

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

BUDGET & FINANCE COMMITTEE

Dwight Jewell, Chair
Jerry Ford, Vice Chair
Amy Thomas, Secretary
Stephen Chambers, Mayor

Beverly Atwood
Ken Buckmaster
Shane Burton
Gary Claridy
Bill Fergusson

T. Bubba Gregory
Landon Gulley
Richard Harsh
Rachel Jones
Gary Walsh

JANUARY 18, 2022 | 6:00 PM | TC COURTHOUSE

Agenda

1. Open Meeting
2. Review Minutes from November 15, 2021 meeting and the January 11, 2022 meeting
3. County Trustee Report / Financial Summaries for December 2021
4. Budget Amendments

101 – COUNTY GENERAL

2022-101-22FB	Health Insurance Premium Increase	\$	7,104
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Fund Balance Draw: insurance premiums increased on January 1, 2022 from \$507/mo to \$527/mo. It has been the intent of the Commission to provide the minimum PPO option.

2022-101-23R	LGSF: Bonus Clean Up	\$	10,090
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LGSF Reserves: Clean up bonus appropriations, moving funds to 118 (BA 2022-118-01)

2022-101-24	Insurance Recovery	\$	8,550
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Morrison Street from lightning strike/tornado and Sheriff Vehicle Damage

2022-101-25G	Senior Citizens Center Grant	\$	5,000
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Grant awarded to the Senior Center from TN Commission on Aging and Disability (TCAD). Will be used for promotional materials and equipment at the center.

2022-101-26G	Senior Citizens Center Grant	\$	5,000
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Grant awarded to the Library from TN Library and Archives. Funds will be used towards books, equipment, and computers.

2022-101-27R	Sheriff – Patrol Laptops	\$	3,350
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Adding to BA 2022-101-03R for the laptops for Patrol Cars. Vendor was not able to get the order in before the price increase.

111 – URBAN SERVICES

2022-111-01FB	Streetscape Close out	\$	87,475
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Fund Balance Draw: Moving remaining amount from FY21 to cover close out costs for the Streetscape project

2022-111-02R	Trey Park Ground Covering	\$	100,000
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LGSF: Ground covering for Trey Park as part of the Local Parks and Recreation Grant Project.

5. Discussion items
 - A. GNRC ARPA Assistance
 - B. Little League Light Pole Funding
 - C. Wheel Tax Date | Resolution 2022-01-745
 - D. Compensation Study Implementation
6. Public Comments
7. Adjourn

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

BUDGET AND FINANCE COMMITTEE

NOVEMBER 15, 2021 | 6:00PM | TC COURTHOUSE

MINUTES

Members Present:

Beverly Atwood
Ken Buckmaster
Shane Burton
Gary Claridy
Bill Fergusson

Jerry Ford
T. Bubba Gregory
Landon Gulley
Richard Harsh
Gary Walsh

Dwight Jewell, Comm Chair
Mayor Stephen Chambers
Amy Thomas, Budget Director

Members Absent: Rachel Jones

1. The meeting was called to order at 6:00 pm by Chairman Dwight Jewell. Quorum was determined with 13 present / 1 absent.
2. Minutes from the October 18, 2021 meeting were reviewed. Landon Gulley asked how many were being serviced by the Senior Center CARES funding. Funding assists roughly 30-31 citizens each month. Minutes were approved as presented.
3. Election of Officers. Nominations were opened for Chair, Vice Chair, and Secretary. Nominations were closed with a motion to approve by acclamation for each position.

Chair – Dwight Jewell
Vice Chair – Jerry Ford
Secretary – Amy Thomas

4. County Trustee Report / Financial Summary – October 2021

The Committee reviewed the September 2021 Trustee Trial Balance and the Financial Statements for County Funds. Motion made by T. Bubba Gregory to accept the Trustee’s Trial Balance as presented; second by Gary Claridy MOTION CARRIED

Financial Summaries for each fund were reviewed. As shown by the comparison chart to Oct 20, the property tax percentages are up for FY21. Several property owners have taken advantage of the discounted rate for paying early.

Landon Gulley asked about revenue from recycled materials and if that was from the cardboard that was being held for a period of time. Cliff Sallee will be asked about this, and an answer sent out at a later time.

No other concerns were presented from the financial summaries. Motion by Gary Claridy to accept the October 2021 financial summaries; second by Beverly Atwood. MOTION CARRIED

5. Budget Amendments

The Committee reviewed all the proposed budget amendments.

101 – COUNTY GENERAL

2022-101-16FB	Animal Shelter Director Compensation	\$	5,200
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Fund Balance Draw: Request to increase Animal Shelter Director Compensation to \$15/hr.

In August 2021, the Director and Assistant resigned. The director position has been advertised in the local paper, Facebook, and on Indeed.com. Several candidates have expressed interest, but none will take the position for less than \$15/hr. Comm Walsh asked about the State Retirement line item. This is budgeted for all full time employees to participate in the TCRS program. Comm Gulley asked for a brief job description and responsibilities. Mayor went over the main needs of the position. There is a requirement of previous veterinary experience or professional animal care. Position has been in place since 2018 as a paid position and is budgeted at 40 hours per week. It is suggested that this position sets their hours to regular business hours and have an emergency number in place for any after hour calls. The request is to also preserve the part time assistance option should

the Director wish to have help at the Shelter. Comm Claridy asked about adoption fees and where they were recorded. Any revenues that come in explicitly for the shelter is moved to a reserve account at year end to assist in covering future maintenance on the building. Expenses include not only the salaries, but for travel to transport animals to rescues, veterinary costs, and repairs to the building. Comm Fergusson asked who is responsible for the Shelter per state law. Mayor stated that if a department doesn't fall under a designated elected official, it will automatically fall to the Mayor. Fergusson also asked how many employees make under \$15/hr. Mayor answered that this is a department head position and there are no other department heads that make less than \$15/hr.

A motion to recommend BA 2022-101-16FB to the full Commission made by Gary Walsh; second by T. Bubba Gregory	<i>Electronic Voting</i>
	Yes <u>5</u> No <u>6</u> Absent <u>1</u>

Motion failed. Will go to Commission without a recommendation from this Committee.

2022-101-17	Veteran Services MOU w/ Sumner County	\$	5,000
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Entering into an MOU with Sumner County Veteran Services to have access to services in the County. Amount based on \$350 per diem, 2x a month, beginning January 2022. Amount rounded up to \$5,000.

Mayor passed a handout showing the timeline of this request. Comm Jewell explained a resolution will be before the Commission to establish a research committee for the VSO. Comm Buckmaster stated that the MOU will bridge the gap and allow the Committee time to review the need for the County. Comm Gulley asked if there was a clause within the MOU to allow termination before the end of the contract. Mayor confirmed that such a clause existed on page 3, Item 4.b Termination of Understanding. Mayor is to be the point of contact; however, any decisions would come before the Commission and not be unilaterally made.

A motion to recommend BA 2022-101-17 to the full Commission made by Ken Buckmaster; second by Gary Walsh	<i>Electronic Voting</i>
	Yes <u>10</u> No <u>1</u> Absent <u>1</u>

MOTION CARRIED

2022-101-18FB	General Sessions Judge Compensation	\$	54,752.74
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Fund Balance Draw: Per the Administration of Courts, the 2020 Census data has placed HTC in Class 6 and has ordered a salary increase effective **April 1, 2020.**

A motion to recommend BA 2022-101-18FB to the full Commission made by Gary Walsh; second by Richard Harsh	<i>Electronic Voting</i>
	Yes <u>11</u> No <u>0</u> Absent <u>1</u>

MOTION CARRIED

2022-101-19FB	Election – May 2022 Judicial Primaries	\$	17,984
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Fund Balance Draw: The Trousedale County Republican Party Executive Committee and the Trousedale County Democratic Party Executive Committee have each requested a county primary in May 2022 for the judicial offices on the August 2022 ballot. A primary election must be conducted in the same manner as a general election. The estimated amounts are based on the August 2020 general election actual costs.

