

A G E N D A

LINCOLNTON CITY COUNCIL



May 7, 2020

7:00 p.m.

Via WebEx



**LINCOLNTON CITY COUNCIL
AGENDA
May 7, 2020
7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. Approval of REGULAR AGENDA

2. Approval of CONSENT AGENDA

All items placed under 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.

2a - Approval of Minutes for the March 5, 2020 Regular Meeting and the March 13, 2020 Budget Work Session

(P-01-20)

2b – Approval of Administrative Policy #14 State of Emergency-Essential Position Categories

(P-02-20)

2c – Approval of **Addition** to the Personnel Policy - Article VI – (New) Section 15. Families First Coronavirus Response Act (FFCRA)

(O-07-20)

2d – Approval of amending the City’s Code of Ordinances as requested by NCDOT; establishing A 45 mph speed zone ordinance on SR 1294 (Lithia Inn Road) between NC 27 and US 321

3. PUBLIC HEARINGS

3a – BIG-01-20 - Application from BrickTree Brewing Company for a Business Incentive Grant for building renovations to accommodate a brewery at 414 E. Water Street.

Jean Derby, Planning Assistant

4. REGULAR AGENDA

(O-06-20)

4a – ORDINANCE - Consideration of proposed revision to the City's Code of Ordinances –
TITLE VII - Traffic Code – Chapter 74 – Schedule 1: Stop Intersections

Rodney Jordan, Police Chief

(O-08-20)

4b – ORDINANCE – Adoption of Ordinance to approve Waiver Agreement with NCMPA1
authorizing electronic (paperless) billing

Richard Haynes, Assistant City Manager

(BID-03-20)

4c – BID APPROVAL - Consideration of approval of chemical bids from companies
recommended to do business with the City of Lincolnton Water Treatment Plant and Waste
Water Treatment Plant for fiscal year July 1, 2020 – June 30, 2021

Robert Pearson, Water Resources Director

(C-03-20)

4d – CONTRACT – Consideration of approval contract with SEPI, INC for construction
Engineering and inspection services for sidewalk connector project on East Main Street
At the bridge over Highway 321

Laura Elam, Planning Director

(C-04-20)

4e – CONTRACT – Approval of Contract for the 2020 Alive After Five Concert Series – Events
to be held on the following dates: June 25, July 30, August 27th and September 17, 2020.

Laura Morris, Community Relations Director

(C-05-20)

4f - CONTRACT – Consideration/Approval of the Fire and Rescue Services Agreement between the Lincoln County and the City of Lincolnton

Steve Zickefoose, City Manager

(BA-01-20)

4g – BUDGET AMENDMENT – Approval of amendment to Annual Budget Ordinance to amend the General Fund for Economic Support to Small Business Impacted by COVID-19 emergency

Steve Zickefoose, City Manager

5. OTHER BUSINESS

5a – Official Presentation of the 2020-2021 Operating Budget – proposed Fee Schedule – Budget Message *(NOTE: The Public Hearing will be held at our June 4th meeting where Council will consider adoption of the proposed budget, which will include adoption of the fee schedule.*

Steve Zickefoose, City Manager

5b – Monthly Financial / Overtime Report

Steve Zickefoose, City Manager

5c – Update on Special Events impacted by State of Emergency Order (COVID-19)

Steve Zickefoose, City Manager

PUBLIC COMMENT

Speakers will be limited to three (3) minutes to address Mayor and City Council.. You must sign in with the City Clerk to be eligible to speak

NEWS MEDIA

ADJOURNMENT

ITEM #

1

APPROVAL

OF

REGULAR AGENDA

ITEM #

2

APPROVAL
OF
CONSENT AGENDA

ITEM #

2a

Approval of Minutes for the
March 5th , 2020 Regular Meeting
and March 13th, 2020 Budget
Work Session

The Mayor and City Council met in regular session on Thursday, March 5, 2020 at 7:00 p.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton North Carolina.

Mayor Ed Hatley opened the meeting and led the Pledge of Allegiance. The following Council Members were in attendance:

WHITE

WATSON

EADDY

JETTON

Councilman Watson made the motion, which was unanimously approved, to approve the *REGULAR AGENDA*.

Councilman Eaddy made the motion, which was unanimously approved, to approve the *CONSENT AGENDA* as follow:

- Approval of Minutes for the February 6, 2020 Regular Meeting
- Calls to Public Hearing (no calls to Public Hearing for the April meeting)

(O-02-20)

- Consideration of amending the City's Code of Ordinances as requested by NCDOT; establishing one (1) 45 mph speed zone on US 321 Business

(R-04-20)

- Surplus handgun and badge for LPD Lieutenant John Caudle - Handgun model 19, Gen 4, Serial Number YCZ908 to be presented to him upon his retirement effective April 1, 2020

PRESENTATIONS:

(R-05-20)

**PRESENTATION OF RESOLUTION RECOGNIZING AND HONORING
LIEUTENANT JOHN CAUDLE ON HIS UPCOMING RETIREMENT**

Mayor Ed Hatley called Lieutenant John Caudle forward and presented the following resolution:

R E S O L U T I O N
of Appreciation for
J O H N M. C A U D L E

WHEREAS, John M. Caudle began employment with the City of Lincolnton on November 17, 1993 as a Police Officer with the Lincolnton Police Department; and

WHEREAS, John M. Caudle has proven his leadership qualities, rising through the ranks in 1999 to Police Sergeant; then in 2017 to Police Lieutenant where he initially served over the Patrol Division for a short time prior to transferring and serving as the Lieutenant for the Investigations Division; and

WHEREAS, John M. Caudle, throughout his career, committed to providing the highest level of service through continued training and education completing over 350 hours of leadership management training and obtaining the Advanced Law Enforcement Certificate from the North Carolina Criminal Justice Education and Training Standards Commission; and

WHEREAS, John M. Caudle has served as a role model in the Law Enforcement Sector, providing excellent Public Safety to citizens of the City of Lincolnton for over twenty six years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Lincolnton that appreciation be extended to John M. Caudle honoring him on his upcoming retirement on April 1, 2020, and that congratulations and best wishes be granted to him for continued success in all his future endeavors.

Adopted and presented this the 5th day of March, 2020.

Mayor Hatley, on behalf of the City Council, congratulated Lt. Caudle and thanked him for his dedication to the City of Lincolnton. Lt. Caudle thanked his family, Supervisors and co-workers for their support over the years. He especially thanked City Council for all that they have done throughout his career with the City.

(R-06-20)

PRESENTATION OF RESOLUTION RECOGNIZING AND HONORING JO ANNE SIGMON ON HER UPCOMING RETIREMENT

Mayor Ed Hatley called Joanne Sigmon forward and presented the following resolution:

RESOLUTION
of Appreciation for

JO ANNE B. SIGMON

WHEREAS, the City of Lincolnton recognizes the employees of the City are its greatest strength, and wants to honor their dedication and distinguished contributions to the City and its citizens; and

WHEREAS, Jo Anne B. Sigmon began employment with the City of Lincolnton on September 29, 1992, and has for 27 years excelled as the only administrative support for the City of Lincolnton's Water Treatment Plant; and

WHEREAS, Jo Anne B. Sigmon throughout her tenure has demonstrated great commitment to her duties and through this commitment has assisted the Water Treatment Plant in its mission of being included in a select group of qualified Water Treatment Plants to receive the Federal EPA "Area Wide Optimization Program" award since 2002; and

WHEREAS, Jo Anne B. Sigmon has been described by her supervisors as a dedicated, self-motivated and behind the scenes person who has diligently completed reporting required by the State of North Carolina for the Water and Wastewater Treatment Plants allowing them to maintain their State certified status; while continuously displaying a great work ethic in the performance of her duties, which has earned the respect of her co-workers and the citizens of Lincolnton.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Lincolnton, that appreciation be shown to Jo Anne B. Sigmon, honoring her on her upcoming retirement on April 1, 2020, and that we extend congratulations and best wishes to her for continued success in all her future endeavors.

Adopted and presented this the 5th day of March, 2020.

Mayor Hatley, on behalf of the City Council, congratulated and thanked Joanne for her years of dedicated service to the City, stating that she will be very hard to replace. Jo anne thanked Mayor and Council, as well as her co-workers and the various department heads she has worked under while employed with the City. She also acknowledged her position with the City as being the longest tenured position she ever held.

**PRESENTATION TO REQUEST THE CITY OF LINCOLNTON BE PROCLAIMED
“HOME OF CATAWBA VALLEY POTTERY”**

Mr. Fred Jarrett, Steering Committee Chair, addressed City Council to request Lincolnton be proclaimed “HOME OF CATAWBA VALLEY POTTERY”. Mr. Jarrett gave a brief summary of the history/origin of the Steering Committee, as well as the committees mission, vision and values. He explained, in detail, the reason for the request and what having this distinction could mean for our city.

In response to the request Mayor Ed Hatley read the following proclamation:

PROCLAMATION

“Home of Catawba Valley Pottery”

WHEREAS, the rich tradition of Catawba Valley Pottery is defined by its unique and exclusive presence in the Catawba Valley, now known as Lincolnton and Lincoln County; and

WHEREAS, the hand dug clay from local sources, the wood fired “groundhog” kiln, and the “wood ash” alkaline glaze used to create Catawba Valley Pottery makes it one of only three distinct and continuously surviving pottery traditions in the United States and the only one that traces its origins to China more than 2,000 years ago; and

WHEREAS, our heritage and current culture is shaped by the 18th century piedmont settlers and their need for everyday essentials which the Catawba Valley potters produced as sturdy, utilitarian stoneware vessels of clay; jugs for whiskey and syrup, churns, milk crocks, pitchers, and storage jars for meat, fruit and vegetables; and

WHEREAS, the Catawba Valley was once dotted with potting sheds and kilns as craftsman turned out vast quantities of quality wares needed by the burgeoning population in the region and the Catawba Valley potters were craftsmen in the tradition of the blacksmith and basket maker meeting the needs of farm families in this isolated area of 18th century America and includes recognizable family and place names like Seagle, Hartzog, Ritchie, Hilton, Reinhardt and Propst from its most productive 19th century time period; and

WHEREAS, Catawba Valley Pottery production almost disappeared after World War II when its utilitarian need was replaced, and the tradition was kept alive by area potters, notably 20th century potter and Lincoln County native Burlon

B. Craig who worked in the Catawba Valley Pottery tradition after purchasing the Reinhardt property and kiln where he developed a talent for “face jugs” in the African-American slave folk art tradition; and

WHEREAS, Burlon Craig and his pottery achieved national and international attention, was featured in publications, added to the Smithsonian Institution collection, received the National Endowment for the Arts' National Heritage Fellowship in 1981 and helped teach, train and promote the Catawba Valley Pottery tradition; and

WHEREAS, our rich and diverse heritage is contained in the native pottery and utilitarian arts created by and for its people, through the tradition of Catawba Valley Pottery we celebrate the history of Lincoln County and the City of Lincolnton to help future generations understand their community's pride of place, honor their arts and acknowledge their roots; and

WHEREAS, the Catawba Valley Pottery tradition is renowned nationally and internationally and is unique in its ability to drive tourism and attract visitors to the city and county;

NOW, THEREFORE WE, the Mayor and City Council of the City of Lincolnton, hereby proclaim the City of Lincolnton in Lincoln County as the “**Home of Catawba Valley Pottery**” and we are committed to supporting activities, events and projects that showcase the Catawba Valley Pottery tradition.

At the conclusion of the reading, Councilman Eaddy made a motion to approve the requested proclamation. Motion was unanimously approved.

PUBLIC HEARING

(O-03-20)

ZTA-1-2020 -Application from the Lincoln County Coalition Against Domestic Violence requesting a zoning text amendment to Section 153.031 of the Unified Development Ordinance in regards to the definition of Domestic Violence Shelters and to Section 153.117 (GMC District) to add Domestic Violence Shelter as a permitted use.

Mayor Ed Hatley opened the public hearing and recognized Mrs. Jean Derby to speak to this issue. Mrs. Derby began explaining that the UDO allows domestic violence shelters for up to 15 people in the R-8 (Single and Two-Family Medium Density Residential) district. Domestic violence shelters are not permitted in other zoning districts. The Lincoln County Coalition Against

Domestic Violence is requesting an amendment of the UDO to add Domestic Violence Shelters for up to 35 people as a permitted use in the GMC (General Manufacturing and Commercial) district. She concluded saying that the Planning Board and Staff recommend approval of the amendment as follows:

**An Ordinance to
Amend the City of Lincoln
Unified Development Ordinance
to Allow Domestic Violence Shelters
as a Permitted Use in the
General Manufacturing and Commercial
Zoning District**

Section 1. Amend Section 153.031, Definitions of Specific Terms and Words, to modify the definition of the term “Domestic Violence Shelter” as follows. Newly adopted language is underlined and highlighted in yellow.

DOMESTIC VIOLENCE SHELTER. A structure providing temporary habitation for not more than 15 people within a Residential District and not more than 35 people within a GMC district, including family members, who are victims of domestic violence.

Section 2. Amend Section 153.117, General Manufacturing and Commercial District, to add “Domestic Violence Shelter” as a permitted use in the GMC, General Manufacturing and Commercial District.

Being no questions from Council and with no one requesting to speak, Councilman Jetton made the motion, which was unanimously approved, to close the Public Hearing.

Councilman Eaddy made a motion, unanimously approved, to approve the request to amend Section 153.031 and 153.117 of the Unified Development Ordinance to add domestic violence shelters for up to 35 people as a permitted use in the GMC district.

Councilman Watson made a motion, unanimously approved, to approve request based on the following consistency and reasonableness statement:

Approval of the amendment is reasonable and in the public interest in that additional shelter space is needed for victims of domestic violence and their families. The amendment would increase the potential availability of sites zoned to accommodate domestic violence shelters.

(O-04-20)

ZTA-2-2020 -Application from Travis Dellinger/Visual Inception requesting a zoning text amendment to Section 153.113 (Central Business District) of the Unified Development Ordinance, to add the use “Sign Printing and Manufacturing” as a permitted use.

Mayor Ed Hatley opened the public hearing and recognized Mrs. Jean Derby to speak to the item. Mrs. Derby stated that the UDO allows sign shops as a permitted use in the General Business (GB) and the General Manufacturing and Commercial (GMC) districts. However, sign manufacturing is not permitted in the Central Business district. Mrs. Derby informed Council of Visual Inceptions request to amend the UDO to add sign printing and manufacturing in the C-B district as a permitted use. She stated that the Planning Board and Staff recommended approval of the amendment with the following stipulations:

- Sign shops in the C-B district will not be permitted in the downtown fire district and
- Sign shops in the C-B district will not be permitted to have any outdoor storage or activities.

Ordinance will read as follows:

**An Ordinance to
Amend the City of Lincoln
Unified Development Ordinance
to Allow Sign Printing and Manufacturing
as a Permitted Use in the
Central Business Zoning District**

Section 1. Amend Section 153.113 (A) (2), Central Business District, to add “Sign Printing and Manufacturing” as a permitted use in the Central Business District as follows. Newly adopted language is underlined and **highlighted in yellow**.

Sign printing and manufacturing, outside of the downtown fire district and with no outdoor storage and with all activities conducted indoors.

Section 2. That this ordinance shall become effective upon its adoption.

Councilwoman White made the motion, unanimously approved, to close the Public Hearing.

Councilman Jetton made the motion, unanimously approved, to approve the request.

Councilman Eaddy made a motion, unanimously approved, to approve the statement of consistency and reasonableness for Case# ZTA-2-2020 from applicant Travis Dellinger/Visual Inception as follows:

Approval of the amendment is reasonable and in the public interest in that it would allow for potential additional commercial development in Downtown Lincoln. The prohibition against location within the Downtown Fire District will promote public safety and the prohibition against outdoor storage or activities will promote preservation of the character of Downtown Lincoln.

CU-ZMA-3-2020

Application from Jamie Policz requesting the conditional use rezoning of approximately 0.8 acres of land from General Manufacturing and Commercial (GMC) District to Conditional Use Residential Multi-Family (CU-RMF) District for a proposed church expansion. The subject property is located at 1008 North Aspen Street (Parcel ID 01095).

Mayor Ed Hatley opened the public hearing and recognized Mrs. Jean Derby who began by explaining that the subject property is a 0.795 acre site located at 1008 North Aspen Street and that it is zoned GMC, with adjacent properties being zoned RMF and GMC. The property is currently developed with a 2,080 square foot church building. Land uses in the area include multifamily residential, City Park, the American Legion and the National Guard Armory.

Mrs. Derby continued stating that the applicant requests a conditional use rezoning in order to allow for the expansion of the existing church to the rear of the property by approximately 1,500 square feet. The rezoning to RMF would allow for a reduced rear setback of 25 feet instead of 50 feet as required in the GMC District. The current church building would remain the same. Access would be provided by one driveway to North Aspen Street.

Mrs. Derby spoke to compliance with conditional use permit application requirements, the land use plan and the staff review committee comments. She reviewed the required four findings to be determined by City Council and addressed compliance with findings of fact as follows:

- (1) It does not appear that the use will endanger the public health or safety.

- (2) The proposed use meets all required conditions and specifications with the exception of the items noted above.
- (3) There is not a change of use involved so the use should not have negative impacts on the value of adjoining or abutting properties.
- (4) The use is in compliance with the Lincolnnton Land Use Plan.

Mrs. Derby concluded stating that Planning Board and Staff recommend the following two actions:

- (1) If the applicant satisfactorily proves the findings of fact, approval of rezoning of the property from GMC to CU-RMF.
- (2) If the applicant satisfactorily proves the findings of fact, approval of the conditional use permit for an expansion of the church subject to ordinance requirements and the Staff Review Committee conditions.

Council had no questions and there was no one wishing to speak for or against the request.

Councilman Jetton made the motion unanimously approved to close the Public Hearing.

Councilman Eaddy made a motion, unanimously approved, to approve the rezoning request

Councilman Eaddy made a motion, unanimously approved, to approve the statement of consistency and reasonableness of the proposed conditional use rezoning application, Case No. CU-ZMA-3-2020, applicant Jamie Policz, 1008 North Aspen Street, to rezone from GMC to CU_RMF. Statement reads as follows:

Approval of the proposed conditional use rezoning is reasonable and in the public interest in that the proposed use is limited to a church and the proposed expansion is small in scale.

Section 153.237 of the UDO requires that four findings be determined by City Council as follows:

Councilman Jetton made a motion, unanimously approved, that the use will not materially endanger the public health or safety if located where proposed and developed according to plan.

Councilwoman White made a motion, unanimously approved, that the use meets all required conditions and specifications.

Councilman Watson made a motion, unanimously approved, that the use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity.

Councilman Eaddy made a motion, unanimously approved, that the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Lincoln Land Use Plan and other plans for the physical development of the City as officially adopted by the City Council.

Councilwoman White made a motion, unanimously approved, to approve the conditional use permit subject to compliance with ordinance requirements and Staff Review Committee comments

O-05-20

ORDINANCE

Consideration of proposed revision to the City's Code of Ordinances - TITLE VII - Traffic Code - Chapter 74; Schedule 1: Stop Intersections

Mayor Ed Hatley opened the public hearing, directing Assistant City Manager Richard Haynes to speak to this item. Mr. Haynes explained that due to safety concerns, staff has asked that Council consider installing stop signs where the rail trail intersects Dixon St. and Sumner Street. Signs would face both east and west. Mr. Haynes informed that both the rail-trail committee and concerned citizens have discussed this topic. Ordinance amendment was presented as follows:

TITLE VII – Traffic Code – Chapter 74
Schedule 1: STOP INTERSECTIONS

ADD: East Sumner Street and Marcia H. Cloninger Rail Trail
(add stop sign on both the east and west side of the trail)
East Dixon Street and Marcia H. Cloninger Rail Trail
(add stop sign on both the east and west side of the trail)

Councilwoman White made motion, unanimously approved, to close the public hearing.

Councilman Eaddy made a motion, unanimously approved, to approve the recommended amendment to TitleVII- Traffic Code – Chapter 74

C-02-20

Consideration of contract between the City and East Coast Pyrotechnics for the 2020 Fireworks Display

Richard Haynes, Assistant City Manager, presented a contract from East Coast Pyrotechnics for the City's annual 2020 fireworks display held on July 4th. Mr. Haynes informed Council that the cost for the show in the proposed contract is the same as last year (\$11,500) He spoke very highly of the quality of the show and the great working relationship staff has with the East Coast representative and staff. Mr. Haynes recommended approval of the contract as staff is very satisfied with this vendor.

In response to questions, Mr. Haynes verified that the design of the show will be similar to 2019 it that it will be mostly aerial so that those outside of the stadium can also enjoy the show.

Councilman Weston made the motion, unanimously approved, to approve the proposed contact between the City and East Coast Pyrotechnics for the 2020 Fireworks Display.

PUBLIC COMMENT:

No one sign to speak under the public comment section

NEWS MEDIA:

No questions from the News Media

CLOSED SESSION

Councilwoman White made a motion to enter into closed session in accordance with NCGS 143-318.11(a)(4) to discuss matters relating to the expansion of an industry served by the city and NCGS 143.318.11(a)(5) to discuss property acquisition

Returning to open session, Mayor Ed Hatley opened the floor for action to be taken on item discussed in closed session.

Councilman Eaddy made a motion to deny Celadons request to expand their business model requiring a Centralized Waste Treatment permit and that we place them on notice that any further violation of the existing permit will result in an immediate cancelation of such permit.

Motion was unanimously approved

ADJOURNMENT:

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

**DAPHNE INGRAM
CITY CLERK**

**ED HATLEY
MAYOR**

BUDGET WORK SESSION - MARCH 13, 2020

The Mayor and City Council held a budget work session on Friday, March 13, 2020 at 8:00 a.m. in the Council Chambers of City Hall located at 114 West Sycamore Street, Lincolnton North Carolina.

The following were in attendance:

WHITE

WATSON

EADDY

JETTON

Mayor Ed Hatley opened the budget work session by calling the meeting to order. Mayor Hatley welcomed all who were in attendance before turning the meeting over to City Manager Steve Zickefoose.

City Manager Steve Zickefoose began by referencing the format and the expected outcomes of the agenda driven meeting, clarifying, however, that the meeting would be informal and open for discussion of additional items not on the agenda. Mr. Zickefoose also took a moment to address the webinar several of the department heads participated in regarding the State of Emergency declared by the Governor and measures being taken in light of the Coronavirus (COVID-19). Discussion was generated among Council and staff as to Council's role in this unprecedented situation. Mayor Ed Hatley informed that he would communicate with the leaders of the various organizations regarding what actions will be taken if Lincoln County declares a State of Emergency, as the City of Lincolnton will request to be included within the Lincoln County declaration. Business Services Manager David Ramsey reminded Council of the importance of hand washing during this time, however some customers are due to have water service disconnected for non-payment. He continued stating that an Ordinance is required to change the current policy.

Councilman Jetton made a motion, unanimously approved, to amend the City's ordinance and modify the disconnection policy allowing staff to suspend the use of the disconnection tool due to the global spread of the COVID-19. This suspension shall remain in effect until rescinded. City Manager Steve Zickefoose clarified that customers will still owe any bills incurred during this time.

Moving forward with the meeting, Mayor Ed Hatley directed attention to section 1, Infrastructure, and recognized Assistant City Manager Richard Haynes to speak to this item:

INFRASTRUCTURE

Assistant City Manager Richard Haynes, began thanking those who served on this committee. He continued, identifying items that were in process, completed and/or ongoing.

BUDGET WORK SESSION - MARCH 13, 2020

Mr. Haynes spoke to the implementation of Smart Grid to city electric customers, tablets or similar devices for Public Works, Electric and Water Resources vehicles. He informed that computers for Public Safety vehicles are in the budget and Mr. Haynes also mentioned Downtown Speakers with hopes that it will become a shared project with the County.

Mr. Hayes went through the chart, giving a brief update/summary of the status of each project. He spoke to equipment such as the twelve (12) generators for sewer pump stations needed and the reason requested equipment is so vital. He also talked about right of way clearing. Mr. Haynes asked Water Resources Director Robert Pearson to speak to the restructure force main - Rhyne Mill/150 pump station.

City Manager Steve Zickefoose directed Assistant City Manager Richard Haynes to report on Betty Ross Park issue. Mr. Zickefoose reported that approximately \$125,000.00 worth of repairs are needed each time there is a rising water in this location. Plans to correct this issue are underway but a budget amendment will be required to cover the cost. Water Resources Director Robert Pearson explained, in detail, the how the system will work and how much these upgrade are going to improve the station. In response to a question from Councilman Eaddy, equipment will cost approximately \$352,000.00.

Moving on to water, Water Resources Director Robert Pearson and Fire Chief Ryan Heavner spoke to modeling of the water system to identify low flow areas and ascertain where improvements or increase capacity where water flows are needed. The need to re-negotiate the water contract with the City of Cherryville was mentioned, as well as Water Treatment Plant improvements to existing facilities as regulatory requirements increase and new training is required. Constructing a water line from the plant to the County's water line is in the process however it is identified as a County project. Both infrastructure upgrades and Smart Meters are ongoing projects. In response to a question asked, Business Service Manager David Ramsey reported that installation of water meters by the contractors are complete. Currently over 6,200 water meters have been installed. Some discussion was generated among Council and staff regarding the City's water plant capacity and revisiting talks with the City of Cherryville becoming a city water customer. Robert Pearson also spoke about the need for a high speed pump at the Water Treatment Plant and needed repairs to the Lee Avenue tank

For Electric, Street and Buildings, Assistant City Manager Richard Haynes continued to update Council in these areas. Mr. Haynes talked about the ongoing tree trimming project and the lack of excess outages because of the full time tree trimming capability. He moved on to Streets, referencing the approved DMV fee that was established in 2017-18 for the purpose of funding

BUDGET WORK SESSION - MARCH 13, 2020

increased mileage of annual resurfacing. He reported that sidewalk repairs and needs are also on going, with the East Pine Street project scheduled to begin one week from Monday (*March 23rd*), depending on weather. Project will begin at Martin Luther King Dr.

Projects in process under Buildings include remodeling and repair of the Public Service Center Administration and Warehouse, remodel and repair the old Public Works site which will include a new wash pit and lay down yard. The new location for the Lincolnton Police Department and Lincolnton Police Department improvements were also listed under this topic. In conclusion, Mr. Haynes briefly mentioned the possibility of future land acquisitions and a new roofing for the Treatments. Mr. Haynes volunteered to answer any questions regarding infrastructure goals. Councilman Eaddy requested a list of street and sidewalk paving priorities. Other questions were asked regarding the plan for any new sidewalks, repairs currently needed around the City to the sidewalks we have and discussion was generated regarding the immediate need for the paving of multiple streets in the city.

EMPLOYEE BENEFITS

Human Resources Director Tanya Osborne gave an update on employee benefits starting with Pay and Class study - 2016, each goal being listed as completed. Under Health Insurance Comparisons, retiree health insurance program options is identified as on going and Mrs. Osborne identified 401k as something that could possibly be put in place for general employees if financially feasible for the City in the future.

Continuing on past completed task, Mrs. Osborne explained what some of the components regarding the City's Incentive Bonus Plan, stating that they continually review and identify additional program for employees. Under the 1/3 Pay and Class Study Method, she reported that the annual studies conducted and presented to the City Manager for the budget process is ongoing. This is where employees are divided up into three (3) groups, with one group being assessed per year.

Compensation equities were highlighted, as Mrs. Osborne reviewed some of the completed goals. She also listed things being researched, such as an employer paid option dental plan for all employee dependents and employer paid vision insurance for employee only. She spoke to bereavement leave, the service recognition program. Due to the change in the demographics among City employees, Mrs. Osborne expressed her desire to survey the employees which would be used to determine if the current program still meets the needs. She briefly spoke to how other entities are utilizing paid family leave verses FMLA.

BUDGET WORK SESSION - MARCH 13, 2020

In conclusion, Mrs. Osborne reported on the status of updates/revision to various policies. Both the Personnel Policy and the Drug and Alcohol Policy are undergoing complete revisions

DOWNTOWN DEVELOPMENT

Planning Director Laura Elam reported on downtown development goals starting with the completed task under establishing development fund for property improvements. Mrs. Elam spoke to the success of the Business Incentive grant, which included the hiring of Mr. Wayne Godfrey, to the downtown area. So much so, that there is very limited available space currently in the downtown area. Creating residential space has now become a focus as property owners look to use the second floor space. Mrs. Elam inquired as to Council's thoughts on making changes to the Business Incentive Grant, as the grant, as it is currently written, has run its course. She proposed a re-invention of the grant that would allow for some revitalization of buildings to expand current uses. City Manager Steve Zickefoose added that under a new, re-vamped grant, guidelines can be more specific/targeted on what projects qualify. The proposed model is currently being successfully being used in the Hickory area. There was discussion generated regarding current loft space in the downtown area and the status of the city owned space. Council unanimously agreed and directed staff to move forward with the drafting a new incentive program and presenting to Council at a formal Council meeting.

In response to a question from Councilman Eaddy, Planning Director Laura Elam gave an update the Bonview property reporting that due to the amount of aseptic in the building and the cost associated with its renovation and/or demolition of the property, the potential buyers withdrew any interest in taking on the project. If approached from a code enforcement standpoint, if the owners refused to take action, it would be left up to the City. Discussion regarding the city's options was generated.

RECREATION

Recreation Director Nathan Eurey spoke to strategic planning goal #4. Adding a shade structure/sail for splash pad at First Federal Park is an identified need. City Manager Steve Zickefoose informed that DDA has expressed interest in helping with this project. Under the Master Plan and Pedestrian/Bike Study task, Mr. Eurey stated the bid process has closed and five proposals have been received. Out of the five, three will be chosen to be interviewed, after which, a recommendation will be presented to Council. Improvements have been completed at City Park. Security light has been

BUDGET WORK SESSION - MARCH 13, 2020

added, two trees have been removed for paving purposes, as well as a park entrance sign has been installed.

Mr. Eurey recognized the Rail Trail task as an ongoing project. Speaking to Phase four (4) and five (5) and the goal being to tie the Rail Trail to the Laboratory Mill Trail. Regarding improvements, cameras have been install on the North side of the tunnel with plans to include the south side, eventually covering the entire length of the trail. Continuing the repaving of the trail was also listed.

Mr. Eurey spoke to land acquisition, applauding Councils vision to strategically acquire properties necessary establish recreation areas. In regard to improvements, crews have begun clean-up on the Massapoag property and depending on the weather, dog park construction on Motz Ave. is scheduled to begin in two to three weeks.

Updating on facility improvements, Mr. Eurey reported on the replacement of Lentz Gym lighting, vinyl siding on the Betty Ross shelter and shop building, replacing the fencing around the pool, and placing a divider screen in the Lentz Center Gym. There are future plans for Highland Drive Park shelter renovations, restroom renovations at Lentz Center and an expansion to the Lentz Center Gym or shell building Purchase in Boger city area for future recreation center. Some discussion was generated regarding among Council and staff regarding acreage/space.

In conclusion, Parks and Recreation Director Nathan Eurey spoke to Betty Ross expansion and some of the issues relating to the recent flood. He also spoke to new sod and irrigation to existing ballfield as well as new fencing and the creation of a new playground design, potentially with a theme. Discussion was generated in response to a question regarding a second river launch, with City Manager reporting on where things currently stand. Parking along/by the rail-trail was also discussed.

GROWTH NEEDS

City Manager Steve Zickefoose directed attention to item/tab #2 on the meeting agenda, which consisted of a list of growth requests submitted by the various departments. Mr. Zickefoose stated that he would not go into detail at this time regarding the list, but briefly touched on items listed, stressing the fact that the information being presented was the un-filtered version of request submitted. Mr. Zickefoose did, however, allow department heads to explain/give reasons why the requested item is needed and how it will benefit the department. Departments requested the following:

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<u>Department</u>	<u>Requested</u>
4110 City Manager/Clerk	0
4120 Human Resources	
CIVICHR Software	4,669
Thinkpad	1,100
	5,769
4130 Finance	0
4280 General Expense	15,500
4285 General Debt Service	0
4310 Police	
Downtown Pay- Parking and Community Service	80,000
Certificate and MPO Pay	8,000
Taser Contract Costs	20,000
E-Crash Yearly Service	1,500
In Car Computers	15,000
Misc Equipment	10,000
2 Patrol Trykes	20,000
Furniture New Building	100,000
Monitors New Building	15,000
Grounds and Maintenance	10,000
Exercise Equipment- New to replace existing	10,000
Move Electronic Sign	6,000
	295,500
4340 Fire	
Equipment Repairs Increase	12,000
Training Increase	3,500
Salaries for Car Seat Incentive	14,500
Safety Increase	5,500
Misc Equipment - Various Items	11,650
-Hydrant Testing Equip 2,400	
-Rescue Bage 2,000	
-Extrication Tool Batteries 2500	
-Station 1 Recliners 4,750	
Capital Equipment- Various Items	91,000
-Radios 16,000	
-Extrication Rams 7,000	
-PPV Fans 12,000	
-4 Toughbook Cmputers 22,000	
-New Knox Box Boxes 7,500	
Building and Structure	154,300
-Roof Station 2 52,000	
-HVAC Station 2 26,000	
-Paving Station 2 16,000	
-Exhaust System Station 2 5,000	
-Training Room Carpet 7,800	
-Alerting Systems 47,000	
Engine 3 Replacement	585,000
	877,450

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4510	Public Works	
	Building and Structure	40,000
4520	Street	
	Part-Time Salaries	5,000
	Miscellaneous	1,000
	Building Maintenance	6,500
		12,500
4530	Equipment Services	
	Building Maintenance	2,500
4710	Solid Waste	
	Gas & Oil	3,000
	Equipment Repair	20,000
	Roll Outs	12,000
	Knuckleboom Truck	175,000
		210,000
4910	Planning/Zoning	0
4930	Bus & Comm. Dev	0
6100	Recreation	
	Vending & Concessions	2,000
	Sports Programs	9,600
	Parks & Trails Maintenance	9,000
	Training & Business	500
	Rail Trail Landscape Fund	10,000
	Zero Turn Mower	9,000
	Shade Structure-FFP	20,500
	Cameras - Rail Trail	15,000
	Pool Fencing	8,000
	Divider Curtain-Gym	13,500
	Existing Ballfield Sod & Irrigate	26,000
	Replace Backstop	9,100
	Repave Hollybrook	21,000
	Automated Gates at Betty Ross and Highland Drive	23,500
		176,700
	Fund 10	1,635,919

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<u>Department</u>	<u>Requested</u>
7100 Water Treatment	
#1 High Service VFD	120,000
Breakers & MCC 1	75,000
Generator Batteries	12,000
PLC Replacement	12,000
Blueprint Scanner/Printer	6,000
Valve Replacement	30,000
Roof	120,000
Lee Ave Tank Rehab	37,500
	412,500
7110 Dist & Collection	
Training	2,000
Survey Clarks Creek Station	6,000
Mapping of Sustem	200,000
Inspection Camera	72,000
Generator - Lift Stations	65,000
Soft Start Betty Ross	9,000
Sewer Line Cdear Street	8,000
Fairway Lane Water Line	10,000
Hot Tap 2 Valves in Town	28,000
Roper Line Extension	100,000
Backhoe	150,000
	650,000
7120 Wastewater	
Supplies	5,000
Service Contracts	3,000
Digester Lid #3	50,000
Road Repair at Plant	35,000
Flow Meters/Sensors	15,000
Roof Repairs	25,000
Outside Lighting	15,000
	148,000
Fund 61	1,210,500
7200 Electric	
Consulting	20,000
Uniforms	500
Power Secure	5,500
Equipment Repairs	12,000
Building Maintenance	60,000
Excavator	100,000
Meters	120,000
Transformers	50,000
System Maintenance	0
Police Building- Networking & IT	120,000
Restaruant Projects	525,000
Welcome Center	85,000
	1,098,000
Fund 63	1,098,000
Total All Funds	3,944,419

Smart Meter Review

Business Services Manager David Ramsey presented a Smart Meter Review to update Council and staff of the status of the smart meter project. Mr. Ramsey highlighted several of the various features/capabilities that are now available to staff due to this system. He spoke to both the water and electric meter systems, explaining how the systems work and the cost savings for the City going forward. Meters allow staff to zoom in on very specific information. Water meters can not only show production spikes, they can also show the days and times of those spike which is information that can be shared with customers when there is an issue. Information codes, such as leak codes, are also available that can be passed on to customers. The same with the electric meters. Mr. Ramsey spoke to the capabilities of the new meters and how they communicate with each other. He informed that staff is in the process of being installed. As meters are installed, they can be read from the office, eliminating the need for staff going out to read the meters. Councilmembers had a number of questions and lots of discussion was generated.

Dilapidated Structures

City Manager Steve Zickefoose gave an update on code enforcement. The referenced memo included activity related to the Minimum Housing Code, the Abandoned Structure Ordinance, the Commercial Maintenance Code, the Abandoned Vehicles Ordinance and the Nuisance Ordinance. Mr. Zickefoose directed attention to the initial 2017 working list of dilapidated structures, informing that all 17 have been demolished or renovated. He provided a list of other demolitions/renovations/removals that had been addressed through the code enforcement process, and also a list of structures closed and secured. Mr. Zickefoose informed that criteria has to be met to qualify as a dilapidated structure that needs to be demolished. He continued pointing out the list of structures currently under enforcement before moving on to Nuisance issues which is the biggest issue dealt with. Mr. Zickefoose informed that all of these issues are being dealt with on a daily bases, however with a budget of only \$30,000.00 dollars, staff has to be selective as to what will take precedence. Both Laura Elam, planning Director and Steve Zickefoose, City Manager, stressed how beneficial the contract with Centralina Council of Governments has been, as they are now handling these type issues for us. Lot's of discussion was generated regarding the process in place to deal with violations and non-payment, and what additionally can be done. Mrs. Laura Elam, Planning Director, explained in detail the abatement process being used current in lieu of fines to prevent neighbors from complaining. Council directed staff to research ways to collect abatement fees from property owners.

Downtown Merchant Request

City Manager Steve Zickefoose informed of a request from a current downtown merchant asking that Council limit the number of similar and/or like businesses to operate in the downtown area. There was a small amount of discussion on the topic before turning to discussion on needing more retail versus services type businesses in the downtown area.

Boger City Fire Department

Discussions moved to a request from the Boger City Volunteer Fire Department proposing a merger with the City of Lincolnton. City Manager Steve Zickefoose gave some brief history and explained how discussion began regarding a potential merger. Mr. Zickefoose informed that both he and Fire Chief Ryan Heavner, have had several meetings/conversations to determine the pluses and minuses related to this type action.

To prove how serious talks are, Mr. Zickefoose provided a copy of a board Resolution, that was unanimously approved, to request that the City consider a merger. Some of the specifics, starting with why the request is being made, is listed as follows:

BCVFD Challenges

- Maintaining staffing levels adequate to handle calls. High employee turnover rate due to lack of long term benefits and competitive salaries. Typically send 1 truck with 2 firefighters to a scene. (This impacts the LFD as we serve as mutual aid. City is essentially becoming the primary provider on scene. Thus, we cannot leave and have to call in additional help to cover our own calls.)
- Administrative Deficiencies
 - One part-time administrator
 - Have to contract payroll functions
 - No staff to handle purchasing, paying of bills etc.
- ISO Rating very high. They are a 4/9, which is a higher insurance costs to residents and businesses. The City is a 2.
- The State is recommending that they look at a merger.

Mr. Zickefoose called on Chief Heavner to explain and give the answers to many questions that brings things into perspective. Moving on to why the City should consider merging, Mr. Zickefoose listed these answers:

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- Merger will provide a higher level of protection to residents and businesses. 8,000 residents, 35 churches, 1 school, 150 commercial businesses, 1 airport.
- Mutual aid will be better for both stations.
- Residents and businesses would fall under the City ISO rating and would reduce fire insurance premiums.
- Cost Savings
 - Less duplication of costs to provide services
 - * Equipment
 - Fire Engines \$1,850,000
 - Radios \$25,000
 - Rescue equipment \$25,000
 - * Close Station 2
 - \$125,000 building needs
 - Operating costs- \$15,000
 - * Administrative costs
 - Part-time Chief- \$30,000
 - Contracted services- \$28,000
 - * Operational Savings
 - Part-time salaries- \$130,000
 - Fill in staffing due to covering mutual aid calls- \$30,000
 - Other- \$25,000
 - Future expenses \$ 75,000 (Gear Washer/Extractor, SCBA Compressor, Gear Dryer) BCFD has new

And lastly, answers to how the merger will work were given as follows:

- The Boger City Fire Taxing District remains in place. The County collects and will distribute to the City
- The City would assume all administrative capacities, including staffing, budgeting, personnel, operational functions and be in control of the funds.
- The existing BCFD employees would become City of Lincoln employees. Leave balances would transfer. BCFD employees would be placed as appropriate on the pay schedule. As City of Lincoln employees, they will be eligible for promotional opportunities
- Six additional full-time firefighters would be employed from the Boger City fire district funds in order to maintain the same full time staffing ratios for all stations.
- Equipment remains in holding for 12 months or as long as such time that the North Carolina Department of Insurance re-inspects the combined districts. It can still be used as needed during the holding period.
- Either party has 12 months from July to end agreement with 90 days' notice. The new positions and original BCFD employees would be hired based on seniority in the retirement system.
- A sample of the Fire Protection Agreement is attached. Wording could change based on attorneys' suggestions.

