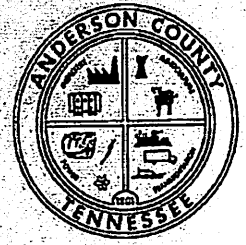


BUDGET COMMITTEE AGENDA

February 11, 2022 AT 4:00 PM, Room 312



1. Cash and Fund Balance Report, etc.....Robby Holbrook
2. Consent Agenda Transfers, not requiring Commission approval (1-10)
3. AC Schools/Julie Minton Appropriation (11-13)
4. Highway/Gary Long Appropriation (14)
5. Library/Susan Miceli Appropriation (15)
6. Circuit Clerk/Rex Lynch Appropriation (16)
7. Sheriff's Dept./Russell Barker Appropriation (17)
8. Juvenile Court/Judge Hunt Appropriation (18)
9. County Clerk/Jeff Cole Appropriation (19)
10. Tourism/Stephanie Wells Appropriations (20-21)
11. Mayor/Terry Frank Appropriations (22-25)

SECTIONS:

- Fire Truck Resolution from Commission (A)
- 2022/23 Budget Calendar, Guidelines, etc. (B)
- New Business (C)
- Old Business (D)

**ANDERSON COUNTY GOVERNMENT
CASH AND FUND BALANCE REPORT
January 31, 2022**

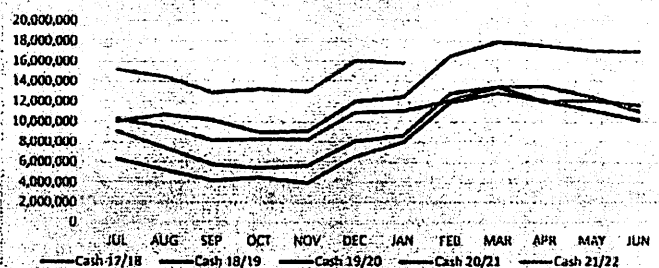
FUND	DESCRIPTION	NON-SPENDABLE	RESTRICTED FUNDS	COMMITTED FUNDS	ASSIGNED FUNDS	UNASSIGNED FUND BALANCE	TOTAL FUND BALANCE	CASH
101	General Fund	\$ -	\$ 973,201	\$ 1,755,506	\$ 3,192,381	\$ 7,365,419 *	\$ 13,286,507	\$ 15,870,096
115	Library Fund	\$ -	\$ 281,267	\$ -	\$ -	\$ -	\$ 281,267	\$ 363,819
116	Solid Waste/Sanitation Fund	\$ -	\$ 281,964	\$ -	\$ -	\$ -	\$ 281,964	\$ 566,839
118	Ambulance Fund	\$ -	\$ -	\$ -	\$ -	\$ 627,799	\$ 627,799	\$ 1,307,106
121	American Rescue Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,341,037
122	Drug Control Fund	\$ -	\$ 150,936	\$ 8,754	\$ -	\$ -	\$ 159,690	\$ 170,808
127	Channel 95 Fund	\$ -	\$ -	\$ -	\$ 68,290	\$ -	\$ 68,290	\$ 53,689
128	Tourism Fund	\$ -	\$ 237,796	\$ -	\$ 200,000	\$ -	\$ 437,796	\$ 639,111
131	Highway Fund	\$ 44,257	\$ 269,737	\$ 2,255,918	\$ -	\$ -	\$ 2,569,912	\$ 4,731,063
141	General Purpose School Fund	\$ -	\$ -	\$ 11,392,226	\$ -	\$ -	\$ 11,392,226	\$ 19,013,851
143	Central Cafeteria	\$ 126,069	\$ 1,786,700	\$ -	\$ -	\$ -	\$ 1,912,769	\$ 2,293,302
151	General Debt Service Fund	\$ -	\$ 515,512	\$ -	\$ -	\$ -	\$ 515,512	\$ 1,056,680
152	Rural Debt Service Fund	\$ -	\$ 337,093	\$ -	\$ -	\$ -	\$ 337,093	\$ 783,955
156	Education Debt Service Fund	\$ -	\$ 179,076	\$ 118,995	\$ -	\$ -	\$ 298,071	\$ 1,092,722
171	Capital Projects Fund	\$ -	\$ 135,905	\$ -	\$ -	\$ -	\$ 135,905	\$ 609,938
177	Education Capital Projects Fund	\$ -	\$ 261,535	\$ 5,996	\$ -	\$ -	\$ 267,531	\$ 308,623
263	Employee Benefit Fund	\$ 38,412	\$ -	\$ -	\$ 1,154,648	\$ -	\$ 1,193,060	\$ 1,935,813

* General Unassigned Fund Balance limit of \$5.5MM requiring 2/3 (11) votes for budget amendments.

**Cash Trends
January**

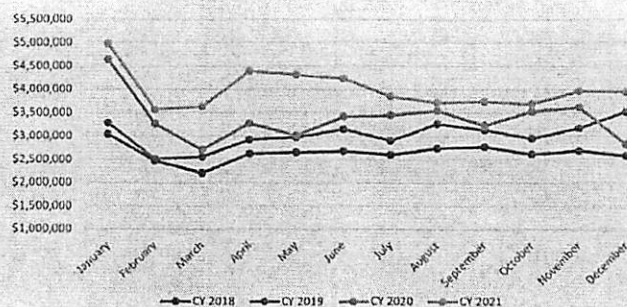
Cash 17/18	7,995,092
Cash 18/19	8,678,545
Cash 19/20	11,102,210
Cash 20/21	12,482,769
Cash 21/22	15,870,096

