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01-15-2020 @ 1:42 pm

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Minutes of:
Budget Committee
January 13, 2020

Present:

Willie Campbell

Patty Woodby

Mark Tester

Isaiah Grindstaff

Ross Garland, Chairman

Travis Hill

Aaron Frazier

Kelly Collins

I. Call to Order

The meeting was called to order by Chairman Ross Garland. Roll call was completed with a quorum of all members being present.

II. Approval of Agenda

The January 13, 2020 Agenda was considered for approval. Chairman Garland asked that under Agenda Item #5, Old Business, that Commissioner Collins had asked for clarification on the Bonus that was passed during the last Full Commission meeting. This item was added to the Agenda. Chairman Garland then entertained a motion: **Motion to approve the amended agenda by Commissioner Hill, Seconded by Commissioner Frazier. Approve by Acclamation – All Ayes, amended agenda approved.**

III. Approval of Minutes

The December 9, 2019 Minutes were considered for approval. Chairman Garland then entertained a motion: **Motion to approve December Minutes by Commissioner Frazier, Seconded by Commissioner Woodby. No corrections were noted. Approve by Acclamation – All Ayes, December 2019 minutes approved.**

IV. Public Comments

Chairman Garland asked for any Public Comments. Seeing no Public Comments, the meeting was continued.

V. Old Business

Commissioner Collins – Clarification on Bonuses passed during Full Commission meeting (December 2019) -
Commissioner Collins was recognized by Chairman Garland. Commissioner Collins asked for clarification on the amounts that were recorded in the minutes of the December 2019 Budget Meeting vs the amounts recorded in the minutes of the December 2019 Full Commission Meeting. **(A document was presented by Commissioner Collins that contained both the December 2019 Budget Minutes document on Bonus Estimates and the December 2019 Full Commission Minutes vote document. This is included at the end of these Budget Minutes.)**
Commissioner Collins pointed out that the total amounts, between the minute sets, did not match. The December 2019 Budget Minutes document states that for a bonus amount of \$250.00 (full-time) and \$150.00 (part-time) the total of \$79,563.58 (General Fund #101), \$3,891.63 (Solid Waste/Sanitation Fund #116), and

if there was a vehicle in the current county fleet (Mayor/Sheriff's Office) that could be used by the Coroner, but it was determined that none existed at this time. Chairman Garland then entertained a motion:

Motion by Commissioner Travis Hill, Seconded by Commissioner Frazier for up to \$32,000.00 from General Fund #101 Unassigned Fund Balance to purchase a vehicle for use by the County Coroner. Roll Call Vote:

Willie Campbell - Aye

Patty Woodby - Aye

Mark Tester - Aye

Isaiah Grindstaff - Aye

Ross Garland - Aye

Travis Hill - Aye

Aaron Frazier - Aye

Kelly Collins - Aye

All Ayes - Motion Passed

Assistant Finance Director Michael Kennedy - January Budget Amendments -

General Fund #101 - Budget Amendment #6 - Items #1 thru #3 in the amount of \$5,027.95 with no monies coming from General Fund #101 Fund Balance. Item #2 was discussed briefly by Chairman Garland and Mayor Barnett and two quotes were provided by the Mayor's Office. Staples (\$2,915.00) and NOI (\$6643.39). (The quotes can be found at the end of these minutes.) (Item #4 was removed due to not being able to obtain a funding line and will be readdressed at a later date.) Chairman Garland then entertained a motion:

Motion by Commissioner Tester, Seconded by Commissioner Collins to approve General Fund #101 - Budget Amendment #6, Items #1 thru #3. Roll Call Vote:

Willie Campbell - Aye

Patty Woodby - Aye

Mark Tester - Aye

Isaiah Grindstaff - Aye

Ross Garland - Aye

Travis Hill - Aye

Aaron Frazier - Aye

Kelly Collins - Aye

All Ayes - Motion Passed

Solid Waste/Sanitation Fund #116 - Budget Amendment #5 - Items #1 thru #2 in the amount of \$150,470.42 with \$37,843.00 coming from Solid Waste/Sanitation Fund #116 Unassigned Fund Balance. (A correction was made to the budget amendment presented, where the amount to be taken from Solid Waste/Sanitation Fund #116 Unassigned Fund balance was incorrectly stated at \$37,343.00. This was corrected during the meeting and has been recorded correctly in these minutes and corrected on the budget amendment documentation at the end of these minutes.) Chairman Garland then entertained a motion:

