

RESOLUTION

No. 2019 102 101

To the HONORABLE MICHEAL HERRELL, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of February, 2019.

RESOLUTION IN REF: APPROVAL OF APPOINTMENT/REAPPOINTMENT OF COUNTY AGRICULTURE EXTENSION COMMITTEE

WHEREAS, the County Commission approves the County Agricultural Extension Committee appointments/reappointments as per TN Code Annotated 49-50-104; and

WHEREAS, the committee must be made up of at least 3 commissioners, 2 farm men and 2 farm women; and

WHEREAS, two of the commissioner terms and one farm man and one farm women term have expired The Agriculture Extension office is asking for the following persons to be approved as committee members

<u>Seat</u>	<u>Name</u>	<u>Term</u>
Commissioner	Syble Trent	January 1, 2019 - December 31, 2020
Commissioner	Glenda Davis	January 1, 2019 - December 31, 2020
Farm Woman	Alice Brooks	January 1, 2019 - December 31, 2020
Farm Man	Jim Jones	January 1, 2019 - December 31, 2020

Other Committee members and term are as follows:

Commissioner	Nancy Barker	January 1, 2018 - December 31, 2019
Farm Woman	Audrey Lawson	January 1, 2018 - December 31, 2019
Farm Man	Mike Winiger	January 1, 2018 - December 31, 2019

THEREFORE, BE IT RESOLVED that the aforementioned persons be approved as members of the County Agriculture Extension Committee for the said terms of office.

Introduced By Esq. Charlie Thacker

Seconded By Esq. _____

Date Submitted 2-11-19

County Clerk Nancy J. Davis

By: _____

Chairman _____

Mayor Jim Lee, County Mayor

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION _____

Mayor's Action: Approved _____ Veto _____

RESOLUTION

No 2019 02 102

To the HONORABLE MIKE HERRELL, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of February, 2019.

RESOLUTION IN REF: BUDGET SUB-COMMITTEE APPOINTMENTS FOR FY 2018-19

WHEREAS, Budget Sub-Committees for 2018-19 fiscal years are as follows:

Education Sub-Committee

- Keith Gibson
- Valerie Goins
- Larry Clonce
- Ralph Darnell
- Melissa Farmer- BOE Finance Director

Sheriff Sub-Committee

- Charlie Thacker
- Tom Kern
- Bob Edens
- Tony Allen
- Raymond Jessie
- Mrs. Keith Gibson

Long Term Planning/Debt Mitigation Sub-Committee

- Rick Brewer
- John Metz
- Hannah speaks
- Jim Shanks-Trustee
- Luke Evola

THEREFORE, BE IT RESOLVED that the afore-mentioned Budget sub-committees be approved as designated. Said sub-committees will not receive any form of compensation for the meetings attended.

Further, see attached explanation for the committees responsibilities.

Introduced By Esq. John Metz

Seconded By Esq. _____

Date Submitted 2-11-19

County Clerk Nancy L. Lewis

By: _____

Chairman _____

Mayor Jim Lee, County Mayor

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

Mayor's Action: Approved _____ Veto _____

Budget subcommittees through fiscal 2018-2019

Budget Committee

All budget committee members will have a general knowledge of each departmental budget and will create designated subcommittees that will develop intimate knowledge of budgets that represent more than 20% of the property tax levy. The Budget Committee will present a preliminary draft budget to the full commission no less than one month before the final deadline for approval. The Budget Chair is responsible for making a budget training class available for all commissioners within the first calendar quarter of each calendar year.

Subcommittee Objectives:

A subcommittee will be the budget committee's advising authority on a specific subject or department to which they are assigned. Subcommittees will collect data and facts that may concern the current or future financial state of the county. The meetings are to be informal and solely for informational purposes. There will be no formal votes taken. A Chair and vice chair will be selected from within the subcommittee for the sole purpose of moderating meetings.