City Manager Steve Zickefoose stressed that this type of agreement is not new, currently being used by many of our neighboring counties, and coming up with a reason not to do it is hard to find. Lots of discussion was generated regarding the terms and conditions of the potential merger with Councilman Eaddy advising that caution be used, whatever is decided, and that language be included in the contract that will insure that tax district monies can never be withheld or diverted by future governing County boards. Various

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questions were asked and answered relating to how this agreement will work. A sample contract was also provided for review. Attorneys from both sides will advise/revise as necessary.

Councilman Eaddy made a motion, unanimously approved, to direct staff to move forward with negotiations regarding the potential merger of the Boger City Volunteer Fire Department with the Lincolnton Fire Department. A formal contract and final Resolution will be drafted and presented to Council for approval at a future City Council meeting.

Retiree Health Insurance

City Manager Steve Zickefoose, along with Human Resources Director Tayna Osborne addressed the issue of retiree health again this year, providing the following information:

HEALTH INSURANCE PREMIUMS

Policy calls for retirees to receive same health insurance coverage provided to regular employees. Because retirees are not allowed on the SHP, it is impossible to be on the exact same plan. We are spending \$10,000 more per retiree. This can be viewed as an inequality for active employees.

State Health Plan

Active Employees	153	\$	1,170,000	\$	7,097
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Blue Local

Retirees	40	\$	700,000	\$	17,500
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Difference				\$	10,403
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Option to Consider for New Hires after 7-1-20

Do not offer Health Insurance after retirement.

Governments that have adopted this policy:

- State of NC
- Lincoln County
- Mooresville
- Maiden
- Morganton

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Mr. Zickefoose spoke to the continuing raising cost of the benefit and one of the potential options. He informed that effective January 1, 2021, newly hired state employees will no longer be eligible for health insurance coverage after they retire. Mr. Zickefoose continued stating that this has already been enacted by the Lincoln County Government and many other neighboring entities. The option would not affect any current city employee, only those that are hired after 7-1-2020.

Discussion was generated among staff and council regarding the details surrounding insurance coverage and options available. City Attorney T.J. Wilson advised that action should be taken on this item. City Manager Steve Zickefoose advised that staff would present proposed change in the form of a policy amendment for Council action at the next scheduled Council meeting.

Pay & Class Study

City Manager Steve Zickefoose spoke to the Pay and Class study, giving a brief history on when and how it was implemented, as well as the methodology used for recommendations made by the consultant. Mr. Zickefoose informed the current study includes 31 classifications with 39 employees. The proposed pay plan with recommended market adjustments was presented and reviewed as follows:

2020-21 Pay & Class Recommendations				
Class Title	Department	Current Class	Proposed Class	Difference
City Manager/Finance Dir	CMO	35	37	2
Assistant City Manager	CMO	32	34	2
Assistant to CMO/Clerk	CMO	18	20	2
Admin Support Asst	CMO	9	11	2
Accounting Support Tech	Electric	9	11	2
Customer Service Rep	Electric	9	10	1
Information Technology Mgr	Finance	24	24	0
Accounting Services Mgr	Finance	19	21	2
Business Services Mgr	Finance	18	21	3
Accountant	Finance	15	17	2
Accounting Tech-AP	Finance	11	12	1
Accounting Tech-Billing	Finance	11	12	1
Payroll Specialist	Finance	11	14	3

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Accounting Support Tech	Finance	9	11	2
Admin Support Asst	Fire	9	11	2
Human Resource Director	HR	25	28	3
HR Benefits Administrator	HR	17	18	1
Admin Support Asst/Recpt	HR	9	11	2
Sr Administrative Support	HR	9	12	3
Building Services Attendant	HR	7	8	1
Parks & Recreation Dir	Parks & Rec	24	27	3
Community Relations Dir	Parks & Rec	22	24	2
Sr. Rec Program Coordinator	Parks & Rec	15	17	2
Recreation Program Coord	Parks & Rec	15	16	1
General Services Supervisor	Parks & Rec	14	17	3
Property Maintenance Tech	Parks & Rec	13	9	-4
Sr Admin Support Asst	Parks & Rec	10	12	2
Admin Support Asst	Parks & Rec	9	11	2
Property Maint Tech	Parks & Rec	7	8	1
Planning & Comm Develop Dir	Planning	25	28	3
Zoning Administrator	Planning	15	17	2
Planning Assistant	Planning	13	15	2
Sr. Administrative Support	Police	13	12	-1
Police Evidence Tech	Police	9	12	3
Admin Support Asst	Police	9	11	2
Admin Support Asst	Police	9	11	2
Sr Admin Support Asst	PW Admin	10	12	2
Admin Support Asst	PW Admin	9	11	2
Sr Admin Support Asst	WTP	10	12	2

There was discussion regarding the cost to implement the salary study as recommended. Mr. Zickefoose informed that additional adjustments will be made through the budget process. Cost to implement the proposed recommendations will be less than the previous year. Information provided as follows:

Position Adjustments Notes:

- 1- Moved Administrative Assistant Position to HR.
- 1- Does Not Include \$123,000 Not Being Spent Due to Dual Role of Manager/Finance Direc
- 2- Administrative Assistant Position from CMO.
- 3- Savings from Reclassify Administrative Assistant Position.
- 4- Reduced Administrative Assistant Position to Part-Time.
- 5- Savings from Reclassify Property Maintenance Tech Position.

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Cost to Implement Salary Study 2020-21

<u>GENERAL FUND</u>	Salary Increases	Matching Benefits	Total Cost	Position Adjustments		Cost
CMO	36,217	6,519	42,736	-31,000	1	11,736
General Expense	4,409	475	4,884			4,884
Finance	30,892	5,561	36,453	0		36,453
Human Resources	30,201	5,436	35,637	29,000	2	64,637
Fire	3,035	546	3,581	0		3,581
Police	11,718	2,109	13,827	-1,630	3	12,197
Public Works	6,558	1,180	7,738	-25,000	4	-17,262
Planning	18,425	3,317	21,742	0		21,742
Parks & Recreation	37,434	6,738	44,172	-14,075	5	30,097
Total GF	178,889	31,881	210,770	-42,705		168,065
<u>WATER/SEWER FUND</u>						
Water Plant	3,980	716	4,696	0		4,696
<u>ELECTRIC FUND</u>						
Electric	13,862	2,495	16,357	0		16,357

Mr. Zickefoose stated that staff recommendation is to include these changes in the budget process therefore council approval will be included with the approval of the 2020-2020 budget. Mr. Zickefoose confirmed the cycle will start over next year with an analyses of employees in category A. He also reminded Council that the longevity benefit is still in place.

As an added item, Councilman Eaddy addressed the issue of litter/trash in the City. Councilman Eaddy stated he continues to receive complaints from city residents regarding the amount of litter in various area and voiced his own concerns with this issue. There was discussion of what can be done to address the problem. Both Councilmembers and staff expressed a variety of ideas/options that can be investigated. Councilman Eaddy suggested possibly some community involvement (Clean up, Fix up, Paint up..) and encourage businesses to encourage employees and their families to volunteer maybe twice a quarter. Assistant City Manager Richard Haynes informed of the intent to include these duties in the job descriptions for the street department part-time employee. He expressed that he would also like to re-vamp the adopt-a-street program. There was also discussions surrounding residential trash and issues with roll-outs.

Assistant City Manager Richard Haynes informed of the intent to include these duties in the job descriptions for the street department part-time employee.

There were no additional questions at this time however Councilman Eaddy expressed his appreciation for the monthly reports from staff. He did make suggestions on the format used going forward that would simplify the

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reports. Councilman Jetton commended staff on their work and expressed his confidence in knowing they are doing the right thing.

With the exception of Human Resources Tanya Osborne, department heads were dismissed at this time. Meeting continued with Mrs. Osborne explaining the pay and class recommendations in more detail as it pertained to what was recommended for the mayor and council positions. These recommendations, if accepted, would also be included into 2020/2021 Fiscal Year Budget.

City Manager's Office Overview/Recommendations

City Manager reviewed mandated expenses as shown below.

Budget 2020-21 Mandated Expenses	
GENERAL FUND	
Mandated Expenses	Amounts
Salary Survey Implementation	\$ 163,180
Insurance Stipend	\$ 17,800
Retirement Increase (by State)	\$ 44,225
Health Insurance Regular	\$ 54,100
Health Insurance- Retirees-New	\$ -
Total Mandated	\$ 279,305
Projected Deficit Covered by Fund Balance	\$ -
Funding Deficit Before Any New Items	\$ 279,305
WATER & SEWER FUND	
Mandated Expenses	Amounts
Salary Survey Implementation	\$ 4,700
Retirement Increase (by State)	\$ 30,450
Health Insurance Regular	\$ 4,000
Health Insurance- Retirees-New	\$ 45,000
Total Mandated	\$ 84,150
Projected Deficit Covered by Fund Balance	\$ -
Funding Deficit Before Any New Items	\$ 84,150
ELECTRIC FUND	
Mandated Expenses	Amounts
Salary Survey Implementation	\$ 16,360
Insurance Stipend	\$ 5,000
Retirement Increase (by State)	\$ 9,000
Health Insurance Regular	\$ -
Health Insurance- Retirees-New	\$ 29,000
Total Mandated	\$ 59,360
Projected Deficit Covered by Fund Balance	\$ -
Funding Deficit Before Any New Items	\$ 59,360

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Continuing on, Mr. Zickefoose informed that Assistant City Manager Richard Haynes did a line by line review of each department to identify numbers shown below under the heading “zero based cuts”. He also reviewed information regarding estimated property tax value, estimated property tax revenue and estimated sales tax revenue for 2020-2021. Mr. Zickefoose talked about budget balancing, growth request from each department and how these request are to be funded. In conclusion, City Manager Steve Zickefoose spoke to his recommendations/highlights for 2020-2021 year. Information to follow respectively:

Zero Based Cuts 2020-21 Budget		
	<u>DEPARTMENT</u>	<u>Cuts</u>
4110	City Manager/Clerk	-32,000
4120	Human Resources	-1,700
4130	Finance	-4,000
4280	General Expense	0
4285	General Debt Service	-89,875
4310	Police	-15,000
4340	Fire	-7,000
4510	Public Works	-5,900
4520	Street	-4,000
4530	Equipment Services	-300
4710	Solid Waste	-1,220
4910	Planning/Zoning	-500
4930	Bus & Comm. Dev	0
6100	Recreation	-2,500
	Fund 10	-163,995
7100	Water Treatment	-100
7110	Dist & Collection	0
7120	Wastewater	-2,200
7130	W & S Intangibles	-12,000
	Fund 61	-14,300
7200	Electric	-21,220
	Fund 63	-21,220
	Total Cuts	-199,515

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ESTIMATED PROPERTY TAX VALUE FOR 2020-21 (Advised estimate per tax administrator)			
	<u>Change in Value</u>	<u>Estimated 2020-21</u>	<u>2019-20</u>
Real Property Valuation	28,100,000	832,300,000	804,200,000
Personal Property	7,300,000	214,600,000	207,300,000
Corporation Excess	900,000	27,200,000	26,300,000
Valuation- Sub Total	36,300,000	1,074,100,000	1,037,800,000
Vehicle Valuation	0	0	0
VALUATION - GRAND TOTAL	<u>36,300,000</u>	<u>1,074,100,000</u>	<u>1,037,800,000</u>

ESTIMATED PROPERTY TAX REVENUE FOR 2020-21			
	<u>2020-21</u>	<u>2019-20</u>	
Total Value- Real, Personal, Corporate	1,074,100,000	1,037,800,000	
Tax Rate- 56 cents	0.0056	0.0056	
	\$6,014,960	\$5,811,680	
FY 2019 Collection Rate	98.37%	98.37%	
Estimated Revenue- Real, Personal, Corporate	\$5,916,916	\$5,716,950	
 GRAND TOTAL REVENUE	 <u>\$5,916,916</u>	 <u>\$5,716,950</u>	
 INCREASE IN REVENUE	 <u>\$199,967</u>		
Tax Rate- 1 cents = 105,659			
Revenue Neutral Tax Rate 54.1 cents			
Prior to 2019-20, Tax Value decreases are equal to 6.6 cents on the tax rate.			

ESTIMATED SALES TAX REVENUE FOR 2020-21			
	<u>2020-21</u>	<u>2019-20</u>	
Sales Tax Revenues	3,160,000	3,060,000	
INCREASE IN REVENUE	<u>\$100,000</u>		

COMBINED INCREASE IN REVENUE	<u>\$299,967</u>
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Budget 2020-21 Balancing		
GENERAL FUND		Amounts
Mandated Expenses		\$ 279,305
Growth Requests		\$ 1,635,919
	Total	\$ 1,915,224
New Funding		\$ (290,000)
Zero Based Cuts		\$ (163,995)
Prior Year One Time Items		\$ (266,579)
	Funding Deficit	\$ 1,194,650
CMO Requests Reductions		\$ (1,064,650)
Fund Balance Used		\$ (130,000)
		\$ (1,194,650)
	Deficit	\$ -

WATER & SEWER FUND		Amounts
Mandated Expenses		\$ 84,130
Growth Requests		\$ 1,210,500
	Total	\$ 1,294,630
New Funding		\$ (500,000)
Zero Based Cuts		\$ (14,300)
Prior Year One Time Items		\$ (336,830)
	Funding Deficit	\$ 443,500
CMO Requests Reductions		\$ (313,500)
Fund Balance Used		\$ (130,000)
		\$ (443,500)
	Deficit	\$ -

ELECTRIC FUND		
Mandated Expenses		\$ 59,360
Growth Requests		\$ 1,098,000
	Total	\$ 1,157,360
New Funding		\$ -
Zero Based Cuts		\$ (21,220)
Prior Year One Time Items		\$ (1,010,140)
	Funding Deficit	\$ 126,000
CMO Requests Reductions		\$ (26,000)
Fund Balance Used		\$ (100,000)
		\$ (126,000)
	Deficit	\$ -

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Budget 2020-21 Growth Requests			
Department	Requested	Approved	Notes
4110 City Manager/Clerk	0	0	
4120 Human Resources			
CIVICHR Software	4,669	4,669	
Thinkpad	1,100	1,100	
	<u>5,769</u>	<u>5,769</u>	
4130 Finance	0	0	
4280 General Expense	15,500	6,500	*Donations
4285 General Debt Service	0	0	
4310 Police			
Downtown Pay- Parking and Community Service	80,000	0	*CMO agreed to positions if paid from existing budget
Certificate and MPO Pay	8,000	0	* CMO built in to salaries
Taser Contract Costs	20,000	20,000	
E-Crash Yearly Service	1,500	1,500	
In Car Computers	15,000	15,000	
Misc Equipment	10,000	10,000	
2 Patrol Trykes	20,000	0	
Furniture New Building	100,000	100,000	* Fund Balance
Monitors New Building	15,000	15,000	* Fund Balance
Grounds and Maintenance	10,000	10,000	
Exercise Equipment- New to replace existing	10,000	10,000	* Fund Balance
Move Electronic Sign	6,000	6,000	* Fund Balance
	<u>295,500</u>	<u>187,500</u>	
4340 Fire			
Equipment Repairs Increase	12,000	0	
Training Increase	3,500	4,250	
Salaries for Car Seat Incentive	14,500	0	
Safety Increase	5,500	0	
Misc Equipment - Various Items	11,650	1,450	
-Hydrant Testing Equip 2,400		2,400	
-Rescue Bage 2,000			
-Extrication Tool Batteries 2500		1,400	
-Station 1 Recliners 4,750		4,750	
Capital Equipment- Various Items	91,000	8,550	
-Radios 16,000			
-Extrication Rams 7,000			
-PPV Fans 12,000			
-4 Toughbook Computers 22,000		22,000	
-New Knox Box Boxes 7,500		5,200	
Building and Structure	154,300	25,000	
-Roof Station 2 52,000			
-HVAC Station 2 26,000			
-Paving Station 2 16,000			
-Exhaust System Station 2 5,000			
-Alerting Systems 47,000			
-Training Room Carpet 7,800			
Engine 3 Replacement	585,000	0	
	<u>877,450</u>	<u>75,000</u>	

BUDGET WORK SESSION - MARCH 13, 2020

Budget 2020-21 Growth Requests			
4510 Public Works			
Building and Structure	40,000	20,000	
4520 Street			
Part-Time Salaries	5,000	5,000	
Miscellaneous	1,000	1,000	
Building Maintenance	6,500	6,500	
	<u>12,500</u>	<u>12,500</u>	
4530 Equipment Services			
Building Maintenance	2,500	2,500	
4710 Solid Waste			
Gas & Oil	3,000	3,000	
Equipment Repair	20,000	20,000	
Roll Outs	12,000	12,000	
Knuckleboom Truck	175,000	175,000	* 7 Yr Loan
	<u>210,000</u>	<u>210,000</u>	
4910 Planning/Zoning	0	0	
4930 Bus & Comm. Dev	0	0	
6100 Recreation			
Vending & Concessions	2,000	2,000	
Sports Programs	9,600	5,000	
Parks & Trails Maintenance	9,000	5,500	
Training & Business	500	0	
Rail Trail Landscape Fund	10,000	10,000	
Zero Turn Mower	9,000	9,000	
Shade Structure-FFP	20,500	0	
Cameras - Rail Trail	15,000	12,000	
Pool Fencing	8,000	8,000	
Divider Curtain-Gym	13,500	0	
Existing Ballfield Sod & Irrigate	26,000	0	
Replace Backstop	9,100	0	
Repave Hollybrook	21,000	0	
Automated Gates at Betty Ross and Highland Drive	23,500	0	
	<u>176,700</u>	<u>51,500</u>	
Fund 10	<u>1,635,919</u>	<u>571,269</u>	

BUDGET WORK SESSION - MARCH 13, 2020

Budget 2020-21 Growth Requests			
<u>Department</u>	<u>Requested</u>	<u>Approved</u>	<u>Notes</u>
7100 Water Treatment			
#1 High Service VFD	120,000	120,000	* Fund Balance
Breakers & MCC 1	75,000	75,000	* Fund Balance
Generator Batteries	12,000	12,000	* Fund Balance
PLC Replacement	12,000	12,000	* Fund Balance
Blueprint Scanner/Printer	6,000	6,000	* Fund Balance
Valve Replacement	30,000	30,000	* Fund Balance
Roof	120,000	120,000	* Fund Balance
Lee Ave Tank Rehab	37,500	37,500	* Fund Balance
	<u>412,500</u>	<u>412,500</u>	
7110 Dist & Collection			
Training	2,000	2,000	
Survey Clarks Creek Station	6,000	6,000	
Mapping of Sustem	200,000	0	
Inspection Camera	72,000	72,000	*Fund Balance
Generator - Lift Stations	65,000	65,000	*Fund Balance
Soft Start Betty Ross	9,000	0	* Doing This Year
Sewer Line Cdear Street	8,000	8,000	*Fund Balance
Fairway Lane Water Line	10,000	10,000	*Fund Balance
Hot Tap 2 Valves in Town	28,000	28,000	*Fund Balance
Roper Line Extension	100,000	0	
Backhoe	150,000	150,000	* 7 Yr Loan
	<u>650,000</u>	<u>341,000</u>	
7120 Wastewater			
Supplies	5,000	2,500	
Service Contracts	3,000	1,000	
Digester Lid #3	50,000	50,000	*Fund Balance
Road Repair at Plant	35,000	35,000	*Fund Balance
Flow Meters/Sensors	15,000	15,000	*Fund Balance
Roof Repairs	25,000	25,000	*Fund Balance
Outside Lighting	15,000	15,000	*Fund Balance
	<u>148,000</u>	<u>143,500</u>	
Fund 61	1,210,500	897,000	
7200 Electric			
Consulting	20,000	9,000	
Uniforms	500	500	
Power Secure	5,500	0	
Equipment Repairs	12,000	0	
Building Maintenance	60,000	60,000	
Excavator	100,000	0	
Meters	120,000	120,000	
Transformers	50,000	50,000	
System Maintenance	0	102,500	
Police Building- Networking & IT	120,000	120,000	
Restaruant Projects	525,000	525,000	
Welcome Center	85,000	85,000	
	<u>1,098,000</u>	<u>1,072,000</u>	
Fund 63	1,098,000	1,072,000	
Total All Funds	3,944,419	2,540,269	

City Manager's Office/Recommendations/Highlights

2020-21 CMO Recommendations/Highlights

General Fund \$11,728,091

- No tax rate increase
- New Revenue- Property Tax- \$190,000; Sales Tax- \$100,000
- Zero Based Cuts- \$163,995
- Using \$130,000 Fund Balance for Police Building Furniture/Monitors/Equipment
- Implement Salary Study – Phase 3- \$168,065
- Retirement cost increase by State- \$44,225
- Health Insurance Increase- \$54,100
- Insurance Stipend- \$17,800
- Replace 8 Police vehicles- Enterprise
- Improve Downtown Security Camera System
- Allot \$40,000 to Fire Department for Capital
- Allot \$10,000 to Fire Department for Misc. Equipment
- Allot \$25,000 to Fire Department for Building Needs
- Purchase New Knuckleboom- \$175,000
- Providing year five funding for DDA administrative position- \$42,000
- Increase Parks & Recreation Sports Programs- \$5,000
- Increase Parks & Recreation Trail Maintenance- \$5,500
- Rail Trail Landscaping Fund- \$10,000
- Rail Trail Security Cameras- \$12,000
- Pool Fencing- \$8,000
- \$150,000 from NCMVT for street paving/sidewalks
- Fund Balance Available \$3M = 28%

Water and Sewer Fund \$9,606,950

- No rate increase
- New Revenue- \$500,000
- Using \$960,000 Fund Balance for Capital Expenses
- Implement Salary Study – Admin- \$4,700
- Retirement Cost Increase by State- \$30,450
- Health Insurance Increase- \$4,000
- Retiree Health Insurance Increase- \$45,000
- Water Plant High Service VFD Repairs- \$120,000
- Water Plant Roof- 120,000
- Water Plant Equipment- \$135,000
- Valve Replacements- \$30,000
- Lee Ave Water Tank Rehab- \$37,500
- D&C Inspection Camera- \$72,000
- D&C Lift Station Generator- \$65,000
- D&C Water Line Fairway Lane- \$10,000
- D&C Hot Tap Valves in Town- 28,000
- D&C Backhoe- \$150,000
- DAF at Wastewater Plant \$75,000
- WWTP Digester # 3 Lid- \$50,000
- WWTP Road Repair at Plant- \$35,000
- WWTP Flow Meters- \$15,000
- WWTP Roof Repairs- \$25,000
- Fund Balance Available \$5M = 100%

BUDGET WORK SESSION - MARCH 13, 2020

2020-21 CMO Recommendations/Highlights

Electric Fund \$7,888,350

- No increase in rates
- Using \$100,000 Fund Balance for Capital Expenses
- Implement Salary Study - \$16,350
- Retirement Cost Increase by State- \$5,000
- Retiree Health Insurance Increase- \$29,000
- Insurance Stipend- \$5,000
- Smart Meters \$120,000
- Spare Transformers \$50,000
- Building Maintenance- \$60,000
- System Maintenance Increase- \$102,500
- Welcome Center Renovations- \$85,000
- Police Building Networking/Cabling- \$120,000
- Complete Water Street Restaurant- \$325,000
- Reserve for Downtown Development Project- \$200,000
- Fund Balance Available \$1.8M = 24%

Powell Bill Fund \$305,000

- Paving of City Streets- \$140,000
- Maintenance of City Streets- \$120,000
- Capital Projects- \$45,000
- Fund Balance Available \$200,000 = 66%

Donations

City Manager Steve Zickefoose provided a spreadsheet showing donation request received to be considered for the 2020-2021 fiscal budget year. Mr. Zickefoose explained his recommendation as it pertains to each organizations request as listed.

BUDGET WORK SESSION - MARCH 13, 2020

Donations	2018	2019	2020	Requests 2021	Approve 2021
American Legion Medal Honor	-	-	1,000	1,000	1,000
Keep Lincoln County Beautiful	-	-	-	1,500	-
Lincolnton High School - Sign	-	-	-	29,000	-
Arts Council	-	-	6,000	6,000	6,000
Historical Association	-	-	6,000	15,000	7,500
Lincoln Cultural Center	34,000	40,000	40,000	40,000	40,000
Chamber of Commerce	17,100	17,100	17,100	17,100	17,100
DDA Administrator	48,000	48,000	42,000	42,000	42,000
LEDA	50,000	55,000	60,000	65,000	65,000
Humane Society	2,000	2,000	2,000	2,000	2,000
Communities in Schools- City	4,500	5,000	5,000	5,000	5,000
Hessed House of Hope	5,000	5,000	5,000	5,000	5,000
City Donation Total	160,600	172,100	184,100	228,600	190,600

1 Cents = 105,000

\$190,600 = 1.81 Cents of Tax Rate

Councilmembers unanimously agreed, in addition to the \$5,000.00 requested by Communities in Schools, to also give a one-time donation of \$2,500.00 based on concerned comments made by Councilman Watson who is the City's representative for that organization. Councilman Watson also commented on the future of the Courthouse once the County's new facilities are complete. City Manager Steve Zickefoose updated councilmembers on the Steering Committee's stance and intentions regarding the buildings future. He also answered questions about the organizations status on doing a street scape design.

Line Item Budget

A copy of the line item budget was provided for review and will be added to the end of this document as a permanent part of the minutes.

Council Feedback/Discussion

After all agenda items were presented and reviewed, the floor was open for discussion. Councilwomen White inquired about the niches at Holly Brook Cemetery and if cost is why they have not done well. City Manager Steve

BUDGET WORK SESSION - MARCH 13, 2020

Zickefoose commented that he would look into that concern to see what may be done to address it.

Councilman Watson inquired about the advisory committee, representing the 21 to 44 age group that was discussed at last year's budget work session. City Manager Steve Zickefoose responded the request has been represented and discussed by the Steering Committee, but has not been acted upon. He opened the floor for suggestions in reference to the type/structure and function of the committee. It was agreed that each council person would appoint one person from their ward to serve, with Mayor Hatley selecting an at-large appointee. Names and a contact number will be given to Assistant City Manager Richard Haynes by the next Council meeting.

Councilman Jetton made the motion unanimously approved to adjourn.

**DAPHNE A. INGRAM
CITY CLERK**

**ED HATLEY
MAYOR**

ITEM #

2b

POLICY

(P-01-20)

Approval of Administrative
Policy #14 State of Emergency –
Essential Position Categories

CITY OF LINCOLNTON ADMINISTRATIVE POLICY

Subject: State of Emergency-Essential Position Categories	Manual: Administrative
Policy Number: 14	Effective Date: March 26, 2020 Council Approval: May 7, 2020
Issued By: Human Resources	City Manager Approval: Steve Zickefoose

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

Purpose

The purpose of this policy is to provide guidance to leadership of the city in identifying essential positions in order to maintain facilities, equipment, and continuity of operations in the event of a State of Emergency.

Essential positions are those employees who must report to work, be "on call" to report to work, and/or work remotely if required in order to maintain the critical functions of the City.

Guidelines

Each department is responsible for the determination as to which of its positions are essential. Considerations include:

- Continuation of critical and /or essential services that must be completed on-site
- Maintaining integrity of infrastructure, property or systems
- Necessary to maintain the safety and wellbeing of the City's citizens

The City Manager, or designee, has discretion to make adjustments to this administrative policy as necessary during emergency situations.

Essential personnel will be expected to maintain their normal work schedule, or adjusted schedules required due to the emergency event, unless otherwise notified.

Essential Position Category Listing

Department	Job Title	Essential Level
CMO	Assistant City Manager	1
CMO	Assistant to CMO/City Clerk	1
CMO	City Manager/Finance Director	1
D&C	Distribution/Collection Crew Leader	1
D&C	Distribution/Collection Maintenance Tech I	1
D&C	Distribution/Collection Maintenance Tech II	1
D&C	Distribution/Collection Maintenance Tech III	1
D&C	Distribution/Collection Supervisor	1
D&C	Distribution/Collection System Superintendent	1
Electric	Electric Distribution System Supervisor	1
Electric	Electric Distribution System Supt	1
Electric	Electric Line Technician (Class A)	1
Electric	Electric Line Technician (Class B)	1
Electric	Electric Line Technician (Class C)	1
Equipment Services	Fleet Services Superintendent	1
Equipment Services	Sr. Fleet Maintenance Mechanic	1
Fire	Assistant Fire Chief	1
Fire	Fire Captain	1
Fire	Fire Chief	1
Fire	Fire Lieutenant	1
Fire	Fire Training Officer	1
Fire	Firefighter Engineer	1
Fire	Firefighter I	1
Fire	Firefighter II	1
Human Resources	Human Resources Director	1
Parks & Rec	Community Relations Director	1
Parks & Rec	General Services Supervisor	1
Parks & Rec	Parks & Recreation Director	1
Police	Investigations Sergeant	1
Police	Police Captain	1
Police	Police Chief	1
Police	Police Investigator	1
Police	Police Lieutenant - Community Service/Training	1
Police	Police Lieutenant - Investigations	1
Police	Police Lieutenant - Patrol	1
Police	Police Officer	1
Police	Police Sergeant	1
Public Works	Equipment Operator I	1
Public Works	Equipment Operator II	1
Public Works	General Maintenance Worker	1

Public Works	Public Works Supervisor	1
Public Works	Street Maintenance Crew Leader	1
Public Works-Admin	Public Works Superintendent	1
WTP	Lead WTP Maintenance Mechanic	1
WTP	Water Resources Director	1
WTP	WTP Chief Operator	1
WTP	WTP Laboratory Analyst	1
WTP	WTP Maintenance Mechanic	1
WTP	WTP Operator A	1
WTP	WTP Operator B	1
WTP	WTP Operator C	1
WWTP	Lead WWTP Maintenance Mechanic	1
WWTP	WWTP Laboratory Analyst	1
WWTP	WWTP Maintenance Mechanic	1
WWTP	WWTP Operator I	1
WWTP	WWTP Operator II	1
WWTP	WWTP Operator III	1
WWTP	WWTP Pretreatment Coordinator	1
WWTP	WWTP Superintendent	1
D&C	Lead Meter Specialist	2
D&C	Lift Station Mechanic	2
Electric	Meter Specialist	2
Finance	Accountant	2
Finance	Accounting Services Manager	2
Finance	Accounting Technician	2
Finance	Business Services Manager	2
Finance	Customer Service Representative I	2
Finance	Customer Service Representative II	2
Finance	Information Technology Manager	2
Fire	Administrative Support Assistant-Fire	2
Fire	Fire Inspector I	2
Fire	Fire Inspector II	2
Fire	Fire Inspector III	2
Human Resources	Administrative Support Assistant-City Hall	2
Human Resources	Administrative Support Assistant-Human Resources	2
Human Resources	Building Services Attendant	2
Human Resources	HR Benefits Administrator	2
Parks & Rec	Parks & Recreation Worker	2
Parks & Rec	Property Maintenance Technician	2
Parks & Rec	Recreation Program Coordinator	2
Parks & Rec	Sr. Administrative Support Assistant-Park and Rec	2
Planning	Building Inspections Consultant	2
Planning	Planning Assistant	2

Planning	Planning Director	2
Planning	Zoning Administrator	2
Police	Administrative Support Assistant-Investigations	2
Police	Administrative Support Assistant-Police	2
Police	Parking Enforcement Officer	2
Police	Police Evidence Technician	2
Police	Police Records Specialist	2
Police	Sr. Administrative Support Assistant-Police	2
Public Works-Admin	Sr. Administrative Support Assistant-Public Works	2
WTP	Sr. Admin Support Assistant-Water Resources	2
Parks & Rec	Lifeguard	3
Parks & Rec	Scorekeeper/Concessions	3
Police	School Crossing Guard	3

Key-Essential Levels

- 1: Expected to be at work during SOE
- 2: Expected to be at work during SOE unless advised differently
- 3: Not Expected to be at work during SOE

Pandemics/200319

ITEM #

2c

POLICY

(P-02-20)

Approval of **Addition** to Personnel
Policy – Article VI – (NEW) Section 15
Families First Coronavirus Response
Act

City of Lincoln

Addition to Personnel Policy-Article VI Leaves of Absence

New Section – 15. Families First Coronavirus Response Act (FFCRA)

Emergency-Paid Family Leave

New FMLA Qualifying Reason-Lack of Child Care due to COVID-19

Effective: April 1, 2020

Available to: An employee who is unable to work-either onsite or remotely-because of their minor son's or daughter's school or childcare service is closed or unavailable for reason's related to COVID-19.

The Emergency FMLA Act allows employers to exclude emergency responders (law enforcement, fire, public works and utilities personnel, and other departments as defined by the DOL guidance for the FFCRA) from emergency FMLA leave coverage. The City has elected to extend coverage to all employees. Based on operational needs, the City Manager may later elect to apply partial or full exclusions for emergency responders in accordance with the act.

Definition: FMLA defines "son or daughter" as under the age of 18 and is a biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person taking the place of a parent.

Eligibility:

1. Employees who have been on payroll for at least 30 calendar days, including those who have not worked 12 months and 1250 hours in the last 12 months.
2. Eligible for up to twelve (12) weeks of job-protected leave.
3. First two (2) weeks are unpaid unless the employee elects to substitute their accrued vacation or sick leave during this time. For the other ten (10) weeks, the FFCRA allows eligible employees up to two-thirds of their regular rate of pay, which will be capped at \$200 a day (and \$10,000 total). However, it is the desire of the City of Lincoln to assist employees thru this time of unprecedented circumstances and allow the employee 100% of their regular rate of pay or up to \$200 per day (\$10,000 total), whichever is less.

Note: The Families First Act defines child care provider as one who provides child care services on a regular basis and receives compensation for those services. It excludes a situation where a family member has been providing child care and is no longer available.

Expiration:

December 31, 2020

Emergency-Paid Sick Leave

Effective: April 1, 2020

Benefit: Up to two weeks (maximum of 80 hours)

Qualifying factors:

A. Factors related to self:

1. Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19;
3. Employee is experiencing symptoms of COVID-19 and seeking but has not yet received a medical diagnosis.

Employee benefit paid on regular rate of pay or minimum wage, whichever is greater, up to \$511 per day or \$5110 total.

Part time employees are eligible to take the number of hours they would normally work during a two-week period.

The E-Sick Leave Act allows employers to exclude emergency responders (law enforcement, fire, public works and utilities personnel, and other departments as defined by the DOL guidance for the FFCRA)) from emergency paid sick leave coverage. The City has elected to extend coverage to all employees. Based on operational needs, the City Manager may later elect to apply partial or full exclusions for emergency responders in accordance with the act.

B. Factors related to others:

4. Employee is caring for an individual who is subject to Federal, State, or local quarantine or isolation order related to COVID-19 or the individual has been advised by their healthcare provider to self-quarantine due to concerns related to COVID-19;
5. Employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of a COVID-19 related reason.
6. Employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

The FFCRA allows employees a benefit paid at two-thirds of regular rate of pay or minimum wage, whichever is greater, up to \$200 per day (\$2,000 total). However, it is the desire of the City of Lincolnton to assist employees thru this time of

unprecedented circumstances and allow the employee 100% of their regular rate of pay or up to \$200 per day (\$2000 total), whichever is less.

Part time employee hours are based upon the average number of hours they would normally work during a two-week period.

Additional Information:

- A. Emergency-sick leave cannot be carried over into the next year, nor is employee entitled to payment of unused sick leave upon separation from employment.
- B. Employee does not have to use other paid leave prior to using paid emergency-sick leave allowed in the new legislation.

Expiration:

December 31, 2020

ITEM

2d

ORDINANCE

(O-07-20)

Approval of amending the City's Code of Ordinances as requested by NCDOT; establishing a 45 mph speed zone ordinance on SR 1294 (Lithia Inn Road) between NC 27 and US 321



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

March 23, 2020

County: Lincoln

Subject: Certification of Municipal Ordinance for speed limit revision on SR 1294 inside the Corporate limits of Lincolnton.

Mr. Steve Zickefoose
City of Lincolnton
114 W. Sycamore Street
Lincolnton, NC 28092

Dear Mr. Zickefoose:

I am attaching three Certifications of Municipal Declaration that enacts a speed zone within the corporate limits of Lincolnton. This is to establish a 45 mph speed zone ordinance on SR 1294.

Please have the City Council take action on this ordinance, complete with appropriate signature and seal, and return the document to this office for further handling. This certificate is a legal document and if any changes or corrections need to be made, please notify this office.

Respectfully yours,

M. E. Stafford, PE
Twelfth Division Engineer

B. K. Engle, PE

By: B. K. Engle, PE
Division Traffic Engineer

BKE

Attachments

RECEIVED
MAR 26 2020
CITY OF LINCOLNTON, NC

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1068477

Division: 12 **County:** LINCOLN

Municipality: LINCOLNTON

Type: Municipal Speed Zones

Road: SR 1294

Car: 45 MPH

Truck: 45 MPH

Description: Between NC 27 and US 321.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**AN ORDINANCE AMENDING SCHEDULE VI: SPEED LIMITS ON STATE MAINTAINED STREETS
(O-07-20)**

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

SCHEDULE VI: SPEED LIMITS ON STATE MAINTAINED STREETS.

<i>Description</i>	<i>Speed Limit</i>
East Main Street from intersection of Cedar Street to Court Square	20 mph
West Main Street from Court Square to Grove Street completely around Court Square	20 mph
From West Main Street to Congress Street	20 mph
Congress Street from Cedar Street to Laurel Street	25 mph
North Aspen Street (SR 1405) from Cherry Street, a point 0.83 mile south of SR 1265, northward for 0.28 mile to a point 0.55 mile south of SR 1265 (Lincoln High School in effect from 30 minutes before to 30 minutes after school begins and ends on school days only)	25 mph
Story Street (SR 1434), subdivision wide, from SR 1001 (Salem Church Road) northward to a point 0.06 mile northeast of SR 1001 (Salem Church Road)	25 mph
US 321 from SR 1405 northward to a point 0.16 mile south of SR 1463, the northern corporate limit of Lincolnton	45 mph
US 321 BUS between SR 1405 and a point 0.16 mile north of SR 1463	45 mph
Laboratory Road (SR 1238) from a point 9.22 mile south of SR 1427, the southern corporate limits, northward to Aspen Street (SR 1406)	50 mph

ENACT: Lithia Inn Road (SR 1294) Between NC 27 and US 321 45 mph

This ordinance shall be effective upon adoption.

Adopted this _____ day of _____, 2020

Daphne A. Ingram, City Clerk

Ed Hatley, Mayor

ITEM

3

PUBLIC
HEARINGS

ITEM #

3a

BIG-01-20

Application from BrickTree
Brewing Company for Business
Incentive Grant for building
renovations

MEMO TO: City Council Members

FROM: Planning Staff

DATE: May 7, 2020

RE: Business Incentive Grant (BIG-1-2020)

Application from BrickTree Brewing for a Business Incentive Grant for building renovations to accommodate a brewery at 414 E. Water Street.

Project Information

- Location: 414 E. Water Street
- Use: Building renovations to accommodate a brewery to include the following:
 - Masonry repair
 - Epoxy floor
 - Electrical work
 - Install triple wall venting for brewery equipment
 - Install gas piping as required with valves and regulators
- Estimated project cost: \$32,644.38
- Anticipated completion: May 2020

Request

- \$15,000.00 for building renovations



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

DATE: 3/23/2020

NAME OF APPLICANT: John Brinsfield

PROJECT NAME: BrickTree Brewing Co.

PROJECT DESCRIPTION: upfit costs for the brewery project to cover infrastructure items including gas burner venting + electrical upgrades. All of this work is internal.

Future plans to include cosmetic upfits + upgrades. i.e. lighting, paint, bathroom tile

PROJECT ADDRESS: 414 E. Water Street Lincolnton, NC 28092

APPLICANT HOME ADDRESS: 404 Palisades Dr. Lincolnton, NC 28092

EMAIL ADDRESS: john@bricktreebrewing.com

TELEPHONE: 704-453-1877

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

NAME OF PROPERTY OWNER: ~~PC Active LLC~~ PC Active LLC William L. Heather, Mgr.

