

AGENDA
WILLIAMSON COUNTY BOARD OF COMMISSIONERS

Monday, June 13, 2022 – 7:00 p.m.

- I. OPEN COURT**
- II. INVOCATION & PLEDGE TO FLAG**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES** of the regular May 9, 2022, County Commission Meetings (Copies were mailed to each member of the County Commission)
- V. CITIZEN COMMUNICATION**
- VI. COMMUNICATIONS & MESSAGES**
Proclamation Declaring June as Alzheimer's Awareness Month – Mayor Rogers Anderson
- VII. REPORTS OF COUNTY OFFICES** – Department Heads should be prepared to make a verbal report and answer questions, upon request.
 - a. County Mayor – Rogers C. Anderson
 - b. W.C. Schools – Jason Golden, Director of Schools
 - c. Hospital Report – Phil Mazzuca, CEO, Williamson Medical Center
 - d. Health Report – Cathy Montgomery, County Health Director
 - e. Highway Report – Eddie Hood, Superintendent
 - f. Agriculture Report – Matt Horsman, Extension Leader
 - g. Parks & Recreation Report – Gordon Hampton, Director
 - h. Office of Public Safety – Bill Jorgensen, Director
 - i. Budget Committee – Steve Smith, Chairman
 - j. Education Committee – Brian Beathard, Chairman
 - k. Finance (Investment) Committee – Rogers Anderson, Chairman
 - l. Human Resources Committee – Matt Williams, Chairman
 - m. Law Enforcement/Public Safety Committee – Jennifer Mason, Chairman
 - n. Municipal Solid Waste Board – Ricky Jones, Board Member
 - o. Parks & Recreation Committee – Meghan Guffee, Chairman
 - p. Property Committee – Jerry Rainey, Chairman
 - q. Public Health Committee – Bert Chalfant, Chairman
 - r. Purchasing & Insurance Committee – Chas Morton, Chairman
 - s. Rules Committee – Chas Morton, Chairman
 - t. Steering Committee – Brian Beathard, Chairman
 - u. Tax Study Committee – Chairman

Any other Committee wishing to report may do so at this time.

VIII. ELECTIONS & APPOINTMENTS

COUNTY MAYOR:

Education Impact Fee Budget Task Force:
Three Year Term, Expiring 6/25

Terms Expiring

Nominations

Beth Lothers
Jennifer Mason
Steve Smith
Paul Webb
Matt Williams

Judy Herbert
Jennifer Mason
Steve Smith
Paul Webb
Matt Williams

Sports Authority

6 year terms, expiring 6/28

John Schroer
Sarah Hardee

John Schroer
Sarah Hardee

COUNTY COMMISSION:

Independent Audit Committee

3 year terms, expiring 6/25

Term Expiring

Nomination

Kerry Perkinson

Kerry Perkinson

Library Board of Trustees

3 year terms, expiring 6/25

Paul Webb
Denise Carothers
Rick Moody

Paul Webb
Denise Carothers
Rick Moody

Increased Membership

Nomination

1 year term, expiring 7/23

2 year terms, expiring 7/24

Terri Hood
Gerald Suchomski

IX. CONSENT AGENDA (Reference Attachment, if applicable)

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

1) ZONING

2) APPROPRIATIONS

Resolution No. 6-22-1, Resolution Appropriating \$650,000 in the General Purpose School Fund Budget from Current Revenues for Related Trustee Commission – Commissioner Beathard

Resolution No. 6-22-2, Resolution to Transfer Funds to the Rural and General Debt Service Funds to Pay Principal and Interest on Energy Systems Conservation Debt – Commissioner Beathard

Resolution No. 6-22-3, Resolution Requesting the Williamson County Board of County Commissioners' Approval of Transfers for Payroll Deficiency for Substitutes – Commissioner Beathard

Resolution No. 6-22-4, Resolution Amending the 2021-22 General Purpose School Budget by \$366,000 for Additional Fuel Expenses – Commissioner Beathard

Resolution No. 6-22-5, Resolution Appropriating \$550,000 in the 2021-22 General Purpose School Operating Budget for Liability, Workers Comp and Property Insurance Claims – Commissioner Beathard

Resolution No. 6-22-6, Resolution Amending the 2021-22 Central Cafeteria Fund Budget by \$3,067,500 for Additional Expenditures from Existing Funds – Commissioner Beathard

Resolution No. 6-22-7, Resolution Amending the 2021-22 General Purpose School Budget by \$275,000 for Additional Special Education Expenses – Commissioner Beathard

Resolution No. 6-22-9, Resolution Appropriating and Amending the 2021-22 Health Department Budget by \$1,107.55 - Revenues to Come from Other State Revenue – Commissioner Smith

Appropriations, continued

Resolution No. 6-22-10, Resolution Accepting a Donation from the Friends of WCAC for the Purchase of a Bench Honoring Carole Horlacher for Her Years of Service and Appropriating and Amending the 2021-22 Animal Control Budget by \$1,250 – Revenues to Come from Donations – Commissioner Smith

Resolution No. 6-22-11, Resolution Appropriating and Amending the 2021-22 Property Management Budget by \$20,000 – Revenues to Come from Unappropriated County General Fund Balance – Commissioner Smith

Resolution No. 6-22-12, Resolution Appropriating and Amending the 2021-22 Excess Risk Insurance in the County General Fund Totaling \$389,709.61 – Revenues to Come from Insurance Recoveries and Unappropriated County General Fund Balance – Commissioner Smith

Resolution No. 6-22-13, Resolution Authorizing the Williamson County Mayor to Execute a Grant Agreement with the State Division of Elections on Behalf of the Williamson County Election Commission and Appropriating and Amending the 2021-22 Election Commission Budget by \$550,185 – Revenues to Come from Grant Funds – Commissioner Smith

Resolution No. 6-22-14, Resolution Requesting an Inter-Category Budget Adjustment within the 2021-22 Parks & Recreation Budget of \$60,000 – Commissioner Smith

Resolution No. 6-22-15, Resolution Appropriating and Amending the 2021-22 Parks and Recreation Budget by \$134,068.90 – Revenues to Come from Donations – Commissioner Smith

Resolution No. 6-22-16, Resolution Amending the 2021-22 Highway Department Budget and Appropriating \$119,654.53 for Paving Expenses on Arno Allisona Road – Revenues to Come from State Aid Program – Commissioner Smith

Resolution No. 6-22-17, Resolution Accepting a Donation from Dr. Jim and Mrs. Marcy Huffnagle to the Williamson County Sheriff's Office and Amending the 2021-22 Williamson County Sheriff's Office Budget by \$20,000 – Revenues to Come from Donations – Commissioner Mason

Resolution No. 6-22-18, Resolution Appropriating and Amending the 2021-22 County Commission-Tax Relief Budget by \$20,000 – Revenues to Come from Unappropriated County General Funds – Commissioner Smith

Resolution No. 6-22-19, Resolution Appropriating and Amending the 2021-22 Trustee's Commission in the Respective Operating Funds – Revenues to Come from Fund Balances in Each Respective Fund – Commissioner Smith

Resolution No. 6-22-20, Resolution Appropriating and Amending the 2021-22 Capital Projects Fund Budget by \$37,000 for Trustee's Commission – Revenues to Come from Reserve Balance – Commissioner Smith

Resolution No. 6-22-21, Resolution Appropriating and Amending the 2021-22 Capital Projects Fund Budget By \$140,000 for the Pro Rata Distribution - Revenues to Come from Privilege Tax – Commissioner Smith

Resolution No. 6-22-22, Resolution Appropriating and Amending the 2021-22 General Debt Service Fund by \$1,537,445 for Interest Payments – Revenues to Come from Undesignated Fund Balance – Commissioner Smith

Resolution No. 6-22-23, Resolution Appropriating and Amending the 2021-22 County Clerk's Budget by \$8,500 – Revenues to Come from Reserve Account and Unappropriated County General Fund Balance – Commissioner Smith

Resolution No. 6-22-24, Resolution Appropriating and Amending the 2021-22 Medical Examiners Budget by \$31,025 – Revenues to Come from Unappropriated County General Funds – Commissioner Smith

Resolution No. 6-22-25, Resolution of the Board of Commissioners of Williamson County Appropriating \$7,000,000 to Williamson County's Insurance Fund to Cover Costs Incurred Because of the Covid-19 Pandemic – Revenue to Come from American Rescue Plan Act Funds – Commissioner Smith

LATE FILED Resolution No. 6-22-37, Resolution Appropriating and Amending the 2021-22 Parks and Recreation Budget by \$412,403.25-Revenues to Come From Parks and Recreation Attendance Fees – Commissioner Smith

LATE FILED Resolution No 6-22-38, Resolution Appropriating and Amending the 2021-22 Parks and Recreation Budget by \$25,000 - Revenues to Come Participant Fees – Commissioner Smith

3) Other

Resolution No. 6-22-26, Resolution Extending Certain Temporary Personnel Policies Necessitated by Covid-19 – Commissioner Smith

Resolution No. 6-22-27, Resolution Accepting a Donation of a Shed for the New Animal Control and Adoption Center from Friends of Williamson County Animal Center – Commissioner Rainey

Resolution No. 6-22-28, Resolution to Increase the Threshold Over Which Public Advertisement and Sealed Competitive Bids are Required for Purchases that Exceed \$50,000 – Commissioner Smith

Resolution No. 6-22-29, Resolution Authorizing the Williamson County Mayor to Enter Into a Long-Term Site Lease Agreement with the First United Methodist Church of Franklin, Inc. – Commissioner Mason

Resolution No. 6-22-30, Resolution Authorizing the Williamson County Mayor to Sign a Contract with the State of Tennessee Department of Children's Services for the Provision of Juvenile Detention Services – Commissioner Mason

Resolution No. 6-22-31, Resolution Authorizing the County Clerk, on Behalf of Williamson County, to Enter Into a Contract with Benjamin Weigel, Attorney of Westcott Law PLLC for the Collection of Delinquent Privilege Taxes – Commissioner Smith

Resolution No. 6-22-32, Resolution Authorizing the Williamson County Mayor to Enter Into a Lease Agreement with Premiere Marketing, Inc. – Commissioner Rainey

Resolution No. 6-22-33, Resolution Setting the Williamson County Hotel-Motel Tax Rate for the 2022-23 Fiscal Year – Commissioner Smith

Resolution No. 6-22-34, Resolution Authorizing the Williamson County Mayor to Execute a Local Agency Project Agreement with the State of Tennessee Department of Transportation Concerning a Federal Grant Project for the Provision of Regional Vanpooling Services – Commissioner Smith

Resolution No. 6-22-35, Resolution to Request the Tennessee Department of Transportation to Reduce the Speed Limit along a Portion of State Route 252 (Wilson Pike) in Williamson County – Commissioners Chad Story and Steve Smith

Resolution No. 6-22-36, Resolution Adopting the Consultant Selection Policy for Projects Funded with Funds Provided by the Federal Highway Administration or Tennessee Department of Transportation

XII. ADJOURNMENT

Anyone requesting accommodation due to disabilities should contact Williamson County Risk Management at (615) 790-5466. This request, if possible, should be made three (3) working days prior to the meeting.

Williamson Medical Center & Subsidiaries
Financial Statement Highlights
Month Ended April 30, 2022

<u>Actuals</u>	Month		Year to Date	
	Current	Budget	Current	Budget
Net Revenue	\$27,015,142	\$23,720,365	\$257,126,180	\$239,415,830
Total Operating Expenses	26,001,807	23,686,871	254,749,788	238,838,769
Net Non-Operating Rev/Exp	1,218,943	503,468	8,687,188	5,158,709
<i>Net Income/Loss</i>	\$2,232,278	\$536,962	\$11,063,580	\$5,735,770

<u>Balance Sheet</u>	Current Month	Prior Month	Increase (decrease)
Operating Account Balance	\$28,462,112	\$41,749,001	(\$13,286,889)
Available to Use Cash	169,806,762	181,483,269	(11,676,507)
Collections	21,323,352	25,986,317	(4,662,965)
Days Cash on Hand	196.0	227.9	(31.9)
Debt Coverage	2.64	2.57	0.07

<u>Key Financial Stats/Indicators</u>	Current Month	13 Month Average	Increase (decrease)
Admissions-Adults	730	749	(19)
Admissions-Pediatrics	19	24	(5)
Patient Days	2,753	3,100	(347)
Equivalent Patient Days	9,176	10,522	(1346)
Surgeries	922	954	(32)
Emergency Room	3,102	3,248	(146)
Emergency Room-Pediatrics	1,018	983	35

WILLIAMSON MEDICAL CENTER & SUBSIDIARIES
STATEMENT OF CASH FLOWS
For the Period Ending April 30, 2022

NET INCOME (LOSS) FROM OPERATIONS	2,232,278	
PLUS DEPRECIATION (Not a Cash Expense)	<u>1,099,751</u>	
SUB-TOTAL		\$ 3,332,029
CASH PROVIDED BY:		
DECREASE IN MISC ASSET	\$ 780,188	
INCREASE IN ACCOUNTS PAYABLE	744,332	
DECREASE IN INVENTORIES	449,781	
INCREASE IN ACCRUED EMPLOYEE BENEFITS	426,150	
INCREASE IN EMPLOYEE DED PAYABLE	214,805	
INCREASE IN CURRENT PORTION OF LONG TERM DEBT	<u>158,750</u>	
		2,774,006
TOTAL SOURCES OF CASH		<u>6,106,035</u>
CASH USED FOR:		
DECREASE IN ACCRUED WAGES PAYABLE	\$ 5,169,668	
INCREASE IN ACCOUNTS RECEIVABLE	3,143,280	
DECREASE IN BONDS PAYABLE	3,364,684	
DECREASE IN THIRD PARTY SETTLEMENTS	2,599,506	
DECREASE IN BOND INTEREST PAYABLE	895,077	
DECREASE IN DEFERRED COMP LIABILITY	815,450	
INCREASE IN FIXED ASSETS	602,174	
DECREASE IN NOTES PAYABLE	351,040	
INCREASE IN PREPAID EXPENSE	295,975	
DECREASE IN PAYROLL TAXES PAYABLE	279,355	
DECREASE IN SERP LIABILITY	<u>266,333</u>	
TOTAL USES OF CASH		<u>17,782,542</u>
INCREASE OR (DECREASE) IN CASH ACCOUNTS		(11,676,507)
BEGINNING TOTAL CASH BALANCE		<u>181,483,269</u>
ENDING TOTAL CASH BALANCE		<u>\$ 169,806,762</u>
OPERATING CASH	\$ 28,462,112	
FUNDS RESTRICTED AS TO USE:	<u>141,344,650</u>	
GRAND TOTAL OF ALL CASH ASSETS		<u>\$ 169,806,762</u>

WILLIAMSON MEDICAL CENTER & SUBSIDIARIES
BALANCE SHEET
For the Period Ending April 30, 2022

	CURRENT MONTH	PRIOR MONTH	INCREASE (DECREASE)	PERCENT CHANGE	NOTES
CASH					
Funds Mgmt/General Fund	\$ 28,462,112	\$ 41,749,001	\$ (13,286,889)	-31.8%	1
TOTAL CASH	28,462,112	41,749,001	(13,286,889)	-31.8%	
RECEIVABLES					
Patient Receivables	112,948,740	107,660,367	5,288,373	4.9%	
Contractual Allowances	(76,579,150)	(73,744,493)	(2,834,657)	3.8%	
Other Receivables	2,552,175	1,862,611	689,564	37.0%	
TOTAL RECEIVABLES	38,921,765	35,778,485	3,143,280	8.8%	2
INVENTORIES					
General Stores	924,059	958,296	(34,237)	-3.6%	
Pharmacy	645,810	645,810	0	0.0%	
Surgery	4,066,871	4,482,415	(415,544)	-9.3%	
TOTAL INVENTORIES	5,636,740	6,086,521	(449,781)	-7.4%	
PREPAID EXPENSES	3,524,307	3,228,332	295,975	9.2%	
TOTAL CURRENT ASSETS	76,544,924	86,842,339	(10,297,415)	-11.9%	
PROPERTY, PLANT & EQUIP					
Land and Land Imp.	17,798,814	17,798,814	0	0.0%	
Building & Building Serv	257,421,054	257,288,328	132,726	0.1%	
Equipment	135,464,962	134,995,514	469,448	0.3%	
Less: Accum Depr	(213,901,401)	(212,816,087)	(1,085,314)	0.5%	
TOTAL P,P & E	196,783,429	197,266,569	(483,140)	-0.2%	
OTHER ASSETS					
Cash-Funded Depreciation	36,430,974	36,421,695	9,279	0.0%	
Funded Depreciation-Bond Proceeds	4,282,957	4,907,911	(624,954)	-12.7%	
Funded Depreciation-Bond Proceeds	82,975,297	82,954,161	21,136	0.0%	
Bond Payment Fund	7,291,371	5,089,088	2,202,283	43.3%	
Bond Escrow Fund	10,364,051	10,361,413	2,638	0.0%	
Miscellaneous Assets/Investments	46,647,529	47,427,717	(780,188)	-1.6%	
Capitalized Costs/Bond Issue Costs	1,068,290	1,082,726	(14,436)	-1.3%	
TOTAL OTHER ASSETS	189,060,469	188,244,711	815,758	0.4%	
TOTAL ASSETS	\$ 462,388,822	\$ 472,353,619	\$ (9,964,797)	-2.1%	

WILLIAMSON MEDICAL CENTER & SUBSIDIARIES
BALANCE SHEET
For the Period Ending April 30, 2022

	CURRENT MONTH	PRIOR MONTH	INCREASE (DECREASE)	PERCENT CHANGE	NOTES
CURRENT LIABILITIES					
Accounts Payable	\$ 10,089,689	\$ 9,345,357	\$ 744,332	8.0%	
Due from BJIT	-	0	-	0.0%	
Accrued Wages Payable	3,816,813	8,986,481	(5,169,668)	-57.5%	3
Payroll Taxes Payable	167,177	446,532	(279,355)	-62.6%	
Employee Ded Payable	133,193	(81,612)	214,805	-263.2%	
Accrued Employee Benefits	6,436,986	6,010,836	426,150	7.1%	
Accrued Bond Interest	155,513	1,050,590	(895,077)	-85.2%	
Current Portion-Bonds Payable	5,528,807	4,800,000	728,807	15.2%	5
Current Portion of Long Term Debt	2,279,582	2,120,832	158,750	7.5%	
Estimated Third Party Settlements	9,403,146	12,002,652	(2,599,506)	-21.7%	4
Other Current Obligations	1,667,484	1,667,483	1	0.0%	
TOTAL CURRENT LIAB	39,678,390	46,349,151	(6,670,761)	-14.4%	
LONG TERM LIABILITIES					
Hospital Expansion Bonds 2012	\$ 3,250,000	\$ 5,430,000	\$ (2,180,000)	-40.1%	5
Hospital Expansion Bonds 2013	19,445,452	20,766,777	(1,321,325)	-6.4%	5
Hospital Expansion Bonds 2018	38,743,576	38,913,638	(170,062)	-0.4%	5
Hospital Expansion Bonds 2021	82,630,346	83,052,450	(422,104)	-0.5%	5
INS Bank-Parking Deck	1,645,484	1,690,918	(45,434)	-2.7%	
1st Horizon Bank-Grassland	1,861,573	1,885,609	(24,036)	-1.3%	
Deferred Comp Liability	3,807,258	4,622,708	(815,450)	-17.6%	
SERP Liability	0	266,333	(266,333)	-100.0%	
Franklin Synergy Bank-Cain Property	225,689	399,033	(173,344)	-43.4%	
Franklin Synergy Bank-Curd Lane Property	1,980,924	1,993,852	(12,928)	-0.6%	
1st Horizon Bank-Consolidated	14,428,021	14,523,319	(95,298)	-0.7%	
TOTAL LONG TERM LIAB	168,018,323	173,544,637	(5,526,314)	-3.2%	
FUND BALANCE	254,692,109	252,459,831	2,232,278	0.9%	
TOTAL LIABILITY & FUND BALANCE	\$ 462,388,822	\$ 472,353,619	\$ (9,964,797)	-2.1%	

Williamson Medical Center & Subsidiaries
Income Statement
For the Period Ending April 30, 2022
Comparison of Actual to Budget

	<u>Month To Date</u>					<u>Notes</u>	<u>Year To Date</u>			
	Actual	Budget	Variance	Var%			Actual	Budget	Variance	Var%
Net Patient Svc Revenue	\$ 24,972,848	\$ 22,983,219	1,989,627	8.7%	1		\$ 247,084,881	\$ 231,996,389	\$ 15,088,492	6.5%
Other Operating Revenue	\$ 2,042,296	\$ 737,146	\$ 1,305,150	177.1%			\$ 10,041,299	\$ 7,419,441	\$ 2,621,858	35.3%
Net Operating Revenue	\$ 27,015,142	\$ 23,720,365	3,294,777	13.9%			\$ 257,126,180	\$ 239,415,830	\$ 17,710,350	7.4%
Operating Expenses:										
Salaries & Benefits	\$ 14,941,678	\$ 13,337,818	\$ 1,603,860	12.0%	2		\$ 142,640,068	133,394,233	\$ 9,245,835	6.9%
Medical Prof. Fees	332,649	343,614	(10,965)	-3.2%			3,282,642	3,504,741	(222,099)	-6.3%
Supplies	4,107,677	4,939,791	(832,114)	-16.8%	3		50,602,921	50,401,036	201,885	0.4%
Other Expenses	1,670,935	1,697,804	(26,869)	-1.6%			19,019,780	17,453,885	1,565,895	9.0%
Purchased Services	2,573,341	983,173	1,590,168	161.7%	4		16,429,177	10,066,551	6,362,626	63.2%
Repair/Main Equipment	590,793	635,562	(44,769)	-7.0%			5,828,076	6,483,938	(655,862)	-10.1%
Equipment Leases	263,700	206,092	57,608	28.0%			2,228,929	2,093,355	135,574	6.5%
Total Operating Expenses	\$ 24,480,773	\$ 22,143,854	\$ 2,336,919	10.6%			\$ 240,031,593	\$ 223,397,739	\$ 16,633,854	7.4%
Net Operating Income	\$ 2,534,369	\$ 1,576,511	\$ 957,858	60.8%			\$ 17,094,587	\$ 16,018,091	\$ 1,076,496	6.7%
Non-Operating Revenue	\$ 1,218,943	503,468	\$ 715,475	142.1%			\$ 8,687,188	5,158,709	\$ 3,528,479	68.4%
EBITDA	\$ 3,753,312	\$ 2,079,979	\$ 1,673,333	80.4%			\$ 25,781,775	\$ 21,176,800	\$ 4,604,975	21.7%
EBITDA %	13.3%	8.6%					9.7%	8.7%		
Interest	\$ 421,283	\$ 269,528	\$ 151,755	56.3%			\$ 3,359,032	\$ 2,706,140	\$ 652,892	24.1%
Depreciation & Amort.	1,099,751	1,273,489	(173,738)	-13.6%			11,359,163	12,734,890	(1,375,727)	-10.8%
Net Income/(Loss)	\$ 2,232,278	\$ 536,962	\$ 1,695,316	315.7%			\$ 11,063,580	\$ 5,735,770	\$ 5,327,810	92.9%
Net Income %	8.26%	2.26%					4.30%	2.40%		

5/13/22

Nena Graham
Budget Director, Williamson County, Tennessee
1320 West Main Street, Suite 125
Franklin, TN 37064

Dear Nena,

Please find enclosed the Consolidated Profit and Loss Statement for the Cool Springs Conference Center for period end April 30, 2022.

A summary of the financial and distribution date is as follows:

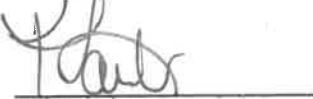
COOL SPRINGS CONFERENCE CENTER
April, 2022

	CURRENT MONTH			YEAR-TO-DATE		
	ACTUAL	BUDGET	LAST YR	ACTUAL	BUDGET	LAST YR
GROSS REVENUE	794,189	406,402	424,060	5,302,152	3,719,548	1,492,310
HOUSE PROFIT	297,972	84,092	146,297	1,390,512	546,456	(52,761)
Less: FIXED EXPENSES	39,243	39,243	38,119	392,429	392,430	381,113
NET INCOME	258,729	44,849	108,178	998,083	154,026	(433,874)
Less: FF&E RESERVE 5%	39,709	20,320	21,203	265,380	185,902	74,616
NET CASH FLOW	219,020	24,529	86,975	732,703	(31,876)	(508,490)

TOTAL CURRENT BALANCE DUE TO OWNERS	219,020
TOTAL DUE TO CITY OF FRANKLIN	109,510
TOTAL DUE TO WILLIAMSON COUNTY	109,510

The financial statements for the Cool Springs Conference Center, subject to routine year-end audit and adjustments, is true and correct in all material respects to the best of my knowledge.

