

GATES COUNTY NORTH CAROLINA

Gates County
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MEMORANDUM

TO: Gates County Board of Commissioners

FROM: Natalie Menius Rountree, County Manager

Natalie Menius Rountree

SUBJECT: FY2021 Budget Message

DATE: June 12, 2020

In accordance with the North Carolina Local Government Budget and Fiscal Control Act, the Administration Department has assembled the budget requests, revenue estimates and the financial information supplied by the various officials, officers, employees and agencies of Gates County. From these sources, a budget has been prepared for consideration by the Board of Commissioners. The recommended budget is balanced and complies with G.S. 159-11.

A copy of the budget has been filed with the Clerk to the Board of Commissioners and is available for public inspection. Copies are available via news media in Gates County as well as on the Gates County website and Gates County Public Library. Not earlier than ten (10) days after presentation of the budget message and not later than July 1, 2020, the Board of Commissioners must adopt a budget ordinance making appropriations, estimating revenues and levying taxes for the budget year. A public hearing on the FY21 Budget is scheduled for Tuesday, June 30, 2020 during a special Board of Commissioners meeting at 9 am at the Historic Courthouse. The information presented in this report should be considered and studied in detail.

Key Budget Highlights

- The total budget is balanced in accordance with North Carolina legal standards.
- The property tax rate of \$.79 per \$100 in assessed value will remain the same with an estimated ninety-seven percent (97%) collection rate for property and motor vehicle taxes.
- The total budget is \$16,383,771 of which \$12,298,997 is General Fund.

- The County opted to allow employees a choice with health insurance. The County will pay 100% of the employee's insurance at the base plan which is an increase of 15% from FY20. Employees who select Option 2, an increase of 22%, or option 3, an increase of 31%, will be required to pay apportion of their insurance.
- Retirement increased on the local general class of employees to 10.21%. Retirement increases on law enforcement to 10.84%.
- Many departments including the Gates County Public Schools and Community Center have been cut.
- Over \$700,000 in transfers from other funds are being used to balance the budget.
- Fund balance in the amount of \$55,190 has been allocated.
- A reconnect fee is being recommended of \$40. This fee will be charged to someone opening an account where the water has been disconnected.
- Another change to the proposed fee schedule is the following:

Solid waste removal service provided-Must provide \$ 120.00/year
proof of private solid removal service

This option used to be available to businesses and homeowners before the solid waste fee was moved back to the tax bill.

I would like to express my appreciation to the Board of County Commissioners for their participation and input in the budget process as well as to department directors and agency leadership for budget submission in a timely manner.

**2020-2021 BUDGET ORDINANCE
GATES COUNTY, NORTH CAROLINA**

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

SECTION 1. Revenue It is estimated that the revenues and Fund Balances of the funds hereafter listed will be available for the fiscal year beginning July 1, 2020, and ending with June 30, 2021, to finance the appropriations set forth in SECTION 2 and in accordance with the chart of accounts established for Gates County:

REVENUES	
General Fund	
Ad Valorem Taxes-Property	\$ 6,424,009
Ad Valorem Taxes-Motor Vehicle	\$ 632,329
DMV Gap Tax	\$ 1,500
Tax Interest	\$ 50,000
Prior Year Taxes	\$ 250,000
Tax Refunds	\$ (35,000)
Other Tax related Fees	\$ 2,000
County 1 Cent Sales Tax	\$ 540,685
County 1/2 Cent Sales Tax - Art 40	\$ 573,443
Article 40 - Restricted	\$ 245,761
County 1/2 Cent Sales Tax - Art 42	\$ 114,433
Article 42 - Restricted	\$ 171,644
County ½ Cent Sales Tax Article 44 Restricted	\$ 608,223
Fees & Licenses	\$ 313,177
Grants & Reimbursements	\$ 1,474,234
ABC 5 Cents Per Bottle Tax	\$ 2,500
Tax Collection Fees	\$ 1,165
Rent	\$ 31,304
Miscellaneous	\$ 64,580
Fund Balance Appropriated	\$ 55,190
Transfers from Other Funds	\$ 777,820
Total General Fund	\$ 12,298,997
Register of Deeds Automation	
Automation Fees	\$ 5,000
Emergency 911 System	