ADDRESS: P.O. Box 1732, Lincolnton, NC
2671 East Main St., Lincolnton, NC

EMAIL ADDRESS: willieha@pcactivecorp.com

TELEPHONE: 704-736-4331

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)

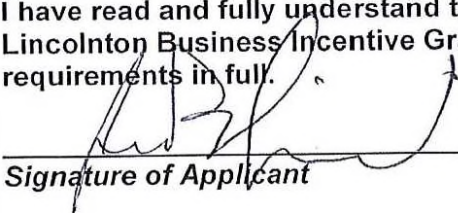
Date

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 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: 6/1/2019
ANTICIPATED COMPLETION: 4/15/2020

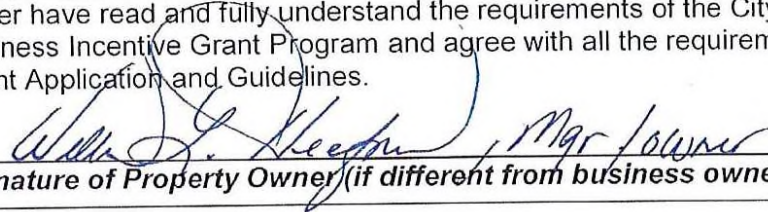
I have read and fully understand the requirements and guidelines of the City of Lincolnton Business Incentive Grant Program and agree to comply with all its requirements in full.



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)

Ratzlaff Construction Company, LLC

920 Blairhill Road
Suite B119
Charlotte, NC 28217

Invoice

Date	Invoice #
4/1/2020	RC19064E

Bill To
BrickTree Brewing Co. 414 E Water Street Lincolnton, NC 28092

P.O. No.	Terms	Project
	Net 30	RC19064 Bricktree Brewing

Quantity	Description	Rate	Amount
	Upfit Tenant Items (See attached for detail)	8,427.00	8,427.00
		Total	\$8,427.00





LAIL ELECTRIC SERVICE, INC.

Electrical Contractors – Commercial & Industrial

Phone
(704) 735-7171

1420 E. Main St. - P.O. Box 582
LINCOLNTON, NC 28093-0582
www.lailelectric.com

Fax #
(704) 735-4659

John Brinsfield
c/o BrickTree Brewing Co.
414 E. Water Street
Lincolnton, NC 28092

-Add 3 receptacles for TV's at Bar area	383.18
-Change outlet from 30 amp to 50 amp for Keg Washer	528.38
-Provide cord and plug for Keg Washer	172.28
-Provide cord and plug for Mobile Washer	172.28
-Add 30 amp circuit and Safety Switch for Auger Motor in Cracker Room	908.78
-Add 2 receptacles in upstairs dressing room	386.27
-Install control wiring for Brewery Equipment	6369.38
Total for the above changes	
\$8,920.55	



March 20, 2020

John Brinsfield
Co-Founder/Head Brewer
BrickTree Brewing Co.
Office: 980-785-4970
Cell: 704-453-1877

Thank you for allowing us to quote on your project.

Scope of Work: Brewery venting and gas piping

1. Provide and install insulated triple wall venting for brewery equipment.
2. Provide gas piping as required with valves and regulators for burners.
3. Start up, test, and commission system by GSM

Quote For Gas Piping\$3,259

Quote For Venting\$14,589

We look forward to the opportunity of working on this project. If you have any questions, or we can be of any further assistance, please feel free to call.

Sincerely,

Vernon Vaughn

Commercial HVAC Division

Preconstruction Team Leader

Balance Due Upon Completion

Approved: _____

Authorized Agent's Signature

Date: _____

3/23/2020

Customer Care Center
407 E. Long Ave.
Gastonia, NC 28054

704.864.0344 - Office
704.867.8883 - Fax
www.GSMsince1927.com

Production Service Center
1535 W. May St.
Gastonia, NC 28052

ITEM #

4

REGULAR AGENDA

ITEM #

4a

ORDINANCE

(O-06-20)

Consideration of proposed
revision to the City's Code of
Ordinances - TITLE VII- Traffic
Code - Chapter 74 - Schedule 1:
Stop Intersections

Daphne Ingram

From: Rodney Jordan
Sent: Tuesday, April 21, 2020 9:23 AM
To: Daphne Ingram
Subject: FW: Speeding on E Pine St
Attachments: Petition.pdf; 20200226_094604.jpg

From: Rodney Jordan
Sent: Wednesday, February 26, 2020 10:32 AM
To: Steven Zickefoose <stevezickefoose@ci.lincolnton.nc.us>; Richard Haynes <richardhaynes@ci.lincolnton.nc.us>
Cc: Daphne Ingram <daphneingram@ci.lincolnton.nc.us>
Subject: FW: Speeding on E Pine St

Steve and Ritchie,

Ms. Womble spoke to me a few weeks ago about issues of the crosswalk at the church at Pine and Cedar Street. She has now sent me the below email. She has had numerous people sign the attached petition and wants us to consider adding more stop signs on Pine Street and Sycamore at the Cedar Street Intersections. I advised her it is too late to get this on the March Agenda as any action or changes would require a public hearing. I can bring this to council's attention at the April meeting and see what they wish to do.

Thanks,

Rodney

From: Nikki Womble [<mailto:nikkiboheler@gmail.com>]
Sent: Wednesday, February 26, 2020 10:11 AM
To: Rodney Jordan <rjordan@lincolntonpolice.com>
Subject: Re: Speeding on E Pine St

Here is the Petition we spoke about. Quite a few of these folks attend St. Luke's. There are already cross walk markings on the road at this intersection due to people walking to the church, the park, and the Cultural Center. A stop sign there would make those pedestrians so much safer. Most of the residents also expressed a huge interest in a stop sign at N Cedar and E Sycamore St. due to the pedestrians at the Cultural Center and the other Businesses on N Cedar St. See attached photo of the fence that is blocking your view of vehicles traveling on E Sycamore St. at N Cedar St. making crossing for pedestrians and vehicles very difficult. I hope this information helps make our neighborhood safer.

Crystal Womble

On Tue, Jan 28, 2020 at 2:11 PM Nikki Womble <nikkiboheler@gmail.com> wrote:

>

> Thank you so much. I'm still working on signatures but I will send that as soon as I can. Please see my reply with videos. This is just a small fraction!

>

> On Tue, Jan 28, 2020, 2:06 PM Rodney Jordan <rjordan@lincolntonpolice.com> wrote:

>>

>> Hi Ms. Womble,

>>

>>

>>

>> Thank you for reaching out to me. Unfortunately, our speed trailer is currently broken and we are awaiting parts to get it fixed. However, we can add that portion of Pine and Sycamore Street to the list of streets that our officers are doing extra traffic enforcement on. For a stop sign, it would require a public hearing and council approval. I'm sure your petition will help when looking at going that route. If you can get the petition to me, I can forward the information to council for consideration. Please note that for a public hearing, it takes at least a month once we get the information because the public hearing has to be advertised in the local paper.

>>

>>

>>

>> Please feel free to contact me for any further questions or concerns.

>>

>>

>>

>> Thank you,

>>

>>

>>

>> Rodney Jordan

>>

>> Chief of Police

>>

>> City of Lincolnton

>>

>> (704) 736-8900

>>

>>

>>

>> From: Nikki Womble [mailto:nikkiboheler@gmail.com]

>> Sent: Tuesday, January 28, 2020 1:39 PM

>> To: Rodney Jordan <rjordan@lincolntonpolice.com>

>> Subject: Speeding on E Pine St

>>

>>

>>

>> Hi Mr. Jordan!

>>

>> I currently have a petition going around because the residents of N Cedar St and E Pine St are experiencing a lot of cars speeding on E Pine St. We would love to see a stop sign on that corner. While asking for signatures of residents on N Cedar St, many residents expressed a concern about Sycamore and N Cedar and we believe a stop sign would be beneficial there as well. There is a church on one corner and the Cultural Center on the other increasing the amount of pedestrians there. In the meantime I wanted to ask if we could possibly get an officer to help with this area? If you put an officer in front of St. Luke's Church they wouldn't be able to keep up with the amount of cars that use E Pine St between Laurel and the rail trail as a drag strip. There are a lot of small children on this street and the man that lives diagonally from St. Luke's said he was almost struck by a car doing yard work last summer. Please help slow these cars down. The amount of speeders is shocking here! I

have also put in a request for a speed sign!

>>

>>

>>

>> Thank you so much!

>>

>> Crystal Womble

>>

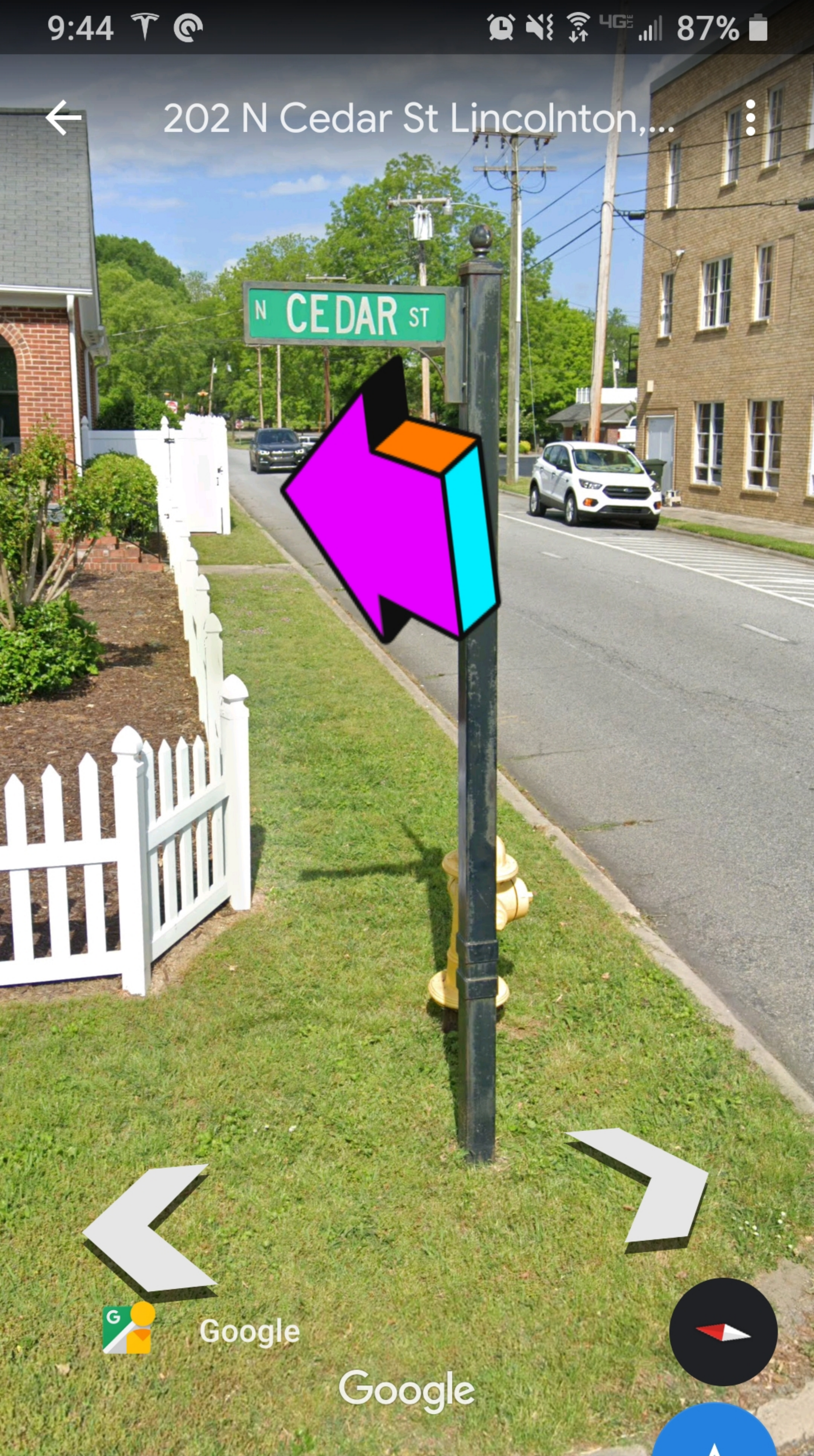
>> 419 E Pine St

Petition to Install Stop Sign at the Intersection of East Pine Street & Cedar Street

Name	Signature	Phone	Address
Crystal Womble	Crystal Womble	704-894-0585	419 E Pine St
Jeremy Womble		980-241-3712	419 E Pine St
Amanda Khoury	Amanda H. Khoury	980-389-9209	416 E Pine St
Seb Khoury	Seb Khoury	980-389-9209	416 E Pine St
Amy Adams	Amy Adams	704-473-5793	419 N Cedar St
Candace Hester	Christa Hester	704-735-5394	433 N Cedar St
TRACY LANIER	Tracy Lanier	704-732-6197	521 LIBERTY STREET
JEANNEE RAINIER	Jeanne Rainier	704-732-5319	213 N Cedar St
Michael Womble	Michael Womble	704-732-5319	201 N Cedar St
Jeffrey A Hamill	Jeffrey A. Hamill	980-241-8455	216 N Cedar St
Heather Tompkins	Heather Tompkins	434-251-0936	301 N Laurel St
Lisa McNeel	Lisa McNeel	980-241-1056	1705 Dannels Rd
JACK WAITE	Jack Waite	980-241-1842	1705 Dannels Rd
DON TETREAU	Don Tetreau	704-740-6567	1080 HIGHWAY BLISSFUL
Kelly Salinas	Kelly Salinas	704 530-0971	602 Battleground Blvd
Reemany Allen Hubbard	Reemany Allen Hubbard	704-948-6662	317 S Cedar St
Marythisa Grant	Marythisa Grant	704-735-7138	310 S Cedar St
Kathleen Weaver	Kathleen Weaver	828-4550268	3403 Berry Spring Lane
Jana Freeland	Jana Freeland		Lincolnton
Donna Lee	Donna Lee	704-308-2444	517 E. Sycamore
Gandy Gardner	Gandy Gardner	704 530 5050	1277 Riverhill Trail Line
Eduel Shuford	Eduel Shuford	828 481 8800	1785 Beverly St
Kay Shuford	Kay Shuford	828 481 7500	1785 Beverly St
Paul Finsen	Paul Finsen	980-830-2998	149 W. de Beaulieu
Kimberly Crump	Kimberly Crump	704-472-0878	1396 Annapolis Ave
Jerry Rogers	Jerry Rogers	980-525-9638	218 McGinnis Ave
Heather Fawcett	Heather Fawcett	704-735-5725	602 Battleground
E. E. SUTHER	E. E. SUTHER	704-472-3112	326 S. Paphos St
JOHN VEATCH	John Veatch	704-276-0413	4831 Bonnie Brook St

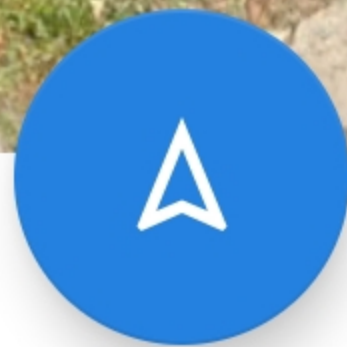


202 N Cedar St Lincolnton,...



Google

Google



N Cedar St Lincolnton, NC 2...



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
CITY CLERK
Donna C. Flowers, MMC, NCCMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
Thomas J. Wilson, Jr.,

AN ORDINANCE AMENDMENT (O-06-20)

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

TITLE VII – Traffic Code – Chapter 74 Schedule 1: STOP INTERSECTIONS

ADD: Pine Street and Cedar Street
Sycamore Street and Cedar Street

**This ordinance shall become effective upon adoption. This the 7th day of
May, 2020.**

Daphne A. Ingram
City Clerk

Ed Hatley
Mayor

ITEM #

4b

ORDINANCE

(O-08-20)

Adoption of Ordinance to
approve Waiver Agreement with
NCMPA1 authorizing electronic
(paperless) billing

CITY OF LINCOLNTON

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Mary Frances White
Jim R. Watson
Roby Jetton



CITY MANAGER
Steve Zickefoose, MBA
szickefoose@lincolntonnc.org
CITY CLERK
Daphne Ingram
digram@lincolntonnc.org
CITY ATTORNEY
Thomas J. Wilson, Jr..

(O-08-20)

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LINCOLNTON,
NORTH CAROLINA, DETERMINING THAT IT IS IN THE BEST INTEREST
OF THE CITY OF LINCOLNTON TO APPROVE A WAIVER AGREEMENT
WITH NORTH CAROLINA MUNICIPAL POWER AGENCY NUMBER 1 AND
AUTHORIZING THE EXECUTION AND DELIVERY OF THE WAIVER
AGREEMENT**

WHEREAS, the City of Lincolnton, North Carolina (the “Municipality”) and North Carolina Municipal Power Agency Number 1 (“Power Agency”) entered into a Project Power Sales Agreement dated as of the first day of May, 1978, (as amended in 1984 and as may be further amended or supplemented, the “Project Power Sales Agreement”), pursuant to which Power Agency sells, and the Municipality purchases and pays for, the Municipality’s Participant’s Share (as defined in the Project Power Sales Agreement) of Project Output (as defined in the Project Power Sales Agreement); and

WHEREAS, the Municipality and Power Agency entered into a Supplemental Power Sales Agreement also dated as of the first day of May, 1978 (as amended in 1984 and as may be further amended or supplemented, the “Supplemental Power Sales Agreement” and, together with the Project Power Sales Agreement, the “Agreements”), pursuant to which Power Agency sells, and the Municipality purchases and pays for, All Requirements Bulk Power Supply (as defined in the Supplemental Power Sales Agreement), which consists of Project Output (as defined in the Supplemental Power Sales Agreement) and Supplemental Bulk Power Supply (as defined in the Supplemental Power Sales Agreement); and

WHEREAS, Section 5(a) of each of the Agreements provides that Power Agency shall mail to the Participant prior to each Contract Year certain budget information and, when appropriate, certain amended budget information (collectively, “Annual Budget Information”); and

WHEREAS, Section 5(b) of each of the Agreements provides that Power Agency shall mail to the Participant during each month of each Contract Year a Monthly Bill (the “Monthly Bill”); and

WHEREAS, as a result of changes to Power Agency’s and the Participant’s accounting systems due to improvements to and enhancements in computer technology and their respective accounting and computer systems, and (ii) the advent of and improvements to electronic means of communication since the date of the Agreements, in each case making it easier, faster and more efficient for Power Agency and the Participant to communicate and exchange information, including Annual Budget Information and Monthly Bills, Power Agency and the Participant have determined that it is more efficient and preferable for Power Agency to transmit Annual Budget Information and Monthly Bills to the Participant by electronic means as opposed to United States mail, as is required by the Agreements; and

WHEREAS, on April 24, 2020, the Board of Directors of Power Agency adopted a resolution approving waiving the provisions of Section 5(a) and 5(b) of each of the Agreements requiring the mailing of Annual Budget Information and Monthly Bills, respectively, to the Participant and permitting Power Agency to provide Annual Budget Information and Monthly Bills to the Participant by electronic means (collectively, the “Waiver”), and directed that a waiver agreement (the “Waiver Agreement”) be submitted to each of the Participants for approval and execution; and

WHEREAS, Power Agency has caused to be furnished to this governing body a copy of the Waiver Agreement.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lincolnton, North Carolina:

1. After due consideration to the contents of each of the preambles set forth above and of the Waiver Agreement, it is hereby found and determined that it is in the best interest of the Municipality to approve and authorize the execution and delivery of the Waiver Agreement.

2. The Municipality hereby approves the form, terms and provisions of the Waiver Agreement in the form presented to the meeting at which this Ordinance is adopted, with such changes therein as shall be approved by the officials of the Municipality executing the same, their execution thereof to constitute conclusive evidence of their approval of any and all such changes. The Mayor and the Clerk of the Municipality are hereby authorized and directed to execute, acknowledge and deliver the Waiver Agreement in the name of and on behalf of the Municipality and thereupon to cause the aforesaid Waiver Agreement to be delivered to Power Agency.

3. The officers and officials of the Municipality are hereby authorized and directed to execute such further documents and to take any and all further action as, upon the advice of the Attorney of the Municipality, shall be deemed necessary or desirable in order to effectuate the execution and delivery of the Waiver Agreement.

4. The Clerk of the Municipality is hereby directed to file with the minutes of the meeting at which this Ordinance is adopted the copy of the Waiver Agreement.

5. This Ordinance shall become effective from and after its adoption.

ADOPTED this ____ day of _____, 2020.

Mayor

ATTEST:

Clerk

WAIVER AGREEMENT

This WAIVER AGREEMENT is dated as of _____, 2020, by and between North Carolina Municipal Power Agency Number 1, a joint agency of the State of North Carolina (“Power Agency”), and the municipality of the State of North Carolina that has executed this Waiver Agreement (the “Participant”).

WHEREAS, Power Agency and the Participant, by agreement dated as of the first day of May, 1978, entered into a Project Power Sales Agreement (as amended in 1984 and as may be further amended or supplemented, the “PPSA”) pursuant to which Power Agency, among other things, agreed to sell, and the Participant, among other things, agreed to purchase and pay for, its Participant’s Share of Project Output; and

WHEREAS, Power Agency and the Participant, by agreement also dated as of the first day of May, 1978, entered into a Supplemental Power Sales Agreement (as amended in 1984 and as may be further amended or supplemented, the “SPSA” and, together with the PPSA, the “Agreements”) pursuant to which Power Agency, among other things, agreed to provide or cause to be provided and to sell, and the Participant, among other things, agreed to purchase, the Participant’s All Requirements Bulk Power Supply requirements, consisting of Project Output and Supplemental Bulk Power Supply, and

WHEREAS, Section 5(a) of each of the Agreements provides that Power Agency shall mail to the Participant prior to each Contract Year certain budget information and, when appropriate, certain amended budget information (collectively, “Annual Budget Information”); and

WHEREAS, Section 5(b) of each of the Agreements provides that Power Agency shall mail to the Participant during each month of each Contract Year a Monthly Bill (the “Monthly Bill”) and

WHEREAS, since the date of the Agreements, (i) Power Agency’s and the Participant’s accounting systems have significantly changed due to improvements to and enhancements in computer technology and their respective accounting and computer systems, and (ii) the advent of and improvements to electronic means of communication have been developed, in each case making it easier, faster and more efficient for Power Agency and the Participant to communicate and exchange information, including Annual Budget Information and Monthly Bills; and

WHEREAS, as a result of the foregoing, Power Agency and the Participant have determined that it is more efficient and preferable for Power Agency to transmit Annual Budget Information and Monthly Bills to the Participant by electronic means as opposed to United States mail, as is required by the Agreements; and

WHEREAS, on April 24, 2020, the Board of Directors of Power Agency adopted a resolution approving waiving the provisions of Section 5(a) and 5(b) of each of the Agreements requiring the mailing of Annual Budget Information and Monthly Bills, respectively, to the Participant and permitting Power Agency to provide Annual Budget Information and Monthly Bills to the Participant by electronic means (collectively, the “Waiver”), and directed that a waiver agreement be submitted to each of the Participants for approval and execution; and

WHEREAS, the Participant has determined that the Waiver is in the best interest of the Participant and has authorized and directed that this Waiver Agreement be executed for and on behalf of the Participant.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged hereby, the parties hereto mutually agree as follows:

Section 1. Unless the context clearly indicates to the contrary, all capitalized terms used in this Waiver Agreement shall have the meanings given them in the Agreements.

Section 2. For and during the remainder of the term of each of the Agreements, and any extensions thereto, the Participant hereby waives and forever relieves Power Agency of the obligation to mail Annual Budget Information and Monthly Bills to the Participant, as required by Section 5(a) and 5(b) of each of the Agreements, respectively, so long as Power Agency provides Annual Budget Information and Monthly Bills to the Participant by electronic means to such address as the Participant shall specify in writing to Power Agency (as such address may be changed similarly from time to time).

Section 3. This Waiver Agreement shall become effective upon the execution and delivery of similar waiver agreements by Power Agency and each Participant, and shall otherwise become effective upon execution and delivery hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Waiver Agreement all by the authority of their respective governing bodies duly given.

Executed the ____ day of _____, 2020.

City (Town) of _____

By: _____
Mayor

ATTEST:

City (Town) Clerk

(SEAL)

Executed this ____ day of _____, 2020.

NORTH CAROLINA MUNICIPAL POWER
AGENCY NUMBER 1

By:_____

ATTEST:

(Ass't) Secretary-Treasurer

(SEAL)

ITEM #

4c

BID APPROVAL

(BID-03-20)

Consideration of approval of
chemical bids for Water and
Waste Water Treatment Plants



Memo

To: Steve Zickefoose, City Manager/Finance Dir.
From: Robert Pearson, Water Resources Director
CC: Daphne Ingram, City Clerk
Donald Burkey, Supt. WWTP
Date: 04/20/20
Re: Recommendations for Chemical Company Contracts

The 07/01/2020 – 06/30/2021 chemical bid opening was held on Tuesday, April 14, 2020, 11:00 a.m. at the Water Treatment Plant. Of the companies responding to our request, here are my recommendations:

Water Treatment Chemicals

Liquid Alum 8.23% - Univar USA, Inc. @ \$0.7424 per liquid gallon

Caustic Soda 50% - Brentag Mid-South, Inc. @ \$1.455 per liquid gallon

Chlorine – JCI Jones Chemical @ \$500.00 per cylinder

Hydrofluosilicic Acid 23% - Univar USA, Inc. @ \$1.78 per liquid gallon

Liquid Sodium Bisulfite (55 gal. drums) – Water Guard, Inc. @ \$115.00 per drum plus \$35.00 refundable barrel deposit

Activated Carbon – Brentag Mid-South, Inc. @ \$31.75 per 50 lb. bag

Wastewater Treatment Chemicals

Liquid Sodium Hypochlorite 10% - JCI Jones Chemical @ \$.058 per liquid gallon

Liquid Sodium Bisulfite 38% - JCI Jones Chemical @ \$1.49 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, 2020 – June 30, 2021. I also ask the City Clerk to please place my recommendations on the May agenda for approval.

Attached is a list of all bids received.

Bid Opening: Tuesday April 14, 2020 11:00 am

CITY OF LINCOLN

CHEMICAL BIDS

07/01/2020 - 06/30/2021

		NB = NO BID	NB = NO BID	NB = NO BID	NB = NO BID	NB = NO BID	NB = NO BID	NB = NO BID	NB = NO BID	NB = NO BID	
NO.	NAME OF COMPANY	Liquid Alum 8.23% (Average) (liquid gallon)	Caustic Soda 50% (liquid gallon)	Chlorine (ton cylinder)	Hydrofluosilicic Acid 23% (liquid gallon)	Liquid Sodium Bisulfite 38% 50-55 gal. drums (drum)	Activated Carbon 50 lb. bags (bag)	Liquid Sodium Hypochlorite 10% (liquid gallon)	Liquid Sodium Bisulfite 38% (liquid gallon)		
1	Sterling Water Technologies, LLC	NB	NB	NB	NB	NB	NB	NB	NB	NB	
2	Univar USA, Inc.	0.7424	1.5697	NB	1.78	124.80	39.00	0.647	1.59		
3	Brentag Mid-South, Inc.	NB	1.455	NB	1.93	NB	31.75	0.946	1.98		
4	DPC Enterprises, L.P.	NB	NB	NB	NB	NB	NB	0.5850	NB		
5	Chemtrade	0.7747	NB	NB	NB	NB	NB	NB	NB		
6	Suffolk Sales & Services, Inc.	NB	NB	NB	NB	NB	NB	0.64	NB		
7	PVS Chemical Solutions, Inc.	NB	NB	NB	NB	NB	NB	NB	1.95		
8	GEO Specialty Chemicals	1.2143	NB	NB	NB	NB	NB	NB	NB		
9	Water Guard Inc.	NB	NB	NB	NB	115.00*	NB	0.599	NB		
10	JCI Jones Chemical	NB	1.60	500.00	NB	NB	NB	0.58	1.49		
	Indicates Winner of Chemical Bid									* \$35.00 refundable barrel deposit	

ITEM #

4d

CONTRACT

(C-03-20)

Consideration of approval of
contract with SEPI, INC. for the
East Main Street Sidewalk
Connector Project

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

SUBJECT: Consideration of Approval of Contract with SEPI, INC. for Construction Administration and Construction Engineering and Inspection Services for East Main Street Sidewalk Connector Project

DATE: May 7, 2020

Background

Recently the City selected SEPI, INC. to provide construction administration and construction engineering and inspection services for the sidewalk connector project on East Main Street at the bridge over Highway 321. NCDOT has approved the City's selection process.

Attached is a draft contract between the City and SEPI for the required engineering services. The scope of work will include:

- Develop Engineer's Estimate;
- Prepare construction bid documents, advertisement for bid, review submittals for accuracy, and provide recommendation for award;
- Review shop drawings and installation procedures;
- In place density testing on the subgrade in accordance with NCDOT protocols;
- Preparation of 7 and 28 day cylinders and strength testing of field samples of concrete samples;
- Nuclear gauge density testing of asphalt. In the event nuclear gauge is not used, asphalt cores will be taken;
- Conduct all concrete field testing (which includes concrete air entrainment and concrete slump);
- Produce concrete test cylinders and deliver to third party laboratory for testing;
- Perform sampling for all appropriate materials on the project;
- Monitor sedimentation and erosion control devices and document revisions to include in project "as-builts";
- Monitor traffic control plans for compliance;
- Monitor utility conflicts and relocations;
- Inspect asphalt repair/laydown operations if required;
- Maintain project documentation in accordance with minimum NCDOT standards;
- Perform claims avoidance and
- Provide project closeout.

The contract is for a total of \$120,969.00

NCDOT has reviewed and approved the estimate.

ACTION REQUESTED:

Staff recommends approval of the attached contract.

City of Lincolnton
CONTRACT FOR PROFESSIONAL SERVICES
Lincolnton C-5606I – NC 27 Sidewalk Connector – CEI and Construction Materials Testing
Services

This contract is made and entered into as of the _____ of **May, 2020**, by the City of Lincolnton ("City") and SEPI Engineering & Construction ("Consultant"), organized and existing under the laws of the State of North Carolina.

Sec. 1. Background and Purpose.

- A. The City of Lincolnton wishes to engage a professional engineering firm to provide engineering services for contract preparation, design review, and project construction engineering and inspection and construction materials testing services (herein called Services) for the following project:
- B.

Lincolnton – C-5606I Highway 27 Sidewalk Connector Project

The City of Lincolnton has selected the Consultant to provide said services.

- C. The Consultant has demonstrated evidence of experience, ability, competence, and reputation to perform such Professional Engineering Services.

The City and Consultant, for consideration hereinafter stipulated, mutually agree the Consultant will perform the Professional Engineering Services required to provide construction engineering, inspection, and materials testing services on the aforementioned projects descriptions.

Sec. 2. Services and Scope to be performed.

A. General

1. Commencement of Work: Work under this contract shall commence upon execution of this contract by both parties.
 - a. The Consultant shall submit a proposed time schedule indicating estimated dates for beginning and completing the scope of work with percentages associated with the percent of work represented.
 - b. Any alteration or modifications of the work performed under this contract shall be made only after written agreement between the Consultant and the City Project Representative and shall be made prior to commencement of the altered or modified work. No claims for extra work or materials shall be allowed unless covered by written agreement.
2. Public Relations: The City shall provide project information to affected property owners and businesses prior to the commencement of work.
3. Supervision: The contract will be under the direct supervision of the City Project

Representative. Consultant shall consult with the Project Representative concerning details of scheduling of all work.

B. Work Included in this section

Work to be completed by the City of Lincolnton

1. The City will provide the Consultant all available information on the project history and intent, including but not limited to NCDOT agreements, property owner contacts and project commitments.
2. The City will provide to the Consultant all previous performed survey or conceptual design data for the project. The City will facilitate acquiring such information from other engineering or surveying firms. The City will provide to the Consultant a set of the Project Plans and Project Specifications (Project Manual) approved for Construction.
3. The City will provide and/or advise the Consultant of all relative City policies and procedures which will affect the composition, structure and organization of the contract documents.

Work to be completed by the Consultant

1. The Consultant shall be responsible for providing Services required for construction engineering and inspection services. Specific tasks anticipated in the completion of these services are included in Attachment A – Scope of Services.

C. Care

1. All Services will be performed in a professional manner consistent with current industry standards. The Consultant will be responsible for the accuracy and thoroughness of the services and deliverables. The Consultant will be responsible for servicing the construction documents as needed to satisfy the intent of this Contract. Work beyond the Scope of Services defined herein will be handled as additional services and will require City approval and authorization prior to prosecution.
2. All Services shall be performed in accordance with the established standard procedures and practices of the City. The City shall provide and/or advise the Consultant of all relative City policies and procedures which will affect the composition, structure and organization of the contract documents.
3. All Services shall be performed in accordance with the established standard procedures and practices of the NCDOT as it relates to work within the NCDOT Right -of-Way. Prior to furnishing any Services, the Consultant shall be familiar with those departmental standard procedures and practices as set forth in the Project Special Provisions, NCDOT Standard Specifications (2018), Design Standard Drawings, and Construction Manual with informal procedures and practices for encroachments used by NCDOT.

D. Traffic Control

1. When performing field work on or adjacent to public streets or roadways, the construction

contractor shall be solely responsible for pedestrian and vehicular safety and control within the project site and provide the necessary warning devices, barricades and personnel needed to give safety, protection, and warning to persons and vehicular traffic within the area.

Blocking of public streets shall not be permitted unless prior arrangements have been made with the City of Lincolnton in coordination with the appropriate departments. Traffic control design and plans is the sole responsibility of the Construction contractor and shall be accomplished in conformance with the MUTCD (Manual on Uniform Traffic Control Devices).

E. Applicable Specifications and Standards

1. NCDOT Standard Specifications for Roads and Structures, July 2018
2. NCDOT Roadway Standard Drawings, July 2018
3. 2018 North Carolina Supplement to the Manual on Uniform Traffic Control Devices.
4. Project Special Provisions

F. Submittals

Consultant shall submit the following:

1. The list will be included in Attachment A: Scope of Services

G. Deliverables

1. The list will be included in Attachment A: Scope of Services

H. Other

I. Completion

1. The project will be deemed complete by the delivery of the following:
 - a. Contractor has finished tasks outlined in the projects scope
 - b. Final as built drawings for review
 - c. All project field records including daily diaries, pay records, and materials received reports

Sec. 3 Complete Work without Extra Cost. Unless otherwise provided, the Consultant shall obtain and provide, without additional cost to the City, all CEI labor, materials & testing, equipment for material & testing, transportation to perform the work.

Sec. 4. Compensation. Your total contract award shall not exceed **\$120,969.00 with a duration of 5 months from Notice to Proceed.** Compensation for the project will be on an hourly basis for labor in accordance with the rates established in the Fee Estimate included herein Attachment B and as approved by the City. Direct Costs will be compensated at the established rates in the Fee Estimate. Invoices will be submitted electronically to the City on a monthly basis with payment due NET 30 upon receipt and acceptance.

Sec. 5. Consultant's Billings to City. Consultant shall submit original pay requests to the City project manager by the first week of each month to expedite payment. It is suggested that the consultant meet with the City's project manager prior to submitting the pay request to verify work completed, and amount of the invoice. The pay request shall contain the following items:

- a. Project Identification
- b. Consultant Identification
- c. Client Information
- d. Purchase Order Number
- e. Vendor Number
- f. Date of Invoice
- g. Invoice Number
- h. Work period for this invoice
- i. Request for payment this invoice
- j. Remaining balance for project
- k. Hours worked

Upon receipt of the above the City will verify the amounts and if all of the forms are correct and the amounts correct, the Consultant can expect payment 30 days after invoice.

Sec. 6. Insurance.

The Consultant awarded this contract will be required to furnish the City of Lincolnton evidence of Insurance coverage for the following: Workman's Compensation, Commercial General Liability, Business Auto Liability and Professional Liability Insurance.

SEPI maintains Workers Compensation Insurance and General Liability Insurance coverage of \$2,000,000 for our Firm. SEPI will provide proof of insurance.

City Clerk and Finance Officer of City

Client Name: City of Lincolnton
Contact Name: Laura Elam, Planning
Director
City of Lincolnton
Address: P. O. Box 617
Lincolnton, NC 28093-0617

Sec. 7. Performance of Work by City. If the Consultant fails to perform the Work in accordance with the schedule referred to in Sec. 2. above, the City may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the City's rights and remedies. Before doing so, the City shall give the Consultant reasonable notice of its intention. The Consultant shall reimburse the City for all costs incurred by the City in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Sec. 8. Attachments. The following attachments are made a part of this contract and incorporated herein by reference:

Attachment A: Scope of Work (Including Submittals/Deliverables)

Attachment B: Fee Estimate

In case of conflict between an attachment and the text of this contract excluding the attachment, the text of this contract shall control. Any attachment which materially alters the standard terms contained herein must be reviewed pursuant to the City's Contract Review Procedure.

Sec. 9. Notice.

- (a) All notices and other communications required or permitted by this contract shall be in writing, and shall be given either by email, personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

Owner:

City of Lincolnton
Laura Elam
Planning Director
Address: P. O. Box 617
Lincolnton, NC 28093-0617
lelam@lincolntonnc.org

To the Consultant:

Chris Corriher PE
Project Manager
11020 David Taylor Drive
Suite 300
Charlotte, NC 28262
704-714-4880
ccorriher@sepiinc.com

- (b) Change of Address, Date Notice Deemed Given: A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever first occurs.

Sec. 10. Indemnification. To the maximum extent allowed by law, the Consultant shall defend, indemnify, and save harmless the City of Lincoln, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of this contract as a result of the negligent acts or omissions of the Consultant or sub-Consultants or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the City its agents, officers, or employees. In performing its duties under this section, the Consultant shall at its sole expense defend the City of Lincoln, its agents, officers, and employees with legal counsel reasonably acceptable to the City. As used in this subsection - "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contract under this contract.

Sec. 11. Miscellaneous.

- (a) EEO Provisions. During the performance of this Contract the Consultant agrees as follows:
The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- (b) No Third Party Right Created. This contract is intended for the benefit of the Town and the Consultant And not any other person.
- (c) Principles of Interpretation. In this contract, unless the context requires otherwise: (I) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.
- (d) Modifications. A modification of this contract is not valid unless signed by both parties.

IN WITNESS WHEREOF, the City of Lincolnton and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

City of Lincolnton:
Steve Zickefoose
City Manager

SEPI Engineering & Construction, Inc.:
C. E. Lassiter, Jr., PE
Senior Vice President

By: _____
Signature

Print

By: _____
Signature

Print

Witness:

Witness:

By: _____
Signature

Print

By: _____
Signature

Print

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Officer)

City of Lincolnton

Attachment A



WWW.SEPIINC.COM

RALEIGH

1 Glenwood Ave
Suite 600
Raleigh, NC 27603
O: 919.789.9977
F: 919.789.9591

CHARLOTTE

11020 David Taylor Dr
Suite 300
Charlotte, NC 28262
O: 704.714.4880
F: 704.714.4885

WILMINGTON

5030 New Centre Dr
Suite B
Wilmington, NC 28403
O: 910.523.5715
F: 910.523.5716

BELHAVEN

3644 Pungo Creek Dr
Pinetown, NC 27865
O: 252.964.6900
F: 252.964.6894

CHARLESTON

460 King St
Suite 200
Charleston, SC 29403
O: 843.804.8486
F: 843.203.9049

April 10, 2020

Laura Elam
City of Lincolnton Planning Department
P.O. Box 617
Lincolnton, NC 28093-0617

Subject: **Highway 27 Sidewalk Connector Project (C-5606I)** - Construction Engineering & Inspection Services – **City of Lincolnton, NC**

Dear Ms. Elam,

SEPI Engineering & Construction, Inc. (SEPI) is pleased to provide the **City of Lincolnton** with a scope and fee proposal for Professional Construction Engineering and Inspection Services for the **NC 27 Sidewalk Connector Project**. This estimate is based upon our understanding of the project information and scope of work as provided in the project contract and plans by the **City of Lincolnton**.

SEPI offers our clients a wide spectrum of services and we pride ourselves on being a full-service civil engineering and construction management firm with a 19-year history of providing professional engineering consulting services throughout North Carolina and the southeastern United States. Our services include site/civil engineering; land planning; surveying; environmental; planning; roadway design; traffic engineering; water resources; environmental remediation; construction engineering and inspection; and operations and maintenance. Our multi-disciplined structure enables SEPI to provide full consulting services for every step of a project from inception to implementation. Our corporate office is located in Raleigh, with branch offices located in Charlotte, Wilmington, and Belhaven North Carolina; and Charleston South Carolina.

