

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

The Budget Committee met on Tuesday, May 10, 2016 at 4:30 p.m., in the Maury County Tom Primm County Commission Room with the following Committee Members present: CRAIG HARRIS, SONNY SHACKELFORD, TOMMY WOLAVER, STEWART PARKER, DONNA COOK, GWYNNE EVANS

OTHERS PRESENT: Gerald Adkison, Talvin Barner, Michael Fulbright, Don Morrow, Terry Potts, Eric Previti, , Ricky Sims, Sue Stephenson, Gary Stovall, Scott Sumners, Debbie Turner, Linda Whiteside, Mayor Norman, Theresa Weber, Daniel Murphy, and Media.

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**MINUTES OF MEETING**

**I. CALL TO ORDER:**

Vice-Chairman Shackelford called the meeting to order and took roll call with all Budget Committee members present with the exception of Commissioner Burkhalter who was absent due to his mother being sick. Commissioner Harris is sitting in for the absence of Chairman Burkhalter.

**II. OPENING PRAYER:**

Vice-Chairman Shackelford offered the opening prayer.

**III. REVIEW & APPROVAL OF MEETING AGENDA:**

Commissioner Cook made a motion to approve the agenda as presented. Seconded by Commissioner Evans. All in favor. Motion Approved 6-0.

**IV. REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):**

Commissioner Harris made a motion to approve the April 12 Regular Scheduled Budget Committee Minutes, April 13, Special Called Budget Committee Minutes, April 14, Special Called Budget Committee Meeting Minutes and April 19, Special Called Budget Committee Meeting Minutes. Seconded by Commissioner Cook. All in favor. Motion Approved 6-0.

**V. COUNTY MAYOR REPORT :**

The Mayor did not have a report.

**VI. FINANCIAL REPORTS:**

**A. Investment Report-** Director Weber stated the Investment Report is on page 26 of the packet. Director Weber stated the interest is at \$602,737.96 is over the budgeted \$245,000.00. There were no lights.

**B. Sales Tax Report-** Director Weber stated the Sales Tax Report is on page 28 of the packet. Director Weber stated that Year to Date the County is up 14.34% and it looks like by the end of the year the county should hit around \$332,000.00 and that will be up from last year. There were no lights.

**C. 2015/2016 Revenue & Expense Report-** Director Weber stated it started on page 31 of the packet. Director Weber stated the current property tax is going to be down because they lost 8.5 cents there. Director Weber stated she wanted to point out the prior year and the bankruptcies are down a little but that is because people are paying their taxes on time. Director Weber pointed out the hotel/motel tax is up 38.9% at this time over last year. Director Weber reported that beer permits are down. The building permits are up 73%. The work release charges for boards which is 43170 is low and Director Weber stated she found out it was according to how many inmates go out on work release. Director Weber brought up account 44131 which is year to date \$12,157.72 and Director Weber pointed out this is the new commissary at the jail. Director Weber stated that started February of this year. Director Weber moved on to 44514 which looks low because the county just got the third payment from the Joint venture with the Columbia Animal Shelter. Director Weber stated the leases are up at 44120 but that is because the DA is full time in there now. Director Weber moved on to 46190 this year there is \$479,250.00 and there was \$0.00 last year. Director Weber stated that is the Mt. Pleasant sewer grant. Director Weber stated the County got the money in this year. Director Weber moved on to 46980 the Parks. Director Weber stated it shows a large increase and that is because this year they got the 2014 LPRF Grant. Director Weber moved on to 46990 Other State Revenues. Director Weber stated that is up a little but she just wanted to remind everyone that is the Tobacco Fund Grant and this year the County is doing the unclaimed property so they have to account for the voided checks that people don't cash. Director Weber moved on to 47715. Director Weber stated in the Investment Account they just got the interest reimbursement for \$99,546.48 and it has to go in the 101 fund. Director Weber stated she wanted to request that it be taken over to the 151 fund, the Debt Service Fund. Director Weber moved to 47990 Other Direct Federal Revenue. Director Weber stated the Sheriff's Department is down from last year on that account. Director Weber moved to 48990. Director Weber stated there is nothing in that account but last year the \$44,000.00 was the Kiwanis Club Donation. There were no lights. Director Weber moved on to the expenses. Director Weber stated for the 101 fund the expenditures overall are up about 2.1% from last year. Director Weber stated everything looked normal. Director Weber stated there is a correction on 58400 Other Charges. Director Weber stated they found out they double journal entry something so they will be correcting that in May. Director Weber stated that Parks and Rec. are down a lot. The employee benefits at 58600 that is up a bit and that is because they had to pay the \$15,000.00 insurance down payment for Aetna. Director Weber moved on to 55900 and the \$492,386.60 is the other part of the revenue for the Mt. Pleasant Grant. Director Weber stated that is a flow though so there is money coming in and money going out. There were no lights. Director Weber moved on to the 122 fund. Director Weber stated they are at a deficit right now. Director Weber stated they have enough in their fund balance to cover that. Director Weber moved on to the 125 Fund. Director Weber stated that revenues are looking good. Director Weber stated on 91110 that is the Maintenance Building cost and the 91130 that is for the Fire Station. There were no lights. Director Weber moved on to the 131 Fund. Director Weber pointed out the 40280 the Mineral Severance is up 61% and the gasoline and motor fuel is down about 8%. There were no lights. Director Weber moved on the 151 Fund. Director Weber stated this is where they received the 8.5 cents so it looks good. There were no lights. Director