A motion to recommend BA 2022-101-19FB to the full Commission made by Gary Walsh; second by Bill Fergusson	<i>Electronic Voting</i>
	Yes <u>11</u> No <u>0</u> Absent <u>1</u>

MOTION CARRIED

2022-101-20G	Archives Grants	\$	8,070
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The County Archives is the recipient of two grants from the State.
 Secretary of State Archives Development Grant \$675 for office supplies
 TN State Library & Archives ARPA Grant Program \$7,395 for microfiche equipment

A motion to recommend BA 2022-101-20G to the full Commission made by Jerry Ford; second by Beverly Atwood	<i>Electronic Voting</i>
	Yes <u>11</u> No <u>0</u> Absent <u>1</u>

MOTION CARRIED

2022-101-21G	Senior Center GNRC Grant	\$	7,800
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GNRC Grant to the Senior Center portion to go towards compensation. Annual grant.

A motion to recommend BA 2022-101-21G to the full Commission made by Richard Harsh; second by Jerry Ford	<i>Electronic Voting</i>
	Yes <u>11</u> No <u>0</u> Absent <u>1</u>

MOTION CARRIED

118 – AMBULANCE SERVICES

2022-118-01	EMS Bonus Pay	\$	9,120
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Coming out of the Local Government Support Reserves. Overtime portion of the EMS pay omitted from the Bonus paid out on November 5, 2021.

The intention of the Commission was for the bonuses to be equal to their regular paycheck. Due to the EMS having a routine of scheduling a set amount of overtime hours for their employees each week, the majority of the Committee recommends paying out overtime as part of the bonus. After talking with Director Batey and Mark Carman, it was decided a fair amount equaling 28 hours of overtime be paid out to the EMS department. The EMS staff alternates on a "long week" of 120 scheduled hours (80 Reg, 40 OT) and a "short week" of 96 (80 Reg, 16 OT) scheduled hours. The average between the two weeks being 28 hours (40+16=56 /2=28). A handout was given to show the overtime earned for pay period ending Nov 3 that will be paid out on November 19.

It was asked if other departments had the same issue. The accounting offices did not receive any negative feedback from others. Sheriff Russell was asked about his department, and he thought it was relatively minimal, but that he would look into it.

A motion to recommend BA 2022-118-01R to the full Commission made by Richard Harsh; second by Landon Gulley	<i>Electronic Voting</i>
	Yes <u>10</u> No <u>2</u> Absent <u>1</u>
<i>Student Representative Ethan Boles came into the meeting late and registered his vote.</i>	

MOTION CARRIED

6. Public Comments

Commissioner David Nollner approached asking about displaying the vote on the monitors.
 - It is something that we are able to do, but it will take some time to learn that aspect of the system.

7. Adjourn: With no further business to discuss, a motion to adjourn the meeting was made by Gary Walsh.
 Adjourn at 7:15pm

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

BUDGET AND FINANCE COMMITTEE

JANUARY 11, 2022 | 6:00PM | TC COURTHOUSE

MINUTES

Members Present:

Dwight Jewell

Shane Burton

Gary Claridy

Bill Fergusson

Jerry Ford

T. Bubba Gregory

Richard Harsh

Gary Walsh

Mayor Stephen Chambers

Amy Thomas, Budget Director

Members Absent: Beverly Atwood, Ken Buckmaster, Landon Gulley, and Rachel Jones

Others in attendance: David Nollner, Sheriff Ray Russell, Cty Atty Branden Bellar, Chris Gregory, and members of the community.

Special guest from Burriss, Thompson & Associates – Steve Thompson and Beth Thomsen

1. The meeting was called to order at 6:00 pm by Chairman Dwight Jewell. Quorum was determined with 10 present / 4 absent.
2. Public Comments
Commissioner David Nollner approached asking about displaying the vote on the monitors.
- It is something that we are able to do, but it will take some time to learn that aspect of the system.
3. Presentation from Burriss, Thompson & Associates | Compensation Study. Steve Thompson is the lead consultant on the compensation study and benefits review for the County General employees and Water & Sewer Department.

Benefits Review

Mr. Thompson gave a brief overview of the benefits summary. HTCG contribution to the healthcare coverage was considered weak as compared to equivalent entities. The Vacation or PTO time is also considered a weak point, but it was noted that it is being addressed in the proposed employee handbook being presented to Commission at a later time.

Compensation Study

Steve Thompson went over the findings and recommendations of the study. The recommendations are not complete nor a final product. There are still adjustments to be made and discussed by the departments and committees.

Hartsville/Trousdale County was compared against several of the surrounding counties and other areas of comparable market base. Main focus areas are the ones attracting HTC employees. Data was collected from both private and public sectors. Data is of July 2021 and rates have increased 4.7% since this study was conducted.

Findings included more specified job titles and descriptions. This will help align positions to proper classifications in the market. Compared to the salary market index, HTC is 11% below the market rate. The data does not include Elected Officials. Chairman Jewell noted that this was strictly a salary review.

Recommendations included the reclassification of jobs in certain departments such as EMS, Jail, and the Water and Sewer Department. Department heads and supervisors were included in the discussions to create the new classifications for their respective departments.

Another recommendation is to recreate a pay plan with 15 pay grades each with 16 steps. Step increases are based on 2.36%. To provide a beginning point, positions were assigned to a Pay Grade that most closely matches the Job Market Rate. The step was assigned by what most closely matched the position's current salary. This allowed some hourly rates to increase if between steps. No rate was decreased for any position.

Mr. Thompson offered ways to implement the new system. It could be done over two years or all at one time. BTA can assist with interim pay scale and implementation of the full system. Can also be adjusted to more of a merit or performance based system if desired. Some entities alternated departments on who received increases from year to year. Bill Fergusson noted that it could include both the cost of labor adjustments (COLA) annually and also a merit increase.

Chairman Jewell asked the effect on the tax rate. If you were to take the full amount of implementation of $\$235,556 \times 12.65\%$ for benefits = $\$265,354$ divided by current penny value = 10.12 cents on the dollar. Mayor Chambers stated that we do need to protect the taxpayer, but we also need to take care of our employees who serve our taxpayers. Jerry Ford noted that surrounding counties have higher revenue streams than HTC and we need to take that into consideration.

Some employees have discussed health insurance coverage and needing more assistance in this field. HTCG may need to place more importance on the benefit side with the contribution to health insurance and flexible work schedules. Mayor noted that the Insurance Committee is reviewing submissions for an insurance broker.

Chairman Jewell asked the Committee to consider this and to continue discussion at later meetings.

4. Public Comments

Stephanie Urick commented that we need to be competitive with surrounding counties. Her kids are looking into summer jobs, and they can make \$2/hr. more in Gallatin than in Hartsville.

5. Adjourn

With no further business to discuss, a motion to adjourn the meeting was made by T. Bubba Gregory. Meeting adjourned at 7:45pm

TROUSDALE COUNTY TRUSTEE

TRIAL BALANCE

December 31, 2021

ACCT FUNC	DESCRIPTION	Beginning Fiscal Year Balance	YTD Debits	YTD Credits	Ending Balance
999-11120	CASH ON HAND	28,156.74	11,570,301.22	11,497,424.24	101,033.72
999-11130- 20	CITIZENS BANK 7008289	1,700.17	6,709,849.44	6,709,849.42	1,700.19
999-11130- 203	CITIZENS BANK 5492	541,163.97	2,371.64	543,535.61	-
999-11130- 21	CITIZENS BANK 8120777	5,557,058.21	10,303,654.17	6,874,977.07	8,985,735.31
999-11130- 210	CITIZENS BANK 7871	940,000.00	-	-	940,000.00
999-11130- 22	CITIZENS BANK PAYROLL TAXES	-	1,353,635.42	1,353,635.42	-
999-11130- 23	CITIZENS BANK OTHER AGENC	132,392.74	200.42	-	132,593.16
999-11130- 30	WILSON BANK & TRUST 0551	6,157,386.38	10,920,392.96	10,348,794.77	6,728,984.57
999-11130- 302	WBT CD#169812	1,000,000.00	-	-	1,000,000.00
995-11130- 303	WBT ROAD SUPERINTENDENT	25,000.00	-	-	25,000.00
999-11130- 304	WBT CD#139582	150,000.00	-	-	150,000.00
999-11130- 305	WBT ROAD SUPERINTENDENT	25,000.00	-	-	25,000.00
999-11130- 306	WBT CD#291943	-	550,000.00	-	550,000.00
999-11130- 308	WBT CD#153509	604,000.00	-	-	604,000.00
999-11130- 31	WBT (HEALTH INSURANCE	-	1,143,899.67	1,143,899.67	-
999-11130- 32	WBT/HARTS/TROUS RETIREME	23,569.56	887,751.32	905,749.50	5,571.38
999-11130- 33	WBT CCA CORECIVIC	-	36,564,862.59	31,363,535.74	5,201,326.85
999-11410	ACCOUNTS RECEIVABLE	-	69,085.81	65,409.81	3,676.00
999-14310	UNDISTRIBUTED WARRANTS	-	46,915,573.09	46,915,573.09	-
	TOTAL ASSETS	15,185,427.77	126,991,577.75	117,722,384.34	24,454,621.18

