

***Anderson County Board of Commissioners***  
***Financial Management Committee***  
***Meeting Agenda***

April 11, 2022  
3:30 PM, Room 312

Purpose of Meeting: Regularly scheduled meetings to discuss topics as they relate to the County Financial Management System of 1981

Meeting Facilitator: Phil Yager (Committee Chair)

Invitees: Phil Yager, Rick Meredith, Chuck Fritts, Terry Frank, Tim Isbel, Gary Long, and Tim Parrott

- I. Grant Coordinator Position
- II. ACG Outstanding Debt Update
- III. NextGen Payroll Software Update
- IV. Old Business
- V. New Business
- VI. Adjourn



POSITION TITLE: Grant Coordinator

BASE PAY: \$\_\_\_\_\_

FLSA STATUS: Non – Exempt

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### Job Summary:

The Grant Coordinator provides guidance and support to the County Mayor, Department Heads, and grant program managers in the identification and development and of grant opportunities; participates in the application, pre-award planning and preparation processes; manages post-award fiscal administration and monitoring; and works closely with grant program managers, administrative staff, and the Title VI Coordinator to ensure that grant activities are in compliance with funding agency, regulatory, and county policy requirements for grants awarded to various departments of the Anderson County Government.

### *Duties/Responsibilities:*

- Serves as a liaison between granting agencies, the County Mayor, Department Heads, grant program/project managers, and the Finance Director for all phases of the grant process.
- Provides advice and guidance on the county's grant-related policies and procedures.
- Facilitates or supports the research and identification of funding opportunities in coordination with county departments, as appropriate.
- Provides guidance and assistance to departments in the interpretation of funding agency regulations and requirements.
- Assists in the coordination of fiscal planning and budget preparation for grant proposals.
- Collaborates with others on writing, submitting, tracking, and managing grant proposals, as needed.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting, administrative policies, procedures, and agency requirements are being followed.
- Ensures reporting accuracy by translating the awarding agency's budget categories to the appropriate revenue and expenditure codes for each grant.
- Prepares or oversees the preparation of each county grant budget and its justification.
- Executes or facilitates preparation and submission of all financial documents, forms, and reports required by the granting agency.
- Addresses administrative and budgetary issues that occur during the award period.

- Develops and maintains specialized databases and systems to record and track all grant proposals, awards, and post-award activities.
- Develops and maintains master files on grant contracts and associated financial records.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant management methodology and optimizing the grant administration process.
- Performs other related duties as assigned.

*Required Skills/Abilities and Key Behaviors for Success:*

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent project management skills, ability to prioritize work and resources, and meet critical deadlines.
- Ability to collect and analyze financial data and prepare budgets and financial reports.
- Excellent verbal and written communication skills.
- Proficient in accounting software and Microsoft Office Suite or related software.
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.
- Extremely organized and meticulous.
- Dependability and responsiveness.
- Creates a welcoming and professional environment.

*Education and Experience:*

- High school diploma or GED; at least 4 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

*Work Environment, Conditions, and Physical Requirements:*

- Work in an office environment.
- May be required to work evenings, weekends, and holidays.
- Prolonged periods sitting at a desk and working on a computer.
- May require travel.
- Must be able to lift up to 25 pounds at times.

*Reporting Structure and Management Responsibilities:*

- Reports to the Finance Director.
- No personnel management responsibilities.

