

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE,NORTH CAROLINA
MONDAY, MARCH 16, 2009 MINUTES**

Pitt County Board of Commissioners met on Monday, March 16, 2009 at 6:00 PM in the Commissioner's Auditorium, Pitt County Office Building, 1717 W 5th Street, Greenville, North Carolina.

Board Members Present:

Melvin McLawhorn, Chairman
Kenneth Ross, Vice Chairman
Mark Owens, Jr., Commissioner
David Hammond, Commissioner
Beth Ward, Commissioner
Eugene James, Commissioner
Tom Johnson, Commissioner
Jimmy Garris, Commissioner
Ephraigm Smith, Commissioner

Staff Present:

Scott Elliott, County Manager
Janis Gallagher, County Attorney
Patricia Staton, Clerk to the Board
Melonie Bryan, Deputy County Manager/ Chief Financial Officer
Michael Taylor, Deputy County Manger/Chief Information Officer
Phil Dickerson, County Engineer
Lisa Woodard Overton, Assistant County Attorney
Catherine Booker, Tax Administrator
Florida Hardy, Human Resources Director
James Rhodes, Planning Director
Rebecca Clayton, Transportation Director

Call to Order

Meeting Notes

Chairman McLawhorn called the meeting order and welcomed everyone.

Invocation and Pledge

Meeting Notes

The Invocation was given by Commissioner David Hammond and the Pledge of Allegiance was led by Commissioner Mark W. Owens, Jr.

Approval of Agenda

Staff Recommendation

Approval of agenda as submitted.

Motion:

Approval of agenda adding an item to decision concerning a budget reversion from the Board of Education.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Mark Owens, Jr.

Vote Record:

David Hammond No

Beth Ward No

Eugene James No

Tom Johnson Yes

Mark Owens, Jr. Yes

Jimmy Garris Yes

Melvin McLawhorn No

Kenneth Ross No

Ephraigm Smith No

Voting Totals: Yes: 3 No 6

Motion:

Approval of agenda as submitted.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Presentation

Presentation of Eagle Scouts - Scott Elliott

Information Provided with the Agenda

The Board of Commissioners wishes to recognize young men who have achieved the Boy Scouts Eagle Scout Award. The following young men were awarded the Eagle Scout designation in the month of February 2009: David Durrone, Jr. (Troop 36), Matthew Murphy (Troop 09) and Jacob Flanagan (Troop 25).

Staff Recommendation

Motion to authorize the Chairman to send a letter of recognition to David Durrone, Jr. (Troop 36), Matthew Murphy (Troop 09) and Jacob Flanagan (Troop 25) on their achieving the Eagle Scout Award.

Manager Comments

Concur with recommendation to send letter of recognition to the list of young men who have achieved the rank of Eagle Scout within the Boy Scouts of America.

Meeting Notes

Chairman McLawhorn and Mr. Elliott presented David Dutton and Matthew Murphy with certificates of recognizing their achievement of Eagle Scout.

Motion:

Motion to authorize the Chairman to send a letter of recognition to David Durren, Jr. (Troop 36), Matthew Murphy (Troop 09) and Jacob Flanagan (Troop 25) on their achieving the Eagle Scout Award.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Public Hearings

Public Hearing and Authorizing Resolution for Pitt Area Transit's Community Transportation Program Grant - Rebecca Clayton

Information Provided with the Agenda

North Carolina's coordinated approach to service delivery currently allows only a single applicant (subrecipient) to apply for Community Transportation Program (CTP) funding within a county. The CTP grant is administered by the North Carolina Department of Transportation's Public Transportation Division (PTD) and appropriates Federal Transportation Administration's Section 5310 and Section 5311 funds in a single application. The grant provides for Administrative and Capital funding assistance to Community Transportation Systems such as Pitt Area Transit. The administrative portion of the grant provides for administrative salaries, vehicle insurance, office supplies, drug testing, employee training and other cost associated with maintaining offices. The capital portion of the grant covers vehicle replacement, fleet expansion, office equipment and furniture, computers, software and radios. Both portions of the grant requires matching funds from the county; 15% match for administrative and 10% match for capital.

Pitt Area Transit is seeking \$185,362 in administrative and \$175,546 in capital. This will require a 15% match of \$27,804.30 for administrative and \$17,554.60 in capital, for a total match of \$45,358.90.

Staff Recommendation

To hold Public Hearing as required by the NC Dept. of Transportation, Public Transportation Division. To pass motion that Pitt County applies for Community Transportation funding from the North Carolina Department of Transportation and authorize the County Manager to the Authorizing Official for the grant application

Manager Comments

Concur with recommendation to hold public hearing and to approve the submittal of the CTP application.

Meeting Notes

Ms. Rebecca Clayton said a public hearing is required by the NC Department of Transportation, Public Transportation Division in order for Pitt County to apply for transportation funding. She said Pitt Area Transit is seeking \$185,362 in administrative and \$175,546 in capital. This will require a 15% match of \$27,804.30 for administrative and \$17,554.60 in capital, for a total match of \$45,358.90.

Commissioner Garris asked if the \$45,358.90 would come from the funds generated by the PATS system. Mr. Elliott said the funds will come from Pitt County's General Fund. Commissioner Garris said he thinks applying for this grant is a good thing for Pitt County. He said he was hoping Pitt

Area Transit would generate some revenue to help pay for the grant rather than taking it all from the General Fund.

Ms. Bryan reminded the Board even with the local match last year, Pitt Area Transit System operated at a loss last year. She said staff is hoping this years ridership will help cover the lost that was experienced last year.

Commissioner Ward said this is not usual. She said generally when Pitt County applies for a grant from state or federal government, the county has to support the grant before the department can apply for the grant. Commissioner Ward said she supports Pitt Area Transit System and is glad to see transportation being provided by Pitt County.

Commissioner James stated he supported Pitt County applying for the grant. He said he has received phone calls from citizens stating they have to pay per mile each time they ride . Ms. Clayton said one way is \$3.50 and \$7.50 round trip. Commissioner James asked if anyone is charged by the mile. Mr. Elliott said the agencies that use the system are charged by the mile.

Chairman McLawhorn opened the public hearing. No one spoke. Chairman McLawhorn closed the public hearing.

