

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, June 4, 2018 at 6:00 p.m. in the Commissioners' Conference Room, Vance County Administration Building, 122 Young Street, Henderson, NC. Those Commissioners present were as follows: Chairman Thomas S. Hester, Jr., Vice-Chairman Archie B. Taylor, Jr., Commissioners Dan Brummitt, Carolyn Faines, Leo Kelly, Jr., and Gordon Wilder.

Absent: None.

Tardy: Commissioner Yolanda J. Feimster

Also present were County Manager Jordan McMillen, Finance Director David C. Beck, County Attorney Jonathan S. Care, and Clerk to the Board Kelly H. Grissom.

Music Pastor Rhonda Pulley, South Henderson Pentecostal Holiness Church, gave the invocation.

Chairman Thomas S. Hester, Jr. recognized the 2018 Student Spotlight Recipients and asked them to come forward. They each gave their name, grade, and the school they attend. The following proclamation from the board of commissioners was read aloud and presented to each student. Chairman Hester thanked them for their hard work, superior character, and positive influence on others. He also thanked Ms. Nancy Wykle, Henderson Dispatch, for organizing this special program.



PROCLAMATION
by the
Vance County Board of Commissioners
in
Recognition of the 2018 Student Spotlight Recipients

WHEREAS, the Student Spotlight program honors students in each of the 17 Vance County public schools who have demonstrated outstanding character and caring attitudes for others; and

WHEREAS, the 17 students range in age from third-graders to high school seniors who come from all walks of life, across racial, ethnic, religious and socio-economic lines while all displaying a common trait which is their character; and

WHEREAS, these students have been chosen for being their authentic selves and for being examples to their surrounding classmates and community while portraying the type of future leaders the school system is producing; and

WHEREAS, these students are deserving of the highest honor for showing compassion for their fellow students, teachers and families by serving as positive role models and working hard to achieve at the highest levels; and

WHEREAS, thanks to the Henderson Daily Dispatch for organizing the program along with various community organizations for generously supporting the cause and bringing light to individuals who display superior character, attitude, and achievement, all while influencing others positively.

NOW, THEREFORE, BE IT PROCLAIMED, that the Vance County Board of Commissioners does hereby recognize and congratulate the following Vance County students for being chosen as 2018 Student Spotlight recipients and thanks them for their character, caring attitudes, positive influence on others and impact on the community as a whole:

Eyana Hargrove	Christian Castillo
Tanner Abbott	Jeremiah Williams
Catherine Cruz-Ochoa	Lakaiyah Miller
Jordon Hester	Kwaji Bullock
Carley Walthall	LaTina Crute
Emani' Foster	Madonna Baselios
Jordan Glover	Isreal Terry
Angela Ponce	Ja'Quavious Harris
Omar Saleh	

This the 4th day of June, 2018

Thomas S. Hester, Jr. (signed)
Thomas S. Hester, Jr., Chairman

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As advertised, a public hearing was held to receive public comments on the proposed allocation of funds for economic development within Vance County. The proposed budget allocates a total of \$287,018 including \$140,484 for personnel, \$98,800 for marketing and advertising, \$17,409 for operation costs (supplies, equipment rental, insurance, etc.), \$14,605 for professional dues/memberships/subscriptions, and \$15,720 for office space to be used to promote development and infrastructure improvements in Vance County. Further, the proposed budget allocates \$100,000 to be used towards the purchase of land suitable for future economic development as well as \$36,000 to Kerr-Tar Regional Economic Development for administration of the Vance County Triangle North hub site.

As there was no one present who wished to speak on this matter, Chairman Thomas S. Hester, Jr. declared the public hearing closed.

As advertised, a public hearing was held to receive public comments on the FY 2017-18 Proposed Budget Estimate.

As there was no one present who wished to speak on this matter, Chairman Thomas S. Hester, Jr. declared the public hearing closed.

Ms. Porcha Brooks, Tax Administrator, was next on the agenda and presented the following untimely exemption applications for 2018 as follows:

Untimely Exemptions

Name	Exemption Requested	Tax Administrator's Recommendation
Harriett Baptist Church 1354 Ruin Creek Road	Religious Exemption	Approve Application
John and Angela Williams Parcels 0452 05003 and 0452 05010	Present Use Forestry	Approve Application
Robert and Rebecca Frisbie Parcel 0577 02006	Present Use Forestry	Approve Application

Ms. Brooks noted that all exemption applications met the qualifications of the exemptions and would have been approved if the applications had been submitted by the deadline. Since it is past the deadline, approval of the exemption applications must be made by the Board of Commissioners.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the three untimely exemption applications as presented.

Water District Board

As advertised, a public hearing was held to receive public comments on the FY 2018-19 Proposed Budget of the Vance County Water District.

As there was no one present who wished to speak on this matter, Chairman Thomas S. Hester, Jr. declared the public hearing closed.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the FY 2018-19 Water District Budget as presented.

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**Vance County Water District
FY 2018-19 Budget Ordinance**

BE IT ORDAINED by the Board of the Vance County Water District, meeting in regular session this 4th day of June, 2018, that revenues and expenditures are hereby appropriated for the operation of Vance County water district and its related activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, according to the following summaries and schedules:

SECTION 1. WATER ENTERPRISE FUND (16)

The following is hereby appropriated in the Water Enterprise Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Operating Expenditures	646,267
Debt Service	530,646
Total Expenditures - Water Fund	\$ 1,176,913

It is estimated that the following revenues will be available in the Water Enterprise Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Water Fees	758,000
Miscellaneous Revenues	19,254
Transfer from General Fund	399,659
Appropriated Fund Balance	0
Total Revenues - Water Fund	\$ 1,176,913

SECTION 2. FEES FOR SERVICES

Charges for services and fees by the Vance County Water District, excluding those established by State Statute, are levied in the amounts set forth in the attached Fee Schedule (Attachment 1). Charges for services and fees are subject to change during the fiscal year by action of the Vance County Water District Board.

SECTION 3. DISPENSATION

Copies of this Budget Ordinance shall be furnished to the Finance Director and to the County Manager as Budget Officer of the Vance County Water District for direction in executing official duties as prescribed by law.

Adopted this 4th day of June, 2018.

**Thomas S. Hester, Jr. (signed)
Thomas S. Hester, Jr., Chairperson
Vance County Water District Board**

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The May 2018 operations report was presented to the board for information. Chairman Hester closed the Water District Board.

