

Subcommittee Sessions
Monday, September 26, 2016, 8:00 a.m.
Second Floor Meeting Room, Government Center

Finance and Personnel Subcommittee
Commissioners Beatty and Hunsucker

1. Establishment of Engineered Option Permit Fee. *Presented by Public Health Director Doug Urland.*
2. Increase to Water Sample Fees. *Presented by Public Health Director Doug Urland.*
3. Expansion of Early (One-Stop) Voting to 17 Days. *Presented by Board of Elections Director Amanda Duncan.*
4. Appropriation of \$70,000 in Existing Fund Balance to Newton-Conover Rescue Squad. *Presented by Assistant Emergency Services Director Mark Pettit.*

Policy and Public Works Subcommittee
Commissioners Barnes and Butler

No Items for this Subcommittee

NOTICE – THE BOARD WILL CONDUCT A STRATEGIC PLANNING WORKSHOP FOLLOWING THE REVIEW OF SUBCOMMITTEE ITEMS.

NOTICE – THE BOARD WILL HOLD A SPECIAL JOINT MEETING THE HICKORY CITY COUNCIL AT 12:00 P.M. AT NC CENTER FOR ENGINEERING TECHNOLOGIES, 1990 MAIN AVENUE SE, HICKORY, ROOM 149. THE PURPOSE OF THIS MEETING IS TO HOLD A PUBLIC HEARING AND CONSIDER THE APPROPRIATION OF COUNTY FUNDS FOR AN ECONOMIC DEVELOPMENT PROJECT.

Other items for Monday, October 3, 2016, 7:30 a.m. Meeting – note change of time and location (2nd Floor Meeting Room of the Government Center

1. Strategic Planning Workshop prior to regular agenda.
2. Fire Prevention Week Proclamation.
3. Records Retention and Disposition Schedule for Sheriff's Office.

Distribution

Board of Commissioners
County Attorney
County Manager
Chief Financial Officer
Assistant County Manager Dewey Harris
Assistant County Manager Mary Furtado
County Clerk
Director of Planning & Parks
Emergency Services Director
Human Resources Director
Director of Utilities and Engineering
Budget Manager



MEMORANDUM

To: Finance and Personnel Subcommittee

From: Douglas W. Urland, Public Health Director

Date: September 26, 2016

Subject: Establishment of Engineered Option Permit Fee

REQUEST:

The Catawba County Board of Health requests the Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve establishment of a new fee for the Engineered Option Permit (EOP) recently authorized by the North Carolina General Assembly.

BACKGROUND:

Each year through the annual budget process, the Board of Commissioners adopts a philosophy for all fees collected by the County. Public Health’s Environmental Health fee philosophy is that “fees will support 100 percent of the total cost,” where possible.

Effective July 1st, the State allowed each local health department to assess a fee for the EOP of up to thirty percent (30%) of the cumulative total of the existing fees the department has established to obtain an improvement permit, an authorization to construct, and an operations permit for wastewater systems under its jurisdiction. This proposed fee (depicted below) is calculated as a percentage of existing fees and will allow Public Health to recover some of the costs the department will absorb when engineers submit this type of application.

	Improved Permit Fee (existing)	Authorization to Construct Fee (existing)	Total Existing Fees	Proposed Engineered Option Permit (30% of existing fees)
360 gallons per day (gpd) or less	\$150	\$300	\$450	\$135
361 – 600 gpd	\$150	\$450	\$600	\$180
601-1000 gpd	\$150	\$650	\$800	\$240
1001 or more gpd	\$150	\$900	\$1,050	\$315

The EOP is defined in **15A NCAC 18A .1971 ENGINEERED OPTION PERMIT** (a) An Engineered Option Permit (EOP) on-site wastewater system, as defined by G.S. 130A-334(1g), is available to an owner that provides an alternative process for the siting, design, construction, approval, and operation of the system without requiring the direct oversight or approval of the local health department. An owner choosing to use the EOP shall employ the services of a registered professional engineer licensed pursuant to G.S. 89C to prepare signed and sealed drawings, specifications, plans, and reports for the design, construction, operation, and maintenance of the wastewater system in accordance with G.S. 130A-336.1 and this Rule. Except as provided for in G.S. 130A-336.1 and in this Rule, an EOP system is subject to all applicable requirements of Article 11 of Chapter 130A of the General Statutes and all rules of this Section. Nothing in this Rule shall be construed as allowing any professional to provide services for which he or she has neither the educational background, expertise, or license to perform, or is beyond his or her scope of work as provided for pursuant to G.S. 130A-336.1 and the applicable statutes for their respective profession.