Commissioner Smith asked if the grant would cover the cost for citizens not able to pay the fee. Ms. Clayton said the Community Transportation program is what is used to purchase vehicles and capital equipment. She said the grant also pays for administrative salaries and 85% of the vehicle insurance.

Motion:

To hold Public Hearing as required by the NC Dept. of Transportation, Public Transportation Division. To pass motion that Pitt County applies for Community Transportation funding from the North Carolina Department of Transportation and authorize the County Manager to the Authorizing Official for the grant application

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Public Addresses to the Board

Items for Report

Manager's Report - Scott Elliott

Information Provided with the Agenda

Next Meeting Dates;

April 4th - 9am - Regular Meeting

April 20th - 6pm - Regular Meeting

Update Concerning Proposed Candlewick Area Sanitary District

Update on Air Quality Issues

Update Concerning National Economic Stimulus Package

Intent to File Grant Application for \$75,000 - Planning Department - No County Match

Meeting Notes

Mr. Elliott reviewed the next meeting dates and updated the board on the proposed Candlewick Area Sanitary District and the air quality issue. He said staff sent the Candlewick resolution adopted by the board along with a letter to the Department of Environment and Natural Resources stating Pitt County has done everything on the local level. On the air quality issue, Mr. Elliott said Pitt County has been fortunate to be recommended as unclassified by the Division of Air Quality. He said it is important to note the EPA will have until November 12, 2009 to notify Pitt County if there will be a recommendation that is different from what the state has recommended. He said this is very good news. Mr. Elliott said Pitt County is the only county in the state being recommended for an unclassified designation.

Commissioner James asked if the board should present this information the congressmen and senators that represent Pitt County to get their recommendation. Mr. Elliott said this was done in Washington D.C. while attending the National Association of Counties Legislative conference.

Mr. Elliott provided the board with an update concerning Pitt County's interface with the national economic stimulus package funding. He spoke from a list compiled by staff. Mr. Elliott said Pitt County will pursue a grant under the water/sewer and other infrastructure. He said this would be for Stokes and Patulous to serve the needs of both the schools. Mr. Elliott said the project has been designed and bid out but is on hold at this time. He said the reason it is on hold is because there was money designated to pay for project but if there are economic stimulus money to pay for it, the school system would like to use those funds. Mr. Elliott said the lead agency is Greenville Utilities and Pitt County Schools is a partnering agency. Mr. Elliott said the board would need to consider adopting a resolution allowing Pitt County Schools to apply for the funds.

Commissioner James said the language in the resolution said loan or grant. Mr. Elliott said the intention is for it to be a grant. If the states comes back and says all they can give is a loan, it can be rejected. County Attorney Janis Gallagher advised the word loan could be removed from the resolution.

Motion

Adopt resolution by Governing Body of Applicant Pitt County, N.C. striking the word loan from the document.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Beth Ward.

Discussion:

Commissioner Owens said he believes there is always room for caution. He said the board was advised by the attorney regardless if the word loan or grant was in the document the board could reject the funds. Commissioner Owens said he believed the people who prepare the documents know better than the board what it takes in order for the funds to be available. He stated he is against the motion removing the word loan.

Vice Chairman Ross stated he thought Pitt County Schools had \$2 million dollars to fund the project. Mr. Elliott said they do but if they receive the economic stimulus funds that \$2 million could be used on another project.

Commissioner Ward said even though Pitt County Schools has the money to pay for the project, they have many other projects the money can be used for if they receive the stimulus funds.

Motion:

Approve resolution striking the word loan from the document.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Beth Ward.

Vote Record:

David Hammond Yes

Beth Ward Yes

Eugene James Yes

Tom Johnson Yes

Mark Owens, Jr. No

Jimmy Garris Yes

Melvin McLawhorn Yes

Kenneth Ross Yes

Ephraigm Smith Yes

Voting Totals: Yes: 8 No 1

Mr. Elliott spoke about two other projects on the ARRA (American Reinvestment and Recovery Act) list under the water/sewer and other infrastructure. The Chicod sewer project is classified as not shovel ready. He said it does not meet the definition of being ready to bid out. Mr. Elliott also spoke about the Neuse Regional Water Sewer Authority and the interconnect with Greenville Utilities Company water systems. He said this project is not shelve ready either.

Mr. Elliott said it appears Pitt County will have a saving of \$900,000 in Medicaid savings due to a change in federal matching rate.

Mr. Elliott said he has a request from the Planning Department to apply for a grant for \$75,000 through the CDBG program and there is not a county match.

Motion:

Approve the Planning Department to file for grant for \$75,000.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Monthly Financial Report - February 2009 - Melonie Bryan

Information Provided with the Agenda

Attached please find the cumulative monthly financial report reflecting activity through February 2009 - eight months or 66.67% of Fiscal Year 2008-2009.

Revenues and expenditures continue to be closely monitored as is normal practice. Additionally, the Manager and Department Heads met on March 5, 2009 to discuss strategies to contain the anticipated revenue shortfalls anticipated due to the current economic climate. While most revenues are tracking as anticipated, those impacted by the housing/banking industry are not expected to meet targets (see attached handout used at staff meeting).

As a result of this meeting, staff have been instructed to restrict spending to conserve fund balance and cover anticipated revenue shortfall. Departments are currently identifying areas where funds will not be spent to ensure the County can cover the shortfall.

Staff Recommendation

Accept report for the record and confirm actions staff have taken to address any shortfalls this fiscal year.

See Appendix 1

Meeting Notes

Mr. Elliott spoke about the \$1.6 m deficit for this fiscal year based on Pitt County's reduced investment earnings and reduced revenues within the Register of Deeds and Inspections Departments. He said he had previously informed the board he would ask internal/external departments/agencies to revert 1% of their budgets. He also spoke about sending a letter and speaking to the Board of Education and Pitt Community College and Council on Aging.

Ms. Gallagher provided the board with a clarification on the boards rules and placing an item on the agenda. She stated to add a new item to the agenda any commissioner may request an item be placed on the agenda which was what Commissioner Johnson was referring, in a timely, proper request to the manager. Ms. Gallagher stated nothing prevents Commissioner Johnson from making a motion because the matter is on the agenda and a new agenda item is not necessary.

