

Meeting of the Hoke County Board of Commissioners on Monday, June 20, 2016 at 7:00 pm in the Commissioners Room of the Pratt Building.

MEMBERS PRESENT:

James Leach, Chairman  
Harry Southerland, Vice Chairman  
Tony Hunt  
Robert Wright  
Allen Thomas, Jr.

OTHERS PRESENT:

Letitia Edens, County Manager  
Grady Hunt, County Attorney  
Gwen McGougan, Clerk to the Board

Chairman Leach called the meeting to order with a quorum present and welcomed everyone.

Commissioner Thomas gave the invocation and led the Pledge of Allegiance.

## **ITEM 1. ADOPTION OF AGENDA**

The Clerk asked Chairman Leach to add a letter for Hillcrest Fire Department certifying that they receive ad valorem tax funds annually from Hoke County to the Agenda as Item 3g.

**Motion: Commissioner Wright made a motion to add the letter certifying that Hillcrest Fire Department receives ad valorem tax funds annually from Hoke County as Item 3g to the consent agenda, seconded by Commissioner Hunt.**

**Action: The motion was carried 5-0.**

**Motion: Commissioner Wright made a motion to approve the amended agenda items a - g, seconded by Commissioner Thomas.**

**Action: The motion was carried 5-0.**

## **ITEM 2. PUBLIC HEARING: FY 2016-2017 BUDGET**

The County Attorney opened a public hearing for citizens to give input into the budget for fiscal year 2016-2017.

Staff of the Hoke County Parks & Recreation Department, along with the Parks & Recreation Advisory Board, appeared before the Board to request their consideration to add funds to the 2016-2017 budget to enable Parks & Recreation to construct a basketball court at the Hwy 211 park. Staff member Stephen Kessinger, tasked by the advisory board to obtain quotes, and contacted the City of Raeford, which recently constructed a basketball court in the Robbins Heights area, to see what the construction of that court cost. The asphalt court at Robbins Heights cost the city \$67,000. Mr. Kessinger also obtained a price on a concrete court; concrete is slightly less expensive than asphalt, with a quote of \$64,000. Mr. Kessinger said that he believes that an asphalt court will look better and hold up better than concrete. Public Buildings

Director James Tedder recommended locating the basketball court in the front area between the pump house and existing parking lot, or at the back where the overflow parking area is located.

Mrs. Ellen McNeill commended the Board on including the splash pad in this budget.

Mrs. Cathy Brown also commended the Board on including the splash pad in this budget. She had seen one in another county and she's impressed that our Board is approving one.

Mr. William "Brownie" Brown asked the Board if they added uncollectible taxes back to the budget.

Mrs. Della Sweat, DSS Director, addressed the Board. Vice Chairman Southerland asked Mrs. Sweat if the two permanent positions that they are requesting in the budget are still for the Caseworker II and Caseworker III. Mrs. Sweat replied that, after further consideration, she would like to change her request to make permanent the Caseworker I for family and children's Medicaid and the Caseworker II for adult Medicaid. She said that she believes these two positions will benefit the department the most by reducing the amount of overtime. Vice Chairman Southerland asked if the DSS Board supports this change in request and Mrs. Sweat replied that the DSS Board has not met since this decision was made.

Mr. Hal Nunn addressed the Board. In his opinion, the budget is hard to read and understand. He would like to see the budget presented with "actuals" by line item. Commissioner Wright responded that the budget is presented by department and by line item. Mr. Nunn asked if it could be published and the County Manager replied that the recommended budget is available online.

No additional citizens came forward to address the budget.

**Motion: Commissioner Hunt made a motion to close the Public Hearing on the 2016-2017 budget, seconded by Commissioner Wright.**

**Action: The motion passed unanimously.**

### **ITEM 3. CONSENT AGENDA**

- a. Minutes from May 16, 2016 meeting
- b. Minutes from June 2, 2016 special meeting
- c. Minutes from Board of Equalization & Review meetings
- d. NC Vehicle Tax System Report
- e. Finance:
  1. Budget Amendments
  2. New Market Tax Credit – Consent to assignment of membership interest and amendment of borrower operating agreement
- f. Resolution in support of Radio Amateur Days on June 25-26, 2016

**Motion: Commissioner Wright made a motion to approve Consent Agenda items a-f, seconded by Vice Chairman Southerland.**

**Action: The motion was carried 5-0.**

**ITEM 4. TAX COLLECTOR'S REPORT**  
**6/20/2016**

Tax Levy 2016		\$26,576,304.47
Additons to Levy YTD		\$733,347.58
Total 2016 Levy to Date		\$27,309,652.05
Refunds 2016		\$60,742.38
Releases/Abatements		\$15,128.22
Discounts		\$367,748.82
Adjustments		\$4,035.00
Write Offs		\$6.84
Advertising Charged 2016 Tax Bills		\$4,290.00
Collectable Levy to Date		\$27,304,699.83
<b>Collected To Date</b>		<b>\$25,830,150.03</b>
Uncollected Balance 2016 Tax Levy (1)		<b><u>\$1,474,549.80</u></b>

Collections May2016	<b>\$90,398.04</b>	
Releases May2016	<b>\$22.92</b>	
Percent of Levy Collected (Receipts)	<b>94.60%</b>	
Percent of Levy Collected (Releases, Etc.)	<b>0.06%</b>	

Prior Years Tax Levy May1, 2016		\$2,561,855.25
Prior Years Collected in May2016 To Date		<b>\$1,445,842.66</b>
Uncollected Balance Before Releases		\$1,116,012.59
Refunds		\$3,801.15
Releases/Abatements		\$7,028.70
Discounts		\$1.33
Adjustments		\$2,147.00
Write Offs/Insolvent		\$37,554.91
Uncollected Balance Prior Years (2)		<b><u>\$1,396,427.19</u></b>

Prior Years Collected in May2016	<b>\$69,902.50</b>	
Releases Prior Years May2016	<b>\$24.86</b>	
Percent Prior Years Collected (Receipts)	<b>56.44%</b>	
Percent Prior Years Collected (Releases.Etc.)	<b>0.49%</b>	
Total Uncollected Taxes (1+2)		<b><u>\$2,870,976.99</u></b>

**2014 Taxes**

Tax Levy May2015		\$25,804,091.74
Collections May2015		<b>\$94,359.07</b>
Releases May2015		\$210.00
Percent Collected (Receipts)	<b>94.46%</b>	
Percent Collected (Releases,Etc.)	<b>0.18%</b>	
Prior Years Tax Levy May2015		\$2,320,232.46
CollectionsMay2015		<b>\$79,003.50</b>
Releases May2015		\$70.00
Insolvent		\$35,347.34
Percent Collected (Receipts)	<b>35.81%</b>	
Percent Collected (Releases,Etc.)	<b>1.00%</b>	

**ITEM 5. TAX ASSESSOR’S REPORT**

a. Mrs. Jennie Gibson presented the following Releases:

OWNER	YEAR	REASON	AMOUNT
Bullard, David Earl	2014	Mobile Home double listed	\$ 12.99
Bullard, David Earl	2015	Mobile Home double listed	\$ 12.85
Crossland, Linda Jane	2006	Mobile Home double listed	\$ 46.97
Crossland, Linda Jane	2007	Mobile Home double listed	\$ 48.40
Crossland, Linda Jane	2008	Mobile Home double listed	\$ 45.05
Crossland, Linda Jane	2009	Mobile Home double listed	\$ 41.96
Crossland, Linda Jane	2010	Mobile Home double listed	\$ 39.38
Crossland, Linda Jane	2011	Mobile Home double listed	\$ 37.97
Johnson, Ruthie	2014	Mobile Home double listed	\$ 23.08
Johnson, Ruthie	2015	Mobile Home double listed	\$ 22.64
			<u>\$ 331.29</u>

**Motion: Commissioner Wright made a motion to approve the Tax Releases totaling \$331.29, seconded by Commissioner Thomas.**

**Action: The motion was carried 5-0.**

b. Mrs. Gibson presented a request for release of taxes for parcel #494850301086, owned by E.T. Brock, Jr., due to a change in value resulting from a zoning change in 2009 initiated by the County. He has appealed the value to the Board of Equalization & Review for 2016 and requested a change in zoning back to residential.

