

# ***A G E N D A***

## ***LINCOLNTON CITY COUNCIL***

***June 7, 2018***

***7:00 p.m.***

***Council Chambers***

***City Hall***

FOR YOUR CONVENIENCE A COPY OF  
TONIGHT'S AGENDA  
IS AVAILABLE, LOCATED TO THE  
RIGHT OF THE ENTRANCE TO THE  
COUNCIL CHAMBERS

***ANYONE WISHING TO SPEAK  
DURING THE PUBLIC COMMENT  
PORTION OF THE AGENDA  
PLEASE SEE THE CITY CLERK PRIOR  
TO THE MEETING TO SIGN UP  
NON-AGENDA ITEMS WILL BE  
DISCUSSED AND SPEAKERS WILL BE  
LIMITED TO THREE (3) MINUTES  
A COPY OF THE RULES FOR PUBLIC COMMENT  
ARE AVAILABLE AT THE CITY CLERK'S DESK***

THANK YOU FOR ATTENDING  
OUR MEETING  
AND FOR YOUR INTEREST  
IN THE CITY OF LINCOLNTON

# **A G E N D A**

## **LINCOLNTON CITY COUNCIL**

**June 7, 2018  
7:00 p.m.**

**CALL TO ORDER – Mayor Hatley**

**PLEDGE OF ALLEGIANCE**

**1. Approval of Regular Agenda**

**2. Approval of CONSENT AGENDA:**

*All items placed under the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.*

**3. Approval of the following meeting minutes:**

**March 23, 2018 Budget Retreat**

**May 3, 2018 – Regular Meeting**

**May 22, 2018 – Special Meeting**

**4. Calls to Public Hearing for the June 28<sup>th</sup> Meeting:**

**(BIG-03-2018) Consideration of a Business Incentive Grant to John Anderson to expand his building, located at 235 East Main Street, currently housing Southern Charm Winery**

**(O-07-2018) Revisions to the City's Code – Regarding the Nuisance Ordinance**

**(C-09-18)**

**5. Approval of contract between the City and Mark Knuckles Associates, Inc. for Annual Compliance Watch Consultation Services**

**(C-10-18)**

**6. Approval of service contract between the City and the Lincolnton Housing Authority for Community Policing**

**REGULAR AGENDA**

**PRESENTATIONS**

7. Presentation to LPD Officer Terry Posey - “Life Saving Medal” for his meritorious Service on December 13, 2017

Rodney Jordan, Chief of Police

8. Presentations to Officers Terry Posey and Tony Potts for receipt of their Advanced Law Enforcement Certificates and Officers Randy Carroll and Robert (Trey) Hayes for receipt of their Intermediate Law Enforcement Certifications

Rodney Jordan, Chief of Police

9. Quarterly update from the Lincolnton Steering Committee

Fred Jarrett, Chair

**PUBLIC HEARINGS**

10. Consideration of revisions to the City’s Business Incentive Grant Program guidelines

Laura Elam, Planning Director

11. Consideration of a Business Incentive Grant (BIG-2-2018) application from Erika Thompson for building renovations for a new restaurant at 411-B East Main Street

Laura Elam, Planning Director

12. Consideration of approval the proposed 2018-19 fiscal year budget for the Lincolnton-Lincoln County Regional Airport

Joe Tate, L-LCRAP Manager  
Steve Zickefoose, City Manager



**PUBLIC HEARINGS**  
**(O-05-18)**

13. Public Hearing to receive comment on the proposed 2018 – 2019 fiscal year Budget for the City of Lincoln – total proposed budget is \$ 27,735,740.00.

*NOTE: Action on this item, after closing the Public Hearing, includes adopting the Budget Ordinance (O-05-18) and 2018-19 schedule of fees*

Steve Zickefoose, City Manager

**(O-06-18)**

14. Public Hearing to consider the following amendment to the City's Code of Ordinances, regarding traffic:

**Chapter 74 TRAFFIC SCHEDULES** -

**Schedule I: – STOP INTERSECTIONS –**

**ADD:** S. Academy/East Rhodes St  
East Park Drive/East Rhodes  
West Park Drive/East Rhodes

**REMOVE:** East Rhodes/South Poplar

**Schedule II: – TRAFFIC CONTROL SIGNAL LIGHT LOCATIONS -**

**ADD:** South Poplar/East Rhodes

**REMOVE:** South Academy/East Park Drive and East Rhodes (gymnasium intersection)

**Schedule VII: - SPEED LIMITS ON CITY MAINTAINED STREETS –**

**REDUCE SPEED:** Forney Avenue from 35 mph to 25 mph (Victor St to Bonview Avenue)

Green Street from 35 mph to 25 mph (East Main to Huss St)

**Schedule IX: NO RIGHT TURN ON RED –**

**ADD:** East Rhodes and South Poplar Street

**Chapter 75 - PARKING SCHEDULES**

**Schedule I: - PARKING PROHIBITED AT ALL TIMES –**

**ADD:** East Pine Street from Aspen St to Oak Street (South Side)  
South Poplar Street/East Rhodes Street – from intersection curb edges extending thirty five feet – ALL sides

Rodney Jordan, Chief of Police

**RESOLUTIONS**

**(R-06-18)**

- 15. City of Lincolnton – 2018– 2019 Salary Schedule / Schedule of Budgeted Positions**

**Tanya Osborne, HR Director**

**(R-07-18)**

- 16. Resolution authorizing the Lincolnton Fire Department to apply for a FEMA (SAFER) Grant that would allow the City to employ three (3) grant funded firefighter positions -**

**Ryan Heavner, Fire Chief**

**(R-08-18)**

- 17. Resolution authorizing the City to engage in Electronic Payments- (Both the use of and receipt of funds for payments with credits cards)**

**Steve Zickefoose, City Manager**

**POLICY**

**(P-02-18)**

- 18. Consideration of addition to the Administrative Policy Manual – Uniform Guidance Procurement; as it relates to the use of Federal Funds utilizing Federal Guidelines**

**Steve Zickefoose, City Manager**

**OTHER BUSINESS**

- 19. Monthly Financial & Overtime report**

**Steve Zickefoose, City Manager**

- 20. Discussion of term limits**

**Mayor Hatley**

**AGENDA**  
**JUNE 7, 2018**  
**Page 5**

21. **CLOSED SESSION** - To discuss Personnel  
in accordance with NCGS 143.318.11(a)(1)(5)  
to discuss Property and consider (R-09-2018)

Mayor Hatley

**BUDGET AMENDMENT**  
**(BA-03-2018)**

- 22.. Consideration of Budget Amendment – Electric Fund

Steve Zickefoose, City Manager

**PUBLIC COMMENT**

*Speakers will be limited to three (3) minutes to address Mayor and City Council  
Concerning Non-Agenda Items.  
You must sign in with the City Clerk prior to the meeting to be eligible to speak*

**NEWS MEDIA**

**ADJOURNMENT**

**ITEM #**

**1**

***APPROVAL***

***OF***

***REGULAR***

***AGENDA***

**ITEM #**

**2**

***APPROVAL***

***OF***

***CONSENT***

***AGENDA***

**ITEM #**

**3**



## **MINUTES - PLANNING RETREAT - MARCH 23, 2018**

The Mayor and City Council held a Budget Workshop/Planning Session on Friday, March 23, 2018, from 8:30 am until 6 pm, in the Council Chamber of City Hall, located at 114 West Sycamore Street, Lincoln, Nebraska.

Mayor Hatley opened the meeting at 8:30 am, turning the meeting over to City Manager Steve Zickefoose for a brief overview of the process for the day. He told Council the agenda format was such that it aligns with the goals of the Strategic Plan developed in 2015-16.

All Department Heads and the City Attorney were present for the meeting. Steve Peeler missed a portion of the meeting due to a conference call with Electricities. The following Council members were in attendance:

**SMITH      EADDY      JETTON**

Councilman David Black was absent due to a commitment representing a court case.

### **STRATEGIC PLAN:**

Steve Zickefoose, City Manager, reviewed the four goals defined from the City's Strategic Planning Process. He noted that (1) Improve Infrastructure (2) Employee Benefits (3) Downtown Development and (4) Improve Recreation opportunities. Handouts of a graph outlining the progress of all four areas were provided in the notebook given to each attendee.

*(A copy of the notebook with detailed information on each item is on file in the City Clerk's office and will be retained throughout the retention period)*

### **INFRASTRUCTURE:**

Ritchie Haynes, Assistant City Manager, spoke to the infrastructure and reviewed the goals and communication on each item as defined and also reviewed a timeline for completion for each. He clarified that this document is not one that was completed and put on a shelf, "it is being used as a tool/guideline for improvements as a result of the strategic planning process." Items reviewed were: Communication items; Smart Grid to City Electric, Public Works & Electric and Water Resources, Pilot program for Downtown Speakers for Special Events telephone system / emergency blasts and expansion of Smart Phone to PWU employees.

Sewer Needs: Meter flows in selected lines determine where needs may be for rehab or replacement; A Vector Truck, defused Air Flotation Facility, generators

## **MINUTES - PLANNING RETREAT - MARCH 23, 2018**

for sewer pump stations, regulatory requirements for Waste Water Treatment Plant, Telemetry for Sewer Pump Stations, and Right of Way Clearing.

Water Needs: Identify low flow areas, Negotiate a reduction in the volume of water obligated by contract to the City of Cherryville, regulatory requirements at Water Treatment Plant and improvements to existing facilities.

Electric: Expand Smart Grid to entire service area, Flint Street Substation Improvements, establish full time tree trimming capability conducting a cost analysis in 2017-18.

Streets: establish funding source for increased mileage of annual resurfacing. Implement a study to determine sidewalk, curb and gutter and storm drain needs.

Buildings: Remodeling of the Public Service Center Warehouse area, remodel Public Service Center Administration Building to facilitate more efficient use of space. Facilitate new location for Lincolnton Police Department, and facilitate LPD Improvements.

In conclusion of the update on infrastructure items, Councilman Eaddy questioned if the 2 year paving plan could be placed on the City's website so that residents would know when specifics streets are projected to be paved.

### **EMPLOYEE BENEFITS:**

Tanya Osborne, Human Resources, spoke to this item and reviewed the benefits (some completed/some pending): Pay and Classification Study, Health Insurance Comparisons, 401K, Holidays/Holiday Pay, Employee Salary Movement, Incentive Bonus Plan, Shift Differential, On Call, Administrative Positions – Workweek, Christmas Bonus Policy Revision, Bereavement Leave, Service Recognition Program, and Employee Suggestion Program.

Mayor Hatley said, "One benefit is we are asking our employees for feedback and that is valuable to us." Several items discussed were to be placed on the April Agenda for consideration of approval to become effective July 1<sup>st</sup>, 2018.

### **DOWNTOWN DEVELOPMENT:**

Laura Elam, Planning Director, reviewed the progress/plans for Downtown Development. She said the City is going to utilize a consulting firm to guide in development of Downtown Plan. They are considering additional planning

## **MINUTES - PLANNING RETREAT - MARCH 23, 2018**

initiatives after completion of Downtown Plan such as Streetscapes plan, Way finding Signage Plan, Ordinance Updates, Design Guidelines updates and illustrations, additional incentive programs and Infrastructure needs assessments. Laura noted that private investment in downtown totaled \$ 233,028.21 and public investment totaled \$ 50,193.38.

She also discussed the establishment of a Development Fund for property improvements (Code Correction) utilizing current incentive programs, available funds for DT Development State and Federal Grants; new programs and the revolving loan fund. She plans to continue to offer assistance/guidance to property owners and businesses with Building Code/permitting issues as well as potentially creating a City Building Code/Inspections department.

For the environmental portion of the plan, she recommended that the City assess the need for a market analysis after branding and marketing tasks are completed. Continuation of joint efforts with DDA, LTDA and the Chamber of Commerce targeting retail recruitment as well as develop and maintain market reports, statistics, inventories, and database. Promote Downtown Lifestyle through City assistance, marketing materials and promotions. Continue to promote downtown and their initiatives through social media outlets.

### **RECREATION:**

Nathan Eurey, Recreation Director, reviewed several goals that were defined during the strategic planning process for recreational opportunities. He updated Council on First Federal Park, the Recreational Master Plan & Bike Study, City Park, Rail Trail; Phase 4 & 5, Future Land Acquisitions, Facility Improvements and the expansion of Betty Ross Park. He said with aging facilities the bathrooms at Betty Ross Park need to be updated, painted etc.

### **PRESENTATION OF GROWTH NEEDS:**

Steve Zickefoose, City Manager, reviewed the growth needs. He told Council that the budget process had changed as they no longer needed to complete a worksheet estimating your line item costs only growth needs/items only. He plans to zero out all line items for capital, equipment, building needs ad vehicles. The City Manager will determine the items that will be classified as capital.

Steve reviewed growth items for the departments and provided a worksheet listed in the work session booklet of all departments for Councils review.

## **MINUTES - PLANNING RETREAT - MARCH 23, 2018**

At this point in the meeting Steve moved the Project Updates up on the agenda, before the Other Funding Requests.

### **PROJECT UPDATES:**

#### **Sidewalk 321 Bridge-**

He asked Laura Elam, Planning Director, to provide an update on the walk bridge over US Hwy 321 along East Main Street/Hwy 27. She provided a handout of the proposed connector. She said the environmental documentation study was completed; planning document reviewed and approved by NCDOT; surveying completed last week; six foot sidewalk to avoid requirement for barrier between s/w and travel lane' TGS Engineers are now working on design plan; Lengthiest portion of NCDOT review process likely to be reviewed by structures unit in 3 to 4 months.

#### **River Launch -**

Nathan Eurey, Recreation Director, said he plans to bid this project soon and estimated the cost at \$ 150,000. He hopes to build the fishing platform, renovate the tennis courts as well as open a public access to the river, with a shelter on the access. Once bids are received and the project is awarded he hopes to have a completion date of September 1<sup>st</sup>, 2018.

Councilman Eaddy ask that guidelines for a blue way be researched.

#### **Substation Improvements -**

Steve Peeler, Public Works Director, told Council that Phase II of the electrical upgrades is moving along and bids have been received for the improvements.

Upon conclusion of the project updates, the attendees broke for lunch, on their own. Department Heads were available to leave after this portion of the session. Mayor and City Council members, the City Manager, Assistant City Manager and City Clerk returned 1:30 pm.

### **OTHER FUNDING REQUESTS:**

#### **LINCOLN CULTURAL CENTER:**

**Requested \$ 40,000 -** Council by consensus approved \$ 40,000 and directed the City Manager to place that amount in the budget for the Center. They provide many programs and opportunities to local residents as well as out of town. Most of the monies they receive are for utilities.

## MINUTES - PLANNING RETREAT - MARCH 23, 2018

### ARTS COUNCIL:

**Requested \$ 8,500** - Council discusses maybe setting aside the monies, and once the use of the monies are defined, earmark the monies to be distributed later in the 2018-19 budget year.

### CHAMBER OF COMMERCE:

**Requested \$ 17,100** – Council by consensus directed the City Manager to put this amount in the 2018-19 budget.

### COMMUNITIES IN SCHOOLS:

**Requested \$ 5,000** – The City Manager told Council that the City has provided funding for this organization for several years and he would plan to place \$ 5,000 in the proposed budget for FY 2018-19.

### CRIME STOPPERS:

**Requested \$ 5,000** - The City Manager told Council that the City has funded this for several years in the amount of \$ 2500. These monies are taken from the Police Departments budget. Plans are to continue this funding in the amount of \$ 2500 through the Police funds, for 2018-19.

### DDA ADMINISTRATOR:

**Requested \$ 56,800** - This item also generated discussion. The concept for this position as discussed last year was that the amount would decline each year for several years, with the City eventually providing no monies to this program. While Council members felt they could for this year consider funding of \$ 44,000 to 48,000, no consensus was given on the funding for this 218-19 fiscal year. This item would be discussed again during budget preparations.

### HESED HOUSE OF HOPE:

**Requested \$ 5,000** – Upon discussions the City Manager said he could place the requested amount in the proposed budget.

### HISTORICAL ASSOCIATION:

**Requested \$ 19,000** – After some discussion Council told management to request an addendum to the request to provide more information on what the monies would be spent on. They need more information before making a decision.

## **MINUTES - PLANNING RETREAT - MARCH 23, 2018**

### HUMANE SOCIETY:

**Requested \$ 7,500** - This item was also a first request. They provided a handout that was given to Council which provided numbers of animals spayed and neutered this past year. After some discussion Council by consensus, said they would fund \$ 2,000 for the 2018-19 fiscal year.

### LEDA:

**Requested \$ 55,000** – This also generated some discussion from City Council. Council approved by consensus the increase in funding for Lincoln Economic Development Association.

### SPECIAL OLYMPICS:

**Requested \$ 5,000** – This was a new request which did not provide information for how the monies would be spent. Some felt this was a County funded program. After some discussion about the actual services the City provides to this organization and Lincoln High School to have this program each year, Council ask that management ask this group to acknowledge the value of the in kind services the City provides each year. Assistant City Manager Richard Haynes was aware of the services the City provides and assists with making this event possible.

### CMO'S OFFICE OVERVIEW / RECOMMENDATIONS:

The City Manager then reviewed with Council his proposal to give each full time employee a one-time bonus of \$ 500 in the proposed budget. Councilman Eaddy while he could agree with this he suggested taking a look at a COLA as it has more long term affects on salaries and retirement, and is a true benefit to the employee. Steve explained that one cent property tax generates about \$ 83,000 to the general fund, and he is looking for ways to keep the budget inline without a tax increase, or having to use more of our fund balance to balance the budget each year.

He said he is looking ahead at the revaluation in the next year, and hopes to get available monies for a larger cost of living in the next budget year.

Steve also reviewed the Water & Sewer Fund balances, noting that with the loss of South Fork Industries, we are still trending positively in this fund. He reviewed the Electric Fund and other balances. Overall he feels we have had a good year.

## **MINUTES - PLANNING RETREAT - MARCH 23, 2018**

The Lincoln-Lincoln County Airport was discussed at length. The Airport Authority is now considered by the FAA to be only a management authority. The FAA believes the City and Lincoln County are responsible for operating the airport. No grants can be applied for by the authority. The City and County would need to take official action prior to any grant applications being submitted. Therefore both the City and Lincoln County will need to adopt a budget for the airport this fiscal year. It was consensus that the City does not wish to spend any more money on matching grants for the airport.

Steve will continue discussions with County Manager Kelly Atkins regarding the airport and he will keep the Mayor and Council informed.

### **COUNCIL FEEDBACK / DISCUSSION:**

Mayor and Council felt the budget work session was productive. They thanked the City Manager and staff for all of their work put into the presentations. They felt the past couple of years have gone very smooth and they like the simplified budget process.

Councilman Eaddy asked that the City look into bringing free WI-FI to our downtown, in the central business district. He would like to have a cost for this should the City proceed with making this service available to our businesses in downtown.

Councilman Eaddy said he has noticed there is a lot of debris on vacant lots and on the right-of-way, and he feels property owners should be responsible. He reiterated that we no longer have a complaint driven system when it comes to checking on these vacant lots. He asked that we be proactive and make contact to those that are not in compliance with our ordinances. He also ask that we check on the Adopt-A-Street program signage as there are signs that seem very old and possibly the business which originally adopted the street may not be in business any longer. The Assistant City Manager said we would check on the signage and compare it to the list we have on file for the streets that are adopted.

### **ADJOURNMENT:**

Councilman Eaddy made the motion unanimously approve to adjourn the meeting.

---

**DONNA C. FLOWERS, MMC**  
**CITY CLERK**

---

**ED HATLEY**  
**MAYOR**

## **REGULAR MEETING - MAY 3, 2018**

The Mayor and City Council met in regular session on Thursday, May 3, 2018 at 7:00 pm in the Council Chambers of City Hall, located at 114 West Sycamore Street, Lincolnton.

Mayor Hatley called the meeting to order and asked the members present from Boy Scout Troop 73, of First United Methodist Church, to come forward and lead the Pledge of Allegiance.

Council members in attendance were:

**SMITH    BLACK    EADDY    JETTON**

Councilman Eaddy made the motion unanimously approved the REGULAR AGENDA as presented.

Councilman Black made the motion unanimously approved the CONSENT AGENDA as follows:.

- Approved regular meeting Minutes from April 5th

### **REGULAR AGENDA:**

**APPLICATION FROM BILLY WEST FOR CONDITIONAL USE REZONING FOR 2.73 ACRES LOCATED AT 944 W NC HWY 150 (PIN: 22706) AT THE INTERSECTION OF WEST HIGHWAY 150 AND HILLTOP ROAD FROM R-25 TO CONDITIONAL USE – GENERAL MANUFACTURING AND COMMERCIAL (CU-GMC) TO ALLOW MANUFACTURING OF SMALL HOMES:**

**CUZMA-1-2018**

Mayor Hatley opened the Public Hearing. He noted the applicant withdrew the request for a conditional use rezoning after the public hearing was advertised, therefore the hearing had to be opened and then a motion to close the hearing was necessary. Councilman Eaddy made the motion unanimously approved to close the Public Hearing.

**PRESENTATION TO LINCOLNTON PUBLIC WORKS DIVISION – RECIPIENT OF SHARP AWARD FOR THE PUBLIC WORKS AND DISTRIBUTION AND COLLECTIONS DEPARTMENT:**

Mayor Hatley called on Debbie Rogers-Lowery, the City's Safety Consultant, to introduce Cherie Berry, the Commissioner of Labor for the NC Department of Labor.



## **REGULAR MEETING - MAY 3, 2018**

Mrs. Berry told Mayor and Council that receiving this award was quite an honor as only select units in North Carolina meet the criteria/components to qualify for such an award. With our Distribution and Collections Division maintaining over 300 miles of water lines, she credited the entire department personnel for their part in being successful in the safety, health, achievement recognition program. Employees from the Distribution and Collections Division, the Street and Solid Waste Divisions were on hand to receive the award on behalf of the City.

Mayor Hatley concluded thanking Mrs. Berry for attending and for personally presenting this award to the employees. All in attendance came forward and had a photo taken for the local paper as well as the state publication from the NC Department of Labor.

### **RECOGNITION OF THE 2018-19 LINCOLNTON STUDENT ADVISORY COUNCIL:**

Mayor Hatley called on Mrs. Jill S. Eaddy, Advisor to the Lincolnton Student Advisory Council, to come forward and recognize the 2017-18 members. Jill reviewed the list of students who currently serve on the Lincolnton Student Advisory Council, they were as follows:

#### **EAST**

Thomas Holmes  
Samantha Bartlein  
Maggie Grey  
Johnny Pike  
Cole Johnson  
Emma White

#### **LINCOLNTON**

Charles Robinette  
Miller Brogden  
Mauricio Lozano  
Hundley Rhyne  
Alexandria Bynum  
Ashlyn Rhyne  
Simon Wisenhorn

#### **WEST**

Chloe Saine  
Jade Carpenter  
Sadie Flowers  
Dylan Smith  
Mattie Wyant

#### **NORTH**

Emma McLaughlin  
Westley Hunter  
Adam Henderson  
Grady Bartro  
Allison File

#### **LINCOLN CHARTER**

Joseph Vargas  
Rebecca Quesada

Mrs. Eaddy said this Council has met once monthly since September of 2017 and have identified issues of concern that they have worked on through subcommittees, addressing as many issues as possible, while finding out the governmental process for City, County, State, Federal as well as School system related items.

## **REGULAR MEETING - MAY 3, 2018**

Students presented their accomplishments as well as items they are still working on that may also be carried over to next year's Council to pursue. . Mauricio Lazono reported for the Business Committee. He referenced the recruitment of the Chick-Fil-A as an example of multiple SAC's working on for the past three years. He also said he and other SAC members met with a restaurant located in the Denver area that may be interested in placing a restaurant in Lincolnton, discussions may continue into the fall of this year.

Charles Robinette told Council that he had met with the NC Department of Transportation to discuss the repainting of the lines around the court square and they have told him that work would take place later this fall.

Thomas Holmes and Allison File, spoke on behalf of the Schools Committee addressing their accomplishments and ideas for improving security and updating technology in our schools.

Chloe Saine and Jade Carpenter spoke on behalf of the Volunteer Committee, noting the Valentine Card project, where cards were personally taken to the Brian Center and distributed to the residents by SAC members. The Angle Tree project where 30 children were given Christmas gifts as a result of the SAC adopting an angel through Lincoln County Department of Social Services. She also noted that a blood drive is scheduled for May 27<sup>th</sup> at Betty Ross Park, where donations to the Red Cross will go to the Wounded Warriors as the drive is being held on Memorial Day Weekend.

Mayor Hatley thanked these students for serving on this year's Council noting it is a honor to be able to attend and assist the students with various project they are considering working on. He thanked Mrs. Eaddy for her continued involvement in serving as advisor to the Council as she is in her twenty-sixth year working with the Lincolnton Student Advisory Council.

### **PRESENTATION OF THE PROPOSED 2018-19 FISCAL YEAR BUDGET FOR THE LINCOLNTON-LINCOLN COUNTY AIRPORT:**

Joe Tate, Manager of the Lincolnton-Lincoln County Regional Airport, presented a draft of the proposed budget on behalf of the Airport. He noted that this process was different this year, as the FAA ruled in February 2018 that both the City and County are the must approve the operating budget for the airport. Therefore the City and Lincoln County are both required to hold public hearings for consideration of approving a budget, in accordance with NC General Statutes. City Manager Steve Zickefoose said a public hearing would be held at our June 7<sup>th</sup> Regular City Council meeting to formally consider approval. He also noted that in the City's proposed budget he did not include any matching grant funds for the L-LCRAP as City Council discussed at their annual Planning Retreat in March,

## **REGULAR MEETING - MAY 3, 2018**

with consensus of the majority, to not be responsible for future grant matches. Another point Mr. Zickefoose made was that while Mr. Tate included \$ 60,000 as revenue from the City, he said this amount may need to be adjusted according to any pending funding arrangements between the City and County regarding the Airport. The total operating budget for the airport for FY 2018-19 was proposed to be \$ 932,000.00.

### **UPDATE FROM THE LINCOLNTON TOURISM DEVELOPMENT AUTHORITY – PROJECTS AND FINANCIALS:**

Carol King, LTDA Chair, reviewed the following activities and expenditures from the LTDA during the 2017-18 fiscal year thus far:

- Construction on gateway signs will begin any time or may have begun already
- Construction is nearing completion on the Ramseur's Mill battleground monument
- New panels were ordered to replace unreadable ones for the information stands in the battleground area
- Promotional materials are in the works for the battle weekend and ghost walk – please promote and attend this event which is unique to Lincolnton. Also plan to attend “Thunder Over Carolina”. We hope to promote in Our State in the future pending growth and volunteer response
- We continue to add information to our app, “the Linc”, which now includes the historic downtown building tour, the quilt trail, and our mural trail.
- Assistance in purchasing the Christmas tree which was a big hit
- Holiday banners were purchased
- River launch project. We would like to see more attention focused on the river in the future ...clearing brush to see it in more locations; maybe picnic areas; trails along the river; maybe a river district in the future
- Lincoln Quilt Trail is growing. Watch “the Linc” for more photo additions. Children painted a total of 80 4x4 wooden quilt squares at Meet Me At The Trail and Earth Day events
- Rotary program and BPW program were given on the role and activities of LTDA
- Rotary program given on the Lincoln Quilt Trail – several expressed an interest
- Application for membership in the Appalachian Mural Trail was submitted

She concluded noting that the LTDA and our community appreciates the support of the Lincolnton City Council. Carol said, “We try to share information and tourism ideas to give residents and visitors alike many good reasons to stay here, move here, and invest here.” The LTDA by-laws state an update to City Council

## **REGULAR MEETING - MAY 3, 2018**

should be done quarterly. Reports are available for City Council quarterly, upon request, and the Chair currently presents updates twice per year at a City Council meeting.