Motion by Commissioner Hill, Seconded by Commissioner Frazier to approve Solid Waste/Sanitation Fund #116 - Budget Amendment #5, Items #1 thru #2. Roll Call Vote:

Willie Campbell - Aye

Patty Woodby - Aye

Willie Campbell - Aye

Patty Woodby - Aye

Mark Tester - Aye

Isaiah Grindstaff - Aye

Ross Garland - Aye

Travis Hill - Aye

Aaron Frazier - Aye

Kelly Collins - Aye

All Ayes - Motion Passed

General Purpose School Fund #141 - Budget Amendment #6 - Items #1 thru #10 in the amount of \$94,010.14 with \$12,805.87 coming from General Purpose School Fund #141 Unassigned Fund Balance. Item #5 was discussed as the previous Head Start Director had went back to a classroom and they accrued leave during the period they were a 12-month employee and must be paid out. Item #1 was discussed as a reimbursement to parents, under certain circumstances, where the parent must transport their child(ren) to a specific school. Chairman Garland then entertained a motion:

Motion by Commissioner Grindstaff, Seconded by Commissioner Woodby to approve General Purpose School Fund #141 - Budget Amendment #6, Items #1 thru #10. Roll Call Vote:

Willie Campbell - Aye

Patty Woodby - Aye

Mark Tester - Aye

Isaiah Grindstaff - Aye

Ross Garland - Aye

Travis Hill - Aye

Aaron Frazier - Aye

Kelly Collins - Aye

All Ayes - Motion Passed

December 2019 Monetary Donations in the amount of \$2,683.53 with Animal Shelter receiving \$2,576.00 and Drug Fund receiving \$107.53. Chairman Garland then entertained a motion:

Motion by Commissioner Frazier, Seconded by Commissioner Grindstaff to approve December 2019 Monetary Donations. Roll Call Vote:

Willie Campbell - Aye

Patty Woodby - Aye

Mark Tester - Aye

Isaiah Grindstaff - Aye

Ross Garland - Aye

Travis Hill - Aye

Aaron Frazier - Aye

Kelly Collins - Aye

All Ayes - Motion Passed

Carter County, Tennessee
Budget Committee Meeting

January 13, 2020

6:00 p.m.

Agenda

1. Call to order.
2. Adopt agenda.
3. Review and approve minutes from December 9, 2019 meeting.
4. Public comments.
5. Old Business.
6. New Business:
 - County Coroner – request for vehicle.
7. Budget Amendments:
 - General Fund #101 (#6)
 - Solid Waste/Sanitation #116 (#5)
 - Highway/Public Works Fund #131 (#6)
 - General Purpose School Fund #141 (#5A and #6)
8. Donation listing.
9. Adjourn.

BUDGET COMMITTEE

December 9, 2019

6:00 P.M.



RECEIVED
12-11-19 @ 3:30 pm
AH

PRESENT: Willie Campbell, Patty Woodby, Charles VonCannon, Isaiah Grindstaff, Ross Garland, Travis Hill, Aaron Frazier and Kelly Collins

ABSENT: none

CALL TO ORDER: Ross Garland, Chairman

ROLL CALL: Quorum Present

Under New Business, Chairman Garland added Capt. Smith with a software contract for the jail and a Parks & Rec Resolution. He also added under budget amendments a request from ARM for an HVAC system.