Scope and Fee

Our scope of services includes your potential desire to prepare an engineers estimate, prepare a construction bid document (including oversight of advertisement and subsequent reviews); review shop drawings and installation procedures; and have all construction management duties, material verification, and materials sampling and testing associated with this project, performed to minimum **City of Lincolnton** and NCDOT specifications. The scope of this project would include the following:

- * Develop Engineer's Estimate;
- * Prepare construction bid documents, advertisement for bid, and review submittals for accuracy, and provide recommendation for award;





- * Review shop drawings and installation procedures;
- * In place density testing on the subgrade in accordance with NCDOT protocols;
- * Preparation of 7 and 28 day cylinders and strength testing of field samples of concrete samples;
- * Nuclear gauge density testing of asphalt. In the event nuclear gauge is not used, asphalt cores will be taken;
- * Conduct all concrete field testing (which includes concrete air entrainment and concrete slump);
- * Produce concrete test cylinders and deliver to third party laboratory for testing;
- * Perform sampling for all appropriate materials on the project;
- * Monitor sedimentation and erosion control devices and document revisions to include in project "as-builts";
- * Monitor traffic control plans for compliance;
- * Monitor utility conflicts and relocations;
- * Inspect asphalt repair/laydown operations if required;
- * Maintain project documentation in accordance with minimum **City of Lincolnton** and NCDOT standards;
- * Perform claims avoidance for client;
- * Provide project closeout.

SEPI construction technicians will have all equipment necessary to conduct their work in their possession at all times. All equipment will be well maintained, recently calibrated, and in good working order. SEPI will provide appropriate vehicle for requirements of project. SEPI will provide a reliable computer with WIFI capability.

The Construction Technician has the ability to inspect construction phases for roadway/structure construction projects under the supervision of the construction project manager, or other supervisory personnel. The work by the Construction Technician is predicated upon the requirement to act and make decisions independently for routine project issues and to foster partnering relationships with the **City of Lincolnton**, contractors, the general public, or other project stakeholders. The Construction Technician will monitor the work of contractors to ensure quality control and contractor compliance of moderate complexity. The inspector will be flexible in his responsibilities and will use the direction of the engineer to incorporate plan changes and/or non-conformance of the contractor. This technician also maintains diaries and other project documentation. The technician will also provide cost documentation of pay quantities accurately and in a manner satisfactory to the City and in accordance to NCDOT standard procedures.

The SEPI Construction Manager's function is to manage the assigned elements of a construction project to assure quality of the contractor's compliance with the plans and contract documents, conduct preconstruction meetings, conduct monthly progress meetings, prepare reports, approve pay applications from contractor, manage project personnel staffing, project inspection, and contract administration.





The fees noted below include travel time and management/coordination/administration. Any direct expenses required beyond those considered customary will be reviewed with the **City of Lincolnton** for approval prior to expense.

Introduction:

SEPI Engineering & Construction (**SEPI**) will be assisting the **City of Lincolnton (COL)** on Construction Engineering and Inspection and Construction Materials Testing services for the subject project.

Description of Work Required:

Based upon information provided by the **City of Lincolnton**, contract documents, and plans, construction technician(s) are needed for the inspection and observation of the construction of the **NC 27 Sidewalk Connector Project**. Scope of work will include inspection of subgrades; concrete material sampling and testing; nuclear gauge testing of aggregate base material and asphalt (or asphalt core sampling and testing); monitoring traffic control; monitor utility conflicts and relocations; inspection of asphalt repair/laydown; inspection of sedimentation and erosions control; installation/inspection of pavement markings and signage; claims avoidance; and project closeout needed for this project in accordance to minimum **City of Lincolnton** and NCDOT standards.

Project Administration:

- 1.1 General Administration
- 1.2 Project construction administration will be directed by the **City of Lincolnton (COL)**
- 1.3 SEPI will take direction from **COL** on schedule;
- 1.4 SEPI will coordinate all contractor communications with **COL** Project Manager
- 1.5 SEPI fee is based upon on an average 40 hours/week. Actual time invoiced will be based upon time on the project and performing duties associated with **COL** project.
- 1.6 SEPI will observe and inspect project per project contract, plans, permits, NCDOT Standards and Specifications, and any governing **COL** specifications.

General Design:

- 2.1 Project Quantities - SEPI will follow design plans (and any field plan revisions) to calculate quantities and document material received in accordance with NCDOT standard practices and will be based upon the latest version of the Standard Specifications and Project Special Provisions (2018).
- 2.2 Project Special Provisions - SEPI will observe and interpret the project special provisions for this project using the most current revisions in the contract document.
- 2.3 Construction Documents – SEPI will prepare an engineers estimate; develop construction bid documents, advertise, review, and make recommendations of award to client.





2.4 Engineering Review – SEPI will review contractor shop drawings and field installation procedures.

Construction Engineering and Inspection Services:

3.1 Daily Inspection - SEPI will observe daily operations of contractor per NCDOT standards and specifications.

3.2 Project Diaries - SEPI will document daily operations of contractor per NCDOT standards and specifications, and in accordance to the NCDOT Construction Manual with the approved daily report form. All needed forms will be identified prior to project to insure correct documentation is used.

3.3 Materials Received - SEPI will record all material received per NCDOT standards specifications and in accordance to the NCDOT Construction Manual, unless otherwise noted.

3.4 Maintain Pay Record Book - SEPI will record and document pay items per NCDOT standards, specifications, and the NCDOT Construction Manual, unless otherwise noted.

3.5 Coordinate Material Testing - SEPI will coordinate all laboratory testing with a certified testing laboratory.

3.6 Subgrade Evaluation - SEPI will observe and inspect subgrade operations, including density tests.

3.9 Material Testing - where appropriate and identified by scope, SEPI will provide field testing per NCDOT standards and specifications and within frequencies specified in the NCDOT Minimum Sampling Guide. All testing technicians assigned to this project will be certified by NCDOT.

QA/QC:

4.1 As part of SEPI's QA/QC process, SEPI's Project Manager will conduct project inspections to insure compliance and quality of work.

4.2 On-Site PM Review - This will be done as needed for a documentation review

4.3 Coordination with job progress will be part of the QC process.

4.4 Monthly Progress Meetings will be held with **COL**, contractor, and other stakeholders.

4.5 Conduct quarterly audits (internal and external) for project.

Project Schedule:

5.1 SEPI will coordinate the monitoring of work associated with this project when the scope and fee is approved by **COL**.

Exclusions:

6.1 If additional services are needed, this will be further negotiated.

Invoicing:

7.1 SEPI will send invoices on a monthly basis.





Estimate

Our project estimate is based upon project duration of **150 days (approx. 5 months)** from issuance of notice to proceed.

Our Labor Structure Fee Schedule is:

Refer to the attached NCDOT estimate spread sheet.

Construction Technician(s) - 1140; Project Manager - 74 hours; Total hours - 1214. Total Cost with labor and directs - \$120,969.00.

This estimate is current for 90 days.

STATEMENT OF FIRM BEING ON REGISTER

SEPI is properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveys and carries the requested professional liability insurance coverage.

We have the financial capacity to undertake this assignment and have the accounting system to identify project costs accurately.

DATE OF MOST RECENT PRE-QUALIFICATION

SEPI submitted our Private Engineering Firm Qualification Package (From-PREQUAL-1) and Private Consulting Firm Questionnaire for renewal on June 1 2018. The SEPI Team will comply with all applicable federal, state, and local regulations regarding equal employment opportunity.

SEPI maintains Workers Compensation Insurance and General Liability Insurance coverage of \$2,000,000 for our Firm. Upon receipt of a Notice of Intent to Award (NIA) and/or Notice of Award, our team can provide Certificates of Insurance.

CONFIDENTIALITY

This proposal was prepared by SEPI solely for your internal use in evaluating SEPI's services. SEPI considers the pricing technical and business information containing in this estimate to be proprietary and confidential. This proposal and the information contained herein shall not be used for any purpose other as specifically stated above and shall not be disclosed to any other party without SEPI's prior written consent.





Sincerely,

A handwritten signature in black ink, appearing to read 'C. E. Lassiter, Jr.' with a stylized flourish at the end.

C. E. "Neil" Lassiter, Jr., PE
Senior Vice-President - CEI Director

The return of this executed document will serve as the Notice to Proceed.

Accepted By:

Print: _____

Signature: _____

Date: _____



Attachment B

CEI AND ALL TECHNICIAN SCOPES ARE ESTIMATE (WITH SHIFTS) PREMIUMS NO 95% RUM STAND-ALONE BY ON-CALL

Version: 2020.01.21.RJS

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT

Construction Engineering and Inspection (CEI)

WBS-XXXXXX.X
Lincolnton - NC 27 Sidewalk Connector CEI
LSC #XXXXXXXXXX

Choose YES or NO to
Hide/Unhide Appropriate
Estimate Sheets as dictated by
Task Order Scope.

ENGINEERING AND INSPECTION TECHNICIANS

Regular Direct Labor

SEPI Inc.	Prime Contractor Technicians	\$	41,917.80	Prime CEI Tech Salary Cost		Prime CEI Tech Fee Cost	
SEPI Inc.	Prime Contractor Overhead Audited -- FIELD	115.76%	\$ 48,524.05	\$	90,441.85	\$	8,139.77
TGS Engineers	Subcontractor1 Technicians	\$	-	Sub1 CEI Tech Salary Cost	\$	Sub1 CEI Tech Fee Cost	
TGS Engineers	Subcontractor1 Overhead Audited -- FIELD	\$	-	\$	-	\$	-
SUBCONTRACTOR2 NAME	Subcontractor2 Technicians	\$	-	Sub2 CEI Tech Salary Cost	\$	Sub2 CEI Tech Fee Cost	
SUBCONTRACTOR2 NAME	Subcontractor2 Overhead Audited -- FIELD	\$	-	\$	-	\$	-
SUBCONTRACTOR3 NAME	Subcontractor3 Technicians	\$	-	Sub3 CEI Tech Salary Cost	\$	Sub3 CEI Tech Fee Cost	
SUBCONTRACTOR3 NAME	Subcontractor3 Overhead Audited -- FIELD	\$	-	\$	-	\$	-
Subtotal		\$	90,441.85	\$	90,441.85	\$	8,139.77
Operating Margin (Fixed Fee Rate) (Usually 9%)		9.00%	\$	8,139.77			
Subtotal		\$	98,581.62				
SEPI Inc.	TOTAL PREMIUM LABOR - Prime Contractor	\$	1,507.98	Prime TOTAL CEI Tech Cost	\$		100,089.60
TGS Engineers	TOTAL PREMIUM LABOR - Subcontractor1	\$	-	Sub1 TOTAL CEI Tech Cost	\$		-
SUBCONTRACTOR2 NAME	TOTAL PREMIUM LABOR - Subcontractor2	\$	-	Sub2 TOTAL CEI Tech Cost	\$		-
SUBCONTRACTOR3 NAME	TOTAL PREMIUM LABOR - Subcontractor3	\$	-	Sub3 TOTAL CEI Tech Cost	\$		-
TOTAL DIRECT SALARY COST CEI TECHNICIANS		\$	100,089.60			\$	100,089.60

PROJECT MANAGEMENT/CONTRACT ADMINISTRATION

Position

Direct Labor

SEPI Inc.	Prime Contractor Project Manager	\$	3,697.92	Prime PM/CA Salary Cost		Prime PM/CA Fee Cost	
SEPI Inc.	Prime Contractor Overhead	133.61%	\$ 4,940.79	\$	8,638.71	\$	777.48
TGS Engineers	Subcontractor1 Project Manager	\$	500.00	Sub1 PM/CA Salary Cost	\$	Sub1 PM/CA Fee Cost	
TGS Engineers	Subcontractor1 Overhead	157.24%	\$ 786.20	\$	1,286.20	\$	115.76
SUBCONTRACTOR2 NAME	Subcontractor2 Project Manager	\$	-	Sub2 PM/CA Salary Cost	\$	Sub2 PM/CA Fee Cost	
SUBCONTRACTOR2 NAME	Subcontractor2 Overhead	\$	-	\$	-	\$	-
SUBCONTRACTOR3 NAME	Subcontractor3 Project Manager	\$	-	Sub3 PM/CA Salary Cost	\$	Sub3 PM/CA Fee Cost	
SUBCONTRACTOR3 NAME	Subcontractor3 Overhead	\$	-	\$	-	\$	-
Subtotal		\$	9,924.91	\$	9,924.91	\$	893.24
Operating Margin (Fixed Fee Rate) (Usually 9%)		9.00%	\$	893.24			
TOTAL DIRECT SALARY COST PM/CA		\$	10,818.15			\$	10,818.15

APPENDIX D (continued)

PROJECT DIRECT EXPENSES

TOTAL DIRECT EXPENSES \$ 9,723.00

AGREEMENT COSTS AND FEES SUMMARY

Direct Salary Cost CEI Technicians \$ 100,089.60
Direct Salary Cost Project Management/Contract Administration \$ 10,818.15
Project Direct Expenses \$ 9,723.00
TOTAL AGREEMENT COSTS AND FEES \$ 120,630.75

SEPI Inc. Facilities Cost of Capital (Prime Contractor TECHNICIANS) FIELD 0.740% \$ 310.19
SEPI Inc. Facilities Cost of Capital (Prime Contractor PROJECT MANAGER) HOME 0.740% \$ 27.36
TGS Engineers Facilities Cost of Capital (Subcontractor 1 TECHNICIANS) FIELD 0.140% \$ -
TGS Engineers Facilities Cost of Capital (Subcontractor 1 PROJECT MANAGER) HOME 0.140% \$ 0.70
SUBCONTRACTOR2 NAME Facilities Cost of Capital (Subcontractor 2 TECHNICIANS) FIELD \$ -
SUBCONTRACTOR2 NAME Facilities Cost of Capital (Subcontractor 2 PROJECT MANAGER) HOME \$ -
SUBCONTRACTOR3 NAME Facilities Cost of Capital (Subcontractor 3 TECHNICIANS) FIELD \$ -
SUBCONTRACTOR3 NAME Facilities Cost of Capital (Subcontractor 3 PROJECT MANAGER) HOME \$ -

TOTAL Non-DIRECT SALARY COST CEI TECHNICIANS & PM/CA \$ 338.25

TOTAL DIRECT and NON-DIRECT SALARY COST CEI TECHS & PM/CA \$ 111,246.00

Contingency

TOTAL AGREEMENT AMOUNT \$ 120,969.00

FOR STAND-ALONE PURCHASE ORDERS ONLY -- ADDITIVE:

STAND-ALONE PO WILL BE WRITTEN FOR THIS AMOUNT:

MANHOURS TECHNICIANS	1140
MANHOURS PROJECT MANAGEMENT	74
TOTAL MANHOURS	1214
LABOR COSTS	\$ 111,246.00
DIRECT EXPENSES	\$ 9,723.00
TOTAL COSTS	\$120,969.00

PRIME DIRECTS COST	\$	9,600.41
SUB1 DIRECTS COST	\$	122.59
SUB2 DIRECTS COST	\$	-
SUB3 DIRECTS COST	\$	-
	\$	9,723.00

Prime TOTAL CoC Cost \$ 337.55 PRIME TOTAL D&ND Salary COST \$ 109,843.34

Sub1 TOTAL CoC Cost \$ 0.70 Sub1 TOTAL D&ND Salary COST \$ 1,402.66

Sub2 TOTAL CoC Cost \$ - Sub2 TOTAL D&ND Salary COST \$ -

Sub3 TOTAL CoC Cost \$ - Sub3 TOTAL D&ND Salary COST \$ -

\$ 338.25 \$ 111,246.00

TOTAL AGREEMENT AMOUNT \$ 120,969.00

Total Labor Cost
\$43,425.78

**ENGINEERING AND INSPECTION - TECHNICIANS
DIRECT LABOR COST SUMMARY
Lincolnton - NC 27 Sidewalk Connector CEI
PRIME CONTRACTOR NAME**

CALENDAR YEAR 2020												
Personnel Classification / Employee Name	Regular Hours ¹	Overtime Hours ²	Total Hours	Regular Rate ³	Regular Labor Cost	Overtime Hours	Overtime Rate	Overtime Labor Cost	Shift Premium Hours	Shift Premium Rate	Shift Premium Labor Cost	Total Labor Cost
Jeff Heatherly TT IV	825	82	907	\$ 36.77	\$ 33,350.39	82	\$ 18.39	\$ 1,507.98		\$ 3.68	\$ -	\$ 34,858.37
Jeremy Wright Construction Manager	165		165	\$ 36.77	\$ 6,067.05	0	\$ 18.39	\$ -		\$ 3.68	\$ -	\$ 6,067.05
Denise Del Santo TT IV	68		68	\$ 36.77	\$ 2,500.36	0	\$ 18.39	\$ -		\$ 3.68	\$ -	\$ 2,500.36
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
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			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
			0	\$ -	\$ -	0	\$ -	\$ -		\$ -	\$ -	\$ -
TOTALS	1058	82	1140		\$ 41,917.80	82		\$ 1,507.98	0		\$ -	\$ 43,425.78

NOTES:

¹ Estimated 165 hours / month

² Estimated 10% of Regular Hours

³ Rates shown are Maximum Allowable Rates for purposes of establishing the Project CEI budget.

Actual Reimbursable Rates will be approved by the DEPARTMENT for each technician and shall not exceed the maximum allowable rates established for the classification.

TOTAL PREMIUM LABOR \$ 1,507.98
--

**ENGINEERING AND INSPECTION - TECHNICIANS
DIRECT LABOR COST SUMMARY**
Lincolnton - NC 27 Sidewalk Connector CEI
PRIME CONTRACTOR NAME

GRAND TOTAL FOR ALL CALENDAR YEARS 2020 TO 0

Personnel Classification / Employee Name	Regular Hours ¹	Overtime Hours ²	Total Hours	Regular Rate ³	Regular Labor Cost	Overtime Hours	Overtime Rate	Overtime Labor Cost	Shift Premium Hours	Shift Premium Rate	Shift Premium Labor Cost	Total Labor Cost
TOTALS	1058	82	1140		\$41,917.80	82		\$1,507.98	0		\$0.00	\$43,425.78

TOTAL PREMIUM LABOR \$ 1,507.98

NOTES:

¹ Estimated 165 hours / month² Estimated 10% of Regular Hours³ Rates shown are Maximum Allowable Rates for purposes of establishing the Project CEI budget.

Actual Reimbursable Rates will be approved by the DEPARTMENT for each technician and shall not exceed the maximum allowable rates established for the classification.

Total Labor Cost
\$ 3,697.92

Robert J. Stroup:
Overtime is not allowed for
PROJECT MANAGERS.

ENGINEERING MANAGEMENT/CONTRACT ADMINISTRATION
DIRECT LABOR COST
Lincolnton - NC 27 Sidewalk Connector CEI
SEPI Inc.

CALENDAR YEAR **2020**

Personnel Classification / Employee Name ¹	Regular Hours	Overtime Hours	Total Hours	Regular Rate	Regular Labor Cost	Overtime Hours	Overtime Rate	Overtime Labor Cost	Total Labor Cost
Chris Corriher (QA/QC)	16		16	\$ 57.70	\$ 923.20	0	\$ 28.85	\$ -	\$ 923.20
			0		\$ -	0	\$ -	\$ -	\$ -
Mike Taylor P E (Construction Documents)	40		40	\$ 62.50	\$ 2,500.00	0	\$ 31.25	\$ -	\$ 2,500.00
Tyler Neal Traffic Engineer (Contract Doc)	8		8	\$ 34.34	\$ 274.72	0	\$ 17.17	\$ -	\$ 274.72
TOTALS	64	0	64		\$ 3,697.92	0	\$ 77.27	\$ -	\$ 3,697.92

¹ One Management visit for prime firm is reimbursable every quarter
One Management visit from subcontractors is reimbursable two times per year

ENGINEERING MANAGEMENT/CONTRACT ADMINISTRATION
DIRECT LABOR COST SUMMARY
Lincolnton - NC 27 Sidewalk Connector CEI
SEPI Inc.

CALENDAR YEAR 2020 TO 0

Personnel Classification / Employee Name ¹	Regular Hours	Overtime Hours	Total Hours	Regular Rate	Regular Labor Cost	Overtime Hours	Overtime Rate	Overtime Labor Cost	Total Labor Cost
TOTALS	64	0	64		\$ 3,697.92	0		\$ 0.00	\$ 3,697.92

¹ One Management visit for prime firm is reimbursable every quarter

One Management visit from subcontractors is reimbursable two times per year

Total Labor Cost
\$ 500.00

**ENGINEERING MANAGEMENT/CONTRACT ADMINISTRATION
DIRECT LABOR COST**

*Lincolnton - NC 27 Sidewalk Connector CEI
TGS Engineers*

CALENDAR YEAR 2020

Personnel Classification / Employee Name ¹	Regular Hours	Overtime Hours	Total Hours	Regular Rate	Regular Labor Cost	Overtime Hours	Overtime Rate	Overtime Labor Cost	Total Labor Cost
Ray Elliott Structural Engineer	10		10	\$ 50.00	\$ 500.00	0	\$ 25.00	\$ -	\$ 500.00
			0		\$ -	0	\$ -	\$ -	\$ -
			0		\$ -	0	\$ -	\$ -	\$ -
			0		\$ -	0	\$ -	\$ -	\$ -
TOTALS	10	0	10		\$ 500.00	0	\$ 25.00	\$ -	\$ 500.00

¹ One Management visit for prime firm is reimbursable every quarter

One Management visit from subcontractors is reimbursable two times per year

ENGINEERING MANAGEMENT/CONTRACT ADMINISTRATION
DIRECT LABOR COST SUMMARY
Lincolnton - NC 27 Sidewalk Connector CEI
TGS Engineers

CALENDAR YEAR 2020 TO 0

Personnel Classification / Employee Name ¹	Regular Hours	Overtime Hours	Total Hours	Regular Rate	Regular Labor Cost	Overtime Hours	Overtime Rate	Overtime Labor Cost	Total Labor Cost
TOTALS	10	0	10		\$ 500.00	0		\$ 0.00	\$ 500.00

¹ One Management visit for prime firm is reimbursable every quarter

One Management visit from subcontractors is reimbursable two times per year

**CONTRACT ENGINEERING AND INSPECTION
DIRECT EXPENSES
FIELD EQUIPMENT AND SUPPLIES FURNISHED BY
Lincolnton - NC 27 Sidewalk Connector CEI**

TOTAL DIRECT COSTS: \$ 9,723.00

* Vehicle Base Rates per M. L. Sylvester, PE memo dated January 5, 2017 entitled "Vehicle Base Rates for Construction Engineering & Inspection".

Phones, Computers, iPads, Data Plans, Wifi, ...etc. are in Overhead.

** Nuclear Gauge monthly reimbursement rate per M. L. Sylvester, PE memo dated May 13, 2019 entitled "Reimbursement for Private Engineering Firm Furnished Nuclear Gauge".

Item No.	Description	Months	Quantity	Unit	Unit Price	Unit Tax	Total Unit Cost	Salvage Value	Total Cost
1	Project Vehicles - 2 wheel drive - # Vehicles *			veh-mo	\$770.00		\$ 770.00		\$ -
2	Gas Reimbursement: 2-WD @ \$0.15 per mile Gas reimbursement based on \$2.40/gal/16 mpg			miles	\$0.15				\$ -
3	Project Vehicles - 4 wheel drive - # Vehicles *	5	1.1	veh-mo	\$840.00		\$ 840.00		\$ 4,620.00
4	Gas Reimbursement: 4-WD @ \$0.17 per mile Gas reimbursement based on \$2.40/gal/14mpg	5	2000	miles	\$0.17				\$ 1,700.00
5	Project Vehicles - Survey Vehicle - # Vehicle			veh-mo			\$ -		\$ -
6	Gas Reimbursement: Survey Vehicle @ \$TBD per mile Gas reimbursement based on \$TBD/gal/TBD mpg			miles			\$ -		\$ -
7	Communication (# mobile phones) -- RECOVERED THROUGH FIRM'S OVERHEAD.			mo			\$ -		\$ -
8	Survey Equipment			Actual Cost (Not-to-Exceed)			\$ -		\$ -
9	Troxler 3450 Thick Nuclear Gauges (Rent/Purchase) -- MONTHLY REIMBURSEMENT RATE = \$400/month. **			gauge-month	\$ 400.00		\$ 400.00		\$ -
10	Leak Test, Calibration, Cleaning and Lubrication -- INCLUDED IN MONTHLY REIMBURSEMENT RATE ABOVE. **			yr			\$ -		\$ -
11	Yearly NCDENR License Fee of -- INCLUDED IN MONTHLY REIMBURSEMENT RATE ABOVE. **			yr			\$ -		\$ -
12	Quarterly Testing of 10 Badges per test -- INCLUDED IN MONTHLY REIMBURSEMENT RATE ABOVE. **			yr		\$ -	\$ -		\$ -
13	Mounted Transportation Box -- INCLUDED IN MONTHLY REIMBURSEMENT RATE ABOVE. **			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
14	Safety Harness w/ 2 Lanyards			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
15	Field Office (Rent Monthly)			mo		\$ -	\$ -		\$ -
16	Field Office Set up			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
17	Utilities (Monthly)			mo		\$ -	\$ -		\$ -
18	Office Furniture			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
19	Monthly Office supplies (\$50 per month) -- IF PEF PROVIDES A FIELD OFFICE -- RECOVERED THROUGH FIRM'S OVERHEAD.			mo		\$ -	\$ -		\$ -
20	Computer (LAPTOP) -- HAS A \$300.00 SALVAGE VALUE (CALCULATED AUTOMATICALLY). -- RECOVERED THROUGH FIRM'S OVERHEAD.			Actual Cost (Not-to-Exceed)		\$ -	\$ -	\$ -	\$ -
21	Concrete Air Pot			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
22	Concrete Slump Cone			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
23	Conventional Density Equipment Set			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
24	Copier			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
25	Copier Maintenance (yearly)			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
26	Fax			Actual Cost (Not-to-Exceed)		\$ -	\$ -		\$ -
27	Trips by Project Management								
28	PEF Prime = 2 trips per year @ 80 miles (Total # of Trips)		160	mi	\$ 0.575		\$ 0.575		\$ 92.00
29	PEF Subconsultant1 = 2 trips per year @ miles (Total # of Trips)			mi	\$ 0.575		\$ 0.575		\$ -
30	PEF Subconsultant2 = 2 trips per year @ miles (Total # of Trips)			mi	\$ 0.575		\$ 0.575		\$ -
31	PEF Subconsultant3 = 2 trips per year @ miles (Total # of Trips)			mi	\$ 0.575		\$ 0.575		\$ -
32	-- Miscellaneous Direct Costs, etc. --								\$ -
33	Measuring Wheel	1	1	Ea	\$ 80.000	\$ -	\$ 80.000		\$ 80.00
34						\$ -	\$ -		\$ -
35	Chase Indicator	1	1	Ea	\$ 35.000	\$ -	\$ 35.000		\$ 35.00
36	Wheel Barrow	1	1	Ea	\$ 120.000	\$ -	\$ 120.000		\$ 120.00
37	Lab Fee	1	1	LS	\$ 2,926.000	\$ -	\$ 2,926.000		\$ 2,926.00
38	6 Sets of Large Plans 42" x 72", 25 Pages / Set	1	150	EA	\$ 1.000	\$ -	\$ 1.000		\$ 150.00
39	Miscellaneous					\$ -	\$ -		\$ -
40	Miscellaneous					\$ -	\$ -		\$ -
41	Miscellaneous					\$ -	\$ -		\$ -
42	Miscellaneous					\$ -	\$ -		\$ -

TOTAL DIRECT COSTS: \$ 9,723.00

ITEM #

4e

CONTRACT

(C-04-20)

Approval of Contract for the
2020 Alive After Five Concert
Series Events

CONTRACT

STATE OF NORTH CAROLINA
COUNTY OF LINCOLN

THIS CONTRACT AND AGREEMENT made and entered into on this the 7th day of May, 2020, by and between **THE DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.**, a corporation existing and doing business under the laws of the State of North Carolina, party of the first part, (hereinafter referred to as DDA), and the **CITY OF LINCOLNTON**, a municipal corporation created and existing under the laws of the State of North Carolina, party of the second part, (hereinafter referred to as CITY);

W I T N E S S E T H:

The parties to this Contract hereby recite and declare that:

- a. Section 131.01 of the Code of Ordinances of the City of Lincolnton was so amended by the Lincolnton City Council at its regular meeting on April 4th, 2002 to allow the City to authorize and regulate the possession and consumption of malt beverages and unfortified wine on the public streets, alleys, and parking lots which have been temporarily closed to regular traffic for special events.
- b. The DDA is the sponsor, promoter, and operator of the event known as the “Lincolnton Alive After Five” events, which will be staged in downtown Lincolnton on Thursday June 25, July 30, August 27, and September 17, 2020.
- c. At the request of the DDA, the City Council agreed, subject to the provisions and conditions hereinafter set forth, to allow the DDA to administer the sale and sampling of malt beverages, unfortified wine and distilled spirits to the public within the designated event area between Court Square and Poplar Street at designated location(s) and to supervise and monitor the consumption of said alcoholic beverages at and during the “Lincolnton Alive After Five” events in downtown Lincolnton in 2020.

NOW, THEREFORE, in consideration of the reasons and facts recited above, the mutual promises and covenants of the parties as herein set out and for other good and valuable consideration, the receipt of which is hereby respectively acknowledged by the parties, the parties agree as follows:

I.

That in accordance with and subject to the terms and conditions herein set forth, the DDA is authorized to administer the sale and sampling of malt beverages, unfortified wine and distilled spirits to the public at its “Lincolnton Alive After Five” events, which are scheduled to be held on Thursday June 25, July 30, August 27, and September 17, 2020.

II.

That all alcoholic beverages sold and served at the event will be sold and consumed within the confines of the designated event area, the location of which must be approved by the City. The DDA agrees to obtain, pay for, and comply with all governmental permits and licenses necessary for the sale and consumption of the alcoholic beverages.

That DDA agrees to provide at its expense capable and competent personnel to administer and monitor the sale, sampling and consumption of alcoholic beverages for the duration of the event. The DDA agrees that its personnel will exercise all due care and circumspection to refuse service or sale of alcoholic beverages to any minor or to any person who may appear to be under the influence of alcohol or any controlled substance.

That DDA will not sell or allow the consumption of any alcoholic beverage before 6:00 p.m. or after 10:00 p.m. on the day of each event.

III.

That DDA hereby agrees to indemnify and hold the City and its employees harmless from any claims, causes of action, loss or injury resulting from the sale and sampling of alcoholic beverages and subsequent consumption thereof by the public at the “Lincolnton Alive After Five” events. That DDA agrees to defend the City against any such claims of loss or injury filed against the City.

IV.

That DDA will obtain and pay for liability insurance coverage (in an amount satisfactory to the City) for itself and the City as a result of the sale of alcoholic beverages on the streets of the City during the “Lincolnton Alive After Five” events. That DDA will promptly provide a copy of said insurance policy (ies) to the City. All policies will designate the City as a named insured.

V.

That the City reserves the exclusive right to modify, cancel, and rescind this Contract at any time hereafter if, in its sole discretion, the sale and consumption of alcoholic beverages at any “Lincolnton Alive After Five” event has resulted in problems that are detrimental to the health, welfare, or well-being of the City or its citizens.

VI.

That it is further understood and agreed by both parties that no promises or agreements not herein expressed have been made to or by either party hereto, and that this Contract contains the entire agreement between the parties hereto, and that the terms and conditions of the Contract are contractual and not a mere recital.

VII.

That this Contract may be amended only by written instrument signed and executed by the parties hereto.

IN WITNESS WHEREOF, the party of the first part has caused this instrument to be signed in its corporate name by its duly-authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, and the party of the second part has caused this instrument to be signed by its Mayor and attested by its Clerk, the day and year first above written.

DOWNTOWN DEVELOPMENT ASSOCIATION OF LINCOLNTON, INC.

By: _____
Tommy Huskey, Chairman

Attest:

Betty Flohr, Executive Director

CITY OF LINCOLNTON

By: _____
Ed Hatley, Mayor

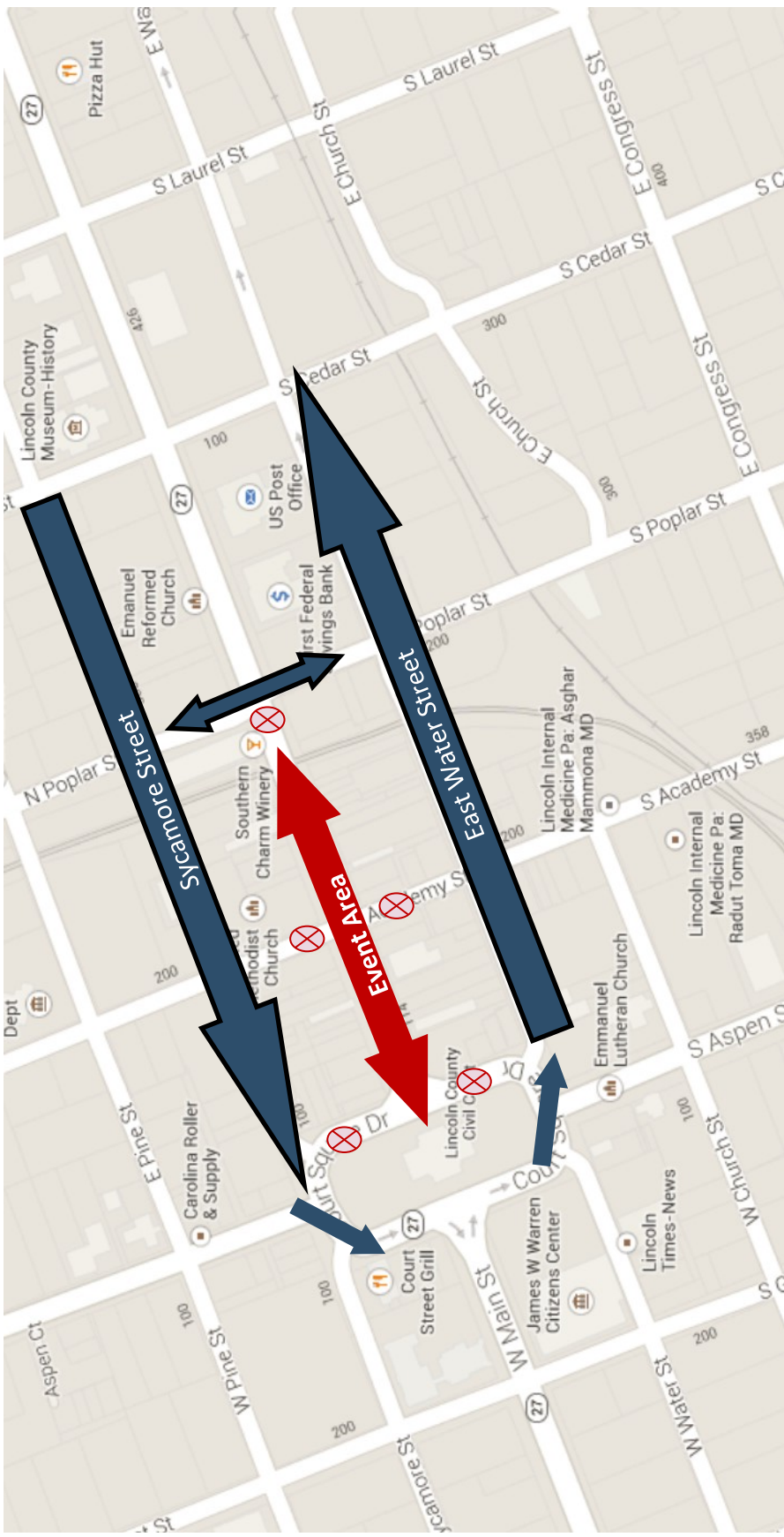
Attest:

Daphne Ingram, City Clerk (**Municipal Seal**)

2020 Lincoln Alive After Five Concert Series Event Map

Thursdays; 6/25, 7/30, 8/27, & 9/17; 6pm - 10pm

Downtown Development Association



Set Up Time: 4pm to 6pm
Stage: Noon Start

Vendor Arrival: 5pm - 6pm

Breakdown: 10pm - 11pm



HARD Block



Barricade



Detour Route



Street Closure, Event Area

ITEM #

4f

CONTRACT

(C-05-20)

Consideration of approval of
Fire and Rescue Services
Agreement with Lincoln County

STATE OF NORTH CAROLINA

FIRE AND RESCUE SERVICES AGREEMENT

LINCOLN COUNTY

THIS FIRE AND RESCUE SERVICES AGREEMENT (the “Agreement”), is made and entered into this the _____ by and between LINCOLN COUNTY, hereinafter referred to as the “County,” and The City of Lincolnton, hereinafter referred to as the “City.” (collectively, the “Parties” and individually as a “Party”).

WITNESSETH:

WHEREAS, the City’s fire department (the “Department”) in Lincoln County has a recognized history of dedicated service, having provided essential fire protection and other related emergency services to the citizens of Lincoln County for all of the years of its existence; and

WHEREAS, the County and City desire to contract with each other for the mutually-agreed and mutually-recognized goal of attempting to achieve the highest levels of protection to the persons who live, work and/or are otherwise present in the County; and

WHEREAS, **North Carolina General Statutes §69-25.5** states that counties may provide for fire and rescue protection in a designated district by contracting with any incorporated nonprofit volunteer or municipal fire department; and

WHEREAS, this Agreement is authorized by **North Carolina General Statutes Sections 153A-11, 153A-13, N.C.G.S. Chapter 153A, Article 11, and N.C.G.S. Chapter 160A, Article 20;** and

WHEREAS, the fire districts of Lincoln County shall have boundaries defined by descriptions on file in the Lincoln County Fire Marshal’s Office; and

WHEREAS, the City has secured equipment, land and buildings for the operation of the Department; and

WHEREAS, the County is contracting with the City to allow the City’s Department to provide service within the area as further defined in Section 1(10) (the “District”).

NOW, THEREFORE, in consideration of the mutual benefits inuring to the parties hereto, and based upon the mutual covenants contained herein and the considerations stated therein, the parties do hereby covenant and agree as follows:

SECTION 1 – DEFINITIONS

1. Agreed-Upon Procedure: Omitted.
2. Agreement: This Fire and Rescue Services Agreement, together with Exhibits “A,” “B” and “C,” each of which is incorporated herein by reference as an integral part of this Agreement.
3. Applicable Law: This Agreement shall be governed by and interpreted in accordance with the laws of the State of North Carolina.

4. Board of Commissioners: The Lincoln County Board of Commissioners.
5. Omitted
6. Capital Expenditure: All expenditures for or purchases of buildings, building additions, alterations, repairs or improvements and all expenditures for or purchases of additional or replacement furniture, machinery, vehicles or equipment, hardware or software, where the cost of such expenditure or purchase is twenty thousand dollars (\$20,000.00) or more.
7. Capital Improvement Plan (CIP): A short-range plan, usually four (4) to ten (10) years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.
8. Capital Item: The actual property which was purchased or otherwise received for the benefit of the Department as a Capital Expenditure.
9. CPA: Certified Public Accountant.
10. District: The designated area that the Department is contracted to serve, as further described on the Fire Districts Map, attached hereto as Exhibit "C," and known as the Boger City Fire District.
11. Effective Date: The effective date is July 1, 2020.
12. EMS: Lincoln County Emergency Medical Services.
13. Existing Debt: Any legally enforceable secured or unsecured obligation to pay money existing prior to this Agreement.
14. Fire Chief: The Chief of the Department.
15. Fire Districts Map: The most current version of the Lincoln County Fire Insurance Districts Map on file in the office of the Fire Marshal.
16. Fire Marshal: The Lincoln County Fire Marshal.
17. Fiscal Year: July 1st through June 30th.
18. GAAP: Generally accepted accounting principles.
19. GAAS: Generally accepted auditing standards.
20. Incident Commander: Department employee with management responsibility of a fire
21. Services: Fire protection, emergency rescue, medical first responder, and associated emergency-related services, and those activities undertaken by the Department, including but not limited to those services included in Section 3 of the Agreement.

SECTION 2 - PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which the County will contract with the City, to establish the standards of the Department for providing the Services, including, firefighting and fire prevention services and other emergency services during emergencies and disasters, and to provide for efficient firefighting and emergency services to the persons who live, work and/or are otherwise present in the County.

SECTION 3 - SERVICES FURNISHED BY THE DEPARTMENT

The City shall provide the Department's Services throughout the District and elsewhere in accordance with the standards and other requirements in a manner that complies with all Applicable Law, including by illustration, but not limited to, those applicable rules and regulations of the North Carolina Department of Insurance and the Insurance Services Office, Inc. The City further shall cause its Department to provide the Services to all persons and property present in its assigned District throughout the District in accordance with the standards and other requirements set forth in this Agreement in a professional, efficient, and workmanlike manner.