E911 System Fund Balance Appropriated	\$ 6,709
Telephone Surcharge	\$ 142,471
	\$ 149,180
Fire Protection Fund	
Fire Protection Fees	\$ 260,000
Tax Revaluation Reserve Fund	
Transfer from General Fund	\$ 36,255
School Capital Reserve Fund	
Transfer from General Fund	\$ 608,223
Capital Outlay Fund	
Transfer from General Fund	\$ 234,500
Water and Sewer Fund	
Water/Sewer Fees	\$ 1,212,000
New Connections	\$ 12,500
Reinstallations	\$ 20,000
Interest Earned	\$ 5,000
Miscellaneous Revenue	\$ 3,000
	\$ 1,252,500
Solid Waste Fund	
Solid Waste User Fees	\$ 924,600
Scrap Tire Disposal Fees	\$ 18,000
White Goods Disposal Fees	\$ 7,000
Solid Waste Disposal Tax	\$ 6,000
Electronics Recycling Grant	\$ 800
Interest on Investments	\$ 10
	\$ 956,410
GITS Fund	
NC DOT Grant	\$ 213,583
HCCBG Grant	\$ 33,500
Medicaid	\$ 122,352
ROAP	\$ 105,778
EDTAP Grant	\$ 40,000
Agency Fares	\$ 26,000
Hertford County DSS Fares	\$ 12,500
Advertising Revenue	\$ 1,200

GITS Vehicle Sale	\$ 15,000
Fund Balance Appropriated	\$ 12,793
	\$ 582,706
Total Revenue - All Funds	\$ 16,383,771

Hereby levied is a tax, at the rate of \$0.79 (seventy-nine cents) per one hundred dollars (\$100) valuation of property as of January 1, 2020 for the purpose of providing the revenue listed as “ad valorem taxes” in the General Fund in Section 1 of this Ordinance. The total estimated value will be \$920,832,294 to be taxed at a rate of \$.79 (seventy-nine cents) per one hundred dollars (\$100) of value. Real and personal property is projected to be collected at a rate of 97.0% and motor vehicles at a rate of 97.0%.

SECTION 2. Appropriations The following amounts are hereby appropriated in the General Fund for the operations of Gates County government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and for the following functions as described by the County’s chart of accounts:

EXPENDITURES	
General Fund	
Governing Body	\$ 80,322
Administration and Finance	\$ 575,864
Customer Service	\$ 4,665
Tax Department	\$ 317,450
Legal	\$ 20,000
Court Facilities	\$ 20,000
Elections	\$ 137,288
Register of Deeds	\$ 128,887
Buildings and Grounds	\$ 404,063
Sheriff	\$ 1,027,355
Jail	\$ 270,000
Emergency Management	\$ 498,850
Inspections	\$ 154,774
Medical Examiner	\$ 10,000
Rescue Squad	\$ 812,000
Animal Shelter	\$ 66,187

Forestry	\$ 90,310
Planning	\$ 153,450
Cooperative Extension –Vidant Grant	\$ 2,500
Cooperative Extension	\$ 206,722
School Aged Childcare	\$ 52,127
United Way	\$ 154
Genesis	\$ 38,584
Soil Conservation	\$ 95,866
Health Department	\$ 122,227
Mental Health	\$ 30,000
Social Services	\$ 1,607,521
Juvenile Crime Prevention Grant	\$ 35,791
Veterans Service	\$ 8,250
Schools - Current Expense	\$ 2,808,000
Community College	\$ 6,000
Library	\$ 98,100
Community Center	\$ 231,575
Special Appropriations	\$ 50,356
Debt Service	\$ 1,254,781
Transfers to Revaluation Reserve	\$ 36,255
Transfer to School Capital Reserve Fund	\$ 608,223
Transfer to School Capital	\$ 200,000
Transfer to Capital Improvement Fund	\$ 34,500
	\$ 12,298,997
Register of Deeds Automation	
Equipment Maintenance	\$ 4,000
Capital Outlay - Equipment	\$ 1,000
	\$ 5,000
Emergency 911 System	
Telephone Surcharge	\$ 149,180

