

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Social Services

EXPLANATION IN DETAIL:

This amendment is to budget additional Federal Cares Act Funding to support Foster Care Stipend payments. These additional funds are a result of adjustments submitted for July and August payments.

Prepared by: Kelly Johnson

Date: 11/9/2020

BUDGET INFORMATION:

[illegible]

North Carolina - Department of Health and Human Services
Notice of Electronic Funds Transfer

ATTN: County Finance Officer
County DSS Director
County: ROWAN
Run Date: 11/06/2020
Period: November, 2020

Deposits TO County Account FROM DSS

| | | |
|-------------------------------|-----------------------------------|-------------------|
| | Earliest date of payment : | 11/12/2020 |
| COVID STIPEND 2020 | FOSTER CARE | \$1,100.00 |
| County Payment Total : | | \$1,100.00 |

DEPARTMENTAL REQUEST FOR BUDGET ACTION

| ACCOUNT TITLE | | ACCOUNT # | INCREASE | DECREASE |
|-----------------------------|---|-----------------|--------------------------|----------|
| Home FY 2021 Grants | R | 23448501-431097 | 188,956 | |
| Home FY 2021 Administration | E | 23548501-590046 | 10,696 | |
| Home FY 2021 Rehabilitation | E | 23548501-590047 | 178,260 | |
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| DEPARTMENT HEAD | | COUNTY MANAGER | ACCOUNTING USE ONLY | |
| Approved: ✓ | | Approved: | Budget Revision # 05-322 | |
| Disapproved: | | Disapproved: | Date Posted: | |
| Amended: | | Amended: | Group Number: | |
| Date: 11/20/20 | | Date: | Posted by: | |
| Signature: J Howden | | Signature: | Approved by: | |

Payment: The COUNTY agrees to pay the ADMINISTRATOR a fee for services noted as follows:

- | | | |
|-----|--------------------------------|---|
| I) | General Project Administration | A fee of Ten Thousand, Six Hundred Ninety-Six Dollars (\$10,696.00) |
| II) | Service Delivery | A not-to-exceed amount of Seventeen Thousand, Eight Hundred Twenty-Six Dollars (\$17,826) |

It is agreed by the parties hereto that the appropriate adjustments in any fixed and/or lump sum payments shall be made in the event that the physical scope of the Project, time for completion, or services required are materially increased or decreased beyond that contemplated at this time.

The ADMINISTRATOR shall receive progress payments based on the amount of work performed and documented as submitted to the COUNTY by the ADMINISTRATOR in accordance with the hourly fee schedule as shown on Exhibit "A".

Should the ADMINISTRATOR be required to render "additional services" in connection with related work upon which the work scope does not apply, the ADMINISTRATOR shall receive additional compensation for such additional services at the hourly rates as specified on the fee schedule attached hereto as Exhibit "A" for the hours actually worked by the appropriate classification of employee. Prior to initiating or providing "additional services" that may or shall require funding outside the HOME Program's allowable general project administration and service delivery parameters referenced in item I and II above, the ADMINISTRATOR shall obtain written confirmation from the Rowan County Manager that said "additional services" will be a cost supported and paid by Rowan County, otherwise the COUNTY at its discretion, may opt to not pay in part or in whole, the costs associated with said "additional services."

If, through any cause, the ADMINISTRATOR shall fail to fulfill in timely and proper manner his obligations under this Agreement, or the ADMINISTRATOR shall violate any of the covenants, agreements, or stipulations of this Agreement, or the COUNTY has reasonable misgivings related to the ADMINISTRATOR's ability to manage or complete the Project, the

III (b) HOME Match (HOME funded projects only)

List the project revenues that will count as matching funds (non-federal funds that are permanently contributed to the project). Include any in-kind contributions of materials and labor, including sweat equity, at \$10 p.h. If in doubt whether funds will count as match, please call Pepper Bego at (704) 920-5133.

