

MINUTES OF THE JOINT HUMAN RESOURCES AND BUDGET COMMITTEE
MEETING – January 6, 2025

The Human Resources and Budget Committees met in Joint Session on Monday, January 6, 2025, in the Executive Conference Room of the Administrative Complex.

Human Resources Committee members present were: Chairman, Paul Webb; Drew Torres, Gregg Lawrence and Betsy Hester. Committee member, Meghan Guffee was unable to attend.

Budget Committee members present were: Chairman, Judy Herbert, David O'Neil, Mary Smith and Mayor Rogers Anderson. Committee member, Meghan Guffee was unable to attend.

Also present were: Commissioners Chris Richards, Bill Petty and Commission Chairman, Brian Beathard; Sheriff Jeff Hughes and numerous staff members of the Sheriff's Office; School Superintendent, Jason Golden and members of the School System staff; Budget Director, Phoebe Reilly; Human Resources (HR) Director, Clair Cochran; Chief of Staff, Diane Giddens; Parks & Recreation Director, Gordon Hampton; Animal Center Director, Ondrea Johnson; Solid waste Director, Mac Nolen; Property Manager, Kevin Benson, legal counsel, Jeff Moseley and other interested and concerned individuals.

Chairman Herbert called the Budget Committee to order and recognized the following who had signed up for citizens' communication:

Kim Coggin, Brentwood resident, spoke in favor of supporting a resolution to study the adequate facilities tax, stating that she and Grady Taber have been reviewing the tax for several years and feels increasing the tax would provide an alternative additional source of revenue to offset capital needs for the county.

Action to review the minutes of the last meeting for both committees was deferred until a later date.

Chairman, Paul Webb called the Human Resources Committee to order for consideration of **Resolution No. 1-26-9, Resolution Appropriating and Amending the 2024-25 Sheriff's Office and Benefits Budgets by \$1,582,155.18 to Provide Funding for Additional Staffing Needs – Revenues to come from Unappropriated County General Funds.** Commissioner Torres moved to recommend approval; seconded by Commissioner Lawrence.

Commissioner O'Neil moved, seconded by Commissioner Smith to recommend approval by the Budget Committee.

Sheriff Hughes addressed the committees, noting that during the current fiscal year budget preparation cycle he made an initial request for 18 new positions. However, based on revenue and expenditure information available during the review process, he was asked by the Budget Committee if he could utilize nine (9) new positions at the start of the fiscal year in July and return in January to further consider the additional nine (9) positions he was requesting. He stated that this resolution follows up on that request and subsequent approval for nine (9) positions, effective July 1, 2024.

Sheriff Hughes stated that since taking office last March, 2024, he has been working to restructure the organization at the Sheriff's Office and that five (5) of these requested positions would be to utilize five (5) existing staff members in to a new organizational structure.

He noted that it was a campaign commitment of his to ensure there was a School Resource Officer in every school, every day and that he is currently three SRO positions short. With an additional eight (8) patrol positions and other positions, he currently has a total of 17 vacancies in the Sheriff's Office. Sheriff Hughes added that when a SRO is not available for any reason (sickness, vacation, etc.), he must pull patrol deputies to serve in their absence and that the additional positions will provide for additional staffing flexibility.

Sheriff Hughes thanked the HR Director, Budget Director and County Mayor for their assistance in recent months in addressing compensation needs for the Sheriff's Office for him to be able to address some inefficiency concerns he had within the department.

Commissioner Lawrence questioned if there is sufficient fund balance available for this request. Budget Director, Phoebe Reilly responded yes, noting that approval of this resolution addresses only one-half of the fiscal year and that the positions and operating costs would need to be increased accordingly moving forward in to the next fiscal year.

Discussion was held regarding the nine (9) new positions being requested, as follows: 1 Deputy Chief, 2 Captains, 1 Lieutenant, 1 Sergeant and four (4) Deputies, with projected six month expenses of: salaries, \$397,004.72; benefits, \$181,425.46; operating costs, \$68,625; one time capital expenses of \$935,100.

HR Director, Clair Cochran and Sheriff Hughes confirmed that the starting rates for the proposed positions are consistent with the current hiring practices and new market rates have been updated.

