been directed to the Sheriff by the courts in a proper and timely manner; to maintain the Pitt County Detention Center; and to protect the Constitutional rights of the people.

**SERVICE DESCRIPTION**

Members of the Pitt County Sheriff's Office are to carry out the mission in a professional and timely manner and, in doing so, provide the most effective and efficient law enforcement service and protection possible to the citizens and visitors of Pitt County. This summary includes the Sheriff's Office, Detention Center, Jail Health Services, Jail Inmate Coordinator, and School Security cost centers.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- ID Lab Accreditation
- Maintained federal inmate count
- Reactivated our internal Special Response Team (SRT) to alleviate dependence on external agencies
- Received grant funding to create a planning team to examine diversion opportunities within the criminal justice system for mentally ill offenders
- Expanded working relationship with local emergency responders to enhance services during medical emergencies

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	22,371,813	23,930,070	26,434,243	26,551,331
Intergovernmental	434,453	378,265	388,265	388,265
Sales & Services	3,737,105	3,634,966	2,573,363	2,582,363
Miscellaneous	43,200	55,000	50,000	50,000
<b>Total Revenues</b>	<b>26,586,571</b>	<b>27,998,301</b>	<b>29,445,871</b>	<b>29,571,959</b>
<b>Expenditures</b>				
Personal Services	20,190,393	21,559,550	22,236,628	22,934,162
Operating Expenses	6,080,735	6,367,051	7,047,268	6,593,097
Capital Outlay	315,443	71,700	161,975	44,700
<b>Total Expenditures</b>	<b>26,586,571</b>	<b>27,998,301</b>	<b>29,445,871</b>	<b>29,571,959</b>
<b>Staffing</b>				
Full Time Equivalent Positions	319.00	322.00	355.00	334.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare
- To address the facility and space needs of all County government programs – general government, public schools and community college

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Increased productivity in the child support enforcement program.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To improve Child Support Enforcement Program				
• Child Support collections		\$14,453,890	\$14,816,243	\$13,500,000

**Goal:** To maintain a high level of services to crime victims.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To improve the Domestic Violence Prevention Program				
• Domestic violence protective-orders served		224	225	300
• Domestic violence case clearance rate		87%	85%	93%
To improve the Victim Services Program				
• Cases Serviced		386	356	500
• Victim Contacts		2,194	2,119	3,000

**Goal:** To reduce crime, prevent personal injury and loss of life, and protect property.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To improve paper service rates				
• Civil process rates		89%	89%	92%
To improve response times				
• Average agency-wide response times		17	17	19
• Deputy reaction time		12	12	12
• Responses to calls & follow-ups		29,952	29,756	32,000
• Part I Violent crimes reported		181	149	< 140
• Part I Property crimes reported		951	1,045	< 1,300
• Part 2 Offenses reported		1,960	2,049	< 2,600
To improve case clearance rates				
• Property Crimes clearance rate		44%	32%	> 30%
• Violent Crimes clearance rate		61%	78%	> 90%

**Goal:** Provide professional and cost effective jail services.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To maintain / increase jail revenue				
• Inmate man-hours worked		57,356	57,356	57,356
• Value of inmate labor @ \$7.25		\$415,832	\$415,832	\$415,000
• Total jail revenue		\$2,639,734	\$2,199,603	\$2,502,565
• Average daily cost per inmate		\$81.00	\$91.43	\$80.00

**DEPARTMENT MISSION**

The mission of Emergency Management is to enhance the quality of life by assisting citizens, visitors, and public safety agencies to effectively prepare for, respond to, recover from and mitigate against all hazards and disasters.

**SERVICE DESCRIPTION**

The Emergency Management Office coordinates the E911, fire and emergency medical services of Pitt County; performs fire inspections as required by ordinance and as requested by Pitt County citizens; maintains and revises numerous plans and procedures such as the Emergency Operations Plan (EOP), the County's Continuity of Operations Plan (COOP) and the Special Medical Needs Disaster Plan; and maintains the operational readiness of the Emergency Operations Center (EOC).

The department responds to and directs, when necessary, emergency response activities within the County while utilizing response resources in a fiscally sound manner and ensures all hazardous material emergencies are responded to and cleaned up in an environmentally sensible manner with authorized personnel.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Participated as a partnering agency with the Public Health SNS Full-Scale Exercise held on November 20, 2015
- Implementation of the new emergency notification system called Code Red
- Continued facilitation of the on-going Radio Enhancement Communication Project

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	678,859	796,813	838,703	823,071
Intergovernmental	51,711	48,000	48,000	48,000
Permits & Fees	26,620	35,000	35,000	35,000
<b>Total Revenues</b>	<b>757,190</b>	<b>879,813</b>	<b>921,703</b>	<b>906,071</b>
<b>Expenditures</b>				
Personal Services	418,953	472,913	481,803	481,171
Operating Expenses	338,237	406,900	439,900	424,900
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>757,190</b>	<b>879,813</b>	<b>921,703</b>	<b>906,071</b>
<b>Staffing</b>				
Full Time Equivalent Positions	6.00	6.00	6.00	6.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To enhance the quality of life by assisting citizens, visitors and public safety agencies to effectively prepare for, respond to, recover from and mitigate against all hazards and disasters.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Conduct or participate in at least two exercises annually to measure the readiness of County agencies and emergency operations plan	• Exercises completed	2	3	2

**BUDGET HIGHLIGHTS**

- Continuing a successful fire inspection program with 2 p/t inspectors

**DEPARTMENT MISSION**

The mission of Communications is to promote and enhance the quality of life in Pitt County by professionally dispatching the emergency rescue, fire, and law enforcement resources 24 hours-a-day by serving as Pitt County's Public Safety Answering Point.

**SERVICE DESCRIPTION**

Respond to all 9-1-1 requests by directing the appropriate Rescue, Fire and Law Enforcement or other resources.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Continued to serve as the Public Safety Answering Point at current level of expertise
- Implemented upgrade to the telephone system
- CAD selected and contract signed

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	1,171,112	1,402,593	1,935,997	1,714,383
<b>Total Revenues</b>	<b>1,171,112</b>	<b>1,402,593</b>	<b>1,935,997</b>	<b>1,714,383</b>
<b>Expenditures</b>				
Personal Services	1,125,219	1,255,836	1,729,362	1,545,251
Operating Expenses	45,893	146,757	206,635	169,132
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>1,171,112</b>	<b>1,402,593</b>	<b>1,935,997</b>	<b>1,714,383</b>
<b>Staffing</b>				
Full Time Equivalent Positions	20.00	20.00	28.00	24.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To continue to provide quality 9-1-1 services in a timely manner which meet/exceed state standards.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To continue to maintain an Emergency Medical Dispatch compliance above National standard of 80%	• Center compliance for EMD standards • Number of EMD calls processed	98.25 % 23,730	98.2% 23,565	90% 23,000
To continue to maintain average dispatch below state/industry standards of 90 seconds	• Average dispatch time (95% of time < 1 min.) • Fire, EMS and Law emergency dispatches • Answer all calls in 20 seconds (95% of time)	46.4 sec 85,273 99.5 %	49 sec 91,447 98.35 %	< 1 min 86,000 95%

**BUDGET HIGHLIGHTS**

- Maintenance on 700MHz Radio system added for full year
- Request eight telecommunicators

**DEPARTMENT MISSION**

The primary mission of the Pitt County Animal Shelter is to provide services which safeguard public health and safety by supporting the education of our citizens on responsible pet ownership, the protection of our community's animals from cruelty and neglect, and the housing, care placement or humane resolution for the animals in its care. In addition, we are committed to work closely with local non-profits and community organizations to reduce pet overpopulation and provide humane education programs to our community.

**SERVICE DESCRIPTION**

The Animal Control Department responds to citizens' requests for service relating to animal bites, stray and unwanted animals as well as conducts dangerous dog investigations, animal nuisance, neglect/cruelty complaints and responds to Canine Control Ordinance Violations. Officers rotate and loan out traps to citizens to try and catch unwanted animals in the community. The Animal Shelter is maintained to promote adoptions and the spaying/neutering of animals in the community. The Shelter also houses unwanted animals, quarantined animals and disposes of animals when necessary. This department also handles any animal suspected of carrying rabies, delivers rabies vaccine and supplies to local veterinarians participating in the program as well as host at least one low costs vaccination clinic as required by law per year.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Completed 1 full year of Dog Licensing in the Unincorporated Areas of Pitt County- began 7/1/14
- Completed 1 year of Canine Control Ordinance which began 1/1/15
- Completed 2 cycles of Pet Responsibility Program for 4th graders at Ayden Elementary and added 1 new School- Sam D. Bundy in Farmville
- Received \$5,000 grant from North Carolina Veterinary Medical Association (NCVMA) to sustain Pet Responsibility Program in the Schools
- With addition of new positions complying with State Standards for Sheltering of Animals
- Provided microchip scanners to all towns that do their own animal control
- Signed MOU's to provide animal control services to The Town of Bethel, Grimesland and Village of Simpson
- Lowest intake since 2002
- Continued to strengthen and work with partners- 690 animals transferred out in 2015
- 3rd year of partnering with East Carolina University for Dog Walking Fitness Class
- Completed 4 rabies/microchip clinics and assisted Spay Today in providing a free rabies clinic for West Greenville residents

**BUDGET SUMMARY**

	ACTUAL FY 2014-15	BUDGET FY 2015-16	REQUEST FY 2016-17	ADOPTED FY 2016-17
<b>Revenues</b>				
General Fund Appropriation	706,342	704,450	812,117	744,194
Intergovernmental	15,902	15,000	13,000	13,000
Permits & Fees	84,982	92,000	78,000	103,000
<b>Total Revenues</b>	<b>807,225</b>	<b>811,450</b>	<b>903,117</b>	<b>860,194</b>
<b>Expenditures</b>				
Personal Services	526,188	633,698	671,207	672,344
Operating Expenses	219,327	177,752	231,910	187,850
Capital Outlay	61,710	0	0	0
<b>Total Expenditures</b>	<b>807,225</b>	<b>811,450</b>	<b>903,117</b>	<b>860,194</b>
<b>Staffing</b>				
Full Time Equivalent Positions	13.00	15.50	15.50	13.50

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals
- To promote community safety through enhanced emergency service programs

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To increase community safety to the citizens of Pitt County through Animal Shelter operations.

Objective	Actual	Actual	Target
	Performance Indicators	FY 2014-15	FY 2015-16
Assist citizens with unwanted/dangerous/nuisance animals			
• # of calls answered	2,139	2,392	2400
• # of animal bites investigated	308	317	300
• # of dangerous dog investigations	30	44	25
• # of nuisance complaints	17	10	15
• # of canine control violations	NA	656	400
• Occupancy Rate for Shelter	NA	NA	NA

**Goal:** To provide humane operation of the county animal shelter in an efficient and cost effective manner.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Encourage adoptions to decrease euthanasia				
• # of adoptions		1,533	1,209	800
• # of animals euthanized		1,673	1,422	1500
• # of re-claimed animals		NA	251	300
• Live Release Rate		NA	53%	50%
Utilize volunteers in order to economize costs				
• # of volunteer hours		5,862	4,266	6000
• \$ of monetary value		\$70,344	\$51,191	\$72,000

**BUDGET HIGHLIGHTS**

- By putting unincorporated areas first have been managing fairly well with dog space. Cat space is still an issue
- In order to maintain NC Standards still need assistance with temporary help to ensure 2 workers on Saturdays and fill in coverage
- Stopped performing euthanasia for municipalities when space is not available at the shelter

**DEPARTMENT MISSION**

The mission of Inspections is to protect the public health, safety and welfare by enforcing the North Carolina Building Code.

**SERVICE DESCRIPTION**

The Inspections Department provides permitting services, Building Code enforcement and technical assistance to all of Pitt County, except the planning jurisdictions for Farmville, Greenville and Winterville.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Issued 3,078 building and trade permits in CY 2015
- Conducted public school inspections twice annually and performed an additional inspection for Pre-K classrooms
- Conducted 5,499 inspections in CY 2015
- Continue monthly meetings with Legal and Planning staff to review current condemnation cases

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	-104,067	89,725	64,386	52,413
Permits & Fees	384,843	355,000	400,000	400,000
<b>Total Revenues</b>	<b>280,776</b>	<b>444,725</b>	<b>464,386</b>	<b>452,413</b>
<b>Expenditures</b>				
Personal Services	267,009	410,687	430,198	428,603
Operating Expenses	13,767	34,038	34,188	23,810
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>280,776</b>	<b>444,725</b>	<b>464,386</b>	<b>452,413</b>
<b>Staffing</b>				
Full Time Equivalent Positions	3.00	5.50	5.75	5.50

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Ensure new and repaired structures meet building code requirements.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Perform daily inspections and investigate complaint requests.	• % of condemnation notices resolved within six months	63%	75%	75%
Complete inspections and plan reviews in a timely manner	• # of inspections performed per inspector per day • % inspection costs offset by permit fees • % of residential plans reviewed within 4 working days • % of nonresidential plans reviewed within 7 working days	5,504 NA 100% 100%	8.3 102% 100% 100%	< 7 95% 100% 100%

**BUDGET HIGHLIGHTS**

- Combined Permitting Center with Inspections budget in FY 15-16.

**DEPARTMENT MISSION**

The purpose of the Medical Examiner is to carry out essential duties with regard to deaths that occur in the County.

**SERVICE DESCRIPTION**

The Medical Examiner operates under the general direction of North Carolina General Statute 130A and investigates the cause and manner of death, completes or amends death certificates, directs autopsies, and performs other duties as assigned. This Statute establishes the County's responsibility to pay the fees related to the performance of these duties.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	100,500	93,000	100,000	100,000
<b>Total Revenues</b>	<b>100,500</b>	<b>93,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Expenditures</b>				
Operating Expenses	100,500	93,000	100,000	100,000
<b>Total Expenditures</b>	<b>100,500</b>	<b>93,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The purpose of other public safety is to provide a means to make County funding available for public safety related functions that are not specific to any particular department.

**SERVICE DESCRIPTION**

Other Public Safety accounts for any contributions to agencies which perform public safety functions within Pitt County. Included is funding on a prorated share for maintaining a Forest Ranger in the County through contract with the North Carolina Department of Environmental and Natural Resources.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	331,659	379,656	371,509	325,036
<b>Total Revenues</b>	<b>331,659</b>	<b>379,656</b>	<b>371,509</b>	<b>325,036</b>
<b>Expenditures</b>				
Operating Expenses	331,659	379,656	371,509	325,036
<b>Total Expenditures</b>	<b>331,659</b>	<b>379,656</b>	<b>371,509</b>	<b>325,036</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The purpose of transportation is to provide funding to address the transportation needs of Pitt County citizens.

**SERVICE DESCRIPTION**

The Transportation Department accounts for funding used to support the operations of countywide transportation providers. This year, appropriations are made to support the GREAT bus system operated by the City of Greenville.

Funding to the GREAT system offsets the City of Greenville's cost for serving locations outside the city limits including the Health, Human Services and Agricultural Center sites north of the Tar River. The County's allocation to PATS is generally used for local match purposes in acquiring new equipment.

**BUDGET SUMMARY**

	<i>ACTUAL</i> <i>FY 2014-15</i>	<i>BUDGET</i> <i>FY 2015-16</i>	<i>REQUEST</i> <i>FY 2016-17</i>	<i>ADOPTED</i> <i>FY 2016-17</i>
<b>Revenues</b>				
General Fund Appropriation	4,948	4,500	4,500	4,500
<b>Total Revenues</b>	<b>4,948</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Expenditures</b>				
Operating Expenses	4,948	4,500	4,500	4,500
<b>Total Expenditures</b>	<b>4,948</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The mission of Planning is to guide long-range development and address land use issues in Pitt County by preparing and implementing land use plans, and administering development regulations, planning initiatives and Community Development grant programs which improve the health, safety, and general welfare of Pitt County residents.

**SERVICE DESCRIPTION**

The major services provided by the Planning Department include: Land Use Planning; Development Review Administration; Zoning Code Enforcement; Coordinated Permitting Administration; Community Development Program Administration; Implementation of the 10-Year Plan to End Chronic Homelessness, Soil Erosion and Sedimentation Control Administration; Floodplain Management Administration; Stormwater Management; Geographic Information System (GIS) Development; Mapping; Transportation, Recreation and Environmental Planning; and Clearinghouse for Census Data.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- As the lead agency, developed draft Neuse River Basin Regional Hazard Mitigation Plan using \$77,000 grant secured through NCEM, the plan received FEMA approval on June 22, 2015
- Worked with consultants to update the County's Recreation Master Plan and the District Park Site Plan
- Amended the Zoning Ordinance to allow a high density option for the Water Supply Watershed Overlay District, to provide provisions for Wedding and Event facilities and to allow residential accessory structures on noncontiguous lots

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	591,570	656,328	742,612	726,868
Permits & Fees	13,559	17,000	17,000	17,000
Sales & Services	21,411	17,200	17,550	17,550
<b>Total Revenues</b>	<b>626,540</b>	<b>690,528</b>	<b>777,162</b>	<b>761,418</b>
<b>Expenditures</b>				
Personal Services	575,899	628,278	692,812	678,618
Operating Expenses	50,641	62,250	84,350	82,800
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>626,540</b>	<b>690,528</b>	<b>777,162</b>	<b>761,418</b>
<b>Staffing</b>				
Full Time Equivalent Positions	7.75	8.00	8.37	8.37

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide affordable housing grant programs to eligible Pitt County residents and maintain in-house administration of programs.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Administration of Community Development Programs				
• Number of Homes Rehabilitated		10	5	12
• Number of Homes Replaced		2	0	0

**Goal:** To effectively enforce adopted land development regulations.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Administration of County-wide Zoning Ordinance				
• % of complaints investigated that equalled a zoning violation		34%	61%	50%
• # of rezoning, CUP & SUP requests		21	4	6

**Goal:** To develop, coordinate and enforce local environmental regulations.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Administration of Tar-Pamlico Stormwater Regulations				
• % of sites with approved BMP's inspected annually		100%	100%	100%

**DEPARTMENT MISSION**

The purpose of Planning-Emergency Telephone System is to provide efficient E-911 addressing services to the citizens throughout Pitt County to facilitate fast and accurate emergency response.

**SERVICE DESCRIPTION**

The Emergency Telephone System budget is budgeted in two different funds: the general fund and the emergency telephone system fund. This budget summary covers the general fund portion.

E-911 addressing services includes the, fabrication, installation and maintenance of street signs (approximately 3,000). The department is also responsible for locating and removing illegal road signs.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Maintained nearly 3,000 County street signs, and assembled 8 new signs
- Performed county-wide inspection of road sign compliance and removed 5 non-compliant road signs

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	92,118	89,127	86,509	87,682
<b>Total Revenues</b>	<b>92,118</b>	<b>89,127</b>	<b>86,509</b>	<b>87,682</b>
<b>Expenditures</b>				
Personal Services	64,713	61,627	52,009	53,182
Operating Expenses	27,405	27,500	34,500	34,500
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>92,118</b>	<b>89,127</b>	<b>86,509</b>	<b>87,682</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.75	0.75	1.00	1.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Ensure consistent E-911 addressing services through maintenance and enforcement activities for address display and road signage.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Administer Road Sign Maintenance Program	• % of signs that needed repairs or adjustments	NA	14.19%	12%

**DEPARTMENT MISSION**

The purpose of Other Economic Development is to promote development and to improve the economy of Pitt County.

**SERVICE DESCRIPTION**

Other Economic Development is a budgetary department maintained to account for funding of projects designed to promote development and to improve the economy of Pitt County.