| Revenue Source | Amount |
|---|-------------|
| Urgent Repair Program URP18 (NCHFA state-funded grant totaling \$100,000); donated property appraised at \$34,000 | \$44,565.00 |
| | |
| | |

III (c) Estimated Costs

Be as detailed as possible. Add or amend categories as needed. The second column should cover total project costs (including those met from HOME). The third column shows how much of each line item is to be met from HOME. Totals must be consistent with the revenues shown in section IIIA.

| Category (add/amend as needed) | Total Costs | This grant only |
|---|---------------------|---------------------|
| Down Payment Assistance | \$ | \$ |
| Acquisition | \$ | \$ |
| Relocation | \$ | \$ |
| Demolition/Clearance | \$ | \$ |
| Site improvements | \$ | \$ |
| Rehabilitation | \$178,260.00 | \$178,260.00 |
| New construction | \$ | \$ |
| Professional Fees (appraisal, architect, etc.) | \$ | \$ |
| Agency project delivery costs (10% maximum of total project cost) | \$ | \$ |
| Other | \$ | \$ |
| | \$ | \$ |
| *Total Development Costs | \$178,260.00 | \$178,260.00 |

* The total in the "Total Cost" column should be the same as your "Total Funds Available" total in the **Project Revenue** table on page 6.

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Social Services

EXPLANATION IN DETAIL:

This amendment is to budget final adjustments of Federal Cares Act Funding to support Foster Care Stipend payments. The deposit and draft are a result of adjustments submitted for September payments.

Prepared by: Kelly Johnson
Date: 11/17/2020

BUDGET INFORMATION:

[illegible]

North Carolina - Department of Health and Human Services
Notice of Electronic Funds Transfer

ATTN: County Finance Officer
County DSS Director
County: ROWAN
Run Date: 11/17/2020
Period: November, 2020

Deposits TO County Account FROM DSS

| | | |
|-------------------------------|-----------------------------------|-------------------|
| | Earliest date of payment : | 11/20/2020 |
| COVID STIPEND 2020 | FOSTER CARE | \$200.00 |
| County Payment Total : | | \$200.00 |

Drafts FROM County Account TO DSS

| | | |
|-----------------------------|---------------------------------|-------------------|
| | Earliest date of draft : | 11/24/2020 |
| COVID STIPEND 2020 | FOSTER CARE | \$300.00 |
| County Draft Total : | | \$300.00 |

DEPARTMENTAL REQUEST FOR BUDGET ACTION

[illegible]

ROWAN COUNTY
HEALTH DEPARTMENT - RESERVES
For Fiscal Year Ended June 30, 2020

| Area of Reserve | Beginning Balance | Revenues | Account Numbers | Expenditures | Ending Balance | FY21 Original Budget | Reserve BA |
|-----------------|----------------------|----------------------|--|------------------------|----------------------|----------------------------|----------------------|
| Port - BCBS | \$ 268,601.95 | \$ - | 1145270-453099/1155270-all | \$ (169,398.24) | \$ 99,203.71 | \$ 85,053.00 | \$ 14,150.71 |
| Delta Dental | 1,613.05 | 5,000.00 | 11452286-464099-52411/1155228-561044-52411 | (1,613.00) | 5,000.05 | - | 5,000.05 |
| NAPSAC | - | 5,000.00 | 1145227-464099-52420/1155227-xxx-52420 | (2,130.77) | 2,869.23 | - | 2,869.23 |
| CC4C | - | 307,475.00 | 11452159-431088/1155215-xxx-5215 | - | 307,475.00 | - | 307,475.00 |
| Healthy Rowan | - | 17,179.52 | 1145240-46099-52429/1155240-xxx-52429 | (17,179.57) | (0.05) | - | (0.05) |
| | <u>\$ 270,215.00</u> | <u>\$ 334,654.52</u> | | <u>\$ (190,321.58)</u> | <u>\$ 414,547.94</u> | <u>\$ 85,053.00</u> | <u>\$ 329,494.94</u> |

DEPARTMENTAL REQUEST FOR BUDGET ACTION

Prepared by: Lisa Bevis
Date: 11/18/20
Reviewed:

[illegible]

- (e). Without limitation, failure by the Governmental Unit to timely demand repayment from and, if necessary, initiate and fully litigate such legal proceedings against the Owner may affect the future consideration of the Governmental Unit for grant programs administered by Commerce. Further, and without limitation, if the Governmental Unit fails to timely initiate legal proceedings against the Owner for such repayment and Commerce elects to do so instead, the Governmental Unit is responsible and agrees to reimburse Commerce for all litigation costs and reasonable attorneys' fees that Commerce incurs in pursuing repayment.

