



TOWN OF NOLENSVILLE



FISCAL YEAR 2023-2024 ANNUAL BUDGET



COMMUNITY, HISTORY, & PROXIMITY

About the Cover

From top right to bottom left:

Police Accreditation

The Tennessee Association of Chiefs of Police has recognized Nolensville Police Department as an accredited department. This recognition stands for maintaining the highest standards of professionalism. Within the accreditation process, there are 164 standards that agencies must meet within a three-year cycle. This recognition ensures our agency's goals and objectives, allows us to evaluate our resources and how they're being used, and holds us accountable for policies and procedures that need to be met and maintained. Pictured is the Police Department after an award ceremony held at Town Hall to congratulate the department for their recognition.

Fire Station Groundbreaking Ceremony

The Town of Nolensville gathered with Nolensville Fire for their groundbreaking ceremony on the site of what will become the first town Fire Station. Pictured is the moment shovels hit the ground to commence this historic moment.

Service Awards

Town staff were recognized for their dedication, service, and incredible work in Nolensville. Service awards were handed out to congratulate individuals for their milestones including 5 years, 10 years, and 20 years of service. Pictured is Town staff with their awarded plaque.

Boleyjack Cemetery Historical Plaque

The land where this family cemetery is located has been passed down for four generations since Arch Boleyjack originally purchased it the day after the passing of the Emancipation Proclamation. The historic plaque will remain part of Nolensville's history for years to come and will be protected and maintained by the Town of Nolensville and Nolensville Fire and Rescue. This land is now the future site of Nolensville Fire and Rescue Station #2, and we are proud to build on this land that has already been such a rich part of our town's history. We encourage everyone to stop by and read the plaque to learn about the incredible history of our small town. Opportunities like this are unique, and we are so thankful to have been a part of this story with the Bell and Boleyjack families. Pictured is the Town of Nolensville and the Bell family after the revealing of the historical plaque at the Boleyjack Cemetery.



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INTRODUCTION



July 1, 2023

Board of Commissioners
Town of Nolensville
7218 Nolensville Road
Nolensville, Tennessee 37135

RE: Letter of Transmittal – Budget Book

Dear Commissioners:

I am pleased to present the Budget Book for FY 2023-2024, which is attached to this letter. Countless hours of dedicated staff effort, particularly from the Finance Department, have been invested in developing and organizing the comprehensive information contained within this document.

The Budget Book provides an extensive review of the Town of Nolensville's total budget amounting to \$27.9 Million, which encompasses the General Fund's \$9.9 Million expenditures, the State Street Aid Fund amounting to \$523,970, and various other capital-related funds totaling \$27.3 Million.

Additionally, this Budget Book includes the organizational structure of the Town's operations, with a detailed breakdown of each department. It highlights the accomplishments from the previous year, sets forth the goals for the upcoming year, and presents currently identified performance metrics. It is important to note that these performance metrics are subject to change as we continuously refine and enhance our measurements of our processes.

Moving forward into this fiscal year, we look forward to engaging in productive dialogue with the Board of Commissioners to develop strategic goals and prioritize capital initiatives. These elements will be incorporated into future editions of the Budget Book. Our aim was to create a document that is transparent, providing a clear understanding of the Town's financial situation, and we hope that you and others will find it helpful and easy to comprehend.

Sincerely,

Victor H. Lay, P.E.
Town Manager



Halie Gallik
Mayor

Jessica Salamida
Vice Mayor

Derek Adams
Commissioner

Kate Cortner
Commissioner

Joel Miller
Commissioner

VICTOR LAY
TOWN MANAGER

David Windrow
Fire Chief

Roddy Parker
Police Chief

Christina Merle
Finance Director

Vivianne Fitts-Conn
Municipal Court

Don Swartz
Town Engineer

Brent Schultz
Planning Director

Monty Kapavik
Building Official

Kyle Billingsley
Public Works Director

Misti Duenez
Human Resources

Montique Luster
Town Recorder

Brandi Najm
Communications





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Nolensville
Tennessee**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director



Beer Board is composed of the Board of Commissioners. The Town's Beer Board has the power to establish regulations governing the selling, storing for sale, distributing for sale, giving away, and manufacturing of beer within the boundaries of the Town of Nolensville in accordance with the provisions of state statutes, provided such provisions and regulations are approved by the Board of Commissioners and to issue permits related thereto. The Town's Beer Board convenes when a beer application is submitted, or any item is to be considered by the body. The Beer Board does not meet on a consistent monthly basis, only when there is official business that must be heard by this Board.

Board of Construction Appeals purpose and duties of the Board shall be those prescribed for the Board of Construction Appeals in Section 112 of the International Residential Code (the Code). The Board of Construction Appeals is responsible for hearing appeals of decisions or determinations made by the Building Official relative to the application and interpretation of adopted codes. The function and duty of the Board of Construction Appeals is to determine the suitability of materials and methods of construction and provide reasonable interpretations of the Technical Codes. The Board meets on an as needed basis.

Board of Zoning Appeals (BZA) is a quasi-judicial board consisting of five members, appointed by the Mayor and confirmed by the Commissioners. It serves to interpret disputed questions of lot lines, grant variances under very specific circumstances, review disputed administrative decisions, grant conditional use permits or similar questions as they arise in the administration of the zoning ordinance. Authorization is by state law and specified under Article 1.0.0 of the zoning ordinance.

Capital Improvements Program Advisory Committee is an appointed advisory committee that helps guide the Town in making decisions regarding long-term infrastructure improvements and other capital expenditures. The Committee provides written recommendations on annual capital budgeting and the selection and prioritization of long-term infrastructure improvements and capital expenditures to the Town Manager. The Capital Improvements Program Advisory Committee composition is as follows: Town Engineer, Town Planner, Finance Director, Public Works Director, Fire Chief, Police Chief, and five (5) Nolensville residents appointed by the Board of Commissioners.

Economic Development Advisory Committee provides recommendations to the Board of Commissioners on issues related to local economic growth and development, including but not limited to support for local businesses, efforts to increase tourism, strategies to encourage residents to shop local, and research into opportunities for grant funding.

Historic Zoning Commission promotes the identification, evaluation, rehabilitation, adaptive reuse, and restoration of the Town's historic, architectural, and archeological resources through the enforcement of the Historic District Overlay. It is the purpose of the Historic District Overlay to provide for the protection and enhancement of resources which represent distinctive and significant elements of Nolensville's history and identity and insure the harmonious and orderly integration of new development within these historic resources.



Planning Commission develops the Town's growth plans and acts on proposed land development, including residential subdivisions and all non-residential development site plans proposed in the town. The Planning Commission also provides recommendations on rezoning actions and zoning ordinance revisions to the Board of Commissioners and is responsible for implementing the subdivision regulations. Interested parties should explore the Planning Department webpage for information on policies, studies, and processes. Typically, the Planning Commission meets monthly at Nolensville Town Hall.

Storm Water Appeals Board purpose is to hear and decide appeals to the Town's storm water regulations, storm water ordinance, floodplain ordinance and penalties for violation of the Town's storm water regulation and ordinance requirements. Authority of the board is based on T.C.A. 68-221-1106 and 13-7-201, Section 10 of the Town's Storm Water Ordinance and Chapter 3, Section 18-306 of the Town's Floodplain Ordinance.

Streetscapes and Public Spaces Advisory Committee will provide recommendations to the Board of Commissioners on issues related to public spaces, including but not limited to parks, recreational areas, public art displays, and public structures.

Town Events Advisory Committee provides recommendations to the Board of Commissioners on issues related to the development and accomplishment of public events intended to benefit the residents of Nolensville. This advisory committee works with Town staff to prioritize and organize the approval process for the use of public resources such as Public Safety (Police and Fire) and Public Works. The Committee works in developing a schedule of events and assists with efforts to publicize and execute event logistics and recruit volunteers for events.

Trees and Trails Advisory Committee provides recommendations to the Board of Commissioners regarding the guidance on issues related to trees, landscaping, and alternative transportation, including but not limited to public education efforts, tree planting and preservation, and trail development.



Nolensville was founded by William Nolen in 1797. The town grew quickly and was first incorporated in 1838 with specific town limits as well as identifying twenty-three (23) numbered lots and three (3) unnumbered lots with owner's names associated with each lot. In the early 1800s, churches and schools for both blacks and whites were established which served the small agricultural community. Nolensville was heavily impacted by the Civil War. The town provided confederate soldiers, as well as fighting many skirmishes around the town. Following the war, the town continued to grow as a small, rural community in the northeast corner of Williamson County and in 1996, re-incorporated as the Town of Nolensville. A more detailed history follows:

Legend has it that William Nolen, along with his wife Sarah and five children, were traveling through middle Tennessee, in 1797, when his wagon broke down causing the family to delay traveling until the wagon was repaired. After inspecting the local terrain, William Nolen noted the area had an abundance of game and clean creek water. These resources convinced him and his family that they needed to travel no further. Regardless of the reasons, Nolen purchased property and sold lots for the town, which still bears his name, Nolensville. The first town lots were sold to George Barnes in 1819, a half-acre for \$55.

Nolen and his family built their log cabin home and farm and lived there until his death when the land was sold. The property changed hands numerous times and the original log cabin was enclosed within a larger home ultimately known as the McCord House. The McCord home has been moved and preserved with parts of the original Nolen cabin exposed.

Incorporation of the Town

On January 22, 1838, Nolensville's Plan of Incorporation passed the Tennessee Senate specifying corporate limits as well as identifying twenty-three (23) numbered lots and three (3) unnumbered lots with owner's names associated with each lot.

The Civil War

Nolensville was a thriving agricultural community as the prosperous 1850's came to a close and the 1860's saw the beginnings of the Civil War. The Town was active in the war both in providing Confederate soldiers (April 1861) and fought skirmishes around the town as Union and Confederate troops made their way towards Murfreesboro where they collided in the Battle of Stone's River on December 31, 1862. As the war lengthened, Nolensville slipped further behind Union lines as the battles worked their way to the south. Two years later, the war finally ended, and the Confederate soldiers were able to return to their homes and rebuild their lives. Post-war rebuilding was even more difficult because of the destruction of homes and property, the lack of crops and labor, and the worthless money and high taxes that had to be endured.

Following the war, Nolensville saw renewed growth with Nolensville Road being used as a major north-south road between Chapel Hill, TN to the South and Nashville to the North. A stagecoach ran between the two cities and Nolensville provided the King Hotel for passengers wishing to stop. Until the county and state took over the road, tollgates were operated about every three miles. The paved road through Nolensville began construction in 1927 with the bridges between Nolensville and Triune being built in 1932.

Nolensville Re-Incorporated

As Nolensville grew over the years, it lost its official status as a town and became part of Williamson County. In 1996, Nolensville again applied to the State to be incorporated and was chartered by the Tennessee Legislature. At the time of incorporation, the area of the town was three (3) square miles and had a population of around 1800. In the years since then, Nolensville has annexed additional areas more than tripling the size of the town to nine and a half (9.5) square miles and increasing the population to 5,861 as of the 2010 census. Nolensville still has additional area in its urban growth boundary and will continue to grow as additional homes are built.

Historic Nolensville is situated in the lush green hills of Williamson County along scenic Mill Creek. It is a great place to raise a family and connect to a community where rural meets suburban, rustic meets quaint, and old meets new. We experience small town life just a short drive away from the cultural and entertainment opportunities of Metropolitan Nashville.

Nolensville was settled in 1797, the Town was originally founded in 1838, and was reincorporated in 1996. Nolensville today covers just over ten (10) square miles and has a population of 13,829. The Town has experienced significant growth over the last ten years, increasing by 71.68% from 2009 to 2019, making Nolensville the third fastest growing city in Tennessee as a percent of population change over ten years. The community's reserve area includes just under nineteen (19) square miles, so the Town has significant room to grow.

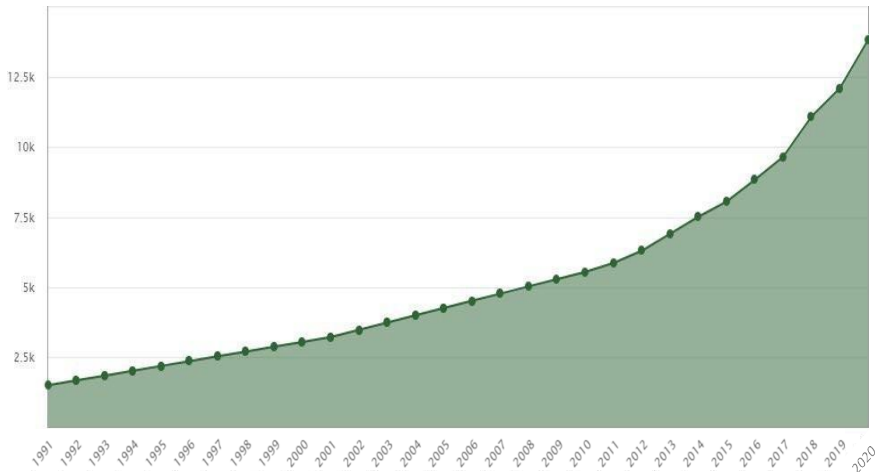
In 2023, SafeWise released Tennessee's 20 safest cities of 2022 in which the report is based off crime rates from the FBI crime data. Nolensville landed at number 1. The Town has the lowest property crime rate in Tennessee at just 3 incidents per 1,000 residents.



COMMUNITY PROFILE



TOTAL POPULATION
13,829



* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

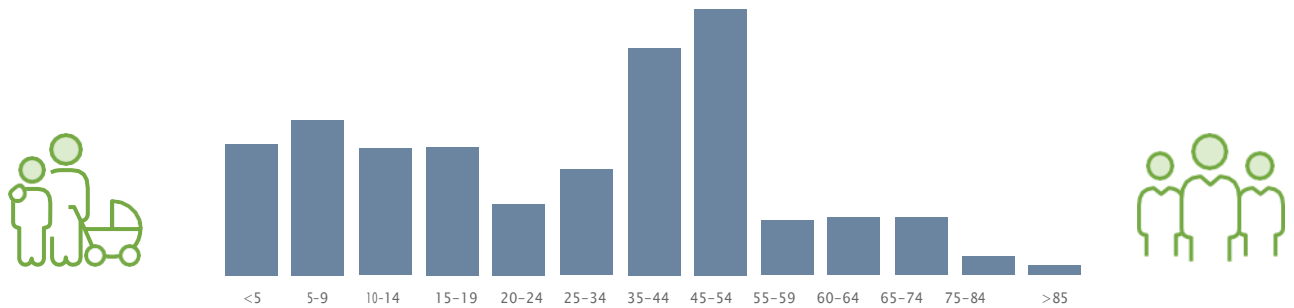


DAYTIME POPULATION
10,855

The daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

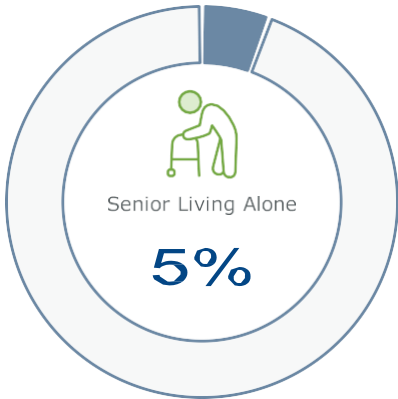
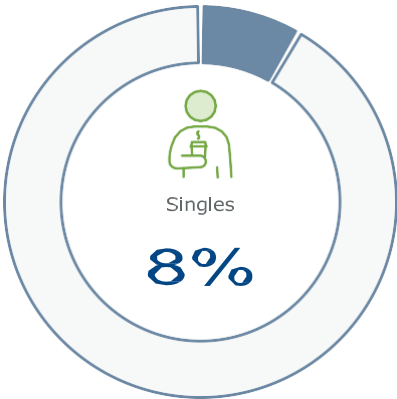
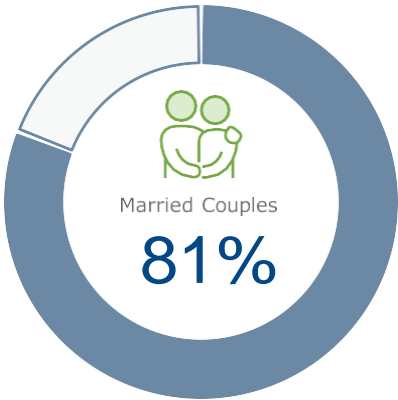
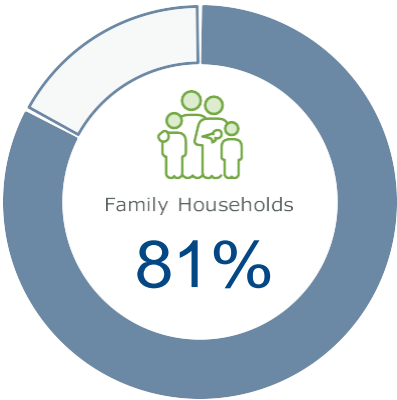
* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



TOTAL HOUSEHOLDS

3,852

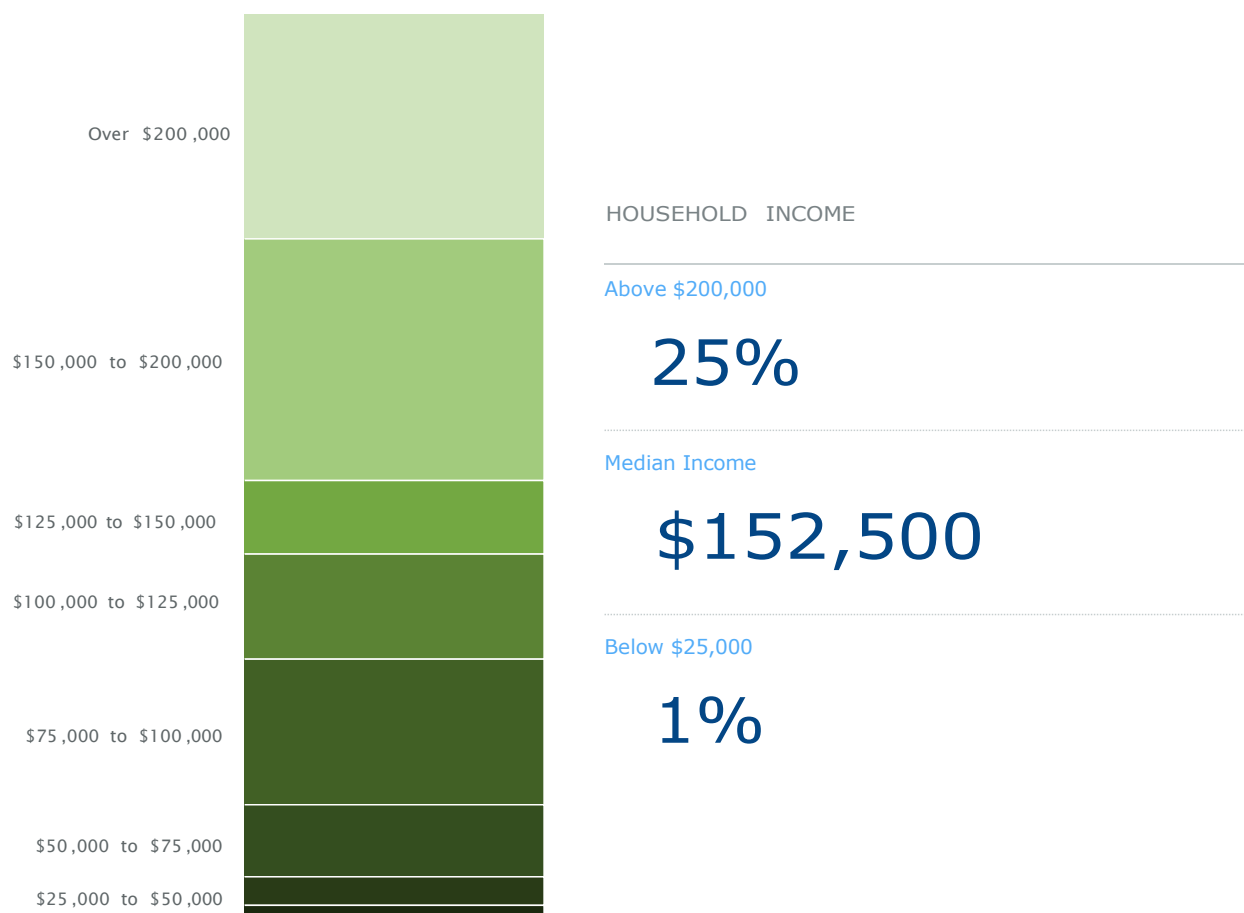
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

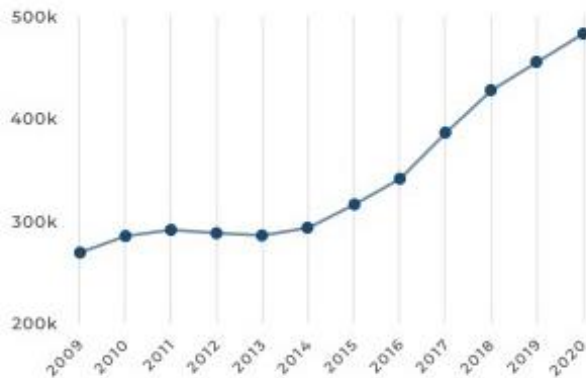


Household income is a key data point in evaluating a community’s wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in the context of the overall cost of living.



* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census





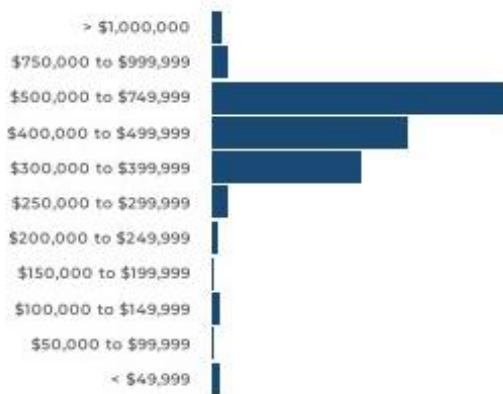
* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME OWNERS VS RENTERS



* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME VALUE DISTRIBUTION



* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



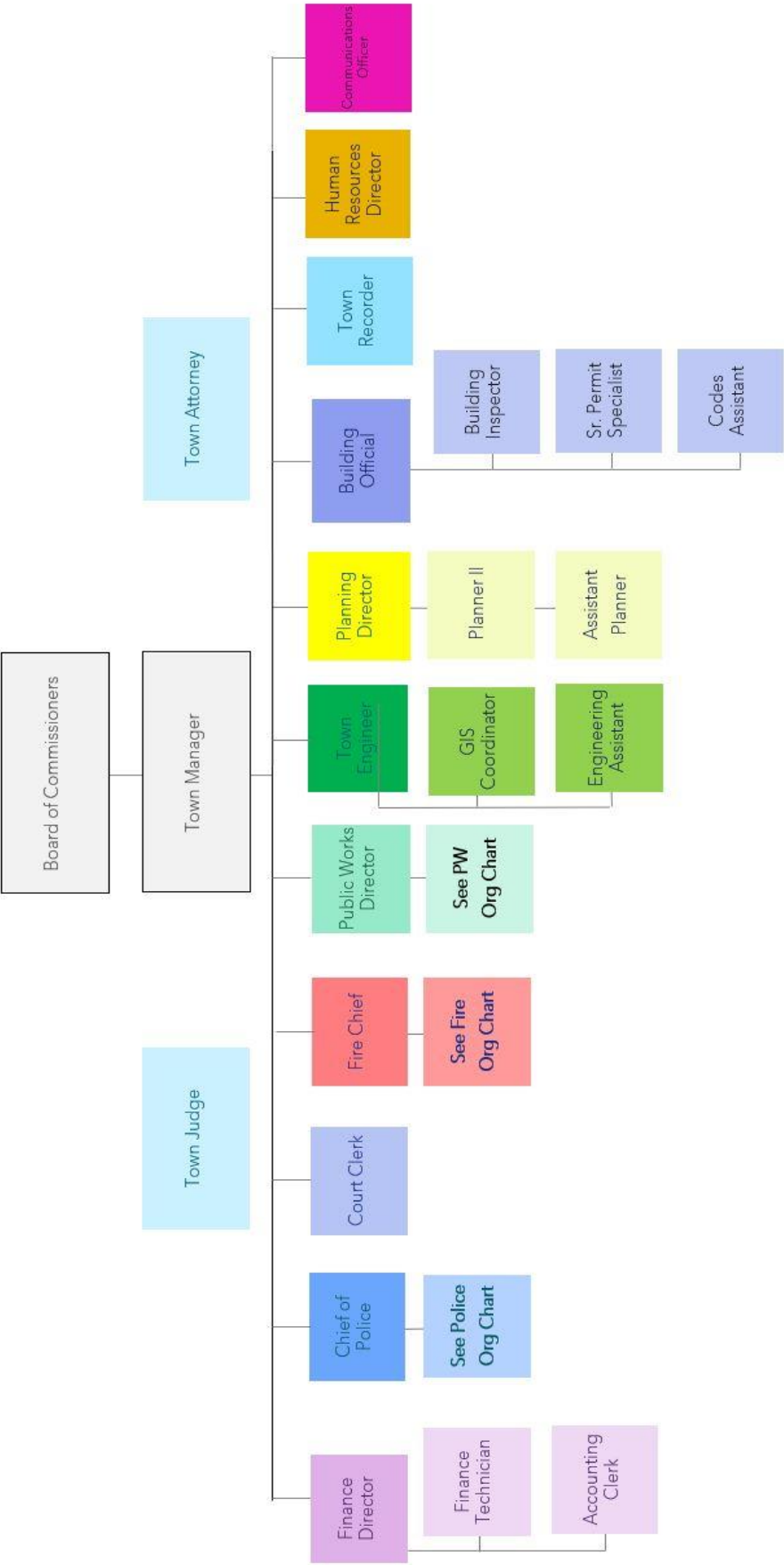
Under the City Manager-Commissioner Charter, Nolensville's governance is steered by the five (5) Commissioners elected at-large, which is an election method that allows all voters of the Town to cast their vote. The Commissioners then appoint the Mayor and Vice Mayor, sharing power and ensuring joint decision-making. This model of government is intended to combine the political leadership of elected officials (in the form of Commissioners, and the Mayor and Vice Mayor they appoint) with the managerial expertise of an appointed, professional local government manager. The Board of Commissioners holds several responsibilities, including passing ordinances and resolutions, adopting budgets, forming committees, and appointing the Town Manager.

The Town Manager, who serves as the Chief Executive Officer for the Town. The Town Manager is accountable for executing the policies, ordinances, and resolutions set by the Commission, overseeing day-to-day operations, and appointing department heads.

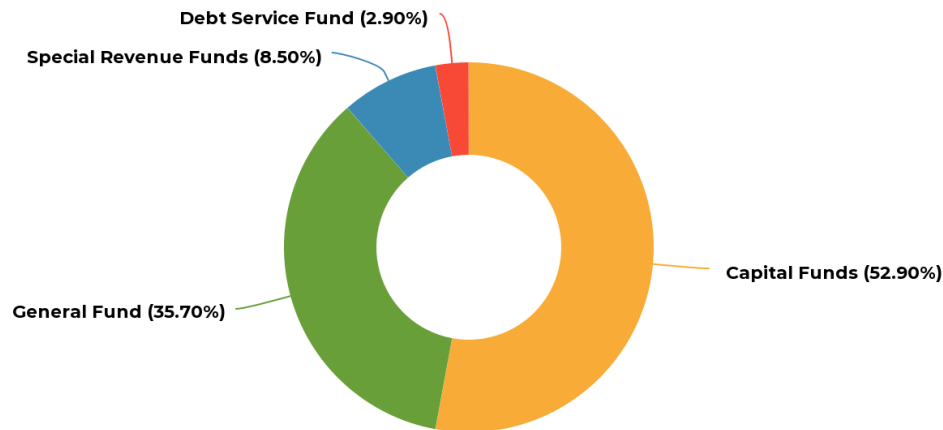
To aid in decision-making, the Board of Commissioners receives support from the Town's Advisory Commissions, Boards, and Committees. These bodies evaluate matters brought before them and either make decisions or provide recommendations for the ultimate decision-making authority.

The Town of Nolensville provides a wide range of services to its residents, including public safety (police and fire protection), street maintenance, public improvements, zoning regulations, and general administrative services. As of FY 2024, there are sixty (60) full-time employees and one (1) part-time employee, with an additional 19 part-time Firefighters on an as needed basis authorized to carry out these services.

GOVERNMENTAL STRUCTURE



FY 2024



The Town of Nolensville, Tennessee, like most governmental entities, organizes its finances into funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts. It is also the legal level of budget control for the Town, and the Town adheres to the requirements of state law in its annual budgeting by adopting an annual appropriated budget for its general and special revenue funds.

Governmental Funds are used to account for activities primarily supported by taxes, grants, and similar revenue sources. These include general fund, special revenue funds, capital projects funds and debt service funds.

The **General Fund** is the primary operating fund of the Town and is used to account for all activities of the Town not included in other specified funds. The General Fund accounts for normal recurring activities of the Town (i.e., public safety, public works, general government, etc.).

In addition to the General Fund (the Town's primary operating fund), the Town has various separate special revenue funds, capital projects fund and a debt service fund that are restricted as to how the revenues can be used.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. These special revenue funds are detailed below. It should be emphasized that these funds do not include any personnel costs.

Street Aid Fund — Special Revenue fund for the accounting of the portion of State gasoline tax that is shared with cities, based on population. State law requires that these funds are restricted to be spent on specific street-related expenditures.

Impact Fee Fund — Special Revenue fund for the accounting of expenditures on the proceeds of road impact fees from new development.

Facilities Tax Fund — Special Revenue fund for the accounting of fees collected for the expenditures, which assesses a privilege tax on the business of development.

Drug Fund — Special Revenue fund for the accounting of drug fines collected for the purpose of furthering drug investigations.

Capital Projects Funds are used to account for reported financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

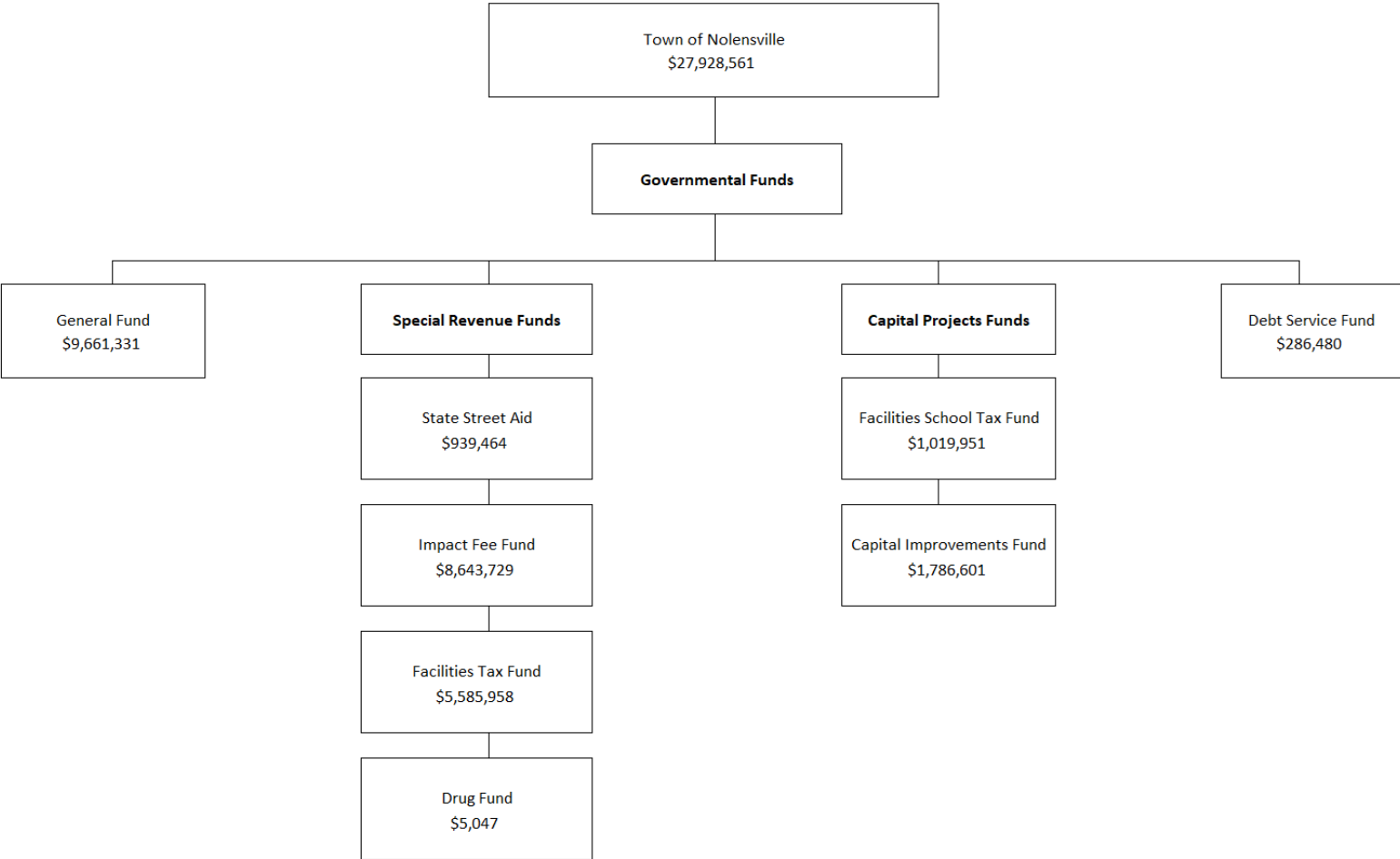
Facilities School Tax Fund — Capital project fund for the accounting of the Town's portion of the Williamson County Adequate School Facilities Tax.

Capital Improvements Fund — Capital project fund for the accounting of bond proceeds and expenditures in conjunction with long range capital projects.

Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Debt Service Fund — Used to account for resources set aside to fund debt service and the actual principal and interest payments made.

CHART OF FUNDS



Financial Policies

The following financial policies adopted by Resolution 11-31 of the Board of Mayor and Aldermen (“BOMA”) of Nolensville, Tennessee on October 6, 2011(the “Resolution”), and later amended by Resolution 21-43 of the Board of Commissioners (“BOC”) of Nolensville, Tennessee on July 1, 2021. (“Debt & Financial Policy Statements”) establish the framework for the Town of Nolensville, Tennessee’s (the “Town”) overall fiscal planning and management.

The financial policies set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. These publicly adopted financial policies are also intended to demonstrate to residents, the credit rating industry, municipal bond investors, auditors, and the State Comptroller of the Town’s commitment to sound financial management and fiscal integrity.

The financial policies also improve the Town’s fiscal stability by assisting Town officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can improve bond ratings, lower the cost of capital, manage interest rate risk exposure, and preserve financial flexibility. It is presumed that these policies are consistent with all laws and regulations, but such laws and regulations shall control in the event of a conflict or discrepancy.

1. The Town will adopt and maintain these Financial Policy Statements to guide its decision-making in the areas of budget, fund balance, capital improvement planning, debt management, investments, and cash management. These financial policies can provide guidance during the preparation and deliberation of the Town’s annual budget and other policy decisions that impact the Town’s financial condition. The Financial Policy Statements will be reviewed annually during preparation of the budget.
2. The Town will maintain a system of financial monitoring, control and reporting for all operations and funds held on behalf of the Town.
3. The Town will strive to synchronize its annual budget, capital improvement plan, BOC-established goals and planning studies in a comprehensive manner reflected in the published budget, annual capital improvement plan and annual comprehensive financial report.
4. All departments will participate in the responsibility of meeting policy goals and ensuring long- term financial health.
5. The Town’s accounting and financial reporting systems will be maintained in conformance with all federal and state laws, generally accepted accounting principles (GAAP) and standards of the Government Accounting Standards Boards (GASB) and Government Finance Officers Association (GFOA).
6. An annual audit will be performed by an independent public accounting firm.

7. The independent auditor will present the Annual Comprehensive Financial Report (ACFR) and discuss audit findings at a public meeting.

Operating Budget Policies

General

The Town will use a long-term perspective to examine short term operations and capital planning to maintain stability in the Town's finances, make the organization an efficient and effective provider of needed services, maintain good credit ratings and prepare for unforeseen emergencies.

1. The Town of Nolensville's fiscal year shall begin July 1.
2. A proposed budget will be submitted to the BOC no later than April 15th of the preceding fiscal year.
3. The proposed budget will include revenues and expenditures detailed by fund, program, and activity for three years (prior year, current year budget and estimated, and the proposed budget year).
4. The BOC will adopt a balanced operating budget using current revenues which may include use of Fund Balance. A balanced budget is one where revenues are equal to or exceed expenditures.
5. The budget process will incorporate a long-term perspective that will help assess the impacts of current and proposed operating and capital budgets in order to develop appropriate strategies to achieve the goals of financial stability, efficient operations, good credit ratings and preparedness for the unforeseen.
6. The Town Manager and Finance Director will project revenues and expenditures over time using assumptions about economic conditions, historical and current financial performance, major goals and projects and other relevant factors.
7. The budget will reflect the Town's broad organizational goals. These broad goals are reflected in the master plans for transportation, land use, recreation, other studies and through information communicated during the preparation of the annual budget and capital improvement plan.
8. The budget document will include the Town's financial policies, goals, and budget calendar.
9. The budget will involve and promote effective communications with residents, including conducting a public hearing prior to the final approval of the budget.



10. The budget process is intended to weigh competing requests for Town resources, within expected fiscal constraints.
11. The Finance Director will provide monthly financial updates relative to the established budget to the BOC during the fiscal year. The Finance Department will also provide monthly statements of expenditures to department heads after closeout of each month.
12. Budget Amendments must be approved by the BOC by ordinance. Generally, Budget Amendments will be considered annually at the conclusion of the fiscal year but may occur more frequently as situations dictate.

Revenue

1. The Town will maintain diversified and stable revenues to shelter it from the impact of short-term fluctuations in any one revenue source. The Town will strive to further broaden the revenue stream, to the extent possible, including the diversifying of the property tax base and local sales tax generators.
2. The BOC will adopt a tax rate adequate to meet the financial obligations of the Town each year.
3. Non-recurring revenues and other financing resources will not be used to finance ongoing operations with the exception of the use of approved grants or the use of Fund Balance under fund balance policies.
4. Revenue estimates will be conservative and based upon trend analysis, economic conditions, and other factors.
5. The Town will annually review its fees and other charges for service to ensure that revenues are meeting intended program goals and are keeping pace with inflation, other cost increases and any applicable competitive rate.
6. Grants will be spent for the purposes intended and will not be relied on for basic general fund services.
7. All potential grants will be carefully examined for matching requirements (both dollar and level-of-effort matches). The Town will vigorously pursue grants for capital projects that fit long-range community improvements goals. The Town will review grants for operating programs on an individual basis to determine the suitability of accepting the grants from a sustainable long-term financial perspective.

8. The Town will use appropriate methods to collect monies owed on property taxes, court judgments and other sources.

Expenditures

1. Current operating expenditures will be funded with current operating revenues, approved grants or under the approved policy for the use of fund balance.
2. The Town will pursue goals of efficiency and effectiveness by balancing short term and longer-term community interests.
3. Where possible, performance measures and productivity indicators will be integrated into the budget.
4. Department Heads are charged with budgetary responsibility of managing expenditures of their departments. Department Heads are expected to manage total expenditures within the limit established by BOC during the budget process for the fiscal year. The department head shall notify the Town Manager and Finance Director in writing as soon as possible when it is identified that total expenditures are expected to exceed the authorized limits of the adopted budget.
5. During the fiscal year, the Finance Director will monitor revenues and expenditures monthly to compare actual performance to budget. Regular monitoring is intended to provide an opportunity for actions to be taken to bring the budget back into balance.
6. The number of full-time authorized positions is set by the BOC during the annual budget approval. Any additions to the number of full-time authorized positions must be approved by the BOC.
7. The annual budget will include a line item for funding for unforeseen needs of an emergency and non-recurring nature. The target “Unforeseen Contingency” line item will be at a minimum of \$200,000 until such time that the unassigned fund balance reaches its desired level (defined below in unassigned Fund Balance Policies).
8. Derivatives shall not be used.

Fund Balance Policy

Resolution 20-32. Fund Balance is an important indicator of the Town's financial position. Fund Balance is the difference between assets and liabilities in the governmental funds.

Fund Balance Policy Objectives

The Town hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

The Fund Balance Policy Establishes:

1. Fund Balance Policy for the General Fund;
2. Reservations of fund balances for the General Fund;
3. The method of budgeting in the General Fund the amount of estimated unrestricted fund balance available for appropriation during the annual budget adoption process and what actions may need to be initiated if the actual fund balance is significantly different than the budgeted fund balance; and
4. Establish the spending order of the General Fund's fund balance.

Purpose

The Town of Nolensville hereby enacts the following policy in an effort to ensure a stable financial environment for the Town's operations that allows the Town to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This Fund Balance Policy is meant to serve as a framework upon which consistent operations may be built and sustained. The Town's primary objective is to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The Town also seeks to mitigate current and future risks, plan for future capital project and equipment needs and ensure stable tax rates.

Background and Definitions

To improve the usefulness of governmental fund balance information, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Statement No. 54 provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent, improving the comparability of governmental fund financial statements. An accounting distinction is made between the portions of fund equity; these are broken up in to five categories.



Non-Spendable Fund Balance – consist of the amounts that cannot be spent because they are in a non-spendable form.

Restricted Fund Balance – amounts that have externally enforceable limitations on their uses; amounts constrained to specific purposes by their providers (such as grantors, bondholders, etc. ...) through constitutional provisions or by enabling legislation.

Committed Fund Balance – balance can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Assigned Fund Balance – balance of the fund is intended to be used for specific purposes but are not considered restricted or committed; intent can be expressed by the Town Board or by an official designated by the Town Board by resolution. The nature of the actions necessary to remove or modify an assignment is not as rigid as required under a committed fund balance classification.

Unassigned Fund Balance – amounts are available for any purpose; these amounts are reported only in the General Fund.

Unassigned Funds

This is the residual classification for the government's General Fund and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as undesignated can be used to cover expenditures for revenues not yet received.

Spending Order of Fund Balance

For the Town's General Fund, it is the Town's policy to spend the most restricted dollars before less restricted dollars. The Town will follow GASB recommendation guiding the order of fund balance spend-down as follows: 1) Restricted, 2) Committed, 3) Assigned, and 4) Unassigned. This order will be used for purposes of reporting fund balance.

Guidelines

The Town shall propose budgets that provide for an unrestricted unassigned fund balance of not less than 75% nor more than 100% of the total operating general fund.

1. If, at the end of a fiscal year, the fund balance falls below 75%, the Town shall prepare and submit a plan for expenditure reductions and/or revenue increases to the Town Board. The Town Board

shall take action necessary to restore the unreserved, undesignated fund balance through the budgetary process to acceptable levels within a one-to-three-year period.

2. In the event the fund balance is greater than 100% at the end of any fiscal year, the excess funds should be assigned to a fund for a specific, designated use. The excess may be used in one or more combination of the following ways:
 - a. One-time expenditures and capital expenditures that do not increase recurring operating costs; or
 - b. Other onetime costs, or the establishment of or increase in legitimate reservations or designations of fund balance.
 - c. Used directly to reduce the tax rate provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years. The use of designated fund balance to balance the budget when related to recurring operating expenditures is discouraged.

The Town has decided to limit the use of the fund balance to unanticipated expenditures; specific and reasonable cash flow purposes; grant anticipation reimbursement; new public health and safety needs; service enhancements; early retirement of debt; and one-time capital expenditures that align with essential services. Fund balance should not be used as a long-term approach to balancing the budget or ongoing expenditures.

The Fund Balance Policy shall be adopted by resolution. The policy will also be reviewed and modified by the Town, as necessary.

If, at any point, the Town wishes to amend the policy, the Town must take formal action to do so and adopt a resolution in which the policy is amended.

Governmental Fund Balances Beginning Year of Implementation

In the initial GASB 54 implementation year, beginning fund balances for all governmental funds, except the General Fund, will be classified as restricted. Beginning fund balance in the General Fund will be classified as unassigned.

Annual Review and Determination

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process and revisions to the levels of fund balance will be determined during this process. Furthermore, it will be reviewed in conjunction with:

1. Preparation and adoption of a Capital Improvement Projects Plan
2. The audit of the annual financial statements
3. Any changes made to the original budget throughout the current fiscal year

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2. The audit of the annual financial statements
3. Any changes made to the original budget throughout the current fiscal year

The Town shall review the current status of fund balances in each fund to determine adherence to the policies outlined above and undertake a plan of action to correct any necessary deficiencies noted by the Board as part of their budget review process.

Effective Date and Transition

The requirements of this policy are effective for financial statements for periods beginning on or after July 1, 2021.



Capital Improvement Plan Policy

Ordinance 20-29. In order to ensure proper planning, funding and implementation of the provision of public facilities and infrastructure, the replacement of expendable assets at the end of their useful lives and provide for major maintenance and capital improvements for current assets, a Capital Improvements Plan (CIP) will be adopted by BOC. It is a financial planning and management tool that establishes priorities, matches projects with their potential internal and external funding sources, ensures the orderly improvement or replacement of fixed assets and provides an estimate of the size and timing of future bond issues or loans.

1. On an annual basis, a Capital Improvement Plan (CIP) will be submitted to BOC for approval. The CIP shall identify major projects. The CIP shall be submitted in conjunction with the proposed Budget.
2. The CIP will include a schedule for completion of each project, its general scope, estimated costs, identification of funding sources and financing requirements in future years.
3. The CIP will include projects and capital purchases which cost more than \$10,000, either individually or in aggregate, with a life of at least three years.
4. The development and adoption of the CIP will consider the Comprehensive Plan, including the Major Thoroughfare Plan, Parks, Recreation and Greenway Plan, planning studies, comprehensive reports, and other master plans. These long-range planning tools will help guide the selection and prioritization of projects in the CIP.
5. The Town Manager and department heads will use a database that will take into account the following factors:
 - a. Appropriate technological solutions for project accounting, scheduling and reporting, which may include spreadsheets, project management software and customized databases;
 - b. The roles of staff, including access, input and editing privileges for system users charged with compiling, analyzing, and reporting financial and management information;
 - c. The process for controlling and managing project changes;
 - d. Accountability and data integrity within the financial management system;

- e. Data accuracy;
 - f. Triggers and protocols for identifying and addressing project cost overruns.
6. The designated project managers will regularly monitor capital projects' financial and development activities and recouping of funding from other sources, such as developer agreements. Any major deviations in cost, schedule or scope will be reported through the
- a. Chain-of-command. During the course of the project, the designated project manager will be responsible for tracking and initiating collection of any income and contributions to the project.
7. The project manager will close out the project, including necessary reporting regarding asset management, letters of credit or other sureties, any grant reporting requirements, collection of assessments related to third-party contracts and financial reporting.
8. Cash financing will be used when possible and economically prudent to conserve debt capacity.

Debt Policy

The debt policy serves as a public commitment by the BOC to manage the financial affairs of the Town so as to minimize risks while still meeting the capital needs of the Town. A debt management policy signals to the credit rating services that Nolensville is using a disciplined approach to financing the Town's capital needs.

This debt policy addresses two areas: (1) the strategy for planning, structuring and managing the Town's debt portfolio and (2) the process for transaction execution, including how debt is sold and procurement of the third parties who assist the Town in structuring and marketing the obligations.

The overarching goal for Nolensville is providing the highest quality of services to our residents at the lowest possible cost. To accomplish this, along with other strategies, the Town strives to maintain and improve its current credit ratings from multiple rating services considering the demographics, capital needs, ability to budget and the maintenance of financial flexibility. This lowers the cost of borrowing and helps with long term planning of capital needs.

Overview

1. Long term debt shall not be used to finance current operations. The Town will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and stringent budgeting.
2. The useful life of assets to be purchased or built with bonded debt proceeds shall not be less than the maturity of the underlying debt. The Town will not issue debt with a maturity beyond twenty (20) years.
3. An adopted capital improvements plan shall be the basis of determining borrowing, both as to the amount and the timing of debt sales.
4. The Town will seek to structure its General Obligation debt with level debt service payments over the life of each individual bond issue. As a rule, the Town will not backload, use "wrap around" techniques or balloon payments to pursue new projects. Revenue and Tax Increment debt, when utilized, may be structured to match new incomes derived from the construction of the project. When refunding opportunities, natural disasters or other external factors occur, the Town may utilize non-level debt methods if it is in the Town's best interest.
5. General Obligation bonds typically have lower interest rates than revenue bonds. The Town

may elect to use its General Obligation pledge with revenue bond issues when the populations served by the revenue bond projects overlaps or significantly are the same as the property tax base of the Town. The BOC will maintain rates and fee structures of revenue supported debt at a level where no subsidy from the Town's General Fund is required.

6. The Town will comply with all legal requirements for notice of public meetings related to debt issuance.
7. In the interest of transparency, all costs (whether interest, issuance, continuing or one-time) will be disclosed to BOC, residents, and stakeholders in a timely manner. The method for disclosure including documentation of compliance with this policy will be developed and maintained by the Town Manager's Office with assistance from the Finance Director.

Debt Ratios

1. Direct debt includes all long-term obligations directly supported by general revenues and taxes. It does not include interest expenses. Net direct debt (sometimes called net bonded debt) excludes self-supporting debt. Direct General Obligation debt service shall not exceed fifteen percent (15%) percent of the annual General Fund Revenues.
2. General Fund Revenues solely generated for Committed Fund Balance purposes shall be excluded from Direct General Obligation debt service calculations. 100% of Committed Fund Balance may be utilized to service debt.
3. Enterprise Funds shall adhere to the same Debt Ratios as the General Fund.

Variable Rate Debt Obligations

1. The Town recognizes the value of variable rate debt obligations (“VRDO’s”) and has greatly benefitted from the use of these bonds in the financing of needed infrastructure. The changing economic climate, the failure of bond insurance companies to retain their credit ratings, the difficulty of obtaining letters of credit and other liquidity features and the failure of auction- rate variable instruments has required all municipal issuers to reassess the role that variables play in debt financing. The Town will avoid over-reliance on variable rate debt due to the volatility seen in those credit markets.
2. The Town will follow state legislative requirements and guidance from the credit rating agencies in adjusting this policy from time to time.
3. The Town may use VRDO’s with the purchase of assets with expected useful life of less than ten years, for construction financing on major multi-year projects and in other situations where fixed rate financing is not feasible.
4. In addition to the diversification of the VRDO debt portfolio of the Town, the Town’s general practice is to budget variable rate debt service at least one percent over the past twelve month’s average if interest rates have been stable. It is important to maintain strong unassigned Fund Balances to mitigate the potential negative exposure to market changes in variable rate debt. If interest rates are volatile, the Town will budget interest costs using a larger safety factor.
5. The Town may use third-party credit enhancement techniques when financial savings can be obtained, or unnecessary risk can be avoided. Diversification of risk will be a consideration in selecting third-party credit enhancement or liquidity providers.

Sale of Debt

1. The Town is encouraged to utilize a Financial Advisor to review debt policies, evaluate the Capital Improvement Plan, examine the capacity of the Town for additional debt, follow and understand market conditions, structure the bond offering to best fit those market conditions, prepare and lead staff through the credit rating agency process, obtain access to credit enhancements when needed and conduct the actual sale of the bonds. This is a “trust relationship” with the Financial Advisor having fiduciary responsibilities to the Town.
2. The Financial Advisor shall fully disclose all existing client and business relationships between and among all professional participants in the debt issuance process to prevent any appearance of a conflict of interest. The Financial Advisor shall refrain from entering into any future relationship that might give rise to a conflict of interest for the duration of the time period during which they serve the Town.
3. Upon recommendation of the Town Manager and Finance Director, the Financial Advisor will be selected by the BOC after thorough review of the firm’s credentials and experience in a merit-based process. The relationship between the Town and its Financial Advisor should be reviewed every three to five years.
4. Because of the importance of the Financial Advisor to the Town’s ability to sell debt in the most efficient manner, the Town will require the Financial Advisor to maintain its independence and not serve as an underwriter or broker/dealer of the Town’s bonds throughout the time of their engagement.
5. Likewise, the Town must employ Bond Counsel to render an opinion on the tax-exempt nature of the bonds and that all legal requirements for issuance of the debt have been correctly performed. Bond counsel will be selected by a merit-based process and the relationship will be reviewed at the time of issuance of new bonds. The Town’s Bond Counsel shall fully disclose all existing client and business relationships between any other transaction participants in the debt issuance process to prevent any appearance of a conflict of interest. The Bond Counsel shall refrain from entering into any future relationships that might give rise to a conflict of interest for the duration of the time period during which they serve the Town.
6. Underwriters are required participants in negotiated bond sales. The primary role of the Underwriter in a negotiated sale is to market the Town’s bond to investors.

7. Underwriters of Town bond transactions shall not serve as the Financial Advisor to the Town in the same debt or derivative transaction. A Financial Advisor cannot resign and become the Underwriter of a debt transaction. The Underwriter must not be selected until after a Financial Advisor has been engaged for the debt transaction.
8. The Underwriter must have documented experience in underwriting in similar cities with financings of comparable size, structure, and complexity. The Underwriter is to be selected in a fair process with the assistance of the Financial Advisor. The relationship will be reviewed at each new issuance of debt by the Town.
9. The Underwriter must disclose all relationships (including fees and payments) to any other transaction participant outside of the transaction. The Underwriter shall fully disclose all existing client and business relationships between any other transaction participants in the debt issuance process to prevent any appearance of a conflict of interest. The Underwriter shall refrain from entering into any future relationships that might give rise to a conflict of interest for the duration of the time period during which they serve the Town.
10. The Town reserves the right to approve the selection of the Underwriter's Counsel.
11. The Underwriter's Counsel must disclose all relationships (including fees and payments) to any other transaction participant outside of the transaction. The Underwriter's Counsel shall fully disclose all existing client and business relationships between any other transaction participants in the debt issuance process to prevent any appearance of a conflict of interest. The Underwriter's Counsel shall refrain from entering into any future relationships that might give rise to a conflict of interest.
12. The Town will sell its debt using the method of sale that is most likely to achieve the lowest cost of borrowing while in compliance with federal and state law. This analysis takes into account bond structure, underlying security, credit ratings and other factors pertaining to the bond issue that may impact the ability for the efficient sale of debt.
13. The Town's preferred method of sale is through competitive bid. However, when advised by the Financial Advisor that a negotiated sale may be the most advantageous (refinancing or unusual structures of debt), the Town may enter into negotiated or private placement of bonds. Any sale of bonds must conform to Tennessee law.
14. The Town will provide through its website copies of annual budget documents, comprehensive annual financial reports, official statements of debt issues and other financial and operating information in a timely fashion. In addition, the following material events will trigger disclosure of any information pertaining to the Town's debt issues:

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties;
- d. Unscheduled draws on credit enhancements reflecting financial difficulties;
- e. Substitution of creditor liquidity providers, or their failure to perform;
 - i. Adverse tax opinions or events affecting the tax-exempt status of the security;
 - ii. Modifications to rights of security holders;
 - iii. Optional contingent or unscheduled Bond calls;
 - iv. Defeasances;
 - v. Release, substitution or sale of property securing repayment of the securities;
 - vi. Rating changes;
 - vii. Failure to provide annual financial information as required.

Refunding Debt

1. Opportunities for refunding bond issues should be surveyed semiannually or when there are substantial changes in the interest rate environment.
2. Advance refunding opportunities shall be reported to the BOC if net present value savings of (3%) or more can be achieved. The option value of each maturity for refunding consideration should also be reviewed by the Finance Director and the Financial Advisor to determine favorability as a refunding candidate.
3. Comprehensive cost information associated with a refunding shall be reported to the BOC as well a complete plan of refunding detailing the costs and benefits of each option.
4. Refunding opportunities for revenue bonds should be considered if restrictive covenants to prevent the issuance of other debt or create other restrictions on the financial management of revenue producing activities.

Lease to Purchase

A lease to purchase agreement is a lease that includes an option for the lessee (renter) to purchase the property during the term of the lease agreement. In addition to paying any money required in the lease, the prospective buyer (lessee) agrees to pay the seller (the property owner/ lessor) at specific date option money for the right (but not the obligation) to purchase the property at a future date at a predetermined negotiated price. During the term of the option, the lessee/buyer agrees to lease the property from the seller for a predetermined rental amount. The lessee “controls” the property unless the buyer defaults. In a typical lease the lessee is often responsible for maintaining the property and paying all expenses associated with its upkeep during the term, including taxes and insurance.

Investment Policy

The funds of the Town will be invested in accordance with state law, including Tennessee Code Annotated (TCA) 6-56-106, which sets out authorized investments for Tennessee municipalities and within the parameters of this policy.

1. The Town’s investments shall be managed in such manner as to attain a market average rate of return throughout all economic cycles. Preserving and protecting the capital will always be first priority followed by liquidity and yield.
2. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.
3. Investment’s decisions should not incur unreasonable investment risks in order to obtain current investment income.
4. The standard of prudence to be applied shall be the “prudent investor rule”, which states “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”
5. The prudent investor rule shall be applied in the context of managing the overall portfolio.
6. The Finance Director and Town Manager are designated as the investment officers of the Town and are granted the authority to make investment decisions jointly within the parameters of the policy.

7. The investment officers will monitor the content of the investment portfolio, the available markets and the relative values of the qualifying investments and will have privileges of adjusting the portfolio accordingly. No investments will be considered that are not described in the investment policy.

Authorized Investments

The investment officers will diversify instruments to avoid unreasonable risks inherent in over investing in specific instruments, individual institutions or maturities. The instruments to be used as follows:

1. Treasury Bills, Notes and Bonds of the United States or other obligations guaranteed as to principal and interest by the full faith and credit of the United States or any of its agencies. May be used for up to 100 percent (100%) of the portfolio.
2. Repurchase agreements for obligations of the United States or its agencies.
3. Certificates of deposit in financial institutions that have branches in Nolensville and recognized as state depositories pursuant to TCA Section 9-4-107; provided, however, certificates of deposit shall be collateralized in accordance with the provisions of Tennessee Code Annotated.
4. Local Government Investment Pool; up to 100 percent (100%) of the portfolio.

All investments of the Town will meet the maturity standards prescribed in state law, including TCA Section 6-56-106.

Investment Risk Management

1. In order to minimize custodial credit risk, all deposits with financial institutions are required to be secured in one or a combination of the following ways:
 - a. FDIC coverage;
 - b. By designated collateral securities under a collateral agreement with the institution; or
 - c. By the institution's participation in the Tennessee collateral pool.
2. Interest rate risk will be managed through limiting maturities on investments. The following limits will apply to original maturities on investments:
3. No greater than 25% of the total portfolio may be invested for periods longer than 1 year at any one time.
4. No amounts may be invested with maturities for periods greater than 3 years.



Cash Management Policy

1. The Town recognizes that effective cash management is an integral component of sound financial management. Therefore, it is the policy of the Town that funds deemed idle, based on projected cash flow, shall be invested in a manner that seeks to maximize their productivity until such time as they are needed for the operations of the Town. Investments shall be at the highest rates obtainable at the time of investment, within the limitations of the law and the Town's investment policy. The Town's investment portfolio shall be designed and managed in accordance with the responsibility of ensuring the public's trust and shall also be consistent with state and local laws.
2. Responsibility for the management of the Town's investment portfolio is delegated to the Finance Director by the Town Manager. The Finance Director will establish and maintain written procedures for the operation of the cash management and investment program consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director.
3. The Town may invest funds with depositories having offices located in the corporate limits of the Town. If required services are not available with the local depository branch, the Town may utilize services from the nearest branch to the corporate Town limits. Any financial institution in which the Town has funds shall provide such financial data to the Finance Director as maybe in the form of audited financial statements or financial condition of the institution. Such data may be in the form of audited financial statements or Federal Deposit Insurance Corporation regulatory reports. Any refusal to provide such information to the Town may be cause for termination of the banking relationships or contracts with such institution.
4. The Town requires full collateralization of all Town deposits as required in State statute. The Town prefers financial institutions participate in the State Treasurer's collateralization pool. The Town will allow FDIC coverage to be considered in calculating full collateralization.
5. The Town chooses not to use derivative financial structures in the management of the Town's investment portfolio.

Basis for Budgeting

In Tennessee, it is a requirement that the budget approved by the Board of Commissioners be balanced. This means planned expenditures equal anticipated revenues.

The Town of Nolensville budgets and accounts for all funds (the general fund, special revenue fund, capital projects fund) on a basis consistent with generally accepted accounting principles (GAAP). Fund revenues and expenditures are budgeted using modified accrual and accounting concepts where expenditures are recognized when incurred and payment is due, and revenues are recognized when they are measurable and available (generally collected within 60 days). This is the same basis as used in the Town's audited financial statements.

Budget Amendments may be made to the original appropriation's ordinance at any time during a current fiscal year. Except for emergency expenditures, however, increased appropriations may be made only after first and second consideration of an appropriated amendment. The Town Manager may make adjustments within the budgets of each department; however, transfers between departments or revisions that alter the total expenditures of any fund must be approved by the Board of Commissioners. Expenditures may not exceed appropriations at the fund level. All appropriations lapse at the end of the fiscal year.

Basis for Accounting

All governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting, a basis consistent with generally accepted accounting principles (GAAP). Revenues are recognized when they become measurable and available as net current assets. All intergovernmental revenues are recorded as revenue when received. Property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received in cash.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, an exception to this rule would include principal and interest on general long-term debt which is recognized when due.

Budgetary Accounting

Formal budgets are adopted and approved by the Board of Commissioners (BOC) vote on an annual basis for the General, Special Revenue and Capital Projects Funds. These budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP). The Town BOC approves, by ordinance, total budget appropriations by department. The Town Manager is authorized to transfer budget amounts between line items within each department; however, any revisions that alter the total appropriations of any fund must be approved by the BOC. The budget amounts shown in the financial statements are the final authorized amounts.



Budgeting: Sources of Funds

Revenues and Income Sources

Funds

General Fund

State Street Aid Fund

Impact Fee Fund

Drug Fund

Facilities School Tax Fund

General Debt Service Fund

Facilities Tax Fund

Capital Improvements Fund

Revenues / Fund Sources

Property Taxes

Local Sales Taxes

Other Local Taxes

State Shared Revenue

Licenses & Permits

Fines, Forfeitures & Fees

Interest Earnings

State Shared Gas Taxes

Interest Earnings

One-time User Fees on New Development

Interest Earnings

Drug Fines

Interest Earnings

Fee Transfer from Williamson

Interest Earnings

Operating Transfers

Interest Earnings

General & Privilege Taxes

Interest Earnings

Fire Impact Fees on New Development

Grants

Operating Transfers

Interest Earnings



Budgeting: Uses of Funds

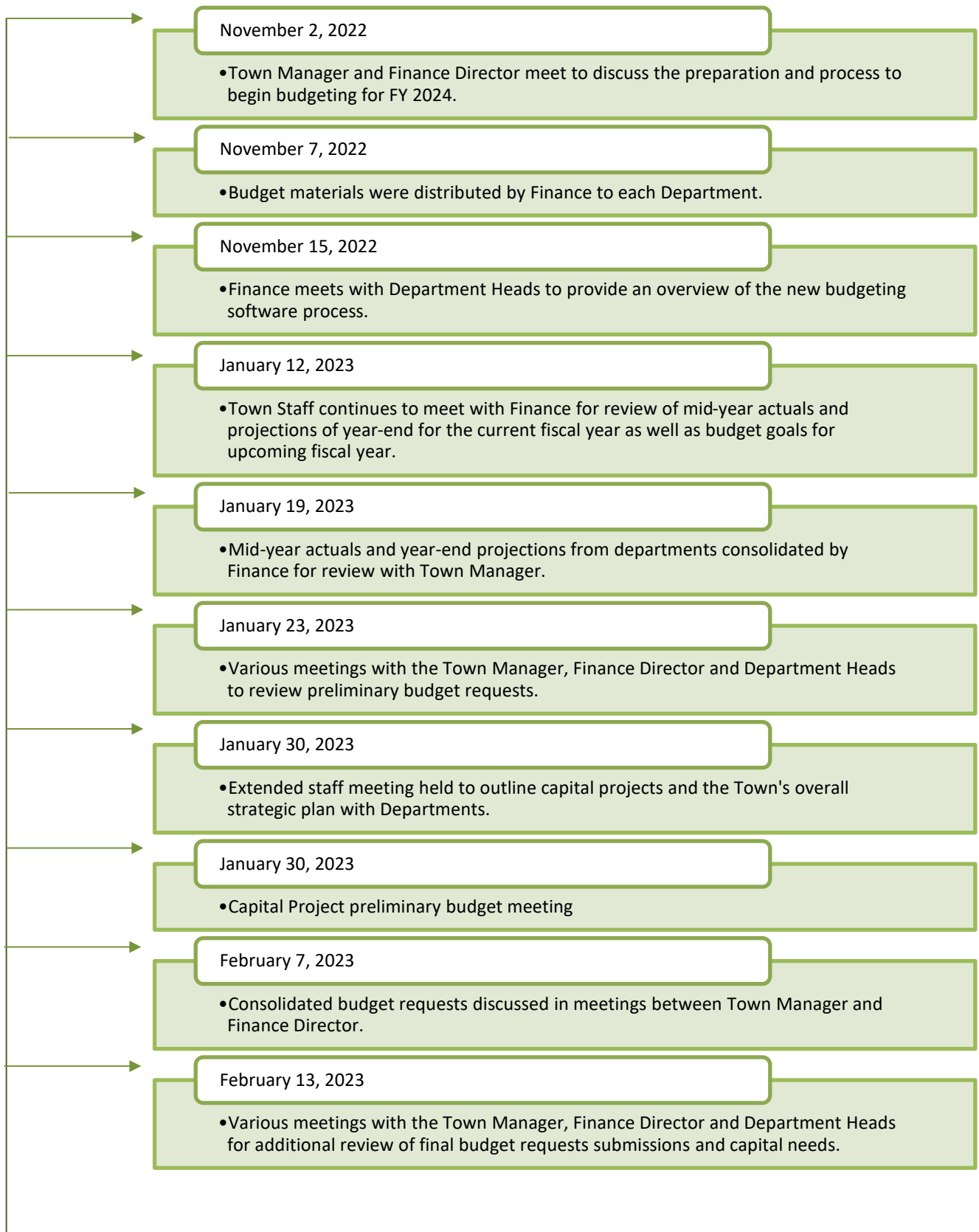
Expenditures and Use of Funds		Use of Funds
<u>Funds</u>		
General Fund		Departmental/Activity Programs Facility Operations and Maintenance Operating Transfer to Capital Improvements
State Street Aid Fund		Street Resurfacing/Maintenance
Impact Fee Fund		Street Improvements
Drug Fund		Drug Prevention Programs/Equipment
Facilities School Tax Fund		Public Facilities Future School Infrastructure Improvements
General Debt Service Fund		General Obligation Debt Service
Facilities Tax Fund		Extraordinary Facility Repairs Operating Transfer to General Debt Service
Capital Improvements Fund		Capital Projects



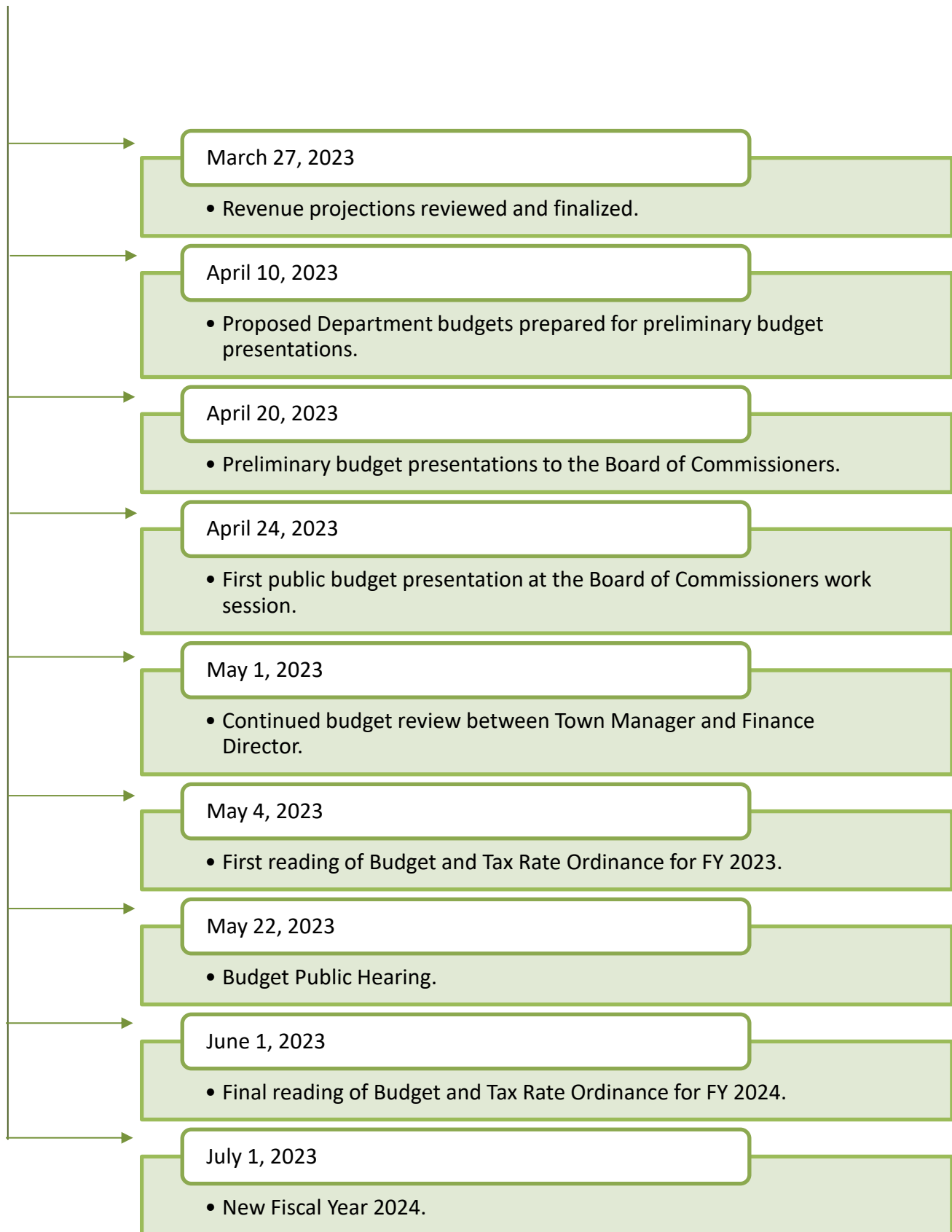
The annual budget process for the Town of Nolensville typically spans from January through final approval in June by the Board of Commissioners. Here is an overview of the steps involved:

- ❖ **Request Submissions:** In the first quarter of the calendar year, all Town departments are required to submit requests for budget appropriations to the Town Manager.
- ❖ **Budget Development:** The Town Manager, in collaboration with the Finance Director, utilizes these requests as a starting point to develop a proposed budget. This budget development takes into consideration historical trends, inflationary data, and a presumption that prior year resources were appropriately allocated to existing programs.
- ❖ **Base or Level-Service Budget:** The Finance Director presents a base budget that reflects the costs of providing the same level of service in FY 2024 as in the current fiscal year (2023). Each line item is reviewed to determine if there should be any increases, decreases, or no changes.
- ❖ **Program Enhancements:** Additionally, the Finance Director presents identified program enhancements, which may include requests for new or additional staff, major expenses or small capital equipment, and new programs.
- ❖ **Budget Approval:** After several meetings with the Finance Director, the Town Manager presents the budget to the Board of Commissioners for approval.
- ❖ **Review and Public Hearing:** Two meetings of the full board, as well as a public hearing, are held to review and approve the budget. The appropriated budget is prepared by fund, function, and department.
- ❖ **Budget Transfers:** Throughout the year, the Board of Commissioners has the authority to make transfers of appropriations within a department. However, transfers between departments, known as budget amendments, require two additional readings by the Board of Commissioners and a public hearing.
- ❖ **Budget Amendments:** After the Final Budget is adopted, any changes necessary to the Budget must be presented to the Board of Commissioners for approval through a Budget Amendment.

