

## BOARD OF COMMISSIONERS WORKSHOP

June 16, 2020

6:30pm

**Pledge of Allegiance**

**Moment of Prayer**

### **Old Business:**

1. Adoption of the FY21 General & Utility Fund Budgets-***(Action Required)***
2. Town of Angier Facility Rental Draft Policy
3. Utility Fund Revenue/Customers-COVID-19 Update-Executive Order extended to July 29<sup>th</sup>. ***(Update)***

### **New Business:**

1. New Policy: New Employee Wellness Screening (COVID-19)- ***(Action Required)***
2. Economic Development Draft Policy
3. FY 20 Budget Amendments-***(Action required)***
4. Unity Walk Scheduled for June 20<sup>th</sup> at 9am (Jack Marley Park to Depot Square)
5. Planning Board Appointments
6. Resolutions #R012-2020 and #R013-2020 Authorizing Wake and Harnett Counties to Levy and Collect Property Taxes for the Town of Angier ***(Action Required)***
7. 2020-2021 Annual Agreement for NC Main Street Designation ***(Action Required)***

OLD BUSINESS  
ITEM #1



**Budget Ordinance**  
**For**  
**Fiscal Year 2020-2021**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Angier, Harnett County, North Carolina in accordance with G.S. 159-13 of the North Carolina General Statutes that:

**Section 1:** The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Administration	\$	711,988
Street & Sanitation		783,213
Police		1,344,904
Library		225,697
Parks & Recreation		373,723
Planning & Inspection		382,905
Depot		25,000
Debt Service		89,784
Inter-Fund Transfers		626,170
<b>TOTAL</b>	<b>\$</b>	<b>4,563,384</b>

**Section 2:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Ad Valorem Taxes, Current and Prior Years	\$	1,750,000
DMV Tax Collection		200,500
Payment in Lieu of Taxes		0
Tax Penalties and Interest		4,500
Local Option Sales Tax		850,805
Vehicle Licenses		18,000
Solid Waste Disposal Tax		3,800
Franchise Taxes		265,521
Investment Earnings		12,000
Permits and Fees		15,000
ABC Revenues/Beer and Wine Taxes		99,500
Appropriation of Fund Balance		706,920
Other General Revenue		636,838
<b>TOTAL</b>	<b>\$</b>	<b>4,563,384</b>

**Section 3:** The following is hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

<b>Powell Bill</b>	<u>140,628</u>
<b>TOTAL</b>	<b>140,628</b>

**Section 4:** It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

<b>State Street Aid</b>	<b>\$ 140,628</b>
<b>Investment Earnings</b>	<b>0</b>
<b>Fund Balance Appropriated</b>	<u><b>0</b></u>
<b>TOTAL</b>	<b>\$ 140,628</b>

**Section 5:** The following is hereby appropriated in the Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

<b>Water</b>	<b>\$ 1,432,649</b>
<b>Sewer</b>	<b>1,451,299</b>
<b>Wastewater Treatment Plant</b>	<b>544,700</b>
<b>Lagoon</b>	<b>87,550</b>
<b>Debt Service</b>	<u><b>424,217</b></u>
<b>TOTAL</b>	<b>\$ 3,940,415</b>

**Section 6:** It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

<b>Water Sales</b>	<b>\$ 1,229,084</b>
<b>Sewer Sales</b>	<b>1,172,304</b>
<b>Investment Earnings</b>	<b>35,400</b>
<b>Water/Sewer Access and Development Fees</b>	<b>109,952</b>
<b>Antenna Rental Revenue</b>	<b>31,500</b>
<b>Transfer from Water/Sewer Capital Reserve</b>	<b>0</b>
<b>Fund Balance Appropriated</b>	<b>930,614</b>
<b>Other Water/Sewer Revenues</b>	<u><b>431,561</b></u>
<b>TOTAL</b>	<u><b>\$ 3,940,415</b></u>

**Section 7:** All fees appearing on the Fiscal Year 2020 – 2021 Rate and Fee Schedule as set forth in Attachment A shall be adopted by the Board and is to be in effect during the Fiscal Year 2020-2021 and is on record in the Clerk's office.

**Section 8:** The Town Manager (Budget Officer), or his or her designee, is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- A. The Budget Officer shall be authorized to complete intra-departmental appropriations.
- B. The Budget Officer shall be authorized to execute inter-departmental appropriations, within the same Fund, not to exceed 10 percent of the appropriated funds for the department whose allocation is reduced.
- C. The Budget Officer shall be authorized to execute inter-fund transfers in emergency situations.
- D. The Budget Officer may reallocate and reclassify Town positions and expenditures as necessary in order to more effectively address budget and service level needs.
- E. The Budget Officer shall be authorized to make inter-fund loans for a period of not more than ninety (90) days.
- F. Pursuant to G.S 159-15, the aforementioned within sub-section A, B, C, and D will be presented to the Board at the following regular Board meeting.

**Section 9:** The Town of Angier Board of Commissioners desires for the Town to maintain necessary reserve that can provide cash flow for mitigating periods of delayed, declining revenues, used for emergencies, or unforeseen expenditures. The Town desires to maintain adequate working capital and to maintain a good credit rating in order to obtain favorable financing rates on debt issuances. The Town's Fund Balance Policy for the General Fund, Attachment B, shall be adopted by the Board and is to be in effect during the Fiscal Year 2020-2021 and is on record in the Clerk's office.

**Section 10:** The following is the salary schedule for the Town of Angier's Board of Commissioners for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Mayor	\$ 6,631.02 July 1; \$6,763.64 January 1
Commissioner	\$ 5,426.40 July 1; \$5,534.93 January 1

**Section 11:** The Town Board of Commissioners has retained the services of outside legal counsel at a monthly flat rate of \$3,750 to represent the Town in legal matters which extend beyond the normal boundaries of staff counsel.

**Section 12:** The Town Board of Commissioners has authorized in the Fiscal Year 2020-2021 Budget to include a Town contribution to the 401K Retirement Plan of 5% of a regular employee's salary. The Town shall contribute 5% of sworn law enforcement officer's salary, regardless of employee contribution as required by G.S. 143-166.50(e).

**Section 13:** The Board of Commissioners has authorized in the Fiscal Year 2020-2021 Budget to include the following cost sharing for group health insurance based on an employee's full time equivalency. At the time of this adoption, the following costs are estimates only. These figures will be adjusted when the Town receives the final costs from the insurance company.

Health Insurance Plan	Total Cost	Town Share	Employee Share
Individual	\$ 512.71	\$ 512.71	\$ .00
Employee/Spouse	\$ 1,384.29	\$ 512.71	\$ 871.58
Employee/Child(ren)	\$ 898.27	\$ 512.71	\$ 476.56

Family	\$	1,769.86	\$	512.71	\$	1,257.15
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**Section 14:** The Town Board of Commissioners has authorized the Fiscal Year 2020-2021 Salary Grade Table to include a 4% cost of living increase (2% effective July 1, 2020 and 2% effective January 2021).

**Section 15:** The power of approval of contracts and authorizations of settlements for liability claims is hereby reserved by the Town Board of Commissioners.

**Section 16:** There is hereby levied a tax at the rate of fifty three cents (53¢) per one hundred dollars (\$100) valuation of property listed as ad valorem taxes as of January 1, 2020, for the purpose of raising revenue listed as 2020 Tax Revenue in the Town of Angier General Fund. The rate of tax, for the purpose of taxation, is based upon Harnett County estimated assessed property valuation of \$329,771,961, a projected levy of \$1,747,791 and for Wake County an estimated assessed property valuation of \$52,703,238, a projected levy of \$279,327; all of which based on an estimated collection rate of 99.84%.

**Section 17:** Operating funds encumbered by the Town as of June 30, 2020, are hereby appropriated to this budget.

**Section 18:** The Board of Commissioners of the Town of Angier hereby authorize, empower, and command the Harnett County Tax Administrator and the Wake County Tax Administrator to bill and collect taxes on the Town's behalf in accordance with the respective standing agreements.

**Section 19:** Reimbursement for use of privately owned vehicles by Town employees for official Town business will be made in accordance with the latest Standard Mileage Rate as set forth by the Internal Revenue Service. For the fiscal year beginning July 1, 2020 and ending June 30, 2021, mileage will be reimbursed at a rate of fifty eight cents (.58 cents) per mile.

**Section 20:** Copies of this Budget Ordinance shall be furnished to the Town Manager, Clerk to the Board and to the Finance Officer to be kept by them for their direction in the disbursement of funds.

**Adopted this 16<sup>th</sup> day of June, 2020.**

Town of Angier Board of Commissioners

\_\_\_\_\_  
Robert K. Smith, Mayor

ATTEST:

\_\_\_\_\_  
Veronica Hardaway, Town Clerk



## Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

**Resolution No.:** #R014-2020  
**Date Submitted:** June 16, 2020  
**Date Adopted:** June 16, 2020

### RESOLUTION TO AMEND THE FISCAL YEAR FUND BALANCE POLICY FOR THE GENERAL FUND

**WHEREAS;** the North Carolina Local Government Commission recommends that Fund Balance Available (FBA) of the General Fund for appropriation should be no less than eight (8%) of General Fund Expenditures plus Transfers Out less Amounts for Debt Issued as presented in the most recent audited financial statements. Expectation is set to maintain fiscal responsibility under the Local Government Budget and Fiscal Control Act (LGBFCA); and

**WHEREAS;** the Town of Angier Board of Commissioners desires for the Town to maintain necessary reserve that can provide cash flow for mitigating periods of delayed, declining revenues, used for emergencies, or unforeseen expenditures. The Town desires to maintain adequate working capital and to maintain a good credit rating in order to obtain favorable financing rates on debt issuances; and

**WHEREAS;** the Board of Commissioners had not adopted a Fund Balance Policy for the General Fund; and

**WHEREAS;** the Town has elected to amend the formal Fiscal Year Balance Policy;

**THEREFORE, BE IT RESOLVED;** by the Board of Commissioners of the Town of Angier, North Carolina, in work session assembled this 16<sup>th</sup> day of June, 2020, as follows:

**Section 1.** When preparing the annual General Fund budget, the amount of appropriated fund balance should result in an anticipated ending total fund balance in the range of 70% to 85% of budgeted expenditures.

**Section 2.** Management is directed to maintain Unassigned Fund Balance of the General Fund as reported in the Town's Comprehensive Annual Financial Report (CAFR) of equal or greater than 50% of actual General Fund expenditures as reported in the CAFR for the year audited.

**Section 3.** Management is under directive to ensure the target level of Unassigned Fund Balance of the General Fund be an amount no less than 50% (projected as of June 30<sup>th</sup> for the fiscal year in question) of General Fund Expenditures plus Transfer Out less amounts for Debt Issued as presented in the most recent Comprehensive Annual Financial Report.



## Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

**Section 4.** Management is further directed to gauge the LGC suggested level of Fund Balance relative to the Town of Angier, thereby setting initiatives when necessary. New initiatives are applicable when the Town is faced with negative economic forecast or any other financial crisis; hence being cognizant of the notion and purpose of Unassigned Fund Balance of the General Fund to serve as short-term (spanning one or two Fiscal Years) relief. Additional initiatives are, although not limited to, funding capital needs, facilitating projects, and proactively funding pay-as-you-go (PAYGO) Capital Project Funds.

**Section 5.** When Unassigned Fund Balance of the General Fund percentage falls below the target level, management will establish an Appropriated to Fund Balance Expenditure line. Through this avenue a minimum of 1% of the General Fund expenditures, as reported in the Comprehensive Annual Financial Report for the prior year audited, will be applied toward reaching the targeted Unassigned Fund Balance.

**Section 6.** Management will be consistent stewards of the constituent dollar through future foresight and, thereby, being proactive by means of assignment or commitment of Fund Balance. Committing Fund Balance by way of establishing a resolution for Capital Reserve Funds and/or by ordinance Capital Project Funds; all of which are to have project specificity. The scenario in which Unassigned Fund Balance of the General Fund percentage exceeds this policy threshold, the aforementioned is applicable whereby the difference shall be available as a revenue source for the subsequent Fiscal Year, assigned, or committed.