2. Changes in the Project or Other Conditions.

- (a). A "Project Change" is any material alteration, addition, deletion or expansion of the Project, including (without limitation) material changes to construction or rehabilitation, the terms or conditions of the loan under the LBC ("Loan"), the required number of New Jobs, the matching investment in the Project, any cessation of business by the Owner or any Business and any filing of bankruptcy by the Governmental Unit, the Owner or any Business. There shall be no Project Changes unless expressly approved of by Commerce in a separate, prior written agreement stating, if applicable, the costs and schedule for completing the Project Change.

Notwithstanding the foregoing and wherever referred to in this Grant Agreement, "cessation of business," "ceasing to do business" and "ceases to do business" shall not include (1) ceasing operations to maintain, service or upgrade real or personal property of the Owner, (2) seasonal shutdowns of operations as long as such cessation do not exceed a total of four (4) weeks in any calendar year (excluding time attributable to an event of force majeure as described below) and (3) under the circumstances of for the period of time described in Paragraph 17 below.

- (b). Additionally, the Governmental Unit shall immediately notify Commerce of any change in conditions or local law, or any other event, which may significantly affect its ability to oversee, administer or perform this Grant Agreement, the LBC or the Project. In its sole and unreviewable discretion, Commerce may deem such a change in conditions, local law or other event to constitute a Project Change.

3. Term of Grant Agreement. The effective period of this Grant Agreement shall commence on **8/22/2019** ("Effective Date") and shall terminate on **8/22/2021** unless terminated on an earlier date under the terms of this Grant Agreement (either one of which dates shall constitute the "Termination Date") or unless extended for an express term in writing by the Governmental Unit.

4. Funding. The Rural Authority grants to the Governmental Unit an amount not to exceed **\$300,000.00** for expenditures directly relating to the Project. The Governmental Unit hereby represents and warrants that all Grant funds shall be utilized exclusively for the purpose of the Project and consistent with all applicable laws, rules, regulations and requirements, and that the Governmental Unit shall not make or approve of any improper



HARTIGAN MANAGEMENT

BASIC FEE SCHEDULE

For the Innospec Building Reuse project, Hartigan Management proposes a fee for this project in the amount not to exceed \$12,000.00.

Schedule of Payments: With the execution of a Contract between Rowan County and Hartigan Management for Building Reuse Administration, Hartigan Management proposes payments according to the following schedule as elements of the management and work plan are completed and the project progresses:

| | |
|------------|--|
| Payment 1: | \$2,500 (due on or about March 1, 2021) |
| Payment 2: | \$2,500 (due on or about July 1, 2021) |
| Payment 3: | \$2,500 (due on or about November 1, 2021) |
| Payment 4: | \$2,500 (due on or about March 1, 2022) |
| Payment 5: | \$2,000 (due on or about July 1, 2022) |

Should the project end successfully prior to the end of the anticipated grant period, the remainder of the contract will be due and payable to Hartigan Management in advance of the above payment schedule. Should the project extend beyond the expected grant period, Hartigan Management will continue to continue administrative duties at no additional cost to the unit of local government until closeout is attained.

The proposed fee will include all expenses incurred for travel and subsistence involved in conducting administration of this project while traveling to and from Rowan County, the site of the project, and the City of Raleigh, which is the home of Hartigan Management and the North Carolina Department of Commerce.

