

May 22, 2020 (Special Budget)

**MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
SPECIAL BUDGET MEETING**

Both Burke County and the State of North Carolina had previously declared a state of emergency which was ongoing as of May 22, 2020 due to the global COVID-19 pandemic. Following the N.C. Governor's Executive Order limiting mass gatherings and to protect the health of all meeting participants, the Burke County Board of Commissioners' regularly scheduled in-person special budget meeting on May 22, 2020 at 2:00 p.m. was cancelled on May 19, 2020. A special remote meeting via Zoom, a virtual meeting / teleconferencing platform with simultaneous communication, was scheduled for May 22, 2020 at 2:00 p.m. to facilitate the meeting. Chairman Carswell executed the combined notice of meeting cancellation and notice of a special virtual meeting which was published on May 19, 2020. The Commissioners, the County Manager, the County Attorney, the Clerk and County staff as well as any citizens that joined the virtual meeting, could hear, and see one another for the duration of the meeting. Citizens that joined by telephone, could only hear the meeting. Citizens were also invited on May 19, 2020 to watch a live stream of the meeting on the County's YouTube channel, BurkeCountyNC or view the meeting later on the local cable systems. During the meeting, the Clerk shared each agenda item on her computer screen so that meeting participants could see the item being discussed and the agenda, in its entirety, was posted to the County's website, www.burkenc.org, prior to the meeting as usual. A verbal roll call was conducted.

COMMISSIONERS PRESENT: Johnnie W. Carswell, Chairman
Scott Mulwee, Vice Chairman
Wayne F. Abele, Sr.
Jeffrey C. Brittain
Maynard M. Taylor

STAFF PRESENT: Bryan Steen, County Manager
Margaret Pierce, Deputy County Manager/Finance Director
J.R. Simpson, II, County Attorney
Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER

Chairman Carswell called the meeting to order at 2:00 p.m.

APPROVAL OF THE AGENDA

Motion: To approve the agenda.

RESULT:	APPROVED [UNANIMOUS] BY A VERBAL ROLL CALL VOTE
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

ITEMS FOR DECISION

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BDI - BUILDING REUSE GRANT AND LOCAL ECONOMIC DEVELOPMENT GRANT FOR PROJECT REFRESH

Information from the agenda packet:

Sect. 4.31 of S.L. 2020-3 (SB 704) specifically authorizes remote meetings and public hearings, upon issuance of a declaration of emergency under G.S. 166A-19.20. A public body may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the public body allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and 24 hours after the public hearing.

At its regular meeting, the Board held a public hearing on an incentive package for Project Refresh and no public comments were received. To comply with the new legislation, the public hearing comment period was extended through May 21st and Zero (0) comments were received. Action may now be taken on the incentive package referenced below.

Burke Development Inc. requests support for Project Refresh, a new industry relocating to Burke County (Morganton), through a Building Reuse grant, and a local economic development grant which will be the matching funds for a proposed One NC grant from the State of North Carolina.

A Building Reuse grant application for \$500,000 is being submitted to the State by the County. Burke County and the City of Morganton will provide the 5 percent local match of \$12,500 each or \$25,000 total. A grant administration contract with the WPCOG (Western Piedmont Council of Governments) is necessary if a grant award is received. The local match will cover the grant administration cost. The Company will create at least 151 new jobs by the end of 2022, approximately 226 new jobs over 5 years and invest approximately \$18.5 million in new additional tax base. The jobs will meet or exceed the average county wage and will include healthcare benefits.

A \$500,000 One NC grant application will be submitted to the State, which requires a 50% local match. Burke County's and the City of Morganton's proposed economic development grants, which consists of grants equivalent to 60% of the taxes paid on the new taxable investment for five (5) consecutive years beginning in FY 2022-23 will be used as the match. Based on the estimated investment of \$18.5M and the County's current tax rate of 69.5 cents, the County's portion would be \$77,145 annually for five (5) years or \$385,725 in total. Based on Morganton's current tax rate of 57 cents, their allotment would be \$63,270 annually or \$316,350 in total. (This is for demonstration purposes only based on investment approximation - actual incentive may vary.)

The County's portion of the local match, \$12,500, would need to be appropriated in the FY 2020-21 budget. Based on an \$18,500,000 investment, the grant allocation would be approximately \$77,145 per year beginning in the 2022-2023 budget year.

Chairman Carswell announced that no public comments were received during the 24-hour

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extension as required by State statute.

Note: The public hearing notice was published in the News Herald on May 7 and on May 14, 2020. It was also posted on the County's website, www.Burkenc.org, on May 7, 2020.

