

BUDGET, FINANCE & INVESTMENT COMMITTEE

May 13, 2014

5:30 P.M.

Courthouse

MINUTES:

Members Present:

Comm. Charlie Baum
Comm. Will Jordan
Comm. Robert Peay, Jr.
Comm. Steve Sandlin.
Comm. Doug Shafer
Comm. Joyce Ealy, Chr.

Others Present:

Ernest Burgess
Teb Batey
Heather Dawbarn
Rob Mitchell
Lisa Crowell
Nicole Lester
Lisa Nolen
Jim Cope
Dr. Michael Payne
Sonya Stephenson
Doug Demosi
Eric Hill
Ben Mankin
John Lodl

Melissa Stinson
Rita Shacklett
Brian Robertson
Barbara Marlin
Darin Moore
John Bratcher
Mark Tucker

Chairman Ealy presided and called the meeting to order at 5:30 P. M. with Comm. Jernigan absent and Comm. Sandlin being absent at that time.

2014-2015 BUDGET REVIEW

To begin the review of the 2014-2015 departmental budgets, Chairman Ealy advised that each department head would join the committee at the table, the mayor would explain his recommendation, the department head would be allowed to explain any required details about their budget and if they agreed or disagreed with the mayor's recommendation, and the committee members would be allowed to ask questions and have any discussion that was needed.

Chairman Ealy advised that a voice vote would be taken on each of the budgets.

COMMUNITY LEARNING:

Dr. Michael Payne, Community Learning Center Director, was present to answer questions regarding the 2014-15 budget.

Mayor Burgess advised that each budget would reflect an increase in line item 205, Employee and Dependent Insurance, and a one step-increase on the current pay table had been built into the budgets. Comm. Baum requested a review of the pay plan adopted last fiscal year. Comm. Jordan requested the total cost of the step increases to be presented in the next scheduled meeting so that they can list all options available to be reviewed at the end of the budget discussions.

Mayor Burgess advised that the Community Learning budget was a continuation budget and reflected no increases except for the employee insurance and the salaries and benefits. The recommended total for 2014-15 was \$250,940.

Dr. Payne advised that he accepted the mayor's recommendation.

Comm. Jordan moved, seconded by Comm. Shafer to approve the 2014-15 Community Learning Center budget as recommended by the County Mayor totaling \$250,940

The motion passed unanimously by acclamation.

COUNTY COMMISSION:

The County Mayor's recommendation for the 2014-15 County Commission budget totaled \$247,070.

Director Nolen explained that there were 13 meetings budgeted for the commission and extra meetings budgeted for the committees as well. This has been the budgeting practice for many years.

Comm. Shafer moved, seconded by Comm. Baum to approve the 2014-15 County Commission budget totaling \$247,070 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

BOARD OF EQUALIZATION:

Mr. Rob Mitchell, Property Assessor, was present to answer questions regarding the 2014-15 Board of Equalization budget totaling \$20,930 as recommended by the County Mayor.

Following review, Comm. Jordan moved, seconded by Comm. Peay to approve the 2014-15 Board of Equalization budget as recommended by the County Mayor totaling \$20,930.

The motion passed unanimously by acclamation.

Comm. Steve Sandlin arrived at this point in the meeting.

PROPERTY ASSESSOR:

The County Mayor's recommendation for the 2014-15 Property Assessor's budget totaled \$1,420,855, which represented a decrease from the 2013-2014 budget of \$1,459,844. Mayor Burgess explained that \$40,000 has been budgeted to pay contracted services of personal property audits in the next fiscal year.

Comm. Jordan questioned the amount for Data Processing Supplies. Mayor Burgess explained that was due to an on-going project for upgrading their software that will not occur in the current year and needed to be re-budgeted into the next fiscal year.

Comm. Shafer questioned the number of vacant positions. Mr. Mitchell explained that he had four vacant positions and would prefer to keep them in his budget as they would be needed for growth. Mr. Mitchell has created a 15 year plan for the department and does not see a need for any new personnel until the number of parcels exceeds 150,000.

Following review, Comm. Baum moved, seconded by Comm. Jordan to approve the 2014-15 Property Assessor's budget as recommended by the County Mayor totaling \$1,420,855.