**Section 7.** Finance Director (Finance Officer) will provide annual reports to the Town Manager, measuring financial health, seeking forecast deviations, and ascertaining appropriate action for consideration. The Finance Director/Officer shall establish and maintain all records, which are in consonance with this resolution, and the appropriate state statutes of the State of North Carolina.

**Section 8.** This policy shall supercede all previously adopted fund balance policies of the Town of Angier.

*Adopted by the Angier Board of Commissioners on this the 16th day of June, 2020.*

ATTEST:

\_\_\_\_\_  
Robert K. Smith, Mayor

\_\_\_\_\_  
Veronica Hardaway, Town Clerk





## Town of Angier

[www.angier.org](http://www.angier.org)

Lewis Weatherspoon  
Mayor

Gerry Vincent  
Town Manager

Veronica Hardaway  
Town Clerk

### Budget Message Fiscal Year 2020-21

May 5, 2020

Honorable Mayor and Board of Commissioners:

It is my pleasure to submit to you the Manager's recommended budget for your consideration for FY 2020-21. As required by NC State Statute 159-11 (b), the proposed budget is balanced and includes many of the goals, objectives and strategies from the Board of Commissioners, as discussed and outlined during the Town's Annual Retreat. However, due to COVID-19, this budget represents projections after careful consideration and multiple conversations with North Carolina League of Municipalities, Triangle J Council of Government, area managers, and North Carolina Governor's Office for both the General & Utility Funds.

*As a note, and I will recommend that staff will closely monitor the budget on a month-to-month basis with a 6-month review and report to the Board in January 2021, if not sooner.*

With that being said, this budget will propose utilizing the Fund Balance from both the General Fund and Utility Fund to prepare for future long term goals, and unfortunately, due to COVID-19, will supplement the costs of Capital Outlay for **ALL** departments due to a projected revenue shortfall.

In addition, 1/3 of the General Fund within the Administration, Finance and Commissioners budget will be supported by the Utility Fund. This is a strategy to

relieve pressure with regards to the General Fund and support planned improvements, keeping fees and taxes level funded.

Increases to the solid waste services is a pass-through increase from our private hauler, Green For Life (GFL) to the residents at 3.2%. Increases within the Utility Fund is also a pass through increase due to Harnett County's recommended increases of 9.2% and 12.1% respectfully. In addition, we have budgeted funds to conduct a rate study that will assist the Town to project accurate and timely adjustments, when necessary.

The good news, last year's financial audit will return approximately \$436,446 back to the General Fund Balance and \$60,336 back to the Utility Fund Balance. These funds will supplement the anticipated shortfall in revenues (capital projects only) from the respective Fund Balance accounts.

On March 6<sup>th</sup>, the Board of Commissioners and staff held its Annual Board Retreat at Campbell University. During the course of the day, the following strategies and recommendations were developed:

- Establish a Fund Balance Policy of 50% as the Town's "rainy day" fund and earmark the estimated 34% to top priority projects as future debt service and/or Capital Outlay.
- Separately, establish future debt service for the inevitable Harnett County Wastewater Treatment Plant expansion, and new water line extension to the City of Dunn or Harnett County Water Distribution Plant.
- Continue to track grant opportunities to replace aging infrastructure, downtown improvements, public safety and other improvements for the delivery of services.

In addition, I would like to thank our entire staff for their hard work, support and inclusiveness during this budget process. A special thank you to the Town's Department Heads, especially Veronica Hardaway, Melissa Wilder and Hans Kalwitz for the long hours and assistance in preparing this budget. Also, during this unprecedented time, essential and non-essential employees worked tirelessly to keep safe and provide services at a high level.

The highlights of the proposed budget is as follows:

General Fund:

- Ad Valorem Tax Rate will remain level at \$0.53/\$100 property valuation.

- 4% Cost of Living Adjustment (COLA) Effective July 1<sup>st</sup> 2% & January 1<sup>st</sup> (2021) 2 % for all full time employees.
- 5% will be contributed to all full employee's 401K
- General Fund Revenues represent an -8.7% decrease minus the Fund Balance contribution to Capital Outlay projects.
- Hwy 210 Project will be completed in FY21;
- Willow Street/Junny Road Sidewalk Project will be funded at a 10% level to begin engineering; although, NCDOT funds may NOT be obligated to this project for FY21;
- Replacement of the existing antiquated, outdated financial software system (Tyler Technologies, LLC)
- Future Debt Service for a new Town Hall/Police Station;
- Anticipated Grants will be funded at \$13,000 (Administrative Costs);
- Continue to support staff with appreciation events throughout the budget year.
- Health Insurance rates with Cigna, United Health Care and Blue Cross/Blue Shield began at a 30% increase; however, after much deliberation, it was negotiated to a net 0% as a "bundle" package including medical, dental and vision; other plans were considered including the NC League of Municipalities.
- Household garbage, recycling and commercial rates was recommended to increase by 3.2% as per the Town's Agreement with Green For Life (GFL). (CPI-U All Items published by the Department of Labor, Bureau of Statistics). However, at this time, only an increase to the recycling rate due to an increase from the processor of those materials from \$0.72 to \$1.22/household will be applied for FY21.
- Continue to support federal and state funding (80%/20% match) to install sidewalks throughout Angier.
- Hiring two (2) new police officers, vehicles and equipment at a delayed date of employment (January 1, 2021)
- Staff continues to work the Susan Hatchell Consulting firm to prepare the Town's Parks & Recreation Comprehensive Master Plan.
- Utilizing Fund Balance to repair, renovate and build new facilities at Jack Marley Park.
- The Planning Department will hire a new Planning Technician to assist with the growth of the Town at a delayed date of employment (January 1, 2021) & installing Downtown Tree Lighting throughout the Downtown;

#### Utility Fund:

- Water & Sewer rates will increase based on Harnett County's correspondence to maintain operations and cover outstanding debt service (Water increase at 9.2% and Sewer increase at 12.1%).
- Utilizing a combination of the remaining BB&T loan (Water Tank Project) and Fund Balance to purchase equipment, replace/repair, extend and install new water & sewer connections.
- Future Debt Service will be budgeted to prepare for an anticipated water line extension and wastewater plant expansion.
- A new position to accommodate the Board of Commissioners new Water Tap Policy to assist developers with in-fill development will be funded at a delayed date of employment (January 1, 2021). This position is split 1/3 throughout Streets & Sanitation, Water & Sewer funds respectively.

In summary, the above-mentioned measures will create a tremendous cost savings due to COVID-19. The strategy is to delay new hires that have been identified as a priority by the Board & staff, level fund and/or reduce projected revenues, and monitor the progress over a 6-month period.

Mayor & Board of Commissioners, now is NOT the time to "freeze" positions and all operations. Now is the time to take advantage of a situation and press forward. During a temporary recession, to continue with projects and purchasing of equipment could be advantageous to the Town. There are precautions built into the budget **IF** the economy does not show signs of improvement. The budget is recommended to offset possible shortfalls, but to continue to support growth, repair/improve the Town's infrastructure, and improve the Town's overall operations. The "rainy day" fund (Fund Balance) had accumulated over the subsequent years for this exact purpose!

As the Town Manager's Recommended Budget is presented to you tonight, an advertisement will be published in the local newspaper for a Public Hearing on June 2<sup>nd</sup> & adoption on June 16<sup>th</sup>. In between tonight and June 16<sup>th</sup>, the Board of Commissioners will set a Budget Workshop or two to discuss the details of the recommended budget.

Lastly, although the recommended budget does not encompass all requests, but it does cover top priorities discussed by the Town Manager, staff and the Board of Commissioners.

***\*Note: Budget packets will be hand-delivered on Friday May 8<sup>th</sup>.***

### **Revisions to the FY21 Budget:**

General Fund Budget for FY21 is being proposed at \$4,563,384 (5.95% Increase)

Utility Fund Budget for FY21 is being proposed at \$3,940,415 (14.74% Increase)

- Ad Valorem (Real Estate) Tax Rate will remain at \$0.53/\$100;
- Rate & Fee Schedule changes remain with an increase within the recycling rate, water/sewer bulk rate (based on Harnett County's recommended rate increase), and recent Board of Commissioner's policy changes;
- All of the four (4) new positions within the following departments: Police, Planning & Public Works/Utilities have been eliminated from the budget;
- The savings of approximately \$135,000 reduced potential revenues losses due to COVID-19;
- In addition, the General Fund Capital Outlay (CIP) was reduced by approximately \$159,000 from \$865,920 to \$706,920; and the Utility Fund Capital Outlay was reduced by \$94,000 from \$755,000 to \$661,000;
- An Employee Assistance Program (EAP) is being recommended to assist ALL departments (employees);
- Non-Profit Donations will increase from \$2,500 to \$8,500 as follows:
  - The Angier Food Pantry will receive a donation of \$2,000 to assist with the COVID-19 Pandemic;
  - The Angier Chamber of Commerce will receive additional funding from \$1000 to \$3,500 to support the Town sponsored events throughout the year;
  - The VFW organization will receive \$1,500; (Veterans of Foreign Wars)

- The Senior Citizens organization will receive \$1,500;
- An increase in contract services from the Harnett County Animal Control Department from \$10,000 to \$12,000 per year;
- And lastly, there were several reductions and adjustments throughout the departments to minimize the effects of COVID-19.



THE TOWN OF

*Angier*  
NORTH CAROLINA

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**Rate and Fee Schedule**  
*For the Fiscal Year 2020-21*

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**Property Tax Rate:**

Per \$100 of valuation	\$ 0.53
Vehicle Fees	\$ 5.00

**Privilege License Taxes**

Privilege License Taxes are the excise taxes placed on a business for the privilege of conducting a particular trade or business within the corporate limits of the Town. Licenses are billed annually for existing business and are issued to new business upon their opening.

The taxes listed below are privilege license taxes that are restricted by law.

Beer (On-premises)	\$15.00
Beer (Off-premises)	\$ 5.00
Wine (On-premises)	\$15.00
Wine (Off-premises)	\$10.00

**Recreation Fees:**

In Town Residents	<del>\$30.00</del> 25.00
Out of Town Residents	<del>\$60.00</del> 50.00
Late Registration Fee	\$10.00

**Depot Rental:**

	<u>In Town Residents</u>	<u>Out of Town Residents</u>
Depot Rental	\$200.00	\$300.00
Depot Deposit	\$200.00	\$200.00

**Note:** Civic and non-profit organizations receive a 25% discount on Depot rental.

**Animal Control Fees:**

First Offense – Warning	No Fee
Second Offense – Civil Summons	\$75.00
Third Offense – Civil Summons	\$150.00
Fourth Offense – Civil Summons	\$350.00
Fifth Offense & Above – Civil Summons	\$500.00

**Miscellaneous Fees:**

Copies	\$ 0.25 per page
Returned Check Fee	\$25.00
Online Return Processing Fee	\$ 4.00
Police Reports	\$ 5.00



## **Planning Fees**

### **Board-related Fees**

(related costs include but are not limited to advertising fees and postage)

Annexation Requests	\$250.00 plus advertising costs
Rezoning	\$400.00 plus any related costs
Special Use Permit	\$500.00 plus any related costs
Variance	\$400.00 plus any related costs
Ordinance Text Amendment	\$400.00 plus any related costs
Street renaming (buying new road signs and County 911 re-addressing)	\$400.00 plus any related costs
Copies of Maps	\$10 for 11"x 17"