**Cash Balance
- NOT FUND BALANCE -**

995-21500- 101	COUNTY GENERAL	4,409,170.55	4,650,420.23	5,281,960.42	5,040,710.74	-101	COUNTY GENERAL
999-21500- 111	URBAN SERVICE FUND	1,548,046.49	526,067.47	654,330.60	1,676,309.62	-111	URBAN SERVICE FUND
999-21500- 116	SOLID WASTE	851,678.71	321,431.14	585,463.95	1,115,711.52	-116	SOLID WASTE
999-21500- 118	HARTS/TROUS COUNTY AMBUL	420,942.13	532,513.01	692,815.47	581,244.59	-118	AMBULANCE
999-21500- 121	SPECIAL PURPOSE	-	31,363,535.74	36,564,862.59	5,201,326.85	-121	CORECIVIC - TTCC
999-21500- 122	TROUSDALE COUNTY DRUG	72,955.43	948.45	4,319.57	76,326.55	-122	COUNTY DRUG
999-21500- 127	AMER RESQ FUND - GENERAL	-	5.23	1,096,414.81	1,096,409.58	-127	ARPA - GENERAL
999-21500- 128	AMER RESQ FUND - URBAN	-	4.06	1,674,463.27	1,674,459.21	-128	ARPA - URBAN
999-21500- 131	COUNTY HIGHWAY	1,380,717.83	1,238,323.65	1,104,221.46	1,246,615.64	-131	COUNTY HIGHWAY
999-21500- 141	PUBLIC SCHOOL	4,707,873.67	7,347,963.58	6,357,531.74	3,717,441.83	-141	PUBLIC SCHOOL
999-21500- 142	SCHOOL FEDERAL PROJECTS	110,544.46	559,108.82	978,098.71	529,534.35	-142	SCHOOL FEDERAL PROJECTS
999-21500- 143	CENTRAL CAFETERIA	113,216.57	444,911.67	617,948.46	286,253.36	-143	CENTRAL CAFETERIA
999-21500- 151	DEBT SERVICE	598,286.85	247,430.98	624,995.48	975,851.35	-151	DEBT SERVICE
599-21500- 156	EDUCATION DEBT	351,057.93	4,889.69	252,535.33	598,703.57	-156	EDUCATION DEBT
999-21500- 171	GENERAL CAPITAL PROJECT	21,684.21	-	-	21,684.21	-171	CDBG PASS THRU TO WATER
999-21500- 362	OTHER AGENCY-DA	132,374.75	2.02	200.42	132,573.15		
999-21500- 363	15th JD DRUG TASK FORCE	404,492.11	99,222.93	93,921.46	399,190.64	-363	DTF
999-21500- 364	DISTRICT ATTORNEY GENERA	29,737.90	11,435.13	14,319.65	32,622.42		
999-21500- 920	UNEMPLOYMENT-DUE TO STAT	-	2,089.52	2,089.52	-		
999-21500- 921	PAYROLL TAXES	-	1,353,635.42	1,394,696.87	41,061.45		
999-21500- 922	METRO GOVT INSURANCE	-	358,596.53	358,596.53	-		
999-21500- 923	RETIREMENT CONTRIBUTIONS	23,512.77	905,749.50	887,748.76	5,512.03		
999-21500- 931	TEACHER INSURANCE	9,135.41	783,149.74	779,092.85	5,078.52		
999-22200	OTHER DEFERRED REVENUE	-	3,229.00	3,229.00	-		
999-28310	UNDISTRIBUTED TAXES	-	9,232.49	9,232.49	-		
999-29900	FEE/COMMISSION ACCOUNT	-	144,258.17	144,258.17	-		
	TOTAL LIABILITIES	15,185,427.77	50,908,154.17	60,177,347.58	24,454,621.18		

Comparison DECEMBER 2020 / DECEMBER 2021

	Property Tax		Revenues		Expenses	
	<i>Dec 20</i>	Dec 21	<i>Dec 20</i>	Dec 21	<i>Dec 20</i>	Dec 21
101	71.8%	76.9%	73.3%	60.2%	45.9%	44.3%
111	62.0%	72.1%	58.3%	52.6%	54.1%	35.7%
116	71.8%	76.9%	55.6%	66.2%	42.0%	33.6%
118	71.8%	76.9%	54.6%	55.3%	55.0%	43.2%
131	71.8%	76.9%	45.3%	47.9%	44.7%	41.7%
151	71.9%	71.7%	54.8%	88.3%	31.7%	28.4%
Wheel Tax						
156	46.7%	45.2%	53.8%	52.4%	1.2%	0.8%

Hartsville / Trousdale Co Government
Summary Financial Statement
December 2021

101 General Fund

6th Month 50.0%

Account	Description	YearToDate		% of Budget
		Budget	Actual	
Revenues				
40110	Current Property Tax	2,844,367	2,186,977	76.9%
40115	Discount On Property Tax	(36,977)	(37,663)	101.9%
40120	Trustee's Collections - Prior Year	80,000	38,352	47.9%
40130	Cir Clk/Clk & Master Collections-Pr Yr	60,000	15,341	25.6%
40140	Interest And Penalty	15,000	3,982	26.5%
40161	Payments In Lieu Of Taxes - T. V. A.	25,000	7,093	28.4%
40163	Payments In Lieu Of Taxes - Other	8,700	-	-
40210	Local Option Sales Tax	700,000	361,059	51.6%
40220	Hotel/Motel Tax	100	1,264	1264.0%
40230	Local Amusement Tax	75	44	59.3%
40250	Litigation Tax - General	25,000	12,542	50.2%
40260	Litigation Tax - Special Purpose	60,000	34,879	58.1%
40270	Business Tax	40,000	3,316	8.3%
40275	Mixed Drink Tax	3,500	3,351	95.8%
40285	Adequate Facilities/Development Tax	100,000	58,779	58.8%
40290	Other County Local Option Taxes (May)	8,000	-	-
40320	Bank Excise Tax (March)	100,000	-	-
40330	Wholesale Beer Tax	150,000	65,230	43.5%
41140	Cable TV Franchise (Jan / June)	6,000	-	-
41520	Building Permits	100,000	65,547	65.5%
41590	Other Permits	100	30	30.0%
42110	Circuit Court: Fines	500	95	19.0%
42120	Circuit Court: Officers Costs	1,000	1,146	114.6%
42190	Circuit Court: Data Entry Fee	500	201	40.2%
42310	General Sessions Court: Fines	10,000	5,387	53.9%
42320	General Sessions Court: Officers Costs	26,500	11,177	42.2%
42330	General Sessions Court: Games and Fish Fines	300	9	3.0%
42350	General Sessions Court: Jail Fees	4,000	1,673	41.8%
42380	General Sessions Court: DUI Treatment Fines	2,000	1,139	57.0%
42390	General Sessions Court: Data Entry Fee	5,000	2,649	53.0%
42391	General Sessions Court: Courtroom Security Fee	25,000	11,860	47.4%
42410	Juvenile Court: Fines	100	-	-
42420	Juvenile Court: Officers Costs	500	152	30.4%
42480	Juvenile Court: DUI Treatment Fines	1,500	-	-
42490	Juvenile Court: Data Entry Fee	50	11	22.8%
42520	Chancery Court: Officers Costs	850	344	40.5%
42530	Chancery Court: Data Entry	800	124	15.5%
42810	Judicial Drug Program: Fines	-	875	
42910	Proceeds From Confiscated Property	-	7,906	
42990	Other Fines, Forfeitures, And Penalties	-	235	
43140	Zoning Studies	500	1,000	200.0%
43190	Other General Service Charges	-	1,040	
43350	Copy Fees	250	424	169.4%
43370	Telephone Commissions	18,000	6,945	38.6%
43392	Data Processing Fee -Register	3,500	2,012	57.5%
43394	Data Processing Fee - Sheriff	225	59	26.2%
43395	Sexual Offender Registration Fee-	1,800	600	33.3%
43396	Data Processing Fee - County Clerk	1,000	372	37.2%
43399	Vehicle Insurance Coverage and	200	375	187.5%

