

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina at 4:00 p.m. on Monday, July 1, 2019.

Present - Chairman: Stephen M. Morris  
Vice Chairman: Diane R. Honeycutt  
Commissioners: F. Blake Kiger  
Elizabeth F. Poole  
Lynn W. Shue

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Jonathan Marshall, Deputy County Manager; Rodney Harris, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; and Lauren Linker, Clerk to the Board.

**Call to Order**

Chairman Morris called the meeting to order at 4:20 p.m.

**Approval of Agenda**

Chairman Morris presented the following changes to the agenda:

**Additions:**

Discussion Items - No Action

3.1 CVB - Youth Athletic Fields

Discussion Items for Action

4.2 Active Living and Parks - FY20 Matching Incentive Grant Applicant Requests

4.7 DHS - Energy Program Outreach Plan

**Updated:**

Discussion Items for Action

4.3 BOC - Appointments to Boards and Committees

- Public Health Authority Request Added

**Supplemental Information:**

Discussion Items - No Action

3.2 Infrastructure and Asset Management - Courthouse Expansion Project Update

- Cabarrus County Courthouse Schematic Design Phase Progress Report

3.3 Infrastructure and Asset Management - Courthouse Expansion Project Exterior Facade Discussion

- Presentation

Discussion Items for Action

4.19 Tax Administration - Collector's Annual Settlement and Order Authorizing Collection of 2019 Taxes

- Delinquent Report
- 2019-2020 Tax Levy

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board approved the agenda as amended.

Chairman Morris commented on the passing of Concord City Councilman Sam Leder and expressed sympathy to his family.

**Discussion Items - No Action**

**CVB - Youth Athletic Fields**

Donna Carpenter, Cabarrus Visitors Bureau (CVB), Chief Executive Officer (CEO), requested discussion regarding the need of youth athletic fields in Cabarrus County. She began a PowerPoint presentation on turf fields, showing the current situation, competitive set, and demand for turf fields in the area.

Jon Poole, Park Program Supervisor, continued the PowerPoint presentation regarding turf for the sports fields used by the youth athletics programs. Topics addressed included: new opportunities, benefits, economic analysis/impact, lost business, and tradeshow exposure and marketing opportunities.

Ms. Carpenter presented a proposal for consideration to install artificial turf at Cox Mill High School, Jay M. Robinson High School and 2 fields at Frank Liske Park.

A discussion ensued. During discussion, Ms. Carpenter and Mike Downs, County Manager, responded to questions from the Board.

#### **Infrastructure and Asset Management - Courthouse Expansion Project Update**

Kyle Bilafer, Area Manager of Operations, reported an in depth progress report from Silling Architects on the Cabarrus County Courthouse Schematic design phase is included in the agenda.

Tom Potts, Silling Architects, President, provided a progress report on the schematic design phase. He thanked staff for their participation and support during the process. The report included information regarding the following topics:

- Site Utilities and Coordination With the City of Concord
- Site and Means Avenue Plaza Design
- Exterior Building Design
- Courthouse Space Planning
- Clerk of Courts Offices, Swing Space and Records Room
- Judge's Offices
- District Attorney Offices
- Juvenile Justice Offices
- Dispute Resolution Offices and Swing Space
- Community Corrections Offices and Swing Space
- Guardian Ad Litem Offices and Swing Spaces
- Mediation Offices and Swing Space
- Jury Assembly
- Courtrooms and Courtroom Support Spaces
- Grand Jury and Swing Space
- Court Security
- Building Support Spaces
- Authorities Having Jurisdiction Code
- Courtroom Space Design
- Interior Finish Materials Review
- Access Control and CCTV
- MEP Building Systems Review
- Elevator Programming
- Door Hardware Programming
- Design Delivery
- Messer Pricing and Reconciliation
- Presentation to Board of Commissioners

Mr. Bilafer provided additional information regarding the process and budgeting for the project.