Commissioner Johnson stated he brought the request to add an item to the agenda to the attention of Mr. Elliott earlier today.

Ms. Bryan stated the monthly financial report is usually an item for consent. She said this month due to the economic conditions staff has made it an item for report so it can be discussed.



Revenues to Watch

As the Board is aware, several of the County's revenues are dependent on the economic conditions.

- Investment Earnings
- Register of Deeds Fees
 - General Fees
 - Excise Stamps
- Building & Zoning Inspections Fees



Potential Revenue Shortfall

■ Investment Earnings	\$400,000
■ Register of Deeds	
■ General Fees	\$325,000
■ Excise Stamps	\$550,000
■ Building Inspections	<u>\$245,000</u>
	\$1,520,000



Actions to Address Shortfall

- Across the Board Reduction – 1%
- Be aware of impact on ending Fund Balance

- FY09-10 concerns if shortfall not addressed:
 - Use of Fund Balance in new year
 - Tax Collections
 - Collections ability on user fees (ie: EMS transports)
 - Natural growth in budget (ie: fuel, insurance, etc)
 - Increased service demands due to economic conditions

Commissioner Johnson said this is almost the end of the third quarter and every report the board has received from Ms. Bryan to date has been positive. He said suddenly the board is receiving a multi negative report on finances. Commissioner Johnson said he is concerned it is all piled up at the end of the year. Mr. Elliott responded stating staff was expecting the majority the Medicare funds to off set the majority of the \$1.5m in sales tax payback. Ms. Bryan said the board needs to realize the \$1.5 million is really 1%. She spoke about making some effort to come back to a positive posture.

Vice Chairman Ross asked what the \$1.5 million covers? Ms. Bryan said it covers through the end of February 2009.

Motion:

Accept report for the record and confirm actions staff have taken to address any shortfalls this fiscal year.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Dept of Revenue - Sales Tax Reimbursement Update - Melonie Bryan, - Scott Elliott

Information Provided with the Agenda

As the Board is aware, the North Carolina Association of County Commissioners (NCACC) called staff on March 3, 2009 to notify the County of a problem with the sales tax distribution formula that the Department of Revenue (DOR) has been using since June 2008. We were told this issue impacted 8 counties and 54 municipalities.

The issue revolved around a duplicate distribution blended within our Article 39 proceeds for the past 8 months. Article 39 taxes are distributed between the County and our municipalities creating a

payback situation of an estimated \$2.6 million across jurisdictions and a \$1.6 million payback specific to Pitt County. Additionally, during this call, the NCACC told the County the DOR would like the funds repaid by year end. The NCACC, the League (NCLM) and the County felt that this was not acceptable.

While staff tracks sales tax proceeds each month, to compound the issue, there have been several factors which "blurred" the revenue picture this fiscal year, masking the error in the tax distribution formula. Those factors are:

*Current Economic Conditions - while the economy has seen downturn, Pitt is also a regional hub and historically has not seen reductions when other parts of the State have and, in fact, often outperforms the NCACC's state-wide growth estimates each year.

*Medicaid Swap - this is the fiscal year the State began taking 50% of the Article 44 proceeds this fiscal year to cover their assumption of a portion of the counties Medicaid burden. Additionally, as a provision of the Medicaid legislation, there is also a hold harmless provision for the municipalities that has impacted the proceeds directed to the County.

*Vendor Reporting "Lag" - based on the number of days in a month and the timeliness of vendors sending in their reports to Raleigh, there are often fluctuations in monthly sales tax distributions that cannot be tied to current activity/events within the County (ie: Football games, Holiday shopping)

*Sales Tax Allocation Projects - Pitt has engaged in vigilantly reviewing sales tax reports for the larger non-profits (ie: Pitt County Memorial Hospital) and the County/Towns to ensure that vendors are appropriately reporting and paying sales tax which then return to the County. A large claim may process and redistribute funds from another County to Pitt.

With all of these changes occurring within the same fiscal year, it would be extremely difficult to challenge the accuracy of the State reports. At present, we have not received any official notice from the DOR on this situation. We anticipate receiving information by the end of March which should include details by month on what the payments should have been enabling us to fully understand the payback calculation. We have been told that the Governor's office has directed the payback over 8 months - the same time frame over which the error occurred. Attached is a spreadsheet which illustrate some of the above factors & a quick calculation to determine validity of DOR's potential payback calculation.

To ensure the County had the best possible financial outcome at year end, our Department Heads were made aware of this potential payback situation at their March 5, 2009 Department Head meeting and together committed to limit spending as much as possible to help address this revenue gap along with the \$1.5 million currently being mitigated by staff actions in response to economic conditions.

Staff Recommendation

Accept report for the record.

See Appendix 2

Manager Comments

Concur with recommendation to accept report.

Meeting Notes

Ms. Bryan presented the following PowerPoint.



Department of Revenue Issue

- Staff notified via phone call on Tuesday, March 3
- To date, nothing in writing from DOR
- Impacted 8 counties and 54 municipalities



Impact to Pitt County

- \$2.6 million – County and towns
- \$1.6 million – Pitt County's share
- Duplicate payments occurred over 8 month period – payback will follow same time line



Why wasn't it obvious?

- Impossible to quantify impact of current economic climate
 - Pitt County is a regional hub
 - Pitt County has typically outperformed State estimates in sales tax collections growth
- Medicaid Swap
- Reporting Lag – company sales tax reports
- Sales Tax Allocation Reports



How do we mitigate?

- Budget for systematic repayment plan in FY09-10 once information received from DOR
- Continue to watch our sales tax revenue – payback is anticipated to begin in April
- Medicaid Stimulus Funds – once the matching rate via the stimulus package is implemented, Pitt should recognize some savings in our funding for Medicaid that can be used to offset the payback.

Motion:

Accept report for the record.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Motion:

Support the County Manager in 1% reversion from Pitt County internal and external departments and agencies.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Jimmy Garris.

Discussion:

Commissioner Johnson said the motion does not come close to the item he asked to have added to the agenda. He said the item he was going to add questioned whether the board was going to break the law. Commissioner Johnson said Mr. Elliott cannot change a budget. He spoke about information he provided the board about cutting the public school budget and public hearing must be held and the board has to vote.