The motion passed by voice vote with Commissioner Shafer voting "no".

REAPPRAISAL:

The County Mayor's recommendation for the 2014-15 Reappraisal budget totaled \$1,136,590, which reflected a decrease of \$30,418 from the 2013-2014 budget of \$1,167,008. Mr. Mitchell advised that he concurred with the mayor's recommendations.

Following discussion, Comm. Peay moved, seconded by Comm. Sandlin to approve the 2014-15 Reappraisal budget as recommended by the County Mayor totaling \$1,136,590.

The motion passed unanimously by acclamation.

COUNTY MAYOR:

The recommendation for the 2014-15 County Mayor budget totaled \$539,717. Mayor Burgess explained that his budget reflects one less employee and reminded the committee that this position was recently transferred to the Office of Information Technology Department.

Following review, Comm. Peay moved, seconded by Comm. Jordan to approve the 2014-15 County Mayor's budget as presented totaling \$539,717.

The motion passed unanimously by acclamation.

HUMAN RESOURCES:

Mrs. Sonya Stephenson, Human Resource Director, was present to answer questions regarding the 2014-15 Human Resources budget totaling \$268,099 as recommended by the County Mayor, which reflected a decrease from the 2013-2014 budget of \$77.

Mrs. Stephenson advised that she agreed with the County Mayor's recommendation.

Comm. Sandlin moved, seconded by Comm. Peay to approve the 2014-15 Human Resource budget as recommended by the County Mayor totaling \$268,099.

The motion passed unanimously by acclamation.

COUNTY ATTORNEY:

Mr. Jim Cope, County Attorney, was present to answer questions regarding the 2014-15 County Attorney budget as recommended by the County Mayor totaling \$262,976. Mayor Burgess advised that the budget was a continuation budget.

Comm. Sandlin inquired when the county attorney's services would be brought in-house. Mayor Burgess explained that Mr. Cope's legal services agreement expires June 30, 2014 and he had not yet met with Mr. Cope regarding a new contract. The Mayor stated that he may need to re-visit his recommendation on the County Attorney's budget after their discussion.

Mr. Cope advised that he concurred with the mayor's recommendation.

Comm. Jordan moved, seconded by Comm. Shafer to approve the County Attorney 2014-15 budget totaling \$262,976 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

ELECTION COMMISSION:

Mrs. Nicole Lester, Election Registrar, was present to answer questions regarding the 2014-15 Election Commission budget totaling \$863,048 as recommended by the County Mayor.

Mrs. Lester advised that there will be two elections held in the next fiscal year.

Following discussion, Comm. Sandlin moved seconded by Comm. Baum to approve the 2014-15 Election Commission budget totaling \$863,048 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

REGISTER OF DEEDS:

Finance Director Nolen explained to the committee that five of the Register of Deeds employees would be moving to the bi-weekly payroll which necessitated a change to the Mayor's recommended budget for the Register of Deeds. Mrs. Heather Dawbarn, Register of Deeds, was present to answer questions regarding the 2014-15 Register of Deeds budget now totaling \$1,080,012 as recommended by the County Mayor, which is a reduction of \$56,195 from the current year. Comm. Shafer inquired how Ms. Dawbarn's employees were compensated. Ms. Dawbarn explained that her pay plan was based on a performance evaluation.

Following discussion Comm. Shafer moved, seconded by Comm. Baum to approve the 2014-15 Register of Deeds budget as revised totaling \$1,080,012.

The motion passed unanimously by acclamation.

PLANNING/ENGINEERING:

Mr. Doug Demosi, Planning Director, and Mr. Eric Hill, Engineering Director were present to answer questions regarding the 2014-15 Planning & Engineering budget totaling \$704,440 as recommended by the County Mayor, which reflected a decrease of \$17,894 from the current year.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the 2014-15 Planning and Engineering budget totaling \$704,440 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

STORM WATER:

Mayor Burgess advised that the total recommended for the 2014-15 Storm Water budget was \$206,795, which reflected an a decrease of \$9,660 and is a continuation budget.

Comm. Sandlin moved, seconded by Comm. Jordan to approve the 2014-15 Storm Water budget totaling \$206,795 as recommended by the County Mayor.