BUDGET PROCESS



BUDGET PROCESS



BUDGET OVERVIEW

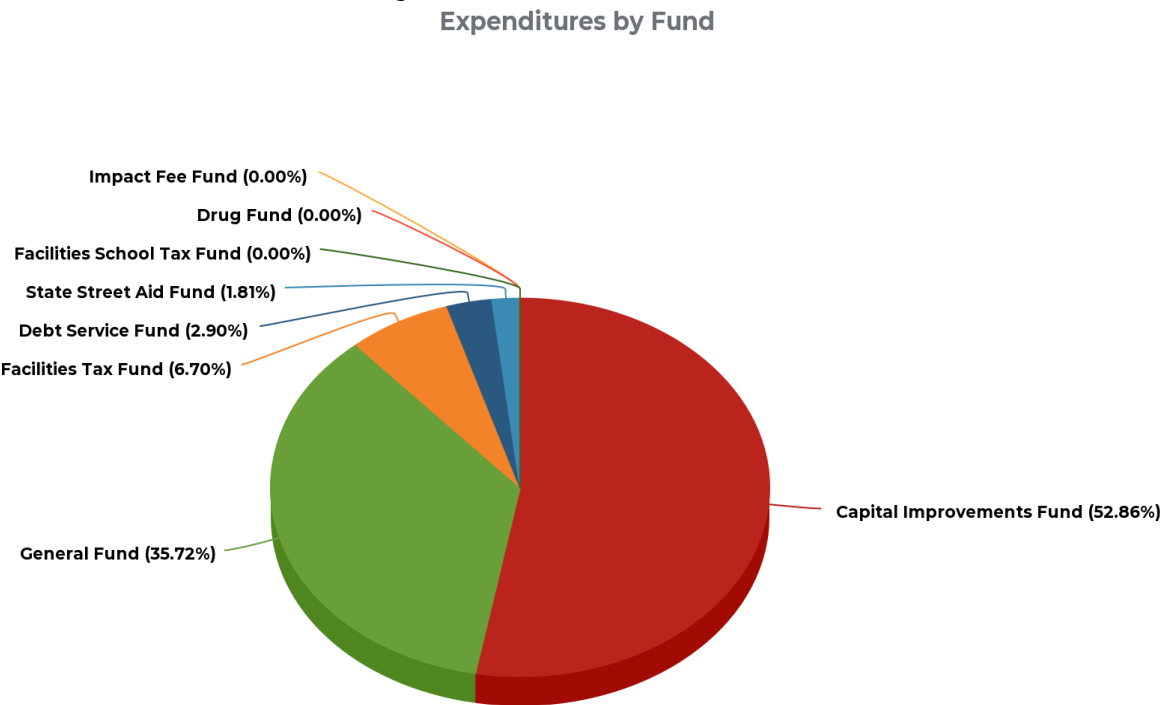


Budget Summary

The Town's Budget is organized into funds, each of which is considered a separate accounting and reporting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its revenues and expenditures, or expenses where appropriate.

Fund Number	Fund Name	Category	Category Description
110	General Fund	100	General and Special Revenue Funds
121	State Street Aid Fund	100	General and Special Revenue Funds
122	Impact Fee Fund	100	General and Special Revenue Funds
123	Facilities Fund	100	General and Special Revenue Funds
127	Drug Fund	100	General and Special Revenue Funds
210	General Debt Service Fund	200	Debt Service Funds
311	Capital Improvements Fund	300	Capital Projects Funds
312	Facilities School Tax Fund	300	Capital Projects Funds

Fund Structure FY 2024 Budget



Note: the above chart demonstrates the proportional relationship of FY 2024 expenditures budgeted for each Governmental Fund to the total FY 2024 budgeted expenditures for all funds.

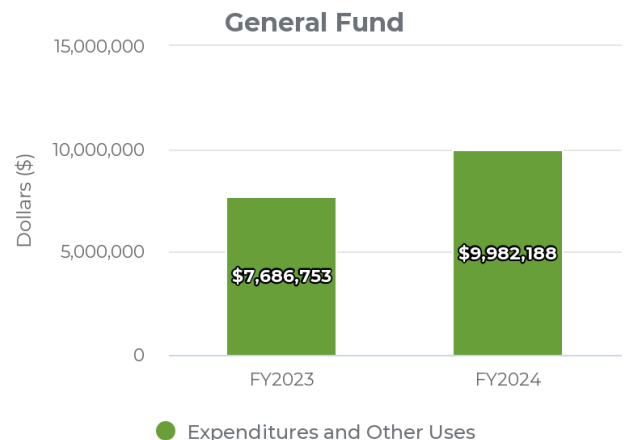
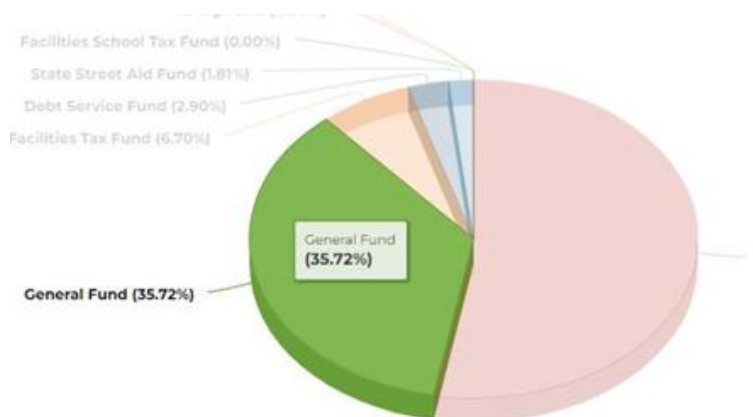


Budget Summary

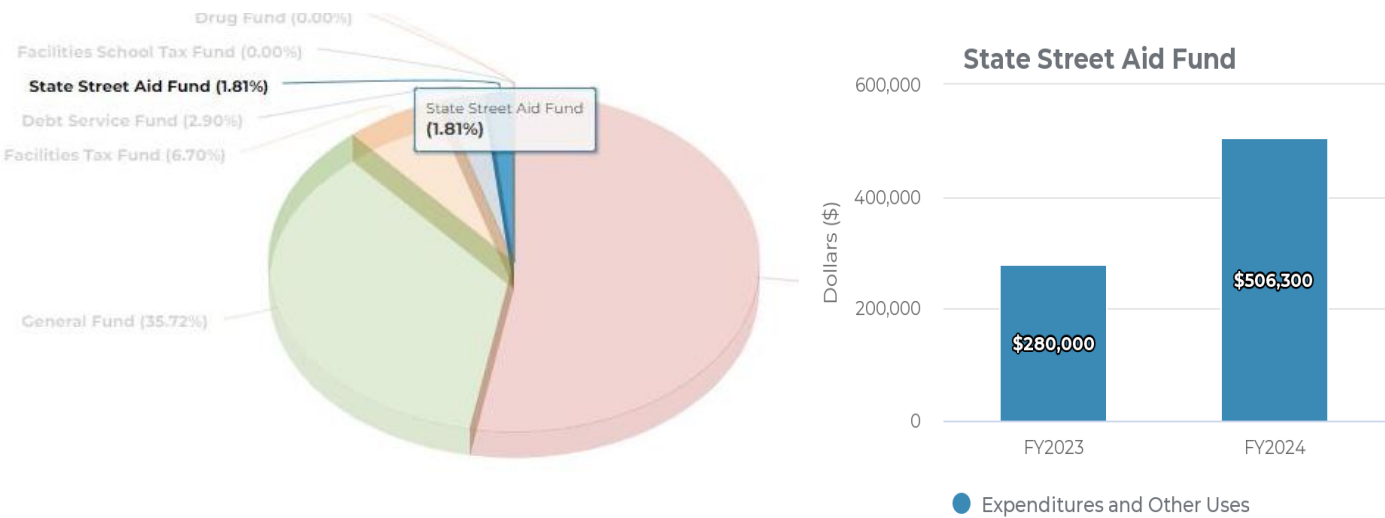
All Funds

	Estimated FY 2023	Proposed FY 2024	Change	
			Dollars	Percentage
<u>Expenditures and Other Uses:</u>				
General Fund	7,686,753	9,982,188	2,295,435	23%
State Street Aid Fund	280,000	506,300	226,300	45%
Impact Fee Fund	250,000	-	(250,000)	0%
Drug Fund	-	-	-	0%
Facilities School Tax Fund	-	-	-	0%
General Debt Service Fund	370,000	811,334	441,334	54%
Facilities Tax Fund	1,075,000	1,873,000	798,000	43%
Capital Improvements Fund	2,244,000	14,772,877	12,528,877	85%
Total Expenditures - All Funds	11,905,753	27,945,699	16,039,946	57%

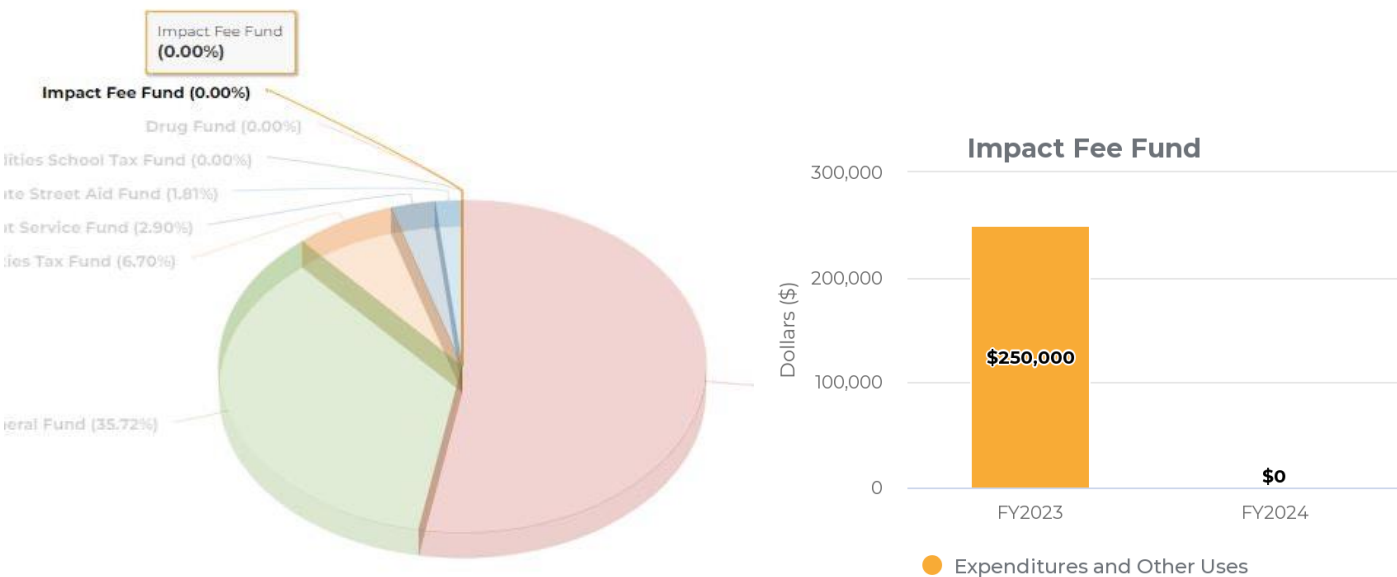
General Fund proposed expenditures for FY 2024 of \$9,982,188 will be up 23% from the FY 2023 estimated year-end projections of \$7,686,753. Significant expenditure requests include new positions that allow for one (1) Accounting Clerk, and one (1) Stormwater Engineer. This also includes a fund balance transfer of \$1,259,013 to the Capital Improvements Fund



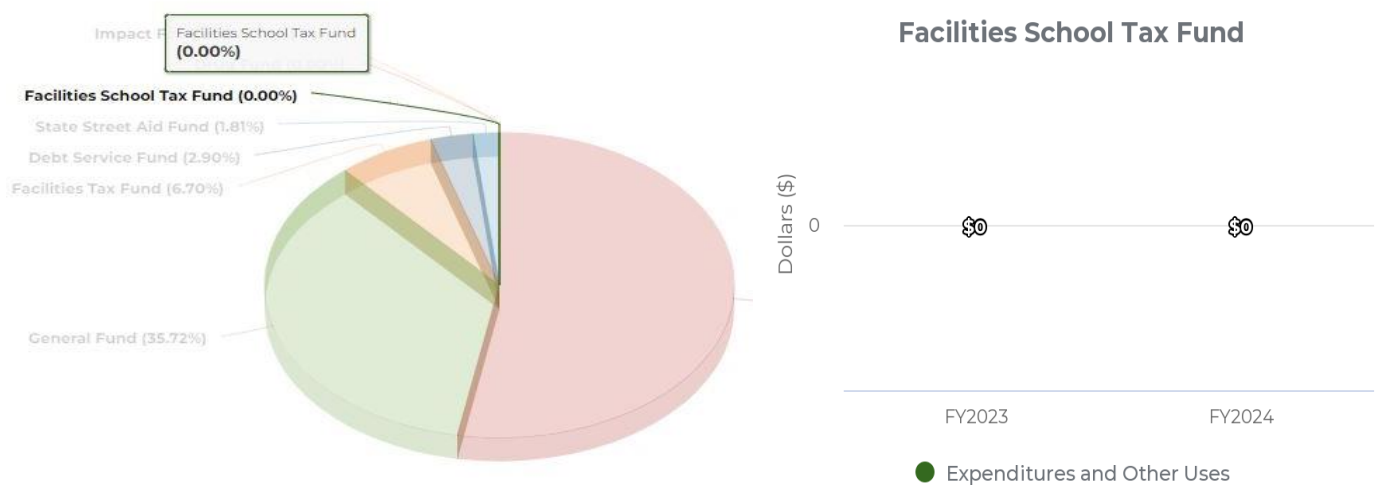
State Street Aid Fund estimates for FY 2023 are \$280,000. Proposed expenditures for FY 2024 of \$506,300 includes funds appropriated for as needed repair and maintenance of roads and streets.



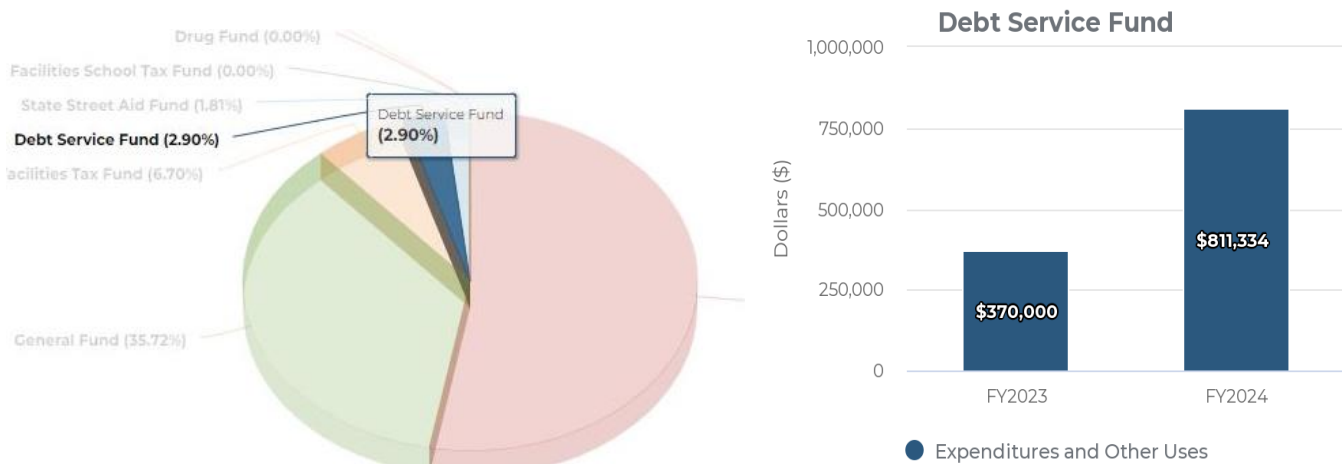
Impact Fee Fund estimates for FY 2023 are \$250,000. There are no proposed expenditures for FY 2024.



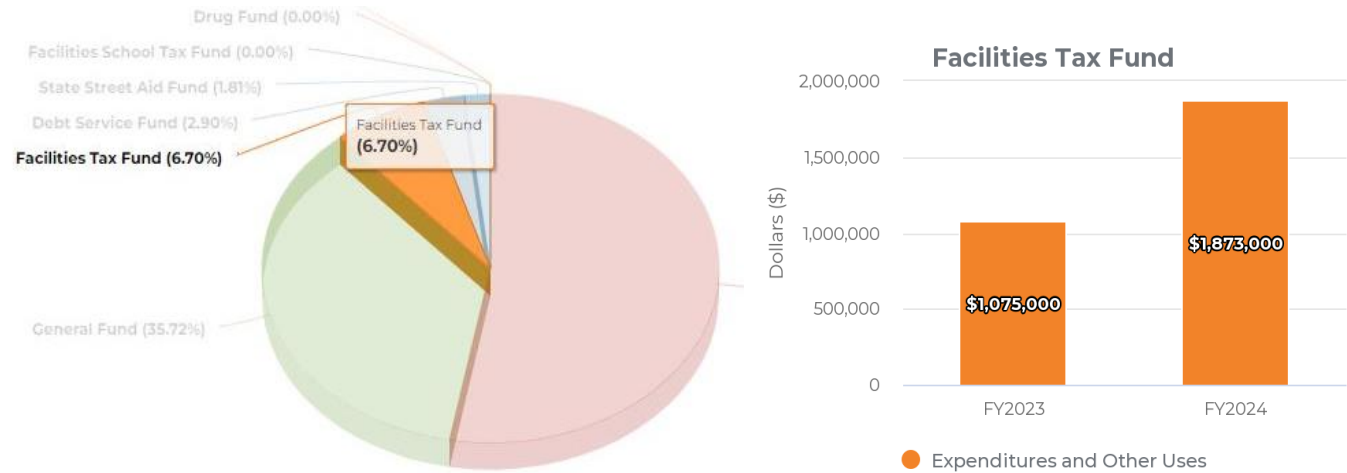
Facilities School Tax Fund also known as the Williamson County 30% Tax., estimates for FY 2023. There are no proposed expenditures for FY 2024.



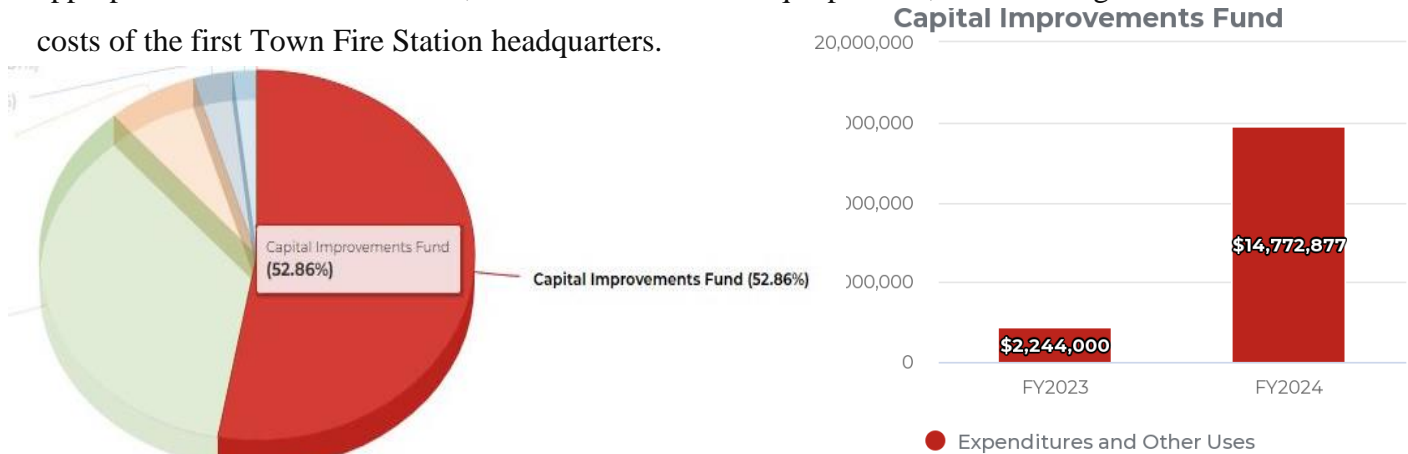
Debt Service Fund for FY 2024 of \$811,334 include funding appropriated for principal and interest payments made on the Town Hall Loan and Recreation Center Loan, as well as new debt issued for the Fire Station FY 2024 signifies a 54% increase over FY 2023 estimated year-end projections. The Town's previous outstanding debt issued for the Town Hall and Recreation Center Loan are both variable rate loans; the Fire Station bond is a fixed rate loan.



Facilities Tax Fund estimates for FY 2023 are \$1,075,000. Proposed expenditures for FY 2024 of \$1,873,000 include funds appropriated for the Historic District streetscapes project, and funds earmarked for Turn Lane at Sunset Road.

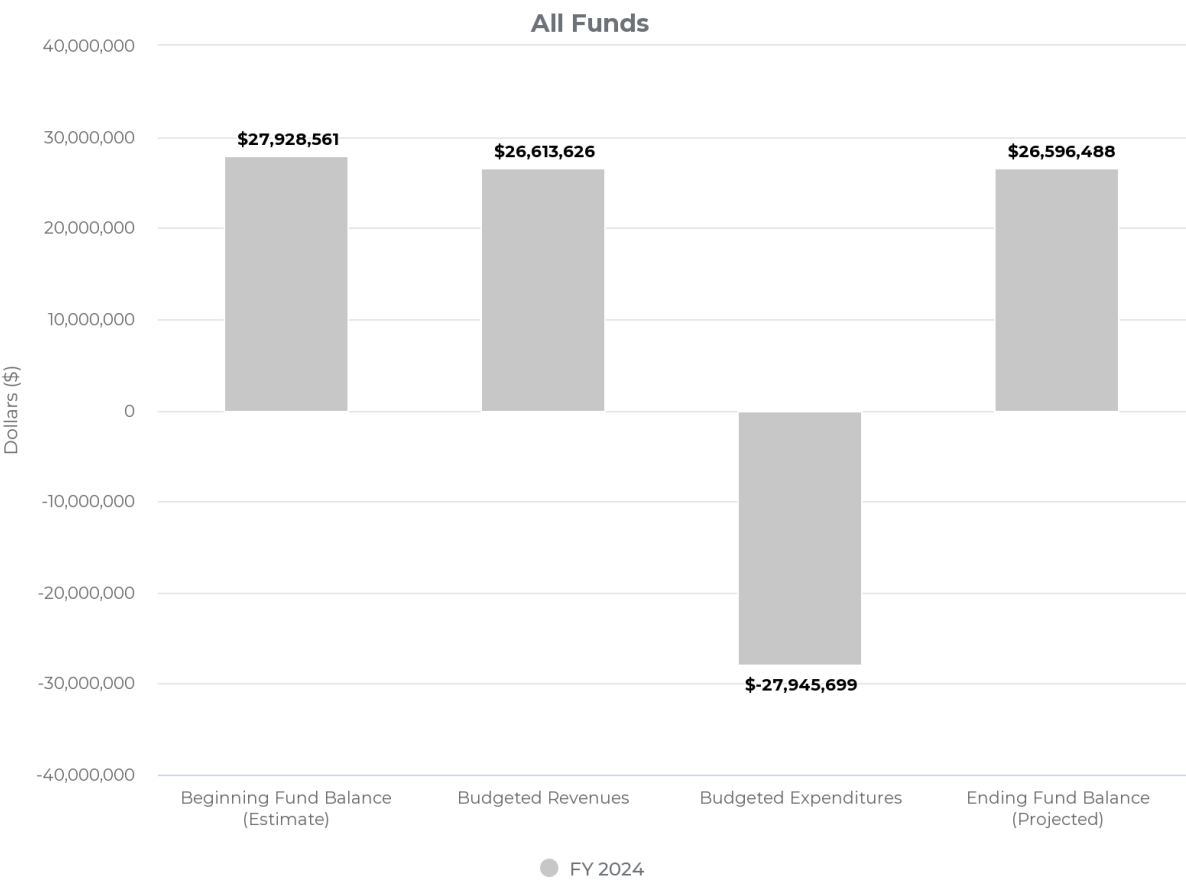


Capital Improvements Fund estimates for FY 2023 of \$2,244,000 included funding appropriated for the Zoning Ordinance re-write project, Major Thoroughfare project and additional expenditures such as the purchase of a fire truck and land that were appropriated from funding received by the American Rescue Plan Act Grant. Proposed expenditures for FY 2024 of \$14,772,877 include additional funds towards the Non-Bypass Major Thoroughfare (MTP) project, Park Redevelopment and Partnerships, Town Hall security upgrades, Public Works Building Expansion, Stormwater Improvements, Road Improvements such as Sunset Road Widening for right-of-way acquisition and utility relocation, Nolensville Center Turn Lane, Rocky Fork Center Turn Lane, Signalization, Sidewalk Connection, Planning Projects that include a Pattern Book, Comprehensive Plan, and Subdivision Regulations, appropriation for a ladder truck, communication equipment, and funding for the construction costs of the first Town Fire Station headquarters.

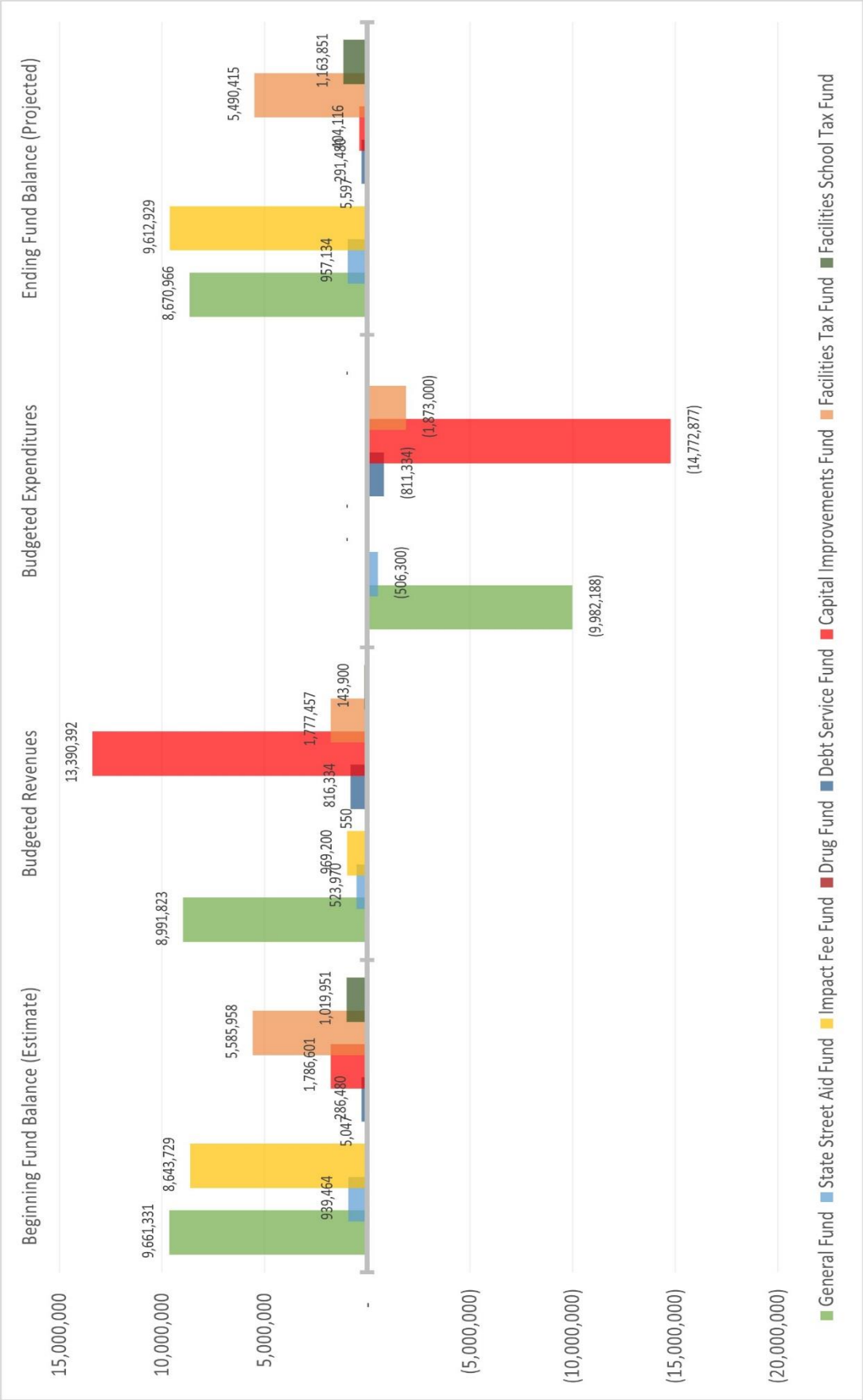


Projected Change in Fund Balance
All Funds

	Beginning Fund Balance (Estimated) July 1, 2023	Budgeted Revenues FY 2023-2024	Budgeted Expenditures FY 2023-2024	Ending Fund Balance (Projected) June 30, 2024
General Fund	9,661,331	8,991,823	9,982,188	8,670,966
State Street Aid Fund	939,464	523,970	506,300	957,134
Impact Fee Fund	8,643,729	969,200	-	9,612,929
Drug Fund	5,047	550	-	5,597
Facilities School Tax Fund	1,019,951	143,900	-	1,163,851
Debt Service Fund	286,480	816,334	811,334	291,480
Facilities Tax Fund	5,585,958	1,777,457	1,873,000	5,490,415
Capital Improvements Fund	1,786,601	13,390,392	14,772,877	404,116
Totals	<u>\$27,928,561</u>	<u>\$ 26,613,626</u>	<u>\$27,945,699</u>	<u>\$ 26,596,488</u>



Projected Change in Fund Balance - All Funds



Executive Overview

The budget reflects the challenges and opportunities presented by the rapid growth, allocating resources strategically to support increased service demands and generate additional revenue.

The Operational budget of \$8,723,175 creates two new positions, including one (1) Accounting Clerk, and one (1) Stormwater Engineer, to meet the growing demand for services. Six (6) additional positions were also added as a result of the Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding in the amount of \$1,153,464. This Grant covers the full costs (salary and benefits) of six (6) additional firefighters for three (3) years. After the third year, the Town will assume the costs to employ these positions. The purpose of the SAFER Grant is to provide funding directly to the Fire Department to assist in increasing the number of firefighters to help the community meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection.

This year, \$1,259,013 is transferred from the general funds fund balance to the capital improvements fund. This fund balance transfer, along with projected revenues for the general fund amounting to \$8,991,823, supports the operational costs and capital improvements projects.

To optimize resources, small capital items were removed from the budget and pre-purchased in the previous fiscal year after an “end of year” review revealed excess revenues over expenditures.

This budget aims to address the challenges and capitalize on the opportunities presented by the rapid growth in Nolensville. It supports the strategic priorities, enhances service capabilities, and ensures the Town’s continued development.

General Fund

	General Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes	2,623,201	2,757,300	2,824,958
Licenses and Permits	1,144,027	783,711	630,840
Intergovernmental	4,230,874	4,546,500	4,916,020
Fines and Forfeitures	150,650	118,720	121,810
Other Taxes and Revenues	142,699	312,964	498,195
State Gas/Motor Fuel Tax			
Federal, State and Private Sources			
Operating Transfers/Contributions In			
Total Revenues and Sources of Funds	8,291,451	8,519,195	8,991,823
Expenditures			
Personnel Services	4,154,641	5,261,830	6,068,052
Program Costs	1,712,124	1,932,130	2,264,509
Debt Service			
Operating Transfers/Contributions Out			1,259,013
Other Uses of Funds/Expense			
Capital Outlay	407,370	492,793	390,614
Total Expenditures and Other Uses	6,274,135	7,686,753	9,982,188
Over (Under)	2,017,316	832,442	(990,365)
Estimated Balances - July 1	6,811,573	8,828,889	9,661,331
Estimated Balances - June 30	8,828,889	9,661,331	8,670,966



State Street Aid Fund

	State Street Aid Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes			
Licenses and Permits			
Intergovernmental			
Fines and Forfeitures			
Other Taxes and Revenues	1,077	5,400	10,000
State Gas/Motor Fuel Tax	471,530	490,000	513,970
Federal, State and Private Sources			
Operating Transfers/Contributions In			
Total Revenues and Sources of Funds	472,607	495,400	523,970
Expenditures			
Personnel Services			
Program Costs	287,703	280,000	506,300
Debt Service			
Operating Transfers/Contributions Out			
Other Uses of Funds/Expense			
Capital Outlay			
Total Expenditures and Other Uses	287,703	280,000	506,300
Over (Under)	184,904	215,400	17,670
Estimated Balances - July 1	539,160	724,064	939,464
Estimated Balances - June 30	724,064	939,464	957,134



Impact Fee Fund

	Impact Fee Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes			
Licenses and Permits	1,872,269	850,000	889,200
Intergovernmental			
Fines and Forfeitures			
Other Taxes and Revenues	13,867	100,000	80,000
State Gas/Motor Fuel Tax			
Federal, State and Private Sources			
Operating Transfers/Contributions In			
Total Revenues and Sources of Funds	1,886,136	950,000	969,200
Expenditures			
Personnel Services			
Program Costs	2,177	250,000	-
Debt Service			
Operating Transfers/Contributions Out			
Other Uses of Funds/Expense			
Capital Outlay			
Total Expenditures and Other Uses	2,177	250,000	-
Over (Under)	1,883,959	700,000	969,200
Estimated Balances - July 1	6,059,770	7,943,729	8,643,729
Estimated Balances - June 30	7,943,729	8,643,729	9,612,929



Drug Fund

	Drug Fund		
	Actual	Projected	FY 2024
	FY 2022	FY 2023	Budget
Revenues			
Local Taxes			
Licenses and Permits			
Intergovernmental			
Fines and Forfeitures	1,594	950	500
Other Taxes and Revenues	6	65	50
State Gas/Motor Fuel Tax			
Federal, State and Private Sources			
Operating Transfers/Contributions In			
Total Revenues and Sources of Funds	1,600	1,015	550
Expenditures			
Personnel Services			
Program Costs			
Debt Service			
Operating Transfers/Contributions Out			
Other Uses of Funds/Expense			
Capital Outlay			
Total Expenditures and Other Uses	-	-	-
Over (Under)	1,600	1,015	550
Estimated Balances - July 1	2,432	4,032	5,047
Estimated Balances - June 30	4,032	5,047	5,597



Facilities School Tax Fund (Williamson County 30%)

	Facilities School Tax Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes			
Licenses and Permits	151,202	110,000	133,900
Intergovernmental			
Fines and Forfeitures			
Other Taxes and Revenues	1,671	13,000	10,000
State Gas/Motor Fuel Tax			
Federal, State and Private Sources			
Operating Transfers/Contributions In			
Total Revenues and Sources of Funds	152,873	123,000	143,900
Expenditures			
Personnel Services			
Program Costs	151,562	-	-
Debt Service			
Operating Transfers/Contributions Out			
Other Uses of Funds/Expense			
Total Expenditures and Other Uses	151,562	-	-
Over (Under)	1,311	123,000	143,900
Estimated Balances - July 1	895,640	896,951	1,019,951
Estimated Balances - June 30	896,951	1,019,951	1,163,851



Debt Service Fund

	Debt Service Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes			
Licenses and Permits			
Intergovernmental			
Fines and Forfeitures			
Other Taxes and Revenues	1,634	6,878	5,000
State Gas/Motor Fuel Tax			
Federal, State and Private Sources			
Operating Transfers/Contributions In			811,334
Total Revenues and Sources of Funds	1,634	6,878	816,334
Expenditures			
Personnel Services			
Program Costs			
Debt Service	280,415	378,437	811,334
Operating Transfers/Contributions Out			
Other Uses of Funds/Expense			
Capital Outlay			
Total Expenditures and Other Uses	280,415	378,437	811,334
Over (Under)	(278,781)	(371,558)	5,000
Estimated Balances - July 1	936,820	658,039	286,481
Estimated Balances - June 30	658,039	286,481	291,481



Facilities Tax Fund

	Facilities Tax Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes	1,140,117	480,000	512,457
Licenses and Permits			
Intergovernmental			
Fines and Forfeitures			
Other Taxes and Revenues	13,103	83,122	65,000
State Gas/Motor Fuel Tax			
Federal, State and Private Sources	13,676		1,200,000
Operating Transfers/Contributions In			
Total Revenues and Sources of Funds	1,166,896	563,122	1,777,457
Expenditures			
Personnel Services			
Program Costs	566,638	75,000	1,873,000
Debt Service			
Operating Transfers/Contributions Out		1,000,000	
Other Uses of Funds/Expense			
Capital Outlay			
Total Expenditures and Other Uses	566,638	1,075,000	1,873,000
Over (Under)	600,258	(511,878)	(95,543)
Estimated Balances - July 1	6,300,475	6,900,733	5,585,958
Estimated Balances - June 30	6,900,733	5,585,958	5,490,415



Capital Improvements Fund

	Capital Improvements Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes			
Licenses and Permits	185,198	120,000	147,150
Intergovernmental			
Fines and Forfeitures			
Other Taxes and Revenues	13,436	60,000	30,000
State Gas/Motor Fuel Tax			
Federal, State and Private Sources	1,467,852	1,492,765	311,464
Debt Proceeds			10,000,000
Operating Transfers/Contributions In		1,000,000	1,259,013
Transfer from Fund Balance			1,642,765
Total Revenues and Sources of Funds	1,666,486	2,672,765	13,390,392
Expenditures			
Personnel Services			
Program Costs	1,175,401	144,000	2,974,877
Debt Service			
Operating Transfers/Contributions Out			
Other Uses of Funds/Expense			
Capital Outlay	1,492,852	2,100,000	11,798,000
Total Expenditures and Other Uses	2,668,253	2,244,000	14,772,877
Over (Under)	(1,001,767)	428,765	(1,382,485)
Estimated Balances - July 1	4,002,368	3,000,601	1,786,601
Estimated Balances - June 30	3,000,601	3,429,366	404,116



All Funds

	All Funds		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes	3,763,318	3,237,300	3,337,415
Licenses and Permits	3,352,696	1,863,711	1,801,090
Intergovernmental	4,230,874	4,546,500	4,916,020
Fines and Forfeitures	152,244	119,670	122,310
Other Taxes and Revenues	187,493	581,429	698,245
State Gas/Motor Fuel Tax	471,530	490,000	513,970
Federal, State and Private Sources	1,481,528	1,492,765	1,511,464
Debt Proceeds	-	-	10,000,000
Operating Transfers/Contributions In	-	1,000,000	2,070,347
Transfer from Fund Balance			1,642,765
Total Revenues and Sources of Funds	13,639,683	13,331,375	26,613,626
Expenditures			
Personnel Services	4,154,641	5,261,830	6,068,052
Program Costs	3,895,605	2,681,130	7,618,686
Debt Service	280,415	378,437	811,334
Operating Transfers/Contributions Out	-	1,000,000	1,259,013
Other Uses of Funds/Expense	-	-	-
Capital Outlay	1,900,222	2,100,000	12,188,614
Total Expenditures and Other Uses	10,230,883	11,421,397	27,945,699
Over (Under)	3,408,800	1,909,978	(1,332,073)
Estimated Balances - July 1	25,548,238	28,957,038	29,571,327
Estimated Balances - June 30	28,957,038	29,571,327	26,596,488



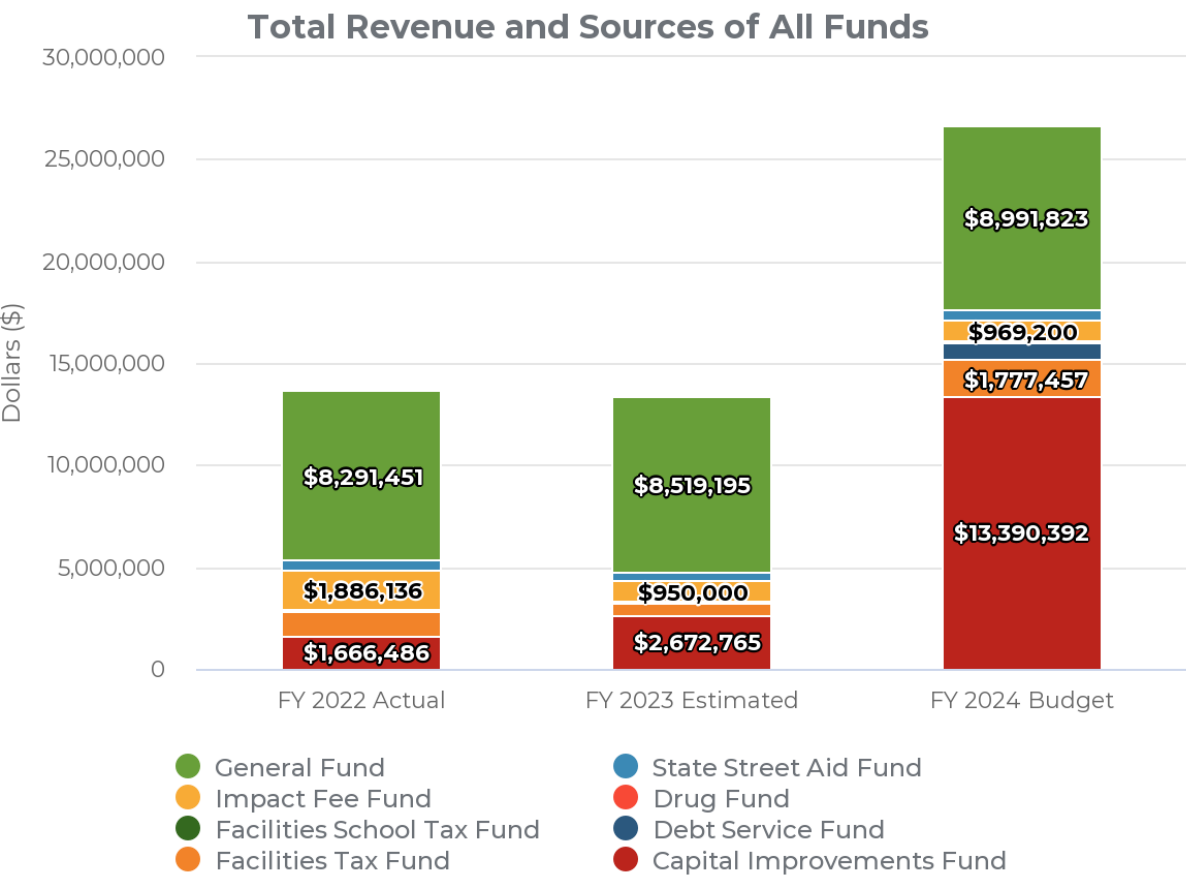
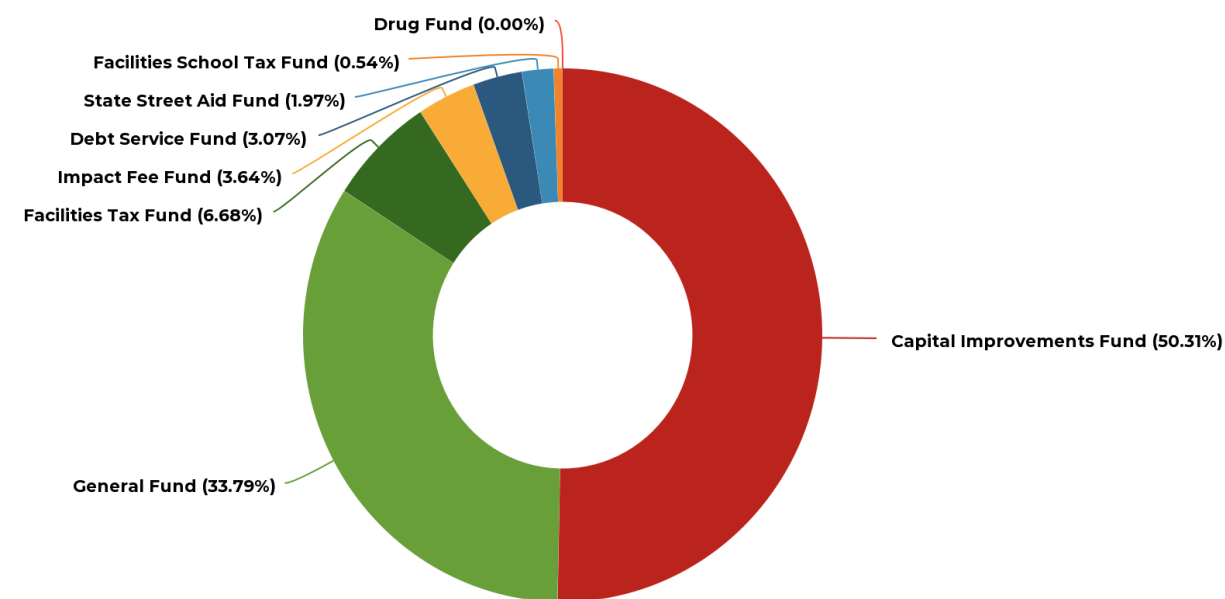
Total Expenditures/Transfers by Fund and Department

Activity/Department	State Street Impact Fee			
	General Fund	Aid	Fund	Drug Fund
Board of Commissioners	530,639			
Administration and Finance	779,728			
Town Recorder	110,555			
Human Resources	147,963			
Municipal Court	114,488			
Communications Department	116,057			
Engineering Department	441,619			
Planning Department	378,607			
Codes Department	397,019			
Fire and Rescue Department	2,041,630			
Police Department	2,478,696			
Public Works Department	923,149			
Facility Operations and Maintenance	263,025			
State Street Aid		506,300		
Repair and Maintenance/Street Improvements			-	
Drug Fund				-
Debt Service				
Capital Projects	1,259,013			
TOTALS	9,982,188	506,300	-	-

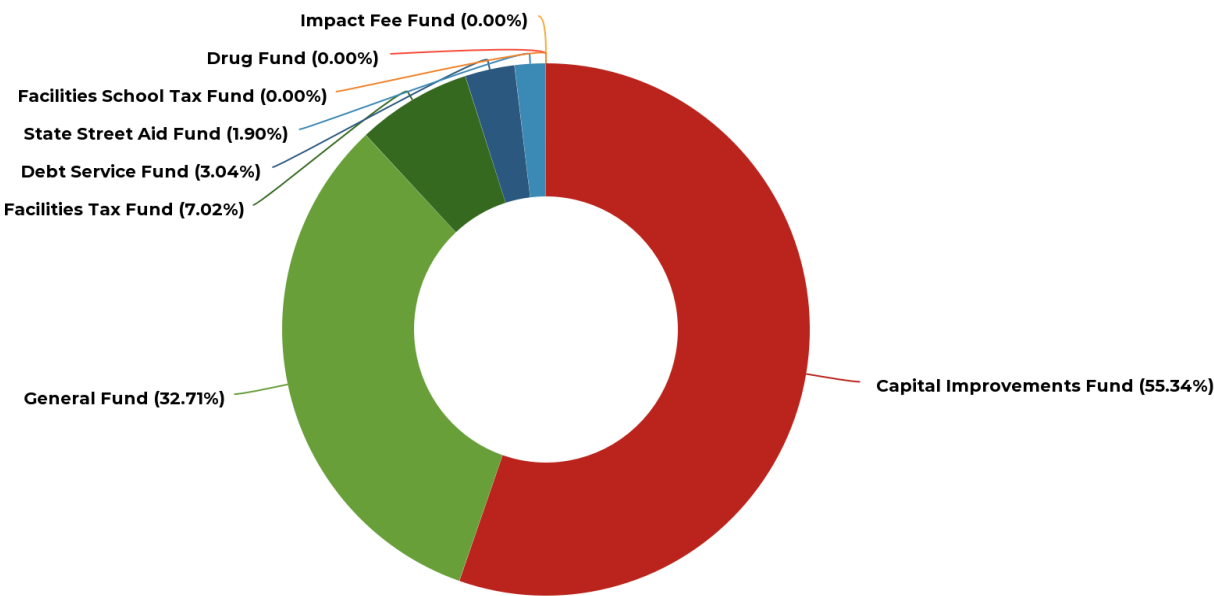
Activity/Department	Facilities School Tax Fund	Debt Service Fund	Facilities Tax Fund	Capital Improvements Fund	Total
Board of Commissioners					530,639
Administration and Finance					779,728
Town Recorder					110,555
Human Resources					147,963
Municipal Court					114,488
Communications Department					116,057
Engineering Department					441,619
Planning Department					378,607
Codes Department					397,019
Fire and Rescue Department					2,041,630
Police Department					2,478,696
Public Works Department					923,149
Facility Operations and Maintenance					263,025
State Street Aid					506,300
Repair and Maintenance/Street Improvements			1,873,000		1,873,000
Drug Fund					-
Debt Service		811,334		-	811,334
Capital Projects	-			14,772,877	16,031,890
TOTALS	-	811,334	1,873,000	14,772,877	27,945,699



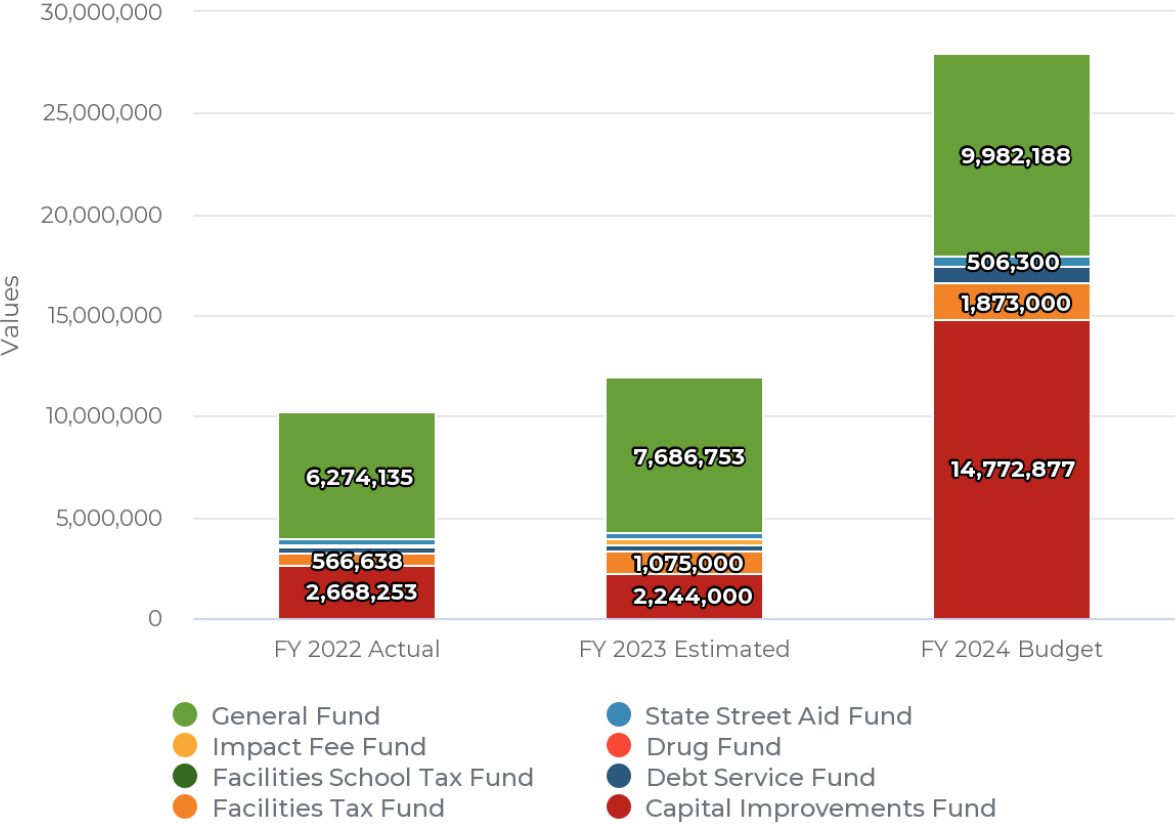
Proportion of Revenue by Fund



Proportion of Expenditures by Fund



Total Expenditures and Other Use of All Funds



Strategic Plan

During the strategic planning process, infrastructure planning and development were identified as clear priorities for the Town of Nolensville. The newly adopted Zoning rewrite ordinance is an essential part of the strategic planning process for Nolensville, aiming to prioritize and organize necessary infrastructure developments. Anticipated costs and feasibility studies due to the Town's rapid growth will also aid the Town in preparation for future growth and facilitate informed decision-making processes.

In addition, the Capital Improvements Program Advisory Committee that was established by Resolution 20-58, has already started to play a pivotal role in this process. Consisting of citizens and town staff, this committee is tasked with rating projects in the realms of public safety, infrastructure, and other service demands, based on public input. The recommendations provided by this committee will significantly influence the Town's long-term capital plan, ensuring that citizens voices are heard and incorporated in future developments.

During the strategic planning session held in February 2023, the Board of Commissioners reaffirmed their priorities, analyzed the recommendations of the Capital Improvements Advisory Committee, evaluated revenue sources, and discussed next steps. This persistent communication fosters the ability for the Town to aptly handle long-term concerns that may arise due to quick-paced growth and changing service demands.

The Town of Nolensville acknowledges the necessity of frequent evaluations and public engagement in crafting a successful strategic approach. By including diverse stakeholders in the process and constantly reassessing the Town's plans, Nolensville is poised to meet and overcome the challenges and opportunities stemming from its rapid growth. By maintaining the prioritization of infrastructure planning and development, Nolensville is making a significant move towards managing growth and community demands.

Project Name	Res No.	Update
Greystone Park Renovation	Res 22-75	Community input meeting “Hotdog Dialogue” at Greystone Park in late June. RFQ for Park Design Consulting services issued July 21, 2023 due August 7, 2023.
Sewer to Sunset Road Property	Res 23-72	Held kick-off meeting with Engineer on August 7, 2023.
Historic District Streetscape	Res 21-49	As of June, it could be a couple of months in NEPA, then TDOT could take 4-6 weeks to issue NTP, then we start final design which could take 3-4 months to get through the design and then another few months to get through all related TDOT reviews (TDOT will review preliminary plans, ROW plans and Final Plans most times twice each). Then we need to wait for NTP to ROW which could take another 4-6 weeks.
York/Williams Intersection	Res 22-52 Res 22-54 Res 22-55	Bid opening delayed to December 2023. Town has modified requirements to standard black power coated mast and arms versus fluted pole design previously required. ROW negotiation/acquisition process is still ongoing and there are about six parcels remaining to complete the ROW process. Please know that TDOT cannot let a project until all parcels are finalized. As a result, the TDOT ROW office is requesting that this project be moved to the November 2023 turn-in to give them the anticipated time to complete the ROW project. This change would now place this project in the February 2024 letting. Even with this hiccup, this important project for the Town of Nolensville will be under construction in 2024.
Sunset Road Improvements	Res 22-18	Final revisions are being made to minimize water relocation costs. The ROW plans are expected to be completed in mid-September.
King Street One-Way Pair	Res 22-43 Res 22-65	BOC authorized completion of Phase 2 of KCI study at the June voting session. Will conduct traffic counts after school is back in session. The plan is to get traffic counts the week of August 14 th . Once that data is collected and analyzed, KCI will work toward finalizing Task 3 of the project. KCI is planning to have the data collection, modeling and finalizing of Task 3 by mid-September prior to presenting the information to staff and gather any comments and incorporate it into a final report to be done by early October.
Nolensville Rd Center Turn Lane	Res 22-45 Res 22-67	Consultant proceeding with concept development. Continuing to engage TDOT after initial field review and clarify their comments. Planning first public engagement in July and developing website and survey information.

**Click on the Resolution Number referenced to open Documents.*



Project Name	Res No.	Update
Rocky fork Center Turn Lane	Res 22-47 Res 22-63 Res 22-100	Continuing concept development. Presented to BOC planned in July. Continued refinement of alternatives and development of the 3D model of the corridor along with typical section and roundabout intersection visualizations. Prepared presentation for BOC meeting on June 26 th . Presented initial concepts to BOC, documented BOC meeting notes and recommendations for town staff review. Conducted initial review of requested revisions from the BOC to determine feasibility.
Southbound Right Turn Lane	Res 22-104	Design nearing completion. No new ROW required. Construction plans are ready for review. Utility relocation status: MTEC- 2-3 weeks to move a guy wire, Lumen- No conflict but TDOT needs to approve it being left in place, United- No schedule yet but no cost to Town for utility moves. Town should be ready to advertise this project for construction soon. Need to move forward with TDOT approval for work in ROW.
Fire Station #1 Northside	Res 22-69	Site work begun. Holding bi-weekly meetings to resolve any issues that arise. Building Pad completed, foundation work begun. Bond sale on \$9.95M yielded TIC 3.616239% for 20 year fixed rate. Bond closing scheduled for August 11, 2023.
Benington Walking Trail Culvert	Res 22-76	Continuing field review and surveying as needed. Included project within an ARP stormwater funding grant request on November 1, 2022. Awaiting TDEC's approval of the general Aquatic Resource Alteration Permit (ARAP). Plans being finalized.
Transportation Planning Grant	Res 22-42	Transportation Planning Grant for Nolensville Bicycle and Pedestrian Plan. Conducted second Project Advisory Committee meeting and first Public Engagement meeting week of June 5 th . WSP will be presenting the finalized Walk/Bike Masterplan at the August 28, 2023 work session. The Masterplan will then go to PC to be considered for adoption.
Police Headquarters Building	Res 23-53	Have made offer on 1686 Sunset Road property, begun appraisal and Phase 1 study during due diligence period. Closed on 1686 Sunset Road property July 20, 2023 for \$1.9M (20 acres), appraised at \$2.4M, Phase 1 study found no issues. BOC still evaluating options for location.



Short-term Factors

Congress has allocated Tennessee \$438,055,590.00 for funding to distribute amongst non-entitlement units of local government which is defined as cities, villages, towns, townships, or other types of government that typically serve a population of less than 50,000. Of that the Town of Nolensville has been allocated \$1,492,765.43 in FY 2022, and again in FY 2023. At the January 13th, 2022 meeting of the Town of Nolensville Board of Commissioners (BOC), the BOC agreed to use the Coronavirus Local Fiscal Recovery Funds (CLFRF) for the following purposes:

Capital Investments in Public Facilities to meet pandemic emergency operational needs.

The final rule identifies a non-exclusive list of uses that address the effects of the COVID-19 public health emergency:

“COVID-19 public health response and mitigation tactics. Recognizing the broad range of services and programming needed to contain COVID-19, the interim final rule provided an extensive list of enumerated eligible uses to prevent and mitigate COVID-19 and made clear that the public health response to the virus is expected to continue to evolve over time, necessitating different uses of funds.”
“...and capital investments in public facilities to meet pandemic operational needs...”

The final rule defines capital expenditures as *“expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.”*

The final rule then defines capital assets as *“tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with [Generally Accepted Accounting Principles].*

Capital assets includes lands, facilities, equipment, and intellectual property.” “This decision granted recipients some discretion to use SLFRF funds to address COVID-19 prevention and mitigation through certain investments in equipment, real property, and facilities, which Treasury recognized as critical components of the public health response.”

Fire & Rescue Department

1. Purchase of a 2021 Pierce Enforcer fire engine to provide adequate storage and equipment for COVID-19 response, mitigation, and prevention activities.
2. Purchase of 2 pieces of property strategically located around the first due response zone to provide response, mitigation, and prevention activities.

Public Works Department

1. Approval to advertise a request for proposals to upgrade the existing Public Works shop to provide an office and restroom facility.
2. This addition is to be followed up by the installation of a sewer line and connection to Metro Sewer services.



Use of Funds - Fire & Rescue

The Town of Nolensville is adjacent to the City of Nashville and Brentwood. The Town employs a total of 10 career firefighters and 30 volunteers and part-time employees. The Fire & Rescue Department currently deploys personnel from one fire station located in the town. This station is currently being leased while the Town waits to build the first town owned station. Nolensville's Fire & Rescue Department responded to over 1,100 calls last year with possible contact with people on nearly all of them and the response to medical calls making up about 60% of the overall call volume. Nolensville is a suburban community that is growing from the sprawl of Nashville. The Fire & Rescue Department responds to three elementary schools, two middle schools, a high school, various medical clinics, and other occupancies that all communities serve. The Department began providing service on July 1, 2021. The Town has borrowed vehicles from the county and the outgoing 501c3 organization, up until the opportunity presented itself for the Town to recently purchase one engine.

Fire Engine

The Town of Nolensville administration and Fire Chief recommended to the BOC the purchase of a 2021 Pierce Enforcer fire engine to be the first engine that the Town owns as well as a replacement for a 1985 FMC Ford fire engine that was being borrowed from Williamson County. The old engine had a very small cab with 3 seats side by side with lap belts only. It has around 100,000 miles and several mechanical issues that require it to go to the shop frequently. There was no ability to separate the employees, nor carry sufficient PPE or decontamination equipment for contagious disease response. The Department had also borrowed a small 4 door 2008 Kenworth Pierce fire engine from the City of Spring Hill. This engine was a minor improvement for space needs over the county engine, however, this was temporary as this fire engine had to be returned.

The 2021 engine provides for better air quality to include cab filtration. The 2021 engine will provide additional storage for medical equipment and PPE required for COVID-19 responses. The engine will carry all the advanced life support equipment needed including a cardiac monitor that can be stored in the dedicated medical compartment that is included on the new engine. For prevention, the new engine will allow additional space inside the cab for the occupants to spread out. The mitigation aspects of the new engine include storage for decontamination equipment and space to bag and store possibly contaminated PPE. The Fire & Rescue Departments goals are to provide the safest work environment for our employees and maximum service to our residents.

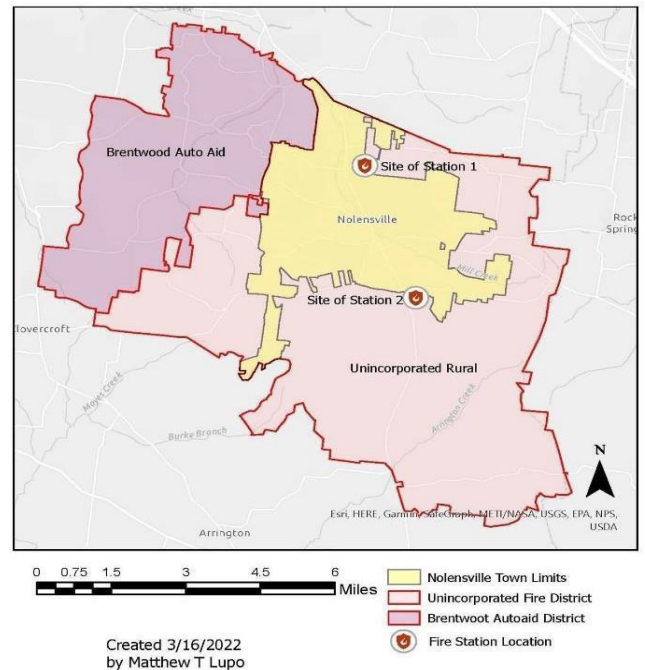


Emergency Operations Building

The Town of Nolensville administration and Fire Chief recommended to the BOC the purchase of two strategically located pieces of land to design and build two new buildings to provide a multitude of services to the residents and visitors before, during, and after the next pandemic. The emergency operations buildings will be used to distribute critical services daily to include life safety measures and incident stabilization.

The current building the Fire & Rescue Department is operating out of is not owned by the town but is leased from the county and was constructed in 1990. This building has poor ventilation and will soon need remediation for mold. There is nowhere to decontaminate medical equipment to help reduce the spread of communicable disease. The building also only has one shower, so it delays the employee's ability to adequately decontaminate themselves. There is also no ability for a hardened shelter area in the building. The building has no back up power which cripples emergency response at the most critical times.

The new building proposed will offer many prevention features for the responders including individual bunk rooms for separation of sleeping quarters instead of a large room with multiple beds, a decontamination room and laundry room for cleaning up properly after response, updated ventilation system to cleanse the air, and quarantine space for first responders. In addition to these features there will be space for law enforcement to complete reports, use the restrooms, and kitchen access for nourishment. The training room will host community training events to educate the citizens on basic first aid and CPR, a citizen fire or police academy, car seat installation classes, and any other options of training to educate the community on life safety and fire prevention. The new building will also provide for a hardened area for the community during severe weather.



Some of the needs that will be addressed include:

- Quarantine space for first responders Storage and distribution of PPE
- Citizen outreach programs including CPR and Citizens
- Academy Medical Services from fire apparatus with ALS or
- BLS response Fire Services and support space
- Search and Rescue command post location with 911
- communications Law Enforcement support space
- Site for a future shot clinic

Use of Funds - Public Works

The Nolensville Public Works Department has an offsite shop that was built between 2013 and 2014 at the location of 2320 Newsome Lane. It is a 2400 square foot metal prefabricated building using wood framing and support. At the time of purchase and building of this facility, the Public Works team consisted of 3-4 employees. The shop's primary function was to serve as a storage, maintenance, and work facility. The primary meeting point for the Public Works team remains Nolensville Town Hall. As the Town's population has increased to over 13,000 people, the number of Public Works employees has increased. The team now has eight full-time members. The number of other Town employees has also increased drastically, which has led to over-crowding within Town Hall.

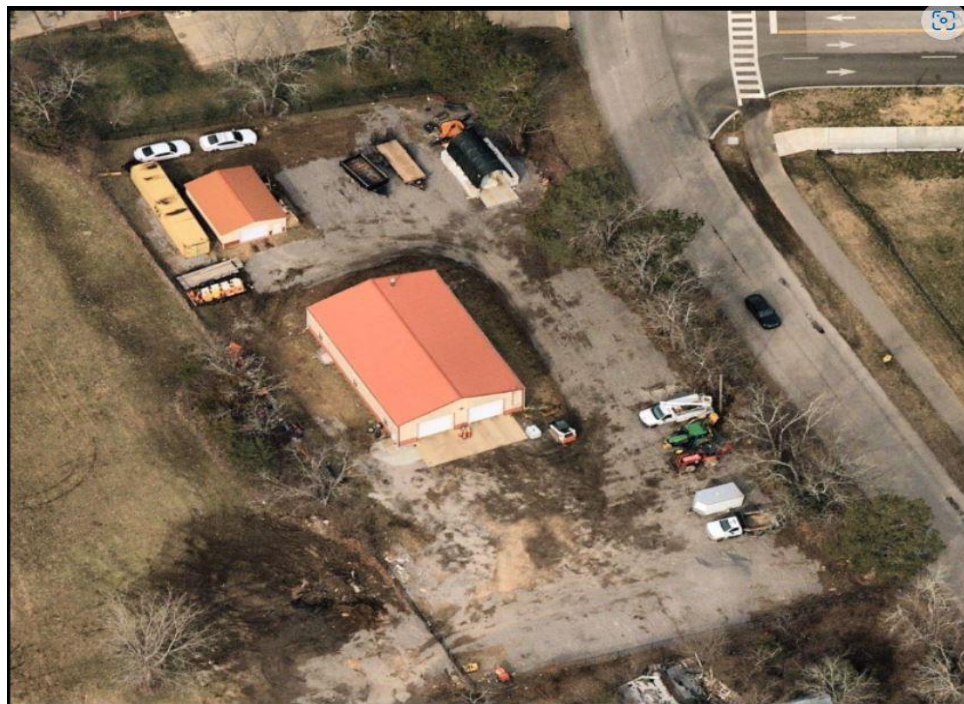
Currently, all eight Public Works employees are using a single small office as a central meeting point. Under these conditions, social distancing guidelines set forth by the CDC are practically impossible. This posed a direct danger of COVID-19 to staff members. Should the Public Works team be unable to work due to COVID-19 sickness, the necessary functions listed previously which are critical to maintaining the Town infrastructure and the safety of the thousands of citizens in Nolensville could be in dire jeopardy.

To alleviate the drastic overcrowding within Town Hall, Nolensville Public Works is currently seeking bids to install a 60'x20' lean-to addition to the existing Public Works building. This addition also includes an office space as well as a bathroom. Once this addition is complete, The Public Works office will become the primary meeting point for the team, thus allowing more social distancing as well as less staff at Town Hall. The second portion of these upgrades (a sewer connection) will allow the team to work completely out of the shop rather than Town Hall, thus allowing for less contact between employees.

