

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**1. CALL TO ORDER - CHAIRMAN**

**2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN**

2.1. BOC - Changes to the Agenda Pg. 3

**3. DISCUSSION ITEMS - NO ACTION**

3.1. Active Living and Parks - Comprehensive Masterplan Presentation Pg. 5

3.2. Chamber of Commerce - Edge Factor Update Pg. 34

3.3. Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Afton Ridge Project Update Pg. 56

3.4. Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Mt. Pleasant and Virginia Foil Park Project Update Pg. 69

3.5. Infrastructure & Asset Management - Courthouse Expansion Project Update Pg. 83

3.6. WSACC - Expansion Update Pg. 95

**4. DISCUSSION ITEMS FOR ACTION**

4.1. Active Living and Parks- Matching Incentive Grant Project Approval Pg. 105

4.2. BOC - Appointments to Boards and Committees Pg. 109

4.3. DHS - Budget Revision For Adult Protective Services Essential Services Fund Pg. 111

4.4. DHS - Transportation FY24 Rural Operating Assistance Program (ROAP) Pg. 116

4.5. Finance - Shady Brook Elementary School Chiller Replacement Pg. 145

4.6. Finance - Updated Annual Budget Ordinance Pg. 149

4.7. Behavioral Health – Amended Resolution to Direct the Expenditure of Opioid Settlement Funds Pg. 171

4.8. Behavioral Health - NC Opioid Settlement: Collaborative Strategic Planning Pg. 189

4.9. Human Resources - Personnel Ordinance Update Pg. 218

4.10. Sheriff's Office - Budget Amendment for the Purchase of Console Furniture for Backup 911 Center Pg. 222

4.11. Tax Administration - Adoption of Schedule of Values Pg. 230

**5. APPROVAL OF REGULAR MEETING AGENDA**

5.1. BOC - Approval of Regular Meeting Agenda Pg. 231

**6. CLOSED SESSION**

6.1. Closed Session - Pending Litigation and Economic Development Pg. 234

**7. ADJOURN**

*In accordance with ADA regulations, anyone in need of an accommodation to participate in the meeting should notify the ADA coordinator at 704-920-2100 at least 48 hours prior to the meeting.*



## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Work Session Agenda - Chairman

**SUBJECT:**

BOC - Changes to the Agenda

**BRIEF SUMMARY:**

A list of changes to the agenda is attached.

**REQUESTED ACTION:**

Motion to approve the agenda as amended.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Changes to the Agenda



**CABARRUS COUNTY BOARD OF COMMISSIONERS  
CHANGES TO THE AGENDA  
October 2, 2023**

**ADDITIONS:**

**Discussion Items – No Action**

3.6 WSACC – Expansion Update

**UPDATED:**

**Discussion Items – No Action**

3.2 Chamber of Commerce - Edge Factor Update

- Presentation

3.4 Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Mt. Pleasant and Virginia Foil Park Project Update

- Pictorial Update

3.5 Infrastructure & Asset Management - Courthouse Expansion Project Update

- Pictorial Update

**Discussion Items For Action**

4.5 Finance - Shady Brook Elementary School Chiller Replacement

- KCS Request Letter

4.7 Behavioral Health – Amended Resolution to Direct the Expenditure of Opioid Settlement Funds

- Presentation
- Resolution

4.8 Behavioral Health - NC Opioid Settlement: Collaborative Strategic Planning

- Presentations

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items - No Action

### **SUBJECT:**

Active Living and Parks - Comprehensive Masterplan Presentation

### **BRIEF SUMMARY:**

The Masterplan is the tool utilized by the County for the next 10 years for guidance, strategy, goals, development, and assists in Grant funding. The current Department Masterplan is through 2025.

An RFP was issued and there were eight submittals for the new Active Living and Parks Comprehensive Masterplan. A committee consisting of management, Active Living and Parks Commission, Senior Center Advisory Council, and the department reviewed the submittals and interviewed the top candidates. Berry Dunn was the unanimous selection. Areas that made them the top pick included: nationwide work, unique survey ideas, experienced team, previous park and recreation department employees and the excitement and dedication they exhibited during the interviews.

The presentation today will give you an idea of what and how they will develop the Department Masterplan and receive information, recommendations, ideas, etc. Completion of the project is expected to take between 9 - 11 months and will be presented to the Board Of Commissioners for final approval.

### **REQUESTED ACTION:**

For discussion only; no motion requested.

### **EXPECTED LENGTH OF PRESENTATION:**

30 Minutes

**SUBMITTED BY:**

Londa Strong, Active Living and Parks Director  
Berry Dunn Team

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Presentation



# Cabarrus County

*Comprehensive Department Masterplan*

*Active Living & Parks Department*

*Board of Commissioners Meeting*

*October 2, 2023*





# Our plan

1

*Introductions*

2

*The Project*

3

*Your Role*

4

*Q&A*





”

## Plan Purpose

***The goal is to develop a comprehensive and systematic Plan which would improve inclusion, sustainability, and quality of life for all.***





*We're planning for  
the future of  
Cabarrus County!*



# Your Project Team

## National



Barbara Heller  
Engagement Manager



Nikki Ginger  
Project Manager



JR Clanton  
Libraries &  
Financial SME



James Mickle  
DEI SME



Tom Diehl  
O&M SME



Oliver Amaya  
Bilingual  
Engagement

## Local



Lisa Wolff  
Supporting Consultant



Chris Chockley  
Landscape Architecture

# Your Partners



Cabarrus County  
Active Living Parks  
Department



Prime Firm

- Project Management
- Community Engagement
- Recreation Assessment
- Library Insights
- Visioning
- Business & Organizational Analysis
- Operations & Maintenance
- Financial Analysis



Real People. Real Solutions.

- Landscape Architecture
- Inventory
- Mapping
- Level of Service
- Capital Costing
- Community Engagement Support



- Statistically Valid Survey





# Understanding Cabarrus County

# Cabarrus County Centered Approach



# Planning for Excellence

How will this plan be unique and creatively guide our future?



## Collaboration

We will include ALP and its partners as active members of the team, helping to tailor engagement and analysis to ALP’s environment and culture.



## Real-World Experience

Utilizing experts with decades of experience both within our own agencies/departments and with clients.



## Living Document

A simple, realistic final plan that is dynamic, flexible, and structured around guiding themes that can grow and change with the community.



## Innovation and Excellence

Accessible and designed to help build an innovative and quality system for Cabarrus County





Let's Dream...



**Menti.com**

**32 48 009**

**-or-**

**QR code**





## 2 The Project

# Project Approach

## Six Phases



**Project Planning**



**Engagement**



**Analysis**



**Visioning**



**Final Plans**



**Implementation**





# Understanding Cabarrus County ALP



## ▲ Staff

- Discovery session interviews
- Survey

## ▲ Community

- Pop-up events
- Listening/Discovery Sessions
- Statistically valid survey
- Online engagement
- Partner feedback

# Ensuring Inclusive Engagement



City, and Town Planning



County Partner Interviews



Creative Engagement



Community Pop-ups



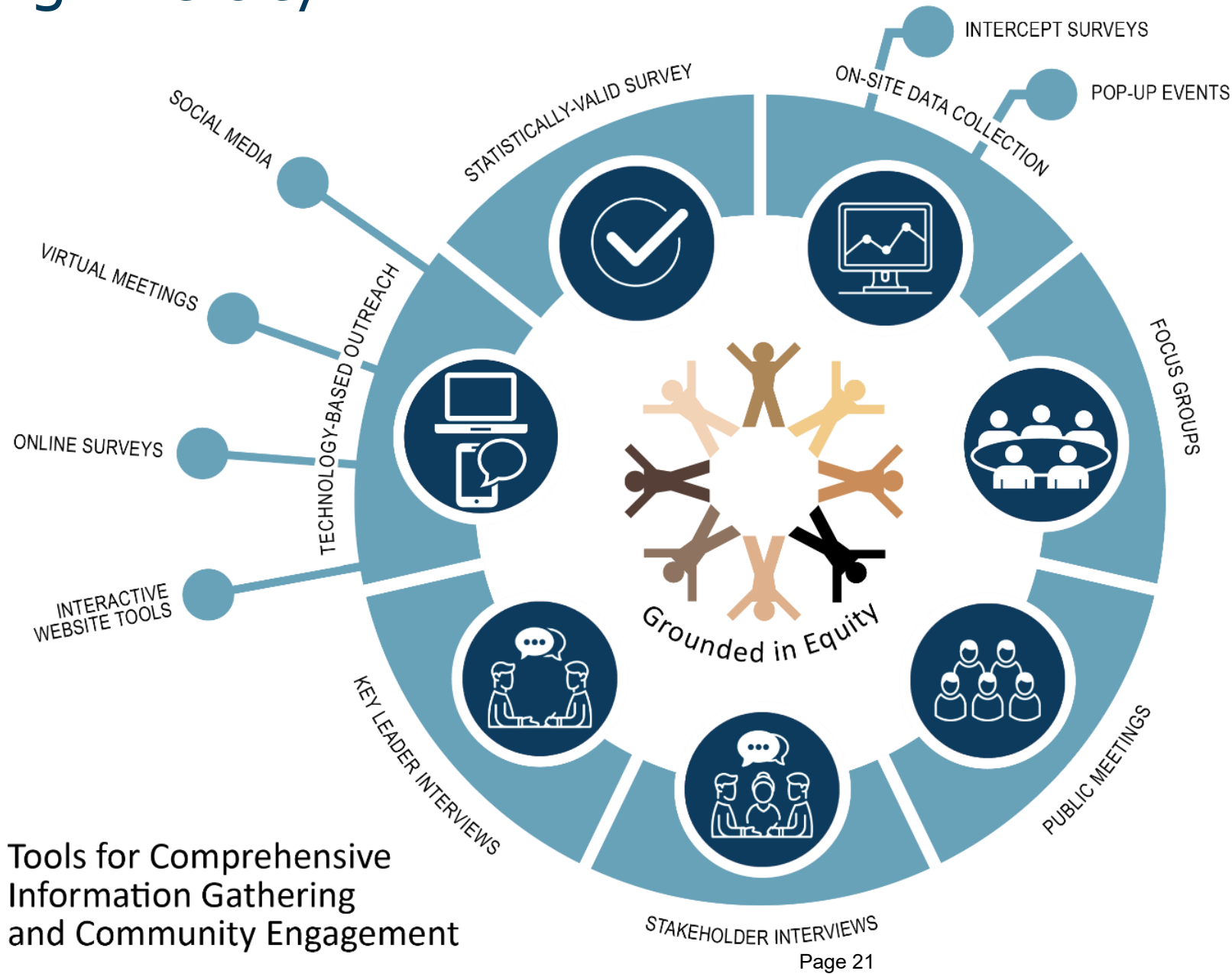
Statistically Valid Survey



# Recognizing Diversity



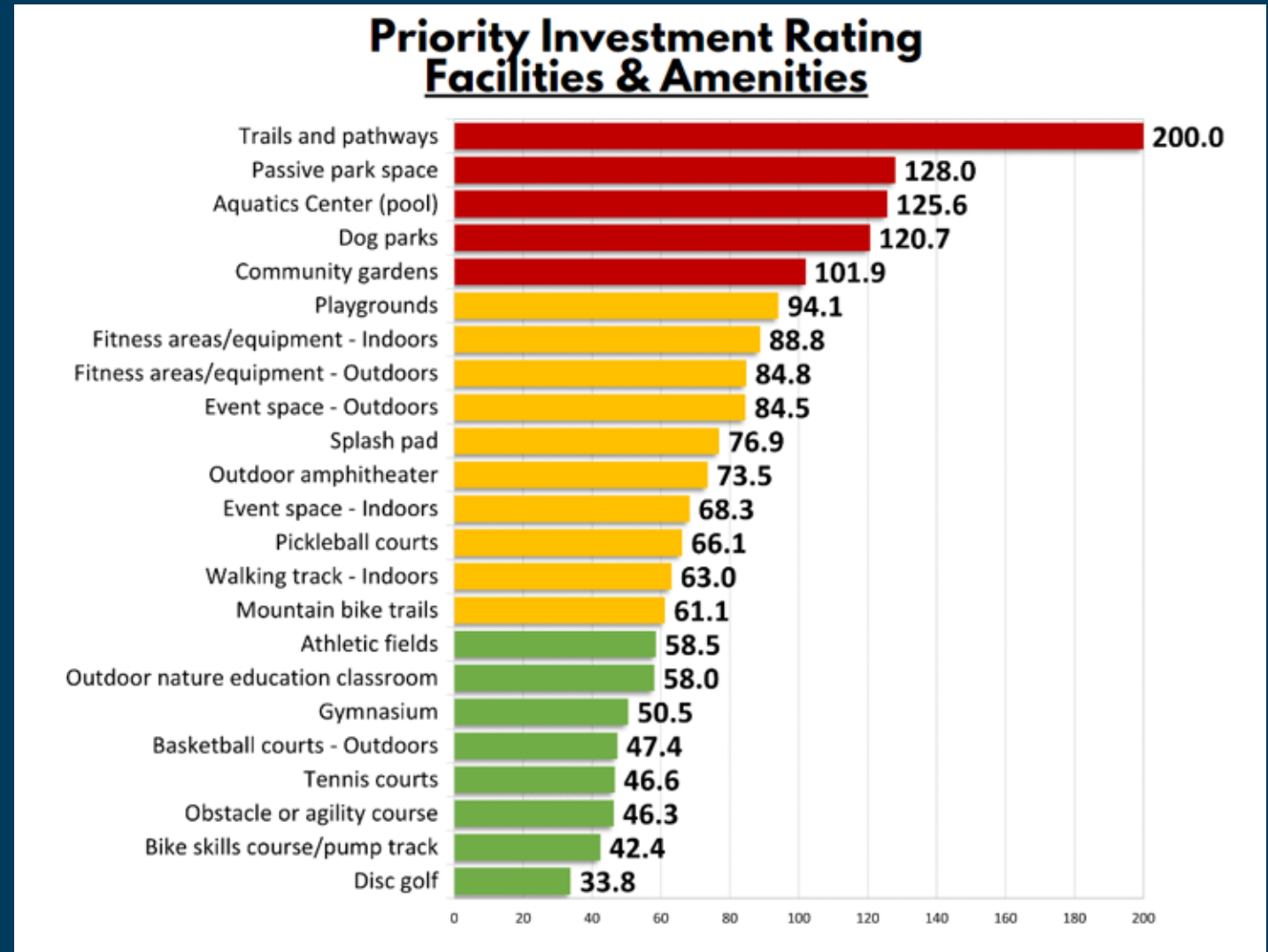
Engagement






# Conducting a Statistically Valid Survey

- Survey development and design
- Random sampling
- Mail and online
- Spanish translation
- 300-400 completed surveys




# Connecting Online with the Community




Town of Gilbert Parks and Recreation Website

Click the icon for Google Translate -->

Haz clic en el icono de Google Translate -->




**PLAN WHERE YOU *Play***




Parks and Recreation Master Plan

*Your ideas will create our future. Please share your thoughts!*




Parks




Multi-use Paths, Nature, Open Space




Programs, Events, Services



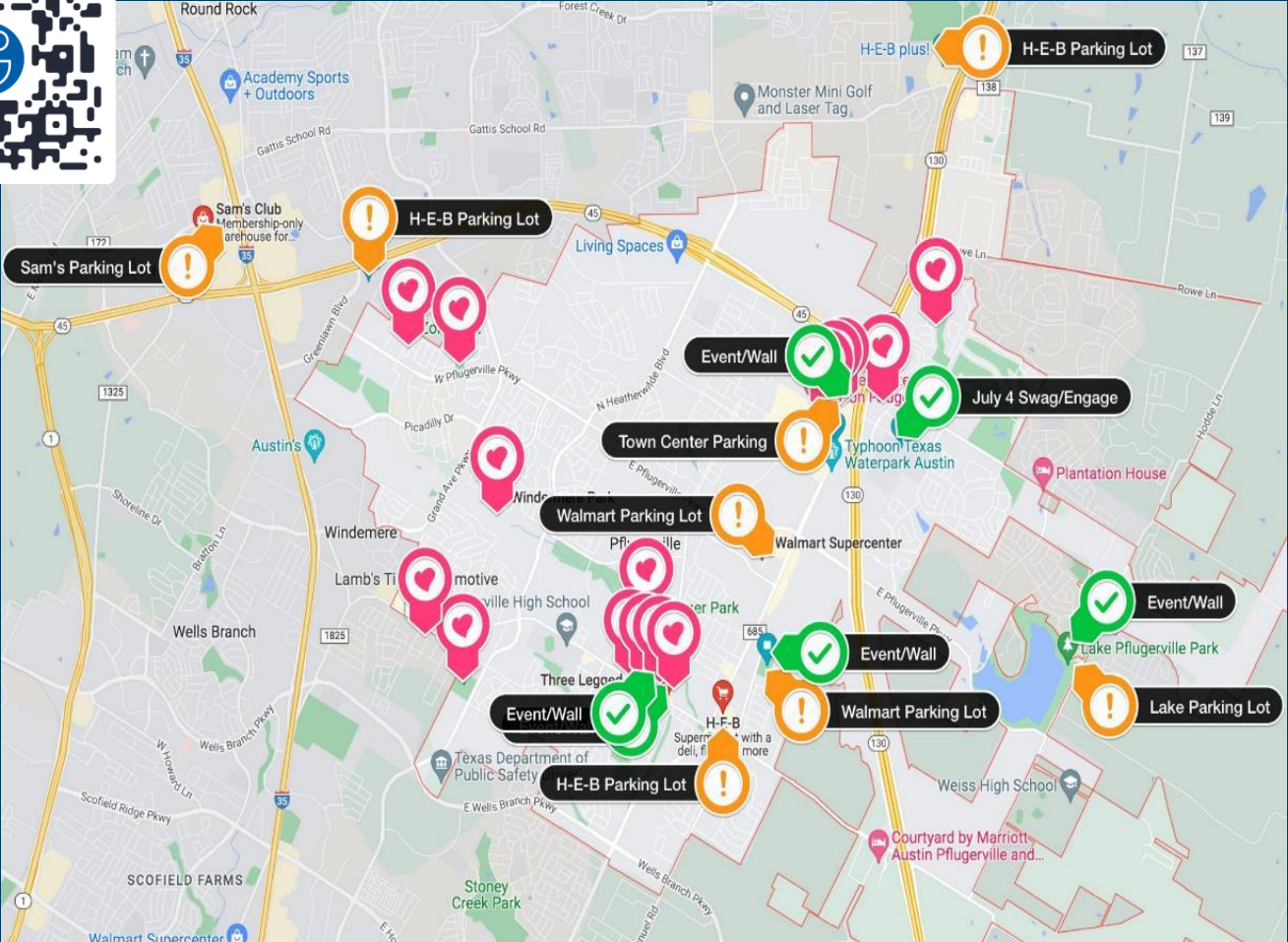
Recreation Centers and Sports Complexes



Culture and Historic Identity



Other/Misc.







# Analyzing your needs

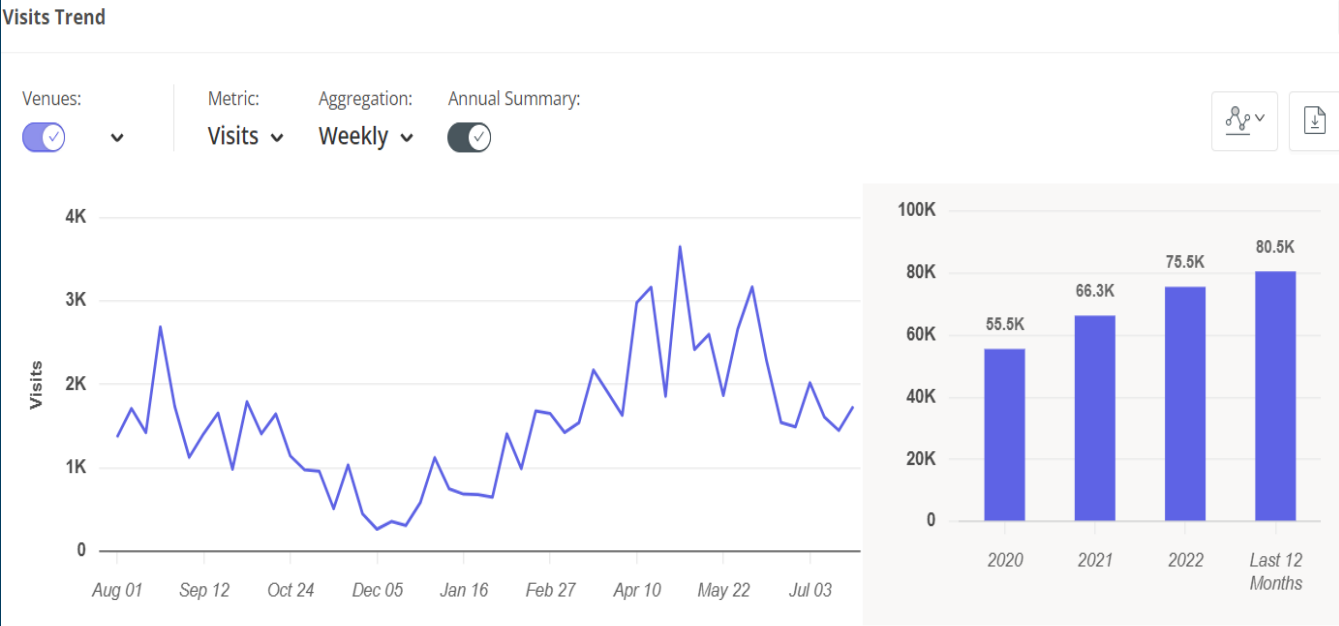
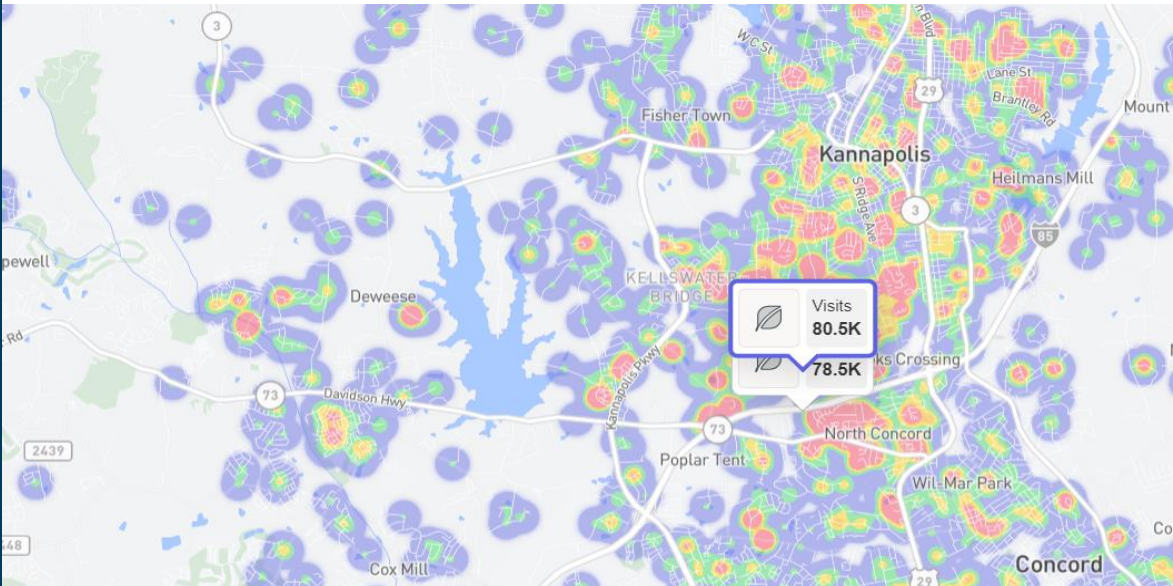


Analysis

- ▶ Benchmark and trends
- ▶ Demographics
- ▶ Systems, including parks and amenities

# Understanding Active Living Center Users

- Mobile data analysis
- Personal data privacy
- Current and potential users
- Travel patterns





# Evaluating Existing Conditions & Level of Service



## BIXLER LAKE WEST

### General Description:

Bixler Lake West is approximately 29 acres in size and consists primarily of passive recreation uses including fishing piers, playgrounds, picnic shelters, and a beach. The park also contains tennis courts and a nine-hole disc golf course.

Being adjacent to Downtown Kendallville, this portion of Bixler Lake Park is heavily used due to its convenient location.

### Strengths and Liabilities

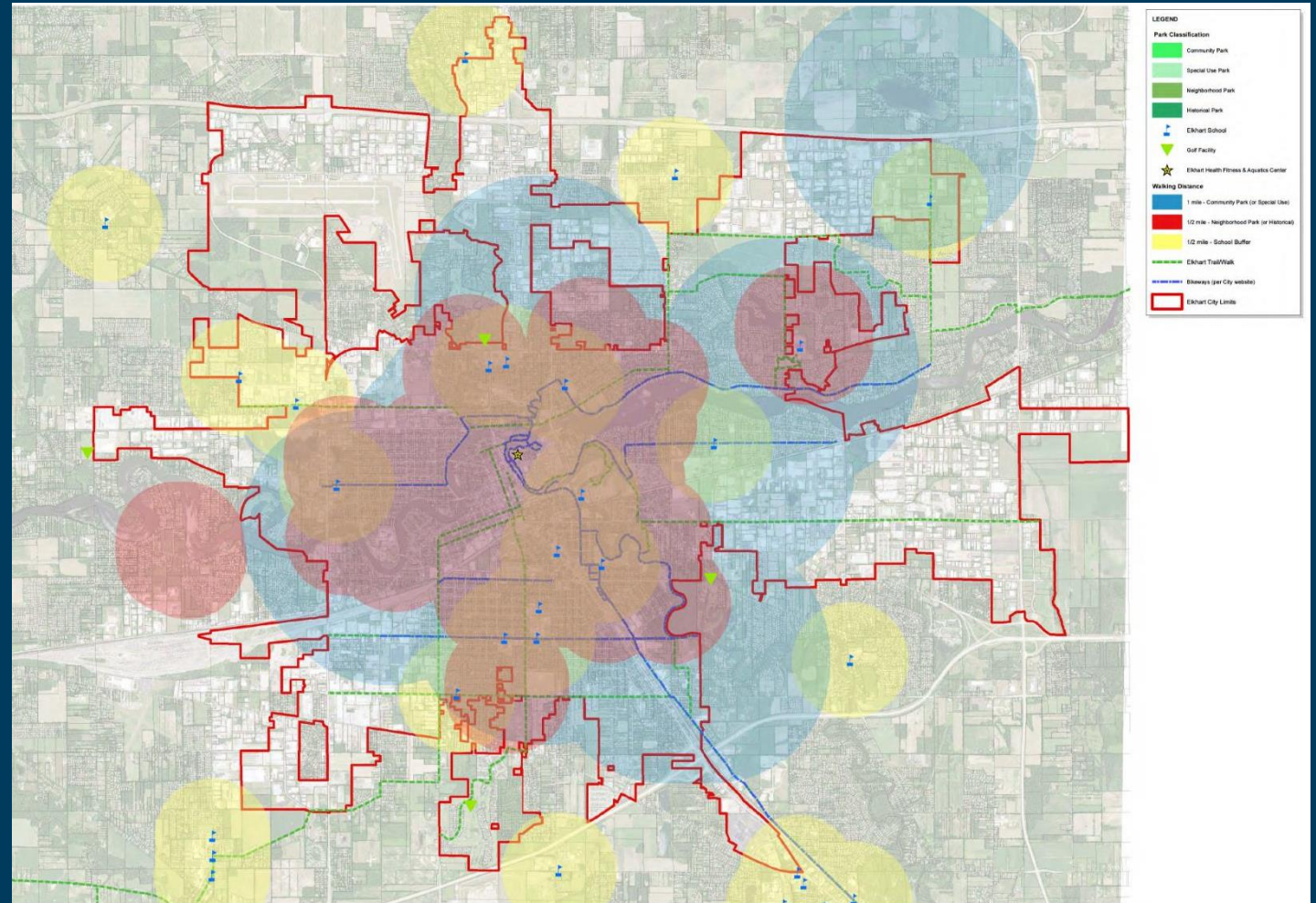
#### Strengths:

- Accessible to the town
- Nine-hole disc golf course
- Fishing piers and new boat ramp through DNR
- Beach
- Includes necessary park amenities
- ADA accessible playground
- Newly dredged fishing channel through DNR Lake and River Enhancement grant

#### Liabilities:

- Pavilions are vandalized
- Basketball court is a local hangout
- Steep slopes from western portion of the park and library to the waterfront

AMENITIES/FACILITIES	
Baseball Diamond	
Basketball Hoop	X
Soccer Field	
Tennis Courts	X
Swimming Pool	
Volleyball Court	
Running/Walking	X
Football Field	
Obstacle Course	
Gymnasium	
Horseshoe Pit	
Teeter Totter	
Spring Rocker	
Merry-go-round	
Climbing Equipment	
Swings	X
Slides	X
Play Structures	X
Exercise Equipment	
Boat Launch/Marina	X
Beach	X
Grill	X
Picnic Table	X
Pavilion	X
Restroom	X
Concession Stand	X
Disc Golf	X
Campsite/Cabin	
Benches/Seating	X
Drinking Fountain	X
Other	
PARK PROFILE	
Use	Passive and Active
Usage	Heavy
Category	Regional Park
Park Condition	Fair/Excellent
ADA Rating	Fair



- Park Inventory
- GIS Mapping
- Level of Service Analysis

- Signature Park Design
- Landscape Architecture





# Sharing Expertise

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- ▲ Library-Recreation Centers
- ▲ Assessments:
  - Organizational
  - Operations & Maintenance
  - Recreation
- ▲ Financial and Funding Analysis
- ▲ Operational structure



# Developing Long Range Visioning



Mission, Vision, and Values



Guiding Principles and Best Practices



Service Delivery Recommendations



Priority Strategic Recommendations



# While having fun!

- ▶ Park, Recreation, Libraries Professionals
- ▶ Engaging
- ▶ Creative





# Plan Overview



October	October - June	June – September	September-October
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Project Management, Coordination and Background	Public Input, Community Engagement, and Public outreach	Analysis	Visioning	Finalization and Implementation
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## Critical Success Factors

**Menti.com**

**32 48 009**

**-or-**

**QR code**





## Your Role?

- ▶ Provide feedback and expertise
- ▶ Promote participation with your networks and communities





# Discussion

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Chamber of Commerce - Edge Factor Update

**BRIEF SUMMARY:**

The Chamber, working with Cabarrus County Schools and Kannapolis City Schools, received funding from Cabarrus County last year for a three-year subscription to Edge Factor, a digital career development platform designed for K-12+ learners to explore and prepare for careers and then connect with local employers. In surveys from The Chamber, employers throughout our community struggle with hiring and retaining quality employees due to lack of durable (“soft”) skills and career direction. The state passed a new law requiring seventh and tenth grade students attending traditional public schools to have a career development plan. Additionally, Department of Public Instruction released Portrait of a Graduate – seven core competencies every graduate needs to be successful in the workplace. We have worked with Edge Factor to incorporate these needs into their platform to help our schools deliver on these currently unfunded mandates. Through the update, you will see the progress made by both school systems in partnership with The Chamber and Edge Factor.