The City shall cause the Department provide the following services:

- (1) To furnish and provide continuing fire protection service and other emergency services to all residents of the Fire District, to all persons present in the Fire District, and to all real and personal property lying within the boundaries of the Fire District and other areas of the County on the basis of automatic/mutual aid agreements with other fire departments within the County for the benefit of the residents of Lincoln County and for the benefit of other persons present in Lincoln County;
- (2) To endeavor in good faith and with due diligence to dispatch upon the call of any person within the District the equipment necessary to answer the call and adequate personnel to operate such equipment in the judgment of the Chief of the Department or his/her designee;
- (3) To respond and function at the EMS level as franchised through Lincoln County Emergency Medical Services and Lincoln County;
- (4) To provide rescue services if the Department holds a certification through the North Carolina Association of Rescue and Emergency Medical Services. Such services shall be performed inside the scope of practice of the certification(s) to the County and within the District and other locations when called to provide those services by the County or other fire department(s) or rescue squad(s);
- (5) To provide lifesaving and property protection measures as necessary;
- (6) To provide search and rescue;
- (7) To perform evacuation;
- (8) To respond to motor vehicle accidents;
- (9) To provide clearance of roadways to ensure the passage of emergency service apparatus, but the Department does not have to meet any standards when opening roads to emergency service apparatus, except as provided by law;
- (10) To perform hydrant flow and operational testing on the hydrants in the District and the Department shall make notes of work that needs to be done and turn hydrant repair work orders into Lincoln County Public Works; and
- (11) To endeavor at all times and in good faith to respond to all emergency calls from the Communications Center, the Department Chief or his/her designee, or the County Fire Marshal when and where needed.

SECTION 4 - SERVICES FURNISHED BY THE COUNTY

In accordance with this Agreement, and at the County's sole expense above and beyond those funds allocated to the Department pursuant to this Agreement, the County shall furnish the following services to the Department:

- (1) 911 communications and dispatch;
- (2) Fire investigation services when requested by the Incident Commander;
- (3) Emergency scene assistance services in support of the Department's efforts;
- (4) Maintenance of the County radio system and the Department's radios and pagers;
- (5) Assist the Department with fire prevention and community awareness programs within the District;
- (6) Provide a staffed EMS ambulance and/or medical services rehab unit with certified Advance Life Support (ALS) personnel on all structure fires or other emergency scenes, when requested by the Department.
- (7) Provide a staffed EMS ambulance and medical services rehab unit as requested on scene of any live fire training within the District, with the Department giving thirty (30) days' notice to EMS of such live fire training;
- (8) Provide inspections of all public buildings within the District as set forth in the North Carolina Building Code and the North Carolina General Statutes as well as investigations of fires, arsons, fire deaths, and fire injuries within the District as requested by the Department;
- (9) Provide National Fire Protection Association resource materials on fire prevention, instructional or fire service standards that shall be available through the Fire Marshal's office;
- (10) Provide incident reporting software, and when applicable and necessary, software updates and annual software support, with the accompanying mutual understanding that any and all personal information and data entered into such software shall be the sole and exclusive property of the Department, except as may otherwise be required by law or by court order;
- (11) Assist with training the Department's staff in the National Incident Management System; and
- (12) Furnish the Department with such additional services and support as are reasonably needed and as are mutually agreed between the County and the City as circumstances may dictate from time to time.

SECTION 5

Omitted.

SECTION 6 - INSURANCE SERVICES OFFICE RATING

The City shall cause the Department to engage at all times in such efforts as to maintain, or improve, its rating as of the Effective Date of this Agreement with the North Carolina Department of Insurance and the Insurance Services Office, Inc., ("ISO") throughout the term of this Agreement. The City agrees that in no event shall the Department have an ISO rating worse than a 9S within five (5) road miles of the main station or substation(s), and 9E outside five (5) road miles but within six (6) miles of the main station or substation(s). If the Department has any district that lies further than six (6) road miles from their main station or substation and is classified as a Class 10 rated area, the City shall cause the Department to endeavor in good faith and with due diligence to work with the County to eliminate such areas. In the event that the Department's ISO rating is lost solely by the Department's inability to meet the required ISO standards or the Department is placed on probation by the North Carolina Department of Insurance, the City shall cause the Department immediately to

undertake and to implement such reasonable actions as are necessary to attempt in good faith to improve and/or increase its ISO rating to a level reasonably achievable under the circumstances as they exist at that time and to prepare and submit a plan to the County which sets forth how it plans to obtain its previous ISO rating again within a one (1) year period. This plan should include specific steps to be taken to attain the previous ISO rating, including, without limitation, a project timeline and costs associated, if any, and will accept other recommendations from the County for corrective action. The City shall implement this plan, subject to availability of funds appropriated by the County under this Agreement.

The City shall also allow periodic inspections of the Department by the Lincoln County Fire Marshal's Office for the purpose of determining that the Department is meeting the standards set forth by the North Carolina Department of Insurance for its rating class and the inspection is at the County's discretion and may be without notice. The County Fire Marshal shall file a written report with the County Manager verifying that the Department meets or does not meet the minimum requirements of the North Carolina Department of Insurance for their rating class. In the event that the Department does not meet minimum requirements as specified, the procedure set forth in Section 11 shall be followed.

In the event the County is found to be at fault either in whole or in part for the Department's loss of its ISO rating, the County shall devise a mutually agreed upon plan with the Department to restore the rating as soon as possible. For example: If the County's communication center or the County's water system receives a reduction of points from the ISO inspection, the County shall work with the Department to quickly improve its possible score related to the ISO rating.

Under this Section 6, the County shall not withhold funding if it is found to be at fault either in whole or in part for the Department's loss of its ISO rating.

SECTION 7 – RESPONSE TIMES

The City and the County acknowledge that response times are an essential component to providing an acceptable level of service to the community. The County and the City shall collaboratively monitor the Department's response times and develop strategies to address any response time concerns. Response time will be measured beginning with dispatch time as reported in the Computer Aided Dispatch ("CAD") Event Report and ending with the On Scene Time as reported in the CAD Event Report. Emergency Incident on scene times will be measured when the first Department apparatus arrives on scene. If the Department does not meet a goal(s) response time mutually agreed upon by the County and City, it will not be considered a breach of this Agreement or the performance standards required hereunder; however, the County and the City shall work jointly to develop strategies to assist the Department in attempting to meet its response time goals.

SECTION 8 - PROCESS FOR FIRE DEPARTMENT FUNDING

In order to establish the amount of the County's annual appropriation to the Department for the provision of Services, the City shall cause the Department to conform to the County's budget calendar and to cause the Department to participate in the County's budget process for adoption of the Fiscal Year budget. The City understands and agrees that this includes the Department's submittal of a budget request to the County Manager based on the Department's estimated costs for provision of the Services in the District for the upcoming Fiscal Year. The City shall cause the Department to provide in its budget submittal sufficient information, in a form specified by the

County and agreed upon by the City, for the County to determine the source(s) and estimated amounts of all revenues anticipated by the Department for the coming Fiscal Year.

The County shall provide the Department with a budget package on or before November 1st each year and the City shall cause the Department to submit its budget request broken down into three (3) groups of expenditure categories: (i) personnel, (ii) operating, and (iii) capital to the Fire Marshal's Office by February 1st of each year. Funds appropriated to the Department in these expenditure categories may only be spent within the designated expenditure category, provided, the Department may internally and in conformity with its fiduciary responsibilities as imposed by law, reallocate its funds from one category to another. Provided, that no such internal reallocation undertaken by the Department in a given Fiscal Year shall affect any budgetary allocation request in the next Fiscal Year. Also, as part of the budget process set forth herein, the City shall cause the Department to submit to the County a Capital Improvement Plan, which shall include a projected replacement schedule for Capital Items, for example a Department apparatus.

The County Manager, or his/her designee, shall make a budget recommendation to the Board of Commissioners. Pursuant to the budgetary authority set forth in N.C.G.S. § 159-13, the amount appropriated to the Department for Fiscal Year 2020-2021, and for any Fiscal Year thereafter that this Agreement remains in effect, is ultimately determined and adopted by the Board of Commissioners as deemed in the Board of Commissioners' discretion as sufficient and proper.

SECTION 9 - COLLECTION OF FIRE TAX

It is understood and agreed by the parties that the amount of the Fire Tax imposed by and through the Board of Commissioners must by necessity be an estimate of that required to generate anticipated revenues. The total amount of revenue generated will necessarily depend upon the collection rate in a given Fiscal Year. If the amount of revenue generated by a Fire Tax, when imposed, is greater than anticipated, the amount in excess of the approved total appropriations to the Department for provision of the Services will be delivered by the County to the Department for the sole benefit of the Department. Any such excess funds must be used by the Department only as so-called capital funds and not otherwise used in a fashion that would inadvertently but nonetheless artificially inflate future budget requests. The use of such 'excess funds' will be denoted in the following year's budget package.

SECTION 10 - PAYMENT OF FUNDS TO THE FIRE DEPARTMENT

The County shall pay for the benefit of the Department the amount appropriated by the Board of Commissioners for the Fiscal Year. The County shall remit payments to the Department no later than the 15th day of each month. Payments will be made in 11 (eleven) equal monthly deposits, each equal to 1/11th of the annual appropriation. If applicable, a 12th (twelfth) payment including any excess funds will be deposited in to the Department's account following collection of said funds. Lincoln County shall pay the City, for the benefit of the Department, all taxes which are levied and collected by Lincoln County for the District. The County shall disburse all appropriations by direct deposit into an account designated by the City for the Department.

SECTION 11 - SUSPENSION OF FUNDING

In the event the Department does not meet the minimum standards as set forth in Sections 6 and 16 in this Agreement that provide for the receipt of financial assistance, the monthly payments may be suspended by the County. In the event of such suspension, the parties understand and agree

that the Department's provision of fire protection and other emergency services is critical to the health, safety, and welfare of the citizens of Lincoln County. Therefore, upon the imminent withholding of financial assistance by the County for any reason, the parties shall cooperate and work together in good faith to facilitate the non-disruption of such services in such a manner that the health, safety, and welfare of the citizens are not compromised.

In the event deficiencies are found at the time of any inspection herein provided for under Section 6 or Section 17, the appropriate representative of the County shall notify the Chief of the Fire Department in writing of said deficiencies and shall state with specificity all items to be changed, improved, or stopped. The receipt of said notification by its Fire Chief shall constitute notice to the Department. After obtaining the written notification from the County detailing the deficiencies to the Department, the City shall have thirty (30) days to cure any such deficiencies.

At the expiration of the 30-day cure period as provided above, a second inspection shall be made to determine if the deficiencies have been cured. In the event that the deficiency or deficiencies have not been cured, and if in the reasoned opinion of the Fire Marshal, sufficient efforts to cure the deficiency or deficiencies have not been undertaken, the Fire Marshal shall notify the County Manager, the City Manager, and the Chief of the Fire Department in writing. The receipt of said notification by the City Manager or the Department's Fire Chief shall constitute notice to the Department. Upon receipt, the County Manager may suspend payments by the County to the Department until such time as the Department shall meet the minimum requirements as set forth herein.

In the event that the County, due to deficiencies within the Department, shall suspend any monthly payment, and such deficiencies are subsequently and timely corrected to meet minimum prescribed standards as set forth in Sections 6, and 17, the Fire Marshal shall review the suspension of payments and recommend to the County Manager whether the previously withheld payments should be reinstated and forwarded to the Department. The Fire Marshal shall report his/her recommendations in writing to the County Manager setting forth the reasons for recommending reinstatement or non-reinstatement of the previously suspended payments.

In the event that the City disagrees with the findings of the Fire Marshal's second inspection, the City may appeal the findings directly to the County Manager in writing within fifteen (15) days of the receipt of the Fire Marshal's report. If the City disagrees with the County Manager's decision regarding reinstatement of funding, it may appeal to the Board of Commissioners by filing written notice with the Clerk to the County Board of Commissioners within fifteen (15) days of the County Manager's decision.

If at any time in the above appeals process, the County or City reasonably believes that the Fire Marshal may be incorrect in the evaluation of the Department related to Section 6, the City or the County can request an external North Carolina Response Rating Schedule (NCRRS) subject matter expert to be hired to perform an evaluation of the Department and compare such evaluation to the Fire Marshal's findings to ensure accuracy. The hiring of the external subject matter expert shall be mutually agreed upon by both parties. Upon completion of the evaluation, the external subject matter expert shall supply both the City and the County Manager with a copy of the findings in a formal report. The report shall not be binding on the parties; however, the County shall consider such findings as a part of its decision regarding the potential suspension of funding under Section 11. The non-prevailing party shall bear the cost of the external subject matter expert evaluation.

SECTION 12 - BOOKS AND RECORDS

The City shall cause the Department to generate and maintain all required records and data and shall maintain such records and data in accordance with Generally Accepted Accounting Principles (GAAP). The County shall have reasonable access to all books, records and audit reports. The City shall provide adequate documentation of all of the Department's receipts and disbursements, including without limitation, those related to the expenditure of any funds appropriated and disbursed to the Department under this Agreement.

The County, or its authorized agent, at the County's sole expense may inspect and examine all records described above on a date and at a time mutually agreed upon between the County and the City, but in no event shall any such inspection and examination be undertaken on a date beyond thirty (30) days of the County's written request for such an inspection. All records, data, receipts and other documents examined by the County pursuant to this Section are and shall remain in the sole possession and ownership of the City. No such records, data, receipts and other documents, or any copy or duplication or summation thereof shall be removed from the premises of the Department.

SECTION 13 - LINCOLN COUNTY FIRE & RESCUE ASSOCIATION

The City shall cause the Department to participate, through membership, in the Lincoln County Fire & Rescue Association, Inc., and to meet the following objectives of the Lincoln County Fire & Rescue Association:

- i. To coordinate the efforts of the Fire Departments and the Rescue Squad of Lincoln County.
 - 1) To promote the exchange of information among all fire department and rescue squad;
 - 2) To assist in the training of all firefighters within Lincoln County;
 - 3) To keep all fire departments informed of the quality and quantity of equipment being used among the fire departments in Lincoln County; and
 - 4) To keep all fire departments informed about new or existing equipment, standard operating guidelines (SOG's) and compliances that other organizations are using.
- ii. To maintain a liaison with Lincoln County, the Fire Marshal's Office, Lincoln County Law Enforcement Agencies, the Board of County Commissioners of Lincoln County, and all other governmental agencies, which may be willing or able to assist in the promotion of fire protection; and
- iii. To keep all fire departments within Lincoln County abreast of the benefits (local, state and federal) available for the benefit of the firefighters and their families in all Lincoln County Fire Departments.

SECTION 14 - INSURANCE REQUIREMENTS

The Department shall maintain insurance coverage as specified in Exhibit "B." The Department may purchase such other coverages as it may deem appropriate for the protection of The Department, its employees, members or personnel.

SECTION 15 - INDEPENDENT CONTRACTOR

The City, including any board member, officer, employee, or agent of the City or the Department, is an independent contractor of the County and none shall be considered employees of

the County. The relationship between the parties shall be limited to the performance of this Agreement in accordance with its terms. The City shall cause the Department to operate and act as an independent contractor in accordance with the standards set forth herein, and the County shall not be responsible for any of the City's or the Department's acts or omissions. No liability for benefits, including, without limitations, such benefits as pension rights, or other provisions shall arise out of or accrue to any party, its officers, agents, or employees as a result of this Agreement or performance thereof.

SECTION 16 - INDEMNIFICATION

The City shall protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of any kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action arising solely and singularly out of any act or act of omission giving rise to any of the above and attributable to the Department, up to the limits of insurance as detailed herein.

SECTION 17 – FIRE, RESCUE AND MEDICAL REPORTS

The City shall cause the Department to complete an incident report immediately following all fires, or as soon thereafter as reasonably practicable. The City shall cause the Department to forward a copy of all incident reports to the Fire Marshal's Office in accordance with N.C.G.S. § 58-79-45.

The City shall cause the Department to make medical reports available to the County's EMS provider. The disclosure of medical reports or other data pertaining to personally identifiable health information shall be made to the EMS provider in accordance with all Applicable Law.

The above records can be inspected at any time by the Lincoln County Fire Marshal's Office and failure to complete the above may result in the suspension of monthly payments in accordance with Section 11 until such time as the reports are properly filed.

SECTION 18 - ANNUAL FINANCIAL AUDIT AND FINANCIAL INFORMATION

The City shall cause the Department to perform and prepare an audit with an accompanying management letter by and through a CPA firm.

The City shall cause the Department to provide the auditor with access to all records needed to prepare the audit and its accompanying management letter in accordance with the Agreed-Upon Procedure stipulated to by both the City and the County. The audit will be complete by December 31st of the then-current Fiscal Year, and the City shall provide the County a copy of such audit and accompanying management letter within thirty (30) days of completion.

In the event that the auditor identifies any deficiencies during the course of the audit, the City shall provide to the County an explanation for any such deficiencies as well as a plan of corrective action including timeframes for correction as is mutually-agreed upon in writing by both the City and County. Should the City be unwilling or unable to correct the deficiencies identified within the required timeframes, the County may terminate this contract in accordance with Section 29.

SECTION 19 - PUBLIC MEETINGS, RECORDS AND INPUT

Omitted.

SECTION 20 - DEPARTMENT TRAINING

The City shall cause the Department to adopt guidelines, no later than ninety (90) days from the Effective Date of this Agreement, which address appropriate initial training and continuing education of firefighters of the Department. These guidelines will ensure that such initial training and continuing education will strive in good faith to meet or exceed all requirements of the State of North Carolina, including, without limitation, a minimum standard of thirty-six (36) hours of fire training per Department member annually.

The City shall also cause the Department to maintain training records for each volunteer or employee on its roster. Training records shall indicate the following, including but not limited to the following: courses that have been completed, time spent in training for each course, the course dates, instructors, and the place course was held.

Appropriate information shall be entered into the Emergency Reporting Data Base on all training held by the Department or attended by its volunteers and employees.

Emergency Medical Education shall coordinate with the Lincoln County EMS Training Coordinator, in accordance with the Lincoln County System plan.

SECTION 21 - NEW FIRE STATIONS AND SUB-STATIONS

The City shall coordinate all construction of new facilities with the Fire Marshal and the Lincoln County Manager.

The County may, but is not required to, waive all fees related to building new stations or sub-stations.

Additionally, the County may, but is not required to, grant variances to the Unified Development Ordinance (UDO) to save public funds.

The City shall retain all control and decision-making authority regarding the bid process and/or the design-build process.

The City shall comply with all applicable laws related to the construction process of building a new station or sub-station.

SECTION 22 - DISASTER PLANNING

The County and the City shall cooperate in establishing disaster plans and in conducting exercises pursuant to disaster plans administered by the Lincoln County Department of Emergency Management.

SECTION 23 - FIRE INVESTIGATIONS

The City shall ensure that the Department officer in charge at all fire scenes attempts to determine the origin and cause of every fire. Further, the City shall ensure that when such officer in charge cannot effectively determine the origin and cause of a fire within the District, or if the cause is suspected to be incendiary in nature, such Department officer in charge shall request a representative

from the Fire Marshal's Office and law enforcement to conduct an investigation and provide scene security. The Department may also request a response from the Fire Marshal's Office for all situations that include injuries or deaths involving fires, explosions, or burns within the District.

All suspicious or incendiary wood, grass, or brush fires shall be reported immediately to the Lincoln County Forest Ranger and the fire scene shall be secured until the arrival of the Forest Ranger.

The City shall provide whatever reasonable assistance is needed by the Fire Marshal's Office staff and/or Lincoln County Forest Ranger at the fire scene.

The County shall, at the conclusion of the fire origin and cause determination, complete the investigation module of the incident report in the County's records management system and provide the Department with a copy of the County's incident report, in a timely manner for the Department's required entry into its fire reporting software.

SECTION 24 - NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a presidential directive that is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The City shall cause the Department to use NIMS on all incidents.

SECTION 25 - FIRE DISTRICT

The City shall cause the Department to endeavor at all times and in good faith to respond to all emergency calls in the District from the Communications Center, the Department Fire Chief or his/her designee, or the County Fire Marshal when and where needed.

SECTION 26 –MUTUAL AID AGREEMENTS

N.C.G.S. § 58-83-1, authorizes mutual aid assistance between fire departments whereby full authority may be exercised for fire departments to send firefighters and apparatus beyond the territorial limits which they normally serve.

The County by and through its Fire Marshal Office shall, if acceptable to the County, approve all Automatic/Mutual Aid Agreements that the City wishes to enact within the District. The agreed-upon standard for approval by the County shall be that the Department is not overextending its resources to the point that the Department's primary fire district would be unprotected at any time.

SECTION 27 - GOVERNING LAW AND VENUE; MEDIATION

This Agreement shall be governed by and in accordance with the laws of the State of North Carolina without regard to its conflict of laws rules. All actions relating in any way to this Agreement shall be brought in the General Courts of Justice in Lincoln County, North Carolina.

The Parties, prior to initiating any court action, shall first engage in good faith negotiations through mediation, which, unless the parties mutually agree otherwise, shall be in accordance with

the Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions adopted by the North Carolina Supreme Court and currently in effect. A request for mediation shall be filed in writing with the other party to this Agreement. The mediator must be certified by, and in good standing with, the North Carolina Dispute Resolution Commission. The parties agree to split the mediator's fee and any filing fees equally. The mediation shall be held in Lincoln County, North Carolina, unless another location is mutually agreed upon.

SECTION 28 - SEVERABILITY

The provisions herein are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties. The parties shall endeavor in good faith to replace any invalid, illegal, or unenforceable provisions with a valid provision, the rights and obligations of which come as close as practicable to that of the invalid, illegal, or unenforceable provision.

SECTION 29 - TERM AND TERMINATION

- 29.1 Term: This Agreement shall commence on the Effective Date and shall remain in full force and effect for an initial one (1) year period ("Initial Term") unless earlier terminated as provided herein. Upon the expiration of the Initial Term and each subsequent renewal term, this Agreement shall automatically renew for additional terms of one (1) year periods thereafter, based on the County's fiscal year period from July 1st thru June 30th of each year; unless modified by mutual Agreement or terminated by either party as provided herein.
- 29.2 Termination: This Agreement may be terminated as follows:
 - 29.2.1 For Cause: By either party hereto in the event the other party breaches any of its material obligations hereunder; provided, however, that the defaulting party shall have thirty (30) days to correct such breach after written notice is given by such non-breaching party specifying the alleged breach;
 - 29.2.2 Non-renewal: The parties hereto may terminate this Agreement upon written notice to the other party no later than sixty (60) days prior to (a) the expiration of the initial one (1) year term, or (b) the expiration of any one (1) year renewal period thereafter; and
 - 29.2.3 Insolvency: By either party hereto in the event the other party (i) is adjudicated insolvent, under state and/or federal regulation, or makes an assignment for the benefit of creditors; (ii) files or has filed against it, or has an entry of an order for relief against it, in any voluntary or involuntary proceeding under any bankruptcy, insolvency, reorganization or receivership law, or seeks relief as therein allowed, which filing or order shall not have been vacated within sixty (60) calendar days from the entry thereof; (iii) has a receiver appointed for all or a substantial portion of its property and such appointment shall not be discharged or vacated within sixty (60) calendar days of the date thereof; (iv) is subject to custody, attachment or sequestration by a court of competent jurisdiction that has assumed of all or a significant portion of its property; or (v) ceases to do business or otherwise terminates its business operations, is declared insolvent or seeks protection under any bankruptcy, receivership, trust deed, creditors arrangement or similar proceeding;

- 29.3 Notices: All notices required in this Section 29 shall be reasonably specific concerning the cause for termination and shall specify the effective date and time of termination.
- 29.4 Effect of Termination: Termination of this Agreement for any reason shall not release any party hereto from obligations incurred under this Agreement prior to the date of termination. All services required to be performed under the terms of this Agreement shall be provided through the effective date of termination.

SECTION 30 - NOTICES

All notices, reports, records, or other communications which are required or permitted to be given to the parties under this Agreement shall be sufficient in all respects and deemed received if given in writing and delivered in person; by overnight courier; or by registered or certified mail, postage prepaid, return receipt requested, to the receiving party at the following addresses:

IF TO LINCOLN COUNTY:

County Manager
353 N. Generals Blvd
Lincolnton, NC 28092

IF TO THE CITY:

City Manager
617 W. Sycamore Street
Lincolnton, NC 28092

SECTION 31 – AMENDMENT/ASSIGNMENT

This Agreement may not be amended, transferred or assigned by either party without the written consent of the other party to this Agreement.

SECTION 32 - DISPOSITION OF ASSETS IN EVENT OF COMPLETE DISSOLUTION

OMITTED.

SECTION 33 - DISPOSITION OF ASSETS IN EVENT OF A MERGER

OMITTED.

SECTION 34 - SALE OF FIRE DEPARTMENT PROPERTY

OMITTED.

SECTION 35 - E-VERIFY

Pursuant to N.C.G.S. § 143-133.3, the County is required to ensure entities with which it contracts, and the contractor's subcontractors, comply with Article 2 of Chapter 64 of the North

Carolina General Statutes. These are requirements related to the use of E-Verify. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. The City shall ensure that the Department and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

SECTION 36 - IRAN DIVESTMENT ACT

Pursuant to Article 6A of Chapter 143C of the North Carolina General Statutes, the County must require most entities with which it contracts, which would include the City under this Agreement, to certify that the entity is not identified on a list created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the “Final Divestment List”). This requirement is related to ensuring that entities with which local governments contract are not involved in investment activities in Iran. The City certifies that: (i) it is not listed on the Final Divestment List, and (ii) it will not utilize any subcontractor performing work under this Agreement which is listed on the Final Divestment List.

SECTION 37 - NO WAIVER

Failure of a party to enforce any of the provisions of this Agreement at any time, or to request performance by the other party pursuant to any provision of this Agreement shall in no way be construed as a waiver of any such provision, nor in any way affect the validity of this Agreement, or any part thereof, or the right of the non-enforcing party to enforce each and every provision of this Agreement.

SECTION 38 - MUTUALLY-DRAFTED AGREEMENT

The City and the County hereby acknowledge that each participated in the negotiation and drafting of this Agreement. Accordingly, the City and the County agree that any rule of construction of contracts allowing for the interpretation of this Agreement to be construed against the drafting party is inapplicable to this Agreement.

SECTION 39 - HEADINGS

The Section headings used herein are for reference and convenience only and shall not enter into or affect the interpretation and enforcement of this Agreement by either party.

SECTION 40 - ENTIRE AGREEMENT; MERGER

The terms and provisions herein contained constitute the entire agreement by and between the County and the Department and shall supersede all previous communications, representations, or agreements, either oral or written, between the parties hereto with respect to the subject matter hereof; except, that this Agreement shall not be construed to supersede any existing and applicable Mutual Aid Agreements.

SECTION 41 - COUNTERPARTS

This Agreement may be executed in several counterparts, all of which shall constitute one agreement binding on all parties hereto, notwithstanding that all parties have not signed the same counterpart.

SECTION 42 - AUTHORIZATION

Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

IN WITNESS WHEREOF the City, pursuant to a resolution duly adopted by its City Council, has caused this instrument to be duly executed in its name by the _____, and the County has caused this instrument to be duly executed in its name by the County Manager, pursuant to a resolution duly adopted by the County Board of Commissioners, and attested by its Clerk.

This ____ day of _____, 2020.

LINCOLN COUNTY

ATTEST:

Clerk to the County Board of Commissioners

by: _____
County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director, Lincoln County

CITY OF LINCOLNTON

ATTEST:

Clerk to the City Council

by: _____
City Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director, City of Lincolnton

OMITTED

EXHIBIT “A”

EXHIBIT “B” INSURANCE REQUIREMENTS

The City shall procure and maintain, during the life of this Agreement, contract, and the following insurance coverage:

1. Comprehensive Automobile Liability Insurance with combined single limits of at least \$1,000,000.00 per occurrence. Coverage shall be provided under a symbol “1”. Coverage shall apply, on an excess basis for hired, borrowed and non-owned vehicles. Coverage shall apply, on a primary basis, for commandeered vehicles. Volunteers or employees shall be considered Insured and volunteers and employees shall have coverage excess of their personal auto liability limits when they are using their vehicles on behalf of their insured department. Fellow members’ liability shall be provided. Auto pollution liability shall be included in the coverage.

Automobile collision and comprehensive coverage for emergency vehicles, other than private passenger vehicles, shall be provided on agreed value basis. Coverage shall apply to owned and/or leased vehicles. The Department should attempt to set the agreed value at an amount that will replace the vehicle with a new vehicle, built to similar specifications and brought up to current NFPA, DOT or other national specifications. Coverage shall apply, on a primary basis, to hired, borrowed and commandeered vehicles. Coverage will be on an actual cash value basis for the hired, borrowed and commandeered vehicles.

2. Comprehensive General Liability Insurance with limits of at least \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. The aggregate shall apply per named insured and per insured location. The policy shall include the following coverage: Volunteers or Employees as Insured, Medical Malpractice, Good Samaritan Liability Coverage, Intentional Acts Coverage for both Bodily Injury or Property Damage, fellow Member Liability, Non-owned Watercraft, Fire Damage Legal Liability with Limits of \$1,000,000.00, Pollution Liability arising out of Emergency Operations away from the Department’s Premises, Training Activities or Equipment Wash downs.
3. Umbrella Liability Insurance with Limits of at least \$ 1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The umbrella policy shall provide excess coverage over the Auto Liability Policy, General Liability Policy and the Employer’s Liability Section of the Workers Compensation Policy. Volunteers and employees shall be included as Insured.
4. Property Insurance protecting against the risk of direct physical loss or damage. The policy covering the building shall be written on a Guaranteed Replacement Cost Basis with coverage included for Building Ordinance, Flood and Earthquake. Coverage shall include the replacement cost of Commandeered Property including coverage for Loss of Use. The radios furnished by the County for base units shall be covered. Contents coverage shall be provided on a replacement cost basis. Coinsurance penalties shall not apply.
5. Portable Equipment Coverage protecting against the risk of direct physical loss or damage, including electrical surges. The radios provided by the County for use as mobile units shall be covered. Coverage shall be provided on a Guaranteed Replacement Cost Basis.

6. Provide, for the benefit of the Department and its volunteer staff, workers compensation insurance coverage. The County shall refund to the City the cost of the workers compensation insurance coverage required by this Agreement within 30 days of the City providing said cost to the County.
7. All policies related to this Agreement shall name the County of Lincoln as an additional insured. The City shall furnish the County with certificates of insurance showing the type of policy, limits of liability, name of insurance companies, policy numbers, effective dates and expiration dates of policies. In the alternative, if the City is self-insured it shall provide the County satisfactory proof that it has self-insured for the coverages and amounts required above.

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**EXHIBIT “C”
FIRE DISTRICT**

ITEM #

4g

BUDGET AMENDMENT

(BA-01-20)

Approval of amendment
to budget to amend the
General Fund

CITY COUNCIL
 Ed L. Hatley, Mayor
 Martin A. Eaddy, Mayor Pro-Tem
 Mary Frances White
 Roby D. Jetton
 Jim Watson



CITY MANAGER
 Steve Zickefoose, MBA
szickefoose@lincolntonnc.org
CITY CLERK
 Daphne Ingram
d Ingram@lincolntonnc.org
CITY ATTORNEY
 Thomas J. Wilson, Jr.

BA-01-20

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, 2020.

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

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION	INCREASE	DECREASE
4520	PUBLIC WORKS		(16,000.00)
4710	SOLID WASTE	55,000.00	
4910	PLANNING & ZONING		(18,000.00)
4930	BUSINESS & COMMUNITY DEVELOPMENT	290,000.00	-
6100	PARKS AND RECREATION		(11,000.00)
		<u>345,000.00</u>	<u>(45,000.00)</u>

This will result in a net change of \$ 300,000.00 expenditures of the General Fund.

Section 2: To amend the General Fund, the revenues are to be changed as follows:

OTHER SOURCES	
Sales Tax	200,000.00
APPROPRIATION FUND BALANCE	
Appropriation from Fund Balance	500,000.00
	<u>500,000.00</u>
	<u>200,000.00</u>

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

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION	INCREASE	DECREASE
7110	DISTRIBUTION AND COLLECTION	16,000.00	0.00
7100	WATER PLANT	20,000.00	
7120	WASTEWATER PLANT	9,500.00	0.00
7130	INTANGIBLES	480,500.00	
		<u>526,000.00</u>	<u>0.00</u>

Section 6: This will result in a net change of \$526,000.00 in the revenues of the Water & Sewer Fund.

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION	INCREASE	DECREASE
	CHARGES FOR SERVICE-WATER		(400,000.00)
	CHARGES FOR SERVICE-SEWER		(574,000.00)
	OTHER FINANCING SOURCES		
	APPROPRIATION FROM FUND BALANCE	1,500,000.00	
		<u>1,500,000.00</u>	<u>(974,000.00)</u>

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

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION	INCREASE	DECREASE
7200	ELECTRIC	389,000.00	-
	Retiree Health- \$33,000		-
	Capital- Police ITS Wiring- \$100,000		
	Capital- Line Truck - \$256,000		
		<u>389,000.00</u>	<u>0.00</u>

Section 8: This will result in a net increase of \$ 389,000.00 in the revenues of the Electric Fund.

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION	INCREASE	DECREASE
7200	ELECTRIC SALES	0.00	300,000.00
7200	APPROPRIATION FROM FUND BALANCE	689,000.00	
		<u>689,000.00</u>	<u>300,000.00</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 May, 2020.

 Daphne Ingram
 City Clerk

 Ed L. Hatley
 Mayor

ITEM #

5

OTHER BUSINESS

ITEM #

5a

PRESENTATION

2020-2021 Budget

Message/Fee

Schedule

29,518,391 CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Mary Frances White
Roby D. Jetton
Jim Watson



CITY MANAGER
Steve Zickefoose, MBA
szickefoose@lincolntonnc.org
CITY CLERK
Daphne Ingram
[dingram@lincolntonnc.org](mailto:d Ingram@lincolntonnc.org)
CITY ATTORNEY
Thomas J. Wilson, Jr.

May 7, 2020

BUDGET MESSAGE

**TO: Mayor and City Council Members
City of Lincolnton, North Carolina**

FROM: Steve Zickefoose, City Manager

Enclosed for your consideration is the proposed operating budget for the City of Lincolnton for fiscal year 2020-21. The budget includes five major funds, and totals \$30,500,391.

A public hearing will be held at the June City Council meeting to receive comments and questions from the general public regarding the proposed budget. The budget must be adopted by July 1, 2020. City Council may have as many budget work sessions as they choose leading up to the July 1st deadline.

The City Manager will be available leading up to the adoption of the budget to answer any questions from City Council or the public. A copy of the budget will be kept on file in the City Clerk's office up until its adoption.

The COVID-19 Pandemic has created predictability concerns for revenue projections. As a result, I have reduced revenue estimates for utilities and taxes accordingly. Fund Balance appropriations have increased where necessary to have a balanced budget. In addition, I am suggesting delaying the implementation of the Pay & Class Study as well as all non-essential purchases, including capital projects, until January, 2021.

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I. GENERAL FUND

The proposed General Fund budget is \$11,728,091. The General Fund contains the majority of city services, including public safety, solid waste, street, finance, planning and zoning, recreation, business and community development, and the human resources and city manager/city clerk's office. The General Fund budget as proposed will allow the city to continue providing the level of services that we have provided for our citizens for many years.

The Lincoln County Tax Department is projecting an increase in real property valuations for the City of approximately 3.5%. I am recommending that the tax rate remain at 56 cents.

The current fiscal year budget estimated sales tax revenue to be \$3,060,000. This is a four percent increase over the prior year. Due to COVID-19, I suggest that we adjust the projection to \$2,885,000. Another large source of revenue in the General Fund will be franchise tax, which is estimated to be \$855,000. Other revenues in the General Fund include contributions for administrative purposes from the Water and Sewer and Electric Funds. We also receive a payment in-lieu of taxes from these funds totaling an approximate \$400,000.

The City will continue to receive revenue from ABC sales, concessions from recreation related activities, and a reimbursement for providing a school resource officer to Lincolnton High School and Asbury Learning Center.

It is recommended that the City appropriates \$405,000 from the General Fund fund balance. This is for new furniture in the Police building and to fund other departmental capital items. The City still maintains an adequate fund balance percentage.

The City implemented a pay and class study in 2016-17 for all employees. In order to remain market competitive, a new study for one-third of employees will be completed each year. The cost to implement this for the general fund is \$163,180.

The capital items recommended in the budget total \$933,000. The 321 Sidewalk project makes up \$400,000 of this amount and is funded through state grants. The remainder of the capital items is for operational equipment and building improvements.

Department heads were asked to identify needs within their respective areas. These items were presented in the budget discussions with Council. In addition to reviewing these requests, I have used a zero based budget approach to reducing operational budget line items \$164,000. The resulting budget is a compromise between adjusting line items for requested additional needs versus determined actual needs.

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II. OCCUPANCY TAX FUND

The Occupancy Tax fund is no longer included in the City's operating budget and is reported as a component for reporting purposes only. The six member board that was created by City Council has full authority to appropriate the funds as they see fit. All the requirements of the initial enabling legislation are still in effect for the Tourism Authority to comply with.

III. POWELL BILL FUND

The proposed Powell Bill Fund budget is \$305,000. These funds will be used to continue our traditional street and sidewalk repairs. There will remain approximately \$200,000 of fund balance in this fund. Powell Bill proceeds continue to be a critical source of state revenue in assisting municipalities meets their street related needs.

IV. WATER AND SEWER FUND

The proposed Water and Sewer Fund is \$9,606,950. This fund is made up of four departments. These include Water Treatment Plant, Distribution and Collection, Waste Water Treatment Plant, and Intangibles. The water and sewer usage rates will remain the same for 2019-20.

Operational expenditures are increasing \$84,150, of which \$79,450 is from employee benefits. One time capital expenditures will be paid for from the healthy water and sewer fund balance. Revenues are expected to decrease 10-15 percent to due COVID-19 impacts. The County is installing a new water line from our water plant that will supply the western part of their service area and provide additional revenue.

The challenge of finding a large water customer for the Water and Sewer fund will continue to be a priority. The city is working with LEDA and the Chamber of Commerce on a regular basis to identify potential customers. There is a requirement to be able to cover operating costs from generated revenues for the Water and Sewer Fund. While there is a healthy fund balance of \$5,000,000 this can only be used for capital expenditures.

V. ELECTRIC FUND

The electric fund continues to be very stable due to recent rate restructuring by Electricities. As a result, no change in rates to our customers is recommended.

The total proposed Electric Fund is \$7,888,350. The projected fund balance is \$1,800,000, or 24% of the operating budget.

Please remember that the City made a commitment to the North Carolina Local Government Commission that we will raise rates three percent above the annual rate

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increase. Based on this, we have a five percent cushion before an adjustment would be mandated. This will be the sixth year in a row that the City has not had to raise electric rates for our customers.

Major expenses in the Electric Fund other than the purchase of electricity, will include smart meters for \$120,000, transformers for \$50,000 and system maintenance at \$300,000. The cost to implement the pay and class study is \$16,350.

The city continues to have an efficiently operated electric department. Electricities is a very good partnership for the City. The western agency is in a much better financial condition due to restructuring of debt, making the outlook for future rate reductions highly probable. Electricities have provided thousands of dollars in grants to the City for projects such as development of the website and the strategic plan. While electricity is not the revenue generator it was many years ago, I still feel we provide a very reliable service at a reasonable price for our customers. The City was successful a few years ago in persuading the Super Wal-Mart to stay on our system, and we also serve the Hampton Inn. We need to continue to pursue any additional large customers when the opportunity presents itself.

VI. BOGER CITY FIRE DISTRICT FUND

The Boger City Volunteer fire Department submitted a request to City Council to merge their operation into the City's Fire Department. The Boger City Fire District generates \$972,000 in revenue annually. Under the new arrangement, the County would contract with the City to provide fire protection services for that district. City Council approved moving forward with this plan pending State and County approval. The merger would be in a temporary status for one fiscal year, upon which, all property and titles would be conveyed to the City.

VII. SUMMARY

The budget process this year uses the City's strategic plan as a core for planning present and future needs. Four goals were identified:

- 1) Improve Infrastructure
- 2) Employee Benefits
- 3) Downtown Development
- 4) Improve Recreational Opportunities

Directors were asked to identify needs, both present and future. A ten year plan is being developed so that long range goals can be identified and monitored as part of the budget process. The budget process was very collaborative, which resulted in helpful dialogue between directors and council members.

BUDGET MESSAGE – 2020-21

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The goals listed above are being used as a tool to assist in determining priorities for available funds and to plan for future needs.

On a positive note, savings realized by reorganization have provided opportunities to fund immediate needs as well as planning for the future. I have also used a zero based budget approach in reviewing all line items for possible adjustments.

I want to especially thank the city staff for all of their hard work in assisted with the budget process. They understand the challenges we are facing and have been as conservative as possible in identifying needs. I want to also thank the Mayor and City Council for your support to the city staff. The budget process requires a team that is willing and able to work together. The City is fortunate to have such dedicated employees and leadership.

