STATE OF TENNESSEE

COUNTY OF ROBERTSON

TERM MARCH 18, 2024, REGULAR SESSION

Be it remembered that the Board of Commissioners of Robertson County, Tennessee, met in open public session, at the Robertson County Juvenile Courtroom in Springfield, Tennessee, on the 18th day of March 2024, at 7:00 PM.

County Mayor, William A. Vogle, called the meeting to order. County Clerk, Angie H. Groves, was present to-wit.

A roll call was taken, and the following County Commissioners were present to-wit: Ayres, Brinkley, Couts, Delong, B. Dorris, M. Dorris, Haley, Hart, Head-Hieber, Hogan, Jackson, Martin, Morgan, Pierce, Roberts, Stroud, Stubblefield, Summers, Suttle, Wilson, and Woodard. Commissioners Moore, Rummel, and White were not present.

The invocation was given by Commissioner Haley, followed by the pledge to the flag.

MINUTES OF PREVIOUS MEETING

On motion by Commissioner Roberts, and seconded by Commissioner Woodard, the minutes of the previous meeting were approved, treated same as read, made a matter of record, and filed. The motion was approved by voice vote.

COMMUNICATIONS FROM THE COUNTY MAYOR

Mayor Vogle reminded everyone of the Farmers Market starting April 20th, the County Fair will be August 6-10, and there will be a Planning Training for all the Commissioners on Monday, May 20th at 6:00 pm. Commissioner Haley made the motion for Educator, Steve Sorrells, to be made a member of the court, with a second from Commissioner Hogan. Motion was approved by voice vote. Mr. Sorrells informed every one of the many accomplishments our County School System has made.

PUBLIC COMMENTS

There were none at this time.

REPORTS

The following reports were received, filed, and approved by voice vote on motion made by Commissioner Haley and seconded by Commissioner Jackson: Highway Commission 7.1, Animal Control 7.2, Trustee 7.3, Veterans Service 7.4, Planning & Zoning 7.5, Emergency Management Agency 7.6, Solid Waste 7.7, Emergency Medical Services 7.8, and Finance 7.9. (Reports are on file in the Clerk's office and included in the online minutes.)

ELECTIONS AND APPOINTMENTS

Commissioner Stubblefield made motion to appoint Donnie Eden to the Robertson County Economic Development Board with a second by Commissioner Brinkley. Motion was approved by voice vote.

REZONING RESOLUTIONS PUBLIC HEARING

Chief Deputy of Planning, Hunter Mantooth, presented the Rezoning Resolution Request. A public hearing was held before the agenda of rezoning resolutions. Joe Macleod, Jones Chapel Road, Cedar Hill, asked what the intention of the Marlin property was. There being no further comments, the public hearing was closed.

REZONING RESOLUTIONS

REZONE ROSETTA CARTER

RESOLUTION NO. 031824014, a resolution to rezone a tract of land from AG-2 (Agricultural/Residential) to R-40 (Low Density Residential) was presented. Commissioner Roberts made a motion to approve and seconded by Commissioner Delong. Motion was approved by roll call vote. (Resolution and Roll Call included.)

REZONE JOHNNIE MARLIN

RESOLUTION NO. 031824015, a resolution to rezone a tract of land from AG-2 (Agricultural/Residential) to RP-80 (Rural Preservation District) was presented. Commissioner Jackson made a motion to approve and seconded by Commissioner Hogan. After much discussion, motion was approved by roll call vote. (Resolution and Roll Call included.)

Commissioner Hogan made the motion to make County Attorney, Clyde W. Richert, III, a member of the court. Commissioner Stubblefield seconded the motion. Motion was approved by voice vote. Mr. Richert explained the process that he was asked to implement for the Rehearing of the previous Rezoning Request that was voted down in January. He explained that the Commission could embark on the process tonight and then decide to change the Rules & Procedures at a later time.

Motion was made by Commissioner Martin to engage in the process for reconsideration of Prior Zoning Decisions that was presented by County Attorney, Clyde W. Richert, III. Motion was seconded by Commissioner Stubblefield. The motion failed by roll call vote. (Roll Call included.)

Motion was made by Commissioner Couts for the Planning & Zoning Board to reevaluate the Rules & Procedures of a "Reconsideration Vote" or to shorten the current 6 month wait period before a property owner could asked to be reconsidered for rezoning. Commissioner Hogan seconded the motion. Motion was approved by roll call vote. (Roll Call included.)

RESOLUTIONS

TO UPDATE THE ROBERTSON COUNTY EMPLOYEE MANUAL

RESOLUTION NO. 031824016, a resolution to update the Robertson County Employee Manual was presented. Commissioner Couts made motion to approve and seconded by Commissioner Billy R. Dorris. Motion was made by Commissioner Hogan to make Labor & Employment Lawyer, Jeffrey M. Beemer, with Dickinson Wright, PLLC. a member of the court. Commissioner Roberts seconded the motion. Motion was approved by voice vote. After the explanation of the changes and questions the motion was approved by roll call vote. (Resolution and Roll Call included.) Employee Manual is included with Online Minutes as well as on file in the Clerk's Office.

MAKE CERTAIN CHANGES IN THE OFFICIAL MAINTENACE ROAD LIST/MAP DUE TO ANNEXATIONS OF VARIOUS CITIES

RESOLUTION NO. 031824017

HIGHWAY DEPARTMENT RESOLUTION NO. 24-280-03, a resolution to make certain changes in the official maintenance road list and map of Robertson County, Tennessee due to annexations of various cities was presented. Commissioner Couts made motion to approve and seconded by Commissioner Head-Hieber. Motion was approved by roll call vote. (Resolution and Roll Call included)

OLD BUSINESS

There was none at this time.

NEW BUSINESS

There was none at this time.

NOTARIES

The following were elected to the office of Notary Public on motion by Commissioner Hogan and seconded by Commissioner Brinkley: Cathy N. Ayres, Cindy Bellar, Lynnette Berry, Amanda Caira, Sterling F. Claytor, Rhonda Davenport, Katherine Evans, Robert M. Fowler, Cindy French, Adriana I. Griffis, Kristine L. Hardy, Sherry Hendricks, Lorinda Leigh Krystyniak, Payton Lackey, Lisa Lea, Vivan R. Musser, Tammy Parrish, Cheryl D. Pentecost, Jamie M. Peters, Emilia Ponce, Terri L. Ray, Portia Slaughter, Lorrie Forewright Swann, Leeana R. Taylor, and N. Warrington Motion approved by voice vote.

There being no further business, the meeting was adjourned at 7:56 p.m. by motion from Commissioner M. Dorris and seconded by Commissioner Morgan. Motion approved by voice vote.

William A. Vogle

Mayor William A. Vogle

Angie H. Groves

Angie H. Groves, County Clerk

ANGIE H. GROVES, COUNTY CLERK XVI AGRICULTURE COMMERCE ROBERTSON COUNTY, TN

Session started at: 7:00:29 PM

Robertson County Commission

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Roll Call: Quorum Present (22 Present, 3 Absent)

Present: MAYOR VOGLE, JACKSON, COUTS, BRINKLEY, SUTTLE, ROBERTS, MARTIN, PIERCE, DELONG, BILLY R DORRIS, WILSON, AYRES, STROUD, M. DORRIS, STUBBLEFIELD, HOGAN, MORGAN, HALEY, HART, HEAD-HIEBER, SUMMERS, WOODARD

Absent: RUMMEL, MOORE, WHITE

Roll Call began at: 07:00:59 PM (Elapsed time: 00:00:04)

ROBERTSON COUNTY HIGHWAY DEPARTMENT

Commission
DONNIE MARTIN, Chairman
RALPH M. WHITE
RALPH (FRED) HEAD

TROY ADKINS, Superintendent
P.O. BOX 401 - 4751 HWY 41 N
SPRINGFIELD, TENNESSEE 37172
(615) 384-2507 FAX (615) 384-0211

PAUL CREASY, JR.
CHARLIE J. COOK
WILLIAM (WILLIE) PEACH

MINUTES OF MEETING
ROBERTSON COUNTY HIGHWAY COMMISSION

1. The Robertson County Highway Commission met in regular session at 4:00 P.M., Thursday, January 25, 2024.

2. The following commissioners were present:

   Mr. Cook, Mr. Creasy, Mr. Head, Mr. Martin, Mr. Peach and Mr. White. Chairman Martin presided.

3. The minutes of previous regular meeting were approved and ordered filed on a motion by Mr. Cook, seconded by Mr. Peach and approved by voice vote.

4. Supervisor's Report:

Commission	Tons Hauled to Date	End Balance
Creasy	22.59	980.57 tons
Peach	0.00	456.07 tons
Head	30.34	636.30 tons
White	0.00	832.75 tons
Cook	20.84	2,377.41 tons
Martin	11.11	3,358.96 tons

Date	Road Name	Work Performed	Loads & Tons of Rock

   On a motion by Mr. Head, seconded by Mr. Peach and approved by voice vote, the commission received and ordered these filed. (Copies of these reports are on file at the highway office.)

5. Rock allocation for the month of February was set at 2,363.68 tons. This is the carryover from January. (A copy of this report is on file at the highway office.)

6. A report showing the revenue and expenditures for 131 - Highway Fund for the period ending December 31, 2023 was reviewed by the commission. On a motion by Mr. Peach, seconded by Mr. Cook and approved by voice vote, the commission received and ordered this filed. (A copy of this report is on file at the highway office.)

7. The February meeting date is set for Thursday, February 22, 2024 at 4:00 P.M.

8. Delegation - None

9. State Aid Roads -

2023/2024 – Jernigan Road (section) & West County Farm Road

Supt. Adkins informed the commission we will bid these roads in March and plans to start them late April or the 1st of May.

Included in their packets was an updated state aid road history list. This list shows from 1992 to present what state aid road was done, the commissioner and what district it was in. After the commission looked over the list, they decided it was Mr. White's time. On a motion by Mr. White, seconded by Mr. Head and approved by voice vote, the commission agreed it was Mr. White's time who represents District 4 & 6. Mr. White mentioned last April he would like for Abednego Road to be done with the extra funding from Governor Lee's Transportation Modernization Act. Since it will be a few years on doing it under the extra funding, Mr. White stated he would like to do Abednego Road – 2.60 miles, state approving. Mr. White will look over his roads and see what he would like done in its place under the Transportation Modernization Act.

10. State Aid Road Bridge –

2023/2024 – Kinneys School Road Bridge

Supt. Adkins informed the commission about the update from our bridge engineer, Mr. Tom Sommers. Preliminary plans preparation and processing survey data continues. Addition of existing property data and property lines to the project plans have begun. Utility coordination underway with City of Springfield for water and sewer lines present at site.

11. Driveway Permit Check List:

A report showing "Driveway Permit List" for the month of January 2024 was reviewed by the commission. It showed 10 permits fully processed for a total of $2,900.00. On a motion by Mr. Head, seconded by Mr. White and approved by voice vote, this report was received and ordered filed. (A copy of this report is on file at the highway office.)

12. Resolution – Making Certain Changes In The Official Maintenance Road List And Map Due To Annexations of Various Cities - Highway Department Resolution No. 24-280-03

The commission looked over this resolution. Supt. Adkins explained The City of Springfield has annexed a portion, 0.07 miles of Dorris St., all 0.03 miles of Pitt Ave. and a portion, 0.07 miles of Poplar Ave. On a motion by Mr. Cook, seconded by Mr. Peach and approved by roll call vote, this resolution was approved.

Roll Call Vote:	Mr. Cook – Yes		Mr. Creasy - Yes
	Mr. White – Yes		Mr. Head - Yes
	Mr. Martin - Yes		Mr. Peach – Yes
Vote Total:	6 – Yes	0 – No	Motion Carried

(A copy of this resolution is on file at the highway office.)

13. Bids – Sourcewell Contract #060920 – NAF – 2025 Freightliner M2106 Plus Single Axle
2025 Freightliner M2106 Plus Tandem

Included in their packets was a quote and paperwork from National Auto Fleet Group. Sourcewell Contract #060920 for a 2025 Freightliner M2106 Plus Single Axle Dump Truck for $129,834.00 and a 2025 Freightliner M2106 Plus Tandem Dump Truck for $148,271.49. The commissioners looked over the price quotes and paperwork showing the features on these dump trucks. On a motion by Mr. Peach, seconded by Mr. Head and approved by roll call vote, the commission approved to buy both these trucks for a total of $278,105.49.

Roll Call Vote:	Mr. Peach – Yes		Mr. Martin - Yes
	Mr. Head – Yes		Mr. White - Yes
	Mr. Creasy - Yes		Mr. Cook – Yes
Vote Total:	6 – Yes	0 – No	Motion Carried

(A copy of these quotes and paperwork are on file at the highway office.)

14. Resolution - Amending The Budget Of Robertson County, Tennessee For The Fiscal Year Ending June 30, 2024

Supt. Adkins explained since they just approved the purchase of the two (2) 2025 Freightliner Dump Trucks we needed to transfer $50,000.00 from 131-34675 (Committed For Capital Outlay) to 131-68000-790 (Other Equipment). This is a balanced budget amendment. On a motion by Mr. White, seconded by Mr. Peach and approved by roll call vote, this resolution was approved.

Roll Call Vote:	Mr. Cook – Yes		Mr. Creasy - Yes
	Mr. White – Yes		Mr. Head - Yes
	Mr. Martin - Yes		Mr. Peach – Yes
Vote Total:	6 – Yes	0 – No	Motion Carried

(A copy of this resolution is on file at the highway office.)

15. Supervisor/Commission Remarks:

    1. Supt. Adkins reminded the commissioners to be looking at their roads and getting back with him on them. We will be working on getting them ready to be done this budget year.

16. There being no further business, the meeting was adjourned on a motion by Mr. Head, seconded by Mr. White and approved by voice vote.

Lynette L. Crain

Lynette L. Crain, Secretary

Donnie Martin, Chairman

Robertson County
ANIMAL CONTROL

615-384-5611
2900 W. County Farm Road
Springfield, TN 37172

Billy Vogle
Mayor

Randy Peach
Director

Intake Summary Report

Period: from **1-Feb-2023** 12:00 AM to **1-Mar-2024** 12:00 AM

Total Intake	57	
Outcome Summary Report		
Adoption	19	
Euthanasia	6	
Transfer	22	
Return to Owner	1	
Died in Kennel	0	
Public Euthanasia	0	
Total Outcome	48	
In Foster	0	
Animal Inventory	51	
Donations for this month		$665.00
Donations Year to Date		$2,292.00
Revenue for this month		$650.00
Revenue Year to Date		$5,606.00
Spay/Neuter Deposits for this month		$1,050.00
Spay/Neuter Deposits Year to Date		$9,990.00
Spay/Neuter Refunds for this month		$1,667.00
Spay/Neuter Refunds Year to Date		$11,450.97
Spay/Neuter Fund Balance		$23,550.76
Calls Received	333	
Calls Completed	326	

(INCLUDES call from Central Dispatch and All the calls received in the Office)

Robertson County Tennessee
Kendra Shelton
Trustee for Robertson County
515 South Brown Street, Springfield, TN 37172
(615) 384-4238 Fax (615) 382-2316

Robertson County Trustee Statement of Funds
February 29, 2024

BANK	DESCRIPTION	Prior Year Balance: 2/28/2023	CURRENT BALANCE: 2/29/2024
Farmers Checking #1	Trustee's Checking	$ 69,846.15	$ 88,109.10
Farmers Checking #2	Vendor Clearing	$ 300,000.00	$ 300,000.00
Farmers Payroll	Payroll Clearing	$ 1,000.00	$ 1,000.00
Farmers Tax	Checking Acct	$ 668,913.66	$ 621,625.80
Farmers Money Mkt	Money Market	$ 55,695,880.12	$ 62,718,266.21
Farmers Med Insurance	County Funded Medical	$ 2,665,695.40	$ 2,212,549.47
Farmers SW	Solid Waste Acct	$ 118,700.00	$ 174,591.96
Farmers Development	Development Acct	$ -	$ 100.00
United Community Bank	Fire Hydrant	$ 121,115.56	$ 122,581.00
United Community Bank Tax	Money Market	$ 442,145.76	$ 638,461.74
United Community Bank ICS	Cash Sweep	$ 2,005,307.56	$ 58,163,705.38
U S Bank	Checking Acct	$ 150,000.00	$ 150,000.00
Local Govt Investment Pool	LGIP Investment	$ 60,331,505.26	$ 11,142,305.87
TOTAL COUNTY DEPOSITS:		**$ 122,570,109.47**	**$ 136,333,296.53**
Industrial Development Board - Farmers MMkt		$ 5,289,694.97	$ 1,203,872.70
GRAND TOTAL TRUSTEE FUNDS:		**$ 127,859,804.44**	**$ 137,537,169.23**

Kendra Shelton, Trustee

Kendra Shelton, Trustee

Robertson County Tennessee
Kendra Shelton
Trustee for Robertson County
515 South Brown Street
Springfield, TN 37172
Phone: (615) 384-4238
Fax: (615) 382-2316
Email: KShelton@RobCoTN.org
Website: https://RobertsonCountyTN.gov

Robertson County Trustee

2023 Tax Aggregate

	PROPERTY TAX	PUBLIC UTILITIES	TOTAL
Beginning Tax:	$ 56,120,310.00	$ 2,075,091.00	$ 58,195,401.00
Additions:	145,007.00	-	145,007.00
Increases:	6,776.00	-	6,776.00
Deletions:	(24,449.00)	-	(24,449.00)
Decreases:	(23,689.00)	-	(23,689.00)
Total Tax To Collect:	$ 56,223,955.00	$ 2,075,091.00	$ 58,299,046.00
As of 2/29/2024:			
Total Tax Collected:	$ 51,601,541.20	$ 2,071,875.00	$ 53,673,416.20
Unpaid Balance:	$ 4,622,413.80	$ 3,216.00	$ 4,625,629.80

Kendra Shelton, Trustee

Kendra Shelton, Trustee

Robertson County Tennessee
Kendra Shelton
Trustee for Robertson County
515 South Brown Street *Phone: (615) 384-4238*
Springfield, TN 37172 *Fax: (615) 382-2316*
Email: KShelton@RobCoTN.org
Website: https://RobertsonCountyTN.gov

Robertson County Trustee

2022 Tax Aggregate

	PROPERTY TAX	PUBLIC UTILITIES	TOTAL
Beginning Tax:	$ 49,575,230.00	$ 1,824,393.00	$ 51,399,623.00
Additions:	271,911.00	-	271,911.00
Increases:	13,909.00	-	13,909.00
Deletions:	(31,002.00)	-	(31,002.00)
Decreases:	(74,988.00)	-	(74,988.00)
Total Tax To Collect:	$ 49,755,060.00	$ 1,824,393.00	$ 51,579,453.00
As of 2/29/2024:			
Total Tax Collected:	$ 49,271,832.09	$ 1,823,157.00	$ 51,094,989.09
Unpaid Balance:	$ 483,227.91	$ 1,236.00	$ 484,463.91

Kendra Shelton, Trustee

Kendra Shelton, Trustee

Robertson County Veterans Service Office
Terry Wilson, Veterans Service Officer

	A	B	C	D	E	F	G	H	I	J	K	L	M	O	P	Q
1	**Activity Report 2023-2024**															
2																
3	**Total County Population (2022) *Estimated**	74,759 (+ .88%)	**FY2021**	74,107 (+ .89%)												
4	***Veteran Population (Annual VA GDX Report 2022)** **Estimated*	4,175	**FY2021**	4,159	***FY2020***	4,189										
5	***Annual VA Benefits Compensation & Pension (VA GDX Annual Report 2022)***	49,276,000.00	**FY2021**	$ 40,835,000.00	***FY2020***	$35,169,000.00										
6	***Estimated Veteran Poverty Rate / Veteran Disability Rate*** ** Source: US Census 2021*	6.85%		***Estimated Veteran Disability Rate*** **Source US Census 2021*	26.51%											
7	*Estimated Veterans by War* *Source: US Census 2021*	**WWII - 15**	**Korea - 191**	**Vietnam - 1,139**	**1st Gulf War - 1,078**	**2nd Gulf War - 905**		**Veteran Age Groups**	**18-34 / 288**	**35-54 / 1,118**	**55-64 / 774**	**65-74 / 941**	**75+ / 675**			
8																
9				***Am Legion DSO Training - Virtual***	**TDVS ANNUAL Re-Accreditation Training Starts**			***Am Legion Mid-Winter Conference***		***Am Legion DSO Training - Virtual***						
10	**Office Activity**	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**			
11	Number of Veterans Files Maintained	2,478	2,508	2,518	2,520	2,535	2,556	2,578	2,586							
12																
13	*Claims in Pipeline -- Backlog*	*40*	*40*	*60*	*75*	*73*	*71*	*55*	*65*					479		
14																
15	Office Visits (Walk-ins/Appts.) **Office Mainly Appt. Only	57	97	68	78	62	58	67	98					585		
16																
17	**Communications**															
18	VA Communications	20	8	5	6	6	8	5	4					62		
19	CVSO Communications	5	2	3	13	6	10	0	6					45		
20	Phone (includes received/returned)	187	197	195	173	130	110	151	179					1322		
21	Incoming Mail	7	10	4	6	4	5	3	2					41		
22	Emails	104	91	75	82	81	82	86	86					687		
23	Outgoing Mail	3	10	6	8	7	5	6	5					50		
24	Fax	1	9	8	6	10	6	2	7					49		
25	Other	17	29	18	26	21	26	31	28					196		
26	General Contact Log	33	29	15	21	28	25	20	24					195		
27																
28	Burial Pre-Registration	0	0	0	0	1	1	3	0					5		
29																
30	Request for DD-214		8	7	5	5	3	2	11					41		
31																
32	Virtual Hearings (BVA / Local)		0	0	0	0	0	2	0					2		
33																
34	Claims Electronically Submitted	27	33	32	14	37	31	20	26					220		
35	Claims Submitted via Fax													0		
36	100% P & T & Chapter 35		0	0	5	0	2	0	0							
37																
38	**Out Reach**															
39	Veteran/Surviving Spouse Home Visits / Outreach	1	3	2	4	5	45	0	0					60		
40	**Transportation--Requests (Includes Bus Passes)	3	0	0	2	1	1	0	0					7		
41	Veteran Assistance/Food, Fuel, Utilities, Housing	3	1	0	1	1	1	2	2					11		
42	***Financial Amounts at End of Report*															
43																
44																
45	Springfield (Including Funeral Homes)															

Robertson County Veterans Service Office
Terry Wilson, Veterans Service Officer

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
46	Greenbrier (Including Funeral Homes)																
47	White House (Including Funeral Homes)																
48	All Veterans Tuesday, Greenbrier																
49	American Legion Post 45 Greenbrier																
50	American Legion Post 48 Springfield																
51	American Legion Post 206 White House																
52	VFW Post 2120 Robertson Co.																
53	DAV Chapter 21 Robertson Co.																
54	VA TN Valley Health Care System																
55	Nashville Vet Center																
56	Other Veteran Organizations / Community Groups																
57	**Total Count for all Organizations / Facilities Listed Above**	5	5	7	10	4	3	2	2						38		
58																	
59	**Nursing Home Visits**																
60	Morningside, Springfield														0		
61	The Waters of Springfield, Springfield														0		
62	Springfield Heights, Springfield														0		
63	NHC, Springfield														0		
64	Oak Pointe Assisted Living Home, Cedar Hill														0		
65	Ridgetop Haven Inc, Greenbrier														0		
66	White House Healthcare, White House														0		
67	Other Nuring Homes/Assisted Living														0		
68		2	2	0	0	0	7	0	0						18		
69																	
70	**Other Activity**																
71	WDBL 1590 Lavern Show																
72	Newspaper/Browser/Connection																
73	Senior Center, Springfield																
74	Dept. of Labor Career Center, Springfield																
75	War Records Nashville																
76	DAV (NSO) Nashville Office																
77	**Total Count for all Sources Listed Below**	3	3	2	2	2	1	2	1						16		
78																	
79	**Monthly/Annual Required Training**																
80	Training / Webinars	3	7	3	2	1	1	0	1						18		
81	Conferences				1				0						1		
82																	
83	**Claim Prep (Not including research/development)**																
84	Forms/Docs Uploaded	288	490	278	233	292	217	261	134						2193		
85																	
86	**Total Monthly Activity**	769	1,034	728	698	704	648	665	616	0	0	0	0		5862		
87																	
88	**Monthly Average Activity**														732.75		
89		769	902	843	800	787	764	749	733								
90																	
91	**Financial Assistance Provided**																
92	*Financial Assistance*	*$750.49*					*$1,000.00*										
93	***Food Boxes / Misc / $25 Kroger Card Assistance*	*$125.00*	*$25.00*	*$0.00*	*$480.00*	*$130.00*	*$1,800.00*	*$0.00*	*$241.30*								
94																	
95																	
96	**Additional Info**	**Accreditations**	**TDVS**	**Am. Legion**	**VFW**	**Marine Corps League**	**DAV**										
97																	
98	Matthew "Scott" Erwin, Senior VSO	Current	X	X	X												
99	Abigale Ware -- Asst. VSO	Current	X	X	X												
100	Gwen Harder -- Administrative	Current	X	X	X												
101																	
102	Terry Wilson, VSO Director	Current	X	X	X Post S.O.	X	Chapter S.O.										

Robertson County Veterans Service Office
Terry Wilson, Veterans Service Officer

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
103	***Am. Legion Dept Service Officer State of Tennessee / National VAR/E Committee *for Tenn.***																
104																	

ROBERTSON COUNTY REGIONAL PLANNING COMMISSION

Robertson County Office Building
527 South Brown Street
Springfield, Tennessee 37172
Tel. (615) 384-3666

PLANNING AND ZONING

02-01-2024 – 02-29-2024

To: All Robertson County Commissioners
From: Robertson County Planning Office

Re: Growth Data

Single-Family Dwelling Permit	21
Other Permits Issued	15
Plumbing Permits Issued	24
Mechanical Permits Issued	16
Total Permits Issued	76
Commercial / Industrial AFT Collected	$ 0.00

Permits	Rezonings	Site Plans	Subdivisions	Appeals Board	Adequate Facilities Tax
$ 59,665.50	$ 660.00	$ 510.00	$ 0	$ 525.00	$ 307,628.10

ADEQUATE FACILITIES TAX

	2021-2022	Previous YTD	2022-2023	Year to Date
July	$ 202,922.10	$ 202,922.10	$ 132,099.00	$ 132,099.00
August	$ 770,511.60	$ 973,433.70	$ 88,618.10	$ 220,717.10
September	$ 195,084.20	$ 1,168,517.90	$ 157,673.00	$ 378,390.10
October	$ 192,585.20	$ 1,361,103.10	$ 142,309.50	$ 520,699.60
November	$ 120,858.00	$ 1,481,961.10	$ 86,238.00	$ 606,937.60
December	$ 73,809.50	$ 1,550,809.60	$ 127,993.50	$ 734,931.10
7January	$ 85,996.50	$ 1,636,806.10	$ 191,188.50	$ 926,119.60
February	$ 139,845.00	$ 1,776,651.10	$ 307,628.10	$1,233,747.70
March	$ 168,425.80	$ 1,943,076.90	$	$
April	$ 154,573.50	$ 2,097,650.40	$	$
May	$ 155,389.00	$ 2,253,039.40	$	$
June	$ 194,215.20	$ 2,447,254.60	$	$

Group: CT

520	2/23/2024	CT	ADR ADEQUATE FACILITIES RESIDENTIAL	6,000.00
				6,000.00

Group: GB

527	2/27/2024	GB	ADR ADEQUATE FACILITIES	2,055.00
528	2/27/2024	GB	ADR ADEQUATE FACILITIES	1,875.00
529	2/27/2024	GB	ADR ADEQUATE FACILITIES	1,875.00
530	2/27/2024	GB	ADR ADEQUATE FACILITIES	2,055.00
531	2/27/2024	GB	ADR ADEQUATE FACILITIES	2,475.00
532	2/27/2024	GB	ADR ADEQUATE FACILITIES	2,055.00
445	2/12/2024	GB	ADR ADEQUATE FACILITIES	2,688.00
431	2/5/2024	GB	ADR ADEQUATE FACILITIES	2,475.00
432	2/5/2024	GB	ADR ADEQUATE FACILITIES	2,055.00
429	2/2/2024	GB	ADR ADEQUATE FACILITIES	2,055.00
				21,663.00

Group: MLV

515	2/21/2024	MLV	ADR ADEQUATE FACILITIES	2,854.50
517	2/21/2024	MLV	ADR ADEQUATE FACILITIES	2,520.00

424	2/1/2024	MLV	ADR ADEQUATE FACILITIES	1,944.00
425	2/1/2024	MLV	ADR ADEQUATE FACILITIES	1,944.00
426	2/1/2024	MLV	ADR ADEQUATE FACILITIES	2,520.00
427	2/1/2024	MLV	ADR ADEQUATE FACILITIES	3,811.50
428	2/1/2024	MLV	ADR ADEQUATE FACILITIES	2,854.50
				18,448.50

Group: SPF

533	2/28/2024	SPF	ADR ADEQUATE FACILITIES	1,896.00
522	2/23/2024	SPF	ADR ADEQUATE FACILITIES	1,950.00
523	2/23/2024	SPF	ADR ADEQUATE FACILITIES	1,950.00
524	2/23/2024	SPF	ADR ADEQUATE FACILITIES	1,965.00
525	2/23/2024	SPF	ADR ADEQUATE FACILITIES	1,965.00
526	2/23/2024	SPF	ADR ADEQUATE FACILITIES	1,965.00
519	2/21/2024	SPF	ADR ADEQUATE FACILITIES	2,073.00
434	2/7/2024	SPF	ADR ADEQUATE FACILITIES	2,415.00
435	2/7/2024	SPF	ADR ADEQUATE FACILITIES	1,965.00
436	2/7/2024	SPF	ADR ADEQUATE FACILITIES	2,415.00

437	2/7/2024	SPF	ADR ADEQUATE FACILITIES	2,448.00
438	2/7/2024	SPF	ADR ADEQUATE FACILITIES	2,415.00
439	2/7/2024	SPF	ADR ADEQUATE FACILITIES	1,965.00
440	2/7/2024	SPF	ADR ADEQUATE FACILITIES	2,415.00
				29,802.00

Group: WH

534	2/28/2024	WH	ADR ADEQUATE FACILITIES	2,958.00
497	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,160.50
433	2/6/2024	WH	ADR ADEQUATE FACILITIES	1,674.60
535	2/28/2024	WH	ADR ADEQUATE FACILITIES	2,334.00
521	2/23/2024	WH	ADR ADEQUATE FACILITIES	2,142.00
518	2/21/2024	WH	ADR ADEQUATE FACILITIES	2,541.00
499	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,325.00
500	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,508.00
501	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,382.00
502	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,927.00
503	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,766.50

504	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,246.00
505	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,766.50
506	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,400.50
507	2/15/2024	WH	ADR ADEQUATE FACILITIES	3,948.00
508	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,560.50
509	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,103.00
510	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,890.50
511	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,748.00
512	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,694.00
513	2/15/2024	WH	ADR ADEQUATE FACILITIES	2,824.50
451	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
452	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
453	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
454	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
455	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
456	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50

457	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
458	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
459	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
460	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
461	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
462	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
463	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
464	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
465	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
466	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
467	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
468	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
469	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
470	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
471	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
472	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50

473	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
474	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
475	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
476	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
477	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
478	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
479	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
480	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
481	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
482	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
483	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
484	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
485	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
486	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
487	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
488	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50

489	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
490	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
491	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
492	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
493	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
494	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
495	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
496	2/14/2024	WH	ADR ADEQUATE FACILITIES	2,182.50
448	2/13/2024	WH	ADR ADEQUATE FACILITIES	2,334.00
449	2/13/2024	WH	ADR ADEQUATE FACILITIES	2,334.00
450	2/13/2024	WH	ADR ADEQUATE FACILITIES	3,982.50
441	2/7/2024	WH	ADR ADEQUATE FACILITIES	2,299.50
442	2/7/2024	WH	ADR ADEQUATE FACILITIES	2,299.50
				173,544.60

TOTAL FEBRUARY 2024 $249,458.10

ROBERTSON COUNTY
EMERGENCY MANAGEMENT AGENCY

1305 HILL STREET
SPRINGFIELD, TENNESSEE 37172
615-384-2186

BILLY VOGLE
COUNTY MAYOR

CHANCE HOLMES
DIRECTOR

BLAKE PIERCE
DEPUTY DIRECTOR

MONTHLY REPORT

****

INCIDENTS---------FEB20 TH ------MARCH 12TH 2024

****

MVA----------07
COMMERCIAL VEHICLE CRASH--------04
STRUCTURE FIRE----------02
ILLEGAL BURN ----------00
SEVERE WEATHER EVENT----------00
HAZMAT ----------01
OUT OF COUNTY CALL OUT----------02
TRASH FIRE ----------01

****

TRAINING AND ACITVITY:
911 MEETING
SPECIAL OPS TEAM MEETING
STONE RIDGE FIRE DRILL
SUMNER COUNTY SEARCH
SBA MEETING

****

ROBERTSON COUNTY
SOLID WASTE DEPARTMENT
MONTHLY REPORT

February 2024

Tipping Fees & Sales Revenue:

	Month	Year to Date	Feb.Last Yr.
Transfer Station Income	$275,433.02	$2,531,842.01	$248,998.56
Accts.Rec. Billed this month	$285,675.02	$2,720,197.38	$303,500.66
Credit Card Fees	$2,120.00	$16,649.59	$2,915.52
Payout for Disposal Waste & Tires	$268,812.38	$2,234,987.68	$224,135.34
Solid Waste Received (tons)	6,085.38	51,781.48	5,238.04
Solid Waste Shipped (tons)	6,588.08	52,868.08	5,340.65

	Month	Year to Date	Feb. Last Yr.
Recycling Center Income:	$4,480.26	$25,088.65	$1,090.00
Recyclables Shipped (tons)			
Aluminum/Copper	0.00	0.00	0.00
Cardboard	0.00	10.58	0.00
Mixed Steel	17.57	240.10	6.65
Newsprint	0.00	0.00	0.00
Electronics	0.00	0.00	0.00
Waste Oil (gallons)	73	2506	137
Recyclables Collected			
Refrigeration units	45	296	23

Robertson County EMS
EMERGENCY MEDICAL SERVICES

1305 HILL STREET - SPRINGFIELD, TN 37172 - 615-384-2186 F615-384-1293

March 11, 2024

To: Mayor Vogle and Robertson County Commissioners

From: Brent Dyer, Director – Robertson County (TN) EMS

Re: EMS Monthly Report for March 2024

Mayor Vogle and Commissioners,

This month has already started off with the anticipated increase volume for EMS calls. With the nicer weather comes a bit of an increase of certain emergencies. I am proud to say that things do seem to be going well within the EMS department. I honestly haven't had any complaints or concerns from our personnel. Everyone is doing their jobs well and with eagerness, something many EMS departments continue to struggle with. We are very blessed with this and I attribute much of this to our elected officials and their support of our mission.

