

Regular Session, June 1, 2015, 9:30 a.m.  
Catawba County Board of Commissioners

**Appointments**

Library Board of Trustees	536	06/01/15
CVCC Board of Trustees	536	06/01/15
Delegate and Alternate Delegate to the Western Piedmont Regional Transit Authority	536	06/01/15

**Budget**

Adoption of the FY15/16 Budget	537	06/01/15
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**Emergency Services**

Appropriation of Existing Fund Balance for Oxford Fire Department	536	06/01/15
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**Ordinances**

FY2015/16 Budget	537	06/01/15
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**Proclamations**

Eat, Drink and Be Local Week Proclamation	535	06/01/15
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**Sheriff's Office**

2015 Justice Assistance Grant (JAG)	536	06/01/15
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The Catawba County Board of Commissioners met in regular session on Monday, June 1, 2015, at 9:30 a.m. in the Robert E. Hibbitts Meeting Room of the 1924 Courthouse, 30 North College Avenue, Newton, North Carolina.

Present were Chair Randy Isenhower, Vice-Chair Barbara G. Beatty and Commissioners Katherine W. Barnes, Sherry E. Butler and Dan A. Hunsucker.

Also present were County Manager J. Thomas Lundy, Assistant County Managers Dewey Harris and Mary Furtado, County Attorney Debra Bechtel, Assistant County Attorney Jodi Stewart and County Clerk Barbara Morris.

1. Chair Randy Isenhower called the meeting to order at 9:30 a.m. and noted a quorum was present.
2. Chair Isenhower led the Pledge of Allegiance to the Flag.
3. Commissioner Dan Hunsucker offered the invocation.
4. Commissioner Katherine W. Barnes made a motion to approve the minutes from the Board's Regular Meeting of May 18, 2015. The motion carried unanimously.
5. Recognition of Special Guests: Chair Isenhower welcomed everyone present and thanked them for their interest in the business of the County and thanked government employees for their hard work.
6. Public Comments for Items Not on the Agenda: None.
7. Presentation:  
Assistant County Manager Mary Furtado came forward to receive a proclamation issued by the Board declaring the third week of June 2015 as "Eat, Drink and Be Local Week", which focuses annually on raising awareness of the importance of locally grown foods, both to the county economy and toward providing citizens with fresh, nutritious food options. Local restaurants will again be involved in the observance by featuring locally grown foods on their menus during the week. It was noted that the Public Health Farmers Market was opening in the upcoming week.

8. Appointments:  
 Vice-Chair Barbara G. Beatty recommended the appointment of Carol Preston for a first term and the reappointment of Amanda Edwards, Susan Hunsucker and Brenda Sigmon for second terms on the Library Board of Trustees. These terms will expire June 30, 2019. Commissioner Sherry E. Butler recommended the reappointment of Larry Aiello for a second term on the CVCC Board of Trustees. This term will expire June 30, 2019. County Manager J. Thomas Lundy recommended the appointment of Assistant County Manager Mary Furtado as the Catawba County Delegate and Social Services Director John Eller as the Alternate Delegate to the Western Piedmont Regional Transit Authority. These terms will expire June 30, 2018. These appointments came in the form of a motion which carried unanimously.

9. Departmental Reports:  
 A. Sheriff's Office:  
 Sheriff Coy Reid presented a request for Board approval of an application for the 2015 Justice Assistance Grant (JAG) from the U.S. Department of Justice's Bureau of Justice Assistance. Funding allocation is based on population and violent crime statistics. The 2015 JAG Grant has been announced and Catawba County is eligible for \$12,900. No local match is required. The Sheriff's Office requested these funds be used to purchase equipment to be used in force-on-force training that will meet the JAG priority to reduce gun violence by providing active shooter response training to officers. This training will be for the Sheriff's STAR Team and first responder deputies. Equipment will be used to convert existing rifles, add training pistols and purchase training ammunition.

Force-on-force training is highly superior to traditional target training. The training scenarios enable "suspects" to shoot at trainees to simulate the real world physical and physiological response an officer may face on the job. The exercises expose how accuracy will suffer in an incident involving weapons, and motivate the officers to take training seriously so they will be better prepared if faced with an active shooter.

