

WEAKLEY COUNTY, TENNESSEE
FINANCE, WAYS AND MEANS COMMITTEE

Wednesday, July 6, 2016; 9:00 a.m.

Finance, Ways and Means Members Present: Commissioners Eric Owen, Dennis Doster, Roger Donaldson, James H. Westbrook, Jr., David Hawks, Earl Wright, Tommy Jones, Larry Taylor, Greg Usery

Finance, Ways and Means Members Absent: None.

The Finance, Ways, and Means Committee met on Wednesday, July 6, 2016, at 9:00 a.m. in the conference room at the Department of Finance. Others present included: Jake Bynum - Weakley County Mayor, Regina VanCleave - Clerk and Master, Jenny Killebrew - Circuit Court Clerk, Keith Jones - Youth Services Officer, Charles Ross - Roads Supervisor, Mike Wilson - Sheriff, Marci Floyd - Trustee, Donna Winstead - Register of Deeds, David Tuck - Assessor of Property, Kim Hughey - Weakley County Clerk, Jamison Peevyhouse - 911 Director, Christy Fulcher - Dispatch Supervisor, Jeff Lannom - Ag Extension Agent, Alex Britt - Administrator of Elections, Shirley Chappell - Director of Sharon Senior Center, Candy McAdams - Library Director, Kellie Thayer - Deputy Director of Finance, and Representatives of the Media.

OLD BUSINESS:

Chairperson Eric Owen called the meeting to order at 9:00 a.m. and called for a motion to approve the minutes from June 27, 2016. Commissioner Donaldson made the motion to approve the minutes and with a second by Commissioner Taylor the motion unanimously passed.

NEW BUSINESS:

Chairperson Owen began by recognizing recommendations from the Financial Management Committee. He explained that the Finance, Ways and Means Committee has been tasked with setting the rate of compensation for the Director of Finance. Discussion was had regarding whether the Finance Director should be considered an employee or an official; an official cannot accrue sick leave, vacation leave, or compensatory time and is not eligible for longevity. The decision was made that the position should be considered in the capacity of an official.

Commissioner Westbrook made the motion to set the salary for the Director of Finance to the same as that of the County Trustee, \$71,690, and should include all duties of the position, including but not limited to all regular duties, meetings, weekends, in-state, out-of-state, and in all tasks tied to the position; in addition, the position is not entitled to longevity pay, but can participate in the State Deferred Compensation Program (TCRS), Great-West Retirement Plan, County Health Insurance Plan, and can receive compensation for travel to conferences, out of town meetings, etc. With a second by Commissioner Taylor, the motion carried unanimously.

2016-2017 FY Budgets

Fund 116 and 122 – Solid Waste and Drug Fund Budgets

Commissioner Jones made the motion to place Funds 116 (Solid Waste) and 122 (Drug Fund) Budgets on the floor for discussion and tentative approval, and was seconded by Commissioner Wright. Having no questions or comments, the motion to approve Fund 116 and 122 through the Finance, Ways and Means Committee and recommend to the full County Commission unanimously passed.

Fund 131 – Highway Fund Budget

Commissioner Hawks made the motion to place Fund 131 (Highway Fund) Budget on the floor for discussion and tentative approval, and was seconded by Commissioner Westbrook. Discussion began regarding the Highway Fund balance. Commissioner Westbrook mentioned the adjustment amount of \$515,120 listed on the report should actually be noted as \$536,567, as it is on the audit report. He said that, depending on outstanding purchase orders from the beginning of the year, the fund balance should be between \$647,000 and \$697,000. Chairperson Owen said that the fund balance mentioned would include the building and the equipment requested by Road Supervisor Charles Ross in line 68000-714 (Highway Equipment), but does not factor in raises. Chairperson Owen questioned whether the Committee would rather leave the funds in that line, or move it to another line. Brief discussion was had with the decision to leave the funds in the appropriated line.

Road Supervisor Ross addressed a document he provided to the committee, and Commissioner Hawks read the document aloud, which listed the priority equipment the Highway Department has requested in the budget for the 2016-2017 FY. The list included the following items: (1) Loader, (1) Asphalt Distributor, (2) Pickup/Service Trucks, (1) Used Cab and Chassis for a Patch Truck, (1) Grader, and (1) Forestry Mulching Head for Track Hoe. Discussion was had regarding any raises for the department and how that would affect the fund balance. Commissioner Hawks voiced his concern that with all of the additions and requests, the Highway Budget has the potential to increase to an excessive amount.

Road Supervisor Ross addressed line 62000-399 (Highway and Bridge Maintenance - Row Spraying Contract) and explained that the requested budget of \$2000 in that line is actually for the dumping of the Litter Dumpster, and not right-of-way spraying. Commissioner Westbrook made the recommendation that the line 399 (Row Spraying Contract) be moved from Account 62000 (Highway and Bridge Maintenance) to Account 61000 (Administration), due to the fact that it had no relevance in the Highway and Bridge Maintenance category.