We are soon to see some much-needed enhancements to our ambulance fleet. I was advised last week that we should have 2 brand new ambulances (from the 22-23 FY) coming in May. We should then have another one (from this budget) coming in July. With this, we have also ordered the necessary equipment to go into these ambulances such as stretchers and stretcher loading systems. In doing this, I would like to recognize the excellent and diligent work of Mrs. Dee Dee Hooper, Purchasing Officer with the Robertson County Finance Department. Mrs. Hooper is the newest person on Mrs. Jody Stewarts team there in Finance. Mrs. Hooper was reviewing a PO request I had submitted through a quote from the company who we buy stretchers from, when she noticed a price difference between the quote and a state-wide purchasing contract with an entity called Savikk. We have since learned that the prices shown on Savikk were 2022 prices and didn't reflect the increases over the last two years. Nonetheless, the language within the pricing contract read that the price was good through June of 2024. We were able to save over $9,000 on this order because of Mrs. Hooper's diligence.

There are some key needs for equipment, possible considerations for an additional EMS unit to enhance our response capabilities, and some building ideas to discuss as far as our 24-25 FY budget preparations begin. Please do know we are working to prioritize any requests to be as conservative as possible and find the most cost-effective options to soon present to our respective committees. As always, I do have a considerable amount of data I can share with any of you who would like to have it. Hopefully, we can re-schedule our EMS workshop we had planned that was cancelled due to the winter storm. We are working to renew our contract with

Robertson County EMS
EMERGENCY MEDICAL SERVICES

1305 HILL STREET - SPRINGFIELD, TN 37172 - 615-384-2186 F615-384-1293

our EMS billing company and so far have some positive news. Through our negotiations thus far, it appears we can reduce the percentage of net collections by over 1%. This may not sound like much, but with our net revenues/collections from EMS billing being around $2.5M, every little bit of decrease is that much more money we can save or apply to enhancing our services. Again, there are a lot of details and layers to this, but I feel we have good control and a good understanding of it. I certainly welcome any of you and our citizens who ever have any questions to visit with us and learn more about it. Please feel welcome at our EMS Committee meetings, our next one will be March 25th at 5PM, located at the EMS office at 1305 Hill St., in Springfield. I'd like to ensure that you all feel welcome to come by your local stations and visit your EMS personnel. These are the employees who are entrusted to hold the lives of our families and friends in their hands. The employees at EMS are great people who appreciate you all and would love to get to know you.

Lastly, I want to compliment our team at Northcrest Medical Center. Myself and Lieutenant Kerrie Beauchemin attended a recent national level accreditation process for cardiac emergencies (chest pain, heart attack, etc) at our local hospital. They have been doing some excellent work there. Our hospital has some of the best times as far as speed of definitive care for patients who are suffering from heart attacks due to blockages in coronary (heart) arteries. The relationship between Robertson County EMS and our hospitals is excellent. This overall partnership in caring for our people makes the patient's experience much better in the long run. I encourage everyone to spread the good news about the work being done at Northcrest. As always, thank you for your leadership and support. Please reach out if we can answer any questions or do anything for any of you.

Best Regards,

Brent N. Dyer

Brent Dyer, Director
Robertson County EMS
bdyer@robertsonems.org
615-440-6657 mobile/text
615-384-2186 office

ROBERTSON COUNTY, TENNESSEE.

FINANCIAL REPORT

JANUARY 31, 2024

UNAUDITED

PREPARED BY
FINANCE DEPARTMENT

JODY STEWART
FINANCE DIRECTOR

ROBERTSON COUNTY, TENNESSEE

UNAUDITED FINANCIAL REPORT

TABLE OF CONTENTS

INTRODUCTORY SECTION	PAGE
Title Page	i
Table of Contents	ii
Letter of Transmittal	iv
FINANCIAL SECTIONS	
General Fund:	
Balance Sheet	1
Statement of Revenues	2
Statement of Expenses	3
Statement of Changes in Fund Balance	4
Solid Waste/Sanitation Fund:	
Balance Sheet	5
Statement of Revenues	6
Statement of Expenses	7
Statement of Changes in Fund Balance	8
Highway Fund:	
Balance Sheet	9
Statement of Revenues	10
Statement of Expenses	11
Statement of Changes in Fund Balance	12
School Fund:	
Balance Sheet	13
Statement of Revenues	14
Statement of Expenses	15
Statement of Changes in Fund Balance	16
Debt Service Fund:	
Balance Sheet	17
Statement of Revenues	18
Statement of Expenses	19
Statement of Changes in Fund Balance	20

General Capital Projects Fund:
Balance Sheet 21
Statement of Revenues 22
Statement of Expenses 23
Statement of Changes in Fund Balance 24

Community Development / RCEDB / Red River Preserve PILOT Fund:
Balance Sheet 25
Statement of Revenues 26
Statement of Expenses 27
Statement of Changes in Fund Balance 28

School Capital Projects Fund:
Balance Sheet 29
Statement of Revenues 30
Statement of Expenses 31
Statement of Changes in Fund Balance 32

County Medical Self Insurance Fund:
Balance Sheet 33
Statement of Revenues 34
Statement of Expenses 35
Statement of Changes in Fund Balance 36

Long Term Debt Schedules:
Schedule of Bond Payments 37
Schedule of Note Payments 38

Robertson County Tennessee

Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

February 29, 2024

Board of County Commissioners
Robertson County Courthouse
Springfield, Tennessee 37172

Dear Commissioners:

The unaudited financial report for the period ended January 31, 2024 is submitted herewith. This report was prepared by the Finance Department, and I believe the data is accurate in all material aspects, and that it is presented in a manner designed to set forth the financial position and results of operations of the various funds.

This report includes financial statements of all entities over which Robertson County exercises oversight responsibility, based upon criteria established by the Governmental Accounting Standards Board, except for the Robertson County Trustee, Clerks, Register and Sheriff.

The accounting records for the governmental fund types are maintained on a modified accrual basis. Revenues are recognized when they become both measurable and available as net current assets, except property taxes are recognized on the cash basis.

Expenditures are generally recognized when the liability is incurred, except principal and interest on long term debt is recognized when due, and encumbrances are recognized as expenditures for budgetary purposes in the period they are created. Reserve For Encumbrances represents contracts, purchase orders and other commitments to be completed in subsequent accounting periods.

All Reserves, with the exception of Reserve For Encumbrances, indicate unexpended revenues that are legally required to be expended for specific purposes in subsequent accounting periods.

The County is required by State statute to adopt annual budgets for the General Fund, Special Revenue Funds and Debt Service Fund. These budgets must be adopted on the basis where current available funds are sufficient to meet current expenditures. The sum of expenditures and encumbrances may not legally exceed authorized appropriations. All unencumbered appropriations lapse at year end.

In developing and evaluating the County's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets and the reliability of financial records for the preparation of financial reports. The concept of reasonable assurance recognizes that the cost of an internal control should not exceed the benefits likely to be derived and the evaluation of costs and benefits requires estimates and judgments by management. All internal accounting control evaluations and judgments occur within this framework.

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds included in this financial report are as follows:

General Fund - The General Fund is the general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources, other than major capital projects, that are legally restricted to expenditures for specific purposes. Special Revenue Funds include the Sanitation/Solid Waste Fund, Highway Fund and School Fund.

Debt Service Fund - The Debt Service Fund is used to account for the accumulation of resources for and the payment of long-term debt principal and interest.

General Capital Projects Fund - The General Capital Projects Fund is used to account for financial resources specified to be used for the acquisition or construction of major capital facilities for the County other than those for the Sanitation/Solid Waste Fund, Highway Fund and School Fund.

Community Development / RCEDB / Red River Preserve PILOT Fund – The Community Development / RCEDB / Red River Preserve PILOT Fund is used to account for financial resources collected through Payments In Lieu Of Taxes (PILOT) and expenditures for the Red River Preserve Project. The Robertson County Industrial Development Board also known as the Robertson County Economic Development Board (RCEDB) is required to request approval from the County legislative body if funds are required for any County project other than the Red River Preserve.

School Capital Projects Fund - The School Capital Projects Fund is used to account for financial resources specified to be used for the acquisition or construction of major capital facilities for the School Fund.

County Medical Self Insurance Fund – The County Medical Self Insurance Fund is used to account for financial resources regarding collections of insurance premiums from the County and employees. This fund also accounts for payment of all medical claims for County employees plus the payment of administrative and stop loss fees to Blue Cross Blue Shield of Tennessee. Blue Cross Blue Shield of Tennessee is the County's Third-Party Administrator (TPA) of the County Medical Self Insurance Plan.

The preparation of this report could not be accomplished without the efficient and dedicated services of the entire staff of the Finance Department. I express my appreciation to these employees. I also thank the County Commissioners and all other officials and employees for their cooperation and support in conducting the financial activities of the County in a progressive and responsible manner.

Should you have any questions, please advise.

Respectfully,

Jody Stewart

Jody Stewart

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
GENERAL FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH ON HAND		725.00	
CASH WITH TRUSTEE		24,981,837.12	
COUNTY SELF FUNDED INSURANCE - FUND 263 CASH		1,916,206.18	
AMERICAN RESCUE PLAN ACT OF 2021-FUND 127 CASH		7,911,069.85	
ACCOUNTS RECEIVABLE		0.00	
PROPERTY TAXES RECEIVABLE		0	
TOTAL CURRENT ASSETS			34,809,838.15
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE / ACCRUED PAYROLL		0.00	
AMERICAN RESCUE PLAN ACT OF 2021-FUND 127		7,911,069.85	
ESCROW PAYABLE - RENT DEPOSIT - BLDG. SOLD - SEPT 2022		0.00	
COUNTY SELF FUNDED INSURANCE - FUND 263		1,916,206.18	
TOTAL CURRENT LIABILITIES			9,827,276.03
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		1,649,880.60	
BEGINNING FUND BALANCE	17,716,160.28		
PLUS CURRENT REVENUES	30,775,379.62		
LESS CURRENT EXPENSES	27,342,919.95		
UNRESERVED FUND BALANCE		21,148,619.95	
PLUS RESERVED FUND BALANCE		2,184,061.57	
TOTAL FUND EQUITY			24,982,562.12
TOTAL LIABILITIES AND FUND EQUITY			34,809,838.15

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
GENERAL FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
CURRENT PROPERTY TAX COLLECTIONS	29,070,000.00	18,508,955.85	(10,561,044.15)
TRUSTEE'S P. T. COLLECTIONS - PRIOR YEAR	126,992.00	161,611.39	34,619.39
CHANCERY COURT P. T. COLLECTIONS - PRIOR YEARS	86,886.00	43,180.99	(43,705.01)
PROPERTY TAX INTEREST & PENALTY COLLECTIONS	109,204.00	48,219.65	(60,984.35)
PAYMENTS IN LIEU OF PROPERTY TAX	387,427.00	358,295.37	(29,131.63)
HOTEL / MOTEL TAX	1,100,000.00	567,191.92	(532,808.08)
LITIGATION TAXES - GENERAL	263,400.00	158,295.29	(105,104.71)
BANK EXCISE TAX	384,394.00	0.00	(384,394.00)
WHOLESALE BEER TAX	107,120.00	64,502.33	(42,617.67)
CABLE TV FRANCHISE	116,413.00	74,028.90	(42,384.10)
BUILDING PERMITS	327,000.00	237,772.50	(89,227.50)
CIRCUIT COURT FINES	28,471.00	19,422.44	(9,048.56)
GENERAL SESSION COURT FINES	369,399.00	190,274.46	(179,124.54)
JUVENILE COURT FINES	3,747.00	1,404.55	(2,342.45)
CHANCERY COURT OFFICERS COST	7,297.00	3,784.50	(3,512.50)
DRUG COURT FEES & VETERANS TREATMENT COURT FEES	81,346.00	31,331.84	(50,014.16)
AMBULANCE PATIENT CHARGES	2,600,000.00	1,535,991.53	(1,064,008.47)
SCHOOL PATROL OFFICERS	1,300,000.00	1,300,000.00	0.00
DRIVERS SCHOOL FEES / OTHER GEN SERVICES	178,300.00	5,425.00	(172,875.00)
COPYING, COMPUTER, PHONE VENDING & FEES	462,327.00	333,007.81	(129,319.19)
OTHER LOCAL REVENUES	74,875.00	43,638.70	(31,236.30)
COUNTY CLERK FEES	1,427,000.00	596,624.37	(830,375.63)
CIRCUIT COURT CLERK FEES	199,000.00	129,427.34	(69,572.66)
GENERAL SESSIONS COURT FEES	475,000.00	272,804.48	(202,195.52)
CHANCERY COURT FEES	137,000.00	82,126.27	(54,873.73)
JUVENILE COURT FEES	25,000.00	13,532.67	(11,467.33)
REGISTER OF DEEDS FEES	438,000.00	227,121.37	(210,878.63)
SHERIFF FEES	35,490.00	17,994.53	(17,495.47)
TRUSTEE FEES	1,802,000.00	1,152,114.51	(649,885.49)
JUVENILE SERVICES PROGRAM	9,000.00	4,500.00	(4,500.00)
OTHER GENERAL GOVERNMENT GRANTS-SAFE BABY COURT	100,000.00	0.00	(100,000.00)
LAW ENFORCEMENT TRAINING PROGRAM	108,800.00	0.00	(108,800.00)
DRUG CONTROL GRANT - DRUG COURT	215,500.00	101,930.45	(113,569.55)
HEALTH DEPARTMENT PROGRAM	905,000.00	417,760.13	(487,239.87)
LITTER PROGRAM	71,745.00	1,704.35	(70,040.65)
STATE BEER TAX	19,200.00	10,128.93	(9,071.07)
STATE ALCOHOLIC BEVERAGE TAX	159,534.00	80,053.01	(79,480.99)
STATE SHARED SPORTS GAMING-OPIOID SETTLEMENT FUNDS	79,840.00	53,520.76	(26,319.24)
CONTRACTED PRISONER BOARDING	2,875,000.00	1,121,457.20	(1,753,542.80)
REGISTRAR OF VOTERS SALARY GRANT	15,164.00	7,582.00	(7,582.00)
OTHER STATE GRANTS & REVENUES	114,100.00	23,506.38	(90,593.62)
OTHER FEDERAL THROUGH STATE & FEDERAL REVENUES	62,124.00	40,234.61	(21,889.39)
LAW ENFORCEMENT GRANT - SRO GRANT	1,881,192.00	1,697,104.24	(184,087.76)
OTHER FEDERAL THROUGH STATE & FEDERAL REVENUES	383,354.00	372,220.00	(11,134.00)
TRANSFER IN FROM AMERICAN RESCUE PLAN (ARPA)	21,000.00	3,500.00	(17,500.00)
INSURANCE RECOVERY-ROBCO OFFICE BLDG ROOF REPAIR	662,097.00	662,097.00	0.00
TOTAL REVENUES	49,405,738.00	30,775,379.62	(18,630,358.38)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
GENERAL FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
COUNTY COMMISSION	565,735.00	273,500.18	292,234.82
COUNTY MAYOR	530,539.00	240,805.88	289,733.12
ELECTION COMMISSION	447,035.00	205,602.12	241,432.88
REGISTER OF DEEDS	378,851.00	203,497.15	175,353.85
DEVELOPMENT DEPT. FORMERLY PLANNING	890,586.00	428,744.46	461,841.54
COUNTY BUILDINGS	1,350,917.00	650,846.62	700,070.38
ARCHIVES	186,374.00	97,723.20	88,650.80
FINANCE DEPARTMENT	738,112.00	405,288.79	332,823.21
PROPERTY ASSESSOR	598,019.00	295,090.14	302,928.86
COUNTY TRUSTEE	367,820.00	207,393.83	160,426.17
COUNTY CLERK	801,439.00	434,255.48	367,183.52
CIRCUIT COURT	1,209,709.00	655,504.97	554,204.03
GENERAL SESSIONS COURT	585,865.00	298,043.98	287,821.02
DRUG COURT	550,906.00	180,280.01	370,625.99
CHANCERY COURT	383,818.00	192,973.05	190,844.95
JUVENILE COURT	648,310.00	276,514.02	371,795.98
COUNTY SHERIFF	20,412,755.00	11,355,124.92	9,057,630.08
FIRE PREVENTION	1,534,239.00	894,972.80	639,266.20
EMERGENCY MANAGEMENT	271,341.00	141,400.32	129,940.68
HEALTH DEPARTMENT	1,287,164.00	362,657.56	924,506.44
ANIMAL CONTROL	468,296.00	295,761.33	172,534.67
AMBULANCE SERVICE	7,397,269.00	4,208,446.17	3,188,822.83
LITTER GRANT PROGRAM	100,083.00	52,568.45	47,514.55
AGRICULTURE EXTENSION SERVICE	193,608.00	77,966.05	115,641.95
OTHER CHARGES	7,866,913.00	4,403,800.22	3,463,112.78
CONTRIBUTIONS TO OTHER AGENCIES	687,653.00	504,158.25	183,494.75
OPERATING TRANSFER	0.00	0.00	0.00
TOTAL EXPENSES	50,453,356.00	27,342,919.95	23,110,436.05

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
GENERAL FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	49,405,738.00	30,775,379.62	(18,630,358.38)
TOTAL EXPENSES	50,453,356.00	27,342,919.95	23,110,436.05
EXCESS REVENUES (EXPENSES)	(1,047,618.00)	3,432,459.67	4,480,077.67
BEGINNING UNRESERVED FUND BALANCE	17,716,160.28	17,716,160.28	0.00
ENDING UNRESERVED FUND BALANCE	16,668,542.28	21,148,619.95	4,480,077.67

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
SOLID WASTE/SANITATION FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH ON HAND		700.00	
CASH WITH TRUSTEE		3,292,336.09	
ACCOUNTS RECEIVABLE		0.00	
PROPERTY TAXES RECEIVABLE		0.00	
TOTAL CURRENT ASSETS			3,293,036.09
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE / ACCRUED PAYROLL		0.00	
OTHER LOANS PAYABLE - CURRENT (DEBT SERVICE FUND 151)		0.00	
TOTAL CURRENT LIABILITIES		0.00	
TOTAL CURRENT AND LONG - TERM LIABILITIES			0.00
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		61,021.55	
BEGINNING FUND BALANCE	2,555,485.93		
PLUS CURRENT REVENUES	3,099,951.60		
LESS CURRENT EXPENSES	2,623,422.99		
UNRESERVED FUND BALANCE		3,032,014.54	
PLUS RESERVED FUND BALANCE		200,000.00	
TOTAL FUND EQUITY			3,293,036.09
TOTAL LIABILITIES AND FUND EQUITY			3,293,036.09

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
SOLID WASTE/SANITATION FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
CURRENT PROPERTY TAX COLLECTIONS	1,224,000.00	779,320.02	(444,679.98)
TRUSTEE'S P. T. COLLECTIONS - PRIOR YEAR	2,644.00	7,152.16	4,508.16
CHANCERY COURT P. T. COLLECTIONS - PRIOR YEARS	3,845.00	1,910.69	(1,934.31)
PROPERTY TAX INTEREST & PENALTY COLLECTIONS	5,493.00	2,135.19	(3,357.81)
DISPOSAL FEE	4,000,000.00	2,256,408.99	(1,743,591.01)
RECYCLED MATERIALS	24,018.00	25,950.39	1,932.39
OTHER LOCAL REVENUES / MISC. REFUNDS	40,000.00	27,074.16	(12,925.84)
SALE OF EQUIPMENT	0.00	0.00	0.00
SOLID WASTE GRANTS - OTHER STATE REVENUES	0.00	0.00	0.00
INSURANCE RECOVERY	0.00	0.00	0.00
TOTAL REVENUES	5,300,000.00	3,099,951.60	(2,200,048.40)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
SOLID WASTE/SANITATION FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
CONVENIENCE CENTERS	722,830.00	234,222.05	488,607.95
TRANSFER STATIONS	4,505,168.00	2,206,806.53	2,298,361.47
RECYCLING CENTER	74,742.00	29,672.36	45,069.64
POSTCLOSURE CARE COSTS	129,498.00	43,788.99	85,709.01
OTHER CHARGES	211,762.00	108,933.06	102,828.94
OPERATING TRANSFER	0.00	0.00	0.00
TOTAL EXPENSES	5,644,000.00	2,623,422.99	3,020,577.01

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
SOLID WASTE/SANITATION FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	5,300,000.00	3,099,951.60	(2,200,048.40)
TOTAL EXPENSES	5,644,000.00	2,623,422.99	3,020,577.01
EXCESS REVENUES (EXPENSES)	(344,000.00)	476,528.61	820,528.61
BEGINNING UNRESERVED FUND BALANCE	2,555,485.93	2,555,485.93	0.00
ENDING UNRESERVED FUND BALANCE	2,211,485.93	3,032,014.54	820,528.61

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
HIGHWAY FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		2,366,298.21	
ACCOUNTS RECEIVABLE		0.00	
TOTAL CURRENT ASSETS			2,366,298.21
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE / ACCRUED PAYROLL		0.00	
NOTES PAYABLE		0.00	
TOTAL CURRENT LIABILITIES			0.00
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		285,054.38	
BEGINNING FUND BALANCE	2,066,480.81		
PLUS CURRENT REVENUES	3,147,609.91		
LESS CURRENT EXPENSES	3,732,846.89		
UNRESERVED FUND BALANCE		1,481,243.83	
PLUS RESERVED FUND BALANCE		600,000.00	
TOTAL FUND EQUITY			2,366,298.21
TOTAL LIABILITIES AND FUND EQUITY			2,366,298.21

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
HIGHWAY FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
WHEEL TAX	1,175,627.00	534,622.36	(641,004.64)
MINERAL SEVERANCE TAX	220,000.00	117,532.96	(102,467.04)
PERMITS	6,600.00	5,300.00	(1,300.00)
GENERAL SERVICE CHARGES	23,424.00	21,200.00	(2,224.00)
OTHER LOCAL REVENUES	8,111.00	45,213.57	37,102.57
SALE OF EQUIPMENT	0.00	0.00	0.00
STATE OF TENNESSEE-LOCAL GOV DIRECT APP GRANT-LGDAG	0.00	0.00	0.00
BRIDGE PROGRAM	0.00	0.00	0.00
STATE AID PROGRAM	929,435.00	865,936.56	(63,498.44)
GASOLINE & MOTOR FUEL TAX	2,972,000.00	1,533,685.44	(1,438,314.56)
PETROLEUM SPECIAL TAX	48,238.00	24,119.02	(24,118.98)
STATE OF TENNESSEE-OTHER STATE REVENUE	0.00	0.00	0.00
INSURANCE RECOVERY	0.00	0.00	0.00
TOTAL REVENUES	5,383,435.00	3,147,609.91	(2,235,825.09)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
HIGHWAY FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
ADMINISTRATION	433,394.00	234,213.03	199,180.97
HIGHWAY MAINTENANCE	3,351,868.00	1,802,747.82	1,549,120.18
EQUIPMENT OPERATION	595,255.00	274,164.07	321,090.93
OTHER CHARGES	418,483.00	251,037.58	167,445.42
CAPITAL OUTLAY	1,314,467.00	1,170,684.39	143,782.61
TOTAL EXPENSES	6,113,467.00	3,732,846.89	2,380,620.11

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
HIGHWAY FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	5,383,435.00	3,147,609.91	(2,235,825.09)
TOTAL EXPENSES	6,113,467.00	3,732,846.89	2,380,620.11
EXCESS REVENUES (EXPENSES)	(730,032.00)	(585,236.98)	144,795.02
BEGINNING UNRESERVED FUND BALANCE	2,066,480.81	2,066,480.81	0.00
ENDING UNRESERVED FUND BALANCE	1,336,448.81	1,481,243.83	144,795.02

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
SCHOOL FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		37,005,634.83	
ACCOUNTS RECEIVABLE		0.00	
PROPERTY TAXES RECEIVABLE		0.00	
TOTAL CURRENT ASSETS			37,005,634.83
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE		78,185.23	
RETAINAGE PAYABLE		0.00	
TOTAL CURRENT LIABILITIES			78,185.23
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		5,189,792.53	
BEGINNING FUND BALANCE	29,803,380.53		
PLUS CURRENT REVENUES	80,684,328.41		
LESS CURRENT EXPENSES	79,457,843.85		
UNRESERVED FUND BALANCE		31,029,865.09	
PLUS RESERVED FUND BALANCE (AFTER CARE & TECHNOLOGY)		707,791.98	
TOTAL FUND EQUITY			36,927,449.60
TOTAL LIABILITIES AND FUND EQUITY			37,005,634.83

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
SCHOOL FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
CURRENT PROPERTY TAX COLLECTIONS	18,054,000.00	11,495,037.60	(6,558,962.40)
TRUSTEE'S P. T. COLLECTIONS - PRIOR YEAR	350,000.00	128,732.04	(221,267.96)
CHANCERY COURT P. T. COLLECTIONS - PRIOR YEARS	205,000.00	34,391.86	(170,608.14)
PROPERTY TAX INTEREST & PENALTY COLLECTIONS	150,000.00	38,429.72	(111,570.28)
PAYMENTS IN LIEU OF PROPERTY TAX	1,100,000.00	541,836.40	(558,163.60)
SALES TAX	16,000,000.00	10,371,197.25	(5,628,802.75)
BUSINESS TAX	1,200,000.00	144,529.34	(1,055,470.66)
MIXED DRINK TAX	90,000.00	49,031.69	(40,968.31)
INTERSTATE TELECOMMUNICATIONS TAX	0.00	0.00	0.00
MARRIAGE LICENSES	5,000.00	2,907.00	(2,093.00)
CHARGES FOR CURRENT SERVICES	20,000.00	17,504.74	(2,495.26)
EDUCATION CHARGES	1,163,250.00	773,002.46	(390,247.54)
OTHER LOCAL REVENUES	771,556.00	255,421.86	(516,134.14)
STATE OF TENNESSEE	92,010,158.00	54,001,613.48	(38,008,544.52)
FEDERAL GOVERNMENT	5,945,800.00	2,606,085.27	(3,339,714.73)
CONTRACTED SERVICES	140,000.00	62,185.06	(77,814.94)
INSURANCE RECOVERY	179,000.00	162,422.64	(16,577.36)
OPERATING TRANSFERS IN FROM FEDERAL PROJECTS	0.00	0.00	0.00
TOTAL REVENUES	137,383,764.00	80,684,328.41	(56,699,435.59)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
SCHOOL FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
REGULAR EDUCATION PROGRAM	64,026,680.00	34,192,518.45	29,834,161.55
ALTERNATIVE EDUCATION PROGRAM	1,215,930.00	674,070.66	541,859.34
SPECIAL EDUCATION PROGRAM	9,081,680.00	4,454,653.49	4,627,026.51
VOCATIONAL EDUCATION PROGRAM	5,942,782.00	2,830,254.89	3,112,527.11
STUDENT BODY EDUCATION PROGRAM	441,500.00	361,961.96	79,538.04
ADULT EDUCATION PROGRAM	0.00	0.00	0.00
ATTENDANCE SERVICES SUPPORT	863,000.00	445,748.71	417,251.29
HEALTH SERVICES SUPPORT	2,089,600.00	1,049,138.94	1,040,461.06
OTHER STUDENT SUPPORT	4,161,900.00	2,736,364.53	1,425,535.47
REGULAR EDUCATION SUPPORT	3,177,559.00	1,748,265.87	1,429,293.13
ALTERNATIVE EDUCATION SUPPORT	0.00	0.00	0.00
SPECIAL EDUCATION SUPPORT	1,024,749.00	454,039.26	570,709.74
VOCATIONAL EDUCATION SUPPORT	357,700.00	183,191.82	174,508.18
TECHNOLOGY	1,946,589.00	1,205,166.84	741,422.16
BOARD OF EDUCATION	1,860,550.00	1,518,304.02	342,245.98
DIRECTOR'S OFFICE	658,300.00	321,988.96	336,311.04
PRINCIPALS' OFFICES	8,962,939.00	4,838,590.63	4,124,348.37
FISCAL SERVICES	326,750.00	169,451.66	157,298.34
HUMAN RESOURCES	441,332.00	259,548.38	181,783.62
PLANT OPERATION	6,569,860.00	3,979,953.52	2,589,906.48
PLANT MAINTENANCE	4,146,624.00	2,052,168.25	2,094,455.75
TRANSPORTATION	9,376,175.00	5,392,480.65	3,983,694.35
FOOD SERVICES	5,732,096.00	2,613,618.54	3,118,477.46
COMMUNITY SERVICES	1,204,050.00	797,980.94	406,069.06
PRE - K PROGRAM	1,451,600.00	774,540.32	677,059.68
CAPITAL OUTLAY	6,370,000.00	5,658,811.56	711,188.44
OPERATING TRANSFER	745,032.00	745,031.00	1.00
TOTAL EXPENSES	142,174,977.00	79,457,843.85	62,717,133.15

