

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

MAY 27, 2014
OTHERS PRESENT

Jimmy B. Clayton
Kyle W. Puryear
B. Ray Jeffers
Frances P. Blalock
David Newell, Sr.

Heidi York, County Manager
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in recessed session on Tuesday, May 27, 2014 at 2:00 pm in the Commissioners' meeting room in the Person County Office Building for the purpose of a budget work session.

Chairman Clayton called the recessed meeting to order.

County Manager, Heidi York presented the following items for discussion:

- Follow-up Information from May 19th work session Heidi York
- DSS Funding Carlton Paylor
- Person Industries & Recycling Center Funding Becky Clayton
- Unified Development Ordinance Sybil Tate
- Broadband/Public Safety Communication Towers Sybil Tate
- Recap of Adjustments Made to Recommended Budget Amy Wehrenberg

FOLLOW-UP INFORMATION FROM MAY 19TH WORK SESSION:

County Manager, Heidi York provided a memorandum for follow-up information for the Fiscal Year 2014-2015 budget work session held by the Board on May 19, 2014. Ms. York highlighted the memo with the Board of Commissioners.

1. *Sheriff food service contract: explore whether the Hospital and/or Roxboro Nursing Facility are interested in providing meals to jail inmates and whether their rate would be competitive. (Vice Chairman Jeffers)*

Both the Roxboro Nursing Center and Person Memorial Hospital were contacted regarding their potential interest in providing meals at the Detention Center. Ms. York spoke with Ms. Angela Wallace and Ms. Jill Strickland of Roxboro Nursing Center. The ladies stated that they did not have the staffing or the resources to provide meals at the amount and frequency needed. Ms. York explained that the contract may allow for their expansion of staff and resources but they clearly were not interested in talking further.

Person Memorial Hospital explained that their food services are outsourced to Sodexo and that they did not have any interest in providing meals to inmates, but they would also talk with the vendor. They called back and confirmed that they were not interested in expanding into inmate meals.

2. School Funding: provide the cost for a 2% increase for all employees (certified teachers, classified staff and principals). (Vice Chairman Jeffers)

Personnel	FY14 Adopted	FY15 Requested	FY15 Recommended	Inc/Dec from FY14 Adopted
Certified Teachers Supplements	\$1,215,650	\$1,276,433	\$1,239,963	\$24,313
Classified Supplements	\$0	\$146,200	\$0	\$0
Principal Supplements	\$180,000	\$191,000	\$180,000	\$0
TOTAL				\$24,313

An additional \$196,440 would be needed to fully fund the school's supplement request.

Personnel	Remaining Amount to be Funded
Certified Teachers Supplements	\$36,470
Classified Supplements	\$146,200
Principal Supplements	\$13,770
TOTAL	\$196,440

Ms. York explained the School's request for operating capital (not eligible for the Capital Improvement Plan) at \$523,100 to which the Manager's Recommended Budget at \$475,300 reflected one activity bus being funded versus the two requested and the addition of \$40,000 for the Helena emergency access driveway project.

3. Volunteer Fire Departments: bring back the amounts for a 2% increase for all districts as well as the call volume funding formula that was implemented for FY14. (Vice Chairman Jeffers)

Ms. York stated the Manager's Recommended Budget reflected a flat budget for the Volunteer Fire Departments (VFD) noting the intention to alternate the 2% increase based on call volume for fire services with the City of Roxboro Fire Department.

The tables below provide options for distributing a 2% increase.

- Table 1 shows the 2% increase distributed evenly to each VFD.
- Table 2 shows the 2% increase distributed by call volume.
- Table 3 shows the 2% increase redistributed based on call volume.