General Fund Cash Trends



	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Out of State	Total	+/-
2020									
January	\$1,025,233.42	\$741,449.75	\$80,091.55	\$37,186.31	\$2,649,211.65	\$124,906.57	\$0.00	\$4,658,079.25	41%
February	\$320,847.16	\$571,428.74	\$64,011.97	\$24,721.03	\$2,216,955.53	\$79,765.86	\$0.00	\$3,277,730.29	30%
March	\$323,620.51	\$567,300.13	\$65,721.42	\$22,322.77	\$1,660,162.09	\$83,113.87	\$0.00	\$2,722,240.79	6%
April	\$361,720.82	\$657,617.38	\$92,047.62	\$30,073.46	\$2,045,496.33	\$106,392.24	\$0.00	\$3,293,347.85	12%
May	\$348,469.84	\$625,189.25	\$65,584.81	\$26,437.47	\$1,866,460.89	\$98,923.46	\$0.00	\$3,031,065.72	1%
June	\$390,186.68	\$722,700.70	\$82,338.60	\$30,362.69	\$2,089,054.73	\$115,875.68	\$0.00	\$3,430,519.08	9%
July	\$408,899.21	\$680,962.02	\$85,090.00	\$33,363.50	\$2,137,018.26	\$106,832.15	\$0.00	\$3,452,165.14	19%
August	\$411,366.06	\$703,176.67	\$86,626.66	\$37,144.32	\$2,225,945.94	\$94,435.44	\$0.00	\$3,558,695.09	9%
September	\$334,489.56	\$649,943.04	\$81,649.11	\$35,224.76	\$2,048,244.37	\$94,645.35	\$0.00	\$3,244,196.19	3%
October	\$538,286.44	\$689,377.48	\$78,537.83	\$33,852.18	\$2,116,032.28	\$90,242.52	\$0.00	\$3,546,328.73	19%
November	\$484,289.65	\$714,308.95	\$84,810.47	\$36,070.72	\$2,224,699.75	\$95,400.15	\$0.00	\$3,639,579.69	14%
December	\$443,904.59	\$689,081.64	\$80,308.27	\$32,853.87	\$1,499,868.63	\$102,459.19	\$0.00	\$2,848,476.19	-19%
Totals:	\$5,391,313.94	\$8,012,535.75	\$946,818.31	\$379,613.08	\$24,779,150.45	\$1,192,992.48	\$0.00	\$40,702,424.01	12%
	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Out of State	Total	
2021									
January	\$691,871.40	\$854,569.43	\$85,449.26	\$50,747.19	\$3,189,118.59	\$109,064.61	\$0.00	\$4,980,820.48	7%
February	\$413,424.62	\$676,048.10	\$92,017.51	\$35,736.38	\$2,257,224.79	\$98,481.85	\$0.00	\$3,572,933.25	9%
March	\$488,539.04	\$647,647.04	\$71,405.00	\$30,856.85	\$2,310,754.03	\$85,812.20	\$0.00	\$3,635,014.16	34%
April	\$624,772.56	\$812,005.66	\$97,027.21	\$40,761.43	\$2,716,162.53	\$112,327.65	\$0.00	\$4,403,057.04	34%
May	\$673,349.68	\$807,388.91	\$95,601.75	\$38,539.38	\$2,616,176.72	\$98,852.41	\$0.00	\$4,329,908.85	43%
June	\$615,785.15	\$796,440.98	\$93,263.38	\$41,701.20	\$2,591,565.86	\$99,347.49	\$0.00	\$4,238,104.06	24%
July	\$407,603.66	\$785,470.40	\$91,806.89	\$40,670.36	\$2,432,412.87	\$94,819.67	\$0.00	\$3,852,783.85	12%
August	\$456,077.54	\$802,749.42	\$97,586.84	\$43,571.75	\$2,182,189.29	\$97,660.79	\$44,262.69	\$3,724,098.00	5%
September	\$539,632.32	\$755,635.19	\$83,993.88	\$40,787.96	\$2,178,398.70	\$98,324.41	\$50,309.65	\$3,747,082.11	16%
October	\$470,538.70	\$752,477.64	\$85,136.07	\$39,407.18	\$2,206,948.54	\$93,698.08	\$47,405.21	\$3,695,611.42	4%
November	\$467,327.65	\$798,314.42	\$87,797.36	\$39,262.25	\$2,481,292.11	\$96,989.76	\$1,278.48	\$3,972,262.03	9%
December	\$483,069.51	\$810,960.52	\$91,963.07	\$41,383.87	\$2,371,212.97	\$101,528.62	\$58,556.19	\$3,958,674.75	39%
Totals:	\$6,331,991.83	\$9,299,707.71	\$1,073,048.22	\$483,425.80	\$29,533,457.00	\$1,186,907.54	\$201,812.22	\$48,110,350.00	18%

Local Option Sales Tax - Total Net Collections



**ANDERSON COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST**

Important Note: This form is due to the Budget Director's Office by 2:00 p.m. on the Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☒

APPROPRIATION: ☐

DEPARTMENT: LI

FROM: BRIAN YOUNG
(Department Contact Person)

DATE: January 12, 2022

82201

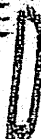
INCREASE / DECREASE CODE	DESCRIPTION	AMOUNT
101-52600-399	OUTSIDE SERVICES	1,500.00

0853

INCREASE / DECREASE CODE	DESCRIPTION	AMOUNT
101-52600-499	Other Supplies and Materials	\$1,500.00
	TOTAL	\$1,500.00

Justification / Explanation: out of 499 we need to purchase a Harddrive crusher . estimated cost is 400.00
we will also need the remainder of the money in 499 (other supplies and materials)

***Please attach additional sheet if necessary for additional information.*

RECEIVED
JAN 12 2022
By: 



1

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

DATE: 1/10/2022TRANSFER: ☒APPROPRIATION: ☐DEPARTMENT: AC LIBRARY BOARDFROM: ROCKY TOP LIBRARY

82202

DECREASE	CODE DESCRIPTION	AMOUNT
115-56500-317-3000	Data Processing	49.79
115-56500-435-3000	Office Supplies	370.00
115-56500-524-3000	Staff Development	84.00
115-56500-711-3001	Furniture & Fixtures	2,550.05
		\$ 3,053.84

49.79
1002
84
4550

INCREASE	CODE DESCRIPTION	AMOUNT
115-56500-307-3000	Communication	503.79
115-56500-790-3001	Other Equipment	2,550.05
		\$ 3,053.84

DETAILED JUSTIFICATION/ EXPLANATION and PURPOSE OF THIS REQUEST:

Transfer to cover shortages and the purchase of equipment for chrome boxes.

What Impact does this have on next year's budget? (One time amendment or a permanent increase)

One time amendment.

Request Approved by the ACLB

Date: January 20, 2022

Submitted by: Susan Micell, Treasurer

2

Please attach additional sheet if more information is needed

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

DATE: 12/7/2021TRANSFER: ☒APPROPRIATION: ☐

82263

DEPARTMENT: AC LIBRARY BOARD

FROM: Norris Community Library

DECREASE	CODE DESCRIPTION	AMOUNT
115-56500-355-4000	Travel	\$30.00
		\$ 30.00

INCREASE	CODE DESCRIPTION	AMOUNT
115-56500-348-4000	Postage	\$30.00
		\$ 30.00

DETAILED JUSTIFICATION/ EXPLANATION and PURPOSE OF THIS REQUEST :

For payment of post office box semi annual renewal. Line 348 is short \$30.

What Impact does this have on next year's budget? (One time amendment or a permanent increase)

One Time

Request Approved by the ACLB

Date: January 20, 2022

Submitted by: Susan Miceli, Treasurer

Please attach additional sheet if more information is needed

3

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: X

2/2/2022

APPROPRIATION:

DEPARTMENT:

Emergency Medical Services

FROM: Nathan Sweet

82205

DECREASE	CODE DESCRIPTION	AMOUNT
118-55130.790	Other Equipment	\$ 30,000.00
		\$ 30,000.00

64610

INCREASE	CODE DESCRIPTION	
118-55130.425	Gasoline	\$ 30,000.00
		\$ 30,000.00

Detailed Justification / Explanation :

Price of gasoline has increased, call volume is also much higher than previous increasing our use of gasoline.