Motions: To adopt Res. No. 2020-15. To approve the recommended local economic development grant equivalent to 60% of the taxes paid on the new taxable investment of approximately \$18.5 million for five (5) years and the creation of 151 new jobs by the end of 2022 for Project Refresh. To approve a contract between Burke County & WPCOG for grant administration, subject to a grant award and authorize the County Manager to execute the contract on behalf of the Board.

RESULT:	ADOPTED [UNANIMOUS] BY A VERBAL ROLL CALL VOTE
MOVER:	Jeffrey C. Brittain, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Resolution No. 2020-15 reads as follows:

Burke County, North Carolina
Authorizing Resolution
Rural Economic Development Division
North Carolina Department of Commerce
Building Reuse Program
2020 Project Refresh Building Reuse Application

WHEREAS, the North Carolina General Assembly authorized in 2013 funds to the North Carolina Department of Commerce Rural Economic Development Division to stimulate economic development and job creation. A portion of the funding authorized the making of grants to aid eligible units of government to stimulate the creation of jobs through the expansion and renovation of buildings that will spur economic activity; and

WHEREAS, Burke County desires to assist through grant funding the economic renovation of an existing building located in Morganton to assist Project Refresh with an expansion; and

WHEREAS, Burke County intends to request grant assistance from the NC Department of Commerce, Rural Economic Development Division, Building Reuse Program for the renovation of the facility:

NOW THEREFORE BE IT RESOLVED, BY THE BURKE COUNTY COMMISSIONERS:

That Burke County and the City of Morganton will provide the minimum 5 percent match (\$25,000 total; \$12,500 each) for an estimated \$500,000 grant request, if approved for a grant. That Kenneth B. Steen, County Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of Burke County with the NC Department of Commerce, Rural Economic Development Division for a grant to assist in the pre-development of the project described above.

That Kenneth B. Steen, County Manager, and successors so titled, is hereby authorized and directed to furnish such information as the NC Department of Commerce, Rural Economic Development Division may request in connection with such application or the project; to make

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the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Burke County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this 22nd day of May 2020.

/s/: Johnnie W. Carswell
Johnnie W. Carswell, Chairman
Burke Co. Board of Commissioners

FINANCE - HOME & COMMUNITY CARE BLOCK GRANT FY20-21

Tina Miller, Area Agency on Aging Director, presented information regarding the Home & Community Care Block grant for FY 20-21 as follows:

Each year Burke County receives funds through the Home and Community Care Block Grant ("HCCBG") program for the provision of services to the County's older adults. The Burke County Council on Aging, working with the Western Piedmont Council of Governments, makes recommendations to the Board of County Commissioners as to the use of these funds. The recommendations of the Burke County Council on Aging, serving as the HCCBG advisory committee, are listed below. There are no changes in services or providers for FY20-21.

HCCBG ALLOCATIONS - SFY 2021

BURKE COUNTY

SERVICE	PROVIDER	STATE/FEDERAL FUNDS	LOCAL MATCH	TOTAL BUDGET	
Adult Day Care	Blue Ridge Community Action	\$81,000	\$9,000	\$90,000	
Med. Transportation	Handi-Care, Inc.	\$46,378	\$5,153	\$51,531	
Congregate Meals	Burke County Senior Services	\$7,957	\$884	\$8,841	Reduction of \$5000
Home Del. Meals	Burke County Senior Services	\$125,983	\$13,998	\$139,981	Reduction of \$10019
Sr. Center Operations	Burke County Senior Services	\$39,511	\$4,390	\$43,901	
Housing & Home Imp.	Foothills Service Project, Inc.	\$99,000	\$11,000	\$110,000	
In-Home Aide, Level III	Catawba Valley Medical Services	\$196,200	\$21,800	\$218,000	
General Transportation	Greenway	\$9,000	\$1,000	\$10,000	
TOTAL		\$605,029	\$67,225	\$672,254	

Approved by Burke Council on Aging 4/22/20 with \$15019 decrease

The Grant requires a 10% local match which is the responsibility of the provider organization. The \$605,029 allocation includes a decrease of \$13,517 in State/Federal funds from the SFY19-20 current allocation. (Including local match, this is a decrease of \$15,019.)

Ms. Miller said the \$13,517 reduction in funding is due to the lack of a State budget. She said the Burke County Council on Aging took the reduction of funds from Congregate Meals and Home Delivered Meals because nutrition programs will receive additional funds from COVID-19 legislation (approximately \$76,000 each) from the Families First Act and CARES Act. Further, the Burke County Council on Aging also reviewed sealed bids for medical transportation and in-home aid services, and voted to continue with their current vendors, Handi-Care for medical

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transportation and Catawba Valley Medical Services for in-home aid level three (3), both are local businesses.

