

BUDGET, FINANCE & INVESTMENT COMMITTEE

May 19, 2014

5:30 P.M.

Courthouse

MINUTES:

Members Present:

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

Others Present:

Ernest Burgess
Laura Bohling
Judge Rogers
Judge Loughry
Judge Davenport
Bill Whitesell
Gerald Melton
Teena Bigbee
Sonya Stephenson

Sheriff Robert Arnold
Monique Tillage
Bernard Salandy
Wanda Watkins
Mary Schneider
Leslie Collum
Melanie Meshotto
Darlene Spence
Jeff Davidson

Jennings Jones
Lisa Nolen
Joe Russell
Lynn Duke
Larry Farley
David Jones
Teena Bigbee
Mike Nunley
Mark Tucker

Chairman Ealy presided and called the meeting to order with all members being present.

The purpose of the meeting was to continue the review of the 2014-2015 budget.

APPROVE MINUTES:

Comm. Jordan moved, seconded by Comm. Sandlin to approve the May 8, 2014 Budget Committee minutes as presented.

The motion passed unanimously by acclamation.

CIRCUIT COURT:

Mrs. Laura Bohling, Circuit Court Clerk, was present to answer questions regarding the Circuit Court 2014-15 Budget. The mayor's recommendation totaled \$520,300, which was a decrease of \$203,450 from the prior year. Mayor Burgess advised that the decrease was due primarily to most of the software and hardware for the new court management system being completed in the current fiscal year.

Mrs. Bohling advised that account 53100-709, needed to be adjusted by a decrease of \$95,300 which is already in the OIT budget and increased \$20,900 for equipment to provide the judge's access to the court software.

Mrs. Bohling also advised that account 53100-317, needed to be increased by \$18,000 to \$146,000 to cover the cost of the license for the judge's access.

The revised total for this department is \$463,900.

Following discussion, Comm. Jordan moved, seconded by Comm. Peay to approve the Circuit Court 2014-15 budget as revised.

The motion passed unanimously by acclamation.

Comm. Shafer asked if the raises given by Mrs. Bohling to her employees would be covered by the fees she collects. Mrs. Bohling confirmed that they would be covered by the fees.

DRUG COURT:

Ms. Mary Schneider, Drug Court Coordinator, was present to answer questions regarding the Drug Court's 2014-15 budget. The mayor's recommendation totaled \$488,237.

Comm. Peay questioned whether the Drug Court budget is almost entirely covered by grants and fees from the court. Mayor Burgess stated all but about \$30,000 are covered by grants and fees from the court.

Comm. Shafer moved, seconded by Comm. Peay to approve the 2014-15 Drug Court budget as recommended by the County Mayor totaling \$488,237.

The motion passed unanimously by acclamation.

CIRCUIT COURT JUDGE:

Judge Mark Rogers was present to answer questions regarding the Circuit Court Judges 2014-15 budget. The mayor's recommendation totaled \$275,049.

Comm. Jernigan moved, seconded by Comm. Baum to approve the Circuit Court Judges' 2014-15 budget as recommended by the County Mayor totaling \$275,049.

The motion passed unanimously by acclamation.

GENERAL SESSIONS COURT:

Judge David Loughry and Mrs. Wanda Watkins were present to answer questions regarding the 2014-15 budget. The mayor's recommendation totaled \$1,464,595.

Mayor Burgess advised that account 53300-169, Part-time Personnel was increased from \$40,100 to \$55,900 for judicial commissioners if needed.

Comm. Shafer asked about the uniform expense in the budget. Judge Loughry explained that it is for uniforms for three court officers.

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the 2014-15 General Sessions Court budget as recommended by the County Mayor totaling \$1,464,595.

The motion passed unanimously by acclamation.

JUVENILE COURT:

Judge Donna Davenport was present to answer questions regarding the 2014-15 Juvenile Court budget. The mayor's recommendation totaled \$512,591.

Comm. Peay moved, seconded by Comm. Sandlin to approve the 2014-15 Juvenile Court budget as recommended totaling \$512,591.

The motion passed unanimously by acclamation.

DISTRICT ATTORNEY:

District Attorney General Bill Whitesell and Leslie Collum were present to answer questions regarding the 2014-15 District Attorney budget. The mayor's recommendation totaled \$86,598.

Mr. Whitesell requested approval of the budget.

Comm. Sandlin moved, seconded by Comm. Shafer to approve the 2014-15 District Attorney budget as recommended totaling \$86,598.

The motion passed unanimously by acclamation.

Mr. Whitesell acknowledged Ms. Ealy's retirement from the Commission and thanked the Commissioners for the work they do for the County and also acknowledged the gratitude shown to him over the years he has been office.

PUBLIC DEFENDER:

Mr. Gerald Melton, Public Defender, was present to answer questions regarding the 2014-15 Public Defender budget. The mayor's recommendation totaled \$68,130.