The motion passed by voice vote with Commissioner Shafer abstaining.

ENVIRONMENTAL:

The County Mayor's recommendation for the 2014-15 Environmental budget totaled \$600, which covered the cost for communications for the office.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the County Mayor's recommendation for the 2014-15 Environmental budget totaling \$600.

The motion passed unanimously by acclamation.

COUNTY BUILDINGS:

Mr. Ben Mankin, County Maintenance Director, was present to answer questions regarding the 2014-15 County Buildings budget totaling \$2,048,522, which reflected a decrease of \$143,561. Most of this reduction was in line 707 Building Improvements.

Mayor Burgess told the committee that his recommendation included an additional maintenance technician position. Comm. Jordan inquired how many maintenance personnel were already included in the current budget. Mr. Mankin explained that his current budget included himself, an assistant, and four technicians to care for all the county buildings.

Mr. Mankin advised that he concurred with the mayor's recommendation.

After discussion, Comm. Peay moved, seconded by Comm. Sandlin to approve the 2014-15 County Buildings budget as revised totaling \$2,048,522.

The motion passed unanimously by acclamation.

ARCHIVES:

Mr. John Lodl, Archives Director, was present to answer questions regarding the 2014-15 Archives budget totaling \$120,534, which reflected an increase of \$3,599. Mayor Burgess explained that this particular department is a very efficient operation.

Mr. Lodl explained that an increase was necessary for the line in which he pays the tuition for his interns. Middle Tennessee State University has increased the rate several times and needed to adjust line 599 – Other Charges to accommodate the increase for the interns. Mr. Lodl advised that he agreed with the mayor's recommendation.

Comm. Sandlin moved, seconded by Comm. Baum to approve the 2014-15 Archives budget as recommended totaling \$120,534.

The motion passed unanimously by acclamation.

RISK MANAGEMENT:

Ms. Melissa Stinson, Risk Management Director, was present to answer questions regarding the 2014-15 Risk Management budget. The County Mayor's recommendation totaled \$1,139,920, which is a decrease of \$24,927 from the 2013-2014 budget. The Mayor noted that Ms. Stinson requested an additional person, but that was not currently in his recommendation.

Comm. Jordan inquired about the amount budgeted for surety bonds. Mayor Burgess explained that was needed to purchase the surety bonds for all newly elected officials (e.g. Mayor, Trustee, Clerks, etc.) and is a necessary expense incurred by the county every four years.

Mrs. Stinson explained that she understood the constraints of the budget and hoped to achieve efficiencies in her office to accommodate the 600 new Board of Education employees that have been added since 2008. She advised that she agreed with the mayor's recommendation.

After discussion Comm. Peay moved, seconded by Comm. Jordan to approve the 2014-15 Risk Management budget totaling \$1,139,920 as recommended by the County Mayor.

The motion passed unanimously by roll call vote.

FINANCE DEPARTMENT:

The County Mayor's recommendation for the 2014-15 Finance Department budget totaled \$1,127,635, which reflected a decrease of \$28,523 over the prior year. Mayor Burgess noted changes in health insurance but that most items have not changed.

Comm. Peay moved, seconded by Comm. Jordan to approve the 2014-15 budget for the Finance Department totaling \$1,127,635 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

TRUSTEE:

Mr. Teb Batey, County Trustee, was present to answer questions regarding the 2014-15 Trustee budget totaling \$631,650 as recommended by the County Mayor. The Mayor explained that this is an increase of \$5,600 due to the purchase of additional software.

Mr. Batey advised that he agreed with the mayor's recommendation.

Comm. Sandlin moved, seconded by Comm. Peay to approve the 2014-15 Trustee's budget totaling \$631,650 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

COUNTY CLERK:

Mrs. Lisa Crowell, County Clerk, was present to answer questions regarding the 2014-15 County Clerk budget. The County Mayor's recommendation totaled \$2,344,384, which reflected a decrease of \$6,051 over the current year.

Mrs. Crowell advised that she agreed with the mayor's recommendation.

Comm. Peay moved, seconded by Comm. Shafer to approve the 2014-15 County Clerk budget totaling \$2,344,384 as recommended by the County Mayor.

The motion passed unanimously by acclamation.

