

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, June 15, 2010

9:00 A.M. Budget Worksession

MINUTES

Place: Commissioners' Room, second floor, Durham County Government Administrative Complex, 200 E. Main Street, Durham, NC

Present: Chairman Michael D. Page, Vice-Chairman Ellen W. Reckhow, and Commissioners Becky M. Heron, Brenda A. Howerton, and Joe Bowser

Absent: None

Presider: Chairman Page

Durham County Grant Performance

Lindsay Mclain, Intern, County Manager's office, introduced this item. She stated that the Board requested information on all grants received by the County for Fiscal Year 2009-2010. Information regarding these grants have been collected from each County department and compiled.

Ms. Mclain highlighted that in FY 09-10, County departments received 68 grants totaling \$9,252,502.59. Of this total, \$1,079,693.08 was tied to funding from the American Recovery and Reinvestment Act (ARRA). She discussed the following:

- Community Transportation Program (Cooperative Extension/Other Human Services) - \$260,500 from ARRA, through NCDOT
- Peace Ambassadors (CJRC/Public Safety) - \$25,050.08 through 2009 JAP Recovery Act, via NC Governor's Crime
- Warrant Control (Sheriff/Planning & Development) - \$794,143 through 2009 JAG Recovery Act

Total Regular Funding➔	\$8,172,809.51
Total Stimulus-Related Funding➔	\$1,079,693.08
Grand Total	\$9,252,502.59

County Department	Total Grants	Total Amount
CJRC	4	\$473,547.08
Cooperative Extension	13	\$1,743,672.70
DSS	1	\$374,915.00
Fire Marshal	4	\$313,859.81
Library	1	\$110,000.00

Public Health	42	\$5,105,612.00
Sheriff	2	\$1,099,529.00
Soil & Water Conservation	1	\$31,367.00
Total	68	\$9,252,502.59

The Board made comments about the lack of grants received by some of the departments.

The following questions were posed by the Board:

- Has the Youth Home sought any grants?
- Does Mental Health have a grant writer?
- Could the RBA coordinator review grant writing options?
- Could the RBA coordinator review opportunities and alert the appropriate people...

Directives

1. Consider a training session for key people in County departments; have Cooperative Extension and Soil and Water Conservation District to discuss best practices; consider tapping into expert resources to assist with the grants.
2. Follow up with the Mental Health Department regarding a grant writer.
3. Consider highlighting Capital Grants in future reports.
4. Submit a list of grant requests to the Board from department heads regardless of whether funds were received.

Non-Profit Recommendations

Mike Ruffin, Durham County Manager, presented this item. He addressed the following:

- Nonprofits request for raises
- The People’s Channel
- Recommendation of \$20,000 to match the City’s contribution

The Commissioners and staff discussed the following:

Non-Profits – Notes on Proposed Raises

Non Profit	Recommended Requested Last Year	Raises Proposed? / Use of Durham County Funds for Raises?
Achievement Academy	\$17,746 \$35,000 \$18,680	2% pay increases proposed (total of \$2000) and personnel costs are part of proposal, though they are also facing a nearly \$1,000 cut in County funding.
Alliance of AIDS Services Carolina	\$13,310 \$30,000 \$14,010	One employee getting 4.8% raise (total of \$1,500) / not part of County request

American Red Cross	\$0 \$30,600 \$0 in FY09-10 (\$7,500 in '08-'09)	6% raises (total of \$4010)
AnimalKind	\$11,723 \$14,000 \$12,340	Raises ranging from 5-9% (total roughly \$5k). No county funds supporting raises.
Believers United for Progress	\$0 \$25,000 (\$0)	Part-time staff getting raises of 9 – 20%.
Big Brothers Big Sisters	\$27,787 \$50,000 \$32,690	No staff raises, though CEO and one VP getting \$5k raises.
Child Advocacy Commission	\$35,936 \$45,000 \$37,827	No raises.
Child and Parent Support Services	\$11,237 \$13,828 \$11,828	Some 1% raises totaling roughly \$3,500 and County would appear to pay for some of that. Facing a roughly \$500 County cut.
Child Care Services Association	\$29,783 \$40,000 \$31,350	No raises.
Non Profit	Recommended Requested Last Year	Raises Proposed? / Use of Durham County Funds for Raises?
Communities in Schools	\$4,836 \$20,000 \$5,090	3-14% raises for various staff (total of \$9,500), some of which might get covered by County grant.
Coordinating Council for Senior Citizens	\$123,069 \$130,000 \$129,546	One small raise totaling under \$1,500. Facing County cut of roughly \$5,500.
Durham Community Penalties	\$18,900 \$21,000 \$4,850	No raises.
Durham Companions	\$0 \$15,775 \$4,670	4 - 40% raises proposed and proposed grant was for personnel costs.
Durham Council for Children with Special Needs	\$11,535 \$13,000 \$12,142	No raises.

