

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

The Budget Committee met on Tuesday, March 10, 2015 at 4:30 p.m., in the Maury County Tom Primm County Commission Room with the following Committee Members present:

CRAIG HARRIS, STEWART PARKER, SONNY SHACKELFORD, SUE STEPHENSON, MIKE KUZAWINSKI AND DONNA COOK

OTHERS PRESENT: Gerald Adkison, Ronnie Attkisson, Talvin Barner, Davis Burkhalter, Gwynne Evans, Don Morrow, Terry Potts, Eric Previti, Ricky Sims, Gary Stovall, Scott Summers, Debbie Turner, Linda Whiteside, Tommy Wolaver, Mayor Norman, Theresa Weber, Daniel Murphy, and Media.

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### **MINUTES OF MEETING**

- I. CALL TO ORDER:**  
Chairman Harris called the meeting to order and took roll call with all Budget Committee members present.
- II. OPENING PRAYER:**  
Commissioner Shackelford offered the opening prayer.
- III. REVIEW & APPROVAL OF MEETING AGENDA:**  
Commissioner Cook made a motion to approve the agenda. Seconded by Commissioner Parker. There were no lights. All in favor. Motion Approved.
- IV. REVIEW & APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):**  
Regular called Budget Committee Meeting February 10, 2015. Commissioner Cook made a motion to approve. Seconded by Commissioner Kuzawinski. There were no lights. All in favor. Motion Approved.
- V. COUNTY MAYOR REPORT:** Mayor Norman gave a couple of updates on projects. The environmental site assessment and the appraisal reports are in on the proposed Fire Hall property the County has been looking at on Hwy 99 and Lasea Road and the Mayor stated they will try and bring a contract to the Safety Meeting next month. The Mayor stated the capital project for the Courthouse has some HVAC work to be done for \$874,725 for this purpose. Mayor Norman stated due to only the heat and cooling on the first floor and basement needing to be done, after putting the project out for bid, a new cost of \$462,633 was presented. Mayor Norman stated he would like to proceed. Commissioner Kuzawinski asked about the appraisal reports for the fire hall and Mayor Norman reported the appraisal came in at around \$100,000.00 and they are asking \$160,000.00 and there are no negotiations in that. Commissioner Kuzawinski asked about the savings to the HVAC unit for the Courthouse. Mayor Norman reported when Trane came in and did the appraisal for all the buildings, there was a bond that was taken out for \$9,800,000.00 and \$9,000,000.00 went to the schools and

the only County building that was done was the Courthouse. It was a standalone quote. It was for all four floors. After they did some investigation the only thing the County needs to heat and cool is the basement and the first floor. Mayor Norman reported that is where the savings is from. There were no lights.

## **VI. FINANCIAL REPORTS:**

Chairman Harris stated that he noticed under Old Business that Director Weber had Budget Summaries. Director Weber stated she was requested at the last Budget Committee Meeting to get five years back work of how much was budgeted and Director Weber went ahead and gave the budgeted numbers from 2009 forward and one of the pages is the audited numbers. Director Weber stated since there were questions on tipping fees and the sale of recycled materials she has included that report with updated numbers.

- A.** Investment Report- Budget Director Weber submitted the Investment Report and asked if there were any questions. (See Attached) Director Weber stated the Investment Report starts on page 20 of the packet. Director Weber stated so far this year the County has received \$243,666.13 in interest and the County budgeted for \$245,000.00 so Director Weber stated that it looks like the County will meet that estimated budget. There were no lights.
- B.** Sales Tax Report-Budget Director Weber submitted the Sales Tax Report (See Attached) Director Weber reported the local option sales tax for January is up. Director Weber stated at the bottom of the page there is another SITUS report from the State of Tennessee for the City of Spring Hill and in March and April they will be deducting \$8,429.00 each to make up from monies that Maury County received that should have been Spring Hill's. Director Weber stated after last month she requested SITUS reports from the State of Tennessee for Williamson County, City of Spring Hill, City of Columbia and the City of Mt. Pleasant. Director Weber stated she asked the Property Assessor to look it over for her and the Property Assessor is still looking at it. There were no lights.
- C.** 2014-2015 Revenue & Expense Report- Budget Director Weber submitted the Revenue & Expense Report. (See Attached) Director Weber reported the Revenue & Expense Report is on page 22 of the packet. Director Weber gave a copy of the SITUS report so the commission can see what kind of report she receives from the State. On page 25 of the packet is the 101 Fund, the Summary of Financial Statements. The first item she wanted to bring up was account 40350, Interstate Telecomm. Director Weber stated these are commissions the County receives from the Clerk's Office. This looks like it is down. Account 40270 Business Tax, Director Weber stated this looks really low at this time and Director Weber did go over to the Clerk's Office and find out about it. Director Weber stated that Business Tax Licenses are now due on April 15. Director Weber stated they used to do it in different stages but now everyone has their taxes due on April 15. The money should come in around May and June. Account 42490, Director Weber looked this up and she stated she would get with Sandy McLain and find out why this account appears to have gone down so much. Account 42990, Other Fines and Penalties, Director Weber stated that looks way up but that is where she coded \$15,687.60 for the