GEOGRAPHIC INFORMATION SYSTEMS:

Mr. Brian Robertson, Information Technology Director, Mrs. Barbara Marlin, and Mr. Darin Moore were present to answer questions regarding the 2014-15 GIS budget. The County Mayor's recommendation totaled \$1,126,229, which reflected an increase of \$77,782 over the current year. Mayor Burgess noted an additional increase for part-time assistance and maintenance agreements.

Mr. Robertson noted that the 2014-2015 is an off year for the fly over but there is an increase for additional services. Comm. Shafer inquired if other entities are sharing in the cost. Mr. Robertson assured the committee that the county receives funds from Consolidated Utility District, E911 and the City of Murfreesboro to help offset the costs.

Comm. Peay asked if there was the ability to use drones in place of the flyover. Mr. Robertson explained that they have been in discussion with other area stakeholders investigating the viability of their use.

Following review, Comm. Jordan moved, seconded by Comm. Peay to approve the 2014-15 Geographic Information Systems budget as recommended by the County Mayor totaling \$1,226,229.

The motion passed unanimously by acclamation.

INFORMATION TECHNOLOGY:

The County Mayor's recommendation for the 2014-15 Information Technology budget totaled \$2,850,777, which reflected an increase of \$263,540 over the current year. Mayor Burgess noted that a position in his department was transferred in the current year to the Information Technology department which is a reason for an increase in the personnel line. The budget reflected an increase of \$132,292 in Maintenance Agreements, \$50,292 in Data Processing Equipment and \$77,050 for Other Equipment.

Mr. Robertson explained the amount for Other Equipment was for improvements in the lighting and cameras in court room and the cameras at the Board of Education. The Board of Education is paying for the update of their audio system and the cameras should be updated at the same time. In addition, \$18,000 is needed for a video server which is at its end of life. The increase in Maintenance Agreements was due to the cost of Microsoft licensing (enterprise agreement) for all county departments and SQL agreements. Mr. Moore noted that the county achieved a cheaper rate by bundling all departments as opposed to each department attempting to purchase the license themselves.

Following discussion, Comm. Jordan moved, seconded by Comm. Baum to approve the 2014-15 Information Technology Department budget as recommended totaling \$2,850,777.

The motion passed unanimously by acclamation.

CHANCERY COURT BUDGET

Finance Director Nolen noted that a change was necessary to the 2014-2015 Chancery Court budget for an adjustment to the personnel appropriation. The County Mayor's revised recommendation for the 2014-2015 Chancery Court totaled \$974,621. Mayor Burgess noted that Mr. Bratcher had requested a part-time position be converted to a full time position, but that was not in his recommendation.

Mr. Bratcher noted that the increase to the data processing line was necessary for upgrades to their software to enhance the services his office provides. Mr. Bratcher noted that one of his part-time employees has been very instrumental in the success of several projects in his office

and was concerned that she may find full time work elsewhere. He stated that he would probably be asking again next year for this position.

Following discussion, Comm. Jordan moved, seconded by Comm. Shafer to approve the 2014-15 Chancery Court budget as adjusted and recommended totaling \$974,621.

LINEBAUGH LIBRARY

Mrs. Rita Shacklett, Director of Linebaugh Library, was present to answer question regarding the 2014-2015 budget. The County Mayor's recommendation totaled \$1,293,500 which is an increase of \$60,000 over the current year's budget. However, the request was to fund an additional \$118,506. The Mayor noted he has only recommended a 4.9% increase but knows they could definitely use more.

Mrs. Shacklett's most pressing concern is providing health insurance for the Library Board's employees. They are expecting a 40% increase in their premiums and think they will have to change their coverage. For approximately half of the staff, their only household income is from their work at the Library. Mrs. Shacklett also noted the need to improve the Library's technology. Many people in the county do not have computers or internet service. The library is their only location to access technology.

Following discussion, Comm. Sandlin moved, seconded by Comm. Peay to approve the 2014-15 Linebaugh Library budget as recommended by the Mayor totaling \$1,293,500.

ADJOURNMENT:

There being no further business to be presented at this time, Chairman Ealy declared the meeting adjourned at 7:17 P.M.

Mark Tucker, Secretary