Selection process of subcommittee members

A subcommittee will contain no more than 2 budget committee members with a maximum of 5 members. Three members of the subcommittee are not confined to members of the county commission. The subcommittee will not receive any form of compensation for their participation. The subcommittee will be granted no less than 10 minutes of discussion time during the budget committee meeting. If needed, the subcommittee will be permitted time for data presentation at the monthly full commission meeting during the office reports section of the agenda.

Please be mindful that all subcommittees are exploratory and fact finding committees with no formal authority. The budget committee itself is an advisory committee designed to serve the full commission.

Sheriff's Department budget subcommittee

- Assess to what extent officer turnover is affecting the department's cumulative budget
- Explanation of budget escalations over the past several budget cycles
- Detail of how the increases have been allocated
- The subcommittee is expected to possess a high competency level of all budgets associated with the Sheriff's Department and may introduce budget amendments on behalf of the budget committee
- Provide a status update at each budget committee meeting
- Determine a tax levy equivalency by historical standards for the department
- Other quantifiable information as deemed pertinent to the budget

Board of Education budget subcommittee

- Evaluate how BEP reductions have affected the tax levy and how the reductions in the school debt service levy may affect the financial health of the BOE
- Evaluate and collect other quantifiable information as deemed pertinent to the budget
- The subcommittee is expected to possess a high competency level of the BOE budget
- Provide a status update at each budget committee meeting

Long term and short term planning committee

- Consult with all departments to determine where an increase in efficiencies can occur that allows attrition to reduce overhead. Must ensure areas of potential reductions do not conflict with local, state or federal mandates.
- Evaluate areas of concerns that could result in drastic future budget increases [potential pending state or federal mandates, atypical capital improvements including infrastructure, equipment, data processing, etc.]
- Prepare a presentation concerning the county's long term debt obligations with a risk assessment to be presented to the full commission in laymen's terms with formal references
- This subcommittee should attend the county department heads meeting at least quarterly.

Each subcommittee should have their preliminary analysis complete by May 1 and final reports available for distribution by May 15. Please note that some information may be incomplete by the deadline and reports notating areas of future progress is acceptable.

Budget subcommittees through fiscal 2018-2019

Generalized Directives:

- If the department has a fund balance...
 - what percentage of the operating budget is the fund balance equivalent to
 - what does the department and state deem a proper fund balance
 - is there a long term/short term plan for the accumulation of the fund balance beyond what is recommended

- Determine where we have been and where we are going for planning purposes. The items listed below are simply a starting point. Other questions will arise as you analyze the data.
 - Breakdown the department's budget by % of total General Fund [\$18,006,375.00]
 - Breakdown department's budget by % of total tax levy [2.5323]
 - Breakdown department's budget by % of total General Fund tax levy [.9116]
 - Once broken down determine what outside revenue sources, aside from property tax, i.e., state, federal, grant monies, etc., contribute to their budget
 - Evaluate budget changes over the past 5 fiscal year
 - Make an assessment, based on historical data and upcoming needs, of what potential concerns exist and where further planning is to avoid another budget crisis
 - Future planning should be based on 3 year and 5 year goals
 - Once all data is compiled each subcommittee, where applicable, should create benchmarks that determine when a budget may be showing signs of concern

RESOLUTION

No. 20191 02 1 03

To the HONORABLE MICHAEL HERRELL, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of February, 2019.

RESOLUTION IN REF: APPROVAL TO PROPERLY DISPOSE OF SURPLUS PROPERTY FROM OFFICES AND DEPARTMENTS

WHEREAS, office furniture and equipment that has been purchased with county funds by office's and department's and that is being taken out of service by office holders or department heads, is considered surplus property and must be disposed of properly; and

WHEREAS, in the past, when an office or department has furniture or equipment that is no longer needed, but is still usable, the item has been taken off the office or department inventory and stored at the administration building. Often, items have been redistributed to other offices or departments in need of the item; and

WHEREAS, there is furniture and equipment, of various monetary value, in storage that will not be suitable for another county office or department, as well as, items that only have a recycle value.

