

PERSON COUNTY BOARD OF COMMISSIONERS

MAY 23, 2016

MEMBERS PRESENT

OTHERS PRESENT

David Newell, Sr.

Heidi York, County Manager

Tracey L. Kendrick

Jimmy B. Clayton

Brenda B. Reaves, Clerk to the Board

Kyle W. Puryear

B. Ray Jeffers

The Board of Commissioners for the County of Person, North Carolina, met in recessed session on Monday, May 23, 2016 at 6:00pm in the Commissioners' meeting room in the Person County Office Building for the purpose of a budget work session.

Chairman Newell called the recessed meeting to order.

County Manager, Heidi York presented the following items for discussion which were identified during the individual commissioner budget briefings.

1. Personnel Positions

Ms. York presented the following handout related to County personnel positions for Board discussion and consideration. Ms. York said she did not consider any requests for new full-time positions and had evaluated every vacancy to determine a restructure. Ms. York's proposed budget requested the Board to consider reducing six full-time positions; these included three vacant positions in Tax, General Services and Person Area Transportation System (PATs), two transitional positions in the Register of Deeds (ROD) and Person Industries and one grant funded position in the 4-H YES program due to reallocation of funding. Ms. York stated that the ROD Amanda Garrett and the PATs Director, Kathy Adcock were not in agreement with the Manager's proposed budget and both were available in the audience to answer questions. They both wanted to provide the Board with justification to keep the positions in the budget.

Ms. York stated the handout included ridership data for PATs and workload data comparing real estate documents only for the ROD office.

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County Personnel Positions

| Department | Title | FY17 Additional Cost | 12 month recurring cost (salary, benefits, supplies) | NOTES |
|------------------------|------------------------------|----------------------------|---|--|
| PATS* | Transportation Specialist | \$39,113 | \$39,113 | This position has been vacant for 2 years; if position is restored, part-time funds may be reduced |
| Register of Deeds** | Asst. Register of Deeds | \$26,219 | \$44,948 | FY17 costs covers 7 months; workload data indicates that cutting this position will put PC in line with other ROD's in neighboring counties |
| EH | Env. Health Specialist | \$91,461 | \$59,867 | FY17 cost includes truck (\$31,594), training/cell phone (\$2,000) |
| Economic Dev | Senior Admin Assistant | \$28,975 | \$44,980 | Costs of increasing PT to FT. Position is currently part-time |

PATS Ridership data

| FY | # of riders |
|------------------|-------------|
| FY14 | 38,949 |
| FY15 | 47,498 |
| FY16 (estimated) | 48,500 |

Register of Deeds workload data

| County | FTE's | Real Estate | real estate docs/FTE |
|------------|-------|----------------|-------------------------|
| Person | 4 | 5310 | 1327.5 |
| Granville | 5 | 9592 | 1918.4 |
| Caswell | 3 | 4537 | 1512.3 |
| Rockingham | 6 | 12278 | 2046.3 |
| Chatham | 6 | 12789 | 2131.5 |

When PC ROD FTE's are reduced to 3, the real estate doc/FTE workload is 1770

ROD Amanda Garrett and ROD Elect Tonya Wilson both appeared before the Board to advocate the need for the position proposed to cut. Person County is a Race to the Courthouse County. Race to the courthouse is an informal name used to describe the rule in some jurisdictions that the first conveyance instrument, mortgage, lien or judgment to be filed with the appropriate recorder's office, will have priority and prevail over documents filed subsequently, irrespective of the date of execution of the documents at issue. Ms. Garrett conveyed that in her almost 24 years of service, there has been a need for the ROD plus three staff. Currently the ROD has an Assistant Register of Deeds and two deputies.

Through discussion, it was determined that the proposed cut position would be filled with a lesser grade of 61 therefore the remaining FY 2016-2017 funding needed would be \$24,543 and recurring cost for 12 months for FY 2017-2018 would equate to \$42,074 per the Finance Director, Amy Wehrenberg.

Vice Chairman Kendrick stated his preference to leave the ROD position out of the budget as proposed, noting it could be added back in later, if proved to be needed, noting the economic climate of Person County he was inclined to cut more from the budget and was against adding anything back into the budget.

Commissioner Jeffers advocated that the position was workload justified.

