



Nash County Board of Commissioners

Regular Board Meeting

June 15, 2020

Claude Mayo, Jr. Administration Building

3rd Floor - Frederick B. Cooper Commissioners Room

120 West Washington Street

Nashville, North Carolina

Citizens with disabilities requiring assistance to participate in public meetings should contact the County Manager's office.

9. Budget Amendments
Donna Wood, Finance Officer

Budget Amendments Page 40

10. Boards, Committees, or Special Reports
Vice Chairman Wayne Outlaw

Summary Page 42

11. Recess Meeting Until Monday, June 29, 2020 at 2:30pm
in the Claude Mayo, Jr. Administration Building; 3rd Floor -
Frederick B. Cooper Commissioners' Room.

Item:	2020 Summer Interns
Initiated By:	Patsy McGhee, Assistant to the County Manager
Action Proposed:	Recognition of Interns

Description:

We contacted Golden LEAF (Barbara Smith), and the Center for Creative Leadership (Julie Griffin), in April about Nash County again hosting Golden LEAF college scholarship interns, during the Summer of 2020. The Center for Creative Leadership responded that: "We have many scholars experiencing difficulty finding internships given the current circumstances (COVID-19) and would welcome the opportunity to send potential candidates your way."

We are excited in the Summer of 2020 that Nash County is able to host 3 Interns:

1. Joseph Brake, a rising junior at Fayetteville State University, from Nashville, NC;
2. Zaniya Caine, a rising senior at NC Central University, from Battleboro, NC; and,
3. Cathy Nicholson, a rising sophomore at UNC-Greensboro, from Wilson, NC.

All 3 interns are scheduled to work 240 hours in June and July, 2020. They all started June 1, 2020, and will complete their internships in mid-July. They will assist the 3 departments that requested them: Administration (in the areas of Grants, Housing, and Intergovernmental Relations); 2. Veteran Services; & 3. Recreation and Senior Services. Their supervisors all report that they are doing fantastic work at Nash County.

We are pleased to have these bright young scholars working with Nash County this summer.

Item: Housing – Urgent Repair Loan Program (2020)

Initiated By: Patsy McGhee, Assistant to the County Manager

Action Proposed: Approve the Program Policies and Authorize Execution of Administrative Documents

Description:

The North Carolina Housing Finance Agency (NCHFA) has awarded Nash County \$100,000 under the 2020 cycle of the Urgent Repair Program (URP20). This program is funded through the NC Housing Trust Fund.

Goals of URP20 are:

- to alleviate housing conditions which pose an imminent threat to the life or safety of very low income homeowners with special needs; and,
- to provide accessibility modifications and other repairs necessary to prevent displacement of very low income homeowners with special needs, such as the frail elderly and persons with disabilities.

The program does not require that the entire home be brought up to usual rehabilitation standards, but can be helpful in stabilizing deterioration.

A URP20 home must be occupied by someone with a “special need” and with a “household income” at or below 50% of the median household income (with 50% of the assisted units at or below 30% of the median household income).

- “Special needs” households include those with an individual who is elderly, handicapped or disabled, a military veteran, a single parent, has a large family, or has a child with elevated blood lead levels.
- “Household income” for URP20 in Nash County cannot exceed \$33,100 for a family of 4 (and 50% of our UPR20 households must not exceed \$19,850 for a family of 4) using NC HUD median income limits.

The maximum lifetime funding to repair a home under URP20 is \$10,000. The maximum program support (soft cost) per home is \$1,000. The deferred, forgiven loan (promissory note) per home is forgiven at a rate of \$2,000 per year.

URP20 regulations require that policies be developed for procurement and disbursement, plus client assistance. Draft policies (attached) have been reviewed by the funding agency (NCHFA) to ensure program updates are included. Nash County has used similar policies successfully for a number of past URP programs.

Nash County will repair approximately 10 homes through URP20. Nash County is scheduled to take URP20 applications from July 1 through July 10, 2020, following execution of a Funding Agreement with the NCHFA.

Recommended Actions:

1. Approve the policies, subject to specific amendments recommended by the NC Housing Finance Agency; and, 2. Authorize the County Manager or his designee to execute documents and reports for administering the 2020 Urgent Repair Program.

Attachments: URP20 Nash County Assistance Policy
URP20 Nash County Procurement Policy

Nash County
Assistance Policy
For the 2020 Cycle of the
Urgent Repair Program

What is the Urgent Repair Program? Nash County has been awarded \$100,000 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2020 cycle of the Urgent Repair Program (“URP20”). This program provides funds to assist very-low and low- income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as the frail elderly and persons with disabilities. A total of 10 households will be assisted under URP20.

This Assistance Policy describes who is eligible to apply for assistance under URP20, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. The County has tried to design this URP20 project to be fair, open, and consistent with the County’s approved application for funding and with NCHFA’s URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

Eligibility: To be eligible for assistance under URP20:

- 1) Applicants must reside within Nash County, but outside the City of Rocky Mount;
- 2) Applicants must prove they own and occupy the home in need of repair;
- 3) Applicants must have a household income which does not exceed 50% of the County median income for the household size (See income limits below.);
- 4) Applicants must have a special need (i.e. be elderly, ≥ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a military veteran, a large family with ≥ 5 household members or a household with a child below the age of 6 with an elevated blood lead level (between 10 μ g/dl and 20 μ g/dl);
- 5) Applicants must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs;
- 6) The property must be free of any back taxes or liens in default at the time of application unless a payment plan has been established and payments are current. If the applicant is unsure, he/she should call the Nash County Tax Office at (252) 459-9815 prior to submitting the application. (Taxes will be checked for Nash County and municipalities.)

URP20 Income Limits for North Carolina*

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$13,900	\$23,150
2	\$15,900	\$26,500
3	\$17,850	\$29,800
4	\$19,850	\$33,100
5	\$21,450	\$35,750
6	\$23,050	\$38,400
7	\$24,650	\$41,050
8	\$26,200	\$43,700

*Income limits are subject to change based on annually published HUD HOME Limits and will be updated each year. This update will not require a re-approval of the governing authority. These numbers are based on 2019 HUD Median Income Limits provided by the NCHFA.

What types of houses are eligible? Properties are eligible only if they meet all of the following requirements:

- The property must be an owner-occupied, single-family home within the County boundaries of Nash County and outside the city limits of Rocky Mount.
- The property must have a legitimate urgent repair or accessibility modification need that can be addressed for no more than \$9,000 that will allow the occupants to remain in their homes. **It should be noted that this amount may not rectify all deficiencies in the house and that \$10,000 may not be spent on each home.**

Unfortunately, some otherwise-eligible Nash County families will be deemed ineligible because their homes fail 1 or more of these tests.

Outreach Efforts of the Urgent Repair Program: Nash County will advertise the Urgent Repair Program:

- in a local newspaper;
- on the County website;
- on the local cable news channel; and,
- at county departments, including: 2 Senior Centers, the Veteran Services office, and the Department of Social Services.

Selection of Applicants: The County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system, applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

Priority Ranking System for Nash County's URP20

Special Needs (for definitions, see below)	Points
Veteran head of House Hold	4
Veteran Household Member (points for each other veteran member of household)	3
Disabled Head of Household	4
Disabled Household Member (points for each other disabled member of household)	3
Elderly Head of Household (<i>ape 62 or older</i>)	4
Elderly Household Member (<i>age 62 or older</i>) (points for each other elderly member of household)	3
Single-Parent Household (<i>with 1 or more children in the home</i>)	3
Large Family (<i>5 or more permanent residents, 4 of whom are immediate family</i>)	2
Emergency (<i>may submit application without regard to deadlines</i>)	2
Household with child(ren) with lead hazards in the home	2
Income (See Income Table above)	Points
Less than 30% of County Median Income	10
30% to 50% of County Median Income	5
Other Priority Criteria	Points
Roof or HVAC repair or replacement need	5
No prior assistance (URP) or active deed of trust for a local housing program om the past 3 years	10
Tiebreaker – within any point level	Points
Tiebreaker #1: 1 point per household member	
Tiebreaker #2: order of receipt date of completed application	

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes that are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median household income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP20.