- Approval of Agenda: Motion was made by Charles VonCannon, seconded by Aaron Frazier to approve the agenda with the amendments. By voice roll call vote, motion carried.
- Approval of Minutes: Motion was made by Isaiah Grindstaff, seconded by Patty Woodby to approve the minutes of the November 2019, meeting. By voice roll call vote, motion carried.
- Public Comments: Roy Livingston asked the committee if they would walk him through how the budget process works. Several committee members answered the specific questions he asked in an effort to satisfy his request.
- Old Business: none
- New Business: On behalf of the Buildings & Grounds Committee, Austin Jaynes requested \$106,060 be earmarked for the paving of the parking lot at the Workforce Development complex. He stated the B&G Committee had voted to contract an AE to provide a professional evaluation of updating the complex but the paving of the parking lot next to the BP needed to be done as soon as possible. The lowest of the three (3) bids received for the project was from the Carter County Highway Department. Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to earmark the funds requested coming from Capital Outlay funds. By a roll call vote of 7 ayes and 1 nay (Travis Hill) motion carried.

On behalf of the Financial Management Committee, Brad Johnson informed the committee they had received several bids for the employee compensation study and had selected two(2) of those. They were Condrey & Associates in the amount of \$44,500 and Evergreen in the amount of \$26,000. He requested reserving the a maximum of \$44,500 in line item unclaimed property (44170) . He said both the companies were to give a presentation to the Financial Management Committee in January 2020, and their recommendation would be passed on to the full commission. Motion was made by Aaron Frazier, seconded by Kelly Collins to reserve the funds requested not to exceed \$44,500. By a roll call vote of all ayes, motion carried.

Financial Director Brad Burke informed the committee the package they voted on for the Roll Call Pro was incorrect and the one they wanted for a six year plan was \$1,200 more than the four year plan voted on by the committee. Motion was made by Aaron Frazier, seconded by Charles VonCannon to approve the additional \$1,200 to purchase the six year plan. By a roll call vote of 7 ayes and 1 nay by Willie Campbell, motion carried.

On behalf of the Rules & By Laws Committee, Randall Jenkins requested \$5,000 be set aside

call vote of all ayes, motion carried.

Ray Lyons informed the committee the heating unit at the ARM facility had gone out and as they operated on donations/gifts from churches and individuals were unable to fund a replacement HVAC. Mr. Lyons presented a letter from Faye Ingram with ARM relating the services they provided and praised the organization for all its assistance to county residents. Asking for help from the county to replace the HVAC, motion was made by Travis Hill, seconded by Aaron Frazier to fund the replacement of the unit in the amount of \$7,613 as set out in the estimate submitted by Climate Controllers. By a roll call vote of all ayes, motion carried.

Budget Amendments: Motion was made by Charles VonCannon, seconded by Kelly Collins to approve General Fund #101, budget amendment #5, Items #1 thru #23 in the amount of \$469,009.38. By a roll call vote of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Patty Woodby to approve Solid Waste/Sanitation Fund #116, budget amendment #4, Items #1 thru #2 in the amount of \$137,007.00. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Kelly Collins to approve Drug Control Fund #122, budget amendment #4, Items #1 thru #2 in the amount of \$14,129.00. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Patty Woodby to approve Sports and Recreation Fund #123, budget amendment #3, Item #1 in the amount of \$1,000.00. By a roll call vote of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Travis Hill to approve Highway/Public Works Fund #131, budget amendment #5, Items #1 thru #4 in the amount of \$29,420.60. By a roll call vote of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Patty Woodby to approve General Purpose School Fund #141, budget amendment #5, Items #1 thru #16 in the amount of \$342,864.29. By a roll call vote of 7 ayes and 1 abstaining vote from Aaron Frazier, motion carried.

Motion was made by Travis Hill, seconded by Isaiah Grindstaff to approve Central Cafeteris Fund #143, budget amendment #4, Items #1 thru #2 in the amount of \$5,508.20. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve the monetary donations to the Animal Shelter for November 2019, in the amount of \$1,345.00. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Patty Woodby to approve the non-cash donations to the Animal Shelter in the amount of \$530.11. By a roll call vote of all ayes, motion carried.

