

NOTIFICATION TO COUNTY MAYOR OF COMMITTEE MEETING BY MEMBERS OF MAURY COUNTY COMMISSION

The Special Called Budget Committee met on Monday, April 13, 2015 at approximately 4:30 PM in the Maury County Tom Primm County Commission Room with the following Committee Members present:

CRAIG HARRIS, SONNY SHACKELFORD, SUE STEPHENSON, DEBBIE TURNER, STEWART PARKER AND DONNA COOK,

OTHERS PRESENT: Gerald Adkison, Talvin Barner, Davis Burkhalter, Don Morrow, Terry Potts, Eric Previti, Ricky Sims, Gary Stovall, Scott Sumners, Debbie Turner, Theresa Weber, Linda Whiteside, Tommy Wolaver and Media.

MINUTES OF MEETING

I. CALL TO ORDER:

Chairman Harris called the meeting to order.

Commissioner Turner sat on the budget committee in Mike Kuzawinski place and all other members are present. Commissioner Cook led the prayer. Chairman Harris stated that Director Weber has handed out an update that Commissioner Sim had asked Director Weber to prepare. It shows what last year's budgets were. There will be two days established in May to review the budgets that were taken under advisement for any last changes.

II. Property Assessor:

The Property Assessor's budget is divided into two sections. One the regular operation and another for re-appraisal. The budget request is about the same as last year. There is nothing new in there and they have not added any new positions in about 20 years. In addition to the normal processes that the Assessor's office does for picking up new construction the Assessor's office is also reviewing about 1/4 of the parcels every year in preparation for reappraisal. Commissioner Stephenson asked about how many employees he had. Property Assessor Jim Dooley stated he has 10 full time and 1 part time. Commissioner Barner asked how many hours the full time employees work. Assessor Dooley stated they work 35 hours. Commissioner Previti stated on the spread sheet he noticed there was one employee that worked 40 hours. Assessor Dooley stated his GIS person does work 40 hours. There were no lights. Commissioner Parker made a motion to accept Director Weber's recommendation to establish a balanced budget at \$598,055.00 under advisement. Seconded by Commissioner Stephenson. All in favor. Motion Approved.

III. Reappraisal:

Property Assessor Dooley stated they keep the reappraisal budget separate so they can identify the expenses associated with the reappraisal and billing the cities for their portion and Assessor Dooley stated their budget is right where it was and slightly less than last year. Commissioner Shackelford made a motion to accept the Department Head's request at \$174,651.00. Seconded by Commissioner Turner. Commissioner Stephenson asked for some clerical numbers on personnel. Assessor Dooley stated there

are four employees. There were no lights. All in favor. Motion Approved. Assessor Dooley stated he was not present for the capital improvements presentation's but there is one request it is to upgrade the aerial photography that is used in the GIS program. This program is also shared with all the other jurisdictions Columbia, Mt. Pleasant, Spring Hill and they contribute to the cost of that. It is over \$100,000.00 project but Maury County's part is only about \$30,000.00. Chairman Harris asked what the necessity of that camera is. Assessor Dooley stated the main benefit of that is to keep current photography they can discover from aerial photography farm buildings and things that don't require a building permit and review properties that have been cleared and improved. Chairman Harris asked when the Assessor's office started using the aerial photography. Assessor Dooley stated there has been some aerial photography since the beginning of reappraisal in the early 70's and the first property ownership maps were developed then, some black and white photography. The maps were created on paper. Commissioner Sumners asked when was the last time the Assessor's office did their aerial photography flight. Assessor Dooley stated it was in 2013. Assessor Dooley explained that the photographer they use and there are five cameras mounted on an airplane and one shooting straight down to get the normal photos and shooting straight down to get the ortho photos and so it is shooting forward, backside and side to side and that allows them to put that together and they can look all the way around a house or property to see if there is different angles and see a lot more than you would with just straight down photography. Commissioner Sumners stated that it helps with emergency services to be able to see anything like hiding spots, locations to enter a house. Commissioner Previti asked how often this is done. Assessor Dooley stated this is usually done once every two years. There were no lights.