NOW, THEREFORE BE IT RESOLVED that approval be given to properly dispose of the furniture and equipment that has is not suitable to county office's or departments and if sold, proceeds will be deposited in the General Fund. A disposal list of the items will be kept in the Mayor's office.

Introduced By Esq. Nancy Barker
Seconded By Esq. _____
Date Submitted 2-11-19
Nancy Barker
County Clerk
By: _____

Chairman _____
Mayor _____
Jim Lee, County Mayor

ACTION: AYE NAY PASSED
Roll Call _____
Voice Vote _____
Absent _____
COMMITTEE ACTION

Mayor's Action: Approved _____ Veto _____

TO THE HONORABLE MIKE HERRELL, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 25th DAY OF FEBRUARY, 2019.

RESOLUTION IN REFERENCE: BUDGET AMENDMENT - GENERAL FUND

The following budget amendments are being requested as listed below:

Account Number	Description	Current Budget	Increase	Decrease	Amended Budget
HEALTH DEPT					
Increase Fund Balance			Increase		
39000	Unassigned Fund Balance	4,086,614.00	3,000.00		4,089,614.00
Decrease Encumbrance				Decrease	
34120	Prior Year Encumbrance	153,253.00		(3,000.00)	150,253.00
Increase Expenditures			Increase		
55110-399	Other Contracted Services	64,313.00	3,000.00		67,313.00
Decrease Fund Balance				Decrease	
39000	Unassigned Fund Balance	4,089,614.00		(3,000.00)	4,086,614.00
	Sub-total Fund Balance	8,176,228.00	3,000.00	(3,000.00)	8,176,228.00
	Sub-total Encumbrance	153,253.00	0.00	(3,000.00)	150,253.00
	Sub-total Expenditures	\$ 64,313.00	\$ 3,000.00	\$ 0.00	\$ 67,313.00
The above transfer is necessary as the prior year purchase orders were encumbered to a vendor who will no longer be used. And our accounting software will not allow a vendor change to a prior year encumbrance. No new monies are being requested.					
PARKS AND FAIR BOARDS					
Increase Expenditures			Increase		
56700-799	Other Capital Outlay	87,636.00	8,372.41		96,008.41
Increase Revenue			Increase		
49700	Insurance Recovery	28,858.00	8,372.41		37,230.41
	Sub-total Revenues	\$ 28,858.00	8,372.41	0.00	37,230.41
	Sub-total Expenditures	\$ 87,636.00	\$ 8,372.41	\$ 0.00	\$ 96,008.41
The above increase is to budget in revenue & expenditure insurance claim funds received for the repair of damages to fencing at Laurel Run Park.					
		Current Budget	Increase	Decrease	Amended Budget
	Page Totals- Unassigned Fund Balance	\$ 8,176,228.00	\$ 3,000.00	\$ (3,000.00)	\$ 8,176,228.00
	Page Totals- Encumbrance	\$ 153,253.00	\$ 0.00	\$ (3,000.00)	\$ 150,253.00
	Page Totals- Expenditures	\$ 151,949.00	\$ 11,372.41	\$ 0.00	\$ 163,321.41
	Page Totals- Revenues	\$ 28,858.00	\$ 8,372.41	\$ 0.00	\$ 37,230.41