### **CONSIDERATION OF AWARDING CHEMICAL BIDS FOR THE WATER AND WASTEWATER TREATMENT PLANT:**

**(C-07-18)**

Robert Pearson, Water Resources Director, held a bid opening on April 17<sup>th</sup> at the Water Treatment Plant. He received eight bid packets for chemicals. He reviewed the proposed bids for chemicals for both the Water and Wastewater Treatment Plants. They were as follows:

#### Water Treatment Chemicals

Liquid Alum 8.23% - Chemtrade Chemicals US LLC @ \$0.6619 per liquid gallon

Caustic Soda 50% - Brenntag Mid-South @ \$2.34 per liquid gallon

Chlorine - JCI Jones Chemicals @ \$600.00 per cylinder

Hydrofluosilicic Acid 23% - Brenntag Mid-South @ \$1.3566 per liquid gallon

Liquid Sodium Bisulfite – Brenntag Mid-South @ \$105.00 per drum

Activated Carbon – Univar USA, Inc. @ \$31.40 per 50 lb. bag

#### Wastewater Treatment Chemicals

Liquid Sodium Hypochlorite 10% - Univar USA, Inc. @ \$0.595 per liquid gallon

Liquid Sodium Bisulfite 38% - Brenntag Mid-South @ \$1.47 per liquid gallon

I recommend that you and City Council approve these companies to do business with the water treatment plant and the wastewater treatment plant for the fiscal year July 1, 2018 – June 30, 2019. I also ask the City Clerk to please place my recommendations on the May agenda for approval.

He concluded recommending approval of the above stated vendors for a period beginning July 1<sup>st</sup>, 2018 through June 30<sup>th</sup> 2019.

Councilman Eaddy made the motion unanimously approved to award the chemical bids as recommended.

### **CONSIDERATION OF AWARDING BIDS FOR UPGRADES TO BETTY ROSS PARK - RIVER LAUNCH PROJECT:**

**(C-08-18)**

Nathan Eurey, Recreation Director, told Council that a bid opening was held on April 23, 2018, at 2:00 p.m. in the Planning Department conference room at Lincolnton City Hall. Below is the listing of companies who submitted bids based on the four (4) project focus areas which are as follows: Site Development and Improvements, Overlook and Launching Decks, Fishing Deck, and an Open Area Shelter. He recommended the following:

## REGULAR MEETING - MAY 3, 2018

### Site Development & Improvements

**Deal Construction, Inc. of Lincolnton, NC** - Deal Construction, Inc. was the only company to bid on this project focus area. Their proposed bid amount came in at \$56,200.00.

### Overlook and Launching Decks

**Renegar Construction Company of Denver, NC** – Renegar Construction and Chapman Construction and Remodeling, Inc. were the only two companies to submit bids for this project focus area. Their respective bids are as follows: Renegar Construction's proposed bid came in at **\$40,600.00**. Chapman Construction's bid came in at \$72,000.00.

### Fishing Deck

**Renegar Construction Company of Denver, NC** – Renegar Construction and Chapman Construction and Remodeling, Inc. were the only two companies to submit bids for this project focus area. Their respective bids are as follows: Renegar Construction's proposed bid came in at **\$36,560.00**. Chapman Construction's bid came in at \$42,800.00.

### Open Area Shelter

#### **No Recommendation**

Chapman Construction and Remodeling, Inc. and Carolina Recreation and Design were the only two companies to submit bids for this project focus area. Their respective bids are as follows: Carolina Recreation and Design's proposed bid came in at \$32,905.58. Chapman Construction's proposed bid came in at \$36,560.00.

Nathan said that due to project budget constraints, it is recommended that action on this project focus area be delayed until further options can be researched and funding secured. He noted that the tennis court renovations would be done at a later date. He concluded recommending City Council consider approving the above stated bids as requested.

Councilman Jetton made the motion unanimously approve to award the bids to the above said low bidders as recommended.

### **OFFICIAL PRESENTATION OF THE 2018-19 BUDGET – PROPOSED FEE SCHEDULE – BUDGET MESSAGE – (NOTE: THE PUBLIC HEARING WILL BE HELD AT OUR JUNE 7<sup>TH</sup> MEETING WHERE COUNCIL COULD CONSIDER ADOPTION OF THE PROPOSED BUDGET, WHICH WOULD ADOPT THE FEE SCHEDULE):**

Steve Zickefoose, City Manager, officially presented the proposed 2018-19 FY budget which totaled \$ 27,735,740.00. He reviewed the budget highlights and the purposed fee schedule and offered to answer any questions from Council regarding the proposed budget. (*City Council received the budget one week prior to the Council meeting*). Steve said, "I am recommending no change in property the tax rate, the water, sewer and electric rates will also stay the same in the budget I have proposed."

## REGULAR MEETING - MAY 3, 2018

A copy of the proposed budget will remain on file in the City Clerks Office, in accordance with state statute until the scheduled Public Hearing which will be on June 7<sup>th</sup>.

### MONTHLY FINANCIAL REPORT & OVERTIME REPORT:

Steve Zickefoose, City Manager, reviewed the following report:

May 2018 Council Meeting  
Executive Summary  
March 2018 Year-To-Date

| General Fund |                      | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|--------------|----------------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 10      | Revenues             | 10,252,739   | 8,320,473    | 75%         | 10,662,262   | 8,038,462    | 282,011    |
|              | Fund Balance         | 785,301      | -            | -           | 1,366,107    | -            | -          |
|              |                      | 11,038,040   | 8,320,473    |             | 12,028,369   | 8,038,462    | 282,011    |
|              | City Manager/Clerk   | 333,365      | 213,375      |             | 309,730      | 149,668      | 63,707     |
|              | Human Resources      | 235,030      | 153,342      |             | 215,848      | 136,398      | 16,944     |
|              | Finance              | 279,012      | 40,484       |             | 273,609      | 21,078       | 19,405     |
|              | General Expense      | 809,520      | 657,075      |             | 878,154      | 446,667      | 210,408    |
|              | General Debt Service | 463,524      | 65,845       |             | 425,535      | 57,677       | 8,169      |
|              | Police               | 3,344,770    | 2,427,134    |             | 3,153,942    | 2,276,317    | 150,817    |
|              | Fire                 | 2,030,690    | 1,554,097    |             | 2,206,450    | 1,483,581    | 70,516     |
|              | Public Works         | 181,356      | 35,200       |             | 246,538      | 20,519       | 14,681     |
|              | Street               | 1,229,141    | 464,174      |             | 1,534,891    | 632,213      | (168,039)  |
|              | Equipment Services   | 132,120      | 85,787       |             | 157,819      | 104,538      | (18,751)   |
|              | Solid Waste          | 718,328      | 417,697      |             | 820,485      | 522,601      | (104,904)  |
|              | General Services     | -            | -            |             | 212,559      | 146,050      | (146,050)  |
|              | Plannin/Zoning       | 277,060      | 189,244      |             | 276,258      | 164,678      | 24,566     |
|              | Bus & Comm. Dev      | 132,454      | 134,277      |             | 160,693      | 80,110       | 54,167     |
|              | Recreation           | 871,670      | 702,913      |             | 1,155,858    | 523,284      | 179,629    |
|              | Expenses             | 11,038,040   | 7,140,643    | 65%         | 12,028,369   | 6,765,379    | 375,265    |
|              | Difference           |              | 1,179,830    |             |              | 1,273,084    | (93,254)   |

| Water & Sewer Fund |                   | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|--------------------|-------------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 61            | Revenues          | 7,449,995    | 6,318,207    | 81%         | 7,867,135    | 6,190,078    | 128,129    |
|                    | Fund Balance      | 390,000      | -            | -           | 1,265,399    | -            | -          |
|                    |                   | 7,839,995    | 6,318,207    |             | 9,132,534    | 6,190,078    | 128,129    |
|                    | Water Treatment   | 1,501,500    | 821,230      |             | 1,476,528    | 756,060      | 65,170     |
|                    | Dist & Collection | 1,356,250    | 987,480      |             | 2,390,175    | 1,681,486    | (694,007)  |
|                    | Wastewater        | 1,537,900    | 717,470      |             | 1,648,076    | 752,731      | (35,261)   |
|                    | W & S Intangibles | 3,444,345    | 982,092      |             | 3,617,755    | 1,140,069    | (157,977)  |
|                    | Expenses          | 7,839,995    | 3,508,272    | 45%         | 9,132,534    | 4,330,346    | (822,075)  |
|                    | Difference        |              | 2,809,936    |             |              | 1,859,732    | 950,204    |

| Electric Fund |                | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|---------------|----------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 63       | Revenues       | 7,791,714    | 5,684,959    | 73%         | 8,000,000    | 5,684,107    | 853        |
|               | Fund Balance   | -            | -            | -           | 79,000       | -            | -          |
|               |                | 7,791,714    | 5,684,959    |             | 8,079,000    | 5,684,107    | 853        |
|               | Electric Dept. | 7,791,714    | 5,470,542    |             | 8,079,000    | 5,236,278    | 234,264    |
|               | Expenses       | 7,791,714    | 5,470,542    | 70%         | 8,079,000    | 5,236,278    | 234,264    |
|               | Difference     |              | 214,417      |             |              | 447,829      | (233,412)  |

|          |           |         |  |  |         |  |        |
|----------|-----------|---------|--|--|---------|--|--------|
| Overtime | 80+ hours | 272,306 |  |  | 247,660 |  | 24,646 |
|----------|-----------|---------|--|--|---------|--|--------|

## **REGULAR MEETING - MAY 3, 2018**

### **PUBLIC COMMENT:**

Mr. John Hall, newly appointed Director of Hesed House of Hope, introduced himself to mayor and City Council and thanked them for their continued support. He said they now, with funding from both the City and Lincoln County, are bale to keep the shelter open year round, rather than having to close on May 1<sup>st</sup> as they have in the past. He told Council that 106 people came through the shelter this year thus far, and he feels things are working positively for those individuals who have utilized the shelter.

### **NEWS MEDIA:**

Wayne Howard, of the Lincoln Herald, reported that he is trying to organize a meeting of a group of ministers to discuss "common ground" issues of event goers in downtown Lincolnton.

### **CLOSED SESSION:**

Councilman Eaddy made the motion unanimously approved to enter into Closed Session in accordance with NCGS 143-318.11(a)(1)(5)(6) To discuss property and contractual agreement and to discuss personnel.

Councilman Jetton made the motion unanimously approved to return to Regular Session. There was no action to report from the Closed Session portion of the meeting.

### **ADJOURNMENT:**

Councilman Smith made the motion unanimously approved to Adjourn the meeting.

---

**DONNA C. FLOWERS, MMC**  
**CITY CLERK**

---

**ED HATLEY**  
**MAYOR**

**MINUTES - SPECIAL MEETING - MAY 22, 2018**

The Mayor and City Council met in regular session on Tuesday, May 22, 2018 at 6:00 pm in the Council Chambers of City Hall, located at 114 West Sycamore Street, Lincolnton, NC 28092.

Mayor Hatley called the meeting to order at 6:00 pm.

The following Council members were in attendance:

**SMITH BLACK \*EADDY JETTON**

Councilman Jetton made the motion unanimously approved to allow \*Councilman Eaddy to participate in this meeting remotely, as he was out of town.

Mayor Hatley ask Council to note any questions or comments they may have regarding the proposed budget, noting the Public Hearing would take place at our June 7<sup>th</sup> regular meeting. There were no questions from Council regarding the proposed budget.

Councilman Black made the motion unanimously approved to enter into CLOSED SESSION in accordance with NCGS 143-318.11(a)(1)(5) to discuss property acquisition.

At the conclusion of the closed session, Council Jetton made the motion unanimously approved to return to REGULAR SESSION.

Councilman Eaddy made the motion unanimously approved to adjourn the meeting.

---

DONNA C FLOWERS, MMC  
CITY CLERK

---

ED HATLEY  
MAYOR



ITEM #

4

***NO BACK UP  
NECESSARY  
FOR THIS ITEM***

**ITEM #**

**5**

RETAINER CONTRACT FOR CONSULTATION SERVICES

Between

CITY OF LINCOLNTON

Lincolnton, Lincoln County, North Carolina

and

MARK KNUCKLES ASSOCIATES, INC.

Human Resource Management Consultants

Hickory, County of Catawba, North Carolina

Whereas, CITY OF LINCOLNTON, hereinafter referred to as "CLIENT", desires to secure ComplianceWatch<sup>SM</sup> services including technical assistance, consultation and training relating to human resource management and compliance with the Wage and Hour and Employment Discrimination Laws on an annual contract basis, and

Whereas, MARK KNUCKLES ASSOCIATES, INC., and its associate consultants, hereinafter collectively referred to as "MKAI", provides these services, and;

Whereas, the CLIENT considers it wise to secure these services from the MKAI, now therefore it is understood and agreed by both parties to the contract that:

1. **SERVICES PROVIDED:** MKAI agrees to provide technical assistance, consultation, executive coaching, and instruction with human resource management and the Wage and Hour rules and regulations, including the Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA) and associated regulations, and those laws generally referred to as anti-discrimination laws including the Civil Rights Act, ADA, and associated laws and regulations. Steve Zickefoose, City Manager, or designated representative shall represent the CLIENT and coordinate the services provided.

2. **AVAILABILITY:**

a. The services shall be provided on mutually agreed dates and times. The CLIENT understands that it is not the only client of MKAI.

b. The services include subscriptions to MKAI's web site resources ([www.markknuckles.com](http://www.markknuckles.com)) and monthly newsletter, *The Knuckles Report*.

3. **CONTRACT TERM AND FEES:**

a. The contract term is one year beginning July 1, 2018 and ending June 30, 2019. The initial annual fee for said services is \$4,000.00 (four thousand) and is due with the signed contract.

b. The annual fee is a non-refundable retainer covering the billable time charges and expenses for consultation services not exceeding the annual fee. The consultation hours of service available under the contract are determined by the CLIENT'S utilization of MKAI's associates according to the rate schedule(s) in Attachment A at the ComplianceWatch rate. The ComplianceWatch rate for time charges is eighty percent (80%) of the consultant's standard rate. Unused retainer fee is not refundable.

4. **BILLABLE TIME:** Billable time includes all time expended for and on behalf of the CLIENT in providing said services on or off site, including but not limited to assistance by telephone, email, correspondence, travel time, research and analysis, and report preparation. Travel time will be allocated per client when travel serves two or more clients simultaneously.

5. **TERMS OF PAYMENT:** The CLIENT agrees to pay in full the amount of each invoice upon receipt. The CLIENT agrees to pay a late payment charge unless prohibited by law on any unpaid amount after thirty (30) days of two percent (2%) per month of the unpaid amount from the due date until paid in full.

6. **INVOICING:** MKAI agrees to include in the statements sent to the CLIENT a general identification of the services for which the CLIENT is being charged and identification of all other fees, charges, and expenses for which MKAI seeks reimbursement. All fees, charges, and expenses are deemed accepted by the client if not questioned in writing within fifteen (15) days of the invoice date.

7. **BILLABLE EXPENSES:** The CLIENT agrees to reimburse MKAI for customary expenses as identified in

Contract between CITY OF LINCOLNTON and MARK KNUCKLES ASSOCIATES, INC.:

Attachment A.

8. **SERVICES EXCEEDING THE ANNUAL FEE:** If the annual retainer fee in paragraph #3 is fully utilized during the twelve-month contract term, additional billable hours of service are billed at ninety percent (90%) of the consultant's standard rate listed in Attachment A. Billable expenses are billed monthly as incurred pursuant to paragraph #7 and Attachment A.

9. **TERMINATION:** This contract may be terminated at any time upon mutual consent of both parties. This contract may be terminated by either party with written notice at any time for cause. Either party may terminate the contract with a thirty day written notice to the other party. Any unused funds are not refundable.

10. Attachment B constitutes the Business Associate Agreement between the parties in compliance with the HIPAA Privacy Rule.

11. **STATUS OF LIABILITY, COPYRIGHTS, LIMITATIONS:**

a. MKAI is a bona fide contractor and not an employee as defined by the Fair Labor Standards Act and Internal Revenue Service regulations. MKAI has business liability, workers' compensation, and professional liability insurance and the CLIENT agrees this contract is sufficient certification of such insurance and that such coverage satisfies CLIENT'S requirements. Furthermore, this CLIENT acknowledges receipt of an IRS Form W-9 indicating the MKAI federal employer TIN is 56-2116939 and that MKAI is not subject to backup withholding. MKAI and the CLIENT agree this contract does not constitute an employment contract for the purpose of MKAI consultant's obtaining employee status or receiving CITY OF LINCOLNTON employee benefits including worker's compensation in the event of injury or accident.

b. MKAI shall be liable only to the extent of damages, not exceeding the fees charged for professional services, proximately resulting from MKAI's negligence in failing to perform services in accordance with accepted standards of similarly situated consultants.

c. This contract does not create an attorney-client relationship and the services provided are not the practice of law nor replace CLIENT'S legal counsel or qualified tax advisor.

d. MKAI retains ownership of all written material, with or without the copyright notice, provided the CLIENT. Such material is for use by the CLIENT and the CLIENT agrees not to photocopy, transmit, or reproduce in any manner for the purpose of sharing, giving, selling, or providing such material, in whole or in part, to any other employer, organization, or entity or any person of such employer, organization, or entity without the express written consent of MKAI. This paragraph survives the termination of this contract.

e. The recording by video or other electronic means, including but not limited to compliance training sessions, seminars, instructions, exit conferences, or any other service provided by MKAI is prohibited.

12. **RENEWAL:** This Agreement shall automatically renew for successive one (1) year terms ("Renewal Term") unless earlier terminated in accordance with the terms of this Agreement, or unless either party gives thirty (30) days' prior written notice of non-renewal to the other party prior to the expiration of the Initial Term or any subsequent Renewal Term. Within Sixty (60) days prior to the expiration of the Initial Term, or any subsequent Renewal Term, MKAI shall provide Client a written statement of the annual fee applicable to the Renewal Term. Unless Client terminates, or elects not to renew, this Agreement as herein provided, for the Renewal Term the Client agrees to pay, on the first day of the Renewal Term, the new annual fee established by MKAI for said Renewal Term. In the absence of any written statement from MKAI establishing a new annual fee for the Renewal Term, the annual compensation for the Renewal Term shall be the same as that for the preceding term.

13. **ARBITRATION:**

a. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association (AAA) in accordance with the provisions of its Commercial Arbitration Rules as the sole exclusive remedy.

b. Within 15 days after the commencement of arbitration, each party shall select one person from a list supplied by AAA to act as arbitrator and the two selected shall select a third arbitrator within 10 days of their appointment. If the arbitrators selected by the parties are unable or fail to agree upon the third arbitrator, the third arbitrator shall be selected by the American Arbitration Association.

Contract between CITY OF LINCOLNTON and MARK KNUCKLES ASSOCIATES, INC.:

c. This agreement shall be governed by and interpreted in accordance with the laws of the State of North Carolina and all proceedings instituted, held, and resolved in the County of Catawba, North Carolina. The parties hereto submit to the jurisdiction of, and waive any venue objections against, the arbitration proceeding in Catawba County, North Carolina, and the parties consent to the exercise of personal jurisdiction over them for the purposes of the Arbitration and for the purposes of any legal action necessary to enforce the result of the Arbitration. The parties acknowledge that this agreement evidences a transaction involving interstate commerce. The United States Arbitration Act shall govern the interpretation, enforcement, and proceedings pursuant to the arbitration clause in this agreement.

d. Each party shall bear its own costs and expenses and an equal share of the arbitrators' and administrative fees of arbitration.

14. NOTICES: All notices required herein shall be delivered to the CLIENT and MKAI by First Class Mail or express overnight delivery by FedEx, UPS, or DHL at the addresses last written below.

15. CONFLICTING ENGAGEMENT: MKAI agrees not to accept, without prior approval from the CLIENT, any engagement known by MKAI to be in direct conflict with the interests of the CLIENT in providing consultation services. If, in the course of providing consultation to multiple clients, MKAI determines in its sole discretion that a conflict of interest may exist, MKAI will notify all affected clients of such potential conflict. Furthermore, MKAI may cease consultation services with regard to that matter with any one or more of the clients to avoid the potential conflict of interest.

16. CONFIDENTIALITY: MKAI will comply with confidentiality laws and CLIENT'S standards as they pertain to customers, clients, consumers, and disabled persons and shall protect within limits of existing law all information disclosed during the consultation including but not limited to the status of compliance with Federal and State laws, personnel and payroll information, customer, consumer, client and patient information, and other information regarding customers of the CLIENT and shall not disclose such information to unauthorized persons without the expressed written permission of the CLIENT and then only as permitted by State and Federal law.

17. This agreement is the entire agreement between the parties relating to the subject matters hereof and supersedes all prior agreements, proposals, representations and commitments. This Agreement may only be amended by an instrument executed by the authorized representatives of both parties hereto. The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any further right provided. If any part of this agreement is ruled null or void, the remainder of this agreement shall remain in full force and effect.

In witness whereof, the parties have executed this Agreement by their duly authorized representatives and have caused this Agreement to become effective as of July 1, 2018.

CITY OF LINCOLNTON

MARK KNUCKLES ASSOCIATES, INC.

\_\_\_\_\_  
Steve Zickefoose, City Manager  
PO Box 617  
Lincolnton, NC 28093

\_\_\_\_\_  
Mark A. Knuckles, President  
363 First Avenue SW (28602)  
PO Box 2246  
Hickory, NC 28603-2246

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

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

ATTACHMENT A

Rate Schedule

| <b>Consultant's Position</b>            | <b>Standard<br/>Per Hour Rate</b> | <b>Compliance-Watch Rate<br/>Per Hour 80%</b> |
|-----------------------------------------|-----------------------------------|-----------------------------------------------|
| Principal Consultant                    | \$350.00                          | \$280.00                                      |
| Senior Consultants                      | \$310.00                          | \$248.00                                      |
| Human Resource Management<br>Specialist | \$250.00                          | \$200.00                                      |
| Human Resource Management<br>Generalist | \$200.00                          | \$160.00                                      |
| Support Staff                           | \$100.00                          | \$80.00                                       |

Expenses may include but are not limited to travel, mileage at the current IRS rate, if travel by air, air fare (unrestricted fare at time of booking, plus 5% booking fee), rental auto for at-site transportation (plus 5% booking fee). Expenses may also include, but not limited to the current IRS per diem rate for overnight travel expenses, long distance tolls, FAX charges (\$1.00/page), photocopies (\$.25/page), requested publications, training videos and materials, etc. Travel costs will be allocated per client when travel serves two or more clients simultaneously. Other expenses includes: \$5.00 for each additional W-9; \$10.00 for completion of an organizational substitute W-9 form; \$5.00 for each additional copy of an invoice; and \$15.00 for each additional copy of the contract.

Attachment B  
HIPAA Business Associate Agreement

WHEREAS, under the terms of the Contract, the Client may provide, and the Consultant may have access to, certain information, some of which may constitute Protected Health Information ("PHI"); and the Client desires to obtain satisfactory assurances that the provision of such information complies fully with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any regulations adopted pursuant to HIPAA and the regulations adopted at 45 C.F.R. § 164.504(e); and,

WHEREAS, the Parties desire to ensure that the provision of any PHI provided to Business Associate conforms with the business associate requirements established pursuant to HIPAA and the regulations adopted at 45 C.F.R. § 164.504(e);

NOW, THEREFORE, in consideration of the mutual promises of the Parties hereto, and of the mutual covenants and conditions hereinafter set forth, the Parties agree as follows:

**SECTION I. Definitions.** Terms used, but not otherwise defined in this Agreement shall have the same meaning as those in the Privacy Rule.

A. Covered Entity: shall have the meaning set out in its definition at 45 C.F.R. §160.103, as such provision is currently drafted and as it is subsequently updated, amended or revised. For purposes of this Agreement, the Client is the Covered Entity (CE).

B. Business Associate: shall have the meaning set out in its definition at 45 C.F.R. §160.103, as such provision is currently drafted and as it is subsequently updated, amended or revised. For purposes of this Agreement, Mark Knuckles Associates, Inc. is the Business Associate (BA).

C. All other terms used in this Agreement defined by 45 C.F.R. § 164, shall have the same meaning as set forth in its definition at 45 C.F.R. § 164 as such provision is currently drafted and as it is subsequently updated, amended or revised.

**SECTION II. Limits on Use and Disclosure of PHI.**

Except as otherwise specified herein, Business Associate may use and disclose PHI only as necessary to perform its obligations under the terms of the Contract. All other uses and disclosures not specifically authorized by the Contract, this Agreement, or applicable state or federal law are strictly prohibited. Because the Business Associate does not use health information to make decisions about individuals, any health information created, provided to and/or maintained on behalf of the CE, is not maintained in Designated Record Sets.

**SECTION III. Business Associate Obligations.**

With regard to its use or disclosure of PHI, Business Associate shall:

- A. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;
- B. Use reasonable and appropriate safeguards to prevent the use or disclosure of PHI other than as provided for by this Agreement. Business Associate also agrees to mitigate, to the extent practicable, any harmful effects that are known to Business Associate of a use or disclosure of PHI in violation of the requirements of this Agreement;
- C. Provide notice to CE's Privacy Official of any use and/or disclosure of PHI that is not permitted or required by this Agreement within ten (10) days of Business Associate becoming aware of such use and/or disclosure;
- D. Require any agents, subcontractors, or associates to whom it provides PHI received from, or created or received by Business Associate on behalf of CE that in such event, said agents and subcontractors shall agree to adhere to the same restrictions and conditions on the use or disclosure of PHI that apply to Business Associate pursuant to this Agreement;
- E. While BA does not maintain PHI in Designated Record Sets, BA agrees to make PHI maintained by the BA available at the BA's business location upon CE's request and in the time and manner reasonably designated and in accordance with 45 C.F.R. § 164.524; (Also See Section V, E)
- F. Make information available to CE to facilitate CE's providing an accounting of the disclosures of PHI as outlined in 45 C.F.R. §164.528;
- G. Make available its internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of CE, to the Secretary of The Department of Health and Human Services, in the time and manner designated by said Secretary, for purposes of determining CE's compliance with the Privacy Rule;
- H. Notify CE within five (5) days of Business Associate's receipt of any request or subpoena for PHI. If the CE decides to challenge the validity of such request or subpoena, the CE assumes all costs of such challenge and Business Associate shall cooperate, to the extent reasonable, with CE in such challenge;
- I. To the extent required by the "minimum necessary" requirements of the Privacy Rule, only request, use, and disclose the minimum necessary amounts of PHI necessary to accomplish the purpose of such request, use, or disclosure; and,
- J. Upon termination of the Contract, if feasible, return to CE or destroy, at the option of the BA, all PHI received from, or created or received by Business Associate on behalf of CE that Business Associate still maintains. If such return or destruction is not feasible, extend the same protections of this Agreement and those of the Privacy Rule to the PHI and limit further use or disclosure to those purposes that make the return or destruction of such information infeasible. (See Section 7A)

**SECTION IV. General Use, Disclosure & Service Activities of the Business Associate.**

Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities or services for or on behalf of the Covered Entity in the following ways:

- A. BA uses an individual's PHI as it relates to assisting the CE in its submission of the WH-226, application for Special Wage Certifications, and/or in providing Human Resource Management consultation and services under the various work place protection laws, including but not limited to, the Fair Labor Standards Act, the Family and Medical Leave Act, the Civil Rights Act and similar laws, the Americans with Disabilities Act, Workers' Compensation, and state Human Rights laws as they apply to employment.
- B. BA uses an individual's PHI for other purposes only if/when disclosed by the CE and, when determined, on a case-by-case basis, and upon mutual agreement between CE and BA, that the purpose of such use of PHI is required in the course of any other of the BA's management consulting activities performed for or on behalf of the CE and its Health Care Operations.
- C. May use PHI in its possession for its proper management and administration and to fulfill any present or future legal responsibilities of Business Associate provided that such uses are permitted under applicable state and federal laws;
- D. May use and disclose PHI in its possession for proper management and administration purposes or to fulfill any present or future legal responsibilities of Business Associate, provided that Business Associate represents to CE that (i) such disclosures are required by law, or (ii)



Contract between CITY OF LINCOLNTON and MARK KNUCKLES ASSOCIATES, INC.

