



HERTFORD COUNTY, NORTH CAROLINA
BUDGET ORDINANCE
Fiscal Year 2018-19

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

SECTION 1. Appropriations: The following amounts are hereby appropriated for the operation and maintenance of the County's various departments, for the payment of debt service obligations, and for the capital outlay purchases during the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

GENERAL FUND

GENERAL GOVERNMENT

Governing Body	102,508
Refunds	62,500
Administration	576,866
Human Resources/Risk Management	442,398
Finance Office	362,840
Tax Assessor	268,874
Tax Collection	266,307
Board of Elections	151,163
Register of Deeds	195,870
Land Records	131,045
Public Buildings & Maintenance	778,631
Court Facilities	87,797
County Attorney	78,000
Central Services – General	26,000
Central Services – Telephone	129,296
Central Services – IT	573,195
TOTAL	4,233,290

PUBLIC SAFETY

Sheriff's Department	2,071,126
Jail Department	1,893,378
Emergency Management	270,641
Emergency Medical Services	1,294,639
E911 Central Communications	698,970
Animal Control	103,041
Medical Examiner	20,000
Building Inspection	127,740
Fire Departments	345,109
TOTAL	6,824,644

ECONOMIC AND PHYSICAL DEVELOPMENT

Economic Development	110,000
Planning & Zoning	136,968
Soil Conservation	130,605
Cooperative Extension	155,780
TOTAL	533,353

HUMAN SERVICES

Veterans Service	69,377
STEPS To Health Grant	1,500
Health Department	565,249
Mental Health	87,750

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Library	105,016
DJJ & Delinquency Prevention	117,618
ROAP Program	125,580
Aging Administration	331,578
Aging Public Assistance	393,231
DSS Administration	2,393,014
DSS Public Assistance	745,558
DSS Grants	25,958
DSS Local Funds	532,200
TOTAL	5,493,629
EDUCATION	
Public Schools – Current Expense	4,290,818
Public Schools – Capital Outlay	130,000
Roanoke Chowan Community College	949,474
Fines & Forfeitures	75,000
TOTAL	5,445,292
DEBT SERVICE	
Courthouse/County Administration	830,819
Community College Bonds	131,750
EMS Building Renovation	71,731
County Administration Office Building #1	292,225
County Administration Office Building #2	97,064
TOTAL	1,423,589
SPECIAL APPROPRIATIONS	
Non Profit/Community Based Organizations	127,866
TRANSFER TO OTHER FUNDS	
School Capital Reserve Fund	1,270,920
Revaluation Fund	40,000
TOTAL	1,310,920
CONTINGENCY	
Contingency	100,000
TOTAL GENERAL FUND	25,492,583
EMERGENCY TELEPHONE SYSTEM - E911	
Emergency Telephone Operations	167,977
ENHANCEMENT & PRESERVATION	
Earmarked Funds	8,695
SCHOOL RESERVE FUND	
Schools Capital Outlay	1,270,920
REVALUATION	
Contracted Services	178,020
Fund Reserve	40,000
TOTAL	218,020
RURAL FIRE DISTRICTS	
Woodland Rural Fire Department	4,410
Ahoskie Rural Fire Department	103,200

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Union Rural Fire Department	8,900
TOTAL	116,510
SOLID WASTE	
Solid Waste Operations	1,087,372
General Fund Cost Allocation	58,773
TOTAL	1,146,145
NORTHERN RURAL WATER	
Northern Water Operations	324,844
Debt Service	166,821
General Fund Cost Allocation	29,369
TOTAL	521,034
SOUTHERN RURAL WATER	
Southern Water Operations	603,312
Debt Service	352,529
General Fund Cost Allocation	33,027
TOTAL	988,868
TUNIS SEWER DISTRICT	
Sewer Operations	28,000
GRAND TOTAL - ALL FUNDS - APPROPRIATIONS	29,958,752

SECTION 2. Revenue It is estimated that the revenues will be available during Fiscal Year 2018-19 to finance the foregoing appropriations:

GENERAL FUND	
Ad Valorem Taxes	12,470,150
Old Vehicle Taxes	30,000
New Vehicle Taxes	1,116,717
Sales & Use Taxes	4,775,640
Other Taxes & Licenses	81,000
Beer & Wine Tax	70,000
Restricted Intergovernmental General	663,119
Restricted Intergovernmental Aging	311,962
Restricted Intergovernmental - DSS	2,454,064
Permits and Fees	239,000
Sales and Services	1,674,950
Investment Earnings	50,000
Miscellaneous Revenue	22,935
Transfers from Other Funds	158,169
Fund Balance Appropriated	
General Fund Balance	1,341,261
Earmarked – Soil & Water Conservation	15,599
Earmarked – Emergency Management Grant	18,017
TOTAL GENERAL FUND	25,492,583
EMERGENCY TELEPHONE SYSTEM - E911	
Fund Balance Appropriated	161,977
Interest Income	6,000
TOTAL	167,977
ENHANCEMENT & PRESERVATION	
Enhancement & Preservation Revenue	8,695