Having no other questions or comments, the motion to approve Fund 131 through the Finance, Ways and Means Committee and recommend it to the full County Commission unanimously passed.

Fund 158 – Everett-Stewart Regional Fund Budget

Commissioner Doster made the motion to place Fund 158 (Airport Fund) Budget on the floor for discussion and tentative approval, and was seconded by Commissioner Wright. Having no questions or comments, the motion to approve Fund 158 through the Finance, Ways and Means Committee and recommend it to the full County Commission unanimously passed.

Fund 151 – Debt Service Fund Budget

Commissioner Usery made the motion to place Fund 151 (Debt Service Fund) Budget on the floor for discussion and tentative approval, and was seconded by Commissioner Hawks. Chairperson Owen addressed a document passed out to the committee members. He mentioned that the personal property tax rate decreased while the real tax rate increased, and noted a quarter of a cent movement as being the only change he had on his proposal.

Commissioner Westbrook mentioned that Account 44110 (Interest Earned) was showing \$80,000 and noted that there had been a decrease in basis points. Chairperson Owen made a motion to move the amount of interest earned in Account 44110 from \$80,000 to \$50,000, and with a second by Commissioner Westbrook the motion passed unanimously.

Commissioner Taylor made a motion to change the figure in Account 40110 (Current Tax) from the budgeted \$2,470,000 to the more conservative figure of \$2,442,490, as proposed by Chairperson Owen, and with a second by Commissioner Wright the motion passed unanimously.

Commissioner Westbrook began by explaining that Account 151-46851 (Debt Service Fund, State Revenue Sharing - TVA) is a payment in lieu of taxes from TVA of which half is budgeted into the General Fund Account 101-46851 (State Revenue Sharing – TVA), and the other half budgeted into the Debt Service Fund Account 151-46851 (State Revenue Sharing - TVA). He stated that due to the fact that there would be a need for some renovations at the courthouse, both interior and exterior in coming years, as well as the need for new voting machines for the Election Commission in the next few years, he believed that all the funds in Account 151-46851 (Debt Service Fund, State Revenue Sharing - TVA) should be moved to Fund 171-46851 (General Capital Projects, State Revenue Sharing - TVA). Discussion began regarding the Debt Service Fund balance, Capital Outlay, projections, figures, and payments. Commissioner Westbrook made the motion to move \$420,000 out of Account 151-46851 (Debt Service Fund, State Revenue Sharing - TVA) and move it to Fund 171-46851 (General Capital Projects, State Revenue Sharing - TVA), and with a second by Commissioner Jones, the motion passed unanimously.

Fund 141, 142, and 143 – General Purpose School, School Federal Projects, & Central Cafeteria Fund Budgets

Commissioner Usery made the motion to place Funds 141, 142, and 143 (All School Budgets) on the floor for discussion and tentative approval, and was seconded by Commissioner Hawks. Having no questions discussion, the motion to approve Funds 141, 142, and 143 through the Finance, Ways and Means Committee and recommend it to the full County Commission unanimously passed.

Fund 101 – General Fund Budget

Commissioner Wright made the motion to place Fund 101 (General Fund) Budget on the floor for discussion and tentative approval, and was seconded by Commissioner Donaldson.

Commissioner Hawks began the discussion by explaining the need to compensate the part-time assistant to the Veterans Services Officer for the extra duties and responsibilities she will be taking on due to the current Veterans Service Officer retiring and a new one coming into office. Commissioner Hawks mentioned that he believed that she should receive either increased compensation or be made a full-time employee. Discussion commenced on the topic, the possible experience the incoming Veterans Service Officer might have, the way the department has funded the assistant's position historically, and possible suggestions for the increase in compensation. Commissioner Hawks made the motion to raise the compensation of the assistant to the Veterans Affairs Service Officer by \$1.00 per hour, and with a second by Commissioner Westbrook the motion passed unanimously.

Commissioner Westbrook explained the need for consistency by revisiting the topic of Account 151-46851 (Debt Service Fund, State Revenue Sharing - TVA) being a payment in lieu of taxes from TVA of which half is budgeted into the General Fund Account 101-46851 (State Revenue Sharing – TVA). He explained that an adjustment should be made on the General Fund side, Account 101-46851 (State Revenue Sharing – TVA) should be adjusted from \$417,891 to \$420,000. Some brief discussion was had regarding whether \$420,000 was indeed the correct number for the adjustment. Commissioner Westbrook acknowledged that \$417,891 was indeed the correct figure for the adjustment to be budgeted for both Fund 171-46851 (General Capital Projects, State Revenue Sharing - TVA), and Fund 101-46851 (General Fund, State Revenue Sharing – TVA).

