

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*

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

Agenda

1. Open Meeting
2. Review Minutes from June 20, 2022 meeting
3. County Trustee Report – June 2022
 - *Financial Summaries are not complete. Working on end of the year entries (Payables/Receivables)*
4. Discussion Items
 - 1) ORD 2014-2022-14 General Services Amendment – *Add Fund 143 School Food Services*
 - 2) ARPA spending – EMS Educational Assistance \$30,000
5. Public Comments
6. Adjourn

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

BUDGET AND FINANCE COMMITTEE

JUNE 20, 2022 | 6:00PM | TC COURTHOUSE

MINUTES

Members Present: 11/12

Beverly Atwood
Ken Buckmaster
Shane Burton
Gary Claridy
Bill Fergusson

Jerry Ford
T. Bubba Gregory
Landon Gulley
Richard Harsh
Rachel Jones

Dwight Jewell, *Comm Chair*
Mayor Stephen Chambers
Amy Thomas, CCFO

Absent: Gary Walsh

- The meeting was called to order at 6:00 pm by Chairman Dwight Jewell. Quorum was determined with 11 members present.
- Minutes from the May 16, 2022 regular meeting, May 23, 2022 Budget Hearing, and June 9, 2022 Budget Hearing were reviewed. **Minutes accepted**
- County Trustee Report / Financial Summary – May 2022
The Committee reviewed the May 2022 Trustee Trial Balance and Fund Financial Summaries.
No concerns were noted.
- Budget Amendments
The Committee reviewed all the proposed budget amendments.

101 – COUNTY GENERAL

2022-101-42	Clean Up Entries	\$	16,650
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Clean up Entries. Landon Gulley questioned the overtime line item in the Mayor’s office. Ms. Thomas clarified that it covered the accounting department’s time due to committee meetings and work on the budget that was not able to be covered during working hours.

2022-101-43	Senior Center Grant	\$	2,250
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Amendment to current GNRC Grant. Will use to purchase office supplies and automated doors for the Center’s restrooms.

116 – SOLID WASTE

2022-116-02FB	Front Loader – Emergency Purchase	\$	360,075
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Emergency purchase of a 2024 HEIL Front Loader / 2024 Peterbilt Model 520

131 – HIGHWAY

2022-131-03	YE Clean Up	\$	78,910
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To Correct Line Items

156 – EDUCATION DEBT SERVICES

2022-156-01	Transfers out	\$	223,792
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Transfer of funding to Schools and to Debt Services to clear out the fund. Amount is estimated. This budget amendment corresponds to Resolution 2022-15-759 which appropriates the remaining funding of Wheel Tax Proceeds.

141 – GENERAL PURPOSE SCHOOLS

2022-141-12	Youth Risk Behavior Stipend	\$	1,200
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Office of the Principal - Revenue, Youth Risk Behavior Survey stipend

2022-141-13	Summer Learning Camps	\$	181,066
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Revenue, Summer Learning Camps

2022-141-14	Alternative Instruction – Clean Up	\$	4,130
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Alternative Instruction Program – year-in clean-up, teacher salary, and benefits

2022-141-15	Special Education – Clean Up	\$	15,750
	Special Education Program - year-end clean-up, teacher salary, and benefits		
2022-141-16	Attendance – Clean Up	\$	2,501
	Attendance Program - year-end clean-up, contracted services		
2022-141-17	Other Student Support – Clean Up	\$	6,330
	Other Student Support - medical insurance, contracts with gov't agencies		
2022-141-18	Board of Edu – Clean Up	\$	12,000
	Board of Education - Board of Education, legal services		
2022-141-19	Director of Schools – Clean Up	\$	15,500
	Director of Schools - communication, contracted services		
2022-141-20	eRate Fees	\$	3,500
	Regular Instruction Program - necessary for increased eRate fees.		
2022-141-21	Purchase of Land	\$	151,000
	Capital Outlay - to purchase property adjoining middle school campus. Property is located at 200 Damascus; corner of Damascus and College. The lot is 0.42 acres.		