**REQUESTED ACTION:**

Provide information.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Barbi Jones, The Chamber of Commerce Executive Director

**BUDGET AMENDMENT REQUIRED:**



No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Presentation



**Edge Factor Inspires learners of all ages to Explore, Prepare and Connect with their community on their personal career journey.**



With 3200+ videos, interactive activities, lesson plans, local community pages, virtual reality experiences, Edge Factor is focussed on helping K-12+ students move forward in their education and career pathway.





**72%**





**ENROLL**



**ENLIST**



**ENGAGE**



**New state requirement for  
all 7th graders to have a  
career development plan and  
update it in 10th grade.**

**No additional funding  
allocated.**

**“Our biggest pain point is finding a quality workforce.”**

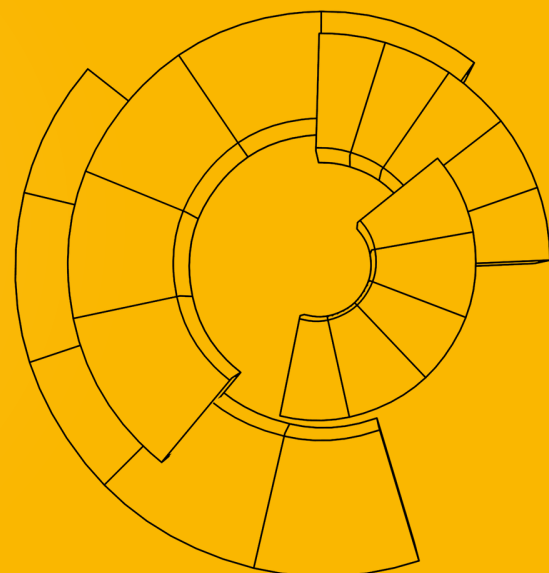
**“Workforce – especially technical workers.”**

**“Finding the right people to meet our standards of customer service and workmanship can be a challenge.”**

**“STAFFING! WE NEED NURSES!”**

**“Quantity and quality of skilled workforce.”**





# ***EDGE FACTOR OVERVIEW***

As a leader in workforce and career development solutions, Edge Factor uses the power of storytelling to inspire people to explore, prepare, and connect on their Career Journey. Edge Factor's platform offers schools, families, companies, and service providers access to thousands of films, videos, activities, lesson plans, badges, and career development tools.

Through our partnerships, film shoots and events, Edge Factor continuously works to enrich their ever-growing multimedia library with inspiring stories, career-related content, and gamified learning.

Answering national workforce development challenges with community-based solutions, Edge Factor unites organizations and families around helping learners of all ages achieve their career goals and launch rewarding training and career pathways.



# UPDATE OVERVIEW

Both Kannapolis City Schools and Cabarrus County Schools have premium Edge Factor memberships, which unlocks our full K-12 library, plus the Classroom feature for educators to assign content for students to complete.

We have been actively working to onboard educators, starting with CTE Educators and Career Development Coordinators in high schools, and expanding into middle schools and beginning this November, into STEM classrooms. While Elementary schools are also able to access our K-8 content, the school districts have not yet started to roll it out to those grade levels. We are walking this road with leaders from both KCS and CCS and have an open invitation for them to choose their launch date for elementary schools and begin training and onboarding.

We are also preparing to work closely with the Rowan Cabarrus Community College to add their program touchpoints (digital profiles) to the platform and with companies to create touchpoints on the careers, training and opportunities they offer.



# COMPANIES

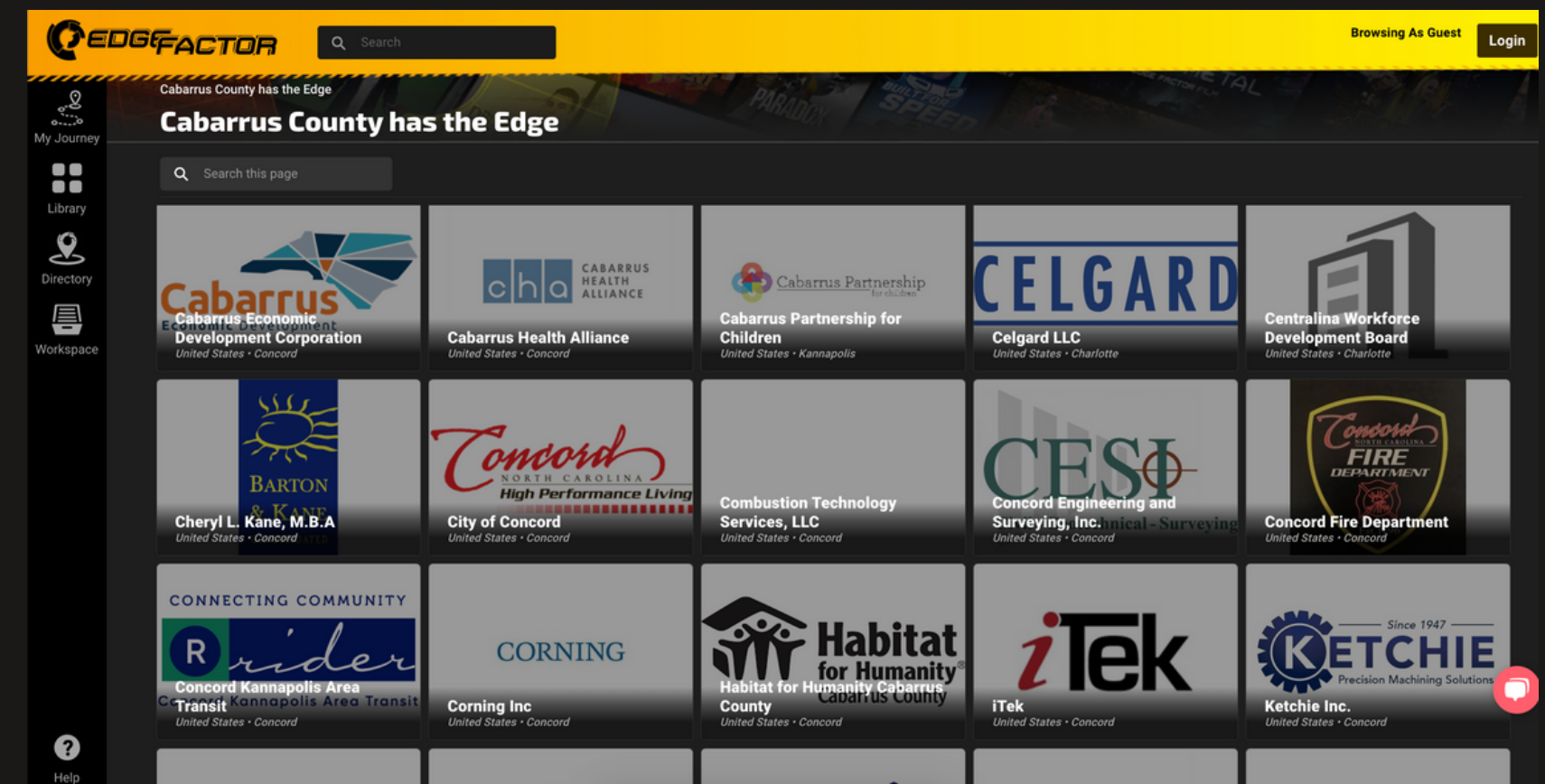
## 28 COMPANY PAGES CREATED

The Chamber has hosted 2 sessions for Companies where Edge Factor presented in-person to share insights into this initiative. We have built 28 pages that provide key information on companies in Cabarrus.

Edge Factor is developing continuum-based, age appropriate touchpoints for companies to add info on opportunities they offer, such as:

- job shadowing
- apprenticeships, internships, mentorship
- are they willing to host classroom presentations?
- careers at their company
- company culture/ about us
- ways STEAM comes alive in the real world

and more. We expect to begin building these in late October - November with a few pilot companies.



**VIEW COMPANY PAGES**





# K-12 SCHOOLS

## SEPT 2022 - AUG 2023: HIGHLIGHTS

### November 2022:

Edge Factor hosts virtual training to introduce CTE educators from both school districts to the platform. Attendees accounts are all created, they login, and receive a walkthrough of how to best use the resources.

### February 2023:

Kannapolis City Schools host a virtual training/ professional development session with Edge Factor for their educators.

### March 2023:

Edge Factor meets with both school districts' CTE Directors and leaders, visit schools to connect with educators one on one and help them login and discover the top recommended pages and content for their classes.

### May 2023:

Kannapolis Schools hosts 3rd training virtual training session with Edge Factor for their educators.

### June 2023:

Cabarrus County Schools hosts virtual training session with Edge Factor for their CDCs (Career Development Coordinators).

### July 2023:

Edge Factor "overview video" plays for hundreds of educators at Convocation, thanks to the Cabarrus Chamber.

### August 2023:

Edge Factor meets with leaders from both school districts in-person, to strategize on ways they can best utilize the platform. School districts share insights into Portrait of a Graduate, the Cabarrus Career K-12 Continuum and STEM Curriculum Maps. Edge Factor shares best practices for rolling out the software and raising awareness.

**GREAT NEWS:** Edge Factor worked with both school districts' IT teams to review and approve our Data Privacy policies, and got the green light to add new users. Kannapolis City Schools just added 1077 new students and 91 new teachers!

### September 2023:

Edge Factor and the Cabarrus Chamber shares strategic meetings separately with each school district to work on next steps to align our library with curriculums and expectations, and plan for upcoming training Cabarrus County School shares that they are looking to do a big launch in November 2023.



# K-12 SCHOOLS

## COMING UP - NEXT STEPS

### October 2023:

Edge Factor is coming in-person to host a training workshop with Kannapolis City Schools educators and Career Development Coordinators, helping them login and discover the top recommended pages and content created for them!

### November 2023:

Edge Factor is attending the statewide National Career Pathways Network (NCPN) in-person and will be meeting with Cabarrus County Schools' CTE Director. The NCPN is dedicated to strengthening the education-to-careers pipeline through Career Pathways, Adult Career Pathways, career and technical education (CTE), and workforce development initiatives.



### Fall - Winter 2023:

Edge Factor will be working with leaders from both school districts to create and vet pages for educators to plug-and-play content that aligns to Portrait of a Graduate, state standards and the Cabarrus Career Continuum for K-12.

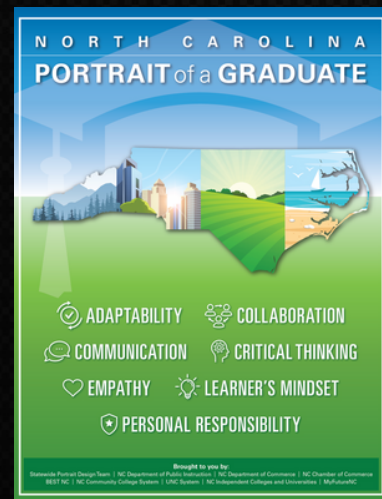


# PORTRAIT OF A GRADUATE

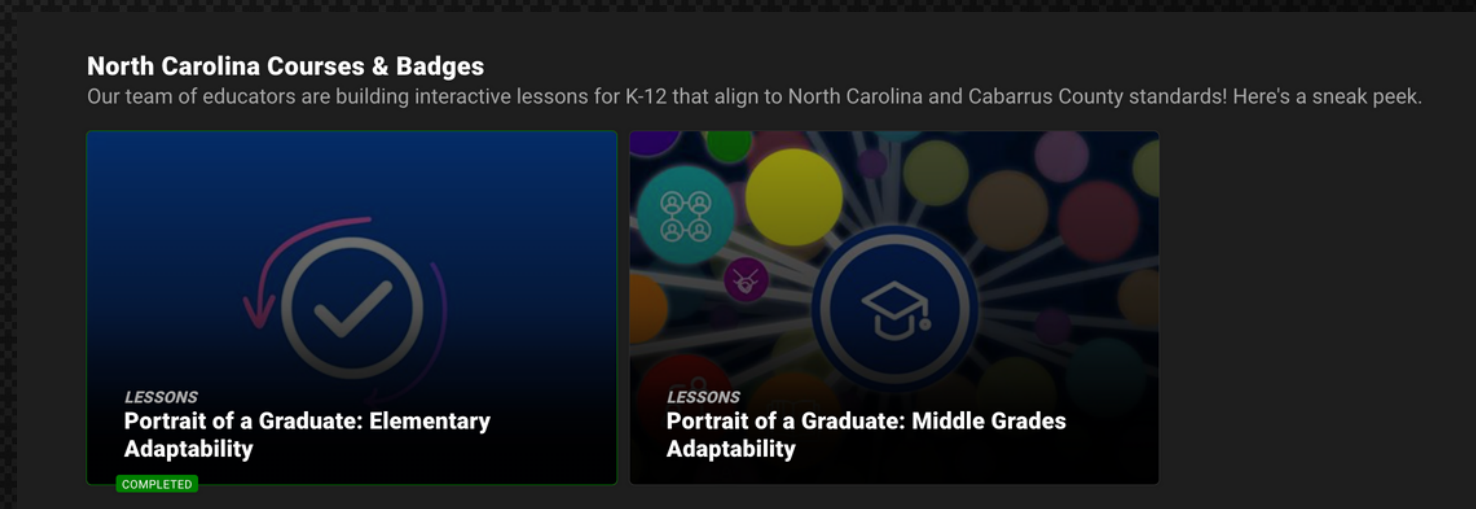
## “I CAN” Statements

The statewide Portrait of a Graduate identifies seven durable skills that students should possess upon graduation from high school, in order to thrive in a 21st century workplace:

- Adaptability
- Collaboration
- Communication
- Critical Thinking
- Empathy
- Learner's Mindset
- Personal Responsibility



Edge Factor's team of educators are building Courses for K-12 with lesson plans and interactive activities with high impact media that brings POG to life! We will vet these experiences with Cabarrus educators to ensure it's easy for them to use and share with students. As students complete the activities, they will earn badges!



**[VIEW SAMPLE COURSE](#)**





# Key Themes

## Embrace Hope

Life is full of ups and downs, and it's easy to get discouraged. Embrace hope as a way to stay motivated and optimistic about the future.

## Don't give up

Perseverance is key to success. No matter how difficult things may seem, don't give up. Focus on your goals and keep pushing forward.

## Set Goals

Setting goals is essential to achieving success. Determine what you want to achieve and make a plan to reach those goals.

## Confidence is key

Have confidence in your decisions and trust that you can overcome any obstacles that come your way.



## **Take risks**

Don't be afraid to take risks and step out of your comfort zone. Sometimes, the greatest rewards come from taking chances.

## **Be adaptable**

Life is full of unexpected twists and turns. Be adaptable and learn to adjust to new situations and challenges.

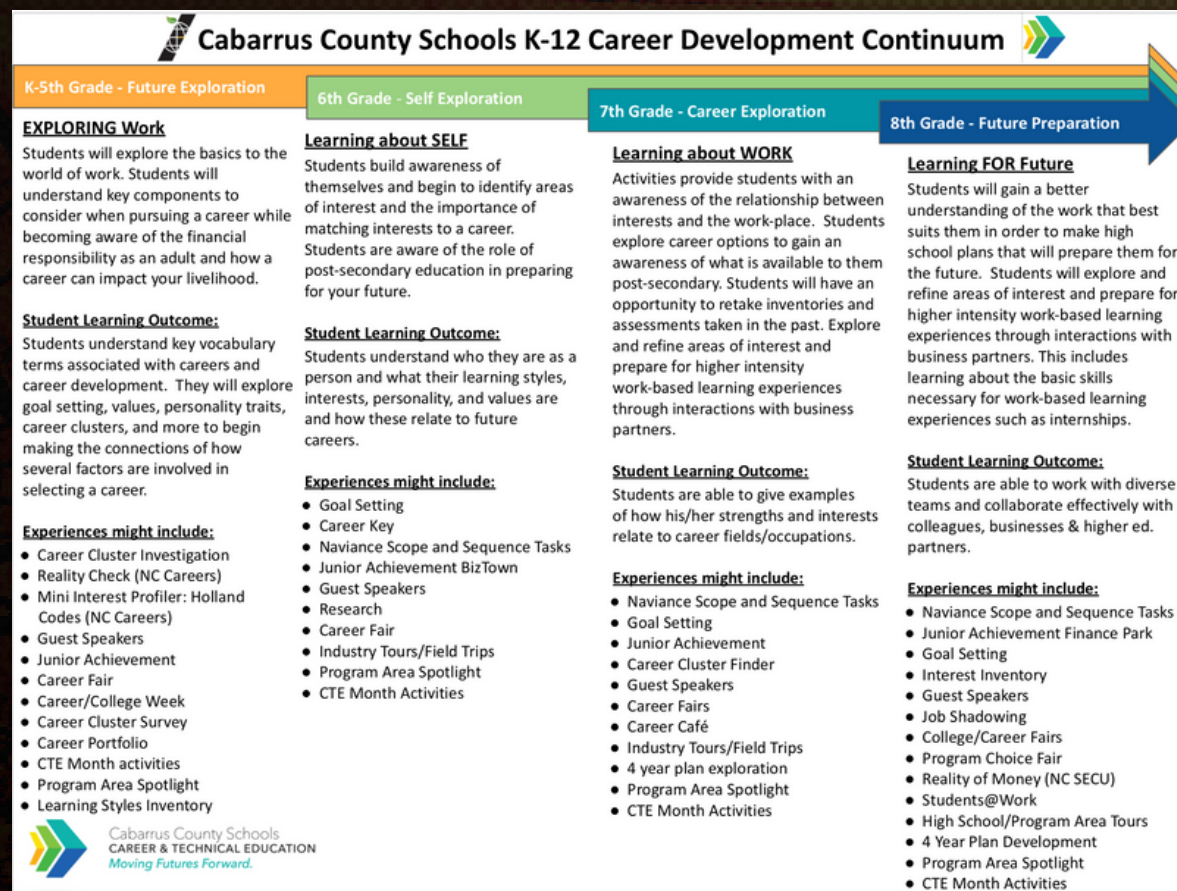
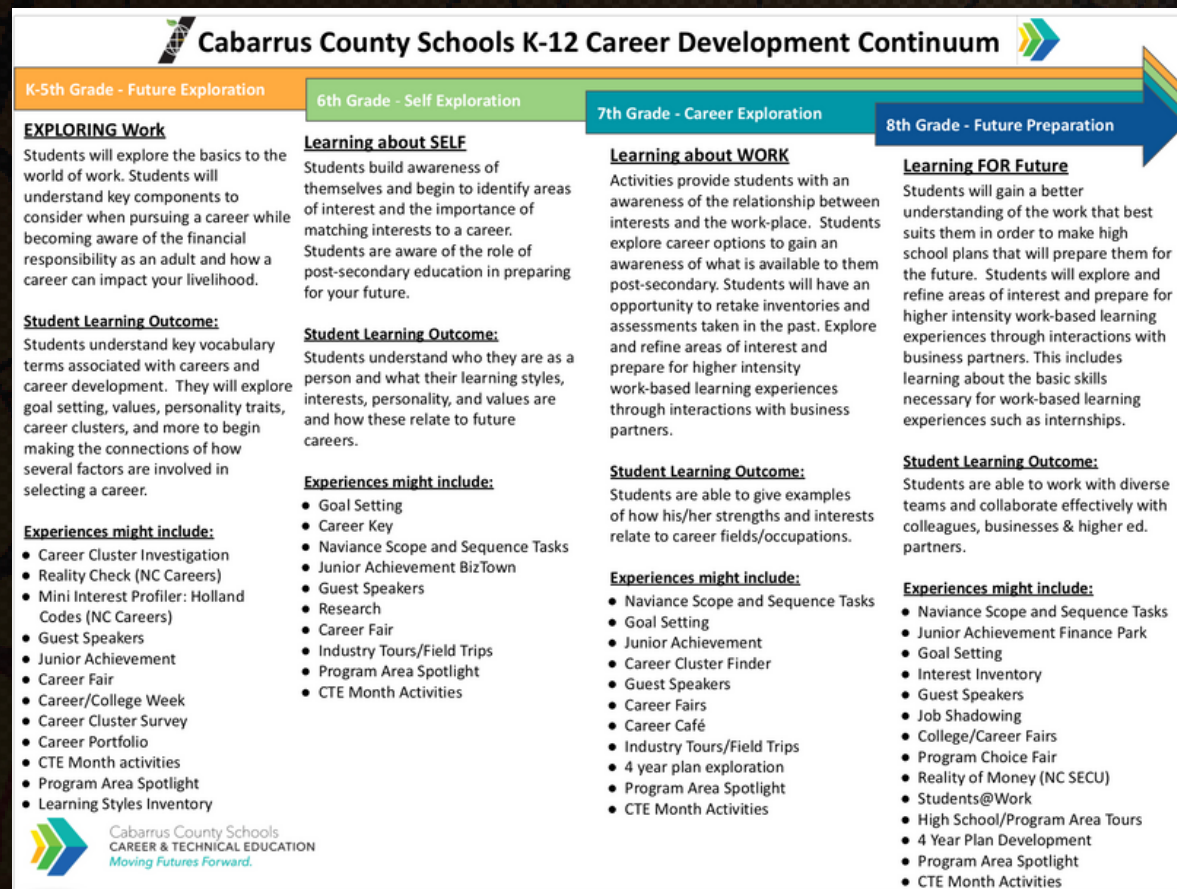
## **Learn from Failure**

Failure is a natural part of life. Fail fast, learn fast. Instead of letting it defeat you, use it as an opportunity to learn and grow.

## **Build Relationships**

Build strong relationships with those around you. Surround yourself with people and mentors who support and encourage you.





# The Cabarrus Career Continuum

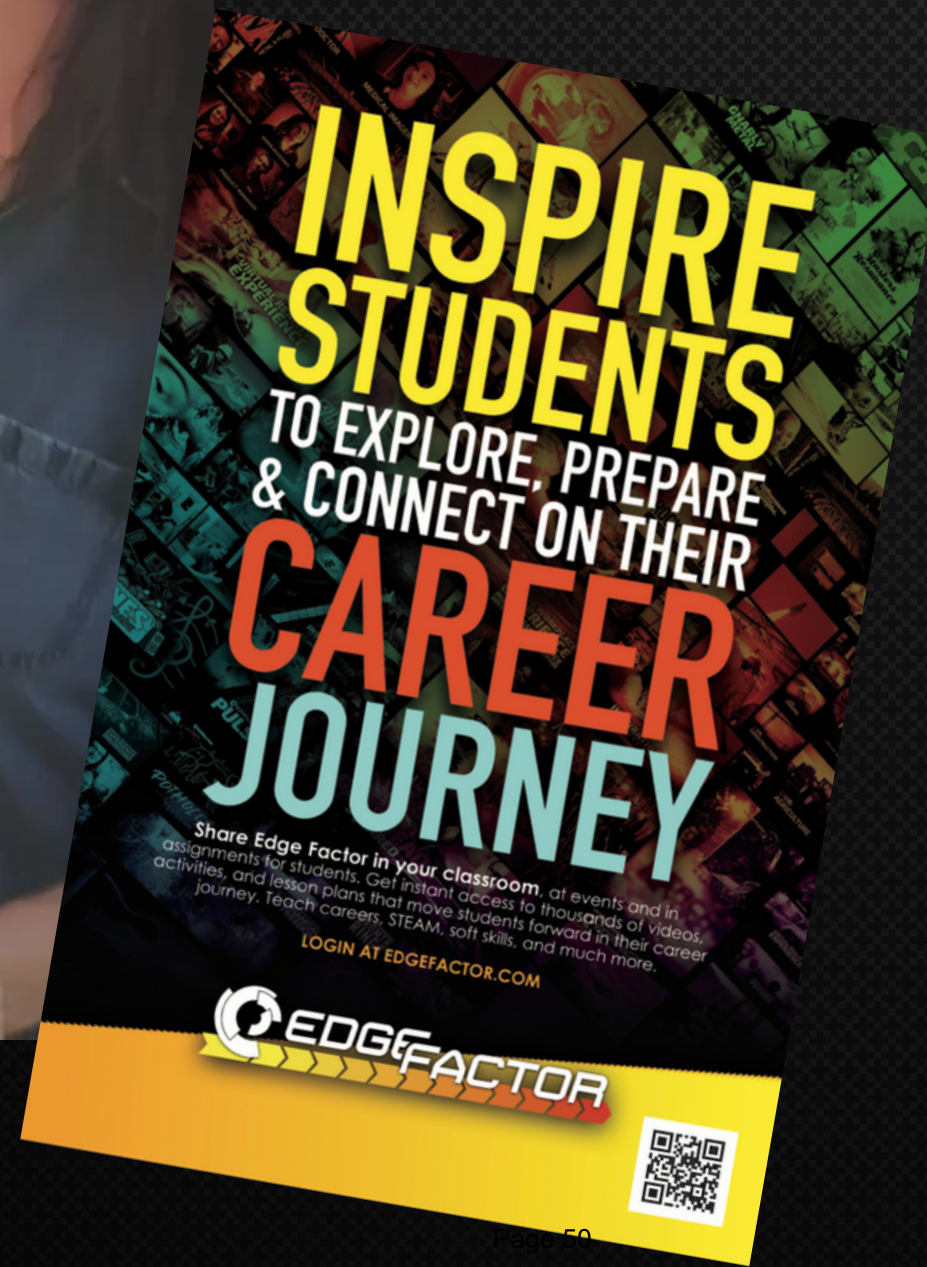
**Edge Factor's team of educators are building Courses for K-12 with Edge Factor content and locally created TouchPoints (training and career profiles) to bring the Cabarrus County K-12 Career Development Continuum to life! We will vet these experiences with Cabarrus educators to ensure it's easy for them to use and share with students. As students complete the activities, they will earn badges!**



## Posters for Educators

Both school districts have received Posters to raise awareness of Edge Factor for their educators.