### **Planning Service Fees**

Zoning Verification Letter	\$20.00
Land Use Permit	\$35.00
Sign Permit	\$35.00 (each sign)
Exempt or Recombination Subdivision Review	\$50.00
Minor Subdivision Review (1-2 Lots)	\$100.00
Minor Subdivision Review (3-5 Lots)	\$200.00
Major Subdivision - Preliminary Review	\$300.00 plus \$5 per lot
Master Plan Review (Planned Development)	\$300.00 plus \$1 per unit
Construction Drawings Review	\$400.00
Major Subdivision - Final Plat Review	\$200.00
Site Plan Review	\$400.00

Storm Drainage/Erosion Control Review	\$350.00
Parks & Recreation Impact Fee	\$500 per lot/unit
Payment In-lieu of Open Space	\$600 per lot/unit
Accessory Use/Site Addition Plan Review	\$100.00
Site Plan Revision	\$100.00
Wireless Communication Facility Application	\$1,000.00
Small Cell Antenna Application	\$100.00
Manufactured Home Park Compliance Inspection Fee	\$150.00 (plus \$7.00 per lot)
Manufactured Home Park Re-Inspection	\$50.00 per trip
Itinerant Merchants, Solicitors, Peddlers	\$20.00
Renewal or Reapplication Fee	\$10.00

### **Permit Fees for Residential Construction**

**New dwellings – single family, duplex** (Includes all trades and attached structures)

**Heated and Unheated**

Up to 1,200 square feet	\$500.00 per dwelling
Over 1,200 square feet	\$500.00 plus \$0.25 per square foot over 1,200 square foot

**Residential additions**

**(Sunrooms, bedrooms, etc.)**

0 – 600 square feet	\$200.00 plus trades
Over 600 square feet	Same as new dwelling

**Multi-family Structures (Containing 3 or more attached units)**

(Commercial Project rates)

**Mobile Homes**

\$150.00 plus trades

**Modular Homes**

\$250.00 plus trades

**Moved House**

\$250.00 plus trades

**Residential Accessory Structures & Minor Renovations (Decks, sheds, Remodels, etc.)**

0 – 400 square feet	\$50.00 plus trades
401 – 800 square feet	\$100.00 plus trades
801 – 1200 square feet	\$150.00 plus trades
1201 – 2000 square feet	\$200.00 plus trades
Over 2000 square feet	\$200.00 plus \$0.10 per square foot over 2000 square feet, plus trades

**Permit fees for Commercial Construction**

Commercial rates apply to all nonresidential buildings and multi-family units.

Fee for each trade is separate from the total cost of the project.

<b>Project Cost</b>	<b>Fee</b>
Up to \$2,500	\$75.00
\$2,501 - 5,000	\$100.00
\$5,001 – 10,000	\$200.00
\$10,001 – 25,000	\$350.00
\$25,001 – 50,000	\$500.00
\$50,001 – 100,000	\$1,000.00
\$100,001 – 200,000	\$2,500.00
\$200,001 – 350,000	\$3,500.00
\$350,001 – 500,000	\$5,000.00
\$500,001 – 750,000	\$7,000.00
\$750,001 – 1,000,000	\$9,000.00
Project cost over \$1,000,000	\$9,000.00 plus \$0.002 of the amount above \$1,000,000
Each T-Pole	\$60.00
Commercial modular unit any size	\$200.00 plus each trade

## Trade Permit and Miscellaneous Fees

<b>Permit Type</b>	<b>Description</b>	<b>Fee</b>
<b>Electrical Trade</b>	Minimum	\$50.00
	200 Amp	\$60.00
	400 Amp	\$75.00
	TSP	\$35.00
	Conditional Power	\$50.00 (Commercial Only)
	Signs	\$35.00
<b>Mechanical Trade</b>	Minimum	\$50.00
	Gas Pack	\$60.00
	Heat Pump (each unit)	\$60.00
	Gas Piping / Tests	\$35.00
<b>Plumbing Trade</b>	Minimum	\$50.00
	2.5 Bath	\$60.00
	3 Bath	\$70.00
	4 Bath or greater	\$85.00
<b>Homeowner Recovery Fund</b>		\$10.00
<b>Daycare and Group Home Annual Inspection</b>		\$50.00
<b>ABC Permit Inspection</b>		\$50.00
<b>Demolition permit</b>		
<b>(Commercial and Residential) May require asbestos report</b>		\$50.00
<b>Re-inspection Fees:</b>		
1 through 7 violations		\$50.00
8 or more violations		\$75.00

**\*\*Working without a permit, in violation with State Law, may result in a “Double the Fee” penalty\*\***

## **Utility Connection**

The fee structure for connecting onto the Town of Angier utility system may include any of the following charges:

### **Regulatory Fees**

Regulatory fees allow the customer the opportunity to connect to the town's water / sewer system. These fees cover the administrative costs for inspection, design and regulatory requirements.

<b>Size</b>	<b>Water Fee</b>	<b>Sewer Fee</b>
5/8"/3/4" water and 4" sewer	\$732.00	\$799.00
1" water and 4" sewer	\$799.00	\$799.00
2" water and 4" sewer	\$1598.00	\$799.00

**Regulatory Fees - Paid by builder at time of issuance of building permit.**

**System Development Fees – Paid by developer prior to recording final plat.**

System Development Fees – A charge or assessment for service imposed with respect to new development to fund costs of capital improvements necessitated by and attributable to such new development, to recoup costs of existing facilities which serve such new development, or a combination of those costs as provided in the Public Water and Sewer System Development Fee Act, S.L. 2017-138.

<b><u>Meter Size</u></b>	<b><u>Capacity (gpm)</u></b>	<b><u>Cap. Factor</u></b>	<b><u>Water</u></b>	<b><u>Sewer</u></b>	<b><u>Total Fee</u></b>
5/8"	20	1.00	\$ 665.00	\$ 1,994.00	\$ 2,659.00
3/4"	30	1.50	\$ 998.00	\$ 2,991.00	\$ 3,989.00
1"	50	2.50	\$ 1,662.00	\$ 4,986.00	\$ 6,648.00
1-1/2"	100	5.00	\$ 3,325.00	\$ 9,971.00	\$ 13,296.00
2"	160	8.00	\$ 5,320.00	\$ 15,954.00	\$ 21,274.00
3"	300	15.00	\$ 9,976.00	\$ 29,914.00	\$ 39,890.00
4"	500	25.00	\$ 16,626.00	\$ 49,857.00	\$ 66,483.00
6"	1,000	50.00	\$ 33,251.00	\$ 99,715.00	\$ 132,966.00

**Note:** All residential meters are charged at the 5/8" rate, and each unit must be metered separately. Irrigation meters are charged based on the actual meter size rate.

### **Irrigation Fees:**

Size	Fee
5/8" tap or 1" tap	\$970.00 plus additional meter cost

**Note:** Irrigation fees are for branch taps off of existing ¾" or 1" water service. If a separate irrigation tap is desired, all applicable fees based on meter size will apply.

### **Meter Charges:**

Size	Fee
5/8"/3/4" water meter	\$366.00
1" water meter	\$399.00
2" or larger water meter	Cost of meter and fees

**Note:** If a road bore is required by the Town, there will be an additional fee as determined by the Town Manager or his designee.

### **Water and Sewer**

Water has a base allowance for the first 2,000 gallons and a variable rate for each additional 1,000 gallons. Sewer is assessed a flat rate and is metered at the first gallon of usage.

	Water/Base	Water/Variable	Sewer/Flat	Sewer Per 1,000
<b>In Town Residents</b>	<b>\$19.80</b>	<del>\$3.55</del> <b>\$3.99</b>	<b>\$16.00</b>	<del>\$ 5.90</del> <b>\$6.15</b>
<b>Out of Town Residents</b>	<b>\$39.60</b>	<del>\$7.10</del> <b>\$7.98</b>	<b>\$32.00</b>	<del>\$11.80</del> <b>\$12.30</b>

**Water Deposits** – The deposit is required for those residents who are not property owners. Residents should present a valid social security card. Deposits are refundable and will transfer from a location within the Town's jurisdiction to another location within the Town's jurisdiction. Once water service is terminated, the deposit will be applied to the resident's account balance and any credit balance will be refunded to the resident.

Water Deposit                      \$125.00 (If SSN is submitted)  
     ~~\$250.00~~ (If SSN is NOT submitted)

**Water Service Fees** – Service fees are not refundable.

Water service cut on/transfer fee	\$35.00
Illegal cut on fee (Tampering Fee)	\$50.00
Late Fee	\$10.00
Disconnect Fee	\$50.00

**Trash Service Rates**

Residential	\$9.94
Commercial	\$13.97
Recycle	\$4.14 <del>\$4.88</del>

**Adjustment Policy:**

Leak and break adjustments – all customers are allowed three (3) sewer adjustments in any one calendar year. You must provide the Town with a statement of repair from a plumber. In the event that the resident or landlord repairs the leak, a receipt showing the purchase of plumbing supplies and a statement from the individual who actually made the repair must be provided to the Town.

**Hanging toilets are NOT eligible for adjustments.**

**Delinquent Accounts:**

Meters are read and bills are calculated on a monthly basis. Bills are mailed on the last working day of each month. Account balances are always due on the tenth (10<sup>th</sup>) day of the month. There is a grace period, which allows bills to be paid on the twentieth (20<sup>th</sup>) day of the month without a late fee. If balances are unpaid after 5:00pm on the 20<sup>th</sup> day of the month, or the Monday after (if the 20<sup>th</sup> falls on a weekend), a \$10.00 late fee will be applied on each account. If the balance has not been paid by 5:00pm on the 25<sup>th</sup> of the month or the Monday after (if the 25<sup>th</sup> falls on a weekend), the following late/disconnect fees apply:

1 <sup>st</sup> Late Fee/Disconnection	<del>\$35.00</del> \$50.00
2 <sup>nd</sup> Late Fee/Disconnection	\$50.00
3 or more disconnections within a calendar year	<del>\$75.00</del> \$50.00

Your account will final out after 10 days of disconnection if service has not been restored and your deposit (if applicable) will be applied to the balance on the account. If service is restored after the 10 day disconnection period, a new deposit (\$125.00) and connection fee (\$35.00) will be required. If service is disconnected and a meter shows any usage has occurred between the time of cut off and restoration, there will be a tampering fee assessed on the account in the amount of \$50.00. The tampering fee must be paid in addition to any other charges that may be due on the account before water service can be restored. **The Town is not responsible for bills that are not delivered by the US Postal Service. If you do not receive your bill by the fifth (5<sup>th</sup>) of the month, you should contact Town Hall at (919) 639-2071 for your balance.**

OLD BUSINESS  
ITEM #2





# Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

Date Submitted: ~~August 7, 2018~~

Date Adopted: ~~August 7, 2018~~

## TOWN OF ANGIER FACILITY RENTAL POLICY

### A. Introduction

The Town of Angier welcomes the public to use selected municipal facilities. These policies apply to anyone or company who rents town facilities and are designed to provide information to those wishing to use the facilities and the rules and regulations associated with the rental. Failure to adhere to policies and rental agreement may result in expulsion from the facility for the day and/or for an extended period of time. If you have any questions, please feel free to contact the Town Manager.

### B. Facilities Available for Rental Use

Crepe Myrtle Pavilion (located beside the depot),

Depot ~~Square~~/R.H. Ellington Grounds (located around the Depot and Stage),

~~Depot~~

Baseball Fields – Fields may be rented when not in use by the Parks & Recreation Department and may be rented as follows: \$25 per field per hour without lights; \$30 per field per hour with lights; \$200 per field per day. Shelters at the park are free to the public on a first come first serve basis.

### C. Rental Times and Rates

All facilities are available ~~in an initial rental of 4 hour block and 1 hour increments thereafter~~ from 6am to 10pm. In addition, the town will allow a total set up and/or clean time of up to 1 hour. ~~The maximum number of hours billed for a day's use will be 16 hours.~~

Rates will be established by the Board of Commisisoners. Requested waivers of these conditions or fees may be approved by the Town Manager.



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### D. Renter's Agreement – As a renter you agree to .