Recipients of assistance under the URP20 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

The definitions of special needs populations under URP20 are:

- *Elderly:* An individual aged 62 or older.
- *Emergency:* A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and will be evaluated on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their homes.
- *Disabled:* A person who has a physical, mental or developmental disability that greatly limits 1 or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Large Family:* A large family household is composed of 5 or more individuals; at least 4 are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member.* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member.” (The number of household members will be used to determine household size and all household members are subject to income verification.)
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of

occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.

- *Single-Parent Household:* A household in which 1 and only 1 adult resides with 1 or more dependent children.
- *Veteran:* A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- *Child with elevated blood lead level:* a child below the age of 6 with an elevated blood lead level between 10 µg/dl and 20 µg/dl.

Client Referral and Support Services: Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meet the homeowner during the work write-up process, they will discuss the resources and programs available through the County and refer them as appropriate.

What is the form of assistance under URP20? The County will provide assistance to homeowners whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured, deferred, interest-free loan, forgiven at a rate of \$2,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the County's rehabilitation specialist. There is no minimum amount of the loan; however, the maximum lifetime limit per dwelling unit for URP20 is \$10,000.

What kinds of work will be done? Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the County's URP. Please understand that all deficiencies in a home will likely not be able to be repaired with the available funds.

All work that is completed under URP20 must meet or exceed the NC Residential Building Code.

Who will do the work on the homes? The County is obligated under URP20 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the County will invite bids only from contractors who are part of an "approved contractors' registry". Please request a copy of the County's Procurement and Disbursement Policy for further information.

To be on the registry, contractors must: (1) fill out an application form, listing several references and recent jobs completed; and, (2) receive the "conditional approval" of the County. Once a contractor who has been conditionally approved has successfully completed 1 job for the County, his/her status is upgraded to "regular approval", meaning that he/she will be allowed to bid on a regular rotation as long as he/she remains in good standing. (Homeowners who know of quality rehabilitation contractors that are not on the County's Approved Contractors Registry are welcome to invite them to apply.) It is noted that the Contractor's Registry includes contractors that are not "certified renovation firms" nor "Certified Renovators". When applicable, Nash County will contract with a "Certified Renovation Firm" utilizing a "Certified Renovator".

All contractors on the Approved Contractors Registry will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor: (1) is deemed able to complete the work in a timely fashion; and, (2) that the bid is within 15% (in either direction) of the County's cost estimate; and, (3) the contractor must provide proof of liability insurance and certification of workman's compensation as required by State law, and if the project requires special certification, such as a "Certified Renovator", must demonstrate compliance with that requirement as part of the "responsive and responsible" determination.

A minimum of 3 approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy.

Please request a copy of the County's Procurement and Disbursement Policy for further information.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for Nash County's URP20, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1. Completing an Application form:** Homeowners who wish to apply for assistance must do so by July 10, 2020. Apply by contacting Patsy McGhee, Assistant to the County Manager, or Jacob Ferry, Community Development Specialist, at (252) 462- 2715. Proof of ownership and income will be required. Those who have applied for housing assistance from the County in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2. Preliminary inspection:** The County's Rehabilitation Specialist will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications.
- 3. Screening of applicants:** Applications will be rated and ranked by the County based on the priority system outlined above. The households to be assisted will be selected by November 20, 2020. Household income will be verified for program purposes only; information will be kept confidential. Ownership of property will be verified along with other rating factors. From this review, the 8 most qualified applicants will be chosen according to the priority system described above. There will also be a list of alternates in the order of qualification. Applicants not receiving notification that they were chosen by November 20, 2020 may contact Jacob Ferry at (252) 462-2715 to confirm the disposition of the application.
- 4. Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview. Before proceeding with any work on their home, the applicant will be given 5 days in which to decide whether to accept the URP Program conditions and participate in the URP program or not. Applicants will be encouraged to consult with family members and legal professionals to determine the best course of action for them.

5. **Work write-up:** The County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up". A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
6. **Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.
7. **Bidding:** The work write-up and bid documents will be sent to a minimum of 3 contractors on the Approved Contractors' Registry who will be given 2 weeks in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Community Development Office at a specified date and time, with all bidders and the homeowner invited to attend.
8. **Contractor selection:** Within 72 hours of the bid opening and after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of: (1) the selection; (2) the amount; (3) the amount of the County's cost estimate; (4) any support or contingency costs that will be included in the loan amount; and, (5) if other than the lowest bidder is selected, the specific reasons for the selection.
9. **Execution of loan. And contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the County signing as an interested third party. The cost of the actual work and project related support costs up to the maximum amount of \$1,000 will be included in the loan document. Contractors must submit proof of liability insurance and workman's compensation insurance as required by State law.
10. **Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). If the contract has been executed, the County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date within 48 hours of the pre-construction meeting.
11. **Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP20. The

homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.

12. **Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and 2 representatives of Nash County. If the changes require an increase in the loan amount, a loan modification stating these changes in the contract amount must be completed by the County, and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the County and conveyed to the owner.
13. **Payments to contractor:** The contractor will be paid following inspection of, and satisfactory completion of, all items on the work write-up and change orders, if any, as outlined in the County's Procurement and Disbursement Policy.
14. **Post-construction meeting:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the homeowner 1 last time. At this meeting the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work and the loan.
15. **Closeout:** Once each item outlined in Section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out (fully completed).
16. **Warranty Period:** It is extremely important that any problems with the work that was performed be reported to the County as soon as possible. All bona fide defects in materials and workmanship reported within 1 year of completion of construction will be corrected by the Contractor, free of charge.

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications will be available to the public starting July 1, 2020.
- Applications must be turned in at the Nash County Administration Building by 5:00 p.m. on July 10, 2020.
- Loans will be made to selected households by November 20, 2020.
- All rehabilitation work must be under contract by October 13, 2021.
- All rehabilitation work must be completed by December 31, 2021.

How do I request an application? Contact:

Jacob Ferry, Community Development Specialist
Nash County
120 West Washington Street, Suite 3040
Nashville, NC 27856
252-462-2715

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, Nash County realizes that there is still a chance that some applicants or participants may feel that they were not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Assistant to the County Manager Patsy McGhee within 5 days of the initial decision and voice his/her concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. Nash County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed per the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If it is found that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the Nash County Assistant to the County Manager.
4. Should the mediation conference fail to resolve the dispute, the Assistant to the County Manager will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Will the personal information provided remain confidential? Yes. Information in applicant files will remain confidential. Access to the information will be provided only to Nash County employees who are directly involved in the program, the Rehabilitation Specialist, the North Carolina Housing Finance Agency, and auditors.

What about conflicts of interest? No officer, employee or other public official of the County, or member of the County Commissioners, or entity contracting with the County that exercises any functions or responsibilities with respect to URP20 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for himself/herself or those with whom they have family or

business ties, during their tenure or for 1 year thereafter. Relatives of County employees, Board of Commissioners and others closely identified with the County, may be approved for rehabilitation assistance only upon public disclosure before the County Commissioners and written permission from NCHFA.

What about favoritism? All activities under URP20, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to **race, color, religion, national origin, sex, familial status and disability.**

Who can I contact about URP20? Any questions regarding any part of this application or program should be addressed to:

Patsy McGhee
Assistant to the County Manager
Nash County
120 West Washington Street, Suite 3040
Nashville, NC 27856
(252) 462-2715

Mike Barnette
Program Manager
McDavid Associates, INC
3714 North Main Street
Farmville, NC 27828
(252) 753-1096

These contacts will answer questions and inquiries in the most efficient and correct manner possible.

The County Manager is authorized to amend this Assistance Policy as needed for effective program execution.