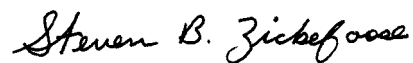
In conclusion, I am recommending a \$30,500,391 operating budget for fiscal year 2020-21 for the City of Lincolnton. This is less than 2019-20 due to major capital projects that were in last year's budget and reductions to the operating expenses in the general fund and enterprise funds.

The budget includes funding to begin the process of working toward meeting the four goals identified as part of the strategic plan. This will be an ongoing challenge. I believe that great strides have been made in providing cost effective services to our citizens.

I want to personally thank the Mayor and Council for allowing staff the opportunity to participate in such an open budget process. In closing, I respectfully submit this budget for consideration.

I am available to answer any questions that you may have.

Sincerely,

A handwritten signature in black ink that reads "Steven B. Zickefoose". The signature is written in a cursive, flowing style.

Steven B. Zickefoose, MBA
City Manager

2020-21 CMO Recommendations/Highlights

General Fund \$11,728,091

- No tax rate increase
- New Revenue- Property Tax- \$190,000
- Zero Based Cuts- \$163,995
- Using \$130,000 Fund Balance for Police Building Furniture/Monitors/Equipment
- Using \$275,000 Fund Balance due to COVID-19 Sales Tax Impact
- Implement Salary Study – Phase 3- \$163,181; ***Propose effective with 1st January Payroll***
- Retirement cost increase by State- \$44,225
- Health Insurance Increase- \$54,100
- Insurance Stipend- \$17,800
- Replace 8 Police vehicles- Enterprise
- Improve Downtown Security Camera System
- Allot \$35,750 to Fire Department for Capital- ***Freeze***
- Allot \$10,000 to Fire Department for Misc. Equipment- ***Freeze***
- Allot \$25,000 to Fire Department for Building Needs
- Purchase New Knuckleboom- \$175,000- ***Freeze***
- Providing year five funding for DDA administrative position- \$42,000
- Increase Parks & Recreation Sports Programs- \$5,000
- Increase Parks & Recreation Trail Maintenance- \$5,500
- Rail Trail Landscaping Fund- \$10,000
- Rail Trail Security Cameras- \$12,000- ***Freeze***
- Pool Fencing- \$8,000- ***Freeze***
- \$150,000 from NCMVT for street paving/sidewalks
- Fund Balance Available \$2.7M = 25%

Water and Sewer Fund \$9,606,950

- No rate increase
- Implement Salary Study – Admin- \$4,700; ***Propose effective with 1st January Payroll***
- Retirement Cost Increase by State- \$30,450
- Health Insurance Increase- \$4,000
- Retiree Health Insurance Increase- \$45,000
- Water Plant High Service VFD Repairs- \$120,000- ***Freeze***
- Water Plant Roof- 120,000- ***Freeze***
- Water Plant Equipment- \$135,000- ***Freeze***
- Valve Replacements- \$30,000- ***Freeze***
- Lee Ave Water Tank Rehab- \$37,500
- D&C Inspection Camera- \$72,000
- D&C Lift Station Generator- \$65,000- ***Freeze***
- D&C Water Line Fairway Lane- \$10,000
- D&C Hot Tap Valves in Town- 28,000
- D&C Backhoe- \$150,000- ***Freeze***
- DAF at Wastewater Plant \$75,000- ***Freeze***
- WWTP Digester # 3 Lid- \$50,000- ***Freeze***
- WWTP Road Repair at Plant- \$35,000- ***Freeze***
- WWTP Flow Meters- \$15,000
- WWTP Roof Repairs- \$25,000- ***Freeze***
- Using \$500,000 Fund Balance due to revenue loss from COVID-19: \$960,000 for Capital
- Fund Balance Available \$5M = 100%

2020-21 CMO Recommendations/Highlights

Electric Fund \$7,888,350

- No increase in rates
- Using \$100,000 Fund Balance for Capital Expenses
- Implement Salary Study - \$16,350- ***Propose effective with 1st January Payroll***
- Retirement Cost Increase by State- \$5,000
- Retiree Health Insurance Increase- \$29,000
- Insurance Stipend- \$5,000
- Smart Meters \$120,000
- Spare Transformers \$50,000
- Building Maintenance- \$60,000
- System Maintenance Increase- \$102,500
- Welcome Center Renovations- \$85,000
- Complete Water Street Restaurant- \$325,000
- Reserve for Downtown Development Project- \$200,000- ***Freeze***
- Fund Balance Available \$1.8M = 24%

Powell Bill Fund \$305,000

- Paving of City Streets- \$140,000
- Maintenance of City Streets- \$120,000
- Capital Projects- \$45,000
- Fund Balance Available \$200,000 = 66%

Boger City Fire District Fund \$972,000

- Salaries & Benefits- \$692,300
- Operational Costs- \$129,700
- Capital- \$150,000

CITY COUNCIL
Ed L. Hatley, Mayor
Martin A. Eaddy, Mayor Pro-Tem
Mary Frances White
Roby D. Jetton
Jim Watson



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CITY CLERK
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CITY ATTORNEY
Thomas J. Wilson, Jr.

BUDGET ORDINANCE

AN ORDINANCE ESTABLISHING REVENUES AND AUTHORIZING EXPENDITURES FOR
FISCAL YEAR 2020-2021 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, 2020 and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this City:

City Manager/Clerk	\$ 248,220
Human Resources	317,020
Finance	158,230
General Expense	1,280,731
General Debt Service	334,757
Police	3,400,120
Fire	2,234,100
Public Works	45,660
Street	1,134,825
Equipment Services	211,770
Solid Waste	692,375
Plannin/Zoning	508,420
Bus & Comm. Dev	123,200
Recreation	1,038,663
	\$ 11,728,091

SECTION 2.

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

AD VALOREM LEVY	\$ 5,040,000
PRIOR YEAR TAXES	80,000
NC VEHICLE TAX SYSTEM (NCVTS)	415,000
NCVTS-LICENSE FEE	150,000
DISCOUNT ON TAXES	(52,000)
INTEREST ON TAXES	25,000
LEASE/RENTAL VEHICLE TAX	20,000
LOCAL SALES & USE TAX	3,160,000
FEDERAL GRANTS-FEMA	200,000
PILOT-HOUSING AUTHORITY	22,470
STATE GRANTS	400,000
CONTROLLED SUBSTANCE TAX	4,500
FIREFIGHTERS RELIEF FUND TAX	5,200
ALCOHOL/BEVERAGE TAX	44,000
FRANCHISE TAX	855,000
SOLID WASTE DISPOSAL TAX	6,000
PILOT-WATER & SEWER	389,222
PILOT-ELECTRIC	30,465
SRO REIMBURSEMENT	125,000
CEMETERY LOT SALES	20,000
OFFICERS FEES	3,000
PARKING VIOLATIONS	5,000
ZONING DEPARTMENT FEES	10,000
ONLINE CONVENIENCE FEES	25,000
FIRE DEPARTMENT FEES	500
REC-ADMISSION & CONCESSION	40,000
REC-REGISTRATION & ENTRY FEES	65,000
REC-VENDING MACHINE INCOME	1,000
REC-RENTAL FEES	9,000
REC-EVENT FEE	3,000
REC-MISCELLANEOUS REVENUE	1,800
INTEREST-GENERAL FUND	30,000
SALE OF CAPITAL ASSETS- GF	10,000
MISCELLANEOUS REVENUE- GF	4,000
SALES OF PERSONAL ASSETS	2,500
ABC REVENUE	80,000
ABC LAW ENFORCEMENT	30,000
MISCELLANEOUS OTHER REVENUE	27,434
WEX-FUEL REBATES	3,000
JULY 4TH DONATIONS/OTHER	13,000
LOAN PROCEEDS	175,000
REIMB FROM POWELL BILL	120,000
APPROPRIATION FROM FUND BALANCE- GF	130,000
	\$ 11,728,091

SECTION 3. The following amounts are hereby appropriated in the Boger City Fire District Fund for the operation of the City government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this City:

Boger City Fire Tax	<u>\$ 972,000</u>
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SECTION 4. It is estimated that the following revenues will be available in the Boger City Fire District Tax Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Fire District Tax	\$ 968,000
Investment Income	1,000
Sales Tax/Grants	3,000
Fund Balance Appropriated	-
	<u>\$ 972,000</u>

SECTION 5. The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the City:

POWELL BILL COSTRUCTION/OTHER	<u>\$ 305,000</u>
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SECTION 6. It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

POWELL BILL ALLOCATION	\$ 304,000
GRANTS	\$ -
INVESTMENT INCOME	1,000
FUND BALANCE APPROPRIATED	-
	<u>\$ 305,000</u>

SECTION 7. 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, 2020 and ending June 30, 2021, in accordance with the chart of accounts heretofore approved for the City:

WATER TREATMENT PLANT	\$ 1,972,500
DISTRIBUTION AND COLLECTION	1,762,400
WASTEWATER TREATMENT PLANT	1,625,000
WATER AND SEWER INTANGIBLES	4,247,050
	<u>\$ 9,606,950</u>

SECTION 8. It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

INVESTMENT INCOME	\$ 55,000
CHARGES FOR SERVICE - WATER	3,620,000
CHARGES FOR SERVICE - SEWER	4,480,000
CONNECTION CHARGES	27,000
CAPITAL CONTRIBUTIONS	-
LOAN PROCEEDS	150,000
OTHER OPERATING REVENUES	314,950
OTHER FINANCING SOURCES	960,000
	<u>\$ 9,606,950</u>

SECTION 9. The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2021 and ending June 30, 2021, in accordance with the chart of accounts heretofore approved for the City:

Electric Operations	<u>\$ 7,888,350</u>
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SECTION 10. It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

INVESTMENT INCOME	\$ 15,000
ELECTRIC SALES	6,900,000
ELECTRIC MUNICIPAL OPERATIONS	550,000
OTHER OPERATING REVENUE	323,350
OTHER FINANCING SOURCES	100,000
	<u>\$ 7,888,350</u>

SECTION 11. 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, 2020 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 \$ 1,074,100,000 and an estimated rate of collection of 98.37%.

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

There is hereby levied a tax rate by the County of twelve and 1/2 cents (\$.1250) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "Boger City Fire District Taxes" in Section 3 of this ordinance.

SECTION 12. Electric Rates No Increase.

SECTION 13. Water & Sewer Rates No Increase.

SECTION 14. 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 15. 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	\$ 30,500,391
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Adopted this 4th day of June, 2020

Attest:

Daphne Ingram
City Clerk

Edward L Hatley
Mayor



Lincolnton, NC

PROPOSED BUDGET REVENUES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Fund: 10 - General Fund				
10-3100-00000	AD VALOREM LEVY	4,850,000.00	5,040,000.00	5,040,000.00
10-3110-00000	PRIOR YEAR TAXES	80,000.00	80,000.00	80,000.00
10-3115-00000	NC VEHICLE TAX SYSTEM (NCVTS)	415,000.00	415,000.00	415,000.00
10-3116-00000	NCVTS-LICENSE FEE	150,000.00	150,000.00	150,000.00
10-3120-00000	DISCOUNT ON TAXES	-52,000.00	-52,000.00	-52,000.00
10-3130-00000	INTEREST ON TAXES	25,000.00	25,000.00	25,000.00
10-3200-00000	LEASE/RENTAL VEHICLE TAX	20,000.00	20,000.00	20,000.00
10-3230-00000	LOCAL SALES & USE TAX	3,060,000.00	3,160,000.00	2,885,000.00
10-3301-00200	FEDERAL GRANTS-FEMA	275,000.00	200,000.00	200,000.00
10-3311-00000	PILOT-HOUSING AUTHORITY	22,470.00	22,470.00	22,470.00
10-3315-00000	STATE GRANTS	400,000.00	400,000.00	400,000.00
10-3317-00000	CONTROLLED SUBSTANCE TAX	4,500.00	4,500.00	4,500.00
10-3318-00000	FIREFIGHTERS RELIEF FUND TAX	5,200.00	5,200.00	5,200.00
10-3322-00000	ALCOHOL/BEVERAGE TAX	44,000.00	44,000.00	44,000.00
10-3324-00000	FRANCHISE TAX	855,000.00	855,000.00	855,000.00
10-3326-00000	SOLID WASTE DISPOSAL TAX	6,000.00	6,000.00	6,000.00
10-3331-00000	PILOT-WATER & SEWER	379,096.00	389,222.00	389,222.00
10-3332-00000	PILOT-ELECTRIC	26,200.00	30,465.00	30,465.00
10-3336-00000	SRO REIMBURSEMENT	125,000.00	125,000.00	125,000.00
10-3340-00000	CEMETERY LOT SALES	20,000.00	20,000.00	20,000.00
10-3342-00000	OFFICERS FEES	3,000.00	3,000.00	3,000.00
10-3346-00000	PARKING VIOLATIONS	5,000.00	5,000.00	5,000.00
10-3352-00000	ZONING DEPARTMENT FEES	10,000.00	10,000.00	10,000.00
10-3355-00000	ONLINE CONVENIENCE FEES	25,000.00	25,000.00	25,000.00
10-3434-00000	FIRE DEPARTMENT FEES	500.00	500.00	500.00
10-3600-00000	REC-ADMISSION & CONCESSION	40,000.00	40,000.00	40,000.00
10-3610-00000	REC-REGISTRATION & ENTRY FEES	65,000.00	65,000.00	65,000.00
10-3620-00000	REC-VENDING MACHINE INCOME	1,000.00	1,000.00	1,000.00
10-3625-00000	REC-RENTAL FEES	9,000.00	9,000.00	9,000.00
10-3628-00000	REC-EVENT FEE	3,000.00	3,000.00	3,000.00
10-3630-00000	REC-MISCELLANEOUS REVENUE	1,800.00	1,800.00	1,800.00
10-3830-00000	INTEREST-GENERAL FUND	30,000.00	30,000.00	30,000.00
10-3835-00000	SALE OF CAPITAL ASSETS- GF	10,000.00	10,000.00	10,000.00
10-3836-00000	MISCELLANEOUS REVENUE- GF	4,000.00	4,000.00	4,000.00
10-3836-00003	SALES OF PERSONAL ASSETS	2,500.00	2,500.00	2,500.00
10-3837-00000	ABC REVENUE	80,000.00	80,000.00	80,000.00
10-3838-00000	ABC LAW ENFORCEMENT	30,000.00	30,000.00	30,000.00
10-3840-00000	MISCELLANEOUS OTHER REVENUE	27,434.00	27,434.00	27,434.00
10-3843-00000	WEX-FUEL REBATES	3,000.00	3,000.00	3,000.00
10-3860-00000	JULY 4TH DONATIONS/OTHER	13,000.00	13,000.00	13,000.00
10-3910-00000	ISSUANCE OF DEBT- GF	550,000.00	0.00	0.00
10-3910-00001	LOAN PROCEEDS	0.00	175,000.00	175,000.00
10-3982-00000	REIMB FROM POWELL BILL	120,000.00	120,000.00	120,000.00
10-3991-00000	APPROPRIATION FROM FUND BALANCE- GF	325,000.00	1,226,979.00	405,000.00
Total Fund: 10 - General Fund:		12,068,700.00	12,825,070.00	11,728,091.00
Fund: 20 - Boger City Fire District				
20-3113-00000	BOGER CITY FIRE TAX	0.00	0.00	968,000.00
20-3130-00000	INTEREST	0.00	0.00	1,000.00
20-3330-00000	GRANTS-OTHER	0.00	0.00	3,000.00
Total Fund: 20 - Boger City Fire District:		0.00	0.00	972,000.00

PROPOSED BUDGET REVENUES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Fund: 27 - Powell Bill Fund				
27-3316-00000	POWELL BILL ALLOCATION	304,000.00	304,000.00	304,000.00
27-3831-00000	INTEREST-POWELL BILL	4,000.00	1,000.00	1,000.00
27-3992-00000	APPROPRIATION FROM FUND BALANCE- PB	237,000.00	0.00	0.00
Total Fund: 27 - Powell Bill Fund:		545,000.00	305,000.00	305,000.00
Fund: 61 - Water and Sewer Fund				
61-3235-00000	CONTRACTORS SALES TAX	4,000.00	4,000.00	4,000.00
61-3700-00000	WATER UTILITY	3,350,000.00	3,620,000.00	3,400,000.00
61-3701-00000	WATER-LINCOLN COUNTY	110,000.00	110,000.00	110,000.00
61-3704-00000	WATER CONNECTION CHARGES	15,000.00	15,000.00	15,000.00
61-3710-00000	SEWER UTILITY	4,300,000.00	4,480,000.00	4,200,000.00
61-3714-00000	SEWER CONNECTION CHARGES	12,000.00	12,000.00	12,000.00
61-3715-00000	WASTEWATER ANALYSIS	5,000.00	5,000.00	5,000.00
61-3747-00000	UTILITY RECEIVABLES	11,000.00	11,000.00	11,000.00
61-3750-00000	DEFAULT FEES WATER	50,000.00	50,000.00	50,000.00
61-3752-00000	LATE FEE CHARGES WATER	90,000.00	90,000.00	90,000.00
61-3754-00000	RETURNED CHECK FEE WATER	449.00	450.00	450.00
61-3832-00000	INTEREST- WATER/SEWER	55,000.00	55,000.00	55,000.00
61-3834-00000	RENTAL FEES	34,000.00	34,000.00	34,000.00
61-3839-00000	MISCELLANEOUS REVENUE- W/S	5,000.00	5,000.00	5,000.00
61-3844-00000	SALE OF CAPITAL ASSETS- W/S	3,000.00	3,000.00	3,000.00
61-3844-00003	SALES OF PERSONAL ASSETS	2,500.00	2,500.00	2,500.00
61-3910-00001	LOAN PROCEEDS	0.00	150,000.00	150,000.00
61-3994-00000	APPROPRIATION FROM FUND BALANCE- W/S	2,275,010.00	1,283,850.00	1,460,000.00
Total Fund: 61 - Water and Sewer Fund:		10,321,959.00	9,930,800.00	9,606,950.00
Fund: 63 - Electric Fund				
63-3718-00000	ELECTRIC UTILITY-REPS	37,000.00	37,000.00	37,000.00
63-3719-00000	ELECTRIC UTILITY REPS-SPECIAL	600.00	600.00	600.00
63-3720-00000	ELECTRIC UTILITY	6,975,000.00	6,900,000.00	6,900,000.00
63-3721-00000	ELECTRIC UTILITY-SPECIAL RATE	22,000.00	22,000.00	22,000.00
63-3726-00000	ELECTRIC CURRENT/MUNICIP OPER	700,000.00	550,000.00	550,000.00
63-3728-00000	SECURITY LIGHT CHARGE	113,000.00	113,000.00	113,000.00
63-3751-00000	DEFAULT FEES ELECTRIC	18,000.00	40,000.00	40,000.00
63-3753-00000	LATE FEE CHARGES ELECTRIC	65,000.00	100,000.00	100,000.00
63-3755-00000	RETURNED CHECK FEE ELECTRIC	500.00	500.00	500.00
63-3833-00000	INTEREST- ELECTRIC	15,000.00	15,000.00	15,000.00
63-3841-00000	RENTAL FEES	250.00	250.00	250.00
63-3847-00000	MISCELLANEOUS REVENUE- ELECTRIC	490,752.00	10,000.00	10,000.00
63-3995-00000	APPROPRIATION FROM FUND BALANCE- ELECTRIC	1,450,000.00	0.00	100,000.00
Total Fund: 63 - Electric Fund:		9,887,102.00	7,788,350.00	7,888,350.00
Report Total:		32,822,761.00	30,849,220.00	30,500,391.00



Lincolnton, NC

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Fund: 10 - General Fund				
Department: 4110 - City Manager/Clerk				
ExpCategory: 100 - Salaries & Wages				
10-4110-12100	SALARIES	225,000.00	245,000.00	245,000.00
10-4110-12600	PART-TIME SALARIES	55,000.00	10,000.00	10,000.00
10-4110-13000	INSURANCE STIPEND	0.00	600.00	600.00
Total ExpCategory: 100 - Salaries & Wages:		280,000.00	255,600.00	255,600.00
ExpCategory: 150 - Employee Benefits				
10-4110-18100	FICA	24,000.00	20,000.00	20,000.00
10-4110-18200	RETIREMENT	25,875.00	26,000.00	26,000.00
10-4110-18300	HEALTH INSURANCE	22,000.00	24,000.00	24,000.00
10-4110-18302	RETIREE HEALTH INSURANCE	28,000.00	25,000.00	25,000.00
10-4110-18400	LIFE INSURANCE	200.00	200.00	200.00
10-4110-18600	WORKERS COMP INS	700.00	700.00	700.00
10-4110-18700	DENTAL INSURANCE	3,300.00	3,300.00	3,300.00
Total ExpCategory: 150 - Employee Benefits:		104,075.00	99,200.00	99,200.00
ExpCategory: 200 - Supplies & Materials				
10-4110-26000	OFFICE	2,500.00	2,500.00	2,500.00
Total ExpCategory: 200 - Supplies & Materials:		2,500.00	2,500.00	2,500.00
ExpCategory: 300 - Current Obligations & Services				
10-4110-32500	POSTAGE	100.00	100.00	100.00
10-4110-34100	PRINTING	500.00	500.00	500.00
10-4110-39500	TRAINING/BUSINESS	15,000.00	15,000.00	15,000.00
Total ExpCategory: 300 - Current Obligations & Services:		15,600.00	15,600.00	15,600.00
ExpCategory: 400 - Fixed Charges & Services				
10-4110-43900	EQUIPMENT RENTAL/LEASE	6,000.00	6,000.00	6,000.00
10-4110-48000	CONTRA-ADMINISTRATION	-136,430.00	-136,430.00	-136,430.00
10-4110-49100	DUES/SUBSCRIPTIONS	1,500.00	1,500.00	1,500.00
10-4110-49900	MISCELLANEOUS	250.00	250.00	250.00
Total ExpCategory: 400 - Fixed Charges & Services:		-128,680.00	-128,680.00	-128,680.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4110-50000	CAPITAL EXPENSE	3,000.00	3,000.00	3,000.00
10-4110-59900	MISCELLANEOUS EQUIPMENT	1,000.00	1,000.00	1,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		4,000.00	4,000.00	4,000.00
Total Department: 4110 - City Manager/Clerk:		277,495.00	248,220.00	248,220.00
Department: 4120 - Human Resources				
ExpCategory: 100 - Salaries & Wages				
10-4120-12100	SALARIES	176,000.00	235,000.00	235,000.00
10-4120-12600	PART-TIME SALARIES	5,000.00	5,000.00	5,000.00
10-4120-13000	INSURANCE STIPEND	0.00	2,800.00	2,800.00
Total ExpCategory: 100 - Salaries & Wages:		181,000.00	242,800.00	242,800.00
ExpCategory: 150 - Employee Benefits				
10-4120-18100	FICA	14,000.00	18,500.00	18,500.00
10-4120-18200	RETIREMENT	16,100.00	24,000.00	24,000.00
10-4120-18300	HEALTH INSURANCE	29,000.00	29,000.00	29,000.00
10-4120-18400	LIFE INSURANCE	200.00	200.00	200.00
10-4120-18600	WORKER'S COMP INS	1,200.00	1,200.00	1,200.00
10-4120-18700	DENTAL INSURANCE	2,600.00	2,600.00	2,600.00
Total ExpCategory: 150 - Employee Benefits:		63,100.00	75,500.00	75,500.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 190 - Professional Services				
10-4120-19800	EAP PROGRAM	3,750.00	3,750.00	3,750.00
10-4120-19900	CONSULTING FEES/CONTRACTED SERVICES	1,500.00	1,500.00	1,500.00
Total ExpCategory: 190 - Professional Services:		5,250.00	5,250.00	5,250.00
ExpCategory: 200 - Supplies & Materials				
10-4120-26000	OFFICE	3,000.00	3,000.00	3,000.00
Total ExpCategory: 200 - Supplies & Materials:		3,000.00	3,000.00	3,000.00
ExpCategory: 300 - Current Obligations & Services				
10-4120-32500	POSTAGE	100.00	100.00	100.00
10-4120-34100	PRINTING	400.00	400.00	400.00
10-4120-39500	TRAINING/BUSINESS	4,700.00	4,700.00	4,000.00
Total ExpCategory: 300 - Current Obligations & Services:		5,200.00	5,200.00	4,500.00
ExpCategory: 400 - Fixed Charges & Services				
10-4120-43900	EQUIPMENT RENTAL/LEASE	3,000.00	3,000.00	3,000.00
10-4120-44000	COMPUTER EXPENSE/MAINTENANCE	9,000.00	14,679.00	15,000.00
10-4120-48000	CONTRA-ADMINISTRATION	-51,780.00	-51,780.00	-51,780.00
10-4120-49100	DUES/SUBSCRIPTIONS	2,000.00	2,000.00	2,000.00
10-4120-49900	MISCELLANEOUS	250.00	250.00	250.00
Total ExpCategory: 400 - Fixed Charges & Services:		-37,530.00	-31,851.00	-31,530.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4120-59900	MISCELLANEOUS EQUIPMENT	1,000.00	1,000.00	1,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		1,000.00	1,000.00	1,000.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
10-4120-67900	DRUG & ALCOHOL TESTING	7,000.00	7,000.00	7,000.00
10-4120-68400	EMPLOYEE RELATIONS	11,500.00	7,000.00	7,000.00
10-4120-68700	PUBLIC RELATIONS / WELLNESS	3,500.00	3,500.00	2,500.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		22,000.00	17,500.00	16,500.00
Total Department: 4120 - Human Resources:		243,020.00	318,399.00	317,020.00
Department: 4130 - Finance				
ExpCategory: 100 - Salaries & Wages				
10-4130-12100	SALARIES	335,000.00	340,000.00	340,000.00
10-4130-12600	PART-TIME SALARIES	45,000.00	45,000.00	45,000.00
10-4130-13000	INSURANCE STIPEND	0.00	3,900.00	3,900.00
Total ExpCategory: 100 - Salaries & Wages:		380,000.00	388,900.00	388,900.00
ExpCategory: 150 - Employee Benefits				
10-4130-18100	FICA	29,000.00	30,200.00	30,200.00
10-4130-18200	RETIREMENT	31,000.00	34,500.00	34,500.00
10-4130-18300	HEALTH INSURANCE	51,000.00	50,000.00	50,000.00
10-4130-18302	RETIREE HEALTH INSURANCE	32,000.00	28,000.00	28,000.00
10-4130-18400	LIFE INSURANCE	400.00	400.00	400.00
10-4130-18600	WORKER'S COMP INS	1,100.00	1,100.00	1,100.00
10-4130-18700	DENTAL INSURANCE	5,800.00	5,800.00	5,800.00
Total ExpCategory: 150 - Employee Benefits:		150,300.00	150,000.00	150,000.00
ExpCategory: 190 - Professional Services				
10-4130-19900	CONSULTING FEES/CONTRACTED SERVICES	20,000.00	20,000.00	20,000.00
Total ExpCategory: 190 - Professional Services:		20,000.00	20,000.00	20,000.00
ExpCategory: 200 - Supplies & Materials				
10-4130-20000	SUPPLIES	15,000.00	15,000.00	15,000.00
10-4130-26000	OFFICE	4,000.00	4,000.00	4,000.00
Total ExpCategory: 200 - Supplies & Materials:		19,000.00	19,000.00	19,000.00
ExpCategory: 300 - Current Obligations & Services				
10-4130-32500	POSTAGE	200.00	200.00	200.00
10-4130-34100	PRINTING	250.00	250.00	250.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
10-4130-39500	TRAINING/BUSINESS	1,000.00	1,000.00	1,000.00
Total ExpCategory: 300 - Current Obligations & Services:		1,450.00	1,450.00	1,450.00
ExpCategory: 400 - Fixed Charges & Services				
10-4130-43900	EQUIPMENT RENTAL/LEASE	6,500.00	6,500.00	6,500.00
10-4130-44000	COMPUTER EXPENSE/MAINTENANCE	34,000.00	34,000.00	34,000.00
10-4130-45000	PROPERTY & CASUALTY INS	1,720.00	1,720.00	1,720.00
10-4130-48000	CONTRA-ADMINISTRATION	-475,340.00	-475,340.00	-475,340.00
10-4130-49900	MISCELLANEOUS	500.00	500.00	500.00
Total ExpCategory: 400 - Fixed Charges & Services:		-432,620.00	-432,620.00	-432,620.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4130-50000	CAPITAL EXPENSE	10,000.00	10,000.00	10,000.00
10-4130-59900	MISCELLANEOUS EQUIPMENT	1,500.00	1,500.00	1,500.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		11,500.00	11,500.00	11,500.00
Total Department: 4130 - Finance:		149,630.00	158,230.00	158,230.00
Department: 4280 - General Expense				
ExpCategory: 100 - Salaries & Wages				
10-4280-12700	MAYOR SALARY	8,100.00	8,538.00	8,100.00
10-4280-12800	ATTORNEY SALARY	16,100.00	16,100.00	16,100.00
10-4280-12900	COUNCIL SALARY	19,200.00	23,172.00	19,200.00
10-4280-13600	RETIREEES ALLOWANCE	20,000.00	20,000.00	20,000.00
Total ExpCategory: 100 - Salaries & Wages:		63,400.00	67,810.00	63,400.00
ExpCategory: 150 - Employee Benefits				
10-4280-18100	FICA	2,200.00	2,675.00	2,200.00
10-4280-18500	UNEMPLOYMENT INSURANCE	10,000.00	10,000.00	10,000.00
10-4280-18600	WORKER'S COMP INS	100.00	100.00	100.00
10-4280-19300	HEALTH ADMIN COST	20,000.00	20,000.00	20,000.00
Total ExpCategory: 150 - Employee Benefits:		32,300.00	32,775.00	32,300.00
ExpCategory: 190 - Professional Services				
10-4280-19200	LEGAL	15,000.00	15,000.00	15,000.00
10-4280-19400	AUDITING	35,800.00	35,800.00	35,800.00
10-4280-19900	CONSULTING FEES/CONTRACTED SERVICES	53,000.00	53,000.00	53,000.00
Total ExpCategory: 190 - Professional Services:		103,800.00	103,800.00	103,800.00
ExpCategory: 300 - Current Obligations & Services				
10-4280-32100	TELEPHONE	176,900.00	176,900.00	176,900.00
10-4280-32500	POSTAGE	5,000.00	5,000.00	5,000.00
10-4280-33100	ELECTRICITY	29,500.00	29,500.00	24,500.00
10-4280-34900	CITY ORDINANCE CODE PROJECT	1,500.00	1,500.00	1,500.00
10-4280-35100	BUILDING MAINTENANCE	32,000.00	32,000.00	32,000.00
10-4280-37000	ADVERTISING	8,000.00	8,000.00	8,000.00
10-4280-39500	TRAINING/BUSINESS	4,000.00	4,000.00	4,000.00
10-4280-39800	ONLINE PAYMENTS	70,000.00	70,000.00	70,000.00
10-4280-39900	CREDIT CARD EXPENSE	1,500.00	1,500.00	1,500.00
Total ExpCategory: 300 - Current Obligations & Services:		328,400.00	328,400.00	323,400.00
ExpCategory: 400 - Fixed Charges & Services				
10-4280-45000	PROPERTY & CASUALTY INS	158,000.00	158,000.00	158,000.00
10-4280-48000	CONTRA-ADMINISTRATION	-218,960.00	-218,960.00	-218,960.00
10-4280-49000	LEAGUE OF MUNICIPAL DUES	11,000.00	11,000.00	11,000.00
10-4280-49100	DUES/SUBSCRIPTIONS	7,400.00	7,400.00	7,400.00
10-4280-49900	MISCELLANEOUS	10,000.00	10,000.00	10,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		-32,560.00	-32,560.00	-32,560.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4280-59900	MISCELLANEOUS EQUIPMENT	1,000.00	1,000.00	1,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		1,000.00	1,000.00	1,000.00

PROPOSED BUDGET EXPENSES
For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 600 - Contracts, Grants, Subsidies				
10-4280-60600	JULY 4TH CELEB CKNG EXP	12,000.00	12,000.00	12,000.00
10-4280-61000	CONTRIB TO 4TH JULY EXPENSE	7,000.00	7,000.00	7,000.00
10-4280-61200	ARTS COUNCIL	6,000.00	6,000.00	6,000.00
10-4280-61400	CHAMBER OF COMMERCE	17,100.00	17,100.00	17,100.00
10-4280-61500	HISTORICAL ASSOCIATION	6,000.00	15,000.00	7,500.00
10-4280-61600	LEDA	60,000.00	65,000.00	65,000.00
10-4280-61700	OTHER REQUESTS	0.00	1,500.00	0.00
10-4280-61800	LINCOLN CULTURAL CENTER	40,000.00	40,000.00	40,000.00
10-4280-61900	DDA	42,000.00	42,000.00	42,000.00
10-4280-62100	HESED HOUSE OF HOPE	5,000.00	5,000.00	5,000.00
10-4280-62300	HUMANE SOCIETY	2,000.00	2,000.00	2,000.00
10-4280-63000	COMMUNITIES IN SCHOOLS	5,000.00	5,000.00	7,500.00
10-4280-63200	AMERICAN LEGION MEDAL HONOR	1,000.00	1,000.00	1,000.00
10-4280-64900	NCVTS (MV) FEES	22,000.00	22,000.00	22,000.00
10-4280-65000	TAX CONVERSION/COLLECTION	140,000.00	140,000.00	140,000.00
10-4280-68500	MANAGEMENT PLANNING	2,000.00	2,000.00	2,000.00
10-4280-68700	PUBLIC RELATIONS / WELLNESS	20,000.00	20,000.00	20,000.00
10-4280-69300	AIRPORT OPERATION FUND	16,000.00	16,000.00	16,000.00
10-4280-69400	CENTRAL COMMUNICATIONS	50,000.00	50,000.00	50,000.00
10-4280-69500	ANIMAL CONTROL	6,300.00	6,300.00	6,300.00
10-4280-69600	REVERSE 911 CHARGES	9,000.00	9,000.00	9,000.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		468,400.00	483,900.00	477,400.00
ExpCategory: 700 - Debt Service				
10-4280-73100	ENTERPRISE VEHICLES LEASE	140,420.00	260,000.00	260,000.00
Total ExpCategory: 700 - Debt Service:		140,420.00	260,000.00	260,000.00
ExpCategory: 900 - Inventory/Interfund Transfer				
10-4280-99100	CONTINGENCY	3,000.00	51,756.00	51,991.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		3,000.00	51,756.00	51,991.00
Total Department: 4280 - General Expense:		1,108,160.00	1,296,881.00	1,280,731.00
Department: 4285 - General Debt Service				
ExpCategory: 700 - Debt Service				
10-4285-73500	BANK LOAN PRINCIPAL	374,375.00	289,000.00	289,000.00
10-4285-74000	INTERFUND LOAN INT REPAY	18,333.00	18,333.00	18,333.00
10-4285-74500	BANK LOAN INTEREST	17,000.00	12,500.00	12,500.00
10-4285-75000	DEPOT PRINCIPAL	12,000.00	12,000.00	12,000.00
10-4285-75500	DEPOT INTEREST	2,924.00	2,924.00	2,924.00
Total ExpCategory: 700 - Debt Service:		424,632.00	334,757.00	334,757.00
Total Department: 4285 - General Debt Service:		424,632.00	334,757.00	334,757.00
Department: 4310 - Police				
ExpCategory: 100 - Salaries & Wages				
10-4310-12100	SALARIES	1,825,000.00	1,924,500.00	1,836,500.00
10-4310-12201	SERVICE REIMB-RESERVES	1,500.00	1,500.00	1,500.00
10-4310-13000	INSURANCE STIPEND	15,000.00	19,000.00	19,000.00
10-4310-13100	SPECIAL SEPARATION ALLOWANCE	87,000.00	82,000.00	82,000.00
10-4310-13300	RETIREMENT-401(K) OFFICERS	88,000.00	88,000.00	88,000.00
Total ExpCategory: 100 - Salaries & Wages:		2,016,500.00	2,115,000.00	2,027,000.00
ExpCategory: 150 - Employee Benefits				
10-4310-18000	RETIREMENT-OFFICERS	178,000.00	185,000.00	185,000.00
10-4310-18100	FICA	142,000.00	142,000.00	142,000.00
10-4310-18200	RETIREMENT-GENERAL	13,500.00	14,500.00	14,500.00
10-4310-18300	HEALTH INSURANCE	260,000.00	272,000.00	272,000.00
10-4310-18302	RETIREE HEALTH INSURANCE	175,000.00	223,000.00	223,000.00
10-4310-18400	LIFE INSURANCE	1,600.00	1,600.00	1,600.00
10-4310-18600	WORKERS COMP INS	56,000.00	56,000.00	56,000.00

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Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
10-4310-18700	DENTAL INSURANCE	26,000.00	26,000.00	26,000.00
Total ExpCategory: 150 - Employee Benefits:		852,100.00	920,100.00	920,100.00
ExpCategory: 200 - Supplies & Materials				
10-4310-20000	SUPPLIES	7,500.00	7,500.00	7,500.00
10-4310-21200	UNIFORMS	43,000.00	43,000.00	43,000.00
10-4310-25100	GAS & OIL	40,000.00	40,000.00	50,000.00
10-4310-26000	OFFICE	2,000.00	2,000.00	2,000.00
Total ExpCategory: 200 - Supplies & Materials:		92,500.00	92,500.00	102,500.00
ExpCategory: 300 - Current Obligations & Services				
10-4310-33100	ELECTRICITY	11,520.00	11,520.00	11,520.00
10-4310-35100	BUILDING MAINTENANCE	12,000.00	10,000.00	10,000.00
10-4310-35200	EQUIPMENT REPAIRS	20,000.00	20,000.00	3,000.00
10-4310-39500	TRAINING/BUSINESS	25,000.00	25,000.00	25,000.00
Total ExpCategory: 300 - Current Obligations & Services:		68,520.00	66,520.00	49,520.00
ExpCategory: 400 - Fixed Charges & Services				
10-4310-41300	OFFICE RENT	24,000.00	24,000.00	12,000.00
10-4310-49100	DUES/SUBSCRIPTIONS	67,000.00	88,500.00	87,000.00
10-4310-49500	SAFETY	1,400.00	1,400.00	1,000.00
10-4310-49900	MISCELLANEOUS	9,000.00	9,000.00	9,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		101,400.00	122,900.00	109,000.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4310-50000	CAPITAL EXPENSE	40,000.00	35,000.00	15,000.00
10-4310-50500	POLICE BUILDING	0.00	131,000.00	130,000.00
10-4310-59900	MISCELLANEOUS EQUIPMENT	10,000.00	10,000.00	10,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		50,000.00	176,000.00	155,000.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
10-4310-60000	GRANTS-CAPITAL EXPENSE	10,000.00	10,000.00	10,000.00
10-4310-62400	CRIME PREVENTION	7,000.00	7,000.00	7,000.00
10-4310-62500	DRUG ENFORCEMENT	15,000.00	15,000.00	15,000.00
10-4310-62700	CONTROLLED SUBSTANCE	5,000.00	5,000.00	5,000.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		37,000.00	37,000.00	37,000.00
Total Department: 4310 - Police:		3,218,020.00	3,530,020.00	3,400,120.00
Department: 4340 - Fire				
ExpCategory: 100 - Salaries & Wages				
10-4340-12100	SALARIES	1,153,000.00	1,294,500.00	1,280,000.00
10-4340-12600	PART-TIME SALARIES	72,000.00	60,000.00	60,000.00
10-4340-13000	INSURANCE STIPEND	15,000.00	15,000.00	15,000.00
10-4340-13500	LOCAL SUPPLEMENTAL RETIREMENT	10,000.00	10,000.00	10,000.00
10-4340-13700	FIREMENS PENSION FUND	3,500.00	3,500.00	3,500.00
10-4340-13800	FIREMENS RELIEF FUND	8,000.00	8,000.00	8,000.00
Total ExpCategory: 100 - Salaries & Wages:		1,261,500.00	1,391,000.00	1,376,500.00
ExpCategory: 150 - Employee Benefits				
10-4340-18100	FICA	92,000.00	102,000.00	102,000.00
10-4340-18200	RETIREMENT	112,700.00	130,000.00	130,000.00
10-4340-18300	HEALTH INSURANCE	175,000.00	192,000.00	192,000.00
10-4340-18302	RETIREE HEALTH INSURANCE	175,000.00	115,000.00	115,000.00
10-4340-18400	LIFE INSURANCE	1,000.00	1,000.00	1,000.00
10-4340-18600	WORKERS COMP INS	33,000.00	33,000.00	33,000.00
10-4340-18700	DENTAL INSURANCE	18,000.00	18,000.00	18,000.00
10-4340-18800	GAP INSURANCE	5,000.00	5,000.00	5,000.00
Total ExpCategory: 150 - Employee Benefits:		611,700.00	596,000.00	596,000.00
ExpCategory: 200 - Supplies & Materials				
10-4340-20000	SUPPLIES	9,500.00	9,500.00	9,500.00
10-4340-21200	UNIFORMS	40,000.00	40,000.00	40,000.00
10-4340-25100	GAS & OIL	28,000.00	28,000.00	23,000.00