Project Overview:

- Pull necessary permits and schedule 811 location of utilities
- Excavate from maintenance shop to water meter and install new ¾" wirsbo water service Supply
- and install new ¾" backflow preventer outside building with concrete pad and hotbox Supply and
- install new frost proof stand hydrant at front corner of building
- Supply and install new Liberty Duplex grinder pump station in ground behind building Run new
- 240v electrical service from breaker panel to pump control panel, add
- disconnect Excavate from pump approx. 1000' alongside Newsom Ln and install discharge line
- Tunnel under Newsom Ln and excavate across school field to existing sewer manhole Make
- connection to city sewer (Town responsible to provide tap location),
- Test for leaks, and backfill trench with spoils
- Rough-in new water and drain service for toilet, lavatory, urinal, and slop sink Make sewer
- connection to grinder pump station, test and inspect for leak





Priorities & Issues

In recognition of the forward-thinking efforts made by the town of Nolensville to provide the best quality service to customers and expand the scope and size of municipal operations, the Tennessee Municipal League is pleased to present Nolensville with an award for Small Town Progress. The award will be presented Tuesday, Aug. 16, 2022, at the 82nd Annual Conference of the Tennessee Municipal League (TML) held at the Gatlinburg Convention Center.

The town established its first-ever full-time fire department, which began operations with a new chief, 10 career firefighters, 26 volunteers, and 23 part-time employees on July 1, 2021. The department responded to more than 1,000 calls in its first year alone, serving more than 14,000 residents in the town limits as well as another 4,000 county residents through a mutual aid agreement with Williamson County.

Beginning in a loaned facility and with borrowed equipment, the Nolensville Fire and Rescue Department also held its first-ever push-in ceremony to celebrate the arrival of the new Fire Engine 16 in the town in April of this year.

Other equipment purchases made by the department include two Life Pak defibrillators, 16 self-contained breathing apparatus, portable radios, three smaller vehicles, hose, and more. The department is presently applying for two FEMA grants to further add to equipment and staff. Plans are now in the works for a new fire station to open in 2024 and a second station planned as part of long-term growth for the town in the next seven to 10 years.

Concerns about transparency and a desire to improve financial services led the town's finances team to reorganize the finance and human resources department into separate departments. Now in its own organizational structure, the municipal finance department began implementing a fund balance policy, which has served as a catalyst to develop municipal projects, such as infrastructure for the new fire department.

The adoption of this policy by the town council also allowed for the creation of a capital improvements



fund, a capital improvements advisory committee, and a multi-year capital improvements plan. The finance department further took on the responsibility of revising the town's outdated debt management policy, adopting a new financial policy, implementing new software for financial services, and finding other ways to improve performance and efficiency. Nolensville's finance department also received the GFOA distinguished budget presentation award for its 21-22 fiscal year budget, as well as its 22-23 fiscal year budget.

After public works employees were forced to hand-spread salt on major roadways following a minor snow incident, the decision was made to expand the size and scope of services undertaken by the department. This also meant adding new equipment to the department.

Nolensville Public Works Director Kyle Billingsley developed a five-year growth plan for the department, outlining the need for equipment and employees. Two employees were added in the 21-22 budget year along with the first snowplow and truck-mounted salt spreader.

Nolensville public work crews also proposed new initiatives for their department including in-house sidewalk repair to save funds that could then be better used elsewhere. Expanded stormwater and drainage tasks were accomplished through equipment rents and crew members went to conferences to learn new techniques and gain experience with new equipment. These initiatives saved the town approximately \$100,000 and helped resolve drainage issues that have been significant for years.

The public works department has also had a hand in many beautification projects around the town as well. Other beautification efforts undertaken by the town include the first Keep Nolensville Beautiful Day this past May and the town receiving a Tennessee Wildlife Resources Agency (TWRA) grant for the cleaning of Mill Creek, which saw three-quarters of a mile of the creek cleaned by town staff and local volunteers.

Community events, like Nolensville Nights, are also bringing citizens together in the town's historic district. Local businesses, artists, performers, crafters, and others showcase their talents at business locations throughout the district. Town officials recently hosted an open house with local business leaders

to discuss their vision for the community. Residents are also kept up to date with a weekly report from Town Manager Victor Lay.

The town is also in the middle of overhauling its zoning ordinance to help facilitate positive growth in the community. These are just some of the many ways that town leadership is looking toward Nolensville's future.

Since January 2021, the Town has added 16 employees (hired the first Town Manager, nine Firefighters, two Public Works, two in Planning Department, one Communications Officer and one Police Officer) and has either completed or made significant progress in 19 of the 20 BOC priorities. The focus of all of these efforts is to provide better service to the residents and meet the standard of Excellence in Municipal Government.

Beginning with weekly staff meetings, progress toward the goals began. Initially, the GIS system for the Town was consultant based with no access opportunities for any staff, elected official or citizen. An existing employee was trained and positioned to move the GIS in-house. Utilizing a third party, the GIS was moved ON-LINE giving query access not only to all staff and elected officials but also to the residents. Continued additions to the On-Line GIS have since been made upgrading the information available to the public.

The Finance Director working with the Town Manager conducted a very transparent budget process engaging the department heads and providing information to the Commission and public in graphical and tabular form as never before. Following the budget approval, the Finance Department produced its first ever budget book gaining the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. In addition to the budget, a 10-year Capital Improvement Program spreadsheet was developed estimating project costs over time and evaluating Impact Fees and other funds necessary to pay for the prioritized projects. This living document is continuously evaluated and used to prioritize staff time and public funds. Input on the projects is gained from Department Heads and Town Advocacy Committees as well as the Board of Commissioners.

Another BOC Planning Session priority was the establishment of a Full-Time Fire Department which was accomplished one-year ago this month – Nine full-time firefighters and the Chief. The planned combination department relies on a strong core of volunteers and part-time positions to cover days off and backfill the station during multiple calls. In an operational agreement with Williamson County EMA, the Nolensville Fire Department covers a total of 44 square miles of Williamson County including the 10 square miles of actual Town Limits. Due to extremely aged equipment provided by the former volunteer department, the Town of Nolensville purchased its first NEW Fire Engine in 2022 and began the process for designing a new Fire Station with expectations of construction in early 2023.

A Human Resources Department was created and oversaw the implementation of new pay structure for employees in order to offer competitive wages. One of the BOC Planning Session priorities was to develop a better benefits plan for the employees. To that end, the HR director worked with a benefits specialist evaluating over 40 combinations of health insurance providers and plans so that the Town can now offer family health coverage to the employees for \$50 per month versus the \$400+ plus per month in the previous plan, all the while saving the town approximately \$90,000 in doing so. The benefits also include several incentives to employees that ultimately reduce the Town's healthcare cost burden.

A Communication Department was added in the summer of 2021 hiring a Communications Officer to provide weekly updates on town projects to the residents. This position engages in multiple social media platforms and has taken the lead to completely revamp the Town's website and produce a new Town App for mobile devices. The Communication Coordinator engages the public in various ways such as building relationships, interfacing with the media outlets and being the conduit through which all Town Hall news is disseminated.

The Planning Department and the Engineering Department have also been working through the BOC Planning Session priorities – namely, facilitating an update to the Town's Major Thoroughfare Plan and a complete rewrite of the Town's Zoning Code; both of which are in the adoption process. The Engineering Department is currently at the onset of three major roadway widening design projects and is awaiting Right of Way/Construction plans for a fourth.

To provide better service to the residents, the Town Manager and Public Works Director restructured the Public Works Department, not only producing leadership and promotional opportunities within the department but also creating multiple crews for increased effectiveness and efficiency. Until the “great snow” of 2021, the town had not provided any roadway snow removal. The newly elected officials wanted a change in that former operational stance and asked the new Town Manager (then in service for only two months) to provide a solution. The immediate need was mitigated with equipment rentals (skid steers) in tandem with private service providers.

Noting this lack of response capability, a priority for the 21-22 budget was the acquisition of a snowplow and truck mounted salt spreader, which arrived just in time for the first snow of 2022. Due to the new capability, the service area (number of roads and hills) has now been expanded, and a second apparatus is in the 2022-23 budget. Providing the right equipment to employees who want to perform well is a true motivator and is proved by the Public Works crews taking on more projects in-house to serve the town better than ever.

FY2024 Priorities

The Board of Commissioners has determined the need for a Capital Improvement Plan (CIP) and priority list. The CIP and priority list represents their intent as to the capital projects needing to be accomplished within the next several years. In February 2023, Resolution 23-25 was presented to the Board of Commissioners to adopt the priority list for the FY2023-2024 Capital Improvements Program (CIP). This allows for more effective use of planning, financial, and organizational resources in the orderly implementation of the plan. The Board of Commissioners will work with Town staff for consideration of many internal and external funding sources that can be leveraged to fund the projects itemized in Exhibit A to maximize available funding.

EXHIBIT A

		3	2	1					
		Orange	Green	Pink	Total	Rank	# votes	Total	Rank
Facilities	Fire Station	5	0	0	15	1	5	18	1
Road	Nolo Center/Turn Lane	4	1	0	14	2	5	17	2
Road	HD Streetscape	4	1	0	14	3	5	17	3
Road	Rocky Fork Road	3	1	1	12	4	5	15	4
Park	Greystone Park	0	5	0	10	8	5	13	5
Facilities	Public Works Building	0	5	0	10	9	5	13	6
Facilities	Police Station	4	0	0	12	5	4	12	7
Park	Park Land Acquisition	0	3	2	8		5	11	8
Park	Nolo/Sunset corner open space	0	3	2	8		5	11	9
Road	Sunset Road	3	0	1	10	6	4	10	
Road	King St One-way Pair	2	2	0	10	7	4	10	
Facilities	Library Facilities/Civic Investment	0	2	3	7		5	10	10
Road	SB RT Turn LN Sunset	2	1	0	8	10	3	8	
Road	Non-MTP Sam Donald Ct connection	2	1	0	8		3	8	
Park	Green Brook North Property	0	2	2	6		4	6	
Park	Gregory Park	0	0	4	4		4	4	
Facilities	Fire Truck	0	0	4	4		4	4	
Ped/Bike	Finish connection from Bent Creek to HD	0	1	2	4		3	4	
Road	Stonebrook Street Design Bike Paths	0	1	1	3		2	3	
Ped/Bike	Crosswalk at Sunset Elementary	0	0	3	3		3	3	
Road	Permanent Solution to access asile Nolo to King Street	1	0	0	3		1	3	
Road	Brittan Lane Street Light	0	1	0	2		1	2	
Ped/Bike	Clearzone Ped Safety Sunset	0	0	1	1		1	1	
Facilities	Public Works Brush Truck Street Sweeper	0	0	1	1		1	1	
Ped/Bike	Path lighting along Sunset Road	0	0	1	1		1	1	
Road	Connection R.O.W. Sam Donald to Sunset	0	0	1	1		1	1	
Ped/Bike	Mill Creek Trail northside of Town	0	0	1	1		1	1	
Road	Kidd Road	0	0	0	0		0	0	
Park	Basketball Ct behind Town Hall	0	0	0	0		0	0	
Ped/Bike	Crosswalk to Tazikis	0	0	0	0		0	0	
Ped/Bike	Trail connectivity northside to Southside	0	0	0	0		0	0	
Park	Turf Ball Park	0	0	0	0		0	0	
Facilities	Sewer Line Increase GB South	0	0	0	0		0	0	
Facilities	Sewer Line Extension South to York	0	0	0	0		0	0	
Ped/Bike	Ped Bridge - Gregory to HD	0	0	0	0		0	0	

Personnel Changes

During the fall of FY 2022, the Town of Nolensville conducted a Compensation Study. The intent of this study was to get a professional analysis of the Town's current pay scale to reevaluate and determine if the scale is compatible with market. Factors taken into consideration during this study included industry, geographical location, and economy.

The Town of Nolensville is committed to ensuring fair pay that attracts, engages, and retains top talent. As part of this commitment, a comprehensive pay plan was developed and communicated to the Board of Commissioners during the budget process. Initially, a 10% aggregate placeholder was put in place pending the results of the pay plan study. The results of the study came back under the estimated budget of 10%, at just over 8%. Based on these results, all Town staff was integrated onto the new pay plan starting from July 1, 2022, for the start of FY 2023. This was to ensure that employees were fairly compensated based on their roles and responsibilities and aligned with market.

During the FY 2024 budget process, a 5% aggregate placeholder was proposed and approved. This is a 2% increase in the year-over-year steps that are historically given annually.

On the following pages, please see attached pay scale schedules for general government employees as well as public safety (police and fire). These schedules reflect the 5% increase approved for FY 2024 Budget.

Town of Nolensville Pay Plan – General

Pay Grade	MIN	MID	MAX
Grade 16	\$ 117,977.00	\$ 140,871.00	\$ 173,253.00
Town Manager			
Grade 15	\$ 105,337.00	\$ 125,778.00	\$ 154,691.00
None			
Grade 14	\$ 94,472.00	\$ 112,805.00	\$ 138,735.00
Town Engineer			
Grade 13	\$ 84,728.00	\$ 101,170.00	\$ 124,426.00
Finance Director			
Grade 12	\$ 75,989.00	\$ 90,735.00	\$ 111,593.00
Planning Director			
Grade 11	\$ 68,151.00	\$ 81,376.00	\$ 100,083.00
Building Official			
HR Director			
Public Works Director			
Senior Planner			
Grade 10	\$ 61,122.00	\$ 72,983.00	\$ 89,760.00
Financial Analyst			
Grade 9	\$ 54,818.00	\$ 65,455.00	\$ 80,502.00
Codes Inspector II			
Communications Officer			
GIS Coordinator			
Planner			
Town Recorder			
Grade 8	\$ 49,164.00	\$ 58,705.00	\$ 72,199.00
Brush Truck Driver			
Engineering Assistant			
Finance Technician			
HR Generalist			
Public Works Crew Leader			
Sweeper Truck Driver			
Grade 7	\$ 44,093.00	\$ 52,650.00	\$ 64,752.00
Building Inspector I			
Court Clerk			
Sr. Permit Specialist			
Grade 6	\$ 39,546.00	\$ 47,220.00	\$ 58,075.00
Public Works Worker II			
Records Clerk/Admin Assistant			
Grade 5	\$ 35,467.00	\$ 42,349.00	\$ 52,084.00
Accounting Clerk			
Codes Assistant			
Permit Specialist			
Grade 4	\$ 31,810.00	\$ 37,983.00	\$ 46,714.00
Asst Court Clerk			
Public Works Worker I			



Town of Nolensville Pay Plan – Public Safety

Pay Grade	MIN	MID	MAX
Grade 14	\$ 94,472.00	\$ 112,805.00	\$ 138,735.00
Fire Chief			
Police Chief			
Grade 13	\$ 84,728.00	\$ 101,170.00	\$ 124,426.00
Assistant Police Chief			
Deputy Fire Chief			
Grade 12	\$ 75,989.00	\$ 90,735.00	\$ 111,593.00
Battalion Chief			
Police Captain - Admin			
Police Captain - Patrol			
Grade 11	\$ 68,151.00	\$ 81,376.00	\$ 100,083.00
Fire Captain/Training Officer			
Fire Marshal			
Police Lieutenant - Patrol			
Grade 10	\$ 61,122.00	\$ 72,983.00	\$ 89,760.00
Fire Lieutenant			
Training Sergeant			
Detective Sergeant			
Patrol Sergeant			
Grade 9	\$ 54,818.00	\$ 65,455.00	\$ 80,502.00
Detective			
Master Police Officer			
Grade 8	\$ 49,164.00	\$ 58,705.00	\$ 72,199.00
Police Officer			
Firefighter/EMT			
Grade 7	\$ 44,093.00	\$ 52,650.00	\$ 64,752.00
Police Officer Recruit (Starting Rate)			
Grade 6	\$ 39,546.00	\$ 47,220.00	\$ 58,075.00
Firefighter Recruit (Starting Rate)			
Grade 5	\$ 35,467.00	\$ 42,349.00	\$ 52,084.00
None			
Grade 4	\$ 31,810.00	\$ 37,983.00	\$ 46,714.00
None			

GENERAL FUND

General Fund Budget

	FY 2021-2022	FY2022-2023	FY2023-2024
	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>
Revenues	8,291,451	8,519,195	8,991,823
Expenditures	<u>6,274,135</u>	<u>7,686,753</u>	<u>8,723,175</u>
Excess (Deficiency) of Revenues over Expenditures	\$2,017,316	\$832,442	\$268,648
<i>Other Financing Sources - Transfers Out (from Fund Balance)</i>	-	-	1,259,013

The General Fund is a governmental fund that is the primary fund of the Town and provides for the main operations of the local government. The majority of the current operating expenditures of the Town are financed through General Fund revenues. The Town of Nolensville's General Fund makes up 35.7% of the Town's total funds.

Total expenditures for FY 2024 are \$9,982,188 which include \$1,259,013 transfer from the General Fund's Fund Balance to CIP, and the remaining \$8,723,175 for operations. The FY 2024 Operating Budget of \$8,723,175 represents an increase of 4% over the FY 2023 Amended Budget of \$8,370,731.

The proposed base General Fund expenditures in FY 2024 are \$8,370,731. This represents an increase of 1% over the FY 2023 Amended Budget of \$8,392,962. Base expenditures are only those resulting from prior Board of Commissioners commitments and do not contain new, non-reviewed positions, programs, or capital expenses.

FY22-23	FY22-23	FY23-24	Total	FY23-24
Budget	Estimate	Base Budget	Request	Approved Budget
\$8,392,962	\$7,686,753	\$8,370,731	\$352,444	\$8,723,175

Significant expenditure requests in addition to the FY 2024 proposed base budget provide for one (1) Accounting Clerk, and one (1) Stormwater Engineer. The total first year cost includes salary, benefits, uniforms, and equipment costs. The total of new positions requested is \$169,097.

Other additional requests include committee requests, software and maintenance, employee education and training, operating supplies, capital outlay, repair and maintenance, vehicle maintenance as well as replacement vehicles. The total of these other requests is \$183,347.

Combined, the total approved request for FY 2024 budget is \$352,444.



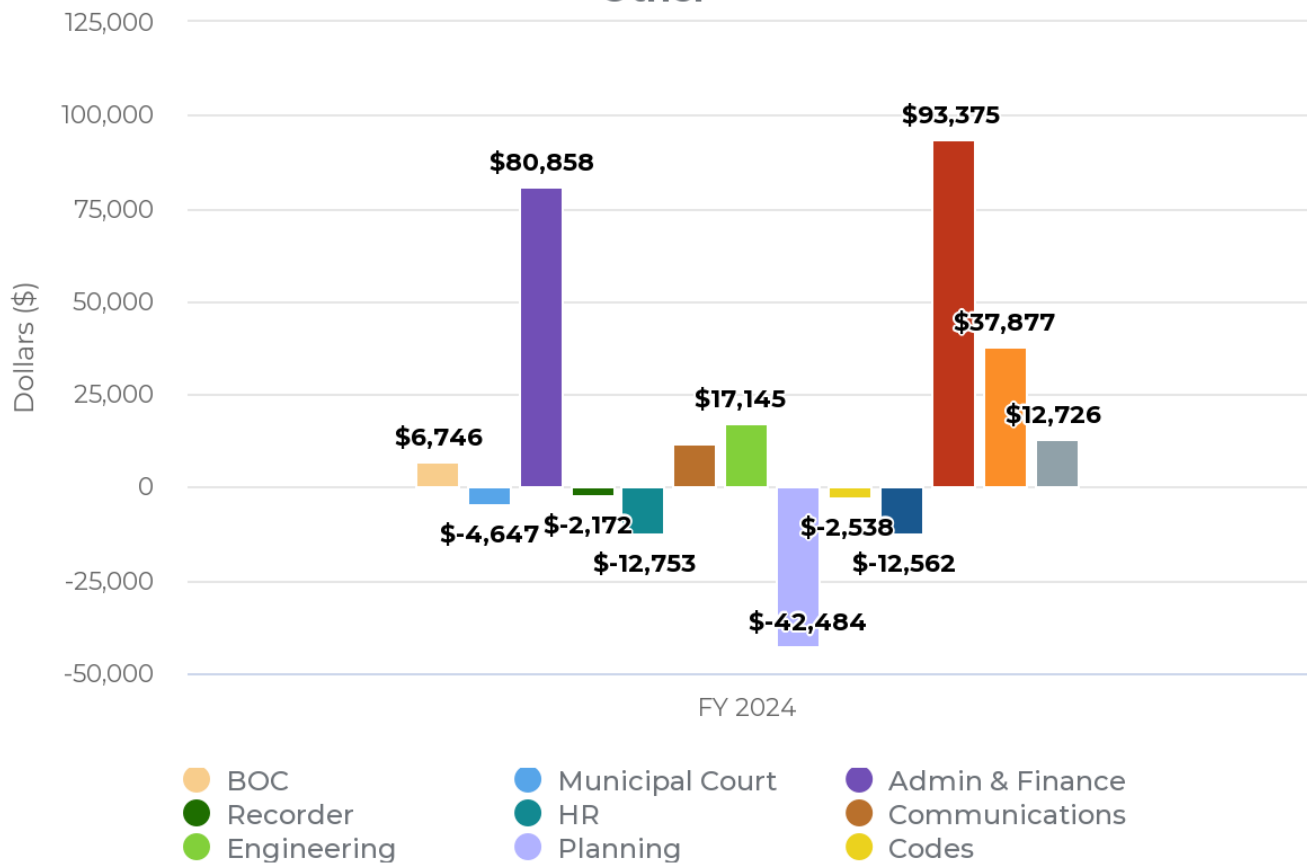
Total Requests Approved



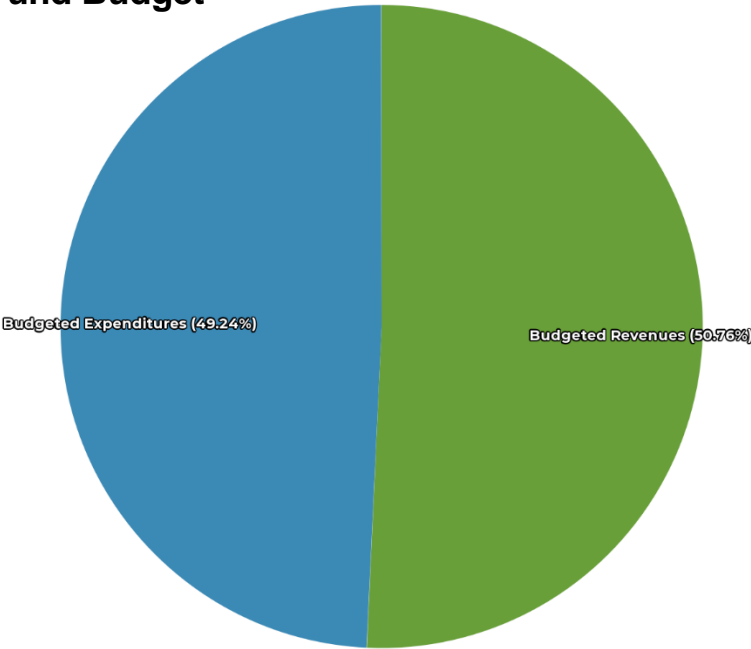
New Positions Funded



Other

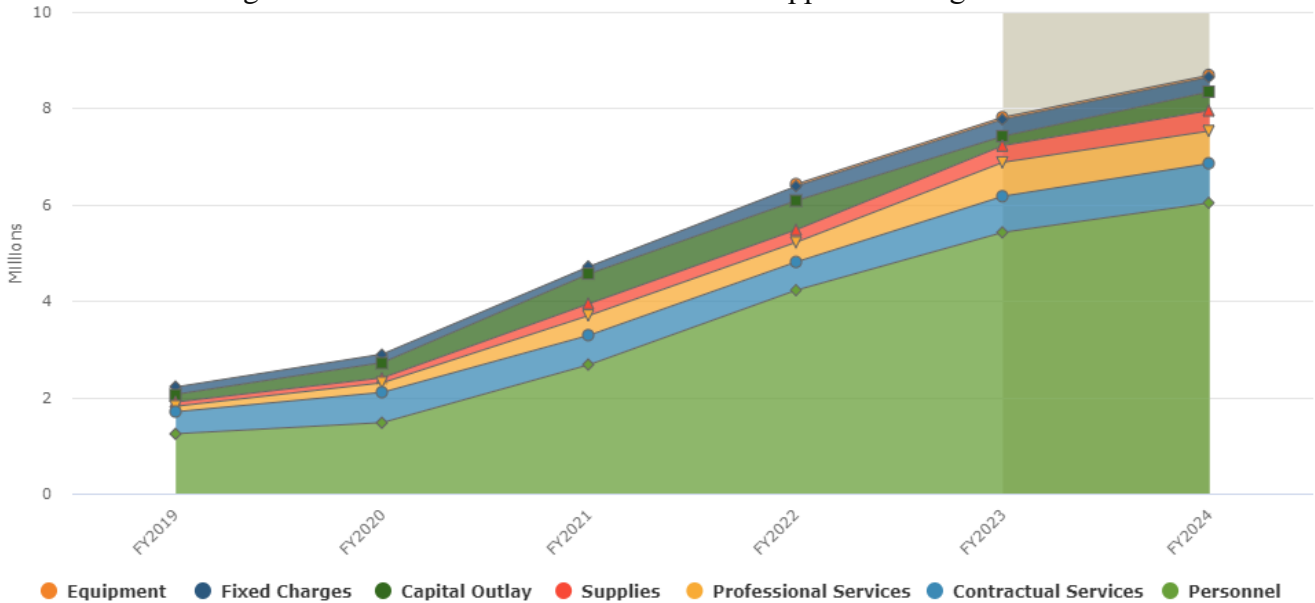


FY 2024 General Fund Budget



The Town of Nolensville is projecting \$8.9 Million of revenue in FY 2024, which represents a 7% increase over the prior year budget. Budgeted expenditures are projected to increase by 4% or \$352,444 to \$8,7 Million in FY 2024.

The chart below shows the Town’s General Fund historical trends of expenditures through the last 5 years from FY 2019 through FY 2023. FY 2024 shows the Town’s approved budget.



Grey background indicates budgeted figures.



General Fund Revenue

When developing revenue projections for the budget process, the Town of Nolensville takes a pragmatic and conservative approach, aiming to lessen the potential impacts of economic volatility and unforeseen dips in the locality-generated income. We build these projections by analyzing past trends and current economic conditions to create an informed and robust model for future estimates.

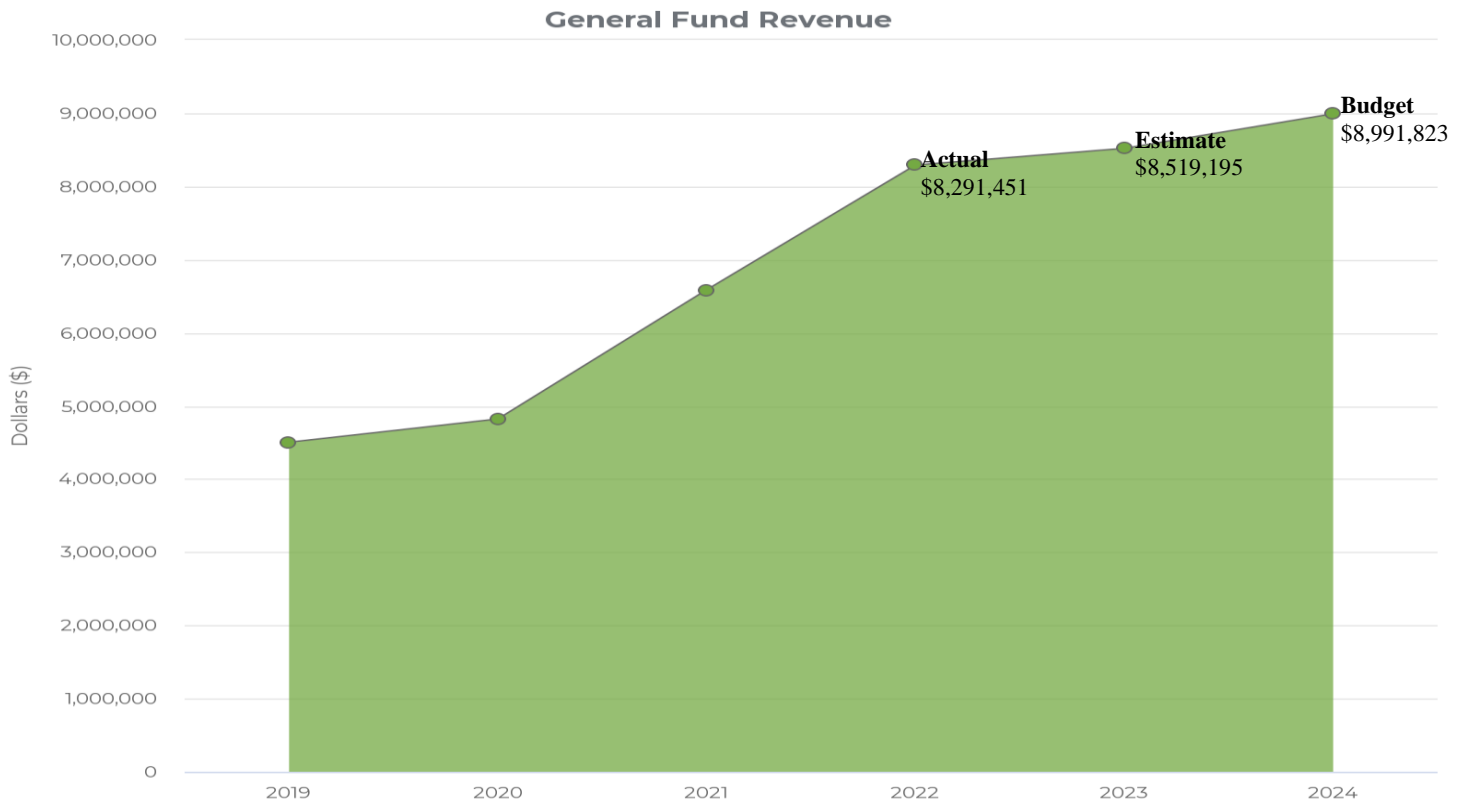
The General Fund is the primary operating fund of the Town. The General Fund is supported by a variety of revenue sources including taxes, licenses fees, permit fees, fines, forfeitures, and other miscellaneous sources. Property taxes, one of the main sources of revenue for most local governments, historical trends and anticipated growth based on the property assessment base play a crucial role in estimating future revenue. The growth in businesses in the town and the projected growth of consumer spending will also influence these estimates. An analytical assessment of local economic indicators and past trends assists in determining the projections of Sales Taxes. Expected income from building, planning, and other licenses are calculated based on population growth, construction trends, and our Town's strategic plans regarding infrastructure and other realms. Fines and Forfeiture estimates will be based upon the existing fees, changes to fees, the number of customers, and the demand for these services. Intergovernmental, which is also referred to as State Shared Revenue, mainly consists of shared taxes, or contributions. Projections for this tend to be conservative, given they are dependent upon political or budgetary decisions at other levels of government.

Through these revenues the General Fund supports Public Safety (Police and Fire & Rescue), Public Works (Streets and Maintenance), Development Services such as Planning, Engineering and Codes Departments, and General Administration which includes the Town Council, the Town Managers Office, Legal (Town Attorney), Town Recorder, Finance, Human Resources and Communications. The Fund also provides for occasional transfers to the Capital Improvements Fund.

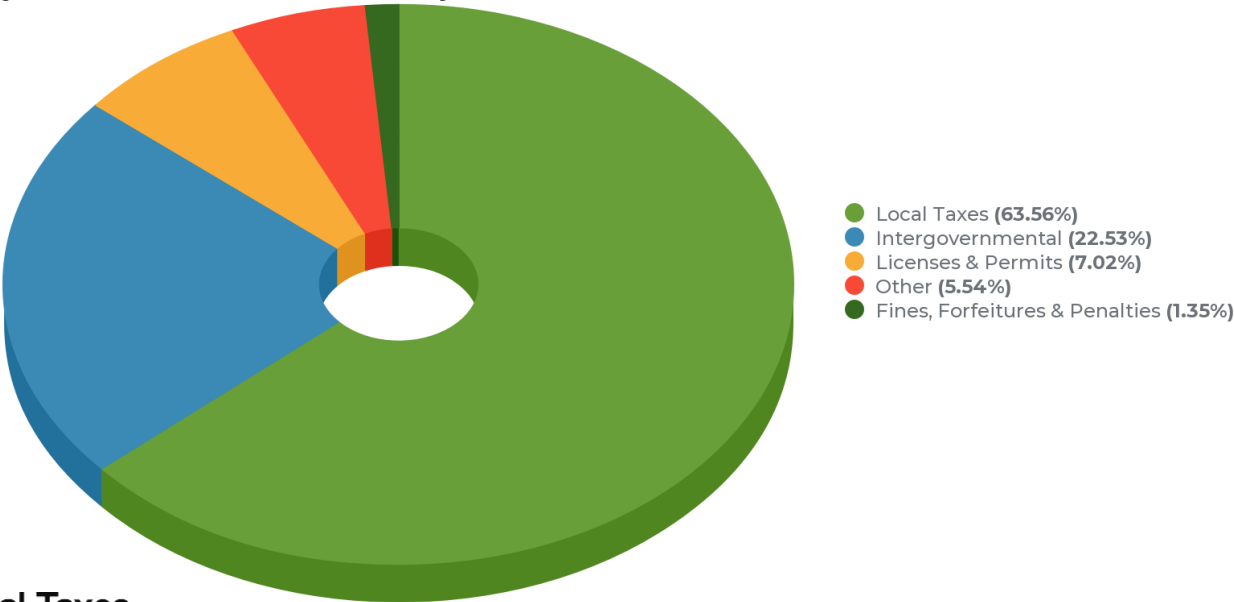
GENERAL FUND REVENUE

Financial Summary

	<u>Actual</u>		<u>Estimate</u>		<u>Budget</u>	
	2021-2022	%	2022-2023	%	2023-2024	%
Revenues and Other Sources:						
Local Taxes	5,034,460	60.71%	4,835,024	56.75%	5,714,493	63.55%
Licenses and Permits	1,144,027	13.80%	783,711	9.20%	630,840	7.02%
Intergovernmental	1,819,615	21.94 %	1,931,352	22.67%	2,026,485	22.53%
Fines and Forfeitures	150,650	1.82%	118,720	1.39%	121,810	1.35%
Other Taxes and Revenues	142,699	1.72%	850,388	9.98%	498,195	5.54%
Total Revenues and Sources	\$8,291,451	100.00%	\$8,519,195	100.00%	\$8,991,823	100.00%

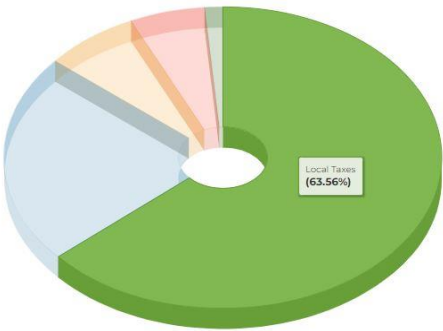


Projected FY 2024 Revenue by Source



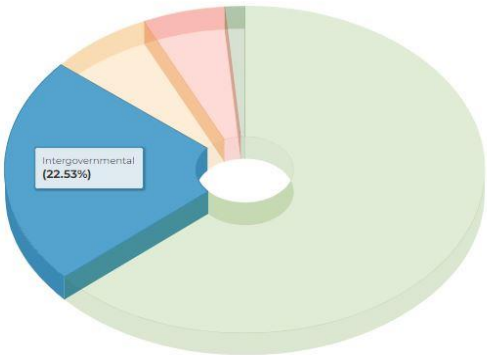
Local Taxes

Tax collected by the Town of Nolensville includes property tax, local option sales tax, wholesale beer and liquor tax, and gas and cable franchise tax. For FY 2024, taxes comprise 63.55% of all revenues. Appropriations are determined based on the approved local tax rate, population, and the assessment summary provided by the County, as well as the historical collection rate determined by actuals received in prior years.



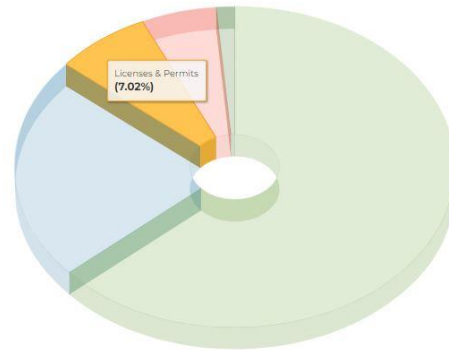
Intergovernmental

Intergovernmental revenues include state shared revenues like gas tax revenues provided to the Town from the Tennessee Department of Revenue. Typically, intergovernmental revenues would also include financial grants or assistance from federal, state, and county governments. The projected revenue generated from all intergovernmental revenue (excluding grants) for FY 2024 is \$2,026,485 or 22.53% of total revenues. Appropriations for the coming fiscal year are based on population.



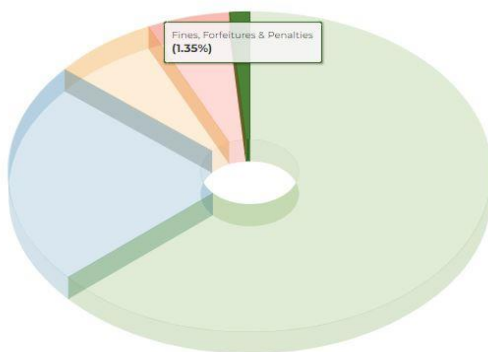
Licenses and Permits

Revenue from Licenses and Permits are generated by fees collected when the Town issues various licenses and permits to residents and businesses in the community. For FY 2024 budget, 7.02% of total General Fund revenue comes from occupational licenses and building permits issued within the Town. Factors considered in forecasting licenses and permits are historical revenues, approved developments, recent building activity and trends in business licensing.



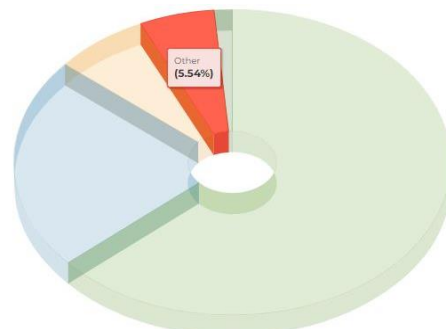
Fines, Forfeitures and Penalties

The Town's Municipal Court charges fines and fees based on a combination of state law, municipal code, and judge's actions. The total collected from fines and fees for FY 2024 is budgeted at \$121,810, 1.35% of all revenues. Factors considered in forecasting court fines are historical revenues, anticipated staffing in the Police Department, along with traffic trends.

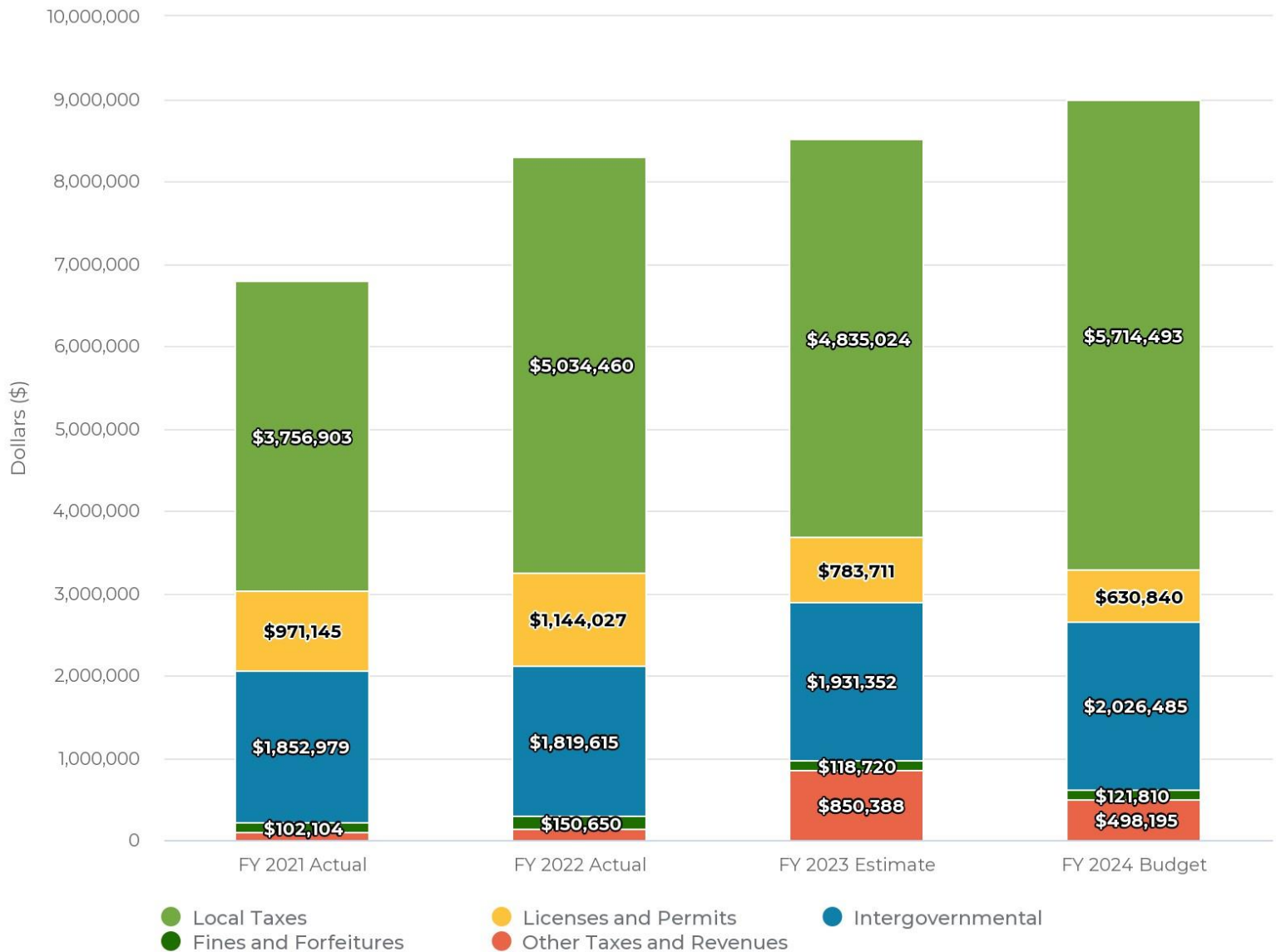


Other

The Miscellaneous category of revenue includes internal transfers, reimbursed expenses, and donations. Revenues generated for FY 2024 are projected to be \$498,195 or 5.54% of total General Fund revenue. Forecasting of miscellaneous revenue is based on historical trends.



Revenue by Source Historical Trends



The chart above shows the changes in the actual revenue collected by the Town, categorized by revenue source over the last four (4) years from FY 2021 through FY 2024. FY 2023 identifies the estimate and FY 2024 identifies the approved budget, not actuals.

In FY 2024, additional budget changes to the revenue collected by source shown in the chart are primarily based increased population and sales tax collections and an expected decrease in permit revenues based on the number of approved permits expected to be pulled.

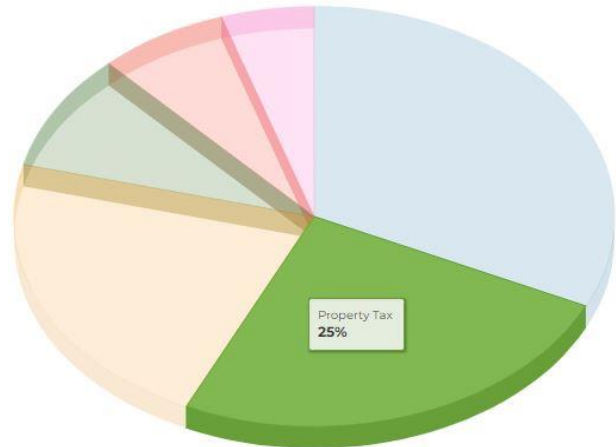
Major Revenue Source

Type of Revenue	Description	Percentage
Property Tax	The annual amount paid by landowners to the local government or the municipal corporation of their area. The Town's current rate is \$0.29 cents per \$100 assessed value.	25%
Local Option Sales Tax	The current rate is 2.75% of total sales. Of the 2.75%, 50% goes to the county to provide for schools (less a 1% collection fee.) The county remits the remainder to the Town on a monthly basis.	32%
State Shared Revenue	The Town receives a share of the state sales tax (7%) directly from the state each month distributed on a per capita basis. This source is one of several state shared revenue streams, accounting for more than half of the per capita-based state shared taxes.	22%
Building and Permits	Fees collected for the development services inspections of commercial and residential construction.	7%
Grants	Federal and State awarded funding.	5%
Other	All other forms of General Fund revenue.	9%

Major Revenue Source - Real Property Tax

The proposed property tax rate for FY 2024 is \$0.29 per \$100 of assessed value. The budgeted amount for both real and personal property taxes in FY 2024 is \$2,253,308.

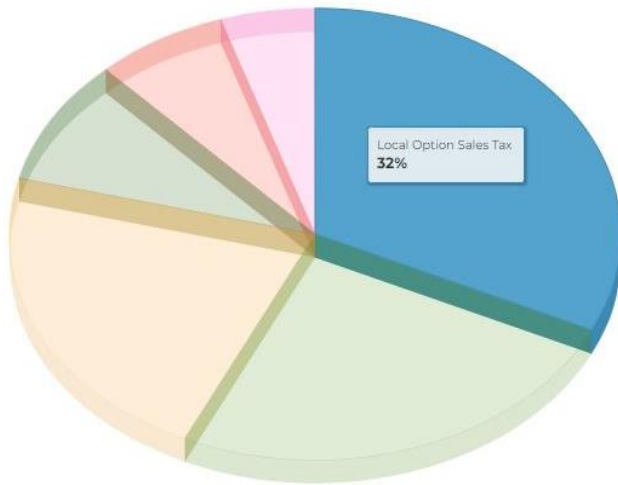
The basis of property tax on real estate is the assessed valuation of taxable real and tangible personal property in the Town. All property within the Town is assessed at fair market value. Property is assessed at different percentages based on classification.



Under Tennessee law, residential property is assessed at a rate of 25% of appraised value. Commercial property is assessed at a rate of 40% of appraised value.

Property taxes are assessed by the county based on the values of a property as of January 1 of each year. Property Taxes are payable from the first Monday in October of the current year through the last day of February without penalty and interest. As of March 1, of the succeeding year, property tax payments shall become delinquent. Interest and Penalties are calculated on the original amount of the tax assessed as of January 1.

Major Revenue Source - Local Option Sales Tax



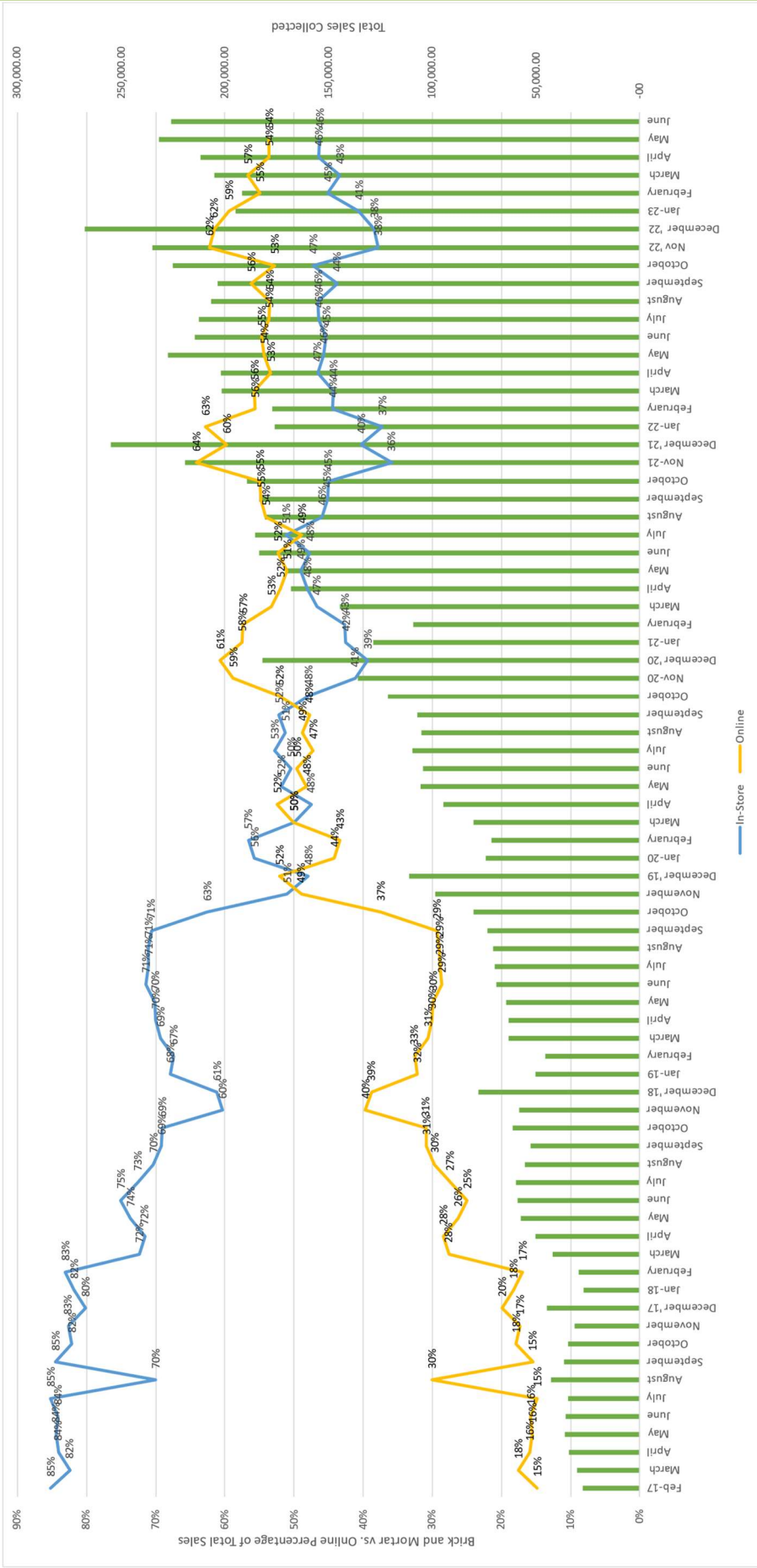
The Town of Nolensville is allocated approximately 50% of the 2.75% Williamson County local option sales tax collected by the State from businesses located within the Town limits. The remaining local option sales tax revenue is received by Williamson County, which state law requires the funds be allocated to Williamson County Schools.

Budgeted collections for Nolensville in FY 2024 are \$2,889,535. This is an increase of 7% from last year's budgeted amount of \$2,700,500.

Sales and use taxes are remitted monthly by retailers and subsequently remitted to the state of Tennessee by the following month. The taxes are then distributed to the Town by the next month. So that the Town receives tax receipts almost two months after final collection. Taxes are accrued to the appropriate fiscal year for accounting purposes but are tracked by the month they are distributed to the Town. A few smaller retailers submit quarterly or annually but have minimal impact on sales and use revenue tax collections.

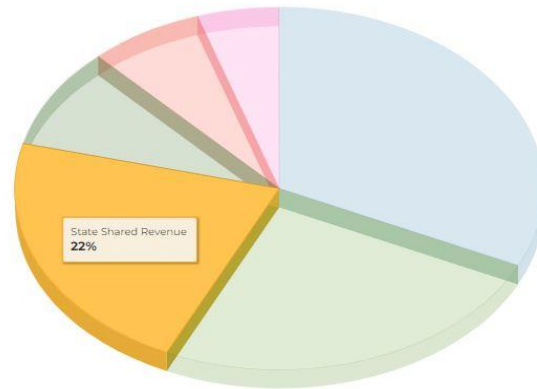
The chart on the next page shows the Town's total collection of sales by month while also identifying the percentage in which those sales collected were from online versus brick and mortar.

Historical Trends of Local Option Sales Tax



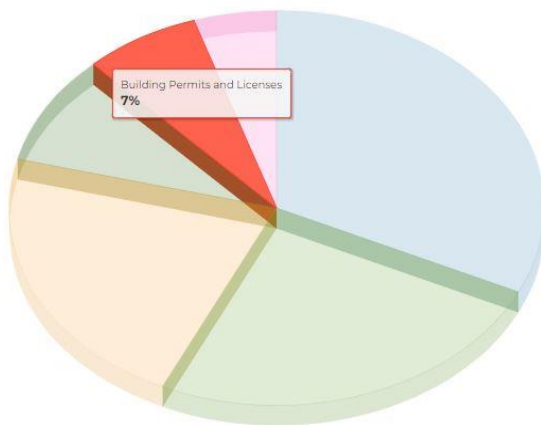
Major Revenue Source - State Shared Revenue

The general state tax rate in Tennessee is 7%. The State distributes a share of the 7% State-wide sales tax to cities and towns on a per capita basis. The FY 2024 budget amount of State Sales Tax is \$1,659,480, with an additional \$328,405 in other state shared revenues.



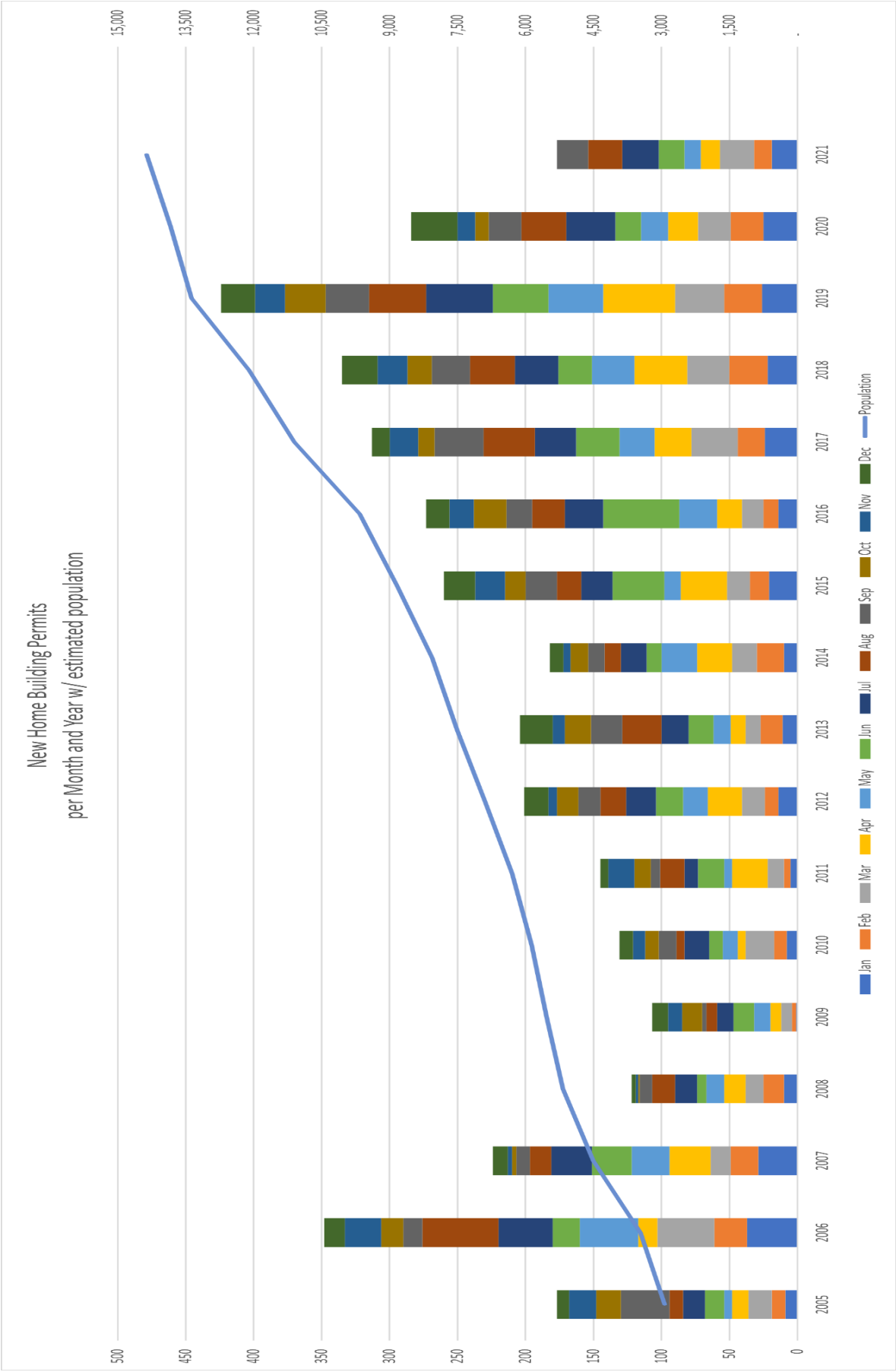
Major Revenue Source - Building and Permits

This revenue is generated by fees collected when the Town issues various licenses and permits to residents and businesses in the community. The total collected in 2023 is estimated to be \$783,711 or 9% of total revenue. Total revenue from occupational licenses and building permits issued within the Town for FY 2024 budget is \$630,840 or 7% of total revenue, all of which would be credited to the General Fund.



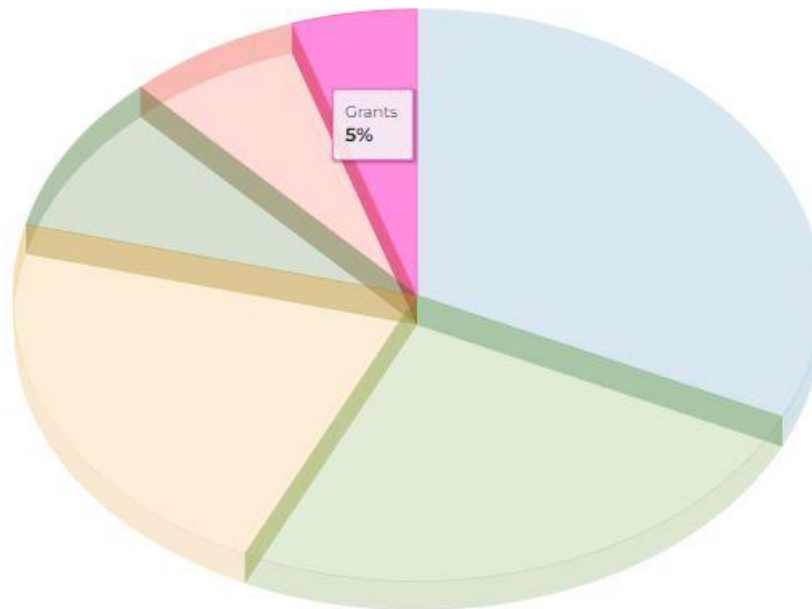
Understanding that two hundred and eighty-four (284) new building permits were issued in 2021, and noting the reduction of permits issued in 2022, it's crucial to monitor if the trend will indeed revert to the prior year levels. The data from 2005 to 2023 can provide a comprehensive historical perspective and, drawing insights from this, the Town estimates around one hundred and fifty (150) new building permits have the potential to be issued in 2024. The building and permits historical trends chart on the next page visually represent this data, making it easier to identify patterns and predict future trends. This kind of data collection and analysis is essential for municipal planning and budgeting, as it helps in infrastructure development, ensuring sustainable urban growth and effective services delivery to the residents of Nolensville.

Building and Permits Historical Trends



Major Revenue Source – Grants

While Grants are not typically a major revenue source, for FY 2024 it plays a key component in being able to hire six (6) additional positions. These positions were added as a result of the Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding in the amount of \$1,153,464 total. This Grant covers the full costs (salary and benefits) of six (6) additional firefighters for three (3) years. After the third year, the Town will assume the costs to employ these positions. The purpose of this SAFER Grant is to provide funding directly to the Fire Department to assist in increasing the number of firefighters, to help the community meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection. In addition to the SAFER Grant, additional Grant funding the Town will receive in FY 2024 includes the Tennessee Highway Safety Office (THSO) Grant in the amount of approximately \$40,000. THSO provides grants to programs which are designed to reduce the number of fatalities, injuries, and related economic losses resulting from traffic crashes on Tennessee's roadways. This grant funding applies towards staff overtime costs and capital and equipment needs for the Police Department.



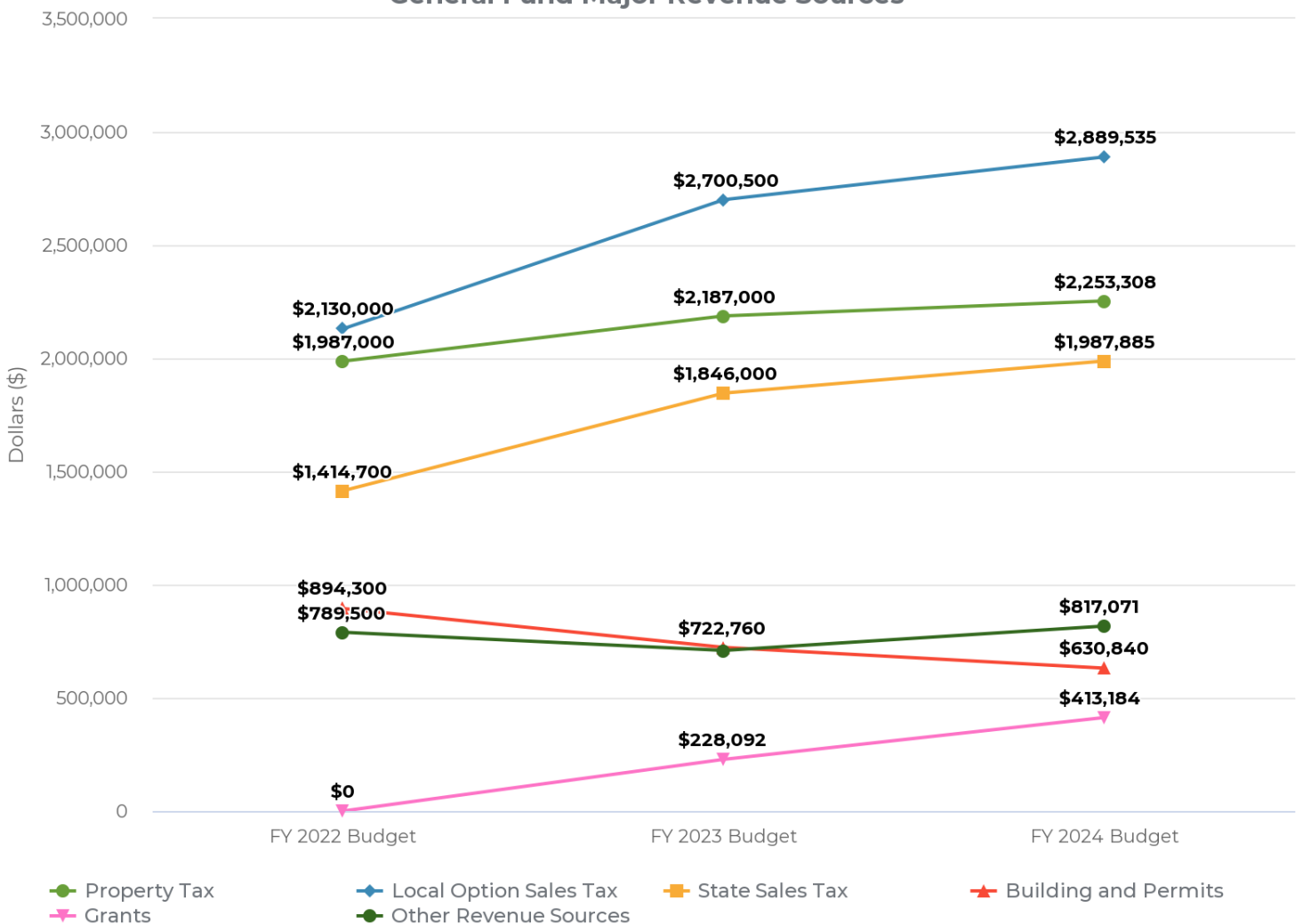
GENERAL FUND REVENUE

FY 2023 Budget to FY 2024 Budget Revenue Changes

General Fund Revenues

	Budget FY 2023	Budget FY 2024	Change Dollar	Change Percentage
Property Tax	\$2,187,000	\$2,253,308	\$ 66,308	3%
Local Option Sales Tax	\$2,700,500	\$2,889,535	\$ 189,035	7%
State Shared Revenue	\$1,846,000	\$1,987,885	\$ 141,885	7%
Building and Permits	\$722,760	\$630,840	(\$91,920)	(15%)
Grants	\$228,092	\$413,184	\$185,092	45%
Other	\$638,128	\$817,071	\$178,943	22%

General Fund Major Revenue Sources



General Fund Revenue Budget Details

Name	FY2023 Amended Budget	FY2024 Budgeted
Beginning Fund Balance:	N/A	N/A
Revenues		
Local Taxes		
LOCAL OPTION SALES TAX:	\$2,700,500.00	\$2,889,535.00
PROPERTY TAXES CURRENT	\$2,181,000.00	\$2,247,127.78
PROPERTY TAXES PRIOR YEARS	\$5,000.00	\$5,150.00
INTEREST AND PENALTY ON PROP TAX CURRENT	\$1,000.00	\$1,030.00
WHOLESALE BEER TAX	\$156,000.00	\$160,680.00
WHOLESALE LIQUOR TAX	\$204,000.00	\$210,120.00
NATURAL GAS FRANCHISE TAX	\$62,000.00	\$63,860.00
CABLE TV FRANCHISE TAX:	\$133,000.00	\$136,990.00
Total Local Taxes:	\$5,442,500.00	\$5,714,492.78
Intergovernmental		
STATE SALES TAX	\$1,536,000.00	\$1,659,480.00
STATE INCOME TAX	\$32,000.00	\$32,960.00
STATE BEER TAX	\$7,000.00	\$6,361.34
ALCOHOLIC BEVERAGES TAXES	\$78,000.00	\$84,000.00
STATE CITY STREETS AND TRANSPORTATION	\$26,000.00	\$25,307.07
GROSS RECEIPTS TAX	\$146,000.00	\$165,948.00
SPORTS GAINING PRIVILEGE TAX	\$21,000.00	\$13,829.00
POLICE STATE SUPPLEMENT	\$15,200.00	\$17,600.00
FIRE STATE SUPPLEMENT	\$12,000.00	\$21,000.00
Total Intergovernmental:	\$1,873,200.00	\$2,026,485.41
Licenses and Permits		
BEER /LIQUOR LICENSES	\$7,000.00	\$7,210.00
IMPACT FEE ADMINISTRATION COMMERCIAL	\$1,600.00	\$1,648.00
IMPACT FEE ADMINISTRATION RESIDENTIAL	\$24,990.00	\$17,493.00
BUILDING AND RELATED PERMITS COMMERCIAL	\$33,700.00	\$65,000.00
BUILDING AND RELATED PERMITS RESIDENTIAL	\$442,470.00	\$309,729.00
PLUMBING PERMITS COMMERCIAL	\$4,700.00	\$4,841.00
PLUMBING PERMITS RESIDENTIAL	\$25,000.00	\$17,500.00
MECHANICAL/GAS PERMIT COMMERCIAL	\$7,800.00	\$8,034.00
MECHANICAL/ GAS PERMIT RESIDENTIAL	\$15,500.00	\$10,850.00
EXCAVATING PERMITS	\$2,500.00	\$2,575.00

General Fund Revenue Budget Details

Name	FY2023 Amended Budget	FY2024 Budgeted
EROSION CONTROL PERMIT	\$31,500.00	\$32,445.00
ZONING PERMITS	\$2,600.00	\$2,678.00
CONCEPT PUD PLAN W/ REZONE	\$1,300.00	\$1,339.00
LAND USE PLAN AMENDMENT	\$1,300.00	\$1,339.00
PLAN COPIES-BIDDERS	\$1,100.00	\$1,133.00
PLANS REVIEW	\$20,400.00	\$21,012.00
SITE PLANS AND PLATS	\$25,500.00	\$0.00
OTHER RELATED PERMITS	\$8,900.00	\$9,167.00
DECK PERMITS	\$5,600.00	\$5,768.00
SPRINKLER PERMIT	\$21,000.00	\$21,630.00
SWIMMING POOL	\$9,800.00	\$10,094.00
BOND/BOND PENALTY	\$2,100.00	\$2,163.00
ROAD CUTS	\$200.00	\$206.00
SIGN PERMITS	\$1,400.00	\$1,442.00
SOLICITATION PERMITS	\$600.00	\$618.00
DESIGN REVIEW	\$0.00	\$50,000.00
REINSPECTION FEE	\$22,600.00	\$23,278.00
ENGINEERING REIMBURSEMENTS	\$1,600.00	\$1,648.00
Total Licenses and Permits:	\$722,760.00	\$630,840.00
Other Revenues		
GENERAL SERVICES	\$300.00	\$309.00
INTEREST	\$8,000.00	\$8,240.00
POLICE GRANTS & DONATIONS	\$40,000.00	\$40,000.00
FIRE GRANTS & DONATIONS		\$373,183.98
Operating Transfer (from Reserves GFS)		\$76,462.00
Total Other Revenues:	\$48,300.00	\$498,194.98
Fines, Forfeits, and Penalties		
COURT COSTS	\$103,000.00	\$106,090.00
OFFICER COURT FEE	\$9,120.00	\$9,120.00
ELECTRONIC CITATION FEE - COURT	\$1,320.00	\$1,320.00
ELECTRONIC CITATION FEE - POLICE	\$5,280.00	\$5,280.00
Total Fines, Forfeits, and Penalties:	\$118,720.00	\$121,810.00
Total Revenues:	\$8,205,480.00	\$8,991,823.17

General Fund Expenditures

The General Fund is an essential component of the Town of Nolensville's budgeting. By taking into account Tennessee State Laws, the Town is authorized to appropriate all revenue sources and thus prepare an annual budget and financial plan across all funds.

As the budget is organized departmentally, each department justifies its ongoing and new programs based on the set goals and initiatives. This departmental budget grouping justifies both new and existing programs and helps to prioritize them in line with the Town's overall vision, strategic initiatives, and available resources.