Discussion was held regarding delivery and lead time needed for the vehicle costs included in the request. Captain Rodney King reported that there is an approximate 6-8 week lead time for delivery, with an additional 2 weeks needed to equip the vehicles. He stated that the 20 vehicles in prior year budget were recently received and he projects a total of four (4) months from order to complete delivery.

Sheriff Hughes stated that he plans to submit the order for 31 vehicles in current budget soon.

Mayor Anderson noted that funding for these current year approved vehicles were included in the recent issued bond. He added that it may be advantageous to delay the \$935,100 vehicle related expenses.

Upon Sheriff Hughes being in agreement, Mrs. Reilly stated that the proposed resolution would total \$785,655.18, without the capital expenses.

Discussion was held regarding projected salary increases for the 2025-26 fiscal year. Commissioner Webb stated that he is considering the costs for funding these salaries for the full year, at approximately \$1.8 million. He noted that he checked today's nationwide wage index at 4% nationwide and he has a lot of uncertainty for the upcoming fiscal year. He asked how much money is needed, per 1% increase, to fund salaries.

Mrs. Reilly stated approximately \$1.8 million is needed for employees of the County General, Solid Waste and Highway Funds. School Finance Director, Rachael Farmer stated that approximately \$4 million is needed for the General Purpose School Fund.

Commissioner Webb questioned if revenues are currently trending in step with budgeted projects. Mrs. Reilly stated that she projected a 4% revenue increase in sales tax collections and they appear to be on track. Other revenues are currently trending slightly below that; however, they tend to finish stronger the second half of the fiscal year.

Commissioner Webb responded that he feels this leaves the county in a conundrum – where will the revenues in next fiscal year be generated to fully fund this request for the full year, or where does the Commission look at cutting costs? He stated this is a big picture discussion and decision that will need to be addressed by the Budget Committee as they move forward in the budgeting process.

Commissioner Herbert stated she is not in favor of mid-year new position requests. Sheriff Hughes responded that he was advised to reduce his new position request effective July of last year and come back mid-year.

Commissioner Smith questioned what would be the impact of waiting on these additional positions until the next fiscal year. Sheriff Hughes responded that it would halt the reorganization and programs he is trying to implement.

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Commissioner Smith stated that she is in agreement with Commissioner as it relates to funding the 2025-26 budget; however, she feels that funding the Sheriff’s Office is a priority and she would rather look at other areas of the budget to reduce costs and raising revenues without sacrificing the Sheriff’s Office.

Mayor Anderson reported late in the budget process last year, the State of TN reduced projected revenues for the school system by approximately \$2.5 million. He stated that he gave Sheriff Hughes his word in the budget process that he would be in favor of revisiting his request mid-year. With that in mind, he stated he is moving forward with supporting this request at this time, as it would have required a tax increase to do so last July.

He continued that it was an extremely difficult time balancing the school budget for the current fiscal year without a tax increase and the reduction in state funding. He reported that action was taken to forego the energy savings repayment from the school fund to the county budget for this fiscal year to assist them in their funding efforts.

Commissioner Herbert stressed the importance of Commissioners understanding that voting to fund programs may ultimately require a property tax increase. She noted that there were some votes provided in favor of a new jail which were not present when the vote was taken to approve the bond issue to pay for it.

After further discussion, Commissioner Webb moved that the HR Committee defer action on this request and send it to the Budget Committee for their consideration with all other funding request. There being no second, the motion died.

The HR Committee voted on the original motion to recommend approval of Resolution No. 1-25-9. The motion passed by unanimous voice vote, 4-0. There being no further business for the Human Resources Committee, the committee adjourned at approximately 5:18 p.m.

Commissioner Smith moved for the Budget Committee to recommend approval of amending Resolution No. 1-25-9 to \$785,655.18, which excluded the capital expenditures. Commissioner O’Neil seconded the motion, which passed by unanimous voice vote, 4-0.

The vote on Resolution No. 1-25-9, as amended, passed by voice vote, 3-1, with Commissioner Herbert voting no.

Budget Committee members reviewed the following transfer requests within the 2024-25 budgets and took the following action:

Library - \$5,000 from Utilities (101.56500.545200.00000.00.00.00) to Other Supplies and Materials (101.56500.549900.00000.00.00.00). Commissioner O’Neil moved to approve; seconded by Commissioner Smith. Motion passed by unanimous voice vote, 4-0.