Committee Reports and Recommendations

Public Safety Committee - Fire Commission Guidelines. Commissioner Gordon Wilder reported that the committee (Wilder [C], Brummitt, & Faines) met on Monday, May 21st and reviewed revisions and suggestions from the county attorney pertaining to the draft fire commission guidelines. The committee made various changes and recommended approval of the final resolution. The resolution sets duties and powers of the commission and states that the primary purpose of the Vance County Fire Commission shall be an advisory group to the Vance County Board of Commissioners in the continued development of improved and efficient methods for the protection of life and property in Vance County; to assist in providing a trained body of fire and/or rescue personnel; and assist other county agencies in emergency situations. Recommendation: Approve resolution amending the purpose, duties and responsibilities of the Vance County Fire Commission.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the following resolution amending the purpose, duties and responsibilities of the Vance County Fire Commission:



**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF VANCE COUNTY
AMENDMENT TO THE VANCE COUNTY FIRE COMMISSION**

Whereas, G.S. 153A-233 provides a Board of County Commissioners may establish, organize, equip, support, and maintain a fire department; may prescribe the duties of the fire department; may provide financial assistance to incorporated volunteer fire departments; may contract for fire-fighting or prevention services with one or more counties, cities, or other units of local government or with an agency of the State government, or with one or more incorporated volunteer fire departments; and may for these purposes appropriate funds not otherwise limited as to use by law. The county may also designate fire districts or parts of existing districts and prescribe the boundaries thereof for insurance grading purposes; and,

Whereas, the Board of County Commissioners of Vance County has determined that it is in the best interest of all citizens of said County:

- a. To encourage and financially aid in the equipment, maintenance, and government of fire and rescue districts in the County in order that these departments can protect public and private property in all areas of the County; and
- b. To aid and encourage the establishment of protective firefighting and/or rescue organizations throughout the County;
- c. To provide general assistance for the more adequate and efficient protection of life and property in all areas of the County;

Whereas, the Board of Commissioners originally created the Vance County Fire Commission by Resolution on the 5th day of July 1960; and

Whereas, based upon the recommendation of the current appointed Fire Commission, the role and duties of the Fire Commission are in need of being updated and amended to better guide the Commission in seeking to provide guidance to the Vance County Board of Commissioners in effectively exercising the powers set forth in NCGS 153A-233 in order to provide the most effective and efficient protection for the citizens of Vance County.

NOW THEREFORE, BE IT RESOLVED BY THE VANCE COUNTY BOARD OF COMMISSIONERS THAT:

The primary purpose of the Vance County Fire Commission shall be an advisory group to the Vance County Commissioners in the continued development of improved and efficient methods for the protection of life and property in Vance County; to assist in providing a trained body of fire and/or rescue personnel; and assist other county agencies in emergency situations.

Section 1: The Vance County Fire Commission (hereinafter referred to as "the Commission") shall serve by the appointment of and at the discretion of, the Vance County Board of Commissioners (hereinafter referred to as "the Board") and be composed of 3 members as follows:

- (a) One member of the Vance County Board of Commissioners, and to be known as the Vance County Fire Commissioner, and will be the Chair of the Commission
- (b) An active volunteer fireman from one of the Vance County funded departments.
- (c) A member at large who shall be a citizen of Vance County.
- (d) The County Fire Marshal shall serve as an ex-officio member. The ex-officio member

shall not have voting privileges and shall serve as secretary in this capacity for the duration of his/her employment with the county as Fire Marshal.

The Board of County Commissioners shall appoint the members of the Fire Commission when a vacancy occurs to serve a three-year term or the balance thereof remaining on an existing term. After the passing of this resolution, the current members shall continue to serve as the members of the amended Fire Commission under their existing terms.

The duties and powers of the Commission shall be as specified in this resolution, and the Commission may develop additional rules and regulations, subject to the approval of the Board, as may be necessary to carry out the provisions of this resolution.

The Commission shall, as necessary, review the provisions and requirements contained in this resolution, and it shall recommend to the Board of County Commissioners amendments or changes which the Commission may deem advisable.

The Commission shall adopt a regular quarterly meeting schedule and shall conduct all meetings in accordance with the NC Open meetings laws. Additional meetings may be called in accordance with NC Law.

Section 2: Any department receiving financial assistance from Vance County shall submit their proposed capital expenditure requests during the upcoming County's fiscal year to the Commission by January 31st. The Commission will review said requests and make recommendations to the Board of Commissioners for action on or before March 1.

Section 3: The Commission shall assist the County Fire Marshal in making regular inspections of each fire and/or rescue department receiving payments from the County (either Fire Service District Tax funds or otherwise). At least one inspection shall be made annually, but the Commission may request the Fire Marshal to make such other inspections as it deems advisable. The primary purpose of each inspection shall be to determine whether the department is continuing to meet the minimum standards as required by the Fire/Rescue Protection Contract and Automatic/Mutual Aid Agreement with Vance County. A written report from the Fire Marshal by no later than 30 days following the completion of each inspection shall be submitted to the Commissioners.

If during any inspection by the Commission it determines that the fire and/or rescue department is not meeting the minimum standards as set forth in the department's Fire Protection Contract, the deficiency will be given to the Vance County Fire Marshal for the Fire Marshal to investigate further. If the deficiencies have not been corrected, the Fire Marshal shall notify the Board of Commissioners.

Section 4: The Commission shall review as needed, and make recommendations to the Board of Commissioners for any changes in policy or rules governing fire protection in Vance County, including the requirements for certified fire and/or rescue departments, the training of personnel, the funding of departments within the fire service district, and the establishment and location of fire district boundaries.

Section 5: The Commission shall investigate and review conditions of all districts, whether existing or newly established, and make recommendations to the Commissioner to ensure that all properties throughout the county are receiving the same level of protection and service is adequate and beneficial to all persons and property within the county.

Section 6: Each fire and/or rescue department desiring to receive financial assistance shall meet the following minimum standards:

- a. A rural volunteer fire and/or rescue department shall be incorporated under the laws of the State of North Carolina. A municipal fire department shall be organized under an ordinance of the governing body of the incorporated city or town.
- b. Each fire and/or rescue department shall have a fire and/or rescue chief, an assistant fire and/or rescue chief, and other necessary officers, and fire and/or rescue

personnel, with a minimum number of members as set forth by the North Carolina Office of the State Fire Marshal (OSFM). If a fire and/or rescue department has substations, that department will also comply with the standards for required number of members as set by the OSFM and/or NC Rescue & EMS Association. A list of all members, their addresses, telephone numbers, and email addresses must be given to the Fire Marshal on or before January 31st of each year. At least two monthly meetings shall be held by each department. One such meeting shall be a business session and the other a training session.

- c. All active members of a fire and/or rescue department in good standing shall have an identification card to identify them as a "bona fide fire and/or rescue personnel." Only active members of the department in "good standing" (members who are current with required trainings and certifications, in adherence with the volunteer requirements set by the Board, and in compliance with resolution) shall be allowed to have this identification in their possession.
- d. Each fire and/or rescue department should have as minimum equipment that which is specified by OSFM as necessary for Grade 9S/9E Communities. The equipment shall be kept operative and in good condition. The Commission shall have authority to accept minor deviations from the specified equipment, when such minor deviations will not affect the ability of the department to meet the standard.
- e. Each department shall carry liability insurance on its personnel and equipment, leaving the County free from any responsibility for any damages or claims resulting from the activities of its fire and/or rescue personnel or from the operation of its equipment. Each department shall also carry worker's compensation insurance on its active members to provide those members with the benefits of the Worker's Compensation Act.
- f. Each fire and/or rescue department shall carry out an organized training program, which shall meet the minimum standards of OSFM & OEMS. Such training may consist of courses taught by community colleges, local fire schools, and in-departmental training.
- g. The fire and/or rescue chief of each department is responsible for stressing SAFETY throughout the department and throughout all phases of the department's activities. Emphasis shall be placed on the safe driving of the fire and/or rescue personnel's own automobile to the scene, as well as on safe practices while at emergency scene. Individual fire and/or rescue department standards of guidance shall govern qualifications for driving fire and/or rescue trucks, safety training completion, communication and discipline along with problem identification and reporting.
- h. Each department should designate a traffic section composed of two members who should be trained in the proper handling of traffic.
- i. Any other standards required by the County Commissioners

Section 7: All fire and/or rescue departments in the county should, by agreement, determine the areas in which each will give basic fire and/or rescue protection, and within which each will solicit funds. Any disagreements shall be resolved by the Fire Commission. For those departments which may be approved for insurance rate reductions, the area of basic fire and/or rescue protection shall be determined with reference to the requirements of OSFM.