1. Use the facility and not to allow activities which are a hazard to public safety or considered illegal.
2. Not allow the sale or use of alcoholic beverages.
3. Not allow the use of any tobacco products, including smoking except for areas on the sidewalk or street.
4. Not allow the use of Illegal drugs, gambling, vulgar language, or solicitation are prohibited.
5. Not allow weapons of any kind on the premises except those carried by law enforcement or otherwise authorized by federal or state law. **(Signage required by the Town)**
6. Not allow the use of fireworks or other explosives except as authorized by the Town.
7. Not allow games of chance. This does not apply to games that award prizes when there is no charge for participation.
8. Not allow open flames (except birthday candles), decorations that may be flammable or combustible is prohibited, smoke or fog generating equipment or apparatus ~~is prohibited~~ **is allowed pursuant to a permitting process with guidelines.**
9. Recognize and agree that certain events may required the need for off-duty police officers, fire and/or EMS and as such the renter may be responsible for those costs.
10. Report problems discovered with any facilities as soon as practical to the designated staff as soon as practical.

### E. Procedure and Policies for Renting Town Facilities

1. To rent a town facility, the applicant should complete and submit an application form to the **front office staff** ~~Town Clerk~~. Once the application has been submitted and deposit has been made the requested dates will be noted as **reserved tentative**. ~~Once the application is approved and all fees and other requirements met, the date will be noted and confirmed.~~ Reservations may be made up to a year in advance **provided the calendar is available**. Reservations are confirmed on a first come first served basis. Recurring reservations will be made on a case by case basis and will require approval by the **Town Manager** ~~Board of Commissioners~~.

2. Once the **contract reservation** has been **made approved**, ~~the Town Clerk will notify the applicant to coordinate the collection fees which will consist of a minimum of a nonrefundable 50% of the total rent and equipment fees and 100% of the a security deposit of \$200 must be made to secure the date. A pre-rental walkthrough and checklist will be completed.~~ Lessee is required to pay the **remaining all fees in full 50% balance of rental fee and equipment fees 14 calender days 24 hours** prior to use of the facility. If lessee does not pay all fees in full, the contract becomes invalid ~~14 days before~~ **prior to** the scheduled event.



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3. Cancellations made with at least ~~7~~ 14 days' notice are entitled to the full security deposit refund. Any cancellation made with less than ~~7~~ 14 calendar days' notice results in forfeiture of all monies, both rent and security deposit. The Town of Angier will process refunds for security deposits immediately following the event and return a full deposit by the next available check date but not later than 30 days after use of the facility, provided guidelines have been adhered to and no damage results from use of the facility.

**Note:** Security deposits are refundable unless the ~~event extends beyond reserved area;~~ facility or equipment is damaged; fights, vandalism, or improper conduct occur or the facility is not left clean. Excessive cleaning by the Town of Angier includes any cleanup beyond basic trash removal or restroom cleaning after the event ~~and will be charged an hourly rate of \$30.~~

4. The Town of Angier has first priority of dates and the use of its facilities and in the event the town cancels a prescheduled event, the town will refund the rental and security deposit.

5. The renter may use existing town tables, chairs and miscellaneous items. ~~These requests should be noted at the time of application. Sound equipment, tents, tables, or chairs are not available from the Town of Angier. The leasee shall acquire departmental approval before bringing additional equipment into the rental area. All equipment brought in by the leasee should be listed on the lease application. All electric cords and other trip hazards must be taped down and secured prior to the start of any event.~~ Staff will inspect areas before and after events to ensure property is clean and to its proper order.

6. Renter shall restore all Town owned equipment used to its proper order. The renter ~~and/or their sound or equipment rental companies are~~ is responsible for removing all equipment, food, trash, etc., from the leased space and depositing of it in the canisters provided.

7. Renter shall be responsible for the orderly behavior of their guests using the facility and must conform to all Town policies, facility and Town rules and regulations.

8. Depending upon the event and size of crowd, the Town may require additional safety measures including but not limited to additional law enforcement, fire or EMS. These additional costs will be the responsibility of the renter.

8. 9. Renter shall be responsible for all claims, damage or accidents occurring in any part of the facility damaged by any act, omission, default, subcontractor, employees,



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patrons, guests admitted to facility by lessee, or negligence of the lessee. Renter will pay the Town, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the commencement of this lease; or, at the option of and with the approval of the Town, will make such restoration and repairs at their own expense. Lessee agrees to indemnify and hold harmless the Town of Angier from any such actions and damages. Furthermore, the Town of Angier shall have no responsibility for injuries to any persons using the facility or to any vehicles parked outdoors.

**9. 10.** Renter will obtain and provide proof of any required licenses, permits, and insurances, trade organization clearances required by any public body or by contract at their own expense. If applicable, such items may include, but are not limited to:

- a. Zoning compliance permit issued by the planning and zoning department
- b. If cooking under tent, a permit might be required by the Angier-Black River Fire Department.
- c. A valid public liability bond or general liability insurance for personal injury or property damage at a minimum of \$1,000,000 with the Town added as an additional insured maybe required, as determined by the Town Manager or his designee. Events consisting of, but not limited to, concerts, car shows, festivals, large events, and/or any event that may suggest a liability, a foreseeable injury or that is physically dangerous. (Verify with the the NC League of Municipalities)

Selling of food prepared on site may require a permit from Harnett County Health Department.

**44. 11.** The following requires approval of the Town Manager or designee:

- a. Charging for admission, selling tickets, or taking subscriptions or collections
- b. Dances or bands – sound level shall comply with the Town's ordinance and sound amplification permit requirements
- c. Selling or offering of merchandise.

**44. 12.** The Town Manager or designee reserves the right to cancel any activity in case of extreme necessity and has final authority in scheduling decisions, including the right to deny use of any facility where such use is not in the Town of Angier's best interest. In the event of cancellation, deposit refunds will be considered on a case-by-case basis.

**42. 13.** The Town of Angier reserves the right to deny , interrupt, terminate, or cancel an event when in the judgment of the Town Manager or designee, law enforcement, or fire department, such action is necessary in the interests of public safety and/or the user is in violation of this policy. User waives any claims for damages or compensation should the event be interrupted, terminated or cancelled.



## Town of Angier

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~~13.~~ 14. The Town of Angier is not responsible for any lost or stolen property during the time stated in the rental agreement.

~~14.~~ 15. Events may begin at 6:00 am and conclude by 10:00 pm and all activities including janitorial must cease and the facility vacated by 11:00 pm unless previously approved by the Town Manager or designee. Events beginning before 8:00 am shall not produce loud and/or excessive noise which would disturb the public.

~~15.~~ 16. Renter must clearly state the sponsor of the event and their local contact telephone number in all advertising/promotion of events, meetings, programs, etc. Promotional materials, press releases, etc., must be worded so it is clear to the general public the event is not sponsored by the Town. Non-compliance with this policy may lead to immediate cancellation of the event and forfeiture of rental fees and deposit paid.

~~16.~~ 17. No flyers, banners or event information may be posted outside the building advertising events within the facility, except as permitted by the Town's sign ordinance and with approval of the Town Manager or designee.

### F. Rate Structure

The Angier Board of Commissioners shall establish the fees associated with the rental of its facilities.

a. There is a \$200 deposit required for all rentals along with the rental fee. Deposits are refundable in accordance with the rules and regulations set forth. Payment may be made by credit/debit cards, money orders, or cash.

b. Renter living inside the town of Angier – Shall be \$ 200.00 per ~~day four hours (not including 1 hour set up and 1 hour tear down) and \$ 50.00 for each hour thereafter.~~ This is known as the "In-Town" rate. Non-Profit Groups 501(c)(3), Religious Organizations, Churches etc. headquartered within the town of Angier shall pay 50% of the In-Town rate. ~~Applications are required to include the established times of the event, and will adhere to such.~~ If an event is scheduled for 4 hours or less, the fee is \$100.

c. Renter living outside the town of Angier – Shall be ~~\$ 300.00.~~ \$400.00 per ~~day four hours (not including 1 hour set up and 1 hour tear down) and \$ 60.00 for each hour thereafter.~~ This is known as the "Out of Town" rate. Non-Profit Groups 501(c)(3), Religious Organizations, Churches etc. headquartered outside the town of Angier shall pay 50% of the Out of Town rate. ~~Applications are required to include the established times of the event, and will adhere to such.~~ If the event is scheduled for 4 hours or less, the fee is \$200.



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d. Renters wishing to rent multiple facilities such as the depot/grounds and stage grounds for an event shall receive a 10% discount.

e. Renters wishing to rent the facility for multiple consecutive days shall receive a 25% rental reduction rate for those consecutive days. The facilities may be rented for up to three consecutive days.

f. Additional rate clarification issues will be decided by the Town Manager.

### **G. Effective Date and Adoption**

This policy is adopted into the Town of Angier Policy by reference.

This policy shall be effective ~~October 1, 2018~~.

*Adopted by the Angier Board of Commissioners on this the 7<sup>th</sup> day of August, 2018.*

ATTEST:

\_\_\_\_\_  
Robert K. Smith, Mayor

\_\_\_\_\_  
Veronica Hardaway, Town Clerk

OLD BUSINESS  
ITEM #3





## **Frequently Asked Questions for Executive Order 142 May 30, 2020**

This Frequently Asked Questions ("FAQ") document provides guidance for the implementation of Executive Order No. 142 ("Order"). On Saturday, May 30, 2020, Governor Roy Cooper issued an Executive Order that assists North Carolinians by prohibiting utility shut-offs and late fees, urging utility reconnection and implementing a moratorium on evictions. This Order provides relief to North Carolinians harmed financially by COVID-19 and helps to slow the spread of COVID-19 by preventing homelessness due to eviction and ensuring that people have access to essential utilities. The Order also provides protections to struggling businesses by preventing evictions of commercial entities. Below are frequently asked questions and their answers. In addition, check with your local government to determine whether additional restrictions exist in your area to limit the spread of COVID-19.

### **What does Executive Order No. 142 do?**

Executive Order No. 142 puts in place a moratorium on evictions for residential and commercial tenants and provides relief for individuals who are unable to pay their utility bills during the COVID-19 pandemic.

#### **The Order's evictions moratorium:**

- Is effective immediately and lasts for 3 weeks;
- Prevents residential landlords from initiating or furthering summary ejectment or other eviction proceedings against a residential tenant for nonpayment or late payment of rent;
- Prevents commercial landlords from using "self-help" eviction procedures or terminating a lease for their commercial tenants, if the legal basis for the termination is for a late payment or nonpayment of rent that was caused by the COVID19 pandemic;
- Prevents residential and commercial landlords from assessing late fees, interest, or other penalties for late or nonpayment;
- Prevents the accumulation of additional interest, fees, or other penalties for existing late fees during the effective period of the order;
- Requires residential and commercial landlords to give tenants six months, after the executive order ends, to pay outstanding rent that became due during the effective period of the order;
- States explicitly that residential and commercial tenants are still responsible for paying their rent; and



- Makes clear that evictions for reasons other than late payment or nonpayment, such as evictions related to health and safety, can take place.

#### **The Order's utility shutoff moratorium:**

- Continues effective immediately and lasts 60 days;
- Prohibits utility disconnections for all customers;
- Prohibits billing or collection of late fees, penalties, and other charges for failure to pay;
- Continues to provide that once the executive order ends, utilities must give customers the chance to set up a repayment plan for charges that became due during the effective period of the order, and sets the default term to six months for cases when the utility and customer cannot agree on the terms of a repayment plan; and
- States explicitly that customers are ultimately responsible for the cost of the utilities that they use.

#### **Why are these consumer protections needed?**

North Carolinians are facing significant job loss and lack of wages as a result of COVID-19. Jobs may be slow to return, keeping North Carolinians under financial strain even as more businesses reopen. In fact, according to a [recent University of Chicago study](#), 42 percent of coronavirus-related job losses aren't expected to come back.