These posters are perfect for Staff Rooms, Lunch Rooms, and offices for educators to discover Edge Factor and use the QR code to login!

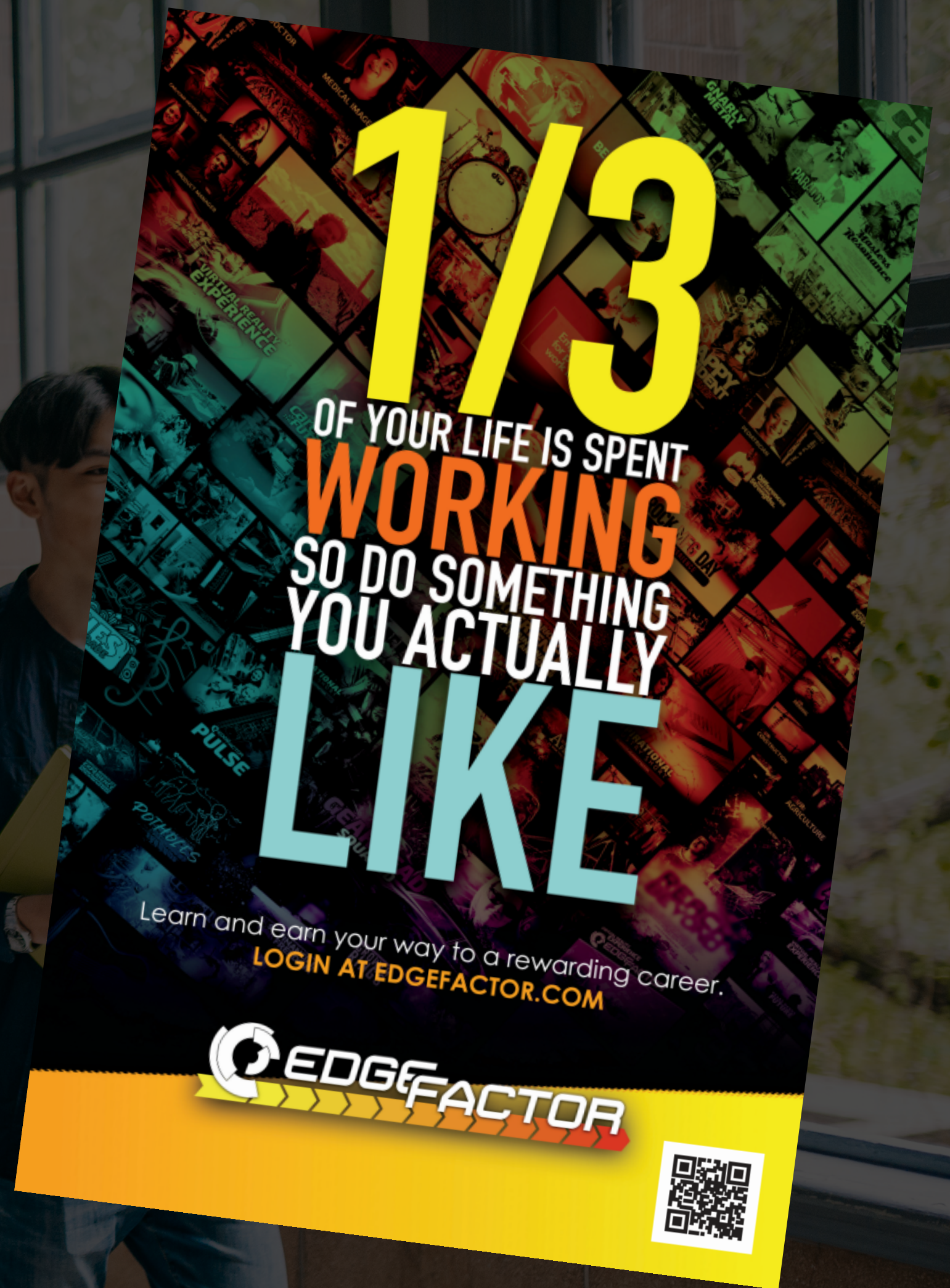




## Posters for Students

Both school districts have received Posters for students to get excited for their career pathway.

Students can discover Edge Factor and use the QR code to login! These posters are designed to be posted in cafeterias, stairways, libraries, School Counsellor offices, and more.





## Distributing postcards to Students

These postcards are a great take-home resource for students to learn about Edge Factor and use the QR code to login. They are especially popular with Career Development Coordinators! Edge Factor has provided postcards for both school districts to distribute to students.

A graphic for an Edge Factor postcard. The background is a collage of various career-related images and text. The main text is large and bold: "1/3 OF YOUR LIFE IS SPENT WORKING SO DO SOMETHING YOU ACTUALLY LIKE". Below this, in smaller text, it says "Get access to thousands of videos and gamified experiences that inspire you to explore, prepare and connect on your career journey. Learn and earn your way to a rewarding career." Below that is the text "LOGIN AT EDGEFACTOR.COM". At the bottom left is the Edge Factor logo, which consists of a stylized 'C' icon followed by the text "EDGEFACTOR". At the bottom right is a QR code.

**1/3** OF YOUR LIFE IS SPENT **WORKING**  
SO DO SOMETHING YOU **ACTUALLY LIKE**

Get access to thousands of videos and gamified experiences that inspire you to explore, prepare and connect on your career journey. Learn and earn your way to a rewarding career.

**LOGIN AT EDGEFACTOR.COM**

**EDGEFACTOR**





# Encouraging educators to attend our monthly webinars

Once a month and for special announcements, we host a live Zoom webinar for educators. During these sessions, an Edge Factor expert provides important updates on new content, features, upcoming events, and more. Q&A time included!

EDGE FACTOR

My Account

### Upcoming Webinars

Register to attend an upcoming webinar to learn how Edge Factor can help you accomplish your workforce and career development goals!

#### Webinar Calendar

Click the + symbol to learn more and see which topics will be covered in Edge Factor's upcoming Webinars!

Back To School For US Educators (Aug 23)

+

Back To School For Canadian Educators (Sept 13)

+

Back To School For US Educators (Sept 20)

+

Rock MFG Day Free Programming (Sept 21)

+

#### Register for an upcoming Webinar

Complete this form and select which Webinar you would like to attend!

Once you've signed up, we'll send you an email with details and a Zoom link to join the Webinar.

*\*Live webinars will be recorded and made available for everyone who registers.*

#### Webinar Registration Form:

First name\*

Last name\*

Email\*

Organization Name

City

State/Province

Select Your Country

Webinar List\*

Please Select

Sign me up!

SUMMER CAMP TOOLKIT



# SAMPLE ANALYTICS

## KANNAPOLIS CITY SCHOOLS

This analytics report is for  
August 1, 2023 - September 26, 2023.

### A L BROWN HIGH:

29,755

Impressions

Times that content was displayed to people.

Administrator	0 Impressions
Instructor	28,524 Impressions
Learner	1,231 Impressions

3,601

Opens

Times that people opened and saw content.

Administrator	0 Opens
Instructor	3,561 Opens
Learner	40 Opens

771

Engagements

Times that people have interacted with content.

Administrator	0 Engagements
Instructor	762 Engagements
Learner	9 Engagements

### KANNAPOLIS MIDDLE:

21,793

Impressions

Times that content was displayed to people.

Administrator	0 Impressions
Instructor	18,022 Impressions
Learner	3,771 Impressions

2,234

Opens

Times that people opened and saw content.

Administrator	0 Opens
Instructor	1,810 Opens
Learner	424 Opens

197

Engagements

Times that people have interacted with content.

Administrator	0 Engagements
Instructor	174 Engagements
Learner	23 Engagements



# THANK YOU

On behalf of the Cabarrus Chamber and Edge Factor teams, thank you for your time in reviewing this update. We are eager to see greater adoption of these resources in Cabarrus and Kannapolis schools and we're committed to ensuring we do everything in our power to make it as easy as possible for educators to plug and play these tools into their classroom and at-home experiences!

Thank you for your support on this strategic workforce initiative.

**BARBI JONES**

**Executive Director**

[BJones@cabarrus.biz](mailto:BJones@cabarrus.biz)

&

**LARISSA HOFMAN**

**Vice President**

[lhofman@edgefactor.com](mailto:lhofman@edgefactor.com)

**The Chamber**  
LEADING BUSINESS IN CABARRUS





## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

October 2, 2023  
4:00 PM

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Afton Ridge Project Update

**BRIEF SUMMARY:**

County Staff to provide update on the project.

**REQUESTED ACTION:**

No action required.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Bilafer, Asst. County Manager  
Michael Miller, Director of Design and Construction

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

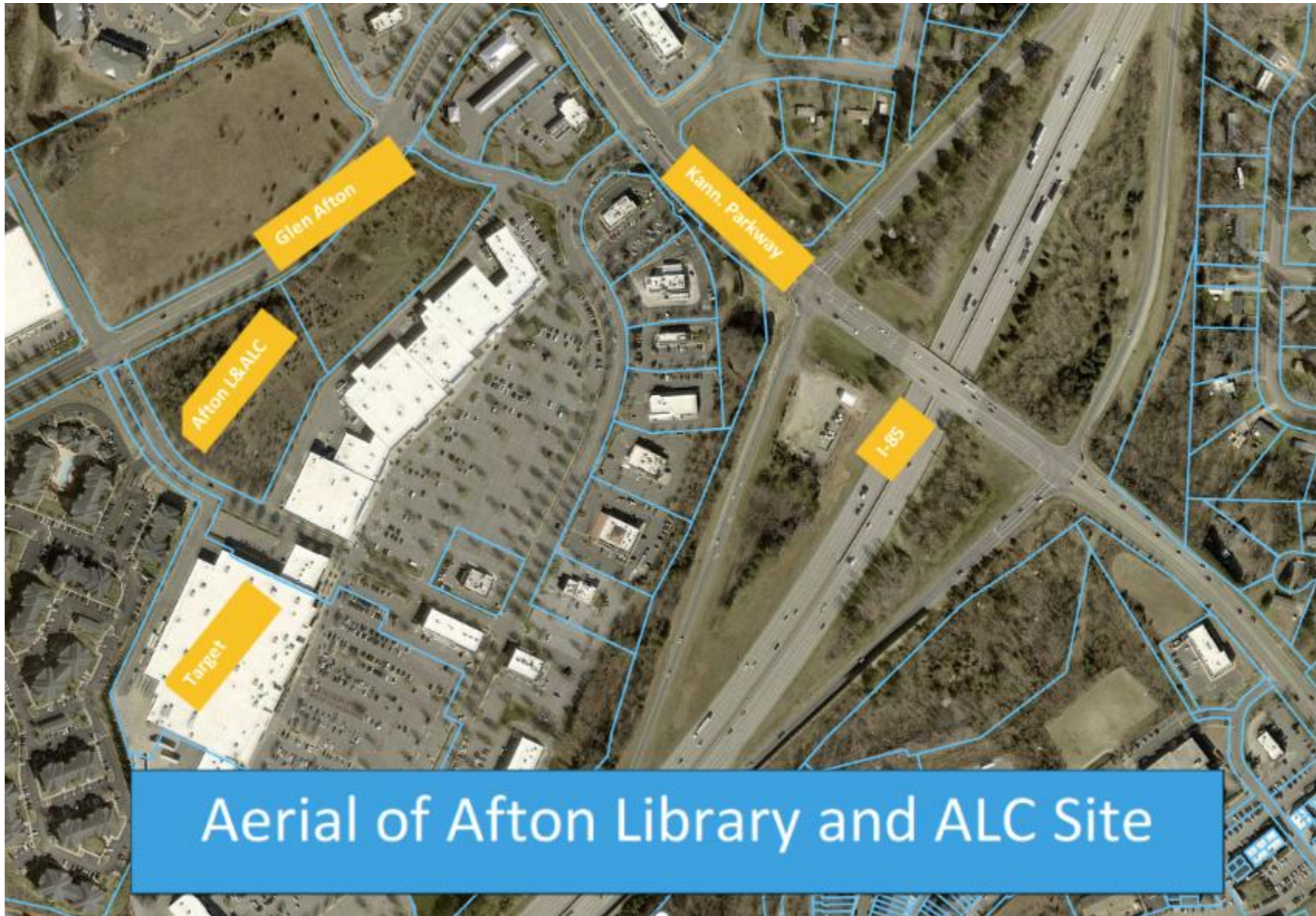
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**ATTACHMENTS:**

- ▢ Update Pictures



## Afton Library and Active Living Center Pictorial Update (10-02-23)











































## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

October 2, 2023  
4:00 PM

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Infrastructure and Asset Management - Cabarrus County Library and Active Living Center at Mt. Pleasant and Virginia Foil Park Project Update

**BRIEF SUMMARY:**

County Staff to provide update on the project.

**REQUESTED ACTION:**

No action required.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Bilafer, Asst. County Manager  
Michael Miller, Director of Design and Construction

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Picture Update

**Cabarrus County Library and Active Living Center and Virginia Foil Park Progress Pictures for Board of Commissioners (10-02-23)**













# ATTENTION

## SAFETY NOTICE

**VISITORS:** Must check in at field office.

**EMPLOYEES:** Must comply with project safety requirements and abide by all applicable Local, State and Federal Safety Regulations.

**AUTHORIZED PERSONNEL ONLY**

**YOU CANNOT ENTER WITHOUT**































## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Infrastructure & Asset Management - Courthouse Expansion Project Update

**BRIEF SUMMARY:**

County staff will provide an update on the Courthouse Expansion

**REQUESTED ACTION:**

No action required

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Bilafer, Assistant County Manager  
Michael Miller, Director of Design and Construction

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

▣ Picture Update

## 1975 Courthouse Renovation Update (10.2.23)













































## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

WSACC - Expansion Update

**BRIEF SUMMARY:**

WSACC staff will present an expansion update.

**REQUESTED ACTION:**

Provide information.

**EXPECTED LENGTH OF PRESENTATION:**

**SUBMITTED BY:**

Chad VonCannon, Engineering Director, Water & Sewer Authority of Cabarrus County

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Presentation

# Capacity, Expansion & Master Plan

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# Rocky River Regional Overview

Constructed as a 24 million gallon per day (mgd) plant by a partnership between Cabarrus County, the City of Concord, and Cannon Mills.

Late 1970s

Rocky River Regional was re-rated to 26.5 million gallons per day (mgd)

2012

Plant Expansion began

2019

Early 2000s

The plant received several upgrades.

2018

Flow dramatically increased. Plan immediately put into place to expand.

# Rocky River Regional Capacity



Previous Calendar Year  
Actual Flow

+



Developer Controlled  
Capacity\*

=



Capacity Used



Permitted  
Capacity

-



Capacity  
Used

=

Remaining  
Available

\*Capacity that has been officially allocated to a specific project through the flow allocation process.



# Rocky River Regional Flows & Capacity

	2017	2018	2019	2020	2021	2022	2023
Previous Year Flow (mgd)	16.21	17.04	20.07	19.91	21.95	20.97	21.11
Total Calendar Year Flow Acceptance (mgd)	0.94	1.23	1.28	2.15	1.83	0.93	-
Developer Controlled Capacity(mgd)	1.60	1.59	1.79	1.94	2.36	2.87	3.18
Jurisdictional Controlled Capacity(mgd)	8.70	7.88	4.65	4.66	2.19	2.66	2.21

The 2023 numbers equal 5.39 mgd of currently not being used capacity at the Rocky River Regional.

# Rocky River Regional Expansion

## Phase 3

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- Summer 2024
- New capacity 30mgd
- Cost: \$100M

## Phase 4

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- 2027
- New capacity 34mgd
- Cost: \$150M
- GMP signed Aug. 2023



# Flow Factor Reduction

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**2021:** Worked with the State to reduce from 120 g/bdr to 80 g/bdr

**2023:** Partnered with Senator Newton and other legislators on Senate Bill 693 that reduced the number to 75 g/bdr

# Planning for the Future

2022 - Began Master Planning process

- Team: professional engineers and planners that are experts in their fields
- Timeline: 20-year plan with focus on initial 10-years
- Report:
  - Population/flow projections
  - Permitting future expansion needs
  - Drinking water needs projections
  - Begin permitting process











# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Active Living and Parks- Matching Incentive Grant Project Approval

**BRIEF SUMMARY:**

The Active Living and Parks Department is seeking board approval to move forward with four matching incentive grant projects. The approved FY 24 Budget has \$50,000 for this program.

All applicants presented their respective projects to the ALPs Commission on Thursday, September 21. The commission recommended that all projects be funded for a total County match of \$24,533.

Projects include Concord Rotary Club bicycle repair stations at three Concord Park sites, outdoor classroom at Weddington Hills Elementary School, field maintenance equipment for Hartsell Athletic Association at Rocky River Elementary, and a picnic table outdoor learning space through Cabarrus County 4H.

Please see attached supporting documents for priority ranking and associated budget amendment.

**REQUESTED ACTION:**

Motion to approve recommended grant award and adopt associated budget amendment.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Megan Baumgarner- Active Living and Parks Commission Chair

Ian Sweeney- Active Living and Parks Project & Events Manager

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Supporting Document
- ▣ Budget Amendment



Matching Incentive Grant Supporting Document Placeholder

Associated budget amendment will be completed after the 9-21 ALPs Commission Meeting

**Project Summary:**

Cabarrus County 4H: Picnic Table Outdoor Learning Space

Total: \$3,661 (\$1,830.87 match)

Location: Cooperative Extension

Maintained by Cooperative Extension

Priority 2

-Creating an outdoor learning space that is ADA accessible will allow program coordinators to expand current programming and develop new activities moving forward will utilize the space developed.

Hartsell Athletic Association: Lawn Mowers

Total: \$23,406.24 (\$11,703.12 match)

Location: Rocky River Elementary

Maintained by Hartsell Athletic Association

Priority 2

-Maintenance Equipment

Concord Rotary Club: Rotary Club Bike Repair Stations

Total: \$16,514 (\$7,500)

Location: McEachern Greenway, Brown Mill Mountain Bike Trail Park, H.H. Greenway Mills at Rocky River

Maintained by the City of Concord

Priority 2

-Installation of three bicycle repair stations, pumps, bike racks, and benches on concrete pads at three locations in the City of Concord, NC.

Weddington Hills PTO: Nature Trail Beautification

Total: \$7,000 (\$3,500)

Location: Weddington Hills Elementary

Maintained by the PTO

Priority 2

-Outdoor classroom on the Lenora Barron Nature Trail

## Budget Revision/Amendment Request

Date: 9/26/2023

Amount: 73,605.00

Dept. Head: Londa Strong

Department: Active Living & Parks

☒ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☐ Supplemental Request

The matching incentive grant program provides seed money for civic and community groups to construct, improve or acquire recreational and park facilities in Cabarrus County. The purpose of this budget amendment is to assign funds from the approved budget to four different organizations, whose applications were recommended for funding by the Active Living and Parks Commission.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	8140-9831-0154	Matching Grants - Unassigned Funds	100,000		49,070	50,930
001	6	8140-6813-0154	Matching Grants - Unassigned Funds	50,000		24,535	25,465
001	9	8140-9831-0213	Matching Grants - Hartsell Ath Association	-	23,408	-	23,408
001	6	8140-6813-0213	Matching Grants - Hartsell Ath Association	-	11,704	-	11,704
001	9	8140-9831-0217	Matching Grants - Weddington Hills PTO	-	7,000	-	7,000
001	6	8140-6813-0217	Matching Grants - Weddington Hills PTO	-	3,500	-	3,500
001	9	8140-9831-RCCON	Matching Grants - Rotary Club Concord	-	15,000	-	15,000
001	6	8140-6813-RCCON	Matching Grants - Rotary Club Concord	-	7,500	-	7,500
001	9	8140-9831-CC4H	Matching Grants- CabCo 4H Foundation	-	3,662	-	3,662
001	6	8140-6813-CC4H	Matching Grants- CabCo 4H Foundation	-	1,831	-	1,831
				150,000	73,605	73,605	150,000

### Budget Officer

☐ Approved

☐ Denied

Signature

Date

### County Manager

☐ Approved

☐ Denied

Signature

Date

### Board of Commissioners

☐ Approved

☐ Denied

Signature

Date



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

BOC - Appointments to Boards and Committees

### **BRIEF SUMMARY:**

The following appointments to Boards and Committees are recommended for October:

#### Appointments - Early Childhood Task Force Advisory Board

The Early Childhood Task Force Advisory Board (ECTFAB) is comprised of 15 or more members. These members advise the Board of County Commissioners on matters related to the primary development of children birth to five years of age. Members serve a four-year term. Ann Benfield and Spencer Swain have extensive knowledge of early childcare. Their engagement in the ECTFAB will help to provide strong recommendations to the Commissioners and county leadership regarding early childhood development and education.

Representative recommendations are Ms. Benfield and Mr. Swain.

#### Appointments and Removals - Juvenile Crime Prevention Council

The terms for Sergeant Matthew Greer and Sharon Reese expire September 30, 2023. Following confirmation of each members' desire to renew his/her term for another two years, the Council voted unanimously during its September 20 meeting to recommend both members to be reappointed to another two-year term.

Additionally, Council voted unanimously to accept the resignations of Mark Boles and Heather Jones.

Representative recommendations are Sgt. Greer and Ms. Reese.

### **REQUESTED ACTION:**

Provide information.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

DHS - Budget Revision For Adult Protective Services Essential Services Fund

### **BRIEF SUMMARY:**

The N.C. Division of Aging and Adult Services (DAAS) has allocated additional funding for the Adult Protective Services (APS) Essential Services Fund. This funding allows county departments of social services to provide essential services for adults for whom the need for protective services has been substantiated. These funds will assist adults to age in place, eliminating unnecessary institutionalization and promote opportunities to return to a community-based setting when possible. These essential services include the provision of medical care for physical and mental health, assistance in personal hygiene, assistance with obtaining appropriate food, clothing, seeking and providing heated and ventilated shelter, providing for protection from health and safety hazards, and protection from abuse, neglect, and exploitation.

Cabarrus County DHS's allocation for this fund for FY24 is \$7,559.74. There is no county match required.

### **REQUESTED ACTION:**

Motion to adopt budget amendment.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Anthony Hodges, Adult and Aging Services Program Administrator

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Funding Authorization
- ▣ Budget Amendment





NC DEPARTMENT OF  
HEALTH AND HUMAN SERVICES

## DIVISION OF SOCIAL SERVICES

### APS Essential Services

FUNDING SOURCE: (APC6) American Rescue Plan (ARP) for APS  
under SSA Title XX Section 2042(b)

EFFECTIVE DATE: 07/01/2023

AUTHORIZATION NUMBER: 1

#### ALLOCATION PERIOD

FROM JUNE 2023 THRU MAY 2024 SERVICE MONTHS

FROM JULY 2023 THRU JUNE 2024 PAYMENT MONTHS

Co. No.	COUNTY	Unique Entity Identifier	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
			Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	F5VHYU13NC5	41,643.80	41,643.80	0.00	0.00	41,643.80	41,643.80
02	ALEXANDER	XVEEJSNY7UX9	4,639.43	4,639.43	0.00	0.00	4,639.43	4,639.43
03	ALLEGHANY	GTC2BCN7SKK3	6,324.58	6,324.58	0.00	0.00	6,324.58	6,324.58
04	ANSON	PK8UYTSNJCC3	3,288.29	3,288.29	0.00	0.00	3,288.29	3,288.29
05	ASHE	PBZ9TLZMHUS9	3,795.98	3,795.98	0.00	0.00	3,795.98	3,795.98
06	AVERY	UZ19T8JXLF3	675.34	675.34	0.00	0.00	675.34	675.34
07	BEAUFORT	Q14JUM5NZQ43	12,574.92	12,574.92	0.00	0.00	12,574.92	12,574.92
08	BERTIE	FSW9MGNZAK39	8,620.81	8,620.81	0.00	0.00	8,620.81	8,620.81
09	BLADEN	TLCTJWDJH1H9	2,868.66	2,868.66	0.00	0.00	2,868.66	2,868.66
10	BRUNSWICK	MJBMXLN9NJT5	7,197.75	7,197.75	0.00	0.00	7,197.75	7,197.75
11	BUNCOMBE	W5TCDKMLHE69	43,369.77	43,369.77	0.00	0.00	43,369.77	43,369.77
12	BURKE	KVJHUFURQDM5	9,622.53	9,622.53	0.00	0.00	9,622.53	9,622.53
13	CABARRUS	PF3KTEELMHV6	7,559.74	7,559.74	0.00	0.00	7,559.74	7,559.74
14	CALDWELL	HL4FGNNGE97	14,421.04	14,421.04	0.00	0.00	14,421.04	14,421.04
15	CAMDEN	FV17YDQSCAA5	1,679.37	1,679.37	0.00	0.00	1,679.37	1,679.37
16	CARTERET	UC6W2MQMJS8	7,453.46	7,453.46	0.00	0.00	7,453.46	7,453.46
17	CASWELL	CL7NKC7NQGT5	3,123.70	3,123.70	0.00	0.00	3,123.70	3,123.70
18	CATAWBA	GYUNA9W1NFM1	13,109.26	13,109.26	0.00	0.00	13,109.26	13,109.26
19	CHATHAM	KE57QE2GV5F1	4,229.21	4,229.21	0.00	0.00	4,229.21	4,229.21
20	CHEROKEE	DCEGK6HA11M5	4,046.90	4,046.90	0.00	0.00	4,046.90	4,046.90
21	CHOWAN	YJ7K73E58F5	1,321.17	1,321.17	0.00	0.00	1,321.17	1,321.17
22	CLAY	HYKLQVNWLXK7	2,742.08	2,742.08	0.00	0.00	2,742.08	2,742.08
23	CLEVELAND	MXEZR9WDKR86	12,549.70	12,549.70	0.00	0.00	12,549.70	12,549.70
24	COLUMBUS	V1UAJ4L87WQ7	1,860.81	1,860.81	0.00	0.00	1,860.81	1,860.81
25	CRAVEN	LTZ2U8LZQ214	17,989.52	17,989.52	0.00	0.00	17,989.52	17,989.52
26	CUMBERLAND	TH2WJPJRMGV3	29,508.06	29,508.06	0.00	0.00	29,508.06	29,508.06
27	CURRITUCK	VDL5DNFQX374	1,597.80	1,597.80	0.00	0.00	1,597.80	1,597.80
28	DARE	ELV6GB11QK6	2,655.30	2,655.30	0.00	0.00	2,655.30	2,655.30
29	DAVIDSON	C9P5MDJC7KY7	16,505.53	16,505.53	0.00	0.00	16,505.53	16,505.53
30	DAVIE	GSJ6K8J2PD57	5,154.60	5,154.60	0.00	0.00	5,154.60	5,154.60
31	DUPLIN	KZN4GK5262K3	7,554.93	7,554.93	0.00	0.00	7,554.93	7,554.93
32	DURHAM	LJ5BA6U2HLM7	43,446.38	43,446.38	0.00	0.00	43,446.38	43,446.38
33	EDGECOMBE	DYB5XFVEN8H3	8,885.84	8,885.84	0.00	0.00	8,885.84	8,885.84
34	FORSYTH	ZTVELM361423	17,813.86	17,813.86	0.00	0.00	17,813.86	17,813.86
35	FRANKLIN	FFKTRQCNN143	6,758.60	6,758.60	0.00	0.00	6,758.60	6,758.60
36	GASTON	QKY9R8A8D5J6	63,063.54	63,063.54	0.00	0.00	63,063.54	63,063.54
37	GATES	F4L4FEXB3BK3	1,843.45	1,843.45	0.00	0.00	1,843.45	1,843.45
38	GRAHAM	W3JTGI1KP5D7	743.81	743.81	0.00	0.00	743.81	743.81
39	GRANVILLE	DAZ3PRU8U4J5	5,340.83	5,340.83	0.00	0.00	5,340.83	5,340.83
40	GREENE	VCU5LD71N9U3	2,373.92	2,373.92	0.00	0.00	2,373.92	2,373.92
41	GUILFORD	YBEQWGFJPMJ3	25,001.83	25,001.83	0.00	0.00	25,001.83	25,001.83
42	HALIFAX	MRL8MYNJI3Y5	6,936.30	6,936.30	0.00	0.00	6,936.30	6,936.30
43	HARNETT	JBD9V41BX7	10,156.25	10,156.25	0.00	0.00	10,156.25	10,156.25
44	HAYWOOD	DQHZEVA9V5G5	6,464.34	6,464.34	0.00	0.00	6,464.34	6,464.34
45	HENDERSON	EXFKXBHH7EG7	13,252.85	13,252.85	0.00	0.00	13,252.85	13,252.85
46	HERTFORD	YJEUJNB7BQK7	2,559.32	2,559.32	0.00	0.00	2,559.32	2,559.32
47	HOKE	C1GWSADARX51	5,385.95	5,385.95	0.00	0.00	5,385.95	5,385.95