Director Nolen explained that the Public Defender was entitled, by statute, to receive funding of at least 75% of the amount funded for the District Attorney. Mr. Melton has allowed the County, over the past several years, to transition into the proper level of funding. The recommended budget reflects funding at a level of 79% of the District Attorney's funding.

Comm. Peay moved, seconded by Comm. Shafer to approve the 2014-15 Public Defender's budget as recommended totaling \$68,130.

The motion passed unanimously by acclamation.

YOUTH SERVICES:

Mrs. Teena Bigbee, Youth Services Director, was present to answer questions regarding the 2014-15 Youth Services budget. The mayor's recommendation totaled \$923,219.

Mayor Burgess explained that \$464,144 of the budget reflected a grant that was passed through to a private agency.

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

Comm. Jernigan moved, seconded by Comm. Shafer to approve the 2014-15 Youth Services budget as recommended totaling \$923,219.

The motion passed unanimously by acclamation.

DOMESTIC VIOLENCE:

Ms. Monique Tillage, Domestic Violence Coordinator, was present to answer questions regarding the 2014-15 Domestic Violence budget. The mayor's recommendation totaled \$173,106 and reflected a continuation budget.

The Mayor advised that revenue received through the courts provided funding for the budget.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the 2014-15 Domestic Violence budget as recommended totaling \$173,106.

The motion passed unanimously by acclamation.

TRAFFIC CONTROL:

The County Mayor's recommendation for the 2014-15 Traffic Control budget totaled \$20,000. The funding is used to pay for utilities and maintenance on four traffic lights in the county.

Comm. Jordan moved, seconded by Comm. Peay to approve the 2014-15 Traffic Control budget as recommended by the County Mayor totaling \$20,000.

The motion passed unanimously by acclamation.

JUVENILE DETENTION:

Mrs. Lynn Duke, Juvenile Detention Center Director, was present to answer questions regarding the 2014-15 Juvenile Detention Center budget. The mayor's recommendation totaled \$2,000,390, which reflected a decrease of \$58,523 from the prior year.

Line item 54240-164, Attendants, recommended at \$465,775 reflected a decrease of \$39,345. Director Duke advised that one position had been eliminated and replaced by part-time positions and there were also some changes in personnel, where the employees replacing those leaving had different pay plan steps causing shifts in salaries.

Mayor Burgess noted that line item 54240-187, Overtime Pay, was reduced by \$10,000.

Mayor Burgess also advised that line item 54240-399, Other Contracted Services, increased in the 2014-15 budget. Director Duke explained that this line item contained funds for a Federal mandated PREA audit.

Following review, Comm. Jordan moved, seconded by Comm. Peay to approve the 2014-15 Juvenile Detention Center budget as recommended totaling \$2,000,390.

The motion passed unanimously by acclamation.

COUNTY FIRE DEPARTMENT:

Fire Chief Larry Farley was present to answer questions regarding the 2014-15 County Fire Department budget.

Director Nolen provided information on a change to account 54320-399, Other Contracted Services, reducing it by \$45,000 for the contribution to La Vergne Rescue Squad due to the fact that the City of La Vergne is taking over the service within their city limits. She also provided information on an increase to account 54320-599, Other Charges, by \$30,000 as an incentive to volunteer firefighters to cover the shifts of full-time firefighters who may be out on vacation or sick. These changes amend the Mayor's recommendation to \$1,899,886.

Comm. Jordan questioned whether any areas outside the City of La Vergne would be left unattended with the change to the La Vergne Rescue Squad. Chief Farley responded that the Almadale Volunteer Fire Department would be covering those areas.

Comm. Jordan moved, seconded by Comm. Baum to approve the 2014-15 County Fire Department budget as revised totaling \$1,899,886.

Comm. Baum asked for more explanation of the Motor Vehicles line item and what the plans are as to replacements. Chief Farley explained that the funding in this year's budget is for a medium size rescue truck. This truck, with the proper equipment on it, will help reduce the ISO rating. Chief Farley also explained that there are 22 trucks that will eventually need to be replaced with a cost of \$350,000 to \$375,000 each. Mayor Burgess added that a replacement schedule had been developed to assist in knowing what the future needs would be. There is a need for about \$600,000 to \$900,000 per year.

Comm. Peay wanted more explanation of the incentive program for volunteer firefighters. Chief Farley explained that it would be for volunteers working under the Rutherford County Fire & Rescue Department. Points would be given for time worked and the funds would be divided between those worked based on the points received. These volunteers would be required to have firefighter, extrication and medical certifications. Several commissioners asked questions relative to bringing in volunteers from the other county volunteer departments. Chief Farley said a pool could be created of the volunteers from the other county volunteer departments that have certifications so that no one is left out of potential incentivized assignments.

