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## BUDGET COMMITTEE MINUTES

### FEBRUARY 10, 2022

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Members Present:

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

Meeting Facilitator: Robby Holbrook, Finance Director

Members Absent: Jerry Creasey, Commissioner

## TRANSFERS (Approved through Consent Agenda)

**ITEM 0**, to be presented to the Anderson County Budget Committee, was a written request from Harold Cousins, Chancery Clerk & Master, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

|               |                                 |            |
|---------------|---------------------------------|------------|
| 101-53400-334 | Chancery Maintenance Agreements | \$3,500.00 |
|---------------|---------------------------------|------------|

Decrease Expenditure Code:

|               |                      |            |
|---------------|----------------------|------------|
| 101-53400-499 | Chancery Board Books | \$3,500.00 |
|---------------|----------------------|------------|

Justification: Not enough in fund to cover all costs.

Motioned by Commissioner Denver Waddell, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**ITEM 0A**, to be presented to the Anderson County Budget Committee, was a written request from Jay Yager, Law Directors Office, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

|               |                              |                   |
|---------------|------------------------------|-------------------|
| 101-51400-337 | Maintenance Office Equipment | \$500.00          |
| 101-51400-499 | Other Supplies               | 1,500.00          |
| 101-51400-348 | Postage                      | 700.00            |
|               |                              | <u>\$2,700.00</u> |

Increase Expenditure Codes:

|               |                           |                 |
|---------------|---------------------------|-----------------|
| 101-51400-399 | Other Contracted Services | \$1,700.00      |
| 101-51400-435 | Office Supplies           | <u>1,000.00</u> |
|               |                           | \$2,700.00      |

Justification: Cover maintenance bills for the rest of year 21/22 and office supplies.

Motioned by Commissioner Denver Waddell, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 1<sup>st</sup> 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 | \$1,500.00 |
|---------------|------------------|------------|

Increase Expenditure Code:

|               |                            |            |
|---------------|----------------------------|------------|
| 101-52600-499 | Other Supplies & Materials | \$1,500.00 |
|---------------|----------------------------|------------|

Justification: Out of 499 we need to purchase a hard drive crusher, estimated cost is 400.00 we also need the remainder of the money in 499 other supplies and materials.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 2<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from, Susan Miceli, Anderson County Library Board, that the following **TRANSFER** in Library Fund 115 be approved.

Decrease Expenditure Codes:

|                    |                      |              |
|--------------------|----------------------|--------------|
| 115-56500-317-3000 | Data Processing      | \$49.79      |
| 115-56500-435-3000 | Office Supplies      | 370.00       |
| 115-56500-524-3000 | Staff Development    | <u>84.00</u> |
| 115-56500-711-3001 | Furniture & Fixtures | \$3,053.84   |

Increase Expenditure Codes:

|                    |                 |                 |
|--------------------|-----------------|-----------------|
| 115-56500-307-3000 | Communication   | \$503.79        |
| 115-56500-790-3001 | Other Equipment | <u>2,550.05</u> |
|                    |                 | \$3,053.84      |

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

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 3<sup>rd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Susan Miceli, Norris Community Library, that the following **TRANSFER** in Library Fund 115 be approved.

Decrease Expenditure Code:

|                    |        |         |
|--------------------|--------|---------|
| 115-56500-355-4000 | Travel | \$30.00 |
|--------------------|--------|---------|

Decrease Expenditure Code:

|                    |         |         |
|--------------------|---------|---------|
| 115-56500-348-4000 | Postage | \$30.00 |
|--------------------|---------|---------|

Justification: For payment of post office box semiannual renewal. Line 348 is short \$30.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 4<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Majorie Pressley, Planning & Development, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

|               |                        |                   |
|---------------|------------------------|-------------------|
| 101-51720-334 | Maintenance Agreements | \$400.00          |
| 101-51720-317 | Data Processing        | <u>\$1,719.00</u> |
|               |                        | \$2,119.00        |