APS Essential Services

AUTHORIZATION NUMBER: 1

	COUNTY	Unique Entity Identifier (UE)	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
			Federal	Total	Federal	Total	Federal	Total
48	HYDE	ENMJWY3H3CJ9	1,370.32	1,370.32	0.00	0.00	1,370.32	1,370.32
49	IREDELL	XTNRLKJLA4S9	6,969.29	6,969.29	0.00	0.00	6,969.29	6,969.29
50	JACKSON	X7YWWY6ZP574	6,502.24	6,502.24	0.00	0.00	6,502.24	6,502.24
51	JOHNSTON	SYGAGEFDHYR7	16,008.08	16,008.08	0.00	0.00	16,008.08	16,008.08
52	JONES	HE3NNNU2E7M7	1,238.05	1,238.05	0.00	0.00	1,238.05	1,238.05
53	LEE	F6A8UC99JW35	2,199.72	2,199.72	0.00	0.00	2,199.72	2,199.72
54	LENOIR	QKUF73VPGH6	2,105.83	2,105.83	0.00	0.00	2,105.83	2,105.83
55	LINCOLN	UGGOGSSKBGJ5	8,349.29	8,349.29	0.00	0.00	8,349.29	8,349.29
56	MACON	LLPJBC6N2LL3	2,727.21	2,727.21	0.00	0.00	2,727.21	2,727.21
57	MADISON	YQ96F8BJYT9	3,781.71	3,781.71	0.00	0.00	3,781.71	3,781.71
58	MARTIN	HA4QLH34LNS3	4,370.64	4,370.64	0.00	0.00	4,370.64	4,370.64

59	MCDOWELL	TT3NTH2NDJ73	3,895.62	3,895.62	0.00	0.00	3,895.62	3,895.62
60	MECKLENBURG	EZ15XL6BMM68	67,000.56	67,000.56	0.00	0.00	67,000.56	67,000.56
61	MITCHELL	YL69DGLK4CH3	3,863.46	3,863.46	0.00	0.00	3,863.46	3,863.46
62	MONTGOMERY	E78ZAJM3BFL3	3,512.66	3,512.66	0.00	0.00	3,512.66	3,512.66
63	MOORE	HFNSK95F8Z78	4,890.66	4,890.66	0.00	0.00	4,890.66	4,890.66
64	NASH	NF58K566HQM7	4,095.45	4,095.45	0.00	0.00	4,095.45	4,095.45
65	NEW HANOVER	F77LT2GMEJE1	27,030.06	27,030.06	0.00	0.00	27,030.06	27,030.06
66	NORTHAMPTON	CRA2KCAL8BA4	2,718.76	2,718.76	0.00	0.00	2,718.76	2,718.76
67	ONSLow	LTxVW6QF6297	14,584.19	14,584.19	0.00	0.00	14,584.19	14,584.19
68	ORANGE	GFFMCW9XDA53	10,210.64	10,210.64	0.00	0.00	10,210.64	10,210.64
69	PAMLICO	FT59QFEAU344	1,203.76	1,203.76	0.00	0.00	1,203.76	1,203.76
70	PASQUOTANK	NRDUHML7ZW4	6,450.40	6,450.40	0.00	0.00	6,450.40	6,450.40
71	PENDER	T11BE678U9P5	6,324.53	6,324.53	0.00	0.00	6,324.53	6,324.53
72	PERQUIMANS	MBXQSJ2NMCK9	2,158.45	2,158.45	0.00	0.00	2,158.45	2,158.45
73	PERSON	FQ8LFJGMABJ4	9,613.37	9,613.37	0.00	0.00	9,613.37	9,613.37
74	PITT	VZNPMLCTF5R6	40,199.94	40,199.94	0.00	0.00	40,199.94	40,199.94
75	POLK	QZ6BZPGLX4Y9	1,774.21	1,774.21	0.00	0.00	1,774.21	1,774.21
76	RANDOLPH	T3BUM1CVS9N5	6,642.74	6,642.74	0.00	0.00	6,642.74	6,642.74
77	RICHMOND	Q63FZNTJ3M4	3,284.26	3,284.26	0.00	0.00	3,284.26	3,284.26
78	ROBESON	LKBEJQFLAAK5	37,321.53	37,321.53	0.00	0.00	37,321.53	37,321.53
79	ROCKINGHAM	KGCCCHJZZ43	16,235.88	16,235.88	0.00	0.00	16,235.88	16,235.88
80	ROWAN	GCB7UCV96NW6	7,194.95	7,194.95	0.00	0.00	7,194.95	7,194.95
81	RUTHERFORD	GTATPCDJVYN8	5,939.55	5,939.55	0.00	0.00	5,939.55	5,939.55
82	SAMPSON	RS3KYMYTKJL3	16,301.73	16,301.73	0.00	0.00	16,301.73	16,301.73
83	SCOTLAND	FNVTUCQGCHM5	3,579.61	3,579.61	0.00	0.00	3,579.61	3,579.61
84	STANLY	U86MZUYPL7C5	5,190.61	5,190.61	0.00	0.00	5,190.61	5,190.61
85	STOKES	W41TRA3NUN51	2,676.36	2,676.36	0.00	0.00	2,676.36	2,676.36
86	SURRY	FMWCTM24C9J8	9,104.71	9,104.71	0.00	0.00	9,104.71	9,104.71
87	SWAIN	E29GLEDXDH849	1,338.25	1,338.25	0.00	0.00	1,338.25	1,338.25
88	TRANSYLVANIA	W51VGHGM8945	3,637.57	3,637.57	0.00	0.00	3,637.57	3,637.57
89	TYRRELL	JLNEVJ2625L8	2,155.62	2,155.62	0.00	0.00	2,155.62	2,155.62
90	UNION	LHMKBD4AGRJ5	7,216.90	7,216.90	0.00	0.00	7,216.90	7,216.90
91	VANCE	EBWNNFHTNV41	1,642.48	1,642.48	0.00	0.00	1,642.48	1,642.48
92	WAKE	FTJ2WJPLWMI3	33,817.49	33,817.49	0.00	0.00	33,817.49	33,817.49
93	WARREN	WLTATC4JLJ54	3,253.21	3,253.21	0.00	0.00	3,253.21	3,253.21
94	WASHINGTON	QWRZCQJFTEE4	1,903.27	1,903.27	0.00	0.00	1,903.27	1,903.27
95	WATAUGA	X7B4LX1QQMX6	2,975.75	2,975.75	0.00	0.00	2,975.75	2,975.75
96	WAYNE	DACFHLQKMSI	10,430.64	10,430.64	0.00	0.00	10,430.64	10,430.64
97	WILKES	M14KKHY2NNR3	8,850.44	8,850.44	0.00	0.00	8,850.44	8,850.44
98	WILSON	ME2DJHMYWG55	18,522.94	18,522.94	0.00	0.00	18,522.94	18,522.94
99	YADKIN	PLCDT7JFA8B1	1,491.78	1,491.78	0.00	0.00	1,491.78	1,491.78
100	YANCEY	L98MCUHKC2J8	4,431.53	4,431.53	0.00	0.00	4,431.53	4,431.53
Total			1,000,000.01	1,000,000.01	0.00	0.00	1,000,000.01	1,000,000.01

APS Essential Services

AUTHORIZATION NUMBER: 1

FUNDING SOURCE: (APC6) American Rescue Plan (ARP) for APS under SSA Title XX Section 2042(b)

Project Description: To develop, implement, and evaluate successful or promising interventions, practices, and programs to prevent elder abuse, neglect, and exploitation, including adult protective services programs.

Research & Development: ☐ Yes ☒ No

CFDA Name: Elder Abuse Prevention Interventions Program

Award Name: (APC6) American Rescue Plan (ARP) for APS under SSA Title XX Section 2042(b)

Award Number: 2101NCAPC6

Award Date: FFY 2021

Federal Agency: DHHS/ACL

GRANT INFORMATION: This represents 100% federal dollars.

XS411 Heading: APS Essential Svcs

Tracked on XS411: Federal Share 100%

OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVISE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS

THIS FUNDING AUTHORIZATION IS CONTINGENT UPON APPROPRIATION BY THE N.C. GENERAL ASSEMBLY.

THESE AMOUNTS ARE CURRENTLY ESTIMATES AND ARE SUBJECT TO CHANGE UPON APPROPRIATION.

AUTHORIZED SIGNATURE

DATE:



September 11, 2023



## Budget Revision/Amendment Request

Date: 10/16/2023

Amount: 7,559.74

Dept. Head: Karen Calhoun

Department: DHS

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

The Aging Dept has been awarded APS Essential Services Fund in the amount of \$7,559.74. The fund is to be used to develop, implement, and evaluate successful or promising interventions, practices, and programs to prevent elder abuse, neglect, and exploitations including adult protective services programs. The allocation service period is from June 2023 through May 2023. This fund is 100% federally funded. No county share required.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	5660-946101-ARP	Emergency Assistance	-	7,559.74		7,559.74
001	6	5660-6384-ARP	Cares Act Relief Payment	-	7,559.74		7,559.74
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00

Total 0.00

### Budget Officer

☐ Approved  
☐ Denied

### County Manager

☐ Approved  
☐ Denied

### Board of Commissioners

☐ Approved  
☐ Denied

Signature

Signature

Signature

Date

Date

Date

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

DHS - Transportation FY24 Rural Operating Assistance Program (ROAP)

**BRIEF SUMMARY:**

The Rural Operating Assistance Program (ROAP) provides funding for trips within Cabarrus County for the elderly and handicapped, employment, and rural general public.

**REQUESTED ACTION:**

Motion to accept the grant and approve the certified statement.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Bob Bushey, Transportation Manager  
Charles Ratliff, Operations and Training Supervisor

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Program Administration Guide



- ▣ ROAP Certified Statement
- ▣ ROAP Allocation
- ▣ ROAP Application

# **North Carolina Department of Transportation**



## **Program Administration Guide Rural Operating Assistance Program (ROAP)**

**September 5, 2023**

North Carolina Department of Transportation  
Integrated Mobility Division (IMD)  
1 South Wilmington Street 1550 Mail  
Service Center Raleigh, NC 27699-  
1550

This document supersedes and replaces all prior Rural Operating Assistance Program Administration Guides (previously referred to as ROAP State Management Plan) effective July 2017.



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## ***Definitions***

**Administrative Expenses:** An amount not directly tied to a specific function but related to the organization as a whole.

**Capital Expenses:** An amount spent to acquire or improve a long-term asset such as equipment or buildings.

**Disabled person:** One who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment. For the purposes of ROAP, certification of eligibility will be the responsibility of the county or their designee.

**Large Urbanized Areas:** An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

**Memorandum of Understanding (MOU):** A formal agreement between two or more parties to establish official partnerships.

**Net Project Cost:** The part of a project that reasonably cannot be financed from operating revenues (i.e.: farebox recovery)

**Operating Expenses:** Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

**Public Transportation:** Mass transportation by conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or sightseeing transportation.

**Recipient:** An entity that receives funding directly from the State.

**Regional Grant Specialist (RGS):** IMD employees responsible for providing technical assistance, grant oversight, planning, administrative and operations assistance to public transportation systems in rural and urban areas.



**Rural Area:** An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

**Seniors:** An individual who is 60 years of age or older

**Small Urbanized Areas:** A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

**Urbanized Area (UZA):** An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

## ***Program Overview***

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation program administered by the North Carolina Department of Transportation Integrated Mobility Division (IMD). County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. ROAP includes the following funding project categories:

### ***Elderly and Disabled Transportation Assistance Program (EDTAP)***

- ✓ ***Purposes:*** *Provides operating assistance for the transportation of the state's elderly and disabled citizens*
- ✓ ***Legislated:*** *Yes*
  - *Originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27)*
- ✓ ***Formula:***
  - *50% divided equally among all counties;*
  - *22 ½ % based on the number of senior residents per county as a percentage of the state's total senior population;*
  - *22 ½ % based on the number of disabled residents per county as a percentage of the state's total disabled population; and*
  - *5% based on a population density factor that recognizes the higher transportation costs in rural, sparsely populated counties*
  - *Based on the EDTAP formula, these funds may be used to transport individuals living inside of or outside of an urbanized area*
- ✓ *Funds up to 100% of the cost of service*

### ***Employment and Transportation Assistance Program (EMPL)***

- ✓ ***Purposes:***
  - *Intended to help DSS clients that:*
    - *Transitioned off Work First or Temporary Assistance for Needy Families (TANF) in the previous 12 months; or*
    - *Workforce Development Program participants; or*
  - *Intended to help the transportation of disadvantaged public; and/or*
  - *Intended to help the general public to travel to work, employment training and/or other employment related destinations*
- ✓ ***Legislated:*** *No*
- ✓ ***Formula:***
  - *10% divided equally among all counties;*
  - *45% based on the population\* of each county as a percentage of the total state population; and*
  - *45% based on the number of unemployed individuals in the labor force as a percentage of the number of unemployed individuals in the labor force in the state, in January, prior to application distribution*
- ✓ *Funds up to 100% of the cost of service*



### **Rural General Public Program (RGP)**

- ✓ **Purposes:** *Intended to provide transportation services for individuals from the county who do NOT have a human service agency or organization that will pay for the transportation service.*
  - *Rural General Public funds must be used to support public transportation services designed to benefit rural areas.*
  - *RGP trips can be coordinated on vehicles with other human services trips.*
- ✓ **Legislated:** *No*
- ✓ **Formula:**
  - *50% divided equally among all eligible counties; and 50% based upon the rural population of each county as a percentage of the total state rural population. \* Excludes the population of the urbanized area as defined by the 2010 Census (See Appendix B for the 2010 Census urban and rural population data)*
- ✓ *Funds up to 100% of the cost of service*

*In October 2022 the ROAP guidance was revised to refine the terminology of the Rural General Program (RGP) for more clarity and broaden the scope of the use of funds, the 10% local match was also eliminated. This change was effective beginning in September 2022.*

## **Program Requirements**

### *Connecting Communities Plans (previously referred to as Transportation Service Plans)*

Funds distributed by IMD under the ROAP program shall be used in a manner consistent with the county's Coordinated Public Transit – Human Service Transportation Plan, the public transit system's Connecting Communities Plans or its equivalent, and any other transportation development plan in place in the county.

### *Americans with Disabilities Act of 1990 (ADA)*

Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility. The passenger trips and transportation services provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of race, color, national origin, creed, sex, or age. Sub-recipients should have procedures for investigating, tracking, and documenting complaints. (See 49 CFR Parts 28 and 37)

## ***Eligible Use of Funds***

The FY2024 ROAP funds will be distributed in each of the program categories, however counties have the flexibility to use the funds as needed to meet individual county needs. EDTAP funds must remain in the EDTAP program. Employment and RGP funds can be transferred to any program. ROAP funds are to be used for the eligible expenses listed in Appendix A of this document. A county which uses any ROAP funds for non-public transportation trips will not receive further disbursements of ROAP funding until the amounts of ROAP funds misspent has been repaid. ROAP funds spent will be accounted for by program on a monthly reporting basis.

## ***Disbursement of Funds***

ROAP funds shall be disbursed in the traditional program allocations in each of the ROAP programs. **The RGP funding is required to be disbursed to the transit system in each county.** Counties have the flexibility to use the ROAP funds as needed to meet their needs and to sub-allocate to other agencies and programs. The funds take on the criteria of the program for which they are being used on each trip. Milestone reports will be due monthly, accounting for the use of the ROAP funds and providing current balances. IMD will closely monitor the usage rate of the ROAP funding and reserves the right to request funds not expected to be spent by the end of the fiscal year to be returned prior to the end of the fiscal year to be redistributed to other counties who have exceeded allocated funds. Regional Grant Specialists will have regular contact with transit systems before and/or after the due date to ensure monthly reports are submitted in a timely manner for review and approval.

**Counties with unspent ROAP funds carried over from FY 2023 will retain those funds and the disbursement of FY2024 ROAP funds will be adjusted accordingly. The ROAP funds allocation table included in the application package reflects the total amount each county is allocated but actual disbursement of funds will be adjusted as necessary.**

**NOTE:** The total amount of ROAP funds each year will be made up of the amount appropriated to the DOT by the legislature for the ROAP program plus any returned, unspent funds from the prior year. The actual amount of ROAP funds allocated from year to year can change.

- ✓ All North Carolina counties are eligible to receive a formula-based disbursement of ROAP funds.
- ✓ ROAP funds are to be used towards the cost to provide trips (operating expenses) when other funding is not available. **ROAP funds are NOT for administrative or capital expenses. Operating expenses such as fuel and driver salaries are not expenses to be included in the monthly report but should be factored into the cost of the trip using a fully allocated cost model calculation.**



All eligible ROAP recipients must submit an annual application, Financial Plan and proposed budget, certifying funds will be spent on eligible activities, prior to receiving a ROAP disbursement.

- ✓ ROAP funds will be disbursed by IMD to the county or to a regional public transportation authority, created pursuant to Article 25 or Article 26 of Chapter 160A of the North Carolina General Statutes (N.C.G.S), where a written agreement exists with the municipalities or counties served. ROAP funds will NOT be disbursed to any sub-recipients selected by the county or authority. The County Finance Officer or the Executive Director of an eligible authority will be responsible for program administration at the local level. This responsibility shall NOT be delegated to any designee.
- ✓ Counties must know if any part of the county is in an urbanized area.
- ✓ ROAP funds are to be used for the eligible expenses listed in Appendix A of this document. Funds are only to be used for eligible activities and not general or medical transportation.
- ✓ IMD will closely monitor the usage rate of the ROAP funding.
- ✓ **A county which uses any ROAP funds for non-public transportation trips will be required to repay all misspent ROAP funds before additional funds will be disbursed.**

The allocations for each ROAP program are listed, by county, in the application package. The methodology for calculating these allocations is described in the Program Overview section. The General Assembly must have an approved and certified state budget prior to ROAP funds being disbursed. The period of performance is July 1 to June 30 regardless of the date(s) the ROAP funds are disbursed to eligible recipients. Allowable expenses incurred from July 1 for each program are eligible for reimbursement. **Funds are not to be used for Administrative or Operational expenses.**

Interest earned on the funds will be retained by the transportation program and must be used for transportation related expenses according to program guidelines.

It is the responsibility of the eligible ROAP recipients to distribute the funds to the community transit system and/or local agencies and organizations as allowed within the program guidelines. Each county must have and employ a documented methodology for distributing ROAP funds and accounting for the trips provided by sub-recipients.

There is a Community Transportation System, operating in most counties, receiving federal and state administrative and capital funds to coordinate public transportation services with human service transportation in the county. These transit systems need operating funds in order to provide affordable transportation for the elderly, disabled and low-income persons in the county that are not receiving transportation benefits from a human service agency or organization. The Community Transportation System is an eligible sub-recipient of all ROAP funds. The county should take into consideration the need for, and importance of, the public transportation services provided by the Community Transportation System when determining the distribution of ROAP funds.

### *Sub-allocation and Control of Funds*

The county or eligible authority may choose to maintain control of the ROAP funds and reimburse sub-recipients for trip-based services after they have been provided. Or, the county or eligible authority may disburse the ROAP funds to the sub-recipients prior to trips being provided, assuming the county or authority plans to monitor throughout the period of performance whether the trips and transportation services are being provided to eligible individuals and whether all expenditures are allowable.

If the county or eligible authority decides to distribute ROAP funds to any county governmental department, the county should have the ability to account for these funds within the county's or authority's accounting system. If the county or authority passes through any ROAP funds to agencies or organizations, the county or authority should have a written agreement with them that addresses the proper use and accountability for these funds. **See Appendix A for a listing of eligible activities for each program.**

- ✓ EDTAP funds may be sub-allocated to any government agency or 501(c)(3) non-profit organization that provides services to individuals with transportation needs. The county should take into consideration the need for, and importance of, the PUBLIC transportation services provided by the Community Transit System when determining the sub-allocation of the EDTAP funds. If the EDTAP funds are sub-allocated to other agencies besides the Community Transportation System, these other agencies are encouraged to coordinate EDTAP-funded transportation trips with the local Community Transportation System.
- ✓ EMPL funds may be sub-allocated, by the county or eligible authority, to any government agency or 501(c)(3) non-profit organization that provides services to individuals with employment related transportation needs. If none of the Employment Transportation Assistance funds are sub-allocated to the Community Transportation System, sub-recipients are encouraged to coordinate EMPL-funded trips with the Community Transportation System.
- ✓ RGP funds must be sub-allocated by the county to the Community Transportation System. RGP funds must be used to provide transportation services to individuals who are not eligible for the same transportation services funded by any other means.

### *Financial Management, Monitoring & Evaluation*

The basic grant/funds management requirements in N.C.G.S. 159, *Local Government Finance*, and in the *Policies Manual for Local Governments* apply to ROAP funds. The cost principles of OMB Circular 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* also apply to ROAP funds. Additionally, funds must be expended according to the program guidelines in the grant application for eligible program expenses identified.



ROAP services should be routinely monitored by the County Finance Officer or the authority's Executive Director to verify that funds are being spent on allowable expenditures, that the eligibility of service recipients is being properly documented, and that sub-allocated funds will be expended by the end of the period of performance, June 30<sup>th</sup>. The program should also be routinely evaluated to determine whether they are meeting program objectives.

#### *Transferring Funds between Counties in a Regional Transportation System*

ROAP funds may be transferred between and/or among member counties of a regional transportation system if the county commissioners agree to the transfer.

The monthly report should reflect Regional Transfer of Funds and Regional Receipt of Funds to document any transfer or receipt of ROAP funds between and/or among member counties of the regional transportation system. The regional transportation systems that are eligible for this additional flexibility are:

- Albemarle Regional Health Services (Inter-County Public Transportation Authority)
- Choanoke Public Transportation Authority
- City of Rocky Mount (Tar River Transit)
- Craven County (Craven Area Rural Transit System)
- Kerr Area Transportation Authority
- Randolph County Senior Adults Association, Inc. (Randolph County Regional Coordinated Area Transit System)
- Western Piedmont Regional Transit Authority
- Yadkin Valley Economic Development District, Inc. (Yadkin Valley Public Transportation)

Session Law 2011-207, House Bill 229 does permit regional public transportation authorities created under Article 25 or Article 26 of Chapter 160A of the General Statutes, upon written agreement with the municipalities served by a public transportation authority or counties served by the regional public transportation authority, to apply for and receive any funds to which the member municipality or counties are entitled to receive based on the distribution formula set out in subsection (d) of this section.

#### *Transferring Funds to Match Other Grant Programs*

Sub-recipients of ROAP funds are allowed to use their ROAP sub-allocation to leverage more funds by applying for other transportation grants administered by IMD. ROAP funds may ONLY be used as the local match for the following federal grant programs:

- Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program
  - ROAP can only be used to match 5310 Operating
- Section 5311 – Rural Area Formula Program
  - Where operating or purchase of service is an eligible activity
- Other funds as pre-approved in the application by the assigned RGS

A Call for Applications for these grants and the application documents are posted once a year on IMD's website.

#### *Transferring Funds between Sub-recipients*

ROAP funds may be transferred from one sub-recipient to another within the county without IMD's approval.

#### *Monthly Reporting*

Monthly ROAP reports with back-up trip documentation will be required no later than 45 days following the end of the month (*i.e., July report due September 15*) via the ROAP SmartSheet survey link which will be provided to primary and secondary contacts.

The monthly report will include trip and expense data associated with the EDTAP, EMPL, and RGP programs. The county must include trip and expense data from agencies who have been sub-allocated ROAP funds in the monthly reports. Failure to submit ROAP reports when due could result in delay or forfeiture of future ROAP disbursements.

The updated monthly ROAP report for FY24 includes a drop-down box to record fares collected in each program. **Program expenses are to be recorded without fares**, if fares are collected they are recorded separately on the fares line in each program. The fares amount will be calculated for the year but will not be deducted from the program allocations.

Close monitoring by the County Finance Officer or the authority's Executive Director is required in order to ensure appropriate and maximum utilization of all program funds. It is the responsibility of the County Finance Officer to:

- Record the receipt of ROAP grant funds in a manner that will disclose the source and the purpose/program to which the funds belong, together with evidence of deposit in a financial institution;
- Ensure that ROAP funds and any interest earned on the funds are expended for eligible program expenses, that services are provided to eligible individuals, and that written documentation that supports the expenditures is maintained for at least five years;
- Advise any sub-recipients of the source of the funds, specific program requirements, eligible program expenses and reporting requirements;
- Ensure RGP trips are used to support public transportation services designed to benefit rural areas;
- Include ROAP funds received and expended in its annual independent audit on the Schedule of Expenditures of Federal and State Awards and identify any of the funds passed through to other agencies;
- Complete and submit the monthly ROAP reports.

The June ROAP report submitted by the end of July is considered the annual report. IMD's RGS' will review submitted reports and supporting back-up data for verification. The Grants Administrator will



reconcile accumulated expenses and transfers against the amount allocated and disbursed to each system to determine if any funds are unspent.

### *Program Auditing and Documentation*

IMD is responsible for providing sufficient program monitoring and oversight to ensure that the state funds are used for the intended purpose. IMD will rely on the monthly ROAP reporting information that identifies the number of passenger trips and expenditures by program. NCDOT's External Audit Branch compares information in these reports to the ROAP expenses reported in the county's annual independent audit report.

NCDOT's External Audit Branch may do on-site audits of ROAP expenditures. This requires meeting with the County Finance Officer or the authority's Executive Director to obtain documentation of costs reported to IMD in the monthly ROAP reporting forms. Common areas of deficiency include inadequate documentation of passenger eligibility and trips. The EDTAP program serves specific populations and without documentation of eligibility, i.e., passenger is elderly and/or disabled, the auditor cannot determine if the rider met the program eligibility criteria that would allow the trip to be charged to the program. **In addition, documentation of trips reported to IMD must be retained for at least *five years* following submittal of final ROAP reports.** The inability to document trips with driver manifests, staff mileage logs, gasoline receipts, or any invoices associated with costs charged to the program will be considered ineligible expenses. The county or the authority will be invoiced for any undocumented costs.