Business Associate has received reasonable assurances from the party to whom the information is disclosed that it will be held confidentially and consistent with the requirements of 45 C.F.R. § 164.504(e)(4)(ii)(B)(1); and,

E. The BA may aggregate the CE's PHI in its possession with the PHI of other covered entities PHI that Business Associate has in its possession through its capacity as a Business Associate to other covered entities; provided, the purpose of such data aggregation is to provide this and/or other CE's with data analyses relating to its Health Care Operations.

SECTION V. Responsibilities of the Covered Entity.

With regard to the use and/or disclosure of Protected Health Information by Business Associate, CE agrees:

- A. To provide Business Associate with current copy of its Notice of Privacy Practices ("Notice") and changes/updates as they occur;
- B. To notify Business Associate, in writing and in a timely manner, of any arrangements that may impact the use and/or disclosure of PHI by the Business Associate under the terms of this Agreement;
- C. To notify the Business Associate of any changes in, revocation or restrictions of permission by individuals to use or disclosure PHI to the extent that such changes may affect BA's use or disclosure of PHI;
- D. Not to request that the Business Associate use or disclose PHI in any manner that would not be permitted under HIPAA if done by the Covered Entity, except for Data Aggregation or management and administrative activities of the Business Associate;
- E. The CE agrees that time and expenses of the BA in carrying out the obligations of this Agreement are billable time and expenses pursuant to the Contract for Professional Services and the CE agrees to compensate Business Associate for all fees and all costs incurred by the Business Associate to search, retrieve, copy and/or otherwise produce or transmit PHI and/or other Business Associate records pertinent to the Privacy Rule regardless of the source Agency or oversight body making said request of the BA or CE. Reimbursement rates will be those as presently established in the current Contract or if no written contract exists, the usual and customary rates established by the BA for the CE's industry. Furthermore, the CE agrees the minimum reimbursement rates shall be as follows; additional copy of this Agreement, \$10.00, additional copy of the BA's policy \$5.00, additional the minimum charge for copies of PHI maintained shall be as provided in the Contract with a one hour minimum charge for time expended;
- F. To provide Business Associate the name of the CE's Privacy Official and allow access to this official for the purposes of Privacy Rule discussions and on going interpretations.

SECTION VI. Term and Termination.

- A. Term. This Agreement shall become effective on the Effective Date of the Contract and the term shall be governed by the Contract or continue in effect until all obligations of the Parties have been met, whichever is later, unless previously terminated as provided in this Section.
- B. Termination. The CE may immediately terminate this Agreement and any related agreements, including The Contract, if the CE makes the determination that Business Associate has breached a material term of this Agreement. Alternatively, the CE may: (i) provide Business Associate with 30 days written notice of the existence of an alleged material breach; and (ii) afford Business Associate an opportunity to cure the alleged material breach upon mutually agreeable terms. Nonetheless, in the event that mutually agreeable terms cannot be achieved within 30 days, such a failure to cure the alleged material breach shall be grounds for the immediate termination of this Agreement and the Contract.
- C. Effect of termination. Upon termination of this Agreement, for any reason, BA shall, unless otherwise determined, retain any PHI in its possession except as provided in Section VII A.
- D. Automatic Termination. This Agreement will automatically terminate without any further action of the Parties upon the termination or expiration of the Contract.

SECTION VII. Miscellaneous.

- A. Survival. Business Associate will retain copies of any/all PHI it deems necessary for its business purposes because it is not feasible to return or destroy such Protected Health Information or is necessary to protect its interest in providing consultation services to the CE. However, if it is determined, upon mutual consent by the parties, that PHI maintained by the BA can be returned or destroyed, the BA will ensure either to the satisfaction of the CE. Any PHI retained by Business Associate will be protected in the same manner as during the term of the Agreement and otherwise confidential within the limits of the law. Such PHI shall survive termination of this Agreement for a period of not less than six years from the date of the last Contract with CE.
- B. Amendments; Waiver. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in writing signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events. The parties agree to enter into a mutually acceptable amendment to this Agreement as necessary to comply with then current, applicable federal and state laws and regulations governing the use and/or disclosure of individually identifiable health information (including without limitation HIPAA and the Privacy Rule), all of which may be subject to future change. Such amendment shall be entered into on or before the date on which CE is required to be in compliance with applicable laws or regulations. In the event the parties fail to agree to such an amendment by such date, CE shall have the right to terminate all agreements with Business Associate, including the original Contract for consulting services.
- C. No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than a Party any rights, remedies, obligations, or liabilities whatsoever.
- D. Notices. Any notices to be given hereunder to a Party shall be governed by the Contract.
- E. Integration. This Agreement shall be incorporated into and made part of the Contract. This Agreement and the Contract constitute the entire agreement of the Parties regarding the subject matter set forth herein and therein and supercede all prior oral and written agreements regarding such subject matter. In the event that any term or provision of this Agreement contradicts or conflicts with a term or provision of the Contract, that term or provision of this Agreement shall control.
- F. Change in Laws. The parties agree to negotiate in good faith if, in either party's business judgment, modification of this Agreement becomes necessary due to legislative, regulation, or judicial developments regarding HIPAA or the HIPAA regulations.
- G. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits both parties to comply as mutually agreed with the Privacy Rule, otherwise in a manner that imposes the least obligation, restrictions, and cost on the BA.
- H. This Agreement replaces and supersedes any HIPAA Business Associate Agreement, oral or written, that currently or previously existed between the CE and the BA.

ITEM #

6

**CONTRACT FOR PROVISION OF SERVICES  
BY THE  
CITY OF LINCOLNTON POLICE DEPT.**

This contract for the provision of services is entered into by and between the City of Lincolnton Police Department (hereinafter referred to as LPD) and the Lincolnton Housing Authority (hereinafter referred to as LHA); and in consideration for their mutual agreements contained herein, the parties agree as follows:

1. LPD shall furnish police officers, vehicles, and related equipment and supplies to patrol the property of the LHA and surrounding neighborhoods, on a schedule to be developed by the Chief of Police in agreement with the Executive Director of the LHA. This patrol will be in addition to, and supplement of, regular duty patrol and service provided by the LPD as outlined in the Cooperative Agreement between the Lincolnton Housing Authority and the City of Lincolnton. Written records, time sheets, and other documentation will be available to the Housing Authority to verify expenditures. The patrol will be in the form of the officers providing traditional Community Policing by foot patrols, resident meetings, traffic checks, bicycle patrols that goes beyond mere patrol car ride through.

2. The term of this contract will be for 6-15-18 through 60-30-19 or until total expenditure in the amount of \$15,000 has exhausted, whichever comes first.

3. The contract is in the amount of \$15,000, to be expended at the discretion of The Chief of Police based on the assigned officer's individual rate at time and one-half pay scale with a maximum limit for this special assignment duty. The **maximum** earnings shall be \$30.00 per hour for any officer.

4. The LHA agrees to reimburse to the City of Lincolnton actual cost of wages at the time and one-half pay rate applicable to the individual officer assigned, incurred in the provision of these services. This will include wage related costs of employer retirement and social security contributions.

5. It is understood that, from time to time, the Chief of Police may assign Auxiliary Police Officers to this duty. These officers will be paid by the City at a rate reasonable and customary to be determined by the Chief of Police. The City will be reimbursed for this cost by the LHA.

6. LHA agrees to and understands that there are relevant federal and state laws, regulations, and policies of LPD, which apply to the work to be performed under this contract; LHA agrees to abide by all of the said laws, regulations, and policies as applicable.

7. Each party agrees to indemnify the other and to hold the other party harmless from all liability (including liability for reasonable attorney's fees and other costs of defense of any action or claim) for any claim, suit or demand, which may arise from its own negligence and/or intentional wrongful acts and/or omissions. In addition each party agrees to maintain liability insurance to provide coverage against such liability.

8. Termination:

A. This contract may be terminated in whole or part:

1. Upon mutual consent of either party or 30 days after one of the contracting parties gives notice of termination.
2. Upon expiration of funding to provide for said services on the part of LHA and/or lack of funding to provide the infrastructure to support the services on the part of LPD.

9. This contract contains the entire agreement of the parties.

In witness whereof, the parties have caused this contract to be signed by their respective authorized official(s) on the date set forth below.

Adopted this the 7<sup>th</sup> day of June 2018.

---

Steve Zickefoose  
City Manager  
City of Lincolnton

---

Mike Owen  
Executive Director  
LHA

---

Rodney Jordan  
Chief of Police

Date:

ITEM #

7

# CITY OF LINCOLNTON POLICE DEPARTMENT

RODNEY JORDAN • CHIEF OF POLICE



PO BOX 617 • 627 EAST MAIN STREET  
LINCOLNTON, NORTH CAROLINA 28093-0617  
PHONE: (704) 736-8900 • FAX: (704) 736-8904

**TO:** Steve Zickefoose, City Manager  
**FROM:** Chief R. Jordan   
**SUBJECT:** Commendation Medal  
**DATE:** April 23, 2018

The purpose of this memo is to seek permission to award the police department's "Life Saving Medal" to Officer Terry Posey for his meritorious service while on duty December 13, 2017. Officer Posey was driving to work when he heard a call on the radio of a male who had accidentally shot himself in the leg. Officer Posey realized he was the closest person to the call, and that time could be of the essence. Officer Posey responded to the scene and found the subject with a self inflicted gunshot wound to the leg and bleeding profusely. The bullet had severed three arterial arteries in the right leg. The subject's friend had tried to help by applying a belt around the leg but Officer Posey realized it was not tight enough and broke while trying to tighten further. Officer Posey ran out to a vehicle and retrieved a tourniquet and applied it properly to the leg within two minutes of receiving the call. The actions of Officer Posey saved the victim's leg and most likely his life. The department's policy and procedures manual states the following in regards to receiving this medal:

1. *Life Saving Medal:*

*"This medal is awarded for an act above and beyond the call of duty that results in the saving of another human life".*

In reviewing this case, the Command Staff of the department feels that it would be appropriate to award this "Life Saving Medal" to Officer Posey for his service on December 13, 2017. The life saving medal does not require council approval but we respectfully ask to be able to present it during the meeting. Your consideration is greatly appreciated.

Cc: Donna Flowers  
City Council Members

ITEM #

8



# CITY OF LINCOLNTON POLICE DEPARTMENT

RODNEY JORDAN • CHIEF OF POLICE



PO BOX 617 • 627 EAST MAIN STREET  
LINCOLNTON, NORTH CAROLINA 28093-0617  
PHONE: (704) 736-8900 • FAX: (704) 736-8904

**TO:** Steve Zickefoose, City Manager  
**FROM:** Chief R. Jordan *fl-7*  
**SUBJECT:** Presentation  
**DATE:** May 22, 2018

The purpose of this memorandum is to request permission to present Officers Terry Posey and Tony Potts with their Advanced Law Enforcement Certificates at the June 7<sup>th</sup> City Council Meeting. Both Officers have logged hundreds of hours of training and worked several years to earn this certification. The Advanced Law Enforcement Certificate is the highest award issued by the North Carolina Training and Standards Commission.

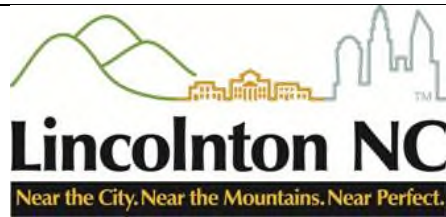
We also respectfully seek permission to award Officers, Randy Carroll and Robert (Trey) Hayes, their Intermediate Law Enforcement Certifications. This is the second highest award issued by the North Carolina Training and Standards Commission. Both of these Officers have also logged hundreds of hours of continuing education and worked several years to obtain these certifications.

Your Consideration is greatly appreciated.



ITEM #

9



## 2018 2nd Quarter Steering Committee Update

06/07/18

Prepared by Fred Jarrett, Chairman

### Talking Points:

1. Performed due diligence on two BIG applications:
  - BIG-2-2018 - building renovations for a new restaurant serving craft beer, fine wine, coffee, etc at the 411-B E. Main Street building.
  - BIG-3-2018 - building renovations/expansion of Southern Charm Winery at the Anderson Building at 117 N. Poplar Street.Committee recommended both be submitted to Council for approval.
2. Action Item - Additional pet waste stations in downtown area  
DDA funded and worked with City to locate and install.
3. Action Item - Evaluate the Appalachian Mural Trail on-line application  
DDA submitted as an agenda item. Committee discussed and Lincolnton Tourism and Development Association took action to evaluate. LTDA reported would help Lincolnton gain focus, Committee agreed and LTDA funded. Now three of Lincolnton's beautiful murals are part of the Appalachian Mural Trail. Threshing Grain, The Rail Trail Train and the Madison-Derr Iron Furnace murals beautifully depict Lincolnton's history and our community's heritage. The advantage for becoming part of the Appalachian Mural Trail is to draw high quality visitors from the Blue Ridge Parkway into the mural communities where the visitors will eat, sleep and purchase from local businesses.  
LTN Article - May 2, 2018
4. Action Item - Dogs at Special Events  
Formed subcommittee to review ordinances for dogs at special events. Currently working with County. County reviewing and revising their Code of Ordinances. Committee wants to have congruent ordinances.
5. Action Item - Historical Building Walking Tour Plaque Project  
DDA, LTDA and City looking into possibilities for funding and installation.
6. Action Item - Established subcommittee (Cultural Center, DDA, and LEDA) to clarify roles and responsibilities for the Main Street Face Jugs/Pots on Parade.
7. Action Item - Central Business District Strategic Plan (CBDSP) Update
  - Refocused on CBDSP last meeting in April.
  - Gave membership homework assignments.
  - Held two 4 hr meetings in May and getting closer to having the plan developed.
  - Unfinished part tasks to accomplished the plan objectives.
  - Step through plan which follows:

This concludes the 2nd quarter update for the major activities of the Steering Committee.

Any questions?

# LINCOLN TON CENTRAL BUSINESS DISTRICT STRATEGIC PLAN



**Lincolnton NC**

**Near the City. Near the Mountains. Near Perfect.**

**MAY 2018  
DRAFT**

## Central Business District Strategic Plan Summary

Knowing the Vision for the Central Business District (CBD) is merely one required element for a city's success; another is having a "roadmap" or a strategic plan that helps us get there. This Central Business District Strategic Plan (CBDSP) helps translate the Vision into Mission, Goals, Objectives, and Tasks for stimulating and revitalizing the CBD – enabling the Downtown Steering Committee and Downtown Development Association (DDA) in partnership with the Allied Support Organizations (ASO) - to better serve the downtown community.

The Downtown Steering Committee, the DDA, and North Carolina Main Street Center held a Central Business District (CBD) Strategic Economic Planning Coalition meeting on May 24, 2017. Stakeholders interested in the economic, social and physical growth of the central business district began the formal process of developing a CBDSP. Then on July 18, 2017 a Community Vision Coalition meeting was held for the purpose of establishing partnerships/buy-in with stakeholders and for them to help craft the Vision Statement for the CBDSP. From that point three Strategic Economic Development Goals were created and work on developing the Mission Statement, Goals, Objectives, and Tasks continued.

This CBDSP strives to provide concentration and clarity by outlining the goals and objectives the Downtown Steering Committee and DDA in partnership with ASO will focus on over the next several years. With limited financial resources, it is even more important to focus on achievable goals. Trying to do everything is simply unrealistic. Since stakeholder input, assumptions, community needs, the economy, legislation and other factors upon which this plan is based continue to change, it is necessary that it be considered as a beginning, rather than an end, to serve as an integrated, coordinated, revitalization process for the CBD.

This simple plan is prioritized around the City's Strategic Plan, Goal 3 - Downtown Development. The plan, containing the three key Downtown Economic Development Goals developed from Economic Planning Coalition meeting, provided the framework for objectives and tasks to be developed to ensure the goals are accomplished. The CBDSP is intended to be a living document, which will be evaluated and updated regularly.

## Vision

Tucked between the rolling hills of the Blue Ridge Mountains and the glow of the city lights of Charlotte aspiring business owners will find a nurturing atmosphere in downtown Lincolnton where they can grow and flourish. Downtown Lincolnton, is a hidden gem of opportunity as the hub of distinctive arts and artisans and active living.

## Mission

We are a community advocate for economic growth and prosperity to advance the downtown business district as the epicenter for arts, shopping, dining, leisure and cultural heritage for residents and visitors.

## Downtown Economic Development Goals

**Economic Development Goal 1:** To cultivate a nurturing atmosphere for entrepreneurs and aspiring business owners to begin a new business or move an existing business quickly and easily; making downtown the epicenter where new businesses want to open.

**Economic Development Goal 2:** To create a hub of distinctive arts and artisans by building upon the preexisting foundation of arts and culture in Lincoln County, which will cultivate a destination for artists, spurring economic growth and activity.

**Economic Development Goal 3:** Create an intersection of active living by developing an environment conducive to healthy lifestyles; increasing sales, spurring interest in living downtown and liveliness in the downtown district.

## Objectives

- 1.1 - Objective:** Increase interest in downtown business development by creating a downtown streetscape plan encompassing the greater area of the central business district to be completed by XXXXX (March 2019).
- 1.2 - Objective:** Complete a Downtown Market Analysis to identify gaps in types of businesses and services needed to improve or build upon business mix in downtown by XXXXX.
- 1.3 – Objective:** Evaluate unused, vacant or underutilized buildings and properties in the greater central business district, and identify potential uses to create opportunities for (re)development by XXXXX.
- 1.4 – Objective:** Generate renewed interest in shopping and dining in the central business district by XXXXX.
- 1.5 Objective:** Conduct a Downtown Safety Assessment to determine the safety and security needs for the Central Business District by XXXXX.
- 2.1 Objective:** Developed a compressive long-term plan for Pots on Parade that uses appropriate materials to create pottery in the Catawba Valley tradition that is attractive, sustainable, and secure by XXXXX.
- 2.2 Objective:** Create an Arts & Cultural Narrative for Lincolnton by finding distinct accounts that chronicle the stories of our arts and cultural heritage by XXXXX.
- 2.3 Objective:** Identify and seek out quality for profit and not for profit artisans and attract two new artistic businesses to downtown by XXXX.
- 2.4 Objective:** Develop an artistic identity and art strategy for the City of Lincolnton and the central business district that gives guidance on existing and future projects by XXXXX.
- 3.1 Objective:** Develop a Blueway plan to encourage recreation, tourism, and community development by XXXXX.
- 3.2 Objective:** Develop a Greenway to be an identifiable characteristic of the downtown area, encourage citizen wellness, and broaden the economic impact of tourism and business growth by XXXXX.

- 3.3 Objective:** Create plan and initiatives to stimulate housing downtown and implement by XXXXX.
- 3.4 Objective:** Complete Active Neighborhood checklist(s) Assessment, a user-friendly audit tool for assessing neighborhood environmental supports for physical activity, by XXXXX.
- 3.5 Objective:** Identify, inventory and promote all physical activities and opportunities that exist in the City of Lincoln and the Central Business District by XXXXX.

|                |
|----------------|
| <h2>Tasks</h2> |
|----------------|

In-progress - Allied Support Organizations (ASO) developing applicable tasks to support objectives.

**ITEM #**

**10**



MEMO TO: Mayor and City Council

FROM: Laura Elam

SUBJECT: Proposed Revisions to Business Incentive Grant Application

DATE: June 7, 2018

### **Background**

The City's business incentive grant program has been in place for a couple years and City staff has identified the need for some relatively minor revisions to the program guidelines and application along with a couple of minor clarifications. The proposed changes are intended to provide for a more clear and simple application process while also adding in some needed design standards for downtown properties.

### **Recommended Revisions and Clarifications**

Staff's recommended revisions and clarifications are outlined below:

|                                                      | <b>Current Application</b>      | <b>Proposed Application</b>                                                                                                                                                                                                    |
|------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Application Requirements</b>                      | Complete business plan          | Brief summary of business plan                                                                                                                                                                                                 |
| <b>Number of criteria considered for approval</b>    | 5                               | 2                                                                                                                                                                                                                              |
| <b>Clarification Needed</b>                          | One grant per business per year | One grant per business                                                                                                                                                                                                         |
| <b>Ineligible Properties Specifically Identified</b> |                                 | <ul style="list-style-type: none"><li>• Tax delinquent</li><li>• Not in good standing with City utilities</li><li>• National franchises</li><li>• Retail chains</li><li>• Primarily residential</li><li>• Tax exempt</li></ul> |
| <b>Application Form</b>                              | One application for entire city | Separate applications for Downtown vs. Non-Downtown properties                                                                                                                                                                 |
| <b>Design Standards</b>                              | Not addressed                   | Secretary of Interior Standards for Downtown                                                                                                                                                                                   |

**NOTE:** The proposed revised business incentive grant application is attached with the edits shown through track changes. Attachment A is the proposed application for property located in the downtown area and Attachment B is the proposed application for property located within the City and outside of downtown.

**Recommendation from Steering Committee**

The Downtown Steering Committee reviewed and discussed the proposed revisions and recommends approval.

**Action Requested**

City staff recommends approval of the proposed revisions to the Business Incentive Grant application and program guidance.

ATTACHMENT A



Formatted: Font: 14 pt

## City of Lincolnton

### Business Incentive Grant Program

#### [Central Business District](#)

#### Purpose

The purpose of the City of Lincolnton Business Incentive Grant program is to promote economic development opportunities by offering new or expanding businesses matching cash grants to partially defray the cost associated with start-up improvements or expansion projects, thereby freeing business capital at a time when it is most urgently needed. This program will benefit the City of Lincolnton with increased tax base, expanded job opportunities and increased payroll in our community.

The Business Incentive Grant will be an economic development activity that supports the goals and objectives of the City of Lincolnton Strategic Plan. It is intended to assist business owners with building renovations and rehabilitations which encourage economic development in Lincolnton.

The following guidelines govern the Business Incentive Grant program. This set of guidelines shall be subject to periodic review and revision. Funding for the program may be discontinued at any time at the discretion of the City.

#### Guidelines

1. A ~~completed~~brief summary of the business plan and the proposed renovation/rehabilitation project must be submitted with the application. Summary should be limited to no more than two pages.
2. Applicants must adhere to applicable City of Lincolnton ordinances and code requirements, such as building codes, zoning regulations, etc.
3. Grants are provided to help with correction of building code violations, building renovations, building rehabilitations, facade improvements, signage, etc. ~~Only one grant will be provided to a business per calendar year.~~ Only one business incentive grant will be provided per business. Funds are for fixed items only and not for inventory, furnishings or non-fixed items.
4. The applicant must secure a two-year lease, if leasing.

5. Provides 50% of the total cost of approved projects up to \$15,000 for eligible expenditures for properties located within the Central Business District (see attached map) ~~and up to \$5,000 for eligible expenditures on properties located elsewhere in the City limits.~~ However, the City may not award the total amount requested.

~~6. Each application shall be treated on a case-by-case basis.~~

~~7.6.~~ Since each application will be different, and reviewed on a case-by-case basis, the applicant may be required to submit additional information. The intent of the Business Incentive Grant program application process is not to burden the applicant business with extensive research, but to provide the Steering Committee and City Council with information to make appropriate recommendations and decisions.

~~8.7.~~

~~9.8.~~ The Business Incentive Grant program is not intended to provide financial assistance to fiscally unsound businesses.

~~10.9.~~ Business Incentive Grant program applications will be reviewed by the Steering Committee with final consideration and approval given on each grant application by City Council.

~~11.10.~~ Business Incentive Grant program approval will be made at the sole discretion of the City Council and will depend on the availability of funds.

~~12.11.~~ The intent of the Business Incentive Grant program application process is not to burden the applicant business with extensive research, but to provide the Steering Committee and City Council with information to make appropriate recommendations and decisions.

~~13. Only one Business Incentive Grant may be awarded to an individual business per calendar year. The business, receiving such grant, must wait 365 days before applying for another Business Incentive Grant through this program.~~

#### 12. Ineligible properties and businesses:

- Tax delinquent property or property not in good standing with City of Lincolnton Utility Billing.
- National franchises
- Retail chain stores
- Primarily residential properties or uses
- Tax exempt organizations or properties

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Indent: Left: 1", No bullets or numbering

Business Incentive Grant program applications will be evaluated on each of the following factors. The application should be developed according to the following criteria for each factor:

Business/Organization/Business Plan Description (~~45~~ 50 %): Does the application describe the business/organization history or business plan? Does the application describe the nature of the

business conducted in the City of Lincoln? ~~Does the application provide previous year business financial information and cash flow?~~ Does the application clearly demonstrate sound and sustainable business financing? ~~Does the application describe the value of resources other than labor purchased in the City of Lincoln?~~ Does the application describe the percentage of goods and services performed in the City of Lincoln? ~~Does the application describe the number of fulltime and part-time workers employed by the business/organization?~~ Does the application describe the benefits provided to employees?

Project Description (30\_50%): Does the application clearly describe the project? Does the application clearly delineate the project's expected costs and revenues? Does the application clearly describe the project's timeline? ~~Does the application clearly describe the project's management?~~ Does the application describe how the project is sustainable over a period of time? ~~Does the application describe the project's direct and measurable results with full economic impact within three years?~~ Does the application describe project risks and mitigation plans?

Scope of Impact (20%): Does the application clearly describe how the project supports the economic development goals and objectives of the City of Lincoln Business Incentive Grant program? Does the application describe how the project supports increased economic activity in the City of Lincoln? Does the application project the economic impact to the City of Lincoln over three years? Does the application describe how Lincoln residents will benefit from this project?

Leveraging Resources (20%): Since projects that leverage additional sources of support will be given preference in the Business Incentive Grant program, does the application describe any and all additional sources of cash and in-kind support for the project? Does the application clearly indicate matching/leveraged resources in the project budget? Does the application describe how Business Incentive Grant program funds will be applied?

Accountability (15%): Does the application describe predicted results that will be reported to the ~~Steering Committee~~ annually over three years? Does the application clearly describe how predicted results are easily measured, reported, and verified? Does the application describe how predicted results link to project goals, objectives, and activities?

Contact:

Laura Elam, ~~Planning Director~~ or Jean Derby

Planning Department

114 West Sycamore Street

Lincolnton, NC 28092

(704) 736-8930

[lelam@lincolntonnc.org](mailto:lelam@lincolntonnc.org), [jderby@lincolntonnc.org](mailto:jderby@lincolntonnc.org)

Formatted: Font color: Blue, Strikethrough

Formatted: Font color: Blue, Strikethrough

Formatted: Font color: Blue

**City of Lincoln Business Incentive Grant Application**  
**Building Rehabilitations and Renovations**  
**Which Encourage**  
**Economic Development in Lincoln**

|                               |
|-------------------------------|
| DATE: _____                   |
| NAME OF APPLICANT: _____      |
| PROJECT NAME: _____           |
| PROJECT DESCRIPTION: _____    |
| _____                         |
| _____                         |
| _____                         |
| _____                         |
| PROJECT ADDRESS: _____        |
| APPLICANT HOME ADDRESS: _____ |
| _____                         |
| EMAIL ADDRESS: _____          |
| TELEPHONE: _____              |

*If Property Owner differs from Business Owner, complete the following:*

|                               |
|-------------------------------|
| NAME OF PROPERTY OWNER: _____ |
| _____                         |
| ADDRESS: _____                |
| _____                         |
| EMAIL ADDRESS: _____          |
| TELEPHONE: _____              |

[Program Standards](#)

[The Secretary of the Interior's Standards for Rehabilitation](#)

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. All facade changes must meet these standards. An illustrated guide is available for use from the City Planning Department to help property owners meet the standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

---

I have read and understand these guidelines.