This Assistance Policy is adopted this 15th day of June 2020.

Robbie B. Davis, Chairman,
Nash County Board of Commissioners

Janice Evans, Clerk to the Board,
Nash County Board of Commissioners

Nash County
Procurement and Disbursement Policy
URGENT REPAIR PROGRAM 2020

PROCUREMENT POLICY

1. To the maximum extent practical, Nash County (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of the County's approved contractor registry. (To be on the registry, a contractor must complete an application, have positive feedback from references and submit proof of insurance at the appropriate levels required by the County.) Nash County is an equal opportunity employer, implements non-discrimination practices in its procurement/disbursement and will make special efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Any contractor listed with and approved by the County and in good standing will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means: (a) the contractor is deemed able to complete the work in a timely fashion; (b) the bid is within 15%, in either direction, of the County's cost estimate; and, (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line item totals equating the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by: (a) the County’s Rehabilitation Specialist; and, (b) the homeowner, prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County’s Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County’s Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The County Manager is authorized to amend these Policies as needed for effective program execution

The Procurement and Disbursement Policies are adopted this the 15th day of June 2020.

Nash County

BY: _____

Robbie B. Davis, Chairman
Nash County Board of Commissioners

ATTEST: _____

Janice Evans, Clerk to the Board

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

Item:	Public Hearing on the FY2020-2021 Budget
Initiated By:	Zee Lamb, County Manager
Action Proposed:	Consider Adopting Proposed Budget Ordinance

Description:

County Manager, Zee Lamb will provide a brief summary of the proposed budget before the public hearing is conducted.

After the public hearing, the Board may:

- (1) Adopt the budget ordinance as presented; or
- (2) Make amendments and then adopt the budget ordinance; or
- (3) Table the adoption until a later date; however, the budget must be adopted by July 1, 2020.

Attachment: FY2020-2021 Budget Ordinance

NORTH CAROLINA
ANNUAL BUDGET ORDINANCE
FISCAL YEAR 2020-2021

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

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this county:

REVENUES:

Ad Valorem Taxes	
Current Year	44,453,663
DMV Motor Vehicle Taxes	6,062,160
Interest on Current Year	225,000
Prior Years Taxes	425,000
Refunds and Over/Short	(5,000)
Refunds DMV and Over/Short	(42,000)
Total Ad Valorem Taxes	<u>51,118,823</u>
Other Taxes	
Sales Taxes	
One Cent Local Option	6,692,270
Unrestricted 1/2 Cent Sales Tax	3,131,046
Restricted 1/2 Cent Sales Tax	1,231,116
Unrestricted Add'l 1/2 Cent Sales Tax	1,715,211
Restricted Add'l 1/2 Cent Sales Tax	2,470,435
Article 44 G.S.105-524(c)	707,665
Rental Vehicle Tax	90,000
Real Property Excise Tax	300,000
Privilege Licenses	5,125
Total Other Taxes	<u>16,342,868</u>
Unrestricted Intergovernmental Revenues	
Beer and Wine Taxes	180,500
ABC Mixed Beverage Tax	120,000
Video Programming	96,000
Total Unrestricted Intergovernmental	<u>396,500</u>
Restricted Intergovernmental Revenues	
General Government	
Facilities Fees	99,000
Safe Roads Act	8,000
Emergency Management Grant	35,000
RTPO County Matches	23,566
Soil Conservation Reimbursement	26,000
Soil State Match	3,600
USDA - NRCS Grant	3,840
Veterans Program	2,175
Coop Events	6,460
Highway Safety Grant	63,623
Senior Center Care Giver Grant	20,005
Senior Center General Purpose Grant	10,574
NC DOT	100,039
School Resource Officers Reimbursement	369,175
PEG Video Programming	82,000
Total General Government	<u>853,057</u>
Health Department	
Federal and State Aid	3,635,683
Local Fees	307,500
Total Health Department	<u>3,943,183</u>

Social Services Department	
Federal and State Administration/Aid	7,289,436
Title IV-D Federal Aid	1,385,220
Local Fees/Grant	60,171
Total Social Services Department	<u>8,734,827</u>
Juvenile Justice	371,019
Home Care Community Block Grant (HCCBG)	800,477
Library Grants	<u>129,310</u>
Total Restricted Intergovernmental	<u>14,831,873</u>
Permits and Fees	
Building Permits	370,000
Planning Fees	16,000
Cell Tower	10,000
Stormwater Permit	5,000
Register of Deeds Fees	360,000
ROD Auto Funds Payback	21,170
Marriage Licenses	12,000
Football Program	22,000
Basketball Program	18,000
Soccer Program	36,000
Baseball/Softball Program	22,000
Cheerleading Program	2,000
Volleyball	5,000
Wrestling	500
Facility Rental Fees	6,000
Tournament	17,500
Sheriff Fees	88,000
EMOP Fees	1,000
Fingerprint Fees	600
Gun Permits	70,000
Occupancy Tax Collection Fee	27,000
Animal Control Fees	8,600
Total Permits and Fees	<u>1,118,370</u>
Sales and Services	
Officers Fees	14,000
Jail Fees	90,000
Misdemeanant Confinement	24,000
Court Processing Fee	210,000
Sr Center Program Receipt	10,000
Meals-Haliwa Saponi	23,000
Recreation Special Event	10,000
Sponsorship Team	20,000
Ambulance Cost Settlement	560,000
Ambulance Fees	3,015,000
Total Sales and Services	<u>3,976,000</u>
Investment Earnings	175,000
Miscellaneous Revenue	
ABC Distribution	450,000
Sheriff Canteen Services	40,000
Inmate Telephone	73,000
Rent Drill	2,000
Rent Cell Tower	15,863
Rent Farmers Market	10,000
Nash Hospital Agreement	250,000

Rent Farm	26,995
Rent Ag Center	27,709
Town Recreation Contributions	10,000
TDA - Economic Development	110,900
Mid Atlantic Warehouse	110,958
Miscellaneous Income	80,000
Surplus Property	37,105
Code Red	22,500
	<u>1,267,030</u>
TOTAL GENERAL FUND REVENUES	89,226,464
Transfers From Other Funds	1,497,803
Fund Balance Appropriated	
Public Education and Governmental Access (PEG) Reserves	30,000
Health Reserves	915,607
Capital Items	726,050
Fund Balance Appropriated	<u>3,180,000</u>
Total Fund Balance Appropriated	<u>4,851,657</u>
GENERAL FUND REVENUES AND OTHER SOURCES	<u>95,575,924</u>
EXPENDITURES:	
General Government	
Governing Body	119,984
Administration	533,344
Grants and Intergovernmental	203,176
Finance	643,411
Human Resources	310,210
Tax	1,875,056
Legal	175,000
Court Facilities	292,392
Administration Operations	982,024
Election Operations	305,857
Election Costs	194,245
Register of Deeds	389,256
Management Information Services	663,214
Technology	830,245
IT PEG Supplemental Grant	91,148
Public Buildings	397,952
County Capital Improvements	756,050
Non-Departmental Costs	<u>1,518,153</u>
Total General Government	<u>10,280,717</u>
Public Safety	
Sheriff	6,496,931
Court Security	1,220,546
Highway Safety Grant	115,689
SRO's Nash Rocky Mount Schools	369,175
Jail	4,990,791
Court E.M.P.A.C.T.	92,163
Emergency Communications	1,849,405
Fire & Rescue Services	235,660
Forestry	113,436
Medical Examiner	70,000
Emergency Services	671,935
Emergency Medical Services	7,471,885
Animal Control	<u>383,632</u>
Total Public Safety	<u>24,081,248</u>