YEAR	REDUCTION IN VALUE	RELEASE AMOUNT
2015	\$ 28,570	\$ 239.98
2014	\$ 28,570	\$ 234.27
2013	\$ 50,650	\$ 169.34
2012	\$ 20,650	\$ 169.34
2011	\$ 20,650	\$ 169.34
Total Requested		\$ 982.27
		plus interest

**Motion: Vice Chairman Southerland made a motion to approve the release totaling \$982.27 for parcel #494850301086, seconded by Commissioner Hunt.**

**Action: The motion was carried 5-0.**

## **ITEM 6. HEALTH DEPARTMENT**

Ms. Helene Edwards addressed the Board. The contract with North Carolina Alliance of Public Health Agencies for 2016-2017 (shown as Item 6a on the agenda) will be held until some issues with the contract are resolved.

The Memorandum of Agreement with Richmond County is a withdrawal of funds from a joint Maternal and Child Health grant that Hoke County is participating in with Cumberland, Montgomery, and Richmond counties. Richmond is the lead county and funds will be requested through them. This withdrawal of funds in the amount of \$76,150.33 will be used for supplies.

**Motion: Commissioner Wright made a motion to approve the Memorandum of Agreement with Richmond County, seconded by Vice Chairman Southerland.**

**Action: The motion was carried 5-0.**

Ulva Little, Health Educator for the Health Department, presented the 2015 Community Health Assessment. The Community Health Assessment is prepared every four years and is intended to determine the top health priorities of the area and identify ways to address them.

The leading causes of death in Hoke County are heart disease, cancer and Chronic Obstructive Lower Respiratory Disease. The top community health problems are diabetes, cancer and teenage pregnancy. Hoke County Health Department intends to address through education and partnering with the community. Roughly 37% of county residents have health insurance, 20% rely on Medicaid and 18% have a co-pay or pay for health care out of pocket. The Health Department serves all ages and genders, regardless of their ability to pay. The Health Department also offers education programs and wellness coaching.

## **ITEM 7. UTILITIES DEPARTMENT**

Utilities Director Hilton Villines presented a change order for the NC 211 Water Main Replacement project for a horizontal correction to the location of a directional bore, so that it will not interfere with other utilities and DOT apparatus. All work related to this project will be reimbursed by the DOT.

Mr. Villines also presented the Board with a sewer waiver request for the Dollar General proposed for the intersection of Brock Road and Wayside Road. The cost of running a gravity sewer line to the proposed location is cost-prohibitive. Commissioner Hunt added that other factors that should be considered are the creation of jobs and potential tax revenue.

**Motion: Commissioner Hunt made a motion to approve the change order for the NC 211 Water Main Replacement project and the sewer waiver for the Brock Road Dollar General, seconded by Commissioner Wright.**

**Action: The motion was carried 5-0.**

**ITEM 8. AMENDMENT TO CONTRACT WITH HOKE COUNTY EMS**

Mr. Robert Godwin, Director of the Hoke County EMS, addressed the Board to propose the relocation of two EMS units into outlying areas of the county. These locations, at Rockfish Fire Department and Pinehill Fire Department, would serve as substations for Hoke County EMS. Mr. Godwin said he's spoken with the chiefs of both fire departments and both are in agreement for the units to be placed at their locations. The County Attorney said an amendment to the existing contract would be necessary. Mr. Godwin continued by saying the goal is to reduce response times in emergency situations.

**Motion: Vice Chairman Southerland made a motion to approve the request by Hoke County EMS to relocate two units, one at Rockfish Fire Department and one at Pinehill Fire Department, seconded by Commissioner Thomas.**

**Action: The motion was carried 5-0.**

**ITEM 9. REQUEST TO RENAME BLUE SPRINGS COMMUNITY BUILDING**

Mrs. Jacqueline Hunt Chavis approached the Board to ask for their consideration in renaming the Blue Springs Community Building to honor the life of her father, Mr. James Albert Hunt. Mr. Hunt was the first Native American elected to the Hoke County Board of Commissioners, serving from 1974 to 1986. Mr. Hunt was a successful businessman who had made innumerable contributions to the community. Renaming the building would honor the life and memory of Mr. James Albert Hunt. Several members of the community were in attendance at the meeting in support of renaming the building and, in addition to Mrs. Chavis, several persons spoke of their experiences with Mr. Hunt and the high esteem in which he was held. Speakers included Mr. E.T. Brock, Jr., Mr. Larry Chason and Mrs. Judy Pittman. Additionally, Commissioner Hunt spoke of the guidance Mr. James Albert Hunt provided to him when he was beginning his service as a County Commissioner. Chairman Leach agreed that it is important to the Board to honor those persons who served Hoke County so well. Vice Chairman Southerland said that he'd known the Hunt family for years and wished to echo the praises spoken by the citizens in attendance and his fellow Board members.

**Motion: Commissioner Hunt made a motion to rename the Blue Springs Community Building to the James Albert Hunt Community Building, seconded by Vice Chairman Southerland.**

**Action: The motion was carried 5-0.**

Commissioner Hunt added that, when the sign is prepared, it be covered and an unveiling ceremony be held. Chairman Leach agreed.

**ITEM 10. MANAGER'S REPORT**

Vice Chairman Southerland and the County Manager led an effort to make psychiatry services available to some of the citizens of Hoke County. Sandhills Center agreed and the Health Department will provide tele psychiatry equipment. This service will be available by July 1, 2016.

The Manager reminded the Board that they need to provide her with recommendations for the DOT committee. She asked the Board to please get her some names at their earliest convenience.

Chairman Leach informed the Board that by July 1, 2016 the Senior Services Department will be prepared to add the additional 25 meals that were approved during the budget sessions. Chairman Leach commended Commissioner Wright for leading this effort.

Vice Chairman Southerland suggested that there be some sort of "suggestion box" system created to enable citizens to voice their ideas about how the county can better communicate budget information and other information to the public. Commissioner Thomas added that it would be helpful to make information available to citizens so that when they speak during a public hearing on the budget, they will know what is included in the budget.

Chairman Leach added that a copy of the approved budget is available in the library and in the Clerk's office.

Commissioner Hunt recommended that a summary page or index with definitions explaining finance and budgetary terms such as revenue or capital outlay might be helpful. In addition, citizens might benefit from better understanding the budget process, for example when items are added to the budget it becomes necessary for the Manager and Finance Director to find the source of the funds required. Commissioner Thomas suggested that a page summarizing new positions and other items such as vehicles would be helpful.

Chairman Leach commended the County Manager on the great job she did on the recommended budget.

## **ITEM 11. CLOSED SESSION**

**Motion: Commissioner Thomas made a motion to go into closed session for the purpose of discussing personnel, North Carolina General Statutes §153A-98 & §143-318.11(a)(1)&(6), seconded by Commissioner Wright.**

**Action: The motion was unanimously carried.**

No action was taken during the closed session.

**Motion: Vice Chairman Southerland made a motion to come out of closed session and go back into regular session, seconded by Commissioner Thomas.**

**Action: The motion was unanimously carried.**

Chairman Leach thanked everyone for attending.

## **ITEM 12. RECESS**

There being no further business to come before the Hoke County Board of Commissioners, Commissioner Hunt made a motion to recess until 2:00 pm Tuesday, June 28, 2016 for the purpose of completing and adopting the FY 2016-2017 budget, seconded by Commissioner Wright. The motion was unanimously carried. The meeting was recessed at 8:45 p.m.

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Recessed meeting of the Hoke County Board of Commissioners from Monday, June 20, 2016 to Tuesday, June 28, 2016 at 2:00 pm in the Commissioners Room of the Pratt Building for the purpose of completing and adopting the FY 2016-2017 budget.

### MEMBERS PRESENT:

James Leach, Chairman  
Harry Southerland, Vice Chairman  
Tony Hunt  
Robert Wright  
Allen Thomas, Jr.

### OTHERS PRESENT:

Letitia Edens, County Manager  
Grady Hunt, County Attorney  
Gwen McGougan, Clerk to the Board

Chairman Leach called the recessed meeting back to order with a quorum present. Commissioner Hunt gave the invocation.

## **ITEM 1. FY 2016-2017 BUDGET**

### **a - DISCUSSION**

Chairman Leach asked the County Manager if she had a balanced budget. She replied that she did.

Commissioner Thomas asked the Manager if she could outline the new full-time positions included in the budget. She listed 7 in DSS, one permanent and the remainder time-limited, 1 Public Health Nurse, 1 Telecommunicator, and 1 IT Support Technician. There is also a part-time Veteran's Services Officer.

Commissioner Thomas asked about the allocation of new vehicles in the budget. The Manager replied that there are ten new vehicles for the Sheriff's Department, one for the Health Department and one in Senior Services.