Motion made by Richard Harsh to recommend all budget amendments to the full Commission; second by Rachel Jones. **MOTION CARRIED**
Electronic Vote: 10 yes, 1 no (Gary Claridy)

5. FY2023 Budget Discussions

Committee reviewed the prepared ordinances for the General Service Funds appropriations and tax levy. The Board of Education submitted a new budget with edits to the expenditures making their total expenditures with transfers out \$13,799,539. All other funds remained the same. Rachel Jones asked if the payroll included the study numbers with a step increase and 2.5% cost of labor adjustment; Ms. Thomas confirmed. Mayor reiterated that it was the amounts recommended by the Budget Committee on June 9.

Motion made by Richard Harsh to approve and recommend Ordinance 244-2022-14 General Appropriations and Ordinance 245-2022-15 General Services Tax Levy of 1.9377 to the full Commission; second by Landon Gulley. **MOTION CARRIED**
Electronic Vote: 9 yes, 2 no (Rachel Jones, Jerry Ford)

Committee reviewed the prepared ordinances for the Urban Service Fund appropriations and tax levy.

Motion made by T. Bubba Gregory to approve and recommend Ordinance 246-2022-16 Urban Service Appropriations and Ordinance 247-2022-17 Urban Services Tax Levy of 0.6731 to the full Commission; second by Shane Burton. **MOTION CARRIED**
Electric Vote: 10 yes, 1 no (Rachel Jones)

6. Adjourn: With no further business, a motion to adjourn the meeting was made by T Bubba Gregory.

Adjourn at 6:50 pm

TROUSDALE COUNTY TRUSTEE

TRIAL BALANCE

June 30, 2022

ACCT FUNC	DECRPTION	Beginning Fiscal Year Balance	YTD Debits	YTD Credits	Ending Balance
999-11120	CASH ON HAND	28,156.74	22,297,591.93	22,317,893.18	7,855.49
999-11130- 20	1ST NATIONAL BANK 7008289	1,700.17	8,796,394.34	8,798,094.51	-
999-11130- 201	1ST NATIONAL BANK	-	1,000,000.00	-	1,000,000.00
999-11130- 203	1ST NATIONAL BANK 5492	541,163.97	606,371.64	543,535.61	604,000.00
999-11130- 21	1ST NATIONAL BANK 8120777	5,557,058.21	15,773,362.10	13,872,244.80	7,458,175.51
999-11130- 210	1ST NATIONAL BANK 7871	940,000.00	-	-	940,000.00
999-11130- 22	1ST NATIONAL BANK PAYROLL T	-	3,305,228.58	3,305,228.58	-
999-11130- 23	1ST NATIONAL BANK OTHER AGE	132,392.74	385.09	21,519.21	111,258.62
999-11130- 30	WILSON BANK & TRUST 0551	6,157,386.38	24,808,115.60	24,065,464.36	6,900,037.62
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	-	2,346,813.70	2,346,813.70	-
999-11130- 32	WBT/HARTS/TROUS RETIREME	23,569.56	1,860,223.09	1,870,127.47	13,665.18
999-11130- 33	WBT CCA CORECIVIC	-	63,417,974.00	63,180,984.17	236,989.83
999-11410	ACCOUNTS RECEIVABLE	-	221,094.96	220,358.96	736.00
999-14310	UNDISTRIBUTED WARRANTS	-	96,628,872.03	96,628,872.03	-
	TOTAL ASSETS	15,185,427.77	241,612,427.06	238,775,136.58	18,022,718.25