A **motion** was made by Commissioner Jeffers to fund a Register of Deeds Deputy position at a grade 61, funding \$24,543 for seven months using undesignated contingency. Commissioner Puryear respectively asked Commissioner Jeffers to table his motion until the Board's scheduled work session on June 7, 2016 at which time the Board would have heard all comments related to the budget for consideration. Commissioner Jeffers agreed to **table the motion until June 7, 2016**.

PATS Director, Kathy Adcock told the Board her department lost a position in the last budget process. Ms. Adcock said she currently has seven full-time and eight part-time positions. Ms. Adcock confirmed the proposed cut position was funded 100% with local funds in the amount of \$39,113. PATS currently transports individuals on approximately 4,000 trips per month.

Commissioner Clayton asked consideration from the Board to reinstate the cut Environmental Health position.

Economic Development Director, Stuart Gilbert requested Board consideration to move his part-time Administrative Assistant position to full-time status. To increase to full-time status in FY 2016-2017 the cost would be \$28,975 with a recurring cost of \$44,948.

Ms. York corrected an oversight in the Manager's proposed budget noting she had not included \$56,633 for the District Attorney (DA), Wallace Bradsher's Head Administrative Liaison Officer (HALO) position when in fact the County entered into an agreement for two years. DA Bradsher stated a full-year with the HALO staff in place was coming up in September 2016, at which time, he wanted to come before the Board to give an annual report. His preliminary report noted a reduction in average daily inmates from 115 to 75; he further noted that approximately 10-20 inmates of the 75 daily average are participants in the state misdemeanor program. DA Bradsher stated this reduced average daily inmates results in a savings to the County due to the HALO position expediting the process for the inmates getting the needed services.

2. Education Funding

Person County Schools' Superintendent Danny Holloman requested the Board for additional funding over the current fiscal year. Total funding recommended by the Manager included the following:

\$9,376,614 for current expense,
\$159,000 for capital,
\$419,014 for technology capital,
\$1,048,925 for CIP, and
\$795,722 for debt service

The recommended budget totaled \$11,799,275 as compared to \$10,371,003 in the current fiscal year.

Mr. Holloman noted the growth of the two charter schools in the county has impacted the number of students attending the traditional schools; approximately 700 students currently attend the two charter schools in Person County. According to projections from the Department of Public Instruction, 1,100 Person County students will enroll in charters, both located inside and outside the county. Mr. Holloman noted he uses the ADM formula to determine the cost-per-student funding. Approximately \$1.7M to \$1.9M of the district's current expense followed the students to the charter schools.

Mr. Holloman indicated his personnel was already lean noting his custodians were individually cleaning 30,000 sq. ft. or more and that he only had two landscaping staff to maintain all grounds maintenance.

Mr. Holloman thanked the Board for their previous support noting if the Board could increase the school's funding it would be much appreciated and if not, he would do the best he could with what he had.

3. Volunteer Fire Department Funding

Commissioner Jeffers noted the updated radio equipment was increasing the budget but he felt all volunteer fire departments are not created equal, i.e. Timberlake Volunteer Fire Department has significant higher call volume. Commissioner Jeffers suggested the Board to review other criteria to set the funding. Chairman Newell added that each station should be evaluated individually. County Manager, Heidi York gave the Board the following handout:

Volunteer Fire Departments

VFD's, FY17 Budget

| | FY15 Actual | FY16 Adopted Budget | FY16 Revised Budget | FY17 Request | FY17 Co Mgr Recomm | Inc/Dec from FY16 Adopted | Percent Change |
|-----------------------------|------------------|---------------------------|---------------------------|------------------|--------------------------|---------------------------------|-------------------|
| Expenditure (Detail) | | | | | | | |
| Rescue Squad | \$44,106 | \$44,988 | \$44,988 | \$44,988 | \$44,988 | \$0 | 0.00% |
| Allensville VFD | \$43,533 | \$44,403 | \$44,403 | \$44,403 | \$44,403 | \$0 | 0.00% |
| Ceffo VFD | \$87,046 | \$88,787 | \$88,787 | \$88,787 | \$88,787 | \$0 | 0.00% |
| Hurdle Mills Vfd | \$87,073 | \$88,814 | \$88,814 | \$88,814 | \$88,814 | \$0 | 0.00% |
| Moriah VFD | \$86,956 | \$88,695 | \$88,695 | \$88,695 | \$88,695 | \$0 | 0.00% |
| Semora VFD | \$13,958 | \$14,237 | \$14,237 | \$14,237 | \$14,237 | \$0 | 0.00% |
| Timberlake VFD | \$45,107 | \$46,009 | \$46,009 | \$46,009 | \$46,009 | \$0 | 0.00% |
| Triple Springs Vfd | \$43,551 | \$44,422 | \$44,422 | \$44,422 | \$44,422 | \$0 | 0.00% |
| Woodsdale VFD | \$64,826 | \$87,547 | \$87,547 | \$87,547 | \$87,547 | \$0 | 0.00% |
| Total | \$516,156 | \$547,902 | \$547,902 | \$547,902 | \$547,902 | \$0 | 0.00% |