BUDGET ORDINANCE

SCHOOL RESERVE FUND

Transfer of Restricted Sales Tax from General Fund	1,270,920
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REVALUATION

Transfer from General Fund	40,000
Fund Balance Appropriated	178,020

TOTAL	218,020
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RURAL FIRE DISTRICTS

Woodland Rural Fire Department - Ad Valorem Taxes	3,510
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Woodland Rural Fire Department - Sales Tax	900
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Ahoskie Rural Fire Department - Ad Valorem Taxes	83,800
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Ahoskie Rural Fire Department - Sales Tax	19,400
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Union Rural Fire Department - Ad Valorem Taxes	7,300
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Union Rural Fire Department- Sales Tax	1,600
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TOTAL	116,510
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SOLID WASTE

User Fees	977,348
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Restricted Intergovernmental Income	82,541
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Interest Income	1,256
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Fund Balance Appropriated	85,000
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TOTAL	1,146,145
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NORTHERN RURAL WATER

User Fees	517,910
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Interest Income	3,124
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TOTAL	521,034
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SOUTHERN RURAL WATER

User Fees	975,557
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Interest Income	13,311
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TOTAL	988,868
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TUNIS SEWER DISTRICT

User Fees	27,000
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Interest Income	1,000
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TOTAL	28,000
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GRAND TOTAL - ALL FUNDS - REVENUE	29,958,752
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SECTION 3. Hereby levied is a tax, at the rate of \$0.84 (eighty-four cents) per one hundred dollars (\$100) valuation of property as of January 1, 2018 for the purpose of providing the revenue listed as "ad valorem taxes" in the General Fund in Section 1 of this Ordinance. The total estimated value will be \$1,624,667,688 to be taxed at a rate per one hundred dollars (\$100) of value. Real and personal property is projected to be collected at a rate of 96.0% and motor vehicles at a rate of 96.0%.

SECTION 4. There is hereby levied on the property tax bill for the fiscal year 2018-2019, a Solid Waste Assessment of \$150.00.

SECTION 5. There is hereby levied a special tax of five cents (\$.05) for the purpose of raising revenue for Fire Prevention in the Woodland Fire Service District and a four cents (\$.04) special tax for the purpose of raising revenue for Fire Prevention in the Ahoskie Rural and Union Fire Service Districts. The rate is based on one hundred (\$100) valuation of taxable property as listed January 1, 2018 in the respective Districts.

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SECTION 6. The Hertford County FY19 Schedule of Fees and Fines is attached and is effective July 1, 2018 through June 30, 2019.

SECTION 7. The County Manager is hereby authorized to accept grant funding which has been previously approved for application by the Board of Commissioners, including any local match involved. The County Manager is authorized to execute any resulting grant documents. Also, the County Manager is authorized to enter into contracts for purchases of apparatus, supplies, materials, or equipment as described in G.S. 143-129(a) up to the limits stated therein for informal bidding which are within budgeted appropriations. The County Manager is authorized to enter into routine service contracts in the normal course of county operations within budgeted appropriations. Change Orders for capital project contracts previously approved by the Board of Commissioners may be approved by the County Manager up to the informal bidding limits referred to above, provided that sufficient funding is available. All contracts authorized by this ordinance are approved for signature by the Chairman of the Board of County Commissioners, the County Manager, and/or the Clerk to the Board of Commissioners as appropriate; other department directors, including elected officials, do not have contract authorization authority. All contracts must include a preaudit certificate signed by the Finance Officer as described in G.S. 159 -28(a).

SECTION 8. The County Manager, as Budget Officer, is hereby authorized to transfer appropriations contained herein and to enforce policy under the following circumstances:

- a. May transfer amounts between line item expenditures within a department without limitation. These changes should not result in increases in recurring obligations such as salaries.
- b. For purchases of \$500 and above, each department head is directly responsible for determining that no county funds are obligated without first securing a purchase order from the Finance Director.
- c. The Board of Commissioners shall be responsible for allocating funds from Contingency.
- d. No salary increase shall be awarded beyond those set forth in this budget document without Commissioners' approval.
- e. Transfers between functions/funds require approval of the Board of Commissioners.
- f. No grant agreement may be requested or entered into without the prior approval of the Board of Commissioners. Copies of such grants shall be furnished to the County Manager for review prior to submission to the Board of Commissioners.