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
SCHOOL FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	137,383,764.00	80,684,328.41	(56,699,435.59)
TOTAL EXPENSES	142,174,977.00	79,457,843.85	62,717,133.15
EXCESS REVENUES (EXPENSES)	(4,791,213.00)	1,226,484.56	6,017,697.56
BEGINNING UNRESERVED FUND BALANCE	29,803,380.53	29,803,380.53	0.00
ENDING UNRESERVED FUND BALANCE	25,012,167.53	31,029,865.09	6,017,697.56

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
DEBT SERVICE FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		33,328,967.43	
ACCOUNTS RECEIVABLE		0.00	
PROPERTY TAXES RECEIVABLE		0.00	
TOTAL CURRENT ASSETS		33,328,967.43	
TOTAL CURRENT ASSETS			33,328,967 43
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE		0.00	
TOTAL CURRENT LIABILITIES			0.00
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		0.00	
BEGINNING FUND BALANCE	23,660,412.89		
PLUS CURRENT REVENUES	11,097,249.67		
LESS CURRENT EXPENSES	1,428,695.13		
UNRESERVED FUND BALANCE		33,328,967.43	
PLUS RESERVED FUND BALANCE		0.00	
PLUS RESERVED FUND BALANCE		0.00	
TOTAL FUND EQUITY			33,328,967.43
TOTAL LIABILITIES AND FUND EQUITY			33,328,967.43

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
DEBT SERVICE FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
CURRENT PROPERTY TAX COLLECTIONS	6,732,000.00	4,286,278.99	(2,445,721.01)
TRUSTEE'S P. T. COLLECTIONS - PRIOR YEAR	15,505.00	70,946.28	55,441.28
CHANCERY COURT P. T. COLLECTIONS - PRIOR YEARS	24,572.00	18,949.91	(5,622.09)
PROPERTY TAX INTEREST & PENALTY COLLECTIONS	36,084.00	21,198.24	(14,885.76)
WHEEL TAX	5,387,948.00	2,447,725.36	(2,940,222.64)
LITIGATION TAX - JAIL	301,860.00	189,616.29	(112,243.71)
ADEQUATE FACILITIES TAX	1,947,000.00	1,085,680.20	(861,319.80)
INTEREST EARNED - Other Investments	2,800,000.00	2,230,123.40	(569,876.60)
SALE OF EQUIPMENT	0.00	1,700.00	1,700.00
SALE OF PROPERTY	0.00	0.00	0.00
OTHER LOCAL REVENUES - RENT ON DMV BUILDING	0.00	0.00	0.00
BONDS ISSUED	0.00	0.00	0.00
REFUNDING DEBT ISSUED	0.00	0.00	0.00
PREMIUMS ON DEBT ISSUED	0.00	0.00	0.00
OPERATING TRANSFERS	745,031.00	745,031.00	0.00
TOTAL REVENUES	17,990,000.00	11,097,249.67	(6,892,750.33)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
DEBT SERVICE FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
GENERAL DEBT SERVICE:			
PRINCIPAL ON BONDS	3,059,691.00	0.00	3,059,691.00
PRINCIPAL ON NOTES	0.00	0.00	0.00
INTEREST ON BONDS	465,427.00	232,713.27	232,713.73
INTEREST ON NOTES	0.00	0.00	0.00
TOTAL GENERAL DEBT SERVICE	3,525,118.00	232,713.27	3,292,404.73
HIGHWAY DEBT SERVICE:			
PRINCIPAL ON BONDS	0.00	0.00	0.00
PRINCIPAL ON NOTES	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00
INTEREST ON NOTES	0.00	0.00	0.00
TOTAL HIGHWAY DEBT SERVICE	0.00	0.00	0.00
SCHOOL DEBT SERVICE:			
PRINCIPAL ON BONDS	9,310,309.00	0.00	9,310,309.00
PRINCIPAL ON NOTES	0.00	0.00	0.00
INTEREST ON BONDS	2,127,576.00	1,063,788.11	1,063,787.89
INTEREST ON NOTES	0.00	0.00	0.00
TOTAL SCHOOL DEBT SERVICE	11,437,885.00	1,063,788.11	10,374,096.89
OTHER DEBT SERVICE EXPENSES:			
TRUSTEE'S COMMISSION	313,997.00	130,493.75	183,503.25
OTHER DEBT SERVICE COSTS	12,000.00	1,700.00	10,300.00
TOTAL OTHER DEBT SERVICE EXPENSES	325,997.00	132,193.75	193,803.25
OTHER DEBT SERVICE EXPENSES:			
OPERATING TRANSFER/GENERAL CAPITAL PROJECTS FUND 171	0.00	0.00	0.00
OPERATING TRANSFER/SCHOOL CAPITAL PROJECTS FUND 177	0.00	0.00	0.00
UNDERWRITER'S DISCOUNT	0.00	0.00	0.00
OTHER DEBT ISSUANCE COSTS	0.00	0.00	0.00
OTHER DEBT SERVICE COSTS	0.00	0.00	0.00
TOTAL OTHER DEBT SERVICE EXPENSES	0.00	0.00	0.00
TOTAL DEBT SERVICE FUND EXPENSES	15,289,000.00	1,428,695.13	13,860,304.87

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
DEBT SERVICE FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	17,990,000.00	11,097,249.67	(6,892,750.33)
TOTAL EXPENSES	15,289,000.00	1,428,695.13	13,860,304.87
EXCESS REVENUES (EXPENSES)	2,701,000.00	9,668,554.54	6,967,554.54
BEGINNING UNRESERVED FUND BALANCE	23,660,412.89	23,660,412.89	0.00
ENDING UNRESERVED FUND BALANCE	26,361,412.89	33,328,967.43	6,967,554.54

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
GENERAL CAPITAL PROJECTS FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		1,673,253.28	
ACCOUNTS RECEIVABLE		0.00	
TOTAL CURRENT ASSETS			1,673,253.28
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
RETAINAGE PAYABLE / AGRICULTURE EXTENSION BUILDING ROOF		4,265.10	
RETAINAGE PAYABLE / HUGHES CONSTRUCTION-JAIL PLUMBING PROJECT		8,020.70	
RETAINAGE PAYABLE / MC CLOSKEY MECHANICAL - DENTAL CLINIC HVAC		175.00	
TOTAL CURRENT LIABILITIES			12,460.80
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		350,581.75	
BEGINNING FUND BALANCE	1,236,335.36		
PLUS CURRENT REVENUES	600,000.00		
LESS CURRENT EXPENSES	526,124.63		
UNRESERVED FUND BALANCE		1,310,210.73	
ADJUSTMENT REQUIRED-IDB-RED RIVER PRESERVE-NOW 172		0.00	
TOTAL FUND EQUITY			1,660,792.48
TOTAL LIABILITIES AND FUND EQUITY			1,673,253.28

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
GENERAL CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
LOCAL OPTION SALES TAX	600,000.00
OTHER HEALTH AND WELFARE GRANTS	0.00
OTHER HEALTH AND WELFARE GRANTS	0.00
BOND PROCEEDS	0.00
PREMIUMS ON DEBT ISSUED	0.00
NOTE PROCEEDS	0.00
TRANSFER IN FOR ADDITIONAL FUNDS	0.00
TRANSFER IN FOR ELECTION MACHINES ROOM - 3rd Floor	0.00
TRANSFER IN FOR SOLID WASTE FUND 116 SAFETY PROJECT	0.00
TRANSFER IN FOR PLUMBING PROJECT FOR SHERIFF DEPT	0.00
TOTAL REVENUES	600,000.00

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
GENERAL CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
ARCHITECTS AND ENGINEERING FEES	0.00
TRUSTEE'S COMMISSION	7,000.00
CONSULTANTS	0.00
MAINTENANCE & REPAIR SERV-BUILDINGS / SHERIFF'S PLUMBING PROJECT	303,704.50
MAINTENANCE & REPAIR SERV-BUILDINGS / DENTAL CLINIC ROOF / HVAC	0.00
MAINTENANCE & REPAIR SERV-BUILDINGS / ADA	22,819.68
MAINTENANCE & REPAIR SERV-BUILDINGS / DENTAL / PREVIOUS FUNDS	314.00
MAINTENANCE & REPAIR SERV-BUILDINGS / AGEXT ROOF	105,778.00
UNDERWRITERS DISCOUNT	0.00
OTHER DEBT ISSUANCE CHARGES	0.00
BUILDING CONSTRUCTION / ANIMAL CONTROL	66,508.45
OTHER CAPITAL OUTLAY PROJECTS / ELECTIONS ROOM ON THIRD FLOOR	0.00
OTHER CAPITAL OUTLAY PROJECTS / ADDITIONAL FUNDS AVAILABLE	0.00
OTHER CAPITAL OUTLAY PROJECTS / JUVENILE (BABY SAFE GRANT PROJECT)	20,000.00
TOTAL EXPENSES	526,124.63

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
GENERAL CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
TOTAL REVENUES	600,000.00
TOTAL EXPENSES	526,124.63
EXCESS REVENUES (EXPENSES)	73,875.37
BEGINNING UNRESERVED FUND BALANCE	1,236,335.36
ENDING UNRESERVED FUND BALANCE	1,310,210.73

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
COMMUNITY DEVELOPMENT / RCEDB / RED RIVER PRESERVE PILOT FUND:
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		1,197,770.21	
ACCOUNTS RECEIVABLE		0.00	
TOTAL CURRENT ASSETS			1,197,770.21
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE		0.00	
TOTAL CURRENT LIABILITIES			0.00
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		0.00	
BEGINNING FUND BALANCE	5,429,510.89		
PLUS CURRENT REVENUES	768,259.32		
LESS CURRENT EXPENSES	5,000,000.00		
UNRESERVED FUND BALANCE		0.00	
PLUS RESERVED FUND BALANCE FOR RED RIVER PRESERVE		1,197,770.21	
TOTAL FUND EQUITY			1,197,770.21
TOTAL LIABILITIES AND FUND EQUITY			1,197,770.21

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
COMMUNITY DEVELOPMENT / RCEDB / RED RIVER PRESERVE PILOT FUND:
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
PAYMENT IN LIEU OF TAXES (PILOT)	712,733.00
INTEREST EARNED	55,526.32
NOTE PROCEEDS	0.00
OTHER LOANS ISSUED	0.00
TOTAL REVENUES	768,259.32

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
COMMUNITY DEVELOPMENT / RCEDB / RED RIVER PRESERVE PILOT FUND:
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
PROPERTY PURCHASE / WHITE HOUSE BUSINESS PARK	5,000,000.00
ARCHITECTS	0.00
BUILDING CONSTRUCTION / AIRPORT IMPROVEMENT	0.00
OTHER CONSTRUCTION / JRC OTHER CONSTRUCTION	0.00
OTHER CONSTRUCTION / PORTLAND	0.00
LAND	0.00
SITE DEVELOPMENT	0.00
OTHER CAPITAL OUTLAY	0.00
TRANSFER TO DEBT SERVICE FUND	0.00
TOTAL EXPENSES	5,000,000.00

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
COMMUNITY DEVELOPMENT / RCEDB / RED RIVER PRESERVE PILOT FUND:
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
TOTAL REVENUES	768,259.32
TOTAL EXPENSES	5,000,000.00
EXCESS REVENUES (EXPENSES)	(4,231,740.68)
BEGINNING UNRESERVED FUND BALANCE	5,429,510.89
ENDING UNRESERVED FUND BALANCE	1,197,770.21

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
SCHOOL CAPITAL PROJECTS FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		12,230.02	
TOTAL CURRENT ASSETS			12,230.02
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
RETAINAGE PAYABLE / MOBILE FIXTURE & EQUIPMENT		0.00	
RETAINAGE PAYABLE / TENN-KY AUTOMATIC SPRINKLER		0.00	
TOTAL CURRENT LIABILITIES			0.00
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		8,191.79	
BEGINNING FUND BALANCE	4,038.23		
PLUS CURRENT REVENUES	0.00		
LESS CURRENT EXPENSES	0.00		
UNRESERVED FUND BALANCE		4,038.23	
PLUS RESERVED FUND BALANCE		0.00	
TOTAL FUND EQUITY			12,230.02
TOTAL LIABILITIES AND FUND EQUITY			12,230.02

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
SCHOOL CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
BOND PROCEEDS	0.00
PREMIUM ON DEBT ISSUED	0.00
NOTE PROCEEDS	0.00
OTHER LOANS ISSUED	0.00
TOTAL REVENUES	0.00

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
SCHOOL CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
INSTRUCTIONAL SUPPLIES	0.00
ARCHITECTS	0.00
CONSTRUCTION MANAGER SERVICES	0.00
OTHER CHARGES/REIMBURSE SCH SYS/FEES FOR COOPERTOWN ELEM	0.00
UNDERWRITER'S DISCOUNT	0.00
OTHER DEBT ISSUANCE CHARGES	0.00
LAND	0.00
SITE DEVELOPMENT	0.00
BUILDING IMPROVEMENTS	0.00
FOOD SERVICE EQUIPMENT	0.00
OTHER CAPITAL OUTLAY	0.00
TRANSFER TO DEBT SERVICE FUND	0.00
TOTAL EXPENSES	0.00

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
SCHOOL CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	ACTUAL FY 2023-2024
TOTAL REVENUES	0.00
TOTAL EXPENSES	0.00
EXCESS REVENUES (EXPENSES)	0.00
BEGINNING UNRESERVED FUND BALANCE	4,038.23
ENDING UNRESERVED FUND BALANCE	4,038.23

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
COUNTY MEDICAL SELF INSURANCE FUND
JANUARY 31, 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH WITH TRUSTEE		1,916,206.18	
ACCOUNTS RECEIVABLE		0.00	
TOTAL CURRENT ASSETS			1,916,206.18
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
CLAIMS AND JUDGEMENTS PAYABLE		1,441,605.00	
TOTAL CURRENT LIABILITIES			1,441,605.00
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES			
BEGINNING FUND BALANCE	349,536.24		
PLUS CURRENT REVENUES	2,721,318.72		
LESS CURRENT EXPENSES	2,896,253.78		
UNRESERVED FUND BALANCE		174,601.18	
PLUS RESERVED FUND BALANCE		300,000.00	
TOTAL FUND EQUITY			474,601.18
TOTAL LIABILITIES AND FUND EQUITY			1,916,206.18

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
COUNTY MEDICAL SELF INSURANCE FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
PREMIUMS/CONTRIBUTIONS	0.00	2,404,368.21	2,404,368.21
INTEREST EARNED	0.00	39,767.46	39,767.46
MISCELLANEOUS REFUNDS - REBATES	0.00	277,183.05	277,183.05
TRANSFERS IN	0.00	0.00	0.00
TOTAL REVENUES	0.00	2,721,318.72	2,721,318.72

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
COUNTY MEDICAL SELF INSURANCE FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
ADMINISTRATIVE COSTS & HANDLING COSTS	0.00	318,634.81	(318,634.81)
MEDICAL CLAIMS	0.00	1,807,421.09	(1,807,421.09)
MEDICAL - CLINIC	0.00	54,337.07	(54,337.07)
MEDICAL - RX / PRESCRIPTION CLAIMS	0.00	715,860.81	(715,860.81)
TOTAL EXPENSES	0.00	2,896,253.78	(2,896,253.78)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
COUNTY MEDICAL SELF INSURANCE FUND
FOR THE PERIOD ENDED 1/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	0.00	2,721,318.72	2,721,318.72
TOTAL EXPENSES	0.00	2,896,253.78	(2,896,253.78)
EXCESS REVENUES (EXPENSES)	0.00	(174,935.06)	(174,935.06)
BEGINNING UNRESERVED FUND BALANCE	0.00	349,536.24	349,536.24
ENDING UNRESERVED FUND BALANCE	0.00	174,601.18	174,601.18

ROBERTSON COUNTY, TENNESSEE
SCHEDULE OF BOND PAYMENTS
FROM DEBT SERVICE FUND
REMAINING AFTER JUNE 30, 2023

DESCRIPTION	SCHOOL PRINCIPAL PAYMENTS	OTHER PRINCIPAL PAYMENTS	TOTAL PRINCIPAL PAYMENTS	TOTAL INTEREST PAYMENTS	TOTAL PRI. & INT. PAYMENTS
FISCAL YEAR ENDING 6/30/2024	9,310,309.00	3,059,691.00	12,370,000.00	2,593,002.76	14,963,002.76
FISCAL YEAR ENDING 6/30/2025	9,504,212.00	3,170,788.00	12,675,000.00	2,163,464.26	14,838,464.26
FISCAL YEAR ENDING 6/30/2026	8,619,196.00	2,895,804.00	11,515,000.00	1,680,196.26	13,195,196.26
FISCAL YEAR ENDING 6/30/2027	8,639,887.00	2,980,113.00	11,620,000.00	1,351,244.76	12,971,244.76
FISCAL YEAR ENDING 6/30/2028	7,303,600.00	686,400.00	7,990,000.00	1,008,961.76	8,998,961.76
FISCAL YEAR ENDING 6/30/2029	5,588,700.00	561,300.00	6,150,000.00	777,305.76	6,927,305.76
FISCAL YEAR ENDING 6/30/2030	3,265,000.00	25,000.00	3,290,000.00	597,891.76	3,887,891.76
FISCAL YEAR ENDING 6/30/2031	3,350,000.00	25,000.00	3,375,000.00	509,620.76	3,884,620.76
FISCAL YEAR ENDING 6/30/2032	3,445,000.00	25,000.00	3,470,000.00	423,288.26	3,893,288.26
FISCAL YEAR ENDING 6/30/2033	3,525,000.00	25,000.00	3,550,000.00	340,083.50	3,890,083.50
FISCAL YEAR ENDING 6/30/2034	3,620,000.00	25,000.00	3,645,000.00	252,387.00	3,897,387.00
FISCAL YEAR ENDING 6/30/2035	2,030,000.00	25,000.00	2,055,000.00	160,830.00	2,215,830.00
FISCAL YEAR ENDING 6/30/2036	1,345,000.00	30,000.00	1,375,000.00	100,400.00	1,475,400.00
FISCAL YEAR ENDING 6/30/2037	860,000.00	30,000.00	890,000.00	68,375.00	958,375.00
FISCAL YEAR ENDING 6/30/2038	880,000.00	30,000.00	910,000.00	46,125.00	956,125.00
FISCAL YEAR ENDING 6/30/2039	905,000.00	30,000.00	935,000.00	23,375.00	958,375.00
TOTAL REMAINING PAYMENTS	72,190,904.00	13,624,096.00	85,815,000.00	12,096,551.84	97,911,551.84

ROBERTSON COUNTY, TENNESSEE
SCHEDULE OF NOTE PAYMENTS
FROM DEBT SERVICE FUND
REMAINING AFTER JUNE 30, 2023

DESCRIPTION	SCHOOL PRINCIPAL PAYMENTS	OTHER PRINCIPAL PAYMENTS	TOTAL PRINCIPAL PAYMENTS	TOTAL INTEREST PAYMENTS	TOTAL PRI. & INT. PAYMENTS
FISCAL YEAR ENDING 06/30/2024	0.00	0.00	0.00	0.00	0.00
TOTAL REMAINING PAYMENTS	0.00	0.00	0.00	0.00	0.00

ROBERTSON COUNTY, TENNESSEE

SCHOOL FEDERAL PROJECTS
FINANCIAL REPORT

JANUARY 31, 2024

UNAUDITED

PREPARED BY
FINANCE DEPARTMENT

JODY STEWART
FINANCE DIRECTOR

ROBERTSON COUNTY, TENNESSEE

SCHOOL FEDERAL PROJECTS
UNAUDITED FINANCIAL REPORT

TABLE OF CONTENTS

INTRODUCTORY SECTION	PAGE
Title Page	i
Table of Contents	ii
FINANCIAL SECTIONS	
School Federal Projects Fund:	
Balance Sheet	1
Statement of Revenues	2
Statement of Expenses	3
Statement of Changes in Fund Balance	4

ROBERTSON COUNTY, TENNESSEE
BALANCE SHEET
SCHOOL FEDERAL PROJECTS FUND
January 2024

DESCRIPTION	AMOUNT	AMOUNT	BALANCE
ASSETS			
CURRENT ASSETS:			
CASH ON HAND			
CASH WITH TRUSTEE		569,731.53	
ACCOUNTS RECEIVABLE		0.00	
DUE FROM OTHER GOVERNMENTS			
			569,731.53
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE		(406.41)	
RETAINAGE PAYABLE		0.00	
ACCRUED PAYROLL		0.00	
TOTAL CURRENT LIABILITIES			(406.41)
FUND EQUITY:			
RESERVE FOR ENCUMBRANCES		1,902,988.55	
BEGINNING FUND BALANCE	0.00		
PLUS CURRENT REVENUES	6,228,538.70		
LESS CURRENT EXPENSES	8,061,389.31		
UNRESERVED FUND BALANCE		(1,832,850.61)	
PLUS RESERVED FUND BALANCE		500,000.00	
TOTAL FUND EQUITY			570,137.94
TOTAL LIABILITIES AND FUND EQUITY			569,731.53

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF REVENUES
SCHOOL FEDERAL PROJECTS FUND
FOR THE PERIOD ENDED 01/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
VOCATIONAL PROGRAM IMPROVEMENT	174,839.93	79,954.29	(94,885.64)
TITLE I - IMPROVING BASIC PROGRAMS	2,307,528.99	1,000,842.10	(1,306,686.89)
IDEA PART B - SPECIAL EDUCATION	4,730,939.22	1,659,194.14	(3,071,745.08)
IDEA PRESCHOOL SPECIAL EDUCATION	102,185.20	43,917.64	(58,267.56)
TITLE III - ENGLISH LANGUAGE ACQUISITION	206,935.93	74,704.62	(132,231.31)
TITLE X - HOMELESS EDUCATION	102,456.75	48,748.84	(53,707.91)
TITLE II - PROFESSIONAL DEVELOPMENT	587,595.55	241,334.44	(346,261.11)
COVID-19 GRANT #1	0.00	0.00	0.00
COVID-19 GRANT #3	0.00	0.00	0.00
COVID-19 GRANT A	0.00	0.00	0.00
COVID-19 GRANT B	128,638.60	128,638.60	0.00
COVID-19 GRANT D	0.00	0.00	0.00
AMERICAN RESCUE PLAN ACT GRANT #1	4,856,268.49	2,621,887.00	(2,234,381.49)
AMERICAN RESCUE PLAN ACT GRANT #2	132,693.59	129,282.14	(3,411.45)
AMERICAN RESCUE PLAN ACT GRANT #3	9,845.37	9,544.97	(300.40)
AMERICAN RESCUE PLAN ACT GRANT #4	96,891.84	36,682.95	(60,208.89)
OTHER FEDERAL THROUGH STATE	1,105,338.94	153,806.97	(951,531.97)
TRANSFERS IN	0.00	0.00	0.00
TOTAL REVENUES	14,542,158.40	6,228,538.70	(8,313,619.70)

ROBERTSON COUNTY, TENNESSEE
STATEMENT OF EXPENSES
SCHOOL FEDERAL PROJECTS FUND
FOR THE PERIOD ENDED 01/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
REGULAR INSTRUCTION PROGRAM	2,516,818.64	1,206,579.07	1,310,239.57
SPECIAL EDUCATION PROGRAM	3,352,377.73	1,356,338.77	1,996,038.96
VOCATIONAL EDUCATION PROGRAM	177,946.95	123,197.16	54,749.79
HEALTH SERVICES	1,019,744.67	134,136.75	885,607.92
OTHER STUDENT SUPPORT	189,870.09	71,971.10	117,898.99
REGULAR INSTRUCTION PROGRAM SUPPORT	1,938,280.85	960,900.97	977,379.88
SPECIAL EDUCATION PROGRAM SUPPORT	1,623,285.65	515,141.79	1,108,143.86
VOCATIONAL EDUCATION PROGRAM SUPPORT	3,500.00	1,010.44	2,489.56
BOARD OF EDUCATION	0.00	0.00	0.00
TECHNOLOGY	0.00	0.00	0.00
OPERATION OF PLANT	62,535.00	62,535.00	0.00
TRANSPORTATION	37,924.90	9,704.34	28,220.56
REGULAR CAPITAL OUTLAY	3,619,873.92	3,619,873.92	0.00
FOOD SERVICE	0.00	0.00	0.00
OPERATING TRANSFER	0.00	0.00	0.00
TOTAL EXPENSES	14,542,158.40	8,061,389.31	6,480,769.09

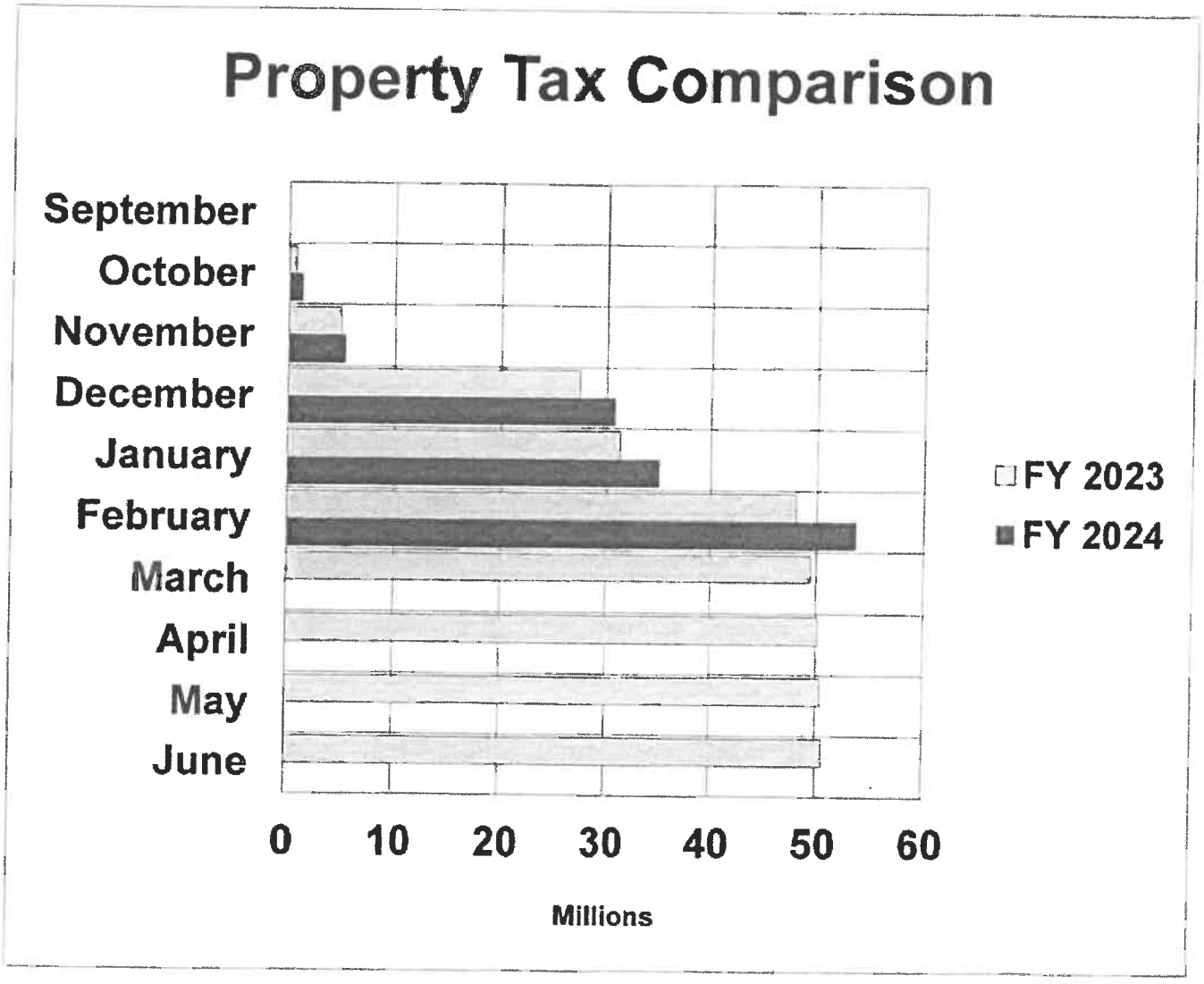
ROBERTSON COUNTY, TENNESSEE
STATEMENT OF CHANGES IN FUND BALANCE
SCHOOL FEDERAL PROJECTS FUND
FOR THE PERIOD ENDED 01/31/2024

DESCRIPTION	BUDGET FY 2023-2024	ACTUAL FY 2023-2024	POSITIVE (NEGATIVE) VARIANCE
TOTAL REVENUES	14,542,158.40	6,228,538.70	(8,313,619.70)
TOTAL EXPENSES	14,542,158.40	8,061,389.31	6,480,769.09
EXCESS REVENUES (EXPENSES)	0.00	(1,832,850.61)	(1,832,850.61)
BEGINNING UNRESERVED FUND BALANCE	0.00	0.00	0.00
ENDING UNRESERVED FUND BALANCE	0.00	(1,832,850.61)	(1,832,850.61)

ROBERTSON COUNTY, TENNESSEE
FOR FISCAL YEAR 2023-2024

FOR PERIOD ENDING FEBRUARY 29, 2024
PROPERY TAX COLLECTION - COMPARISONS

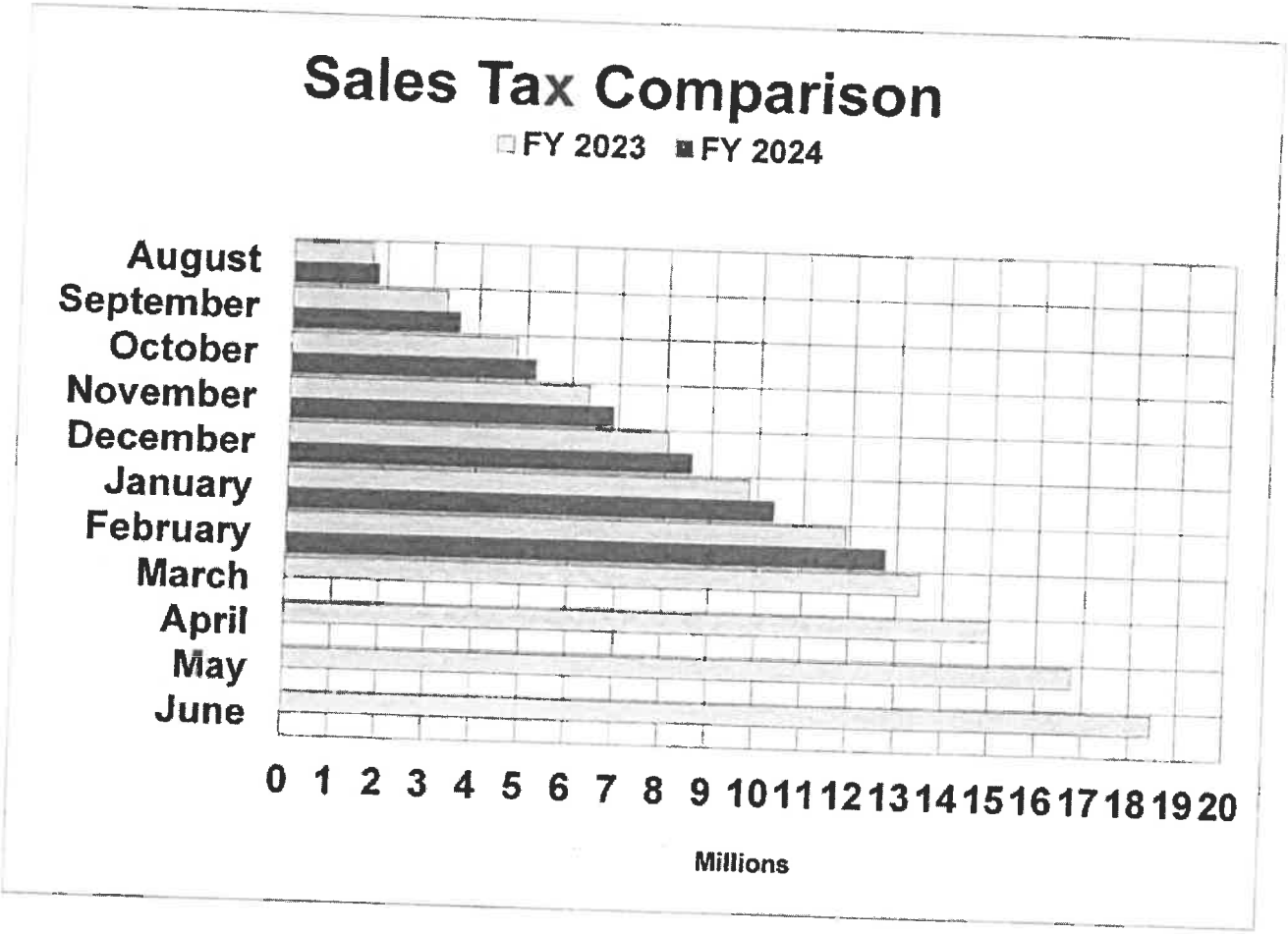
	FEBRUARY ACTUAL FY 22-23	FEBRUARY ACTUAL FY 23-24	POSITIVE (NEGATIVE) VARIANCE	TOTAL BUDGET FY 23-24	FEBRUARY ACTUAL FY 23-24	POSITIVE (NEGATIVE) VARIANCE
GENERAL FUND	21,101,979	28,327,644	7,225,665	29,070,000	28,327,644	(742,356)
SANITATION FUND	933,730	1,192,735	259,005	1,224,000	1,192,735	(31,265)
SCHOOL FUND	16,806,850	17,592,961	786,110	18,054,000	17,592,961	(461,039)
DEBT SERVICE	9,260,574	6,560,077	(2,700,497)	6,732,000	6,560,077	(171,923)
TOTAL	48,103,133	53,673,416	5,570,283	55,080,000	53,673,416	(1,406,584)



ROBERTSON COUNTY, TENNESSEE
FOR FISCAL YEAR 2023-2024

FOR PERIOD ENDING FEBRUARY 29, 2024
SALES TAX COLLECTION - COMPARISONS

	ACTUAL FY 22-23	ACTUAL FY 23-24	POSITIVE (NEGATIVE) VARIANCE	BUDGET FY 23-24	ACTUAL FY 23-24	POSITIVE (NEGATIVE) VARIANCE
FEBRUARY	11,906,673	12,768,795	862,122	16,000,000	12,768,795	(3,231,205)
				58.33%	79.80%	
				BUDGET PERCENTAGE	ACTUAL PERCENTAGE	



ROBERTSON COUNTY DEVELOPMENT OFFICE
ROBERTSON COUNTY OFFICE BUILDING
527 SOUTH BROWN STREET
SPRINGFIELD, TENNESSEE 37172
TEL. (615) 384-3666

MEMORANDUM

TO: The Robertson County Commission Members
FROM: Pam Groves, Planning and Zoning Director
DATE: March 11, 2024

The Robertson County Commission will hold its monthly meeting on Monday, March 18, 2024, at 7:00 P. M., in the Judicial Complex, 2nd Floor, Robertson County Office Building, Springfield, Tennessee. The following items have been placed on the agenda for your review.