Cash Balance
- NOT FUND BALANCE -

995-21500- 101	COUNTY GENERAL	4,409,170.55	10,293,771.04	10,060,903.36	4,176,302.87	-101	COUNTY GENERAL
999-21500- 111	URBAN SERVICE FUND	1,548,046.49	977,424.31	1,224,086.20	1,794,708.38	-111	URBAN SERVICE FUND
999-21500- 116	SOLID WASTE	851,678.71	666,405.59	1,000,913.88	1,186,187.00	-116	SOLID WASTE
999-21500- 118	HARTS/TROUS COUNTY AMBUL	420,942.13	1,115,738.08	1,134,332.59	439,536.64	-118	AMBULANCE
999-21500- 121	SPECIAL PURPOSE	-	63,180,984.17	63,417,974.00	236,989.83	-121	CORECIVIC - TTCC
999-21500- 122	TROUSDALE COUNTY DRUG	72,955.43	1,199.20	8,130.95	79,887.18	-122	COUNTY DRUG
999-21500- 127	AMER RESQ FUND - GENERAL	-	1,026,666.26	1,097,226.45	70,560.19	-127	ARPA - GENERAL
999-21500- 128	AMER RESQ FUND - URBAN	-	34,005.69	1,676,435.37	1,642,429.68	-128	ARPA - URBAN
999-21500- 131	COUNTY HIGHWAY	1,380,717.83	1,943,397.69	2,100,328.89	1,537,649.03	-131	COUNTY HIGHWAY
999-21500- 141	PUBLIC SCHOOL	4,707,873.67	13,053,189.38	12,743,789.15	4,398,473.44	-141	PUBLIC SCHOOL
999-21500- 142	SCHOOL FEDERAL PROJECTS	110,544.46	2,376,647.07	2,601,809.52	335,706.91	-142	SCHOOL FEDERAL PROJECTS
999-21500- 143	CENTRAL CAFETERIA	113,216.57	896,674.81	1,365,595.92	582,137.68	-143	CENTRAL CAFETERIA
999-21500- 151	DEBT SERVICE	598,286.85	790,307.56	991,387.76	799,367.05	-151	DEBT SERVICE
999-21500- 156	EDUCATION DEBT	351,057.93	572,634.33	445,369.58	223,793.18	-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	21,523.08	385.09	111,236.76	-	
999-21500- 363	15th JD DRUG TASK FORCE	404,492.11	196,770.99	127,751.21	335,472.33	-363	DTF
999-21500- 364	DISTRICT ATTORNEY GENERA	29,737.90	33,386.62	31,363.54	27,714.82	-	
999-21500- 920	UNEMPLOYMENT-DUE TO STAT	-	5,133.96	5,133.96	-	-	
999-21500- 921	PAYROLL TAXES	-	3,305,228.58	3,305,228.58	-	-	
999-21500- 922	METRO GOVT INSURANCE	-	735,259.75	735,259.75	-	-	
999-21500- 923	RETIREMENT CONTRIBUTIONS	23,512.77	1,870,127.47	1,860,218.92	13,604.22	-	
999-21500- 931	TEACHER INSURANCE	9,135.41	1,609,400.55	1,609,541.99	9,276.85	-	
999-22200	OTHER DEFERRED REVENUE	-	3,229.00	3,229.00	-	-	
999-28310	UNDISTRIBUTED TAXES	-	24,620.61	24,620.61	-	-	
999-29900	FEE/COMMISSION ACCOUNT	-	228,570.25	228,570.25	-	-	
	TOTAL LIABILITIES	15,185,427.77	104,962,296.04	107,799,586.52	18,022,718.25		

TOTAL COUNTY TRUSTEE

346,574,723.10

346,574,723.10

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HARTSVILLE/TROUSDALE COUNTY GOVERNMENT
ORDINANCE #244-2022-14
AN ORDINANCE MAKING APPROPRIATIONS FOR THE VARIOUS FUNDS
DEPARTMENTS, INSTITUTIONS, OFFICES AND AGENCIES OF
THE GENERAL SERVICES FUNDS OF
HARTSVILLE/TROUSDALE COUNTY GOVERNMENT
FOR THE YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

SECTION 1. BE IT ORDAINED by the County Commission of Hartsville/Trousdale County Government, assembled in regular session, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of the general services funds of Hartsville/Trousdale County Government, for the capital outlay, and for meeting the payment of principal and interest on the County's debt maturing during the year beginning July 1, 2022 and ending June 30, 2023, according to the following schedule:

