

**MINUTES OF A
WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
APRIL 21, 2014**

The Jackson County Board of Commissioners held a Work Session on April 21, 2014 at 1:00 p.m, Justice & Administration Building, Room A227, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Jack Debnam, Chairman
Doug Cody, Vice Chair
Charles Elders, Commissioner
Mark Jones, Commissioner
Vicki Greene, Commissioner

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

Chairman Debnam called the Work Session to order.

(1) NCFAST: Bob Cochran, DSS Director, stated that the North Carolina Association of County Directors of Social Services is reaching out to engage and seek the support of the North Carolina Association of County Commissioners to ensure the successful implementation of NCFAST in all 100 counties. It is the belief of NCACDSS that County Commissioners should have all relevant information from the local perspective. He gave an overview of the major issues counties are currently facing with the implementation of NCFAST which included the impact to local resources, significant system challenges, communication and training. He stated the “needed actions” are:

- Immediately suspend E PASS until such time that corrections can be made and it can work more effectively and not pose additional challenges and hardship to counties as the current epass system causes additional excessive work.
- Counties need a working relationship with the state which would facilitate successful implementation and avoid operating in crisis mode.
- Counties and the state should jointly develop key metrics and prior to any hard launch these metrics will be used to determine launch of the functionality.
- Discontinue sending applications from the Federally Facilitated Marketplace to counties and the state use its own resources and staff to work such applications.
- In conducting any reviews and monitoring, hold counties harmless for all errors made as a result of NCFAST implementation issues.
- State to develop a process to handle emergencies for Medicaid recipients when cases are held up by NCFAST.
- Immediately suspend additional mandatory implementation phases of NCFAST until the system is working well in all aspects in the pilot counties, and allow for flexibility for individual counties to voluntarily “hard launch” cases as they are ready to do so.

Due to the current impact that NC FAST is having on county staff and the impending impact on the vulnerable citizens being served, the requested action above is considered urgent by NCACDSS in order to ensure that positive results are achieved for all. As affiliate members of NCACC, the NCACDSS and each of its members in the 100 counties appreciates the engagement and active support of both the NCACC and the local Boards of County Commissioners in striving to ensure that the best interests of the counties and their residents are served.

(2) **PERSONNEL POLICY**: Danielle Wittekind, Human Resources Director, presented proposed revisions to Articles V and VI, the major changes are:

ARTICLE V: (proposed changes in italics)

Section 1. Workweek

The usual hours of work shall be 40.0 per week *unless otherwise defined*.

Section 2. Gifts and Favors

(add) County employees are to serve all persons fairly and equitably without regard to personal or financial benefit. Therefore, all County employees are prohibited from accepting a non-monetary gift that exceeds a nominal value, and:

(add) Any County employee who violates this policy is subject to disciplinary action up to and including dismissal.

Section 3. Political Activity Restricted

The public has the right to expect excellent service from all County employees on an equal basis without regard to political affiliation. Further, the public should be free from the appearance that support, or non-support, of a person's candidacy for political office that may have an effect on the services provided by County employees. Therefore, County employees may joinUnited States of America, applicable state and federal laws. However, while on duty, no employee of the County shall:

- 1. engage in any political or partisan activity while on duty;*
- 2. employees whose salaries are federally funded are not allowed to run in a partisan election.*

Section 4. Unlawful Workplace Harassment (expanded to include unlawful workplace harassment not just sexual harassment)

Unlawful workplace harassment defined: *unwelcome or unsolicited comments, treatment, or conduct based upon age, race, sex, religion, color, national origin, political affiliation, or non-disqualifying handicap, that creates a hostile work environment or circumstance involving quid pro quo. Conduct that may rise to the level of creating a hostile work environment includes verbal, nonverbal, or physical behavior that both a reasonable person would find hostile or abusive and one that the particular person, who is the object of the harassment, perceives to be hostile or abusive. Hostile work environment is determining by looking at all circumstance or incidents, including frequency of alleged harassing behavior, severity, and whether it unreasonably interferes with an employee's performance or adversely affects the employee's employment opportunities.*

Unlawful workplace harassing behaviorsare considered unlawful *sexual* harassment.