- (e). Without limitation, failure by the Governmental Unit to timely demand repayment from and, if necessary, initiate and fully litigate such legal proceedings against the Owner may affect the future consideration of the Governmental Unit for grant programs administered by Commerce. Further, and without limitation, if the Governmental Unit fails to timely initiate legal proceedings against the Owner for such repayment and Commerce elects to do so instead, the Governmental Unit is responsible and agrees to reimburse Commerce for all litigation costs and reasonable attorneys' fees that Commerce incurs in pursuing repayment.
2. Changes in the Project or Other Conditions.
- (a). A "Project Change" is any material alteration, addition, deletion or expansion of the Project, including (without limitation) material changes to construction or rehabilitation, the terms or conditions of the loan under the LBC ("Loan"), the required number of New Jobs, the matching investment in the Project, any cessation of business by the Owner or any Business and any filing of bankruptcy by the Governmental Unit, the Owner or any Business. There shall be no Project Changes unless expressly approved of by Commerce in a separate, prior written agreement stating, if applicable, the costs and schedule for completing the Project Change. Notwithstanding the foregoing and wherever referred to in this Grant Agreement, "cessation of business," "ceasing to do business" and "ceases to do business" shall not include (1) ceasing operations to maintain, service or upgrade real or personal property of the Owner, (2) seasonal shutdowns of operations as long as such cessation do not exceed a total of four (4) weeks in any calendar year (excluding time attributable to an event of force majeure as described below) and (3) under the circumstances of for the period of time described in Paragraph 17 below.
- (b). Additionally, the Governmental Unit shall immediately notify Commerce of any change in conditions or local law, or any other event, which may significantly affect its ability to oversee, administer or perform this Grant Agreement, the LBC or the Project. In its sole and unreviewable discretion, Commerce may deem such a change in conditions, local law or other event to constitute a Project Change.
3. Term of Grant Agreement. The effective period of this Grant Agreement shall commence on 8/20/2020 ("Effective Date") and shall terminate on 8/20/2022 unless terminated on an earlier date under the terms of this Grant Agreement (either one of which dates shall constitute the "Termination Date") or unless extended for an express term in writing by the Governmental Unit.
4. Funding. The Rural Authority grants to the Governmental Unit an amount not to exceed **\$460,000.00** for expenditures directly relating to the Project. The Governmental Unit hereby represents and warrants that all Grant funds shall be utilized exclusively for the purpose of the Project and consistent with all applicable laws, rules, regulations and requirements, and that the Governmental Unit shall not make or approve of any improper



HARTIGAN MANAGEMENT

BASIC FEE SCHEDULE

For the Continental Structural Plastics Building Reuse project, Hartigan Management proposes a fee for this project in the amount not to exceed \$20,000.00.

Schedule of Payments: With the execution of a Contract between Rowan County and Hartigan Management for Building Reuse Administration, Hartigan Management proposes payments according to the following schedule as elements of the management and work plan are completed and the project progresses:

| | |
|------------|--|
| Payment 1: | \$4,000 (due on or about March 1, 2021) |
| Payment 2: | \$4,000 (due on or about July 1, 2021) |
| Payment 3: | \$4,000 (due on or about November 1, 2021) |
| Payment 4: | \$4,000 (due on or about March 1, 2022) |
| Payment 5: | \$4,000 (due on or about July 1, 2022) |

Should the project end successfully prior to the end of the anticipated grant period, the remainder of the contract will be due and payable to Hartigan Management in advance of the above payment schedule. Should the project extend beyond the expected grant period, Hartigan Management will continue to continue administrative duties at no additional cost to the unit of local government until closeout is attained.

The proposed fee will include all expenses incurred for travel and subsistence involved in conducting administration of this project while traveling to and from Rowan County, the site of the project, and the City of Raleigh, which is the home of Hartigan Management and the North Carolina Department of Commerce.

ROWAN COUNTY

BUDGETAL REQUEST FOR BUDGET ACTION

TO: Finance Department

FROM: Health Department

EXPLANATION IN DETAIL:

To move funds into PORT Program accounts to cover salaries, fringe, and expenditures for the remainder of FY2021.