Hartsville / Trousdale Co Government
Summary Financial Statement
December 2021

101 General Fund

6th Month 50.0%

Account	Description	YearToDate		% of Budget
		Budget	Actual	
44110	Investment Income	52,000	17,530	33.7%
44120	Lease/Rentals	16,500	10,043	60.9%
44131	Commissary Sales	5,000	995	19.9%
44135	Sale Of Gasoline	10,000	9,653	96.5%
44145	Sale Of Recycled Materials	-	280	
44150	Sale Of Animals/Livestock (<i>Animal Shelter</i>)	-	1,000	
44170	Miscellaneous Refunds	-	12,128	
	<i>ATT Refund of overcharges</i>			
44570	Contributions & Gifts (<i>Animal Shelter</i>)	-	380	
44990	Other Local Revenues	12,000	6,928	57.7%
45510	County Clerk	115,000	51,953	45.2%
45520	Circuit Court Clerk	20,000	8,544	42.7%
45540	General Sessions Court Clerk	70,000	36,773	52.5%
45550	Clerk And Master	35,000	10,680	30.5%
45580	Register	45,000	33,018	73.4%
45590	Sheriff	8,000	2,940	36.8%
45610	Trustee	230,000	142,533	62.0%
46110	Juvenile Services Program	9,000	-	-
46140	Aging Programs	42,300	8,176	19.3%
46190	Other General Government Grants	73,070	36,000	49.3%
46210	Law Enforcement Training Programs	16,800	8,258	49.2%
46310	Health Department Programs	7,700	-	-
46390	Other Health And Welfare Grants	99,200	425	0.4%
46430	Litter Program	44,200	10,049	22.7%
46820	Income Tax	19,000	-	-
46830	Beer Tax	19,000	10,857	57.1%
46835	Vehicle Certificate Of Title	6,000	2,954	49.2%
46852	State Revenue Sharing -	20,000	8,853	44.3%
46855	State Shared Sports Gaming Privilege	-	2,525	
46870	Emergency Hospital - Prisoners	-	493	
46915	Contracted Prisoner Board	200,000	52,416	26.2%
46960	Registrar's Salary Supplement	15,164	3,791	25.0%
46970	State Shared Sales Tax - Cities	-	24,493	
46980	Other State Grants (<i>Local Gov Support Grant</i>)	301,637	301,637	100.0%
46990	Other State Revenues	1,240	627	50.6%
47180	Community Development	436,993	143,789	32.9%
47235	Homeland Security Grants	5,000	-	-
47302	CARES Act Funding	56,250	15,000	26.7%
	<i>Senior Center - Grocerv Proaram</i>			
47620	Police Service (Lake Area)	5,500	-	-
47715	Tax Credit Bond Rebate	115,000	57,672	50.1%
48130	Contributions	-	2,144	
48140	Contracted Services	5,000	210	4.2%
48610	Donations	10,000	2,996	30.0%
49700	Insurance Recovery	5,733	14,283	249.1%
Total Revenues		6,525,227	3,930,958	60.2%

Hartsville / Trousdale Co Government
Summary Financial Statement
December 2021

101 General Fund

6th Month 50.0%

Account	Description	YearToDate		% of Budget
		Budget	Actual	
Expenditures				
51100	County Commission	108,579	33,655	31.0%
51220	Beer Board	423	639	151.1%
51300	County Mayor/Executive	313,774	155,651	49.6%
51400	County Attorney	31,000	14,319	46.2%
51500	Election Commission	149,281	53,072	35.6%
51600	Register Of Deeds	127,285	64,484	50.7%
51720	Planning	119,634	49,077	41.0%
51800	County Buildings	284,571	129,446	45.5%
51910	Preservation Of Records	10,070	1,610	16.0%
52300	Property Assessor's Office	183,278	97,127	53.0%
52400	County Trustee's Office	151,542	74,651	49.3%
52500	County Clerk's Office	155,984	75,232	48.2%
52600	Data Processing	89,500	49,456	55.3%
53100	Circuit Court	206,288	97,596	47.3%
53300	General Sessions Court	126,311	66,162	52.4%
53400	Chancery Court	139,690	68,200	48.8%
53700	Judicial Commissioners	40,589	19,397	47.8%
53920	Courtroom Security	131,543	43,049	32.7%
54110	Sheriff's Department	1,910,822	836,510	43.8%
54150	Drug Enforcement	74,717	40,516	54.2%
54160	Administration Of The Sexual Offender	3,400	600	17.6%
54210	Jail	1,179,671	508,409	43.1%
54220	Workhouse	93,316	41,759	44.8%
54240	Juvenile Services	49,397	21,703	43.9%
54310	Fire Prevention And Control	288,673	215,850	74.8%
54420	Rescue Squad	64,726	26,013	40.2%
54490	Other Emergency Management	122,808	45,516	37.1%
54510	Inspection And Regulation	1,500	201	13.4%
54610	County Coroner/Medical Examiner	32,500	13,825	42.5%
55110	Local Health Center	32,589	6,462	19.8%
55120	Animal Shelter	62,815	14,136	22.5%
55170	Alcohol And Drug Programs	8,980	600	6.7%
55720	Litter Grant	44,200	15,198	34.4%
56300	Senior Citizens Assistance	93,885	54,792	58.4%
56500	Libraries	140,404	62,081	44.2%
56700	Parks And Fair Boards	351,321	33,601	9.6%
57100	Agricultural Extension Service	69,193	11,020	15.9%
57500	Soil Conservation	23,021	23,021	100.0%
58190	Other Economic And Community	512,058	171,415	33.5%
	<i>THDA HOME Grant</i>			
58300	Veteran's Services	18,608	-	-
58400	Other Charges	393,200	283,253	72.0%
	<i>insurance premiums, workers comp, fuel charges</i>			
58600	Employee Benefits	5,500	1,332	24.2%
58900	Miscellaneous	41,928	37,866	90.3%
	<i>includes contributions to non profits</i>			
99100	Transfers Out	151,603	44,478	29.3%
Total Expenditures		8,140,177	3,602,976	44.3%

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

111 Urban Services

6th Month 50.0%

		Year-To-Date		
Account	Description	Budget	Actual	% of Budget
Revenues				
40110	Current Property Tax	454,659	328,029	72.1%
40115	Discount On Property Tax	(4,500)	(5,304)	117.9%
40120	Trustee's Collections - Prior Year	30,000	6,954	23.2%
40130	Cir Clk/Clk & Master Collections-Pr Yr	25,000	5,865	23.5%
40140	Interest And Penalty	5,000	686	13.7%
40230	Local Amusement Tax	-	1,153	
40290	Other County Local Option Taxes <i>(June)</i>	38,000	-	-
40390	Other Statutory Local Taxes	50,000	31,181	62.4%
41140	Cable TV Franchise <i>(March)</i>	20,000	-	-
41520	Building Permits	30,000	20,494	68.3%
43107	Residential Waste Collection Charge	230,000	96,218	41.8%
44130	Sale Of Materials And Supplies	500	300	60.0%
46210	Law Enforcement Training Programs <i>(March)</i>	2,400	2,253	93.9%
46840	Alcoholic Beverage Tax	20,000	13,129	65.6%
46970	State Shared Sales Tax - Cities	230,000	94,523	41.1%
Total Revenues		1,131,059	595,481	52.6%
Expenditures				
54110	Sheriff's Department	540,913	208,573	38.6%
54310	Fire Prevention And Control	9,500	459	4.8%
55731	Waste Pickup	348,008	115,761	33.3%
56700	Parks And Fair Boards	30,000	-	-
56900	Other Social, Cultural And Recreational <i>July 4th fireworks</i>	4,000	-	-
58400	Other Charges	144,700	66,222	45.8%
58600	Employee Benefits	2,250	1,125	50.0%
62000	Highway And Bridge Maintenance	80,000	12,929	16.2%
82110	Gen Gov: Notes Principal - <i>May / Trash Truck</i>	36,000	36,000	100.0%
82210	Gen Gov: Notes Interest - <i>Nov/May Trash Truck</i>	1,094	547	50.0%
82310	Gen Gov: Fees	-	360	-
91150	Social, Cultural, and Recreational (Sidewalks)	40,000	-	-
Total Expenditures		1,236,465	441,976	35.7%