Fire Protection Fund	
Volunteer Fire Departments	\$ 260,000
Tax Revaluation Reserve Fund	
Revaluation Reserve	\$ 36,255
School Capital Reserve Fund	
School Capital Reserve Fund	\$ 608,223
Capital Outlay Fund	
Capital Outlay	\$ 234,500
Water/Sewer Fund	
Water Operations	\$ 1,191,800
Sewer Operations	\$ 60,700
	\$ 1,252,500
Solid Waste Fund	
Solid Waste Expenses	\$ 956,410
GITS Fund	
GITS Expenses	\$ 582,706
Total Expenditures - All Funds	\$ 16,383,770

SECTION 3. Fees

A schedule of fees and fines for Water, Planning & Zoning, Customer Service, and Inspections will be established under a separate Fines & Fees Schedule, which is attached, to be effective July 1, 2020 through June 30, 2021. (Attachment 1)

SECTION 4. Fire Protection Fees

The Board hereby establishes a fire protection fee to be charged to each household in Gates County for the purpose of supporting the total costs of the Fire Protection Fund. The household fee to be charged will be as follows:

	Annual Fee
Home valued at below \$50,000	\$ 40
Home valued at above \$50,000	\$ 50
Multi-structure unit	\$ 60
Commercial structure	\$ 75

Gates County shall provide for the billing and collections of the fire protection fees. Such fees shall be incorporated into the annual property tax statement transmitted to each property owner subject to this fee and shall be collected as part of the payment of Gates County property taxes by the Tax Assessor/Collector. Fees collected shall be transmitted quarterly to each fire department in accordance with the approved allocation plan.

SECTION 5. Capital Project/Continuing Contract Program

All grant projects and capital projects authorized by a previously adopted ordinance will have appropriations available for expenditure during the budget year. All continuing contracts authorized by a previously adopted annual ordinance will have appropriations available for expenditure during the budget year.

SECTION 6. Appropriations to Non-Profit and Outside Agencies

All agencies that are not part of county government and receive county funding are required to submit financial statements to the county each year at the end of their budget cycle. Approved payments may be delayed pending receipt of this financial information. They are also required to provide by March 31, 2021 a report detailing how funds were used for the citizens of Gates County, unless quarterly reports are submitted.

SECTION 7. Commissioners Salary

Commissioners shall be entitled to an annual salary of \$8,718. The Chair shall be entitled to an annual salary of \$10,387. Commissioners, while elected officials, are eligible for health insurance. No travel allowance is provided.

SECTION 8. Budget Officer Authorization

- A. She may transfer amounts between line item expenditures within a department. These changes should not result in increases in recurring obligations such as salaries or benefits.
- B. She may transfer amounts up to \$5,000 between departments, including contingency appropriations, within the same fund. She must make a report on such transfers at the next regular meeting of the Board of Commissioners.
- C. She shall not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.
- D. She shall not transfer any funds out of salaries or fringe benefits without approval of the Board of Commissioners.

SECTION 9. Contract Authorization

The County Manager is hereby authorized to accept grant funding which has been previously approved for application by the Board of Commissioners, including any local match involved. The

County Manager is authorized to execute any resulting grant documents. Also, the County Manager is authorized to enter into contracts for purchases of apparatus, supplies, materials, or equipment as described in G.S. 143-129(a) up to the limits stated therein for informal bidding which are within budgeted appropriations. The County Manager must comply with all Gates County Purchasing Policies. The County Manager is authorized to enter into routine service contracts in the normal course of county operations within budgeted appropriations. Change Orders for capital project contracts previously approved by the Board of Commissioners may be approved by the County Manager up to the informal bidding limits referred to above, provided that sufficient funding is available. All contracts authorized by this ordinance are approved for signature by the Chairman of the Board of County Commissioners, the County Manager, and/or the Clerk to the Board of Commissioners as appropriate; other department directors, including elected officials, do not have contract authorization authority. However, Memorandums of Understanding or Memorandums of Agreement which do not allocate funding may be signed by the Director of the Department of Social Services or the Gates County Sheriff.

SECTION 10. Disposal of Property

Property acquired by Gates County or any department through purchase, gifts, or other legal acquisitions will be disposed of in accordance with NCGS 160A-266(c) and where applicable NCGS 15-11.1, the Gates County Procurement Policy, or other applicable laws.