Section 8: Whenever a fire and/or rescue department has met the requirements of OSFM, for providing fire protection to a Grade 9S/9E Community said fire district may, upon application, be designated by the Board of County Commissioners. The boundaries of the fire district will be fixed according to the requirements of the OSFM.

This resolution shall take effect upon adoption.

Adopted this 4th day of June, 2018.

ATTEST:

Kelly H. Grissom (signed)
Kelly H. Grissom
Clerk to the Board

Thomas S. Hester, Jr. (signed)
Thomas S. Hester Jr., Chairman
Vance County Board of Commissioners



Public Safety Committee - Fire Service Restructure. Commissioner Wilder stated that the committee was introduced to several maps, indicating scenarios for restructuring the fire service to include transitioning the Golden Belt Fire District from paid county staff to a volunteer district. Due to time constraints at the May 21st meeting, the committee has scheduled a meeting June 5th to further discuss the proposal.

Properties Committee - Triangle Literacy Council Partnership. Commissioner Dan Brummitt reported that the committee (Brummitt [C], Taylor & Wilder) met on Monday, May 21st and was informed that the Triangle Literacy Council (TLC) is looking to partner with the county through occupying and co-locating with Gang Free, Inc. at the county’s Scott Parker Building located at 940 County Home Road. The TLC is a non-profit organization that has received grant funding in conjunction with the Kerr-Tar Workforce Development Board for their Constructing Pathways to Prosperity Program. This program provides educational services, job training, case management, and support for transition to postsecondary education and jobs for young adults with barriers to employment. The county’s current lease with Gang Free does not permit a sub-lease without the county’s approval. Melissa Elliott with Gang Free was present at the committee meeting and voiced support for the shared use of space subject to TLC providing funding for the increased utilities costs. The committee was agreeable to the partnership and shared use of space and recommended that the county manager finalize an agreement with TLC that allows for coverage of increased utilities cost by TLC. Recommendation: Authorize the county manager to finalize an agreement with the Triangle Literacy Council to sublease a portion of the Scott Parker Building for the Constructing Pathways to Prosperity Program in coordination with the existing lease agreement with Gang Free, Inc.

Motion was made by Commissioner Dan Brummitt to authorize the county manager to finalize an agreement with the Triangle Literacy Council to sublease a portion of the Scott Parker Building for the Constructing Pathways to Prosperity Program in coordination with the existing

lease agreement with Gang Free, Inc. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

Properties Committee - Courthouse Carpet Replacement. Commissioner Brummitt advised that the committee was informed by staff of carpet replacement in the courthouse as per the 2018 Capital Improvements Plan. The project entails replacing carpet in the Atrium (1st and 2nd floor), District 1 Courtroom, and the Clerk of Court Office. The committee was in favor of the request and recommended proceeding with Frazee Commercial. Recommendation: Award contract to Frazee Commercial in an amount not to exceed \$43,251 plus a 5% contingency from the building capital fund for replacement of carpet in the courthouse.

Motion was made by Commissioner Dan Brummitt to award the contract to Frazee Commercial in an amount not to exceed \$43,251 plus a 5% contingency from the building capital fund for replacement of carpet in the courthouse. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

Properties Committee - Administration Building Door Access Controls. Commissioner Brummitt stated that the committee was informed by staff of the installation of door access controls on five doors in the administration building as per the 2018 Capital Improvements Plan. The project requires a company certified in door locking systems and one that is familiar with the county's system. The committee recommended proceeding with Edwards Electronic Systems (EES) which recently completed the county's security camera upgrade. Recommendation: Award contract to Edwards Electronic Systems in an amount not to exceed \$19,390 plus a 5% contingency for installation of door access controls at the administration building.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Carolyn Faines, vote unanimous, to award the contract to Edwards Electronic Systems in an amount not to exceed \$19,390 plus a 5% contingency for installation of door access controls at the administration building.

Properties Committee - Rebuild Durham/Rebuild Communities. Commissioner Brummitt noted that the committee was informed of Rebuild Durham/Rebuild Communities' relocation to the Henderson area. The non-profit's goal is to acquire vacant, abandoned, and blighted properties and renovate them into safe, decent, well-maintained affordable housing. The group has focused its initial attention on the Flint Hill area and is seeking 10 jointly owned properties

from the City and County to begin. Additional discussions will occur once formal requests are made for the properties.

Finance Director’s Report

Surplus Property. Finance Director David C. Beck requested that the following items be declared as surplus and authorize the finance director to dispose of the items as allowed by state statute.

Description	Reason No Longer Needed	Department
Film Projector	Obsolete, no longer needed	Register of Deeds
Microfilmer	Obsolete, no longer needed	Register of Deeds
Chair	Broken	Register of Deeds
Typewriter	Broken	Register of Deeds

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Dan Brummitt, vote unanimous, to declare the items as surplus and authorize the finance director to dispose of the items as allowed by state statute.

Authorization of Year-end Closeouts. Mr. Beck stated that in order to finalize the County’s fiscal year 2017-18 books and conduct appropriate closeout transactions, it is necessary to obtain Board approval for the required budget actions.

Motion was made by Commissioner Carolyn Faines to authorize the staff to perform the necessary FY 2017-18 year-end budgeting and accounting transactions. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

Appearing below is the FY 2017-18 Year-End Closeout Budget Amendment:



*County of Vance
Budget Amendment #26
Year Ending June 30, 2018*

General Fund
Fund 10

<u>Account Name</u>	<u>Account No.</u>	<u>Increase</u>	<u>Increase</u>
Professional Services	10410-500010		3,000
Contracted Services	10410-500045		1,000
Travel/Training	10450-500014		1,500
Tax Refunds	10450-500058		122,620
Special Contracted Services	10470-500044		50,000
Regular Salaries	10480-500001		4,000
Maintenance Equipment	10490-500016		1,000
Departmental Supplies	10490-500033		1,500
Non-Capitalized Assets	10490-500085		1,000
Telephone & Postage	10491-500011		6,000
Contracted Services	10491-500045		3,000
Regular Salaries	10500-500001		800
Maintenance Building & Grounds	10500-500015		5,500
Maintenance Building & Grounds	10501-500015		5,000