Five year average for EMS was \$118,000, anticipate this year to be close to \$190,000, which we will be back for more transfers in the coming months. Had a savings on equipment we purchased, and had one piece of equipment we decided to wait to purchase in the future.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

Anticipate an increase in next FY budget

5

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: X

2/2/2022

APPROPRIATION:

DEPARTMENT: Emergency Medical Services

FROM: Nathan Sweet

82206

DECREASE	CODE DESCRIPTION	AMOUNT
118-55130.790	Other Equipment	\$ 9,500.00
		\$ 9,500.00

Helo

INCREASE	CODE DESCRIPTION	
118-55130.329	Laundry	\$ 5,000.00
118-55130.355	Travel	\$ 3,000.00
118-55130.356	Tuition	\$ 1,495.00
118-55130.320	Dues and memberships	\$ 5.00
		\$ 9,500.00

Detailed Justification / Explanation :

Savings on equipment we purchased. Increase in cost and use of linen for stretchers. Have some travel for training coming up. Sending up to four people to critical care school with one year full-time work agreement.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

Possible change in next year's budget.

6

**ANDERSON COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST**

Important Note: This form is due to the Budget Director's Office by 2:00 p.m. on the Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☒

APPROPRIATION: ☐

DEPARTMENT: Register of Deeds

FROM: Tim Shelton Register
(Department Contact Person)

DATE: February 2, 2022

82207

<u>INCREASE / DECREASE CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Decrease 101-51600-411	Data Processing Supplies	\$1,000.00
Decrease 101-51600-324	Staff Development	\$200.00
Decrease 101-51600-414	Duplicating Supplies	\$500.00
	TOTAL	1,700

1000
500
670

<u>INCREASE / DECREASE CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Increase 101-51600-355	Travel	\$950.00
Increase 101-51600-351	Rentals	\$150.00
Increase 101-51600-337	Maintenance and Repairs Services	\$600.00
	TOTAL	1,700

Justification / Explanation: Transfer is necessary for copy maintenance, water rental and travel for County Government Day

***Please attach additional sheet if necessary for additional information.*

FEB 2 2022 PM 4:20 FINANCE

7

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☒

APPROPRIATION: ☐

DEPARTMENT: School Nutrition

FROM: Margaret Burrell

82208

DATE: 1/22/2022

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>		CODE DESCRIPTION	AMOUNT
143	73100	213	Food Service-Payments to Retirees	\$ 5,000.00
143	73100	214	Food Service-Termination Benefits	\$ 5,000.00
143	73100	307-0100	Food Service-Cellular service	\$ 300.00
143	73100	349	Food Service-Printing	\$ 3,000.00
143	73100	399	Food Service-Other Contracted Services	\$ 10,000.00
143	73100	421	Food Service-Food Preparation Supplies	\$ 30,000.00
143	73100	451	Food Service-Uniforms	\$ 4,000.00
Total				\$ 57,300.00

A
B
C
D
E
F
G

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>		CODE DESCRIPTION	AMOUNT
143	73100	204	Food Service-State Retirement	\$ 15,000.00
143	73100	207	Food Service-Medical Insurance	\$ 35,000.00
143	73100	710	Food Service-Equipment	\$ 7,300.00
				\$ 57,300.00

H 49102
I 91,268
J 273,450

☐ ☐

Motion _____

☐ To Approve
☐ To Refer

☐ With ☐ W/O

Seconded Motion _____

Detailed Justification / Explanation :

A&B: More Staff than anticipated retired last year and received retirement fringe.

C,D & G: Trending higher this year.

E. Have engaged a consultant to prepare a five year equipment plan and also write some equipment specs for bids.

F. 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, small wares that we can use until the flow of goods can normalize.

H&I: Decreased cost due to retirees leaving last year, replaced with more part time staff.

J: The equipment fund has a significant balance for equipment needs. Doubtful if we can order equipment this year due to supply chain shortages/delays.

8

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☒

APPROPRIATION: ☐

DEPARTMENT: Fiscal Services

FROM: Julie Minton

82209

DATE: 1/31/2022

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72610-299		Other Fringe Benefits	\$ 5,224.04
Total			\$ 5,224.04

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72610-213		Payments to Retirees	\$ 5,224.04
Total			\$ 5,224.04

5224.04

Motion _____

☐ To Approve

☐ To Refer

☐ With ☐ W/O

Seconded Motion _____

Detailed Justification / Explanation : To transfer vacation payout budget into correct account codes.

91

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☒ x

APPROPRIATION: ☐

DEPARTMENT:

FROM:

Anderson County Fleet Services

John Vickey, Director of Fleet Services

DATE 2/7/2022

82210

INCREASE / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
	101-54900-307-0100	Communications Internet Service
		\$ 1,000.00
	101-54900-425	Gasoline Charges
		\$ 1,400.00
		\$ 2,400.00

INCREASE / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
	101-54900-399	Other Contracted Service
		\$ 2,400.00
Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded		
Motion		\$ 2,400.00

6,100

Detailed Justification / Explanation :

54900-307-0100, 425 Aligning these line items due to rise in cost before year end.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

none

John J. Vickey

10

Please attach additional sheet if more information is needed

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TRANSFER: ☒ Payroll / Major Line TYPE OF AMENDMENT
 APPROPRIATION: ☐
 DEPARTMENT: Fiscal Services FROM: Julie Minton 82211

DATE: 1/31/2022

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-71100-116		Teachers	\$ 65,078.00
141-71100-117		Career Ladder	\$ 1,000.00
141-71100-201		Social Security	\$ 4,097.00
141-71100-204		State Retirement	\$ 6,787.00
141-71100-429		Instructional Materials and Supplies	\$ 1,000.00
141-71100-599		Other Charges	\$ 1,000.00
Total			\$ 78,962.00

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-71400-116		Teachers	\$ 65,078.00
141-71400-117		Career Ladder	\$ 1,000.00
141-71400-201		Social Security	\$ 4,097.00
141-71400-204		State Retirement	\$ 6,787.00
141-71400-429		Instructional Materials and Supplies	\$ 1,000.00
141-71400-599		Other Charges	\$ 1,000.00
Total			\$ 78,962.00

180,000
1,000
19,920
37,597
9,787
1,000

Motion _____
☐ To Approve
☐ To Refer
☐ With ☐ W/O
 Seconded Motion _____

Detailed Justification / Explanation : To transfer budget for Fast Track program into Regular Instruction category.