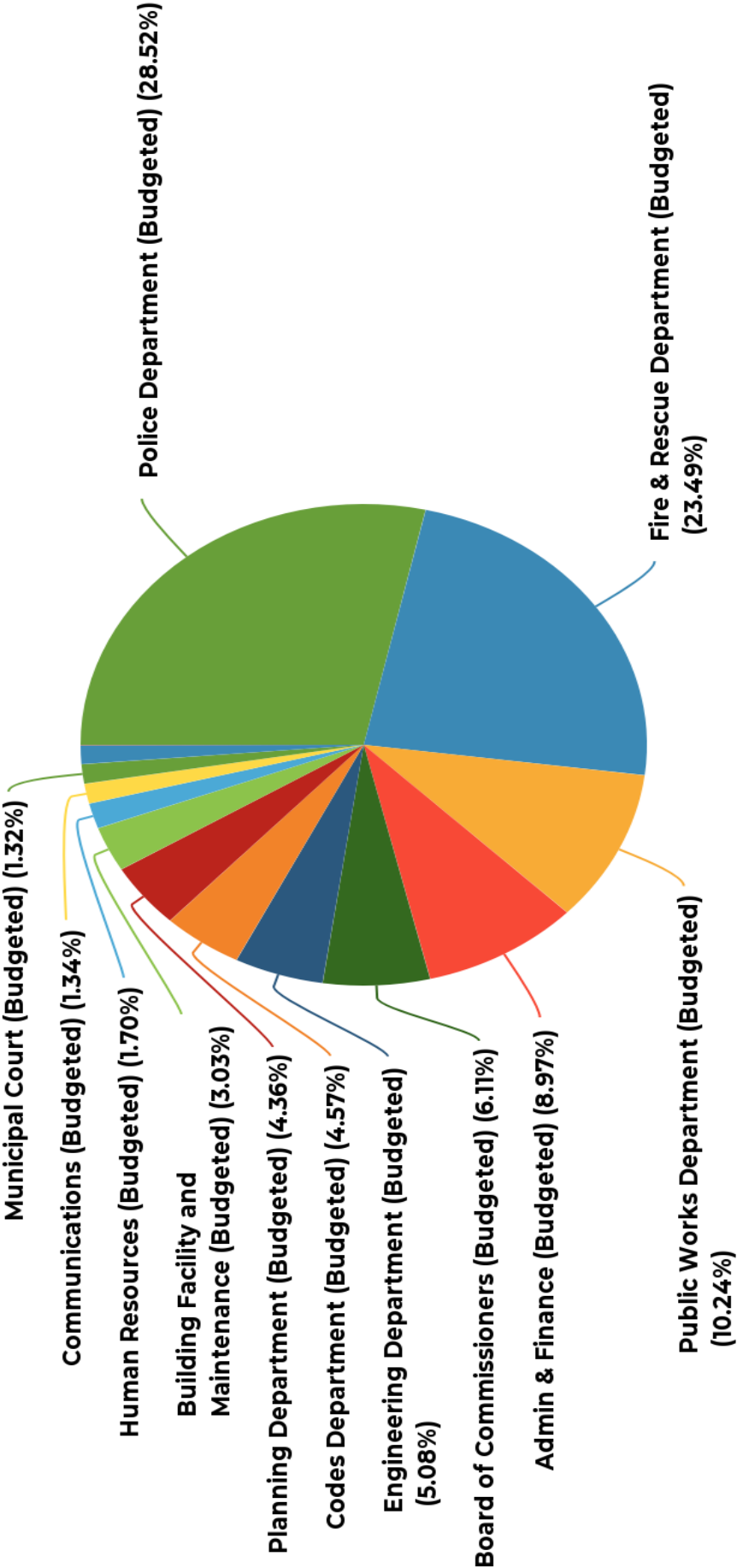
The General Fund is a major fund within the Town and represents about 35.7% of the total expenditures for FY 2024.

Department Structure

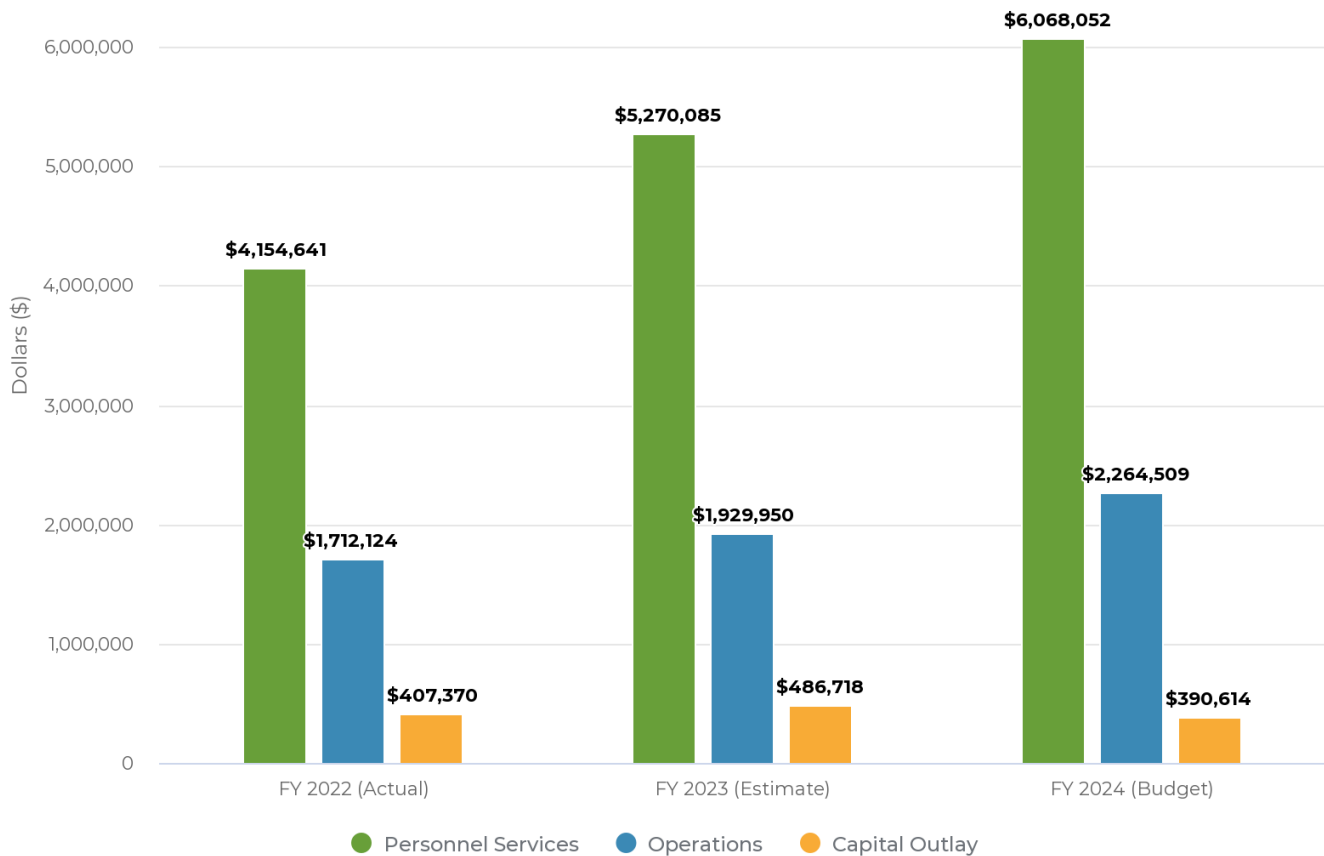
- 41110 General Government: Legislative Board
- 41210 General Government: Town Court
- 41500 General Government: Administration and Finance
- 41510 General Government: Recorder
- 41650 General Government: Human Resources
- 41670 General Government: Engineering
- 41680 General Government: Communications
- 41700 General Government: Planning and Zoning
- 41810 General Government: Town Hall Building and Grounds
- 42100 Public Safety: Police
- 42200 Public Safety: Fire and Rescue
- 43000 Public Works: Public Works
- 46540 Community Development: Building and Code Enforcement

GENERAL FUND EXPENDITURES

FY 2024 Budgeted General Fund Expenditures by Department



Expenditures by Expense Type



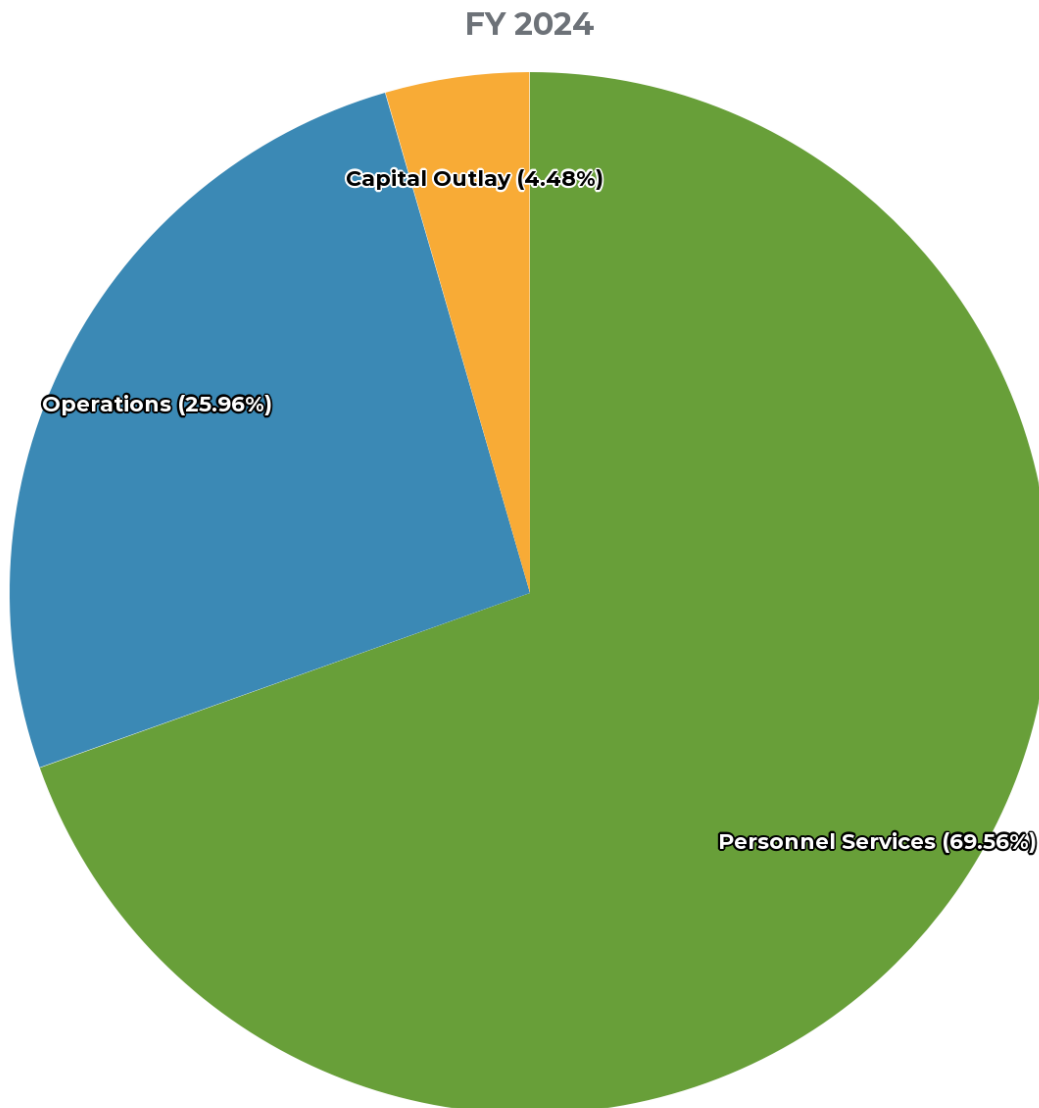
The chart above shows the breakout of the Town's budgeted General Fund expenditures by expense type; Personnel Services, Operations and Capital. FY 2022 represents the actuals by expense type, while FY 2023 is an estimate and FY 2024 are based on the approved budget.

The Town of Nolensville's goal is to provide sufficient staffing for each department to provide the most effective level of service for our community. Every year, the Town reviews staffing levels within each department to determine if the operations are efficient and effective. Upon review, the Town may find that the operations are not efficient and may require adjustment. Some of the personnel adjustments may be adding new positions or removing existing ones, while some of the operating and capital adjustments may be adding new supplies, tools, or equipment to provide additional services to the Town. The FY 2024 budget includes the addition of two (2) new full-time positions.

Requests in Personnel Services, Operations and Capital

The overall net impact to the Town for the additional requests in personnel services, operations and capital is approximately \$352,444.

The chart below displays uses by category type for the FY 2024 budget. Personnel is the largest expenditure in the Town's General Fund budget, accounting for 69.56%, followed by Operations accounting for 25.96% and Capital Outlay which accounts for 4.48% of the uses of the Town.



Personnel Changes from Prior Year to Current Fiscal Year by Department

	FY21-22 Budget		FY22-23 Budget		FY23-24 Budget		Change from FY23 to FY24	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Administration and Finance Department	3	0	4	0	5	0	1	0
Town Recorder	1	0	1	0	1	0	0	0
Human Resources	1	0	1	0	1	0	0	0
Municipal Court	1	0	1	0	1	0	0	0
Communications Department	1	0	1	0	1	0	0	0
Engineering Department	1.5	0	2	0	3	0	1	0
Planning Department	3.5	0	3	0	3	0	0	0
Codes Department	3	1	4	0	4	0	0	0
Police Department	17	0	19	0	19	0	0	0
Fire Department	10	23	11	26	17	19	6	(7)
Public Works Department	8	0	8	0	8	0	0	0
Building Facility and Maintenance	0	1	0	1	0	1	0	0

In FY 2024 budget, the Town has sixty (60) full-time positions (including vacancies) and one (1) part-time, with an additional nineteen (19) part-time as needed and numerous volunteers for our Fire and Rescue Department.

The new positions budgeted for FY 2024 are:

One (1) Accounting Clerk, Finance Department

This position for adding an accounting clerk to the finance department will help manage increased work volume and new scope of work added to the department, as well as ensuring improved overall efficiency, facilitating better financial control and reporting. This full-time position, with benefits, will have a total impact of \$75,877 on the General Fund and will be supported by taxes and fees.

One (1) Stormwater Engineer, Engineering Department

This position for a Stormwater Engineer is necessary to ensure compliance with the MS4 Inspections and to assist the Engineering Department with projects and initiatives. This full-time position, with benefits, will have a total impact of \$93,220 on the General Fund and will be supported by taxes and fees.

GENERAL FUND EXPENDITURES

Six (6) Firefighters, Fire Department

Six (6) additional positions were also added as a result of the Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding in the amount of \$1,153,464. This Grant covers the full costs (salary and benefits) of six (6) additional firefighters for three (3) years. After the third year, the Town will assume the costs to employ these positions. The purpose of the SAFER Grant is to provide funding directly to the Fire Department to assist in increasing the number of firefighters to help the community meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection. Since these positions are being covered by Federal Funding, there is no impact on the General Fund for FY 2024.

	Total Positions	Total <u>Staffing Costs</u>	% of <u>Department</u>
Board of Commissioners	5.0	\$35,600.00	6.7%
Administration and Finance	5.0	\$622,743.00	79.8%
Town Recorder	1.0	\$101,920.00	92.2%
Human Resources	1.0	\$105,697.00	71.4%
Municipal Court	1.0	\$103,018.00	89.9%
Communications	1.0	\$80,797.00	69.6%
Engineering Department	3.0	\$326,414.00	73.9%
Planning Department	3.0	\$272,087.00	71.8%
Codes Department	4.0	\$353,619.00	89.1%
Police Department	19.0	\$1,828,410.00	73.7%
Fire and Rescue Department	17.0	\$1,624,686.00	79.5%
Public Works Department	8.0	\$596,536.00	64.6%
Building Facility	0.5	\$16,525.00	6.2%



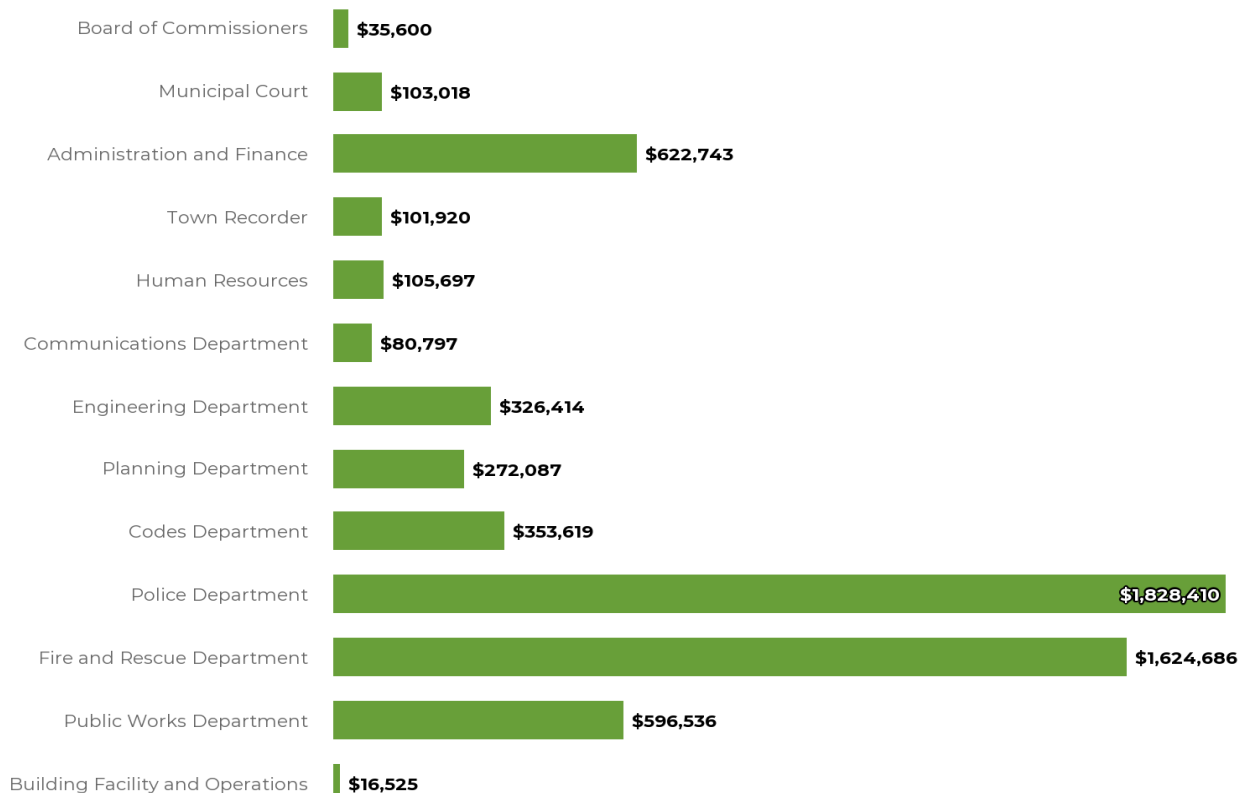
GENERAL FUND EXPENDITURES

Personnel Services

Total Personnel Costs by Department

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>	<u>FY2024</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
Board of Commissioners	55,868	30,582	35,135	35,600
Municipal Court	87,629	90,921	97,183	103,018
Administration and Finance	373,098	509,008	373,834	622,743
Town Recorder			96,087	101,920
Human Resources			97,752	105,697
Communications Department			62,612	80,797
Engineering Department	168,788	188,118	221,087	326,414
Planning Department	150,692	206,335	242,497	272,087
Codes Department	231,032	273,967	321,982	353,619
Police Department	1,114,192	1,359,555	1,726,551	1,828,410
Fire Department	183,111	1,001,929	1,425,405	1,624,686
Public Works Department	339,991	492,206	566,662	596,536
Building Facility & Operations	1,246	2,020	3,298	16,525

FY 2024 Personnel Costs by Department



Dollars (\$)



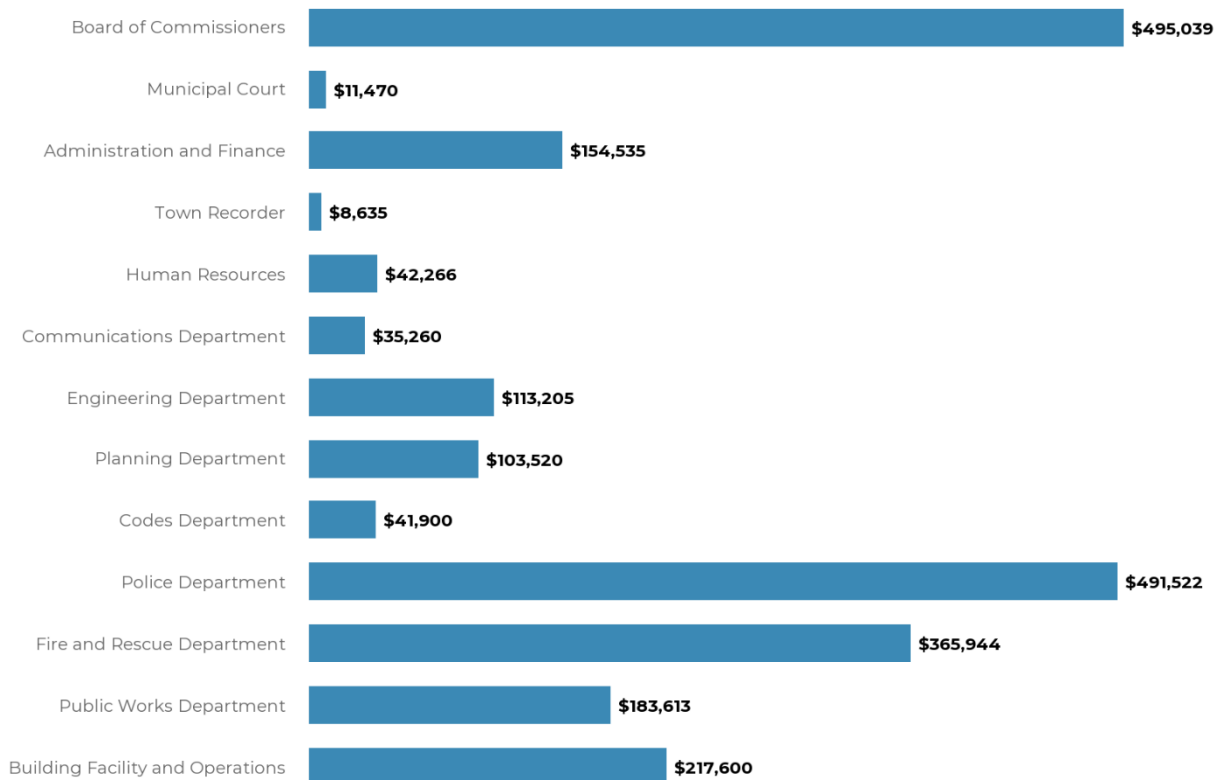
GENERAL FUND EXPENDITURES

Operations

Total Operational Costs by Department

	FY 2021	FY 2022	FY2023	FY2024
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
Board of Commissioners	242,655	268,429	375,138	495,039
Municipal Court	8,835	8,211	12,611	11,470
Administration and Finance	96,811	155,479	144,177	154,535
Town Recorder			7,258	8,635
Human Resources			41,402	42,266
Communications Department			20,552	35,260
Engineering Department	69,342	62,068	61,831	113,205
Planning Department	110,385	86,240	96,653	103,520
Codes Department	30,392	82,361	27,743	41,900
Police Department	361,417	470,900	517,568	491,522
Fire Department	377,813	282,402	225,989	365,944
Public Works Department	143,624	158,222	192,996	183,613
Building Facility & Operations	150,304	137,812	206,033	217,600

FY 2024 Operational Costs by Department



Dollars (\$)



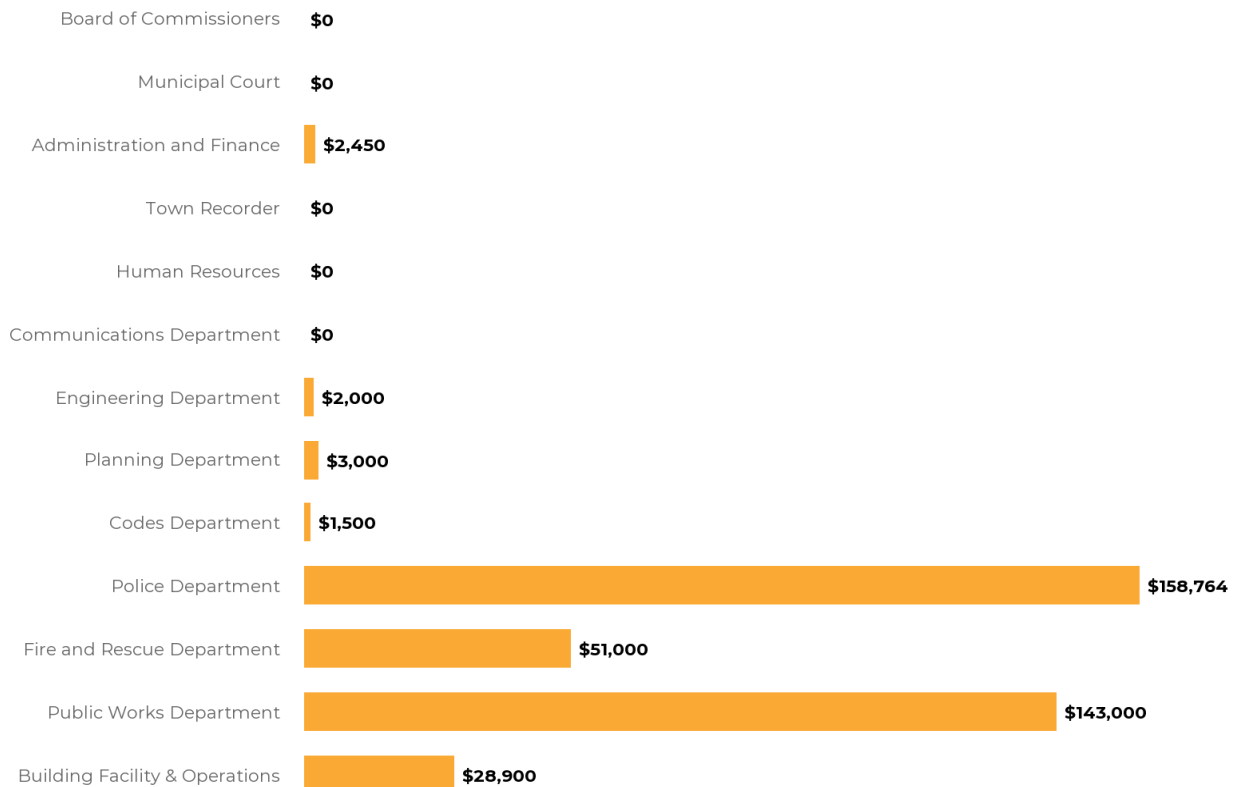
GENERAL FUND EXPENDITURES

Capital Outlay

Total Capital Costs by Department

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>	<u>FY2024</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
Board of Commissioners	5,000	-	13,080	-
Municipal Court	20,711	-	-	-
Administration and Finance	27,825	18,141	-	2,450
Town Recorder			-	-
Human Resources			-	-
Communications Department			-	-
Engineering Department	16,066	-	-	2,000
Planning Department	7,379	7,547	-	3,000
Codes Department	31,380	-	-	1,500
Police Department	287,544	158,314	355,881	158,764
Fire Department	76,914	160,686	48,607	51,000
Public Works Department	82,690	43,857	65,646	143,000
Building Facility & Operations	26,554	18,825	3,505	28,900

FY 2024 Capital Costs by Department



Dollars (\$)



DEPARTMENTS

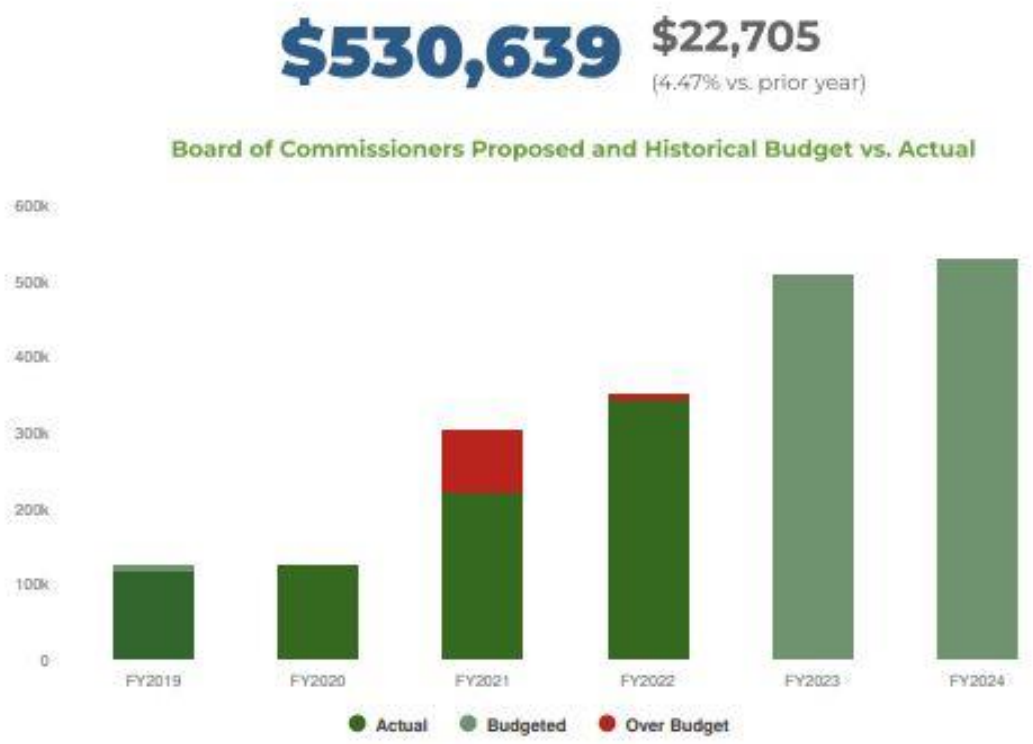


Board of Commissioners

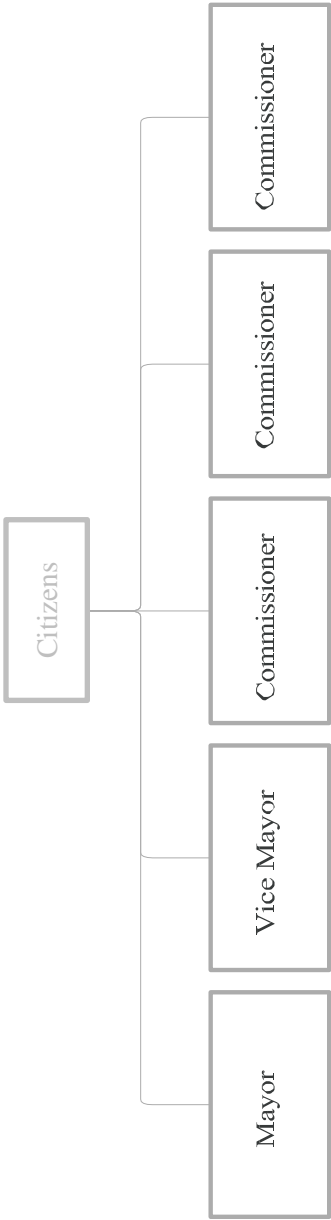
The Board of Commissioners (BOC) is the governing body of the Town with the Town Manager having responsibility for the management of the town staff. Ordinances that change the Town’s zoning, budgets, taxes, contracts, and other items of this nature require two votes of the BOC. Some ordinances require a public hearing between the votes. Resolutions such as support of events, individuals, etc. require a single vote by the Board.

The Town has a variety of Volunteer Advisory Boards, Committees, and Commissions. The BOC is supported by the Town’s Advisory Boards, Committees, and Commissions who evaluate the matters before them and either provide decisions on the matter or recommendations to the body that can make the decision. The members of each of these bodies are appointed by the Board of Commissioners. To be appointed to a Commission or Board, an individual must reside within the Town’s limits, while Committee members need only live within the area.

Expenditures Summary

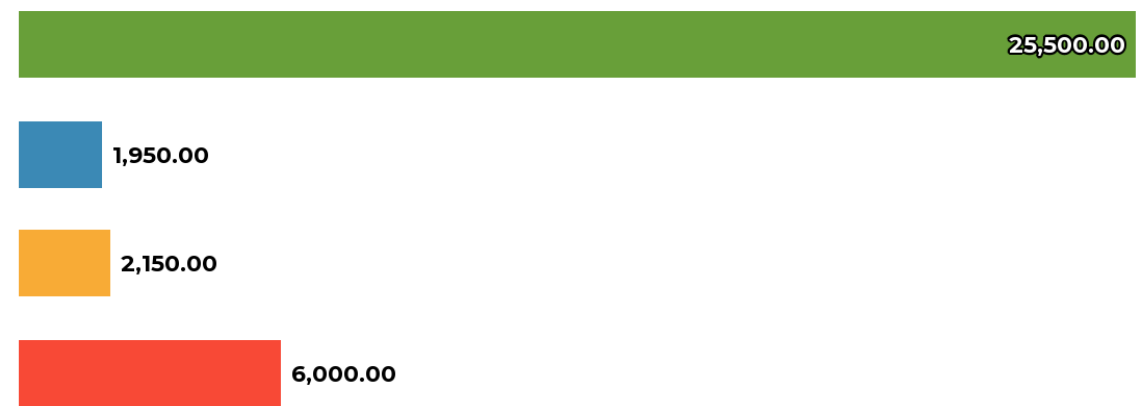


Organizational Chart



Personnel - Board of Commissioners

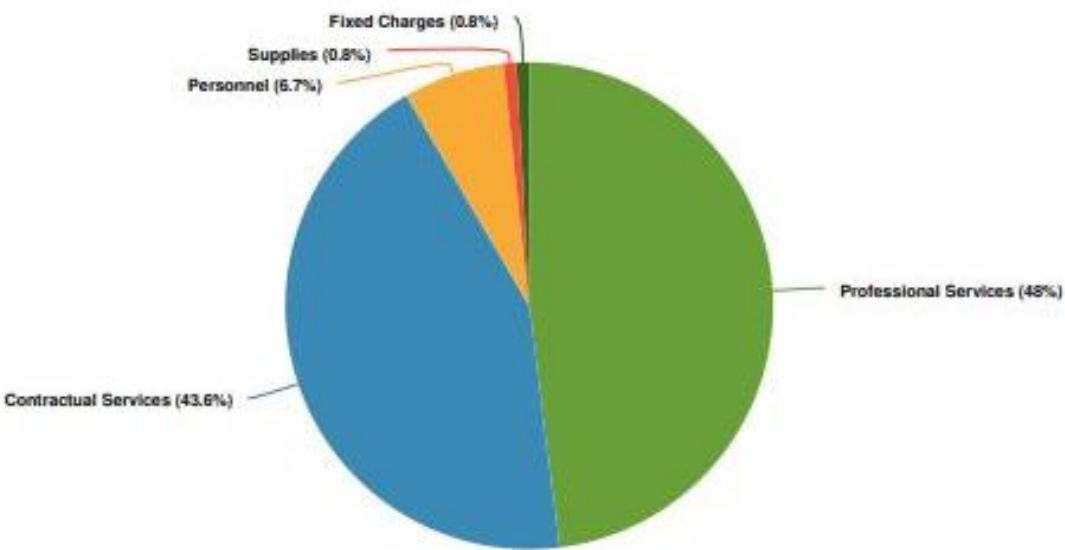
Fiscal Year 2024 Salary and Benefits



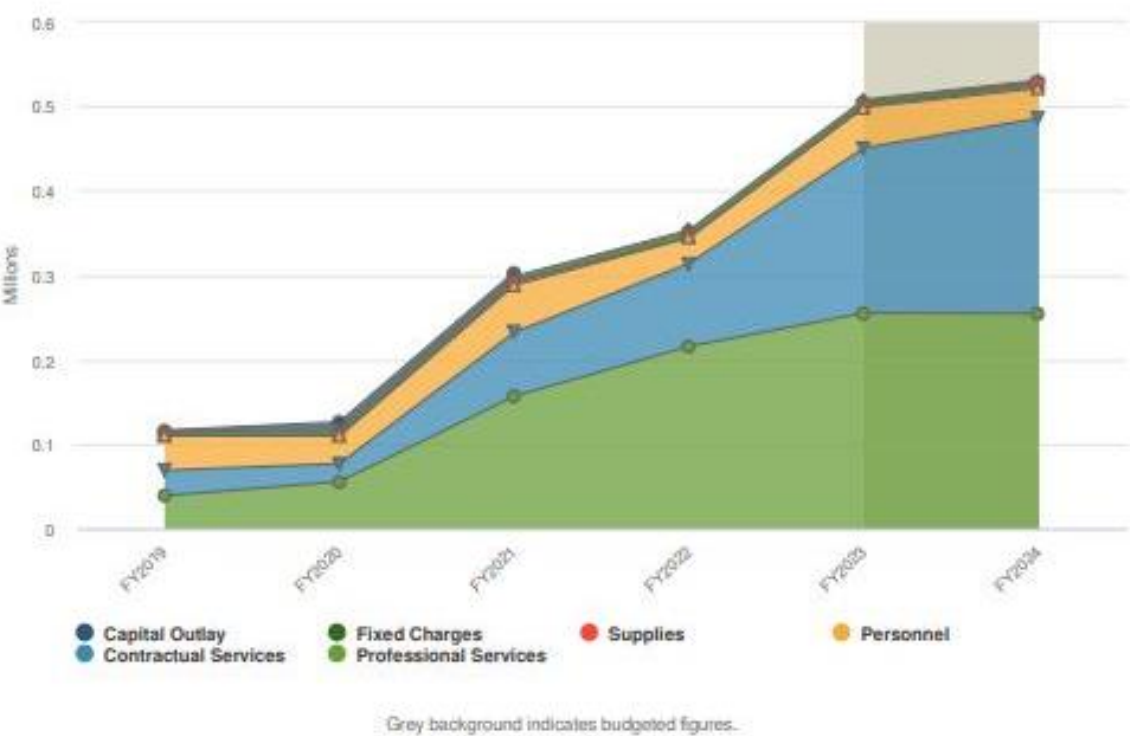
Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)
- Employee Benefits (Budgeted)

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



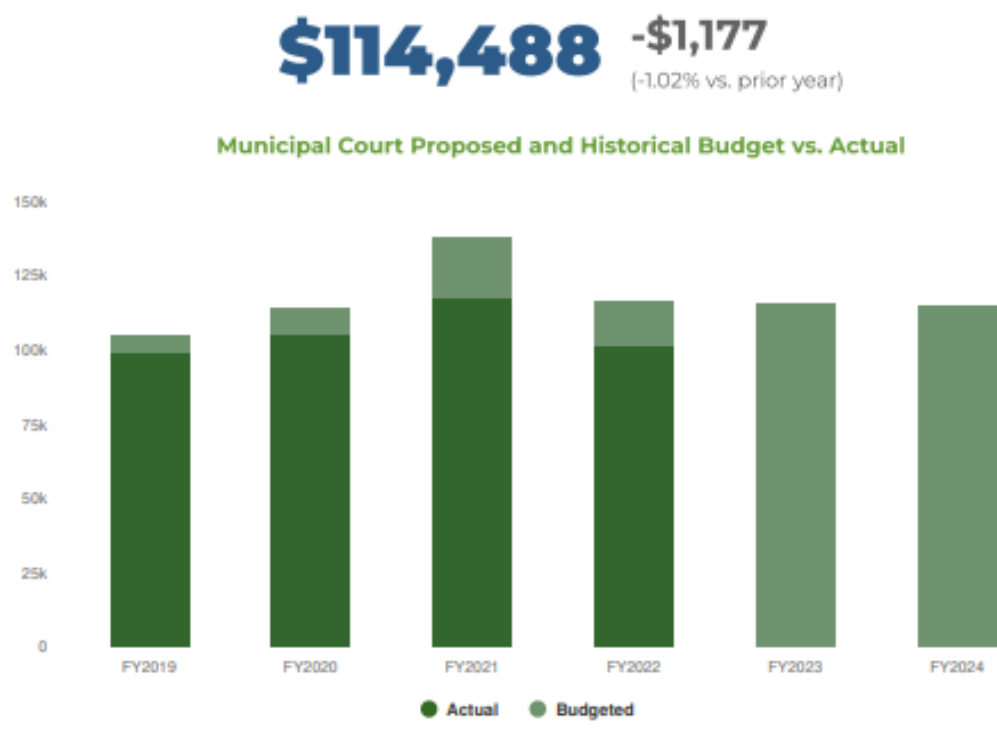
Board of Commissioners Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Board of Commissioners			
SALARIES	110-41110-111	\$25,500.00	0%
PAYROLL TAXES-EMPLOYER PORTION	110-41110-149	\$1,950.00	0%
PER DIEM	110-41110-160	\$2,150.00	N/A
EMPLOYEE APPRECIATION	110-41110-190	\$6,000.00	-67.9%
POSTAGE BOX RENT ETC	110-41110-211	\$4,000.00	900%
OFFICE SUPPLIES	110-41110-310	\$500.00	-29.3%
CONTRACTUAL SERVICES	110-41110-200	\$24,000.00	220%
PRINTING/DUPPLICATION	110-41110-220	\$4,500.00	N/A
PUBLICATION OF LEGAL NOTICES	110-41110-231	\$2,000.00	65%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41110-235	\$21,045.00	10%
PUBLIC RELATIONS/SPECIAL EVENTS	110-41110-236	\$96,470.00	16.8%
COMMITTEES	110-41110-237	\$76,462.00	-4.4%
CELLULAR PHONE	110-41110-245	\$1,800.00	-36%
TRAVEL	110-41110-280	\$5,000.00	122.2%
PROFESSIONAL SERVICES	110-41110-250	\$200.00	-98.7%
LEGAL SERVICES	110-41110-252	\$247,612.00	3%
COMPUTER SOFTWARE & MAINTENANCE	110-41110-255	\$7,000.00	N/A
LIABILITY INSURANCE	110-41110-511	\$4,450.00	-42.8%
Total Board of Commissioners:		\$530,639.00	4.5%
Total Expenditures:		\$530,639.00	4.5%

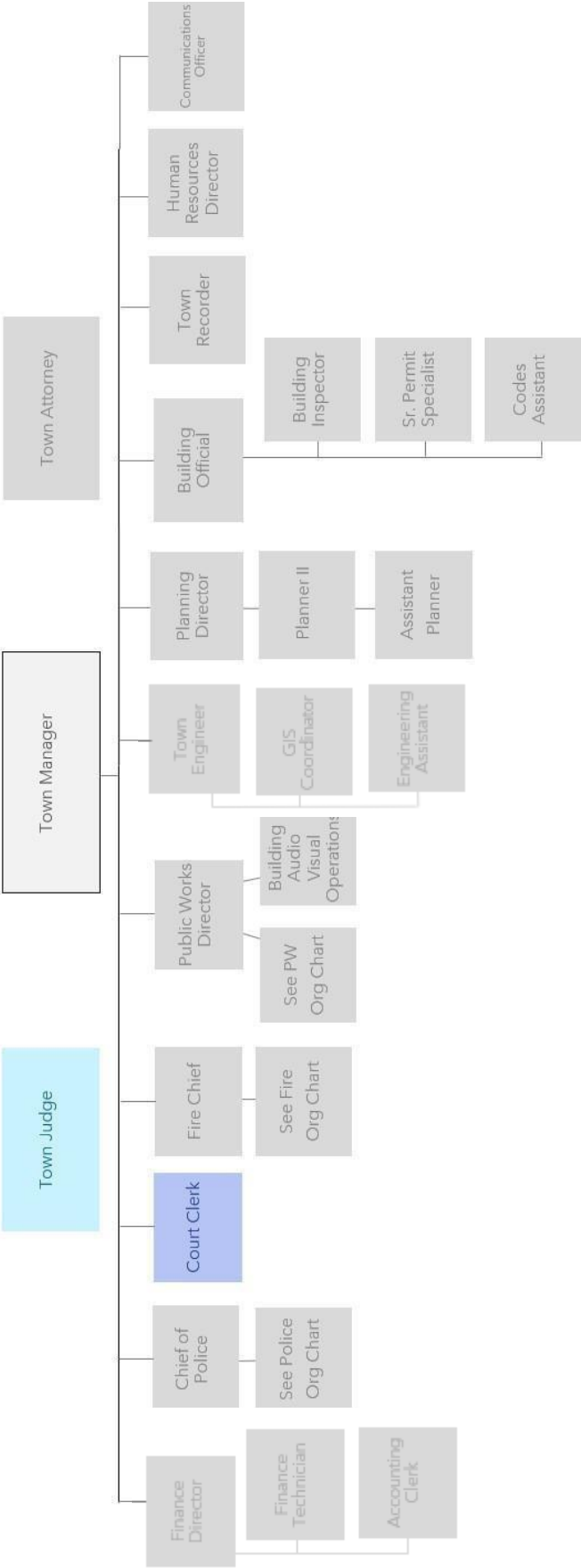
Municipal Court

The Municipal Court processes all court and case documents accurately and on a timely basis to ensure the efficient operation of the court, in accordance with the statutes, and local rules of the court. The department is responsible for receiving all costs, fees, fines, payments, and other monies payable to the court. The department is also responsible for scheduling and is in attendance at all the sessions of the court. The department provides assistance to the public in person and by phone including retrieving information and files, providing general information regarding scheduling of Court dates, defensive driving, and assisting with various filings while better assisting the public. The Town of Nolensville Municipal Court provides a fair and impartial hearing for all citizens charged with a Municipal ordinance violation or traffic violation within the boundaries of the Town of Nolensville.

Expenditures Summary



Municipal Court Organizational chart



Personnel Changes from Prior Year to Current Fiscal Year - Municipal Court

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Municipal Court	1	0	1	0	0	0

Fiscal Year 2024 Salary and Benefits



100.00

400.00

Values

- Salaries (Budgeted)
- Per Diem (Budgeted)
- Employee Benefits (Budgeted)
- Employer Contributions (Budgeted)
- Other (Budgeted)

Accomplishments

- Successfully conduct all trials via zoom which has been more efficient for staffing needs and court security.
- 100% monthly tax forms submitted to the Tennessee Department of Revenue and Tennessee Department of Safety in a timely manner.

Goals

Goal #1: Submit monthly PRV 401 and PRV 414 to TN Dept of Revenue by the 15th of each month.

- a. Objective #1.1: Remit all reports and funds to the state on time monthly.
 - 1) Task #1.1.1: Calculate funds owed to the state and complete all necessary forms.
 - 2) Task #1.1.2: Remit tax form with payment to the TN Dept of Revenue before the 15th of each month
- b. Objective #1.2: Submit Motor Vehicle Report of Fines, Fees, Costs to the TN Dept of Safety by the 15th of each month.
 - 1) Task #1.2.1: Calculate funds owed to the state and complete all necessary forms.
 - 2) Task #1.2.2: Remit tax form with payment to the TN Dept of Safety before the 15th of each month

Goal #2: Balanced bank deposits from all court transactions.

- c. Objective #2.1: All bank deposits from court will not be over/under
 - 1) Task #2.1.1: Accept and apply payment to all citations correctly without being over/under
 - 2) Task #2.1.2: Prepare deposit and submit to Finance Department for bank deposit.

Goal #3: Provide timely customer service.

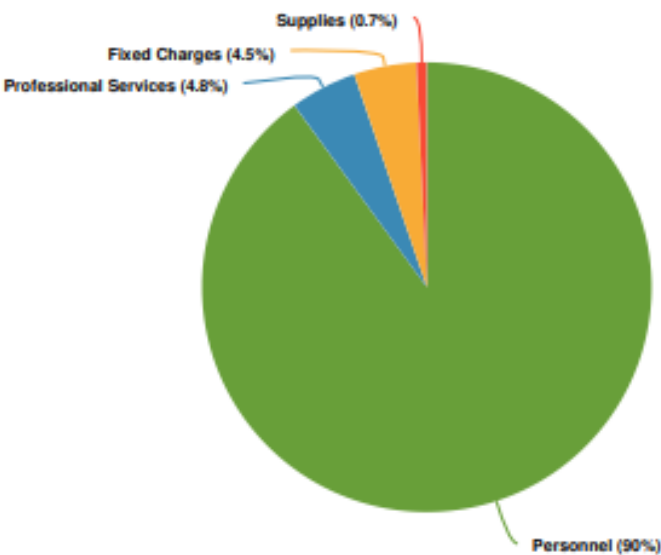
- d. Objective #3.1: Reply to emails that require a response in a timely manner.
 - 1) Task #3.1.1: Respond to emails throughout each day and move to completed folder once complete.
- e. Objective #3.2: Return voicemails that require a response in a timely manner.
 - 1) Task #3.2.1: Return calls daily and move voicemail to archives once call is returned.

Performance Metrics

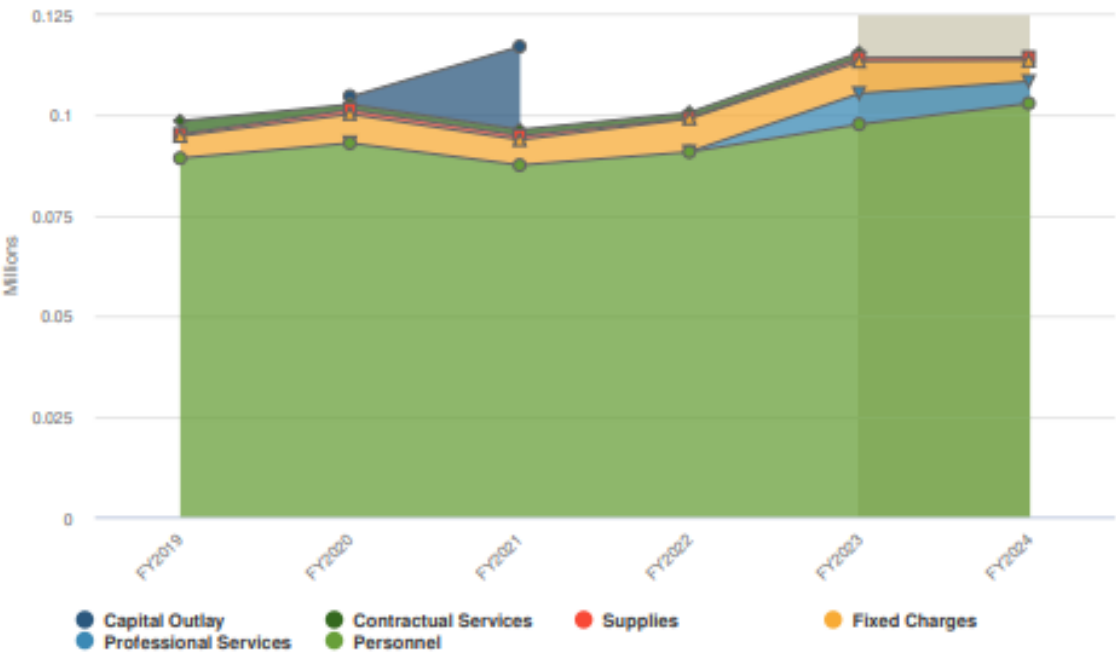
	<u>Actual FY 2022</u>	<u>Anticipated FY 2023</u>	<u>Anticipated FY 2024</u>
Percent of dispositions reported to the State on time.	100%	100%	100%
Percent of monthly tax returns submitted to the Department of Revenue on time.	100%	100%	100%
Number of citations processed.	2061	1672	1800
Number of total violations processed.	2743	2403	2500
Number of court trials.	53	38	50



Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Municipal Court Department Budget Details

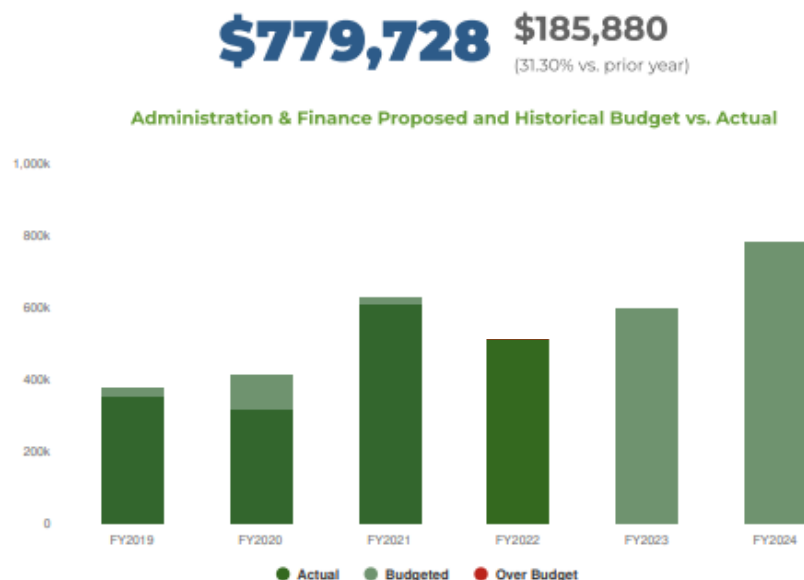
Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Municipal Court			
SALARIES	110-41210-111	\$73,041.00	1.4%
OVERTIME SALARIES	110-41210-113	\$1,000.00	N/A
CHRISTMAS BONUS	110-41210-134	\$400.00	N/A
HSA Contribution	110-41210-140	\$2,000.00	N/A
INSURANCE-EMPLOYER PORTION	110-41210-142	\$17,130.00	13.7%
RETIREMENT-EMPLOYER PORTION	110-41210-143	\$4,465.00	-11.4%
UNEMPLOYMENT INSURANCE	110-41210-147	\$105.00	-50%
PAYROLL TAXES-EMPLOYER PORTION	110-41210-149	\$4,777.00	-13.3%
PER DIEM	110-41210-160	\$100.00	N/A
POSTAGE BOX RENT ETC.	110-41210-211	\$420.00	-16%
OFFICE SUPPLIES AND MATERIALS	110-41210-310	\$400.00	0%
PROFESSIONAL SERVICES	110-41210-250	\$300.00	0%
COMPUTER SOFTWARE & MAINTENANCE	110-41210-255	\$5,180.00	-30%
LIABILITY INSURANCE	110-41210-511	\$5,115.00	-34.3%
WORKERS COMPENSATION INSURANCE	110-41210-515	\$55.00	-65.4%
Total Municipal Court:		\$114,488.00	-1%
Total Expenditures:		\$114,488.00	-1%

Administration and Finance

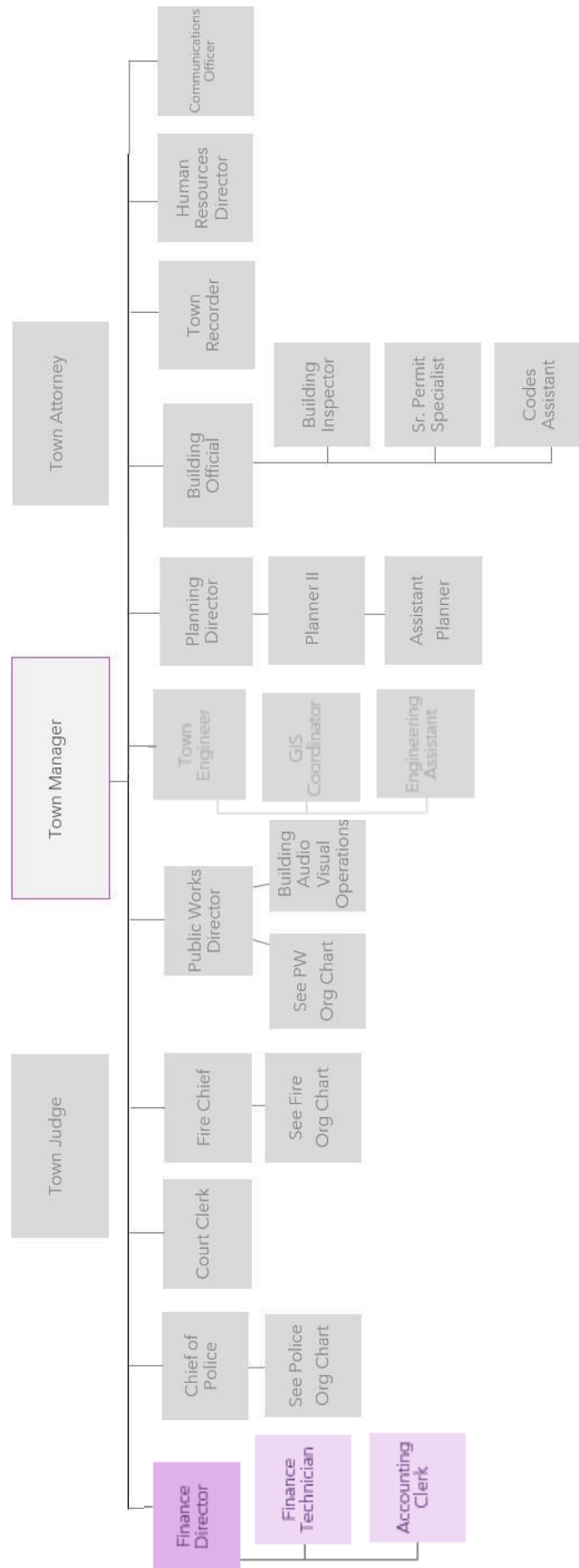
The Town Manager, as the Chief Administrative Officer, is responsible for carrying out policies and ordinances set by the Board of Commissioners, gathering information, and making recommendations to the Board, supervising Town departments, and preparing an annual budget.

The Finance Department is responsible for all aspects of the Town's accounting and financial records and meeting all State and Federal reporting mandates. The purpose is to provide accurate and transparent accounting of all the Town's assets. The Finance Department receives all revenues and is responsible for all purchasing and disbursement of payments for expenses. The Department is also responsible for all banking, reconciliation of accounts and records management. Finance plays a significant role in developing, coordinating, and monitoring all phases of the Town's operating budget. The primary goal of Finance is to provide timely and accurate financial information and recommendations to the Town Manager's office and elected officials. The Town of Nolensville understands and values the importance of managing the Town's finances in a fiscally responsible manner, providing for a budget and action plan that is both fiscally prudent and consistent in maintaining our commitment to community service. The annual operating budget serves as a financial plan and operations guidelines that provides funding for existing service levels, major investments including capital projects and debt service.

Expenditures Summary



Administration and Finance Organizational chart

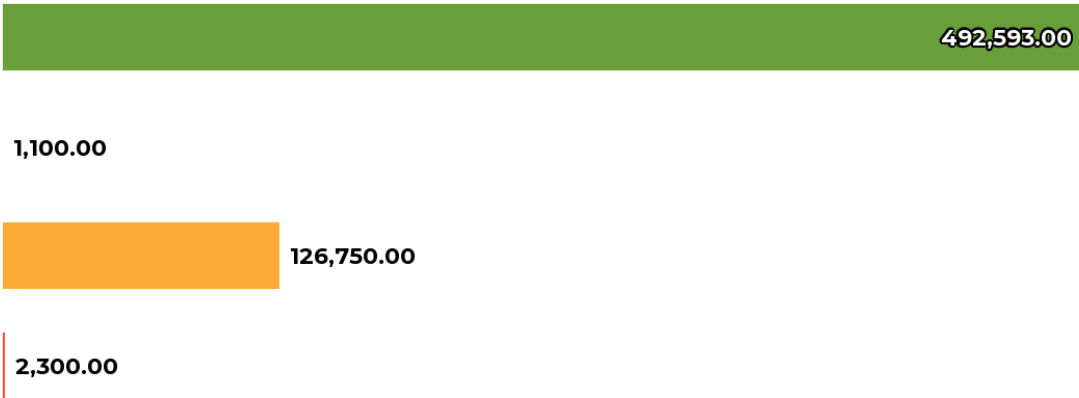


Personnel Changes from Prior Year to Current Fiscal Year - Administration & Finance

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Administration Department	4	0	5	0	1	0

*Historically, the Administration Department represented a combined budget to include Town Management and Finance, Recorder, Human Resources and Communications. Implemented during FY 2022 to be shown in FY 2023, the structure of these departments has been broken out into separate budgets. For consistency with the Town's recent change over to the States Standard Chart of Accounts, the Town recognizes each of these areas under separate Departments since FY 2023.

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Other (Budgeted)
- Employee Benefits (Budgeted)
- Per Diem (Budgeted)

Accomplishments

- Maintained a comprehensive budget package that met the criteria of the Government Finance Officers Association Distinguished Budget Presentation Award program for the second consecutive year.
- Reconstructed an outdated Debt Management Policy to bring the Town up to date on policies that are needed now, as well as in the future as the Town grows.
- Awarded credit issuer rating increase by Moody's Investor from an Aa2 to an Aa1 credit rating.
- Published in the Government Finance Review (GFR) magazine highlighting the Town's Finance Departments transformation.
- Implemented a Capital Projects Policy, within the new Debt Management Policy, to help guide the newly formed Capital Improvements Plan with funds set aside in the new Capital Improvements Fund.
- Converted the Town's current chart of accounts to the State's standard chart of accounts to align and provide clear and consistent reporting with the State.
- Launched a Fiscal Transparency Module to provide web-based data using dynamic infographics that visually and efficiently tell the Town's financial story.
- Implementation of the Town's software from a dated and limited on premise reporting platform to a cloud-based solution that has provided efficiencies, eliminated redundancies, and streamlined manual processes across departments which also aided in the removal of the Town's previous Audit finding for the Audit of FY 2022.
- Process improvement by launching a new budgeting platform that streamlines communication and submission requests used for the FY 2024 budget cycle.

Goals

Goal #1: Financial Reporting and Compliance

Objective #1.1: Maintaining Budget Book

Task #1.1.1: Ensure Budget Book is published every FY that meets the criteria of the Government Finance Officers Association Distinguished Budget Presentation Award program.

Objective #1.2: Government Finance Officers Association's Excellence in Financial Reporting certificate

Task #1.2.1: Begin working towards achieving the GFOA's Excellence in Financial Reporting recognition with anticipation of completing by 2025.

Goal #2: Data Integrity and Transparency

Objective #2.1: To maintain the Town's Fiscal Transparency module with monthly updated financials that allow citizens to see data in real time.

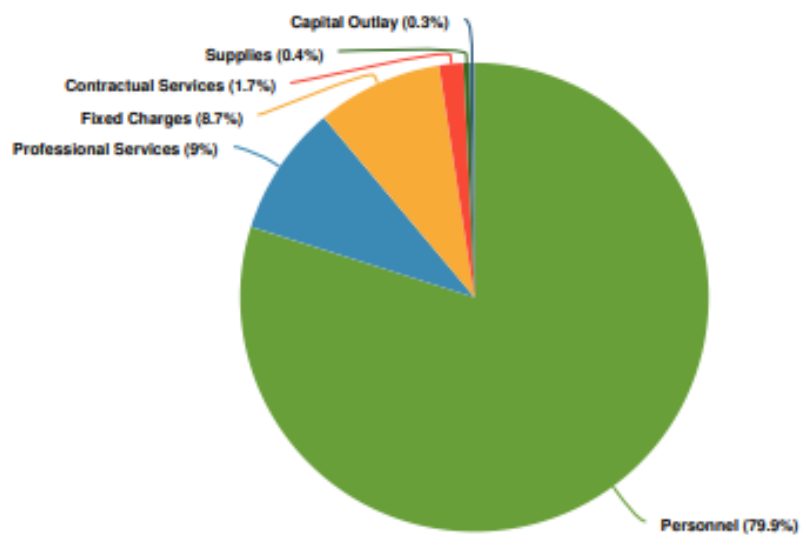
Objective #2.2: To launch Capital Projects with new software ClearGov that highlights easy-to-understand project budgets, timelines, and ongoing progress updates.

Performance Metrics

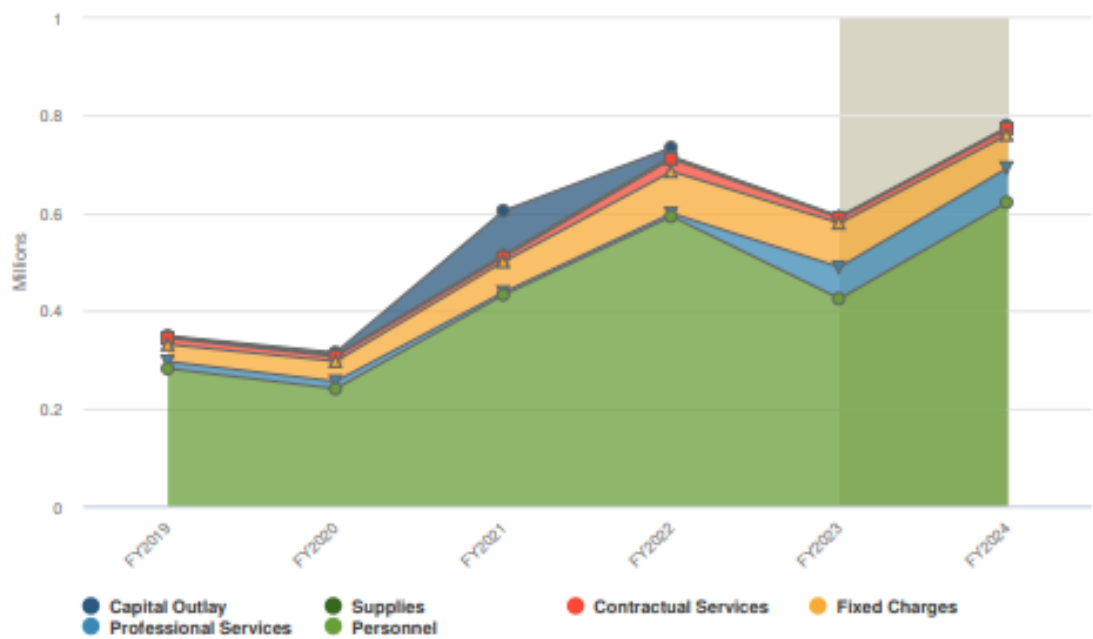
	<u>Actual FY 2022</u>	<u>Anticipated FY 2023</u>	<u>Anticipated FY 2024</u>
Percent of monthly close-outs within 20 working days of month end.	100%	100%	100%
Percent of available funds placed in interest-bearing accounts.	100%	100%	100%
Number of invoices processed	2148	2800	3000



Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



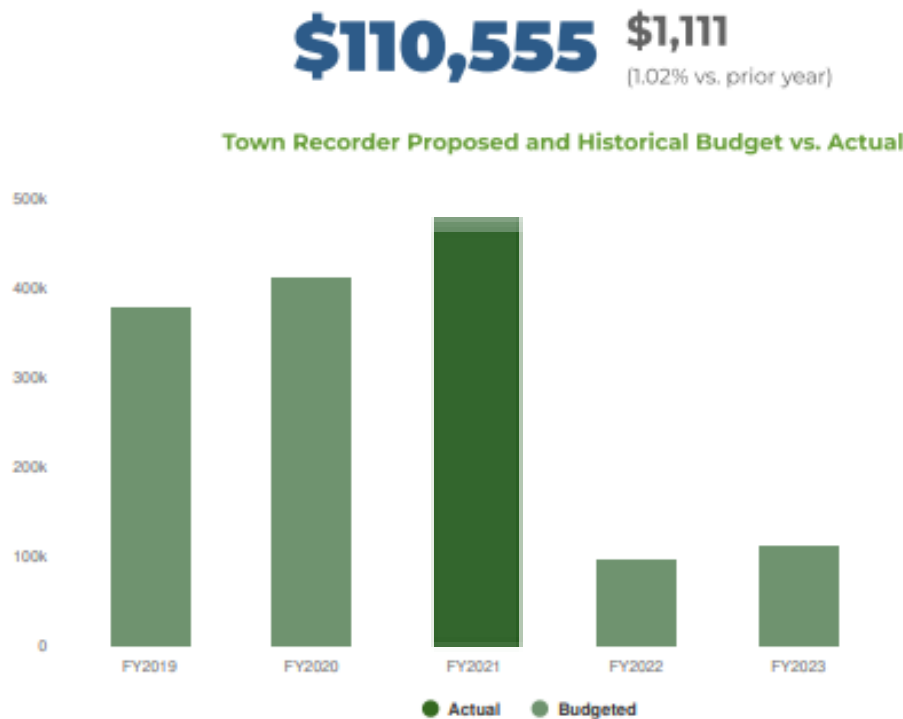
Administration & Finance Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Admin & Finance			
SALARIES	110-41500-111	\$490,593.00	49.6%
OVERTIME SALARIES	110-41500-113	\$2,000.00	N/A
CHRISTMAS BONUS	110-41500-134	\$1,100.00	N/A
HSA Contribution	110-41500-140	\$4,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-41500-142	\$44,124.00	-2.4%
RETIREMENT-EMPLOYER PORTION	110-41500-143	\$36,905.00	60.7%
UNEMPLOYMENT INSURANCE	110-41500-147	\$525.00	66.7%
EMPLOYEE EDUCATION & TRAINING	110-41500-148	\$1,210.00	-19.9%
PAYROLL TAXES-EMPLOYER PORTION	110-41500-149	\$39,486.00	57.4%
PER DIEM	110-41500-160	\$2,300.00	15%
POSTAGE BOX RENT ETC	110-41500-211	\$800.00	33.3%
OFFICE SUPPLIES AND MATERIALS	110-41500-310	\$2,500.00	10%
PUBLICATION OF LEGAL NOTICES	110-41500-231	\$300.00	N/A
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41500-235	\$6,995.00	24.8%
CELLULAR TELEPHONE	110-41500-245	\$720.00	-57.3%
TRAVEL	110-41500-280	\$5,000.00	38.9%
PROFESSIONAL SERVICES	110-41500-250	\$10,000.00	-1%
ACCOUNTING & AUDITING SERVICES	110-41500-253	\$25,000.00	31.6%
COMPUTER SOFTWARE & MAINTENANCE	110-41500-255	\$35,450.00	-0.3%
CAPITAL OUTLAY	110-41500-900	\$2,450.00	N/A
LIABILITY INSURANCE	110-41500-511	\$5,200.00	33.6%
WORKERS COMPENSATION INSURANCE	110-41500-515	\$570.00	25.8%
TRUSTEE FEES	110-41500-551	\$20,000.00	-56.8%
50% STATE MIXED DRINK TAX	110-41500-569	\$42,000.00	6.1%
Total Admin & Finance:		\$779,728.00	31.3%
Total Expenditures:		\$779,728.00	31.3%

Town Recorder

The Town Recorder's duties are set by the Town Charter. This department is the official record keeper for the Town of Nolensville. Duties include recording and maintaining the Board's official actions in the minutes; coordinating and distributing the agendas; maintaining contracts and agreements as well as composing ordinances and resolutions for the Town of Nolensville; and attesting signatures of the Mayor and Board. The Recorder oversees the adoptions and publishing of the Code of Ordinances and helps to ensure that all open record requests are in accordance to the Open Records Act as per as required by T.C.A. 10-7-503(g).

