

June 4, 2012, MB#52

Regular Session, June 4, 2012, 9:30 a.m.  
Catawba County Board of Commissioners

**Appointments**

Conover Planning Board	568	06/04/12
Public Health Board	568	06/04/12
Tax Collector/Deputy Tax Collector	568	06/04/12
Greenway Transportation Board	568	06/04/12

**Awards**

NACo Outstanding County Program Awards	567	06/04/12
--	-----	----------

**Budget**

Budget Ordinance	569	06/04/12
Budget Transfers	576	06/04/12

**Public Health**

Vaccine Fee	568	06/04/12
-------------	-----	----------

**Sheriff's Office**

Hiring of a Relative	568	06/04/12
----------------------	-----	----------

**Tax**

Refund Requests	569	06/04/12
-----------------	-----	----------

The Catawba County Board of Commissioners met in regular session on Monday, June 4, 2012 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 Katherine W. Barnes, Vice-Chair Lynn M. Lail and Commissioners Dan A. Hunsucker, Barbara G. Beatty and Randy Isenhower.

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

1. Chair Katherine W. Barnes called the meeting to order at 9:30 a.m.
2. Vice-Chair Lynn Lail led the Pledge of Allegiance to the Flag.
3. Commissioner Barbara G. Beatty offered the invocation.
4. Commissioner Randy Isenhower made a motion to approve the minutes from the Board's Regular Meeting of May 21, 2012. The motion carried unanimously.
5. Recognition of Special Guests: Chair Barnes welcomed everyone present and Sheriff Coy Reid.
6. Public Comments for Items Not on the Agenda: None.
7. Presentations:
  - a. Chair Barnes recognized Social Worker Supervisor III Lori Williams, Social Worker Program Manager Dawn Wilson and Social Worker III Amanda Freeland for their involvement in the Backpack Program for Children which was a winner of the 2012 National Association of Counties (NACo) Achievement Awards. The Backpack Program For Children, from Social Services, provides an

immediate linkage to food for families struggling with food insecurity due to a recent change in the family's ability to be self-sufficient and a lack of economic support (such as parent job loss, loss of vehicle, additional members of the family living with one another). The program educates parents about resources in the community, including job fairs and other free family-oriented activities, by including printed information about these programs in the backpacks.

b. Chair Barnes recognized Purchasing Manager Debbie Anderson, Purchasing Agents Beatrice Abernathy and Regina Propst and Waste Reduction Coordinator Amanda Kain for their involvement in the Green Vendor Fair which was also a winner of a 2012 North Carolina Association of County Commissioners Outstanding County Program Award. The event, held in July 2011, was open to governmental employees and vendors only, and exhibited "green" products, materials and services in order to shine a spotlight on existing and potential vendors that specialize in providing recycled and environmentally-friendly products and services. A variety of products and services were on display, including office supplies, office furniture, printing/promotional products, janitorial supplies, vehicles, maintenance/facilities, copiers and recycling services. Since a fee was not charged to vendors and sponsorship was voluntary, the event gave an opportunity to small, local businesses to reach a large audience with minimal expense.

8. Appointments:

Commissioner Hunsucker recommended the reappointment of Ken Hilderbran for a sixth term on the Conover Planning Board. Mr. Hilderbran's term will expire on May 31, 2015. Commissioner Hunsucker also recommended the reappointment of Dr. Sharon Monday for a second term and Dr. Robert Rights for a third term on the Public Health Board. These terms will expire on June 30, 2015. County Manager Tom Lundy recommended the reappointment of Ona Scruggs as Tax Collector for a third term and Jeanne Jarrett as Deputy Tax Collector for a sixth term. These terms will expire on June 30, 2014. Chair Barnes recommended the reappointment of County Manager Tom Lundy as the Catawba County Representative and Jacky Eubanks as the Catawba County Alternate on the Greenway Transportation Board. These terms will expire on June 30, 2015. Chair Barnes also recommended the appointment of Bryan Blanton as her designee to the Local Emergency Planning Committee. Mr. Blanton's term will expire on June 3, 2014. These recommendations 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 the hiring of a relative. Pursuant to North Carolina General Statute 153A-103, the Board of Commissioners must approve the appointment of an officer who is a relative of the Sheriff. The Sheriff requested approval of the appointment of his son, Cory Reid, to an entry level Deputy Sheriff position on the Road Patrol night shift. Cory Reid was a patrol officer with the Maiden Police Department for three years and a member of the County's STAR team for two years. Commissioner Hunsucker made a motion to approve this hiring. The motion carried unanimously.