Sincerely,



Kristin Lamb
Controller



Matt Lahiff
General Manager

FRANKLIN MARRIOTT COOL SPRINGS
700 COOL SPRINGS BLVD
FRANKLIN, TENNESSEE 37067 USA
T: 615.261.6100
MARRIOTT.COM/BNACS

Cool Springs Conference Center
County Profit / -Loss
By Fiscal Year

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
July	-28,532.28	-46,497.94	-52,209.68	-7,691.22	-36,545.82	-28,542.26	-54,282.13	-17,511.50	-32,266.50	-29,761.00	-49,914.00	-63,264.00	-15,269.00	-21,002.00
August	57,702.78	-2,257.02	12,883.64	118,811.60	48,604.64	-18,101.32	16,435.07	-84,060.00	2,719.25	13,164.00	4,452.00	49,885.00	-14,794.00	52,329.00
September	24,071.74	-23,828.22	13,242.14	42,260.92	58,725.66	34,240.22	-45,234.55	-7,482.50	15,575.50	-2,501.00	40,369.00	68,500.00	-27,859.00	31,516.00
October	38,195.74	50,008.38	53,024.82	55,787.36	24,229.36	30,097.86	30,305.00	73,503.00	27,310.00	76,034.00	143,486.00	96,722.00	-28,058.00	88,432.00
November	17,167.38	2,607.48	61,641.12	5,322.02	4,962.94	-13,864.78	27,731.00	-1,435.50	-5,898.50	44,350.00	63,790.00	-6,258.00	-32,908.00	-13,698.00
December	103,200.30	29,329.56	39,646.60	63,430.36	54,577.16	91,933.14	-53,885.50	90,526.50	48,718.00	-43,578.00	9,187.00	18,602.00	-54,120.00	56,917.00
January	-33,427.76	-46,444.80	19,432.86	-34,983.82	-5,031.36	-12,669.10	-67,577.50	-15,958.50	-59,537.00	-32,369.00	16,722.00	35,126.00	-43,914.00	-15,337.00
February	57,358.50	353.00	23,411.50	-12,989.64	13,210.72	21,279.74	136,887.00	52.50	14,645.00	88,228.00	60,530.00	63,595.00	-41,564.00	25,780.00
March	44,238.36	-18,362.38	18,311.86	68,439.42	22,493.26	-633.34	-32,783.00	-2,379.50	30,608.00	38,448.00	-48,696.00	39,316.00	-39,257.00	51,904.00
April	26,860.58	8,033.42	7,534.42	21,600.34	68,046.00	11,630.42	32,093.00	58,337.00	36,074.00	28,028.00	4,908.00	-32,937.00	43,488.00	109,510.00
May	33,395.54	-24,737.96	4,336.66	28,778.14	-19,740.92	-1,286.56	-4,720.50	972.00	-14,551.50	4,654.00	30,615.00	-43,893.00	-42,575.00	
June	-22,410.26	23,554.94	1,394.46	18,276.76	12,929.40	-25,004.56	80,638.00	28,889.00	29,395.50	37,163.00	29,231.00	-13,204.00	163.00	
	317,820.62	-48,241.54	202,650.40	367,042.24	246,461.04	89,079.46	65,605.89	123,452.50	92,791.75	221,860.00	304,680.00	212,190.00	-296,667.00	366,351.00

Total profit/-loss since 1998 \$3,616,248.11

**Williamson County
Budget Report
3/31/2022**

							8.33%
Revenue	Original Budget	Budget Amendments	Total	Actual Year To Date	Current Month	Remaining Budget	% Y T D
County General Fund	113,252,496	2,413,339	115,665,835	113,446,473	5,325,112	2,219,362	98.08%
Solid Waste Sanitation Fund	8,257,380	-	8,257,380	9,242,551	533,387	(985,171)	111.93%
Drug Control Fund	36,000	-	36,000	75,420	9,079	(39,420)	209.50%
Highway/Public Works Fund	13,697,000	75,000	13,772,000	12,180,350	2,114,055	1,591,650	88.44%
General Debt Service Fund	50,497,594	14,000,000	64,497,594	66,403,333	5,489,875	(1,905,739)	102.95%
Rural Debt Service Fund	26,969,911	-	26,969,911	27,364,929	419,737	(395,018)	101.46%
General Purpose School Fund	401,416,371	3,817,390	405,233,761	394,939,091	26,621,581	10,294,670	97.46%
Cafeteria Fund	14,115,000	-	14,115,000	21,157,840	3,070,422	(7,042,840)	149.90%
Extended School Program Fund	4,949,050	56,000	5,005,050	5,329,918	453,119	(324,868)	106.49%

Appropriations	Original Budget	Budget Amendments	Total	Actual Year To Date	Current Month	Encumbrances	Remaining Budget	% Y T D
County General Fund	117,381,778	8,619,479	126,001,257	90,105,521	8,103,841	3,198,963	32,696,772	74.05%
Solid Waste Sanitation Fund	7,643,267	1,359,928	9,003,195	6,818,830	596,086	463,456	1,720,909	80.89%
Drug Control Fund	170,250	-	170,250	25,647	2,102	34,627	109,975	35.40%
Highway/Public Works Fund	13,539,162	1,155,091	14,694,253	9,222,033	688,402	2,030,885	3,441,336	76.58%
General Debt Service Fund	45,390,000	14,000,000	59,390,000	60,522,076	8,117,270		(1,132,076)	101.91%
Rural Debt Service Fund	32,720,000	-	32,720,000	25,456,892	236,660		7,263,108	77.80%
General Purpose School Fund	414,579,134	14,354,785	428,933,919	307,173,266	28,790,881	10,037,519	111,723,134	73.95%
Cafeteria Fund	14,068,454	-	14,068,454	13,016,879	1,544,960	1,642,343	(590,768)	104.20%
Extended School Program Fund	4,939,162	56,000	4,995,162	3,473,565	279,050	30,918	1,490,679	70.16%

Williamson County
Education Impact Fee

	COLLECTION DURING FYE 6/30/17	COLLECTION DURING FYE 6/30/18	COLLECTION DURING FYE 6/30/19	COLLECTION DURING FYE 6/30/20	COLLECTION DURING FYE 6/30/21	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	TOTAL COLLECTIONS
IM100 - WCS																		
FEE	2,154,192.00	11,553,360.00	12,745,981.00	13,421,814.00	39,385,076.50	1,998,460.00	1,576,142.00	2,942,878.00	1,880,274.00	2,026,730.00	1,711,444.00	1,804,991.00	1,716,318.00	2,325,280.00	1,420,861.00	-	-	98,663,801.50
PAID UNDER PROTEST	349,738.50	4,957,756.50	5,623,833.00	5,696,470.00	(16,627,798.00)	-	-	-	-	-	-	-	-	-	-	-	-	-
INTEREST	10.00	91,466.58	508,762.89	709,023.96	194,397.41	10,613.66	11,242.96	11,828.74	11,760.86	12,491.35	12,589.53	13,770.12	14,362.67	13,359.45	13,167.59	-	-	1,628,847.77
TR COMMISSION	25,145.08	166,039.97	188,718.89	198,331.96	229,484.03	20,090.74	15,873.85	29,547.07	18,920.35	20,392.21	17,240.34	18,187.61	17,306.81	23,386.39	14,340.29	-	-	1,003,005.59
IM200 - FSSD																		
FEE	0.00	112,098.50	165,062.00	1,097,272.00	816,270.00	4,506.00	22,530.00	-	12,530.00	270,329.00	13,518.00	9,012.00	17,322.00	18,139.00	9,012.00	-	-	2,567,600.50
PAID UNDER PROTEST	0.00	193,385.00	18,366.00	4,506.00	(216,257.00)	-	-	-	-	-	-	-	-	-	-	-	-	-
INTEREST	0.00	2,137.13	8,639.74	15,302.53	5,457.92	204.05	212.39	223.17	219.68	231.82	231.19	249.66	316.90	292.40	328.69	-	-	34,047.27
TR COMMISSION	0.00	3,062.11	1,987.56	11,111.93	6,088.45	47.10	227.42	2.23	127.50	2,705.61	137.49	92.62	176.39	184.31	93.41	-	-	26,044.13
NET COLLECTIONS	2,478,795.42	16,741,101.63	18,879,938.18	20,734,944.60	23,321,574.35	1,993,645.87	1,594,026.08	2,925,380.61	1,885,736.69	2,286,684.35	1,720,404.89	1,809,742.55	1,730,836.37	2,333,500.15	1,428,935.58	0.00	0.00	101,865,247.32

SUMMARY FOR IMPACT FEE COLLECTIONS	
Total Collected to Date	101,865,247.32
Total Allocated for Projects	(49,498,538.48)
Total Net Collections	52,366,708.84
Total Paid under Protest	-
Total Available for Allocation	52,366,708.84

Williamson County
Privilege Tax Report

Month of APRIL 2022

	Adequate School Facilities	Schools	Recreation	Fire	Highway
Previous Balance	4,398,516.42	5,195,823.08	606,351.18	666,870.27	363,027.75
Brentwood	38,393.19	35,321.73	3,071.46	0.00	0.00
Franklin	106,948.71	98,392.81	8,555.90	0.00	0.00
Fairview	50,167.26	46,153.88	4,013.38	0.00	0.00
Spring Hill	30,820.68	28,355.03	2,465.65	0.00	0.00
Thompson's Station	17,672.49	16,258.69	1,413.80	0.00	0.00
Nolensville	70,688.97	65,033.85	5,655.12	0.00	0.00
Unincorporated Williamson County	177,324.84	124,127.38	14,185.99	35,464.97	3,546.50
Interest	1,194.17	1,181.22	229.14	369.48	116.28
Commercial					
Monthly Total	493,210.31	414,824.59	39,590.44	35,834.45	3,662.78
Cumulative Total	4,891,726.73	5,610,647.67	645,941.62	702,704.72	366,690.53
FSSD Monthly Appropriations	42,330.08	50,758.25			
Monthly Appropriations	256,485.34				
Cumulative Appropriations	88,345,609.83	141,738,157.51	13,969,622.52	3,738,587.97	7,123,933.59
Net Revenue	4,592,911.31	5,559,889.42	645,941.62	702,704.72	366,690.53
<u>Appropriations:</u>					
Adequate Schools/ MARCH '21 Cities payable	256,485.34				
Adequate Schools/MARCH '21 FSSD payable	42,330.08				
Schools/MARCH '21 FSSD payable	50,758.25				

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of position for election (or appointment): Sports Authority

Name of nominee: John Schroer

Address: 512 Boyd Mill Avenue, Franklin TN 37064

Phone #: 615-476-8845

Email Address: john@johnschroer.com

Voting district in which the nominee resides: 11

Term of position: 6-year term, expiring 6/28

Salary (if applicable): \$0

Name(s) of person, organization or informal group recommending the nominee:
Mayor Rogers Anderson

Brief biographical information:

Member Franklin Special School District Board of Education 1994-2007

Mayor of Franklin 2007-2011

Alderman City of Franklin 2021-2021 Finished out Pearle Bransford's term

Commissioner Tennessee Department of Transportation 2011-2019

Chairman of the Franklin Transit Authority 2021

Member of Williamson County Foster Care Review Board 2020

Member of the Williamson County UGB Board

County Commission meeting date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of position for election (or appointment): Sports Authority - Treasurer

Name of nominee: Sarah C. Hardee

Address: 1889 General George Patton Dr. Suite 200, Franklin, TN 37067

Phone #: 615-750-5537

Email Address: Sarah@phbcpas.com

Voting district in which the nominee resides: 12

Term of position: 6 years, expiring June 2028

Salary (if applicable): n/a

Name(s) of person, organization or informal group recommending the nominee:

Brief biographical information:

Sarah Hardee is one of the founding partners of Patterson, Hardee & Ballentine, P.C. (PHB CPAs). She has worked extensively with local and nationwide businesses and nonprofit organizations throughout the course of her career. While she is active in tax planning for some of the firm's larger clients, she has particular expertise in financial reporting and auditing standards. She provides peer review services to other CPA firms in the southeastern region. Sarah is also the quality control reviewer for the firm's higher risk engagements such as audits in accordance with the Single Audit Act and employee benefit plans. All of these experiences and specialized training help her serve clients at the firm. However, Sarah's main responsibility is the business of running the firm.

County Commission meeting date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of position for election (or appointment): Independent Audit Committee

Name of nominee: Kerry Perkinson

Address: 182 Sturbridge Drive, Franklin, TN 37064

Phone #: (cell) 615-293-6534 (home) 790-3934

Email Address: kerryperkinson@gmail.com

Voting district in which the nominee resides: 12

Term of position: 3 year term, expiring June 2025

Salary (if applicable): N/A

Name(s) of person, organization or informal group recommending the nominee:
Williamson County Mayor, Rogers Anderson

Brief biographical information:

- * 12 years of experience / Senior VP at TN Bank and Trust in Franklin, TN
- * Current member of the Independent Audit Committee
- * 34 years of experience in oil & gas exploration and production
- * Former member and President of the Rotary Club of Cool Springs
- * Current board member and Secretary of Transit Alliance of Middle Tennessee

County Commission meeting date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of Position for Election (or Appointment): Library Trustee

Name of Nominee: Paul Webb

Address: 1201 Twin Springs Drive, Brentwood, TN 37027

Phone Numbers: Home _____ Work 615-786-0184

Cell 615-479-2057 Fax _____

E-Mail address: pwebbwm6@yahoo.com

Voting District in which nominee resides: 6

Term of Position: Three years (July 1, 2022 – June 30, 2025) 2nd Term

Salary (if applicable): Not Applicable

Name(s) of person, group, organization or informal group recommending the nominee: Williamson County Public Library Board of Trustees

Brief biographical information (can use additional page, if needed):

Brentwood resident since 1983. Married to Pat with three sons and three grandchildren.

Paul served as member and Chair of the Brentwood Library Board for over 15 years. He serves on the Buffalo River Regional Library board, currently chair.

Paul serves on the Williamson County Commission representing District 6.

Paul has been active in the community as Williamson County Convention and Visitors Bureau chair, Cub Master at Lipscomb Elementary, Civitan Baseball coach and club treasurer, Lipscomb PTO member and president, Church Elder, Brentwood Morning Rotary, Brentwood Fire and Police Academy, Leadership Brentwood, Williamson County Fair board and other community events.

County Commission Meeting Date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of Position for Election (or Appointment): Library Trustee

Name of Nominee: Denise Carothers

Address: 303 Newport Meadows Circle, Thompsons Station, TN 37179

Phone Numbers: Home Work 615-628-8188
Cell 615-554-2302 Fax

E-Mail address: dcarothers@bellsouth.net

Voting District in which nominee resides: 1-4

Term of Position: three years (July 1, 2022-June 30, 2025) 2nd Term

Salary (if applicable): Not Applicable

Name(s) of person, group, organization or informal group recommending the
nominee: Williamson County Public Library Board of Trustees

Brief biographical information (can use additional page, if needed):

Denise Carothers has worked professionally with Boys & Girls Clubs of Middle Tennessee for over 22 years. She first joined the Boys & Girls Club movement in 1996 as a Girl Scout troop leader for the Franklin Unit. After three years of volunteer service in 1999, she began working professionally with the Club. Denise currently serves as Director of Resource Development for Boys & Girls Clubs of Middle Tennessee, where she oversees fundraising and community relations for all Williamson County Boys & Girls Clubs including grant proposal preparation, strategic planning, and special events. A native of Franklin, Denise holds a B.S. in Speech Communication & Theatre from Tennessee State University and a M.Ed. in Instructional Leadership from Lipscomb University. She is a graduate of the 2007 Leadership Franklin Class and was the first African American President of the Franklin Rotary Club at Breakfast. Denise devotes time to a variety of local causes serving as Rotary International District 6760 Rotaract Clubs Coordinator, Rotarian with the Franklin Rotary Club at Breakfast, Board Chair of the grassroots, non-profit Hard Bargain Association, Community Service Day Chair for Youth Leadership Franklin and serves as secretary/treasurer for Mt. Hope Baptist Church located in Spring Hill.

County Commission Meeting Date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of Position for Election (or Appointment): Library Trustee

Name of Nominee: Rick Moody

Address: 3290 Blazer Rd. Franklin, TN 37064

Phone Numbers: N/A Work 615-790-2769

Cell 615-310-6355 Fax 615-790-2759

E-Mail address: moody3290@gmail.com

Voting District in which nominee resides: 9

Term of Position: three years (July 1, 2022-June 30, 2025) 2nd Term

Salary (if applicable): Not Applicable

Name(s) of person, group, organization or informal group recommending the

nominee: Williamson County Public Library Board of Trustees

Brief biographical information (can use additional page, if needed):

Williamson County resident since 5/1/88
Regional President First Tennessee Bank
EVP Tower Community Bank
US Airforce veteran 1972-1975
Elder First Presbyterian Church, Franklin
Married to Nancy Moody 52 years, 3 grown children, 3 grandchildren
Numerous civic boards and leadership positions: Heritage Foundation,
Chamber of Commerce, Leadership Franklin
Rotary – Paul Harris Fellow
Graduate of University of the South and University of Virginia
Voted in every election except one since old enough to vote!

County Commission Meeting Date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of Position for Election (or Appointment): Library Trustee

Name of Nominee: Terri Hood

Address: 2742 McLemore Road, Franklin, TN 37064

Phone Numbers: Home _____ Work _____
Cell 615-812-3363 Fax _____

E-Mail address: hood_terri@yahoo.com

Voting District in which nominee resides: 2

Term of Position: 1 year (July 1, 2022-June 30, 2023)

Salary (if applicable): Not Applicable

Name(s) of person, group, organization or informal group recommending the

nominee: Williamson County Public Library Board of Trustees

Brief biographical information (can use additional page, if needed):

Terri Hood

I have lived in Williamson County since 1994. I taught in Williamson County for 19 years, and before that time, I taught in Overton County. I am now a retired Elementary School Librarian with 25 years of experience in the Library. I was a Kindergarten teacher my first 5 years of teaching. I retired from WCS in 2012 with 30 years of experience. For 2 years, I worked for Scholastic Bookfairs and helped schools conduct their Bookfairs, as well as to set up and run warehouse sales. After that, I worked for WCS SACC program for 2 years. Now I am fully retired.

I served on the WC Library Board of Trustees for 6 years. During my service to the Board, I became a certified Board member. For the past year, I have served as the Buffalo River Regional Library's representative to the Board, and my BRR term will be ending on June 30, 2022. I thoroughly enjoyed my time and service to the WC Library Board and hope to be of service again if I get the chance since Libraries are so dear to my heart.

County Commission Meeting Date: June 13, 2022

NOMINEE INFORMATION FOR ELECTIONS AND APPOINTMENTS

Title of Position for Election (or Appointment): Library Trustee

Name of Nominee: Gerald Suchomski

Address: 7104 Pleasant Grove Court, Fairview TN 37062

Phone Numbers: Home Work
Cell 217-622-4285 Fax

E-Mail address:
gerald.suchomski@gmail.com

Voting District in which nominee resides: 1

Term of Position: (two years) July 1, 2022-June 30, 2024

Salary (if applicable): Not Applicable

Name(s) of person, group, organization or informal group recommending the nominee: Williamson County Public Library Board of Trustees

Brief biographical information (can use additional page, if needed):

Medical Degree Southern Illinois University School of Medicine 1977

Residency Family Practice 1977-1980

USAF Medical Corps 1980-1984

Faculty SIU School of Medicine 1984-1995

Private Practice Memorial Health System 1995-2017

Retired April 2017

Administrative positions:

Chairman Dept of Family Practice St. Elizabeth's Hospital Belleville IL 1989-1991

Chairman Dept of Family Practice Memorial Hospital Belleville, IL 1986-1989

President Illinois Academy of Family Physicians 1996-1997

Chairman, Board of Directors Ill. Acad. Family Physicians 1992-1993

Friends of the Fairview Library 2018-present Vice President 2020-present

County Commission Meeting Date: June 13, 2022

Rogers C. Anderson
Williamson County Mayor



WILLIAMSON COUNTY GOVERNMENT

PROCLAMATION

WHEREAS, Alzheimer's disease is a progressive degenerative disease of the brain causing memory loss and cognitive decline that seriously affects a person's ability to carry out daily activities; and

WHEREAS, more than 120,000 Tennesseans are living with Alzheimer's disease, according to Alzheimer's Tennessee; and

WHEREAS, during the pandemic, families living with Alzheimer's have experienced increased burden due to isolation and fear; and

WHEREAS, caregivers indicate that their loved with diagnosis are deteriorating more quickly as a result of shutdowns and separation; and

WHEREAS, according to the National Institute on Aging, Alzheimer's is currently ranked as the 6th leading cause of death in the U.S., but recent estimates indicate that the disorder may rank 3rd as a cause of death for older people; and

WHEREAS, according to the Centers for Disease Control and Prevention, approximately 5 million people in the United States are living with Alzheimer's; and

WHEREAS, Alzheimer's is the most expensive disease in America costing nearly \$260 Billion annually, with 68% of that paid by state and federal programs such as TennCare, according to US Against Alzheimer's and those costs could reach half a trillion dollars by 2040; and

WHEREAS, November of 2022 marks the 39th Anniversary of President Ronald Reagan's Proclamation of Alzheimer's Disease Month in the United States

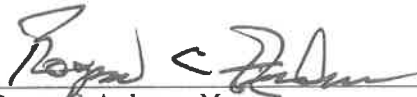
NOW, THEREFORE, BE IT RESOLVED, that I, Rogers Anderson, as Mayor of Williamson County, do proclaim June, 2022, as

"ALZHEIMER'S DISEASE AWARENESS MONTH"

in Williamson County and encourage all citizens to recognizes individuals, families, friends and caregivers dealing with the effects of Alzheimer's disease, the researchers seeking treatments and a cure, and the education and support services provided by Alzheimer's Tennessee.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the County of Williamson to be affixed this the 13th day of June, 2022


Rogers C. Anderson, Mayor
Williamson County





Karen Paris
Williamson County Trustee
1320 West Main St., Suite 203
P. O. Box 648
Franklin, TN 37065-0648

May 9, 2022

Chairman Tommy Little
Williamson County Board of Commissioners
1320 West Main Street
Franklin, TN 37064

Re: Analysis of Proposals for New Banking Services Contract

Dear Chairman Little and Commissioners:

This letter is to notify you that Williamson County Government recently issued a request for proposals for banking services for the Williamson County Trustee's Office. Tennessee Code Annotated 5-8-201 requires the county trustee to file an analysis of the bank bids with the county clerk for the purpose of distributing the trustee's report to the county legislative body. The Finance (Investment) Committee is vested with the authority to enter into a contract with a bank on behalf of the County.

Enclosed is a letter dated April 18, 2022 to the Investment Committee recommending that Williamson County accept the banking services proposal from Pinnacle Financial Partners for an initial contract period of four years, with the option to renew for another four years. Also enclosed is an analysis of the proposals and a comparison of the potential interest earnings from each of the five banks. The analysis and recommendation were discussed at the April 18th meeting of the Williamson County Investment Committee, and the Committee voted to accept the proposal from Pinnacle Financial Partners and to move forward with the contract, which will begin July 1, 2022.

Please let me know if you have any questions.

Sincerely,

Karen Paris, Trustee
Williamson County

w/ enclosures



Karen Paris
Williamson County Trustee
1320 West Main St., Suite 203
P. O. Box 648
Franklin, TN 37065-0648

April 18, 2022

Williamson County Investment Committee
Mayor Rogers Anderson, Chairman

Dear Mayor Anderson and Committee Members:

Tennessee Code Annotated 5-8-201(d) requires the county trustee to evaluate whether the county's banking services contract should be renewed or re-bid at least once every four years. Our current banking services contract is with FirstBank and cannot be renewed again under the current terms of the contract.

On February 15, 2022, Williamson County issued an RFP for banking services on behalf of the Williamson County Trustee. A pre-proposal conference was held on March 15, 2022 and attended by representatives from a number of banks. The deadline for submitting proposals was April 7, 2022, and proposals were received from FirstBank, J.P. Morgan, Pinnacle Financial Partners, Regions Bank, and US Bank.

After a thorough review of the proposals, taking into consideration the safety and liquidity of the county's funds, the ability of each financial institution to provide an array of banking services to Williamson County, and which one will net the highest interest on daily balances, I recommend accepting the proposal offered by Pinnacle Financial Partners for an initial contract period of four years, with an option to renew for an additional term of four years.

