

**Special Called Meeting
Northampton County
May 25, 2016**

Present: Robert Carter, Fannie Greene, Chester Deloatch, Joseph Barrett, Virginia Spruill

Others Present: Kimberly Turner, Leslie Edwards and Michelle Nelson

Chairwoman Greene called the meeting to order.

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve today's agenda. **Question Called: All present voting yes. Motion carried.**

Chairwoman Greene turned the meeting over to County Manager Kimberly Turner.

Ms. Turner passed out some information to the Board. The first document is the Proposed General Fund Operating Budget which includes departments' requests with adjustments that were made at the department meetings by her and the Finance Officer including capital outlay requests. There is a 2.5 % cost of living increase in the budget, health insurance premiums are budgeted at 100% County cost, and there are requests made by other agencies without changes to those requests. Also, revenues listed will be adjusted accordingly as they go through budget work sessions. As of right now, the total requested expenditure is \$29,997,172, a total revenue of \$26,781,797, equating to a \$3,215,375 deficit.

The second document is the Fire Service Tax District document. Ms. Turner said that there have been no requested changes to the tax districts for this upcoming year.

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the Fire Service Districts as presented. **Question Called: All present voting yes. Motion carried.**

Next is the Position Upgrade and Reclassification 2016-2017 sheet. These are all the requests for positions to be reclassified for the upcoming year. The total amount is \$37,433 including the cost of living. Ms. Turner noted that the Board can go over this sheet at another work session, but she would like for them to keep this information in mind.

The next document is the New Position Requests. The requests total \$442,558. Mr. Chuck Joyner addressed the Board to further explain the positions that he is requesting. There was a discussion on the possibility that the EMS Training Officer can also double as the Emergency Management Officer.

Ms. Turner went through the General Fund Budget line item by line item to explain amounts. There were discussions of what monies to appropriate and what to cut back.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

5/25/16

| Proposed General Fund Budget (Operational) | | | | | | | |
|--|-----------------------------|-------------------------------|------------------------|------------------------|---------------------------|--------------------------|---------------------------|
| 2016/2017 Budget | | | | | | | |
| ORG | Department | 2016 2015/2016 Approved | 2017 Depart Request | 2017 Admin Approved | 2017 Changes 1st WS | 2017 Other Changes | 2017 Admin Approved |
| 4110 | Commissioners | 86,623 | \$105,882 | \$105,882 | | | |
| 4120 | Administration | 205,223 | \$251,306 | \$253,306 | | | |
| 4122 | Human Resources | 200,507 | \$204,675 | \$208,205 | | | |
| 4132 | Retiree's Hosp | 248,000 | \$280,314 | \$280,314 | | | |
| 4130 | Finance | 588,820 | \$646,489 | \$646,489 | | | |
| 4140 | Tax Department | 657,427 | \$651,062 | \$661,683 | | | |
| 4144 | Land Records | 178,015 | \$180,514 | \$187,128 | | | |
| 4150 | Legal | 70,605 | \$70,375 | \$70,375 | | | |
| 4160 | Court | 19,050 | \$23,050 | \$23,050 | | | |
| 4168 | RRS | 285,301 | \$290,351 | \$290,351 | | | |
| 4170 | Elections | 231,939 | \$224,886 | \$218,497 | | | |
| 4180 | Reg of Deeds | 203,390 | \$230,427 | \$253,642 | | | |
| 4190 | Bldgs & Grounds | 763,718 | \$890,699 | \$891,679 | | | |
| 4210 | Mis | 264,275 | \$280,138 | \$280,138 | | | |
| 4220 | Central Garage | 82,364 | \$81,495 | \$82,641 | | | |
| 4250 | Bulk Fuel | 24,200 | \$19,800 | \$19,800 | | | |
| 4270 | Central Stores | 14,200 | \$14,700 | \$14,700 | | | |
| 4310 | Sheriff | 2,495,773 | \$2,767,690 | \$2,530,608 | | | |
| 4312 | Sheriff School Res. Offcrs. | 140,592 | \$141,304 | \$147,635 | | | |
| 4316 | Sheriff Execution Accounts | 27,000 | \$27,000 | \$27,000 | | | |
| 4320 | Jail | 1,412,355 | \$1,464,695 | \$1,465,061 | | | |
| 4321 | Youth Detention | 50,000 | \$50,000 | \$50,000 | | | |
| 4325 | Emer. Communica | 947,275 | \$905,634 | \$934,445 | | | |
| 4330 | Emer. Manag. | 122,315 | \$137,384 | \$137,722 | | | |
| 4331 | Forestry Program | 90,840 | \$91,877 | \$91,877 | | | |
| 4350 | Bldg Insp. | 177,592 | \$204,492 | \$211,907 | | | |
| 4360 | Medical Examiner | 10,000 | \$10,000 | \$10,000 | | | |
| 4370 | Ambulance | 2,897,661 | \$2,964,821 | \$3,096,705 | | | |
| 4371 | Contrib: Rescue | 14,000 | \$14,000 | \$14,000 | | | |
| 4380 | Animal Control | 105,279 | \$98,617 | \$101,535 | | | |
| 4910 | Planning | 159,992 | \$176,363 | \$178,719 | | | |
| 4920 | EDC | 179,764 | \$193,459 | \$195,269 | | | |
| 4950 | Cooperative Exten. | 265,074 | \$276,255 | \$276,535 | | | |
| 4960 | Soil Conservation | 99,236 | \$111,251 | \$114,820 | | | |
| 5311 | DSS Co.'s Share | 1,998,985 | \$2,358,332 | \$2,358,332 | | | |
| 5811 | Aging | 53,487 | \$57,943 | \$58,501 | | | |
| 6120 | Recreation | 239,612 | \$265,971 | \$246,558 | | | |
| 5820 | Veterans | 49,258 | \$57,700 | \$53,576 | | | |
| 5190 | E & H | 66,574 | \$111,153 | \$111,153 | | | |
| 5196 | Block Grant | 91,500 | \$92,500 | \$92,500 | | | |
| 5196 | Match-Block Grant | 0 | \$0 | \$0 | | | |
| 5833 | CBA Programs | 91,844 | \$87,873 | \$87,873 | | | |
| 5833 | Co's share CBA | 8,785 | \$8,788 | \$8,788 | | | |
| 6121 | Recreation Prgms | 13,348 | \$13,345 | \$13,345 | | | |
| 5850 | JCPC | 0 | \$6,241 | \$6,241 | | | |