11

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER ☐

APPROPRIATION: ☒

DEPARTMENT Fiscal Services

FROM: Julie Minton

82212

DATE: 1/31/2022

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-34675		Committed for Capital Outlay	\$ 175,000.00
Total			\$ 175,000.00

2.4M

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72610-410		Operations Custodial Supplies	\$ 150,000.00
141-72620-410		Maintenance Custodial Supplies	\$ 25,000.00
Total			\$ 175,000.00

Motion _____

☐ To Approve

☐ To Refer

☐ With ☐ W/O

Seconded Motion _____

Detailed Justification / Explanation : To appropriate funds to replenish supply budgets in Operations and Maintenance for COVID needs throughout the school system.

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐
DEPARTMENT: Fiscal Services

APPROPRIATION: ☒
FROM: Julie Minton

82213

DATE: 1/31/2022

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-34615		Committed for Finance	\$ 1,074.23
Total			\$ 1,074.23

29m

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72210-201		Social Security	\$ 61.87
141-72210-212		Medicare	\$ 14.47
141-72210-299		Other Fringe Benefits	\$ 997.89
Total			\$ 1,074.23

Motion _____

☐ To Approve

☐ To Refer

☐ With ☐ W/O

Seconded Motion _____

Detailed Justification / Explanation : To appropriate funds for vacation payout originally omitted from first appropriation.

13

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

DEPARTMENT:

1/27/2022

82214

Highway _____

Gary Long Road Superintendent

Increase	CODE DESCRIPTION	AMOUNT
131-63100-418	Machinery & Equipment Parts	\$ 25,000.00
131-63100-336	Maintenance & Equipment Repair	\$ 25,000.00
131-62000-443	Road Signs	\$ 10,000.00
131-62000-399	Other Contracted Services	\$ 25,000.00
	TOTAL	\$ 85,000.00

Decrease	CODE DESCRIPTION	
131-34550	RESTRICTED FOR HIGHWAY	\$ 85,000.00
	TOTAL	\$ 85,000.00

Motion

☐ To Approve

☐ To Refer

☐ With

☐ W/O

Seconded _____

Motion

Detailed Justification / Explanation :

To maintain county roads through next budget

Please attach additional sheet if more information is needed

14

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

DATE: 1/3/2022TRANSFER: ☐APPROPRIATION: ☒

82215

DEPARTMENT: AC LIBRARY BOARD

FROM: Briceville Public Library

DECREASE	CODE DESCRIPTION	AMOUNT
115-345535-1001	Local Restricted Funds	2,196.00
		\$ 2,196.00

24130

INCREASE	CODE DESCRIPTION	\$ -
115-56500-790-1000	Other Equipment	\$2,196.00
		\$ 2,196.00

Detailed Justification / Explanation :

This transfer will be to purchase 3 new desktop computers for the Circulation desk and the Director's office. Funds will be reimbursed through a State Grant.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or a permanent increase)
One time increase.

Request Approved by the ACLB

Date: January 20, 2022

Submitted by: Susan Miceli, Treasurer

Please attach additional sheet if more information is needed

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐APPROPRIATION: ☒

DEPARTMENT:

FROM:

CIRCUIT COURTREX LYNCH

82216

Rex 1/31/22

INCREASE / <u>DECREASE</u>	CODE DESCRIPTION	AMOUNT
101-34520-6000	Data Processing Reserve	\$ 12,000.00
		\$ 12,000.00

46281

INCREASE / <u>DECREASE</u>	CODE DESCRIPTION	
101-53100-709	Data processing equipment	\$ 12,000.00
		\$ 12,000.00

Detailed Justification / Expl:

To replace outdated equipment that is failing including replacing laptop for

Collections Dept.; Laserfische Cloud repository migration; replace server port switches.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

No impact. This is just a fund code transfer.

16

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 12:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

DEPARTMENT:

FROM:

Sheriff's Department

Sheriff Barker/Tyler Mayes

82217

INCREASE	CODE DESCRIPTION	AMOUNT
101-49700	Insurance Recovery	\$ 7,734.58
TOTAL		\$ 7,734.58

INCREASE	CODE DESCRIPTION	AMOUNT
101-54110-335	Vehicle Maintenance	\$ 7,734.58
TOTAL		\$ 7,734.58

<p>Motion</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <div style="display: flex; align-items: center; margin-top: 5px;"> <input type="checkbox"/> With <div style="margin-left: 100px;"><input type="checkbox"/> W/O</div> </div> </div> <div style="width: 40%;"></div> </div> <p>Seconded _____</p> <p>Motion _____</p>	
--	--

Detailed Justification / Explanation :

This request is a result of a few motor vehicle accidents that we received insurance recovery money for.

The receipts are attached to this request.

Impact on 21/22 budget -

No impact

17

Please attach additional sheet if more information is needed

**Anderson County
Miscellaneous Receipt**

Misc. Receipt No: 13697
POS Receipt No: 110738
Receipt Date: 12/21/2021

Received By:
Received On:

Lydia Beckwith
12/21/2021 8:30 AM

Customer ID: 232
Name: Tennessee Risk Management Trust
Description: COLLISION LOSS OF SHERIFFS 2017 FORD
EXPLORER

Miscellaneous Receipt Total
\$4,875.83

GL Account Number	GL Account Description	Debit	Credit
101. -49700	Insurance Recovery	\$0.00	\$4,875.83
Miscellaneous Receipt Totals:		\$0.00	\$4,875.83

Thank You!

**Anderson County
Miscellaneous Receipt**

Misc. Receipt No: 13992
POS Receipt No: 111026
Receipt Date: 01/14/2022

Received By: Grace Rutherford
Received On: 01/14/2022 8:16 AM

Customer ID: 232
Name: Tennessee Risk Management Trust
Description: SHERIFF'S 2016 DODGE CHARGER

Miscellaneous Receipt Total
\$325.00

GL Account Number	GL Account Description	Debit	Credit
101. -49700	Insurance Recovery	\$0.00	\$325.00
Miscellaneous Receipt Totals:		\$0.00	\$325.00

Thank You!

(17)

**Anderson County
Miscellaneous Receipt**

Misc. Receipt No: 13914
POS Receipt No: 110948
Receipt Date: 01/12/2022

Received By: Grace Rutherford
Received On: 01/12/2022 8:37 AM

Customer ID: 467
Name: Tennessee Risk Magement Trust
Description: SHERIFF'S 2016 DODGE CHARGER
VIN#5162

Miscellaneous Receipt Total
\$2,533.75

GL Account Number	GL Account Description	Debit	Credit
101. -49700	Insurance Recovery	\$0.00	\$2,533.75
Miscellaneous Receipt Totals:		\$0.00	\$2,533.75

Thank You!