- *Physical Acts: Unwelcome touching, pinching...*
- *Nonverbal Conduct: including nonverbal communications via email, internet, or other computer transmission.*

A. revised to include how to report harassment

Section 5. Workplace Violence

Add new section to include prohibited conduct, discussed ban of all weapons including guns within the workplace (requires further research and discussion)

Section 6. Firearms in the Workplace (requires further discussion)

In order to comply with individuals' Second Amendment rights and concealed handgun laws of North Carolina, individuals may carry a concealed handgun with proper permit. For employees whose duties and responsibilities do not include the use of firearms (law enforcement) will be required to provide the Human Resources Office a copy of his or her permit.

Specific buildings or areas of buildings may restrict concealed carry including courtrooms, schools, and jail facilities as allowable by law.

Section 7. Outside Employment

The work of the County will take precedence over other occupational interests of employees. All outside or secondary employment for salaries, wages, or other compensation and all self-employment must be reported in advance to the employee's Department Head to review such employment for possible conflict of interest.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the County. Examples of conflicts of interest in outside employment include, but are not limited to:

- a) Employment with organizations or in capacities that are regulated by the employee or the employee's department; or*
- b) Employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.*

Determination of conflict shall be made by the employee's Department Head, Human Resources Director, and/or County Manager, or the Agency Director for employees subject to the State Human Resources Act.

Section 9. Limitations of Employment of Relatives (Nepotism Policy)

The employment of close relatives within the same local department or unit is to be avoided unless significant recruitment difficulties exist. For the purposes of this policy, immediate family is defined as spouse, mother, father, guardian, brother, sister, child, grandparent, grandchild, and the various combination of half, step, in-law and adopted relationships that can be derived from the named. Two members of an immediate family shall not be employed within the same department or unit if such employment will result in one supervising a member of his immediate family, or where one member occupies a position which has influence over the other's employment, promotion, salary administration and other related management or personnel considerations. Members of an immediate family may be employed in the same department or unit, provided that an immediate family member does not directly supervise another immediate family member.

The Board of Commissioners must grant approval prior to appointment by the Sheriff or Register of Deeds of a relative by blood or marriage of the nearer kinship than first cousin as required by N.C.G.S. §153A-103.

Travel Advances - *Funds may be advanced to permanent employees for expenses to be incurred in approved travel on County business. When submitting a "Request for Advance, the request must be submitted to the Finance Office at least two weeks prior to the date of need, to provide adequate time for the check preparation. The advance may be issued to the traveler no sooner than five (5) calendar days prior to travel. All travel advances must be cleared no later than thirty (30) days after the travel period.*

2. **Private Vehicles** - *When private vehicles are approved for use on official business for the convenience-of-the-County, reimbursement will be made at the prevailing rate set by the rate outlined in the annual budget.. Convenience-of-the-County is defined as non-availability of County vehicle.*

M. **Overnight Travel** - *To be eligible for specified meals on partial days the employee must submit receipts for all travel reimbursements*

4. *The meal allowance used when traveling must be the approved rate outlined in the annual budget.*

Section 10. Personal Appearance

County employees are expected to present in a professional image and be identifiable as County employees at all times while at work. For this reason, identification badges are required to be worn so that they are easily seen. Clothing, footwear and overall appearance must be appropriate and safe for the environment, work duties and work location for the day. Departments may have additional standards based on the business needs, environment, and nature of work.

Any staff member who does not meet the dress standards will be required to take corrective action, for example leaving the premises to change clothing. Any time missed because of failure to comply will be charge to accrued compensatory time or annual leave; if compensatory time or annual leave are not available, then the leave will be without pay. Supervisors are in charge with setting the example for professional appearance in the workplace and enforcement of County and/or departmental dress standards.

Section 11. Drug-Free Workplace

ADD:

Alcohol and substance abuse and use in the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs and alcohol may impair the well-being of all employees, and/or the public at-large, and result in damage to County property. It is the policy of the County to provide a working environment that is free of substance abuse and the use of alcohol and/or drugs. Therefore, the County will:

- *Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and health manner;*
- *Create a workplace environment free from adverse effects of substance abuse;*
- *Prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the County's workplace; and*
- *Prohibit the use of alcohol in the workplace.*

*A Pre-Employment/Post Offer- Consistent with its objective of a drug-free workplace, the County shall require all new hires, rehires and **employees who are receiving promotion** to undergo a drug screening B. Post-Accident Alcohol and Drug Testing – Employees will be tested for the presence of drugs and alcohol following on-the-job accident requiring treatment by a licensed physician and involving one or more of the following:*

- *a fatality*
- *an injury to another individual*
- *an accident involving a County-owned vehicle*
- *an accident involving a law enforcement citation*
- *an accident involving damage to County property*
- *a sequence of minor accidents or injuries where medical treatment may not have been required*
- *“reasonable suspicion” based on the fact that conclude the accident was due to the employee’s drug or alcohol impairment*

Section 14. Life-Threatening Illness & Disability Accommodation in the Workplace

ADD: ADA and accommodation request language.

Employeesand HIV/AIDSwith the Americans with Disabilities of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA), and all other legal requirements... illnesses or disabilities to perform the essential functions of their jobs.

Employees with questions or concerns about life-threatening illnesses in the workplace or those needing to request reasonable accommodation to perform work are encouraged to contact the Human Resources Director information and referral to appropriate services and resources.

Section 15. Employment Eligibility Verification, Form I-9 ADD: E-Verify language

The County participates in the federal E-Verify program that allows for electronic verification of employment eligibility within the United States.

ARTICLE VI: (changes in italics)

Section 1. *Add 1 day to Christmas holiday for a total of 3 days regardless of which day the 25th falls.*

Consensus: Need further discussion

Section 2. Annual (Vacation) Leave

Advancement - The County Manager at the recommendation of the Department Head may.....

Other Uses of Annual Leave –

1. Annual leave may be used for vacation or for other personal matters.

4. Annual leave may be used for inclement weather purposes. This is discussed in Article VI, Section 9.

REVISE *Transfer of Annual Leave - Unused annual leave may be transferred from the County to another state or local agency if the agency to which the transfer is being made will accept the leave; this includes the State of North Carolina, any of its political subdivisions, any local government entity or authority, or municipality in North Carolina. An accumulated annual leave balance cannot be transferred to Jackson County from other state or local government agencies.*

Section 3. Sick Leave

Amount Earned - A full-time permanentsick leave at the rate of one day per month as listed below. Permanent part-time employees earn sick leave on a pro rata basis.

Advancement - The County Manager at the recommendation of the Department Head may advance sick leave

*Use of Sick Leave - Sick leave may be granted for: **ADD***

4. The care for a covered service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

5. Medical or dental appointment of employee or immediate family member.

Verification of Sick Leave - the Department Head may require a statement from a medical doctor or other acceptable proof that the employee was unable to report to work due to injury and or illness for each occasion on which an employee uses sick leave in excess of three (3) days. Any restrictions of duty must be prescribed (in detail) by the employee's physician and submitted on the treating physician's letterhead. The Department Head may also require a statement from a medical doctor or other acceptable proof that the employee was unable to report to work for less than three (3) days if they suspect abuse of sick leave privileges. Requirement of verification of sick leave must be applied to all employees of each department equitably and fairly.

Transfer of Sick Leave - Unused sick leave may be transferred from Jackson County to another state or local agency if the agency to which the transfer is being made will accept the leave; this includes the State of North Carolina, any of its political subdivisions, any local government entity or authority, or municipality in North Carolina. An accumulated sick leave balance can be transferred to Jackson County from other state or local government agency described above if the state or local government agency was the immediate past employer and the employee has not requested, or is receiving retirement benefits from the North Carolina Retirement System. The employee must request this transfer within 90 days of the beginning of employment with Jackson County, and it is the responsibility of the employee to provide bona-fide documentation of the amount of unused sick leave from the immediate past employer. Upon verification of the unused sick leave by Human Resources, the employee will be credited with the transferred sick leave.

Section 4. Family Medical Leave:

New Section, to expand language to include 26 workweeks of leave

Employee Responsibility:

The employee must provide..... documentation, employee rights and other pertinent FMLA information.

Certification:

Human Resources reserves the right to contact the employee's health care provider to verify the authenticity of any certification that is received.

Section 5. Leave Without Pay

Leave without pay may be granted to any permanent employee by permission of the *County Manager with recommendation by the Department Head* for any time considered necessary or desirable.