Currently funded projects include:

County Water  
CMSD Sewer  
Boundary Student Housing  
Bethel Sewer  
Stokes Water

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	173,913	174,000	231,075	231,075
<b>Total Revenues</b>	<b>173,913</b>	<b>174,000</b>	<b>231,075</b>	<b>231,075</b>
<b>Expenditures</b>				
Operating Expenses	173,913	174,000	231,075	231,075
<b>Total Expenditures</b>	<b>173,913</b>	<b>174,000</b>	<b>231,075</b>	<b>231,075</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The mission of Engineering is to provide engineering services required to accomplish the following:

- 1) Ensure that County projects are constructed properly.
- 2) Provide contract drafting and administration and consulting services to other County departments.
- 3) Provide engineering expertise to insure that development is done in accordance with County and State standards.

**SERVICE DESCRIPTION**

The Engineering Department designs small projects, performs engineering studies, administers construction and equipment contracts, administers minority participation policies, works with special projects and assists in regulating land development.

This department is also responsible for the management of Housekeeping functions.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Provided plans to increase security at the Courthouse, Development Services and Pitt County Office Buildings
- Designed and Managed the Solid Waste and Recycling entrance project

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	60,982	95,706	134,626	113,736
<b>Total Revenues</b>	<b>60,982</b>	<b>95,706</b>	<b>134,626</b>	<b>113,736</b>
<b>Expenditures</b>				
Personal Services	56,041	82,241	112,026	105,436
Operating Expenses	4,941	13,465	22,600	8,300
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>60,982</b>	<b>95,706</b>	<b>134,626</b>	<b>113,736</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.75	0.75	1.00	1.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To address the facility and space needs of all County government programs – general government, public schools and community college

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Improve facilities and recommend facility expansion/renovation to the Pitt County Board of Commissioners.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Monitor Energy savings related to Energy Savings Contract	• Monitor energy bills	Monthly	Monthly	Monthly
Facilitate space studies	• Maintain space inventory	722,143 Sq.Ft.	722,143 Sq.Ft.	722,143 Sq.Ft.

**DEPARTMENT MISSION**

The North Carolina Cooperative Extension Service partners with communities to deliver education and technology that enrich the lives, land and economy of North Carolinians.

**SERVICE DESCRIPTION**

NC Cooperative Extension provides programming to sustain agriculture; protect the environment; maintain viable communities; develop responsible youth and strong, healthy families.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Farmers and "Green Industry" professionals adopted economically sound production practices valued at \$2.9 million
- The value of the time given by volunteers is estimated to be \$220,168

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	295,593	331,482	322,931	314,561
<b>Total Revenues</b>	<b>295,593</b>	<b>331,482</b>	<b>322,931</b>	<b>314,561</b>
<b>Expenditures</b>				
Personal Services	216,752	247,383	237,305	237,305
Operating Expenses	78,841	84,099	85,626	77,256
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>295,593</b>	<b>331,482</b>	<b>322,931</b>	<b>314,561</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To improve the quality of life as it relates to agriculture and natural resources, 4-H, and Family and Consumer Sciences.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Increase youth participation	• No. of youth participating in programs	8,717	8,156	8,000
Extension customers will learn proper skills related to child care, parenting, and healthy living	• No. of customers	1,482	5,912	2,000
Volunteers will be recruited to assist in the delivery of Extension education	• Volunteer hours	3,479	15,676	2000
Farmers and "Green Industry" professionals will adopt economically sound production practices	• No. of farmers implementing practices	917	2,456	1000
	• Dollar value	\$10,338,084	\$2,947,850	\$100,00

**BUDGET HIGHLIGHTS**

- Pitt County Government and North Carolina Cooperative Extension's partnership is identified as exemplary in North Carolina

**DEPARTMENT MISSION**

The purpose of the Pitt County Farmers Market is to provide a central location for county vendors of fresh produce to sell directly to the general public.

**SERVICE DESCRIPTION**

County vegetable producers are provided booth space from late April to late December to sell fresh produce to county residents.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Increase in interest shown by potential new vendors

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	32,998	38,356	41,131	41,665
Sales & Services	7,190	6,000	6,000	6,000
<b>Total Revenues</b>	<b>40,188</b>	<b>44,356</b>	<b>47,131</b>	<b>47,665</b>
<b>Expenditures</b>				
Personal Services	31,773	35,806	37,681	38,465
Operating Expenses	8,415	8,550	9,450	9,200
Capital Outlay				
<b>Total Expenditures</b>	<b>40,188</b>	<b>44,356</b>	<b>47,131</b>	<b>47,665</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.60	0.60	0.60	0.60

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare
- To champion infrastructure improvements throughout the County

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To increase utilization of the Pitt County Farmers Market.

<b>Objective</b> <i>Performance Indicators</i>	<i>Actual</i> <i>FY 2014-15</i>	<i>Actual</i> <i>FY 2015-16</i>	<i>Target</i> <i>FY 2016-17</i>
To increase the number of vendors providing fresh produce for county citizens			
• *Number of market vendors	487	638	450
To increase the use of the market by citizens for purchasing fresh produce			
• No. of market customers	93,429	60,252	89,000

**Goal:** To encourage healthy eating habits.

<b>Objective</b> <i>Performance Indicators</i>	<i>Actual</i> <i>FY 2014-15</i>	<i>Actual</i> <i>FY 2015-16</i>	<i>Target</i> <i>FY 2016-17</i>
To encourage use of WIC vouchers for food purchases at the market			
• No. of WIC vouchers accepted	2,845	2,142	2,700
• Dollar value of WIC vouchers accepted	\$11,380	\$8,199	\$9,000

**BUDGET HIGHLIGHTS**

- Numbers of vendors participating increase; fresh produce available to local residents

**DEPARTMENT MISSION**

The purpose of Other Human Services is to serve as a budgetary accounting for funds appropriated to programs external to Pitt County Government which provide human services.

**SERVICE DESCRIPTION**

Non-profit agencies which provide human service functions submit requests for funding to the County on an annual basis. Contributions to these agencies are included within this budget. While providing services to children, adults, and the elderly of Pitt County, most of these agencies also provide support to County departments. County funding extends and increases the network of services available to the citizens at a higher level than the County could provide on its own.

The following agencies are funded within this budget:

Little Willie Center

Pitt County Committee for Employment of People with Disabilities

Pitt County Council on Aging, Inc.

Community Crossroads Center

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	216,595	219,890	281,776	250,400
<b>Total Revenues</b>	<b>216,595</b>	<b>219,890</b>	<b>281,776</b>	<b>250,400</b>
<b>Expenditures</b>				
Operating Expenses	216,595	219,890	281,776	250,400
<b>Total Expenditures</b>	<b>216,595</b>	<b>219,890</b>	<b>281,776</b>	<b>250,400</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The mission of Veteran Services is to assist veterans and their dependents with applying for and coordinating benefits they are eligible to receive. These benefits include: burial, compensation, education, home improvements and loans, life and health insurance, medical, pension, rehabilitation, and others.

**SERVICE DESCRIPTION**

The Veteran Service Office serves a Pitt County veteran population of 11,091, not including their dependents.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- In 2014, (last year available) the U.S. Veteran Affairs paid \$65,137,000 non-taxable benefits to Pitt County Veterans and their dependents. At a local sales tax rate of 2.25%, the benefits paid to Pitt County veterans have the potential to yield \$1,465,582 to Pitt County's revenue base.
- Assisted author with research for article: "Traumatic Brain Injury Among North Carolina's Veterans", published in North Carolina Medical Journal, April 2015, volume 76, Number 2.
- Started transition into paperless claims.
- Serving on Mid-East Commission, Regional Advisory Committee.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	128,226	173,446	184,109	188,150
Miscellaneous	0	0	0	0
<b>Total Revenues</b>	<b>128,226</b>	<b>173,446</b>	<b>184,109</b>	<b>188,150</b>
<b>Expenditures</b>				
Personal Services	123,822	166,486	177,974	182,015
Operating Expenses	4,404	6,960	6,135	6,135
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>128,226</b>	<b>173,446</b>	<b>184,109</b>	<b>188,150</b>
<b>Staffing</b>				
Full Time Equivalent Positions	3.00	3.00	3.00	3.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide local access to Pitt County citizens regarding USDVA benefits.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To serve Pitt County veterans and their families				
• In-Person contacts		2,492	2,504	2500
• Written contacts		7,874	7,681	8100
• Telephone contacts		5,148	4,736	6500
• Month end claims waiting to be processed		NA	180	0
• Month end rating decisions waiting to be processed		NA	2,269	0
• Month end average number phone messages waiting to be returned		NA	532	0

**Goal:** To maximize receipt of available benefits to eligible veterans and their families.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Maximize receipt of available benefits to eligible veterans and their families				
• Number of new claims awarded		262	338	350
• Annual benefit amount of new claims awarded		\$2,670,706	\$3,210,720	2,000,000
• Amount of one-time benefit claims awarded		\$2,534,279	\$2,125,458	2,000,000
• Total benefit amounts for new claims awarded		\$5,204,985	\$5,336,178	4,000,000
• Total number of claims submitted		NA	560	600

**BUDGET HIGHLIGHTS**

- Recognized movement of position from Register of Deeds during 2015-16 Budget.

# **PUBLIC HEALTH - SUMMARY OF PROGRAMS**

## **DEPARTMENT MISSION**

The mission of Public Health is to protect, promote and assure the health of all people in Pitt County.

## **SERVICE DESCRIPTION**

Our mission is accomplished: (1) through the provision of a variety of preventive health services including maternity, family planning and child health services; diagnosis and treatment of communicable diseases; HIV testing and counseling; cancer screening; immunization; Women's Infants and Children's (WIC) supplemental nutrition; and a variety of health education/health promotion programs targeting schools, businesses and the community; and (2) through a variety of regulatory activities designed to prevent the spread of food borne, waterborne and other communicable diseases transmitted to people from other people or from animals; reduce the risk of environmental toxic exposures such as lead and asbestos; and reduce selected safety hazards.

## **PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Obtained re-accreditation status from the NC Local Health Department Accreditation Board with 100% compliance (met 147 of 147 benchmarks)
- Implemented the Health Department's Strategic Plan for 2015-2018
- Revised the Health Department's vision statement and values with over 97% of staff providing feedback through listening sessions
- In partnership with Vidant Medical Center and ECU/Brody School of Medicine, completed the 2015 Community Health Needs Assessment and selected health priority areas that will be addressed from 2015-2018

## **BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	4,318,752	4,516,264	4,943,266	4,602,816
Intergovernmental	3,998,931	3,862,109	3,757,049	3,885,110
Sales & Services	259,184	223,800	278,550	278,550
Miscellaneous	722,908	790,273	804,572	767,072
Debt & NonRevenue	0	0	0	0
Fund Balance	0	371,466	371,466	884,581
<b>Total Revenues</b>	<b>9,299,775</b>	<b>9,763,912</b>	<b>10,154,903</b>	<b>10,418,129</b>
<b>Expenditures</b>				
Personal Services	7,026,609	7,871,935	8,218,953	8,373,749
Operating Expenses	1,869,754	1,891,977	1,917,950	2,026,380
Capital Outlay	0	0	18,000	18,000
<b>Total Expenditures</b>	<b>8,896,363</b>	<b>9,763,912</b>	<b>10,154,903</b>	<b>10,418,129</b>
<b>Staffing</b>				
Full Time Equivalent Positions	122.85	121.65	125.40	125.40

**DEPARTMENT MISSION**

The mission of Public Health is to protect, promote and assure the health of all people in Pitt County.

**SERVICE DESCRIPTION**

Administration maintains an adequate administrative infrastructure for the support of all agency services and activities necessary for the achievement of the agency's mission. The business office, medical records, vital statistics and personnel are housed within this division.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Successfully conducted a Strategic National Stockpile large-scale exercise preparing staff and volunteers to respond in the event of a real life bioterrorism emergency
- Received a \$10,000 Bright Ideas grant through the NC DHHS Public Health Preparedness and Response Branch and partnered with Pitt County Council on Aging to provide Emergency Ready Kits for Meals on Wheels recipients

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	1,713,244	1,785,019	1,846,913	1,439,751
Intergovernmental	457,221	431,930	486,930	486,930
Sales & Services	4,960	500	200	200
Miscellaneous	18,301	15,000	15,000	15,000
Debt & NonRevenue	0	0	0	0
Fund Balance	0	371,466	371,466	884,581
<b>Total Revenues</b>	<b>2,193,727</b>	<b>2,603,915</b>	<b>2,720,509</b>	<b>2,826,462</b>
<b>Expenditures</b>				
Personal Services	1,650,535	1,845,545	1,885,414	1,991,367
Operating Expenses	828,475	758,370	835,095	835,095
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>2,479,010</b>	<b>2,603,915</b>	<b>2,720,509</b>	<b>2,826,462</b>
<b>Staffing</b>				
Full Time Equivalent Positions	29.25	28.00	29.00	29.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Develop and maintain a public health workforce prepared to respond to public health emergencies

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Develop public health workforce to respond to public health emergencies				
• % of Health Department staff who have completed Incident Command System 100, 200 & 700 courses		100%	100%	100%
• % of Health Department Emergency Preparedness Team have completed advanced Incident Command System courses		82%	91%	100%
• % of staff who respond within 2 hours to quarterly call down drills		98%	82%	100%

**Goal:** Increase efficiency, contain costs and increase accountability in financial management.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Amount of clinic related client fees (medicare, client, 3rd party) collected				
• Increase client fees collected by 5% from previous fiscal year		\$68,132	\$98,965	not yet available
Submit state expenditure reports by state mandated guidelines				
• Number of months state expenditure report is submitted by required date		12	12	12
Control non-grant funded operating expenditures				
• Non-grant funded operating expenditure to increase by no more than 3% of previous fiscal year.		\$1,158,550	\$1,099,031	not yet available

**DEPARTMENT MISSION**

The mission of Environmental Health is to protect, promote and assure the health of all people in Pitt County.

**SERVICE DESCRIPTION**

Environmental Health services provided to the County are comprised of the following programs: food, lodging and institutional sanitation; indoor air quality; swimming pool sanitation and safety; on site sewage disposal; childhood lead poisoning prevention; migrant labor housing sanitation; tattoo sanitation and other services required by state law, County ordinance and citizen's needs. Environmental Health also participates in the Epidemiology Team for communicable disease outbreak investigations and responds and assists in safeguarding the County against bioterrorism threats.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Various Environmental Division staff appointed to leadership positions within state associations
- Received three FDA grants for improved food safety totaling \$39,000
- Met state food and lodging inspection compliance rate of 99.9% representing over 1,700 individual inspection

**BUDGET SUMMARY**

	<b>ACTUAL FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>REQUEST FY 2016-17</b>	<b>ADOPTED FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	1,149,964	1,121,622	1,234,564	1,245,779
Intergovernmental	51,102	16,800	22,000	22,000
Sales & Services	146,585	132,500	137,500	137,500
Miscellaneous	8,836	0	0	0
Debt & NonRevenue	0	0	0	0
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>1,356,487</b>	<b>1,270,922</b>	<b>1,394,064</b>	<b>1,405,279</b>
<b>Expenditures</b>				
Personal Services	1,075,401	1,182,522	1,292,899	1,304,114
Operating Expenses	101,233	88,400	83,165	83,165
Capital Outlay	0	0	18,000	18,000
<b>Total Expenditures</b>	<b>1,176,634</b>	<b>1,270,922</b>	<b>1,394,064</b>	<b>1,405,279</b>
<b>Staffing</b>				
Full Time Equivalent Positions	17.00	17.00	18.00	18.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To protect and improve the health and welfare of the citizens of Pitt County by preventing, minimizing and eliminating exposure to environmental conditions that could have adverse effects on individual health and safety as required by state law.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Inspect, permit and consult with food service and lodging establishments as well as offer sanitation training to restaurant personnel; inspect, permit and consult with tattoo artist establishments.	<ul style="list-style-type: none"> <li>• Number of Food and Lodging inspections, consultations and permitting activities</li> <li>• Food &amp; Lodging inspections, consultations and permitting activities per full time equivalent position (FTE) per day</li> </ul>	9,753	8,639	9,150
Evaluate, inspect and permit on-site wastewater system and new private drinking water wells as well as assisting with general sanitation issues in this area. Consult with owners and collect samples from existing private water wells.	<ul style="list-style-type: none"> <li>• Number of inspections, permits and consultations</li> <li>• Inspections, consultations and permitting activities per FTE per day</li> <li>• Average response time measured from day site is ready for evaluation the day evaluation occurs (calendar days) for lot evaluations (excluding subdivisions), existing systems, expansions and repairs (excludes system installations)</li> </ul>	9,866	9,150	9,800
Inspect, permit and review plans for licensed childcare centers, public school buildings and conducting child lead poisoning investigations as well as consulting with citizens to reduce childhood lead exposure.	<ul style="list-style-type: none"> <li>• Number of inspections, investigations and consultations and permits</li> <li>• Inspections, investigations, consultations and permitting activities per FTE per day</li> </ul>	1,632	1,544	1,500

**DEPARTMENT MISSION**

The mission of Public Health - Communicable Disease is to protect, promote and assure the health of all people in Pitt County.

**SERVICE DESCRIPTION**

Communicable Disease works primarily to reduce the incidence of reportable communicable disease through education, early detection and treatment. Health Department staff work closely with private physicians, Brody School of Medicine, Vidant Medical Center, other medical providers and service agencies to control the spread of reportable communicable diseases. The Health Department provides investigation of communicable diseases to prevent community outbreaks. Other services include provision of clinics for diagnosis and treatment of sexually transmitted diseases and tuberculosis, community education in a variety of settings such as homes and schools and immunization services for both adults and children. Bioterrorist planning is becoming an expanded role of the communicable disease area as well as education and planning with all public health workers in response to the role Public Health will play if a bioterrorist attack occurs.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Exceeded state goal of 90% for 2 year old child health department patients who are age appropriately immunized
- Worked with CDC and NC Division of Public Health to investigate and respond to a large food borne outbreak in November 2015
- Increased patient access to STD screenings by expanding walk-in clinics

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	591,076	604,177	667,964	672,982
Intergovernmental	437,453	310,183	253,992	256,722
Sales & Services	32,620	24,500	59,600	59,600
Miscellaneous	0	0	0	0
Debt & NonRevenue	0	0	0	0
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>1,061,149</b>	<b>938,860</b>	<b>981,556</b>	<b>989,304</b>
<b>Expenditures</b>				
Personal Services	717,885	797,027	812,186	819,934
Operating Expenses	207,609	141,833	169,370	169,370
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>925,494</b>	<b>938,860</b>	<b>981,556</b>	<b>989,304</b>
<b>Staffing</b>				
Full Time Equivalent Positions	12.00	11.50	11.50	11.50

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Prevent and Control Communicable Disease in Pitt County.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Provide immunizations to children and adults to prevent/reduce the incidence of vaccine preventable diseases	• % of Pitt County 2 year olds served by the Pitt County Health Department fully immunized. State goal is 90%.	76%	98%	90%
Provide HIV/Sexually Transmitted Disease (STD) risk reduction services and community outreach to high-risk individuals	• Number of HIV tests performed by the Health Department. • Number of other STD screenings performed by the Health Department.	4,465 4,083	3,895 3,735	4,340 4,360

## **DEPARTMENT MISSION**

The mission of Public Health - Women's & Children's Health is to protect, promote and assure the health of all people in Pitt County.

## **SERVICE DESCRIPTION**

Preventive health services are provided to women and children in a variety of settings (e.g. clinics, homes, schools and other community settings). These services include the provision of clinical services such as physical exams, case management, community development initiatives which focus on women's and children's health issues, and community/school education. These services are provided by a team of skilled nurses, social workers, health educators and nutritionists working with parents and other family members. The Health Department collaborates with an array of other community professionals such as teachers, counselors, hospital staff, mental health, social services, private health providers and the ECU School of Medicine to develop appropriate community initiatives which impact on the health of women and children.