SECTION 11. Copies of Ordinance

Copies of this Budget Ordinance shall be furnished to the Budget Officer, Clerk to the Board of Commissioners, Finance Officer and Tax Administrator to provide direction in carrying out their duties, and are available for public inspection.

Adopted the 30th day of June 2020.



J. Ray Freeman, III, Chairman
Gates County Board of Commissioners



Gates County FY21 Fees and Fines

Water Rates/Fees

First 1,000 gallons of usage (minimum) per month	\$ 12.00
Each additional 1,000 gallons per month	\$ 3.00
Late Fee	10%
Cut Seal/Lock Fee	\$ 25.00
Service Fee	\$ 40.00
Reconnect Fee	\$ 40.00
Replacement Meter Fee (Damaged)	Current Replacement Cost
Replacement Meter Box & Lid Fee	\$ 50.00
Replacement Box Fee	\$ 35.00
Replacement Lid Fee	\$ 15.00
Replacement Cutoff Valve	\$ 40.00
Meter Re-read Fee	\$ 5.00

Tap-on Fee

- 3/4 in. service \$1,000.00
- 1 in. service \$1,250.00
- 1 1/2 in. service \$2,250.00
- 2 in. service \$2,250.00
- Upgrade an existing tap size Full cost as noted above
- Upgrade to tap size prior to installation Full cost as noted above
less payment received

Sewer Rates/Fees

Sewer rates are based upon water usage.

First 1,000 gallons of water used (minimum) per month	\$ 24.00
Each additional 1,000 gallons per month	\$ 6.00
Late Fee	10%

Tap-on Fee

- 4 in. line \$4,500.00
- 6 in. line \$5,500.00
- Upgrade an existing tap size Full cost as noted above
- Upgrade to tap size prior to installation Full cost as noted above
less payment received

Solid Waste Fees (Landfill)

Households and Businesses in unincorporated area:

- No solid waste removal service provided \$ 240.00/year
- Solid waste removal service provided-Must provide proof of private solid removal service \$ 120.00/year

Households and Businesses in incorporated area:

- Solid waste removal service provided \$ 120.00/year

Households with Elderly/Disabled Homestead Exemption \$ 120.00/year

PERMIT FEES

Residential

Plan Review	\$ 25.00
Zoning Review	\$ 25.00

Modular Home

One story	\$ 400.00
Two story	\$ 500.00

New Construction

New construction (including attached porches, carports, garages, storage, and basements)	\$.30/sq. ft. (\$35.00 min.)
New construction - detached buildings (including sheds, shelters, garages, utility and other accessory buildings)	\$.15/sq. ft. (\$35.00 min.)
Additions to existing structure	\$.15/sq. ft. (\$75.00 min.)
Remodeling – Up to \$5,000 of non-load bearing work	No fee
Remodeling – Over \$5,000 of non-load bearing work	\$50.00 + \$2.00 per \$1000

Insulation

0 - 300 sq. ft.	\$ 35.00
301 - 3000 sq. ft.	\$ 75.00
Over 3001 sq. ft.	\$ 0.04/sq. ft.

Plumbing

Per fixture	\$ 6.00 (\$35.00 min.)
Water Meter	\$ 35.00
Water Heater permit	\$ 50.00 plus an electrical

Mechanical

First unit including duct work	\$ 100.00
Each additional unit	\$ 25.00
Replacement of unit	\$ 60.00
Gas piping only	\$ 40.00

Electrical

New Construction/Additions	\$.10/sq. ft. (\$35.00 min.)
Temporary Service Pole	\$ 35.00
Service Change or Farm Service	
100 amp service	\$ 35.00
150 amp service	\$ 45.00
200 amp service	\$ 60.00
400 amp service	\$ 120.00
Each additional 100 amps over 400 amps	\$ 35.00
Generator	\$ 50.00

Manufactured Home

Single Wide	\$ 250.00
Double Wide	\$ 350.00
Triple Wide	\$ 400.00
Electrical	\$ 75.00
Plumbing	\$ 75.00
Mechanical	\$ 75.00

Swimming Pool

In Ground	\$ 100.00
Above Ground	\$ 75.00
Electrical and Plumbing Permits not included	

Commercial

Plan Review	\$ 25.00
Zoning Review	\$ 25.00

New Construction

New construction	\$.25/sq. ft. (\$50 min.)
Addition or remodel	\$.25/sq. ft. (\$50 min.)