Requests for leave without pay must be submitted in writing to the employee's Department Head. . If the leave is approved by the Department Head, then the request will be forwarded to the Human Resources Director and the County Manager for approval. The following requirements apply:

- *Leave may be granted to an employee for a period of up to three (3) months upon the approval of the County Manager.*
- *Accrued compensatory time and annual leave must be exhausted prior to taking any leave without pay. If the requested leave without pay is related to the care for the employee's illness or injury or that of a family member, sick leave must be exhausted prior to leave without pay as allowable under Sick Leave, Article VI, Section 3.*
- *An employee's vacation and sick leave accrual are suspended during the period of unpaid leave until the employee returns to work.*
- *Holiday pay is also suspended during the period of unpaid leave until the employee returns to work.*

ADD:

- *Leave without pay will run concurrent with any eligible Family and Medical Leave.*
- *An employee that fails to report promptly at the end of the unpaid leave, unless otherwise prohibited by law or regulation, is presumed to have resigned.*
- *While out on leave without pay, the employee is not earning compensation, therefore the County is unable to contribute or match contributions for the employee's NC401K account. The Local Government Retirement System deductions will also not be withheld during a period of leave without pay. If the employee was on leave without pay for worker's compensation or military leave, when the employee returns to work, the employee may choose to purchase retirement credit from the Local Government Retirement System and would need to speak to the County Employee Benefit Administrator to learn of the process.*

Employees granted leave without pay are responsible for paying all benefit plan premiums, including the employee's health and dental insurance costs that the County typically pays as a benefit to the employee if the leave without pay period is greater than five (5) days during any month. Failure of the employee to pay any required benefit plan premium by the first day of the following month may result in termination of the benefit due to non-payment of premium.

Retention and continuation of benefits during leave without pay:

The employee may elect to continue employer-sponsored health care for a period of up to twenty four months; however, the employ must pay the full premium for periods in excess of 30 days.

Section 8. Educational Leave:

Educational leave taken during normal work hours that are not required of an employee's position will be charged as annual leave unless otherwise approved by the Board of Commissioners.

Section 9. Adverse Weather Conditions –

It shall be the policy that all County Offices always remain open during normal workweek hours. If adverse weather conditions prevent County employees from reporting to work or County Government offices are declared closed, employees must use compensatory, annual leave or leave without pay for scheduled work hours missed. Department Heads should make reasonable efforts to allow employees to adjust schedules, as needed, to make up any missed hours during the work week due to inclement weather at the request of the employee. Adherence to this policy shall be the responsibility of the County Manager.

All law enforcement and emergency services personnel are excluded from the above adverse weather policy. Work hours will continue to be set at the discretion of the respective Department Head.

Public Works and other department personnel necessary for snow/ice removal operations or critical County functions as deemed necessary by the County Manager will work such hours as needed during times of inclement weather.

Section 10. Children’s School Involvement

Leave taken may be annual leave or leave without pay for children’s school involvement.

Section 11. Funeral Leave

A maximum of up to three days’ leave shall be granted to an employee in case of death in his immediate family. This leave is to be termed Funeral Leave and is considered free leave. Funeral leave can be taken intermittently rather than consecutively as needed. Funeral Leave is only to be used when the employee is scheduled to work, in the event the employee is not scheduled to work, no funeral leave will be granted. Immediate family is defined as spouse, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, and granddaughter, to include in-law and step relations.

In the event of an employee death or death of an employee’s family, the Department Head with approval of the County Manager may allow employees of said department to attend funeral and or related services in support of employee.

Consensus: Need further discussion

Section 13. Uninterrupted Leave

Each employee shall be required to take one week of uninterrupted leave each year.

(3) PUBLIC WORKS DEPT. - STRUCTURE UPDATE: Mr. Wooten presented the following:

- Reclassify Grounds Superintendent to Assistant Director (Grade 24 to 26).
- Rather than fill vacated Maint. Supervisor position (Grade 24), fill new supervisory position of Maint. Crew Leader II (Grade 22).
- Reclassify Grounds Crew Leader II positions to Grade 19; this adjustment would have the position more similarly aligned but below the current Maintenance Mechanic II position and above the Maintenance Mechanic I position due to newly added maintenance responsibilities.
- Reclassify Grounds Crew Leader I positions to Grade 18; this adjustment would have the position aligned equally with Maintenance Mech. I positions due to newly added maintenance responsibilities.
- Reclassify Landscape Specialist position to Grade 19 based on market salary ranges for comparable position.
- Reclassify Grounds Maint. Worker positions to Utility Worker III at Grade 17.
- Increase 0.725 FTE Grounds Maint. Worker to 1 FTE Utility Worker III.