### *Services throughout the Period of Performance*

The ROAP funds should be managed so that services can be continuously provided during the entire twelve (12) months of the grant cycle. It may be necessary to restrict ROAP services to make the funds last. No additional ROAP funds will be available from the state. The county or eligible authority should budget local funding to avoid discontinuation of any ROAP funded service. The county must notify the assigned RGS, in writing, if any ROAP funded service is discontinued because all the funds were exhausted prior to the end of the period of performance.

### *Contracted Services*

If any ROAP funds are sub-allocated to agencies or organizations other than the Community Transportation System, these other agencies or organizations are encouraged to coordinate ROAP funded transportation trips with the local, federally funded Community Transportation System in the county. The Community Transportation Systems have insurance, vehicle maintenance, and driver training and safety standards mandated by the FTA.

Sub-recipients are permitted to use ROAP funds to contract with private transportation providers. Sub-recipients who choose to contract services must follow all state and federal procurement guidelines when selecting a contractor. Sub-recipients should inspect the safety record, service policies and vehicle condition of any private provider being considered. Private

providers shall be required to provide documentation that a service was provided on the date billed, by whatever conveyance at the specified cost.

## ***Application Process***

An eligible recipient has the option of applying for any amount of funding up to the maximum amount allocated. Each applicant should carefully evaluate past program expenditures and other costs to determine the amount to apply for within each program. Total funds should be managed so that services can be continued for the entire 12 months.

The application documents will be posted on the NCDOT Connect site under the Unified Grants Application heading at <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>

County Managers, County Finance Officers, the Rural Planning Organizations (RPO) and Transit Directors will be notified by e-mail when the application is available. The application materials are designed to enable IMD staff to better understand the services to be provided and ensure that funds are utilized as intended. Failure to complete any portion of the application may result in processing delays. The recipient should contact the Regional Grant Specialist assigned to the county if there are questions about the application.

The Application will be submitted using the drop box in EBS created for FY2024. Electronic copies of the application documents for ROAP funds must be submitted to IMD on or before the deadline. A checklist will be provided in the application documents.

### ***Public Outreach and Involvement***

The recipient should determine what the transportation needs of agencies and individuals are in the county before completing the application. It is important that eligible local agencies and interested citizens have the opportunity to participate in the sub-allocation decision. A public hearing is not required to apply. This does not prevent the county commissioners or eligible authority boards from inviting the public to request a public hearing, holding a public hearing and/or receiving support for the application during a meeting if it is required by local policy or protocol.

### ***Certifications and Assurances***

The County Manager and the County Finance Officer are required to sign a certified statement that describes the roles and responsibilities associated with the application for and acceptance of ROAP funds and guarantees that certain actions will be taken at the county level to properly administer the program. The Certified Statement must be signed, sealed with the county seal and accompany the application in order for ROAP funds to be disbursed. Eligible authorities will submit a copy of the Memorandum of Understanding (MOU) executed with each municipality in their service area with their application.



### *Cost of Service*

Departments, agencies and/or organizations using ROAP funds to provide services shall determine a billing/reimbursement rate by mile, hour or trip that is based on the fully allocated cost of the service. The fully allocated cost of providing a trip should include both direct costs and shared (indirect) costs.

For the application, the applicant must calculate the average cost of a trip based on the projected number of trips. The average cost of a trip will be the sub-allocation amount divided by the proposed number of trips to be provided. These costs will be compared to the average cost of the trips in other counties to determine whether the cost of the proposed services is reasonable.

### *Application Review and Follow-up*

The RGS will review the documents in the application for accuracy and completeness. The RGS will determine if the recipient is prepared to manage the ROAP funds and whether the services and/or activities are eligible and allowable. The RGS will follow up, as needed, if more detail is required or where there are doubts that the recipient's plans for use of the funds do not provide for improved services for the targeted populations.

### *Local Match/Local Funding Requirements*

A local match is NOT required for EDTAP, EMPL or RGP trips; funding may be used to provide up to one hundred percent (100%) of the fully allocated cost to provide a trip.

Fares and/or local funds collected must be used to provide additional service. The excess funds CANNOT be used to fund administrative and capital needs. IMD encourages Community Transportation Systems to keep fares reasonable to encourage ridership.

### *Eligible Expenses and Activities*

See the Eligible Transportation Expenses Matrix in Appendix A for examples of allowable trip purposes that can be provided under these programs. This matrix must be shared with any agency that receives a sub-allocation of ROAP funds to ensure that funds are expended according to program guidelines. **A county which uses any ROAP funds for an ineligible activity will be required to repay the amount misspent before additional ROAP funds will be disbursed.** In addition, Community Transportation systems that use ROAP funds to provide trip services must also comply with the regulations of the FTA Section 5311 Program.

## ***Appendix A – Eligible Transportation Expense Matrix***

Services must be provided to a person that meets the eligibility criteria.

Trip Based Services - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle, or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing. RGP trips can be coordinated on vehicles with human services trips as space and destination allow.

<b>Trip Purpose</b>	<b>EDTAP</b>	<b>EMPL</b>	<b>RGP</b>
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings,	Yes	No	Yes
Job interviews, job fair attendance, job readiness activities or training, GED classes	Yes	Yes	Yes
Transportation to Workplace (trip must be scheduled by the individual passenger)	Yes	Yes	Yes
Child(ren) of Working Parent transported to Child Care	No	Yes	Yes
Group field trips/tours to community special events	Yes	No	*
Overnight trips to out-of-county destinations	Yes	No	*
Human Service Agency appointments	Yes	No	Yes
Purchase of service	No	No	No
Human Service Agency purchase of passes, tickets or tokens from the Community Transportation System for the agency's program needs or their client's needs.	No	No	No



\* Must be provided under the provisions of the federal Charter regulations which can be viewed at <https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service>

\*\*\*\*\*IMPORTANT\*\*\*\*\*

Recipients will NOT be allowed to use ROAP funds for “other” services including fuel assistance (gas vouchers, gas cards, reimbursement to fuel provider), vehicle repairs or vehicle insurance premiums.

The fully allocated cost to provide a trip, which has traditionally been eligible for the EDTAP, EMPL and RGP programs will continue to be eligible.

## Appendix B

### 2010 Census Data – Urban Population by County

County	Population	Urban Area Population	%Pop in Urban Area
Alamance	151,131	107,971	71.44
Alexander	37,198	4,738	12.74
Alleghany	11,155	0	0
Anson	26,948	0	0
Ashe	27,281	0	0
Avery	17,797	0	0
Beaufort	47,759	0	0
Bertie	21,282	0	0
Bladen	35,190	0	0
Brunswick	107,431	39,915	37.15
Buncombe	238,318	180,932	75.92
Burke	90,912	52,136	57.35
Cabarrus	178,011	143,551	80.64
Caldwell	83,029	54,444	65.57
Camden	9,980	0	0
Carteret	66,469	0	0
Caswell	23,719	0	0
Catawba	154,358	101,101	65.5
Chatham	63,505	6,513	10.26
Cherokee	27,444	0	0
Chowan	14,793	0	0
Clay	10,587	0	0
Cleveland	98,078	11,171	11.39
Columbus	58,098	0	0
Craven	103,505	50,503	48.79
Cumberland	319,431	276,729	86.63
Currituck	23,547	0	0
Dare	33,920	0	0
Davidson	162,878	85,699	52.62
Davie	41,240	7,062	17.12
Duplin	58,505	0	0
Durham	267,587	252,528	94.37
Edgecombe	56,552	17,349	30.68
Forsyth	350,670	324,908	92.65
Franklin	60,619	4,829	7.97
Gaston	206,086	158,926	77.12
Gates	12,197	0	0
Graham	8,861	0	0
Granville	59,916	963	1.61
Greene	21,362	0	0



<b>County</b>	<b>Population</b>	<b>Urban Area Population</b>	<b>%Pop in Urban Area</b>
Guilford	488,406	426,406	87.31
Halifax	54,691	0	0
Harnett	114,678	12,294	10.72
Haywood	59,036	26,306	44.56
Henderson	106,740	71,227	66.73
Hertford	24,669	0	0
Hoke	46,952	26,692	56.85
Hyde	5,810	0	0
Iredell	159,437	98,991	62.09
Jackson	40,271	0	0
Johnston	168,878	37,449	22.18
Jones	10,153	0	0
Lee	57,866	0	0
Lenoir	59,495	0	0
Lincoln	78,265	10,797	13.8
McDowell	44,996	0	0
Macon	33,922	0	0
Madison	20,764	1,948	9.38
Martin	24,505	0	0
Mecklenburg	919,628	909,830	98.93
Mitchell	15,579	0	0
Montgomery	27,798	0	0
Moore	88,247	0	0
Nash	95,840	50,256	52.44
New Hanover	202,667	198,178	97.79
Northampton	22,099	0	0
Onslow	177,772	105,419	59.3
Orange	133,801	95,625	71.47
Pamlico	13,144	0	0
Pasquotank	40,661	0	0
Pender	52,217	2,143	4.1
Perquimans	13,453	0	0
Person	39,464	0	0
Pitt	168,148	117,798	70.06
Polk	20,510	0	0
Randolph	141,752	21,284	15.01
Richmond	46,639	0	0
Robeson	134,168	505	0.38
Rockingham	93,643	0	0
Rowan	138,428	84,687	61.18
Rutherford	67,810	0	0
Sampson	63,431	0	0
Scotland	36,157	0	0
Stanly	60,585	0	0

<b>County</b>	<b>Population</b>	<b>Urban Area Population</b>	<b>%Pop in Urban Area</b>
Stokes	47,401	11,520	24.3
Surry	73,673	0	0
Swain	13,981	0	0
Transylvania	33,090	235	0.71
Tyrrell	4,407	0	0
Union	201,292	146,361	72.71
Vance	45,422	0	0
Wake	900,993	833,188	92.47
Warren	20,972	0	0
Washington	13,228	0	0
Watauga	51,079	0	0
Wayne	122,623	61,054	49.79
Wilkes	69,340	0	0
Wilson	81,234	638	0.79
Yadkin	38,406	0	0
Yancey	17,818	0	0



**CERTIFIED STATEMENT**  
**FY2024**  
**RURAL OPERATING ASSISTANCE PROGRAM**  
County of **Cabarrus County**

**WHEREAS**, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

**WHEREAS**, the county uses the most recent transportation plans (i.e., CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

**WHEREAS**, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

**WHEREAS**, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

**WHEREAS**, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race, or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

**WHEREAS**, the period of performance for these funds will be July 1, 2023 to June 30, 2024 regardless of the date on which ROAP funds are disbursed to the county.

**NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Cabarrus North Carolina certify that the following statements are true and accurate:**

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low-income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality, and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

Revised 08-31-23

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county will notify the Regional Grant Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in monthly reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the monthly reports, failure to provide documentation will affect future disbursements. The June report will be considered the annual report.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2024 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly and Disabled Transportation Assistance Program (EDTAP)	<b><u>\$65,657</u></b>	<b><u>\$65,657</u></b>
Employment Transportation Assistance Program (EMPL)	<b><u>\$57.00</u></b>	<b><u>\$57.00</u></b>
Rural General Public Program (RGP)	<b><u>\$8,124</u></b>	<b><u>\$8,124</u></b>
<b>TOTAL</b>	<b><u>\$73,838</u></b>	<b><u>\$73,838</u></b>

WITNESS my hand and county seal, this \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
Signature of County Manager/Administrator

\_\_\_\_\_  
Signature of County Finance Officer

\_\_\_\_\_  
Printed Name of County Manager/Administrator

\_\_\_\_\_  
Printed Name of County Finance Officer

State of North Carolina County of Cabarrus

*County Seal Here*



## FY 2024 ROAP Allocation Table

COUNTIES	EDTAP	EMPL	RGP	Total Allocation
Alamance	\$ 129,686	\$ 43,126	\$ 94,416	\$ 267,228
Alexander	\$ 76,180	\$ 12,230	\$ 47,153	\$ 135,563
Alleghany	\$ 62,811	\$ 1,065	\$ 30,591	\$ 94,467
Anson	\$ 70,288	\$ 9,921	\$ 28,294	\$ 108,503
Ashe	\$ 57,403	\$ 1,238	\$ 76,969	\$ 135,610
Avery	\$ 64,924	\$ 7,571	\$ 66,548	\$ 139,043
Beaufort	\$ 86,474	\$ 15,618	\$ 99,471	\$ 201,563
Bertie	\$ 62,855	\$ 9,115	\$ 26,755	\$ 98,725
Bladen	\$ 71,685	\$ 2,062	\$ 72,051	\$ 145,798
Brunswick	\$ 73,040	\$ 8,833	\$ 48,708	\$ 130,581
Buncombe	\$ 182,874	\$ 119,231	\$ 110,050	\$ 412,155
Burke	\$ 111,334	\$ 26,170	\$ 32,435	\$ 169,939
Cabarrus	\$ 65,657	\$ 57	\$ 8,124	\$ 73,838
Caldwell	\$ 103,732	\$ 24,434	\$ 36,914	\$ 165,080
Camden	\$ 60,222	\$ 5,596	\$ 57,958	\$ 123,776
Carteret	\$ 66,177	\$ 21,704	\$ 120,030	\$ 207,911
Caswell	\$ 70,224	\$ 9,100	\$ 73,055	\$ 152,379
Catawba	\$ 127,209	\$ 43,678	\$ 30,890	\$ 201,777
Chatham	\$ 87,660	\$ 19,202	\$ 109,617	\$ 216,479
Cherokee	\$ 74,645	\$ 10,272	\$ 76,872	\$ 161,789
Chowan	\$ 64,948	\$ 6,983	\$ 63,246	\$ 135,177
Clay	\$ 61,992	\$ 5,646	\$ 58,625	\$ 126,263
Cleveland	\$ 113,021	\$ 30,216	\$ 142,488	\$ 285,725
Columbus	\$ 93,371	\$ 19,269	\$ 110,832	\$ 223,472
Craven	\$ 103,736	\$ 28,759	\$ 45,420	\$ 177,915
Cumberland	\$ 122,702	\$ 82,625	\$ 80,342	\$ 285,669
Currituck	\$ 66,002	\$ 10,503	\$ 72,866	\$ 149,371
Dare	\$ 7,118	\$ 18,711	\$ 84,263	\$ 110,092
Davidson	\$ 102,084	\$ 44,690	\$ 130,579	\$ 277,353
Davie	\$ 59,966	\$ 13,285	\$ 84,547	\$ 157,798
Duplin	\$ 86,701	\$ 18,758	\$ 111,279	\$ 216,738
Durham	\$ 136,703	\$ 50,290	\$ 54,088	\$ 241,081
EBCI	\$ -	\$ -	\$ 12,642	\$ 12,642
Edgecombe	\$ 5,336	\$ 23	\$ 234	\$ 5,593
Forsyth	\$ 163,852	\$ 109	\$ -	\$ 163,961
Franklin	\$ 65,106	\$ 19,238	\$ 103,818	\$ 188,162
Gaston	\$ 120,921	\$ 66	\$ 98,813	\$ 219,800
Gates	\$ 32,851	\$ 5,942	\$ 60,394	\$ 99,187
Graham	\$ 59,486	\$ 6,141	\$ 54,646	\$ 120,273
Granville	\$ 34,950	\$ 17,944	\$ 90,911	\$ 143,805
Greene	\$ 57,887	\$ 7,399	\$ 57,013	\$ 122,299
Guilford	\$ 171,603	\$ 120,060	\$ 115,120	\$ 406,783
Halifax	\$ 79,876	\$ 22	\$ 99,890	\$ 179,788

Harnett	\$ 106,699	\$ 19,395	\$ 159,494	\$ 285,588
Haywood	\$ 91,126	\$ 1,677	\$ 82,747	\$ 175,550
Henderson	\$ 86,872	\$ 24,821	\$ 61,792	\$ 173,485
Hertford	\$ 6,133	\$ 8,071	\$ 72,857	\$ 87,061
Hoke	\$ 74,544	\$ 16,211	\$ 69,254	\$ 160,009
Hyde	\$ 41,167	\$ 5,206	\$ 31,298	\$ 77,671
Iredell	\$ 125,370	\$ 46,145	\$ 113,412	\$ 284,927
Jackson	\$ 77,426	\$ 14,161	\$ 87,683	\$ 179,270
Johnston	\$ 127,406	\$ 48,147	\$ 191,410	\$ 366,963
Jones	\$ 62,573	\$ 2,448	\$ 10,255	\$ 75,276
Lee	\$ 80,159	\$ 19,438	\$ 110,577	\$ 210,174
Lenoir	\$ 94,285	\$ 19,161	\$ 112,367	\$ 225,813
Lincoln	\$ 97,161	\$ 24,317	\$ 62,835	\$ 184,313
Macon	\$ 78,285	\$ 12,367	\$ 84,266	\$ 174,918
Madison	\$ 49,402	\$ 5,916	\$ 8,800	\$ 64,118
Martin	\$ 70,967	\$ 8,827	\$ 48,972	\$ 128,766
McDowell	\$ 86,225	\$ 14,709	\$ 96,435	\$ 197,369
Mecklenburg	\$ 361,539	\$ 299	\$ 36,630	\$ 398,468
Mitchell	\$ 66,100	\$ 7,281	\$ 56,077	\$ 129,458
Montgomery	\$ 64,298	\$ 9,981	\$ 49,312	\$ 123,591
Moore	\$ 98,173	\$ 26,015	\$ 119,883	\$ 244,071
Nash	\$ 17,625	\$ 35	\$ 252	\$ 17,912
New Hanover	\$ 149,298	\$ 60,618	\$ 51,925	\$ 261,841
Northampton	\$ 59,852	\$ 8,979	\$ 71,275	\$ 140,106
Onslow	\$ 115,854	\$ 46,514	\$ 126,495	\$ 288,863
Orange	\$ 103,088	\$ 37,740	\$ 88,942	\$ 229,770
Pamlico	\$ 64,395	\$ 265	\$ 49,740	\$ 114,400
Pasquotank	\$ 75,570	\$ 14,976	\$ 91,672	\$ 182,218
Pender	\$ 48,923	\$ 17,766	\$ 102,016	\$ 168,705
Perquimans	\$ 64,829	\$ 6,574	\$ 61,774	\$ 133,177
Person	\$ 77,821	\$ 13,792	\$ 90,356	\$ 181,969
Pitt	\$ 112,243	\$ 50,608	\$ 102,319	\$ 265,170
Polk	\$ 20,298	\$ 7,580	\$ 217	\$ 28,095
Randolph	\$ 91,499	\$ 10,942	\$ 142,024	\$ 244,465
Richmond	\$ 87,232	\$ 20	\$ 85,844	\$ 173,096
Robeson	\$ 129,452	\$ 41,633	\$ 137,623	\$ 308,708
Rockingham	\$ 113,624	\$ 28,339	\$ 149,889	\$ 291,852
Rowan	\$ 88,306	\$ 40,057	\$ 2,482	\$ 130,845
Rutherford	\$ 100,062	\$ 17,206	\$ 121,503	\$ 238,771
Sampson	\$ 90,097	\$ 20,360	\$ 116,692	\$ 227,149
Scotland	\$ 57,851	\$ 12,186	\$ 49,357	\$ 119,394
Stanly	\$ 77,734	\$ 18,468	\$ 113,564	\$ 209,766
Stokes	\$ 81,692	\$ 9,387	\$ 81,290	\$ 172,369
Surry	\$ 98,212	\$ 21,802	\$ 124,461	\$ 244,475
Swain	\$ 19,083	\$ 8,067	\$ 57,824	\$ 84,974
Transylvania	\$ 58,694	\$ 8,434	\$ 83,094	\$ 150,222
Tyrrell	\$ 47,126	\$ 859	\$ 46,637	\$ 94,622



Union	\$ 123,373	\$ 56,158	\$ 107,352	\$ 286,883
Vance	\$ 78,162	\$ 15,915	\$ 67,075	\$ 161,152
Wake	\$ 338,937	\$ 246,653	\$ 121,498	\$ 707,088
Warren	\$ 41,420	\$ 8,499	\$ 50,951	\$ 100,870
Washington	\$ 64,783	\$ 3,962	\$ 56,660	\$ 125,405
Watauga	\$ 75,433	\$ 16,434	\$ 103,119	\$ 194,986
Wayne	\$ 112,857	\$ 36,026	\$ 114,646	\$ 263,529
Wilkes	\$ 98,877	\$ 20,462	\$ 123,184	\$ 242,523
Wilson	\$ 98,116	\$ 29,040	\$ 135,553	\$ 262,709
Yadkin	\$ 69,109	\$ 732	\$ 81,684	\$ 151,525
Yancey	\$ 67,729	\$ 6,424	\$ 66,572	\$ 140,725
<b>TOTALS</b>	<b>\$ 8,680,458</b>	<b>\$ 2,175,007</b>	<b>\$ 7,822,874</b>	<b>\$ 18,678,339</b>

NOTE: amounts may have slight variations due to rounding.

# Application for Transportation Operating Assistance

## *FY2024 Rural Operating Assistance Program (ROAP) Funds*

<b>Name of Applicant (County)</b>	<b>Cabarrus County</b>
<b>County Manager</b>	<b>Mike Downs</b>
County Manager's Email Address	mkdowns@cabarruscounty.us
<b>County Finance Officer</b>	<b>Jim Howden</b>
CFO's Email Address	jmhowden@cabarruscounty.us
CFO's Phone Number	704-920-2894
<b>Person Completing this Application</b>	<b>Robert Bushey</b>
Person's Job Title	Transportation Manager
Person's Email Address	rwbushey@cabarruscounty.us
Person's Phone Number	704-920-2932
<b>Community Transportation System</b>	<b>Cabarrus County Transportation</b>
Name of Transit Contact Person	Robert Bushey
Transit Contact Person's Email Address	rwbushey@cabarruscounty.us

Application Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the monthly and annual milestone reports and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.**

**I further certify that ROAP funds will only be used for program purposes to provide trips and will not be used for Administrative or Operational expenses. If it is determined that ROAP funds have been misused, repayment of funds must be made.**

Transit Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature



## Application Instructions

County officials should read the **ROAP Program Administration Guide** which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-IMD Regional Grant Specialist assigned to the area served by the transit system.

### FY2024 ROAP Program Schedule

**Application Deadline**

**October 11, 2023**

**Anticipated Funds Disbursement**

**Week of November 13, 2023**

**\*Counties with unspent FY23 funds will retain the funds and the disbursement will be adjusted accordingly.**

**\*Monthly reports are due via SmartSheet 45 days following reporting period (i.e., July reporting period, report due September 15<sup>th</sup>)**

### County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- **ROAP funds are expended only on eligible activities as described in Appendix A of the ROAP Guidance.**
- **Supporting documentation of expenditures by all sub-recipients is required.**
- Service recipients meet eligibility requirements, and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided on a monthly basis to IMD with supporting documents.
- ROAP funds received and expended are included in the local annual audit.

ROAP funds shall be disbursed in the traditional program allocations in each of the ROAP programs in one disbursement however, if it is determined that a single disbursement is not possible, IMD reserves the right to change the method of distributing the funds. Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to sub-allocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
<p>A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?</p> <p>If no, how were recommendations made and by whom? Funds are not sub-allocated</p> <p>How many individuals assisted in the determination? 13</p>		No
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?		No
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	Yes	
Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?		No
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>		
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		No
G. Are ROAP funds deposited in an interest-bearing account?		No
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	Yes	
Monitoring and Oversight Responsibilities	Yes	No
<p>I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost.</p> <p>What form of documentation is collected? <b>We have a transportation database and applications</b></p>	Yes	
J. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?		No
<p>K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i></p> <p>5310 – Elderly Individuals and Individuals with Disabilities Program no</p> <p>5311 - Non-urbanized Area Formula Program no</p> <p>5316 – Job Access and Reverse Commute Program (JARC) no</p> <p>5317 – New Freedom Program no</p>		
L. Will any of the subrecipients charge a fare for a ROAP funded trip? If yes, which programs. \$3.00 for RGP Trips		
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP-funded trips. What documents are used to determine eligibility? An application is used for all ROAP funded trips.		



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Finance - Shady Brook Elementary School Chiller Replacement

### **BRIEF SUMMARY:**

The 20-year-old chiller at Shady Brook Elementary School is in need of replacement. The repair costs would exceed \$100,000. The recommendation is for a full replacement not to exceed \$400,000. There is a significant lead time in receiving the chiller and replacing the old one. The desire would be to order the chiller as soon as possible to have it installed before the heat returns.

### **REQUESTED ACTION:**

Motion for the Board to suspend the Rules of Procedure.

Motion to approve the budget amendment and authorize the funds to be used for a chiller replacement at Shady Brook Elementary School.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

James Howden - Finance Director  
Cabarrus County Schools Representative  
Kannapolis City Schools Representative

### **BUDGET AMENDMENT REQUIRED:**

Yes

## COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

---

### ATTACHMENTS:

- ▣ Request Letter
- ▣ Budget Amendment





# Kannapolis City Schools

100 DENVER STREET  
KANNAPOLIS, NC 28083

704-938-1131

FAX: 704-933-6370

<http://www.kannapolis.k12.nc.us>

Kevin Garay  
Superintendent  
[kevin.garay@kcs.k12.nc.us](mailto:kevin.garay@kcs.k12.nc.us)

TO: Rodney Harris, Deputy County Manager  
Cabarrus County

FROM: Kevin Garay

RE: Emergency funding for chiller replacement

DATE: September 27, 2023

The purpose of this memo is to request emergency (unforeseen) capital funding for the replacement of a chiller unit at Shady Brook Elementary School. While initial cost estimates are closer to \$325,000, as contractors are just now assessing this project, the request is for an amount not to exceed \$450,000 to ensure we can move forward effectively and efficiently with securing services for repair.

Our request is based on the collaborative efforts of our Kannapolis City Schools' Operations lead, Scott Rodgers, and Cabarrus County Schools' Facilities & Maintenance Director, Chuck Taylor. The summary of the recommendation is below:

*At Shady Brook Elementary we found a bad compressor in the chiller and ordered a replacement. While attempting the installation, we discovered an issue with the seals separating the two compressors. To repair the damage, we are looking at a cost of \$70K+ depending on what we discover when we do the repair. Once it is torn down, it is likely that we will find more damage and it is possible that the equipment is beyond economical repair.*

*I recommend the best use of public funds and long-term advantage is to replace the unit entirely. It would benefit KCS and the county greatly to include a 10-year service contract. Due to the cost of advanced trouble-shooting, escalating refrigerant cost, mobilization fees, and precious time, this option is a way of increasing efficiency and reducing yearly operational costs.*

We are happy to provide any further details prior to the next Board of Commissioners meeting and/or participate in the next meeting to answer any questions. Thank you.

### Budget Revision/Amendment Request

Date: 10/2/2023

Amount: 400,000.00

Dept. Head: James Howden

Department: FUND 390 - School Capital Projects

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Budget amendment for emergency replacement of Chiller at Shady Brook Elementary School funded by Community Investment Fund.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
390	6	7230-6902-SHADY	Contributions from CIF/GF	-	400,000.00		400,000.00
390	9	7230-9860-SHADY	Equipment	-	400,000.00		400,000.00
100	9	0000-9708	Contribution to Capital Project Fund	28,678,626.00	400,000.00		29,078,626.00
100	9	9120-9830-AVAIL	Other Improvements	5,576,867.00		400,000.00	5,176,867.00

**Budget Officer**

**County Manager**

**Board of Commissioners**

☐ Approved  
☐ Denied

☐ Approved  
☐ Denied

☐ Approved  
☐ Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

---

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Finance - Updated Annual Budget Ordinance

### **BRIEF SUMMARY:**

Originally, Cabarrus County along with all counties receiving Opioid settlement funds were instructed that a grant project ordinance could be established and used to track funding and appropriations for the life of the Opioid settlement.

During a recent Local Government Commission Opioid meeting, all the counties were informed that because of the way the Opioid Settlement Memorandum of Understanding (MOU) was written, it was not a grant contract, so a grant project ordinance was not a lawful budgeting option. The local government must re-budget the funds in an annual budget ordinance unless the funds are being used for capital purposes.

Since Cabarrus County is in the early stages of determining the best use of these funds, and capital expenditures has not been determined, our option is to add the Opioid Fund to our annual budget ordinance.