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

116 Solid Waste / Sanitation

6th Month 50.0%

		Year-To-Date		
Account	Description	Budget	Actual	% of Budget
Revenues				
40110	Current Property Tax	537,934	413,605	76.9%
40115	Discount On Property Tax	(7,000)	(7,122)	101.7%
40120	Trustee's Collections - Prior Year	15,000	7,449	49.7%
40130	Cir Clk/Clk & Master Collections-Pr Yr	5,000	2,979	59.6%
40140	Interest And Penalty	2,700	773	28.6%
40270	Business Tax	8,500	627	7.4%
43106	Commercial And Industrl Waste Coll	205,000	87,638	42.8%
44145	Sale Of Recycled Materials <i>(scrap metal, cardboard)</i>	35,000	30,727	87.8%
46990	Other State Revenues	5,000	4,465	89.3%
49800	Transfers In	10,486	-	-
Total Revenues		817,620	541,143	66.2%

Expenditures

55732	Convenience Centers	485,887	148,792	30.6%
55751	Recycling Center	55,767	19,678	35.3%
55759	Other Waste Disposal	225,000	81,593	36.3%
55770	Postclosure Care Costs <i>(Landfill)</i>	36,000	1,000	2.8%
58400	Other Charges	46,000	34,167	74.3%
Total Expenditures		848,654	285,231	33.6%

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

118 Ambulance Service

6th Month 50.0%

Year-To-Date

Account	Description	Budget	Actual	% of Budget
Revenues				
40110	Current Property Tax	538,417	413,976	76.9%
40115	Discount On Property Tax	(8,000)	(7,129)	89.1%
40120	Trustee's Collections - Prior Year	12,000	5,958	49.7%
40130	Cir Clk/Clk & Master Collections-Pr Yr	5,000	2,383	47.7%
40140	Interest And Penalty	3,000	619	20.6%
40270	Business Tax	6,800	628	9.2%
43120	Patient Charges	560,000	216,691	38.7%
44110	Investment Income	-	6	
49800	Transfers In	27,921	-	-
Total Revenues		1,145,138	633,132	55.3%

Expenditures

55130	Ambulance/Emergency Medical	1,248,359	538,934	43.2%
Total Expenditures		1,248,359	538,934	43.2%

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

121 Special Fund / CCA / CoreCivic
Pass-thru account

6th Month 50.0%

		Year-To-Date		
Account	Description	Budget	Actual	% of Budget
Revenues				
46915	Contracted Prisoner Board	65,000,000	26,465,057	40.7%
Total Revenues		65,000,000	26,465,057	40.7%

Expenditures				
54900	Other Public Safety	65,000,000	21,263,730	32.7%
Total Expenditures		65,000,000	21,263,730	32.7%

Rec'd/Paid

<i>July 2021</i>	5,335,936.04	5,335,936.04
<i>August 2021</i>	5,353,583.28	10,689,519.32
<i>September 2021</i>	5,170,347.18	15,859,866.50
<i>October 2021</i>	5,403,863.60	21,263,730.10
<i>November 2021</i>	5,201,326.85	26,465,056.95
<i>December 2021</i>		26,465,056.95
<i>January 2022</i>		26,465,056.95
<i>February 2022</i>		26,465,056.95
<i>March 2022</i>		26,465,056.95
<i>April 2022</i>		26,465,056.95
<i>May 2022</i>		26,465,056.95
<i>June 2022</i>		26,465,056.95 <i>estimated</i>

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

6th Month 50.0%

122 County Drug
Sheriff's Fund

Year-To-Date

Account	Description	Budget	Actual	% of Budget
Revenues				
42340	Drug Control Fines	5,000	2,298	46.0%
42865	Drug Task Force Forfeitures And	8,000	1,096	13.7%
42910	Proceeds From Confiscated Property	3,000	-	-
Total Revenues		16,000	3,394	21.2%
Expenditures				
54150	Drug Enforcement	21,250	893	4.2%
Total Expenditures		21,250	893	4.2%

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

151 Debt Service

6th Month 50.0%

		Year-To-Date		
Account	Description	Budget	Actual	% of Budget
Revenues				
40110	Current Property Tax	355,486	254,769	71.7%
40115	Discount On Property Tax	(3,500)	(4,387)	125.3%
40120	Trustee's Collections Prior Year	10,000	5,769	57.7%
40130	Cir Clk/Clk & Master CollectionsPr Yr	5,000	2,308	46.2%
40140	Interest And Penalty	1,500	599	39.9%
40266	Litigation Tax Jail Or Workhouse	20,000	11,439	57.2%
40270	Business Tax	6,000	386	6.4%
44110	Investment Income	20,000	9,405	47.0%
48130	Contributions	159,450	-	-
48990	Other: <i>TTCC Admin Fees</i>	-	300,000	-
49800	Transfers In	133,428	44,478	33.3%
Total Revenues		707,364	624,767	88.3%

Expenditures

82110	General Government: Principal	211,700	66,700	31.5%
	<i>ADMIN BLDG</i>	68,000	-	0.0%
	<i>SW FRONT END LOADER</i>	66,700	66,700	100.0%
	<i>CJC</i>	77,000	-	0.0%
82130	Education: Principal	370,432	78,716	21.2%
	<i>EESI</i>	118,000	-	0.0%
	<i>JSMS</i>	95,000	-	0.0%
	<i>QSCB</i>	157,432	78,716	50.0%
82210	General Government: Interest	51,843	11,264	21.7%
	<i>ADMIN BLDG</i>	6,705	3,353	50.0%
	<i>SW FRONT END LOADER</i>	1,458	1,320	90.6%
	<i>CJC</i>	43,680	6,591	15.1%
82230	Education: Interest (EESI, QSCB, JSMS)	214,885	78,821	36.7%
	<i>EESI</i>	69,510	9,969	14.3%
	<i>JSMS</i>	25,026	13,254	53.0%
	<i>QSCB</i>	122,316	55,598	45.5%
82310	General Government: Fees (<i>Trustee Commission</i>)	19,200	9,891	51.5%
82330	Education: Fees (EESI, QSCB)	7,020	3,019	43.0%
Total Expenditures		875,080	248,410	28.4%

Interest Rate History

	CJC	EESI
July 2021	1.346%	1.312%
August 2021	1.346%	1.312%
September 2021	1.306%	1.271%
October 2021	1.377%	1.342%
November 2021	1.326%	1.291%
December 2021	1.408%	1.373%
January 2022		
February 2022		
March 2022		
April 2022		
May 2022		
June 2022		

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

156 Education Debt Service

6th Month 50.0%

		Year-To-Date		
Account	Description	Budget	Actual	% of Budget
Revenues				
40240	Wheel Tax <i>(runs a month behind)</i>	360,000	162,568	45.2%
44110	Investment Income	1,000	377	37.7%
48130	Contributions - <i>from Schools</i>	55,000	55,000	100.0%
Total Revenues		416,000	217,945	52.4%
Expenditures				
82130	Education - <i>principal (May)</i>	562,860	-	-
82230	Education - <i>interest</i>	30,550	539	1.8%
82330	Education - <i>fees</i>	14,000	4,350	31.1%
Total Expenditures		607,410	4,890	0.8%

	7/1/2021	<i>Beginning Fund Balance</i>	380,890	Interest Rate History	
		<i>Estimated Revenues</i>	435,890	July 2021	1.023%
		<i>Estimated Expenditures</i>	(572,639)	August 2021	1.023%
	6/30/2022	<i>Estimated Ending Fund Balance</i>	244,140	September 2021	0.999%
				October 2021	1.064%
				November 2021	1.019%
				December 2021	1.085%
				January 2022	
				February 2022	
				March 2022	
				April 2022	
				May 2022	
				June 2022	