Comm. Sandlin asked about line item 54320-189, Other Salaries & Wages. Mayor Burgess explained that this line contained the grant funded firefighters and the related benefits are contained in the other appropriate line items which total approximately \$700,000.

Comm. Shafer asked about revenues from the rural area that could go to pay for anything in the budget. Director Nolen stated that would be Sales Tax and Hotel/Motel Tax. Those revenues total about \$2,100,000 in the proposed budget.

Following discussion, the motion to approve the 2014-15 County Fire Department budget as revised, totaling \$1,899,886 passed by voice vote with Comm. Peay voting "no".

BUILDING CODES:

Mr. David Jones, Building Codes Director, was present to answer questions regarding the 2014-15 Building Codes budget. The mayor's recommendation totaled \$850,723, which was a decrease of \$16,837 over the prior year.

Mayor Burgess advised that there were no new vehicles or office equipment in the budget.

Comm. Peay inquired about the amount of inspections per year. Director Jones advised that last year's single family dwelling inspections was 556 and the most recent low point was 321 in 2010. The 25 year average is about 700 dwellings.

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the 2014-15 Building Codes budget as recommended by the County Mayor totaling \$850,723.

The motion passed unanimously by acclamation.

CORRECTIONAL WORK CENTER:

Mr. Bernard Salandy, Work Center Superintendent, was present to answer questions regarding the 2014-15 Correctional Work Center budget. The mayor's recommendation totaled \$3,869,703.

Mayor Burgess advised that there were no new positions in the budget, but some positions had been moved between line items.

Also noted was line item 54220-399, which was reduced about \$38,000 from the prior year due to laundry being performed in-house now.

Following review, Comm. Jernigan moved, seconded by Comm. Sandlin to approve the 2014-15 Correctional Work Center budget as recommended totaling \$3,869,703.

The motion passed unanimously by acclamation.

AMBULANCE SERVICE FUND:

Mr. Mike Nunley and Ms. Melanie Meshotto were present to answer questions regarding the 2014-15 Ambulance Service Fund budget.

The Finance Director advised that the total estimated 2014-15 revenue was \$9,873,988, and the estimated appropriations were \$11,861,555. The estimated appropriations exceed the estimated revenue and it is being suggested to use fund balance to make up the difference. The estimated ending fund balance at June 30, 2015 would be \$1,226,639. Comm. Baum noted that there was no requirement for ending fund for the Ambulance Fund.

Mayor Burgess advised that there were no new employees in the budget. The budget reflected a decrease over the prior year of about \$1 million. The decrease in the budget is mostly in the capital line items. However, this year the capital budget does include two administrative vehicles, two ambulances and one maintenance vehicle.

Comm. Sandlin noted there was a decrease in account 55130-524, In-service/Staff Development of \$10,000 from prior year. Director Nunley added this decrease was due to the fact that the personnel have to recertify only every two years and this was an off year.

Comm. Jernigan moved, seconded by Comm. Jordan to approve the 2014-15 Ambulance Service Fund budget as recommended by the County Mayor with estimated revenue totaling \$9,873,988 and estimated appropriations totaling \$11,861,555.

The motion passed unanimously by acclamation.

SHERIFF'S DEPARTMENT:

Sheriff Robert Arnold, Chief Deputy Joe Russell and Ms. Darlene Spence were present to answer questions regarding the 2014-15 budget.

Mayor Burgess advised that he is recommending a revised budget of \$22,572,022, which includes the cost of changing the grade on seven civil and criminal warrant employees to make them equal to employees on patrol, changing a lieutenant to a captain, changing the grade of the

public information officer and transferring two positions from the Detention budget plus benefits on these changes.

Sheriff Arnold explained that the seven employee changes are housekeeping and these positions are certified similar to patrol officers and their job descriptions are almost identical. The lieutenant to captain change is a result of a captain on patrol moving to the IT department and a need to create a captain in the patrol division.

Comm. Jordan wanted more information on the vehicles in the budget. Sheriff Arnold stated that some of the equipment could be transferred to the new cars, but other equipment would have to be purchased. Comm. Baum wanted information on the number of vehicles the budgeted funds could purchase. The \$1,000,000 budgeted will purchase about 20 vehicles. Comm. Shafer asked for information about take home vehicles. Sheriff Arnold stated that four officers, due to their position, take vehicles out of the county. All certified officers take home their vehicles with the strategy being to have the officer ready to work at the beginning of the shift with the capability of sending paperwork to the office electronically.

Comm. Sandlin asked about the cost of uniforms and the need for different types of uniforms. Sheriff Arnold described the four different types of uniforms and the type is based on the job duty of the employee. Also, some uniforms are less expensive than others.