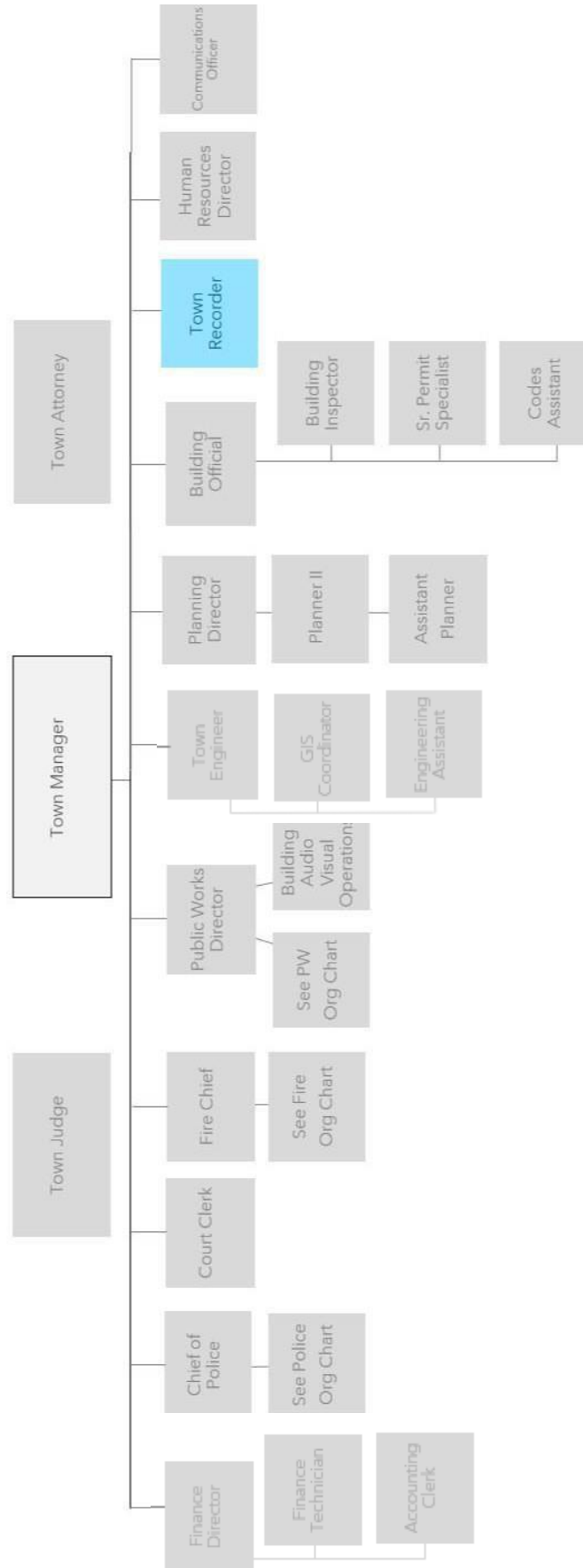
Expenditures Summary



**Prior to FY 2022, the Budget was inclusive of Administration, Finance/Human Resources, and Town Recorder under the Administration Department.*



Town Recorder Organizational chart

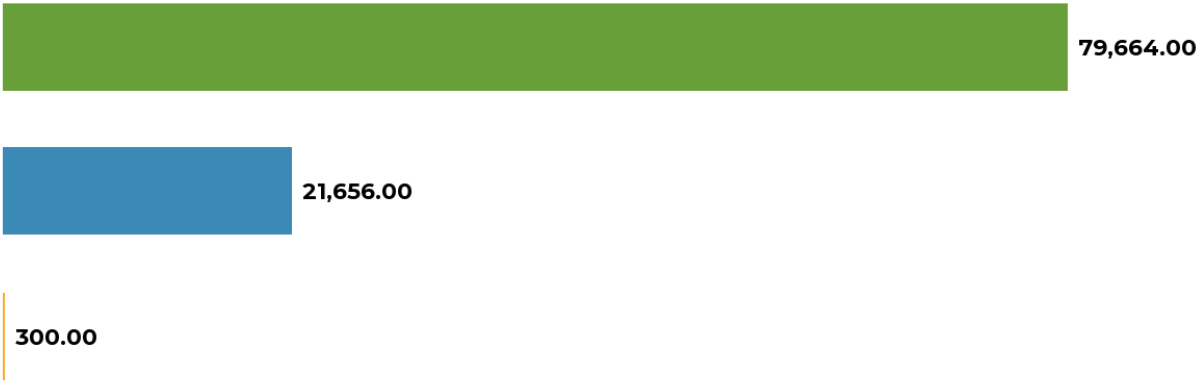


Personnel Changes from Prior Year to Current Fiscal Year - Town Recorder

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Town Recorder	1	0	1	0	0	0

*Historically, the Town Recorder position was under the Administration Department. For consistency with the Town's recent change over to the States Standard Chart of Accounts, the Town now recognizes this position under a separate code since FY 2023.

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)



Accomplishments

- Created a tracking system to note the date of the regular meeting and the date that the agenda package is transmitted/posted.
- Distribute Board of Commissioner regular meeting packets to Commissioners and other Town officials via email, and the general public via the Town’s website six (6) days in advance of regular meetings.
- Respond to public information requests in a timely manner but no later than 7 business days. In the event the response will require more than 7 business days, a response to the applicant is provided as soon as possible to explain need for extension.

Goals

Goal #1: Adopt the new updated municipal code in FY2023-2024 and maintain municipal code in a current up-to-date manner following subsequent adoption of amendments.

- a. Objective #1.1: To adopt and maintain an up-to-date municipal code for clear, concise, and easy to use reference by Town officials and the public.
 - 1) Task #1.1.1: Adopt the new updated municipal code by Board of Commissioners in FY2023-24 that I started in FY22-23.
 - 2) Task #1.1.2: Following adoption of new updated municipal code, amendments to municipal code will be prepared in a proper format and subsequently adopted by the Board of Commissioners and incorporated into municipal code in a timely manner.
 - 3) Task #1.1.3: Ensure any amendments to the municipal code will be available to the public following adoption by the BOC and incorporated into the published municipal code within 120 days of ordinance passage.

Goal #2 Apply new board appointment as the Middle Tennessee Division Director of the Tennessee Association of Municipal Clerks and Recorders (TAMCAR) to help benefit clerks and recorders in Middle Tennessee.



a. Objective #2.1: To work with other the president, vice president another division leaders to organize a division meeting in Middle Tennessee to network to find ways to enhance the association.

- 1) Task #2.1.1: To manage all aspects of my division's operations as well as serve as the main point of contact and representative for clerks and recorders in all cities and towns located in Middle Tennessee.
- 2) Task #2.1.2: To find spokespeople to offer training that will help recruit and retain members by providing counsel and resources to all clerks and recorders in Tennessee to TAMCAR at our next conference.

Goal #3: Distribute Board of Commissioner Public Hearing and Work Session meeting packets to Commissioners and other Town officials via email, and the general public via the Town's website 48 hours before the meetings 100% of the time.

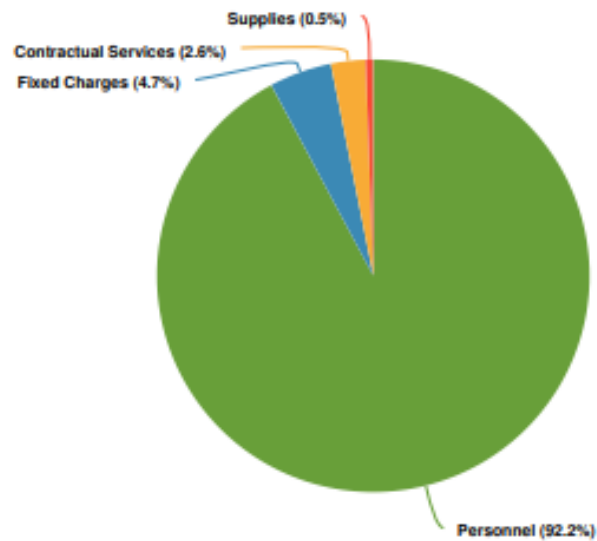
- a. Objective #3.1: To provide sufficient time in advance of the Public Hearing and Work Session meetings for review of meeting agenda.
- 1) Task #3.1.1: Establish a deadline for all agenda package items to be transmitted to Town Recorder for inclusion in agenda package.

Performance Metrics

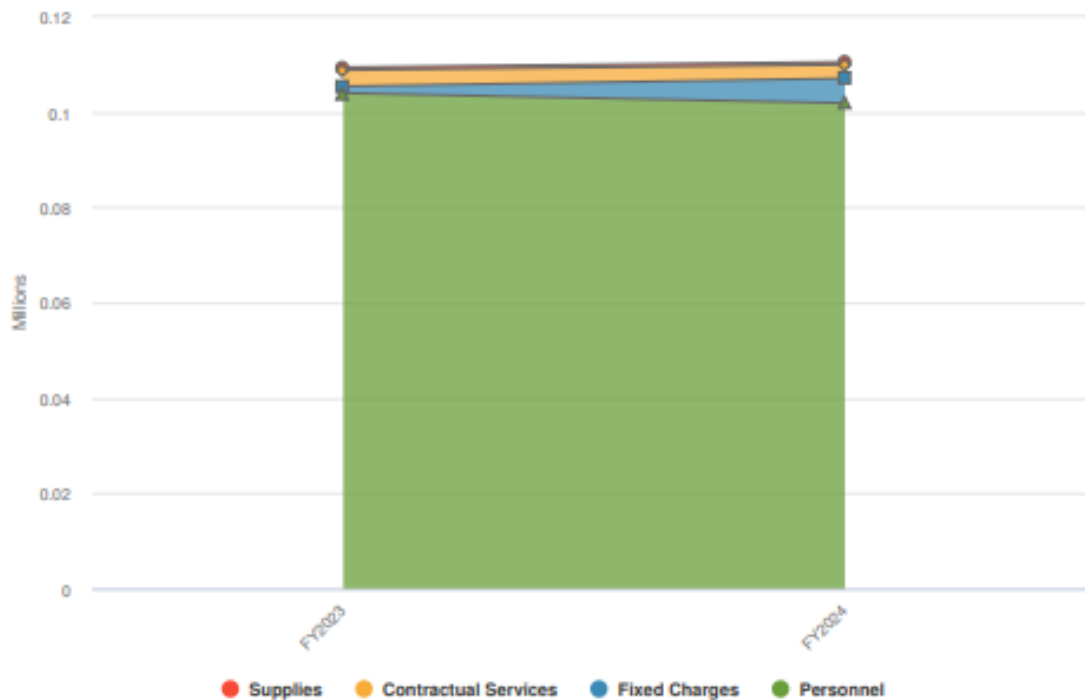
	Actual	Anticipated	Anticipated
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Percent of Town Council meeting agendas prepared accurately and timely.	93%	95%	98%
Percentage of public notices published within legal deadlines.	100%	100%	100%
Percent of public records requests responded to accurately and timely.	99%	100%	100%



Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



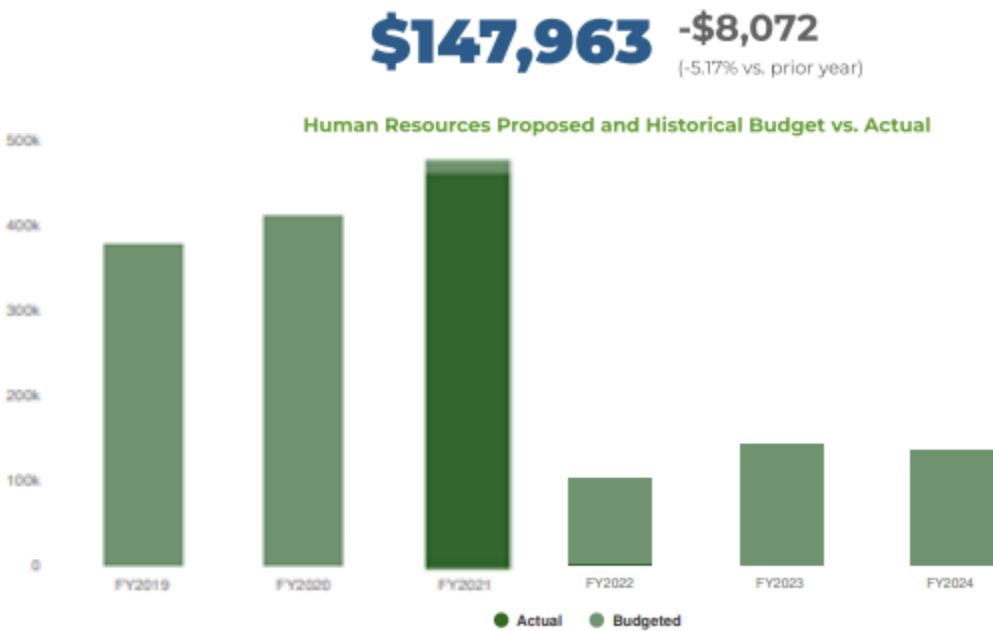
Town Recorder Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Town Recorder			
SALARIES	110-41510-111	\$79,664.00	3.5%
Christmas Bonus	110-41510-134	\$300.00	N/A
HSA Contribution	110-41510-140	\$1,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-41510-142	\$7,015.00	-53.4%
RETIREMENT-EMPLOYER PORTION	110-41510-143	\$5,718.00	6.1%
UNEMPLOYMENT INSURANCE	110-41510-147	\$105.00	0%
EMPLOYEE EDUCATION & TRAINING	110-41510-148	\$1,200.00	200%
PAYROLL TAXES-EMPLOYER PORTION	110-41510-149	\$6,118.00	3.9%
PER DIEM	110-41510-160	\$300.00	100%
POSTAGE BOX RENT ETC	110-41510-211	\$200.00	0%
OFFICE SUPPLIES AND MATERIALS	110-41510-310	\$400.00	0%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41510-235	\$1,335.00	0%
CELLULAR TELEPHONE	110-41510-245	\$360.00	-35.9%
TRAVEL	110-41510-280	\$1,170.00	-22%
LIABILITY INSURANCE	110-41510-511	\$5,100.00	292.9%
WORKERS COMPENSATION INSURANCE	110-41510-515	\$70.00	-53.6%
Total Town Recorder:		\$110,555.00	1%
Total Expenditures:		\$110,555.00	1%

Human Resources

The Human Resources Department is responsible for all personnel related activities including maintaining all employee and insurance records and ensuring that the Town complies with all State and Federal labor regulations. The Town of Nolensville provides equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected class. The Town of Nolensville adheres to Title VI as well as Title VII.

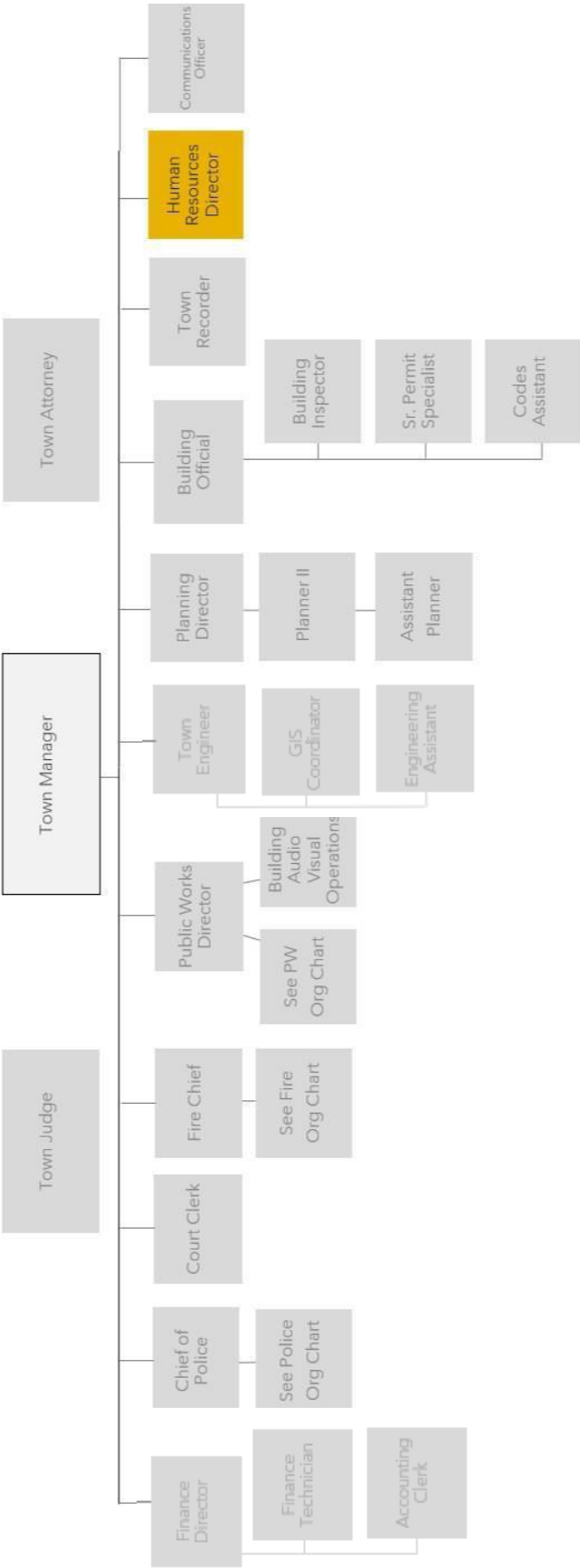
Expenditures Summary



**Prior to FY 2022, the Budget was inclusive of Administration, Finance/Human Resources and Town Recorder under the Administration Department.*



Human Resources Organizational chart

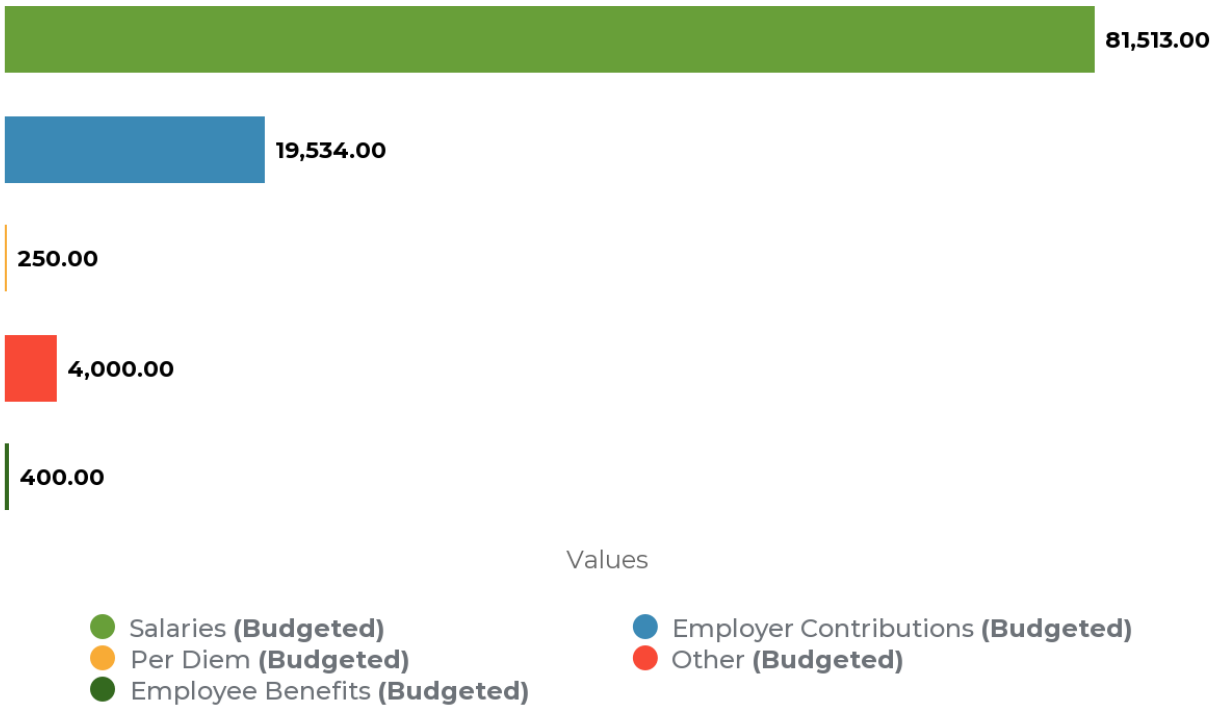


Personnel Changes from Prior Year to Current Fiscal Year - Human Resources

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Human Resources	1	0	1	0	0	0

*Historically, the Human Resources department was a combination department with Finance that fell under the responsibility of the Finance Director. The Towns Finance team recognized the limitations of this organizational structure and recommended and later implemented the separation of the finance and human resources functions into distinct municipal departments. This new organizational structure went into effect at the start of FY 2022 and has proven more responsive and sustainable for the Town’s continued growth and needs in the area of municipal finance and human resources. For consistency with the Town's recent change over to the States Standard Chart of Accounts, the Town recognizes this position under a separate code since FY 2023.

Fiscal Year 2024 Salary and Benefits



Accomplishments

- Filled all open positions within a timely manner after becoming vacant. This was achievable by keeping job descriptions current and having an objective hiring process.
- Started an employee recognition program where the employees are recognized for years of service.

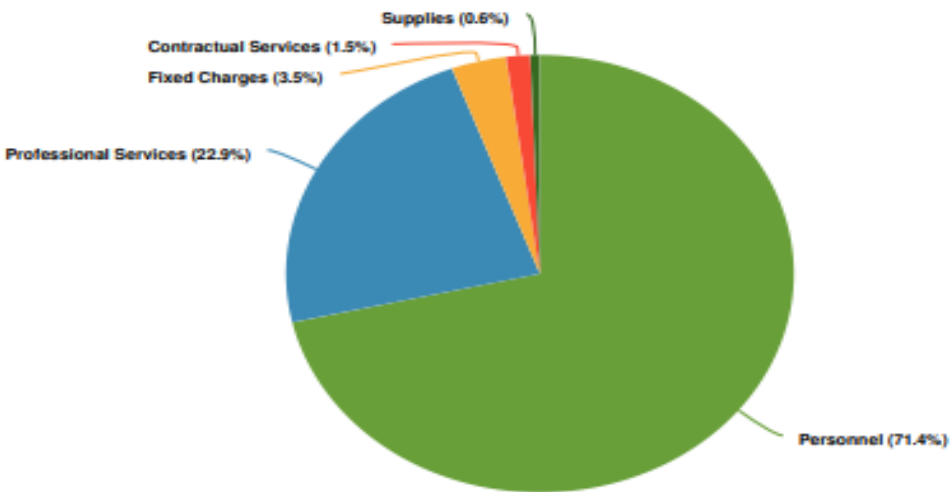
Goals

Goal #1: Process Improvement

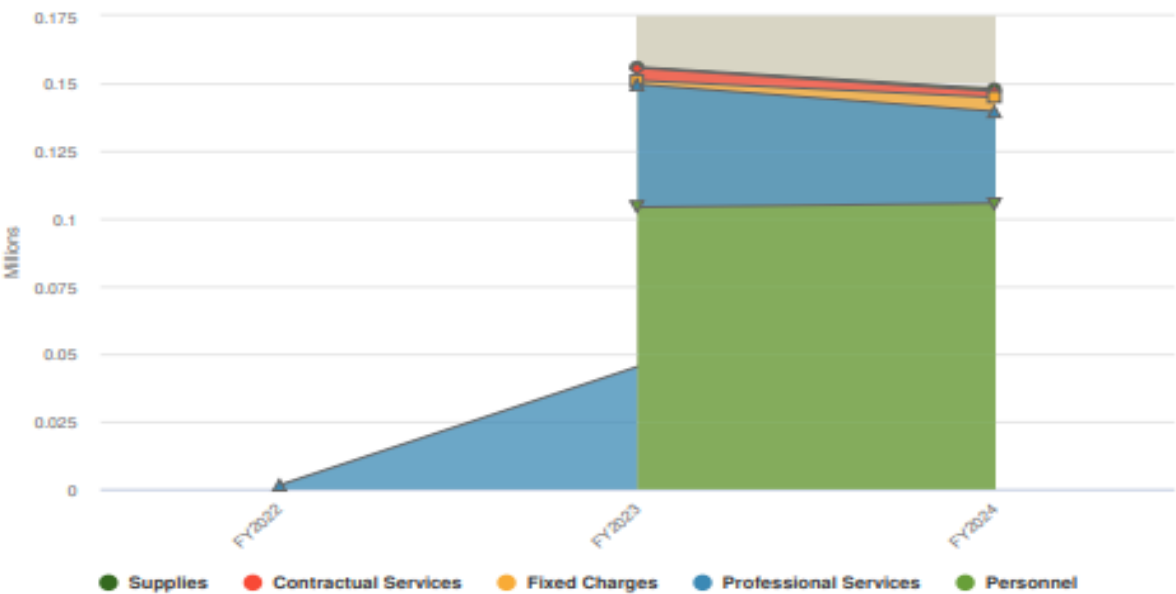
- a. Objective #1.1: Streamline employee experiences
 - 1) Task #1.1.1: Develop and implement new hire orientation, onboarding, and offboarding processes.

Performance Metrics	Actual <u>FY 2022</u>	Anticipated <u>FY 2023</u>	Anticipated <u>FY 2024</u>
Percent positions filled within 90 days	89%	93%	100%
Number of employees hired not completing probationary period	0	0	0
Employee turnover rate	10%	17.61%	10%

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

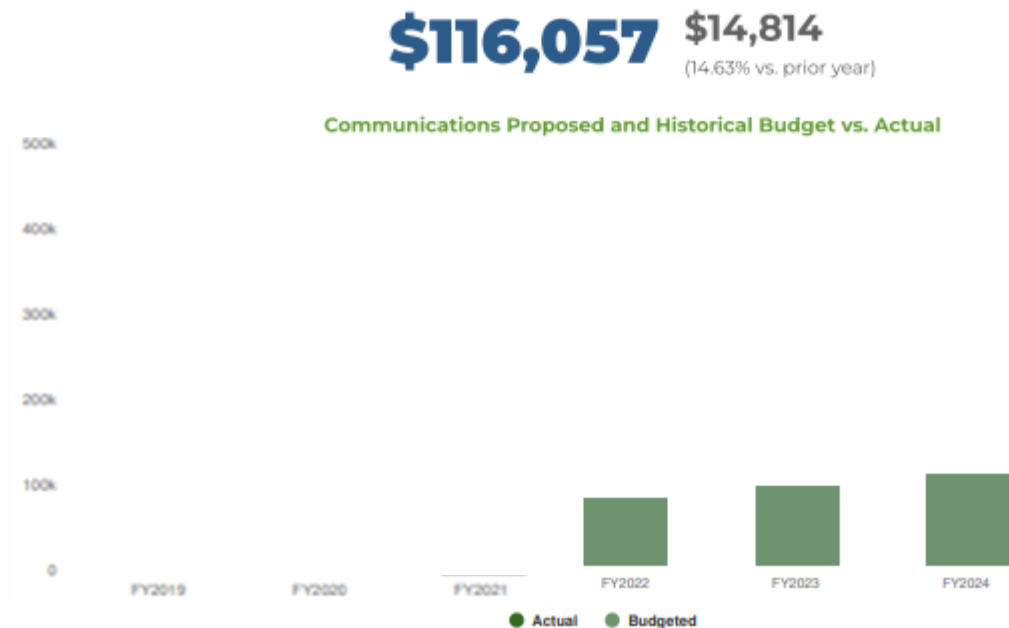
Human Resources Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Human Resources			
SALARIES	110-41650-111	\$81,513.00	10.2%
Christmas Bonus	110-41650-134	\$400.00	N/A
INSURANCE-EMPLOYER PORTION	110-41650-142	\$6,000.00	-60.2%
RETIREMENT-EMPLOYER PORTION	110-41650-143	\$5,857.00	13.1%
UNEMPLOYMENT INSURANCE	110-41650-147	\$105.00	0%
EMPLOYEE EDUCATION & TRAINING	110-41650-148	\$1,305.00	552.5%
PAYROLL TAXES-EMPLOYER PORTION	110-41650-149	\$6,267.00	10.7%
PER DIEM	110-41650-160	\$250.00	-76.3%
EMPLOYEE APPRECIATION	110-41650-190	\$4,000.00	33.3%
POSTAGE BOX RENT ETC	110-41650-211	\$180.00	63.6%
OFFICE SUPPLIES AND MATERIALS	110-41650-310	\$700.00	250%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41650-235	\$894.00	-58.6%
CELLULAR TELEPHONE	110-41650-245	\$360.00	-35.9%
TRAVEL	110-41650-280	\$1,000.00	-48.7%
PROFESSIONAL SERVICES	110-41650-250	\$21,235.00	112.4%
COMPUTER SOFTWARE & MAINTENANCE	110-41650-255	\$12,707.00	-64%
LIABILITY INSURANCE	110-41650-511	\$5,115.00	294.1%
WORKERS COMPENSATION INSURANCE	110-41650-515	\$75.00	-50.3%
Total Human Resources:		\$147,963.00	-5.2%
Total Expenditures:		\$147,963.00	-5.2%

Communications Department

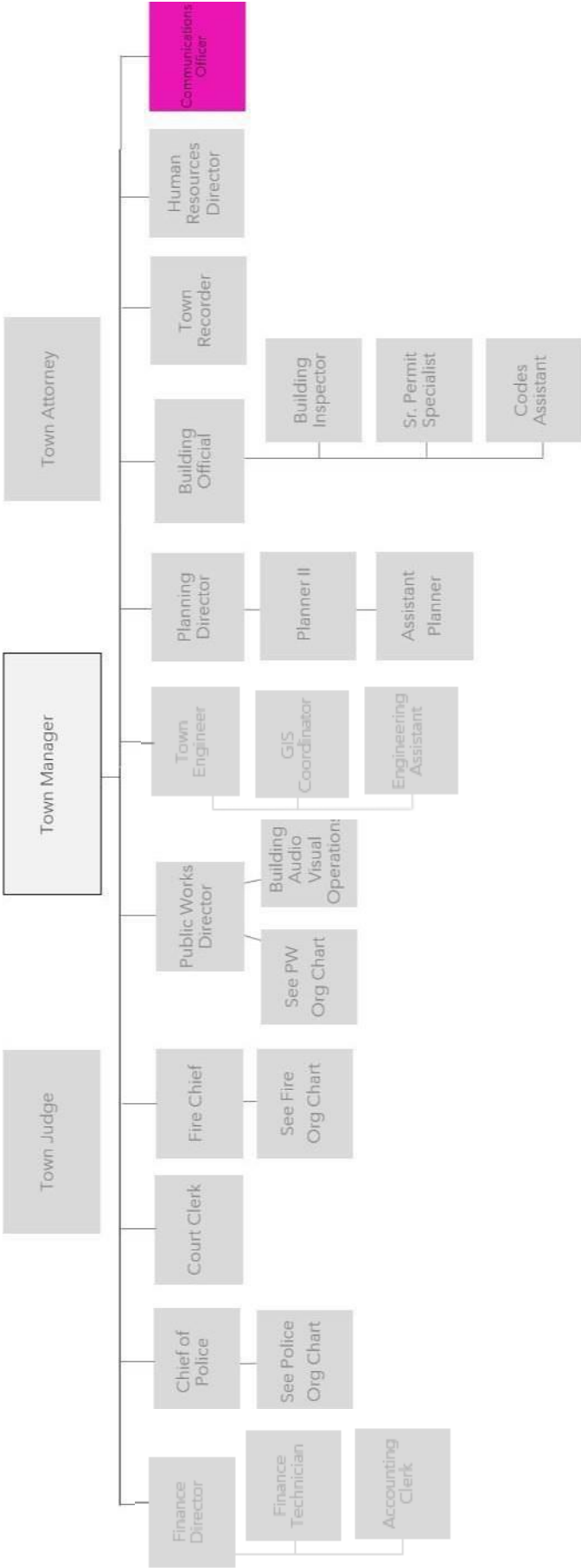
The Communications Officer is responsible for planning, directing, and coordinating communications on behalf of the Town of Nolensville. The department strives to establish and maintain effective working relationships between the citizens of Nolensville and town officials. Through comprehensive communication, the Communications Officer promotes a favorable public image for the Town of Nolensville. The Town of Nolensville utilizes our website and various social media platforms as a method of communication for the Town.

Expenditures Summary



**Communications is a newly created department that was added as an approved budget request in FY 2022. In FY 2022, the Budget was inclusive of Administration, Finance/Human Resources, Town Recorder and Communications under the Administration Department.*

Communications Department Organizational chart

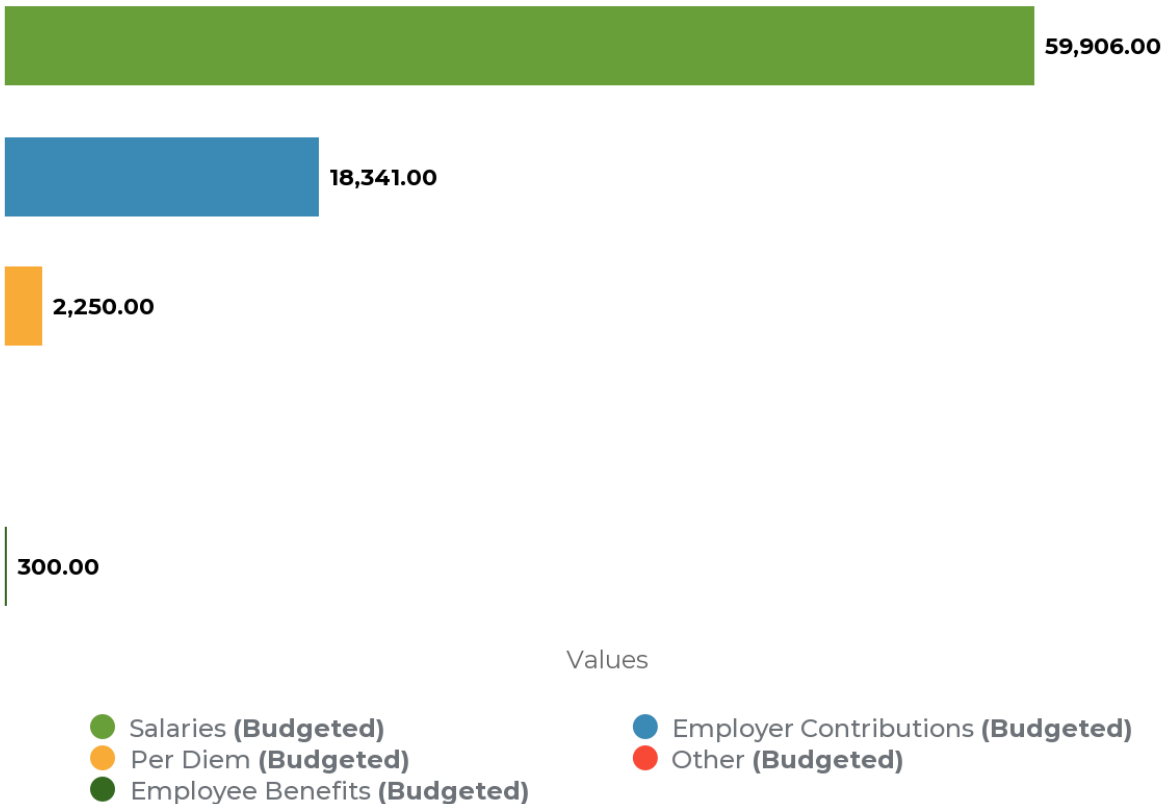


Personnel Changes from Prior Year to Current Fiscal Year - Communications Department

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Communications Department	1	0	1	0	0	0

*In FY 2022, the Communications department was established as a newly formed department approved in the Budget process. This position for a Communications Officer was originally placed under administration, however, since the Town's recent change over to the States Standard Chart of Accounts, the Town recognizes Communications under a separate Department since FY 2023.

Fiscal Year 2024 Salary and Benefits



Accomplishments

- Implemented Hootsuite to track and measure followers and engagement on social media.
- Developed a social media calendar to enhance awareness and engagement for the Town's audiences.
- Rebranded the Town website.
- Posted meeting agendas and announcements to social media and the website before meetings occurred.

Goals

Goal #1: To develop and maintain communication practices to the residents of Nolensville through the use of multiple platforms.

- a. Objective #1. Continue to provide a weekly manager update while enhancing our offering by implementing a video component for Facebook and Instagram followers.
- b. Objective #1.2: Provide a press release 1-2 times a month highlighting events, awards, and other important information for the Town, Fire Department and/or Police Department.
- c. Objective #1.3: Secure 1 media story a month either written or on the news highlighting events, awards, incidents and other important information for the Town, Fire Department and/or Police Department.

Goal #2: Develop and implement a robust library of resources for the community to access through social media, the town website and at community events.

- a. Objective #2.1: Create a social media calendar for the Town, Fire Department and Police Department highlighting big campaign weeks and specialty social media days.
- b. Objective #2.2: Create a safety topics calendar for the Fire Department and Police Department to highlight monthly topics in an effort raise awareness and encourage planning for home safety and emergency preparedness.
- c. Objective #2.3: Create and develop a library of safety flyers for the Town, Fire Department and Police Department.
- d. Objective #2.4: Create and develop a library of social media posts for the Town, Fire Department and Police Department that correlate with the safety flyers.



Goal #3: Create streamlined processes to aid in community outreach and engagement as a Town, Fire Department and Police Department, keeping customer service at the center.

- a. Objective #3.1: Develop an online request form for the Town, Fire Department and/or Police Department for events/community outreach opportunities providing and ensuring customer service from start to finish with a process for scheduling, approving, and tracking education/outreach.
- b. Objective #3.2: Develop a tracker for events requested and events participated in on a monthly basis. Then, utilize these statistics to provide reports to the BOC, Town residents and others as needs for resources, personnel, and other items for the Town are needed.

Goal #4: Improve communication, trust, and public awareness throughout the community by growing social media accounts with followers and active engagement.

- a. Objective #4.1: Increase followers by 1k on each platform through posts, reels, announcements, and videos.
- b. Objective #4.2: Continue to monitor Hootsuite to ensure social media is growing and tracking as needed. Research other platforms to use that may work better for the Town in the future as it continues to grow and develop.

Goal #5: Focus and evaluate branding efforts to raise awareness, town knowledge and community involvement throughout the Town.

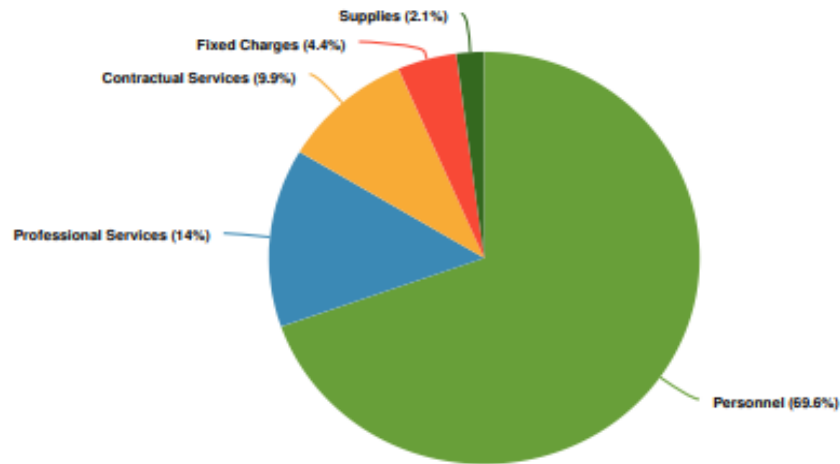
- a. Objective #5.1: Continue to develop and analyze the creation, implementation and launch of the My Nolensville App ensuring efforts are not being duplicated and that the app offers user friendly options for the residents of Nolensville.
- b. Objective #5.2: Inventory and evaluate the need for additional branded supplies and equipment to use at community events, public appearances and meetings for the Town, the Fire Department and Police Department.

Performance Metrics

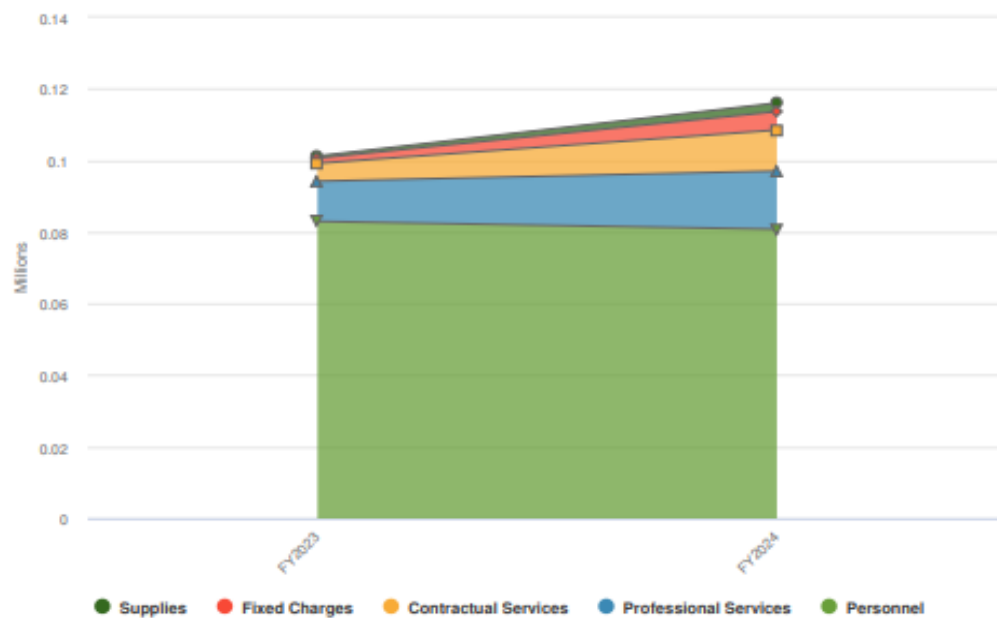
	Actual	Anticipated	Anticipated
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Percent of agenda posted to social media in advance of meetings.	90%	95%	100%
Press releases published.	n/a	15	25



Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



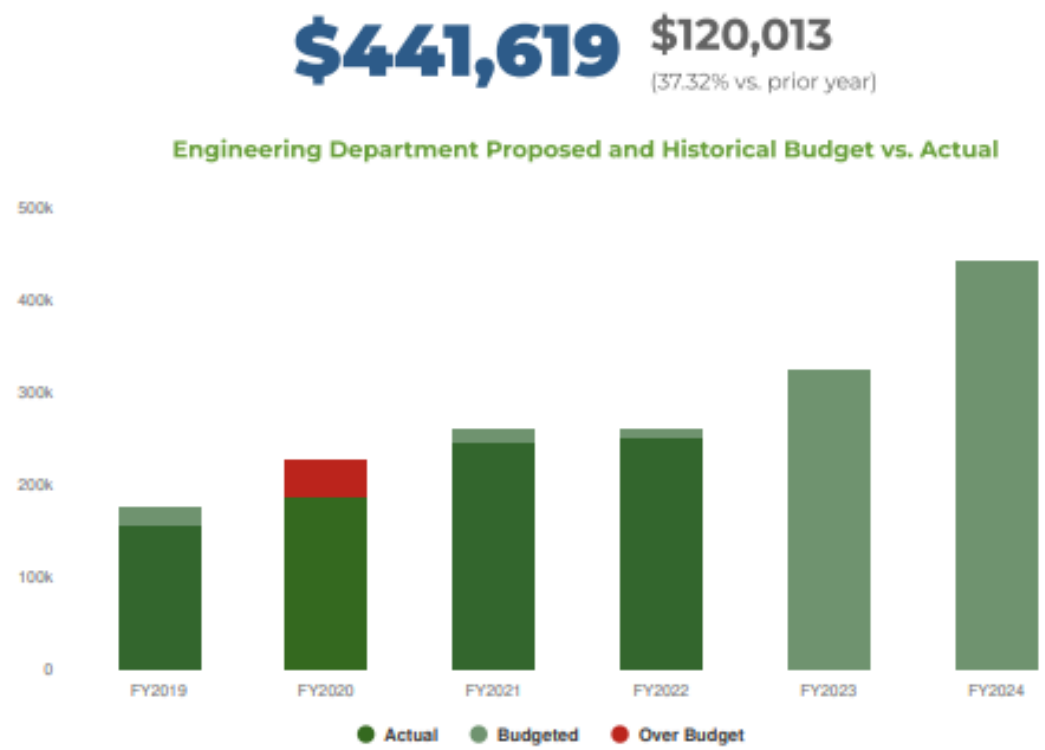
Communications Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Communications			
SALARIES	110-41680-111	\$59,906.00	1.5%
Christmas Bonus	110-41680-134	\$300.00	N/A
HSA Contribution	110-41680-140	\$1,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-41680-142	\$7,015.00	-53.4%
RETIREMENT-EMPLOYER PORTION	110-41680-143	\$4,305.00	4.2%
UNEMPLOYMENT INSURANCE	110-41680-147	\$105.00	0%
EMPLOYEE EDUCATION & TRAINING	110-41680-148	\$810.00	N/A
PAYROLL TAXES-EMPLOYER PORTION	110-41680-149	\$4,606.00	2.1%
PER DIEM	110-41680-160	\$2,250.00	1,306.3%
POSTAGE BOX RENT ETC	110-41680-211	\$2,000.00	900%
OFFICE SUPPLIES AND MATERIALS	110-41680-310	\$400.00	0%
Printing/Duplication	110-41680-220	\$2,000.00	N/A
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41680-235	\$3,790.00	220.1%
PUBLIC RELATIONS/SPECIAL EVENTS	110-41680-236	\$2,000.00	100%
CELLULAR TELEPHONE	110-41680-245	\$360.00	-35.9%
TRAVEL	110-41680-280	\$3,300.00	46.7%
COMPUTER SOFTWARE & MAINTENANCE	110-41680-255	\$16,250.00	44.7%
LIABILITY INSURANCE	110-41680-511	\$5,110.00	293.7%
WORKERS COMPENSATION INSURANCE	110-41680-515	\$50.00	-66.9%
Total Communications:		\$116,057.00	14.6%
Total Expenditures:		\$116,057.00	14.6%

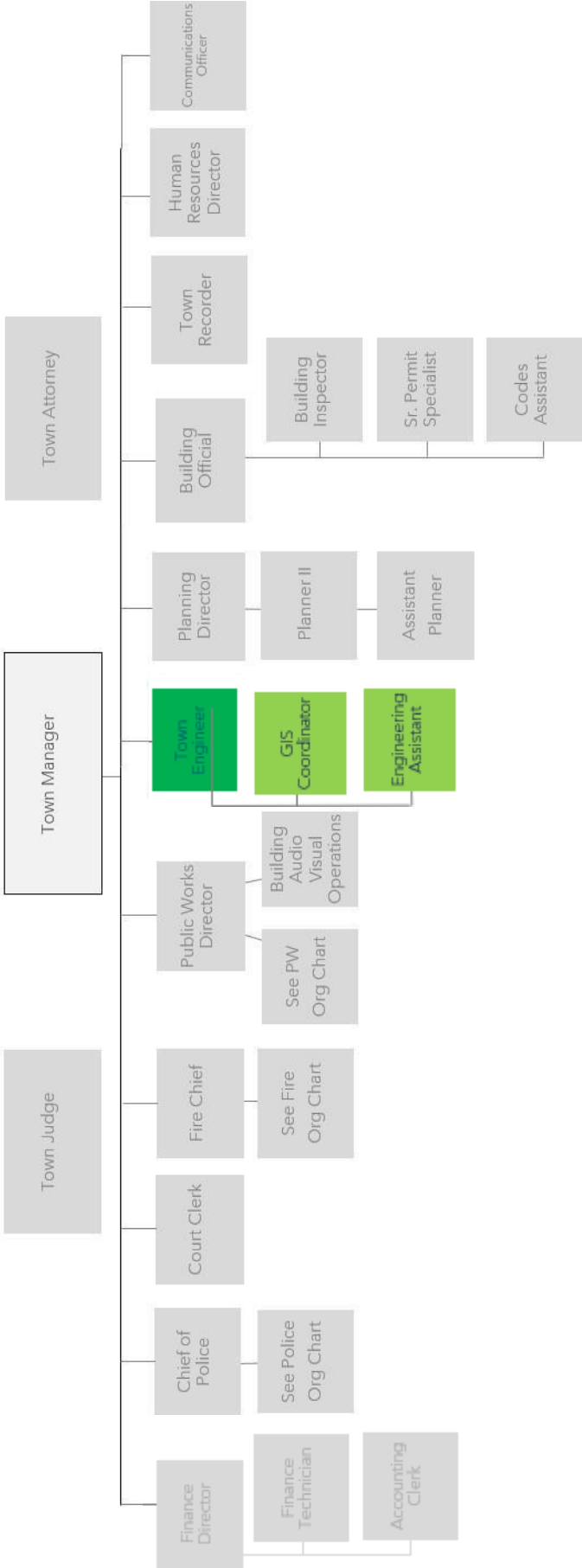
Engineering Department

The Engineering department duties include capital improvement project management, responding to requests and complaints dealing with the Town's roadways and drainage systems, and providing input to the planning staff and various boards on development proposals. The department is also responsible for the oversight of the Town's Municipal Separate Storm Sewer System (MS4) program. This program allows the Town to convey storm water from within the Town into receiving waters of the State, Mill Creek. In addition, the department maintains records and administers the requirements of the Town's National Flood Insurance Program (NFIP).

Expenditures Summary



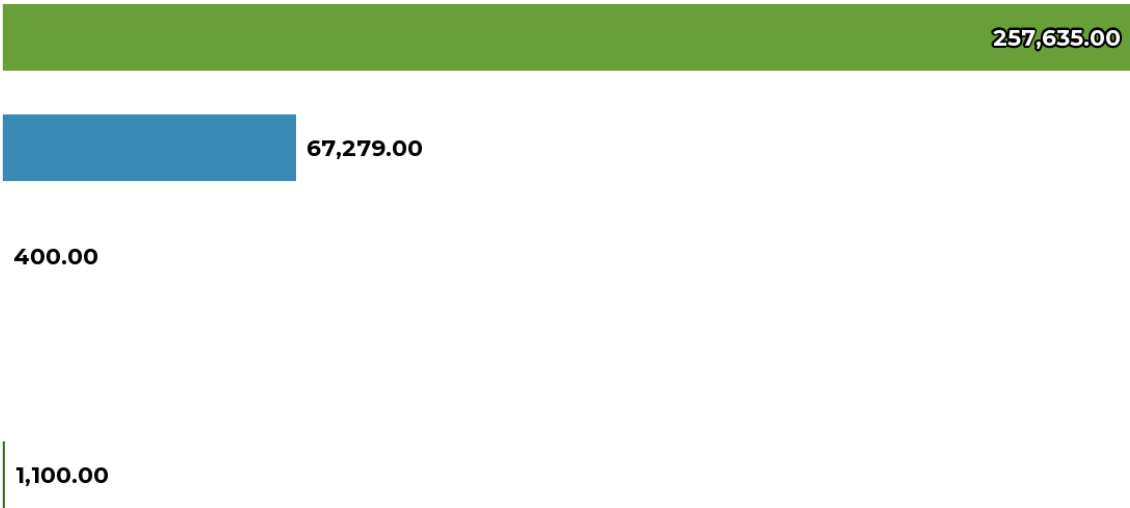
Engineering Department Organizational chart



Personnel Change from Prior Fiscal Year to Current Fiscal Year – Engineering Department

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Engineering Department	2	0	3	0	1	0

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)
- Employee Benefits (Budgeted)

Accomplishments

- Oversaw the installation of one pedestrian crosswalk with Rectangular Rapid Flashing Beacons.
- Oversaw the connection of public sidewalk from Nolen Park south connect to the south.
- Issued 7 road cut permits.
- Coordinated with TDOT to provide signalization of Nolensville Road at Williams/York Roads
- Began preliminary design for: Widening Rocky Fork Road, providing center turn lane on Nolensville Road through Nolensville, Adding right-turn lane on Nolensville Road at Sunset Road, Concept analysis of one-way pair through the Historic District
- Issued 9 mass grading permits.
- Oversaw inspections on 25 active construction sites.
- Brought the Town's MS-4 mapping into compliance with State requirements.
- Created citizen Issue reporting tool for Town's website.
- Created digital inventory of all roadway and sidewalk sections.

Goals

Goal #1 1. Build an in-house tracking solution for Planning, Engineering, Codes, and Fire Departments to track submitted projects through the administrative cycle.

- a. Objective #1.1: Identify needs and create digital structure.
 - 1) Task #1.1.1: Infill with previous project and current project data.
 - 2) Task #1.1.2: Provide staff training as needed

Goal #2 Develop interactive roadway characteristics solution based on GIS and recorded travel video.

Goal #3 Continue roadway maintenance based on Pavement Condition Index (PCI) and above solution.

- a. Objective #3.1: Identify priority list based on PCI and available funding.
- b. Objective #3.2: Coordinate plans and requests bids
 - 1) Task #3.2.1: Oversee construction activities

Goal #4 Coordinate with Town Departments on development plan review.

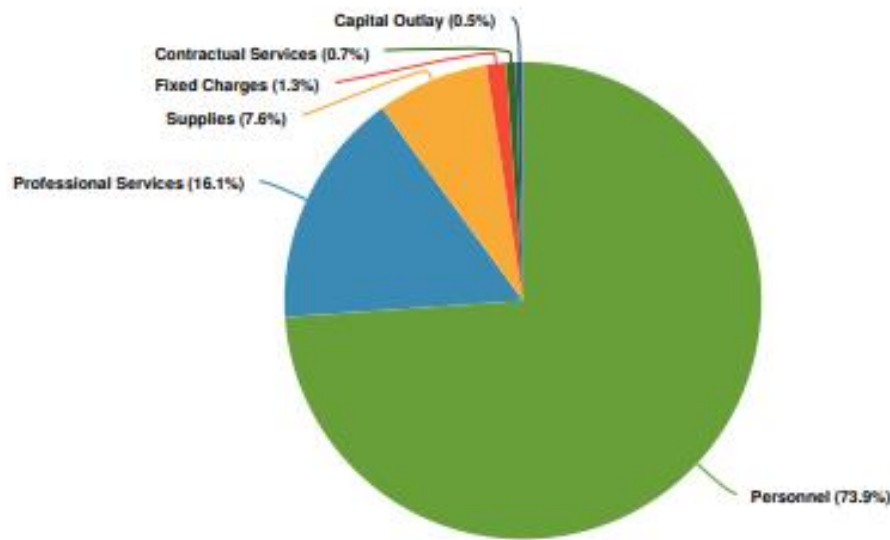
Goal #5 Integrate development tracker solution into the GIS portal for public use.

- a. Objective #5.1: Create digital structure for publicly viewable archives.
- b. Objective #5.2: Integrate public view solution into the interactive GIS portal.
- c. Objective #5.3: Official launch announcement for public view solution.

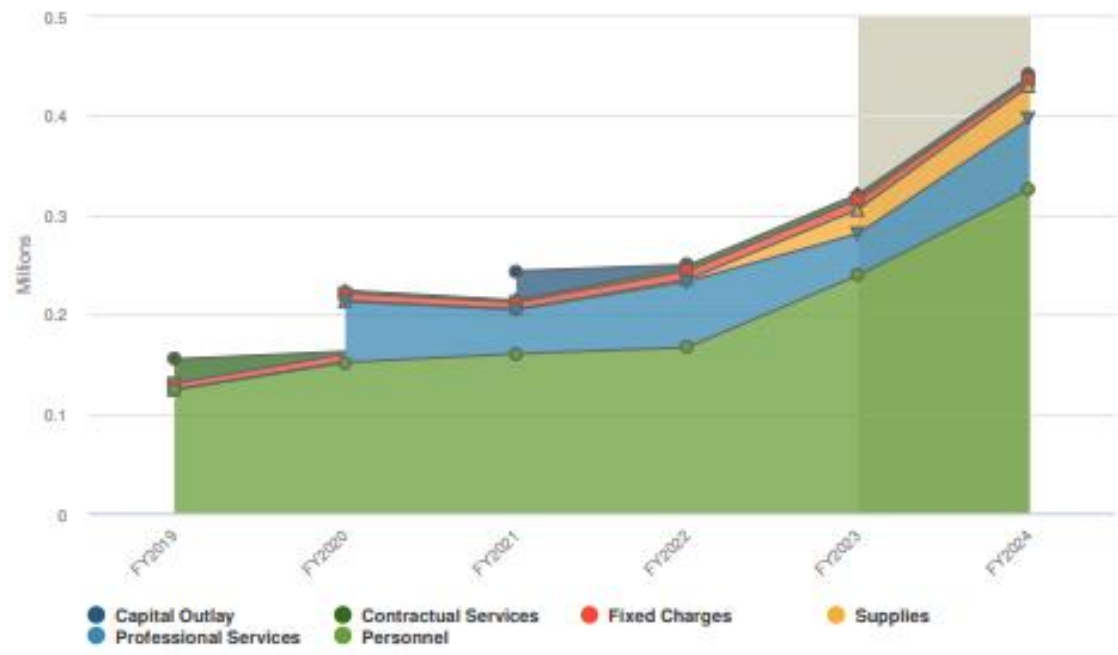
Performance Metrics

	Actual FY 2022	Anticipated FY 2023	Anticipated FY 2024
Percent of preliminary plans, site plans, final plats and revisions reviewed within 5 days of submittal	66%	80%	100%
Number of projects reviewed	33	40	50

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Engineering Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Engineering Department			
SALARIES	110-41670-111	\$256,635.00	42.6%
OVERTIME SALARIES	110-41670-113	\$1,000.00	N/A
CHRISTMAS BONUS	110-41670-134	\$1,100.00	N/A
HSA Contribution	110-41670-140	\$4,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-41670-142	\$21,045.00	-30.1%
RETIREMENT-EMPLOYER PORTION	110-41670-143	\$19,988.00	58.6%
UNEMPLOYMENT INSURANCE	110-41670-147	\$315.00	50%
EMPLOYEE EDUCATION AND TRAINING	110-41670-148	\$1,000.00	-60%
PAYROLL TAXES-EMPLOYER PORTION	110-41670-149	\$20,431.00	48.4%
PER DIEM	110-41670-160	\$400.00	-20%
POSTAGE BOX RENT ETC	110-41670-211	\$25.00	0%
OFFICE SUPPLIES AND MATERIALS	110-41670-310	\$600.00	18.8%
Geographical Information Systems (GIS)	110-41670-317	\$32,610.00	38.8%
VEHICLE GAS	110-41670-331	\$250.00	-50.5%
PUBLICATION OF LEGAL NOTICES	110-41670-231	\$600.00	18.8%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41670-235	\$490.00	-77.5%
CELLULAR TELEPHONE	110-41670-245	\$120.00	-78.6%
REPAIR & MAINTENANCE-VEHICLES	110-41670-261	\$500.00	-66.9%
TRAVEL	110-41670-280	\$1,300.00	30%
ARCHITECTURAL AND ENGINEERING SERVICES	110-41670-254	\$70,900.00	75.1%
CAPITAL OUTLAY	110-41670-900	\$2,000.00	N/A
LIABILITY INSURANCE	110-41670-511	\$5,440.00	-36.3%
WORKERS COMPENSATION INSURANCE	110-41670-515	\$370.00	-65.4%
Total Engineering Department:		\$441,619.00	37.3%
Total Expenditures:		\$441,619.00	37.3%

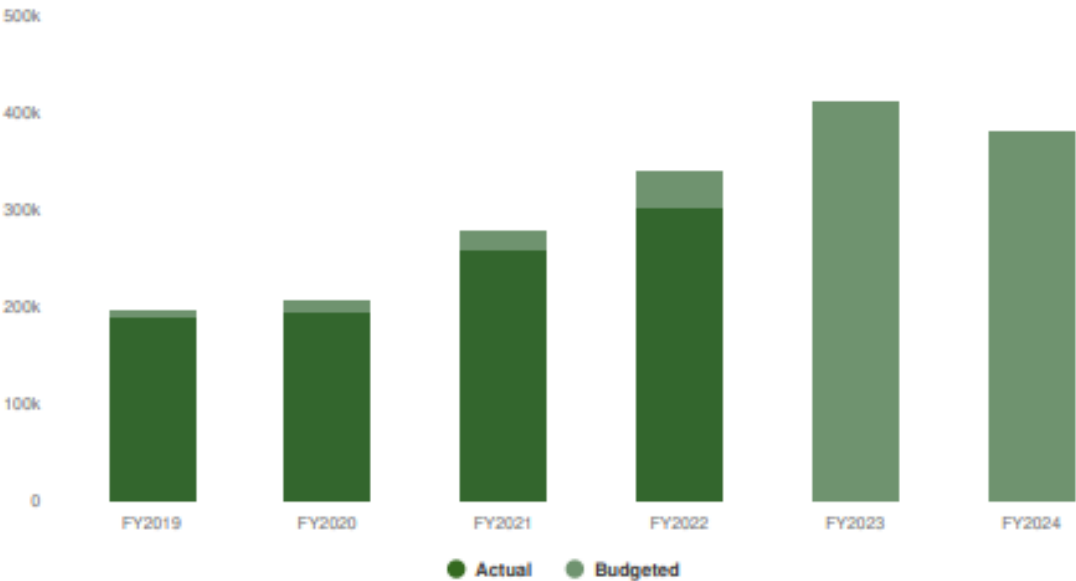
Planning Department

The Planning Department plays a crucial role in shaping the physical development of a community. It functions as a vital bridge between the local government, local citizens, consultants, and developers. Staff serve a multifaceted role that underpins the sustainable and beneficial development of the community. They balance the priorities of various stakeholders and apply expert knowledge to promote comprehensive and successful urban development.

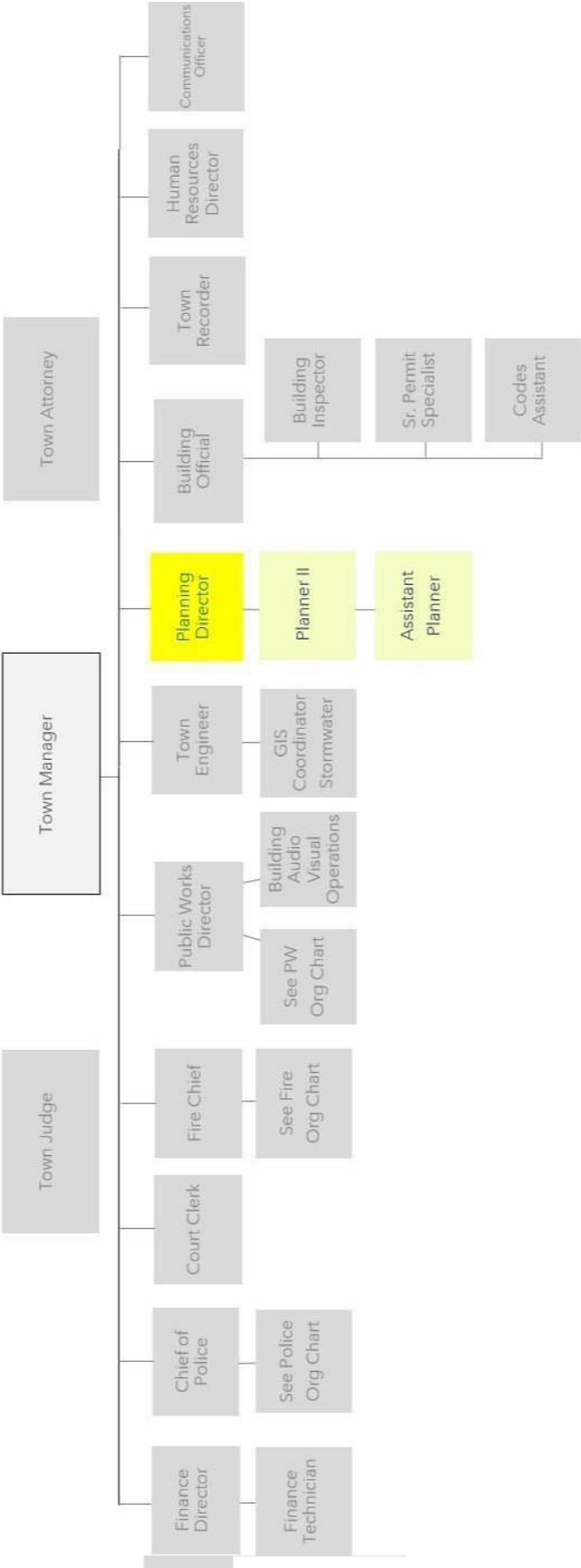
Expenditures Summary

\$378,607 **-\$30,219**
(-7.39% vs. prior year)

Planning Department Proposed and Historical Budget vs. Actual



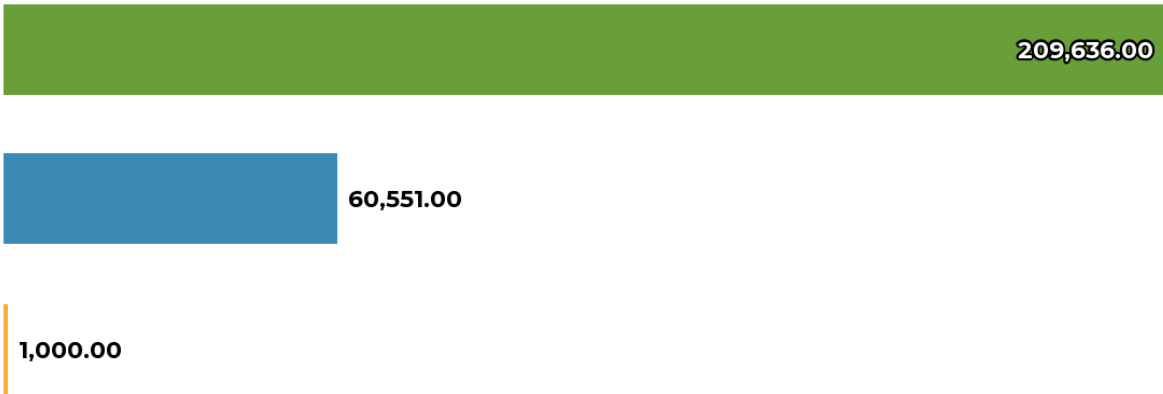
Planning Department Organizational chart



Personnel Changes from Prior Year to Current Fiscal Year - Planning Department

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Planning Department	3	0	3	0	0	0

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)

Accomplishments

- Adoption of new Zoning Ordinance in March 2023
- Completed Major Thoroughfare Plan (MTP) amendment to add East/West Corridor – Alignment Option 1
- Completed MTP reclassification – Industrial area road redesignation from Local Roads to Local Commercial industrial Roads.
- Goodall – Kidd Road Annexation, PD Rezone and Development Plan approval – 444 housing units including 12-acre park.
- Four Springs PD rezone and concept site plan approval – 288 housing units and 70-acre park
- Westmoreland final PUD plan & preliminary plat approval – 202 housing units
- McFarlin (Southern Land) Final PD Site Plan & Preliminary Plat Phase 1 – 139 housing units
- Greenbrook South site plan approval – 78 housing units
- Sinatra development final plat approved – 23 housing units.
- Pasadena development final plat approved – 42 housing units.
- Village Green PD final site plan and preliminary plat approval – New Publix grocery store & mixed use.
- Annecy Phase 3A, 3B & 3C final plat approvals – 70 housing units
- Closed out and released 39 bonded projects.
- Mediated settlement between HOA and Developer on Telfair Phases 1, 2 & 3. Released bonds.
- Goodall – Kidd Road final PD site plan and preliminary plats phases 1, 1A & 2 – 134 housing units

Goals

Goal #1: Develop and Implement a Planning Project Tracker in collaboration with GIS.

- a. Objective #1.1: Work with GIS Division to develop better systems to track Planning Project approvals through the various entitlement process – Site Development Plan Review, Rezoning, Annexations, Etc.
 - 1) Task #1.1.1: Draft RFQ and Advertise
 - 2) Task #1.1.2: Select Consultant & execute contract.
- b. Objective #1.2: Draft application and new systems
 - 1) Task #1.2.1: Implements with new entitlement applications by end of the year.

Goal #2: Subdivision Regulations update.

- a. Objective #2.1: Establish funding.
 - 1) Task #2.1.1: Prepare RFQ and have it advertised within 3 months of the new fiscal year.
 - 2) Task #2.1.2: Conduct interviews and select a firm.
- b. Objective #2.2: Draft consultant contract and get approved by Board of Commissioners.
 - 1) Task #2.2.1: Draft new Regulations with input from Town Attorney and Planning Commission.
 - 2) Task #2.2.2: Submit final draft Regulations to Planning Commission for approval.

Goal #3: Complete Architectural Design Book.

- a. Objective #3.1: Take new consultant contract to the Board of Commissioners for approval.
 - 1) Task #3.1.1: Conduct joint Planning Commission (PC) and Board of Commissioners (BOC) meetings with consultant.
 - 2) Task #3.1.2: Conduct Public workshop to discuss Architectural Design Book and get feedback.
- b. Objective #3.2: Complete draft document and circulate for review by public, PC and BOC.
 - 1) Task #3.2.1: Present draft document to the PC and BOC for comments; make edits.
 - 2) Task #3.2.2: Submit final draft Regulations to PC and BOC for approval.

Goal #4: Complete Planning Department website update to include new Zoning Ordinance requirements.