Plumbing

Per fixture	\$ 10.00 (\$100 min.)
Additions	\$ 10.00 (\$50 min.)
Water Meter	\$ 50.00
Water Heater permit	\$ 100.00 plus an electrical

Electrical

New construction, additions, or remodeling	\$.15/sq. ft. (\$50 min.)
Temporary Service Poll	\$ 50.00
0-100 amp service	\$ 50.00
200 amp service	\$ 75.00
400 amp service	\$ 150.00
Each additional 100 amp over 400 amps	\$ 50.00
Generator	\$ 100.00

Mechanical

First Unit including duct work	\$ 150.00
Each additional unit	\$ 50.00
Duct work only	\$ 50.00
Replacement of unit	\$ 100.00
Gas Piping	\$ 50.00

Insulation

0-3000 sq. ft.	\$ 100.00
Over 3001 sq. ft.	\$ 0.07/sq. ft.

Fire Inspection

	\$ 50.00
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Solar Panels	
Minimum	\$ 0.45 per panel \$1,000
Cell Tower	\$ 1,000.00
Co-location	\$ 250.00 per antenna plus an electrical permit is required.
Wind Turbine	\$3.00 per vertical foot

Fees Applicable to Residential and Commercial Permits

Enforcement/Negligence Fees

Beginning work without a permit	\$ 100.00
Negligence or Penalty fee	\$ 75.00 minimum

Including but not limited to the following circumstances:

- Work improperly covered up without authorization of completed inspection.
- Work stopped by issuance of Stop Work Order.
- Inspections requests not ready when the Inspector arrives (i.e. door locked, incomplete work)

Re-inspection	\$ 50.00/trip/trade
For all types of re-inspection (building, insulation, plumbing, electrical, mechanical, etc.) beginning with the second re-inspection	

Change to a permit after issuance	\$ 25.00
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Demolition (Approval from designated authorities required)	\$ 35.00
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Archive Search	\$ 35.00
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After-Hours Fee	\$ 100.00 per hour
An hourly fee is charged for any inspection applied for by the permit holder to be conducted after 5pm Monday through Friday, weekends or on a County observed holiday.	

Zoning Fees

Variance (per parcel)	\$ 750.00
Special Use Permit	\$ 700.00
Rezoning (per parcel)	\$ 700.00
Text Amendment	\$ 300.00
Appeal of Zoning Administration's Ruling (All appeals are heard by Board of Adjustment)	\$ 500.00
Major Subdivision Final Review of Plat (Three (3) or more lots)	\$ 150.00 + \$ 50.00 per lot

Planning Administrative

Zoning Certificate	\$ 25.00
Minor Subdivision Review (two (2) lots maximum)	\$ 75.00 per lot
Technical Review (two (2) review limit)	\$ 50.00
Floodplain Application	\$ 50.00
Wind Turbine Application Fee	\$500.00 per turbine
Wind Energy Facilities	County Zoning Permit Fee \$500.00
Plus Certificate of Zoning Compliance (after first visit)	\$100.00
Plus Initial Escrow Deposit (Medium Facility)	\$50,000.00
Initial Escrow Deposit (Large Facility)	\$50,000.00

Effective 5-03-2019, Zoning Permit Fees and Escrow Deposits to be paid at the time of Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000.00 Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit Remaining balance will be refunded upon Applicant receiving approval of As-Built Drawings or if Applicant fails to complete project.

Map Printing – full color	
8 ½” X 11” size	\$ 2.00 per page
8 ½” X 14” size	\$ 3.00 per page
11” X 17” size	\$ 10.00 per page
Copies –	
Comprehensive Plan	\$.25 per page
Code Enforcement	\$ 500.00 civil fine max
First Offence	\$ 50.00
Second Offence	\$ 100.00
Fence Permit	\$ 50.00
Home Occupation	\$ 25.00

Nuisance Ordinance Violation Fee

Civil penalty	not to exceed \$500.00
First Violation Civil Penalty	\$ 50.00
Second Violation Civil Penalty	\$ 100.00

