

2018-2019 Budget Committee Meeting

May 15, 2018 9:30AM

Members Present: Ron Woody, Chairman, Commissioners: Darryl Meadows, James Brummett, Carolyn Granger, and Mike Hooks

Members Absent: NONE

Additional: Connie Aytes, Director of Accounts and Budgets, assisted by Jennifer Evans and Chairman of Commission, Ron Berry

Meeting Convened: Meeting called to order by Chairman Woody @ 9:30AM

Budget 2019

The budget meeting was held this morning to hear comments and/or request from the departments under the direction of Chairman Ron Woody, and to approve any current transfers that might be needed in order to have all the codes covered before year end.

The following functions/departments in the General Fund has been approved and reviewed by the committee:

Planning & Zoning

101-51720 \$193,201

Renee Crowe and Phil James were present before the committee to discuss the Planning and Zoning budget. This budget has a decrease of \$21,608 because of a double posting of Contracts with Government Agencies.

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed** on **\$193,201**

Codes

101-51750 \$341,484

Glen Cofer and Renee Crowe was present before the committee to discuss the Codes budget. Throughout their budget there were increases and decreases to several line items causing a decrease in prior year of \$1,602.

Motion by Granger 2nd by Meadows

On a **voice vote** motion **passed** on **\$341,484**

County Buildings

101-51800 \$529,783

To discuss the matters of the buildings and grounds budget was Lynn Farnham. Increase budget of \$12,249 from prior year is mainly due to medical insurance increase and electricity line item.

Motion by Hooks 2nd by Granger On a **voice vote** motion **passed** on **\$529,783**

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Purchasing

101-52200 \$214,468

Roane County's Purchasing Agent Lynn Farnham was present to discuss the budget for Purchasing. An increase of \$23,482 from prior year is largely due to medical insurance and travel

Motion by Brummett 2nd by Meadows

On a **voice vote** motion **passed on \$214,468**

Other General Administration

101-551900 \$42,919

The Other General Administration function is a catch all for operation codes that cover the Purchasing and Finance. Lynn Farnham along with Connie Aytes will manage this function. There is an increase of \$6,419 due to an increase in Maintenance Agreements and Data Processing Services

Motion by Granger 2nd by Meadows

On a **voice vote** motion **passed on \$42,919**

Risk Management

101-51920 \$505,619

Scott Stout was present for his review of the Risk Management Budget. Roane County is seeing an increase in Liability, Vehicle and Equipment Insurance this budget year. The change in prior year is a total of \$16,553

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed on \$505,619**

Workman's Comp

Fund 266 \$713,600

Scott Stout is over the Workman's Comp as well since it relates to Risk Management. This fund could be in some serious issues if we have any larger claims on accidents throughout the county so monitoring this fund is and discussing its future will be on close radar during this next budget cycle.

Motion by Granger 2nd by Hooks

On a **voice vote** motion **passed on \$713,600**

Local Health

101-55110 \$184,582

Director of Roane County Health Department Laura Conner was present before the committee to discuss the operations of the Health Department. The only increase request for this department was Staff Development of \$4,500.

Motion by Granger 2nd by Meadows

On a **voice vote** motion **passed on \$184,582**

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Other Local Health

101-55190 \$537,177

Laura Conner is also over the Other Local Health Department which covers the Dental program for the county. This budget is fully covered by grant revenue. Therefore, only the amount spent throughout the year will be reimbursed. The prior year expenditures were 206,488.

Motion by Meadows 2nd by Granger

On a **voice vote** motion **passed on \$537,177**

Appropriation to State

101-55390 \$52,781

Laura Conner manages this function of the budget and there were no increases from prior year.

Motion by Meadows 2nd by Granger

On a **voice vote** motion **passed on \$52,781**

General Capital Project Fund 171-OFI (current year changes)

171-OFI-91140-707-HEALT

While Laura Conner had the attention of the Budget Committee she made a request to move some current year funding in the General Capital Project Fund 171-OFI to purchase a new generator that is needful for the operations of the health department incase of a power outage.

Motion by Meadows 2nd by Granger to approve the transfer of \$4,762.52 from 171-OFI-91140-791-HEALT to 171-OFI-91140-707-HEALT

On a **voice vote** motion **passed**

Veterans Service

101-58300 \$60,573

Chairman Ron Woody presented the budget for Brian Dunn, Supervisor of the Veterans Service. During the discussion of this function, Director Connie Aytes needed direction from the Committee as to what can actually be spent on the 599 Other Charges code. Since this is a fairly new function no policy has been written on what is a legitimate reimbursement.