Consensus: Proposed changes to be effective immediately.

(4) DUKE ENERGY FUND – PROPOSED RECREATION PROJECTS: Mr. Wooten presented the following proposals:

(a) **Ralph J. Andrews Park:** An electrical engineer has been engaged to evaluate current electrical system for the park and to design a new electrical system that would accommodate motor homes and other recreational vehicles. This project would involve a new transformer and new pedestals for a full 50 amp RV hook-up. In addition, upgrade existing roads to provide better access to park and to the camp sites. **\$75,000**

(b) **Shook Cove River Access:** Assuming the County leases this river access from Duke Energy, funds would be used to provide picnic tables and possibly a small shelter. **\$20,000**

(c) **East LaPorte Park:** Refurbish existing restrooms and restroom structure. **\$ 8,000**

(d) **Tuckasegee River Greenway/Bridge Project:** Funds will be used to support the construction of the first phase of the greenway and the pedestrian bridge to access the greenway from the Locust Creek River Access. The total cost of this project is estimated to be \$1.1 million and includes a \$435,000 PARTF Grant. The initial work for the greenway has been completed and the bridge is out to bid. Completion of the entire project should be by Fall 2014. **\$75,000**

(e) **Webster Baptist Church River Access:** Construction of a pedestrian river access point and to provide picnic tables. This site would allow fishermen and other persons to have access to the river at the bridge as well as enjoy the river setting. The project would remove one section of the guardrail to allow access to the site and provide a painted cross walk. Awaiting confirmation from the Church that they are amenable to allowing their parking lot to be officially used for vehicular parking to access this site. **\$30,000**

(f) **Mark Watson Park:** The County has approximately 10 unused acres at the rear of this park located in the Town of Sylva. The property for the most part is a wetland and is not buildable or suitable for traditional recreation activities; however, it may contain some interesting wildlife and plant species that would be a good educational site for school groups of all ages. In addition, the upper perimeter of the property could offer a great opportunity for developing a walking trail that could tie in with the existing sidewalk system in the park and be a continuation of the greenway. Currently, there is a continuous sidewalk from the southern Sylva town limits on Hwy 107 to Dillsboro at the intersection of West Main St. and US 441. The County is applying for a grant to develop a master plan for the site and construct a walking trail as soon as possible. **\$20,000**

(g) **Dillsboro River Park:** It is anticipated that Duke Energy will offer the river property to the Town of Dillsboro in the near future. Based upon early discussions, the County will either acquire this property from Dillsboro or partner with Dillsboro to develop this park property. An early design was prepared by Equinox Engineers in 2009. The total estimated cost has not been developed; however, he proposed that the County could set aside funds to begin phasing the development of this property. **\$100,000**

(h) **Barker's Creek River Access:** Assuming the County leases this river access from Duke Energy, a site plan would need to be developed that could include picnic tables, a shelter, sand volleyball court and possible basketball court. This would provide much needed recreation facilities in northern Jackson County. **\$75,000**

(i) **Contingency:** **\$22,000**

Consensus: *Agreed to proposed projects.*

(5) **REVENUE PROJECTIONS – FY14-15:** Darlene Fox, Finance Director, presented the following:

| FY2014-15 Budget Projections | | | |
|-------------------------------------|------------------|------------------|---------------------|
| | Current | New Year | Inc/Dec |
| MAJOR REVENUE | FY13-14 | FY14-15 | FY14-15 |
| Ad Valorem Tax | \$ 29,928,801 | \$ 39,297,364 | \$ 368,563 |
| Motor Vehicles | 673,514 | 650,328 | (23,186) |
| Sales Tax | <u>8,440,740</u> | <u>8,650,509</u> | <u>209,769</u> |
| TOTAL | \$ 39,043,055 | \$ 39,598,201 | \$ 555,146 |
| | | | |
| DEBT SERVICE | FY13-14 | FY14-15 | FY14-15 |
| County | \$ 3,015,816 | \$ 2,879,446 | (\$ 136,370) |
| Schools | <u>2,728,740</u> | <u>2,512,540</u> | <u>(\$ 216,200)</u> |
| TOTAL DEBT SERVICE | \$ 5,744,556 | \$ 5,391,986 | (\$ 352,570) |

