

BUDGET WORK SESSION
APRIL 14, 2016

The Pender County Board of Commissioners met in Budget Work Session with County Departments on Thursday, April 14, 2016 at the Pender County Public Assembly Room, 805 S. Walker Street, Burgaw, North Carolina.

In attendance were: Chairman George Brown; Vice-Chairman Fred McCoy; Commissioners Demetrice Keith and David Piepmeyer; County Manager Randell Woodruff; Melissa Pedersen, Clerk to the Board; Kathy Brafford, Finance Director; Chris King, Senior Accountant, and other staff.

Chairman Brown called the Work Session to order at 4:05 p.m.

Each Department Manager was available to answer questions that the Board may have. Mr. Woodruff had provided advance copies of the recommended Department Budgets.

The following Departments reported:

Housing – At 4:10 Housing Director Judy Herring appeared before the Board to answer any questions the Board might have regarding the Housing Budget. Mr. Woodruff stated that there was not much change in this budget. Ms. Herring added that money had been moved around for better tracking. Computer expense and admin fees were discussed. The Board had questions on a personnel issue. Mr. Woodruff stated that those questions could be answered in closed session at the next Board meeting. Discussion ensued regarding the buyout of Seven Oaks, senior housing on the eastern side of the County, and Pender Housing Initiative.

Veterans – At 4:27 Veterans Services Director Roy Horne appeared before the Board to answer any questions the Board might have regarding the Veterans Services Budget. Mr. Woodruff stated that there was only a \$2,600 difference from last year's budget to this year's budget. Mr. Woodruff added that the change was a result of moving ITS and Vehicle Maintenance into the budget which was not done in previous years. Discussion ensued regarding travel, training, how many veterans are provided service annually, homeless veterans, and space issues.

Elections – At 4:41 Elections Director Dennis Boyles appeared before the Board to answer any questions the Board might have regarding the Elections Budget. Mr. Woodruff stated that like the last two departments, there was not much change in this budget other than for added poll staff. Discussion ensued regarding state requirements, unfunded mandates, and the need for new machines in 2018.

Library – At 4:48 Library Director Mike Taylor appeared before the Board to answer any questions the Board might have regarding the Library Budget. Mr. Woodruff noted the small changes such as vehicle maintenance being added into the budget. Mr. Taylor introduced Allen Phillips Bell who was hired as the ITS liaison for the Library. Mr. Taylor added that he would like to reclassify Mr. Bell's position to Virtual Services Librarian as he has all of the credentials. Mr. Taylor then discussed a plan to partner with Pender County Schools to get students library cards. Discussion then ensued regarding the IT portion of the Library Budget. The Library's website was also discussed.

Cooperative Extension – At 5:03 Cooperative Extension Director Mark Seitz appeared before the Board to answer questions the Board might have about the Cooperative Extension Budget. Mr. Woodruff began by talking about personnel in this department and how the positions are funded between the County and the State. Extensive discussion ensued regarding a Family and Consumer Science position, what that person would be responsible for, who would fund the position, and potential options for that position.

The Board took a break from 5:28 p.m. until 5:39 p.m.

Tourism – At 5:39 Tourism Director Tammy Proctor appeared before the Board to answer any questions the Board might have regarding the Tourism Budget. Mr. Woodruff stated that there was not much change in this departmental budget either. Ms. Proctor stated that some contracts had been removed to cut costs. Discussion ensued regarding the new county logo, the need for hotels in the county, and a ghost walk in October.

Human Resources – At 5:51 Human Resources Director Denise Mulhollen appeared before the Board to answer any questions the Board might have regarding the Human Resources Budget. Discussion ensued regarding the Library position change, new FLSA laws and how those effect Pender County, the jump in Contracted Services and justification, Tyler Technologies, and NeoGov. The Board stated that the main priorities for this fiscal year are Schools, Courthouse Security, and employee salaries.

County Attorney – At 6:38 Mr. Woodruff discussed the County Manager Department budget. Mr. Woodruff noted that the only change to this department is that line items and funding were provided for training and travel to cover the attorney for the annual County Attorneys class.

County Managers Office – At 6:40 Mr. Woodruff discussed the County Manager Department budget. The Assistant County Manager position was discussed. Discussion also ensued regarding the PEG Channel that was budgeted. After brief discussion, the PEG Channel was removed from the budget.

Governing Body – At 6:45 Mr. Woodruff discussed the Governing Body's Budget. The Board discussed the iCompass Agenda Software. Agendas and the agenda process was discussed. The Board also discussed the contract with McClees Consulting. Disappointment for the last few months was noted.

Finance – At 6:56 Mr. Woodruff and Ms. Brafford discussed the Governing Body's Budget. The biggest change in this departmental budget was moving the cost of Munis and computer replacement from the ITS budget to the Finance budget. Ms. Brafford noted that even with this, there is a \$2,000 savings in the Finance Department Budget. Discussion ensued regarding the placement of certain items and services in the overall budget.

There being no further discussion, the Budget Work Session adjourned at 7:22 p.m.

Respectfully Submitted,



Melissa Pedersen, Clerk to the Board

Reviewed By:



Ann Coombs, Administrative Assistant II