Thank you for your consideration of this recommendation. A brief analysis of the proposals and a comparison of interest rates and fees is attached.

Sincerely,

Karen Paris, Trustee
Williamson County

**Williamson County Trustee
Comparison of Proposals
for Banking Services RFP**

QUALIFICATIONS / SPECIFICATIONS FOR HANDLING FUNDS	Y / N	COMMENTS								
		FIRSTBANK		J P MORGAN		PINNACLE		REGIONS	US BANK	
Full service banking facility in Williamson County	Y		Y		Y		Y		Y	
Adequate means of making deposits at branches or by courier	Y	Branches and Remote Options	Y	Branches and Vault Services (\$)	Y	Branches, Remote Deposit, & Courier Options	Y	Branches, Remote Deposit, Vault Services, & Courier Options	Y	Branches
Number of locations in Williamson Co		9 full-service banking locations - Downtown Franklin, Cool Springs, Brentwood, Spring Hill, Nolensville, Fairview		2 full-service banking locations - Cool Springs & South Franklin		3 full-service banking locations - Brentwood, Cool Springs, South Franklin		9 full-service locations - Franklin, Cool Springs, Brentwood, Spring Hill		3 full-service locations - Franklin, Cool Springs, Brentwood
Lock box processing center	Y	Downtown Franklin, TN	Y	Dallas, TX	Y	Nashville, TN - Courier Pick-up from Trustee	Y	Nashville, TN - Courier Pick-up from Franklin	Y	Cincinnati or St Louis
Lockbox payments location		POB 1365 Franklin, TN		Franklin, Texas		POB 1365 Franklin, TN		POB 1365 Franklin, TN		Cincinnati or St Louis
Online access to lock box images	Y	120 days access to images - download for longterm storage	Y	Retrieval of images for 10 years through long-term archive solution	Y	Access to images of lockbox items through secure connection @ Pinnacle website	Y	Regions Image Lockbox Online - 60 days image retrieval, download reports	Y	SinglePoint Information Reporting
FDIC Insured	Y	Member	Y	Member	Y	Member	Y	Member	Y	Member
Member of TN Bank Collateral Pool	Y	Member	N	Direct Pledges Collateral - National Collateral Management Group	Y	Member	Y	Member	Y	Member
Must adhere to state laws regarding public funds in TCA	Y	Agreed	Y	Agreed	Y	Agreed	Y	Agreed	Y	Agreed
Contact person or persons with decision making authority for Trustee's accounts	Y	Relationship Team in Franklin, TN	Y	Relationship Manager in Nashville, Team Members in Tampa & Plano, TX	Y	Relationship Team in Franklin, TN	Y	Relationship Team in Middle Tennessee	Y	Relationship Manager - Regional
Immediate access to funds deposited	Y	Same day credit for deposits		Full & Partial - based on availability schedule	Y	Same day credit for deposits	Y	Same day credit for deposits	Y	Same day credit for deposits
Interest-bearing accounts with favorable rates for all public funds	Y	Details in Interest Section	Y	Details in Interest Section	Y	Details in Interest Section	Y	Details in Interest Section	Y	Will provide options - not specified
Agree that county trustee will continue to invest funds in accordance with WC investment policies	Y	Acknowledged	Y	Acknowledged	Y	Acknowledged	Y	Acknowledged	Y	Acknowledged
Online access to daily images, account activity, wire authorization, ACH capabilities, positive pay, and internal transfers for designated users	Y	180 days access to transactional activity/18 mos access to statements, check images	Y	JP Morgan Access - account activity & reporting	Y	Pinnacle online banking & reporting	Y	Regions treasury online banking & reporting	Y	SinglePoint - account activity and reporting
Furnish deposit slips for all deposit accounts	Y	Agreed	Y	Agreed	Y	Agreed	Y	Agreed	Y	Agreed
		FIRSTBANK		J P MORGAN		PINNACLE		REGIONS		US BANK
INTEREST RATE(S)		70% of Fed Funds Target Rate Maximum \$500M		Managed rate of 0.75% based on Fed Funds Target Rate of 1.25% - adjusted up (or down) based on FFTR and other factors		\$175,000,000 (IntraFi Network) Fed Funds Effective Rate 0.21% Additional Deposits FFE Rate -0.33%		0.05% Rate to be re-visited semi-annually		Interest rate on deposit accounts not specified
BANK SERVICE FEES		0.50% earnings credit to offset \$117,600 annual fees = \$28M comp. balance		Fees waived with \$30M fixed CD - current rate 1.24% / adjusted annually		Service fees based on transaction analysis Est. \$160,000 annually		\$25M comp. balance or \$15,000 fixed service fees		.30% earnings credit = \$100,000,000 compensating balance to offset fees

Projected Interest Earnings on Williamson County Public Funds (After Fees)

Net Return to Williamson County \$400,000,000							
Fed Funds Target Rate	Fed Funds Effective Rate	FIRSTBANK	J P MORGAN	PINNACLE	REGIONS	US BANK	
0.25	0.225	\$935,000		\$584,375	\$187,500		
0.50	0.45	\$1,308,000		\$1,265,000	\$187,500		
0.75	0.675	\$1,963,000		\$2,165,000	\$187,500		
1.00	0.90	\$2,618,000		\$3,065,000	\$187,500		
1.25	1.13	\$3,272,500	\$3,147,000	\$3,965,000	\$187,500	Undetermined	
1.50	1.35	\$3,927,000		\$4,865,000	\$187,500		
1.75	1.58	\$4,581,500		\$5,765,000	\$187,500		
2.00	1.80	\$5,236,000		\$6,665,000	\$187,500		
2.25	2.03	\$5,890,500		\$7,565,000	\$187,500		
2.50	2.25	\$6,545,000		\$8,465,000	\$187,500		
		70% of FFTR \$26M Comp Balance	Managed Rate (.75% @ 1.25% FFTR) plus \$30M CD @1.24%	FER +.21bp/-.33bp less \$160,000 Service Fees	.05% on all deposits \$25M Comp Balance	No Specified Interest Rate \$100,000,000 Balance	

WILLIAMSON COUNTY HEALTH DEPARTMENT

1324 WEST MAIN STREET
FRANKLIN, TN 37064
(615) 794-1542

2629 FAIRVIEW BOULEVARD
FAIRVIEW, TN 37062
(615) 799-2389

MEMORANDUM

TO: Honorable Members of the Williamson Board of County Commissioners

FROM: Cathy Montgomery, County Director
Williamson County Health Department

DATE: June 6, 2022

RE: Monthly Services Report for Franklin and Fairview Clinics

COVID UPDATES

While COVID testing has sharply declined, the health department is continuing to encourage vaccines and boosters for adults and children ages 5 & up. We are currently preparing for CDC approval of children 6 months – 4 years and have ordered vaccine for this age group.

The HD has also coordinated the state's nurse STRIKE team to assist with vaccines (both Moderna and Pfizer) and boosters. They will be at the Franklin clinic from 10:00a – 3:00p on the following days:

- Thursday, June 23
- Every Wednesday in the month of July

cc: Sanjana Stamm, MCRO Regional Director
City of Brentwood
City of Fairview
City of Franklin
City of Nolensville
City of Spring Hill
City of Thompson's Station

FRANKLIN CLINIC
Health Services Report
Visits by Program

PROGRAMS	APRIL 2022	MAY 2022	YTD (January - December 2022)
Child Health Services	68	81	364
Children Special Services	19	32	136
Dental	69	77	380
Family Planning Services	39	39	223
Motor Voter	35	42	190
Women's Health (Voter Registration)	98	113	526
HUGS (Helping Us Grow Successfully)	72	87	321
Men's Health	58	75	336
Tuberculosis Services	52	58	231
Sexually Transmitted Diseases	57	49	269
WIC Program (Women, Infants & Children Food Supplement Program)	151	138	732
Breastfeeding Program	7	9	48
Birth Certificates Issued	123	111	570
Vital Records / Number of Certified Death Certificates Issued	622	842	3,442

Food & General Sanitation (Environmental Health)

PROGRAMS	APRIL 2022	MAY 2022	YTD (January - December 2022)
Camps	2	3	5
Child Care	5	5	40
Complaints	2	2	9
Food Service	154	141	800
Motels & Hotels	6	11	62
Bed & Breakfast	1	0	1
Schools	3	1	54
Swimming Pools	62	64	307
Other Environmental Services (Rabies)	92	114	452
Tattoos	2	13	44
Body Piercing	0	0	0

Health Education & Community Outreach for April & May 2022

Schools

- Physical activity education (run or walk laps) - FSSD MAC programs
- STD presentations - Centennial High School (Franklin)
- Human Growth/Development - Centennial High School (Franklin)
- Tobacco Use & Vaping - Heritage Middle School (Thompsons' Station)
- Walking Club - Poplar Grove Elementary School (Franklin)
- Tobacco Use & Vaping - Independence High School (Thompsons' Station)
- Tobacco Use & Vaping - Hillsboro Middle School (Franklin)
- Walking Club - Franklin Elementary School (Franklin)

Community Activities

Number of Participants Reached

COVID Testing (April)	29
COVID Vaccinations (April)	177
COVID Testing (May)	31
COVID Vaccinations (May)	121
Smoking Cessation presentation - Williamson County DUI Court	25

Meetings/Planning/Training

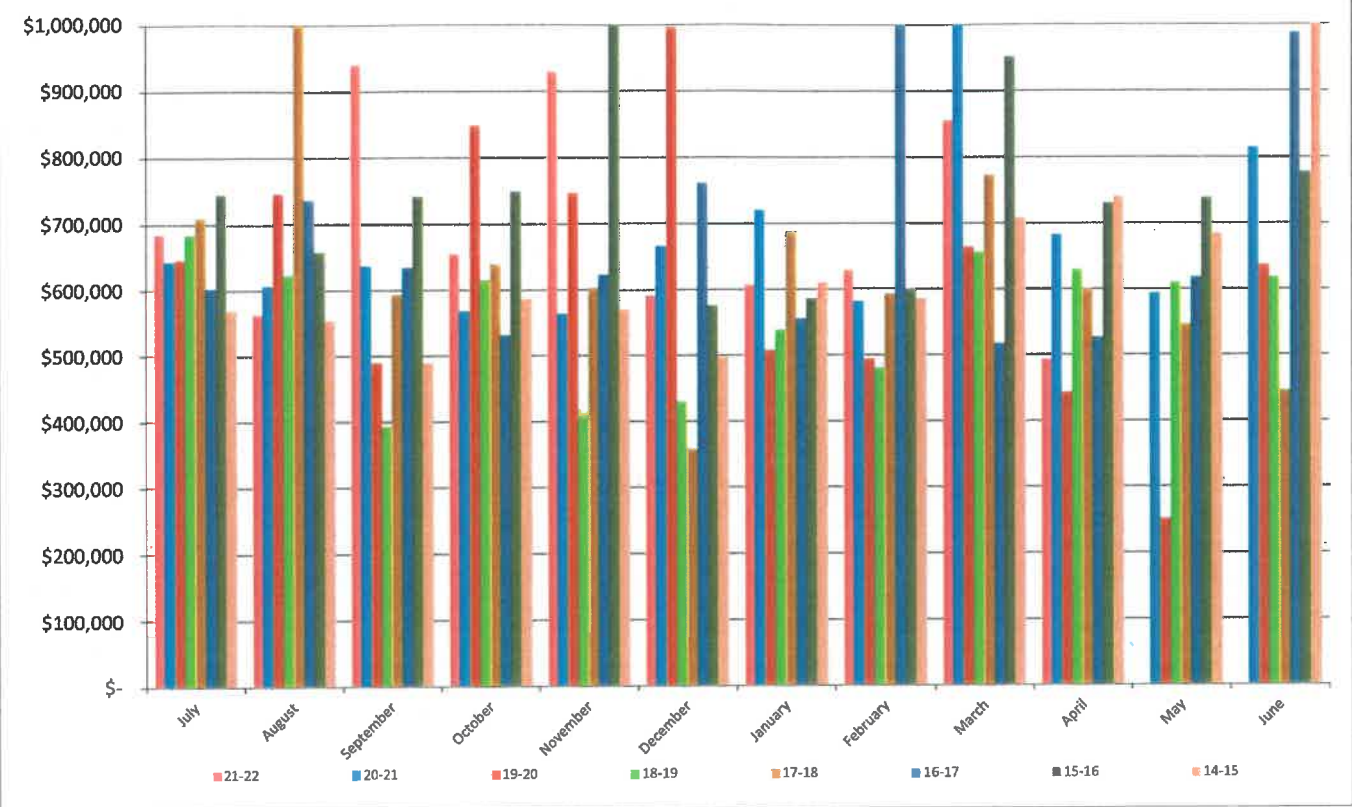
- Chronic Disease Self-Management Training

FAIRVIEW CLINIC
Health Services Report

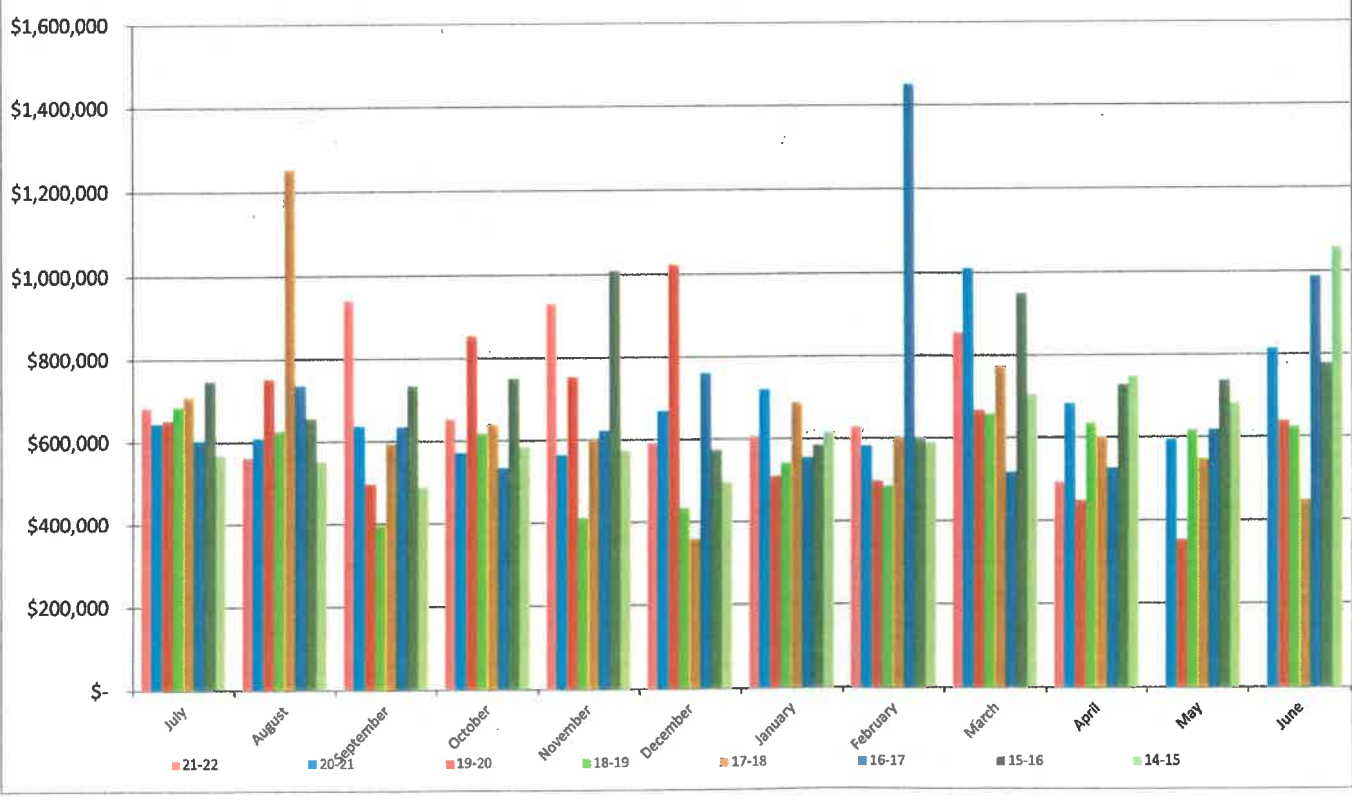
Visits by Program

PROGRAMS	APRIL 2022	MAY 2022	YTD (January - December 2022)
Child Health Services	10	8	48
Family Planning Services	9	14	47
Motor Voter	8	7	36
Women's Health	28	38	132
Men's Health	20	10	78
Tuberculosis Services	0	3	7
Sexually Transmitted Diseases	9	9	43
WIC Program (Women, Infants & Children Food Supplement Program)	53	54	276
Breastfeeding Program	5	6	24
Birth Certificates Issued	17	19	89
Death Certificates Issued	1	3	13

WC Adequate Schools Facilities Tax



WC Schools, Recreation, Highway and Fire Privilege Tax History





WILLIAMSON COUNTY GOVERNMENT

To: County Commission

From: Nena Graham, Budget Director

Date: June 13, 2022

RE: Three Star Program

Williamson County is a member of the state's ThreeStar program. There are three requirements for membership in the program.

*The Williamson County Debt management policy, which is currently on file with the Tennessee Comptroller of the Treasury, is reviewed with the county commission at an official meeting. A copy of the policy is provided as an attachment. There have been no changes within the last year.

*The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted the comptroller prior to issuance of debt. This requirement is met as part of the budget approval process each year and for required paperwork for each bond issue.

*The county mayor and the county commission acknowledge that all county offices are required to develop a documented system of internal controls in compliance with T.C.A. Section 9-18-102 (a). This requirement is met and is reviewed as part of the annual financial audits.



Williamson County, Tennessee

Debt Management Policy

Table of Contents

Introduction	1
Goals and Objectives	1
Debt Management Strategies	2
Funding Strategies	2
Federal Tax Status.....	3
Legal Limitations on the Use of Debt.....	4
Types of Debt	4
Bonds	4
Short Term Debt	6
Loans from Public Building Authorities.....	7
Debt Management Practices	7
Structure.....	7
Refinancing Outstanding Debt.....	9
Methods of Sale	10
Private Placement.....	11
Underwriter Selection	11
Credit Quality.....	11
Credit Enhancements	12
Use of Structured Products	13
Risk Assessment	13
Continuing Disclosure	14
Transparency.....	14
Professional Services	14
Potential Conflicts of Interest	15
Debt Administration	15
Planning for Sale.....	15
Post Sale.....	16
Arbitrage	16
Private Activity	17
Investment of Proceeds	17
Review of the Policy	17
Adoption of the Policy	17

Debt Management Policy

Introduction

Debt management policies provide written guidance about the amount and type of debt issued by a state or local government, the issuance process, and the management of the debt portfolio. A debt management policy tailored to the needs of the Board of County Commissioners (the “Governing Body”) of Williamson County, Tennessee (the “County”) can improve the quality of decisions, identify and disclose parameters relating to the structure and issuance of debt, identify policy goals, and provide a foundation for long-term financial planning, all of which are in the public interest of the County. Adherence to a debt management policy may signal to rating agencies and the capital markets that a government is well-managed and should meet its obligations in a timely manner.

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. An effective debt management policy provides guidelines for a government to manage its debt program in line with those resources.

The debt program for the County includes (1) general obligation debt issued by the County for general county purposes and for which the County has pledged its full faith and credit for the payment of both principal and interest; (2) school bonds issued by the County for County high school purposes and for which the County has pledged its full faith and credit for the payment of both principal and interest; and (3) school bonds issued by the County for County K-8 school purposes and for which the County has pledged its full faith and credit with respect to properties lying outside the boundaries of the Franklin Special School District for the payment of both principal and interest.

This Debt Management Policy is intended to comply with the debt management policy requirements promulgated by the Tennessee State Funding Board in December 2010.

Goals and Objectives

The Governing Body is establishing a debt policy as a tool to ensure that financings undertaken by the Governing Body satisfy certain clear objective standards designed to protect the County's financial resources and to meet its long-term capital needs.

A. The goals and objectives of this policy are:

1. To document responsibility for the oversight and management of debt related transactions;
2. To establish criteria and promote prudent financial management for the issuance of debt obligations and the evaluation of debt issuance options;
3. To identify legal and administrative limitations on the issuance of debt and ensure the legal use of the Governing Body's debt issuance authority;
4. To define the types and appropriate use of debt approved for use within the constraints established by Tennessee law;

5. To provide guidance for evaluating refunding candidates or alternative debt structures;
6. To provide support for the maintenance of a strong credit rating;
7. To enhance risk management practices; and
8. To increase transparency, reduce conflicts, and promote cooperation in the debt management process.

Debt Management Strategies

To achieve the goals and objectives above, the Governing Body adopts the following debt management strategies and procedures.

A. Funding Strategies

Debt is to be issued pursuant to the authority of and in full compliance with provisions, restrictions and limitations of the Constitution and laws of the State of Tennessee (the "State") (including Title 9, Chapter 21, Tennessee Code Annotated (the "General Bond Act") and Title 49, Chapter 3, Part 10, Tennessee Code Annotated (the "School Bond Act") and various bond authorizations enacted by the General Assembly of the State), and pursuant to resolutions adopted by the Governing Body.

1. Debt may only be used to finance or refinance:
 - a. the capital costs of "public works projects" (as defined in and permitted by the General Bond Act) and such other costs related thereto as may be permitted by the General Bond Act (including without limitation issuance costs, capitalized interest and the funding of debt service reserves), all of which must be authorized by the Governing Body; and
 - b. the capital costs of County school projects (as permitted by the School Bond Act) and such other costs related thereto as may be permitted by the School Bond Act (including without limitation issuance costs, capitalized interest and the funding of debt service reserves), all of which must be authorized by the Governing Body.
2. Prior to the issuance of bonds, bond anticipation notes may be issued for the payment of capital costs of projects as authorized by a resolution of the Governing Body.
3. Debt shall be secured by and payable from the following sources of funds:
 - a. In the case of debt issued to finance public works projects under the authority of the General Bond Act, the full faith and credit of the County; provided that in cases where debt is issued to finance capital

improvements to a revenue-generating public works project, the debt may be additionally payable from and secured by a pledge of the revenues of such public works project;

b. In the case of debt issued to finance County high school projects under the authority of the School Bond Act, the full faith and credit of the County; and

c. In the case of debt issued to finance County K-8 school projects under the authority of the School Bond Act, the full faith and credit of the County with respect to properties lying outside the boundaries of the Franklin Special School District.

4. The County may issue debt payable from the full faith and credit of the County as a whole to finance County K-8 school projects, provided that the proceeds of such debt are shared with the Franklin Special School District as required by the General Bond Act and the School Bond Act.
5. Prior to the adoption of a resolution authorizing debt, the Director of Budgets and Purchasing (the "Finance Director") shall estimate the impact of the contemplated financing and identify the projected source of repayment.

B. Federal Tax Status

1. **Tax-Exempt Debt** — Based on the assumptions that tax-exempt interest rates are lower than taxable rates and that the interest savings outweigh the administrative costs, restrictions on use of financed projects, and investment constraints; the County will use its best efforts to maximize the amount debt sold under this policy as tax-exempt.
2. **Taxable Debt** — The County will sell taxable debt when necessary to finance projects with a private use or uncontrolled purpose. The Governing Body encourages the financing team to blend the financing of taxable projects with the financing of tax-exempt projects whenever possible and economically advantageous.

C. Legal Limitations on the Use of Debt

1. No debt obligation, except for tax anticipation notes, shall be issued to fund the current operation of the County or any department thereof. Tax anticipation notes will not be issued except upon approval of the Governing Body and strict compliance with the applicable provisions of the General Bond Act, including without limitation the provisions requiring that such notes mature no later than the end of the fiscal year in which they are issued.
2. The proceeds of any debt obligation shall be expended only for the purpose for which it was authorized by the Governing Body.
3. In accordance with State law, bonds may be issued under the General Bond Act to finance public works projects, other than school projects or mandated projects, if:
 - the Governing Body has adopted and published an initial resolution authorizing the financing;
 - the initial resolution is published with a notice giving voters a 20-day right to protest the financing; and
 - if a protest is filed by 10% of voters, a referendum is held and the financing is approved by the voters.

Bonds issued under the School Bond Act or the General Bond Act for school projects, Bonds issued under the General Bond Act to fund mandated projects, and Notes issued under the General Bond Act are not subject to such requirements. "Mandated project" means a public works project that the County is required by a court order or other governmental mandate to construct as determined by the County with the approval of the Comptroller of the State or the Comptroller's designee;

4. The County shall not issue any notes under the General Bond Act without first seeking the approval of the Comptroller of the State, or his or her designee.