| REVENUES FY14-15 | | | | | |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | FY 2012-13 | FY 2013-14 | FY 2013-14 | FY2013-14 | FY 2014-15 |
| TAX REFUNDS | Budget | Budget | Actual | Remaining | Requested |
| 00 Article 44 | \$ 20,455.00 | | \$ 1,286.07 | (\$1,286.07) | \$ |
| 01 Sales & Use | 3,981,169.00 | 4,013,666.00 | 1,455,796.72 | 2,557,869.28 | 4,114,007.65 |
| 02 Schools Art | 937,174.00 | 932,288.00 | 309,209.41 | 623,078.59 | 955,595.20 |
| 04 General Art | 1,405,761.00 | 1,398,432.00 | 463,814.13 | 934,617.87 | 1,433,392.00 |
| 05 Schools Art | 1,219,939.00 | 1,227,812.00 | 444,544.17 | 783,267.83 | 1,258,507.30 |
| 06 General Art | 813,293.00 | 818,542.00 | 296,362.77 | 522,179.23 | 839,005.55 |
| 07 Sales & Use | 93,890.00 | 50,000.00 | | 50,000.00 | 50,000.00 |
| | \$ 8,471,681.00 | \$ 8,440,740.00 | \$ 2,971,013.27 | \$ 5,469,726.73 | \$ 8,650,508.50 |
| <i>Added 2.5% for growth factor</i> | | | | | |

| FY14-15 BUDGET CALCULATIONS | | | |
|---------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|-----------------------|
| Real and Personal Values | | | |
| | FY 2015 | FY 2014 | |
| Property Values | Projections | Budget | Increase |
| TR-1 Values | \$11,184,689,715 | \$11,046,991,536 | |
| New Construction | 74,922,294 | 88,395,000 | \$ 209,782 |
| Total Value: | \$11,259,612,009 | \$11,135,386,536 | \$ 124,225,473 |
| Tax Rate of .28/per \$100 | 31,526,914 | 31,179,082 | |
| June 30, 2013 Collection Rate @ 96.10% | \$ 30,297,364 | \$ 29,928,801 | \$ 368,563 |
| <i>(Increase in the collection rate FY13 from 95.99% to 96.10% generated an additional \$34,679.60)</i> | | | |
| Motor Vehicle Values | | | |
| TR-1 Value | \$244,484,093 | \$274,401,714 | |
| Increase/Decrease in Values | - | - | |
| Total Value: | \$244,484,093 | \$274,401,714 | (\$29,917,621) |
| Tax Rate of .28/per \$100 | \$ 684,555 | \$ 768,325 | |
| June 30, 2013 Collection Rate at 87.66% | \$ 600,081 | \$ 673,514 | (\$73,432) |
| Collection rate FY13 decreased from 87.50% to 87.28% | | | |
| Increased collection rate to 98% -HB 1779 | \$ 650,328 | | (\$23,186) |
| Total Increase in Values: | | | \$ 345,377 |

(6) **DEBT SERVICE SCHEDULE FY14-15**: Darlene Fox, Finance Director, presented the following

| DEBT SERVICE SCHEDULES FY 14-15 | | | | | |
|----------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | FY 2012-13 | FY 2013-14 | FY 2013-14 | FY 2013-14 | FY 2014-15 |
| Description | Budget | Budget | Actual | Remaining | Requested |
| DEBT SERVICE FUND 30 | | | | | |
| Revenue | | | | | |
| Transfer from General Fund | <u>5,837,213.00</u> | <u>5,744,556.00</u> | <u>3,361,586.70</u> | <u>2,382,969.30</u> | <u>5,391,986.00</u> |
| TOTAL REVENUE | \$5,837,213.00 | \$5,744,556.00 | \$3,361,586.70 | \$2,382,969.30 | \$5,391,986.00 |
| | | | | | |
| County | \$3,504,270.18 | \$3,015,816.00 | \$1,988,941.14 | \$1,026,874.86 | \$2,879,446.00 |
| Schools | \$2,332,942.82 | \$2,728,740.00 | \$1,459,311.96 | \$1,269,428.04 | \$2,512,540.00 |
| TOTAL – EXPENSE | \$5,837,213.00 | \$5,744,556.00 | \$3,448,253.10 | \$2,296,302.90 | \$5,391,986.00 |
| | | | | | |
| TOTAL FUND 30 | \$ 0.00 | \$0.00 | (\$86,666.40) | \$ 86,666.40 | \$ 0.00 |