Zoning Map Amendment Requests

Rezoning Request AG-2 to R-40

Resolution No. 031824014 – Rosetta Carter: Request to Rezone 2.14 acres of the 13.40 acres from AG-2 to R-40 located on Hall Road, Tax Map 116, Part of Parcel 169.00 (3rd Voting District).
The Planning Commission recommended approval by a vote of 7-0.

Rezoning Request AG-2 to RP-80

Resolution No. 031824015 – Johnnie Marlin: Request to Rezone 20.84 acres of the 32.20 acres from AG-2 to RP-80 located at 4160 Armstrong Road, Tax Map 082, Part of Parcel 005.00 (8th Voting District).
The Planning Commission recommended approval by a vote of 7-0.

REHEARING REQUESTS

Rezoning Request AG-2 to RP-80

Resolution No. 012224001 – John Hallmark: Request to Rezone 1.87 acres of the 6.53 acres from AG-2 to RP-80 located on Fykes Grove Road, Tax Map 056, Parcel 133.00 (7th Voting District).
The Planning Commission recommended approval by a vote of 5-1.

Resolution No. 012224002 – David Sircy: Request to Rezone 6.13 acres from AG-2 to RP-80 located on Union Road, Tax Map 117, Parcels 177.00 and 191.00 (2nd Voting District).
The Planning Commission recommended approval by a vote of 3-1.

Rezoning Request AG-2 to R-40

Resolution No. 012224003 – Brittney Graves: Request to Rezone 5.16 acres from AG-2 to R-40 located on Friendship Road, Tax Map 049, Parcel 098.00 (1st Voting District).
The Planning Commission recommended approval by a vote of 5-1.

Should you have comments or questions upon receipt of this information, please feel free to contact the Development Office.

PG:hbm
Enclosures

Robertson County Commission Resolution No. 031824014

A RESOLUTION OF THE ROBERTSON COUNTY COMMISSION TO REZONE 2.14 ACRES OF THE 13.40 ACRES OF PROPERTY LOCATED ON HALL ROAD, GREENBRIER, MORE PARTICULARLY IDENTIFIED AS TAX MAP 116, PART OF PARCEL 169.00. FROM AG-2 TO R-40, AND TO REPEAL ANY RESOLUTIONS OR PARTS OF RESOLUTIONS THAT CONFLICT HEREWITH.

Whereas Rosetta Carter request to rezone 2.14 acres of the 13.40 acres of Tax Map 116, Part of Parcel 169.00, located on Hall Road, from AG-2 to R-40; and

Whereas, supporting documentation of the rezoning request is attached hereto as Exhibit A: Application Packet and Exhibit B: Staff Report from Planning Commission, with additional application information available to the public in the Robertson County Development Office; and

Whereas, the Robertson County Planning Commission evaluated and recommended the request at their February 22, 2024, regular meeting, finding the size of the subject parcel dimensionally appropriate for the R-40 zoning designation, and water availability present.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF ROBERTSON COUNTY, TENNESSEE THAT:

1. The Zoning Atlas of Robertson County, Tennessee be amended by rezoning Tax Map 116, Part of Parcel 169.00, located on Hall Road, from AG-2 to R-40; and
2. Any Resolutions or parts of Resolutions in conflict herewith shall be repealed.

THIS RESOLUTION SHALL BE IN EFFECT IMMEDIATELY AFTER ITS PASSAGE, THE PUBLIC WELFARE DEMANDING IT.

Approved and adopted the 18th **day of** March, **2024.**

ANGIE H. GROVES, COUNTY CLERK XVI AGRICULTURE COMMERCE ROBERTSON COUNTY, TN

William A Cole
Robertson County Mayor

ATTEST: Angie H. Groves
Robertson County Clerk

ROBERTSON COUNTY PLANNING & ZONING DEPARTMENT
ROBERTSON COUNTY OFFICE BUILDING
527 SOUTH BROWN STREET, SPRINGFIELD, TENNESSEE 37172
TEL. (615) 384-3666

Application for Rezoning

Applicant Information:
Name: Rosetta Carter
Mailing Address (No P.O. Boxes, please): 7255 Hall Rd Greenbrier TN 37073
Email: One of a Kind rose 2@gmail.com
Telephone Number: 615-447-8706

Applicant's Representative Information:
Name: Todd Bollinger
Name of Firm: Todd Bollinger & Assoc.
Mailing Address (No P.O. Boxes, please): 119 Fisher Dr Greenbrier, TN 37073
Email: ToddRLS@Bellsouth.net
Telephone Number: 615-218-0169

Property Information:
Address: Hall Road 7255 Hall Rd Greenbrier TN 37073
Tax Map and Parcel Number: map 116, PCL P/O ~~169.02~~ 169.00 ATP
Current Zoning Designation: AG2
Requested Zoning Designation: R-40

Will this property be subdivided (or combined) in some way within the next year? (Yes) No

Purpose of rezoning request:
To allow Subdivision of the Property

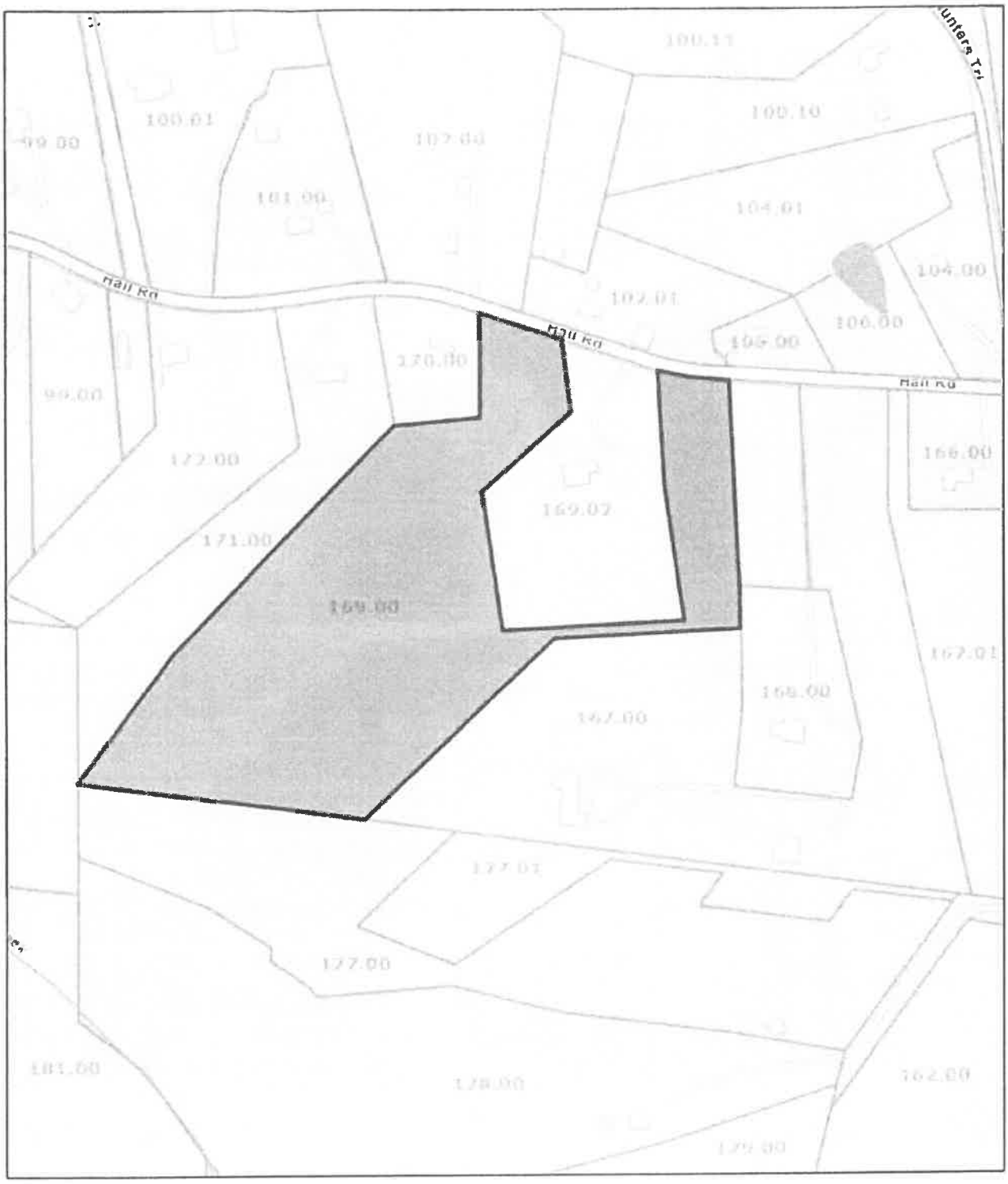
SUBMITTAL REVIEW PROCEDURE:

1. Deliver ten (10) copies of this application & any supporting materials to the Planning & Zoning Department before or by the final due date (Please see attached schedule- the "Corrections Due" does not apply to this type of application)
2. Provide copy of deed to prove ownership.
3. Provide aerial photograph of the property from TN Property Viewer
4. Pay review fee
5. Email a .PDF of the application & supporting materials (items 1-3) to gjones@robcotn.gov
6. Attend the Planning Commission meeting. Be ready to present and answer questions. Failure to appear at the Planning Commission meeting may result in the denial of the application.

Rosetta Carter
Owner of Record Signature & Date

Jon Gregory
Applicant's Signature & Date
Realty Auction Svc.
615-943-2309
Rongregory35@gmail.com

Robertson County - Parcel: 116 169.00



Date: February 12, 2024

County: Robertson
Owner: CARTER JIMMIE G ETUX
Address: HALL RD
Parcel Number: 116 169.00
Deeded Acreage: 0
Calculated Acreage: 13.4
Date of TDOT Imagery: 2021
Date of Vexcel Imagery: 2023

1:4,514

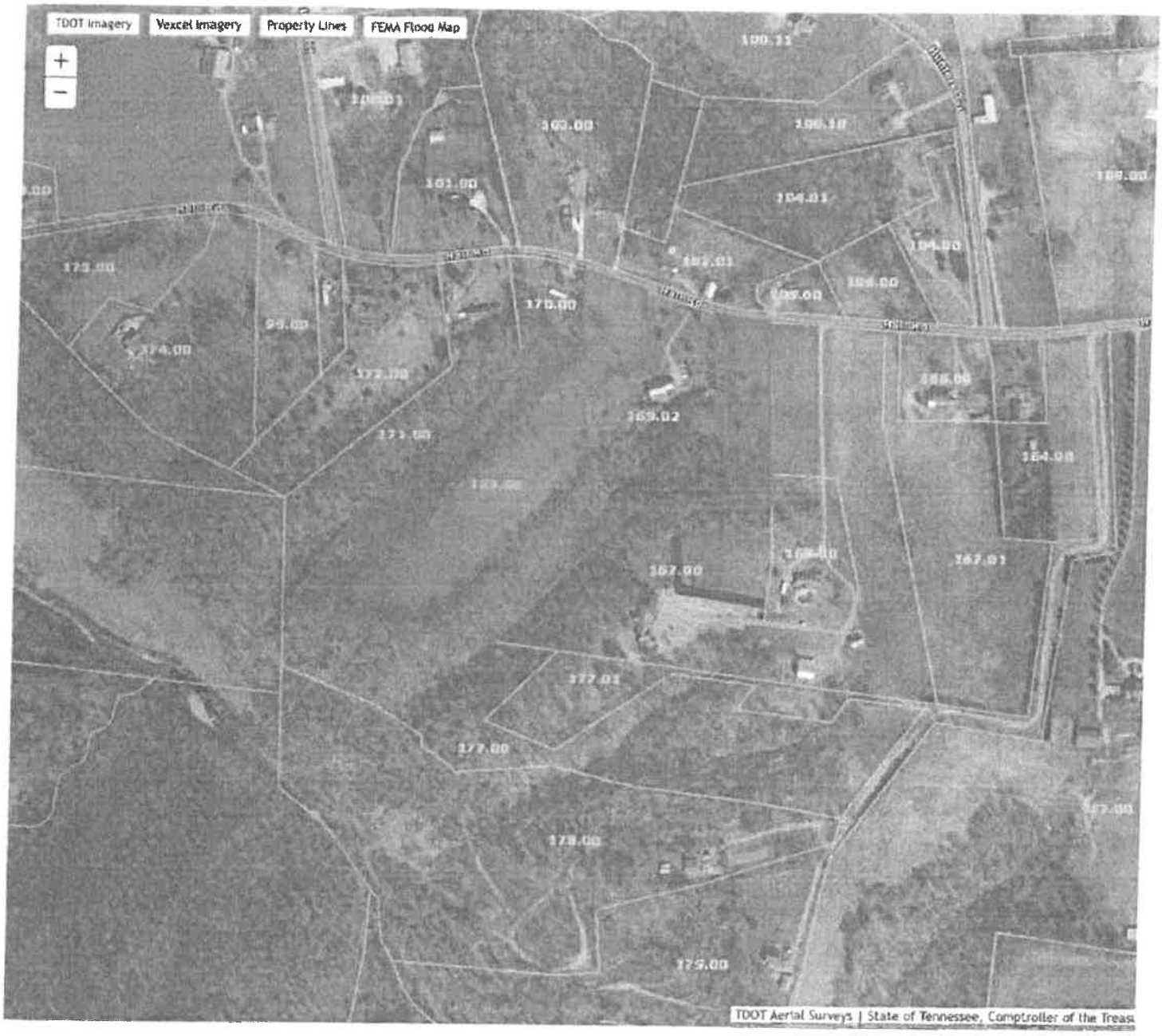
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0 0.05 0.1 0.2 km

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The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

TN


TDOT Imagery
Vexcel Imagery
Property Lines
FEMA Flood Map
+
−
100.11
100.00
100.10
101.00
104.01
173.00
175.00
99.00
174.00
172.00
169.02
171.00
167.00
167.01
177.01
177.00
178.00
175.00
TDOT Aerial Surveys | State of Tennessee, Comptroller of the Treas

PLAT CONTAINS 2.140 ACRES

NOTE:
THIS SURVEY WAS PREPARED FROM CURRENT DEEDS OF RECORD AND DOES NOT REPRESENT A TITLE SEARCH OR A GUARANTEE OF TITLE. THIS SURVEY IS SUBJECT TO ANY STATE OF FACTS A CURRENT AND ACCURATE TITLE SEARCH MAY OR WILL REVEAL.

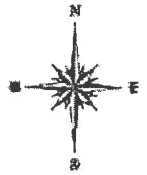
NOTE:
THIS SURVEYOR HAS NOT PHYSICALLY LOCATED ANY UTILITIES. UTILITIES, IF SHOWN HEREON, ARE AS PER INFORMATION FURNISHED BY THE ASSOCIATED UTILITY AUTHORITY AND ARE APPROXIMATE. THIS SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES, IF SHOWN, COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES, IF SHOWN, HEREON ARE IN THE EXACT LOCATION INDICATED. THEREFORE, THE SIZE, TYPE, AVAILABILITY AND ACTUAL LOCATION OF ANY AND ALL UTILITIES SHOULD BE VERIFIED PRIOR TO MAKING ANY DECISION RELATIVE TO THIS PROPERTY.

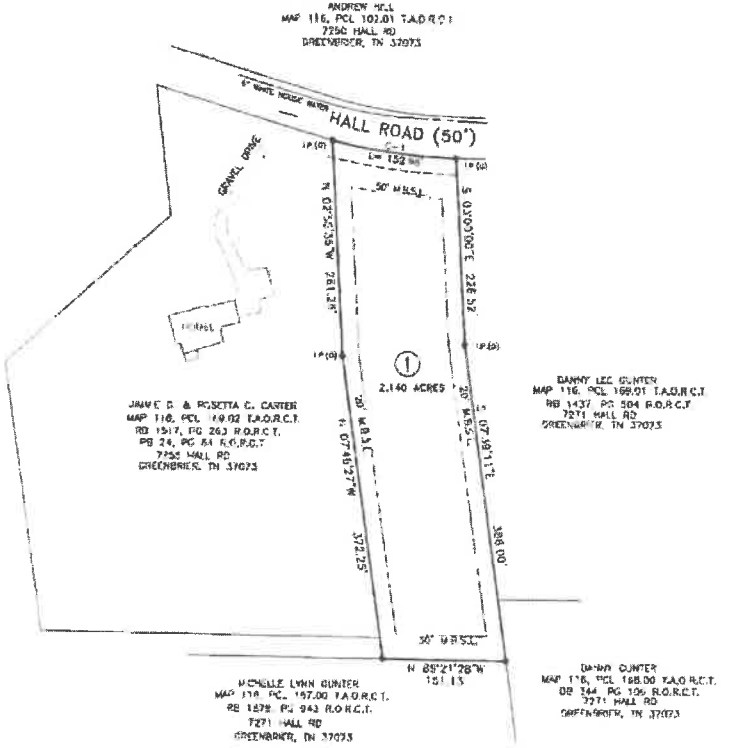
IN TENNESSEE IT IS A REQUIREMENT OF THE "UNDERGROUND UTILITY DAMAGE PREVENT ACT", THAT ANYONE WHO ENGAGES IN EXCAVATION OF ANY TYPE MUST NOTIFY ALL KNOWN UTILITY OWNER(S), NO LESS THAN (3) NOR MORE THAN (10) WORKING DAYS PRIOR TO THE DATE OF THEIR INTENT TO EXCAVATE AND ALSO TO AVOID ANY HAZARD OR CONFLICT. TENNESSEE ONE CALL "811".

NOTE:
ALL BEARINGS ARE REFERENCED TO THE OWNER'S DEED OF RECORD RECORDED IN THE COUNTY REGISTER'S OFFICE.

NOTE:
THE PROPERTY SHOWN HEREON IS NOT IN A CURRENT F.I.R.M. OR F.E.M.A. FLOOD HAZARD AREA, ACCORDING TO INFORMATION AVAILABLE TO ME AT THIS DATE. SEE PANEL NO. 47147C 0405C DATED 04/16/09 FOR DETAILED INFORMATION.

NOTE:
LOT SHALL BE GRADED IN ORDER NOT TO DISCHARGE ANY ADDITIONAL STORM WATER ON DOWNSTREAM PROPERTIES.





CURVE DATA TABLE

CURVE	RADIUS	TANGENT	LENGTH	DELTA	CHORD	CH.BEARING
C-1	716.25'	76.78'	152.96'	12°14'15"	152.69'	S 82°12'56"E

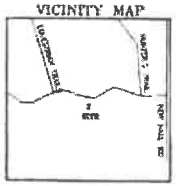
SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS IS A CATEGORY ___ SURVEY AND THE RATIO OF PRECISION OF THE UNADJUSTED SURVEY EXCEEDS 1: 7500 AS SHOWN HEREON.

ANTHONY T. BOLLINGER, R.L.S. TN LIC. NO. 2095

ANTHONY T. BOLLINGER, R.L.S.
119 FISHER DRIVE
GREENBRIER, TENNESSEE 37073
615/218-0169

VICINITY MAP



N.T.S.

LEGEND

IRON PIN OLD I.P.(O)
IRON PIN NEW I.P.(N)
PROPERTY LINE
M.B.S.L.



PROPERTY REFERENCE

JIMMIE G. & ROSETTA C. CARTER
MAP 116, PCLS 189 & 189.02 T.A.R.C.T.
RB 1517, PG 263 R.O.R.C.T.
DB 138, PG 135 R.O.R.C.T.
PB 24, PG 64 R.O.R.C.T.

DEVELOPER

RON GREGORY
123 UPPER STATION CAMP CREEKRD
GALLATIN, TN 37066
615-943-2309

ZONED AG
REQUESTING R-40

REZOING PLAT FOR

ROSETTA C. CARTER
HALL ROAD

SCALE	DRAWN BY	APPROVED	DATE
1" = 100'	A.T.B	A.T.B	01/11/24

11TH CIVIL DISTRICT

ROBERTSON COUNTY
TENNESSEE

DRAWING NO.

Robertson County Development Office
Agenda Review Sheet
Planning Commission Meeting
February 22, 2024

Applicant: Ron Gregory on behalf of Rosetta Carter
Surveyor: Todd Bollinger

Request: Rezone **2.14 *acres*** of the 13.40 acres.
Tax Map 116, Part of Parcel 169.00 from AG-2 to R-40

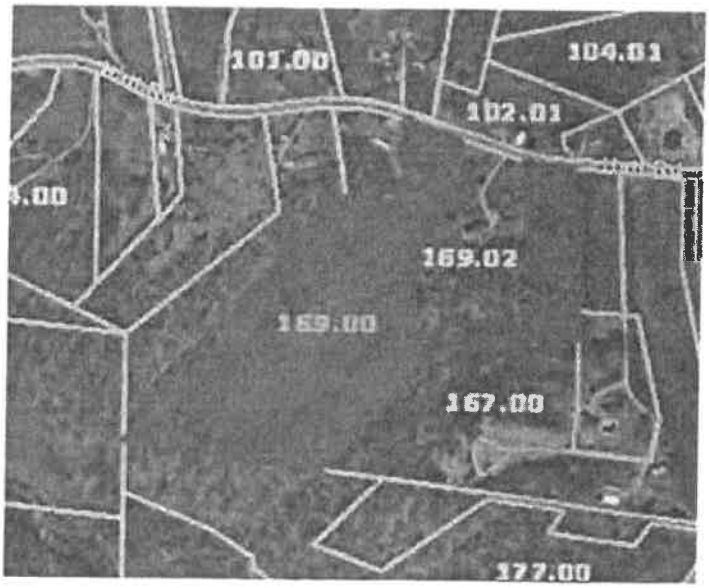


Figure 1: TN Property Viewer: Tax Map 116, Part of Parcel 169.00 In its entirety is highlighted.

Property Information:

- Tax Map 116, Part of Parcel 169.00
- Hall Rd., Greenbrier
- Total lot acreage: 13.40 acres (583,704 sq. ft.)
- **Rezone Request: 2.14 acres. (93,218 sq. ft.)**

Project Narrative:
R-40 Minimum Requirements
Minimum Lot Size: 40,000 sq. ft.
Front: 50'
Side: 20'
Rear: 30'
Min. Lot Width @ Front Bldg. Setback Line: 150'
Min Road Frontage: 50'
Maximum Height: 35'
Max Bldg. Coverage: 40%.

Discussion & Observations:
The applicant wishes to rezone 2.14 acres of the 13.40 acres. The subject property has a mixture of AG-2, RP-80 and R-40 property in the immediate vicinity with varying lot sizes. Several of the non-conforming properties surrounding this lot would be zoned R-40 per today's standards.
Please see Exhibit 1 for zoning map exhibit.

The applicant's request to rezone R-40 appears to be dimensionally appropriate.

**** END COMMENTS ****

Exhibit 1

Austin Peay University Zoning Map

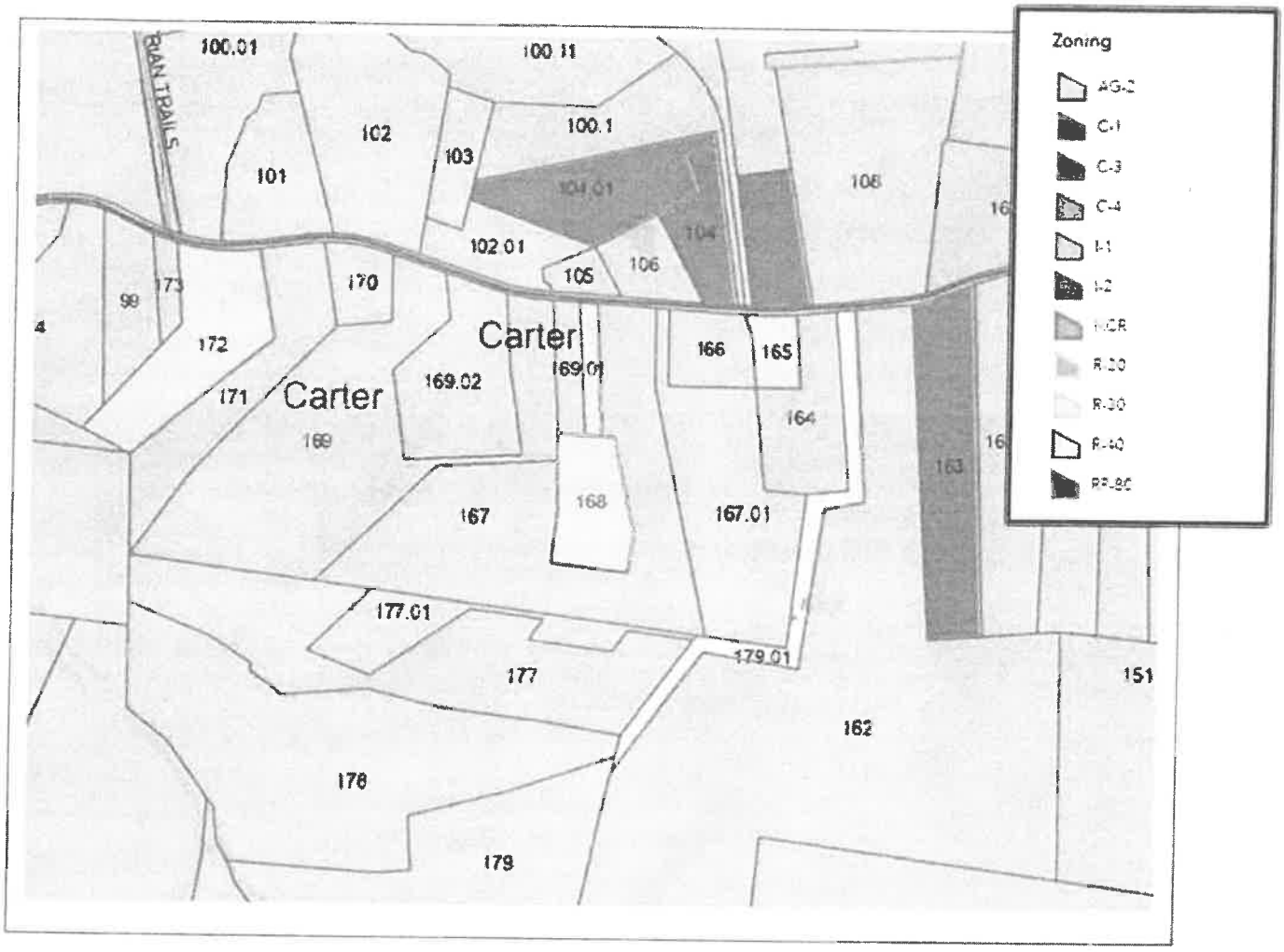


TABLE 6-5-A

DIMENSIONAL REQUIREMENTS FOR SINGLE FAMILY DWELLINGS IN AGRICULTURAL AND RESIDENTIAL DISTRICTS

	AG-1	AG-2	RP-80	R-40	R-30	R-20
Minimum Lot Size (sq. ft.)	15 ac.	130,000	80,000	40,000	30,000	20,000
Without Public Water		218,000	218,000	N.P.	N.P.	N.P.
Minimum Lot Width (ft.) at Building Setback Line [3]	400	250	175	150	125	100
Minimum Road Frontage (ft.) [1]	50	50	50	50	50	50
Minimum Front Yard Setback (ft.)[2]	100	75	60	50	40	30
Minimum Side Yard Setback (ft.)[2]	50	30	25	20	15	10
Without Public Water		50	50	N.P.	N.P	N.P.
Minimum Rear Yard Setback	50	40	35	30	25	20
Without Public Water		50	50	N.P.	N.P	N.P.
Maximum Height (ft.) [4]	35	35	35	35	35	35
Maximum Building Coverage (% of lot)	10	25	30	40	45	50

[1] Does not apply to lots on the circular portion of a cul-de-sac or lots with access by an ingress/egress easement.

[2] Setback measured from right-of-way line or property line. Setbacks along private streets shall be the same as along local streets.

[3] Lot widths shall be increased by twenty-five (25) percent for all roads providing direct access to and arterial or collector road as designated on the Robertson County Major Thoroughfare Plan. Developments using combined driveways or private roads as access are exempt from this provision

[4] No more than three (3) full or partial stories entirely above grade.

Notes:

I In overlay districts: greater requirements may apply. See any relevant overly district regulations.