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ANDERSON COUNTY GOVERNMENT  
SCHEDULE OF OUTSTANDING DEBT

2021/2022 CHANGES										2022/2023 BUDGET					
Fund	Description	Code	Date of Issue	Original Amount of Issue	Interest Rate	Last Maturity Date	Outstanding @ 6/30/2021	Issue During Period	Principal Amount Paid	Refunded During Period	Outstanding @ 6/30/2022	Principal		Interest	
												Amount Due	Date Due	Amount Due	Date Due
151	Series 2001 Bonds - Industrial Park (1-75) Other Loans	151-8210-612(P)151-82210-613(I)	7/13/2001	1,700,000.00	5.00	6/30/2021	-	-	-	-	0	-			
151	Series 2006 Bonds - Jail Renovation Other Loans	151-82110-612(P)151-82210-613-060(I)	5/22/2006	3,000,000.00	5.00	6/30/2025	784,000	784,000			0	-			
151	Series 2017 Bonds - Refunding (2017)	151-82110-601-REFUND(P)151-82210-603-REFUND(I)	5/19/2017	8,030,000.00	Variable	5/1/2035	7,880,000	45,000			7,815,000	45,000.00	5/1/2023	104,907.50	5/1/2023
151	Series 2020A ESC-Refunding	151-82110-601-ESG(P)151-82210-603-ESG(I)	5/15/2020	13,860,000.00		5/1/2035	13,140,000	875,000			12,265,000	960,000.00	5/1/2023	246,846.88	5/1/2023
151	Series 2017A Capital Outlay Note - DARChug innovationcamp pro	151-82110-601-CON17(P)151-82210-603-CON17(I)	6/22/2017	1,400,000.00	2.35	6/1/2019	683,000	683,000			0	-		0.00	
151	TOTALS										20,080,000	1,005,000.00		354,754.38	354,754.38
152	Series 2014A Bonds - School - City of Clarksville, TN	152-82130-612(P)152-82230-613(I)	2/4/2014	4,505,215.00	2.75	5/1/1931	3,210,000	200,000			3,010,000	200,000.00	5/1/2023	41,387.50	5/1/2023
152	Series 2016A Bonds - Refunding	152-82130-601-6016(P)152-82230-603-6036(I)	3/8/2018	6,310,000.00	3-5%	5/1/2026	4,240,000	765,000			3,475,000	805,000.00	5/1/2023	86,875.00	5/1/2023
152	Series 2019A Bonds - Energy Systems Group Phase 2	152-82130-601-ESG2(P)152-82230-603-ESG2(I)	2/28/2019	5,620,000.00	3-5%	5/1/2039	5,285,000	210,000			5,065,000	220,000.00	5/1/2023	85,718.75	5/1/2023
152	Series 2020B Bonds-Refunding Bonds	152-82130-301-REFUND(P)152-82230-603-REFUND(I)	5/1/2020	1,525,000.00		6/30/2031	1,500,000	25,000			1,475,000	25,000.00	5/1/2023	30,025.00	5/1/2023
152	TOTALS										13,015,000	1,250,000		244,006	244,006
156	Series 2014B Bonds - Refunding	156-82130-612(P)156-82230-613(I)	2/4/2014	5,180,000.00	2.75	5/1/2031	3,660,000	225,000			3,435,000	225,000.00	5/1/2023	47,231.25	5/1/2023
156	Series 2018B Bonds - Refunding	156-82130-601-6019(P)156-82230-603-6039(I)	3/8/2018	4,770,000.00	3-5%	5/1/2025	2,930,000	680,000			2,250,000	715,000.00	5/1/2023	56,250.00	5/1/2023
156	Series 2019B Bonds - Energy Systems Group Phase 2	152-82130-601-ESG2(P)152-82230-603-ESG2(I)	2/28/2019	5,280,000.00	3-5%	5/2/2039	4,965,000	185,000			4,780,000	185,000.00	5/1/2023	92,553.13	5/1/2023
156	Series 2020C Bonds-Refunding Bonds	156-82130-301-REFUND(P)156-82230-603-REFUND(I)	5/1/2020	5,175,000.00		5/1/2039	5,625,000	100,000			5,525,000	100,000.00	5/1/2023	133,125.00	5/1/2023
156	TOTALS										15,990,000	1,235,000		329,159.38	329,159.38
152	Series 2011 Capital Outlay - Local Govent Effic. Loan Prog	141-82130-602-6011(P)141-82230-604(I)	3/25/2011	489,502.00	0	6/30/2022	20,415	20,415			0	-			
152	Series 010-002 Capital Outlay - Local Govent Effic. Loan Prog	141-82130-602-6012(P)	6/21/2012	352,931.44	0	6/30/2023	41,187	35,307			5,880	5,879.95 monthly			0.00
145	Series 2003 Capital Lease - Headstart Facility		12/11/2003	951,236.00	11.2	6/30/2021	246,477	101,616			29,879	29,879.00	6/30/2023	16,224.43	6/30/2023

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