Sheriff Arnold requested changes from the Mayor's recommendation in the following line items: 169-Part-time Personnel, 196-In-service Training, 307-Communication, 312-Contracts w/Private Agencies, 334-Maintenance Agreements, 349-Printing, Stationary & Forms, 708-Communication Equipment. After discussion, the Committee chose not to change any of the Mayor's recommendations on these line items.

Comm. Sandlin moved, seconded by Comm. Jordan to approve the revised 2014-15 Sheriff's Department budget totaling \$22,572,022, which includes the cost of changing the grade on seven civil and criminal warrant employees to make them equal to employees on patrol, changing a lieutenant to a captain, changing the grade of the public information officer and transferring two positions from the Detention budget plus benefits on these changes.

The motion passed by voice vote with Comm. Peay and Comm. Shafer voting "no".

SPECIAL PATROLS:

The mayor's recommendation for the Special Patrol's 2014-15 budget totaled \$47,850. The budget provided funding for the lake patrol.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the Special Patrol's 2014-15 budget as recommended by the County Mayor totaling \$47,850.

The motion passed unanimously by acclamation.

ADMINISTRATION OF SEX OFFENDER REGISTRY:

The mayor's recommendation for the 2014-15 Administration of Sex Offender Registry budget totaled \$75,124.

Comm. Jernigan moved, seconded by Comm. Peay to approve the 2014-15 Administration of Sex Offender Registry budget as recommended by the County Mayor totaling \$75,124.

The motion passed unanimously by acclamation.

DETENTION:

Mayor Burgess advised that he was recommending the normal step increases included in the pay plan, as well as, the cost of changing the grade on seven certified transport officers to make them equal to employees on patrol and transferring two positions to the Sheriff's Department budget including the related benefits of these changes. These changes would make the total revised recommended budget \$15,131,161.

Sheriff Arnold agreed with the County Mayor's recommendation.

Comm. Jordan moved, seconded by Comm. Peay to approve the 2014-15 Detention budget as revised by the County Mayor totaling \$15,131,161.

Sheriff Arnold advised that account 54210-399, Other Contracted Services, was the largest line item in the budget. This line item contains funding for Dr. Rudd. Mayor Burgess stated this contract needs to be reviewed due to the limitations in the contract on annual price increases to insure that the correct amount is included in the budget.

Following review, the motion to approve the 2014-15 Detention budget as revised by the County Mayor totaling \$15,131,161 passed unanimously by acclamation.

SPECIAL PURPOSE (DEA) FUND:

The Finance Director advised that revenue could not be recognized in the DEA Fund until it was received.

The Finance Director also advised that the funds that were left over at the end of June would be carried forward to the 2014-15 budget.

Comm. Shafer moved, seconded by Comm. Peay to approve the 2014-15 Special Purpose (DEA) Fund budget with the unspent funds at the end of June, 2014 being carried forward and becoming the expenditure budget for 2014-15.

The motion passed unanimously by acclamation.

DRUG CONTROL FUND:

The Finance Director reported that the estimated revenue for the 2014-15 Drug Control Fund was \$465,600, and the estimated appropriations totaled \$348,160. The estimated beginning fund balance at July 1, 2014 is \$715,651, and the estimated ending fund balance at June 30, 2015 is \$833,091.

The Finance Director pointed out that account 122-54150-590, Transfers to Other Funds, recommended at \$60,000. This money will be transferred to the General Fund to provide funding to pay the overtime for the officers who were moved into the Sheriff's Department budget in the General Fund.

Sheriff Arnold agreed with the County Mayor's recommendation.

Comm. Peay moved, seconded by Comm. Jernigan to approve the 2014-15 Drug Control Fund budget as recommended by the County Mayor with estimated revenue totaling \$465,600 and estimated appropriations totaling \$348,160.

The motion passed unanimously by acclamation.

OTHER BUSINESS:

Comm. Shafer asked Sonya Stephenson, HR Director, to discuss a proposal he wishes to make to the pay table for the current year. Mrs. Stephenson explained that Comm. Shafer's proposal is to not give a step increase to employees this year, but to give a flat \$500 to the employees by increasing each step in the pay table by that much.

Comm. Jordan questioned whether it would have an effect on the evaluation system currently in place and pointed out the inequity of the \$500 given to everyone being a different percentage increase based on the place the employee fell in the pay table.

Comm. Jordan added that he would like to wait until all budgets have been presented to make a decision on any change such as this.

Director Nolen provided information as to the cost of the step increase as previously requested. This information showed the increase to be about \$200,000 plus benefits.

No action was taken on this proposal.

ADJOURNMENT:

Chairman Ealy reminded the committee about the joint meeting with the Health & Education Committee at the School Board Central Office on Tuesday, May 27 at 4:30, and the next Budget Committee meeting on Wednesday, May 21 at 5:30 in Room 205, Courthouse.

There being no further business to be presented at this time, Chairman Ealy adjourned the meeting at 7:55 P.M.

Mark Tucker, Secretary