

NEW OFFICIALS ORIENTATION

Property Assessor & Road Superintendent

August 22, 2012

Executive Summary # 27
www.roanegov.org

Agenda

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- ▶ County Commission/Committees
- ▶ Emergency Operations Center– EOC

Reference Materials

▶ Roane County Website

- www.roanegov.org then under **publications**
 - Private Acts
 - County Government Handbook of UT-CTAS
 - County wide Personnel Policy
 - Nepotism Act
 - Code of Ethics
- CTAS website www.ctas.utk.edu then: **e-Li**

Contacts

- ▶ Tom McFarland, County Attorney
 - 376-5344, tommcfarlandlaw@gmail.com
- ▶ Kaley Walker, Director of Accounts & Budgets
 - 717-4118, kwalker@roanegov.org
- ▶ Lynn Farnham, Purchasing Agent
 - 717-4104, lfarnham@roanegov.org
- ▶ Ron Woody, County Executive
 - 376-5578, rwoody@roanegov.org
- ▶ Wesley Robinson, CTAS
 - 931-797-6474 (soon to be 865), wrober25@utk.edu

County's Relationship to the State

- ▶ County Government Under the Tennessee Constitution (*from CTAS Tennessee County Government Handbook*)
 - Under the Tennessee Constitution, counties are an extension of the State and are deemed political subdivisions of the State created in the exercise of its sovereign power to carry out the policy of the State. Counties, as the creation of the State, are subject to control by Tennessee's legislature, known as the General Assembly. Although the General Assembly has very broad powers to deal with county government, the State's constitution places some limitation on its discretion regarding counties.

Oath – Highway Superintendent

I, DENNIS FERGUSON, Road Superintendent for the County of Roane, State of Tennessee, do solemnly swear that I will perform, with fidelity, the duties of the Office to which I have been elected and which I am about to assume, and that I will support and defend the Constitution of the State of Tennessee and of the United States of America, so help me God.

Oath – Property Assessor

I, DAVID MORGAN, Assessor of Property for the County of Roane, State of Tennessee, do solemnly swear that I will appraise, classify, and assess all taxable property of the County of Roane according to the Constitution of Tennessee and the laws of the State; that I will truly report all persons who fail or refuse to list their taxable property or who have to my knowledge returned a fraudulent list; and that I will faithfully, impartially and honestly discharge my duties as Assessor of Property according to the law, to the best of my knowledge and ability, without fear, favor or affection, so help me God.

General Information

- ▶ The County's fiscal year is from July 1, 2012 – June 30, 2013.
- ▶ The County Budget was approved by County Commission on July 9, 2012.
- ▶ The Accounting & Purchasing Departments are audited annually by the State Comptroller's Office, Division of County Audit. All policies & procedures of these departments are in accordance with State Law.

Courthouse Staff – Purchasing

- ▶ Purchasing Department
 - Lynn Farnham, Purchasing Agent (717-4104 & 804-4104)
 - Heather Stooksbury, Senior Buyer (717-4105)
 - Jeanie Brown, Purchasing Clerk (717-4209)

- ▶ Building & Grounds – Office Phone 717-4119
 - Keith Howell, Maintenance Supervisor (466-1837)
 - Ken Clinton, Maintenance – Courthouse & Old Jail (384-3287)
 - Steve Wallace – Maintenance, New Jail
 - Ralph Williams, Custodian
 - Rhonda Clark, Custodian

Staff Responsibility

- ▶ **Purchasing Staff**
 - To work with Officials and/or their designee to insure that all purchases are made according to the law and best purchasing practices.
 - To manage the Building & Grounds Department
 - To manage the county's Property & Casualty Insurance Program

- ▶ **Building & Grounds Staff**
 - To maintain the Courthouse & Old Jail buildings
 - To clean the offices in the Courthouse
 - To assist with moving furniture, files, etc.

- ▶ **Courthouse security is the sole responsibility of the Sheriff.**

Purchasing Law

- ▶ Requisitions are required for most purchases. Some exclusions include travel, membership dues, subscriptions, etc.
- ▶ Purchases costing between \$2,500 & \$10,000 require informal quotes. Purchases over \$10,000 must be competitively bid.
- ▶ You are not authorized to make purchases without an approved purchase order. Purchase orders are approved when they are signed by the Purchasing Agent & the Budget Director.
- ▶ You do not have the authority to sign contracts. Only the County Executive & the Purchasing Agent has this authority.
- ▶ All contracts must be approved by the County Attorney.