In a response to an inquiry by the Board, it was confirmed that these exercises would take place at locations all over the County. Commissioner Barnes made a motion to approve this award. The motion carried unanimously. The following appropriation applies upon awarding of the grant:

**SUPPLEMENTAL APPROPRIATION UPON AWARD**

Revenue	
110-210050-620320	\$12,900
Justice Assistance Grant	

Appropriation:	
110/210050-870100	\$12,900
Law & Admin Small Tools	

B. Emergency Services:  
 Assistant Emergency Services Director Mark Pettit presented a request for Board approval of the appropriation of existing fund balance in the amount of \$35,000 to Oxford Fire Department. The department currently has a 1996 brush truck that has become unsafe to operate and is no longer cost effective to maintain. These funds will be used to replace the brush truck. The department is replacing the current truck with a new truck at a total cost of \$110,000. The \$35,000 requested will be used as a down payment for the purchase.

Historically, each department has its own fund balance which is carried from year to year unless the department makes a request to appropriate it. The fund balance is created when tax revenue collections exceed the projections established by the County Budget Department prior to each fiscal year. Fire departments have been allowed to utilize 90% of existing fund balance to address major projects such as buildings, building additions, truck replacement and other non-recurring needs such as equipment items. Ten percent of each department's fund balance is held for unforeseen

expenditures during the budget year. Oxford Fire Department has an available fund balance of \$39,896.

Chair Isenhower asked about the financing process on the truck and Mr. Pettit indicated that the County does not get involved in that part of the acquisition of the truck. Commissioner Hunsucker confirmed that the Fire Department would try to sell the old vehicle. Vice-Chair Beatty made a motion to approve this appropriation of existing fund balance. The motion carried unanimously. The following appropriation applies:

<u>Appropriation of Existing Fund Balance</u>		<u>Expense</u>	
356-260010-690100	\$35,000	356-260010-849010	\$35,000
Fund Balance		Fire Protection	

10. Other Items of Business:

Adoption of the Catawba County Annual Budget for Fiscal Year 2015-16. County Manager J. Thomas Lundy presented a powerpoint presentation on the proposed FY2015-16 Budget. The proposed Budget was in the amount of \$235,495,973, which will invest in maintaining the Board's goals of an average eight minute EMS response time; long-planned expansion of the Jail facility to meet an increasing jail population; restoring six day a week operations in the County parks, an additional Sheriff's investigator; and increased investment in public education to maintain the County's statewide rank of 15th in total public schools current expense funding and advance from 18th to 15th in statewide community college funding for CVCC. Adoption of a \$0.575 property tax rate for every \$100 of valuation establishes a tax rate that can be held constant for four years--until the next revaluation cycle in 2019. This rate is projected to be the 8th lowest tax rate of the 27 urban counties in North Carolina--those with a population over 100,000--and the 2nd lowest among Catawba's neighboring counties.

Following a public hearing on May 28, 2015, the Board made the following changes to the recommended budget: 1) a \$1381 reduction in Communication Center funding due to the North Carolina E-911 Board certifying a lower payment to the County; 2) \$85,518 added to Utilities & Engineering, consistent with an agreement with Gilbane Building Company approved by the Board on May 18, 2015, to fund a full-time Building Inspector position at the Apple Inc. construction site, to be paid by Gilbane Building Co. for a period of one year; 3) \$6158 added to incentive payments to Bed, Bath and Beyond, based on a higher business personal property listing than originally budgeted; and 4) \$100,000 added to complete security measures in the Catawba County Schools, with \$8600 being transferred from other completed projects and the remaining \$91,400 from Schools Capital Outlay Fund Balance.

Discussion following the presentation included praise by Board members for staff work on the budget and noted priorities were where local dollars were spent. Chair Isenhower thanked CVMC for \$.5 million for nurses in our schools and thanked the Board members for working hard and making hard decisions in this budget process. Commissioner Hunsucker made a motion to adopt the Budget as presented. The motion carried unanimously. The following Budget Ordinance applies:

**BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of Catawba County:

**SECTION I  
Budget Adoption, 2015/16**

The following budget with anticipated fund revenues of \$235,495,973 and departmental expenditures of \$235,495,973 (see Revenue and Expenditure Summary in the Summary Section of the budget document for

breakdown) is hereby adopted in accordance with G.S. 159 by the County of Catawba for the fiscal year beginning July 1<sup>st</sup>, 2015, and ending June 30<sup>th</sup>, 2016, and the same is adopted by fund and department.

The following procedures, controls, and authorities shall apply to transfers and adjustments within the budget except for the budgets of the Reinventing Departments as shown in Section II.

A. **Transfers Between Departments and Funds:** Transfers of appropriations between departments in a fund, between funds, and from contingency shall be approved by the Board of Commissioners or may be approved by the County Manager in conformance with all of the following guidelines:

1. The County Manager finds that they are consistent with operational needs and any Board approved goals.
2. Transfers between departments and funds do not exceed \$50,000 each.
3. Transfers from Contingency appropriations do not exceed \$50,000 each unless the County Manager finds an emergency exists.
4. All transfers between departments and funds are reported to the Board of Commissioners by its next regular meeting following the date of the transfer (with the exception of performance awards and reclassification/pay inequity funds, which the County Manager has the authority to transfer).