SECTION 9. Copies of this ordinance shall be furnished to the Budget Officer, Finance Director, Tax Assessor, and Tax Collector for direction in carrying out their duties.

This budget is prepared and adopted on a functional basis, and need not be amended unless expenditures exceed functional appropriations.

Adopted this the 27th day of June 2018.

*William F. Mitchell, Jr., Vice Chairman
Hertford County Board of Commissioners*

Teresa Bond, Clerk to the Board

HERTFORD COUNTY FY19 SCHEDULE OF FEES & FINES

WATER RATES/FEES

First 2,000 gallons (minimum) per month	\$	25.00
Each additional 1,000 gallons per month	\$	4.00
Tap-On Fee		
Residential/Commercial		
¾ in. service	\$	700.00
1 in. service	\$	800.00
Meters larger than 1 in. – additional 20%	\$	1,000.00 (Minimum)

SEWER RATES/FEES

County Water		
First 2,000 gallons (minimum) per month	\$	47.00
Each additional 1,000 gallons over 2,000 gallons per month	\$	4.00
Well Water per month	\$	59.00
Vacant Lot Customer per month	\$	47.00

SOLID WASTE FEES (LANDFILL)

Rural Access Fee for Transfer Station Operations Annually	\$	75.00
Rural Access Fee for Convenience Site Operations Annually	\$	75.00
Tipping Fee (per ton)	\$	76.00
Recycled Clean Shingles (per ton)	\$	38.00
Scrap Tires		
Small Tires (Car Tires)	\$	1.25
Large Tires	\$	3.00
Extra Large Tires (Tractor Tires, etc.)	\$	4.00

BUILDING CODE ENFORCEMENT

Residential

New Construction/Site Built & Modular		
Remodels/Renovations (Unheated Areas per Sq. Ft.)	\$	0.15
Additions (Heated Area per Sq. Ft.)	\$	0.25
Manufactured Homes		
Single Wide	\$	100.00 (Plus Trades)
Double Wide	\$	150.00 (Plus Trades)
Triple Wide	\$	200.00 (Plus Trades)
Insulation	\$	50.00

Fuel Gas	\$ 50.00
Mechanical	
One Unit	\$ 60.00
Each Additional Unit	\$ 15.00
Electrical	\$ 50.00 (Minimum)
Per AMP	\$ 0.25
Add on Existing Service	\$ 50.00 (Minimum)
Temporary Service Pole	\$ 50.00
Plumbing	\$ 50.00 (Minimum)
One Bath & Kitchen	\$ 50.00
Each Additional Fixture	\$ 4.00
Homeowner Recovery Fund (G.S. 87-15.6)	\$ 10.00
Swimming Pools (In-Ground)	\$ 50.00 (Plus Trades)
Open Sheds	\$ 50.00
Day Care	\$ 50.00
Family Care	\$ 50.00
<u>Commercial</u>	
Plan Review	\$ 25.00
New Construction	\$50.00 Minimum or \$5.00 per \$1000
Insulation	\$50.00 Minimum or \$5.00 per \$1000
Fuel Gas	\$50.00 Minimum or \$5.00 per \$1000
Mechanical	\$50.00 Minimum or \$5.00 per \$1000
Electrical	\$50.00 Minimum or \$5.00 per \$1000
Plumbing	\$50.00 Minimum or \$5.00 per \$1000
Solar Farms	\$50.00 Minimum or \$6.00 per \$1000

Miscellaneous Fees for Residential and Commercial Permits

Re-Inspection Fee	\$	50.00
After Hours Inspections (Per Hour)	\$	100.00
Penalty Fees (Work Without Permits)		
Licensed Contractor	\$	250.00
Owner	\$	100.00
Demolition	\$	50.00
Sign (New or Replacement)	\$	100.00
Research Fee (Per Hour)	\$	25.00

PLANNING & ZONING FEES

Zoning Ordinance (Copy)	\$	7.00
Subdivision Ordinance (Copy)	\$	5.00
Mobile Home Park Ordinance (Copy)	\$	5.00
Special Called Meeting	\$	200.00
Conditional Use Permit (Initial)	\$	75.00
Conditional Use Permit (Renewal)	\$	25.00
Rezone/Amend the Ordinance	\$	350.00
Appeal or Variance	\$	75.00
Zoning Permit Application	\$	50.00
Subdivision Application	\$	100.00
Each Lot (Not to exceed \$900.00)	\$	25.00