IV. Personnel Office:

HR Director Dana Gibson stated she actually has three different budgets to present. The first one is basically the same request as last year with the exception of that she does have a copier under office equipment for \$6,950.00. HR Director Gibson stated she was trying to make it to the next fiscal year but her copier died. Director Gibson stated her office has had the copier since 2007 and they do not make parts for this copier any longer so she currently does not have a copier. HR Director Gibson stated that is the difference is the \$6,950.00. Director Weber stated since HR Director Gibson's copier machine is out if possibly she does a budget amendment and we get that now and take it out of fund balance. Director Weber stated she would get County Attorney to make up a resolution for the full commission. Commissioner Stephenson asked how many personnel she has. HR Director Gibson stated she had 3 full time employees and she has remained at the same staffing level for 15 plus years. Commissioner Stephenson made a motion to accept Director Weber's suggestion for a balanced budget for \$236,189.00. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved.

V. Employee Benefits:

HR Director stated Employee Benefits were exactly the same as the year before. There was no change. Commissioner Parker made a motion to accept the Department Head's

request of \$29,500.00. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved.

VI. Other Boards and Committees:

HR Director Dana Gibson presented the budget. HR Director Gibson stated this budget is presented as it was last year with the exception of Other Supplies and Materials. HR Director Gibson stated this is for the Civil Service Board for the Sheriff's Department. HR Director Gibson stated she did increase the line item Other Supplies and Materials because the Civil Service Board has been discussing and wanting to test more frequently. Commissioner Shackelford asked Sheriff Rowland if he had an opinion about the Civil Service Board. Sheriff Rowland stated the members on that board he believes in them and they are there for the right reasons and truly care about Maury County. Commissioner Burkhalter asked HR Director Gibson how many times they have been tested. HR Director Gibson stated they have been tested. HR Director Gibson stated currently two times a year and Director Gibson stated the Career Center has done a lot of the clerical testing for the County but that is no longer in place. HR Director Gibson stated the testing will increase some, she doesn't know how much. Commissioner Burkhalter asked since the County has a civil service board and the city has a civil service board and Commissioner Burkhalter asked if these were two different civil service boards. HR Director Gibson stated yes. Commissioner Previti asked if this board gets paid. HR Director Gibson stated that her office acts as the secretary to the civil service board. Commissioner Gerald Adkison stated he found the civil service board to be fair and it gives everybody a chance to make a complaint and he feels it is a good thing. Commissioner Turner asked Sheriff Rowland if the majority of his employees at the Sheriff's Department support the Civil Service Board. Sheriff Rowland stated yes. Commissioner Turner stated she would hate to see the Civil Service Board done away with. There were no lights. Commissioner Turner made a motion to accept the 5% decrease totaling \$8,550.00. Commissioner Parker seconded the motion. All in favor. Motion Approved.

VII. Preservation of Records:

County Archivist Bob Duncan stated he would like to keep the budget the same as it was last year with one exception. There was a discussion when Mr. Allen had proposed the \$5.00 fee on the marriage license that the Archives needed help. County Archivist stated he would like to take Cindy Grimmit's position and currently she is part time and make her full time and they had been trying to fund her through grants and three of those that the Archives have been getting are gone now. County Archivist Duncan stated he would like to hire Cindy Grimmitt from a part time employee to a full time employee. County Archivist Duncan stated the cost will be \$32,000.00 and her part time money the County pays is \$4,000.00, and the net increase will be \$28,000.00. Chairman Harris stated the Department Head request would be \$158,000.00 with the adjustment of the employee going from full time to part time. County Archivist Duncan stated Archives is the smallest department in the County and the largest user of data base space. Commissioner Cook asked if there was any need for Capital Outlay request such as scanners. County Archivist Duncan stated he had a reserve for money the archives has

raised from the books that Mr. Duncan had written. Mr. Duncan stated the archives had emergency money if something was to go out and it wouldn't be at the County's expense. Commissioner Turner asked how many records the archives was behind on. County Archivist Duncan stated they are 3 to 3 ½ million documents behind. Commissioner Turner made a motion to take under advisement the Department Head request of \$163,929.00. Seconded by Commissioner Stephenson. Chairman Harris asked how much would it cost for a one time clean-up of this project. County Archivist Bob Duncan stated it would cost hundreds of thousands of dollars. Commissioner Stephenson asked County Archivist Duncan how many employees he has. County Archivist Duncan stated he has 1 full time beside himself and Cindy Grimmitt who is part time and a lot of volunteers. There were no lights. All in favor. Motion Approved.