IRS refund. Account 43370, Telephone Commissions, Director Weber stated this is where the inmates' use the telephone at the Sheriff's Department and the County gets a commission off of it. Director Weber stated it looked low to her and she sent over some analysis to Nathan Johns and he is looking into that for her. Account 43396, Data Processing Fee-County Clerk, Director Weber stated that account also has to do with when the Business Tax Licenses are due and when they will be collecting their fee. Account 46835, Title, County Clerk, Director Weber stated this is a new fee the County Clerk is collecting so next year there will be numbers in both columns. Account 46960, Registrar's Salary Supplement, this is a timing issue and the County is getting ready to get a payment. Account 46990, Other State Revenues, this is from a tobacco settlement. Director Weber stated she understood it was for three years. The County just has not received the payment as of this year. Chairman Harris asked Director Weber when she expects the County will receive payment. Director Weber stated she will get with Libba Cook at the Health Department since it is a settlement. Director Weber stated she would check on it. Account 48990, Other, Director Weber stated she wanted to point out that is the donation for Kid's Kingdom. Account 49800, Transfers In, Director Weber stated she wanted to remind everyone that is the transfer the County does with Maury Regional Medical Center. Director Weber stated the Medical Center gives the County money and the County writes a check for the ambulance service. Commissioner Sumners asked Director Weber about account 46840, Alcoholic Beverage Tax. Commissioner Sumners asked Director Weber what kind of tax was collected and is it only the County or is it municipalities as well. Director Weber stated the Alcoholic Beverage Tax is a state wide tax. Commissioner Sumners asked if this is from businesses in Maury County. Director Weber stated she would do more research on it. Commissioner Kuzawinski asked Director Weber on the 46990, Other State Revenues on the Tobacco Settlement how long Maury County would receive money from the settlement. Director Weber stated it would be for three years and Maury County received their first payment in 2013/2014 and we will get a payment for this year 2014/2015 and another payment in 2016/2017. There were no lights. Director Weber moved on to page 27 of the packet. Account 51500, Election Commission, Director Weber stated the reason this account is so high is because of the August and November elections. Director Weber stated it appears on account number 51600, Register of Deeds, is right at the mark of where they should be. Account 51900, Other General Administration, that is up and that is where the Trane Audit fee was paid for in the amount of \$56,149.00 and the annual MPO (Metropolitan Planning) dues were paid in the amount of \$5,000.00. Account 52500, County Clerk's Office is because they are on the County payroll and they turn in their fees monthly now. Account 52600, Data Processing is up because IT had to purchase a new phone system, which was about \$126,000.00. Account 53600, District Attorney General, Director Weber stated it looks like \$120,000.00 was spent out but as of yesterday it actually included an open PO. Director Weber stated actually only \$57,890.00 was spent this year. Director Weber stated the Sheriff's Department has come down. Account 55900, Other Public Health and Welfare, Director Weber stated you will notice it was only \$12.00. Director Weber stated it is a fee that a family that has one of the THDA houses and they had to pay \$12.00 to have the deed titled in their name. Director Weber stated last year it was \$538,989.55 that included both the THDA Grant and the Mt. Pleasant Sewer Grant. Director Weber stated the County did not get the THDA grant this year.