North Carolinians need a home and access to utilities to stay safe. In Phase 2, North Carolina is under a "Safer at Home" advisory. Evictions [are linked to](#) a large increase in the risk of homelessness. [According to the CDC](#), individuals experiencing homelessness are at risk for COVID-19 infection. In order to practice proper hygiene to mitigate the risk of acquiring and spreading COVID-19, North Carolinians need access to running water. Access to other utilities helps individuals remain safely at home and stay informed on the latest news and information related to the COVID-19 pandemic.

#### **Does this mean I don't have to pay my rent and utility bills?**

No. All customers are still responsible for paying their utility bills, and all tenants are still responsible for paying their rent.

#### **How long will I have to pay overdue rent and utility bills?**

The order requires landlords to give tenants 6 months to pay overdue rent that becomes due while the executive order is in effect. Utilities must give their customers at least 6 months to pay overdue utility bills that become due from **March 31, 2020 to July 29, 2020.**

#### **How long will this order last?**

The evictions section of this order will be in effect for 3 weeks, while the utility shutoff section will be in effect for 60 additional days, through July 29, 2020. At its signing, this order immediately extends and amends Executive Order No. 124.

**How does this interact with Chief Justice Beasley's order related to evictions?**

Executive Order No. 124 prevents landlords from beginning eviction proceedings, while the Chief Justice's order halts eviction orders from being issued and bans local law enforcement from carrying out evictions.

**Does this Executive Order affect residential and commercial evictions?**

Yes. Both residential and commercial landlords must abide by the order.

NEW BUSINESS  
ITEM #1



# Town of Angier

## Special Order – Employee Wellness Screening

<b>Subject:</b>	Employee Wellness Screening		
<b>Effective Date:</b>	June 5, 2020	Supersedes any previous	Pages: 3

### PURPOSE

To provide guidelines on limiting the exposure and spread of COVID-19 by conducting daily temperature checks.

### PROCEDURE

1. All personnel will adhere to current Town of Angier policies. These policies are in your handbook and can be reviewed in the Human Resources Office.
2. Temperature Checks
  - a. All Department Heads will be required to check an employee's temperature when they first arrive for their shift. Employees must perform the temperature screening prior to entering their work area. Employees should also have their temperature taken at any point during their shift when they feel they may have a fever. A contactless forehead temperature checking device will be provided to each department. The device must be properly sanitized after each use.
  - b. Employees should report to work early enough to complete a temperature check prior to reporting for their assigned duties.
  - c. Appropriate social distancing, as defined by the CDC, will be maintained by employees waiting to check their temperature.

- d. A temperature of 100.4 or greater will be considered a fever as defined by the CDC.
  - i. Any employee with a fever must not enter their work area. The department head should notify Human Resources immediately.
  - ii. The employee with a fever must wait for 15 minutes in a separate area for a recheck.
  - iii. After the 15-minute waiting period, the employee's Supervisor will recheck the employee's temperature.
    - 1. The supervisor must wear appropriate PPE while rechecking the employee's temperature.
    - 2. After recheck, if the employee's temperature is 100.4 or above, the supervisor and employee will follow Human Resources policies regarding sending the employee home.
    - 3. After recheck, if the employee's temperature is below 100.4, the supervisor will instruct the employee to report to work.
    - 4. All PPE must be safely disposed of after the recheck.
  - iv. After an employee who was verified to have a fever leaves, the room in which the employee waited for recheck must be sanitized thoroughly.
  - v. The supervisor of the employee is responsible for the following:
    - 1. Obtain information from the employee regarding the route they took in and out of the building, areas where they were while at work, and any people they were in close contact with (less than 6 feet for more than 10 minutes while symptomatic).
    - 2. Close off the recheck area and, as much as possible, any area where the employee was in contact with surfaces.
    - 3. Once the area has been cleaned, staff should stay out of the decontaminated areas until all surfaces have dried.

- e. See policy attachment below for specific instructions and information.

To perform a wellness check:

1. Sanitize your hands using the liquid hand sanitizer.
2. Perform temperature check.
  - a. *See instructions on display panel.*
3. Sanitize thermometer.
  - a. Spray Sanitizer into sterile cloth and wipe thermometer.
  - b. Dispose of cloth in waste bin next to temperature check station.
4. On temperature of 100.4 or higher need to be reported to Human Resources for tracking.

Steps to take if an employee has been exposed:

1. Employee should notify their supervisor immediately of possible/confirmed exposure to Covid-19. Supervisor should find out from employee what areas of work they have been in and what employees they have come into contact with. What symptoms the employee has.
2. Supervisor is to notify Human Resources that the employee has had a possible/confirmed exposure to Covid-19. Human Resources will need to know information as to who the employee has come in contact with at work and what areas where visited for tracking purposes.
3. Human Resources will notify the Town Manager that a possible/confirmed exposure of Covid-19 has taken place.
4. Employee will need to be quarantined at home for 2 weeks. (This time will be paid as Admin leave)
5. After quarantined time period employee can return to work as long as all symptoms and fever are gone for at least 24 hours. Employee will still have to continue to have temperature checks when they return to work as well.

NEW BUSINESS  
ITEM #2



## Town of Angier

[www.angier.org](http://www.angier.org)

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

Veronica Hardaway  
Town Clerk

### **Economic Development Incentive Policy**

#### **Purpose**

The Town of Angier encourages and supports new business development and the expansion of its business base through retention, recruitment and entrepreneurial endeavors. The incentive grant program is designed to promote significant capital investment and job creation in the Town of Angier.

- Diversifying the local business and manufacturing base by encouraging existing businesses to reinvest and to help attract new business to the Town
- Supporting a new business that provides a complementary element to the existing local economy
- Increasing the ad valorem tax base
- Increasing quality employment opportunities within the Town of Angier

Incentive grants are offered over a period of time (1-5 years) and vary in amount. The amount of a grant is dependent upon the amount of investment, job creation, wages, whether existing business or new, whether it is a headquarters, and if the business is complementary to existing businesses. Other factors such as industry sector, long-term growth potential and indirect economic impact may be considered.

#### **Incentive Grant Eligibility**

- Businesses applying for grants must make a net new taxable investment in the Town of Angier. Taxable investment includes real and personal property (i.e. machinery and equipment). The current value of real and personal property will be deducted to calculate net new investment. New equipment will be depreciated on a standard schedule to calculate taxable investment. The minimum net new taxable investment shall be at least \$250,000.
- Businesses accepting this incentive grant shall create at least five (5) full-time new jobs, defined as 35 hours of more per week, within the agreed upon grant period. Employees classified as temporary do not qualify.
- The company must, consistent with state and federal law, have a written policy on workplace diversity that ensures a commitment to anti-discriminatory practices and fosters equal opportunity in accessing the company's resources and/or opportunities.





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- Companies must commit to maintaining operations, and the minimum number of jobs required, for at least the duration of the incentive agreement.

Eligibility does not guarantee the offer of an incentive grant. All grants are approved on a case by case basis and require a public hearing meeting under North Carolina General Statute 158-7.1. Businesses accepting an incentive grant shall be required to execute a performance agreement that specifies the grant's terms, conditions and compliance requirements.

### Types of Incentives

#### Ad Valorem Rebate

The Town of Angier may consider, on a case by case basis, reimbursement of the Ad Valorem taxes paid for the property on which the investment is made. The reimbursement may be offered up to a maximum of five (5) years by the Governing Body.

#### Fee Reduction

A reduction in certain Town fees related to development may be considered for both commercial and industrial investments, provided that the investment meets the goals and objectives of the Governing Body's overall vision of the Town.

#### State Incentives

**Job Development Investment Grant Program (JDIG)** is a performance-based discretionary incentive program that may provide cash directly to a company, when the company creates jobs and invests in the state.

JDIG awards are calculated by several factors, including:

- Location of the project
- County tier designation
- Number of net new jobs created in the state
- Wages of the jobs
- Level of investment made in the state
- Company's industry sector, and the industry's alignment with the state's targeted industry sectors

**One North Carolina Fund Grant Program (One NC)** is a discretionary cash-grant that allows the Governor to respond quickly to competitive job-creation projects.



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OneNC awards are based on:

- Number of jobs created
- Level of investment
- Location of the project
- Economic impact of the project
- Importance of the project in the state and region
- Availability of local match

NEW BUSINESS  
ITEM #3



## Board of Commissioners Agenda Report

55 N Broad Street W.  
PO Box 278  
Angier, NC 27501  
[www.angier.org](http://www.angier.org)

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**MEETING DATE:** June 16, 2020  
**PREPARED BY:** Hans Kalwitz  
**ISSUE** Budget Amendment #9  
**CONSIDERED:**  
**DEPARTMENT:** Finance

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### **SUMMARY OF ISSUE:**

As discussed during our June 2020 Regular Board meeting, intentions were to assess revenues and whether they have met expectations or exceeded them. Such revenue adjustments have been made. Although the approach was moderate, revenues have exceeded overall expenditures in each respective Fund, resulting in appropriation increases. The increases to expenditure lines will assist with potential FY 2021 expenses that will accrue back to FY 2020; a proactive approach.

During the October 1, 2019 Regular Board meeting a budget amendment was adopted to transfer \$212,572; which was added to the FY 2020 adopted Budget amount of \$365,100 (total transfer \$577,672). Understanding that the Water & Sewer Capital Reserve Fund has \$555,922; the full request could not be transferred. Regardless, this does not place the Water & Sewer Fund in a poor position as the overall spread is in good shape.

### **FINANCIAL IMPACT:**

The General Fund budget will increase by \$112,986.

The Water & Sewer Fund budget will increase by \$36,335.

The Water & Sewer Capital Reserve Fund will increase by \$555,992.

### **RECOMMENDATION:**

During FY 2021, we continuously assess revenues on a monthly basis, along with projections, to ascertain our financial position, growth, and resulting spending needs.

### **REQUESTED MOTION:**

Motion to adopt the FY 2020 Budget Amendment #9

### **REVIEWED BY TOWN MANAGER:**

This has been reviewed by the Town Manager.

**Attachments:** Budget Amendment #9



# Town of Angier

## Board Approved Budget Amendment # 9

Be it hereby ordained by the Town Council of the Town of Angier that the following amendments be made to the Budget Ordinance adopted on the 4<sup>th</sup> day of June, 2019 as follows:

General Fund (10 Fund)				
General Fund Revenue	Line Item	Budget	Change	Amended Budget
TAX PENALTIES & INTEREST	10-3001-0000	4,500	↑ 694	5,194
LOCAL OPTION SALES TAX	10-3001-0002	875,000	↑ 30,000	905,000
VEHICLE LICENSES	10-3001-0004	18,000	↑ 1,477	19,477
UTILITY FRANCHISE SALES TAX	10-3001-0009	290,000	↓ (13,158)	276,842
BEER & WINE TAX	10-3001-0010	22,000	↑ 421	22,421
PAYMENT IN LIEU OF TAXES	10-3001-0012	8,000	↓ (8,000)	-
SOLID WASTE DISPOSAL TAX	10-3001-0013	3,800	↑ 158	3,958
MANUFACTURED HOME COMPLIANCE INSPECT	10-3001-0014	1,800	↑ 49	1,849
MOTOR FUEL TAX REFUND	10-3001-0016	9,000	↑ 1,778	10,778
BUILDING PERMITS	10-3001-0017	85,300	↑ 32,949	118,249
LAW ENFORCEMENT MISCELLANEOUS REVENUE	10-3001-0018	-	↑ 4	4
MAGISTRATE / OFFICER FEES	10-3001-0019	-	↑ 1,047	1,047
GARBAGE FEE	10-3001-0020	280,200	↓ (10,000)	270,200
RECYCLING FEES	10-3001-0022	110,300	↓ (1,780)	108,520
PLANNING FEES & PERMITS	10-3001-0023	15,000	↑ 21,615	36,615
INTEREST ON INVESTMENTS	10-3001-0024	16,000	↑ 33,778	49,778
ARTS COUNCIL GRANT FROM HARNETT COUNT	10-3001-0025	4,200	↓ (3,200)	1,000
MAIN STREET FEES/RECEIPTS	10-3001-0026	-	↑ 900	900
INSUFFICIENT FUNDS FEES	10-3001-0027	500	↓ (59)	441
INSURANCE REFUNDS	10-3001-0031	19,519	↑ 499	20,018
CODE ENFORCEMENT FEES	10-3001-0043	500	↑ 3,775	4,275
2007 TAX REVENUE	10-3001-2007	-	↑ 94	94
2010 TAX REVENUE	10-3001-2010	-	↑ 171	171
2011 TAX REVENUE	10-3001-2011	-	↑ 227	227
2012 TAX REVENUE	10-3001-2012	-	↑ 197	197
2013 TAX REVENUE	10-3001-2013	-	↑ 150	150
2014 TAX REVENUE	10-3001-2014	-	↑ 79	79
2015 TAX REVENUE	10-3001-2015	-	↑ 79	79
2016 TAX REVENUE	10-3001-2016	-	↑ 79	79
2017 TAX REVENUE	10-3001-2017	-	↑ 399	399
2018 TAX REVENUE	10-3001-2018	-	↑ 2,455	2,455
2019 TAX REVENUE	10-3001-2019	1,750,000	↑ 4,139	1,754,139
DMV TAX COLLECTION	10-3002-0000	188,100	↑ 17,212	205,312
UNAUTHORIZED SUBSTANCE ABUSE TAX	10-3006-0003	-	↑ 12	12
ABC REVENUE - POLICE	10-3006-0007	11,500	↑ 788	12,288
LIBRARY REVENUES	10-3007-0001	5,600	↓ (2,212)	3,388