Weber moved on to the 176 Fund, the Highway Capital Project Fund. Director Weber stated they are at a deficit. Vice-Chairman Shackelford stated he was concerned with all of the deficits. There were no lights. Director Weber moved on to the 189 Fund Capital Expenditures. Director Weber stated the revenue was \$1,300,000.00. Director Weber stated there would be a budget amendment coming for the 5 school buses so that will bring the revenue up but it will bring the revenue down for the same amount. Director Weber stated they are at a deficit of \$106,240.00. Commissioner Parker asked about the bank charges on 58400. Director Weber stated she would get with Steve Konz on that. Director Weber moved on to the 207 Fund. Director Weber stated the Tipping Fees at 43110 and Director Weber does expect them to come in at \$1,100,000.00 not \$1,400,000.00. Director Weber stated on 46430 that was on the wrong line so that was moved it down to the 46990 which is the new tire tax that Solid Waste gets. Director Weber stated on the expenditure side it is up a bit on the landfill side but that was due to the purchasing of some equipment. Director Weber moved on to the 261 Fund. Director Weber stated they are at \$187,301.00 deficit but Mr. Bolton had explained they did not have a mechanic to work on the ambulances for a while. Director Weber stated he is going to try to break even before the end of the year. There were no lights.

**D. 2015/2016 Supplemental Report of Expenditures (Attachment)** Director Weber stated on page 43 of the packet it starts with the 101 fund. Director Weber stated the average right now that any of the percentages should be at is 84.61%. Director Weber stated 51240 that is where the Civil Service Test are at and on 52600 under Data Processing Director Weber stated she has a budget amendment that is going to deal with that. On 53600 the District Attorney that is the autopsies and there is a budget amendment that is going to deal with that. Director Weber moved on to 54160 there is a budget amendment because there have been more registrations. Director Weber moved on to 58600 Employee Benefits and that is because of the extra \$15,000.00 the County had to pay. The Public Safety Project 91130 Director Weber stated she has a budget amendment that is going to deal with that to get some of these in line. There were no lights. Director Weber moved on to the Drug Control Fund 54150 and stated it looks fine. Director Weber moved on to the 125 Fund. Director Weber stated money has not been spent out of that yet for the Fire Hall. Director Weber moved on to the 131 Fund. Director Weber stated under expenditures she wanted to bring up where it says total expenditures you see \$1,184,491.94 those are open PO's. Director Weber stated that is why it looks like 98% but it is not that high as a whole. Director Weber moved on to the 151 Fund. Director Weber stated they should all read about 100% because of the paying of the County debt. Director Weber moved on to the 171 Fund. Director Weber stated that is where the Mayor had the extra money and it is sitting there. Director Weber moved on to the 176 Fund. Director Weber moved to the Capital Highway Outlay. Director Weber stated Mr. Boshers deals with that and he does a lot of work on his roads and that it why that one is almost done for the year. Director Weber moved on to the 181 Fund. Director Weber stated under Other Charges the bank fees and the 95100 they are having some budget amendments that they are going to deal with to bring it back in line. There were no lights. Director Weber moved on to the 207 Fund. Director Weber stated it looks normal.. He was at 62%. Director Weber stated the total for all funds was 87.88%. Commissioner Turner asked

Director Weber if she could send out a detailed report of the total number of deficits. Commissioner Turner stated she would like a breakdown on the deficits.