---

Signature of Applicant

Date

---

Signature of Property Owner (if different from Applicant)

Date



**ATTACHMENTS REQUIRED (*incomplete applications will be returned to applicant*)**

1. Provide an itemized cost estimate of all materials, supplies and labor costs of this project. **(Attach to application)**
2. ~~Provide a sketch or scaled drawing of the proposed renovation work. (Attach to application)~~ Provide project plans, specifications, sketch or scaled drawing sufficient to accurately describe the proposed work. (Attach to application)
3. Provide a current photograph of (1) the building itself and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement. **(Attach to application)**
4. Written plans for future improvements to the building and proposed time frame for such work. **(Attach to application)**
5. Samples of all exterior paint colors and awning fabrics **(if applicable)**
6. **Copy of two-year lease, if leasing.**
7. ~~Provide anticipated start date and a proposed schedule of completion for the proposed improvements.~~

Formatted: Font: Not Italic

Formatted: Font: Not Italic

START DATE: \_\_\_\_\_

ANTICIPATED COMPLETION: \_\_\_\_\_

**I have read and fully understand the requirements and guidelines of the City of Lincolnton Business Incentive Grant Program and agree to comply with all its requirements in full.**

\_\_\_\_\_  
**Signature of Applicant**

**PROPERTY OWNER CONSENT**

If property owner differs from the business owner, I \_\_\_\_\_  
Owner of the aforementioned property, consent to the proposed work being undertaken  
by \_\_\_\_\_, the business owner. I as the property  
owner have read and fully understand the requirements of the City of Lincolnton  
Business Incentive Grant Program and agree with all the requirements set forth by the  
Grant Application and Guidelines.

\_\_\_\_\_  
**Signature of Property Owner (if different from business owner)**



City of Lincolnton  
Business Incentive Grant Program  
Outside of Central Business District

Purpose

The purpose of the City of Lincolnton Business Incentive Grant program is to promote economic development opportunities by offering new or expanding businesses matching cash grants to partially defray the cost associated with start-up improvements or expansion projects, thereby freeing business capital at a time when it is most urgently needed. This program will benefit the City of Lincolnton with increased tax base, expanded job opportunities and increased payroll in our community.

The Business Incentive Grant will be an economic development activity that supports the goals and objectives of the City of Lincolnton Strategic Plan. It is intended to assist business owners with building renovations and rehabilitations which encourage economic development in Lincolnton.

The following guidelines govern the Business Incentive Grant program. This set of guidelines shall be subject to periodic review and revision. Funding for the program may be discontinued at any time at the discretion of the City.

Guidelines

1. A brief summary of the business plan and the proposed renovation/rehabilitation project must be submitted with the application. Summary should be limited to no more than two pages.
2. Applicants must adhere to applicable City of Lincolnton ordinances and code requirements, such as building codes, zoning regulations, etc.
3. Grants are provided to help with correction of building code violations, building renovations, building rehabilitations, facade improvements, signage, etc. Only one business incentive grant will be provided per business. Funds are for fixed items only and not for inventory, furnishings or non-fixed items.
4. The applicant must secure a two-year lease, if leasing.
5. Provides 50% of the total cost of approved projects up to \$5,000 for eligible expenditures for properties located outside of the Central Business District (see attached map). However, the City may not award the total amount requested.
6. Since each application will be different, and reviewed on a case-by-case basis, the applicant may be required to submit additional information. The intent of the Business Incentive Grant program application process is not to burden the applicant

business with extensive research, but to provide the Steering Committee and City Council with information to make appropriate recommendations and decisions.

7. The Business Incentive Grant program is not intended to provide financial assistance to fiscally unsound businesses.
8. Business Incentive Grant program applications will be reviewed by the Steering Committee with final consideration and approval given on each grant application by City Council.
9. Business Incentive Grant program approval will be made at the sole discretion of the City Council and will depend on the availability of funds.
10. Ineligible properties and businesses:
  - Tax delinquent property or property not in good standing with City of Lincolnton Utility Billing.
  - National franchises
  - Retail chain stores
  - Primarily residential properties or uses
  - Tax exempt organizations or properties

Business Incentive Grant program applications will be evaluated on each of the following factors. The application should be developed according to the following criteria for each factor:

Business/Organization/Business Plan Description ( 50 %): Does the application describe the business/organization history or business plan? Does the application describe the nature of the business conducted in the City of Lincolnton? Does the application clearly demonstrate sound and sustainable business financing? Does the application describe the percentage of goods and services performed in the City of Lincolnton?

Project Description ( 50%): Does the application clearly describe the project? Does the application clearly delineate the project's expected costs and revenues? Does the application clearly describe the project's timeline?

Contact:

Laura Elam or Jean Derby

Planning Department

114 West Sycamore Street

Lincolnton, NC 28092

(704) 736-8930

[lelam@lincolntonnc.org](mailto:lelam@lincolntonnc.org), [jderby@lincolntonnc.org](mailto:jderby@lincolntonnc.org)

**City of Lincolnnton Business Incentive Grant Application**  
**Building Rehabilitations and Renovations**  
**Which Encourage**  
**Economic Development in Lincolnnton**

|                               |
|-------------------------------|
| DATE: _____                   |
| NAME OF APPLICANT: _____      |
| PROJECT NAME: _____           |
| PROJECT DESCRIPTION: _____    |
| _____                         |
| _____                         |
| _____                         |
| _____                         |
| PROJECT ADDRESS: _____        |
| APPLICANT HOME ADDRESS: _____ |
| _____                         |
| EMAIL ADDRESS: _____          |
| TELEPHONE: _____              |

*If Property Owner differs from Business Owner, complete the following:*

|                               |
|-------------------------------|
| NAME OF PROPERTY OWNER: _____ |
| _____                         |
| ADDRESS: _____                |
| _____                         |
| EMAIL ADDRESS: _____          |
| TELEPHONE: _____              |

**ATTACHMENTS REQUIRED (*incomplete applications will be returned to applicant*)**

1. Provide an itemized cost estimate of all materials, supplies and labor costs of this project. **(Attach to application)**

2. **Provide project plans, specifications, sketch or scaled drawing sufficient to accurately describe the proposed work. (Attach to application)**
3. Provide a current photograph of (1) the building itself and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement. **(Attach to application)**
4. Written plans for future improvements to the building and proposed time frame for such work. **(Attach to application)**
5. Samples of all exterior paint colors and awning fabrics **(if applicable)**
6. **Copy of two-year lease, if leasing.**

START DATE: \_\_\_\_\_

ANTICIPATED COMPLETION: \_\_\_\_\_

**I have read and fully understand the requirements and guidelines of the City of Lincolnton Business Incentive Grant Program and agree to comply with all its requirements in full.**

\_\_\_\_\_  
**Signature of Applicant**

#### **PROPERTY OWNER CONSENT**

If property owner differs from the business owner, I \_\_\_\_\_  
Owner of the aforementioned property, consent to the proposed work being undertaken  
by \_\_\_\_\_, the business owner. I as the property  
owner have read and fully understand the requirements of the City of Lincolnton  
Business Incentive Grant Program and agree with all the requirements set forth by the  
Grant Application and Guidelines.

\_\_\_\_\_  
**Signature of Property Owner (if different from business owner)**

**ITEM #**

**11**

MEMO TO: Mayor and City Council Members

FROM: City of Lincoln Planning Department

DATE: June 7, 2018

RE: Business Incentive Grant (BIG-2-2018)

Application from Erika Thompson for Business Incentive Grant for building renovations for a new restaurant at 411-B East Main Street

### **Project Information**

- Location: 411-B East Main Street
- Use: Building renovations for new restaurant to include the following:
  - Open up two walls and add moldings
  - Repair floors
  - Add closet
  - Install new doors
  - Add second bathroom
  - Paint walls
  - Install new window in kitchen
  - Relocate and replace electrical and add outlets throughout
  - Install new lighting
  - Restore entry doorways
  - Relocate and update ductwork
  - Install insulation in attic
  - Relocate and replace water heater
  - Install custom built, built-in bar in front room
- Total project cost estimate: \$19,440.78
- Anticipated start: June 2018
- Anticipated completion: August 2018

### **Request**

- \$9721 for building renovations







**City of Lincolnton Business Incentive Grant Application**  
**Building Rehabilitations and Renovations**  
**Which Encourage**  
**Economic Development in Lincolnton**

DATE: 4-18-2018

NAME OF APPLICANT: Erika Thompson

PROJECT NAME: Crafted: A Southern Speakeasy

PROJECT DESCRIPTION: We are a food and beverage establishment serving craft beer, fine wine, crafted cocktails alongside sweet treats and savory bites. We will also offer coffee and non-alcoholic options.

PROJECT ADDRESS: 411 B East Main St,  
Lincolnton NC 28092

APPLICANT HOME ADDRESS: 1595 Arden Dr  
Lincolnton NC 28092

EMAIL ADDRESS: [REDACTED]

TELEPHONE: [REDACTED]

*If Property Owner differs from Business Owner, complete the following:*

NAME OF PROPERTY OWNER: 411 Partners: Lester & Dyrn  
Eaker and Tim Carswell, managed by Gilleland

ADDRESS: 1721 Arden Dr  
Lincolnton NC 28092

EMAIL ADDRESS: → Contact John Gilleland for property

TELEPHONE: Management: [REDACTED]

**ATTACHMENTS REQUIRED (incomplete applications will be returned to applicant)**

1. Provide an itemized cost estimate of all materials, supplies and labor costs of this project. *(Attach to application)*
2. Provide a sketch or scaled drawing of the proposed renovation work. *(Attach to application)*
3. Provide a current photograph of (1) the building itself and (2) within the context of the streetscape clearly showing the existing conditions of the proposed area of improvement. *(Attach to application)*
4. Written plans for future improvements to the building and proposed time frame for such work. *(Attach to application)*
5. Samples of all paint colors and awning fabrics *(if applicable)*
6. Copy of two-year lease, if leasing.
7. Provide anticipated start date and a proposed schedule of completion for the proposed improvements.

START DATE: April 20, 2018

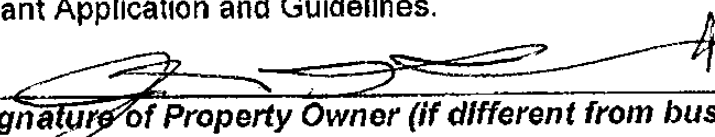
ANTICIPATED COMPLETION: August 1, 2018

I have read and fully understand the requirements and guidelines of the City of Lincoln Business Incentive Grant Program and agree to comply with all its requirements in full.

  
Signature of Applicant

**PROPERTY OWNER CONSENT**

If property owner differs from the business owner, I John Gilleland  
Owner of the aforementioned property, consent to the proposed work being undertaken  
by Property Manager, the business owner. I as the property  
owner have read and fully understand the requirements of the City of Lincoln  
Business Incentive Grant Program and agree with all the requirements set forth by the  
Grant Application and Guidelines.

  
Signature of Property Owner (if different from business owner)

GATHER · SAVOR · ENJOY

# CRAFTED

A SOUTHERN SPEAKEASY

## BUSINESS PLAN

Presented by

Brian and Erika Thompson

1595 Arden Dr

Lincolnton NC 28092

704-634-1191 (Brian)

704-400-5553 (Erika)

CraftedLTN@gmail.com

Copy 1

*The components of this business plan have been submitted on a confidential basis. It cannot be reproduced, stored, or copied in any form. By accepting delivery of this plan, the recipient agrees to return this copy of the plan. Do not copy, fax, reproduce, or distribute without permission.*

## Executive Summary

**Crafted: A Southern Speakeasy** is a social club serving up libations and provisions located in the heart of historic downtown Lincolnton. **Crafted** has a carefully curated selection of specialty cocktails, craft beers and top notch wines as well as savory and sweet treats. Perfect for gatherings, celebrations, relaxing and before or after an evening out. Consider it “Destination: Relaxation”.

**Crafted** will be serving the Lincoln County community with a constantly rotating lineup of premium, unique microbrews for the discerning beer connoisseur, as well as an exciting lineup of wines. **Crafted** will also serve some excellent coffee choices as a nonalcoholic option to pair with our decadent desserts. There will be some scrumptious food selections prepared by local chefs and bakers. Additionally, there will be some specialty soda selections.

To help bring **Crafted: A Southern Speakeasy** to life, Brian and Erika Thompson are seeking the Building Incentive, Façade and Start up rebate grants from the City of Lincolnton.

Competition is slim in the area, and the desire for such an establishment is great. Although you can get beverages at local restaurants, **Crafted** is able to differentiate itself from its competitors through its emphasis on specialty cocktails, fine craft beer, select wines, and premium coffee as well as unique food offerings in an environment that encourages you to ***“Come Sip a Spell”***.

**Crafted** will be a thriving member of the Lincolnton business community through a strong and successful working relationship with all civic and government entities. We will work to strengthen the relationship between the community and local businesses while also seeking to enhance the aesthetic and cultural value of our historic downtown area. **Crafted** will celebrate local artists by featuring and displaying their works. Furthermore, we will strive to serve the residents of

Lincolnton and the surrounding communities while simultaneously working to attract visitors to our community. **Crafted** will be a family owned, operated, and oriented business which will maintain the values and ethics of the local area while also seeking ways in which to become a pillar of the business community. Our unique atmosphere will emphasize a relaxing and exciting experience.

**Crafted: A Southern Speakeasy** offers a space for people to share their love of beverages and food, attend tastings, host private parties, meetings and other special events.

Additionally, our goal is to promote North Carolina's craft brewing and distilling industry by developing close relationships with local and regional breweries/distilleries with the goal of expanding industry brand awareness and distribution capabilities while endorsing North Carolina businesses. **Crafted** will also promote and support local restaurants and farmers markets. The focus will be to source the best possible ingredients from local and regional farmers and suppliers.

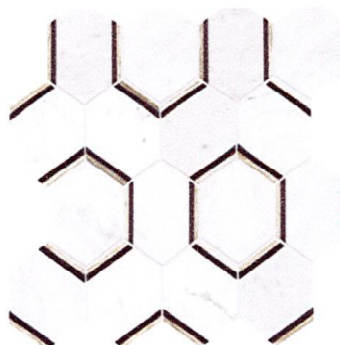
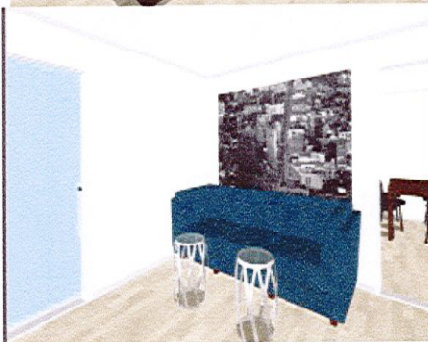
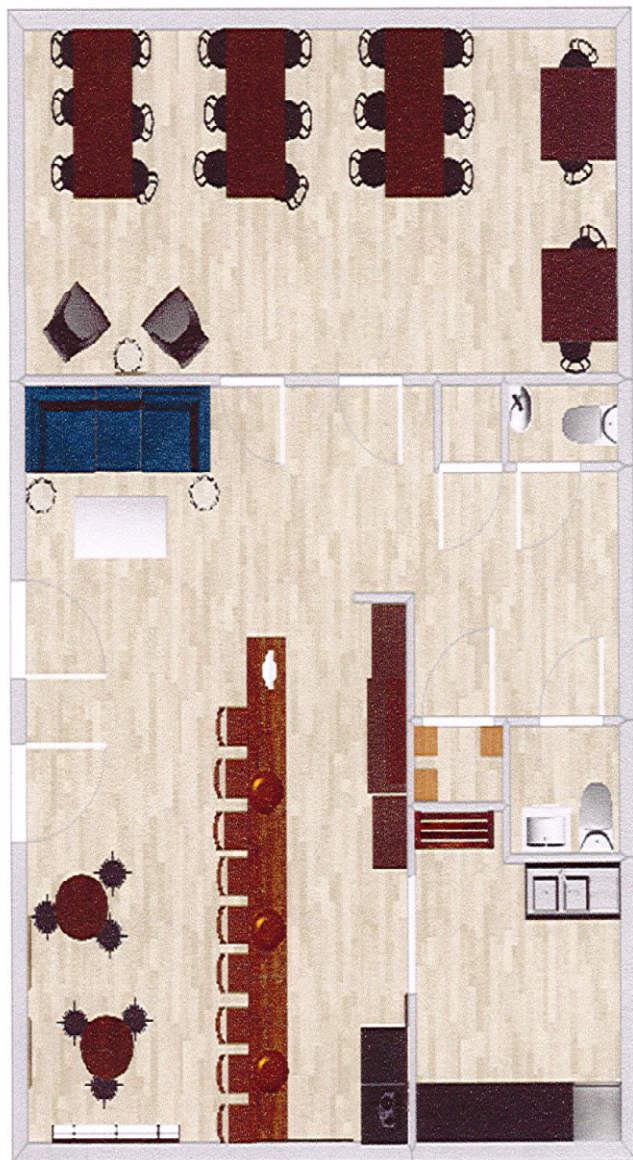
Below is a list of the objectives for **Crafted: A Southern Speakeasy**.

- Create customer awareness of what **Crafted** offers through a strong online presence and community involvement.
- Generate an average growth of 10% per month.
- Create a local shop with the primary goal of exceeding customers' expectations.
- Offer signature custom crafted cocktails.
- Offer eight good quality, and some hard-to-find beers on tap.
- Present a solid selection of wines, some not offered locally.
- Offer a robust yet simple selection of coffees.
- Partner with our chef, Joe Byrd, to provide unique food offerings.
- Develop a sustainable start-up business surviving off of its own cash flow



## CRAFTED: A SOUTHERN SPEAKEASY

In the plans, we will be adding a second bathroom and opening up several walls. There will be floor and tile updates. Some electrical work to add outlets and update lighting will also be completed.



Visuals give an idea of updates but will vary of course. Imagine a color scheme based around our logo. Also, we plan to use art deco elements mixed with industrial elements.

GATHER · SAVOR · ENJOY  
**CRAFTED**  
A SOUTHERN SPEAKEASY

# Construction Bid Form

## Owner Information

Name Crafted: A Southern Speakeasy

Address 411 E Main St, Suite B

City, State ZIP Lincolnton NC 28092

Phone 704-400-5653

Email craftedtn@gmail.com

Project name Crafted Upfit

## Contractor Information

Company Trademark Construction

Name Brian Thompson

Address 1595 Arden Dr

City, State ZIP Lincolnton NC 28092

Phone 704-684-1199

Email trconstruction@yahoo.com

Completion date 8/1/2018

## Scope of Work

This is an upfit project for a food and beverage establishment. There will be 2 walls opened up and finished out with moldings and floors patched. There will be a closet added and new access door installed. A doorway will be closed up and relocated to the kitchen area. A second bathroom will be added. Walls will be painted. A window will be installed into the kitchen area. Electrical will be moved and outlets added throughout. New lighting will be installed. New doors will be installed. New door hardware will be installed. There will be architectural restoration of existing entry door ways. Ductwork will be relocated and updated in the unit. Insulation will be added into attic. A water heater will be added and relocated. Ceilings will be exposed and wiring relocated and old faulty wiring removed. Decorative metal ceiling moldings will be added as crown molding. A built in bar unit will be custom built into front room complete with epoxy countertop and ceiling tin accents.

## Not Included

All professional equipment and installation. All furnishings and décor finishes.

## Company Proposal

Trademark Construction expects to complete this work within an 8 week time frame of approval of project.

Submitted by (Company Representative)

Date

## Owner Acceptance



# Cost Breakdown

## List of Materials and Costs

| Qty. | Description                                                          | Cost       | Total      |
|------|----------------------------------------------------------------------|------------|------------|
| 1    | Trim for wall openings                                               | \$270.00   | \$270.00   |
| 8    | Per Hour Labor for trim out of wall openings                         | \$30.00    | \$240.00   |
| 10   | Per Hour Labor for Closet build out and wall construction/finishing  | \$30.00    | \$300.00   |
| 2    | Box of screws                                                        | \$10.00    | \$20.00    |
| 2    | Box of nails                                                         | \$10.00    | \$20.00    |
| 6    | Labor for Door installation and hardware                             | \$100.00   | \$600.00   |
| 6    | Interior Doors                                                       | \$80.00    | \$480.00   |
| 6    | Door Knobs                                                           | \$25.00    | \$150.00   |
| 2    | Entry Door Hardware                                                  | \$200.00   | \$400.00   |
| 1    | Architectural Restoration of 2 Front doors and hardware installation | \$200.00   | \$200.00   |
| 1    | New wiring and outlets, Electrician fees                             | \$4,800.00 | \$4,800.00 |
| 1    | New Hot Water Heater & Installation                                  | \$900.00   | \$900.00   |
| 1    | Kitchen Sink; 3 compartment                                          | \$400.00   | \$400.00   |
| 12   | Per Hour Labor charges for plumbing/bathroom/fixture install         | \$30.00    | \$360.00   |
| 1    | Bathroom sink                                                        | \$250.00   | \$250.00   |
| 116  | Tile for Bathrooms                                                   | \$11.00    | \$1,276.00 |
| 1    | Utility Sink                                                         | \$150.00   | \$150.00   |
| 1    | Faucets                                                              | \$300.00   | \$300.00   |
| 1    | Window and Install                                                   | \$300.00   | \$300.00   |



| Qty. | Description                                      | Cost       | Total                    |
|------|--------------------------------------------------|------------|--------------------------|
| 5    | Decorative Lighting Fixtures                     | \$60.00    | \$300.00                 |
| 27   | Per Hour Labor for Ceiling tear out and refinish | \$30.00    | \$810.00                 |
| 154  | Ceiling Crown Molding                            | \$3.25     | \$500.50                 |
| 8    | Per Hour Labor for crown molding install         | \$30.00    | \$240.00                 |
| 1    | Relocation of duct work                          | \$250.00   | \$250.00                 |
| 1    | Plumbing supplies                                | \$100.00   | \$100.00                 |
| 2    | Per Hour Labor for Kitchen tear out              | \$30.00    | \$60.00                  |
| 10   | Per Hour Labor to patch flooring                 | \$30.00    | \$300.00                 |
| 1    | Silicone                                         | \$5.00     | \$5.00                   |
| 2    | Flooring                                         | \$48.00    | \$96.00                  |
| 12   | Per Hour Labor charges for Built in Shelving     | \$30.00    | \$360.00                 |
| 1    | Decorative Ceiling tin tiles                     | \$418.00   | \$418.00                 |
| 1    | Built in Shelving Unit                           | \$360.00   | \$360.00                 |
| 1    | Epoxy for Built in Bar Countertop                | \$400.00   | \$400.00                 |
| 1    | Decorative Wall Tile                             | \$356.00   | \$356.00                 |
| 18   | Per Hour Labor for Custom Built in Bar Unit      | \$30.00    | \$540.00                 |
| 1    | Paint and Painting Supplies                      | \$250.00   | \$250.00                 |
| 20   | Per hour Labor for Paint Wall                    | \$30.00    | \$600.00                 |
| 1    | Insulation and Install                           | \$850.00   | \$850.00                 |
|      |                                                  | Subtotal   | \$18,211.50              |
|      |                                                  | Tax rate   | 6.75%                    |
|      |                                                  | <b>Tax</b> | <b><u>\$1,229.28</u></b> |

| Qty. | Description | Cost               | Total                     |
|------|-------------|--------------------|---------------------------|
|      |             | <b>Grand total</b> | <b><u>\$19,440.78</u></b> |

West Norman Electric, Inc.  
 1525 Triangle Circle  
 Denver, NC 28037

# Estimate

| Phone #              | Fax #      |
|----------------------|------------|
| [REDACTED]           | [REDACTED] |
| NC#126240-8 (800000) |            |

| Date     | Estimate # |
|----------|------------|
| 5/4/2018 | Taphouse   |

| Name / Address                             |
|--------------------------------------------|
| Brian Thompson<br>[REDACTED]<br>[REDACTED] |

| Location                      |
|-------------------------------|
| 411 E Main Street Suite B,... |

| Item                           | Description                                                    | Qty        |
|--------------------------------|----------------------------------------------------------------|------------|
| Elec. Service                  | Wire for taphouse per plan and code including:                 |            |
| Elec. Service                  | Wire and install pendant lights per plan.                      |            |
| Elec. Service                  | Wire and install 2 outdoor receptacles.                        |            |
| Elec. Service                  | Wire and install outdoor emergency light.                      |            |
| Elec. Service                  | Wire and install approx. 9 new circuits for kitchen equipment. |            |
|                                | Sales Tax                                                      |            |
| Payment due after installation |                                                                |            |
| <b>Total</b>                   |                                                                | \$4,800.00 |

**ITEM #**

**12**

# CITY OF LINCOLNTON

## CITY COUNCIL

Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



## CITY MANAGER

Steve Zickefoose, MBA

[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)

## CITY CLERK

Donna C. Flowers, MMC, NCCMC

[donnaflowers@ci.lincolntonnc.org](mailto:donnaflowers@ci.lincolntonnc.org)

## CITY ATTORNEY

Thomas J. Wilson, Jr.

## PUBLIC HEARING

### LINCOLNTON-LINCOLN COUNTY REGIONAL AIRPORT 2018-2019 PROPOSED BUDGET

The Mayor and City Council will hold a Public Hearing on Thursday, June 7, 2018 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street, Lincolnton, NC.

The purpose of the hearing is to receive public comment concerning the proposed budget for fiscal year 2018-2019 for the Lincolnton-Lincoln County Regional Airport.

DONNA C. FLOWERS, MMC  
CITY CLERK

Advertise 2tl: Wednesday, May 23, 2018  
Wednesday, May 30, 2018

**CITY COUNCIL**  
Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



**CITY MANAGER**  
Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Steve*

SUBJECT: Airport 2018-19 Budget

DATE: April 24, 2018

According to the February 19, 2018 rulings by the FAA, both the County and City must approve the Lincolnton-Lincoln County Regional Airport. I have placed a copy of the budget that was submitted by Joe Tate. We will be inviting Mr. Tate to present the budget to Council.

One observation that I have made deals with the Intergovernmental Revenues. The revenue line item for the City is listed at \$60,000. This amount will need to be adjusted according to any pending funding arrangements between the City and County.

I do not see a revenue line or expense line for projected grants. However, in an email from Mr. Tate, he indicated that three NPE Vision 100 grants would be planned that require a total of \$25,000 in matching funds. The new FAA rulings require that both the City and County approve grants prior to the application being submitted.

As a reminder, City Council has taken the position of not being responsible for future grant matching funds for the airport.