Chairman Leach stated that there was additional funds added for Sheriff's Department uniforms. The Manager added that there is \$11,000 included for the purchase of a cabinet required by OSHA for storage of equipment.

Vice Chairman Southerland asked the Manager about the Cost of Living Allowance (COLA). She replied that included in the budget is a 2.5% COLA for all permanent full- and part-time employees and a \$300 Christmas bonus for full-time employees and a \$200 Christmas bonus for part-time employees.

The Sheriff asked for an additional 2.5% increase for his employees that the Board will need to decide on. Commissioner Wright added that the Sheriff has proposed eliminating the three new positions he had requested in his budget and using those funds to give his employees the pay increase. Vice Chairman Southerland said that Hoke County has a first-class sheriff and a first-class sheriff department and he supports this proposal, adding that this pay increase will reduce the issue of new law enforcement being hired and trained by Hoke County and then leaving for other cities and counties. Commissioner Thomas asked if the funds are available for this additional increase in the proposed budget or will it have to be reworked to find the money. The Manager replied that eliminating the salaries and benefits for the additional positions will provide enough money to make the additional increase possible.

Commissioner Wright asked the Manager to elaborate on the additional vehicles in the budget for the Sheriff Department. Mrs. Edens explained that the Sheriff had originally requested 18 vehicles. The new vehicles are All Wheel Drive and cost roughly \$42,000 each after the radios and other necessary equipment is installed. Approximately \$420,000 is allotted in the 2017 Sheriff Department budget for vehicles.

Chairman Leach said that the Board understands that the Sheriff Department will need additional employees in the future due to the county's growth. Vice Chairman Southerland added that Hoke County is competing with surrounding counties for trained law enforcement officers and a pay increase is necessary for Hoke to retain experienced personnel.

Commissioner Wright highlighted some of the items in the new budget. They are: new computers for every student, repair of gym floors, and a freezer for the school system to allow them to store items purchased in bulk. Also in the budget are a splash pad for the children, basketball courts at the park, and extra meals for the Senior Services meal program. Also included are the new positions in DSS and the Health Department. The Manager added that the addition of a part-time Veterans Service Officer will allow the Veterans Service office to be open full-time which is very much needed in Hoke County.

Commissioner Thomas thanked the law enforcement officers, many of which were in attendance, for their loyalty to the county as well their hard work. He continued by saying the Board is pleased to support them and look forward to continuing to support them in the future.

Commissioner Thomas continued by saying he'd like to revisit the new positions for DSS. At the June 2, 2016 special meeting, the Board agreed to make two of the time-limited positions permanent. The DSS Director has determined that the two positions that should be made

permanent are the Income Maintenance Caseworker I for Child Medicaid and the Income Maintenance Caseworker II for Adult Medicaid. Chairman Leach asked the Manager if this would affect her budget numbers and she said that it wouldn't. The positions are included as limited-time positions. The effect it would have would be that, if left time-limited, the Board would have to reapprove the positions each year. Vice Chairman Southerland asked Commissioner Thomas if he is sure that he wants to leave the IM Caseworker III position as one of the time-limited positions. Commissioner Thomas replied that they would prefer to make that position permanent. But the Medicaid positions are where most of the backlog is and the need is greatest. The County Manager added that there is also an Office Assistant position included in this budget. Commissioner Hunt asked for confirmation that there are three full-time permanent positions approved. The Manager said yes. The Office Assistant and the two before the Board today. Vice Chairman Southerland asked if this is consistent with the DSS Board's wishes. Commissioner Thomas said yes.

**Motion: Commissioner Thomas made a motion to include the IM Caseworker I and IM Caseworker II positions in the budget as permanent full-time positions, seconded by Vice Chairman Southerland.**

Commissioner Hunt said the record needs to reflect that DSS is requesting that the positions to be made full-time permanent are the Office Assistant, the IM Caseworker I for Child Medicaid and the IM Caseworker II for Adult Medicaid. Commissioner Thomas asked the DSS Director if she stands by her decision to make these specific positions permanent. Della Sweat, the DSS Director, confirmed that she does stand by these positions. These positions will be the most helpful in reducing overtime in the department.

**Motion: Commissioner Wright made a motion to amend the motion to add the IM Caseworker III to the original motion making the IM Caseworker I and IM Caseworker II and Office Assistant positions permanent, seconded by Commissioner Thomas.**

**Action: The motion was carried 5-0.**

#### **b - ADOPT BUDGET ORDINANCE**

**Motion: Commissioner Hunt made a motion to approve the 2016-2017 Budget Ordinance as presented this date by the County Manager, seconded by Commissioner Thomas.**

**Action: The motion passed unanimously.**

**COUNTY OF HOKE  
BUDGET ORDINANCE  
FY 2016 – 2017**

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

Section 1. APPROPRIATIONS: The following amounts are hereby appropriated in the General fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

GOVERNING BODY	274,861
ADMINISTRATION	814,981
HUMAN RESOURCES	178,560
FINANCE	433,095
TAX ADMINISTRATION	463,191
TAX COLLECTIONS	273,448
DEPT. OF MOTOR VEHICLE	252,320
LEGAL	103,950
COURT FACILITIES	134,061
ELECTIONS	279,782
REGISTER OF DEEDS	208,582
NON DEPARTMENTAL	1,065,311
INFORMATION TECHNOLOGY	551,639
CENTRAL GARAGE	80,878
PUBLIC BUILDINGS	1,124,505
GROUNDKEEPING MAINTENANCE	75,024
SHERIFF	5,370,234
COMMUNICATIONS	969,860
JAIL	3,885,476
EMERGENCY MANAGEMENT	168,288
INSPECTIONS	230,701
MEDICAL EXAMINER	60,000
ANIMAL CONTROL	267,625
JUVENILE JUSTICE	120,520
TRANSPORTATION (HATS)	1,417,290
PLANNING & ZONING	128,029
ECONOMIC DEVELOPMENT	76,345
COOPERATIVE EXTENSION	378,728
SOIL & CONSERVATION	62,993
HEALTH ADMINISTRATION	2,673,865
HEALTH PRIMARY CARE	37,800
COMUNICABLE DISEASE	27,500
BIOTERRORISM	20,250
BREAST & CERVICAL	11,475
WOMEN'S PREVENTIVE HEALTH	56,000
CHILD HEALTH	44,046
CHILD SERVICES COORDINATOR	15,000
NC PARTNERSHIP FOR CHILDREN	3,000
MATERNAL CARE	35,500

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Budget Ordinance FY 2017

ACTIVE ROUTES TO SCHOOL PROJECT	16,975
IMMUNIZATION	16,000
PREGNANCY CARE MANAGEMENT	18,392
ENVIRONMENTAL HEALTH	23,600
HEALTH EDUCATION	8,000
WIC CLIENT SERVICES	44,700
WIC NUTRITION	2,000
WIC ADMINISTRATION	1,100
WIC BREAST FEEDING	3,500
WIC BREAST FEEDING PEER COUNSELING	9,950
DSS ADMINISTRATION	4,590,807
WORK FIRST BLOCK GRANT	43,000
PROGRAM INTEGRITY	750
PUBLIC ASSISTANCE	1,103,078
DSS IV D	82,833
TITLE XX	3,074,362
DSS ELIGIBILITY	4,500
DSS FOOD STAMPS	17,400
VETERANS SERVICE	40,713
SENIOR SERVICES	865,319
PUBLIC SCHOOLS	8,784,637
COMMUNITY COLLEGES	499,523
LIBRARY	356,201
LITERACY COUNCIL	64,037
RECREATION	640,003
SPECIAL APPROPRIATIONS	1,779,679
<b>TOTAL</b>	<b>\$44,465,772</b>

Section 2. REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

AD VALOREM TAXES	24,410,990
SALES TAXES	5,995,011
PAYMENT IN LIEU OF TAXES	11,300
PRIVILEGE LICENSCE TAXES	180,000
FRANCHISE TAXES	15,000
TAX ADMINISTRATION REVENUES	136,000
COURT FACILITY FEES	50,000
ELECTIONS REVENUES	6,500
REGISTER OF DEEDS FEES	294,000
SHERIFF REVENUES	383,000
JAIL REVENUES	154,400
INSPECTIONS FEES	652,000
ANIMAL CONTROL FEES	29,500
JUVENILE JUSTICE REVENUE	120,520

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Budget Ordinance FY 2017

TRANSPORATION REVENUE	957,635
PLANNING AND ZONING REVENUE	115,700
ECONOMIC DEVELOPMENT REVENUE	16,000
COOPERATIVE EXT. REVENUE	110,913
HEALTH	1,835,328
SOCIAL SERVICES	6,497,033
VETERAN SERVICES	1,500
SENIOR SERVICES	372,875
LIBRARY REVENUE	4,000
RECREATION REVENUE	84,800
ABC DISTRIBUTIONS	94,500
SALE OF MATERIALS/FIXED ASSESTS	10,000
MISCELLANEOUS REVENUE	872,000
TRANSFERS IN	700,000
FUND BALANCE APPROPRIATED	335,267
<b>TOTAL</b>	<b>\$44,465,772</b>

Section 3. There is hereby levied a tax at the rate of seventy-five cents (\$.75) per one hundred dollars (\$100.00) valuation of property listed as of January 1, 2016, for the purpose of raising revenue included in "Ad Valorem Current Year" in the General Fund in Section 2 of this ordinance.