Animal Center - \$1,000 from Custodial Supplies (101.55120.541000.00000.00.00.00) and \$1,500 from Office Supplies (101.55120.543500.00000.00.00.00) to Operating Lease Payments at \$2,500 (101.55120.533000.00000.00.00.00). Commissioner Smith moved to approve; seconded by Commissioner O’Neil. Motion passed by unanimous voice vote, 4-0.

Public Safety - \$50,000 from Operating Lease Payments (101.54900.533001.00000.00.00.00) to Maintenance and Repair Services – Vehicles (101.54900.533800.00000.00.00.00). Commissioner Smith moved to approve; seconded by **Resolution No. 1-25-4**, Resolution Appropriating and Amending the 2024-25 Parks and Recreation Budget by \$138,000 – Revenues to Come From Unappropriated County General Funds Commissioner O’Neil. Motion passed by unanimous voice vote, 4-0.

Community Development submitted a request for a surplus truck when available. Commissioner Smith moved to approve; seconded by Commissioner O’Neil. Motion passed by unanimous voice vote, 4-0.

Health Department - \$155 from Other Charges 9101.55110.559901.000000.00.00.00) to Liability Insurance (101.55110.550600.000000.00.00.00). Commissioner O'Neil moved to approve; seconded by Commissioner O'Neil. Motion passed by unanimous voice vote, 4-0.

Committee members reviewed the following resolution and took the following action:

Resolution No. 1-25-1, Resolution Authorizing the Williamson County Mayor to Enter into a Grant Contract with the Tennessee State Library and Archives, on Behalf of the Williamson County Library and Appropriating and Amending the 1024-25 Library Budget by \$10,393.00 - Commissioner Smith moved, seconded by Commissioner O'Neil, to recommend approval. This resolution appropriates grant funding from the State of Tennessee with the required matching funds being available within the current budget. Motion passed by unanimous voice vote, 4-0.

Resolution No. 1-25-2, Resolution Appropriating and Amending the local Health Services Grant Agreement with the State of Tennessee, Department of Health and Increasing the 2024-25 Health Department Budget by \$67,300 – Revenues to Come From the State of Tennessee. Commissioner Smith moved, seconded by Commissioner O'Neil to recommend approval. This resolution appropriates an additional \$67,300 from the state of Tennessee for the operations of the local health department. The motion passed by unanimous voice vote, 4-0.

Resolution No. 1-25-3, Resolution Accepting Donations and Appropriating and Amending the 2024-25 Animal Center Budget by \$9,625.77 – Commissioner O'Neil moved, seconded by Commissioner Smith, to recommend approval of the resolution. This resolution appropriates various donations received for operations at the Animal Center. Motion passed by unanimous voice vote, 4-0.

Resolution No. 1-25-4, Resolution Appropriating and Amending the 2024-25 Parks and Recreation Budget by \$138,000 – Revenues to Come From Unappropriated County General Funds – Commissioner Smith moved, seconded by Commissioner O'Neil to recommend approval. Parks and Recreation Director, Gordon Hampton reported that there is a need to upgrade and replace seating at the College Grove Artitorium. Commissioner Smith agreed, noting that her church is currently utilizing the space for services.

Mayor Anderson questioned legal counsel if Commissioner Smith should declare a conflict of interest. Attorney, Jeff Moseley noted that it would be an indirect conflict. Commissioner Smith voiced her indirect conflict of interest and the motion passed, 4-0.

Resolution No. 1-25-5, Resolution Authorizing the Williamson County Mayor to Enter into a Grant Contract with the Tennessee Department of Environment and Conservation and Appropriating an Amending the 2024-25 Parks and Recreation Budget by \$75,000 – Revenues to Come From Grant Funds. Commissioner Smith moved, seconded by Commissioner O'Neil to recommend approval. Director Hampton reported that grant funds are available to have a soil study at Gregory and Bending Chestnut Parks in the county to determine any brownfield findings.

The vote on the motion passed, 4-0.