B. **Transfers within Departments and Activities:** Department Heads may transfer line item appropriations between and within activities within the departments under their jurisdiction with the approval of the Budget Manager.

C. **Transfers of Appropriations from Contingency or Departments for Real Estate Transactions:** Transfers of appropriations from Contingency or departments may be made by the County Manager in order to secure options, pay deposits, or pay other necessary expenses related to real estate transactions approved by the Board of Commissioners.

D. **Transfers of Capital Projects Appropriations:** Transfers of appropriations up to \$50,000 between projects within a capital project fund may be approved by the County Manager. All transfers between projects are reported to the Board of Commissioners by its next regular meeting following the date of the transfer.

E. **Transfers of Appropriations from Special Departmental Expense and Revenue Contingencies:** Transfers of appropriations may be made by the Budget Manager from special departmental expense and revenue contingency accounts that have been set aside to accommodate mid-year adjustments for allocations from outside agencies. The budget for such special departmental contingency expenditures will not be used until revenues are received and the related funds are transferred out of the contingency accounts to an appropriate line item.

## **SECTION II**

### **Amendment to Procedures, Controls, and Authorities for Reinventing Departments**

The following procedures, controls, and authorities shall apply to transfers, personnel, and adjustments within the budget for the Reinventing Departments, as determined by the County Manager:

A. As part of this process, the County's fund balance has been maintained by taking into account the average amount of unexpended funds turned back at the end of each year and making a onetime reduction in each Reinventing Department's allotment by that amount.

B. The Board of Commissioners will appropriate funds for the Reinventing Departments based on approved outcomes to be achieved during the fiscal year.

C. Department Heads are hereby authorized to transfer appropriations between activities or from special department contingencies under their jurisdiction with the approval of the Budget Manager. Requests for transfers from the General Fund contingency must be approved by the County Manager. The budget for such special departmental contingency expenditures will not be used until revenues are received and the related funds are transferred out of the contingency accounts to an appropriate line item. Department Heads within the Reinventing Departments are hereby authorized to reallocate existing positions between activities under their jurisdiction.

E. Departments will be allowed to retain all unexpended allocations and/or revenues as defined by the County Manager.

F. Reinventing Departments may create or abolish positions which impact the outcomes approved by the Board of Commissioners and within available revenues upon summary approval of the Board of Commissioners. Approval will come at the next regularly scheduled Board of Commissioners' meeting and will be attached and approved as part of the minutes.

**SECTION III  
Tax Levy Rate**

A tax rate of \$0.5750 per \$100 of assessed valuation is hereby levied for Fiscal Year 2015/16, all of which is levied in the General Fund. The revenue neutral rate resulting from countywide property revaluation was \$0.5678 and is reported as required by G.S. 159. No discounts will be allowed for early payment of taxes.

The following rates are levied for fire protection service districts and revenue neutral rates are reported:

<u>Fire Protection Service District</u>	<u>Levied Tax Rate Per \$100 Valuation</u>	<u>Revenue Neutral Rate</u>
Bandys Fire	\$0.0820	\$0.0746
Catawba Rural Fire	\$0.0850	\$0.0743
Claremont Rural Fire	\$0.0800	\$0.0757
Conover Rural Fire	\$0.0900	\$0.0762
Cooksville Fire	\$0.0620	\$0.0666
Hickory Rural Fire	\$0.0900	\$0.0749
Longview Rural Fire	\$0.0730	\$0.0787
Maiden Rural Fire	\$0.0750	\$0.0757
Mt View Fire	\$0.0600	\$0.0629
Newton Rural Fire	\$0.0900	\$0.0925
Oxford Fire	\$0.0650	\$0.0615
Propst Fire	\$0.0620	\$0.0656
Sherrills Ford Fire	\$0.0810	\$0.0842
St. Stephens Fire	\$0.0900	\$0.0947

**SECTION IV  
Hospital Fund**

The Catawba Valley Medical Center Board of Trustees is hereby required to submit a monthly copy of its financial statements to the County Finance Director that will include a budget to actual comparison of all expenses and revenues. The Hospital maintains a balance with the County, in the Hospital Reserve Fund. This Fund is intended to be used to finance and construct major Hospital capital projects, if needed, and the school nurse program at Public Health. Catawba Valley Medical Center is a public non-profit hospital and an entity or component unit of Catawba County Government. The County owns the assets but the Hospital is not a line department of the County and therefore is not included in the County budget. The Hospital is authorized to operate as an enterprise fund.