Council would be able to direct questions related to the airport budget to Mr. Tate.

| ACCOUNT                           | DESCRIPTION                   | FY 2017<br>ACTUAL   | FY 2018<br>BUDGET | FY 2018<br>THRU 2/14/18 | FY 2019<br>REQUESTED | FY 2019<br>RECOMMENDED |
|-----------------------------------|-------------------------------|---------------------|-------------------|-------------------------|----------------------|------------------------|
| <b>INTERGOVERNMENTAL REVENUES</b> |                               |                     |                   |                         |                      |                        |
| 75-0000-00-00-34530-              | Lincolnton Appropriation      | \$ (60,000.00)      | \$ (60,000)       | \$ (30,000.00)          | \$ (60,000)          | \$ (60,000)            |
| 75-0000-00-00-34531-              | Lincoln County Appropriation  | (60,000.00)         | (60,000)          | (45,000.00)             | (60,000)             | (60,000)               |
|                                   | TOTAL INTERGOV REVENUES       | (120,000.00)        | (120,000)         | (75,000.00)             | (120,000)            | (120,000)              |
| <b>SALES AND SERVICES</b>         |                               |                     |                   |                         |                      |                        |
| 75-0000-00-00-36750-              | Fuel Sales                    | (411,197.74)        | (525,000)         | (308,549.13)            | (585,000)            | (571,000)              |
| 75-0000-00-00-36751-              | Pilot Supply Sales            | (6,466.05)          | (7,000)           | (2,996.23)              | (6,000)              | (6,000)                |
|                                   | TOTAL SALES AND SERVICES      | (417,663.79)        | (532,000)         | (311,545.36)            | (591,000)            | (577,000)              |
| <b>INVESTMENT INCOME</b>          |                               |                     |                   |                         |                      |                        |
| 75-0000-00-00-37000-              | Interest Revenue              | (1,365.77)          | (1,000)           | (671.74)                | (1,000)              | (1,000)                |
| <b>MISCELLANEOUS</b>              |                               |                     |                   |                         |                      |                        |
| 75-0000-00-00-38100-              | Rent Revenue                  | (26,585.02)         | (20,000)          | (18,993.48)             | (30,000)             | (30,000)               |
| 75-0000-00-00-38120-              | Tie Down Leases               | (20,839.09)         | (12,000)          | (9,206.38)              | (20,000)             | (20,000)               |
| 75-0000-00-00-38121-              | Land Leases                   | (13,235.91)         | (12,000)          | (7,545.14)              | (14,000)             | (14,000)               |
| 75-0000-00-00-38122-              | Hangar Leases                 | (151,622.10)        | (150,000)         | (83,807.95)             | (154,000)            | (154,000)              |
| 75-0000-00-00-38190-              | Miscellaneous Revenues        | (2,246.77)          | (2,000)           | (1,687.93)              | (2,000)              | (2,000)                |
|                                   | TOTAL MISCELLANEOUS REVENUES  | (214,528.89)        | (196,000)         | (121,240.88)            | (220,000)            | (220,000)              |
|                                   | <b>TOTAL AIRPORT REVENUES</b> | <b>(753,558.45)</b> | <b>(849,000)</b>  | <b>(508,457.98)</b>     | <b>(932,000)</b>     | <b>(918,000)</b>       |
| <b>PERSONNEL</b>                  |                               |                     |                   |                         |                      |                        |
| 75-4530-53-00-51101-              | FT Regular Salaries           | 153,071.08          | 152,731           | 96,829.14               | 151,967              | 151,967                |
| 75-4530-53-00-51103-              | Temporary Wages               | 20,978.94           | 24,000            | 11,726.14               | 21,000               | 21,000                 |
| 75-4530-53-00-51104-              | Overtime                      | -                   | 1,000             | -                       | 5,000                | 1,000                  |
| 75-4530-53-00-51201-              | Social Security               | 13,097.49           | 11,469            | 8,170.86                | 12,358               | 12,358                 |
| 75-4530-53-00-51202-              | Retirement Expense            | 11,202.93           | 11,213            | 7,294.23                | 11,522               | 11,522                 |

|                       |                              |            |         |            |         |         |
|-----------------------|------------------------------|------------|---------|------------|---------|---------|
| 75-4530-53-00-51203-  | Hospitalization              | 25,619.52  | 25,821  | 16,774.70  | 25,922  | 25,922  |
| 75-4530-53-00-51204-  | Unemployment                 | -          | -       | 49.28      | -       | -       |
| 75-4530-53-00-51205-  | Workers Compensation         | 4,110.28   | 3,641   | 2,156.22   | 4,316   | 4,316   |
|                       | TOTAL PERSONNEL              | 228,080.24 | 229,875 | 143,000.57 | 232,085 | 228,085 |
| <b>OPERATIONS</b>     |                              |            |         |            |         |         |
| 75-4530-53-00-52101-  | Seminar Registration         | -          | 500     | -          | 500     | 500     |
| 75-4530-53-00-52102-  | Training, Meals & Lodging    | 798.20     | 1,200   | 314.00     | 1,200   | 1,200   |
| 75-4530-53-00-52103-  | Mileage                      | -          | 500     | -          | 500     | 500     |
| 75-4530-53-00-52201-  | Telephone                    | 5,006.21   | 4,500   | 2,947.23   | 4,500   | 4,500   |
| 75-4530-53-00-52203-  | Electricity & Water          | 18,148.98  | 18,000  | 9,498.61   | 18,000  | 18,000  |
| 75-4530-53-00-52205-  | Water                        | 1,964.05   | 2,400   | 1,120.10   | 2,000   | 2,000   |
| 75-4530-53-00-52301-  | Copier Charges               | 136.42     | 351     | 604.85     | 1,000   | 1,000   |
| 75-4530-53-00-52501-  | M & R Buildings              | 61,384.74  | 42,067  | 27,977.40  | 42,000  | 42,000  |
| 75-4530-53-00-52502-  | M & R Vehicles               | 2,947.66   | 8,000   | 9,780.17   | 10,000  | 10,000  |
| 75-4530-53-00-52504-  | Service & Maint Contracts    | 11,000.00  | 13,500  | 7,000.00   | 12,000  | 12,000  |
| 75-4530-53-00-52505-  | Advertising                  | 1,207.60   | 2,000   | 566.60     | 1,200   | 1,200   |
| 75-4530-53-00-52506-  | Credit Card Fees             | 8,903.32   | 6,500   | 6,770.89   | 13,000  | 13,000  |
| 75-4530-53-00-52510-  | Sales Tax Expense            | 27,774.21  | 36,000  | 21,463.36  | 37,000  | 37,000  |
| 75-4530-53-00-53201-  | Fuel                         | 122.64     | 1,500   | 92.69      | 1,000   | 1,000   |
| 75-4530-53-00-53301-  | Office Supplies              | 794.15     | 600     | 839.49     | 1,500   | 1,500   |
| 75-4530-53-00-53309-  | Other Supplies               | 9,188.45   | 9,000   | 4,515.83   | 9,000   | 9,000   |
| 75-4530-53-00-53999-  | Inventory - Fuel             | 292,597.65 | 385,000 | 220,725.79 | 450,000 | 440,000 |
| 75-4530-53-00-54104-  | Legal Charges                | 9,999.96   | 10,000  | 6,666.64   | 10,000  | 10,000  |
| 75-4530-53-00-54105-  | Auditing Fees                | 5,700.00   | 6,000   | 4,575.00   | 6,000   | 6,000   |
| 75-4530-53-00-55102-  | I & B Professional Liability | 175.00     | 175     | 175.00     | 175     | 175     |
| 75-4530-53-00-55103-  | I & B Property               | 11,986.08  | 3,793   | 4,371.00   | 8,000   | 8,000   |
| 75-4530-53-00-56101-  | Dues & Subscriptions         | 2,304.11   | 1,200   | 690.89     | 1,400   | 1,400   |
| 75-4530-53-00-56102-  | Rent                         | 4,740.00   | 1,500   | 2,765.00   | 4,800   | 4,800   |
| 75-4530-53-00-56199-  | Miscellaneous                | 944.30     | -       | 1,854.23   | 300     | 300     |
|                       | TOTAL OPERATIONS             | 477,823.73 | 554,286 | 335,314.77 | 635,075 | 625,075 |
| <b>CAPITAL OUTLAY</b> |                              |            |         |            |         |         |
| 75-4530-53-00-57201-  | Improvements                 | -          | -       | -          | -       | -       |

|                                       |                               |                      |                   |                      |                   |                   |
|---------------------------------------|-------------------------------|----------------------|-------------------|----------------------|-------------------|-------------------|
| 75-4530-53-00-57301-                  | Buildings                     | -                    | -                 | -                    | -                 | -                 |
| 75-4530-53-00-57401-                  | Equipment                     | 25,470.00            | -                 | -                    | -                 | -                 |
| 75-4530-53-00-57501-                  | Vehicles                      | -                    | -                 | -                    | -                 | -                 |
|                                       | TOTAL CAPITAL OUTLAY          | 25,470.00            | -                 | -                    | -                 | -                 |
| <b>OTHER FINANCING USES</b>           |                               |                      |                   |                      |                   |                   |
| 75-9100-59-00-58110-                  | Inst Payment Principal        | 56,571.61            | 58,906            | 34,071.95            | 61,337            | 61,337            |
| 75-9100-59-00-58111-                  | Inst Payment Interest         | 8,266.67             | 5,933             | 3,750.38             | 3,503             | 3,503             |
|                                       | TOTAL OTHER FINANCING USES    | 64,838.28            | 64,839            | 37,822.33            | 64,840            | 64,840            |
|                                       |                               |                      |                   |                      |                   |                   |
|                                       | <b>TOTAL AIRPORT EXPENSES</b> | <b>\$ 796,212.25</b> | <b>\$ 849,000</b> | <b>\$ 516,137.67</b> | <b>\$ 932,000</b> | <b>\$ 918,000</b> |
| <b>REVENUES (OVER)/UNDER EXPENSES</b> |                               |                      |                   |                      |                   |                   |
|                                       |                               | <b>42,653.80</b>     | <b>-</b>          | <b>7,679.69</b>      | <b>-</b>          | <b>-</b>          |



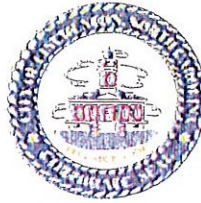
ITEM #

13

# CITY OF LINCOLNTON

## CITY COUNCIL

Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



## CITY MANAGER

Steve Zickefoose, MBA

[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)

## CITY CLERK

Donna C. Flowers, MMC, NCCMC

[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

## CITY ATTORNEY

Thomas J. Wilson, Jr.

## PUBLIC HEARING

### CITY OF LINCOLNTON 2018-2019 PROPOSED BUDGET

The Mayor and City Council will hold a Public Hearing on Thursday, June 7, 2018 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street, Lincolnton, NC.

The purpose of the hearing is to receive public comment concerning the proposed budget for fiscal year 2018-2019. The proposed budget, totaling \$ 27,735,740.00, is currently on file in the City Clerks office and available for public inspection.

DONNA C. FLOWERS, MMC  
CITY CLERK

Advertise 2tl: Wednesday, May 23, 2018  
Wednesday, May 30, 2018

# CITY OF LINCOLNTON

## CITY COUNCIL

Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



## CITY MANAGER

Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)

## CITY CLERK

Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

## CITY ATTORNEY

Thomas J. Wilson, Jr..

## BUDGET ORDINANCE

AN ORDINANCE ESTABLISHING REVENUES AND AUTHORIZING EXPENDITURES FOR  
FISCAL YEAR 2018-2019 FOR THE CITY OF LINCOLNTON

**BE IT ORDAINED** by the Mayor and City Council of the City of Lincolnton:

**SECTION 1.** The following amounts are hereby appropriated in the General Fund for the operation of the City government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in accordance with the chart of accounts heretofore established for this City:

|                      |                      |
|----------------------|----------------------|
| City Manager/Clerk   | \$ 320,960           |
| Human Resources      | 239,060              |
| Finance              | 242,790              |
| General Expense      | 1,001,620            |
| General Debt Service | 513,524              |
| Police               | 3,115,970            |
| Fire                 | 2,041,650            |
| Public Works         | 79,616               |
| Street               | 1,257,668            |
| Equipment Services   | 133,270              |
| Solid Waste          | 854,228              |
| Plannin/Zoning       | 379,060              |
| Bus & Comm. Dev      | 135,000              |
| Recreation           | 957,520              |
|                      | <u>\$ 11,271,936</u> |

114 WEST SYCAMORE STREET • P.O. BOX 617 • LINCOLNTON, NORTH CAROLINA 28093-0617  
PHONE (704) 736-8980

**SECTION 2.** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

|                                         |                      |
|-----------------------------------------|----------------------|
| Property Taxes                          | \$ 4,818,000         |
| Sales and Use Tax                       | 2,900,000            |
| Permits and Fees                        | 105,500              |
| Franchise Tax                           | 850,000              |
| Beer & Wine Tax                         | 44,000               |
| Payment in Lieu of Taxes-Outside Source | 22,470               |
| Payment in Lieu of Taxes                | 405,296              |
| DMV Taxes                               | 150,000              |
| Controlled Substance Tax                | 4,500                |
| Firefighters Relief Fund Tax            | 5,200                |
| Solid Waste Disposal Tax                | 6,000                |
| Lease / Rental Vehicle Tax              | 16,000               |
| Grants                                  | 444,000              |
| Sales and Services                      | 20,000               |
| SRO Reimbursement                       | 111,800              |
| Investment Income                       | 20,000               |
| ABC Revenues                            | 60,000               |
| Recreation Revenues                     | 109,800              |
| Capital Contributions                   | -                    |
| Loan Proceeds                           | 55,000               |
| Donations                               | 18,000               |
| Miscellaneous                           | 50,600               |
| Issuance of Debt                        | 275,000              |
| Reimbursement from Powell Bill          | 120,000              |
| Fund Balance Appropriated               | 660,770              |
|                                         | <u>\$ 11,271,936</u> |

**SECTION 3.** The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore approved for the City:

|                                |                   |
|--------------------------------|-------------------|
| Powell Bill Construction/Other | <u>\$ 416,000</u> |
|--------------------------------|-------------------|

**SECTION 4.** It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

|                           |                   |
|---------------------------|-------------------|
| Powell Bill Allocation    | \$ 311,000        |
| Grants                    | \$ -              |
| Investment Income         | 300               |
| Fund Balance Appropriated | 104,700           |
|                           | <u>\$ 416,000</u> |

**SECTION 5.** The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the City:

|                             |                     |
|-----------------------------|---------------------|
| Water Treatment Plant       | \$ 1,508,450        |
| Distribution and Collection | 1,748,000           |
| Wastewater Treatment Plant  | 1,544,600           |
| Water and Sewer Intangibles | 3,577,490           |
|                             | <u>\$ 8,378,540</u> |

**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, 2018 and ending June 30, 2019.

|                                |                     |
|--------------------------------|---------------------|
| Investment Income              | \$ 45,000           |
| Charges for Service - Water    | 3,290,000           |
| Charges for Service - Sewer    | 4,150,000           |
| Connection Charges             | 27,000              |
| Capital Contributions          | -                   |
| Proceeds from Issuance of Debt | 380,000             |
| Other Operating Revenues       | 204,950             |
| Other Financing Sources        | 281,590             |
|                                | <u>\$ 8,378,540</u> |

**SECTION 7.** The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the City:

|                     |                     |
|---------------------|---------------------|
| Electric Operations | <u>\$ 7,669,264</u> |
|---------------------|---------------------|

**SECTION 8.** It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

|                               |                     |
|-------------------------------|---------------------|
| Investment Income             | \$ 15,000           |
| Electric Sales                | 6,650,000           |
| Electric Municipal Operations | 776,914             |
| Other Operating Revenue       | 227,350             |
| Other Financing Sources       | -                   |
|                               | <u>\$ 7,669,264</u> |

**SECTION 9.** There is hereby levied a tax rate of fifty-six cents (\$.56) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 2018 for the purpose of raising the revenue listed as "Property Taxes" in the general fund in Section 1 of this ordinance.

This rate is based on a total valuation of property for the purposes of taxation of \$ 850,900,000 and an estimated rate of collection of 98.5%.

There is hereby levied a municipal vehicle tax of \$20 per registered and tagged motorized vehicle resident in the city.

**SECTION 10.** Electric Rates No Increase.

**SECTION 11.** Water & Sewer Rates No Increase.  
No Increase.

**SECTION 12.** Appropriations are authorized by department totals. The City Manager is authorized to reallocate departmental appropriations among line item objects of expenditures and revenues as necessary during the budget year.

**SECTION 13.** Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Director to be kept on file by them for their direction in the disbursement of funds.

TOTAL GROSS BUDGET \$ 27,735,740

Adopted this 7th day of June, 2018

Attest:

---

Donna C. Flowers, CMC  
City Clerk

---

Edward L Hatley  
Mayor

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

| ADMINISTRATIVE FEES |                 |
|---------------------|-----------------|
| Per copy fee        | \$ .10 per page |

| FINANCE DEPARTMENT                                                                                                                                                                                                                               |            |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|
| Hollybrook Cemetery Lot Sales                                                                                                                                                                                                                    | Resident   | Non-Resident |
| Per Burial Space                                                                                                                                                                                                                                 | \$1,200.00 | \$3,000.00   |
| <b>Second Right of Interment</b>                                                                                                                                                                                                                 |            |              |
| Hollybrook Cemetery Niche Sales                                                                                                                                                                                                                  |            |              |
| Per Niche                                                                                                                                                                                                                                        | \$1,600.00 | \$3,200.00   |
| <b>Second Right of Interment</b>                                                                                                                                                                                                                 |            |              |
| Per Niche                                                                                                                                                                                                                                        | \$800.00   | \$1,600.00   |
| <b>Engraving</b>                                                                                                                                                                                                                                 | \$125.00   | \$125.00     |
| <b>Niche Opening After Initial Inurnment</b>                                                                                                                                                                                                     | \$200.00   | \$200.00     |
| Per Burial Space                                                                                                                                                                                                                                 | \$ 600.00  | \$1,500.00   |
| Employees and retirees who do not reside in the city limits qualify for city resident rate for immediate family household members only. Active employees must be full time and shall have worked two years in order to qualify for the discount. |            |              |
| Normal hours of the Cemetery Sexton are Monday through Friday from 8:30 am until 5:00 pm. In the event of an interment on weekends or Holidays, the provider funeral home shall pay a service fee to the City to cover personnel costs.          | \$150.00   | \$150.00     |

| FEES ASSOCIATED WITH UTILITY SERVICE                                                                                                                                                                               |                                                                                   |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------|
| Utility Deposits                                                                                                                                                                                                   | Inside City                                                                       | Outside City |
| Temporary Hydrant Meter Deposit                                                                                                                                                                                    | \$200.00                                                                          | \$400.00     |
| Residential Water and/or Sewer Deposit                                                                                                                                                                             | \$50.00                                                                           | \$100.00     |
| Residential Electric Deposit                                                                                                                                                                                       | \$250.00 Flat Rate                                                                |              |
| <b>Note:</b> Residential owners of real property providing proof of ownership will be exempt from utility deposits; renters having 24 months of good payment history with City of Lincolnnton will also be exempt. |                                                                                   |              |
| Business Water and/or Sewer Deposit                                                                                                                                                                                | \$50.00                                                                           | \$100.00     |
|                                                                                                                                                                                                                    | Or two (2) times the monthly average bill for the location, whichever is greater. |              |
| Business Electric Deposit                                                                                                                                                                                          | \$250.00                                                                          |              |
| <b>Note:</b> Business owners of real property providing proof of ownership will be exempt from utility deposits.                                                                                                   | Or two (2) times the monthly average bill for the location, whichever is greater. |              |
| Returned Check Charge                                                                                                                                                                                              | \$25.00                                                                           |              |
| Default Fee                                                                                                                                                                                                        | \$50.00                                                                           |              |
| After Hours Default Fee (if utility services are restored on weekends, holidays or after 4:30 pm on normal weekdays of the Utility Billing Office.)                                                                | \$75.00                                                                           |              |
| Late Fee<br>(For payment after due date, but before disconnection)                                                                                                                                                 | \$25.00 or 5% of the total bill, whichever is greater.                            |              |

**CITY OF LINCOLNTON**  
**PROPOSED SCHEDULE OF FEES**  
**2018-2019**

|                                                                                                                                 |                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Same Day Service Connection</b>                                                                                              | <b>\$50.00</b>                                                                                  |
| <b>Broken Lock Fee</b>                                                                                                          | <b>\$25.00</b>                                                                                  |
| <b>Meter Tampering <del>Investigation Charge</del> Fine</b><br>First Offense<br>Second Offense<br>Third and Subsequent Offenses | <del>\$200.00</del> -\$100.00<br>\$200.00<br>\$500.00<br>plus estimated water or electric usage |
| <b>Meter Test Charge (after first free test)</b>                                                                                | \$15.00 / Residential meter<br>\$45.00 / Demand meter                                           |
| <b>Temporary Electric Construction Service Charge</b>                                                                           | \$25.00                                                                                         |
| <b>'In and out' Electric Service Charge</b>                                                                                     | Cost will be determined                                                                         |

| <b>ELECTRIC RATES</b><br>(All electric rates are subject to sales tax.) |                |
|-------------------------------------------------------------------------|----------------|
| <b>Residential</b>                                                      |                |
| Facilities Charge:                                                      | \$13.16        |
| Energy Charge:                                                          |                |
| First 350 kwh @                                                         | .1093 per/kwh  |
| Next 950 kwh @                                                          | .1179 per/kwh  |
| All Over 1300 kwh @                                                     | .1232 per/kwh  |
| <b>Small General Service</b><br>(Less than 100 KW demand)               |                |
| Facilities Charge:                                                      | \$27.16        |
| Demand Charge:                                                          |                |
| First 30 kw of billing demand                                           | N/C            |
| All over 30 kw of billing demand                                        | \$ 7.44 per kw |
| Energy Charge:                                                          |                |
| First 3000 kwh @                                                        | .1537 per/kwh  |
| All Over 3000 kwh @                                                     | .0829 per/kwh  |
| <b>Medium General Service</b><br>(100-199 KW demand)                    |                |
| Facilities Charge:                                                      | \$39.78        |
| Demand Charge:                                                          |                |
| All kw of billing demand                                                | \$ 8.50 per kw |
| Energy Charge:                                                          |                |
| All kwh                                                                 | .00729 per/kwh |



# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |                                     |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------|---------------------------------|
| <b>Large General Service (200+ KW Demand)</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |                                     |                                 |
| Facilities Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                   | \$52.41                             |                                 |
| Demand Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                                | All kw of billing demand          | \$ 11.35 per kw                     |                                 |
| Energy Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                                | All kwh                           | .0628 per/kwh                       |                                 |
| <b>New Large Load Commercial</b><br>(Must equal or exceed 500 kw but be less than 3000 kw during at least nine months of a twelve-month period.)<br>(Applies only to new customers after January 7, 2010)                                                                                                                                                                                                                                                     |                                   |                                     |                                 |
| Basic Facilities Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                   | \$348.19                            |                                 |
| Demand Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                                | Summer (Jun – Sep)                | \$ 23.00 per kw                     |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Winter (Oct – May)                | \$ 4.18 per kw                      |                                 |
| Energy Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                                | First Energy Block                | 0.0529 per kwh                      |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Additional Energy Block           | 0.0529 per kwh                      |                                 |
| <b>OP – 10 – 1 Commercial</b><br>(Must equal or exceed 100 kw but be less that 500 kw during at least nine months of a twelve month period.)<br>(Applies only to new customers after June 2, 2011)                                                                                                                                                                                                                                                            |                                   |                                     |                                 |
| Basic Facilities Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                   | \$184.23                            |                                 |
| Demand Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |                                     |                                 |
| Monthly Billing Demand:                                                                                                                                                                                                                                                                                                                                                                                                                                       | On – Peak Summer (Jun – Sep)      | \$ 18.43 per kw                     |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | On – Peak Winter (Oct – May)      | \$ 3.68 per kw                      |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Excess Demand (All Months)        | \$ 1.23 per kw                      |                                 |
| Energy Charge:                                                                                                                                                                                                                                                                                                                                                                                                                                                | Summer (Jun – Sep)                |                                     |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | On – Peak                         | 0.0515 per kwh                      |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Off – Peak                        | 0.0491 per kwh                      |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Winter (Oct - May)                |                                     |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | On – Peak                         | 0.0491 per kwh                      |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Off – Peak                        | 0.0429 per kwh                      |                                 |
| <b>RENEWABLE ENERGY PORTFOLIO STANDARDS (REPS) CHARGES</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |                                     |                                 |
| Monthly electric charges for each customer account computed under the City’s applicable electric rate schedule will be increased by an amount determined by the table below:                                                                                                                                                                                                                                                                                  |                                   |                                     |                                 |
| <b><u>Customer Account Type</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Renewable Resources</u></b> | <b><u>DSM/Energy Efficiency</u></b> | <b><u>Total REPS Charge</u></b> |
| Residential Account                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 0.62                           | \$ 0.00                             | 0.62                            |
| Commercial Account                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$ 3.39                           | \$ 0.00                             | \$ 3.39                         |
| Industrial Account                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$ 34.92                          | \$ 0.00                             | \$ 34.92                        |
| <b>Exceptions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   |                                     |                                 |
| <b><u>Industrial and Commercial Customers Opt-out</u></b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                   |                                     |                                 |
| All industrial customers, regardless of size, and large commercial customers with usage greater than one million kwh’s per year can elect not to participate in City’s demand-side management and energy efficiency measures in favor of its own implemented demand-side management and energy efficiency measures by giving appropriate written notice to the City. In the event such customers “opt-out”, they are not subject to the DSM/Energy Efficiency |                                   |                                     |                                 |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

portion of the charges above. All customers are subject to the Renewable Resources portion of the charges above.

| YARD LIGHT RATE TABLE                                          |                            |               |
|----------------------------------------------------------------|----------------------------|---------------|
| Description                                                    | Minimum                    | Tax           |
| Yard Light 7500 <del>175W</del> -100W (being discontinued)     | <del>\$10.48</del> \$12.00 | 7%            |
| <del>Yard Light 7500 1/2</del>                                 | <del>\$5.25</del>          | <del>7%</del> |
| <del>Yard Light 7500 1/3</del>                                 | <del>\$3.50</del>          | <del>7%</del> |
| <del>Yard Light 7500 1/5</del>                                 | <del>\$2.11</del>          | <del>7%</del> |
| <del>Yard Light 7500 175 (0-100 Underground)</del>             | <del>\$13.20</del>         | <del>7%</del> |
| <del>Yard Light 7500 1/9</del>                                 | <del>\$1.17</del>          | <del>7%</del> |
| Yard Light 50000 HPS (400W) – Flood Light                      | \$23.52-\$25.00            | 7%            |
| <del>Yard Light 27500 HPS (250W)</del>                         | <del>\$17.55</del>         | <del>7%</del> |
| <del>Yard Light 50000 HPS – Decorative Fixture</del>           | <del>\$23.32</del>         | <del>7%</del> |
| <del>Yard Light 1000W M/H Underground Service</del>            | <del>\$46.91</del>         | <del>7%</del> |
| <del>Yard Light 160 LED Underground Service – Wood Poles</del> | <del>\$34.32</del>         | <del>7%</del> |
| Road/Entrance Light 72W LED                                    | \$30.00                    | 7%            |
| Yard Light 40W LED (replacing 100W)                            | \$14.00                    | 7%            |
| Road Entrance Light 160W LED                                   | \$36.00                    | 7%            |
| Specialty/Decorative lights quoted per project                 | TBD                        | 7%            |

| WATER RATES                  |                    |                     |
|------------------------------|--------------------|---------------------|
| Residential                  | Inside City Limits | Outside City Limits |
| Minimum Bill – 2,000 gallons | \$ 16.55           | \$ 33.10            |
| All Over 2,000 gallons       | \$ 4.48/1,000      | \$ 8.96/1,000       |
| Commercial & Industrial      |                    |                     |
| Minimum Bill - 2,000 gallons | \$ 16.55           | \$ 33.10            |
| Next 4,998,000 gallons       | \$ 4.54/1,000      | \$ 9.20/1,000       |
| All Over 5,000,000 gallons   | \$ 2.81/1,000      | \$ 4.60/1,000       |
| Industrial (Textile Based)   |                    |                     |
| Minimum Bill - 2,000 gallons | \$ 10.99           | \$21.98             |
| Next 4,998,000 gallons       | \$ 3.03/1,000      | \$6.12/1,000        |
| All over 5,000,000 gallons   | \$ 1.52/1,000      | \$3.06/1,000        |

| SEWER RATES                          |                    |                     |
|--------------------------------------|--------------------|---------------------|
| Residential, Commercial & Industrial | Inside City Limits | Outside City Limits |
| Minimum Bill – 2,000 gallons         | \$ 24.77           | \$ 49.54            |
| Next 4,998,000 gallons               | \$ 7.40/1000       | \$ 16.00/1,000      |
| All Over 5,000,000 gallons           | \$ 5.02/1000       | \$ 8.00/1,000       |
| Industrial (Textile Based)           |                    |                     |
| Minimum Bill - 2,000 gallons         | \$ 16.47           | \$ 32.94            |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

|                                                                                                                                                                                                                                                         |                                     |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Next 4,998,000 gallons                                                                                                                                                                                                                                  | \$ 4.92/1,000                       | \$ 10.65/1,000                      |
| All Over 5,000,000 gallons                                                                                                                                                                                                                              | \$ 2.46/1,000                       | \$ 5.33/1,000                       |
| <b>WATER AND SEWER CONNECTION FEES</b>                                                                                                                                                                                                                  |                                     |                                     |
| <b>Water Connection Fees</b>                                                                                                                                                                                                                            | <b>Inside City</b>                  | <b>Outside City</b>                 |
| ¾" Water Connection                                                                                                                                                                                                                                     | <del>\$ 800.00</del><br>\$ 900.00   | <del>\$1,600.00</del><br>\$1,800.00 |
| 1" or Larger Water Connection<br>(plus availability fee, if applicable, of \$8.33 per lineal foot of road frontage. If more than one road frontage, we use the longest frontage for calculation purposes (measure from property line to property line)) | <del>\$1,100.00</del><br>\$1,200.00 | <del>\$2,200.00</del><br>\$2,400.00 |
| Meter Fee- ¾ inch line                                                                                                                                                                                                                                  | \$ 265.00                           | \$ 265.00                           |
| Meter Fee- 1 inch line                                                                                                                                                                                                                                  | \$ 355.00                           | \$ 355.00                           |
| Meter Fee- larger than 1 inch line (pricing based on actual size)                                                                                                                                                                                       | TBD                                 | TBD                                 |
| Irrigation Meter                                                                                                                                                                                                                                        | \$ 600.00                           | \$1,200.00                          |