(17)

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

2/1/2022

DEPARTMENT:

FROM:

82218

Juvenile Court

Judge Brian Hunt/Tracy Spitzer

Increase	CODE DESCRIPTION	AMOUNT
101-47590-JJRA1	Juvenile Justice Reimbursement Account Grant	\$ 1,000.00
TOTAL		\$ 1,000.00

Increase	CODE DESCRIPTION	
101-53500-309-JJRA1	Juvenile Court -Contracts with Other Agencies	\$ 1,000.00
TOTAL		\$ 1,000.00

Detailed Justification / Explanation :

This places funds in the budget for reimbursement of up \$1,000.00 for the cost of secure detention of qualifying juveniles. These are Federal funds passed through Tennessee Commission of Children and Youth.

Impact on 22/23 budget -

No effect

Please attach additional sheet if more information is needed

(18)

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: [REDACTED]

DEPARTMENT:

FROM:

82219

County Clerk _____

Jeff Cole _____

2.1.22

Increase	CODE DESCRIPTION	AMOUNT
101-43396	Data Processing Fee	\$ 5,200.00
	TOTAL	\$ 5,200.00

Increase	CODE DESCRIPTION	
101-52500-399	Service Contracts	\$ 1,000.00
101-52500-709	Data Processing Equipment	\$ 3,450.00
101-52500-411	Data Processing Supplies	\$ 750.00
	TOTAL	\$ 5,200.00

Motion

☐ To Approve

☐ To Refer

☐ With

☐ W/O

Seconded _____

Motion

FEB 2 2022 PM 3:48 FINANCE

Detailed Justification / Explanation :

To pay lease invoices thru June 30, 2022.

To purchase Decal Printers.

To purchase Decal Printer paper thru June 30, 2022.

Impact on 21/22 bud get

One Time Increase

(P)

Please attach additional sheet if more information is needed

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

DEPARTMENT: Tourism

FROM: Stephanie Wells

DATE: 1/25/2022

82220

INCREASE	CODE DESCRIPTION	AMOUNT
128-48990	Other Income	\$300.00
TOTAL		\$300.00

INCREASE	CODE DESCRIPTION	AMOUNT
128-58110-335	Building Maintenance	\$300.00
TOTAL		300.00

Motion	
<input type="checkbox"/>	To Approve
<input type="checkbox"/>	To Refer
<input type="checkbox"/>	With
<input type="checkbox"/>	W/o
Seconded	
Motion	

Detailed Justification: A trucking company reimbursed the Tourism Council for damaged caused to the yard. The funds will be used to repair the damage.

Impact on next year's budget : None

20

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

DEPARTMENT: Conservation Board/Tourism

FROM: Ben Taylor/Stephanie Wells

DATE: 2/7/22

82221

INCREASE	CODE DESCRIPTION	AMOUNT
101-51240-791-TRGR	Tourism Enhancement Grant	\$203,824
TOTAL		\$203,824

DECREASE	CODE DESCRIPTION	AMOUNT
101-39000	Unassigned Fund Balance	\$203,824
TOTAL		203,824

Motion

☐ To Approve

☐ To Refer

☐ With ☐ W/O

Seconded

Motion

Detailed Justification: The funds would be used to expand the campground at Anderson County Park creating an additional 22 short-term electrical sites that would generate \$42,000 in revenue annually. There are currently 24 short-term spots available. There is a current grant in place with a \$150,000 budget (50/50 match). The bid for the project was \$329,824. Excluding architectural fees, an additional \$203,824 would be needed to complete the project.

Impact on next year's budget : None

21

Page ____ of ____

82222

TRANSFER: ☒

Byroll

APPROPRIATION: ☐

DEPARTMENT:

FROM:

JAN 26 '22 PM 3:26 FINANCE

Preservation of Records

Mayor Temy Frank

DATE 1/26/22

55005500

This request is to cover the unexpected, but required, expense of purchasing an annual Secure Socket Layer (SSL) certificate for the Anderson County Archives website. Also covers the cost of install, setup and configuration by the vendor.

We plan to include this expense in next year's budget.

What Impact does this amendment/appropriation have on next year's budget (one-time amendment or permanent increase)

NONE

JAN 26 '22 PM 3:03 FINANCE

22

Page of

TYPE OF AMENDMENT

Payroll

11

82223

FROM:

Mayor Terry Frank

DATE 2/7/22

INCREASE <u>DECREASE</u> (circle one)	CODE DESCRIPTION	
101-51910-169	Part-Time Help	\$1,950.00
Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded _____ Motion		\$ 1,950.00

This request is to cover the expense of a new computer and document scanner for the archives department.

We are working with the IT Department on the specifics.

What Impact does this amendment/appropriation have on next year's budget (one-time amendment or permanent increase)?

NONE

Please attach additional sheet if more information is needed

Page ____ of ____

TYPE OF AMENDMENT

APPROPRIATION: ☒

FROM:

Mayor Temy Frank

DATE 1/24/22

INCREASE <input checked="" type="radio"/> DECREASE <input type="radio"/> (circle one)	CODE DESCRIPTION	
101-39000	Unassigned Fund Balance	\$4,507.00

Motion

☐ To Approve
☐ To Refer

☐ With ☐ W/O

Seconded

Motion

This request is for compensation for the promotion and confirmation of new Building Commissioner, with effective date of 9/21/21. This request will cover 20.9 payrolls from date of confirmation. The request will be a permanent increase. Current Building Commissioner serves as Inspector, was promoted to Director, and then fully confirmed by Commission on 9/20/21 as Building Commissioner. (See Attached Minutes)

Impact on 21/22 Budget - NO

Please attach additional sheet if more information is needed

27. Commissioner Scott made a motion to go into executive session after the Operations Report. Seconded by Commissioner Mead. Voting aye: Jameson, Meredith, Waddell, Anderson, Vowell, Isbel, McKamey, Mead, Creasey, Scott, Yager And Smallridge. Voting no: Fritts, Wandell, White and Denenberg. Absent: None. Motion passed.

Operations

28. Commissioner Wandell made a motion to approve to provide additional Emergency Sick Leave hours Related to COVID-19 effective July 15, 2021 through September 30, 2021. Seconded by Commissioner Scott. Voting aye: Fritts, Wandell, Jameson, Meredith, Waddell, Anderson, Vowell, Isbel, McKamey, White, Denenberg, Mead, Creasey, Scott, Yager and Smallridge. Voting no: None. Absent: None. Motion passed.

29. Commissioner Meredith made a motion to approve the confirmation of Ms. Marjorie Pressley as Building Commissioner for Anderson County. Seconded by Commissioner McKamey. Voting aye: Fritts, Wandell, Jameson, Meredith, Waddell, Anderson, Vowell, Isbel, McKamey, White, Denenberg, Mead, Creasey, Scott, Yager and Smallridge. Voting no: None. Absent: None. Motion passed.