Economic and Physical Development	
Airport	47,857
Rural Trans Planning Org	125,049
Planning	353,312
Inspections	439,992
Economic Development	1,979,006
Cooperative Extension Service	356,192
Soil and Water Conservation	346,271
Total Economic and Physical Development	<u>3,647,679</u>
Human Services	
Health Department	
General Health	2,214,846
Bioterrorism Program	37,415
Comm Care of Eastern NC	0
Family Planning	1,196,054
Community Alternatives Program (CAP)	420,000
CC4C/PCM	240,890
OB Case Management	278,936
Immunization Action Plan	37,796
AIDS	67,900
Tuberculosis	176,653
Lead Grant	14,450
Women, Infant, and Child (WIC)	580,618
Healthy Start Baby Love Plus	105,361
Breast and Cervical Cancer	70,850
Child Health	758,998
Maternal Health	811,155
Health Promotion	92,481
Environmental Health	914,347
Communicable Disease	192,468
Total Health Department	<u>8,211,218</u>
Juvenile Justice	429,720
Mental Health	296,860
Home Care Community Block Grant (HCCBG)	843,225
Social Services Department	
General 1571	11,506,945
Title IV-D 1571	1,306,337
Social Services Other	1,296,610
DSS County Only Participation	30,801
Total Social Services Department	<u>14,140,693</u>
Other Human Services	
Veterans Service	115,038
Local Human Services	165,500
Senior Services Grants	34,103
Aging Center	401,211
Total Other Human Services	<u>715,852</u>
Total Human Services	<u>24,637,568</u>
Cultural	
Libraries	1,063,371
Parks & Rec Facility Maintenance	346,754
Recreation	680,115
Total Cultural	<u>2,090,240</u>

Public Education	24,707,377
Lease Purchases	65,218
Debt Service	5,950,877
Contingency	15,000
TOTAL GENERAL FUND EXPENDITURES	<u>95,475,924</u>
Other Uses	
Transfers to Other Funds	100,000
TOTAL GENERAL FUND EXPENDITURES AND OTHER USES	<u>95,575,924</u>

Section 2. The following amounts are hereby appropriated in the Special Revenue Funds.

Emergency Telephone System Fund	
Revenues	<u>451,146</u>
Expenditures	<u>451,146</u>
Controlled Substance Fund	
Fund Balance Appropriated	<u>15,500</u>
Expenditures	<u>15,500</u>
Federal Asset Forfeiture Fund	
Fund Balance Appropriated- Department of Justice	<u>78,000</u>
Expenditures	<u>78,000</u>
Rural Operating Assist	
Revenues	<u>222,015</u>
Expenditures	<u>222,015</u>
Revaluation Fund:	
Transfer From Other Fund	<u>100,000</u>
Expenditures	<u>100,000</u>
Fire Districts Fund:	
Revenues	
Ad Valorem Tax	3,908,555
Fund Balance Appropriated	<u>66,976</u>
	<u>3,975,531</u>
Expenditures	<u>3,975,531</u>
Tourism Fund:	
Revenues	<u>600,000</u>
Expenditures	<u>600,000</u>

Section 3. The following amounts are hereby appropriated in the Internal Service Funds.

Employee Medical / Dental Insurance Fund:

Revenues	
Premiums	1,443,000
Investment Earnings	4,000
	<u>1,447,000</u>
Expenditures	
Claims	350,000
Retiree Insurance Pre 65	1,000,000
Wellness Program Costs	2,000
Admin Fees	95,000
	<u>1,447,000</u>

Workers Compensation Internal Service Fund:

Revenues	
Premiums	180,000
Fund Balance Appropriated	95,000
	<u>275,000</u>
Expenditures	
Workers Compensation Operating Expenses	100,000
Excess Insurance/Admin	175,000
	<u>275,000</u>

Section 4. The following amounts are hereby appropriated in the Enterprise Funds.

Utilities Fund: Central Nash Water and Sewer

Revenues	
Water & Sewer Division	2,697,100
	<u>2,697,100</u>
Expenditures	
Water & Sewer Division	1,902,916
Debt Service	160,544
Transfer to Central Nash Water Sewer District Capital Project	633,640
	<u>2,697,100</u>

Utilities Fund: Northern Nash Water

Revenues	
Water Division	545,500
	<u>545,500</u>
Expenditures	
Water Division	169,859
Debt Service	375,641
	<u>545,500</u>

Utilities Fund: Solid Waste

Revenues	
Solid Waste Disposal Division	3,002,518
Fund Balance Appropriated	400,000
	<u>3,402,518</u>
Expenditures	
Solid Waste Disposal Division	3,402,518
	<u>3,402,518</u>

TOTAL OF ALL FUNDS APPROPRIATED IN SECTIONS 1-4 109,385,234

Section 5. The following amounts are hereby appropriated in the Enterprise Fund Central Nash Water and Sewer District Project as Amendment 31 to the capital project ordinance.

Utilities Fund: Water/Sewer - Central Nash Water and Sewer District	
Revenues	
Transfer from Nash County Utility Water/Sewer Fund	<u>633,640</u>
Expenditures	
Interest Payment	418,640
Principal Payment	<u>215,000</u>
	<u>633,640</u>

Section 6. The total 2020-2021 Budget authorizes an appropriation sufficient to complete encumbrances outstanding at June 30, 2020, and provides authority to complete the transactions. Funds not expended at June 30, 2020 for capital or grant projects previously approved in Budget Ordinances or Budget Amendments will be brought forward in order to complete the project. These projects include the CDBG Grants, Single Family Housing Rehabilitation Program, Homeland Security Grant, Urgent Repair Programs, Abandoned Manufacturing Home Grant, Hazard Mitigation Grants, Middlesex Corporate Park Project, Middlesex Shell Building Project, Courthouse Expansion Project, Southern Nash Senior Center Project, Miracle Park at Coopers Project, Rural Center Grants, Debris Removal Project, Public Safety Radio Project, Northern Nash Water/Sewer Project, Solid Waste C&D Expansion Project, Ag Center Renovation Project, Highspeed Internet Project, Detention Center Improvements Project and the Central Nash Water and Sewer District.

Section 7. The following taxes are hereby levied for the fiscal year 2020-2021. The County-wide tax rate is set at SIXTY-SEVEN cents (\$.67) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2020, for the purpose of raising the revenues listed as "Current Ad Valorem Taxes" in the General Fund. This county-wide rate of tax is based on an estimated total valuation of \$7,733,000,000 and an estimated collection rate of 97.50%.

Section 8. The following special fire district taxes are hereby levied for the fiscal year 2020-2021 as authorized by G. S. 69-25.4:

AREA	ESTIMATED VALUATION	TAX RATE	TAX LEVY
Stanhope Fire District	97,843,000	\$0.0750	\$73,382
Stony Creek Fire District	13,879,000	\$0.0700	\$9,715
Green Hornet Fire District	242,830,000	\$0.0700	\$169,981
Harrison Fire District	173,358,000	\$0.1000	\$173,358
Ferrells Fire District	175,562,000	\$0.1336	\$234,551
N. S. Gulley Fire District	397,637,000	\$0.1500	\$596,456
Silver Lake Fire District	11,816,000	\$0.0900	\$10,634
Sims Fire District	18,673,000	\$0.0464	\$8,664
Tri-County Fire District	155,219,000	\$0.1000	\$155,219
Salem Fire District	145,264,000	\$0.1400	\$203,370
West Mount Fire District	362,459,000	\$0.1300	\$471,197
Coopers Fire District	383,560,000	\$0.0850	\$326,026
Castalia Fire District	171,075,000	\$0.1150	\$196,737
Spring Hope Fire District	275,635,000	\$0.1000	\$275,635
Middlesex Fire District	201,859,000	\$0.0800	\$161,487
Whitakers Fire District	283,188,000	\$0.0850	\$240,710
Red Oak Fire District	602,771,000	\$0.0700	\$421,940
Momeyer Fire District	224,372,000	\$0.0800	\$179,498

Section 9: There is hereby levied for the fiscal year 2020-2021 a license tax of \$2.00 on each dog. The proceeds of such dog tax shall be deposited in the General Fund and used to defray the expenses of the Animal Control Department.