A brief discussion ensued. Judge Martin McGee was also in attendance.

#### **Infrastructure and Asset Management - Courthouse Expansion Project Exterior Facade Discussion**

Kyle Bilafer, Area Manager of Operations, reported the information provided in this discussion includes the final design exterior façade. He stated this includes the scope of the project, the actual types of materials, and important items to note, including color schemes. He requested the Board to provide feedback.

Jody Driggs, Silling Architects, presented a PowerPoint presentation regarding the exterior design and facade of the courthouse. The presentation included conceptual designs of the building from multiple perspectives. He also responded to questions from the Board.

#### **Innovation and Technology - Innovation Report**

Debbie Brannan, Area Manager of Innovation and Technology, reported due to a conference in August, the reports for both July and August are being presented today.

Brittany Kiser, Information Technology Services, Analyst/Programmer, presented the first segment of the PowerPoint presentation. Ms. Kiser discussed the innovative processes involved in creating an online form for the library system's summer reading program.

Amanda Wilkerson, Librarian, provided details of summer reading activities.

Kevin Grant, Sustainability Manager, continued the presentation providing information about the Cartology app for recycling and disposal of household goods/waste.

Ms. Brannon concluded the report by providing information and updates on the Employee Digital Book Club.

A brief discussion ensued.

#### **Tax Administration - 2020 Revaluation Update**

David Thrift, Tax Administrator, reported on the progress of the revaluation project. Mr. Thrift stated that the revaluation department is near completion of the neighborhood reviews. He stated this will allow the Schedule of Values to be presented for review in September and then adoption of the schedule in October. Additionally, information will be sent out to the taxpayers and taxpayers will be provided a time in which to file an appeal, should they choose to do so.

#### **Discussion Items for Action**

#### **Kannapolis City Schools - Kannapolis Middle School Construction Update**

Will Crabtree, Kannapolis City Schools (KCS), Director of Business Operations, reported on remaining items for completion to close out project expenditures, architect funds and construction funds for the Kannapolis Middle School project.

Susan Fearrington, Finance Director, reported invoices for payment have been received, which will close out the construction funds following Board approval. She also responded to questions from the Board.

#### **Active Living and Parks - FY20 Matching Incentive Grant Applicant Requests**

Londa Strong, Active Living and Parks (ALP), Director, reported grant funds for community 501(c)(3) projects for county owned or leased properties have been received.

Byron Haigler, ALP, Assistance Director, presented an overview of the three applications received for the Boards' review and consideration. He advised the ALP Commission has reviewed the requests and recommends the Boards' approval for fully funding these projects.

Ms. Strong provided additional comments regarding the funds and projects.

A discussion ensued. During discussion, Ms. Strong responded to questions from the Board.

#### **BOC - Appointments to Board and Committees**

Chairman Morris reported recommendations have been provided for appointments to several boards and committees for the Boards' consideration.

#### **BOC - Designation of Voting Delegate for NCACC 112<sup>th</sup> Annual Conference**

Chairman Morris reported the North Carolina Association of County Commissioners (NCACC) requests each county designate a voting delegate for the NCACC 112<sup>th</sup> Annual Conference to be held in Guilford County in August, 2019. Commissioner Shue volunteered to be the designated voting delegate.

#### **County Manager - Electric Easement at Hickory Ridge Elementary School**

Jonathan Marshall, Deputy County Manager, reported Union Electric Cooperative, the utility company that serves the Hickory Elementary School site requires an easement for the main line for service matter. Mr. Marshall stated staff has determined rather than a separate easement for each line, a blanket easement would be a better option.

Brian Cone, Cabarrus County Schools (CCS), Construction Project Manager, provided additional information regarding this phase of the project and the easement agreement.