Mr. Elliott said the board cannot require a reversion of the Board of Education without holding a public hearing and with their input.

Commissioner James stated the board needs to support Mr. Elliott with what ever needs to be done. Commissioner James spoke about giving the Board of Education a excess of a million dollars in new monies in the budget last year.

Chairman McLawhorn asked County Attorney, Janis Gallagher for clarification on the comments made by Commissioner Johnson. Ms. Gallagher said the law has not been broken at this time. She said there is a process that needs to be followed but the board has not reached that point yet. Ms. Gallagher read from General Statue 159-13. The budget ordinance; form, adoption, limitations, tax levy, filing. (9) Appropriations made to school administrative units by a county may not be reduced after the budget ordinance is adopted, unless the board of education of the administrative unit agrees by resolution to reduction, or unless a general reduction in county expenditures is required because of prevailing economic conditions. Before a board of county commissioners may reduce appropriations to a school administrative unit as part of a general reduction in county expenditures required because of prevailing economic conditions, it must to all of the following: they must hold a public hearing and take a public vote. She said this is her interpretation of the law.

Commissioner Ward said if the motion on the floor as is and it passes - then the board of education will have to decide if they are going to pass a resolution and if they do not the board of commissioners can go to the alternative and hold a public hearing.

Commissioner Johnson said board should not go around mandating when there is a law that speaks something. He said the board needs to walk lightly when there are items addressed by state law.

Mr. Elliott said in his letters to Board of Education, Pitt Community College and Council on Aging it was not a requirement or a threat. He said the letter was asking and seeking. Mr. Elliott said it was not a mandate.

Vote Record:

David Hammond Yes

Beth Ward Yes

Eugene James Yes

Tom Johnson No

Mark Owens, Jr. No
Jimmy Garris Yes
Melvin McLawhorn Yes
Kenneth Ross Yes
Ephraigm Smith Yes

Voting Totals: Yes: 7 No 2

Tax Collection Report for February 2009. - Cathy Booker

Information Provided with the Agenda

County collections for February 2009 increased by \$293,374 as compared to February 2008. Fiscal year County collections are up by 6.7 million as compared with one year ago. With a 2.58% increase in motor vehicle collections in February 2009 as compared, to February 2008, we were able to narrow the previous month's collection gap from 0.46% to 0.28%. Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary enforcement remedies available through the NC General Statutes.

Per the February 2, 2009, order of the County Board of Commissioners, the 2008 unpaid taxes on real property will be advertised in the Daily Reflector on March 18, 2009,

Staff Recommendation

Approve as submitted.

See Appendix 3

Manager Comments

Concur with recommendation to approve Tax Collection report for February, 2009.

Meeting Notes

Ms. Booker provided the board with a report on the tax collections report for the month of February 2009.

Commissioner Ward commended Ms. Booker for her job well done.

Motion:

Approve as submitted.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Report on Pitt County Energy Savings Project & Review of Modified Work Week Options for Pitt County Government - Scott Elliott

Information Provided with the Agenda

Phil Dickerson will be updating the Board on energy saving activities and Scott Elliott and Nick Karvounis (ECU MPA Intern) will present research findings on the concept of a modified work week in terms of options for Pitt County Government's operations.

Staff Recommendation
Report

Meeting Notes

Mr. Elliott recognized Nick Karvounis the ECU MPA Intern who worked on the report along with staff. Mr. Elliott provided the board with a PowerPoint presentation.



Pitt County Government: Efficiency

- Part 1: An analysis of a compressed workweek in the terms of cost savings
- Part 2: An update on Pitt County's use of Performance Contracting for Guaranteed Energy Savings



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Part 1:

The Compressed Workweek



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The Compressed Workweek

- This concept is being examined and researched for the possibility of additional savings for Pitt County
- Definition: A compressed workweek is a schedule where a full workweek is completed by the county's employees in fewer than five full days by increasing the number of hours worked per day



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Possible Schedules for Pitt County Government

- 5 Day / 8 Hour
- 4.5 Day / 9 Hour
- 4 Day / 10 Hour



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5 Day / 8 Hour

- The alternative labeled the 5 Day / 8 Hour is the standard workweek schedule. The standard five day workweek has become the norm for most government organizations. This schedule utilizes eight-hour work days, five days a week.

<u>Operating Hours - 5 Day / 8 Hour Schedule</u>				
Monday	Tuesday	Wednesday	Thursday	Friday
8 hrs/day i.e.: 8:00 A.M. - 5:00 P.M	8 hrs/day i.e.: 8:00 A.M. - 5:00 P.M	8 hrs/day i.e.: 8:00 A.M. - 5:00 P.M	8 hrs/day i.e.: 8:00 A.M. - 5:00 P.M	8 hrs/day i.e.: 8:00 A.M. - 5:00 P.M



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4.5 Day /9 Hour

- The alternative labeled 4.5 Day / 9 Hour is an alternative that utilizes a compressed workweek schedule consisting of four work days, 9 hours in length, and one day 4 hours in length.

Operating Hours - 4.5 Day / 9 Hour Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	4 hrs/day i.e.: 7:30 A.M.- 11:30A.M.



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4.5 Day /9 Hour

- The alternative labeled 4.5 Day / 9 Hour is an alternative that utilizes a compressed workweek schedule consisting of four work days, 9 hours in length, and one day 4 hours in length.

Not Recommended

Operating Hours - 4.5 Day / 9 Hour Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	9 hrs/day i.e.: 7:30 A.M. - 5:30 P.M.	4 hrs/day i.e.: 7:30 A.M.- 11:30 A.M.



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4 Day /10 Hour

- The alternative labeled 4 Day / 10 Hour is the alternative that utilizes a compressed workweek schedule consisting of four work days, ten hours in length.