Decrease Expenditure Codes:

|               |                 |                 |
|---------------|-----------------|-----------------|
| 101-51720-450 | Tires and Tubes | \$1,000.00      |
| 101-51720-709 | Data Processing | <u>1,119.00</u> |
|               |                 | \$2,119.00      |

Justification: Not enough money in code 101.51720-317 to cover Software and CAE Consultants/Permit Software. Not enough money in code 101.51720-334 to cover remainder of maintenance agreement for copier.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 5<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER** in Ambulance Fund 118.

Decrease Expenditure Code:

|               |                 |             |
|---------------|-----------------|-------------|
| 118-55130-790 | Other Equipment | \$30,000.00 |
|---------------|-----------------|-------------|

Increase Expenditure Code:

|               |          |             |
|---------------|----------|-------------|
| 118-55130-425 | Gasoline | \$30,000.00 |
|---------------|----------|-------------|



Justification: 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 and Purchase in the future.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 6<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER** in Ambulance Fund 118 be approved.

Decrease Expenditure Code:

|               |                 |            |
|---------------|-----------------|------------|
| 118-55130-790 | Other Equipment | \$9,500.00 |
|---------------|-----------------|------------|

Increase Expenditure Codes:

|               |                      |                   |
|---------------|----------------------|-------------------|
| 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              |
|               |                      | <u>\$9,500.00</u> |

Justification: 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 fulltime work agreement.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 7<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Tim Shelton, Register of Deeds, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

|               |                          |                   |
|---------------|--------------------------|-------------------|
| 101-51600-411 | Data Processing Supplies | \$1,000.00        |
| 101-51600-524 | Staff Development        | 200.00            |
| 101-51600-414 | Duplicating Supplies     | 500.00            |
|               |                          | <u>\$1,700.00</u> |

Increase Expenditure Codes:

|               |                                  |                   |
|---------------|----------------------------------|-------------------|
| 101-51600-355 | Travel                           | \$950.00          |
| 101-51600-351 | Rentals                          | 150.00            |
| 118-55130-337 | Maintenance and Repairs Services | 600.00            |
|               |                                  | <u>\$1,700.00</u> |

Justification: Transfer is necessary for copy maintenance, water rental and travel for County Government.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

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

Increase Expenditure Codes:

|                    |  |                    |
|--------------------|--|--------------------|
| 143-73100-213      | Food Service-Payment 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           |
|                    |  | <u>\$57,300.00</u> |

Decrease Expenditure Codes:

|               |                                |                    |
|---------------|--------------------------------|--------------------|
| 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           |
|               |                                | <u>\$57,300.00</u> |

Justification: 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 write some 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 shortage/ delays.

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

**THE 9<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

|               |                       |            |
|---------------|-----------------------|------------|
| 141-72610-299 | Other Fringe Benefits | \$5,224.04 |
|---------------|-----------------------|------------|

Decrease Expenditure Code:

|               |                      |            |
|---------------|----------------------|------------|
| 141-72610-213 | Payments to Retirees | \$5,244.04 |
|---------------|----------------------|------------|

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

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg , and passed to approve the transfer request.

**THE 10<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from John Vickery, Fleet Services, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

|                    |                                 |                 |
|--------------------|---------------------------------|-----------------|
| 101-54900-307-0100 | Communications Internet Service | \$1,000.00      |
| 101-54900-425      | Gasoline Charges                | <u>1,400.00</u> |
|                    |                                 | \$2,400.00      |

Decrease Expenditure Code:

|               |                           |            |
|---------------|---------------------------|------------|
| 101-54900-399 | Other Contracted Services | \$2,400.00 |
|---------------|---------------------------|------------|

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

Motioned by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer request.

## **APPROPRIATIONS      REQUIRING      FULL      COMMISSION APPROVAL**

**THE 11<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **TRANSFER (PAYROLL/ MAJOR LINE)** in General Purpose School Fund 141 be approved.