### **REQUESTED ACTION:**

Motion to approve the updated Budget Ordinance to include the Opioid Fund for Fiscal Year 2024 and approve the corresponding budget amendment.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

James Howden, Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

---

**ATTACHMENTS:**

- ▣ Budget Ordinance - Excluding Opioid
- ▣ Opioid Settlement Funds
- ▣ Budget Ordinance - Including Opioid
- ▣ Budget Amendment



# Budget Ordinance

---

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

## Section 1 – County Funds

The County hereby appropriates the following amounts, listed by fund, as the estimated revenues and expenditures for the operation and maintenance of various governmental activities, debt obligations and capital outlay purchases for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024:

### I. General Fund

- a. It is estimated that the following revenues will be available in the General Fund:

Ad Valorem Tax Levy	\$ 236,516,760
Sales Tax/Other	47,896,330
Intergovernmental	28,897,940
Permits and Fees	8,326,455
Sales and Services	15,638,414
Investment Earnings	2,000,000
Miscellaneous	286,100
Fund Balance	221,755
<b>TOTAL REVENUES</b>	<b>\$ 339,783,754</b>

- b. The following expenditures are budgeted in the General Fund:

General Government	\$ 42,584,895
Public Safety	75,937,680
Economic and Physical Development	6,358,498
Human Services	56,933,205
Cultural and Recreational	8,045,013
<b><u>Cabarrus County Schools</u></b>	
Instructional Services	62,727,073
Charter Schools	5,791,579
Technology Support Services	7,104,667
Building and Grounds Maintenance	11,825,418
Other Schools (School Parks, Special Olympics)	134,405
Schools Information Technology Services (ITS)	36,324
<b><u>Kannapolis City Schools</u></b>	
Instructional Services	7,378,552
Charter Schools	743,914
Technology Support Services	552,874
Building Maintenance	1,260,567
Grounds Maintenance	113,783
Schools Information Technology Services (ITS)	8,832
<b><u>Rowan-Cabarrus Community College</u></b>	
Current Expense	4,316,397
<b><u>Other Programs</u></b>	
Contributions to Other Funds	47,930,078
<b>TOTAL EXPENDITURES</b>	<b>\$ 339,783,754</b>

# Budget Ordinance

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## II. Community Investment Fund (CIF)

- a. It is estimated the following revenues will be available in the Community Investment Fund:

Sales Tax	\$ 27,930,000
Miscellaneous	404,000
Lottery Proceeds	2,300,000
Other Financing Sources	44,105,961
<b>TOTAL REVENUES</b>	<b>\$ 74,739,961</b>

- b. The following expenditures are budgeted in the Community Investment Fund:

Debt Service	
Public Schools	
Principal	\$ 27,203,000
Interest	10,083,000
Capital Outlay	1,120,000
Rowan Cabarrus Community College	
Principal	1,100,000
Interest	375,000
Capital Outlay	100,000
Other Debt Service	17,489,000
Other Improvements	5,576,867
Contribution to Capital Project Fund	11,193,094
Legal Fees	100,000
Bank Service Charges	400,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,739,961</b>

## III. Cabarrus Arena and Events Center Fund

- a. It is estimated the following revenues will be available in the Cabarrus Arena and Events Center Fund:

Sales and Service	\$ 749,831
Investment Earnings	15,000
Miscellaneous	5,000
Other Financing Sources	1,427,390
<b>TOTAL REVENUES</b>	<b>\$ 2,197,221</b>

The following expenditures are budgeted in the Cabarrus Arena and Events Center Fund:

Personnel Services	\$ 195,117
Operations	2,002,104
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,197,221</b>



# Budget Ordinance

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## IV. Landfill Fund

- a. It is estimated the following revenues will be available in the Landfill Fund:

Intergovernmental	\$	57,000
Permits & Fees		150,000
Sales & Services		1,259,000
Contribution from General Fund		618,400
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>2,084,400</u></b>

- b. The following expenditures are budgeted in the Landfill Fund:

Personnel Services	\$	824,350
Operations		1,260,050
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>2,084,400</u></b>

## V. 911 Emergency Telephone Fund

- a. It is estimated the following revenues will be available in the 911 Emergency Telephone Fund:

Intergovernmental	\$	346,955
Investment Earnings		5,000
		64,683
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>416,638</u></b>

- b. The following expenditures are budgeted in the 911 Emergency Telephone Fund:

Operations	\$	416,638
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>416,638</u></b>

## VI. Social Services Fund

- a. It is estimated the following revenues will be available in the Social Services Fund:

Sales & Services	\$	400,000
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>400,000</u></b>

- b. The following expenditures are budgeted in the Social Services Fund:

Operations	\$	400,000
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>400,000</u></b>

# Budget Ordinance

---

## VII. Intergovernmental Fund

- a. It is estimated the following revenues will be available in the Intergovernmental Fund:

Sales & Services	\$ 2,170,000
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>

- b. The following expenditures are budgeted in the Intergovernmental Fund:

Education	\$ 2,170,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,170,000</b>

## VIII. Health and Dental Insurance Fund

- a. It is estimated the following revenues will be available in the Health and Dental Insurance Fund:

Sales & Services	\$ 17,383,555
Investment Earnings	5,000
Miscellaneous	970,785
Contribution from General Fund	230,000
<b>TOTAL REVENUES</b>	<b>\$ 18,589,340</b>

- b. The following expenditures are budgeted in the Health and Dental Insurance Fund:

Operations	\$ 18,589,340
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,589,340</b>

## IX. Workers Compensation and Liability Fund

- a. It is estimated the following revenues will be available in the Workers Compensation and Liability Fund:

Sales & Services	\$ 3,487,537
Investment Earnings	20,000
Fund Balance	523,040
<b>TOTAL REVENUES</b>	<b>\$ 4,030,577</b>

- b. The following expenditures are budgeted in the Workers Compensation and Liability Fund:

Operations	\$ 4,030,577
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,030,577</b>



# Budget Ordinance

---

## X. Fire Tax Districts Fund

- a. It is estimated the following revenues will be available in the Fire Tax Districts Fund:

Ad Valorem Tax Levy	\$ 7,099,003
<b>TOTAL REVENUES</b>	<b>\$ 7,099,003</b>

- b. The following expenditures are budgeted in the Fire Tax Districts Fund:

Allen Fire Tax District	\$ 702,724
Cold Water Fire Tax District	335,329
Concord Rural Fire Tax District	52,582
Flowe's Store Fire Tax District	321,397
Georgeville Fire Tax District	297,610
Gold Hill Fire Tax District	52,556
Harrisburg Rural Fire Tax District	1,315,896
Jackson Park (City of Concord) Fire Tax District	247,631
Kannapolis Rural Fire Tax District	236,312
Midland Fire Tax District	1,138,412
Mt. Mitchell Fire Tax District	131,480
Mt. Pleasant Rural Fire Tax District	625,375
Northeast Fire Tax District	210,027
Odell Fire Tax District	1,100,721
Richfield-Misenheimer Fire Tax District	11,792
Rimer Fire Tax District	319,159
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,099,003</b>
 <b>GRAND TOTAL – ALL FUNDS – REVENUES</b>	 <b>\$ 451,510,894</b>
 <b>GRAND TOTAL – ALL FUNDS – EXPENDITURES</b>	 <b>\$ 451,510,894</b>

## Section 2 – County Tax Rate

There is hereby levied a tax rate of **74 ¢** per one hundred dollars (\$100) of assessed valuation of taxable property for the fiscal year beginning July 1, 2023, and ending June 30, 2024, to finance expenditures in Section 1, excluding the Fire Tax Districts. Estimated revenues based on the estimated total valuation of taxable property as listed on January 1, 2023, of \$32,065,390,204, at an estimated collection rate of 98.75% on Real, Personal and Public Service property. A 99.5% collection rate on vehicles. An estimated total valuation of Real, Personal and Public Service property is \$29,252,390,204 and vehicle of \$2,813,000,000.

# Budget Ordinance

## Section 3 – Fire Tax Districts Tax Rates

There is also hereby levied the following tax rates on each one hundred dollars (\$100) of assessed valuation of taxable property in the Fire Tax Districts for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<b>Allen Fire Tax District</b>	<b>11.0 ¢</b>
Based on estimated assessed valuation in the Allen Fire Tax District of \$646,926,214	
<b>Cold Water</b>	<b>8.0 ¢</b>
Based on estimated assessed valuation in the Cold Water Fire Tax District of \$424,466,662	
<b>Concord Rural</b>	<b>14.0 ¢</b>
Based on estimated assessed valuation in the Concord Rural Fire Tax District of \$38,033,648	
<b>Flowe's Store</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Flowe's Store Fire Tax District of \$325,465,161	
<b>Georgeville</b>	<b>9.20 ¢</b>
Based on estimated assessed valuation in the Georgeville Fire Tax District of \$327,583,709	
<b>Gold Hill</b>	<b>9.0 ¢</b>
Based on estimated assessed valuation in the Gold Hill Fire Tax District of \$59,135,026	
<b>Harrisburg Rural</b>	<b>15.0 ¢</b>
Based on estimated assessed valuation in the Harrisburg Fire Tax District of \$888,368,361	
<b>Jackson Park (City of Concord)</b>	<b>14.0 ¢</b>
Based on estimated assessed valuation in the Jackson Park (City of Concord) Fire Tax District of \$179,118,019	
<b>Kannapolis Rural</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Kannapolis Rural Fire Tax District of \$239,303,597	
<b>Midland</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Midland Fire Tax District of \$1,152,822,731	
<b>Mt. Mitchell</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Mt. Mitchell Fire Tax District of \$133,144,559	
<b>Mt. Pleasant Rural</b>	<b>11.80 ¢</b>
Based on estimated assessed valuation in the Mt. Pleasant Rural Fire Tax District of \$536,687,314	
<b>Northeast</b>	<b>12.70 ¢</b>
Based on estimated assessed valuation in the Northeast Fire Tax District of \$167,469,180	
<b>Odell</b>	<b>8.50 ¢</b>
Based on estimated assessed valuation in the Odell Fire Tax District of \$1,311,357,422	
<b>Richfield-Misenheimer</b>	<b>7.0 ¢</b>
Based on estimated assessed valuation in the Richfield-Misenheimer Fire Tax District of \$17,058,239	
<b>Rimer</b>	<b>12.0 ¢</b>
Based on estimated assessed valuation in the Rimer Fire Tax District of \$269,332,571	

The above tax rates produce Ad Valorem Tax Levy to finance the expenditures of the Fire Tax Districts. Estimated revenues based on the estimated total valuation of taxable property as listed on January 1, 2023, in the table above, at an estimated combined collection rate of 98.75%.



# Budget Ordinance

## Section 4 – Authorized Positions

The Board authorizes **1,482** total positions equaling **1,409.99** full-time equivalents. This includes the following new positions authorized in FY24:

Department	# Positions	# FTE	Title	Grade
Information Technology	1	1	Cyber Security Analyst	27
Infrastructure Asset Management – Building Maintenance	1	1	Building Maintenance Supervisor	20
Sheriff's Office	1	1	Sex Offender Registry Investigator (Detective)	18
Sheriff's Office	1	1	Records Management System (RMS) Administrator	18
Sheriff's Office - Harrisburg	2	2	Detective	18
Sheriff's Office - Harrisburg	1	1	Sergeant	13
Emergency Medical Services	1	1	Training and Education Captain	24
Economic Development Corporation	1	1	Local Business Support Manager	21
Library Services	2	1	Library Assistant	10
Library Services	1	1	Library Branch Manager	21
<b>New Positions for Additional Active Living &amp; Parks and Library Facilities Opening in FY25</b>				
Active Living & Parks -Mt Pleasant	1	1	Supervisor	16
Active Living & Parks -Mt Pleasant	1	1	Program Assistant	12
Active Living & Parks -Mt Pleasant	3	1.2	Center Facility Operators- Part-Time (0.40 FTE)	12
Active Living & Parks -Mt Pleasant	2	0.7	Rangers Part-Time (0.348 FTE)	7
Active Living & Parks -Afton	1	1	Supervisor	16
Active Living & Parks -Afton	1	1	Wellness Supervisor	17
Active Living & Parks -Afton	3	3	Program Assistant	12
Library Services – Mt. Pleasant	1	1	Librarian	17
Library Services – Mt. Pleasant	2	2	Senior Library Assistant	13
Library Services – Mt. Pleasant	2	1	Library Assistant Part Time	10
Library Services – Afton	1	1	Branch Manager	21
Library Services – Afton	2	2	Librarian (Adult, Children)	17
Library Services – Afton	3	3	Senior Library Assistant (adult, teen, children)	13
Library Services – Afton	6	6	Library Assistant Full-Time	10
Library Services – Afton	7	3.5	Library Assistant Part-Time	10
Infrastructure Asset Management	1	1	Building Maintenance Mechanics	13
Infrastructure Asset Management	1	1	HVAC Technician	16
Infrastructure Asset Management	1	1	Grounds Maintenance Worker	8
Infrastructure Asset Management	4	4	Custodians	6
<b>Total</b>	<b>55</b>	<b>46.4</b>		

## Section 5 – Authorizations

- The foregoing appropriations, schedules of expected revenues, and taxes levied, are based on the annual budget as hereby approved, and the terms of which budget are hereby specifically incorporated by reference.
- That there are hereby appropriated to the Fire Tax Districts the revenues from collection of the Fire Tax Districts Ad Valorem tax at the rates stated in Section 3 to cover the cost for servicing all districts.

# Budget Ordinance

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- c. The County Manager may not distribute funds appropriated to a private entity until the County and the private entity enter into a written contract or agreement specifying the following:
  - 1. The purposes for which the private entity may use the funds, which shall comply with the requirements of G.S. 153A-449(a) and N.C. Const. Art. V, Sec. 2.
  - 2. Requirements for accounting for the management and expenditure of county funds.
  - 3. Any other fiscal or programmatic control deemed appropriate by the County Manager to ensure the lawful and appropriate spending and management of the county funds.
- d. The County Manager, or his designee, may transfer moneys from one appropriation to another within the same fund. The County Manager must report such transfers to the Board of Commissioners at its next regular meeting and record such notice in the minutes.
- e. The Board of Commissioners must approve the use of any contingency appropriation within any fund except for the County Manager may authorize expenditures from contingency appropriations to fund an increase in charter school student enrollment. Expenditures from contingency appropriations authorized by the County Manager must be reported to the board at its next regular meeting and recorded in the minutes.
- f. The County Manager, Budget Director, or designee may create debt-financing amendments from estimated projections upon approval by the Board of Commissioners of the debt financing and adjust as needed upon closing.
- g. The County Manager or designee may enter and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
- h. The County Manager or designee may execute contracts not required to be bid or which G.S. 143-131 allows an informal bid so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
- i. The County Manager or designee may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153A-248(b), 259, 449 and any similar statutes require such contracts.
- j. The County Manager or designee may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
- k. The appropriations for Cabarrus County Schools and Kannapolis City Schools are allocated by category. Cabarrus County Schools and Kannapolis City Schools must obtain the approval of the Board of Commissioners for any amendment that would increase or decrease the amount of County appropriations allocated by category by more than ten percent.
- l. In accordance with 2 C.F.R. § 200.320(a)(1)(iv), the applicable provisions of North Carolina law, and Resolution No. 2022-24, Cabarrus County hereby self-certifies the following micro-purchase



# Budget Ordinance

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thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. § 200.320(a)(1)(iv)(C):

- (a) \$30,000, for the purchase of “apparatus, supplies, materials, or equipment”; and
- (b) \$30,000, for the purchase of “construction or repair work”; and
- (c) \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- (d) \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Unit has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$0.00

## Section 6.

This ordinance and the budget documents shall be the basis for the financial plan for the County of Cabarrus for the 2023-2024 fiscal year. The County Manager and the Finance Officer shall administer the budget. The Budget Director shall establish and maintain all records, which are in concurrence with this budget and budget ordinance and the appropriate statutes of the State of North Carolina.

Adopted this the 19<sup>th</sup> day of June 2023.

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Stephen M. Morris, Chairman

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Lauren Linker, Clerk to the Board

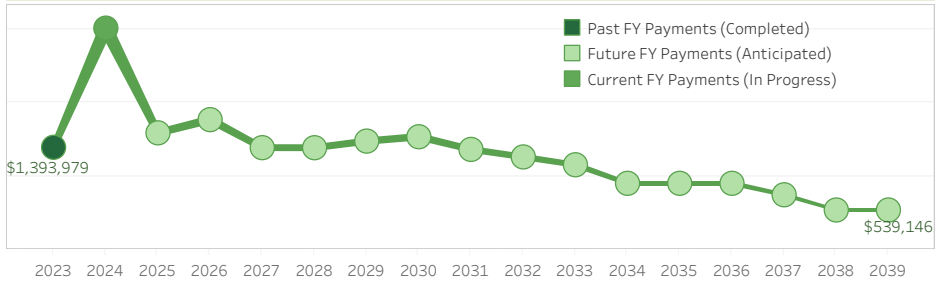
Choose a Place:

Cabarrus

18 Year Payment to **Cabarrus** during 2022-2038:

\$21,886,625

#### Payments Over Time - Cabarrus



#### Payment Table - Cabarrus

FY22-23	\$1,393,979
FY23-24	\$3,019,067
FY24-25	\$1,591,084
FY25-26	\$1,771,260
FY26-27	\$1,389,059
FY27-28	\$1,388,264
FY28-29	\$1,478,686
FY29-30	\$1,538,140
FY30-31	\$1,365,085
FY31-32	\$1,262,626
FY32-33	\$1,156,047
FY33-34	\$902,855
FY34-35	\$902,855
FY35-36	\$902,855
FY36-37	\$746,471
FY37-38	\$539,146
FY38-39	\$539,146

Download Local  
Payout Schedule:

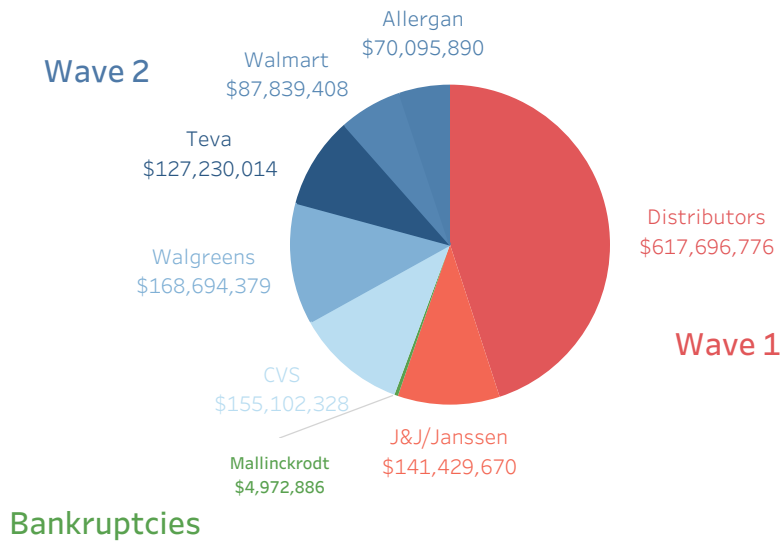


Download Payouts  
for All Locations:



Last Modified:  
June 2023

#### Total NC Payments by Settlement





# Budget Ordinance

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

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Cultural and Recreational	8,045,013
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<b><u>Kannapolis City Schools</u></b>	
Instructional Services	7,378,552
Charter Schools	743,914
Technology Support Services	552,874
Building Maintenance	1,260,567
Grounds Maintenance	113,783
Schools Information Technology Services (ITS)	8,832
<b><u>Rowan-Cabarrus Community College</u></b>	
Current Expense	4,316,397
<b><u>Other Programs</u></b>	
Contributions to Other Funds	47,930,078
<b>TOTAL EXPENDITURES</b>	<b>\$ 339,783,754</b>

# Budget Ordinance

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## II. Community Investment Fund (CIF)

- a. It is estimated the following revenues will be available in the Community Investment Fund:

Sales Tax	\$ 27,930,000
Miscellaneous	404,000
Lottery Proceeds	2,300,000
Other Financing Sources	44,105,961
<b>TOTAL REVENUES</b>	<b>\$ 74,739,961</b>

- b. The following expenditures are budgeted in the Community Investment Fund:

Debt Service	
Public Schools	
Principal	\$ 27,203,000
Interest	10,083,000
Capital Outlay	1,120,000
Rowan Cabarrus Community College	
Principal	1,100,000
Interest	375,000
Capital Outlay	100,000
Other Debt Service	17,489,000
Other Improvements	5,576,867
Contribution to Capital Project Fund	11,193,094
Legal Fees	100,000
Bank Service Charges	400,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,739,961</b>

## III. Cabarrus Arena and Events Center Fund

- a. It is estimated the following revenues will be available in the Cabarrus Arena and Events Center Fund:

Sales and Service	\$ 749,831
Investment Earnings	15,000
Miscellaneous	5,000
Other Financing Sources	1,427,390
<b>TOTAL REVENUES</b>	<b>\$ 2,197,221</b>

The following expenditures are budgeted in the Cabarrus Arena and Events Center Fund:

Personnel Services	\$ 195,117
Operations	2,002,104
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,197,221</b>



# Budget Ordinance

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## IV. Landfill Fund

- a. It is estimated the following revenues will be available in the Landfill Fund:

Intergovernmental	\$	57,000
Permits & Fees		150,000
Sales & Services		1,259,000
Contribution from General Fund		618,400
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>2,084,400</u></b>

- b. The following expenditures are budgeted in the Landfill Fund:

Personnel Services	\$	824,350
Operations		1,260,050
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>2,084,400</u></b>

## V. 911 Emergency Telephone Fund

- a. It is estimated the following revenues will be available in the 911 Emergency Telephone Fund:

Intergovernmental	\$	346,955
Investment Earnings		5,000
		64,683
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>416,638</u></b>

- b. The following expenditures are budgeted in the 911 Emergency Telephone Fund:

Operations	\$	416,638
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>416,638</u></b>

## VI. Social Services Fund

- a. It is estimated the following revenues will be available in the Social Services Fund:

Sales & Services	\$	400,000
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>400,000</u></b>

- b. The following expenditures are budgeted in the Social Services Fund:

Operations	\$	400,000
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>400,000</u></b>

# Budget Ordinance

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## VII. Intergovernmental Fund

- a. It is estimated the following revenues will be available in the Intergovernmental Fund:

Sales & Services	\$ 2,170,000
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>

- b. The following expenditures are budgeted in the Intergovernmental Fund:

Education	\$ 2,170,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,170,000</b>

## VIII. Health and Dental Insurance Fund

- a. It is estimated the following revenues will be available in the Health and Dental Insurance Fund:

Sales & Services	\$ 17,383,555
Investment Earnings	5,000
Miscellaneous	970,785
Contribution from General Fund	230,000
<b>TOTAL REVENUES</b>	<b>\$ 18,589,340</b>

- b. The following expenditures are budgeted in the Health and Dental Insurance Fund:

Operations	\$ 18,589,340
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,589,340</b>

## IX. Workers Compensation and Liability Fund

- a. It is estimated the following revenues will be available in the Workers Compensation and Liability Fund:

Sales & Services	\$ 3,487,537
Investment Earnings	20,000
Fund Balance	523,040
<b>TOTAL REVENUES</b>	<b>\$ 4,030,577</b>

- b. The following expenditures are budgeted in the Workers Compensation and Liability Fund:

Operations	\$ 4,030,577
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,030,577</b>

# Budget Ordinance

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## X. Opioid Settlement Fund

- c. It is estimated the following revenues will be available in the Opioid Settlement Fund:

Settlement Revenue Funds	\$	3,019,067
Interest Earnings		52,000
Fund Balance		1,349,938
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>4,421,005</u></b>

- d. The following expenditures are budgeted in the Opioid Settlement Fund:

Human Services	\$	4,421,005
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>4,421,005</u></b>

## XI. Fire Tax Districts Fund

- a. It is estimated the following revenues will be available in the Fire Tax Districts Fund:

Ad Valorem Tax Levy	\$	7,099,003
<b>TOTAL REVENUES</b>	<b>\$</b>	<b><u>7,099,003</u></b>

- b. The following expenditures are budgeted in the Fire Tax Districts Fund:

Allen Fire Tax District	\$	702,724
Cold Water Fire Tax District		335,329
Concord Rural Fire Tax District		52,582
Flowe's Store Fire Tax District		321,397
Georgeville Fire Tax District		297,610
Gold Hill Fire Tax District		52,556
Harrisburg Rural Fire Tax District		1,315,896
Jackson Park (City of Concord) Fire Tax District		247,631
Kannapolis Rural Fire Tax District		236,312
Midland Fire Tax District		1,138,412
Mt. Mitchell Fire Tax District		131,480
Mt. Pleasant Rural Fire Tax District		625,375
Northeast Fire Tax District		210,027
Odell Fire Tax District		1,100,721
Richfield-Misenheimer Fire Tax District		11,792
Rimer Fire Tax District		319,159
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b><u>7,099,003</u></b>

<b>GRAND TOTAL – ALL FUNDS – REVENUES</b>	<b>\$</b>	<b><u>451,510,894</u></b>
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<b>GRAND TOTAL – ALL FUNDS – EXPENDITURES</b>	<b>\$</b>	<b><u>451,510,894</u></b>
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# Budget Ordinance

## Section 2 – County Tax Rate

There is hereby levied a tax rate of **74 ¢** per one hundred dollars (\$100) of assessed valuation of taxable property for the fiscal year beginning July 1, 2023, and ending June 30, 2024, to finance expenditures in Section 1, excluding the Fire Tax Districts. Estimated revenues based on the estimated total valuation of taxable property as listed on January 1, 2023, of \$32,065,390,204, at an estimated collection rate of 98.75% on Real, Personal and Public Service property. A 99.5% collection rate on vehicles. An estimated total valuation of Real, Personal and Public Service property is \$29,252,390,204 and vehicle of \$2,813,000,000.

## Section 3 – Fire Tax Districts Tax Rates

There is also hereby levied the following tax rates on each one hundred dollars (\$100) of assessed valuation of taxable property in the Fire Tax Districts for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<b>Allen Fire Tax District</b>	<b>11.0 ¢</b>
Based on estimated assessed valuation in the Allen Fire Tax District of \$646,926,214	
<b>Cold Water</b>	<b>8.0 ¢</b>
Based on estimated assessed valuation in the Cold Water Fire Tax District of \$424,466,662	
<b>Concord Rural</b>	<b>14.0 ¢</b>
Based on estimated assessed valuation in the Concord Rural Fire Tax District of \$38,033,648	
<b>Flowe's Store</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Flowe's Store Fire Tax District of \$325,465,161	
<b>Georgeville</b>	<b>9.20 ¢</b>
Based on estimated assessed valuation in the Georgeville Fire Tax District of \$327,583,709	
<b>Gold Hill</b>	<b>9.0 ¢</b>
Based on estimated assessed valuation in the Gold Hill Fire Tax District of \$59,135,026	
<b>Harrisburg Rural</b>	<b>15.0 ¢</b>
Based on estimated assessed valuation in the Harrisburg Fire Tax District of \$888,368,361	
<b>Jackson Park (City of Concord)</b>	<b>14.0 ¢</b>
Based on estimated assessed valuation in the Jackson Park (City of Concord) Fire Tax District of \$179,118,019	
<b>Kannapolis Rural</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Kannapolis Rural Fire Tax District of \$239,303,597	
<b>Midland</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Midland Fire Tax District of \$1,152,822,731	
<b>Mt. Mitchell</b>	<b>10.0 ¢</b>
Based on estimated assessed valuation in the Mt. Mitchell Fire Tax District of \$133,144,559	
<b>Mt. Pleasant Rural</b>	<b>11.80 ¢</b>
Based on estimated assessed valuation in the Mt. Pleasant Rural Fire Tax District of \$536,687,314	
<b>Northeast</b>	<b>12.70 ¢</b>
Based on estimated assessed valuation in the Northeast Fire Tax District of \$167,469,180	
<b>Odell</b>	<b>8.50 ¢</b>
Based on estimated assessed valuation in the Odell Fire Tax District of \$1,311,357,422	
<b>Richfield-Misenheimer</b>	<b>7.0 ¢</b>
Based on estimated assessed valuation in the Richfield-Misenheimer Fire Tax District of \$17,058,239	
<b>Rimer</b>	<b>12.0 ¢</b>
Based on estimated assessed valuation in the Rimer Fire Tax District of \$269,332,571	

# Budget Ordinance

The above tax rates produce Ad Valorem Tax Levy to finance the expenditures of the Fire Tax Districts. Estimated revenues based on the estimated total valuation of taxable property as listed on January 1, 2023, in the table above, at an estimated combined collection rate of 98.75%.