Operating Hours - 4 Day / 10 Hour Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
10 hrs/day i.e.: 7:00 A.M. - 6:00 P.M.	10 hrs/day i.e.: 7:00 A.M. - 6:00 P.M.	10 hrs/day i.e.: 7:00 A.M. - 6:00 P.M..	10 hrs/day i.e.: 7:00 A.M. - 6:00 P.M..	Closed



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Energy Efficiency

- One of the major reasons for examining a modified work week is to realize reduced energy costs (i.e.: heating, cooling, lighting, etc.)
- Siemens Building Technologies, Inc estimates that a switch to the 4 Day /10 Hour schedule might generate a savings of \$114,736 per year based on an equation using square footage.
 - This number does not reflect a net savings and excludes increased costs associated with on-call pay necessary to cover time the offices are closed
- The possible savings to Pitt County may only be 50% of what Siemens projects due to the county facilities' age and scattered locations. It has been determined the Siemens' projection is only applicable to a "perfect world scenario." (i.e. all buildings closing or one new consolidated building)



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Actual Energy Efficiency

- To date, Pitt County Government has already decreased its KWH usage by 11%
 - **10,892,968** KWH (FY 04-05) down to **9,700,777** KWH (FY 06-07)
- The energy savings to date as a result of the performance contracting is **\$842,945** or an average of **\$353,000** annually.



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Actual Energy Efficiency

<u>Results to Date</u>		
Time Period	Contract Guaranteed Savings	Actual Savings
Construction Period	\$4,939	\$137,419
Year One	\$308,707	\$347,422
Year Two	\$312,480	\$358,104
Contract to Date	\$626,126	\$842,945



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Employee Impacts

- Commuting Cost
- Morale
- Alternative Schedule



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Political Acceptability

- Pitt County citizens are the primary customers
- There is a mix of elected officials and outside agencies involved in the daily operations of county government
 - Including, but not exclusive to:
 - Sheriff's Department
 - Board of Education
 - Register of Deeds
- Many county services are regulated at the state and federal levels



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Buildings and Departments in Pitt County that Cannot Close on Fridays

<u>Buildings</u>	<u>Departments</u>
Agricultural Center	Federal 3 rd -Party Agencies
County Office Building	E-911, Board of Education,
	Social Services
Courthouse	Courts, DA, ROD, COC
Detention Center	(Sheriff)
Human Services Center	Social Services
Transfer Station	Solid Waste



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Wayne County's Implementation of the Compressed Workweek

- Implemented in July, 2008
- Waiting for a full year of data before releasing the actual savings of the program
- Implemented in a variety of ways; not solely a compressed workweek
- The actual savings are unknown



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Part 2:

Performance Contracting for Guaranteed Energy Savings



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What is Energy Performance Contracting?

- A method of making improvements to energy consuming systems where the energy savings amortize the cost of the improvements over a given time period



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History of Pitt County's Project

- Building Analysis
 - 2004-2005
- Bid-out Project
 - 2005
- Construction
 - Began August 2005
 - Completed May 2006



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History of the Project

Cost of the project	\$2,697,002
Annual savings projected	\$315,000
Annual cost including debt service	\$310,000
Actual Savings Realized	
FY 05-06 (construction period)	\$136,805
FY 06-07	\$347,422
FY 07-08	\$358,104



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Project Elements

- Modified over 6,000 light fixtures
- HVAC upgrades
 - Replaced major equipment
 - Improved HVAC controllers
- Implemented water saving measures
- Energy sharing through the use of emergency generators
- Implemented computer equipment energy savings software



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Additional Energy Saving Measures

- Contracted for more energy efficient vending machines
- Implemented Energy Policy for Pitt County Government



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Additional Benefits

- The cost of energy has increased faster than projected resulting in more savings for the county
- Pitt County is recognized as a leader in energy savings in North Carolina
 - Received an Outstanding County Program Award from NCACC



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Conclusion

- As an organization, Pitt County has successfully implemented energy savings through the Performance Contracting Program
- The projection of \$57,000 in annual energy savings for the compressed workweek is insufficient to warrant implementation due to variables such as increases in on-call pay, an inconvenience to the citizens, and the county's inability to completely shut down some facilities to maximize utility savings
- In the future, if Pitt County can build one new energy efficient building, the concept of a compressed workweek may warrant further consideration



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Vice Chairman Ross thanked Mr. Elliott for providing the board with the information. He asked Mr. Elliott to look at a four day work week during the summer compared to permanent.

Commissioner Ward spoke about ECU doing the four day work week about a reduced summer work schedule in the summer.

Mr. Elliott addressed Vice Chairman Ross' request. He said his concern is the message needs to be consistent to the citizens. We are here and we are open on a consistent basis.

Commissioner Garris said the conclusion staff has provided is good. He said he does understand how Pitt County Schools can go to a reduced work week but it would not be practical for Pitt County Government. He thanked staff for the report and asked them not to spend any more time on it.

Commissioner Owens said Pitt County Government is a service agency and are here to serve the public. He said staff did a great job on the report presented but at this point in time the service to the citizens out weigh any other aspect.

Items for Consent

NCDOT Request for Abandonment of Secondary Road - James Rhodes

Information Provided with the Agenda

After receiving a petition from the Town of Ayden, the North Carolina Department of Transportation (NCDOT) is requesting to abandon Secondary Road 1943, Country Club Drive (see attached letter). NCDOT has investigated the situation to ensure the road meets all of the criteria for abandonment and has submitted an abandonment petition. The Town of Ayden, upon the effective date of annexation for the area, currently set for September 1, 2009, will accept all maintenance responsibilities of Country Club Drive.

Attached is a resolution for the Board's endorsement, as well as a copy of the petition from the Town of Ayden, the agreement between NCDOT and the Town of Ayden, a map illustrating the location of the road and the Secondary Road Abandonment Investigation Report.

Staff Recommendation

Approve the abandonment request for Country Club Drive (SR 1943) and adopt the resolution.

Manager Comments

Concur with recommendation to approve abandonment request for Country Club Dr.

Motion:

Approve the abandonment request for Country Club Drive (SR 1943) and adopt the resolution.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Budget Amendment- Health Department - Infant Mortality - \$1,880 (No County Funds) - John Morrow

Information Provided with the Agenda

NC Healthy Start Foundation grant in support of the Pitt County Health Departments activities to reduce infant mortality. No County Funds Required.

Staff Recommendation

Approve as presented.

See Appendix 4

Manager Comments

Concur with recommendation to budget amendment.

Motion:

Approve as presented.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Budget Amendment - Social Services - FEMA - \$8,000 (No County Funds) - George Perry

Information Provided with the Agenda

The Department of Social Services has been awarded an \$8,000. Federal Emergency Management grant by the United Way. The Emergency Food and Shelter Program will be used to assist citizens of Pitt County with their heating and cooling energy expenses.