**UPON MOTION** of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board approved the utility easement between Cabarrus County and Union Electric Cooperative; and authorized the County Manager to execute the easement agreement on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

**County Manager - Purchase of Property for a New Middle School**

Jonathan Marshall, Deputy County Manager, presented a contract for the purchase of real property near the corner of Roberta and Cochran Roads for a new middle school. Mr. Marshall stated a budget amendment and project ordinance would be required.

Susan Fearington, Finance Director, reviewed the fund balance and debt obligation.

A discussion ensued. During discussion, Mr. Marshall and Brian Cone, Cabarrus County Schools (CCS), Construction Project Manager, responded to questions from the Board.

**UPON MOTION** of Commissioner Kiger, seconded by Vice Chairman Honeycutt and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

Commissioner Shue **MOVED** to approve the contract between Cabarrus County and the Furr family; and to authorize the County Manager to execute the contract on behalf of Cabarrus County; subject to review or revisions by the County Attorney; and to approve the Fund Balance appropriation for the purchase with the associated budget amendment and project ordinance. Vice Chairman Honeycutt seconded the motion.

Following a brief discussion, the **MOTION** unanimously carried.

Date:  Amount:   
 Dept. Head:  Department:   
 Internal Transfer Within Department       Transfer Between Departments/Funds       Supplemental Request

This budget amendment appropriates Fund Balance for the purchase of land for a Cabarrus County Middle School. The land will be purchased and then the County will be reimbursed when debt is issued around February 2020.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	1960-6901	Fund Balance Appropriated	-	2,500,000.00		2,500,000.00
001	9	1960-9708	Contribution to Capital Projects Fund	-	2,500,000.00		2,500,000.00
							0.00
364	6	7346-6902	Contribution from General Fund	-	2,500,000.00		2,500,000.00
364	9	7346-9801	Land - New Middle School	-	2,500,000.00		2,500,000.00

Ordinance No. 2019-43

CABARRUS COUNTY SCHOOL CONSTRUCTION PROJECT  
 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the projects are listed in section D. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
  - a. It is estimated that the following revenues will be available to

complete capital projects as listed.

General Fund Contribution	\$2,549,047
Capital Reserve Contribution	6,480,411
Capital Projects Fund Contribution	1,946,555
<b>TOTAL REVENUES</b>	<b>\$10,976,013</b>

C. The following appropriations are made as listed.

Cox Elementary Sewer Relocation	23,537
Patriots Elementary Mobile Units	122,100
Site Evaluations-Multiple Schools	42,000
10 Yellow Buses-Multiple Schools	880,000
20 Mobile Units/Other Improvements-Multiple Schools	2,400,000
J.N. Fries Middle School Other Improvements	300,000
New Cabarrus County Middle School	2,132,500
New Middle School Land	2,500,000
Kannapolis Intermediate Renovations-Carver Elem	1,617,288
A.L. Brown HS Other Improvements	500,000
CBTC Campus Renovations, Safety, Security	184,021
CBTC A/C Units Replacement Phase II	105,000
RCCC - HVAC Replacement	100,000
Available Other Improvements	69,567
<b>TOTAL EXPENDITURES</b>	<b>\$10,976,013</b>
<b>GRAND TOTAL - REVENUES</b>	<b>\$10,976,013</b>
<b>GRAND TOTAL - EXPENDITURES</b>	<b>\$10,976,013</b>

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
  - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
  - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
  - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
  - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
  - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
  - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
  - 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
  - 9. The County Manager may execute contracts with outside agencies to

properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.

10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

### Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 1<sup>st</sup> day of July, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris  
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

### County Manager - Stormwater Agreement at Odell Elementary School

Jonathan Marshall, Deputy County Manager, reported Cabarrus County Schools has finalized all stormwater improvements and requires a stormwater agreement with the City of Concord.

Brian Cone, Cabarrus County Schools (CCS), Construction Project Manager, provided additional information.

Mr. Marshall advised the Board has previously approved an easement across this property to connect the public sewer. He also responded to questions from the Board.