This is based on an estimated total valuation of property for the purpose of taxation of \$2,967,839,466 and an estimated collection rate of 95%. The estimated rate of collection is based on the fiscal year 2015 collection rate of 95%.

Section 4. EXPENDITURES: The following amounts are hereby appropriated in the Fire District Fund for the operation of fire protection services for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this county:

North Raeford Fire District	212,645.00
Puppy Creek Fire District	879,000.00
Rockfish Fire District	435,677.00
Hillcrest Fire District	465,288.00
West Hoke District.	144,116.00
Pine Hill Fire District	133,347.00
Stonewall Fire District	115,970.00
Crestline Fire District	42,152.00
Antloch Fire District	150,150.00
North Scotland Fire District	12,250.00
<b>Total Appropriations</b>	<b>\$2,590,595</b>

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Budget Ordinance FY 2017

It is estimated that the following revenue will be available in the Fire District Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

Current and prior Year Taxes **\$2,590,595**

Section 5. There is hereby levied the following tax rate for the ten (10) Fire Districts in the County:

North Raeford Fire District	0.10
Puppy Creek Fire District	0.08
Rockfish Fire District	0.09
Hillcrest Fire District	0.09
West Hoke Fire District	0.09
Pine Hill Fire District	0.09
Stonewall Fire District	0.08
Crestline Fire District	0.10
South Antioch	0.10
North Scotland	0.05

Section 6. EXPENDITURES: The following amounts are hereby appropriated in the Sanitation Fund for the Operation of the County Transfer Station and County Solid Waste Collection System for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

Solid Waste – Administration	975,278
Solid Waste – Operations	1,875,152
<b>Total Appropriation</b>	<b>\$2,850,430</b>

Section 7. REVENUES: It is estimated that the following revenues will be available in the Sanitation Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Solid Waste Collection Fees @ \$128.00/Household	2,190,000
Residential Credits/Tax Abatements	(300,000)
Transfer Station Tipping Fees @ \$50.75/Ton	793,430
Scrap Tire Tax	45,000
MISC . INC	3,000
Solid Waste Disposal Tax	45,000
Scrap Metal Sales	30,000
Investment Earnings	44,000
	-
<b>Total Appropriation</b>	<b>\$2,850,430</b>

**Section 8. EXPENDITURES:** The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the County's Water and Sewer System for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

Water – Administration	2,533,443
Water – Distribution	2,069,470
Water – Treatment	1,206,424
Sewer Plant	1,219,603
Sewer	679,365
<b>Total Appropriations</b>	<b>\$7,708,305</b>

**Section 9. REVENUES:** It is estimated that the following revenues will be available in the Water Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

Water Payments	4,388,672
Tap Fees	75,000
Reconnect Fees	130,000
FIF Water	135,000
FIF Sewer	100,000
Sewer Fees	1,071,936
Late Fees	175,000
Rate Stabilization Fees	310,000
Fund Balance Appropriated	1,163,292
Other Revenues	159,405
<b>Total Estimated Revenues</b>	<b>7,708,305</b>

**Section 10. EXPENDITURES:** The following amounts are hereby appropriated to the School Capital Reserve Fund for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

<b>Total Transfers</b>	<b>\$700,000</b>
------------------------	------------------

**Section 11. REVENUES:** It is estimated that the following revenues will be taken from fund balance for the School Capital Reserve Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

<b>Total Fund Balance Appropriated</b>	<b>\$700,000</b>
--	------------------

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Budget Ordinance FY 2017

**Section 12. EXPENDITURES:** The following amounts are hereby appropriated to the E-911 System for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

Total E-911	\$324,130
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**Section 13. REVENUES:** It is estimated that the following revenues will be collected through E-911 Fees for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

Total E-911 Fees	\$324,130
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**Section 14.** The following amount is appropriated for the Register of Deeds Automation Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

ROD Automation Fund	\$25,000
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**Section 15.** It is estimated that the following transfer from the General Fund will be made to the ROD Automation Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

ROD Automation General Fund Transfer	\$25,000
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**Section 16.** The following amount is appropriated for the Asset Forfeiture Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

Asset Forfeiture Fund	\$20,000
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**Section 17.** It is estimated that the following revenues will be available to the Asset Forfeiture Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

Asset Forfeiture Fund	\$20,000
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Page 7 of 7  
Budget Ordinance FY 2017

Section 18. The following amount is appropriated for the Inmate Welfare Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this County:

Inmate Welfare Fund \$87,500

Section 19. It is estimated that the following revenues will be collected by the Inmate Welfare Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

Inmate Welfare Fund \$87,500

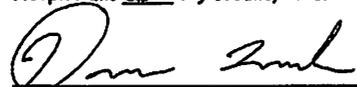
Section 20. The Finance Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions: He may transfer amounts not to exceed \$5,000.00 between operating expenditures within a department without Board approval. Transfers shall receive approval by the County Manager and the Hoke County Board of Commissioners shall be notified in writing of the transfer at the next scheduled board of commissioners meeting.

Section 21. The County Manager is hereby authorized to enter into contracts on behalf of the County in an amount not to exceed \$10,000 per contract in a fiscal year. All other contracts for all departments must be approved by the Board of Commissioners.

Section 22. There is hereby authorized a reimbursement at the prevailing IRS per mile rate to employees who are required to use personal vehicles for county business.

Section 23. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board, Budget Officer, Finance Director, and Tax Assessor to be kept on file and for their direction in the disbursement of funds.

Adopted this 28<sup>th</sup> day of June, 2016.

  
James Leach, Chairman



Chief Deputy Hammond read a letter to the Board from the Sheriff, who had a conflict and couldn't attend this meeting. The letter thanked the Board of Commissioners for their support. The Sheriff understands that the provisions that the Board made for his department were a challenge, but this will also provide an incentive for the Sheriff Department to work even harder. The letter concluded by thanking the County Manager, Mrs. Letitia Edens, for her assistance in the budget process and her valuable input in setting strategy and public safety priorities.

Emergency Management Director Freddy Johnson presented the Board with a framed collage featuring various sites in Hoke County. This is the picture as the one for Hoke County that hangs in the State Emergency Management Office.

**c - 2016-2017 DEPARTMENTAL CONTRACTS**

The following contracts were presented for Board approval:

Jail	Southern Health Partners	7/1/2016	Amend 2007 contract to increase cost po
Jail	Edward Purcell	7/1/2016	Janitorial services: floor maintenance
	Partnership for Children	7/1/2016	Lease for mobile preschool classroom un
HATS	Vocational Options		Transportation for clients
HATS	NC Div of Vocational Rehabilitation Services		Transportation for clients
HATS	Hoke County Exceptional Children		Transportation for clients
HATS	Children's Developmental Center		Transportation for clients
HATS	Hoke DSS		Transportation for clients
HATS	Hoke Senior Services		Transportation for clients
HATS	Hoke Parks & Recreation		Transportation for clients
Senior Services	Melinda Brown	7/1/2016	In-Home Aide
Senior Services	Divine Home Health Care	7/1/2016	In-Home Level II Services
Senior Services	Monique N. Auguste	7/1/2016	Pharmacist services
Senior Services	Lumber River Area Agency on Aging		Health & Community Care Block Grant Meals, In-Home Services, Transportation
Health	Bethea Cleaning Service	7/1/2016	Custodial services
Health	Allen Brown	7/5/2016	Mid-Level Provider
Health	Norma Medina	7/1/2016	Interpreter/Office Assistant
Health	Clara Hopkins	7/1/2016	Interpreter/Patient Relations Representa
Health	Sugeys Reyes	7/1/2016	Interpreter/Patient Relations Representa
Health	Carmen Ramirez-Miron	7/1/2016	Interpreter/Patient Relations Representa
Health	Carmen Ramirez	6/1/2016	WIC BF Peer Counselor
DSS	Hoke County Sheriff	7/1/2016	Security, Court services
DSS	Divine Home Care	7/1/2016	In-Home Services
DSS	HATS	7/1/2016	Transportation for clients
DSS	The Charleston Group	7/1/2016	Legal services

**Motion: Commissioner Wright made a motion to adopt Item 1c, 2016-2017 Departmental Contracts, seconded by Vice Chairman Southerland.**

**Action: The motion was unanimously carried.**

**ITEM 2. INSPECTIONS FEE SCHEDULE REVISION**

The County Manager presented a revised Fee Schedule for the Inspections Department. Fire inspection fees will now be collected by Emergency Management as part of the Fire Marshal's responsibilities. This schedule removes the fire inspection fees from the Inspections Department's schedule and places them as part of the Fire Prevention & Protection Ordinance. This will separate the different functions. Further discussion with the Board and County Attorney will be necessary to establish a procedure for citations and violations.