INTRODUCED BY: John Metz

ESTIMATED COST _____

SECONDED BY: _____

PAID FROM _____ GENERAL FUND

ACTION: AYE NAY

DATE SUBMITTED 2-11-19

ROLL CALL _____

COUNTY CLERK: NANCY A. DAVIS

VOICE VOTE _____

BY: Nancy A. Davis

ABSENT _____

COMMITTEE ACTION: _____

APPROVED _____ DISAPPROVED _____

CHAIRMAN: _____

Mayor Jim Lee

Mayor's Action: Approved _____ Veto _____

Account Number	Description	Current Budget	Increase	Decrease	Amended Budget
	HAWKINS CO SHERIFF'S OFFICE/JAIL				
	Increase Expenditure		Increase		
54110-524	In-Service/ Staff Development	20,000.00	7,000.00		27,000.00
54210-187	Overtime Pay	60,000.00	25,000.00		85,000.00
	Decrease Expenditure			Decrease	
54110-425	Fuel	180,000.00		(7,000.00)	173,000.00
54210-160	Guards	1,223,429.00		(25,000.00)	1,198,429.00
	Sub-total Expenditures	\$ 1,483,429.00	\$ 32,000.00	\$ (32,000.00)	\$ 1,483,429.00
The above increase in In-Service/ Staff Development is being requested due to the cost of training for officers to be sent to the academy. The above increase in Overtime Pay is needed to cover the cost of hours worked due to personnel shortage. The funding for both of the above increases will come from within the Sheriff's and Jail's respective budgets.					
	PROPERTY ASSESSOR'S OFFICE				
	Increase Expenditure		Increase		
52300-338	Maintenance & Repair Services - Vehicle	3,800.00	4,600.00		8,400.00
	Decrease Expenditure			Decrease	
52300-317	Data Processing	23,500.00		(1,500.00)	22,000.00
52300-320	Dues & Memberships	425.00		(300.00)	125.00
52300-334	Maintenance Agreements	3,500.00		(500.00)	3,000.00
52300-337	Maintenance & Repair Services - Office	1,350.00		(800.00)	550.00
52300-356	Tuition	600.00		(300.00)	300.00
52300-399	Other Contracted Services	33,000.00		(1,200.00)	31,800.00
	Sub-total Expenditures	\$ 66,175.00	\$ 4,600.00	\$ (4,600.00)	\$ 66,175.00
The above increase in Maintenance & Repair Services - Vehicle is needed to cover the cost to repair a Deputy Property Assessor's vehicle. The funding will come from transfers within the Property Assessor's budget.					
	MISCELLANEOUS				
	Increase Expenditure		Increase		
58900-310	Contracts with Other Public Agencies	7,438.00	3,542.00		10,980.00
	Decrease Fund Balance			Decrease	
39000	Unassigned Fund Balance	4,086,614.00		(3,542.00)	4,083,072.00
	Sub-total Expenditures	\$ 7,438.00	\$ 3,542.00	\$ (3,542.00)	\$ 10,980.00
	Sub-total Unassigned Fund Balance	\$ 4,086,614.00	\$ 0.00	\$ (3,542.00)	\$ 4,083,072.00
The above increase is needed to cover the cost of the 2018-19FY contract with First Tennessee Development District. Last years contract amount was still in the budget and this increase represents the difference between last year's contract and this year's contract. At the time of budget preparation, it was not noted that this expenditure was a contract, which was due to be increased, instead of a "contribution".					
		Current Budget	Increase	Decrease	Amended Budget
	Page Totals- Expenditures	\$ 1,557,042.00	\$ 40,142.00	\$ (36,600.00)	\$ 1,560,584.00
	Page Totals-Unassigned Fund Balance	\$ 4,086,614.00	\$ 0.00	\$ (3,542.00)	\$ 4,083,072.00

RESOLUTION NO. 2019 02 08

TO THE HONORABLE MICHAEL J. HERRELL, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 25TH DAY OF FEBRUARY 2019.

RESOLUTION IN REF: GENERAL PURPOSE SCHOOL FUND BUDGET AMENDMENT

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the General Purpose School Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, February 25, 2019, go on record as passing this resolution.

Introduced by Esq. John Metz

Estimated Cost: _____

Seconded by Esq. _____

Paid From _____ Fund

ACTION: Aye Nay

Date Submitted 2-11-19

Roll Call _____ _____

County Clerk: Nancy A. Davis

Voice Vote _____ _____

By: Nancy A. Davis

Absent _____ _____

COMMITTEE ACTION:

APPROVED

DISAPPROVED

CHAIRMAN: Michael J. Herrell

By: _____

Mayor: Jim Lee

Mayor's Action: Approved _____ Veto _____

FUND: 141 GENERAL PURPOSE SCHOOL FUND
 AMENDMENT NUMBER: 5
 DATE: February 25, 2019

ORIGINAL BUDGET AMOUNT	<u>55,770,241.00</u>
PREVIOUS AMENDMENTS	<u>346,867.39</u>
TOTAL	<u>56,117,108.39</u>
REQUESTED AMENDMENT	<u>3,529.00</u>
TOTAL	<u>56,120,637.39</u>

Desc Code	ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
		EXPENDITURES				
		72120 HEALTH SERVICES-CSH				
1	72120-189-CSH	Other Salaries and Wages	-	1,725.00		1,725.00
1	72120-201-CSH	Social Security	3,005.00	110.00		3,115.00
1	72120-204-CSH	State Retirement	4,207.00	170.00		4,377.00
1	72120-212-CSH	Employer Medicare	703.00	25.00		728.00
1	72120-599-CSH	Other Charges	24,734.00	-	2,030.00	22,704.00
		Subtotal	32,649.00	2,030.00	2,030.00	32,649.00
		72130 OTHER STUDENT SUPPORT				
2	72130-499-FRC	Other Supplies and Materials	7,578.88	529.00		8,107.88
		Subtotal	7,578.88	529.00	-	8,107.88
		72210 REGULAR INSTRUCTION PROGRAM				
3	72210-399	Other Contracted Services	-	3,000.00		3,000.00
		Subtotal	-	3,000.00	-	3,000.00
		REVENUES				
2	44570-FRC	Contributions and Gifts	1,578.88	529.00	-	2,107.88
3	46980	Other State Grants	3,124.26	3,000.00		6,124.26
		Subtotal	4,703.14	3,529.00	-	8,232.14
		TOTAL EXPENDITURES	40,227.88	5,559.00	2,030.00	43,756.88
		TOTAL REVENUES	4,703.14	3,529.00	-	8,232.14
	This budget amendment is to budget for the following:					
1	To reallocate funds to pay the Morning Mile Facilitators from the Coordinated School Health Grant.					
2	To budget a donation received for the Family Resource Center.					
3	To budget a grant for Joseph Rogers Primary from the TN Arts Commission.					

RESOLUTION NO. 2019102109

TO THE HONORABLE MICHAEL J. HERRELL, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 25TH DAY OF FEBRUARY 2019.

RESOLUTION IN REF: FEDERAL PROJECTS FUND BUDGET AMENDMENT

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the Federal Projects Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, February 25, 2019, go on record as passing this resolution.

Introduced by Esq. John Metz

Estimated Cost: _____

Seconded by Esq. _____

Paid From _____ Fund

ACTION: Aye Nay

Date Submitted 2-11-19

Roll Call _____ _____

County Clerk: Nancy A. Davis

Voice Vote _____ _____

By: Nancy A. Davis

Absent _____ _____

COMMITTEE ACTION:

APPROVED

DISAPPROVED

CHAIRMAN: Michael J. Herrell

By: _____

Mayor: _____
 Jim Lee

Mayor's Action: Approved _____ Veto _____

FUND: 142 FEDERAL PROJECTS FUND
 AMENDMENT NUMBER: 5
 DATE: February 25, 2019

ORIGINAL BUDGET	4,448,659.47
PREVIOUS AMENDMENTS	2,126,964.45
TOTAL	6,575,623.92
REQUESTED AMENDMENT	2,400.00
TOTAL	6,578,023.92

ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
	EXPENDITURES				
	72210 REGULAR INSTRUCTION - SUPPORT				
72210-499	Other Supplies & Materials	-	2,400.00		2,400.00
	Subtotal	-	2,400.00	-	2,400.00
	Total Expenditures	-	2,400.00	-	2,400.00
	REVENUES				
47590	Other Federal Through State	-	2,400.00		2,400.00
	TOTAL REVENUES	-	2,400.00	-	2,400.00
	This budget amendment is to budget for the following:				
Title IVA	To make appropriations for a Trauma-Informed Schools Title IV-A Student Support and Academic Enrichment Grant.				