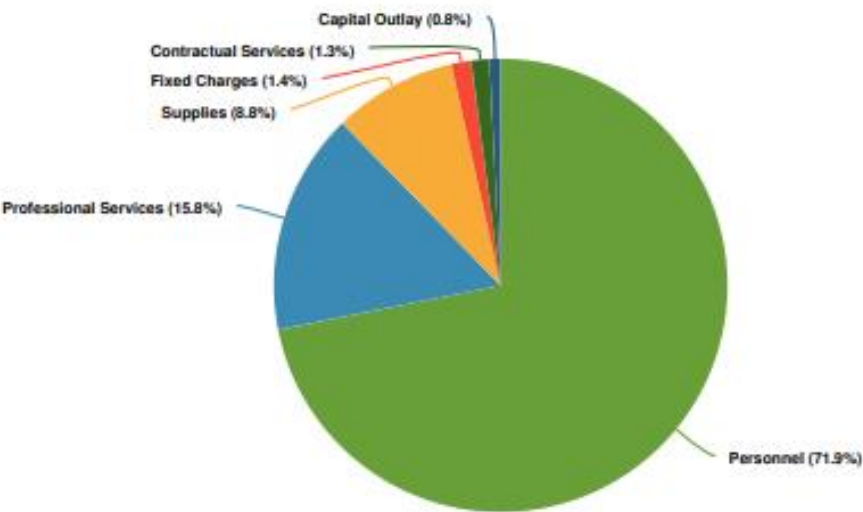
- a. Objective #4.1: Update Forms and Process descriptions in the Application Users Guide.
 - 1) Task #4.1.1: Update the Site Development Plan application form, process and required submittals.
 - 2) Task #4.1.2: Update the Rezone and Annexation application forms, process and requirements.
- b. Objective #4.2: Update 2022 Major Thoroughfare Plan.
 - 1) Task #4.2.1: Add east and west corridor road.
 - 2) Task #4.2.2: Add changes of industrial roads from Local to Local Commercial Industrial Roads.

Goal #5: Complete Urban Growth Boundary (UGB) Expansion Plan

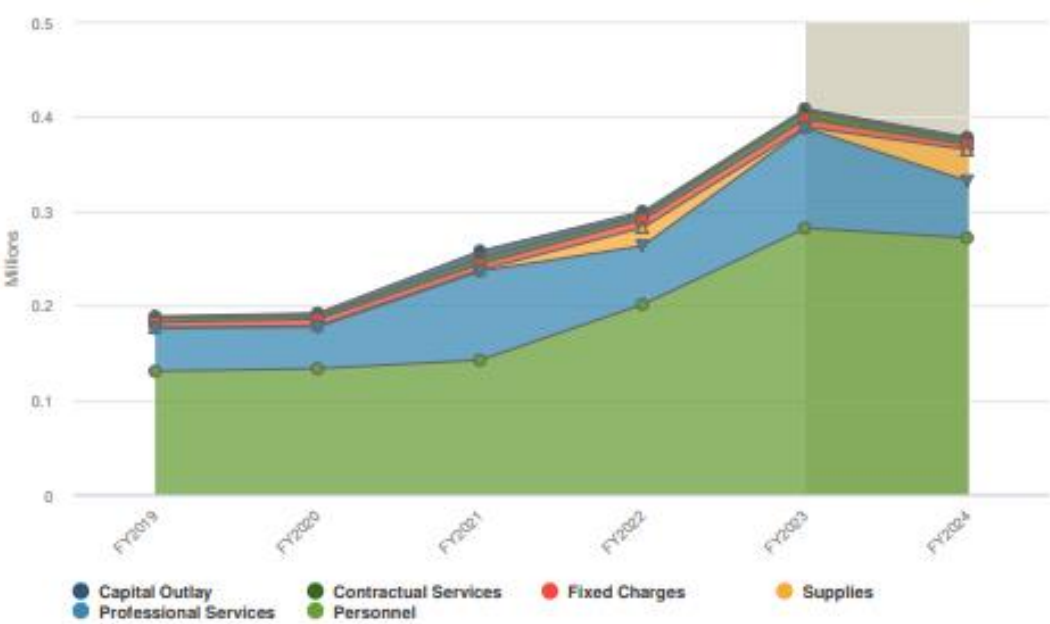
- a. Objective #5.1: Conduct necessary Public Meetings.
 - 1) Task #5.1.1: Community workshop in June 2023
 - 2) Task #5.1.2: PC and BOC Public Hearings in July and August 2023
- b. Objective #5.2: Coordinating Committee (CC) Review of Nolensville Urban Growth Expansion Plan.
 - 1) Task #5.2.1: Submit Nolensville approved UGB Expansion Plan to CC in August/September 2023
 - 2) Task #5.2.2: CC to ratify final County UGB (including Nolensville Plan) by January 2023

Performance Metrics	Actual <u>FY 2022</u>	Anticipated <u>FY 2023</u>	Anticipated <u>FY 2024</u>
Percent of staff comments submitted on schedule to applicants.	100%	100%	100%
Percentage of data requests transferred to consultant within one week of request.	100%	100%	100%
Percent of staff reports published one week prior to Planning Commission meetings.	100%	100%	100%
Percent of staff reports published one week prior to Historic Zoning Commission meeting.	100%	100%	100%
Percent of staff reports published one week prior to Board of Zoning Appeals meeting.	100%	100%	100%
Percent of staff reports published one week prior to Board of Commissioners meeting.	100%	100%	100%

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Planning Department Budget Details

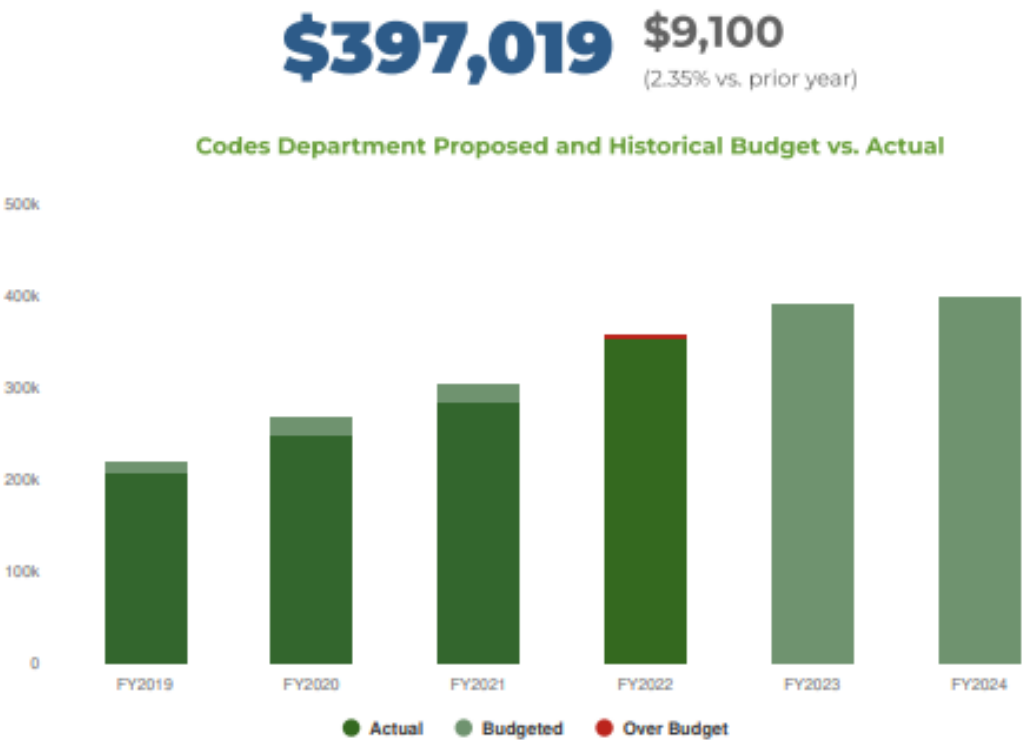
Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Planning Department			
SALARIES	110-41700-111	\$208,636.00	-4.3%
OVERTIME SALARIES	110-41700-113	\$1,000.00	N/A
CHRISTMAS BONUS	110-41700-134	\$900.00	N/A
HSA Contribution	110-41700-140	\$3,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-41700-142	\$24,074.00	-20.1%
RETIREMENT-EMPLOYER PORTION	110-41700-143	\$15,054.00	-1.3%
UNEMPLOYMENT INSURANCE	110-41700-147	\$315.00	0%
EMPLOYEE EDUCATION & TRAINING	110-41700-148	\$1,500.00	0%
PAYROLL TAXES-EMPLOYER PORTION	110-41700-149	\$16,108.00	-3.4%
PER DIEM	110-41700-160	\$1,000.00	100%
POSTAGE BOX RENT ETC	110-41700-211	\$1,000.00	900%
OFFICE SUPPLIES AND MATERIALS	110-41700-310	\$1,500.00	48.5%
Geographical Information Systems (GIS)	110-41700-317	\$30,800.00	N/A
PUBLICATION OF LEGAL NOTICES	110-41700-231	\$1,500.00	50%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-41700-235	\$2,000.00	-60%
CELLULAR TELEPHONE	110-41700-245	\$360.00	-35.9%
TRAVEL	110-41700-280	\$1,000.00	-57%
PLANNING & ZONING SERVICES	110-41700-257	\$10,000.00	-90.6%
DESIGN REVIEW	110-41700-258	\$50,000.00	N/A
CAPITAL OUTLAY	110-41700-900	\$3,000.00	50%
LIABILITY INSURANCE	110-41700-511	\$5,150.00	-33.9%
WORKERS COMPENSATION INSURANCE	110-41700-515	\$210.00	-68.5%
Total Planning Department:		\$378,607.00	-7.4%
Total Expenditures:		\$378,607.00	-7.4%

Codes Department

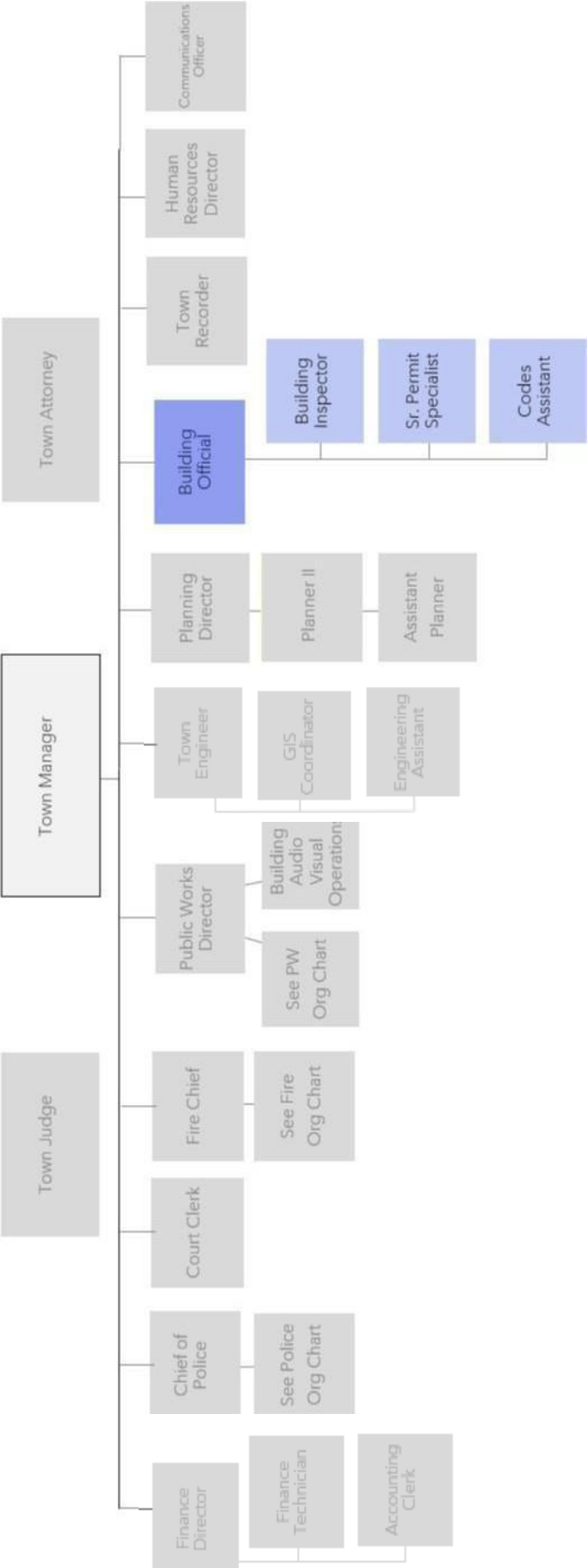
The Codes Department is responsible for the administration and enforcement of the provisions of the building, mechanical, and plumbing codes. The purpose of these codes is to provide minimum requirements to safeguard the public safety, health, and general welfare through affordability, structural strength, means of egress facilities, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment.

The Codes Department reviews and issues all building, plumbing, and mechanical permits within the Town. The Department inspects all work performed associated with these issued permits. The Department also maintains all records associated with these permits and inspections. The Department is also charged with maintaining records of the Adequate Facilities Taxes and the Roadway Infrastructure Impact Fees paid to the Town. The Town of Nolensville refers to the 2018 I-Codes.

Expenditures Summary



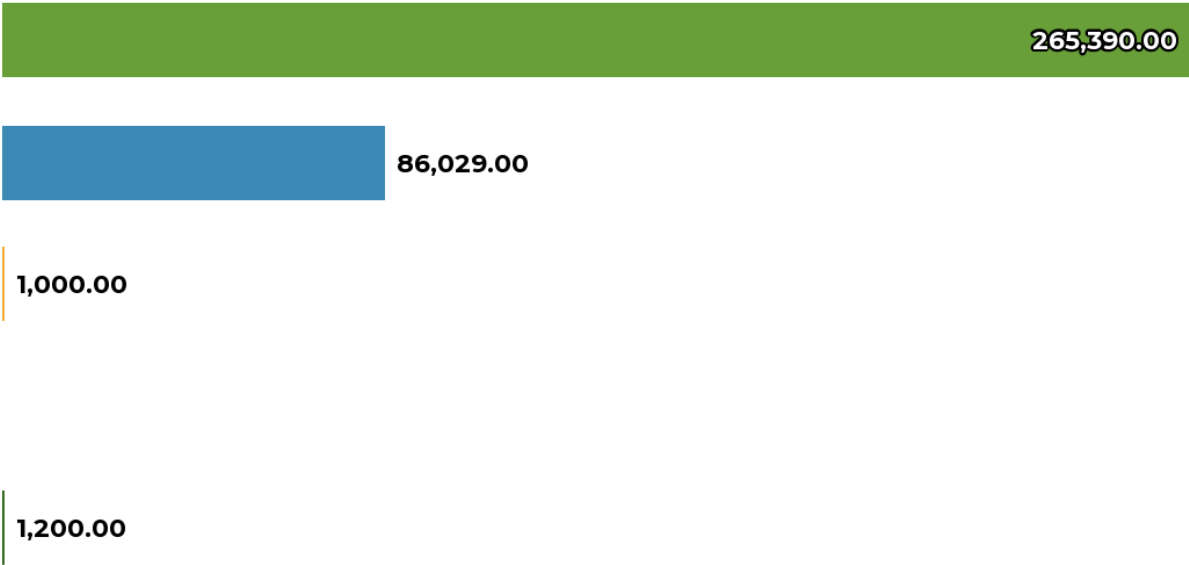
Codes Department Organizational chart



Personnel Changes from Prior Year to Current Fiscal Year - Codes Department

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Codes Department	4	0	4	0	0	0

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)
- Employee Benefits (Budgeted)

Accomplishments

- Implemented daily inspection results page detailing the date of inspection, permit number, results, address, type of inspection, and a column to provide additional notes. Contractors and interested parties may access the data each morning. This reporting document has allowed easier data retrieval by those parties seeking it and frees up staff time. Access data [here](#).
- Inspected Quadrant Three, street by street, to identify, inspect, substandard structures and notify owner(s) of violations and of the required remedial action. A timeframe for compliance was also provided to each violator.
- Instituted and distributed construction checklist for residential contractors to better prepare them to successfully pass inspections including foundation, plumbing, mechanical, framing, insulation and final.
- With the help of our excellent volunteers, Carole, and Wayne, we have updated all parcels with plot plans and certificates of occupancy (when available) to the town's GIS. All new projects are also uploaded as part of the final paperwork of the COO.
- Resolved substandard structure and property maintenance case on Nolensville Road.

Goals

Goal #1: Safer Communities – Identify, notify, and oversee remediation of properties with substandard structures.

- a. Objective #1.1: Inspect Quadrant Four for substandard structures.
 - 1) Task #1.1.1: Proceed street by street to identify, inspect and provide notice to property owner(s) of violations to the *2018 International Property Maintenance Code* and Town Ordinance.
 - 2) Task #1.1.2: Quadrant Four is identified as beginning at Town Hall to the South of Stanford Road and the Eastside of Nolensville Road to the eastern edge of town limits.
- b. Objective #1.2: Notify owners of properties with violations within Quadrant Four
 - 1) Task #1.2.1: Provide written notice of the violations, remedial actions necessary to comply and a timeline to achieve compliance.
 - 2) Task #1.2.2: Send notifications via USPS, with signature required.

Goal #2: Construction Checklist (commercial) – Develop a comprehensive checklist to provide common code violations, and areas of inspection, to better prepare the contractor to successfully pass inspections including: foundation, plumbing, mechanical, framing, insulation and final.

- a. Objective #2.1: Compile list of common code violations as well as routine areas of inspection.
 - 1) Task #2.1.1: List items of inspection utilizing a “from foundation to final” pattern.
 - 2) Task #2.1.2: Provide space to allow check off of completed tasks.
- b. Objective #2.2: Provide completed checklist with permit issuance and make it available on the Town’s webpage.
 - 1) Task #2.2.1: Include a copy of the checklist with every permit issued.
 - 2) Task #2.2.2: Link a copy of the checklist to the Town’s building codes webpage.

Goal #3: Begin the two-year process of adopting the 2024 International Code Council’s suite of codes.

- a. Objective #3.1: Review significant changes between the 2018 code and the 2024 code.
 - 1) Task #3.1.1: Compile a list of significant changes and the implications of such changes.



- 2) Task #3.1.2: Assure adopted code does not conflict with current Town of Nolensville's adopted ordinances.
- b. Objective #3.2: Inform Nolensville builders of the coming changes and how it might affect their construction methods and schedules.
 - 1) Task #3.2.1: Provide regular updates as to the process, and timelines, through email and when making field inspections.
 - 2) Task #3.2.2: Conduct contractor meetings explaining potential code change ramifications.

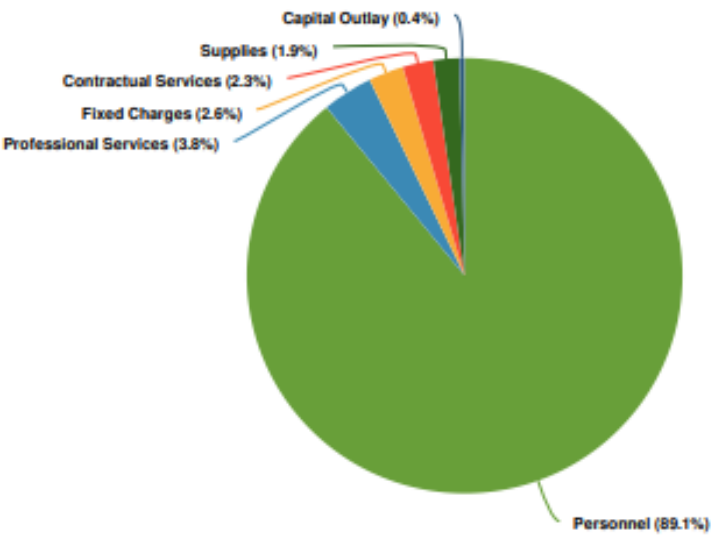
Goal #4: Coffee with Codes – Establish an annual roundtable event to discuss code updates, encourage better communications and explain any new Town ordinances which are applicable to the Nolensville builders.

- a. Objective #4.1: Select a date and location for Fall 2023.
 - 1) Task #4.1.1: Check Town Hall meeting room for available dates.
 - 2) Task #4.1.2: Compile a list of attendees to assure proper quantities of coffee and pastries.
- b. Objective #4.2: Provide code updates and Town Ordinance information in a PowerPoint format.
 - 1) Task #4.2.1: Beginning July, compile information that we would like builders to be aware of such as Town Ordinance concerning track out lanes, silt fences, and expectations of maintaining the roads and sidewalks. Also, any unusual enforcement items not routinely enforced in adjacent jurisdictions.
 - 2) Task #4.2.2: Produce a PowerPoint and handout literature that would be helpful in communicating the departments expectations for all construction within the Town of Nolensville.

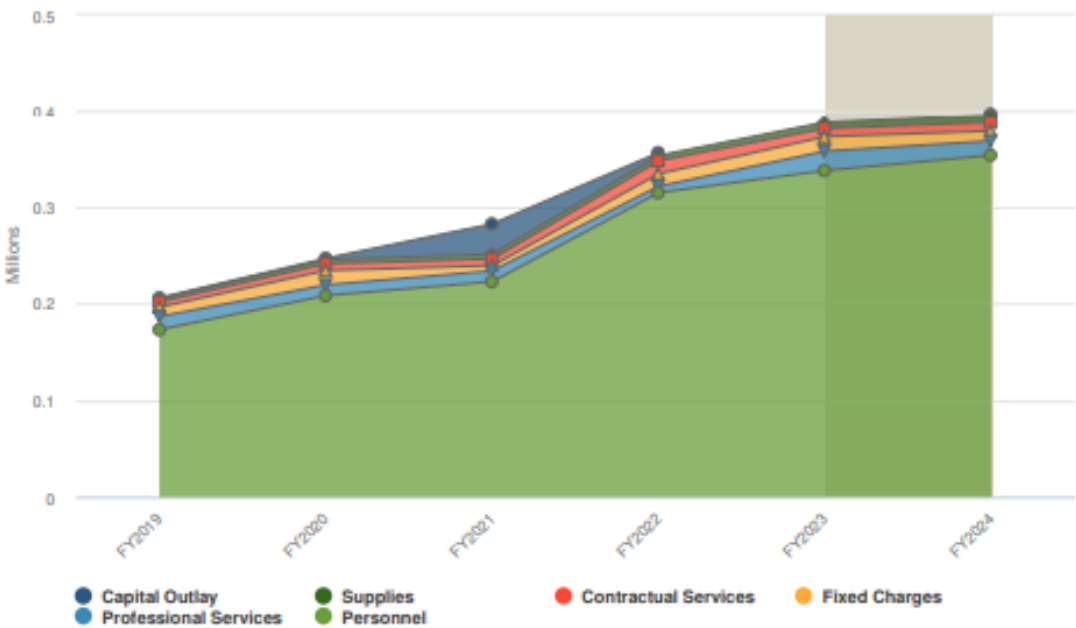
Performance Metrics

	<u>Actual FY 2022</u>	<u>Anticipated FY 2023</u>	<u>Anticipated FY 2024</u>
Percent of building inspection requests completed within 5 business days	99%	99%	99%
Number of new single-family building permits issued	286	125	130
Number of commercial building permits issued	19	14	22

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Codes Department Budget Details

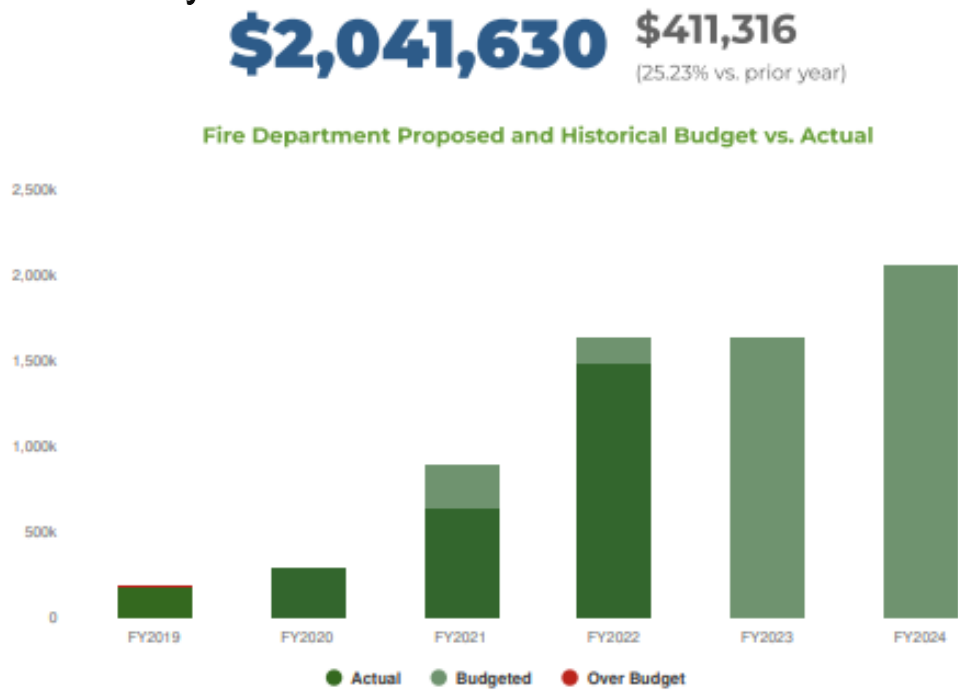
Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Codes Department			
SALARIES	110-46540-111	\$262,390.00	3.3%
SALARIES-OVERTIME	110-46540-113	\$3,000.00	N/A
CHRISTMAS BONUS	110-46540-134	\$1,200.00	N/A
HSA Contribution	110-46540-140	\$3,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-46540-142	\$41,620.00	-7.9%
RETIREMENT-EMPLOYER PORTION	110-46540-143	\$19,063.00	9.4%
UNEMPLOYMENT INSURANCE	110-46540-147	\$420.00	0%
EMPLOYEE EDUCATION & TRAINING	110-46540-148	\$1,030.00	3%
PAYROLL TAXES-EMPLOYER PORTION	110-46540-149	\$20,396.00	5%
PER DIEM	110-46540-160	\$1,000.00	150%
UNIFORMS	110-46540-326	\$1,650.00	106.3%
POSTAGE BOX RENT ETC.	110-46540-211	\$500.00	233.3%
OFFICE SUPPLIES AND MATERIALS	110-46540-310	\$2,000.00	-1%
VEHICLE GAS	110-46540-331	\$2,000.00	-1%
TIRES, TUBES, ETC.	110-46540-334	\$1,500.00	0%
CONTRACTUAL SERVICES	110-46540-200	\$1,000.00	-50%
AUTOMOBILE LICENSES & TITLES	110-46540-213	\$50.00	-71.4%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-46540-235	\$3,030.00	3.1%
CELLULAR TELEPHONE	110-46540-245	\$960.00	-14.7%
REPAIR & MAINTENANCE MOTOR VEHICLES	110-46540-261	\$1,500.00	97.9%
TRAVEL	110-46540-280	\$2,500.00	65%
PROFESSIONAL SERVICES	110-46540-250	\$5,000.00	-47.5%
COMPUTER SOFTWARE & MAINTENANCE	110-46540-255	\$9,950.00	-5.2%
CAPITAL OUTLAY	110-46540-900	\$1,500.00	N/A
LIABILITY INSURANCE	110-46540-511	\$5,830.00	-31.1%
WORKERS COMPENSATION INSURANCE	110-46540-515	\$4,430.00	-32.6%
Total Codes Department:		\$397,019.00	2.3%
Total Expenditures:		\$397,019.00	2.3%

Fire and Rescue Department

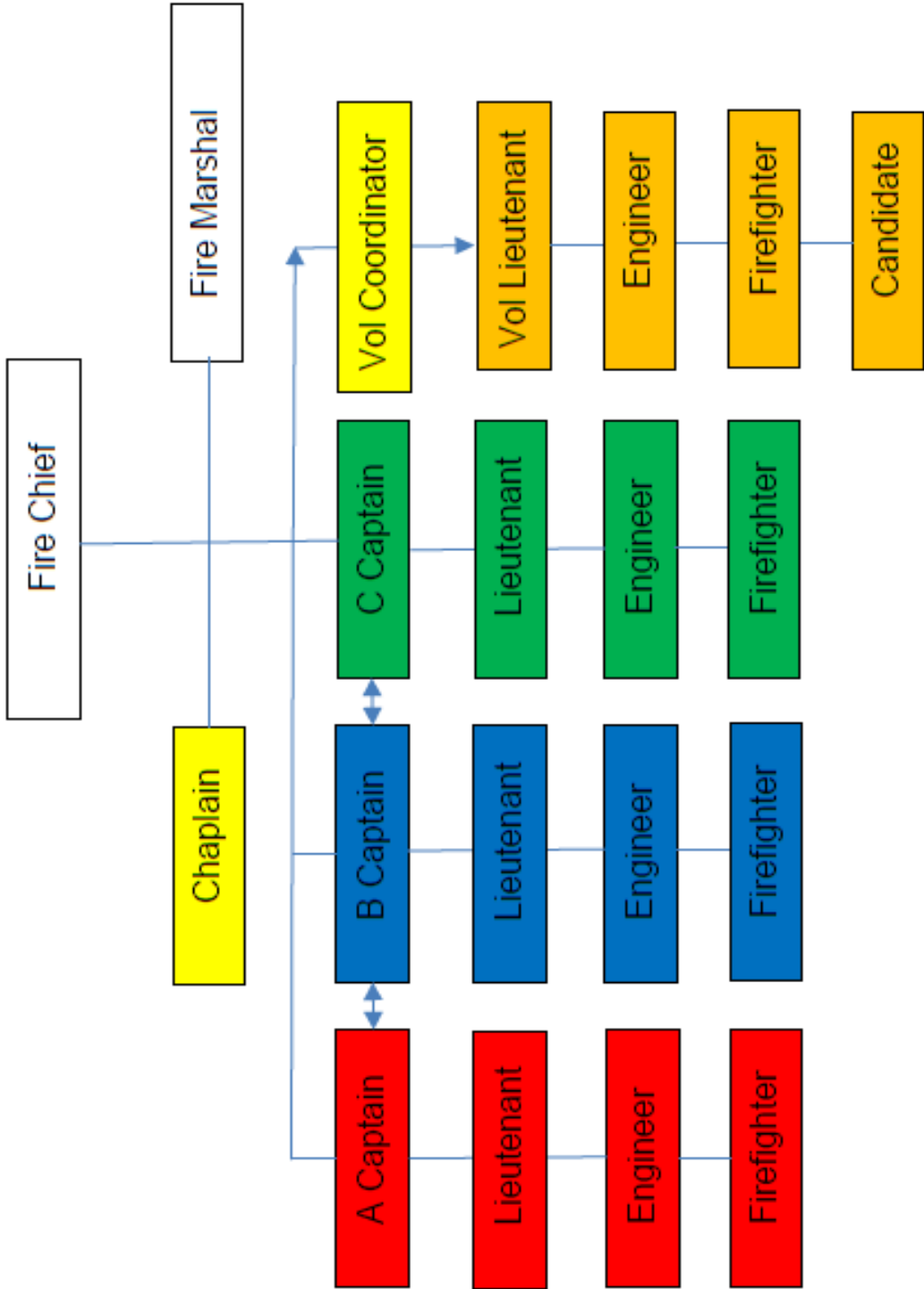
Mission Statement: “It is our mission, to enhance the quality of life for the residents of Nolensville through the effective and efficient delivery of fire and rescue services.”

The Fire and Rescue Department exists to protect life and property against fire, medical and other disastrous emergencies. Efforts are directed at preventing and extinguishing fires and abatement of fire hazards. Fire suppression includes the training of staff and provision of equipment necessary to respond to fires, accidents, hazardous material spills and other man made or natural disasters. Fire prevention services include fire inspections, fire cause investigations, pre-planning and plans review of new buildings and renovations of existing buildings for compliance with fire codes. The department conducts fire safety educational programs in public and private schools as well as programs for local businesses and organizations. The department provides first responder medical services in conjunction with Williamson Medical Center. The department maintains and test all fire hydrants in the town. The department also provides safety personnel and plans for special events and responds to our surrounding jurisdictions through automatic aid or mutual aid agreements.

Expenditures Summary



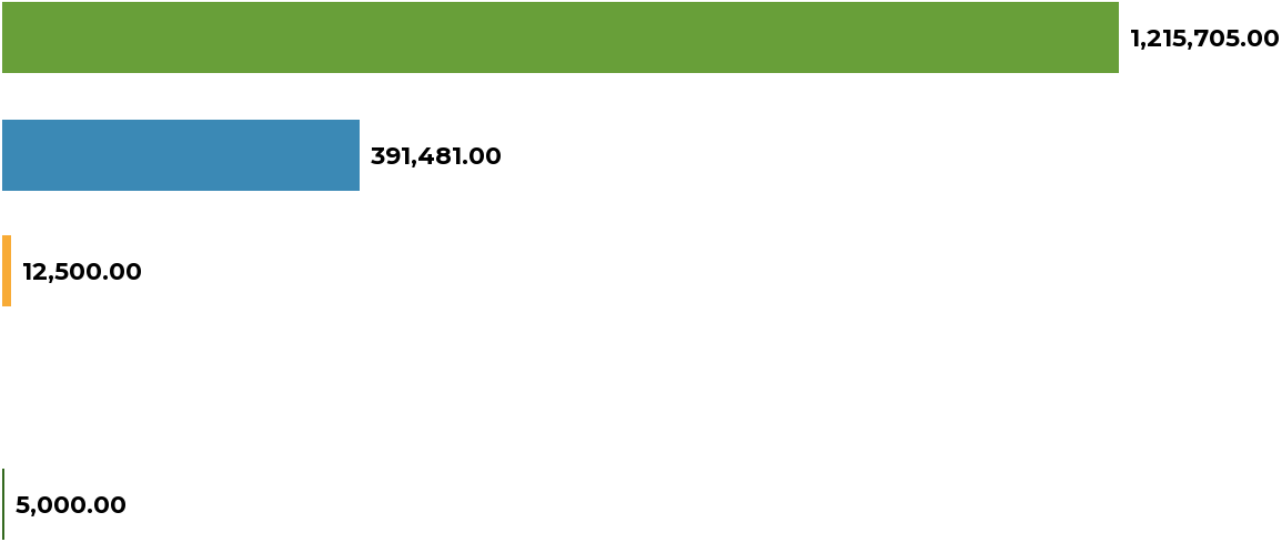
Fire and Rescue Department Organizational Chart



Personnel Changes from Prior Year to Current Fiscal Year - Fire & Rescue Department

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Fire Department	11	26	17	19	6	(7)

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)
- Employee Benefits (Budgeted)

Accomplishments

- Received a \$1,200,000 grant from FEMA to hire six additional fire fighters.
- Construction is underway on fire station number one.
- We have continued to upgrade our EMS delivery capabilities.
- Purchased and placed a temporary living facility in operation under budget.
- Have successfully identified and serviced over 700 fire hydrants.
- Tennessee Municipal League (TML) Award recipient for Excellence in Strategic Planning in Fire Service.
- Tennessee Fire Chief's Association recognized and awarded Nolensville Fire Chief David Windrow with the Fire Chief of the Year Award.
- Recognized by the Tennessee Federation of Fire Chaplains, Nolensville's Fire Chaplain Gwen Noe was awarded the 2023 Fire Chaplain of the Year.

Goals

Goal #1 Continued construction and completion of Fire Station 1

In FY 2023 construction began on Station 1. Funding is in the FY 2024 and 2025 budgets to complete the project. As construction continues, the Fire & Rescue Department will undertake numerous activities in preparation for taking possession and responding out of this facility. These responsibilities include obtaining all owner furnished/owner installed items including furniture, tools, workout equipment, appliances, bedding, kitchen goods, and other materials needed to support 24-hour occupancy. This new facility will also require the department to work with ECOMM to update CAD, response profiles, and operational guidelines to reflect the additional resource(s). Finally, we will coordinate with the Communications Director to hold a grand opening and new fire truck push-in ceremony to celebrate this great community asset.

Target Date: Construction completion – Fall 2024

Objective #1.1: Make necessary budget adjustments.

Task #1.1.1: Write resolutions and attend meetings.

Task #1.1.2: Monitor costs and make adjustments as necessary.

Objective #1.2: Monitor construction

Task #1.2.1: Ensure the construction documents are being followed.

Task #1.2.2: Allow substitutions if appropriate.

Goal #2 Oversee the construction, delivery and equipping of a new ladder truck.

The Fire & Rescue Department has coordinated with the Town administration for the purchase of the first ladder truck in the Town. This process has been a cumulative effort by a committee formed with representatives from all shifts and ranks within the department. Upon delivery, this new ladder truck will be placed at Station 1 on Haley Industrial Drive. Upon completion of the apparatus, personnel will perform a final inspection and approval at the factory. Once the truck is delivered, training and familiarization will take place led by factory trained technicians. Our personnel will then acquire and mount all loose equipment. Finally, a formal push-in ceremony will be held, and the new apparatus will be placed in service. Given the high cost of this equipment, the department has implemented a

comprehensive apparatus maintenance program to prolong the life expectancy of our front-line trucks as long as possible without compromising safety or reliability.

Target Date: Vehicle Delivery – Fall 2024

Objective #2.1: Ensure the proper vehicle for Nolensville.

Task #2.1.1: Visit other departments with similar equipment.

Task #2.1.2: Write vehicle specifications.

Objective #2.2: Order the vehicle.

Task #2.2.1: Visit factory for preconstruction meeting

Task #2.2.2: Visit the factory for final inspection.

Objective #2.3 Manage the budget.

Task #2.3.1 Write resolutions and attend meetings.

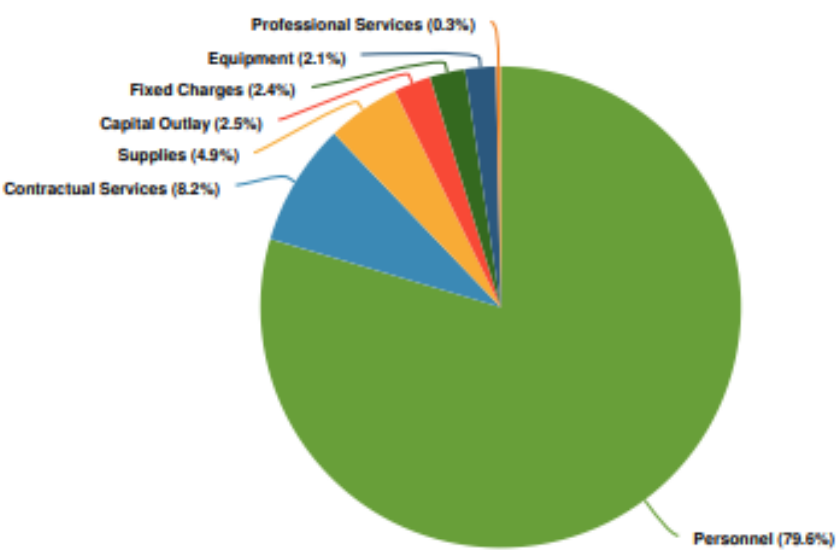
Task #2.3.2 Monitor costs and make adjustments as necessary.

Task #2.2.3 Order loose equipment.

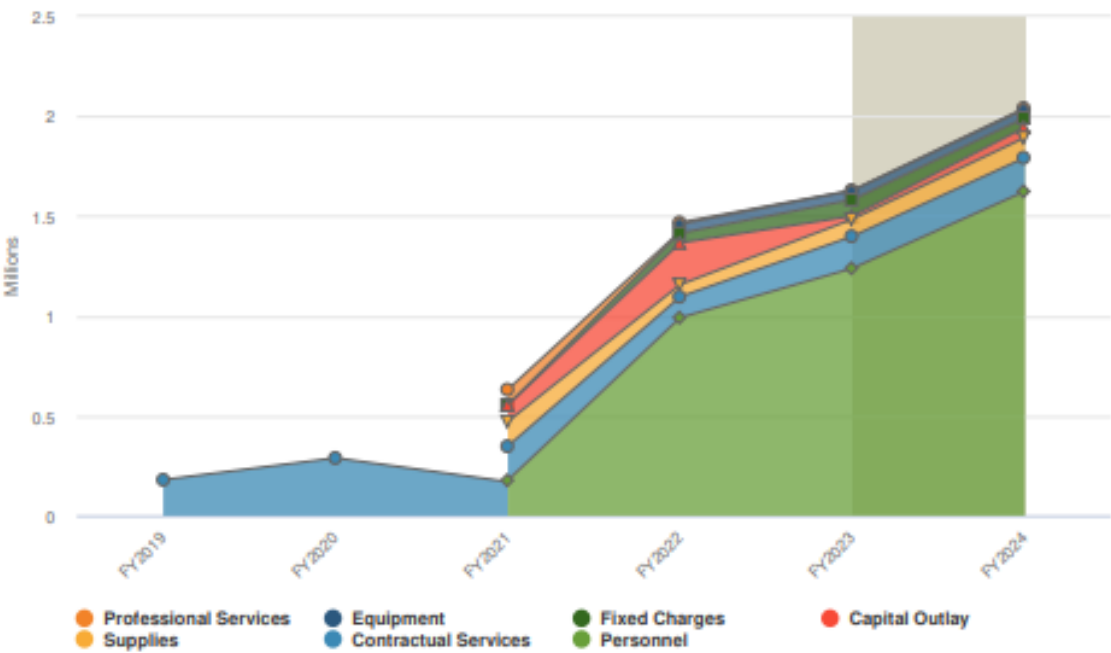
Performance Metrics

	Actual	Anticipated	Anticipated
	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Total calls for service	1194	1166	1200
Total response time at 90th percentile	72%	84%	88%
Percentage of hydrants flushed per year	95%	85%	90%
Percentage of Firefighters/Officers State certified as EMT or higher.	60%	64%	76%
Percentage of Firefighters/Officers receiving state in-service training.	90%	91%	94%
Percentage of Firefighters with State FFII Certification.	90%	91%	94%
Percentage of Officers with State Fire Officer certification.	75%	80%	88%

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Fire and Rescue Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Fire & Rescue Department			
SALARIES	110-42200-111	\$1,128,605.00	40.2%
OVERTIME SALARIES	110-42200-113	\$15,000.00	-62.5%
PART-TIME SALARIES	110-42200-119	\$72,100.00	3%
CHRISTMAS BONUS	110-42200-134	\$5,000.00	N/A
HSA Contribution	110-42200-140	\$24,000.00	N/A
INSURANCE-EMPLOYER PORTION	110-42200-142	\$187,085.00	12.9%
RETIREMENT-EMPLOYER PORTION	110-42200-143	\$81,216.00	37.3%
UNEMPLOYMENT INSURANCE	110-42200-147	\$1,785.00	-16.2%
EMPLOYEE EDUCATION & TRAINING	110-42200-148	\$10,500.00	-16%
PAYROLL TAXES-EMPLOYER PORTION	110-42200-149	\$86,895.00	24.1%
PER DIEM	110-42200-160	\$3,500.00	N/A
VOLUNTEER FIREMEN - Stipend	110-42200-162	\$9,000.00	-40%
UNIFORMS / PPE	110-42200-326	\$42,000.00	4%
POSTAGE BOX RENT ETC	110-42200-211	\$50.00	N/A
Kitchen Supplies	110-42200-323	\$900.00	N/A
Landscaping	110-42200-321	\$3,000.00	N/A
MEDICAL SUPPLIES	110-42200-322	\$8,000.00	-1%
OFFICE SUPPLIES AND MATERIALS	110-42200-310	\$3,000.00	50%
SMALL ITEMS OF EQUIPMENT	110-42200-312	\$3,500.00	N/A
JANITORIAL SERVICES & SUPPLIES	110-42200-324	\$5,000.00	-7.4%
Other Operating Supplies	110-42200-329	\$500.00	N/A
VEHICLE GAS	110-42200-331	\$27,000.00	-10%
Tubes, Tires, Etc.	110-42200-334	\$8,000.00	N/A
CONTRACTUAL SERVICES	110-42200-200	\$63,500.00	31.3%
COMMUNICATION AND TRANSPORTATION	110-42200-210	\$2,000.00	0%
AUTOMOBILE LICENSES AND TITLES	110-42200-213	\$50.00	N/A

FIRE DEPARTMENT

PRINTING DUPLICATING TYPING AND BINDING	110-42200-220	\$100.00	N/A
PUBLICATION OF LEGAL NOTICES	110-42200-231	\$100.00	N/A
MEMBERSHIPS REGISTRATION FEES AND CONF	110-42200-235	\$4,225.00	-47.2%
PUBLIC RELATIONS/SPECIAL EVENTS	110-42200-236	\$4,000.00	33.3%
ELECTRIC	110-42200-241	\$10,000.00	38.9%
WATER	110-42200-242	\$3,090.00	3%
SEWER	110-42200-243	\$3,709.00	3%
GAS	110-42200-244	\$4,500.00	-33.8%
OTHER UTILITY SERVICES	110-42200-249	\$3,360.00	N/A
CELLULAR TELEPHONE	110-42200-245	\$3,460.00	-72.3%
REPAIR & MAINTENANCE - Building	110-42200-260	\$10,000.00	N/A
REPAIR & MAINTENANCE - Vehicle	110-42200-261	\$49,000.00	-11.8%
TRAVEL	110-42200-280	\$7,000.00	-30.7%
PROFESSIONAL SERVICES	110-42200-250	\$6,200.00	210%
CAPITAL OUTLAY	110-42200-900	\$45,000.00	N/A
COMMUNICATION EQUIPMENT	110-42200-945	\$6,000.00	-61.3%
EQUIPMENT NON-CAPITAL	110-42200-499	\$42,500.00	-6.5%
LIABILITY INSURANCE	110-42200-511	\$28,750.00	-30.2%
WORKERS COMPENSATION INSURANCE	110-42200-515	\$19,449.00	-52.2%
RENT & UTILITIES	110-42200-530	\$1.00	N/A
Total Fire & Rescue Department:		\$2,041,630.00	25.2%
Total Expenditures:		\$2,041,630.00	25.2%



Police Department

Mission Statement: The mission of the Nolensville Police Department is to serve our community and to work in partnership with our community to protect life and property, to solve community problems, and to enhance and preserve the quality of life in our Town.

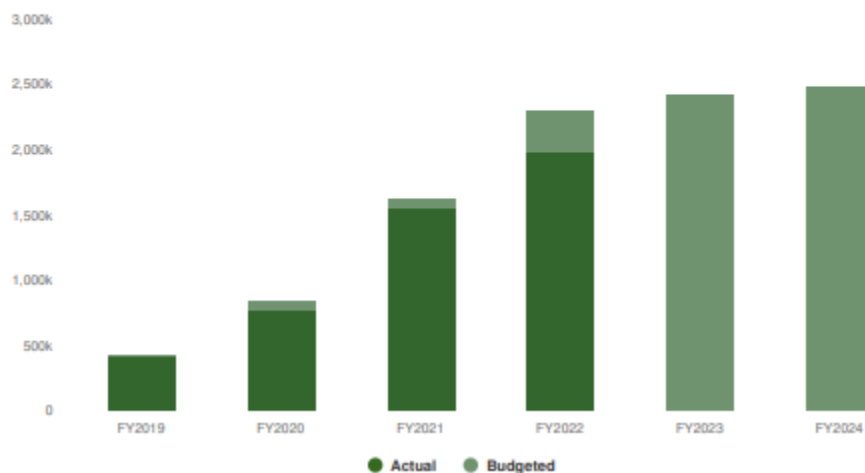
The Nolensville Police Department proudly serves as the full-service law enforcement agency of the Town of Nolensville, TN. We conduct regular patrol operations, criminal investigations, and other specialized police duties within our jurisdiction. We also cooperate with other local, state, and federal agencies, to ensure the citizens of Nolensville are protected at the highest possible level. The Nolensville Police Department's core values are standards and beliefs most important to the members of this agency and our community in achieving our mission. The following represents our core values:

- Excellent and professional service to our community members
- Unbiased and fair treatment to all we encounter.
- Strong and professional work ethics and organization
- Community partnerships for problem-solving
- Transparency to our community
- Professional ethics and honor

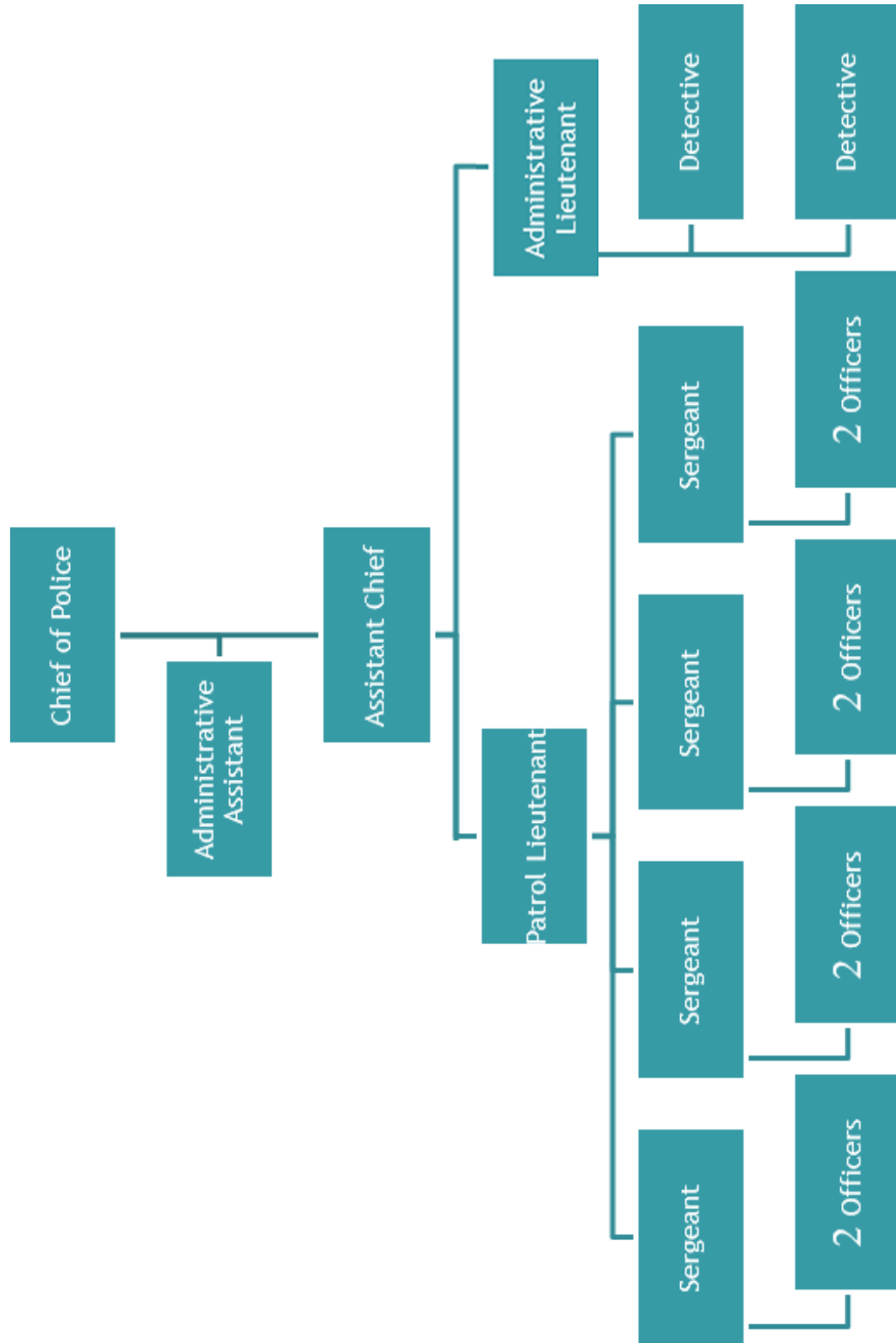
Expenditures Summary

\$2,478,696 **\$67,980**
(2.82% vs. prior year)

Police Department Proposed and Historical Budget vs. Actual



Police Department Organizational Chart



Personnel Changes from Prior Year to Current Fiscal Year - Police Department

Personnel Changes

	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Police Department	19	0	19	0	0	0

Fiscal Year 2024 Salary and Benefits



2,000.00



Values

- Salaries **(Budgeted)**
- Employer Contributions **(Budgeted)**
- Per Diem **(Budgeted)**
- Other **(Budgeted)**
- Employee Benefits **(Budgeted)**

Accomplishments

- The Nolensville Police Department completed the three-year Accreditation process in May of 2023. At the conclusion of this process, the department was awarded its first Accreditation in June of 2023.
- The Nolensville Police Department is in the process of land acquisition for the future construction of a police department.
- The Town of Nolensville was recognized as the safest city in Tennessee for 2023 (based on population size).
- The Nolensville Police Department has promoted two lieutenants into the command structure. One of these lieutenants was assigned to the Patrol Division, and the other was assigned to administration. The Patrol Lieutenant will be responsible for the day-to-day patrol operations, and Administrative Lieutenant will be responsible for accreditation, the criminal investigative division, and the evidence room.
- The Nolensville Police Department was awarded a \$42,000.00 grant from the Tennessee Highway Safety Office. These funds were used to purchase a trailer sign and DUI training materials. Additional funds were used to pay for extra safety/traffic patrols in areas with increased crashes and reports of aggressive driving.

Goals

Goal #1: Increase ability to provide high quality services to the Town of Nolensville

- a. Objective #1.1: Increase the number of officers on patrol by 2.
 - 1) Task #1.1.1: Demonstrate the need for an increase in the number of officers.
 - 2) Task #1.1.2: Create budget with additional officers.
 - 3) Task #1.1.3: Hire and train officer for patrol.
 - 4) Task #1.1.4: Purchase vehicles and equipment for new officers.
- b. Objective #1.2: Increase the number of detectives by 1.
 - 1) Task #1.2.1: Demonstrate the need for additional detective.
 - 2) Task #1.2.2: Create budget with additional detective.
 - 3) Task #1.2.3: Hire and train detective.
 - 4) Task #1.2.4: Purchase vehicles and equipment for new detective.

Goal #2: Continue the process of building a police department.

- a. Objective #2.1: Acquire land.
 - 1) Task #2.1.1: Continue to look for property with needed attributes for land acquisition.
 - 2) Task #2.1.2: Acquire land.
- b. Objective #2.2: Continue meetings with architects to create blueprints for future police department.
 - 1) Task #2.2.1: Finalize needs assessment for new police department.
 - 2) Task #2.2.2: Finalize blueprints for new police department.

Goal #3: Reduce or maintain crime statistics.

- a. Objective #3.1: Continue a low crime environment within the Town of Nolensville
 - 1) Task #3.1.1: Track and monitor crime statistics within the Town of Nolensville
 - 2) Task #3.1.2: Continue community relations and engagement through social media and other platforms covering criminal activity and other areas of interest or concern.
 - 3) Task #3.1.3: Focus anti-crime patrols and other countermeasures in areas with increased incidents of crime.

- 4) Task #3.1.4: Meet with neighboring law enforcement agencies to expand understanding of criminals and criminal activity.
- 5) Task #3.1.5: Evaluate and measure crime statistics to determine if crime reducing efforts are effective or if change is needed.
- 6) Task #3.1.6: If necessary, make effective changes to anti-crime patrols or countermeasures.

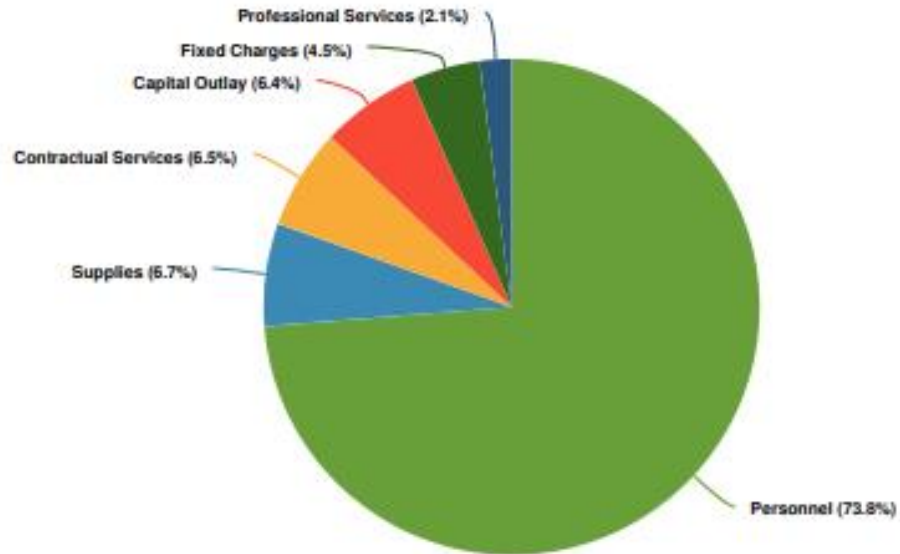
Goal #4: Purchase needed equipment from grants.

- a. Objective #4.1: The Nolensville Police Department receive a Tennessee Highway Safety Office (THSO) grant.
 - 1) Task #4.1.1: Apply for and receive THSO grant.
 - 2) Task #4.1.2: Identify needed equipment.
 - 3) Task #4.1.3: Purchase equipment from grant.

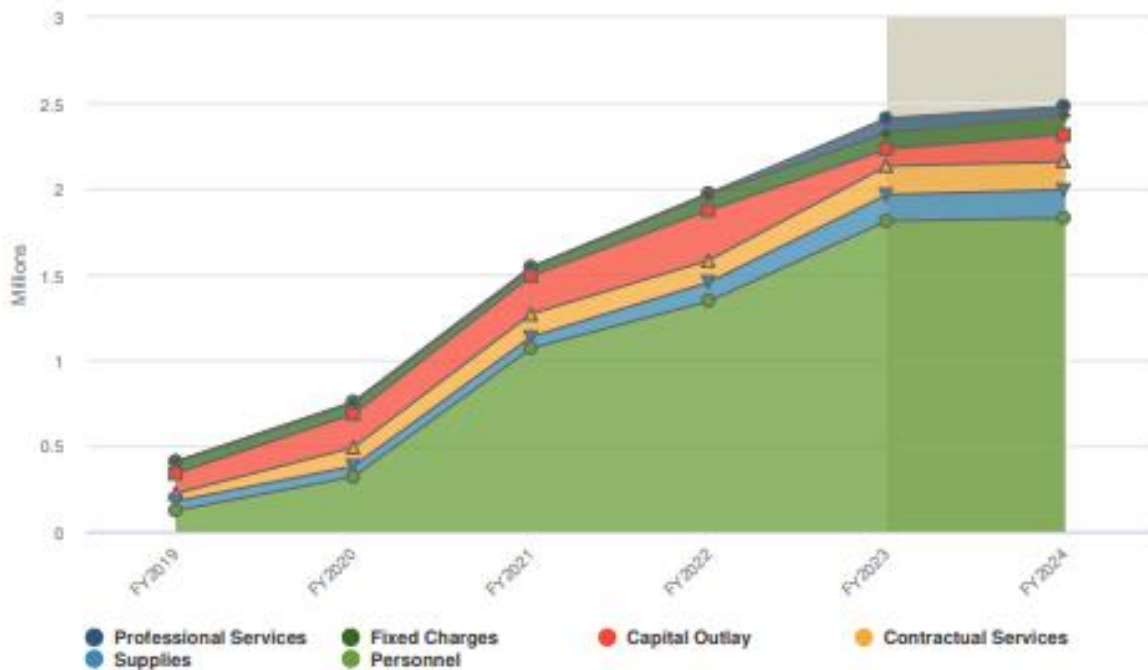
Performance Metrics

	<u>Actual FY 2022</u>	<u>Anticipated FY 2023</u>	<u>Anticipated FY 2024</u>
Computer Aided Dispatch (CAD) incidents	21,303	22,500	24,000
Clearance rates of cases assigned	49.5%	60.5%	55%
Safest City in Tennessee	n/a	#1	#1

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Police Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Police Department			
SALARIES-CHIEF AND ASST CHIEF	110-42100-111	\$1,323,423.00	6.3%
SALARIES-OVERTIME	110-42100-113	\$31,000.00	-22.5%
CHRISTMAS BONUS	110-42100-134	\$6,100.00	N/A
HSA Contribution	110-42100-140	\$28,500.00	N/A
INSURANCE-EMPLOYER PORTION (SGT, MPO, DET, OFFICERS)	110-42100-142	\$209,432.00	-30.5%
RETIREMENT-EMPLOYER CONTRIBUTION (SGT, MPO, DET, OFFICERS)	110-42100-143	\$96,264.00	7%
SUTA-(SGT, MPO, OFFICERS)	110-42100-147	\$1,995.00	-5%
EMPLOYEE EDUCATION & TRAINING	110-42100-148	\$26,700.00	-19.5%
PAYROLL TAXES-EMPLOYER PORTION (SGT, MPO, DET, OFFICERS)	110-42100-149	\$102,996.00	4.8%
PER DIEM	110-42100-160	\$2,000.00	14.3%
UNIFORMS-POLICE OFFICERS	110-42100-326	\$30,850.00	30.2%
POSTAGE BOX RENT ETC	110-42100-211	\$200.00	0%
KITCHEN SUPPLIES	110-42100-323	\$500.00	11.1%
OFFICE SUPPLIES AND MATERIALS	110-42100-310	\$3,500.00	16.7%
FIREARMS, AMMUNITION, AND RANGE SUPPLIES	110-42100-327	\$16,220.00	-11.8%
OTHER OPERATING SUPPLIES	110-42100-329	\$26,770.00	-18.3%
VEHICLE GAS	110-42100-331	\$72,000.00	20%
TIRES, TUBES, ETC	110-42100-334	\$16,000.00	6.7%
CONTRACTUAL SERVICES	110-42100-200	\$64,220.00	32.8%
EMERGENCY NOTIFICATION	110-42100-219	\$2,875.00	1.4%
PRINTING/DUPLICATION	110-42100-220	\$2,500.00	0%

POLICE DEPARTMENT

PUBLICATION OF LEGAL NOTICES	110-42100-231	\$500.00	400%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-42100-235	\$3,250.00	27.5%
PUBLIC RELATIONS/SPECIAL EVENTS	110-42100-236	\$5,000.00	0%
CELLULAR TELEPHONE	110-42100-245	\$36,217.00	-49.2%
REPAIR AND MAINTENANCE SERVICES	110-42100-260	\$5,400.00	80%
REPAIR AND MAINTENANCE MOTOR VEHICLES	110-42100-261	\$28,000.00	40%
REPAIR AND MAINTENANCE-OTHER EQUIPMENT	110-42100-262	\$4,000.00	0%
TRAVEL	110-42100-280	\$10,000.00	33.3%
COMPUTER SOFTWARE & MAINTENANCE	110-42100-255	\$50,980.00	-31.9%
CAPITAL OUTLAY	110-42100-900	\$23,000.00	191.1%
CAPITAL OUTLAY-POLICE CARS	110-42100-941	\$134,264.00	53.7%
FURNITURE/FIXTURES	110-42100-947	\$1,500.00	-50%
LIABILITY INSURANCE	110-42100-511	\$66,800.00	24.3%
WORKERS COMPENSATION INSURANCE	110-42100-515	\$45,740.00	10.7%
Total Police Department:		\$2,478,696.00	2.8%
Total Expenditures:		\$2,478,696.00	2.8%



Public Works Department

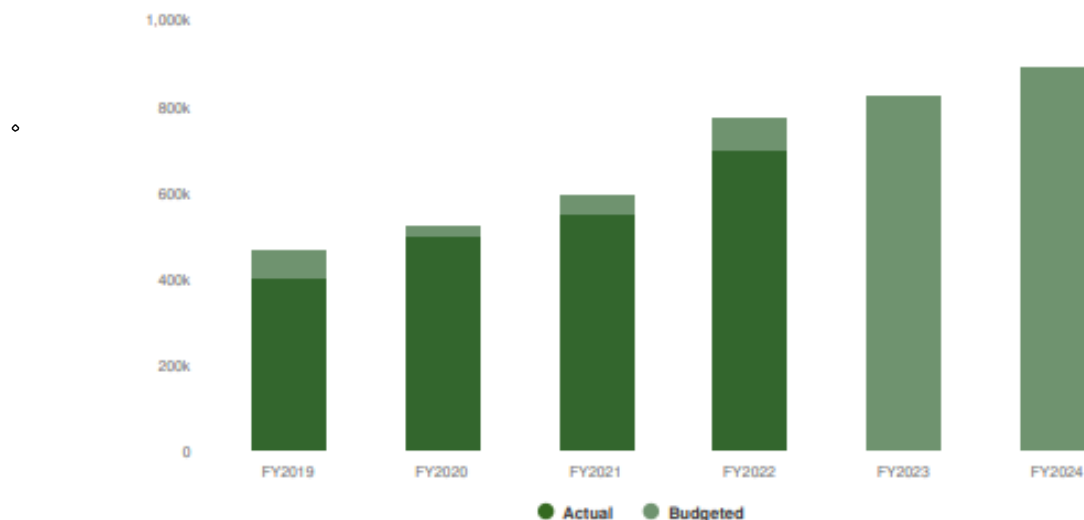
Public Works is a vital asset to the Town of Nolensville and helps keep the town running behind the scenes. Public Works staff are primarily responsible for but not limited to the following duties:

- Maintain condition of right-of-way – mowing and litter pick up Replace and install street signs General maintenance of Town Hall
- Aid Police Department with equipment maintenance Repair potholes Install seasonal banners.
- Install and maintain holiday lights and decorations.
- Maintain and repair town-owned vehicles and equipment, including police cars, utility vehicles and heavy equipment.
- Provide assistance with Town of Nolensville sponsored events and festivals.

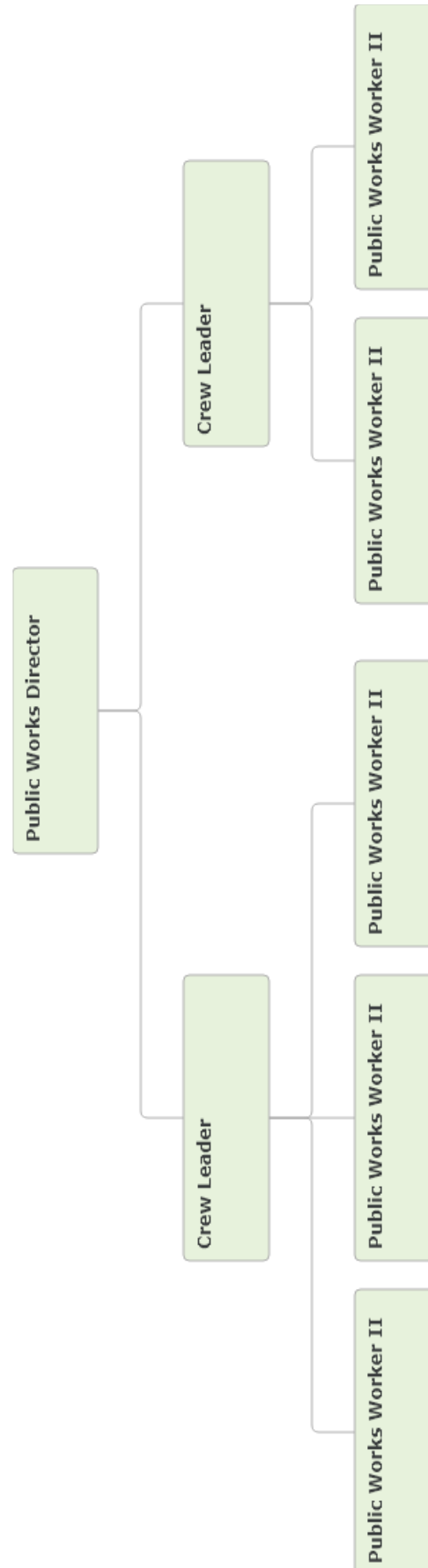
Expenditures Summary

\$923,149 **\$95,462**
(7.52% vs. prior year)

Public Works Department Proposed and Historical Budget vs. Actual



Public Works Department Organizational Chart

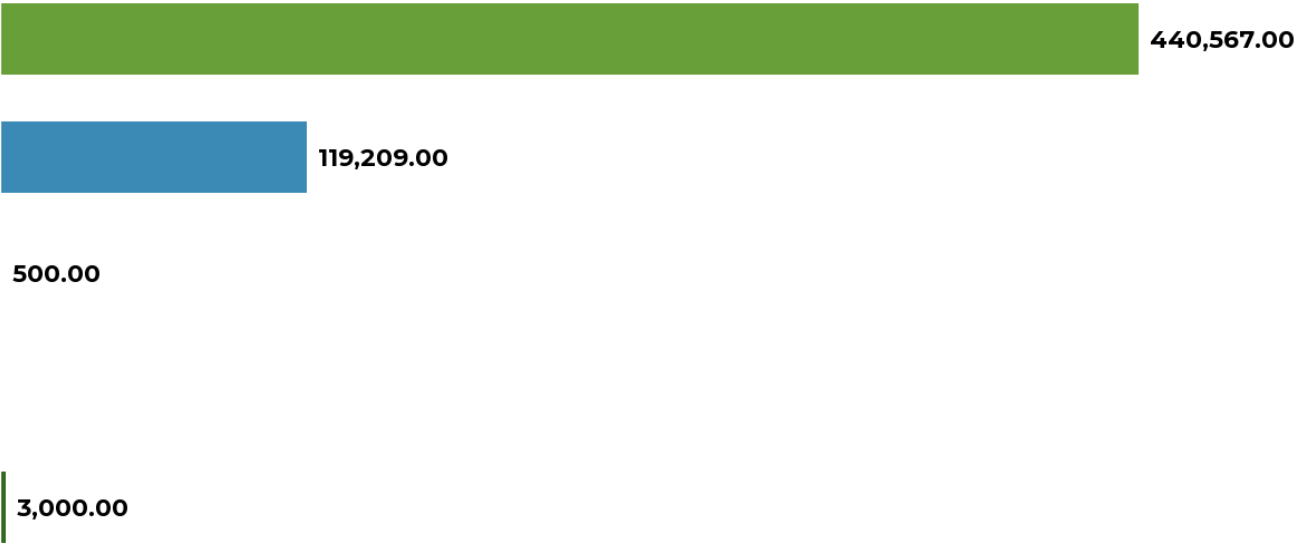


Personnel Changes from Prior Year to Current Fiscal Year - Public Works

Personnel Changes

	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Public Works Department	8	0	8	0	0	0

Fiscal Year 2024 Salary and Benefits



Values

- Salaries (Budgeted)
- Employer Contributions (Budgeted)
- Per Diem (Budgeted)
- Other (Budgeted)
- Employee Benefits (Budgeted)

Accomplishments

- Obtained second snowplow and salt hopper.
- Built Town's first salt facility to store road salt for winter.
- Took over Town's sidewalk repairs and eliminated the need to contractor the work out.
- Developed an Adopt-a-Street Program.