**HOKE COUNTY INSPECTION DEPARTMENT**  
**PERMIT FEE SCHEDULE**

Square foot and Graduated Fee Scale will be calculated for each Permit as Listed.  
**The higher permit fee calculated will be used.**

**New Construction Basic Permit Requirements:**  
(This does not cover other permits that may be required)

<b><u>New Construction/Residential</u></b>	<b><u>Heated/Unheated</u></b>
<b><u>Processing Fee</u></b>	<b><u>\$200.00 Non-Refundable</u></b>
<b><u>Building</u></b>	<b><u>\$0.35/sq.ft.</u></b>
<b><u>Electrical Panel</u></b>	<b><u>\$200.00/\$0.25 per amp over 200 amps</u></b>
<b><u>Mechanical HVAC</u></b>	<b><u>\$100.00/\$10.00 over 5 tons</u></b>
<b><u>Plumbing only</u></b>	<b><u>\$200.00 per dwelling</u></b>
<b><u>Insulation</u></b>	<b><u>\$100.00 per dwelling</u></b>
<b><u>Residential Recovery Fund for NC Licensed GC</u></b>	<b><u>\$10.00 Fee</u></b>
<b><u>New Construction/Commercial</u></b>	<b><u>Heated/Unheated</u></b>
<b><u>Building</u></b>	<b><u>\$0.55/sq.ft. or Graduated Fee Scale</u></b>
<b><u>Electrical</u></b>	<b><u>Standard or Graduated Fee Scale</u></b>
<b><u>Mechanical</u></b>	<b><u>Standard or Graduated Fee Scale</u></b>
<b><u>Plumbing</u></b>	<b><u>Standard or Graduated Fee Scale</u></b>
<b><u>Insulation</u></b>	<b><u>\$100.00 per floor</u></b>
<b><u>Other</u></b>	<b><u>\$50.00 each</u></b>

**Renovation/Up-Fit Permit:**  
(This does not cover other permits that may be required)

<b><u>Residential</u></b>	<b><u>\$0.175/sq.ft.</u></b>
<b><u>Commercial</u></b>	<b><u>\$0.275/sq.ft.</u></b>
<b><u>Graduated Fee Scale</u></b>	<b><u>Cost of Project</u></b>

**Manufactured Home Basic Permit Requirements:**  
(This does not cover other permits that may be required or Modular Buildings)

<b><u>All Single, Double and Triple-Wide</u></b>	
<b><u>Set-up</u></b>	<b><u>\$200.00</u></b>
<b><u>Electrical</u></b>	<b><u>\$ 75.00</u></b>
<b><u>Plumbing</u></b>	<b><u>\$ 60.00</u></b>
<b><u>Mechanical</u></b>	<b><u>\$ 100.00</u></b>

**Moving Building:**

Inspection require before moving.

- Note:
- 1) Mover must provide copy of license.
  - 2) Mover must post bond to the county in the amount of \$500.00 to ensure the property is cleaned once the home has been moved. This applies to homes within the county.

*Agenda Item #2*  
*Approved 6/28/2016*

**Electrical Permits:**

New Construction (up to 200 amp per panel)	\$200.00
Each additional amp above 200 amps	\$0.25
Temporary Construction Service (60 amp service)	\$50.00
Service Pole (100amp Maximum for pump, fences, gates, etc.)	\$50.00
Low Voltage (each system)	\$150.00
HVAC Wiring (per unit)	\$50.00
Hood Suppression Service (per hood)	\$150.00
Fire Alarm (per system)	\$150.00
Service Change (up to 200amp per panel)	\$100.00
Each additional amp above 200amps	\$0.25
Graduated Fee Scale	See scale
Other	\$50.00 each

**Plumbing Permits:**

New Construction (per system)	\$200.00
Sewer Connection (per system)	\$40.00
Water Line Connection (per system)	\$40.00
Water heater (per unit)	\$40.00
Lawn Sprinkler System (per system)	\$100.00
Residential Fire Sprinkler System (each system)	\$150.00
Backflow Preventer	\$100.00
Grease Trap (per unit)	\$40.00
Other	\$50.00 each

**Mechanical Permits:**

New Installation (per system)	\$100.00
Each Ton Over 5 Tons	\$10.00
Change-Out Up to 5 Tons (per system)	\$60.00
Each Ton Over 5 Tons	\$10.00
Gas Piping (per system)	\$50.00
Commercial Hood (per hood)	\$60.00
Refrigeration, Furnace, Boiler, Conversion, Heat Exchanger, Hot Water Heating System and Commercial Hot Water Heater	Based off BTU's
Up to 100,000 BTU	\$50.00
100,001 to 250,000 BTU	\$60.00
250,001 to 450,000 BTU	\$70.00
450,001 to 650,000 BTU	\$80.00
650,001 to 850,000 BTU	\$90.00
850,001 to 1,500,000 BTU	\$100.00
All over 1,500,000 BTU	\$110.00
Other	\$50.00
Graduated Fee Scale	See scale

**Other Permits:**

ABC Inspection	\$100.00
Tent Permit	\$100.00
Therapeutic Homes Inspection (Group Home, etc.)	\$100.00
Day Care Inspection	\$100.00
Swimming Pool: Includes: National Electrical Code and Residential Building Code (Appendix G Pools)	\$100.00
Generator (includes electrical and fuel supply)	\$200.00
Demolition (each structure)	\$100.00
Cell Towers (each)	\$2500.00

**Sign Permits:**

Lighted Sign (includes electrical)	\$100.00
Non-Lighted Sign (includes electrical)	\$75.00
Subdivision Sign	\$100.00

Freestanding sign drawings must show height from the ground to top of the sign and footing detail and must have engineered footing detail for ground signs over 42".  
 On site detailed plans for installation of any Signs are required for Inspection.

**Graduated Fee Scale based on Cost of Project:**

\$0 - \$ 100,000.00	\$ 0.015 x cost of project
\$ 100,001.00 - \$ 500,000.00	\$ 1500.00 plus \$.0015 x cost of project
\$ 500,001.00 - \$ 1,000,000.00	\$ 2250.00 plus \$.00079 x cost of project
Over \$ 1,000,000.00	\$ 3040.00 plus \$.0009 x cost of project

Graduated fee will apply as applicable.  
 Larger amount of Graduated fee or Standard fee applies.

**Multi-Family Inspection Fees Basic Permit Requirements**

(This does not cover other permits that may be required)

Building	Graduated Scale per building
Electrical	\$50.00 per unit
Plumbing	\$50.00 per unit
Mechanical	\$100.00 per unit
Insulation	\$100.00 per-building
Process	\$200.00 per-building
Sprinklers	See Fire Inspector

**Re-Inspection Fees/Penalties**

1st Re-inspection	\$30.00
2nd Re-inspection	\$60.00
3rd Re-inspection	\$90.00
Re-inspection after 3rd inspection	Doubles each time after 3rd Re-inspection

**All fees will be double if work begins without a permit.**

**HOKE COUNTY INSPECTION DEPARTMENT**  
**PLAN REVIEW FEE SCHEDULE**

**Plan Review Fee Information**

<b>Building Plans Review Fee:</b>			
<i>Building Plans Review</i>			
	Up to 5,000 sq./ft.		\$100.00
	5,001 to 10,000 sq./ft.		\$200.00
	10,001 to 15,000 sq./ft.		\$300.00
	15,001 to 25,000 sq./ft.		\$400.00
	25,001 to 40,000 sq./ft.		\$600.00
	Greater than 40,000 sq./ft.		\$800.00
	Re-Review Fee (applies after first re-review)		1/2 of original fee
<i>Building Plans Review-for projects up to 5,000 sq. ft. only:</i>			
	Electrical Plan Review Only		\$75.00
	Mechanical Plan Review Only		\$75.00
	Plumbing Plan Review Only		\$75.00
<i>Building Plans Review-for other projects;</i>			\$75.00
	Cell Tower		\$75.00
	Small & Minor Project		\$75.00
	Pole Sign		\$75.00
	Retaining wall (engineered)		\$75.00

This fee schedule adopted June 28, 2016 and effective July 1, 2016.