Section 10: There is hereby levied on each marriage license issued during the fiscal year 2020-2021 a fee of \$60.00. Twenty-five (\$25.00) of the proceeds of the fee shall be deposited in the General Fund, \$5.00 of the proceeds of the fee shall be paid to the North Carolina Department of Public Instruction for abused children, and \$30.00 shall be paid to the North Carolina Department of Administration for domestic violence centers.

Section 11: There is hereby levied for the fiscal year 2020-2021, a tax for the retail sale of wine and beer in Nash County in the maximum amount permitted to be levied by counties.

Section 12: There is hereby levied during the fiscal year 2020-2021, a fee of \$125.00 per rural household. These funds shall be used for the operation of the solid waste convenience centers. The fees will be billed with the Nash County tax statements.

Section 13: There is hereby levied during the fiscal year 2020-2021, a fee of \$48 per ton which includes a mandatory state tax of \$2 per ton for tipping fees for the Construction and Demolition landfill and yard waste. This fee shall be used for the operation of the C & D landfill and yard waste removal.

Section 14: There is hereby levied during the fiscal year 2020-2021, a fee of \$.10 (ten cents) per copy beyond 5 copies.

Section 15: There is hereby levied during the fiscal year 2020-2021, a fee of \$10.00 for farmer's market Saturday's space rental; Tuesday's space rental will be \$5.00.

Section 16: There is hereby levied for fiscal year 2020-2021, Residential and Commercial permits as follows:

I. Residential Permit Fees

1. Building***

a. New Construction and Additions*	
i. 0 – 1200	.17 per square foot*
ii. 1201 – 2500	.21 per square foot*
iii. 2501 – 3000	.23 per square foot*
iv. 3001 & greater	.25 per square foot*

Example: 2400 sq.ft. new construction 2400 x .21 = \$504 plus applicable trade work from section I (2).

b. Alterations, Renovations, and Accessory Structures	
i. Gross Floor Area	.20 per square foot*
ii. Open Shelter (open on all sides)	.15 per square foot*

c. A **\$10.00** Fee for the Homeowners Recovery Fund will collected in accordance with G.S. 87-15.6

2. Trade Work (each contractor)

a. Electrical	\$55.00 per job**
b. Mechanical	\$55.00 per job**
c. Plumbing	\$55.00 per job**

3. Building Plans Review

a. New Dwelling	\$26.00
b. Addition (covered)	\$16.00
c. All Other (ncluding decks)	\$10.00
d. Re-Review fee	1/2 of original fee (per re-review)

* Gross floor area with no deduction for corridors, stairs, closets, garages, or other features. Includes energy inspection.

**Each contractor on job.

Minimum Permit Fee	\$55.00
Re-Inspection Fee	\$75.00
Failure to Obtain Permit	\$150.00
Approved After Hours Inspection (Min. 2 Hr.)	\$50.00 / Hour (Per Inspector)

II. Residential Miscellaneous Permit Fees

1. Building*

a. Misc. Permit	\$55.00
b. Moving of Building***	\$55.00
c. Rehab Dwelling (grant funded)	\$55.00
d. Swimming Pool**	\$55.00
e. Demolition	-

2. Electrical		
a. Misc. Permit		\$55.00
b. Service Change		\$55.00
c. Photovoltaic System		\$ 5 per panel ****/Minimum fee \$55.00
3. Mechanical		
a. Misc. Permit		\$55.00
b. New Unit Installation w/ducts		
	(1 st Unit)	\$55.00
	(ea. addl.)	\$35.00
c. Mechanical Replacement		
	(1 st Unit)	\$55.00
	(ea. addl.)	\$30.00
d. Gas Piping		\$55.00
4. Plumbing		
a. Misc. Permit		\$55.00
b. Water Heater		\$55.00
c. Gas Piping		\$55.00
5. Building Plans Review***		\$10.00
6. Re-Review fee		1/2 of original fee (per re-review)

*All applicable trade permit fees shall be taken from Section II.

**Building Permit required for swimming pools if project is valued at \$5,000 or greater.

***For any building permit requiring plans review in Section II (1).

****Renovation fee may also apply depending on the scope of work.

Minimum Permit Fee	\$55.00
Re-Inspection Fee	\$75.00
Failure to Obtain Permit	\$150.00
Approved After Hours Inspection (Min. 2 Hr.)	\$50.00 / Hour (Per Inspector)

III. **Residential Manufactured Home Permit Fees***

1. Manufactured Housing***		
a. HUD Labeled Homes		\$50.00
b. Modular Home On/Off Frame****		\$200.00
2. Trade Work (each contractor)		
a. Electrical		\$50.00 per job**
b. Mechanical		\$50.00 per job**
c. Plumbing		\$50.00 per job**
Re-Inspection Fee	\$75.00	
Failure to Obtain Permit	\$150.00	
Approved After Hours Inspection (Min. 2 Hr.)	\$50.00 / Hour (Per Inspector)	

*Trade permit fees are taken from Section III (2) as part of the original set-up. All other trade work fees from Section II.

**Each contractor on job.

***Fees for additions and field finished areas are taken from Section I (1) when performed as part of the original set-up. (example: garage/carport addition and/or completing the 2nd floor)

****A **\$10.00** Fee for the Homeowners Recovery Fund will be collected in accordance with G.S. 87-15.6

Note:

Projects involving new construction or additions located within the jurisdictions of the Towns of Bailey, Castalia, Dortches, Middlesex, Momeyer, Nashville, Red Oak, Sharpsburg, Spring Hope or Whitakers require a Zoning Permit issued by the appropriate Town Office prior to the issuance of any construction permits by Nash County.

Nash County Zoning Permits are \$10.00

IV. **Commercial Permit Fees**

- 1. New and All Other Construction
 - a. Building .12 per square foot*
 - b. Electrical .08 per square foot*
 - c. Plumbing .07 per square foot*
 - d. Mechanical .07 per square foot*

* Permit Fees for Building, Electrical, Plumbing, & Mechanical shall be based on the following computations with a minimum fee of \$55.00 per trade. Fee applied by this section is for the primary contractors. All other contractors should take fee from Section V.

A = Total gross building floor area of construction
 B = Fee per square foot (from table above)

Total Gross Floor Area of Construction (square feet)

Fee Computation

0 – 5000 Sq. Ft.	A x B = Permit Fee
5001 – 15000 Sq. Ft.	(A x B x .75) + (1250 x B) = Permit Fee
15001 Sq. Ft. and Above	(A x B x .50) + (5000 x B) = Permit Fee

2. Additions to Existing Structures

All permit fees shall be based on the computation of fees in Section IV (1), "All Other Construction" with a minimum fee of \$55.00

3. Renovations and Repairs to Existing Structures

The permit fee shall be based on the computation of fees in Section IV (1), "All Other Construction" divided in half (.5), with a minimum fee of \$55.00. Nonstructural roof repair/replacement that requires a permit shall be based on the computation of fees in Section III (1). "All Other Construction" divided by 5 (.20), with a minimum fee of \$55.00. All Construction permit fees for electrical, plumbing, and mechanical work shall be based on the area of construction used for building permit fee purposes when a building permit is required as part of the project. (If work does not require a building permit, the applicable trade permit fees shall be taken from Section V.)

4. Change of Occupancy Within an Existing Building

All permit fees shall be based on the process described in Section IV (3) above, utilizing the new occupancy for fee determination purposes with a minimum fee of \$55.00

5. Shell and/or Foundation

All permit fees shall be based on the computation of fees in Section IV (1) "All Other Construction." - The interior completion permit fee for all previously installed systems permitted under Section IV (1) shall be taken from Section IV (3), with a minimum of \$55.00 per trade.