Maintenance Building & Grounds	10504-500015	4,000
Pest Control	10504-500057	500
Bulletproof Vest Grant	10510-500133	5,435
Regular Salaries	10518-500001	6,300
Group Insurance	10518-500006	9,100
Part-Time Salaries	10520-500002	153,201
Utilities	10520-500013	15,000
Maintenance Building & Grounds	10520-500015	6,500
Office Supplies	10520-500033	8,300
Special Contracted Services	10520-500044	50,000
Food & Provisions	10520-500047	75,000
Medical Examiner	10525-500174	75,000
Telephone & Postage	10576-500011	1,000
Dues & Subscriptions	10576-500053	125
Stepping Up Initiative	10580-500581	40,000
Overtime	10599-500003	7,050
Utilities	10599-500013	2,000
Maintenance Building & Grounds	10599-500015	1,000
Auto Supplies	10599-500031	2,500
Health Care-Drugs-Medicine	10599-500046	15,000
Building Reuse Grant	10600-500248	370,343
JCPC Youth Villages	10600-500254	5,000
Departmental Supplies	10604-500033	1,000
Equipment Rental	10605-500021	2,000
Overtime	10610-500003	11,500
Crisis Intervention	10610-500235	13,000
Travel/Training	10611-500011	3,500
Contracted Services	10611-500045	15,000
NCDOT Aging Grt County	10611-500192	2,500
Regular Salaries	10629-500001	363,410
Part-Time Salaries	10629-500002	65,861
Longevity Pay	10629-500004	3,300
FICA Expense	10629-500005	32,974
Group Insurance	10629-500006	97,258
Retirement	10629-500007	27,760
Regular Salaries	10630-500001	137,940
Part-Time Salaries	10630-500002	4,342
FICA Expense	10630-500005	10,837
Group Insurance	10630-500006	28,677
Retirement	10630-500007	10,443
CR-Schools	10696-500066	100,000
Transfer to Water Fund	10696-500071	100,000
Investment Earnings	10329-432900	8,350
Investment Earnings - NCVTS	10329-432906	1,550
Animal Shelter Fees	10332-433200	13,500
Donations-New Shelter	10332-433211	8,400
Extension - Misc. Income	10333-433302	6,500
ABC Revenue	10347-434700	26,000
IV-D Incentive	10349-434901	19,000
Nutrional Meals Program	10349-434924	45,000
Fed Flood Control Entitlement	10353-435313	7,600
Register of Deeds Excise Tax	10356-435601	52,000
Jail Fees	10358-435800	30,000
Jail Vending Machines	10358-435811	110,000
Sheriff Gun Permits	10359-435906	12,000
H.L. Perry Library Reimbursement	10367-436704	594,496
VC Housing Authority Reimbursement	10367-436705	201,778

VCS Resource Officers Reimbursement	10367-436711	17,500
Lease Proceeds	10370-437024	5,000
Building Reuse Grant	10380-438054	370,343
Transfer from Facilities Fees	10397-439717	11,027
Transfer from CR-Schools	10397-439760	12,000
Transfer from CR-General	10397-439761	105,870



Auditor Engagement Letter - DSS Testing. Mr. Beck explained that the Office of the State Auditor is requiring certain programs at the Department of Social Services be tested outside the scope of the normal financial audit. The engagement is to assist the State Auditor in offering an opinion on the State’s annual financial report as it relates to Medicaid eligibility. Since this testing is beyond the scope of our annual audit, it requires a separate engagement letter. Also, there is an additional cost for this testing that is not part of our annual audit fee. The estimated cost of the DSS testing engagement is \$7,500. Recommendation: Approve the engagement letter with Thompson, Price, Scott, Adams, & Co. to perform the Department of Social Services Agreed-Upon Procedures testing as required by the Office of the State Auditor.

Motion was made by Commissioner Dan Brummitt to approve the engagement letter with Thompson, Price, Scott, Adams, & Co. to perform the Department of Social Services Agreed-Upon Procedures testing as required by the Office of the State Auditor. This motion was seconded by Commissioner Carolyn Faines and unanimously approved.

Commissioner Yolanda J. Feimster was now present at the meeting.

2013 Qualified Zone Academy Bonds - School Consolidation. Mr. Beck stated that the county previously financed renovations to various school facilities including Henderson Middle School and Eaton-Johnson Middle School. These two school facilities are being closed as part of the Vance County Board of Education’s consolidation plan. The 2013 QZABs were used for improvements on these facilities, and to maintain the tax exempt status of these bonds, a prepayment is required. The prepayment will be applied towards the outstanding principal balance of the bonds and will reduce future annual payments. A 1% prepayment penalty must also be paid to BB&T per the terms of our financing agreement. The payment will be made in the current fiscal year using available lottery funds. Recommendation: Approve the resolution amending the financing agreement with BB&T for the 2013 QZABs, approve an application for the drawdown of lottery funds for a prepayment on the 2013 QZABs, and approve a budget amendment to appropriate the funds in the FY 2017-18 budget.

After brief discussion, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the resolution amending the financing agreement with BB&T for the 2013 QZABs, approve an application for the drawdown of lottery funds for a prepayment on the 2013 QZABs, and approve a budget amendment to appropriate the funds in the FY 2017-18 budget.



RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT TO THE FINANCING AGREEMENT AND DEED OF TRUST FOR CERTAIN SCHOOL IMPROVEMENTS AND AUTHORIZING THE PREPAYMENT OF CERTAIN INDEBTEDNESS OF THE COUNTY UNDER SAID AGREEMENT

BE IT RESOLVED by the Board of Commissioners (the “Board”) for the County of Vance, North Carolina (the “County”) as follows:

Section 1. The Board does hereby find and determine as follows:

- (a) The County and Branch Banking and Trust Company (“BB&T”) have previously entered into the Financing Agreement and Deed of Trust, dated as of June 26, 2013 (the “Original Agreement”) pursuant to which BB&T advanced funds to the County to pay the costs of certain school improvements in the County and the County agreed to repay the amount advanced, with interest, at the times and in the amounts set forth in the Original Agreement.
- (b) In connection with certain operational decisions regarding certain of the public school facilities that were improved with the amounts advanced to the County under the Original Agreement, certain of such school facilities will discontinue being used as public schools facilities beginning with the 2018-19 school year, and the County has been advised by Bond Counsel to the County that in order to preserve the federal income tax treatment to BB&T arising from the designation of the Original Agreement as a “qualified zone academy bond” it is necessary that a portion of the aggregate principal amount due under the Original Agreement be prepaid.
- (c) The County and BB&T have agreed to enter into an Amendment No. 1 to the Original Agreement (“Amendment No. 1”) to modify the terms of the Original Agreement to (1) permit a one-time prepayment of \$101,787 on the total principal amount due under the Original Agreement, and (2) reduce the remaining annual principal installments thereunder by approximately equal amounts.
- (d) There have been presented to the Board at this meeting a draft of Amendment No. 1.

Section 2. The Board hereby approves the form of Amendment No. 1 in substantially the forms presented at this meeting. The Chairman, the Vice Chairman, the County Manager and the Assistant County Manager/Finance Director are each hereby authorized to execute and deliver on behalf of the County said documents in substantially the forms presented at this meeting, containing such insertions, deletions and filling in of blanks as the person executing such document shall approve, such execution to be conclusive evidence of approval by the Board of any such changes. The Clerk to the Board or any Deputy or Assistant Clerk to the Board is hereby authorized and directed to affix the seal of the County to each of said documents and to attest the same.

Section 3. The Board hereby approves a prepayment of the principal balance due under the Original Agreement of \$101,787, at a prepayment price of \$102,804.87 (101% of the amount to be prepaid). The Board hereby approves the reduction in the future principal installments under the Original Agreement in approximately equal installments to reflect the prepayment.

Section 4. This resolution shall take effect immediately upon its passage.

Budget Amendment #25
FY 2017-2018
Debt Service - Schools

Revenue Amendment Request	Account Number	Revenue Increase (Decrease)
Transfer from CR - Schools	21-397-439760	102,805
Lottery Proceeds	60-367-438502	102,805
Total Revenue Increase (Decrease)		\$ 205,610

Expenditure Amendment Request	Account Number	Expense Increase (Decrease)
QZAB Bonds #3	21-660-500618	102,805
Transfer School Debt - Fund 21	60-681-500302	102,805
Total		\$ 205,610

Purpose: Amends the budget for a one-time prepayment to be made on the 2013 QZABs held by BB&T. Prepayment is needed due to school consolidation with the closing of Henderson and Eaton-Johnson Middle Schools.

