

WHITE COUNTY BOARD OF COMMISSIONERS

MINUTES OF THE FISCAL YEAR 2018 BUDGET PLANNING SESSION

HELD WEDNESDAY, APRIL 12, 2017 AT 8:30 A.M.

The White County Board of Commissioners held a Budget Planning Session for the 2018 Fiscal Year on Wednesday, April 12, 2017 at 8:30 a.m. in the Board Room at the White County Administration Building. Present for the meeting were: Chairman Travis Turner, Commissioner Terry Goodger, Commissioner Lyn Holcomb, Commissioner Edwin Nix, Commissioner Craig Bryant, County Manager Michael Melton, Finance Director Vicki Mays, and County Clerk Shanda Murphy.

Chairman Turner opened the meeting.

Mr. David Murphy, Director of Public Safety, presented the proposed budgets for Animal Control, EMA, 911, and Fire Services.

Mr. Murphy presented a proposed increase of \$8,575.00 for the Fiscal Year 2018 Animal Control Budget. He noted this was due to the cost of veterinarian services and facility maintenance.

Mr. Murphy presented the proposed Fiscal Year 2018 budget for EMA, which included an increase of \$8,998.00. He stated this increase included the addition of a part-time position to the county's payroll which had previously been covered by a federal grant program that was coming to an end and an increase to the supplies & communication line items.

Mr. Murphy presented the proposed Fiscal Year 2018 Budget for 911. He stated that the overall budget was decreased by \$6,500.00 and the county contribution from the General Fund would remain at \$381,391.00

Mr. Murphy presented the proposed Fiscal Year 2018 Budget for the 911 Restricted Capital & Upgrade Fund. He presented estimated revenue of \$60,000.00 – with a projected fund balance of \$106,782.00. The 2018 projects which he proposed for this fund included radio infrastructure & street directional signage – these were estimated to total \$60,000.00. The Board supported the Road Department and Public Safety working together on the street sign project and asked for information on the cost of the equipment needed to produce signs in-house, especially during rainy days when the road crews might be in the shop.

Mr. Murphy presented the proposed Fiscal Year 2018 Budget for Fire Services. The proposed budget as presented included the addition of one (1) full-time and two (2) part-time firefighters which would increase coverage by one (1) additional station during peak hours. The proposed budget also reflected the addition of the mandated supplemental cancer insurance and an operational increase related to tires, uniforms, operational equipment, etc. The total increase of the proposed Fire Services budget was \$88,639.00.

Mr. Murphy addressed the \$260,000.00 allocated for 911 system improvements in the current SPLOST. He stated this included replacement of the current 911 Emergency Phone System, which is a priority due to constant repairs being made, no warranty, and limited parts being available for the outdated system. He asked that the Board consider authorizing the project be put out to bid August 2017.

Complete presentation made for Animal Control, EMA, 911, and Fire Service included in meeting file.

Mr. Tom O’Bryant, Director of Community & Economic Development presented the Fiscal Year 2018 Budgets for Economic Development, GIS, Building Inspection, Code Enforcement, Planning, and Solid Waste.

The proposed budget presented for Economic Development included an increase of \$71.00 related to adjustments to worker’s compensation expenses.

The proposed budget presented for GIS included an increase of \$13,291.00 related to the proposed aerial photography (cost to be shared with the Assessor’s Office) and personnel costs.

The proposed budget presented for the Building Inspections Department included an increase of \$3,085.00 related to personnel benefits. Mr. O’Bryant did state that permitting had definitely increased with 550 permits having been issued over the past 12 months. He did note that he was also submitting a request for SPLOST funding for a new vehicle in order to accommodate the addition of another inspector (\$25,000.00) and that Building Inspections revenue was covering the cost of the department.

The proposed budget presented for the Code Enforcement Department included an increase of \$1,311.00 related to personnel costs and a new computer request. Mr. O’Bryant stated that Code Enforcement had been instrumental in the increase in Lodging Tax Collections and Occupational Tax Certificates.

The proposed budget presented for Planning included an increase of \$2,106.00 related to an increase in worker’s compensation costs and for legal advertising for land use actions.

The Board directed Mr. O’Bryant to look at permit fees and land use fees charged in surrounding counties in order to determine if there was any opportunity for additional revenue in these areas.

The proposed budget for Solid Waste included an increase of \$687.00 related to an increase in worker’s compensation costs. Mr. O’Bryant stated that with the increase in charges for bagged garbage at the Convenience Center – the operation was self-supporting with revenues covering expenses. The Board did direct Mr. O’Bryant to research the cost for bagged garbage at the Transfer Station (managed by Advanced Disposal) compared to the Convenience Center – as both facilities should be charging the same fee for bagged garbage.

In summary, the budgets for the departments which make up the Community Development Department, represented an increase of \$20,551.00.

Complete presentation made for Economic Development, GIS, Building Inspections, Code Enforcement, Planning and Solid Waste included in meeting file.

