

AGENDA



Andy Nickelston, Chairman
Ronnie Mendenhall, Vice Chairman
Rick Morris, Commissioner
Jimmy Walker, Commissioner
Jamie Yontz, Commissioner

REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS

Monday, December 23, 2019

1014 MAIN STREET

DANBURY, NC 27016

6:00 PM

Call to Order

Invocation

Pledge of Allegiance

I. Approval of the Agenda

II. Comments - Managers/Commissioners

III. Public Comments

IV. Consent Agenda

- a. Minutes
- b. Budget Amendments
- c. Resolution to Reimburse Ourselves for the Meadows Water Project
- d. Tax Administration Monthly Report-Items for Approval

V. Information Agenda

VI. Discussion Agenda

- a. Stokes County Health Department - Bad Debt Write Off Request
- b. Board of Health -Appointment Requests
- c. VHF System Upgrade Request
- d. Architectural/Engineering Services for the Public Works Maintenance/Storage Building

VII. Action Agenda

- a. Reagan Building Flooring Quotes

- b. LKC Letter Agreement for Engineering Services**
- c. Architectural/Engineering Services EMS Station W/C**
- d. Architectural/Engineering SolidWaste/Scale House**
- e. Voting Equipment Resolution**
- f. Propane Vehicles**
- g. Department of Social Services Board - Appointment Request**

VIII. Adjournment

*Anyone with a disability(is) who needs an accommodation to participate in this meeting is requested to inform us 48 hours prior to the scheduled time of the affected group meeting

*Attachments may be delivered before or at the time of the meeting

*Times may vary due to times preset for agenda items



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: IV.a.

Minutes

Contact: Shannon Shaver

Summary:

Minutes for Approval:

Regular Meeting - December 9, 2019

Budget Work Session- June 4, 2019

Budget Work Session- June 5, 2019

Budget Work Session- June 10, 2019

Budget Work Session (Recessed)- June 11, 2019

Budget Work Session (Recessed) -June 11, 2019

Budget Work Session (Recessed) -June 13, 2019

ATTACHMENTS:

Description

Minutes

Upload Date

12/18/2019

Type

Cover Memo

**STATE OF NORTH
CAROLINA

COUNTY OF STOKES**

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**OFFICE OF THE
COMMISSIONERS
STOKES COUNTY
GOVERNMENT
DANBURY, NORTH
CAROLINA
MONDAY DECEMBER 9, 2019**

CALL TO ORDER

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday December 9, 2019 at 6:00 pm with the following members present:

Board of Commissioners Present: Chairman Andy Nickelston, Vice Chairman Ronnie Mendenhall, Commissioner Rick Morris, Commissioner Jimmy Walker, and Commissioner Jamie Yontz

County Administration Present: County Manager Jake Oakley, Assistant County Manager/Clerk to the Board Shannon Shaver, Finance Director Julia Edwards, and County Attorney Ty Browder

INVOCATION

Chairman Nickelston delivered the Invocation.

PLEDGE OF ALLEGIANCE

Chairman Nickelston lead the Board in the Pledge of Allegiance and invited those in attendance to join.

Organization of the Board of County Commissioners

Organization of the Board of County Commissioners

Election of Chairman

Assistant County Manager/Clerk to the Board Shannon Shaver opened then floor for nominations for the election of Chairman of the Stokes County Board of Commissioners.

Commissioner Yontz nominated Commissioner Nickelston.

Commissioner Morris nominated Commissioner Walker.

Commissioner Walker declined to accept the nomination for Chairman.

With no further nominations Assistant County Manager/Clerk to the Board Shannon Shaver entertained a motion to close the floor for nominations.

Commissioner Mendenhall moved to close the floor for nominations.

Commissioner Morris seconded.

Assistant County Manager/Clerk to the Board Shannon Shaver opened the floor for discussion/questions/comments.

With no further discussion then motion carried with a 5-0 vote.

Assistant County Manager/Clerk to the Board Shannon Shaver polled the Board:

Commissioner Morris: Nickelston

Commissioner Walker: Nickelston

Commissioner Yontz: Nickelston

Commissioner Mendenhall: Nickelston

Commissioner Nickelston: Nickelston

Assistant County Manager/Clerk to the Board Shannon Shaver noted that Commissioner Nickelston had been elected as Chairman of the Stokes County Board of Commissioners and turned the meeting over to him.

Election of Vice-Chairman

Chairman Nickelston opened then floor for nominations for the election of the Vice Chairman of the Stokes County Board of Commissioners.

Chairman Nickelston nominated Commissioner Mendenhall.

Commissioner Walker nominated Commissioner Yontz.

Commissioner Yontz declined to accept the nomination for Vice Chairman.

Commissioner Walker inquired with Commissioner Morris on if he would be interested in serving as Vice Chairman and he declined to be nominated.

With no further nominations Chairman Nickelston entertained a motion to close the floor for nominations.

Commissioner Yontz moved to close the floor for nominations.

Commissioner Morris seconded.

Chairman Nickelston opened the floor for discussion/questions/comments.

With no further discussion then motion carried with a 5-0 vote.

Chairman Nickelston polled the Board:

Commissioner Morris: Mendenhall

Commissioner Walker: Mendenhall

Commissioner Yontz: Mendenhall

Commissioner Mendenhall: Mendenhall
Commissioner Nickelston: Mendenhall

Chairman Nickelston noted that Commissioner Mendenhall had been elected to serve as Vice Chairman of the Stokes County Board of Commissioners.

APPROVAL OF AGENDA

Chairman Nickelston entertained a motion on the approval of the Agenda.

Vice Chairman Mendenhall made a motion to approve the agenda as presented.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion and a full consensus of the Board the Agenda was approved with a 5-0 vote.

COMMENTS - Managers/Commissioners

Commissioner Morris welcomed those in attendance and those watching at home through YouTube and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Walker welcomed those in attendance and those watching at home through livestreaming and noted that he is glad we are able to offer that service. Commissioner Walker commented that the King Parade was well attended and enjoyable and wished everyone a Merry Christmas and a Happy and prosperous New Year.

Commissioner Yontz welcomed those in attendance and watching at home and wished everyone a Merry Christmas and a Happy New Year.

Vice Chairman Mendenhall welcomed those in attendance and those watching at home and noted that he always likes to see people participate in local government and noted that he hoped everyone had a wonderful Thanksgiving and hopes everyone has a Merry Christmas and a Happy New Year.

Chairman Nickelston welcomed those in attendance and those watching at home and noted that he hopes everyone has a Merry Christmas and a Happy New Year. Chairman Nickelston noted that he wanted to clarify that the Board of County Commissioners have nothing to do with the Superintendent. There seems to be some miscommunication on this subject and we have tried as a Board to keep the public involved and want to be sure they are getting the correct information. Commissioner Morris is blessed with the time to keep a blog of meetings and inform the public about things. I received some calls on this about Dr. Rice's evaluation being complete and just want to clarify that we do not have anything to do with this.

County Manager Oakley welcomed those in attendance and those watching at home and noted that he hoped everyone has a Merry Christmas and a wonderful New Year.

Commissioner Morris noted that in regards to his blog if anyone has questions to please reach out to him directly and noted that if other Commissioners receive questions to refer those individuals to him. He also noted that this is an editorial blog and he strives to be sure it is accurate.

PUBLIC COMMENTS

Philip and Tammy Barber
1630 Merridon Drive
Pinnacle, NC

RE: Sauratown Trail Association -Make -A-Wish

We are members of the Sauratown Trail Association and back in April I came and spoke to you about an event we have been putting on for the past 4 years called the Trail Blaze Challenge. This event is hosted by the Make -A-Wish Foundation of Eastern North Carolina. We had hoped to be able to raise a million dollars by the end of 2019. Last week we received a letter from Make -A-Wish informing us that since 2016 hundreds of people had taken on the 26.5 mile challenge raising over \$1.17 million dollars and granting over 150 local wishes. I had a misconception that wishes were a vacation but this is so much more than that. These wishes are motivation to keep fighting and we are so glad to be part of this.

Chairman Nickelston noted that the Board does not usually speak during public comments but that he on behalf of the Board wanted to thank them for all that they do for this organization.

CONSENT AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Budget Amendments

Minutes

Vice Chairman Mendenhall made a motion to approve the Consent Agenda as presented.

Commissioner Morris seconded and noted that he had some questions.

Chairman Nickelston opened the floor for any discussion/questions/comments.

Commissioner Morris requested clarification on the Budget Amendments from Finance Director Julia Edwards.

Finance Director Julia Edwards noted that the budget amendment for the Command Center was using funds from Emergency Management and some money set aside in Capital Reserve and that the budget amendment for the carport was using funds budgeted in FY 18/19.

Commissioner Morris inquired if there would be a 6 month budget review completed in January.

Finance Director Julia Edwards responded that she will be completing this and getting the monthly

reports completed as well.

With no further discussion the motion carried with a 5-0 vote.

INFORMATION AGENDA

Chairman Nickelston noted that there were no items on the Information Agenda at tonight's meeting.

DISCUSSION AGENDA

Tax Administration Monthly Report

Tax Administrator Richard Brim presented the Board with information on the Tax Administration's Monthly Report with a request for the following items to be placed on the Consent Agenda at the next meeting:

1. Real and Personal Releases more than \$100.00
2. Younts Wine Farm LLC, Business Personal Property Discovery

With no discussion and full consensus of the Board, these items were placed on the Consent Agenda for the next meeting.

Voting Equipment Resolution

Elections Director Jason Perry presented the Board with a resolution of approval of the voting equipment that was approved in the budget and let the Board know about the change in some polling places throughout the county.

There was favorable discussion among the Board related to the request.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting.

Propane Vehicles

County Manager Jake Oakley presented information on behalf of the Sheriff on converting 8 more vehicles in the Sheriff's Department to propane and noted that if the Board elected to move forward with an RFP it will need to be approved by the Board and sent out to vendors.

There was favorable discussion among the Board on converting the additional vehicles and developing an RFP.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting.

LKC Letter Agreement for Engineering Services

County Manager Jake Oakley and Public Works Director Mark Delehant presented the Board with the LKC Letter Agreement for Engineering Services.

There was favorable discussion among the Board.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting.

(Chairman Nickelston called for a short recess at 7:00 pm)

(Chairman Nickelston called the meeting back to order at 7:10 pm)

Architectural/Engineering Services EMS Station W/C

Support Services Supervisor Glenda Pruitt presented information to the Board related to the approval of Architectural/Engineering Services for the EMS Station W/C with a request to enter into a contract with Peterson and Gordon Architects.

There was favorable discussion among the Board related to the request.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting.

Architectural/Engineering SolidWaste/Scale House

Support Services Supervisor Glenda Pruitt presented information to the Board related to the approval of Architectural/Engineering Services for the Solid Waste/Scale House with a request to enter into a contract with Peterson and Gordon Architects.

There was favorable discussion among the Board related to the request.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting.

LifeStar Agreement

County Manager Jake Oakley presented the Board with the LifeStar Agreement and noted that the agreement included is for 2 years for LifeStar to continue providing service to the county. This was discussed in the budget concerning bringing this service back in house. If the Board is still considering this the contract may need to be revised to change the length of the contract or to have a clause to end the contract with appropriate notice. If no changes are needed the request from EMS Director Brandon Gentry is to move this item to the Action Agenda at the meeting tonight and bring this contract current as it is out of date. The letter of approval from County Attorney Browder is included.

There was favorable discussion among the Board and full consensus to move this item to the Action Agenda at tonight's meeting.

Reagan Building Flooring Quotes

County Manager Oakley presented the Board with quotes received for replacing the flooring at the Reagan Building and noted that at a meeting a while back the Board was presented with some preliminary costs to replace the flooring in the Reagan Building and at this meeting the Board directed the County Manager and staff to bring quotes back to the Board for consideration. The attached memo has information related to the quotes received. There were only 2 quotes received although Support Services Supervisor Glenda Pruitt solicited bids from several vendors.

There was some discussion among the Board regarding replacing the carpet in the Commissioners Chambers with vinyl plank flooring and there was some concern of the look and noise of this. The Board directed staff to gather information on this and obtain a quote for carpet for this space.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting with the information requested to be presented at the meeting.

Department of Social Services Board - Appointments Request

Assistant County Manager / Clerk to the Board Shannon Shaver presented the Board with information regarding the DSS Board applications and noted that we have been accepting applications for the DSS Board. This has been advertised on the county website. The state has 2 applications for consideration. The Commissioners appoint 3 members of the 5 member Board; one of which is a Commissioner. We have received 2 applications. Katie Tedder and Greg Collins have applied. There could be a possible conflict with one applicant who serves as a Guardian Ad Litem and it was requested that the Board give the applicant consideration to chose between the Boards if she is nominated. The Board will need to nominate these two individuals if they are in agreement as well as a Commissioner to serve on the DSS Board.

There was discussion among the Board on re-opening the application period due to some Board members received requests from other individuals wishing to apply that did not realize these applications were being taken.

Chairman Nickelston opened the floor for the Commissioner appointment to the DSS Board.

Commissioner Morris nominated Commissioner Walker to serve on the DSS Board.

Vice Chairnan Mendenhall moved to close the floor for nominations.

Commissioner Morris seconded.

With no further discussion the motion passed.

Chairman Nickelston polled the Board.

Commissioner Morris-Walker
Vice Chairman Walker-Walker
Commissioner Yontz-Walker
Vice Chairman Mendenhall-Walker
Chairman Nickelston- Walker

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at the next meeting on December 23rd.

Closed Session Policy and Procedures

Chairman Nickelston noted that a request was received to place this item on the Agenda.

There was discussion among the Board on establishing a policy for Closed Session's and Closed Session Minutes. The Board requested that staff work with County Attorney Browder in creating a policy and bringing it to the Board at a future meeting.

ACTION AGENDA

King Library Board Appointment

Chairman Nickelston entertained a motion on the item presented.

At the meeting on November 25th a request from the King Library Board was received to appoint Sabrina Gatewood to the King Public Library Board to replace Scott Tedder who has stepped down. The request was received from Joan Sherif with the NWRL.

Sabrina Gatewood was nominated and this item was moved to the Action Agenda at the meeting on December 9th.

Chairman Nickelston opened the floor for any further nominations.

Vice Chairman Mendenhall moved to close the floor for nominations.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote.

Chairman Nickelston polled the Board:

Commissioner Morris-Sabrina Gatewood
Commissioner Walker-Sabrina Gatewood
Commissioner Yontz-Sabrina Gatewood
Vice Chairman Mendenhall-Sabrina Gatewood
Chairman Nickelston- Sabrina Gatewood

Chairman Nickelston noted that Sabrina Gatewood had been appointed to the King Public Library Board.

Resolution Approving Financing Terms

Chairman Nickelston entertained a motion on the item presented.

This Resolution is a formality for the 19/20 FY Financing of Equipment. The financing options were presented at the first meeting in November and approved at the last meeting. This Resolution just needs to be approved to go along with the previously approved documents.

Commissioner Morris moved to approve the Resolution for the 19/20 Financing of Equipment.

Vice Chairman Mendenhall seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote.

LifeStar Agreement

Chairman Nickelston entertained a motion on the item as presented at tonight's meeting.

Vice Chairman Mendenhall moved to approve the LifeStar Agreement as presented.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote.

CLOSED SESSION

Assistant County Manager/Clerk to the Board Shannon Shaver read the rationale for entering Closed Session:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)
- To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5)

Chairman Nickelston entertained a motion to enter Closed Session

Commissioner Morris made a motion to enter Closed Session.

Commissioner Walker seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote.

Adjournment

With no further business to come before the Board, Chairman Nickelston entertained a motion to adjourn.

Vice Chairman Mendenhall made a motion to adjourn.

Commissioner Morris seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion the motion carried with a 5-0 vote and the meeting was adjourned at 9:06 pm.

Shannon Shaver
Clerk to the Board

Andy Nickelston
Chairman

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
TUESDAY JUNE 4, 2019

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Budget Work Session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Tuesday June 4, 2019 at 3:00 pm with the following members present:

Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris
Commissioner Jamie Yontz

Absent: Chairman Andy Nickeslton

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/Clerk to the Board Shannon Shaver
Finance Director Julia Edwards
Economic Development Director Will Carter

Vice Chairman Walker called the meeting to order and welcomed those in attendance.

INVOCATION

Commissioner Yontz delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Vice Chairman Walker invited those in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Vice Chairman Walker entertained a motion to approve or amend the June 4th Agenda.

Commissioner Mendenhall moved to approve the Agenda as presented.

Commissioner Morris seconded.

Vice Chairman Walker opened the floor for any discussion/comments/questions.

With no discussion the agenda was approved as presented with a 4-0 vote.

(Attachments presented during the meeting will be attached at the conclusion of the minutes or available upon request from the Clerk to the Board.)

Vice Chairman Walker noted that he would like to welcome those watching at home through YouTube and noted that there were no individuals in attendance at today's meeting.

Commissioner Morris noted that he would like to request that the Board discuss some potential meeting dates to be added for Budget Work Sessions at the end of today's meeting.

The Board was in favor of discussing setting additional dates for Budget Work Sessions.

Department Head Budget Discussion

Economic Development Director Will Carter presented the Board with information related to the Economic Development Budget.

Economic Development Director Will Carter commented:

- There is \$500,000.00 in the Capital Reserve fund to allow Economic Development the opportunity to go out for grant funding that may require a match, feasibility study, or other funds needed.
- This would just be setting this aside and I would still come to the Board for approval.

Commissioner Morris commented:

- How was the amount of \$500,000.00 decided on?

County Manager Oakley responded:

- Looked at other projects completed in the past and based the amount on that.

Commissioner Morris commented:

- If you are going to do a water and sewer project, you are going to typically need to contribute at least 20 percent.
- I can see using the funds for this.
- We are going to need a project that is approved and well defined.
- The grant process is a lengthy one and if we want to do something we need to get started.
- What is the \$100,000.00 in professional services for?
- If we did a feasibility study for the Wellness Center would it come from here?
- Just curious because it went from \$18,000.00 to \$100,000.00.

Economic Development Director Will Carter responded:

- The professional services are to maintain current projects with consultants and others as well as new studies to be completed.
- With the Board's permission I would like to create an Economic Development Advisory Board sometime in the next year as well.

Commissioner Morris responded:

- I think that creating a Board would be an agenda item since this would be a formal Board.

Commissioner Yontz requested clarification on the Capital Reserve Fund.

Finance Director Julia Edwards provided information on what the Capital Reserve Fund is used for to the Board.

Commissioner Morris commented:

- The Board would need to decide which capital projects they are interested in and get started due to the process being so lengthy.

Vice Chairman Walker commented:

- We have to start somewhere and if not things keep getting put off.

Commissioner Mendenhall commented:

- This needs to be moved on as quickly as possible.

Finance Director Julia Edwards noted that she did not include the Water Project in the Capital Projects due to not having any figures at the time the budget was presented.

Vice Chairman Walker extended thanks to Economic Development Will Carter for being in attendance at today's meeting and noted that the Board would reach out to him if they had further questions.

Review of Budget Goals and Commissioners Priorities

Vice Chairman Walker noted that he asked that each Commissioner be given a copy of the priorities of each Commissioner from the Goal Settings meetings held in January.

Budget Deliberations

Vice Chairman Walker opened the floor for discussion on the budget.

Commissioner Yontz commented:

- We might consider doing a 3 or 4 percent COLA in place of any reclassifications and let the salary study be completed and then see where we are.

Vice Chairman Walker commented:

- Would like to see more on battling the Opioid Crisis included in the budget.
- Would we want department heads to have a chance to dispute their budget cuts?
- Could go with a larger COLA depending on the final budget numbers.
- Would like to see part of the COLA go towards putting a merit program in place.
- Need to get deeper into the budget process before I commit to anything.

Commissioner Morris commented:

- Agree with other Commissioners that we don't get in front of the salary study and let that do the job it is intended to do.
- On new positions, some could be the new jail and we have no choice on those.
- Would be willing to go with the larger COLA

Commissioner Yontz commented:

- In favor of looking strongly at a 4 percent COLA.
- I would not be against looking at a merit program in the future.

Commissioner Mendenhall commented:

- I would like to get the County Managers thought on a merit based program.

County Manager Oakley responded:

- I am not against a merit based program but it can be a difficult thing to manage.
- The County could look at increasing the matching funds with 401K as an incentive program for employees.

(Vice Chairman Walker called for a short recess at 4:58 pm)

(Vice Chairman Walker called the meeting back to order at 5:10 pm)

Commissioner Morris commented:

- On the subject of bringing the BLS back in house, I would prefer not to do the BLS at the same time as the 6th ambulance.
- Sounds like the EMS Director would rather have the 6th ambulance at this time.
- Would like to add the additional ambulance and building and run budget numbers to see what this does to the budget

Commissioner Yontz commented:

- Not saying we shouldn't do the BLS, just not at the same time as the 6th ambulance.
- I am in favor of doing what makes the most sense for EMS right now.

Vice Chairman Walker commented:

- Looking at a way to do both.
- The sixth ambulance is not going to produce any revenue.
- Will the BLS produce enough revenue to be worth it?

- I am guessing it will never be large revenue producer.
- We are not getting the revenues for calls we could be getting right now.

Commissioner Morris commented:

- Concerned with staffing since we can't seem to keep staff now.

County Manager Oakley commented:

- The problem with EMS is keeping Paramedics and not EMT's which is what BLS requires.

Commissioner Morris presented the Board with a list of items for consideration in moving forward with the budget and noted that if the Board could begin to work through this list in the upcoming meetings they would be a lot closer to a final budget:

1. Determine if the \$1.1 Million from General Fund will be held out of the 4 Cent Fund
2. Determine what the 4 Cent Fund will be used for going forward
3. Determine the fund balance level for the school system for this budget and reporting requirements if any on how the fund balance was spent
4. Decide if an assessment of county buildings is desired and determine if the school system building should be included in the assessment
5. Determine amounts for school capital and current expense
6. Decide if COLA will be given and if so at what percentage
7. Go through equipment list attachment in the proposed budget and make decisions on equipment that will be approved in the final budget
8. Go through the personnel list attachment in the proposed budget and make decisions on recommended reclassifications, step increases and additional positions
9. Determine if a feasibility study will be approved in this budget for a wellness center
10. Review Capital Projects Fund and determine which if any projects will be funded in this budget
11. Determine if capital reserve levels are adequate for specified uses
12. Determine which if any projects recommended in the Public Buildings budget will be funded

13. Determine if water project for Meadows or other locations in the county will be approved for pursuit of grant funding
14. Determine if 5-year capital plans will be required from the county and school system for next year's budget
15. Determine if the county's fee schedule will be adjusted or remain the same
16. Determine if overtime or hourly schedules will be adjusted in any departments
17. Approve a property tax collection rate
18. Determine if an occupancy tax should be put in place for Stokes County
19. Determine if the librarians requested pay increase should be approved
20. Determine if departmental auto supplies budgets should be adjusted as a result of new vehicle lease program
21. Are any budget changes needed in anticipation of reinstituting the DSS and Health Boards?
22. Are there any additional department heads that the board needs to meet with during the budget process?
23. Determine if the YMCA contract will be approved for this budget for recreational support to the county
24. Will a new policy be required to address the mortgage funding of fire department buildings constructed outside of the county boundaries?
25. Updated or new job descriptions will need to be approved by the BOCC for any approved reclassifications or additional positions in this budget
26. What is minimum acceptable General Fund balance for this budget?
27. Will property taxes be increased to support budget requirements if needed?
28. What budget actions can be taken to address the opioid issue in the county?
29. What number of SROs will be funded after further consultation with the School Superintendent and Sheriff?

After much discussion from the Board on various aspects of the budget, the Board discussed adding additional Budget Work Sessions. Vice Chairman Walker noted that the Board would meet tomorrow June 5th at 4:00 for a regular scheduled budget meeting.

Adjournment

With no further business to come before the Board, Vice Chairman Walker entertained a motion to adjourn.

Commissioner Mendenhall moved to adjourn.

Commissioner Yontz seconded.

Vice Chairman Walker opened the floor for any discussion/questions/comments.

With no further discussion the Budget Work Session was adjourned at 6:18 pm.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman

Attachments presented during the meeting

As of the 06/11/19 Board Meeting

Expenditures

Removed all reclassification and step increases except

Department	Position	Total	
Natural Resources	District Adm/Ed Specialist to Soil & Water Conservation Director	\$ 9,087.88	Increase is \$14,937.88 less \$5,850
Veteran Service	Increase hours 90 to 120 per pay period	\$ 6,689.68	
	Total	\$ 15,777.56	

New Positions

Department	Position	Total	
Administration	Human Resource Assistance	\$ 42,126.32	
Animal Control	Part Time	\$ 17,224.00	
Arts Council	Manager of the Arts Place 100% County	\$ 33,322.34	100% County
EMS	(2) Community Paramedic.	\$ 104,316.80	Mental Health MOE Fund
	(6) Paramedic #6 Unit \$307,634	\$ -	Do EMS Station 20-21 staff
Finance	Finance Accounting Tech I	\$ 38,675.39	50% Finance/50% Purchasing
Forsyth Tech	Maint/Custodian/Security Supervisor	\$ 48,757.05	4 cent Fund/School/F. Tech Fund
Jail	Balliff/Transport	\$ 50,155.06	
Public Buildings	Custodian	\$ 31,873.18	
	Maintenance Tech I	\$ 36,540.11	
Register of Deeds	Deputy Register of Deeds (53.3333)	\$ 14,983.14	
Sheriff's Office	Records Clerk	\$ 42,126.32	
	Total	\$ 460,099.71	
	Total Reclassification/hours increase and new positions	\$ 475,877.27	

4% COLA Instead of 2%		\$ 607,440.00
Paying Time and half to EMS and Communications		\$ 423,350.00
Health Title XIX Fund	Using \$100,000 of this funds fund balance which reduces the transfer from General Fund	\$ 100,000.00
School/F. Tech Fund	Appropriating transfer from General Fund 25%	\$ 285,000.00
Capital Reserve	Economic Development Transfer cut	\$ (300,000.00)
Sheriff's Office	SRO part time	\$ 100,000.00

As of the 06/11/19 Board Meeting

Economic Development	Cut professional services	\$	(50,000.00)	
EMS	Left ambulance for #6 unit in the budget for financing	\$	260,000.00	
Solid Waste	Added roll off truck to capital-Financed	\$	170,000.00	
Capital Reserve	Transfer for Public Buildings	\$	(200,000.00)	
Various Budget Adjustments in Departmental budgets				
School Current Expense	Maintain current level and add 2 Social Workers	\$	12,051,051	Last years approved budget
		\$	213,231.00	teacher supplement amendment
		\$	488,851.00	Maintain Current Operations
		\$	151,500.00	School revenue reduction
		\$	128,370.00	(2) Social Workers
	Less would require \$789,250 from general fund or 2.03 cents tax transfer from General Fund	\$	13,033,003.00	
School Capital Outlay		\$	1,780,000.00	
Fund Balance		\$	4,276,016.00	25.10%

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
WEDNESDAY JUNE 5, 2019

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Budget Work Session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Wednesday June 5, 2019 at 4:00 pm with the following members present:

Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris
Commissioner Jamie Yontz

Absent: Chairman Andy Nickeslton

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/Clerk to the Board Shannon Shaver
Finance Director Julia Edwards

Vice Chairman Walker called the meeting to order and welcomed those in attendance.

INVOCATION

Commissioner Mendenhall delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Vice Chairman Walker invited those in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Vice Chairman Walker entertained a motion to approve or amend the June 5th Agenda.

Commissioner Mendenhall moved to approve the Agenda as presented.

Commissioner Morris seconded.

Vice Chairman Walker opened the floor for any discussion/comments/questions.

With no discussion the agenda was approved as presented with a 4-0 vote.

(Any Attachments presented during the meeting will be attached at the conclusion of the minutes or available upon request from the Clerk to the Board.)

Budget Deliberations

Vice Chairman Walker noted that he would prefer to pick up where the Board left off and engage in open discussion.

Commissioner Morris commented:

- If we can go through the list I provided and get everyone's position I think that will get us started with getting the budget together.

Vice Chairman Walker commented:

- I think each Commissioner has a list of sorts with their priorities.
- I am not sure that Commissioner Yontz or Commissioner Mendenhall have had a chance to give their thoughts on the budget or ask any questions so I would like to give them the opportunity.

Commissioner Mendenhall commented:

- Fund balance and property tax are two items of importance to me.
- Next I would like to look at which items in the department requests we want to approve.
- Would like to decide what capital projects we want to do.
- It sounds to me like most are in favor of the raise for the library.
- Would like to determine if a COLA will be given and what percentage.

Commissioner Yontz commented:

- The list that Commissioner Morris provided echoed many of the things I would have brought up.
- Would like to determine an acceptable fund balance which will help determine most of the other items.
- Capital projects need to be decided on.

Commissioner Morris commented:

- The items that need the most attention at this point are what the other Commissioners have mentioned other than the personnel information.
- In my opinion we will just need to go through all of the personnel requests one by one and get those finished.

Vice Chairman Walker reviewed the items mentioned by the Board.

Commissioner Yontz commented:

- I feel strongly about the fund balance staying at 25 %.
- How does not putting the whole amount into the 4 cent fund change the budget?

Commissioner Morris commented:

- The General Fund Balance is what is being watched by LGC.
- We have always tried to keep a similar fund balance to like size counties.
- I am comfortable with 25%.
- With the 4 cent fund we need to decide how we are going to use that fund if we are going to change it.
- We have not yet mentioned the school fund balance and our fund balance is supposed to cover the schools as well.

Finance Director Julia Edwards commented:

- We have never included them in our fund balance.
- We can't tell them how to spend their money which is why the auditors don't include it that way.

Commissioner Yontz commented:

- I feel the 4 cent fund should be used for any school capital need, not just new construction.

Commissioner Morris commented:

- I would be ok with looking at that conceptually speaking as long as the public is aware of how the fund is being used.

Commissioner Mendenhall commented:

- I looked at the capital outlay request from the school again today.
- There are two major items on the list which are roofs.
- After that the list is spread out through many smaller projects.
- If we were to look at taking the 4 cent fund and using it towards these types of needs, I would be on board with that.
- If you will go back to our very first goal meeting my answer on the fund balance was to stay at or above on 25 % and I have not changed on that.

Vice Chairman Walker commented:

- I am in concurrence with the Board on keeping the fund balance at 25 %.
- I would like to put another thought out regarding the 4 cent fund.
- What if we put the quarter cent sales tax back on the ballot and designate it exclusively for school use to enhance the 4 cent fund.
- If we tell the citizens what we are using it for and we focus it on the schools, it may pass.
- Rockingham County just passed one with good results.

- Using this for schools would be our commitment to the people.

Commissioner Morris provided an overview on the 4 cent fund and its original purpose at the request of Vice Chairman Walker.

Finance Director Julia Edwards commented:

- When the 4 cent fund was created there was discussion that once the debt was retired the Board could look at changing the fund or use it as pay as you go.

Commissioner Yontz commented:

- We are in a position right now with our schools where our ADM is declining and there is not a need for new school construction, or at least not in the near future.
- When we look at remodeling some of the existing schools, to me a \$700,000.00 roof is remodeling.
- It makes being responsible stewards easier by changing the use to address the current needs before they become larger issues.

Vice Chairman Walker commented:

- There seems to be considerable interest among the Board in redefining the use of the 4 cent fund.
- Would like to request that the County Manager let the Board know of any items on the list he provided to the Board previously that need attention.

County Manager Oakley responded:

- If the Board continues to move through the list provided by Commissioner Morris we will have the information needed.

After much discussion from the Board on property taxes the general consensus of the Board was not to raise property taxes unless absolutely necessary with Commissioner Mendenhall stating that he would not vote for a tax increase.

Vice Chairman Walker noted that the Board could go through the equipment list as presented in the recommended budget with each Commissioner having a chance to omit items or ask questions.

Commissioner Morris noted that he was fine with any computer recommendations since those have been approved by I.T. Director Diana Fulp.

The Board concurred with the statement from Commissioner Morris related to the computers.

The Board went through the recommended equipment list in the budget.

The Board omitted the equipment connected with bringing the BLS in house and noted they would rather look at bringing on the 6th unit as requested by the EMS Director and look at the in house BLS at a later time.