Chairman Carswell opened the floor for questions and comments from the Board. Ms. Miller responded to a question from Commissioner Taylor.

Motion: To approve the Home and Community Care Block Grant (HCCBG) funding allocations as recommended by the Burke County Council on Aging and approve the HCCBG agreement between Burke County and the Western Piedmont Council of Governments Area Agency on Aging for FY20-21, subject to review and/or revision by the County Attorney. Further, authorize the Chairman to execute the aforementioned documents.

RESULT: APPROVED [UNANIMOUS] BY A VERBAL ROLL CALL VOTE
MOVER: Maynard M. Taylor, Commissioner
AYES: Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

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Reduction of \$5000
Reduction of \$10019

Approved by Burke Council on Aging 4/22/20 with \$15019 decrease

ITEMS FOR DISCUSSION

FINANCE - VFD REQUEST FOR TAX RATE CHANGE

Margaret Pierce, Deputy County Manager/Finance Director presented information regarding the VFD request for tax rate changes as follows:

For FY 20-21, two (2) fire departments have requested a fire tax rate increase: Brendletown (.08 to .105) and Glen Alpine (.08 to .10).

Representatives from the fire department were present to address the need for the rate increase and respond to questions from the Board.

FIRE DISTRICTS TAX RATES

District	Current	Requested	Recommended
Brendletown	\$0.080	\$ 0.105 *	\$0.105
Carbon City	\$0.080	\$ 0.080	\$0.080
Chesterfield	\$0.090	\$ 0.090	\$0.090
Drowning Creek	\$0.120	\$ 0.120	\$0.120

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Enola	\$0.105	\$ 0.105	\$0.105
George Hildebran	\$0.110	\$ 0.110	\$0.110
Glen Alpine	\$0.080	\$ 0.100 *	\$0.100
Icard	\$0.100	\$ 0.100	\$0.100
Jonas Ridge	\$0.135	\$ 0.135	\$0.135
Lake James	\$0.080	\$ 0.080	\$0.080
Longtown	\$0.120	\$ 0.120	\$0.120
Lovelady	\$0.105	\$ 0.105	\$0.105
Oak Hill	\$0.090	\$ 0.090	\$0.090
Salem	\$0.070	\$ 0.070	\$0.070
Smokey Creek	\$0.118	\$ 0.118	\$0.118
South Mountain	\$0.136	\$ 0.136	\$0.136
Triple Community	\$0.078	\$ 0.078	\$0.078
West End	\$0.110	\$0.110	\$0.110

* Requested Rate

Ms. Pierce reported Brendletown's tax increase will support the cost of a new building and the potential for borrowing funds for a new truck and Glen Alpine's information is in the agenda packet. She noted representatives from both entities are available to answer questions.

Chairman Carswell opened the floor for comments or questions from the Board. Commissioner Taylor asked how much additional funding did each entity receive as a result of the last reevaluation, how much additional funding would the proposed tax increase generate, and did each entity hold a public hearing regarding the proposed increases. Ms. Pierce said she does not have the reevaluation or dollar amount for the tax increases currently but can bring it to the next budget meeting. Bryan Williams, Brendletown VFD Secretary, said they have not asked for a tax rate increase since 2014 and noted they have a truck that will age out in 2021. He said they held an outdoor meeting, and they voted unanimously to approve the tax increase, the purchase of a new truck, and to investigate purchasing land for a new building. Mr. Williams said the funds from the tax increase would be \$69,472.81 at a 95 percent collection rate. Commissioner Taylor commended Brendletown VFD for holding a meeting and getting citizen input before bringing this request before the Board. Robert Benfield, Mayor of Glen Alpine, said a lot of their fire tax funds goes to Lake James Fire Department, their current equipment is in poor condition and because of the pandemic, they did not hold a public hearing/meeting. Ms. Pierce said the tax increase would bring in approximately \$5,000 in additional funding for Glen Alpine Fire Department.

Motion: To proceed with the tax increase request from Brendletown Fire & Rescue and the Glen Alpine Fire Department as presented.

RESULT:	APPROVED [UNANIMOUS] BY A VERBAL ROLL CALL VOTE
MOVER:	Johnnie W. Carswell, Chairman
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

FINANCE - FY 20-21 BUDGET EXPLANATION OF CHANGE AND ITEMS OF NOTE

Margaret Pierce, Deputy County Manager/Finance Director, reviewed the revenues and the summary notes for the recommended FY 20-21 budget as shown on the following pages.

