

Payne County Budget Board
Regular Meeting, September 12, 2016, 11:00 a.m.
Payne County Administration Building; 315 W. 6th Avenue
Gloria Hesser Commissioners' Meeting Room, Suite 200/201

AGENDA

- I. **Call to Order**
- II. **Minutes**
 - A. Approval of August 8, 2016
- III. **Financial Reports**
 - A. Cash Appropriations
 - B. Transfers
 - C. Letter of Commitment
- IV. **Personnel Reports**
 - A. Approval of Employee Request for Leave and/or Request for Leave Share
 - B. Range Change, Discussion and Possible Actions
 - C. New Hires Discussion and Possible Action
 - D. Personnel Policy -Discussion and Possible Action
 - 1. New Federal Overtime/Compensation Time Regulations
 - 2. Sheriff's Salary Plan
- V. **Discussion and Possible Action**
 - A. Premier Consulting - Present Original Renewal Offers
 - B. Sales Tax Renewal
 - C. Monthly Reports of Officers
 - 1. 3/8 Sales Tax
- VI. **New Business**
- VII. **Adjournment**

PAYNE COUNTY
GLENNA CRAIG
COUNTY CLERK

2016 SEP - 9 A 9 07

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Monday, August 8th, 2016** at the Payne County Administration Building, Gloria Hesser Commissioner Meeting Room, Suite 200/201 located in Stillwater, Oklahoma.

Chairman Bradley called the meeting to order: at 11:00 a.m.

The following members were present: Glenna Craig, County Clerk, Kent Bradley-District 3 Commissioner, Lori Allen-Court Clerk, Zach Cavett- District 1 Commissioner, Chris Reding- District 2 Commissioner, Carla Manning-Treasurer, R. B. Hauf-Sheriff.

Approve minutes of the previous meeting of the board: Clerk's office presented the minutes of June 23rd and July 11th for approval. Motion by Manning to approve minutes of June 23rd, second by Allen. Roll Call Vote: Manning-Yes, Allen-Yes, Cavett-Abstain, Reding-Yes, Hauf-Abstain, Craig-Yes, Bradley-Yes. Motion by Reding to accept the minutes of July 11th as presented, second by Hauf. Roll Call Vote: Allen-Yes, Cavett-Yes, Reding-Yes, Hauf-Yes, Craig-Yes, Bradley-Yes, Manning-Yes.

Financial Reports

Cash Appropriations: Cash Appropriations as certified by the Payne County Treasurer's Office August 5, 2016.

	Alcoholic Bev. Tax	\$ 15,637.97
#2	Highway Cash	\$ 363,431.31
#3	Flood Plain	
#4	Visual Inspection	
#5	Board of Prisoners	\$ 17,335.00
#6	Resale Property	\$ 79,771.94
#7	Courthouse Tree Planting	
#8	Health Department	\$ 476.04
#9	Sheriff Service Fee	\$ 44,603.36
#10	Gun Violence Prosecution	
#11	Mortgage Certification	\$ 47.57
#12	Revolving Forfeiture	\$ 1,145.00
#13	Mechanic Lien Fee	\$ 7,018.00
#14	Self-Insurance	\$ 32.18
#15	Sheriff Training	\$ 1,173.99
#16	Law Library	\$ 2,041.80
#17	Project Safe Neighborhood	\$ 57,524.85
#18	Record Owner Resale	\$ 72.50
#21	Court Fund	\$ 13,840.41
#22	Fairboard Cash	
#23	Voca Grant	\$ 6,918.14
#24	Co Assessors Fee	\$ 600.00
#25	Child Abuse Prevention	\$ 10.00
#26	Sheriff's Commissary	\$ 10,234.39
#27	Un-apportioned Revenue	
#30	Jail Operations & Maintenance	\$ 124,552.30
#31	Grants	
#32	Protested Tax	
#33	Drug Task Force	
#36	Solid Waste	\$ 19.00
#39	Revolving Evidence	
#40	Capital Projects	
#41	Jail Limited Purpose Sales	\$ 2,064.25
#44	Fairboard Premiums	\$ 249,131.39
#45	Limited Purpose Sales Tax	
#46	County Bridge Improvements	\$ 79.17
#47	Payne County Home Finance	
#48	Payne County Industrial Trust	

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#49	Clerk R M & P	\$ 49.54	\$ 7,000.00
#50	Payne Co. Econ. Deve.		
#51	E 911 Wireless	\$ 86.63	\$ 39,471.28
#52	Facilities Authority	\$ 284.32	
#54	Rural Domestic Violence		
#55	Drug Court		
#56	Courthouse Security		\$ 6,867.05
#57	Emergency Mang. Cash Fund		
#58	LEPC		
#60	103 Monies		
#61	105 Monies		\$ 18,631.95
#62	Court Fund Salaries & Fringe		\$ 26,000.00
#63	Animal Control Strays		\$ 208.21
#64	Court Fund Trust		
#65	DA Seizure		\$ 4,781.00
#66	C.L.E.A.N. Program		
#67	Fire Department 1/16		\$ 62,259.34
#103	103 CBRI		
#801	Harrell Cemetery	\$ 3.76	

Motion by Reding to approve Cash Appropriations as presented, second by Hauf. Roll Call Vote: Cavett-Yes, Reding-Yes, Hauf-Yes, Craig-Yes, Bradley-Yes, Manning-Yes, Allen-Yes.