**SECTION V**  
**Schools' Current Expense**

The allocation of general revenues for the schools' current expense per school system is \$1,483 per pupil based on the average daily membership of K-12, \$52 per pupil of which is budgeted separately in support of schools cooperating on the following inter-school system programs--Catawba County Bus Garage, HCAM Core Academy, Conover School for Exceptional Children, therapeutic day treatment, and Community Schools.

It is recommended that the three county school systems appropriate from their estimated fund balance an amount not to exceed 5 percent of the current expense fund for the purpose of establishing a contingency account.

In accordance with the School Budget and Fiscal Control Act, each Board of Education is required to submit to the Board of Commissioners, as soon as adopted, a copy of the School Board's budget resolution. The school finance officer will submit a quarterly statement of the financial condition of the Administrative unit to the Board of Commissioners.

**SECTION VI**  
**Capital Projects and Grants**

Project Managers will be designated on a project-by-project basis for all County construction projects and the procedures set forth in "Architectural Procedures – Catawba County", adopted by the Board of Commissioners shall be used to coordinate the efforts of all parties involved in a project. Any changes in the estimate, as a result of bids or otherwise, shall be reported by the Project Managers and carry his or her recommendation of approval to the Board of Commissioners prior to the advertising of bids. When compiled and approved by user agencies, all projects must conform to the Catawba County Design and Construction Specifications.

In accordance with the School Budget and Fiscal Control Act each school system will submit to the County Budget Manager detailed project sheets for each capital project included in this budget on sheets as specified in the "Uniform Budget" format, by January 1, 2016.

The General Capital Projects Fund, the Hospital Construction Fund, the Water and Sewer Fund, the School Capital Outlay Fund, the School Bond Capital Projects Fund, the Schools' Construction Fund, the Fire Districts Funds, and the Community Development Fund are hereby authorized. Appropriations made for the specific projects or grants in these funds are hereby appropriated until the project is completed.

Any grant or capital project budget previously adopted, the balance of any anticipated, but not received, revenues and any unexpended appropriations remaining on June 30<sup>th</sup>, 2015, shall be reauthorized in the Fiscal Year 2015/16 budget unless a specific new budget has been prepared.

**SECTION VII**  
**Emergency Approvals, Schools**

Emergency transfers to and from the School Capital Outlay Fund shall be in accordance with the School Budget and Fiscal Control Act.

**SECTION VII**  
**Annual Financial Reports**

All agencies receiving County funding are required to submit an audit report by December 31<sup>st</sup>, 2015. Approved payments may be delayed pending receipt of this financial information.

**SECTION IX  
Fees and Licenses**

Charges for fees and licenses by Catawba County Departments or Agencies shall be in accordance with the fee policy. Fee changes to be adopted by the Board of Commissioners are set forth in the attached Schedule A.

**SECTION X  
Per Diem Pay**

The Board of Commissioners and members of County boards are authorized to receive per diem pay as follows:

<b>Board</b>		<b>Per Diem Pay</b>
		<b>Pay</b>
Alcoholic Beverage Control Board		Chair, \$75 per meeting; Members, \$50 per meeting
Board of Adjustment		Chair, \$50 per meeting; Members, \$35 per meeting
Board of Commissioners		Chair, \$950 per month; Members, \$750 per month; In-County Travel Allowance, \$250 per month
Board of Elections		Chair, \$75 per meeting; Members, \$50 per meeting; \$100 for Election Day
Equalization & Review Board		Chair, \$50 per meeting; Members, \$35 per meeting
Hospital Board of Trustees		Chair, \$75 per meeting; Members, \$50 per meeting
Jury Commission		Chair, \$50 per meeting; Members, \$35 per meeting
Library Board		Chair, \$50 per meeting; Members, \$35 per meeting
Mental Health Board		Chair, \$60 per meeting; Members, \$40 per meeting
Planning Board		Chair, \$50 per meeting; Members, \$35 per meeting
Public Health Board		Chair, \$50 per meeting; Members, \$35 per meeting
Social Services Board		Chair, \$50 per meeting; Members, \$35 per meeting
Subdivision Review Board		Chair, \$50 per meeting; Members, \$35 per meeting
Value Review Committee		Chair, \$50 per meeting; Members, \$35 per meeting

**SECTION XI  
Personnel**

A. Salaries - Salaries for Fiscal Year 2015/16 are based on the Fiscal Year 2015/16 pay plan for Catawba County that is adopted as a part of this budget and is effective July 1<sup>st</sup>, 2015. Funds are included for a 3 percent performance pay increase for employees who satisfy performance expectations as reflected in employees' annual performance evaluations.