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FY 2020-2021 RECOMMENDED BUDGET

	FY 2020-2021 RECOMMENDED	FY 2019-2020 BUDGET	INCREASE (DECREASE)
GENERAL FUND			
Revenues:			
Ad Valorem Taxes	\$ 49,310,000	\$ 48,970,000	\$ 340,000
Sales Taxes	7,141,010	7,400,000	(258,990)
Other Taxes	1,373,000	1,501,000	(128,000)
Permits and Fees	1,488,035	1,447,640	40,395
Intergovernmental	17,418,115	18,671,422	(1,253,307)
Sales and Services	4,203,300	4,165,300	38,000
Miscellaneous	819,075	806,950	12,125
Transfer from Other Funds	6,456,595	6,681,410	(224,815)
Fund Balance Appropriation	1,768,895	4,719,188	(2,950,293)
Fund Bal Approp-Health Dept	23,225	24,350	(1,125)
Fund Bal Approp-Reg of Deeds	6,340	61,410	(55,070)
TOTAL GENERAL FUND	\$ 90,007,590	\$ 94,448,670	\$ (4,441,080)
Significant Department Revenues			
Building Inspections	\$ 305,000	\$ 285,000	\$ 20,000
Department of Social Services	11,896,830	11,841,774	55,056
EMS	3,871,400	3,946,400	(75,000)
Health Department	1,939,895	1,874,536	65,359
Library	493,000	465,000	28,000
Register of Deeds	635,000	659,700	(24,700)
Senior Services	242,335	242,336	(1)
Sheriff	1,734,980	1,628,050	106,930
OTHER FUNDS			
ART. 39 SALES TAX FUND	\$ 8,210,000	\$ 7,760,000	\$ 450,000
ART. 42 SALES TAX FUND	\$ 3,180,000	\$ 3,158,000	\$ 22,000
911 FUND	\$ 699,500	\$ 642,435	\$ 57,065
TRAIL PROJECTS FUND	\$ -	\$ 2,451,468	\$ (2,451,468)
WATER/SEWER FUND	\$ 1,876,900	\$ 1,854,510	\$ 22,390
SOLID WASTE FUND	\$ 5,462,995	\$ 5,822,799	\$ (359,804)

Fiscal Year 2020-2021 – Summary Notes by Department

Aids and Donations	Decrease of \$15,000. No new agencies funded. Decrease relates to one-time funding of memorial in current year.
Animal Services	Increase of \$185,780. Three new positions created for enforcement. Three other positions requested and not recommended.
Building Inspections	Decrease of \$2,135. Technology in current year.
Burke County Schools	Increase of \$175,002. Request for one additional nurse position and operational increase for a total funding request of \$16,130,995. The balance of funding will be reviewed in January 2021 based on economic conditions.
Communications	Increase of \$31,589. Radio replacements are included with a computer upgrade.

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Community Dev/Planning	Increase of \$29,740. Request to fund removal of abandoned mobile homes not recommended.
Cooperative Extension	Increase of \$1,870. Furniture replacement and vehicle not recommended. Request to fund a position that was previously grant funded not recommended.
County Manager's Office	Increase of \$17,735. Training increased.
Courts	Increase of \$1,910 to purchase chairs.
Debt Service	Decrease of \$318,865.
DSS	Decrease of \$231,509. Seven new positions requested; one position recommended. One new vehicle recommended. Reduction in beneficiary program funds contributes to the decrease.
Economic Development	Decrease of \$1,756,764. Tax incentives included with decrease related to initial grants in current year. Occupancy tax projected down.
Elections	Decrease of \$681,032. Equipment in current year creates decrease. Increase in pay rate for Chief Judges from \$10 to \$11/hour and Judges from \$8 to \$9/hour. Change of position from 32 hours to 40 hours recommended.
EMS	Increase of \$84,375. Two vehicles and replacement radios recommended.
Finance	Increase of \$17,490. Increase relates to shift of all bank charges to Finance from Tax with transfer of lockbox to First Citizens. Reclassification of Accounting Technician to Senior Accounting Technician recommended.
Fire Marshal/ES	Decrease of \$51,140. Grant and equipment in current year are one time. Building expansion not recommended.
Garage	Decrease of \$71,780. Decrease due to change in fuel and position allocation procedure.
General Services	Increase of \$152,445. Four positions requested and three recommended.
General Services-Buildings	Decrease of \$1,187,947. Current year: completion of Sallyport; tax office and Deeds office renovations; Burke Services HVAC, partial replacement. Recommended: Burke Services-HVAC replacements; HRC air system controls replacement.