## **PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Received \$10,000 Ann Wolfe grant to purchase cribs and sleep sacks for the Cribs for Kids program which demonstrates safe sleep environments to prevent infant and child death
- Received grant funding from NC DHHS to continue support of the Positive Parenting Program and to expand the number of trained practitioners to include school counselors and other school staff
- Health Department's WIC program received increased funding in February 2016 to reflect increased caseload
- Obtained state funding to increase utilization of Long Acting Reversible Contraceptives (LARC)

## **BUDGET SUMMARY**

	<b>ACTUAL FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>REQUEST FY 2016-17</b>	<b>ADOPTED FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	691,868	808,381	954,221	1,000,180
Intergovernmental	2,988,616	2,824,438	2,776,798	2,900,629
Sales & Services	74,544	65,800	77,950	77,950
Miscellaneous	635,844	712,780	716,774	679,274
Debt & NonRevenue	0	0	0	0
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>4,390,871</b>	<b>4,411,399</b>	<b>4,525,743</b>	<b>4,658,033</b>
<b>Expenditures</b>				
Personal Services	3,285,026	3,707,290	3,859,711	3,885,071
Operating Expenses	596,037	704,109	666,032	772,962
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>3,881,064</b>	<b>4,411,399</b>	<b>4,525,743</b>	<b>4,658,033</b>
<b>Staffing</b>				
Full Time Equivalent Positions	60.40	59.70	61.20	61.20

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To sustain and improve the health of women of childbearing age and children in Pitt County.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Provide technical assistance including health and safety trainings to childcare providers				
• Childcare centers who have received technical health assistance		131	126	145
• Number of children impacted by technical assistance/provider training.		6,451	5,002	3,000
Improve the health and spacing of pregnancies				
• Number of family planning clinic visits at the Pitt County Health Department.		3,965	4,230	5,500
• Number of prenatal care clinic visits at the Pitt County Health Department.		3,584	3,092	4,800
• Pitt County Infant Mortality Rate/State Rate (5 year average).	10.2/7.3	10.8/7.1	At or below state rate	
• Maintain an average monthly caseload of women receiving pregnancy care management services.	429	460	350	
• Number of postpartum home visits.	628	634	600	
Reduce adolescent pregnancies				
• % of adolescents enrolled in the initiative who do not report a pregnancy.	100%	100%	100%	
• Number of at-risk adolescents referred to and participating in the school based pregnancy prevention initiative.	78	88	100	
• Pitt County adolescent pregnancy state ranking.	21st lowest	12th lowest of 75 reporting counties	within 3rd lowest in state	
Promote optimal development during early childhood by assessing development and coordinating services				
• Maintain an average monthly caseload of children receiving at risk or developmental disability case management	225	286	350	
Ensure WIC Program services are made available to all eligible participants in Pitt County				
• % of WIC mothers initiating breastfeeding (note fiscal year basis).	46.9%	46.9%	45%	
• \$ value of 100% Federally funded WIC food instruments redeemed in Pitt County.	\$3,322,537	\$1,714,157	\$4,000,000	
• WIC average caseload.	4,417	4,525	4,500	

**DEPARTMENT MISSION**

The mission of Public Health - Chronic Disease Prevention is to protect, promote and assure the health of all people in Pitt County.

**SERVICE DESCRIPTION**

Chronic disease prevention services are aimed at reducing illness and death from cardiovascular diseases including heart disease, hypertension and stroke, as well as diabetes and breast cancer. The Health Department employs a variety of methods to address these health problems. Health screenings are utilized to identify health problems early before complications from undiagnosed diseases arise. Education and counseling services are provided to assist clients with making better choices about foods they eat, type and amount of exercise they participate in, and their decision to smoke.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Received grant funding from NC DHHS to serve as the lead county for Local Health Departments Region 10 (10 counties) to address obesity, diabetes, heart disease and stroke in worksites, the faith community and in primary care settings
- Received grant funding from NC DHHS to serve as the lead county for Local Health Departments Region 10 (10 counties) to address tobacco prevention and control among youth, young adults and adults
- Health Department's Diabetes Self-Management Education Program received a Volunteer Excellence Award for informing the community about diabetes-related events through GetConnected

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	172,600	200,869	239,604	244,124
Intergovernmental	281,381	211,030	217,329	218,829
Sales & Services	475	455	3,300	3,300
Miscellaneous	68,763	63,884	72,798	72,798
Debt & NonRevenue	0	0	0	0
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>523,219</b>	<b>476,238</b>	<b>533,031</b>	<b>539,051</b>
<b>Expenditures</b>				
Personal Services	297,762	266,844	368,743	373,263
Operating Expenses	202,210	209,394	164,288	165,788
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>499,972</b>	<b>476,238</b>	<b>533,031</b>	<b>539,051</b>
<b>Staffing</b>				
Full Time Equivalent Positions	4.20	5.45	5.70	5.70

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Reduce premature morbidity and mortality due to chronic diseases such as diabetes, heart disease and cancer.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Improve early diagnosis of cancer in women	<ul style="list-style-type: none"><li>• % of women enrolled in the NC Breast and Cervical Cancer Control Program who are identified as having a PAP test within the past 5 years</li><li>• % of women enrolled in the NC Breast and Cervical Cancer Control Program who are identified as having an annual screening mammogram</li></ul>	96%	100%	90%
Create an environment within Pitt County that supports healthy lifestyle choices	<ul style="list-style-type: none"><li>• Number of local entities that have developed opportunities for physical activity during the year</li><li>• % of employees participating in the Pitt County Health Insurance Fee Minimization program who successfully complete all required wellness units.</li></ul>	0	2	6

# **SOCIAL SERVICES - SUMMARY OF PROGRAMS**

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## **DEPARTMENT MISSION**

The mission of the Pitt County Department of Social Services is to provide Pitt County citizens the basic human resources and social services to enable the achievement of self-support and self-sufficiency. It is our aim to prevent abuse, neglect, and exploitation of vulnerable citizens, but if necessary, we intervene to provide protection. We will strive to help those families who are dependent on public assistance benefits to find employment and obtain child support.

## **SERVICE DESCRIPTION**

The Pitt County Department of Social Services is a multi-program human services organization which is mandated by Federal and State Law. The programs provided through the Department of Social Services are mandated by either Federal or State law. Funding for these programs represents a mix of federal, state and local dollars, with the majority of the funding coming from the Federal Government.

In addition to the mandated programs, the Department participates through partnerships in some non-mandated programs utilizing grants and other endeavors with private non-profits in order to provide and/or enhance services. For example, in partnership with Vidant Medical Center, the Department of Social services provides on-site positions at Vidant Medical Center to ensure patients who are eligible for Medicaid apply for the benefit before discharge from the medical center, thereby reducing the the amount of non-reimbursed care for Vidant Medical Center. In return, Vidant Medical Center funds the positions. This helps to maintain quality health care for the community.

## **PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- DSS has partnered with the Community Crossroads Center to found Pitt County Housing Crossroads.
- This program is designed to prevent homelessness by providing emergency rent assistance and financial Counseling.

DSS has continued to work with Strive and other partners to develop the Fatherhood Initiative. This program used the 24/7 Dad curriculum developed by the National Fatherhood Initiative to help fathers become more involved, responsible and committed.

## **BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
State & Federal	20,812,474	23,991,005	25,299,649	25,642,787
General Fund	8,951,966	9,214,909	9,938,074	9,898,737
Fees & Charges	272,199	389,265	224,125	222,125
Miscellaneous	310	25,772	5,772	5,772
Debt & Non Revenue	0	877,642	0	0
<b>Total Revenues</b>	<b>30,036,949</b>	<b>34,498,593</b>	<b>35,467,620</b>	<b>35,769,421</b>
<b>Expenditures</b>				
Personal Services	13,939,003	15,677,939	16,626,792	17,130,593
Operating Expenses	16,097,946	18,820,654	18,815,828	18,613,828
Capital Outlay	0	0	25,000	25,000
<b>Total Expenditures</b>	<b>30,036,949</b>	<b>34,498,593</b>	<b>35,467,620</b>	<b>35,769,421</b>
<b>Staffing</b>				
Full Time Equivalent Positions	226.50	258.00	267.50	272.50

**DEPARTMENT MISSION**

The mission of the Pitt County Department of Social Services is to provide Pitt County citizens the basic human resources and social services to enable the achievement of self-support and self-sufficiency. It is our aim to prevent abuse, neglect, and exploitation of vulnerable citizens, but if necessary, we intervene to provide protection. We will strive to help those families who are dependent on public assistance benefits to find employment and obtain child support.

**SERVICE DESCRIPTION**

The Administrative Division strives to provide cost effective administration of all Social Services Programs to ensure total accountability of all funds spent while maximizing all revenues, grants, and resources of the Department and the services available to the client.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Maximized revenues for the Department.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
State & Federal	414,517	1,588,910	1,483,365	1,510,229
Transfer - General Fund	2,495,522	1,508,680	2,512,884	2,066,733
Fees & Charges	0	0	0	0
Miscellaneous	310	883,414	5,772	5,772
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>2,910,349</b>	<b>3,981,004</b>	<b>4,002,021</b>	<b>3,582,734</b>
<b>Expenditures</b>				
Personal Services	1,422,088	1,451,170	1,518,813	1,550,526
Operating Expenses	1,172,475	2,529,834	2,111,208	2,007,208
Capital Outlay	0	0	25,000	25,000
<b>Total Expenditures</b>	<b>2,594,563</b>	<b>3,981,004</b>	<b>3,655,021</b>	<b>3,582,734</b>
<b>Staffing</b>				
Full Time Equivalent Positions	22.00	23.00	24.00	23.00

## **DEPARTMENT MISSION**

The mission of the Pitt County Department of Social Services is to provide Pitt County citizens the basic human resources and social services to enable the achievement of self-support and self-sufficiency. It is our aim to prevent abuse, neglect, and exploitation of vulnerable citizens, but if necessary, we intervene to provide protection. We will strive to help those families who are dependent on public assistance benefits to find employment and obtain child support.

## **SERVICE DESCRIPTION**

The Services & Programs Division consists of programs and services to ensure Pitt County citizens' safety, well-being and permanence. If necessary, the Department acts to intervene, according to NC General Statute, to protect both adults and children.

Adult Services ensure the safety and well-being of Pitt County's elderly, disabled and vulnerable adults through provision of Adult Protective Services and Adult Care Home Case Management and Supervision.

The highest priorities for Child and Family Social Work Services is to assure the safety, permanence, and well-being of all children in Pitt County. Staff partner with families to improve safety and prevent child welfare involvement. If a family cannot ensure safety, DSS provides In-Home services to work to keep the family unit intact. When a child cannot remain safely in the home, placement may be with a resource family or DSS custody.

Families are supported by other services that include prevention services, transportation, day care, CAP and In-Home Services.

## **PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- The Foster Care program achieved its sixth quarter of steady improvement in the stability of recent placements and achieved a significantly higher level of stability than the state average.
- The Child Care program increased the number of children enrolled in child care and early education programs by 40% during the fiscal year.
- Child and Adult Protective Services implemented the Northwoods Case Management system. The goal of the system is to increase efficiency and allow staff more quality time with families.
- DSS was awarded Adoption Assistance funds for meeting the baseline number of adoptions.
- DSS continued the Parent Partners Program which was implemented in fiscal year 2012-2013.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
State & Federal	14,461,469	16,293,730	17,503,356	17,792,322
Transfer - General Fund	3,892,951	4,916,748	5,245,568	5,221,939
Fees & Charges	265,724	350,790	215,650	215,650
<b>Total Revenues</b>	<b>18,620,144</b>	<b>21,561,268</b>	<b>22,964,574</b>	<b>23,229,911</b>
<b>Expenditures</b>				
Personal Services	10,810,337	12,532,907	13,311,285	13,727,026
Operating Expenses	8,125,593	9,028,362	9,668,289	9,502,885
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>18,935,930</b>	<b>21,561,269</b>	<b>22,979,574</b>	<b>23,229,911</b>
<b>Staffing</b>				
Full Time Equivalent Positions	176.00	205.50	220.50	219.50

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare
- To address the facility and space needs of all County government programs – general government, public schools and community college

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To promote the long term well-being of Pitt County Citizens.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Ensure that children remain in safe, stable environments				
• Annual % of children who are not victims of repeat maltreatment	1,077	92.7%	95%	
• Annual % of children in foster care 12 months or less who have 2 or fewer placements	783	92.3%	90%	
• Annual % children achieving permanence within 12 months of coming into care	259	56%	70%	
• Annual % of children in prevention services caseload who have not received a CPS report	279	NA	80%	
• Annual % of foster children turning 18 in school or working	88	45.6%	50%	
Enable vulnerable and disabled adults to live in least restrictive suitable environment				
• Annual # of individuals receiving at least 1 in home service	80	181	275	
• Annual % of substantiated/confirmed Adult Protective Services cases with no repeat incidents	77.5	92.6%	95%	
Intervene to protect children and aged/disabled adults from abuse, neglect or exploitation				
• Annual % of CPS investigations that result in an out of home placement.	NA	4.5%	25%	
• Annual % of Adult Protective Services reports that result in intervention by the agency.	152	78.5%	75%	
• Annual % of individuals requiring the appointment of guardian.	NA	22	22	
• Annual % of child protection reports that result in intervention by the agency.	NA	69.8%	70%	
To reduce the incidence of homelessness and/or Child Protection/Adult Protection referrals through the use of the Crisis programs				
• Annual % of families receiving Crisis Services that allow them to obtain or maintain housing	NA	18	NA	
• Annual # of families receiving heating or cooling assistance during the year	NA	7,338	NA	

**DEPARTMENT MISSION**

The mission of the Pitt County Department of Social Services is to provide Pitt County citizens the basic human resources and social services to enable the achievement of self-support and self-sufficiency. It is our aim to prevent abuse, neglect, and exploitation of vulnerable citizens, but if necessary, we intervene to provide protection. We will strive to help those families who are dependent on public assistance benefits to find employment and obtain child support.

**SERVICE DESCRIPTION**

This division of Pitt County Department of Social Services is a multi-program organization which is mandated by Federal and State Law to provide assistance and counseling to citizens of Pitt County who qualify for these services. Programs range from health care, food assistance, employment and training efforts and ensures that necessary supportive services are made available to all families.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- The Food and Nutrition Services Program began expansion of its Employment and Training component, designed to help FNS recipients find stable and well paid employment.
- The Food and Nutrition program continued to increase both the numbers and proportions of recipients aged birth through 4 and age 65 & over.
- Food and Nutrition services exceeded the state target of 97% timeliness of intake and redeterminations during each of the fiscal year four quarters.
- Food and Nutrition Services and Medicaid implemented a Quality Improvement Section to increase efficiency and further reduce fraud.
- Medicaid reached the state target of 90% timeliness of intakes.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
State & Federal	4,165,298	4,368,469	4,671,624	4,341,624
Transfer - General Fund	1,902,699	2,142,880	1,425,050	1,842,454
Fees & Charges	0	32,000	2,000	0
Miscellaneous	0	20,000	0	0
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>6,067,997</b>	<b>6,563,349</b>	<b>6,098,674</b>	<b>6,184,078</b>
<b>Expenditures</b>				
Personal Services	0	0	0	0
Operating Expenses	6,067,997	6,563,349	6,098,674	6,184,078
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>6,067,997</b>	<b>6,563,349</b>	<b>6,098,674</b>	<b>6,184,078</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To Promote the long term well being of Pitt County Citizens.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Ensure that the medical needs of Pitt County citizens are met promptly				
• Annual % of Family and Children's Medicaid applications processed timely		NA	NA	NA
• Average # of days to process		NA	NA	NA
• Annual % of Adult Medicaid processed timely		NA	70%	90%
• Average # of days to process.		NA	61	45-90
Ensure children in Pitt County have access to medical/dental services				
• Annual % of potentially eligible children receiving Medicaid/ NC Health Choice		NA	95%	95%
Ensure individualized, quality medical care and reduced unnecessary Emergency Room utilization by enrolling Pitt County Medicaid recipients with a primary care physician				
• Annual % enrolled with primary care providers.		NA	98%	99%
Ensure Pitt County Citizens have timely access to Food and Nutrition services				
• Annual % of Food and Nutrition Cases processed timely.		NA	95%	95%
• Average number of days to process.		NA	13	28

**DEPARTMENT MISSION**

The mission of the Pitt County Department of Social Services is to provide Pitt County citizens the basic human resources and social services to enable the achievement of self-support and self-sufficiency. It is our aim to prevent abuse, neglect, and exploitation of vulnerable citizens, but if necessary, we intervene to provide protection. We will strive to help those families who are dependent on public assistance benefits to find employment and obtain child support.

**SERVICE DESCRIPTION**

This unit seeks to locate absent parents, establish paternity for children born out of wedlock, establish court ordered support obligations and enforce these obligations. Child support dollars collected represent a non tax-based resource made available to single parent families, many of whom otherwise seek tax based public assistance resources.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- The Child Support program collected \$14.8 million, which is 3% more than its target for the year.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
State & Federal	1,771,190	1,739,896	1,973,304	1,998,613
General Fund	660,794	646,600	754,572	767,610
Fees & Charges	6,475	6,475	6,475	6,475
Fund Balance	0	0	0	0
<b>Total Revenues</b>	<b>2,438,459</b>	<b>2,392,971</b>	<b>2,734,351</b>	<b>2,772,698</b>
<b>Expenditures</b>				
Personal Services	1,706,578	1,693,862	1,796,694	1,835,041
Operating Expenses	731,881	699,109	937,657	937,657
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>2,438,459</b>	<b>2,392,971</b>	<b>2,734,351</b>	<b>2,772,698</b>
<b>Staffing</b>				
Full Time Equivalent Positions	28.50	28.50	29.00	29.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide prompt service to clients to enhance the financial well-being of the family by aggressively seeking child support payments.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Ensure children of Pitt County are financially supported by both parents				
• Annual % of child support cases under order		NA	86.38%	86.46%
• Child Support Collections		86.45%	\$14,816,243	\$14,453,890
• Annual % of children receiving child day care services to support employment of parent(s)		NA	82.4%	75%
• Average % of Work First participants who obtain employment and remain employed for at least 12 months		NA	NA	NA

**DEPARTMENT MISSION**

The Mental Health - Local Effort empowers people to overcome life's challenges by ensuring the provision of quality, affordable mental health, developmental disabilities and substance abuse services and supports in our community.

**SERVICE DESCRIPTION**

Pitt County, along with 24 other eastern North Carolina counties, is a part of Trillium Health Resources Network. Pitt County serves as part of 8 counties that make up Trillium's Central Region along with Beaufort, Craven, Dare, Hyde, Pamlico, Tyrrell and Washington counties serving a population of 399,374 citizens ensuring the volume needed to keep local mental health providers in business and taking care of Eastern North Carolina.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	487,500	487,500	487,500	487,500
Intergovernmental	143,222	100,000	100,000	100,000
Miscellaneous	165	0	0	0
<b>Total Revenues</b>	<b>630,887</b>	<b>587,500</b>	<b>587,500</b>	<b>587,500</b>
<b>Expenditures</b>				
Personal Services	0	0	0	0
Operating Expenses	631,472	587,500	587,500	587,500
<b>Total Expenditures</b>	<b>631,472</b>	<b>587,500</b>	<b>587,500</b>	<b>587,500</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

It is the mission of Pitt Soil and Water Conservation to provide the highest quality of service to all Pitt County citizens regarding the conservation of our natural resources through technical excellence, education, and teamwork.