Table 1. 2% Increase distributed evenly to each VFD

	FY14	FY15 Rec.	2% increase	Total
Allensville	\$ 43,533	\$ 43,533	\$ 871	\$ 44,404
Ceffo	\$ 87,046	\$ 87,046	\$ 1,741	\$ 88,787
Hurdle Mills	\$ 87,073	\$ 87,073	\$ 1,741	\$ 88,815
Moriah	\$ 86,956	\$ 86,956	\$ 1,739	\$ 88,695
Semora	\$ 13,958	\$ 13,958	\$ 279	\$ 14,237
Timberlake	\$ 45,107	\$ 45,107	\$ 902	\$ 46,009
Triple Springs	\$ 43,551	\$ 43,551	\$ 871	\$ 44,422
Woodsdale	\$ 43,401	\$ 64,826*	\$ 1,297	\$ 66,123
Rescue	\$ 44,106	\$ 44,106	\$ 882	\$ 44,988
TOTAL	\$ 494,731	\$ 516,156	\$ 10,323	\$ 526,479

*6 months of funding for an additional station +\$21,425 contingent upon state certification

Table 2. 2% Increase distributed based on call volume

VFD	FY14	FY15 Rec.	Call Volume FY13	% of total calls	Amount of increase	TOTAL
Allensville	\$ 43,533	\$ 43,533	148	6.66%	\$ 688	\$ 44,221
Ceffo	\$ 87,046	\$ 87,046	277	12.47%	\$ 1,287	\$ 88,334
Hurdle Mills	\$ 87,073	\$ 87,073	307	13.82%	\$ 1,427	\$ 88,500
Moriah	\$ 86,956	\$ 86,956	300	13.51%	\$ 1,394	\$ 88,350
Semora	\$ 13,958	\$ 13,958	54	2.43%	\$ 251	\$ 14,209
Timberlake	\$ 45,107	\$ 45,107	538	24.22%	\$ 2,501	\$ 47,608
Triple Springs	\$ 43,551	\$ 43,551	181	8.15%	\$ 841	\$ 44,392
Woodsdale	\$ 43,401	\$ 64,826*	153	6.89%	\$ 711	\$ 65,537
Rescue	\$ 44,106	\$ 44,106	263	11.84%	\$ 1,222	\$ 45,328
TOTAL	\$ 494,731	\$ 516,156	2,221	100.00%	\$ 10,323	\$526,479

*6 months of funding for an additional station +\$21,425 contingent upon state certification

Table 3. 2% redistributed based on call volume

	FY09 Base	Call Volume FY13	% of total calls	Amount of increase	TOTAL	Variance FY14
Allensville	\$42,850	148	6.66%	\$646	\$43,496	\$ (36)
Cefo	\$85,700	277	12.47%	\$1,210	\$86,910	\$ (136)
Hurdle Mills	\$85,700	307	13.82%	\$1,341	\$87,041	\$ (32)
Moriah	\$85,700	300	13.51%	\$1,310	\$87,010	\$ 55
Semora	\$13,680	54	2.43%	\$236	\$13,916	\$ (42)
Timberlake	\$42,850	538	24.22%	\$2,350	\$45,200	\$ 93
Triple Springs	\$42,850	181	8.15%	\$791	\$43,641	\$ 90
Woodsdale	\$64,275*	153	6.89%	\$668	\$64,943	\$ 21,543
Rescue	\$42,850	263	11.84%	\$1,149	\$43,999	\$(107)
TOTAL	\$485,030	2221	100.00%	\$9,701	\$516,156	

*6 months of funding for an additional station +\$21,425 contingent upon state certification

4. City Fire Contract: how many trucks does the City operate and what are their staffing levels? (Commissioner Blalock)

- Station One: 3 FT people, M-F from 8:00 – 5:00; Vehicles: Confined Space Rescue, Truck and Trailer, Engine One, Rehab Trailer, Fire Investigation Vehicle
- Station Two: 3 FT people, 24 hrs per day; Vehicles: Ladder One and Engine Two
- Station Three: 3 FT people, 24 hrs per day.; Vehicles: Engine Three and Engine Four

Ms. York reported this information is provided by the City’s Chief Torain. The contract calls for 3 people and an engine from Roxboro on structure fires. Chief Torain provided that an average have 8-12 people are on scene from Roxboro. The City has a 7-person Fire Investigation Team, which were recognized as Fire Investigators of the Year from the state fire organization, and 11-person Firefighter Honor Guard. Also, the City has a Confined Space Team that provides confine space rescue for most of the industry in Person County and is the name team for the county when they go into a confine space. Additional the City has a Smoke House that is staffed with at least 2 people when it goes into the county and outside the county.