II A corner lot has two (2) front yard setbacks. The property owner shall designate the front yard and the side yard for his corner lot. The rear setback shall be on the opposite side of the lot from the designated front yard setback.

III A through lot has two (2) front setbacks but no rear setback.

IV On a corner lot of record with a width of at least forty (40) feet, the side street setback may be reduced, if necessary to yield a buildable with equal to sixty (60) percent of the lot width. However, the side street setback shall not be reduced to less than forty (40) feet from a major thoroughfare or minor thoroughfare right-of-way line.

V For any lot of record with a depth of at least seventy-five (75) feet, the street setback and the rear setback may be reduced, if necessary, to yield a buildable depth equal to forty (40) percent of the lot depth. The rear setback shall be reduced first, but not below fifteen (15) feet. However, the front yard setback shall not be reduced to less than forty (40) feet from a major thoroughfare right-of-way line.

6-5.2 AG-2 Agricultural/Residential District

A. District Description

This district is designed to provide suitable open space for agricultural uses and very low density residential development. It shall consist primarily of single family detached dwellings, agricultural uses and their accessory uses. This district shall be located in those areas of the county that shall retain an optimum of open spaces to maintain a rural setting yet affords limited residential development that is conducive to maintaining an agricultural setting. This district shall remain agricultural in nature with limited community facilities, commercial and residential development. The application of this district is appropriate in rural areas of the adopted 2040 comprehensive Growth and Development Plan.

6-5.3 RP-80 Rural Preservation District

A. District Description

This district is designed to provide suitable open space for agricultural uses and very low density residential development. It shall consist primarily of single family detached dwellings, agricultural uses and their accessory uses. This district shall be located in those areas of the county that shall retain an optimum of open spaces to maintain a rural setting yet afford residential developments a minimum of urban character. This district is a transition zone between the agricultural areas and the more urban zone residential districts. The application of this district is appropriate in rural areas of the adopted 2040 comprehensive Growth and Development Plan.

6-5.4 R-40 Low Density Residential District

A. District Description

This district is designed to provide suitable areas for low density residential development where appropriate infrastructure is available characterized by an open appearance. Most generally, the residential development will consist of single-family detached dwellings and accessory structures, but the district may also include community facilities, public utilities and open uses which serve specifically the residents of this district or which are benefited by an open residential environment without creating objectionable or undesirable influences upon such development. It is the express purpose of this resolution to exclude from this district all buildings or other structures and uses having commercial characteristics whether operated for profit or otherwise, except that special exceptions and home occupations shall be considered as not having such characteristics if they otherwise conform to the provisions of this resolution. The application of this district is appropriate in Sub-Urban and General Urban areas of the adopted 2040 comprehensive Growth and Development Plan.

Resolution #031824014

Rezone Rosetta Carter, Rezone 2.14 acres,

AG-2 to R-40 Hall Road, 3rd Voting District

Agricultural/Residential to Low Density Residential

Summary:

Discussion began at: 07:13:34 PM (Elapsed time: 00:13:05)

Motion by ROBERTS 7:13:46 PM

Second by DELONG 7:13:47 PM

MARTIN was recognized at 7:13:54 PM (Elapsed time: 00:13:25)

Voting began at: 07:14:08 PM

Voting Criteria Used: 13 Yes Votes Needed

Results Tallied at: 07:14:16 PM

Result: Passed With 13 Yes Votes Needed (YES: 21, NO: 0, ABSTAIN: 0, DID NOT VOTE: 1, ABSENT: 3)

YES: JACKSON, COUTS, BRINKLEY, SUTTLE, ROBERTS, MARTIN, PIERCE, DELONG, BILLY R DORRIS, WILSON, AYRES, STROUD, M. DORRIS, STUBBLEFIELD, HOGAN, MORGAN, HART, HALEY, HEAD-HIEBER, SUMMERS, WOODARD

NO:

ABSTAIN:

ABSENT: RUMMEL, MOORE, WHITE

EXCUSED:

LATE:

RECUSED:

Did Not Vote: MAYOR VOGLE

Votes Summarized at: 7:14:16 PM

Robertson County Commission Resolution No. 031824015

A RESOLUTION OF THE ROBERTSON COUNTY COMMISSION TO REZONE 20.84 ACRES OF THE 32.20 ACRES OF PROPERTY LOCATED AT 4160 ARMSTRONG ROAD, SPRINGFIELD, MORE PARTICULARLY IDENTIFIED AS TAX MAP 082, PART OF PARCEL 005.00. FROM AG-2 TO RP-80, AND TO REPEAL ANY RESOLUTIONS OR PARTS OF RESOLUTIONS THAT CONFLICT HEREWITH.

Whereas Johnnie Marlin request to rezone 20.84 acres of the 32.20 acres of Tax Map 082, Part of Parcel 005.00, located at 4160 Armstrong Road, from AG-2 to RP-80; and

Whereas, supporting documentation of the rezoning request is attached hereto as Exhibit A: Application Packet and Exhibit B: Staff Report from Planning Commission, with additional application information available to the public in the Robertson County Development Office; and

Whereas, the Robertson County Planning Commission evaluated and recommended the request at their February 22, 2024, regular meeting, finding the size of the subject parcel dimensionally appropriate for the RP-80 zoning designation, and water availability present.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF ROBERTSON COUNTY, TENNESSEE THAT:

1. The Zoning Atlas of Robertson County, Tennessee be amended by rezoning Tax Map 082, Part of Parcel 005.00, located at 4160 Armstrong Road, from AG-2 to RP-80; and
2. Any Resolutions or parts of Resolutions in conflict herewith shall be repealed.

THIS RESOLUTION SHALL BE IN EFFECT IMMEDIATELY AFTER ITS PASSAGE, THE PUBLIC WELFARE DEMANDING IT.

Approved and adopted the 18th **day of** March, **2024.**

ANGIE H. GROVES, COUNTY CLERK XVI AGRICULTURE COMMERCE ROBERTSON COUNTY, TN

William A Boyle
Robertson County Mayor

ATTEST: Angie H. Groves
Robertson County Clerk

ROBERTSON COUNTY DEVELOPMENT OFFICE
ROBERTSON COUNTY OFFICE BUILDING
527 SOUTH BROWN STREET, SPRINGFIELD, TENNESSEE 37172
615-384-3666

Application for Rezoning

Applicant Information:

Name: Johnnie S. Marlin
Mailing Address (No P.O. Boxes, please): 4160 Armstrong RD Springfield, TN. 37172
Email:
Telephone Number: 615-756-9866

Applicant's Representative Information:

Name: Steven Artz
Name of Firm: Steven E. Artz and Associates, inc.
Mailing Address (No P.O. Boxes, please): 4800 Hwy 431 N Springfield, TN. 37172
Email: artz.steve@gmail.com
Telephone Number: 615-382-0481

Property Information:

Address: 4160 Armstrong RD Springfield, TN. 37172 (20.84 acres)
Tax Map and Parcel Number: Map 82, part of Parcel 5
Current Zoning Designation: AG-2
Requested Zoning Designation: RP80

Will this property be subdivided (or combined) in some way within the next year? (Yes) No

Purpose of rezoning request:
We are wishing to divide the subject property into four (4) 5 acre tracts and are requesting the change of zoning to reduce tract width.

SUBMITTAL REVIEW PROCEDURE:

1. Deliver one (1) copies of this application & any supporting materials to the Development Office before or by the final due date (Please see attached schedule- the "Corrections Due" does not apply to this type of application)
2. Provide copy of deed to prove ownership.
3. Provide aerial photograph of the property from TN Property Viewer
4. Pay the review fee.
5. Email a .PDF of the application & supporting materials (items 1-3) to hmantooth@robcotn.org
6. Attend the Planning Commission meeting. Be ready to present and answer questions. **Failure to appear at the Planning Commission meeting may result in the denial of the application.**

Johnnie S. Marlin 11-30-23
Owner of Record Signature & DATE

Applicant's Signature & DATE

Robertson County - Parcel: 082 005.00



Date: November 17, 2023

County: Robertson
Owner: MARLIN JOHNNIE S ETUX
Address: ARMSTRONG RD 4160
Parcel Number: 082 005.00
Deeded Acreage: 0
Calculated Acreage: 32.2
Date of TDOT Imagery: 2021
Date of Vexcel Imagery: 2023

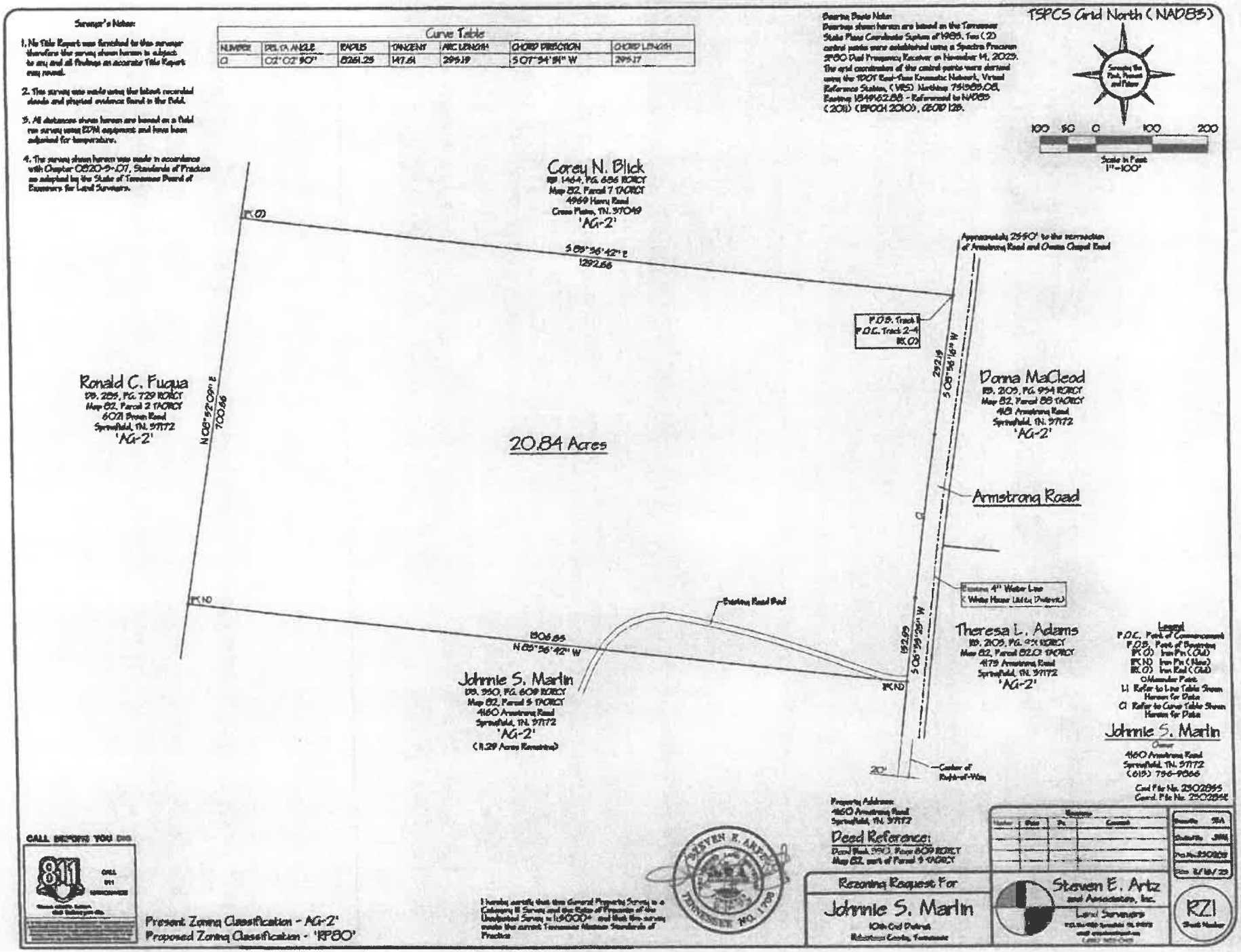
1:9,028

0 0.05 0.1 0.2 mi

0 0.1 0.2 0.4 km

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The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.


Surveyor's Notes:
1. No Title Report was furnished to the surveyor therefore the survey shown hereon is subject to any and all findings an accurate Title Report may reveal.
2. This survey was made using the latest recorded deeds and physical evidence found in the field.
3. All distances shown hereon are based on a field run survey using RTK equipment and have been adjusted for temperature.
4. The survey shown hereon was made in accordance with Chapter 0820-3-.07, Standards of Practice as adopted by the State of Tennessee Board of Examiners for Land Surveyors.
Curve Table
NUMBER | DELTA ANGLE | RADIUS | TANGENT | ARC LENGTH | CHORD DIRECTION | CHORD LENGTH
C1 | 02° 02' 50" | 8261.25 | 147.61 | 295.19 | S 01° 54' 54" W | 295.17
Bearing Basis Notes
Bearings shown hereon are based on the Tennessee State Plane Coordinate System of 1983, Zone (2) control points were established using a Spectra Precision SP80 Dual Frequency Receiver on November 14, 2023. The grid coordinates of the control points were derived using the TDOT Real-Time Kinematic Network, Virtual Reference Station, (VRS) Northing 751589.08, Easting 1849162.88 - Referenced to NAD83 (2011) (EPOCH 2010), GEOID 12B.
TSPCS Grid North (NAD83)
Surveyor Set Pins, Property and Fence
100 50 0 100 200
Scale in Feet
1"=100'
Corey N. Blick
RB 1464, Pg. 686 ROROD
Map 82, Parcel 7 ROROD
4969 Henry Road
Cross Plains, TN. 37049
'AG-2'
Approximately 2560' to the intersection of Armstrong Road and Cross Chapel Road
P.O.B. Tract 1
P.O.C. Tract 2-4
IR.O
S 89° 36' 42" E
1292.86
S 08° 56' 16" W
292.19
Ronald C. Fuqua
DB. 285, Pg. 729 ROROD
Map 82, Parcel 2 ROROD
6021 Brown Road
Springfield, TN. 37172
'AG-2'
N 08° 52' 09" E
700.86
20.84 Acres
Donna MacLeod
DB. 2105, Pg. 954 ROROD
Map 82, Parcel 88 ROROD
415 Armstrong Road
Springfield, TN. 37172
'AG-2'
Armstrong Road
Existing 4" Water Line
(Water House Utility District)
IR.ND
Existing Road Bed
1306.85
N 89° 56' 42" W
152.89
S 08° 39' 29" W
Theresa L. Adams
DB. 2105, Pg. 951 ROROD
Map 82, Parcel 82.01 ROROD
4179 Armstrong Road
Springfield, TN. 37172
'AG-2'
Johnnie S. Marlin
DB. 990, Pg. 609 ROROD
Map 82, Parcel 9 ROROD
4160 Armstrong Road
Springfield, TN. 37172
'AG-2'
(11.29 Acres Remaining)
20'
Center of Right-of-Way
Legend
P.O.C. Point of Commencement
P.O.B. Point of Beginning
IR.O Iron Pin (Old)
IR.ND Iron Pin (New)
IR.O Iron Rod (Old)
Meander Point
L1 Refer to Line Table Shown Hereon for Data
C1 Refer to Curve Table Shown Hereon for Data
Johnnie S. Marlin
Owner
4160 Armstrong Road
Springfield, TN. 37172
(615) 796-9066
Civil File No. 2302895
Const. File No. 2302894
Property Address:
4160 Armstrong Road
Springfield, TN. 37172
Deed Reference:
Deed Book 990, Page 609 ROROD
Map 82, part of Parcel 9 ROROD
Revisions
Number | Date | By | Comment
Rezoning Request For
Johnnie S. Marlin
10th Civil District
Robertson County, Tennessee
Steven E. Artz and Associates, Inc.
Land Surveyors
RZ1
Sheet Number
CALL BEFORE YOU DIG
811
Present Zoning Classification - AG-2'
Proposed Zoning Classification - 'RP80'
I hereby certify that this General Property Survey is a Category III Survey and the Ratio of Precision of the Unadjusted Survey is 1:9000+ and that this survey meets the current Tennessee Minimum Standards of Practice
STEVEN E. ARTZ
TENNESSEE NO. 1799

Steven E. Artz and Associates, Inc.

Surveyor's Description
November 16, 2023

The following paragraph describes a tract of land in the 10th Civil District of Robertson County, Tennessee, said tract being a portion of that property which was conveyed to Johnnie S. Marlin, et ux, by Bruce W. Minnick, Sr. and Todd Johnson Tregoning, in a deed of record which is recorded in Deed Book 330, Page 609, Register's Office for Robertson County, Tennessee, (RORCT).

Beginning at an iron rod (old), in the westerly margin of Armstrong Road, the southeast corner of a tract of land which belongs to Corey N. Blick, having a deed reference in Record Book 1464, Page 686 RORCT, the northeast corner of this tract and continuing with the westerly margin of said road, as follows:
S 08°36'16" W, 252.15 feet;
thence with a curve to the left, having a radius of 8261.25 feet, an arc distance of 295.19 feet, and a chord bearing and distance of S 07°34'51" W, 295.17 feet;
thence, S 06°33'25" W, 152.93 feet to an iron pin (new), in the westerly margin of Armstrong Road;
thence with a new line, N 83°36'42" W, 1306.65 feet to an iron pin (new), in the easterly boundary of a tract of land which belongs to Ronald C. Fuqua, having a deed reference in Deed Book 285, Page 729, RORCT;
thence, N 08°52'09" E, 700.66 feet to an iron pin (old), in the easterly boundary of said tract of land which belongs to Ronald C. Fuqua, a corner of said tract of land which belongs to Corey N. Blick;
thence, S 83°36'42" E, 1292.66 feet, to the point of beginning, containing **20.84 acres**, as surveyed by Steven E. Artz, Tennessee License No. 1708, d/b/a, Steven E. Artz & Associates, Inc., 4800 Highway 431 North, Springfield, Tennessee 37172, dated November 16, 2023.

The above described tract of land may be found on Tax Map 82, part of Parcel 5. in the Tax Assessor's Office for Robertson County, Tennessee.

File: Steve\230285LRZ

Land Surveyors-Tennessee and Kentucky
Phone: (615) 382-0481 **Fax: (615) 382-0262**
4800 Highway 431 North **Springfield, Tennessee 37172**

Robertson County Development Office
Agenda Review Sheet
Planning Commission Meeting
February 22, 2024

Applicant: Johnnie S. Marlin
Surveyor: Steve Artz

Request: Rezone **20.84 *acres*** of the 32.20 acres.
Tax Map 082, Part of Parcel 005.00
from AG-2 to RP-80



Figure 1: TN Property Viewer: Tax Map 082, Part of Parcel 005.00 In its entirety is highlighted.

Property Information:

- Tax Map 082, Part of Parcel 005.00
- 4160 Armstrong Rd., Springfield
- Total lot acreage: 32.20 acres (1,402,632 sq. ft.)
- **Rezone Request: 20.84 acres. (907,790 sq. ft.)**

Project Narrative:
RP-80 Minimum Requirements
Minimum Lot Size: 80,000 sq. ft.
Front: 60'
Side: 25'
Rear: 25'
Min. Lot Width @ Front Bldg. Setback Line: 175'
Min Road Frontage: 50'
Maximum Height: 35'
Max Bldg. Coverage: 30%.

Discussion & Observations:
The applicant wishes to rezone 20.84 acres of the 32.20 acres. The subject property has a mixture of AG-2, and R-40 property in the immediate vicinity with varying lot sizes.
Please see Exhibit 1 for zoning map exhibit.

The applicant's request to rezone RP-80 appears to be dimensionally appropriate.

**** END COMMENTS ****

Exhibit 1

Austin Peay University Zoning Map

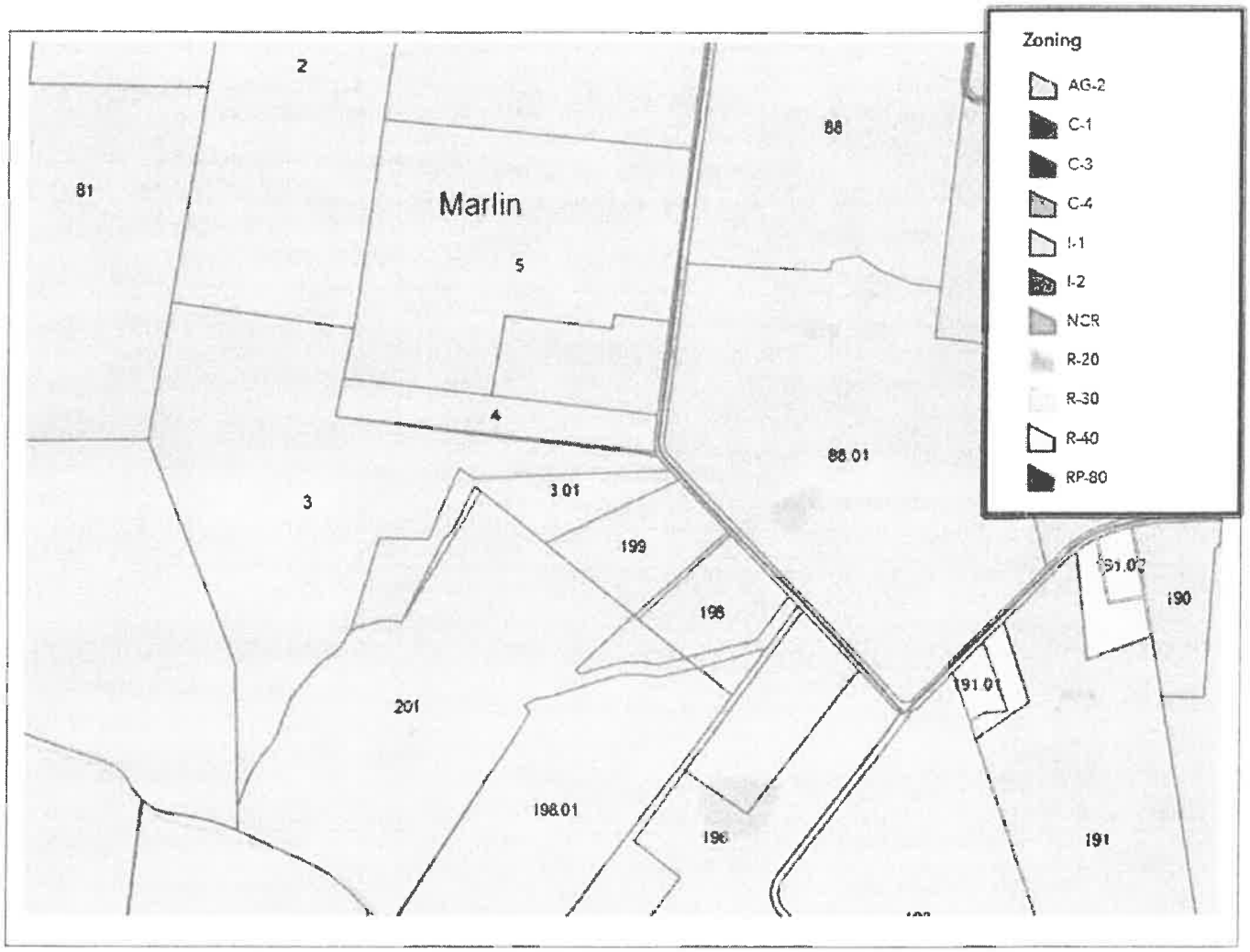


TABLE 6-5-A

DIMENSIONAL REQUIREMENTS FOR SINGLE FAMILY DWELLINGS IN AGRICULTURAL AND RESIDENTIAL DISTRICTS

	AG-1	AG-2	RP-80	R-40	R-30	R-20
Minimum Lot Size (sq. ft.)	15 ac.	130,000	80,000	40,000	30,000	20,000
Without Public Water		218,000	218,000	N.P.	N.P.	N.P.
Minimum Lot Width (ft.) at Building Setback Line [3]	400	250	175	150	125	100
Minimum Road Frontage (ft.) [1]	50	50	50	50	50	50
Minimum Front Yard Setback (ft.) [2]	100	75	60	50	40	30
Minimum Side Yard Setback (ft.)[V]	50	30	25	20	15	10
Without Public Water		50	50	N.P.	N.P	N.P
Minimum Rear Yard Setback	50	40	35	30	25	20
Without Public Water		50	50	N.P.	N.P	N.P.
Maximum Height (ft.) [4]	35	35	35	35	35	35
Maximum Building Coverage (% of lot)	10	25	30	40	45	50

[1] Does not apply to lots on the circular portion of a cul-de-sac or lots with access by an ingress/egress easement.

[2] Setback measured from right-of-way line or property line. Setbacks along private streets shall be the same as along local streets.

[3] Lot widths shall be increased by twenty-five (25) percent for all roads providing direct access to and arterial or collector road as designated on the Robertson County Major Thoroughfare Plan. Developments using combined driveways or private roads as access are exempt from this provision

[4] No more than three (3) full or partial stories entirely above grade.

Notes:

I In overlay districts: greater requirements may apply. See any relevant overly district regulations.

II A corner lot has two (2) front yard setbacks. The property owner shall designate the front yard and the side yard for his corner lot. The rear setback shall be on the opposite side of the lot from the designated front yard setback.

III A through lot has two (2) front setbacks but no rear setback.

IV On a corner lot of record with a width of at least forty (40) feet, the side street setback may be reduced, if necessary, to yield a buildable with equal to sixty (60) percent of the lot width. However, the side street setback shall not be reduced to less than forty (40) feet from a major thoroughfare or minor thoroughfare right-of-way line.

V For any lot of record with a depth of at least seventy-five (75) feet, the street setback and the rear setback may be reduced, if necessary, to yield a buildable depth equal to forty (40) percent of the lot depth. The rear setback shall be reduced first, but not below fifteen (15) feet. However, the front yard setback shall not be reduced to less than forty (40) feet from a major thoroughfare right-of-way line.

6-5.2 AG-2 Agricultural/Residential District

A. District Description

This district is designed to provide suitable open space for agricultural uses and very low density residential development. It shall consist primarily of single family detached dwellings, agricultural uses and their accessory uses. This district shall be located in those areas of the county that shall retain an optimum of open spaces to maintain a rural setting yet affords limited residential development that is conducive to maintaining an agricultural setting. This district shall remain agricultural in nature with limited community facilities, commercial and residential development. The application of this district is appropriate in rural areas of the adopted 2040 comprehensive Growth and Development Plan.

6-5.3 RP-80 Rural Preservation District

A. District Description

This district is designed to provide suitable open space for agricultural uses and very low density residential development. It shall consist primarily of single family detached dwellings, agricultural uses and their accessory uses. This district shall be located in those areas of the county that shall retain an optimum of open spaces to maintain a rural setting yet afford residential developments a minimum of urban character. This district is a transition zone between the agricultural areas and the more urban zone residential districts. The application of this district is appropriate in rural areas of the adopted 2040 comprehensive Growth and Development Plan.

6-5.4 R-40 Low Density Residential District

A. District Description

This district is designed to provide suitable areas for low density residential development where appropriate infrastructure is available characterized by an open appearance. Most generally, the residential development will consist of single-family detached dwellings and accessory structures, but the district may also include community facilities, public utilities and open uses which serve specifically the residents of this district or which are benefited by an open residential environment without creating objectionable or undesirable influences upon such development. It is the express purpose of this resolution to exclude from this district all buildings or other structures and uses having commercial characteristics whether operated for profit or otherwise, except that special exceptions and home occupations shall be considered as not having such characteristics if they otherwise conform to the provisions of this resolution. The application of this district is appropriate in Sub-Urban and General Urban areas of the adopted 2040 comprehensive Growth and Development Plan.

Resolution #031824015

Rezone Johnnie Marlin, Rezone 20.84 acres,

AG-2 to RP-80 Armstrong Road, 8th Voting District

Agricultural/Residential to Rural Preservation District

Summary:

Discussion began at: 07:14:23 PM (Elapsed time: 00:13:54)

Motion by JACKSON 7:14:34 PM

Second by HOGAN 7:14:35 PM

BILLY R DORRIS was recognized at 7:14:46 PM (Elapsed time: 00:14:17)

STROUD was recognized at 7:14:55 PM (Elapsed time: 00:14:26)

Voting began at: 07:15:29 PM

Voting Criteria Used: 13 Yes Votes Needed

Results Tallied at: 07:15:38 PM

Result: Passed With 13 Yes Votes Needed (YES: 20, NO: 1, ABSTAIN: 0, DID NOT VOTE: 1, ABSENT: 3)

YES: JACKSON, COUTS, BRINKLEY, SUTTLE, ROBERTS, MARTIN, PIERCE, DELONG, WILSON, AYRES, STROUD, M. DORRIS, STUBBLEFIELD, HOGAN, MORGAN, HART, HALEY, HEAD-HIEBER, SUMMERS, WOODARD

NO: BILLY R DORRIS

ABSTAIN:

ABSENT: RUMMEL, MOORE, WHITE

EXCUSED:

LATE:

RECUSED:

Did Not Vote: MAYOR VOGLE

Votes Summarized at: 7:15:38 PM

Discussion of How to Proceed with the Zoning Rehearing

Discussion began at: 07:15:55 PM (Elapsed time: 00:15:26)

STROUD was recognized at 7:22:32 PM (Elapsed time: 00:22:03)

HOGAN was recognized at 7:25:30 PM (Elapsed time: 00:25:01)

ROBERTS was recognized at 7:25:34 PM (Elapsed time: 00:25:05)

WOODARD was recognized at 7:27:08 PM (Elapsed time: 00:26:39)

HOGAN was recognized at 7:28:50 PM (Elapsed time: 00:28:21)

HOGAN was recognized at 7:28:53 PM (Elapsed time: 00:28:24)

STROUD was recognized at 7:29:28 PM (Elapsed time: 00:28:59)

HOGAN was recognized at 7:30:06 PM (Elapsed time: 00:29:37)

COUTS was recognized at 7:32:54 PM (Elapsed time: 00:32:25)

HEAD-HIEBER was recognized at 7:33:39 PM (Elapsed time: 00:33:10)

MARTIN was recognized at 7:36:15 PM (Elapsed time: 00:35:46)

HOGAN was recognized at 7:36:35 PM (Elapsed time: 00:36:06)

SUTTLE was recognized at 7:36:52 PM (Elapsed time: 00:36:23)

Accept the Process for Reconsideration of Prior Zoning Decisions Presented by the County Attorney, Clyde Richert

Summary:

Discussion began at: 07:37:25 PM (Elapsed time: 00:36:56)

Motion by MARTIN 7:38:12 PM

Second by STUBBLEFIELD 7:38:19 PM

COUTS was recognized at 7:39:44 PM (Elapsed time: 00:39:15)

STROUD was recognized at 7:40:52 PM (Elapsed time: 00:40:23)

Voting began at: 07:43:05 PM

Voting Criteria Used: 13 Yes Votes Needed

Results Tallied at: 07:43:17 PM

Result: Failed To Receive 13 Yes Votes Needed (YES: 10, NO: 11, ABSTAIN: 0, DID NOT VOTE: 1, ABSENT: 3)

YES: JACKSON, BRINKLEY, SUTTLE, DELONG, BILLY R DORRIS, M. DORRIS, STUBBLEFIELD, MORGAN, HART, HALEY

NO: COUTS, ROBERTS, MARTIN, PIERCE, WILSON, AYRES, STROUD, HOGAN, HEAD-HIEBER, SUMMERS, WOODARD

ABSTAIN:

ABSENT: RUMMEL, MOORE, WHITE

EXCUSED:

LATE:

RECUSED:

Did Not Vote: MAYOR VOGLE

Votes Summarized at: 7:43:17 PM

Motion for the Planning & Zoning Board to Reevaluate Rules & Procedures of a "Reconsideration Vote" or to Shorten the Current 6 Month Wait Period Before A Property Owner Could Ask To Be Rezoned

Summary:

Discussion began at: 07:45:23 PM (Elapsed time: 00:44:54)

Motion by COUTS 7:45:45 PM

Second by HOGAN 7:45:46 PM

Voting began at: 07:46:00 PM

Voting Criteria Used: 13 Yes Votes Needed

Results Tallied at: 07:46:13 PM

Result: Passed With 13 Yes Votes Needed (YES: 21, NO: 0, ABSTAIN: 0, DID NOT VOTE: 1, ABSENT: 3)

YES: JACKSON, COUTS, BRINKLEY, SUTTLE, ROBERTS, MARTIN, PIERCE, DELONG, BILLY R DORRIS, WILSON, AYRES, STROUD, M. DORRIS, STUBBLEFIELD, HOGAN, MORGAN, HART, HALEY, HEAD-HIEBER, SUMMERS, WOODARD

NO:

ABSTAIN:

ABSENT: RUMMEL, MOORE, WHITE

EXCUSED:

LATE:

RECUSED:

Did Not Vote: MAYOR VOGLE

Votes Summarized at: 7:46:13 PM

RESOLUTION NO. 031824016

A RESOLUTION TO APPROVE ROBERTSON COUNTY EMPLOYEE MANUAL

WHEREAS Robertson County, Tennessee has an employee manual that sets forth certain rules and regulations for employees of the County; and

WHEREAS, from time to time the Employee Manual is updated with input from County Department Heads and suggestion from a specialized employment attorney engaged by the County; and

WHEREAS, certain amendments to the Employee Manual have been suggested and the Personnel Committee of the County has reviewed the revised Manual and recommends its adoption by the full County Commission;

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Robertson County, Tennessee assembled in regular session on this 18th day of March, 2024, that the current revised Employee Manual as attached hereto, is hereby adopted.