On motion by Patty Woodby, seconded by Aaron Frazier and by voice roll call vote, the meeting

Carter County, Tennessee
 General Fund #101
 Fiscal Year Ending June 30, 2020
 Budget Amendment #6
 January 20, 2020

Item #	Category	Line Item	Program #	Description	\$ Amount		Increase/Decrease
					Debit	Credit	
1	51500	471		Software	427.95	0.00	Increase
	51500	709		Data Processing Equipment	0.00	427.95	Decrease
<i>To reallocate funds within the Election Commission budget.</i>							
2	51800	411		Data Processing Supplies	0.00	3,000.00	Decrease
	51800	711		Furniture and Fixtures	3,000.00	0.00	Increase
<i>To reallocate to purchase new tables for the courtroom</i>							
3	53100	322		Evaluation and Testing	0.00	800.00	Decrease
	53100	599		Other Charges	800.00	0.00	Increase
	53900	322		Evaluation and Testing	800.00	0.00	Increase
	53900	599		Other Charges	0.00	800.00	Decrease
<i>To correct account numbers used in budget amendment #5, item #7</i>							
4	53300	207		Medical Insurance	0.00	220.00	Decrease
	53300	208		Dental Insurance	220.00	0.00	Increase
	53300	451		Uniforms	258.39	0.00	Increase
	53300				0.00	258.39	Decrease
<i>To reallocate funds within the General Sessions Court budget.</i>							
Total					5,506.34	5,506.34	
From Fund Balance						0.00	
From Unassigned Fund Balance						0.00	

5,027.95 5,027.95

Carter County, Tennessee
Highway/Public Works Fund #131
Fiscal Year Ending June 30, 2020
Budget Amendment #6
January 21, 2020

Item #	Category	Line Item	Description	\$ Amount		Increase/ Decrease
				Debit	Credit	
1	62000	404	Asphalt - Hot Mix	0.00	120,000.00	Decrease
	62000	409	Crushed Stone	100,000.00	0.00	Increase
	63100	417	Equipment Parts - Light	0.00	18,771.59	Decrease
	63100	418	Equipment and Machinery Parts	38,771.59	0.00	Increase
	68000	714	Highway Equipment	79,977.50	0.00	Increase
	68000	718	Motor Vehicles	0.00	79,977.50	Decrease
<i>To reallocate between categories to purchase new radios for dump trucks.</i>						
			Total	218,749.09	218,749.09	
			From Fund Balance	0.00	0.00	
			From Unassigned Fund Balance		0.00	

Carter County
General Purpose School Fund #141
Fiscal Year Ending June 30, 2020
Budget Amendment #6
January 20, 2020

Item #	Category	Line Item	Program #	Description	\$ Amount		Increase/Decrease
1	72710	313		Contracts With Parents	1,500.00	0.00	Increase
	72710	322		Evaluation and Testing	426.50	0.00	Increase
	72710	351		Rentals	6,500.00	0.00	Increase
	72710	399		Other Contracted Services	0.00	6,500.00	Decrease
	72710	434		Natural Gas	1,500.00	0.00	Increase
	72710	499		Other Supplies and Materials	0.00	3,426.50	Decrease
	<i>Reallocate within Transportation category.</i>						
2	73400	116		Teachers	3,500.00	0.00	Increase
	73400	195		Certified Substitute Teachers	0.00	1,000.00	Decrease
	73400	207		Medical Insurance	3,000.00	0.00	Increase
	73400	307		Communication	0.00	100.00	Decrease
	73400	355		Travel	0.00	400.00	Decrease
	73400	429		Instructional Supplies and Materials	0.00	3,500.00	Decrease
	73400	524		In-service/Staff Development	0.00	700.00	Decrease
	73400	599		Other Charges	0.00	800.00	Decrease
<i>To correct for double posting of certain entries for the Early Childhood Education Program.</i>							
3	46980		810	Other State Grants (School Safety Gra	0.00	13,537.85	Increase
	72130	790	810	Other Equipment	31,775.00	0.00	Increase
	76100	799	810	Other Capital Outlay	0.00	18,237.15	Decrease
<i>To recognize balance of School Safety Grant and reclassify appropriations to proper account code.</i>							
4	72320	201		Social Security	192.63	0.00	Increase
	72320	204		Pensions	464.19	0.00	Increase
	72320	212		Employer Medicare	45.05	0.00	Increase
	39000			Unassigned Fund Balance	0.00	701.87	Decrease
<i>To appropriate GPS Fund unassigned fund balance to pay the benefits related to the salary increase approved in budget amendment #4A, item #5.</i>							
5	72210	299	04001	Other Fringe Benefits	12,104.00	0.00	Increase
	39000			Unassigned Fund Balance	0.00	12,104.00	Decrease
<i>To appropriate GPS unassigned fund balance for payment to former Head Start director for unused accrued vacation days.</i>							