- E. Cash Report by Budget Director (Attachment)** Mr. Lukonen stated the cash balance are correct as of April, 2016. Mr. Lukonen stated there are more receipts than disbursements this month. Mr. Lukonen stated the cash balance is going to start dwindling down as the schools start spending their bond money on schools and the County will start getting some of the CD money. There were no lights.
- F. Payroll Report: Overtime Holiday Excess Pay /Comp. Time (See Attached)** Mr. Lukonen stated this is basically the County's overtime and holiday pay. Mr. Lukonen stated if you compare this year to last year the County is actually doing \$26,000.00 better as far as expenditures for those. There were no lights. Mr. Lukonen moved on to the Comp. Time report. Mr. Lukonen stated the County has increased the Comp. Time liability this month by 948 hours which is \$16,340.00 but it is better in comparison to last year by about \$7,000.00. Mr. Lukonen stated this is attributed to the Sheriff's Department and the SRO officers. Mr. Lukonen stated all the other departments seem to be managing their Comp Time well. There were no lights.

## **VII. Purchasing:**

- A. Completed Bids by Purchasing Agent (Attachment)** Purchasing Agent Harlan asked if anyone had any questions on the Completed Bid schedule. There were no lights.
- B. Schedule Bid Openings by Purchasing Agent (Attachment)** Purchasing Agent Harlan stated there are two items on that for future consideration. One is the voting system for the Commission room. Mr. Harlan stated he met with two other vendors yesterday. Mr. Harlan stated the information is supposed to be back to him on the 24<sup>th</sup>. Mr. Harlan stated it should say RFP instead of Bid invitation. Mr. Harlan stated the plumbing supplies for the Sheriff's Department that is an annual thing that is done for repair parts at the jail. There were no lights.
- C. Gov-Deals List by Purchasing Agent (Attachment)** Purchasing Agent Harlan stated Purchasing had sold one item on Gov. Deals for the Highway Department.
- D. Capital Expenditures by Purchasing Agent (Attachment)** Purchasing Agent Harlan stated the Capital Expenditure report is not any different from last month. There were no lights.

## **VIII. Delegations**

## **IX. Resolutions**

- A. Res. No. 05-16-20-Resolution Amending the Sheriff's Department Budget to Spend 2015 Byrne Justice Assistance Grant Funds.** Commissioner Wolaver made a motion to Approve Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.
- B. Res. No. 05-16-21-Resolution Amending 2015-2016 Hwy Fund Budget.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Harris. There were no lights. All in favor. Motion Approved 6-0.
- C. Res. No. 05-16-22-Resolution Amending 2015-2016 School General Purpose Budget.** County Attorney Murphy stated he would recommend one thing regarding these last two budget amendments. In the past the Budget Department has requested they provide when using their fund balance they are meeting their 3% threshold and based upon the size of these two the budget committee may want to recommend they bring that to the County Commission meeting. For the record the commission may want to show they are not spending their fund balance beyond what they need to from the State's purposes. Vice-Chairman Shackelford stated he would reach out to the schools and make sure they bring that information to the County Commission Monday. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Cook for the resolution as a whole. There were no lights. All in favor. Motion Approved 6-0.
- D. Res. No. 05-16-23-Resolution to Allow Maury County to Participate in the TCRS In Accordance with TCA Title 8 Chapters 34-37.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Evans. HR Director Dana Gibson stated she had 9 individuals that responded that would like to participate. The County contribution portion if you elected to participate would be \$1,113.00 for a calendar year. There were no lights. All in favor. Motion Approved 6-0.
- E. Res. No. 05-16-24-Resolution Creating the Position of Temporary Capital Project Accountant Position in the Purchasing Department.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 6-0.
- F. Res. No. 05-16-27-Resolution Amending 2015/2016 Health Department Budget.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Harris. There were no lights. All in favor. Motion Approved 6-0.
- G. Res. No. 05-16-28-Resolution Amending 2015/2016 Maury County Tax Assessor's Budget.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 5-0 with 1 absent.
- I. Res. No. 05-16-29-Resolution Approving Budget Amendment for Maury County General Sessions Part I Court.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Harris. Commissioner Cook stated she had some concerns about this and sending it back to Administration Committee for reconsideration or re-evaluation. Commissioner Previti stated this did not come through the Administration Committee. County Attorney Murphy stated this is not a personnel issue to go back before the