## Town of Angier

### Board Approved Budget Amendment # 9

Be it hereby ordained by the Town Council of the Town of Angier that the following amendments be made to the Budget Ordinance adopted on the 4<sup>th</sup> day of June, 2019 as follows:

LIBRARY DONATIONS	10-3007-0002	-	↑	117	117
ABC REVENUE - LIBRARY	10-3007-0007	5,500	↑	6,334	11,834
HARNETT COUNTY RECREATION REVENUE	10-3008-0001	29,000	↑	79	29,079
LATE FEES/RECREATION	10-3008-0002	900	↓	(460)	440
CHEERLEADING	10-3008-0004	1,400	↓	(425)	975
BASEBALL/SOFTBALL	10-3008-0016	14,400	↓	(9,650)	4,750
BASKETBALL	10-3008-0018	6,500	↑	700	7,200
FOOTBALL	10-3008-0019	2,700	↑	25	2,725
SOCCER	10-3008-0020	7,100	↑	1,400	8,500
DEPOT REVENUES	10-3010-0002	6,000	↓	(1,950)	4,050
<b>Total Revenue Budget</b>		<b>4,306,735</b>		<b>112,986</b>	<b>4,419,721</b>
<b>Administration Department</b>	<b>Line Item</b>	<b>Budget</b>	<b>Change</b>	<b>Amended Budget</b>	
ELECTED OFFICIALS	10-9004-0001	27,800	↑	285	28,085
SALARIES-FULL-TIME	10-9004-0002	370,400	↑	14,100	384,500
SUPPLEMENTAL RETIREMENT	10-9004-0003	18,000	↑	700	18,700
PROFESSIONAL FEES	10-9004-0004	66,300	↑	10,500	76,800
FICA	10-9004-0005	33,700	↑	1,600	35,300
RETIREMENT	10-9004-0007	32,300	↑	1,240	33,540
TELEPHONE	10-9004-0011	9,600	↑	900	10,500
POSTAGE	10-9004-0012	2,800	↑	600	3,400
CONTRACT SERVICES	10-9004-0045	61,866	↑	10,000	71,866
<b>Total Budget Expenditures for Dept 9004</b>		<b>1,055,843</b>		<b>39,925</b>	<b>1,095,768</b>
<b>Street &amp; Sanitation Department</b>	<b>Line Item</b>	<b>Budget</b>	<b>Change</b>	<b>Amended Budget</b>	
RECYCLE EXPENSES	10-9005-0019	94,600	↑	18,000	112,600
<b>Total Budget Expenditures for Dept 9005</b>		<b>745,568</b>		<b>18,000</b>	<b>763,568</b>





# *Town of Angier*

## Board Approved Budget Amendment # 9

Be it hereby ordained by the Town Council of the Town of Angier that the following amendments be made to the Budget Ordinance adopted on the 4<sup>th</sup> day of June, 2019 as follows:

<b>Police Department</b>	<b>Line Item</b>	<b>Budget</b>	<b>Change</b>	<b>Amended Budget</b>
SALARIES-FULL TIME	10-9006-0002	708,900	↑ 31,000	739,900
SUPPLEMENTAL RETIREMENT	10-9006-0003	35,100	↑ 400	35,500
FICA	10-9006-0005	56,800	↑ 3,000	59,800
RETIREMENT	10-9006-0007	68,200	↑ 6,000	74,200
<b>Total Budget Expenditures for Dept 9006</b>		<b>1,358,313</b>	<b>40,400</b>	<b>1,398,713</b>
<b>Library Department</b>	<b>Line Item</b>	<b>Budget</b>	<b>Change</b>	<b>Amended Budget</b>
RETIREMENT	10-9007-0007	9,100	↑ 200	9,300
TELEPHONE	10-9007-0011	500	↑ 11	511
<b>Total Budget Expenditures for Dept 9007</b>		<b>245,783</b>	<b>211</b>	<b>245,994</b>
<b>Parks &amp; Recreation Department</b>	<b>Line Item</b>	<b>Budget</b>	<b>Change</b>	<b>Amended Budget</b>
SUPPLEMENTAL RETIREMENT	10-9008-0003	6,100	↑ 300	6,400
RETIREMENT	10-9008-0007	11,000	↑ 450	11,450
TELEPHONE	10-9008-0011	4,000	↑ 200	4,200
<b>Total Budget Expenditures for Dept 9008</b>		<b>393,675</b>	<b>950</b>	<b>394,625</b>
<b>Planning &amp; Inspection Department</b>	<b>Line Item</b>	<b>Budget</b>	<b>Change</b>	<b>Amended Budget</b>
SALARIES-FULL-TIME	10-9009-0002	145,300	↑ 11,400	156,700
SUPPLEMENTAL RETIREMENT	10-9009-0003	7,000	↑ 500	7,500
FICA	10-9009-0005	10,700	↑ 600	11,300
RETIREMENT	10-9009-0007	12,600	↑ 1,000	13,600
<b>Total Budget Expenditures for Dept 9009</b>		<b>371,737</b>	<b>13,500</b>	<b>385,237</b>



# Town of Angier

## Board Approved Budget Amendment # 9

Be it hereby ordained by the Town Council of the Town of Angier that the following amendments be made to the Budget Ordinance adopted on the 4<sup>th</sup> day of June, 2019 as follows:

Water & Sewer Fund (60 Fund)				
Water & Sewer Revenue	Line Item	Budget	Change	Amended Budget
SALE OF ASSETS	60-3001-0028	12,020	↑ 6,000	18,020
WATER REGULATORY FEES	60-3002-0003	31,000	↑ 25,500	56,500
LATE FEES / RECONNECTIONS	60-3002-0004	88,000	↓ (21,041)	66,959
ACTIVATION FEE	60-3002-0005	16,800	↑ 2,415	19,215
RETURNED CHECK CHARGES	60-3002-0006	-	↑ 1,596	1,596
METER TAMPERING FEE	60-3002-0007	-	↑ 50	50
MISCELLANEOUS REVENUE	60-3002-0008	-	↑ 5,890	5,890
IRRIGATION TAP FEES	60-3002-0012	1,500	↓ (1,500)	-
ANTENNA RENTAL	60-3002-0014	31,500	↓ (4,364)	27,136
WATER METER REVENUE	60-3002-0018	30,000	↑ 17,973	47,973
SEWER REGULATORY FEES	60-3003-0003	30,000	↑ 25,566	55,566
TRANSFER FROM W/S CAPITAL RESERVE	60-3003-0022	577,672	↓ (21,750)	555,922
<b>Total Revenue Budget</b>		<b>3,446,273</b>	<b>36,335</b>	<b>3,482,608</b>
Water Department				
Water Department	Line Item	Budget	Change	Amended Budget
SUPPLEMENTAL RETIREMENT	60-9002-0003	10,700	↑ 250	10,950
GROUP INSURANCE	60-9002-0006	35,400	↑ 2,500	37,900
RETIREMENT	60-9002-0007	19,200	↑ 900	20,100
EQUIPMENT MAINTENANCE	60-9002-0016	5,800	↑ 600	6,400
MISCELLANEOUS	60-9002-0057	675	↑ 100	775
METER PURCHASE EXPENSE	60-9002-0072	45,000	↑ 6,000	51,000
<b>Total Budget Expenditures for Dept 9002</b>		<b>1,423,265</b>	<b>10,350</b>	<b>1,433,615</b>
Sewer Department				
Sewer Department	Line Item	Budget	Change	Amended Budget
SALARIES-FULL-TIME	60-9003-0002	175,100	↑ 13,500	188,600
PROFESSIONAL FEES	60-9003-0004	4,896	↑ 6,500	11,396
FICA	60-9003-0005	13,400	↑ 2,800	16,200
EQUIPMENT MAINTENANCE	60-9003-0016	22,000	↑ 2,000	24,000
MAINTENANCE & REPAIR-SYSTEM	60-9003-0018	14,000	↑ 100	14,100
MATERIALS	60-9003-0033	11,100	↑ 1,000	12,100
<b>Total Budget Expenditures for Dept 9003</b>		<b>999,547</b>	<b>25,900</b>	<b>1,025,447</b>





## *Town of Angier*

### Board Approved Budget Amendment # 9

Be it hereby ordained by the Town Council of the Town of Angier that the following amendments be made to the Budget Ordinance adopted on the 4<sup>th</sup> day of June, 2019 as follows:

Smith Drive Pump Station	Line Item	Budget	Change	Amended Budget
TELEPHONE	60-9012-0011	700	↑ 85	785
<b>Total Budget Expenditures for Dept 9012</b>		517,800	85	517,885

Water & Sewer Capital Reserve Fund (61 Fund)				
Water & Sewer Capital Reserve Revenue	Line Item	Budget	Change	Amended Budget
APPROPRIATED FROM FUND BALANCE	61-3001-0035	-	↑ 555,922	555,922
<b>Total Revenue Budget</b>		-	555,922	555,922
Water & Sewer Capital Reserve Transfers	Line Item	Budget	Change	Amended Budget
TRANSFERS OUT	61-9001-0001	-	↑ 555,922	555,922
<b>Total Budget Expenditures for Dept 9001</b>		-	555,922	555,922

**Motion to adopt FY 2020 Board Approved Budget Amendment #9**

Adopted this the 16<sup>th</sup> day of June, 2020

\_\_\_\_\_  
Robert K. Smith, Mayor

Attest:

\_\_\_\_\_  
Veronica Hardaway, Town Clerk

NEW BUSINESS  
ITEM #4



## Town of Angier

[www.angier.org](http://www.angier.org)

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

Veronica Hardaway  
Town Clerk

### Temporary Use Permit Application

#### Types of Events (Check ALL that Apply)

- |   |   |
|---|---|
| <input type="radio"/> Special Event Permit          | <input checked="" type="checkbox"/> Requires closure of Town Street |
| <input type="radio"/> Town recognized event         | <input type="radio"/> Sale of agricultural products grown off-site  |
| <input type="radio"/> Over 100 People in attendance | <input checked="" type="checkbox"/> Involves Town Property          |
| <input type="radio"/> Live Band or Amplified Sound  | <input type="radio"/> Requires Security                             |
| <input checked="" type="checkbox"/> Protest/ Rally  |   |

One Angier

Angier Museum

Name of Event

Location of Event (Exact Street Address)

Applicant Name Roy Green

E-mail Address Roy.Green@unchealth.unc.edu

Address 1007 S 2nd St Lillington, NC

Zip Code 27546

Phone Number 919-706-9551

Event Date 06/20/2020

Event Start Time 9:00am

Event End Time 11:00am

Event Set Up Time 8:45am

Event Clean-up Time 11:00am

Sound Amplification Hours 1hr, 30min

Will Food or Goods be Sold? NO

Number of Food Trucks, if applicable \_\_\_\_\_ (May Require a NC Sales & Use Certificate, NC Department of Agriculture Approval, and/or ABC Permit, if applicable)

Will Any Town Property be Used? The stage at the museum

If Any Town Street Require Closure, please list all street names. ~~N. Willow St. and W. Depot (to museum)~~

JACK MARLEY PARK west on E. Mins St to N. BROAD St. then to Depot Sq.