30. Commissioner Wandell made a motion that the Mayor look into the salary increase for the new Building Commissioner and report back to this commission. Seconded by Commissioner Denenberg. Voting aye: Fritts, Wandell, Jameson, Meredith, Waddell, Anderson, Vowell, Isbel, White, Denenberg, Mead, Creasey, Scott, Yager and Smallridge. Voting no: None. Absent: None. Abstain: McKamey. Motion passed.

31. Commissioner Scott made a motion to approve Resolution No. 21-09-887 To Allow the Anderson County Office of Planning and Development to Accept Credit and Debit Cards as a Payment Option. (EXHIBIT G) Seconded by Commissioner Jameson. Voting aye: Fritts, Wandell, Jameson, Meredith, Waddell, Anderson, Vowell, Isbel, McKamey, White, Denenberg, Mead, Creasey, Scott, Yager and Smallridge. Voting no: None. Absent: None. Motion passed.

32. Commissioner Wandell made a motion to allow the EMS Department to operate a Monoclonal Antibody Infusion Treatment Site at the Senior Center parking lot. Seconded by Commissioner McKamey. Voting aye: Fritts, Wandell, Jameson, Meredith, Anderson, Vowell, Isbel, McKamey, White, Mead and Smallridge. Voting no: Waddell, Denenberg, Creasey, Scott and Yager. Absent: None. Motion passed.

Page ____ of ____

TYPE OF AMENDMENT

APPROPRIATION: ☒

FROM:

Mayor Terry Frank

DATE 2/2/22

INCREASE <u>DECREASE</u> (circle one)	CODE DESCRIPTION	
101-39000	Unassigned Fund Balance	\$116,400.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		

Seconded Motion		\$ 116,400.00
----------------------------------	--	----------------------

Detailed Justification / Explanation:

TN Department of Health (TDOH) has made funding available for renovations of our Health Department. This request is to commit the 25% required match in order to be awarded 75% cost of renovations, with a contract release in April. This request is to commit funds in order to commit & accept the award. Should Commission choose, through its future ARPA workshops, to allocate funds from the ARPA pool of funding, we can amend later to reflect match from the ARPA funding. This funding match is stated by TDOH to be the guaranteed amount for Anderson County; however, we may be eligible to receive additional funding pending their final contract awards.

What impact does this amendment/appropriation have on next year's budget (one-time amendment or permanent increases)?

One-time Amendment

FEB 2 '22 AM 9:05 FINANCE

Please attach additional sheet if more information is needed

FIRE COMMISSION DRAFT

Anderson County, Tennessee

Board of Commissioners

RESOLUTION No: 21-12-901

RESOLUTION TO AUTHORIZE THE BULK PURCHASE OF ELEVEN (11) FIRE TRUCKS, OR OTHER APPROVED VEHICLES, FOR THE USE AND BENEFIT OF ALL COUNTY FIRE DEPARTMENTS, IN A CONSOLIDATED AND MUTUAL EFFORT TO PROTECT THE HEALTH, SAFETY AND WELFARE OF COUNTY CITIZENS.

WHEREAS, in April of 2006, the Anderson County Board of Commissioners adopted a Resolution providing funding on a rotating basis for the purchase of one (1) firetruck each year to a different county fire department on an eleven (11) year cycle; and

WHEREAS, with the final partial payment due to the Andersonville Volunteer Fire Department in the 2022/23 Fiscal Year Budget, all fire departments have been provided a firetruck or other approved vehicle to fully satisfy the County's obligation under the previous Resolution; and

WHEREAS, the Board of Commissioners realizes the continued support of fire departments in our County is a matter of critical importance to health, safety and welfare of our citizens, and now wishes to authorize a one-time bulk purchase of eleven (11) firetrucks to be allocated individually to provide one firetruck to each of the County's eleven (11) fire departments.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 15th day of November 2021 that to continue with our support of the County's fire departments and our ongoing efforts to protect the health, safety and welfare of our citizens, we hereby authorize the bulk purchase of eleven (11) firetrucks, or other approved vehicles, to be individually allocated to each of the eleven (11) County fire departments, one to each department including the County Rescue Squad, with the required funding coming through any authorized manner under Tennessee law, including combinations thereof, under the following conditions:

SECTION 1: ELIGIBLE FIRE DEPARTMENTS AND ORGANIZATIONS

The following departments will be provided one (1) firetruck, or other approved vehicle as available in this specific order:

- A) Briceville Volunteer Fire Department
- B) Oliver Springs Town Fire Department
- C) Clinton City Fire Department
- D) Rocky Top Fire Department
- E) Norris City Fire Department
- F) Claxton Volunteer Fire Department
- G) Marlow Volunteer Fire Department
- H) Oak Ridge City Fire Department
- I) Medford Volunteer Fire Department
- J) Anderson County Rescue Squad
- K) Andersonville Volunteer Fire Department

SECTION 2: QUALIFYING FIRETRUCKS OR VEHICLES

Each department or organization will be provided one qualifying vehicle per department meeting National Fire Protection Association (NFPA) standards and Insurance Services Office (ISO) requirements.

SECTION 3: VEHICLE MAINTENANCE

Each department or organization will be individually responsible for all repairs, damages, fuels, fluids, and maintenance charges.

SECTION 4: VEHICLE OWNERSHIP

All purchased vehicles will be titled under the department's name and subject to immediate repossession, without further legal proceedings, by the County if the terms and conditions of this Resolution are not met. Acceptance of the firetruck or other approved vehicle, will conclusively indicate the fire department's acceptance and consent to the terms of this Resolution,

SECTION 5: INSURANCE

Each department or organization receiving a vehicle under this Resolution will be responsible for obtaining insurance coverage on the vehicle. Insurance policies shall cover without limitation: liability, property loss, injury, death, dismemberment comprehensive, collision, uninsured motorist, medical payments or other recognized forms of damages existing under Tennessee law in the minimal amounts of Three Hundred Thousand (\$300,000.00) Dollars per person and One Million (\$1,000,000.00) Dollars per occurrence.

SECTION 6: FIRE COMMISSION PARTICIPATION

Each department or organization receiving a firetruck or other approved vehicle under the terms of this Resolution shall be required to attend and participate in monthly meetings of the Anderson County Fire Commission with no more than three (3) absences per calendar year.

SECTION 7: RESPONSE TO EMERGENCIES

Each fire department or organization receiving a firetruck or other approved vehicle shall be required to respond to emergency medical calls as outlined by the Tennessee state guidelines.

SECTION 8: MUTUAL AID RESPONSES

Each fire department or organization shall be required to fulfill its duties at all times under all standing mutual aid agreements and in compliance with all State Mutual Aid Guidelines if available.

SECTION 9: REQUIRED TRAINING PARTICIPATION

Each fire department and organization receiving a firetruck or other approved vehicle under the terms of this Resolution shall require all firefighter to adhere to Tennessee Code Annotated § 4-24-112 minimum training requirements.

