

KNOX COUNTY COMMISSION KNOX COUNTY BUDGET COMMITTEE

Joint Commission & Budget Committee Review Meeting Knox County Commission and Budget Committee

Thursday – October 22, 2020 – 5:00 P.M.

A Joint Commission and Budget Committee Review Meeting was held on Thursday, October 22, 2020, at 5:00 P.M., via ZOOM Meeting. The Administrative Assistant was present to record the minutes of the meeting.

Commission members present: Commissioner Dorothy G. Meriwether, District #1, Commissioner Richard L. Parent, District #2 and Commissioner Sharyn L. Pohlman, District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, District Attorney Natasha Irving, Shane Riley, Register of Probate Elaine Hallett, Probate Judge Carol Emery, Register of Deeds Maddy Cole, Sheriff Tim Carroll, Airport Manager Jeremy Shaw and Systems Administrator Mike Dean.

Budget Committee members present: Chair Bob Duke, Barry Norris, Gayle Gallant, Shawn Levasseur, Roger Peabody, Randy Stearns, Charles Grover, Thomas Marshall, Jr, and Nick Lapham.

Others in Attendance: Village Soup Reporter Steve Betts, Rockland City Councilor Ed Glaser and Owls Head Resident Bill George.

**Joint Commission & Budget Committee Review Meeting
via ZOOM
Thursday – October 22, 2020 – 5:00 P.M.**

Please click on the link below for the ZOOM Meeting/Public comment
<https://zoom.us/j/93796857045>

Please use the link below for Town Hall Streams to finish watching the meeting.
https://townhallstreams.com/stream.php?location_id=50&id=32881

- I. 5:00 Meeting Called To Order** (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Sharyn Pohlman for the Knox County Commission)
- II. 5:01 Approve Minutes** (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Sharyn Pohlman for the Knox County Commission)
 - 1. Minutes of the Joint Quarterly Budget Meeting of August 6, 2020.
- III. 5:03 Election of Budget Committee Officers**
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
- IV. 5:08 Public Hearing**
 - 1. Budget Committee Chair Opens Public Hearing on 2021 Proposed Knox County Budget
 - 2. Budget Committee Chair closes Public Hearing
- V. 5:10 Joint Meeting with the Knox County Budget Committee and Knox County Commission for the Presentation of the Proposed 2021 Budget** (County Administrator Andrew Hart)
- VI. 5:30 Budget Review**

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| 1. District Attorney | (Pgs. 14-15) |
| 2. Probate | (Pg. 20) |
| 3. Registry of Deeds | (Pg. 13) |
| 4. County Administration & IT | (Pgs. 8-9) |
| 5. Debt Service | (Pg. 23) |

VII. Adjourn

I. Meeting Called to Order

The October 22, 2020 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Chair Bob Duke and Commissioner Chair Sharyn Pohlman. at 5:06 P.M.

- *Chair Duke made a motion to call the meeting to order at 5:06 P.M.*
- *Commissioner Pohlman made a motion to call the meeting to order at 5:06 P.M.*

II. Approve Minutes

1. Minutes of the Joint Commission and Budget Committee Review Meeting of August 6, 2020.

- *Tom Marshall made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of August 6, 2020. Shawn Levasseur seconded the motion. A vote was taken with all in favor with the exception of Gayle Gallant, Charles Grover and Barry Norris as they were not present for that meeting, so they abstained.*
- *Commissioner Meriwether made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of August 6, 2020. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*

III. Election of Budget Committee Officers :

a. Chair :

- *Randy Stearns made a motion to appoint Shawn Levasseur as the Chair. Nick Lapham seconded the motion. A vote was taken with all in favor with Shawn Levasseur abstaining.*

b. Vice Chair :

- *Tom Marshall made a motion to appoint Roger Peabody as the Vice Chair. Bob Duke seconded the motion. A vote was taken with all in favor with Roger Peabody abstaining.*

c. Secretary :

- *Tom Marshall made a motion to appoint Gayle Gallant as the Secretary. Nick Lapham seconded the motion. A vote was taken with all in favor with Gayle Gallant abstaining.*

IV. Public Hearing:

1. Budget Committee Chair Opens Public Hearing on 2021 Proposed Knox County Budget.

- Chair, Shawn Levasseur opened the meeting to Public Comment:
- Ed Glasser from the Rockland City Council in Rockland spoke, but wanted to make clear he is speaking as Citizen of Rockland. The City of Rockland and local schools have come in at 0% Budget increase this year. 40% of the Citizens taxes pay for the City services, and the other 60% support the local schools and County. I am hopeful (*inaudible*) that at the end of Budget deliberation you should also come in at a 0% increase.
- Bill George is a resident of Owls Head and has lived there for many years. This Budget is for July 1 2020 – June 30, 2021, correct? Shawn Levasseur stated that actually the County Budget is on a calendar year, from January – December. Bill George stated he then withdraws his question.