GENERAL FUND		
51100	County Commission	112,985
51220	Beer Board	1,792
51300	County Mayor	353,280
51400	County Attorney	77,000
51500	Election Commission (<i>including Voter Registration</i>)	150,152
51600	Register of Deeds	151,164
51720	Planning	123,267
51800	County Buildings	258,561
51910	Preservation of Records	3,450
52300	Property Assessor's Office	180,361
52400	County Trustee's Office	160,781
52500	County Clerk's Office	184,148
52600	Data Processing	111,600
53100	Circuit Court	219,472
53300	General Sessions Court	132,729
53400	Chancery Court	147,427
53700	Judicial Commissioners	41,658
53920	Courtroom Security	145,349
54110	Sheriff's Department	1,898,978
54150	Drug Enforcement	79,836
54160	Administration of the Sexual Offender Program	4,400
54210	Jail	1,371,040
54220	Workhouse	103,921
54240	Juvenile Services	53,414
54310	Fire Prevention and Control	124,178
54420	Rescue Squad	53,924
54490	Other Emergency Management	127,700
54510	Inspection and Regulation	1,500
54610	County Coroner/Medical Examiner	39,000
55110	Local Health Center	32,589
55120	Animal Control	94,707

55170	Alcohol and Drug Programs	8,980
55720	Sanitation Education/Information	44,200
56100	Adult Activities	60,657
56300	Senior Citizens Assistance	55,150
56500	Libraries	155,837
56700	Parks and Fair Boards	228,337
57100	Agricultural Extension Service	69,781
57500	Soil Conservation	23,287
58190	Other Economic and Community Development	63,000
58300	Veterans Services	22,872
58400	Other Charges	391,410
58600	Employee Benefits	5,500
58900	Miscellaneous	46,500
91150	Capital Projects - LPRG	1,200,000
99100	Transfers Out	122,316
Total General Fund		9,038,189

SOLID WASTE/SANITATION FUND

55732	Convenience Centers	550,027
55751	Recycling Center	63,540
55759	Other Waste Disposal	225,000
55770	Postclosure Care Costs	28,000
58400	Other Charges	46,000
Total Solid Waste/Sanitation Fund		912,567

AMBULANCE SERVICE FUND

55130	Ambulance/Emergency Medical	1,404,938
Total Ambulance Service Fund		1,404,938

SPECIAL FUND CCA

54900	Other Public Safety	69,852,713
Total Special Fund CCA		69,852,713

DRUG CONTROL FUND

54150	Drug Enforcement	21,250
Total Drug Control Fund		21,250

HIGHWAY/PUBLIC WORKS FUND

61000	Administration	250,456
62000	Highway and Bridge Maintenance	1,418,131
63100	Operation and Maintenance of Equipment	241,700
65000	Other Charges	75,275
66000	Employee Benefits	89,100
68000	Capital Outlay	387,000
Total Highway/Public Works Fund		2,461,662

GENERAL PURPOSE SCHOOL FUND

71000	Instruction	
71100	Regular Instruction Program	6,000,425
71150	Alternative Instruction Program	150,110
71200	Special Education Program	1,031,885
71300	Vocational Education Program	382,945

72000	Support Services	
72110	Attendance	33,930
72120	Health Services	361,162
72130	Other Student Support	219,675
72210	Regular Instruction Program	389,180
72220	Special Education Program	78,360
72230	Vocational Education Program	32,186
72250	Technology	252,475
72310	Board of Education	196,155
72320	Director of Schools	233,750
72410	Office of the Principal	869,625
72510	Fiscal Services	165,435
72610	Operation of Plant	929,065
72620	Maintenance of Plant	259,860
72710	Transportation	868,088
73000	Operation of Non-Instructional Services	
73330	Community Services	113,568
73400	Early Education	114,460
76000	Capital Outlay	
76100	Regular Capital Outlay	719,000
82130	Education Debt Service	271,000
82330	Debt Service Contributions	15,200
91000	Other Financing Resources	
91190	Transfers Out	112,000
Total General Purpose School Fund		13,799,539

