

STATE OF NORTH CAROLINA	)	OFFICE OF THE COMMISSIONERS
	)	STOKES COUNTY GOVERNMENT
COUNTY OF STOKES	)	DANBURY, NORTH CAROLINA
	)	JUNE 26, 2004

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a recessed budget work session (recessed from Friday, June 25, 2004) for the proposed Fiscal Year 2004/05 County Budget in the Council Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building, located in Danbury, North Carolina, on Saturday, June 26, 2004, at 9:00 am with the following members present:

Chairman Sandy McHugh  
 Vice-Chairman John Turpin  
 Commissioner Howard Mabe  
 Commissioner Leon Inman  
 Commissioner Joe Turpin

County Manager Richard Morris  
 County Attorney Jonathan Jordan  
 Darlene Bullins, Clerk to the Board

Others in Attendance:  
 Finance Director Julia Edwards  
 Assistant Finance Director Lisa Lankford  
 Mr. Jack Veit - Stokes Intern

Chairman McHugh called the meeting to order.

Stokes Intern Jack Veit delivered the invocation.

**GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE**

Chairman McHugh opened the meeting by inviting the citizens in attendance to join the Board with the Pledge of Allegiance.

**GIS/Mapping**

GIS Administrator Jake Oakley

GIS Administrator Oakley noted the following areas in the proposed GIS/Mapping Budget:

- Requested reinstatement of permanent part time position for department not recommended by County Manager
- Justification for requested part time position
- New position will purge the following department's database: Mapping/GIS, Tax Administration, Planning, Register of Deeds and Environmental Health
- Justification for employee training
- Need for additional personnel for possible new Fire, Sheriff and EMS Districts
- Justification for purchase of Plotter

Commissioner Inman moved to support the reinstatement of the permanent part time position for GIS/Mapping Department.

Commissioner Mabe seconded and the motion carried unanimously.

**Emergency Communications**

Emergency Communications Director Del Hall

Emergency Communications Director Hall noted the following areas in the proposed Emergency Communications Budget:

- ❑ Explained duties of Emergency Communications Department
- ❑ Justification for employee training
- ❑ Justification for National Telecommunication Training/CPR certified
- ❑ Future plans for Emergency Medical Dispatching for telecommunicators
- ❑ Ani Ali Control System has to be upgraded and relocated to the Communications Department by the first quarter in 2005 (currently maintained in Elkin)
- ❑ Justification for requested telecommunication position
- ❑ Justification for uniforms for employees
- ❑ Future software needs for Communication Center
- ❑ Justification for security system for Communication Center

### **Emergency Management**

Emergency Services Director Monty Stevens

Emergency Services Director Stevens noted the following areas in the proposed Emergency Management Budget:

- ❑ Impact of Homeland Security and Bio Terrorism
- ❑ Working on Emergency Operations Center and Standard Operation Procedures
- ❑ Upcoming EOC Exercises - Bio Terrorism
- ❑ Justification for Emergency Response Supplies

### **Emergency Medical Services**

Emergency Services Director Monty Stevens

Emergency Services Director Stevens noted the following areas in the proposed Emergency Medical Services Budget:

- ❑ Justification for highest priority - New Equipment - Ambulances
- ❑ EMS transporting units have a combined excess of 1 million miles
- ❑ Handouts given for statistical information for call volume totals, vehicle mileage, salary information from surrounding counties, EMS revenue for fiscal year 2003/04, delinquent EMS collections
- ❑ Justification for stretchers and mounts
- ❑ Justification for laptop computers with docking stations for units
- ❑ Justification for staffing of Unit #5 - 24/7
- ❑ Estimated decrease response time by staffing Unit #5
- ❑ Justification for Assistant EMS Director

The Board discussed the option of continuing the part time staffing for EMS (no funding in the proposed fiscal year 04/05 budget) in order to expedite billing and collection of delinquent accounts.

Commissioner Inman moved to support funding up to \$10,000 for six months for EMS part time staff in order to expedite billing and collection of delinquent accounts.

Chairman McHugh seconded the motion.

Upon further discussion with EMS Director Stevens, Commissioner Inman withdrew his motion to support funding up to \$10,000 for six months for part time staff in order to expedite billing and collection of delinquent accounts.