Authorization: Vance County Board of Commissioners
June 4, 2018

Resolution - Electronic Transactions. Mr. Beck advised that the Local Government Commission, under authority of the General Assembly, updated the North Carolina Administrative Code related to the pre-audit certificate and disbursement certificate requirements on electronic transactions. Units of government can now be exempt from the pre-audit and disbursement certificate requirements on electronic transactions if they follow the guidelines in the new administrative code rules. The rule changes do not exempt a unit of government from going through the pre-audit process; the rules only exempt a unit from affixing the certificate of pre-audit and disbursement on electronic transactions. Recommendation: Approve the resolution to allow the county to engage in electronic transactions and authorize the finance director to develop policies and procedures related to pre-auditing and disbursing funds for electronic transactions.

Once the policies and procedures have been developed by the finance director, a copy will be distributed to the board.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the following resolution allowing the county to engage in

electronic transactions and authorize the finance director to develop policies and procedures related to pre-auditing and disbursing funds for electronic transactions.



RESOLUTION
Authorizing the County of Vance to Engage in Electronic Payments
as defined by G.S. 159-28

WHEREAS, it is the desire of the Board of Commissioners that the County of Vance is authorized to engage in electronic payments as defined by G.S. 159-28;

WHEREAS, it is the responsibility of the Finance Officer, to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

WHEREAS, it is the responsibility of the Finance Officer, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Vance that:

Section 1. Authorizes the County of Vance to engage in electronic payments as defined by G.S. 159-28;

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410.

Adopted this 4th day of June, 2018.

Thomas S. Hester, Jr. (signed)
Thomas S. Hester, Jr., Chair
Vance County Board of Commissioners

Attest:

Kelly H. Grissom (signed)
Kelly H. Grissom
Clerk to the Board



County Attorney's Report

Uniform Guidance Conflict of Interest Policy and Procurement Policy. County Attorney Jonathan S. Care stated that the two policies are necessitated by the change of federal laws several years ago updating the purchasing requirements and standards when using federal funds (grants or loans). Those requirements have been postponed for several years, but are now

becoming mandated on July 1st. With federal grant funds being used in our upcoming water district project, these policies need to be in place by July 1st. Attorney Care stated that he has reviewed both policies and recommends approval.

After brief discussion, motion was made by Commissioner Dan Brummitt to approve the Uniform Guidance Conflict of Interest Policy and the Uniform Guidance Procurement Policy. This motion was seconded by Commissioner Gordon Wilder and vote was ayes - six (6); noes - one (1), with the dissenting vote being cast by Commissioner Yolanda J. Feimster.

Commissioner Archie B. Taylor, Jr. asked the staff to make sure every employee is notified of these policies.



Uniform Guidance Conflict of Interest Policy For Vance County

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any sub-recipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including sub-recipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of Vance County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family (for purposes of this Policy, immediate family member shall mean any spouse, domestic partner, children or parents of an employee, officer or agent or their spouse or domestic partner;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate

supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of Vance County are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25.00 which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Approved June 4, 2018.



Uniform Guidance Procurement Policy For Vance County

I. Purpose

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

II. Policy

A. Application of Policy. This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

B. Compliance with Federal Law. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Vance County will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the State of North Carolina or Vance County have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

C. Contract Award. All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.

- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

The Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how the reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.
- G. **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.

- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Requesting Department with a copy provided to the Finance Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$150,000 or more, the Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded solely on the basis of a geographic preference.

IV. Specific Procurement Procedures

The Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for Architectural or Engineering (A/E) professional services) and **Purchase Contracts costing less than \$3,500** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$3,500 up to \$90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

D. Service Contracts (except for A/E professional services) **costing \$150,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E. Construction and repair contracts costing less than \$3,500 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing \$3,500 up to \$150,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so

the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts costing \$150,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price are required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price are required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”

I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

J. Contracts for Architectural and Engineering Services costing under \$150,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. Contracts for Architectural and Engineering Services costing \$150,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

V. Exceptions

Non-competitive contracts are allowed *only* under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy do not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

Approved June 4, 2018.



County Manager's Report

Fireworks Permit - City of Henderson. County Manager Jordan McMillen stated that the City of Henderson has requested approval for a fireworks permit for a fireworks display at Fox Pond Park on Sunday, July 1. The display will be handled by a professional pyrotechnics firm (Zambelli Fireworks Mfg. Co.) with the appropriate credentials and insurance coverage. The county fire marshal has approved the permit subject to board approval. Recommendation: Approve the request from the City of Henderson and Zambelli Fireworks Mfg. Co. for a permit to discharge fireworks at Fox Pond Park on Sunday, July 1, 2018.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the request from the City of Henderson and Zambelli Fireworks Mfg. Co. for a permit to discharge fireworks at Fox Pond Park on Sunday, July 1, 2018.

Implementation of Salary and Classification Study. Mr. McMillen noted that the county completed a classification and pay study in January 2016 and directed staff to implement the study over two years. The FY18-19 budget includes implementation of the second and final phase of the study at an estimated county cost of \$228,000. In order for the implementation to be effective July 1, 2018, the board must adopt the updated salary schedule. Recommendation:

Approve implementation of the second and final phase of the MAPS Classification and Pay Study and associated job classification update to be effective July 1, 2018.

Motion was made by Commissioner Carolyn Faines to approve the implementation of the second and final phase of the MAPS Classification and Pay Study and associated job classification update to be effective July 1, 2018. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

DHHS Division of Social Services Memorandum of Understanding. Mr. McMillen stated that recent legislative changes from HB630 (Rylan's Law) require counties to enter into an agreement with the Department of Health and Human Services Division of Social Services. The agreement outlines performance requirements for each program area within the local DSS and outlines the county's existing responsibilities for meeting performance requirements, compliance, data submission, communication and inter-agency cooperation requirements. The agreement has gone through an extensive vetting process including the State Directors of Social Services as well as the North Carolina Association of County Commissioners and County Attorney's Association. The agreement was recently provided to the county and would go into effect July 1. Recommendation: Approve the DHHS Division of Social Services Memorandum of Understanding and authorize the County Manager and the DSS Director to execute the agreement, subject to final attorney review.

After brief discussion, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the DHHS Division of Social Services Memorandum of Understanding and authorize the County Manager and the DSS Director to execute the agreement, subject to final attorney review.

Sunday Hours at NC 39 North Convenience Site. Mr. McMillen stated that recent changes to the proposed FY18-19 budget include adding Sunday hours for the NC 39 Hwy North Solid Waste Convenience Site. This arrangement would be similar to the Eaton's Ferry site in Warren County which is open between Memorial Day and Labor Day to provide a disposal location for individuals visiting and leaving the lake. The anticipated staffing costs will have a minimal annual impact (less than \$1,000) on the Solid Waste budget, while expected tonnage increases from the additional hours could have a larger annual impact. Waste Industries anticipates they could implement this schedule by the end of June. Recommendation: Approve

the opening of the NC 39 Hwy North Solid Waste Convenience Site on an annual basis from 1-6PM on Sundays between Memorial Day and Labor Day.