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

**UPON MOTION** of Commissioner Shue, seconded by Commissioner Kiger and unanimously carried, the Board approved the agreement between Cabarrus County and the City of Concord and authorized the County Manager to execute the agreement on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

### DHS - Energy Program Outreach Plan

Diane Gridley, Department of Human Services, Program Administrator, requested approval of the Energy Programs Outreach Plan. She reported this Plan is approved each year. Ms. Gridley stated the Department of Human Services will continue two assistance programs for FY20 for the Crisis Assistance and Low Income Energy Assistance programs. She also responded to questions from the Board.

**EMS - Approval of Ambulance Purchase Order**

Jimmy Lentz, Emergency Medical Services (EMS), Director, requested approval to purchase four Demers ambulances as budgeted.

Captain Jonathan Mauldin, Emergency Medical Services (EMS), provided an update on the units and current safety requirements.

A discussion ensued. During discussion, Captain Mauldin and Mr. Lentz responded to questions from the Board.

**UPON MOTION** of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

Vice Chairman Honeycutt **MOVED** to approve the purchase of four Demers Ambulances and the associated budget amendment. Commissioner Kiger seconded the motion.

Following a brief discussion, the **MOTION** unanimously carried.

Date:  Amount:

Dept. Head:  Department:

Internal Transfer Within Department     Transfer Between Departments/Funds     Supplemental Request

This budget amendment reappropriates funds for the purchase of one ambulance that was funded in fiscal year 19 with additional Medicaid Hold Harmless funds. The funding for the purchase of one ambulance was approved at the April 1, 2019 BOC Work Session, but couldn't be purchased and received prior to the end of fiscal year 19. Funds for the one ambulance will be reappropriated and added to the approved fiscal year 20 budget, which includes funding for three ambulances. Ambulances are purchased to replace existing high mileage older ambulances. The purchase will be completed utilizing First Priority South (regional Demers dealer), which is an affiliate of the SAVVIK Group. SAVVIK Group is a purchasing coalition available to local government entities and qualifying non-profit corporations.

Typically, reappropriations take place in August and September. Due to the need to purchase and receive all four ambulances in a timely manner, this reappropriation of funds for the one ambulance will need to occur outside of the typical reappropriation schedule.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	2730/6901	Fund Balance appropriation	-	168,825.00		168,825.00
001	9	2730/9863	Motor Vehicles	506,475.00	168,825.00		675,300.00

**Finance - Training and Firing Range Renovation Project Funding**

Susan Fearrington, Finance Director, reported that due to timing needs to begin renovations on the firing range, approval of the release of funds along with approval of a budget amendment and two project ordinances is requested.

A discussion ensued. During discussion, Kyle Bilafer, Area Manager of Operations, responded to questions from the Board.

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

Commissioner Shue **MOVED** to approve a budget amendment to fund the Training and Firing Range Renovation project and the related project ordinances. Commissioner Kiger seconded the motion.

Following a brief discussion, the **MOTION** unanimously carried.

Date:  Amount: \$

Dept. Head:  Department:

Internal Transfer Within Department     Transfer Between Departments/Funds     Supplemental Request

This budget amendment records the FY20 Capital Improvement Plan (CIP) Training and Firing Range Renovation project

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
450	9	7220-9821	Building and Renovation - CRF	6,151,100.27		1,700,000.00	4,451,100.27
450	9	7220-9708	Cont to Capital Projects Fund	55,287,973.30	1,700,000.00		56,987,973.30
343	9	2110-9605-RANGE	Training and Firing Range- Expenditure	50,000.00	1,700,000.00		1,750,000.00
343	6	2110-6921-RANGE	Cont From CRF -Training and Firing Range	50,000.00	1,700,000.00		1,750,000.00