Commissioner Blalock requested the call volume data for the City Fire Dept.

5. *Vehicles:*

a) *Provide make, mileage, vehicles to be rotated and vehicles to be purchased, as well as the criteria. (Commissioner Newell)*

Dept.	Old Vehicle	Mileage	New Vehicle	Cost of replacement
Sheriff	2000 Ford Van	106,129	Dodge Charger	\$26,500
Sheriff	2009 Ford Explorer	93,623	Dodge Charger	\$26,500
Sheriff	2009 Ford Explorer	99,763	Dodge Charger	\$26,500
Sheriff	2004 Ford Crown	106,896	Dodge Charger	\$26,500
Sheriff	2006 Dodge Magnum	94,707	Dodge Charger	\$26,500
Sheriff	2006 Ford Crown	92,503	Dodge Charger	\$26,500
Sheriff	2006 Ford Crown	99,451	Dodge Charger	\$26,500
DSS	2004 Ford Taurus	100,879	4x4 Ford Explorer	\$31,930
EMS	2008 Ambulance	144,459	Dodge/Ford Amb.	\$190,000
Animal Services	2007 Ford F-150	105,169	4x4 Ford F-150	\$28,000
P&R (Mayo)	2004 Ford F-150	123,198	4x4 Ford F-150	\$27,000
PATS (90% reimburseable)	2006 Ford Van	152,310	Van	\$47,925
PATS (90% reimburseable)	2008 Light Transit Vehicle	164,533	Light Transport Vehicle	\$57,082
TOTAL				\$567,437

The Vehicle Replacement Policy was provided noting the suggested replacement criteria as follows:

Vehicle Description	Maximum Mileage
Sheriff Patrol/Pursuit Vehicles	90,000
Sheriff Admin Vehicles	100,000
Ambulances	250,000
Trucks/Vans/Utility Vehicles	100,000
Cars – Normal Use	125,000

May 27, 2014

Commissioner Newell questioned why the ambulance was being recommended when it did not meet the maximum mileage criteria. Ms. York, Mr. Wes Lail, Emergency Management Director and Mr. Greg White, EMS Operations Manager explained the annual rotation program for the ambulances was skipped this fiscal year and the recommended ambulances were based on mileage and maintenance issues.

Commissioner Puryear suggested extending the maximum mileage criteria for trucks/vans/utility vehicles to 125,000.

Finance Director, Amy Wehrenberg illustrated the PATS reimbursable costs shown as revenue in the General Fund revenue budget.

Commissioner Newell asked Ms. Wehrenberg for vehicle maintenance reports for the last five years. Sheriff Dewey Jones provided maintenance reports for a few of the Sheriff's Office fleet for information noting the more mileage, the more maintenance costs associated.

Ms. York stated the county has a total fleet of 150 vehicles.

Ms. York noted if vehicle replacements are deferred, departments will need to increase their vehicle maintenance lines as follows (Total \$9,500):

- Sheriff (7): \$5,000
- Mayo (1): \$1,000
- DSS (1): \$2,000
- Animal Services (1): \$1,500

b) Provide information on efforts to bid out maintenance service of vehicles (Vice Chairman Jeffers)

In 2012, consolidating vehicle maintenance with a single provider was explored. Informal requests for interests were made with local garages/repair shops. Most did not have the capacity to service the county's fleet of approximately 150 vehicles. They did not want to displace their current customers. The County explored the idea with the City of Roxboro and while they were interested in consolidating vehicle maintenance, in order to accommodate the county fleet, the county would need to build an additional bay and hire additional staff. This negated any savings to be generated. The County has analyzed the county's fleet maintenance costs intensively since 2004 and are currently averaging around \$100,000 per year on maintenance (mostly oil changes and tires). These services are performed by local garages, whichever can accommodate the needs at the time. The prices are competitive across all service providers.