Increase Expenditure Codes:

|               |                                      |                 |
|---------------|--------------------------------------|-----------------|
| 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                        | <u>1,000.00</u> |
|               |                                      | \$78,962.00     |

Decrease Reserve Codes:

|               |                  |             |
|---------------|------------------|-------------|
| 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                        | <u>1,000.00</u> |
|               |                                      | \$78,962.00     |

Justification: To transfer budget to Fast Track Program into regular instruction category.

Motioned 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 12<sup>th</sup> 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 Reserve Code:

|           |                         |              |
|-----------|-------------------------|--------------|
| 141-39000 | Unassigned Fund Balance | \$175,000.00 |
|-----------|-------------------------|--------------|

**(Amendment will be from 141-34675 Committed for Capital Outlay and a JE will replenish the reserve for 39000)**

Decrease Expenditure Codes:

|               |                                |                  |
|---------------|--------------------------------|------------------|
| 141-72610-410 | Operations Custodial Supplies  | \$150,000.00     |
| 141-72620-410 | Maintenance Custodial Supplies | <u>25,000.00</u> |
|               |                                | \$175,000.00     |

Justification: To appropriate funds to replenish supply budgets in operations and maintenance for COVID needs throughout the school system.

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

**THE 13<sup>th</sup> 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.

Decrease Reserve Code:

|           |                         |            |
|-----------|-------------------------|------------|
| 141-39000 | Unassigned Fund Balance | \$1,074.23 |
|-----------|-------------------------|------------|

**(Amendment will be from 141-34615 Committed for Finance and a JE will replenish the reserve for 39000)**

Increase Expenditure Codes:

|               |                       |               |
|---------------|-----------------------|---------------|
| 141-72210-201 | Social Security       | \$61.87       |
| 141-72210-212 | Medicare              | 14.47         |
| 141-72210-299 | Other Fringe Benefits | <u>997.89</u> |
|               |                       | \$1,074.23    |

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

Motioned 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 14<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Codes:

|               |                                |                  |
|---------------|--------------------------------|------------------|
| 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      | <u>25,000.00</u> |
|               |                                | \$85,000.00      |

Decrease Reserve Code:

|           |                        |             |
|-----------|------------------------|-------------|
| 131-34550 | Restricted For Highway | \$85,000.00 |
|-----------|------------------------|-------------|

Justification: To maintain county roads through next budget.

Motioned 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 15<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Susan Miceli, AC Library Board, that the following **APPROPRIATION** in Library Fund 115 be approved.

Decrease Reserve Code:

|                |                        |            |
|----------------|------------------------|------------|
| 115-34535-1001 | Local Restricted Funds | \$2,196.00 |
|----------------|------------------------|------------|

Increase Expenditure Code:

|                    |                 |            |
|--------------------|-----------------|------------|
| 115-56500-790-1000 | Other Equipment | \$2,196.00 |
|--------------------|-----------------|------------|

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

Motioned by Commissioner Jerry White, seconded by Commissioner Robert Jameson, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 16<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Rex Lynch, Circuit Court, that the following **APPROPRIATION** in General Fund 101 be approved.



Decrease Reserve Code:

|           |                         |             |
|-----------|-------------------------|-------------|
| 101-39000 | Unassigned Fund Balance | \$12,000.00 |
|-----------|-------------------------|-------------|

**(Amendment will be from 101-34520-6000 Data Processing Reserve and a JE will replenish the reserve for 39000)**

Increase Expenditure Code:

|               |                           |             |
|---------------|---------------------------|-------------|
| 101-53100-709 | Data Processing Equipment | \$12,000.00 |
|---------------|---------------------------|-------------|

Justification: To replace outdated equipment that is failing including laptop for Collections Dept; Laserfische Cloud repository migration; replace server port switches.