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Governing Board	Increase of \$5,835. One position requested and not recommended.
Health Dept	Increase of \$197,404. One position and one vehicle recommended. Other increases for medical supplies and retirement rate increase. Additional revenues for fees anticipated.
Human Resources	Increase of \$13,920. Small increase in clinic contract.
Information Technology	Increase of \$275,560. Department in the pay cycle; increases relate to salary/benefits. Data center, servers, and switches at \$430,000 recommended. Other increases are for software license and maintenance contracts.
Land Records	Increase of \$22,255. Department in the pay cycle; increases relate to salary/benefits. Request to reclassify GIS Director to Assistant IT Director recommended.
Legal	Same as current year. Based on historic spending and projected legal matters.
Library	Decrease of \$254,752. Decrease from completion of Valdese expansion in current year. Replacement of worn wood and painting at Morganton Library included with cost shared with City of Morganton in revenues.
Mental Health	Same as current year.
Non-Departmental	Decrease of \$171,355. Recommended COLA budgeted here for review in January 2021.
Other Public Safety	Decrease of \$62,175. Small increase in NC Forestry contract.
Recreation	Decrease \$50,305. One vehicle included. Expenses for programs reduced due to potential limited activities. Not included: equipment for trail work and bathroom renovation at Parker Road.
Register of Deeds	Decrease of \$50,415. Requests for Automation and Preservation projects funded by set aside funds and current year collections. Drive thru window not recommended.
Senior Services	Decrease of \$87,018. Current year Morganton Center includes funds to address drainage issues, replacement of carpet in several areas and repainting water damaged interior areas.
Sheriff	Increase of \$163,465. Seven new positions requested and not recommended. Major requests recommended include VIPER radio replacements, and 10 vehicle replacements. Utilities increased to cover entire building with closure of BCDCF. Requests not recommended include 24/7 outside legal service, 3 vehicles for

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	Narcotic officers, and body cameras for all officers.
Sheriff-Jail	Decrease of \$47,671. 21 additional positions requested; 12 included. Estimated operating increases for new jail utilities, medical costs, food, and other supplies to allow for rental of beds for approximately 75 inmates included. Significant items in current year not in request/recommended are background investigator, bus, van, BCDCF for operations and medical totaling \$1,307,610. Request for full body scanner not recommended.
Sheriff-Animal Control	Decrease of \$243,950. Cost for four months' salary and benefits with transition of enforcement to Animal Service and County Manager. Positions will be RIF when the new positions in Animal Services are employed.
Soil and Water	Increase of \$23,600. One vehicle recommended.
Tax – all areas	Increase of \$43,055 overall. Two positions requested; none recommended. Pay increases for part time tax listers requested and recommended. Education benefit requested and referred to HR for review with overall personnel policies. Vehicle requested and included in recommendation.
Transfers to other funds	Decrease of \$276,000.
Transportation	Increase of \$3,283.
Veterans Services	Increase of \$30.
WPCC	Decrease of \$268,130. Operating increase recommended. Capital request will be reviewed in January 2021.
Sales Tax Funds for School Capital	Increases of \$472,000. Sales taxes estimated with decrease but actual is currently above budget.
911 Fund	Increase of \$57,065. Recommended as requested and eligible expenses.
Trail Projects Fund	Decrease of \$2,451,468. No new County funding is recommended next year; however, multiple projects are still in process of completion.
Water/Sewer Fund	Increase of \$22,390. One position requested and recommended. Funding for maintenance and repairs along with necessary debt service included.
Solid Waste Fund	Decrease of \$359,804. One position requested and not

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recommended. Two roll off trucks requested, and one replacement recommended.

Chairman Carswell opened the floor for questions or comments from the Board. Commissioner Brittain asked if there is a reasonable expectation that the County will not have to spend the entire \$4 million budgeted from General Fund, Fund Balance. Ms. Pierce said it depends on how the sales tax revenues come in. If those revenues are down 25 percent as commonly speculated, then more fund balance will be utilized. She then referenced the following document provided to the Board by email earlier today on fund balance.

