

**WHITE COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF THE BUDGET WORK SESSION HELD**

**WEDNESDAY, APRIL 20, 2016 AT 8:00 A.M.**

The White County Board of Commissioners held a Budget Work Session on Wednesday, April 20, 2016 at 8:00 a.m. in the Board Room at the White County Administration Building. The purpose of this budget Work Session was to review preliminary departmental budgets for Fiscal Year 2017. Present at 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.

Mr. Melton reviewed that the preliminary draft budget as presented stating that this included the budget request as submitted by the elected officials, capital requests, no fund balance included as revenue and was not balanced – with revenues at \$14,344,391.00 and expenses at \$17,196,779.01. However, with the information being presented it would be possible for the Board to have enough information to bring process to a balanced budget. Mr. Melton emphasized that both the revenues and expenses were very preliminary numbers and the expense projection did not include the amended budget for the December 1, 2016 pay increases.

Sheriff Neal Walden presented the following budgets:

- Detention Center Revenue / Expenses: \$2,900.00 / \$2,127,289.00
- Sheriff's Office Revenue / Expenses: \$228,625.00 / \$3,232,420.00

Both proposed budgets included a 3% increase for salaries & wages and 5 vehicles.

The Board discussed purchasing two (2) of the five (5) vehicles from the FY 2016 budget and asked Ms. Mays to remove the proposed 3% pay increases in order for all department budgets to be considered equally.

Mr. Matt Bidwell, MSI Benefits Group, presented preliminary information to the Board of Commissioners for the 2016 renewal of the employee benefits program. The entire report was submitted to the meeting file for record; however the following options were discussed in detail:

- Current renewal with Alliant -7.38%, BCBSGA -10.27%, CIGNA -13.28%. Humana - 9.70%.
- Mr. Bidwell noted that White County's medical claims were running extremely low.

The Board asked Mr. Bidwell to contact Alliant and ask for their best and final offer as there was a consensus of the Board that they would like to maintain coverage with Alliant during the upcoming year.

Mr. David Murphy, Public Safety Director, presented the following budgets for Emergency Management, 911 Communications, Fire Services, and Animal Services:

- Emergency Management: \$177,462.00 (An Increase of \$1,050.00/ .595%);
- 911 Communications: \$857,811.00 – Total (A Decrease of \$5,327.00; General Fund Contribution To Remain the Same At \$897,811.00)

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- 911 Restricted Capital & Upgrade Fund: Fund Balance of \$91,276 – 2017 Projects in the amount of \$40,000. Mr. Murphy also discussed the need for allocated SPLOST Funds in the amount of \$260,000.00 for the 911 Phone Replacement Project;
- Fire Services: \$1,572,091.00 (An Increase of \$523,795.00 / 49.966% with Capital Expenses of replacements of Air 4, Rescue 6, pavement resurfacing at stations 6 & 2, and an addition to the rear of station 6, and the addition of four (4) full-time firefighter or a 16.102% increase without capital); and
- Animal Services: \$330,987.00 (An Increase of \$1,664.00 / 0.505% with a \$10,000.00 capital request.

The Board asked Mr. Murphy to evaluate the 911 Restricted Capital Fund to see if the repeater replacement could be done during the Fiscal Year 2016 Budget and to work with Mr. Melton to develop a broader fee ordinance for fire / rescue services.

Ms. Shanda Murphy, County Clerk / Director of Human Resources, presented the following proposed budgets for FY 17:

- Countywide: Expenses \$2,622,038.00 (a \$23,408.00 increase) – with revenues to be determined by the amount of fund balance needed to balance the general fund budget. Ms. Murphy noted that currently \$4,011,936.00 was available in fund balance.
- Board of Commissioners Office: Revenues \$3,570,850.00, Expenses \$534,603.00. Ms. Murphy stated that the increase in expenses was due to the local legislation associated with the increase in commissioner's compensation.
- Human Resources: Expenses \$80,856.00. Ms. Murphy stated that the increase in expense was in health insurance due to employees change in health insurance associated with a qualifying event.
- Hotel Motel Tax: Revenue & Expenses \$676,675.00 – with the White County Historical Society requesting an additional \$2,000.00; thereby decreasing the amount forwarded to general fund to \$57,100.00.