(Vice Chairman Walker called for a short recess to be taken at 5:30 pm)

(Vice Chairman Walker called the meeting back to order at 6:00 pm)

The Board discussed capital projects and left most items as recommended with the exception of a consensus to omit the fuel depot at Autumn Square as recommended.

Finance Director Julia Edwards noted that capital projects are multi-year projects.

The Board discussed a COLA for employees with the consensus being in favor of doing this and the percentage depending on the final budget numbers.

Commissioner Morris commented:

- I think a larger COLA would be a step in the right direction on what the salary study is going to recommend.
- We will be looking at the salary study recommendation in next year's budget and this will be a good way to get ahead of this.
- I am sure we will be looking at a phased in approach on the salary study.

Commissioner Yontz commented:

- I am in agreement with this and feel like we should cut the reclassifications and let the salary study do its job.
- We can certainly start to close the gap with a larger COLA.
- I am in favor of a flat 4 percent at this point.

Commissioner Mendenhall commented:

- I am flexible on this and could go 4 percent.
- I will be able to make a more definitive decision once I see more on how the budget is lining up.

Vice Chairman Walker commented:

- I am in favor of a 2 percent COLA and looking at using the other 2 percent towards a merit based program.
- There are a lot of logistics involved in this and it would take some time to get something like this going.
- The next item I would like to discuss is the \$25,000.00 for a feasibility study for a Wellness Center.

Commissioner Mendenhall commented:

- In favor of a feasibility study.
- I voted for the Wellness Center and would like to see this study completed.

Commissioner Morris commented:

- In favor of a feasibility study as long as the Board approves the RFP before it goes out.

Vice Chairman Walker commented:

- We could do a more comprehensive study than just the Wellness Center and include if citizens are satisfied with the current options available to them.
- It would help to have feedback from the citizens.

Commissioner Yontz concurred that he was in agreement with a feasibility study.

Vice Chairman Walker commented:

- Our Economic Development Director seemed to place a lot of importance on the water project.
- I would like to give the Board an opportunity to discuss this.

Commissioner Yontz commented:

- I am in support of infrastructure and economic development throughout the county.
- Wherever we start, we just need to start somewhere this year.
- If there is grant funding available, then that would be great.
- The sewer project completed here was successful and we should follow that model.

Vice Chairman Walker commented:

- Does the Board feel we need to hire a grant writer since the word grant seems to be coming up?

Commissioner Morris commented:

- As Commissioner Yontz stated we can follow the model of the sewer project and hire someone like Pilot View who worked on that project or an engineering firm.

Vice Chairman Walker commented:

- I prefer an engineering firm.

Commissioner Morris commented:

- We aren't really budgeting the cost of the project; we are budgeting the cost of hiring someone to go after the funding for a project like this.
- The project I believe the Economic Development Director is talking about which is the Meadows area is a good place to start as we have an unfinished project there.

Vice Chairman Walker commented:

- Each year when I attend the Commissioners Conference and there are engineering firms there wanting to do these kinds of projects.
- I would like to see this be a competitive process and would like to talk to several different companies and gather information.

Commissioner Mendenhall concurred with the Board on the importance of infrastructure and starting this process.

(Vice Chairman Walker called for a short recess at 7:45 pm)

(Vice Chairman Walker called the meeting back to order at 7:55 pm)

The Board discussed personnel requests and cut all reclassifications and step increases with the exception of Natural Resources and Veterans Services which due to a retirement and promotion in the Natural Resources office and extended hours in Veterans Services had to be left in the budget. The Board left 10.5 new positions mainly due to the completion of the new jail expansion, and left the part time positions in the Register of Deeds and Animal Control. The Board elected to allow the salary study to handle the other deficiencies and make a recommendation to the Board.

Adjournment

With no further business to come before the Board, Vice Chairman Walker entertained a motion to adjourn.

Commissioner Yontz moved to adjourn.

Commissioner Morris seconded.

Vice Chairman Walker opened the floor for any discussion/questions/comments.

With no further discussion the Budget Work Session was adjourned at 9:45 pm.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY JUNE 10, 2019

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Budget Work Session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday June 10, 2019 at 7:30 pm with the following members present:

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris
Commissioner Jamie Yontz

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/Clerk to the Board Shannon Shaver
Finance Director Julia Edwards

Chairman Nickelston called the meeting to order and welcomed those in attendance.

INVOCATION

Commissioner Morris delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Nickelston invited those in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Nickelston entertained a motion to approve or amend the June 10th Agenda.

Vice Chairman Walker moved to approve the Agenda as presented.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any discussion/comments/questions.

With no discussion the Agenda was approved as presented with a 5-0 vote.

(Any Attachments presented during the meeting will be attached at the conclusion of the minutes or available upon request from the Clerk to the Board.)

Budget Deliberations

Chairman Nickelston opened the floor for budget deliberations.

Finance Director Julia Edwards presented the Board with some updated figures reflecting changes requested by the Board during the meeting on June 5th.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the Board with an updated list of the items discussed at the meeting on June 5th.

Commissioner Morris commented:

- The information provided regarding the school budget just confirms what we pretty much already knew, which is we can't tell them how to spend their money.
- The one thing we can do is in the next budget year, we can request to see what they did and did not do which could influence our decision in the next budget.
- I think we have some friendly leverage and are working together well.
- I am not worried about how the school system is spending the money and if they make changes after the fact then I am sure they can explain that.

Commissioner Yontz commented:

- Do the numbers on the information given today reflect keeping the school funded current plus the additional \$75,000.00 to get to that next line item on their capital budget?

Finance Director Julia Edwards confirmed the information requested by Commissioner Yontz and that this would fund the list 1-20.

Commissioner Morris commented:

- To summarize where we are to this point; we have pretty much approved the entire equipment list and unless we want to go through for any reason we have completed that.
- With the school budget we are to the point of deciding about if we want to give them some discretionary money to complete some other items on their list.
- I think we decided to wait until we meet with the school system to finalize that part of the budget.
- We will need to decide if we want to make any changes to the personnel list that we went through and decide on the COLA.

The Board discussed EMS and the request of the 24/72 work schedule and were more favorable to the true time and half schedule.

Vice Chairman Walker commented:

- What percentage of tax increase would be required to make up the difference of the fund balance going from the current level of 33% to 25%?

County Manager Oakley responded:

- It would take an approximate 12% tax increase to cover this amount.

(Chairman Nickelston called for a short recess to be taken at 8:30 pm)

(Chairman Nickelston called the meeting back to order at 8:45 pm)

Chairman Nickelston commented:

- I am leaning towards waiting to get the EMS Station built and then purchase the sixth ambulance next year to divide up some of the amount being paid out.

Vice Chairman Walker commented:

- I am flexible on this.
- I like the sounds of what Chairman Nickelston is saying.

Commissioner Morris commented:

- The call volume justifies the sixth unit.

Commissioner Mendenhall commented:

- I agree with Commissioner Morris on this and we go ahead and get this done.
- The sixth unit is needed.

Commissioner Morris commented:

- Do any of the figures we are looking at include any sort of fund balance for the schools?
- I suppose we are going to give them a fund balance.
- Do we know what they currently have on hand?

Finance Director Julia Edwards noted that the figures presented do not include a fund balance for the school system.

Vice Chairman Walker commented:

- What Commissioner Morris is saying is all well and good but I think we have explored in great depth that even a special appropriation cannot mandate how the funds are spent.
- If we put money in a fund balance what assurance do we have on how it will be spent and that it will not be used to fund things that aren't emergencies.
- I would rather they come to us and ask for something if they really need it.
- If they have a genuine need we are going to respond to it.

Commissioner Morris commented:

- They need a fund balance for operations.

- They should not have to come to us every time something breaks.
- We have to respond to their needs by statute.
- I have no reason not to give them a fund balance.
- I think we ask the two guys on our Board who have school experience.

Assistant County Manager/Clerk to the Board Shannon Shaver commented:

- Finance Director Lanette Moore stated that the school system had \$197,127.00 unassigned fund balance.
- She did state that some of that had been spent and this was as of the last audit.

Finance Director Julia Edwards commented:

- They are not required by statute to carry any fund balance.

Commissioner Yontz commented:

- A fund balance of \$250,000.00 would be reasonable.

Vice Chairman Walker commented:

- It will not help us this year but the 5-year plan that our County Manager is working on for all county buildings including schools will help us moving forward with what we need to budget for.
- I would like to know how much it is really going to take to get our schools in good shape.
- How long can the School Board continue to operate 19 schools with a declining population?
- This will be a tough call to make but I am not sure we can justify putting a lot of money into a school that may not be here in 10 years.
- This is certainly not what I want to happen and I don't envy the School Board on having to make those kinds of decisions.

Commissioner Mendenhall commented:

- I would like to have at tomorrow's meeting a print out from 2011 to present on what the schools have received in capital outlay.
- I want every member of the Board of Education and every Commissioner to get a copy of this to review.

Vice Chairman Walker commented:

- There is no doubt that the schools need work.
- I know this has probably quadrupled over the years.

Commissioner Yontz commented:

- This goes back to the 4 cent fund for me.
- If we can't change the use of this to maintain what we have then we need to do away with the 4 cent fund.
- We are not looking at building new schools and we need to use the funds to keep what we have in operations.

Commissioner Morris commented:

- We really need to analyze all of this information before we go much further.
- On the 4 cent fund I am fine with changing the use to fit needs as long as we remain transparent to the public if we change from the original intent.
- I feel like the public will be accepting of the change to use the fund as long as we specify what we are doing like we could specify roofs.

Chairman Nickelston commented:

- On the subject of a tax increase, I am with everyone on not wanting to have a tax increase.
- I would like us to consider the concept of an occupancy tax.
- I want to look at bringing things in to take the burden off the taxpayers not adding things.

Commissioner Mendenhall commented:

- I agree with changing the needs but not limiting it to just roofs but all capital needs of schools.

Adjournment

With no further business to come before the Board, Chairman Nickelston recessed the meeting at 9:30 pm until June 11, 2019 at 3:00 pm.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman

Attachments presented during the meeting

"TO DO" List for Budget Completion (Additional items may need to be added)

1. Determine if the \$1.1 Million from General Fund will be held out of the 4 Cent Fund
\$285,000 has been budgeted which is 25%
2. Determine what the 4 Cent Fund will be used for going forward
To be determined by the Board
3. Determine the fund balance level for the school system for this budget and reporting requirements if any on how the fund balance was spent
To be determined by the Board
4. Decide if an assessment of county buildings is desired and determine if the school system building should be included in the assessment
This is being completed by Peterson-Gordon on County Building and School Buildings
5. Determine amounts for school capital and current expense
School capital to be at 1,780,000 and School current expense to be maintained at the current level with the addition of the 2 social workers for a total of \$13,033,003 not including Poplar Springs with \$789,250 being transferred from general fund to make up the deficit
6. Decide if COLA will be given and if so at what percentage
4 percent was the consensus of the Board
7. Go through equipment list attachment in the proposed budget and make decisions on equipment that will be approved in the final budget
Due to the Fuel Depot not being high priority the generator in the amount of \$100,000 was cut after the Board went through this list
8. Go through the personnel list attachment in the proposed budget and make decisions on recommended reclassifications, step increases and additional positions
Removed all reclassifications and step increases except Natural Resources and Veterans Services
Left 10.5 positions plus part time for animal control/Register of Deeds
9. Determine if a feasibility study will be approved in this budget for a wellness center
Consensus by the Board to complete this and the funds are in the budget
10. Review Capital Projects Fund and determine which if any projects will be funded in this budget
This has been reviewed but clarification is needed
11. Determine if capital reserve levels are adequate for specified uses
Not discussed
12. Determine which if any projects recommended in the Public Buildings budget will be funded
This has been reviewed but clarification is needed

13. Determine if water project for Meadows or other locations in the county will be approved for pursuit of grant funding
Consensus from the Board on Meadows location being high priority with \$100,000 in capital reserve for engineering fees to begin the process of securing an engineer and grant funding
14. Determine if 5-year capital plans will be required from the county and school system for next year's budget
This is being completed by Peterson-Gordon on County Building and School Building
15. Determine if the county's fee schedule will be adjusted or remain the same
To be determined by the Board
16. Determine if overtime or hourly schedules will be adjusted in any departments
Consensus of the Board to go to true time and a half for EMS and Communications
17. Approve a property tax collection rate
A collection rate is based on the audit from the previous year which is 97.52
18. Determine if an occupancy tax should be put in place for Stokes County
Future discussion needed on this topic
19. Determine if the librarians requested pay increase should be approved
Consensus of the Board to approve this request/recommendation
20. Determine if departmental auto supplies budgets should be adjusted as a result of new vehicle lease program
Budgeted at last year's numbers due to this being the first year of the lease and can be adjusted accordingly in next year's budget
21. Are any budget changes needed in anticipation of reinstituting the DSS and Health Boards?
Not at this time
22. Are there any additional department heads that the board needs to meet with during the budget process?
Completed
23. Determine if the YMCA contract will be approved for this budget for recreational support to the county
Currently under contract and decision needs to be made to fully fund which would be a \$3,111.00 increase for a total of \$120,595 with the current amount being \$117,484
24. Will a new policy be required to address the mortgage funding of fire department buildings constructed outside of the county boundaries?
Fire Service Commissioners determine this and bring to the Board
25. Updated or new job descriptions will need to be approved by the BOCC for any approved reclassifications or additional positions in this budget
Previously Job Descriptions have been handled through the County Manager/HR; descriptions can be provided upon Board request after approval in the budget

26. What is minimum acceptable General Fund balance for this budget?
25%
27. Will property taxes be increased to support budget requirements if needed?
Consensus of the Board is no tax increase
28. What budget actions can be taken to address the opioid issue in the county?
Board discussed the addition of the Social Workers in the school system as being one way of addressing the opioid issue
29. What number of SROs will be funded after further consultation with the School Superintendent and Sheriff?
After meeting with the Sheriff and School Board the consensus is to add SRO officers to all schools with part time officers for full time coverage in the amount of an additional \$100,000

Each commissioner needs to go through their own budget evaluation process using the "to do" list above and any other sources available to form their own individual budget position that can be reconciled with the budget positions of the other commissioners to determine a final budget.

Additional Items:

Does the Board want the tax rates to reflect the true rate for School Current Expense?

The current tax rates reflected on the County tax bills mailed out are at 31 cents each. This is a 31/31 split between General Fund and School Current Expense. The Board needs to approve the true appropriation to each fund that relates to County taxes. The true rate should be 29/33 if you want the budget to reflect the actual appropriation of tax dollars.

"TO DO" List for Budget Completion (Additional items may need to be added)

1. Determine if the \$1.1 Million from General Fund will be held out of the 4 Cent Fund
2. Determine what the 4 Cent Fund will be used for going forward
3. Determine the fund balance level for the school system for this budget and reporting requirements if any on how the fund balance was spent
4. Decide if an assessment of county buildings is desired and determine if the school system building should be included in the assessment
5. Determine amounts for school capital and current expense
6. Decide if COLA will be given and if so at what percentage
7. Go through equipment list attachment in the proposed budget and make decisions on equipment that will be approved in the final budget
8. Go through the personnel list attachment in the proposed budget and make decisions on recommended reclassifications, step increases and additional positions
9. Determine if a feasibility study will be approved in this budget for a wellness center
10. Review Capital Projects Fund and determine which if any projects will be funded in this budget
11. Determine if capital reserve levels are adequate for specified uses
12. Determine which if any projects recommended in the Public Buildings budget will be funded
13. Determine if water project for Meadows or other locations in the county will be approved for pursuit of grant funding
14. Determine if 5-year capital plans will be required from the county and school system for next year's budget
15. Determine if the county's fee schedule will be adjusted or remain the same
16. Determine if overtime or hourly schedules will be adjusted in any departments
17. Approve a property tax collection rate
18. Determine if an occupancy tax should be put in place for Stokes County
19. Determine if the librarians requested pay increase should be approved
20. Determine if departmental auto supplies budgets should be adjusted as a result of new vehicle lease program
21. Are any budget changes needed in anticipation of reinstituting the DSS and Health Boards?
22. Are there any additional department heads that the board needs to meet with during the budget process?
23. Determine if the YMCA contract will be approved for this budget for recreational support to the county
24. Will a new policy be required to address the mortgage funding of fire department buildings constructed outside of the county boundaries?
25. Updated or new job descriptions will need to be approved by the BOCC for any approved reclassifications or additional positions in this budget
26. What is minimum acceptable General Fund balance for this budget?
27. Will property taxes be increased to support budget requirements if needed?
28. What budget actions can be taken to address the opioid issue in the county?
29. What number of SROs will be funded after further consultation with the School Superintendent and Sheriff?

Each commissioner needs to go through their own budget evaluation process using the "to do" list above and any other sources available to form their own individual budget position that can be reconciled with the budget positions of the other commissioners to determine a final budget.

Equipment Request FY 2019-20

As of 6/5/19 meeting

ATTACHMENT 2

Department	Description	Request	Recommended	Funding	Final
Administration	1 vehicle Enterprise Leasing Computer	\$ -	\$ -	Debt Service	
		\$ 2,500.00	\$ 2,500.00	General Fund	\$ 2,500.00
		\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
Animal Control	2 vehicles Enterprise Leasing Desktop Computer	\$ -	\$ -	Debt Service	
		\$ 2,500.00	\$ -	General Fund	\$ -
		\$ 2,500.00	\$ -		\$ -
Cooperative Extension	1 vehicle Enterprise Leasing				
District Resource Center	Weed Eater	\$ 300.00	\$ 300.00	DRC Fees	\$ 300.00
	Leaf Blower	\$ 375.00	\$ 375.00	DRC Fees	\$ 375.00
	2 vehicles Enterprise Leasing			Debt Service	
		\$ 675.00	\$ 675.00		\$ 675.00
Economic Development	1 vehicle Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ -	\$ -	General Fund	\$ -
		\$ -	\$ -		\$ -
Elections	Voting Machines (25)	\$ 150,000.00	\$ 150,000.00	General Fund \$73,520	\$ 150,000.00
		\$ 150,000.00	\$ 150,000.00	Capital Reserve \$76,480	\$ 150,000.00
Emergency Communications	Response Plan module-Spillman	\$ 12,857.00	\$ -	General Fund	\$ -
	MCC 7500 4 (radio console positions)	\$ 49,250.00	\$ 49,250.00	General Fund \$17,408 Capital Reserve \$31,844	\$ 49,250.00
	(3) Kenwood Viking Portable radios (2) recommended	\$ 4,872.00	\$ 3,248.00	General Fund	\$ 3,248.00
	1 vehicle Enterprise Leasing	\$ -	\$ -	Debt Service	
		\$ 66,479.00	\$ 62,498.00		\$ 62,498.00
Emergency Management	Generator Docking Station and Installation-Stokes YMCA	\$ 19,000.00	\$ 19,000.00	General Fund	\$ 19,000.00
	Generator Docking Station and Installation-Lawsonville Baptist Church	\$ 14,000.00	\$ 14,000.00	General Fund	\$ 14,000.00
	Mobile Command Trailer	\$ 65,000.00	\$ -	Finance	\$ -
		\$ 98,000.00	\$ 33,000.00		\$ 33,000.00
Emergency Medical Services	Ambulance (1)	\$ 210,000.00	\$ 210,000.00	Finance	\$ 210,000.00
	Desktop Computer (1) Supervisor (per IT)	\$ 2,500.00	\$ 2,500.00	General Fund	\$ 2,500.00
	Ambulance for additional unit and equipped	\$ 260,000.00	\$ -	Finance	\$ 260,000.00
	Equipment and lettering of lease vehicles	\$ 10,000.00	\$ 10,000.00	General Fund	\$ 10,000.00
	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	
		\$ 482,500.00	\$ 222,500.00		\$ 482,500.00
EMS-BLS	(2) Ford Transit Ambulance w/stretchers	\$ 230,000.00	\$ 230,000.00	Finance	\$ -
	(2) AEDs	\$ 6,302.00	\$ 6,302.00	General Fund	\$ -
	(2) Ferno Stair Chairs	\$ 6,000.00	\$ 6,000.00	General Fund	\$ -
	(2) Pagers	\$ 905.00	\$ 905.00	General Fund	\$ -
	(2) Radios	\$ 12,594.00	\$ 12,594.00	General Fund	\$ -
	(2) Walkie Talkies	\$ 9,562.00	\$ 9,562.00	General Fund	\$ -
	(2) Tough book computers	\$ 16,000.00	\$ 16,000.00	General Fund	\$ -
	(2) Computer stands	\$ 3,000.00	\$ 3,000.00	General Fund	\$ -
	Computer	\$ 2,500.00	\$ 2,500.00	General Fund	\$ -
		\$ 286,863.00	\$ 286,863.00		\$ -

Equipment Request FY 2019-20

ATTACHMENT 2

Department	Description	Request	Recommended	Funding	Final
Environmental Health	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ -	\$ -		\$ -
Finance	(2) Computer	\$ 4,400.00	\$ 4,400.00	General Fund	\$ 4,400.00
	Laptop w/docking station	\$ 3,000.00	\$ 3,000.00	General Fund	\$ 3,000.00
	Per IT	\$ 7,400.00	\$ 7,400.00		\$ 7,400.00
Fire Marshal	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
	Equipment of new trucks	\$ 28,000.00	\$ 28,000.00	General Fund	\$ 28,000.00
	Microsoft Surface Pro-Computer	\$ 1,500.00	\$ 1,500.00	General Fund	\$ 1,500.00
	Milwaukee power tools	\$ 589.00	\$ 589.00	General Fund	\$ 589.00
	Stream light portable light	\$ 700.00	\$ 700.00	General Fund	\$ 700.00
	Cannon Digital Camera (Replacement)	\$ 480.00	\$ 480.00	General Fund	\$ 480.00
		\$ 31,269.00	\$ 31,269.00		\$ 31,269.00
Forsyth Tech	Zero Turn Mower	\$ 9,100.00	\$ 9,100.00	New School/F. Tech. Fund	\$ 9,100.00
		\$ 9,100.00	\$ 9,100.00		\$ 9,100.00
Health Department	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ -	\$ -		\$ -
Information Systems	Replace (2) Switches (Replacing 2 switches a year total 12 switches)	\$ 8,000.00	\$ 8,000.00	General Fund	\$ 8,000.00
	Computer-Replacement	\$ 3,000.00	\$ 3,000.00	General Fund	\$ 3,000.00
	1 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ 11,000.00	\$ 11,000.00		\$ 11,000.00
Jail	Computer (2)	\$ 5,000.00	\$ 5,000.00	General Fund	\$ 5,000.00
	Radios-Replacement	\$ 2,500.00	\$ 2,500.00	General Fund	\$ 2,500.00
		\$ 7,500.00	\$ 7,500.00		\$ 7,500.00
Natural Resources	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
	Computer per IT	\$ 2,200.00	\$ 2,200.00	General Fund	\$ 2,200.00
		\$ 2,200.00	\$ 2,200.00		\$ 2,200.00
Planning	4 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
Public Buildings	Demolition Buildings on Prison Camp Property	\$ 120,000.00	\$ 120,000.00	Capital Reserve Fund	\$ 120,000.00
	Roof-Jail	\$ 85,000.00	\$ 85,000.00	Capital Reserve Fund	\$ 85,000.00
	HVAC Controls-Reagan Building	\$ 28,200.00	\$ 28,200.00	Capital Reserve Fund	\$ 28,200.00
	Recover Courthouse Lobby Pews	\$ 4,700.00	\$ 4,700.00	Capital Reserve Fund	\$ 4,700.00
	Replace Boiler-Reagan Building	\$ 25,000.00	\$ 25,000.00	Capital Reserve Fund	\$ 25,000.00
	9 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ 262,900.00	\$ 262,900.00		\$ 262,900.00
Purchasing	1 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
	Desk	\$ -	\$ 1,000.00		\$ 1,000.00
	Chair	\$ -	\$ 250.00		\$ 250.00
		\$ -	\$ 1,250.00		\$ 1,250.00
Revaluation	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -

Equipment Request FY 2019-20

ATTACHMENT 2

Department	Description	Request	Recommended	Funding	Final
Senior Services	Laptop computer per IT	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
	2 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
Sheriff's Department	35 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
	Equipment of vehicles	\$ 25,000.00	\$ 25,000.00	General Fund	\$ 25,000.00
	Laptop Computer (2) per IT	\$ 7,000.00	\$ 7,000.00	General Fund	\$ 7,000.00
	Computers (2) per IT (3) New Position	\$ 5,000.00	\$ 7,500.00	General Fund	\$ 7,500.00
	Redar Equipment-Walnut Cove	\$ 2,000.00	\$ 2,000.00	General Fund	\$ 2,000.00
	Body Armor Vest (5)	\$ 3,775.00	\$ 3,775.00	General Fund	\$ 3,775.00
		\$ 42,775.00	\$ 45,275.00		\$ 45,275.00
Social Services	3 vehicles Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
		\$ -	\$ -		\$ -
Solid Waste	1 vehicle Enterprise Leasing	\$ -	\$ -	Debt Service	
Tax Administration	Monitor and table for conference room	\$ 1,000.00	\$ 1,000.00	General Fund	\$ 1,000.00
	1 vehicle Enterprise Leasing	\$ -	\$ -	Debt Service	
		\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
Vehicle Maintenance	Plasma Cutter	\$ 1,600.00	\$ 1,600.00	General Fund	\$ 1,600.00
	Reciprocation Saw	\$ 450.00	\$ 450.00	General Fund	\$ 450.00
	Fuel Injector Cleaning Kit	\$ 450.00	\$ 450.00	General Fund	\$ 450.00
	2 vehicle Enterprise Leasing	\$ -	\$ -	Debt Service	\$ -
	Generator Autumn Square	\$ 100,000.00	\$ 100,000.00	Capital Reserve Fund	\$ 100,000.00
		\$ 102,500.00	\$ 102,500.00		\$ 102,500.00
Total Requested		\$ 1,599,661.00	\$ 1,231,930.00	Total Recommended	\$ 1,205,067.00
New School/F. Tech Fund		\$ (9,100.00)	\$ (9,100.00)	New School/F. Tech Fund	\$ (9,100.00)
Capital Reserve Fund		\$ (471,224.00)	\$ (471,224.00)	Capital Reserve Fund	\$ (471,224.00)
DRG Fees		\$ (875.00)	\$ (875.00)		\$ (875.00)
Finance		\$ (785,000.00)	\$ (440,000.00)	Finance	\$ (470,000.00)
Total General Fund		\$ 323,662.00	\$ 310,931.00	General Fund	\$ 254,068.00

Equipment Request FY 2019-20

ATTACHMENT 2

Department	Description	Request	Recommended	Funding	Final
Danbury Water	1 vehicle Enterprise Leasing (Regional Sewer and Danbury Water)	\$ 14,000.00	\$ -		\$ -
	40 X 100 Water/Sewer Maintenance Building (50%)	\$ 32,500.00	\$ -		\$ -
		\$ 46,500.00	\$ -	Danbury Water Fund	\$ -
Sewer Fund	1 vehicle Enterprise Leasing (Regional Sewer and Danbury Water)	\$ -	\$ -		\$ -
	40 X 100 Water/Sewer Maintenance Building (50%)	\$ 32,500.00	\$ -		\$ -
		\$ 32,500.00	\$ -	Sewer Funds	\$ -
E911 Fund	Motorola Radio Console (4) \$49,250 paid from General Fund	\$ 309,317.00	\$ 309,317.00		\$ 309,317.00
	APCO IntelliComm Software replace ProQA	\$ 48,200.00	\$ 48,200.00		\$ 48,200.00
		\$ 357,517.00	\$ 357,517.00	E911 Fund	\$ 357,517.00
Capital Projects Fund					
Emergency Medical Services	New Ambulance Station Walnut Cove	\$ 650,000.00	\$ 650,000.00	Finance	\$ 650,000.00
Solid Waste	Convenience Site Design & MSW Compactor Conversion (2 Sites)	\$ 770,000.00	\$ 770,000.00	Finance	\$ 770,000.00
Vehicle Maintenance	Stokes County Fuel Depot	\$ 250,000.00	\$ 250,000.00	Finance or Capital Reserve	\$ 250,000.00
Solid Waste	Solid Waste Building/Scale House	\$ 125,000.00	\$ 125,000.00	Capital Reserve Fund	\$ 125,000.00
Public Buildings	Storage/Maintenance Building	\$ -	\$ 500,000.00	Finance/Water Fund/Sewer Fund	\$ 500,000.00
		\$ 1,795,000.00	\$ 2,295,000.00	Capital Projects Fund	\$ 2,295,000.00

Salary Request FY 2019-20

As of 6/5/19 Meeting

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Administration					
Human Resources Assistant-New Position	67 02A	\$ 29,293.81	\$ 29,293.81	\$ 29,293.81	General Fund
	FICA	\$ 1,816.22	\$ 1,816.22	\$ 1,816.22	
	Medicare	\$ 424.76	\$ 424.76	\$ 424.76	
	Retirement	\$ 2,645.23	\$ 2,645.23	\$ 2,645.23	
	401K	\$ 292.94	\$ 292.94	\$ 292.94	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
	Dental	\$ 379.44	\$ 379.44	\$ 390.96	
	Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
	Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
		\$ 42,114.80	\$ 42,114.80	\$ 42,126.32	
Reclassification Human Resource Officer per County Manager Exempt position	74 12A	\$ -	\$ 47,096.86	\$ -	General Fund
	80 12A	\$ -	\$ 59,515.95	\$ -	
		\$ -	\$ 12,479.09	\$ -	
	FICA	\$ -	\$ 773.70	\$ -	
	Medicare	\$ -	\$ 180.95	\$ -	
	Retirement	\$ -	\$ 1,126.86	\$ -	
	401K	\$ -	\$ 124.79	\$ -	
		\$ -	\$ 14,685.39	\$ -	
		\$ -	\$ 56,800.19	\$ -	
		\$ -	\$ 42,114.80	\$ -	
		\$ -	\$ 56,800.19	\$ -	
		\$ -	\$ 42,114.80	\$ -	
Total Administration		\$ 42,114.80	\$ 98,911.69	\$ 42,126.32	
Animal Control					
Part Time Salaries		\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	General Fund
	FICA	\$ 992.00	\$ 992.00	\$ 992.00	
	Medicare	\$ 232.00	\$ 232.00	\$ 232.00	
Total Animal Control		\$ 17,224.00	\$ 17,224.00	\$ 17,224.00	
Arts Council					
Manager of the Arts Place-New Position	60 01A	\$ 21,822.32	\$ 21,822.32	\$ 21,822.32	General Fund
	FICA	\$ 1,352.98	\$ 1,352.98	\$ 1,352.98	
	Medicare	\$ 316.42	\$ 316.42	\$ 316.42	
	Retirement	\$ 1,970.56	\$ 1,970.56	\$ 1,970.56	
	401K	\$ 218.22	\$ 218.22	\$ 218.22	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
	Dental	\$ 379.44	\$ 379.44	\$ 379.44	
	Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
	Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
		\$ 33,322.34	\$ 33,322.34	\$ 33,322.34	
Reclassification Director of Arts per County Manager	74 14B	\$ -	\$ 49,436.66	\$ -	General Fund
	81 103	\$ -	\$ 60,076.64	\$ -	
		\$ -	\$ 10,639.98	\$ -	
	FICA	\$ -	\$ 650.68	\$ -	
	Medicare	\$ -	\$ 154.28	\$ -	
	Retirement	\$ -	\$ 960.79	\$ -	
	401K	\$ -	\$ 106.40	\$ -	
		\$ -	\$ 12,521.13	\$ -	
		\$ -	\$ 45,843.47	\$ -	
		\$ -	\$ 33,322.34	\$ -	
		\$ -	\$ 45,843.47	\$ -	
		\$ -	\$ 33,322.34	\$ -	
Total Arts Council		\$ 33,322.34	\$ 95,843.47	\$ 33,322.34	