Account 56700, Parks and Fair Board, Director Weber stated that includes Kid's Kingdom of \$244,936.00 and Director Weber stated if you exclude that amount the Parks is right at \$478,824.00. Director Weber stated they are pretty much in line to where they should be. Account 57500, Soil Conservation, is up a little bit. Director Weber stated in that particular department the only thing that it has is payroll and since there was a payroll increase and they have a new person this year, that's why that is up. Account 58110, Tourism, is down. Director Weber stated they are doing well. Account 58220, Airport, Director Weber stated she had talked to Joe Duncan and he told Director Weber right now the Airport is being audited and as soon as the financial information comes back he will get that information to Director Weber and the County will be writing the Airport a check for \$40,000.00. Commissioner Stephenson asked Director Weber why Tourism is down so much. Director Weber stated it is partly because of payroll and the difference in pay from former Director Brenda Pierce to Director Erin Jagers, who is being paid less. There were no lights. The 122 fund on page 28, Director Weber stated those numbers are where they are supposed to be at. It was comparable to last year. There were no lights. On page 29, Adequate Facilities. Director Weber stated the revenue is up and Director Weber stated she is going to adjust the budget numbers for fiscal year 2015/2016 to try and reflect some of that. Director Weber stated she would have to talk to Mark Tosh about it to see if he thinks the County will do as well next year. On account, 91110, General Administration Projects, Director Weber stated part of this is paying Webb Engineering for the County Maintenance Building for Ronnie Bates. On account, 91130, Public Safety, part of that is where the County paid the \$75,000.00 to the airport for the taxi way. Director Weber stated they have not asked for the additional money yet. There were no lights. On page 30 of the packet, the 131 Fund, Director Weber reported on the 40280 account Mineral Severance Tax, Director Weber stated she had talked with Sandy at the Highway Department and she stated the weather had caused that account to be so low. Director Weber stated this should pick up. Commissioner Shackelford asked Director Weber under the revenue side of the 131 Fund and the 46410 account, Bridge Program, which was estimated at \$468,167.00 and there is \$14,275.78 revenue and Director Weber stated she had talked with Sandy at the Highway Department and Director Weber stated the bridge had not been completed yet but as soon as the bridge is completed the County should be refunded. There were no lights. The 151 fund, Director Weber stated it looks pretty reasonable. The account 40320, Bank Exercise Tax, Director Weber stated she is expecting payment in May and she stated you will see last year there was \$0.00. She stated this is a timing issue. Director Weber stated before the end of the month she will be paying debt payments, principal and interest on all bonds and notes that will equal approximately \$8,629,777.58. There were no lights. The 189 fund on page 32 of the packet, Director Weber stated the reason the revenue looks lower is because the County moved 5 cents from the 189 to Solid Waste last year. On account 54110, that is part of the Sheriff's Department vehicles that have been paid for and Director Weber believes the rest of the vehicles have been ordered. The 95100 account is the school buses. There were no lights. The 207 fund is on page 33 of the packet. Director Weber stated this is where the 5 cents went. There were no lights. The 261 fund, on page 34, Central Maintenance. Doug Lukonen did some research on gasoline and diesel fuel and he has worked with Benny Bolton and he has found some more money for Mr. Bolton that he needs to invoice out,

so these numbers will change after that. Doug Lukonen stated he had been researching comparing gasoline cost from this year compared to last year and he was requested to provide the gallons. Doug Lukonen stated he can research how much the county paid for each department in gasoline but he cannot do the gallons for all of them because they do not buy all of their gasoline from Central Maintenance. Chairman Harris stated to simplify it going forward there will be some industry analysis and the county is probably going to have to work with a percentage of what the county projected it to be. There were no lights. Director Weber reported there is a supplemental report on page 35. Director Weber stated this is the report that gives percentages, breaks down expenditures, opposed to what you have instead of open PO's. Chairman Harris stated this is a good report. There were no lights.

- D.** Cash Report-Budget Director Weber submitted the Cash report. (See Attached) Director Weber stated the Cash report is on page 44 of the packet. Director Weber wanted to let everyone know the schools did pay back their Tax Anticipation Note of \$2,000,000.00. Director Weber stated after they get their money from property taxes, they pay the county. There were no lights.
- E.** Payroll-Overtime, Holiday, Excess Pay and Comp Time Report. Budget Director Weber submitted the reports. (See Attached). Director Weber stated she did not have time to look at this report today but if anyone has any questions she will get the answer back to them at a later time. There were no lights. Director Weber stated she had been meeting with the department heads and everything seems to be going smoothly for the upcoming budget. Director Weber stated she is still working on the capital requests and the nonprofits. She has received all of those except for one. Chairman Harris reminded the commission the budgeting sessions will begin around April 6, 7, 8, 9 and 13, 2015. They have cut down from 7 sessions from last year to 5 sessions. Director Weber stated she is getting ready to put that information out to the newspaper. Chairman Harris stated to look for these sessions to take place after the regular scheduled meetings with the exception of the budget committee meeting which is on a Tuesday and they will have that 5<sup>th</sup> session on the Monday just prior, so that information will be coming out and hopefully the commission will have the numbers a week in advance prior to the commission starting their first budget session. There were no lights.