Motion was made by Commissioner Carolyn Faines to approve the opening of the NC 39 Hwy North Solid Waste Convenience Site on an annual basis from 1-6PM on Sundays between Memorial Day and Labor Day. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

Waiver of Permit Fees - Rebuilding Hope Servants on Site. Rebuilding Hope, Inc. is conducting a program similar to last year called SOS (Servants on Site). The program will include roof repairs and replacements as well as construction of handicapped ramps and other minor projects in Vance County for needy families. Rebuilding Hope has asked that the permit fees be waived for these projects. Recommendation: Waive the permit fees for Rebuilding Hope's Servant on Site program.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Dan Brummitt, vote unanimous, to waive the permit fees for the Rebuilding Hope's Servant on Site program.

Budget Review and Finalization Discussion. Mr. McMillen stated that staff has prepared separate budget ordinances for the county budget and the water district budget based upon board consensus from the work sessions. The water district budget was approved earlier in the meeting.

The budget ordinance is the legal basis of the budgetary accounting system and is the official document adopted by the board to approve the budget for the upcoming fiscal year. The county budget ordinance includes all items within the manager's recommended budget as well as changes made during the work sessions to include adding \$60,000 to the Economic Development budget for their marketing initiative, adding \$20,000 to the EMS budget for rescue gear, increasing Rescue Squad funding to \$100,000, and increasing volunteer and county fire department funding from the fire tax to \$100,000 each with the two border departments receiving \$67,500 each. A few highlights from the budget are as follows:

- The total general fund budget is \$48,156,115 with \$1,535,008 required from the fund balance to balance the budget. All funds combined - \$56,131,498.
- This budget does not include increasing the general fund tax or the water fees. It does include raising the fire tax 2 cents to 6.4 cents per \$100 and includes raising the solid waste household fee to \$112.
- Three main priority areas of education, public safety, and human services take up 75% of the general fund budget.

- The budget addresses employee retention and pay, invests in education and 21st century learning, modernizes county information technology assets, works to improve the health of Vance County citizens, advances economic development efforts, addresses funding needs for the volunteer fire departments and invests in one-time capital needs among other things.

Mr. McMillen noted that the board provided the public an opportunity to weigh in on the budget during the February 2018 meeting and has met the statutory authority by providing a public hearing at tonight’s meeting. Staff would like to provide this as an opportunity for the board to discuss final approval of the FY2018-2019 budget. Recommendation: Approve the FY18-19 Budget Ordinance as presented.

Motion was made by Commissioner Archie B. Taylor, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to approve the FY 2018-19 Budget Ordinance as presented.



Vance County, North Carolina FY 2018-19 Budget Ordinance

BE IT ORDAINED by the Board of Commissioners of Vance County, North Carolina, meeting in regular session this 4th day of June, 2018, that revenues and expenditures are hereby appropriated for the operation of Vance County government and its related activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, according to the following summaries and schedules:

SECTION 1. GENERAL FUND (10)

The following amounts are hereby appropriated in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized by Departments:

Department	Amount
410 - Governing Body	276,046
430 - Elections	254,373
440 - Administration/Finance	911,265
450 - Tax Department	688,891
470 - Legal Services	56,860
480 - Register of Deeds	260,768
490 - Information Technology	317,207
491 - Economic Development Commission	287,018
500 - County Administration Building	201,586
501 - County Office Building	43,880
502 - Henry A. Dennis Building	63,372
504 - Senior Center	50,390
505 - Courthouse	586,824
506 - Social Services Building	110,696
510 - Sheriff's Office	4,365,395
514 - Justice Assistance Grant	7,800
517 - Sheriff's Interdiction Program	15,000
518 - School Resource Officers	298,461
520 - Jail	3,622,330
525 - Environmental Services	70,000
530 - EMS	2,607,881
531 - Fire	1,257,202
532 - Fire Marshal	263,297
541 - Planning & Development	525,757
555 - Central Services	1,470,862
576 - Soil & Water Conservation	105,770
580 - Mental Health	274,213

590 - Public Health	662,178
599 - Animal Control	475,428
600 - Contributions to Other Agencies	1,663,904
601 - Smart Start Program - Cooperative Extension	66,140
604 - Cooperative Extension - 4-H	15,500
605 - Cooperative Extension Services	163,955
607 - Veterans Service	120,296
610 - Social Services	8,714,754
611 - Program on Aging	691,207
613 - DSS - Vending/Foster Care Contributions	6,000
615 - Nutritional Meals Program	135,404
619 - Youth Services - NYPUM	149,798
620 - Friends of Youth	59,299
621 - 911 Emergency Communications	1,410,168
622 - Farmers Market	33,321
681 - Schools - Current Expense	8,432,440
Schools - Capital Outlay	1,337,000
683 - Community College - Current Expense	1,138,917
Community College - Capital Outlay	41,220
Nursing Center - Maria Parham Hospital	12,680
696 - Transfers to Other Funds	3,733,362
999 - Contingency	100,000
General Fund Expenditures - Grand Total	48,156,115

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Department	Amount
301 - Ad Valorem Taxes	24,469,540
315 - Vehicle Rental Taxes	28,000
325 - Privilege Licenses	3,000
329 - Investment Earnings	8,500
332 - Animal Control Fees	72,600
333 - Cooperative Extension Revenues	11,500
334 - 4-H Revenues	7,000
342 - Planning Fees	25,500
345 - Local Government Sales Tax	8,900,981
346 - State Revenues	165,600
347 - ABC Revenues	140,000
<i>*ABC Revenues are to be used for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse</i>	
348 - DSS State Revenues	5,706,086
349 - DSS Federal Revenues	424,731
350 - DSS Local Revenues	71,500
353 - Federal Revenues	55,000
356 - Register of Deeds Revenues	248,500
357 - Inspection Fees	300,000
358 - Jail Revenues	225,000
359 - Sheriff Revenues	258,250
360 - Ambulance Revenues	1,625,000
367 - Refunds & Reimbursements	362,931
369 - Revenue from City of Henderson	903,162
370 - Miscellaneous Revenues	616,815
380 - Grants	242,070
397 - Transfers from Other Funds	1,749,841
399 - Fund Balance Appropriated	1,535,008
General Fund Revenues - Grand Total	\$ 48,156,115

SECTION 2. FACILITIES FEES FUND (17)

The following is hereby appropriated in the Facilities Fees Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Operating Expenditures	75,080
Total Expenditures - Facilities Fees	\$ 75,080

It is estimated that the following revenues will be available in the Facilities Fees Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	80
Court Fees	75,000
Total Revenues - Facilities Fees	\$ 75,080

SECTION 3. DEBT SERVICE FUND (20)

The following is hereby appropriated in the Debt Service Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account/Debt Satisfaction Date	Amount
USDA Debt Service Reserve – Animal Shelter	8,003
Bond Principal - Courthouse (2019)	430,000
Bond Interest - Courthouse (2019)	12,900
Lease Payment - Jail Renovations (2019)	203,000
Lease Payment Interest - Jail Renovations (2019)	3,228
Lease Payment Principal – VGCC (2030)	66,000
Lease Payment Interest – VGCC (2030)	21,533
Lease Payment Principal – Animal Shelter (2047)	40,518
Lease Payment Interest – Animal Shelter (2047)	39,507
Lease Payment Principal – 2017 CIP Projects (2032)	87,000
Lease Payment Interest – 2017 CIP Projects (2032)	33,303
Total Expenditures - Debt Service	\$ 944,992

It is estimated that the following revenues will be available in the Debt Service Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	300
Transfer from General Fund	944,692
Total Revenues - Debt Service	\$ 944,992