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Economic Development					
Step Increase Economic Development Director	84 03B	\$ 58,790.29	\$ 58,790.29	\$ -	
	84 16A	\$ 75,395.06	\$ 75,395.06	\$ -	
		\$ 16,604.77	\$ 16,604.77	\$ -	
	FICA	\$ 1,029.50	\$ 1,029.50	\$ -	
	Medicare	\$ 240.77	\$ 240.77	\$ -	
	Retirement	\$ 1,499.41	\$ 1,499.41	\$ -	
	401K	\$ 166.05	\$ 166.05	\$ -	
		\$ 19,540.50	\$ 19,540.50	\$ -	General Fund
Reclassification Economic Development Tech Analyst	72 07A	\$ 39,368.94	\$ 39,368.94	\$ -	
	76 07A	\$ 46,056.01	\$ 40,943.37	\$ -	
		\$ 6,687.07	\$ 1,574.43	\$ -	
	FICA	\$ 414.60	\$ 414.60	\$ -	
	Medicare	\$ 96.96	\$ 96.96	\$ -	
	Retirement	\$ 603.84	\$ 603.84	\$ -	
	401K	\$ 66.87	\$ 66.87	\$ -	
		\$ 7,869.34	\$ 2,756.70	\$ -	General Fund
Total Economic Development		\$ 27,409.84	\$ 22,297.20	\$ -	
Emergency Communications					
Lead Telecommunication Supervisor-New Position	77 01A	\$ 42,507.27	\$ -	\$ -	
	FICA	\$ 2,635.45	\$ -	\$ -	
	Medicare	\$ 616.96	\$ -	\$ -	
	Retirement	\$ 3,838.41	\$ -	\$ -	
	401K	\$ 425.07	\$ -	\$ -	
	Insurance	\$ 6,959.64	\$ -	\$ -	
	Dental	\$ 379.44	\$ -	\$ -	
	Term Life	\$ 59.76	\$ -	\$ -	
	Unemployed	\$ 243.00	\$ -	\$ -	
	Total Emergency Communications	\$ 57,664.40	\$ -	\$ -	General Fund
Emergency Management					
Step Increase Emergency Medical Services/Emergency Management Director	84 05B	\$ 61,177.35			
	84 11B	\$ 68,936.27			
		\$ 7,758.92	\$ 7,758.92	\$ -	
	FICA	\$ 481.05	\$ 481.05	\$ -	
	Medicare	\$ 112.50	\$ 112.50	\$ -	
	Retirement	\$ 700.63	\$ 700.63	\$ -	
	401K	\$ 77.59	\$ 77.59	\$ -	
	Total Emergency Management	\$ 9,480.69	\$ 9,480.69	\$ -	General Fund

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description		Request	Recommended	Final	Funding
Emergency Medical Services						
Administrative Assistance-EMS	75% DRC 25% EMS 2018-19 Budget	67 02A	\$ 29,293.81	\$ -	\$ -	
New Position	100% EMS	FICA	\$ 1,816.22	\$ -	\$ -	
		Medicare	\$ 424.76	\$ -	\$ -	
		Retirement	\$ 2,645.23	\$ -	\$ -	
		401K	\$ 292.94	\$ -	\$ -	
		Insurance	\$ 6,959.64	\$ -	\$ -	
		Dental	\$ 379.44	\$ -	\$ -	
		Term Life	\$ 59.76	\$ -	\$ -	
		Unemployed	\$ 252.94	\$ -	\$ -	
			\$ 42,164.74	\$ -	\$ -	
	25% DRC staff		\$ (10,309.00)	\$ -	\$ -	
			\$ 31,855.74	\$ -	\$ -	General Fund
Assistant EMS Director-Funded		82 02A	\$ 52,756.99	\$ -	\$ -	
		FICA	\$ 3,270.93	\$ -	\$ -	
		Medicare	\$ 764.98	\$ -	\$ -	
		Retirement	\$ 4,763.96	\$ -	\$ -	
		401K	\$ 527.57	\$ -	\$ -	
		Insurance	\$ 6,959.64	\$ -	\$ -	
		Dental	\$ 379.44	\$ -	\$ -	
		Term Life	\$ 59.76	\$ -	\$ -	
		Unemployed	\$ 243.00	\$ -	\$ -	
			\$ 69,726.27	\$ -	\$ -	General Fund
Community Paramedic-New Position		73 04A	\$ 38,571.65	\$ 38,571.65	\$ 38,571.65	Mental Health MOE
		FICA	\$ 2,391.44	\$ 2,391.44	\$ 2,391.44	
		Medicare	\$ 559.29	\$ 559.29	\$ 559.29	
		Retirement	\$ 3,483.02	\$ 3,483.02	\$ 3,483.02	
		401K	\$ 385.72	\$ 385.72	\$ 385.72	
		Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
		Dental	\$ 379.44	\$ 379.44	\$ 390.96	
		Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
		Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
			\$ 53,032.96	\$ 53,032.96	\$ 53,044.48	
Community Paramedic-New Position		73 02A	\$ 37,065.73	\$ 37,065.73	\$ 37,065.73	Mental Health MOE
		FICA	\$ 2,298.08	\$ 2,298.08	\$ 2,298.08	
		Medicare	\$ 537.45	\$ 537.45	\$ 537.45	
		Retirement	\$ 3,347.04	\$ 3,347.04	\$ 3,347.04	
		401K	\$ 370.66	\$ 370.66	\$ 370.66	
		Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
		Dental	\$ 379.44	\$ 379.44	\$ 390.96	
		Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
		Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
			\$ 51,260.80	\$ 51,260.80	\$ 51,272.32	General Fund

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Emergency Medical Services-BLS					
(4) EMT-New Position	68 02A	\$ 121,862.00	\$ 121,862.00	\$ -	
	FICA	\$ 7,555.44	\$ 7,555.44	\$ -	
	Medicare	\$ 1,767.00	\$ 1,767.00	\$ -	
	Retirement	\$ 11,004.14	\$ 11,004.14	\$ -	
	401K	\$ 1,218.62	\$ 1,218.62	\$ -	
	Insurance	\$ 27,838.56	\$ 27,838.56	\$ -	
	Dental	\$ 1,517.76	\$ 1,517.76	\$ -	
	Term Life	\$ 239.04	\$ 239.04	\$ -	
	Unemployed	\$ 972.00	\$ 972.00	\$ -	
		\$ 173,974.56	\$ 173,974.56	\$ -	General Fund
BLS Coordinator	76 02A	\$ 41,693.73	\$ 41,693.73	\$ -	
	FICA	\$ 2,585.01	\$ 2,585.01	\$ -	
	Medicare	\$ 604.56	\$ 604.56	\$ -	
	Retirement	\$ 3,764.94	\$ 3,764.94	\$ -	
	401K	\$ 416.94	\$ 416.94	\$ -	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ -	
	Dental	\$ 379.44	\$ 379.44	\$ -	
	Term Life	\$ 59.76	\$ 59.76	\$ -	
	Unemployed	\$ 243.00	\$ 243.00	\$ -	
		\$ 56,707.02	\$ 56,707.02	\$ -	General Fund
Total EMS-BLS		\$ 230,681.58	\$ 230,681.58	\$ -	These positions budget for 8 months
Finance					
Reclassification Finance Director per County Manager	81 16B	\$ 70,404.75	\$ 70,404.75	\$ -	
	85 16B	\$ 79,195.74	\$ 79,195.74	\$ -	
		\$ 8,790.99	\$ 8,790.99	\$ -	
	FICA	\$ 545.04	\$ 545.04	\$ -	
	Medicare	\$ 127.47	\$ 127.47	\$ -	
	Retirement	\$ 667.24	\$ 667.24	\$ -	
	401K	\$ 87.91	\$ 87.91	\$ -	
		\$ 10,218.65	\$ 10,218.65	\$ -	General Fund
Reclassification Assistant Finance Director	75 13A	\$ 51,897.69	\$ 51,897.69	\$ -	
	80 13A	\$ 60,712.21	\$ 60,712.21	\$ -	
		\$ 8,814.52	\$ 8,814.52	\$ -	
	FICA	\$ 546.50	\$ 546.50	\$ -	
	Medicare	\$ 127.81	\$ 127.81	\$ -	
	Retirement	\$ 669.02	\$ 669.02	\$ -	
	401K	\$ 88.15	\$ 88.15	\$ -	
		\$ 10,246.00	\$ 10,246.00	\$ -	General Fund
Reclassification Finance Accounting Tech IV-Payroll	67 01B	\$ 30,164.29	\$ 30,164.29	\$ -	
	68 01B	\$ 31,371.08	\$ 31,371.08	\$ -	
		\$ 1,206.79	\$ 1,206.79	\$ -	
	FICA	\$ 546.50	\$ 546.50	\$ -	
	Medicare	\$ 127.81	\$ 127.81	\$ -	
	Retirement	\$ 669.02	\$ 669.02	\$ -	
	401K	\$ 88.15	\$ 88.15	\$ -	
		\$ 2,638.27	\$ 2,638.27	\$ -	General Fund

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Finance Cont.					
Reclassification Finance Accounting Tech IV-AP	66 13A	\$ 35,060.22	\$ 35,060.22	\$ -	General Fund
	69 13A	\$ 39,438.75	\$ 39,438.75	\$ -	
		\$ 4,378.53	\$ 4,378.53	\$ -	
	FICA	\$ 271.47	\$ 271.47	\$ -	
	Medicare	\$ 63.49	\$ 63.49	\$ -	
	Retirement	\$ 332.33	\$ 332.33	\$ -	
	401K	\$ 43.79	\$ 43.79	\$ -	
		\$ 5,089.61	\$ 5,089.61	\$ -	
		\$ 28,167.62	\$ 28,167.62	\$ 26,041.89	
	FICA	\$ 1,746.39	\$ 1,746.39	\$ 1,746.39	
Finance Accounting Tech II-New Position recommended					
50% Finance/50% Purchasing					
Finance Accounting Tech I-New Position Grade 64	Medicare	\$ 408.43	\$ 408.43	\$ 408.43	General Fund
	Retirement	\$ 2,543.54	\$ 2,543.54	\$ 2,543.54	
	401K	\$ 281.68	\$ 281.68	\$ 281.68	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
	Dental	\$ 379.44	\$ 379.44	\$ 390.86	
	Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
	Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
		\$ 40,789.50	\$ 40,789.50	\$ 38,675.39	
		\$ 20,394.75		\$ 19,397.69	
		\$ 20,394.75		\$ 19,397.70	
50% Finance					
50% Purchasing					
Total Finance		\$ 68,882.09	\$ 68,882.09	\$ 38,675.39	
Fire Marshal					
Reclassification Fire Marshal requested					
Recommended Per County Manager Reclassification from Grade 80 04B to 82 04B	80 04B	\$ 51,264.07	\$ 51,579.27	\$ -	General Fund
	80 09B	\$ 56,627.48	\$ 55,448.38	\$ -	
		\$ 5,363.41	\$ 3,869.11	\$ -	
	FICA	\$ 333.00	\$ 333.00	\$ -	
	Medicare	\$ 78.00	\$ 78.00	\$ -	
	Retirement	\$ 407.00	\$ 407.00	\$ -	
	401K	\$ 54.00	\$ 54.00	\$ -	
		\$ 6,235.41	\$ 4,741.11	\$ -	
		\$ 40,919.97	\$ 40,919.97	\$ -	
		\$ 42,581.37	\$ 42,581.37	\$ -	
Step Increase Assistant Fire Marshal		\$ 1,661.40	\$ 1,661.40	\$ -	General Fund
	FICA	\$ 103.00	\$ 103.00	\$ -	
	Medicare	\$ 24.00	\$ 24.00	\$ -	
	Retirement	\$ 126.00	\$ 126.00	\$ -	
	401K	\$ 17.00	\$ 17.00	\$ -	
		\$ 1,931.40	\$ 1,931.40	\$ -	
		\$ 8,166.81	\$ 6,672.91	\$ -	
Total Fire Marshal		\$ 8,166.81	\$ 6,672.91	\$ -	

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Forsyth Tech					
Maint./Custodian Supervisor	72 01A	\$ 34,938.15	\$ 34,938.15	\$ 34,938.15	
	FICA	\$ 2,166.17	\$ 2,166.17	\$ 2,166.17	
	Medicare	\$ 506.60	\$ 506.60	\$ 506.60	
	Retirement	\$ 3,154.91	\$ 3,154.91	\$ 3,154.91	
	401K	\$ 349.38	\$ 349.38	\$ 349.38	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
	Dental	\$ 379.44	\$ 379.44	\$ 379.44	
	Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
	Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
	Total Forsyth Tech	\$ 48,757.05	\$ 48,757.05	\$ 48,757.05	4cent Fund
GIS Mapping					
Reclassification GIS/Mapping Supervisor to GIS/Land Records Supervisor Grade 69 to 72	69 16A	\$ 41,864.29	\$ 41,864.29	\$ -	
	72 16A	\$ 47,091.59	\$ 47,091.59	\$ -	
		\$ 5,227.30	\$ 5,227.30	\$ -	
	FICA	\$ 324.09	\$ 324.09	\$ -	
	Medicare	\$ 75.80	\$ 75.80	\$ -	
	Retirement	\$ 472.03	\$ 472.03	\$ -	
	401K	\$ 52.27	\$ 52.27	\$ -	
	Total GIS Mapping	\$ 6,181.49	\$ 6,181.49	\$ -	General Fund
Information Systems					
Information Tech System Analyst to Assistant Information System Director	73 18D	\$ 51,472.98	\$ 51,472.98	\$ -	
	76 16B	\$ 55,641.30	\$ 55,641.30	\$ -	
		\$ 4,168.32	\$ 4,168.32	\$ -	
	FICA	\$ 258.44	\$ 258.44	\$ -	
	Medicare	\$ 60.44	\$ 60.44	\$ -	
	Retirement	\$ 376.40	\$ 376.40	\$ -	
	401K	\$ 41.68	\$ 41.68	\$ -	
	Total Information Systems	\$ 4,905.28	\$ 4,905.28	\$ -	General Fund
Jail					
Reclassification Jail Sergeant to Jail Lieutenant Grade 72 to 78	71 08B	\$ 40,561.95	\$ 40,561.95	\$ -	
	76 08B	\$ 51,324.00	\$ 51,324.00	\$ -	
		\$ 10,762.05	\$ 10,762.05	\$ -	
	FICA	\$ 667.00	\$ 667.00	\$ -	
	Medicare	\$ 156.00	\$ 156.00	\$ -	
	Retirement	\$ 1,044.00	\$ 1,044.00	\$ -	
	401K	\$ 538.00	\$ 538.00	\$ -	
		\$ 13,167.05	\$ 13,167.05	\$ -	
	Total Jail	\$ 63,310.11	\$ 63,310.11	\$ -	General Fund
Balliff/Transport Position					
	70 01B	\$ 32,625.06	\$ 32,625.06	\$ 32,625.06	
	FICA	\$ 2,023.00	\$ 2,023.00	\$ 2,023.00	
	Medicare	\$ 473.00	\$ 473.00	\$ 473.00	
	Retirement	\$ 3,165.00	\$ 3,165.00	\$ 3,165.00	
	401K	\$ 1,631.00	\$ 1,631.00	\$ 1,631.00	
	Insurance	\$ 5,960.00	\$ 5,960.00	\$ 5,960.00	
	Dental	\$ 379.00	\$ 379.00	\$ 391.00	
	Unemployed	\$ 2,820.00	\$ 2,820.00	\$ 2,820.00	
	Term Life	\$ 67.00	\$ 67.00	\$ 67.00	
		\$ 50,143.06	\$ 50,143.06	\$ 50,155.06	General Fund
Total Balliff/Transport Position					
		\$ 63,310.11	\$ 63,310.11	\$ 50,155.06	

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Natural Resources					
Reclassification District Adm/Ed Specialist to Soil & Water Conservation	65 14B	\$ 34,733.40	\$ 34,733.40	\$ 34,733.40	
Director	75 14B	\$ 47,535.28	\$ 47,535.28	\$ 47,535.28	
		\$ 12,801.88	\$ 12,801.88	\$ 12,801.88	
	FICA	\$ 794.00	\$ 794.00	\$ 794.00	
	Medicare	\$ 186.00	\$ 186.00	\$ 186.00	
	Retirement	\$ 1,156.00	\$ 1,156.00	\$ 1,156.00	
		\$ 14,937.88	\$ 14,937.88	\$ 14,937.88	
Professional Services for Dept Head not budgeted due to reclassification		\$ (5,850.00)	\$ (5,850.00)	\$ (5,850.00)	
Total Natural Resources		\$ 9,087.88	\$ 9,087.88	\$ 9,087.88	General Fund
Planning					
Reclassification Director of Planning & Development per County Manager	80 18B	\$ -	\$ 67,734.68	\$ -	
	84 18B	\$ -	\$ 79,240.85	\$ -	
		\$ -	\$ 11,506.17	\$ -	
	FICA	\$ -	\$ 713.00	\$ -	
	Medicare	\$ -	\$ 167.00	\$ -	
	Retirement	\$ -	\$ 1,039.00	\$ -	
	401K	\$ -	\$ 115.06	\$ -	
Total Planning		\$ -	\$ 13,840.23	\$ -	General Fund
Public Buildings					
Custodial Supervisor	68 01A	\$ 29,865.29	\$ -	\$ -	
	FICA	\$ 1,851.65	\$ -	\$ -	
	Medicare	\$ 433.05	\$ -	\$ -	
	Retirement	\$ 2,696.84	\$ -	\$ -	
	401K	\$ 298.65	\$ -	\$ -	
	Insurance	\$ 6,959.64	\$ -	\$ -	
	Dental	\$ 379.44	\$ -	\$ -	
	Term Life	\$ 59.76	\$ -	\$ -	
	Unemployed	\$ 243.00	\$ -	\$ -	
		\$ 42,787.32	\$ -	\$ -	General Fund
Custodian	58 02A	\$ -	\$ 20,581.08	\$ 20,581.08	
		\$ -	\$ 1,276.03	\$ 1,276.03	
		\$ -	\$ 298.43	\$ 298.43	
		\$ -	\$ 1,858.47	\$ 1,858.47	
		\$ -	\$ 205.81	\$ 205.81	
		\$ -	\$ 6,959.64	\$ 6,959.64	
		\$ -	\$ 379.44	\$ 390.96	
		\$ -	\$ 59.76	\$ 59.76	
		\$ -	\$ 243.00	\$ 243.00	
		\$ -	\$ 31,861.66	\$ 31,873.18	General Fund

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommendad	Final	Funding
Public Buildings cont.					
Maintenance Tech I	63 01A	\$ 24,546.86	\$ 24,546.86	\$ 24,546.86	
	FICA	\$ 1,521.91	\$ 1,521.91	\$ 1,521.91	
	Medicare	\$ 355.93	\$ 355.93	\$ 355.93	
	Retirement	\$ 2,216.58	\$ 2,216.58	\$ 2,216.58	
	401K	\$ 245.47	\$ 245.47	\$ 245.47	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
	Dental	\$ 379.44	\$ 379.44	\$ 390.96	
	Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
	Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
		\$ 36,528.59	\$ 36,528.59	\$ 36,540.11	General Fund
	Total Public Buildings	\$ 79,315.31	\$ 68,390.25	\$ 68,413.29	
Purchasing					
Reclassification Support Service Director	74 04B		\$ 40,514.89	\$ -	
	81 04B		\$ 53,315.47	\$ -	
			\$ 12,800.58	\$ -	
	FICA		\$ 793.64	\$ -	
	Medicare		\$ 185.61	\$ -	
	Retirement		\$ 1,155.89	\$ -	
	401K		\$ 128.01	\$ -	
	Total Purchasing	\$ -	\$ 15,063.73	\$ -	General Fund
Register of Deeds					
Deputy Register of Deeds I (.59333)	52 2A	\$ 12,841.22	\$ 12,841.22	\$ 12,841.22	
	FICA	\$ 796.16	\$ 796.16	\$ 796.16	
	Medicare	\$ 186.20	\$ 186.20	\$ 186.20	
	Retirement	\$ 1,159.56	\$ 1,159.56	\$ 1,159.56	
		\$ 14,983.14	\$ 14,983.14	\$ 14,983.14	General Fund
Reclassification Assist. Register of Deeds to Assist. Register of Deeds	67 12A	\$ 35,742.98	\$ 35,742.98	\$ -	
	69 12A	\$ 38,661.61	\$ 38,661.61	\$ -	
		\$ 2,918.63	\$ 2,918.63	\$ -	
	FICA	\$ 180.96	\$ 180.96	\$ -	
	Medicare	\$ 42.32	\$ 42.32	\$ -	
	Retirement	\$ 263.55	\$ 263.55	\$ -	
	401K	\$ 128.41	\$ 128.41	\$ -	
		\$ 3,533.87	\$ 3,533.87	\$ -	General Fund
Reclassification Deputy Register of Deeds	64 13B	\$ 32,738.81	\$ 32,738.81	\$ -	
	63 13B	\$ 34,048.69	\$ 34,048.69	\$ -	
		\$ 1,309.88	\$ 1,309.88	\$ -	
	FICA	\$ 81.21	\$ 81.21	\$ -	
	Medicare	\$ 18.99	\$ 18.99	\$ -	
	Retirement	\$ 118.28	\$ 118.28	\$ -	
	401K	\$ 13.10	\$ 13.10	\$ -	
		\$ 1,541.46	\$ 1,541.46	\$ -	General Fund
	Total Register of Deeds	\$ 20,058.47	\$ 20,058.47	\$ 14,983.14	

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Sheriff's Office Deputy Sheriff II	70 02A	\$ 32,952.01	\$ 32,952.01	\$ -	
	FICA	\$ 2,043.02	\$ 2,043.02	\$ -	
	Medicare	\$ 477.80	\$ 477.80	\$ -	
	Retirement	\$ 3,196.34	\$ 3,196.34	\$ -	
	401K 5%	\$ 1,647.60	\$ 1,647.60	\$ -	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ -	
	Dental	\$ 379.44	\$ 379.44	\$ -	
	Term Life	\$ 59.76	\$ 59.76	\$ -	
	Unemployed	\$ 243.00	\$ 243.00	\$ -	
		\$ 47,958.61	\$ 47,958.61	\$ -	General Fund
Records Clerk	67 02A	\$ 29,293.81	\$ 29,293.81	\$ 29,293.81	
	FICA	\$ 1,816.22	\$ 1,816.22	\$ 1,816.22	
	Medicare	\$ 424.76	\$ 424.76	\$ 424.76	
	Retirement	\$ 2,645.23	\$ 2,645.23	\$ 2,645.23	
	401K	\$ 292.94	\$ 292.94	\$ 292.94	
	Insurance	\$ 6,959.64	\$ 6,959.64	\$ 6,959.64	
	Dental	\$ 379.44	\$ 379.44	\$ 390.96	
	Term Life	\$ 59.76	\$ 59.76	\$ 59.76	
	Unemployed	\$ 243.00	\$ 243.00	\$ 243.00	
		\$ 42,114.80	\$ 42,114.80	\$ 42,126.32	General Fund
Total Sheriff's Office		\$ 90,073.41	\$ 90,073.41	\$ 42,126.32	
Social Services Reclassification Social Worker II to Social Worker III (Adult Services)	69 02A	\$ 31,683.99	\$ 31,683.99	\$ -	1,522.98 FEDERAL
	71 02A	\$ 34,269.17	\$ 34,269.17	\$ -	95.79 STATE
		\$ 2,585.18	\$ 2,585.18	\$ -	1,297.62 COUNTY
	FICA	\$ 160.28	\$ 160.28	\$ -	3,016.39
	Medicare	\$ 37.49	\$ 37.49	\$ -	
	Retirement	\$ 233.44	\$ 233.44	\$ -	
	401K	\$ -	\$ -	\$ -	
	Total	\$ 3,016.39	\$ 3,016.39	\$ -	
Reclassification Social Worker II to Social Worker III (Adult Services)	69 02A	\$ 31,683.99	\$ 31,683.99	\$ -	1,636.89 FEDERAL
	71 02A	\$ 34,269.17	\$ 34,269.17	\$ -	96.61 STATE
		\$ 2,585.18	\$ 2,585.18	\$ -	1,308.74 COUNTY
	FICA	\$ 160.28	\$ 160.28	\$ -	3,042.24
	Medicare	\$ 37.49	\$ 37.49	\$ -	
	Retirement	\$ 233.44	\$ 233.44	\$ -	
	401K	\$ 25.85	\$ 25.85	\$ -	
	Total	\$ 3,042.24	\$ 3,042.24	\$ -	
Reclassification Processing Assistant III to Account Technician II	59 18A	\$ 29,430.05	\$ 29,430.05	\$ -	3,138.31 FEDERAL
	63 18A	\$ 34,428.94	\$ 34,428.94	\$ -	185.23 STATE
		\$ 4,998.89	\$ 4,998.89	\$ -	2,509.16 COUNTY
	FICA	\$ 309.93	\$ 309.93	\$ -	5,832.70
	Medicare	\$ 72.48	\$ 72.48	\$ -	
	Retirement	\$ 451.40	\$ 451.40	\$ -	
	401K	\$ -	\$ -	\$ -	
	Total	\$ 5,832.70	\$ 5,832.70	\$ -	

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Social Services cont.					
Reclassification Account Technician I to Account Technician II	61 07B	\$ 25,828.56	\$ 25,828.66	\$ -	1,334.96 FEDERAL
	63 07B	\$ 27,937.00	\$ 27,937.00	\$ -	78.79 STATE
		\$ 2,108.34	\$ 2,108.34	\$ -	1,057.34 COUNTY
	FICA	\$ 130.72	\$ 130.72	\$ -	2,481.09
	Medicare	\$ 30.57	\$ 30.57	\$ -	
	Retirement	\$ 190.38	\$ 190.38	\$ -	
	401K	\$ 21.08	\$ 21.08	\$ -	
	Total	\$ 2,481.09	\$ 2,481.09	\$ -	
Reclassification Processing Assistant III to Processing Assistant IV	59 04A	\$ 22,273.68	\$ 22,273.68	\$ -	1,141.13 FEDERAL
	61 04A	\$ 24,091.34	\$ 24,091.34	\$ -	67.35 STATE
		\$ 1,817.66	\$ 1,817.66	\$ -	912.36 COUNTY
	FICA	\$ 112.69	\$ 112.69	\$ -	2,120.84
	Medicare	\$ 26.36	\$ 26.36	\$ -	
	Retirement	\$ 164.13	\$ 164.13	\$ -	
	401K	\$ -	\$ -	\$ -	
	Total	\$ 2,120.84	\$ 2,120.84	\$ -	
Reclassification Processing Assistant III to Processing Assistant IV	59 02B	\$ 21,618.74	\$ 21,618.74	\$ -	1,116.99 FEDERAL
	61 02B	\$ 23,382.84	\$ 23,382.84	\$ -	65.93 STATE
		\$ 1,764.10	\$ 1,764.10	\$ -	893.07 COUNTY
	FICA	\$ 109.37	\$ 109.37	\$ -	2,075.99
	Medicare	\$ 25.58	\$ 25.58	\$ -	
	Retirement	\$ 159.30	\$ 159.30	\$ -	
	401K	\$ 17.64	\$ 17.64	\$ -	
	Total	\$ 2,075.99	\$ 2,075.99	\$ -	
Reclassification Processing Assistant III to Processing Assistant IV	59 02A	\$ 21,404.11	\$ 21,404.11	\$ -	1,107.90 FEDERAL
	61 02A	\$ 23,151.31	\$ 23,151.31	\$ -	65.39 STATE
		\$ 1,747.20	\$ 1,747.20	\$ -	885.80 COUNTY
	FICA	\$ 109.37	\$ 109.37	\$ -	2,059.09
	Medicare	\$ 25.58	\$ 25.58	\$ -	
	Retirement	\$ 159.30	\$ 159.30	\$ -	
	401K	\$ 17.64	\$ 17.64	\$ -	
	Total	\$ 2,059.09	\$ 2,059.09	\$ -	
Reclassification Income Maint. Caseworker II to IMC III	65 03B	\$ 27,904.76	\$ 27,904.76	\$ -	1,392.73 FEDERAL
	67 03B	\$ 30,181.32	\$ 30,181.32	\$ -	82.20 STATE
		\$ 2,276.56	\$ 2,276.56	\$ -	1,113.52 COUNTY
	FICA	\$ 109.37	\$ 109.37	\$ -	2,588.45
	Medicare	\$ 25.58	\$ 25.58	\$ -	
	Retirement	\$ 159.30	\$ 159.30	\$ -	
	401K	\$ 17.64	\$ 17.64	\$ -	
	Total	\$ 2,588.45	\$ 2,588.45	\$ -	
Reclassification Income Maint. Caseworker II to IMC III	65 04B	\$ 27,904.76	\$ 27,904.76	\$ -	1,725.26 FEDERAL
	67 04B	\$ 30,788.16	\$ 30,788.16	\$ -	101.83 STATE
		\$ 2,883.40	\$ 2,883.40	\$ -	1,379.39 COUNTY
	FICA	\$ 109.37	\$ 109.37	\$ -	3,206.48
	Medicare	\$ 25.58	\$ 25.58	\$ -	
	Retirement	\$ 159.30	\$ 159.30	\$ -	
	401K	\$ 28.83	\$ 28.83	\$ -	
	Total	\$ 3,206.48	\$ 3,206.48	\$ -	

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Social Services Cont.					
Reclassification Income Maint. Caseworker II to IMC III	65 01B	\$ 26,816.01	\$ 26,816.01	\$ -	1,935.39 FEDERAL
	67 01B	\$ 29,003.65	\$ 29,003.65	\$ -	78.82 STATE
		\$ 2,187.64	\$ 2,187.64	\$ -	1,067.68 COUNTY
	FICA	\$ 109.37	\$ 109.37	\$ -	2,481.89
	Medicare	\$ 25.58	\$ 25.58	\$ -	
	Retirement	\$ 159.30	\$ 159.30	\$ -	
	401K	\$ -	\$ -	\$ -	
	Total	\$ 2,481.89	\$ 2,481.89	\$ -	
	65 02A	\$ 27,083.81	\$ 27,083.81	\$ -	1,359.31 FEDERAL
	67 02A	\$ 29,293.81	\$ 29,293.81	\$ -	80.23 STATE
		\$ 2,210.00	\$ 2,210.00	\$ -	1,086.81 COUNTY
Reclassification Income Maint. Caseworker II to IMC III	FICA	\$ 109.37	\$ 109.37	\$ -	2,526.35
	Medicare	\$ 25.58	\$ 25.58	\$ -	
	Retirement	\$ 159.30	\$ 159.30	\$ -	
	401K	\$ 22.10	\$ 22.10	\$ -	
	Total	\$ 2,526.35	\$ 2,526.35	\$ -	
Income Maintenance Supervisor II New Position	69 02A	\$ 31,683.99	\$ -	\$ -	24,173.22 FEDERAL
	FICA	\$ 1,964.41	\$ -	\$ -	1,426.75 STATE
	Medicare	\$ 459.42	\$ -	\$ -	19,327.15 COUNTY
	Retirement	\$ 2,861.06	\$ -	\$ -	44,927.12
	401K	\$ 316.84	\$ -	\$ -	
	Insurance	\$ 6,959.64	\$ -	\$ -	
	Dental	\$ 379.00	\$ -	\$ -	
	Unemployed	\$ 243.00	\$ -	\$ -	
	Term Ins	\$ 59.76	\$ -	\$ -	
	Total	\$ 44,927.12	\$ -	\$ -	
Income Maintenance Caseworker III New Position	67 02A	\$ 29,293.81	\$ -	\$ -	22,659.80 FEDERAL
	FICA	\$ 1,816.22	\$ -	\$ -	1,397.43 STATE
	Medicare	\$ 424.76	\$ -	\$ -	19,117.13 COUNTY
	Retirement	\$ 2,645.23	\$ -	\$ -	42,114.36
	401K	\$ 292.94	\$ -	\$ -	
	Insurance	\$ 6,959.64	\$ -	\$ -	
	Dental	\$ 379.00	\$ -	\$ -	
	Unemployed	\$ 243.00	\$ -	\$ -	
	Term Ins	\$ 59.76	\$ -	\$ -	
	Total	\$ 42,114.36	\$ -	\$ -	
Total Social Services		\$ 118,472.99	\$ 31,431.81	\$ -	
Tax Administration					
Reclassification Listing Appraiser to Personal Property Appraiser II	65 13B	\$ 34,048.69	\$ 34,048.69	\$ -	
	67 13B	\$ 36,826.79	\$ 36,826.79	\$ -	
		\$ 2,778.10	\$ 2,778.10	\$ -	
	FICA	\$ 172.24	\$ 172.24	\$ -	
	Medicare	\$ 40.28	\$ 40.28	\$ -	
	Retirement	\$ 210.86	\$ 210.86	\$ -	
	401K	\$ 27.78	\$ 27.78	\$ -	
		\$ 3,229.26	\$ 3,229.26	\$ -	General Fund

