

**PASQUOTANK COUNTY, NORTH CAROLINA
APRIL 25, 2016**

The Pasquotank County Board of Commissioners met today in a budget work session on Monday, April 25, 2016 in the Community Room at the Public Safety Building.

MEMBERS PRESENT: Joseph S. Winslow, Jr., Chairman
Cecil Perry, Vice-Chairman
Jeff Dixon
Lloyd E. Griffin, III
Dr. William R. Sterritt
Frankie Meads
Bettie Parker

MEMBERS ABSENT: None

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Sheri Small, Finance Officer
Lynn Scott, Clerk to the Board

The work session was called to order at 10:00 AM by Chairman Joe Winslow. He welcomed everyone present. Commissioner Perry gave the invocation.

1. BUDGET WORK SESSION:

County Manager Rodney Bunch shared a spreadsheet which proposes a \$500 increase for each employee across-the-board. He said the increase has been included in the budget that is being presented. He stated that the reason for doing that is to bring the starting salary up for the lower grade salaries. He explained that a Grade 7 employee would receive a 2.5% raise, while a Grade 35 employee would receive a 0.9% raise. Staff suggested this increase be implemented yearly in order to bring the County's salary scale more in line with surrounding areas.

Chairman Winslow called on Emergency Medical Services Director Jerry Newell to present EMS's proposed budget for 2016-17. Mr. Newell gave an overview of the EMS proposed budget. He said some of the highlights include: 1) Remounting one of their 2010 AEV ambulances and building one new ambulance, 2) Changing their schedule so that 24 hour coverage employees will now work 24 hours on and 72 hours off. 93% of 24 hour staffing favored this change. This calculates into just over \$40,000 in additional overtime; however it will add extra time off/down time for 24 hour employees as well as add a more consistent schedule to their daily routine, therefore increasing the safety factor to working 24 hour shifts, 3) Retrofitting their current stretchers with Stryker XPS extenders, and 4) Implementation of a part time Volunteer Coordinator position in order to coordinate and more effectively utilize volunteer personnel. Mr. Newell said if collections tend to come in as they have EMS will be over budget on collections.

Chairman Winslow called on Librarian Jackie King to present the library's proposed budget for 2016-17. Ms. King stated that the proposed budget will require a \$601,700 contribution from Pasquotank County, in addition to the library using \$30,000 of its fund balance. Expenditures include an increase in salaries and wages due to the salary changes in January 2016.

Mr. Bunch stated that the Parks and Recreation budget was presented at a previous budget meeting, but some decisions need to be made because the proposed budget is moving forward in the City's budget process. Finance Director Sheri Small explained that the proposed total Parks & Recreation budget this year is \$2.8 million. Subtracting the County only projects will bring the total down to \$2.4 million. Subtracting the City only projects will bring the total down to slightly over \$2 million. Subtracting the proposed shared projects, which include, \$100,000 field at Elizabeth City State University, \$250,000 splash park at the old Elizabeth City Middle School, \$20,000 for the Dog Park, and \$25,000 for the park designs for waterfront parks, will bring the total shared amount to \$1.6 million.

The Board came to a consensus to not fund the above "shared" projects in the 2016-17 Parks and Recreation budget.

Mr. Bunch explained the proposed budget includes the following “County only” projects: 1) Repairs to the FunJunktion Walking Trail for \$207,000 and 2) Land purchases for parks/recreation areas North and South of the City for \$150,000.

The Board came to a consensus to not fund the above “County only” projects in the 2016-17 Parks and Recreation budget.

Fifty five percent of the proposed budget, minus the above projects will total \$896,596, compared to our funding last fiscal year of \$961,772.

The Board reviewed the proposed budget requests for Personnel/Payroll, Finance Department, Data Processing, Tax Administrator, Court Facilities, Register of Deeds, Building Inspector, Planning Department, GIS, Cooperative Extension, Soil & Water Conservation, and Public Health. Ms. Small noted that these budgets usually remain the same year after year. The increases or decreases will primarily be in salaries, wages, and benefits. She noted that the Building Inspector’s budget includes a new vehicle.

Mr. Bunch stated that it could be as late as May 11th before we have projected tax revenues available. He received COA’s request on Friday and he will schedule their request in the near future, as well as the Sheriff’s budget. Ms. Small said in this current year we had allocated money for the schools to do a design for the JC Sawyer roof. She said those bids have come in and they need to be awarded by May 24th. She said the schools will need direction from our Board prior to May 24th if we choose to fund the project in next year’s budget. She said the schools are also requesting we fund the River Road Dehumidifier. The two projects together total approximately \$1.2 million. She said if we fund these two projects, we will need to borrow the money. She said we can do a reimbursement resolution if the Board decides to do the JC Sawyer Roof Project.

Motion was made by Cecil Perry, seconded by Jeff Dixon to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 12:05 PM.

The next budget work session will be held on Monday, May 2, 2016 at 2:00 PM.

CHAIRMAN

CLERK TO THE BOARD