Resolution No. 1-25-6, Resolution Appropriating and Amending the 2024-25 Parks and Recreation Budget by \$179,964.49 – Revenues to Come From Unappropriated County General Funds – Commissioner Smith moved, seconded by Commissioner O'Neil to recommend approval. Director Hampton noted that resolution appropriates various donations to go back in to the operations for various programs. The vote on the motion passed, 4-0.

Resolution No. 1-25-7, Resolution Accepting Donations on Behalf of the Veterans Treatment Court and Appropriating and Amending the 2024-25 Williamson County General Sessions Court Budget by \$4,103.00 – Revenues to Come From Donations – Commissioner O'Neil moved, seconded by Commissioner Smith to recommend approval. Budget Director, Phoebe Reilly reported that donations have been received to assist participants in the Veterans Treatment Court and this resolution appropriates the funds for expenditure. The motion passed, 4-0.

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Resolution No. 1-25-8, Resolution Accepting a Donation of \$3,000 for the Purchase of Equipment and Supplies for the Williamson County Sheriff's Office and Appropriating and Amending the 2024-25 Williamson County Sheriff's Office Budget by \$3,000 – Revenues to Come From Donations – Commissioner O'Neal moved, seconded by Commissioner Smith, to recommend approval.

Mayor Anderson noted the resolution states the funds are to be utilized for the purchase of law enforcement equipment, supplies and other law enforcement purposes and questioned if the Other Charges expenditure line item was appropriate? Budget Director, Phoebe Reilly noted that the funds must be expended on the stipulation of the donations.

Sheriff Hughes noted that the funds did not have a specific use when donated and he would like to utilize them for employee awards. Mayor Anderson moved to amend the resolution in the second and fifth paragraphs to state the funds would be utilized "for employee recognition supplies, as determined by Sheriff Hughes". Commissioner Herbert seconded the motion. The vote on the amendment passed, 4-0.

The motion to recommend approval of the resolution, as amended, passed 4-0.

Resolution No. 1-25-10, Resolution Appropriating and Amending the 2024-25 Sheriff's Office Budget by \$4,500 – Revenues to Come From Opioid Abatement Funds – Budget Director, Phoebe Reilly stated that the Opioid Task Force is recommending the award of these funds to the Sheriff's Office for training in addressing opioid use disorder and co-occurring conditions.

The motion passed by 4-0.

Resolution No. 1-25-11, Resolution Authorizing the Williamson County Mayor to Execute Agreements with certain Organizations Providing Opioid remediation and Abatement Services and Appropriating Funds for Those Services – Appropriations to Come From Opioid Abatement Funds – Commissioner O'Neil moved to recommend approval of the resolution; seconded by Mayor Anderson. Budget Director, Phoebe Reilly stated that the Opioid Task Force is recommending the award of these funds to three (3) organizations, including Educare, The Refuge Center and Resolve Diagnostics

Commissioner Smith stated that this is the second time funds are being appropriated to Resolve Diagnostics, who provides testing services and not remediation services and questioned why? Mayor Anderson noted that the applications are reviewed by a third party, Middle Tennessee University and that they had made the recommendation to the Task Force, who was in agreement.

Attorney, Jeff Moseley confirmed that the use of the funds received through the lawsuit may be utilized for support services and that the organization meets those requirements. Commissioner Smith requested a list of the various organizations who have applied for the funding.

The vote to recommend approval passed by 4-0.

Resolution No. 1-25-12, Resolution Authorizing the Williamson County Mayor to Initiate a Request for Proposals from Qualified Organizations and to Contract for the Provision of a Study to Determine the Effect of Increasing the Adequate Facilities Tax May Have on the Education Impact Fee Rate – Revenues to Come from Unappropriated County General Fund Balance – Commissioner Smith moved, seconded by Commissioner O'Neil to recommend approval of the resolution.

Chairman Herbert recognized sponsor, Commissioner Chris Richards, who stated that he and others having been looking at the Adequate Facilities Tax collections for some time. He stated that he feels a study to increase the collection rate throughout the county, including municipalities to the maximum amount of \$2 per square foot for commercial development from the current 34 cents in the unincorporated areas is needed.

Commissioner Richards continued that he has had some of his constituents run some preliminary numbers and they have estimated the potential of an additional \$5 million dollars.