VIII. Veteran Services:

Director of Veteran Services James Patterson presented his budget. Director Patterson stated his budget was about like it was last year. The only change is where Director Patterson went from part time to full time. Commissioner Parker stated he understood Mr. Patterson was taking money out of his own pocket and spending it on Veteran's and Mr. Patterson stated that was his choice to do that. Commissioner Shackelford made a motion to accept the Department Head request of \$89,950.00 under advisement. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved.

IX. Election Commission:

Administrator of Election Todd Baxter presented the Election Commission Budget. Mr. Baxter stated his budget fluctuates year to year and depending on which elections the county has. Mr. Baxter stated this past budget year the county had two elections, an August election and a November election. This coming year the county will have only one election which is the Presidential preference primary, which will be in March and for that reason his budget is actually a decrease, but to keep in mind that next year it will probably be an increase to correspond with those elections. The Presidential preference primary will be in March of next year Mr. Baxter is budgeting \$68,655.00 for that election. In past presidential primaries this is the one election the County is reimbursed and all expenditures of that election. Mr. Baxter has included money in the budget for the August election that the County will have but the election will be actually in the next budget year and this upcoming budget year in May and June they will start programming machines and start ordering ballots so some of the invoices will actually be dated in this next budget year. In the General Office budget Mr. Baxter is asking to move his part time deputy to a full time deputy and Mr. Baxter stated this is his 3rd or 4th time to ask for this increase. Mr. Baxter stated he had started in the election office in 1994 and he had 2 full time and 1 part time employees now in 2015 he has 2 full time employees and 1 part time employee. Mr. Baxter stated that Voter Registrations have more than doubled during the time and during that time they have implemented Early Voting. They have implemented Motor Voter Law so as election laws change more is added to the office and this position is desperately needed. In checking with Counties in like size, the two counties that are just below Maury County in population is Putnam County and Anderson County. Putnam County has 3 full time employees and 3 part time employees.

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Anderson County has 3 full time. The County that is just above Maury County in population is Sevier County and they have 4 full time employees, Commissioner Stephenson asked about Data Processing Services. Director Weber stated those are numbers that are changed to get to a balanced budget. Commissioner Stephenson asked under Clerical Personnel and Part time Personnel. The \$82,210.00 is that amount for the 2 full time and 1 part time employees. That would be moving the 2 full time to 3 full time and moving the 1 part time to 0. Commissioner Burkhalter asked about if the County primary was figured into this budget. Mr. Baxter replied yes. Commissioner Sumners asked if the Spring Hill city election included in your budget. Mr. Baxter stated it is not and city elections are typically not included in Mr. Baxter's budget because cities are required to pay for their own elections. Commissioner Parker asked how much the Republican Primary cost last year. Mr. Baxter stated it cost right around \$35,000.00. Commissioner Stephenson made a motion to approve the Department Head request at \$335,730.00 Seconded by Commissioner Turner. There were no lights. All in favor. Motion Approved.

X. Central Maintenance:

Director Benny Bolton presented Central Maintenance's budget. Director Bolton stated that Central Maintenance generates its own revenue. Director Bolton stated his budget was actually a 2% decrease over last year. Commissioner Shackelford stated that Central Maintenance was like an enterprise. It is self-supporting and he works on County vehicles and he bills them to the various departments. Commissioner Stephenson asked about Equipment and Machine Parts. Director Bolton stated that is pass through money and it was based on what was done this year. Commissioner Parker stated he noticed his margin was over 17%. Commissioner Parker stated it is obviously well run. Commissioner Parker made a motion to approve the Department Head request for Central Maintenance of \$2,272,513.00 under advisement. Seconded by Commissioner Stephenson. There were no lights. All in favor. Motion Approved.