**SERVICE DESCRIPTION**

The Pitt County Soil and Water Conservation District board and staff have the responsibility of developing and carrying out a comprehensive natural resource conservation program in Pitt County. The district works closely with USDA and other agencies to assist and educate landowners in proper use of the land. By providing information and technical assistance to farmers, businesses and homeowners alike, the farmer gets the most from his land and homeowners and business owners may find a way to solve a drainage problem or other natural resource concern. Environmental education is another key component of the conservation program which promotes environmental literacy and awareness through programs and materials offered to the schools, clubs, community, and others.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Allocated over \$295,654 through cost share programs to install conservation practices on farm land in Pitt County affecting 259 acres which saved 2,065 tons of soil, 2,787 lbs. of Nitrogen, and 245 lbs. of Phosphorus from entering water courses.
- Provided environmental education programs to over 1,126 Pitt County students and citizens.
- Provided technical assistance to over 548 landowners and potential landowners.
- Reviewed over 30 plans for development and sedimentation and erosion.
- Met Nitrogen reduction in Tar-Pamlico and Neuse River Basins.
- Effectively promoted and implemented the County's Voluntary Agricultural Districts program.
- Actively sought grant funding for addressing natural resources issues.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	224,210	245,563	264,937	261,437
Miscellaneous	24,390	24,818	27,072	27,072
<b>Total Revenues</b>	<b>248,599</b>	<b>270,381</b>	<b>292,009</b>	<b>288,509</b>
<b>Expenditures</b>				
Personal Services	231,346	249,586	259,214	264,164
Operating Expenses	17,253	20,795	26,795	18,345
Capital Outlay	0	0	6,000	6,000
<b>Total Expenditures</b>	<b>248,599</b>	<b>270,381</b>	<b>292,009</b>	<b>288,509</b>
<b>Staffing</b>				
Full Time Equivalent Positions	4.00	4.00	4.00	4.00

**BUDGET HIGHLIGHTS**

- Applied, received and carried out cover crop grant.
- Secured field equipment through grant.
- Applied and received scholarships for employee training.

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals
- To promote quality education
- To advance economic development opportunities for Pitt County
- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Provide exceptional assistance to Pitt County Citizens to protect natural resources.

<b>Objective</b>	<b>Performance Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Target</b>
		<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
Provide technical assistance to customers				
• Technical assistance provided to residential, private, and commercial customers address natural resource concerns		250	266	275
• Provide technical assistance to governmental agencies		125	273	250
• Technical assistance provided to agricultural customers		350	414	375

**Goal:** Improve the quality of natural resources in Pitt County.

<b>Objective</b>	<b>Performance Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Target</b>
		<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
Utilize federal, state, and grant funds for the installation of conservation practices on the land				
• Prioritize applications according to appropriate ranking system		100%	100%	100%
• Obligate available dollars to install conservation practices		97%	100%	100%
• # of Applications		NA	15	12
• Average \$ Amount Awarded		NA	\$7,322	\$5,500

**Goal:** Develop, coordinate, and sponsor various environmental education/awareness programs for schools, clubs, organizations, and citizens of Pitt County.

<b>Objective</b>	<b>Performance Indicators</b>	<b>Actual</b>	<b>Actual</b>	<b>Target</b>
		<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
Provide hands-on learning programs				
• Provide classroom and outdoor presentations/programs for students		317	871	1000
• Provide learning experiences/programs for adults		100	384	400
Develop the Pitt County Environmental Education Center located on Contentnea Creek				
• Seek resources for additional Center components		2	2	3

**DEPARTMENT MISSION**

The mission of this department is to provide local funding to the County's public school system in order to provide quality education to our children.

**SERVICE DESCRIPTION**

The County has a consolidated school system governed by a Board of Education with 9 members elected on a non-partisan basis for staggered four-year terms. The Board of Education annually submits a budget request to the Board of Commissioners. State Statute mandates local funding for schools even though the actual expenditure of these funds is controlled by a separately elected Board of Education. Pitt County allows the Board of Education broad discretion in determining the best use of County dollars.

The Fiscal Year 16-17 budget includes a \$38.2 million current expense budget which includes \$340,000 allocated to the Board of Education to allow repayment to the County for rent and utilities for school administration offices. In addition to current expense funding, the Board of Commissioners annually appropriates an additional \$1,000,000 for pay-as-you go Category I, II, and III capital needs and an additional 10% of Article 40 Sales Tax to fund regular school capital projects.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	36,326,287	37,326,287	40,916,603	39,213,340
<b>Total Revenues</b>	<b>36,326,287</b>	<b>37,326,287</b>	<b>40,916,603</b>	<b>39,213,340</b>
<b>Expenditures</b>				
Operating Expenses	35,576,287	36,576,287	39,916,603	38,213,340
Capital Outlay	750,000	750,000	1,000,000	1,000,000
<b>Total Expenditures</b>	<b>36,326,287</b>	<b>37,326,287</b>	<b>40,916,603</b>	<b>39,213,340</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The mission of this department is to provide local funding to the community college.

**SERVICE DESCRIPTION**

Pitt Community College (PCC) is a comprehensive public, two-year educational institution serving adult citizens of Pitt County. As the seventh largest member of the North Carolina Community College System, the college's purpose is to provide high quality programs and services at minimum cost. It strives to enable students to achieve their potential, contribute to the economic development and quality of life of the community, and engage in lifelong learning.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	5,320,326	5,495,326	6,045,626	5,795,626
<b>Total Revenues</b>	<b>5,320,326</b>	<b>5,495,326</b>	<b>6,045,626</b>	<b>5,795,626</b>
<b>Expenditures</b>				
Operating Expenses	5,245,326	5,420,326	5,945,626	5,695,626
Capital Outlay	75,000	75,000	100,000	100,000
<b>Total Expenditures</b>	<b>5,320,326</b>	<b>5,495,326</b>	<b>6,045,626</b>	<b>5,795,626</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The mission of the Debt Service is to account for debt payments associated with General Fund operations.

**SERVICE DESCRIPTION**

This department accounts for principal and interest payments on general obligation bonded debt and other long-term debt associated with General Fund operations. All debt is approved by the Board of County Commissioners and the Local Government Commission, a division of the North Carolina Department of State Treasurer.

The Debt Service Fund includes payments for the following major projects:

	<i>Principal</i>	<i>Interest</i>
GTP Grifton	11,166	147
COPS 2004	1,425,000	774,694
Energy Savings	268,487	13,395
COPS 2007	2,945,000	844,700
Jail 2007	905,000	73,800
LOBS 2009	1,430,000	1,136,850
Stokes/Pactolus Sewer	43,145	-
LOBS 2010 - Refunding	400,000	129,300
LOBS 2010 - Pitt Community College	900,000	688,594
Sadie Salter Project	350,147	337,507
Radio Project	470,250	53,538
Energy Savings Phase II	140,475	100,762
Chicod Sewer Project	88,773	30,183
North Carolina Eastern Region	120,000	-
LOBS 2015 - Refunding	1,380,000	1,522,894
PCC GO Bonds	1,015,000	601,588
Commission Fees	-	20,000
 TOTAL DEBT SERVICE	 \$ 11,892,443	 \$ 6,327,952

**BUDGET SUMMARY**

	<i>ACTUAL</i>	<i>BUDGET</i>	<i>REQUEST</i>	<i>ADOPTED</i>
	<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>	<i>FY 2016-17</i>
<b>Revenues</b>				
General Fund Appropriation	10,881,155	10,943,765	12,796,433	11,892,443
<b>Total Revenues</b>	<b>10,881,155</b>	<b>10,943,765</b>	<b>12,796,443</b>	<b>11,892,443</b>
<b>Expenditures</b>				
Operating Expenses	10,881,155	10,943,765	12,796,433	11,892,443
<b>Total Expenditures</b>	<b>10,881,155</b>	<b>10,943,765</b>	<b>12,796,443</b>	<b>11,892,443</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The mission of the Debt Service is to account for debt payments associated with General Fund operations.

**SERVICE DESCRIPTION**

This department accounts for principal and interest payments on general obligation bonded debt and other long-term debt associated with General Fund operations. All debt is approved by the Board of County Commissioners and the Local Government Commission, a division of the North Carolina Department of State Treasurer.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Intrafund Transfers	6,561,123	6,188,079	6,558,952	6,327,952
<b>Total Revenues</b>	<b>6,561,123</b>	<b>6,188,079</b>	<b>6,558,952</b>	<b>6,327,952</b>
<b>Expenditures</b>				
Operating Expenses	6,561,123	6,188,079	6,558,952	6,327,952
<b>Total Expenditures</b>	<b>6,561,123</b>	<b>6,188,079</b>	<b>6,558,952</b>	<b>6,327,952</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Interfund Transfers serves as a budgetary department to account for transfers from the General Fund to other County funds.

**SERVICE DESCRIPTION**

This cost center budgets operating transfers between the General Fund and other funds of the County.

General Fund appropriations to other Funds include:

Law Enforcement Officer's Fund	\$ 282,493
Health Fund	\$ 4,602,816
Social Services Fund	\$ 9,898,737
Court Facilities Fund	\$ 54,478
Mental Health Fund	\$ 487,500
Debt Service Fund	\$ 6,872,306
Workers Compensation Fund	\$ 650,000
Pitt Area Transit System Fund	\$ 32,111
Emergency Telephone System Fund	\$ 681,000
Retiree Medical Insurance Fund	\$ 900,000
 TOTAL TRANSFERS	 \$ 24,461,441

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	22,272,839	22,922,869	25,380,733	24,461,441
<b>Total Revenues</b>	<b>22,272,839</b>	<b>22,922,869</b>	<b>25,380,733</b>	<b>24,461,441</b>
<b>Expenditures</b>				
Operating Expenses	22,272,839	22,922,869	25,380,733	24,461,441
<b>Total Expenditures</b>	<b>22,272,839</b>	<b>22,922,869</b>	<b>25,380,733</b>	<b>24,461,441</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Contingency serves as a budgetary department for contingency funds appropriated.

**SERVICE DESCRIPTION**

Pitt County established a contingency account to provide funding for unexpected expenditures that may arise. By General Statute, the County may not make expenditures directly from this account; and the reserve account may not exceed 5% of the budgeted expenditures of the fund in the current fiscal year. It takes formal action by the Board of County Commissioners to allocate this funding to a department for expenditure.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	0	276,322	376,344	288,622
<b>Total Revenues</b>	<b>0</b>	<b>276,322</b>	<b>376,344</b>	<b>288,622</b>
<b>Expenditures</b>				
Operating Expenses	0	276,322	376,344	288,622
<b>Total Expenditures</b>	<b>0</b>	<b>276,322</b>	<b>376,344</b>	<b>288,622</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

## **SPECIAL REVENUE FUNDS**

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Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trust, or major capital projects) that are legally restricted to expenditures for special purposes.

Special Revenue Funds of the County include:

- State Grants Fund
- Pitt Area Transit System Fund
- Industrial Development Fund
- Fire Districts Fund
- EMS District Fund
- Emergency Telephone System Fund (E-911 Surcharge)
- State & Federal Asset Forfeiture Fund (Appropriated when received, not budgeted)
- Community Development Block Grant Fund (Multi-year project budget created at inception)

**DEPARTMENT MISSION**

State Grants account for specific revenues that are restricted for special purposes.

**SERVICE DESCRIPTION**

Grants that carry over into the new fiscal year or that are approved and awarded prior to budget adoption are budgeted in this department. Other grants awarded throughout the year are then budgeted through the budget amendment process approved by the Board of Commissioners.

The County receives grant funding in various areas of government including public safety, crime prevention, soil erosion, etc. Programs, projects, and positions funded with grant funds exist for endurance of the grant only.

Known grants budgeted at this time include:

Obesity, Diabetes, Heart Disease and Stroke Prevention Grant #1	\$ 52,800
Obesity, Diabetes, Heart Disease and Stroke Prevention Grant #2	\$ 123,200
Obesity, Diabetes, Heart Disease and Stroke Prevention Grant #3	\$ 123,200
Obesity, Diabetes, Heart Disease and Stroke Prevention Grant #4	\$ 52,800
Safe Spaces Grant	\$ 87,362
NC DHHS Triple P	\$ 103,105
 TOTAL STATE GRANTS	\$ 542,467

**BUDGET SUMMARY**

	ACTUAL FY 2014-15	BUDGET FY 2015-16	REQUEST FY 2016-17	ADOPTED FY 2016-17
<b>Revenues</b>				
General Funds	61,125	0	0	0
Grant Funds	2,337,331	589,928	542,467	542,467
<b>Total Revenues</b>	<b>2,398,456</b>	<b>589,928</b>	<b>542,467</b>	<b>542,467</b>
<b>Expenditures</b>				
Personal Services	497,320	139,456	216,573	216,573
Operating Expenses	1,803,813	450,472	325,894	325,894
Capital Outlay	67,167	0	0	0
<b>Total Expenditures</b>	<b>2,368,300</b>	<b>589,928</b>	<b>542,467</b>	<b>542,467</b>
<b>Staffing</b>				
Full Time Equivalent Positions	7.50	3.00	5.50	5.50

**DEPARTMENT MISSION**

The mission of Pitt Area Transit System is to provide safe, reliable and cost effective transportation in a coordinated manner that enable citizens of Pitt County access to necessary medical services and other essential resources that improve and enhance their quality of life.

**SERVICE DESCRIPTION**

Pitt Area Transit System is a public transportation system open to all citizens of Pitt County living outside the City Limits of Greenville. Pitt Area Transit operates Monday through Friday from 5:30 am to 7:00 pm and on Saturdays from 6:00 am to 6:00 pm. Pitt Area Transit provides transportation services utilizing the use of specially equipped vehicles to transport the handicapped, elderly and the general public in a safe, efficient and timely manner.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Applied and received funding for Federal Transportation Administration grant funding
- Utilized 100% of Rural Operating Assistance Grant funds
- Updates to Billing and Scheduling software made to satisfy NC Dept of Transportation and FTA reporting requirements
- Increased promotion of PATS at community events

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	899,653	805,751	748,969	753,008
<b>Total Revenues</b>	<b>899,653</b>	<b>805,751</b>	<b>748,969</b>	<b>753,008</b>
<b>Expenditures</b>				
Personal Services	542,586	539,889	540,854	544,893
Operating Expenses	210,901	265,862	208,115	208,115
Capital Outlay	146,166	0	0	0
<b>Total Expenditures</b>	<b>899,653</b>	<b>805,751</b>	<b>748,969</b>	<b>753,008</b>
<b>Staffing</b>				
Full Time Equivalent Positions	14.00	10.00	9.00	9.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals
- To advance economic development opportunities for Pitt County

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To enhance passenger accessibility in rural areas to health care, education, employment, public services, shopping and recreation

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To operate the most cost effective transportation service				
• Achieve a total of 40,000 trips		37,641	38,987	40,000
Educate ADA clients on accessing public transportation				
• Provide six educational sessions on availability of service and how to access service		NA	2	6
• Achieve 150 of first time passengers		NA	2%	150

**Goal:** To Operate a safe, efficient Transit system

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To have zero lost time due to accidents or workman's comp				
• Zero Lost Time Accidents		0	1	0

**DEPARTMENT MISSION**

The mission of Industrial Development Commission is to promote job growth, diversify the County's economy, and expand the local tax base.

**SERVICE DESCRIPTION**

The Development Commission recruits new industry and supports existing industry. The Commission works closely with the NC Department of Commerce, local colleges and universities, and many other government agencies and private organizations dedicated to business development.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Three companies announced over 150 jobs and over \$75 million in new investment in Pitt County including a major expansion at Mayne Pharma, an expansion at Metallix, and the purchase of a building in Farmville by DR Burton to manufacture and distribute healthcare products.
- Pharma cluster study has been completed and we are moving into active marketing and recruitment of pharmaceutical and life science companies.
- Shell building for Indigreen Corporate Park are in final phase. Construction to be completed by November 2016. Virtual Shell building under development.
- Office and TEC refurbishments are near completion in an effort to bring offices up to date with advanced technology and a defining appearance to existing and potential businesses.
- Secured Building Reuse grants totaling \$875,000 for three industries.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Ad Valorem Taxes	755,691	817,931	817,931	817,931
Intergovernmental	114,000	0	0	0
Investment Earnings				
Miscellaneous	354,134	200,818	189,100	189,100
Fund Balance	0	2,079,865	2,607,147	2,642,048
<b>Total Revenues</b>	<b>1,223,825</b>	<b>3,098,614</b>	<b>3,614,178</b>	<b>3,649,079</b>
<b>Expenditures</b>				
Personal Services	351,791	381,077	392,687	402,088
Operating Expenses	686,046	2,717,537	2,438,361	2,463,861
Capital Outlay	251,250	0	783,130	783,130
<b>Total Expenditures</b>	<b>1,289,087</b>	<b>3,098,614</b>	<b>3,614,178</b>	<b>3,649,079</b>
<b>Staffing</b>				
Full Time Equivalent Positions	4.00	4.00	4.00	4.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To advance economic development opportunities for Pitt County

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** Increase the tax base of Pitt County.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Secure new primary investment				
• Prospect contacts		214	313	200
• Visits with Commerce and other allies		579	593	400
• Increase occupancy percentage at Technology Enterprise Center		75%	75%	90%
• Announced investment by new industry		\$1.4 M	\$66.5 M	\$10 M
Encourage new investment by existing industry				
• Announced investment by existing industry		\$160.9M	\$950 K	\$10 M
• Existing industry contacts by staff		208	169	250
• For every \$1 invested in Industrial Development, Pitt County receives \$X		NA		NA

**Goal:** Create new job opportunities for Pitt County workers.

<b>Objective</b>	<b>Performance Indicators</b>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Secure jobs from new primary investment				
• Announced jobs created by new industry		-	155	100
Secure jobs from existing industry expansions				
• Announced jobs created by existing industry		488	10	100
Sustain and increase overall job growth				
• Total Pitt County employment (ESC data)		73,936	74,374	71,000
• Pitt County Employment Rate		NA	94.15%	NA

**DEPARTMENT MISSION**

Fire Districts serve and support the operational needs of the fire departments located in Pitt County. Fire Districts provide fire code enforcement for the business community and educational awareness campaigns to citizens of all ages to help safeguard against the dangers of fire.

**SERVICE DESCRIPTION**

Since the departmental mission is multifaceted, the service description is designed to support the mission through a series of individual processes which are summarized using the acronym, "F.I.R.E.S."

F- Fire code enforcement of all new and existing businesses.

I - Investigation of fires to determine cause and origin.

R - Review of blueprints to ensure fire protection features are installed in accordance with all applicable standards.

E - Educational presentations to various businesses, civic groups and schools.

S - Supporting the county volunteer fire departments through various operational needs.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Developed a program addressing emergency personnel awareness of solar power systems and presented it to the Pitt County Fire Association
- Assisted the Daily Reflector with a series of stories about each of the Pitt County volunteer fire departments

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Ad Valorem Taxes	2,237,667	2,195,128	2,254,803	2,302,805
<b>Total Revenues</b>	<b>2,237,667</b>	<b>2,195,128</b>	<b>2,254,803</b>	<b>2,302,805</b>
<b>Expenditures</b>				
Personal Services				
Operating Expenses	2,256,191	2,195,128	2,254,803	2,302,805
Capital Outlay				
<b>Total Expenditures</b>	<b>2,256,191</b>	<b>2,195,128</b>	<b>2,254,803</b>	<b>2,302,805</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To promote community safety through enhanced emergency service programs

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To serve and support the fire departments and citizens of Pitt County.

<b>Objective</b> <i>Performance Indicators</i>	<i>Actual</i> <i>FY 2014-15</i>	<i>Actual</i> <i>FY 2015-16</i>	<i>Target</i> <i>FY 2016-17</i>
Percentage of revolving fire inspections completed in the quarter they are scheduled. • % of inspections completed	N/A	98%	75%
Percentage of state-licensed facility fire inspections completed within 3 business days of facility's request. • % of inspections completed	N/A	85%	75%
To monitor and report the combined average total response time for all county fire departments. • Pitt County Fire Departments	N/A	8.25	10.00

**DEPARTMENT MISSION**

EMS District provides efficient, effective, reliable, comprehensive and equitable EMS services to all citizens of Pitt County.