Chairman McHugh withdrew her second to the motion.

### **Contingency**

County Manager Rick Morris

County Manager Morris noted the following concerning the proposed Contingency Budget:

- ❑ Explained the proposed Merit Program for County Employees
- ❑ Justification for Leave Cost - Estimated for employee who

- terminate or retire - track pay off of county employees
- \$100,000 designated for emergencies

County Manager Morris noted upon approval of the Merit Program, proposed guidelines would be submitted to the Board for approval.

### Debt Service

County Manager Rick Morris

County Manager Morris noted the following concerning the proposed Contingency Budget:

- Suggestion of financing all equipment in one loan for savings and attraction of larger banking institution-savings of estimated \$51,000 for one loan over a period of five years

Chairman McHugh moved to amend the proposed Debt Service budget by eliminating \$5,840 from line item interest-100.9100.830, eliminating line items 100.9100.801 and 100.9100.831 Information Systems; line items 100.9100.802 and 100.9100.832-Solid Waste; line items 100.9100.802 and 100.9100.832-Sheriff's Dept; line items 100.9100.802 and 100.9100.832- EMS-Ambulance; line items 100.9100.802 and 100.9100.832 -EMS-ORV; line items Principal and Interest Animal Control; and line items Principal and Interest Fire Marshal Vehicle and establish one line for principal 100.9100.802 and one line item for interest 100.9100.832.

Chairman McHugh withdrew the motion in order for Finance Director to combined all line items for one loan combination for projected savings.

Chairman McHugh moved to accept the corrected proposed Debt Service Budget combining all line items for one loan combination except lease payment for Solid Waste Truck purchased this fiscal year 2003/04.

Upon completion of reviewing all proposed departmental and outside requests, the Board discussed the following proposed budgetary items:

- Hold Harmless Funding
  - 57% (\$2,076,379) budgeted to specific items contingent upon receiving funding
  - 43% incorporated into proposed fiscal year 2004/05 budget
- Impact of no Hold Harmless Funding in fiscal year 2004/05
- Impact of no Hold Harmless Funding in fiscal year 2005/06
- 2005 Revaluation
- 2% COLA for employees
- Lease payments for purchased equipment
- Fund Balance -projected 8% by the end of fiscal year 2003/04
- Public Buildings- projected improvements - \$41,000

Commissioner Joe Turpin moved to reduce the line item 100.4190.590 Improvements-Public Building to \$21,000.

Vice Chairman John Turpin seconded and the motion carried unanimously.

The Board continued discussion on the following proposed budgetary items:

- Top Down Reclassifications
- Cost of reclassifications
- Need for salary increase for County employees
- County being used for training ground-employees are being trained at County's expense and transferring to surrounding counties for higher salaries
- Cost for training employees
- County turnover rate
- Future cost for proposed current expenditures
- Increased COLA versus top down reclassifications
- Possible incentives for successful training completed by employees
- Need for reclassification to keep trained qualified personnel

- ❑ Mandated state reclassifications occur in DSS and Health
- ❑ Certain reclassification were requested by Dept Head due to duties changes
- ❑ Reclassifications, new positions contingent upon receiving Hold Harmless
- ❑ Fire and Rescue -proposed Assistant Fire Marshal/Admin. Assistant
- ❑ Pros and Cons of proposed Response Unit
- ❑ Fire Marshal's proposed Response Unit Plan is a 3 to 5 year gradual plan
- ❑ Need for daytime responders to assist Volunteer Fire Departments
- ❑ Need for safety procedures for OSHA requirements
- ❑ Fire Marshal's duties include safety director, emergency management duties, responds to daytime fires to assist Volunteer Fire Departments
- ❑ Comparison for the need for Assistant Fire Marshal versus Administrative Assistant
- ❑ County Fire Inspections

Commissioner Joe Turpin moved to eliminate the Assistant Fire Marshal position, truck, and associated equipment from the proposed fiscal year 2004/05 county budget.

Vice Chairman John Turpin seconded and the motion carried (4-1) with Chairman McHugh voting against the motion.