6. Building Plans Review

- a. New Building \$80.00
- b. Addition and Accessory Structures \$16.00 per trade
- c. All Other \$10.00 per trade
- d. Re-review fee 1/2 or original fee (per re-review)

Minimum Permit Fee	\$55.00
Re-Inspection Fee	\$75.00
Failure to Obtain Permit	\$150.00
Approved After Hours Inspection (Min. 2 Hr.)	\$50.00 / Hour (Per Inspector)

V. **Commercial Miscellaneous Trade Permit Fees**

1. Building*		
a. Misc.		\$55.00
b. Moving of Building***		\$55.00
c. Swimming Pool		\$60.00
d. Sign w/footing		\$55.00
e. Demolition		\$ -
f. Towers** (communication, radio, & TV)		\$100.00
g. Modular Unit (ie. classroom, office, etc.)		\$185.00
2. Electrical		
a. Misc. Permit		\$55.00
b. Service Change 400 amperes or less		\$60.00
Over 400 amperes		\$75.00
c. Standby Generator		\$100.00
d. Photovoltaic System		\$5.00 per panel *****/ Minimum fee \$55.00
3. Mechanical		
a. Misc. Permit		\$55.00
b. New Unit Installation with or without ducts		
(1 st Unit)		\$65.00
(ea. addl.)		\$45.00
c. Mechanical Replacement		
(1 st Unit)		\$60.00
(ea. addl.)		\$35.00
d. Gas Piping		\$55.00
e. Commercial Exhaust System		\$35.00 each
f. Boiler (over 200k and up)		\$65.00 each
g. Unit Heater		\$30.00 each
h. Coolers (Refrigeration)		\$35.00 each
4. Plumbing		
a. Misc. Permit		\$55.00
b. Water Heater		\$55.00
c. Gas Piping		\$55.00
d. Plumbing Fixtures		\$15.00 each
e. Fire Sprinklers		\$1.40 per head
5. Plans Review***		\$10.00 per trade
6. Re-review fee		1/2 of original fee (per re-view)

*All applicable trade permit fees shall be taken from Section V.

**Does not include Building or Electrical Inspections for equipment building(s)/slab(s).

***For any permit requiring plan review in Section V.

****Renovation fee may also apply depending on the scope of work.

*****PV Panel as defined by the NEC

Minimum Permit Fee	\$55.00
Re-Inspection Fee	\$75.00
Failure to Obtain Permit	\$150.00
Approved After Hours Inspection (Min. 2 Hr.)	\$50.00 / Hour (Per Inspector)

VI. **Miscellaneous Fees**

1. Licensing Inspection		
(Group Homes, ABC, Home Day Cares, etc.)		\$30.00
2. Certificate of Occupancy* (Commercial)		\$40.00
3. Permit Refund Processing**		20% of Permit Fee to be withheld, not to exceed \$50; Plan Review fee nonrefundable if review has begun
4. Reinstate Expired Permit		50% of Original Permit Fee
5. Change of Contractor		\$55.00

*Existing Building

**Applies to valid permits in which the work as not commenced

VII. **Zoning and Subdivision Fees**

Note:

Projects involving new construction or additions located within the jurisdictions of the Towns of Bailey, Castalia, Dortches, Middlesex, Momeyer, Nashville, Red Oak, Sharpsburg, Spring Hope or Whitakers require a Zone Permit issued by the appropriate Town Office prior to the issuance of any construction permits by Nash County.

Note:

Recording fees apply for plats or other documents required to be recorded; payable to Nash County Register of Deeds and paid at time of plat approval or conditional use/special use permit approval.

Subdivision Fees:

Plats (Staff-Level Review):

1. Recombination / Exempt Plat	\$25
2. Minor Final Plat (2 lots or less with no road, water, sewer or drainage improvements)	\$50 + \$10 / lot
3. Major Final Plat (9 lots or less with no road, water, sewer or drainage improvements)	\$50 + \$10 / lot
4. Major Preliminary Plat (conforms with sketch plan approved by Planning Board within 1 year)	\$75 + \$10 / lot
5. Major Final Plat (conforms with preliminary plat approved by Planning Board within 1 year)	\$25

Plats (Planning Board Review):

1. Major Sketch Plan	\$50
2. Major Preliminary Plat	\$100 + \$10 / lot
3. Subdivision Access Easement Review Fee	\$25
4. Subdivision Waiver Request Fee	\$25

Other:

1. Subdivision Bond Legal Review Fee	\$200
2. Street Sign for New Development/Intersection	60 per blade

Zoning and Related Fees:

1. Zoning Permit	\$10
2. Rezoning Application	\$200
3. 3rd Party Rezoning (Supplemental Fee)	\$100
4. Conditional Rezoning Application*	\$245*
5. Conditional Use Permit Application*	\$245*
6. Land Development Plan Text or Map Application	\$200
7. Special Use Permit Application	\$200*
8. Variance Application	\$100
9. UDO Text Amendment	\$200
10. Change of Use Permit	\$100
11. Street Closing Petition	\$450
12. Road Name Change	\$150 + \$60 per sign blade
13. Wireless Communications Review	
a. New Facility/Substantial Modification	\$3,500
b. Collocation/Eligible Facilities	\$1,000
14. Site Plan Review (new nonresidential sites)	\$50

Note: County-initiated text and map amendments are not subject to fees.

*If Approved, document recording fees are required per ROD fee schedule

VIII. **Stormwater Fees**

- | | |
|--|----------------------|
| 1. Stormwater Review Base Fee*
(Review Of Nutrients & Peak Flow Coverage and/or Exemption) | \$35 |
| 2. Pre-Post Peak Flow Calculations** | \$250 |
| 3. Engineer Review – Per Development
(Base Review includes final construction inspection) | \$1,500 |
| 4. Additional Engineer Reviews**
(Up to total stormwater review cost) | \$350 min |
| 5. Construction Re-inspections *** (each)
Explanation: This fee is for any additional inspections required in excess of the required final construction inspection | \$150 each |
| 6. Stormwater Facility Financial Security (UDO 12-1.14-B2)***
Greater of: 15% of total construction costs of BMP OR estimated cost of maintenance for ten (10) years according to approved maintenance plan.
Explanation: This item has been in the UDO since 1999 and applies to engineered stormwater facilities (BMPs in Tar Pam Overlay developments or high-density watershed developments). Adding to fee schedule gives additional notice to developers for estimating costs. | |
| 7. Stormwater Document Recording Fees **
Explanation: Actual cost to record approved documents (stormwater permits, conservation easements, etc.) | per ROD fee schedule |

*Fee to be paid at time of submittal of subdivision or site plan in Tar-Pam Basin.

**Fee to be paid prior to site plan or preliminary plat approval.

***Fee to be paid prior to final plat recordation.

Section 17: There is hereby levied for fiscal year 2020-2021, Public Utilities fees as follows:

I. **Public Utility Fees**

- | | |
|---|-------------------------------------|
| 1. Application Fee | \$20 |
| 2. Deposit Fee (Water-Residential) | (\$0, \$60, \$100)* |
| 3. Deposit Fee (Sewer-Residential) | (\$0, \$60, \$100)* |
| 4. Deposit Fee (Commercial/Industrial) | \$50 min based on projected 2-Month |
| 5. Late Fee | \$10 |
| 6. Reconnection/Delinquent Fee | \$50 |
| 7. Bulk Hydrant Meter Setup Fee | \$50 |
| 8. Water and Sewer Availability Fee (per month) | \$20 |

*Deposit Fee For "New Customers" (\$0 low risk, \$60 medium risk, \$100 high risk)

Online Utility Exchange Credit Check (Recheck after 3 years) \$10
(Initial credit check is included in application fee above)

II. **Monthly Usage Fees**

1. Residential and Commercial

Water Usage (Gallons)	Water Usage Fee	Sewer Usage Fee
Base	\$30.00	\$20.00
1 - 3,000	+\$6.00 / 1,000 gal.	+\$9.00 / 1,000 gal.
3,001 - 6,000	+\$7.75 / 1,000 gal.	+\$9.50 / 1,000 gal.
6,001 - 9,000	+\$9.50 / 1,000 gal.	+\$10.00 / 1,000 gal.
9,001 - 12,000	+\$10.25 / 1,000 gal.	\$10.50 / 1,000 gal.
>12,000	+\$11.00 / 1,000 gal.	+\$11.00 / 1,000 gal.