**SERVICE DESCRIPTION**

The Emergency Medical Services (EMS) division of the Emergency Management office continues to work with the Pitt County EMS Oversight Committee that handles oversight of the eight County nonprofit EMS providers and two county-operated EMS squads. The County provides in-house billing and collections for the EMS transports for the non-profit providers through the Financial Services Office.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Received AHA Silver award that recognizes treatment and care of cardiac patients across the EMS system
- Participation in community outreach programs such as Vial of Life, Pitt Partners for Health and Eastern Carolina Falls Prevention Coalition
- Continuation of the Pitt County EMS fleet management program

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Ad Valorem Taxes	2,738,507	2,736,206	2,807,523	2,866,879
Sales & Services	2,373,472	2,400,000	2,425,000	2,425,000
Miscellaneous	522	0	0	0
Fund Balance Appropriated	0	189,236	225,330	187,388
<b>Total Revenues</b>	<b>5,112,501</b>	<b>5,325,442</b>	<b>5,457,853</b>	<b>5,479,267</b>
<b>Expenditures</b>				
Personal Services	1,065,348	1,118,370	1,207,380	1,228,794
Operating Expenses	3,810,619	3,857,072	3,900,473	3,900,473
Capital Outlay	244,361	350,000	350,000	350,000
<b>Total Expenditures</b>	<b>5,120,327</b>	<b>5,325,442</b>	<b>5,457,853</b>	<b>5,479,267</b>
<b>Staffing</b>				
Full Time Equivalent Positions	18.00	17.00	17.00	17.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide reliable, comprehensive and equitable EMS services to all citizens of Pitt County.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
To determine operational dollars per dispatch for all county EMS squads.	<ul style="list-style-type: none"><li>• Ayden</li><li>• Bell Arthur</li><li>• Bethel</li><li>• Eastern Pines</li><li>• Falkland</li><li>• Fountain</li><li>• Grifton</li><li>• Pactolus</li><li>• Winterville</li></ul>	\$238 \$529 \$454 \$266 \$449 \$1,131 \$431 \$518 \$247	\$243 \$607 \$477 \$270 \$463 \$1,227 \$434 \$543 \$227	\$700 \$700 \$700 \$700 \$700 \$700 \$700 \$700 \$700
To monitor and report the combined average total response time for all county ems squads.	• Pitt County EMS Squads	N/A	10:14	10:00

**DEPARTMENT MISSION**

Emergency Telephone System serves as a budgetary department for recording dedicated funds for E-911 public safety aid.

**SERVICE DESCRIPTION**

In 1989, the General Assembly passed an act to establish statewide 911 service. It was the General Assembly's intent, in the public interest, to provide a toll free number through which an individual in the state could gain rapid, direct access to public safety aid. The number should be provided with the objective of reducing response time in situations requiring law enforcement, fire, medical, rescue or other public safety service.

Under the current structure, a 911 surcharge is placed on every wire and wireless phone line and collected by the service provider. These funds are then remitted to the State for distribution to PSAPs across the State that provide emergency 911 service.

The County's primary expenditure focus has been in the addressing area and in maintenance of the hardware and software used to run the system. Route and box style addressing has been replaced county-wide with urban style street addresses.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
E-911 Comb	594,248	503,405	1,181,808	1,181,808
Investment Earnings	1,082	0	0	0
Fund Balance Appropriated	0	88,523	186,957	188,669
Miscellaneous				
General Fund Appropriation	0	0	681,000	681,000
<b>Total Revenues</b>	<b>595,330</b>	<b>591,928</b>	<b>2,049,765</b>	<b>2,051,477</b>
<b>Expenditures</b>				
Personal Services	60,884	62,841	94,475	96,187
Operating Expenses	498,700	529,087	655,290	655,290
Capital Outlay	0	0	1,300,000	1,300,000
<b>Total Expenditures</b>	<b>559,584</b>	<b>591,928</b>	<b>2,049,765</b>	<b>2,051,477</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Emergency Telephone System - Communications promotes and enhances the quality of life in Pitt County by professionally dispatching the emergency rescue, fire, and law enforcement resources 24 hours-a-day by serving as Pitt County's Public Safety Answering Point.

**SERVICE DESCRIPTION**

Respond to all 9-1-1 requests by directing the appropriate Rescue, Fire and Law Enforcement or other resources.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Miscellaneous	459,818	472,087	1,898,290	1,898,290
<b>Total Revenues</b>	<b>459,818</b>	<b>472,087</b>	<b>1,898,290</b>	<b>1,898,290</b>
<b>Expenditures</b>				
Personal Services	0	0	0	0
Operating Expenses	459,818	472,087	598,290	598,290
Capital Outlay	0	0	1,300,000	1,300,000
<b>Total Expenditures</b>	<b>459,818</b>	<b>472,087</b>	<b>1,898,290</b>	<b>1,898,290</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Provide efficient E-911 addressing services to the citizens throughout Pitt County to facilitate fast and accurate emergency response.

**SERVICE DESCRIPTION**

The Emergency Telephone System budget is budgeted in two different funds each year, the general fund and the emergency telephone system fund. This budget summary covers the latter.

E-911 addressing services include maintenance of address, street centerline, access and street signage databases. The department conducts county-wide inspections for address verification/assignment (approximately 37,000) and address ordinance enforcement procedures are implemented.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Assignment of 196 addresses for new subdivision lots, manufactured home park spaces, and new home and business sites.
- Inspection of one ESAVE area of 446 addressable structures for E-911 Addressing Ordinance compliance.
- Conducted municipal ESAVE assistance for Bethel, Simpson, and Falkland (1,233 total addressable structures).

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Miscellaneous	99,766	119,841	151,475	153,187
<b>Total Revenues</b>	<b>99,766</b>	<b>119,841</b>	<b>151,475</b>	<b>153,187</b>
<b>Expenditures</b>				
Personal Services	60,884	62,841	94,475	96,187
Operating Expenses	38,883	57,000	57,000	57,000
Capital Outlay	0	0	0	0
<b>Total Expenditures</b>	<b>99,766</b>	<b>119,841</b>	<b>151,475</b>	<b>153,187</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.75	0.87	0.00

## **ENTERPRISE FUND**

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An Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the public be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income, is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The only Enterprise Fund for the County is:

- Solid Waste & Recycling Fund

**DEPARTMENT MISSION**

The mission of Solid Waste & Recycling is to provide the community with waste disposal services and recycling services.

**SERVICE DESCRIPTION**

The Solid Waste and Recycling Department operates a transfer station/waste handling facility and fourteen convenience centers. The department also coordinates recycling and educational activities throughout the County.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Recycled 63,023 tons of material an increase over previous year
- Operated the C&D recycling pad and reduced the amount of C&D sent to the landfill by 15%
- Recycled over 4,760 tons of shingles saving the County \$129,000 in tipping fees and provided \$143,500 in revenue
- Big Sweep event where 2180 lbs of garbage was collected along the Tar River
- Held a shred event for the public
- Repaved the entrance to the Transfer Station
- Installed a new set of inbound scales

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Intergovernmental	0	0	0	0
User Charges	7,716,863	8,118,153	8,205,600	8,219,711
Investment Earnings	14,295	0	0	0
Other	1,126,448	791,500	826,500	826,500
Fund Balance	0	0	0	0
Debt & Non-Revenue	0	0	1,800,000	1,800,000
<b>Total Revenues</b>	<b>8,857,606</b>	<b>8,909,653</b>	<b>10,832,100</b>	<b>10,846,211</b>
<b>Expenditures</b>				
Personal Services	1,346,727	1,406,633	1,422,810	1,449,733
Operating Expenses	7,060,772	7,033,020	7,184,290	7,171,478
Capital Outlay	452,325	470,000	2,225,000	2,225,000
<b>Total Expenditures</b>	<b>8,859,825</b>	<b>8,909,653</b>	<b>10,832,100</b>	<b>10,846,211</b>
<b>Staffing</b>				
Full Time Equivalent Positions	21.25	22.25	23.00	23.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals
- To promote quality education

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To provide an environmentally sound waste & recycling program.

<b>Objective</b> <i>Performance Indicators</i>	<i>Actual</i> <i>FY 2014-15</i>	<i>Actual</i> <i>FY 2015-16</i>	<i>Target</i> <i>FY 2016-17</i>
To increase recycling opportunities: thereby, increasing recycling materials collected and reducing materials landfilled			
• Tons of recycled material	53,883	44,758	25,000
• Lbs. of recycled material per capita	NA	513	> 480
• Hours of public relations education	50	30	30
To maintain the long-term state benchmark of 40% diversion			
• Diversion rate	40%	40%	40%
To provide efficient waste processing at transfer station			
• Tons of garbage handled per capita	1.01	.87	.98
• Transportation & disposal fee	\$32	\$34	\$33
• Tipping Fee - Municipal Solid Waste	\$45	\$45	\$45
• Tipping Fee - Construction & Demolition	NA	\$40	\$40
• Annual household fee	\$71	\$71	\$71
• Tons of garbage processed	172,589	153,246	170,000

**Goal:** To operate a safe, efficient and cost effective transfer station.

<b>Objective</b> <i>Performance Indicators</i>	<i>Actual</i> <i>FY 2014-15</i>	<i>Actual</i> <i>FY 2015-16</i>	<i>Target</i> <i>FY 2016-17</i>
Ensure safe working environment			
• Lost time accidents in fiscal year	0	0	0
• Provide a minimum number of OSHA training sessions	NA	12	10
Employ sound business practices			
• Accounts receivable collection rate	99%	99%	99%

**BUDGET HIGHLIGHTS**

- Continue with resurfacing some of the container sites as well as upgrade the site attendant buildings.
- Design and construct a C&D Recycling Facility to reduce the amount of C&D sent to the landfill.
- Upgrade solid waste software program.

## **INTERNAL SERVICE FUNDS**

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Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit or to other governmental units on a cost-replacement basis.

Internal Service Funds for Pitt County include:

- Garage Fund
- Employee Medical Insurance Fund
- Retiree Medical Insurance Fund
- Worker's Compensation Fund

**DEPARTMENT MISSION**

The mission of the County Garage is to ensure accurate, timely maintenance and service of the County's fleet of vehicles.

**SERVICE DESCRIPTION**

The County Garage is responsible for scheduling/coordinating repairs with outside vendors. The department performs a limited amount of in-house servicing and oversees all work completed by vendors. The department maintains records on all vehicles and advises departments regarding annual vehicle replacements.

**PRIOR YEAR MAJOR ACCOMPLISHMENTS**

- Continue to use software program which provides better reporting and maintenance record keeping
- Worked on more county vehicles saving County Departments money

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
User Charges	716,333	965,575	715,575	715,575
<b>Total Revenues</b>	<b>716,333</b>	<b>965,575</b>	<b>715,575</b>	<b>715,575</b>
<b>Expenditures</b>				
Operating Expenses	711,155	965,575	700,575	700,575
Capital Outlay	5,813	0	15,000	15,000
<b>Total Expenditures</b>	<b>716,968</b>	<b>965,575</b>	<b>715,575</b>	<b>715,575</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.50	0.00	0.00	0.00

**COUNTYWIDE GOAL(S) SUPPORTED**

- Supports all goals of County Commissioners through internal services and assistance to achieve stated countywide goals

**GOALS, OBJECTIVES, & PERFORMANCE INDICATORS**

**Goal:** To assure safe, reliable, and cost effective management for the County fleet.

<b>Objective</b>	<i>Performance Indicators</i>	<i>Actual</i>	<i>Actual</i>	<i>Target</i>
		<i>FY 2014-15</i>	<i>FY 2015-16</i>	<i>FY 2016-17</i>
Assess status of County fleet				
• Number of fleet vehicles		<320	<320	<320
• Average age of fleet		<10	<10	<10
To perform vehicle maintenance more efficiently and cost effectively				
• Average cost for preventive maintenance		\$35	\$35	\$35
• Average down time for servicing		1 day	1 day	1 day

**DEPARTMENT MISSION**

Employee Medical Insurance provides medical insurance coverage and a dental and vision reimbursement plan for employees of Pitt County government.

**SERVICE DESCRIPTION**

This internal service fund accounts for employee and family medical insurance. The county is self-insured for this program unlike private industry which purchases insurance policies for medical coverage.

To provide for unusually large losses, the County purchases stop loss insurance coverage to protect itself against losses beyond \$50,000 per claim or incident. The County funds full coverage for the individual employee and retirees, and the employee is responsible for the additional cost of family coverage, if elected. The County also funds a dental and vision reimbursement plan for employees and dependents covered under the medical insurance program.

Departments pay premiums on behalf of their employees and employees with dependent coverage have premiums deducted from their paycheck. These premium payments constitute the majority of this fund's revenue.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
User Charges	502,784	486,560	466,072	466,072
Investment Earnings	4,848	3,000	5,000	5,000
Transfers	8,287,733	9,294,119	9,207,759	9,207,759
Fund Balance	0	487,812	275,669	275,669
<b>Total Revenues</b>	<b>8,795,364</b>	<b>10,271,491</b>	<b>9,954,500</b>	<b>9,954,500</b>
<b>Expenditures</b>				
Personal Services	185,538	160,000	160,000	160,000
Operating Expenses	10,440,441	10,111,491	9,794,500	9,794,500
<b>Total Expenditures</b>	<b>10,625,979</b>	<b>10,271,491</b>	<b>9,954,500</b>	<b>9,954,500</b>
<b>Staffing</b>				
Full Time Equivalent Positions	1.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Retiree Medical Insurance provides medical insurance coverage for employees who have retired from Pitt County Government.

**SERVICE DESCRIPTION**

Employees who are credited with at least thirty (30) years' service with the North Carolina Local Governmental Employees' Retirement System or the North Carolina Law Enforcement Officers' Local Governmental Employees' Retirement System; and /or employees who are credited with at least twenty (20) years' service with the North Carolina Local Governmental Employees' Retirement System or the North Carolina Law Enforcement Officers' Local Governmental Employees' Retirement System and have reached their sixtieth (60th) birthday in the service are eligible to participate in the county hospitalization plan to the extent listed below, if the employee's last five (5) years or last fifteen (15) years if hired on or after January 1, 2009, of continuous service has been with the county at the time of retirement.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Fund Appropriation	1,214,039	1,265,480	900,000	900,000
Transfer	39,151	40,140	46,500	46,500
<b>Total Revenues</b>	<b>1,253,190</b>	<b>1,305,620</b>	<b>946,500</b>	<b>946,500</b>
<b>Expenditures</b>				
Operating Expenses	1,154,912	1,305,620	946,500	946,500
<b>Total Expenditures</b>	<b>1,154,912</b>	<b>1,305,620</b>	<b>946,500</b>	<b>946,500</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

The Workers' Compensation Fund exists to provide insurance coverage for workers' compensation claims for the County.

**SERVICE DESCRIPTION**

This internal service fund accounts for expenditures related to workers' compensation claims made by County employees. The Workers' Compensation Fund is a self-insured program. The primary purpose is to provide a salary to an employee out of work due to injury on the job.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Investment Earnings	713	0	0	0
General Funds	650,000	650,000	650,000	650,000
Solid Waste Funds	12,504	12,500	12,500	15,250
PATS Funds	14,196	14,200	14,200	6,161
<b>Total Revenues</b>	<b>677,413</b>	<b>676,700</b>	<b>676,700</b>	<b>671,411</b>
<b>Expenditures</b>				
Personal Services	662,238	676,700	676,700	671,411
<b>Total Expenditures</b>	<b>662,238</b>	<b>676,700</b>	<b>676,700</b>	<b>671,411</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

## **FIDUCIARY FUNDS**

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A Fiduciary Fund is used to account for assets held by the County either in a trustee capacity or as an agent for individuals, private organization, other governments, and/or other funds.

The only Fiduciary Fund for the County is:

- Law Enforcement Officers Fund

**DEPARTMENT MISSION**

Law Enforcement Officers Pension provides adequate retirement benefits for sworn law enforcement officers.

**SERVICE DESCRIPTION**

Pitt County, as required by North Carolina General Statutes, provides qualified sworn law enforcement officers with a single-employer, defined benefit retirement system. The County accounts for this in a separate fund established for law enforcement pensions. The County contributes to this fund each year based on an actuarial study. The fund contains sufficient assets to provide for future payments based on the study.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
General Funds	275,340	290,128	282,493	282,493
<b>Total Revenues</b>	<b>275,340</b>	<b>290,128</b>	<b>282,493</b>	<b>282,493</b>
<b>Expenditures</b>				
Personal Services	259,136	259,128	262,493	262,493
Operating Expenses	0	31,000	20,000	20,000
<b>Total Expenditures</b>	<b>259,136</b>	<b>290,128</b>	<b>282,493</b>	<b>282,493</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

## CAPITAL PROJECT FUNDS

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Capital Project Funds are used to account for the acquisition and construction of major capital facilities.

Funds included in the budgeting process for 2016-17 include:

- Pitt County Schools Capital Reserve Fund
- Article 46 Sales Tax Reserve Fund
- School Improvement Projects Fund

**DEPARTMENT MISSION**

Pitt County Schools Capital Reserve serves as a budgetary department for recording dedicated funds for school capital.

**SERVICE DESCRIPTION**

The Pitt County Schools Capital Reserve Fund was created to record funds received from local sales tax proceeds and from the North Carolina School Facilities Finance Act.

According to G. S. 115G-546.1, funds from the School Facilities Finance Act are distributed to counties in North Carolina based on the average daily membership in public schools. The funds, commonly called "ADM" funds, are restricted for use to fund capital outlay by the schools or for school debt service. These funds must be matched by the County based on one dollar for every three dollars of state aid.

As established by G. S. 105 Article 40 and Article 42, the Local-Option Retail Sales and Use Taxes require that counties use a percentage of the Sales Tax revenues for school capital outlay or school debt service. Article 40 requires that 30% of the tax revenues be used for schools. Article 42 requires counties to use 60% of the revenues for school capital outlay or school debt service.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Intergovernmental	7,285,481	6,420,113	6,175,609	6,175,609
<b>Total Revenues</b>	<b>7,285,481</b>	<b>6,420,113</b>	<b>6,175,609</b>	<b>6,175,609</b>
<b>Expenditures</b>				
Operating Expenses	6,571,226	6,420,113	6,175,609	6,175,609
<b>Total Expenditures</b>	<b>6,571,226</b>	<b>6,420,113</b>	<b>6,175,609</b>	<b>6,175,609</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Article 46 Sales Tax Reserve serves as a budgetary department for recording dedicated funds for school capital.

**SERVICE DESCRIPTION**

Article 46 tax was passed by a positive vote via referendum in November 2007. The proceeds of this tax are earmarked for education (K-12 and Community College) construction.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Intergovernmental	4,468,607	3,605,000	4,000,000	4,000,000
Fund Balance	0	1,861,812	1,566,442	1,566,442
<b>Total Revenues</b>	<b>4,468,607</b>	<b>5,466,812</b>	<b>5,566,442</b>	<b>5,566,442</b>
<b>Expenditures</b>				
Operating Expenses	8,555,835	5,466,812	5,566,442	5,566,442
<b>Total Expenditures</b>	<b>8,555,835</b>	<b>5,466,812</b>	<b>5,566,442</b>	<b>5,566,442</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**DEPARTMENT MISSION**

Pitt County Schools Improvement Projects serves as an accounting function for school improvement projects.