| OUTSTANDING DEBTS FY2014-2028 | | |
|--------------------------------------|---------------------------|------------------------|
| | County and Schools | Solid Waste |
| FY13-14 | \$ 5,744,556.03 | \$ 297,151.01 |
| FY14-15 | \$ 5,391,973.15 | \$ 2,291,590.97 |
| FY15-16 | \$ 4,010,894.38 | \$ 286,030.94 |
| FY16-17 | \$ 3,542,345.25 | \$ 280,470.91 |
| FY17-18 | \$ 3,460,942.89 | \$ 274,910.87 |
| FY18-19 | \$ 3,379,540.51 | \$ 269,350.83 |
| FY19-20 | \$ 3,298,138.17 | \$ 263,790.80 |
| FY20-21 | \$ 2,899,823.02 | \$ 258,230.77 |
| FY21-22 | \$ 2,515,578.64 | \$ 252,670.73 |
| FY22-23 | \$ 2,122,770.77 | \$ 247,110.69 |
| FY23-24 | \$ 1,601,775.82 | \$ 241,550.66 |
| FY24-25 | \$ 1,076,115.22 | \$ 118,690.23 |
| FY25-26 | \$ 708,515.66 | |
| FY26-27 | \$ 689,918.66 | |
| FY27-28 | \$ 337,983.43 | |
| TOTAL | \$ 40,780,980.60 | \$ 3,081,549.41 |

(7) **EMERGENCY SERVICES FY14-15 BUDGET:** Mr.Wooten, presented the following proposed budget which reflects a 2% increase:

| FY2014-15 EMERGENCY SERVICES EXPENSES | | | | |
|----------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| FIRE DEPARTMENTS | Budget FY12-13 | Budget FY13-14 | 2% Increase FY14-15 | Budget FY14-15 |
| Cashiers Fire Dept. | 150,890.00 | 153,908.00 | 3098.16 | 156,986.16 |
| Cullowhee Fire Dept. | 120,890.00 | 123,308.00 | 2,466.16 | 125,774.16 |
| Sylva Fire Dept. | 103,619.00 | 105,692.00 | 2,113.84 | 107,805.84 |
| Canada Fire Dept. | 86,350.00 | 88,077.00 | 1,761.54 | 89,838.54 |
| Savannah Fire Dept. | 103,619.00 | 105,692.00 | 2,113.84 | 107,805.84 |
| Balsam Fire Dept. | 103,619.00 | 105,692.00 | 2,113.84 | 107,805.84 |
| Qualla Fire Dept. | 103,619.00 | 105,692.00 | 2,113.84 | 107,805.84 |
| Highlands Fire Dept. | 6,908.00 | 7,046.00 | 140.92 | 7,186.92 |
| Qualla Bldg. Payment | 62,382.00 | 62,382.00 | -0- | 62,382.00 |
| Balsam Substation Bldg. Payment | 57,131.00 | 57,131.00 | -0- | 57,131.00 |
| Savannah Bldg. Payment | 19,552.00 | 19,552.00 | -0- | 19,552.00 |
| Sylva Fire Dept. Substation | 198,705.00 | 179,068.00 | -0- | 179,068.00 |
| TOTAL FIRE DEPTS. PAYMENTS | \$1,117,284.00 | \$1,113,240.00 | \$15,902.14 | \$1,129,142.14 |
| RESCUE SQUADS | | | | |
| Rescue Squad Unit #1 | 86,350.00 | 101,350.00 | 2,027.00 | 103,377.00 |
| Rescue Squad Unit #2 | 86,350.00 | 86,350.00 | 1,727.00 | 88,077.00 |
| Rescue Squad Unit #1 Bldg. | 78,382.00 | 78,382.00 | -0- | 78,382.00 |
| TOTAL RESCUE SQUADS PAYMENTS | \$ 251,082.00 | \$ 266,082.00 | \$ 3,754.00 | \$ 269,836.00 |
| AMBULANCE CONTRACTS | | | | |
| WestCare Ambulance Service | \$ 558,360.00 | \$ 570,086.00 | \$ 11,401.72 | \$ 581,487.72 |
| Cashiers Ambulance | 517,000.00 | 527,857.00 | 10,557.14 | 538,414.14 |
| TOTAL AMBULANCE CONTRACTS | \$1,075,360.00 | \$1,097,943.00 | \$21,958.86 | \$1,119,901.89 |
| TOTAL EMERGENCY SERVICES | \$2,443,726.00 | \$2,477,265.00 | \$41,615.00 | \$2,518,880.00 |