SECTION 10: Fire departments receiving an annual donation under the terms of this Resolution shall not charge for their services other than governmental taxing authority approved by the local county or municipal legislative body or Tennessee General Assembly. Fire departments who privately charge Anderson County citizens for emergency service responses are unable to receive a county donation for the purchase of a new fire truck, rescue vehicle or other vehicle apparatus; however, departments may charge for standby services for athletic events, highly dangerous or special needs requests unrelated to typical emergency calls, first responder and mutual aid responses when requested and compensation agreed to in advance.

RESOLVED, DULY PASSED AND EFFECTIVE this ____ day of ____, 2021.

Joshua N. Anderson, Chair

Terry Frank, Mayor

ATTEST:

Jeff Cole, County Clerk

Budget Schedule for the 2022/2023 Fiscal Year

Dates for specific activities: Tenn. Code Ann. §§ 5-21-110 and 5-21-111		
February 9 th 4:00 pm	Budget Committee	Budget Committee establishes calendar, forms and procedures as well as guidelines and direction in projecting budget needs. (TCA §-110 a)
February 10 th	Finance Department	Budget forms prepared with historical data pertaining to prior and current year expenditures. Transmittal letter developed with budget guidelines and instructions. (already working on this in Finance)
February 10 th	Finance Department	Budget forms and information distributed to all departments. (TCA §-110 e 1)
February 24 th	All Departments	All departments submit their proposed budget to Finance Director, except for Schools. (TCA §-110 b & -110 e 2)
February 24 th through February 28 th	Finance Department	Information received from departments is reviewed and compiled. Initial revenue projections are calculated. Proposed budget document is prepared. (TCA §-110 c 1-3)
March 4 th	Finance Director	Finance Director distributes the proposed budgets to the Budget Committee. (TCA §-110 d 1-3)
March 10 th 4:00 pm	Budget Committee	Budget Committee discusses the departments' proposed budgets and determines those to present at departmental budget hearings.
March to 11 th through March 18 th	Departments and Finance Director	Budget meetings between departments with Finance Department as needed, except Schools.
March 24 th 4:00 pm	Budget Committee	Budget hearings held by Budget Committee with departments/offices, except Schools.
April 7 th 4:00 pm	Budget Committee	Budget Committee votes to approve or reject proposed budgets, except for Schools. (TCA §-110 e 3 A & -110 e 6)
April 8 th	Finance Director	Finance Director notifies departments of rejected budgets. Finance Director notifies Commission of approved budgets, and forwards the approved, proposed budgets to Commission. (TCA §-110 e 3 B-C & 110 e 3 B)
April 15 th	Departments	If previously rejected, departments submit new budget proposals to the Finance Director. (TCA §-110 e 3 C)

Budget Schedule for the 2022/2023 Fiscal Year

April 22 nd	Schools	Schools submit proposed budget to the Finance Director. (TCA §-110 e 4)
April 26 th	Finance Director	Finance Director distributes the School's proposed budget to the Budget Committee.
May 5 th 4:00 pm	Budget Committee	Budget Committee reviews School's proposed budget and votes to approve or reject. Budget Committee also reviews resubmitted budgets from departments previously rejected and votes again to approve or reject. (TCA §-110 e 5 A)
May 6 th	Finance Director	<p>If the Budget Committee approved the School's budget, then the School's budget will be forwarded to Commission.</p> <p>If the Budget Committee rejected the School's budget, then the schedule and meeting dates for the remainder of the budget process will be revised accordingly. (TCA §-110 e 5 B-C & -110 e 6)</p> <p>Budget Committee shall vote on the School's proposed budget no later than June 1st. (TCA §-110 5 A)</p>
Prior to May 16 th	Finance Director	At least 10 days prior to presentation to Commission for approval, publish proposed annual operating budget and notice of public hearing conducted by the Budget Committee. Publication shall also contain a notice recognizing citizens' right to appear and state their views with 5 days written request. (TCA §-111 a 1-2)
June 9 th 4:00 pm	Budget Committee	Budget Committee holds public hearing, including budget appropriation resolution and tax levy resolution. (TCA §-111 a 2)
June 20 th 6:00 pm	Commission	<p>Commission discusses the budget approved by the Budget Committee, including appropriation resolution and tax levy resolution. Commission may vote on the proposed budgets and resolutions unless a special called meeting is desired.</p> <p>(TCA §-110 e 7 & -110 f & -111 b-e)</p>
June 27 th 6:00 pm	Commission	<p>Commission adopts the budget, including appropriation resolution and tax levy resolution. If necessary, Commission approves appropriations needed for fiscal year end. (TCA §-111 f-h)</p> <p>Commission must adopt the budget on/before August 31st, unless an extension is approved by the Comptroller's Office of State and Local Finance. (TCA §-111 h 1-2)</p>

B

ANDERSON COUNTY GOVERNMENT
FIVE-YEAR CAPITAL OUTLAY WORKSHEET
BUDGET YEAR 2022/2023

DEPARTMENT: _____

PREPARED BY: _____

ASSET DESCRIPTION	ESTIMATED COSTS BY FISCAL YEAR					PRIORITY & JUSTIFICATION
	2022/2023	2023/2024	2024-2025	2025-2026	2026-2027	

B

ANDERSON COUNTY GOVERNMENT
EXPLANATION OF EXPENSE CODES
BUDGET YEAR 2022/2023

DEPARTMENT: _____

PREPARED BY: _____

ACCOUNT CODE (300-999)	DETAILS RELATED TO THE EXPENDITURES, SUCH AS VENDOR, PURPOSE AND AMOUNTS
<i>Example: 101-51800-399</i>	<i>Expenses for Industrial Refrigeration for (HVAC Maintenance \$24,000); Simplex Grinnell (Service on Fire Alarm/Detection/Monitoring \$8,000); Johnson Controls (Planned Service Agreement \$9,400)</i>

B

COMPLIANCE WITH BUDGET GUIDELINES

FUND/DEPARTMENT: _____

- ☐ Compensation codes are the same or lower than the amended budget
- ☐ Operating expenses are the same or lower than the amended budget
- ☐ Suitable explanation of codes
- ☐ Grant forms submitted and included in the proposed budget

COMMENTS FROM FINANCIAL REVIEW:

- ☐ Submitted capital outlay request

ANDERSON County Government Grant Pre-Application Notification Form

Department or Organization Applying for Grant :

Grant/Program Title:

Grant Beginning Period :

Grant Ending Period :

Grant Amount:

Funding Agency (i.e. State, Federal , Private):

Funding Agency Contact Information

Name

Address

Phone

Fax

Email

Funding Percentage or Match (i.e. 100% or 75%/ 25%):