Motioned 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 17<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Sheriff Russell Barker/Tyler Mayes, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

|           |                    |            |
|-----------|--------------------|------------|
| 101-49700 | Insurance Recovery | \$7,734.58 |
|-----------|--------------------|------------|

Increase Expenditure Code:

|               |                     |            |
|---------------|---------------------|------------|
| 101-54110-338 | Vehicle Maintenance | \$7,734.58 |
|---------------|---------------------|------------|

Justification: 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.

Motioned by Commissioner Catherine Denenberg, seconded by Commissioner Robert Jameson, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 18<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Judge Brian Hunt/Tracy Spitzer, Juvenile Court, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

|                 |  |            |
|-----------------|--|------------|
| 101-47590-JJRA1 | Juvenile Justice Reimbursement Account Grant | \$1,000.00 |
|-----------------|--|------------|

Increase Expenditure Code:

|                     |  |            |
|---------------------|--|------------|
| 101-53500-309-JJRA1 | Juvenile Court-Contracts with Other Agencies | \$1,000.00 |
|---------------------|--|------------|

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

Motioned 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.

**THE 19<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

|           |                     |            |
|-----------|---------------------|------------|
| 101-43396 | Data Processing Fee | \$5,200.00 |
|-----------|---------------------|------------|

Increase Expenditure Codes:

|               |                           |               |
|---------------|---------------------------|---------------|
| 101-52500-399 | Service Contracts         | \$1,000.00    |
| 101-52500-709 | Data Processing Equipment | 3,450.00      |
| 101-52500-411 | Data Processing Supplies  | <u>750.00</u> |
|               |                           | \$5,200.00    |

Justification: To pay lease invoices thru June 30, 2022. To purchase decal printers. To purchase decal printer paper thru June 30, 2022.

Motioned by Commisioner Chuck Fritts, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 20<sup>th</sup> 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 Revenue Code:

|           |              |          |
|-----------|--------------|----------|
| 128-44170 | Other Income | \$300.00 |
|-----------|--------------|----------|

Increase Expenditure Code:

|               |                      |          |
|---------------|----------------------|----------|
| 128-58110-335 | Building Maintenance | \$300.00 |
|---------------|----------------------|----------|

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

Motioned by Commissioner Catherine Denenberg, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 21<sup>st</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Ben Taylor/Stephanie Wells, Conservation Board/ Tourism, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

|                    |                           |              |
|--------------------|---------------------------|--------------|
| 101-51240-791-TRGR | Tourism Enhancement Grant | \$203,824.00 |
|--------------------|---------------------------|--------------|

Decrease Reserve Code:

|           |                         |              |
|-----------|-------------------------|--------------|
| 101-39000 | Unassigned Fund Balance | \$203,824.00 |
|-----------|-------------------------|--------------|

*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.

Motioned 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.

Voting No: Commissioner Jerry White and Commissioner Denver Waddell.

**THE 22<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Preservation of Records, that the following **TRANSFER (PAYROLL)** in General Fund 101 be approved.

Increase Expenditure Code:

|               |                           |          |
|---------------|---------------------------|----------|
| 101-51910-399 | Other Contracted Services | \$250.00 |
|---------------|---------------------------|----------|

Decrease Expenditure Code:

|               |                |          |
|---------------|----------------|----------|
| 101-51910-169 | Part-Time Help | \$250.00 |
|---------------|----------------|----------|

*Justification:* This request is to cover 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.

Motioned by Commissioner Jerry White, seconded by Commissioner Chuck Fritts, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 23<sup>rd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Preservation of Records, that the following **TRANSFER (PAYROLL)** in General Fund 101 be approved.



Increase Expenditure Code:

|               |                           |            |
|---------------|---------------------------|------------|
| 101-51910-709 | Data Processing Equipment | \$1,950.00 |
|---------------|---------------------------|------------|

Decrease Expenditure Code:

|               |                |            |
|---------------|----------------|------------|
| 101-51910-169 | Part-Time Help | \$1,950.00 |
|---------------|----------------|------------|

Justification: 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.