B. Performance Awards - Funds are allocated in the budget to provide one-time lump sum performance awards to recognize exceptional performance at the discretion of the County Manager.

C. Travel Allowance - The travel allowance rate will be according to the IRS reimbursement rate.

D. Special Payment - Positions that require specialized skills may be compensated by a special payment. This payment will only occur while the employee is serving in that capacity. This special payment is not considered a part of the annual base pay for classification. The amount of special payment is to be approved by the County Manager upon a recommendation by the Human Resources Director.

**SECTION XII  
Budget Policy for State and Federal Fund Decreases**

It will be the policy of this Board that it will not absorb any reduction in State and Federal funds; that any decrease shall be absorbed in the budget of the agency by reducing personnel or department expenditures to stay within the County appropriation as authorized.

This policy is extended to any agency that is funded by the County and receives State or Federal money. This shall remain in effect until otherwise changed or amended by the Board of Commissioners. The County Manager is hereby directed to indicate this to each of the agencies that may be involved.

**SECTION XIII  
Reappraisal Fund**

In accordance with the provisions of G.S. 153A-150, an appropriation of \$374,329 will be made from the General Fund to the Reappraisal Fund for the purpose of providing funds for the next reappraisal.

**SECTION XIV  
Fiscal Control Act**

The Budget Manager and the Finance Director are hereby directed to make any changes in the budget of fiscal practices that are required by the Local Government and Fiscal Control Act. This shall extend to permitted consolidations of funds and "Single Tax Levies" permitted in the Fiscal Control Act.

A. As provided by G.S. 159-25 (b), the Board has authorized dual signatures for each check or draft that is made on County funds. The signatures of the County Manager, Finance Director, Assistant County Manager, and Assistant Finance Director shall be authorized signatures of the County.

B. Operating funds encumbered on the financial records of the County as of June 30<sup>th</sup>, 2015, are hereby re-appropriated to this budget.

C. The Board authorizes the appropriation of all Fund Balances earned by the Reinventing Departments as determined by the County Manager and as a result of the County's annual audit of June 30<sup>th</sup>, 2015.

D. The Board also authorizes (as is the practice) one principal account as depository for all funds received by the Finance Director from any source. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.

**SECTION XV  
Authorization to Contract**

The County Manager or his designee are hereby authorized to execute agreements, within funds included in the Budget Ordinance or other actions by the Board of Commissioners, for the following purposes: 1) Form grant agreements to public and non-profit organizations; 2) Leases of routine business equipment; 3) Consultant, professional, or maintenance service agreements; 4) Purchase of supplies, materials, or equipment where formal bids are not required by law; 5) Applications for and agreements for acceptance of grant funds from Federal, State, public, and non-profit organization sources, and other funds from other government units, for services to be rendered which have been previously approved by the Board; 6) Construction or repair projects; 7) Liability, health, life, disability, casualty, property, or other insurance or performance bonds other than similar items required by the Sheriff or Register of Deeds; and 8) Other administrative contracts which include agreements adopted in accordance with the directives of the Board of Commissioners.

**SECTION XVI**

**Authorization to Award and Reject Bids**

Pursuant to General Statute 143-129, the County Manager is hereby authorized to award formal bids received in amounts less than \$250,000 within the following guidelines: 1) bid is awarded to the lowest responsible bidder; 2) sufficient funding is available within the departmental budget; and 3) purchase is consistent with the goals and/or outcomes of the department. The County Manager shall further be authorized to reject any and/or all bids received if it is in the best interest of Catawba County. A report shall be made to the Catawba County Board of Commissioners of all bids awarded or rejected under this section and entered in the minutes of its formal sessions.

This ordinance is adopted this 1<sup>st</sup> day of June 2015.

11. Attorney's Report:
12. Manager's Report.  
The Board was to introduced Ms. Luisa Agathon, a student in the UNC-Chapel Hill Masters of Public Administration Program, who will be an intern in the County Manager's Office during the summer of 2015 and Doaw Xiong, a student at North Carolina Central University School of Law, who will be an intern with the County Legal Office.
13. Adjournment. Commissioner Hunsucker made a motion to adjourn at 10:00 a.m. The motion carried unanimously and the meeting adjourned.

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Randy Isenhower, Chair  
Catawba County Board of Commissioners

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Barbara E. Morris  
County Clerk