

Location of UT Agricultural Extension Office

Goal: To determine the most economical and functional location for the University of Tennessee Agricultural Extension Service to reside in Roane County.

Objective: To perform a cost/benefit analysis for a potential relocation of the UT Extension Service to the old Juvenile Building in Midtown.

Assumptions:

1. Roane County will continue with a contract with the University of Tennessee for Agricultural Extension Programs for future years.
2. Roane County is required as a part of the contract to provide facilities which are used to calculate the county's financial match commitment.
3. Roane County receives both direct and indirect benefits from the UT Extension Service.
4. Roane County desires to make access to the UT Extension programs as easy as possible for our customers.
5. Roane County has available the current third floor location that could continue to be used by the UT Extension Service.
6. Roane County recognizes the need for Courthouse security. Effective fall of 2012, the Roane County Sheriff's Department in conjunction with the Roane County Commission has established a policy that the Courthouse will be provided security at all times in which the Courthouse is open for public use.
7. The UT Extension Service requires meeting space after regular Courthouse hours for classes provided to the public.
8. The UT Extension Service has provided to the Roane County Property Committee, reflected in the September 13, 2012 minutes, that the anticipated after hours use for 2013 is approximately 678 hours. This number does not take into consideration extra time needed to vacate the building nor does it consider that security may already be provided due to other County Commission or Committee meetings taking place at the same time as the UT Extension classes.
9. Classes provided to the public should be near the UT Extension Service office location to assist in the storage of material and equipment and general office use.
10. Roane County has available the old Juvenile Building which is currently being used as a temporary office for the UT Extension Service as construction is taking place on the second and third floor of the Courthouse.
11. For permanent consideration of the old Juvenile Building to be used as the UT Extension Building, an expansion of the existing building would be needed.

Analysis:

Prepare a spreadsheet noting the cost of providing security for UT Extension classes provided after regular Courthouse hours (Table I). Prepare a detailed cost estimate of expansion cost for

retrofitting the old Juvenile Building to house the UT Extension Services (Table II). The estimate should also reflect potential funding sources (Table III) or budget adjustments for the proposed expansion (Table IV).

Conclusion:

Based on the attached analysis of financial cost reflecting security cost at the Courthouse of \$19,000 annually and an estimated cost of construction and operation/maintenance at the old Juvenile facility of \$14,000 annually, we **recommend** the expansion of the old Juvenile Building and the permanent relocation of the Roane County UT Agricultural Extension office to the expanded facility.

Also recognizing the intangible benefits of a more centralized location in the Midtown area, being located adjacent to the Valley Farmers Co-op, and with easier access to serve the UT Agricultural Extension users, we **recommend** the expansion of the old Juvenile Building and the permanent relocation of the Roane County UT Agricultural Extension Service office to the expanded facility.

We further **recommend** that the transfer of funds to the 4-H Foundation be suspended for a minimum of 5 years to assist in paying for the expansion cost. Table III reflects the annual contribution for the 2013 funds.

We further **recommend** adopting a resolution amending the 171 OFI sub fund as reflected in Table IV.

Table I

UT Agricultural Extension Service
Cost of Providing Courthouse Security

Total hours of meetings:	687
Sheriff Deputy Overtime Hrly Pay Rate:	\$ 23.70
FICA & TCRS per hour	4
Total Annual Cost of Security:	<u>\$ 19,029.90</u>

It should be noted that this cost does not include extra time to vacate the building nor a reduction in time where additional meeting are being held simultaneously. Since an additional officer would not be hired, no benefits of health/dental/life insurance are considered.

Table II

UT Agricultural Extension Service
Cost of Renovating Old Juvenile Building

Not to Exceed:	\$ 100,000	\$ 75,000	\$ 50,000
Divided by Anticipated Yrs of Usage	15	15	15
Annual Depreciation	<u>\$ 6,667</u>	<u>\$ 5,000</u>	<u>\$ 3,333</u>
Plus Annual Cost of Maintenance & Operation	<u>\$ 7,540</u>	<u>\$ 7,540</u>	<u>\$ 7,540</u>
Total Annual Cost	<u>\$ 14,207</u>	<u>\$ 12,540</u>	<u>\$ 10,873</u>

Maintenance & Operation Cost based on annual cost estimates for:

Pest Control(based on current bid charge)	\$ 360
Garbage Pickup†	\$ 180
Utilities‡	\$ 6,300
Janitorial Supplies (estimate)	\$ 200
Maintenance of Building (estimate)	<u>\$ 500</u>
Total annual M&O cost	\$ 7,540

† Garbage pickup would be shared with Ambulance & Highway Department. Assuming that the Extension Office would account for a small portion of the trash generated then a 45/45/10 split of the bill would be equitable.

Highway Pickup Fees (annual)	\$ 810
Ambulance Pickup Fees(annual)	\$ 810
Ag Extension Pickup Fees(annual)	\$ 180

‡ Utility estimates based on 6 months of actual utility costs for facility

Electric	\$ 3,600
Phone	\$ 1,860
Internet	<u>\$ 840</u>
TOTAL	\$ 6,300

Table III

Revenue Sources

2013 Funds Appropriated for 4-H Foundation **\$ 7,700.00**

Potential Capital Funding Source:
Use 177- OFI funds to renovate building which would be replaced by the reappropriation of funds provided by the County that are currently being programmed to the 4-H foundation based on Resolution #10-11-18 adopted on Nov 14, 2011. These funds are prior year funds that were appropriated as the county's required match but were unspent . These funds have been rolled over into the 4-H foundation in past years based on Resolution #07-10-08.

Table IV

Fund	Acct No	Description	Current Budget	Amend	Amend Bgt
OFI- Other Facility Improvement					
Expenditure					
171	91110 707-ROOF	Building Improvem'ts	87,449	(46,000)	41,449
171	91110 707-PAVE	Building Improvem'ts	21,679	(21,000)	679
171	34585	Fund Balance	139,128	(33,000)	106,128
171	91110 707-AG	Building Improvem'ts	0	100,000	100,000