Types of Debt

Pursuant to the General Bond Act and the School Bond Act, the County is authorized from time to time to issue its negotiable bonds and notes. Each issuance of debt is authorized by a Resolution adopted by the Governing Body.

A. Long Term Bonds

The County may issue long term bonds under the General Bond Act or the School Bond Act to finance capital projects or refinance outstanding debt. These bonds may be structured as:

1. **Fixed Rate Bonds** — Bonds that have an interest rate that remains constant throughout the life of the bond.
 - Serial Bonds
 - Term Bonds
 - Capital Appreciation Bonds
2. **Variable Rate Bonds** — Bonds which bear a variable interest rate through the term thereof. Provision as to the calculation or change of variable interest rates shall be included in the authorizing resolution. Variable rate debt shall be subject to the following limitations:
 - a. The County will limit its exposure to long-term variable rate debt to the lesser of the following:
 - i. 25% of the total principal amount of its outstanding long term debt; or
 - ii. 75% of the County's cash balance, excluding capital projects funds or accounts funded with bond proceeds or grants, measured as of the end of the fiscal year preceding the issuance of the variable rate debt; and
 - b. The County will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
 - c. The Finance Director shall be responsible for monitoring the performance of the remarketing agent, if any, the name and ratings of any letter-of-credit banks or liquidity facility providers, the expiration date of any letter-of-credit or liquidity facility, and the amount of any on-going fees associated with the variable rate debt.

B. Financing Leases

The County may finance public works projects through financing leases pursuant to Title 9, Chapter 24, Tennessee Code Annotated (the "Lease Uniformity Act"), which provides a comprehensive statutory overlay to address public lease financing issues. In order to comply with the Lease Uniformity Act, the County will:

1. Obtain Comptroller approval prior to presenting a resolution authorizing a financing lease to the County Commission;

2. Ensure that the weighted average maturity of the principal payments under the financing lease do not exceed the weighted average economic life of the leased assets;
3. Requires that all financing leases be entered into in the name of the County (for example, a school board cannot enter into a financing lease because school boards do not have the legal authority to borrow); and
4. Prior to entering into a financing lease for non-school purposes that is secured by the County's general obligation taxing power, and which has a term that exceeds 12 years, adopt and publish an initial resolution, which may be protested by voters in the same manner as general obligation bonds.

The Lease Uniformity Act only applies to leases (i) with rental payments that include an identifiable interest component or (ii) that include a purchase option below fair market value. Therefore, traditional leases of property, such as leases of office space, are not subject to the Lease Uniformity Act.

The Lease Uniformity Act does not apply to any financing lease which, together with all other financing leases entered into by the County in the same calendar year, does not exceed \$100,000.

C. **Short Term Debt**

The County may issue short term debt by resolution of the Governing Body. Debt issued in a short-term mode shall be of one of the following types:

1. **Bond Anticipation Notes (BANs)** — BANs are short term obligations authorized to be issued under the General Bond Act and the School Bond Act that will be repaid by proceeds of a subsequent long-term bond issue. BANs will not be issued unless and until all steps prerequisite to the issuance of the anticipated long term bonds have been taken.
2. **Capital Outlay Notes (CONs)** - CONs are short term notes (less than 12 year maturities), authorized by the General Bond Act, secured by a pledge of the County's full faith and credit. CONs may be issued when the County wishes to finance capital projects over a relatively short period.
3. **Grant Anticipation Notes (GANs)** - GANs are short term notes, authorized by the General Bond Act, secured as to interest by a pledge of the County's full faith and credit and as to principal by a pledge of the proceeds of an anticipated grant from a state or federal agency. GANs may be issued when the County wishes to finance capital projects in anticipation of a grant from a state or federal agency. The principal amount of the GANs shall not exceed the amount of the anticipated grant.

4. **Tax Anticipation Notes (TANs)** - TANs are short term notes, authorized by the General Bond Act, issued for the benefit of a specific fund of the County, and payable from collections within that fund in the then current fiscal year of the County. All TANs will be paid in the same fiscal year in which they are issued.

The County may undertake interfund borrowings, in which amounts on deposit in one County fund are lent to another fund, in the form of any of the notes listed above. All such interfund borrowings shall be approved by the Governing Body and shall be preceded by receipt of the approval of the State Comptroller, as required for the issuance of notes under the General Bond Act.

Short-term debt may be structured as fixed rate or variable rate instruments. Unless the County expects that the interest on the short-term debt is to be paid from long-term bond proceeds (e.g. bond anticipation notes), the County will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration. Given its short-term nature, there is no limitation on the amount of short-term debt that may be issued at variable rates.

D. Loans from Public Building Authorities

The County may enter into loan agreements with one or more public building authorities, pursuant to Sections 12-10-101 et seq., Tennessee Code Annotated, in lieu of issuing bonds or notes under the General Bond Act or the School Bond Act. The policies set forth herein for bonds issued under the General Bond Act or the School Bond Act shall be equally applicable to loan agreements entered into with a public building authority except that all loan agreements may be entered into pursuant to a negotiated sale. The County shall not enter into loan agreements with public building authorities in lieu of issuing its own debt, unless the Governing Body determines that the County cannot reasonably accomplish its financing objectives through the issuance of its own debt.

Debt Management Practices

A. Structure

The Governing Body shall establish by resolution all terms and conditions relating to the issuance of debt.

1. Term

Any debt (including refunding debt) shall have a weighted average maturity not greater than the weighted average expected life of the assets financed by such debt. In addition, the final maturity of any bond debt should not be longer than the expected life of the longest lived asset financed thereby, and in no event more than 30 years from issuance.

The County may occasionally find it cost-effective to finance unrelated projects with a shorter anticipated useful life within the same bond issue as projects having a longer anticipated useful life. In these situations, the Finance Director will present the Governing Body estimated debt repayment schedules for the bonds allocable to the shorter useful life projects. For the purposes of this policy, shorter useful life projects may include computers, equipment, and other similar items. [This paragraph added as an amendment to original policy by Resolution 1-15-13]

2. **Principal Amortization**

Each bond issue shall be structured so that either (a) 20% of the principal of such issue will be amortized by the end of the tenth year following the fiscal year in which the bonds were issued, or (b) following the issuance of such bonds, 40% of the principal of all outstanding County bonds will be amortized by the end of the tenth year following the fiscal year in which the bonds were issued.

3. **Capitalized Interest**

Interest on a debt issue may be financed (capitalized) through a period permitted by federal law and the authorizing resolution of the Governing Body if it is determined that doing so is consistent with the financial objectives of the County.

4. Debt Service Structure

Debt issuance shall be planned to achieve, in conjunction with other outstanding County debt service, a debt service schedule that – over the long term – is approximately level or declining.

5. Call Provisions

The County will strive to issue all of its debt with a call feature occurring no later than the end of the tenth year after delivery of the bonds. In any event, call features should be structured to provide the maximum flexibility relative to cost. The County will avoid the sale of long-term non-callable bonds absent careful evaluation by the Governing Body with respect to the value of the call option.

B. Refinancing Outstanding Debt

1. Purposes

Bonds will be considered for refunding when the refunding generates results in aggregate net present value savings to the County. In determining whether a refunding is advisable, the Governing Body shall take into account, among other factors, the level of savings, the call date and final maturity date of the refunded bonds, and projected interest rates relative to historical interest rate levels. The Finance Director shall have the responsibility to periodically analyze outstanding bond issues to determine whether bonds can be refunded for debt service savings.

The County may also consider refunding bonds if necessary due to a change in private/public use of a project that would cause a need to change the tax status of the bonds.

The County may also consider refunding bonds to restructure outstanding debt service; provided that the costs of such restructuring shall be presented to the Governing Body and the Governing Body must expressly determine by resolution that the restructuring is in the County's best interest.

2. Term of Refunding Issues

The Governing Body will refund bonds within the term of the originally issued debt, unless otherwise expressly approved by resolution of the Governing Body.

3. **Escrow Structuring**

The County shall utilize the least costly securities available in structuring refunding escrows; provided that the County may purchase U.S. Treasuries – State and Local Government Series if it is determined that the costs and risks attendant to the solicitation of open market securities outweigh any attendant benefits. With respect to purchases of open market securities, the County will take competitive bids on a selected portfolio of securities and will award to the lowest cost provider. The provider must guarantee the delivery of securities. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the County from its own account.

C. **Methods of Sale**

It shall be the policy of the County to sell all bonds issued for the purpose of financing public works projects or school construction projects through a competitive bid process. In accordance with General Bond Act and the School Bond Act, notes and refunding bonds may be sold through either a competitive bid process or through a negotiated sale.

1. **Competitive** — In a competitive sale, the County's bonds shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres in all material respects to the requirements set forth in the official notice of sale.
2. **Negotiated** — While the Governing Body prefers the use of a competitive process, the Governing Body recognizes some bonds are best sold through negotiation. In a negotiated sale, the underwriter(s) will be chosen prior to the sale and the interest rate and underwriter's fees will be negotiated prior to the sale. The factors to be considered for a negotiated sale include the following:
 - Volatility of market conditions
 - Size and complexity of the bond sale
 - Credit strength
 - In the case of a refunding, timing and interest rate sensitivity
 - Whether the bonds are structured in a manner that is not conducive to competitive sale (eg. variable rate bonds)

D. Private Placement

From time to time the Governing Body may elect to privately place its debt. Such placement shall only be considered if this method is demonstrated to result in a cost savings to the County relative to other methods of debt issuance.

E. Underwriter Selection (Negotiated Transaction)

1. **Selection Criteria** — The County shall select, or provide for the selection of, the underwriter(s) for a proposed negotiated sale. The selection criteria shall include but not be limited to the following:
 - Ability and experience in managing similar transactions;
 - Prior knowledge and experience with the County;
 - Capital adequacy;
 - Quality and experience of personnel assigned to the County's engagement;
 - Financing ideas presented; and
 - Underwriting fees.
2. **Underwriter's Discount** — The County will evaluate the proposed underwriter's discount in comparison to other issues in the market. All fees will be determined prior to the sale date; a cap on expenses and underwriter's counsel, if any, will be established and communicated to all parties by the County.
3. **Evaluation of Underwriter Performance** — The Finance Director will evaluate each bond sale after completion to assess the following: costs of issuance including the underwriter's compensation, and the pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis.

F. Credit Quality

The County's debt management activities will be conducted to maintain the highest credit ratings possible, consistent with County's financing and public policy objectives. The Finance Director will be responsible for maintaining relationships and communicating with the rating agencies that assign ratings to the County's debt. Full disclosure of operations and open lines of communication shall be maintained with the rating agencies. The Finance Director shall prepare and make presentations to the rating agencies, as needed, to assist credit analysts in making an informed decision.

G. Credit Enhancements

The County will consider the use of credit enhancements on a case-by-case basis, evaluating economic benefit versus the cost. Only when clearly demonstrable savings can be shown shall an enhancement be utilized. The County may consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements:

1. Bond Insurance

The County may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds. For competitive sales, the County may either purchase bond insurance or make the issue eligible for bond insurance and allow the purchaser of the bonds to determine whether bond insurance will be used, and to pay for such bond insurance.

2. Letters of Credit

The County may enter into a letter-of-credit (LOC) agreement when such an agreement is deemed prudent and advantageous. The County will prepare and distribute a request for qualifications to qualified banks or other qualified financial institutions which includes terms and conditions that are acceptable to the County.

3. Liquidity

For variable rate debt requiring liquidity facilities to protect against remarketing risk, the County will evaluate:

- Alternative forms of liquidity, including direct pay letters of credit, standby letters of credit, and line of credit, in order to balance the protection offered against the economic costs associated with each alternative;
- Diversification among liquidity providers, thereby limiting exposure to any individual liquidity provider;
- All cost components attendant to the liquidity facility, including commitment fees, standby fees, draw fees, and interest rates charged against liquidity draws; and

- A comparative analysis and evaluation of the cost of external liquidity providers compared to the requirements for self liquidity.

H. **Use of Structured Products**

No interest rate agreements or forward purchase agreements will be considered unless (1) a policy defining the use of such products is approved by the Governing Body before the transaction is considered, and (2) such policy and such agreements are adopted and entered into in accordance with the restrictions and limitations set forth in applicable law.

I. **Risk Assessment**

The County will evaluate each transaction to assess the types and amounts of risk associated with that transaction, considering all available means to mitigate those risks. The County will evaluate all proposed transactions for consistency with the objectives and constraints defined in this Policy. The following risks should be assessed before issuing debt:

1. **Change in Public/Private Use** — The change in the public/private use of a project that is funded by tax-exempt funds could potentially cause a bond issue to become taxable.
2. **Default Risk** — The risk that debt service payments cannot be made by the due date.
3. **Liquidity Risk** — The risk of having to pay a higher rate to the liquidity provider in the event of a failed remarketing.
4. **Interest Rate Risk** — The risk that interest rates will rise, on a sustained basis, above levels that would have been set if the issued had been fixed.
5. **Rollover Risk** — The risk of the inability to obtain a suitable liquidity facility at an acceptable price to replace a facility upon termination or expiration of a contract period.
6. **Credit Risk** — The risk that an issuer of debt securities or a borrower may default on his obligations by failing to repay principal and interest in a timely manner.
7. **Fee Risk** — The risk that on-going fees may increase beyond what is initially expected.

J. **Continuing Disclosure**

To the extent that any of the County's debt issues are subject to disclosure agreements required by U.S. Securities and Exchange Commission Rule 15c2-12 ("Rule 15c2-12"), the Finance Director will ensure that the County remains in compliance with such agreements. Specifically, the Finance Director will provide certain financial information and operating data by specified dates, and will provide notice of certain enumerated events with respect to the bonds, all as described in Rule 15c2-12.

K. **Transparency**

The County shall comply with the Tennessee Open Meetings Act, providing adequate public notice of meetings and specifying on the agenda when matters related to debt issuance will be considered. Additionally, in the interest of transparency, all costs (including interest, issuance, continuing, and one-time) shall be disclosed to the Governing Body and citizens in a timely manner. In order to comply with the requirements of the preceding sentence, an estimate of the costs described above will be presented to the Governing Body along with any resolution authorizing debt.

Within four weeks of closing on a debt transaction, the debt service schedule and the State Form CT-0253 shall be available at the office of the Finance Director for review by members of the Governing Body and the public.

L. **Professional Services**

Contracts for professional services related to debt shall be awarded on the basis of recognized competence and integrity, as required by Section 12-4-106, Tennessee Code Annotated. All professionals engaged to assist in the process of issuing debt shall be required to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by the County. This includes "soft" costs or compensations in lieu of direct payments.

1. **Counsel** — The County will enter into an engagement letter agreement with each lawyer or law firm representing the County in a debt transaction. No engagement letter is required for any lawyer who serves as counsel to the County regarding County matters generally.
2. **Bond Counsel** — Bond counsel for each debt transaction is contracted by the Finance Director and serves to assist the County in such debt issue.
3. **Financial Advisor** — If the County chooses to engage a financial advisor for a debt transaction, the County shall enter into a written contract with the financial advisor on terms and conditions approved by the Finance Director. The financial advisor shall not be permitted to bid on or

underwrite an issue for which they are or have been providing advisory services.

4. **Underwriter** – If there is an underwriter for a debt issue, the underwriter must clearly identify itself to the County in writing (e.g., in a response to a request for proposals or in promotional materials provided to the County) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the County with respect to that issue. The underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of the County. The underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Finance Director in advance of the pricing of the debt.

M. Potential Conflicts of Interest

Professionals involved in a debt transaction hired or compensated by the County shall be required to disclose existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the County to appreciate the significance of the relationships.

Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

Debt Administration

A. Planning for Sale

1. Prior to submitting a bond resolution for approval by the Governing Body, it shall first be considered by the Budget Committee of the Governing Body. The Finance Director will present to the members of the Budget Committee and the members of the Governing Body the purpose of the financing, the proposed structure of the financing, the proposed method of sale for the financing, members of the proposed financing team, and an estimate of all the costs associated with the financing, and
2. In the case of a proposed refunding, proposed use of credit enhancement, or proposed use of variable rate debt, the Finance Director will present the rationale for using the proposed debt structure, an estimate of the expected

savings associated with the transaction (if applicable) and a discussion of the potential risks associated with the proposed structure, and

3. If required by Rule 15c2-12, the Finance Director, the bond counsel, financial advisor, if any, along with other members of the financing team will prepare a Preliminary Official Statement describing the transaction and the security for the debt that is fully compliant with all legal requirements.

B. Post Sale

1. The Finance Director will maintain for review by members of the Governing Body and the public a report, such as State Form CT-0253, describing the transaction and setting forth all the estimated costs associated with the transaction.
2. The Finance Director will obtain a closing memorandum with written instructions on transfer and flow of funds.
3. The Finance Director will establish guidelines and procedures for tracking the flow of all bond proceeds, as defined by the Internal Revenue Code, over the life of bonds reporting to the IRS all arbitrage earnings associated with the financing and any tax liability that may be owed.
4. The Finance Director, the bond counsel, financial advisor, if any, along with other members of the financing team will prepare an Official Statement describing the transaction and the security for the debt that is fully compliant with all legal requirements.

C. Arbitrage

Compliance with arbitrage requirements on invested tax-exempt bond funds will be maintained. Proceeds that are to be used to finance construction expenditures are exempted from the filing requirements, provided that the proceeds are spent in accordance with requirements established by the IRS. The County will comply with all of its tax certificates for tax-exempt financings by monitoring the arbitrage earning on bond proceeds on an interim basis and by rebating all positive arbitrage when due, pursuant to Internal Revenue Code Section 148. The County currently contracts with an arbitrage consultant to prepare these calculations, when needed. The County will also retain all records relating to debt transactions for as long as the debt is outstanding, plus three years after the final redemption date of the transaction.

D. Private Activity

Compliance with private activity requirements with respect to tax exempt debt-financed facilities will be maintained. The Finance Director shall maintain a record of the allocation of debt proceeds to expenditures, and monitor the use of tax exempt debt-financed facilities to ensure that no impermissible private use occurs.

E. Investment of Proceeds

Any proceeds or other funds available for investment by the County must be invested pursuant to applicable State law.

Review of the Policy

The debt policy guidelines outlined herein are only intended to provide general direction regarding the future use and execution of debt. A violation of the Governing Body's debt policy shall in no way be interpreted as a violation of law and shall have no bearing on the validity of debt issued by the Governing Body. The Governing Body maintains the right to modify these guidelines (except to the extent these guidelines are mandated by applicable state law or regulation) and may make exceptions to any of them at any time to the extent that the execution of such debt achieves the Governing Body's goals. Any exceptions to these policies shall be expressly acknowledged in the resolution authorizing the pertinent debt issue. In the event of a conflict between the terms of a debt resolution and this policy, the terms of the debt resolution shall control.

This policy will be periodically reviewed by the Finance Director. The Finance Director may at any time present recommendations for any amendments, deletions, additions, improvements or clarifications.

Adoption of the Policy

The Governing Body originally adopted this Policy on October 10, 2011.

The Governing Body amended the following section of the Policy on January 12, 2015: Debt Management Practices – Structure – Term

CONSENT AGENDA
Williamson County Board of Commissioners
June 13, 2022 - 7:00 p.m.

NOTARIES

SECOND READINGS:

FUNDS IN-LIEU-OF AND ESCROW:

ACCEPTING ROADS:

OTHER:

Resolution No. 6-22-8, Resolution Authorizing the Williamson County Mayor to Grant an Easement to Middle Tennessee Electric Membership Corporation for the New Archives Facility

Motion to Accept: _____ **2nd** _____ **Vote** _____

NOTE: All matters listed on the Consent Agenda are considered to be routine. There will be no separate discussion of these items unless a County Commission member so requests, in which case it will be removed from the Consent Agenda so that discussion may be held on that item.

NEW

AGGSON, BENJAMIN LEE
 ALEXANDER, KATIE VOSEL
 ATKINS, PETER SAMUEL DALLAS
 BALDERRAMA, AMY
 BASHOUR, JAMES JOSEPH
 BATEMAN, GARRETT RICHARD
 BRAZIL, JOSEPH GERARD
 BRELAND, CONSTANCE JEAN
 BROCK, TYLER VANCE
 BROWN, RIQUIA ANE'
 BRUMBACH, SYDNEY PAIGE
 BYRD, JUSTIN ROWLAND
 CAMPBELL, KAITLIN MACKENZIE
 CARROLL, KRISTEN SANDERS
 CHANDLER, MICHAEL K.
 CLEMONS, ADALIS
 COOK, CIARA LANE
 CORNWELL, MARLEE CLAIRE
 DE BLOIS, MACY MARIE
 DELANEY, DARRELL
 DENNIS, MARGARET A.
 DODSON, JAMI MEGAN
 FERRISS, KATRINA
 FOREMAN, JILL RAE
 GAMBLE, VALIERE ANNE
 GIGLIOTTI, DANIEL
 GOMEZ, ANA GABRIELA
 GOODGINE, LISA MARIE
 GRIFFIN, AMBER C.
 HARRINGTON, SHERI ALYCE
 HARVEY, A. SYDNEY
 HEADDEN, DEBRA HOPE
 HENDERSON, ASHLEY BRIANNA
 HENRY, KYLE DAVID
 HEPP, CAROLYN
 HICKS, SALEASE A.
 JEAN-LEGER WARGUEL A.
 JOHNSON, ALISON G.
 JOHNSON, ROBERT FRANK
 KNELL, SAMUEL ROBERT
 KNOX, WILLIAM W., III.
 LEIGH, RACHAEL
 LISTER, MICHAEL WAYNE, SR.
 MARLIN, TAMMY VAUGHN
 MARTIN, RACHEL ELIZABETH
 MAYNARD, MICHAEL
 McBRIDE, APRIL L.
 McCURDY, BRUCE ALAN
 McKINNEY, CYNTHIA L.
 McMEILL, SHANE KELVIN
 McNEILL, MELODY McBRIDE
 McVEY, HEATHER LYNN
 MEADOWS, CAMILLE LYNN
 MEURRIER, MARY RACHAEL
 MITCHELL, NOAH ZACHARY
 MUNDHENK, PAMELA SU-HELEN
 MURRAY, EMILY TURNER
 NIETO, CHRISTY JO
 NIETO, MELANIE
 NORMAN, VERONICA ESMERALDA
 POFF, AMY EDWINA
 RABY, JENIFER ASHLEY
 REID, CHRISTOPHER DWAYNE
 RIEANN, TERRINA
 ROLLINS, KRISTI NICOLE
 SMITH, LOUISA LEA
 SPRAGGINS, HUNTER HICKMAN
 STALLINGS, LENA
 STEPHENS, LAURIE L.
 STREAN, ERIC RICHARD
 SWICEGOOD, JILL
 THOMAS, SUSAN ELIZABETH
 TIBBS, ALLISON ELIZABETH
 TOTA, GRACE SARAH
 TREMBLAY, PATTI R.
 TULLIS, LETICIA
 TURNER, ELIZABETH DANIELLE
 WANNER, WENDY S.
 WERNER, DANIEL GREGORY
 WEST, AUSTIN KYLE
 WEST, CHRISTINA NICHOLE
 WHITE, JORDAN LEE
 WHITTAKER, BRANDY M.
 WOOD, TRACY DIANE
 YOUSE, JONATHAN T.
 ZEPEDA, VANESSA
 ZIPSIE, BARBARA A.
 ZOR, JESSICA
 ZUK, TAYLOR RENE

RENEWALS

AERTLER, JANET
 ALTSHULER, CAROLINE B.
 ANDERSON, EARNEST
 ANDREWS, ERIN
 ANTOGNOLI, ELIZABETH
 APPLE, CHRIS
 BARRETT, JENNIFER
 BEARD, ZARETTE
 BERRYMAN, JESSIE
 BLAKE, BRYAN A.
 BROOKS, KIMMY M.