Roy A. Green

Applicant's Name (Print)

Signature

ROY A. Green

06/09/2020

Date

#### FOR STAFF USE ONLY

Board of Commissioners Approval, if necessary (Date Approved) \_\_\_\_\_

Planning Director Approval Signature: \_\_\_\_\_

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

NEW BUSINESS  
ITEM #6



## Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

**Resolution No.:** R012-2020  
**Date Submitted:** June 16, 2020  
**Date Adopted:** June 16, 2020

### **RESOLUTION AUTHORIZING THE WAKE COUNTY REVENUE ADMINISTRATOR TO LEVY AND COLLECT PROPERTY TAXES FOR THE TOWN OF ANGIER**

**BE IT RESOLVED** by the Town Board of the Town of Angier, North Carolina as follows:

The Wake County Revenue Administrator is hereby authorized, empowered and commanded to levy and collect taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator in the amounts and from the taxpayers likewise therein set forth.

This Resolution bestows the Wake County Revenue Administrator with full and sufficient authority to levy and collect any real or personal property taxes on behalf of the Town of Angier, North Carolina.

*Adopted by the Angier Board of Commissioners on this the 16<sup>th</sup> day of June, 2020..*

ATTEST:

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Robert K. Smith, Mayor

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Veronica Hardaway, Town Clerk



## Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

**Resolution No.:** R013-2020  
**Date Submitted:** June 16, 2020  
**Date Adopted:** June 16, 2020

### **RESOLUTION AUTHORIZING THE HARNETT COUNTY REVENUE ADMINISTRATOR TO LEVY AND COLLECT PROPERTY TAXES FOR THE TOWN OF ANGIER**

**BE IT RESOLVED** by the Town Board of the Town of Angier, North Carolina as follows:

The Harnett County Revenue Administrator is hereby authorized, empowered and commanded to levy and collect taxes set forth in the tax records filed in the Office of the Harnett County Revenue Administrator in the amounts and from the taxpayers likewise therein set forth.

This Resolution bestows the Harnett County Revenue Administrator with full and sufficient authority to levy and collect any real or personal property taxes on behalf of the Town of Angier, North Carolina.

*Adopted by the Angier Board of Commissioners on this the 16<sup>th</sup> day of June, 2020.*

ATTEST:

\_\_\_\_\_  
Robert K. Smith, Mayor

\_\_\_\_\_  
Veronica Hardaway, Town Clerk

NEW BUSINESS  
ITEM #7



## Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

**Resolution No.:** #R015-2020  
**Date Submitted:** June 16, 2020  
**Date Adopted:** June 16, 2020

### RESOLUTION IN SUPPORT OF THE TOWN OF ANGIER'S DESIGNATION AS A NORTH CAROLINA MAIN STREET COMMUNITY

**WHEREAS;** the Town of Angier is a designated North Carolina Main Street Community, a program coordinated through the North Carolina Department of Commerce – NC Main Street & Rural Planning Center; and

**WHEREAS;** the Town of Angier and its Commissioners have embraced the concept of downtown revitalization and wishes to ensure the ongoing vitality of its downtown business district by creating the position of Main Street Director (or Downtown Development Director) and will assume the primary responsibility of the downtown revitalization effort beginning July 1, 2020; and

**WHEREAS;** the Town of Angier is dedicated to Main Street America's Economic Development Strategies and Main Street Four-Point Approach® to downtown revitalization utilizing the principles of Economic Vitality, Design, Promotion, and Organization; and

**WHEREAS;** the Town of Angier recognizes the nationwide success of the Main Street Program for creation of new businesses, significant private sector capital investment that increases the property tax base and a significant increase in net employment; and

**WHEREAS;** the Town of Angier understands that in addition to employing a full-time Main Street Director (or downtown development director) in order for the Town to maintain its active status in the North Carolina Main Street Program, it will also need to supply information on its downtown revitalization activities on an annual basis to the North Carolina Main Street & Rural Planning Center in order for the Town to maintain its active status; and

**WHEREAS;** the Town of Angier understands that technical assistance from the North Carolina Main Street & Rural Planning Center is provided at no charge to the Town; reimbursement for travel-related expenses will be requested from the Town if this technical assistance requires travel by the Main Street Staff; and

**WHEREAS;** the Town of Angier recognizes the importance of continued training in the field of downtown revitalization and will provide the resources for its Main Street Director (or downtown development director) to attend the educational opportunities provided several times a year by





## Town of Angier

Robert K. Smith  
Mayor

Gerry Vincent  
Town Manager

the North Carolina Main Street & Rural Planning Center and furthermore, will maintain a membership with the National Main Street Center;

**THEREFORE, BE IT RESOLVED;** the Town of Angier recognizes Christy Adkins as the local director of its downtown revitalization effort and Main Street Program activities in order for the Town to maintain its standing in the North Carolina Main Street Program and will support the Town of Angier as a designated North Carolina Main Street community with all the obligations that the designation carries.

*Adopted by the Angier Board of Commissioners on this the 16th day of June, 2020.*

ATTEST:

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Robert K. Smith, Mayor

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Veronica Hardaway, Town Clerk



Name of City/Town: \_\_\_\_\_

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

## **2020-2021 Annual Agreement North Carolina Main Street® Designation**

**Designated Main Street communities (Main Street Director and Main Street Board Chair or City/Town Manager) must sign this document and return to the NC Main Street & Rural Planning Center no later than June 30, 2020 to remain active in the program.**

A signed document confirms that the local Main Street program has a thorough understanding of the benefits and requirements of active participation in the NC Main Street program. In July 2020, so that the local government understand the benefits and requirements and as a means of communication, the NC Main Street & Rural Planning Center will send a signed copy to the Town/City Manager, if they were not required to sign.

**Retain a signed copy for your records, and return an original, signed copy of the entire document by mail or a scanned, signed copy of the entire document by email (preferred method) no later than June 30, 2020, to:**

To: Naomi Riley,  
Coordinator, Downtown Services  
NC Main Street & Rural Planning Center  
4346 Mail Service Center  
Raleigh, NC 27699-4346

[Naomi.riley@nccommerce.com](mailto:Naomi.riley@nccommerce.com)

### **Program Background**

#### **Nationally:**

**Main Street America™** has been helping revitalize older and historic commercial districts for nearly 40 years. Today it is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

**Main Street America™** is a movement. Main Street America has been helping revitalize older and historic commercial districts for nearly 40 years. It is the leading voice for preservation-based economic development and community revitalization across the country. Made up of small towns, mid-sized communities, and urban commercial districts, Main Street America represents the broad diversity that makes this country so unique.

Working together, the programs that make up the Main Street America network help to breathe new life into the places people call home.

Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. Since 1980, over 2,000 communities have been part of Main Street, bringing renewed energy and activity to America's downtowns and commercial districts, securing \$79 billion in new investment creating 640,017 net new jobs and rehabilitating 284,936 buildings.

Main Street America is a time-tested strategy. Main Street America communities are encouraged to make use of a time-tested approach, known as the Main Street Approach. The Main Street Approach is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that impact the quality of life in a community, and strategic focus on the core principles of downtown and neighborhood revitalization: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. For more information, visit [www.mainstreet.org](http://www.mainstreet.org).

## In North Carolina:

The NC Main Street & Rural Planning Center within the N.C. Department of Commerce, is the licensed agency that is charged with administering the Main Street program throughout the state. The Center is committed to following the program guidelines and licensing agreement as outlined by the National Main Street Center and signed by the N.C. Department of Commerce.

The N.C. Department of Commerce designates communities as a "North Carolina Main Street community". When designated, the local city or town government, and specifically the chief elected official, is notified of the designation. The city or town government determines who will administer the Main Street program at the local level and the city or town manager communicates that information to the N.C. Main Street & Rural Planning Center. **From time-to-time, that administration may change. If there is a change, this document outlines the steps that must be followed for a change in local administration to occur.**

Since 1980, over 111 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing \$3.25 billion in new investment creating more than 27,000 net new jobs and rehabilitating 6,600 buildings.

## Benefits for NC Main Street Communities

**North Carolina Main Street communities benefit from the following:**

### **Partnership:**

- Communities selected to participate in the Main Street program become partners with the North Carolina Department of Commerce, NC Main Street & Rural Planning Center in a long-term, asset-based economic development effort that has proven to have a positive impact on investment and job creation.
- Main Street communities are limited in number and therefore receive focused and personal attention from NC Main Street staff.
- North Carolina communities are selected through a competitive process and only a few are designated; therefore, Main Street designation is an honor bestowed upon only a few special communities.

- In the first three years of a local Main Street program, the state of North Carolina invests approximately \$100,000 in on-site visits, training and technical assistance. After the initial start-up phase, the state annually invests approximately \$5,000 in each Main Street community in the form of ongoing town-specific technical assistance, and statewide and on-site training for directors and volunteers.

**Training:**

- Main Street communities are eligible to attend and participate in the NC Main Street Conference, NC Main Street Basic Training, Board and Committee Training, NC Main Street Directors' Meetings, Biannual Regional Meetings, and subject specific workshops.
- Designated North Carolina Main Street communities receive two free registrations to the North Carolina Main Street Conference held in March.

**Technical Assistance:**

- The North Carolina Main Street program staff guides designated communities through a strategic planning process which helps communities create a vision, develop strategies and produce action plans so that limited resources are focused, and results are magnified.
- The North Carolina Main Street staff guide participating communities through board development, volunteer development and downtown director training.
- The North Carolina Main Street staff provide guidance and support to communities on ways to find and develop financial resources.
- Property and business owners in Main Street cities receive free building exterior design recommendations from design specialists at the UNC-Greensboro School of Interior Architecture, in collaboration with the NC Main Street & Rural Planning Center staff.
- North Carolina Main Street staff has extensive experience in organizational development and nonprofit management, historic preservation, building rehabilitation, investment tax credits, incentive programs, tourism development, marketing, image building, special event development, communications, and a range of other pertinent areas.
- The North Carolina Main Street staff is among the nation's leading authorities on downtown development with experience helping North Carolina towns with revitalization challenges.
- The North Carolina Main Street staff assists communities with Main Street Director recruitment and selection.
- The North Carolina Main Street staff conducts an annual program assessment and review of each Main Street program.
- The North Carolina Main Street staff conducts an annual budget and salary analysis of Main Street programs.
- The North Carolina Main Street staff conducts an annual statistical data collection and analysis.

**Network:**

- North Carolina Main Street communities may use the Main Street trademarks on materials designed to promote the work of their program in collaboration with the State of North Carolina and the National Main Street Center.
- The North Carolina Main Street network possesses some of the most experienced downtown development professionals in the country.
- Main Street communities may take advantage of and participate in a special network of Main Street cities statewide and nationally, with over 1,600 communities across the nation, and 45 city, state, and regional Coordinating Programs, that participate in the Main Street program. This allows them to learn best practices, techniques and strategies for downtown development.