RECOMMENDATION

The Catawba County Board of Health respectfully recommends the Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve the Environmental Health fees for the Engineered Option Permit as outlined above.



MEMORANDUM

To: Finance and Personnel Subcommittee
From: Douglas W. Urland, Public Health Director
Date: September 26, 2016
Subject: Increases to Water Sample Fees

Requested/Proposed:

The Catawba County Board of Health requests the Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve a \$14 increase to the following types of water sample fees:

Fluoride, Lead, Nitrate, Volatile Organic Analysis, Pesticide, Petroleum – from \$85 to \$99
Inorganic – from \$114 to \$128

Background/Review:

Catawba County Public Health received notice from the State Laboratory (State Lab) earlier this fiscal year of increased costs related to the purchase of water sample kits from the State Lab. The State Lab strives to keep increases as low as possible for shipping and laboratory supplies. Kit prices continue to include the sample materials, shipment to our facility and the analytical testing.

Public Health will be impacted by these increased costs in the area of the Inorganic water sample and the Fluoride, Lead, Nitrate, Volatile Organic Analysis, Pesticide, Petroleum water samples. Water sample kits ordered from the State Lab for these types of water tests will cost an additional \$14 each.

The requested fees outlined above will allow Public Health to cover the increased costs of the water sample kits. In Fiscal Year 2015-16, approximately 200 water sample kits were purchased and used from the State Lab which included both public and staff initiated testing.

Recommendation:

The Catawba County Board of Health respectfully recommends the Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve the increase to the water sample fees as outlined above. These fees would then be effective upon the date approval is received from the County Commissioners.

“Leading the Way to a Healthier Community”

MEMORANDUM

TO: Finance And Personnel Subcommittee

FROM: Amanda Duncan, Board of Elections Director

DATE: September 26, 2016

IN RE: Expansion of Early (One-stop) Voting to 17 days

REQUEST

Staff requests the Finance and Personnel Subcommittee recommends the Board of Commissioners appropriate \$27,450 to fund the expansion of the early voting period from 10 to 17 days.

BACKGROUND

In 2013 North Carolina's General Assembly passed House Bill 589, the Voter Identification and Verification Act (VIVA). VIVA made major changes that impacted the voter. Some key provisions of the law were:

- Elimination of Same Day Registration – Persons who are not registered to vote in a county can no longer register to vote in person during the one-stop early voting period. Qualified persons wanting to vote in an election must register to vote no later than 25 days before the date of the election.
- Reduction of One-stop Voting days – One-stop voting is reduced to 10 days but maintains the same number of voting hours. One-stop now begins on the second Thursday prior to the date of the election instead of the third Thursday prior to the date of the election.
- No Out of Precinct Voting – Voters who vote on Election Day must vote at the polling place for their correct precinct, based on their residential address as of 30 days prior to the election. County boards of elections will not be able to count any provisional ballot for a voter who does not vote at their correctly assigned precinct on Election Day.
- Absentee Voting – Requesting an absentee ballot must be done on the State Absentee Ballot Request Form. Hand-written requests will no longer be accepted. The voter or requestor must provide the voter's date of birth and identification information that can be matched to the voter's record in the list of registered voters. A voter must now vote his or her ballot in the presence of two witnesses. A voter may vote his or her ballot in the presence of one witness only, if the witness is a Notary Public.