## Section 4 – Authorized Positions

The Board authorizes **1,482** total positions equaling **1,409.99** full-time equivalents. This includes the following new positions authorized in FY24:

Department	# Positions	# FTE	Title	Grade
Information Technology	1	1	Cyber Security Analyst	27
Infrastructure Asset Management – Building Maintenance	1	1	Building Maintenance Supervisor	20
Sheriff's Office	1	1	Sex Offender Registry Investigator (Detective)	18
Sheriff's Office	1	1	Records Management System (RMS) Administrator	18
Sheriff's Office - Harrisburg	2	2	Detective	18
Sheriff's Office - Harrisburg	1	1	Sergeant	13
Emergency Medical Services	1	1	Training and Education Captain	24
Economic Development Corporation	1	1	Local Business Support Manager	21
Library Services	2	1	Library Assistant	10
Library Services	1	1	Library Branch Manager	21
<b>New Positions for Additional Active Living &amp; Parks and Library Facilities Opening in FY25</b>				
Active Living & Parks -Mt Pleasant	1	1	Supervisor	16
Active Living & Parks -Mt Pleasant	1	1	Program Assistant	12
Active Living & Parks -Mt Pleasant	3	1.2	Center Facility Operators- Part-Time (0.40 FTE)	12
Active Living & Parks -Mt Pleasant	2	0.7	Rangers Part-Time (0.348 FTE)	7
Active Living & Parks -Afton	1	1	Supervisor	16
Active Living & Parks -Afton	1	1	Wellness Supervisor	17
Active Living & Parks -Afton	3	3	Program Assistant	12
Library Services – Mt. Pleasant	1	1	Librarian	17
Library Services – Mt. Pleasant	2	2	Senior Library Assistant	13
Library Services – Mt. Pleasant	2	1	Library Assistant Part Time	10
Library Services – Afton	1	1	Branch Manager	21
Library Services – Afton	2	2	Librarian (Adult, Children)	17
Library Services – Afton	3	3	Senior Library Assistant (adult, teen, children)	13
Library Services – Afton	6	6	Library Assistant Full-Time	10
Library Services – Afton	7	3.5	Library Assistant Part-Time	10
Infrastructure Asset Management	1	1	Building Maintenance Mechanics	13
Infrastructure Asset Management	1	1	HVAC Technician	16
Infrastructure Asset Management	1	1	Grounds Maintenance Worker	8
Infrastructure Asset Management	4	4	Custodians	6
<b>Total</b>	<b>55</b>	<b>46.4</b>		

## Section 5 – Authorizations

# Budget Ordinance

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- a. The foregoing appropriations, schedules of expected revenues, and taxes levied, are based on the annual budget as hereby approved, and the terms of which budget are hereby specifically incorporated by reference.
- b. That there are hereby appropriated to the Fire Tax Districts the revenues from collection of the Fire Tax Districts Ad Valorem tax at the rates stated in Section 3 to cover the cost for servicing all districts.
- c. The County Manager may not distribute funds appropriated to a private entity until the County and the private entity enter into a written contract or agreement specifying the following:
  - 1. The purposes for which the private entity may use the funds, which shall comply with the requirements of G.S. 153A-449(a) and N.C. Const. Art. V, Sec. 2.
  - 2. Requirements for accounting for the management and expenditure of county funds.
  - 3. Any other fiscal or programmatic control deemed appropriate by the County Manager to ensure the lawful and appropriate spending and management of the county funds.
- d. The County Manager, or his designee, may transfer moneys from one appropriation to another within the same fund. The County Manager must report such transfers to the Board of Commissioners at its next regular meeting and record such notice in the minutes.
- e. The Board of Commissioners must approve the use of any contingency appropriation within any fund except for the County Manager may authorize expenditures from contingency appropriations to fund an increase in charter school student enrollment. Expenditures from contingency appropriations authorized by the County Manager must be reported to the board at its next regular meeting and recorded in the minutes.
- f. The County Manager, Budget Director, or designee may create debt-financing amendments from estimated projections upon approval by the Board of Commissioners of the debt financing and adjust as needed upon closing.
- g. The County Manager or designee may enter and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
- h. The County Manager or designee may execute contracts not required to be bid or which G.S. 143-131 allows an informal bid so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
- i. The County Manager or designee may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153A-248(b), 259, 449 and any similar statutes require such contracts.
- j. The County Manager or designee may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).



# Budget Ordinance

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- k. The appropriations for Cabarrus County Schools and Kannapolis City Schools are allocated by category. Cabarrus County Schools and Kannapolis City Schools must obtain the approval of the Board of Commissioners for any amendment that would increase or decrease the amount of County appropriations allocated by category by more than ten percent.
- l. In accordance with 2 C.F.R. § 200.320(a)(1)(iv), the applicable provisions of North Carolina law, and Resolution No. 2022-24, Cabarrus County hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. § 200.320(a)(1)(iv)(C):
  - (a) \$30,000, for the purchase of “apparatus, supplies, materials, or equipment”; and
  - (b) \$30,000, for the purchase of “construction or repair work”; and
  - (c) \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
  - (d) \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Unit has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$0.00

## Section 6.

This ordinance and the budget documents shall be the basis for the financial plan for the County of Cabarrus for the 2023-2024 fiscal year. The County Manager and the Finance Officer shall administer the budget. The Budget Director shall establish and maintain all records, which are in concurrence with this budget and budget ordinance and the appropriate statutes of the State of North Carolina.

Adopted revision this the 16<sup>th</sup> day of October 2023.

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Stephen M. Morris, Chairman

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Lauren Linker, Clerk to the Board

Budget Revision/Amendment Request

Date:10/16/2023

Amount:3,169,418

Dept. Head:James Howden

Department:Opioid Fund

☐ Internal Transfer Within Department

☐ Transfer Between Departments/Funds

☒ Supplemental Request

Budget for Opioid revenue and expenditures in Fiscal Year 2024. Originally budgeted in multi-year grant fund now required to be budgeted annually.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
441	6	5910-6701	Interest	(25,959)	77,959		52,000
441	6	5910-6838-OPIOD	Claim Settlement	(72,392)	3,091,459		3,019,067
441	6	5910-6901	Fund Balance	1,349,938			1,349,938
441	9	5910-9705	Public Health Authority	140,000	3,169,418		3,309,418
441	9	5910-9397	Other Health Services	1,111,587			1,111,587
			Opioid Fund				

Budget Officer

☐ Approved  
☐ Denied

Signature

Date

County Manager

☐ Approved  
☐ Denied

Signature

Date

Board of Commissioners

☐ Approved  
☐ Denied

Signature

Date

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Behavioral Health – Amended Resolution to Direct the Expenditure of Opioid Settlement Funds

### **BRIEF SUMMARY:**

The Cabarrus County Board of Commissioners adopted a Resolution to Direct the Expenditure of Opioid Settlement Funds on January 17, 2023. The adopted resolution listed and authorized one strategy, Recovery Support Services (Strategy 3). Staff has identified and confirmed an additional strategy, Naloxone Distribution (Strategy 7), as an expenditure of Opioid Settlement Funds for the harm reduction wellness program. Amending the resolution will ensure the resolution aligns with expenditures for the program.

### **REQUESTED ACTION:**

Motion to adopt amended resolution to direct the expenditure of opioid settlement funds.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Aalece Pugh-Lilly, Behavioral Health Director

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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## **ATTACHMENTS:**

- ▯ Presentation
- ▯ Resolution

# Cabarrus County National Opioid Settlement Plan

Aalece Pugh-Lilly, PhD  
Cabarrus County Behavioral Health Director



CABARRUS COUNTY  
*America Thrives Here*

# Overview: NC Opioid Settlement

## Agenda:

- Overview of Settlement Funds
- Revised Resolution (Agenda Item)
- Collaborative Strategic Planning (Agenda Item)



# NC Opioid Settlement (Wave One)

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North Carolina is part of a historic agreement that will help bring desperately needed relief to communities impacted by opioids

- Settlement with 'Big Three' Distributors (McKesson, Cardinal Health, & Amerisource Bergen Drug) and Johnson & Johnson (manufacturer)
- Funds will be used to support treatment, recovery, harm reduction, and other life-saving programs and services in communities throughout the state.
- North Carolina's Opioid and Substance Use Action Plan lays out concrete strategies to advance prevention, reduce harm, and connect people to the care that they need
- 15% to State: General Assembly will have authority to appropriate on a wide range of strategies to address the epidemic
- 80% to Local Governments: Will go to all 100 counties and 17 municipalities (population over 75,000; and those in litigation), allocated according to a formula developed by attorneys representing local governments in national litigation



# NC Opioid Settlement (Wave Two)

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- “Wave Two” brought another \$21 billion in new settlements with CVS, Walgreens, Walmart, Allergan and Teva
- North Carolina’s state and local governments stand to receive more than \$600 million from the Wave Two Settlements between 2023 and 2035
- All municipalities that are recipients of Wave One funds are eligible to receive Wave Two funds, as well
- State of North Carolina, all 100 counties, and 17 municipalities with populations over 30,000 joined the agreements
- **In total (Waves One & Two), NC will receive ~\$1.5 billion in settlement funds**
- **Additional settlements are forthcoming...**



# NC Opioid Settlement

## Cabarrus County

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- **\$21,886,625 million** over 18 years (2022 to 2038)
  - Includes Concord's allocation
- Front-loaded funding
  - Amounts vary by year
  - Received \$1,393,979 in FY22-23
  - Receiving \$3,019,067 in FY 23-24
- Statewide, funds were allocated proportionally based on where opioid crisis was most severe (based on # of pills dispensed, # of opioid overdose deaths, and # of people suffering from opioid use disorder)





# Requirements of Local Governments

- Must satisfy both Memorandum of Agreement (MOA) and state law requirements
- Must adopt a resolution that includes very specific details about each strategy
- Must abide by budgeting, preaudit, and other expenditure control requirements in Local Government Budget and Fiscal Control Act (NCGS § Chapter 159, Article 3)



# State Law Requirements

1. Funds must be properly budgeted before spent
2. Must adopt both an authorizing resolution and a formal budget ordinance to authorize spending



# NC Memorandum of Agreement (MOA)

NC ahead of the curve...

- Since 2019, trained local governments, providers, medical residents; provided funding; administered nearly 250,000 doses of naloxone, to name a few

MOA includes five broad requirements:

1. Establish and use a special revenue fund
2. Authorize spending ahead of time (adopt a resolution)
3. Understand and follow Option A and Option B
4. Follow all reporting requirements
5. Hold annual public meeting

***After a local government passes the resolution authorizing the expenditure of opioid settlement funds, the local government has 90 days to report this information to the Community Opioid Resources Engine for North Carolina.***



# NC Memorandum of Agreement (MOA)

Offers governments two options:

- Under **Option A**, a local government may fund one or more strategies from a [shorter list](#) of evidence-based, high-impact strategies to address the epidemic.
- Under **Option B**, a local government engages in a [collaborative strategic planning process](#) involving a diverse array of stakeholders and may then fund a strategy from the Exhibit A list or a [longer list of strategies](#) included in the national settlements.



# NC MOA Option A

## High Impact Abatement Strategies

Collaborative  
Strategic Planning

Evidence-Based  
Addiction Treatment

Recovery Support

Recovery Housing

Employment-Related  
Services

Early Intervention

Naloxone Distribution

Post-Overdose  
Response Team

Syringe Service  
Program

Criminal Justice  
Diversion Programs

Addiction Treatment  
for Incarcerated  
Persons

Reentry Programs



# Revised Resolution



# January 2023 Resolution

- Board approved allocation of \$210,000 to CHA for three years
- At time, less guidance from State
  - State published guidelines in Summer 2023
  - Each resolution should precisely identify strategies
  - Requesting revision/amendment to original resolution to ensure all potential strategies included (i.e., add Strategy 7)



# Option A Strategies 3 & 7

- **Strategy 3: Recovery support services.** Fund evidence-based recovery support services, including peer support specialists or care navigators based in local health departments, social service offices, detention facilities, community-based organizations, or other settings that support people in treatment or recovery, or people who use drugs, in accessing addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
- **Strategy 7: Naloxone distribution.** Support programs or organizations that distribute naloxone to persons at risk of overdose or their social networks, such as Syringe Service Programs, post-overdose response teams, programs that provide naloxone to persons upon release from jail or prison, emergency medical service providers or hospital emergency departments that provide naloxone to persons at risk of overdose, or community-based organizations that provide services to people who use drugs. Programs or organizations involved in community distribution of naloxone may, in addition, provide naloxone to first responders

# CHA-Funded Program/Services

Cabarrus Health Alliance hired a peer support specialist in June 2023 within its harm reduction wellness program (HRWP).

During FY23, the individual was onboarded and trained. Services that will be provided by this individual in FY24 and FY25, include the following:

- Linkages to care based on participant needs
- Peer support/case management services
- Outreach to engage participants
- Harm reduction education, naloxone distribution, and providing safer use supplies to participants





**AN AMENDED RESOLUTION BY THE COUNTY  
OF CABARRUS  
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

**WHEREAS** Cabarrus County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

**WHEREAS** the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”);

**WHEREAS** Cabarrus County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

**WHEREAS** section E.6 of the MOA states:

E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

**NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA, Cabarrus County authorizes the expenditure of opioid settlement funds as follows:

1. First strategy authorized

- a. Name of strategies:  
**Recovery Support Services (Strategy 3); Naloxone Distribution (Strategy 7)**

- b. Strategy is in:  
**Exhibit A**
- c. Item letter and/or number:  
**Exhibit A #3 and #7**
- d. Amount authorized:  
**\$210,000**
- e. Term:  
**November 1, 2022 through October 31, 2025**
- f. Description of the program, project, or activity:

In the context of a harm reduction wellness program, funding will be used to support peer support, education, and naloxone distribution. Services include the following:

- Linkages to care based on participant needs
- Peer support/case management services
- Outreach to engage participants
- Harm reduction education, naloxone distribution, and providing safer use supplies to participants

**Peers have received extensive training in Wellness Recovery Action Planning (WRAP), motivational interviewing, Naloxone use, and case management. They offer referrals to MAT, lead sober living/transitional housing meetings, provide social work services, and inform and guide future programming from the lens of lived experience. They also provide employment-related support, like job search guidance, interview coaching, and resume review. Peers are based in our health department, but also provide services out in the community in sites like the jail, treatment centers, and transitional housing/sober living. By the end of the project, CHA will have served at least 1,120 unique individuals through Peer-led overdose prevention education.**

- g. Provider:  
**Cabarrus Health Alliance (CHA)**

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is **\$210,000**.

In compliance with the guidance outlined in the MOA, this Resolution hereby supersedes and replaces the previous resolution dated January 17, 2023

Adopted this the 18<sup>th</sup> day of October 2023.

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Stephen M. Morris, Chairman  
County Board of Commissioners

ATTEST:

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Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Behavioral Health - NC Opioid Settlement: Collaborative Strategic Planning

### **BRIEF SUMMARY:**

Cabarrus County is slated to receive at least \$21,886,625 over 18 years as part of the NC Opioid Settlement Agreements. The Collaborative Strategic Planning process is a requirement to access a longer, more comprehensive list of funded strategies under Option B to address opioid misuse, addiction, overdose, or related issues. To ensure Cabarrus can leverage all possible strategies, a portion of opioid settlement funds will be used to hire a consulting firm to lead the process. An RFP was released in August 2023. Eight firms submitted proposals. The Cabarrus Opioid Review Team led by the Behavioral Health Director, and including members from Emergency Management Services, Cabarrus Health Alliance, Cabarrus Human Services, and Cabarrus Sheriff's Office, reviewed the proposals to select a firm. A scoring matrix was used to assess each submission.

Health Management Associates was the firm identified through this competitive process.

Collaborative Strategic Planning is described by the State as the following: Collaborative strategic planning allows all people in a community to provide input into developing a plan and facilitates planning that is well-matched to the needs of their community. People who use drugs, and those with a history of drug use, are one of the groups that that should have a real voice in creation of programs and plans designed to serve them. This strategy allows programs to understand the needs of their community, maximize limited resources, coordinate with key partners, and ensure that services are not duplicated.

The initial phase of planning will lead to a funding plan covering the next 3 - 5 years.

Required activities include the following:

A. Engage diverse stakeholders.



- B. Designate facilitator.
- C. Build upon any related planning.
- D. Agree on shared vision.
- E. Identify key indicator(s).
- F. Identify and explore root causes.
- G. Identify and evaluate potential strategies.
- H. Identify gaps in existing efforts.
- I. Prioritize strategies.
- J. Identify goals, measures, and evaluation plan.
- K. Consider ways to align strategies.
- L. Identify organizations.
- M. Develop budgets and timelines.
- N. Offer recommendations.

**REQUESTED ACTION:**

Motion to adopt the resolution and approve the necessary budget amendment.

**EXPECTED LENGTH OF PRESENTATION:**

30 Minutes

**SUBMITTED BY:**

Aalece Pugh-Lilly, Behavioral Health Director

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Presentation
- ▣ Presentation
- ▣ MOA Resolution

# Collaborative Strategic Planning

# Collaborative Strategic Planning

**Description (NC MOA):** Collaborative strategic planning allows all people in a community to provide input into developing a plan and facilitates planning that is well-matched to the needs of their community. People who use drugs, and those with a history of drug use, are one of the groups that that should have a real voice in creation of programs and plans designed to serve them.

- This strategy allows programs to understand the needs of their community, maximize limited resources, coordinate with key partners, and ensure that services are not duplicated.

Available under Option A and Option B



# NC MOA Option B

Option B has five steps:

1. Engage in collaborative strategic planning process
2. Draft report and recommendations
3. Present report and recommendation to governing board (BOCC)
4. Submit report and recommendations to CORE-NC within 90 days
5. Authorize spending

# Developing Cabarrus' Strategic Plan...

- Released RFP in early August
- RFP deadline was September 15
- Cabarrus Opioid Review Team met week of Sept 18-22
  - Review team: Aalece Pugh-Lilly, Tessa Burchett, Kara Clarke, Karen Calhoun, Sonja Bohannon-Thacker
- Eight submissions
- Used scoring matrix

# Scoring Matrix

Firm	A	B	C	D	E	F	G	Total	Total Avg	Avg Sum
Submission 1	3.4	2.4	2	3.8	2.4	4	2.6	103	20.6	2.94
Submission 2	4.6	4.6	4.6	4.4	3.4	4.4	4.2	151	30.2	4.31
Submission 3	3.6	1.8	1	3.6	2.6	3.2	3	94	18.8	2.65
Submission 4	4	3.4	1	4.6	4.2	3.8	3	120	24	3.42
Submission 5	3.6	3.4	2.8	3.4	2.6	2.6	2.6	105	21	3
Submission 6	3.6	3.6	1	2.8	3	3	2.2	96	19.2	2.74
Submission 7	3.6	4.2	2.8	4.4	3.4	2.8	4.4	128	25.6	3.65
Submission 8	3.2	3	2.8	3.8	1.4	3.4	3.2	104	20.8	2.97





# Proposed Firm

Health Management Associates



# Contact Information

Aalece Pugh-Lilly, PhD  
Behavioral Health Director  
Cabarrus County  
704-920-2153  
[apugh@cabarruscounty.us](mailto:apugh@cabarruscounty.us)



# Sources of Information

- <https://ncopioidsettlement.org/resources/general-support-resources/>
- <https://www.morepowerfulinc.org/>
- <https://www.samhsa.gov/find-help/harm-reduction>
- Opioid settlement media articles & websites
- Public Settlement Plans of other NC Municipalities





## Cabarrus County

### Opioid Settlement Funds Collaborative Strategic Plan

PRESENTED BY:  
**John Eller**

**10.02.23**



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# AGENDA

- **Firm and Team Overview**
- **Our Approach**
- **Stakeholder Engagement**
- **Timeline**
- **Phases and Deliverables**

# OUR FIRM AND OUR TEAM



# HMA OVERVIEW

**Founded in 1985 and comprised of more than 750 consulting colleagues and nearly 900 total employees:**

- **38 years of proven consulting experience managing large-scale initiatives for county and state government agencies**
- **Provides consulting services in all 50 states, including North Carolina**
- **Devoted *exclusively* to improving the delivery, administration, and outcomes of publicly funded health and human services programs**
- **Subject matter expert consulting model that hires seasoned experts who have directed government programs to provide hands-on experience and expertise to clients rather than delegating the work to less experienced staff**

# WHY HMA

- Long and distinguished track record in public-sector work, including complex projects and strategic planning efforts to assist with reimagining systems and policies
- Understand local government structures in North Carolina
- Deep health and human services and behavioral health experience that transcends multiple county departments and programs, including substance use disorders (SUD) and opioid treatment
- Knowledge of the national opioid settlement and epidemic
- Understanding of NC's Opioid and Substance Use Action Plan and the Memorandum of Agreement
- Engage and convene key stakeholders to best reflect the realities, needs, and values of those impacted by or invested in the initiative at hand
- Apply lessons learned from extensive work across the country to ensure success.
- Collect, analyze, and translate quantitative and qualitative data and best practices into practical and actionable recommendations that policymakers understand.

# OUR PROJECT TEAM



**John Eller, MBA**

Project Director



**Jean Glossa, MD, MBA, FACP**

Subject Matter Expert



**Erin Russell, MPH**

Subject Matter Expert



**Robert Muschler, MPA**

Project Manager, Strategic  
Planning/Outreach and Engagement



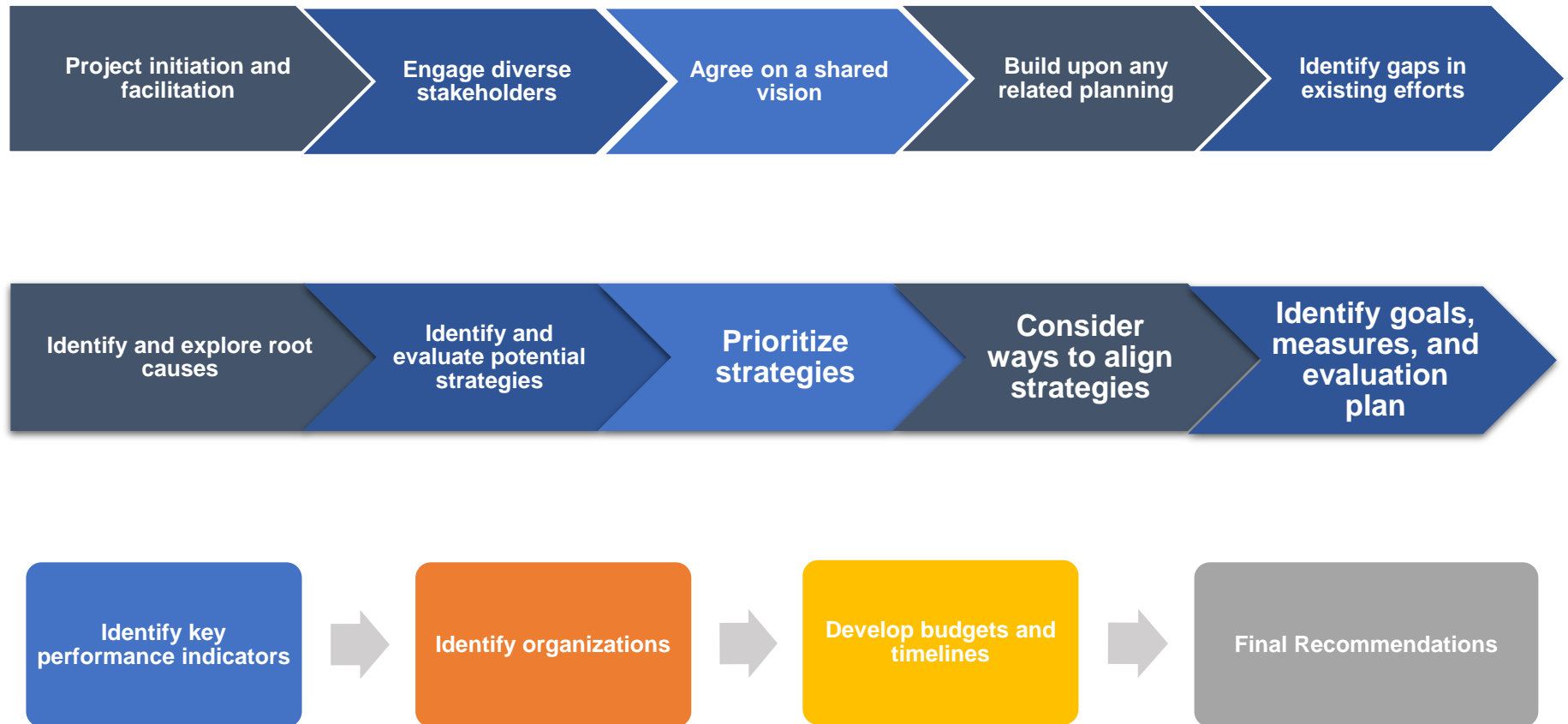
**Mayur Chandriani**

Project Support, Outreach and  
Engagement



# OUR APPROACH

# Opioid Settlement Strategic Planning Process




# STAKEHOLDER ENGAGEMENT



# ENGAGEMENT (EXTERNAL)

A successful population-level engagement process centers on these principles:




**Active Involvement  
Stimulates  
Ownership, and  
Ownership Fosters  
Commitment**

Fully engage stakeholders early in the process and help them see the value of the initiative and their role in the larger context.



**The Engagement  
Process Should  
Include a Diverse  
Range of  
Stakeholders**

Recognize the differing roles and contributions of stakeholder groups and individuals. We think broadly about who is impacted by client activities and develop strategies to engage these individuals in ways that are culturally appropriate.



**Engagement Must  
be Meaningful and  
Include Feedback  
to Engender  
Trust**

Building trust requires diligent planning and preparation. Stakeholders want to know that their input was heard and considered.



