

**WHITE COUNTY BOARD OF COMMISSIONERS**

**MINUTES OF THE BUDGET (FY 19) PLANNING MEETING HELD**

**WEDNESDAY, APRIL 25, 2018 AT 8:00 A.M.**

The White County Board of Commissioners held a Budget Planning Meeting for Fiscal Year 2019 on Wednesday, April 25, 2018 at 8:00 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 Jodi Ligon, and County Clerk Shanda Murphy.

Chairman Turner called the meeting to order.

The Board of Commissioners was presented with a preliminary draft budget of:  
General Fund Revenues @ \$16,150,207.00 (Including \$0.00 Fund Balance)  
General Fund Expenses @ \$18,812,974.00  
Separate Funds @ \$4,737,665.00

Commissioners were reminded that the amended Fiscal Year 2018 Budget only included seven (7) months of the 2.5% cost of living adjustment approved in December 2017 and only 4 months of the \$2.00 per hour increase for Detention Center, Sheriff's Office, and 911 Staff approved in March 2018. Therefore the proposed Fiscal Year 2019 budget would include a full twelve (12) months for this previously approved expense.

Mr. David Murphy, Director of Public Safety presented proposed budgets for Animal Control Services, Emergency Management, 911 Communications, and Fire Services.

- Animal Control Services:  
Revenue: \$28,000.00  
Expense: \$360,334.00 (8% Increase)  
The budget request included a personnel request for a Part Time Kennel Tech.  
(See attached presentation)
- Emergency Management:  
Revenue: \$8,343.00  
Expense: \$190,019.00 (5% Increase)  
(See attached presentation)
- 911 Communications:  
Revenue: \$963,024.00  
Expense: \$1,011,582.00 (13.6% Increase)  
The budget request included a personnel request for a Full Time Communications Officer.  
Mr. Murphy explained recent revisions to state legislation which would affect the way 911 Centers would collect their revenue.  
(See attached presentation)

- Fire Services:  
Revenue: \$17,100.00  
Expense: \$1,193,898.00 (7% Increase)  
In addition to the proposed budget presented, Mr. Murphy also presented options for enhanced fire protection for the Board to consider. The options included the addition of staffing in order to cover another fire station 24/7 (+\$166,158.00) or to extend peak hour coverage at another fire station (+\$55,073.00).  
(See attached presentation)

Mr. Robert Hamrick, Director of Information Technology presented planned projects for the upcoming year. He also requested the addition of one (1) full-time IT Systems Tech. The proposed budget presented was:  
Expense: \$334,827.00 (14% Increase).  
(See attached presentation)

Mr. Ken Payne, Director of Facilities Maintenance presented a proposed budget which included an additional part-time custodial employee.  
Expenses: \$71,836.00 (13.8% Increase)  
Mr. Payne explained that the Board had approved the addition of a full-time Maintenance Tech earlier in the year and the increased budget also reflected this additional expense for a full year.  
(See attached presentation)

Mr. Dave Cangemi, Director of Public Works, presented the proposed budget for the White County Road Department. He noted the department's major accomplishments during the past year as well as his goals for the upcoming year. The budget request included the addition of one (1) part-time Project Manager and two (2) part-time laborers for trash pick-up.  
Expense: \$1,545,574 (4.8% Increase)  
(See attached presentation)

Mr. John Sell, Director of Community & Economic Development, presented proposed budgets for Economic Development, GIS, Building Inspection, Code Enforcement, Planning, and Solid Waste. He noted that any increase in expenses was related to previously approved pay increases, addition of cell phones for field staff, training, and vehicle maintenance for aging fleet.

- Economic Development  
Expense: \$124,172.00 (.67% Increase)
- GIS  
Expense: \$102,588.00 (2.98% Increase)
- Building Inspections  
Revenue: \$122,000.00  
Expense: \$173,315.00 (5.86% Increase)
- Code Enforcement  
Expense: \$54,889.00 (5.42% Decrease)
- Planning  
Revenue: \$10,500.00  
Expense: \$95,100.00 (.21% Decrease)

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- Solid Waste  
Revenue: \$105,000.00  
Expense: \$94,467.00 (20.61% Increase)
- Summary of all departments presented – Expense: \$616,491.00 (3.44% Increase)

(See attached presentation)

Mr. Joe Gailey, Director of Parks & Recreation, presented the proposed FY 19 budget for Parks & Recreation.

