

**At a Budget Work Session of the Sussex County Board of Supervisors
Held in the Social Services Building Conference Room on
Wednesday, April 27, 2016 at 1 pm**

BOARD MEMBERS PRESENT

Keith C. Blowe
C. Eric Fly, Sr.
Alfred G. Futrell
Susan B. Seward
Rufus E. Tyler, Sr.

BOARD MEMBER ABSENT

John A. Stringfield

STAFF PRESENT

Vandy V. Jones, III, Deputy County Administrator
Shilton R. Butts, Assistant to the County Administrator
Arthur B. Jarrett, Superintendent of Public Schools
Carol White, Financial Consultant

1. Call to Order/Determine Quorum (1:19 pm)

The April 27, 2016 Budget Work Session Meeting of the Sussex County Board of Supervisors was called to order by Chairman Blowe.

2. The Invocation

The Invocation was offered by Chairman Blowe.

3. Approval of Agenda

ON **MOTION** OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the April 27, 2016 Budget Work Session agenda.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

Absent: Supervisor Stringfield

4. Overview of Fiscal Year 2017 Budget

Chairman Blowe advised that in next year's budget review, line items will be clearly marked for the line items that are required or mandated. These items can still be addressed/discussed; however, it will save time in the review process.

Chairman Blowe also stated that each line item/category should be referenced back to a specific county policy, goal, objective, state or federal law/code.

A copy of the Fiscal Year 2017 Budget was provided to the Board members.

Deputy County Administrator Jones gave a brief overview of the proposed budget for Fiscal Year 2017.

Deputy County Administrator Jones advised that the proposed general revenue fund for Fiscal Year 2017 is \$21,755,558.00, which is an increase of \$580,604 from the previous fiscal year's budget. This increase includes a proposed four cent (4¢) tax increase in real estate tax rates from 54¢ to 58¢ for the Board's consideration.

Deputy County Administrator Jones and Ms. Carol White, Financial Consultant, also stated that the proposed budget for expenditures presented takes into consideration fully funding county employees' medical insurance and has factored in a two percent (2%) employee cost of living allowance (COLA) just for pricing for the Board's consideration as well. Due to the increase in the actual cost to fully fund county employees' medical insurance, the recommendation was made to fund the county employees' medical insurance, however, the two percent (2%) COLA for employees is to be eliminated.

Ms. Carol White also discussed how the budget was built. She also advised that letters had already been remitted to the department heads, constitutional officers, school systems and outside agencies and received back to the Finance Department with their request prior to the start of the budget. In these letters a request to decrease their budgets one percent lower than their current fiscal year's budget.

(Supervisor Tyler entered at 1:48 pm.)

Ms. White reviewed different increases in the expenditures in the proposed budget presented.

Dr. Arthur Jarrett, Superintendent of Sussex County Public Schools, presented the request for level funding for the School Board. Dr. Jarrett advised that contracts for the hiring of the teachers must be completed by May 1, 2016.

SUPERVISOR FUTRELL made the motion, SUPERVISOR TYLER seconded the motion for the Sussex County Board of Supervisors to authorize the County Administrator to provide a letter to the Sussex County School Board stating that although the Board of Supervisors has not completed the budget approval process, it is the Board of Supervisors' intent to approve the request of the School Board, so that the School Board can proceed with the contracts for the hiring of teachers until the Board finalizes the budget.

An amended motion was offered by Vice Chair Seward.

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes County Administrator to provide a letter to the Sussex County School Board stating that although the

Board of Supervisors has not completed the budget approval process, it is the Board of Supervisors' intent to approve the School Board's request of level funding, so that the School Board can proceed with the contracts for the hiring of teachers until the Board finalizes the budget.

Voting aye: Supervisors Blowe, Futrell, Seward, Tyler

Voting nay: Supervisor Fly

Absent: Supervisor Stringfield

Due to a concern with the Board of Supervisors being able to amend the budget, should the need arise, another amended motion offered.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes County Administrator to provide a letter to the Sussex County School Board stating that although the Board of Supervisors has not completed the budget approval process, it is the Board of Supervisors' intent to approve the School Board's request of level funding, so that the School Board can proceed with the contract for the hiring of the teachers; and

FURTHER RESOLVED that it is the Board of Supervisors' intent to approve the School Board's budget request of level funding with the option to adjust the budget downward should the budget require it.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Tyler

Voting nay: none

Absent: Supervisor Stringfield

Deputy County Administrator Jones reviewed the item to be discussed at next Budget Work Session:

- Verify whether the reserve for the Capital Improvement Projects (CIP) which includes the water tower, the arcade, the windows and radio systems is a separate account from the 132 Fund.
- The Environmental Inspection line item is to match the \$225,000.00 Atlantic Waste amount. Also, need to verify if a policy exists wherein Atlantic Wastes buys a new vehicle every two (2) years, the last vehicle was passed down to Animal Control.
- There was discussion of the Contingency Fund. It has been recommended that the Contingency Fund be increased by \$75,000.00 for a total balance of \$100,000. The County Administrator will have to get approval from the Board prior to spending from the Contingency Fund.

Staff advised the Board that the budget and the real estate tax increase needed to be advertised prior to the public hearing to adopt the budget.

5. Citizens Comments – none

6. Recess

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors are hereby recessed until Wednesday, May 4, 2016 at 3:00 pm.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Tyler

Voting nay: none

Absent: Supervisor Stringfield