**Funding:**

- When available, Main Street communities are eligible to apply for Main Street Solutions Funds, or other such NC Main Street funding programs, to assist small business development and property rehabilitation.
- The NC Main Street & Rural Planning Center maintains and distributes a funding guide of federal, state, corporate and foundation sources commonly used for funding downtown projects.

**Resources:**

- Through the North Carolina Main Street program, communities can identify resource people, consultants and specialists on topics of interest to the community.

**Economic Impact:**

- Since 1980 when the program began, Main Street communities in North Carolina have had over \$3.25 billion in new investment in their downtowns, a net gain of over 6,500 new businesses and a net gain of over 27,000 new jobs. This is serious economic development!
- The North Carolina Main Street staff facilitate statewide economic impact studies and collects data to determine trends in Main Street and Small Town Main Street communities.

**Recognition:**

- Designated North Carolina Main Street communities are eligible to receive statewide recognition through the North Carolina Main Street Awards and Main Street Champions programs.
- In addition, designated communities are eligible for recognition by the National Main Street Center as a Nationally Accredited Main Street community.
- Designated North Carolina Main Street communities are eligible to apply for national recognition from the National Main Street Center through the Great American Main Street Awards® (GAMSA) program.
- North Carolina Main Street communities receive publicity about their programs through press releases distributed through the N.C. Department of Commerce, NC Main Street & Rural Planning Center newsletters and annual reports, Main Street presentations and the NC Main Street Center social media sites.

\*Note – in the event of a natural disaster or pandemic event, programs and services may be changed, conducted virtually or cancelled in accordance to recommended guidelines from the Center for Disease Control and NC State Emergency Management.

**Requirements of Designated N.C Main Street Communities**

Main Street communities must be 50,000 and under in population at the time of designation.

1. Participate in all services provided to the local community by the NC Main Street & Rural Planning Center.
2. Employ a full-time - 40 hours/week paid professional Main Street Director, who is dedicated to downtown and will coordinate and facilitate the work of the program. Communities with a population of 5,001-9,999 MAY employ two or more persons that equal one or more full-time equivalent position(s). One of the positions must be designated as the director. Communities with a population of 5,000 or less MAY employ a part-time - 20+ hours/week position paid professional Main Street Director.
  - The Main Street Director should be paid a salary consistent with those of other community development professionals within the city, state, or region in which the program operates.
  - The Director should be adequately trained — and should continue learning about revitalization techniques and about issues affecting traditional commercial districts.
  - The Director should have a written job description that correlates with the roles and

responsibilities of a Main Street Director.

- There should be a formal system in place for evaluating the performance of the Director on an annual basis.
  - Adequate staff management policies and procedures should be in place.
3. Obtain a 501(c) 3, 4, or 6 nonprofit designation OR be designated as a department of the local municipal government.
  4. Establish broad-based support for the commercial district revitalization process with strong support from both the public and private sectors.
    - The Main Street organization should have the active participation of various stakeholders at the committee and board levels.
    - Participants should contribute financial, in-kind, and volunteer support for the revitalization program.
    - Participants should look for, and act on, opportunities to make connections between other programs or organizations in order to form partnerships that help further the revitalization process.
    - The program should include an ongoing process for volunteer recruitment, orientation, and recognition, constantly refreshing its pool of volunteers and involving new people each year.
    - The revitalization program has broad-based philosophical support from the community.
    - Municipal government demonstrates a philosophical commitment to commercial district revitalization.
  5. Establish and maintain an active Board of Directors and Committees using the Main Street Four-Point Approach® and develop a comprehensive Main Street Work Plan using the Main Street Four-Point Approach®.

Main Street revitalization by nature is a community-driven process. Therefore, community members must take an active role in leading and implementing positive change. While the Director is responsible for facilitating the work of volunteers, this staff member is not tasked with single-handedly revitalizing the commercial district. The direct involvement of an active board of directors and committees are keys to success.

If a Main Street organization is housed within another entity (e.g., a community development corporation), it is still important to have its own board of directors and committee structure.

- The board is a working, functional board that understands its roles and responsibilities and is willing to put forth the effort to make the program succeed.
  - Committee members assume responsibility for the implementation of the work plan.
  - The program has a dedicated governing body, its own rules of operation, its own budget, and its own bylaws, and is empowered to carry out Main Street's mission, even if the Main Street program is a part of a larger organization.
  - The board has well-managed, regular monthly meetings, with an agenda and regular distribution of minutes.
  - Committees have regularly scheduled monthly meetings with an agenda that addresses the committee work plan.
6. Establish an annual work plan/planning process for downtown.
 

A comprehensive annual work plan provides a detailed blueprint for the Main Street program's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress.

    - The work plan should contain a balance of activities in each of the four broad program areas that comprise the Main Street approach — Economic Vitality, Quality Design, Effective

Promotion, and Sustainable Organization.

- The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
- The work plan should be reviewed, and a new one should be developed annually.
- Ideally, the full board and committees will be involved in developing the annual work plan. At a minimum, the full board should adopt/approve the annual work plan.
- The work plan should distribute work activities and tasks to a broad range of volunteers and program participants.
- There has been significant progress in each of the four points based on the work plan submitted for the previous year.

7. Adopt and exhibit a Historic Preservation Ethic and design management program.

Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of the existing buildings, through building improvement projects and policy and regulatory changes that make it easier to develop property within the commercial district.

- The program has, or is working toward putting in place, an active and effective design management program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- The program encourages appropriate building renovation, restoration, and rehabilitation projects.
- When faced with a potential demolition or substantial structural alteration of a significant, historic, or traditional building in the Main Street district, the program actively works to prevent the demolition or alteration, including working with appropriate partners at the state, local, or national level to attempt to stay or alter the proposed activity; developing alternative strategies for the building's use; and/or educating local leaders about the importance of retaining existing buildings and maintaining their architectural integrity.
- The program works to find creative adaptive use, financing, and physical rehabilitation solutions for preserving old buildings.
- The program recognizes the importance of planning and land-use policies that support the revitalization of existing commercial centers and works toward putting planning and land-use policies in place that make it as easy (if not easier) to develop property within the commercial district as it is outside the commercial district. Similarly, it ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- The program builds public awareness for the commercial district's historic buildings and for good design.

8. Demonstrate an established vision for downtown and a mission that defines the role of the organization that will manage the downtown initiative.

- The organization has an appropriate written mission statement.
- The mission statement is reviewed annually and updated as appropriate.
- The organization has an appropriate written vision statement for downtown that is reviewed annually and updated as appropriate. The vision statement should define the economic potential of downtown.

9. New Main Street Director attendance at Main Street Orientation, held each month in Raleigh, within three months of start date (if not previously attended).

10. Main Street Director attendance at Main Street Basic Training each time there is a change in management (if not previously attended).



11. Fund the local Main Street program through both public and private partnerships at a level allowing for full implementation of the program based on the Four-Point Approach® and the adopted annual work plan.

The Main Street program's budget should be adequate to achieve the program's goals. The dollar amount that is "adequate" for a program budget may vary.

- The budget should be specifically dedicated to revitalizing the commercial district.
  - The Main Street program's budget should contain funds adequate to cover the salary and benefits of staff; office expenses; travel; professional development; and committee activities.
  - Revenue sources are varied and broad-based, including appropriate support from the municipal government.
  - There is a strategy in place to help maintain stable funding.
  - There is a process in place for financial oversight and management.
  - Regular monthly financial reports are made by the treasurer to the board.
12. Main Street Director's attendance at Main Street Directors' Meeting held once a year in August. (In the case of a vacancy or illness/emergency, a substitution for the director may be made for this meeting).
13. Main Street Director (or Volunteer if Director cannot) attendance at a minimum of one of two bi-annual regional meetings each year. (Held in May and October/November.) \*It is recommended that the Director attends both meetings, not just one.
14. Main Street Director and a minimum of one volunteer attendance at the annual NC
15. Main Street Conference - (NCMS provides each designated MS community with two complimentary registrations).
16. Submit annual Statistical data in July and Budget & Salary information and Program Assessment Survey in January as requested to the NCMS Center.
17. Maintain an annual membership with the National Main Street Center at a \$375 [Main Street America Community Member](#) level.
18. Reimbursement of NC Main Street & Rural Planning Center's travel expenses, when traveling to the local community, at the IRS state rate plus meals at the state per diem rate and lodging in accordance to the NC Main Street & Rural Planning Center Travel Policy.
19. Main Street Program must also sign and follow the attached National Main Street sublicense agreement and must comply with all Accredited or Affiliate community requirements. Logos and Website language will be sent following receipt of signed agreements.

**Documents Needed for a Change in Administration of the Local Main Street Program, including if the organization changes from a nonprofit, government or quasi-public-private structure to a different structure:**

- The City/Town Council has the authority to designate another agency/entity to administer the Main Street program.
  - North Carolina Main Street Center requires:



- A resolution from the City/Town Council that authorizes this change.
- Minutes of the City/Town Council Meeting clearly demonstrating the majority vote.
- Documentation demonstrating how the entity that will be administering the Main Street Program will address the items listed under the requirements section of this document.

## **Benefits of Membership with The National Main Street Center**

### **Designated Main Street Member**

(Required for all active, designated N.C. Main Street and Small Town Main Street communities)

As a Designated Main Street Member, your program is a recognized leader among the largest network of commercial district organizations in the world. Tap into the expertise of our large network of Main Street Programs, BIDs, CDC's, planners, local government agencies, consultants, and others to learn, research and share useful experience with each other. This guide explains the benefits of membership and how to access these tools.

We want you to get as much out of your membership as possible! Please contact us if you require any assistance with your benefits.

### **Your benefits include:**

- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program;
- Exclusive eligibility to enter into a Licensing Agreement with the NMSC, or your Coordinating Program, to use Main Street America™ name and logo;
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.
- Up to six free sub-memberships to share access to resources with your team
- Access to The Point, our exclusive online member networking platform;
- Access to *Main Street News*, a weekly newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field;
- Members-only rates at the annual Main Street Now Conference, and the Main Street America Institute;
- *State of Main*, our annual printed publication;
- Access to our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach and full archives of the Main Street Now journal;
- Free online training opportunities;
- Full access to the Main Street Resource Center with sample documents, articles, reports, and more from your peers and experts in the field—all at your fingertips;
- Ability to post job openings for your local program through the National Trust for Historic Preservation's online Career Center.
- Access to tailored insurance products from the National Trust Insurance Services, LLC.
- Family level membership with the National Trust for Historic Preservation including a subscription to *Preservation* magazine.
- And more!

**Annual Dues: \$375**

Information from:

<https://www.mainstreet.org/join>

## Signature Page

1. Designated Main Street City/Town:  
(Please Print Clearly) \_\_\_\_\_

2. Name of Local Main Street Adminstrating Organization:  
(Please Print Clearly) \_\_\_\_\_

3. Check Which One Applies:  
Public (City/Town) Administered  
Private (Non-Profit) Administered  
Quasi Public-Private (Town/Non-Profit) Administered

4. Name of Main Street Director: (Please Print Clearly)  
\_\_\_\_\_

Title: \_\_\_\_\_

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

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

**5a. For Quasi-Public-Private Administered OR Private Non-Profit Administered Programs:**

Name of Main Street Board Chair: (Please Print Clearly)  
\_\_\_\_\_

Signature of Board Chair: \_\_\_\_\_

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

**5b. For Public OR Quasi Public-Private Administered Programs:**

Name of City/Town Manager: (Please Print Clearly)  
\_\_\_\_\_

Title: (Please Print)  
\_\_\_\_\_

Signature of City/Town Manager: \_\_\_\_\_

**Retain a signed copy for your records, and return an original, signed copy of the entire document by mail or a scanned, signed copy of the entire document by email (preferred method) no later than June 30, 2020, to:**

To: Naomi Riley,  
Coordinator, Downtown Services  
NC Main Street & Rural Planning Center  
4346 Mail Service Center  
Raleigh, NC 27699-4346

[Naomi.riley@nccommerce.com](mailto:Naomi.riley@nccommerce.com)