Several civil rights advocates and the Justice Department sued to block the law but it was upheld by a Federal District Court judge. On July 29th, the Fourth Circuit Court of Appeals struck down VIVA. As a result of this ruling the aforementioned provisions are now reversed. The One-stop voting provision has a budgetary impact. Not only will the One-stop voting days increase to 17 from 10, the County's Board of Elections has elected to increase total One-stop voting hours by 235 hours across all five sites. This will require \$27,450 in additional appropriation to successfully operate early voting during the General Election. The following are the locations and times for One-stop voting:

- Newton Main Library
- Highland Recreation Center

- Southwest Library
- Conover Station
- Sherrills Ford Library

Voting Times		
Thursday	Oct 20	8am to 6pm
Friday	Oct 21	8am to 6pm
Saturday	Oct 22	8am to 1pm
Sunday	Oct 23	1pm to 5pm
Monday	Oct 24	8am to 6pm
Tuesday	Oct 25	8am to 6pm
Wednesday	Oct 26	8am to 6pm
Thursday	Oct 27	8am to 6pm
Friday	Oct 28	8am to 6pm
Saturday	Oct 29	8am to 1pm
Sunday	Oct 30	1pm to 5pm
Monday	Oct 31	8am to 6pm
Tuesday	Nov 1	8am to 6pm
Wednesday	Nov 2	8am to 6pm
Thursday	Nov 3	8am to 6pm
Friday	Nov 4	8am to 6pm
Saturday	Nov 5	8am to 1pm

RECOMMENDATION

Staff recommends the Finance and Personnel Subcommittee recommends the Board of Commissioners appropriate \$27,450 to fund the expansion of the early voting period from 10 to 17 days.

Revenue

110-140050-690100 \$27,450

Expenditures

110-140050-812600 \$27,450

MEMORANDUM

TO: Finance and Personnel Subcommittee

FROM: Mark V. Pettit, Assistant Emergency Services Director

DATE: September 26, 2016

SUBJECT: Appropriation of \$70,000 in existing fund balance to Newton-Conover Rescue Squad.

Request:

Staff requests the Finance and Personnel Subcommittee recommends to the Board of Commissioners approval of the appropriation of existing fund balance in the amount of \$70,000 to Newton-Conover Rescue Squad. The rescue squad will use these funds to remount a new chassis for their ambulance.

Background:

In 2012 Emergency Services and the squads have worked together to develop a 20 year capital improvement plan (CIP) the squads jointly agreed to. The CIP is designed to address vehicle replacement for the Rescue Squads. Historically, the value of 2/3 of a penny is allocated to fund the 5 Rescue Squads in Catawba County each fiscal year. These funds are utilized for rescue operational costs, Medical First Response and rescue capital purchases. Each year 8% of the total rescue budget is held for capital purchases. In addition to the 8% held, any undesignated operational funds are applied to the CIP.

Newton-Conover Rescue Squad currently has a 1991 ambulance with 27,000 miles that is no longer cost effective to maintain. The existing vehicle is costing the squad between \$200-\$1,000 each month to maintain. The department is replacing the current chassis with a new 2016 Chevrolet 3500 4x4 for a total cost of \$90,869. The \$70,000 being requested will be used towards the total cost of the vehicle, radio installation and emergency striping of the vehicle.

Based on the rescue CIP Newton-Conover Rescue Squad was scheduled to remount their ambulance in FY 14/15. As part of the agreed upon CIP, each squad is required to apply for grant assistance with these purchases. In FY 14/15 Newton-Conover Rescue was not selected to receive a grant that year. In an effort to save County taxpayer dollars, the purchase was postponed until the squad received the grant.

In the current FY Newton-Conover Rescue applied for and received a \$25,000 matching grant from the Volunteer Rescue/EMS Fund and is now requesting the unspent CIP funds from FY 14/15. After this appropriation of \$70,000, there will be \$242,580 in the rescue fund balance.

Recommendation:

Staff recommends the Finance and Personnel Subcommittee recommend to the Board of Commissioners approval of the appropriation of existing fund balance in the amount of \$70,000 to Newton-Conover Rescue Squad.

Appropriation of Existing Fund Balance
240-260250-690100 \$70,000
Rescue Squads Fund Balance

Expense
240-260250-86700 \$70,000
Newton-Conover Rescue Squad Capital