**ITEM 3. AMENDED FIRE PREVENTION & PROTECTION  
ORDINANCE**

As a result of changing the jurisdiction of the issuance of fire inspection permits and collection of fire inspection fees from the Inspections Department to the Emergency Management Department as part of the Fire Marshal's responsibilities, Section 4 of the Fire Prevention & Protection Ordinance will be amended to the following:

## Chapter 4

### FEE ADMINISTRATION

#### Section 4.1 Permit Fees

Permit Fees will be charged according to the current schedule as adopted by the Hoke County Board of Commissioners.

- 4.1.1 An individual permit with appropriate permit fee shall be charged for each event or project.
- 4.1.2 Special use permit fees for specific events, projects or time periods shall be for the amount specified for that particular permit.
- 4.1.3 Special use permits may not be combined.
- 4.1.4 Use permit - appropriate permit fee shall be charged.
- 4.1.5 New fire alarm/sprinkler/standpipe/fire suppression systems - appropriate permit fee shall be charged.
- 4.1.6 Renovations to fire alarms/sprinklers/standpipe/fire suppression systems - appropriate permit fee shall be charged.
- 4.1.7 New installations & removals of storage tanks used for flammable/combustible liquids or hazardous materials - appropriate permit fee shall be charged.
- 4.1.8 Places of assembly - see service and permit fee schedule.  
**County Operations and Buildings, Fire, Rescue, EMS are exempt from operational permit fees. They will still need to get the necessary permits depending on the operation when they are needed. Tents used at funerals are exempt from all fees and do not have to get any permits.**

**\*\*\*NO ONE IS EXEMPT FROM ANY CONSTRUCTION PERMIT FEES OR SPECIAL USE PERMIT FEES\*\*\***

**Except as listed in section 102.10 of NCBC-FPCC**

**PERMITS SHALL BE IN ACCORDANCE WITH SECTION 105 OF THE NORTH CAROLINA BUILDING FIRE CODE ALONG WITH N.C. AMENDMENTS & THE HOKE COUNTY FIRE PREVENTION & PROTECTION ORDINANCE**

**4.1.9 SERVICE AND PERMIT**

**FEE SCHEDULE**

**GENERAL: PERMITS SHALL BE IN ACCORDANCE WITH SECTION 105 OF THE N.C. BUILDING CODE – FIRE PREVENTION AND ITS APPENDIXES ALONG WITH N.C. AMENDMENTS AND THE HOKE COUNTY FIRE PREVENTION AND PROTECTION ORDINANCE**

**PERMITS REQUIRED:** Permits required by this code and ordinance shall be obtained from the fire official. Permit fees, if any, shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designed therein at all times and shall be readily available for inspection by the fire code official.

**TYPES OF PERMITS:** There shall be three types of permits as follows:

(1) **Operational Permit:** An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 and this ordinance for either:

- 1.3 A prescribed period.
- 1.4 Until renewed or revoked.

(2) **Construction Permit:** A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.6 and this ordinance.

(3) **Special Use Permits:** Special use permits are for and/or allows special tests, inspections, certain applications, operations, assemblies, to maintain, store or handle certain materials, special events and services for which a permit is required by section 105.6 of NCBC-FPCC and this ordinance.

**4.1.10 SERVICE AND PERMIT FEE SCHEDULE FOR OPERATIONAL PERMITS**

**OPERATIONAL AND SPECIAL USE PERMITS AND FEES**

<u>Fire Permit Type</u>	<u>Fee</u>
Amusement Buildings Permit	\$100 Per year
Burning Permit - Residential and Farms	No Charge
Burning for Fire Department Training	No Charge

Burning Permit - Bon Fire	\$100 Per event
Carnival and fair	\$100 Per event
Circus tent Permit	\$250 Per event
Covered Mall Building Displays - Includes Gasoline Powered Equipment Permit	\$100 Per event
Exhibits/trade show Permit	\$100 Per event
Explosives Blasting Permit	\$250 Per event
Explosive year around storage or manufacturing Permit	\$500 Per year
Private Fire Hydrant Permit	\$100 Per Hydrant
Fireworks for public display - outdoors Permit	\$250 Per event
Fireworks for public display - indoors Permit	\$450 Per event
Fumigation and thermal insecticidal fogging Permit	\$100 Per event
Hazardous Materials Storage - Includes Flammable/Combustible materials Permit	\$150 Per year
Hazardous Material Manufacturing Facilities Permit	\$250.00 Per year
High-piled or High rack storage Permit	\$150 Per year
LP or gas equipment or vehicle in assembly building Permit	\$100 Per event
Pyrotechnic special effects material Permit	\$100 Per event
Pyroxylin plastic - Storage Permit	\$100 Per year
Special Assemblies Permit - Gun Shows, Craft Shows, etc.	\$100 Per event
Spraying or dipping Permit - includes paint body shops	\$100 Per year

Storage of scrap tires and tire by-products Permit	\$100 Per year
Tents-Structures-Stands used for Display of Fireworks	\$150 - 7 days
Tents-Structures-Stands used for Display of Fireworks	\$250 - 14 days
Tents-Structures-Stands used for Display of Fireworks	\$450 - 30 days
Tents and Canopies Permit - Public usage > 400 Sq. Ft.	\$100 Per event (not to exceed 180 days in a calendar year )
Use of Air Supported Structures Permit	\$100 Per event (not to exceed 180 days in a calendar year )
Temporary kiosks or displays for merchandising	\$100 Per event (not to exceed 180 days in a calendar year )
Tire rebuilding facilities Permit	\$100 Per year
Waste handling (wrecking yards-junk yards-waste handling facilities) Permit	\$100 Per year

**4.1.11 FIRE INSPECTION FEES**

**Fire Inspection Fees**

**All commercial occupancies identified by the NCFPC that require a mandated Fire Inspection as adopted by the Hoke County Commissioners are required to pay an inspection fee determined by square footage of the identified building or facility. (Exemption to Fire Inspection Fees – Churches per the Hoke County Commissioners)**

**Annual Fire Inspections:**

Assembly (A-1, A-2, A-3, A-4, A-5)	Up to 2,500 sq. ft. \$100.00
	2,501-10,000 sq. ft. \$150
	10,001-50,000 sq. ft. \$200
	50,001-100,000 sq. ft. \$250
	100,001-150,000 sq. ft. \$300

	150,001-200,000 sq. ft. \$350
	Over 200,000 sq. ft. \$350
<b>Factory/Industrial:</b>	Up to 2,500 sq. ft. \$100
	2,501-10,000 sq. ft. \$150
	10,001-50,000 sq. ft. \$200
	50,001-100,000 sq. ft. \$250
	100,00 -150,000 sq. ft. \$300
	150,001-200,000 sq. ft. \$350
	Over 200,000 sq. ft. \$400
<b>Educational:</b>	
Day Cares (Not in residential home)	Up to 2,500 sq. ft. \$100
Public and Private Schools (Inspected every 6 months)	2,501-10,000 sq. ft. \$150
	10,001-50,000 sq. ft. \$200
	50,001-100,000 sq. ft. \$250
	100,001-150,000 sq. ft. \$300
	150,001-200,000 sq. ft. \$350
	Over 200,000 sq. ft. \$400
<b>Hazardous:</b>	Up to 2,500 sq. ft. \$100
	2,501-10,000 sq. ft. \$150
	10,001-50,000 sq. ft. \$200
	50,001-100,000 sq. ft. \$250
	100,001-150,000 sq. ft. \$300
	150,001-200,000 sq. ft. \$350
	Over 200,000 sq. ft. \$400
<b>Institutional:</b>	