Budget Committee approved that at the Discretion of the supervisor hotel stays, food, clothing can be purchased and reimbursed up to what is budgeted in the 599- Other Charges code. The expenditures can and only be spent on Homeless VAs or at times there are travel needs to a VA hospital that they may need assistance on and that will be in the 355-Travel code. Of course, this will be a first come first serve basis. The budget is not large enough to help all that is in need.

Motion by Meadows 2nd by Granger

On a **voice vote** motion **passed on \$60,573**

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Drug Court

101-53330 \$92,858

Chairman Ron Woody presented the budget for the Drug Court to the committee. This function is reimbursed through State Grant Funding. As we see a decrease in the expenditures from prior year we also see that same reduction in State revenue.

Motion by Meadows 2nd by Granger

On a **voice vote** motion **passed on \$92,858**

Public Defender

101-53610 \$60,000

This function is a new function to the Roane County Budget. Resolution # 05-18-05 was approved by the Commission on its May 14th meeting. The Justice Assistance Grant Program (JAG) established a program of criminal justice grants to aid state and local governments in implementing effective criminal justice improvements projects.

Motion by Meadows 2nd by Granger

On a **voice vote** motion **passed on \$60,000**

Committee & Boards

At this time, Chairman Ron Woody presented to the Committee the five functions that pertain to the County's Committee's and Board Operations:

County Commission

101-51100 \$146,541

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed on \$146,541**

Board of Equalization

101-51210 \$11,400

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed on \$11,400**

Beer Board

101-51220 \$5,720

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed on \$5,720**

Budget and Finance Committee

101-51230 \$12,525

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed on \$12,525**

Other Boards and Committees

101-51240 \$42,830

Motion by Hooks 2nd by Granger

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On a **voice vote** motion **passed on \$42,830**

Accounts and Budgets

101-52100 \$503,788

Director Connie Aytes presented her budget to the Committee for approval. There is an increase from the prior year of \$21,583 requested and that is due to an increase in staff development and travel for the COCTP certificates that have been obtained by each of the employees in the Accounting department, as well as mandated salary increase and medical insurance.

Motion by Hooks 2nd by Meadows

On a **voice vote** motion **passed on \$503,788**

Non-Profits

101-55590 \$120,000

Chairman Ron Woody presented the budget for the budget for the Non-Profits of Roane County. This function has a budget of what one penny is worth during the budget process. One penny equals \$120,000. The Non-Profit Committee will meet at a later date to review the individual request that have been submitted to the Director of Accounts and Budget's office.

Motion by Meadows 2nd by Brummett

On a **voice vote** motion **passed on \$120,000**

Libraries

101-56500 \$15,800

Chairman Ron Woody presented the budget also for the Libraries. There were no increases from prior year.

Motion by Granger 2nd by Hooks

On a **voice vote** motion **passed on \$15,800**

County Coroner

101-54610 \$100,000

Chairman Ron Woody presented the budget for the County Coroner to the Committee. Due to the Drug issue that is in Roane County we have seen much more deaths due to drug overdoses therefore causing a need to increase this budget from prior year of \$13,987

Motion by Brummett 2nd by Granger

On a **voice vote** motion **passed on \$100,000**

Fund 264 - Dental

Fund 264 \$614,569

Chairman Ron Woody presented the budget for Fund 264 which is our self-insured Dental Plan.

Motion by Hooks 2nd by Meadows

On a **voice vote** motion **passed on \$614,569**

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Employee Benefits

101-58600 \$64,000

Chairman Ron Woody presented to the Budget Committee our Employee Benefits function that we pay for retiree's health insurance. We don't know the extent of all that will retire once the election takes place so there may be an amendment to this account during our year end clean up.

Motion by Hooks 2nd by Granger

On a **voice vote** motion **passed on \$64,000**

Transfers

101-99100-590 \$760,000

Chairman Ron Woody presented to the Budget Committee the Transfers to our General Capital Project Fund 171 and the General Debt Service Fund. The Sub-Funds that are being transferred to is the CHJ-Courthouse and Jail Maintenance \$135,000; RCC-Riley Creek Camp Ground \$125,000; and the General Debt 151 \$500,000 to be transferred back during another budget year.

Motion by Meadows 2nd by Granger

On a **voice vote** motion **passed on \$760,000**

At this time, we broke for lunch and Carolyn had to leave the meeting.

Changes to Property Assessor

101-52300 \$622,849

Chairman Ron Woody brought to the attention of the Committee that we had to increase the previously approved budget for the Property Assessor due to an employee that would be receiving longevity pay of 25 years.