XI. Sheriff:

Sheriff Bucky Rowland presented the budget for the Sheriff's Department. Sheriff Rowland stated he did reduce the overtime. It was \$185,000.00 and for this year they have spent only \$60,000.00. Sheriff Rowland stated he had reduced unnecessary overtime. Sheriff Rowland stated if you will go over to Maintenance and Repairs they reduced that from \$50,689.00 to \$50,000.00 and if you go to Travel, Training and Meals, they reduced that from \$38,944.00 to \$28,944.00. Sheriff Rowland stated they cut Veterinary Services in half because they have only one canine instead of two now. They had a small increase in diesel fuel from \$100.00 to \$500.00. The gasoline was reduced by \$10,000.00. Law Enforcement Supplies was decreased by \$290.00. The uniforms, 45154005 there was an increase from \$2,154.00 to \$13,000.00 Sheriff Rowland stated that is a grant that has been applied for new vests. Chairman Harris stated he would like to point out that Sheriff Rowland's request was roughly \$176,000.00 less and there was potentially more savings in the fuel line items and Chairman Harris thinks that Sheriff Rowland is to be commended. Commissioner Cook made a motion to accept the Department Head request of \$6,185,037.00 under advisement. Seconded by

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Commissioner Stephenson. Commissioner Sumners stated he noticed under training that he noticed the three year average was \$23,005.00 and Sheriff Rowland currently has \$28,944.00 and only \$9,100.00 had been spent. He asked if there was any way he could go down to \$25,000.00. Captain Nathan Johns stated the reason some of that was not spent was because the Training is done by calendar year January 1 through December 31. Captain Johns stated they still have a lot of training they have to do. Commissioner Previti asked about the vest. Commissioner Previti asked if these were vest that had ended their useful life as far as the plates go. Sheriff Rowland stated yes. Commissioner Previti stated he wanted to remind everyone that this is the same kind of need the Fire Department has as far as their air bottles that saves their lives. Commissioner Parker asked Sheriff Rowland about his capital request. Sheriff Rowland stated he had 3 Capital requests. Sheriff Rowland stated his capital request is 8 patrol fleet vehicles at a cost of \$43,000.00 each. They will have an estimated useful life of 6 years and the total cost of this will be \$344,000.00. The second capital request is a software change and it has a useful life of 15 years and it is \$50,000.00. Sheriff Rowland stated this software will make the Sheriff's Department more efficient and effective. The third thing is the Preventive Maintenance on rooftop units and they are not planning on replacing them until they go out. Sheriff Rowland stated they are going to ask for those units as they go out. Commissioner Potts stated that Sheriff Rowland does he foresee having to have another fingerprint machine this next year. Sheriff Rowland stated it would be nice. Commissioner Potts stated this is law that they have to fingerprint individuals outside of where people are detained. Chairman Harris stated it is not part of his expenditure request but he could come back and do an amendment for this fingerprint machine. Chairman Harris asked what kind of dollar amount is the fingerprint machine. Sheriff Rowland stated he had not researched the price himself but he had heard it could be from \$30,000.00 to \$60,000.00. Commissioner Sumners asked if Sheriff Rowland had lap tops in their vehicles. Sheriff Rowland stated the Sheriff's Department had provided I Phones 5 to all of the sworn officers and they use that as a Hot Spot and the only ones that have the tablets are the patrol units. Commissioner Previti asked if it was in the Sheriff's Department wish list for uniforms cameras at some point. Sheriff Rowland stated this is one of the grant's the Sheriff's Department has applied for which is the Governor's Highway Safety Grant. Sheriff Rowland stated they feel good about their chances of receiving this grant. Commissioner Sims, stated looking at doing at budget amendment in this current budget year for the finger print machine and possibly use some of the approved fuel budget for this year. Commissioner Potts stated if he wanted to use funds from this year's budget it looks like the fuel line item would be the place to take it from. There were no lights. Chairman Harris stated there is a motion on the floor to accept under advisement the Department Head request at \$6,185,037.00 Seconded by Commissioner Stephenson. All in favor. Motion Approved.

XII. Sexual Offender Registry:

Sheriff Bucky Rowland stated there is no changes to that budget. Commissioner Shackelford made a motion to approve the \$2,000.00 Department Head's budget under advisement for the Sexual Offender Registry. Second by Commission Cook. There were no lights. All in favor. Motion Approved.