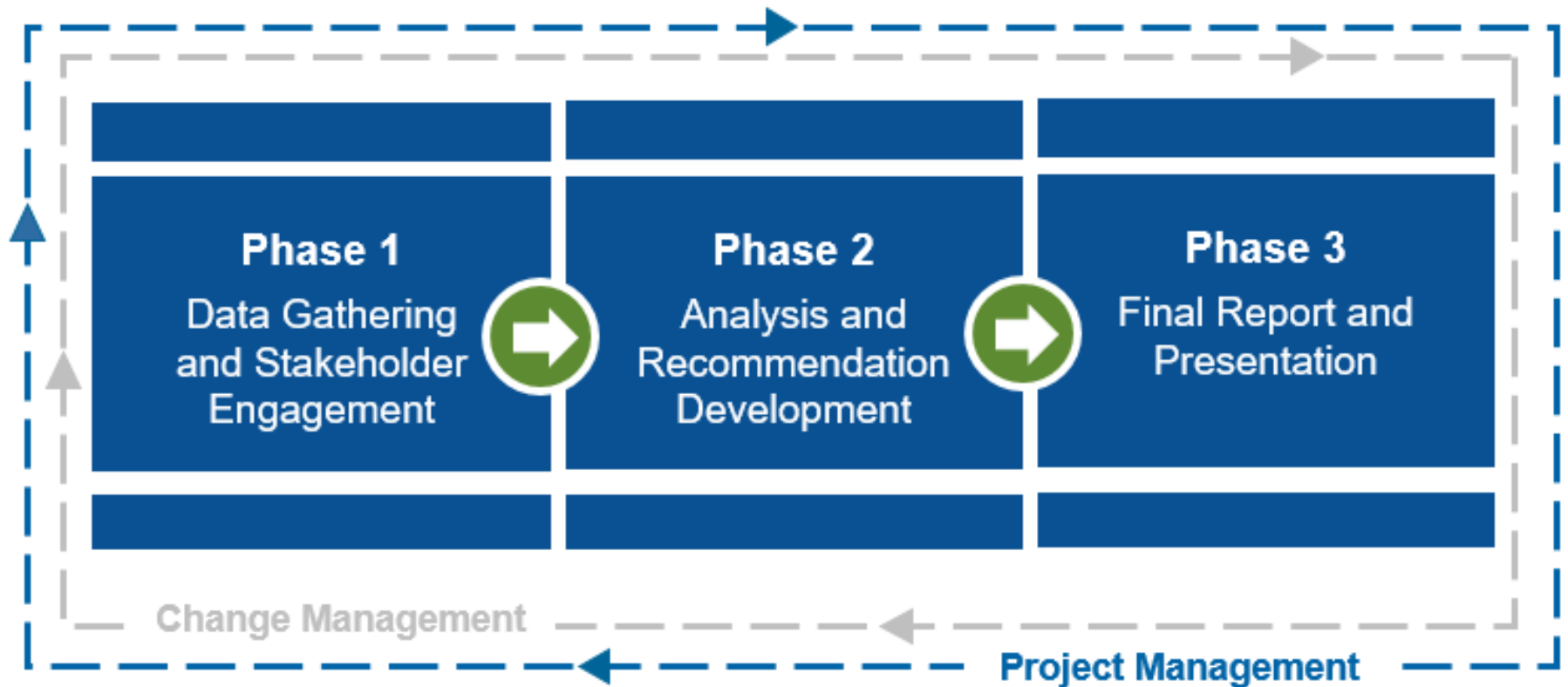
**We Must  
Acknowledge and  
Address the  
Complexities in  
Stakeholder  
Engagement**

Our experience and comfort with stakeholder engagement equips us to address these complexities in a way that advances the initiative and fosters partnerships and buy-in.

# TIMELINE

# TIMELINE

October 2023-June 2024





# PHASES AND DELIVERABLES

# PHASE 1 KEY ACTIVITIES AND DELIVERABLES

- Facilitate a project kickoff meeting
- Finalize a project management plan, project charter, and initial change management plan to help guide our work
- Conduct internal and external stakeholder engagements with key people and populations served
- Assess mission/vision, service delivery models, and structure
- Prepare a written account of findings that identifies:
  - ✓ a shared vision considering how strategic investments of opioid settlement funds have the potential to improve community health and well-being and address root the causes of addiction, drug misuse, overdose, and related issues
  - ✓ any related planning efforts to build upon or coordinate with
  - ✓ stakeholder engagement and survey findings
  - ✓ gaps and needs findings
  - ✓ root causes of addiction, drug misuse, overdose, and related issues in the community, using quantitative data as well as stakeholder narratives, community voices, the stories of those with lived experience, or similar qualitative information existing system challenge

# PHASE 2 KEY ACTIVITIES AND DELIVERABLES

- **Analyze data and develop recommendations**
- **Prepare a written account of findings that identifies:**
  - ✓ **Best practices**
  - ✓ **Potential strategies**
  - ✓ **Opportunities to align strategies**



# PHASE 3 KEY ACTIVITIES AND DELIVERABLES

- Prepare a written account of findings that:
  - ✓ *Prioritizes strategies*
  - ✓ *Includes goals, measures, and evaluation plan for each chosen strategy that includes process, quality and outcome measures*
  - ✓ *Identifies selected KPIs*
  - ✓ *Identifies opportunities to braid funding*
  - ✓ *Identifies opportunities for regional or community partnerships*
  - ✓ *Identifies responsible organizations and agencies to implement strategies*
  - ✓ *Sets timelines for completing components of each strategy*
- Provide a first draft of the interim strategic plan report and incorporate recommendations
- Provide a final report
- Present to County Leadership
- Project closure unless ongoing engagement for implementation support is needed

# QUESTIONS?

**Thank you!**

- John Eller:  
[jeller@healthmanagement.com](mailto:jeller@healthmanagement.com)

**A RESOLUTION BY THE COUNTY OF CABARRUS  
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

**WHEREAS** Cabarrus County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

**WHEREAS** the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”);

**WHEREAS** Cabarrus County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

**WHEREAS** section E.6 of the MOA states:

E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

**NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA, Cabarrus County authorizes the expenditure of opioid settlement funds as follows:

1. Strategy authorized
  - a. Name of strategy: Collaborative Strategic Planning
  - b. Strategy is included in Exhibit A (Exhibit A, Exhibit B)
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: 1
  - d. Amount authorized for this strategy: \$250,000.00
  - e. Period of time during which expenditure may take place:  
Start date 10/17/2023 through End date 06/30/2024
  - f. Description of the program, project, or activity:

Contract with a consulting firm, identified through a competitive bidding process, to coordinate the Collaborative Strategic Planning Process for Cabarrus County; several activities (listed under Exhibit C) will be included in the process, including, but not limited to a) identifying goals, measures, and an evaluation plan; b) identifying key



indicators; c) engaging diverse stakeholders; d) agreeing on shared vision; e) identifying and exploring root causes of the opioid epidemic; f) identifying gaps in existing efforts; and g) prioritizing strategies

g. Provider: Health Management Associates

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$ 250,000.00.

Adopted this the 16th day of October, 2023.

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Stephen M. Morris, Chair  
Cabarrus County Board of Commissioners

ATTEST:

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Lauren Linker, Clerk to the Board

**COUNTY SEAL**

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Human Resources - Personnel Ordinance Update

**BRIEF SUMMARY:**

Human Resources is requesting modification of the Personnel Ordinance to allow paid administrative leave of up to 30 days. This would only be for County Manager or Sheriff approved situations where utilization of the employee's leave time is not the best resolution for pending personnel investigations. Several examples will be provided.

**REQUESTED ACTION:**

Motion to approve the presented personnel ordinance changes.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Lundee Covington, Human Resources Director

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

▢ Personnel Ordinance Changes



## **Current non-paid language:**

### **Article VII. Separation, Disciplinary Actions, and Suspensions**

#### **Section 4. Non-disciplinary Suspension for Investigatory Purposes**

Investigatory suspension may be used to provide time to investigate, establish facts and reach a decision concerning a regular employee's status in those cases in which it is determined the employee should not continue to work during the investigation or pending a decision. Investigatory suspension may be appropriately used to provide time to schedule and hold a pre-discipline conference. Also, management may elect to use an investigatory suspension in order to avoid undue disruption of work or to protect the safety of persons or property. An employee suspended for nondisciplinary or investigatory reasons shall be notified in writing of the reasons for the suspension and the appeal rights available to the employee; one copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

An investigatory suspension usually should not exceed 45 calendar days. However, a department head may, with County Manager approval, extend the period of investigatory suspension without pay beyond the 45-day limit. The employee must be informed in writing of the extension, the length of the extension and the specific reasons for the extension. A copy of the above communication shall be sent to the Human Resources Director. If no action has been taken by management by the end of 45 calendar days, and no extension has been made, one of the following must occur: return the employee to active work status with full back pay and benefits or take appropriate disciplinary or other action based on the results of the investigation and/or a pre-discipline conference. If investigatory suspension is used for resolution of a civil or criminal court matter involving the employee this is not a guarantee that the position will be held.

An investigatory suspension will be without pay, but the employee may use accumulated compensatory time and/or vacation leave to receive compensation during this period. If no disciplinary or other action is taken based on the results of the investigation, the employee will be returned to active work status with full back pay and benefits.

#### **Paid Administrative Leave Pending Investigation**

Occasionally there is need to remove an employee from active duty for an internal investigation related to the employee's work duties. In these situations, paid leave time may be approved by the County Manager or Sheriff for a period of up to 30 days. Examples include but are not limited to investigations under the Sheriff's Office Complaints Against Employee Policy, discharge of a firearm by a Sheriff's employee, or managing/processing a Human Services case that included a fatality. Other situations of similar gravity may be approved at the discretion of the County Manager or Sheriff.

The intention of this time away is to allow for a thorough review of a situation leading to the leave from an internal or external agency where the timeline is likely to be more than a few days. Paid time off will allow the employee an opportunity for self-care but also

ensure their availability if needed for investigatory purposes. The employee will be notified when they are cleared to return to full duty or light duty if more appropriate. If warranted at the close of the investigation, the normal County disciplinary process outlined in this Ordinance will be followed.

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

October 2, 2023  
4:00 PM

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Sheriff's Office - Budget Amendment for the Purchase of Console Furniture for Backup 911 Center

**BRIEF SUMMARY:**

This is a request for a budget amendment and approval of the purchase of Backup 911 Center Furniture at the Milestone Building (previously located at the Cabarrus County DHHS location at 1303 S. Canon Blvd.). The back-up center will consist of 8 consoles and must be able to accommodate the number of staffing at the primary 911 center. A backup plan/location for the 911 center is statutorily required by the North Carolina 911 Board. This will mostly be paid by 911 funds; a budget amendment has been attached. A proposal and quote, which includes shipment and installation at the site, have also been attached.

**REQUESTED ACTION:**

Motion to adopt budget amendment.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Chief Deputy Tessa Burchett

**BUDGET AMENDMENT REQUIRED:**

Yes

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**



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**ATTACHMENTS:**

- ▢ Quote for 911 Console Furniture
- ▢ Console Picture
- ▢ Budget Amendment
- ▢ BA 911 Backup Console Backup Info

Travis McGhee

Cabarrus County


123 Lyman Street  
Asheville, NC 28801Re: Cabarrus County 911 - SBFI Consoles - BACK UP CENTER  
DISPATCH CONSOLES

April 21, 2023

Dear Travis,

We are pleased to submit our quotation for the manufacture, delivery and installation of consoles as listed below.

#	Consoles	Qty	Unit Price	Extended Price
1	<b>Dispatch Consoles - 90° L-SHAPED</b> - 72" w x 72" d (overall footprint) - Standard laminate dual plane worksurface with PVC edges - 2 independently height adjustable planes (electrics priced separately) - Monobeam on rear plane for mounting monitor arm and accessories - Cable riser - IT cable management rail - Includes standard grounding	8	\$4,980.00	\$39,840.00
2	<b>Dual Plane Electric Height Adjustable Assembly</b> - Electric sit-to-stand adjustability for user comfort and IT access - 5 electric legs, 2 control box and cables - Basic up/down controller	8	\$1,350.00	\$10,800.00
3	<b>Anaconda Cable Management Chain</b> - Cable management from underside of worksurface to IT cable tray below	32	\$99.00	\$3,168.00
4	<b>Upper Cable Management Tray</b> - Mounted to underside of rear worksurface - Accommodates excess cables and wiring looms for height adjustable desks	16	\$75.00	\$1,200.00
5	<b>Upgrade: Recessed Digital Programmable Controller</b> - Upgraded electric controller with digital display that allows programmable height settings in lieu of a basic up/down controller - Includes 3 memory presets - Recessed into the worksurface	16	\$110.00	\$1,760.00
6	<b>Termination Board for Patch Panel</b> - Dedicated space to support patch panel (by others)	16	Included in desk price	Included in desk price
<b>Cladding</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
7	<b>Single Console End Panel</b> - 30" w x 31" h x 1-1/8" thick - Standard laminate finish with PVC edges - Full side panel with adjustable glides	4	\$275.00	\$1,100.00
8	<b>Spacer Panel for Safety Pinch Point</b> - Spacer panel with black edge banding	16	\$45.00	\$720.00
9	<b>Single Console Back Panel - Standard with Doors</b> - 72" w x 31" h x 1-1/8" thick - Standard laminate finish with PVC edges - Standard laminate hinged doors - Full panel with adjustable glides	4	\$790.00	\$3,160.00
10	<b>Single Console Back Panel - Standard</b> - 72" w x 31" h x 1-1/8" thick - Standard laminate finish with PVC edges - Full panel with adjustable glides	12	\$525.00	\$6,300.00
<b>Storage</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
11	<b>Equipment Enclosure with Toe Space in Base of Console</b> - CPU enclosure in base beneath each side of console - Toe space access doors in front (rear doors priced separately) - Does not include CPU shelf or trolley	16	\$325.00	\$5,200.00
12	<b>Large CPU Trolley</b> - Mobile CPU trolley - Accommodates 2 x CPUs (sizes to be confirmed)	16	\$225.00	\$3,600.00
13	<b>Lighting Within Equipment Enclosure - Motion sensed light in the base of the console</b> - Convenience light with on/off switch	16	\$129.00	\$2,064.00
<b>Monitor Arms</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
14	<b>Axiom Monitor Support System for 24" Monitor</b> - 5 x Axiom monitor arms with safety stop - 3 x 28" h (700mm) posts with quick-release bracket	8	\$1,180.00	\$9,440.00
<b>Power &amp; Connectivity</b>		<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
15	<b>In-Desk Power Strip (for Upper Technology)</b> - 8 outlet power strip (orange receptacles) - Includes a 15ft power cord (to be confirmed, hardwire available) - Mounted into cable tray	16	\$129.00	\$2,064.00
16	<b>In-Desk Power Strip (for Lower Technology)</b> - 8 outlet power strip (orange receptacles) - Includes a 15ft power cord (to be confirmed, hardwire available) - Mounted into base of console	16	\$129.00	\$2,064.00
17	<b>In-Desk Power Strip (for non-ups Lower Technology for SBFI)</b> - 6 outlet power strip (black receptacles) - Includes a 15ft power cord (to be confirmed, hardwire available) - Mounted into base of console	8	\$119.00	\$952.00

	Commodity Surcharge	Qty	Unit Price	Extended Price
18	<b>Commodity Surcharge</b> - Commodity price index increase - Steel sheet prices have more than quadrupled - Aluminum and lumber prices have more than doubled - Priced per desk on the raw material increases only	8	\$972.00	\$7,776.00
	Additional Components	Qty	Unit Price	Extended Price
O/2	<b>Task Light</b> - LED Light with bracket for post mount	8	\$397.00	\$3,176.00
O/3	<b>Personal Environmental Control System (per Console)</b> - Micro Environments - Model ME200   <b>ME200 Unit Details:</b> - Ducted, self-contained system - Commercial grade powder coated aluminum - Capacitive color touch screen controls - 0-350Watt variable forced output air heating - 0-1500fpm ambient cooling - MERV 7 fan filter - Adjustable louvers - Integrated multi-Linac leg lift controls	8	\$3,345.00	\$26,760.00
O/4	<b>Worksurface Power and Data Fuse Unit - For Front Worksurface</b> - 2 power outlets - 2 charging USB-A	8	\$149.00	\$1,192.00
O/5	<b>Upcharge: Acoustical Panels for Consoles Only</b> - Additional price for 42"h x 2" thick acoustic partitions with painted metal trim behind consoles throughout room (does not include storage pieces) - Acoustic properties located above worksurface level	1	\$24,880.00	\$24,880.00
O/6	<b>12"h Transparent Glass (at Consoles only)</b> - 10mm vertical glass panel suited for mount onto acoustical panels that include metal trim	16	\$790.00	\$12,640.00
O/7	<b>Logo and Ambient Lighting for the 12"h Transparent Glass (at Consoles only)</b> - Etched logo sandblasted into each 72" glass topper (per position) - Ambient lighting at each 72" glass topper (per position)	8	\$870.00	\$6,960.00
O/8	<b>Shared Storage Pod: Double Pedestal with Drawers/Filing, Storage Cabinet and Worksurface</b> - Overall dimensions: 64"w X 30"d - Worksurface with laminate and pvc edges - Hinged access with shelf below for powerstrip location (power strip not included in price) - 2 Box/box/file storage pedestals underneath worksurface - 1 32"w storage cabinet between pedestals - 1 Standard back panel 64"w x 31"h x 1-1/8" thick - 2 Extended side panels	2	\$2,875.00	\$5,750.00
O/11	<b>Upcharge: 1x Acoustical Panel for 64"w Storage Unit</b> - Additional price for 42"h x 2" thick acoustic partitions with painted metal trim behind consoles throughout room - Acoustic properties located above worksurface level	2	\$895.00	\$1,790.00
			<b>Materials Total</b>	<b>\$184,356.00</b>

#### Freight, Delivery and Installation

#	Freight, Delivery and Installation	Unit Price
FL	<b>Floor Layout</b> - The mark-out of SBFI desk locations in field by others, NIC	NIC
FR	<b>Freight</b> - Carrier direct from manufacturing facility to Concord NC - Pricing includes 1 shipment	\$1,975.00
DI	<b>Delivery / Offload</b> - Delivery and offload <b>STRAIGHT TIME</b> - A clear and free delivery route must be available at all times <b>- SBFI Labor</b> - Additional labor will be charged per hour if site conditions are prohibitive  <b>Installation</b> - Installation on <b>STRAIGHT TIME</b> - Includes 1 visit for a continuous installation - All product will be level and finished fit for use - All SBFI debris and trash will be removed from site (or) the client's GC will provide provision on site to dispose of all debris and trash, leaving a clean working environment <b>- SBFI Labor</b> - Additional labor will be charged per hour if site conditions are prohibitive	\$9,450.00
TR	<b>Training and Training Video</b>	Included

<b>Base Bid FD&amp;I Subtotal</b>	<b>\$11,425.00</b>
<b>Materials Subtotal</b>	<b>\$184,356.00</b>
<b>Materials &amp; Freight Total</b>	<b>\$195,781.00</b>
<b>Concord, NC Sales Tax 7.00%</b>	<b>\$13,704.67</b>
<b>Grand Total</b>	<b>\$209,485.67</b>

	OPTIONS	Per Unit
O/1	<b>Indicator Light</b> - 3 Color Light - Custom Bracket to mount to monitor post	\$5,400.00
O/9	<b>12"h Transparent Glass (at 64"w Storage Only)</b> - 10mm vertical glass panel suited for mount onto acoustical panels that include metal trim	\$1,390.00
O/10	<b>Logo and Ambient Lighting for the 12"h Transparent Glass (at 64"w Storage Only)</b> - Etched logo sandblasted into each 64" glass topper - Ambient lighting at each 64" glass topper	\$870.00



**Worksurface and panel pricing is valid for material grades as noted within.**  
**Price is subject to change if a different material is selected.**  
**Payment terms and conditions: 50% Deposit - 40% on Delivery - 10% on Completion**

Sincerely yours,

**SBFI - North America**

Jennifer Taylor  
Senior Account Director

### **SBFI Terms and Conditions**

SBFI contracts under the following Terms and Conditions of Quotation and Order Acceptance. Unless agreed otherwise in writing these terms and conditions shall be included and form the basis for the contractual arrangements between SBFI and the customer and shall take precedence over all other contract documentation provided.

### **Summary of Project Particulars**

The following Project Particulars shall be read in conjunction with the SBFI Terms and Conditions. Any variation from the following resulting from circumstances outside the control of SBFI shall be the subject of additional charges by SBFI.

All payments are net 30 days from invoice date.

If start date on site is delayed by client the project payment will be paid within 14 days of verbal or written notification.

Payment terms are strictly on receipt of invoice. Interest will be chargeable at the rate of US base rate plus 4% per annum on late payments.

All SBFI desk products are made to order; materials for projects are procured on acceptance of order. SBFI reserve the right to charge full contract value in the event of client cancellation at any time after order acceptance.

### **Title to goods**

Unless agreed otherwise, title to all product and components supplied within this specification and order remains with SBFI until payment is received in full.

### **Site Conditions and Program**

The SBFI quotation is summarized in the attached / cross referenced Summary of Project Particulars. The details contained in the Summary together with these Terms and Conditions shall constitute the Order to and contract with SBFI.

Any design or finish changes made after acceptance of the Order will only be accepted in writing as a variation to the Order.

Variations to the Order may have time and cost consequences which will be advised by SBFI as soon as is practical after receipt of the variation in writing.

Subject to the specific instructions contained in the Summary of Project particulars, the following delivery and installation conditions will apply:

Delivery and installation by SBFI is to be made to a clear floor where all flooring including carpeting, setting out, provision of power and IT access through raised floors (where applicable), all overhead and ceiling works have been completed and where commissioning has been completed.

SBFI will receive clear and uninterrupted access to all areas including access routes and agreed hoisting and lifting equipment.

Failure to meet any of the above conditions together with any other variations to the Order will attract acceleration or delay costs. These costs will be based upon, but not limited to, SBFI day work rates. No work will commence to address any acceleration or re program works prior to a written instruction, acceptance of any additional costs, and agreement on a revised program.

If SBFI are unable to commence manufacture or delivery on the agreed program dates due to a failure by the client or other sub-contractors outside the control of SBFI to make available the information and/or facilities to carry out the project as detailed above, there will be a deemed breach of the terms of order.

The Client accepts that SBFI will accept no liability for any delays and will void any requirement for payment of LAD's or additional contractual costs whether these are identified in the original contract order documentation, or are applied respectively.

The Client accepts that SBFI will invoice the client for payment weekly in advance for storage and additional logistics costs. Storage and transport costs will be charged at rates to cover local (to project site) dry and fully protected storage and out of hours transport/handling labor time and charges.

### **Product Warranty**

SBFI warrant the following aspects of the Axiom monitor arm, provided the product has been installed by SBFI personnel or their approved agents, including any moves, changes and alterations to the product and all subject to fair wear and tear and for usage in accordance with the original design and any relevant OEM manual and in accordance with all general health and safety legislation and good working practices applicable to the desk installation and customer's operations. Any defects must be brought to the attention of SBFI as soon as they arise so that steps can be taken to limit further degradation.

SBFI will offer a 5 year materials and workmanship guarantee from date of Practical Completion on the whole of the desking installation, including veneers and laminates and flat screen arms.

Fabrics, electrics, electric desk lift mechanism and other moving parts will be subject to the relevant manufacturer's warranty.

### **Guarantee of Continuity of Supply**

SBFI guarantees 10 years for continuity of supply from date of order to supply spare parts applicable to the complete desk installation.

Spare parts will be offered to the specification defined for this project. However, if parts of a better quality, by design or performance, become available, these may be offered as an alternative. We undertake by specific written arrangement and where practical to hold stock of customer's fabrics or other special items sufficient to cover potential replacement orders. Supply of additional items may be restricted by future availability of raw materials from suppliers.

SBFI will supply the closest equivalent finish where original specifications are discontinued by suppliers.

SBFI reserve the right to amend or improve products which will not have inferior performance.

Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_







### Budget Revision/Amendment Request

Date: October 16, 2023

Amount: 123,621.00

Dept. Head: Chief Burchette (prepared by Suzanne Burgess)

Department: Fund 401 - 911 Emergency Telephone Fund

☐ Internal Transfer Within Department



Transfer Between Departments/Funds



Supplemental Request

This budget amendment is to budget expenditures to purchase (8) dispatch consoles for the 911 backup center and (9) chairs for the primary 911 center. This budget amendment appropriates fund balance and uses funds originally budgeted in equipment and furniture to purchase UPS battery back up to cover these expenditures. The items that are not eligible to be purchased using 911 funds will be purchased from the general fund. There are funds available and budgeted in the appropriate account.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
401	9	2740-9860	Equipment and Furniture	1,941,964	103,821	-	2,045,785
401	9	2740-9331	Minor Office Equipment and Furniture (Chairs)	-	19,800	-	19,800
401	6	2740-6901	Fund Balance Appropriated	64,683	123,621		188,304

#### Budget Officer

☐ Approved

☐ Denied

#### County Manager

☐ Approved

☐ Denied

#### Board of Commissioners

☐ Approved

☐ Denied

Signature

Signature

Signature

Date

Date

Date



CABARRUS COUNTY  
FUND 401 - 911 EMERGENCY TELEPHONE FUND  
BUDGET AMENDMENT BACKUP  
FY 2024

SBFI GROUP HORIZON CONSOLES QUOTE	209,485.67	
LESS:		
ITEMS NOT ELIGIBLE TO BE PAID WITH 911 FUNDS:		
LOGO AND AMBIENT LIGHTING FOR GLASS	(6,960.00)	WILL BE PAID OUT OF GF 00192740-9331 PER BENITA'S EMAIL
SALES TAX	(13,704.67)	
FUNDS BUDGETED FOR UPS BATTERY PACK THAT WILL NOT BE PURCHASED THIS FY	<u>(85,000.00)</u>	
BA FOR CONSOLES	<u>103,821.00</u>	
ADD:		
BA FOR CHAIRS	<u>19,800.00</u>	PER TRAVIS EMAIL
TOTAL BA	<u>123,621.00</u>	

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Tax Administration - Adoption of Schedule of Values

### **BRIEF SUMMARY:**

The Schedule of Values, Standards and Rules for use with the 2024 Revaluation must be adopted by the Board of Commissioners. Upon adoption, the schedule can be challenged to the North Carolina Property Tax Commission. If not challenged within 30 days, the schedule becomes final.

### **REQUESTED ACTION:**

Motion to Suspend the Rules.

Motion to adopt the 2024 Schedule of Values, Standards and Rules for Market Value and to adopt the 2024 Schedule of Values, Standards and Rules for Present Use Value.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

David Thrift, Tax Administrator.

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Regular Meeting Agenda

**SUBJECT:**

BOC - Approval of Regular Meeting Agenda

**BRIEF SUMMARY:**

The proposed agenda for the October 16, 2023 regular meeting is attached.

**REQUESTED ACTION:**

Motion to approve the agenda for the October 16, 2023 regular meeting as presented.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Proposed October 2, 2023 Regular Meeting Agenda



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS REGULAR MEETING

**October 16, 2023  
6:30 PM**

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### MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

### CALL TO ORDER BY THE CHAIRMAN

### PRESENTATION OF COLORS

### INVOCATION

#### A. APPROVAL OF THE AGENDA

#### B. RECOGNITIONS AND PRESENTATIONS

1. Planning Department- Weatherization Day 2023
2. Veterans Services - Operation Green Light Proclamation
3. Veterans Services - Veterans Day Proclamation

#### C. INFORMAL PUBLIC COMMENTS

#### D. OLD BUSINESS

#### E. CONSENT AGENDA

*(Items listed under consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)*

1. Active Living and Parks- Matching Incentive Grant Project Approval
2. Appointments - Early Childhood Task Force Advisory Board
3. Appointments and Removals - Juvenile Crime Prevention Council
4. Behavioral Health – Amended Resolution to Direct the Expenditure of Opioid Settlement Funds

5. DHS - Budget Revision For Adult Protective Services Essential Services Fund
6. DHS - Transportation FY24 Rural Operating Assistance Program (ROAP)
7. Finance - Shady Brook Elementary School Chiller Replacement
8. Finance - Updated Annual Budget Ordinance
9. Human Resources - Personnel Ordinance Update
10. Sheriff's Office - Budget Amendment for the Purchase of Console Furniture for Backup 911 Center
11. Sheriff's Office - Awarding of Service Weapon to Deputy Thomas Hooks
12. Tax Administration - Refund and Release Reports – September 2023
13. Behavioral Health - NC Opioid Settlement: Collaborative Strategic Planning

**F. NEW BUSINESS**

**G. GENERAL COMMENTS BY BOARD MEMBERS**

**H. WATER AND SEWER DISTRICT OF CABARRUS COUNTY**

**I. CLOSED SESSION**

**J. ADJOURN**

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.

## CABARRUS COUNTY



### BOARD OF COMMISSIONERS WORK SESSION

**October 2, 2023  
4:00 PM**

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**AGENDA CATEGORY:**

Closed Session

**SUBJECT:**

Closed Session - Pending Litigation and Economic Development

**BRIEF SUMMARY:**

A closed session is needed to discuss matters related to economic development as authorized by NCGS 143-318.11(a)(3) and (4).

**REQUESTED ACTION:**

Motion to go into closed session to discuss matters related to economic development as authorized by NCGS 143-318.11(a)(4).

**EXPECTED LENGTH OF PRESENTATION:**

1 Hour or More

**SUBMITTED BY:**

Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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