For all water connections where the contractor/developer/owner installs all City specified infrastructure, and donates these facilities to the City for ownership, operation, and maintenance, 50% of the applicable connection fee will apply. All connections larger than one inch are the responsibility of the contractor/developer/owner, per city specifications.

|                                                                                                                                                                                                                                                                               |                                                         |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| <b>Sewer Connection Fees</b>                                                                                                                                                                                                                                                  | <b>Inside City</b>                                      | <b>Outside City</b>                                     |
| Standard 4" Sewer Connection (any sewer connection exceeding 4" requires payment of an availability fee)                                                                                                                                                                      | <del>\$ 600.00</del><br>\$800.00                        | <del>\$1,200.00</del><br>\$1,600.00                     |
| Larger than standard 4" sewer connection will be connection fee plus availability fee, if applicable, of \$10.67 per lineal foot of road frontage. If more than one road frontage, we use the longest frontage for calculation (measure from property line to property line.) | <del>\$ 800.00</del><br>\$1,000.00                      | <del>\$1,600.00</del><br>\$2,000.00                     |
| Force Main Sewer Application Fee (Applicant must follow requirements in Permission to Construct Application Form and Permission to Connect/Operate Form prior to approval to connect to sewer system.                                                                         | <del>\$1,000.00</del><br>\$1,200.00<br>(non-refundable) | <del>\$1,000.00</del><br>\$2,400.00<br>(non-refundable) |

**Note:**

All connections to the city sewer system are the responsibility of the contractor/developer/owner, per city specifications. For all sewer connections where the contractor/developer/owner extends facilities and installs all city specified infrastructure, and donates these facilities to the city for ownership, operation, and maintenance, 50% of the applicable connection fee will apply. The City will provide the tapping saddle and will inspect the line before covering.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SEWER USE ORDINANCE FEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Penalties between \$10,000 and \$25,000 per day per violation may be assessed against a violator:<br>For any class of violation, only if a civil penalty has been imposed against the violator within the five years preceding the violation, or<br>In the case of failure to file, submit, or make available, as the case may be, any documents, data, or reports required by this ordinance, or the orders, rules, regulations and permits issued hereunder, only if the POTW Director determines that the violation was intentional and a civil penalty has been imposed against the violator within the five years preceding the violation. |
| Civil Penalties:<br>Any user who is found to have failed to comply with any provision of this ordinance, or the orders, rules, regulations and permits issued hereunder, may be fined up to twenty-five thousand dollars (\$25,000) day per violation.                                                                                                                                                                                                                                                                                                                                                                                          |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

|                                                                                                                                                                                                                                                                                                                                                                                           |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Bulk Water Sales</b><br>All prepayments are non-refundable and will be honored for 30 days, or the number of loads pre-purchased, whichever comes first. The delivery point will be the City of Lincolnton Water Treatment Plant at 1338 Reepsville Road, Lincolnton, NC 28092; phone 704-736-8970. The Water Treatment Plant will be open for sales Monday-Friday 8:30 am to 3:00 pm. |                            |
| 0 - 4,000 gallons                                                                                                                                                                                                                                                                                                                                                                         | \$20.00 Minimum (per trip) |
| 4,001 & up                                                                                                                                                                                                                                                                                                                                                                                | \$5.00/1,000               |

|                                                                                                                         |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Electric Utility Rebates</b>                                                                                         |                                                                                      |
| High Efficiency Electric Heat Pump Rebate                                                                               | \$ 400.00 (Until further notice)                                                     |
| High Efficiency Electric Water Heater Rebate                                                                            | \$ 150.00 (Until further notice)                                                     |
| Commercial Lighting Rebate                                                                                              | \$0.35 per watt saved<br>(Maximum rebate \$25,000 per customer until further notice) |
| <b>Renewable Energy Generation Credits</b><br>(Monthly credits are paid according to the type of renewable generation.) |                                                                                      |
| Wind and Biomass Energy Credit<br>Solar Photovoltaic Energy Credit                                                      | Details & Rates<br>available upon request                                            |

|                                                   |                                          |
|---------------------------------------------------|------------------------------------------|
| <b>ONLINE CONVENIENCE FEE</b>                     |                                          |
| <b>Online Debit / Credit Card Convenience Fee</b> | Posted Online<br>* fee subject to change |

|                                                                 |                    |
|-----------------------------------------------------------------|--------------------|
| <b>MOTOR VEHICLE FEE</b>                                        |                    |
| <b>Fee for each vehicle registered in City for property tax</b> | <b>\$20.00 ea.</b> |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

| <b>FIRE DEPARTMENT</b>                                                                   |          |
|------------------------------------------------------------------------------------------|----------|
| <b>( New fees adopted by City Fire Department will become effective January 1, 2009)</b> |          |
| ABC Permit (change of use, renter or business requiring ABC permit fire inspection)      | \$50.00  |
| Amusement Buildings                                                                      | \$50.00  |
| Aviation Facilities                                                                      | \$100.00 |
| Carnivals and Fairs                                                                      | \$100.00 |
| Burning Permits                                                                          |          |
| Residential and Farms                                                                    | \$25.00  |
| Burning for fire department training                                                     | NC       |
| Bon Fire                                                                                 | \$25.00  |
| Commercial (must meet all State, NCBCFPC and this ordinance guidelines)                  |          |
| Clearing of lots to build houses (per lot fee)                                           | \$25.00  |
| Clearing of lots to build commercial and industry (per site fee)                         | \$300.00 |
| Covered Mall Buildings                                                                   | \$50.00  |
| Display of Gasoline-powered equipment in covered malls                                   | \$50.00  |
| Exhibits and Trade Shows                                                                 | \$35.00  |
| Explosives & Blasting Permits                                                            |          |
| 48 hours                                                                                 | \$50.00  |
| 90 days                                                                                  | \$150.00 |
| Year-round storage and manufacturing permits                                             | \$500.00 |
| Fireworks for public display, outdoors                                                   | \$150.00 |
| Fireworks for public display, indoors                                                    | \$450.00 |
| Fumigation and thermal insecticidal fogging                                              | \$50.00  |
| Hazardous Materials                                                                      | \$150.00 |
| HPM Facilities                                                                           | \$150.00 |
| High-piled or High-rack storage                                                          | \$150.00 |
| Liquid or gas fueled vehicles or equipment in assembly buildings                         | \$50.00  |
| Open flames and candles (churches are exempt)                                            | \$35.00  |
| Organic Coatings                                                                         | \$50.00  |
| Places of Assembly (churches are exempt)                                                 | \$50.00  |
| Pyrotechnic Special Effects Material and Shows                                           | \$100.00 |
| Pyroxylin Plastic                                                                        | \$100.00 |
| Special Assemblies such as Gun Shows, Craft Shows, etc.                                  | \$35.00  |
| Spraying or Dipping Operations                                                           | \$50.00  |
| Storage of scrap tires and tire by-products                                              | \$50.00  |
| Temporary Tents, Structures, or Stands used for Display of Fireworks                     |          |
| 7 day permit                                                                             | \$150.00 |
| 14 day permit                                                                            | \$250.00 |
| 30 day permit                                                                            | \$450.00 |
| Tents and Canopies                                                                       |          |
| Tents for public usage exceeding 200/400 sq. feet                                        | \$25.00  |
| Use of air structures                                                                    | \$25.00  |
| Temporary kiosks or display for merchandising                                            | \$25.00  |
| Tire Rebuilding Plants                                                                   | \$50.00  |
| Waste Handling (wrecking yards, junk yards, waste material handling facilities)          | \$50.00  |
| Fire Flow Test                                                                           | \$25.00  |
| Hydrant Installations (private contractors only)                                         | \$25.00  |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

|                                                                                                                                                                            |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Wasted Trip Fee For Permit Inspections (not having everything ready)                                                                                                       | \$75.00  |
| After Hours Inspection Fee                                                                                                                                                 |          |
| 1 <sup>st</sup> hour                                                                                                                                                       | \$100.00 |
| Each ½ hour after 1 <sup>st</sup> hour                                                                                                                                     | \$50.00  |
| <b>Any person or contractor beginning work on any project requiring a permit prior to obtaining that permit will be subject to a Civil Citation and Double Permit Fee.</b> |          |

| SERVICE AND INSPECTION FEE SCHEDULE    |         |
|----------------------------------------|---------|
| Boarding Houses                        | \$25.00 |
| Day Care Centers                       | \$25.00 |
| Dormitories                            | \$50.00 |
| Family Care Homes                      | NC      |
| Foster Homes                           | NC      |
| Fraternities and Sororities            | \$50.00 |
| Institutional (Health Care Facilities) |         |
| Group Homes (5 or less)                | \$25.00 |
| Group Homes (6 or more)                | \$50.00 |
| Hospitals                              | \$50.00 |
| Nursing Homes                          | \$50.00 |
| Rest Homes                             | \$50.00 |

| SERVICE AND PERMIT FEE SCHEDULE FOR CONSTRUCTION PERMITS                                                                                 |          |
|------------------------------------------------------------------------------------------------------------------------------------------|----------|
| New Alarm System Installations and Certification Test                                                                                    | \$35.00  |
| New Fixed Fire Suppression System Installations and Certification Test                                                                   | \$35.00  |
| New Sprinkler System (20 heads or more)                                                                                                  | \$35.00  |
| New Standpipe System                                                                                                                     | \$35.00  |
| Renovations to Standpipe systems                                                                                                         | \$35.00` |
| Renovations to Fixed Fire System                                                                                                         | \$35.00  |
| Renovations to Alarm Systems                                                                                                             | \$35.00  |
| Renovations to Sprinkler Systems (20 or more heads)                                                                                      | \$35.00  |
| Storage Tanks used for Flammable/Combustible Liquids or Hazardous Materials (Aboveground and Underground)                                |          |
| REMOVAL (per tank)                                                                                                                       | \$50.00  |
| NEW INSTALLATIONS (per tank)                                                                                                             | \$50.00  |
| Inspection of the retrofitting of storage tanks and pipes containing or used for flammable or combustible liquids or hazardous materials | \$50.00  |
| Preliminary Plans Review                                                                                                                 |          |
| Up to 5,000 sq. ft.                                                                                                                      | \$25.00  |
| 5,001 to 10,000 sq. ft.                                                                                                                  | \$50.00  |
| 10,001 to 25,000 sq. ft.                                                                                                                 | \$125.00 |
| 25,001 to 100,000 sq. ft.                                                                                                                | \$250.00 |
| Over 100,000 sq. ft.                                                                                                                     | \$500.00 |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

| PARKS AND RECREATION DEPARTMENT        |                            |                            |
|----------------------------------------|----------------------------|----------------------------|
| FACILITY RENTAL                        | RESIDENT                   | NON-RESIDENT               |
| <b>Park Shelter Rental:</b>            |                            |                            |
| Mon. – Sat. (8:00 a.m. – 7:00 p.m.)    | \$50.00                    | \$75.00                    |
| Sunday (3:00 p.m. – 7:00 p.m.)         | \$40.00                    | \$60.00                    |
| Staff Fee (per employee) (per hr)      | <del>\$15.00</del> \$25.00 | <del>\$15.00</del> \$25.00 |
| <b>Lentz Center Gym</b>                |                            |                            |
| I.D.                                   | Free                       | \$5.00                     |
| I.D. Replacement Fee                   | \$5.00                     | \$5.00                     |
| Day Pass (18 and over)                 | Free                       | \$2.00                     |
| Season Pass – Open Gym Hrs.            | N/A                        | \$100.00                   |
| Season Pass – Open Gym Hrs. & Pool     | \$35.00                    | \$150.00                   |
| 4 Hour Rental                          | \$100.00                   | \$150.00                   |
| 8 Hour Rental                          | \$200.00                   | \$300.00                   |
| Each Additional Hour                   | \$25.00                    | \$37.50                    |
| Practice Fee                           | \$15.00                    | \$22.50                    |
| Staff Fee (per employee) (per hr)      | <del>\$15.00</del> \$25.00 | <del>\$15.00</del> \$25.00 |
| <b>Lentz Center Pool</b>               |                            |                            |
| 2 Hours (1 – 50 people)                | \$125.00                   | \$175.00                   |
| 2 Hours (51 – 100 people)              | \$150.00                   | \$200.00                   |
| 2 Hours (101 – 200 people)             | \$225.00                   | \$350.00                   |
| Each Additional Hour                   | \$50.00                    | \$75.00                    |
| <b>Lentz Center Racquetball Courts</b> |                            |                            |
| I.D.                                   | Free                       | \$5.00                     |
| 1 Hour (per person)                    | \$1.00                     | \$2.00                     |
| <b>Softball/Baseball/Soccer Fields</b> |                            |                            |
| <del>1 Day</del>                       | <del>\$100.00</del>        | <del>\$150.00</del>        |
| <del>Each Additional Day</del>         | <del>\$50.00</del>         | <del>\$75.00</del>         |
| Night Time Only (Lights) (per hour)    | <del>\$15.00</del> \$20.00 | <del>\$22.50</del> \$20.00 |
| Concession Stand Fee                   | \$25.00                    | \$37.50                    |
| Staff Fee (per employee) (per hr)      | <del>\$15.00</del> \$25.00 | <del>\$15.00</del> \$25.00 |
| Practice Fee (1.5 hrs)*                | \$20.00                    | \$30.00                    |
| Season Fee*                            | \$500.00                   | \$750.00                   |
| Monthly Fee**                          | \$50.00                    | \$75.00                    |
| Tournament Fee:                        |                            |                            |
| 1 Per Day (1 Park)                     | \$200.00                   | \$200.00                   |
| <del>1 Day (2 Parks)</del>             | <del>\$350.00</del>        | <del>\$350.00</del>        |
| 2 Day ( 1 Park)                        | \$400.00                   | \$400.00                   |
| <del>2 Day (2 Parks)</del>             | <del>\$700.00</del>        | <del>\$700.00</del>        |
| Deposit                                | \$25.00                    | \$25.00                    |

\*At least (1) member on the team must be a resident to receive the “Resident” rate. “Season Fee” will include 2 practices per week ~~with lights if needed~~. The Director has the authority to add (1-2) additional days if the season does not last more than 6 months.

\*\* Monthly Fee will include (1) 1.5 hrs practice per week.

**Lights are not included with Daily, Monthly or Seasonal fees.**

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

| SPORTS PROGRAMS               |                                               | RESIDENT             | NON- RESIDENT              |
|-------------------------------|-----------------------------------------------|----------------------|----------------------------|
| <b>Youth</b>                  | Basketball                                    | \$35.00              | \$50.00                    |
|                               | Flag Football                                 | \$35.00              | \$50.00                    |
|                               | Soccer                                        | \$35.00              | \$50.00                    |
|                               | Volleyball                                    | \$35.00              | <del>\$35.00</del> \$50.00 |
|                               | Dodgeball (Per Team Fee)                      | \$100.00             | \$100.00                   |
|                               | Late Registration Fee                         | \$10.00              | \$10.00                    |
| <b>Adult</b>                  | Basketball (Fee according to number of teams) |                      |                            |
|                               | Softball (Fee according to number of teams)   |                      |                            |
|                               | Volleyball                                    | \$35.00              | \$50.00                    |
|                               | Racquetball                                   | \$35.00              | \$50.00                    |
|                               | Walking Program                               | Free                 | <del>\$10.00***</del> Free |
|                               | Dodgeball (Per Team Fee)                      | \$100.00             | \$100.00                   |
|                               | Late Registration Fee                         | \$10.00              | \$10.00                    |
| <b>Sponsorship of Leagues</b> |                                               |                      |                            |
|                               | <del>Youth Fall</del> Soccer                  | \$250.00***          | \$250.00***                |
|                               | Flag Football (Referee Shirts)                | \$250.00             | \$250.00                   |
|                               | Basketball                                    | \$250.00***          | \$250.00***                |
|                               | Volleyball                                    | \$250.00***          | \$250.00***                |
|                               | <del>Spring Soccer</del>                      | <del>\$500.00*</del> | <del>\$500.00*</del>       |
|                               | Adult Sports Leagues                          | \$250.00***          | \$250.00***                |
|                               | Easter Egg Hunt                               | \$250.00***          | \$250.00***                |
|                               | <b>Film/Movie Fee</b>                         | \$500.00**           | \$500.00**                 |
| <b>Banner Program:</b>        |                                               |                      |                            |
| 1 Year                        |                                               | \$ 250.00            | \$ 250.00                  |
| 5 Year                        |                                               | \$1,000.00           | \$1,000.00                 |

~~\*Sponsorship for one division is \$250.00.~~

\*Will also consider an equal amount of donations for prizes.

\*\* Any filming that disrupts day-to-day operations of the park.

~~\*\*\*Employees of city businesses will not be charged for the walking program.~~ Sponsorship of one age or group division.

| POOL PROGRAMS            |                                                 | RESIDENT | NON-RESIDENT |
|--------------------------|-------------------------------------------------|----------|--------------|
| <b>Lentz Center Pool</b> |                                                 |          |              |
|                          | Daily Admission                                 | \$2.00   | \$3.00       |
|                          | 3 & Under                                       | Free     | Free         |
|                          | Season Swim Pass                                |          |              |
|                          | Family of 4                                     | \$100.00 | \$150.00     |
|                          | Each Additional Member                          | \$25.00  | \$35.00      |
|                          | Individual                                      | \$35.00  | \$50.00      |
|                          | Lifeguard Training                              | \$160.00 | \$160.00     |
|                          | Lifeguard Training Recertification              | \$40.00  | \$40.00      |
|                          | <del>Jr. Lifeguarding Guard Start Program</del> | \$35.00  | \$35.00      |
|                          | Water Aerobics                                  |          |              |
|                          | Entire Program                                  | \$20.00  | \$30.00      |
|                          | Per Session                                     | \$3.00   | \$4.00       |
|                          | Group Swim Lessons                              |          |              |



**CITY OF LINCOLNTON  
PROPOSED SCHEDULE OF FEES  
2018-2019**

|                                 |         |         |
|---------------------------------|---------|---------|
| Infant & Toddler                | \$20.00 | \$20.00 |
| Preschool                       | \$25.00 | \$25.00 |
| Levels 1 – 6/Adult              | \$30.00 | \$30.00 |
| Private Swim Lessons (per ½ hr) | \$12.50 | \$12.50 |

- All Security Fees will be determined by the Lincolnton Police Department
- “Resident” is considered any person(s) living inside the City Limits of Lincolnton, N.C. or owns property. Also, any City of Lincolnton staff (including immediate family) or official will receive the “Resident” rate.
- All Facility Rental Fees for non-profit organizations will be staff fee only if the Facility is being used Monday – Friday. This only applies to uses/users that do not include fees and/or charges. Schools are allowed to take admission for ball games. All organizations must prove non-profit status.

**FOR QUESTIONS CONCERNING RECREATIONAL FEES PLEASE CALL THE  
LINCOLNTON RECREATION DEPARTMENT (704) 735-2671.**

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

| OFFENSES & MISCELLANEOUS PROVISIONS   |                                                                                                                         |                                                                                                                                                                                                            |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Civil Citations                       | First Citation<br>Second Citation<br>Third and Subsequent Citations                                                     | \$100.00<br>\$250.00<br>\$500.00                                                                                                                                                                           |
| Firearms within city park or building | Class 3 Misdemeanor                                                                                                     | Maximum fine of \$200.00 or imprisonment not to exceed 20 days.                                                                                                                                            |
| Helmets for minors                    | Class 3 Misdemeanor or infraction defined in article 1 section 14-4 of the General Statutes                             | A first violation of this section shall be dismissed if the person charged with the violation submits proof that the operator or passenger has acquired a protective helmet meeting the standards for use. |
| False Alarm Fees                      | Third through fifth<br><br>Sixth through eighth<br><br>Ninth through eleventh<br><br>Twelfth or more                    | \$50.00 per occurrence<br><br>\$100.00 per occurrence<br><br>\$200.00 per occurrence<br><br>\$300.00 per occurrence                                                                                        |
| Unregistered Alarm`                   | Subsequent determination after one-time warning for failure to register alarm                                           | \$50.00 per occurrence                                                                                                                                                                                     |
| Enforcement of Provisions             | Civil Penalty                                                                                                           | Up to \$100.00                                                                                                                                                                                             |
| Parking Violations                    | Initial violation                                                                                                       | \$20.00 (plus an additional \$5.00 if not paid within fifteen (15) days.                                                                                                                                   |
| Cruising                              | 1 <sup>st</sup> violation to be paid within ten (10) days<br><br>2 <sup>nd</sup> citation within a seven (7) day period | \$25.00 (plus an additional twenty-five (\$25.00) delinquency charge upon non-payment<br><br>Police Officer shall issue to the violator a traffic summons in lieu of a civil citation                      |
| Sidewalk Café Permit                  | Annually                                                                                                                | \$35.00                                                                                                                                                                                                    |
| Permanent Parking Fee                 | Annually                                                                                                                | \$100.00                                                                                                                                                                                                   |
| Golf Cart Registration Fee            | Annually                                                                                                                | \$20.00                                                                                                                                                                                                    |

\*Violation of this section shall be punishable by a fine of fifty dollars (\$50.00)\*

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

#### SPECIAL EVENTS

#### **Special Events Fees**

The City of Lincolnnton supports outdoor venues for special events, including festivals, shows, performances and programs. The City will provide baseline support services at no cost according to the schedule below. The event organizers are responsible for support services that exceed the baseline services provided at the rates indicated in the fee schedule.

#### **Events up to 1,000 Attendees- (Baseline)**

- Police- 2 officers
- Fire- 2 firefighters
- Solid Waste- 10 roll outs. Delivered to single location. Picked up at single location.
- Barricades/barrels- Delivered to single location. Pickup up at single location.
  - Only applies to small event areas without any road closures.
- Other fees may apply according to fee schedule based on event needs.

#### **Events greater than 1,000 Attendees- (Above Baseline- Fees/Costs)\***

- Police- 1.5 officers for each additional 1,000 attendees, based on Police Department recommendation and/or requirements to support event.
- Fire- 1.5 firefighters for each additional 1,000 attendees, based on Fire Department recommendation and/or requirements to support event.
- Solid Waste- 10 roll outs for each additional 1,000 attendees, based on Solid Waste Department recommendation and/or requirements to support event.
  - Larger events and event areas generally require delivery and pick up at multiple locations within the event area and are subject to setup/pickup fees.
- Other fees may apply according to fee schedule based on event needs.

|                                                                                                                                         |                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Public Safety- 1.5 police officers and 1.5 firefighters per each additional 1,000                                                       | \$30.00 per hr/per officer/4 hr. minimum (\$90 per hour; or \$360 per 1,000 attendees) |
| Solid Waste- 10 roll outs per each additional 1,000 attendees                                                                           | \$25.00 <del>for each 10 units</del> per 1,000 attendees                               |
| Solid Waste- Setup/Pickup of trash receptacles, multiple locations                                                                      | \$50.00                                                                                |
| Solid Waste- Additional trash pickups during event                                                                                      | \$100.00 per pickup                                                                    |
| Street Closings- Setup/Pickup of barrels/barricades, multiple locations                                                                 | \$50.00                                                                                |
| Cleanup Fee- May be contracted in advance and will be applicable if event organizer does not adequately clean up areas used after event | \$100.00 per hour/actual time                                                          |
| Electrical and Water Services (IF available)- Upon Request                                                                              | To Be Determined                                                                       |
| City Fencing Rental- Setup and pickup                                                                                                   | \$75.00                                                                                |
| Stage Rental- Setup and pickup                                                                                                          | \$100.00                                                                               |

\* Pre-event Deposit may be required based on event fees/costs estimates. Unused amounts will be refunded to event planner.

\* Event organizers are responsible for cleanup of areas used by the event. Failure to do so will result in a cleanup fee per the schedule of fees.

**CITY OF LINCOLNTON  
PROPOSED SCHEDULE OF FEES  
2018-2019**

|                                                         |                                                                        |
|---------------------------------------------------------|------------------------------------------------------------------------|
| Vendor Fees - for Events produced by City of Lincolnton |                                                                        |
| Food Vendor                                             | \$50.00 - \$250.00 (fees based on event & booth size)                  |
| Artist/General Vendor                                   | \$25.00 - \$100.00 (fees based on event & booth size)                  |
| Winery/Brewery                                          | <del>\$150.00</del> \$50 - \$300.00 (fees based on event & booth size) |

- Grandfathered prior events include the Apple Festival, Alive After Five, Hog Happening and WineFest based on the 2015-16 historical hours of operation and attendance.
  - Additional hours of operation or attendance to grandfathered events will be subject to the schedule of events fees.
  - Grandfathering is for three years and ends after FY 2019-2020.

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

| <b>PLANNING AND ZONING ADMINISTRATION</b>            |                                                            |
|------------------------------------------------------|------------------------------------------------------------|
| Abandoned Structures Ordinance                       | Actual contracted cost to City plus 25% administrative fee |
| Commercial Maintenance Ordinance                     | Actual contracted cost to City plus 25% administrative fee |
| Minimum Housing Ordinance                            | Actual contracted cost to City Plus 25% administrative fee |
| Nuisance Ordinance                                   | Actual contracted cost to City plus 25% administrative fee |
| Rezoning Application                                 | \$200.00                                                   |
| Conditional Use Permit (CUP) Application             |                                                            |
| Standard                                             | \$200.00                                                   |
| Temporary                                            | \$100.00                                                   |
| Conditional Use Rezoning Application                 | \$250.00                                                   |
| Site Plan Review                                     | \$100.00                                                   |
| Board of Adjustment Applications                     |                                                            |
| Conditional Use Permit (CUP) Application             | \$100.00                                                   |
| Variance Application                                 | \$200.00                                                   |
| Interpretation Application                           | \$200.00                                                   |
| Special Exception Application                        | \$200.00                                                   |
| Zoning Text Amendment Application                    | \$200.00                                                   |
| Zoning Permit                                        |                                                            |
| Single and Two-Family Residential                    | \$50.00                                                    |
| Residential Accessory Use                            | \$30.00                                                    |
| Multifamily Residential and Non-Residential          | \$100.00                                                   |
| Change in Use (Non-residential)                      | \$40.00                                                    |
| Permit Fee for Application for Backyard Hens         | \$50.00                                                    |
| Mowing and Abatement Fees                            | Actual Costs                                               |
| Sign Permits                                         | \$40.00                                                    |
| Copy of Land Use Plan, Greenway Master Plan & Others | \$25.00                                                    |
| Copy of Zoning Ordinance (UDO)                       | \$30.00*                                                   |
| Copy of Zoning Map                                   | \$5.00**                                                   |
| Subdivision Filing Fees                              |                                                            |
| Minor Subdivision Plat                               | \$100.00                                                   |
| Major Subdivision Preliminary Plat                   | \$150.00 +                                                 |
| (Per Lot)                                            | \$5.00                                                     |
| Major Subdivision Final Plat                         | \$100.00                                                   |
| Applications for Relief                              | \$200.00                                                   |
| GIS MAPS (8 ½ X 11)                                  | \$2.00                                                     |

\* \$ .25 per page-less than full copy

\*\* Full or partial copy

Fees could be waived if applicant complies with NC General Statue 1-110, Suit as a pauper; counsel.