Ms. Bonnie York, Senior Services Director, presented the proposed budget for the White County Senior Center. The budget as presented reflected a decrease in county funding of \$4,096.00 – this decrease was a result of increased state and federal grant funds. There was discussion regarding the need for a new wheelchair accessible van. Ms. York stated she was working on this with Mr. Melton on this. ***Complete presentation made included in meeting file.***

Mr. Dave Cangemi, Director of Public Works, presented the proposed budget for the White County Road Department. The budget as presented reflected an increase of \$98,107.00 related to the addition of a part-time Project Manager, three (3) merit increases, and various additional supply items. Mr. Cangemi also presented a SPLOST request of \$160,000.00 for the purchase of two (2) tractors. ***Complete presentation made included in meeting file.***

Mr. Robert Hamrick, IT Director, presented the proposed budget for the Information Technology Department. The proposed budget included an increase of \$988.00. Mr. Hamrick also made a SPLOST request for \$49,000.00 related to Server / Storage Replacement (\$33,000.00) and Other Network Equipment (\$16,000.00). ***Complete presentation made included in meeting file.***

Mr. Joe Gailey, Director of Parks & Recreation, presented the proposed budget for Fiscal Year 2018 which included a decrease in revenues of \$84,150.00 and an increase in expenses of \$132,526.00. Mr. Gailey stated that FY 2017 revenues were an estimate due to not having accurate revenue information from the YMCA. The increase in expenses was related to the request for an additional full-time front desk receptionist position (which would bring consistency to the front desk duties), the addition of a full-time Athletic Director, and the addition of a part-time janitorial position. Mr. Gailey also presented a SPLOST request for gym floor repair (\$44,000.00), lawnmower (12,294.00), stage doors (\$700.00), and additional parking spaces (\$25,756.00) – total \$82,750.00. There were discussions regarding opportunities for additional revenue. ***Complete presentation made included in meeting file.***

Mr. Ken Payne, Director of Facilities, presented a proposed budget with an increase of \$15,518.00 – with the increase reflecting installation of auto door opener at various county facilities in order to improve accessibility, increased janitorial supply usage (specifically at the courthouse facility), increase in supply and labor costs, and roll-off rentals for various projects. Mr. Payne also presented a SPLOST request for \$19,042.00 – which included a snowplow for county parking facilities, salt spreader, and ceiling replacements for the courthouse. ***Complete presentation made included in meeting file.***

Ms. Vicki Mays, Finance Director, presented the proposed budget for the Finance Department which included an increase of \$942.00 related to training expenses. ***Complete presentation made included in meeting file.***

Ms. Shanda Murphy, County Clerk / Director of Human Resources, presented the proposed budget for Countywide, Board of Commissioners, Human Resources, and Hotel Motel Tax.

For the Countywide Budget – the revenue would be established by the fund balance needed in order to balance the FY 2018 Budget – with the current fund balance available of \$4,346,390.00 (3.3 Months) and with the FY 17 Budget including \$592,099.00 in Fund Balance Forward. The expense portion of the countywide budget included a \$16,245.00 increase related to the Enotah Judicial Circuit Expense and audit expenses. Ms. Murphy reviewed all the agency requests – which are paid from the Countywide Budget noting that Family Connections, AVITA, Enotah CASA, and Legacy Link had requested increases – however the increases were not reflected in the expenses being presented.

Ms. Murphy presented the Board of Commissioners proposed budget with a projected increase of revenues of \$91,150.00 and a projected decrease in expenses of \$3,686.00.

Ms. Murphy presented the Human Resources Department proposed budget with an increase in expenses of \$2,451.00 due to the cost of advertising and background checks. Specific information was provided to the Board including employee demographics, employment statistics, employee benefits history, and classification / compensation history. Ms. Murphy did note that they were making a recommendation to increase the non-wellness rate from +\$25.00 per pay period to +\$35.00 per pay period. She noted that currently there are 18 employees on the non-wellness rate plan. There was a consensus of the Board that they wanted to increase the non-wellness rate – with the employee benefit renewal changes to be discussed at the April 24, 2017 Commission Meeting.

Ms. Murphy presented the Hotel / Motel Tax Fund proposed budget – noting that revenues and expenses were balanced at \$700,675.00 – which included funds returned to DNR and not included in the distribution calculations. A breakdown of the requirements associated with Hotel Motel Tax was reviewed as well as current distributions. Ms. Murphy noted that the CVB had requested an increase from 33% to 37.5%, the Chamber requested an increase from 18.6% to 28%, and the Sautee Nacoochee Community Association (SNCA) requested an additional \$7,000.00. Projected distributions based on current contract rates were reviewed – noting that General Fund would retain \$145,019.00. There was a consensus of the Board to provide SNCA with an additional \$5,000.00 as done mid-year FY 2017 for the Winterfest event – understanding this contribution would be temporary as the event was developed and became self-supporting.

Complete presentation made included in meeting file.

Following the budget presentations – there was a consensus that the full time position requested by the Fire Department would be removed, the personal property audit expense from the Assessor’s Office would be removed, and the two (2) full-time & one(1) part-time positions requested by Parks & Recreation would be removed.

With the changes noted above, Ms. Vicki Mays was directed to provide an updated proposed budget recap.

Upon a motion made by Commissioner Goodger, seconded by Commissioner Holcomb there was a unanimous vote to adjourn the budget planning session.

April 12, 2017 – Budget Planning Session Minutes (continued)

The minutes of the April 12, 2017 Fiscal Year 2017-2018 Budget Planning Session were approved by the Board of Commissioners.

May 1, 2017

s/Shanda Murphy

Shanda Murphy, County Clerk