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Posted By: Pat Parris
Witnessed By: _____

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JUNE 4, 2012**

The Jackson County Board of Commissioners met in a Work Session on June 4, 2012, 9:00 a.m., Justice & Administration Bldg., 401 Grindstaff Cove Rd., Sylva, North Carolina.

Present: Jack Debnam, Chairman
Doug Cody, Vice Chair
Charles Elders, Commissioner
Mark Jones, Commissioner
Joe Cowan, Commissioner

Chuck Wooten, County Manager
J. K. Coward, Jr., Co. Attorney
Pat Parris, Clerk to Board

Chairman Debnam called the Work Session to Order.

(1) **GOOD SAMARITAN CLINIC**: Mr. Wooten stated the proposed budget reflects a \$35,000 appropriation. The clinic's budget is \$70,000 of which \$35,000 is from a grant. The county has supported the clinic in the past with space in addition to some supplies and information technology. Documentation from 2008 reflects that the county is committed to the efforts of the clinic and sustaining the case manager position beyond the 3-year grant cycle. The case manager's salary is \$44,000 and would be an employee of the stand alone 501C3 entity, not a county employee. He recommended that the appropriation be increased to \$45,000 to fully cover the case manager position.

Consensus: Increase appropriation in the amount of \$10,000 for a total of \$45,000.

(2) **COMMUNITY SERVICES BUILDING**: Mr. Wooten stated he had received a letter from Joyce Lovin, Chair of the Board of Health, requesting that effective July 1, 2012, the large multi-purpose room in the Community Service Center be decommissioned and no longer available for use by the general public. The Health Dept. is in dire need of additional office and clinic space, filing and conference rooms, storage, restroom, etc.

Consensus: The multi-purpose room should be decommissioned.

(3) **CULLOWHEE COMMUNITY GARDEN**: Paula Carden, Health Dept. Director, stated the Health Dept. has been awarded a \$39,580 "Eat Smart" grant. Over 30% of the children in the western North Carolina have an inadequate food supply and a community garden will help students learn how vegetables are grown. 50% of the produce will be donated to the Community Table. The garden will be under the supervision of the Health Dept.

(4) SOUTHWESTERN COMMUNITY COLLEGE:

(a) Capital Request - \$580,000 matching funds. The total capital request this year is \$677,000. The proposed capital appropriation is \$142,678. Several years ago the county gave SCC \$486,000 for use in a property exchange with the Forest Service in order to expand the campus. Subsequently, SCC transferred a portion of that property to DOT. It is unknown at this time whether DOT paid SCC for a right-of-way. In addition, the county paid for construction of the Early College facility. Should the Board choose to appropriate the matching funds, it would be necessary to use the majority of the county's \$650,000 capital reserve fund.

(b) Operations: Request of \$1,971,000. The proposed appropriation is \$1,574,000 and is a 10% increase above the current year. The increase is for operational costs associated with the new Burrell Building.

(5) FIRE DEPARTMENTS:

(a) \$233,000 change in salaries. The Fire Marshal Dept. has been deleted.

(b) Per telephone conversation the Cashiers Fire Department requested \$15,000 for a non-certified satellite substation. Currently two fire trucks are parked at the Glenville-Cashiers Rescue Squad facility. The only non-certified substation the county currently funds (\$15,000/yr.) is for the Sylva Fire Dept. at the Rescue Squad building at the Webster Complex. The county's policy has been to only fund certified substations.

Consensus: Increase appropriation in the amount of \$15,000 for the Cashiers Fire Dept. satellite substation upon receiving a written request..

(6) AMBULANCE SERVICE: Mr. Wooten stated the maintenance/repair appropriation has been increased 3.4% for both the WestCare Emergency Medical Service and Glenville-Cashiers Rescue Squad pursuant to the terms of the contracts. Each entity is responsible for their respective staffs.

(7) COMMUNITY DEVELOPMENT CLUBS: The proposed budget is for the same amounts as the current budget with the exception that no additional appropriation for the Qualla and Glenville CDC's because the county previously advanced funds for roofs and added Cashiers.

(8) CHAMBER OF COMMERCE: As a condition for a \$15,000 appropriation, the Cashiers and Jackson Chambers would be required to provide audits. Both determined they would prefer not to be required to hire a certified auditor at a cost of \$4,000 - \$5,000. Both Chambers receive substantial funds from TTA contracts. The TTA may need to consider if there should be some accountability on how those funds are spent.

(9) REACH OF MACON COUNTY: \$20,000 was requested and is proposed. In the past, the county funded \$35,000 for REACH of Jackson County. REACH of Macon may request additional funding for a shelter.

(10) COMMUNITY TABLE: \$20,000 was requested. The proposed appropriation is \$15,000. The new facility is being renovated and not ready for occupancy. The county has assisted with some of the renovations.

(11) WEBSTER ENTERPRISES: The proposed appropriation is \$10,000; however, Webster Enterprises recently requested the amount be increased to \$17,400. Webster Enterprises plans to provide employee training for HomTex and other area employers; however, transportation is a problem. Door to door transportation cannot be provided by county transit. Suggestions were made for providing gas vouchers at the rate of \$60 (\$10 per week) per person if they attend every session (6 weeks). The additional \$2,400 will be used to ascertain if gas vouchers will have a positive impact. HomTex has jobs available if potential employees are trained. The additional \$5,000 is for general operations.

Consensus: Increase appropriation in the amount \$2,400 for a total of \$12,400.

(12) PUBLIC SCHOOLS: \$6,779,482 for operations and \$632,500 for capital improvements which is funded from sales tax designated for school construction. The new projects at SMH and Blue Ridge School are also budgeted.