**SERVICE DESCRIPTION**

This budget consists of the annual funding for routine site improvements made by Pitt County Schools to their facilities. Improvements such as furniture, equipment, mobile units, roofing, paving, etc. are the types of small projects that may be funded here. Funding for the projects comes from the Schools Capital Reserve Fund which is made up of proceeds from the dedicated portion of sales tax for school capital outlay and the State School ADM capital funds.

**BUDGET SUMMARY**

	<b>ACTUAL</b> <b>FY 2014-15</b>	<b>BUDGET</b> <b>FY 2015-16</b>	<b>REQUEST</b> <b>FY 2016-17</b>	<b>ADOPTED</b> <b>FY 2016-17</b>
<b>Revenues</b>				
Fund Transfer Schools	729,752	750,000	750,000	750,000
<b>Total Revenues</b>	<b>729,752</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>
<b>Expenditures</b>				
Capital Outlay	856,709	750,000	750,000	750,000
<b>Total Expenditures</b>	<b>856,709</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>
<b>Staffing</b>				
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

# CAPITAL IMPROVEMENT PLAN



## OVERVIEW

The Pitt County Capital Improvement Plan (CIP) is a multi-year plan that identifies the major capital needs of the County for the current year and the next nine years. The current year of the Plan includes two separate lists, one being "Recommended Projects" list and the other being "Requests – Not Recommended Projects" list. Capital projects are established by individual budget ordinance, therefore, inclusion in the forecasted plan does not initiate the project until the individual ordinance is adopted for official funding. Projects that have been identified but not approved or funded are carried on the "Requested – Not Recommended" page. Both lists are reviewed annually to determine appropriate movement between the two.

## PROCESS

The Capital Improvement Plan is a continual process that begins with the assessment of community needs presented within departmental requests (December). All project requests are included in the plan in order to identify all current and future capital project needs. Funding decisions are made by the Management Team (early January), which reviews all requests before meeting with the Commissioners. The team consists of the County Manager, Deputy County Manager – Chief Financial Officer, Deputy County Manager – Chief Information Officer, and County Attorney. The team's recommended plan is discussed with the Board of County Commissioners during a CIP & Budget Planning Workshop (late January). The plan is submitted to the Board of County Commissioners for inclusion in the annual operating budget.



# CAPITAL IMPROVEMENT PLAN

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At the January 29, 2015 Capital Improvement Plan (CIP) & Budget Planning Workshop a recommendation was made by the County Manager to add to the current language of the County's current Reserve Policy. The addition concluded that at the end of each fiscal year, the available General Fund fund balance will be evaluated and any available in excess of the board's 20% range will be considered for one-time expenses. Though this change was not adopted as a permanent change, the commissioners felt it was appropriate to continue the practice for the 2016-17 fiscal year. Once the County's final audit is complete for the 2015-16 fiscal year, the staff, County Manager, Management Team and the Commissioners will meet to discuss the possibility of covering a portion of recommended projects with excess General Fund fund balance.

Pitt County has many pressing needs for capital improvements. Projects included in the CIP and those on the Requested – Not Recommended list are detailed in the following pages. The County anticipates paying for these projects by using current revenues, long term financing and grants. Various funding options have been considered to finance the larger projects including General Obligation Bonds, Certificates of Participation (COPS) and lease purchase agreements. Many small projects will be funded either by current revenues ("pay as you go") or lease purchase agreements.

## ***RELATIONSHIP BETWEEN THE OPERATING BUDGET AND THE CAPITAL IMPROVEMENT PLAN***

The annual operating budget must provide funding to adequately meet the anticipated needs, obligations and commitments of the County, particularly those that align with the mission and goals adopted by the Pitt County Board of Commissioners annually. In addition, the operating budget must provide financing, staffing, operational, and maintenance funding for new facilities built or acquired as part of the CIP.

Each project is examined in depth to determine the most appropriate financing vehicle. Debt financing can include general obligation bonds, certificates of participation, limited obligation bonds, and installment financing. Among considerations are flexibility to meet project needs, timing, tax equity, and lowest interest cost.

# CAPITAL IMPROVEMENT PLAN



## PITT COUNTY CAPITAL IMPROVEMENT PLAN

**Estimates for Fiscal Year 2016-17 through Fiscal Year 2025-26**

### RECOMMENDED PROJECTS

PROJECT	Funding Source	YR 1	YR 2	YR 3	YR 4	YR 5	YRS 6-10
		FY 16-17 Approved	FY 17-18 Requested	FY 18-19 Requested	FY 19-20 Requested	FY 20-21 Requested	Future Years'
<b>General Government</b>							
Annual Vehicle Replacement	BL	875,000	650,000	-	685,000	685,000	2,880,000
Elections Voting Equipment Replacement	FB	310,000	-	-	-	-	-
Facilities Capital Maintenance <sup>1</sup>	FB	175,000	1,000,000	-	1,000,000	-	2,000,000
Security Improvements	TBD	-	TBD	-	-	-	-
<b>Public Safety</b>							
Animal Shelter Expansion	BL	1,808,000	-	-	-	-	-
EMS Capital Replacements	C	350,000	350,000	350,000	350,000	350,000	1,750,000
Emergency Management - Radio/Paging System Enhancements	BL/C	5,450,025	-	-	-	-	-
Sheriff - Law Enforcement Center	BL	100,000	2,900,000	-	-	-	-
Detention Center - Digital Camera System	FB-GF	337,000	-	-	-	-	-
Detention Center - Air Handling Units	FB-GF	162,700	162,700	162,700	-	-	-
Backup 911 PSAP Center	FB/O	1,362,000	-	-	-	-	-
<b>Economic &amp; Physical Development</b>							
Farmers Market Expansion	FB/G	-	220,000	-	-	-	-
Candlewick Area Sewer Project Scope Expansion	TBD	-	TBD	-	-	-	-
<b>Education</b>							
Pitt County Schools - Recurring Projects	C	750,000	750,000	750,000	750,000	750,000	3,750,000
Pitt Community College - Recurring Projects	C	75,000	75,000	75,000	75,000	75,000	375,000
Pitt County Schools - Future Projects	B	18,524,760	6,517,020	TBD	TBD	TBD	TBD
Pitt Community College - Future Projects	BL	2,499,195	-	-	-	-	-
<b>Cultural &amp; Recreational</b>							
Sheppard Library Bookmobile Replacement	C	100,000	-	-	-	-	-
<b>Environmental Protection</b>							
Trash Compactor	FB	-	790,000	-	-	-	-
Construction & Demolition Recycling Facility	BL	1,800,000	-	-	-	-	-
Solid Waste - Service Truck	C	145,000	-	-	-	-	-
Solid Waste - Excavator	C	250,000	-	-	-	-	-
Solid Waste - Office Building	BL	-	-	750,000	-	-	-
Solid Waste - Land Purchase	FB	-	375,000	-	-	-	-
Solid Waste - Roll Off Truck	C/G	-	170,000	-	170,000	-	510,000
Solid Waste - Rubber Tire Loader	C	-	-	220,000	-	220,000	220,000
Solid Waste - Dozer	C	-	-	-	250,000	-	-
<b>ANNUAL TOTALS</b>		<b>35,073,680</b>	<b>14,309,720</b>	<b>2,307,700</b>	<b>3,280,000</b>	<b>2,080,000</b>	<b>11,485,000</b>

**Footnotes:**

<sup>1</sup> Replacement Chillers at \$175,000 for Human Services Center/County Office Building will be purchased in 16-17

**Funding Source Legend**

B = Bonds   BL = Bank Loan   C = Current Funding   FB = Fund Balance   G = Grant  
 O = Other Funding Source   SB = State Bond Funds   TBD = To Be Determined



## PITT COUNTY Multi-Year Capital Improvement Plan - Detail Fiscal Year 2016-17

### RECOMMENDED PROJECTS

The following pages represent project descriptions for those projects approved for funding in Fiscal Year 2016-17. The projects that are recommended are considered priority projects for the county and may be funded by bonds, bank loan, current funding, general fund fund balance, or grants.

Bonds may include Certificates of Participation (COPs), Limited Obligation Bonds (LOBs), or General Obligation Bonds (GO Bonds).

Bank loans are typically taken out with local banks.

Current funding is the available cash within the operating budget.

General fund fund balance is the available savings within the general fund.

Grants are funds that are provided from another source.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Nondepartmental

**Division:** General Government

**Project Title:** Annual Vehicle Replacement

**Project Description:**

(Include Location, History & Justification)

The Pitt County Garage provides a vehicle replacement list each year to be used in identifying which county vehicles have the greatest need to be replaced. The concept of the rolling vehicle loan plan started in 2010-11 and funded approximately 37 cars per loan issue. In 2011-12, the original rolling vehicle loan plan was put on hold until 2013-14 at which time the plan was adjusted to include approximately 30 vehicles be replaced with a loan for two consecutive years and the third year being an off year/no loan issue.

**Cost Estimate/Funding Information:**

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction								
Equipment								
Computer Hardware / Software								
Vehicles	-	875,000	650,000	-	685,000	685,000	2,880,000	
Other								
<b>TOTAL COST</b>	-	875,000	650,000	-	685,000	685,000	2,880,000	
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance								
Debt		875,000	650,000	-	685,000	685,000	2,880,000	
Grants/Other								
<b>TOTAL FUNDING</b>	-	875,000	650,000	-	685,000	685,000	2,880,000	

**Operating Budget Impact:**

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

The replacement of vehicles creates debt service of approximately \$180k per year (3-year loan).

Anticipated impact of non-fulfillment of project.

Current fleet is aging and minimal replacement of vehicles took place during the recession.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Elections

**Division:** General Government

**Project Title:** Replacement of Voting Equipment

**Project Description:**

(Include Location, History & Justification)

Elections needs replacement of voting equipment. The current equipment was acquired in 2006 and has a ten year life. The equipment has been serviced on a regular basis, and the units are in good condition, but the infrared sensors in the units are not guaranteed forever. The new units being produced now are more secure, have different scanning and recording systems, as well as more security in the transport of voted ballots. Elections will continue the use of paper ballots, as the recently passed voter legislation has banned the use of DRE (touch screen) systems by the year 2018.

**Cost Estimate/Funding Information:**

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction								
Equipment								
Computer Hardware / Software			310,000					
Vehicles								
Other								
<b>TOTAL COST</b>			310,000					
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance			310,000					
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>			310,000					

**Operating Budget Impact:**

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

New voting equipment will decrease the need and expense for repairs and replacement parts. New voting equipment utilizes encrypted flash drives that are more cost effective and possess a feature to take a digital image of write-in votes. The digital image feature will save time spent looking for ballots with write-ins and decrease delay in releasing write-in names/tallies to the public.

Anticipated impact of non-fulfillment of project.

Replacement is needed by 2017. Current equipment does have a trade in value right now of \$100-\$150 per unit, which would mean \$5,000 to \$7,500 in value. The value will not be there after 2017.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Buildings & Grounds

**Division:** General Government

**Project Title:** Facilities Capital Maintenance

**Project Description:**  
(Include Location, History & Justification)  
Facilities Capital Maintenance improvements need to be made to the County Office Building every other year in order to maintain a safe and clean working environment for our employees and citizens. There is an immediate need for replacement of a chiller at the Human Services Building and relocating the used chiller to the County Office Building to replace chiller that is over 30 years old.

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction	-	175,000	1,000,000	-	1,000,000	-	2,000,000	
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>	-	175,000	1,000,000	-	1,000,000	-	2,000,000	
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance	-	175,000	1,000,000	-	1,000,000	-	2,000,000	
Debt	-							
Grants/Other								
<b>TOTAL FUNDING</b>	-	175,000	1,000,000	-	1,000,000	-	2,000,000	

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Operational costs should not increase and could decrease with new buildings being more energy efficient (new windows, etc.). No new staff would be required. Operating expenses for the chiller should also decrease due to efficiency of new chiller. Expected savings of \$2,400 per year.

Anticipated impact of non-fulfillment of project.

Higher operational costs and additional staffing needs.

# CAPITAL IMPROVEMENT PROJECTS



**Department:** Buildings & Grounds

**Division:** General Government

**Project Title:** Security Improvements

**Project Description:**  
(Include Location, History & Justification)

Security improvements need to be made throughout County Office Buildings in order to maintain a safe working environment for our employees and citizens. All county facilities are undergoing threat assessment by the Risk Manager and recommendations are being implemented as feasible. Recommendations may include access control, security cameras and other building improvements.

## Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction	-	-	TBD	-	-	-	-
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	TBD	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance	-	-	TBD	-	-	-	-
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	TBD	-	-	-	-

## Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Budget impact to be determined once the final figures have been determined.

Anticipated impact of non-fulfillment of project.

Potential injuries to employees and/or citizens.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Animal Services  
**Division:** Public Safety  
**Project Title:** Animal Shelter Expansion  
**Project Description:**  
 (Include Location, History & Justification)  
 Proposed addition for the Animal Shelter facility. Current facility does not have adequate office space for employees due to the Canine Control Ordinance and Licensing Fees implemented in 2014-15. Additional renovation/expansion also needed for animal spaces.

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction		-	1,808,000	-	-	-	-	-
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>		-	1,808,000	-	-	-	-	-
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance								
Debt		-	1,808,000	-	-	-	-	-
Grants/Other								
<b>TOTAL FUNDING</b>		-	1,808,000	-	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Increased budget items would be utilities expense and operating supplies for the new space.

Anticipated impact of non-fulfillment of project.

Limited shelter space and staff working space. The inability to accomodate municipality animal intake.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Emergency Management / EMS

**Division:** Public Safety

**Project Title:** EMS Capital Replacements

**Project Description:**  
(Include Location, History & Justification)  
The EMS-OC is working to develop the future needs for EMS in Pitt County. This will include vehicles, infrastructure, and equipment. The EMS-OC will be making future recommendations concerning these items. These funds will be budgeted using EMS tax dollars and collections from transports.

### Cost Estimate/Funding Information:

<b>PROJECT EXPENSES</b>	<b>FY 15-16 Approved Plan</b>	<b>FY 16-17 Approved Plan</b>	<b>FY 17-18 Planning Year</b>	<b>FY 18-19 Planning Year</b>	<b>FY 19-20 Planning Year</b>	<b>FY 20-21 Planning Year</b>	<b>Future Years' Projections</b>
Professional Services							
Construction							
Equipment	350,000	350,000	350,000	350,000	350,000	350,000	1,750,000
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>1,750,000</b>
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt							
Grants/Other	350,000	350,000	350,000	350,000	350,000	350,000	1,750,000
<b>TOTAL FUNDING</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>1,750,000</b>

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Reduced vehicle and equipment maintenance costs.

Anticipated impact of non-fulfillment of project.

Not meeting the safety needs of Pitt County citizens.

## CAPITAL IMPROVEMENT PROJECTS



Department: Emergency Management / 911 Communications

Division: Public Safety

Project Title: Radio/Paging System Enhancements

**Project Description:**

(Include Location, History & Justification)

Pitt County transitioned to a 700 MHz Radio System and narrow banded VHF paging system in the Fall of 2012. Even though both of the systems met the manufacturing specifications of 95% street coverage, there are still some areas that Fire and EMS Departments do not feel they have ample communications ability which may affect the Public Safety response and safety of the first responders. Multiple tower sites may be needed to meet the expectations of the first responder community.

**Cost Estimate/Funding Information:**

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services		1,029,301					
Construction	-		-	-	-	-	-
Equipment	-	4,384,211	-	-	-	-	-
Computer Hardware / Software							
Vehicles							
Other		36,513					
<b>TOTAL COST</b>	-	5,450,025	-	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt	-	5,450,025	-	-	-	-	-
Grants/Other							
<b>TOTAL FUNDING</b>	-	5,450,025	-	-	-	-	-

**Operating Budget Impact:**

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Increase in service and maintenance contract fees. Approximately \$300,000 in maintenance and warranty costs per year, and \$182,400 for lease cost at the tower sites.

Anticipated impact of non-fulfillment of project.

May compromise the Public Safety response and safety of the first responders.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Sheriff's Office

**Division:** Public Safety

**Project Title:** Law Enforcement Center

**Project Description:**

(Include Location, History & Justification)

The Sheriff's Office has requested that a new Law Enforcement Center be built near the Detention Center to house its employees. We currently have officers and support personnel in three separate buildings. Our office could function more effectively and efficiently if we were housed in one building. We have duplicate equipment in each location, duplicate utilities, different shipping locations having to transfer office papers from one building to another for processing, deputies having to go to different locations for various reasons rather than one location.

**Cost Estimate/Funding Information:**

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services		-	100,000	-	-	-	-	-
Construction		-	-	2,900,000	-	-	-	-
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>		-	100,000	2,900,000	-	-	-	-
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance								
Debt		-	100,000	2,900,000	-	-	-	-
Grants/Other								
<b>TOTAL FUNDING</b>		-	100,000	2,900,000	-	-	-	-

**Operating Budget Impact:**

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

A new building would eliminate the need for duplicated equipment, easier and less travel time for deputies, and improved computer access for all employees to work more efficiently and effectively.

Anticipated impact of non-fulfillment of project.

Without the implementation of this project, the Sheriff's Office will operate as three separate locations. The county will also continue to pay for duplicated equipment.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Detention Center

**Division:** Public Safety

**Project Title:** Digital Camera System

**Project Description:**

(Include Location, History & Justification)

Install a camera recording system for the Detention Center that would record visual and audio surveillance in all areas of the Detention Center. Presently, the Detention Center has cameras in some areas, but none of the cameras are audio equipped or recorded. The setup we are now using is an analog system and no additional cameras can be added. The installation of a Digital Camera Recording System would allow retrieval of all camera recordings and allow us to add up to 100 cameras. This video surveillance would enhance jail security, solve unfounded inmate grievances, and could be used as a defense against inmate lawsuits. It could also be used to document workman's compensation claims. (Exclusive of 192 bed addition.)

**Cost Estimate/Funding Information:**

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction								
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>			337,000					
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance								
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>			337,000					

**Operating Budget Impact:**

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

No anticipated additional expenses for personnel.

Anticipated impact of non-fulfillment of project.

Possibility of legal consequences by not having the camera system.

## CAPITAL IMPROVEMENT PROJECTS



Department: Detention Center

Division: Public Safety

Project Title: Air Handling Units Replacements

**Project Description:**  
(Include Location, History & Justification)  
Current air handlers in the original part of the Detention Center are 24 years old and need upgrading. They are no longer efficient and have major corrosion from years of service. Replacement costs include all required labor, material and equipment to remove and replace all air handlers.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Budget	FY 16-17 Planning Budget	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction							
Equipment	-	162,700	162,700	162,700	-	-	-
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	162,700	162,700	162,700	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance	-	162,700	162,700	162,700	-	-	-
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	-	162,700	162,700	162,700	-	-	-

**Operating Budget Impact:** Current air handlers are no longer efficient.

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Anticipated impact of non-fulfillment of project. Additional maintenance expense and labor costs.

## CAPITAL IMPROVEMENT PROJECTS



Department: Emergency Management / 911 Communications

Division: Public Safety

Project Title: Backup 911 PSAP Center

**Project Description:**  
 (Include Location, History & Justification)  
 911 Board requires a 911 PSAP Backup Center plan to be created and approved by the 911 Board by July 1, 2016 with active actions soon after July 1, 2016 in completing the backup center. The plan will include the remodeling of a portion of the Science and Technology Building (old Prep Shirt) and provide a mirrored functionality of the current 911 PSAP Center.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services	-	3,000	-	-	-	-	-
Construction	-	30,300	-	-	-	-	-
Equipment	-	1,303,700	-	-	-	-	-
Computer Hardware / Software	-	22,000	-	-	-	-	-
Vehicles							
Other	-	3,000	-	-	-	-	-
<b>TOTAL COST</b>	-	1,362,000	-	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance		681,000					
Debt	-	681,000	-	-	-	-	-
Grants/Other							
<b>TOTAL FUNDING</b>	-	1,362,000	-	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Most costs will be fundable by the 911 Board except for Professional Services and Construction. Will not know the actual amount until the plan is submitted and approved by the 911 Board.