XIII. Jail:

Sheriff Bucky Rowland presented the Jail's budget. Sheriff Rowland stated if you look at 340 and that is medical and dental services to the Jail's inmates. It was budgeted for this year at \$400,000.00 and the last increase was for \$602,000.00. Chairman Harris stated \$438,000.00 was used year to date. Chairman Harris asked is the cause of the increase due to increased cost or more jail inmates utilizing it. Sheriff Rowland stated he does not know if proper care was given in the past or if care is being overdone. Sheriff Rowland stated if you drop down to line item 354 that has been added in which Transportation, Extradition is. Sheriff Rowland stated that is not new money that is money that has been moved from another line. Sheriff Rowland stated the other line item that was a \$20,000.00 increase is the Drugs and Medical supplies. It went from \$210,000.00 to 230,000.00. Sheriff Rowland stated the increases are in medical. Captain John's stated they are researching these medical costs. Commissioner Cook made a motion to accept Department Head's request at \$4,951,478.00 under advisement for the jail budget. Seconded by Commissioner Stephenson. Commissioner Cook stated there was discussion about TennCare reimbursement for inmates that are TennCare qualified and Commissioner Cook asked Sheriff Rowland was that coming up. Sheriff Rowland stated that anything the Sheriff's Department can do to reduce cost the Sheriff's Department is doing. Commissioner Sims asked Sheriff Rowland since the Health Department offers dental services at low or no cost. Sheriff Rowland stated he checked into and they do not provide that service for inmates. Commissioner Barner asked if there is one preferred dentist the Sheriff's Department is using. Sheriff Rowland stated there are two that are primary. Commissioner Potts asked Sheriff Rowland if this includes mental health. Sheriff Rowland stated it does include mental health. Commissioner Shackelford asked does whatever procedures the dentist(s) does on inmates and then write a bill up is that the amount Maury County is paying the dentist(s). The 2013/14 budget the dentist was paid \$63,190.00. The 2014/2015 which goes through February to date is \$40,870.00. Captain Johns stated the dentist(s) that are being used is are the ones that would accept inmates and then as far as the billing goes the Sheriff's Department does use a billing company that gets all the reduction they can off of the medical bills except for Vanderbilt. If it is at Vanderbilt 100% full retail. Commissioner Stephenson asked if about the Hope Clinic and she wasn't sure whether that was an option or not. Commissioner Stephenson stated she would check on it. Chairman Harris stated there was a motion on the floor and a second to accept the Department Head's request. For the jail budget of \$4,951,478.00. There were no lights. All in favor. Motion Approved.

XIV. Public Safety Grants:

Sheriff Bucky Rowland these are all of the different grants the Sheriff's Department may receive. The last item the Law Enforcement Equipment The Governor's Safety Office Grant it has a request of \$31,881.00. That is the Grant for the body cams. There is no match on this grant. Commissioner Shackelford made a motion to accept the Department Head request of \$31,881.00 for the Public Safety Grant and the Sheriff's Department. Seconded by Commissioner Parker. There were no lights. All in favor. Motion Approved.

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XV. Drug Enforcement:

Sheriff Rowland stated this is a considerable increase but this is a self-sufficient unit. Sheriff Rowland stated they work off of seizures, etc. They work off of what they seize. Director Weber stated it has to be paid for out of the 122, revenue. The pole barn cannot be put in the 189 fund. Commissioner Shackelford asked when they are settling the case where there was this large seizure. Sheriff Rowland stated he is not sure when the civil side of the case will be settled. Commissioner Previti asked Sheriff Rowland what 54150-510, The Trustee Commission what was that because there was an increase on that. Director Weber stated that is what the County has to pay for the Trustee's office for taking in the money to the 122 fund. Commissioner Shackelford made a motion to accept the Department Head's Request \$154,645.00 budget to be taken under advisement. Seconded by Commissioner Turner. There were no lights. All in favor. Motion Approved.

XVI. ANNOUNCEMENTS:

Chairman Harris stated this is the last budget to consider for this meeting. Chairman Harris would like Director Weber to update what the Commission has to date and provide every commissioner a number of where the County stands to date versus last year's budget and amended budget. Director Weber stated she would have this report ready on Monday.

XVII. ADJOURNMENT:

A. There was a Motion made to adjourn the meeting at approximately 10:40 PM.

APPROVED _____
Charlie Norman, Jr., County Mayor

SIGNED _____
Craig Harris, Budget Committee Chairman