Revenue: \$159,809.00 (12.5% Increase)

Expense: \$901,398.00 (61% Increase)

The requested budget included the request for two (2) additional full-time positions – an Athletic Coordinator and a Front Desk Receptionist – as well as one (1) additional part-time position – a Lead Park Assistant. Mr. Gailey stated that the upcoming addition of the Yonah Preserve Complex contributed to both the increase in revenue and expenses. The expenses also included \$152,400.00 in capital expenses. (See attached presentation)

Ms. Barbara Overton, Director of Senior Services, presented the proposed budget for Fiscal Year 2019.

Revenue: \$184,962.00 (17.8% Increase)

Expense: \$440,120.00 (11.2% Increase)

Ms. Overton stated that the increase in the budget was related to the request to reclassify one (1) part-time employee to full-time status. That personnel change, with some other additional expense would allow the increase in the capacity of meals served by 2,450 per year. She noted that this would prevent seniors from being added to waiting lists in order to receive services. Also included in the proposed budget was \$17,000.00 in capital expenses for repairs / improvements to the Senior Center facility. Overall, the budget presented would increase the county's expense for senior services by \$46,428.00. (See attached presentation)

Ms. Jodi Ligon, Finance Director, presented the Fiscal Year 2019 proposed budget for the Finance Department. She noted the accomplishments and goals for the department.

Expense: \$151,006.00 (10% Decrease)

Ms. Ligon stated that the decrease in the department's budget was a direct result of personnel changes throughout the past year. She expressed her appreciation to the Board of the opportunity to move into the Finance Director's position. (See attached presentation)

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

- Countywide  
Revenue: To Be Determined by the Board based on fund balance needed to balance the FY 19 budget – available fund balance is currently \$4,046,239.00 (2.8 months operating).  
Expense: \$2,106,391.00 (7.7% Increase)

Ms. Murphy stated that the increase in expenses was related to the increase 911 contribution, an added contribution for the White County Development Authority, and an increase in the Enotah Circuit Contribution. She did present contribution increases requests from various agencies which were not included in the proposed budget –

however she wanted to make the Commissioners aware of the request for them to consider.

- Board of Commissioners  
Revenue: \$4,352,243.00 (7.7% Increase)  
Expense: \$557,857.00 (3.3% Decrease)  
Ms. Murphy explained the both Local Option Sales Tax (LOST) and Insurance Premium Tax) were projected to increase in Fiscal Year 2019 based on Department of Revenue estimates.
- Human Resources  
Expense: \$102,080.00 (16.8% Increase)  
Ms. Murphy explained that the increase in projected expenses was related to the increased cost for employee wellness screenings related to the wellness program requirement. There was a consensus that the Board wanted to continue the employee wellness program. She also stated that a legal review of the personnel policies has also been budgeted in an effect to assure compliance with state and federal employment regulations.
- Hotel / Motel Tax  
Revenue: \$805,675.00 (15% Increase)  
Expense: \$805,675.00 (15% Increase)  
Ms. Murphy noted that the only request for increased funding came from the White County Chamber of Commerce, for the Board to consider.  
(See attached presentation)

Following the departmental budget presentations the Board discussed issues with lack of office space for county offices and early voting.

Upon a motion made by Commissioner Nix, seconded by Commissioner Holcomb there was a unanimous vote to direct Mr. Melton to advise the Department of Family & Children’s Services that the county would be ending the lease of their office space in the Mauney Building to the state on June 30, 2019 – with this advance notice being given in order to allow for the organization to have adequate time for relocation.

Upon a motion made by Commissioner Goodger, seconded by Commissioner Nix there was a unanimous vote to adjourn the meeting.

The minutes of the April 25, 2018 Budget Planning Meeting are hereby approved as stated this 21st day of May, 2018.

**WHITE COUNTY BOARD OF COMMISSIONERS**

s/Travis C. Turner  
Travis C. Turner, Chairman

s/Terry D. Goodger  
Terry D. Goodger, District 1

s/Lyn Holcomb  
Lyn Holcomb, District 2

s/Edwin Nix  
Edwin Nix, District 3

s/Craig Bryant  
Craig Bryant, District 4

s/Shanda Murphy  
Shanda Murphy, County Clerk