Purchasing– Annual Contracts

- ▶ Annual contracts for the Highway Department include:
 - Hot Mix – Pick Up
 - Hot Mix In Place
 - Crushed Stone
 - Emulsified Liquid Asphalt
 - Milling Pavement
 - Metal Culverts
 - Pest Control
 - Oil & Lubricants
 - Gasoline & Diesel

- ▶ There are no annual contracts that are bid for the Property Assessor.

Insurance

- ▶ **Liability & Auto Insurance** – Liability insurance covers General Liability and Employment Practices Liability. General Liability questions should be directed to Risk Management. **All Employment Practices questions should be directed to the County Attorney or to Travelers’ hotline.** Auto covers all county owned vehicles and drivers.
 - Insured by Travelers
 - Agent – Johnny Griffin

- ▶ **Property**
 - Insured by Westfield Insurance
 - Agent – Jerry Stephens

- ▶ **Worker’s Compensation**
 - Insured by Midwest Employer’s Casualty
 - Agent – Johnny Griffin

Insurance Claims

- ▶ All accidents dealing with Liability or Auto are to be reported to the Purchasing Office immediately. Our office manages the claims with the insurance agents.
- ▶ Workers' compensation injuries require that a First Report of Injury form to be filed immediately with Arlene Daugherty in the County Executive's office.
- ▶ Lawsuits are reported to the County Attorney. He will then determine if they should be sent to the insurance company or if he will defend them.

Insurance– Worker’s Compensation

- ▶ The county is self-insured up to \$450,000 for worker’s compensation claims.
- ▶ Funds are transferred from the all funds into the Worker’s Compensation Fund to pay claims, excess insurance premium & bond costs associated with being self-insured.
- ▶ It is the county’s goal to build the Worker’s Compensation Fund to be able to pay claims and program expenses. This is done by reducing claims. This can be accomplished by maintaining a safe workplace.

Worker's Compensation Claims

Department	Paid	Reserve	Total Incurred	Claims	Contribution
General Purpose Schools	54,048.41	16,190.04	70,238.45	18	161,780
Highway Dept.	19,915.58	22,102.67	42,018.25	4	58,410
Ambulance Service	14,534.76	18,943.20	33,477.96	13	107,140
School Transportation	9,748.21	1,857.69	11,605.90	1	105,000
General Fund	7,234.49	4,060.15	11,294.64	6	120,340
School Cafeteria	5,397.71	2,073.33	7,471.04	6	40,000
Judicial Task Force	3,200.30	2,949.70	6,150.00	1	0
Wastewater	1,608.79	0	1,608.79	1	5,060
Sheriff Dept.	583.80	0	583.80	2	0
Recycle Center	250.11	0	250.11	1	4,180
Health Dept.	92.00	0	92.00	1	2,530
Totals:	116,614.16	68,176.78	184,790.94	54	

Risk Management

- ▶ **The Risk Manager for the county is Scott Stout** (Office 717-4440/Cell 765-3087). Part of his responsibility is as Safety Officer. His office is located in the Office of Emergency Services Department.
- ▶ Scott works with the Safety Committee of the County Commission, TOSHA, etc.
- ▶ **Monthly Safety Meetings** are held in the Courthouse for all Courthouse employees.
- ▶ **The Highway Department has historically held monthly Safety Meetings at the Central Services Building.**
- ▶ Scott can assist in providing safety topics & literature.
- ▶ **Any unsafe conditions should be reported to Scott.**

Bond Requirement – Highway

- ▶ TCA §54-7-108 – Before entering into the discharge of official duties, the chief administrative officer shall take and subscribe to an oath in writing before the County Clerk that the chief administrative officer will perform with fidelity the duties of the office of chief administrative officer, and shall enter in a bond of one hundred thousand dollars (\$100,000) as set forth in §54-4-103.
- ▶ The term of the bond is September 1, 2012 through August 31, 2016.
- ▶ You may use any bonding agent you choose.

Bond Requirement – Property Assessor

- ▶ TCA §67-1-505 – Each county assessor, before entering into the duties of office, shall enter into an official bond prepared in accordance with title 8, chapter 19, payable to the State of Tennessee in the sum of ten thousand dollars (\$10,000), to be approved by the County Mayor, conditioned in such manner as required by §8-19-111. The bond shall be approved by the County Legislative Body, recorded in the office of the County Register of Deeds and transmitted to the Comptroller of the Treasury for safekeeping.
- ▶ The term of the bond is September 1, 2012 through August 31, 2016.
- ▶ You may use any bonding agent you choose.