CENTRAL CAFETERIA FUND

73100	Food Services	1,124,265
Total Central Cafeteria Fund		1,124,265

GENERAL DEBT SERVICE FUND

82100	Principal on Debt	611,432
82200	Interest on Debt	254,764
82300	Other Debt Service	27,590
Total General Debt Service Fund		893,786

WATER AND SEWER UTILITY DISTRICT

55900	Other Public Health and Welfare	3,851,217
Total Water and Sewer Utility District		3,851,217

BE IT FURTHER ORDAINED, that the budget for the School Federal Projects Fund shall be the budget approved for separate projects within the fund by the Tennessee Department of Education.

SECTION 2. BE IT FURTHER ORDAINED that there are also hereby appropriated certain portions of the commissions and fees for collecting taxes and licenses and for administering other funds which the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master, Register and the Sheriff and their officially authorized deputies and assistants may severally be entitled to receive under State laws heretofore or hereafter enacted. Expenditures out of commissions, and/or fees collected by the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master, Register and the Sheriff may be made for such purposes and in such amounts as may be authorized by existing law or by valid order of any court having power to make such appropriations. Any excess commissions and/or fees collected over and above the expenditures duly and conclusively

authorized shall be paid over to the Trustee and converted into the General Fund as provided by law.

BE IT FURTHER ORDAINED that if any fee officials, as enumerated in Section 8-22-101, T.C.A., operate under provisions of Section 8-22-104, T.C.A., provisions of the preceding paragraph shall not apply to those particular officials.

SECTION 3. BE IT FURTHER ORDAINED that any amendment to the budget, except for amendments to the budget for funds under the supervision of the director of schools, shall be approved as provided for in Section 5-9-407, T.C.A. The director of schools must receive approval of the Board of Education and the County Commission for transfers between major categories as required by law.

One copy of each amendment shall be filed with the county clerk, one copy with the chairman of the budget committee, and one with each divisional or departmental head concerned. The reason(s) for each transfer shall be clearly stated; however, this section shall in no case whatsoever be construed as authorizing transfer from one fund to another but shall apply solely to transfers within a certain fund.

SECTION 4. BE IT FURTHER ORDAINED that any appropriations made by this ordinance which cover the same purpose for which a specific appropriation is made by statute is made in lieu of but not in addition to said statutory appropriation. The salary, wages or remuneration of each officer, employee or agent of the county shall not be in excess of the amounts authorized by existing law or as set forth in the estimate of expenditures which accompanies this ordinance. Provided, however, that appropriations for such salaries, wages or other remuneration hereby authorized shall in no case be construed as permitting expenditures for an office, agency, institution, division or department of the County in excess of the appropriation made herein for such office, agency, institution, division or department of the County. Such appropriation shall constitute the limit to the expenditures of any office, agency, institution division or department of the County. Such appropriation shall constitute the limit to the expenditures of any office, agency, institution, division or department for the year ending June 30, 2022. The aggregate expenditures for any item of appropriation shall in no instance be more than the amount herein appropriated for such item.

SECTION 5. BE IT FURTHER ORDAINED that any ordinance which may hereafter be presented to the County Commission providing for appropriations in addition to those made by this Budget Appropriation Ordinance shall specifically provide sufficient revenue or other funds, actually to be provided during the year in which the expenditure is to be made, to meet such additional appropriation. Said appropriating ordinance shall be made, to meet such additional appropriation. Said appropriating ordinance shall be submitted to and approved by the State Director of Local Finance after its adoption as provided by Section 9-21-403 Tennessee Code Annotated.

SECTION 6. BE IT FURTHER ORDAINED that the County Mayor and County Clerk are hereby authorized to borrow money on revenue anticipation notes, provided such notes are first approved by the Director of Local Finance, to pay for the expenses herein authorized until the taxes and other revenue for the year 2022-21 have been collected. The proceeds of loans for each individual fund shall not exceed 60% of the appropriations of each individual fund and shall be used only to pay the expenses and other requirements of the fund for which the loan is made. The loan shall be paid out of revenue from the fund for which money is borrowed. The notes evidencing the loans authorized under this section shall be issued under the applicable sections of Title 9, Chapter 21 Tennessee Code Annotated. Said notes shall be signed by the County Mayor and countersigned by the County Clerk and shall mature and be paid in full without renewal not later than June 30, 2023.