Mr. Ken Payne, Maintenance Supervisor, presented a proposed FY 17 budget request of \$388,289.00 compared to the FY 15 amended budget of \$354,650.00. He detailed that the increased budget was due to a \$7,755.00 request for shop and hand tools and a \$15,000.00 increase for replacement of a retaining wall at the Chamber of Commerce Office. There was a consensus that the tools included in the FY 17 requests should be purchased during the FY 16 budget year with the expense to be taken from contingency funds. They asked Mr. Melton to research to see if Hotel / Motel Tourism Product Development Funds could be used for the retaining wall project.

Mr. Michael Humphrey, Cleveland Library Manager requested \$8,000.00 in SPLOST Funds for FY 17 in order to expand the White County e-book program.

Mr. Nathan Eason, White County Extension Agent, explained the compensation system for Extension Office Personnel through the University of Georgia. He requested an increase in the contract labor line item for FY 17 in the amount of \$2,061.00 – which would include a 3% increase for two staff members and a \$1,500 increase for his position. There was a consensus of the Board that the increase should be included in the FY 17 budget planning.

Ms. Cindy Cannon, Tax Commissioner, requested an increase for her department's FY 17 budget – including an additional employee and ten (10) computers. She stated that her office workload had changed dramatically within the past few years due to changes made by the State of Georgia and she needed an additional full-time employee in order to provide efficient customer service. She also stated that several of her office's computers were in need of replacement and she had been advised by the IT Director of the ones which needed to be changed out. There was a consensus of the Board that the addition of a full-time employee would be acceptable.

Mr. Tom O'Bryant, Director of Community & Economic Development, presented the following proposed budgets for FY 17:

- Economic Development: \$121,693.00 – a decrease of .001%;
- GIS: \$96,999.00 – an increase of 4.26%;
- Building Inspection: \$126,485.00 – a decrease of 7.4%;
- Code Enforcement: \$23,998.00 – a decrease of .02%;
- Planning: \$82,008.00 – a decrease of 11%;
- Solid Waste: \$76,536.00 – an increase of 28.8% (due to existing salary allocation);

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Total: \$527,719.00 – unchanged from FY 2016

The Board asked that a full-time employee be added for Building Inspection / Code Enforcement – which would focus code enforcement time on researching uncollected hotel / motel tax.

Ms. Bonnie York, Director of Senior Services, presented a total proposed FY 17 budget of \$399,695.00 – compared to the FY 16 budget of \$377,695.00 –the County's contribution would be \$179,715.00 – compared to \$156,830.00 in FY 16, due to increases in transportation and meal costs. The painting of the handicap van was also discussed.

Mr. Robert Hamrick, IT Director, presented a proposed FY 17 Budget of \$303,859.00 which was 7.7% over the FY 16 Budget (\$281,217.00). He also requested \$35,000.00 in SPLOST funding for FY 17 for the microwave link project and other network equipment.

Mr. Bryan Payne, Chief Appraiser, presented a proposed budget for the Assessor's Office of \$524,600.00 compared to \$506,182.00 for FY 16. The Board also directed that \$17,350.00 be taken out of the budget for the personal property audit.

Mr. Michael Melton presented a proposed budget for the Road Department of \$1,521,052.00– which was a decrease of \$4,776.00 from FY 16. The presentation did include the following capital expense requests from SPLOST for FY 2017: trade in on lease with CAT (2 motor graders & 1 Backhoe) @ \$244,736.00, equipment shed @ \$15,000.00, and a bucket truck @ \$100,000.00 – total \$359,736.00.

Ms. Vicki Mays, Finance Director, presented a proposed FY 17 budget for the Finance Department of \$168,000.00 – which was an increase of \$6,244.00 from the FY 16 budget due to operational line items increases and three (3) computer replacements.

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There was a consensus of the Board that the budget presented should be revised as follows: no additional paid firefighters, no fire trucks, no pay raises, and to move the purchase of three vehicles for the Sheriff to SPLOST (with two) to be purchases from the Fiscal Year 2016 Budget.

The Board expressed their appreciation to the staff for their work on the preliminary budget work session.

Mr. Melton stated that the staff would make the changes requested by the Board, re-evaluate the revenues very closely, and make changes to the expenses to reflect the approved amendment in salary expenses for FY 16 – in order to give the Board a true comparison of the FY 16 budget to the FY 17 requests.

All departmental presentations were entered into the meeting record.

The minutes of the April 20, 2016 Budget Work Session are hereby approved as stated this 2nd day of May, 2016.

s/Shanda Murphy

Shanda Murphy, County Clerk