| Proposed General Fund Budget (Operational) | | | | | | | |
|--|---------------------------|-------------------------------|------------------------|------------------------|---------------------------|--------------------------|---------------------------|
| 2016/2017 Budget | | | | | | | |
| ORG | Department | 2016 2015/2016 Approved | 2017 Depart Request | 2017 Admin Approved | 2017 Changes 1st WS | 2017 Other Changes | 2017 Admin Approved |
| | 5110 Health Programs | 4,614,982 | \$4,834,544 | \$4,834,544 | | | |
| | 5210 Mental Health | 77,614 | \$77,614 | \$77,614 | | | |
| | 5210 5 cent Bottle Tax | 4,000 | \$4,000 | \$4,000 | | | |
| | Schools: | | | | | | |
| | 5900 Current Expense | 3,300,000 | \$3,850,000 | \$3,850,000 | | | |
| | 5900 C.O. | 345,000 | \$1,263,000 | \$1,263,000 | | | |
| | 5900 Fines | 84,000 | \$85,000 | \$80,000 | | | |
| | 4923 SW Pick Up | 150,000 | \$170,000 | \$170,000 | | | |
| | 9800 Contingency | 100,000 | \$100,000 | \$100,000 | | | |
| | 4730 Drain-Watershed | 4,000 | \$4,000 | \$4,000 | | | |
| | 5816 Faison Sen Ctr. | 0 | \$2,500 | \$2,500 | | | |
| | 5850 Food Bank | 0 | \$0 | \$0 | | | |
| | Contributions: | | | | | | |
| | 5000 Rest Home Comm. | 1,200 | \$1,200 | \$1,200 | | | |
| | 6110 Library | 137,981 | \$156,430 | \$156,430 | | | |
| | 5920 Halifax CC | 15,000 | \$25,000 | \$25,000 | | | |
| | 6140 Museum | 3,000 | \$8,000 | \$8,000 | | | |
| | 4930 Upper Plains | 9,943 | \$9,805 | \$9,805 | | | |
| | 5920 RC Comm Coll | 15,000 | \$20,000 | \$20,000 | | | |
| | 4930 CADA | 2,500 | \$43,455 | \$43,455 | | | |
| | 4930 Chamber of Commerce | 10,000 | \$16,509 | \$16,509 | | | |
| | 4731 Lake Gaston Weed | 75,000 | \$116,000 | \$116,000 | | | |
| | Roanoke River Partners | 1,000 | \$1,000 | \$1,000 | | | |
| | 5850 RPO | 5,782 | \$5,782 | \$5,782 | | | |
| | 4531 CPTA | 2,500 | \$13,000 | \$13,000 | | | |
| | 4530 Tri-County Airport | 12,000 | \$14,000 | \$14,000 | | | |
| | 4530 Regional Airport | 12,000 | \$25,000 | \$25,000 | | | |
| | 5000 Caswell | 390 | \$390 | \$390 | | | |
| | 9800 Tax Revaluation | 50,000 | \$50,000 | \$50,000 | | | |
| | 9800 Debt Service | 1,404,572 | \$1,595,116 | \$1,595,116 | | | |
| | 4930 Four River | 500 | \$500 | \$500 | | | |
| | 4920 Enviva Incentive | 363,000 | \$373,000 | \$373,000 | | | |
| | 6123 Cultural Recreation | 8,322 | \$8,510 | \$8,510 | | | |
| | 5601 Senior Tarheel Leg. | 0 | \$600 | \$600 | | | |
| | Roanoke River Basin | 0 | \$2,132 | \$2,132 | | | |
| | R-Chowan Safe | 0 | \$3,000 | \$3,000 | | | |
| | Insurance Savings | -40,250 | | | | | |
| | Vol. Fire Departments | 14,500 | \$14,500 | \$14,500 | | | |
| | COL | | | | | | |
| | Total Expenditures | 26,715,334 | \$30,034,438 | \$29,997,172 | | | |