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Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
10-4340-26000	OFFICE	1,500.00	1,500.00	3,500.00
Total ExpCategory: 200 - Supplies & Materials:		79,000.00	79,000.00	76,000.00
ExpCategory: 300 - Current Obligations & Services				
10-4340-32200	UTILITIES-STATIONS	10,500.00	10,500.00	8,500.00
10-4340-32500	POSTAGE	350.00	350.00	350.00
10-4340-35100	BUILDING MAINTENANCE	20,000.00	174,300.00	25,000.00
10-4340-35200	EQUIPMENT REPAIRS	53,000.00	65,000.00	53,000.00
10-4340-39500	TRAINING/BUSINESS	12,750.00	16,250.00	12,750.00
Total ExpCategory: 300 - Current Obligations & Services:		96,600.00	266,400.00	99,600.00
ExpCategory: 400 - Fixed Charges & Services				
10-4340-49100	DUES/SUBSCRIPTIONS	6,500.00	6,500.00	6,500.00
10-4340-49500	SAFETY	15,000.00	20,500.00	15,000.00
10-4340-49900	MISCELLANEOUS	9,000.00	9,000.00	8,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		30,500.00	36,000.00	29,500.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4340-50000	CAPITAL EXPENSE	40,000.00	676,000.00	40,000.00
10-4340-59900	MISCELLANEOUS EQUIPMENT	10,000.00	21,650.00	10,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		50,000.00	697,650.00	50,000.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
10-4340-60100	GRANTS-EQUIPMENT-OTHER	5,000.00	5,000.00	5,000.00
10-4340-68600	FIRE SAFETY EDUCATION	1,500.00	1,500.00	1,500.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		6,500.00	6,500.00	6,500.00
ExpCategory: 900 - Inventory/Interfund Transfer				
10-4340-99100	CONTINGENCY	120,000.00	0.00	0.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		120,000.00	0.00	0.00
Total Department: 4340 - Fire:		2,255,800.00	3,072,550.00	2,234,100.00
Department: 4510 - Public Works Administration				
ExpCategory: 100 - Salaries & Wages				
10-4510-12100	SALARIES	130,000.00	105,000.00	105,000.00
10-4510-12600	PART-TIME SALARIES	0.00	25,000.00	25,000.00
10-4510-13000	INSURANCE STIPEND	0.00	1,200.00	1,200.00
Total ExpCategory: 100 - Salaries & Wages:		130,000.00	131,200.00	131,200.00
ExpCategory: 150 - Employee Benefits				
10-4510-18100	FICA	10,500.00	10,500.00	10,500.00
10-4510-18200	RETIREMENT	12,700.00	12,000.00	12,000.00
10-4510-18300	HEALTH INSURANCE	7,500.00	15,600.00	15,600.00
10-4510-18400	LIFE INSURANCE	200.00	200.00	200.00
10-4510-18600	WORKERS COMP INS	2,500.00	2,500.00	2,500.00
10-4510-18700	DENTAL INSURANCE	2,100.00	2,100.00	2,100.00
Total ExpCategory: 150 - Employee Benefits:		35,500.00	42,900.00	42,900.00
ExpCategory: 200 - Supplies & Materials				
10-4510-20000	SUPPLIES	3,500.00	3,500.00	3,500.00
10-4510-25100	GAS & OIL	1,000.00	1,000.00	1,000.00
10-4510-26000	OFFICE	2,200.00	1,200.00	1,200.00
Total ExpCategory: 200 - Supplies & Materials:		6,700.00	5,700.00	5,700.00
ExpCategory: 300 - Current Obligations & Services				
10-4510-32500	POSTAGE	50.00	0.00	0.00
10-4510-33100	ELECTRICITY	6,540.00	6,540.00	6,540.00
10-4510-34100	PRINTING	200.00	0.00	0.00
10-4510-35100	BUILDING MAINTENANCE	20,000.00	20,000.00	20,000.00
10-4510-35200	EQUIPMENT REPAIRS	750.00	750.00	0.00
10-4510-37000	ADVERTISING	250.00	0.00	0.00
10-4510-39500	TRAINING/BUSINESS	1,500.00	1,500.00	1,500.00
Total ExpCategory: 300 - Current Obligations & Services:		29,290.00	28,790.00	28,040.00

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Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 400 - Fixed Charges & Services				
10-4510-43900	EQUIPMENT RENTAL/LEASE	5,000.00	3,000.00	3,000.00
10-4510-48000	CONTRA-ADMINISTRATION	-171,680.00	-171,680.00	-171,680.00
10-4510-49100	DUES/SUBSCRIPTIONS	1,200.00	1,000.00	1,000.00
10-4510-49500	SAFETY	5,000.00	3,000.00	3,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		-160,480.00	-164,680.00	-164,680.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4510-59900	MISCELLANEOUS EQUIPMENT	3,000.00	2,500.00	2,500.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		3,000.00	2,500.00	2,500.00
Total Department: 4510 - Public Works Administration:		44,010.00	46,410.00	45,660.00
Department: 4520 - Street and Maintenance				
ExpCategory: 100 - Salaries & Wages				
10-4520-12100	SALARIES	425,000.00	425,000.00	425,000.00
10-4520-12600	PART-TIME SALARIES	15,000.00	20,000.00	20,000.00
10-4520-12601	PART TIME SEASONAL	0.00	5,000.00	5,000.00
Total ExpCategory: 100 - Salaries & Wages:		440,000.00	450,000.00	450,000.00
ExpCategory: 150 - Employee Benefits				
10-4520-18100	FICA	33,900.00	33,900.00	33,900.00
10-4520-18200	RETIREMENT	38,500.00	44,000.00	44,000.00
10-4520-18300	HEALTH INSURANCE	80,000.00	88,000.00	88,000.00
10-4520-18302	RETIREE HEALTH INSURANCE	32,000.00	40,000.00	40,000.00
10-4520-18400	LIFE INSURANCE	500.00	500.00	500.00
10-4520-18600	WORKER'S COMP INS	22,000.00	22,000.00	22,000.00
10-4520-18700	DENTAL INSURANCE	9,100.00	9,100.00	9,100.00
Total ExpCategory: 150 - Employee Benefits:		216,000.00	237,500.00	237,500.00
ExpCategory: 200 - Supplies & Materials				
10-4520-20000	SUPPLIES	19,000.00	15,000.00	15,000.00
10-4520-21200	UNIFORMS	6,000.00	6,000.00	6,000.00
10-4520-25100	GAS & OIL	18,000.00	18,000.00	18,000.00
Total ExpCategory: 200 - Supplies & Materials:		43,000.00	39,000.00	39,000.00
ExpCategory: 300 - Current Obligations & Services				
10-4520-33100	ELECTRICITY	8,485.00	8,485.00	8,485.00
10-4520-35100	BUILDING MAINTENANCE	5,500.00	6,500.00	6,500.00
10-4520-35200	EQUIPMENT REPAIRS	34,000.00	34,000.00	4,000.00
Total ExpCategory: 300 - Current Obligations & Services:		47,985.00	48,985.00	18,985.00
ExpCategory: 400 - Fixed Charges & Services				
10-4520-43900	EQUIPMENT RENTAL/LEASE	500.00	500.00	500.00
10-4520-48000	CONTRA-ADMINISTRATION	-176,660.00	-176,660.00	-176,660.00
10-4520-49500	SAFETY	1,000.00	1,000.00	1,000.00
10-4520-49900	MISCELLANEOUS	5,000.00	6,000.00	6,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		-170,160.00	-169,160.00	-169,160.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4520-50000	CAPITAL EXPENSE	250,000.00	0.00	0.00
10-4520-50100	SIDEWALK CONNECTOR PROJECT	400,000.00	400,000.00	400,000.00
10-4520-59100	RESURFACING & PATCHWORK	140,000.00	140,000.00	140,000.00
10-4520-59200	CULVERT & BRIDGE REPAIR	2,500.00	2,500.00	2,500.00
10-4520-59400	TRAFFIC MARKING & SIGNS	8,000.00	8,000.00	8,000.00
10-4520-59900	MISCELLANEOUS EQUIPMENT	8,000.00	8,000.00	8,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		808,500.00	558,500.00	558,500.00
ExpCategory: 900 - Inventory/Interfund Transfer				
10-4520-99100	CONTINGENCY	29,000.00	0.00	0.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		29,000.00	0.00	0.00
Total Department: 4520 - Street and Maintenance:		1,414,325.00	1,164,825.00	1,134,825.00

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Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Department: 4530 - Equipment Services				
ExpCategory: 100 - Salaries & Wages				
10-4530-12100	SALARIES	99,000.00	108,000.00	108,000.00
10-4530-13000	INSURANCE STIPEND	1,000.00	1,200.00	1,200.00
Total ExpCategory: 100 - Salaries & Wages:		100,000.00	109,200.00	109,200.00
ExpCategory: 150 - Employee Benefits				
10-4530-18100	FICA	7,600.00	8,000.00	8,000.00
10-4530-18200	RETIREMENT	9,100.00	10,100.00	10,100.00
10-4530-18300	HEALTH INSURANCE	15,000.00	19,000.00	19,000.00
10-4530-18400	LIFE INSURANCE	200.00	200.00	200.00
10-4530-18600	WORKER'S COMP INS	3,000.00	3,000.00	3,000.00
10-4530-18700	DENTAL INSURANCE	1,500.00	1,500.00	1,500.00
Total ExpCategory: 150 - Employee Benefits:		36,400.00	41,800.00	41,800.00
ExpCategory: 200 - Supplies & Materials				
10-4530-20000	SUPPLIES	2,800.00	2,500.00	2,500.00
10-4530-21200	UNIFORMS	2,000.00	2,000.00	2,000.00
10-4530-25100	GAS&OIL	2,500.00	2,500.00	2,500.00
Total ExpCategory: 200 - Supplies & Materials:		7,300.00	7,000.00	7,000.00
ExpCategory: 300 - Current Obligations & Services				
10-4530-33100	ELECTRICITY	4,350.00	4,350.00	4,350.00
10-4530-35100	BUILDING MAINTENANCE	750.00	2,500.00	2,500.00
10-4530-35200	EQUIPMENT REPAIRS	3,000.00	3,000.00	91,750.00
Total ExpCategory: 300 - Current Obligations & Services:		8,100.00	9,850.00	98,600.00
ExpCategory: 400 - Fixed Charges & Services				
10-4530-48000	CONTRA-ADMINISTRATION	-49,580.00	-49,580.00	-49,580.00
10-4530-49500	SAFETY	200.00	200.00	200.00
10-4530-49900	MISCELLANEOUS	1,800.00	1,800.00	1,800.00
Total ExpCategory: 400 - Fixed Charges & Services:		-47,580.00	-47,580.00	-47,580.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4530-59900	MISCELLANEOUS EQUIPMENT	2,750.00	2,750.00	2,750.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		2,750.00	2,750.00	2,750.00
ExpCategory: 900 - Inventory/Interfund Transfer				
10-4530-99100	CONTINGENCY	9,000.00	0.00	0.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		9,000.00	0.00	0.00
Total Department: 4530 - Equipment Services:		115,970.00	123,020.00	211,770.00
Department: 4710 - Solid Waste				
ExpCategory: 100 - Salaries & Wages				
10-4710-12100	SALARIES	249,000.00	272,000.00	272,000.00
10-4710-13000	INSURANCE STIPEND	4,500.00	3,900.00	3,900.00
Total ExpCategory: 100 - Salaries & Wages:		253,500.00	275,900.00	275,900.00
ExpCategory: 150 - Employee Benefits				
10-4710-18100	FICA	19,000.00	20,000.00	20,000.00
10-4710-18200	RETIREMENT	21,900.00	27,000.00	27,000.00
10-4710-18300	HEALTH INSURANCE	50,000.00	62,000.00	62,000.00
10-4710-18302	RETIREE HEALTH INSURANCE	17,000.00	16,000.00	16,000.00
10-4710-18600	WORKERS COMP INS	16,000.00	16,000.00	16,000.00
10-4710-18700	DENTAL INSURANCE	6,000.00	6,000.00	6,000.00
Total ExpCategory: 150 - Employee Benefits:		129,900.00	147,000.00	147,000.00
ExpCategory: 200 - Supplies & Materials				
10-4710-20000	SUPPLIES	4,000.00	4,000.00	4,000.00
10-4710-21200	UNIFORMS	5,000.00	5,000.00	5,000.00
10-4710-25100	GAS & OIL	39,000.00	42,000.00	42,000.00
Total ExpCategory: 200 - Supplies & Materials:		48,000.00	51,000.00	51,000.00

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ExpCategory: 300 - Current Obligations & Services				
10-4710-33100	ELECTRICITY	8,475.00	8,475.00	8,475.00
10-4710-34100	PRINTING	400.00	0.00	0.00
10-4710-35200	EQUIPMENT REPAIRS	40,000.00	40,000.00	5,000.00
10-4710-37000	ADVERTISING	2,080.00	1,500.00	1,500.00
10-4710-37100	TIPPING FEES	11,000.00	11,000.00	11,000.00
Total ExpCategory: 300 - Current Obligations & Services:		61,955.00	60,975.00	25,975.00
ExpCategory: 400 - Fixed Charges & Services				
10-4710-49500	SAFETY	500.00	500.00	500.00
10-4710-49900	MISCELLANEOUS	5,000.00	5,000.00	5,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		5,500.00	5,500.00	5,500.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4710-50000	CAPITAL EXPENSE	300,000.00	175,000.00	175,000.00
10-4710-59900	MISCELLANEOUS EQUIPMENT	2,000.00	12,000.00	12,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		302,000.00	187,000.00	187,000.00
ExpCategory: 900 - Inventory/Interfund Transfer				
10-4710-99100	CONTINGENCY	23,000.00	0.00	0.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		23,000.00	0.00	0.00
Total Department: 4710 - Solid Waste:		823,855.00	727,375.00	692,375.00
Department: 4910 - Planning and Zoning				
ExpCategory: 100 - Salaries & Wages				
10-4910-12100	SALARIES	158,000.00	167,000.00	167,000.00
10-4910-12600	PART-TIME SALARIES	19,000.00	19,000.00	19,000.00
10-4910-13000	INSURANCE STIPEND	0.00	1,200.00	1,200.00
Total ExpCategory: 100 - Salaries & Wages:		177,000.00	187,200.00	187,200.00
ExpCategory: 150 - Employee Benefits				
10-4910-18100	FICA	13,600.00	14,300.00	14,300.00
10-4910-18200	RETIREMENT	14,500.00	17,000.00	17,000.00
10-4910-18300	HEALTH INSURANCE	22,000.00	22,000.00	22,000.00
10-4910-18302	RETIREE HEALTH INSURANCE	11,000.00	10,000.00	10,000.00
10-4910-18400	LIFE INSURANCE	200.00	200.00	200.00
10-4910-18600	WORKER'S COMP INS	2,000.00	2,000.00	2,000.00
10-4910-18700	DENTAL INSURANCE	1,800.00	1,800.00	1,800.00
Total ExpCategory: 150 - Employee Benefits:		65,100.00	67,300.00	67,300.00
ExpCategory: 190 - Professional Services				
10-4910-19200	LEGAL	10,000.00	10,000.00	10,000.00
10-4910-19900	CONSULTING FEES/CONTRACTED SERVICES	30,000.00	30,000.00	30,000.00
Total ExpCategory: 190 - Professional Services:		40,000.00	40,000.00	40,000.00
ExpCategory: 200 - Supplies & Materials				
10-4910-20000	SUPPLIES	2,000.00	2,000.00	1,500.00
10-4910-25100	GAS & OIL	300.00	300.00	300.00
10-4910-26000	OFFICE	7,000.00	7,000.00	3,000.00
Total ExpCategory: 200 - Supplies & Materials:		9,300.00	9,300.00	4,800.00
ExpCategory: 300 - Current Obligations & Services				
10-4910-32500	POSTAGE	700.00	700.00	500.00
10-4910-35200	EQUIPMENT REPAIRS	100.00	100.00	100.00
10-4910-35300	HAZARDOUS PROJECT TASKS	137,500.00	100,000.00	100,000.00
10-4910-35400	PETROLEUM PROJECT TASKS	137,500.00	100,000.00	100,000.00
10-4910-37000	ADVERTISING	500.00	500.00	600.00
10-4910-39500	TRAINING/BUSINESS	7,550.00	7,550.00	7,550.00
Total ExpCategory: 300 - Current Obligations & Services:		283,850.00	208,850.00	208,750.00
ExpCategory: 400 - Fixed Charges & Services				
10-4910-43900	EQUIPMENT RENTAL/LEASE	3,000.00	3,000.00	3,200.00
10-4910-48000	CONTRA-ADMINISTRATION	-12,680.00	-12,680.00	-12,680.00

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10-4910-49100	DUES/SUBSCRIPTIONS	1,500.00	1,500.00	1,500.00
10-4910-49900	MISCELLANEOUS	350.00	350.00	350.00
Total ExpCategory: 400 - Fixed Charges & Services:		-7,830.00	-7,830.00	-7,630.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4910-59900	MISCELLANEOUS EQUIPMENT	2,500.00	2,500.00	2,500.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		2,500.00	2,500.00	2,500.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
10-4910-68000	PLANNING BOARD CONTRACT	5,500.00	5,500.00	5,500.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		5,500.00	5,500.00	5,500.00
Total Department: 4910 - Planning and Zoning:		575,420.00	512,820.00	508,420.00
Department: 4930 - Business & Community Development				
ExpCategory: 200 - Supplies & Materials				
10-4930-20000	SUPPLIES	500.00	500.00	500.00
10-4930-26000	OFFICE	500.00	500.00	500.00
Total ExpCategory: 200 - Supplies & Materials:		1,000.00	1,000.00	1,000.00
ExpCategory: 300 - Current Obligations & Services				
10-4930-32500	POSTAGE	200.00	200.00	200.00
10-4930-34100	PRINTING	500.00	500.00	500.00
10-4930-39500	TRAINING/BUSINESS	4,200.00	4,200.00	4,200.00
Total ExpCategory: 300 - Current Obligations & Services:		4,900.00	4,900.00	4,900.00
ExpCategory: 400 - Fixed Charges & Services				
10-4930-43900	EQUIPMENT RENTAL/LEASE	600.00	600.00	600.00
10-4930-49100	DUES/SUBSCRIPTIONS	500.00	500.00	500.00
10-4930-49900	MISCELLANEOUS	450.00	450.00	450.00
Total ExpCategory: 400 - Fixed Charges & Services:		1,550.00	1,550.00	1,550.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-4930-59900	MISCELLANEOUS EQUIPMENT	10,750.00	750.00	750.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		10,750.00	750.00	750.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
10-4930-68200	CBD ENHANCEMENTS	90,000.00	90,000.00	90,000.00
10-4930-68300	PROMOTIONS/MARKETING	25,000.00	25,000.00	25,000.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		115,000.00	115,000.00	115,000.00
Total Department: 4930 - Business & Community Development:		133,200.00	123,200.00	123,200.00
Department: 6100 - Recreation				
ExpCategory: 100 - Salaries & Wages				
10-6100-12100	SALARIES	415,000.00	400,000.00	400,000.00
10-6100-12600	PART-TIME SALARIES	105,000.00	105,000.00	105,000.00
10-6100-12601	PART TIME SEASONAL	0.00	55,000.00	55,000.00
10-6100-13000	INSURANCE STIPEND	0.00	4,500.00	4,500.00
Total ExpCategory: 100 - Salaries & Wages:		520,000.00	564,500.00	564,500.00
ExpCategory: 150 - Employee Benefits				
10-6100-18100	FICA	41,000.00	43,000.00	43,000.00
10-6100-18200	RETIREMENT	40,000.00	41,000.00	41,000.00
10-6100-18300	HEALTH INSURANCE	65,000.00	57,000.00	57,000.00
10-6100-18302	RETIREE HEALTH INSURANCE	20,000.00	10,000.00	10,000.00
10-6100-18400	LIFE INSURANCE	500.00	500.00	500.00
10-6100-18600	WORKER'S COMP INS	10,000.00	10,000.00	10,000.00
10-6100-18700	DENTAL INSURANCE	6,000.00	6,000.00	6,000.00
Total ExpCategory: 150 - Employee Benefits:		182,500.00	167,500.00	167,500.00
ExpCategory: 200 - Supplies & Materials				
10-6100-20000	SUPPLIES	18,000.00	18,000.00	18,000.00
10-6100-21200	UNIFORMS	5,000.00	5,000.00	5,000.00
10-6100-22000	VENDING & CONCESSIONS	12,000.00	14,000.00	14,000.00
10-6100-25100	GAS & OIL	7,000.00	7,000.00	7,500.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
10-6100-29500	SPORTS PROGRAMS	55,000.00	64,600.00	60,000.00
Total ExpCategory: 200 - Supplies & Materials:		97,000.00	108,600.00	104,500.00
ExpCategory: 300 - Current Obligations & Services				
10-6100-33100	ELECTRICITY	48,663.00	48,663.00	48,663.00
10-6100-35100	BUILDING MAINTENANCE	48,000.00	48,000.00	48,000.00
10-6100-35200	EQUIPMENT REPAIRS	9,500.00	7,000.00	1,000.00
10-6100-35900	PARKS & TRAIL MAINTENANCE	24,500.00	33,500.00	30,000.00
10-6100-35901	PARKS & TRAILS LANDSCAPING FUND	0.00	10,000.00	10,000.00
10-6100-39500	TRAINING/BUSINESS	4,000.00	4,500.00	4,000.00
Total ExpCategory: 300 - Current Obligations & Services:		134,663.00	151,663.00	141,663.00
ExpCategory: 400 - Fixed Charges & Services				
10-6100-43900	EQUIPMENT RENTAL/LEASE	1,500.00	1,500.00	1,500.00
10-6100-49100	DUE & SUBSCRIPTIONS	0.00	4,500.00	4,500.00
10-6100-49900	MISCELLANEOUS	14,000.00	14,000.00	14,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		15,500.00	20,000.00	20,000.00
ExpCategory: 500 - Capital Outlay & Equipment				
10-6100-50000	CAPITAL EXPENSE	325,000.00	145,600.00	30,000.00
10-6100-59900	MISCELLANEOUS EQUIPMENT	10,500.00	10,500.00	10,500.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		335,500.00	156,100.00	40,500.00
Total Department: 6100 - Recreation:		1,285,163.00	1,168,363.00	1,038,663.00
Total Fund: 10 - General Fund:		12,068,700.00	12,825,070.00	11,728,091.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name		2020-2021 Dept Req	2020-2021 Approved
Fund: 20 - Boger City Fire District				
Department: 4340 - Fire				
ExpCategory: 100 - Salaries & Wages				
20-4340-12100	SALARIES	0.00	0.00	474,000.00
20-4340-12600	PART-TIME SALARIES	0.00	0.00	30,000.00
20-4340-13000	INSURANCE STIPEND	0.00	0.00	7,200.00
20-4340-13500	LOCAL SUPPLEMENTAL RETIREMENT	0.00	0.00	2,000.00
20-4340-13700	FIREMENS PENSION FUND	0.00	0.00	3,000.00
20-4340-13800	FIREMENS RELIEF FUND	0.00	0.00	2,000.00
Total ExpCategory: 100 - Salaries & Wages:		0.00	0.00	518,200.00
ExpCategory: 150 - Employee Benefits				
20-4340-18100	FICA	0.00	0.00	40,000.00
20-4340-18200	RETIREMENT	0.00	0.00	43,000.00
20-4340-18300	HEALTH INSURANCE	0.00	0.00	84,000.00
20-4340-18400	LIFE INSURANCE	0.00	0.00	800.00
20-4340-18700	DENTAL INSURANCE	0.00	0.00	4,300.00
20-4340-18800	GAP INSURANCE	0.00	0.00	2,000.00
Total ExpCategory: 150 - Employee Benefits:		0.00	0.00	174,100.00
ExpCategory: 200 - Supplies & Materials				
20-4340-20000	SUPPLIES	0.00	0.00	2,000.00
20-4340-21200	UNIFORMS	0.00	0.00	3,500.00
20-4340-25100	GAS & OIL	0.00	0.00	15,000.00
20-4340-26000	OFFICE	0.00	0.00	1,000.00
Total ExpCategory: 200 - Supplies & Materials:		0.00	0.00	21,500.00
ExpCategory: 300 - Current Obligations & Services				
20-4340-32100	TELEPHONE	0.00	0.00	6,000.00
20-4340-32200	UTILITIES-STATIONS	0.00	0.00	15,000.00
20-4340-32500	POSTAGE	0.00	0.00	200.00
20-4340-35100	BUILDING MAINTENANCE	0.00	0.00	20,000.00
20-4340-35200	EQUIPMENT REPAIRS	0.00	0.00	20,000.00
20-4340-39500	TRAINING/BUSINESS	0.00	0.00	5,000.00
Total ExpCategory: 300 - Current Obligations & Services:		0.00	0.00	66,200.00
ExpCategory: 400 - Fixed Charges & Services				
20-4340-45000	PROPERTY & CASUALTY INS	0.00	0.00	15,000.00
20-4340-49100	DUES/SUBSCRIPTIONS	0.00	0.00	2,000.00
20-4340-49500	SAFETY	0.00	0.00	8,000.00
20-4340-49900	MISCELLANEOUS	0.00	0.00	2,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		0.00	0.00	27,000.00
ExpCategory: 500 - Capital Outlay & Equipment				
20-4340-50000	CAPITAL EXPENSE	0.00	0.00	150,000.00
20-4340-59900	MISCELLANEOUS EQUIPMENT	0.00	0.00	10,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		0.00	0.00	160,000.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
20-4340-68600	FIRE SAFETY EDUCATION	0.00	0.00	5,000.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		0.00	0.00	5,000.00
Total Department: 4340 - Fire:		0.00	0.00	972,000.00
Total Fund: 20 - Boger City Fire District:		0.00	0.00	972,000.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Fund: 27 - Powell Bill Fund				
Department: 4550 - Powell Bill				
ExpCategory: 500 - Capital Outlay & Equipment				
27-4550-50000	CAPITAL EXPENSE	221,500.00	45,000.00	45,000.00
27-4550-58900	CULVERT REPAIRS	28,500.00	0.00	0.00
27-4550-59000	POWELL BILL-STREETS	175,000.00	140,000.00	140,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		425,000.00	185,000.00	185,000.00
ExpCategory: 900 - Inventory/Interfund Transfer				
27-4550-98000	REIMBURSE-GENERAL FUND	120,000.00	120,000.00	120,000.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		120,000.00	120,000.00	120,000.00
Total Department: 4550 - Powell Bill:		545,000.00	305,000.00	305,000.00
Total Fund: 27 - Powell Bill Fund:		545,000.00	305,000.00	305,000.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Fund: 61 - Water and Sewer Fund				
Department: 7100 - Water Treatment				
ExpCategory: 100 - Salaries & Wages				
61-7100-12100	SALARIES	444,000.00	494,000.00	494,000.00
61-7100-13000	INSURANCE STIPEND	6,000.00	6,000.00	6,000.00
Total ExpCategory: 100 - Salaries & Wages:		450,000.00	500,000.00	500,000.00
ExpCategory: 150 - Employee Benefits				
61-7100-18100	FICA	34,000.00	39,000.00	39,000.00
61-7100-18200	RETIREMENT	40,300.00	50,750.00	50,750.00
61-7100-18300	HEALTH INSURANCE	71,000.00	65,000.00	65,000.00
61-7100-18301	OPEB RETIREE HEALTH	30,000.00	30,000.00	30,000.00
61-7100-18302	RETIREE HEALTH INSURANCE	58,000.00	103,000.00	103,000.00
61-7100-18400	LIFE INSURANCE	400.00	400.00	400.00
61-7100-18600	WORKERS COMP INS	8,000.00	8,000.00	8,000.00
61-7100-18700	DENTAL INSURANCE	5,700.00	5,700.00	5,700.00
Total ExpCategory: 150 - Employee Benefits:		247,400.00	301,850.00	301,850.00
ExpCategory: 190 - Professional Services				
61-7100-19900	CONSULTING FEES/CONTRACTED SERVICES	1,000.00	1,000.00	1,000.00
Total ExpCategory: 190 - Professional Services:		1,000.00	1,000.00	1,000.00
ExpCategory: 200 - Supplies & Materials				
61-7100-20000	SUPPLIES	25,000.00	25,000.00	25,000.00
61-7100-20300	CHEMICALS	110,000.00	110,000.00	110,000.00
61-7100-21200	UNIFORMS	6,800.00	6,800.00	6,800.00
61-7100-25100	GAS & OIL	2,500.00	2,500.00	2,500.00
61-7100-26000	OFFICE	2,100.00	2,100.00	2,100.00
Total ExpCategory: 200 - Supplies & Materials:		146,400.00	146,400.00	146,400.00
ExpCategory: 300 - Current Obligations & Services				
61-7100-32100	TELEPHONE	17,200.00	17,200.00	17,200.00
61-7100-32500	POSTAGE	1,900.00	1,900.00	2,000.00
61-7100-33100	ELECTRICITY	249,000.00	249,000.00	249,000.00
61-7100-33200	GENERATOR FUEL	14,400.00	14,400.00	14,400.00
61-7100-33900	PUMPS/TANKS/LIFT STATIONS ELECTRICITY	17,600.00	17,600.00	17,600.00
61-7100-34100	PRINTING	100.00	0.00	0.00
61-7100-35100	BUILDING MAINTENANCE	25,000.00	25,000.00	25,000.00
61-7100-35200	EQUIPMENT REPAIRS	47,300.00	47,300.00	47,300.00
61-7100-39500	TRAINING/BUSINESS	4,000.00	4,000.00	4,000.00
61-7100-39600	CHEMICAL ANALYSIS	16,000.00	16,000.00	16,000.00
Total ExpCategory: 300 - Current Obligations & Services:		392,500.00	392,400.00	392,500.00
ExpCategory: 400 - Fixed Charges & Services				
61-7100-43900	EQUIPMENT RENTAL/LEASE	2,500.00	2,500.00	2,500.00
61-7100-49100	DUES/SUBSCRIPTIONS	6,700.00	6,700.00	5,400.00
61-7100-49500	SAFETY	2,200.00	2,200.00	2,200.00
61-7100-49900	MISCELLANEOUS	2,350.00	2,350.00	2,350.00
Total ExpCategory: 400 - Fixed Charges & Services:		13,750.00	13,750.00	12,450.00
ExpCategory: 500 - Capital Outlay & Equipment				
61-7100-50000	CAPITAL EXPENSE	50,000.00	412,500.00	412,500.00
61-7100-59900	MISCELLANEOUS EQUIPMENT	15,000.00	15,000.00	15,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		65,000.00	427,500.00	427,500.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
61-7100-62900	WATER SERVICE CONTRACT	128,100.00	128,100.00	128,100.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		128,100.00	128,100.00	128,100.00
ExpCategory: 700 - Debt Service				
61-7100-73100	ENTERPRISE VEHICLES LEASE	4,700.00	4,700.00	4,700.00
Total ExpCategory: 700 - Debt Service:		4,700.00	4,700.00	4,700.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 900 - Inventory/Interfund Transfer				
61-7100-99100	CONTINGENCY	58,000.00	58,000.00	58,000.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		58,000.00	58,000.00	58,000.00
Total Department: 7100 - Water Treatment:		1,506,850.00	1,973,700.00	1,972,500.00
Department: 7110 - Distribution & Collection				
ExpCategory: 100 - Salaries & Wages				
61-7110-12100	SALARIES	526,000.00	526,000.00	526,000.00
61-7110-13000	INSURANCE STIPEND	6,600.00	6,600.00	6,600.00
Total ExpCategory: 100 - Salaries & Wages:		532,600.00	532,600.00	532,600.00
ExpCategory: 150 - Employee Benefits				
61-7110-18100	FICA	36,000.00	41,000.00	41,000.00
61-7110-18200	RETIREMENT	43,600.00	54,000.00	54,000.00
61-7110-18300	HEALTH INSURANCE	78,000.00	88,000.00	88,000.00
61-7110-18301	OPEB RETIREE HEALTH	35,000.00	35,000.00	35,000.00
61-7110-18302	RETIREE HEALTH INSURANCE	26,000.00	26,000.00	26,000.00
61-7110-18400	LIFE INSURANCE	500.00	500.00	500.00
61-7110-18600	WORKERS COMP INS	12,000.00	12,000.00	12,000.00
61-7110-18700	DENTAL INSURANCE	7,200.00	7,200.00	7,200.00
Total ExpCategory: 150 - Employee Benefits:		238,300.00	263,700.00	263,700.00
ExpCategory: 190 - Professional Services				
61-7110-19900	CONSULTING FEES/CONTRACTED SERVICES	8,000.00	14,000.00	14,000.00
Total ExpCategory: 190 - Professional Services:		8,000.00	14,000.00	14,000.00
ExpCategory: 200 - Supplies & Materials				
61-7110-20000	SUPPLIES	235,000.00	235,000.00	235,000.00
61-7110-21200	UNIFORMS	8,000.00	8,000.00	8,000.00
61-7110-25100	GAS & OIL	20,000.00	20,000.00	20,000.00
Total ExpCategory: 200 - Supplies & Materials:		263,000.00	263,000.00	263,000.00
ExpCategory: 300 - Current Obligations & Services				
61-7110-32100	TELEPHONE	21,000.00	21,000.00	21,000.00
61-7110-32500	POSTAGE	25,500.00	25,500.00	25,500.00
61-7110-33100	ELECTRICITY	17,000.00	17,000.00	17,000.00
61-7110-33900	PUMPS/TANKS/LIFT STATIONS ELECTRICITY	18,000.00	18,000.00	18,000.00
61-7110-35100	BUILDING MAINTENANCE	0.00	1,000.00	1,000.00
61-7110-35200	EQUIPMENT REPAIRS	71,500.00	71,500.00	71,500.00
61-7110-39000	METER TESTING	1,000.00	1,000.00	1,000.00
61-7110-39500	TRAINING/BUSINESS	4,000.00	6,000.00	6,000.00
Total ExpCategory: 300 - Current Obligations & Services:		158,000.00	161,000.00	161,000.00
ExpCategory: 400 - Fixed Charges & Services				
61-7110-49100	DUES/SUBSCRIPTIONS	3,150.00	5,150.00	5,000.00
61-7110-49500	SAFETY	1,100.00	1,100.00	1,100.00
61-7110-49900	MISCELLANEOUS	5,500.00	5,500.00	5,500.00
Total ExpCategory: 400 - Fixed Charges & Services:		9,750.00	11,750.00	11,600.00
ExpCategory: 500 - Capital Outlay & Equipment				
61-7110-50000	CAPITAL EXPENSE	2,161,010.00	633,000.00	333,000.00
61-7110-59600	SYSTEM MAINTENANCE	90,000.00	90,000.00	90,000.00
61-7110-59900	MISCELLANEOUS EQUIPMENT	18,000.00	18,000.00	18,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		2,269,010.00	741,000.00	441,000.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
61-7110-62900	WATER SERVICE CONTRACT	1,500.00	1,500.00	1,500.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		1,500.00	1,500.00	1,500.00
ExpCategory: 700 - Debt Service				
61-7110-73100	ENTERPRISE VEHICLES LEASE	6,000.00	6,000.00	6,000.00
Total ExpCategory: 700 - Debt Service:		6,000.00	6,000.00	6,000.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 900 - Inventory/Interfund Transfer				
61-7110-99100	CONTINGENCY	66,000.00	68,000.00	68,000.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		66,000.00	68,000.00	68,000.00
Total Department: 7110 - Distribution & Collection:		3,552,160.00	2,062,550.00	1,762,400.00
Department: 7120 - Wastewater Treatment				
ExpCategory: 100 - Salaries & Wages				
61-7120-12100	SALARIES	415,000.00	465,000.00	465,000.00
61-7120-13000	INSURANCE STIPEND	4,800.00	5,000.00	5,000.00
Total ExpCategory: 100 - Salaries & Wages:		419,800.00	470,000.00	470,000.00
ExpCategory: 150 - Employee Benefits				
61-7120-18100	FICA	32,000.00	36,000.00	36,000.00
61-7120-18200	RETIREMENT	37,400.00	47,000.00	47,000.00
61-7120-18300	HEALTH INSURANCE	65,000.00	65,000.00	65,000.00
61-7120-18301	OPEB RETIREE HEALTH	25,000.00	25,000.00	25,000.00
61-7120-18302	RETIREE HEALTH INSURANCE	52,000.00	52,000.00	52,000.00
61-7120-18400	LIFE INSURANCE	400.00	400.00	400.00
61-7120-18600	WORKERS COMP INS	12,000.00	12,000.00	12,000.00
61-7120-18700	DENTAL INSURANCE	5,500.00	5,500.00	5,500.00
Total ExpCategory: 150 - Employee Benefits:		229,300.00	242,900.00	242,900.00
ExpCategory: 190 - Professional Services				
61-7120-19900	CONSULTING FEES/CONTRACTED SERVICES	500.00	500.00	500.00
Total ExpCategory: 190 - Professional Services:		500.00	500.00	500.00
ExpCategory: 200 - Supplies & Materials				
61-7120-20000	SUPPLIES	15,000.00	20,000.00	17,500.00
61-7120-20300	CHEMICALS	60,000.00	60,000.00	50,000.00
61-7120-21200	UNIFORMS	7,000.00	7,000.00	7,000.00
61-7120-25100	GAS & OIL	3,000.00	3,000.00	3,000.00
61-7120-26000	OFFICE	1,500.00	1,500.00	1,500.00
61-7120-29800	HEAT EXCHANGER FUEL OIL	1,100.00	1,100.00	500.00
Total ExpCategory: 200 - Supplies & Materials:		87,600.00	92,600.00	79,500.00
ExpCategory: 300 - Current Obligations & Services				
61-7120-32100	TELEPHONE	17,300.00	17,300.00	17,300.00
61-7120-33100	ELECTRICITY	278,000.00	278,000.00	278,000.00
61-7120-33200	GENERATOR FUEL	1,500.00	1,500.00	1,500.00
61-7120-35100	BUILDING MAINTENANCE	38,000.00	38,000.00	20,000.00
61-7120-35200	EQUIPMENT REPAIRS	68,000.00	68,000.00	68,000.00
61-7120-39500	TRAINING/BUSINESS	4,000.00	4,000.00	4,000.00
61-7120-39600	CHEMICAL ANALYSIS	20,800.00	20,800.00	20,800.00
61-7120-39700	SLUDGE REMOVAL	210,000.00	210,000.00	210,000.00
Total ExpCategory: 300 - Current Obligations & Services:		637,600.00	637,600.00	619,600.00
ExpCategory: 400 - Fixed Charges & Services				
61-7120-43900	EQUIPMENT RENTAL/LEASE	1,000.00	1,000.00	1,000.00
61-7120-49100	DUES/SUBSCRIPTIONS	7,000.00	7,000.00	7,000.00
61-7120-49900	MISCELLANEOUS	3,000.00	3,000.00	3,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		11,000.00	11,000.00	11,000.00
ExpCategory: 500 - Capital Outlay & Equipment				
61-7120-50000	CAPITAL EXPENSE	92,600.00	140,000.00	125,000.00
61-7120-59900	MISCELLANEOUS EQUIPMENT	9,600.00	8,000.00	8,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		102,200.00	148,000.00	133,000.00
ExpCategory: 600 - Contracts, Grants, Subsidies				
61-7120-62900	WATER SERVICE CONTRACT	17,000.00	20,000.00	18,000.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		17,000.00	20,000.00	18,000.00