Transfers: The following transfer was presented: Sheriff Service Fee-Fund 09 \$40,000.00 transferring to Sheriff Service Salary \$40,000.00. Motion by Cavett to approve transfer, second by Reding. Roll Call Vote: Reding-Yes, Hauf-Yes, Craig-Yes Bradley-Yes, Manning-Yes, Allen-Yes, Cavett-Yes.

Letters of commitment: None presented at this time.

July, 2016 3/8th Sales Tax, \$373,572.24: Bradley stated the 3/8th sales tax receipt for July was \$373,572.24 which was down 7% from last year.

Personnel Reports:

Approval of Employee Request for Leave and/or Request for Leave Share: The following request for Leave and/or Leave Share were presented: Court Clerk Lori Allen presented requested for Leave and Leave Share for two of the employees and Sheriff Hauf presented a Leave request and Leave Share for a Jail employee having back surgery. Motion by Cavett to approve, second by Reding. Roll Call Vote: Hauf-Yes, Craig-Yes, Bradley-Yes, Manning-Yes, Allen-Yes, Cavett-Yes, Reding-Yes.

Range Change, Discussion and Possible Actions: None presented at this time.

New Hires Discussion and Possible Action: None presented at this time.

Personnel Policy-Discussion and Possible Action: Cavett asked about the retirement policy for permanent part-time employees and the requirement of contributing to OPERS. Craig stated this was an OPERS requirement and Cavett could fix this by reducing the permanent part-time employee's hours.

Discussion and Possible Action:

3/8th Sales Tax Appropriations: Steven Cundiff address the Board explaining how the 3/8th sales tax collections are now handled in the General Fund and the need to change the procedure upon the State Auditor's office recommendation. Cundiff stated the sales tax money would be set up as a Cash Fund and made available to spend as it is received which is a change in procedure. Craig stated this will make it more accountable for the Treasurer and Clerk's offices. Marla Latham, State Auditor's office said the main concern the Auditor's office has is that the sales tax money is being spent for what the sales tax ballot was created for and is the 20% going where it is supposed to go, is it being co-mingled, and then when the balances are lapsed, they are being co-mingled and allocated back out, and that is not the way the sales tax should be. Motion by Reding that Payne County move to the methodology suggested by the Auditor's office with the 3/8th sales tax appropriations to be distributed upon collection as opposed to the estimated method currently in use and that all affected budgets be readjusted at the earliest opportunity and to move it from the General Fund and put it in a separate account for easier distribution and accounting retroactive to July 1, second by Cavett. Roll Call Vote: Craig-Yes, Bradley-Yes, Manning-Yes, Allen-Yes, Cavett-Yes, Reding-Yes, Hauf-Yes.

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Monthly Reports of Officers: None presented at this time.

New Business: Reding stated he would get a sign - up sheet ready for the Fair. Cavett said he would be providing pictures of bridge and road projects for the county booth to promote the sales tax.

Adjournment: Motion by Craig to adjourn, second by Cavett. Roll Call Vote: Bradley-Yes, Manning-Yes, Allen-Yes, Cavett-Yes, Reding-Yes, Hauf-Yes, Craig-Yes.

Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Budget Board

On the ____ day of _____ 2016

Chairman _____

Vice Chairman _____

V.C.1

Sales Tax : 3/8 cent Effective 1-1-04 expires 12-31-08							RENEWED - EXPIRES 12-31-2018			
2016-2017	HIGHWAY	EXTENSION	FAIRBOARD	GENERAL	Fire	Total	RECEIPT	Compared to Prior FY to Prior FY		
Collections reported	53%	7%	20%	15%	5%	100%				
Jul-16	\$ 197,993.29	\$ 26,150.06	\$ 74,714.45	\$ 56,035.84	\$ 18,678.61	\$ 373,572.24	\$ 373,572.24	\$ 399,949.23	-7%	
Aug-16	\$ 179,836.34	\$ 23,751.97	\$ 67,862.77	\$ 50,897.08	\$ 16,965.69	\$ 339,313.84	\$ 339,313.84	\$ 365,312.37	-7%	
Sep-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,225.91	-100%	
Oct-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 431,095.62	-100%	
Nov-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,806.20	-100%	
Dec-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,923.69	-100%	
Jan-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 389,432.56	-100%	
Feb-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,158.97	-100%	
Mar-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 358,937.75	-100%	
Apr-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,931.33	-100%	
May-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,574.22	-100%	
Jun-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,038.60	-100%	
Collection to date	\$ 377,829.62	\$ 49,902.03	\$ 142,577.22	\$ 106,932.91	\$ 35,644.30	\$ 712,886.08	\$ 712,886.08	\$ 4,507,386.45	-84%	
Warrants Issued	\$ -	\$ 173.46	\$ 39,254.80	\$ -	\$ 497.26	\$ -				
Outstanding P.O's	\$ 3,499.50	\$ 27,026.03	\$ 9,350.00	\$ -	\$ 3,956.81	\$ -				
Transfers		\$ -		\$ -						
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Cash Balance	\$ 374,330.12	\$ 22,702.54	\$ 93,972.62	\$ 106,932.91	\$ 31,190.23	\$ 712,886.08				
Totals do not include Carry over!										