<b>Nursing Home, Hospital, Mental Health Facility, Rest Homes, Assisted-Living, Group Home,</b>	<b>Up to 2,500 sq. ft. \$100</b>
<b>Jail -Detention Center</b>	<b>2,501-10,000 sq. ft. \$150</b>
	<b>10,001 -50,000 sq. ft. \$200</b>
	<b>50,001-100,000 sq. ft. \$250</b>
	<b>100,001-150,000 sq. ft. \$300</b>
	<b>150,000-200,000 sq. ft. \$350</b>
	<b>Over 200,000 sq. ft. \$400</b>
<b>High-Rise:</b>	<b>Up to 2,500 sq. ft. \$100</b>
	<b>2,501-10,000 sq. ft. \$150</b>
	<b>10,001-50,000 sq. ft. \$200</b>
	<b>50,001-100,000 sq. ft. \$250</b>
	<b>100,001-150,000 sq. ft. \$300</b>
	<b>150,001-200,000 sq. ft. \$350</b>
	<b>Over 200,000 sq. ft. \$400</b>
<b>Residential:</b>	
<b>Day Care (in a residence)</b>	<b>\$100 Per visit</b>
<b>Family Care (in a residence)</b>	<b>\$100 Per visit</b>
<b>Foster Home (in a residence)</b>	<b>\$100 Per visit</b>
<b>Group home</b>	<b>\$100 Per visit</b>
<b>Apartments, Boarding house Hotels, Dorms</b>	<b>1-10 units \$100</b>
	<b>11-20 units \$150</b>
	<b>21-40 units \$200</b>
	<b>41-100 units \$250</b>
	<b>101-200 units \$300</b>
	<b>201-300 units \$350</b>

301-400 units \$400  
 401-500 units \$450  
 Over 500 units \$500

**2 and 3-Year Fire Inspection Fee – per Chapter #9:**

Up to 2,500 sq. ft. \$100  
 2,501-10,000 sq. ft. \$150  
 10,000 -50,000 sq. ft. \$200  
 50,001- 100,000 sq. ft. \$250  
 100,001-150,000 sq. ft. \$300  
 150,001-200,000 sq. ft. \$350  
 Over 200,000 sq. ft. \$400

**Additional Inspections:**

A.L.E. - ABC Inspection  
 Courtesy/Requested Inspections

\$100 per visit  
 \$100 Per visit

**Re-Inspections:**

1st Re-inspection fee  
 2st Re-inspection fee  
 3st Re-inspection fee

No cost  
 \$60 per visit  
 \$90 per visit

(Re-Inspection Fee doubles each time after the 3<sup>rd</sup> Re-Inspection)

**4.1.12 SERVICE AND PERMIT FEE SCHEDULE FOR CONSTRUCTION PERMITS**

**CONSTRUCTION PERMIT and RE-INSPECTION FEES (For Mandatory Permits)**

Re-inspection - New construction or Renovation	1 <sup>st</sup> Re-Inspection	No Cost
Re-inspection - New construction or Renovation	2 <sup>nd</sup> Re-Inspection	\$ 60.00
Re-inspection - New construction or Renovation	3 <sup>rd</sup> Re-Inspections	\$100.00

Re-inspection - New construction or Renovation	4th >	\$200.00
New Sprinkler/Standpipe/Fire Pump Permit		\$150.00
New Fire Alarm System Permit		\$150.00
New Automatic Fixed Suppression System Permit		\$150.00
New Private Fire Hydrant Inspection Permit		\$100 Per Hydrant
Standpipe Systems Renovation Permit		\$100.00
Fixed Fire Suppression System Renovation Permit		\$100.00
Fire Alarm System Renovation Permit		\$100.00
Sprinkler System Renovation Permit		\$100.00
Storage Tanks and piping containing or used for Flammable/Combustible Liquids or Hazardous Materials (Aboveground or Underground)		
Removal		\$150 Per tank
New Installation		\$150 Per tank
Renovation		\$150 Per tank

**4.1.13 PLANS REVIEW FEE SCHEDULE FOR CONSTRUCTION PERMITS**

Sprinkler Plan Review	\$100.00 Per Riser
Fire Alarm Plan Review	\$100.00 Per 50 Devices

Tank Plan Review	\$100.00 Per Tank
Fixed Fire Suppression System Plan Review	\$100.00 Per System

**Fire Marshal's Office – Fire Code Plans Review Fees (Includes Site Plan Review):**

*Fire Code Plans Review Only*

Up to 5,000 sq ft	\$100.00
5,001 to 10,000 sq ft	\$150.00
10,001 to 15,000 sq ft	\$200.00
15,001 to 25,000 sq ft	\$250.00
25,001 to 40,000 sq ft	\$300.00
Greater than 40,000 sq ft	\$350.00
Re-Review Fee (applies after first re-review)	1/2 of original fee

*Fire Code Plans Review-for other projects:*

Cell Tower	\$75.00
Small & Minor Project	\$75.00
Pole Sign	\$75.00
Small & Minor Project	\$75.00
Pole Sign	\$75.00
Retaining wall (engineered)	\$75.00
Retaining wall (engineered)	\$75.00

**Any person or contractor beginning work on any project requiring a plans review or permit prior to obtaining that permit will be subject to a Civil Citation and Double Permit Fee.**

**4.2 CIVIL CITATION FEES**

**4.2.1 ISSUANCE OF NOTICE OF VIOLATIONS OR CIVIL CITATIONS BY FIRE INSPECTORS**

North Carolina State certified fire inspectors of the Hoke County Fire Marshal's Office are empowered to issue notices of violation and civil citations when such fire inspectors have reasonable cause to believe that any person or business has violated any provision of the North Carolina State Building Code, Fire Prevention Code, as amended, or this ordinance. The notice of violation or civil citation may be delivered in person to the violator or, if the violator cannot be readily found, the notice of violation or civil citation may be mailed by certified mail. The notice of violation or civil citation shall specify the penalty to be imposed on the violator and shall direct the violator to appear to the Fire Marshal's office within 30 days to pay the penalty or, alternatively, to pay the penalty by mail.

4.2.2 The notice of violation may specify a period (minimum of 30 days and maximum of 90 days) during which the violator must correct the violation. If the violation is not corrected within the specific time, the violator shall be guilty of a new and separate offense.

Violation(s) consisting of locked and/or blocked exits, impedance of the occupants to quickly evacuate a structure or premise, or conditions posing imminent danger to the occupants on or about the premise or Violation (s) of Occupancy Limits established pursuant to the North Carolina State Building and/or Fire Code must be fixed / corrected during the time of the inspection if at all possible.

4.2.3 On a first or second offense, if the violator does not pay the penalty within 30 days after issuance of the notice of violation or civil citation, a delinquency charge of \$10.00 will be added to the amount specified in the notice of violation or civil citation and the notice of the delinquency charge shall be mailed to the violator. A criminal summons or warrant may be issued if the penalty plus delinquency charge are not paid within 5 days after the date of the delinquency notice.

On a third offense of the same code violation during the same calendar year, there is a per day civil fee until the violation is corrected.

4.2.4 If the penalty and delinquency charge are not paid within the time allowed, the Fire Marshal's office may have a criminal summons issued against the violator for the violation of the NCSBC, NCBC-FPC, as amended, or this ordinance. Upon conviction, the violator shall be subject, in addition to any criminal penalty the court may impose pursuant to the provisions contained in the NCSBC or this ordinance, to the penalty specified in the notice of violation or civil citation and the delinquency charge.

**4.2.5 CIVIL CITATIONS**

4.2.5.1 Violation of the NCBC-FPC and Hoke County Fire Prevention and Protection Ordinance for not posting the Address Numbers (may issue citation)

First Offense.....	50.00
Second Offense.....	75.00

Third Offense.....100.00

**4.2.5.2 Violation(s) of the N.C. Fire Code, Building Code, and/or County Code including all referenced enforceable material contained within (may issue citation)**

First Offense .....50.00

Second Offense .....75.00

Third and any Subsequent Offenses (Per each day that violations continues)..... 100.00

**4.2.5.3 Violation(s) of Occupancy Limits established pursuant to the North Carolina State Building and/or Fire Code (may issue citation)**

First Offense.....100.00

Second Offense.....250.00

Third and any Subsequent Offenses (Per each day that violation continues)..... 500.00

**4.2.5.4 Violation(s) consisting of locked and/or blocked exits, impedance of the occupants to quickly evacuate a structure or premise, or conditions posing imminent danger to the occupants on or about the premise (shall issue citation)**

First Offense .....250.00

Second Offense .....500.00

Third and any Subsequent Offenses (Per each day that violation continues). . . . . 1000.00

**4.2.5.5 Violation(s) consisting of parking in Fire Lane, blocking of Fire Hydrant, failure to place Hazardous Materials Warning Signs (NFPA 704) where required by the Code, False alarms due to malfunctions of alarm systems (may issue)**

First Offense .....50.00

Second Offense.....100.00

Third Offenses ( Per each day that violation continues).....200.00

**4.2.5.6 Violation (s) of the Open Burning section of this Ordinance, the County Permit Section, and the State Fire Code (may issue)**

First Offense .....50.00

Second Offense .....100.00

Third Offense (Per each day that violation continues) .....200.00

**4.2.5.7 Violation(s) of Combustible Landscaping Material**

Violation(s) for failing to abate Combustible Landscaping Material within (7) days of a written notice shall constitute a \$250.00 per day fine.