Roxboro FD, FY17 Budget

| | FY15 Actual | FY16 Adopted Budget | FY16 Revised Budget | FY17 Request | FY17 Co Mgr Recomm | Inc/Dec from FY16 Adopted | Percent Change |
|-------------------------------|------------------|---------------------------|---------------------------|------------------|--------------------------|------------------------------------|-------------------|
| Expenditure (Detail) | | | | | | | |
| City Of Roxboro/Fire Contract | \$373,964 | \$373,964 | \$373,964 | \$381,443 | \$381,443 | \$7,479 | 2.00% |
| Total | \$373,964 | \$373,964 | \$373,964 | \$381,443 | \$381,443 | \$7,479 | 2.00% |

Call Volume, FY15

| Department | Call Volume | % of Calls | Cost per call, FY17 |
|----------------|-------------|-------------|------------------------|
| Hurdle Mills | 327 | 13.9% | \$272 |
| Moriah | 306 | 13% | \$290 |
| Triple Springs | 152 | 6.4% | \$292 |
| Timberlake | 544 | 23.1% | \$85 |
| Ceffo | 297 | 12.6% | \$299 |
| Semora | 60 | 2.5% | \$237 |
| Woodsdale | 136 | 5.8% | \$644 |
| Allensville | 212 | 9% | \$209 |
| Rescue | 324 | 13.7% | \$139 |
| TOTAL | 2358 | 100% | |

RFD Call Criteria

Roxboro will go to all EMS First Responder calls within their county district; automatic mutual aid to all structure fires county-wide. They are available for Confine Space rescues county-wide (they go to the power plants a few times a year to stand by while work is being done in confine spaces to meet OSHA laws) also respond when requested for any fire investigations county-wide.

Roxboro Fire Dept call area breakdown, FY15

| Area of Response | Call Volume | Percentage |
|-------------------------|-------------|-----------------|
| City | 1316 | 62.67 % |
| County | 784 | 37.33 % |
| Department Total | 2100 | 100.00 % |

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FY16 Capital Expenditures

| Agency | Description | Paid | Remaining Allotment | Comments |
|----------------|--|------------------|---------------------|---|
| Hurdle Mills | Motorola Pagers, Fire Turnout Gear (Coat/Pants), Fire Boots, Fire Helmet | 14,500.00 | - | County was able to apply \$979 to sales tax which allowed the VFD to maximize their funding allotment. |
| Moriah | Loan payment: Tanker Truck | 14,500.00 | - | Person County submitted payment on 7/24/15 |
| Semora | Air Paks | 3,625.00 | - | Semora already invoiced and paid for items prior to request. County was not able to apply \$245 to sales tax. |
| Timberlake | Brush Truck Pump, Dump Valve, Attic Ladder brackets, 6ft NY Hook, tires for Squad Truck, tires for Engine 51 | 7,250.00 | - | County applied \$486 to sales tax. |
| Triple Springs | Loan payment: Tanker Truck | 7,250.00 | - | Loan due 1/1/16; requested payment to be made to Triple Springs for them to make the payment |
| Woodsdale | Loan payment: Fire Pumper | 14,500.00 | - | Requested check to be made to lender; Woodsdale picked up check and delivered along with their check to make the loan payment |
| Ceffo | 5 Voice Pagers | 1,900.00 | 12,600.00 | Had other requests, but this was the only item purchased. County applied \$28 in sales tax. |
| Allensville | Airpak and Adaptor | 6,174.00 | 1,076.00 | County applied \$417 to sales tax. |
| Rescue Squad | Emergency upfit to Ford F-250 Truck | 7,250.00 | - | Total invoice was \$9,655.43. Person County's payment represented 75% of the total cost. No tax was charged. |
| | TOTALS | 76,949.00 | 13,676.00 | |

Almost \$500K allocated in CIP for VFD radios

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4. Vehicles

County Manager, Heidi York shared the following handout related to the County's Vehicle Replacement Policy.

