

BUDGET ORDINANCE

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

SECTION I

Budget Adoption, 2016/17

The following budget with anticipated fund revenues of \$252,801,734 and departmental expenditures of \$252,801,734 ([see Revenues and Expenditures Summary in the Summary Information 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 1st, 2016, and ending June 30th, 2017, 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 Reinvesting 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 \$0.575 per \$100 of assessed valuation is hereby levied for Fiscal Year 2016/17, all of which is levied in the General Fund. 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> |
|---|--|
| Bandys Fire | \$0.0820 |
| Catawba Rural Fire | \$0.1000 |
| Claremont Rural Fire | \$0.0800 |
| Conover Rural Fire | \$0.0900 |

| | |
|---------------------|----------|
| Cooksville Fire | \$0.0620 |
| Hickory Rural Fire | \$0.0900 |
| Longview Rural Fire | \$0.0730 |
| Maiden Rural Fire | \$0.0800 |
| Mt View Fire | \$0.0750 |
| Newton Rural Fire | \$0.0900 |
| Oxford Fire | \$0.0650 |
| Propst Fire | \$0.0620 |
| Sherrills Ford Fire | \$0.1100 |
| St. Stephens Fire | \$0.1200 |

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 \$1,540 per pupil based on the average daily membership of K-12, \$54 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, 2017.

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 30th, 2016, shall be reauthorized in the Fiscal Year 2016/17 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 31st, 2016. 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:

| Per Diem Pay | |
|----------------------------------|--|
| Board | Pay |
| 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, \$1,050 per month; Members, \$850 per month; In-County Travel Allowance, \$350 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 2016/17 are based on the Fiscal Year 2016/17 pay plan for Catawba County that is adopted as a part of this budget and is effective July 1st, 2016. Funds are included for a 2.25 percent performance pay increase for employees who satisfy performance expectations as reflected in employees' annual performance evaluations. Top performers could receive \$500 added to base (awarded at the discretion of department heads).
- 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 \$397,072 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 30th, 2016, 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 30th, 2016.
- 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

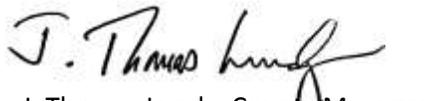
Authorization to Award and Reject Bids

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 6th day of June 2016.



Randy Isenhower, Chair



J. Thomas Lundy, County Manager

SCHEDULE A

Below are the fee changes/clarifications that have been adopted as a part of this budget. All fees are effective July 1st, 2016, unless otherwise noted. *(See Appendices for complete fee schedule and fee philosophies)*

Planning, Parks, & Development

Modify existing fee:

Old – \$11,000 collected at end of process if permit is issued; \$0 collected if not. Fee covers:

- a. \$6,000 cost of consultant contract to conduct site assessment
- b. \$5,000 to County for application review and permit issuance

New

- a. Collect \$6,000 cost of consultant contract to conduct site assessment at beginning of application process.
- b. \$5,000 collected at conclusion of permitting process if permit is issued.

Cooperative Extension

Serv-Safe \$80 course cost and \$40 exam cost

Library

Improper return of technology fee\$25
(To encourage borrowers to return these materials inside building instead of through book-drop, which could lead to damage or loss of resource.)

Modify Existing Fee

3D Printing Fees:

- a. 3D printing software tracks amount of filament used on “per gram” basis while current fee language is written on “per cubic inch” basis. Recommended fee is \$2 per print, plus \$0.10–\$0.50 per gram filament instead of current \$1 - \$5 per cubic inch.
- b. \$0.50 per cut, plus material cost digital cutting fee