Commissioner Newell questioned the average cost of \$100,000 noting between the Sheriff's Office and the PATS' budgets \$140,000 was budgeted, and a total of \$235,000 in the Recommended Budget. Ms. Wehrenberg and Ms. York explained the average was based on a five-year report noting factors, such as, hail damage, that are reimbursable by insurance will often inflate the data on the expenditure side when there is a revenue.

c) Provide details about the ambulance purchase (Vice Chairman Jeffers)

The request is for a full replacement ambulance—not a remount. A remount was done just prior to my arrival. Mr. White is requesting to replace EMS -8 and is convinced he can get a new replacement ambulance in the \$190,000 range by going with a Dodge or Ford chassis versus the Freightliner as has been the practice in the past. A Freightliner chassis would put the amount well over \$200,000 (as evidenced by the most recent ambulance purchase). While a remount does afford some cost savings, one must consider that a remount is not a new ambulance; any problems experienced previously with the old box (e.g. electronics, seals, etc.) are transferred to a new chassis. Listed below is information concerning the ambulances Mr. White is considering for replacement. He would like to replace EMS-8 due to air ride suspension issues.

EMS-8 Chevy 2008 Model 144,459 miles to date

EMS-9 Chevy 2008 Model 148,741 miles to date

Technically, these two ambulances are listed as reserve units, but they are constantly used for 4th out and 5th out calls. Also, they are frequently used to fill-in for the three frontline units when repairs or other maintenance are required. Essentially, all five units must be frontline ready. The older the vehicle and the more miles accrued, the more maintenance required.

Vice Chairman Jeffers requested call volume data (pre-WASS to present) for Basic Life Service (BLS) and Advanced Life Service (ALS) provided by both EMS and WASS. Vice Chairman Jeffers suggested any BLS calls be transferred to WASS to leave available the county units for ALS calls to decrease county expenses.

Commissioner Newell asked about the quality and pricing difference related to the Dodge, Ford and Freightliner chassis. Mr. Lail and Mr. White stated the Freightliner, or referred as International if a heavier chassis and more expensive noting the Dodge and Ford are pretty comparable and provide a better ride for the patient as well as travel on curvy roads better.

***6. Sheriff's Office: are they evaluating ways to reduce vehicle mileage?
(Commissioner Blalock)***

The Sheriff's office responded to 18,385 calls for service from May 1, 2013 to May 1, 2014. During this same time frame there were 2,367 incident reports taken which most required follow-up investigations the remaining calls were calls for service (911 hang ups, alarms, suspicious activity etc.) and during this time frame we made 3,259 arrests. The Sheriff's Office is also responsible for transports of inmates and the transports of mental patients. Within the last 12 months, 169 inmates and 157 mental patients logging in around 41,631+ miles were transported.

The Sheriff evaluates the call volume for many different reasons; one is for staffing and officer assignments as well as study the time of day the most calls come in, the day of week, and the locations. With these results, staffing is done to reduce response time and distance. The Sheriff's Office answers different types of calls where more than one officer needs to respond (Domestic violence, mental patient, shots fired etc.) Also an average miles driven analysis for all vehicles was completed and the average is 15,625 miles per year. Marked patrol cars average more with investigators and SRO much lower. Sheriff Jones noted vehicles are rotated among staff for lesser use to lessen mileage and maintenance issues.

7. Overtime Costs: Provide the overtime cost data; would like to see trend over last 3-4 years (Commissioner Puryear)

Fiscal Year	2010-11	2011-12	2012-13	Est 2013-14	Rec 2014-15
Elections	357.80	-	3,939.07	-	-
Sheriff (& Deputy Reserves)	31,057.62	34,165.20	39,011.47	37,629.69	40,000
Jail	18,829.35	26,969.45	21,445.78	12,193.85	25,000
Judicial	1,716.90	3,177.09	2,834.43	3,883.52	3,000
Telecommunications	29,744.31	16,457.87	20,972.70	22,460.67	40,000
EMS	98,877.67	112,283.39	152,127.58	100,992.99	125,000
Animal Services	-	-	-	216.52	-
PATS-Operations	4,151.59	3,924.06	2,712.45	693.34	2,000
Recreation, Arts & Parks	241.72	89.25	-	-	-
Public Health	1,161.08	720.47	-	857.01	8,000
DSS	18,879.74	18,949.59	31.76	740.53	-
TOTAL	205,017.78	216,736.37	243,075.24	179,668.12	243,000

Ms. York stated staff had accurately classified positions according to the Fair Labor Standards Acts to designate exempt employees. Sheriff Jones stated he is allowed to work a 42-hour work week and gives comp time in lieu of paying over time.