The Department is requesting the approval of the attached Budget Amendment to increase revenues and expenditures by \$8,000.00.

No additional County Funds are requested.

Staff Recommendation

Staff recommends the approval of the attached Budget Amendment to increase revenues and expenditures by \$8,000.00

See Appendix 5

Manager Comments

Concur with recommendation to budget amendment.

Motion:

Staff recommends the approval of the attached Budget Amendment to increase revenues and expenditures by \$8,000.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Approval of Minutes - Patricia Staton

Information Provided with the Agenda

February 23, 2009 - Legislative Breakfast

February 23,2009 - Public Hearing Candlewick Sanitary District

March 6, 2009 - Regular Meeting

Staff Recommendation

Approval of February 23, 2009 (Legislative Breakfast), February 23, 2009 (Public Hearing Candlewick Sanitary District) and March 6, 2009 (Regular Meeting).

Manager Comments

Concur with recommendation to Minutes.

Motion:

Approval of February 23, 2009 (Legislative Breakfast), February 23, 2009 (Public Hearing Candlewick Sanitary District) and March 6, 2009 (Regular Meeting).

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Items for Decision

Pitt Area Transit Title VI Plan - Rebecca Clayton

Information Provided with the Agenda

North Carolina Department of Transportation guarantees that as a recipient of federal-aid funding, it will ensure nondiscrimination in all programs and activities whether or not those programs and activities are federally funded. To this end, the North Carolina Department of Transportation requires each sub-recipient of state and/or federal financial assistance from the North Carolina Department of Transportation comply with Title VI of the Civil Rights Act of 1964 and all nondiscrimination authorities. To ensure compliance of this requirement, Pitt Area Transit has prepared the Pitt Area Transit Title VI Plan. This plan outlines the steps that Pitt Area Transit follows to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving federal assistance on the basis of race, color, national origin, age, sex, disability, or religion.

Staff Recommendation

Approve Pitt Area Transit Title VI Plan.

Manager Comments

Concur with recommendation to approve the Pitt Area Transit Title VI Plan

Motion:

Approve Pitt Area Transit Title VI Plan.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Mark Owens, Jr.

Motion Passed Unanimously.

Approval of Pitt Area Transit's Coordinated Public Transportation-Human Service Transportation Plan - Rebecca Clayton

Information Provided with the Agenda

On September 25, 2008, Pitt Area Transit sponsored a Transportation Summit to allow local stakeholders an opportunity to identify gaps and barriers in transportation services that affect Pitt County citizens. The results of that Summit form the basis of Pitt Area Transit's Coordinated Public Transportation-Human Service Transportation Plan. This plan summarizes the transportation needs for those people who have transportation challenges because of disability, low income or senior age. The Plan identifies transportation solutions to respond to these challenges. Once this plan has been approved, transit will be eligible to apply for grant funding under FTA Section 5310 (Elderly and Disabled Persons), Section 5316 (Job Access Reverse Commute - JARC) and Section 5317 (New Freedom). Funding for these grants are for two years (Fiscal Years 2009/2010, and 2010/2011), and are to be submitted by March 31, 2009. As part of the application process, federal and state certifications and assurances must be executed and successful applicants will enter into contract with the North Carolina Department of Transportation to implement the project.

A copy of the Pitt Area Transit Coordinated Public Transportation-Human Service Transportation Plan is on file in the office of the Clerk to the Board.

Staff Recommendation

To approve the Coordinated Public Transportation-Human Service Transportation Plan, allow Pitt Area Transit to apply for grant funding from FTA and the North Carolina Department of Transportation, and designate the County Manager as the authorizing official for the grant application.

Manager Comments

Concur with recommendation to approve the PATS Coordinated Public Transportation - Human Services Transportation Plan.

Motion:

To approve the Coordinated Public Transportation-Human Service Transportation Plan, allow Pitt Area Transit to apply for grant funding from FTA and the North Carolina Department of Transportation, and designate the County Manager as the authorizing official for the grant application.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Mark Owens, Jr.

Motion Passed Unanimously.

Budget Amendment - Use of Contingency for Legal Fees - Melonie Bryan

Information Provided with the Agenda

The County hired outside counsel to help establish its position relative to the Air Quality - EPA issue. We need to move contingency funding to cover the bill from Ward & Smith for the services the firm rendered.

Staff Recommendation

Approve Budget Amendment as presented

See Appendix 6

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve Budget Amendment as presented

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Naming of the Combined Nursing Home Advisory Committee/Adult Care Home Community Advisory Board - Patricia Staton

Information Provided with the Agenda

The Board of County Commissioners received approval from the North Carolina Department of Health and Human Services to combine the Nursing Home Advisory Committee and the Adult Care Home Community Advisory Board to form one Joint Community Advisory Committee on February 20, 2009. Staff is recommending the advisory committee to be named "Pitt County Nursing Home/Adult Care Community Advisory Committee".

Staff Recommendation

Rename the Nursing Home Advisory Committee and Adult Care Home Community Advisory Board to be called the Pitt County Nursing Home/Adult Care Community Advisory Committee effective March 16, 2009.

Motion:

Rename the Nursing Home Advisory Committee and Adult Care Home Community Advisory Board to be called the Pitt County Nursing Home/Adult Care Community Advisory Committee effective March 16, 2009.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Appointment/Reappointments to the newly renamed Pitt County Nursing Home/Adult Care Community Advisory Committee - Patricia Staton

Information Provided with the Agenda

The following served on the Adult Care Home Community Advisory Board. Annette Eubanks, Regional Long Term Care Ombudsman is recommending the reappointment of Everett Branch to the combined committee for a three-year term. She is recommending Mary Van Cleave be terminated due to lack of interest.

The following served on the Nursing Home Advisory Committee. Annette Eubanks is recommending appointment for an initial one year term on the new combined committee: Minnie Johnson-Anderson, Ruth Worsley, Polly Jones, Marilyn Davis, Shirley Jones and Martin Jones. If appointed, terms will expire 3/16/10.