BE IT FURTHER RESOLVED that this Resolution shall take effect April 1, 2024, upon passage, the public welfare requiring it.

Passed this the 18th day of March, 2024.

County Commissioner

William A. Vogle, County Mayor

ATTEST:

Angie Groves, County Clerk

ANGIE H. GROVES, COUNTY CLERK
XVI
AGRICULTURE
COMMERCE
ROBERTSON COUNTY, TN

ROBERTSON COUNTY, TENNESSEE
EMPLOYEE MANUAL

EFFECTIVE DATE OF APRIL 1, 2024

APPROVED BY THE COUNTY COMMISSION
MARCH 18, 2024

Contents

Welcome Statement 5

Employment At Will Statement 6

SECTION 1.0 - DEFINITIONS 7

1.1 - FULL-TIME REGULAR EMPLOYEE 7

1.2 - PART-TIME EMPLOYEE 7

1.3 - EXEMPT VERSUS NONEXEMPT EMPLOYEE 7

1.4 - DEPARTMENT HEADS 7

SECTION 2.0 - CONDITIONS OF EMPLOYMENT 8

2.1 - EQUAL EMPLOYMENT OPPORTUNITY 8

2.2 - ANTI-HARASSMENT POLICY 9

2.3 – DISABILITY ACCOMODATIONS POLICY 11

2.4 - RELIGIOUS ACCOMMODATIONS POLICY 12

2.5 - GRIEVANCE PROCEDURE POLICY 13

SECTION 3.0 - BENEFITS OF EMPLOYMENT 15

3.1 - VACATION LEAVE 15

3.2 - SICK LEAVE 17

3.3 - SICK LEAVE DONATION POLICY 18

3.4 - HOLIDAYS 19

3.5 – EMPLOYEE BENEFITS 20

SECTION 4.0 - STANDARDS OF CONDUCT 23

4.1 - DRUG-FREE WORKPLACE 23

4.2 - ATTENDANCE 25

4.3 - USE OF COUNTY VEHICLE 25

4.4 - WEAPONS IN THE WORKPLACE 26

4.5 - RETURN OF COUNTY PROPERTY 27

4.6 - IT RESOURCES AND COMMUNICATIONS SYSTEMS POLICY 27

4.7 - SOCIAL MEDIA POLICY 30

4.8 - CORRECTIVE COUNSELING 31
SECTION 5.0 - SAFETY 33
SECTION 6.0 - PAYROLL PRACTICES 34
6.1 - ADMINISTRATION/PAYROLL MATTERS 34
6.2 - DEDUCTIONS REQUIRED FROM PAYROLL CHECK 34
6.3 - ADVANCE PAYMENTS 34
6.4 - MANDATORY DIRECT DEPOSIT 34
6.5 - ERROR ON PAYROLL CHECK 34
6.6 - FINAL PAYCHECK 35
6.7 - RESIGNATION NOTICE 35
6.8 - ONLINE PAPERLESS PAY 35
6.9 - GARNISHMENTS/WAGE ASSIGNMENTS 35
6.10 - WORKWEEK, PAYROLL SCHEDULE AND PAYDAY 35
6.11 - WORK SCHEDULES 36
6.12 - PERSONNEL RECORDS AND PERSONAL INFORMATION 36
6.13 - ON CALL TIME 36
6.14 - CALL BACK PAY 36
6.15 - LUNCH BREAKS 37
6.16 - SLEEP TIME 37
6.17 - MEETING/SEMINAR PAY 37
6.18 - HOLIDAY PAY 37
SECTION 7.0 - LEAVE POLICIES 39
7.1 - FAMILY AND MEDICAL LEAVE ACT (FMLA) 39
7.2 - UNPAID LEAVE 41
7.3 - TENNESSEE PARENTAL LEAVE ACT 42
7.4 - LACTATION BREAK 42
7.5 - BEREAVEMENT LEAVE (FUNERAL LEAVE) 43
7.6 - VOTING LEAVE 43
7.7 - COURT LEAVE/JURY DUTY 43

7.8 - MILITARY SERVICE LEAVE POLICY 44
7.9 - VOLUNTEER FIREFIGHTER LEAVE 47
SECTION 8.0 - COMPLIANCE 48
8.1 - FAIR LABOR STANDARDS ACT (FLSA) 48
8.2 - WORKERS COMPENSATION 49
SECTION 9.0 - OTHER 50
9.1 - INCLEMENT WEATHER 50
9.2 - GIFTS AND GRATUITIES 50
9.3 - APPROPRIATE APPEARANCE AND ATTIRE 50
9.4 - TRAVEL POLICY 51
9.5. - EMPLOYMENT REFERENCE POLICY 51
APPENDIX 1 Discrimination/Harassment/Retaliation Complaint Form 52
APPENDIX 2 Employee Grievance Form 52
APPENDIX 3 Employee Relations Form 57
APPENDIX 4 Sick Leave Donation Form 58
APPENDIX 5 Receipt & Acknowledgment of Robertson County Employee Manual 59

Welcome Statement

Congratulations on your employment with Robertson County! Robertson County strives to provide an employee-friendly environment in which individuals can thrive as they meet the challenging demands of working for the County. The County values the talents and abilities of its employees and seeks to foster an open, cooperative environment.

Robertson County has established this manual to outline policies, procedures, benefits, and working conditions. Each employee is responsible for becoming familiar with this manual.

Robertson County is an equal opportunity employer. The County affords equal opportunity to all qualified persons without regard to race, color, national origin, creed, religion, age (40 or over), sex (including pregnancy and gender identity), veteran status, disability, genetic information, or any other legally protected status in accordance with all applicable federal, state, and local laws. This policy is applicable to all terms and conditions of employment.

Nothing in this Manual creates a contract of employment with Robertson County. Employment at Robertson County is on an "at will" basis. Both the employee and Robertson County have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing contained in this Employee Manual, or any other documents or materials provided to the employee in conjunction with their employment, shall alter or be construed to alter their "at will" status or the County's right to change the terms and conditions of employment. Statements of specific grounds for disciplinary action and/or termination are not all inclusive and are not intended to alter any employee's "at will" status.

The policies outlined in this Manual are guidelines only. The County reserves the right to unilaterally revise, rescind, or modify the policies, procedures, benefits, and working conditions described in this manual at any time, for any reason, and without prior notice. The County will notify employees when a change in policy or procedure has been made.

Unless otherwise stated, the provisions of this Manual apply to all employees of Robertson County except those employed by the Board of Education and any elected official. No provision in this Employee Manual can be waived without written permission from the Robertson County Commission. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

This Employee Manual supersedes any previous manuals and any resolutions of the County Commission in contradiction thereof.

Please review the policies, procedures, working conditions and benefits described in this manual. You will be asked to acknowledge in writing that you have received, reviewed, and understand them. If you have any questions, please discuss them with your immediate Supervisor or Department Head.

Employment At Will Statement

No policy, benefit, or procedure contained in this Manual creates an employment contract for any period of time or a contractual obligation of any kind. All employees will be considered employees "at will." Either Robertson County or you as the employee can terminate the employment relationship at any time, with or without cause, and with or without notice. The employment "at will" relationship is in effect regardless of any other written statements or policies contained in this manual, in any other Robertson County documents, or in any verbal statements to the contrary.

SECTION 1.0 - DEFINITIONS

1.1 - FULL-TIME REGULAR EMPLOYEE

An employee who is scheduled to work at least thirty (30) hours per week is considered a full-time regular employee. Unless otherwise specified, the benefits and policies described in this Manual apply to all full-time employees.

1.2 - PART-TIME EMPLOYEE

An employee who is scheduled to work fewer than thirty (30) hours per week is considered a part-time employee. Employees who are scheduled to work at least thirty (30) hours per week whose employment is expected to last less than one year are also classified as part-time. Unless otherwise specified, part-time employees are not eligible for benefits described in this Manual, except to the extent required by law. All other policies described in this Manual apply to all part-time employees.

1.3 - EXEMPT VERSUS NONEXEMPT EMPLOYEE

Employees are classified as are either "exempt" or "nonexempt" from the overtime requirements of the Fair Labor Standards Act (FLSA). "Nonexempt" employees are entitled to overtime compensation; "exempt" employees are not. All employee positions included on the Robertson County pay plan are classified as "nonexempt." All employee positions not included on the Robertson County pay plan are classified as "exempt." "Nonexempt" employees must receive overtime compensation for all hours worked over 40 in a workweek in accordance with the FLSA. Overtime work by "nonexempt" employees must be authorized in advance by the appropriate Department Head.

All nonexempt employees who are entitled to overtime shall be compensated either by pay or compensatory time at the rate of one and one-half (1 1/2) times their regular hourly wage for any time over forty (40) hours per week. The overtime requirements also apply if an employee works for more than one department during a pay period. Public safety personnel may have different work periods and overtime thresholds from the forty (40) hours. Vacation leave or any other form of paid leave does not count as hours worked for the purpose of computing overtime pay or compensatory time.

1.4 - DEPARTMENT HEADS

Your Department Head is responsible for the operation of your department. He or she has the authority to hire, dismiss, discipline, assign work, authorize promotions, demotions, transfers, and evaluate employees.

SECTION 2.0 - CONDITIONS OF EMPLOYMENT

2.1 - EQUAL EMPLOYMENT OPPORTUNITY

Robertson County is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The County strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, creed, national origin or ancestry, religion, age (40 or over), sex (including gender, pregnancy, sexual orientation, and gender identity), veteran status, physical or mental disability, genetic information, or any other legally protected status in accordance with all applicable federal, state, and local laws. All County employees and representatives are prohibited from engaging in unlawful discrimination.

This policy applies to all terms and conditions of employment, including, but not limited to hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

The County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and local laws. Consistent with those requirements, the County will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please contact your Department Head.

The County will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

The County complies with the Pregnant Workers Fairness Act (PWFA). The County will provide reasonable accommodations to qualified job applicants and employees to accommodate the individual's known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship. The County will not require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided. If you believe you need a pregnancy-related accommodation, please contact your Department Head.

Filling a Vacant Position

When a position becomes vacant, Department Heads may post an Open Position Notice on the County Bulletin Boards at the Sanitation Department, Ambulance Service Department, Highway Department, Robertson County Office Building, and the County Courthouse. Each vacancy may be posted for a minimum of five (5) business days. Advertisements may be published in the weekly Robertson County Times or other media, such as the Robertson County website, local radio station, indeed.com, or the Bargain Browser.

Department Heads shall have each applicant complete a standardized application form. The standardized application form shall be approved by the Personnel Committee and supplied to each Department Head.

In the event an applicant is not selected, the application shall be kept on file for a minimum of two (2) years.

An employee desiring to work for another County department may apply in accordance with the rules governing new employees. An employee will not lose any existing benefits if hired by another department.

An employee who is a qualified individual with a disability may request reassignment to a vacant position in another Department as a form of reasonable accommodation in accordance with the County's Disability Accommodations Policy.

2.2 - ANTI-HARASSMENT POLICY

Robertson County is committed to providing a work environment that is free of discrimination and harassment. Robertson County has established a "zero tolerance" policy regarding any form of discrimination or harassment. Each employee is responsible for fostering mutual respect, becoming familiar with this policy, and refraining from conduct that violates this policy.

Application

This policy includes, but is not limited to, Department Heads, Supervisors, full-time employees, part-time employees and non-employees, including, but not limited to contractors and vendors. It applies during all work hours, while "on call," while on Robertson County property, and at County sponsored events. It applies to all phases of employment.

DEFINITIONS

Discriminatory Harassment is unwelcome conduct toward an individual that denigrates or shows hostility towards an individual because of his or her race, color, sex (including gender, pregnancy, sexual orientation, and gender identity), national origin or ancestry, creed, religion, age (40 or over), physical or mental disability, genetic information, veteran status, or any other protected class recognized by applicable state or local law. It can take many forms. It may be, but is not limited to, the following:

- Offending or humiliating someone physically or verbally.
- Threatening or intimidating someone.
- Oral or written communications (including e-mail and voice mail messages) making unwelcome jokes, gestures or comments about someone's race, color, national origin or ancestry, creed, religion, age (40 or over), sex (including pregnancy, gender, gender identity, and sexual orientation), veteran status, physical or mental disability, genetic information, or because of his or her opposition to discrimination or his or her participation in the discrimination complaint process.

This list is illustrative only and not exhaustive. No form of discriminatory harassment will be tolerated.

Sexual Harassment is defined to include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment. Common examples include:

- Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, e-mail or jokes.
- Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; internet or e-mail materials that contain sexually explicit or suggestive pictures, cartoons or pornography.
- Physical conduct such as unwelcome touching, hugging or blocking someone's path in an inappropriate or sexual way.
- Unwanted romantic conduct such as sexual advances, invitations or attention.

- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, X (formerly Twitter), Instagram, Snapchat, etc.)

This list is illustrative only and not exhaustive. No form of sexual harassment will be tolerated.

County's Responsibilities under this Policy

If the County receives an allegation of harassment or has reason to believe harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, the County will take prompt corrective action to end the unwelcome behavior. The County is committed to taking action if it learns of possible harassment, even if the individual does not wish to file a formal complaint.

Employee's Rights and Responsibilities under this Policy

Any employee who believes he or she has been the target of harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues of reporting allegations of harassment and/or pursuing resolution.

Employees are encouraged to report the unwelcome conduct verbally or in writing as soon as possible to the employee's direct Supervisor or Department Head, ideally within ten (10) days of the offending conduct. It is usually most effective, although it is not required, that the Supervisor be within the employee's supervisory chain. Although not mandatory, employees are encouraged to put their complaint in writing. A Discrimination/Harassment/Retaliation Complaint Form is attached as an appendix to this Handbook if you wish to use it. The complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The County will directly and thoroughly investigate all the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

If an employee's immediate Supervisor or Department Head is alleged to have harassed the employee, the incident should be reported verbally or in writing to the Finance Director, who can be reached at (615) 384-0202.

These same reporting provisions apply if you feel like you have been discriminated or retaliated against because of race, color, creed, national origin or ancestry, religion, age (40 or over), veteran status, physical or mental disability, genetic information, or any other legally protected status in accordance with all applicable federal, state and local laws.

The Finance Director is the main contact point for questions or concerns about harassment or this policy. The Supervisors and other Department Heads who observe, or are informed of, or reasonably suspect incidents of possible harassment must immediately report such incidents to the Finance Director, who will either initiate or oversee a prompt, thorough, and impartial investigation. Failure to report such incidents to the Finance Department will be considered a violation of this policy and may result in disciplinary action. The Finance Director will provide guidance as needed on investigating and handling the potential harassment. Supervisors and Department Heads should take effective measures to preclude further harassment or retaliation pending completion of an investigation.

The County will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). The County will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible harassment, pursued a harassment claim, or cooperated in an investigation of a claim.

Employees who have been found by the County to subject another employee to unwelcome conduct that interferes with an individual's ability to perform job duties or which results in or creates a hostile working environment, whether such behavior meets the legal definition of harassment or not, will be subject to discipline or other appropriate corrective counseling. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to termination for cause.

2.3 – DISABILITY ACCOMODATIONS POLICY

Robertson County is committed to providing equal employment to qualified individuals with disabilities. Robertson County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA) and all applicable state fair employment practice laws. It is the policy of Robertson County to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship or pose a direct threat to the safety of others. In accordance with the ADAAA, reasonable accommodations will be provided to qualified individuals with disabilities when such reasonable accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants and employees.

Requesting a Reasonable Accommodation

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from your Department Head. You may make the request orally or in writing. The County encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, the County will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. The County encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the County is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the County.

Medical Information

If your disability or need for accommodation is not obvious, the County may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the County may require that you see a health care

professional of the County's choosing, at the County's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

The County will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

Determinations

The County makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

The County strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact your direct Supervisor or Department Head.

No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. The County expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

The County is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to his or her direct Supervisor or Department Head. If employees do not report retaliatory conduct, the County may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Administration of this Policy

The Chief of Staff at the County Mayor's Office serves as the County's ADA Coordinator and is responsible for the administration of this policy. If you have any questions regarding this policy and/or questions about disability accommodations that are not addressed in this policy, please contact the ADA Coordinator at (615) 384-2476.

2.4 – RELIGIOUS ACCOMMODATIONS POLICY

Requesting a Religious Accommodation

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, you should request an accommodation from your Department Head. You may make the request orally or in writing. The County encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.

- How the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, the County will engage in a dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs and practices and one or more of your work requirements. The County encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. However, the County is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on the County.

Supporting Information

The County may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

Determinations

The County makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

The County strives to make determinations on religious accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about an accommodation request you made, please contact the Finance Director.

2.5 – GRIEVANCE PROCEDURE POLICY

Robertson County provides an employee grievance procedure for all full-time and part-time employees.

Employees who, in good faith, file a grievance or appeal will not be disciplined or otherwise retaliated against for exercising their rights under the provisions of this policy.

Grievances and Appeals

A covered employee may file a grievance or an appeal concerning only the following employment actions:

- Terminations;
- Suspensions;
- Involuntary reassignments;
- Demotions;
- Punitive reclassifications, but only when the County determines that there is a material issue of fact that the action was solely done to penalize the covered employee. Reclassifications, reassignments, and transfers within the same pay range are not considered to be grievable.
- Promotions in instances where the County determines that there is a material issue of fact as to whether or not the County has considered a qualified covered employee for a position for which the employee formally applied or would have applied if the employee had known of the promotional opportunity. When the County promotes an employee one organizational level above the promoted employee's former level, however, that action is not a grievance for any other qualified covered employee. Failure to be selected for a promotion is not considered an adverse employment action that can be considered grievable;
- Pay decrease based on performance as the result of a performance evaluation;

- Reduction in force, but only if the County determines that there is a material issue of fact that the County inconsistently or improperly applied its reduction in force policy; and
- A condition in the workplace that adversely affects the employee and could reasonably be considered to violate accepted County policies or procedures.

The following actions do not constitute a basis for a grievance or an appeal:

- An employee who voluntarily resigns or voluntarily accepts a demotion, reclassification, transfer, reassignment, or salary decrease shall waive any and all rights to file a grievance or an appeal concerning such actions and the covered employee can rescind such voluntary actions only if the County head or the County head's designee agrees;
- An employee who is promoted, reclassified to a higher salary range, or moved to an unclassified position with a higher rate of pay and subsequently demoted prior to completing the trial period in the class with the higher salary range or higher rate of pay shall not have the right to file a grievance or an appeal concerning the demotion, unless such demotion is to a class with a lower salary range or lower rate of pay than the position in which the employee was serving prior to promotion, reclassification, or movement to an unclassified position with a higher rate of pay;
- An employee who is promoted or moved to an unclassified position with a higher rate of pay and subsequently receives a reduction in pay prior to completing the trial period in the position with the higher salary range or higher rate of pay shall not have the right to file a grievance or an appeal concerning the reduction in pay, unless the action results in a lower rate of pay than that which the employee was receiving prior to the promotion or movement to an unclassified position with a higher rate of pay;
- An employee who receives an additional job duties or responsibilities salary increase, and subsequently has the additional job duties or responsibilities which justified the salary increase taken away prior to completing six months of service with the additional job duties or responsibilities, shall not have the right to file a grievance or an appeal concerning a salary reduction equivalent to the amount of the additional job duties or responsibilities increase.

Prior to Filing a Formal Grievance

Prior to filing a formal grievance, an employee may first attempt to resolve the matter with their direct supervisor, who may be an elected or appointed individual. This matter may be presented verbally or in writing.

Procedure

Step One - An employee who wishes to file a grievance must initiate the grievance with the Mayor's Designee. The grievance must be in writing and must be received or, if mailed, postmarked within 14 calendar days of the effective date of the action or 14 calendar days from when the employee is notified of the action, whichever is later. The employee should include a written summary of the facts of the grievance and the relief sought. The County may waive the requirement for the grievance to be in writing when appropriate as a reasonable accommodation.

The County Mayor's Designee will review the grievance with the Department Head to determine whether the matter involves a grievance under this policy, conducting appropriate investigations and fact findings as deemed necessary to make this determination. If it is determined that the matter is not grievable, the employee will be advised in writing by the Department Head with assistance from the Human Resources (HR) Consultant, normally within five (5) calendar days of receipt of the grievance. Such determination shall be a final decision within the County.

Any initial determination by the County Mayor's Designee that the matter may be grieved shall only entitle the employee to have the matter considered in accordance with this policy and in no way be construed to be an adjudication of the merits of the grievance.

If it is determined that the matter is grievable, the Department Head with the assistance the HR Consultant will promptly schedule a conference to occur between the employee's supervisor, next level supervisor and the employee as appropriate, normally within five (5) calendar days of receipt of the grievance. Next level supervisors may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the action taken against the employee. The employee will be advised of this decision in writing within five (5) calendar days of the conference or will be notified of the need for additional time to investigate.

Step Two - To continue the grievance after a determination has been made in Step One, the employee must notify the County Mayor's Designee in writing. The request to continue the grievance must be received, or, if mailed, postmarked, within five (5) calendar days after receiving the Step One decision. The Department Head with the assistance of the HR Consultant and possibly the County's Labor Attorney will schedule and conduct a conference with the employee, normally within ten (10) calendar days. The employee will be provided an opportunity at this time to present their position regarding the grievance. The Department Head with the assistance of the HR Consultant may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the action taken against the employee and will advise the covered employee of the decision in writing within ten (10) calendar days of the conference. This decision will be final within the County.

General Information

Failure by the employee to comply with the internal time periods in the County grievance procedure constitutes a failure to exhaust administrative remedies and waives the covered employee's right to further continue the grievance.

An employee has the right during the grievance and appeal process to a representative, which may include legal counsel. If the employee chooses to exercise the right of legal counsel, it is at the employee's expense, and the County is not responsible for delays in the grievance process due to the employee's desire to include their legal counsel.

SECTION 3.0 - BENEFITS OF EMPLOYMENT

3.1 - VACATION LEAVE

Paid vacation is provided by the County to allow full-time employees a period of free time away from the work environment.

New Employees

New full-time employees will begin to accrue vacation leave on the last business day of the first full calendar business month (first business day through last business day) of employment and will continue to accrue vacation leave on the last business day of each calendar month of employment thereafter. For example, if you start to work on Monday, May 2nd, you would accrue your first vacation day the last business day in May. If you start to work on Tuesday, May 3rd, you would not accrue your first vacation day until the last business day in June. Terminating employees will accrue vacation leave through their

last full calendar month of employment only if they worked through the last business day (Monday through Friday) of the calendar month.

You may not receive advance vacation pay. No cash payment will be made for unused vacation leave except in the case of employment termination. The maximum vacation accumulation balance at any time is limited to two hundred forty (240) hours. The County will pay a separated employee for their unused vacation leave up to a maximum of two hundred forty (240) hours.

Vacation Leave

Vacation leave is accrued each month, and the rate is based on length of employment from your "official" anniversary date as follows:

Vacation leave accrues the last business day (Monday through Friday) of each calendar month. One (1) day's vacation leave accumulation in hours shall equal your total regular weekly work hours divided by five (5) with the maximum being eight (8) hours. The maximum vacation accumulation balance at any time is limited to two hundred forty (240) hours. Vacation leave may be used when accrued. Accrued vacation leave in excess of two hundred forty hours (240) hours must be transferred to your accrued sick leave balance.

Years of Employment	37.5 Hour Weekly Schedule Monthly Accrual in Hours	40 Hour Weekly Schedule Monthly Accrual in Hours	Total Monthly Accrual in Days for All
Less than three years	7.500	8.000	1.000
Three years but less than six	9.375	10.000	1.250
Six years but less than nine	11.250	12.000	1.500
Nine years or more	13.125	14.000	1.750

Ambulance Service Employees

EMS employees working 24/48-hour schedules receive "mandatory overtime," which is part of their built-in pay. In the event an employee uses vacation or sick time, it will be applied to their time worked and may apply to their premium overtime of 1.5 times the employee's regular rate of pay, so it does not affect the employee's pay. Being compensated at a premium overtime rate for hours not worked is a benefit provided by the County.

3.2 - SICK LEAVE

The County recognizes the employees occasionally have to miss work for medical reasons. To qualify for paid sick leave, you must be a full-time employee. Sick leave can be used for the following reasons:

- Sick Leave may be used if your physical condition or illness does not allow performance of your regular duties.

- Sick leave may be used for the purpose of attending appointments with doctors, dentists or other healthcare providers. Sick leave may also be used to tend to a health condition or an appointment for your spouse, child (including step-children), and parent (including in-laws).

Guidelines

- You may use your sick leave in units of no less than one quarter (0.25) hour at any one time. All sick leave used must be reported to the nearest quarter hour.

- If a paid holiday falls during a sick leave period, you will receive holiday pay, not sick leave pay, and your accumulated sick leave will not be reduced for that day off.

- With the exception of unusual circumstances, if you are absent from work due to injury or illness, you must notify your Supervisor by phone or email by no later than 9:00 a.m. to report to your absence. Robertson County may require you to provide documentation from a healthcare provider for you or your immediate family member if sick leave has been requested for three (3) consecutive days.

Sick Leave Accrual

1. Sick leave accrues the last business day (Monday through Friday) of each calendar month. One (1) day's sick leave accumulation in hours shall equal your total regular weekly work hours divided by five (5) with the maximum being eight (8) hours. There is no maximum sick leave accumulation. Sick leave may be used only when accrued.

2. New full-time employees will begin to accrue sick leave on the last business day of the first full calendar business month (first business day through last business day) of employment and will continue to accrue sick leave on the last business day of each calendar month of employment thereafter. For example, if you start to work on Monday, May 2nd, you would accrue your first sick day the last business day in May. If you start to work on Tuesday, May 3rd, you would not accrue your first sick day until the last business day in June.

3. Sick leave may not be used prior to accrual. If sick leave is exhausted, you may use vacation leave in its place. You may not receive advance sick pay. No cash payment will be made for unused sick leave except in the case of employment termination. The County will pay a separated employee who was hired on or before March 31, 2024 twenty-five (25) percent of their unused sick leave, but this amount shall not exceed two hundred forty hours (240) hours. The remaining unpaid sick leave balance may be used as credit to increase service years in the retirement system upon retirement. **Employees who were hired on or after April 1, 2024 are not eligible to be paid their accrued but unused sick leave on termination of employment for any reason**. However, the

unused sick leave balance for employees hired after April 1, 2024 still may be used as credit to increase the employee's service years in the retirement system upon retirement.

4. Terminating employees will accrue sick leave through their last full calendar month of employment only if they worked through the last business day (Monday through Friday) of the calendar month. Accrued vacation leave in excess of two hundred forty hours (240) hours must be transferred to your accrued sick leave balance.

Ambulance Service Employees

EMS employees working 24/48-hour schedules receive "mandatory overtime," which is part of their built-in pay. In the event an employee uses vacation or sick time, it will be applied to their time worked and may apply to their premium overtime of 1.5 times the employee's regular rate of pay, so it does not affect the employee's pay. Being compensated at a premium overtime rate for hours not worked is a benefit provided by the County.

3.3 - SICK LEAVE DONATION POLICY

In order to provide relief to individuals who have a serious medical condition or have an immediate family member with a serious medical condition requiring the prolonged use of sick leave, Robertson County sponsors a sick leave donation policy. County employees may donate accrued, unused sick leave to a fellow County employee who has exhausted all accrued sick leave but is otherwise eligible for leave in accordance with the County's sick leave policy.

Procedure

An employee may receive donated sick leave up to their scheduled number of hours each pay period for a maximum of twelve (12) weeks of leave provided that the employee or immediate family member (as defined by the Family and Medical Leave Act ("FMLA"):

- Has a serious health condition as defined under the FMLA resulting in incapacitation for at least ten (10) working days (after the exhaustion of all sick leave and vacation leave) as verified by an FMLA medical certification form. Intermittent absences do not qualify for this program.

- Has no accrued paid sick leave, vacation leave, or Workers' Compensation benefits available.

- Has been a full-time employee of the County for at least one (1) year.

An employee may donate accrued sick leave, provided the donating employee:

- Voluntarily elects to donate sick leave to a designated recipient who is qualified for this program, and does so with the understanding that the donated leave, which is used by the designated recipient, will not be returned.

- Donates a minimum of eight (8) hours and not more than eighty (80) hours per recipient.

- Retains a post-donation sick balance of at least one-half of the employee's sick leave balance in effect at the point the leave is first deducted from the employee's balance.

- Is on active status at the time their donated sick time is to be used.

- Submits in writing the name of the employee for whom the donated leave is intended and the number of hours to be donated on a "Sick Leave Donation Form," which must be submitted to the employee's Department Head.

- Submits in writing that the leave is donated voluntarily and that the employee understands that any unused donated leave will be returned to the donor.

Sick Leave Donation Administration

- The sick leave donation policy will be administered on a pay period by pay period basis. There shall be no retroactive payments for time prior to the pay period at the time the application is submitted.

- Sick leave will be transferred hour for hour without regard to the rate of pay of the employees involved.

- Employees using donated sick leave will be considered to be on active status and will accrue leave and be entitled to any benefits to which they would otherwise be entitled.

- Sick and vacation time accrued by the employee while using donated leave must be used in the following pay period before additional donated leave may be used.

- Donated sick leave cannot be converted to a cash payment upon the termination of employment, nor may donated sick leave be used as credit to increase service years in the retirement system upon retirement.

- Donated sick leave may only be used in increments of full days.

- The County will ensure that no employees are forced to donate sick leave. Furthermore, the County will respect an employee's right to privacy. Neither the County nor individual employees shall solicit donations of sick leave from any employee. The donation of sick leave is strictly on a voluntary basis.

- When an employee has exhausted all donated time, they will be placed on unpaid leave in accordance with the County's leave policies. FMLA and any other leaves of absence will run concurrently with donated sick leave time.

3.4 - HOLIDAYS

Each calendar year Robertson County will designate specific holidays as paid holidays for all regular full-time employees in active status.

Guidelines for Observed Holidays

- Official holidays falling on a Saturday will be observed on Friday, and holidays falling on Sunday will be observed on Monday.
- If Christmas Eve falls on Saturday, the County will observe Christmas holidays on Friday and Monday. If Christmas Eve falls on Sunday, the County will observe Christmas holidays on Monday and Tuesday.
- All other holidays will be observed the same day as the official County holiday.