Administration Committee. County Attorney Murphy stated this is technically a budget item. Commissioner Sumners stated under the current Comp. Time policy there is no wording to fund this and only if the employee retires or quits or is terminated then they can get a cash out of their comp. time but there is no stipulation for comp. time to be bought out in the new policy. Director Weber stated the reason for doing this is they have money in their budget under temporary personnel. Director Weber stated the two people this concerns over at the courthouse if the courts stay open late these employees have to be there and they earn more comp. time than they have allowable to take off. Director Weber stated if they can get the comp. time below the 120 mark then for 2016/2017 the Judge has requested \$12,000.00 so this does not happen and he can pay overtime instead of the comp. time. Director Weber stated the Judge is going to look and see what time they can take off because the next year he has to get down to 60 comp. hours. Director Weber stated they had looked at it and there is no way they can get down to 120 hours by August 1. Director Weber stated this is a special case. Commissioner Wolaver asked if this had been done in any other department. Vice-Chairman Shackelford stated that bridge has not been crossed before. County Attorney Murphy stated from a legal standpoint an employee could request to be paid their comp. time period. Commissioner Sumners stated they have \$105,000.00 in the line item of temporary pay and Commissioner Sumners stated he would take that down and urge this committee to take that down in next year's budget. Commissioner Cook stated that budget would have to be amended because this is going to happen again. There were no lights. Vice-Chairman Shackelford called for the vote. Commissioner Parker Aye, Commissioner Wolaver Aye, Commissioner Evans Aye, Commissioner Cook Aye, Vice-Chairman Shackelford Aye, Commissioner Harris Aye, Motion Approved 6-0.

- J. Res. No. 05-16-30-Resolution Amending 2015/2016 Capital Project Fund Budget for the Purchase of Five School Buses.** County Attorney Murphy stated the line item 189-49200 should say Increase in the resolution. Commissioner Harris made a motion to Approve with the correction of the line item in the resolution 189-49200 should say increase. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 6-0.
- K. Res. No. 05-16-31-Resolution Approving Purchase of a Stainless Steel Animal Tub and Amending 2015/2016 Animal Shelter Budget.** Attorney Murphy stated in the resolution where the 4<sup>th</sup> Whereas is the statement has an exhaust fan and it has been corrected to say the Stainless Steel Animal Tub with ramp and back splash. Commissioner Cook made a motion to Approve. Seconded by Commissioner Harris. There were no lights. All in favor. Motion Approved 6-0.
- L. Res. No. 05-16-32-Resolution to Accept General Maintenance Agreement with the State of Tennessee Department of Transportation.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Harris. There were no lights. All in favor. Motion Approved.
- M. Res. No. 05-16-33-Resolution Amending 2015-2016 County General Fund Budget.** Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. Director Weber stated this is the big clean up at the end of every year. Director Weber stated the auditors have suggested that to keep from getting an audit finding that she does this more than once a year. There were no lights. All in favor. Motion Approved 6-0.

**X. New Business:**

- A. Spring Hill Library-Budget Director Weber:** Director Weber stated that last week Mr. Lukonen sent her an e-mail from the Spring Hill Public Library saying the County is supposed to pay them \$30,000.00 for a donation for the 2015/2016 year and Director Weber went back and checked the resolution. Director Weber stated the resolution for the fiscal year said \$20,000.00. Vice-Chairman Shackelford stated the \$20,000.00 was what was appropriated for last year however what was brought in for the Mayor to sign was an error in paperwork. Director Weber stated her office has been paying \$5,000.00 per quarter per resolution. Commissioner Fulbright stated there needed to be some kind of clarity in the relationship between the Maury County Library and the Spring Hill Library. Commissioner Evans stated from 2008/2009 the amount was \$30,000.00. Commissioner Evans stated the County pays \$440,000.00 for the Columbia Branch and \$138,000.00 for the Mt. Pleasant Branch. Commissioner Evans stated the County would be in that vicinity if they were paying for the Spring Hill Library. Commissioner Evans stated for a \$30,000.00 donation you are getting a lot for your money. Mayor Norman stated he feels the County is getting a lot for the money. Mayor Norman stated he received a letter from Spring Hill Library asking for \$10,000.00 from last year and \$30,000.00 to go forward. Mayor Norman stated he would talk to them. Vice-Chairman Shackelford stated after Mayor Norman talks to Spring Hill Library to bring back a report for next month's meeting. Commissioner Sumners stated he would like to see the commission try and dwindle the donation lists down. Commissioner Sumners stated he would like to see a 20% cut each year until these are down. Commissioner Stephenson stated she thinks **Maury County does not need to go back from last year and move forward.** Commissioner Stephenson stated there are a lot of Maury County residents that use the Spring Hill Library. Vice-Chairman Shackelford asked Mayor Norman to give a report on this next month.
- B. QSCB Tax Credit Rebate-Budget Director Weber-** Director Weber stated the QSCB from the Investment Account QSCB reimbursement payment was \$99,596.14 and it is currently in the 101 Fund and Director Weber is requesting to be allowed to put it back in the 151 fund so that she can alleviate some of the deficit in that account. Commissioner Cook made a motion to take the QSCB money in the 101 Fund and put it into the 151 Fund. Seconded by Commissioner Harris. There were no lights. All in favor. Motion Approved 6-0.