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Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 700 - Debt Service				
61-7120-73100	ENTERPRISE VEHICLES LEASE	5,500.00	5,500.00	5,500.00
	Total ExpCategory: 700 - Debt Service:	5,500.00	5,500.00	5,500.00
ExpCategory: 900 - Inventory/Interfund Transfer				
61-7120-99100	CONTINGENCY	57,000.00	19,400.00	45,000.00
	Total ExpCategory: 900 - Inventory/Interfund Transfer:	57,000.00	19,400.00	45,000.00
	Total Department: 7120 - Wastewater Treatment:	1,567,500.00	1,647,500.00	1,625,000.00
Department: 7130 - Water/Sewer Intangibles				
ExpCategory: 150 - Employee Benefits				
61-7130-19300	HEALTH ADMIN COST	10,000.00	10,000.00	10,000.00
	Total ExpCategory: 150 - Employee Benefits:	10,000.00	10,000.00	10,000.00
ExpCategory: 300 - Current Obligations & Services				
61-7130-39800	ONLINE PAYMENTS FEE	0.00	86,300.00	86,300.00
61-7130-39900	CREDIT CARD EXPENSE	7,000.00	7,000.00	7,000.00
	Total ExpCategory: 300 - Current Obligations & Services:	7,000.00	93,300.00	93,300.00
ExpCategory: 400 - Fixed Charges & Services				
61-7130-45000	PROPERTY & CASUALTY INS	65,000.00	70,000.00	70,000.00
61-7130-49200	BAD DEBT EXPENSE	75,000.00	95,000.00	95,000.00
61-7130-49800	ENTERPRISE ADMINISTRATION	700,000.00	700,000.00	700,000.00
61-7130-49900	MISCELLANEOUS	400.00	400.00	400.00
	Total ExpCategory: 400 - Fixed Charges & Services:	840,400.00	865,400.00	865,400.00
ExpCategory: 700 - Debt Service				
61-7130-71000	REVENUE BOND PRINCIPAL	1,618,000.00	1,647,000.00	1,647,000.00
61-7130-71200	2003 LOAN PRINCIPAL-SEWER	728,000.00	743,000.00	743,000.00
61-7130-71400	SMART METER LOAN	0.00	331,779.00	331,779.00
61-7130-72000	REVENUE BOND INTEREST	53,873.00	27,176.00	27,176.00
61-7130-72200	2003 LOAN INTEREST-SEWER	56,580.00	65,342.00	65,342.00
61-7130-72300	LOAN PAYMENT EQUIPMENT	0.00	30,311.00	30,311.00
61-7130-72400	SMART METER INTEREST	0.00	42,020.00	42,020.00
61-7130-75001	REVENUE BOND HANDLING	2,500.00	2,500.00	2,500.00
	Total ExpCategory: 700 - Debt Service:	2,458,953.00	2,889,128.00	2,889,128.00
ExpCategory: 900 - Inventory/Interfund Transfer				
61-7130-98500	PILOT EXPENSE	379,096.00	389,222.00	389,222.00
	Total ExpCategory: 900 - Inventory/Interfund Transfer:	379,096.00	389,222.00	389,222.00
	Total Department: 7130 - Water/Sewer Intangibles:	3,695,449.00	4,247,050.00	4,247,050.00
	Total Fund: 61 - Water and Sewer Fund:	10,321,959.00	9,930,800.00	9,606,950.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
Fund: 63 - Electric Fund				
Department: 7200 - Electric				
ExpCategory: 100 - Salaries & Wages				
63-7200-12100	SALARIES	497,000.00	500,000.00	500,000.00
63-7200-12600	PART-TIME SALARIES	12,400.00	12,400.00	12,400.00
63-7200-13000	INSURANCE STIPEND	0.00	5,000.00	5,000.00
Total ExpCategory: 100 - Salaries & Wages:		509,400.00	517,400.00	517,400.00
ExpCategory: 150 - Employee Benefits				
63-7200-18100	FICA	36,000.00	39,000.00	39,000.00
63-7200-18200	RETIREMENT	42,000.00	51,000.00	51,000.00
63-7200-18300	HEALTH INSURANCE	70,000.00	70,000.00	70,000.00
63-7200-18301	OPEB RETIREE HEALTH	6,000.00	6,000.00	6,000.00
63-7200-18302	RETIREE HEALTH INSURANCE	0.00	29,000.00	29,000.00
63-7200-18400	LIFE INSURANCE	400.00	400.00	400.00
63-7200-18600	WORKERS COMP INS	8,000.00	8,000.00	8,000.00
63-7200-18700	DENTAL INSURANCE	5,400.00	5,400.00	5,400.00
63-7200-19300	HEALTH ADMIN COST	500.00	500.00	500.00
Total ExpCategory: 150 - Employee Benefits:		168,300.00	209,300.00	209,300.00
ExpCategory: 190 - Professional Services				
63-7200-19200	LEGAL	1,000.00	1,000.00	1,000.00
63-7200-19900	CONSULTING FEES/CONTRACTED SERVICES	21,000.00	30,000.00	30,000.00
Total ExpCategory: 190 - Professional Services:		22,000.00	31,000.00	31,000.00
ExpCategory: 200 - Supplies & Materials				
63-7200-20000	SUPPLIES	75,000.00	75,000.00	75,000.00
63-7200-21200	UNIFORMS	8,500.00	9,000.00	9,000.00
63-7200-25100	GAS & OIL	11,000.00	11,000.00	11,000.00
Total ExpCategory: 200 - Supplies & Materials:		94,500.00	95,000.00	95,000.00
ExpCategory: 300 - Current Obligations & Services				
63-7200-32100	TELEPHONE	15,500.00	15,500.00	15,500.00
63-7200-33000	POWER SECURE EXPENSES	64,500.00	64,500.00	64,500.00
63-7200-33100	ELECTRICITY	4,728,021.00	4,728,000.00	4,728,000.00
63-7200-33300	ELECTRICITY-REPS CHARGES	38,000.00	38,000.00	38,000.00
63-7200-33800	STREET LIGHTING	85,000.00	85,000.00	85,000.00
63-7200-35100	BUILDING MAINTENANCE	66,000.00	60,000.00	60,000.00
63-7200-35200	EQUIPMENT REPAIRS	20,000.00	20,000.00	20,000.00
63-7200-39000	METER TESTING	10,000.00	10,000.00	10,000.00
63-7200-39500	TRAINING/BUSINESS	3,000.00	3,000.00	3,000.00
63-7200-39900	CREDIT CARD EXPENSE	9,000.00	9,000.00	9,000.00
Total ExpCategory: 300 - Current Obligations & Services:		5,039,021.00	5,033,000.00	5,033,000.00
ExpCategory: 400 - Fixed Charges & Services				
63-7200-43900	EQUIPMENT RENTAL/LEASE	2,000.00	2,000.00	2,000.00
63-7200-45000	PROPERTY & CASUALTY INS	30,900.00	30,900.00	30,900.00
63-7200-48900	ELECTRICITIES DUES	7,300.00	7,300.00	7,300.00
63-7200-49200	BAD DEBT EXPENSE	55,000.00	55,000.00	55,000.00
63-7200-49700	DIRECT SERVICE ALLOCATIONS	1,500.00	1,500.00	1,500.00
63-7200-49800	ENTERPRISE ADMINISTRATION	600,000.00	600,000.00	600,000.00
63-7200-49900	MISCELLANEOUS	10,000.00	10,000.00	10,000.00
Total ExpCategory: 400 - Fixed Charges & Services:		706,700.00	706,700.00	706,700.00
ExpCategory: 500 - Capital Outlay & Equipment				
63-7200-50000	CAPITAL EXPENSE	1,637,000.00	170,000.00	170,000.00
63-7200-50500	POLICE/PROJECT BDLGS	1,400,000.00	630,000.00	730,000.00
63-7200-59600	SYSTEM MAINTENANCE	197,500.00	300,000.00	300,000.00
63-7200-59900	MISCELLANEOUS EQUIPMENT	10,000.00	10,000.00	10,000.00
Total ExpCategory: 500 - Capital Outlay & Equipment:		3,244,500.00	1,110,000.00	1,210,000.00

PROPOSED BUDGET EXPENSES

For Fiscal: 2020-2021 Period Ending: 07/31/2020

Account Number	Account Name	2019-2020 Approved	2020-2021 Dept Req	2020-2021 Approved
ExpCategory: 600 - Contracts, Grants, Subsidies				
63-7200-64000	CONTRIB RESERV RATE STABILIZ	25,000.00	25,000.00	25,000.00
Total ExpCategory: 600 - Contracts, Grants, Subsidies:		25,000.00	25,000.00	25,000.00
ExpCategory: 900 - Inventory/Interfund Transfer				
63-7200-98500	PILOT EXPENSE	25,975.00	30,465.00	30,465.00
63-7200-99100	CONTINGENCY	51,706.00	30,485.00	30,485.00
Total ExpCategory: 900 - Inventory/Interfund Transfer:		77,681.00	60,950.00	60,950.00
Total Department: 7200 - Electric:		9,887,102.00	7,788,350.00	7,888,350.00
Total Fund: 63 - Electric Fund:		9,887,102.00	7,788,350.00	7,888,350.00
Report Total:		32,822,761.00	30,849,220.00	30,500,391.00

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

ADMINISTRATIVE FEES	
Per copy fee	\$.10 per page

FINANCE DEPARTMENT		
Hollybrook Cemetery Lot Sales	Resident	Non-Resident
Per Burial Space	\$600.00	\$1,200.00
Second Right of Interment	\$300.00	\$ 600.00
Hollybrook Cemetery Niche Sales		
Per Niche	\$800.00	\$1,400.00
Second Right of Interment		
Per Niche	\$400.00	\$ 400.00
Engraving	\$125.00	\$ 125.00
Niche Opening After Initial Inurnment	\$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 3:00 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	
Note: 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 Lincolnton 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	
Note: 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 and/or Reconnect Fee	\$50.00	
After Hours Default and/or Reconnect 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 (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

2020-21

Same Day Service Connection	\$50.00
Meter Tampering- Civil Citation Broken Lock- Civil Citation First Offense Second Offense Third and Subsequent Offenses	\$100.00 \$200.00 \$500.00 plus estimated water or electric usage
Meter Test Charge (no charge if meter is defective)	\$150.00/Residential meter \$250.00/Demand meter
Temporary Electric Construction Service Charge	\$50.00
'In and out' Electric Service Charge	Cost will be determined
Meter Fee- Residential	\$225.00
Meter Fee- Commercial	\$450.00
If meters are present, whether or not they are turned on or off, minimum charges apply. If customer prefers not to pay minimum charges, the meter will be removed and a \$100.00 reinstallation fee will apply when reinstalled.	\$100.00

ELECTRIC RATES				
(All electric rates are subject to sales tax.)				
Residential				
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
Small General Service				
(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
Medium General Service				
(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

2020-21

Large General Service (200+ KW Demand)			
Facilities Charge:		\$52.41	
Demand Charge:	All kw of billing demand	\$ 11.35 per kw	
Energy Charge:	All kwh	.0628 per/kwh	
New Large Load Commercial (Must equal or exceed 500 kw but be less than 3000 kw during at least nine months of a twelve-month period.) (Applies only to new customers after January 7, 2010)			
Basic Facilities Charge:		\$348.19	
Demand Charge:	Summer (Jun – Sep Winter (Oct – May)	\$ 23.00 per kw \$ 4.18 per kw	
Energy Charge:	First Energy Block Additional Energy Block	0.0529 per kwh 0.0529 per kwh	
OP – 10 – 1 Commercial (Must equal or exceed 100 kw but be less that 500 kw during at least nine months of a twelve month period.) (Applies only to new customers after June 2, 2011)		\$ 184.23	
Basic Facilities Charge:			
Demand Charge:		\$ 18.43 per kw	
Monthly Billing Demand:	On – Peak Summer (Jun – Sep) On – Peak Winter (Oct – May) Excess Demand (All Months)	\$ 3.68 per kw \$ 1.23 per kw	
Energy Charge:	Summer (Jun – Sep) On – Peak Off – Peak Winter (Oct - May) On – Peak Off – Peak	0.0515 per kwh 0.0491 per kwh 0.0491 per kwh 0.0429 per kwh	
RENEWABLE ENERGY PORTFOLIO STANDARDS (REPS) CHARGES			
Monthly electric charges for each meter computed under the City’s applicable electric rate schedule will be increased by an amount determined by the table below:			
<u>Customer Account Type</u>	<u>Renewable Resources</u>	<u>DSM/Energy Efficiency</u>	<u>Total REPS Charge</u>
Residential Account	\$ 0.77	\$ 0.00	\$ 0.77
Commercial Account	\$ 4.19	\$ 0.00	\$ 4.19
Industrial Account	\$ 43.15	\$ 0.00	\$ 43.15
Exceptions <u>Industrial and Commercial Customers Opt-out</u> 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 portion of the charges above. All customers are subject to the Renewable Resources portion of the charges above.			

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

RENEWABLE ENERGY GENERATION	
Renewable Energy Generation (REG) - wind, biomass or solar photovoltaic credits into a single set of on and off-peak rates.	
Variable (1 year)	Credit (\$/kwh)
All REG	
On-Peak	0.0287
Off-Peak	0.0105

YARD LIGHT RATE TABLE		
Description	Minimum	Tax
Yard Light 7500 100W or 40W LED	\$14.00	7%
Yard Light 50000 HPS (400W) – Flood Light	\$25.00	7%
Road/Entrance Light 72W LED	\$30.00	7%
Road Entrance Light 160W LED	\$36.00	7%
Specialty/Decorative lights quoted per project	TBD	7%

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

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
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

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

WATER AND SEWER CONNECTION FEES		
Water Connection Fees	Inside City	Outside City
¾" Water Connection	\$ 900.00	\$1,800.00
1" or Larger Water Connection (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))	\$1,200.00	\$2,400.00
Meter Fee- ¾ inch line	\$ 300.00	\$ 300.00
Meter Fee- 1 inch line	\$ 450.00	\$ 450.00
Meter Fee- 1.5 inch	\$1,050.00	\$1,050.00
Meter Fee- larger than 2 inch line (pricing based on actual size)	\$1,200.00	\$1,200.00
Irrigation Meter Connection Fee	\$ 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.

Sewer Connection Fees	Inside City	Outside City
Standard 4" Sewer Connection (any sewer connection exceeding 4" requires payment of an availability fee)	\$ 800.00	\$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.)	\$1,000.00	\$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.	\$1,200.00 (non-refundable)	\$2,400.00 (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.

SEWER USE ORDINANCE FEES
Penalties between \$10,000 and \$25,000 per day per violation may be assessed against a violator: For any class of violation, only if a civil penalty has been imposed against the violator within the five years preceding the violation, or 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: 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

2020-21

Bulk Water Sales	
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
Unapproved bulk water use	
First Offense	\$250.00
Second Offense	\$300.00 and report as theft to Police Department

Electric Utility Rebates	
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 (Maximum rebate \$25,000 per customer until further notice)
Renewable Energy Generation Credits	
(Monthly credits are paid according to the type of renewable generation.)	
Wind and Biomass Energy Credit	Details & Rates available upon request
Solar Photovoltaic Energy Credit	

ONLINE CONVENIENCE FEE	
Online Debit / Credit Card Convenience Fee	Posted Online * fee subject to change

MOTOR VEHICLE FEE	
Fee for each vehicle registered in City for property tax	\$20.00 ea.

PUBLIC WORKS	
95 Gallon Roll Out	\$60.00 each

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

FIRE DEPARTMENT	
(New fees adopted by City Fire Department will become effective July 1, 2019)	
ABC Permit (change of use, renter or business requiring ABC permit fire inspection)	\$100.00
Amusement Buildings	\$100.00
Aviation Facilities	\$100.00
Carnivals and Fairs	\$100.00
Burning Permits	
Residential and Farms	\$5.00
Burning for fire department training	N/A
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
Carnivals, Circus & Fairs (Permit and Site Inspection)	\$100.00
Covered Mall Buildings	\$150.00
Combustible dust producing operations	\$100.00
Display of Gasoline-powered equipment in covered malls	\$50.00
Exhibits and Trade Shows	\$50.00
Explosives & Blasting Permits	
48 hours	\$100.00
90 days	\$250.00
Year-round storage and manufacturing permits	\$500.00
Fireworks for public display, outdoors (Permit & Site Inspection)	\$250.00
Fireworks for public display, indoors (Permit & Site Inspection)	\$500.00
Fireworks: Pyrotechnic Special Effects Materials (Permit & Site Inspect)	\$100.00
Fireworks Display (Fireworks on display for sale)	
7 Day Permit (Permit & Site Inspection)	\$150.00
14 Day Permit (Permit & Site Inspection)	\$250.00
30 Day Permit (Permit & Site Inspection)	\$450.00
Flammable and Combustible Permits	
Fumigation and thermal insecticidal fogging	\$100.00
Hazardous Materials (Permit & Site Inspection)	\$150.00
HPM Facilities (Permit & Site Inspection)	\$150.00
High-piled or High-rack storage (Permit & Site Inspection)	\$150.00
Liquid or gas fueled vehicles or equipment in assembly buildings	\$100.00
Open flames and candles (churches are exempt)	\$50.00
Organic Coatings (Permit & Site Inspection)	\$100.00
Places of Assembly (churches are exempt)	\$100.00
Pyrotechnic Special Effects Material and Shows	\$100.00
Pyroxylin Plastic (Permit & Site Inspection)	\$100.00
Special Assemblies such as Gun Shows, Craft Shows, etc.	\$50.00
Spraying or Dipping Operations	\$100.00
Storage of scrap tires and tire by-products	\$100.00
Tire Rebuilding Plants	\$100.00
Waste Handling (wrecking yards, junk yards, waste handling facilities)	\$100.00

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

***Tents and Canopies	
Tents for public usage exceeding 400 sq. feet	\$50.00
Use of air structures	\$50.00
Temporary kiosks or display for merchandising	\$50.00
Fire Flow Test	\$25.00

Hydrant Installations (private contractors only)	\$50.00
Wasted Trip Fee For Permit Inspections (not having everything ready)	\$75.00
After Hours Inspection Fee	
1 st hour	\$100.00
Each ½ hour after 1 st hour	\$50.00
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.	

SERVICE AND INSPECTION FEE SCHEDULE	
Boarding Houses	\$25.00
Day Care Centers	\$25.00
Dormitories	\$50.00
Family Care Homes	\$25.00
Foster Homes	\$25.00
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	
A permit is required to install, repair damage to, abandon, remove, place temporarily out of service, close, or substantially modify a system.	\$100.00
Automatic Fire-Extinguishing Systems	
Battery Systems (Install Stationary Storage Battery Systems Liquid Cap. >50 Gal.)	\$100.00
Compressed Gases (When Gases in Use or Storage Exceed Amounts Listed in Table 105.6.8)	\$100.00
Cryogenic Fluids	\$100.00
Fire Alarm and Detection Systems and Related Equipment	\$100.00
Fire Pumps and Related Equipment	\$100.00
Standpipe Systems	\$100.00
Flammable and Combustible Liquids (to install, construct, and/or alter)	\$100.00
Hazardous Materials (Install, Repair, Abandon, Remove, Place Temp. out of Service, Close/Modify)	
Industrial Ovens	\$100.00

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

LP Gas Systems (If Required by NC Dept. of Agriculture & Consumer Services) Storage Tanks used for Flammable/Combustible Liquids or Hazardous Materials (Aboveground and Underground)	\$100.00
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
***Tents, Membrane Structures, Canopies, Kiosks, and Inflatable Structures Tents and Membrane Structures exceeding 400 sq. ft. Canopy Structures exceeding 700 sq. ft. (open sides) Clusters of Small Canopy Tents – exceeding 700 sq. ft. without any separation	
**Any Person or Contractor Beginning Work On Any Project Requiring a Permit Prior to Obtaining That Permit Will Be Subject To a Civil Citation <u>and</u> Double Permit Fees. Preliminary Plans Review Up to 5,000 sq. ft. 5,001 to 10,000 sq. ft. 10,001 to 25,000 sq. ft. 25,001 to 100,000 sq. ft. Over 100,000 sq. ft.	\$25.00 \$50.00 \$125.00 \$250.00 \$500.00
Additional Departmental Fees (Plan Review Cost is based on Sq. Footage Plus Permits)	
Amusement Structure Plans Review, Inspection and Permit (Haunted Houses & Trails Included)	\$75.00
Commercial Fire Alarm System Plan Review & Inspection (Performance Testing)	\$75.00
Environmental Survey Fee (checking for previous sites of possible contamination)	\$75.00
Fire Pump System Plan Review & Inspection, Performance Testing	\$75.00
Fuel Pump Dispenser Inspection & Permit (including nozzle replacement)	\$75.00
Kitchen Hood System Plan Review & Inspection – Including Performance Test	\$75.00
Hydrant Test Other Than a Flow Test	\$50.00
Hydrant Flow Test (Per Hydrant)	\$50.00
Occupancy Load Permit Evaluation and Placard (Lost Placard)	\$50.00
Other Fire Protection System Plans Review & Inspection and Performance Testing	\$100.00
Spray Booth System Plan Review & Inspection Including Performance Testing	\$100.00
Special Inspection	\$100.00
Sprinkler System Plan Review & Inspection Including Performance Testing	\$100.00
Standpipe System Review & Inspection Including Performance Testing	\$100.00
Wasted Trip Fee for Permit, Inspections, or Requested Inspections	\$100.00

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

	Amount Per Building
Fees for State Mandated Periodic Fire Inspections (Ordinary Risk Occupancies) 36 months Small Assembly- Group A / Business- Group B / Mercantile – Group M / Storage – Group S / Utility – Group U	
Less than 501 sq. feet	\$25.00
501 to 2,500 sq. feet	\$50.00
2,501 to 10,000 sq. feet	\$75.00
10,001 to 20,000 sq. feet	\$100.00
20,001 to 40,000 sq. feet	\$125.00
40,001 to 80,000 sq. feet	\$150.00
80,001 to 120,000 sq. feet	\$175.00
120,001 to 150,000 sq. feet	\$200.00
150,001 to 200,000 sq. feet	\$225.00
200,001 sq. feet and >	\$250.00
During 1 st Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspections Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original Fee.	Per Building \$25.00
During 2 nd Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspection Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original + Re-Inspection Fee.	Per Building \$25.00
Fees for State Mandated Periodic Fire Inspections (High Risk Occupancies) Inspected every 12 Months	Per Building
Large Assembly – Group A	Amount
Capacity 100 to 200	\$25.00
Capacity 201 to 300	\$50.00
Capacity 301 to 400	\$75.00
Capacity 401 to 500	\$100.00
Capacity 501 to 600	\$125.00
Capacity 601 to 700	\$150.00
Capacity 701 to 800	\$175.00
Capacity 801 to 900	\$200.00
Capacity 901 to 1000	\$225.00
Capacity 1001 Plus	\$250.00
During 1 st Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspections Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original Fee.	Per Building \$25.00
During 2 nd Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspection Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original + Re-Inspection Fee.	Per Building \$25.00
Fees for State Mandated Periodic Fire Inspections (High Risk Occupancies) Inspected every 12 months	Per Building

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

Educational/Day Care – Group E Institutional – Group I, R-4, and R-3 Group Homes	Amount
Licensed for 0 to 25	\$25.00
Licensed for 26 to 50	\$50.00
Licensed for 51 to 75	\$75.00
Licensed for 76 to 100	\$100.00
Licensed for 101 to 125	\$125.00
Licensed for 126 to 150	\$150.00
Licensed for 151 to 175	\$175.00
Licensed for 176 to 200	\$200.00
Licensed for 201 to 225	\$225.00
Licensed for 226 Plus	\$250.00
During 1 st Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspections Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original Fee.	Per Building \$25.00
During 2 nd Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspection Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original + Re-Inspection Fee.	Per Building \$25.00
Hospitals – (Per Building)	Amount
1st Inspection	\$125.00
2 nd Inspection	\$150.00
3 rd Inspection	\$300.00
Fees for State Mandated Periodic Fire Inspections (High Risk Occupancies) Inspected every 12 months	Per Building
Residential – Group R-1 (# sleeping rooms) / R-2 (inspect common area use only) Number of Sleeping Rooms	Amount
Rooms 1 to 30	\$25.00
Rooms 31 to 50	\$50.00
Rooms 51 to 75	\$75.00
Rooms 76 to 99	\$100.00
Rooms 100 to 125	\$125.00
Rooms 126 to 175	\$150.00
Rooms 176 to 199	\$175.00
Rooms 200 to 250	\$200.00
251 + Rooms	\$250.00
During 1 st Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspections Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original Fee.	Per Building \$25.00
During 2 nd Re-Inspection – No Re-Inspection Fee if All Violations Corrected	
If During Re-Inspection Violations Have Not Been Corrected or Cleared an Additional Fee Will be Assessed for Each Re-Inspection in Addition to the Original + Re-Inspection Fee.	Per Building \$25.00

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

High Rise - (inspect common use and service areas only)	Amount
1 st Inspection	\$125.00
2 nd Inspection (If all Violations are Corrected or Cleared no Charge) If Not --	\$150.00
3 rd Inspection (If all Violations are Corrected or Cleared no Charge) If Not --	\$300.00
Civil Citations and Fines - Any Violation Incurred More Than a Year After Issuance of the Initial Citation Shall be Treated as a First Offense for Purpose of Establishing and Imposing Penalties.	
<i>Violations as Listed in the City of Lincolnton FPAPD and NC SBCFPC</i>	Amount
All Open Burning Violations Listed in the COL FPAPD and NC SBCFPC May Receive a Warning or a Civil Citation	
1 st Offense	\$50.00
2 nd Offense	\$100.00
3 rd Offense	\$200.00
All Fire Lane, Hydrant, Haz-Mat Signs, and False Alarm Violations May be Issued a Warning or Civil Citation.	
1 st Offense	\$50.00
2 nd Offense	\$100.00
3 rd Offense	\$200.00
All Violations of NC SBCFPC and/or COL FPAPD Not Listed in This Section May be Subject to a Warning or Civil Citation	
1 st Offense	\$50.00
2 nd Offense	\$100.00
3 rd Offense	\$200.00
All Violations of the Occupancy Limit Established Pursuant to the NC SBCFPC May be Issued a Warning or Civil Citation.	
1 st Offense	\$150.00
2 nd Offense	\$250.00
3 rd Offense and Each Offense After	\$500.00
All Violations of the Locked or Blocked Exits to the NC SBCFPC Shall be issued a Civil Citation.	
1 st Offense	\$150.00
2 nd Offense	\$250.00
3 rd Offense and Each Offense After	\$500.00
Life Safety Equipment Installed Without Permit	\$250.00
Life Safety Equipment Installed Without Plans	\$250.00
<i>Occupying a Structure Without a Certificate of Occupancy (Each Day)</i>	\$250.00

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

Occupancy Notes:	
1) The Building and/or Structure Shall Not be Occupied Prior to the Fire Code Official Issuing a Permit and Conducting Associated Inspections Indicating the Applicable Provisions of This Code Have Been Met. This Includes a Change of Occupancy. 2) All Issued Permits Shall be Kept on the Premises Designated Therein at All Times and Shall be Readily Available for Inspection. 3) All Occupancy Placards Shall be Posted in Plain Sight Visible to Public. 4) Permits may be Revoked for Reasons as Listed in the NC SBCFPC and COL FPAPO.	

Special Notes:

COL FPAPO – City of Lincolnton Fire Prevention and Protection Ordinance,
 NC SBCFPC – North Carolina State Building Code and Fire Prevention Code

*A delinquency charge shall be imposed at a rate determined by the City of Lincolnton Schedule of Fees.

***The following are exempt from operational fees but the agency must still get the needed operational permits: Churches, Schools, County Operations and Buildings, City Operations and Buildings, Emergency Service Organizations (Fire, Rescue, EMS), City – County - State and Federal Law Enforcement Agencies, County – City - State and Federal Jails/Detention Centers/Correction Facilities. AND Licensed 501c3 agencies.

*** NO ONE IS EXEMPT FROM ANY CONSTRUCTION PERMIT FEES OR SPECIAL USE PERMITS *** EXCEPT AS LISTED IN THE NCBCFP CODE BOOK. The Lincolnton City Council is the only entity who can reduce or exempt rates for construction permits.

*** All Operational Permits are to be valid until next inspection cycle as stated in the NC Fire Prevention Code newest version.

At the time of the next inspection all operational permits for that occupancy will be renewed if they meet the requirements.

Special Notes

* System installation prior to plan review or permit issuance will result in fees doubled.

* Systems considered life safety that are installed without a permit will result in a citation/fine being issued for \$250.00.

* All permits listed are mandatory and are required to be issued under the most current edition of the International Fire Prevention Code, NC Amendments.

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

Footnotes:

1. For Multi-occupancy buildings, other than residential or institutional, fees are per occupancy.
2. For multiple buildings owned by the same owner(s) the fees are per building as defined by the NC State Building Code.
3. Subsequent re-inspections beyond the second re-inspection with violations not cleared will result in doubled fees with each necessary re-inspection of continuing violations, with no fee cap.
4. High-rise buildings shall be assessed a fee for the common use areas per section C5.
5. Inspections will match the State mandated minimum inspection frequency. The Fire Chief can authorize a specific occupancy classification to be inspected more frequently, but not less frequently.
6. At the time of the periodic inspection for the occupancy or premise operation, if an operational permit is required, that permit fee is included with the periodic inspection fee for that permit type.
7. Lincoln County schools are inspected every six months, as required by state statute; however, these fees are billed on an annual basis.
8. Premises, complexes, and/or uses that are not covered by the above fee schedule will be charged according to the hourly rate fee schedule for the specialist rank.
9. Large assembly occupancies used primarily for worship and that are not used for exhibition or display purposes are inspected on a 36 month schedule regardless of occupant load, in accordance with the North Carolina State Fire Code.
10. Parking garages, greenhouses, sheds, stables, tanks, and towers will be charged according to the hourly rate fee schedule for the specialist rank.
11. Accessory buildings, such as clubhouses, maintenance sheds, etc., are inspected independently based on their occupancy type.

Charges for standby personnel and/or equipment shall be charged per section F and G. Permits that are fee exempt or pay a reduced rate are also exempt or pay a reduced fee for these services.

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

PARKS AND RECREATION DEPARTMENT		
FACILITY RENTAL	RESIDENT	NON-RESIDENT
Park Shelter Rental:		
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)	\$25.00	\$25.00
Lentz Center Gym		
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	\$38.00
Practice Fee	\$15.00	\$23.00
Staff Fee (per employee) (per hr)	\$25.00	\$25.00
Lentz Center Pool		
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
Lentz Center Racquetball Courts		
I.D.	Free	\$5.00
1 Hour (per person)	\$1.00	\$2.00
Softball/Baseball/Soccer Fields		
Night Time Only (Lights) (per hour)	\$20.00	\$20.00
Concession Stand Fee	\$25.00	\$40.00
Staff Fee (per employee) (per hr)	\$25.00	\$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:		
Per Day (1 Park)	\$200.00	\$200.00
2 Day (1 Park)	\$400.00	\$400.00
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. 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

2020-21

SPORTS PROGRAMS		RESIDENT	NON- RESIDENT
Youth	Basketball	\$35.00	\$50.00
	Flag Football	\$35.00	\$50.00
	Soccer	\$35.00	\$50.00
	Volleyball	\$35.00	\$50.00
	Dodgeball (Per Team Fee)	\$100.00	\$100.00
	Late Registration Fee	\$10.00	\$10.00
	Youth Sports Camp – Swim Team Camp	\$60.00	\$60.00
	Coaching Incentive (5*)	\$10.00(Credit)	\$10.00(Credit)
Adult	Basketball, Softball, Volleyball, Racquetball, Dodgeball, Pickleball Leagues (Fee according to number of teams)	\$35.00 \$35.00	\$50.00 \$50.00
	Walking Program	Free	Free
	Late Registration Fee	\$10.00	\$10.00
Sponsorship of Leagues (3*)			
	Youth Soccer	\$250.00***	\$250.00***
	Flag Football (Referee Shirts)	\$250.00	\$250.00
	Basketball	\$250.00***	\$250.00***
	Volleyball	\$250.00***	\$250.00***
	Adult Sports Leagues	\$250.00***	\$250.00***
	Easter Egg Hunt (1*)	\$250.00*	\$250.00*
Film/Movie Fee (2*)		\$500.00**	\$500.00**
Banner Program:			
	1 Year	\$ 250.00	\$ 250.00
	5 Year	\$1,000.00	\$1,000.00
5K/Relay Races (self-contained races in the park) (4*)			
	For-profit organizations:	\$ 200.00	\$ 200.00
	Non-profit organizations:*****	\$ 25.00	\$ 25.00
	Schools:	Exempt	Exempt

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

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

3.) *** Sponsorship of one age or group division.

4.) *****Must provide non-profit documentation to get price rate.

5.) ***** Head coaches will receive a once-per-season \$10.00 off their child's registration fee.

Credit applies to one child's registration only. Coaches that coach more than one team will only be allowed one \$10.00 credit. Coaches with no child, or do not have a child or children playing in the league, may designate their credit to a child's registration of their choosing.

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

POOL PROGRAMS	RESIDENT	NON-RESIDENT
Lentz Center Pool		
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
Jr. Lifeguarding	\$35.00	\$35.00
Water Aerobics		
Entire Program	\$20.00	\$30.00
Per Session	\$3.00	\$4.00
Group Swim Lessons		
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

2020-21

OFFENSES & MISCELLANEOUS PROVISIONS		
Civil Citations	First Citation Second Citation Third and Subsequent Citations	\$100.00 \$250.00 \$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 Sixth through eighth Ninth through eleventh Twelfth or more	\$50.00 per occurrence \$100.00 per occurrence \$200.00 per occurrence \$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 After the third unpaid violation, or a minimum \$75.00 of past due fees will cause a Barnacle Device to be placed on windshield.	\$25.00 (plus an additional \$5.00 every fifteen (15) days not paid. Barnacle Removal Fee- \$50.00 plus any unpaid violations.
Cruising	1 st violation to be paid within ten (10) days 2 nd citation within a seven (7) day period	\$25.00 (plus an additional twenty-five (\$25.00) delinquency charge upon non-payment 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

2020-21

SPECIAL EVENTS

The City of Lincolnton supports outdoor venues for special events, including festivals, shows, performances and programs. The City will provide baseline support services for pre-approved existing events up to the projected cost according to the schedule below. The event organizers are responsible for support services that exceed the baseline city costs. All other events are subject to approval based on availability of city support services and associated costs according to the fee schedule.

1. Pre-Approved existing special events:
 - a. The city issues permits and is a co-sponsor for pre-approved community events:
 - i. Approved events must have broad community benefit for both residents and merchants, helping to create a vibrant community, adding to the quality of life and contributing to regional state tourism & reputation.
 - ii. Not all events will be approved; new events may be proposed without any guarantee of approval.
 - iii. Event application and application fee required for each event request.
 - iv. City services are provided as an **“in-kind”** donation to support approved community events. In-kind services include street closures & barricades, sanitation & garbage roll-outs, public safety services from LPD/LFD and clean-up with organizer volunteer assistance.
 - b. Signature Community Events – Pre-Approved to receive in-kind support services, hours listed are for PUBLIC OPERATING hours not including 1 hour set-up & 1 hour tear-down.
 - c. City Celebrations – MLK parade, July 4th parade, July 4th fireworks, Veterans parade, Christmas parade, Apple Drop
 - i. City absorbs all costs, may seek sponsorships to offset expenses
2. All other events are non-city sponsored and subject to charges.
3. Application fee – \$50
4. Runs & races:
 - a. Run/Race/Walk Application fee - \$25
 - b. Must use approved race routes; no major street/road closures allowed; rail-trail use encouraged.
 - c. Organizers must use volunteers to ensure route safety; city will provide cones & supplies but will not staff streets & intersections.
 - d. No police escort unless organizer hires & pays off-duty law enforcement directly.
 - e. No EMS/EMT or other on-site support services provided unless organizer hires/pays for services directly.

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

Special Events Funded by City

Event	Month
Alive After Five	May
Alive After Five	June
Alive After Five	July
Alive After Five	August
Winefest	April/May
Cruisin' For A Cause	August
Antique and Vintage Market Day	October
Apple Festival	October
MLK Celebration	January
July 4th Parade	July
July 4th Fireworks	July
Veterans Day Parade	November
Christmas Parade	November
Apple Drop	December

Baseline Public Operational Hours- Signature Events	
Alive After Five (6p-10p)	4 Hour Event
Winefest (11a-5p)	6 Hour Event
Antique & Vintage Market Day (10a-4p)	6 Hour Event
Cruisin' For A Cause	6 Hour Event
Apple Festival (9a-4p)	7 Hour Event
Setup	1 Hour
Tear down	1 Hour
Additional Costs-Not included as part of "in-kind" services	
Per Operational Hour	Per Fee Schedule
Per Set-up/Tear-down Hour	\$150/hour
Stage Rental	\$700

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

Special Events Fees

Note: All venues subject to availability

Events Requiring Main Street Closure- Non Alcohol	Fee
- First 4 hours Minimum Charge	\$3,000
- Each Additional Operational Hour	\$225/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Events Requiring Main Street Closure- Alcohol Served	Fee
- First 4 hours Minimum Charge	\$4,000
- Each Additional Operational Hour	\$300/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Includes closing of Main Street (100-300 blocks), use of public restrooms.	

Events at Betty Ross Park- Non Alcohol	Fee
- First 4 hours Minimum Charge	\$1,000
- Each Additional Operational Hour	\$150/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Events at Betty Ross Park- Alcohol Served	Fee
- First 4 hours Minimum Charge	\$1,500
- Each Additional Operational Hour	\$225/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Includes use of upper parking lot, park shelter & Shelter restrooms, outdoor basketball and tennis courts.	

Events at First Federal Park- Non Alcohol	Fee
- First 4 hours Minimum Charge	\$750
- Each Additional Operational Hour	\$75/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Events at First Federal Park- Alcohol Served	Fee
- First 4 hours Minimum Charge	\$1,000
- Each Additional Operational Hour	\$150/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Includes closure of E Sycamore (100 and 200 blocks) and N Poplar (Main to Pine), use of restrooms and grassy area).	

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

Events at Highland Drive Park- Non Alcohol	Fee
- First 4 hours Minimum Charge	\$1,000
- Each Additional Operational Hour	\$150/hr
- Each Additional Setup/Tear down Hour	\$150/hr
Includes use of parking lot, park shelter and restrooms.	

Other Fees	Fee
Application Fee- All Special Events	\$50
Application Fee- All runs/races & walks/parades	\$25
Stage Rental	\$700

Vendor Fees for Events Produced by City of Lincolnton	Based on Event/Booth Size
-Food Vendors	\$50-250
-Artist/General Vendor	\$25-100
-Winery/Brewery	\$50-300

CITY OF LINCOLNTON

PROPOSED SCHEDULE OF FEES

2020-21

PLANNING AND ZONING ADMINISTRATION	
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 Statute 1-110, Suit as a pauper; counsel.

ITEM #

5b

MONTHLY
FINANCIAL/OVERTIME
REPORT

Executive Summary**March 2020 Year-To-Date**

General Fund		% of					
Fund 10	Revenues	Budget 19-20	Actual 19-20	Budget	Budget 18-19	Actual 18-19	Difference
	Fund Balance	11,818,700	-	80%	11,271,936	8,290,880	1,135,747
		11,818,700	9,426,627	-	964,361	-	-
			9,426,627		12,236,297	8,290,880	1,135,747
	City Manager/Clerk	277,495	101,234		320,960	180,180	(78,946)
	Human Resources	243,020	160,259		239,060	160,445	(186)
	Finance	149,630	(63,089)		242,790	108,289	(171,378)
	General Expense	1,108,160	776,874		1,001,620	626,493	150,381
	General Debt Service	424,632	65,565		513,524	377,001	(311,435)
	Police	3,218,020	2,376,811		3,115,970	2,381,590	(4,779)
	Fire	2,255,800	1,758,721		2,041,650	1,769,187	(10,465)
	Public Works	44,010	(33,793)		79,616	(76,670)	42,877
	Street	1,164,325	622,093		1,257,668	601,146	20,947
	Equipment Services	115,970	72,535		133,270	75,372	(2,837)
	Solid Waste	823,855	733,515		854,228	379,902	353,613
	General Services	-	-		-	-	-
	Plannin/Zoning	575,420	237,472		379,060	200,915	36,557
	Bus & Comm. Dev	133,200	33,715		135,000	106,024	(72,309)
	Recreation	1,285,163	906,021		957,520	801,939	104,081
	Expenses	11,818,700	7,747,932	66%	11,271,936	7,691,812	56,120
	Difference		1,678,695			599,069	1,079,627

Water & Sewer Fund		% of			
Fund 61	Revenues	Budget 19-20	Actual 19-20	Budget	Difference
	Fund Balance	-	-	70%	77,653
		8,616,949	5,990,996		
		8,616,949	5,990,996		77,653
	Water Treatment	1,506,850	901,963		62,063
	Dist & Collection	1,847,150	2,613,610		1,380,737
	Wastewater	1,567,500	899,271		180,449
	W & S Intangibles	3,695,449	1,191,312		177,938
	Expenses	8,616,949	5,606,157	65%	1,801,187
	Difference		384,840		(1,723,534)

Electric Fund		% of			
Fund 63	Revenues	Budget 19-20	Actual 19-20	Budget	Difference
	Fund Balance	-	-	76%	170,323
		8,056,350	6,110,358		
		8,056,350	6,110,358		170,323
	Electric Dept.	8,056,350	5,971,376		717,335
	Expenses	8,056,350	5,971,376	74%	717,335
	Difference		138,983		(547,012)

Overtime 80+ hours 362,525 372,139 (9,614)

ITEM #

5c

Update on Special Events
impacted by State of
Emergency Order
(COVID-19)

PUBLIC
COMMENT

NEWS MEDIA

ADJOURNMENT