SECTION 4. DEBT SERVICE FUND - SCHOOLS (21)

The following is hereby appropriated in the Debt Service Fund - Schools for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account/Debt Satisfaction Date	Amount
Qualified Zone Academy Bonds - Schools (2022)	101,864
Qualified Zone Academy Bonds - Schools (2019)	77,487
New Elementary School - Principal (2030)	650,000
New Elementary School - Interest (2030)	210,048
Qualified School Construction Bonds (2026)	261,622
Qualified School Construction Bonds – Interest (2026)	106,533
Qualified Zone Academy Bonds - Schools (2028)	133,334
Total Expenditures - Debt Service Schools	\$ 1,540,888

It is estimated that the following revenues will be available in the Debt Service Fund - Schools for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Transfer from Capital Reserve - Schools	1,540,888
Total Revenues - Debt Service Schools	\$ 1,540,888

SECTION 5. SOLID WASTE ENTERPRISE FUND (30)

The following is hereby appropriated in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Operating Expenses - Solid Waste Management	2,469,622
Total Expenditures - Solid Waste Management	\$ 2,469,622

It is estimated that the following revenues will be available in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Solid Waste Household User Fees	2,126,000
Other Fees & Taxes	120,750
Grants	30,000
Miscellaneous Revenues	45,000
Fund Balance Appropriated	147,872
Total Revenues - Solid Waste Management	\$ 2,469,622

SECTION 6. REAPPRAISAL RESERVE FUND (40)

The following is hereby appropriated in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Octennial Reserve - Year 2024	322,288
Total Expenditures - Reappraisal Reserve	\$ 322,288

It is estimated that the following revenues will be available in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	1,500
Contributions from General Fund	40,600
Fund Balance Appropriated	280,188
Total Revenues - Reappraisal Reserve	\$ 322,288

SECTION 7. RETIREMENT/PENSION RESERVE (41)

The following is hereby appropriated in the Retirement/Pension Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Separation Allowance - Certified Law Enforcement Officer	299,350
Fringe Benefits - Retiree Insurance	0
Total Expenditures - Retirement/Pension Reserve	\$ 299,350

It is estimated that the following revenues will be available in the Retirement/Pension Reserve Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	2,500
Fund Balance Appropriated	296,850
Total Revenues - Retirement/Pension Reserve	\$ 299,350

SECTION 8. SPECIAL FIRE TAX FUND (43)

The following is hereby appropriated in the Special Fire Tax Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Contracted Services - Financial Reviews/Audits	11,000
Tax Refunds	500
Capital Outlay	105,000
Administrative Fees	2,000
Kerr Lake/Golden Belt Merger - Substation Debt	33,900
Volunteer Assistance	174,651
Contributions to Fire Departments (\$100,000/\$67,500/\$10,000)	845,000
Rotating Capital Proceeds (Cokesbury)	30,000
Total Expenditures - Special Fire Tax	\$ 1,202,051

It is estimated that the following revenues will be available in the Special Fire Tax Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Fire Tax	1,146,894
Fund Balance Appropriated	55,157
Total Revenues - Special Fire Tax	\$ 1,202,051

SECTION 9. ROOM OCCUPANCY TAX (45)

The following is hereby appropriated in the Room Occupancy Tax Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Operating Expenses - Tourism Development	381,436
Total Expenditures - Room Occupancy Tax	\$ 381,436

It is estimated that the following revenues will be available in the Room Occupancy Tax Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Room Occupancy Tax Proceeds	365,161
Investment Earnings	775
Miscellaneous Revenues	15,500
Total Revenues - Room Occupancy Tax	\$ 381,436

SECTION 10. ECONOMIC DEVELOPMENT PROJECT FUND (47)

The following is hereby appropriated in the Economic Development Project Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Special Projects	100,000
CDBG Refund	518,621
Total Expenditures - Economic Dev. Project Fund	\$ 618,621

It is estimated that the following revenues will be available in the Economic Development Project Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Middleburg Loan Payback	3,600
TNCP Repayment	397,916
Lease Proceeds	110,249
Transfer from General Fund	106,856
Fund Balance Appropriated	0
Total Revenues - Economic Development Project Fund	\$ 618,621

SECTION 11. CAPITAL RESERVE FUND - SCHOOLS (60)

The following is hereby appropriated in the Capital Reserve Fund - Schools for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Transfer to General Fund - Capital Outlay (Schools)	1,337,000
Transfer to Debt Service - Fund 21 (School Debt)	1,540,888
Total Expenditures - Capital Reserve Fund - Schools	\$ 2,877,888

It is estimated that the following revenues will be available in the Capital Reserve Fund - Schools for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	4,000
QSCB Interest Reimbursement	106,532
Lottery Proceeds	394,955
½ Sales Tax - 30% Schools	852,032
½ Additional Sales Tax Schools	1,268,557
Article 44*524 Sales Tax	120,966
Fund Balance Appropriated	130,846
Total Revenues - Capital Reserve Fund - Schools	\$ 2,877,888

SECTION 12. CAPITAL RESERVE FUND - GENERAL (61)

The following is hereby appropriated in the Capital Reserve Fund - General for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Special Projects	1,200
Total Expenditures - Capital Reserve Fund - General	\$ 1,200

It is estimated that the following revenues will be available in the Capital Reserve Fund - General for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	1,200
Transfer from General Fund	0
Total Revenues - Capital Reserve Fund - General	\$ 1,200

SECTION 13. EMERGENCY TELEPHONE SYSTEM - WIRELESS FUND (71)

The following is hereby appropriated in the Emergency Telephone System - Wireless Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

A. Expenditures Authorized:

Account	Amount
Emergency Communications	279,468
Transfer to General Fund - 911 Addressing/Data Base	54,655
Capital Outlay	241,547
Total Expenditures - Emergency Telephone System - Wireless Fund	\$ 575,670

It is estimated that the following revenues will be available in the Emergency Telephone System - Wireless Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

B. Revenues Anticipated:

Account	Amount
Investment Earnings	3,000
Surcharge - 911 ETS Funds	572,670
Total Revenues - Emergency Telephone System - Wireless Fund	\$ 575,670

SECTION 14. CONTRIBUTIONS FROM GENERAL FUND TO OTHER FUNDS

(These monies are transferred from the General Fund to other funds and are *deducted* in final computations inasmuch as they are included in other funds.)

Other Funds	Amount
Debt Service (20)	944,692
Reappraisal Reserve (40)	40,600
Economic Development (47)	106,856
Capital Reserve - Schools (60) Sales Tax Proceeds	2,241,555
Capital Reserve - General (61)	0
Total Contributions to Other Funds	\$ 3,333,703

SECTION 15. TOTAL BUDGET

GRAND TOTAL EXPENDITURES AUTHORIZED	\$ 56,131,498
GRAND TOTAL REVENUES ANTICIPATED	\$ 56,131,498

SECTION 16. BUDGET SUMMARY

Fund	Amount
(10) General Fund	48,156,115
(17) Facilities Fees Fund	75,080
(20) Debt Service Fund	944,992
(21) Debt Service - Schools Fund	1,540,888
(30) Solid Waste Enterprise Fund	2,469,622
(40) Reappraisal Reserve Fund	322,288
(41) Retirement/Pension Reserve Fund	299,350
(43) Fire Tax Fund	1,202,051
(45) Room Occupancy Tax Fund	381,436
(47) Economic Development Project Fund	618,621
(60) Capital Reserve - Schools Fund	2,877,888
(61) Capital Reserve - General Fund	1,200

(71) Emergency Telephone System Fund	575,670
Budget Subtotal	59,465,201
Less: Contributions from General Fund to Other Funds	-3,333,703
Budget Grand Total	\$ 56,131,498

SECTION 17. PUBLIC SCHOOLS

A. Capital Outlay

Appropriations to Capital Outlay - Schools are allocated by project pursuant to NCGS 115C-419B. Any amendments that increase or decrease expenditures among line items within the Capital Outlay appropriation by more than ten percent (10%) from the amount contained in this Budget Ordinance or by subsequent action must receive prior approval by the Board of Commissioners. The reserved amount will be distributed upon receipt and approval of school projects by the Board of County Commissioners. No Capital Outlay funds may be expended until itemization of such funds is approved by the Board of Commissioners.