8. Kirby Sound Equipment: clarify what the \$22,000 will be purchasing (Vice Chairman Jeffers)

In FY13, the Board allocated \$17,000 to upgrade the sound equipment which paid for replacement speakers and an intercom system.

At the March 17th Board meeting, the Arts Council requested that the county match their contribution of \$4,510 with \$22,865 to upgrade the sound equipment and add additional sound paneling. Below are the items that will be purchased:

ITEM	COST
Acoustic sound panels	\$9,989
Sound Board	\$3,368
Drive rack	\$718
Speakers (sub woofers)	\$2,176
Pick-up (amplifier)	\$1,048
Headset	\$7,076
Microphones and Misc.	\$3,000
TOTAL	\$27,375

Vice Chairman Jeffers stated he wanted to review the meeting video to review the renting equipment versus purchase.

Assistant Finance Director, Laura Jensen asked the group to replace pages 109-110 in the Recommended Budget books noting an error was made on page 110 impacting the Revenues (Summary) section only. Ms. Jensen further noted the Capital expenditure item listed as \$22,685 should read \$22,865 which would impact the budget \$180 to be funded.

9. Inspections Department: provide information on the staffing levels and workload data for the Inspectors (Commissioner Newell)

In Sept. 2012, the Person County Inspections department was evaluated by the Building Code Effectiveness Grading Schedule (BCEGS). Part of the evaluation included a review of staffing levels. The BCEGS uses the benchmark of 10 inspections per day per full-time inspector.

Using the BCEGS methodology, Person County inspectors currently average 11.9 inspections per inspector/day in FY14. Currently there are five inspectors plus one fire inspector.

10. Mental Health Funding – What are the statutory requirements for local funds being sent to Cardinal Innovations (Commissioner Blalock)?

Recommended funding for Mental Health for FY15 is \$312,634. All of these funds are recommended to go to Cardinal Innovations. The General Statute that governs mental health funding is § 122C-115 - Duties of counties; appropriation and allocation of funds by counties and cities:

(d) Except as otherwise provided in this subsection, counties shall not reduce county appropriations and expenditures for current operations and ongoing programs and services of area authorities or county programs because of the availability of State-allocated funds, fees, capitation amounts, or fund balance to the area authority or county program. Counties may reduce county appropriations by the amount previously appropriated by the county for one-time, nonrecurring special needs of the area authority or county program.

DSS FUNDING:

DSS Director, Carlton Paylor was available to answer questions from Board members related to revenues and expenditures as federal, state or local pass-through funding. Ms. York noted the increase in Fund 10 by \$469,000 is due to revenues decreasing. The increases in full-time and contracted services are due to the NC FAST program challenges that are mandated by the state.

Commissioner Newell asked how many years are left on the facility lease. Ms. Jensen stated the lease date was in effect in 2004 for 20-years, therefore 10 more years remain on the lease. An increase in the lease amount by \$9,000 annual will impact the budget process next fiscal year. The current annual lease payment is approximately \$85,000.

PERSON INDUSTRIES & RECYCLING CENTER FUNDING:

PI Director, Becky Clayton was asked by Commissioner Puryear to explain the increase in the temporary employee budget. Ms. Clayton stated PI is experiencing an increase in community contracts and temporary employees are hired to meet the commitment, in particular, the contract with Eaton Corp.

UNIFIED DEVELOPMENT ORDINANCE:

County Manager, Heidi York provided the Board with the pros and cons of a Unified Development Ordinance (UDO) noting both the City and County would maintain separate ordinances, and not a combined ordinance as originally presented. Ms. York noted the new Planning Director recently hired would be able to provide insight to the process and review if the county decides to transition to such. The Manager did not include any funding for a UDO in her Recommended Budget.

The City plans to include subdivision, zoning and flood plain regulations. The County could include the same regulations.