Anticipated impact of non-fulfillment of project.

Possible loss of 911 Funds if not compliant.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Cooperative Extension

**Division:** Economic and Physical Development

**Project Title:** Farmers Market Expansion

**Project Description:**  
(Include Location, History & Justification)

During the 2008 vendors' meeting, the need for market expansion was listed as a priority for future seasons. The expansion would be a 5,000 sq. ft. Bay Building Addition. Quote includes surveying/engineering, site work, heat, electrical, permit fees and building price.

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services		-	-	10,200	-	-	-	-
Construction		-	-	209,800	-	-	-	-
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>		-	-	220,000	-	-	-	-
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance		-	-	220,000	-	-	-	-
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>		-	-	220,000	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

If expanded, could potentially bring in more revenues due to more vendor space.

Anticipated impact of non-fulfillment of project.

Loss of potential additional vendors.

# CAPITAL IMPROVEMENT PROJECTS



**Department:** Planning

**Division:** Economic & Physical Development

**Project Title:** Candlewick Area Sewer Project Scope Expansion

**Project Description:**  
(Include Location, History & Justification)  
The project involves an expansion in capacity of the proposed sanitary sewer collection system to serve a portion of Candlewick Area Sanitary District and several adjacent properties to the north. Greenville Utilities will assume operation and maintenance of the system following construction, therefore they are requesting the sewer pump and related station be upsized. The system will then be able to serve a larger area than just the immediate sewer district.

## Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction	-	-	TBD	-	-	-	-
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	TBD	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt							
Grants/Other	-	-	TBD	-	-	-	-
<b>TOTAL FUNDING</b>	-	-	TBD	-	-	-	-

**Operating Budget Impact:** N/A

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Anticipated impact of non-fulfillment of project. N/A

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Pitt County Board of Education

**Division:** Education

**Project Title:** Current Annual Projects

**Project Description:** Pitt County funds \$750,000 each year in the County's operating budget which is used for Category I, II and III capital. The School System, further, has been spending in excess of \$1,000,000 a year of sales tax revenue to fund additional school capital projects on a "pay-as-you-go" basis. The amount available each year varies and is a function of (ADM funds plus sales tax funds) less (debt service costs).

### Cost Estimate/Funding Information:

<b>PROJECT EXPENSES</b>	<b>FY 15-16 Approved Plan</b>	<b>FY 16-17 Approved Plan</b>	<b>FY 17-18 Planning Year</b>	<b>FY 18-19 Planning Year</b>	<b>FY 19-20 Planning Year</b>	<b>FY 20-21 Planning Year</b>	<b>Future Years' Projections</b>
Professional Services							
Construction							
Equipment							
Computer Hardware / Software							
Vehicles							
Other	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
<b>TOTAL COST</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>3,750,000</b>
<b>FUNDING SOURCES</b>							
Current Revenues	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>3,750,000</b>

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

No impact on Pitt County's operating budget.

Anticipated impact of non-fulfillment of project.

No impact on Pitt County's operating budget.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Pitt Community College

**Division:** Education

**Project Title:** Current Annual Projects

**Project Description:** Pitt County traditionally funds \$75,000 in the annual budget process for routine capital outlay for the Community College.  
(Include Location, History & Justification)

### Cost Estimate/Funding Information:

<b>PROJECT EXPENSES</b>	<b>FY 15-16 Approved Plan</b>	<b>FY 16-17 Approved Plan</b>	<b>FY 17-18 Planning Year</b>	<b>FY 18-19 Planning Year</b>	<b>FY 19-20 Planning Year</b>	<b>FY 20-21 Planning Year</b>	<b>Future Years' Projections</b>
Professional Services							
Construction							
Equipment							
Computer Hardware / Software							
Vehicles							
Other	75,000	75,000	75,000	75,000	75,000	75,000	375,000
<b>TOTAL COST</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>375,000</b>
<b>FUNDING SOURCES</b>							
Current Revenues	75,000	75,000	75,000	75,000	75,000	75,000	375,000
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>375,000</b>

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

No impact on Pitt County's operating budget.

Anticipated impact of non-fulfillment of project.

No impact on Pitt County's operating budget.

# CAPITAL IMPROVEMENT PROJECTS



**Department:** Pitt County Board of Education

**Division:** Education

**Project Title:** Future Projects

**Project Description:**

(Include Location, History & Justification)

Pitt County Board of Education needs funding for the following projects: South Greenville Gym renovations, Chicod Phase 2 construction, C.M. Eppes floor joist repair, Lakeforest 8 classroom addition, Operations/Transportation facilities funding to relocate update and increase size of the facility, Elmhurst multi-purpose room construction, front entry security corridors at all schools, Belvoir bathroom renovations, Early College High School construction, STEM lab addition at Welcome Middle, installation of school bus camera systems on 90 buses and upgrade systems on 24 buses, upgrade camera systems to IP technology, Falkland multi-purpose room floor repair.

**Cost Estimate/Funding Information:**

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction		17,367,760	5,942,320				
Equipment		1,157,000	574,700				
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>		18,524,760	6,517,020	TBD	TBD	TBD	TBD
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt		18,524,760	6,517,020				
Grants/Other							
<b>TOTAL FUNDING</b>		18,524,760	6,517,020	TBD	TBD	TBD	TBD

**Operating Budget Impact:**

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

No impact on Pitt County's operating budget.

Anticipated impact of non-fulfillment of project.

Unsafe and over-crowded educational condition.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Pitt Community College

**Division:** Education

**Project Title:** Future Projects

**Project Description:**  
 (Include Location, History & Justification)  
 Pitt Community College is in need of funding to complete renovations to the Everett Building and fire alarm replacements in the Whichard, Whitley and White Buildings. The renovations are needed to improve the Library/Learning Resource Center, and relocate Disability Services Department while accomadating ADA compliance.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Budget	FY 16-17 Planning Budget	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction		2,499,195					
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>		2,499,195					
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt		2,499,195					
Grants/Other							
<b>TOTAL FUNDING</b>		2,499,195					

### Operating Budget Impact:

N/A  
 Anticipated annual savings &/or  
 additional expenses, # of new  
 personnel required, etc.

Anticipated impact of non-fulfillment  
 of project.

Unsafe and over-crowded educational condition.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Sheppard Memorial Library

**Division:** Cultural and Recreational

**Project Title:** Bookmobile

**Project Description:**  
(Include Location, History & Justification)  
Bookmobile service continues to be very viable in Pitt County. The current Pitt County bookmobile was put into service in April 1998. Due to the age of the vehicle, repair costs are increasing. Sheppard Memorial has requested that the County begin planning for the replacement of this bookmobile.

### Cost Estimate/Funding Information:

			FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>									
Professional Services									
Construction			-	100,000	-	-	-	-	-
Equipment									
Computer Hardware / Software									
Vehicles									
Other									
<b>TOTAL COST</b>			-	100,000	-	-	-	-	-
<b>FUNDING SOURCES</b>									
Current Revenues									
Fund Balance				100,000					
Debt									
Grants/Other									
<b>TOTAL FUNDING</b>			-	100,000	-	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Due to the age of the current Bookmobile, this will create savings on maintenance cost.

Anticipated impact of non-fulfillment of project.

Higher maintenance costs and the possible inability to reach citizens in rural areas.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling

**Division:** Environmental Protection

**Project Title:** New Trash Compactor

**Project Description:**  
(Include Location, History & Justification)

Purchase and install new trash compactor in the transfer station. This will be an additional compactor. An additional compactor will provide the County with back up when one compactor is down due to mechanical issues or maintenance.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction	-	-	100,000	-	-	-	-
Equipment	-	-	675,000	-	-	-	-
Computer Hardware / Software							
Vehicles							
Other			15,000				
<b>TOTAL COST</b>	-	-	790,000	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance	-	-	790,000	-	-	-	-
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	790,000	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

There will be no additional expense. A second compactor will provide back up in case the other compactor goes down. The compactor provides better packing of trash into trailers causing less clean up in and around transfer station.

Anticipated impact of non-fulfillment of project.

If the current compactor has mechanical issues, staff will have to load trash over the top. This causes problems with not maximizing loads sent to the landfill and trash problems in and around the facility resulting in more labor to clean up.

# CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling

**Division:** Environmental Protection

**Project Title:** C&D Recycling Facility

**Project Description:**  
(Include Location, History & Justification)

Purchase, construct and operate a C&D facility. The facility will provide both manual and automation processes to remove recyclable materials from the C&D waste stream. Removing these materials from the waste stream will reduce the cost of disposal.

## Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services	-	99,000	-	-	-	-	-
Construction	-	702,000	-	-	-	-	-
Equipment	-	675,000	-	-	-	-	-
Computer Hardware / Software							
Vehicles							
Other - Building	-	324,000	-	-	-	-	-
<b>TOTAL COST</b>	-	1,800,000	-	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt	-	1,800,000	-	-	-	-	-
Grants/Other							
<b>TOTAL FUNDING</b>	-	1,800,000	-	-	-	-	-

## Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Reducing the waste stream by 50% will provide a \$160,000 per year savings in tipping fee and reducing the waste stream by 70% will provide a \$270,000 per savings in tipping fees. Personnel, maintenance and utility costs have been subtracted from the disposal savings.

Anticipated impact of non-fulfillment of project.

The goal to reduce the waste stream by 50% to 70% cannot be obtained without the C&D facility resulting in no savings in the tipping fee.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling  
**Division:** Environmental Protection  
**Project Title:** New Service Truck  
**Project Description:**  
 (Include Location, History & Justification)

Purchase new service truck with crane lift. Truck will be used on service calls and will have the ability to lift cylinders that need maintenance. Currently we are using outside vendors to provide service when we install or replace compactors at the sites.

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction								
Equipment								
Computer Hardware / Software			145,000					
Vehicles								
Other								
<b>TOTAL COST</b>			145,000					
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance			145,000					
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>			145,000					

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

A service truck with a crane will provide the mechanics a way to remove cylinders or other heavy objects. Also the truck will help with installation of new compactors at the sites.

Anticipated impact of non-fulfillment of project.

Staff will have to use outside vendors when a crane is needed.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling

**Division:** Environmental Protection

**Project Title:** Excavator

**Project Description:**  
(Include Location, History & Justification)  
Purchase a larger excavator. A new excavator will replace an existing unit which is over 15 years old. The existing unit (CAT 312) is a smaller excavator. A larger excavator is needed for the new C&D recycling facility and can be used for different projects around the facility such as cleaning out ditches.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction							
Equipment							
Computer Hardware / Software		250,000					
Vehicles							
Other							
<b>TOTAL COST</b>		250,000					
<b>FUNDING SOURCES</b>							
Current Revenues		250,000					
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>		250,000					

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Occasionally we need a larger excavator and have to rent one. Rental costs are expensive. A larger excavator will be needed in the operations of the C&D recycling facility.

Anticipated impact of non-fulfillment of project.

Will have to rent a larger machine to clean out ditches. It will slow down productivity on the C&D picking line.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling

**Division:** Environmental Protection

**Project Title:** New Office Building

**Project Description:**  
(Include Location, History & Justification)

Construct a new office building with a small meeting room to seat approximately 50 people. Meeting room could be used by other County departments as well as regional meetings for local and state agencies.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services	-	-	-	100,000	-	-	-
Construction	-	-	-	650,000	-	-	-
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	-	750,000	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt	-	-	-	750,000	-	-	-
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	-	750,000	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

No impacts on budget.

Anticipated impact of non-fulfillment of project.

None at this time.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling  
**Division:** Environmental Protection  
**Project Title:** Purchase Land  
**Project Description:** Purchase approximately 17 acres of land adjacent to the transfer station (parcels # 26179 11.46 acres and #30303 5.30 acres). This would provide additional buffer.  
 (Include Location, History & Justification)

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction							
Equipment							
Computer Hardware / Software							
Vehicles							
Other	-	-	375,000	-	-	-	-
<b>TOTAL COST</b>	-	-	375,000	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance	-	-	375,000	-	-	-	-
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	375,000	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Impacts would include mowing of the land estimated to be a yearly cost of approximately \$1000. This will be done with existing equipment and employees.

Anticipated impact of non-fulfillment of project.

No impact other than if the land is ever developed there may be complaints from the landowners.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling

**Division:** Environmental Protection

**Project Title:** New Roll Off Truck

**Project Description:**  
(Include Location, History & Justification)

Purchase new roll truck. There is grant opportunity to purchase a new roll off truck with the new emissions standards. This would replace a very old truck that has maintenance issues.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction							
Equipment	-	-	170,000	-	170,000	-	510,000
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	170,000	-	170,000	-	510,000
<b>FUNDING SOURCES</b>							
Current Revenues	-	-	130,000	-	130,000	-	390,000
Fund Balance							
Debt							
Grants/Other	-	-	40,000	-	40,000	-	120,000
<b>TOTAL FUNDING</b>	-	-	170,000	-	170,000	-	510,000

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

The new trucks are better on fuel mileage and have a warranty.

Anticipated impact of non-fulfillment of project.

By not purchasing the truck the County will lose the \$40,000 in grant funds.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling  
**Division:** Environmental Protection  
**Project Title:** Rubber Tire Loader  
**Project Description:**  
 (Include Location, History & Justification)

### Cost Estimate/Funding Information:

<b>PROJECT EXPENSES</b>	<b>FY 15-16 Approved Plan</b>	<b>FY 16-17 Approved Plan</b>	<b>FY 17-18 Planning Year</b>	<b>FY 18-19 Planning Year</b>	<b>FY 19-20 Planning Year</b>	<b>FY 20-21 Planning Year</b>	<b>Future Years' Projections</b>
Professional Services							
Construction							
Equipment	-	-	-	220,000	-	220,000	220,000
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	-	220,000	-	220,000	220,000
<b>FUNDING SOURCES</b>							
Current Revenues	-	-	-	220,000	-	220,000	220,000
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	-	220,000	-	220,000	220,000

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

A new rubber tire loader will help reduce fuel cost and maintenance cost. No additional expenses will be required.

Anticipated impact of non-fulfillment of project.

Higher fuel and maintenance cost using older equipment.

# CAPITAL IMPROVEMENT PROJECTS



**Department:** Solid Waste & Recycling

**Division:** Environmental Protection

**Project Title:** Dozer

**Project Description:**  
(Include Location, History & Justification)

Replace the existing dozer which is over 20 years old. We are having problems getting parts for our current dozer. This is a piece of equipment which is not used every day but is needed weekly.

## Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Approved Plan	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction								
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>		-	-	-	-	250,000	-	-
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance								
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>		-	-	-	-	250,000	-	-

## Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

A newer dozer will help reduce fuel cost and maintenance cost. No additional expenses will be required.

Anticipated impact of non-fulfillment of project.

Higher fuel and maintenance cost using older equipment.

# CAPITAL IMPROVEMENT PROJECTS



## PITT COUNTY CAPITAL IMPROVEMENT PLAN

*Estimates for Fiscal Year 2016-17 through Fiscal Year 2025-26*

### REQUESTED - NOT RECOMMENDED

PROJECT	Funding Source	FY 15-16 Approved	YR 1	YR 2	YR 3	YR 4	YR 5	YRS 6-10
			FY 16-17 Requested - Not Recommended	FY 17-18 Requested	FY 18-19 Requested	FY 19-20 Requested	FY 20-21 Requested	Future Years'
<b>General Government</b>								
County Administration Building	-	-	-	-	-	-	-	22,000,000
Consolidation of ROD and Tax Admin Buildings	-	-	-	-	-	-	-	3,500,000
<b>Public Safety</b>								
Detention Center - Parking Lot	-	-	125,000	-	-	-	-	-
<b>Economic &amp; Physical Development</b>								
Permitting Software	-	-	300,000	210,000	-	-	-	-
<b>Human Services</b>								
Public Health Center Expansion	-	-	-	-	-	-	2,052,500	-
Human Services Parking	-	-	200,000	-	-	-	-	-
DSS Expansion	-	-	-	-	-	-	-	6,000,000
DSS Expansion into Detox Space	-	-	-	300,000	-	-	-	-
<b>Education</b>								
Pitt County Schools - Future Projects	-	-	-	-	-	-	-	TBD
Pitt Community College - Future Projects	-	-	830,400	13,357,300	375,000	4,725,000	225,000	TBD
<b>Cultural &amp; Recreational</b>								
Gymnasium in the Alice F. Keene Park	-	-	1,875,000	1,875,000	-	-	-	-
<b>ANNUAL TOTALS</b>	-	<b>3,330,400</b>	<b>15,742,300</b>	<b>375,000</b>	<b>4,725,000</b>	<b>2,277,500</b>	<b>31,500,000</b>	

B = Bonds BL = Bank Loan C = Current Funding FB-SW = Solid Waste Fund Balance FB-GF = General Fund Fund Balance G = Grant  
O = Other Funding Source SB = State Bond Funds TBD = To Be Determined



## **PITT COUNTY Multi-Year Capital Improvement Plan - Detail Fiscal Year 2016-17**

### **REQUESTED – NOT RECOMMENDED**

The following pages represent project descriptions for projects that have been requested but funding has not been identified at this time.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** County Manager / Governing Board  
**Division:** General Government  
**Project Title:** County Administration Building  
**Project Description:** Build a County building to house all those within the existing office complex with the exception of Social Workers.  
 (Include Location, History & Justification)

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction							22,000,000
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	-	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt							22,000,000
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	-	-	-	-	22,000,000

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Annual savings would occur due to energy efficient buildings.

Anticipated impact of non-fulfillment of project.

The County will continue to operate within the current buildings and cost efficiencies.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Register of Deeds, Tax Administration  
**Division:** General Government  
**Project Title:** Consolidation of Register of Deeds, Vital Records, Assessor and Collector Bldgs.  
**Project Description:** (Include Location, History & Justification)  
 Consolidation of buildings is needed to have all employees in one area to relieve shortage of employees and rerouting of customers. Customers are being routed to different buildings to complete research, refunds or payments. Also need more storage space as original documents must be accessible to the public and kept indefinitely.

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								200,000
Professional Services								200,000
Construction								3,300,000
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>		-	-	-	-	-	-	3,500,000
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance								
Debt								3,500,000
Grants/Other								
<b>TOTAL FUNDING</b>		-	-	-	-	-	-	3,500,000

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Additional staff is currently needed in Register of Deeds. In addition, the additional space of a new building or expansion would create larger utility bills.

Anticipated impact of non-fulfillment of project.

Customer service would increase dramatically. Employee efficiency would improve having all employees located in one central location. Customers and employees are at risk of falling and are subject to weather conditions. Project budget could be impacted greatly if alternatives were found.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Detention Center  
**Division:** Public Safety  
**Project Title:** Parking Lot  
**Project Description:** More parking is needed at the rear of the center. Approximately 50 spaces needed.  
 (Include Location, History & Justification)

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction								
Equipment								
Computer Hardware / Software								
Vehicles								
Other	-	125,000	-	-	-	-	-	-
<b>TOTAL COST</b>			125,000	-	-	-	-	-
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance	-	125,000	-	-	-	-	-	-
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>	-	125,000	-	-	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Anticipated impact of non-fulfillment of project.

Increase in maintenance expenses.

Continue need for adequate parking.

# CAPITAL IMPROVEMENT PROJECTS



**Department:** Planning, Public Health & Emergency Services

**Division:** Economic and Physical Development

**Project Title:** Permitting Software

**Project Description:**  
(Include Location, History & Justification)  
The current permitting software (PASS) was launched in 2009. Many improvements have been made, however a more robust system is needed to meet the needs of the permitting agencies and the public /contractors. The recommended software will allow for advanced on-line services, including payments and inspection requests.

## Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction							
Equipment							
Computer Hardware / Software		300,000	210,000	-	-	-	-
Vehicles							
Other							
<b>TOTAL COST</b>		300,000	210,000	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues		300,000	210,000	-	-	-	-
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>		300,000	210,000	-	-	-	-

## Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Improved / expanded permitting services, especially collection of fees for permit renewals. Same program that the City of Greenville is currently implementing (possible cost savings).

Anticipated impact of non-fulfillment of project.

Less efficient permitting processes; less on-line services; less effective system than contractors are used to with the City of Greenville; continued security concern for processing credit card payments.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Health Department  
**Division:** Human Services  
**Project Title:** Public Health Center Expansion  
**Project Description:**  
 (Include Location, History & Justification)

Expand Public Health Center @ 201 Gvt Circle by 10,000 square feet to improve customer service, streamline patient flow, increase efficiency of clinic and maximize third party reimbursement.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services	-	-	-	-	-	262,500	-
Construction	-	-	-	-	-	1,750,000	-
Equipment	-	-	-	-	-	22,000	-
Computer Hardware / Software	-	-	-	-	-	18,000	-
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	-	-	-	2,052,500	-
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt	-	-	-	-	-	2,052,500	-
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	-	-	-	2,052,500	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

20 Additional staff @ ~\$65K per staff = \$1,300,000. Additional operating expenses @ \$14k per staff = \$280,000. Total annual increase = \$1,580,000.

Anticipated impact of non-fulfillment of project.

Annual expenditures will be partially funded by increased revenue from 3rd party reimbursements.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Social Services

**Division:** Human Services

**Project Title:** Human Services Center - Additional Parking

**Project Description:**  
 (Include Location, History & Justification)

The Human Services Center doesn't have adequate parking for employees and clients. This project would allow the addition of 50 parking spaces to be utilized by HSC.

### Cost Estimate/Funding Information:

		FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>								
Professional Services								
Construction		-	200,000	-	-	-	-	-
Equipment								
Computer Hardware / Software								
Vehicles								
Other								
<b>TOTAL COST</b>		-	200,000	-	-	-	-	-
<b>FUNDING SOURCES</b>								
Current Revenues								
Fund Balance		-	200,000	-	-	-	-	-
Debt								
Grants/Other								
<b>TOTAL FUNDING</b>		-	200,000	-	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

No additional operating expenses.

Anticipated impact of non-fulfillment of project.

Continue to operate with current parking.

## CAPITAL IMPROVEMENT PROJECTS



Department: Social Services

Division: Human Services

Project Title: DSS Expansion

**Project Description:**  
(Include Location, History & Justification)

Proposal to build an expansion to the existing Social Services building to accommodate the entire staff within one building.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction	-	-	-	-	-	-	6,000,000
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	-	-	-	-	-	6,000,000
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	6,000,000
Grants/Other							
<b>TOTAL FUNDING</b>	-	-	-	-	-	-	6,000,000

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Annual savings would occur with energy efficient buildings.

Anticipated impact of non-fulfillment of project.

Continue to operate with the same buildings.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Social Services

**Division:** Human Services

**Project Title:** Social Services Expansion to PORT Building

**Project Description:**  
 (Include Location, History & Justification)  
 The Department of Social Services is responsible for administering the Low Income Energy Assistance Program (LIEAP) which starts in November and goes through March of each year. There is not adequate space in the County Office Building or the Human Services Center to house the employees for this program. The Department leases a space at 1710 W. 6th Street from ABC Moving & Storage at a cost of \$7,640.00 for the 3 months. This would eliminate the need for leasing space in order to administer the program.

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services							
Construction			300,000				
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>			300,000				
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt			300,000				
Grants/Other							
<b>TOTAL FUNDING</b>			300,000				

### Operating Budget Impact:

\$7,640.00 annually, No additional operating expenses.

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Anticipated impact of non-fulfillment of project.

Department will have to continue to lease space annually.

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Pitt County Board of Education  
**Division:** Education  
**Project Title:** Future Projects  
**Project Description:** Future projects have not been determined as of yet.  
 (Include Location, History & Justification)

### Cost Estimate/Funding Information:

<b>PROJECT EXPENSES</b>	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
Professional Services							
Construction							
Equipment							
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>							TBD
<b>FUNDING SOURCES</b>							
Current Revenues							
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>							TBD

**Operating Budget Impact:** N/A

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Anticipated impact of non-fulfillment of project. N/A

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Pitt Community College  
**Division:** Education  
**Project Title:** Future Projects  
**Project Description:** (Include Location, History & Justification)  
 To acquire and renovate a location in Ayden, NC to extend Pitt Community College's campus. Also, to update the HVAC controls in the Warren, Whichard and Humber Buildings.

### Cost Estimate/Funding Information:

<b>PROJECT EXPENSES</b>	<b>FY 15-16 Approved Plan</b>	<b>FY 16-17 Not Recommended</b>	<b>FY 17-18 Planning Year</b>	<b>FY 18-19 Planning Year</b>	<b>FY 19-20 Planning Year</b>	<b>FY 20-21 Planning Year</b>
Professional Services						
Construction		830,400	13,357,300	375,000	4,725,000	225,000
Equipment						
Computer Hardware / Software						
Vehicles						
Other						
<b>TOTAL COST</b>		830,400	13,357,300	375,000	4,725,000	225,000
<b>FUNDING SOURCES</b>						
Current Revenues						
Fund Balance						
Debt		830,400	13,357,300	375,000	4,725,000	225,000
Grants/Other						
<b>TOTAL FUNDING</b>		830,400	13,357,300	375,000	4,725,000	225,000

**Operating Budget Impact:** N/A

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

Anticipated impact of non-fulfillment of project. N/A

## CAPITAL IMPROVEMENT PROJECTS



**Department:** Planning and Development  
**Division:** Economic and Physical Development  
**Project Title:** Gymnasium in the Alice F. Keene Park  
**Project Description:** The gymnasium was acknowledged as the highest priority for park expansion in the 2015 Alice F. Keene District Park Master Plan as well as being identified as a need in the 2015 Comprehensive Recreation and Park Master Plan. This 24,000 sq. ft. building would include gym for basketball/pickleball, walking track, exercise rooms, office and some "gathering" space. It would serve citizens of all ages.  
 (Include Location, History & Justification)

### Cost Estimate/Funding Information:

	FY 15-16 Approved Plan	FY 16-17 Not Recommended	FY 17-18 Planning Year	FY 18-19 Planning Year	FY 19-20 Planning Year	FY 20-21 Planning Year	Future Years' Projections
<b>PROJECT EXPENSES</b>							
Professional Services		315,000					
Construction		1,560,000	1,725,000				
Equipment			150,000				
Computer Hardware / Software							
Vehicles							
Other							
<b>TOTAL COST</b>	-	1,875,000	1,875,000	-	-	-	-
<b>FUNDING SOURCES</b>							
Current Revenues		1,875,000	1,875,000				
Fund Balance							
Debt							
Grants/Other							
<b>TOTAL FUNDING</b>	-	1,875,000	1,875,000	-	-	-	-

### Operating Budget Impact:

Anticipated annual savings &/or additional expenses, # of new personnel required, etc.

It is anticipated that one new recreation supervisor will be needed for the gym as well as a half time custodian. There will also be additional utility cost. Although it is extremely difficult to measure, opportunities for additional physical activity will result in medical savings for the county, especially for citizens 50 years of age and older.

Anticipated impact of non-fulfillment of project.

Pitt County will miss the opportunity to have a significant impact on the health and wellness of citizens of all ages through expanded physical activity and nutrition education that will take place in the facility.

# GLOSSARY

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**Account Number** - the accounting designation for revenue and expenditure line items. The account number consists of a two digit fund number, a three digit division and a five digit sub-account number.

**Accrual Basis** - a basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Ad Valorem Taxes** - commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

**Allocate** - to set apart budgeted funds for specific purposes (i.e., capital outlay).

**Annual Budget** - a budget covering a single fiscal year (e.g., July 1-June 30).

**Appropriation** - the amount of money earmarked for a projected expense legally authorized by the Board of Commissioners.

**Assessed Valuation** - the value of real estate and personal property as determined by tax assessors. This value is used as the basis for levying taxes.

**Assessment** - the process of determining value of real and personal property for taxation purposes.

**Assessment Role** - an official list of real and personal property containing legal descriptions, ownership, and assessed values.

**Asset** - a resource owned or held by a government which has monetary value.

**Authority** - a municipal or other public agency that performs a specific function. An authority is usually financed from fees or service charges imposed and collected by a governing body, but may otherwise function independently.

**Authorized Bonds** - bonds that have been legally authorized, but that may or may not have been sold. Authorized bonds may be issued or sold at any time.

**Authorized Positions** - employee positions which are authorized in the adopted budget, to be filled during the year.

**Balanced Budget** - current operating revenues will be sufficient to support current operating expenditures.

**Bond** - a written promise to pay a specific amount of money, plus interest, within a specific (usually long-term) time period. Bonds are primarily used to finance capital projects.

**Bond Refinancing** - the payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget** - financial plan containing projected expenditures and financial resources during a fiscal year.

**Budget Document** - a formal document presented to the Board of Commissioners containing the County's financial plan for a fiscal year. The budget document is presented in two phases - preliminary and final. The final budget document reflects the budget as adopted by the Board of Commissioners.

# GLOSSARY

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**Budget Message** - the County Manager's written overview of the proposed budget addressed to the Board of Commissioners. The budget message addresses the major budget items, and the County's present and expected financial condition.

**Budget Ordinance** - an ordinance enacted for the purpose of establishing an annual budget and establishing a tax rate.

**Budgetary Basis** - refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**CERT** - Community Emergency Response Team. An organized community group that works together to aid the community in times of emergency.

**CY** - Calendar Year. The period starting January 1 and ending December 31 annually.

**Capital Budget** - a financial plan for projected capital projects containing expenditures and resources covering a fiscal year.

**Capital Improvement Program (CIP)** - a long-range plan of proposed capital improvement projects, which includes estimated project costs and funding over a specified period of years. The capital improvement program is updated annually to reassess capital needs during the preparation of the capital budget.

**Capital Outlay** - expenditures budgeted to purchase or add to fixed assets costing \$500 or more.

**Capital Project** - major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. (Also called capital improvements.)

**Capital Reserve Fund** - a fund established for the purpose of receiving transfers of monies from other funds in order to build fund balance for a future capital outlay or to set aside funds for future debt service payments.

**Certificates of Participation** - debt secured by capital project/ issued without voter authorization.

**Consumer Price Index (CPI)** - a statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency** - an appropriation to cover unanticipated events that may occur during the fiscal year. Transfers for this account must be approved by the Board of Commissioners.

**Continuation** - budget requests that indicate the spending level required to maintain service provision at its current level.

**Cost-of-living Adjustment (COLA)** - an increase in salaries to offset the adverse effect of inflation on employees' compensation.

**County Appropriation** - reflects discretionary general fund revenues used to meet an operating department's cost. Most revenues in the general fund are not program linked and can be used to fund all operations. Several examples are: Ad Valorem Taxes, Sales Taxes, Unrestricted Intergovernmental and Interest Earnings.

# GLOSSARY

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**DMV** - Division of Motor Vehicles. A division of State government that handles licensing of motor vehicles.

**DSS** - Department of Social Services. The department of the County that handles social service issues.

**Debt Service** - payment of interest and repayment of principal to holders of a government's debt instruments (bonds and loans).

**Deficit** - the excess of expenditures or expenses over revenues during an accounting period.

**Department** - a basic organizational unit of the County which is functionally unique in its delivery of services with possibly one or more divisions.

**Depreciation** - the expiration of service life of capital assets due to wear and tear, deterioration, inadequacy or obsolescence.

**Disbursement** - expenditure of monies from an account.

**Distinguished Budget Presentation Awards Program** - a voluntary, annual awards program administered by the Government Finance Offices Association to encourage governments to prepare effective budget documents.

**ECU** – East Carolina University. A public university located in Greenville offering undergraduate, graduate and doctorate degree programs.

**EOP** - Emergency Operations Plan. An internal plan that serves as a guide in event of emergency.

**Encumbrances** - a financial commitment for services, contracts, or goods which have not, as yet, been delivered or performed.

**Enterprise Fund** - a fund that accounts for operations that are financed from user charges and whose operation resembles a business (e.g., the Utility, Utility District and Landfill Funds).

**Expenditures** - the payment of cash for the purpose of acquiring an asset, service, or settling a loss.

**Expense** - charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

**FY** - Fiscal Year. A 12-month accounting period. For Pitt County, the fiscal year is July 1 - June 30.

**Fiduciary Funds** - are used for assets held in a trustee capacity.

**Fiscal Year** - a 12-month period (July 1 - June 30 for Pitt County) to which the annual operating budget applies, and at the end of which an assessment is made of the county's financial condition and the performance of its operations.

**Fixed Asset** - assets of long-term character than are intended to continue to be held or used, such as land, building, machinery, furniture, and other equipment.

**Forecast** - an estimation of revenues and expenses for the current fiscal year to be used to determine the expected balances at the end of the year.

**Full-time Equivalent Position (FTE)** - the unit of accounting for employee positions where part-time positions are converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

# GLOSSARY

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**Fund** - an accounting entity created to record the financial activity for a selected financial grouping. A fund is set up to carry out a special function or to attain certain objectives in accordance with set laws or regulations.

**Fund Balance** – amounts shown as fund balance represent monies which remain unspent after all budgeted expenditures have been made. North Carolina statutes dictate that a portion of fund balance should be retained and not made available for appropriation in the following fiscal year.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**GIS** - Geographic Information Systems. A division of County government that integrates spatial data with information systems to provide useful mapping and data information.

**GUC** - Greenville Utilities Commission. The public utility company that serves Greenville and much of Pitt County with electric, water, sewer and gas services.

**General Fund** - a fund which provides for the accounting of all financial resources except those designated for other funds. Most basic government services, such as public safety, tax administration, personnel and finance are accounted for in this fund.

**General Obligation Bonds** - bonds issued by a government that are backed by the full faith and credit of its taxing authority.

**Goal** - a statement of broad direction, purpose or intent based on the needs of the community.

**Governmental Funds** - are those used to account for the County's expendable financial resources and related liabilities (except those accounted for in proprietary or agency funds).

**Grants** - contributions or gifts of cash or other assets, in most cases from another government, to be used for a specific purpose. For example, a grant from the State of North Carolina may be made to finance a public health program.

**Interest & Penalties Receivable on Taxes** - uncollected interest/penalties on property taxes.

**Interfund Accounts** - accounts that reflect transfers between funds.

**Intergovernmental Revenues** - revenues from other governments (state, federal, other local) that can be in the form of grants, shared revenues or entitlements.

**Internal Service Fund** - a fund used to account for the financing of goods or services provided by one department to other departments on a reimbursement basis.

**LME** - Local Management Entity. Under State reform of Mental Health, this term describes the function of the Mental Health Departments to serve as managers of care rather than providers of the services.

**Lease-Purchase Agreement** - a contractual agreement by which capital assets are acquired over a period of time through lease payments.

**Levy** - taxes, service charges and assessments imposed to support government activities.

**Limited Obligation Bond** - debt secured by capital project/ issued without voter authorization.

# GLOSSARY

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**Line Items** - units of budgeted expense set up within each division used to classify expenditures by item or category and establish the permissible level of expenditure for that item.

**Long-term Debt** - debt with a maturity of more than one year after the date of issuance.

**MIS** - Management Information Systems. The department of County government in charge of technology support systems such as computers, applications, and telephones

**Modified Accrual** - the accounting basis used by the County. Under this basis, expenditures are recognized when encumbered and revenues are recognized when they are collected.

**Municipal Bond** - a bond issued by a state or local government.

**NCACC** - North Carolina Association of County Commissioners. A professional organization serving county governments across North Carolina.

**Nonoperating Revenues** - revenues that are generated from other sources (e.g., interest) and that are not directly related to service activities.

**OSHA** - Occupational Safety and Health Administration. A governmental agency that focuses on the health and safety of American workers by setting and enforcing standards, educating, and training.

**Objective** - something to be accomplished in specific, well-defined, and measurable terms, and that is achievable within a specific time frame.

**Operating Budget** - a plan of financial operation which encompasses an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenues).

**Ordinance** - a legislative enactment by the governing body of the County. It has the full force of law within the County if it is not in conflict with any higher form of law.

**PC** - Personal computer. Microcomputer. A computer that uses a microprocessor to handle information.

**PCC** - Pitt Community College. A comprehensive two-year college located on NC 11 South in Greenville.

**PCMH** - Pitt County Memorial Hospital. A 740-bed private, not-for-profit acute care hospital located in Greenville.

**PEP** - Partners for Effective Performance. Refers to Pitt County's evaluation process and performance measurement tool.

**Performance Indicators** - specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

**Performance Measure** - data collected to determine how effective or efficient a program is in achieving its objectives.

**Personal Services** - expenditures for salaries, wages, and fringe benefits of a government's employees.

**Productivity** - maximizing the use of resources (personnel and dollars) to achieve an effective result at the least possible cost.

# GLOSSARY

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**Program** - a service or services for which expenditures are made from several general ledger accounts which are combined into a single budgetary unit.

**Program Changes** - budget requests that reflect funding requirements for a change in programs or service levels.

**Proprietary Funds** - funds operated like a business and charging user fees. Enterprise and Internal Service Funds fall within this classification.

**Qualified School Construction Bond** - debt secured by capital project/ issued without voter authorization. This type of bond is a U.S. debt instrument created by Section 1521 of the American Recovery and Reinvestment Act of 2009.

**Referendum** - presenting an issue to the voters of the County where a majority of voters decide on the issue.

**Reserve** - an account designated for a portion of the fund balance to be used for a specific purpose.

**Resources** - total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

**Revenue** - income received by the County from various sources used to finance its operations.

**Revenue Bonds** - when a government issues bonds which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. Revenue bonds do not require voter approval under state law.

**Revenue Estimates** - formal estimate of how much revenue will be earned from a specific revenue source from some future period.

**Shared Revenues** - revenues levied and collected by one government and shared with another on a pre-determined basis.

**Service Area** - a title for the grouping of departments according to common areas of service.

**Special Assessment** - a levy on certain properties to defray all or part of the costs associated with improvements or services that will benefit those properties.

**Special Revenue Funds** - to account for specific sources of revenue such as gas taxes or building permit fees that are legally restricted for expenditures of specific purposes.

**Structurally Balanced Budget** – is a budget in which budgeted appropriations are supported by available revenues without reliance upon increases in appropriated fund balance; increases in appropriations only occur as corresponding increases in revenue are available or identified.

**Sub-Account** - a level of budgeting which identifies a specific line of work performed in carrying out a budgeted activity.

**Tax Base** - the total assessed valuation of real property within the County.

**Tax Levy** - the total amount of revenue to be raised from the property tax levied in the budget ordinance.

**Tax Rate** - the amount of tax levied per \$100 assessed valuation.

## GLOSSARY

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**Taxes** - compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

**Transfers In/Out** - amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Trust Funds** - to account for cash set aside in a trustee capacity such as donations for certain programs.

**Two-Thirds Bond** - general obligation bonds that can be issued by local government without voter authorization under a formula set by the state allowing issuance of bonds equal to two-thirds of the previous year's net debt reduction.

**Unencumbered Balance** - the amount of an appropriation that is neither expended nor encumbered. It is basically the amount of money still available for future purposes.

**Unreserved Fund Balance** - the portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges** - the payment of a fee for direct receipt of a public service by the person benefiting from the service, such as utility charges and emergency medical fees. Also known as user fees.