Motioned by Commissioner Jerry White, seconded by Commissioner Chuck Fritts, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 24<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Planning & Development, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

|               |                              |                   |
|---------------|------------------------------|-------------------|
| 101-51720-105 | Planning-Supervisor/Director | \$4,020.00        |
| 101-51720-201 | Planning-Social Security     | 249.00            |
| 101-51720-204 | Planning- State Retirement   | 161.00            |
| 101-51720-209 | Planning-Short Term          | 19.00             |
| 101-51720-212 | Planning-Employee Medicare   | 58.00             |
|               |                              | <u>\$4,507.00</u> |

Decrease Reserve Code:

|           |                         |            |
|-----------|-------------------------|------------|
| 101-39000 | Unassigned Fund Balance | \$4,507.00 |
|-----------|-------------------------|------------|

Justification: This request is for compensation for the promotion and confirmation of new Building Commissioner, with effective date of 09/21/21. This request will cover 20.9 payrolls from date of conformation. The request will be a permanent increase. Current Building Commissioner serves as Inspector, was promoted to Director, and then fully confirmed by Commission on 09/20/21 as a Building Commissioner. (See attached minutes).

Motioned by Commissioner Jerry White, seconded by Commissioner Chuck Fritts, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 25<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Health Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

|                     |  |              |
|---------------------|--|--------------|
| 101-55110-707-SPNMG | AC Health Dept.-Special Needs Matching Grant | \$116,400.00 |
|---------------------|--|--------------|

Decrease Reserve Code:

|           |                         |              |
|-----------|-------------------------|--------------|
| 101-39000 | Unassigned Fund Balance | \$116,400.00 |
|-----------|-------------------------|--------------|

Justification: 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 and accept 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.

Motioned by Commissioner Jerry White, seconded by Commissioner Chuck Fritts, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 26<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

|           |                     |          |
|-----------|---------------------|----------|
| 101-43396 | Data Processing Fee | \$700.00 |
|-----------|---------------------|----------|

Increase Expenditure Code:

|               |                           |          |
|---------------|---------------------------|----------|
| 101-52500-709 | Data Processing Equipment | \$700.00 |
|---------------|---------------------------|----------|

Justification: To purchase a new computer to replace County Clerk's one that no longer works.

Motioned by Commissioner Catherine Denenberg, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

**SECTION A, Fire Truck Resolution from Commission**

Finance Director Robby Holbrook opened the discussion on possibilities for funding the Fire Truck Resolution.

No action taken.

**SECTION B, 2022/23 Budget Calendar, Guidelines, etc.**

Finance Director Robby Holbrook presented the FY2022-2023 Budget Calendar for Committee Approval.

Motion by Commissioner Denver Waddell, seconded by Commissioner Jerry White, and passed to approve the Budget Calendar as presented.

Motion passed unanimously via voice vote.

Finance Director Robby Holbrook presented the FY2022-2023 Budget Guidelines for Committee Approval.

Motion by Commissioner Catherine Denenberg, seconded by Commissioner Denver Waddell, and passed to approve Budget Calendar as presented with the addition of a departmental survey to be designed by the Finance Department.

Motion passed unanimously via voice vote.

**SECTION C, New Business**

Finance Director Robby Holbrook presented a transfer request on behalf of the Chancery Clerk & Master. This is reflected as "THE 0th ITEM" above.

Finance Director Robby Holbrook presented a transfer request on behalf of the Law Director's Office. This is reflected as "THE 0Ath ITEM" above.

Finance Director Robby Holbrook presented an appropriation request on behalf of the County Clerk. This is reflected as "THE 26th ITEM" above.

**SECTION D, Old Business**

None.



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Robert J. Holbrook, Finance Director