Salary Request FY 2019-20

ATTACHMENT 3

Department	Description	Request	Recommended	Final	Funding
Tax Administration cont.					
Reclassification Motor Vehicle Appraiser to Motor Vehicle Clerk/ Tax Collector Clerk	65 12B	\$ 33,377.50	\$ 33,377.50	\$ -	
	67 12D	\$ 36,101.00	\$ 36,101.00	\$ -	
		\$ 2,723.50	\$ 2,723.50	\$ -	
	FICA	\$ 168.86	\$ 168.86	\$ -	
	Medicare	\$ 39.49	\$ 39.49	\$ -	
	Retirement	\$ 206.71	\$ 206.71	\$ -	
	401K	\$ 27.24	\$ 27.24	\$ -	
		\$ 3,165.80	\$ 3,165.80	\$ -	General Fund
Reclassification Tax Administrator 82 to 84 per County Manager	82 OSA	\$ -	\$ 56,002.57	\$ -	
	84 OSA	\$ -	\$ 60,571.68	\$ -	
		\$ -	\$ 4,569.11	\$ -	
	FICA	\$ -	\$ 283.28	\$ -	
	Medicare	\$ -	\$ 66.25	\$ -	
	Retirement	\$ -	\$ 346.80	\$ -	
	401K	\$ -	\$ 45.69	\$ -	
		\$ -	\$ 5,311.13	\$ -	General Fund
Total Tax Administration		\$ 6,995.06	\$ 11,706.19	\$ -	
Veteran Services					
Increasing hours from 22.50 to 30 hours a week, 90 to 120 per pay period 60% to 80%		\$ -	\$ 18,824.00	\$ 18,824.00	
		\$ -	\$ 24,629.00	\$ 24,629.00	
		\$ -	\$ 5,805.00	\$ 5,805.00	
	FICA	\$ -	\$ 359.91	\$ 359.91	
	Medicare	\$ -	\$ 84.17	\$ 84.17	
	Retirement	\$ -	\$ 440.60	\$ 440.60	
		\$ -	\$ 6,689.68	\$ 6,689.68	General Fund
Total Veteran Services		\$ -	\$ 6,689.68	\$ 6,689.68	
Total Increase		\$ 2,166,196.81	\$ 971,587.04	\$ 789,511.18	Total Recommended
FEDERAL		\$ (63,744.87)	\$ (16,911.85)	\$ -	FEDERAL
STATE		\$ (3,762.35)	\$ (998.17)	\$ -	STATE
Mental Health MOE Fund		\$ (104,293.76)	\$ (104,293.76)	\$ (104,293.76)	Mental Health MOE Fund
Dedicated Fund-4 cents		\$ (48,757.05)	\$ (48,757.05)	\$ (48,757.05)	Dedicated Fund-4 cents
Ambulance Fees		\$ (230,681.56)	\$ (230,681.56)	\$ -	
Total General Fund		\$ 1,714,957.20	\$ 569,944.63	\$ 690,460.32	General Fund

As of the 06/05/19 Board Meeting

Expenditures

Removed all reclassification and step increases except

Department	Position	Total	
Natural Resources	District Adm/Ed Specialist to Soil & Water Conservation Director	\$ 9,087.88	Increase is \$14,937.88 less \$5,850
Veteran Service	Increase hours 90 to 120 per pay period	\$ 6,689.68	
	Total	\$ 15,777.56	

New Positions

Department	Position	Total	
Administration	Human Resource Assistance	\$ 42,126.32	
Animal Control	Part Time	\$ 17,224.00	
Arts Council	Manager of the Arts Place 50/50	\$ 33,322.34	50/50 Arts Council/County
EMS	(2) Community Paramedic	\$ 104,316.80	Mental Health MOE Fund
	(6) Paramedic #6 Unit	\$ 307,633.86	
Finance	Finance Accounting Tech I	\$ 38,675.39	50% Finance/50% Purchasing
Forsyth Tech	Maint/Custodian/Security Supervisor	\$ 48,757.05	4 cent Fund/School/F. Tech Fund
Jail	Balliff/Transport	\$ 50,155.06	
Public Buildings	Custodian	\$ 31,873.18	
	Maintenance Tech I	\$ 36,540.11	
Register of Deeds	Deputy Register of Deeds (53.3333)	\$ 14,983.14	
Sheriff's Office	Records Clerk	\$ 42,126.32	
	Total	\$ 767,733.57	
	Total Reclassification/hours increase and new positions	\$ 783,511.13	

4% COLA instead of 2% \$ 607,440.00

Health Title XIX Fund Using \$80,000 of this funds fund balance which reduces the transfer from General Fund \$ 80,000.00

School/F. Tech Fund Appropriating transfer from General Fund \$ 1,139,775.00

Register of Deeds fees	\$ 5,000.00
1 Ambulance Fees due to BLS	\$ (250,000.00)
EMS Medicaid Settlement	\$ 5,000.00
Fund Balance Appropriation	<u>\$ 1,031,263.00</u>
Total	\$ 791,263.00

get with the transfer to the 4 cent Fund	\$ 41,323,068.00
to the 4 cent fund	<u>\$ (1,139,775.00)</u>
Total without the transfer to the 4 cent Fund	\$ 40,183,293.00

nce Appropriated without the transfer to 4 cent fund	\$ 3,674,758.00	26.27%
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nce Appropriated with the transfer to 4 cent fund	\$ 4,814,533.00	24.06%
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ings from 06/05/19 budget meeting	\$ 108,512.00
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As of 6/5/19 Meeting

School Current Expense has been put in a sub-fund of General Fund. See page 79.

STOKES COUNTY
REVENUE SUMMARY
FISCAL YEAR 2019-20

As of 6/15/19 Meeting

REVENUE SUMMARY		2018-19 BUDGET FINAL	2019-20 BUDGET REQUEST	2019-20 BUDGET RECOMMENDED	2019-20 BUDGET FINAL
GENERAL FUND					
100.3100.110	Ad Valorem Taxes	10,870,525.00	\$ 17,655,392.00	\$ 10,816,545.00	\$ 10,816,545.00
100.3100.111	Prior Year Taxes	550,000.00	550,000.00	550,000.00	550,000.00
100.3100.112	Tax Use Value Audits	35,000.00	35,000.00	35,000.00	35,000.00
100.3110.113	State Collected Motor Vehicle Taxes	1,180,526.00	2,003,122.00	1,227,209.00	1,227,209.00
100.3210.150	Dog Tag Licenses	30,000.00	30,000.00	30,000.00	30,000.00
100.3210.151	Prior Year Dog Tag Licenses	1,000.00	1,000.00	1,000.00	1,000.00
100.3231.000	1 cent Sales Tax (Article 39)	2,365,000.00	2,365,000.00	2,365,000.00	2,365,000.00
100.3232.000	1/2 cent Sales Tax (Article 40)	2,120,000.00	2,120,000.00	2,120,000.00	2,120,000.00
100.3233.000	1/2 cent Sales Tax (Article 42)	640,000.00	600,000.00	600,000.00	600,000.00
100.3235.000	Sales tax Reallocation Art 44*524	1,645,000.00	1,720,000.00	1,720,000.00	1,720,000.00
100.3261.100	CATV-Timewarner	130,000.00	140,000.00	140,000.00	140,000.00
100.3301.200	IV-D Incentive	27,162.00	27,162.00	27,162.00	27,162.00
100.3301.202	Crisis Intervention	134,082.00	170,636.00	170,636.00	170,636.00
100.3301.202	LIEAP	134,082.00	170,636.00	170,636.00	170,636.00
100.3301.202	DSS-Federal	2,398,897.00	2,420,483.00	2,406,171.00	2,420,639.00
100.3301.203	DSS-State	154,987.00	139,558.00	138,712.00	139,565.00
100.3301.203	Adult Day Care	1,786.00	1,786.00	1,786.00	1,786.00
100.3301.204	Food Stamp Fraud	10,000.00	8,000.00	8,000.00	8,000.00
100.3301.205	Social Services Miscellaneous	10,000.00	-	-	-
100.3301.208	Day Care	50,000.00	-	-	-
100.3301.211	TANF- Emergency Assistance	25,000.00	-	-	-
100.3301.213	Title IV-E Foster Care	911,595.00	911,595.00	911,595.00	911,595.00
100.3301.214	State Foster Care	205,311.00	206,607.00	206,607.00	206,607.00
100.3301.216	Special Adoption Assistance	153,600.00	280,430.00	280,430.00	280,430.00
100.3301.219	Independent Living	-	50,000.00	50,000.00	50,000.00
100.3301.223	Medicaid Transportation	125,000.00	125,000.00	125,000.00	125,000.00
100.3301.226	Health Breastfeeding	12,000.00	12,000.00	12,000.00	12,000.00
100.3301.229	Health WIC Nutrition Education	48,000.00	50,000.00	50,000.00	50,000.00
100.3301.230	Health WIC Administration	8,500.00	8,400.00	8,400.00	8,400.00
100.3301.232	Health WIC Client Services	105,518.00	97,306.00	97,306.00	97,306.00
100.3301.234	Food & Lodging	4,000.00	4,000.00	4,000.00	4,000.00
100.3301.235	Health Tuberculosis	2,165.00	2,165.00	2,165.00	2,165.00
100.3301.237	Health Promotion	39,946.00	39,235.00	39,235.00	39,235.00
100.3301.238	Health Maternal Health XIX	94,879.00	90,000.00	90,000.00	90,000.00
100.3301.239	Health Immunization	14,616.00	14,616.00	14,616.00	14,616.00
100.3301.240	Health Breast/Cervical Cancer	9,690.00	7,650.00	7,650.00	7,650.00
100.3301.243	Health Child Health XIX CSC	70,976.00	70,976.00	70,976.00	70,976.00
100.3301.244	Health Child Services Coordinator	12,093.00	12,093.00	12,093.00	12,093.00
100.3301.245	Health Communicable Disease	12,610.00	11,000.00	11,000.00	11,000.00
100.3301.249	Health Aids	500.00	500.00	500.00	500.00
100.3301.255	Health Bioterrorism	28,236.00	28,236.00	28,236.00	28,236.00
100.3301.258	STD Drugs	-	1,510.00	1,510.00	1,510.00
100.3301.260	STD Prevention	-	100.00	100.00	100.00
100.3301.262	Emergency Management	30,000.00	21,625.00	20,625.00	20,625.00
100.3301.263	RGP Transportation	135,751.00	130,296.00	130,296.00	130,296.00
100.3301.361	JCPC	136,010.00	136,010.00	136,010.00	136,010.00
100.3301.362	NC Veteran Affairs	2,100.00	2,100.00	2,100.00	2,100.00
100.3301.364	Civil Licenses Renovation	2,500.00	2,500.00	2,500.00	2,500.00
100.3301.367	NC DOT-Work First	12,478.00	12,402.00	12,402.00	12,402.00
100.3301.369	PTRC Transportation	54,533.00	69,934.00	69,934.00	69,934.00
100.3301.370	PTRC Congregate Meals	65,123.00	61,615.00	61,615.00	55,977.00
100.3301.371	PTRC Home Delivered Meals	166,836.00	166,836.00	166,836.00	166,902.00
100.3301.373	PTRC HCCBG	61,186.00	75,086.00	75,086.00	54,721.00
100.3301.376	PTRC-Senior Center General Purpose	28,602.00	10,693.00	10,693.00	10,693.00
100.3301.377	PTRC-Senior Center Operations	10,878.00	26,972.00	26,972.00	26,972.00
100.3301.379	IRS Interest Refund QZAB QSCB	793,000.00	798,000.00	798,000.00	798,000.00
100.3301.410	Federal Inmate Reimbursement	-	-	-	-
100.3301.412	Inmate Transportation State	150,000.00	50,000.00	85,000.00	85,000.00
100.3301.423	CWRAR Grant	15,000.00	-	-	-
100.3301.424	Spay and Neuter Program-State	3,000.00	3,000.00	3,000.00	3,000.00
100.3322.000	Wine & Beer	175,000.00	170,000.00	170,000.00	170,000.00
100.3323.200	Court Cost and Fees-Facility Fees	50,000.00	50,000.00	50,000.00	50,000.00
100.3323.300	Court Cost and Fees-Officers Fees	15,000.00	20,000.00	20,000.00	20,000.00
100.3323.400	Court Cost and Fees-Jail Fees	20,000.00	15,000.00	15,000.00	15,000.00
100.3327.200	Medicaid Hold Harmless	800,000.00	800,000.00	800,000.00	800,000.00
100.3328.001	Public School Capital Fund-Lottery	450,000.00	450,000.00	450,000.00	450,000.00
100.3329.330	White Goods	20,000.00	30,000.00	30,000.00	30,000.00
100.3329.331	Tire Disposal Fees	62,000.00	62,000.00	62,000.00	62,000.00
100.3329.332	Solid Waste Disposal Tax Dist	32,000.00	32,000.00	32,000.00	32,000.00
100.3329.333	Electronic Management Program	3,500.00	3,500.00	3,500.00	3,500.00
100.3344.410	Register of Deeds Fees	170,000.00	165,000.00	165,000.00	170,000.00
100.3344.411	Revenue Stamps	75,000.00	90,000.00	90,000.00	90,000.00
100.3344.412	Register of Deeds Fees-Technology	12,100.00	-	-	-

STOKES COUNTY
REVENUE SUMMARY
FISCAL YEAR 2019-20

REVENUE SUMMARY		2018-19 BUDGET FINAL	2019-20 BUDGET REQUEST	2019-20 BUDGET RECOMMENDED	2019-20 BUDGET FINAL
GENERAL FUND					
100.3345.410	Inspection-Building	60,000.00	62,000.00	62,000.00	62,000.00
100.3345.411	Inspection-Plumbing	4,000.00	4,000.00	4,000.00	4,000.00
100.3345.412	Inspection-Electrical	20,000.00	22,000.00	22,000.00	22,000.00
100.3345.413	Inspection-Mechanical	18,000.00	19,000.00	19,000.00	19,000.00
100.3414.450	Mapping Fees	1,500.00	1,500.00	1,500.00	1,500.00
100.3414.452	City Tax Retainers-Town of Walnut Cove	4,200.00	4,300.00	4,300.00	4,300.00
100.3414.453	City Tax Retainers-Town of Danbury	300.00	310.00	310.00	310.00
100.3414.454	City Tax Retainers-City of King	20,600.00	22,000.00	22,000.00	22,000.00
100.3425.410	Impoundment Fees	-	-	-	-
100.3431.410	Sheriff's Department-Gun Permits	8,000.00	8,000.00	8,000.00	8,000.00
100.3431.411	Sheriff's Department-Officers Fees	40,000.00	40,000.00	40,000.00	40,000.00
100.3431.412	Sheriff's Department-Civil Execution Fees	1,000.00	1,000.00	1,000.00	1,000.00
100.3431.413	Sheriff's Department-Extra Duty Fees	15,000.00	15,000.00	15,000.00	15,000.00
100.3431.414	Concealed Weapon Permit Fees	40,000.00	40,000.00	40,000.00	40,000.00
100.3431.415	Judgement	2,500.00	2,500.00	2,500.00	2,500.00
100.3431.421	School Resource Officers-BOE	248,808.00	260,175.00	260,175.00	260,175.00
100.3431.422	Town of Walnut Cove-Police Department	149,012.00	149,012.00	149,012.00	149,012.00
100.3431.421	SRO Grant	84,000.00	84,000.00	84,000.00	84,000.00
100.3432.412	Inmate Reimbursement-Other Counties	30,000.00	800,000.00	800,000.00	800,000.00
100.3433.410	District Resource Center Fees	645.00	675.00	675.00	675.00
100.3434.410	Inspection-Fire	600.00	1,500.00	1,500.00	1,500.00
100.3434.411	Town of Walnut Cove-Fire Marshal	30,000.00	30,000.00	30,000.00	30,000.00
100.3437.410	Ambulance Fees	1,800,000.00	1,850,000.00	1,850,000.00	1,800,000.00
100.3437.412	Ambulance Fees-Delinquency	170,000.00	180,000.00	180,000.00	180,000.00
100.3437.414	EMS Extra Duty	6,000.00	3,000.00	3,000.00	3,000.00
100.3438.000	Animal Control-Adoption	4,800.00	4,800.00	4,800.00	4,800.00
100.3438.001	Animal Control-Rabies	2,000.00	2,000.00	2,000.00	2,000.00
100.3438.002	Animal Control-Sale of Animals	2,000.00	2,000.00	2,000.00	2,000.00
100.3472.000	Solid Waste Fees	85,000.00	95,000.00	95,000.00	95,000.00
100.3472.001	Recycling Fees	30,000.00	40,000.00	15,000.00	15,000.00
100.3491.410	Inspection-Zoning	10,000.00	10,000.00	10,000.00	10,000.00
100.3491.411	Home Recovery Fees	30.00	3.00	30.00	30.00
100.3491.412	Cell Tower Revenue	15,000.00	15,000.00	15,000.00	15,000.00
100.3496.420	Soil Conservation 50% Cost Share	26,629.00	23,500.00	23,500.00	23,500.00
100.3518.410	Inspection-Health	70,000.00	65,000.00	70,000.00	70,000.00
100.3540.420	DSS Medicaid CAP/DA	90,000.00	20,000.00	20,000.00	20,000.00
100.3540.451	Home Study Fees	2,000.00	2,000.00	2,000.00	2,000.00
100.3540.452	Health Choice Fees-DSS	10,000.00	10,000.00	10,000.00	10,000.00
100.3540.700	EMS Medicaid Settlement	160,000.00	160,000.00	160,000.00	165,000.00
100.3586.450	Senior Services Project Income	13,000.00	10,000.00	10,000.00	10,000.00
100.3586.453	Walnut Cove Senior Center Revenues	15,000.00	15,000.00	15,000.00	15,000.00
100.3586.455	Mental Health MOE	-	130,000.00	130,000.00	130,000.00
100.3615.450	Arts Council Reimbursement	-	-	16,222.00	16,222.00
100.3714.450	Elections Revenue	-	7,800.00	7,800.00	7,800.00
100.3831.450	Investment Income	275,000.00	480,000.00	480,000.00	480,000.00
100.3834.001	Rents	4,800.00	4,800.00	4,800.00	4,800.00
100.3834.002	Rents-Autumn Square	77,728.00	61,503.00	61,503.00	61,503.00
100.3834.004	Petree Property-Rent	-	3,000.00	3,000.00	3,000.00
100.3836.820	Sale of Equipment and Buildings	7,000.00	7,000.00	7,000.00	7,000.00
100.3837.000	ABC Net Revenue	4,000.00	4,000.00	4,000.00	4,000.00
100.3839.000	Miscellaneous Revenue	10,000.00	22,594.00	22,653.00	22,653.00
100.3839.001	Sheriff's Department Miscellaneous	1,000.00	1,000.00	1,000.00	1,000.00
100.3839.002	Real Property Transfer Tax	2,000.00	2,000.00	2,000.00	2,000.00
100.3839.003	Animal Control Miscellaneous	-	-	-	-
100.3839.004	Senior Services Miscellaneous	2,000.00	2,012.00	2,012.00	2,012.00
100.3839.005	Jail Miscellaneous	15,000.00	15,000.00	15,000.00	15,000.00
100.3839.008	Fire Miscellaneous	30.00	30.00	30.00	30.00
100.3839.009	Jail Commissary	6,500.00	10,000.00	10,000.00	10,000.00
100.3839.015	Medical Examiner Miscellaneous	2,000.00	2,000.00	2,000.00	2,000.00
100.3839.011	Vending Machine	1,000.00	900.00	900.00	900.00
100.3920.911	Proceeds from Financing	441,482.00	765,000.00	440,000.00	470,000.00
100.3982.960	Transfer from Capital Reserve Fund	60,055.00	471,224.00	471,224.00	471,224.00
100.3982.970	Transfer from New School/F. Tech Fund	2,437,894.00	2,950,367.00	2,952,775.00	2,953,860.00
100.3991.000	Fund Balance Appropriated	2,961,656.00	-	3,783,270.00	4,814,533.00
	TOTAL	\$ 37,122,648.00	\$ 44,650,268.00	\$ 40,511,336.00	\$ 41,323,068.00

\$ - \$ - \$ -

STOKES COUNTY
REVENUE SUMMARY
FISCAL YEAR 2019-20

REVENUE SUMMARY	2018-19 BUDGET FINAL	2019-20 BUDGET REQUEST	2019-20 BUDGET RECOMMENDED	2019-20 BUDGET FINAL
GENERAL FUND				

NOTE:

Requested budget would require a 47.10 cents tax rate at 97.52% collection percentage

Ad Valorem	\$	16,434,169
Motor Vehicles	\$	1,864,566

Revised requested budget with the School Current Expense included would require a 50.60 cents tax rate at 97.52% collection percentage

Ad Valorem	\$	17,655,392
Motor Vehicles	\$	2,003,122

Ad Valorem Tax

\$ 3,577,940,752	Tax levy @ 31 cents @ 97.52% collection percentage not including motor vehicle tax. See below for motor vehicle levy	\$	10,991,434	96.00%	
		\$	11,020,058	96.25%	\$ 28,624
as of 01/22/19		\$	11,048,681	96.50%	\$ 57,247
		\$	11,077,305	96.75%	\$ 85,871
		\$	11,105,928	97.00%	\$ 114,494
		\$	11,134,552	97.25%	\$ 143,118
	PER AUDIT	\$	10,816,544	97.52%	\$ (174,890)

One Cent Equals for Fiscal Year 2017-18 \$ 348,921 97.52% COLLECTION RATE

Motor Vehicle Tax

\$ 395,873,947.00	Tax levy @ 31 cents @ 100% collection percentage	\$	1,227,209	100.00%
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One Cent Equals for Fiscal Year 2017-18 \$ 39,587 100.00%

Total of one cent with Ad Valorem and Motor Vehicle \$ 388,508

	BALANCE 2017-18	CIP APPROPRIATION 2018-19	TRANSFERS 2018-19	BALANCE 2018-19
ADMINISTRATION 201.4120.000				
SALARY STUDY	45,000.00	-	-	45,000.00
TOTAL	45,000.00	-	-	45,000.00
FINANCE 201.4130.000				
EQUIPMENT	2,173.00	-	-	2,173.00
TOTAL	2,173.00	-	-	2,173.00
TAX ADMIN 201.4140.000				
EQUIPMENT	-	-	-	-
TOTAL	-	-	-	-
ELECTIONS 201.4170.022				
OPERATIONS/EQUIPMENT	71,800.00	-	-	71,800.00
2ND PRIMARY	4,680.00	-	-	4,680.00
TOTAL	76,480.00	-	-	76,480.00
REGISTER OF DEEDS 201.4180.025				
TECHNOLOGY	20,771.00	-	(2,165.00)	18,606.00
TOTAL	20,771.00	-	(2,165.00)	18,606.00
PUBLIC BUILDINGS 201.4190.013				
SIGNAGE	7,000.00	-	-	7,000.00
RENOVATION BLDG	-	-	-	-
TRUCK	-	-	-	-
PAVING	-	500,000.00	(378,921.00)	121,079.00
HVAC/ROOFS/OTHER	399,720.00	334,945.00	(120,265.00)	614,400.00
TOTAL	406,720.00	834,945.00	(499,186.00)	742,479.00
				<i>14-20</i> <i>-387,900? =</i> <i>354,579</i>
TECHNOLOGY 201.4210.009				
EQUIPMENT	5,423.00	-	-	5,423.00
TOTAL	5,423.00	-	-	5,423.00
VEHICLE MAINTENANCE				
GARAGE	-	-	-	-
TANK REMOVAL & TANKS	39,803.00	-	-	39,803.00
IMPOUNDMENT	13,035.00	-	-	13,035.00
EQUIPMENT	331.00	-	-	331.00
TRUCK	-	-	-	-
FUEL SYSTEM	32,679.00	-	-	32,679.00
TOTAL 201.4250.006	85,848.00	-	-	85,848.00
SHERIFF' S DEPARTMENT				
EQUIPMENT 201.4310.001	20,000.00	-	-	20,000.00
TOTAL	20,000.00	-	-	20,000.00
JAIL 201.4320.012				
EQUIPMENT	3,426.00	-	(3,426.00)	-

	BALANCE	CIP APPROPRIATION	TRANSFERS	BALANCE
	2017-18	2018-19	2018-19	2018-19
TOTAL	3,426.00	-	(3,426.00)	-
EMERGENCY COMMUNICATIONS				
EMD 201.4325.002	35,521.00	-	(3,677.00)	31,844.00
TOTAL	35,521.00	-	(3,677.00)	31,844.00
EMERGENCY MANAGEMENT				
Equipment	47,024.00	(45,000.00)	17,900.00	19,924.00
TOTAL 201.4330.001	47,024.00	(45,000.00)	17,900.00	19,924.00
FIRE MARSHAL				
EQUIPMENT 201.4340.000	1,637.00	-	-	1,637.00
TOTAL	1,637.00	-	-	1,637.00
ANIMAL CONTROL 201.4380.002				
EQUIPMENT	-	-	708.00	708.00
TOTAL	-	-	708.00	708.00
ECONOMIC DEVELOPMENT				
PROJECTS 201.4920.027	-	-	-	-
TOTAL	-	-	-	-
STOKES REYNOLDS MEM HOSP				
PROJECTS	-	-	-	-
EQUIPMENT	30,000.00	10,000.00	(7,500.00)	32,500.00
201.5700.000				
TOTAL	30,000.00	10,000.00	(7,500.00)	32,500.00
FORSYTH TECH 201.5912.018				
TOTAL	-	-	-	-
HEALTH DEPARTMENT				
TOTAL 201.5100.019	-	-	-	-
ENVIRONMENTAL HEALTH				
TOTAL 201.5191.001	-	-	-	-
EMS				
TOTAL 201.4370.010	-	-	-	-
SOLID WASTE/LANDFILL				
TOTAL 201.4720.018	40,000.00	-	-	40,000.00
	40,000.00	-	-	40,000.00
GRAND TOTALS	820,023.00	799,945.00	(497,346.00)	1,122,622.00
FUND BALANCE	22,795.85	-	6,229.40	29,025.25
	842,818.85			1,151,647.25

STATE OF NORTH CAROLINA)	OFFICE OF THE COMMISSIONERS
)	STOKES COUNTY GOVERNMENT
COUNTY OF STOKES)	DANBURY, NORTH CAROLINA
)	TUESDAY JUNE 11, 2019

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Budget Work Session (Recessed from June 10, 2019) in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Tuesday June 11, 2019 at 3:00 pm with the following members present:

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris

Absent: Commissioner Jamie Yontz

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/Clerk to the Board Shannon Shaver
Finance Director Julia Edwards
Arts Director Eddy McGee
EMS Director Brandon Gentry

Chairman Nickelston called the recessed meeting to order and welcomed those in attendance.

INVOCATION

Vice Chairman Walker delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Nickelston invited those in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Nickelston noted that the meeting was recessed from June 10, 2019 and would continue from where the Board left off.

Chairman Nickelston noted that the meeting would follow the open format and that there would be a couple of Department Heads in attendance today to answer questions regarding budget items.

(Any Attachments presented during the meeting will be attached at the conclusion of the minutes or available upon request from the Clerk to the Board.)

Department Head Budget Discussion

Chairman Nickelston turned the floor over to Arts Director Eddy McGee.

Arts Director Eddy McGee commented:

- I am asking for funding for Arts Place Market Manager position.
- We are asking for this due to the growth of the Arts Place from the original scope.
- We have withdrawn the request for this position in a past budget but due to the fact the we are now open 364 days per year we need this position.
- You could say we are a victim of our own success.
- The responsibility of that position is huge.
- We have over 100 vendors and managing a schedule for 25 volunteers and the rental schedule for the Arts Place itself which has increased as well.
- We did not foresee how much the space would be used by other government entities.
- This is all at no cost to these organizations.
- The market manager is responsible for coordinating these events, setting up tables, a/v equipment, and breaking down.
- The sales tax generated adds economic development to the county.
- Making this position a county position will add stability and make us able to attract and retain a qualified employee by being able to offer benefits.

Vice Chairman Walker commented:

- I want to commend you for the job you are doing.
- I hear great things about what you are doing at the Arts Place.
- We have a lot of new positions requests in the budget and we certainly can't fund them all.
- There are some that require special consideration and this may be one of them.
- I remember two years ago you asked the Board to fund this position with the offer that the Arts Council would reimburse the county.
- This seems like a shift from that request.
- Is this the same position?

Arts Director Eddy McGee responded:

- The position has evolved.
- It was not in our business plan to use the space for government events.
- We have had over 10,000 people enter the building since July 1st.
- The tourism aspect is huge.
- Lots of people come in for tourism information.
- The responsibility has increased due to success.
- It is a very busy venue.
- Our venue is pretty much the talk of the state.
- We have a \$1.4 million arts venue with a town with not much more than a 100 people and no stop lights.
- We provide programs for the schools.
- The schools have actually attended some programs at the Arts Place.
- The kids love it and they get to see a performance somewhere besides in the gym.

Vice Chairman Walker commented:

- You are exactly what I am proud to have in this county and tell people about.

Art Director Eddy McGee responded:

- I appreciate that but I couldn't do this without the great team I have both at the Arts Place and in the county.
- I appreciate the working relationship we have together.

Commissioner Mendenhall requested that for the benefit of those new to the Board if Arts Director Eddy McGee could give an overview of the Arts Place positions.

Art Director Eddy McGee responded:

- I have two titles which are Director of Arts and Cultured Services for the County of Stokes and I have the Executive Director Title which is my non-profit title for the Arts Council.
- I have a full salary and benefits from the county.
- It was not always that way.
- I am the principle grant writer and fund raiser.
- We also have an Administrative Assistant position who also has an Arts Council title of Operations Manager who is Felicia Shaw.
- We run several hundred thousand dollars through our office and she manages this and runs the marketing and tourism alongside Tory Mabe.
- The position we are asking for is a Market Manager for our new facility.
- I also serve on the N.C. Arts Council Board.
- I am part of a good team and I am honored to be here.
- It is a very inspiring space.
- We are actually the model now for counties considering combining with the Arts.
- Other people are noticing which means we are doing something right.
- We appreciate all the support from the County.

Commissioner Mendenhall commented:

- I appreciate you providing this information and all that you do.

Commissioner Morris commented:

- I thought this should have been a government position from day one.
- I am in support of this position being fully funded.
- Three people are there working every day except Christmas Day.
- This position has been earned through what has been done.
- They are like an Economic Development engine.
- Like the fact that they could be cross trained with another government employee which can increase your flexibility.
- There is a tremendous amount of recurring funding being brought in for the programs.
- If you look at it from a merit stand point this position has been earned.
- There is a signature event coming in October that might change the face of the whole thing.
- Would like to look at the grade Eddy is on as a Department Head when we discuss the classification structure.
- There is a tremendous amount of knowledge and education required for Eddy's position.

Chairman Nickelston commented:

- I campaigned on economic development and you are one of the main people in the county that is doing this.
- You have to have more people to continue to grow.
- I am wowed by how much it has grown.
- I am sure you do many of the responsibilities listed on this job description.
- I am in full support of this position.
- Appreciate you and all of your work.

Chairman Nickelston expressed his gratitude to Arts Director Eddy McGee for attending the meeting today.

Brandon Gentry – EMS Director

Chairman Nickelston turned the floor over to EMS Director Brandon Gentry.

EMS Director Brandon Gentry commented:

- Appreciate you having me back a second time.
- I have tried to watch the meetings online so I can be prepared to answer any questions.
- The sixth ambulance is needed.
- We have doubled our call volume over the last 14 years.
- We need the ambulance station to house the two trucks.
- I know we cannot fund the 24/72 at this time but we really need the true time and a half to go along with the sixth ambulance to be able to staff this.