(10) LIBRARIES:

(a) Jackson County Library: Budget request of \$699,000. Proposed \$697,950, a 3.4% increase. Utilities have increased approximately \$2,500.

(b) Albert-Carlton Cashiers Community Library: Budget request of \$228,000 which included funding for a new position. Proposed \$191,000, a 3.4% increase.

(11) SALARIES:

Four new positions proposed:

(a) Human Resource Director, proposed salary at \$60,724.35;

(b) Planner I funded partially from a contract with the Town of Sylva and CDGB funds, No additional dollars from the general fund.

(c) Animal Control Officer I. This new position will make a total of 4 positions because it is very difficult to provide 24/7 service at the shelter.

(d) Public Health Nurse II.

Salary adjustments:

(a) The majority are for position changes in the total amount of \$55,260.74.

(b) Cashiers-Glenville Rec Center - 4 vacant positions: Recreation Center Coordinator, Youth/Senior Program Coordinator and 1.5 Housekeepers.

(c) A one time \$650.00 bonus for all employees making less than \$40,000. If approved, bonuses would be paid in October.

(12) GOVERNING BODY: Transfer the \$25,000 contracted services line item to the new Human Resource Dept.

(13) ADMINISTRATION: The budget reflects a 1.54% increase for retiree insurance.

(14) HUMAN RESOURCES: Proposed new department with a Director's salary of \$60,724.35 plus benefits.

(15) GIS/MAPPING: There are some increases in line items plus an increase in salaries for a new position.

(16) CENTRAL SERVICES: The largest adjustment is the elimination of rent for the Han Building. Capital outlay is consolidated and moved to a non-departmental contingency line item and is part of the 5-year capital improvement plan.

(17) **PUBLIC WORKS DEPT.:** The department is the consolidation of the Garage, Maintenance, Grounds, and Housekeeping departments. The proposed budget is \$3,310,346 which is \$23,000 less than the current budget and includes 1.5 new housekeeping positions for the Cashiers Rec Center.

(18) **EMERGENCY MANAGEMENT:** Proposed budget reflects an 11% increase which includes moving the Assistant Fire Marshal position into the department.

(19) **TRANSPORTATION CONTRACT WITH WCU:** For the past several years the county has provided off campus shuttle service to some of the student housing around the campus. With the opening of the new Health Science Building on Long Branch Road, WCU will be providing that service.

(20) **VETERAN'S SERVICE OFFICE:** Proposed budget reflects an increase to change the part-time secretarial position to fulltime.

(21) **CJPP GRANT:** Grant expires on June 30 and is removed from the budget.

(22) **CONTINGENCY:**

(a) **General Contingency:** \$261,772 (unrestricted).

(b) **Salary Adjustment Contingency:** \$35,000 for potential reclassifications in the new Permitting & Code Enforcement Dept.

(c) **Capital Outlay Contingency:** \$645,486 for county departmental needs.

(23) **GREEN ENERGY PARK:** The proposed budget reflects a 20% reduction. Plans are being developed to make the park self-supporting.

(24) **EMERGENCY TELEPHONE FUND:** This account is funded by 911 telephone monies. The state allocations will be increased by \$7,703. The funds can only be used for 911 operations and the state determines how much money the county needs to operate its 911 call center.

(25) **ECONOMIC DEVELOPMENT FUND 23:** This fund is the consolidation of contributions from the county and municipalities. In the future, a decision needs to be made concerning the best way to allocate the funds or make refunds to each entity. It is anticipated that loans or commercial investments may be considered.

(26) **COMMUNITY DEVELOPMENT:** This line item is in the budget under the assumption the county will be awarded CDBG grants. The county currently contracts with Mountain Projects for administration of a \$500,000 grant. The salary line item in the amount of \$20,000 will be used to assist in funding the new Planner I position.

(27) **TRAVEL & TOURISM AUTHORITY:** The TTA budget will probably need to be revisited if the legislature approves delaying implementation of the local occupancy tax bill to January 1, 2013.

(28) **CONSERVATION, PRESERVATION & RECREATION:** The balance is \$793,000. The county has been appropriating \$250,000 per year to the fund. Plans are to use a portion of the funds for greenway projects.

(29) **SHERIFF'S OFFICE:** The proposed budget reflects approximately everything requested. The Sheriff understood the transfer of \$246,000 to Capital Projects Contingency. Chief Deputy Chip Hall stated no new positions are requested this budget year, but the Sheriff's 5-year plan reflects 2 new deputy positions each year commencing in FY2013-14 for a total of 8 positions.

(30) **CAPITAL RESERVE FUND:** \$650,000 is budgeted. This fund could be used if the Board chooses to approve additional funding for SCC. These funds could also be used to address other capital needs such as renovations to the Health Dept.

(31) **REVENUES:** The proposed budget reflects an anticipated \$149,000 increase in revenues based on last year's new construction and an additional \$270,000 in sales tax. The value of motor vehicles is increased to approximately \$14 million.

(32) **DEBT SERVICE:** The outstanding balance as of June 30 is \$29,770,616.33. \$11,300,000 will be added for the SMH gym and performing arts center and lockers at Blue Ridge School making the new balance \$41,070,616.33.

Mr. Wooten stated the county has the capacity or debt margin of \$865 million. Several issues will be paid off during the next 2-3 years. Loans for the Library, SCC, Fairview Kindergarten, Smoky Mountain High, and Cashiers Library have been modified.

Mr. Wooten stated the proposed budget is \$52,187,649 and is 6% less than the current budget.

There being no further comments, Commissioner Cody moved to adjourn the work session Commissioner Elders seconded the Motion. Motion carried and the work session adjourned at 11:40 a.m.

Attest:

Approved:

Patsy C. Parris, Clerk to Board

W. J. Debnam, Chairman