Funding Type (Revenue Advanced or Reimbursed) :

Ongoing Funding Requirements(Yes/No & Length Required):

Indirect Cost Availability (Yes/No):

Grant Beneficiary:

Purpose of Grant:

Person/Dept. Responsible for Grant Program Management :

Person/ Dept. Responsible for Reporting Expenditures:

Person/ Dept. Responsible for Requesting Revenue Claims:

Grant Requirements for Continuation of Program or Cooperative Agreements:

Grant Requirements for Equipment, Ownership & Insurance :

Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.:

Grant Requirements for Employment or Contracted Services:

Will this grant add Value to Anderson County Fixed Assets? (Yes/ No):

Will this grant add Expense to Anderson County's Insurance Expense? (Yes/No):

Approving Official Signature:

Date:

B

Robby Holbrook

From: Annette Prewitt
Sent: Wednesday, January 12, 2022 10:19 AM
To: Robby Holbrook
Subject: FW: Arts 360 Grant

From: Josh Anderson <joshandersondistrict3@gmail.com>
Sent: Wednesday, January 12, 2022 10:15 AM
To: Alison Greenhouse <agreenhouse@acs.ac>
Cc: CC - Shain Vowell <jsvowell1@gmail.com>; Annette Prewitt <aprewitt@andersoncountyttn.gov>
Subject: Re: Arts 360 Grant

Chairman Vowell,

I would like to request adding Mrs. Greenhouse's request to the next budget meeting agenda.

Thanks,

Josh

On Wednesday, January 12, 2022, Alison Greenhouse <agreenhouse@acs.ac> wrote:
Commissioner Anderson,

Norris Elementary School is working towards a goal of becoming an Arts Integrated School. Arts Integration is an approach to teaching and learning where core content is taught in and through the arts. The "arts" can be art, music, theater, dance and media arts. Arts Integration not only increases student engagement, it also helps students retain knowledge learned for longer than students who do not participate in arts integration lessons.

As part of our goal, NES is currently applying for the Arts 360 Grant through The Tennessee Arts Commission. This is a \$55,000/3 year grant that will fund teacher training, art supplies and equipment and artist residencies/master artist visits to NES. Being awarded this grant would greatly help us in our goal of becoming an arts integrated school. Part of this grant is having a 50% grant match. So, over the course of the next 3 school years we would need to raise matching funds of \$27,500.

I am reaching out to see if there would be an opportunity for the County Commission help with some of these matching funds over the course of the next 3 years. My request is \$1,000 a year for the next 3 years.

NES PTO has already pledged some of the funds and I am also seeking corporate funding from a few local businesses.

Thank you for your consideration!
Alison

ANDERSON COUNTY GOVERNMENT BUDGET GUIDELINES 2022/2023

February 10, 2022

1. Objective

The County desires to prepare a "structurally balanced budget" generating revenues sufficient to cover planned expenses. Deficit budgets that are balanced using fund balance reserves are not sustainable over the longer term.

With the objective of preparing a structurally balanced budget, some expenditures will need to decrease to offset increases in other areas. Departments are encouraged to proactively identify cost-saving opportunities that will decrease operating expenses.

2. Guidelines

The budgets proposed for fiscal year 2022/2023 are to be based on the following:

- Revenues should be forecasted based on actual trends and/or actual commitments.
- Expenses should be estimated based on actual expenditures and adjusted for anticipated changes. All increases over prior year expenditures must include a justification.
- Departments should submit two budgets, one budget with no pay increases, and one budget with pay increases of \$1000 for full-time employees and \$250 for part-time employees.
- Health Insurance costs will be budgeted by the Finance Department.
- Capital outlay for equipment should not be budgeted in operational department budgets.

3. Budget Process

The Finance Department is a resource to the County throughout the entire budget cycle. The Budget Committee encourages departments to invite the Finance Director and staff to be a part of their budget preparation. The Finance Director is a resource in constructing proposed budgets prior to submission as well as assisting in preparation for Budget Committee presentations and discussions.

The Budget Committee will vote to approve or reject proposed budgets before they are submitted to County Commission for consideration. Budgets that adhere to the *Budget Guidelines for Fiscal Year 2022/2023* may be approved without much, if any, additional discussion. However, budgets that do not adhere to the *Guidelines* and/or budgets that need additional review may be discussed in the Budget Committee meetings and at any scheduled hearing.

The timeline for the budgetary approval process is detailed in the "*Budget Schedule for the 2022/2023 Fiscal Year*." This schedule is included as part of the budget materials. It details all of the tentative dates for specific budget activities to meet the deadlines set by state law.

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The budget approval process for Anderson County Schools will follow a separate calendar that is incorporated within the *"Budget Schedule for the 2022/2023 Fiscal Year."*

4. Budget Forms & Worksheets

Each department is to complete certain documents as part of their proposed budget. These documents are consistent with those used in previous years. These forms may be distributed, prepared and returned in hardcopy and/or electronic format; electronic format is strongly preferred. The budget forms and worksheets are as follows:

- *"Budget Worksheet"* by general ledger departmental account code for respective revenues and expenditures.
- *"Employee Payroll Tax & Fringe Benefit Calculations"* for full-time and part-time staff.
 - The calculations in the worksheet reflect the anticipated payroll taxes and fringe benefit costs. The Finance Department will budget the health insurance object codes 206, 207 and 208.
 - Salaries and compensation are to be the same as, or lower than, the amounts in the 2021/2022 amended appropriations. Any increase requires justification and presentation to the Budget Committee during the hearing process.
- *"Explanation of Expenditure Codes"* is used to provide expenditure descriptions and details for object codes 300 to 999, especially if several expenditures are consolidated in one account code. This document useful in discussing several expenditures consolidated into one code; one-time, non-recurring costs; and significant purchases that are expected.
- *"Five-Year Capital Outlay Worksheet"* is used for planning capital purchases anticipated over the next 5 fiscal years. These purchases should not be included within the departmental operating budget. Approved capital purchases will have an object code of 700-799.
 - Refer to the *"Capital Project Prioritization"* form for determining the priority of the requested asset.
- *"County Government Grant Pre-Application Notification Form"* must be completed for any grant that is new and/or renewing in the fiscal year. A copy of the *"Grant Amendment"* form that details the contract number, State/Federal funding, and other grant information is to be submitted as additional documentation. Each department must also complete the grants inventory list for all currently active grants.

5. Summary

The Finance Director has emailed all departments the budget calendar, and forms. There will not be a budget kickoff meeting due to COVID. If any other questions or concerns arise through the budget cycle,

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please feel free to contact the Interim Finance Director, Robby Holbrook, via email at rholbrook@andersoncountyttn.gov or by phone at 865.264.6311.

The Budget Committee approved the budget documents at the Committee meeting on February 10, 2021.