Noise Ordinance Violation

Civil penalty	not to exceed \$500.00
First Violation Civil Penalty	\$ 50.00
Second Violation Civil Penalty	\$ 100.00

Junk Ordinance Violation

Civil penalty	not to exceed \$500.00
First Violation Civil Penalty	\$ 50.00
Second Violation Civil Penalty	\$ 100.00

Fire Inspection Fees

Re-inspection Fee (routine inspections) sprinkler systems, fire alarm systems and other Requested inspections where appointments system is not ready

\$50 1st, \$50 2nd, \$100 3rd,
fine will increase by
\$50 each time thereafter

Alcohol Licensing Inspection (ABC)	\$ 100.00
Daycare Licensing Inspection	\$ 50.00
Foster Care Inspection	\$ 50.00
Fire Reports over 20 pages	\$.10 per page
Tent Permits (Rodeo, Holiday Events)	\$ 50.00
Fire Works Permit (Sales of Legal Fireworks)	\$ 200.00
Amusement Buildings	\$ 50.00
Carnivals and Fairs	\$ 50.00
Exhibits and Trade Shows	\$ 50.00
Explosives/Blasting/Ammunition	\$ 200.00
Combustible Fibers Permit	\$ 50.00
Compressed Gases Use Permit	\$ 50.00
Flammable Finishes Paint Booths/Room (Auto Repair Shops), Flammable/Combustible Liquids	\$ 50.00
Fire Alarm Installation	\$ 50.00
Processing, Storage, Dispensing, use Flammable/Combustible Liquids-Storage Tanks	\$ 50.00
Stand Pipe Systems Installation	\$ 50.00
Installation 1 st tank	\$ 50.00
Installation- additional tanks	\$ 50.00
Removal 1 st tank	\$ 50.00
Removal- additional tanks	\$ 50.00
Abandonment (tanks)	\$ 50.00
Fumigation/Thermal Insecticide Fogging	\$ 50.00
High Piled Combustible Storage Permit/Lumber Storage (temp)	\$ 50.00
Liquefied Petroleum Gas Permit	\$ 50.00
Liquefied Natural Gas Permit	\$ 50.00

Suppression System New Install of Replace of Commercial Ovens	\$ 50.00
Repair Garages	\$ 50.00
Wrecking Yards/Junk Yards/Waste Handling Permits	\$ 50.00
Automatic Fire Extinguishing Systems Installation & Sprinklers	\$ 75.00
Compressed Gas System	\$ 50.00

Fire Code Violation Fines

Approved Fire Evacuation Plan Required and Not Posted	\$ 50.00
Street Address Not Posted or Visible From All Directions	\$ 50.00
Key Boxes (Standpipes)	\$ 50.00
Sprinkler/Standpipe Not Complying with Code	\$ 50.00
Breach in Fire Wall/Fire Stops	\$ 50.00
Fire/Exit Door Inoperable	\$ 200.00 each
Fire System Not Tested as Scheduled	\$ 50.00
Sprinkler/Fire Alarm/Detection System Inoperable	\$ 200.00
Sprinkler Heads Covered/Blocked (immediate)	\$ 500.00
Portable Fire Extinguishers Not Inspected	\$ 50.00 (each)
Overcrowding (Max Occupancy Overload) (immediate)	\$ 500.00
Maximum Occupancy Load Not Posted	\$ 50.00
Storage in Path of or on Fire Escapes (immediate)	\$ 500.00
Blocked Stairwells or Stairways	\$ 500.00
Blocked Means of Egress	\$ 500.00
No Required Directional Exit Signs	\$ 50.00 (each)
No Exit Illumination or Warning	\$ 50.00
Locked Exit Doors (Immediate)	\$ 500.00
Exit or Egress Door Needs Repaired	\$ 50.00
Fire Exit of Aisle Blocked (immediate)	\$ 500.00
Spray Booth Not Complying to Code	\$ 50.00 1 st notice; add \$50.00 per additional notice
Extinguishing Hoods Not Serviced	\$ 500.00 per day
Extension Cords Replaced Permanent Wiring	\$ 50.00
Smoke Detectors are Present but not working	\$ 50.00
No Emergency Shut Off for 24/7 Fuel	\$ 500.00
All Other Violations	\$ 50.00
Other Citations May be Issued	