Durham County Teen Court	\$29,421 \$33,950 \$33,950	No raises.
Durham Crisis Response Center	\$46,140 \$50,025 \$48,568	Range of raises (1.5% - 3.3% for E.D.) for most employees (for total of close to \$8k). The grant request is for salaries.
Durham InterFaith Hospitality Network	\$13,000 \$20,000	4.4-5.7% raises proposed
Durham Literacy Center	\$26,619 \$40,000 \$28,020	\$7.7% (\$3,909) raise for Exec. Dir. (and none for anyone else). This increase is not part of the County request.
Durham Striders	\$0 \$30,000 (new)	All volunteer.
Non Profit	Recommended Requested Last Year	Raises Proposed? / Use of Durham County Funds for Raises?
Durham's Partnership for Children	\$13,310 \$150,602 \$14,010	There appear to be some raises, but it's hard to tell from the information we were given (numerous requests were made).
Durham Teacher's Warehouse	\$0 \$15,000 (new)	Significant raise for E.D., but this person is moving from part-time to full time.
El Centro Hispano	\$29,421 \$40,588 \$32,690	2% raises for most employees (for total of just under \$5k) and County request does include salary support.
Eno River Association	\$13,310 \$15,000 \$14,010	Small raises totaling \$2,457, but County request is for buses.
Food Bank of Central and Eastern North Carolina	\$15,823 \$40,000 (new)	2% raises across board (totaling roughly \$5k)
Genesis Home	\$21,739 \$25,000 \$22,883	3-5% raises across board (totaling roughly \$10k) and entire County request is for salary support.
InStepp	\$0 \$12,820 (new, but applied before)	No raises.

Interfaith Food Shuttle	\$8,873 \$20,000 \$9,700	Raises from 3-51% (totaling roughly \$50k) and entire County request is for salary support.
John Avery Boys & Girls Club	\$35,011 \$41,189 \$41,189	No raises.
Learning Assistance, Inc. (DHA)	\$0 \$10,000 (new)	8-10% raises proposed for 4 of 5 positions shown (totaling roughly \$28k), though request for County support was all for operating expenses.
Non Profit	Recommended Requested Last Year	Raises Proposed? / Use of Durham County Funds for Raises?
New Beginnings Outreach CDC	\$0 \$144,000 (new)	Doubling everyone's salaries, including Exec. Dir.'s. Only \$20k of their \$144k request was for salaries.
Operation Breakthrough	\$79,390 \$97,000 \$93,400	Not possible to tell from the information they gave us (following several requests) whether some employees are receiving raises.
The People's Channel (aka Durham Community Media)	\$20,000? \$55,000 (new)	5% raises for most employees (totaling roughly \$8,300). Roughly 70% of their request (\$55k) was for salaries.
Piedmont Wildlife Center	\$0 \$10,000 (had gotten funding in previous years for different function)	0% - 5% raises proposed (0% for E.D.) for a total of roughly \$3,400. Salary support is \$9k of their \$10k request.
Planned Parenthood of Central NC	\$17,746 \$20,000 \$18,680	Gave raises and then went down to ¾ FTE on a bunch of positions. Overall, still a decrease for personnel.
Project Graduation	\$3,783 \$4,500 \$4,200	All volunteer.
Reality Ministries	\$10,000 \$50,000 (new)	Some 2 and 5% raises (the latter for the ED) totaling roughly \$6,500. \$40k of their \$50k request was for salary support.
Salvation Army Boys & Girls Club	12,609 \$30,000 \$14,550	4% raises across board and their entire request was for salary support.

Senior PharmAssist	\$83,641 \$92,887 \$88,043	2% raises to offset health care cost-sharing (to keep employees whole). Roughly \$72k of a \$92k request was for salary support.
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Non Profit	Recommended Requested Last Year	Raises Proposed? / Use of Durham County Funds for Raises?
Shodor	\$9,500 \$25,000 \$10,000	No raises.
Triangle Champions Track Club	\$0 \$25,000 \$9,340	No raises, though a new E.D. proposed at \$40k.
Triangle Radio Reading Service	\$3,888 \$4,500 \$4,320	3% raises for 2 employees (total of roughly \$2,300)
TROSA	\$23,124 \$70,000 \$24,341	Some staff raises proposed (but incomplete staff listing). Salary support is \$50k of \$70k request.
Victorious Community Development Corporation	\$9,000 \$10,000 \$10,000	One staff member getting 3% raise (\$1,200). Entire request is for salary support, though not of the person getting the raise.
Volunteer Center of Durham	\$0 \$40,000	No raises.
Women in Action (Mediation Center)	\$24,440 \$30,200 \$27,243	Everyone getting raises of some sort (2-6.6%, the latter for the E.D.). Total of roughly \$6,500. \$24k of \$30k request is for salary support.