◊



Goals

Goal #1: Begin ADA evaluations of sidewalk access ramps throughout the town.

- a. Objective #1.1: Develop an inventory of all sidewalk access ramp locations within Town limits.
 - 1) Task #1.1.1: Log sidewalk data at each location
- b. Objective #1.2: Compare sidewalk data to current ADA standards and develop timeline for sidewalk refreshment at necessary locations.

Goal #2: Expand vehicle/ equipment repair capabilities.

- a. Objective #2.1: Purchase heavy-duty equipment lift.
 - 1) Task #2.1.1: Replace existing lift in order to increase the amount of equipment we can make repairs on.
- b. Objective #2.2: Offer repair services to other Town departments.

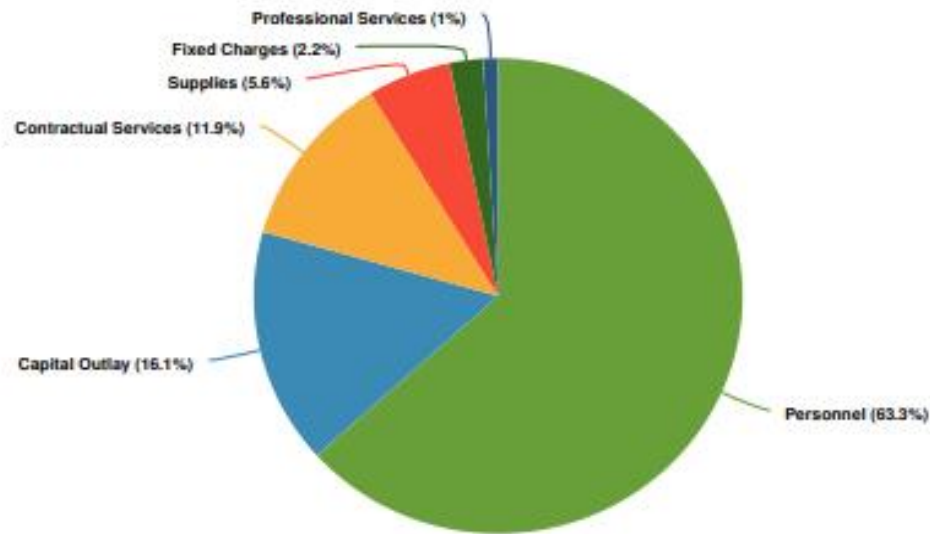
Goal #3: Refresh Town Hall

- a. Objective #3.1: Perform standard (but not routinely scheduled) maintenance work at Town Hall.
 - 1) Task #3.1.1: Pressure wash façade, caulk joints, check handrailing, freshen paint, etc.
 - 2) Task #3.1.2 Finish scheduling remaining security system updates.
 - 3) Task #3.1.3: Continue working with Town staff to increase the usability of the limited space available at Town Hall.

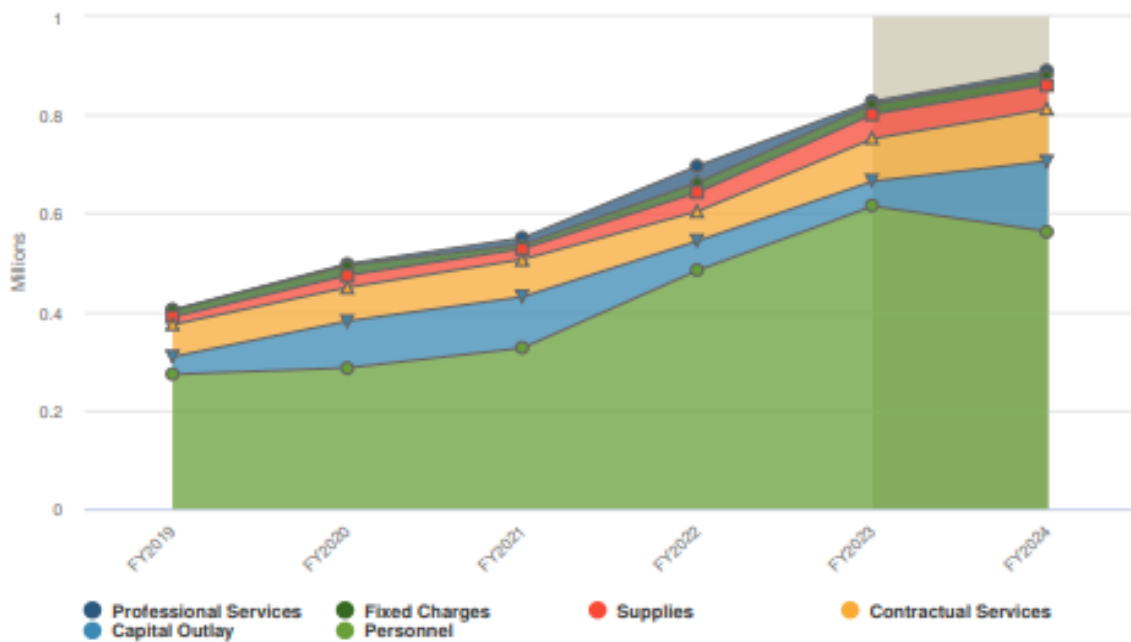
Performance Metrics

	Actual <u>FY 2022</u>	Anticipated <u>FY 2023</u>	Anticipated <u>FY 2024</u>
Percent of months within 200lbs or more of trash collected from Right-of-Way	83.3%	100%	100%
Percent of months with 750lbs of asphalt patch laid.	25%	12.5%	12.5%

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Public Works Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Public Works Department			
SALARIES	110-43000-111	\$433,567.00	4%
OVERTIME SALARIES	110-43000-113	\$7,000.00	-30%
CHRISTMAS BONUS	110-43000-134	\$3,000.00	N/A
HSA Contribution	110-43000-140	\$10,500.00	N/A
INSURANCE-EMPLOYER PORTION	110-43000-142	\$74,518.00	-38.2%
RETIREMENT-EMPLOYER PORTION	110-43000-143	\$31,697.00	6%
UNEMPLOYMENT INSURANCE	110-43000-147	\$840.00	-11.1%
EMPLOYEE EDUCATION & TRAINING	110-43000-148	\$1,000.00	-72.2%
PAYROLL TAXES-EMPLOYER PORTION	110-43000-149	\$33,914.00	4%
PER DIEM	110-43000-160	\$500.00	N/A
UNIFORMS-PUBLIC WORKS	110-43000-326	\$6,600.00	30.7%
LANDSCAPING	110-43000-321	\$3,000.00	-40%
OFFICE SUPPLIES AND MATERIALS	110-43000-310	\$350.00	130.3%
SMALL ITEMS OF EQUIPMENT	110-43000-312	\$15,000.00	-0.7%
VEHICLE GAS	110-43000-331	\$13,500.00	3.1%
TUBES, TIRES, ETC.	110-43000-334	\$3,000.00	0%
SIGN PARTS & SUPPLIES	110-43000-342	\$8,000.00	-1%
CONTRACTUAL SERVICES	110-43000-200	\$31,463.00	5%
AUTOMOBILE LICENSES & TITLES	110-43000-213	\$50.00	-66.7%
PUBLICATION OF LEGAL NOTICES	110-43000-231	\$450.00	-1.1%
MEMBERSHIPS REGISTRATION FEES AND CONF	110-43000-235	\$2,400.00	-16.2%
ELECTRIC	110-43000-241	\$1,100.00	1.9%
WATER	110-43000-242	\$1,500.00	25%
SEWER	110-43000-243	\$3,700.00	208.3%
OTHER UTILITY SERVICES	110-43000-249	\$1,200.00	-16.7%
CELL PHONE	110-43000-245	\$1,320.00	134.9%
REPAIR AND MAINTENANCE MOTOR VEHICLES	110-43000-261	\$5,500.00	-35.6%
REPAIR & MAINTENANCE EQUIPMENT	110-43000-262	\$10,000.00	-17.5%
REPAIR AND MAINTENANCE TRAFFIC LIGHTS	110-43000-264	\$1,500.00	-1%

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PUBLIC WORKS DEPARTMENT

REPAIR & MAINTENANCE PW BUILDING	110-43000-266	\$18,000.00	614.3%
REPAIR & MAINTENANCE ROADS	110-43000-268	\$5,000.00	N/A
REPAIR & MAINTENANCE SIDEWALKS	110-43000-269	\$22,000.00	8.9%
TRAVEL	110-43000-280	\$600.00	-1%
PROFESSIONAL SERVICES	110-43000-250	\$3,300.00	N/A
SNOW REMOVAL	110-43000-259	\$5,500.00	-6%
CAPITAL OUTLAY	110-43000-900	\$28,000.00	164.2%
DRAINAGE IMPROVEMENT	110-43000-934	\$35,000.00	0%
PUBLIC WORKS VEHICLE	110-43000-943	\$76,000.00	N/A
COMMUNICATION EQUIPMENT	110-43000-945	\$4,000.00	-20%
LIABILITY INSURANCE	110-43000-511	\$8,800.00	-13.9%
WORKERS COMPENSATION INSURANCE	110-43000-515	\$10,780.00	3.1%
Total Public Works Department:		\$923,149.0	7.5%
Total Expenditures:		\$923,149.0	7.5%



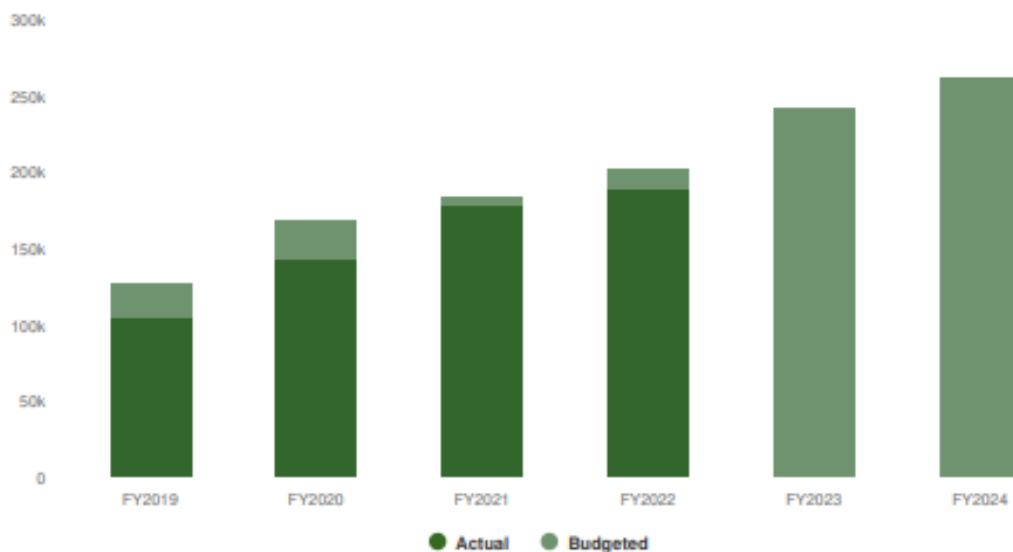
Building Facility and Maintenance

Public Works is a vital asset to the Town of Nolensville and helps keep the town running behind the scenes. Public Works crew oversees the repair, upkeep, and improvements of all municipal-owned properties. The department is in charge of regular building maintenance, ensuring that all structures are kept in usable, safe conditions. Staff also conduct regular inspections of the facility to identify issues that may require maintenance or repairs. In addition to taking care of the building, the department manages the upkeep of the surrounding grounds, parking lot and associated landscaping.

Expenditures Summary

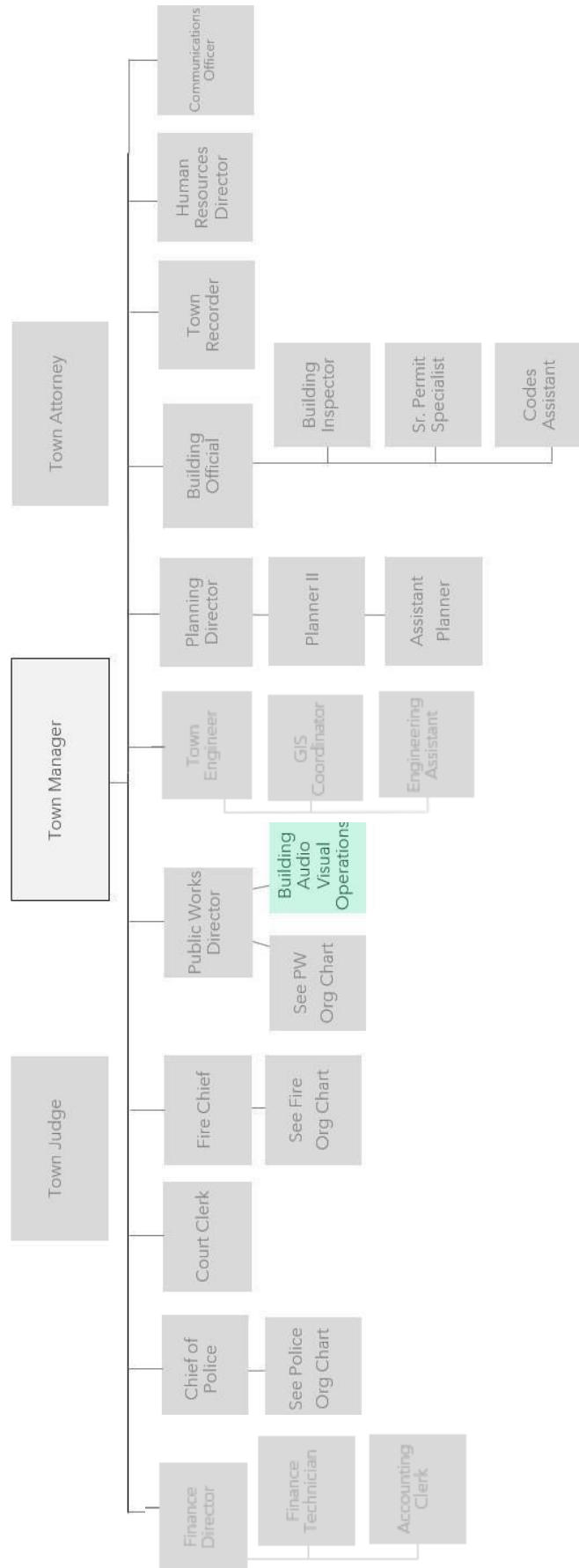
\$263,025 **\$20,016**
(8.24% vs. prior year)

Building Facility and Maintenance Department Proposed and Historical Budget vs. Actual



BUILDING FACILITY AND MAINTENANCE DEPARTMENT

Building Facility and Maintenance Organizational chart



Personnel Changes from Prior Year to Current Fiscal Year - Building Facility and Maintenance

Personnel Changes	FY22-23 Budget		FY23-24 Budget		Change	
	FTE	Part-Time	FTE	Part-Time	FTE	Part-Time
Building Facility and Maintenance	0	1	0	1	0	0

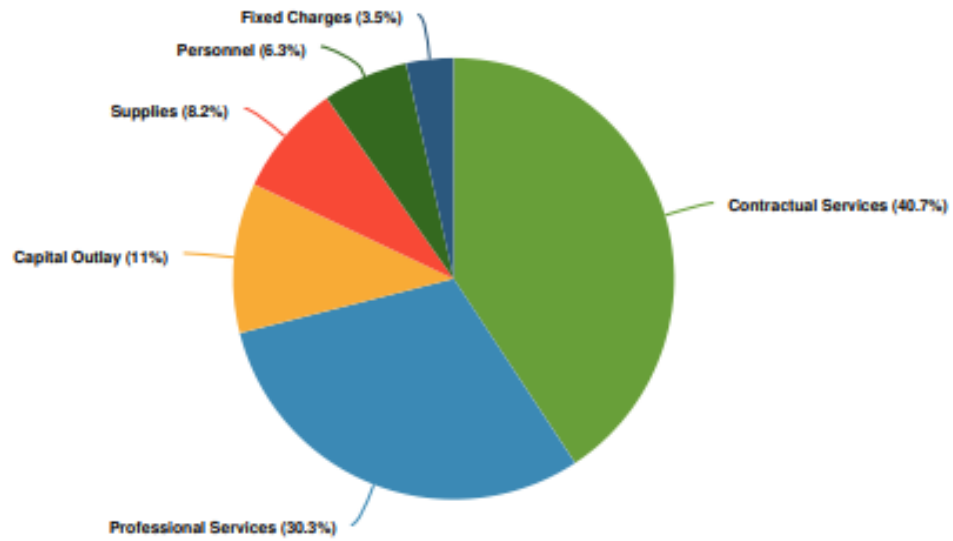
Fiscal Year 2024 Salary and Benefits



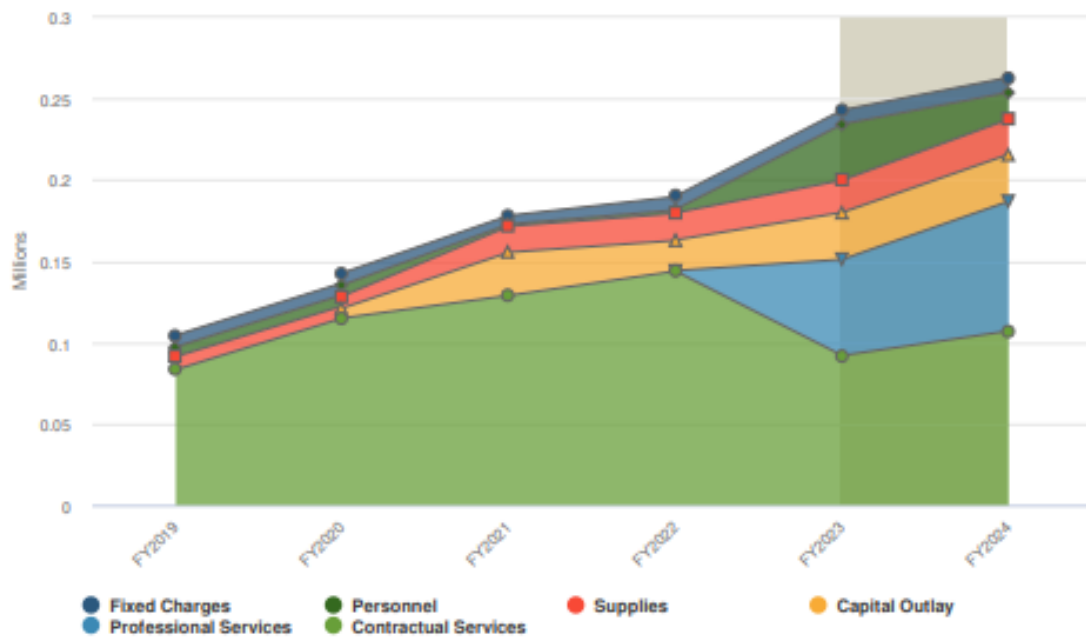
Values

- Salaries **(Budgeted)**
- Per Diem **(Budgeted)**
- Employee Benefits **(Budgeted)**
- Employer Contributions **(Budgeted)**
- Other **(Budgeted)**

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



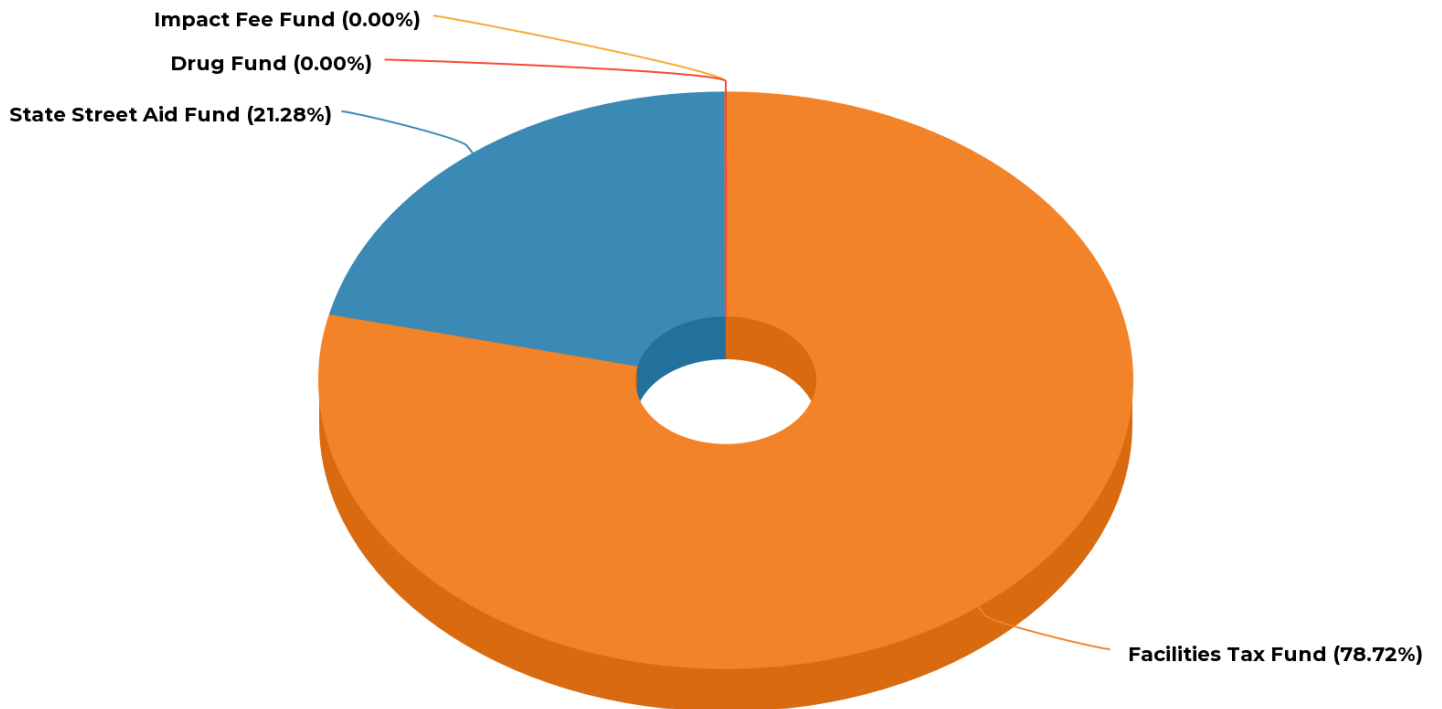
Grey background indicates budgeted figures.

Building Facility and Maintenance Department Budget Details

Name	Account ID	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Building Facility and Maintenance			
SALARIES	110-41810-111	\$8,438.00	-66.2%
SALARIES-OVERTIME	110-41810-113	\$5,150.00	3%
RETIREMENT-EMPLOYER CONTRIBUTION	110-41810-143	\$2,163.00	3%
UNEMPLOYMENT INSURANCE	110-41810-147	\$105.00	N/A
PAYROLL TAXES-EMPLOYER PORTION	110-41810-149	\$669.00	-70.8%
KITCHEN SUPPLIES	110-41810-323	\$2,000.00	0%
LANDSCAPING	110-41810-321	\$8,000.00	-1%
OFFICE SUPPLIES AND MATERIALS	110-41810-310	\$1,500.00	150%
SMALL ITEMS OF EQUIPMENT	110-41810-312	\$500.00	N/A
JANITORIAL SERVICES & SUPPLIES	110-41810-324	\$9,600.00	4.3%
ELECTRIC	110-41810-241	\$60,000.00	32%
WATER	110-41810-242	\$1,500.00	-56.3%
SEWER	110-41810-243	\$3,600.00	N/A
GAS	110-41810-244	\$900.00	18.7%
OTHER UTILITY SERVICES	110-41810-249	\$2,260.00	N/A
TELEPHONE AND OTHER COMMUNICATION SERVICES	110-41810-245	\$12,560.00	-25.2%
REPAIR AND MAINTENANCE SERVICES	110-41810-260	\$26,300.00	10.6%
PROFESSIONAL SERVICES	110-41810-250	\$3,240.00	N/A
COMPUTER AND SOFTWARE MAINTENANCE	110-41810-255	\$11,020.00	262.5%
IT SERVICES	110-41810-258	\$65,500.00	16.9%
CAPITAL OUTLAY	110-41810-900	\$27,400.00	7.9%
FUNITURE/FIXTURES	110-41810-947	\$1,500.00	-57.1%
LIABILITY INSURANCE	110-41810-511	\$8,300.00	1.9%
WORKERS COMPENSATION INSURANCE	110-41810-515	\$820.00	43.4%
Total Building Facility and Maintenance:		\$263,025.00	8.2%
Total Expenditures:		\$263,025.00	8.2%

SPECIAL REVENUE FUNDS

Special Revenue Funds



The Town of Nolensville has four (4) Special Revenue Funds, which make up 8.5% of the Town's total funds. Included in the Special Revenue Funds are State Street Aid Fund, Impact Fee Fund, Facilities Tax Fund and Drug Fund. The chart above displays the proportion of each fund within Special Revenue.

State Street Aid Fund

The State Street Aid Fund represents 1.8% of the total expenditures for FY 2024.

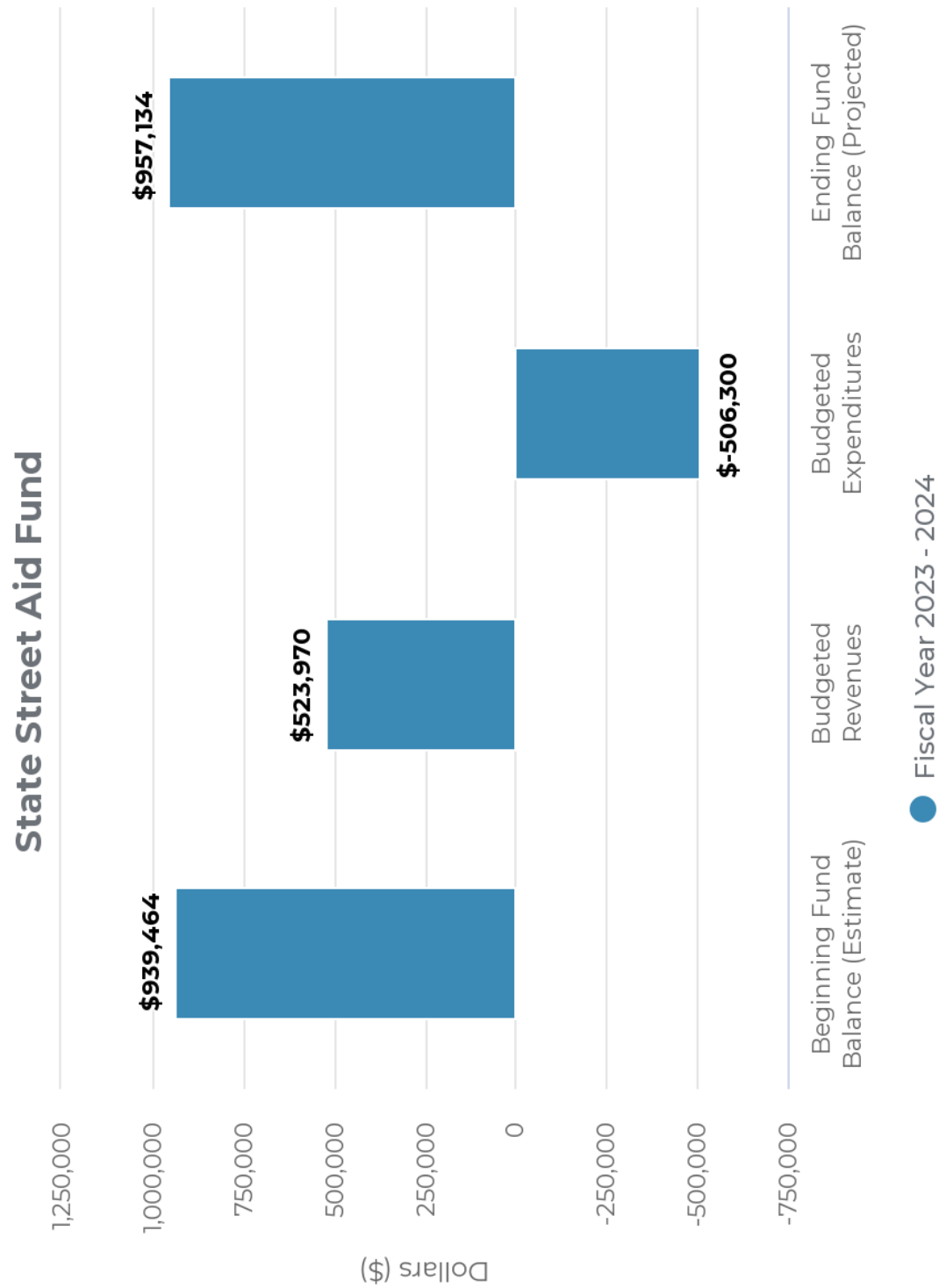
	State Street Aid Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Other Taxes and Revenues	1,077	5,400	10,000
State Gas/Motor Fuel Tax	471,530	490,000	513,970
Total Revenues and Sources of Funds	472,607	495,400	523,970
Expenditures			
Program Costs	287,703	280,000	506,300
Total Expenditures and Other Uses	287,703	280,000	506,300
Over (Under)	184,904	215,400	17,670
Estimated Balances - July 1	539,160	724,064	939,464
Estimated Balances - June 30	724,064	939,464	957,134

The State Street Aid Fund accounts for the maintenance and repair of the Town's streets. Revenue is received from the state through shared highway funds distributed to cities and towns across the state. Tennessee law requires that receipts be kept in a separate fund and used for construction or maintenance of Town streets and certain related street expenditures. Funding provided to the Town by the State is for the purpose of road resurfacing, repair, construction, maintenance, safety improvements and related expenses.

\$506,000 has been included in FY 2024 budget for capital projects which includes \$500,000 under Paving Supplement project for road repair and maintenance. These projects are included in the Capital Improvements Plan for FY 2024. Detailed project descriptions can also be found in the Capital Improvements Plan section.

Projected revenues included in FY 2024 budget, total \$523,970. The majority of the revenue budgeted is from Intergovernmental sources such as state shared revenue on per capita basis and other sources like interest earnings.

The chart on the following page shows the State Street Aid fund balance projections based on the revenues and expenditures appropriated in FY 2024.



State Street Aid Fund Budget Details

		Original Total Budget
Fund: 121 - State Street Aid Fund		
Revenue		
121-43000-33550	STATE HIGHWAY AND STREET FUNDS	77,250.00
121-43000-33551	STATE GASOLINE AND MOTOR FUEL TAX	266,770.00
121-43000-33555	STATE 1989 INCREASE	41,200.00
121-43000-33557	STATE 2017 HIGHWAY AND STREET FUNDS	128,750.00
121-43000-36100	INTEREST	10,000.00
Revenue Total:		523,970.00
Expense		
121-43000-247	STREET LIGHTING (ELECTRIC AND MAINT.)	6,300.00
121-43000-268	REPAIR AND MAINTENANCE ROADS AND STREETS	500,000.00
Expense Total:		506,300.00
Fund: 121 - State Street Aid Fund Surplus (Deficit):		17,670.00

Impact Fee Fund

The Impact Fee Fund represents 0% of the total expenditures for FY 2024.

	Impact Fee Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Licenses and Permits	1,872,269	850,000	889,200
Other Taxes and Revenues	13,867	100,000	80,000
Total Revenues and Sources of Funds	1,886,136	950,000	969,200
Expenditures			
Program Costs	2,177	250,000	-
Total Expenditures and Other Uses	2,177	250,000	-
Over (Under)	1,883,959	700,000	969,200
Estimated Balances - July 1	6,059,770	7,943,729	8,643,729
Estimated Balances - June 30	7,943,729	8,643,729	9,612,929

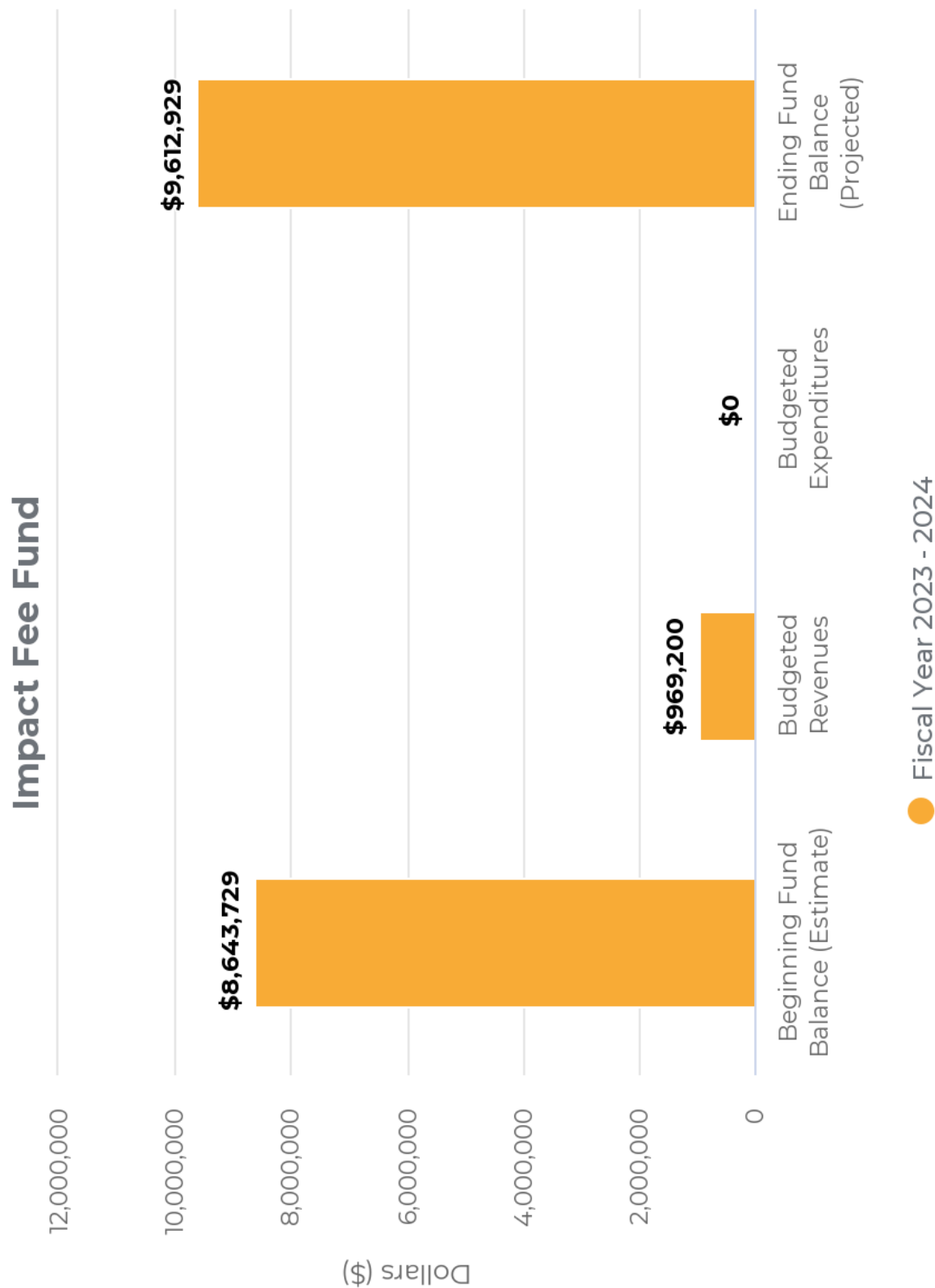
Impact fees are one-time user fees on new developments. These fees, collected by the Town, must be reasonably related to the actual additional costs of serving new development.

No projects have been budgeted with Impact Fee Funds for the FY 2024 Budget.

Projected revenues included in FY 2024 budget total \$969,200. The majority of the revenue budgeted is from licenses and permit sources such as impact fees on new developments based on budgeted building permits and other sources like interest earnings.

The chart on the following page shows the Impact Fee fund balance projections based on the revenues and expenditures appropriated in FY 2024.

SPECIAL REVENUE FUNDS



Impact Fee Fund Budget Details

		Original Total Budget
Fund: 122 - Impact Fee Fund		
Revenue		
122-41500-36100	INTEREST	80,000.00
122-46540-32403	IMPACT FEE 25% COMMERCIAL	33,345.00
122-46540-32404	IMPACT FEE 25% RESIDENTIAL	188,955.00
122-46540-32405	IMPACT FEE BASE COMMERCIAL	100,035.00
122-46540-32406	IMPACT FEE BASE RESIDENTIAL	566,865.00
Revenue Total:		969,200.00
Expense		
122-41670-931	SUNSET ROAD WIDENING	0.00
Expense Total:		0.00
Fund: 122 - Impact Fee Fund Surplus (Deficit):		969,200.00

Facilities Tax Fund

The Facilities Tax Fund represents 6.7% of the total expenditures for FY 2024.

	Facilities Tax Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Local Taxes	1,140,117	480,000	512,457
Other Taxes and Revenues	13,103	83,122	65,000
Federal, State and Private Sources	13,676		1,200,000
Total Revenues and Sources of Funds	1,166,896	563,122	1,777,457
Expenditures			
Program Costs	566,638	75,000	1,873,000
Operating Transfers/Contributions Out		1,000,000	
Total Expenditures and Other Uses	566,638	1,075,000	1,873,000
Over (Under)	600,258	(511,878)	(95,543)
Estimated Balances - July 1	6,300,475	6,900,733	5,585,958
Estimated Balances - June 30	6,900,733	5,585,958	5,490,415

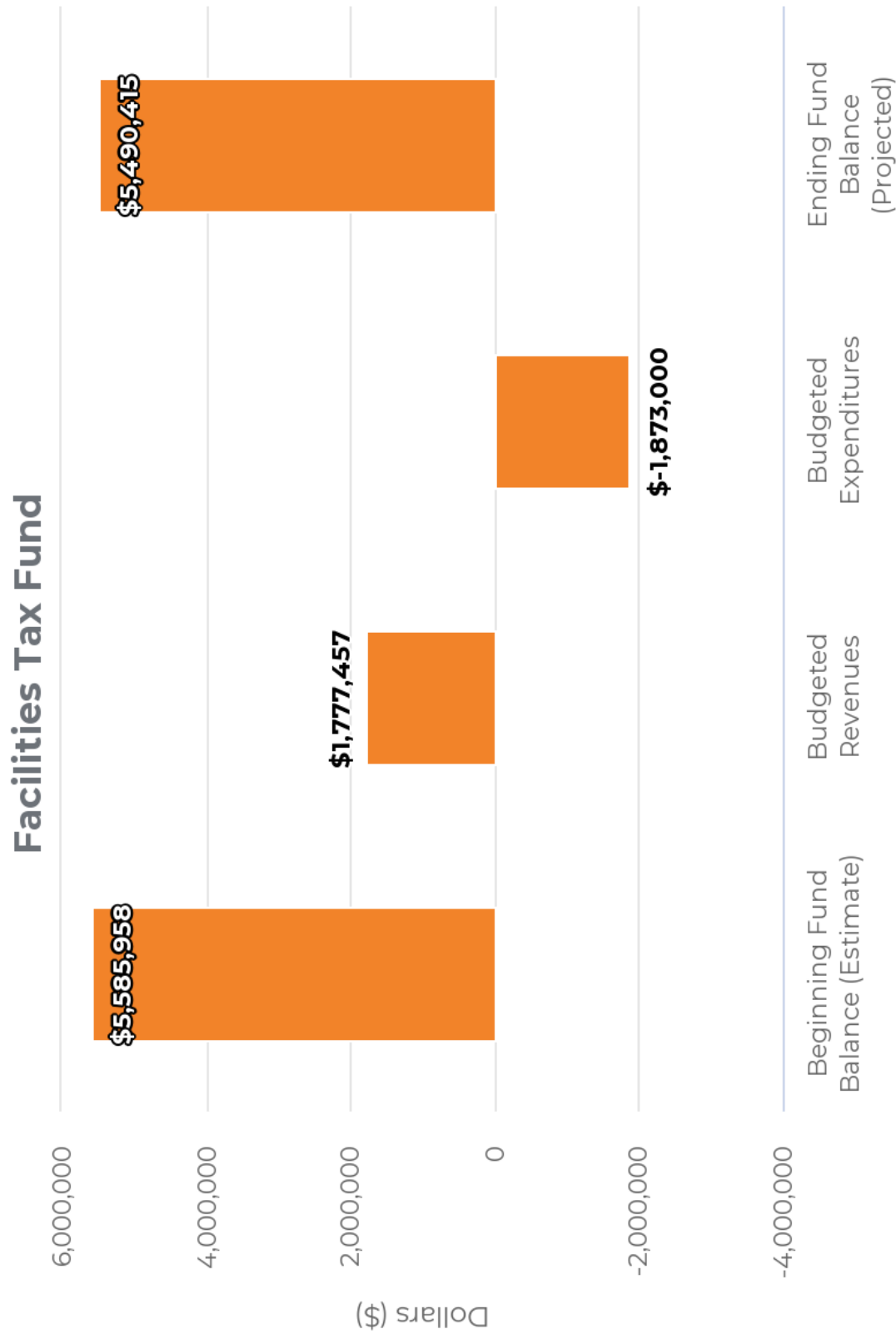
Facilities Tax Fund is generated with general and special privilege tax revenues collected by the Town.

\$1,873,000 has been included in FY 2024 budget for capital projects such as the continuation of the Historic District project. An additional \$373,000 has been added to the budget to earmark funds for a Turn Lane at Sunset Road. These projects are included in the Capital Improvements Plan for FY 2024. Detailed project descriptions can also be found in the Capital Improvements Plan section.

Projected revenues included in FY 2024 budget total \$1,777,457. The majority of the revenue budgeted is from licenses and permit sources such as general and special privilege tax collected based on the budgeted number of residential and commercial building permits and other sources like interest earnings. This year also includes approximately \$1,200,000 of potential Grant funds.

The chart on the following page shows the Facilities Tax fund balance projections based on the revenues and expenditures appropriated in FY 2024.

SPECIAL REVENUE FUNDS



● Fiscal Year 2023 - 2024



Facilities Tax Fund Budget Details

		Original Total Budget
Fund: 123 - Facilities Fund		
Revenue		
123-41500-36100	INTEREST	65,000.00
123-41500-36960	OPERATING TRANSFERS	811,334.00
123-41700-33400	GRANT - MPO	1,200,000.00
123-46540-32301	GENERAL AND SPECIAL PRIVILEGE TAX COMMERCIAL	76,869.00
123-46540-32302	GENERAL AND SPECIAL PRIVILEGE TAX RESIDENTIAL	435,588.00
Revenue Total:		2,588,791.00
Expense		
123-41500-921	CITY HALL/REC CENTER STRUCTURE	811,334.00
123-41700-931	HISTORIC DISTRICT STREETScape PROJECT	1,500,000.00
123-43000-268	REPAIR AND MAINTENANCE ROADS AND STREETS	373,000.00
Expense Total:		2,684,334.00
Fund: 123 - Facilities Fund Surplus (Deficit):		-95,543.00

Drug Fund

The Drug Fund represents 0% of the total expenditures for FY 2024.

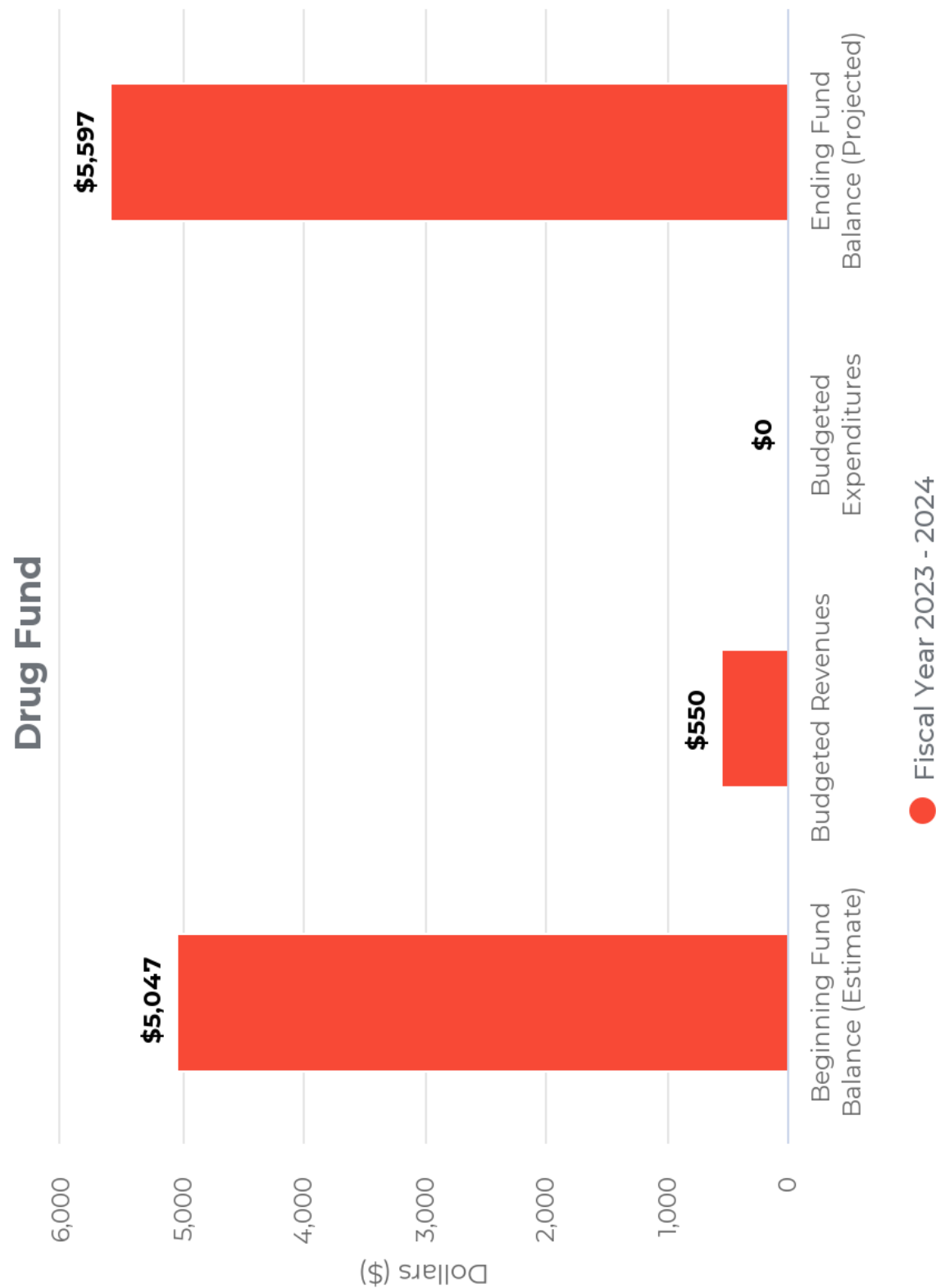
	Drug Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Fines and Forfeitures	1,594	950	500
Other Taxes and Revenues	6	65	50
Total Revenues and Sources of Funds	1,600	1,015	550
Expenditures			
Total Expenditures and Other Uses	-	-	-
Over (Under)	1,600	1,015	550
Estimated Balances - July 1	2,432	4,032	5,047
Estimated Balances - June 30	4,032	5,047	5,597

The Drug Fund is a special revenue fund established in accordance with State law to account for funds received directly from the enforcement of laws associated with illegal drug activity. Proceeds are received through fines, forfeitures and the disposal of seized goods resulting from the Town's drug enforcement effort. Under State law, the funds are to be used only for the enforcement of drug laws, for local drug education programs and for nonrecurring general law enforcement expenditures.

There are no budgeted expenditures out of the Drug Fund included in FY 2024 budget.

Projected revenues included in FY 2024 budget total \$1,015. The majority of the revenue budgeted is from fines and forfeiture sources and other sources like interest earnings.

The chart on the following page shows the Drug fund balance projections based on the revenues and expenditures appropriated in FY 2024.



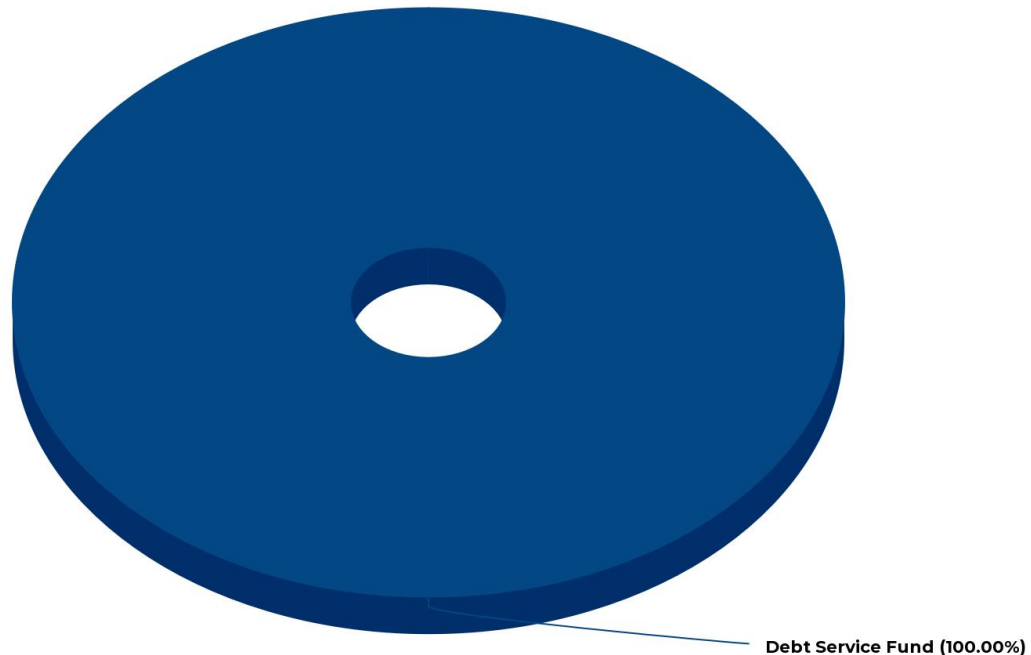
Drug Fund Budget Details

		Original Total Budget
Fund: 127 - Drug Fund		
Revenue		
127-41500-36100	INTEREST	50.00
127-42100-35140	DRUG FINES	500.00
Revenue Total:		550.00
Fund: 127 - Drug Fund Total:		550.00



DEBT SERVICE FUNDS

Debt Service Fund



The Debt Service Fund currently makes up 2.9% of the Town's total funds. Included in the Debt Service Fund are two (2) variable rate loans issued by the Tennessee Municipal Bond Fund for Town Hall and the Recreation Center, and one (1) fixed rate bond issued for the construction of the Town's first Fire Station.

In July 2018, Moody's Investors Service had upgraded the Town of Nolensville's rating from Aa3 to Aa2. The upgrade to Aa2 demonstrates the Town's modestly sized and growing tax base, healthy reserve position and low debt burden. Additionally, the upgrade recognized the Town's solid financial performance largely attributable to commercial and residential development, along with the expanding population levels driven by its proximity. The principal methodology used in this rating was US Local Government General Debt published in December 2016. Copies of this methodology can be found at the Rating Methodologies page on www.moody.com.

Released in February 2023, Moody's Investors Service has since upgraded the Town of Nolensville, TN's issuer rating to Aa1 from Aa2. The issuer rating reflects the town's credit quality and ability to repay debt and debt like obligations without consideration of any pledge,

security, or structural features. This action concludes a review that was initiated on November 3, 2022 in conjunction with the release of the US Cities and Counties Methodology.

The upgrade of the issuer rating to Aa1 reflects the town's rapidly growing tax base given its close proximity to Nashville, TN, strong resident wealth and income levels, a robust financial position and a low debt burden. The rating also reflects the town's growing need for additional public services and capital improvements within the town due to the expanding population and tax base which will likely result in increased expenditures and debt burden. The town's moderate tax base of \$2.46 billion has experienced a trend of rapid growth, demonstrating a 5-year growth rate of 129% and an average annual growth of 18% since 2016. Located in Williamson County and in the metro Nashville area, the economic base is anticipated to expand in the near term as population growth fuels new commercial and retail developments. Furthermore, the town's resident wealth and income levels are very strong with a median household income (adjusted for regional price parity) of 235% of the US MHI and a full value per capita of \$267,000.

The town's financial position is robust due to several years of strong growth in local tax revenues and conservative budgeting. As of fiscal 2021, the town's available general fund balance was \$10.8 million or a very strong 108% of revenues. Due to the recent growth in the town's assessed value and a recent tax rate increase, property tax revenue increased by 114% in fiscal 2021 and on average by 32% annually since 2016. Similarly, due to the town's expanding economy and boosted demand for online purchasing, sales tax revenue increased by 40% in fiscal 2021 and on average by 22% annually since 2016. While local tax revenues have seen impressive growth, the town's expenditures have been kept conservative.

In August 2020, the town established a new system of government by holding the first election of its board of commissioners. The new management team, along with a new mayor, took office in October 2020. Following the new appointments and heightened pressure from town residents to spend down on annual surpluses, the town has shifted its approach on reserves and spending. In fiscal 2021, the town adopted a formal fund balance policy to hold a minimum of 75% and maximum of 100% of general fund expenditures in unassigned general fund balance. Fiscal 2022

estimates show a healthy surplus of \$853,800 in the general fund, however the general fund declined to \$7.7 million due to a \$4.0 million transfer to a Capital Improvements fund. Unaudited available fund balance is 61% of revenues for fiscal 2022 year-end.

Nolensville's long-term liabilities is low but is expected to grow significantly given the town's 10-year capital plan. As of fiscal 2021, the town has a long-term liabilities ratio of 66.5%. The town's extensive 10-year capital plan is projected to cost \$56.5 million for roadways, buildings and facilities and other improvements. In turn, the town is expecting to issue approximately \$18.0 million to \$22.0 million in debt to fund certain capital projects. In the short run, they plan to build a new fire station and police headquarters with a projected cost of \$13.2 million. On the other hand, the town's pension and OPEB liabilities are modest.

The Town has adopted Resolution 21-63 to approve the engagement with Cumberland Securities Company, Inc. for municipal financial advisory services and authorize a municipal advisory agreement. Cumberland Securities will assist the Town in securing the best solutions for financing capital investments needs and review material for new bond rating interviews as well as other services related to the issuance of debt obligation.

Debt Service Fund

The Debt Service Fund represents 2.9% of the total expenditures for FY 2023.

	Debt Service Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Other Taxes and Revenues	1,634	6,878	5,000
Operating Transfers/Contributions In			811,334
Total Revenues and Sources of Funds	1,634	6,878	816,334
Expenditures			
Debt Service	280,415	378,437	811,334
Total Expenditures and Other Uses	280,415	378,437	811,334
Over (Under)	(278,781)	(371,558)	5,000
Estimated Balances - July 1	936,820	658,039	286,481
Estimated Balances - June 30	658,039	286,481	291,481

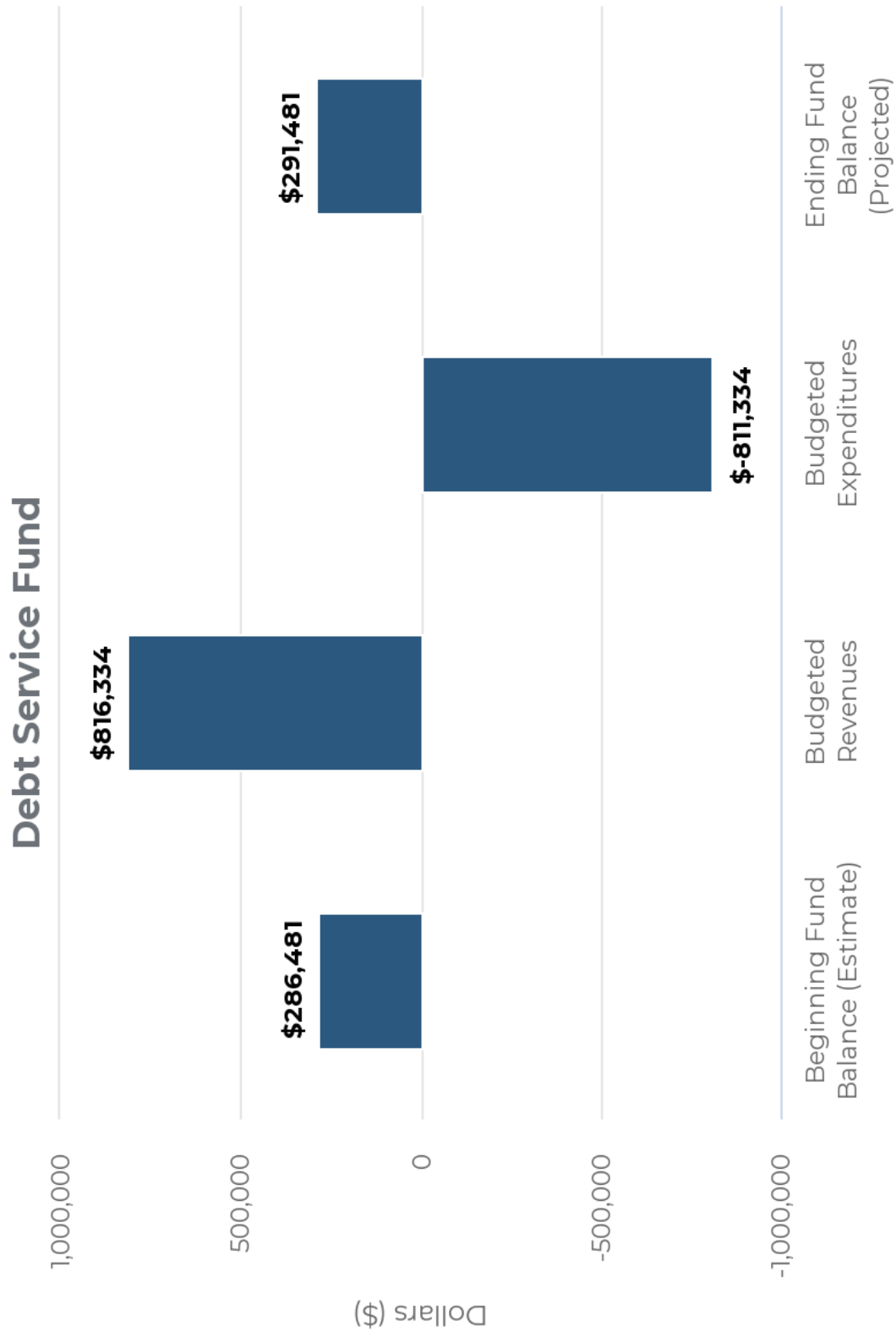
The Debt Service Fund accounts for the payment of principal and interest on the Town's general obligation bonds.

For FY 2024, debt service payments are budgeted at \$811,334. \$140,000 budgeted for Recreation Center loan, with \$90,000 applied to principal and \$50,000 to interest, and \$230,000 for Town Hall loan, with \$145,000 applied to principal and \$85,000 to interest.

The following schedule reflects the changes in general long-term debt, estimated for the fiscal year ending June 30, 2024:

Balance June 30, 2023		Additions	Retirements	Balance June 30, 2024
Recreational Center Loan	\$ 1,350,000	\$ -	\$ 90,000	\$ 1,260,000
Town Hall Loan	\$ 2,674,000	\$ -	\$ 145,000	\$ 2,529,000
Fire Station Construction	\$ -	\$ -	\$ -	\$ 9,460,000

The chart on the following page shows the Debt Service fund balance projections based on the revenues and expenditures appropriated in FY 2024.



● Fiscal Year 2023 - 2024

Debt Service Fund Budget Details

		Original Total Budget
Fund: 210 - General Debt Service Fund		
Revenue		
210-41500-36100	INTEREST	5,000.00
210-41500-36960	OPERATING TRANSFERS	370,000.00
210-42200-36960	OPERATING TRANSFER	441,334.00
Revenue Total:		816,334.00
Expense		
210-41500-600	DEBT SERVICE	370,000.00
210-42200-600	DEBT SERVICE	441,334.00
Expense Total:		811,334.00
Fund: 210 - General Debt Service Fund Surplus (Deficit):		5,000.00

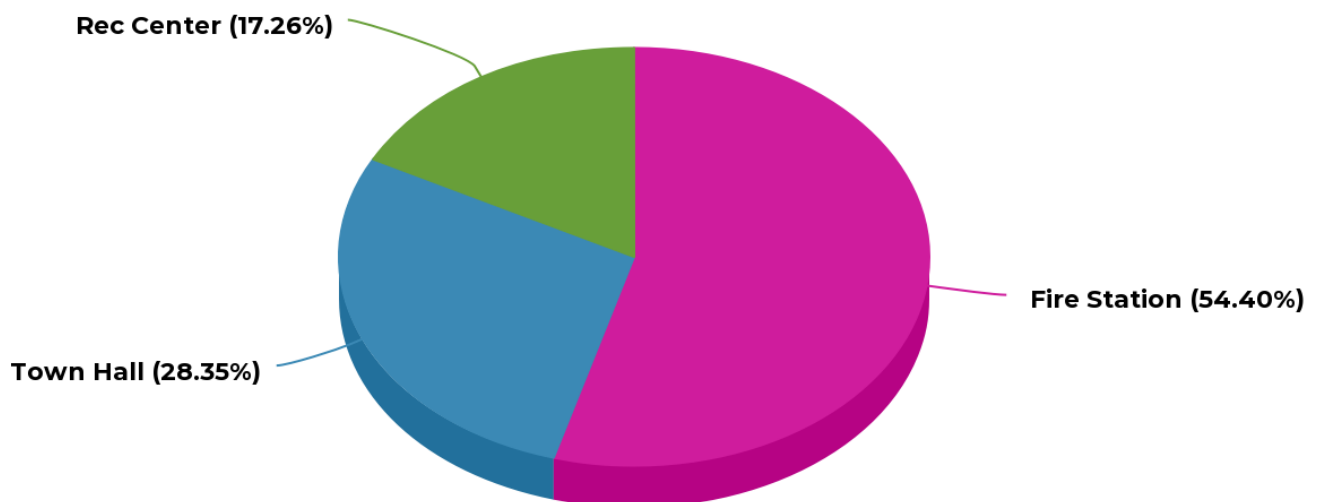
Government-wide Debt Overview

The Town of Nolensville has two types of Debt for the construction costs of three (3) projects; a variable rate loan for the Town Hall and Recreation Center and a fixed rate for the Fire Station construction.

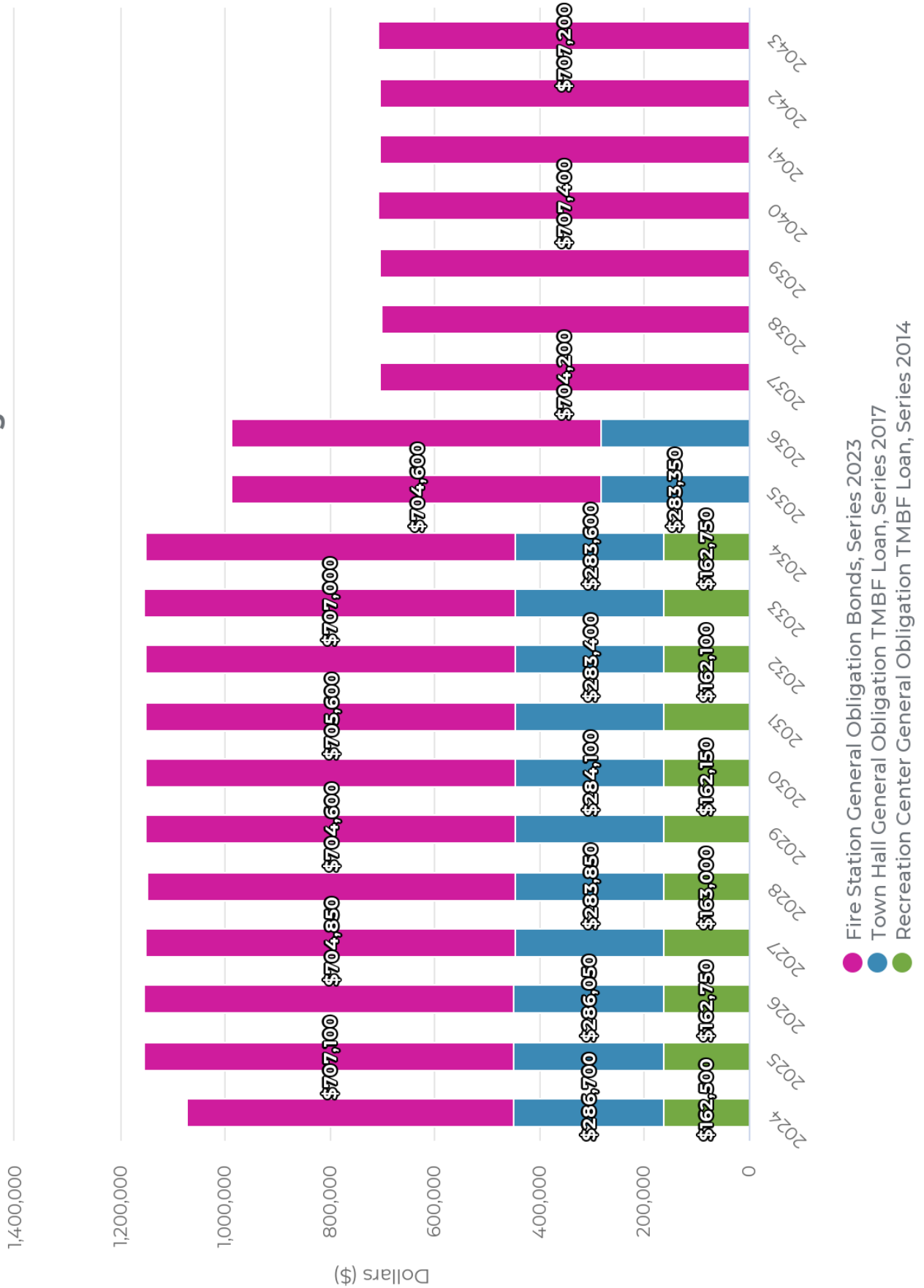
The outstanding debt consisting of two (2) variable rate loans are through the Tennessee Municipal Bond Fund. The newly added debt, known as the series 2023 bond consists of one (1) fixed rate loan.

The chart below shows the FY 2024 Budgeted Debt by project. Recreation Center General Obligation TMBF Series 2014 makes up 17.26% of the budgeted debt, Town Hall General Obligation TMBF Series 2017 makes up 28.35% of the budgeted debt, and the Fire Station General Obligation Bonds Series 2023 is the remaining 54.4% of the budgeted debt.

FY 24 Budgeted Debt Overview



Total Estimated Combined Outstanding Debt

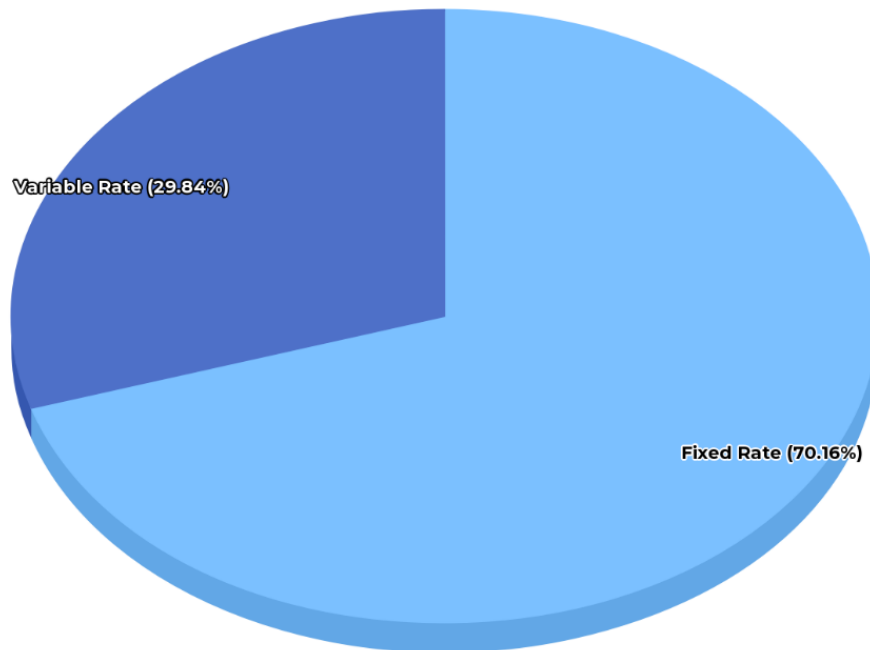


- Fire Station General Obligation Bonds, Series 2023
- Town Hall General Obligation TMBF Loan, Series 2017
- Recreation Center General Obligation TMBF Loan, Series 2014

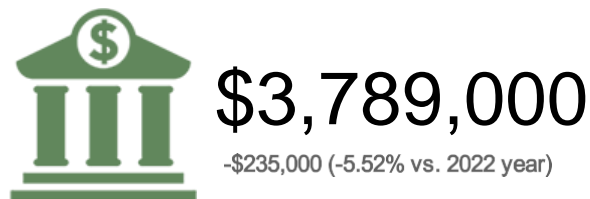
Debt by Type Overview

The variable rate loans make up 29.8% of the Town's total debt, whereas the fixed rate loan that was issued in 2023 makes up 70.2% of the Town's total debt issued.