**4.2.6 Appeals Process for Civil Penalties**

*Appeals to civil penalty.* Any person(s) cited for violating any provisions of this chapter may appeal such civil penalty to an appeals board consisting of the Hoke County Manager and Hoke County Fire Marshal, no later than five (5) business days from issuance of the civil penalty. The appeal shall be in writing and shall state appellant reason(s) for filing such appeal. The Hoke County Fire Marshal shall investigate such appeal, and shall render a decision based on evidence shown no later than five (5) business days from date appeal was filed. In the event the appeal is not resolved locally, appeals of any civil penalties shall be made to the Chief Engineer of the NC Department of Insurance with 10 days after the issuance of the civil penalty.

**4.2.7 Appeals Process for Fire Code Violations**

*Appeals to technical provisions of the NC Fire Code.* Appeals of a technical code order, decision or determination of the Hoke County Fire Marshal shall be made to the Chief Engineer of the NC Dept. of Insurance within 10 days after the order, decision or determination (G.S. 153A-374).

**Any violation incurring more than a year after issuance of the initial citation shall be treated as a first offense for purposes of establishing and imposing penalties.**

Section 5 of the Fire Prevention & Protection Ordinance was amended to add the requirement for a key box.

### 5.5 Key Boxes

The fire official shall have the authority to require a key box to be installed in an accessible location where access to or within a structure or area is difficult because of security. In accordance with the NCBC-FPC, Hoke County uses the Knox Box System.

In order to allow rapid entry to properties for firefighters, the Hoke County Fire Marshal's Office uses a designated key box and proprietary key system, utilizing the Knox Rapid Entry System (KRES). The following type properties are required to utilize the KRES system:

- High-rise buildings.
- Gated Communities.
- Commercial businesses that use, store, manufacture or process on site hazardous materials.
- Buildings equipped with fire sprinkler systems and/or fire alarm systems monitored by an outside Central Station.
- Buildings with elevators.
- Commercial properties/buildings deemed a high flow load by the fire code official
- All new commercial buildings and apartments.
- Other properties or structures where fire department access would be delayed as determined by the fire or code official.

Knox Boxes shall be installed preferably at the main entrance, and at a location and height that allow them to be readily accessible. Circumstances such as the size of the property, nature of any hazards, etc., may warrant the need for additional boxes to be located on the same property.

The number and sets of keys or access card shall be determined based on the following criteria:

- 1 story building: 1 set or access card
- 2-3 stories: 2 sets or access cards
- 4-6 stories: 3 sets or access cards
- High-rise: 5 sets or access cards

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- Large Assembly: Up to 5 sets or access cards

Note that a "set" of keys could be one master key or access to all entrance doors and interior rooms. If no master key or card is available, then each set should include building entrance key(s), keys to special use rooms such as electrical/mechanical rooms, fire alarm control panel room, fire sprinkler riser room, elevator equipment room, rooms that may contain hazardous material storage, etc. If the building has an elevator, each set should also include an elevator key.

**Motion: Commissioner Hunt made a motion to adopt the Permit Fee Schedule for the Inspections Department and the amended Fire Prevention & Protection Ordinance, seconded by Vice Chairman Southerland.**

**Action: The motion was unanimously carried.**

There being no further business to come before the Hoke County Board of Commissioners, Commissioner Hunt made a motion to recess until 8:30 am, Wednesday, June 29, 2016 for the purpose of concluding the year-end budget process, seconded by Commissioner Wright. The motion was unanimously carried. The meeting was recessed at 4:00 p.m.

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Recessed meeting of the Hoke County Board of Commissioners from Tuesday, June 28, 2016 to Wednesday, June 29, 2016 at 8:30 am in the Commissioners Room of the Pratt Building for the purpose of concluding the year-end budget process.

MEMBERS PRESENT:

James Leach, Chairman  
Harry Southerland, Vice Chairman  
Robert Wright  
Allen Thomas, Jr.

OTHERS PRESENT:

Letitia Edens, County Manager  
Grady Hunt, County Attorney  
Gwen McGougan, Clerk to the Board

MEMBERS ABSENT:

Tony Hunt

Chairman Leach called the recessed meeting back to order and gave the invocation.

Mr. Arthur Mack addressed the Board as a parent representative for the Hoke County Parks & Recreation All-Star Softball Team. The team has qualified for the State tournament in Ash, NC beginning July 2, 2016. The parents are requesting any assistance the County can offer in paying for the trip expenses. There are twelve children on the team. Any funds will go toward lodging and food for the team.

The Board checked with the County Attorney and a donation from the County would be legal because this is a Hoke County Parks & Recreation team.

**Motion: Commissioner Wright made a motion to give each parent of the Hoke County Parks & Recreation All-Star Softball Team \$100 to help defer the cost of participating in the State tournament, seconded by Commissioner Thomas.**

**Action: The motion was carried 4-0.**

Chairman Leach asked the County Attorney to advise the Board as to what is legal for them to do when asked for donations.

Vice Chairman Southerland also said that the county needs a policy and procedure on the disposition of foreclosed properties. The County Attorney is currently working on that.

Interim Finance Officer Garvin Ferguson presented the Board with a Budget Amendment to enable him to accrue funds for the first payroll in July, which will include several days in June. The County Manager pointed out that in past audits this has been an issue. The county will now

address this in the beginning of the fiscal year to avoid an audit finding. Mr. Ferguson said that this Budget Amendment will also cover anticipated shortfalls in the medical costs for the Jail and pre-employment screenings in the Sheriff Department budget.

Mr. Ferguson also presented a Budget Amendment for the fire districts due to an increase in revenue as part of the Ad Valorem tax collections. The Manager added that when the county garnishes wages or forecloses on property the result is that we collect revenue that wasn't anticipated.

Mr. Ferguson told the Board that a Budget Amendment needs to be prepared to cover the over-spending in prior years in the Administrative Projects fund. He is confirming the amount and will prepare the amendment and submit by day's end.

**Motion: Commissioner Wright made a motion to approve the Budget Amendments for payroll accrual and fire districts and allow the County Manager and Finance Officer to finalize the Budget Amendment associated with the Administrative Projects, and any action taken be presented to the Board at the next meeting on July 5, 2016, seconded by Commissioner Thomas.**

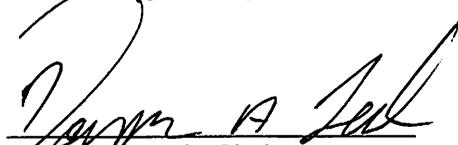
**Action: The motion was carried 4-0.**

Vice Chairman Southerland said Department Heads need to be advertising for contracted services. The County Manager added that the Department Heads need to revisit the contracts for their departments and be aware that the county controls the contract. If the provider fails to meet the terms of the contract the County needs to be aware of it and address the issue. Additionally, although the State of NC mandates a service, the county still controls the contract.

Vice Chairman Southerland is also concerned that the fees for contracted services, in particular legal services, are inconsistent. The County Manager said she would pull all attorney contracts and get copies to the County Attorney. The County Attorney also suggested that the Board adopt a schedule of rates for legal services. That schedule of rates would apply to all attorneys that are contracted by the county.

In discussion, Vice Chairman Southerland suggested a grand opening for the splash pad and basketball court at the 211 park. Commissioner Thomas added a suggestion that the basketball court be named after former Parks & Recreation Director Elgin Blue.

There being no further business to come before the Hoke County Board of Commissioners, Commissioner Thomas made a motion to adjourn, with Vice Chairman Southerland seconding. The meeting was adjourned at 9:15 am.

  
James A. Leach, Chairman

  
Gwendolyn McGugan, Clerk to the Board