Hartsville / Trousdale Co Government
Summary Financial Statement

December 2021

131 Highway Fund

6th Month 50.0%

		Year-To-Date		
Account	Description	Budget	Actual	% of Budget
Revenues				
40110	Current Property Tax	104,996	80,719	76.9%
40115	Discount On Property Tax	-	(1,390)	-
40120	Trustee's Collections - Prior Year	3,000	1,220	40.7%
40130	Cir Clk/Clk & Master Collections-Pr Yr	2,500	814	32.6%
40140	Interest And Penalty	600	127	21.1%
40270	Business Tax	1,500	136	9.1%
44110	Investment Income	1,000	113	11.3%
46920	Gas and Motor Fuel Tax	1,727,595	801,172	46.4%
46930	Petroleum Special Tax	11,000	4,903	44.6%
Total Revenues		1,852,191	887,814	47.9%

Expenditures

61000	Administration	225,169	112,054	49.8%
62000	Highway and Bridge Maintenance	1,289,540	554,660	43.0%
63100	Operation and Maintenance of Equipment	209,586	98,268	46.9%
65000	Other Charges	75,500	51,600	68.3%
66000	Employee Benefits	88,100	39,511	44.8%
68000	Capital Outlay	377,000	87,565	23.2%
Total Expenditures		2,264,895	943,659	41.7%

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 101-22FB HEALTH INS PREMIUMS

**| BUDGET AMENDMENT
2022-101-22FB**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-39000	Fund Balance	\$ 7,104	
101-51300-207	Mayor's Office: Medical Insurance		\$ 240
101-51600-207	Register: Medical Insurance		120
101-51800-207	Buildings: Medical Insurance		360
101-52300-207	Property Assessor: Medical Insurance		120
101-52400-207	Trustee: Medical Insurance		240
101-52500-207	County Clerk: Medical Insurance		240
101-53100-207	Court Clerk: Medical Insurance		360
101-53300-207	General Sessions: Medical Insurance		120
101-53400-207	Chancery: Medical Insurance		120
101-53920-207	Courtroom Security: Medical Insurance		120
101-54110-207	Sheriff: Medical Insurance		2,520
101-54150-207	Drug Enforcement: Medical Insurance		120
101-54210-207	Jail: Medical Insurance		1,680
101-54220-207	Workhouse: Medical Insurance		240
101-54240-207	Juvenile Services: Medical Insurance		120
101-54490-207	Emergency Management: Medical Insurance		120
101-56500-207	Library: Medical Insurance		240
101-56700-207	Parks: Medical Insurance		24
TOTAL		\$ 7,104	\$ 7,104

Purpose: Insurance Premiums increased on January 1, 2022 from \$507/mo to \$527/mo. It has been the intent of the Commission to provide the minimum PPO option.

Budget Amendment Total	\$ 7,104	\$ 7,104
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As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-101-22FB approved by Commission on _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 101-23R LGSF Bonus Clean Up

**| BUDGET AMENDMENT
2022-101-23R**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-34690	Local Gov Support Funding - Reserves	\$ 9,120	
101-99100-590	Transfers Out - Other Funds (Fund 118)		\$ 9,120
101-54210-188	Jail: Bonus	970	
101-52500-188	County Clerk: Bonus		520
101-54220-188	Workhouse: Bonus		450
TOTAL		\$ 10,090	\$ 10,090

Purpose: *Clean up Bonus appropriations.
LGSF Reserves: Moving funds from 101 to 118 (see BA 2022-118-01 EMS OT)*

Budget Amendment Total **\$ 10,090** **\$ 10,090**

As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-101-23R **approved by Commission on** _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 101-24 INS RECOV

| BUDGET AMENDMENT

2022-101-24

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-49700	Insurance Recovery	\$ 8,800	
101-54110-336	Sheriff: Equipment Repairs		\$ 8,242
101-54110-336	Sheriff: Vehicle Repairs		558
TOTAL		\$ 8,800	\$ 8,800

Purpose: *Insurance Recovery*

Morrison Street Tower - Lightning strike on August 31, Tornado December 6, 2021

Vehicle Damage - Incident with Deer November 12

Budget Amendment Total	\$ 8,800	\$ 8,800
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As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-101-24 **approved by Commission on** _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 101-25G SNR CTR GRANT

**| BUDGET AMENDMENT
2022-101-25G**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-46140	Aging Programs	\$ 5,000	
101-56300-499	Senior Center: Other Supplies		\$ 5,000
TOTAL		\$ 5,000	\$ 5,000

Purpose: Grant awarded to the Senior Center from TN Commission on Aging and Disability (TCAD). Will be used for promotional materials and equipment at the center.

Budget Amendment Total	\$ 5,000	\$ 5,000
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As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-101-25G **approved by Commission on** _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 101-26G LIBRARY GRANT

**| BUDGET AMENDMENT
2022-101-26G**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-47408-LIB	ARPA Funding - Library	\$ 24,750	
101-56500-316	Library: Contributions	2,750	
101-56500-432	Library: Media/Library Books		\$ 6,463
101-56500-709	Library: Electronic Processing Equipment		16,192
101-56500-711	Library: Furniture & Fixtures		4,845
TOTAL		\$ 27,500	\$ 27,500

Purpose: ARPA funding through the TN State Library and Archives to the Library. Funds will be used towards books, equipment, and computers.

Budget Amendment Total **\$ 27,500** **\$ 27,500**

As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-101-26G *approved by Commission on* _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 101-27R SHERIFF EQUIP

**| BUDGET AMENDMENT
2022-101-27R**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-34510	TNCAMS Reserves	\$ 3,350	
101-54110-709	Library: Media/Library Books		\$ 3,350
TOTAL		\$ 3,350	\$ 3,350

Purpose: TNCAMS Funding: Vendor was not able to get the order in before the price increased.
Reference BA 2022-101-03R passed on July 19, 2021
TNCAM balance \$75,353

Budget Amendment Total **\$ 3,350** **\$ 3,350**

As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-101-27R **approved by Commission on** _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 111-01FB STREETScape

**| BUDGET AMENDMENT
2022-111-01FB**

Request is hereby made to amend **Fund 111 Urban Services** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
111-39000	Fund Balance	\$ 87,475	
111-92100-399	Street Capital Projects: Other Contracted Services		\$ 87,475
TOTAL		\$ 87,475	\$ 87,475

Purpose: *Appropriating funding for the Streetscape project as it closes out. This is to cover Engineering fees and other miscellaneous expenses. Funding amount is what was remaining at the close of FY21 that rolled back into fund balance.*

Budget Amendment Total	\$ 87,475	\$ 87,475
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As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Second: _____

Electronic Voting

Yes _____ No _____ Absent _____

Budget Amendment 2022-111-01FB approved by Commission on _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BA 111-02R PARK GROUND COVER

**| BUDGET AMENDMENT
2022-111-02R**

Request is hereby made to amend **Fund 111 Urban Services** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
111-34690	Reserves - Local Government Support	\$ 100,000	
111-56700-724	Parks & Recreation: Site Improvements		\$ 100,000
TOTAL		\$ 100,000	\$ 100,000

Purpose: LGSF21 Funding would come from the Local Government Support Funding received in FY21. TDEC has requested an additional amount for the County to contribute to the LPR Grant. This portion would go towards a temporary ground covering.

Remaining funds in the US LGSF after this BA: \$96,358

Budget Amendment Total	\$ 100,000	\$ 100,000
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s recommended by the Parks & Recreation Committee October 25, 2021

As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Voice Vote Absent _____

Second: _____

Budget Amendment 2022-111-02R **approved by Commission on** _____

APPROVED:

ATTEST:

DWIGHT JEWELL
COMMISSION CHAIRMAN

RITA CROWDER
COUNTY CLERK



December 3, 2021

Stephen Chambers
County Mayor
Hartsville-Trousdale County Government
328 Broadway
Hartsville, TN 37074

Subject: Scope/Fee for American Rescue Plan (ARP) Act Grant Assistance

Dear Mayor Chambers:

Thank you for reaching out to GNRC for assistance as you prioritize potential projects for various programs funded through the ARP Act. Per your request, we have prepared a scope of services and fee schedule for the following support tasks, described in further detail in Exhibit A attached to this letter:

- Task 1. Project Work Planning & Coordination,
- Task 2. Project Prioritization Workshop,
- Task 3. Project Justification Documentation,
- Task 4. Project Management, and
- Task 5. Project Reporting Documentation.