B. Public Health:

Public Health Director Doug Urand requested the Board approve the establishment of a fee for the Pentacel DTAP (Tetanus, Diphtheria, Pertussis), Polio, Hib (*Haemophilus influenzae* type b) Vaccine. Catawba County Public Health will offer the Pentacel vaccine to clients who meet guidelines for paid vaccine. Pentacel is a combination vaccine that is used for prevention of tetanus with a booster of pertussis (whooping cough) as well as polio and a bacterial type of influenza most known to cause bacterial meningitis. As of December 1, 2009, the State will only provide free Pentacel for specific groups within the Vaccines for Children Program (VFC). These vaccines are given at 2 months, 4 months, 6 months, 18 months and 4-5 years of age. The combination vaccine will provide two less shots per visit for required children's vaccines. Recently, Public Health has depleted its supply of transitional vaccine used for clients who did not meet the VFC requirements. By offering this combination vaccine to those individuals who

have insurance, it will decrease cost as well as the number of vaccines needed per visit. The fee for providing the Pentacel vaccine will be the cost of the vaccine plus \$20. This fee is based on the actual vaccine cost and related administrative costs (currently the cost of the vaccine is \$79 and with the added administrative costs, the fee will be \$99). The fee amount requested is consistent with other vaccines offered and follows the department's fee philosophy approved by the Board of Commissioners. Commissioner Beatty made a motion to establish this fee. The motion carried unanimously.

- C. Tax Collector Ona Scruggs requested the Board approve two tax refund requests totaling \$15,595.95. Under North Carolina General Statute 105-381, a taxpayer who has paid taxes may request a refund (in writing) for an amount that was paid through error. The records had been checked and these refunds verified. Commissioner Barbara Beatty made a motion to approve these refunds. The motion carried unanimously.

- 10.. Other Items of Business: Adoption of the Catawba County Annual Budget for Fiscal Year 2012-13. County Manager Lundy stated that the proposed budget had incorporated the decisions made at the Board's Public Hearing and Wrap Up session on Thursday, May 31, 2012 and the FY2012-13 Budget was in the amount of \$226,402,044. Vice-Chair Lail made a motion to adopt the following Budget Ordinance. The motion carried unanimously.

## **BUDGET ORDINANCE**

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

### **SECTION I**

#### **Budget Adoption, 2012/13**

The following budget with anticipated fund revenues of \$226,402,044 and departmental expenditures of \$226,402,044 (see pages 54 through 57 of the budget document for a 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>, 2012, and ending June 30<sup>th</sup>, 2013, 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 \$0.53 per \$100 of assessed valuation is hereby levied for Fiscal Year 2012/13, 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 volunteer fire districts:

<u>Volunteer Fire Department</u>	<u>Tax Rate Per \$100 Valuation</u>
Bandys	\$0.0700
Catawba	\$0.0700
Claremont	\$0.0700
Conover Rural	\$0.0700
Cooksville	\$0.0617
Hickory Rural	\$0.0700
Longview	\$0.0546
Maiden	\$0.0600
Mountain View	\$0.0600
Newton	\$0.0700

Oxford	\$0.0558
Propst	\$0.0615
Sherrills Ford - Terrell	\$0.0700
St. Stephens	\$0.0700

**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 of not less than \$4 million with the County, in the Hospital Construction Fund, to finance and construct major Hospital capital projects. This Fund is intended to be used primarily to finance and construct major Hospital capital projects. However, in an emergency situation, with written request of the Hospital, the County may, in its discretion, permit amounts on deposit in the Fund to be extended for any lawful purpose including payment of operating expenses of the Hospital. As long as a \$4 million balance in the Fund is maintained, monthly depreciation payments from the Hospital are not required. Monthly payments of \$50,000 will be required any time such \$4 million balance is not maintained.

Catawba Valley Medical Center is 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 is \$1,447 per pupil based on the average daily membership of K-12. This amount includes \$52 per pupil to operate the following inter-school system programs--Catawba County Bus Garage, Catawba Valley High School, Conover School for Exceptional Children, the Newton-Conover ACT Program, and the Community Schools Program.

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, 2012. 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 CDBG Scattered Site Housing 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>, 2012, shall be reauthorized in the 2012/13 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>, 2012. 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:

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  
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 2012/13 are based on the Fiscal Year 2012/13 pay plan for Catawba County that is adopted as a part of this budget and is effective July 1<sup>st</sup>, 2012. Funds are included for a 1 percent performance pay and a \$400 lump sum (added to base pay) for employees who satisfy the performance expectations for their position as reflected in employees' individual annual performance evaluation.
- B. Performance Awards - Funds are allocated in the budget to provide one-time lump sum performance awards to recognize exceptional performance. The County Manager is instructed to prepare a plan for the administration of performance awards to be effective during the Fiscal Year 2012/13 and to communicate said policy to all department directors and administer the plan.