Pros	Cons
<ul style="list-style-type: none"> • Updates ordinances (current zoning ordinance was written in 1991) • Reduces inconsistencies • Puts City and County ordinances into one document/location • Possible cost savings • If multiple jurisdictions are involved, a UDO can provide consistency between jurisdictions, providing clarity and consistency for the development community. 	<ul style="list-style-type: none"> • Cost (estimated at \$30,000 for FY15) • Organizational structure of the Planning departments does not reflect a joint UDO • Authority structure (ie. City, County, Planning Boards) does not reflect a joint UDO • For multi-jurisdictional UDOs, there may not be agreement across municipalities on development issues, reducing some of the anticipated consistency. Once an ordinance is in place, the ordinances may change over time, and uniformity will be lost, if a process is not in place for regular communication and action on zoning text changes.

It was the consensus of the Board to not include any funding in the budget for a Unified Development Ordinance.

Commissioner Puryear asked about an office for the City Planner, Aaron Holland. Ms. York stated Mr. Holland will remain in the county building.

BROADBAND/PUBLIC SAFETY COMMUNICATION TOWERS:

Assistant County Manager, Sybil Tate recapped the information shared by the consultant at the last Board meeting as follows:

Option	Total Cost	Timeline
4 towers	\$4,170,000	28 months
2 towers/year	\$4,259,000	43 months
1 tower/year	\$4,432,000	68 months

Priority order:

- #1 Woodland*
- #2 Bushy Fork
- #3 Mt Tirzah
- #4 Bethel Hill

*The State has expressed the most interest in partnering with the county on the Woodland tower location; however, the State cannot commit to moving forward until their funding is secured. The State has indicated that it could be as late as March 2015 before they can make a commitment.

Ms. Tate asked if the Board wished to delay making a decision until the State funding is determined. Vice Chairman Jeffers asked the Finance Director to address the Board about financing the communication towers. Ms. Wehrenberg told the group the best option is to finance all four towers at one time noting the closing for such financing would take place in Fiscal Year 2016 with the first debt payment due in Fiscal Year 2017 noting County will be losing quite a bit of debt at that same time. Ms. Wehrenberg recommended proceeding with the environment studies for all four locations which would take approximately nine months, after which time a Request for Proposal (RFP) will be released for the construction and the financing would follow the award. Ms. Wehrenberg stated a Reimbursement Resolution for this project would come before the Board to adopt so that the County could be reimbursed for any funds spent prior to the financing. Ms. Tate added if the Board would like to proceed with the environmental studies, \$100,000 would need to be budgeted in Fiscal Year 2015.

It was the consensus of the Board for staff to budget and proceed to have the environmental studies completed on all four locations and the Board did not want to delay the project until the State secures funding to potentially partner for the Woodland site.

RECAP OF ADJUSTMENTS MADE TO RECOMMENDED BUDGET:

Finance Director, Amy Wehrenberg noted few adjustments have been made to the Recommended Budget. Ms. York stated the health insurance revision of taking out the vision benefit of the hardware allowance resulted in the only \$30,000 impact on the Recommended Budget and not \$65,000 as originally presented. Ms. Wehrenberg added there are other minor adjustments, i.e. DSS revenue budget, Kirby capital correction, etc.

Commissioner Newell noted two requests not yet discussed: 1) \$10,000 request from Judge Galloway for Drug Court and 2) Person County Partnership for Children. Vice Chairman Jeffers added his support to fund the Imagination Library through Partnership for Children at \$1 per child served through the program. Ms. York stated she would find out how many children are in the program for the next work session.

Ms. York reminded the Board the Budget Public Hearing is scheduled for Monday, June 2, 2014 at 7:00 pm in Auditorium with the next Budget work session scheduled for Tuesday, June 3, 2014 at 2:00 pm in Board Room.

Vice Chairman Jeffers stated County Assembly Day is May 28, 2014 noting details from the Senate's recommended budget will be disclosed and any such impacts for counties.

ADJOURNMENT:

A **motion** was made by Commissioner Puryear, and **carried 5-0** to adjourn the meeting at 4:21pm.

Brenda B. Reaves
Clerk to the Board

Jimmy B. Clayton
Chairman