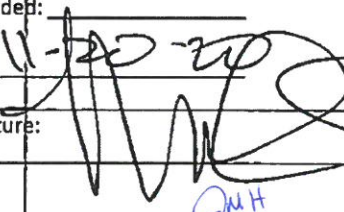
Prepared by: Karla Aldridge

Date: 11/20/2020

BUDGET INFORMATION:

Reviewed:

| ACCOUNT TITLE | R/E | ACCOUNT # | INCREASE | DECREASE |
|---------------------|-----|------------------------------|----------|----------|
| FB RESTRICTED | R | 11452289-495010 | 77,882 | |
| SALARIES-REGULAR | E | 1155270-533001 <i>510005</i> | 22,900 | |
| HEALTH INSURANCE | E | 1155270-520005 | 5,460 | |
| MEDICARE | E | 1155270-510010 | 340 | |
| RETIREMENT | E | 1155270-510015 | 2,340 | |
| SOCIAL SECURITY | E | 1155270-510020 | 1,420 | |
| WORKERS COMP | E | 1155270-510025 | 365 | |
| 401(K) | E | 1155270-510030 | 690 | |
| PRINTING | E | 1155270-555000 | 1,000 | |
| TRAVEL | E | 1155270-558000 | 1,300 | |
| MEETING FOOD | E | 1155270-582009 | 300 | |
| CONTRACTED SERVICES | E | 1155270-533001 | 41,767 | |

| DEPARTMENT HEAD | COUNTY MANAGER | ACCOUNTING USE ONLY |
|--|--------------------|---------------------------------|
| Approved:  | Approved: _____ | Budget Revision # <i>05-475</i> |
| Disapproved: _____ | Disapproved: _____ | Date Posted: _____ |
| Amended: _____ | Amended: _____ | Group Number: _____ |
| Date: <i>11-20-20</i> | Date: _____ | Posted by: _____ |
| Signature:  | Signature: _____ | Approved by: _____ |

Howden, James M

To: Bevis, Lisa F; Drake, Charles H
Cc: Cress, Randy J.; Oliver, Nina M.
Subject: RE: Environmental Health BA



James M. Howden | Finance Director
Rowan County Finance Department
130 W. Innes Street, Salisbury, NC 28144
[p] 704-216-8178 [c] 980-565-5421
www.rowancountync.gov

From: Howden, James M
Sent: Thursday, November 19, 2020 6:07 PM
To: Bevis, Lisa F <Lisa.Bevis@rowancountync.gov>; Drake, Charles H <Charles.Drake@rowancountync.gov>
Cc: Cress, Randy J. <randy.cress@rowancountync.gov>; Oliver, Nina M. <Nina.Oliver@rowancountync.gov>; Howden, James M <James.Howden@rowancountync.gov>
Subject: Environmental Health BA

Hey Lisa and Charles.

I think the following BA's need to be done for the Health Department and need to go before the Board:

For the Soil Scientist:

1155185-533001 – Contracted Services \$48,000
11452289-495010 – FB Restricted \$48,000

For the Port Program: (1/2 year. Remainder of this fiscal year)

1155270-533001 – Contracted Services \$41,767
1155270-510005- Salary\$22,900
1155270-520005 – Health Insurance\$5,460
1155270-520010- Medicare\$340
1155270-520015-Retirement\$2,340
1155270-520020-Social Security\$1,420
1155270-520025-Workers comp\$365
1155270-520030- 401 K\$690
1155270-555000 – Print \$1,000
1155270-558000 – Travel - \$1,300
1155270-582009 – Meeting Food - \$300
11452289-495010 – FB Restricted \$77,882

For the GPS Devices: (I'm making assumptions here. Anyone jump in if you disagree)

ROWAN COUNTY

BUDGET REQUEST FOR BUDGET ACTION

TO: Finance Department

FROM: Health Department

EXPLANATION IN DETAIL:

TO MOVE MONEY FROM RESERVE INTO ACCOUNTS TO COVER SOIL SCIENTIST, GPS DEVICES AND THE INCREASE IN SALARY AND BONUSES.