Vehicles

| Department | Model Year | Description | Actual Mileage | Criteria Mileage | Replace With | Price Estimate |
|------------------|------------|---------------|----------------|------------------|---------------|-------------------|
| Animal Services | 2007 | F-150 4 X 4 | 132,252 | 100,000 | F-150 4 X 4 | \$ 31,594 |
| General Services | 2007 | F-150 4 X 4 | 107,417 | 100,000 | F-150 4 X 4 | \$ 31,594 |
| Social Services* | 2005 | Dodge Caravan | 121,424 | 120,000 | Dodge Caravan | \$ 24,916 |
| | 2009 | Dodge Charger | 148,133 | 120,000 | Taurus | \$ 24,386 |
| Tax | 2002 | Ford Explorer | 103,262 | 120,000 | Ford Escape | \$ 23,284 |
| Sheriff | 2008 | Dodge Charger | 105,110 | 90,000 | Dodge Charger | \$ 28,500 |
| | 2008 | Dodge Charger | 118,905 | 90,000 | Dodge Charger | \$ 28,500 |
| | 2012 | Ford F-150 | 111,734 | 100,000 | Ford F-150 | \$ 28,500 |
| | 2012 | Dodge Charger | 95,563 | 90,000 | Dodge Charger | \$ 28,500 |
| EMS/911 | 2009 | Ambulance | 173,873 | 250,000 | Ambulance | \$ 227,900 |
| Economic Dev | 2001 | Expedition | 147,368 | 120,000 | Ford Exped | \$ 37,086 |
| PATS** | 2008 | Van | 157,738 | 100,000 | Van | \$ 58,500 |
| | 2008 | Van | 154,334 | 100,000 | Van | \$ 58,500 |
| | 2008 | Van | 160,040 | 100,000 | Van | \$ 58,500 |
| TOTAL | | | | | | \$ 690,260 |

*DSS – 50% reimbursable

**PATS- 90% reimbursable

Used vs. new vehicles

| Vehicle | Retail* | State contract* | Used (2016, under 10,000 miles) |
|-----------------|----------|-----------------|---------------------------------|
| 2017 Expedition | \$45,250 | \$36,000 | \$42,130-\$50,051 |
| 2017 Escape | \$27,745 | \$22,600 | \$22,219-\$26,156 |

*Quotes are from University Ford

In addition, new vehicles include a full warranty and have lower maintenance costs.

Smaller ambulances

| Pros | Cons |
|--|---|
| <ul style="list-style-type: none"> Cost – small ambulances are cheaper, \$230,000 vs. \$189,000 Lower gas costs Better maneuverability Provide more cab room | <ul style="list-style-type: none"> Limited room in patient compartment Only have access to one side of patient Minimal space to carry needed equipment/supplies Patient care is difficult with acute patients Smaller fuel tanks – out of town transports No local repair centers |

Doug Young, Emergency Management Director and Greg White, EMS Operations Manager answered questions related to the larger or smaller version of the ambulances used. The smaller van type was not recommended by staff due to the confined working space, but was viewed a good fit for transports only. The larger international truck was purchased under previous management and thought to have a longer life however, Mr. Young noted maintenance costs are double the other trucks used. Mr. Young told the group that the County has refurbished a truck with new wiring and chassis.

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Chairman Newell inquired if staff knew how many calls each truck answered. Vice Chairman Kendrick asked if staff knew how many calls were transport only versus used for an emergency call. Both Mr. Young and Mr. White stated the trucks were rotated in use based on availability. Transports have increased due to the situation with WASS. Mr. Young stated he would be bringing two applicants for franchises before the Board soon.

Commissioner Clayton described the fleet rotation program that the County tried to implement but due to the recession was not able to do so. The plan was to buy new vehicles on the state pricing scale and before the warranty expired, rotate the vehicle to surplus to sale, so to have a good return on investment.

5. Summary of Adjustments to the Recommended Budget

The only change to the Recommended Budget was to add \$56,633 to the budget that was left out for the HALO position.

ADJOURNMENT:

A **motion** was made by Commissioner Jeffers and **carried 5-0** to adjourn the meeting at 8:18pm.

Brenda B. Reaves
Clerk to the Board

David Newell, Sr.
Chairman

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