Account	Amount
Capital Outlay	425,000
Activity Buses (2)	192,000
Interior and Exterior Painting	200,000
Athletic Field Refurbishments	40,000
Z-Space Grant Match	90,000
ADA Upgrades	200,000
Technology Upgrades	190,000
Total Capital Outlay	\$ 1,337,000

B. Current Expense

Account	Amount
Current Expense (\$1,230,000 earmarked for teacher supplements)	8,432,440
Total Current Expense - Public Schools	\$ 8,432,440

Total Capital Outlay and Current Expense:

Account	Amount
Total Public School Appropriation (Excluding Bonds and Long-Term Indebtedness)	\$ 9,769,440

SECTION 18. TOURISM DEVELOPMENT

The County of Vance established a Tourism Development Authority, effective January 1, 2002. Room Occupancy Tax proceeds generated from the six percent (6%) tax are controlled by the Vance County Tourism Development Authority, with fiscal accounting of such funds performed by the County Finance Director. Such funds are included in this budget ordinance for accounting purposes although under the direct control of the Tourism Development Authority.

SECTION 19. MILEAGE REIMBURSEMENT RATE

The County reimbursement for private vehicle mileage expense in the conduct of official business is set at the standard mileage rate issued by the Internal Revenue Service.

SECTION 20. METHOD OF LEVY

The tax levy is based on the single levy method. Under this method all taxes are levied for the General Fund, except the Special Fire Tax, which in turn will generate the required revenues in other funds through contributions to those funds. Other revenues will also be received in the General Fund and will comprise the Contributions to Other Funds.

SECTION 21. TAX RATES

A. Property Tax

An ad valorem tax rate of 89.0¢ per \$100.00 at full valuation is hereby set as the official tax rate for the County of Vance for the fiscal year beginning July 1, 2018 and ending June 30, 2019. This rate is based on a total estimated valuation of \$2,664,489,596 and an estimated rate of collection of 96.65% which is the actual tax collection rate for FY 2016-17.

B. Special Fire Tax

The official tax rate for the defined Special Fire Protection Service District in Vance County will be 6.4¢ per \$100 of full valuation for the fiscal year beginning July 1, 2018 and ending June 30, 2019. This rate is based on a total estimated valuation of \$1,795,127,549 with an estimated collection rate of 96.65% which does not exceed the actual tax collection rate for FY 2016-17 for the Special Fire Protection Service District.

C. Solid Waste User Household Fee

There is hereby levied for the fiscal year beginning July 1, 2018 and ending June 30, 2019 a Solid Waste Household User Fee (SWHUF) of \$112.00 per household. The SWHUF shall be assessed on all residential dwelling units in Vance County including those located inside the city/town limits of Henderson, Kittrell, and Middleburg.

SECTION 22. FEES FOR SERVICES

Charges for services and fees by Vance County departments, excluding those established by State Statute, are levied in the amounts set forth in the attached Fee Schedule (Attachment 1). Charges for services and fees are subject to change during the fiscal year by action of the Vance County Board of Commissioners.

SECTION 23. COUNTY MANAGER AUTHORITY

The County Manager is hereby authorized to execute contractual documents for services, goods, or construction repairs valued at \$10,000 or less as long as expenditures are within budgeted appropriations. All applicable federal, state, and/or local purchasing and procurement regulations must be followed.

SECTION 24. DISPENSATION

Copies of this Budget Ordinance shall be furnished to the Finance Director and to the County Manager as Budget Officer of Vance County for direction in executing official duties as prescribed by law.

Adopted this 4th day of June, 2018.

**Thomas S. Hester, Jr. (signed)
Thomas S. Hester, Jr., Chairperson
Vance County Board of Commissioners**



Consent Agenda

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the following consent agenda items as presented: April

Tax Refunds and Releases, Departmental Monthly Reports, and the minutes of the May 7, 2018 regular meeting.

TAX OFFICE REFUND AND RELEASE REPORT FOR APRIL 2018

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
HARRIS BLANCHE W	2013	42.06	0	0	foreclosure
HARRIS BLANCHE W	2014	42.36	0	0	foreclosure
HARRIS BLANCHE W	2015	42.36	0	0	foreclosure
HARRIS BLANCHE W	2016	51.26	0	0	foreclosure
WILLIAMS BOBBY	2016	282.59	0	0	correct value
COPPOCK GARY C	2017	0	65.21	0	pers prop billed
COPPOCK GARY C	2017	0	0.93	0	pers prop billed
EDMONDS DEBORAH W	2017	0	0	105.00	remove solid was
HARRIS BLANCHE W	2017	51.26	0	0	foreclosure
NICKELS DAVID E	2017	420.3	0	0	correct/grant ex
SEWARD SHAMIKKA	2017	0	47.61	105.00	pers prop billed
WICKFORD ASSOCIATES	2017	0	418.12	0	correct value
WICKFORD ASSOCIATES	2017	0	259.52	0	correct value
		932.19	791.39		
TOTAL REFUNDS AND RELEASES	1,723.58				

MONTHLY REPORTS: 911 Emergency Operations, Administrative Ambulance Charge-Offs, Cooperative Extension, EMS, Health Department, Human Resources, Information Technology, Planning and Development, Tax Collections, and Veterans Service.

Miscellaneous

Appointments. The following appointments were presented to the Board for consideration:

Henderson-Vance Recreation Commission - four year term
Reappoint Ed Wilson

Vance-Granville Community College Board of Trustees - four year term
Reappoint Danny Wright

Vance County Appearance Commission
Appoint Julie Booth to fill a vacant position.

Tourism Development Authority
Appoint Kaine Riggan and Chris Patel to fill vacant positions.

Motion was made by Commissioner Dan Brummitt to approve the appointments and reappointments as presented. This motion was seconded by Commissioner Leo Kelly, Jr. and vote was ayes - six (6); noes - one (1), with the dissenting vote being cast by Commissioner Gordon Wilder.

Voting Delegate and Alternate. The Board was advised that a voting delegate and alternate needed to be appointed for the NACo Annual Conference in July. Motion was made by Commissioner Dan Brummitt to appoint Gordon Wilder as voting delegate and Carolyn Faines as his alternate for the NACo Annual Conference in July. This motion was seconded by Commissioner Archie B. Taylor, Jr. and unanimously approved.

At this time, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to enter into closed session to discuss an economic development matter and a contract negotiation.

Upon return to open session, and as there was no further business, at 7:40 p.m., motion was made by Commissioner Gordon Wilder, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, that the meeting be adjourned.

Approved and signed July 2, 2018.

Chairman