- We really have to have this in order to get and retain employees.
- Adding this ambulance adds six employees.
- Our goal is to have two paramedics on every truck due to our transport time.
- We are generally with the patient 45 minutes.
- We don't generally hire EMT's full time unless they are in paramedic school.

Vice Chairman Walker commented:

- There has been some discussion among the Board on building a facility in this budget and then bringing on the ambulance and the staff in the next budget.
- What are your thoughts on that?

EMS Director Brandon Gentry responded:

- That is a good thought.
- We do need this as fast as we can get it to provide service to the people of Stokes County.
- We do not want to be in the situation of not having an ambulance.

Vice Chairman Walker commented:

- True over time has always been a mystery to me.
- Are the other counties that are doing this planning to stay with this or go to true time and a half?
- If we were the only county doing this, it would hurt your staffing even more I would assume.

EMS Director Brandon Gentry responded:

- It is in Surry's budget but I am not sure if it has been approved.
- We are already losing people to Davie County due to the 24/72 schedule.
- If Surry changes to true overtime and we do not, we will lose people more people to Surry.

Vice Chairman Walker commented:

- EMS staffing has always been an issue.
- It seems you are doing some better with this and we want to keep that moving in the right direction.

Chairman Nickelston extended his gratitude to EMS Director Brandon Gentry for attending the meeting today.

(Chairman Nickelston called for a short recess at 4:05 pm)

(Chairman Nickelston called the meeting back to order at 4:20 pm)

Budget Deliberations

Commissioner Morris commented:

- When Commissioner Yontz gets here can we talk about how we are going to finish the budget?

Chairman Nickelston responded:

- I agree we need to start working towards finalizing the budget and know it would make Julia's life easier if we can approve this sooner than later.
- I realize she has a lot of work to do once this is approved.

Vice Chairman Walker commented:

- I have been thinking back to the 4 cent fund and want to be sure I am not telling our citizens something that is not true.
- I am trying to remember my position on this from the beginning as far as changing the use but I think if we stay on the course of using this for school projects we are not deferring much from the original intent.
- I am not as rigid on that as it may have sounded in the beginning now that I have had time to think about this.

Chairman Nickelston commented:

- I am wondering if the Board would consider holding off on one green box site and maybe just do the one that is most needed now?

Vice Chairman Walker responded:

- There is need for improvement at both sites.
- It does come down to how far we can stretch our funds.
- We want to stay at 25% in the fund balance and we do not have unlimited funds.
- I could consider approving the site that needs the most work now and work on the other one next year.
- It sounds as if Walnut Cove has the most immediate need.

Commissioner Mendenhall commented:

- I remember back in January it was said that we had too many meetings last year and it looks like we are on track to have more this year.
- We are going to be coming down to the wire.
- We have a lot of decision left to make.
- I heard that Wake County approved their budget last night and they did not increase their property tax with a budget increase of 6 to 7 percent.

Vice Chairman Walker commented:

- There has to be some give and take.
- No one is going to fully get their way on everything and this is just how the process works.
- We have to all be willing to compromise.

Commissioner Morris commented:

- Speaking of too many meetings I saw on social media that someone is requesting that we address Commissioner Pay policy.
- I have made my position on this and am waiting for the other Board members to weigh in.
- I am good either way and my position has not changed on this.

Chairman Nickelston commented:

- I believe that person is insinuating that we are calling special meetings to get more pay which is not true.
- If we go to a flat rate when someone can't attend they would still get paid.

Commissioner Morris commented:

- I would only agree to a flat rate pay system if there was a deduction for missed meetings.

Commissioner Mendenhall commented:

- I would like to leave it as it is.
- You get paid for meetings you attend and you do not get paid for meetings you do not attend.

Chairman Nickelston commented:

- I will say no one is doing this for the money.
- It is pretty low pay for all that you have to do.

Commissioner Morris commented:

- My goal was never to lower the pay it was just to establish a policy easier for the public to understand.
- I agree that I spend a lot of time attending meetings both in and outside the county.

Vice Chairman Walker commented:

- The pay has been about the same for 20 years with the exception of COLA.
- We used to receive mileage and that was done away with to look into going to a flat rate but this was not done and only the mileage was taken away and the pay stayed the same.
- I will keep an open mind but we have so much work to do we may need to look into this at a later time.
- I have never really had anyone complain to me and the ones that have asked are shocked to find out how little we actually get paid.

Chairman Nickelston commented:

- The only real advantage I see to a flat rate pay system is from a budgeting standpoint so you would know exactly what to budget.
- I think we pretty much know that already but that would make it more exact.

Commissioner Mendenhall commented:

- The only time this really differs is during budget meetings.
- It also depends on how many outside meetings we are attending as how many Boards and Committees we serve on.

Chairman Nickelston commented:

- We briefly discussed an occupancy tax and want to know if anyone has thought more about this.

Vice Chairman Walker commented:

- There is a negative stigma within our county of any tax increases.
- Although this would be a tax paid by visitors.

Commissioner Morris commented:

- When I was campaigning I asked lots of people and they all said to do it.
- I did not receive any negative feedback on this at all.
- I would like to see a policy from somewhere on occupancy tax.

Chairman Nickelston commented:

- There are more places to stay than I realized as I started looking into this.
- I would like to get this in place and the money received goes back into economic development.

Commissioner Morris commented:

- I have tried to put together a position on some things as we all need to do to complete the budget.
- First we all need to decide about the school budget and how much of the capital we can fund.
- If we decide to give them a fund balance, we will need to know what they have right now that needs to be added to.
- Feel like we were in agreement on the list of 1-20 and adding the \$75,000.00 for the track.
- We have the capital project list that we need to make decisions on.
- We just need to say yes or no to these items.
- We need to decide on the water project at Meadows and if we are going to hire an engineer.
- There is a lot of money that can be freed up or not by deciding on these projects.
- We need to make a decision about a COLA.
- We have half a million in the Economic Development budget with no specific purpose at this time.
- We have the 4 cent fund to decide if we are going to put money into or not this year.
- We also have to look more into the personnel requests.
- One approach could be to take a look at the list and identify definite positions on some things and cross them off the list.
- Doing this will help to resolve the rest of the list.
- This is my thought process up to this point.

County Manager Oakley noted that Finance Director Julia Edwards has been working on some figures to make some cuts and keep the fund balance at 25%.

Finance Director Julia Edwards presented the Board with some information on possible areas to decrease the budget.

Adjournment

With no further business to come before the Board, Chairman Nickelston recessed the Budget Work Session at 5:40 pm until the conclusion of the Joint Meeting with then Board of Education following this meeting.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
TUESDAY JUNE 11, 2019

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Recessed Budget Work Session (from June 11, 2019) in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Tuesday June 11, 2019 with the following members present:

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris
Commissioner Jamie Yontz

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/Clerk to the Board Shannon Shaver
Finance Director Julia Edwards

Chairman Nickelston called the recessed meeting to order at 7:50 pm and welcomed those in attendance.

Budget Work Session - Continuation

Chairman Nickelston opened the floor for the continuation of budget deliberations.

Vice Chairman Walker commented:

- I am not as far away as I was on reaching a final decision.
- With a little more work I can get there.
- I would like to take a brief look at what is between us and getting the budget approved.
- I think we are closer than we realize.

Commissioner Mendenhall commented:

- We have to all take our positions on things and get this done.
- We are running out of time.

Finance Director Julia Edwards provided the Board with a budget scenario that would keep the fund balance at the requested 25 percent.

Commissioner Yontz commented:

- Would like to fund the current expense for the school system and make them whole.
- Plus, the 2 social workers for \$128,370.00.
- Would like to fund capital where they are now and ok with not appropriating the \$75,000.00 towards the track because I feel there are some things on there that will leave funds for that or something else could be cut.
- I have made myself clear that I am not a fan of Johnson Controls.
- The money in the budget to update that system seems like a lot to me.
- I am good with going through item 19.
- I am in support of the library pay raise.
- If we looked at not funding the whole

Vice Chairman Walker commented:

- I don't want to get caught like we did in the past with being told we didn't provide funding for something that I felt we did like the teacher's supplements.
- I am also in favor of the two social workers.

Commissioner Morris commented:

- In favor of funding them at \$180,370.00 which funds the Social Workers which I am in favor of and adds about \$60,000.00 more for school supplies that teachers are having to buy out of their own pockets or they can use it to fund other priorities from their list.
- We also need to decide if we are going to give them a fund balance.
- They need a fund balance in my opinion
- I am also in support of the library pay raise.

Finance Director Julia Edwards noted that at this point the Board is agreement to fund \$1,780,000.00 in Capital Expense and asked for clarification on Current Expense funding from the Board.

Commissioner Mendenhall commented:

- I am not ready to comment on the Current Expense at this point but am okay with the Capital.

Vice Chairman Walker commented:

- I am hesitant to call a 4 percent pay increase a COLA.

Commissioner Morris commented:

- I am in favor of the 4 percent to help offset the salary study and the increases that we will have to make when that is completed.
- There are some things that I have from the list that might help us to move forward.

The Board was polled on the following budget items with those being in favor noted beside the item:

EMS Station Walnut Cove- Nickelston, Yontz, Morris, Mendenhall, and Walker

Leave the sixth ambulance in to be financed and ready for the next budget

True time and a half- Nickelston, Yontz, Morris, Mendenhall, and Walker

Solid Waste Transfer Station- Walnut Cove- Nickelston, Yontz, Morris, Mendenhall, and Walker

Fuel Depot- All in favor of removing this from the budget this year

Scale House- Nickelston, Yontz, Morris, Mendenhall, and Walker

Storage Maintenance Building -Nickelston, Yontz, Morris, Mendenhall, and Walker

Water Project in Meadows- Nickelston, Yontz, Morris, Mendenhall, and Walker

New positions and reclassifications need to be decided on

Department Head adjustments need to be looked at further

4 percent COLA- Morris, Yontz, Nickelston, Mendenhall

2 percent COLA – Walker

Arts Council position request – 100 percent – Morris, Yontz, and Nickelston

Transferring half to the 4 cent fund in the amount of \$569,888.00- Morris, Yontz, and Nickelston

Chairman Nickelston noted that all of the answers given are still tentative at this point and that no final vote of any kind has been taken regarding the budget.

Commissioner Mendenhall commented:

- I know that I am at the point that I need to go home and do some studying on this and come back fresh ready to finish this budget.

Vice Chairman Walker commented:

- I am in the dilemma of looking at a budget I feel to be fat.
- I have never had this large of a budget in front of me.

Adjournment

With no further business to come before the Board, Chairman Nickelston recessed the Budget Work Session at 9:10 pm until Thursday June 13, 2019.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
THURSDAY JUNE 13, 2019

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Recessed Budget Work Session (from June 11, 2019) in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Thursday June 13, 2019 at 6:00 pm with the following members present:

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris
Commissioner Jamie Yontz

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/Clerk to the Board Shannon Shaver
Finance Director Julia Edwards

Chairman Nickelston called the recessed meeting to order and welcomed those in attendance.

INVOCATION

Chairman Nickelston delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Nickelston invited those in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Nickelston noted that the meeting was recessed from June 11, 2019 and the Board would continue where they left off.

(Any Attachments presented during the meeting will be attached at the conclusion of the minutes or available upon request from the Clerk to the Board.)

Finance Director Julia Edwards went over the changes made to the budget after the meeting on June 11th to reflect the requests of the Board.

Commissioner Morris commented:

- I would like to go through my list and where I am on certain items to help move forward.
- My position on the schools has not changed and I would like to give them the \$188,370.00 which includes 2 social workers and the extra \$60,000.00 for supplies, or however they deem necessary to use it.
- I am at \$13,093,003.00 for a total for capital.
- In support of a 4 percent COLA
- In support of the Equipment List as currently recorded from a previous meeting.
- On the Economic Development budget, I am good with the \$200,000.00 and the \$50,000.00 as presented.
- I have a new position on the 4 cent fund.
- If we are only transferring \$285,000.00, I would just as soon not put anything in and put the full amount in next year.

Commissioner Mendenhall concurred with Commissioner Morris on the transfer to the 4 cent fund.

Commissioner Morris continued:

- I am good with all of the new positions on the list except the Human Resources Assistant.
- Wellness Center -yes to a feasibility study.
- Quarter cent sales tax- In favor if we use for SRO's and other school security measures advertise for this.

Chairman Nickelston commented:

- Would also like to include in safety as far as with structures since those can be a safety issue.

Commissioner Morris continued:

- Would think we could include that.
- Just want to be sure we are specific enough that the voters understand what they are voting for exactly.
- On the topic of Fee Schedule Changes, I don't think anyone wants to change any fees at this time.
- In favor of an Occupancy Tax.
- In favor of the library increase.

- In favor of true time and half for EMS
- Would like to see the County and School system bring us a 5 year unconstrained capital plan for next year's budget
- Like to see 4 processing assistant III's reclassified into IV's in DSS since we changed them in the Health Department and not in DSS.
- 3 department heads I would like to look at are planning, arts, and elections.
- I did a comparison and these seem the most out of whack, the rest I could wait on.
- Register of Deeds vs. Sheriff- large gap- should look at since elected official - big difference in the jobs.
- In support of the YMCA Contract and amount.
- Need to tell the Fire Commissioners how we want to handle these request for financing buildings outside the county.
- I think the Commissioner pay will stay the same for this year
- Want to see us stay at a 25 percent fund balance
- Walnut cove green box site only in this budget
- Water project in meadows – good with doing that
- HVAC in this building – some beyond repair, good with this and boiler repair
- Prison demo- good with or could wait.
- Jail – replace roof at old jail

(Chairman Nickelston called for a short recess at 7:00 pm)

(Chairman Nickelston called the meeting back to order at 7:30 pm)

Commissioner Yontz concurred that he is fine with not doing a transfer this year to the 4 cent fund

Vice Chairman Walker commented:

- Would rather something go in and don't want to have to double up next year.

Assistant County Manager/Clerk to the Board Shannon Shaver commented:

- You don't have to double it.
- You just need to put it in as usual next year if you elect to not put any in the fund this year.

Vice Chairman Walker commented:

- This is not a deal breaker for me but I would rather put something in.

The rest of the Board concurred that they were in favor of not transferring any funds to the 4 cent fund this year.

Commissioner Mendenhall commented:

- I am still saying no to a tax increase and am in favor of keeping the fund balance at 25 percent.
- I am ok with the new positions and reclassifications as discussed and updated.
- I am good with the 100 percent funding of the Arts Place Manager.
- In favor of a 5-year capital plan for the county and school buildings.
- In favor of moving forward with the water project in Meadows.
- It sounds like the majority are in favor of the YMCA Contract as of now.

Vice Chairman Walker commented:

- I am not in support of the Y contract.
- It is not fair to anyone including the Y.
- There is no way they can provide recreation for the whole county other than King for \$120,000.00.
- I agree with Commissioner Morris on the fund balance for the school's
- I don't like the idea of not transferring any funds to the 4 cent fund.
- It makes things harder for next year when it is going to be tough coming off of a budget this large.
- In favor of a 2 percent COLA.
- Equipment list as is
- Prefer to deal with any reclassifications in the salary study
- Yes to a Feasibility Study for a Wellness Center although I would prefer to just build it
- Would like County services and citizen satisfaction included in the study
- Capital Reserve Level is adequate
- Would rather not deal with reclassifications and let the salary study make those recommendations
- Want the fund balance to stay at a minimum of 25 percent
- No property tax increase
- Would like more information on the Occupancy Tax.
- In favor of the library increase.
- Want to keep the breakdown on the tax bills to show the breakdown of how the money is distributed between schools and county
- This budget has a several cent tax increase imbedded although we are not raising the tax rate.
- The next budget will be very interesting.

Commissioner Yontz commented:

- Agree with a lot of what the other Commissioners have said.
- I am not against leaving HR Assistant in the budget and having it also be Risk Manager.
- I am ok with waiting on the demo of the old prison camp.
- Other than that I am good with everything else in the public buildings budget
- Look to each department head on changing county fees
- Would like to proceed with the occupancy tax
- Ok with the library increase
- I am good with the reclassifications in Natural Resources and Veterans.

- Also need to add the deputy back in due to the call volume increase of the Sheriff's Department
- The salary study can handle the rest in my opinion

Chairman Nickelston commented:

- Ok with list updated as is with additional \$60,000.00 for supplies or other needs in the school budget.
- Would like to let the salary study take care of reclassifications and add the deputy back in that is needed.

County Manager Oakley noted that the tax rate is .62 cents and if you divide this out as appropriated it would show:

County tax 28.8

School tax 33.2

(Chairman Nickelston called for a short recess at 8:50 pm)

(Chairman Nickelston called the meeting back to order at pm)

There was much discussion among the Board and multiple scenarios ran in order for the Board to come to an agreement.

Approval of the FY 19/20 Budget

Chairman Nickelston entertained a motion on the FY 19/20 Budget.

Commissioner Mendenhall made a motion to approve the FY 19/20 Budget with the reflected changes for a total budget of \$53,068,636.00 with a .62 cent tax rate reflecting the current appropriation of the tax rate being 28.8 for general fund and 33.2 for school current expense with no property tax increase and the fund balance remaining at 25.46 with the fire tax rate being .08 cents for King, Walnut Cove, Rural Hall and the Fire Service District, and the School / F-Tech Fund will remain at 4 cent.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any discussion/questions/comments.

Commissioner Morris commented:

- Would like to go on record in stating that I am against the HR Assistant being included in the budget and that I am not happy with the Processing Assistant being different in one department than another.

- This is not something to me that we need to wait on a salary study for.
- I would have liked to look at the department heads grade levels but the salary study will address this.
- We know that the assessment of the buildings is going to cost twice as much if not more than we thought by adding the schools so I would like to have seen us budget for it.
- This can be fixed with a budget amendment later.

Vice Chairman Walker commented:

- I agree with a lot of what is in this budget.
- I feel I need to represent the conservative side of the county.
- We are looking at an 8 percent increase on top of an 8 percent increase 2 years ago.
- I feel this budget is a little bit heavy.
- I know we are trying to do some good things and I just feel we are trying to do too much too fast.

Commissioner Morris commented:

- In response to what Commissioner Walker stated I agree the number is up but average counties like Stokes are looking at \$60 million budget.
- This increase does not alarm me.

Vice Chairman Walker responded:

- I would like to know what those counties revenue stream is.
- We are predominantly a residential county and this is a large budget.

Commissioner Morris responded:

- We are under the same statues and are required to provide the same services as those counties.

Chairman Nickelston commented:

- I feel we are on the right track and this budget will continue the process of moving our county forward.
- I am proud of what we have been able to accomplish here over the last few weeks in coming together on this.

Commissioner Yontz commented:

- In response to what Mr. Walker said in that he can't support everything in the budget.
- As a public servant for 9 years I don't think there has ever been a budget that I supported every single item.
- Between the five of us here we would be hard pressed to agree on every item.
- While I might not agree with every single item in the budget, I do support the budget as a whole.

With no further discussion the FY 19/20 Budget was approved with a 4-1 vote with Vice Chairman Walker voting against the budget

Adjournment

With no further business to come before the Board, Chairman Nickelston entertained a motion to adjourn.

Commissioner Mendenhall moved to adjourn.

Commissioner Morris seconded.

Vice Chairman Walker opened the floor for any discussion/questions/comments.

With no further discussion the Budget Work Session was adjourned at 9:20 pm.

Shannon Shaver

Clerk to the Board

Andy Nickelston

Chairman



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: IV.b.

Budget Amendments

Contact: Julia E. Edwards

Summary:

ATTACHMENTS:

Description	Upload Date	Type
Budget Amendment #51 #52 #53 #54 #55	12/17/2019	Cover Memo

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Finance			
100.4130.000	Salaries & Wages	\$ 209,194.00	\$ 3,437.00	\$ 212,631.00
	Information Systems			
100.4210.000	Salaries & Wages	\$ 172,793.00	\$ 212.00	\$ 173,005.00
	Natural Resources			
100.4960.000	Salaries & Wages	\$ 93,511.00	\$ 549.00	\$ 94,060.00
	Contingency			
100.9910.100	Leave Contingency	\$ 73,640.00	\$ (4,198.00)	\$ 69,442.00
	Total	\$ 549,138.00	\$ -	\$ 549,138.00

This budget amendment is justified as follows:

To transfer funds from leave payoff contingency for retired, resigned, terminated and comp time over limit payoff as of ~~11/08/19~~ 12/16/19.

This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 23th day of December, 2019.

Verified by the Clerk of the Board

N/A
Department Head's Approval

Date

[Signature]
County Manager's Approval

12-16-19
Date

[Signature]
Finance Director's Approval

12/16/19
Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.4520.490	YVEDDI			
	Special Appropriation			
	Total	\$ 196,698.00	\$ 30,697.00	\$ 227,395.00
		\$ 196,698.00	\$ 30,697.00	\$ 227,395.00

This budget amendment is justified as follows:

To appropriate additional funding from Rural Operating Assistance Program for transportation.

This will result in a net increase of \$30,697.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.263	Elderly & Handicapped/RGP Transportation	\$ 130,296.00	\$ 28,803.00	\$ 159,099.00
100.3301.367	NC DOT	\$ 12,402.00	\$ 1,894.00	\$ 14,296.00
	TOTALS	\$ 142,698.00	\$ 30,697.00	\$ 173,395.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 23th day of December, 2019

Verified by the Clerk of the Board

<i>n/a</i>	_____
Department Head's Approval	Date
<i>[Signature]</i>	12-16-19
County Manager's Approval	Date
<i>Julia E. Edwards</i>	12/16/19
Finance Director's Approval	Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Debt Service			
100.9100.803	Equipment-Principle	\$ 305,956.00	\$ 39,200.00	\$ 345,156.00
100.9100.833	Equipment-Interest	\$ 9,994.00	\$ 854.00	\$ 10,848.00
		<u>\$ 315,950.00</u>	<u>\$ 40,054.00</u>	<u>\$ 356,004.00</u>

This budget amendment is justified as follows:

To appropriation funds to close PNC loan account and pay the reminder of funds on the loan payment.

This will result in a net increase of \$40,054.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
100.3839.000	Miscellaneous Revenue	\$ 22,015.00	\$ 40,054.00	\$ 62,069.00
				\$ -
	TOTALS	<u>\$ 22,015.00</u>	<u>\$ 40,054.00</u>	<u>\$ 62,069.00</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 23th day of December, 2019

Verified by the Clerk of the Board

N/A
Department Head's Approval

Date

[Signature]
County Manager's Approval

12-16-19
Date

Julie E Edwards
Finance Director's Approval

12/16/19
Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
CAPITAL PROJECTS				
400.5916.601	Community College-Sewer Project	\$ 3,682,354.00	\$ (736,973.00)	\$ 2,945,381.00
400.5916.852	Meadows Community Water Project	\$ -	\$ 486,973.00	\$ 486,973.00
400.9820.211	Transfers	\$ -	\$ 250,000.00	\$ 250,000.00
	Transfer to New School/F. Tech Fund	\$ 3,682,354.00	\$ -	\$ 3,432,354.00

This budget amendment is justified as follows:

To transfer funds from the Meadows sewer project to the Meadows water project. This is to close the sewer project and budget the remaining funds to the water project less the funds transferred from New School/F. Tech Fund. \$250,000 was transferred from the New School/F. Tech fund, therefore these funds will be transferred back.

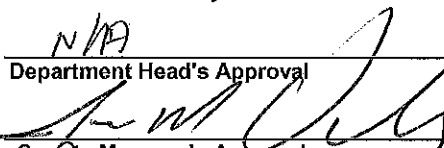
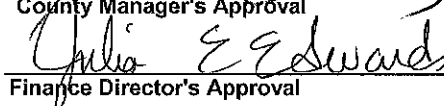
This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
211.3981.001	Transfer from Capital Projects Fund	\$ -	\$ 250,000.00	\$ 250,000.00
211.3991.000	Fund Balance Appropriated	\$ 1,490,127.00	\$ (250,000.00)	\$ 1,240,127.00
	TOTALS	\$ 1,490,127.00	\$ -	\$ 1,490,127.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 23th day of December, 2019

Verified by the Clerk of the Board

N/A	
Department Head's Approval	Date
	12-10-19
County Manager's Approval	Date
	12-16-19
Finance Director's Approval	Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Emergency Communications			
100.4325.510	Equipment	\$ 62,493.00	\$ 22,055.00	\$ 84,548.00
	Contingency			
100.9910.000	Contingency	\$ 54,829.00	\$ (22,055.00)	\$ 32,774.00
		<u>\$ 117,322.00</u>	<u>\$ -</u>	<u>\$ 117,322.00</u>

This budget amendment is justified as follows:

To transfer funds for the console upgrade per state contract.

This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
	TOTALS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 23th day of December, 2019

Verified by the Clerk of the Board

<u>N/A</u>	
Department Head's Approval	Date
<u>[Signature]</u>	<u>12/16-19</u>
County Manager's Approval	Date
<u>[Signature]</u>	<u>12/16/19</u>
Finance Director's Approval	Date



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: IV.c.

Resolution to Reimburse Ourselves for the Meadows Water Project

Contact: Julia E. Edwards

Summary:

ATTACHMENTS:

Description	Upload Date	Type
Resolution - Meadows Water Project	12/17/2019	Cover Memo

Extract of Minutes of a regular meeting of the Board of Commissioner of the County of Stokes, North Carolina held in the Commissioners' Chambers, New Government Center, Danbury, North Carolina 27019, on December 23, 2019.

* * *

The following members were present:

The following members were absent:

Also present:

* * *

Commissioner _____ moved that the following resolution (the "*Resolution*"), a copy of which was available with the Board and which was read by title:

RESOLUTION OF THE COUNTY OF STOKES, NORTH CAROLINA DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE MEADOWS WATER PROJECT FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS AND GRANTS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2019 THROUGH 2023.

WHEREAS, the Board of Commissioners of the County of Stokes, North Carolina ("*County*") has determined that it is in the best interests of the County to acquire, construct and equip the Meadows Water Project (the "*Project*");

WHEREAS, the County presently intends, at one time or from time to time, to finance all or a portion of the costs of the Project with proceeds of tax-exempt obligations and reasonably expects to execute and deliver its tax-exempt obligations (the "*Obligations*") to finance, and grant funding or to reimburse itself for, all or a portion of the costs of the Project; and

WHEREAS, the County desires to proceed with the Project and will incur and pay certain expenditures in connection with the Project prior to the date of execution and delivery of the Obligations (the "*Original Expenditures*"), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Stokes, North Carolina as follows:

Section 1. ***Official Declaration of Intent.*** The County presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the County on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The County reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the Project and the maximum principal amount of Obligations expected to be

executed and delivered by County to pay for all or a portion of the costs of the Project to be reimbursed is \$486,973.00.

Section 2. ***Compliance with Regulations.*** The County adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County's intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. ***Itemization of Capital Expenditures.*** The Finance Officer of the County, with advice from special counsel, is hereby authorized, directed and designated to act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Project during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Obligations.

Section 4. ***Effective Date.*** This Resolution is effective immediately on the date of its adoption.

On motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled **"RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE MEADOWS WATER PROJECT FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2019 THROUGH 2023"** was duly adopted by the following vote:

AYES:

NAYS:

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES) ss:

I, *Shannon B. Shaver*, Clerk to the Board of Commissioners of the County of Stokes, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled **“RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE MEADOWS WATER PROJECT FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2019 THROUGH 2023”** adopted by the Board of Commissioners of the County of Stokes, North Carolina, at a meeting held on the 23th day of December, 2019.

WITNESS my hand and the corporate seal of the County of Stokes, North Carolina, this the 23th day of December, 2019.

Shannon B. Shaver
Clerk to the Board
County of Stokes, North Carolina



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: IV.d.

Tax Administration Monthly Report-Items for Approval

Contact: Richard Brim, Tax Administrator

Summary:

Items for Approval on December 23, 2019.

1. Real and Personal Releases more than \$100.00.
2. Younts Wine Farm LLC, Business Personal Property Discovery.
3. Late Application for Elderly Exemption

ATTACHMENTS:

Description	Upload Date	Type
Tax Consent Items	12/17/2019	Cover Memo

ORIGINAL

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR NOVEMBER, 2019

REAL AND PERSONAL PROPERTY RELEASES MORE THAN \$100

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NO.</u>	<u>AMOUNT</u>	<u>REASON</u>
MCCUE, CLAYTON J	PO BOX 671, PINNACLE, NC 27043	301581-2019-2019	\$523.18	DATA CORRECTIONS AND REAPPRAISAL FOR 2019

TOTAL AMOUNT \$523.18

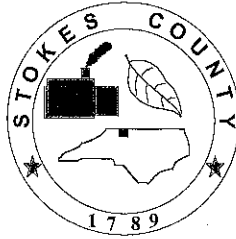
Richard T. Brim 12/3/19
RICHARD T. BRIM DATE
TAX ADMINISTRATOR

ANDY NICKELSTON DATE
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

COUNTY OF STOKES

ORIGINAL

Richard Brim
Tax Administrator



Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

Date: November 18, 2019

To: Stokes County Board of Commissioners

From: Richard Brim, Tax Administrator

Reference: Younts Wine Farm LLC, Business Personal Property Discovery

The Tax Office, as part of its Business Personal Property Compliance Review Process, determined that Younts Wine Farm LLC, located at 426 Fowler Road in Walnut Cove, had not been listing their Business Personal Property. Our office reached out to Mr. Bruce Younts, owner and operator of Younts Wine Farm LLC, and informed him of the annual process of listing Business Personal Property. Mr. Younts was unaware of his obligation to list Business Personal Property. The Tax Office processed a four year Discovery and billed the Business Personal Property in accordance with NCGS 105-312.

Upon receiving the Discovery Bills, Mr. Younts contacted the Tax Office. Mr. Younts and I discussed the Discovery process in detail. Mr. Younts is a model taxpaying citizen and has a history of paying his taxes in a timely manner. Mr. Younts asked the Tax Office to go before the BOC on his behalf and ask for the penalty portion of the Discovery Bills to be released. It has been common practice of the BOC to forgive the penalty portion of discovery bills for model taxpayers. This action is allowed per NCGS 105-312k.

It is my opinion that Mr. Younts wants to fulfill his duties and pay his taxes; but, was just unaware of the requirements to list Business Personal Property annually. Mr. Younts has already paid the entire original levy amount of \$1,246.00 associated with the Discovery Bills. All that remains due is \$204.62, the penalty portion of the Discovery Bills. Now that Mr. Younts understands the process, he assured the Tax Office that he will submit his Business Personal Property Listing Form annually during the regular listing period. If you need any additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Richard Brim".

Richard Brim

Approval _____

Denial _____

Date _____

Andy Nickelston
Chairman, Board of Commissioners

COUNTY OF STOKES

Richard T. Brim
Tax Administrator



Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

Date: December 13, 2019

To: Board of Commissioners

From: Richard Brim, Tax Administrator

Reference: Explanation of timing

BOC:

This letter is to address my reasoning for placing a late application for elderly exemption on the December 23, 2019 BOC Meeting. On Tuesday, December 10th, Mrs. Jacqueline Angel contacted me with questions about the elderly exemption program. While reviewing her property tax statement, Mrs. Angel noticed the mention of an elderly exemption program, if you meet certain outlined age and income requirements.

After our conversation it was determined that Mrs. Angel did meet the qualification requirements. I explained to Mrs. Angel that making a late application had to be done immediately to meet the statutory requirement for filing a late application. North Carolina General Statute 105-282.1(a1) states "An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed."

If you have any questions or need additional information, please let me know.

Sincerely,

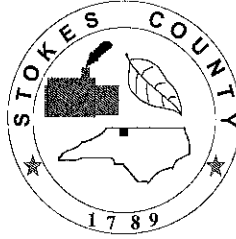
Richard T. Brim

Richard T. Brim

COUNTY OF STOKES

ORIGINAL

Richard Brim
Tax Administrator



Jackie Hostetter
Business Personal Property
Appraiser

Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

December 12, 2019

To: Board of Commissioners

From: Richard Brim

Re: Jacqueline B. Angel
Late application for elderly exemption for 2019

Abstract No: 291734

Parcel No: 5992-15-54-0546

The above taxpayer owns 1 lot and a dwelling located at 100 Brae Ridge Ln, King. She is requesting acceptance of a late application for the year 2019 for the elderly exemption. A review of her application and accompanying documents indicate that she qualify for the exemption.