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

|                                  |
|----------------------------------|
| <b>BUILDINGS AND INSPECTIONS</b> |
|----------------------------------|

#### RESIDENTIAL CONSTRUCTION

| APPLICATION TYPE                                                                                | \$/SQ. FT. | MINIMUM FEE |
|-------------------------------------------------------------------------------------------------|------------|-------------|
| <b>A. RESIDENTIAL (one family, two family and town houses/new construction &amp; additions)</b> |            |             |
| Building                                                                                        | \$ .35     | \$ 100.00   |
| Electrical                                                                                      | .05        | 75.00       |
| Mechanical                                                                                      | .05        | 75.00       |
| Plumbing                                                                                        | .05        | 75.00       |
| <b>B. RESIDENTIAL (renovations, accessory buildings, moved homes and decks)</b>                 |            |             |
| Building                                                                                        | \$ .15     | \$ 75.00    |
| Electrical                                                                                      | .05        | 75.00       |
| Mechanical                                                                                      | .05        | 75.00       |
| Plumbing                                                                                        | .05        | 75.00       |
| <b>C. MODULAR HOMES (on frame &amp; off frame)</b>                                              |            |             |
| Building                                                                                        | \$ .35     | \$ 100.00   |
| Electrical                                                                                      | .05        | 75.00       |
| Mechanical                                                                                      | .05        | 75.00       |
| Plumbing                                                                                        | .05        | 75.00       |
| <b>D. MANUFACTURED HOMES (licenses sub-contractors required to pull own permit)</b>             |            |             |
| <b>SET UP PERMIT AND DECKS ONLY</b>                                                             |            |             |
| Singlewide                                                                                      |            | \$ 300.00   |
| Doublewide                                                                                      |            | 350.00      |
| Triplewide                                                                                      |            | 400.00      |
| <b>Electrical Plumbing And Mechanical For Manufactured Home</b>                                 |            |             |
| Per Trade                                                                                       |            | \$ 75.00    |
| <b>E. SWIMMING POOLS (in-ground and above ground)</b>                                           |            |             |
| Swimming Pool                                                                                   |            | \$ 75.00    |
| Electrical                                                                                      |            | 75.00       |
| Mechanical (heaters/gas piping, etc.)                                                           |            | 75.00       |
| Plumbing                                                                                        |            | 75.00       |
| <b>F. RESIDENTIAL RETAINING WALL</b>                                                            |            | \$ 75.00    |
| <b>G. DEMOLITION PERMIT</b>                                                                     |            | \$ 75.00    |
| <b>H. CHANGE OF GENERAL CONTRACTOR OR SUB-CONTRACTOR</b>                                        |            | \$ 100.00   |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

#### I. RESIDENTIAL ELECTRICAL INDIVIDUAL PERMITS

|                                                                       |              |
|-----------------------------------------------------------------------|--------------|
| Service Change (includes new HVAC work)                               | \$ 75.00     |
| New HVAC work only (no service change required)                       | 75.00        |
| Circuit Additions (existing homes)                                    | 75.00        |
| Water Heater (change out)                                             | 75.00        |
| Meter Base Only (change out)                                          | 75.00        |
| Service Power Pole                                                    | 75.00        |
| Generators/Transfer Equipment                                         | 150.00       |
| Solar Photovoltaic Systems (PV)                                       | 150.00       |
| Sewer Lift Pump                                                       | 75.00        |
| Low Voltage Systems                                                   | 75.00        |
| <b>Minimum Fee (for any item not listed under individual permits)</b> | <b>75.00</b> |

**J. RESIDENTIAL MECHANICAL INDIVIDUAL PERMITS** \$ 75.00

**K. RESIDENTIAL PLUMBING INDIVIDUAL PERMITS** \$ 75.00

**I. GRINDER PUMP FEES** \$ 75.00  
(If different contractor is installing the grinder pump)

#### COMMERICAL CONSTRUCTION

#### A. NEW CONSTRUCTION, RENOVATIONS, ADDITIONS, ALTERATIONS AND ACCESSORY BUILDINGS

| OCCUPANCY<br>CLASSIFICATION                                  | FEE PER SQUARE FOOT    |            |            |                      | TOTAL |
|--------------------------------------------------------------|------------------------|------------|------------|----------------------|-------|
|                                                              | BUILDING               | ELECTRICAL | MECHANICAL | PLUMBING             |       |
| Assembly                                                     | .08                    | .05        | .05        | .05                  | .23   |
| Business                                                     | .08                    | .05        | .05        | .05                  | .23   |
| Educational                                                  | .08                    | .05        | .05        | .05                  | .23   |
| Factory/Industrial                                           | .02                    | .05        | .05        | .05                  | .17   |
| Hazardous                                                    | .08                    | .05        | .05        | .05                  | .23   |
| Institutional                                                | .20                    | .05        | .05        | .05                  | .35   |
| Mercantile                                                   | .08                    | .05        | .05        | .05                  | .23   |
| Residential                                                  | .20                    | .05        | .05        | .05                  | .35   |
| Storage                                                      | .08                    | .05        | .05        | .05                  | .23   |
| Utility                                                      | .08                    | .05        | .05        | .05                  | .23   |
| New Construction                                             | 0-50,000 sq. ft.       |            |            | No reduction         |       |
| New Construction                                             | 50,001-100,000 sq. ft. |            |            | 25% reduction in fee |       |
| New Construction                                             | 100,001 and greater    |            |            | 50% reduction in fee |       |
| All Commercial renovations, up fit, additions or alterations |                        |            |            | 25% reduction in fee |       |
| Shell buildings                                              |                        |            |            | 25% reduction in fee |       |

# CITY OF LINCOLNTON

## PROPOSED SCHEDULE OF FEES

### 2018-2019

**B. MINIMUM COMMERCIAL PERMIT (For items not itemized or covered by the square foot calculation)**

|                         |           |
|-------------------------|-----------|
| Building                | \$ 200.00 |
| Electrical              | 100.00    |
| Mechanical (per system) | 100.00    |
| Plumbing                | 100.00    |

**C. TEMPORARY POWER**

|              |           |
|--------------|-----------|
| Per Building | \$ 200.00 |
|--------------|-----------|

**D. COMMERCIAL PLAN REVIEW**

|                         |           |
|-------------------------|-----------|
| Building                | \$ 100.00 |
| Electrical              | 100.00    |
| Mechanical (per system) | 100.00    |
| Plumbing                | 100.00    |

**MISCELLANEOUS COMMERCIAL CONSTRUCTION**

|                                                    |                 |
|----------------------------------------------------|-----------------|
| Change of Tenant/Occupancy Inspection              | \$ 75.00        |
| Change of General Contractor                       | 100.00          |
| Renewal of expired permit (new application)        | 100.00          |
| Refund of permit fee with no construction activity | Admin fee 50.00 |
| Non-scheduled inspection/Same day inspection       | 75.00           |
| After hours inspection fee (per hour)              | 100.00          |
| Completion of Daycare Licensing Forms              | 300.00          |
| Commercial signs (wall or ground)                  | 100.00          |
| Commercial Demolition                              | 100.00          |
| Commercial Modular Unit (building only)            | 350.00          |
| Spectator seating (bleachers etc.)                 | 250.00          |
| Re-Roofing permits (per building)                  | 200.00          |
| Storage Racking systems                            | 300.00          |
| Solar Photovoltaic Systems (building)              | 250.00          |
| Solar Photovoltaic Systems (electrical)            | 250.00          |
| Temporary Structures (tents, stages, etc.)         | 100.00          |
| Communication towers (building)                    | 500.00          |
| Communication towers (electrical)                  | 500.00          |
| Commercial pool (building)                         | 250.00          |
| Commercial pool (electrical)                       | 250.00          |
| Retaining wall                                     | 150.00          |

**E. PENALTIES (Commercial and residential)**

|                                             |                |
|---------------------------------------------|----------------|
| Work started without a permit               | <b>Fee x 2</b> |
| Wasted trip Fee/Failure to cancel/Not ready | 100.00         |



ITEM #

14

**CITY COUNCIL**  
Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



**CITY MANAGER**  
Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council

FROM: Steve Zickefoose, City Manager *Steve*

SUBJECT: Parking and Traffic Control Changes

DATE: June 7, 2018

As follow up to discussions at the April 5<sup>th</sup> Council meeting regarding traffic control and parking, staff is making the recommendations listed below to Chapter 74 and Chapter 75 of the Code of Ordinances:

- Traffic Lights
  - Add to South Poplar/East Rhodes
  - Remove from South Academy/East Park Drive and East Rhodes (gymnasium intersection)
- No Right Turn on Red
  - East Rhodes and Poplar
- Stop Signs
  - Add to Academy/East Rhodes
  - Add to East Park Drive/East Rhodes
  - Add to West Park Drive/East Rhodes
  - Remove from East Rhodes/South Poplar
- Speed Limit
  - Reduce speed on Forney Avenue - 35 mph to 25 mph (Victor St to Bonview Ave)
  - Reduce speed on Green Street – 35 mph to 25 mph (E Main St to Huss St)
- No Parking
  - East Pine Street from Aspen Street to Oak Street- South Side
  - Poplar Street/East Rhodes Street- from intersection curb edges extending thirty five feet- All Sides
  - South Poplar Street from Congress Street to Buff Street- West Side

**ORDINANCE  
(O-05-18)**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LINCOLNTON TO  
AMEND THE CODE OF ORDINANCES AS FOLLOWS:**

**Chapter 74 TRAFFIC SCHEDULES -**

**Schedule I: – STOP INTERSECTIONS –**

**ADD:** South Academy/East Rhodes  
East Park Drive/East Rhodes  
West Park Drive/East Rhodes

**REMOVE:** East Rhodes/South Poplar

**Schedule II: – TRAFFIC CONTROL SIGNAL LIGHT LOCATIONS -**

**ADD:** South Poplar/East Rhodes

**REMOVE:** South Academy/East Park Drive and Rhodes (gymnasium intersection)

**Schedule VII: - SPEED LIMITS ON CITY MAINTAINED STREETS –**

**REDUCE SPEED:** Forney Avenue from 35 mph to 25 mph (Victor St to Bonview Avenue)  
Green Street from 35 mph to 25 mph (East Main to Huss St)

**Schedule IX: NO RIGHT TURN ON RED –**

**ADD:** East Rhodes and South Poplar Street

**Chapter 75 - PARKING SCHEDULES**

**Schedule I: - PARKING PROHIBITED AT ALL TIMES –**

**ADD:** East Pine Street from Aspen St to Oak Street (South Side)  
South Poplar Street/Rhodes Street – from intersection curb edges  
extending thirty five feet – ALL sides

**This ordinance shall become effective once said signage is erected to reflect the changes.  
This the 7<sup>th</sup> day of June 2018.**

---

**DONNA C. FLOWERS, MMC  
CITY CLERK**

---

**ED HATLEY  
MAYOR**

**ITEM #**

**15**

# CITY OF LINCOLNTON

**CITY COUNCIL**  
Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



**CITY MANAGER**  
Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr.

## **RESOLUTION**

### **Adopting Salary Schedule and Schedule of Budgeted Positions (R-06-18)**

**WHEREAS**, the proposed 2018-19 fiscal year budget has been prepared by the City Manager and presented to the Mayor and City Council; and

**WHEREAS**, the proposed 2018-19 fiscal year budget includes a recommended salary schedule and schedule of budgeted positions;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Lincolnton adopts the "Salary Schedule", and "Schedule of Budgeted Positions", as attached to this resolution, for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Adopted this the 7<sup>th</sup> day of June 2018.

---

**DONNA C. FLOWERS, MMC**  
**CITY CLERK**

---

**ED HATLEY**  
**MAYOR**

City of Lincolnton  
114 West Sycamore Street  
P. O. Box 617  
Lincolnton, North Carolina  
28093-0617



Human Resources Department  
Phone (704) 736-8980  
FAX (704) 736-8975  
[www.lincolntonnc.org](http://www.lincolntonnc.org)

## MEMORANDUM

To: Donna Flowers, City Clerk

From: Tanya Osborne, Human Resources Director

Re: 2018-2019 Salary Schedule/Schedule of Budgeted Positions

Date: May 29, 2018

Please find attached the following items:

1. 2018-2019 Salary Schedule
2. 2018-2019 Schedule of Budgeted Positions

As in past years, these items have been included on the June agenda and adopted by Council once the fiscal year budget has been approved. The Schedules have been revised to reflect position changes proposed by the Manager for the 2018-2019 budget year. The overall total number of full time positions will decrease and be 155.

Please let me know if additional information is needed.

attachments

**CITY OF LINCOLNTON  
SCHEDULE OF BUDGETED POSITIONS  
Effective July 1, 2018**

| <b><u>Position Title</u></b>             | <b><u>Grade</u></b> | <b><u>E or N-E</u></b> | <b><u>Bi-Weekly Hours</u></b> |
|------------------------------------------|---------------------|------------------------|-------------------------------|
| <b><u>Administration 10.00.4110</u></b>  |                     |                        |                               |
| City Manager/Finance Director            | 35                  | E                      | 75                            |
| Assistant City Manager                   | 30                  | E                      | 75                            |
| Asst to City Mgr/City Clerk              | 18                  | N-E                    | 75                            |
|                                          | 3                   |                        |                               |
| <b>Total Full Time Positions: 3</b>      |                     |                        |                               |
| <b><u>Human Resources 10.00.4120</u></b> |                     |                        |                               |
| Human Resources Director                 | 25                  | E                      | 75                            |
| HR Benefits Administrator                | 17                  | N-E                    | 75                            |
| Admin Support Assistant                  | 9                   | N-E                    | 75                            |
| Building Services Attendant              | 7                   | N-E                    | 75                            |
|                                          | 4                   |                        |                               |
| <b>Total Full Time Positions: 4</b>      |                     |                        |                               |
| <b><u>Finance 10.00.4130</u></b>         |                     |                        |                               |
| Information Tech Manager                 | 24                  | E                      | 75                            |
| Accounting Services Manager              | 19                  | N-E                    | 75                            |
| Business Services Manager                | 18                  | N-E                    | 75                            |
| Accountant                               | 15                  | N-E                    | 75                            |
| Account Billing Specialist               | 11                  | N-E                    | 75                            |
| Accounting Technician                    | 11                  | N-E                    | 75                            |
| Accounting Technician                    | 11                  | N-E                    | 75                            |
| Customer Services Rep I                  | 9                   | N-E                    | 75                            |
|                                          | 8                   |                        |                               |
| <b>Total Full Time Positions: 8</b>      |                     |                        |                               |

| <u>Position Title</u>                      | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|--------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Police Department 10.10.4310</u></b> |              |                 |                        |
| Police Chief                               | 29           | E               | 80                     |
| Police Captain                             | 23           | E               | 80                     |
| Police Investigations Lieutenant           | 20           | N-E             | 80                     |
| Community Service/Training Lt.             | 20           | N-E             | 80                     |
| Police Lieutenant                          | 20           | N-E             | 84                     |
| Police Lieutenant                          | 20           | N-E             | 84                     |
| Police Investigations Sergeant             | 18           | N-E             | 80                     |
| Police Sergeant                            | 18           | N-E             | 84                     |
| Police Sergeant                            | 18           | N-E             | 84                     |
| Police Sergeant                            | 18           | N-E             | 84                     |
| Police Sergeant                            | 18           | N-E             | 84                     |
| Police Investigator                        | 16           | N-E             | 80                     |
| Police Investigator                        | 16           | N-E             | 80                     |
| Police Investigator                        | 16           | N-E             | 80                     |
| Police Officer-MPO                         | 16           | N-E             | 80                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer                             | 15           | N-E             | 84                     |
| Police Officer-School Resource             | 15           | N-E             | 80                     |
| Police Officer-School Resource             | 15           | N-E             | 80                     |
| Police Records Supervisor                  | 13           | N-E             | 75                     |
| Police Records Specialist                  | 9            | N-E             | 75                     |
| Police Evidence Technician                 | 9            | N-E             | 75                     |
| Administrative Support Assistant           | 9            | N-E             | 75                     |

37

**Total Full Time Positions: 37**



| <u>Position Title</u>                                  | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|--------------------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Fire Department 10.10.4340</u></b>               |              |                 |                        |
| Fire Chief                                             | 25           | E               | 80                     |
| Assistant Fire Chief                                   | 21           | E               | 80                     |
| Fire Captain                                           | 17           | N-E             | 106                    |
| Fire Captain                                           | 17           | N-E             | 106                    |
| Fire Captain                                           | 17           | N-E             | 106                    |
| Fire Inspector                                         | 15           | N-E             | 80                     |
| Fire Lieutenant                                        | 14           | N-E             | 106                    |
| Fire Lieutenant                                        | 14           | N-E             | 106                    |
| Fire Lieutenant                                        | 14           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Fire Engineer                                          | 12           | N-E             | 106                    |
| Firefighter II                                         | 11           | N-E             | 106                    |
| Firefighter II                                         | 11           | N-E             | 106                    |
| Firefighter                                            | 10           | N-E             | 106                    |
| Firefighter                                            | 10           | N-E             | 106                    |
| Firefighter                                            | 10           | N-E             | 106                    |
| Firefighter                                            | 10           | N-E             | 106                    |
| Admin Support Assistant                                | 9            | N-E             | 75                     |
|                                                        | 25           |                 |                        |
| <b>Total Full Time Positions: 25</b>                   |              |                 |                        |
| <b><u>Public Works - Administration 10.20.4510</u></b> |              |                 |                        |
| Senior Admin Support Assistant                         | 10           | N-E             | 75                     |
| Admin Support Assistant                                | 9            | N-E             | 75                     |
|                                                        | 2            |                 |                        |
| <b>Total Full Time Positions: 2</b>                    |              |                 |                        |

| <u>Position Title</u>                                                      | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|----------------------------------------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Public Works - Streets &amp; Property Maintenance 10.20.4520</u></b> |              |                 |                        |
| Public Works Supervisor                                                    | 17           | N-E             | 80                     |
| Street Maint Crew Leader                                                   | 12           | N-E             | 80                     |
| Equipment Operator II                                                      | 10           | N-E             | 80                     |
| Equipment Operator II                                                      | 10           | N-E             | 80                     |
| Equipment Operator II                                                      | 10           | N-E             | 80                     |
| Equipment Operator I                                                       | 9            | N-E             | 80                     |
| Equipment Operator I                                                       | 9            | N-E             | 80                     |
| Lead Street Maintenance Worker                                             | 8            | N-E             | 80                     |
| General Maint Worker                                                       | 7            | N-E             | 80                     |
| General Maint Worker                                                       | 7            | N-E             | 80                     |
| General Maint Worker                                                       | 7            | N-E             | 80                     |
| 11                                                                         |              |                 |                        |
| <b>Total Full Time Positions: 11</b>                                       |              |                 |                        |

**Public Works - Equip Services 10.20.4530**

|                                   |    |     |    |
|-----------------------------------|----|-----|----|
| Fleet Services Superintendent     | 16 | N-E | 80 |
| Senior Fleet Maintenance Mechanic | 12 | N-E | 80 |

2

**Total Full Time Positions: 2****Public Works - Solid Waste 10.30.4710**

|                       |    |     |    |
|-----------------------|----|-----|----|
| Equipment Operator II | 10 | N-E | 80 |
| Equipment Operator II | 10 | N-E | 80 |
| Equipment Operator II | 10 | N-E | 80 |
| Equipment Operator I  | 9  | N-E | 80 |
| Equipment Operator I  | 9  | N-E | 80 |
| Equipment Operator I  | 9  | N-E | 80 |
| Equipment Operator I  | 9  | N-E | 80 |
| General Maint Worker  | 7  | N-E | 80 |
| General Maint Worker  | 7  | N-E | 80 |

9

**Total Full Time Positions: 9**

| <b><u>Position Title</u></b>                    | <b><u>Grade</u></b> | <b><u>E or N-E</u></b> | <b><u>Bi-Weekly Hours</u></b> |
|-------------------------------------------------|---------------------|------------------------|-------------------------------|
| <b><u>Planning 10.40.4910</u></b>               |                     |                        |                               |
| Planning & Comm Develop Director                | 25                  | E                      | 75                            |
| Zoning Administrator                            | 15                  | N-E                    | 75                            |
| Building Inspector IV                           | 19                  | N-E                    | 75                            |
| Sr. Administrative Support Assistant            | 10                  | N-E                    | 75                            |
|                                                 | 4                   |                        |                               |
| <b>Total Full Time Positions: 4</b>             |                     |                        |                               |
| <b><u>Parks &amp; Recreation 10.80.6100</u></b> |                     |                        |                               |
| Parks & Recreation Director                     | 24                  | E                      | 80                            |
| Senior Admin Support Assistant                  | 10                  | N-E                    | 75                            |
| Admin Support Assistant                         | 9                   | N-E                    | 75                            |
| Recreation Program Coordinator                  | 15                  | N-E                    | 80                            |
| Recreation Program Coordinator                  | 15                  | N-E                    | 80                            |
| Community Relations Director                    | 22                  | E                      | 75                            |
| Parks & Recreation Maint Specialist             | 13                  | N-E                    | 80                            |
| General Services Supervisor                     | 14                  | N-E                    | 80                            |
| Property Maintenance Technician                 | 7                   | N-E                    | 80                            |
|                                                 | 9                   |                        |                               |
| <b>Total Full Time Positions: 9</b>             |                     |                        |                               |

| <u>Position Title</u> | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|-----------------------|--------------|-----------------|------------------------|
|-----------------------|--------------|-----------------|------------------------|

**Public Works - Water Treatment 61.91.7100**

|                             |    |     |    |
|-----------------------------|----|-----|----|
| Water Resources Director    | 25 | E   | 80 |
| Chief Water Plant Operator  | 14 | N-E | 80 |
| Lead WTP Maint Mech         | 12 | N-E | 80 |
| Laboratory Analyst          | 11 | N-E | 80 |
| WTP Maintenance Mechanic    | 11 | N-E | 80 |
| WTP Operator A              | 12 | N-E | 80 |
| WTP Operator B              | 10 | N-E | 80 |
| WTP Operator C              | 9  | N-E | 80 |
| WTP Operator C              | 9  | N-E | 80 |
| Sr. Admin Support Assistant | 10 | N-E | 75 |

10

**Total Full Time Positions: 10**

**Public Works - Distribution & Collection 61.91.7110**

|                                        |    |     |    |
|----------------------------------------|----|-----|----|
| Distribution & Coll System Supt        | 19 | E   | 80 |
| Distribution & Coll System Supervisor  | 14 | N-E | 80 |
| Distribution/Collection Crew Leader    | 12 | N-E | 80 |
| Distribution/Collection Crew Leader    | 12 | N-E | 80 |
| Lift Station Mechanic                  | 11 | N-E | 80 |
| Distribution/Collection Maint Tech III | 10 | N-E | 80 |
| Distribution/Collection Maint Tech III | 10 | N-E | 80 |
| Distribution/Collection Maint Tech II  | 9  | N-E | 80 |
| Distribution/Collection Maint Tech I   | 8  | N-E | 80 |
| Distribution/Collection Maint Tech I   | 8  | N-E | 80 |
| Lead Meter Specialist                  | 10 | N-E | 80 |

11

**Total Full Time Positions: 11**

| <u>Position Title</u>                                         | <u>Grade</u> | <u>E or N-E</u> | <u>Bi-Weekly Hours</u> |
|---------------------------------------------------------------|--------------|-----------------|------------------------|
| <b><u>Public Works - Waste Water Treatment 61.91.7120</u></b> |              |                 |                        |
| WWTP Superintendent                                           | 19           | E               | 80                     |
| Pretreatment Technician                                       | 13           | N-E             | 80                     |
| Laboratory Analyst                                            | 12           | N-E             | 80                     |
| WWTP Maint Mechanic                                           | 11           | N-E             | 80                     |
| WWTP Maint Mechanic                                           | 11           | N-E             | 80                     |
| WWTP Operator III                                             | 12           | N-E             | 80                     |
| WWTP Operator II                                              | 10           | N-E             | 80                     |
| WWTP Operator II                                              | 10           | N-E             | 80                     |
| WWTP Operator I                                               | 9            | N-E             | 80                     |
|                                                               | 9            |                 |                        |
| <b>Total Full Time Positions: 9</b>                           |              |                 |                        |
| <b><u>Public Works - Electric 63.93.7200</u></b>              |              |                 |                        |
| Public Works and Electric Utilities Director                  | 25           | E               | 80                     |
| Electric Distribution Sys Supt                                | 21           | E               | 80                     |
| Electric Distribution Sys Supv                                | 18           | N-E             | 80                     |
| Electric Line Technician Class A                              | 16           | N-E             | 80                     |
| Electric Line Technician Class A                              | 16           | N-E             | 80                     |
| Electric Line Technician Class C                              | 11           | N-E             | 80                     |
| Electric Line Technician Class C                              | 11           | N-E             | 80                     |
| Meter Specialist                                              | 8            | N-E             | 80                     |
| Meter Specialist                                              | 8            | N-E             | 80                     |
| Accounting Technician                                         | 11           | N-E             | 75                     |
| Customer Services Rep II                                      | 10           | N-E             | 75                     |
|                                                               | 11           |                 |                        |
| <b>Total Full Time Positions: 11</b>                          |              |                 |                        |
| <b>Total Full Time Public Works Positions</b>                 | <b>65</b>    |                 |                        |
| <b>Total Full Time City Positions:</b>                        | <b>155</b>   |                 |                        |