| SUMMARY OF FIRE DEPARTMENT CALLS | | | |
|----------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|
| Includes structure & brush fires,, vehicle accidents, medical assistance, HazMat, fire alarms, etc. | | | |
| | FY2011 | FY2012 | FY2013 |
| Balsam | 253 | 234 | 229 |
| Canada | 133 | 105 | 78 |
| Cashiers | 477 | 462 | 494 |
| Cullowhee | 647 | 648 | 713 |
| Qualla | 491 | 587 | 516 |
| Savannah | 304 | 286 | 289 |
| Sylva | 759 | 770 | 788 |
| Total | 3,064 | 3,092 | 3,107 |

Consensus: Will continue to discuss a Fire Tax whether by requested districts or county wide.

(8) NON-PROFITS GRANT FUNDING: Mr. Wooten stated that as of last week, the following organizations have filed grant applications for FY14-15:

| | Current Year Budget FY13-14 |
|----------------------------------------|-----------------------------|
| ARF | -0- |
| Arts Council | \$ 9,141 |
| AWAKE | \$ 15,000 |
| Barium Springs | \$ 4,856 |
| Cashiers Chamber of Commerce | \$ 12,500 |
| Community Table | \$ 15,000 |
| Disabled American Veterans | \$ 1,500 |
| Family Resource Center | \$ 18,000 |
| Highlands Community Child Dev. | \$ 2,500 |
| Jackson Chamber of Commerce | \$ 12,500 |
| Mountain Mediation Services | \$ 4,000 |
| Mountain Projects, Senior Companion | \$ 2,941 |
| Mountain Projects, Senior Volunteer | \$ 2,500 |
| Mountain Projects, Foster Grandparents | \$ 4,252 |
| Mountain Projects, GED Program | \$ 2,500 |
| Mountain Projects, JNIN | \$ 10,000 |
| R.E.A.C.H. of Macon County | \$ 50,000 |
| Smoky Mountain Senior Games | \$ 500 |
| State of Franklin Senior Aides | \$ 5,000 |
| Sylva Garden Club | \$ 1,000 |
| Watershed Assoc. (WATR) | \$ 22,200 |
| Webster Enterprises, Inc. | \$ 30,000 |
| TOTAL | \$225,390 |

Consensus: Suggest holding requests to a designated amount each year, continue to review and consider proposals.

(9) PERSONNEL COMPENSATION PROPOSAL FY14-15: Mr. Wooten proposed the following:

- (a) Cost of Living salary increase of 1.5% for all employees effective July 1, 2014
- (b) Provide all employees with 20 hours of bonus leave for FY14-15. This leave will be in addition to earned and accumulated annual leave and must be exhausted on or before June 30, 2015. Bonus leave for FY14-15 may not be carried into FY15-16. Employees will be encouraged to bank some of these hours to cover time away from work during adverse weather events.

The value of the two actions is approximately 2.5% and compares favorably with what other local governments are considering.

Consensus: Consider proposal during subsequent budget meetings.

(10) **SCC – BUDGET REQUESTS FY14-15:** Don Tomas, President, requested funding as following:

| | |
|---------------------------------------------------------------------|---------------------|
| Operating Expenses: | |
| Cashiers Center | 4,720 |
| Administration | 97,710 |
| Plant Operations | 1,427,967 |
| Plant Maintenance | 613,077 |
| Total Operating | \$2,143,474 |
| Macon County | - 200,000 |
| | \$1,943,474 |
| Capital Outlay: | |
| Motor Vehicles (3) | \$ 58,000 |
| Other Equipment | 35,000 |
| Site & Imp. of Grnd (campus signs \$25,000, firing range \$775,000) | 800,000 |
| Bldg. Alt. & Additions | 98,817 |
| Total Capital Outlay | \$ 991,817 |
| | |
| TOTAL REQUEST | \$ 2,935,291 |

Consensus: *Review request during subsequent budget meetings. More time needed to review the firing range request, look at different options.*

There being no further comments, Commissioner Greene moved that the Work Session be adjourned. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.

Attested By:

Approved:

Patsy C. Parris, Clerk to Board

W. J. Debnam, Chairman