North Carolina General Statute 105-282.1(a1) states "...Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by...the board of county commissioners...as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to the property tax levied by the county or municipality in the calendar year in which the untimely application is filed."

Due to the circumstances of this request, and discussion with Ms. Angel, the Tax Administration recommends approval by the Board of this late application.

Approval_____

Denial_____

Date_____


Richard Brim
Stokes County Tax Administrator

Andy Nickelston
Chairman, Board of Commissioners



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VI.a.

Stokes County Health Department - Bad Debt Write Off Request

Contact: Tammy Martin, Health Director

Summary:

ATTACHMENTS:

Description	Upload Date	Type
HD Bad Debt Write Off	12/18/2019	Cover Memo

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

Date: December 5, 2019

To: Stokes County Board of Commissioners
Jake Oakley, County Manager

Subj: **Request for Bad Debt Write-off**

According to Stokes County Health Department's Fees Policy, an annual review of patient accounts will be made to check for bad debt. As of June 30, 2018, 96 patient records had no activity of a visit or payment during FY 17-18. In order to be in compliance with the State Consolidated Agreement, NC Accreditation Standards and our own policy, I respectfully request to write off bad debt in the amount of **\$2,293.89** (deemed as uncollectible).

I am available if there are further questions.

Thank you for your consideration in this matter.

Respectfully,

Tammy Martin
Health Director



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VI.b.

Board of Health -Appointment Requests

Contact: Tammy Martin, Health Director

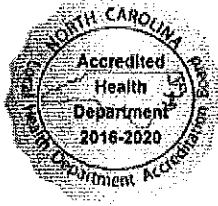
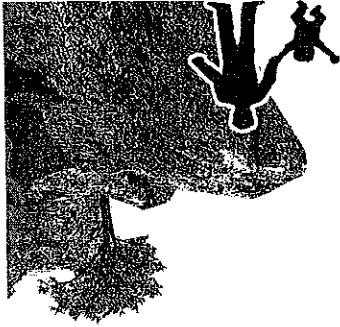
Summary:

The BOCC needs to set the per meeting rate for Board Members. The current rate for other similar Boards is \$30.00 per meeting and this was the rate paid before the Board was abolished in 2013.

ATTACHMENTS:

Description	Upload Date	Type
Board of Health Appointments	12/18/2019	Cover Memo
NCGS Board of Health	12/19/2019	Cover Memo

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

Date: December 16, 2019
To: Stokes County Board of County Commissioners
Subj: Board of Health Members

Please consider these individuals for appointment to the Board of Health.

Commissioner:	Jamie Yontz
Licensed Dentist:	Gaye Wood
Licensed Engineer:	Buster Robertson
Licensed Optometrist:	Keith Lawson
Licensed Pharmacist:	Kim Lewis
Licensed Physician:	Thomas Delany Santoro, M.D.
Licensed Veterinarian:	Pam Tillman
Registered Nurse:	Jane Humphries
General Public:	Rachel White
General Public:	Jan Cole
General Public:	Justin Duncan
County Manager:	Jake Oakley
Health Director:	Tammy Martin
DSS Director:	Stacey Elmes
Recording Sec.:	Hayley Shelton

Thank you,

Tammy Martin
Health Director

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

Date: December 16, 2019

To: Stokes County Board of Commissioners
Jake Oakley, County Manager

Subj: **Board of Health Members**

Of the remaining seats left to fill on the Board of Health, the veterinarian and dentist positions remain vacant. Dr. Gemeinhardt and Dr. Cowan have been contacted regarding the veterinarian position on the Board of Health; however, Dr. Gemeinhardt declined and Dr. Cowan did not respond. Dr. Mehrer was contacted regarding the need for a dentist on the Board of Health, but he failed to respond to our inquiry.

I am available if there are further questions.

Respectfully,

Tammy Martin
Health Director

§ 130A-35. County board of health; appointment; terms.

(a) A county board of health shall be the policy-making, rule-making and adjudicatory body for a county health department.

(b) The members of a county board of health shall be appointed by the county board of commissioners. The board shall be composed of 11 members. The composition of the board shall reasonably reflect the population makeup of the county and shall include: one physician licensed to practice medicine in this State, one licensed dentist, one licensed optometrist, one licensed veterinarian, one registered nurse, one licensed pharmacist, one county commissioner, one professional engineer, and three representatives of the general public. Except as otherwise provided in this section, all members shall be residents of the county. If there is not a licensed physician, a licensed dentist, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer available for appointment, an additional representative of the general public shall be appointed. If however, one of the designated professions has only one person residing in the county, the county commissioners shall have the option of appointing that person or a member of the general public. In the event a licensed optometrist who is a resident of the county is not available for appointment, then the county commissioners shall have the option of appointing either a licensed optometrist who is a resident of another county or a member of the general public.

(c) Except as provided in this subsection, members of a county board of health shall serve three-year terms. No member may serve more than three consecutive three-year terms unless the member is the only person residing in the county who represents one of the professions designated in subsection (b) of this section. The county commissioner member shall serve only as long as the member is a county commissioner. When a representative of the general public is appointed due to the unavailability of a licensed physician, a licensed dentist, a resident licensed optometrist or a nonresident licensed optometrist as authorized by subsection (b) of this section, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer, that member shall serve only until a licensed physician, a licensed dentist, a licensed resident or nonresident optometrist, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer becomes available for appointment. In order to establish a uniform staggered term structure for the board, a member may be appointed for less than a three-year term.

(d) Vacancies shall be filled for any unexpired portion of a term.

(e) A chairperson shall be elected annually by a county board of health. The local health director shall serve as secretary to the board.

(f) A majority of the members shall constitute a quorum.

(g) A member may be removed from office by the county board of commissioners for:

- (1) Commission of a felony or other crime involving moral turpitude;
- (2) Violation of a State law governing conflict of interest;
- (3) Violation of a written policy adopted by the county board of commissioners;
- (4) Habitual failure to attend meetings;
- (5) Conduct that tends to bring the office into disrepute; or
- (6) Failure to maintain qualifications for appointment required under subsection (b) of this section.

A board member may be removed only after the member has been given written notice of the basis for removal and has had the opportunity to respond.

(h) A member may receive a per diem in an amount established by the county board of commissioners. Reimbursement for subsistence and travel shall be in accordance with a policy set by the county board of commissioners.

(i) The board shall meet at least quarterly. The chairperson or three of the members may call a special meeting. (1901, c. 245, s. 3; Rev., s. 4444; 1911, c. 62, s. 9; C.S., s. 7604; 1931, c. 149; 1941, c. 185; 1945, c. 99; c. 1030, s. 2; 1947, c. 474, s. 3; 1951, c. 92; 1957, c. 1357, s. 1; 1963, c.



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VI.c.

VHF System Upgrade Request

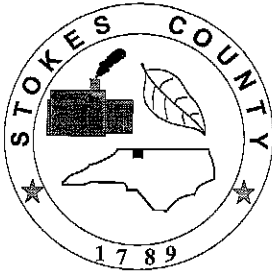
Contact: Del Hall

Summary:

Communications Director Del Hall will be in attendance to present the Board with information on the VHF System Upgrade Request.

ATTACHMENTS:

Description	Upload Date	Type
Memorandum VHF System Upgrade Request	12/17/2019	Cover Memo
Stokes Proposal	12/17/2019	Cover Memo



Stokes County

Emergency Communication Center

Memorandum

To: Board of County Commissioners

From: Del Hall, Emergency Communications Director 

Date: Tuesday, December 17, 2019

Re: VHF system upgrade request

In the month of November I began receiving complaints from the Fire and EMS responders of noise coming across the VHF Simulcast Solution minitor pagers when Communications dispatched emergency calls to them. The noise was bad enough the voice communications was unintelligible. I immediately made contact our vendor, Mobile Communications America (MCA) to investigate the reasons of the unintelligible voice communication.

After approximately a month of investigation MCA Technicians met with me to discuss the issues. MCA is recommending the replacement of our current paging transmitters due to the following findings:

- Noise coming into the system from the GPS Card making transmission intermittently noisy and at times unintelligible voice communications. This is currently experienced at 1 or 3 sites. This same GPS Card is used at all 3 Tower sites of the VHF Simulcast System and will render system ineffective.
- GPS Card software/firmware requires updating to address this noise issue. The software is no longer available.
- Manufacturer (DX Radio Systems) of current equipment is no longer in business and the equipment and software is no longer supported or available.
- Homeland Security mandated an update to all ground GPS system effective 2019 and MCA have been unable to perform this requirement.

The provided quote from Motorola Solutions is based on North Carolina State Contract 725G pricing.

Motorola Solutions has proposed a new VHF Simulcast solution to replace Stokes County's current system with the latest in technologies and support from Motorola.

I respectfully request that you approve to replace the current Stokes County's current VHF Simulcast solution to the proposed new Motorola Solutions VHF Simulcast solution.

If you have questions don't hesitate to call me at (336) 593-2494.

Thank you for your consideration and time in this important matter.

Del Hall 

STOKES COUNTY, NORTH CAROLINA

VHF SIMULCAST REPLACEMENT

DECEMBER 13 2019

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12/13/2019

Mr. Del Hall
Stokes County
Emergency Communications Director
1011 Main St.
Danbury, NC 27016

Subject: 3 Site VHF Paging Proposal

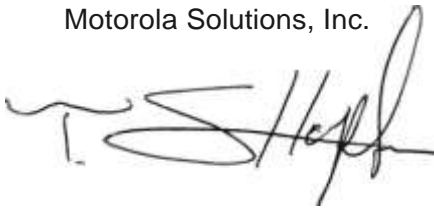
Dear Mr. Hall:

Motorola Solutions, Inc. ("Motorola Solutions") is pleased to have the opportunity to provide Stokes County with quality communications equipment and services. The Motorola Solutions project team has taken great care to propose a solution that will meet your needs for a 3 Site VHF Paging System utilizing equipment from North Carolina State Contract 725G.

We thank you for the opportunity to furnish Stokes County with "best in class" solutions and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,

Motorola Solutions, Inc.

A handwritten signature in black ink, appearing to read 'S. Hopkins', is written over a horizontal line.

Scott Hopkins
Area Sales Manager North Carolina

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SECTION 1

STATEMENT OF WORK

1.1 OVERVIEW

This Statement of Work (SOW) describes the deliverables to be furnished to Stokes County the tasks described herein will be performed by Motorola, its subcontractors, and Stokes County to implement the solution described in the System Description. It describes the actual work involved in installation, identifies the installation standards to be followed, and clarifies the responsibilities for both Motorola and the customer during the project implementation.

Specifically, this SOW provides:

- A list of the deliverables associated with the project.
- A description of the responsibilities for both Motorola and Customer.
- The qualifications and assumptions taken into consideration during the development of this project.

This SOW provides the most current understanding of the work required by both parties to ensure successful project implementations. It is understood that this SOW is a working document, and that it will be revised as needed to incorporate any changes associated with contract negotiations, Contract Design Review (CDR), and any other change orders that may occur during the execution of the project.

1.2 ASSUMPTIONS

Motorola has based the system design on information provided by Stokes County and an analysis of their system requirements. All assumptions have been listed below for review. Should Motorola's assumptions be deemed incorrect or not agreeable to Stokes County revised proposal with the necessary changes and adjusted costs may be required. Changes to the equipment or scope of the project after contract may require a change order

- All work is to be performed during normal work hours, Monday through Friday 8:00 a.m. to 5:00 p.m.
- Motorola is not responsible for interference caused or received by the Motorola-provided equipment except for interference that is directly caused by the Motorola-provided transmitter(s) to the Motorola-provided receiver(s). Should the Stokes County system experience interference, Motorola can be contracted to investigate the source and recommend solutions to mitigate the issue.
- Any modifications or upgrades required to the existing towers and shelters, to support the installation of the proposed equipment, will also be the responsibility of Stokes County.
- Each site will utilize the County's existing antennas, transmission lines and combiners/multicouplers or duplexers to support the operation of the proposed GTR 8000 radios at that site. The proposed design does not include the replacement of any of this hardware. If any of the existing hardware is found to be insufficient to support the operation of the proposed equipment, it will be the responsibility of the County to upgrade or replace the



components to a state that is capable of supporting the operation of the proposed radio equipment.

1.3 CONTRACT

1.3.1 Contract Award (Milestone)

- The Customer and Motorola execute the contract and both parties receive all the necessary documentation.

1.3.2 Contract Administration

Motorola (MCA) Responsibilities:

- Assign a Project Manager, as the single point of contact with authority to make project decisions.
- Assign resources necessary for project implementation.
- Set up the project in the Motorola information system.
- Schedule the project kickoff meeting with the Customer.

Customer Responsibilities:

- Assign a Project Manager, as the single point of contact responsible for Customer-signed approvals.
- Assign other resources necessary to ensure completion of project tasks for which the Customer is responsible.

Completion Criteria:

- Motorola internal processes are set up for project management.
- Both Motorola and the Customer assign all required resources.
- Project kickoff meeting is scheduled.

1.3.3 Project Kickoff

Motorola (MCA) Responsibilities:

- Conduct a project kickoff meeting during the CDR phase of the project.
- Ensure key project team participants attend the meeting.
- Introduce all project participants attending the meeting.
- Review the roles of the project participants to identify communication flows and decision-making authority between project participants.
- Review the overall project scope and objectives with the Customer.
- Review the resource and scheduling requirements with the Customer.
- Review the teams' interactions (Motorola/MCA and the Customer), meetings, reports, milestone acceptance, and the Customer's participation in particular phases.
- Discuss Cutover Plan

Customer Responsibilities:

- The Customer's key project team participants attend the meeting.
- Review Motorola/MCA and Customer responsibilities.

Completion Criteria:

- Project kickoff meeting completed.
- Meeting notes identify the next action items.

1.4 CONTRACT DESIGN REVIEW

1.4.1 Review Contract Design

Motorola (MCA) Responsibilities:

- Meet with the Customer project team.
- Review the operational requirements and the impact of those requirements on various equipment configurations.
- Establish a defined baseline for the system design and identify any special product requirements and their impact on system implementation.
- Review the System Design, Statement of Work and update the contract documents accordingly.
- Provide minimum acceptable performance specifications for microwave, fiber, or copper links. (the Customer is responsible for supplying links)
- Establish demarcation point (supplied by the Motorola/MCA system engineer) to define the connection point between the Motorola-supplied equipment and the Customer-supplied link(s) and external interfaces. (the Customer is responsible for supplying links)

Restrictions:

- Motorola/MCA assumes no liability or responsibility for inadequate frequency availability or frequency licensing issues.
- Motorola/MCA is not responsible for issues outside of its immediate control. Such issues include, but are not restricted to, improper frequency coordination by others and non-compliant operation of other radios.
- Motorola/MCA is not responsible for co-channel interference or adjacent channel interference due to errors in frequency coordination or any other unlisted frequencies, or the improper design, installation, or operation of systems installed or operated by others.
- If, for any reason, any of the proposed sites cannot be utilized due to reasons beyond Motorola/MCA's control, the costs associated with site changes or delays including, but not limited to, re-engineering, frequency re-licensing, site zoning, site permitting, schedule delays, site abnormalities, re-mobilization, etc., will be paid for by the Customer and documented through the change order process.

Customer Responsibilities:

- The Customer's key project team participants attend the meeting.
- Make timely decisions, according to the Project Schedule.
- Frequency Licensing and Interference:
 - As mandated by FCC, the Customer, as the licensee, has the ultimate responsibility for providing all required radio licensing or licensing modifications for the system prior to system staging.
 - Provide the FCC "call sign" station identifier for each site prior to system staging.

Completion Criteria:

- Complete Design Documentation, which may include updated System Description, Equipment List, system drawings, or other documents applicable to the project.
- Incorporate any deviations from the proposed system into the contract documents accordingly.
- The system design is “frozen” in preparation for subsequent project phases such as Order Processing and Manufacturing.
- A Change Order is executed in accordance with all material changes resulting from the Design Review to the contract.

1.4.2 Design Approval (Milestone)

- The Customer executes a Design Approval milestone document.

1.5 ORDER PROCESSING

1.5.1 Process Equipment List

Motorola Responsibilities:

- Validate Equipment List by checking for valid model numbers, versions, compatible options to main equipment, and delivery data.
- Enter order into Motorola's Customer Order Fulfillment (COF) system.
- Create Ship Views, to confirm with the Customer the secure storage location(s) to which the equipment will ship. Ship Views are the mailing labels that carry complete equipment shipping information, which direct the timing, method of shipment, and ship path for ultimate destination receipt.
- Create equipment orders.
- Reconcile the equipment list(s) to the Contract.
- Procure third-party equipment if applicable.

Customer Responsibilities:

- Approve shipping location(s).
- Provide additional storage location if needed.

Completion Criteria:

- Verify that the Equipment List contains the correct model numbers, version, options, and delivery data.
- Trial validation completed.
- Bridge the equipment order to the manufacturing facility.

1.6 MANUFACTURING AND STAGING

1.6.1 Manufacture Motorola Fixed Network Equipment

Motorola Responsibilities:

- Manufacture the Fixed Network Equipment (FNE) necessary for the system based on equipment order.

Customer Responsibilities:

- None.

Completion Criteria:

- FNE shipped the staging facility.

1.6.2 Manufacture Motorola Subscribers (No Subscribers)

Motorola Responsibilities:

Customer Responsibilities:

- None.

Completion Criteria:

- None

1.6.3 Manufacture Non-Motorola Equipment

Motorola Responsibilities:

- Procure non-Motorola equipment necessary for the system based on equipment order.

Customer Responsibilities:

- None.

Completion Criteria:

- Ship non-Motorola manufactured equipment to the staging facility.

1.6.4 Ship to Staging (Milestone)

- Ship all equipment needed for staging to Motorola's factory staging facility Customer Center for Solutions Integration (CCSi).

1.6.5 Stage System

Motorola Responsibilities:

- Set up and rack the system equipment on a site-by-site basis, as it will be configured in the field at each of the transmitter/receiver sites.
- Cut and label cables according to the approved CDR documentation.

- Label the cables with to/from information to specify interconnection for field installation and future servicing needs.
- Complete the cabling/connecting of the subsystems to each other (“connectorization” of the subsystems).
- Assemble required subsystems to assure system functionality.
- Power up, program, and test all staged equipment.
- Confirm system configuration and software compatibility to the existing system.
- Load application parameters on all equipment according to input from Systems Engineering.
- Complete programming of the Fixed Network Equipment.
- Inventory the equipment with serial numbers and installation references.
- Complete system documentation.

Customer Responsibilities:

- Provide information on existing system interfaces as may be required.
- Provide information on room layouts or other information necessary for the assembly to meet field conditions.

Completion Criteria:

- System staging completed and ready for shipping.

1.6.6 Ship Equipment to Field

Motorola Responsibilities:

- Pack system for shipment to final destination.
- Arrange for shipment to the field.

Customer Responsibilities:

- None.

Completion Criteria:

- Equipment ready for shipment to the field. The equipment should be shipped to: **4400-A Indiana Ave , Winston-Salem, North Carolina, 27105**

1.6.7 CCSi Ship Acceptance (Milestone)

- All equipment shipped to the field.

1.7 CIVIL WORK

- Using all existing tower and shelters currently in place.

1.8 SYSTEM INSTALLATION

1.8.1 Install Fixed Network Equipment

Motorola (MCA) Responsibilities:

- Motorola will be responsible for the installation of all fixed equipment contained in the equipment list and outlined in the System Description the site is ready for installation. All equipment will be properly secured to the floor and installed in a neat and professional manner, employing a standard of workmanship consistent with its own R-56 installation standards and in compliance with applicable National Electrical Code (NEC), EIA, Federal Aviation Administration (FAA) and FCC standards. (Note: R56 Standards as much as existing site condition will allow.)
- For installation of the fixed equipment at the various sites, Motorola/MCA will furnish all cables for power, audio, control, and radio transmission to connect the Motorola /MCA supplied equipment to the power panels or receptacles and the audio/control line connection point.
- Receive and inventory all equipment.
- Bond the supplied equipment to the existing site ground system in accordance with Motorola's R56 standards or as close as existing site conditions allows.

Customer Responsibilities:

- Provide secure storage for the Motorola/MCA-provided equipment, at a location central to the sites.
- Motorola/MCA coordinates the receipt of the equipment with the Customer's designated contact, and inventory all equipment.
- Dispose of existing equipment that has been removed that is not being relocated
- Provide access to the sites, as necessary.

Completion Criteria:

- Fixed Network Equipment installation completed and ready for optimization.

1.8.2 Fixed Network Equipment Installation Complete

- All fixed network equipment installed.

1.8.3 Console Installation

- Customer's existing MCC5500 will be used.
- Connection from prime site to console will be wireless using existing xpr8400 control stations currently interfaced to console.

Motorola (MCA) Responsibilities:

- None.

Customer Responsibilities:

- None

Assumption

- None

Completion Criteria:

- None

1.8.4 Microwave Installation

Utilize customers existing microwave links for transport.

Motorola (MCA) Responsibilities:

- None.

Customer Responsibilities:

- None

Assumption

- None

Completion Criteria:

- None

1.8.5 System Installation Acceptance (Milestone)

- All equipment installations are completed.

1.9 SYSTEM OPTIMIZATION

1.9.1 Optimize System FNE

Motorola (MCA) Responsibilities:

- Motorola and its subcontractors optimize the new simulcast system.
- Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.
- Verify that all audio and data levels are at factory settings.
- Check forward and reflected power for all radio equipment, after connection to the antenna systems, to verify that power is within tolerances.
- Check audio and data levels to verify factory settings.
- Verify communication interfaces between devices for proper operation.
- Test features and functionality are in accordance with manufacturers' specifications and that they comply with the final configuration.

Customer Responsibilities:

- Provide access/escort to the sites.

Completion Criteria:

- System FNE optimization is complete.

1.9.2 Link Verification

Motorola (MCA) Responsibilities:

- Perform test to verify site link performance, prior to the interconnection of the Motorola-supplied equipment to the link equipment.

Customer Responsibilities:

- Make available the required links which meet the specifications supplied by Motorola/MCA at the CDR.

1.9.3 Completion Criteria:

- Link verification successfully completed.

1.9.4 Optimization Complete

- System optimization is completed. Motorola and the Customer agree that the equipment is ready for acceptance testing.

1.10 TRAINING

1.10.1 Perform Training

- No Training Included at this time.

Motorola (MCA) Responsibilities:

- None

Customer Responsibilities:

- None

Completion Criteria:

- None

1.11 ACCEPTANCE TESTING

1.11.1 Perform Functional Testing

Motorola (MCA) Responsibilities:

- Verify the operational functionality and features of the individual subsystems and the system supplied by Motorola, as contracted.
- If any major task as contractually described fails, repeat that particular task after Motorola determines that corrective action has been taken.
- Document all issues that arise during the acceptance tests.
- Document the results of the acceptance tests and present to the Customer for review.
- Resolve any minor task failures before Final System Acceptance.

Customer Responsibilities:

- Witness the functional testing.

Completion Criteria:

- Successful completion of the functional testing.
- Customer approval of the functional testing.(System Acceptance Warranty begins)

1.11.2 Perform Coverage Testing

No Coverage Testing Guarantee.

Motorola (MCA) Responsibilities:

- None

Customer Responsibilities:

- None

Completion Criteria:

- None

1.11.3 System Acceptance Test Procedures (Milestone)

- Customer approves the completion of all the required tests.

1.12 FINALIZE

1.12.1 Resolve Punchlist

Motorola (MCA) Responsibilities:

- Work with the Customer to resolve punchlist items associated with this project, documented during the Functional Testing, in order to meet all the criteria for final system acceptance.

Customer Responsibilities:

- Assist Motorola with resolution of identified punchlist items for this project by providing support, such as access to the sites, equipment and system, and approval of the resolved punchlist item(s).

Completion Criteria:

- All punchlist items resolved and approved by the Customer.

1.12.2 Transition to Service/Project Transition Certificate

Motorola (MCA) Responsibilities:

- Review the items necessary for transitioning the project to warranty support and service.

- Provide a Customer Support Plan detailing the warranty and post-warranty support, if applicable, associated with the Contract equipment.

Customer Responsibilities:

- Participate in the Transition Service/Project Transition Certificate (PTC) process.

Completion Criteria:

- All service information has been delivered and approved by the Customer.

1.12.3 Finalize Documentation

Motorola (MCA) Responsibilities:

- Equipment Inventory List

Customer Responsibilities:

- Receive and approve all documentation provided by Motorola (MCA).

Completion Criteria:

- All required documentation is provided and approved by the Customer.

1.12.4 Final Acceptance (Milestone)

- All deliverables completed, as contractually required.
- Final System Acceptance received from the Customer.

1.13 PROJECT ADMINISTRATION

1.13.1 Project Status Meetings

Motorola (MCA) Responsibilities:

- MCA Project Manager, or designee, will attend all project status meetings with the Customer, as determined during the CDR.
- Record the meeting minutes and supply the report.
- The agenda will include the following:

Customer Responsibilities:

- Attend meetings.
- Respond to issues in a timely manner.

Completion Criteria:

- Completion of the meetings and submission of meeting minutes.

1.13.2 Progress Milestone Submittal

Motorola (MCA) Responsibilities:

- Submit progress (non-payment) milestone completion certificate/documentation.

Customer Responsibilities:

- Approve milestone, which will signify confirmation of completion of the work associated with the scheduled task.

Completion Criteria:

- The Customer approval of the Milestone Completion document(s).

1.13.3 Change Order Process

- Either Party may request changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost, change in system configuration or adds time to the project's timeline required to perform this Agreement, the Parties will agree to an equitable adjustment of the Contract Price, Performance Schedule, or both, and will reflect the adjustment in a change order. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

SYSTEM DESCRIPTION

2.1 INTRODUCTION

At Stokes County's (the County) request, Motorola Solutions, Inc. (Motorola) is pleased to provide the following proposal for a radio equipment refresh of the County's three site, single channel VHF paging system. This will provide the County with a replacement of their existing simulcast radio equipment with something that is current and within support. The proposed equipment refresh will consist of a replacement of the County's existing VHF radios and simulcast equipment (comparators, GPS timing and site LAN/WAN devices with Motorola equipment. The County's existing equipment shelters, towers, antennas and transmission lines, dispatch consoles and microwave transport equipment will continue to be utilized in the system and will not be replaced.

2.2 DESIGN OVERVIEW

The proposed radio equipment refresh will provide Stokes County with an IP-based, 3-site, single channel VHF analog conventional simulcast radio system. The design includes simulcast transmit and voted receive from the Booth Mountain, Sandy Ridge and Sauratown sites, which will be connected back to the County's radio dispatch center and will be interfaced with the existing MCC 5500 radio dispatch consoles over the air through a control station. The radio sites will be connected back to the prime site at Booth Mountain over the County's existing Ethernet based microwave links between the sites.

The radio equipment at these sites will be installed within existing shelters and transmitters and receivers at each site will be interfaced to the existing antennas, lines and RFDS hardware at each site. The County will be responsible for providing space within the shelters for the installation of the proposed equipment, as well as for providing the electrical power (both primary and backup power), adequate grounding, and HVAC requirements of the proposed equipment. Any modifications or upgrades required to the existing towers and shelters, to support the installation of the proposed equipment, will also be the responsibility of Stokes County.

2.3 SYSTEM DESIGN

Motorola is the recognized industry leader in analog simulcast infrastructure solutions. For the past 20 years, Motorola's circuit based solution employed a GPS synchronized channel bank and audio distribution equipment to deliver optimal audio quality in the "overlap" zones within a simulcast coverage area. The audio voting was provided by our Spectra-TAC and DIGITAC comparator products, and the precise transmit audio synchronization was provided by a Motorola designed DSM channel bank card.

Given the cost savings of IP technology compared to circuit leased lines, the MLC 8000 analog gateway will exclusively support IP connectivity for analog simulcast systems. The MLC 8000's IP analog simulcast configuration greatly simplifies the audio distribution and synchronization technology formerly provided by circuit based solutions. The MLC 8000 is equipped with a 5MHz/1PPS combined frequency/timing reference interface to achieve the precise audio timing required by analog simulcast.

2.3.1 Architecture

Direct radio frequency (RF) communication – relying solely on the transmitter output power of a portable or mobile radio – is not always enough to successfully network a fleet of field radios throughout a system coverage area. When coverage is required over a large area or in a building, an infrastructure must be added to complete the network.

Conventional systems vary in both size and sophistication. Systems are often configured as single-site or multi-site depending on the coverage or "talk range" that is desired. A basic conventional system consists of a GTR 8000 repeater or base station. The system can be expanded to increase system wide coverage by adding equipment to make it a simulcast system.

2.3.1.1 Multi-Site

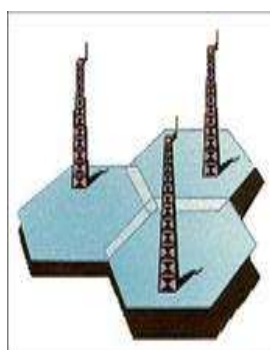


Figure 2-1: A multi-site system coverage footprint

When a single site transmitter does not provide the coverage needed in a conventional system, a multi-site solution is the answer. A multi-site system contains multiple sites throughout the user's service area, extending radio coverage beyond that of a single-site system.

The basic multi-site configuration is simply standalone base stations or repeaters located at different sites throughout the user's coverage area, shown in Figure 2-1. As users move through the expanded coverage area of a standalone configuration, they need to know the coverage footprint of each station, and manually select their channel. In a standalone configuration, only the receiving base station retransmits the signal. Thus, only the subscribers listening to this channel will hear the communication.

Standalone multi-site works well in systems where specific user groups have specific coverage areas, and do not typically roam throughout the system.

Different system designs and methods such as voting, simulcast, and multi-cast can be applied to the multi-site system to extend radio range and ease subscriber radio operations.

Voting

Receiver voting system topologies are used when a single transmitter provides sufficient outbound coverage, but a single receiver does not provide sufficient inbound coverage for subscriber transmissions. To provide balanced coverage, multiple satellite receivers are added to cover "dead spots" created by buildings, foliage, valleys, or hills.

Since the receivers operate on the same frequency, it is possible that a field radio may simultaneously hit multiple sites when transmitting. To ensure that the best audio from these satellite receivers is processed, a voting comparator compares and selects the best signal. This signal is then forwarded to the transmitter for rebroadcast to the subscriber units, as well as the console for dispatcher monitoring.

Simulcast

When a wide geographical area requires communications throughout the system, a simulcast solution may be implemented. Simulcast is the simultaneous broadcast of the

same voice or message from multiple transmitter sites on the same frequency. Simulcast was developed by Motorola to meet the needs of users who were outgrowing their single-site radio systems. These systems provide consistent communications throughout a large city, metropolitan area, county, or even country.

Simulcast systems are a frequency efficient and user-friendly technique of providing wide-area coverage. Simulcast offers the following advantages:

- **Larger Coverage Area** – One radio site may not provide the coverage necessary for the application in question. Simulcast expands the coverage area by expanding the number of radio sites and delivering continuous coverage throughout a large geographic area.
- **Efficient Use of Frequencies** — Adding sites typically requires more frequencies. In a simulcast system, the same frequencies are reused at every site in the system. This makes very efficient use of the available spectrum.
- **Simple Radio Operation** — Field units must be easy to use. Unlike multi-site configurations where users must manually select their channel, the simulcast architecture operates like a single-site system. The subscribers seamlessly roam throughout the coverage area simplifying operations.

2.3.2 Mode

Analog voice is the basis of the conventional system proposed for Stokes County. The base system will consist of Booth, Sandy Ridge, and Sauratown. The transmit sites will simultaneously broadcast on the same frequency and the receive sites will be voted for the best audio, which will enhance the coverage throughout the County.

2.3.3 System Overview

The analog simulcast system is comprised of a simulcast prime site and remote simulcast RF sites. The prime site is the location of the comparators which are used to vote the best received audio from each site for retransmission. Additionally, the prime site aggregates all of the RF remote site links.