Mayor Anderson questioned what the objective of the study is and Commissioner Richards responded that it is to seek additional revenues which may be timely to meet some of the needs previously expressed.

Noting that the collections for residential development are already at the maximum \$2 per square foot, Mayor Anderson stated that, if approved and implemented, this would increase costs on commercial development; however, residential construction causes the need for the funding. Commissioner Smith questioned if the study comes back and shows a significant amount of additional revenue could be derived, what would be next steps? Attorney, Jeff Moseley stated that a resolution could be presented and would be needed if the recommendation were to adjust the collections rate.

After further discussion, the vote on the motion to recommend approval passed, 3-1, with Mayor Anderson voting no.

At this time, Mayor Anderson has to leave to attend another meeting for which he was speaking.

Resolution No. 1-25-13, Resolution Authorizing the Williamson County Mayor to Execute a Grant contract with the State of Tennessee, Department of Military, Tennessee Emergency Management Agency and appropriating and Amending the Office of Public Safety 2024-25 Budget by \$32,286.25 – Revenues to Come From Homeland Security Urban Area Security Initiative Grant Funds – Commissioner Smith moved, seconded by Commissioner O’Neil, to recommend approval.

Public Safety Director, Connor Scott explained that the resolution appropriates state grant funds as a pass through from Homeland Security and that no matching funds are required. The vote on the motion passed, 3-0.

Resolution No. 1-25-14, Resolution Authorizing the Williamson County Mayor to Enter Into a Grant Contract with the United States Department of Justice, Office of Justice Programs and Amending the 2024-25 Sheriff’s Office Budget by \$10,692 – Commissioner Smith moved, seconded by Commissioner O’Neil to recommend approval of the resolution.

Sheriff Hughes called upon Captain Chad Youker who explained that these grant funds will be utilized to digitized and modernize certain paperwork reporting and that no matching funds are required.

The vote on the motion passed 3-0.

Resolution No. 1-25-15, Resolution Amending the Five-Year Capital Improvements Program for Schools, Roads, Fire Protection and Recreation – Commissioner O’Neil moved to recommend approval; seconded by Commissioner Smith.

Budget Director, Phoebe Reilly stated that these capital improvement lists represent needs identified for schools, roads, fire protection and recreation as a requirement of the Private Acts for the collection of Adequate Facility and Adequate School Facility taxes.

Commissioner Smith noted that these project reflect a total of approximately \$93 million for the next fiscal and asked if the list could be more realistic. Mrs. Reilly reiterated that this is a planning tool as identified needs by the respective departments and is not a request for actual funding. Commissioner Smith stated that she is struggling with what is included therein.

After further discussion, the motion to recommend approval passed, 3-0.

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Resolution No. 1-25-17, Resolution Authorizing the Williamson County Mayor to Enter Into an Interlocal Agreement with the Maury County Emergency Communications District and the Williamson County Emergency Communications District - Commissioner Smith moved, seconded by Commissioner O’Neil to recommend approval of the resolution.

Emergency Communications Director, Kristy Borden stated that this resolution is a renewal of the interlocal agreement in place with Maury County’s Emergency Communications District for dispatch services. The motion passed 3-0.

Resolution No. 1-25-18, Resolution authorizing the Williamson County Mayor to Enter Into an Interlocal Agreement with the Maury County Emergency Communications District and the Williamson County Emergency Communications District for the Temporary Transfer of 9-1-1 Calls - Commissioner Smith moved to recommend approval; seconded by Commissioner O’Neil.

Director Borden stated that this agreement provides for the temporary transfer of 911 calls as the back-up plan between the Emergency Communications Districts of Williamson and Maury Counties. The motion passed by 3-0.

Resolution No. 1-25-19, Resolution Authorizing the Williamson County Mayor to Execute a Real Estate Sale and Purchase Agreement of Purchase Real Property on Fernvale Road – Commissioner Smith moved, seconded by Commissioner O’Neil to recommend approval of the resolution.

Public Safety Director, Connor Scott reported that this property will provide for a fire response station that will serve the area of Fairview area of the county outside the city limits and will assist homeowner within the 5 mile response radius on the homeowners insurance ratings.

He noted that the property has a barn facility on it that can be modified and utilized for the station, which will also provide a space for an ambulance.

