



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING – BUDGET WORKSHOP

To engage in a workshop on the upcoming fiscal year budget and take such action as may come before the Board of Commissioners, as may be needed.

Dare County Administration Building, Manteo, NC

8:00 a.m., May 8, 2020

Commissioners present: Chairman Robert Woodard, Sr., Vice-Chairman Wally Overman, Rob Ross, Jim Tobin, Steve House, Danny Couch, Ervin Bateman

Commissioners absent: None

Others present: County Manager/Attorney, Robert L. Outten
Deputy County Manager/Finance Director, David Clawson
Clerk to the Board, Cheryl C. Anby

Clerk's Note: In order to maintain the safety of Dare County residents and to follow recommended Covid-19 social distancing guidelines, the Special Meeting Budget Workshop, was streamed live via the following link: <https://youtu.be/XFZtUW-lqwE> & via the Dare County YouTube channel page

At 8:12 a.m. Chairman Woodard called to order the Special Meeting with appropriate prior public notice having been given. Technical difficulties prevented the meeting from opening at 8:00 a.m. The Chairman then led in the Pledge of Allegiance to the flag. He noted that all Commissioners were present in person, along with the County Manager, Finance Director and Clerk.

RECESS: The meeting recessed again at 8:18 a.m. due to additional audio difficulties and resumed at 8:24 a.m.

County Manager Outten:

Manager Outten explained the County large item pick up could resume at the end of May for the Tri-villages and Martin's Point, as it had been interrupted due to Covid-19 outbreak concerns. If the pick-up recommenced, the items would need to be properly

sorted and not comingled with items not generally accepted for pick up using a mechanical pick-up truck. In past years staff often sorted through items themselves but could not safely manually sort at this time due to Covid-19 health concerns. If large items remained on the curb due to sorting issues, the Manager warned the Board could receive dissatisfaction with the process. The Board discussed the concerns, made several recommendations for resolution and the Manager suggested having the Public Information Officer provide additional notification and guidelines for citizens. The Manager agreed to move forward with the collection efforts, with extended messaging concerning sorting of large items.

County Manager advised there were currently grants as a result of Covid-19 concerns, such as CARES, FEMA and transportation grants, which had shortened deadlines that do not match up with the Board's normal meeting dates. Generally the Board is approached with grant guidelines and information before application. He had instructed staff to act upon these new grants, and if we are successful, to bring those grants to the Board for approval and to insure they are comfortable with the conditions. Waiting for a Board meeting in order to apply for some of the grants would cause missed deadlines.

MOTION

Vice-Chairman Overman motioned to allow staff to move forward and apply for grants offered due to Covid-19 in order to avoid missing deadlines.

Commissioner House seconded the motion

VOTE: AYES unanimous

BUDGET WORKSHOP:

County Manager explained the proposed budget schedule. It had been the intent to present the budget on May 18, 2020, with a public hearing on the budget on June 1, 2020 and adopt it that same meeting. The legislature put some new rules in place due to remote meetings. One change required a public hearing to give the public time to offer public comment twenty-four hours after the meeting, which would require two meetings to approve a fiscal budget. We would have to publish on the 1st and wait until June 15th to adopt, or have a special meeting in between. He suggested waiting for the second meeting in June to adopt the budget.

Vice-Chairman Overman asked if something changed after June 15, 2020 if another meeting would be needed. County Manager explained once the budget was adopted it could be amended with the exception of the tax rate.

MOTION

Commissioner Couch motioned to move forward with the suggested schedule.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

SUMMARY

County Managed explained the year started normal with budget projections received by each department; however, with the outbreak of Covid, it had become evident revenue projections would change. Finance Director had come up with worse case projections going into the FY2021 budget based upon information from the NC League of Municipalities, Wells Fargo, Dare County Tourism Board along with past experiences.

In the event Covid did not impact the County badly, staff could review in the fall of 2020 and adjust accordingly. The FY2021 budget used a revenue neutral rate of 40.05 cents, which maintains a 21% unassigned fund balance. No services would be reduced. Department Heads had been requested to resubmit their requests upon the Covid outbreak and the County Manager praised their efforts to allow for a flat budget. The revised budget requests cut the original requests by \$3,437,438. Additionally there would be no employee COLAs, merit pay or bonuses included in the proposed budget.

Mr. Outten reviewed the FY20/21 General Fund Department Change Request Summary, which illustrated the differences in the original department head requests, their amended requests and the Manager's final figures. There would be no new vehicles, ambulances, backhoes or loaders, as previously requested.

Mr. Outten led the Board in a step-by-step analysis of the Occupancy Tax assumptions by the Tourism Board. Other declining revenues would be experienced in building permits, ROD revenue stamps, ABC profits and interest income.

Vice-Chairman Overman asked if beach nourishment would be affected and Mr. Clawson indicated they would not be impacted. The impact would be on new projects per Mr. Outten, as there were currently a lot of unknowns.

County Manager advised that even with the current budget, essential personnel hiring would be considered, however, non-essential positions could not be funded at this time.

Throughout the workshop, as each item was discussed, the Board asked questions, the Manager and Finance Director provided background information, direction and guidance. Dave Clawson also provided a detail explanation of the 2021 Capital Investment Fund/Capital Plan and Debt Affordability Model. He requested the Board review the model as an interim plan.

The proposed FY21 General Fund budget was presented as \$107,076,589, which was \$1,659,530 less than the FY20 General Budget of \$108,736,119.

There was no school funding increase and all school capital projects would be posted. In the school capital improvement plan there remained the replacement of portions of the 1988 and 1998 sections of the roof at Manteo High School due to severe leak issues.

MOTION:

Commissioner Bateman motioned to adjourn the meeting.

Commissioner House seconded the motion.

VOTE: AYES unanimous

At 9:38 a.m., the Dare County Board of Commissioners adjourned the Special Meeting – Budget Workshop.



Respectfully submitted,

By: *Cheryl C. Anby*
Cheryl C. Anby, Clerk to the Board

APPROVED:

By: *Robert Woodard, Sr.*
Robert Woodard, Sr., Chairman
Dare County Board of Commissioners