Accounting– Courthouse Staff

- ▶ Kaley Walker – Budget Director. Contact for budget questions, submittals, resolutions or Accounting questions. 717-4118
- ▶ Jennifer Evans – Chief Bookkeeper. General Accounting procedure questions. 717-4114
- ▶ Debbie Terry – Accounts Payable Clerk. Contact for payment of all invoices/bills that are on purchase order or Credit Card. 717-4109
- ▶ Dale Collins – Accounts Payable Clerk. Contact for payment of invoices that do not require a purchase order. 717-4110
- ▶ Marti Higgins – Revenue Clerk. Contact for information regarding revenue. 717-4111
- ▶ Linda Stooksbury – Payroll/Insurance Clerk. 717-4113

Accounting Procedures

- ▶ To have an invoice paid you will need to submit to the Accounting Department:
 - **An Original Invoice.** Invoices should be mailed directly to our office, we will make a copy and send it to you for review and approval.
 - **An Original Ink Signature by yourself or your designee** responsible for verifying delivery of items/pricing. This signature can be on the invoice or if it has an associated purchase order the pink copy will need to be signed and returned with the invoice
 - **The Account Number/ Purchase Order Number** you wish for this expense to be paid against

Accounting will then....

- ▶ Verify there is money budgeted and that it is sufficient to cover that expense
 - If there is not sufficient money budgeted in that budget code you may have to move money around before the invoice will be paid
- ▶ If the purchase should have gone through purchasing and it did not it will be “**pink sheeted**” which means it will be sent to Purchasing for approval prior to being paid. This is also a flag for audit to show that the purchasing procedures were circumvented
- ▶ Cut the check to pay the expense within 5 days

Accounting–Annual Budget

- ▶ January we will send out budget forms showing you what was spent in the prior year as well as what the current budget is. There is room for you to request the next year's appropriation.
- ▶ These budget forms must be filled out and returned to Accounting by mid–March.
- ▶ The Director of Accounts and Budgets will go through your budget request and may ask for additional information.
- ▶ The Budget Committee will meet in May/June with you to discuss and vote on recommending your budget to the full commission.

Countywide Personnel Policies

- ▶ Lays out general personnel policies for all county employees including:
 - General Hiring and Employment
 - Employee Conduct
 - Compensation Policies
 - Employee Benefits
 - Personnel Records

Department Specific Personnel Policies

- ▶ You will be provided with the personnel policies as established by your predecessor.
- ▶ You have the right to change and alter them as long as they remain within the legal requirements as determined by the County Attorney.

Nepotism Private Act

- ▶ <http://www.roanegov.org/publications.html>
- ▶ SECTION 3. Within each governmental entity, no county employees who are relatives shall be placed within the same direct line of supervision whereby one (1) relative is responsible for supervising the job performance or work activities of another relative; provided, that the extent possible, the provisions of this act shall not be construed to prohibit two (2) or more such relatives from working within the same county governmental entity.

There are eight (8) sections.

County Commission/Committees

- ▶ Commission meets 2nd Monday of the Month at 7:00 pm
- ▶ Committees established by Commission or by state law
- ▶ Committee terms January 1 to Dec 31 of each year
- ▶ Committee on Committees set in Sept for slate of committee members for Dec consideration
- ▶ <http://www.roanegov.org/committies>

Support of the Emergency Operations Center (EOC)

- ▶ **Roane County Property Assessor Responsibilities**
 - Provide property data to the EOC for damage assessment
 - Provide Support to the EOC with GIS mapping.
 - Provide a liaison to the EOC during time of activation to serve as a technical specialist with the recovery branch.

**Roane County Highway
Department
Disaster Operations
Emergency Support Function-1 (ESF-1)
Transportation**

Purpose of ESF-1

- ▶ ESF-1 purpose is to coordinate local transportation in support of emergency responders.
- ▶ In major emergencies, large quantities of personnel, equipment, and supplies will be moving into the affected area – Your job is to coordinate this movement

Who makes up ESF-1?

- ▶ Roane County Highway Department
 - Leads group
 - Provides EOC Staff to Manage ESF 1
- ▶ Municipal Street Departments
- ▶ Roane County Sheriff Office
- ▶ Municipal Police Department

Questions?????