RENEWALS

CHAPPELL, SHARON L.
 CLAMP, STUART
 CONLON, KAITLIN A.
 CONNER, KORI A.
 CONNORS, JOHN
 CURRAN, ABIGAIL
 DERRYBERRY, THOMAS KELLY
 DREILING, SAMUEL B.
 EBY, KAYLA
 ELLIOTT, STEPHEN E.
 FAGAN, LAURA
 FIEBIGER, SHIRREEN A.
 FIELDS, AMBER
 FOSTER, JEANEAN S.
 FRANCIS, MEGAN M.
 FREDRICKSON, AMY
 FUQUA, CODY
 GIGNILLIAT, MARCELLA B.
 GLASSFORD, GRANT C.
 GUNTER, CHERI
 GYASI, JENNIFER
 HARDISON, KIMBERLY R.
 HENDERSON, MOLLY
 HIPPE, JULIE A.
 HOFFMAN, TANA
 HUMEL, KALA
 HUNTER, HEATHER R.
 INGLIS, NONA
 IRELAN, DARCY A.
 JOHNSTON, ELIZABETH
 LAVIT, POLLY E.
 LETURMY, JULIE M.
 LISTENBERGER, BECKY
 LUNDBLAD, FRANCES
 MARTIN, BRIAN
 MICHALOWSKI, AUNDREA LEIGH
 MILLER, BRYANT J.
 MORA-McDAVID, DARLENE
 MORAR, CHANDNI
 MOYNAHAN, KATHRYN T.
 MROZINSKI, PAM L.
 MULLICAN, APRIL ANDERSON
 MYERS, MECHALLE
 OWENS, FRANCES N.
 OWNBY, BRADLEY
 PATEL, REKHA S.
 PATTERSON, JOHN M.
 PATTON, OLIVIA
 PATTON, VELMA
 PHARR, SHANE
 PLUMMER, CHERYL M.
 POLANCO, NATASHA
 POPE, ASHLEY M.
 PURRINGTON, JOSH
 QUINN, DAPHNE
 RAKES, CRISTY M.
 RALEY, SYDNEY
 REIMER, HEATHER
 REYNOLDS, BLAKE
 ROBBINS, LIBBY
 ROBINSON, KARA
 ROTH, HOWARD C.
 RUSSO, NICOLE A.
 RYCE, ANGELA L.
 SANCHEZ, JULIA
 SCHOFIELD, BRIDGIT
 SHEFFIELD, ANTHONY W.
 SMITH, AMANDA D.
 SMITH, GENEVA D.
 SOUTHALL, CRYSTAL
 SPEIGHT, MELISSA
 STAFFORD, ALONA
 SULLIVAN, LISA D.
 TEDFORD, JILL
 THOMPSON, C. KIM
 THORPE, DONNA F.
 WAGONER, SECILIA
 WALKER, ALICE
 WARD, KENEKII
 WELSH, LASHEY
 WEST, TERRY GENE
 WILLIAMS, JACK
 WOOD, TERRY E.

Resolution No. 6-22-8
Requested by: Property Manager

**RESOLUTION AUTHORIZING THE WILLIAMSON COUNTY MAYOR TO GRANT
AN EASEMENT TO MIDDLE TENNESSEE ELECTRIC MEMBERSHIP CORPORATION
FOR THE NEW ARCHIVES FACILITY**

WHEREAS, Williamson County, Tennessee ("County") is a governmental entity that owns real property located at 1004 Grigsby Hayes Ct., Franklin, Tennessee 37064, and found at map 064, parcel 001.01 ("Property"); and

WHEREAS, County, upon approval of its legislative body, is authorized to grant utility easements on County owned property; and

WHEREAS, County is currently in the process of constructing a new public records archives facility to maintain public records in a controlled atmosphere facility; and

WHEREAS, MTEMC needs a utility easement on the Property to install equipment for the provision of electricity to the new Williamson County Archives facility; and

WHEREAS, the Williamson County Board of Commissioners finds it in the interest of the citizens of Williamson County to authorize the Williamson County Mayor to execute all documentation to provide the utility easement to MTEMC;

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session this the 13th day of June, 2022, authorizes the Williamson County Mayor to grant a utility easement to MTEMC on property owned by County located at map 064, parcel 001.01 as further described on the attached documentation;

AND, BE IT FURTHER RESOLVED, that the County Mayor is hereby authorized to execute the MTEMC utility easement and all other documentation needed to grant the easement.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Property Committee For 4 Against 0
Commission Action Taken: For 5 Against 0 Pass ____ Out ____

Jeff Whidby, Williamson County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

RESOLUTION NO. 6-22-1
Requested by: Board of Education

FILED 5-25-22
ENTERED 2:00 p.m.
JEFF WHIDBY, COUNTY CLERK *W*

**RESOLUTION APPROPRIATING \$650,000 IN THE GENERAL PURPOSE SCHOOL FUND
BUDGET FROM CURRENT REVENUES FOR RELATED TRUSTEE COMMISSION**

WHEREAS, there is a need for an additional **\$650,000** in the trustee commission line item due to the actual revenue for property taxes exceeding budgeted amounts; and

WHEREAS, the expense for Trustee's Commission is directly related to the amount collected in property tax;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 13, 2022, amend the 2021-22 General Purpose School Fund budget in the following manner:

REVENUE

141.40000.401100	Property Tax Collections	\$650,000
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EXPENDITURES

141.72310.551000	Trustee Commission	\$650,000
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Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For <u>11</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Education Committee:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>
Budget Committee:	For <u>5</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

RESOLUTION NO. 6-22-2
Requested by: Board of Education

FILED 5-25-22
ENTERED 2:00 p.m.
JEFF WHIDBY, COUNTY CLERK *W*

**RESOLUTION TO TRANSFER FUNDS TO THE RURAL AND GENERAL DEBT SERVICE FUNDS
TO PAY PRINCIPAL AND INTEREST ON ENERGY SYSTEMS CONSERVATION DEBT**

WHEREAS, Williamson County Schools initiated an energy savings program whereby savings resulting from the upgrade of infrastructure relating to utilities in our schools will offset the related debt; and

WHEREAS, the Board entered into an agreement with the county to reimburse the debt service interest and principal payments;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Commission meeting in regular session on June 13, 2022, approve the following funds and amend the 2021-22 General Purpose School Fund as follows:

<u>REVENUE</u>		
141.39000	Fund Balance	\$1,101,303.99
<u>EXPENDITURES INCREASE</u>		
141.82330.562000.510	Debt Service Contributions to Primary Government	\$1,101,303.99


Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For <u>11</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Education Committee:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>
Budget Committee:	For <u>5</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

RESOLUTION NO. 6-22-3
Requested by: Board of Education

RESOLUTION REQUESTING THE WILLIAMSON COUNTY BOARD OF COUNTY COMMISSIONERS' APPROVAL OF TRANSFERS FOR PAYROLL DEFICIENCY FOR SUBSTITUTES

WHEREAS, the payroll line for substitutes does not have enough budgeted funds available in part due to COVID needs; and

WHEREAS, this was unanticipated and fund balance can be used to fund the remaining amount;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 13, 2022, amend the 2021-22 General Purpose School Fund budget in the following manner:

REVENUE/EXPENDITURES DECREASE:		
141.39000	Fund Balance	\$2,500,000
EXPENDITURES INCREASE:		
141.71100.519800	Non-Certified Sub-Teachers	\$2,500,000


Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:				
School Board:	For 11	Against 0	Pass	Out
Education Committee:	For	Against	Pass	Out
Budget Committee:	For 5	Against 0	Pass	Out
Commission Action Taken:	For	Against	Pass	Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

RESOLUTION NO. 6-22-4
Requested by: Board of Education

FILED 5-25-22
ENTERED 2:00 p.m.
JEFF WHIDBY, COUNTY CLERK JW

RESOLUTION AMENDING THE 2021-22 GENERAL PURPOSE SCHOOL BUDGET BY
\$366,000 FOR ADDITIONAL FUEL EXPENSES

WHEREAS, the price of fuel has gone up significantly over the last six months; and

WHEREAS, increases like this were not known during the budget process; and

WHEREAS, we will use fund balance to fund this need;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 13, 2022, approve and amend the 2021-22 General Purpose School Fund budget in the following manner:

REVENUE		
141.39000	Fund Balance	\$366,000
EXPENDITURE		
141.72710-542500-510	Gasoline	\$366,000


Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For <u>11</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Education Committee:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>
Budget Committee:	For <u>5</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

RESOLUTION NO. 6-22-5
Requested by: Board of Education

RESOLUTION APPROPRIATING \$550,000 IN THE 2021-22 GENERAL PURPOSE SCHOOL OPERATING
BUDGET FOR LIABILITY, WORKERS COMP AND PROPERTY INSURANCE CLAIMS

WHEREAS, based on claims to date, projected future payments and the anticipated accrual at year end, the liability, workers comp, and property insurance costs for the school department will exceed budgeted projections; and

WHEREAS, these are unexpected and sometimes hard to forecast due to the nature of the expenses; and

WHEREAS, we will fund this need from excess property tax collections;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 13, 2022, approve and amend the 2021-22 General Purpose School Fund operating budget in the following manner:

REVENUE		
141.40000.401100	Property Tax Collections	\$550,000
EXPENDITURE		
141.72310.550600	Liability/Excess Risk	\$ 50,000
141.72310.551300	Workers Comp Ins	375,000
141.72610.550200	Building and Content	125,000
		\$550,000


Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:					
School Board:	For	11	Against	0	Pass ____ Out ____
Education Committee:	For	____	Against	____	Pass ____ Out ____
Budget Committee:	For	5	Against	0	Pass ____ Out ____
Commission Action Taken:	For	____	Against	____	Pass ____ Out ____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

RESOLUTION NO. 6-22-6
Requested by: Board of Education

RESOLUTION AMENDING THE 2021-22 CENTRAL CAFETERIA FUND BUDGET BY
\$3,067,500 FOR ADDITIONAL EXPENDITURES FROM EXISTING FUNDS

WHEREAS, cost related to goods and services have increased significantly over the last year; and

WHEARAS, mid-year raise adjustments need to be accounted for; and

WHEREAS, the Central Cafeteria Fund has estimated there is a need to increase the budget lines for food and non-food supplies, transportation, maintenance for parts and labor, in-service, and equipment as well as some payroll lines; and

WHEREAS, we received additional funds over the amount budgeted for revenue and will use these additional funds to meet this need;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 13, 2022, approve and amend the 2021-22 Central Cafeteria Fund budget in the following manner:

REVENUE		
143.40000.471110	USFDA School Lunch	
		\$3,067,500
EXPENDITURE		
143.73100.516500	Cafeteria Personnel	\$190,000
143.73100.518700	Overtime Pay	27,000
143.73100.520100	Social Security	6,000
143.73100.520400	Pensions	15,000
143.73100.520700	Medical Insurance	38,000
143.73100.521200	Employer Medicare	1,500
143.73100.542200	Food	1,850,000
143.73100.549900	Non-Food (Other S&M)	400,000
143.73100.535400	Transportation(IWC)	35,000
143.73100.541800	Maintenance-Parts	20,000
143.73100.533600	Maintenance-Labor	15,000
143.73100.546900	USDA Commodities	50,000
143.73100.552400	In-Service/Staff Development	20,000
143.73100.571000	Equipment	400,000
		\$3,067,500


Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For <u>11</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Education Committee:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>
Budget Committee:	For <u>5</u>	Against <u>0</u>	Pass <u> </u>	Out <u> </u>
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

RESOLUTION NO. 6-22-7
Requested by: Board of Education

RESOLUTION AMENDING THE 2021-22 GENERAL PURPOSE SCHOOL BUDGET BY
\$275,000 FOR ADDITIONAL SPECIAL EDUCATION EXPENSES

WHEREAS, the Student Support Services Department has estimated there is a need to increase the amount for contracted services for special education students and legal expenses; and

WHEREAS, increases like these arise during the year on a student by student need and are necessary based on a student's particular need for this current school year that were not known during the budget process; and

WHEREAS, we will use fund balance to fund this need;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on June 13, 2022, approve and amend the 2021-22 General Purpose School Fund budget in the following manner:

REVENUE		
141.39000	Fund Balance	\$275,000
EXPENDITURE		
141.72220.539999.389	OCS – Legal	\$200,000
141.71200.531200.389	Contracts with Private Agencies	75,000
		<u>\$275,000</u>


Commissioner Brian Beathard

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board:	For 11	Against 0	Pass	Out
Education Committee:	For	Against	Pass	Out
Budget Committee:	For 5	Against 0	Pass	Out
Commission Action Taken:	For	Against	Pass	Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, County Mayor

Date

Resolution No. 6-22-9
Requested by: County Health Director

FILED
ENTERED 4:25 p.m.
JEFF WHIDBY, COUNTY CLERK *JW*

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22
HEALTH DEPARTMENT BUDGET BY \$1,107.55 REVENUES TO COME
FROM OTHER STATE REVENUE**

WHEREAS, the Williamson County Health Department was awarded grant funding from the Tennessee Department of Health's Injury Prevention Program; and

WHEREAS, the funds are used to provide child safety seats or other appropriate restraint devices to caregivers who meet financial criteria; and

WHEREAS, car seats and other appropriate restraint devices will ensure the safety of the child passenger and reduce the number of motor vehicle crash injuries and fatalities of unrestrained or improperly restrained children;

WHEREAS, the health department is expected to receive quarterly installments depending on the availability of funds through fines collected from seatbelt and car seat violations during the 2021-22 fiscal year; and

WHEREAS, the Williamson County Health Department received the fourth quarter installment of \$1,107.55 in fiscal year 2021-22.

NOW, THEREFORE, BE IT RESOLVED, that the 2021-2022 Health Department budget be amended, as follows:

REVENUES:

Other State Revenue	\$1,107.55
101.00000.469900.00000.00.00.00	

EXPENDITURES:

Other Contracted Services	\$1,107.55
101.55110.530906.00000.00.00.00	



County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Public Health Committee:	For <u>4</u>	Against <u>0</u>		
Budget Committee:	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION ACCEPTING A DONATION FROM THE FRIENDS OF WCAC
FOR THE PURCHASE OF A BENCH HONORING CAROLE HORLACHER FOR HER YEARS
OF SERVICE AND APPROPRIATING AND AMENDING THE 2021-22 ANIMAL CONTROL
BUDGET BY \$1,250 – REVENUES TO COME FROM DONATIONS**

WHEREAS, Tennessee Code Annotated, Section 5-8-101, provides that a county government may accept donations of money, intangible personal property, tangible personal property, and real property that are subject to conditional or restrictive terms if the county legislative body takes action to accept the conditional donation; and

WHEREAS, The Friends of Williamson County Animal Center has made a generous donation of \$1,250 to Williamson County to be used for costs associated with a memorial bench in memory of Carole Horlacher;

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session this the 13th day of June 2022, on behalf of Williamson County Animal Control, accepts the generous donation; and

AND BE IT FURTHER RESOLVED that the 2021-22 Williamson County Animal Control budget be amended, and the funds be appropriated as follows:

<u>REVENUE:</u>	
Donations	
101.00000.486109.00000.00.00.00	\$1,250
<u>EXPENDITURE:</u>	
Other Charges	
101.55120.559900.00000.00.00.00	\$1,250


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Public Health Committee	For 4	Against 0	Pass	Out
Budget Committee	For 5	Against 0	Pass	Out
Commission Action Taken:	For	Against	Pass	Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 PROPERTY
MANAGEMENT BUDGET BY \$20,000 - REVENUES TO COME FROM
UNAPPROPRIATED COUNTY GENERAL FUND BALANCE**

WHEREAS, Williamson County's Property Management department is responsible for Maintenance on 114 county-owned facilities throughout the county; and,

WHEREAS, maintaining these facilities requires use and travel of approximately 42 vehicles and other maintenance equipment; and,

WHEREAS, the current operating budget did not anticipate the extreme increase in fuel and expenditures are exceeding current budget funding;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Property Management budget be amended, as follows:

REVENUE:

Unappropriated County General Fund Balance **\$ 20,000**
101.00000.390000.00000.00.00.00

EXPENDITURE:

Gasoline **\$ 20,000**
101.51800.542500.00000.00.00.00


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee: For 5 Against 0
Commission Action Taken: For Against Pass Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 EXCESS RISK
INSURANCE IN THE COUNTY GENERAL FUND TOTALING
\$389,709.61 - REVENUES TO COME FROM INSURANCE
RECOVERIES AND UNAPPROPRIATED COUNTY GENERAL FUND BALANCE**

WHEREAS, based on claims and premiums to-date, the Excess Risk Insurance budget has exceeded budget projections; and,

WHEREAS, funds have been received from claims which have exceeded our retention and are available for appropriating for current claims for the remainder of the fiscal year; and,

NOW, THEREFORE, BE IT RESOLVED, that the following amendment be made to the County General Budget, as follows:

REVENUES:

Insurance Recoveries (101.00000.497000.00000.00.00.00)	\$ 189,709.61
General Fund (101.00000.390000.00000.00.00.00)	<u>\$ 200,000.00</u>
	\$ 389,709.61

EXPENDITURES:

Buildings and Content Premium (101.58400.550200.00000.00.00.00)	\$ 10,000.00
Excess Risk Premium (101.58400.550300.00000.00.00.00)	\$ 25,000.00
Vehicle & Equipment Premium (101.58400.551100.00000.00.00.00)	\$ 5,000.00
Buildings and Content Claims (101.58400.551510.00000.00.00.00)	\$ 100,000.00
Excess Risk Insurance Claims (101.58400.551511.00000.00.00.00)	\$ 149,709.61
Workers Compensation Claims (101.58400.551513.00000.00.00.00)	<u>\$ 100,000.00</u>
	\$ 389,709.61

Steve Smith

County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Purchasing & Insurance Committee	For _____	Against _____		
Budget Committee	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For _____	Against _____	Pass _____	Out _____

Jeff Whidby - County Clerk

Tommy Little - Commission Chairman

Rogers C. Anderson - County Mayor

Date

RESOLUTION AUTHORIZING THE WILLIAMSON COUNTY MAYOR TO EXECUTE A GRANT AGREEMENT WITH THE STATE DIVISION OF ELECTIONS ON BEHALF OF THE WILLIAMSON COUNTY ELECTION COMMISSION AND APPROPRIATING AND AMENDING THE 2021-22 ELECTION COMMISSION BUDGET BY \$550,185.00 – REVENUES TO COME FROM GRANT FUNDS

- WHEREAS,** the grant agreement provides funds through the Help America Vote Act to Williamson County/Williamson County Election Commission to acquire new voting systems certified by the Election Assistance Commission, which includes voting systems that utilize a voter verified paper record; and
- WHEREAS,** the Williamson County Election Commission has applied for and received grant funds through this program to replace voting machines previously purchased by the County; and
- WHEREAS,** the voting systems are certified by the Election Assistance Commission pursuant to T.C.A. § 2-9-101, et. seq. certified by the Coordinator of Elections and the State Election Commission for use in all elections in the state;
- WHEREAS,** the voting systems will be used in Election Day polling places, early voting locations, and for absentee balloting; and
- WHEREAS,** the Williamson County Board of Commissioners finds it in the interest of the citizens of Williamson County to authorize the Williamson County Mayor to execute a grant agreement, as well as all other related documents, with the State of Tennessee, Department of State, Division of Elections for the acquisition of voting systems with funds appropriated under the Help America Vote Act:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session on June 13, 2022, authorizes the Williamson County Mayor to execute the grant agreement on behalf of the Williamson County Election Commission, with the State of Tennessee, Department of State, Division of Elections, as well as all other related documents;

AND BE IT FURTHER RESOLVED that the 2021-22 Election Commission Budget be amended as follows:

REVENUES:
Capital Projects- Elections
171.00000.475900.00000.00.00.00.G0036 **\$550,185.00**

EXPENDITURES:
Capital Projects- Voting Machines
171.91110.573100.00000.00.00.00.A0001 **\$550,185.00**


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:
Budget Committee For 5 Against 0
Commission Action Taken For _____ Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Resolution No. 6-22-14
Requested by: Accounting

FILED 5-27-22
ENTERED 4:25 p.m.
JEFF WHIDBY, COUNTY CLERK *sw*

**RESOLUTION REQUESTING AN INTER-CATEGORY BUDGET ADJUSTMENT WITHIN
THE 2021-22 PARKS & RECREATION BUDGET OF \$60,000**

WHEREAS, Williamson County recently acquired the Tennessee Renaissance Festival and the Parks and Recreation Department recently finished the May Event, and;

WHEREAS, funds to operate the festival were appropriated as outlined in Resolution 2-22-18, and;

WHEREAS, funds for the personnel over-time expenditure account were inadvertently placed in the incorrect account and need to be correctly appropriated for audit purposes, and;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Parks & Recreation budget be amended, as follows:

TRANSFER EXPENDITURES FROM:

Contracts with Public Agencies
101.56700.531000.00000.00.00.00 **\$60,000.00**

TRANSFER EXPENDITURES TO:

Over-time Pay
101.56700.518700.00000.00.00.00 **\$60,000.00**

Steve Smith

County Commissioner

COMMITTEE REFERRED TO & ACTION TAKEN:

Parks and Recreation Committee	For _____	Against _____
Budget Committee	For <u>5</u>	Against <u>0</u>
Commission Action Taken	For _____	Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 PARKS AND RECREATION
BUDGET BY \$134,068.90 - REVENUES TO COME FROM DONATIONS**

WHEREAS, the Parks and Recreation Department has received donations totaling \$113,918.90 from the Community Youth Associations to be utilized to offset the hiring and scheduling of referee's and supervisors and for purchase of lawn products for the maintenance of fields, and;

WHEREAS, donations were received to support the parks and recreation department's performing arts program in the amount of \$1,750.00, and;

WHEREAS, the Williamson County Convention and Visitors Bureau donated \$17,500.00 to the TN Senior Olympics being held June 22-30, 2022, and;

WHEREAS, in memorial of Christopher Speciale his family and friends made a \$900 donation in his name to the parks and recreation department which will be utilized for trees to be placed at the soccer complex west, because he enjoyed using the facilities, and;

WHEREAS, the funds were not anticipated during the budget preparation process, and;

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners meeting, this 13th of June, 2022, amends the Parks & Recreation Budget as follows:

<u>REVENUES:</u>	
101.00000.486104.00000.00.00.00 – Donations	\$134,068.90
 <u>EXPENDITURES:</u>	
Lawn Products	
101.56700.542000.00000.00.00.00	\$ 28,423.65
Part-time Officials	
101.56700.516901.00000.00.00.00	\$ 85,351.25
Other Supplies - Youth	
101.56700.542901.00000.00.00.00	\$ 144.00
Other Charges	
101.56700.559900.00000.00.00.00	<u>\$ 20,150.00</u>
	\$134,068.90


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Parks & Recreation Committee:	For <u> </u> Against <u> </u>
Budget Committee:	For <u>5</u> Against <u>0</u>
Commission Action Taken:	For <u> </u> Against <u> </u> Pass <u> </u> Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION AMENDING THE 2021-22 HIGHWAY DEPARTMENT
BUDGET AND APPROPRIATING \$119,654.53 FOR PAVING EXPENSES ON
ARNO ALLISONA ROAD - REVENUES TO COME FROM STATE AID PROGRAM**

- WHEREAS,** the Williamson County Highway Department maintains state aid roads within Williamson County
- WHEREAS,** the State of Tennessee allocates funding to County Highway Departments for maintenance of State Aid Roads,
- WHEREAS,** the Williamson County Highway Department completed and paid total cost of resurfacing Arno Allisona Road, which is a State Aid Road,
- WHEREAS,** the final payment of reimbursable expense from the State of Tennessee totals \$119,654.53;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Highway budget be amended, as follows:

REVENUES:
State Aid Program
(131.00000.464200.00000.48.00.00) **\$119,654.53**

EXPENDITURES:
Asphalt – Hot Mix
(131.62000.540400.00000.00.00.00) **\$119,654.53**


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:
Highway Commission: For 4 Against 0
Budget Committee: For 5 Against 0
Commission Action Taken: For _____ Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

RESOLUTION ACCEPTING A DONATION FROM DR. JIM AND MRS. MARCY HUFFNAGLE TO THE WILLIAMSON COUNTY SHERIFF'S OFFICE AND AMENDING THE 2021-22 WILLIAMSON COUNTY SHERIFF'S OFFICE BUDGET BY \$20,000.00 – REVENUES TO COME FROM DONATIONS

WHEREAS, *Tennessee Code Annotated, Section 5-8-101*, provides that a county government may accept donations of money, intangible personal property, tangible personal property and real property that are subject to conditional or restrictive terms if the county legislative body takes action to accept the conditional donation; and

WHEREAS, the Williamson County Sheriff's Office operates a cybercrime unit which includes investigations concerning cryptocurrency; and

WHEREAS, Dr. Jim and Mrs. Marcy Huffnagle have generously donated Twenty Thousand and 00/100 Dollars (\$20,000) to the Williamson County Sheriff's Office to show their gratitude to the cybercrime unit for assisting in the return of a large quantity of cryptocurrency; and