Prepared by: Karla Aldridge *CAH*

Date: 11/20/2020

BUDGET INFORMATION:

Reviewed:

| ACCOUNT TITLE | R/E | ACCOUNT # | INCREASE | DECREASE |
|------------------------------|-----|-----------------|----------|----------|
| EH-FB RESTRICTED | R | 11452289-495010 | 390,935 | |
| EH Contracted Services | E | 1155185-533001 | 48,000 | |
| EH- C/A: EQUIPMENT | E | 1155185-575000 | 50,000 | |
| EH- Technology & Maintenance | E | 1155185-534030 | 35,000 | |
| EH-SALARIES-REGULAR | E | 1155185-510005 | 200,000 | |
| EH-HEALTH INSURANCE | E | 1155185-520005 | 11,615 | |
| EH- MEDICARE | E | 1155185-510010 | 2,900 | |
| EH- RETIREMENT | E | 1155185-510015 | 20,420 | |
| EH- SOCIAL SECURITY | E | 1155185-510020 | 12,400 | |
| EH- WORKERS COMP | E | 1155185-510025 | 4,600 | |
| EH-401(K) | E | 1155185-510030 | 6,000 | |
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| DEPARTMENT HEAD | COUNTY MANAGER | ACCOUNTING USE ONLY |
|-------------------------------|--------------------|---------------------------------|
| Approved: <i>[Signature]</i> | Approved: _____ | Budget Revision # <i>05-482</i> |
| Disapproved: _____ | Disapproved: _____ | Date Posted: _____ |
| Amended: _____ | Amended: _____ | Group Number: _____ |
| Date: <i>11-20-20</i> | Date: _____ | Posted by: _____ |
| Signature: <i>[Signature]</i> | Signature: _____ | Approved by: _____ |

Howden, James M

To: Bevis, Lisa F; Drake, Charles H
Cc: Cress, Randy J.; Oliver, Nina M.
Subject: RE: Environmental Health BA



James M. Howden | Finance Director
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From: Howden, James M
Sent: Thursday, November 19, 2020 6:07 PM
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Cc: Cress, Randy J. <randy.cress@rowancountync.gov>; Oliver, Nina M. <Nina.Oliver@rowancountync.gov>; Howden, James M <James.Howden@rowancountync.gov>
Subject: Environmental Health BA

Hey Lisa and Charles.

I think the following BA's need to be done for the Health Department and need to go before the Board:

For the Soil Scientist:

1155185-533001 – Contracted Services \$48,000
11452289-495010 – FB Restricted \$48,000

For the Port Program: (1/2 year. Remainder of this fiscal year)

1155270-533001 – Contracted Services \$41,767
1155270-510005- Salary\$22,900
1155270-520005 – Health Insurance\$5,460
1155270-520010- Medicare\$340
1155270-520015-Retirement\$2,340
1155270-520020-Social Security\$1,420
1155270-520025-Workers comp\$365
1155270-520030- 401 K\$690
1155270-555000 – Print \$1,000
1155270-558000 – Travel - \$1,300
1155270-582009 – Meeting Food - \$300
11452289-495010 – FB Restricted \$77,882

For the GPS Devices: (I'm making assumptions here. Anyone jump in if you disagree)

1155185-575000 C/A Equipment - \$50,000

1155185-534030 Technology and Maintenance \$35,000

11452289-495010 – FB Restricted \$85,000

For increase in Environmental Health salaries and bonuses:

1155185-510005- Salary\$200,000

1155185-520005 – Health Insurance\$11,615

1155185-520010- Medicare\$2,900

1155185-520015-Retirement\$20,420

1155185-520020-Social Security\$12,400

1155185-520025-Workers comp\$4,600

1155185-520030- 401 K\$6,000

11452289-495010 – FB Restricted \$257,935



James M. Howden | Finance Director
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