

MINUTES

The Town of Manteo Board of Commissioners held their May 4, 2005 adjourned/recessed session budget workshop in the Manteo Town Hall meeting room, May 9, 2005 at 4:00 PM

The following members were present: Mayor John Wilson
Commissioner Lee Tugwell
Commissioner Dellerva Collins
Commissioner H.A. Creef, Jr. (arrived at 4:45 pm)

The following member(s) were absent: Commissioner Edward Etheridge
Commissioner Larry Belli
Commissioner David Farrow

Also present at the meeting were: Town Clerk –Becky Breiholz
Finance Officer-Shannon Twiddy
Department Heads-Chief D’Ambra

Mayor Wilson called the Adjourned/recessed budget workshop May 4, 2005 meeting back to order at 4:05 pm.

SUBJECT: Budget Workshop-The Board had previously been given a copy of the draft budget for their review. Mr. Ken Daniels with the Roanoke Island Volunteer Fire Department was on hand to answer any questions the Board might have regarding the renewal of their contract for fire protection services. The Town of Manteo and Dare County share in the cost of the Volunteer Fire Department. Commissioner Tugwell had concerns regarding giving the fire department money without any type of Capital Improvement Plan or budget and the fact that the cost has increased from \$160,000 to \$260,000. Mr. Daniels commented that the cost of equipment has risen and the Town has the option of taking over the fire service for all of Roanoke Island and gave cost estimates of what it would cost for salaries and equipment if they did this option which would be considerably higher than the amount now contributed. He stated that they have reserve funds to keep their budget stable. Mr. Daniels also wanted to make the Board aware of the fire hydrant problems; the size of the pipes of the buildup in the pipes causes problems with the flow. Staff was asked to have our Engineer Leo Green check the fire hydrants for resizing and capacity and have him also look at the fire hydrants at Pirates Cove which are a cause for concern regarding the flow and pressure.

Ms. Twiddy gave the Board handouts and stated in her budget narrative that she has prepared estimates for revenue and expenditures for fiscal year 2005-2006 and has also projected expenditures through the end of the fiscal year of 04-05 and included that in the draft budget. The revenue stream this year is questionable due to the potential impact the new tax evaluations will have on distribution of shared revenues from Dare County and the State of North Carolina. Ms. Twiddy prepared the tax revenue estimates using an assessment of .19 cents per \$100.00 evaluation. There are fixed costs that she has not received estimates and they are: solid waste

disposal tipping fees, employee insurance and with the increasing cost of gas and diesel fuel she inflated the vehicle supply line items and hopes the increase will cover the fluctuating costs. The budget also includes at 5% cost of living increase. Commissioner Creef stated that he thinks that everyone should get the same fixed amount because those earning more will get a higher increase. The Board discussed the tax rate and the consensus of the Board was to go with .19 cents per \$100.00. Commissioner Tugwell stated he would like that the fund balance never go under 50%. The Board went over each line item and each department has line items that are the same such as travel and training, dues and subscriptions and IT expenses. The Board would like the total amount of all these items added together. Chief D'Ambra had requested in the budget an amount for a wellness program and commented that eventually a wellness program will be mandated for law enforcement. The Board asked that staff investigate if there is a government rate, incentive or reduced rate on health insurance for having such a program. The budget also includes a new vehicle for Public Works, Water and Sewer Department and Police Department. There are two vehicles now that are not being used by the Police Department and staff is to have a resolution presented declaring these vehicles surplus. The Board also discussed Police Department Sergeant Sam Ball's retirement and Chief D'Ambra commented that normally a retiring police officer is given their service revolver and the Board directed staff to have a resolution declaring Mr. Ball's weapon surplus on the June consent agenda. They also discussed his retirement party and consensus was that funds were to come from the Community Policing line item and the Discretionary fund. The Board discussed the Public Works Department work load and adding a position to the Public Works Department for James McCleave. Commissioner Tugwell commented that it would help James greatly if they contracted out the upkeep of the cemetery or possibly hire a part-time employee. The Board decided this needed to be discussed with James before they take any action. The Board would like more information and an explanation on the GIS system request. They would also like a list of travel plans for all departments. Information Technology (IT) was discussed and the Board would like exactly what the IT person does, job description and what each department is planning on buying next year.

MOTION: Commissioner Tugwell seconded by Commissioner Collins the meeting was recessed/adjourned at 6:30 pm until Wednesday, May 11, 2005 at 4:00 pm was approved by the following vote: Ayes: Commissioner Creef, Collins and Tugwell. Noes: None. Absent: Commissioner Belli, Etheridge and Farrow

This 9th day of May 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz