
BUDGET COMMITTEE MINUTES

NOVEMBER 4, 2021

Members Present:

Shain Vowell, Commissioner – Chairman
Denver Waddell, Commissioner
Bob Smallridge, Commissioner
Robert Jameson, Commissioner
Catherine Denenberg, Commissioner
Chuck Fritts, Commissioner
Jerry Creasey, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

Members Absent: Jerry White, Commissioner

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brian Porter, Animal Control, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-355	Travel	\$1,000.00
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Decrease Expenditure Code:

101-55120-499-ANML	Other Supplies & Materials	\$1,000.00
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Justification: Shelter staff goes to PetSmart regularly and the travel code is depleted.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from, John Vickery, Motor Pool Director, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-54900-453	Vehicle Parts	\$800.00
101-54900-453-1000	Vehicle Parts- Other Departments	<u>1,125.00</u>
		\$1,925.00

Increase Expenditure Codes:

101-54900-359	Disposal Fees	\$800.00
101-54900-511	Other Public Safety-Vehicle & Equipment Insurance	<u>1,125.00</u>
		\$1,925.00

Justification: 101-54900-359 is for a 6 yd. dumpster at Fleet Service. 101-54900-511 adding contents ONLY insurance to Fleet Service facilities per HR.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Art Miller, Dental Clinic, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55160-399-2100	Other Contracted Services	\$300.00
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Decrease Expenditure Code:

101-55160-334	Maint. Agreements	\$300.00
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Justification: The funds will be used for copier rentals for the Clinton office.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brian Young, I.T. Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-52600-399	Outside Services	\$3,500.00
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Increase Expenditure Codes:

101-52600-709	Data Processing	\$3,000.00
101-52600-425	Gasoline	<u>500.00</u>
		\$3,500.00

Justification: This transfer is to help rebuild a server for buildings and fuel to cover the year. There happened to be some savings on the acronis backup we want to move into data processing.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

THE 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from the AC Library Board that the following **TRANSFER** in Library Fund 115 be approved.

Decrease Expenditure Code:

115-56500-711-3001	Furniture and Fixtures	\$2,000.00
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Increase Expenditure Code:

115-56500-790-3001	Other Equipment	\$2,000.00
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Justification: The funds will be used to complete computer equipment purchases.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

THE 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Fiscal Services, Marcus Bullock, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

Decrease Expenditure Codes:

141-71400-206	Life Insurance	\$ 60.00
141-71400-207	Medical Insurance	<u>6,475.00</u>
		\$6,535.00

Increase Expenditure Codes:

141-71100-206	Life Insurance	\$ 60.00
141-71100-207	Medical Insurance	<u>6,475.00</u>
		\$6,535.00

Justification: To transfer the remaining balance of the Fast Track budget into regular instruction program. Fast Track has been absorbed by the Anderson County Innovation Academy and is now considered part of the regular instruction program.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 7th ITEM, to be presented to the Anderson County Budget Committee, was a written request from, Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

141-71100-211	Regular Instruction Local Retirement	\$525,000.00
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Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$525,000.00
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(Amendment will be from 141-34615 Committed for Finance and a JE will replenish the reserve for 39000)

Justification: To appropriate funds for retirement accruals from prior year not reflected on June 2021 records. This amount represents Tennessee Consolidated Retirement costs for funds 141, 142, and 145.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Margaret Burrell, School Nutrition, that the following **TRANSFER (PAYROLL)** in Cafeteria Fund 143 be approved.

Increase Expenditure Codes:

143-73100-105	Food Service-Supervisor	5,790.00
143-73100-336	Food Service-Repairs & Maintenance	35,000.00
143-73100-421	Food Service-Food Preparation Supplies	50,000.00
143-73100-471	Food Service-Software	35,000.00
143-73100-499	Food Service-Other Supplies and Materials	<u>20,000.00</u>
		\$145,790.00

Decrease Expenditure Code:

143-73100-710	Food Service-Food Service Equipment	\$145,790.00
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Justification: A. Vacation payout for any days over 30 was not on the original budget.

B. Cooler and freezer units may need repairs/replacements due to age.

C. Supply chain issues have driven up paper goods at least 25%. This will give us latitude to buy a large one time or numerous small purchases of trays, eating utensils, smallwares that we can use until the flow of goods can normalize.

D. Software purchase for Front and Back of House Service Operations that will allow us to meet current regulations and prepare for our federal review in 18 months.

E. This code has been used to buy emergency type purchases of paper goods and food serving products. We have depleted the balance, and need to add sufficient operating funds to meet the needs of our program. We are shifting the paper goods code to 421, which should better reflect and separate the funds used in the 421 account from the 499, which is more general in nature.