Staff Recommendation

Motion to reappoint Everett Branch to serve on the merged committee with an expiration date of 3/16/12 and appoint the following for an initial one year term on the new merged committee: Minnie Johnson-Anderson, Ruth Worsley, Polly Jones, Marilyn Davis, Shirley Jones and Martin Jones. If appointed, terms will expire 3/16/10.

Motion:

Motion to reappoint Everett Branch to serve on the merged committee with an expiration date of 3/16/12 and appoint the following for an initial one year term on the new merged committee: Minnie Johnson-Anderson, Ruth Worsley, Polly Jones, Marilyn Davis, Shirley Jones and Martin Jones. If appointed, terms will expire 3/16/10.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Commissioners' Comments

Information Provided with the Agenda

Meeting Notes

Commissioner Smith spoke about attending the NACo Legislative Conference in Washington DC. He said the workshops were helpful and the meeting was good. He spoke about meeting many people from other parts of the county. He spoke about people losing jobs and not having money.

Commissioner Garris spoke about the stimulus package. He spoke about the board aggressively pursuing all stimulus dollars. He spoke about his concerns with the ARRA list and proceeding with caution.

Vice Chairman Ross spoke about the falling economy. He said hoped the board would be very cautious about where money is spent. He said the board cannot raise taxes.

Chairman McLawhorn spoke about the broadband application being beneficial for Pitt County.

Adjourn

Information Provided with the Agenda

Motion:

Motion to adjourn at 8:18pm.

Motion made by Commissioner Mark W. Owens, Jr.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Respectfully Submitted,

Patricia A. Staton
Clerk to the Board

Appendix 1

Monthly Financial Report - February 2009

Appendix 2

Dept of Revenue - Sales Tax Reimbursement Update

SALES TAX REVENUES - BY MONTH
Fiscal Year 2007-2008

			July 2007	August 2007	Sept 2007	Oct 2007	Nov 2007	Dec 2007	Jan 2008	Feb 2008	March 2008	April 2008	May 2008	June 2008	\$	%	FY07-08	
			Revised 09/15/07	Revised 10/15/07	Revised 11/15/07	Revised 12/15/07	Revised 01/15/08	Revised 02/15/08	Revised 03/15/08	Revised 04/15/08	Revised 05/15/08	Revised 06/15/08	Revised 07/15/08	Revised 08/15/08	Collected	Collected	Budget	
																to date	to date	
General Fund																Actual		
Art 39	102200 418200	coll	979,554.93	849,101.17	1,119,307.83	710,490.11	1,060,935.89	997,822.01	933,525.36	1,106,799.98	906,382.57	1,254,858.30	794,934.55	1,184,867.71	11,898,580.41	104.39%	11,398,694.00	
Art 40 (60%)	102200 418201	capita	318,876.28	267,526.57	325,772.77	236,236.67	312,836.15	307,141.96	318,241.76	316,802.78	238,101.86	340,411.19	299,187.56	305,038.92	3,586,174.47	100.20%	3,578,875.00	
Art 42 (40%)	102200 418203	capita	210,742.68	176,452.90	215,093.52	155,700.26	206,497.75	202,791.39	210,407.02	209,065.12	156,390.72	224,675.88	198,316.24	201,427.61	2,367,561.09	100.18%	2,363,373.00	
Art 44	102200 418205		460,571.34	395,903.66	488,254.78	325,893.01	478,994.83	434,858.66	444,224.16	482,452.53	385,513.36	530,624.73	342,316.98	454,910.70	5,224,518.74	98.70%	5,293,363.00	
General Fund Total			1,969,745.23	1,688,984.30	2,148,428.90	1,428,320.05	2,059,264.62	1,942,614.02	1,906,398.30	2,115,120.41	1,686,388.51	2,350,570.10	1,634,755.33	2,146,244.94	23,076,834.71	101.96%	22,634,305.00	
School Capital Reserve																		
Art 40 (40%)	202400 418201	capita	212,584.18	178,351.05	217,181.84	157,491.12	208,557.43	204,761.31	212,161.18	211,201.86	158,734.58	226,940.79	199,458.38	203,359.28	2,390,783.00	101.45%	2,356,599.00	
Art 42 (60%)	202400 418203	capita	316,114.03	264,679.34	322,640.29	233,550.39	309,746.63	304,187.09	315,610.54	313,597.69	234,586.08	337,013.83	297,474.37	302,141.42	3,551,341.70	101.38%	3,503,051.00	
Grand Total - shared taxes			2,498,443.44	2,132,014.69	2,688,251.03	1,819,361.56	2,577,568.68	2,451,562.42	2,434,170.02	2,639,919.96	2,079,709.17	2,914,524.72	2,131,688.08	2,651,745.64	29,018,959.41	101.84%	28,493,955.00	
Total by Quarter - General Fund / School Cap Reserve					7,318,709.16			6,848,492.66			7,153,799.15							
Art 46	212200 418206	new 1/4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.52	301,041.37	344,350.79	645,461.68		0.00	
Total by Quarter - Special Revenue Fund					0.00			0.00			0.00							
Grand Total			2,498,443.44	2,132,014.69	2,688,251.03	1,819,361.56	2,577,568.68	2,451,562.42	2,434,170.02	2,639,919.96	2,079,709.17	2,914,594.24	2,432,729.45	2,996,096.43	29,664,421.09	104.11%	28,493,955.00	