2.3.3.1 Simulcast Prime Site

The prime site will be located at the Booth Mountain site. The equipment will be located within the equipment shelter at that location. Space for the equipment, along with capacity for it on the building generator and HVAC will be supplied by Stokes County. The County will be responsible for providing space, power (primary and backup), HVAC and adequate grounding for the equipment installed at this location. Any modifications or upgrades required to the building, to support the installation of this equipment, will also be the responsibility of Stokes County. The major equipment, which will be located at this site is:

- One (1) MLC 8000 analog comparator
- One (1) Prime Site LAN Switch
- One (1) Prime Site Gateway
- One (1) TRAK 8835 Frequency Standard
- One (1) 7.5' equipment rack

2.3.3.2 TX/RX Sites (Base Design)

The Booth, Sandy Ridge and Sauratown sites are remote RF sub-sites. The equipment at each of these sites will be located within the existing buildings and on the existing towers at those locations. The County will be responsible for providing space within the shelters and on the towers for the installation of the proposed equipment, as well as for providing the electrical power (both primary and backup power), adequate grounding, and HVAC requirements of the proposed equipment. Any modifications or upgrades required to the existing towers and shelters, to support the installation of the proposed equipment, will also be the responsibility of Stokes County. The major equipment, which will be located at each of these sites is:

- One (1) GTR 8000 station with analog conventional software
- One (1) MLC 8000 analog gateway
- One (1) Site LAN Switch
- One (1) Site Gateway
- One (1) TRAK 8835 Frequency Standard
- One (1) 7.5' equipment rack

2.4 CONVENTIONAL SYSTEM COMPONENTS

The analog conventional radio system designed for Stokes County consists of the following major components:

- GTR 8000 Base Station/Repeater
- MLC8000 Voter/Comparator
- Frequency Standard

This section of the system description contains descriptions of these components.

2.4.1 GTR 8000

The Motorola GTR 8000 Base Radio is designed to meet Stokes County's current and future requirements for both analog and Project 25 solutions. The GTR 8000 Base Radio transmits using configurable Compatible 4-level Frequency Modulation (C4FM) or Linear Simulcast Modulation (LSM) and receives Compatible 4-level Frequency Modulation (C4FM) for traffic channel communications. The GTR 8000 Base/Repeater station is designed to maximize channel up-time, simplify system migrations, and enable smaller, more efficient site design while minimizing the cost of ownership to the customer. GTR 8000 stations are designed so that upgrades, migrations and conversions can be completed with only software installations. Information Assurance/Network Security updates, migrations to new system releases, and system migrations from analog to digital, conventional to trunking, and from 25 kHz Analog to 6.25 kHz TDMA Digital can be completed with a software download.

The GTR 8000 is shown in Figure 2-2.



Figure 2-2: G Series Equipment

Motorola is the industry leader in simulcast system solutions with more mission critical systems fielded and fully operational than any other LMR vendor systems provider. The GTR 8000 Base Radios feature a linear simulcast modulation (LSM) that provides industry leading P25 compliant coverage in 700/800 MHz, UHF & VHF.

The conventional GTR 8000 Base Radio hardware consists of four major Field Replacement Units (FRUs): the transceiver, the power amplifier, the power supply and the fan module. When the GTR 8000 is used in a simulcast topology an external time reference is used to generate the signal for launch time determination. The time reference signal is obtained from the external frequency reference or a separate time reference input obtained from a device such as the TRAK 8835.

G-series site equipment products are very flexible and designed to support today's robust site designs. G-series site equipment products provide the flexibility to upgrade to future functionality through software downloads.

The GTR 8000 Base Radio includes features such as:

- Multisite Linear Simulcast offers industry-leading radio coverage with fewer sites
- IP based simulcast operation
- Compact and integrated hardware utilizing 3 rack unit chassis enables efficient use of site space
- Software Defined Radio allows for upgrades to future functionality through software update
- Modular software design coupled with the Software Download Manager simplifies future upgrades and routine servicing
- Functionally separate modules - Field Replacement Units (FRU) - are hot-swappable allowing servicing and replacement without system down-time while minimizing channel down-time
- Designed for ease of service including significantly reduced alignment servicing
- No initial field alignment or servicing required for Multisite (simulcast) systems

2.4.2 MLC 8000

The MLC 8000 is a versatile, powerful and compact hardware platform that can be configured as either an analog comparator or an analog simulcast station gateway.

2.4.2.1 Simulcast Solution

The MLC 8000 analog simulcast solution provides a tone remote control (TRC) analog comparator that supports IP site links to its associated base station and receiver sub-sites.

2.4.2.2 Voting Solution

The MLC 8000 voting solution provides a tone remote control (TRC) analog comparator that can support any combination of circuit and IP site links to its associated base station and receiver sub-sites. This is an enormous value proposition for customers who want to avoid the risks associated with “knife-switch” network transport upgrades, and minimize their installation and equipment costs. The MLC 8000 provides turn-key integrated voice over IP networking capability with a direct 4-wire 600 Ohm wire-line interface to existing base station and receiver equipment.

The MLC 8000 uses a Motorola enhanced G.711 voice codec technology to provide transparent operation for several analog signaling standards including MDC1200 and DTMF. The G.711 voice codec was selected because it employs the same pulse code modulation audio sampling techniques used in most circuit and leased line equipment today. The Motorola designed audio sampling hardware and digital signal processing provide superior audio fidelity and low latency, minimizing the impact to the audio quality experienced by the subscribers and console operator positions.

Each MLC 8000 is equipped with the following interfaces:

- 4 V.24 ports
- 4 600 Ohm 4-wire analog ports
- A PoE Ethernet port
- An auxiliary Ethernet port
- A GPS frequency/timing reference input

The MLC 8000 offers standard status tone and TRC signaling capabilities on each of its four analog interfaces. The MLC 8000 supports voting and simulcast system configurations, and is certified to be fully compatible with GTR 8000 and several of Motorola’s other analog base station and receiver products, including QUANTAR, ASTRO-TAC Receiver, and MTR2000.

2.4.3 GPS/Frequency Standard

The TRAK 8835, used to synchronize the simulcast system, is a Global Positioning Satellite (GPS)-based frequency and time reference unit. Its purpose is to provide a stable and accurate network time.

The TRAK 8835 provides:

- 1 pulse-per-second (pps) signal to the MLC 8000 for simulcast transmission synchronization
- 5 MHz frequency stability signals to the GTR 8000 repeaters.

The TRAK 8835 is GPS disciplined, which provides time stamp information that is critical to setting precise transmission launch times in Simulcast.



2.4.4 Antenna Network

Each site will utilize the County's existing antennas, transmission lines and combiners/multicouplers or duplexers to support the operation of the proposed GTR 8000 radios at that site. The proposed design does not include the replacement of any of this hardware. If any of the existing hardware is found to be insufficient to support the operation of the proposed equipment, it will be the responsibility of the County to upgrade or replace the components to a state that is capable of supporting the operation of the proposed radio equipment.

2.5 VHF BAND CONSIDERATIONS

The proposed system has been designed to operate in the VHF bands. This section describes some of the difficulties associated with operation within these bands and defines some of the steps that Motorola takes to try to mitigate them.

2.5.1.1 Licensing

There are no proposed changes to the mode of operation, location of transmit antennas or transmit power at any of the sites, so new frequency licensing or modifications to existing licenses should be required. If the need to make any modifications to existing licenses or file for new licenses become necessary, this will be the responsibility of Stokes County. The ability to obtain licensing on a particular frequency in UHF and VHF can be an uncertain prospect and will require the consent of any other users in the region. If Stokes County is unable to obtain licensing for these transmitters, it will be necessary for Stokes County to obtain licensing for different frequencies which can be licensed at all of the sites in the proposed design. If a different set of frequencies is ultimately utilized by the system, Motorola will need to determine if they are compatible with the design. If they are not compatible, Motorola will need to alter the design to accommodate them and provide updated pricing to Stokes County for the additional costs.

2.5.1.2 Intermodulation

This section is provided to inform Stokes County of the risk of interference on its VHF channels due to intermodulation.

Intermodulation can be broken down into active and passive intermodulation. Active intermodulation is where the mixing is occurring in an active stage such as a transmitter's final amplifier or the receiver's front end. In these situations the mixing efficiency is high, which results in higher-level products. Passive intermodulation occurs in non-active locations such as antennas and combiners or in external locations such antenna mounting structures or towers.

Intermodulation occurs when two or more signals mix. The results of the mixing will be the various sum and difference products as well as the original frequencies. Any number of frequencies can mix in various combinations. If two frequencies, A and B, are mixed together (a "second order" product), the following products can result: A+B, A-B, 2A+B, 2A-B, 2B+A, 2B-A, 3A+B, 3A-B, 3B+A, 3B-A, 3B+2A, 3B-2A and so on. If three frequencies A, B & C are mixed (a "third order" product), the following products can result: A+B+C, A+B-C, A+C-B, B+C-A and so on.

Intermodulation products are generally grouped by their order. The order is simply the sum of the coefficients of the frequencies that make up a particular mix. For example, A+B represents second order intermodulation. In this case, the coefficients of both A and B are 1 and $1 + 1$ equals 2. The example A+B-C is a “third order” product. The coefficients of A, B and C are all one, so $1 + 1 + 1$ equals 3, a 3rd order mix. The product 2A-B is also a “third order” mix. The coefficient of A is 2 and the coefficient of B is 1; therefore, $2 + 1$ equals 3, which indicates a 3rd order mix. 3A-2B would be a 5th order mix and 5A-4B would be a 9th order mix.

Motorola is unable at this time to conduct proper Intermodulation studies for Stokes County, as information regarding any other radio resources that may be operating at the same locations is currently not available to Motorola. Once these have been identified, the Intermodulation Study will need to be performed to determine if there are any potential intermodulation risks. If it is determined that potential intermodulation risks are present, Stokes County will then need to make a determination on whether they would like to attempt to obtain licensing for different frequencies or accept the potential risk of IM interference. If different frequencies are selected, the Combiner/Multicoupler design may need to be revised to accommodate the frequency changes and Motorola will need to provide updated pricing for these changes to the County.

2.5.1.3 Interference

VHF is also prone to interference from other outside radio sources and other environmental sources. The organization of channels in this band is not as structured as that for the 800 MHz band and in many cases very close spacing of transmitters and receivers can be encountered. Having a transmitter operating in close proximity, both in terms of physical distance and frequency, to a receiver can result in a reduction in the sensitivity of that receiver which will reduce the performance. In addition to receiver performance issues that may be caused by Stokes County’s own transmitters, interference from other radio resources can potentially exist as well.

2.6 SYSTEM BACKHAUL

The radio sites will be connected to each other over the County’s existing Ethernet based microwave links. The proposed design includes no changes to this equipment and assumes sufficient capacity to support the proposed radio equipment.

2.7 SUBSCRIBERS

Motorola is including no new subscribers and no modifications to the existing fleet of subscribers that Stokes County currently operates. Stokes County will continue to utilize the current subscribers on the new system. Any programming or configuration changes required in the existing pagers or portable radios will be the responsibility of Stokes County.

2.8 COVERAGE

There are critical unknown/undefined design parameters at each site which inhibits Motorola’s ability to develop an RF Coverage guarantee. Among the missing information is the degree of detrimental ambient RF energy (intermodulation and RF noise floor levels) at each location and the allowable transmit power. Although Motorola stands behind the quality

of its products and workmanship, for the reasons previously listed we cannot provide a guarantee of system coverage and no Coverage Acceptance Testing (CATP) will be performed. As part of system implementation and optimization Motorola will perform testing on performance of the system, but this will not include a formal CATP.

EQUIPMENT LIST

QTY	NOMENCLATURE	DESCRIPTION
1	DSTRAK88358M	GPS CLOCK, 10MHZ, DOCXO, 48VDC INCL ANT,100' COAX W/DONGLE SNMPV3
1	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK
1	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	DSTRAK4702354	Lightning/Surge Arrestor for Trak 8835
2	CLN1868	2930F 24-PORT SWITCH
1	T8492	SITE AND HUB ROUTER AND FIREWALL-AC
1	CA03445AA	ADD: MISSION CRITICAL HARDENING
1	CA03448AA	ADD: STATEFUL FIREWALL
1	TRN7343	SEVEN AND A HALF FOOT RACK
1	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
1	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
1	F2979	MLC 8000
1	VA00783AA	ADD: ANALOG CONVENTIONAL SIMULCAST COMPARATOR/GATEWAY
1	VA00011AA	19INCH RACK MOUNT HARDWARE KIT CABINET OR RACK
1	VA00012AA	ADD: 120/240VAC TO +12VDC POWER ADAPTER
1	F2979	MLC 8000
1	VA00783AA	ADD: ANALOG CONVENTIONAL SIMULCAST COMPARATOR/GATEWAY
1	VA00011AA	19INCH RACK MOUNT HARDWARE KIT CABINET OR RACK
1	VA00012AA	ADD: 120/240VAC TO +12VDC POWER ADAPTER
1	T7039	GTR 8000 Base Radio
1	X530BG	ADD: VHF (136-174 MHZ)
1	CA01949AA	ADD: ANALOG ONLY CONV SW
1	CA01952AA	ADD: ANALOG CONVENTIONAL SIMULCAST SOFTWARE
1	X153AW	ADD: RACK MOUNT HARDWARE
1	X265AM	ADD: BR PRESELECTOR 150-174 MHZ
1	CA01503AA	ADD: FALL BACK IN SIMULCAST CABINET REPEAT
1	DSTRAK88358M	GPS CLOCK, 10MHZ, DOCXO, 48VDC INCL ANT,100' COAX W/DONGLE SNMPV3
1	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK
1	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	DSTRAK4702354	Lightning/Surge Arrestor for Trak 8835

Use or disclosure of this proposal is subject to the restrictions on the cover page.



QTY	NOMENCLATURE	DESCRIPTION
1	CLN1868	2930F 24-PORT SWITCH
1	T8492	SITE AND HUB ROUTER AND FIREWALL-AC
1	CA03445AA	ADD: MISSION CRITICAL HARDENING
1	CA03448AA	ADD: STATEFUL FIREWALL
1	TRN7343	SEVEN AND A HALF FOOT RACK
1	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
1	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
1	F2979	MLC 8000
1	VA00783AA	ADD: ANALOG CONVENTIONAL SIMULCAST COMPARATOR/GATEWAY
1	VA00011AA	19INCH RACK MOUNT HARDWARE KIT CABINET OR RACK
1	VA00012AA	ADD: 120/240VAC TO +12VDC POWER ADAPTER
1	T7039	GTR 8000 Base Radio
1	X530BG	ADD: VHF (136-174 MHZ)
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1	CA01952AA	ADD: ANALOG CONVENTIONAL SIMULCAST SOFTWARE
1	X153AW	ADD: RACK MOUNT HARDWARE
1	X265AM	ADD: BR PRESELECTOR 150-174 MHZ
1	CA01503AA	ADD: FALL BACK IN SIMULCAST CABINET REPEAT
1	DSTRAK88358M	GPS CLOCK, 10MHZ, DOCXO, 48VDC INCL ANT,100' COAX W/DONGLE SNMPV3
1	DSTRAK4008245101	MOUNTING SHELF FOR 8835 GPS CLOCK
1	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK
1	DSTRAK4702354	Lightning/Surge Arrestor for Trak 8835
1	CLN1868	2930F 24-PORT SWITCH
1	T8492	SITE AND HUB ROUTER AND FIREWALL-AC
1	CA03445AA	ADD: MISSION CRITICAL HARDENING
1	CA03448AA	ADD: STATEFUL FIREWALL
1	TRN7343	SEVEN AND A HALF FOOT RACK
1	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
1	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
1	F2979	MLC 8000
1	VA00783AA	ADD: ANALOG CONVENTIONAL SIMULCAST COMPARATOR/GATEWAY
1	VA00011AA	19INCH RACK MOUNT HARDWARE KIT CABINET OR RACK
1	VA00012AA	ADD: 120/240VAC TO +12VDC POWER ADAPTER
1	T7039	GTR 8000 Base Radio

Use or disclosure of this proposal is subject to the restrictions on the cover page.



QTY	NOMENCLATURE	DESCRIPTION
1	X530BG	ADD: VHF (136-174 MHZ)
1	CA01949AA	ADD: ANALOG ONLY CONV SW
1	CA01952AA	ADD: ANALOG CONVENTIONAL SIMULCAST SOFTWARE
1	X153AW	ADD: RACK MOUNT HARDWARE
1	X265AM	ADD: BR PRESELECTOR 150-174 MHZ
1	CA01503AA	ADD: FALL BACK IN SIMULCAST CABINET REPEAT
1	DLN6897	FRU: PA VHF
1	DLN6893	FRU: XCVR VHF V2 W/OPTION CARD
1	DLN6781	FRU: POWER SUPPLY
1	DLN6898	FRU: FAN MODULE
1	DLN6821	FRU: GTR ANALOG 4W E&M SIMULCST KIT
1	CLN1868	2930F 24-PORT SWITCH
1	T8492	SITE AND HUB ROUTER AND FIREWALL-AC
1	CA03445AA	ADD: MISSION CRITICAL HARDENING
1	CA03448AA	ADD: STATEFUL FIREWALL
1	FLN0001	FRU KIT, MLC8000
1	DSTRAK88358M	GPS CLOCK, 10MHZ, DOCXO, 48VDC INCL ANT,100' COAX W/DONGLE SNMPV3
1	DSTRAKP001134	AC POWER SUPPLY FOR 8835 GPS CLOCK

SECTION 4

SERVICE/WARRANTY

Our standard commercial warranty covers on-site response during normal business hours per the equipment list contained in this proposal



SECTION 5

PRICING SUMMARY

Motorola is pleased to provide equipment and services to Stokes County, North Carolina:

Description	Price
Total	\$297,000.00

PAYMENT SCHEDULE

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. Payment for the System purchase will be in accordance with the following milestones.

1. 25% of the Contract Price due upon contract execution (due upon effective date);
2. 60% of the Contract Price due upon shipment of equipment;
3. 5% of the Contract Price due upon installation of equipment; and
4. 10% of the Contract Price due upon Final Acceptance.



SECTION 6

CONTRACTUAL DOCUMENTATION

To accept Motorola's proposal, the County will issue a Purchase Order that includes the following statement on its face:

The pricing, terms and conditions of the NC State Contract #725G will control this purchase. All details of the purchase and payment terms are per the Stokes County Proposal dated December 13, 2019.





**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VI.d.

Architectural/Engineering Services for the Public Works Maintenance/Storage Building

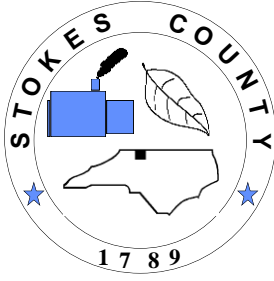
Contact: Glenda Pruitt

Summary:

Architectural/Engineering services for the Public Works Maintenance/Storage Building .

ATTACHMENTS:

Description	Upload Date	Type
Memo - Public Works Building	12/17/2019	Cover Memo



Stokes County
Purchasing Department

Memorandum

To: Board of Commissioners

From: Glenda Pruitt, Support Services Supervisor

Date: December 17, 2019

Re: Architectural/Engineering Services – Public Works Maintenance/Storage Building

Attached is an exemption statement for approval to enter into a contract for architectural/engineering services for the Public Works Maintenance/Storage Building which was approved in the 2019-2020 budget for construction.

G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

The estimated fee for design services for the Public Works Maintenance/Storage Building project is less than \$50,000. I am requesting approval to proceed with a contract and exemption statement for architectural/engineering services with Peterson/Gordon Architects.

EXEMPTING *Public Works Maintenance/Storage Building*

FROM G.S. 143-64.31

G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee;

County of Stokes proposes to enter into one or more contracts for design services for work on Public Works Maintenance/Storage Building; and

G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

The estimated fee for design services for the above-described project is less than \$50,000.

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

County Manager Signature

Support Services Supervisor



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.a.

Reagan Building Flooring Quotes

Contact: Jake Oakley

Summary:

At the December 9th meeting the quotes for replacing the flooring in the Reagan Building were presented and discussed. There was a question regarding the flooring in the Commissioners Chambers. There was a quote obtained for carpet if the Board chooses to put carpet back into the Commissioners Chambers. We did check with a couple of professionals and as expected they stated that anything other than carpet will produce more noise but did not feel that it would be enough to not go with a longer lasting flooring option. We also have samples of some different variations of the vinyl plank flooring that would be more suitable for the Commissioners Chambers if the Board elects to go with this over the carpet. This item was moved to the Action Agenda at the meeting on December 9th for December 23rd. Budget Amendment #56 is also included in the full amount without the change to carpet.

ATTACHMENTS:

Description	Upload Date	Type
Reagan Building Flooring Quotes Memo	12/4/2019	Cover Memo
Budget Amendment #56 and Carpet Quote	12/17/2019	Cover Memo



Stokes County
Purchasing Department

Memorandum

To: Jake Oakley, County Manager

From: Glenda Pruitt, Support Services Supervisor

Date: November 26, 2019

Re: Quotes for Flooring Ronald Reagan Building

A request for quotes for replacing flooring in the Ronald Reagan Building was sent to various flooring companies per your request and the following quotes were submitted for review:

Carpet Connection

131 Plant Street

Walnut Cove, NC 27052

Shaw Vinyl Plank In the Grain II 20 mil

1 st Floor	\$20,340.09
2 nd Floor	\$21,375.01
3 rd Floor	\$25,365.05
Total:	\$67,080.15

Pilot Flooring Covering, INC

309 East King Street

King, NC 27021

Shaw Vinyl Plank In the Grain II 20 mil

1 st Floor	\$20,634.72
2 nd Floor	\$21,511.98
3 rd Floor	\$25,160.44
Total:	\$67,307.14

My recommendation would be to go with Carpet Connection. The overall price is the lowest and his companies past performance has been satisfactory.

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Public Buildings			
100.4190.590	Improvements	\$ 388,232.00	\$ 67,080.00	\$ 455,312.00
		\$ 388,232.00	\$ 67,080.00	\$ 455,312.00

This budget amendment is justified as follows:

To appropriate funds for replacement of the floors in the Ronald Reagan Building all three floors.

This will result in a net increase of \$67,080.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
100.3835.820	Sale of Materials	\$ 7,000.00	\$ 67,080.00	\$ 74,080.00
	TOTALS	\$ 7,000.00	\$ 67,080.00	\$ 74,080.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 23th day of December, 2019.

Verified by the Clerk of the Board

N/A
Department Head's Approval

County Manager's Approval

Finance Director's Approval



Date

12-14-19

Date

12/16/19

Date

QUOTE

Date:12/16/2019

Quote #5491

Carpet Connection

131 Plant Street
Walnut Cove, NC 27052
Ph. 336-591-8460
Cell 336-407-0877

To Stokes County

Salesperson	Job	Payment Terms	PO #
Todd Rothrock	Commissioner Chamber		

Qty	Description	Unit Price	Line Total
1209.88 sq ft	Shaw Vinyl Plank In The Grain II 20ml		\$2044.70
2	Vinyl Plank Adhesive		\$199.90
1180 sq ft	Vinyl Plank Labor		\$1888.00
	NC TAX		\$278.95
	TOTAL		\$4411.55
133.33 yds	Shaw Carpet Change In Attitude		\$2265.28
133.33 yds	Carpet Labor		\$733.32
4	Adhesive & Sealer		\$139.79
	NC TAX		\$211.84
	TOTAL		\$3350.23
	Does Not Include Major Floor Prep		
	Does Not Include Moving Furniture		
	Quote Is Good Until 01-01-20		

Freight

Sales Tax

Total

Thank you for your business!



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.b.

LKC Letter Agreement for Engineering Services

Contact: Mark Delehant and Jake Oakley

Summary:

The LKC Letter Agreement for Engineering Services was presented at the meeting on December 9th and moved to the Action Agenda for December 23rd.

ATTACHMENTS:

Description	Upload Date	Type
LKC Letter Agreement	12/3/2019	Cover Memo
Memorandum of Approval	12/4/2019	Cover Memo



Engineering
Landscape Architecture
Surveying

November 22, 2019

Mr. Jake Oakley, Manager
Stokes County
1014 Main Street
Danbury, NC 27016

Re: Letter Agreement for Engineering Services
Meadows Water Improvements Preliminary
Engineering Report and Environmental Report

Mr. Oakley:

We are pleased to provide Stokes County with this Letter Agreement for Engineering Services related to the proposed Meadows water improvements project as shown on the attached map. Our Understanding is that the County desires to seek funding from all feasible opportunities, but the primary funding source will be USDA Rural Development (USDA-RD). The first step in obtaining funding for the project will be completion of the study and report phase for submission to USDA-RD.

Our scope of services under this Letter Agreement for the study and report phase of the project is described as follows:

1. Preliminary Engineering Report (PER) – Coordinate with County staff to identify feasible areas for water line extensions, develop cost estimates and financial analysis for the project using operating budget information provided by the County. Prepare the PER summarizing the findings of the above tasks in conformance with USDA-RD requirements. Review the findings of the report with County staff (and Board if requested) and make any modifications to the Preliminary Engineering Report as requested by the County or by USDA-RD. \$12,000.00
2. Environmental Report (ER) - Prepare the CH-1 scoping document and distribute it to the NC Clearinghouse, US Fish & Wildlife, and US Army Corp of Engineers. Prepare the Environmental Report for the project in conformance with USDA-RD standards that addresses all relevant questions provided during the scoping process. Make any revisions to the Environmental Report as requested by USDA-RD. \$10,000.00

Our total fee for the study and report phase is \$22,000.00

When moving from the study phase into the design and construction phase, an engineering services agreement that complies with USDA-RD requirements (EJCDC E-500 Agreement Between Owner and Engineer for Professional Services) will need to be executed before obtaining any reimbursement from USDA-RD for engineering services related to the project. This document is attached for review and should not be executed until after the county receives a letter of conditions from USDA describing the funding commitment, and USDA has reviewed and approved the agreement.

A summary of our scope of services and proposed fee under the EJCDC Engineering Services Agreement (draft attached) for the design and construction phase of the project is described as follows:

3. Preliminary Design Phase – Includes survey, and design services to create plans, specifications, and contract documents for submittal to the County and USDA Rural Development for review and comment. \$80,000.00
4. Final Design Phase – Address all comments, obtain permit approvals and resubmit construction documents for final approval. \$32,000.00
5. Bidding and Negotiation Phase – Manage the competitive bid process, review all bids, negotiate a final contract price as needed, make a recommendation of award, and prepare final contract documents. \$16,000.00
6. Construction Phase – Coordinate with the Contractor and County for approval of submittals, pay requests, and change orders. Address construction related concerns and issues as they arise. \$24,000.00
7. Post-Construction Phase – Prepare final closeout documents, final certifications, recommendation of acceptance, and as-built drawings. \$8,000.00
8. Construction Inspection – Provide on site representative to observe construction activities and ensure compliance with the plans and specifications and serve as a liaison between the contractor and engineer/owner. These services will be paid at hourly rates. The estimated total fee is \$104,000.00

We anticipate that the fee for the design and construction phase, including construction inspection will total \$264,000.00. The total fee for all engineering services (items 1 through 8) is anticipated to be \$286,000.00.

We thank you for the opportunity to assist Stokes County with this endeavor, and our team is ready to begin work immediately. Your signature below indicates acceptance of the scope of work and fee associated with the study and report phase of the project and intent to enter into the attached Engineering Services Agreement for the design and construction phase of the project. If you have any questions, please do not hesitate to contact me at (910) 420-1437 or at bill@lkcengineering.com.

Sincerely,

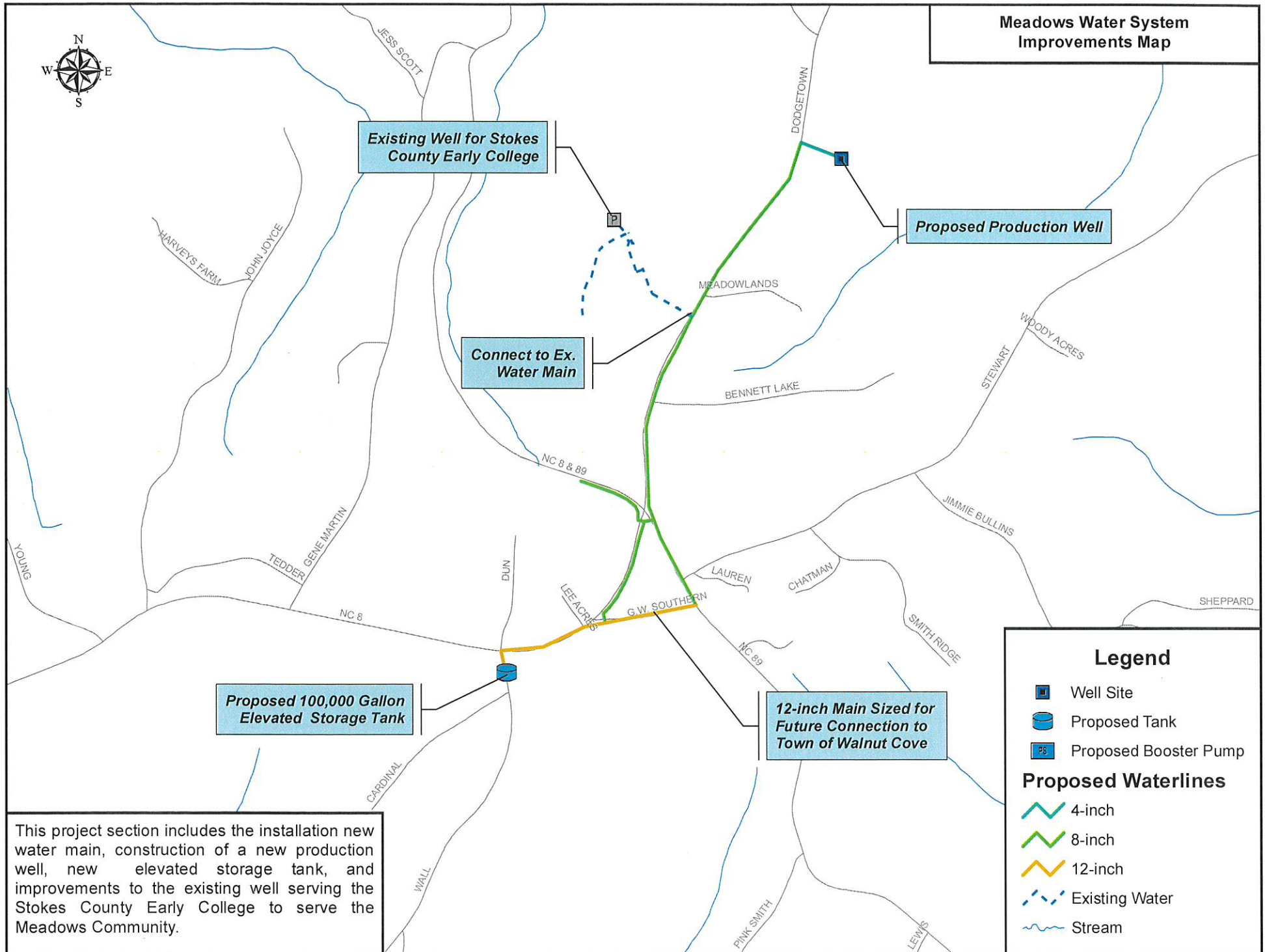

Bill Lester, P.E.

11-22-19

Date

Acceptance by Stokes County:

Date





BROWDER, OVERBY, HALL & MICHAUD
ATTORNEYS AT LAW

NICHOLAS J. OVERBY
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Of Counsel:

J. TYRONE BROWDER
tybrowder@browder-overby.com

TO: Shannon Shaver, Clerk to Board

FROM: County Attorney J. Tyrone Browder

DATE: December 4, 2019

RE: LKC Engineering, PLLC
Letter Agreement for Engineering Service
Meadows Water Improvements Preliminary
Engineering Report and Environmental Report

This memorandum serves as documentation that the above referenced
has been approved as to Form and Legal Sufficiency

A handwritten signature in cursive script that reads "J. Tyrone Browder".

J. Tyrone Browder
County Attorney



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.c.