Drew Cummings, Assistant County Manager, replied to Commissioner Heron’s inquiry regarding how the funds would be spent. He summarized information about nonprofits and raises. He continued to address other concerns raised by the Board.

The Board held lengthy discussions regarding the following:

- Senior PharmAssist & Council for Senior Citizens as it relates to rent increase;
- Funding for Triangle Champions & Durham Striders;
- Operation Breakthrough; and
- Allowing the submission of nonprofit applications to be more user friendly.

Chairman Page stated that County funds should only be used for direct services.

Commissioner Bowser concurred with Chairman Page’s comments.

Pam Meyer, Budget Director, responded to the Board's inquiry about receipt attachments.

Vice-Chairman Reckhow moved, seconded by Commissioner Bowser to increase the funding for Senior Pharmassist by \$4,000 and send a letter to the Council for Senior Citizens requesting that there not be any rent increases for the next five years.

Commissioner Bowser seconded the motion.

The motion carried with the following vote:

Ayes: Bowser, Howerton, Page, and Reckhow

Noes: Heron

Absent: None

County Manager Ruffin discussed pay initiatives for County employees FY 2011.

It was recommended that Triangle Champions receive \$8,873 and Durham Striders receive \$10,000.

Directives

1. Draft and send a letter to all nonprofits from the BOCC chairman about next year's reporting requirements regarding funding.
2. Inform nonprofits that the Board would take into consideration what is being done with the funds; if raises are allowed it may impact the Commissioners decision on funding for the next fiscal year; inform nonprofits that budget documents would require two years of salary history to be submitted; and late reports would not be tolerated.
3. Consider following up with nonprofits regarding technical difficulties.
4. Convey to nonprofits that the focus should be on providing services.

Emergency Management

Jeff Batten, Emergency Management, briefed the Board about the fee schedule to determine if Durham County was in accord with neighboring jurisdictions. He requested an increase to the basic permit fees from \$50 to \$65. He also requested to raise the violation fees, to include the life safety, from \$500 to \$750. He stated that this would generate \$10,000 to \$15,000 dollars in revenue for the upcoming year.

Mr. Batten responded to Commissioner Heron's inquiry regarding the City's new fire station and other rural fire stations. He informed the Board about Parkwood's budget request is to appropriate an additional \$125,000 in fund balance instead of doing a budget amendment.

County Manager Ruffin stated that he would consider having discussions at a future Joint City-County meeting about the equalization of fire service and merging. He informed other Board members that a compromise was reached regarding the 10-Year Plan. The continuing care application is the threshold concern which needs to be submitted in August.

The Board held discussions regarding the 10-Year Plan to End Homelessness.

Warrant Control

County Manager Ruffin introduced this item. He stated that the current configuration is eight clerical assistants; one clerical supervisor; and eight deputies. The agreement that was reached is that the City and County would share cost of about \$182,000 instead of the \$425,000. Only four of the deputies would be used for warrant control and the City would assign four police officers to assist with the warrants for the upcoming year.

The Board asked the following:

- Has there been a report that shows how many warrants have been served?
- How many have been brought back to court?
- What will happen with the other warrants that have not been served?

County Manager Ruffin informed the Board that warrant control reports, that introduce new metrics, would be shared with the Board on a monthly basis.

Directive

1. Bring information to the Board about how the warrants are being served and how many are served in the courthouse or in the jail.
2. Place on a future Worksession for discussion.

Durham City-County Radio Communications

Ted Voorhees, Deputy City Manager, and Rick Rasmussen, Radio Assistant Manager, elucidated the Board about the following:

Background

- The Interlocal Agreement was executed in 2005 to share the costs of operating and maintaining the 800 MHz radio system.
- This amendment sets out the sharing of costs associated with an update of the microwave radio network used by the 800 MHz system to provide reliable simulcast service.

Goal

- Install new microwave radio equipment at the four tower sites and the 911 Center (Police Headquarters building).
- The equipment will replace the old microwave equipment purchased in 1994 which is exhibiting poor reliability due to age and difficulty obtaining service and parts.

Cost of Project

- The City has entered into a contract to provide the microwave radio equipment, installed, for a contract price of \$571,581.
- The total project includes funding for technician training, and contingencies.