WHEREAS, this revenue was not anticipated during the 2021-22 budget process; and

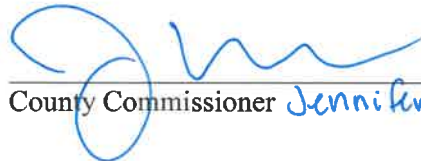
NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session this the 13th day of June, 2022, accepts the generous donation from Dr. and Mrs. Huffnagle to be used for the purpose of combating cybercrimes, and that the 2021-22 Williamson County Sheriff's Office budget be amended as follows:

REVENUES:

Donations	\$20,000.00
(101.00000.48610.00000.00.00.00)	

EXPENDITURES:

Sheriff's Office – Data Processing Equipment	\$20,000.00
(101.54110.570900.00000.00.00.00)	


County Commissioner *Jennifer Mason*

COMMITTEES REFERRED TO & ACTION TAKEN:

Law Enforcement Committee:	For <u>5</u>	Against <u>0</u>		
Budget Committee	For <u> </u>	Against <u> </u>		
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers Anderson, Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 COUNTY
COMMISSION-TAX RELIEF BUDGET BY \$20,000 – REVENUES TO COME FROM
UNAPPROPRIATED COUNTY GENERAL FUNDS**

WHEREAS, the Williamson County Board of Commissioners established a Tax Relief Program through the Trustee's Office, which includes the State of Tennessee Tax Relief for the Elderly, the Williamson County Broad Base Tax Relief Program, the Williamson County Tax Freeze Program, the State of Tennessee Tax Relief for Disabled Homeowners and the State of Tennessee Tax Relief for Disabled Veterans or Widows/Widowers of Veterans in Williamson County; and

WHEREAS, currently, the number of participants qualifying for this program for the current fiscal year is exceeding budgeted projects;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 County Commission-Tax Relief Budget be amended, as follows:

REVENUES:

County General Fund Unappropriated Fund Balance
(101.00000.390000.00000.00.00.00) **\$ 20,000**

EXPENDITURES:

Tax Relief Program **\$ 20,000**
(101.51100.554000.00000.00.00.00)


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee: For 5 Against 0
Commission Action Taken: For Against Pass Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 TRUSTEE'S COMMISSION IN THE RESPECTIVE OPERATING FUNDS-REVENUES TO COME FROM FUND BALANCES IN EACH RESPECTIVE FUND

WHEREAS, the Trustee is authorized to collect fees for the collection of all revenues; and,

WHEREAS, the Trustee's Commission line item in various operating budgets will require additional funds to pay these fees through June 30, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Trustee's Commission be amended in the following Funds:

<u>REVENUES:</u>	
County General Fund Unappropriated Fund Balance (101.00000.390000.0000.00.00.00)	\$ 450,000
Solid Waste Fund Unappropriated Fund Balance (116.00000.390000.00000.00.00.00)	\$ 28,500
Highway Fund Unappropriated Fund Balance (131.00000.390000.00000.00.00.00)	\$ 8,000
General Debt Fund Unappropriated Fund Balance (151.00000.390000.00000.00.00.00)	\$ 18,500

<u>EXPENDITURES:</u>	
County General Fund Trustee's Commission (101.58400.55100.00000.00.00.00)	\$ 450,000
Solid Waste Fund Trustee's Commission (116.58400.551000.00000.00.00.00)	\$ 28,500
Highway Fund Trustee's Commission (131.65000.551000.00000.00.00.00)	\$ 8,000
General Debt Service Fund Trustee's Commission (151.82310.551000.00000.00.00.00)	\$ 18,500


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee For 5 Against 0
Commission Action Taken: For _____ Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Resolution No. 6-22-20
Requested by: Budget Director

FILED 5-27-22
ENTERED 4:25 p.m.
JEFF WHIDBY, COUNTY CLERK

RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 CAPITAL PROJECTS
FUND BUDGET BY \$37,000 FOR TRUSTEE’S COMMISSION - REVENUES TO
COME FROM RESERVE BALANCE

WHEREAS, the Trustee is authorized to collect fees for the collection of all revenues; and,
WHEREAS, the Trustee’s Commission line item in the budget will require additional funds to pay these fees through June 30, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Capital Projects Fund Budget be amended, as follows:

<u>REVENUES:</u>		
Reserve for Privilege Tax- Fire		
171.00000.351300.00000.00.00.00	\$ 1,000	
Reserve for Impact Fee- Educ. Impact		
171.00000.351610.00000.00.00.00	\$25,000	
Reserve for Privilege Tax- Education		
171.00000.351600.00000.00.00.00	\$5,000	
Reserve for Privilege Tax- Sch. Adeq. Facilities		
171.00000.351900.00000.00.00.00	<u>\$6,000</u>	
	\$37,000	
<u>EXPENDITURES:</u>		
Trustee’s Commission		
Fire Privilege Tax		
171.91130.551000.00000.00.00.00.PR300	\$1,000	
Trustee’s Commission		
Education Impact Fee – WCS		
171.91300.551000.00000.00.00.00.IM100	\$25,000	
Trustee’s Commission		
Education Privilege Tax		
171.91300.551000.00000.00.00.00.PR600	\$5,000	
Trustee’s Commission		
School Adeq. Facilities Privilege Tax		
171.91300.551000.00000.00.00.00.PR900	<u>\$6,000</u>	
	\$37,000	


County Commissioner

COMMITTEES REFERED TO & ACTION TAKEN:

Budget Committee For 5 Against 0
Commission Action Taken: For Against Pass Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 CAPITAL PROJECTS
FUND BUDGET BY \$140,000 FOR THE PRO RATA
DISTRIBUTION - REVENUES TO COME FROM PRIVILEGE TAX

WHEREAS, in March, 2007, the Williamson County Board of Commissioners approved Resolution No. 3-07-11, which implemented a privilege tax of \$1.00 on new residential construction under the Adequate School Facilities Tax, Private Acts of 1987, Chapter 113 ("Private Act"); and,

WHEREAS, pursuant to Section 9 of the Private Act, thirty percent (30%) of the collected tax shall be divided on a pro rata share among those cities and towns who have adopted a Capital Improvement Plan; and,

WHEREAS, the Capital Outlay line item in the budget will require additional funds to pay these distributions through June 30, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Capital Projects Fund Budget be amended, as follows:

REVENUES:	
Reserve for Privilege Tax - Education 171.00000.351600.00000.00.00.00	\$ 20,000
Reserve for Privilege Tax-School Adequate Facilities 171.00000.351900.00000.00.00.00	\$120,000
	\$140,000
EXPENDITURES:	
Capital Outlay – Cities Adequate Facilities Taxes 171.91300.579900.00000.00.00.00.PR901	\$100,000
Capital Outlay – FSSD Adequate Facilities Taxes 171.91300.579900.00000.00.00.00.PR902	\$ 20,000
Capital Outlay – FSSD Education Privilege Taxes 171.91300.579900.00000.00.00.00.PR601	\$ 20,000
	\$140,000


County Commissioner

COMMITTEES REFERED TO & ACTION TAKEN:

Budget Committee	For 5	Against 0		
Commission Action Taken:	For	Against	Pass	Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson – Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 GENERAL DEBT
SERVICE FUND BY \$1,537,445 FOR INTEREST PAYMENTS - REVENUES
TO COME FROM UNDESIGNATED FUND BALANCE**

WHEREAS, Williamson County has authorized and issued new debt in the form of general obligation bonds and tax anticipation notes within this fiscal year; and,

WHEREAS, interest payments are due within six (6) months of the closing date of these issues; and,

WHEREAS, these principal and interest payments were not calculated in the 2021-22 budget;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 General Debt Service Budget be amended, as follows:

REVENUES:

General Debt Service Undesignated Fund Balance	\$1,537,445
(151.00000.390000.000000.00.00.00)	

EXPENDITURES:

General Interest on Bonds	\$1,278,372
(151.82210.560300.000000.00.00.00)	
Education Interest on Bonds	\$ 220,013
(151.82230.560300.000000.00.00.00)	
Education Interest on Note	\$ 39,060
(151.82230.560400.000000.00.00.00)	

Total \$ 1,537,445


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee:	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For <u> </u>	Against <u> </u>	Pass <u> </u>	Out <u> </u>

Jeff Whidby-County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Resolution No. 6-22-23
Requested by: County Clerk

FILED 5-27-22
ENTERED 4:25 p.m.
JEFF WHIDBY, COUNTY CLERK *sw*

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22
COUNTY CLERK'S BUDGET BY \$8,500 - REVENUES
TO COME FROM RESERVE ACCOUNT AND UNAPPROPRIATED
COUNTY GENERAL FUND BALANCE**

WHEREAS, the County Clerk's Office is in need of various computer and printing equipment and supplies; and,

WHEREAS, there are reserve funds available for the purchase of this equipment which are derived from filing fees; and

WHEREAS, due to the increased need for various public notices and advertisements, as required by law, expenditures for advertising are exceeding budgeted projections;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 County Clerk's Office budget be amended, as follows:

REVENUES:

Automatic Reserve County Clerk	
101.00000.341690.00000.00.00.00	\$ 7,500
Unappropriated County General Fund Balance	
101.00000.390000.00000.00.00.00	<u>\$ 1,000</u>
	\$ 8,500

EXPENDITURES:

Office Equipment	
101.52500.571901.00000.00.00.00	\$ 7,500
Advertising	
101.52500.530200.00000.00.00.00	<u>\$ 1,000</u>
	\$ 8,500


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee: For 5 Against 0
Commission Action Taken: For Against Pass Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 MEDICAL EXAMINERS BUDGET BY \$31,025 –REVENUES TO COME FROM UNAPPROPRIATED COUNTY GENERAL FUNDS

WHEREAS, Williamson County contracts with Forensic Medical Management to provide autopsies for the Medical Examiner; and,

WHEREAS, the 2021-22 budget was based on a total of 96 cases for the year; and,

WHEREAS, through the month of April, 2022, Williamson County has experienced 87 deaths requiring autopsies; and,

WHEREAS, it appears to be advantageous to budget for the possibility of an additional 17 cases for the months of May and June, at an average cost of \$1,825, including supplies for a total of \$31,025, and;

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Medical Examiners budget be amended, as follows:

<u>REVENUES:</u>	
Unappropriated County General Funds (101.00000.390000.00000.00.00.00)	\$31,025
<u>EXPENDITURES:</u>	
Autopsies (101.54610.539900.00000.00.00.00)	\$31,025


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Public Health Committee For ____ Against ____
Budget Committee For 5 Against 0

Commission Action Taken: For _____ Against _____ Pass _____ Out _____

Jeff Whidby-County Clerk

Tommy Little - Commission Chairman

Rogers C. Anderson - County Mayor

Date

RESOLUTION OF THE BOARD OF COMMISSIONERS OF WILLIAMSON COUNTY APPROPRIATING \$7,000,000 TO WILLIAMSON COUNTY’S INSURANCE FUND TO COVER COSTS INCURRED BECAUSE OF THE COVID-19 PANDEMIC — REVENUE TO COME FROM AMERICAN RESCUE PLAN ACT FUNDS

- WHEREAS,** Williamson County (the “County”) is the recipient of funds disbursed from the United States Government pursuant to the American Rescue Plan Act (“ARPA” or the “Act”); and
- WHEREAS,** The County Board of Commissioners (“Board of Commissioners”) is responsible for the expenditure of said funds in furtherance of the goals and guidelines contained in the Act and the associated Final Rule released by the U.S. Treasury Secretary on January 6, 2022 (the “Final Rule”); and
- WHEREAS,** the funds the County received pursuant to ARPA are to be used for the purpose of responding to the public health emergency and the negative economic consequences that resulted from the pandemic, which includes the use of funds to pay COVID-related medical expenses and to cover costs of certain government services; and
- WHEREAS,** the County maintains an insurance fund for its employees that covers medical expenses such as standard medical care, prescriptions, and emergency medical treatments (the “County Insurance Fund”); and
- WHEREAS,** the County has documented COVID-related claims against the County Insurance Fund in excess of seven million dollars (\$7,000,000); and
- WHEREAS,** the Board of Commissioners finds that covering COVID-related medical expenses for the County’s employees has created a strain on the County Insurance Fund and resulted in a burden on the insurance services the County provides for the County’s employees and the employees’ families; and
- WHEREAS,** the Board of Commissioners finds that using ARPA funds to cover the COVID-related medical expenses paid through the County Insurance Fund is an appropriate use of ARPA funds under the Act and the Final Rule; and
- WHEREAS,** the Board of Commissioners finds that appropriating seven million dollars (\$7,000,000) to the County Insurance Fund to cover the costs of COVID-related medical expenses is in the best interest of the County’s citizens:

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners, meeting in regular session this 13th day of June, 2022, hereby appropriates seven million dollars (\$7,000,000) to the County Insurance Fund, known as Fund 263, to replenish the money expended from the County Insurance Fund for COVID-related medical claims.

REVENUES:
Local Fiscal Recovery
127.00000.478020.00000.00.00.00 \$7,000,000

EXPENDITURES:
Government Services-Transfer to Other Funds
127.58810.559000.00000.00.00.00 \$7,000,000

Steve Smith

County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Purchasing & Insurance Committee For _____ Against _____
Budget Committee: For 5 Against 0

Commission Action Taken: For _____ Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22
PARKS AND RECREATION BUDGET BY \$412,403.25 -
REVENUES TO COME FROM PARKS AND RECREATION ATTENDANCE FEES**

- WHEREAS,** the County purchased property from Michael Freeman and wife, Jackie Freeman ("the Freemans"); and,
- WHEREAS,** upon purchase of the real property, the Freemans donated the personal property, rights, and interest in the Renaissance Festival (the "Festival") operations conditioned on Williamson County overseeing the Festival's operations; and
- WHEREAS,** as a part of the donation of the Festival rights and interest, Williamson County agreed to continue the annual Festival conditioned on the Freemans assisting in the operation of the Festival and receiving a 15% gross sales fee for the provision of consulting in the amount of \$247,441.95; and,
- WHEREAS,** Williamson County has licensed the use of the name "Tennessee Renaissance Festival" and the image of the castle for a 10-year period for a sum equal to 10% of the gross gate ticket sales which equates to a license fee of \$164,961.30; and
- WHEREAS,** the Festival was held for 9 days during the month of May, 2022, which Williamson County raised an approximate net total of \$1,386,340.00 in revenue; and
- WHEREAS,** Williamson County owes the Freemans a total of \$412,403.25 for consulting fees and licensing rights; and
- WHEREAS,** these revenues and expenses were not anticipated during the 2021-22 budget preparation process:

NOW, THEREFORE, BE IT RESOLVED, that the 2021-22 Parks & Recreation Budget be amended as follows:

REVENUES:

Recreation Fees

101.00000.433400.00000.26.0000

\$412,403.25

EXPENDITURES:

Contracts w/Private Agencies

101.56700.531200.00000.00.00.00

\$412,403.25



County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Parks & Recreation Committee:

For ____ Against ____

Budget Committee:

For 5 Against 0

Commission Action Taken:

For ____ Against ____ Pass ____ Out ____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION APPROPRIATING AND AMENDING THE 2021-22 PARKS AND
RECREATION DEPARTMENT BUDGET BY \$25,000.00 REVENUES
TO COME FROM PARTICIPANT FEES**

Whereas, the Parks and Recreation Department operates the Performing Arts Center at Academy Park, and;

Whereas, Parks & Recreation has received participant fees for events held at the PAC, and;

Whereas, these funds were not anticipated during the budget preparation process, and;

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners meeting on this June 13th, 2022, amends the Parks & Recreation Budget as follows:

REVENUES:

Rec Fees- Performing Arts Center (101.00000.433403.00000.00.00.00)	\$25,000.00
---	-------------

EXPENSES:

Contracts – Performing Arts Center (101.56700.531203.00000.00.00.00)	\$25,000.00
---	-------------


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Parks & Recreation Committee:	For _____ Against _____
Budget Committee:	For <u>5</u> Against <u>0</u>
Commission Action Taken:	For _____ Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Resolution No. 6-22-26
Requested by: County Mayor

**RESOLUTION EXTENDING CERTAIN TEMPORARY PERSONNEL
POLICIES NECESSITATED BY COVID-19**

WHEREAS, the Williamson County Personnel Policy Manual contains leave policies that address paid vacation leave, paid sick leave, and Family and Medical Leave; and

WHEREAS, Tennessee Code Annotated § 5-23-104 requires that certain personnel policies for County employees, including those related to vacation leave, sick leave, and family and medical leave, be in writing and approved by legal counsel, and that the County Mayor and Board of Commissioners provide for the adoption of such policies to govern all county employees except those employed by an elected official who has opted out of the policies and adopted separate policies; and

WHEREAS, no elected official has opted out of the vacation leave, sick leave, or family and medical leave policies adopted by the Board of Commissioners, and therefore, all Williamson County employees are governed by such policies; and

WHEREAS, as a result of the continued COVID-19 pandemic, it has been necessary to adopt an interim, temporary policy to address special emergency leave for employees who have received a positive COVID-19 diagnosis; and,

WHEREAS, the Board of Commissioners approved Resolution No. 9-21-35, in September, 2021, authorizing up to ten (10) days of additional paid leave utilized by any full-time employee who is required to remain out of work due to a confirmed diagnosis of COVID-19 with a positive PCR test or a healthcare provider note with a diagnosis of COVID-19; and,

WHEREAS, this policy adoption is set to expire on June 30, 2022 and the county desires to extend the current policy in effect;

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners meeting in regular session this 13th day of June, 2022, approves the authorization of up to ten (10) days of additional paid leave utilized by any full-time employee who is required to remain out of work due to a confirmed diagnosis of COVID-19 with a positive PCR test or a healthcare provider note with a diagnosis of COVID-19. The conditions stated above are the only conditions that qualify for this additional paid leave

AND BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage, the public welfare requiring it, and shall remain effective through the end of the fiscal year, expiring on June 30, 2023, unless otherwise extended by this body.



County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Purchasing & Insurance Committee
Budget Committee

For _____
For 5

Against _____
Against 0

Commission Action Taken:

For _____

Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers Anderson, County Mayor

Date

(Extend Covid Time Off Policy)

RESOLUTION ACCEPTING A DONATION OF A SHED FOR THE NEW ANIMAL CONTROL AND ADOPTION CENTER FROM FRIENDS OF WILLIAMSON COUNTY ANIMAL CENTER

- WHEREAS,** Tennessee Code Annotated, Section 5-8-101, provides that a county government may accept donations of money, intangible personal property, tangible personal property, and real property that are subject to conditional or restrictive terms if the county legislative body accepts them by majority vote; and
- WHEREAS,** Williamson County recently completed construction of its new Animal Control and Adoption Center; and
- WHEREAS,** Friends of Williamson County Animal Center was created to promote and support quality of life for pets by supporting the Williamson County Animal Center; and
- WHEREAS,** Friends of Williamson County Animal Center contributed significant donations for the completion and operation of the new Williamson County Animal Center; and
- WHEREAS,** Friends of Williamson County Animal Center has purchased and intends to donate a 12' x 38' standalone structure to be used at the new Williamson County Animal Center to assist in its operations; and
- WHEREAS,** it is the intent of Williamson County to lease the structure to Friends of Williamson County Animal Center for \$1.00 for its use in supporting the Williamson County Animal Center; and
- WHEREAS,** the Williamson County Board of Commissioners finds it in the best interest of the citizens of Williamson County to accept the generous donation from Friends of Williamson County Animal Center on behalf of the Animal Control and Adoption Center:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session this 13th day of June, 2022, accepts the generous donation of a 12' x 38' standalone structure on behalf of the Williamson County Animal Control and Adoption Center, from the Friends of Williamson County Animal Center, to be located at the newly constructed Animal Control and Adoption Center to be used in support of the Center and authorizes the Williamson County Mayor to execute all documentation needed to accept the donated structure.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Property Committee	For <u>4</u> Against <u>0</u>
Public Health Committee	For <u> </u> Against <u> </u>
Budget Committee	For <u>5</u> Against <u>0</u>
Commission Action Taken:	For <u> </u> Against <u> </u> Pass <u> </u> Out <u> </u>

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**RESOLUTION TO INCREASE THE THRESHOLD OVER WHICH
PUBLIC ADVERTISEMENT AND SEALED COMPETITIVE BIDS ARE REQUIRED
FOR PURCHASES THAT EXCEED \$50,000**

- WHEREAS,** Williamson County is a Tennessee local governmental entity subject to the public purchasing laws; and
- WHEREAS,** Williamson County is subject to the Purchasing Act of 1957 which previously established a centralized purchasing authority and provides that a county is not required to solicit sealed bids for expenditure or sales that are estimated to be an amount up to \$25,000 if approved by the county legislative body; and
- WHEREAS,** during the 2022 legislative session, the Tennessee General Assembly adopted SB2489/HB2600 which the governor signed on May 11, 2022; and
- WHEREAS,** SB2489/HB2600 provides that local county legislative bodies which have a centralized purchasing authority with a full-time purchasing agent, the authority to raise the bid solicitation minimum from \$25,000 to \$50,000; and
- WHEREAS,** the new legislation does require a purchasing agent to seek 3 written quotations for purchases costing less than the bid threshold but that are more than 40% of the bid threshold; and
- WHEREAS,** the Williamson County Board of Commissioners, finds it to be in the interest of the citizens of Williamson County to raise the bid threshold from \$25,000 to \$50,000:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session, this the 13th day of June, 2022, adopts the following bid threshold standards:

- Section 1. The bid threshold over which public advertisement and sealed competitive bids or proposals are required shall be those nonemergency, nonproprietary purchases that exceed \$50,000 unless otherwise provided by applicable law.
- Section 2. Purchases that exceed \$20,000 and are equal to or less than \$50,000 shall whenever possible be based on 3 written quotations and purchases that are \$20,000 or less shall require no written quotations.
- Section 3. Purchases of like items shall be aggregated for purposes of the bid threshold.

AND BE IT FURTHER RESOLVED, that upon approval of this resolution and its signing, the Board of Commissioners directs the County Purchasing Office to make the revisions to the Williamson County Purchasing Policy.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Purchasing & Insurance Committee:	For _____	Against _____		
Budget Committee:	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For _____	Against _____	Pass _____	Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman


Rogers Anderson, Williamson County Mayor

Date

**RESOLUTION AUTHORIZING THE WILLIAMSON COUNTY MAYOR TO ENTER INTO A
LONG-TERM SITE LEASE AGREEMENT WITH THE FIRST UNITED
METHODIST CHURCH OF FRANKLIN, INC.**

- WHEREAS,** a county may lease land from any person, corporation, partnership, or association for such consideration and upon such terms as in the judgment of the governing body are in the interests of the county; and
- WHEREAS,** Tennessee Code Annotated, Section 7-51-902 permits Williamson County to agree to a long-term site lease for real property provided that the lease does not exceed forty years or the useful life of the improved property subject to satisfaction of the notice requirements defined in Tennessee Code Annotated, Section 7-51-904; and
- WHEREAS,** the Williamson County Office of Public Safety has been working to expand Williamson County's emergency communications abilities; and
- WHEREAS,** the First United Methodist Church of Franklin, Inc. ("FFUMC") owns property located at 111 Daniel McMahon Lane, Franklin, Tennessee 37064 and have agreed to lease a portion of its property for the construction of a facility to provide emergency response services, subject to the terms of the site lease agreement; and
- WHEREAS,** the Williamson County Office of Public Safety has determined that the property is a viable location to construct a facility to provide emergency response services to the citizens of Williamson County; and
- WHEREAS,** the Williamson County Board of Commissioners desires to grant the Williamson County Mayor the authority to enter into a long term site lease agreement with FFUMC for an initial term of thirty years with the ability to extend the lease for one additional ten year term, not to exceed a total term of forty years; and
- WHEREAS,** pursuant to *Tennessee Code Annotated, Section 7-51-904*, notice of the meeting was published in a newspaper of general circulation:

NOW, THEREFORE, BE IT RESOLVED, that the statutory notice has been given and that the Board of Commissioners, meeting in regular session this the 13th day of June, 2022, hereby authorizes the Williamson County Mayor to execute a long term site lease agreement, and any future amendments and addendums, with The First United Methodist Church of Franklin, Inc. for a portion of property located at 111 Daniel McMahon Lane, Franklin, Tennessee 37064 for the construction and operation of an emergency services station.


