

**PASQUOTANK COUNTY, NORTH CAROLINA  
MAY 20, 2019**

The Pasquotank County Board of Commissioners met on Monday, May 20, 2019 in a budget work session that was held at 2:00 PM. The meeting was held in the Community Room in the W.C. Witherspoon Memorial Library.

**MEMBERS PRESENT:** Lloyd E. Griffin, III, Vice-Chairman  
Frankie Meads  
Charles H. Jordan  
Sean Lavin  
Barry Overman

**MEMBERS ABSENT:** Jeff Dixon, Chairman  
Cecil Perry

**OTHERS PRESENT:** Sparty Hammett, County Manager  
R. Michael Cox, County Attorney  
Sheri Small, Finance Officer  
Lynn Scott, Clerk to the Board

The work session was called to order at 2:00 PM by Vice-Chairman Griffin.

**1. BUDGET WORK SESSION:**

County Manager Sparty Hammett presented a PowerPoint presentation that provided debt and budget overviews.

Mr. Hammett explained that the budget includes the maximum revenue projection that is recommended, and using higher projected increases would be too aggressive. In addition to detailed analysis of departmental requests for budget increases, staff looked at every line item to determine if cuts could be made based on recent expenditures. He said in Pasquotank County, as well as all local governments, the largest expenditure is staff. Pasquotank County's staffing ratio is 8.96 employees per 1,000 population. The North Carolina average is 9.36 and the average for counties under 100,000 population is 10.50 (73 total counties). If we were at the under 100,000 population average of 10.50, we would have 61 additional positions. He said we do not need 61 additional positions – this is just one illustration that within Pasquotank County government there is little room to work with in terms of cost cutting or reallocating funds for budgetary purposes.

Finance Officer Sheri Small provided spreadsheets summarizing requested and proposed expenditures for the 2019-20 fiscal year, and explained any major changes to each department.

Mr. Hammett stated that College of the Albemarle requested an increase of \$117,812 for: custodial staffing; maintenance staffing; services contracts; repairs; legal; and security enhancements. He said the \$75,000 request for security enhancements is included in the recommended budget. Additionally, COA requested an increase of \$200,000 (from \$500,000 to \$700,000) in capital. The recommended capital budget is flat at \$500,000. He noted that debt could be used to fund a chiller at the Foreman/C Building (\$250,000) and meet the COA capital request, if the Board desires. There was brief discussion and a consensus was made to fund the chiller with debt.

Mr. Hammett reviewed the Elizabeth City Pasquotank County Public Schools budget request. He said ECPPS's capital request was \$2,620,000. The recommended budget includes \$2,125,000. ECPPS has approximately \$500,000 left in FY18-19 capital funds that can cover other requested items. He stated that the quarter cent sales tax is dedicated to ECPPS capital. ECPPS's operations increase requested was \$1,120,710. He stated that the FY 2019-20 County revenue increase is \$975,601 and mandatory or unavoidable County increases in costs total \$902,780. Therefore, no funding is available to increase ECPPS operational funding and staff's recommendation is to fund flat. He said the only available option would be to increase taxes, which he would not recommend. The \$1.1 million request would require a tax increase of almost 4 cents.

Mr. Hammett said the budget includes \$50,000 for a Financial Operations Review. Currituck County completed a similar study in 2018. Currituck's study identified a potential \$3.4 million in additional revenue streams or cost savings over a 5-year period. He noted that additional revenue or cost savings could be used to help meet ECPPS's future operational needs.

The Board briefly discussed the County's aging vehicle fleet. Commissioner Lavin requested additional funding for Providence VFD, and Commissioner Overman said he would like the Board to consider additional funding for repairs at Weeksville VFD.

Mr. Hammett requested the Board schedule an additional budget work session on May 29, 2019 to wrap up budget discussions and to discuss proposed fee increases and recommended policy changes.

After discussion and questions;

Motion was made by Lloyd Griffin, seconded by Charles Jordan Griffin to recess the meeting until the end of the 4:00 PM Finance Committee meeting. The motion carried unanimously and the meeting was recessed at 3:35 PM.

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VICE-CHAIRMAN

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CLERK TO THE BOARD