



**BUDGET RETREAT MINUTES FOR THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, MARCH 20, 2024 AT 9:00AM
CAMP SEAFARER, TAYLOR LODGE**

The Pamlico County Board of Commissioners met for a Budget Retreat Meeting on Wednesday March 20, 2024 at 9:00am at Camp Seafarer's Taylor Lodge. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Carl Ollison, Pat Prescott, and Ed Riggs were present. Also present were County Manager Tim Buck, Finance Officer Bill Fentress, Personnel Director Chantelle Allison and Clerk to the Board Tracy Boyd. This meeting was open to the public, and proper notice was given.

Chairman Bohmert called the meeting back to order (recessed from the regular Commissioner's meeting on March 18, 2024) at 9:00am and turned the meeting over to County Manager Tim Buck and Finance Officer Bill Fentress.

The Board then began the Budget Meeting. The purpose of the meeting was:

1. To provide an overview of the proposed budget, including requests from the different County departments
2. Share information requested by the County Commissioners
3. Address specific questions and empower the Commissioners to make informed decisions and facilitate discussion
4. Identify additional governmental needs/actions/issues, group these needs into short-term (coming FY 2024-2025) and long-term (beyond coming FY) and prioritize these needs for action.

Finance Officer Bill Fentress and County Manager Tim Buck presented the following:

- Reviewed recent financial statements and projections.
- Budget requests from the different departments, noting some that had large increases in their requested amount.
- As of February 2024, the General Fund Cash 13.1 million (Does not include 1.9 million restricted for BOC – directed ARPA uses 2023 does include 450k grant for ball park)
- He advised the Board of the total revenues key areas are up 4.70% (Year to year or \$733,352 vs \$223,101 this time last year. The major revenue streams are listed:
 - Ad Val +2.98%
 - Sales Tax +4.12%
 - Jail +13.92%
 - Investment Earnings +50.82%
 - Permits and Fees +14.58%
- Medicaid Hold Harmless – 170k less in 2024
- Estimated % Fund Balance at YE 2024 based on \$25 million expenses - 29% or 7.2 million Unrestricted Funds (Need to follow the next 3 months)
- Estimated (YE Net) 2023 Revenue – Expenses (without ARPA) -300K

- Preliminary Summary of 2025 Budget
 - Revenue - \$22,941,685
 - Expenses - \$26,959,141
 - Deficit - \$4,017,456

County Manager Tim Buck turned the meeting over to Tim Oakley from Oakley Collier for their presentation.

Tim Oakley and his colleagues Ann Collier and Jennifer Starkey presented a space study on Pamlico County Law Enforcement Center and discussed options for funding below:

- Sheriff has \$3.2 million appropriated for Sheriff's Building and Storage Needs
- Review of Sheriff's Office, Jail, and Emergency Management's Needs
- Proposed Options:
 - Stand – alone EOC/Dispatch Building
 - Addition to Sheriff's Building
- Estimated Costs:
 - Option A: Construct Phase 1B (EOC/Dispatch Portion of Master Plan) \$3,530,573
 - Option B: Add on to Existing Sheriff's Building \$4,296,537
- Pros and Cons of each option

On a motion from Commissioner Baskervill, seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the request to Approve Option A: Construct Phase 1B (EOC/Dispatch Portion of Master Plan) from Oakley Collier proposed space study for Pamlico County Law Enforcement Center with a cost of \$3,530,573 is hereby approved.

Chairman Bohmert thanked Tim Oakley and his colleagues for their presentation and turned the meeting back over to County Manager Tim Buck to introduce Lobbyist Jamie Norment from Ward and Smith.

Lobbyist Jamie Norment from Ward and Smith along with his collages Whitney Campbell Christensen and Trafton Dinwiddie, formally introduced themselves and presented information on current legislative topics and requested input from the Board on the County's needs as well. Some topics discussed were:

- Explanation of process of developing legislative agenda for the County
- Establishing communications plans
- Creating tracking list of issues to monitor (prioritizing long and short-term goals)
- Update General Assembly delegation
- Refine Short Session priorities
- Assess executive branch/commission lobbying needs
- Scheduling County advocacy day
- Funding for different projects in the county

By consensus, the Board designated the County Manager as the point of contact for lobbying communication.

County Attorney Dave Baxter – presented a power point discussing the Review of Recent Changes in Laws and Concerns which are listed:

- Increase Areas if Risk for Local Gov.
 - Labor Claims
 - Jails Deaths
 - PFAS
 - ACLU records request – medical treatment in detention centers
 - 1st Amendment Change – social media

The board discussed various potential County Ordinances: Fire Prevention and Protection Ordinance and Buildings and Building Regulations and also topics including Rules of Procedure, County Manager and Finance Officer Succession Planning, Grant Writer and Broadcasting/Recording Board Meetings.

The Board directed the County Manager to advertise the Assistant County Manager position, that will transition to County Manager position upon the retirement of the current County Manager. The process will start as early as July, 2024. Similarly, the Board directed staff to advertise the Finance Officer opening, such that a candidate would have 6 months to train with Finance Officer prior to retirement.

Commissioners Bohmert and Baskervill left the meeting early. Vice Chair Doug Brinson presided over the meeting.

On a motion from Commissioner Riggs, seconded by Commissioner Forrest, the following resolution was reconsidered and unanimously approved.

BE IT RESOLVED, the request to reconsider Fire Prevention and Protection Ordinance and Buildings and Building Regulations is hereby approved.

On a motion from Commissioner Forrest, seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request to adopt the Fire Prevention and Protection Ordinance and Buildings and Building Regulations is hereby approved.

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Brinson, the Board adjourned until the next regular meeting on Monday, April 1, 2024 at 7:00 pm.

Chairman

Clerk to the Board