December 2019 Donations

December Animal Shelter Donation- Judy Whitcomb	\$	150.00
December Animal Shelter Donation- Richard Butler	\$	150.00
December Animal Shelter Donation- Jesse Hester	\$	10.00
December Animal Shelter Donation- In Memory of R.L. Adams	\$	180.00
December Animal Shelter Donation- In Memory of Jennings Wagner	\$	55.00
December Animal Shelter Donation- In Memory of Ronnie Dugger	\$	25.00
December Animal Shelter Donation- John Stolz	\$	40.00
December Animal Shelter Donation- Ricky Holland	\$	10.00
December Animal Shelter Donation- Peggy Newberry	\$	100.00
December Animal Shelter Donation-Russ Swanay Real Estae	\$	500.00
December Animal Shelter Donation- Paula Windfrey	\$	100.00
December Animal Shelter Donation- Paulette Walter	\$	100.00
December Animal Shelter Donation-Ashley Bass	\$	40.00
December Animal Shelter Donation-Bobbie	\$	20.00
December Animal Shelter Donation- Barbara Pruitt	\$	100.00
December Animal Shelter Donation- Hampton High School	\$	336.00
December Animal Shelter Donation- Elaine Farnett	\$	100.00
December Animal Shelter Donation- April Hawks	\$	10.00
December Animal Shelter Donation- Glenn and Pamela Ross	\$	100.00
December Animal Shelter Donation- Julie Tetrick	\$	100.00
December Animal Shelter Donation- Carol Shepard	\$	100.00
December Animal Shelter Donation- Ana Marlene & Richard	\$	250.00
December Animal Shelter Donation-	\$	-
December Drug Fund Donation- Cherry Point Animal Hospital	\$	107.53
Animal Shelter Total	\$	2,576.00
Drug Fund Total	\$	107.53
December 2019 Total Donations	\$	2,683.53

Jan 2020

from fund balance to purchase laptop/tablets at a price of approximately \$200 each for the commissioners. During discussion, it was stated that for around a \$100 more for each tablet, a more efficient chrome touch tablet could be purchased. Kelly Collins amended his request to \$7,500 to cover that cost. Motion was made by Kelly Collins, seconded by Patty Woodby to approve the request and set aside \$7,500 from fund balance for the purchase of the laptops. By a roll call vote of 7 ayes and 1 nay from Willie Campbell, motion carried.

Representing the Sheriff's Department, Chief Parrish addressed the committee requesting to replace their current records management system as their present system was scheduled to shut down by the end of next year. He stated EPD and 911 also used the same system and they had made a collaborative effort to find an alternative. The contract selected was presented to the committee for discussion. He said the Sheriff Department's part of the cost is \$344,342 and they were able to pay for the system from a surplus of inmates board bill and would be asking that 50% of the cost to be transferred in the General Fund, an amount of \$172,141, for the 1st payment after approval of the contract. Motion was made by Travis Hill, seconded by Aaron Frazier to approve the contract and present it to the full commission. By a roll call vote of 7 ayes and Isaiah Grindstaff abstaining, motion carried.

Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve the resolution presented by Parks and Recreation to increase their meetings from ten (10) to twelve (12) per year. By a roll call vote of 7 ayes and 1 nay from Travis Hill, motion carried.

Motion was made by Aaron Frazier, seconded by Travis Hill to approve a bonus in the amount of \$250 for full time employees and \$150 for part time employees to be given before the end of the year. His motion further stated that if employee bonuses were approved in the next year's budget they be given at the end of the fiscal year rather than the end of a calendar year. By a roll call vote of 5 ayes and 3 abstaining (Willie Campbell, Patty Woodby and Isaiah Grindstaff) motion carried.

Chairman Garland presented the 2020-2021 Budget Committee Calendar to the committee. Motion was made by Isaiah Grindstaff, seconded by Patty Woodby to approve the calendar as presented. By a roll call vote of all ayes, motion carried.