The Board continued discussion on the following proposed budgetary items:

- ❑ Condition of King Clinic
- ❑ King Clinic budget folded into the Health Department budget
- ❑ King Clinic personnel combined with Health Dept. budget
- ❑ Status of building on hold concerning reopening
- ❑ Additional testing needed to assure no evidence of mold
- ❑ Possible options for the existing building - King Clinic
- ❑ Proposed new county garage
- ❑ Possible governmental grant for removal of fuel tanks
- ❑ Future options for current county garage property
- ❑ Revisited top down reclassifications
- ❑ Proposed 2% COLA for Board of Commissioners
- ❑ Proposed 2% COLA for county employees

Commissioner Inman moved to approve the motion to remove the 2% proposed COLA recommended from the Board of Commissioners' proposed budget.

Vice Chairman John Turpin seconded and the motion carried unanimously.

The Board continued discussion on the following proposed budgetary items:

- ❑ Increase Ad Valorem Taxes projected Revenue by \$35,000 per Tax Administrator Carmichael
- ❑ Increase Prior Year Taxes projected Revenue by \$100,000 per Tax Administrator Carmichael
- ❑ ½ Sales Tax Projections

Chairman McHugh moved to change the revenue line item for Ad Valorem Taxes to \$15,335,000 and the revenue line item for Prior Year Taxes to \$900,000.

Commissioner Inman seconded and the motion carried unanimously.

Commissioner Inman moved to approve the motion to include in this proposed budget a 3% COLA and approve County Manager's recommended reclassifications.

Commissioner Mabe seconded the motion.

The Board further discussed the proposed 3% COLA and reclassifications.

Commissioner Joe Turpin suggested the possibility of including a merit/incentive program with the reclassifications.

Commissioner Inman moved to amend the motion to approve the County Manager's recommendations and

take a \$100,000 to apply towards a merit/incentive program for accomplishments obtained in training as long as every county employees has an opportunity to participate.

Commissioner Inman withdrew his amendment to this motion. The original motion to include in this proposed budget a 3% COLA and approve County Manager's recommended reclassifications carried unanimously.

The Board continued discussion on the following proposed budgetary items:

- Current recreation - YMCA contract - Current contract terminates 12-31-04
- Current Expense - Schools

Commissioner Inman moved to appropriate an additional \$190,000 to Schools-Current Expense for appropriation to 5100 regular instructional program, the Board of Education fund the additional \$190,000 from its fund balance, and the Board of Education produce an audit for this past fiscal year 2003/04 that shows compliance to all the requirements in their county budget for last year.

Commissioner Mabe seconded and the motion carried unanimously.

The Board continued discussion on the following proposed budgetary items:

- Mountain Rescue - no funding in this proposed fiscal year budget
- Mountain Rescue failed to produce state and federal revenue
- High Angle/Combined Space Rescues
- Possible options for other contracts for High Angle/Combined Space Rescues
- Proposed Senior Center in King - \$5000 Appropriation

Chairman McHugh entertained a motion to appropriate \$8000 to Rescue for possible other options for High Angle/Combined Space Rescues.

Vice Chairman John Turpin move to appropriate \$8000 to Rescue for possible other options for High Angle/Combine Space Rescues.

Commissioner Joe Turpin seconded and the motion carried unanimously.

Finance Director Julia Edwards submitted a request from NWCOG for \$500 travel reimbursement for members of the Nursing Home Advisory Council and Adult Home Care Advisory Council, which was just received this week.

The Board unanimously agreed to request the members of the Nursing Home Advisory Council and Adult Home Care Advisory Council submit a travel reimbursement to Stokes County.

County Manager Rick Morris requested guidance from the Board concerning the maintenance for the building occupied by the School Administration. Maintenance repairs have been shared by both the School Administration and the County.

County Manager Morris stated a possible written agreement detailing the County responsibilities and the School Administration responsibilities be constructed.

Chairman McHugh requested if there were any further items to be addressed in the proposed 2004/05 fiscal year budget. There were no additional items to be addressed by Board members pertaining to the proposed 2004/05 fiscal year budget.

There being no further business to come before the Board, Commissioner Joe Turpin moved to adjourn the budget work session.

Commissioner Mabe seconded and the motion carried unanimously.

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Darlene Bullins  
Clerk to the Board

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Sandy McHugh  
Chairman