Ordinance No. 2019-44

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental - Tower Lease	945,978
Sale of Fixed Assets	1,012,442
Contributions and Donations	148,036
General Fund Contribution	5,280,218
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	3,926,264
Capital Reserve Fund Contribution	21,518,545
 TOTAL REVENUES	 \$37,777,877

- D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$175,709
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,501
County Operation Center	3,103,787
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	172,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	1,750,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	12,519,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters - Consultants	50,000
EMS Co-location - Concord Fire #11	482,761
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,819,370
JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301
Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park - Other Improvements	589,024
NE Area Park - Land	1,000,000
Robert Wallace Park	8,147,965
Frank Liske Park - Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	100,000
Frank Liske Park - Lower Lot Restrooms	728,506
Frank Liske Park - Water Line Replacement	360,000
Camp Spencer - Vending machine Bldg and overlook	425,000
Library - Midland Furniture	40,786
Library - Concord Office Reno	50,000
Arena - Lighting Control System Replacement	235,000
Unassigned	137,141
 TOTAL EXPENDITURES	 \$37,777,877
 GRAND TOTAL - REVENUES	 \$37,777,877
GRAND TOTAL - EXPENDITURES	\$37,777,877

Section II.



- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
  2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
  3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
  4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
  6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
  7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
  8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
  9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
  10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
  11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

### Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 1<sup>st</sup> day of July, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris  
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

Ordinance No. 2019-45

CABARRUS COUNTY CAPITAL RESERVE  
CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 835,142
Contributions from General Fund	57,001,965
Contributions from Capital Projects Fund	2,089,009
Contributions from CVB	1,678,771
Contributions from other Governments	3,000,000
 TOTAL REVENUES	 \$64,604,887

- D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
G.W. Carver Renovations	1,518,241
RCC CBTC Campus Renovations, Safety, Security	184,075
RCC CBTC A/C Unit Replacement Phase II	205,000
Patriot's Elementary Mobile Units	122,100
Cox Mill Elementary Sewer Relocation	23,537
CCS Site Study- Multiple Schools	42,000
J.N. Fries Upfit to Traditional Middle School (FY18)	300,000
AL Brown High School Paving	500,000
CCS 20 Mobile Units-Multiple Schools BC20	2,400,000
CCS Buses for WCHS & HRES	880,000
New Middle School	240,000
Available for School Construction Projects	65,513
CCS Performance Learning Center	590,709
West Cabarrus High School	7,428,442
Hickory Ridge Elementary School	4,742,804
RCCC Advanced Technology Center (ATC)	2,293,941
School Contingencies	1,247,043
Training & Firing Range Renovations	1,750,000
Public Safety Training Center	75,000
Carolina Thread Trail	59,329
Sheriff Detention Center Equipment	14,000
Veteran's Renovations	92,674
FLP - Lower Lot Restroom	530,595
County Website Development	283,750
Courthouse Expansion	12,519,000
FLP Barn Restrooms	126,405
EMS Heart Monitors	566,111
EMS Relocation to Concord Fire #10	375,000

Government Center Bathroom ADA	151,469
Door Access & Security Camera Network-Sheriff	70,000
ITS - Fiber Infrastructure Improvements	120,000
Governmental Center Chiller Replacement	211,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters-Consultant	50,000
Midland Library Furniture	90,786
Operations Center	500,000
Available for the Construction & Renovation Projects	7,380
Downtown Parking Deck	910,000
Warehouse	141,264
Rob Wallace Park	3,091,047
CVB/Park Projects from Occupancy Tax	1,678,770
Other County Capital Projects	4,451,100
 TOTAL EXPENDITURES	 \$64,604,887
 GRAND TOTAL - REVENUES	 \$64,604,887
GRAND TOTAL - EXPENDITURES	\$64,604,887

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
  - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
  - 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
  - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
  - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
  - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
  - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
  - 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
  - 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
  - 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).

- 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 1<sup>st</sup> day of July, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris  
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker  
Clerk to the Board

Vice Chairman Honeycutt stepped out of the meeting at 6:26 p.m.