Note: Water Conservation Rate Structure - If the County Manager approves Stage 3 or Stage 4 water restrictions, the following multipliers will come into affect immediately to the current billing cycles. Stage 3, all water usages above 5,000 gallons will be billed with an additional 10% charge above the rates provided above. Stage 4, all water usages above 1,000 gallons will be billed with an additional 25% charge above the rates provided above. Conservation Rates also apply to Bailey Area system. Applicable fines for violations of any restrictions are provided in the County's most recent "Water Shortage Response Plan".

Pool (>=7,500 gal. only)/Sprinkler/Farming Use/Irrigation - Usage Discount after Base Rate

Water Usage (Gallons)	Usage Fee
Per 1,000 gal.	\$5.00 / 1,000 gal.

2. Industrial (With Tap of 8" or larger)

Water Usage (Gallons)	Sewer Usage Fee
Base	\$100.00
1 – 9,000,000	+\$6.00 / 1,000 gal.
>9,000,000 gal.	+\$5.20 / 1,000 gal.

Water Usage (Gallons)	Sewer Usage Fee
Base	\$20.00
1– 5,000	+\$10.00 / 1,000 gal.
>5,000 gal.	+\$10.50 / 1,000 gal.

Note: Industrial Water Conservation Rate Structure - If the County Manager approves Stage 3 or Stage 4 water restrictions, the following multipliers will come into effect immediately on the current billing cycle. Stage 3, all water usages above 2,000 gallons will be billed with an additional 25% charge above the rates provided above, with Stage 4 at an additional 50% charge above the rates provided above. However, if the County Manager determines that the high-volume water user has met the Stage 3 or 4 reduction requirements of the Water Conservation Ordinance, no conservation rate will be applied.

3. Mobile Home Park and Farm Worker/Migrant Camp Bulk Purchase Rate - Usage Discount after Base Rate

Water Usage (Gallons)	Mobile Home Park Water Usage Fee	Farm Worker / Migrant Camp Water Usage Fee
Per 1,000 gal.	\$7.00 / 1,000 gal.	\$5.00 / 1,000 gal.

Note: The Farm Worker / Migrant Camp bulk rate shall be for large temporary worker housing operations such as dormitory style housing, and not for a single residential dwelling. The rate shall only be applied for worker consumption demands and not for farming use or irrigation. The purpose of this rate is to encourage the connection and consumption of public water with its benefits to large numbers of temporary workers who otherwise would be served by a community water system. Public utilities shall approve this rate prior to connection.

III. Capacity Fees

This fee shall be paid to Nash County prior to the tap being installed.

1. Water

3/4" Tap	\$250
1" Tap	\$500
1 1/2" Tap	\$1,250
2" Tap	\$2,000
3" Tap	\$3,000
4" Tap	\$4,000
6" Tap	\$6,000
> 6" Tap	Minimum of \$6,000; exact fee will be determined by Public Utilities.

2. Sewer

4" Tap	\$500
6" Tap	\$3,000
>6" Tap	Minimum of \$6,000; exact fee determined by Public Utilities.

IV. Connection Fees

This fee shall be paid to Nash County prior to the issuance of a Building Permit.

1. Water*			Irrigation Split Tap
3/4" Tap	\$1,100		\$600
1" Tap	\$1,250		\$700
>1" Tap	At County Cost + 10%		At County Cost 10%
2. Sewer*			
All Sizes	At County Cost +10%		

* Note: The County will be responsible for installing taps once paid.

** Note: The Irrigation Split Tap also shall include the cost of the Meter Fee below.

V. Water Service Discount Rate on Connection, Capacity & Meter Fees

1. Residential and Commercial - 3/4" Taps
 - * \$150 prior to construction;
 - * \$400 during construction; and,
 - * at the prevailing fees thereafter.
2. Residential and Commercial - 1" Taps
 - * \$300 prior to construction;
 - * \$600 during construction; and,
 - * at the prevailing fees thereafter.

VI. Meter Fees

This fee shall be paid to Nash County prior to the issuance of a Building Permit.

Water	
3/4" Meter	\$250
1" Meter	\$360
1 1/2" Meter	\$525
>1 1/2" Meter	At County Cost + 10%

Section 18: There is hereby levied for fiscal year 2020-2021, Emergency Medical Service billing fees as follows:

Basic Life Support Non-emergency	\$250
Basic Life Support Emergency	\$350
Advanced Life Support	\$400
Advanced Life Support 2	\$600
Loaded Mileage	\$7.50/per mile
Treatment No Transport	\$150
Percutaneous Coronary Intervention (PCI) Stand by	\$575

Section 19: Nash County Board of Elections pay change to stipend effective July 1, 2019 as follows:

Board Chair:	\$300 per month, mileage only for Conferences
Other Members:	\$175 per month, mileage only for Conferences

Section 20: The County Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- I. The County Manager may transfer amounts between objects of expenditure within a department without limitation and without a report being requested.
- II. The County Manager may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- III. The County Manager may transfer \$25,000 from any contingency appropriation within a fund with an official report on such transfers to the Board of Commissioners.
- IV. The County Manager may approve the transfer of all capital appropriations, as budgeted in the County Capital Improvements to the departmental line item budget without being brought back to the Board of Commissioners for approval

Section 21: Contractual Obligations, the County Manager and his designee are hereby authorized to execute contractual documents under the following conditions:

- a. They may award and execute contracts from construction or repair projects which do not require formal competitive procedures that are within budgeted departmental appropriations.
- b. They may reject bids and re-advertise for bids for all formal bids of apparatus, supplies, material and equipment as stated in G. S. 143-129.
- c. They may award and execute contracts for (1) purchases of apparatus, supplies and materials, or equipment that do not require formal competitive bid procedures and within the budgeted departmental appropriations; (2) leases of non capital assets within departmental appropriations; and (3) contracted and professional services which are within budgeted departmental appropriations.
- d. They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.
- f. The County Manager may approve change orders up to \$25,000 per occurrence within a budgeted project with an official report to the Board of Commissioners.
- g. They are authorized to declare surplus any personal property valued at less than Thirty Thousand Dollars for any one item or group of items, to set its fair market value, and to convey title to the property for the county in accordance with N.C.G.S. 160A-266 (c).

Section 22: Encumbrances as of June 30, 2020

Funds appropriated in the FY2019-2020 Budget and encumbered on June 30, 2020 shall be authorized as part of the Budget Appropriation by adoption of this Budget Ordinance.

Section 23: The Court Facility Fees as received under the Statutes of the State of North Carolina by the County treasury are hereby appropriated to be used in the maintenance and operations of the court areas and the repairing or provisions of furnishings as required and approved.

Section 24: Copies of the 2020-2021 Budget as provided herein remain open for public inspection and have been furnished to the Budget Officer, Finance Officer and Clerk to the Board of County Commissioners as required by the laws of the State of North Carolina.

Section 25: The Nash County Budget Ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021 was adopted by the Nash County Board of Commissioners after a public hearing held on June 15, 2020 on the proposed 2020-2021 Budget in accordance with North Carolina General Statutes.

This Ordinance is adopted the ____ day of June 2020.

Robbie B. Davis, Chairman

Attest: Janice Evans, Clerk to the Board

Item: Miracle Park at Coopers Capital Project Ordinance

Initiated By: Donna Wood, Finance Officer

Action Proposed: Approve Project Ordinance Amendment

Description:

The attached project ordinance amendment is submitted for approval for the Miracle Park at Coopers project to include funding updates from an additional donation of \$6,000 from Coopers Community Development Corporation and a request for \$60,000 additional fund balance appropriation for the park project related to updates for revised cost estimates and two additional picnic shelters.