## **VII. PURCHASING:**

- A.** Completed Bids- (See Attachment) Purchasing Agent Buddy Harlan was in Nashville attending school. Chairman Harris stated if anyone had any questions to E-Mail Chairman Harris and he would forward them on to Purchasing Agent Harlan.
- B.** Schedule Bid Opening-Purchasing (See Attachment)
- C.** Gov-Deals (See Attachment).
- D.** Capital Expenditures Report (See Attachment)

**VIII. DELEGATIONS:** Prior to the resolution 33, Scott Cepicky from District 9 spoke as a Delegate. Mr. Cepicky stated he is in support of the time clocks. Mr. Cepicky stated he was here because there were some questions that were not asked during the Administration Committee meeting. Mr. Cepicky stated the previous budget director Jim Bracken did not bring two job positions back on and it was because ADP was going to save the equivalent of those positions in time and therefore save the County money, roughly around \$70,000.00 a year. The previous commission voted to give the Budget Department an extra two people to give those people back because the County was not on an automated time keeping system which means they needed those people back. Mr. Cepicky stated the county is getting ready to do automated time keeping but the budget department still has an extra person. Mr. Cepicky stated that something has to give with the savings of time. Someone currently has to manually add all the time in, but with the automated time keeping system they won't have to do that. Time needs to be saved. Mr. Cepicky stated that Personnel needs to be moved to another department that is short or personnel needs to go. Mr. Cepicky stated the bottom line is that time equal's money. Mr. Cepicky stated he applauded the solution of the time keeping issue.

**IX. RESOLUTIONS:**

**A. Resolution. No. 03-15-20-**Resolution Authorizing the Issuance of Not to Exceed Twenty-Six Million Eight Hundred Twenty-Five Thousand (\$26,825,000) General Obligation Bonds of Maury County, Tennessee. Commissioner Cooks made a motion to Approve. Seconded by Commissioner Shackelford. Commissioner Shackelford asked Mr. Ashley McNulty to come up and speak. Commissioner Shackelford stated in looking at this has the County looked at the total capacity. Mr. McNulty stated when you look at this particular borrowing the County has historically made all of the debt service payments as scheduled. The County has a number of bond issues and bond payments that have been made recently that reduces their debt service down to a low point and so they are able to take on the new borrowing and it will still be much less than what they have been paying. It is somewhere around \$4,500,000.00 annually in debt service and that will be going down in the next two or three years. The new money portion will run about a \$1,500,000.00 compared to what they have been paying in \$4,500,000.00. This issue should not impact the County's borrowing because it is being paid by the hospital with hospital revenues and they are more than sufficient to cover the debt service. Chairman Harris asked is a contingent liability of the county does not affect the dollar amount to borrow or is it the debt is being serviced by the hospital. Mr. McNulty stated it is an enterprise fund of the county and because they are able to make those debt service payments they are carried on their annual report, their audit and the rating agencies will look at the ability of that entity to service that debt. This is a standalone self-supporting debt service payment that will be made by the hospital. Commissioner Cook wanted to applaud Maury Regional Hospital for being so proactive and this has no impact on Maury County at all. There were no lights. All in favor. Motion Approved.

**B. Resolution. No. 03-15-21** Resolution Authorizing the Issuance of General Obligation Refunding and Improvement Bonds of Maury County, Tennessee In The Aggregate Principal Amount of Not to Exceed Thirty-Four Million Two Hundred Fifty Thousand

Dollars (\$34,250,000) Commissioner Stephenson made a motion to approve. Seconded by Commissioner Shackelford. There were no lights. All in favor. Motion Approved.