| Proposed General Fund Budget (Operational) | | | | | | | |
|--|------------------------|-------------------------------|------------------------|------------------------|---------------------------|--------------------------|---------------------------|
| 2016/2017 Budget | | | | | | | |
| ORG | Department | 2016 2015/2016 Approved | 2017 Depart Request | 2017 Admin Approved | 2017 Changes Ist WS | 2017 Other Changes | 2017 Admin Approved |
| REVENUES | | | | | | | |
| | Advalorem Taxes | 18,031,512 | \$17,940,578 | | | | |
| | Proposed tax increa. | | | | | | |
| | Other Taxes & Lic | 110,400 | \$110,500 | | | | |
| | Sales Tax | 1,625,300 | \$1,625,300 | | | | |
| | Intergov. Unrestricted | 133,662 | \$118,220 | | | | |
| | Categorical Grants | 483,007 | \$478,242 | | | | |
| | Intergov. Restricted | 269,018 | \$269,018 | | | | |
| | Health F/S Restric | 1,555,100 | \$1,564,672 | | | | |
| | Permits/Fees | 221,700 | \$229,200 | | | | |
| | Sales/Services | 1,543,392 | \$1,568,235 | | | | |
| | Health Sales/Services | 1,291,808 | \$1,322,215 | | | | |
| | Miscellaneous | 201,226 | \$201,178 | | | | |
| | Fund Balance Approp | 462,116 | \$462,116 | | | | |
| | Health Fund Balance | 787,093 | \$892,323 | | | | |
| | Total Revenue | 26,715,334 | \$26,781,797 | | | | |
| | Difference | | -\$3,215,375 | | | | |
| Other Funds: | | | | | | | |
| | 66 Solid Waste | 2,276,912 | \$2,323,235 | \$2,323,235 | | | |
| | 61 Enterprise | 3,158,533 | \$3,213,096 | \$3,213,096 | | | |
| | 251 Tourism Dev. | 46,696 | \$57,600 | \$57,600 | | | |

| FIRE SERVICE DISTRICTS | | |
|---|---------------------|---------------------|
| <u>District</u> | <u>FY 15-16</u> | <u>FY 16-17</u> |
| Roanoke Wildwood | 3.1 cents per \$100 | 3.1 cents per \$100 |
| Roanoke Wildwood A | 3.1 cents | 3.1 cents |
| Garysburg | 6 cents | 6 cents |
| Gaston | 7 cents | 7 cents |
| Jackson | 3.93 cents | 3.93 cents |
| Lasker | 5.09 cents | 5.09 cents |
| Rich Square | 5 cents | 5 cents |
| Seaboard | 5.75 cents | 5.75 cents |
| Woodland | 7.42 cents | 7.42 cents |
| | | |
| | <u>Districts</u> | |
| | | |
| Lake Gaston Special Tax District | | 0 |