Motion by Hooks 2nd by Brummett

On a **voice vote** motion **passed on \$622,849**

Changes to County Clerk

101-52500 \$677,251

Chairman Ron Woody brought to the attention of the Committee that we had to increase the previously approved budget for the County Clerk due to an employee that would be receiving longevity pay of 25 years.

Motion by Hooks 2nd by Brummett

On a **voice vote** motion **passed on \$677,251**

County Mayor/Executive

Presented to the Budget Committee by Chairman Ron Woody was his budget for the County Mayor/Executive. While his budget is presented with an increase of \$14,934 due to mandated salary increases, he spoke to the committee on the changes that were happening

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in his staff over the first six (6) months of the new fiscal year. To replace the personnel that is required to manage the EDA Loans and Grants was going to be hard with the budget that is currently in his Assistant(s) line item. No other increase is expected to be requested other than what has been mandated.

Motion by Meadows 2nd by Hooks

On a **voice vote** motion **passed on \$677,251**

Industrial Development

101-58120 \$613,980

Wade Creswell and Jim Podmer, Industrial Board Chairman, was present during the discussion of the Industrial Development board. Discussion was made of how much the County really sees of the Hotel/Motel Tax when most of the hotels are in Harriman and Kingston. It appears that this will have to be a discussion between the Mayors/Executive to petition that the two cities contribute more of the Tourism Budget than what they currently pay. We as a rural area is paying \$174,600 and receiving less than \$90,000 in return of taxes. The figures for local option sales tax is unavailable at this time.

Motion by Meadows 2nd by Hooks

On a **voice vote** motion **passed on \$613,980**

Highway Five Year Average

At this time, Chairman Ron Woody reviewed with the Committee the worksheet that is presented to CTAS that shows the Maintenance of Effort is being maintained during this budget cycle. No action is necessary for this item

Current Year Amendments

A list of current year payroll benefits for the general fund was present to the committee to approve by Chairman Ron Woody. The transfers were estimated and one last final review before the June Commission meeting will be made and presented to the committee on last time for approval.

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Current Year Amendments (cont.)

Fund - 101	Function - Object Code	Description	Orig. Budget	Amend	Amended Budget
Budget Committee	51230-207	Medical Insurance	100	20	120
Budget Committee	51230-302	Advertising	1,000	(20)	980
Law Director	51400-201	Social Security	7,612	800	8,412
Law Director	51400-204	State Retirement	5,996	600	6,596
Law Director	51400-208	Dental Insurance	300	100	400
Law Director	51400-299	Other Fringe Benefits	480	(400)	80
Law Director	51400-331	Legal Services	1,000	(500)	500
Law Director	51400-355	Travel	1,500	(600)	900
Election	51500-204	State Retirement	9,291	30	9,321
Election	51500-207	Medical Insurance	19,000	(30)	18,970
Register	51600-201	Social Security	15,860	150	16,010
Register	51600-204	State Retirement	11,122	1,500	12,622
Register	51600-207	Medical Insurance	42,300	(1,650)	40,650
Risk Mgmt	51920-201	Social Security	1,700	100	1,800
Risk Mgmt	51920-207	Medical Insurance	1,800	(100)	1,700
Purchasing	52200-201	Social Security	10,712	600	11,312
Purchasing	52200-204	State Retirement	7,782	1,000	8,782
Purchasing	52200-207	Medical Insurance	7,200	1,500	8,700
Purchasing	52200-299	Other Fringe Benefits	1,440	10	1,450
Purchasing	52200-308	Consultants	8,000	(3,110)	4,890
Reappraisal	52310-204	State Retirement	6,687	250	6,937
Reappraisal	52310-204	Medical Insurance	12,762	100	12,862
Reappraisal	52310-204	State Retirement	6,687	250	6,937
Reappraisal	52310-206	Life Insurance	188	10	198
Reappraisal	52310-207	Medical Insurance	12,762	100	12,862
Reappraisal	52310-208	Dental Insurance	934	10	944
Reappraisal	52310-299	Other Fringe Benefits	960	(350)	610
Reappraisal	52310-599	Other Charges	1,500	(370)	1,130
Circuit Ct	53100-206	Life Insurance	264	10	274
Circuit Ct	53100-207	Medical Insurance	43,080	(10)	43,070
Health Dept.	55110-204	State Retirement	2,045	300	2,345
Health Dept.	55110-207	Medical Insurance	12,800	(350)	12,450
Health Dept.	55110-208	Dental Insurance	300	50	350

Motion by Meadows 2nd by Hooks

On a voice vote motion passed

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Adjournment

Motion by Meadows 2nd by Granger to adjourn the meeting at 2:30pm

Minutes submitted by Director Aytes