- C. Resolution No. 03-15-23** Resolution Approving the Purchase of Recycling Containers. Commissioner Cooks made a motion to approve. Seconded by Commissioner Shackelford. There were no lights. All in favor. Motion Approved.
- D. Resolution No. 03-15-25** Resolution Amending 2014-2015 Sheriff Department Budget. Commissioner Shackelford made a motion to approve. Seconded by Commissioner Kuzawinski. There were no lights. All in favor. Motion Approved.
- E. Resolution No. 03-15-26** Resolution Accepting the 2014 Byrne Justice Assistance Grant. Commissioner Kuzawinski made a motion to approve. Seconded by Commissioner Cook. Commissioner Stephenson asked if the amount \$12,983.00 was the amount they applied for or if they applied for a greater amount and this was the award they were given. County Attorney Murphy stated this was the award they were given. County Attorney Murphy stated there was a separate resolution and this resolution was entered with the City and this is the County's portion that was awarded. Nathan Johns stated the total amount was \$31,967.00. The City retained \$18,984.00 and the County was awarded \$12,983.00. There were no lights. All in favor. Motion Approved.
- F. Resolution No. 03-15-27** Resolution Amending the 2014/2015 Hwy Fund Budget. County Murphy stated to correct the first line item the number should be 44530. Commissioner Parker made a motion to approve. Seconded by Commissioner Stephenson. There were no lights. All in favor. Motion Approved.
- G. Resolution No. 03-15-28** Resolution Amends 2014-2015 School General Purpose Budget. County Attorney stated there were two things involving this resolution. After reviewing this resolution County Attorney Murphy needs to request an amendment which is a food service budget amendment and it needs to be amended to state that it is a General Purpose and Food Service budget amendment in the amount of \$41,700.00 and there are two budget amendments one is for \$1,326.28 and one for \$276,074.88 that go to the schools undesignated fund balance and typically when the schools bring that to the budget committee, they usually bring their 3% rule to make sure those amounts do not affect the amount they have to keep in their reserves. Attorney Murphy told Ms. Vargo that she needs to bring that to the next full commission meeting. Commissioner Shackelford stated he asked Ms. Vargo to bring that back to the full commission meeting. Commissioner Shackelford made a motion to approve. Seconded by Commissioner Cook. Commissioner Shackelford made an amendment to the motion to include the food service fund balance and one for the general purpose school fund balance. The \$1,326.28 is coming out of food service budget and \$41,700.00 is for the school food service fund balance. Seconded by Commissioner Kuzawinski. There were no lights. Motion for amendment Approved. There were no lights. The motion for this resolution as amended. Motion approved.

- H. Resolution No. 03-15-29** Resolution Approving Snap Grant For Maury County Archives Department. Commissioner Cook made a motion to approve. Seconded by Commissioner Kuzawinski. There were no lights. Motion Approved.
- I. Resolution 03-15-30** Resolution To Amend the Fiscal Year Budget 2014-2015 Maury County Election Commission Budget. Commissioner Shackelford made a motion to approve. Seconded by Commissioner Cook. There were no lights. Motion Approved.
- J. Resolution No. 03-15-31** Resolution Approving Acceptance of Employee Life, Accidental Death and Dismemberment and Long Term Disability Insurance Recommendation. Commissioner Parker made a motion to approve. Seconded by Commissioner Cook. Commissioner Shackelford thanked HR Director Dana Gibson for saving the County \$12,330.00. There were no lights. All in favor. Motion Approved.
- K. Resolution No. 03-15-32** Resolution Ratifying General Sessions Part Time Judicial Commissioner Vacancy. Commissioner Cook made a motion to approve. Seconded by Commissioner Parker. Commissioner Stephenson asked how many part time hours this Judicial Commissioner will be getting. HR Director Dana Gibson stated the new part time Judicial Commissioner will be getting 28 hours per week. Commissioner Kuzawinski asked HR Director Dana Gibson about the pay rate. HR Director Dana Gibson stated this is a Grade 7 and the new part time Judicial Commissioner will begin at the beginning rate of that Grade. There were no lights. All in favor. Motion Approved.
- L. Resolution No. 03-15-33** Resolution Approving Time Keeping Agreement with Kronos Incorporated. County Attorney Murphy stated there will be a Local Government integration fee of \$5,760.00. County Attorney Murphy stated if this resolution passes there would need to be an amendment for \$4,960.00 for the Local Government fee which will be added to the \$29,616.00 for this fiscal year. There is an annual maintenance fee to Local Government in the amount of \$800.00 in addition to the \$4,960.00. Commissioner Shackelford asked HR Director Dana Gibson if the \$4,960.00 is a two way interface and if Kronos has to be compatible with Local Government. The \$4,960.00 is a onetime cost. Each year there will be an annual software support fee. The cost for the software support fee will be \$800.00. HR Director Dana Gibson pointed out this is just for Local Government. HR Director Dana Gibson reported this quote is good for 30 days. Chairman Harris stated the \$4,960.00 is for the time and attendance interface and the additional \$800.00 is for the annual software support fee. County Attorney Daniel Murphy stated the new amount would be \$35,376.00. Commissioner Shackelford asked would they start with Kronos on April 1, 2015. HR Director Dana Gibson stated she hopes to be up and running as soon as possible. Chairman Harris stated he would like to bring to the floor the resolution as presented. Commissioner Cook made a motion to approve. Seconded by Commissioner Stephenson. Commissioner Shackelford would like to make an amendment that \$4,960.00 be added for Local Government two way interface and it is a one time cost and \$800.00 annual maintenance fee and the total is revised to an expenditure of \$35,376.00. Seconded by Commissioner Cook. Commissioner Kuzawinski thinks it is great the County is looking into the automated time clock. Kuzawinski thinks the comments by Mr. Cepicky warrant some more questions.