- Departments who regularly work four (4) days a week (Monday through Thursday) will observe Friday holidays on Thursday.

Robertson County Recognizes the Following as Official Paid Holidays

• New Year's Day	Observed January 1st
• Martin Luther King Day	Observed 3rd Monday in January
• President's Day	Observed 3rd Monday in February
• Good Friday	Observed Friday before Easter
• Memorial Day	Observed last Monday in May
• Juneteenth	Observed on June 19th
• Independence Day	Observed July 4th
• Labor Day	Observed 1st Monday in September
• Veterans Day	Observed November 11th
• Thanksgiving Day	Observed the 4th Thursday in November
• Christmas Eve	Observed December 24th
• Christmas Day	Observed December 25th

3.5 – EMPLOYEE BENEFITS

Robertson County offers a comprehensive benefits program to all full-time employees. Certain eligibility requirements must be satisfied to qualify for benefits. Please make sure to discuss your benefits with your immediate Supervisor or Department Head. Please see your benefits information provided at time of employment, and if you have any questions please review with your Department Head or the Finance Department.

Any description of employee benefits in this employee manual only summarizes the provisions of a formal benefit Plan document and does not attempt to cover all of the details contained in the Plan document. The operation of the Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this employee manual, a summary plan description ("SPD") or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases.

Group Insurance

The County offers a group medical insurance program to all full-time employees. The Finance Department will give you a copy of the eligibility and enrollment guidelines when you join the program. Only full-time regular employees are eligible to participate in the group medical insurance program. During the first month of employment, you should decide if you desire to enroll in the insurance program. If you do not enroll in the group medical insurance program during your first month of employment, but later decide to participate in the program, you may be required to meet special enrollment provisions or wait until annual open enrollment.

The County pays a percentage of the premiums for medical insurance coverage on you and your eligible dependents, the balance of which is deducted from your paycheck. The amount of contribution by the County depends on the adopted budget.

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to the premium when due, when you cease to be eligible for coverage under the terms of our group medical insurance program, or when you cease to be employed as a full-time regular employee. In the event of your termination of employment, be sure to contact the Finance Department for information concerning insurance coverage after employment separation.

It is your responsibility to forward your insurance claim and invoices to the insurance company. You are responsible for costs incurred. If the insurance company denies your claim or payment of invoices, please call the insurance company. The County has no knowledge concerning the status of your claim.

Dental and Vision

The County offers dental and vision insurance programs to all regular full-time employees. The employee is responsible for paying all premiums for coverage.

Life Insurance

The County also offers a life insurance policy for all full-time regular employees. Specific details may be found in the certificate of insurance.

Tennessee Consolidated Retirement System (TCRS)

Robertson County is a member of the Tennessee Consolidated Retirement System. All regular full-time employees are required to participate in the TCRS. Part-time employees are not allowed to participate in the retirement plan. Specific details may be found at treasury.tn.gov/tcrs.

Credit Union Membership

As an employee of Robertson County, you are eligible for membership in The Credit Union for Robertson County.

Education/Training

If your Department Head requires or approves your attendance at a seminar or training session, the County will pay all registration costs and may pay all or a portion of reasonable travel expenses for your attendance in accordance with the County's Travel Policy.

Employee Health Center

The Employee Health Center located at 900 South Brown Avenue in Springfield provides health and wellness-related benefits and resources to all regular full-time employees. For more information on hours of operation and services provided, go to mybenefitschannel.com.

SECTION 4.0 - STANDARDS OF CONDUCT

4.1 - DRUG-FREE WORKPLACE

Purpose: Robertson County is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use will have a negative impact on our productivity, morale, and goal achievement.

Covered Workers: As a condition of employment, the County requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol. Our policy includes but is not limited to Department Heads, Supervisors, full-time employees, part-time employees, and contractors.

Applicability: Our drug-free workplace policy applies when anyone is representing or conducting business for Robertson County. Therefore, it applies during all work hours, while "on call," while on organization property, and at County sponsored events.

Prohibited Behavior: It is a violation of our drug-free workplace to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. Illegal use of prescription drugs is also in violation of this policy.

The County prohibits any alcohol misuse and/or any drug use that could affect performance of employee's job functions, including:

Alcohol

1. Use of alcohol is prohibited during working hours.
2. Use of alcohol is prohibited four (4) hours prior to time scheduled on the job.
3. Reporting for work or remaining at work with blood alcohol concentration of 0.04 or greater is prohibited.
4. Possession of alcohol unless the alcohol is manifested and transported as part of a shipment is prohibited. Use during the eight (8) hours following an accident or until employee undergoes a post-accident test is prohibited.
5. Refusal to take a required alcohol test is interpreted as a positive test result.

Controlled Substances

1. Use of any drug is prohibited, except by a doctor's prescription, and then only if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform his or her job functions.
2. An employee who works in a safety-sensitive position is required to advise his or her Supervisor of the use of any prescription medication, over the counter medication, or other substance which displays a warning advising of the danger of drowsiness or any possible impairment to mental ability or physical dexterity. For purposes of this policy, a "safety-sensitive" position means a job in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

Notification of Drug Related Convictions: Any employee who is convicted of a criminal drug violation must notify his or her Supervisor in writing within five (5) calendar days of the conviction. The County

will take appropriate action within thirty (30) days of notification. (This is in accordance with the Drug-Free Workplace Act of 1988.)

Searches: If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, desks, work stations, vehicles, and equipment.

Testing Based on Reasonable Suspicion: Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, including marijuana, or alcohol, or both. Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform their supervisors or Department Head if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to the County's Disability Accommodations Policy.

Pre-employment Testing: All job applicants for safety-sensitive positions are subject to pre-employment drug and alcohol testing. All offers of employment for safe-sensitive positions are conditioned on the applicant submitting to and successfully completing and passing a drug and alcohol test in accordance with the testing procedures described in this policy.

Random Drug Testing: All employees who work in safety-sensitive positions are subject to drug and alcohol testing on a random basis.

Post-Incident Testing: Employees who are directly involved in any work-related accident or incident that results in personal injury or property damage whose performance may have caused or contributed to the accident or incident may be required to submit to drug and alcohol testing.

Testing Procedures: All drug and alcohol testing under this policy will be conducted by an independent testing facility, which will obtain the individual's written consent prior to testing. The County will pay for the full cost of the test. Employees will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by the County.

Employees suspected of working while under the influence of illegal drugs or alcohol will be suspended with pay until the County receives the results of a drug and alcohol test from the testing facility and any other information the County may require to make an appropriate determination.

Consequences: Robertson County policy is "zero tolerance." One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the individual will be terminated from employment.

Confidentiality: All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with laws and management policies.

Shared Responsibility: A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees

are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to the use of alcohol or other drugs.

In addition employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their Supervisor.

An Employee Assistance Program (EAP) is available for all employees. Employees should call 888-291-4357 for more details.

4.2 - ATTENDANCE

Inherent in each position is the need and expectation for regular, consistent attendance. Employees are expected to arrive at their work sites and begin their tasks no later than the start of their work schedules. Punctuality and regular attendance during scheduled work periods are requirements for continued employment with Robertson County. An employee's specific work schedule, including days off, break periods, and meal periods, is determined by his or her immediate Supervisor based on department needs. An employee is required to notify his or her Supervisor at the beginning of the working shift that he or she (or a family member) is ill or, in rare cases, will be absent from work due to another serious, unforeseen situation. If the Supervisor is not available, the employee must notify his or her Department Head unless the Supervisor has designated someone else to be notified. The employee must contact his or her Supervisor each day the employee is absent except when the duration is known in advance. An employee is expected to speak with his or her Supervisor directly whenever possible rather than leave a voice mail, email, or text to notify him or her of an absence. With the exception of unusual circumstances, any employee who is absent without notifying the County for three (3) consecutive days will be deemed to have voluntarily abandoned his or her job and the employee's employment will be terminated. If an employee is sick for five (5) consecutive days, is hospitalized or has surgery, a doctor's release to return to work may be required. Excessive absenteeism (except when the employee is eligible for leave under the FMLA, ADA, or other state or federal law), failure to give notice of absences, or unauthorized absences may result in corrective action, up to and including termination.

Late Arrival

Occasionally, a situation arises that delays an employee's arrival at work. Except in the case of an emergency, it is the employee's responsibility to notify his or her Supervisor in advance of the start of the work day regarding a late arrival. If the Supervisor is not available, the employee should leave a voice mail message or notify a co-worker. (A Department Head's preference for notification procedures should be followed.) It is expected that instances of late arrival are rare. It is also expected the time missed due to a late arrival is made up the same day. If not, it will be charged to the employee's vacation or is unpaid. Repeated, frequent occurrences of tardiness, tardiness without prior notification of a Supervisor, or both may result in corrective action, up to and including termination.

4.3 - USE OF COUNTY VEHICLE

Department Heads may authorize any employee or individual to operate a Robertson County-owned vehicle for County business purposes. If you are authorized to use a County-owned vehicle for County business, you must adhere to the following rules:

1. You must be a licensed driver and maintain a good driving record.
2. You must not allow persons unauthorized by the County to operate the vehicle.
3. You are responsible for following all the vehicle recommended maintenance schedules.
4. You are responsible for paying any moving or parking violation tickets.
5. You must keep the vehicle clean at all times and vacuumed as often as necessary.
6. You must operate a County-owned vehicle only for authorized County business purposes and in a safe and legal manner.
7. You must sign a Driver Fuel Policy acknowledgement regarding your responsibilities for use of the County's fuel cards.
8. Any employee operating a County vehicle under the influence of an illegal drug, including marijuana, or alcohol will be subject to immediate termination.

4.4 - WEAPONS IN THE WORKPLACE

Employees may not, at any time while representing the County for business purposes, possess, carry or use any weapon on premises owned by the County that has been "posted" in accordance with Tenn. Code Ann. § 39-17-1359. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Weapons of any kind are not permitted in and on the premises of the Robertson County Government, including any and all buildings and grounds owned, operated, managed, or under the control of the County, where the County has posted a notice of the prohibition of the possession of weapons pursuant to Tenn. Code Ann. § 39-17-1359. Employees who bring weapons onto these "posted" premises will be subject to discipline, up to and including immediate termination from employment.

This policy shall not apply to property owned, operated, managed, or under the control of the County where the County has not posted a notice of the prohibition of weapons pursuant to Tenn. Code Ann. § 39-17-1359.

As an exception to this general rule, employees who have valid handgun carry permits are allowed to bring the weapon covered by that permit and ammunition onto the County's parking lot provided that the permitted weapon is kept in the employee's locked vehicle while it is parked on the premises and so long as the weapon is not visible and is locked in the trunk, glove box, or gun safe if the vehicle is not occupied. The weapon may not be removed from the vehicle while it is on County property. The County reserves the right to require any employee to advise the County if a firearm is brought onto County property in a vehicle and to provide proof that the employee has a valid handgun carry permit in order to meet this exception.

This policy shall not apply to sworn officers of the Robertson County Sheriff's Department, who are subject to the policies and procedures of the Robertson County Sheriff. This policy also shall not apply to judicial officers in compliance with Tenn. Code Ann. § 39-17-1306 (c) (3) and Tenn. Code Ann. § 39-17-1308 (a) (7).

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

4.5 - RETURN OF COUNTY PROPERTY

Employees are responsible for all property, materials or written information issued to them or in their possession or control while employed by Robertson County. Any Robertson County property issued to you must be returned at the time of your dismissal or resignation or whenever your Supervisor requests it. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck as permitted by law. The final payment from Robertson County will be issued as a paper payroll check and not the mandatory direct deposit.

4.6 - IT RESOURCES AND COMMUNICATIONS SYSTEMS POLICY

The County's computers, networks, communications systems, and other IT resources are intended for business purposes only (except for limited personal use as described below) during working time and at all other times. To protect the County and its employees, it is the County's policy to restrict the use of all IT resources and communications systems as described below. Each user is responsible for using these resources and systems in a productive, ethical, and lawful manner.

The County's policies prohibiting harassment apply to the use of the County's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local law.

The use of the County's IT resources and communications systems by an employee shall signify their understanding of and agreement to the terms and conditions of this policy, as a condition of employment.

Security, Access, and Passwords

It is the responsibility of each employee to adhere to IT security guidelines, including but not limited to the creation, format, and scheduled changes of passwords. All user names, pass codes, passwords, and information used or stored on the County's computers, networks, and systems are the property of the County. No employee may use a user name, pass code, password, or method of encryption that has not been issued to that employee or authorized in advance by the County.

No employee shall share user names, pass codes, or passwords with any other person, except for the administrative assistant assigned to that employee. An employee shall immediately inform their supervisor or Department Head if they know or suspect that any user name, pass code, or password has been improperly shared or used, or that IT security has been violated in any way.

Resources and Systems Covered by This Policy.

This policy governs all IT resources and communications systems owned by or available at the County, and all use of such resources and systems when accessed using an employee's own resources, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.

- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

No Expectation of Privacy.

All contents of the County's IT resources and communications systems are the property of the County. Therefore, employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the County's electronic information and communications systems.

You are expressly advised that to prevent against misuse, **the County reserves the right to monitor, intercept, and review, without further notice, every employee's activities using the County's IT resources and communications systems, including but not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, log-ins, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The County may also store copies of such data and communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use the County's IT resources and communications systems for any matter that you desire to be kept private or confidential from the County.

Downloading and Installing Software/Website Agreements.

Email and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to their hard drive that is not expressly authorized or approved by the Department Head. In addition, employees may not accept the terms or conditions of website agreements without first obtaining approval from their Department Head.

Email and Text Messaging.

The County provides certain employees with access to email and/or text messaging systems for use in connection with performing their job duties. The County seeks to provide stable and secure email and text messaging systems (including SMS and internet-based instant messaging) with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of the County's email and text messaging systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

Spam. Unfortunately, users of email and text messaging will occasionally receive unsolicited commercial or bulk messages (spam) which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious messages to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If

delivery persists, contact the email administrator who will block any incoming messages from that address.

Users should be aware that spammers have the ability to access email addresses that are listed as senders or recipients on email messages, on websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your County email address. If you use email for information gathering purposes, we strongly recommend that you not use your County email address, but rather establish a separate email account for that purpose with a free email service, such as yahoo.com or google.com.

Etiquette. Proper business etiquette should be maintained when communicating via email and text messaging. When writing business email, be as clear and concise as possible. Sarcasm, poor language, inappropriate comments, attempts at humor, and so on, should be avoided. When communicating via email or instant messages, there are no facial expressions and voice tones to assist in determining the meaning or intent behind a certain comment. This leaves too much room for misinterpretation. Email communications should resemble typical professional and respectful business correspondence.

Personal Use of County-Provided Email. The County recognizes that employees might work long hours and occasionally may desire to use County-provided email for personal use at the office or by means of the County's computers, networks, and other IT resources and communications systems. The County authorizes such use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.

Personal Use of the Internet. The County recognizes that employees might work long hours and occasionally may desire to access the internet (including social media) for personal activities at the office or by means of the County's computers, networks, and other IT resources and communications systems. We authorize such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.]

Using the internet (including social media) to access pornographic, sexually explicit, or "hate" sites, or any other website that might violate law or the County's policies against harassment and discrimination is never permitted.

Remember that the County expressly reserves the right, without further notice, to monitor and review records of all websites visited by you, any postings or downloads you make while visiting websites, and during your other internet activities using the County's IT resources and communications systems, and you consent to such monitoring and review by your acknowledgment of this policy and your use of internet access provided by the company.

Telephone and Voicemail

The County provides landline and/or mobile telephone access and voicemail systems to certain employees for use in connection with performing their job duties. To ensure that our customers are provided with courteous and respectful service, and to prevent misuse of the County's IT resources, telephone conversations and voicemail messages of every employee may, without notice, be monitored, recorded, and reviewed. The County may also store recorded telephone conversations and voicemail messages for a period of time after they take place, and may delete such recordings from time to time.

Personal Use. The County recognizes that employees might occasionally need to use County telephones and voicemail for personal activities. We authorize occasional personal use of the County's telephones and voicemail systems so long as it does not comprise unprofessional or inappropriate conversations or messages, and does not interfere with your employment responsibilities or productivity.

Inappropriate Use of County IT Resources and Communications Systems

You are never permitted to use the company's IT resources and communications systems, including email, text messaging, internet access, social media, telephones, and voicemail, for any inappropriate or unlawful purpose. This includes but is not limited to:

- Misrepresenting yourself as another individual or County.
- Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual, racist, or religious content.
- Conducting or soliciting illegal activities.
- Interfering with the performance of your job or the jobs of other County employees.
- For any other purpose that violates the County's policies or practices.

Discipline

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment.

Conduct Not Prohibited by This Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

4.7 - SOCIAL MEDIA POLICY

The County understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all County employees.

Guidelines Concerning Social Media

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Robertson County, as well as any other form of electronic communication. The same principles and guidelines found in County policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects county business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, and the Anti-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees or people who work on behalf of the County. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage other employees or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, national origin, creed, religion, age (40 or over), sex (including pregnancy and gender identity), veteran status, disability, genetic information, or any other legally protected status in accordance with all applicable federal, state, and local laws.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Robertson County, fellow employees or people working on behalf of the County.

Post Only Appropriate and Respectful Content

Do not create a link from your blog, website or other social networking site to a County website without identifying yourself as a County employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the County, other employees or people working on behalf of County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Robertson County."

Using Social Media at Work

Refrain from using social media while on work time or on equipment the County provides unless it is work-related as authorized by your Supervisor and/or your Department Head.

Do not use County e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

4.9 - CORRECTIVE COUNSELING

As a matter of general policy, and not as a promise of specific treatment to any employee, the County may seek to engage in corrective counseling of employees. The intent of corrective counseling is to reinforce the conduct and performance standards of Robertson County and to focus on meeting these standards.

Corrective counseling may be initiated at any time and for various reasons, as deemed appropriate by the Department Head. The counseling given may depend on the nature and severity of the violation, the employee's past performance and the surrounding circumstances. Corrective counseling may consist of any or all of the following steps:

- Verbal counseling

- Written warning
- Withholding salary increases
- Suspension with or without pay
- Demotion
- Termination

Depending upon the nature and severity of the violation, one or more of the above steps may be bypassed. The County's corrective counseling policy does not change the at-will nature of your employment.

Inappropriate Behavior and Misconduct: Examples of inappropriate behavior and misconduct include but are not limited to:

- Falsifying records.
- Engaging in fraud.
- Removing County property from the premises without authorization.
- Stealing or attempting to steal County or employee property.
- Being habitually tardy or absent.
- Engaging in poor timekeeping.
- Fighting on County property at any time.
- Being under the influence of intoxicating substances on County property at any time.
- Being insubordinate.
- Using or abusing County time, property, materials, or equipment without authorization.
- Gambling on County premises at any time.
- Sleeping on the job.
- Using offensive or profane language on County premises.
- Being absent from work without authorization during scheduled work hours.
- Defacing County property.
- Engaging in criminal activity.
- Violating or abusing County policies.
- Neglecting job duties.

SECTION 5.0 - SAFETY

Safety Rules

Robertson County is committed to maintaining safe workplaces. To further its goal, the County has issued safety rules and guidelines. You are required to comply with all County rules and guidelines, as well as federal and state laws regarding workplace safety. In addition, you must keep your work area free of any potential hazards. Failure to follow the County's safety rules and guidelines may result in discipline, up to and including termination of employment. You are expected to work safely and follow the general safety rules described below:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use with caution all flammable items and all chemicals in general, including cleaning fluids, acids, and corrosives.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Smoke only in designated smoking areas.
- Wear or use safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else.
- Wear appropriate personal protective equipment.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Operate motorized equipment only if you are properly trained and licensed and only if authorized by your immediate Supervisor.

Procedure for Reporting Safety Concerns

If you witness any unsafe conditions or potential hazards (such as wet floors/broken equipment/defective appliances), you must report them to your direct supervisor immediately, or if your direct supervisor is unavailable, the Department Head as soon as possible.

Procedure for Reporting Workplace Injuries and Illnesses

You must promptly and accurately report all workplace injuries, accidents, or illnesses to your immediate supervisor, regardless of the severity.

No Retaliation

The County prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations.

Employees have the right to report work-related injuries and illnesses, and the County will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

SECTION 6.0 - PAYROLL PRACTICES

6.1 - ADMINISTRATION/PAYROLL MATTERS

The task of processing payroll and related payroll administration is assigned to the Finance Department. Any questions regarding payroll related items such as payroll computations, deductions, taxes, retirement, insurance, credit union, or benefits, should be first directed to your Department Head. Your Department Head will contact the Finance Department if he or she is unable to answer your questions. The Finance Department is responsible for maintaining total pay and deduction records, but is not responsible for maintaining records when employees worked or received compensatory time, or accrued sick, or vacation leave balances. This responsibility is shared between you and your Department Head.

All employees are required to come to the Finance Department for an employee orientation on the first scheduled orientation session after they begin work. During orientation, new employees receive a copy of the Employee Manual, receive information on available employee benefits, and have their payroll master file established. Department Heads must forward an employee status form to the Finance Department before they will be set up as a new employee, start work or receive their first payroll check. The first payroll check for a new employee will be held in the Finance Department until the employee and the Department Head complete all required documents. Resigning or retiring employees should come to the Finance Department before their last workday to address subsequent employment issues such as insurance coverage and retirement benefits. All employees planning their retirement must make an appointment with the Benefits Accountant in advance.

6.2 - DEDUCTIONS REQUIRED FROM PAYROLL CHECK

Robertson County is required by law to make certain deductions from your paycheck. Among these are your income taxes, Medicare taxes and social security taxes. The amount of the income tax will depend on your earnings and on the information you furnish on your W-4 form. Any change in name, address, e-mail address, telephone number, marital status or number of exemptions must be reported to the Finance Department immediately.

6.3 - ADVANCE PAYMENTS

The County will not provide advance payments to employees.

6.4 - MANDATORY DIRECT DEPOSIT

Robertson County requires mandatory direct deposit for all full-time regular employees and all permanent part-time employees.

6.5 - ERROR ON PAYROLL CHECK

The Finance Department will prepare your payroll check based upon information provided by your Department Head. Every effort is made by your Department Head and the Finance Department to avoid errors in your paycheck. If you believe an error has been made, tell your Department Head immediately. He or she will research the problem and contact the Finance Department if an error has been made.

If your payroll check was at least your normal gross pay, the underpayment will be included on the next regular payroll run. If your payroll check was less than your normal gross pay, additional pay correcting

the error will be issued the next business day. Only the Finance Director can authorize exception to this policy.

6.6 - FINAL PAYCHECK

The final payment from Robertson County will be issued as a paper payroll check and not the mandatory direct deposit. Once all County property is returned, your final check will be released.

6.7 - RESIGNATION NOTICE

While we hope the benefits from your continued employment will be mutual, we realize that it may become necessary for you to leave your job with Robertson County. If you anticipate resigning from your position with Robertson County, you are expected to notify your Department Head in writing at least two (2) weeks in advance of the last day you expect to work.

6.8 - ONLINE PAPERLESS PAY

Employees receive their compensation information online through mybenefitschannel.com. When employees enroll online, they can request to be sent a notice at 9:00 a.m. on payday.

Board and committee members are paid quarterly. Online paperless pay is issued the first regular biweekly Friday payday that occurs at least seven days after the end of the calendar quarter. This pay will be for meetings attended from the first day through the last day of the calendar quarter. The secretary of each board or committee must report to the Finance Department the number of meetings attended by each member by noon Tuesday the week preceding payday. This includes members of the County Commission, School Board, and all subcommittees of Robertson County except the Highway Commission which is paid bi-weekly excluding the third check of the month.

Employees receive a paper payroll check only for the first and last pay periods of their employment. In the event a paper payroll check is not received in a timely manner through the mail, the Finance Department will not prepare a replacement check until at least one (1) week has lapsed from payday. The Finance Director may make an exception to this policy.

6.9 - GARNISHMENTS/WAGE ASSIGNMENTS

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered garnishment or wage assignment against your wages. Court-ordered wage assignments must be immediately forwarded to the Finance Department.

6.10 - WORKWEEK, PAYROLL SCHEDULE AND PAYDAY

The workweek for employees of Robertson County begins at 12:01 A.M. on Saturday and ends at midnight on Friday each week. The actual work schedule for each employee will be arranged by that employee's Supervisor as authorized and/or approved by the Department Head.

The County's payroll cycle is biweekly (26 pay periods per year). Payday is every other Friday for the two (2) week work period ending on Friday at 12:00 midnight for the two (2) weeks before payday. This section also applies to the Administrator of Elections, Chancery Court Clerk and Highway Superintendent.

The Finance Department must always receive Payroll Authorization Summary Forms signed by the respective Department Head along with any Payroll Employee Status Forms by noon Tuesday after the end of the two (2) week work period. If Payroll Authorization Forms are not received by this deadline, the Finance Department will assume that employees will receive their normal pay, and payroll will be processed accordingly. Any differences in pay will be corrected on the next payroll run. Employee

Status Forms making changes for current employees must have the beginning of a pay period as the effective date of the change.

6.11 - WORK SCHEDULES

The regular working schedule for most employees is 8:00 A.M. to 4:30 P.M. Monday through Friday with an hour for lunch, which is unpaid. Working hours may vary for departments that provide service twenty-four (24) hours a day, seven (7) days a week. The regular working schedule totals thirty-seven and one-half (37.5) or forty (40) hours per week depending on the department where you work.

If an employee is regularly scheduled to work for four (4) days a week, the employee's total work hours, with a minimum unpaid thirty (30) minute lunch break, will be the same as those nonexempt employees who work regular business hours with an unpaid one (1) hour lunch break. For example, if your schedule is four (4) days a week and you start work at 6:30 a.m., you would work until 4:30 p.m. on Monday, Tuesday and Wednesday and until 4:00 p.m. on Thursday.

Employees in positions that provide service twenty-four (24) hours a day and seven (7) days a week will have schedules that differ from regular working hours. The regular schedule of public safety personnel employed by the Robertson County Sheriff Department may be eight (8) hours or more a day, five (5) days a week, which includes a half (1/2) hour paid lunch. The regular schedule of emergency medical personnel employed by the Robertson County Ambulance Service may involve other tours of duty from eight (8) hours to twenty-four (24) hours, all of which include paid meal breaks.

6.12 - PERSONNEL RECORDS AND PERSONAL INFORMATION

The County maintains a personnel file for each employee in the Department Head's office within a locked file cabinet. An employee may inspect any or all of his or her personnel file. At the employee's request, arrangements can be made for him or her to review the file in the Department Head's office. Benefits information will be kept in a file separate from other information and will be kept in the Finance Department within a locked file cabinet. Payroll records are kept within the Finance Department separate from the personnel file. You may request to review information kept in your payroll file. You may also request copies of documents in your payroll file.

6.13 - ON CALL TIME

If you are required to remain "on call" at the job site or so close that you cannot use the time effectively for personal purposes, you will be considered working while "on call." If you are "on call" and required to remain at home, you will be paid a reasonable amount established by your Department Head and approved by that department's oversight committee. If you are "on call" but not required to remain either within the County or 30 minutes of your job site and are free to engage in your own pursuits, subject only to the understanding that you leave word at your home or with your Supervisor where you can be reached, you will be considered not working while "on call." If you are called back, you will be paid in accordance with the "call back pay" policy.

6.14 - CALL BACK PAY

You may be asked to return to work after you have left the premises for the day. If this occurs, you will be guaranteed a minimum of one (1) hour "call back pay" and one (1) hour work pay. If you work longer than one (1) hour, you will be paid for the time you actually work plus one (1) hour "call back pay." "Call back pay" does not apply if you are rescheduled to work on your regularly scheduled day off.

6.15 - LUNCH BREAKS

Employees who receive an unpaid meal period shall be relieved completely of their duties during their lunch period. However, there is no requirement that you be allowed to leave the premises. If you are not allowed to leave your duty post or are not completely relieved of your duties or are "on call" during your one-half hour lunch break, you will receive one-half (1/2) hour lunch break pay.

6.16 - SLEEP TIME

An Ambulance Service employee who is required to be on duty is working for purposes of the Fair Labor Standards Act (FLSA) even though permitted to sleep or engage in other personal activities when not busy.

6.17 - MEETING/SEMINAR PAY

Training sessions are not compensable working hours if all of the following criteria are met: (1) Participation in the training is outside the employee's regular working hours; (2) Participation is in fact voluntary; (3) The training is not directly related to the employee's job; and (4) The employee does not perform any productive work during such participation.

On occasion, you may be required to attend a business related meeting. If the meeting is held during your non-working hours and you are a "nonexempt" employee, you will be paid for travel time and the time you spent at the meeting. "Exempt" employees will accrue compensatory time in lieu of pay.

Attending an independent trade school or taking a correspondence course outside regular working hours is not compensable work even if job related or required as a condition of employment. Taking courses in a public school or training in a government sponsored on-the-job training program outside regular working hours is also not compensable, even if job related or required as a condition of employment.

Attendance outside of regular working hours as specialized or follow-up training, which is required by law for certification, does not constitute compensable hours of work, even if all or part of the cost of training is paid by the County.

Police officers, who are in attendance at a police academy or other training facility, are not considered to be on duty during those times when they are not in class or at a training session, if they are free to use such time for personal pursuits. Actual time in class at an academy is considered compensable work.

6.18 - HOLIDAY PAY

Holiday pay is a benefit granted only to full-time regular employees. Full-time regular employees who are regularly scheduled to work at least thirty (30) hours but less than thirty-seven and one-half (37.5) per week, will receive holiday pay only when a holiday falls on a scheduled workday. Part-time employees are not eligible for holiday pay even if a holiday falls on a scheduled workday. All full-time regular employees will be eligible for holiday pay commencing the first day of employment. You are not eligible to receive holiday pay when you are on a paid or unpaid leave of absence, which includes Family and Medical Leave Act (FMLA) leave. You cannot claim two benefit pays for the same time off, such as funeral leave, jury duty leave, vacation leave or sick leave, and holiday pay on the same day. Holiday pay will always take precedent over all other benefit pay. If a holiday occurs while you are on vacation leave or sick leave, you will receive holiday pay, and your accumulated vacation leave or sick leave will not be decreased for time off on the holiday. Your funeral leave benefit will also not be decreased if a paid holiday occurs on any funeral leave workday.

Holiday pay is based upon an employee's regular weekly pay divided by their regular scheduled work days in a normal work week, except for employees who work four (4) days a week or employees who work twenty-four (24) hour shifts. If your normal weekly pay is based upon a four (4) day work week, your holiday pay will be for the number of hours you are regularly scheduled to work on the holiday. If you normally work twenty-four (24) hour shifts, your holiday pay will be for eight (8) hours. Holiday pay does not count as hours worked for overtime calculation purposes. Full-time nonexempt employees who work on a County holiday or who have their scheduled regular day off on a County holiday will receive holiday pay in lieu of another day off. The total pay (including holiday pay) for the workweek for most employees should equal the total normally paid for a regular work week, except nonexempt employees who have their scheduled regular day off on a County holiday or who work on a holiday will normally receive an extra day's pay in addition to their regular gross pay.

SECTION 7.0 - LEAVE POLICIES

7.1 - FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under the federal Family and Medical Leave Act of 1993 (FMLA), eligible County employees are entitled to take up to twelve (12) workweeks of unpaid leave during each twelve (12) month period.