SECTION 7. BE IT FURTHER ORDAINED that the delinquent County property taxes for the year 2019 and prior years and the interest and penalty thereon collected during the year ending June 30, 2023 shall be apportioned to the various County funds according to the subdivision of the tax levy for the year 2022. The Clerk and Master and the Trustee are hereby authorized and directed to make such apportionment accordingly.

SECTION 8. BE IT FURTHER ORDAINED that all unencumbered balances of appropriations remaining at the end of the year shall lapse and be of no further effect at the end of the year at June 30, 2023.

SECTION 9. BE IT FURTHER ORDAINED that any ordinance or part of an ordinance which has heretofore been passed by the County Commission which is in conflict with any provision in this ordinance be and the same is hereby repealed.

SECTION 10. BE IT FURTHER ORDAINED that this ordinance shall take effect from and after its passage and its provisions shall be in force from and after July 1, 2022. This ordinance shall be spread upon the minutes of the County Commission.

Recommended by Budget & Finance Committee June 20, 2022

Public Hearing held on June 27, 2022

	1M	<u>Richard Harsh</u>		<i>Electronic Vote by Roll Call</i>								
First Reading:	<u>June 20, 2022</u>	2m	<u>Lonnie Taylor</u>	YES	<u>16</u>	NO	<u>2</u>	Abstain	<u>0</u>	Absent	<u>2</u>	PASSED
	1M	<u>Richard Harsh</u>		<i>Electronic Vote by Roll Call</i>								
Second Reading:	<u>June 27, 2022</u>	2m	<u>Lonnie Taylor</u>	YES	<u>18</u>	NO	<u>1</u>	Abstain	<u>0</u>	Absent	<u>1</u>	PASSED
	1M	<u>Richard Harsh</u>		<i>Electronic Vote by Roll Call</i>								
Third Reading:	<u>June 27, 2022</u>	2m	<u>Gary Claridy</u>	YES	<u>18</u>	NO	<u>1</u>	Abstain	<u>0</u>	Absent	<u>1</u>	PASSED

IN EFFECT AND APPROVED IN REGULAR SESSION ON JUNE 27, 2022

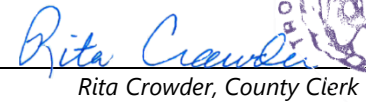
Approved:


Dwight Jewell, Commission Chairman

Approved:


Stephen Chambers, Mayor

Attest:


Rita Crowder, County Clerk



A fourth reading was held on July 25 in order to include Fund 143 – Schools Central Cafeteria Fund.

	1M	_____		<i>Electronic Vote by Roll Call</i>								
Fourth Reading:	<u>July 25, 2022</u>	2m	_____	YES	___	NO	___	Abstain	___	Absent	___	_____

AMENDED TO INCLUDE FUND 143 SCHOOLS CENTRAL CAFETERIA IN REGULAR SESSION ON _____

Approved:

Dwight Jewell, Commission Chairman

Approved:

Stephen Chambers, Mayor

Attest:

Rita Crowder, County Clerk

ARPA-127-03 EMS Training Assist

ARPA Approval

Request is hereby made to spend from the American Rescue Plan - Fund 127

ARPA Beginning Balance \$ **837,785**

Request: Education assistance to EMS employees for EMT classes at Vol State

ARPA Expense Category 1.12 Public Health Services

Vendor: Vol State / Various

Amount: \$ 30,000

ARPA Ending Balance \$ **807,785**

Approved by Commission

_____ Voting Record
Yes _____
No/Abstain _____
Absent _____

_____ Commission Chair

_____ Mayor

_____ Budget Director

Commission Minutes Attached Voting Record Attached

Quote Attached

PO No. _____

Notes