Commissioner Kuzawinski stated this has to save in personnel somewhere. HR Director Dana Gibson gave some information. On the previous administration there were two employees that retired. They were both Accounts Payable Clerks. Former Budget Director Jim Bracken replaced one of the Accounts Payable Clerks with his secretary. There were two people in the payroll department at that time. The two employees he lost were actually Accounts Payable Clerks not payroll clerks. He gave up his secretary position and she moved to Accounts Payable and one of the payroll back up clerks moved to Accounts Payable. The County is back to one payroll accounts person. Mr. Bracken did not replace his secretary and one other person. Director Gibson pointed out they were not in payroll. The County only has one Payroll Specialist. Director Gibson stated Maury County has only had one payroll specialist with the exception of having a payroll back up person. Director Gibson stated that it will save Marilyn Harlan, payroll specialist, time form keying in but she also has to map where each person clocks in and out and when there are problems. She will be the go to person. While the data entry may go away, there are other things with the electronic time keeping that she will take on. Director Gibson stated Marilyn Harlan, Payroll Specialist also has other responsibilities besides payroll. Director Gibson stated Budget Director Weber did hire one new employee to fill the secretary position. Commissioner Kuzawinski asked why the county is spending the extra money on a time keeping system in an already deficit budget which the County has for this year. Commissioner Kuzawinski asked why is alright to spend this money on this item when it has not been budgeted for this year and it goes into deficit spending versus just waiting until the new budget time. HR Director Dana Gibson stated she e-mailed each commissioner with information that Kronos researched and provided. Director Gibson stated that Kronos will help Department Heads reduce overtime and according to Kronos it should help around 10%. Director Gibson stated she e-mailed that data to all county commissioners. Commissioner Kuzawinski asked HR Director Gibson if there was a reason why the County is going with Kronos instead of ADP. Director Gibson stated ADP is more expensive and it was \$96,000.00 just for maintenance and that was not the cost to process payroll. ADP was not using Local Government at all. ADP could not process the TCRS retirement. Commissioner Shackelford stated one reason the county needs to do this is because of ACA. Director Gibson stated it will help manage ACA. Commissioner Shackelford stated this is a federal mandate, the County has to deal with. Commissioner Shackelford asked if purchasing was run through NextGen. Director Gibson replied yes. Budget Director Weber stated Purchasing has their own software where they do their PO's. Director Weber stated her department has three different software. She has NextGen, which is where Director Weber does all of her budget reports, and her department has FlexGen, that is where Accounts payable is paid from along with payroll. Director Weber stated they all integrate. Budget Director Weber stated Kronos would help by not letting part time employees go into full time status. Director Weber stated federal reports have to be turned into the IRS. Commissioner Shackelford stated anytime the County can lean on technology that is what the County needs to do. Commissioner Shackelford stated instead of adding personnel, the departments need to make sure we are making the County run as efficiently as possible. Director Weber stated we are not adding any employees. Marilyn Harlan who is the payroll specialist is the sole payroll employee and there is a backup if there is one needed. Doug Lukonen stated in his former employment he has used Kronos as an