Eligible Employees: Employees must meet certain requirements before they are entitled to leave under the FMLA. An eligible employee is an employee who:

(1) Has worked for the County for at least twelve (12) months, although it need not be consecutive;

(2) Has worked at least 1,250 hours during the preceding twelve (12) month period; and

(3) Is employed at a worksite where fifty (50) or more employees are employed by the employer within seventy-five (75) miles of the worksite.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the County will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, "Medical and Other Benefits." On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is measured forward from the date an employee's first FMLA leave begins, for any of the following reasons:

- the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
- the placement of a child with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, child, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Both Spouses Employed by Robertson County

Spouses who are both employed by the County and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
    - for the birth of a child and in order to care for that child;
    - for the placement of a child with the employee for adoption or foster care and in order to care for the newly placed child; or
    - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
    - military caregiver leave; or
    - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give the County at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with your Department Head first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the County.

Where the need for leave is not foreseeable, you are expected to notify the County within one to two business days of learning of your need for leave, except in extraordinary circumstances. The County has Family and Medical Leave Act request forms available from the Finance Department Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered family member's serious health condition, you must supply appropriate medical certification from your health care provider. You may obtain medical certification forms from your Department Head or the Finance Department. You must provide the medical certification within fifteen (15) days after the County requests it or as soon as reasonably possible under the circumstances. If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The County, at its expense, may require an examination by a second health care provider designated by the County If the second health care provider's opinion conflicts with the original medical certification, the County, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The County may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The County also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Leave Is Unpaid

FMLA leave is unpaid. You will be required to substitute any accrued and unused vacation and sick leave for unpaid FMLA leave as described below:

- If you request leave because of a birth, adoption, or foster care placement of a child, any accrued and unused paid leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.

- If you request leave because of your own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid vacation or sick leave will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Benefits During Leave

During the period of unpaid leave, you will continue to accrue all benefits, such as sick and vacation leave and seniority, and you will be granted any across-the-board pay raises that may have occurred during the leave. The County will also continue to pay its share of your insurance premiums during your designated leave. It is your responsibility to make your insurance premium payments each payday to the Finance Department during your leave of absence. Failure to do so will result in loss of coverage.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, the County will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced leave schedule, the County may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

7.2 - UNPAID LEAVE

Employees who are eligible for FMLA leave may take up to an additional four (4) weeks of unpaid leave once the employee's FMLA leave is exhausted without having to provide a new medical certification. The County may extend an employee's unpaid leave beyond the additional four (4) weeks as a form of

reasonable accommodation. Qualified individuals with a disability may request additional unpaid leave in accordance with the County's Disability Accommodations policy.

7.3 - TENNESSEE PARENTAL LEAVE ACT

In addition to protections provided under the Family and Medical Leave Act, state law provides leave for pregnancy, childbirth, adoption, and nursing an infant. A qualified employee may take leave as outlined below. The twelve (12) weeks of Family and Medical Leave shall be counted against the leave under the Tennessee Statute (leave under the two acts will run concurrently).

- Employees who have been employed by Robertson County for at least twelve (12) consecutive months as full-time employees may be absent from work for up to four (4) months for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child.

- Employees who give at least three (3) months advance notice of their anticipated date of departure for such leave and their intention to full-time employment after leave shall be restored to their previous or similar position with the same status and pay as of the date of their leave.

- Employees who are prevented from giving three (3) months advance notice because of a medical emergency or because the notice of adoption was received less than three (3) months in advance are entitled to the same job restoration after leave. Leave under this policy is without pay. Such leave does not affect the employee's right to receive vacation time, sick leave, or any other benefits the employee was entitled to receive as of the date of the leave.

Employees are required to use their accrued paid leave in accordance with the County's leave policies prior to taking unpaid leave under the Tennessee Parental Leave Act. Such leave shall not affect the employee's right to receive vacation time, sick leave, advancement, seniority, or length of services credit, benefits or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment.

7.4 - LACTATION BREAK POLICY

All employees who are nursing are eligible to take reasonable breaks under this policy to express breast milk for the employee's infant child. The County encourages all eligible employees who intend to take breaks under this policy to notify their Department Head of their intent, for example when they are discussing their return to work following leave relating to childbirth.

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their direct supervisor of Department Head of the frequency, timing, and duration of lactation breaks they need to take. Please contact your Department Head for information about the designated location for lactation breaks in closest proximity to your work area.

Compensation During Breaks

Lactation breaks under this policy are unpaid. However, employees who use meal or rest break time to express breast milk should let their Department Head know and will be compensated in accordance with the County's policy on meal and rest breaks.

Employees who are required to record time under the County's timekeeping policy must clock in and out for their lactation break in accordance with the County's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked.

Employees may begin work before the regularly scheduled start of their shift or continue working past the regularly scheduled end of their shift to make up any time used for lactation breaks. Employees who choose to do this should speak with their Department Head in advance to make appropriate arrangements.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

7.5 - BEREAVEMENT LEAVE (FUNERAL LEAVE)

In the case of death in the employee's immediate family, the employee will be given three (3) consecutive workdays with pay which will not be charged to vacation leave. A maximum of twenty-four (24) hours will be paid to any County employee, including Ambulance Service twenty-four (24) hour shift employees. Immediate family is defined as employee's spouse, brother, step-brother, sister, step-sister, child, step-child, parent, step-parent, mother in law, father in law, sister in law, brother in law, grandparent, grandchild, legal dependent, or spouse's step-parent, grandparent or grandchild. Funeral leave may not be retroactive, postponed, split or used to increase your regular scheduled payroll hours. Only full-time employees are eligible for paid funeral leave.

Employees are responsible for requesting bereavement leave from their supervisor as far in advance as possible. The employee's paid bereavement leave will begin at the discretion of the employee's Department Head. The County may require verification in the form of a death certificate, obituary, or other verifiable documentation of the need for bereavement leave.

The three days of bereavement leave do not need to be taken consecutively; they can be taken intermittently. The employee must complete the bereavement leave within thirty (30) days of the family member's date of death.

7.6 - VOTING LEAVE

Any employee registered to vote in an election in Tennessee may be absent from work for a reasonable period of time, not to exceed three (3) hours, necessary to vote while the polls are open in the County where the employee resides. An employee will receive regular compensation during this period, and leave time will not be affected. Voting time shall not be counted as working time for overtime computation.

7.7 - COURT LEAVE/JURY DUTY

Robertson County encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. The following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- You must notify your Supervisor of your receipt of a jury summons by the next day you are scheduled to work. If you are called for jury duty, we will permit you to take the necessary time off, and we wish to help you avoid any financial loss because of such service.
- While on jury duty, you will receive regular compensation for the time actually spent serving.

- Employees are excused from work for each day the employee's service as a juror in any court of the United States or this state exceeds three (3) hours. On days you are not required to serve, you will be required to return to work.
- If you work an evening shift, you will be excused from working:
    - The shift immediately before your first day of jury service.
    - The shift after serving more than three hours of jury service if the shift is scheduled within 24 hours of the completion of that service.
- In order to receive jury duty pay, you must present a statement of jury service issued by the court to your Supervisor.
- The provisions above do not apply if the employee is involved as a party in private litigation. On such occasions the employee must take vacation leave or unpaid leave.

7.8 - MILITARY SERVICE LEAVE POLICY

Robertson County recognizes that employees may need to be absent from work to serve in the US military. The County provides military service leaves of absence to all regular full-time, part-time, and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

Procedures

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your supervisor or Department Head. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of military necessity or for other reasons, you should give as much advance notice to your supervisor or Department Head as possible.

Written notice is preferred, but not required. Where possible, please submit a copy of your military orders, training notice, or order to active duty to your supervisor or Department Head.

Eligibility Requirements

Eligible Employees. All full-time and part-time employees are eligible for military service leave if they are absent from work because of eligible military service. Part-time employees who were only employed for a brief, non-recurrent (one-time only) period before the start of military service are not eligible for leave under this policy.

Eligible Military Service. For purposes of this policy, eligible military service means certain types of service (listed below):

- Armed Forces (United States Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard), including the Reserves.
- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty.
- Commissioned corps of the Public Health Service.
- Commissioned officer corps of the National Oceanic and Atmospheric Administration.

- System members of the National Urban Search and Rescue Response System (appointed under section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act).
- Intermittent personnel appointed into the Federal Emergency Management Agency (appointed under 42 U.S.C. § 5149(b)(1) or to train for such service).
- Any other category of persons designated by the President in time of war or national emergency.

Eligible employees may take leave under this policy for the following types of military service:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Submitting to an examination to determine your fitness for any of these services.
- State active duty for a period of 14 days or more.
- State active duty in response to a national emergency declared by the President under the National Emergencies Act (50 U.S.C. § 1601).
- State active duty in response to a major disaster declared by the President (42 U.S.C. § 5170).
- Service as intermittent personnel in the Federal Emergency Management Agency (42 U.S.C. § 5149(b)(1).
- Funeral honors duty performed by National Guard or Reserve members.
- Service as an intermittent disaster response appointee of the National Disaster Medical System when employees are:
    - activated under federal authority; or
    - attending authorized training in support of a federal mission.

Compensation During Leave

Military Leave with Pay. A leave of absence with pay, not to exceed twenty (20) working days in any one (1) calendar year, shall be granted to employees who are members of the reserve components of the Armed Forces of the United States, including members of the Tennessee Army and Air National Guard, for periods they are engaged in the performance of duty or training activities in the service of the State or the Federal Government while under competent orders. Holidays and scheduled off duty days do not count toward the twenty (20) days allowed. During the period of approved paid military leave, the employee will incur no loss of accrued vacation or sick leave or any other rights or benefits to which the employee is otherwise entitled. Military leave with pay shall be granted for regularly scheduled monthly training for reservists or national guardsmen.

Military Leave without Pay. Leave without pay shall be granted for periods of active duty or training activity with the Armed Forces of the United States, its reserve components, or the Tennessee National Guard for authorized periods beyond the twenty (20) working days of paid leave in a calendar year. In addition, leave without pay may be granted for regularly scheduled monthly training for reservists or national guardsmen and to employees entering the regular components of the Armed Forces of the United States as a result of military conscription or for a period of voluntary enlistment. During the

period of approved unpaid military leave, the employee will incur no loss of accrued vacation or sick leave or any other rights or benefits to which the employee is otherwise entitled. Employees may use any or all of their accrued but unused vacation or sick leave during any military leave without pay.

Benefits During Leave

During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other non-seniority benefits, an employee on military service leave will receive the same rights and benefits as employees on an unpaid leave of absence.

Reemployment

Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to the Finance Department, including their military discharge documentation, if available, as follows:

- If their military service was for less than 31 days, they must report to work on the first regularly scheduled workday that is at least eight hours after they return home from military service.
- If their military service was for 31 to 180 days, they must apply for reemployment within 14 days following completion of military service.
- If their military service was for more than 180 days, they must apply for reemployment within 90 days following completion of military service.
- If they suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak with the Finance Director as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to the County's rules about unexcused absences.

Nothing in this policy requires the County to reemploy individuals who are not eligible for reemployment rights under applicable law.

Seniority Rights After Reemployment

Employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on their length of service.

Discrimination and Retaliation Prohibited

The County prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US military. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US military. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

7.9 – VOLUNTEER FIREFIGHTER LEAVE

Employees who are active volunteer firefighters may be permitted by their Department Head to leave work to respond to fire calls during their regular hours of employment. The County may charge time spent on an emergency response against an employee's regular pay.

If you are permitted by your Department Head to leave work to respond to a fire call, you may be permitted to take off the next scheduled work period within 12 hours after that response as an annual leave or sick leave day without loss of pay if you assisted in fighting the fire for more than four hours. If you are not entitled to an annual leave or sick leave day, you may be permitted to take unpaid leave. You are entitled to the same leave if you are an active volunteer firefighter and you worked for more than four hours as a volunteer firefighter in an emergency in the last day.

The County may require you to submit a written statement from the chief of the volunteer fire department:

- Verifying that you responded to a fire or were on-call.
- Specifying the date, time, and duration of the emergency fire response.

SECTION 8.0 - COMPLIANCE

8.1 - FAIR LABOR STANDARDS ACT (FLSA)

Overtime

In accordance with federal wage and hour laws, nonexempt employees are eligible for overtime compensation for all hours worked over forty (40) in a workweek. Certain executives, and professional administrative, and professional employees are classified as exempt under federal wage and hour laws and are, therefore, not eligible for overtime compensation.

Law enforcement and certain public safety employees have their overtime calculated by a different formula which should be discussed with their Department Heads to determine when they are eligible for overtime compensation.

Nonexempt employees shall be paid overtime or given compensatory time for all hours worked over forty (40) during the applicable workweek. The amount of payment for each hour of overtime is calculated by multiplying the employee's regular rate of pay by one and one-half (1.5).

Guidelines

Employees shall not work overtime without first receiving the approval of their Supervisor. Any employee who works overtime without obtaining advance approval of the Supervisor as required may be subject to disciplinary action, up to and including termination of employment.

Compensatory Time in Lieu of Overtime Pay

A Department Head may elect to offer compensatory time in lieu of overtime pay. The amount of compensatory time earned is determined by multiplying all time worked over forty (40) hours in a workweek by one and one-half (1.5).

Employees are encouraged to use their accrued compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. Even though the law states that more than eighty (80) hours of compensatory time may be accrued, Robertson County's maximum number of compensatory time hours that an employee may accrue is eighty (80) hours. This eighty (80) hour cap on compensatory time helps the County control its actual payout liability when employees leave. This practice also establishes a more accurate accounting of actual operating expenses for the Ambulance Service and Sheriff Department. Robertson County's budget allows an affordability factor of only eighty (80) hours compensation time accrual for all County employees. Any employee who has reached this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment in cash for any additional overtime. Robertson County reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and or to require the employee to use accumulated compensatory time.

Time Keeping

You are responsible for your time sheet. All time sheet errors should be reported to your Department Head/Supervisor immediately. All time must be reported to the nearest quarter hour. No one may record hours worked on another employee's time sheet. Tampering with another's time sheet is cause for disciplinary action, including possible dismissal of both employees.

8.2 - WORKERS COMPENSATION

The Tennessee Worker's Compensation law is a no-fault insurance plan to compensate employees who suffer injuries arising out of and in the course and scope of their employment. Robertson County has chosen to have its employees covered by workers compensation.

Benefits from County During Leave

In the event of illness or injury covered by workers' compensation, you will continue to accrue vacation time and sick leave. You will not receive holiday pay or funeral pay while on workers' compensation leave. It is your responsibility during this leave to make your share of the insurance premium payments each payday to the Finance Department. Failure to do so will result in loss of coverage.

Notice Necessary to Obtain Benefits

All job-related injuries, no matter how slight, must be reported immediately to your Supervisor or Department Head. The employee must be responsible to inform his Supervisor or Department Head of all job-related injuries. An original Workers' Compensation Injury Report must be forwarded to the Safety Director within twenty-four (24) hours of the time the injury occurred. Failure to do so could result in loss of benefits. Prompt reporting is essential.

In the event of a claim covered by workers' compensation, Robertson County will pay you for the remainder of the workday or shift when you become injured or sick. Thereafter, your Department Head will complete your time sheet and automatically use your sick leave first, then compensatory leave and then vacation leave to fund your regular scheduled shift or daily gross pay for the next two (2) weeks. Thereafter, your Department Head will use only your leave benefits to fund one-third (1/3) of your regular scheduled shift or daily gross pay. One-third (1/3) equals eight (8) hours per shift for employees who work twenty-four/forty-eight (24/48) hour shifts. One-third (1/3) equals two and one-half (2 1/2) hours per workday for all employees who work thirty-seven and one-half (37.5) hours. You must inform your Department Head if you do not want to use your accrued benefits. You will not receive holiday pay or funeral pay while on workers' compensation leave.

SECTION 9.0 - OTHER

9.1 - INCLEMENT WEATHER

Department Heads have the authority to officially close their departments due to emergencies or inclement weather. In the event that an emergency, utility failure, inclement weather, fire or flood prevents departments from operating, full-time regular employees will receive their regular pay if they were scheduled to work that day, provided the Department Head officially declares the department is closed. If a full-time regular employee works part of a day and the department is closed for the remainder of the day, the employee will receive a full-time regular employee pay for that day.

If an employee is required to work that day, the employee will receive compensatory leave for the hours the department was closed, so the employee will receive the same benefit as employees who were paid for the full day but did not work the entire day. If a Supervisor asks an employee to remain at work after the department has closed because of severe weather conditions, the employee will receive his or her regular pay for that day and accumulate compensatory leave for the remaining hours that the employee worked beyond the announced closing time.

9.2 - GIFTS AND GRATUITIES

Employees are prohibited from accepting gifts, money, and gratuities from persons receiving benefits or services, or from persons performing services or otherwise in a position to benefit from an employee action. Advance approval from your Department Head is required before you may accept or solicit a gift of any kind from a citizen or vendor representative.

9.3 - APPROPRIATE APPEARANCE AND ATTIRE

Employees contribute to the corporate culture and reputation of Robertson County in the way they present themselves. A professional appearance is essential to a favorable impression with the community. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Department Heads may exercise their discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change. Employees will receive no more than one (1) hour of pay to return home to abide by policy.

Some basic essentials of appropriate dress include the need for clothing to be neat and clean. A reasonable standard of dress excludes tight or short pants, tank tops, halter-tops or any extreme in dress, accessory, fragrances or hair. It is impossible and undesirable to define an absolute code for dress and fragrances. The County will apply a rule of reason on a case-by-case basis.

Robertson County may make exceptions for special occasions. An employee unsure of what is appropriate should check with their Department Head or Supervisor.

Robertson County recognizes the importance of its employees' individually-held religious beliefs. In accordance with the County's Religious Accommodation Policy, the County will reasonably accommodate an employee's beliefs in terms of workplace attire unless the accommodation creates an undue hardship.

9.4 - TRAVEL POLICY

The travel policy of Robertson County is that of the State of Tennessee, except for the following:

- Reimbursement for overnight lodging will be approved only if the lodging site is at least fifty (50) miles from the Robertson County Courthouse.
- Lodging reimbursement will be for actual costs if the lodging site is the same as the seminar/meeting site.
- Lodging reimbursement will be for actual costs up to the maximum nightly rate if the lodging site is not the same as the seminar/meeting site.
- The maximum nightly rate shall be the highest rate listed in the State Travel Policy.
- Total daily meal reimbursement allotment will be the same for each day at the highest maximum daily rate listed in the State Travel Policy.

Receipts are required for all reimbursements except for meals, parking and tolls. You will be reimbursed for motel tax, but not sales tax. Therefore, you should obtain some sales tax exemption certificates from the Finance Department before traveling. This travel policy shall remain in effect until the Finance Committee issues additional amendments or a separate Robertson County Travel Policy.

9.5. – EMPLOYMENT REFERENCE POLICY

All Department Heads and employees are prohibited from providing any employment information regarding former or current employees of the County to any third party, including outside agencies, organizations, and any person not currently employed by the County. If you receive a formal or informal request for employment information about a former or current employee, you must immediately inform the Finance Director. The Finance Department will verify a former or current employee's dates of employment and last position held.

For purposes of this policy, a request for employment information includes a verbal or written request for:

- A job reference.
- Employment verification.
- Information about an individual's job performance, attitude, attendance, or employment history.
- Any "off the record" information about an individual.
- A recommendation on LinkedIn or other social media websites.

This list is illustrative only, and not exhaustive. If you receive any request for employment information regarding former or current employees, you must inform the Finance Department immediately.

Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 *Fax (615) 384-0237*

APPENDIX 1

DISCRIMINATION/HARASSMENT/RETALIATION COMPLAINT FORM

Instructions: Robertson County is committed to providing a work environment free from discrimination, harassment, and retaliation. The County's Anti-Harassment Policy outlines the County's prohibitions against discrimination, harassment, and retaliation. These policies can be found in the Employee Manual.

These policies provide mandatory procedures with options for employees to report prohibited conduct. One option for reporting discrimination, harassment, or retaliation is to complete this form and provide it to the Finance Director You are not required to use this form to file a complaint. However, you should read and be aware of the County's mandatory reporting procedures, whether you choose to use this form or not.

Any employee can report discrimination, harassment, and retaliation, whether as a victim or a witness. Regardless of your experience with the discrimination, harassment, or retaliation, it is important to be as specific as possible in your complaint so that the County can fully investigate the conduct and take prompt corrective action as necessary. Include all known information about the complaint, including the identity of any witnesses with knowledge of the allegations or offenses and any other known evidence related to the complaint. You are not limited to the space provided. The County encourages you to attach any additional materials that may assist us in investigating the claim.

To investigate the complaint, the County will need to interview you, those subject to the alleged discrimination, harassment, or retaliation (if not yourself), the alleged offender(s), and any known witnesses. However, the County will notify all individuals involved that the investigation is confidential to the extent permitted by law and make clear that unauthorized disclosures could result in disciplinary action.

Identify the individual(s) who participated in discrimination, harassment, or retaliation:

_____

_____

_____

_____

_____

Identify the individual(s) subject to the alleged discrimination, harassment, or retaliation:

_____

_____

_____

Identify (to the best of your knowledge) when the discrimination, harassment, or retaliation occurred. If it occurred over a period of time or continues to occur, identify that period of time:

Identify why you believe the discrimination, harassment, or retaliation occurred:

Describe in detail the facts that support this complaint (attach additional sheets of paper if necessary):

Has anyone else witnessed the alleged conduct? To the best of your knowledge, please identify those individuals and describe their scope of knowledge of the alleged conduct:

Are you aware of any other evidence of the alleged conduct (for example, documents, emails, text messages, videotapes, audiotapes, or other records or materials that substantiate your complaint)? To the best of your knowledge, please identify and describe any and all existing evidence and attach any and all existing evidence in your possession to this complaint:

Did you take any action to try to stop the alleged conduct? If so, please describe the action you took and what resulted:

Have you previously reported or complained about the alleged conduct or any other discrimination, harassment, or retaliation while employed by Robertson County? If so, please identify the person you reported the conduct to, the date of the report, and the resolution:

How would you like to see the situation resolved?

[SIGNATURE PAGE FOLLOWS]

I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge, the information I have provided on this form is accurate. I understand and acknowledge that a copy of this complaint and any attachments may be provided to the alleged offender(s). I also understand that this complaint and any attachments may be viewed by appropriate administrators and other witnesses involved in the investigation of this complaint. I am willing to fully cooperate in this investigation.

_____	_____
Employee Signature	Date
_____	_____
Signature of Supervisor or Department Head Reviewing Complaint	Date

Robertson County Tennessee

Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

APPENDIX 2

Employee Grievance Form

Name: _____ Work Site:_____

Job Title: _____

Date of alleged violation(s):_____ Date Grievance Filed: _____

Nature of Grievance: (Include County Employee Policy violated)

_____
_____
_____
_____
_____

Specific Relief Sought:

_____
_____
_____
_____
_____
_____

Date of meeting with Supervisor: _____

Name of Supervisor:_____

_____

For Human Resources Use Only

Date Received: _____ Date Meeting Held:_____
Name of HR Representative:_____
Summary of Conference: _____
_____
_____
_____
_____
_____
_____

Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

APPENDIX 3
Employee Relations Form

Date of Meeting: _____

Name of Employee: _____

Name of Administrator: _____

Department: _____

Reason for Meeting: □ **Counseling /Warning/Other**

□ **Verbal Reprimand**

□ **Written Reprimand** ***(Representative of professional association may attend)***

Concern/s Addressed:

_____

_____

_____

_____

Directive from Administrator:

_____

_____

_____

Signatures of Attendees:

_____ _____

Name ***Name***

_____ _____

Name ***Name***

Employee may attach a response to this form. Signature does not indicate admission or agreement.

Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

APPENDIX 4

SICK LEAVE DONATION FORM

Name: _____

Department: _____

I would like to make the following contribution:

Number of sick leave hours donating: _____

Recipient Employee's Name: _____

Recipient Employee's Department: _____

By my signature below, I certify that I have read Robertson County's Sick Leave Donation Policy in the Robertson County Employee Manual and understand that once the request has been approved, I cannot revoke my decision.

I understand that I must agree to donate a minimum of eight (8) hours of sick leave per recipient. I understand that I may donate no more than (1) eighty (80) hours of sick leave to one recipient, or (2) one-half of my sick leave balance in effect at the point leave is first deducted from my balance, whichever is less.

I certify that I am donating this leave of my own free will and understand that any unused donated leave will be returned to me.

_____
Signature

_____
Date

Received by:

_____

_____
Date

APPENDIX 5

Receipt & Acknowledgment of Robertson County Employee Manual

The contents of this Manual may be changed at any time at the discretion of Robertson County. No changes in any benefit, policy, or rule will be made without due consideration the effect such changes will have on you, as an employee, and on Robertson County.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Robertson County Employee Manual.

I have received a copy of the Robertson County Employee Manual. I have read the Employee Manual, understand it, and agree with its provisions. I understand that the policies, rules and benefits described in it are subject to change at any time, but only by the Robertson County Commission.

I understand that my employment is terminable "at will," either by myself or Robertson County, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship.

I understand that should the content of this Manual be changed in any way, Robertson County may require an additional signature from me to acknowledge receipt of any new policies.

I understand that my signature below indicates I have read the above statements and have received and read a copy of the Robertson County Employee Manual.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

A signed original copy of this agreement should be given to your Department Head. It will be filed in your personnel file maintained by your Department Head.

NOTE: THIS ACKNOWLEDGMENT FORM SHOULD REMAIN IN YOUR MANUAL. ANOTHER FORM WILL BE PROVIDED FOR FILING WITH YOUR DEPARTMENT HEAD.

Resolution # 031824016

Update Robertson County Employee Manual Effective April 1, 2024

Summary:

Discussion began at: 07:47:44 PM (Elapsed time: 00:47:15)

Motion by COUTS 7:48:19 PM

Second by BILLY R DORRIS 7:48:26 PM

M.DORRIS was recognized at 7:53:13 PM (Elapsed time: 00:52:44)

Voting began at: 07:54:50 PM

Voting Criteria Used: 13 Yes Votes Needed

Results Tallied at: 07:55:03 PM

Result: Passed With 13 Yes Votes Needed (YES: 21, NO: 0, ABSTAIN: 0, DID NOT VOTE: 1, ABSENT: 3)

YES: JACKSON, COUTS, BRINKLEY, SUTTLE, ROBERTS, MARTIN, PIERCE, DELONG, BILLY R DORRIS, WILSON, AYRES, STROUD, M. DORRIS, STUBBLEFIELD, HOGAN, MORGAN, HART, HALEY, HEAD-HIEBER, SUMMERS, WOODARD

NO:

ABSTAIN:

ABSENT: RUMMEL, MOORE, WHITE

EXCUSED:

LATE:

RECUSED:

Did Not Vote: MAYOR VOGLE

Votes Summarized at: 7:55:03 PM

RESOLUTION NO. 031824017

HIGHWAY DEPARTMENT RESOLUTION NO. 24-280-03

RESOLUTION MAKING CERTAIN CHANGES IN THE OFFICIAL MAINTENANCE ROAD LIST AND MAP DUE TO ANNEXATIONS OF VARIOUS CITIES

WHEREAS, Tennessee Code Annotated, Section 54-10-103, authorizes the Robertson County legislative body to accept and classify roads; and

WHEREAS, Tennessee Code Annotated, Section 54-10-103, provides; prior to the County legislative body classifying a road as provided herein, the County legislative body shall receive the recommendation of the Chief Administrative Officer of the County Highway Department and / or the Robertson County Private Act so requires the review and recommendation of the Highway Superintendent and/or the elected Highway Commission; and

WHEREAS, the Highway Commission of Robertson County, assembled in regular session the 25th day of January, 2024, recognized that since the last adoption of the Official Road List, that certain roads, or portions of roads previously designated on that list have now become official public roads of various cities within Robertson County, as a result of the recent annexation of those areas, and that the Robertson County Highway Department, as required by law, has ceased to maintain those roads / portions of roads lying within the various cities, as described on attachment hereto, and thus the Official Maintenance List and Map should be changed accordingly, and the Highway Superintendent is in agreement with this recommendation; and

WHEREAS, the Robertson County Regional Planning Commission met in regular session the 22nd day of February, 2024, voted and agreed that the following changes, as described on attachment hereto, should be made to the Official Maintenance Road List and Map; and

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Robertson County, Tennessee assembled in regular session this 18th day of March, 2024, that the road or portions of roads, as described on attachment hereto, due to the annexation of the various cities, and as required by law are not hereafter a part of the Official County Maintenance Road List and Map.

BE IT FURTHER RESOLVED that this Resolution shall take effect from and after its passage, the public welfare requiring it.

Pass this the 18th day of March, 2024.

COUNTY COMMISSIONER

WILLIAM A. VOGLE, COUNTY MAYOR

ATTEST:

ANGIE H. GROVES, COUNTY CLERK

ANGIE H. GROVES, COUNTY CLERK XVI AGRICULTURE COMMERCE ROBERTSON COUNTY, TN

REMOVING A PORTION / ALL OF THE FOLLOWING ROADS FROM THE OFFICIAL COUNTY MAINTENANCE ROAD LIST & MAP DUE TO ANNEXATIONS OF

CITY OF SPRINGFIELD

	INDEX	ROAD NAME	MILE	FEET	BEGINNING	ENDING	ROW	ROADBED	SURFACE	TYPE	CLASS	DIST.	CITY LIMITS
116	D-3	Dorris St.	0.07	385	county portion	Poplar Ave.	30'	21'	16'	DBST	2	9	N/A
346	D-3	Pitt Ave.	0.03	150	Dorris St.	Springfield limits	30'	22'	16'	DBST	2	9	150' off Highland Street
351	D-3	Poplar Ave.	0.07	380	county portion	Springfield limits	30'	23'	16'	DBST	2	9	150' off Highland Street
		TOTALS	**0.17**	**915**									

Resolution # 031824017 - Highway Department Resolution No. 24-280-03

Making Certain Changes in the Official Maintenance Road

List and Map Due to Annexations of Various Cities

Dorris St., Pitt Ave., and Poplar Ave.

Summary:

Discussion began at: 07:55:08 PM (Elapsed time: 00:54:39)

Motion by COUTS 7:55:17 PM

Second by HEAD-HIEBER 7:55:19 PM

Voting began at: 07:55:28 PM

Voting Criteria Used: 13 Yes Votes Needed

Results Tallied at: 07:55:40 PM

Result: Passed With 13 Yes Votes Needed (YES: 21, NO: 0, ABSTAIN: 0, DID NOT VOTE: 1, ABSENT: 3)

YES: JACKSON, COUTS, BRINKLEY, SUTTLE, ROBERTS, MARTIN, PIERCE, DELONG, BILLY R DORRIS, WILSON, AYRES, STROUD, M. DORRIS, STUBBLEFIELD, HOGAN, MORGAN, HART, HALEY, HEAD-HIEBER, SUMMERS, WOODARD

NO:

ABSTAIN:

ABSENT: RUMMEL, MOORE, WHITE

EXCUSED:

LATE:

RECUSED:

Did Not Vote: MAYOR VOGLE

Votes Summarized at: 7:55:40 PM

ROBERTSON COUNTY CLERK
ANGIE H. GROVES COUNTY CLERK
511 SOUTH BROWN STREET
SPRINGFIELD TN 37172
Telephone 615-384-5895
Fax 615-384-2218

Notaries to be elected March 18,2024

CATHY N AYRES
CINDY BELLAR
LYNNETTE BERRY
AMANDA CAIRA
STERLING F CLAYTOR
RHONDA DAVENPORT
KATHERINE EVANS
ROBERT M FOWLER
CINDY FRENCH
ADRIANA I GRIFFIS
KRISTINE L HARDY
SHERRY HENDRICKS
LORINDA LEIGH KRYSTYNIAK
PAYTON LACKEY
LISA LEA
VIVAN R MUSSER
TAMMY PARRISH
CHERYL D PENTECOST
JAMIE M PETERS
EMILIA PONCE
TERRI L RAY
PORTIA SLAUGHTER
LORRIE FOREWRIGHT SWANN
LEEANA R TAYLOR
N WARRINGTON

PERSONAL SURETY