<u>Projects and purchases carried forward from FY 18-19</u>	<u>Amount</u>	
General Services Storage Building	\$ 10,000.00	
Keyless Door Access HRC	\$ 15,802.00	
Snowplow and Slag spreader	\$ 11,500.00	
ROD Bulletproof Glass and Security	\$ 58,595.00	
Sallyport Architect	\$ 12,084.60	
Sallyport Construction	\$ 1,233,000.00	
Ag Building RTU replacement	\$ 30,000.00	
Tax Bulletproof Glass, Security	\$ 36,820.00	
Cranberry Bog Purchase and design	\$ 23,347.00	
Food cart for Jail	\$ 2,476.13	
Animal Services, Sealing floors and coves	\$ 12,000.00	
911 Center-lightening strike repairs	\$ 4,226.00	
Kitchen renovation DSS	\$ 8,000.00	
Senior Center Drainage and awning	\$ 32,658.00	
Recreation storage building	\$ 26,325.00	
Morganton Library HVAC replacement	\$ 25,450.00	
Valdese Library Expansion Architect	\$ 5,454.52	
Valdese Library Expansion	\$ 301,782.30	
WPCC Door Access System project	\$ 85,765.00	
WPCC Facilities Master Plan	\$ 49,820.00	
WPCC Wayfinding & Signage	\$ 50,000.00	
Kellex WPCOG contract	\$ 2,499.99	
EPA Brownfields project	\$ 15,866.00	
ZRO Delta WPCOG contract	\$ 1,504.17	
VEKA East WPCOG contract	\$ 8,174.85	
This comes from the fund balance restricted for stabilization by state statute which was \$6,804,197 as of June 30, 2019	\$ 2,063,150.56	
New appropriations during FY 19-20		Date BOC approved
Original Appropriation to balance the budget for FY 19-20	\$ 1,338,885.00	
Animal Services study and design contract	\$ 15,000.00	6/24/2019
Grant match for Burke Business Park water tank and pump	\$ 415,250.00	8/13/2019
Fonta Flora Park/Trail Bathroom project	\$ 16,000.00	8/20/2019
Demolition and disposal of condemned mobile homes	\$ 2,800.00	9/17/2019
New voting machines for Elections	\$ 615,767.00	10/15/2019
Veritas contract to outsource CSE	\$ 35,000.00	10/15/2019
Medical costs for inmates	\$ 200,000.00	11/19/2019
Memorial for soldiers killed in action	\$ 15,000.00	12/17/2019
Grant match for disposal of abandoned mobile homes	\$ 2,335.00	4/21/2020
This comes from the unassigned fund balance which was \$16,987,127 as of June 30, 2019	\$ 2,656,037.00	
Total General fund balance appropriated/budgeted:	\$ 4,719,187.56	

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Commissioner Taylor said at this point, after the third quarter, Ms. Pierce should know what the fund balance is and noted it's like not knowing your checking account balance. Commissioner Taylor asked why there has been a reduction in DSS benefits. He also requested an update on the privatization of child support services. Ms. Pierce said several beneficiary payments that are pass-through funds such as crisis intervention payments were down, which is common at the beginning of the fiscal year. Commissioner Taylor asked what are the additional positions for General Services. Ms. Pierce said a Senior Accounting Technician, Facilities Maintenance Technician specializing in HVAC, and a Facilities Maintenance Technician specializing in electrical. Commissioner Brittain, a DSS Board Member, advised that excluding COVID-19 related issues, they are pleased with the privatization of child support services. In response to another question from Commissioner Taylor, Ms. Pierce said the reason the County Manager's Department has a large increase in training is because of a UNC School of Government course that was requested and it may be cheaper than what was budgeted because many training classes are being moved online. County Manager Steen clarified that it is for the 6-month Municipal and County Administration class for his executive assistant, discussion ensued on the Manager's budget. Concerning payments into the local government retirement system, Ms. Pierce said they are up 1.2 percent over last year, which is approximately \$310,000 throughout the budget, and health insurance is being held at two (2) percent. She said other increases include the pay and classification study, and at this time, a cost of living increase (COLA) is not recommended as of July 1; however, once sales and property tax revenues are better known, they could potentially give a one (1) percent COLA in January. Pierce further said in January the County will also review the funding levels for Burke County Public Schools, Western Piedmont Community College, and other capital projects. Ms. Pierce then responded to a question from Vice Chairman Mulwee on the sales tax collecting / distribution process and at the request of County Manager Steen, Ms. Pierce noted that the recommended budget is \$6.7 million less than the current budget or \$109 million v. \$116 million.

RESULT: NO ACTION TAKEN OR DIRECTION GIVEN TO STAFF.