F. This equipment fund will still have a balance of \$281,711 after the amendment. This will be sufficient.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Robert Jameson, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Charles Turner, Health Department, that the following **APPROPRIATION** in Health Department Fund 101 be approved.

Increase Expenditure Code:

101-55110-499-PPI	Local Health Center-Other Supplies and Materials- Primary	\$1,994.08
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,994.08
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(Amendment will be from 101-34530-PPI Restricted for Public Health & Welfare-Primary Prevention Initiatives and a JE will replenish the reserve for 39000)

Justification: Moving funds from restricted code to expenditure code.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Robert Jameson and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Charles Turner, Health Department, that the following **APPROPRIATION** in Health Department General Fund 101 be approved.

Increase Expenditure Codes:

101-55110-599-TAB	Local Health Center-Other Charges- Tobacco Grant	\$9,658.71
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$9,658.71
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(Amendment will be from 101-34530-TAB Restricted For Public Health & Welfare-Tobacco Grant and a JE will replenish the reserve for 39000)

Justification: Moving funds from restricted code to expenditure code.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Robert Jameson, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Charles Turner, Health Department, that the following **APPROPRIATION** in Health Department General Fund 101 be approved.

Increase Expenditure Code:

101-55110-499-MICRO	Local Health Center- Other Supplies & Materials- Microclinic	\$1,674.97
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,674.97
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(Amendment will be from 141-34560-MICRO Local Health Center- Other Supplies & Materials Microclinic and a JE will replenish the reserve for 39000)

Justification: Moving funds from restricted code to expenditure code.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Robert Jameson, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 12th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Increase Reserve Code:

128-34785	Assigned Tourism Fund Balance-Capital Projects	\$100,000.00
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Decrease Reserve Code:

128-34535	Restricted Tourism Fund Balance	\$100,000.00
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Justification: Moving funds from the Restricted Tourism Fund Balance to the Assigned Tourism Fund Balance for future building construction or existing building needed repairs.

Motion by Commissioner Catherine Denenberg, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Sheriff's Department, Sheriff Russell Barker/Tyler Mayes, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-44990	Other Local Revenues	\$3,770.00
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Increase Expenditure Code:

101-54110-170	Salaries/Wages- SRO Officers	\$3,770.00
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Justification: This appropriation is for reimbursing our SRO wages. ACSO is paying for security detail at ball games and then being reimbursed by the schools. The Board of Education has already reimbursed ASCO on 10/25/2021.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 14th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Archives & Records, Mayor Terry Frank, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Code:

101-51910-169	Part-Time Help	\$1,000.00
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Increase Expenditure Code:

101-51910-162	Clerical Personnel	\$1,000.00
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Justification: This transfer is to provide an increase in the hourly pay rate for the county archivist, who has completed the six-month probationary employment period. This transfer will cover the increase through the end of June 2022.

Motion by Commissioner Denver Waddell, seconded by Commissioner Catherine Denenberg, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 15th ITEM, to be presented to the Anderson County Budget Committee, was a written request from General Administration, Mayor Terry Frank, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$275,000.00
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Increase Expenditure Code:

101-51900-799-NWDSP	General Administration-Norwood Safety Project	\$275,000.00
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Justification: This request is to set aside/restricted estimated matching funds for a Transportation Alternative Program Grant Award for pedestrian safety improvements in the Norwood Middle and Norwood Elementary School area. Grant award letter is attached as an exhibit. Federal Funding awarded is \$711,396.00.

Motion by Commissioner Robert Jameson, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

Voting No: Commissioner Denver Waddell and Chuck Fritts.

THE 16th ITEM, was omitted.

THE 17th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-52100-709	Finance-Other Capital Outlay	\$3,000.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$3,000.00
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(Amendment will be from 101-34615 Committed- Gov Deals and a JE will replenish the reserve for 39000)

Justification: I.T. has determined that Finance has a failing switch and it needs to be replaced. This will also leave a balance for other capital outlay needs in the Finance Department and if not spent the money will be returned to 101-34615.

Motion by Commissioner Denver Waddell, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

SECTION A, New Business

Finance Director Robby Holbrook presented an appropriation request on behalf of the Finance Department. This is reflected as "THE 17th ITEM" above.

SECTION F, Old Business

On behalf of the Anderson County Fire Commission, Andersonville Volunteer Fire Department Chief Ambrea Peters presented an option for bulk purchasing of Firetrucks for discussion and consideration. No action taken.

Meeting Adjourned.



Robert J. Holbrook, Finance Director