Architectural/Engineering Services EMS Station W/C

Contact: Glenda Pruitt

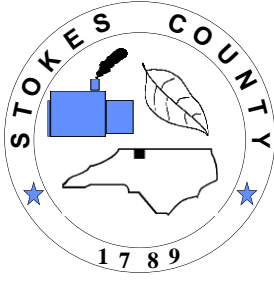
Summary:

Approval of Architectural/Engineering Services EMS Station W/C

This item was presented at the meeting on December 9th and moved to the Action Agenda for December 23rd.

ATTACHMENTS:

Description	Upload Date	Type
Memo- EMS	12/4/2019	Cover Memo



Stokes County

Purchasing Department

Memorandum

To: Board of Commissioners

From: Glenda Pruitt, Support Services Supervisor

Date: December 2, 2019

Re: Architectural/Engineering Services – EMS Station

A Request for Qualifications was posted on the County web page and emailed to various architects announcing the need for Architectural/Engineering Services for the New EMS Station in Walnut Cove.

Statement of qualifications was received from the following firms interested in this project:

- Peterson/Gordon Architects
- Fuller Architecture
- The Bogle Firm
- Summit Design & Engineering Services

Statute requires us to select a firm qualified to provide these services based on demonstrated competence and qualifications. Without regard to fee other than unit pricing at this point and to negotiate a contract for these services at a fair and reasonable fee with the best qualified firm.

After reviewing each proposal carefully all firms met qualifications for this project.

I would like to request the Boards approval to negotiate a contract with Peterson/Gordon Architects to provide the Architectural/Engineering Services for this project. Peterson/Gordon was the architect on the previous EMS Station constructed on Chestnut Grove Road. After speaking with Brandon Gentry EMS Director there will be minimal changes to the design of the proposed station.



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.d.

Architectural/Engineering SolidWaste/Scale House

Contact: Glenda Pruitt

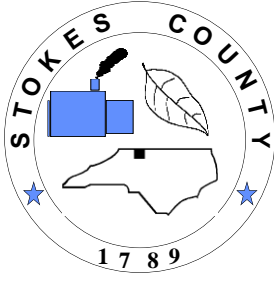
Summary:

Architectural/Engineering Services for Solid Waste/Scale House

This item was presented at the meeting on December 9th and moved to the Action Agenda for December 23rd.

ATTACHMENTS:

Description	Upload Date	Type
Architectural/Engineering SolidWaste/Scale House	12/3/2019	Cover Memo



Stokes County
Purchasing Department

Memorandum

To: Board of Commissioners

From: Glenda Pruitt, Support Services Supervisor

Date: December 2, 2019

Re: Architectural/Engineering Services – Solid Waste Building/Scale House

Attached is an exemption statement for approval to enter into a contract for architectural/engineering services for the Solid Waste Building/Scale House located at the landfill which was approved in the 2019-2020 budget for construction.

G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

The estimated fee for design services for the Solid Waste Building/Scale House project is less than \$50,000. I am requesting approval to proceed with a contract and exemption statement for architectural/engineering services with Peterson/Gordon Architects.

EXEMPTING *Solid Waste Building/Scale House*

FROM G.S. 143-64.31

G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee;

County of Stokes proposes to enter into one or more contracts for design services for work on Solid Waste Building/Scale House; and

G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

The estimated fee for design services for the above-described project is less than \$50,000.

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

County Manager Signature

Support Services Supervisor



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.e.

Voting Equipment Resolution

Contact: Jason Perry, Elections Director

Summary:

At the meeting on December 9th, Elections Director Jason Perry requested the approval of the voting equipment let the Board know about the change in some polling places throughout the county. The equipment was approved in the budget and needs approval at the meeting on December 23rd to move forward. This item was moved to the Action Agenda for December 23rd.

ATTACHMENTS:

Description	Upload Date	Type
Voting Equipment Resolution	12/3/2019	Cover Memo

**A RESOLUTION TO MAKE A FINAL RECOMMENDATION TO THE STOKES
COUNTY BOARD OF COMMISSIONERS ON THE ADOPTION AND ACQUISITION OF
VOTING EQUIPMENT**

WHEREAS, the Stokes County Board of Commissioners, with the approval of the Stokes County Board of Elections, may adopt and acquire only a voting system of a type, make, and model certified by the State Board of Elections for use in some or all voting places in the county at some or all elections in accordance with G.S. 163-165.8;

WHEREAS, the Stokes County Board of Elections must recommend the adoption and acquisition of any voting system by the Stokes County Board of Commissioners after completing the requirements in G.S. 163-165.9(a);

WHEREAS, the Stokes County Board of Elections must recommend to the Stokes County Board of Commissioners which type of voting system should be acquired by the county, pursuant to G.S. 163-165.9(a)(1);

WHEREAS, the Stokes County Board of Elections has witnessed a demonstration, in the county or at a site designated by the State Board of Elections, of the type of voting system being recommended, and has also witnessed a demonstration of at least one other type of voting system certified by the State Board of Elections as required by G.S. 163-165.9(a)(2);

WHEREAS, the Stokes County Board of Elections successfully tested, during the municipal election that was held on November 5, 2019, the proposed voting system in West Walnut Cove precinct in Stokes County, as required by G.S. 163-165.9(a)(3);

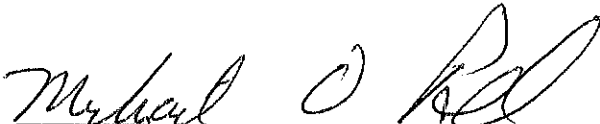
WHEREAS, the Stokes County Board of Elections has sought approval from the State Board of Elections prior to replacing any voting system, pursuant to G.S. 163-165.9(b)(3);

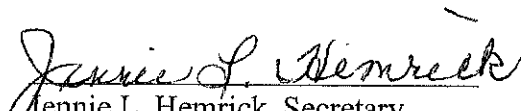
WHEREAS, the Stokes County Board of Elections has requested funds to fund the purchase of new voting equipment, and such funds were included by the Stokes County Board of Commissioners in the 2019-20 Stokes County Board of Elections fiscal year budget; and


THEREFORE BE IT RESOLVED that the Stokes County Board of Elections hereby makes a final recommendation that the Stokes County Board of Commissioners adopt and acquire the following certified voting equipment pursuant to G.S. 163-165.9(a)(1):

Voting Type: DS200 Precinct Scanner and Tabulator/ES&S Unity 3.4.1.1 Voting System

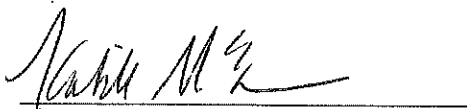
Vendor: Election Systems & Software (ES&S)


Mike Pell, Chair


Jennie L. Hemrick, Secretary


Robert (Buster) Robertson, Member


Durward Bennett, Member


Kimble McEachern, Member

11/26/19
Date



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.f.

Propane Vehicles

Contact: Jake Oakley/Glenda Pruitt

Summary:

Propane Vehicles were discussed at a recent meeting with Hall Oil and it was requested that the County Manager and staff bring back information on converting 8 additional vehicles within the Sheriff's Department. Hall Oil estimated that the worst case scenario for converting the vehicles would be \$8,500.00 per vehicle. If the Board elects to move forward we will need to follow bid guidelines and put together an RFP.

Sheriff Mike Marshall has provided some data on the propane vehicles compared to gas vehicles.

The RFP is attached for Board review as this item was moved to the Action Agenda at the meeting on December 9th for December 23rd.

ATTACHMENTS:

Description	Upload Date	Type
Propane Vehicle Information	12/4/2019	Cover Memo
RFP	12/17/2019	Cover Memo

PROPANE USAGE 2018

Total Gallons 823.39

Monthly totals billed before the Government Rebate

January – 153.86 gallons x \$1.25 = \$192.33

February – 80.76 gallons x \$1.25 = \$100.95

March – 115.20 gallons x \$1.25 = \$144.00

April – 109.98 gallons x \$1.25 = \$137.48

May – 91.58 gallons x \$1.45 = \$132.80

June – 0.00 gallons

July – 0.00 gallons

August – 0.00 gallons

September – 0.00 gallons

October – 0.00 gallons

November – 124.70 gallons x \$1.46 = 182.07

December – 147.31 gallons x \$1.21 = \$150.89

Total billed amount: \$1,040.52

Total amount paid after the government rebate: 823.39 gallons x \$0.61 = \$502.27

Stokes County Garage

Activity Detail Report By Vehicle

Date Range From: 1/1/2018 12:00:00 AM To: 12/31/2018 11:59:59 PM

Date	Time	Trans	Site	Driver	Account	Prod	Pump	MPG	Odom	Dist	Misc	Price	Qty	Amount
11/19/2018	20:15	6294	001	1669	2003	UNL	02-1	181.5	65882	826		\$1.950	4.550	\$8.87
11/29/2018	18:55	6501	001	1669	2003	UNL	01-1	113.9	56531	649		\$1.950	5.700	\$11.12
12/7/2018	15:45	6746	001	1669	2003	UNL	02-1	475.0	57481	950		\$1.632	2.000	\$3.26
12/12/2018	13:23	6861	001	1669	2003	UNL	01-1	88.4	57861	380		\$1.632	4.300	\$7.02
12/26/2018	20:27	7216	001	1669	2003	UNL	02-1	127.8	58947	1086		\$1.445	8.500	\$12.28
Card	Trans: 43	Cost Per Mile: \$0.016			58333 Miles @ 274.0 MPG			Avg MPG:	274.0	58333	Avg Price:	\$1.949	472.850	\$921.42
Grand Totals:	Trans: 43										Avg	\$1.949	472.850	\$921.42

475
LP
- Cost of (LP)
Cost of oil change
120.00 per year

Stokes County Garage

Activity Detail Report By Vehicle

Date Range From: 1/1/2018 12:00:00 AM To: 12/31/2018 11:59:59 PM

Date	Time	Trans	Site	Driver	Account	Prod	Pump	MPG	Odom	Dist	Misc	Price	Qty	Amount
12/22/2018	11:14	7160	001	1320	2003	UNL	01-1	16.4	150712	199		\$1.445	12.100	\$17.48
12/23/2018	14:07	7170	001	1320	2003	UNL	01-1	15.0	150922	210		\$1.445	14.000	\$20.23
12/26/2018	11:18	7197	001	1320	2003	UNL	01-1	14.9	151055	133		\$1.445	8.900	\$12.86
12/27/2018	11:23	7225	001	1320	2003	UNL	01-1	16.1	151252	197		\$1.445	12.200	\$17.63
12/27/2018	23:33	7249	001	1320	2003	UNL	01-1	16.6	151467	215		\$1.445	12.950	\$18.71
12/31/2018	19:19	7313	001	1320	2003	UNL	01-1	15.9	151649	182		\$1.445	11.450	\$16.55
Card		Trans: 204	Cost Per Mile: \$0.117		35941 Miles @ 16.3 MPG		Avg MPG: 16.3		35941	Avg Price: \$1.883		2238.200	\$4,214.09	
Grand Totals:		Trans: 204								Avg \$1.883		2238.200	\$4,214.09	

446
oil change
240 per year

REQUEST FOR PROPOSALS

Request for proposals for eight (8) propane retrofit kits for the purchase, complete installation, and any necessary training of operation by user and garage staff. Will be received by the County of Stokes Support Services Supervisor, on or before Monday, January 13, 2020 @ 4:00 p.m. Specifications can be obtained by contacting the County at (336) 593-2452. County of Stokes reserves the right to reject any or all proposal received, to waive any informality, and to determine the low bidder in the case of tie bids.

Glenda Pruitt
Support Services Supervisor

Section 1 - Bidder Instructions

1.1 Intent of this Request for Proposal (RFP):

The attached RFP specifications are intended as a guide to all prospective bidders for providing eight (8) propane retrofit kits for the purchase, complete installation, and any necessary training of operator and garage staff.

Any omission or deviation from the attached specifications shall not relieve bidders from the responsibility of furnishing County of Stokes with eight (8) propane retrofit kits for the purchase, complete installation, and any necessary training of operation by user and garage staff. All specifications shall be followed and all costs must be shown.

Details included in this RFP are meant to be typical and are not meant to exclude any bidder who is otherwise qualified. It will be the responsibility of bidders to include in their proposal all of the necessary equipment and items needed, even if not specified, to provide this service. All proposals submitted shall be for a complete turnkey job. These specifications are considered the type and minimal performance standards for transportation services to be provided by the bidder.

Any and all omissions or deviations from the attached specifications shall be clearly pointed out in the bidder's proposal using attachment "A", along with the reasons for such deviations.

~~All costs must be shown. No additional cost will be accepted or paid for by County of Stokes.~~

All proposals submitted shall include line item pricing for all items, if requested.

1.2 Issuing Office and Inquiries:

This Request for Proposal (RFP) is issued by the County of Stokes Support Services Department. All inquiries, clarifications, or interpretations regarding this RFP should be directed to:

Glenda Pruitt
Stokes County Support Services Department
P.O. Box 20
1014 Main Street
Administrative Building
Danbury, NC 27016
(336) 593-2452
gpruitt@co.stokes.nc.us

Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP. It is the responsibility of each vendor to inquire about any aspect of this RFP that is not fully understood or is believed to be susceptible to more than one interpretation.

1.3 Important Dates:

Bid Opening: Monday, December 30, 2019

1.4 Submission of Proposals:

All Proposals must be presented on the bid form attached to this RFP in a sealed package and mailed, emailed or delivered to:

Stokes County
Attn: Glenda Pruitt
P.O. Box 20
1014 Main Street
Administration Building
Danbury, NC 27016
gpruitt@co.stokes.nc.us

The package or email shall be plainly marked, **propane retrofit kits** No responsibility shall attach to the County for the premature opening of any bid proposal not properly addressed or identified.

1.5 Submission Date, Location

Proposals will be accepted on or before Monday, January 13, 2020

In order to be considered for selection, proposals must be received by the County of Stokes as indicated. The bidding process will close at 4:00 p.m. Failure to meet this deadline will disqualify the proposal.

1.6 Proposals Property of the County:

All proposals submitted in response to this RFP become the property of the County once they are opened. Supporting technical manuals will be returned at the written request of the bidder. All submitted proposals and supporting material are a matter of public record.

1.7 Bid Content:

Bidders may not be allowed to submit additional documentation once bids are opened. Care should be taken to ensure that all information provided is accurate, complete, and consistent. Omission of any of the required information may subject the vendor's bid to disqualification.

1.8 Addenda:

Any addenda to these bidding documents shall be issued in writing and will become part of this RFP. No oral statements, explanations, or commitments by anyone shall be of any effect unless incorporated into an addenda. It is the responsibility of the bidder to contact the County before submitting a bid proposal to find out if any addenda have been issued and to request such addenda. Should any questions arise, all bidders shall submit them in writing to Mrs. Glenda Pruitt at gpruitt@co.stokes.nc.us, no later than Monday, January 6, 2020

1.9 Exceptions:

The vendor must itemize all exceptions to the specifications included in this RFP on the attached Exception Form, referencing the section by number to which the exception is taken. Any RFP section to which the vendor does not take an exception to will be considered as agreed upon by the bidder.

1.10 Evaluation of Proposals:

The County's staff will evaluate all proposals. However, the County may involve an outside consultant in the evaluation process. Proposals will be evaluated using the criteria outlined below:

- Ability to meet RFP specifications
- Agreement to contract requirements
- Cost
- Qualifications of bidder
- References

A proposal may be eliminated from consideration at the County's option for failure to comply with any required specification, depending on the nature and extent of non-compliance.

In addition to meeting the RFP specifications, proposals will be evaluated for the ability of a bidder to provide, in the County's opinion, the best overall solution to meet the County's objectives for this project.

1.11 Best Prices:

Recommendation of award to the Stokes County Board of Commissioners will be made without any further negotiation based upon receiving competitive proposals; therefore, the best price available to the bidder should be submitted in response to this RFP.

1.12 Rejection of Bids:

The County of Stokes reserves the right to reject any or all bids, with or without cause, when such rejection is in the best interest of the County. The County of Stokes also reserves the right to reject any bid from a bidder who has previously failed to perform properly or complete on-time contracts of a similar nature, or who is not in a position to provide the terms and conditions of the project as determined by the County.

1.13 Notification of Selected Proposal:

The County will notify the selected vendor in writing when the bid is awarded. The selected vendor will have ten (10) days from the date of notification to sign a contract with the County.

1.14 Contract:

Upon acceptance and award of a bidder's proposal, the contract between the vendor and the County shall consist of (a) the RFP and addenda, (b) the selected proposal and any attachments thereto, and (c) all written communications between the County and the vendor concerning this transaction. The RFP will govern in the event of conflict between the contract and the selected vendor's proposal.

The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

1.15 Price Protection:

All bidders must affirm in their proposals that prices shall remain the same and will not be subject to an increase for the term of this contract.

1.16 Default:

In case of default of the vendor, the County may procure the articles and/or services called for in the contract from other sources and hold the selected vendor responsible for any excess cost. The performance of the contract may be terminated by the County of Stokes in accordance with this clause, in whole or part, in writing, whenever the County determines that the vendor has failed to meet performance requirements of the contract.

1.17 Assignment or Subcontracting:

The selected vendor shall not assign, transfer, convey, sublet, or otherwise dispose of its agreements with the County, or its rights, title, or interest herein, or its power to execute such agreement, to any other person, company, or corporation without previous consent and approval in writing by the County.

1.18 Governing Law and Forum:

The contract between the County and the bidder shall be governed in accordance with the laws of the State of North Carolina.

1.19 Payment/Invoicing:

Stokes County
Attn: Glenda Pruitt
P.O. Box 20
1014 Main Street
Administration Building
Danbury, NC 27016
gpruitt@co.stokes.nc.us

Payment will be made to the contractor within thirty (30) days after receipt of invoice(s).

1.20 Indemnification:

The selected vendor shall hold the County harmless from liabilities, obligations, losses, claims, damages, actions, suits, proceedings, costs, and expenses, including attorney's fees, that (a) arise out of, are connected with, or result directly or indirectly from the vendor's failure to perform any of its obligations under the RFP; or (b) are a result of breach of any of the vendor's warranties. The indemnification responsibilities created by this section shall survive and be enforceable after the contract between the County and the vendor terminates or expires, and they shall be terminated only by the written agreement of the vendor and the County.

1.21 Fund Availability:

Any contract resulting from this solicitation is deemed in effect only to the extent of available appropriations.

1.22 Liability:

The vendor shall act as an independent contractor and not as an employee of the County of Stokes. The vendor shall be required to indemnify, defend, and hold and save harmless Stokes County, its officers, agents, and employees, from damages arising from the vendor's performance of, or failure to perform, any task or duty as required to be performed by the vendor.

1.23 Insurance Requirements:

The selected vendor shall be required to carry and keep in force at all times, Commercial General Liability, Business Automobile Liability, Workers' Compensation and Employers' Liability insurance to cover all claims made by the public or his/her employees during this contract and will furnish the County evidence that such coverage is in force prior to contract execution.

Commercial General Liability Coverage: Contractor(s) shall maintain occurrence version commercial general liability insurance coverage with a limit of not less than \$2,000,000 per occurrence and will be primary with respect to any insurance programs covering the County, its officials, officers, and employees.

Business Automobile Coverage: Contractor(s) shall maintain business automobile liability insurance coverage with a limit of not less than \$2,000,000 per each accident. Such insurance shall include coverage for owned, hired, rented or leased vehicles.

Workers' Compensation: Contractor(s) shall maintain workers' compensation insurance with North Carolina statutory limits and employers' liability insurance with limits of not less than \$100,000 each accident.

1.24 References:

All proposals submitted shall include a list of references, with contact names and telephone numbers.

1.25 Termination for Convenience:

The County of Stokes reserves the right to terminate the contract in whole or in part by giving the vendor written notice at least thirty (30) days prior to the effective date of termination. Upon receipt of notice of termination from the County, the vendor shall only provide those services specifically approved or directed by the County. All other rights and duties of the parties under the contract shall continue during such notice of any obligations to the extent of such responsibility has not been excused by breach or default of the vendor.

Upon termination, the vendor shall invoice the County for all amounts not previously billed and due to the vendor at that time. The vendor shall not be entitled to a professional fee or expenses for any work commenced or expenses incurred after the notice of termination was received by the vendor, unless specifically approved or requested by the County prior to the receipt of notice, or with the express written consent of the County, prior to the effective date of termination.

1.26 Proposal Information:

All submitted proposals should include the following:

1. List of references
2. Bid proposal form
3. Exception Form
4. Contact person and telephone number for the vendor making the proposal
5. Vehicle descriptions and number of vehicles available for use
7. Experience propane retrofit kits

Section 2 - Specifications –Vehicle Information:

The propane retrofit kits are being proposed for installation onto eight (8) vehicles in the Sheriff's department. Vin number, year, make and model of each vehicle is listed below:

VIN#	YEAR	MAKE	Model
1FAHP2MK5GG122737	2016	FORD	INTERCEPTOR
1FAHP2MK2HG102838	2017	FORD	INTERCEPTOR
1FAHP0MK2HG102835	2017	FORD	INTERCEPTOR
1FAHP2MK2HG102836	2017	FORD	INTERCEPTOR
1FAHP2MK7GG101355	2016	FORD	INTERCEPTOR
1FAHP2MK7JG174324	2018	FORD	INTERCEPTOR
1FAHP2MK2HG102840	2017	FORD	INTERCEPTOR
1FAHP2MK5JG114323	2018	FORD	INTERCEPTOR

Exception Form

List all exceptions taken from attached bid specifications.

BID PROPOSAL FORM ATTACHMENT A

Project: Propane Retrofit Kit

Bid Date:

To: County of Stokes
 PO Box 20
 Danbury, NC 27016

From: _____
 Name of Bidder

The undersigned as bidder, proposes to provide County of Stokes with eight (8) propane retrofit kits, installation, and any necessary training for user and garage staff:
May attach proposal to form if needed make note to see Attachment and sign form.

A copy of the bid specifications is included with this proposal. Any and all exceptions taken have been noted on the exception form.

I, (WE), the undersigned as bidder, agree to indemnify and save harmless the County of Stokes from any lawsuits, actions, damages, and cost in every name and description resulting from infringement of any patent, trademark, copyright, or alleged negligence.

I, (WE), the undersigned as bidder, certify that this bid proposal is made without connection with any other person, company or parties bidding on this contract, or with any officer or employee of the County of Stokes, and it is in all respects fair and in good faith without collusion or fraud.

I (WE), the undersigned as bidder, certify that I, (WE) will adhere to all provisions of the Civil Rights Act of 1964, as amended, the Americans With Disabilities Act and other equal opportunity requirements established by laws and regulations.

I (WE), the undersigned as bidder, agree not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, political affiliation or national origin.

Submitted this _____ day of _____, 2019.

Name

By _____ Title _____

Address: _____ Telephone Number _____

Federal ID/Social Security Number _____



**Board of County Commissioners
December 23, 2019
6:00 PM**

Item number: VII.g.

Department of Social Services Board - Appointment Request

Contact: Shannon Shaver

Summary:

At the request of the Board the applications were re-opened to allow more time to receive applications. At the current time we have not received any new applications. The applications received prior to the meeting were from Katie Tedder and Greg Collins. There was some discussion related to Katie Tedder and a possible conflict with her serving as a Guardian Ad Litem. Ms. Tedder states she would like the opportunity to chose between the Boards.

There was an oversight in the appointment procedure and the Board will only need to appoint one other position. This will mean they have appointed 2 positions, Commissioner Walker and the selection at this meeting. The statute states that the state appoints the other 2 which were finalized on December 11th when Ronda Jones and Sandy Smith were appointed. The 4 appointed members then appoint the 5th member.

The BOCC needs to set the per meeting rate for Board Members. The current rate for other similar Boards is \$30.00 per meeting and this was the rate paid before the Board was abolished in 2013.

ATTACHMENTS:

Description	Upload Date	Type
NCGS DSS Board	12/19/2019	Cover Memo

Chapter 108A.

Social Services.

Article 1.

County Administration.

Part 1. County Boards of Social Services.

§ 108A-1. (Effective until March 1, 2019) Creation.

Every county shall have a board of social services or a consolidated human services board created pursuant to G.S. 153A-77(b) which shall establish county policies for the programs established by this Chapter in conformity with the rules and regulations of the Social Services Commission and under the supervision of the Department of Health and Human Services. Provided, however, county policies for the program of medical assistance shall be established in conformity with the rules and regulations of the Department of Health and Human Services. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1973, c. 476, s. 138; 1977, 2nd Sess., c. 1219, s. 6; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 5; 1997-443, s. 11A.118(a).)

§ 108A-1. (Effective March 1, 2019) Creation.

Every county shall have a governing board for social services, which may be a county board of social services created pursuant to this Part, a consolidated human services board created pursuant to G.S. 153A-77(b), a board of county commissioners that has assumed the powers and duties of a county board of social services or a consolidated human services board, or a regional board of social services created pursuant to G.S. 108A-15.8. The governing board shall establish policies for the programs established by this Chapter in conformity with the rules and regulations of the Social Services Commission and under the supervision of the Department of Health and Human Services. Provided, however, policies for the program of medical assistance shall be established in conformity with the rules and regulations of the Department of Health and Human Services. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1973, c. 476, s. 138; 1977, 2nd Sess., c. 1219, s. 6; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 5; 1997-443, s. 11A.118(a); 2017-41, s. 4.2.)

§ 108A-2. Size.

The county board of social services of a county shall consist of three members, except that the board of commissioners of any county may increase such number to five members. The decision to increase the size to five members or to reduce a five-member board to three shall be reported immediately in writing by the chairman of the board of commissioners to the Department of Health and Human Services. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1973, c. 476, s. 138; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 6; 1997-443, s. 11A.118(a).)

§ 108A-3. Method of appointment; residential qualifications; fee or compensation for services; consolidated human services board appointments.

(a) **Three-Member Board.** – The board of commissioners shall appoint one member who may be a county commissioner or a citizen selected by the board; the Social Services Commission shall appoint one member; and the two members so appointed shall select the third member. In the event the two members so appointed are unable to agree upon selection of the third member, the senior regular resident superior court judge of the county shall make the selection.

(b) **Five-Member Board.** – The procedure set forth in subsection (a) shall be followed, except that both the board of commissioners and the Social Services Commission shall appoint two members each, and the four so appointed shall select the fifth member by majority vote of the membership. If a majority of the four are unable to agree upon the fifth member, the senior regular superior court judge of the county shall make the selection.

(c) Provided further that each member so appointed under subsection (a) and subsection (b) of this section by the Social Services Commission and by the county board of commissioners or the senior regular resident superior court judge of the county, shall be bona fide residents of the county from which they are appointed to serve, and will receive as their fee or compensation for their services rendered from the Department of Health and Human Services directly or indirectly only the fees and compensation as provided by G.S. 108A-8.

(d) **Consolidated Human Services Board.** – The board of county commissioners shall be the sole appointing authority for members of a consolidated human services board and shall appoint those members in accordance with G.S. 153A-77(c). (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1971, c. 369; 1973, c. 476, s. 138; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 7; 1997-135, s. 1; 1997-443, s. 11A.118(a).)

§ 108A-4. Term of appointment.

Each member of a county board of social services shall serve for a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms, and is a member of the board of county commissioners at the time of reappointment. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1981, c. 275, s. 1; c. 770.)

§ 108A-5. Order of appointment.

(a) **Three-Member Board:** The term of the member appointed by the Social Services Commission shall expire on June 30, 1981, and every three years thereafter; the term of the member appointed by the board of commissioners shall expire on June 30, 1983, and every three years thereafter; and the term of the third member shall expire on June 30, 1982, and every three years thereafter.

(b) **Five-Member Board:** Whenever a board of commissioners of any county decides to expand a three-member board to a five-member board of social services, the Social Services Commission shall appoint an additional member for a term expiring at the same time as the term of the existing member appointed by the board of commissioners, and the board of commissioners shall appoint an additional member for a term expiring at the same time as the term of the existing member appointed by the Social Services Commission. The change to a five-member board shall

become effective at the time when the additional members shall have been appointed by both the county board of commissioners and the Social Services Commission. Thereafter all appointments shall be for three-year terms.

(c) Change from Five-Member to Three-Member Board: The change shall become effective on the first day of July following the decision to change by the board of commissioners. On that day, the following two seats on the board of social services shall cease to exist:

- (1) The seat held by the member appointed by the Social Services Commission whose term would have expired on June 30, 1983, or triennially thereafter; and
- (2) The seat held by the member appointed by the board of commissioners whose term would have expired June 30, 1981, or triennially thereafter. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1973, c. 476, s. 138; c. 724, s. 1; 1981, c. 275, s. 1.)

§ 108A-6. Vacancies.

Appointments to fill vacancies shall be made in the manner set out in G.S. 108A-3. All such appointments shall be for the remainder of the former member's term of office and shall not constitute a term for the purposes of G.S. 108A-4. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1981, c. 275, s. 1.)

§ 108A-7. Meetings.

The board of social services of a county shall meet at least once per month, or more often if a meeting is called by the chairman. Such board shall elect a chairman from its members at its July meeting each year, and the chairman shall serve a term of one year or until a new chairman is elected by the board. A consolidated county human services board shall meet in accordance with the provisions of G.S. 153A-77. (1917, c. 170, s. 1; 1919, c. 46, s. 4; C.S., s. 5015; 1937, c. 319, s. 4; 1941, c. 270, s. 3; 1947, c. 92; 1959, c. 320; 1961, c. 186; 1969, c. 546, s. 1; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 8.)

§ 108A-8. Compensation of members.

Members of the county board of social services may receive a per diem in such amount as shall be established by the county board of commissioners. Reimbursement for subsistence and travel shall be in accordance with a policy set by the county board of commissioners. (1917, c. 170, s. 1; 1919, c. 46, s. 4; C.S., s. 5015; 1937, c. 319, s. 4; 1941, c. 270, s. 3; 1947, c. 92; 1959, c. 320; 1961, c. 186; 1969, c. 546, s. 1; 1971, c. 124; 1981, c. 275, s. 1; 1985, c. 418, s. 3.)

§ 108A-9. Duties and responsibilities.

The county board of social services shall have the following duties and responsibilities:

- (1) To select the county director of social services according to the merit system rules of the North Carolina Human Resources Commission;
- (2) To advise county and municipal authorities in developing policies and plans to improve the social conditions of the community;

- (3) To consult with the director of social services about problems relating to his office, and to assist him in planning budgets for the county department of social services;
- (4) To transmit or present the budgets of the county department of social services for public assistance, social services, and administration to the board of county commissioners;
- (5) To have such other duties and responsibilities as the General Assembly, the Department of Health and Human Services or the Social Services Commission or the board of county commissioners may assign to it. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1973, c. 476, s. 138; 1977, 2nd Sess., c. 1219, s. 7; 1981, c. 275, s. 1; 1997-443, s. 11A.118(a); 2013-382, s. 9.1(c).)

§ 108A-10. Fees.

The county board of social services is authorized to enter into contracts with any governmental or private agency, or with any person, whereby the board of social services agrees to render services to or for such agency or person in exchange for a fee to cover the cost of rendering such service. This authority is to be limited to services voluntarily rendered and voluntarily received, but shall not apply where the charging of a fee for a particular service is specifically prohibited by statute or regulation. The fees to be charged under the authority of this section are to be based upon a plan recommended by the county director of social services and approved by the local board of social services and the board of county commissioners. In no event is the fee charged to exceed the cost to the board of social services. Fee policies may not conflict with rules and regulations adopted by the Social Services Commission or Department of Health and Human Services regarding fees.

The fees collected under the authority of this section are to be deposited to the account of the social services department so that they may be expended for social services purposes in accordance with the provisions of Article 3 of Chapter 159, the Local Government Budget and Fiscal Control Act. No individual employee is to receive any compensation over and above his regular salary as a result of rendering services for which a fee is charged.

The county board of social services shall annually report to the county commissioners receipts received under this section. Fees collected under this section shall not be used to replace any other funds, either State or local, for the program for which the fees were collected. (1981, c. 275, s. 1; 1997-443, s. 11A.118(a).)

§ 108A-11. Inspection of records by members.

Every member of the county board of social services may inspect and examine any record on file in the office of the director relating in any manner to applications for and provision of public assistance and social services authorized by this Chapter. No member shall disclose or make public any information which he may acquire by examining such records. (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1981, c. 275, s. 1.)