SALES TAX REVENUES - BY MONTH
Fiscal Year 2007-2008

			July 2008	August 2008	Sept 2008	Oct 2008	Nov 2008	Dec 2008	Jan 2009	Feb 2009	March 2009	April 2009	May 2009	June 2009	\$	%	FY08-09	
			Revised 09/15/08	Revised 10/15/08	Revised 11/15/08	Revised 12/15/08	Revised 01/15/09	Revised 02/15/09	Revised 03/15/09	Revised 04/15/09	Revised 05/15/09	Revised 06/15/09	Revised 07/15/09	Revised 08/15/09	Collected	Collected	Budget	
																to date	to date	
General Fund																Actual		
Art 39	102200 418200	coll	1,311,268.22	1,090,857.71	1,287,674.99	1,138,226.13	674,776.96	959,342.63	0.00	0.00	0.00	0.00	0.00	0.00	6,462,146.64	57.83%	11,175,119.00	
Art 40 (60%)	102200 418201	capita	335,370.28	293,330.71	286,842.26	289,210.26	253,454.29	249,346.28	0.00	0.00	0.00	0.00	0.00	0.00	1,707,554.08	46.34%	3,684,700.00	
Art 42 (40%)	102200 418203	capita	221,480.76	193,573.31	188,815.30	190,675.71	167,442.99	163,859.09	0.00	0.00	0.00	0.00	0.00	0.00	1,125,847.16	46.26%	2,433,700.00	
Art 44	102200 418205		487,134.08	406,441.08	449,675.20	397,947.75	78,662.45	198,130.77	0.00	0.00	0.00	0.00	0.00	0.00	2,017,991.33	57.27%	3,523,600.00	
General Fund Total			2,355,253.34	1,984,202.81	2,213,007.75	2,016,059.85	1,174,336.69	1,570,678.77	0.00	0.00	0.00	0.00	0.00	0.00	11,313,539.21	54.35%	20,817,119.00	
School Capital Reserve																		
Art 40 (40%)	202400 418201	capita	223,580.19	195,553.80	191,228.18	192,806.84	168,969.52	166,230.86	0.00	0.00	0.00	0.00	0.00	0.00	1,138,369.39	48.31%	2,356,599.00	
Art 42 (60%)	202400 418203	capita	332,221.14	290,359.97	283,222.94	286,013.56	251,164.49	245,788.64	0.00	0.00	0.00	0.00	0.00	0.00	1,688,770.74	48.21%	3,503,051.00	
Total - shared taxes			2,911,054.67	2,470,116.58	2,687,458.87	2,494,880.25	1,594,470.70	1,982,698.27	0.00	0.00	0.00	0.00	0.00	0.00	14,140,679.34	53.01%	26,676,769.00	
Total by Quarter - General Fund / School Cap Reserve					8,068,630.12			6,072,049.22			0.00							
Art 46	212200 418206	new 1/4	383,777.17	339,267.21	414,184.59	346,069.09	409,457.64	406,284.32	0.00	0.00	0.00	0.00	0.00	0.00	2,299,040.02	51.09%	4,500,000.00	
Total by Quarter - Special Revenue Fund					1,137,228.97			1,161,811.05			0.00							
Grand Total			3,294,831.84	2,809,383.79	3,101,643.46	2,840,949.34	2,003,928.34	2,388,982.59	0.00	0.00	0.00	0.00	0.00	0.00	16,439,719.36	52.73%	31,176,769.00	

Appendix 3

Tax Collection Report for February 2009.

February 2009 PITT COUNTY TAX COLLECTIONS REPORT

Summary of Fiscal Year (FY) 2008/2009 Data:		Summary of Fiscal Year (FY) 2007/2008 Data (for Comparison):		Difference	% Change
<u>Tax Collection Activity</u>					
Total Feb. 2009 County Collections:	2,560,092	Total Feb. 2008 County Collections:	2,266,718	\$293,374	12.94%
Fiscal Year to date (FYTD) County Collections on Current Year Levy (07/01/08 - 02/28/2009)	72,606,972	Fiscal Year to date (FYTD) County Collections on Current Year Levy (07/01/07 - 02/28/2008)	65,902,009	\$6,704,963	10.17%
<u>Pitt County Levy:</u>					
Feb. 2009 FYTD Levy (Includes taxes and landfill fees)	77,792,065	Feb. 2008 FYTD Levy (Includes taxes and landfill fees)	70,413,009	\$7,379,056	10.48%
<u>Collection Percentage through Feb. 2009 (by categories)</u>		<u>Collection Percentage through Feb. 2008 (by categories)</u>			
Real / Personal / Landfill	94.56 %	Real / Personal / Landfill	95.22 %	-0.66	-0.69%
Vehicle	76.70 %	Vehicle	74.77 %	1.93	2.58%
Combined Collection Rate:	93.33 %	Combined Collection Rate:	93.59 %	-0.26	-0.28%

Occupancy Taxes Collected and Gross Receipts on Rented/ Leased Motor Vehicles

Occupancy tax for Feb. 2009:	87,601	Occupancy tax Feb. 2008:	106,453	-18,852.00	-17.71%
County Gross Receipts on MVs Feb. 2009:	8,525	County Gross Receipts on MVs Feb. 2008:	9,020	-495.00	-5.49%

Appendix 4

**Budget Amendment- Health Department - Infant
Mortality - \$1,880 (No County Funds)**

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: FY 08/09

Date of Request: March 4, 2009

FY Budget: Health – Infant Mortality

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153161 484000	Contributions and Donations	1,880.00	
155161 531705	Incentives	980.00	
155161 539500	Training and Conferences	900.00	

Department Justification: NC Healthy Start Foundation grant in support of the Pitt County Health Departments activities to reduce infant mortality.

NO COUNTY FUNDS REQUIRED

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

County Position No. _____

State Position No. _____

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services Accounts	
County Manager	Required for transfers between Personal Services, Operating & Capital account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 5

Budget Amendment - Social Services - FEMA -
\$8,000 (No County Funds)

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: SOCIAL SERVICES

Date of Request: March 5, 2009

FY Budget: 2008 - 2009

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
162400-433065	UNITED WAY EMERGENCY ASSISTANCE	8,000	
165488-560502	UNITED WAY ENERGY ASSISTANCE	8,000	

Department Justification: (Please provide detailed explanation)

The Department of Social Services has received an \$8,000.00 grant from FEMA for energy assistance.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

County Position No. _____

State Position No. _____

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services Accounts	
County Manager	Required for transfers between Personal Services, Operating & Capital account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 6

Budget Amendment - Use of Contingency for Legal
Fees

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Non-Departmental

Date of Request: 03/16/09

FY Budget: 08-09

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
104999 519200	Outside Legal Fees	16,400	
109910 599100	Contingency		16,400

Department Justification: (Please provide detailed explanation)

Funding for Ward & Smith services - Air Quality/EPA.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

County Position No. ____

State Position No. ____

APPROVAL	SIGNATURE	DATE
Department Head		
Financial Services		
Human Resources	Required for actions involving Personal Services accounts.	
County Manager	Required for transfers between Personal Services, Operating & Capital accounts.	

**Board of
Commissioners**

Agenda Item No. _____ Reference No. _____