County Commissioner Jennifer Mason

COMMITTEES REFERRED TO & ACTION TAKEN:

Property Committee	For <u>4</u>	Against <u>0</u>		
Law Enforcement/Public Safety Committee	For <u>5</u>	Against <u>0</u>		
Budget Committee	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For _____	Against _____	Pass _____	Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Resolution No. 6-22-30
Requested by: Juvenile Court

**RESOLUTION AUTHORIZING THE WILLIAMSON COUNTY MAYOR TO SIGN A
CONTRACT WITH THE STATE OF TENNESSEE DEPARTMENT OF CHILDREN'S
SERVICES FOR THE PROVISION OF JUVENILE DETENTION SERVICES**


WHEREAS, the Williamson County Juvenile Court has been successful in providing treatment, supervision, and support for at risk youth; and

WHEREAS, Williamson County Juvenile Services ("Juvenile Services") operates a juvenile detention facility located at 408 Century Court, Franklin, Tennessee; and

WHEREAS, the State of Tennessee Department of Children's Services provided a contract with the Williamson County Detention Center and is to reimburse Williamson County for the cost of housing juveniles in the Williamson County Juvenile Detention Center at a maximum rate of \$139.00 per child, per day; and

WHEREAS, the Williamson County Board of Commissioners has determined that it is in the interest of the citizens of Williamson County to authorize the Williamson County Mayor to execute the contract with the State of Tennessee Department of Children's Services for the reimbursement of the cost to house juveniles as the Williamson County Juvenile Detention Center:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session, this the 13th day of June 2022, hereby authorizes the Williamson County Mayor to execute the contract with the State of Tennessee Department of Children's Services as well as all other documentation needed to receive reimbursement of the cost to house juveniles at the Williamson County Juvenile Detention Center.


County Commissioner *Jennifer Mason*

COMMITTEES REFERRED TO & ACTION TAKEN:

Law Enforcement/Public Safety	For <u>5</u>	Against <u>0</u>		
Budget Committee	For <u>5</u>	Against <u>0</u>		
Commission Action Taken	For _____	Against _____	Pass _____	Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers Anderson, Williamson County Mayor

Date

RESOLUTION AUTHORIZING THE COUNTY CLERK, ON BEHALF OF WILLIAMSON COUNTY, TO ENTER INTO A CONTRACT WITH BENJAMIN WEIGEL, ATTORNEY OF WESTCOTT LAW PLLC FOR THE COLLECTION OF DELINQUENT PRIVILEGE TAXES

- WHEREAS,** the Williamson County Clerk’s Office is responsible for collecting privilege taxes as authorized by the Tennessee General Assembly, including delinquent privilege taxes that are payable to Williamson County pursuant to Title 67, Chapter 4 of the Tennessee Code; as well as Chapter 108 of the Private Acts of 1994; and
- WHEREAS,** the Williamson County Clerk is in need of assistance with collecting delinquent privilege taxes; and
- WHEREAS,** the Williamson County Clerk may retain, by written contract, an attorney to collect or to institute proceedings to collect delinquent privilege taxes, interest, and penalties, upon such terms as the Williamson County Clerk deems appropriate; and
- WHEREAS,** the costs of collection include but are not limited to, the court costs and the reasonable compensation for the attorney, as approved by the court, and which are the responsibility of the delinquent taxpayer; and
- WHEREAS,** the Williamson County Clerk desires to engage the services of the law firm Westcott Law PLLC to collect all delinquent privilege taxes and to provide for alternative counsel should Westcott Law PLLC have a conflict of interest; and
- WHEREAS,** the Williamson County Clerk is currently contracted with Yost, Robertson & Weigel, PLLC to collect delinquent privilege taxes and the current contract will expire prior to the end of the year; and
- WHEREAS,** the Williamson County Board of Commissioners finds that the law firm Westcott Law PLLC is experienced in the collection of delinquent privilege taxes and finds it in the interest of its citizens to hire Westcott Law PLLC to collect delinquent privilege taxes on behalf of Williamson County:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, meeting in regular session, this the 13th day of June, 2022, by a majority vote hereby approves the attached contract between the Williamson County Clerk, on behalf of Williamson County, and Benjamin Weigel, Attorney of the firm Westcott Law PLLC and authorizes the Williamson County Clerk to execute the attached contract for the collection of delinquent privilege taxes that are provided by the County Clerk.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee: For 5 Against 0
Commission Action Taken: For _____ Against _____ Pass _____ Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Resolution No. 6-22-32
Requested by: County Mayor

FILED 5-27-22
ENTERED 4:25 p.m.
JEFF WHIDBY, COUNTY CLERK JS

**RESOLUTION AUTHORIZING THE WILLIAMSON COUNTY MAYOR TO
ENTER INTO A LEASE AGREEMENT WITH PREMIERE MARKETING, INC.**

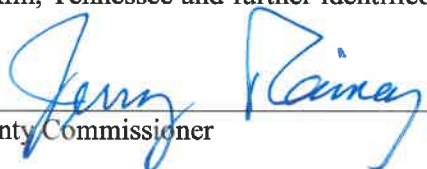
WHEREAS, pursuant to Tennessee Code Annotated, § 5-7-116, a county may lease existing buildings owned by the county to any person, corporation, partnership, or association for such consideration and upon such terms as in the judgment of the County Commission are in the interests of the County; and

WHEREAS, Williamson County owns improved real property located at 300 Beasley Drive, Unit 101, Franklin, Tennessee, and being certain property identified on Tax Map 090B Control Map 090G Group C Parcel 021.00 SI 002; and

WHEREAS, Premiere Marketing, Inc. has leased Unit 101 from Williamson County for the past twelve months and desires to continue to lease Unit 101 from Williamson County for a term not to exceed one (1) year; and

WHEREAS, finding it to be in the interest of the citizens of Williamson County, the Williamson County Board of Commissioners desires to grant the Williamson County Mayor the authority to enter into a lease agreement with Premiere Marketing, Inc.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, meeting in regular session this the 13th day of June, 2022, hereby authorizes the Williamson County Mayor to execute a lease agreement with Premiere Marketing, Inc., and any future amendments, addendums, and other documents for the lease of Unit 101 located at 300 Beasley Drive, Franklin, Tennessee and further identified on Tax Map 090B Control Map 090G Group C Parcel 021.00 SI 002.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Property Committee	For <u>4</u>	Against <u>0</u>		
Budget Committee	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For _____	Against _____	Pass _____	Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

**A RESOLUTION SETTING THE WILLIAMSON COUNTY
HOTEL-MOTEL TAX RATE FOR THE 2022-23 FISCAL YEAR**

- WHEREAS,** pursuant to *Tennessee Code Annotated, Sections 67-4-1401 et.seq.*, the Tennessee General Assembly enacted a private act referenced as the Williamson County Hotel-Motel Tax Act, Williamson County Private Acts of 1979, Chapter 114, as amended and Private Acts of 1994, Chapter 108, as amended, which was duly adopted by the Williamson County Board of Commissioners by a 2/3 majority vote; and
- WHEREAS,** the current tax rate established, pursuant to the Williamson County Hotel-Motel Tax Act, is four percent (4%); and
- WHEREAS,** the Williamson County Board of Commissioners is authorized by the Private Act to levy the Hotel-Motel Tax at a rate not to exceed four percent (4%) upon the privilege of occupancy in any hotel-motel room located within Williamson County, Tennessee; and
- WHEREAS,** the Williamson County Hotel-Motel Tax Act requires that the tax rate be set annually prior to the July term by the Williamson County Board of Commissioners; and
- WHEREAS,** the Williamson County Board of Commissioners intends to continue to levy the tax at the rate of four percent (4%) for the fiscal year 2022-23:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session on this the 13th day of June, 2022, hereby sets the current rate for the privilege of occupancy of any hotel-motel room located within the incorporated and unincorporated areas of Williamson County at the same rate of four percent (4%) of the consideration paid, to be assessed and collected in accordance with applicable law for the use of a hotel-motel room for the fiscal year 2022-23.



County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee: For 5 Against 0
Commission Action Taken: For Against Pass Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers C. Anderson, Williamson County Mayor

Date

Requested by: Williamson County Mayor's Office

FILED 5-27-22
ENTERED 4:25 p.m.
JEFF WHIDBY, COUNTY CLERK

**RESOLUTION AUTHORIZING THE WILLIAMSON COUNTY MAYOR TO EXECUTE A
LOCAL AGENCY PROJECT AGREEMENT WITH THE STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION CONCERNING A FEDERAL GRANT PROJECT
FOR THE PROVISION OF REGIONAL VANPOOLING SERVICES**

WHEREAS, Williamson County (“County”) is a governmental entity of the State of Tennessee and, as such, is authorized to enter into contracts with the State of Tennessee (“Contract”) and other governmental agencies for cooperation in the provision of services; and

WHEREAS, the County, on behalf of the Transportation Management Association Group (“TMA”), is a recipient of a federal pass-through grant concerning the promotion, marketing, outreach, and management of a regional vanpool program; and

WHEREAS, TMA operates regional transportation services as an alternative to single vehicle commutes, and as the operator, is the subrecipient of the federal pass through grant received through the Tennessee Department of Transportation (“TDOT”); and

WHEREAS, as the subrecipient of the grant, TMA has certain obligations and conditions that it must comply with in accordance with the Contract; and

WHEREAS, the Williamson County Board of Commissioners finds it in the interest of the citizens of Williamson County to authorize the Williamson County Mayor to enter into the Contract with TDOT to define the parties responsibilities and obligations:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session this the 13th day of June, 2022, authorizes the Williamson County Mayor to execute the Contract and all other documents with the Tennessee Department of Transportation for Federal Grant Project: CM-9400(72), State Project: 94-LPLM-F3-127 on behalf of the Transportation Management Association Group to define the obligations of each party for the provision of regional vanpooling services.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Budget Committee For 5 Against 0
Commission Action Taken: For Against Pass Out

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers Anderson, Williamson County Mayor

Date _____

**RESOLUTION TO REQUEST THE TENNESSEE DEPARTMENT OF TRANSPORTATION TO
REDUCE THE SPEED LIMIT ALONG A PORTION OF STATE ROUTE 252
(WILSON PIKE) IN WILLIAMSON COUNTY**

WHEREAS, pursuant to *Tennessee Code Annotated*, Section 55-8-153(a), Tennessee Department of Transportation (“TDOT”) is empowered to lower the speed limits on State Routes in business, urban or residential districts, or at any congested area, dangerous intersection or whenever and wherever TDOT shall determine, upon the basis of an engineering and traffic investigation, that the public safety requires a lower speed limit; and

WHEREAS, State Route 252 in Williamson County is commonly referenced as Wilson Pike and currently has a speed limit of forty (40) miles per hour; and

WHEREAS, that this request to reduce the speed limit along a portion of Wilson Pike as further depicted in red on Attachment A which is attached and made a part hereof be submitted to the Regional Traffic Engineer for Region 3 which includes Middle Tennessee; and

WHEREAS, the Board of Commissioners finds that it is appropriate and in the best interest of the citizens of Williamson County to request TDOT to initiate the process to study the speed limit on Wilson Pike with the goal to reduce the speed limit on the portion of Wilson Pike from beginning at the intersection with Murfreesboro Road and extending north past Maple Lane from forty (40) miles per hour to thirty (30) miles per hour:

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Board of Commissioners, meeting in regular session on this 13th day of June, 2022, requests the Tennessee Department of Transportation, pursuant to the authority granted by *Tennessee Code Annotated*, Section 55-8-153(a), consider and initiate the process to lower the speed limit on a portion of State Route 252 (Wilson Pike) beginning at the intersection with Murfreesboro Road and extending north past Maple Lane, from 40 miles per hour to 30 miles per hour;

AND, BE IT FURTHER RESOLVED, that the Williamson County Board of Commissioners directs a copy of this resolution to be sent to the Regional Traffic Engineer for Region 3.


Commissioner


Commissioner

COMMITTEES REFERRED TO AND ACTION TAKEN:

Budget Committee: For 5 Against 0
COMMISSION ACTION TAKEN: For _____ Against _____ Pass _____ Out _____

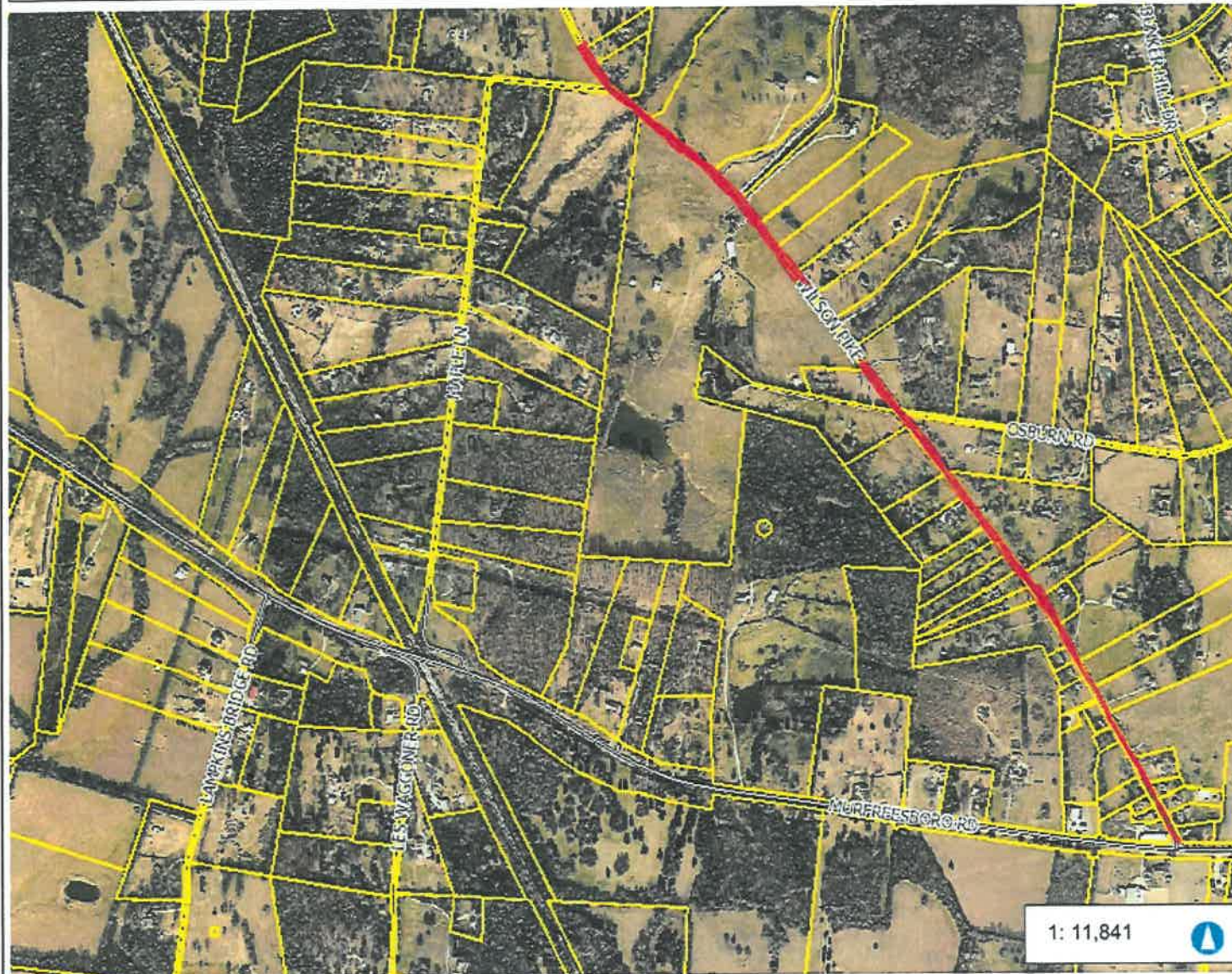
Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers Anderson, Williamson County Mayor

Date

Tools & Features Demonstration Site



0.4 0 0.19 0.4 Miles

NAD_1983_StatePlane_Tennessee_FIPS_4100_Feet
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

- Parcels
- Corporate Limits
 - BRENTWOOD
 - FAIRVIEW
 - FRANKLIN
 - NOLENSVILLE
 - SPRING HILL
 - THOMPSONS STATION
- Parks
- Centerlines
 - <all other values>
 - INTERSTATE
 - ACCESS
 - LOCAL STREETS
 - MAJOR ARTERIAL
 - MAJOR COLLECTOR
 - MINOR ARTERIAL
 - MINOR COLLECTOR
 - NO NAME
 - UNCLASSIFIED
 - PRIVATE
- Rivers
- Aerial Photo
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

Notes

Resolution No. 6-22-36
Requested by: Commissioner Lothers

**RESOLUTION ADOPTING THE CONSULTANT SELECTION POLICY FOR
PROJECTS FUNDED WITH FUNDS PROVIDED BY THE FEDERAL HIGHWAY
ADMINISTRATION OR TENNESSEE DEPARTMENT OF TRANSPORTATION**

- WHEREAS,** Williamson County routinely seeks opportunities through federal and state grant programs; and
- WHEREAS,** *Tennessee Code Annotated, Section 12-4-107* provides that architectural and engineering services are procured based on qualifications and experience; and
- WHEREAS,** Williamson County is in the process of securing a federal pass through grant with TDOT for the construction of a crosswalk and installation of upgraded signalization and signage across State Route 106; and
- WHEREAS,** a condition of receiving this type of grant is the County's legislative body must adopt a policy for the selection of consultants which provide professional services for projects that are funding in whole or in part with funds provided by the Federal Highway Administration or the Tennessee Department of Transportation; and
- WHEREAS,** the policy is limited in scope to professional services provided on projects funded in part or in whole with funds provided by the Federal Highway Administration or the Tennessee Department of Transportation; and
- WHEREAS,** the policy before the Board of Commissioners for approval satisfies the requirement to adopt a policy concerning procuring professional consultant services for specific types of grants;
- NOW, THEREFORE, BE IT RESOLVED,** that the Williamson County Board of Commissioners meeting in regular session this 13th day of June, 2022, adopts the Consultant Selection Policy for Projects Funded in Whole or in Part with Funds Provided by the Federal Highway Administration or the Tennessee Department of Transportation, which is attached as Exhibit A to this resolution.
- BE IT FURTHER RESOLVED,** that the Williamson County Clerk if directed to forward a certified copy of this resolution and policy to the Tennessee Department of Transportation;
- AND BE IT FURTHER RESOLVED,** that this resolution shall take effect immediately upon passage, the public welfare requiring it.


County Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

Highway Commission	For <u>4</u>	Against <u>0</u>		
Budget Committee	For <u>5</u>	Against <u>0</u>		
Commission Action Taken:	For _____	Against _____	Pass _____	Out _____

Jeff Whidby, County Clerk

Tommy Little, Commission Chairman

Rogers Anderson, County Mayor

Date

WILLIAMSON COUNTY, TENNESSEE
**Consultant Selection Policy for Projects Funded in Whole or in Part with Funds Provided by the
Federal Highway Administration or the Tennessee Department of Transportation**

AUTHORITY: T.C.A. § 12-4-107. If any portion of this policy conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this policy shall not be affected thereby and shall remain in full force and effect.

PURPOSE: To prescribe the policy of Williamson County, Tennessee, hereinafter referred to as the Agency, applicable to the procurement, management and administration of consultant services for architectural, engineering, and right-of-way services for projects.

APPLICATION:

- A. **Engineering and Design Related Services**
This policy is to include all engineering and design related services described in T.C.A. §12-4-107, 40 U.S.C. Chapter 11, 23 U.S.C. §112 (b)(2), 23 CFR Part 172, and 2 CFR 200.317.
- B. **Right-of-Way Acquisition Services**
This policy also includes right-of-way acquisition services for required projects. These services include contracts for appraisal, acquisition, or relocation services related to the acquisition of land entered into by the Agency for the purpose of acquiring right-of-way. Since compensation for these services is not paid pursuant to federal regulation, the terms of this policy regarding methodology of compensation are not applicable.

DEFINITIONS:

- A. *Competitive Negotiation* means a qualifications-based selection procurement procedure complying with 40 U.S.C. §§1101-1104, commonly referred to as the Brooks Act.
- B. *Engineering and Design Related Services* means -
 - 1. Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project or projects; and
 - 2. Professional services of an architectural or engineering nature, as defined by Tennessee law, including T.C.A. §12-4-107, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide architectural or engineering services.

Examples of services within the scope of this policy include, without limitation, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, drainage studies, inspection services, intelligent transportation system design and development, traffic control systems design and development, roadway design services, including surveying and mapping, structural design services, materials inspection and testing, value engineering, utility relocation/coordination, and utility analysis/design services with respect to a highway construction project or projects.

- C. *Fixed fee* means a dollar amount established to cover the consultant's profit and other business expenses not allowable or otherwise included as a direct or indirect cost.
- D. *One-year applicable accounting period* means the annual accounting period for which financial statements are regularly prepared by the consultant.

- E. *Scope of work* means all services, work activities, and actions required of the consultant by the obligations of the contract.
- F. *Technical Services* means specialized testing or other paraprofessional services that provide test results, data, or information in support of engineering services, including such services as laboratory testing, core borings, and material sampling.

PROCUREMENT METHODS:

- A. *Competitive Negotiation* - Competitive negotiation is the preferred method of procurement for engineering related services. These contracts use qualifications-based selection procedures in the manner of a contract for architectural and engineering services under the "Brooks Act" provisions contained in Title 40 U.S.C. Chapter 11. The proposal solicitation process is by public announcement and provides qualified in-state and out-of-state consultants a fair opportunity to be considered for award of the contract. Price is not used as a factor in the evaluation and selection phases.
- B. *Small Purchases* - Small purchase procedures are relatively simple and informal procurement methods where an adequate number of qualified sources are reviewed, and the total contract costs do not exceed the simplified acquisition threshold as defined in 48 CFR §2.101 (currently \$150,000). Competitive negotiation in the manner of a "Brooks Act" qualifications-based selection procedure is not required.
- C. *Noncompetitive Negotiation* - Noncompetitive negotiation is used to procure engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procedures. Circumstances which may justify a noncompetitive negotiation include when the service is available only from a single source, there is an emergency which will not permit the time necessary to conduct competitive negotiations, or after solicitation of a number of sources competition is determined to be inadequate.

TYPES OF CONTRACTS:

- A. *Project Specific Contract* - A project specific contract provides for all the work associated with a specific project or projects that is to be performed by the consultant firm and requires a detailed scope of services. These contracts may provide for all work to be placed under contract at the same time depending on availability of funds. A project specific contract is the traditional type of consultant contract between the Agency and a consultant for the performance of a fixed scope of work related to a specific project or projects.
- B. *Multiphase Contract* - A multiphase contract is similar to a project-specific contract except that the work is divided into phases such as survey, environmental or design. The consultant contract is based on a general scope of work with a maximum contract ceiling. Individual phases are negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. Multiphase contracts are helpful for complex projects where the scope of a future phase is not well defined. Multiphase contracts may be terminated at the end of a phase. A multiphase contract incorporates the work order concept for a specific project.
- C. *General Engineering Related Contract* - General engineering related contracts are for engineering and design related services related to transportation planning, design, or program management for use on multiple projects. Examples include the development of design standards and technical manuals, and the development of comprehensive transportation program management manuals. These services may be performed on a project specific or on-call basis.

POLICY:

I. CONSULTANT EVALUATION COMMITTEE

- A. Establishment of a Consultant Evaluation Committee: The Agency's legally designated selection authority shall designate the members of the Consultant Evaluation Committee (CEC), which shall at a minimum be composed of professional employees of the Agency capable of providing a review of the technical qualifications of the consultant to perform the job(s) in question. The Agency's legally designated selection authority must approve any substitutions. The CEC membership may vary depending on the type of service being procured.
- B. Role: The CEC shall have the responsibility of submitting to the Agency's legally designated selection authority a recommended list of at least three of the most highly qualified firms if one firm is to be selected. If more than one firm is to be selected from a single solicitation, the CEC's recommended list of the most highly qualified firms shall include at least two more firms than the number of selections to be made.
- C. Record of Proceedings: The CEC shall designate either a member or staff person to create and maintain a record of proceedings before the CEC, which shall include information submitted to the CEC for consideration, summary minutes of meetings, findings and/or recommendations to the Agency's legally designated selection authority.

II. PREQUALIFICATION OF CONSULTANTS

- A. All firms, including any public or private universities, shall have a current prequalification status which can be found on the Tennessee Department of Transportation's website.
- B. Firms and their employees must comply with the applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 39 (Real Estate Appraisers), Title 62, Chapter 18 (Land Surveyors), and Title 62, Chapter 36 (Geologists).
- C. Firms prequalified by the Tennessee Department of Transportation for engineering and design related services shall have either an "Unlimited" or "Limited" prequalification status as described below:
 - 1. Unlimited Prequalification: This level of prequalification allows consulting firms to compete for any projects for which they are professionally and financially pre-qualified with the Tennessee Department of Transportation. Continued prequalification at this level requires submittal of the prequalification form every three years.
 - 2. Limited Prequalification: This level of prequalification allows firms seeking prequalification for engineering and design related services to:
 - a) Compete for projects with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract (see Section VI), or
 - b) Work as a sub-consultant or as contract labor with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract.
- D. Expiration or termination of a consultant's prequalification status may be cause for the Agency to terminate any contract with a consultant.
- E. A name change, merger, buy out or other similar change in status shall cause a termination of the existing prequalification and necessitate the submittal of a new prequalification form to the Tennessee Department of Transportation.