**Finance - Approval of Project Ordinances and Budget Amendment Related to CIP Funded Projects in the FY20 General Fund Budget**

Susan Fearrington, Finance Director, provided a list of County Capital Improvement Plan (CIP) projects approved as part of the FY20 General Fund Budget process. She stated a budget amendment and several project ordinances would need to be adopted for this funding.

Vice Chairman Honeycutt returned to the meeting.

**Finance - Approval of Project Ordinances and Budget Amendments Related to FY20 One-Time Funding for Two Cent Tax Increase**

Susan Fearrington, Finance Director, provided updates of the list of School and County projects presented as part of the FY20 General Fund Budget process. She stated a budget amendment and project ordinances will need to be adopted for this funding.

**Infrastructure and Asset Management - Offer for Purchase of Surplus Ambulance**

Michael Miller, Infrastructure and Asset Management, Director, reported an offer was received from American Transmed for the purchase of County Asset 8310, a 2013 Chevrolet G4500 ambulance. Proper notice was posted for upset bids of which none were received. Mr. Miller requested approval of the sale.

A discussion ensued. During discussion, Mr. Miller and Jonathan Marshall, Deputy County Manager, responded to questions from the Board.

**Infrastructure and Asset Management - Rob Wallace Park Phase II Construction Bid Award**

Kyle Bilafer, Area Manager of Operations, reported sealed bids were solicited for the Rob Wallace Park Phase II Construction Project and were received on June 6<sup>th</sup>, 2019. Staff and the contracted design engineering firm have reviewed the bids and has a bid award recommendation. The winning bid is within the capital budget with both alternates included.

Additionally, Mr. Bilafer requested approval today in order to begin construction immediately and push completion prior to the typical inclement weather months. Mr. Bilafer then reviewed the bids.

A discussion ensued. During discussion, Mr. Bilafer responded to questions from the Board.

**UPON MOTION** of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

**UPON MOTION** of Vice Chairman Honeycutt seconded by Commissioner Shue and unanimously carried, the Board approved the contract between Cabarrus County and Lynn Thomas Grading, Inc. for the amount of \$1,004,409.85, and authorized the County Manager to execute the contract on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

#### **Planning and Development - 2020-2021 Proposed HOME Program Project**

Kelly Sifford, Planning and Development, Director, reported the City of Concord Community Development staff approached Cabarrus County with a senior housing project similar to the Prosperity Ridge Project.

Steve Osborne, City of Concord, Planning and Neighborhood Development Director, presented a PowerPoint presentation regarding the project at 30 Market Street. Topics included were as follows:

- Project Summary
  - Multi-Family Residential - 166 Units
  - Parking Garage - 168 spaces
  - Ground Floor Retail - 2,600 sq. ft.
  - Estimated assessed value \$50 Million
- Primary Terms
  - 30 Market Street sold for appraised value of \$579,000
  - Mixed-use structure
    - 166 multifamily units, 168 space parking garage and 2,600 square feet of retail space
  - \$1,250,000 of federal HOME funds over 10 years → 17 affordable units for 20 years
  - 50% / 10 year tax based performance incentive
  - \$1,250,000 payable over a 10 year period
  - 17 Units affordable for 20 years
    - 4 units available at 50% of median income or lower (1 person \$27,650)
    - 13 units available at 80% of median income or lower (1 person \$44,250)
    - Max rents - Studio \$777, 1 bedroom \$838, 2 bedroom \$967
    - Comparison rent would be +/- \$1,200 for 1 bedroom
- Downtown MSD Assessed Value

Ms. Sifford provided information regarding projected HOME funds to assist with the project. She also responded to questions from the Board.

#### **Planning and Development - Fee Study Presentation and Discussion**

Kelly Sifford, Planning and Development, Director, provided an update regarding the fee study conducted by Wohlford Consulting. Ms. Sifford requested approval of the new fee schedule with a tentative January 1, 2020 effective date.