Recommended Action:

Approve the Capital Project Budget Ordinance Amendment.

**NASH COUNTY, NC
MIRACLE PARK AT COOPERS
CAPITAL PROJECT ORDINANCE
AMENDMENT #8**

BE IT ORDAINED BY THE Nash County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby amended:

Section 1. The project authorized is the Nash County Miracle Park at Coopers Park for the purpose of acquisition, design and construction of a county wide park.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of this ordinance and all rules and regulations within North Carolina General Statutes as it pertains to capital projects, grant projects, and the budget contained herein.

Section 3. The following revenues are amended for this project:

		Previously Amended	Amended
1440612-433010	Sales Tax Refund	\$ 8,205	\$ 8,205
1440612-446003	Trillium Health Resources Grant	\$ 750,000	\$ 750,000
1440612-446001	PARTF Grant Funds	\$ 500,000	\$ 500,000
1440612-488013	Donations	\$ 250,000	\$ 256,000
1440612-446002	DNCR Grant Funds	\$ 125,000	\$ 125,000
1440612-446004	Major League Baseball- Baseball Tomorrow	\$ 60,000	\$ 60,000
1440612-498100	Transfer from General Funds	<u>\$ 858,000</u>	<u>\$ 918,000</u>
		<u>\$2,551,205</u>	<u>\$2,617,205</u>

Section 4. The following expenditures are projected:

144 6120 526500	Equipment Supply	\$ 38,500	\$ 44,845
144 6120 555000	Equipment	\$ 479,354	\$ 488,284
144 6120 557001	Property Acquisition	\$ 209,835	\$ 209,835
144 6120 559005	Construction	\$1,660,861	\$1,741,266
144 6120 559120	Legal and Administrative Expenses	\$ 15,000	\$ 15,000
144 6120 559130	Acquisition/Design/Legal (Design)	\$ 111,975	\$ 111,975
144 6120 599100	Contingency	\$ 36,000	\$ 6,000
		<u>\$2,551,205</u>	<u>\$2,617,205</u>

Section 5. The Finance Officer shall report quarterly on the financial status of each project element in Section 4 and total revenues received or claimed.

Section 6. The County Manager shall have the authority to approve incidental change orders up to \$25,000 per occurrence within the budgeted project.

Section 7. Copies of this Capital Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 15th day of June 2020.

ATTEST:

Robbie B. Davis, Chairman

Janice Evans, Clerk to the Board

Item: COVID-19 Grant Project Ordinance

Initiated By: Donna Wood, Finance Officer

Action Proposed: Approve Grant Project Ordinance

Description:

The attached project ordinance is submitted to establish a Special Revenue Grant Project Ordinance for Coronavirus Grant funding and related expenditures.

Recommended Action:

Approve Grant Project Budget Ordinance

**NASH COUNTY, NC
COVID-19 GRANT PROJECT ORDINANCE**

BE IT ORDAINED BY THE Nash County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the COVID-19 Grant Project described in work statements contained in S.L. 2020-4 for the North Carolina Coronavirus Relief fund, the work statements for the CARES Act Provider Relief Funds from the US Health and Human Services Stimulus and the NC Department of Health and Human Services/Department of Public Health . All program activities are required to be completed by December 31, 2020.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents and the rules and regulations within the related Federal and State grant projects documents, and the budget contained herein.

Section 3. The following revenues are amended for this project:

	Federal Funding	Original
1410220-453536	HHS Medicaid Funding	\$ 149,551
1410215-453538	Coronavirus Relief Fund-CARES	\$ 1,784,259
	State Funding	
141 0211-453537	COVID-19 DHHS/DPH State Funding	\$ 94,714
		<u>\$2,028,524</u>

Section 4. The following expenditures are projected:

	HHS Medicaid Funding	
141 4132 519300	Medical Services	\$ 149,551
	Coronavirus Relief Fund	
141 4133 561001	Category 1: Medical Expenses	\$ 400,000
141 4133 561002	Category 2: Public Health Expenses	\$ 300,000
141 4133 561003	Category 3: Payroll Expenses	\$ 425,000
141 4133 561004	Category 4: Facilitate Compliance	\$ 275,000
141 4133 561005	Category 5: Economic Support	\$ 100,000
141 4133 561006	Category 6: Other Functions	\$ 84,259
141 4133 561007	Category 7: Municipal Grants	\$ 200,000
	Total CARES	\$1,784,259
	State Funding	
141 5131 526000	Supplies	\$ 71,000
141 5131 526500	Equipment Supply	\$ 12,000
141 5131 531100	Travel POV	\$ 2,800
141 5131 531200	Travel and Training	\$ 914
141 5131 519330	Medical Services Lab	\$ 8,000
	Total State COVID-19 Funding	\$ 94,714
	TOTAL	<u>\$2,028,524</u>

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State regulations.

Section 6. The Finance Officer shall report quarterly on the financial status of each project element in Section 4 and total grant revenues received or claimed.

Section 7. The County Manager shall have the authority to approve incidental change orders up to \$25,000 per occurrence within the budgeted project.

Section 8. Copies of this Grant Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 15th day of June 2020.

Robbie B. Davis, Chairman

ATTEST:

Janice Evans, Clerk to the Board

Item: Budget Amendments
Initiated By: Donna Wood, Finance Officer
Action Proposed: Approval Requested

Budget Amendments

The following budget amendments are being presented for the Board's consideration for Fiscal Year 2019-2020:

Emergency Management

This amendment is for a supplemental grant from the State of NC Department of Public Safety. These funds are for COVID-19 projects related to Homeland Security Planning for social distancing in congregate shelters. No County funds required.

Revenue:		
0100213-445005	Emergency Mgmt Supp Grant	<u>12,696</u> Incr
Expenditure:		
0104370-569655	Emergency Mgmt Supp Grant	<u>12,696</u> Incr

Transfer

This amendment is to appropriate fund balance for the Miracle Park at Coopers Capital Project Amendment.

Revenue:		
0100991-499100	Fund Balance Appropriated	<u>\$60,000</u> Incr
Expenditure:		
0109500-598145	Transfer to Park Project	<u>\$60,000</u> Incr

Fire Districts

This budget amendment is for the Momeyer Fire Department requesting to appropriate \$36,000 from the Momeyer Fire Tax District fund balance. These funds will be used to purchase a set of eDRAULIC rescue tools. No County dollars are requested.

Revenue:

1200991-499100	Fund Balance Appropriated	<u>36,000</u> Incr
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Expenditure:

1204340-569118	Momeyer Fire District	<u>36,000</u> Incr
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Item: Boards, Committees or Special Reports

Initiated By: Wayne Outlaw, Vice Chairman

Action Proposed: None

Description:

In the interest of time, please report only on significant items. If the particular board has not met or had no significant items of interest, you may advise "no report".

- Commissioner Lou Richardson (District 1)
 - Community Caregiver Advisory Board
- Commissioner Fred Belfield (District 2)
 - Farmer's Market Advisory Board
 - Juvenile Crime Prevention Council (Lou Richardson)
 - Upper Coastal Plain COG (Mary Wells)
 - Tar River Transit
 - Nash Edgecombe Economic Development (NEED), Inc.
- Commissioner Dan Cone (District 3)
 - Human Services Board
 - Agricultural Advisory Board
 - Trillium Health Resources – Central Regional Board
- Commissioner Sue Leggett (District 4)
 - UNC – Nash Health Care Board of Directors
 - STEP
- Commissioner Wayne Outlaw (District 5)
 - Nash Community College Board of Trustees (Mary Wells)
 - Upper Coastal Plain RPO
 - Broadband Committee (Dan Cone)
- Commissioner Mary Wells (District 6)
 - Turning Point Work Force Development Board
- Commissioner Robbie Davis (District 7)
 - Tourism Development Authority
 - Rocky Mount MPO