Position Upgrade and Reclassification 2016-2017

| Department | Current Position | Reclassified Position Title | In Range Adjustment | Grade Reclass | Current Grade/Step | Reclassified Grade/Step | Current Salary (Annual) | Reclassified Salary (Annual) | Increased Amt Cost (Annual) |
|------------|------------------------|-----------------------------|---------------------|---------------|--------------------|-------------------------|-------------------------|------------------------------|-----------------------------|
| Health | Public Health Nurse II | PHN III | | YES | 72/2 | 73/2 | \$ 43,393.00 | \$ 45,562.00 | \$ 2,169.00 |
| Health | Public Health Nurse II | PHN III | | YES | 72/5 | 73/5 | \$ 46,730.00 | \$ 49,066.00 | \$ 2,336.00 |
| | | PHN III | | YES | 72/15 | 73/15 | \$ 59,816.00 | \$ 62,808.00 | \$ 2,992.00 |
| Health | Public Health Nurse II | PHN III | | YES | | | | | \$ 2,456.00 |
| | | | | | 72/7 | 73/7 | \$ 49,094.00 | \$ 51,550.00 | |
| | | PHN III | | YES | 72/5 | 73/5 | \$ 46,730.00 | \$ 49,066.00 | \$ 2,336.00 |
| | Public Health Nurse II | PHN III | | YES | 72/8 | 73/8 | \$ 50,321.00 | \$ 54,159.00 | \$ 3,838.00 |
| Health | | | | | | | | | |
| | | PHN III | | YES | 72/5 | 73/5 | \$ 46,730.00 | \$ 49,066.00 | \$ 2,336.00 |
| Health | Public Health Nurse II | PHN III | | YES | 72/4 | 73/4 | \$ 45,588.00 | \$ 47,869.00 | \$ 2,281.00 |
| | | Animal Shelter Attendant | YES | | 56/5 | 56/8 | \$ 21,407.00 | \$ 21,942.00 | \$ 535.00 |
| Health | Public Health Nurse II | Admin Officer II | YES | | 70/2 | 70/4 | \$ 39,359.00 | \$ 41,352.00 | \$ 1,993.00 |

| Department | Current Position | Reclassified Position | In Range Adjustment | Grade Reclass | Current Grade/Step | Reclassified Grade/Step | Current Salary (Annual) | Reclassified Salary (Annual) | Increased Amt Cost (Annual) |
|--------------|--------------------------------|-------------------------------------|---------------------|---------------|--------------------|-------------------------|-------------------------|-------------------------------|-----------------------------|
| | | Admin Assitant II | YES | | 65/2 | 65/3 | \$ 30,838.00 | \$ 31,610.00 | \$ 772.00 |
| | | Medical Office Assistant | | YES | 54/8 | 57/4 | \$ 20,910.00 | \$ 21,929.00 | \$ 1,019.00 |
| Health | Public Health Nurse Supervisor | PHN Supervisor II (Title Unchanged) | YES | | 76/10 | 76/12 | \$ 64,263.00 | \$ 67,517.00 | \$ 3,254.00 |
| | Public Health Nurse Supervisor | PHN Supervisor II (Title Unchanged) | | | 76/5 | 76/7 | \$ 56,801.00 | \$ 59,674.00 | \$ 2,873.00 |
| Health | | | YES | | | | | | |
| Public Works | W/S Tech II | Lead W/S Tech II | | | 63/11 | 63/13 | \$ 34,932.00 | \$ 36,700.00 | \$ 1,768.00 |
| | | | YES | | | | | | |

| Department | Current Position | Reclassified Position | In Range Adjustment | Grade Reclass | Current Grade/Step | Reclassified Grade/Step | Current Salary (Annual) | Reclassified Salary (Annual) | Increased Amt Cost (Annual) |
|--------------|------------------|-----------------------------------|---------------------|---------------|--------------------|-------------------------|-------------------------|-------------------------------|-----------------------------|
| Public Works | W/S Tech II | Lead W/S Tech II | YES | | 63/6 | 63/8 | \$ 30,876.00 | \$ 32,439.00 | \$ 1,563.00 |
| | W/S Tech III | W/S Tech III (Title Unchanged) | YES | | 65/12 | 65/14 | \$ 39,475.00 | \$ 41,474.00 | \$ 1,999.00 |
| Public Works | | Maintenance Mechanic | N/A | | | | | | |
| | | | | | | | | No Changes | |
| | | | | | | | Total Cost | | \$ 36,520.00 |
| | | | | | | | COL 2.5% | | \$ 913.00 |
| | | | | | | | | | <u>\$ 37,433.00</u> |

**NEW POSITION REQUESTS
FISCAL YEAR 2016-2017**

| Position | Grade/Step | Department | Costs (salary & fringes) | Funding | |
|------------------------------|-------------------|----------------------|-------------------------------------|----------------|----------------|
| Training Officer | 70/1 | EMS | \$45,246 | County | State Required |
| EMT-Basic (8) | 64/1 | EMS | \$341,716 | County | \$42,715 pp |
| Field Maintenance | 60/2 | Recreation | \$28,568 | County | |
| Custodian I | 54/2 | Building & Grounds | \$29,153 | County | |
| Emergency Management Officer | 69/1 | Emergency Management | \$43,121 | County | |
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| TOTAL | | | \$442,558 | | |
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A motion was made by Chester Deloatch and seconded by Robert Carter to adjourn. Question Called: All present voting yes. Motion carried.

Michelle Nelson, Clerk to the Board
"s.m. 05-25-16"