GEOGRAPHIC INFORMATION SYSTEMS & OTHER DATA

GIS Data DVD		\$ 300.00
Specific Layers		\$ 25.00
Countywide Color Images (Mr. SIDS)		\$ 150.00
Parcel Layer		\$ 50.00
Parcel Update Layer		\$ 25.00
GIS Webpage Generated Reports		\$ 2.00
Faxed or Emailed GIS Maps (Per Map)		\$ 1.00
County Tax Database (Excel Format)		\$ 100.00
Printed Paper Maps:		
	With Color Images	Without Color Images
8.5" x 11" (Printer)	\$ 2.00	\$ 1.00
11" x 17" (Printer)	\$ 5.00	\$ 3.00
24" x 18" (Plotter)	\$15.00	\$ 7.00
24" x 36" (Plotter)	\$20.00	\$10.00
36" x 36" (Plotter)	\$25.00	\$15.00
36" x 48" (Plotter)	\$30.00	\$20.00

EMERGENCY MEDICAL SERVICES FEES

ALS Non Emergency	\$ 425.00
ALS Emergency	\$ 521.90
BLS Non Emergency	\$ 325.00
BLS Emergency	\$ 439.50
Mileage	\$ 13.96
ALS Treatment No Transport	\$ 225.00

FIRE INSPECTION FEES

There shall be no initial fee for fire inspections of Level I, II, or III properties requiring inspection under the mandatory inspection schedule with the exception of Foster Care Homes. If violations resulted during inspection, (30) days following the initial inspection, a re-inspection will be conducted. Life Safety violations should be corrected in the given timeframe by the inspector. If all violations have been corrected or a corrective action plan is agreed upon by inspector, no fee shall be imposed. If violations have not been corrected, the following shall apply:

Fire Violation Re-Inspections Fees

1) 1st Re-Inspection, Second Notice to Comply	\$ 50.00
2) 2nd Re-Inspection, Third Notice to Comply	\$ 100.00
3) 3rd Re-Inspection, Final Notice to Comply	\$ 150.00
4) Following issuance of (3) consecutive re-inspection fees without compliance, the operator, or other responsible person shall be cited to court for the violation of NC General Statue 14-68.	\$ 200.00 + Cost of Court
Foster Care Homes	\$ 25.00

3.2.1 – Operational Permits (Required)

Code Section	Description	
105.6.2	Amusement Buildings	\$ 50.00
105.6.4	Carnivals and Fairs	\$ 50.00
105.6.6	Combustible Dust-Producing Operations	\$ 50.00
105.6.9	Covered Mall Buildings	\$ 50.00
105.6.13	Exhibits and Trade Shows	\$ 50.00
105.6.14	Explosives	\$ 50.00

105.6.17 (6)	Install, alter, remove, or abandon flammable or combustible liquid tanks	\$ 50.00
105.6.17 (7)	Change the contents of a flammable or combustible liquid tank	\$ 50.00
105.6.17 (8)	Manufacture, process, blend, or refine flammable or combustible liquids	\$ 50.00
105.6.17 (9)	To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$ 50.00
105.6.17 (10)	To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments	\$ 50.00
105.6.20	Fumigation and Thermal insecticidal fogging	\$ 50.00
105.6.35	Private fire hydrants removal from service, use or operation	\$ 25.00 per hydrant
105.6.36	Pyrotechnic special effects materials	\$ 50.00
105.6.41	Spraying or dipping operations	\$ 50.00
105.6.43	Temporary membrane structures, tents and canopies	\$ 25.00
	Failure to secure permit	\$ 100.00 + Permit

3.2.2 – Construction Permits (Applies to installation of new systems and renovations to existing systems)

Code Section	Description	
105.7.1	Automatic fire-extinguishing systems	\$ 50.00 + \$2.00 per Nozzle/Head
105.7.2	Compressed Gases	\$ 50.00
105.7.3	Fire Alarm and Detection systems and Related equipment	\$ 50.00 + \$2.00 per initiating Device
105.7.4	Fire Pumps and Related Equipment	\$ 50.00
105.7.5	Flammable and Combustible liquids	\$ 50.00
105.7.6	Hazardous Materials	\$ 50.00
105.7.7	Industrial Ovens	\$ 50.00
105.7.8	L.P. Gas Installation and Modification	\$ 50.00
	(Applies only to occupancies covered by the N.C. Fire Prevention Code)	
105.7.9	Private Fire Hydrants	\$ 25.00 per hydrant
105.7.10	Spraying and Dipping	\$ 50.00
105.7.11	Standpipe Systems	\$ 50.00 With Sprinkler System \$ 75.00 Without Sprinkler System
105.7.12	Temporary Membrane structures, tents and canopies	\$ 25.00
	Failure to secure permit	\$ 100.00 + permit