Discussion was had regarding prisoner transport and the reimbursement rate.

Commissioner Westbrook addressed line 46990 (Other State Revenues) and explained that Weakley County is applying for a State Tourism Grant for the Ned Ray McWherter Museum, which is a 50/50 matching grant from the State Tourism Board. Commissioner Westbrook made the motion to budget \$1500 in line 46990 (Other State Revenues) and the motion was seconded by Commissioner Usery.

Chairperson Owen recognized Mayor Jake Bynum on behalf of Director of Elections Alex Britt. Mayor Bynum explained that Mr. Britt would be switching over to the internet service that the courthouse is currently on, which creates the need to increase his communications line by \$1000. Mr. Britt explained that his department costs would be figured with the rest of the other departments, decreasing every other department's bill while increasing the Election Office's bill.

Trustee Marci Floyd commented that due to a change in the State of TN Chart of Accounts, Internet Service will be its own line item (350 – Internet Connectivity).

Mayor Bynum stated that Gail Rogers, Director of the Dresden Senior Center Director, and Shirley Chappell, Director of the Sharon Senior Center are requesting a \$1 per hour increase in pay for their part-time employees. Commissioner Hawks made the motion to approve a \$1 per hour increase in pay for the part-time employees at the Dresden Senior Center and Sharon Senior Center, and with a second by Commissioner Westbrook the motion passed unanimously.

Appropriation Requests

Having no questions or comments, the motion to approve Fund 101 – General Fund Budget through the Finance, Ways and Means Committee and recommend it to the full County Commission unanimously passed.

Having no other questions or comments, the motion to approve Fund 101 – General Fund Budget through the Finance, Ways and Means Committee and recommend it to the full County Commission unanimously passed.

Salary Adjustments

Chairperson Owen began the discussion by stating that it had been brought to his attention on several occasions that there were some problems and asked for any proposals for raises. Commissioner Westbrook began with a proposal for consideration and made the following motion: With the exception of the Department of Finance and the Office of the Mayor, any full-time deputies, clerks, bookkeepers and secretaries that work in the courthouse making less than \$30,000 per year should receive a one-time salary adjustment of \$1,000. This would include: (2) Trustee's Office, (2) Register of Deeds Office, (4) Property

Assessor's Office, (5) County Clerk's Office, (5) Circuit Court Office/General Sessions, (2) Clerk and Master's Office totaling \$20,000. The adjustment is not at the discretion of the official. The motion was seconded by Commissioner Wright.

Some discussion was had regarding the details of the proposal, which employees would get the adjustment, the reasons around the need for the adjustment, and where that leaves the budget. Chairperson Owen stated that the budget is in good shape with fund balance being around \$2 million.

Director of Elections Alex Britt requested that his employee be added to the proposal to receive the \$1,000 salary adjustment. Commissioner Westbrook made the motion to add the employee as requested and with a second by Commissioner Hawks, the motion was passed unanimously.

Having no more discussion on salary adjustment, the motion as amended to include the employee at the Election Office, (21 employees) was passed unanimously.

Commissioner Westbrook made the motion to make a one-time salary adjustment to the full-time employees with a degree who work in the Juvenile Office, and with a second by Commissioner Hawks the motion passed unanimously.

Raises

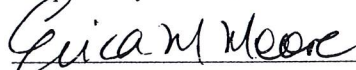
Chairperson Owen made the motion to give employees a 3% raise at the discretion of each constitutional official to include the Highway Department and the Weakley County Sheriff's Department, but to exclude the County Mayor's Office and the Department of Finance, and with a second by Commissioner Taylor the motion passed unanimously. Having no other discussion, Chairperson Owen's motion on raises was passed unanimously.

Tax Levy

Chairperson Owen addressed the Weakley County Assessment Summary sheet he passed to the committee. He explained the only change from last year's Tax Levy was taking a quarter of a cent from the Solid Waste Budget and moved it the General Fund. Commissioner Wright made the motion to approve the Tax Levy for 2016-2017 FY and with a second by Commissioner Doster, the motion passed unanimously.

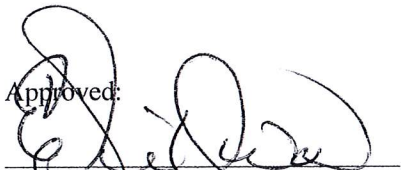
Having no other business, Commissioner Hawks made the motion adjourn and with a second by Commissioner Usery, the meeting adjourned at 10:30 a.m.

Respectfully Submitted,



Erica Moore, Secretary
Finance, Ways & Means Committee

Date: 7-24-2016

Approved: 
Eric Owen, Chairperson
Finance, Ways & Means Committee

Date: 7-24-2016