HR - PAY AND CLASSIFICATION STUDY

Rhonda Lee, HR Director, presented information regarding the pay and classification study as follows:

The purpose of the Classification and Study Review is to analyze occupational classifications to determine if the salary grade assignment in the pay plan is appropriate based on a labor market analysis of the surrounding counties and other public-sector agencies as needed. Approximately one-third of total allocated positions in the County's Classification and Pay Plan are being reviewed on a rotating basis. Factors such as turnover rate, hard to recruit, retention, and new hire selection decisions made by department heads are taken into consideration during the study process. In some cases, retention of staff is an important consideration in making recommendations especially when the County provides an ongoing investment in the training and development of staff.

The following occupational job classifications were reviewed for the FY 2020-2021 budget:

- Sworn Law Enforcement Occupations (Includes Reserve Deputies)
- Detention Officer Occupations
- Social Work Occupations

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Public Health Nurse Occupations
 Skilled and semi-skilled trade Occupations (Includes General Services and Recreation)
 Information Technology Occupations (Includes IT and 911 Communications)

The budgetary impact is approximately \$82,500. (No impact because the amount is included in the recommended FY 2020-2021 budget.)

Ms. Lee thanked the Board for allowing the County to complete the second cycle of the pay and classification study. She noted that they contracted with HR Essentials to conduct the study. Ms. Lee then presented the following job classes, highlighted in yellow, that are recommended for adjustment:

Job Class Desc	Current Grade	Recommended Pay Grade
ASSOCIATE ENGINEER	27	27
CONVENIENCE SITE ATTENDANT	9	10
FACILITIES MAINT TECH I	17	17
FACILITIES MAINT TECH II	19	19
GROUNDS MAINT SUPERVISOR	17	20
GROUNDS MAINT WORKER	14	15
HEAVY EQUIPMENT MECHANIC	19	19
HEAVY EQUIPMENT OPERATOR	17	17
LANDFILL/TRANSF OPER SUPV	21	24
MECHANIC	17	17
SOLID WASTE COLLECTIONS SUPV	21	24
SOLID WASTE TRUCK DRIVER	15	15
WEIGHMASTER/RECYCLING COORD	15	15
WATER SEWER MAINT TECHNICIAN	14	15
PUBLIC HEALTH NURSE I	23	23
PUBLIC HEALTH NURSE II	25	25
PUBLIC HEALTH NURSE III	26	26
PUBLIC HEALTH NURSING SUPV I	27	27
PUBLIC HLTH NURSING DIRECTOR I	30	30
SOCIAL WORKER II	21	21
SOCIAL WORKER II	21	21
911 GIS/MSAG SPECIALIST	24	22
911 INFOR TECHNOLOGY MANAGER	26	26
APPLICATION ANALYST/PROGRAMMER	26	26
GIS MANAGER-reclass to Asst. IT Director	25	28
GIS TECHNICIAN	19	22

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IT TECHNICIAN	20	22
NETWORK ADMINISTRATOR	26	26
SENIOR IT TECHNICIAN	22	24
GROUNDS MAINT WORKER	14	15
PARKS & REC MAINT SUPERVISOR	17	20
DEP SHERIFF - SERGEANT	L05	L05
DEP SHERIFF - SPECIAL ASSIGN	L03	L03
DEP SHERIFF/CAPTAIN	L10	L10
DEP SHERIFF/LIEUTENANT	L07	L08
DEPUTY SHERIFF	L02	L02
DEPUTY SHERIFF/MAJOR	L12	L13
DETECTIVE	L04	L04
DETECTIVE LIEUTENANT	L08	L08
DETECTIVE SERGEANT	L06	L06
DETENTION OFFICER	19	19
DETENTION TRAINING SERG. NSW	21	21
DETENTION TRAINING SERGEANT	L05	L05
EVIDENCE TECHNICIAN	18	18
DETENTION OFFICER CORPORAL	20	20
WARRANT SERGEANT	L06	L06
SOCIAL WORK PROGRAM ADMIN I	29	29
SOCIAL WORK SUPERVISOR III	27	27
SOCIAL WORKER - IA & T	25	25
SOCIAL WORKER I	17	17
SOCIAL WORKER II	21	21
SOCIAL WORKER III	23	23

Chairman Carswell opened the floor for questions and comments from the Board. Commissioner Brittain asked if the Sheriff is included with the sworn officers. Ms. Lee said no, he is included with the department heads which were studied last year. Ms. Lee then responded to a question from Chairman Carswell and Vice Chairman Mulwee asked Ms. Lee to explain how they get market average rates. Ms. Lee explained that they take a position in Burke County and compare the minimum salary to the surrounding counties and take the average. Chairman Carswell asked how the turnover rate is for Burke County and Ms. Lee said it is stabilizing. Ms. Lee responded to a question from Commissioner Taylor and discussion ensued regarding law enforcement pay which, on the whole, is holding steady at market average. Commissioner Taylor stated his intent to contact the HR Director for additional information.