2. Budget Committee Chair closes Public Hearing. (5:17 P.M.)

V. Joint Meeting with the Knox County Budget Committee and Knox County Commission for the Presentation of the Proposed 2021 Budget *(County Administrator Andrew Hart)*

- The 2021 Budget process began in August of 2020, with a request to all Department Managers to submit a twelve (12) month Budget for the 2021 calendar year.
 - Department Managers were asked to complete the Budget forms and submit them to the Finance Director by Friday, August 28, 2020, along with any supporting information.
 - The Cost of Living Adjustment (COLA) in the 2021 Budget is 1.39%, compared to 1.59% in the 2020 Budget.
 - The Wage increase is a 2% Step increase plus a 1.39% COLA for a total of 3.39% for those employees that are eligible for the 2% Step increase.
 - Some Departments saw a larger % increase or decrease because of a Grade change, new position, or elimination of a position. *(They will be highlighted in each Budget.)*
 - In 2021 there are 27 pay periods versus 26 pay periods.
 - FICA is set at 7.65% of the wages.
 - Health Insurance is calculated with a 10% increase.
 - Workers Compensation is calculated with a 10% increase. Risk Pool Assessment is calculated with a 10% increase over the actual cost of 2020.
 - Retirement program includes the actual plan participation.
 - Resignation/Termination Benefits include sick leave payments for those that have an excess of 90 sick days by the end of the year.
 - The 2021 total Budget shows an increase of \$470,614 over the 2020 Budget *(5.69% increase for the County tax portion.)* and \$13,647 over the 2020 Communications Budget *(1% for the Communications Budget which is an assessment.)*
 - The 2021 proposed Tax Assessment is \$8,922,626 and the Dispatch Assessment fee is \$1,307,063, the 2020 Tax Assessment was \$8,442,600, and the Dispatch Assessment fee was \$1,293,416. The 2020 figure utilized \$158,000 in Undesignated Fund Balance to reduce the 2020 Tax Assessment figure. The 2021 figure does not include any utilization of Undesignated Fund Balance at the time to reduce the 2021 Tax Assessment.
 - There are seven (7) major reasons for this increase:
 - 1) Increases in Personnel Services in all Departments based on the Wage increase.
 - 2) Projected increases in Health Insurance premium and also changes in participation
 - 3) Decrease of \$21,680 in Probate Revenue. *(This will be monitored as we progress through the Budget process as is done each year.)*
 - 4) Increase in Sheriff’s Office Personnel Services of \$210,722, including wages and benefits
 - 5) Increase in Building Maintenance- Courthouse Budget of \$37,323. Cleaning has increased by \$36,000, and Building Maintenance is up \$20,000.
 - 6) Increase of \$158,000 as we used this amount to reduce the 2020 Budget, and using \$0 at this time from Undesignated Fund Balance to reduce the 2021 Budget.
 - 7) Increase in the Corrections Budget of \$148,543. Personnel Services increase including wages and benefits.
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- ***Please note: All votes taken at each Joint Commission & Budget Committee Budget Review Meetings on Departmental Budgets are “straw votes”, with the exception of the December 10, 2020 final vote on the 2021 Knox County Budget.***

1. District Attorney (Pgs. 14-15)

- This Budget has increased by \$27,768 (6%) over the 2020 Budget.
- Personnel Services including wages and benefits account for this increase.
- Contractual decreased by \$7,294 (-17%). This is due to a significant reduction in Computer Repairs, Maintenance and Just Ware license and support.
- Many other lines we have cut everywhere we could.
- Some decreases are in drug analysis.
- Decreased transcript lines by 20% no trial in March, Feb or April.
- Decreased Prosecutors Conference line for lodging which is when we get CLE's. We have to get 11 credits per year to keep BAR license.
- Have to make sure we are fully staffed or could get sanctions against the DA's office.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator's Budget recommendation of \$514,836:

In favor: 3 (Gayle Gallant, Shawn Levasseur, Roger Peabody)

Against: 1 (Tom Marshall, Jr.)