employee and it is much cheaper than using ADP and it is an excellent software. Kronos has a management function that is beneficial to the County and it is cost effective. Commissioner Shackelford pointed out that right now the time is not being managed like it should be and if you get a time card it shows the accuracy of time. The managers will be seeing live data. Commissioner Stephenson asked if the department head could override the time for an employee if they forget to clock in. Doug Lukonen stated yes. Commissioner Stephenson asked if the \$800.00 for maintenance fee and software support were interchangeable. HR Director Gibson stated they are the same. Commissioner Stephenson asked if there was a deadline for the mandate. HR Director Gibson stated this should have been in place last summer. Commissioner Stephenson asked if there was a grace period. HR Director Gibson stated the County has to do reporting at the end of this year. Director Gibson stated it is data that is happening now that has to be reported. Director Gibson stated she will have to turn in information in the early part of 2016 for data that is happening now. Commissioner Stephenson asked if you report in January the previous year's data. Director Gibson replied yes. Commissioner Stephenson asked about the potential savings. Director Gibson stated the information from Kronos was in her packet that she e-mailed out. Commissioner Stephenson asked if the County would enter into a contractual agreement with Kronos. HR Director Gibson stated if Kronos is not working out the County could give them a 30 day notice and the County could stop. County Attorney Murphy stated he has not had the time to look at it yet. Commissioner Sumners stated HR Director Gibson had sent out this information with her monthly packet. Commissioner Sumners stated there will be some cost savings. Chairman Harris asked HR Director Gibson if the potential savings will be enough to cover Kronos cost. HR Director Gibson stated she was not sure because she didn't have anything to compare it to. Director Gibson stated if the County does not have the system to help with the ACA, she will probably come to the commission and ask for two additional employees for her department. Commissioner Previti discussed the Local Government software. Commissioner Previti stated that Local Government is a good company. They just do not have a time keeping package of their own. Commissioner Kuzawinski asked Doug Lukonen if Kronos would not allow you clock in more than 5 minutes early. Doug Lukonen stated that could be set according to your schedule. Commissioner Kuzawinski asked if time would be rounded off. HR Director Gibson stated the time could be rounded off or the county could do minute for minute. Chairman Harris asked if the contract was to be cancelled what would be the total investment in Kronos be. HR Director Gibson stated the County would have the one time fees and the monthly payroll processing and that would be all and the time clock rentals. Chairman Harris asked HR Director Gibson if she knew how many other counties are using this system. HR Director Gibson stated that Metro Nashville and Rutherford County and HR Director Gibson stated she would e-mail that list to Chairman Harris. County Attorney Murphy stated by having the employee fill out their own time sheet the County is put at a disadvantage to prove to the Department of Labor that an employee was not at work 30 minutes early and putting down their work time. The time clock helps with tracking that and if the County is not reporting to the IRS correctly there will be penalties, and this could help meet those deadlines. There were no lights. Chairman Harris called for a vote on the amendment. Chairman Harris recapped the numbers the overall cost of \$35,376.00 which includes the Local Government interface fee of \$4,960.00 added to the \$29,616.00 which was in the

original resolution and also to include the \$800.00 annual maintenance fee. All in favor. Amendment Approved. Chairman Harris stated now he will go back to the original resolution on the floor as amended. All in favor. Motion Approved.

**X. New Business.**

Central Maintenance Director Benny Bolton reported his previous Administrative Assistant retired in November and the new employee needs to go for training for their software in Baltimore and Director Bolton needs approval. The Travel and Meals Authorization is on page 118 of the packet. Director Bolton stated he is paying for this out of his budget. Commissioner Shackelford made a motion to approve. Seconded by Commissioner Cook. Commissioner Stephenson asked if this was the only location that the training could be held at. Director Bolton stated this was the only location and this would be the only training she would need. Director Bolton pointed out the software is going to 6.4. Commissioner Kuzawinski asked about the \$945.00. Director Bolton stated that is the fee for the training. There were no lights. All in favor. Motion Approved.

**XI Old Business**

Director Weber covered Old Business during her Financial Reports.

**XII. Announcements:**

- A.** County Commission Regular Meeting, Monday, March 16, 2015 at 6:30 P.M. Tom Primm County Commission Room, Hunter-Matthews Complex.
- B.** Pledge and Prayer Responsibility for the March 2015 Full Commission Meeting will be provided by District 9 Commissioner Sonny Shackelford and Commissioner Stewart Parker.

**XIII. Adjournment:**

Motion was made to adjourn at approximately 6:40 p.m.

APPROVED \_\_\_\_\_  
Charlie Norman, Jr., County Mayor

SIGNED \_\_\_\_\_  
Craig Harris, Budget Committee Chairman