RESULT: NO ACTION TAKEN OR DIRECTION GIVEN TO STAFF.

FINANCE - FY 20-21 PROPOSED FEE CHANGES

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Margaret Pierce, Deputy County Manager/Finance Director, presented the following fee changes recommended in the FY 20-21 budget for the following schedules:

- Building Inspections - Group Building Codes
- Health Department:

	Current Fee	Proposed Fee
ParaGard	\$245.00	\$256.00
Mirena	\$314.00	\$297.00
Nexplanon	\$399.00	\$391.00

These changes are state mandated changes.

- Land Records:

	Current
Letter size copies	\$ 0.15
Map Plots (Color & Aerial Photo)	
Letter (8.5x11)	\$ 1.00
Ledger (11x17)	\$ 2.00
Arch C (18x24)	\$ 4.00
Arch D (24x36)	\$ 8.00
Arch E (36x48)	\$ 16.00
Large Format copies (B&W)	
Arch C (18x24)	\$ 2.00
Arch D (24x36)	\$ 3.00
Arch E (36x48)	\$ 4.00

	Proposed
Letter size copies	\$ 0.15
Map Prints and Copies	Base rate of \$1.00/sq ft
Letter (8.5x11)	\$ 1.00
Ledger (11x17)	\$ 1.00
Arch C (18x24)	\$ 3.00
Arch D (24x36)	\$ 6.00
Arch E (36x48)	\$ 12.00
Oversize - per square foot	\$ 1.00/sq ft

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Group (2018 International Building Code)		Type of Construction/Cost of construction per sq. ft.								
		1-A	1-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
A-1	Assembly, theaters, with stage	247.86	239.47	233.25	223.81	210.17	204.10	216.62	195.46	188.40
	Assembly, theaters, without stage	227.10	218.71	212.49	203.05	189.41	183.34	195.86	174.70	167.65
A-2	Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
	Assembly, restaurants, bars	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3	Assembly, churches	229.69	221.30	215.08	205.64	192.37	187.27	198.45	177.66	170.60
A-3	Assembly, community halls, libraries	192.20	183.81	176.59	168.15	153.51	148.44	160.96	138.80	132.75
A-4	Assembly, arenas	226.10	217.71	210.49	202.05	187.41	182.34	194.86	172.70	166.65
B	Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
E	Educational	209.90	202.64	196.82	188.34	175.49	166.60	181.86	153.45	148.75
F-1	Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F-2	Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1	High hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234	High hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5	HPM	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
I-1	Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I-2	Institutional, hospitals	335.53	328.23	321.81	312.65	296.45	N.P.	305.67	276.99	N.P.
I-2	Institutional, nursing homes	233.12	225.82	219.40	210.24	195.51	N.P.	203.26	176.05	N.P.
I-3	Institutional, restrained	227.71	220.41	213.99	204.83	190.84	183.78	197.85	171.37	163.02
I-4	Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M	Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1	Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2	Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3	Residential, one and two family	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R-4	Residential, care/assisted living	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1	Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2	Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U	Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30
a. Private garages use Utility, miscellaneous										
b. Unfinished basements (all use group)= \$22.45 per sq.ft.										
c. For shell only buildings deduct 20 percent.										
d. Remodel deduct 20 percent.										
e. N.P. = not permitted										

Source: International Code Council - Building Valuation Data (February 2020)

RESULT: NO ACTION TAKEN OR DIRECTION GIVEN TO STAFF.

ANNOUNCEMENTS

Chairman Carswell reminded the Board that paper copies of the recommended budget are available for pickup or delivery. He said another budget meeting will take place on May 28th via Zoom at 2:00 p.m. Chairman Carswell asked the Board to please let County Manager Steen and/or Ms. Pierce know if they need any budgetary information before the next budget meeting so it can be provided.

RESULT: NO ACTION TAKEN OR DIRECTION GIVEN TO STAFF.

ADJOURN

Motion: To adjourn at 3:02 p.m.

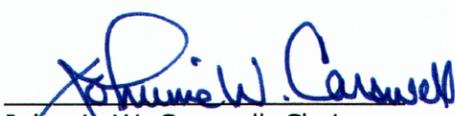
RESULT: APPROVED [UNANIMOUS] BY A VERBAL ROLL CALL VOTE

MOVER: Maynard M. Taylor, Commissioner

AYES: Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Approved the 15th day of September 2020.

May 22, 2020 (Special Budget)



Johnnie W. Carswell, Chairman
Burke Co. Board of Commissioners

Attest:



Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board