**XI. Old Business**

- A. Employee Raises: HR Director Gibson:** Vice-Chairman Shackelford stated when the raises are approved they are generally approved for 7/1. Vice-Chairman stated on page 121 of the packet is a list of different raises and the impact of that on a percentage basis from 1 to 10%. HR Director Gibson stated previously she gave some data regarding the same time frame from 2008/2009 through present and there was data from Social Security, and people that are drawing Social Security wages are drawing 5% more than

employees have and also if you look at the Consumer Price Index over that same amount of period it is 5% above what the county employee makes. HR Director Gibson stated she would like to see at least a 5% in pay increases. HR Director Gibson stated she feels that would catch employees up compared to Consumer Price Index and the cost of living. Director Gibson stated in order to negotiate that with the commission the first pay of September would alleviate some of the Comp. Time liability off of the books. Director Gibson stated normally when the commission passes the budget the county is into another year so that creates back pay in figuring for that so that may alleviate some of that. Vice-Chairman Shackelford stated he had asked for the longevity pay and the financial impact of that. Director Gibson stated the longevity that is budgeted for this year is \$178,400.00. Director Gibson stated it is a little less than that because she had three employees quit yesterday. Vice-Chairman Shackelford stated he would like to give Director Weber direction and he doesn't want her to have to run 10 different scenarios. Vice-Chairman Shackelford would like the committee to give some direction to the Budget Director Weber as to what they would consider and then it would be up to the commission to pass. Commissioner Parker asked Director Gibson what was the total increase both in cost of living and in pay increase. Director Gibson stated the total pay increase since 2008 was 8%. Director Gibson stated the pay increases by year are 2008/2009 is 0%, 2009/2010 is 0%, 2010/2011 is 0%, 2011/2012 is 2% 2012/2013 is 0%, 2013/2014 is 3%, 2014/2015 is 3%, 2015/2016 is 0%. Vice-Chairman Shackelford stated he wanted to get it down to two options. Commissioner Parker stated Consumer Price Indexing data and Social Security as well, he is coming up with 16.6% increase in Consumer Price Indexing. Commissioner Parker stated Social Security is up 19.9% in that same period of time. Commissioner Parker stated the Federal Government has increased at a rate 2 ½ times what the County has. Commissioner Cook stated with the break with the new insurance of around \$800,000.00 on the premium cost. There was an increase of \$95,000.00 to \$98,000.00 that was budgeted for that increase that never happened. Commissioner Cook stated the County is looking at a \$900,000.00 windfall of revenue the County wasn't expecting. Commissioner Cook stated when they cut things such as 501C3's it is because they can give the County employees raises so they can maintain them. Commissioner Summers stated he wouldn't take away the longevity pay. Commissioner Sumner stated to Director Gibson when you do cost of living raises that you adjust your comp. plan as well. Commissioner Wolaver asked Director Gibson what year did the County go off of the former pay plan and go into what the County currently has. Director Gibson stated that was in 2008. Commissioner Wolaver asked Director Gibson if no employee received any kind of step raise during this time period that is discussed now. Director Gibson stated that is correct. Director Gibson stated there are no more steps. Vice-Chairman Shackelford asked if they could come up with recommendations of the raise. Commissioner Parker recommends 8% with 9/1 effective date. . Commissioner Wolaver recommends 4% and 9/1 effective date. Commissioner Evans recommends 7%. Commissioner Cook recommends 5% and 9/1 effective date. Vice-Chairman Shackelford recommends 5% and 9/1. Commissioner Harris recommends 4% and 9/1 effective date. Vice-Chairman Shackelford stated it came up with an average of a 5.5% raise. Mayor Norman stated the longevity they were talking about cutting out that it rewards the senior employees. Mayor Norman stated he thinks it is very important to reward the senior employees.

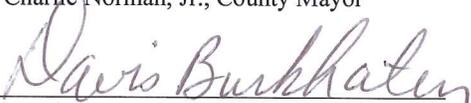
**XII. Announcements**

- A. County Commission Regular Meeting, Monday May 16, 2016 at 6:30 P.M. Tom Primm County Commission Room, Hunter-Matthews Complex. Public Hearing will take place before the Commission meeting at 5:45 P.M.
  
- B. Special Called Budget Committee Meeting, Wednesday May 11, 2016 at 4:30 P.M. Tom Primm County Commission Room, Hunter-Matthew Complex.

**XIII. Adjournment:**

- A. Motion was made to adjourn at 6:56 P.M.

APPROVED   
Charlie Norman, Jr., County Mayor

SIGNED   
Davis Burkhalter, Budget Committee Chairman