Salary Schedule-Position Classifications  
City of Lincolnton, NC  
Effective July 1, 2018

| <u>Grade</u> | <u>Class Title</u>                     | <u>FLSA</u> | <u>Minimum</u> | <u>Midpoint</u> | <u>Maximum</u> |
|--------------|----------------------------------------|-------------|----------------|-----------------|----------------|
| 3            | Not assigned                           | N           | 21,046         | 26,307          | 31,569         |
| 4            | Not assigned                           | N           | 22,098         | 27,623          | 33,147         |
| 5            | Not assigned                           | N           | 23,203         | 29,004          | 34,805         |
| 6            | Not assigned                           | N           | 24,363         | 30,454          | 36,545         |
| 7            | Building Services Attendant            | N           | 25,582         | 31,977          | 38,372         |
| 7            | General Maintenance Worker             | N           | 25,582         | 31,977          | 38,372         |
| 7            | Property Maintenance Tech              | N           | 25,582         | 31,977          | 38,372         |
| 8            | Distribution/Collection Maint Tech I   | N           | 26,861         | 33,576          | 40,291         |
| 8            | Electric Meter Specialist              | N           | 26,861         | 33,576          | 40,291         |
| 8            | Lead General Maintenance Worker        | N           | 26,861         | 33,576          | 40,291         |
| 9            | Administrative Support Assistant       | N           | 28,204         | 35,255          | 42,305         |
| 9            | Customer Service Representative I      | N           | 28,204         | 35,255          | 42,305         |
| 9            | Distribution/Collection Maint Tech II  | N           | 28,204         | 35,255          | 42,305         |
| 9            | Equipment Operator I                   | N           | 28,204         | 35,255          | 42,305         |
| 9            | Police Evidence Technician             | N           | 28,204         | 35,255          | 42,305         |
| 9            | Police Records Specialist              | N           | 28,204         | 35,255          | 42,305         |
| 9            | WTP Operator C                         | N           | 28,204         | 35,255          | 42,305         |
| 9            | WWTP Operator I                        | N           | 28,204         | 35,255          | 42,305         |
| 10           | Customer Service Representative II     | N           | 29,614         | 37,017          | 44,421         |
| 10           | Distribution/Collection Maint Tech III | N           | 29,614         | 37,017          | 44,421         |
| 10           | Equipment Operator II                  | N           | 29,614         | 37,017          | 44,421         |
| 10           | Firefighter I                          | N           | 29,614         | 37,017          | 44,421         |
| 10           | Lead Meter Specialist                  | N           | 29,614         | 37,017          | 44,421         |
| 10           | Sr Administrative Support Assistant    | N           | 29,614         | 37,017          | 44,421         |
| 10           | WTP Operator B                         | N           | 29,614         | 37,017          | 44,421         |
| 10           | WWTP Operator II                       | N           | 29,614         | 37,017          | 44,421         |
| 11           | Accounting Technician                  | N           | 31,095         | 38,868          | 46,642         |
| 11           | Electric Line Technician (Class C)     | N           | 31,095         | 38,868          | 46,642         |
| 11           | Firefighter II                         | N           | 31,095         | 38,868          | 46,642         |
| 11           | Lift Station Maintenance Mechanic      | N           | 31,095         | 38,868          | 46,642         |
| 11           | Account Billing Specialist             | N           | 31,095         | 38,868          | 46,642         |
| 11           | WTP Laboratory Analyst                 | N           | 31,095         | 38,868          | 46,642         |
| 11           | WTP Maintenance Mechanic               | N           | 31,095         | 38,868          | 46,642         |
| 11           | WWTP Maintenance Mechanic              | N           | 31,095         | 38,868          | 46,642         |
| 12           | Distribution/Collection Crew Leader    | N           | 32,649         | 40,812          | 48,974         |
| 12           | Firefighter Engineer                   | N           | 32,649         | 40,812          | 48,974         |
| 12           | Lead WTP Maintenance Mechanic          | N           | 32,649         | 40,812          | 48,974         |
| 12           | Sr Fleet Maintenance Mechanic          | N           | 32,649         | 40,812          | 48,974         |
| 12           | Street Maintenance Crew Leader         | N           | 32,649         | 40,812          | 48,974         |
| 12           | WTP Operator A                         | N           | 32,649         | 40,812          | 48,974         |
| 12           | WWTP Laboratory Analyst                | N           | 32,649         | 40,812          | 48,974         |

Salary Schedule-Position Classifications  
City of Lincolnton, NC  
Effective July 1, 2018

|    |                                      |      |        |        |        |
|----|--------------------------------------|------|--------|--------|--------|
| 12 | WWTP Operator III                    | N    | 32,649 | 40,812 | 48,974 |
| 13 | Parks Maintenance Specialist         | N    | 34,282 | 42,852 | 51,423 |
| 13 | WWTP Pretreatment Coordinator        | N    | 34,282 | 42,852 | 51,423 |
| 14 | Chief WTP Operator                   | N    | 35,996 | 44,995 | 53,994 |
| 14 | Distribution/Collection Supervisor   | N    | 35,996 | 44,995 | 53,994 |
| 14 | Electric Line Technician (Class B)   | N    | 35,996 | 44,995 | 53,994 |
| 14 | Fire Lieutenant                      | N    | 35,996 | 44,995 | 53,994 |
| 14 | General Services Supervisor          | N    | 35,996 | 44,995 | 53,994 |
| 15 | Accountant                           | N    | 37,796 | 47,244 | 56,693 |
| 15 | Fire Inspector                       | N    | 37,796 | 47,244 | 56,693 |
| 15 | Police Officer                       | N    | 37,796 | 47,244 | 56,693 |
| 15 | Police Officer -SRO                  | N    | 37,796 | 47,244 | 56,693 |
| 15 | Police Records Supervisor            | N    | 37,796 | 47,244 | 56,693 |
| 15 | Recreation Program Coordinator       | N    | 37,796 | 47,244 | 56,693 |
| 15 | Zoning Administrator                 | N    | 37,796 | 47,244 | 56,693 |
| 16 | Building Inspector I                 | N    | 39,685 | 49,607 | 59,528 |
| 16 | Electric Line Technician (Class A)   | N    | 39,685 | 49,607 | 59,528 |
| 16 | Fleet Services Superintendent        | N    | 39,685 | 49,607 | 59,528 |
| 16 | Master Police Officer                | N    | 39,685 | 49,607 | 59,528 |
| 16 | Police Investigator                  | N    | 39,685 | 49,607 | 59,528 |
| 17 | Building Inspector II                | N    | 41,670 | 52,087 | 62,504 |
| 17 | Fire Captain                         | N    | 41,670 | 52,087 | 62,504 |
| 17 | HR Benefits Administrator            | N    | 41,670 | 52,087 | 62,504 |
| 17 | Public Works Supervisor              | N    | 41,670 | 52,087 | 62,504 |
| 18 | Building Inspector III               | N    | 43,753 | 54,691 | 65,630 |
| 18 | Assistant to City Manager/City Clerk | N    | 43,753 | 54,691 | 65,630 |
| 18 | Business Services Manager            | N    | 43,753 | 54,691 | 65,630 |
| 18 | Electric Distribution System Supv    | N    | 43,753 | 54,691 | 65,630 |
| 18 | Police Sergeant                      | N    | 43,753 | 54,691 | 65,630 |
| 19 | Accounting Services Manager          | N/E* | 45,941 | 57,426 | 68,911 |
| 19 | Distribution/Collections System Supt | N/E* | 45,941 | 57,426 | 68,911 |
| 19 | WWTP Superintendent                  | N/E* | 45,941 | 57,426 | 68,911 |
| 20 | Building Inspections Consultant      | N    | 48,238 | 60,297 | 72,357 |
| 20 | Police Lieutenant                    | N    | 48,238 | 60,297 | 72,357 |
| 21 | Assistant Fire Chief                 | E    | 50,650 | 63,312 | 75,975 |
| 21 | Electric Distribution System Supt    | E    | 50,650 | 63,312 | 75,975 |
| 22 | Community Relations Director         | E    | 53,182 | 66,478 | 79,773 |
| 23 | Police Captain                       | E    | 55,841 | 69,802 | 83,762 |



Salary Schedule-Position Classifications  
City of Lincolnton, NC  
Effective July 1, 2018

|    |                                              |   |         |         |         |
|----|----------------------------------------------|---|---------|---------|---------|
| 24 | Information Technology Manager               | E | 58,633  | 73,292  | 87,950  |
| 24 | Parks & Recreation Director                  | E | 58,633  | 73,292  | 87,950  |
| 25 | Fire Chief                                   | E | 61,565  | 76,956  | 92,347  |
| 25 | Human Resource Director                      | E | 61,565  | 76,956  | 92,347  |
| 25 | Planning & Comm Develop Director             | E | 61,565  | 76,956  | 92,347  |
| 25 | Public Works and Electric Utilities Director | E | 61,565  | 76,956  | 92,347  |
| 25 | Water Resources Director                     | E | 61,565  | 76,956  | 92,347  |
| 26 | Not assigned                                 | E | 64,643  | 80,804  | 96,965  |
| 27 | Not assigned                                 | E | 67,875  | 84,844  | 101,813 |
| 28 | Not assigned                                 | E | 71,269  | 89,086  | 106,904 |
| 29 | Police Chief                                 | E | 74,833  | 93,541  | 112,249 |
| 30 | Assistant City Manager                       | E | 78,574  | 98,218  | 117,861 |
| 31 | Not assigned                                 | E | 82,503  | 103,129 | 123,754 |
| 32 | Not assigned                                 | E | 86,628  | 108,285 | 129,942 |
| 33 | Not assigned                                 | E | 90,960  | 113,699 | 136,439 |
| 34 | Not assigned                                 | E | 95,508  | 119,384 | 143,261 |
| 35 | City Manager/Finance Director                | E | 100,283 | 125,354 | 150,424 |
| 36 | Not assigned                                 | E | 105,297 | 131,621 | 157,946 |

**Notes:**

- 1 Employees in classifications with FLSA status "N" are **subject to** the overtime provisions of the Federal Fair Labor Standards Act which requires the payment of overtime (or equivalent compensatory time) after the employee has worked more than 40 hours in the employer's official **work week**, not the employee's **work schedule**
- 2 Employees in classifications with FLSA status "E" are **exempt from** the overtime provisions of the Federal Fair Labor Standards Act
- 3 Law enforcement officers and firefighting personnel who are subject to the overtime provisions of the FLSA may be paid on the basis of a **work period** from 7 to 28 days and not the City's official work week

ITEM #

16

**C. Ryan Heavner**  
**FIRE CHIEF**



**FIRE**  
**DEPARTMENT**

To: Mayor and Members of Council  
CC: City Manager, Steven Zickefoose  
From: Fire Chief, C. Ryan Heavner  
Date: 5/10/2018

---

Mayor and Council,

I would like to request your support in pursuing a staffing grant offered by FEMA on behalf of the Lincolnton Fire Department for three (3) grant funded firefighter positions. The FEMA (SAFER) Staffing for Adequate Fire & Emergency Response grant has opened and this is an opportunity for us to improve staffing levels to be more aligned with national standards of safe staffing for the fire service. If awarded the grant announcements are not projected to start until fall of this year.

The cost share to the city is broken down over a three (3) year time frame; the total request would be for approx. \$132,138.00 each year, the first and second year the City of Lincolnton expense would be approx. \$33,100.00 or 25%. The third year cost for the City of Lincolnton would total \$85,890.00. The cost sharing percentage is 35% for the third year. The Federal Government paying 75% for the first two years and the third year the awarded applicant will be required to pay the 65% expense. The fourth year and years after the City of Lincolnton would be responsible for the entire 100% of the employees' salaries and benefits. I sincerely hope that the council would make a strong commitment to retaining these positions long after the grant expires.

*C. Ryan Heavner*

Mailing Address:  
P.O. Drawer 617  
Lincolnton, NC 28093

Lincolnton Fire Department  
Telephone: 704-736-8920  
<http://www.lincolntonnc.org>

Physical Address:  
116 W Sycamore St.  
Lincolnton, NC 28092

# CITY OF LINCOLNTON

## CITY COUNCIL

Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



## CITY MANAGER

Steve Zickefoose, MBA

[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)

## CITY CLERK

Donna C. Flowers, MMC, NCCMC

[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

## CITY ATTORNEY

Thomas J. Wilson, Jr.

**RESOLUTION OF INTENT  
TO PROVIDE MATCHING FUNDS  
FOR A POTENTIAL GRANT FROM THROUGH  
FEMA (SAFER GRANT) TO PROVIDE ADDITIONAL STAFFING  
FOR ADEQUATE FIRE & EMERGENCY RESPONSE  
(R-07-18)**

**WHEREAS**, the Lincolnnton Fire Department desires to improve staffing levels to be more aligned with nationwide standards of safe staffing for the fire service; and

**WHEREAS**, the Lincolnnton Fire Department has researched various opportunities that may provide financial assistance and or additional personnel to the department; and

**WHEREAS**, the Mayor and City Council, through this resolution, approve submittal of a grant application to the SAFER program operated and managed through the Federal Emergency Management Association (FEMA) for three (3) grant funded firefighter positions;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and City Council, that should the grant be awarded, the City would provide matching funds over a three (3) year time frame, with the first and second year requiring a 25 % match or \$ 33,100.00 per year. The third year would require a 35% match or \$ 85,890.00. After the three (3) year period the City would be responsible for 100% of the employees' salaries and benefits.

Adopted this the 7<sup>th</sup> day of June, 2018.

Attest:

---

**DONNA C. FLOWERS, MMC**  
**CITY CLERK**

---

**ED HATLEY**  
**MAYOR**

ITEM #

17

**CITY COUNCIL**  
Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



**CITY MANAGER**  
Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council *Steve*  
FROM: Steve Zickefoose, City Manager  
SUBJECT: Local Government Commission Memorandum 2018-05 and 2018-06  
DATE: May 29, 2018

The LGC has issued two new Memorandums that require the City to take action on.

The first is Memorandum 2018-05 Changes to Pre-Audit Certification Requirements for Electronic Obligations and Payments. The City currently uses charge cards, gas cards and electronic funds transfers. A resolution is required by the governing body that authorizes engaging in electronic payments. A resolution for the City is included on the agenda for this.

The second is Memorandum 2018-06 Uniform Guidance Procurement Procedures. In short, this adds requirements related for the use of federal funding such as FEMA, USDA and CDBG. An addition to the Administrative Policy Manual is included on the agenda for this.

Please let me know if you have any questions.



# CITY OF LINCOLNTON

**CITY COUNCIL**  
Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



**CITY MANAGER**  
Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr.

## **A RESOLUTION OF THE CITY OF LINCOLNTON, NORTH CAROLINA AUTHORIZING TO ENGAGE IN ELECTRONIC PAYMENTS AS DEFINED BY G.S. 159-28 OR G.S. 115C-441**

**(R-08-18)**

**WHEREAS**, it is the desire of the City Council that the City of Lincolnton is authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;

**WHEREAS**, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the City Manager, to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

**WHEREAS**, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the City Manager, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINCOLNTON, NORTH CAROLINA, AS FOLLOWS:**

*Section 1.* Authorizes the City of Lincolnton to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;

*Section 2.* Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

*Section 3.* Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

*Section 4.* This resolution shall take effect upon adoption.

---

**DONNA C. FLOWERS, CMC**  
**CITY CLERK**

---

**ED HATLEY**  
**MAYOR**

**CERTIFICATION OF EXCERPT OF MINUTES  
Of the REGULAR Meeting of the Lincolnton City Council  
on June 7, 2018**

I, Donna C. Flowers, City Clerk of the City of Lincolnton, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and accurate copy of a resolution entitled “**A RESOLUTION OF THE LINCOLNTON CITY COUNCIL, LINCOLNTON NORTH CAROLINA, AUTHORIZING THE CITY TO ENGAGE IN ELECTRONIC PAYMENTS AS DEFINED BY G.S. 159-28 OR G.S. 115C-441**” adopted at the regular meeting of the Lincolnton City Council held on the 7th day of June, 2018.

***WITNESS*** my hand and the corporate seal of the City of Lincolnton, North Carolina, this the 7<sup>th</sup> day of June, 2018.

[Seal]

\_\_\_\_\_  
Donna C. Flowers, MMC  
City Clerk  
City of Lincolnton, North Carolina



ITEM #

18

**CITY COUNCIL**  
Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
David M. Black  
Roby D. Jetton  
Tim Smith



**CITY MANAGER**  
Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)  
**CITY CLERK**  
Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)  
**CITY ATTORNEY**  
Thomas J. Wilson, Jr..

## MEMORANDUM

TO: Mayor and Council *Steve*  
FROM: Steve Zickefoose, City Manager  
SUBJECT: Local Government Commission Memorandum 2018-05 and 2018-06  
DATE: May 29, 2018

The LGC has issued two new Memorandums that require the City to take action on.

The first is Memorandum 2018-05 Changes to Pre-Audit Certification Requirements for Electronic Obligations and Payments. The City currently uses charge cards, gas cards and electronic funds transfers. A resolution is required by the governing body that authorizes engaging in electronic payments. A resolution for the City is included on the agenda for this.

The second is Memorandum 2018-06 Uniform Guidance Procurement Procedures. In short, this adds requirements related for the use of federal funding such as FEMA, USDA and CDBG. An addition to the Administrative Policy Manual is included on the agenda for this.

Please let me know if you have any questions.

## CITY OF LINCOLNTON ADMINISTRATIVE POLICY

|                                                 |                                                    |
|-------------------------------------------------|----------------------------------------------------|
| Subject:<br>Uniform Guidance Procurement Policy | Manual:<br>Administrative                          |
| Policy Number:<br>14 (P-02-18)                  | Effective Date: June 8, 2018<br><br>Revision Date: |
| Issued By:<br>Steve Zickefoose, Finance         | City Manager Approval:<br>Steve Zickefoose         |

A copy of this policy must be maintained in the City of Lincolnton's Administrative Manual for each City department and division.

### Uniform Guidance Procurement Policy For North Carolina Local Governments

*Comment: When spending federal grant and loan award funds, local governments are required to adopt written procurement policies that confirm to applicable federal law and the Uniform Guidance. (2 C.F.R. § 200.318(a)) This sample policy contains language found in the relevant sections of the Uniform Guidance, 2 C.F.R. Part 200, relating to procurement requirements. Local governments should review their own local policies and consult with their attorneys to make modifications as needed to conform to local purchasing practices (such as approval processes and use of purchasing cards and purchase orders) when adopting this policy. For individual contracts, local governments also should consult their grant award documents and with their federal grantor agency to determine whether additional procurement requirements apply.*

#### **I. Purpose**

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

#### **II. Policy**

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any sub recipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and

Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. City of Lincoln] will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City of Lincoln have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

### **III. General Procurement Standards and Procedures:**

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be

considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.

- B. Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how the reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.

- I. **Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. **Cost Estimate.** For all procurements costing \$150,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. **Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. **Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. **Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

#### IV. **Specific Procurement Procedures**

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$3,500** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
  2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$3,500 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  3. Cost or price analysis is not required prior to soliciting bids.
  4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
  5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids.
  2. Complete specifications or purchase description must be made available to all bidders.
  3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
  4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
  5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
  6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or

employee. Any and all bids may be rejected only for “sound documented reasons.”

**D. Service Contracts** (except for A/E professional services) costing \$150,000 and above may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

**E. Construction and repair contracts costing less than \$3,500** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

**F. Construction and repair contracts costing \$3,500 up to \$150,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.



**G. Construction and repair contracts costing \$150,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

**H. Construction and repair contracts costing \$500,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
  7. Award the contract on a firm fixed-price basis.
  8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:**
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
  2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
  3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$150,000 shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:**
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
  2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
  3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
  4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
  5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
  6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$150,000 or more shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)(5)) as follows:**
1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

## V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.

- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

ITEM #

19

**Executive Summary****April 2018 Year-To-Date**

| <b>General Fund</b> |                      | Budget 17-18 | Actual 17-18 | % of |     | Budget 16-17 | Actual 16-17 | Difference |
|---------------------|----------------------|--------------|--------------|------|-----|--------------|--------------|------------|
|                     |                      |              |              |      |     |              |              |            |
| Fund 10             | Revenues             | 10,252,739   | 8,717,708    |      | 79% | 10,662,262   | 8,433,542    | 284,166    |
|                     | Fund Balance         | 785,301      | -            |      | -   | 1,366,107    | -            | -          |
|                     |                      | 11,038,040   | 8,717,708    |      |     | 12,028,369   | 8,433,542    | 284,166    |
|                     | City Manager/Clerk   | 333,365      | 242,792      |      |     | 309,730      | 183,732      | 59,060     |
|                     | Human Resources      | 235,030      | 171,964      |      |     | 215,848      | 155,562      | 16,402     |
|                     | Finance              | 279,012      | 139,270      |      |     | 273,609      | 64,914       | 74,356     |
|                     | General Expense      | 809,520      | 746,871      |      |     | 878,154      | 611,503      | 135,368    |
|                     | General Debt Service | 463,524      | 371,363      |      |     | 425,535      | 313,861      | 57,502     |
|                     | Police               | 3,344,770    | 2,674,227    |      |     | 3,153,942    | 2,496,023    | 178,204    |
|                     | Fire                 | 2,030,690    | 1,695,281    |      |     | 2,206,450    | 1,651,614    | 43,666     |
|                     | Public Works         | 181,356      | 61,878       |      |     | 246,538      | 44,943       | 16,934     |
|                     | Street               | 1,229,141    | 579,112      |      |     | 1,534,891    | 703,973      | (124,861)  |
|                     | Equipment Services   | 132,120      | 102,732      |      |     | 157,819      | 121,464      | (18,731)   |
|                     | Solid Waste          | 718,328      | 474,865      |      |     | 820,485      | 579,959      | (105,094)  |
|                     | General Services     | -            | -            |      |     | 212,559      | 161,063      | (161,063)  |
|                     | Plannin/Zoning       | 277,060      | 210,592      |      |     | 276,258      | 183,338      | 27,253     |
|                     | Bus & Comm. Dev      | 132,454      | 140,826      |      |     | 160,693      | 72,930       | 67,896     |
|                     | Recreation           | 871,670      | 822,902      |      |     | 1,155,858    | 667,437      | 155,466    |
|                     | Expenses             | 11,038,040   | 8,434,674    |      | 76% | 12,028,369   | 8,012,316    | 422,358    |
|                     | Difference           |              | 283,034      |      |     |              | 421,226      | (138,192)  |

| Water & Sewer Fund |                      | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
|--------------------|----------------------|--------------|--------------|-------------|--------------|--------------|------------|
| Fund 61            | Revenues             | 7,449,995    | 6,894,169    | 88%         | 7,867,135    | 6,767,559    | 126,611    |
|                    | Fund Balance         | 390,000      | -            |             | 1,265,399    |              |            |
|                    |                      | 7,839,995    | 6,894,169    |             | 9,132,534    | 6,767,559    | 126,611    |
|                    | Water Treatment      | 1,501,500    | 1,163,446    |             | 1,476,528    | 1,091,972    | 71,474     |
|                    | Dist & Collection    | 1,356,250    | 1,079,232    |             | 2,390,175    | 1,944,160    | (864,928)  |
|                    | Wastewater           | 1,537,900    | 1,085,562    |             | 1,648,076    | 1,112,298    | (26,736)   |
|                    | W & S Intangibles    | 3,444,345    | 3,374,033    |             | 3,617,755    | 3,508,814    | (134,781)  |
|                    | Expenses             | 7,839,995    | 6,702,273    | 85%         | 9,132,534    | 7,657,244    | (954,971)  |
|                    | Difference           |              | 191,896      |             |              | (889,685)    | 1,081,581  |
|                    |                      |              |              |             |              |              |            |
| Electric Fund      |                      | Budget 17-18 | Actual 17-18 | % of Budget | Budget 16-17 | Actual 16-17 | Difference |
| Fund 63            | Revenues             | 7,791,714    | 6,885,798    | 88%         | 8,000,000    | 6,843,269    | 42,529     |
|                    | Fund Balance         | -            | -            |             | 79,000       | -            | -          |
|                    |                      | 7,791,714    | 6,885,798    |             | 8,079,000    | 6,843,269    | 42,529     |
|                    | Electric Dept.       | 7,791,714    | 6,003,950    |             | 8,079,000    | 5,757,623    | 246,328    |
|                    | Expenses             | 7,791,714    | 6,003,950    | 77%         | 8,079,000    | 5,757,623    | 246,328    |
|                    | Difference           |              | 881,848      |             |              | 1,085,647    | (203,799)  |
|                    |                      |              |              |             |              |              |            |
| Overtime           | 80+ hours            |              | 301,131      | *           |              | 267,676      | 33,455     |
|                    | * 3 January Paydays  |              |              |             |              |              |            |
|                    | * Snow Removal       |              |              |             |              |              |            |
|                    | * Frozen Water Lines |              |              |             |              |              |            |

**ITEM #**

**20**



***NO BACK UP  
NECESSARY  
FOR THIS ITEM***

**ITEM #**

**21**

# CLOSED SESSION

In accordance with NCGS  
143.318.11(a)(1)(5)&(6)

To discuss property acquisition and  
personnel

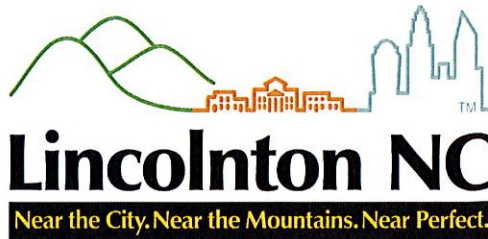
ITEM #

22

# CITY OF LINCOLNTON

## CITY COUNCIL

Ed L. Hatley, Mayor  
Martin A. Eaddy, Mayor Pro-Tem  
Devin Rhyne  
David M. Black  
Roby D. Jetton



## CITY MANAGER

Steve Zickefoose, MBA  
[szickefoose@lincolntonnc.org](mailto:szickefoose@lincolntonnc.org)

## CITY CLERK

Donna C. Flowers, MMC, NCCMC  
[donnaflowers@ci.lincolnton.nc.us](mailto:donnaflowers@ci.lincolnton.nc.us)

## CITY ATTORNEY

Thomas J. Wilson, Jr.

BA – 03- 18

BE IT ORDAINED by the Governing Board of the City of Lincolnton, North Carolina, that the following amendment be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2018.

Section 1: To amend the General Fund, the expenditures are to be changed as follows:

| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u>   | <u>INCREASE</u>     | <u>DECREASE</u>  |
|-----------------------|-----------------------------------------|---------------------|------------------|
| 10-00-4280-991        | <u>GENERAL EXPENSE</u><br>Contingency   |                     | 30,000.00        |
| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u>   | <u>INCREASE</u>     | <u>DECREASE</u>  |
| 10-10-4310-505        | <u>POLICE</u><br>Police Building        | 1,000,000.00        | 0.00             |
| 10-80-6100-121        | <u>PARKS AND RECREATION</u><br>Salaries | 22,000.00           | -                |
| 10-80-6100-126        | Part Time Salaries                      | 8,000.00            | -                |
|                       |                                         | <u>1,030,000.00</u> | <u>30,000.00</u> |

This will result in a net increase of \$ 1,000,000.00 expenditures of the General Fund. To balance the adjustments to the budget, the following revenues have also been changed with a corresponding net effect.

| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u> | <u>INCREASE</u>     | <u>DECREASE</u> |
|-----------------------|---------------------------------------|---------------------|-----------------|
| 10-00-3911-900        | <u>MISCELLANEOUS</u><br>Loan Proceeds | 1,000,000.00        | 0.00            |
|                       |                                       | <u>1,000,000.00</u> | <u>0.00</u>     |

Section 5: To amend the Water & Sewer Fund, the expenditures are to be changed as follows:

| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u> | <u>INCREASE</u>  | <u>DECREASE</u>  |
|-----------------------|---------------------------------------|------------------|------------------|
|                       | <u>WATER TREATMENT PLANT</u>          |                  |                  |
| 61-91-7100-121        | Salaries                              | 36,000.00        | 0.00             |
|                       | <u>DISTRIBUTION AND COLLECTION</u>    |                  |                  |
| 61-91-7110-121        | Salaries                              |                  | 15,000.00        |
| 61-91-7110-199        | Consulting                            |                  | 3,000.00         |
|                       | <u>WASTEWATER TREATMENT PLANT</u>     |                  |                  |
| 61-91-7120-121        | Salaries                              |                  | 13,000.00        |
| 61-91-7120-397        | Sludge Removal                        |                  | 5,000.00         |
|                       |                                       | <u>36,000.00</u> | <u>36,000.00</u> |

This will result in a net increase of \$ 0.00 in the expenditures of the Water & Sewer Fund.

Section 7: To amend the Electric Fund, the expenditures are to be changed as follows:

| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u> | <u>INCREASE</u>     | <u>DECREASE</u> |
|-----------------------|---------------------------------------|---------------------|-----------------|
|                       | <u>ELECTRIC</u>                       |                     |                 |
| 63-93-7200-505        | Loan to General Fund                  | 1,000,000.00        | -               |
|                       |                                       | <u>1,000,000.00</u> | <u>0.00</u>     |

This will result in a net increase of \$ 1,000,000.00 in the expenditures of the Electric Fund. At the same time, adjustments have been made to the following revenues with a corresponding net change.

| <u>ACCOUNT NUMBER</u> | <u>DEPARTMENT/ACCOUNT DESCRIPTION</u> | <u>INCREASE</u>     | <u>DECREASE</u> |
|-----------------------|---------------------------------------|---------------------|-----------------|
|                       | <u>OTHER FINANCING SOURCES</u>        |                     |                 |
| 63-93-3991-900        | Appropriation from Fund Balance       | 1,000,000.00        |                 |
|                       |                                       | <u>1,000,000.00</u> | <u>0.00</u>     |

Section 13: Copies of these budget amendments shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Director for their direction.

Adopted this 7th day of June, 2018.

\_\_\_\_\_  
Donna C. Flowers  
City Clerk

\_\_\_\_\_  
Ed L. Hatley  
Mayor