- 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 Personnel Director.

**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 \$382,150 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>, 2012, are hereby reappropriated 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>, 2012.
- 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.

**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 4<sup>th</sup> day of June 2012

- 11. Attorney's Report: None.
- 12. Manager's Report: none
- 13. Budget Transfers: Pursuant to Board authority granted to the County Manager, the following budget transfers have been completed:

**CONTINGENCY**

110-190100-994000 Contingency \$2,352  
 110-260150-870100 Small Tools and Minor Equipment \$2,352

4/16/12 - Funds needs to replace one of the AEDs which are located in various County buildings. The AED located in the jail failed the annual maintenance check. The decision was made to replace the device as it is several years old, out of warranty, and will be \$1,200 to have it assessed for possible repair.

110-190100-994000 Contingency \$2,500  
 110-190050-829900 Other Govt. Cost / Misc. Benefits \$2,500

4/16/12 - Needed to cover anticipated expenses for remainder of year (bereavement flowers, etc.) Unanticipated cost of \$3,000 for department head staff development program earlier in year.

110-190100-994000 Contingency \$50,000  
 110-420050-868209 EDC/Lee Industries \$50,000

9/19/11 - Economic incentive for Lee Industries.

**SPECIAL CONTINGENCY**

110-190100-994200 Special Contingency \$1,600  
 110-190100-691500 Special Contingency \$1,600

110-260150-984000 Motor Vehicles \$1,600  
 110-260150-680100 Miscellaneous Revenue \$1,600

10/27/11 - This transfer moves funds from reimbursed insurance for Catawba County EMS Unit 2010 Chevy G\$500 with VIN ending in 2909 that was involved in a collision that resulted in a total loss of the ambulance for reimbursement of warranty funds.

110-190100-994200 Special Contingency \$5,000  
 110-190100-691500 Special Contingency \$5,000

110-420030-856900 Other Professional Services \$5,000  
 110-420030-681911 Donations \$5,000

1/24/12 - The NC Agricultural Development Farmland Preservation Trust fund approved a grant for the County's Farmland Protection plan in the amount of \$15,000. This was less than the \$25,000 request; therefore, staff has pursued other options to find supplemental funding. A request was made to the local Farm Bureau to gift \$5,000 for the farmland plan. This was approved by the Farm Bureau on January 23, 2012. (\*After the Farm Bureau formalized this contribution, the decision was made to carry out the planning activities associated with the Farmland Protection plan relying more heavily on internal staff rather than using the funding to supplement the state grant in paying consultant fees. Therefore, the \$5,000 was refunded to the Farm Bureau in late April.)

110-190100-994200 Special Contingency \$668  
 110-190100-691500 Special Contingency \$668

110-420030-849090 Miscellaneous \$668  
 110-420030-849090 Miscellaneous Revenue \$668

2/15/12 - These funds were returned from a housing project completed under the closed 2003 Scattered Site Housing Grant that requires an 8 year Deed of Trust. The Deed of Trust would have expired in April 2012 but the property owner died prior to that date, therefore, the balance owed was returned. The CDBG regulations states "Income for the use of CDBG funds received after closeout is not considered Program Income and may be expended as general fund monies unless it exceeds \$25,000 during the fiscal year". These funds will be used by the CDBG Grant Administrator for expenses associated with CDBG grants.

110-190100-994200 Special Contingency \$599  
 110-190100-691500 Special Contingency \$599

110-530900-915160 CJPP \$599  
110-530900-635012 CJPP Grant \$599  
4/25/12 - The State approved \$599 additional funding for the CJPP Grant. This is pass through to MHP.

**SCHOOLS**

420-750100-863200-31150-3-22 Catawba County Schools Annex Building \$5,445  
420-750100-863200-31103-3-02 Bandys Re-Roofing \$15,000  
420-750100-863200-31111-3-06 Foard/Bandys Tennis Courts \$9,800

420-750100-863200-31150-3-25 Catawba County Schools Transportation Office \$30,245  
11/17/11 – Transfer of unused funds from storage facility project, Bandys Re-Roofing, and Tennis Court for expansion to the school transportation office.

14. Adjournment. The meeting adjourned at 9:45.m.

---

Katherine W. Barnes, Chair  
Catawba County Board of Commissioners

---

Barbara E. Morris  
County Clerk