- F. A firm's prequalification status shall be terminated if the firm is included on the Federal Excluded Parties List or if it has been suspended or debarred by the Tennessee Department of Transportation or any other agency of the State of Tennessee.

III. COMPETITIVE NEGOTIATION PROCUREMENT PROCEDURE

A. Confidentiality of Data and Records Retention

1. To the extent allowed by applicable State law, all documents relating to the evaluation and selection of consultants, and negotiations with selected consultants, shall remain confidential until selection is complete and a contract is awarded.
2. Audit information shall not be provided to other consultants or any other government agency not sharing the cost data, or to any firm or government agency for purposes other than complying with the Agency's acceptance of a consultant's indirect cost rates pursuant to 23 U.S.C. § 112 and 23 CFR Part 172 without the written permission of the affected consultants. If prohibited by law, such cost and rate data shall not be disclosed under any circumstance; however, should a release be required by law or court order, such release shall make note of the confidential nature of the data.
3. In accordance with 23 CFR 172.7 and the provisions of 2 CFR 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report. The only exceptions are the following:
 - a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
 - c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
 - d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.

B. Solicitation

The Agency shall seek Letters of Interest from pre-qualified firms by public announcement through its internet website and by any other means of advertisement that may be required by law. Solicitations shall be reviewed and approved by the Local Programs Development Office before publishing.

1. For **all** contract types, the solicitation shall address:
 - a) Contact information at the Agency for project specific questions;
 - b) The specific location where the Letters of Interest should be mailed or emailed;
 - c) The deadline for submittals of Letter of Interest (not less than 14 days from the date of the solicitation);
 - d) A statement that all firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline for the Letters of Interest; and
 - e) Disadvantaged Business Enterprise (DBE) and Small Business encouragements.
2. The solicitation shall provide at a minimum, the following:

- a) A detailed scope of work, including:
 - i. The purpose and description of the project;
 - ii. The services to be performed;
 - iii. The deliverables to be provided;
 - iv. The estimated schedule for performance of the work; and
 - b) The technical requirements of consultants required including the applicable standards, specifications, and policies;
 - c) The qualifications of consultants needed for the services to be rendered;
 - d) Any requirements for interviews or other types of discussions that may be conducted with the most highly qualified firms in Phase II of the selection of process;
 - e) The evaluation criteria to be used in Phases I and II of the selection process, including the relative weight of importance of the factors to be considered in evaluating the interested firms that submit proposals in Phase II of the selection process;
 - f) Any approved non-qualifications-based evaluation criteria to be considered in Phase II of the evaluation process;
 - g) The contract type and method of payment; and
 - h) Any special provisions or contract requirements associated with the solicited services.
3. For mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project as described in Attachment A. The Agency must advertise separately for design and CEI services for mid- range and large projects, OR the Agency must separate the project into phases on one advertisement and require the consultant to indicate to which phase they are responding.

C. Consultant Evaluation Criteria

1. The qualifications-based selection criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
 - a) For Phase I evaluation, the qualifications-based evaluation criteria may include, but are not limited to, the following:
 - i. Work experience in the required disciplines with TOOT, the Agency, and/or other clients;
 - ii. Specialized expertise;
 - iii. Professional licensure;
 - iv. Staff capabilities of prime consultant;
 - v. Size of project and limited or unlimited prequalification status; and
 - b) For firms submitting proposals during Phase II evaluation, the following additional evaluation criteria may also be included:
 - i. Workload capacity; including amount of work under contract with the Agency, if applicable
 - ii. Past performance on Agency Projects;
 - iii. Technical approach (e.g., project understanding, innovative concepts, or alternatives,
 - iv. Other factors including interviews and demonstrations, as approved by the Agency; and
 - v. Any approved non-qualifications-based evaluation criteria, as provided in paragraph C.2. below.
2. If approved by the Agency's legally designated selection authority and the Department's Local Programs Office, the following non-qualifications-based criteria are permitted, provided the combined total of these factors does not exceed a nominal value of ten percent (10%) of the total evaluation criteria:

- a) For contracts with Federal-aid funding, participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants; and/or
- b) For any contracts a local presence may be used as a nominal evaluation factor where appropriate; provided, that this factor shall not be based on political or jurisdictional boundaries, and provided further that this factor may be applied only on a project-by-project basis for contracts where:
 - i. A need has been established for a consultant to provide a local presence;
 - ii. A local presence will add value to the quality and efficiency of the project; and
 - iii. Application of this factor leaves an appropriate number of qualified consultants, given the nature and size of the project.
 - iv. If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
- 3. For contracts or projects with Federal-aid funding, the Agency may set DBE goals, in which case the selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program regulations at 49 CFR Part 26, to be considered for selection.

D. Evaluation, Ranking and Selection

1. Phase I Evaluation

- a) Using the evaluation criteria identified in the public solicitation, the Agency advertising for engineering related services shall evaluate current statements of qualification and performance data from those firms submitting Letters of Interest.
- b) Unless specifically stated otherwise in the solicitation, the evaluation of a firm's qualification during Phase I evaluation shall be limited to the prime consulting firm only.
- c) Evaluations shall be presented to the CEC for review. The CEC shall choose at least three of the most highly qualified consultants who would make viable candidates and who will be invited to submit a proposal.
- d) The Agency shall issue a list of firms chosen to submit proposals and notify the firms that were not selected. The firms selected in Phase I shall be requested to submit a proposal for the work. Proposal format requirements, delivery address and deadlines shall be included in the notification sent to the selected firms. Electronic delivery and receipt of the proposal may be permitted.

2. Phase II Evaluation

- a) The Agency shall evaluate the proposals of firms selected in Phase I using the Phase II evaluation criteria identified in the public solicitation.
- b) A consultant firm that has been short-listed for a project and asked to submit a proposal shall specifically identify any sub-consultant(s) required to complete the project team. Identified sub-consultants will be evaluated using the criteria identified in the public solicitation. All sub-consultants identified on the submittal must be pre-qualified by the Tennessee Department of Transportation to perform the required tasks or have an application pending prior to submittal of the proposal. It shall be the Responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the prime consultant's proposal. Failure to meet these requirements will void the submittal.
- c) Separate formal interviews, if approved as an evaluation criteria, shall be structured and conducted with a specified time limit. Competing consultants may be asked to bring additional information or examples of their work to the interviews if such information will contribute to the evaluation process. Specific questions may be asked of each consultant to clarify qualifications, written proposals, or oral presentations.

- d) The Agency shall present the evaluation of proposals received from firms selected in Phase I to the CEC for review. The CEC shall rank the firms based on the established and published criteria, or the CEC shall submit to the legally designated selection authority a list of the firms deemed most highly qualified to provide the services required. The list shall contain no fewer than three firms. In instances where only two qualified consultants respond with proposals, the Agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

3. Phase III Evaluation, Ranking, Selection and Notification

- a) If the CEC does not make the final ranking of the most highly qualified firms, the Agency's legally designated selection authority shall rank the firms in order of preference.
- b) Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- c) The Agency will negotiate with the three consultant firm(s) deemed to be most highly qualified in rank order.

E. Negotiation of Contract

The following shall apply to all negotiations of scope and cost for contracts, work orders, and supplemental agreements.

1. Determination of Contract Amount: The Agency shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate, which shall serve as the basis for negotiation, will be based on the following:
 - a) Relative difficulty of the proposed assignment or project, size of project, details required, and the period of performance; and,
 - b) A comparison with the experience record for similar work performed both by Agency personnel and previously negotiated consultant contracts.

This estimate shall be done independently, prior to negotiation, and shall remain confidential to the extent allowed by applicable law.

2. Scope of Work Meeting with Selected Firm: The Agency will negotiate with the selected firm and may arrange a conference with the prospective consultant where the parties must come to a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking. In lieu of a conference, this may be done by phone or correspondence. The prospective consulting firm may be represented as it wishes; however, a project manager and accounting representative are recommended.
3. Cost Proposal: The prospective consulting firm will be invited to submit a cost proposal for the project. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

In evaluating the consultant's cost proposal(s), the Agency shall judge the reasonableness of the proposed compensation and anticipated labor and equipment requirements by the following and other appropriate considerations:

- a) The proposed compensation should be comparable to that of other projects of similar nature and complexity, including as applicable salaries and man-hours to accomplish the work, and allocation of labor within the man-hour estimates.
- b) The Agency will assess the fairness of the proposed fixed fee based on the scope, complexity,

contract duration, degree of risk borne by the consultant, amount of subcontracting, and professional nature of the services as well as the size and type of contract. Fixed fee is calculated using the following formula: Fixed Fee = 2.35 x Direct Salary x Allowed Fixed Fee Rate. Unless a higher fixed fee rate is expressly approved by the Agency, the maximum allowable fixed fee rate is 13% (See Appendix 1 for fixed fee rate determination).

c) The proposed compensation shall be studied for reasonableness and to assure sufficient compensation to cover the professional quality of the work items desired.

4. Contract Negotiations: If the consultant's first cost proposal is rejected by the Agency, the negotiating parties shall hold a second conference to discuss those points of the cost proposal which are considered unsatisfactory. The consultant shall submit a second cost proposal based upon this second conference. If the Agency rejects the consultant's second cost proposal, negotiations shall be formally terminated and commence with the second most qualified firm. If like negotiations are unsuccessful with the second most qualified firm, the Agency will undertake negotiations with the third most qualified firm and any others on the selected list in sequential order. With the concurrence of the legally designated selection authority, the Agency may, at any time, in lieu of continuing negotiations, elect to redefine the scope of the project and resolicit proposals pursuant to "POLICY", Section III, B, "Solicitation".

5. The Agency shall maintain a record of the negotiations and all required approvals and shall retain these records for 36 months following final payment in accordance with Item A.3. of this section and as provided in 23 CFR § 172.7 and 2 CFR § 200.333.

F. Contract Development and Execution

1. In the event the parties reach agreement, the legally designated selection authority shall approve the preparation of a contract.

2. The contract will include a clause requiring the consultant to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to Agency.

3. The contract shall contain a clause whereby the consultant must report at least quarterly all amounts paid to any DBE sub-consultants and to any Minority Business Enterprise (MBE) and/or Woman Owned Business Enterprise (WBE) sub-consultants.

4. Method of Payment: The method of payment to the consultant shall be set forth in the original solicitation, contract, and in any contract modification thereto. The methods of payment shall be: Lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation. A single contract may contain different payment methods as appropriate for compensation of different elements of work

5. Suspension and Debarment: Prior to contract execution, the Agency shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants in accordance with 2 CFR Part 1200 and 2 CFR Part 180.

6. The Agency shall maintain a record of the negotiations and all required approvals.

7. Prior to approval of the contract, the Agency must have on file a contract specific Certificate of Insurance for the consultant. It shall confirm that the firm has professional liability insurance for errors and omissions in the amount of \$1,000,000, as a minimum, and the policy shall be maintained for the life of the contract. Consultants responsible for the disbursement of Agency funds shall be required to provide evidence of a Fidelity Bond in the amount of \$250,000 maintained for the life of the contract.

G. Contract Administration

1. Once a contract has been awarded, the consultant may negotiate directly with sub-consultants. A change in sub-consultants must be approved by the agency. A written request must be submitted to the Agency to initiate the change. This request must include an explanation of the need to change sub-consultants and the impact on the project schedule and financial elements of the contract. The substitute sub-consultant must be pre-qualified at the appropriate level (unlimited or limited) by the Department of Transportation to perform the required tasks. After consideration of all factors of the request, the Agency will respond to the request in writing.
2. After the contract has been approved, a work order issued, and productive work on the consultant's assignment has begun, the Agency shall periodically review and document the consultant's progress. Said monitoring reviews shall be directed toward assurance that the consultant's assignment is being performed as specified in the agreement, that an adequate staff has been assigned to the work, that project development is commensurate with project billings, and that work does not deviate from the contracted assignment.

Should conditions warrant, these reviews may consist only of an appropriate exchange of correspondence. These reviews shall determine, among other matters, if any changes or supplemental agreements are required for the completion of the consultant's work.

3. A full-time employee of the Agency shall be responsible for each contract or project. Annually and/or at project close, the assigned employee will prepare a performance evaluation report covering such items as timely completion of work, conformance with contract cost, quality of work, and whether the consultant performed the work efficiently. A copy of this report will be furnished to the firm for its review and comments.

H. Contract Modifications

1. A contract modification, in the form of an executed supplemental agreement or amendment, is required whenever there is a change in the terms of the existing contract, including a change in the cost of the contract; a significant change in the character, scope, complexity, or duration of the work; or a significant change in the conditions under which the work is required to be performed. Contract modifications shall be negotiated using the same procedures as the negotiation of the original contract. The executed supplemental agreement or amendment shall clearly define and document the changes made in the contract and establish the method of payment for any adjustment in contract costs.
2. No contract may be supplemented to add work outside the scope of the project or the general scope of services the consultant was initially evaluated to perform. For example, a roadway design contract may be supplemented to add work related to additional phases of project design (e.g. preliminary engineering with related technical services such as survey or geotechnical work, preparation of right-of-way plans, or preparation of final construction plans); however, a project specific or multiphase contract for roadway design shall not be supplemented to add a new project or to add a different type of service, such as construction engineering and inspection, beyond the type of services solicited in the original solicitation.
3. Overruns in the costs of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

I. Contract Accounting Policies

1. Indirect Cost Rate - Basic Agreement or Contract
 - a) **Federally funded projects:** The indirect cost rate, effective for contracts advertised on or after December 1, 2005, shall be the actual rate as determined in compliance with Federal Acquisition Regulation Standards and approved by the cognizant agency as defined by 23 CFR § 172.3. The cognizant agency is the home state transportation department, a federal agency, or TDOT in the absence of any of the other. A Certified Public Accountant (CPA) may perform the audit, but the audit work papers may be reviewed by the governmental agency. Further;
 - i. The indirect cost rate for firms with multiple offices shall be a combined rate for all offices.
 - ii. The approved rate shall be utilized for the purposes of contract estimation, negotiation, administration, reporting, and contract payment for a twelve-month period beginning the seventh month after the firm's Fiscal Year End.
 - iii. If the indirect cost rate expires during the contract period an extension may be considered on a case-by-case basis in accordance with 23 CFR § 172.11(b)(1)(vi). In any event, no new contracts will be considered for any firm without an approved indirect cost rate.
 - b) **State funded projects:** Pursuant to T.C.A. § 54-1-130, the indirect cost rate cannot exceed a maximum of 145%.
2. Travel: Travel and subsistence charges shall be in conformance with the State of Tennessee Comprehensive Travel regulations. Air travel shall be pre- approved by the Agency. Actual expenses, not to exceed the commercial rate, for the use of company owned airplanes are allowable as a direct charge.
3. Fixed Fee Payment:
 - a) For cost plus fixed fee contracts, payments of fixed fee shall be based on the actual labor costs not to exceed the total approved fixed fee.
 - b) The fixed fee for each progress billing shall be determined using the consultant's actual direct labor for the specific billing period multiplied by 2.35 times the negotiated fixed fee percent.
 - c) With the exception of Construction Engineering and Inspection Contracts, the firm may invoice for the balance of any unbilled fixed fee upon successful completion of the contract.
4. Contract and Project Closing: The Agency is responsible for keeping up with contract costs and knowing when a contract is complete. The Agency is also responsible for closing the contract in a timely manner. By letter to the consultant, the Agency shall affirm that the contract or work order has been satisfactorily completed. In the event that additional services are required within the original scope of the project, the contract or work order may be re- opened. All terms and conditions of the contract shall remain the same.
5. Retainage shall not be required for new Engineering and Technical Services Contracts.
6. Audit Requirements:
 - a) Pre-award audits consist of a review of a proposed indirect cost rate based upon historical data, review of the consultant's job cost accounting system, and review of project man-day or unit price proposals.
 - b) Awarded contracts are subject to interim and final audits. The audits consist of determining the accuracy of invoice charges by reviewing time sheets, payroll registers, travel documents, etc. Charges that cannot be supported will be billed back to the consultant. Firms will be selected for contract compliance audits using a risk analysis utilizing primarily the firm's total contract exposure with the Agency and the time elapsed since the last compliance audit.
 - c) Annual approval of the indirect cost rate for non-fixed indirect cost rate contracts will be

required and adjustments to the invoiced billing rate may be necessary based on audit results. The determination of whether to perform a desk review or full field audit of the indirect cost schedule is made utilizing a risk analysis created in accordance with the guidelines proscribed in the AASHTO Uniform Audit & Accounting Guide.

7. Computer Aided Drafting and Design (CADD) Expenditures: All CADD equipment and software expenditures are to be treated as part of indirect cost. CADD expense will not be allowed as a direct expenditure based on an allocation rate.
8. Facilities Capital Cost of Money (FCCM) Rate: FCCM referenced in 48 CFR § 31.205-10 shall be allowed as part of indirect cost and applied to direct labor.
9. Direct Costs
 - a) Include job related expenses that are required directly in the performance of project services such as travel, subsistence, long distance telephone, reproduction, printing, etc. These should be itemized as to quantities and unit costs in arriving at the total cost for the expense.
 - b) The proposed direct cost shall not exceed the Tennessee Department of Transportation's maximum allowable rate when a rate for such cost is specified. All direct costs must show supporting documentation for auditing purposes. Documentation for proposed rates should show how they were developed including historical in-house cost data or names and phone numbers of vendors that supplied price quotes along with receipts, invoices, etc., if available.
 - c) Electronic equipment, such as personal computers, cameras, and cellular phones, shall be included in the consultant's indirect cost.
 - d) The cost of the use of the consultant's vehicle(s) to the Agency's project shall be paid for according to Attachment B, Schedule of Vehicle Reimbursements.
10. Collection of Funds Due as Result of Contract Audit: Once an audit is completed and the consultant is found to owe the Agency, the Auditor will notify the Agency's Finance Director in writing, with a copy to the Department's Local Programs Office. The Agency will contact the consultant in writing about the indebtedness and request payment within 30 days from the date of the letter. If after 30 days payment is not received, the consultant will then be notified that any funds owed to the consultant under other agreements will be used to satisfy the indebtedness. If funds or payables to the consultant in the Agency's possession are in excess of the indebtedness, anything owed the consultant will be remitted under normal payment procedures. If the funds in the Agency's possession are not sufficient to satisfy the indebtedness, the Agency will take appropriate action.

J. Geotechnical Contracts

Contracts for geotechnical services are considered separately because they may involve a mixture of two types of services, i.e., geotechnical studies (engineering services) and subsurface exploration/drilling and/or laboratory testing (technical services). Additionally, some firms offer one or the other of these services, others offer both, and others offer some combination as well as other services, e.g., design. Firms offering both services must, for accounting purposes, separate the two operations. Cost of equipment, supplies, etc., used in technical services may not be applied towards indirect cost computations for engineering services.

Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing services shall be procured as noted in "POLICY", Section III, Competitive Negotiation Procurement Procedure. The technical services costs shall be negotiated by the Agency based on usual industry standards.

K. Sub-consultants for Engineering Services

1. Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm: These services may be procured as part of the larger contract,

e.g., roadway design. Payment for subsurface exploration/drilling shall be invoiced as a direct cost. Geotechnical studies shall be invoiced as other engineering services.

2. Geotechnical Studies Firms as Sub-Consultants

- a) Geotechnical Studies Only: The services of these firms may be procured by negotiation with the prime consultant as described previously herein.
- b) Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing Firms as Sub-Consultants: The services of these firms shall be procured by negotiation with the prime consultant. However, costs associated with subsurface exploration/drilling and/or laboratory testing shall be negotiated by the Agency.

L. Sub-consultants Not Covered Under Engineering Services

In the event a sub-consultant is required whose hiring process, as a prime, would not be governed by Competitive Negotiation under this Policy, that sub-consultant shall be retained by the same method as the Agency would use to procure the same type of services under the Agency's local law or other applicable state law.

1. Example: Design consultants are occasionally asked to provide laboratory testing services under their design contract. The design consultant shall use, and document, the applicable procedures identified by the Agency.
2. The Agency should monitor the hiring and documentation of sub-consultants by the prime. Documentation should detail the method used and should be satisfactory for a final project audit.

IV. NONCOMPETITIVE NEGOTIATION PROCUREMENT PROCEDURE

The following procedures shall be used by the Agency, subject to the Tennessee Department of Transportation's prior approval, in those circumstances where there exists only one viable source for the desired services, when competition among available sources is determined to be inadequate after solicitation of a number of sources, or in emergencies when adherence to normal competitive negotiation procedures will entail undue delays for projects requiring urgent completion.

Upon determination of a need for this type of procurement, the Agency shall request an estimate from the qualified firm for the accomplishment of the desired assignment. The request for an estimate shall define the full scope of the desired services, together with minimum performance specifications and standards, the date materials and services are to be provided by the consultant to the Agency, and the required assignment completion schedule. Response to the request for an estimate shall be evaluated, giving due consideration to such matters as a firm's professional integrity, compliance with public policies, records or past performances, financial and technical resources, and requested compensation for the assignment. Before using this form of contracting, the Agency shall submit justification to and obtain approval from the Department; provided, however, that for Federal-aid contracts, the Department shall also submit the request to FHWA for approval in accordance with 23 CFR § 172.7(a)(3)(ii).

V. SMALL PURCHASE PROCUREMENT PROCEDURE

When the contract cost of the services does not exceed the simplified acquisition threshold as defined in 48 CFR § 2.101 of the Federal Acquisition Regulations (FAR), which is currently \$150,000, small purchase procedures may be used. The scope of work, project phases and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures. Further, a contract obtained under small purchase procedures shall not be modified to exceed the simplified acquisition threshold.

Proposals will be obtained from an adequate number of qualified sources with a minimum of three. In instances where only two qualified consultants respond to the solicitation, the Agency may proceed with evaluation, ranking and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition. Awards will be made to the responsible firm whose proposal is most advantageous to the program.

VI. TECHNICAL SERVICE PROCUREMENT PROCEDURE

The Agency shall use the procurement process it would use for the same type of service under applicable state or local law; provided, that on Federal-aid projects the procurement process shall be consistent with competitive procurement requirements under 2 CFR Part 200.

ATTACHMENT A - Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
SMALL projects <ul style="list-style-type: none">• Must have a full-time employee on staff with experience managing transportation projects.• Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TOOT to use their own forces. The consultants must be qualified in the required area of expertise.	<ul style="list-style-type: none">• Transportation Alternatives intersection improvements without significant ROW (under one acre of disturbance)• Safe Routes to School• Resurfacing• Striping• Signing• guardrail installation• signalization• some bridge replacement projects (under one acre of disturbance)• non-construction/service contracts (as listed in Chapter 10 of the LGG)• low-risk and exempt ITS	<ul style="list-style-type: none">• Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)
MID-RANGE projects <ul style="list-style-type: none">• Must have a qualified, full- time professional engineer on staff.• Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	<ul style="list-style-type: none">• roadway widening• realignment of existing roadway• signalization projects with the addition of turn lanes• intersection improvements with significant ROW (over one acre of disturbance)• bridge replacement projects requiring significant land acquisition (over one acre of disturbance)• projects with environmental requirements greater than a categorical exclusion but lesser than an EIS• high-risk ITS	<ul style="list-style-type: none">• The selected CEI consultant shall not be associated with any other aspect of the project.
LARGE projects <ul style="list-style-type: none">• Must have a qualified, full- time professional engineer on staff with extensive experience working with federally-funded transportation projects.• Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	<ul style="list-style-type: none">• construction of new facilities• widening of existing roadways• realignment of existing roadways that require significant land acquisition (over 10 acres)• environmental clearances that require an EIS	<p>The selected CEI consultant shall not be associated with any other aspect of the project.</p>

ATTACHMENT B - Policy for Standard Procurement of Engineering and Technical Services

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred.

For CEI projects, the consultant shall be reimbursed at the rate of \$27.00 per day for compact pick-up trucks used on the Agency's projects. For full size pick-up trucks used on the Agency projects, the consultant shall be reimbursed at the rate of \$30.25 per day

Rate changes are approved: _____
AGENCY HEAD DATE