- Total project cost is \$650,000

Timeline

- The project is currently underway with completion anticipated by December 2010.

County Manager made comments about the remaining funds in the landline surcharge funding.

Mr. Voorhees responded to questions asked by the Board.

DPS Funding

County Manager Ruffin discussed his funding recommendations for Durham Public Schools. He also made comments about the \$2 million debt payment which would have a balance of \$4,070,000. He stated that this amount is required for the County to reinstate 179 teaching positions and six half-time positions.

The Board offered feedback regarding the County Manager's recommendation. They also expressed their concerns regarding teaching positions for the next budget year, delayed capital projects, and new quarter cent sales tax.

The Board and staff continued discussions about capital outlay.

Directives

1. Make the necessary changes to the Memorandum of Understanding as directed by the Board.
2. Report to the Board what the unspent balance is from the 2001 and 2003 bonds; include an outline of how the money was spent.
3. County Attorney Siler to research whether the appropriated current expense could be reduced.

FY2011 Add/Delete & Adjustment List

Pam Meyer, Budget Director, and Keith Lane, Senior Budget Analyst, discussed the following:

<i>Agency</i>	<i>General Fund Expenditures</i>	<i>FTE Changes from Rec. Budget</i>	<i>Amount</i>
DSS	Document Management Imaging Project		\$399,066
GS	Annual utility cost for new AC unit installed at Animal Shelter		\$4,000

Public Health	Reassigning 2 positions--Home Health to STD and Women's Clinic; no new money needed	2.00	
Public Health	Additional reductions to Maternal Health related to State cuts; eliminate 3 vacant positions	-3.00	(\$74,050)
Public Health	Reduction to Jail Health contract increase (was \$91,086 now \$72,000)		(\$19,086)
Public Health	Reduction to Project Access contract		(\$30,000)
Non Departmental	Health Care Reserve		\$49,086
Sheriff	Warrant Control - Full Clerk funding		\$232,153
Non-Profit	People's Channel		\$20,000
Non-Profit	Triangle Champions Track Club		\$8,873
Non-Profit	Durham Striders		\$10,000
Non-Profit	Senior PharmAssist		\$4,000
	General Fund Expenditure Total		\$604,042
	General Fund Revenues		
DSS	Document Management Imaging Project - 53% Fund Balance Appropriation of Designated for DSS Funds		\$211,505
DSS	Document Management Imaging Project - 47% Revenue reimbursement		\$187,561
Public Health	Revenues related to new Dental Fees		\$10,000
Public Health	Reduction of State Funding related to Maternal Health		(\$30,000)
Sheriff	Warrant Control - City Funding for 9 clerk positions		\$182,516
	General Fund Revenue Total		\$561,582
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	General Fund Grand Total		\$42,460
	General Fund Grant Related Expenditures		

DSS	Home and Community Care Block Grant Plan		\$21,840
DSS	JCPC - Adolescent Parenting Program		\$12,000
Public Health	Appropriation of Additional Revenue from Diabetes Today Grant for Health Education		\$833
Public Health	Increase in Family Strengthening Initiative		\$10,185
	<i>General Fund Grant Related Expenditures Subtotal</i>		\$44,858
	<i>General Fund Grant Related Revenues</i>		
DSS	Home and Community Care Block Grant Plan		\$21,840
DSS	JCPC - Adolescent Parenting Program		\$12,000
Public Health	Additional Revenue from Diabetes Today Grant for Health Education		\$833
Public Health	Increase in Family Strengthening Initiative		\$10,185
	<i>General Fund Grant Related Revenues Subtotal</i>		\$44,858
	General Fund Grant Related Grand Total		\$0
	<i>Special Revenue Fund Expenditures</i>		
Parkwood VFD	Operating Expenses		\$125,000
	<i>Special Revenue Fund Expenditures Subtotal</i>		\$125,000
	<i>Special Revenue Fund Revenues</i>		
Parkwood VFD	Additional Fund Balance Appropriation		\$125,000
	<i>Special Revenue Fund Revenues Subtotal</i>		\$125,000
	Special Revenue Fund Grand Total		\$0

The Board and staff held a discussion regarding the tax rate increase as well as the add/delete list.

Marqueta Welton, Human Resources Director, addressed the Board's concerns regarding the unreserved and benefit funds.

Due to technical difficulties, sections of the audio was inaudible.

Directive

Make the necessary changes to the budget ordinance as directed by the Board

Adjournment

There being no further business, Chairman Page adjourned the meeting at 2:15 p.m.

Respectfully Submitted,

Angela M. Pinnix
Administrative Assistant
Clerk to the Board's office