Brad Burke stated he had submitted the Resolution authorizing the issuance, sale, and payment of three year interfund loan capital outlay notes not to exceed \$272,186.88 for the purchase of law enforcement equipment in the form of police vehicles to the state and it was not approved. They stated it needed some additional wording/language. Atty. Hardin revised the resolution and stated the one in their packet had been preapproved. Motion was made by Kelly Collins, seconded by Aaron Frazier to approve the resolution as amended. By a roll call vote of 7 ayes and Isaiah Grindstaff abstaining, motion carried.

As the Head Start Fund operates on a reimbursements basis and has a cash deficit at various times throughout the fiscal year due to a slow turn-around time for reimbursements from the Upper East Tennessee Human Development Agency, a Resolution was presented to the commission requesting funds in the amount of \$100,000 be transferred to the Head Start Fund from the General Purpose School Fund. The resolution states the GAAP considers a cash deficit in any fund to be a significant deficiency in internal control. Motion was made by Travis Hill, seconded by Aaron Frazier to approve the transfer of funds per the resolution. By a roll

Dec. 2019
Budget

(Session 2-Item #13)
 Willie Campbell voted: Y
 Mark Blevins voted: Y
 Robert Acuff voted: Y
 Nancy Brown voted: Y
 Mike Hill voted: Y
 Patty Woodby voted: Y
 Bradley Johnson voted: Y
 Mark Tester voted: Y
 Charles Von Cannon voted: Y
 Isaiah Grindstaff voted: Y
 Jerry Proffitt voted: Y
 Austin Jaynes voted: Y
 Ross Garland voted: Y
 Layla Ward voted: Y
 Ginger Holdren voted: Y
 Randall Jenkins voted: Y
 Gary Bailey voted: Y
 Travis Hill voted: Y
 Sonja Culler voted: N
 Ray Lyons voted: Y
 Aaron Frazier voted: Y
 Robin McKamey voted: Y
 Kelly Collins voted: Y
 David Miller voted: Y
 Passed (23 Y - 1 N - 0 A - 0 Absent)
 Number of Abstain Votes: 0

Full
 Commission
 Meeting Minutes

2019
 Dec. / Full
 Commission
 Meeting

RAFT

Motion was made by Ross Garland, seconded by Travis Hill, to approve employee bonuses of \$250 (full-time) and \$150 (part-time). Total cost including benefits is \$71,248.25 ~~General Fund~~, Solid Waste/Sanitation Fund (\$3,891.63), and Highway/Public Works Fund (\$11,898.98).

not
 on page
 from Budget

Discussion followed noting that bonuses are to be given prior to the end of the year, or as soon as possible.

Roll Call Vote as follows (Session 2-Item #14):
 14. Vote Results for: Item No. 14
 Time of Vote: 7:39:49 PM
 Type of Vote: MAJORITY NEEDED TO PASS

Willie Campbell voted: A
 Mark Blevins voted: Y
 Robert Acuff voted: Y
 Nancy Brown voted: Y
 Mike Hill voted: Y
 Patty Woodby voted: A
 Bradley Johnson voted: Y
 Mark Tester voted: Y
 Charles Von Cannon voted: Y
 Isaiah Grindstaff voted: A
 Jerry Proffitt voted: N
 Austin Jaynes voted: Y
 Ross Garland voted: Y
 Layla Ward voted: Y
 Ginger Holdren voted: Y
 Randall Jenkins voted: Y
 Gary Bailey voted: Y
 Travis Hill voted: Y

Abby Frye

From: Abby Frye
Sent: Friday, January 10, 2020 12:32 PM
To: Brad Burke
Cc: Mayor Rusty Barnett (mayor@cartercountyttn.gov)
Subject: Budget Amendment request
Attachments: NOI Quote - Tables.pdf; Staples Quote - Tables.pdf

Bard,
The Mayor's Office would like to request a budget amendment to transfer the excess \$3,000 from Buildings & Grounds 51800 Line 411 for Data Processing Supplies to Buildings & Grounds 51800 Line 711 Furniture & Fixtures. This transfer will be to purchase new tables for the courtroom to replace the broken and breaking tables currently used there. As we discussed yesterday, the funds in Line 411 were left there by mistake after the expenditures were transferred to the more appropriate line item 471 for Software.