A discussion ensued. During discussion, Ms. Sifford responded to questions from the Board.

#### **Register of Deeds - Refund of Excise Tax to Norwood, Armstrong, and Stokes, PLLC**

Mike Downs, County Manager, reported that due to an error paid on excise tax, a refund of \$120.00 has been requested from the Norwood, Armstrong, and Stokes law firm.

#### **Sheriff's Office - Declare K-9 "Geri" Surplus Property**

Chairman Morris reviewed the procedure required for declaring Sheriff's Office K-9, Geri, as surplus in order for his transfer to his handler for ownership and care.

**Tax Administration - Collector's Annual Settlement and Order Authorizing Collection of 2019 Taxes**

David Thrift, Tax Administrator, presented a request for the Board to accept the annual settlement on current and delinquent taxes per North Carolina General Statute 105-373. He also provided an insolvents list of outstanding taxes, and requested approval of the order to collect taxes in accordance with North Carolina General Statutes 105-321.

**Discussion Items - No Action (Continued)**

Robbie Furr, Extension Director, and Lauren Tayara, Budget Analyst, presented a PowerPoint presentation containing demographic and trending information from the strategic planning public forums and the online survey. A packet of compiled results from community input workshops was provided to the Board. Mr. Furr advised of the need for the Board to break up in groups to discuss the input received from the forums.

A discussion ensued.

In order to continue the strategic planning process, Board input is needed. Therefore, it was determined to continue this step of the process at a Special Meeting on September 29, 2019 at 4:30 p.m.

**BOC - Approval of Regular Meeting Agenda**

The Board discussed the placement of the items on the agenda.

**UPON MOTION** of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the Board approved the July 29, 2019 regular meeting agenda as follows.

Approval or Correction of Minutes

- Approval or Correction of Minutes

Recognitions and Presentations

- Boards and Committees - Recognition of Member Services

Consent

- Active Living and Parks - FY20 Matching Incentive Grant Applicant Requests
- Appointments - Cabarrus County Planning and Zoning Commission
- Appointments - Public Health Authority of Cabarrus County
- BOC - Designation of Voting Delegate for NCACC 112<sup>th</sup> Annual Conference
- DHS - Energy Program Outreach Plan
- Finance - Approval of Project Ordinances and Budget Amendment Related to CIP Funded Projects in the FY20 General Fund Budget
- Finance - Approval of Project Ordinances and Budget Amendment Related One-Time Funding for Two Cent Tax Increase
- Infrastructure and Asset Management - Offer to Purchase of Surplus Ambulance
- Kannapolis City Schools - Kannapolis Middle School Construction Update
- Planning and Development - 2020-2021 Proposed HOME Program Project
- Planning and Development - Fee Study Presentation and Discussion
- Register of Deeds - Refund of Excise Tax to Norwood, Armstrong, and Stokes, PLLC
- Sheriff's Office - Declare K-9 "Geri" Surplus Property
- Tax Administration - Collector's Annual Settlement and Order Authorizing Collection of 2019 Taxes
- Tax Administration - Refund and Release Reports - June 2019

New Business

- Economic Development Investment - Project Wavy - Public Hearing 6:30 p.m.

Reports


- BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees
- BOC - Request for Applications for County Boards/Committees
- County Manager - Monthly Reports on Building Activity
- County Manager - Monthly New Development Report
- EDC - June 2019 Monthly Summary Report
- Finance - Monthly Financial Update

**BOC - Approval of Special Meeting Agenda**

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the July 29, 2019 agenda for the special meeting to be held at 4:30 p.m. at the Governmental Center "to discuss critical needs and priorities from the handout provided at the July 1, 2019 Work Session."

**Adjourn**

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the meeting adjourned at 7:32 p.m.

  
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Lauren Linker, Clerk to the Board