The total cost to provide services will be equal to the price for Task 1, plus the price for any of the additional tasks that you select. I have attached a draft contract for your review. The agreement would permit the County to issue task orders throughout its duration, as needed.

GNRC has the staff capacity and relevant experience to help you pursue, manage, and administer any eligible project your community wishes to fund with ARP money. GNRC is uniquely positioned to guide you through the entire project, from proposal to implementation, and can assist in helping you meet any reporting requirements along the way. We are committed to providing the necessary resources to alleviate burden from your staff while acting as an unbiased, third-party coordinator between the County and its funding and implementing partners.

Thanks again for the opportunity to work on this important project. Feel free to reach out to me at 615-925-2838 or mkipper@gnrc.org with any questions or comments.

Respectfully,

A handwritten signature in blue ink, appearing to read 'MS', is written over the printed name of Michael Skipper.

Michael Skipper, AICP
Executive Director

Enclosure

Connecting Communities. Empowering People.

220 Athens Way, Suite 200 • Nashville, TN 37228 • GNRC.org

Exhibit A

Scope of Services

A1. BACKGROUND

Hartsville-Trousdale County Government is a formal member of the Greater Nashville Regional Council (GNRC) which was established under TCA § 13-14-101 as a state development district, in part, to provide planning and economic development assistance to its members and the region as a whole. The County has requested assistance from GNRC as it undertakes projects to be funded by the American Rescue Plan Act of 2021 (ARPA).

Any project using ARPA funding must comply with its establishing legislation and the related rulemaking from the Department of Treasury. GNRC can help the County plan for how to best use its funds. GNRC can also provide guidance on leveraging ARPA money with other funding opportunities, how to get the best value, and how different projects could affect reporting requirements. The ARPA has very specific guidelines on community reporting and accounting outlined in the rulemaking and 2 CFR § 200. GNRC can support local government staff by managing projects, maintaining records, and handling the reporting. The tasks associated with this work are described in Section A2. GNRC understands the County may not need support in all facets of ARPA funding management. Therefore, the tasks outlined below are a menu of options the County can select based on its needs.

A2. WORK TASKS

Task 1. Project Work Planning and Advanced Coordination: This task will include participation in project planning meetings with county staff to discuss the scope of work and the development of a project work plan and schedule to carry out the remaining tasks. At a minimum, the work plan will include 1) an itemized list of the tasks requested from GNRC and 2) a description of the methodology and tools to be used in completing these tasks.

Deliverable #1: Project Work Plan and Schedule

Task 2. Project Prioritization: This task entails scheduling and conducting a one-day planning session for community leaders and stakeholders. The event will include 1) a presentation on ARPA eligible spending categories and requirements, 2) small group breakouts for project brainstorming, and 3) opportunities for all participants to report their suggestions and vote.

Deliverable #2: Planning Session Report

Task 3. Project Justification: GNRC will use its team of grant writers and administrators in coordination with the state's Office of the Comptroller to establish proper justification documentation for projects according to the US Department of Treasury's rulemaking. Neither the Office of the Comptroller nor GNRC can guarantee the acceptance of all project justifications.

Deliverable #3: One Justification Document per Project

Task 4. Project Management: This task will include the entire project management or administration for those undertaken with ARPA funding. It will include 1) Establishing proper filing systems, 2) assisting with procurement and recordkeeping in accordance with local, state, and federal laws, and 3) managing meetings and contracts with vendors or contractors.

Task 5. Reporting Requirements: GNRC will support local government staff by completing these reports prior to the established deadlines. This will ensure the community is meeting the US Department of Treasury’s guidelines and requirements throughout the ARPA reporting term.

Deliverable #4: *One Annual Project and one Expenditure Report per Project per Year*

A3. FEE SCHEDULE

SERVICE	PAYMENT TERMS
Task 1. Project Work Planning	\$750 flat fee for the contract period to include approximately 8 hours of GNRC staff time for project kickoff, coordination, and work planning.
Task 2. Project Prioritization	\$5,000 flat fee to include approximately 55 hours of GNRC staff time and all travel and materials.
Task 3. Project Justification	\$500 flat fee per project to include approximately 5 hours of GNRC staff time and all travel and materials.
Task 4. Project Management	Priced per project based on the required level of effort. GNRC estimates that the following costs per project type: <ul style="list-style-type: none"> • Non-Construction: 30 to 60 hrs (\$2,700 to \$6,000) • Construction: 100 to 500 hrs (\$9,000 to \$50,000)
Task 5. Reporting Requirements	\$1,000 flat fee per project to include approximately 10 hours of GNRC staff time and all travel and materials.

A4. BUDGET ASSUMPTIONS

Pricing includes the following costs:

- GNRC staffing and administrative fees,
- General office printing and project-related supplies,
- Small-batch printing of project-related materials,
- Local mileage for GNRC project personnel,
- All the necessary software tools, and
- Equipment and supplies for conducting any fieldwork.

The contract fee does not include costs for the following activities:

- Any fees associated with facilities used for project meetings,
- Large quantity printings and publications of final deliverables resulting from the contract, or
- Any third-party vendors or consultants hired separately by the County for activities related the work.

**PROFESSIONAL SERVICES CONTRACT
BETWEEN
METROPOLITAN HARTSVILLE-TROUSDALE
AND THE
GREATER NASHVILLE REGIONAL COUNCIL**

This Contract, by and between the METROPOLITAN HARTSVILLE-TROUSDALE COUNTY (“CLIENT”) and the GREATER NASHVILLE REGIONAL COUNCIL (“GNRC”), is for the provision of professional services. The GNRC and CLIENT may be referred to individually as a “Party” or collectively as the “Parties” to this Contract.

A. SCOPE OF SERVICES:

A.1 Scope of Services. GNRC agrees to provide and the CLIENT agrees to purchase the “Scope of Services” described in Exhibit A and incorporated into this Contract.

B. TERM OF CONTRACT:

The Parties agree that this Contract will be effective for the period beginning on January 1, 2022 (“Effective Date”) and ending on December 31, 2024 (“Term”).

C. PAYMENT:

C.1. Compensation and Task Orders. The CLIENT agrees to pay GNRC according to the fee schedule included in Exhibit A. The CLIENT will authorize the amount of compensation through the issuance of Task Orders which shall be made part of this Agreement upon the signature of the CLIENT and GNRC representatives identified in D.2. The Task Order shall identify the compensation amount and period of performance. All work shall be conducted within the effective period of this contract as identified in Section B.

C.2. Progress Payments. The GNRC will submit to the CLIENT regular invoices for payment based on progress to date for each Task Order. The total cumulative value of progress payments for any individual Task Order shall not exceed 90 percent of its scheduled compensation. Each invoice shall be accompanied by a narrative report describing work performed during the billing period.

C.3. Final Payment. The GNRC will submit to the CLIENT an invoice for final payment following the completion of each Task Order. The invoice for final payment shall be accompanied by a narrative report describing any work performed since the prior billing period.

D. GENERAL TERMS AND CONDITIONS:

D.1. Required Approvals. Neither party is bound by this Contract until it is signed by the Parties and, if necessary, approved by appropriate officials in accordance with any applicable laws and regulations, or bylaws.