While the purchase price is below the limit requiring either a bid or three estimates I did do price comparison and negotiation on the price of the tables. I am attaching the two quotes I received – 1 from Staples and 1 from NOI. The Mayor's Office would like to accept the quote from Staples, which was the lower price, and purchase those tables.

Thanks,
Abby Frye
Executive Assistant for Carter County Mayor Rusty Barnett
423-542-1801

STAPLES
Business Advantage

17187 N. Laurel Park Dr., Suite 220

Livonia, MI 48152
MI 48152
Phone: 734-452-4791

QUOTATION

SOLD TO:

Abby Frye
Carter Cnty Finance
801 Est Elk Ave
Suite 201
Elizabethton TN 37643
432-542-1801

SHIP TO:

Abby Frye
Carter Cnty Finance
801 Est Elk Ave
Suite 201
Elizabethton TN 37643
432-542-1801

Project:

FQO / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	1/9/2020		Abby Frye	Doreen Mancini
Line # Qty	Part Number	Part Description	Sell \$	Ext Sell \$
1 10 STP	24402338	HON Between Nesting Training Room Table, 24" x 48", Shaker Cherry (HONPT2448NSFF)	\$291.50	\$2,915.00
2 1 INS	NOTE	Drop Ship product per the customers request	\$0.00	\$0.00
Total Sell:			\$2,915.00	

Special Instructions

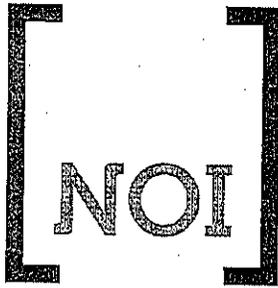
Return Policy: Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.

This quote is valid for 30 days unless otherwise noted. Applicable Sales Tax will be added at time of invoicing.

Additional Instructions

By signing this quote, the customer authorizes procurement of the products and services contained herein. This sale is subject to the Staples Furniture Solutions Terms and Conditions attached.

ACCEPTED BY	TITLE	DATE	PO NUMBER
			Total Sell: \$2,915.00



KNOXVILLE

Proposal

Knoxville
 3 Emory Place
 Knoxville, TN 37917
 Phone: 865-671-1066
 www.noifurniture.com

Order Number	47408
Date	01/09/2020
Customer PO No	
Customer Name	CARTER COUNTY MAYORS OFFICE
Salesperson	Lisa Goszczynski
Project Name	
Terms	50% DEPOSIT NET 15
Page	1 of 1

T CARTER COUNTY MAYORS OFFICE
 O 801 E Elk Ave # 201
 ELIZABETHTON, TN 37643

 ATTN: ABBY FRYE
 Phone: 423-542-1801
 Email: Fryea@cartercountyttn.gov

S CARTER COUNTY MAYORS OFFICE
 H 801 E Elk Ave # 201
 I ELIZABETHTON, TN 37643
 P

 T ATTN: ABBY FRYE
 O Phone: 423-542-1801
 Email: Fryea@cartercountyttn.gov

Prepared for : Lisa Goszczynski

Line	Quantit	Description	List	Unit Price	Extended Amount
2	10.00 Each	NATIONAL OFFICE FURNITURE WW2448RTFML--V461-X-STD-822-462 WAVEWORKS,24DX48W,TRAINING TABLE,FLIP/NEST,HPL OPTION: V461:SOFTENED PVC,GRAPHITE OPTION: X:NO GROMMET OPTION: STD;STANDARD LAMINATE OPTION: 822:SMOKE QUARSTONE OPTION: 462:CINDER % Off List: 58.25	1,340.00	559.45	5,594.50
3	1.00 Each	NATIONAL OFFICE FURNITURE 2% TARIFF % Off List: 0.00	111.89	111.89	111.89
4	1.00 Each	TURN KEY INSTALLATION, INC DELIVERY & INSTALL % Off List: 0.00	937.00	937.00	937.00

Order Sub-Total : \$6,643.39
TOTAL ORDER : \$6643.39

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

Signature: _____ Name: _____ Title: _____ Date: _____