

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** Monday, March 7, 2011

**SUBJECT:** Agri-Business Development Partnership Update & Proposed Budget

**PRESENTER:** Selena Coffey, Assistant County Manager

**ATTACHMENTS:** Yes

1. Agri-Business Development Board of Directors Meeting Agenda
2. Proposed 4<sup>th</sup> Quarter FY 2011 & FY 2012 Budgets
3. Proposed Director Salary Range Information

#### SUMMARY OF REQUEST:

Per the Board's recent direction, staff has met with the Agri-Business Development Board of Directors Chairman, Danny McConnell and has scheduled the first meeting of the Agri-Business Board for Wednesday, March 9<sup>th</sup> at 5:00pm in the Historic Courthouse Community Room. A tentative agenda is attached for your information (attachment 1).

In order to get this Board organized, staff has prepared a proposed budget for the final quarter of the current fiscal year, ending June 30, 2011 and a proposed budget for the new fiscal year beginning July 1, 2011. These budgets are attached for your review, discussion and approval (attachment 2). In order to develop the preliminary budgets, staff has made some assumptions with regard to the hiring/salary range (attachment 3) for the new Director position that will work under the supervision of the Agri-Business Development Board of Directors. Staff will detail these assumptions during the meeting.

#### BOARD ACTION REQUESTED:

Staff requests that the Board review, discuss and approve the 4<sup>th</sup> quarter budget for the current fiscal year, the proposed budget for FY 2012 and the starting salary and/or hiring range for the Agri-Business Development Partnership Director position at this meeting.

#### Suggested Motion:

*I move that the Board of Commissioners approve the 4<sup>th</sup> Quarter FY 2011 and FY 2012 Budgets for the Agri-Business Development Partnership based upon the beginning salary as recommended by staff within the proposed budget(s).*

**Henderson County Agri-Business Development Board of Directors**

**5:00pm, Wednesday, March 9, 2011**

**Community Room, Historic Courthouse, Hendersonville**

**TENTATIVE AGENDA**

- 1) Introduction and Background .....Steve Wyatt, County Manager
- 2) Election of Vice-Chairman and Recording Secretary ..... Chairman Danny McConnell
- 3) Legal Issues: ..... Russ Burrell, County Attorney
  - a) Open Meetings Law
  - b) 501c6 Incorporation
  - c) Other Legal Issues and Questions
- 4) Personnel Issues.....Jan Prichard, County Human Resources Director
  - a) Hiring Process
  - b) Confidentiality
  - c) Job Description
  - d) Other Personnel Issues and Questions
- 5) Development of Work Plan ..... Board of Directors
  - a) Mission Statement
  - b) Budget
  - c) Meeting Schedule
- 6) Other Business ..... Chairman Danny McConnell
- 7) Adjourn

**HENDERSON COUNTY AGRI-BUSINESS DEVELOPMENT PARTNERSHIP  
PROPOSED FY 2011 AND FY 2012 BUDGETS**

<b>COUNTY FUNDING</b>	<b>FY 2011 (4th Quarter)</b>	<b>FY 2012 (YR 1 - 100% County)</b>
Agriculture Project Incentives	\$35,000	\$50,000
Reallocations from Cooperative Extension	78,989	84,289
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<b>AVAILABLE COUNTY FUNDING</b>	<b>\$113,989</b>	<b>\$134,289</b>

<b>PROPOSED COUNTY-FUNDED EXPENDITURES</b>	<b>FY 2011 (4th Quarter)</b>	<b>FY 2012 (YR 1 - 100% County)</b>
Personnel Costs (Salary & Benefits)	\$24,699	\$98,796
Start-up and Operational Costs	22,300	35,494
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<b>ESTIMATED COUNTY-FUNDED EXPENDITURES</b>	<b>\$46,999</b>	<b>\$134,289</b>

**Assumptions:**

- ☛ FY 2011 4th Quarter personnel costs assumes that a Director is hired in April 2011.
- ☛ FY 2011 Available funding exceeds anticipated 4th Quarter costs. However, funding is available for unanticipated expenditures. Any unexpended funds will return to fund balance at June 30, 2011.
- ☛ Both budgets assume Director's salary at \$75,000 annually.

**Note:**

- ☛ Preliminary staff recommendations have been based on funding the Partnership at 100% for Year 1, 80% for Year 2, and 60% for Year 3 and subsequent years.

## AGRI-BUSINESS DEVELOPMENT PARTNERSHIP HIRING RANGES

	Salary Range	Average
<b>Henderson County Partnership for Economic Development</b>	\$75,000 -- \$100,000	\$87,500

	Salary Range	Average
<b>Statewide County Economic Development Director Positions</b> (Rounded to nearest \$100)		
Comparable & Neighboring Counties *	\$64,500 -- \$104,000	\$84,250
Average of All Counties with Position	\$62,000 -- \$96,500	\$79,250

\* Counties comparable by population, tax valuation, and geographic location.  
(Caldwell, Craven, Gaston, Harnett, Haywood, Lenoir, Orange, Robeson, Transylvania, Wayne)