Abstained: 5 (Nick Lapham, Randy Stearns, Bob Duke, Barry Norris, Charles Grover)

A consensus vote was taken by the County Commission on whether to approve the Administrator's Budget recommendation of \$514,836:

In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)

Against: 0

Abstained: 0

2. Probate (Pg. 20)

- The Budget has increased by \$38,934 (27%) over the 2020 Budget.
- Personnel Services including wages and benefits account for this increase.
- Revenue has decreased by \$21,680 (-16%). As shown in the fee line, Estates have decreased slightly. Revenue will be monitored as in the past years throughout the Budget process, and adjustments will be made as needed.
- Passports have decreased, as Passports are not being processed From March – September like in years past due to COVID-19.
- Printing is down as they are printing own forms instead of buying them.
- Judge Emery stated that during COVID-19 the Probate Office has not shut down. There were times when the employees had to work from home when necessary, making sure all standards were being practiced. The Office has worked hard to serve the Public. If someone needs the service of the Probate Court we want to be able to continue the uninterrupted service to the Public.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator's Budget recommendation of \$181,147:

In favor: 4 (Barry Norris, Gayle Gallant, Shawn Levasseur, Roger Peabody)

Against: 3 (Tom Marshall, Jr., Bob Duke, Charles Grover)

Abstained: 2 (Nick Lapham, Randy Stearns)

A consensus vote was taken by the Budget Committee on whether to approve the Administrator's Budget recommendation of \$181,147:

In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)

Against: 0
Abstained: 0

3. Registry of Deeds (Pg. 13)

- The Budget has increased in the amount of Revenue over expenditures from 2019-2020 by \$53,359 (34%).
- Personnel Services has decreased slightly due to movement in positions.
- Contractual and Commodities decreased as a result of numbers budgeted to current year actual.
- Revenue as decreased by \$47,289 (12%). Revenue will be monitored throughout the Budget process, and adjustments will be made as needed.
- We processed 765 more documents than last year at this time.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$(211,366):

In favor: 9 (Nick Lapham, Gayle Gallant, Tom Marshall, Jr., Randy Stearns, Bob Duke, Barry Norris, Roger Peabody, Charles Grover, Shawn Levasseur)

*Against: 0
Abstained: 0*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$(211,366):

In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)

*Against: 0
Abstained: 0*

4. County Administration & IT (Pgs. 8-9)

- Total Budget has decreased by \$3,907 (-1%). The main reason for the decrease is the \$7,500 (-34%) deduction in Capital.
- Increase of \$27,546 (7%) in Personnel Services. This is due to wages consists of a 3.39% increase for those that are eligible and % increases in benefits.
- Contractual Services increased by \$6,510 (3%). The major increase in this area is Computer Repairs and Maintenance. The annual fees to Spillman have increased 16% over the previous year.
- Two (2) desktop computers will need to be replaced, which has caused Commodities to increase by \$1,150 (25%).
- A total of four (4) servers in the current operating system on the domain were approved to be replaced in 2020 as shown in the Capital Budget. Pricing increased, so we have put the replacement off until 2021, and have requested the remaining funds to replace the servers.
- Increase in the Worker’s Compensation Revenue line is to bring the projected 2021 figure more in line with the actual amount received in 2020.
- CARES Revenue line is a projection of hours for employees within our Department for our time allocated to the Airport that the County is allowed to charge for as part of the CARES Act funding. This will also appear in all other Departmental Budgets that have CARES in their respective Revenue line within their Budget.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$593,045:

In favor: 6 (Gayle Gallant, Bob Duke, Barry Norris, Roger Peabody, Charles Grover, Shawn Levasseur)

*Against: 0
Abstained: 3 (Nick Lapham, Tom Marshall, Jr., Randy Stearns)*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$593,045:

*In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)
Against: 0
Abstained: 0*

5. Debt Service (Pg. 23)

- Debt Service has decreased as our interest payment has decreased. The ninth (9th) year of the bond payment of principal and interest for the Knox County Public Safety Building, located at 301 Park Street appears on the Debt Service schedule. This is a 15 year note at 1.8669%, and the total payment for calendar year 2021 is \$189,132. This payment is \$3,300 less than the 2020 payment of \$192,432. The Bond Principal amount remains at \$165,000 per year for the remaining six (6) years which matures in 2027. There is no EMA Program Revenue this year as there has been in the past. Therefore, there is no revenue offset that we have been able to apply as in past years. The TAN interest has decreased slightly.

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$202,131:

*In favor: 9 (Nick Lapham, Gayle Gallant, Tom Marshall, Jr., Randy Stearns, Bob Duke, Barry Norris,
 Roger Peabody, Charles Grover, Shawn Levasseur)
Against: 0
Abstained: 0*

A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s Budget recommendation of \$202,131:

*In favor: 3 (Commissioner Pohlman, Commissioner Parent, Commissioner Meriwether)
Against: 0
Abstained: 0*

IV. Adjourn

- *Nick Lapham made a motion to adjourn the meeting. Bob Duke seconded the motion. A vote was taken with all in favor.*
- *Commissioner Meriwether made a motion to adjourn the meeting. Commissioner Parent seconded the motion. A vote was taken with all in favor.*

The next Joint Quarterly Budget Committee & Commission Meeting will be held on **October 29th**
@ 5:00 P.M.

The meeting adjourned at 7:14 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Budget Committee and Knox County Commission will approve these minutes
at the Joint Meeting held on October 29, 2020.**