The motion passed 3-0.

Resolution No. 1-25-20, Resolution Authorizing the Conveyance and Trade of Two-Way Radios Owned by Williamson County to the Town of Nolensville for a 2022 Mobile Home – Commissioner Smith moved, seconded by Commissioner O’Neil to recommend approval.

Mr. Scott stated that the Town of Nolensville is interested in acquiring some two-way radios owned by the county that they have been utilizing and the department is interested in acquiring a mobile home the Town no longer needs. This resolution allows for the trade of these properties.

The motion passed, 3-0.

Resolution No. 1-25-22, Resolution Approving a New Peer Support Specialist Position for the Williamson County Veterans Treatment Court - Commissioner Smith moved, seconded by Commissioner O’Neil to recommend approval.

Mrs. Reilly reported that grant funds were approved for a Peer Support Specialist position for Veterans Court last November and this resolution authorized the full-time position for three years, or until grant funds for the position cease. The motion passed, 3-0.

Resolution No. 1-25-23, Resolution authorizing and Approving the Execution and Delivery of a Sublease Agreement with Franklin Web Printing Company, Inc., for the Lease of Office Space for the Sheriff’s Office – Commissioner Smith moved, seconded by Commissioner O’Neil to recommend approval of the resolution.

Sheriff Hughes reported that this office space has become available for lease and is located in close proximity to the Sheriff’s Office. He stated that the JJJ project does not include office space for the Sheriff’s Office. He is requesting to rent this space to relocate his Narcotics Unit and that the lease funds will be derived from the drug fund.

The space will cost \$2,500 per month, plus utilities for five (5) years and contains a 90 day termination provision of the lease.

The vote on the motion passed, 3-0.

Budget Director, Phoebe Reilly stated that this is the time of year when the Budget Committee makes their recommendations for use in the next fiscal year budget preparation. She stated that the recommended operating guidelines are pretty routine and that the salary information reflects the actions discussed and recommended at the previous joint meeting of the Human Resources and Budget Committee.

Committee members reviewed the proposed guidelines, as follows:

- **SALARIES:** Recommend implementing the compensation study from the consultant and Human Resources Director, with each employee to reflect a 4% minimum salary increase for all FT & PT employees; information will be entered into MUNIS by Accounting staff

- **OPERATING BUDGET:** Please project next year's budget based on the current year expenses. For example, if you are within the current budgeted amount, you will not need to increase that line item. However, if any of your line items are projected to be in excess, requiring a transfer, you may need to increase that line item for next year and decrease the line item from where the transfer came. Likewise, if you have contracted services that typically require an annual increase or you began a new program or had a new line item added last year, we realize that may reflect an increase in that operating expense line item.

- **NEW POSITIONS:** All new positions will be reviewed on a case-by-case basis and reviewed by the Human Resources Committee for recommendation. If you are submitting a request for new personnel, these should be submitted on a separate form that may be found on <https://capital.williamson-tn.org>. This request should include all costs associated with the position (i.e., salaries, benefits, any operating costs of supplies, furniture, etc.). Please Contact Human Resources Director, Clair Cochran for proposed salary information for each requested position and discuss any possibility of absorbing costs associated with the new position. Mayoral Department Heads should receive prior approval.

- **CAPITAL EXPENDITURES:** All capital expenditure requests are to be included with the budget request. The site to enter capital requests can be found on <https://capital.williamson-tn.org>. Capital requests will be reviewed on a case-by-case basis.

- **TRAVEL:** All requests for travel should be submitted with details for each trip, including all costs associated (housing, travel, food, etc) and the number of employees attending. Such requests should include an explanation of the benefit to the County. (NOTE: Mayoral Department Heads should receive prior approval for any out-of-state travel.)

Non-Profit Agencies:

- **OPERATING BUDGET:** Recommend a zero percent (0%) operating increase in existing contributions
- Retain all current non-profit agencies with no current recommendations for additional agency requests.

After further review and discussion, Commissioner Smith made a motion to recommend the budget guidelines for the 2025-26 fiscal year as proposed. Commissioner O'Neil seconded the motion, which passed 3-0.

There being no further business, the meeting adjourned at approximately 6:35 p.m.