D.2. Communications and Contacts. All communications or notices (“Notice”) must be in writing and made by a nationally recognized carrier and sent with trackable delivery. Notice is effective upon confirmation of delivery or actual receipt, whichever is sooner. Notice shall be made to:

CLIENT:
STEPHEN CHAMBERS
METROPOLITAN HARTSVILLE-TROUSDALE COUNTY MAYOR
EMAIL: STEPHEN.CHAMBERS@TROUSDALECOUNTYTN.GOV
PHONE: 615-374-2461

GNRC:
MICHAEL SKIPPER
EXECUTIVE DIRECTOR
220 ATHENS WAY, SUITE 200
NASHVILLE, TN 37228
EMAIL: MSKIPPER@GNRC.ORG
CC: MVONLUNEN@GNRC.ORG
PHONE: 615-880-3540

- D.3. Modification and Amendment. This Contract may be modified only by a written amendment signed by all Parties to this Contract and approved by appropriate officials in accordance with any applicable laws, regulations, and or bylaws.
- D.4. Termination for Convenience. The agreement may be terminated by either party by giving written notice to the other, at least 30 days before the effective date of termination. Should either party exercise this provision, GNRC shall be entitled to reimbursement for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the CLIENT be liable to GNRC for any service which has not been rendered.
- D.5. Termination for Cause. If either Party fails to properly perform its obligations under this agreement in a timely or proper manner or violates any terms of this agreement, the non-breaching Party shall have the right to terminate the agreement, with termination effective upon receipt of notice.
- D.6. Assignment and Subcontracting. The GNRC will not assign this Contract or enter into a subcontract for any of the services provided under this Contract without the prior written approval of the CLIENT. Notwithstanding any use of the approved subcontractors, the GNRC will be the prime GNRC and responsible for compliance with all terms and conditions of this Contract. The CLIENT reserves the right to request additional information or impose additional terms and conditions before approving an assignment of this Contract in whole or in part or the use of subcontractors in fulfilling the GNRC's obligations under this Contract.
- D.7. Conflicts of Interest. The GNRC agrees that no part of the total Contract Amount shall be paid directly or indirectly to an employee or officials of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent employee, subcontractors, or consultant to the CLIENT in connection with any work contemplated or performed relative to this Contract.
- D.8. Nondiscrimination. The GNRC agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of GNRC on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. GNRC shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of discrimination.
- D.9. Maintenance of Records. The GNRC will maintain documentation for all charges under this Contract, and any financial statements shall be prepared in accordance with generally accepted accounting principles. The books, records, and documents of the GNRC for work performed or money received under this Contract will be maintained at least five years from the date of the final payment or termination of the Contract and shall be subject to review by CLIENT upon reasonable written notice. CLIENT acknowledges that certain governmental entities or

organizations may require GNRC to maintain records according to a different schedule, and CLIENT understands and agrees that records related to this Contract may be subject to review by the Comptroller of the Treasury or other persons or organizations.

- D.10. Monitoring. The CLIENT understands and agrees that GNRC's activities conducted and records maintained pursuant to this Contract will be subject to monitoring and evaluation by the CLIENT as well as other entities including without limitation the U.S. Department of Economic and Community Development the Tennessee Comptroller of the Treasury, or their duly appointed representatives.
- D.11. Strict Performance. Failure by any Party to require, in any one or more cases, the strict performance of any of the terms, covenants, conditions, or provisions of this Contract will not be construed as a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Contract will be held to be waived, modified, or deleted except by a written amendment signed by the parties to this Contract.
- D.12. Independent Contractor; No Third-Party Beneficiary. The Parties to this Contract will not act as employees, partners, joint venturers, or associates of one another. Nothing in this Contract will be construed to create an employer/employee relationship or to allow either party to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one Party are not the employees or agents of the other Party. There are no third-party beneficiaries to this Contract.
- D.13. Tennessee Department of Revenue Registration. The GNRC will comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608.
- D.14. Suspension and Debarment. The GNRC warrants that no part of the total Contract Amount shall be paid directly or indirectly to entities who are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 of February 18, 1986 (3 CFR, 1986 Comp., p. 189). The GNRC will provide immediate written notice to the CLIENT if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.
- D.15. Force Majeure. The obligations of the Parties are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.16. State and Federal Compliance. The Parties will comply with all applicable State and Federal laws and regulations in the performance of this Contract.
- D.17. Governing Law. This Contract will be governed by and construed in accordance with the laws of the State of Tennessee. The Parties agree that they will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Contract. Each Party hereby irrevocably consents to the exclusive jurisdiction and venue of the state or federal courts located within Davidson County.
- D.18. Entire Agreement. This Contract is complete and contains the entire understanding between the Parties relating to its subject matter, including all the terms and conditions of the Parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the Parties, whether written or oral.
- D.19. Severability. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions of this Contract will not be affected and will remain in full force and effect. The terms and conditions of this Contract are severable.

- D.20. Headings. Section headings of this Contract are for reference purposes only and will not be construed as part of this Contract.
- D.21. Incorporation of Additional Documents. Each of the following documents are included as a part of this Contract by reference. In the event of a discrepancy or ambiguity regarding the GNRC's duties, responsibilities, and performance under this Contract, these items will govern in order of precedence below:
- a. any amendment to this Contract, with the latter in time controlling over any earlier amendments;
 - b. this Contract with attachments and exhibits.
- D.22. Insurance. The GNRC will carry adequate liability and other appropriate forms of insurance, including worker compensation insurance when required by law.
- D.23. Ownership of Deliverables. Provided the GNRC has been fully paid for its services, the CLIENT Deliverables created by GNRC as part of the Scope of Services are the property of CLIENT unless otherwise provided for in writing by the CLIENT. "Deliverables" includes without limitation forms, documents, written information, reports, background check documentation, or exhibits produced by GNRC for the CLIENT in the performance of the Scope of Services of this Contract. After completion or termination of the Contract and upon written request by the CLIENT, GNRC will provide to the CLIENT any Deliverables that have not been previously transmitted to the CLIENT. Notwithstanding anything in this paragraph to the contrary, however, GNRC may keep copies of Deliverables and any other records in order to fulfill its obligations under public records laws, grant monitoring agreements, or other obligations of law or contract.
- D.24. Intellectual Property and Other Property Rights. GNRC may develop certain materials, tools, applications, or processes (collectively "Tools") to assist it in carrying out the Scope of Services. GNRC is and shall be, the sole and exclusive owner of the Tools as well as the owner of all right, title, and interest throughout the world in and to all the Tools, together with the results of and proceeds from any patents, copyrights, trademarks, trade secrets and other intellectual property rights (collectively "Intellectual Property Rights") created by GNRC or its employees and agents in whatever stage of completion such may exist. CLIENT expressly disclaims any right to any Tools or Intellectual Property Rights of GNRC.

AGREED:

GREATER NASHVILLE REGIONAL COUNCIL

Executive Director

Date

HARTSVILLE-TROUSDALE COUNTY GOVERNMENT

Mayor

Date

Proposed Funding Plan for the Little League Light Poles

Tri County EMC Quotes

Steel Poles		232,645
101-LGSF21	Local Government Support Funding	115,066 <i>exhausts FY21 funding</i>
101-LGSF22	Local Government Support Funding	1,221 <i>leaves \$300,416 remaining in FY22</i>
111-LGSF21	Local Government Support Funding	116,358 <i>exhausts FY21 funding</i>
Wood Poles		214,165
101-LGSF21	Local Government Support Funding	115,066 <i>exhausts FY21 funding</i>
111-LGSF	Local Government Support Funding	99,099 <i>leaves \$17,259 remaining in FY21</i>

**Quotes received from Dewayne Sloan | Tammy Dixon
October 11, 2021*

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

RESOLUTION # 2022-01-745

RESOLUTION SETTING THE DATE FOR THE WHEEL TAX TO SUNSET

WHEREAS, the voters of Hartsville/Trousdale County by referendum approved a county-wide motor vehicle tax on March 8, 2002; and

WHEREAS, Resolution 01-15 approved by the Hartsville/Trousdale County Commission calling for said referendum states within Section 9 "The provisions of this Resolution shall cease to be effective as of the twenty (20) year anniversary date of the initial payment of the debt obligation of the 2002 school building expansion plan;" and

WHEREAS, the Hartsville/Trousdale County Commission wishes to state a clear and exact date for this tax to end for its residents; and

WHEREAS, as stated in Section 8 of the same Resolution "The proceeds derived from collection of said wheel tax shall be distributed in the following manner: 100% of funds shall be applied to Education Capital Outlay Reserve Fund;" and

WHEREAS, the Hartsville/Trousdale County Commission wishes to apply any remaining funds after the final payment of the 2002 High School Capital Outlay Note to another education capital outlay debt of the Jim Satterfield Middle School (JSMS) Roof Project.

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission meeting in regular session, that:

1. The Wheel Tax shall end on **May 31, 2022**; and
2. Any remaining funds within the Education Capital Outlay Reserve Fund after the final payment of the 2002 High School Capital Outlay Note be applied to the debt incurred by the JSMS Roof Project of 2021.

As recommended by the Budget & Finance Committee _____

Motion to approve: _____

Electronic Voting

Second motion: _____ YES _____ NO _____ ABSENT _____

APPROVED:

ATTEST:

Dwight Jewell
Commission Chair

Rita Crowder
County Clerk