Debt Portfolio Ratios



Variable Rate Debt

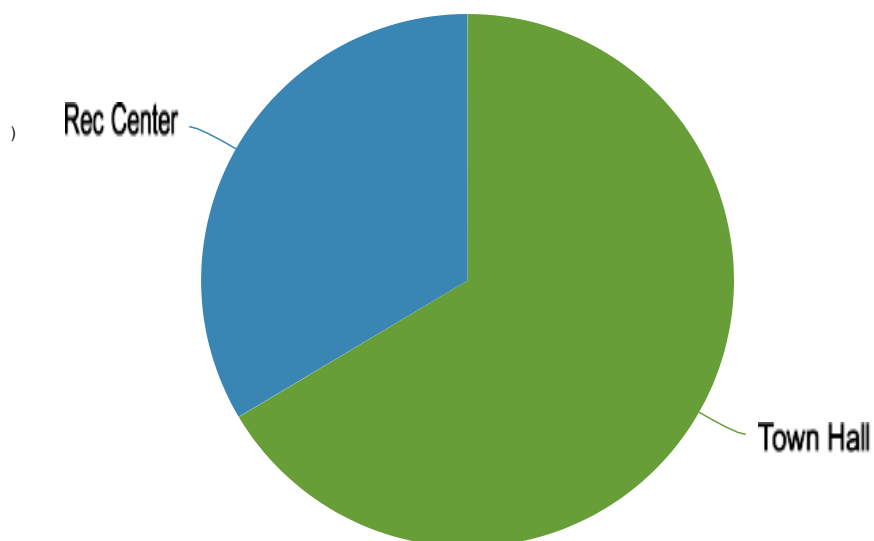


Debt Snapshot

The chart below displays the proportion of current outstanding variable rate debt within the Debt Service Fund.

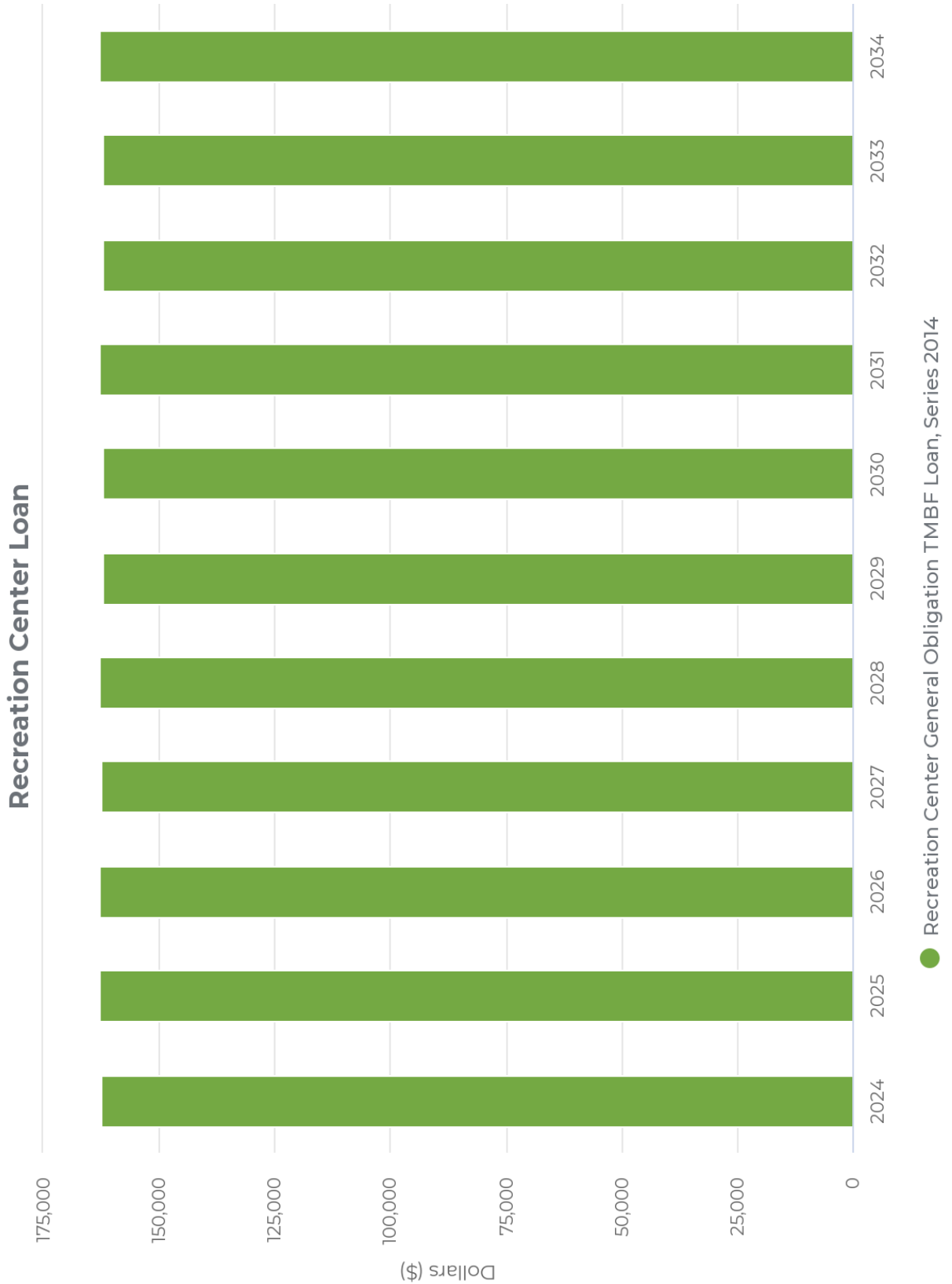
The Town Hall loan, which makes up 62.1% of the total outstanding variable rate debt, is budgeted at \$230,000 for FY 2024. This includes principal of 145,000 and interest of \$85,000.

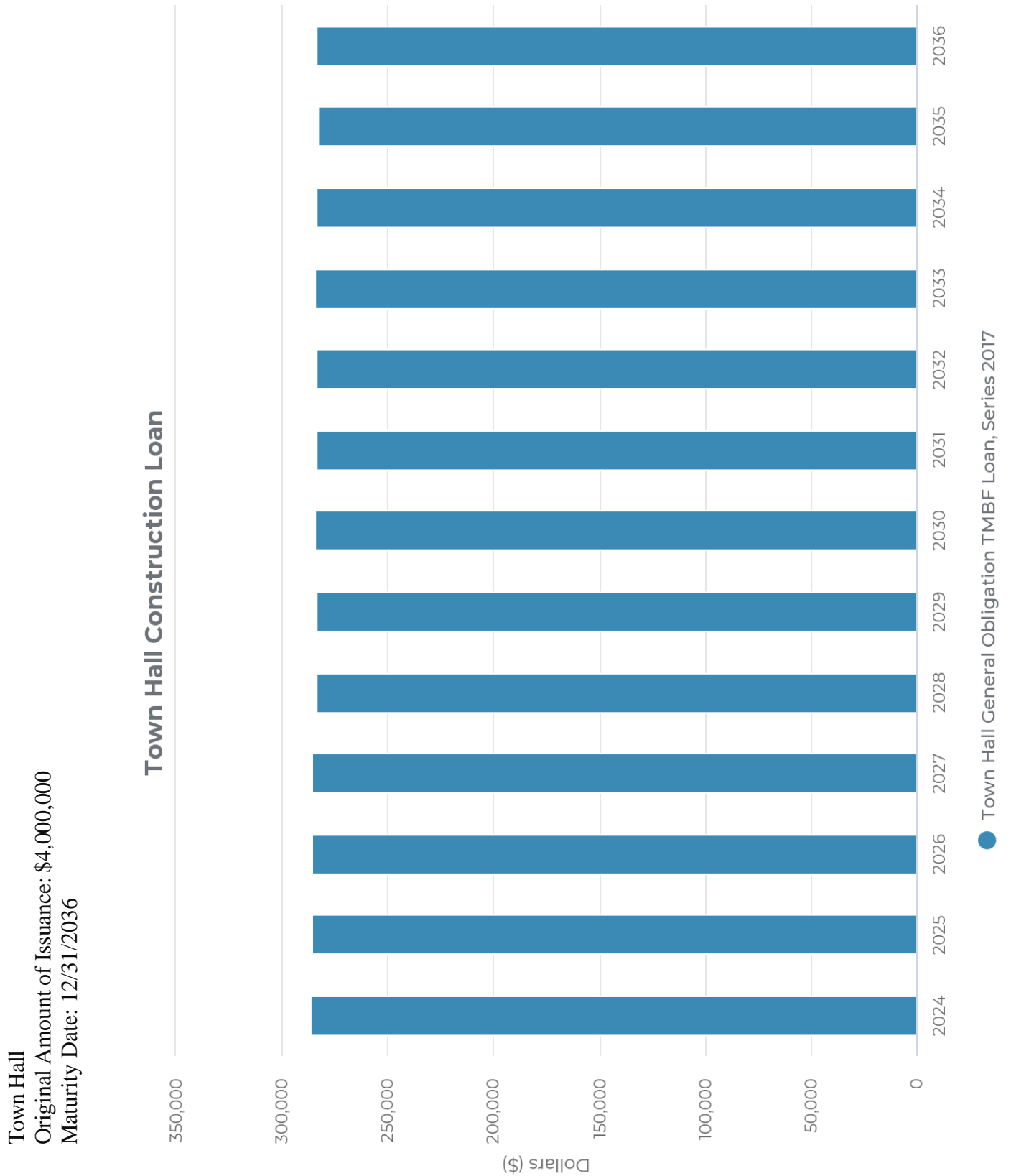
The Recreation Center loan, which makes up the remaining 37.9% of the Town's total debt, is budgeted at \$140,000. This includes principal of 90,000 and interest of \$50,000.



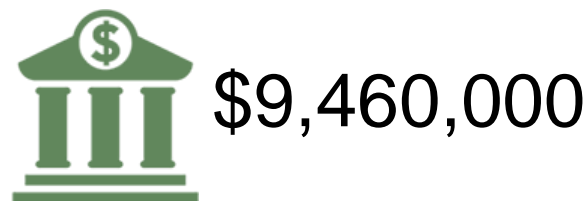
	FY2022	FY2023	FY2024	% Change
<i>Debt</i>				
Rec Center	\$1,440,000	\$1,350,000	\$1,260,000	
Town Hall	\$2,819,000	\$2,674,000	\$2,529,000	
Total Debt:	\$4,259,000	\$4,024,000	\$3,789,000	-5.5%

Recreation Center
Original Amount of Issuance: \$2,025,000
Maturity Date: 12/31/2034





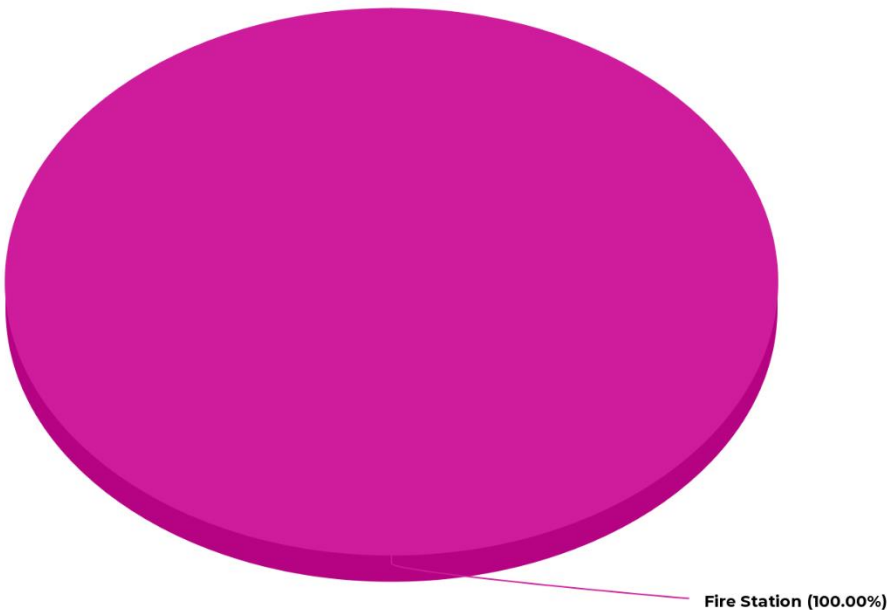
Fixed Rate Debt



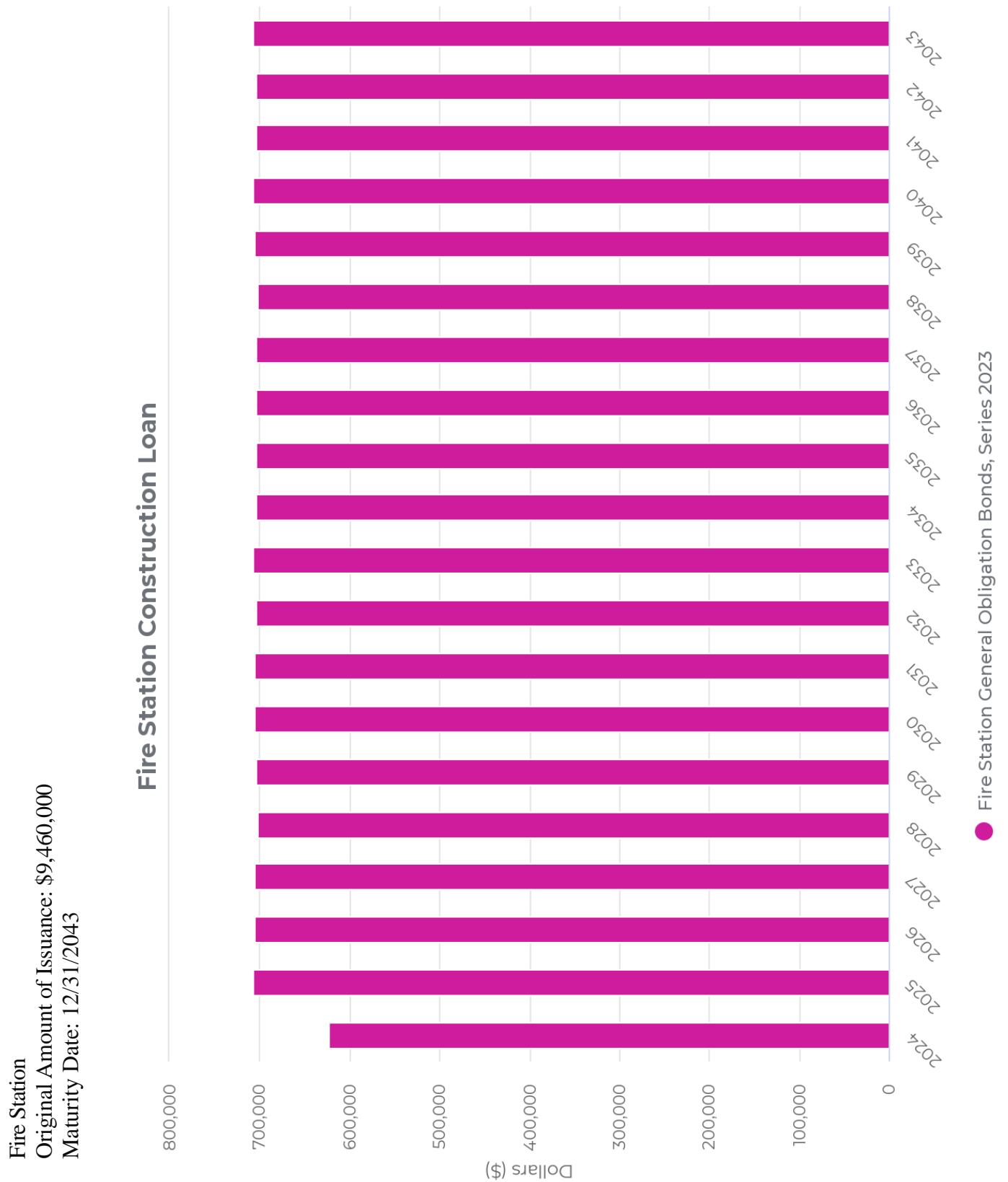
Debt Snapshot

The chart below displays the proportion of current outstanding fixed rate debt within the Debt Service Fund.

The Town Hall loan, which makes up 100% of the total outstanding fixed rate debt, is budgeted at \$441,334 for FY 2024.

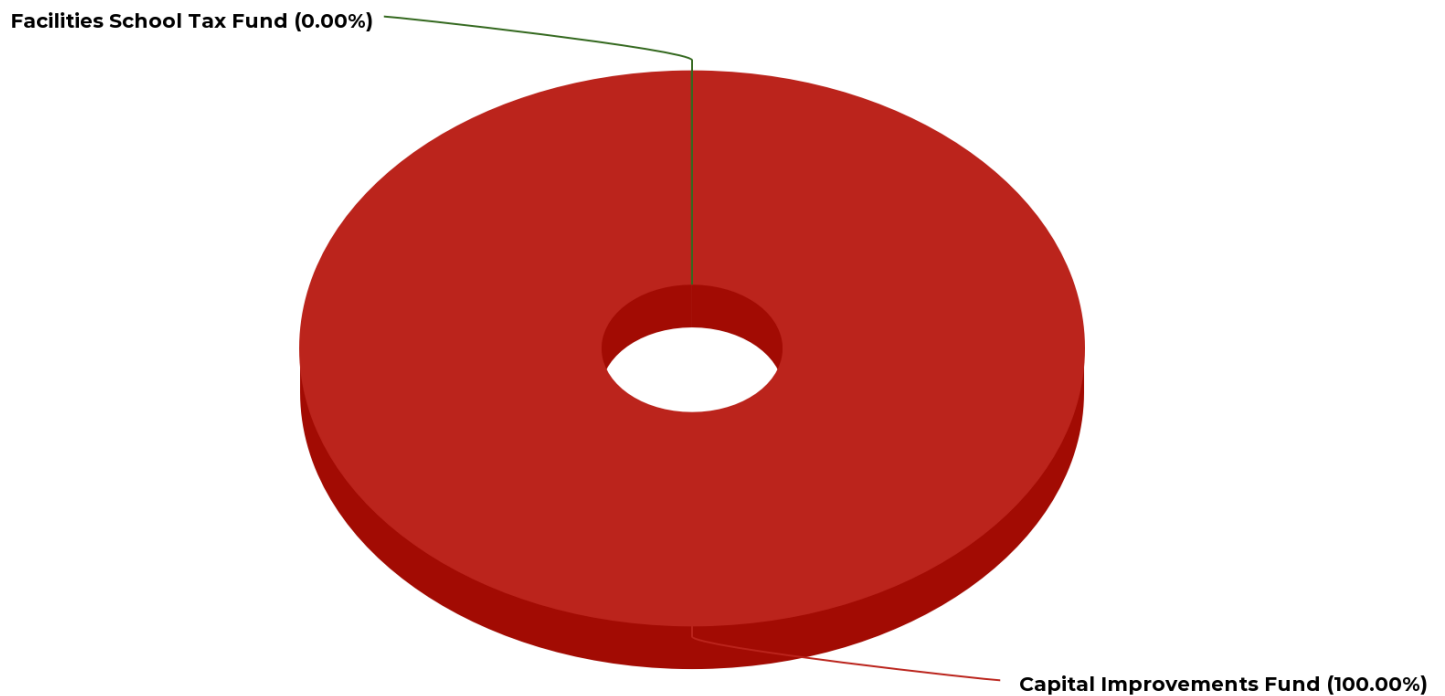


	FY2022	FY2023	FY2024
<i>Debt</i>			
Fire Station	-	-	\$9,460,000
Total Debt:	-	-	\$9,460,000



CAPITAL PROJECTS FUNDS

Capital Projects Funds



The Town of Nolensville has two (2) Capital Projects Funds, which make up 52.9% of the Town's total funds. Included in the Capital Projects Funds are Facilities School Tax Fund and Capital Improvements Fund. The chart above displays the proportion of each fund within Capital Projects.

Facilities School Tax Fund

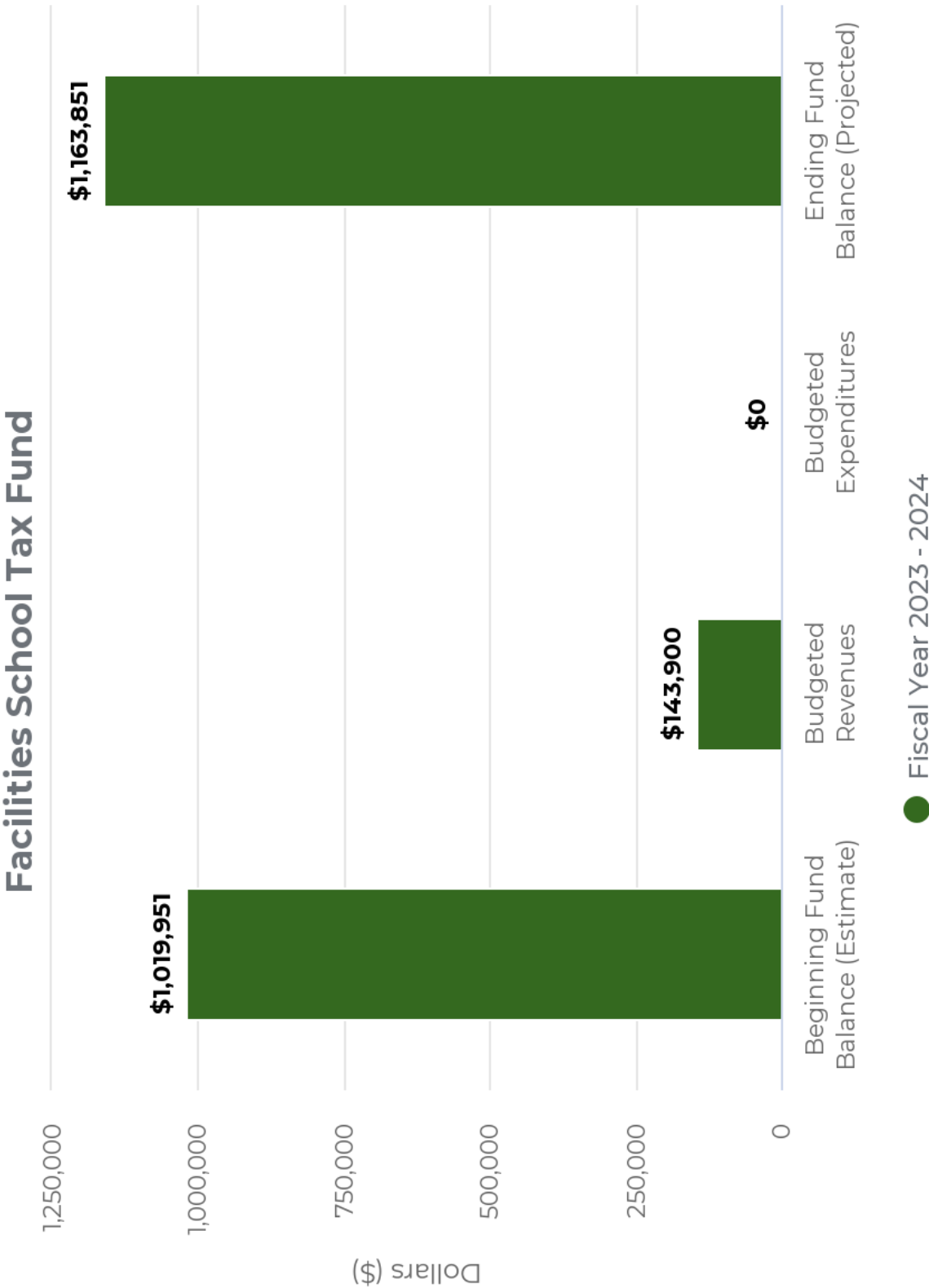
The Facilities School Tax Fund represents 0% of the total expenditures for FY 2024.

	Facilities School Tax Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Licenses and Permits	151,202	110,000	133,900
Other Taxes and Revenues	1,671	13,000	10,000
Total Revenues and Sources of Funds	152,873	123,000	143,900
Expenditures			
Program Costs	151,562	-	-
Total Expenditures and Other Uses	151,562	-	-
Over (Under)	1,311	123,000	143,900
Estimated Balances - July 1	895,640	896,951	1,019,951
Estimated Balances - June 30	896,951	1,019,951	1,163,851

The Facilities School Tax fund, sometimes referred to as the Williamson County 30% Tax or Adequate School Facilities Tax, is classified as a capital project fund. Thirty percent (30%) of the tax proceeds collected are divided and distributed to incorporated cities and towns in Williamson County. All funds collected shall be deposited in a separate account. This fund is designated for public facilities, future school infrastructure and improvements. The Town has been granted permission to use these funds in conjunction with grants that provide trail and sidewalk connectivity to schools.

FY 2024 budget does not include any proposed expenditures or placeholders for appropriation. Projected revenues included in FY 2024 budget total \$143,900.

The chart on the next page shows the Facilities Tax fund balance projections based on the revenues and expenditures appropriated in FY 2024.



Facilities School Tax Fund Budget Details

		Original Total Budget
Fund: 312 - Williamson County School Facilities Tax Fund		
Revenue		
312-41500-31931	WILLIAMSON COUNTY 30% SCHOOL TAX	133,900.00
312-41500-36100	INTEREST	10,000.00
Revenue Total:		143,900.00
Fund: 312 - Williamson County School Facilities Tax Fund Total:		143,900.00
Report Surplus (Deficit):		-341,708.00

Capital Improvements Fund

The Capital Improvements Fund represents 52.9% of the total expenditures for FY 2024.

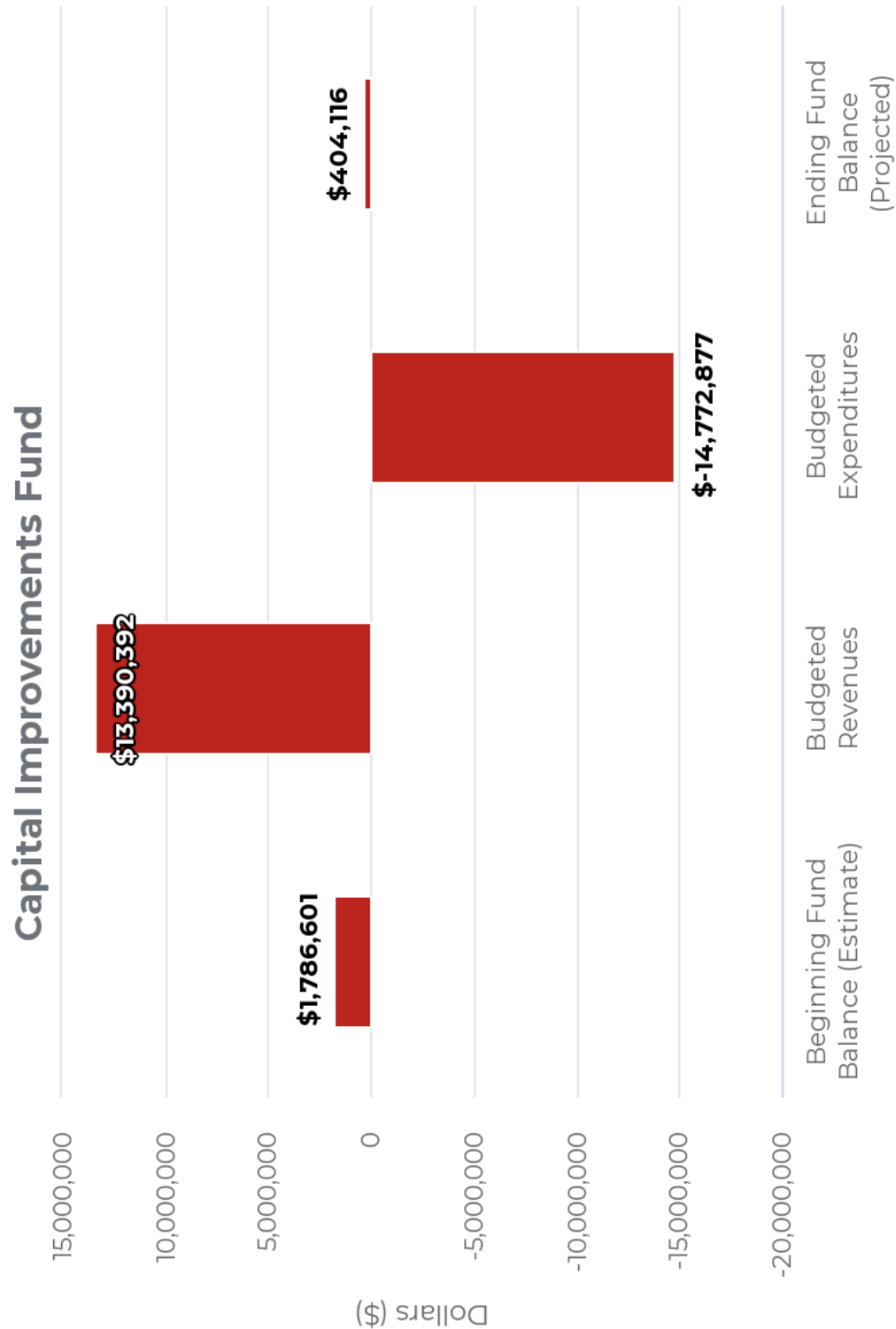
	Capital Improvements Fund		
	Actual FY 2022	Projected FY 2023	FY 2024 Budget
Revenues			
Licenses and Permits	185,198	120,000	147,150
Other Taxes and Revenues	13,436	60,000	30,000
Federal, State and Private Sources	1,467,852	1,492,765	311,464
Debt Proceeds			10,000,000
Operating Transfers/Contributions In		1,000,000	1,259,013
Transfer from Fund Balance			1,642,765
Total Revenues and Sources of Funds	1,666,486	2,672,765	13,390,392
Expenditures			
Program Costs	1,175,401	144,000	2,974,877
Capital Outlay	1,492,852	2,100,000	11,798,000
Total Expenditures and Other Uses	2,668,253	2,244,000	14,772,877
Over (Under)	(1,001,767)	428,765	(1,382,485)
Estimated Balances - July 1	4,002,368	3,000,601	1,786,601
Estimated Balances - June 30	3,000,601	3,429,366	404,116

The Capital Improvements Fund is a new fund that was established by Ordinance 20-29 earlier in 2021 after the adoption of a Fund Balance Policy through Resolution 20-38 that enabled to Town to transfer unassigned excess funds out of the General Fund's fund balance.

Significant monies were budgeted in FY 2024 to accomplish the strategic priorities of the Town including planned infrastructure improvements and other capital expenditures defined as money spent by a business or organization on acquiring or maintaining fixed assets, such as land, buildings, and equipment intended to last for more than one year.

\$14,772,877 has been included in FY 2024 budget for capital projects which include over \$9 million from debt proceeds for the Fire Station Construction. These projects are included in the Capital Improvements Plan for FY 2024. Detailed project descriptions can also be found in the Capital Improvements Plan section.

The chart on the next page shows the Capital Improvements fund balance projections based on the revenues and expenditures appropriated in FY 2024.



● Fiscal Year 2023 - 2024

Capital Improvements Fund Budget Details

Original
Total Budget

Fund: 311 - Capital Improvements Fund

Revenue

311-41500-36100	INTEREST	30,000.00
311-41500-36960	OPERATING TRANSFERS	1,259,012.50
311-41670-33400	GRANT - DRAINAGE, STORMWATER, CULVERT	311,464.40
311-42200-34220	FIRE FEE RESIDENTIAL	0.00
311-42200-34221	FIRE FEE COMMERCIAL	147,150.00
311-42200-37722	DEBT PROCEEDS	10,000,000.00
311-58831-36960	OPERATING TRANSFER	1,642,765.00
Revenue Total:		13,390,391.90

Expense

311-41110-250	SPECIAL CENSUS	75,000.00
311-41670-343	SIGNALIZATION - YORK/WILLIAMS	100,000.00
311-41670-931	SUNSET ROAD WIDENING	400,000.00
311-41670-932	ROCKY FORK CENTER TURN LANE	200,000.00
311-41670-934	FLOOD MITIGATION	420,476.90
311-41670-950	NOLENVILLE CENTER TURN LANE	419,400.00
311-41700-250	MISC PLANNING PROJECTS	300,000.00
311-41700-256	MTP PROJECT	100,000.00
311-41810-921	TOWN HALL SECURITY UPGRADES	90,000.00
311-42100-923	POLICE DEPARTMENT FACILITY	907,235.00
311-42200-922	FIRE STATION 1	9,128,000.00
311-42200-942	FIRE TRUCK	200,000.00
311-42200-945	COMMUNICATION EQUIPMENT	70,000.00
311-43000-269	SIDEWALK CONNECTION	100,000.00
311-43000-937	GREYSTONE PARK REDEVELOPMENT	400,000.00
311-43000-938	PARK PARTNERSHIPS W/COUNTY	220,000.00
311-58831-770	AMERICAN RESCUE ACT GRANT EXPENDITURE	1,492,765.00
311-58831-924	PUBLIC WORKS BUILDING	150,000.00
Expense Total:		14,772,876.90

Fund: 311 - Capital Improvements Fund Surplus (Deficit): -1,382,485.00

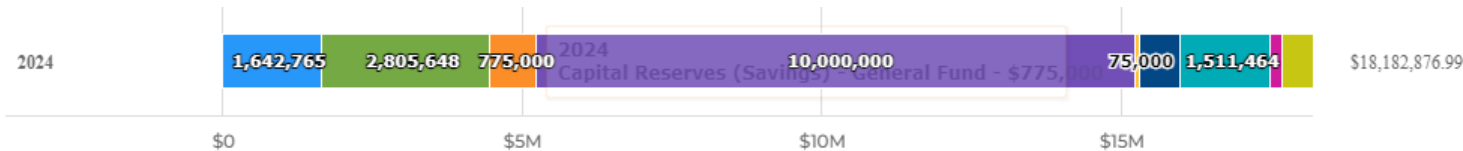


CAPITAL IMPROVEMENTS

Capital Improvements: One-year Plan

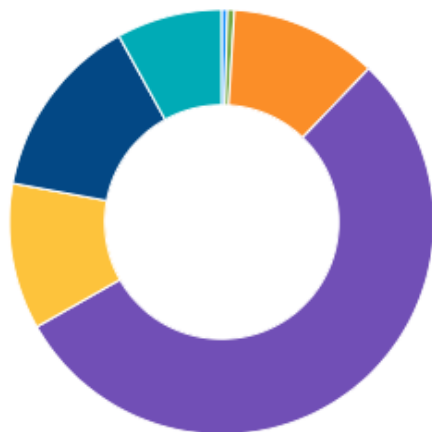
Total Capital Requested
\$17,075,877

19 Capital Improvement Projects



- American Rescue Plan Fund Direct Appropriation
- Capital Reserves (Savings) - General Fund
- Direct Budget Appropriation (General Fund)
- Federal and/or State Grants (including MPO)
- State Street Aid Fund

- Capital Improvements Fund
- Debt Service Fund
- Facilities Tax Fund
- Fire Impact Fee



Board of Commissioners (0%)	\$75,000.00
Building Facility and Maintenance (1%)	\$90,000.00
Engineering Department (11%)	\$1,912,876.98
Fire & Rescue Department (55%)	\$9,328,000.00
Planning Department (11%)	\$1,900,000.00
Police Department (14%)	\$2,400,000.00
Public Works Department (8%)	\$1,370,000.00
TOTAL	\$17,075,876.98

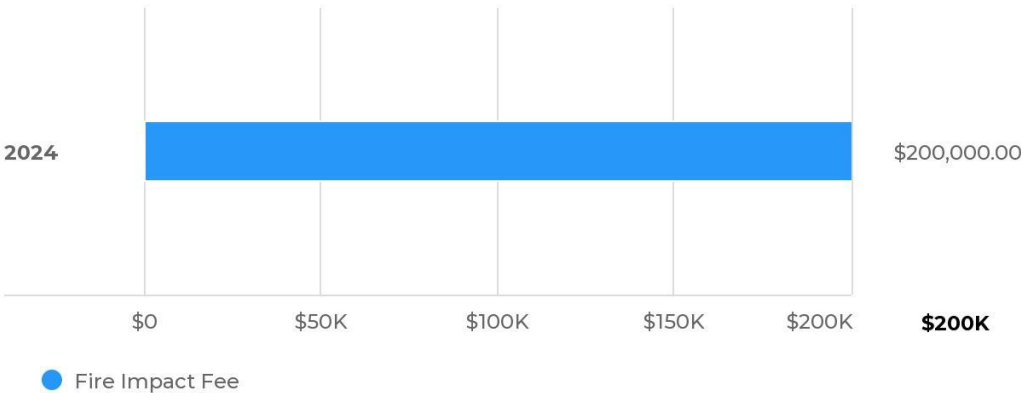
CAPITAL IMPROVEMENTS – FY 2024 PLAN

Capital Equipment

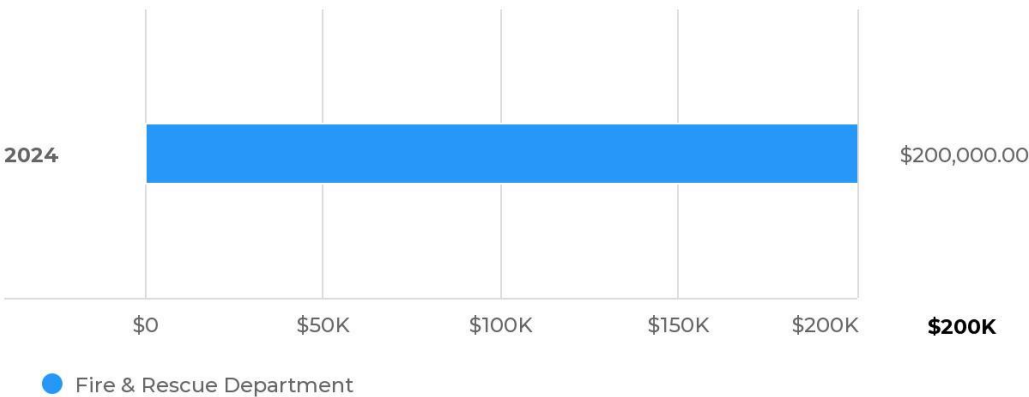
Vehicles and Wheeled Equipment (1)

Request	Project Number	Department	Capital Costs
Fire Apparatus	311-42200-942	Fire	\$200,000.00
Total (FY 2024)			\$200,000.00

Funding Source By Year



Capital Costs By Department (per year)

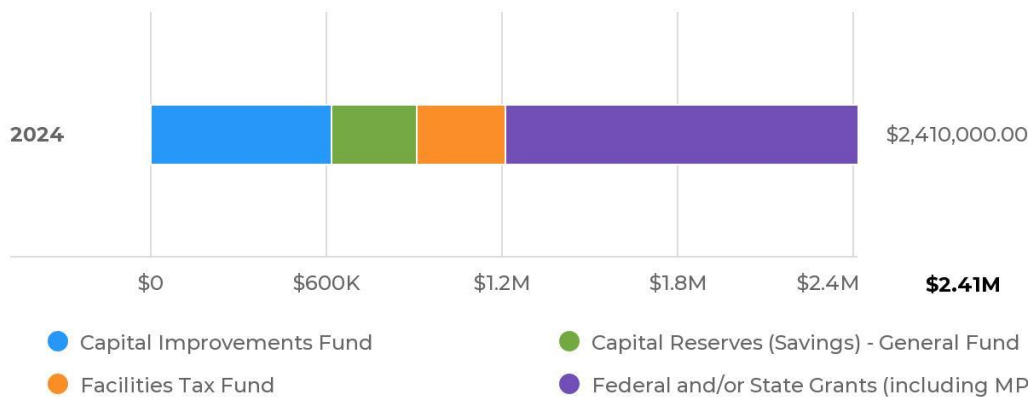


CAPITAL IMPROVEMENTS – FY 2024 PLAN

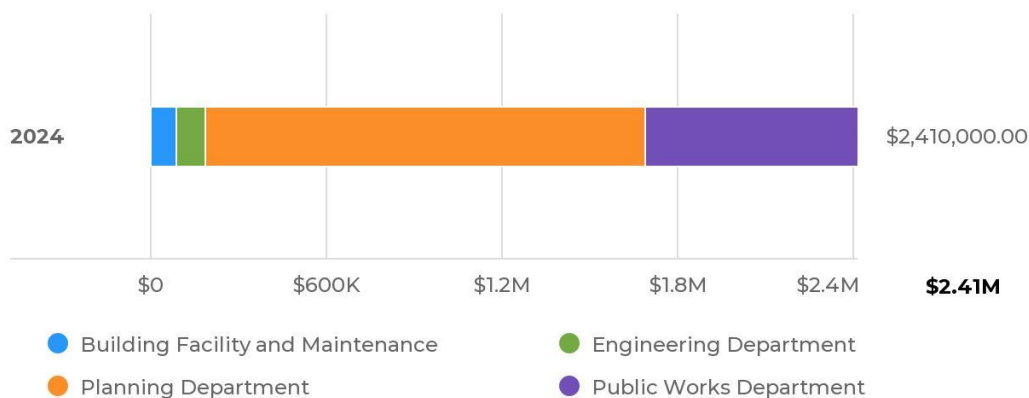
Other Improvements (6)

Request	Project Number	Department	Capital Costs
Historic District Streetscape	123-41700-931	Planning	\$1,500,000.00
Greystone Park Redevelopment	311-43000-937	Public Works	\$400,000.00
Park Partnerships with County	311-43000-938	Public Works	\$220,000.00
Sidewalk Connection (Clovercroft/Sam)	311-43000-269	Public Works	\$100,000.00
Signalization (York/Williams Intersec)	311-41760-343	Engineering	\$100,000.00
Town Hall Security Upgrades	311-41810-921	Building	\$90,000.00
Total (FY 2024)			\$2,410,000.00

Funding Source By Year



Capital Costs By Department (per year)

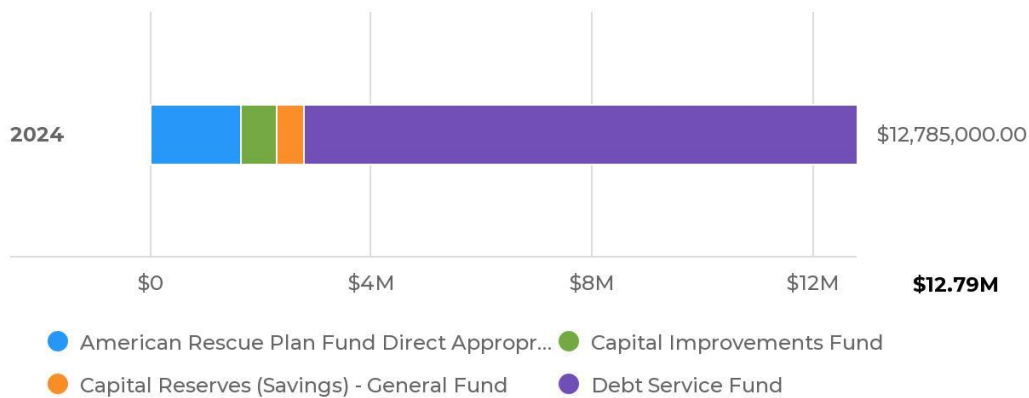


CAPITAL IMPROVEMENTS – FY 2024 PLAN

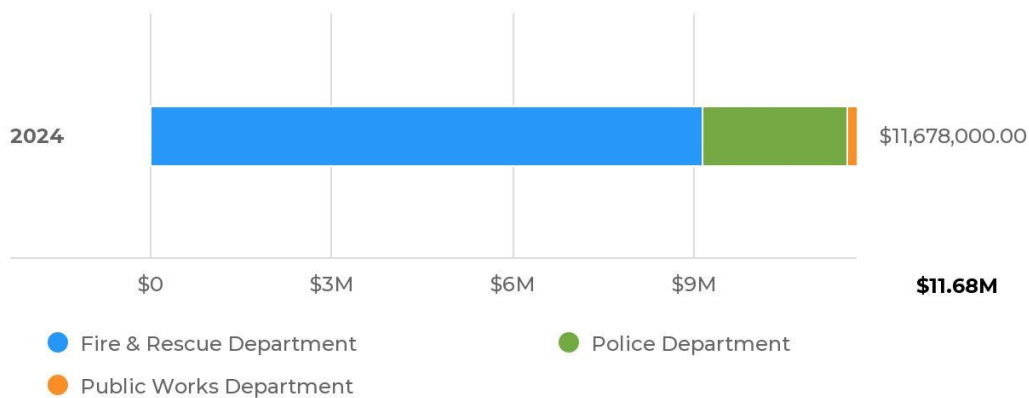
Building and Facilities (3)

Request	Project Number	Department	Capital Costs
Fire Station	311-42200-922	Fire	\$9,128,000.00
Police Headquarters	311-42100-923	Police	\$2,400,000.00
Maintenance Building Expansion	311-43000-924	Public Works	\$150,000.00
Total (FY 2024)			\$11,678,000.00

Funding Source By Year



Capital Costs By Department (per year)

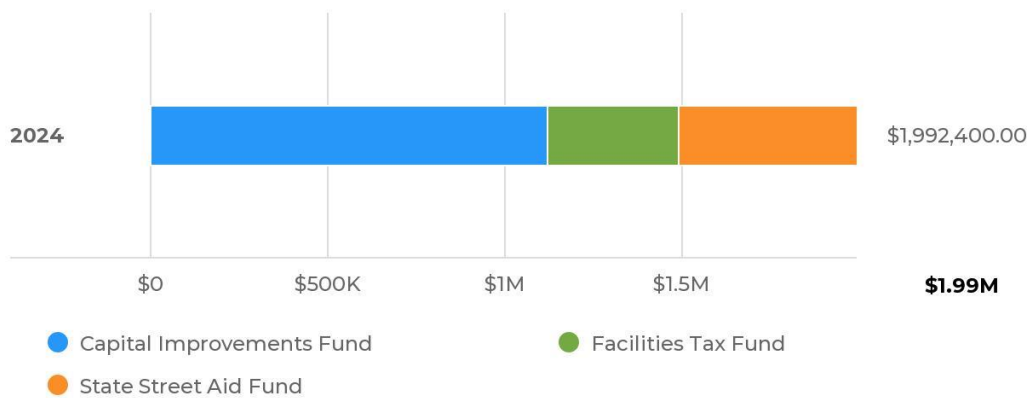


CAPITAL IMPROVEMENTS – FY 2024 PLAN

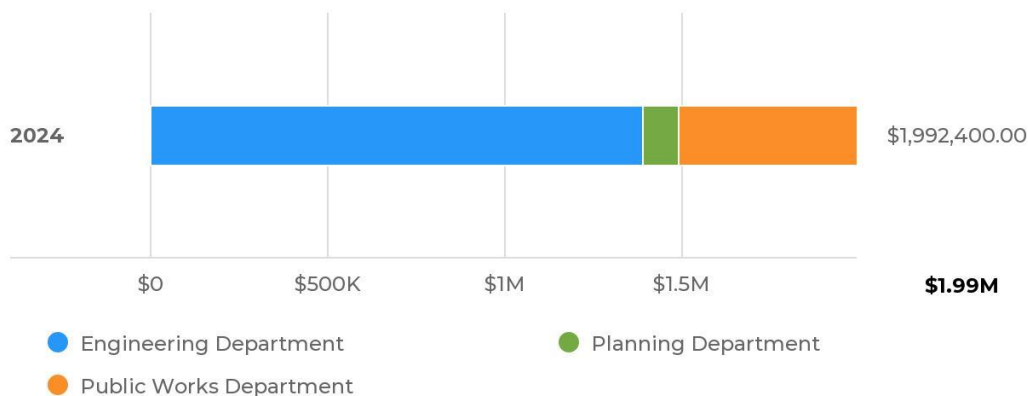
Roadways (6)

Request	Project Number	Department	Capital Costs
Paving Supplement	121-43000-268	Public Works	\$500,000.00
Nolensville Road Center Turn Lane	311-41670-950	Engineering	\$419,400.00
Sunset Road Phase III	311-41670-931	Engineering	\$400,000.00
SB Right Turn Lane at Sunset	123-41670-931	Engineering	\$373,000.00
Rocky Fork Center Turn Lane	311-41670-932	Engineering	\$200,000.00
Non-Bypass MTP Priorities	311-41700-256	Planning	\$100,000.00
Total (FY 2024)			\$1,992,400.00

Funding Source By Year



Capital Costs By Department (per year)

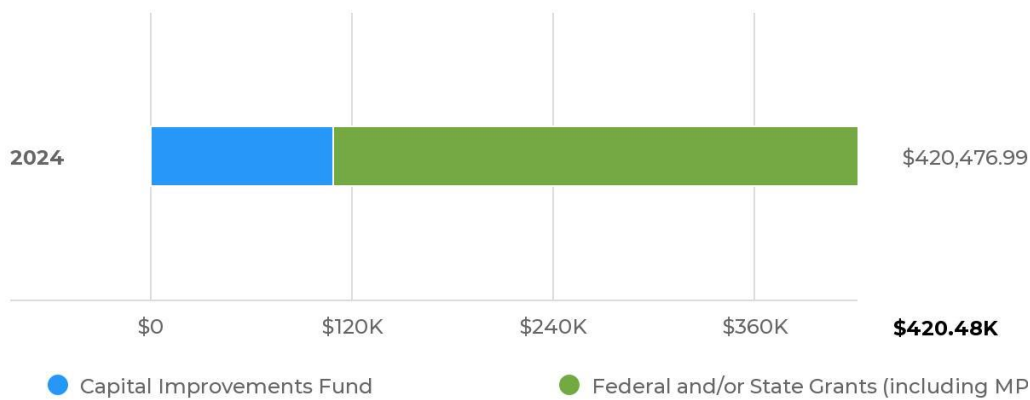


CAPITAL IMPROVEMENTS – FY 2024 PLAN

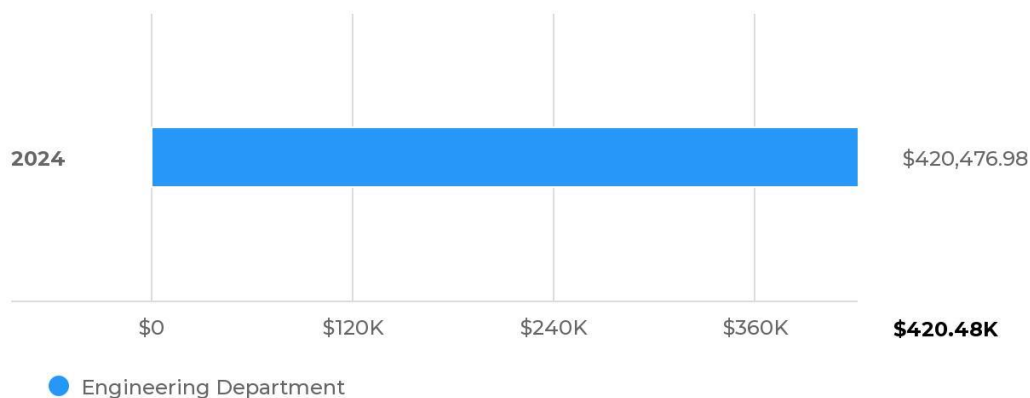
Stormwater/Drainage Improvements (1)

Request	Project Number	Department	Capital Costs
Stormwater Improvements	311-41670-934	Engineering	\$420,477.00
Total (FY 2024)			\$420,477.00

Funding Source By Year



Capital Costs By Department (per year)

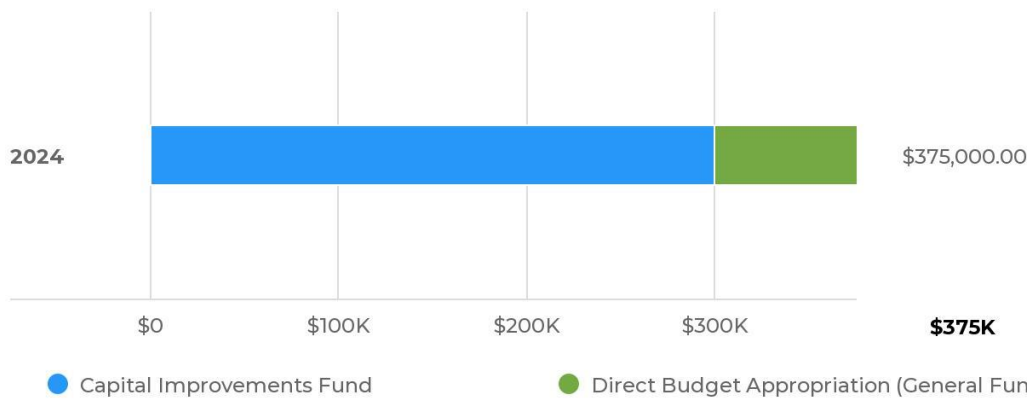


CAPITAL IMPROVEMENTS – FY 2024 PLAN

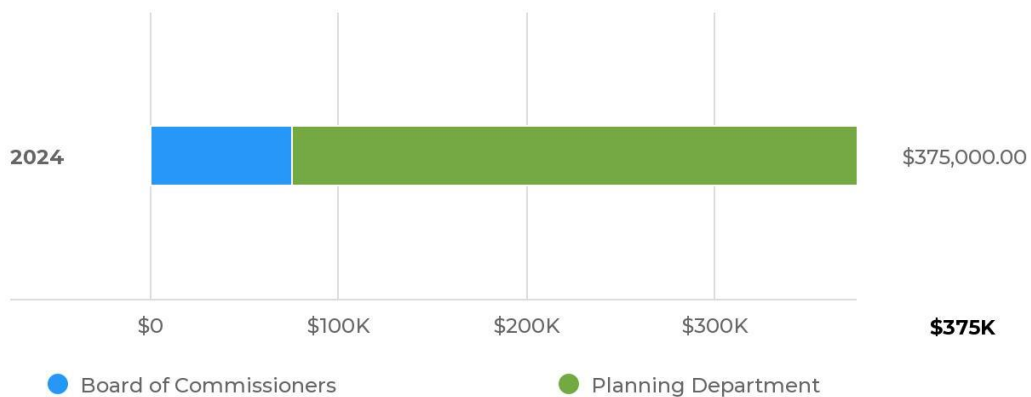
Additional Requests (2)

Request	Project Number	Department	Capital Costs
Miscellaneous Planning Capital	311-41700-250	Planning	\$300,000.00
Special Census	311-41110-250	BOC	\$75,000.00
Total (FY 2024)			\$375,000.00

Funding Source By Year



Capital Costs By Department (per year)



FY 2024 Itemized Capital Requests by Department

Engineering Department Requests

Nolensville Road Center Turn Lane	\$419,400.00
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This project widens Nolensville Road from two-lanes to a three-lane facility with a multi-use path on the West side and a sidewalk on the East side. The proposed widening is from Kidd Road (North end) to Sunset Road and Rocky Fork Road to Sanford Road (South end). The area between Sunset Road and Rocky Fork Road is part of the Historic District Streetscape project. The town has contracted with Volkert Engineering to conduct the preliminary engineering and concept design. It is proposed that the Town would prepare all engineering and construction drawings, complete all environmental analyses and acquire needed right-of-way making the project “shovel ready” for TDOT to construct at a future date.

Rocky Fork Center Turn Lane	\$200,000.00
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This project widens Rocky Fork Road from two lanes to a three-lane facility with a multi-use path and sidewalk from Nolensville Road to Rock Springs Road. STV Consultants have been contracted to develop concept drawings, preliminary right-of-way and cost estimates. This project is needed due to the increased growth along Rocky Fork Road and its significant east/west connections. The project could include future crosswalks, intersection improvements (round-a-bouts/signalization) for increased bike/pedestrian safety.

Southbound Right Turn Lane at Sunset Road	\$373,000.00
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This project recognizes need for additional capacity the Nolensville Road/Sunset Road intersection. By removing southbound vehicles that turn right (westward) onto Sunset Road, intersection operation should improve by allowing more southbound through traffic to clear the intersection on each signal cycle thus reducing congestion on Nolensville Road during peak hours. No additional right of way required for this project. However, there will be some required utility relocation. Design drawings are currently being prepared by Kimley-Horn Engineering.



Stormwater Modeling and Miscellaneous Improvements	\$420,477.00
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The Town has been awarded \$1,000,000 in COVID Recovery funds to conduct Stormwater modeling for the Town's entire drainage basin. The project also proposed improvement to known drainage deficiencies such as culvert replacement under Rocky Fork Road and the development of currently unknown projects identified by the modeling study. The Town has a 30% match requirement for the grant funds.

Sunset Road Phase III	\$400,000.00
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This project is a continuation of the widening of Sunset Road from two lanes to three lanes with a multi-use path between Waller Road/Town limits (West end) to the intersection of Nolensville Road (East end), approximately 1.98 miles. Reagan Smith was selected to perform transportation engineering and surveys. With Phases I and II completed, Reagan Smith has been contracted to prepare engineering drawings for Phase III between Waller Road and West of Benington Place Subdivision.

York/Williams Road Intersection Improvements	\$100,000.00
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This project is the construction of turn lanes on each approach and permanent signalization of the intersection. The Town of Nolensville has contracted with TDOT for the improvements which are now scheduled for December 2023.

Planning Department Requests

Historic District Streetscape	\$1,500,000.00
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The intent of this project is to create a safe pedestrian route for residents and visitors, encourage increased bicycle and pedestrian traffic in a secure environment, encourage new development and enhancements of existing businesses, create a more aesthetically engaging corridor and encourage the development of new activities and events in the surrounding area. The project limits are Sunset Road (North end) to Rock Fork Road (South end). Engineering design, environmental analyses and right-of-way drawings are currently being developed under a contract with Kimley-Horn Engineering through grant funding.

Miscellaneous Planning Capital	\$300,000.00
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These are expenditures proposed by the Nolensville Planning Department to update other of our major codes such as a Pattern Book, Subdivision Regs, and Comp Plan.

Non-Bypass MTP Priorities	\$100,000.00
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This is a placeholder for undetermined projects that might include the addition of turn lanes at critical intersections, signalization, or other road improvements that increase general capacity.

Fire Department Requests

Fire Apparatus	\$200,000.00
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The primary need for the new full-time Fire Department is a ladder truck for response to critical facilities and buildings over 36 feet in height. The ladder truck belonging to the former 501c3 Volunteer Department is in a state of disrepair and is no longer available for service. Current delivery estimates are 30-plus months after placing an order. Additional needs are a 4WD smaller pumper for access to remote areas and steep inclined areas within the Town and service area.

Fire Station	\$9,128,000.00
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The Nolensville Fire Department has historically been housed within a county owned building located on Nolensville Road just south of Rocky Fork Road. That building is being repurposed by the county for Emergency Medical Services. The town of Nolensville acquired property on Haley Industrial Drive for the relocated Nolensville Fire Department. Nabholtz Construction Corporation has been awarded a contract for construction of the 4-bay Fire Station #1 which should be completed by March 2025.

Police Department Requests

Police Headquarters	\$2,400,000.00
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The Nolensville Police Department is growing due to the ever-expanding population of the town. Currently, all available space within Town Hall is consumed with many spaces being shared offices. For the long-term benefit of the town, a new police department facility (15,000-20,000 square feet) is needed. A new facility would allow more accommodating grow within the Police Department as well as allow the town to repurpose the existing space occupied by the Police Department for improved resident services in other areas.

Building Facility and Maintenance Department Requests

Town Hall Security Upgrades	\$90,000.00
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The need for improved building security within public facilities has increased dramatically. The safety and security of residents, elected officials, committee volunteers and employees at Town Hall is paramount. Several security upgrade measures such as new exterior and interior doors, key card access controls, elevator security and bullet resistant glass film are proposed.

Public Works Department Requests

Clovercroft/Sam Donald Ct Sidewalk Connection	\$100,000.00
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This sidewalk project would connect the Primrose School sidewalks along Sam Donald Court to King Street. An additional path would also continue the Primrose School sidewalk along Clovercroft to Kings Street.

Greystone Park Redevelopment	\$400,000.00
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The Town has recently acquired the former Greystone HOA amenity center now known as Greystone Park of approximately 5 acres. The Town conducted a community event in May 2023 asking for input into priorities for redeveloped park. Over 100 residents attended voting on priorities and offering new ideas. Suggestions range from community gardens to playgrounds to tennis/pickleball courts.



Maintenance Department Building Expansion	\$150,000.00
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The public works department has one building that houses the bulk of its equipment. Currently, that building does not have running water or sewer. Consequently, the public works director maintains an office at town hall and conducts all administrative functions from town hall. The Public Works team has expanded from three to seven people over the past five years as well as increased capabilities/responsibilities. Many more projects are conducted in-house by the Public Works crew than ever before necessitating newer and more diverse equipment and supplies. The current facility needs expansion including the addition of water and sewer facilities.

Park Partnerships with County	\$220,000.00
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Williamson County owns property adjacent to the Nolensville Park that is accessed via Johnson Industrial Blvd. This open area has been viewed as a potential new park for the Town of Nolensville. Williamson County has been historically agreeable to consider a partnership with the Town in its development where the Town funds the park development, and the County operates the park.

Paving Supplement	\$500,000.00
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Funds budgeted to appropriate towards roads that need repairs and repaving.

Board of Commissioners Requests

Special Census	\$75,000.00
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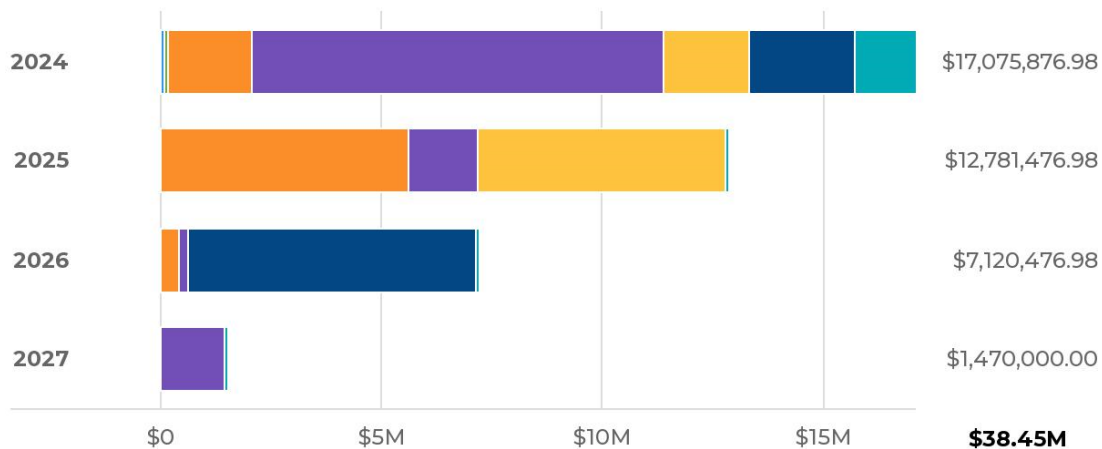
A special census is a basic enumeration of population that the U.S. Census Bureau conducts at the request of a governmental unit. When local officials believe their community's size or demographic composition changed considerably after the 2020 Census, a special census can update population estimates produced by the Census Bureau. The Town will request a full special census to determine increases in our rapidly expanding population in order to secure additional funding based on that growth.

Capital Improvements: Multi-year Plan

Total Capital Requested
\$38,447,831

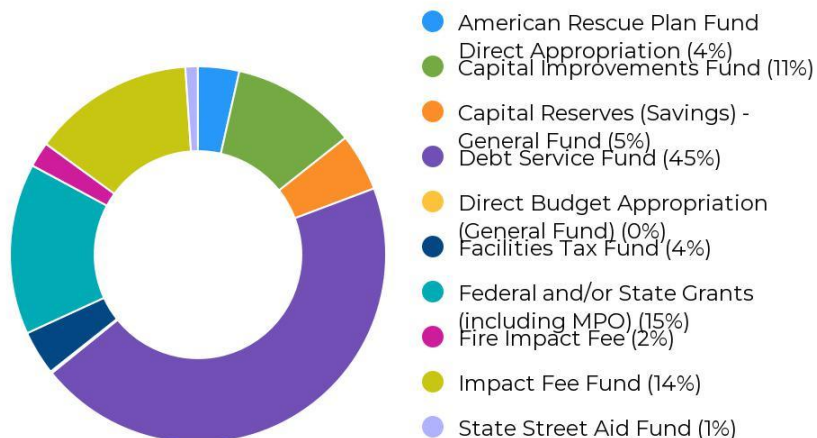
19 Capital Improvement Projects

Capital Costs By Department (per year)



- Board of Commissioners
- Engineering Department
- Planning Department
- Public Works Department
- Building Facility and Maintenance
- Fire & Rescue Department
- Police Department

Funding Source By All Years



The Town of Nolensville had developed a Multi-Year Capital Plan that serves as a strategic financial plan to outline the anticipated capital projects and investments over a 10-year period from FY2024 through FY 2033. This plan enables the Town to effectively manage and allocate resources for major infrastructure projects, acquisitions, renovations, or other capital expenditures.

The key components of this Multi-Year Capital Plan include: the identification of capital needs, prioritization of projects, costs estimation, funding sources, implementation timeline, and monitoring and evaluation.

Identification of capital needs comes as recommendations from staff, the Capital Improvements Advisory Committee (CIAP) on behalf of the citizenry, and the Board of Commissioners. This involves assessing the current state of infrastructure, equipment, and facilities, and identifying the necessary investments to address any deficiencies or meet future demands. Once the necessary projects are identified, the plan is presented during CIAP meetings for recommendations and strategic sessions with the Board of Commissioners to establish priorities. The plan outlines priority of various capital projects based on factors such as criticality, urgency, potential impact, and available funding. This helps the Town in allocating resources efficiently and effectively.

Each capital project is accompanied by an estimated cost, including construction, equipment, labor, permits, and other related expenses. This estimation helps in determining the overall budget required for the plan. Staff then begin to identify potential funding sources, including government grants, loans, bonds, internal reserves, or other revenue streams. The funding options and their impact on the organization's financial position were presented at a special meeting to discuss future funding in addition to the budget presentations. With Resolution 23-25 approved, a resolution adopting the capital improvement plan and priority list for FY24, the plan details anticipated start and completion dates for each capital project, considering factors such as construction phases, regulatory requirements, and resource availability. Once the plan is implemented, staff regularly monitor the progress of each project, track expenditures, and evaluate the outcomes against the set objectives. This allows for adjustments or reallocation of resources as needed.

A Multi-Year Capital Plan provides a roadmap for long-term infrastructure development and ensures proper planning, budgeting, and prioritization of capital investments. It promotes transparency, accountability, and efficient utilization of resources which the Town of Nolensville strives for.

Itemized Capital Requests for 2024-2034

Engineering Department Requests

Nolensville Road Center Turn Lane	\$469,400.00
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This project widens Nolensville Road from two-lanes to a three-lane facility with a multi-use path on the West side and a sidewalk on the East side. The proposed widening is from Kidd Road (North end) to Sunset Road and Rocky Fork Road to Sanford Road (South end). The area between Sunset Road and Rocky Fork Road is part of the Historic District Streetscape project. The town has contracted with Volkert Engineering to conduct the preliminary engineering and concept design. It is proposed that the Town would prepare all engineering and construction drawings, complete all environmental analyses and acquire needed right-of-way making the project “shovel ready” for TDOT to construct at a future date.

Rocky Fork Center Turn Lane	\$200,000.00
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This project widens Rocky Fork Road from two lanes to a three-lane facility with a multi-use path and sidewalk from Nolensville Road to Rock Springs Road. STV Consultants have been contracted to develop concept drawings, preliminary right-of-way and cost estimates. This project is needed due to the increased growth along Rocky Fork Road and its significant east/west connections. The project could include future crosswalks, intersection improvements (round-a-bouts/signalization) for increased bike/pedestrian safety.

Southbound Right Turn Lane at Sunset Road	\$373,000.00
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This project recognizes need for additional capacity the Nolensville Road/Sunset Road intersection. By removing southbound vehicles that turn right (westward) onto Sunset Road, intersection operation should improve by allowing more southbound through traffic to clear the intersection on each signal cycle thus reducing congestion on Nolensville Road during peak hours. No additional right of way required for this project. However, there will be some required utility relocation. Design drawings are currently being prepared by Kimley-Horn Engineering.

Stormwater Modeling and Miscellaneous Improvements	\$1,261,431.00
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The Town has been awarded \$1,000,000 in COVID Recovery funds to conduct Stormwater modeling for the Town's entire drainage basin. The project also proposed improvement to known drainage deficiencies such as culvert replacement under Rocky Fork Road and the development of currently unknown projects identified by the modeling study. The Town has a 30% match requirement for the grant funds.

Sunset Road Phase III	\$5,535,000.00
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York/Williams Road Intersection Improvements	\$100,000.00
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This project is the construction of turn lanes on each approach and permanent signalization of the intersection. The Town of Nolensville has contracted with TDOT for the improvements which are now scheduled for December 2023.

Planning Department Requests

Historic District Streetscape	\$7,000,000.00
-------------------------------	----------------

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Miscellaneous Planning Capital	\$300,000.00
--------------------------------	--------------

These are expenditures proposed by the Nolensville Planning Department to update other of our major codes such as a Pattern Book, Subdivision Regs, and Comp Plan.

Non-Bypass MTP Priorities	\$200,000.00
---------------------------	--------------

This is a placeholder for undetermined projects that might include the addition of turn lanes at critical intersections, signalization, or other road improvements that increase general capacity.

Fire Department Requests

Fire Apparatus	\$2,070,000.00
----------------	----------------

The primary need for the new full-time Fire Department is a ladder truck for response to critical facilities and buildings over 36 feet in height. The ladder truck belonging to the former 501c3 Volunteer Department is in a state of disrepair and is no longer available for service. Current delivery estimates are 30-plus months after placing an order. Additional needs are a 4WD smaller pumper for access to remote areas and steep inclined areas within the Town and service area.

Fire Station	\$10,504,000.00
--------------	-----------------

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Police Department Requests

Police Headquarters	\$8,900,000.00
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Building Facility and Maintenance Department Requests

Town Hall Security Upgrades	\$90,000.00
-----------------------------	-------------

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Public Works Department Requests

Clovercroft/Sam Donald Ct Sidewalk Connection	\$100,000.00
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This sidewalk project would connect the Primrose School sidewalks along Sam Donald Court to King Street. An additional path would also continue the Primrose School sidewalk along Clovercroft to Kings Street.

Greystone Park Redevelopment	\$400,000.00
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Maintenance Department Building Expansion	\$150,000.00
---	--------------

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Park Partnerships with County	\$220,000.00
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Williamson County owns property adjacent to the Nolensville Park that is accessed via Johnson Industrial Blvd. This open area has been viewed as a potential new park for the Town of Nolensville. Williamson County has been historically agreeable to consider a partnership with the Town in its development where the Town funds the park development, and the County operates the park.

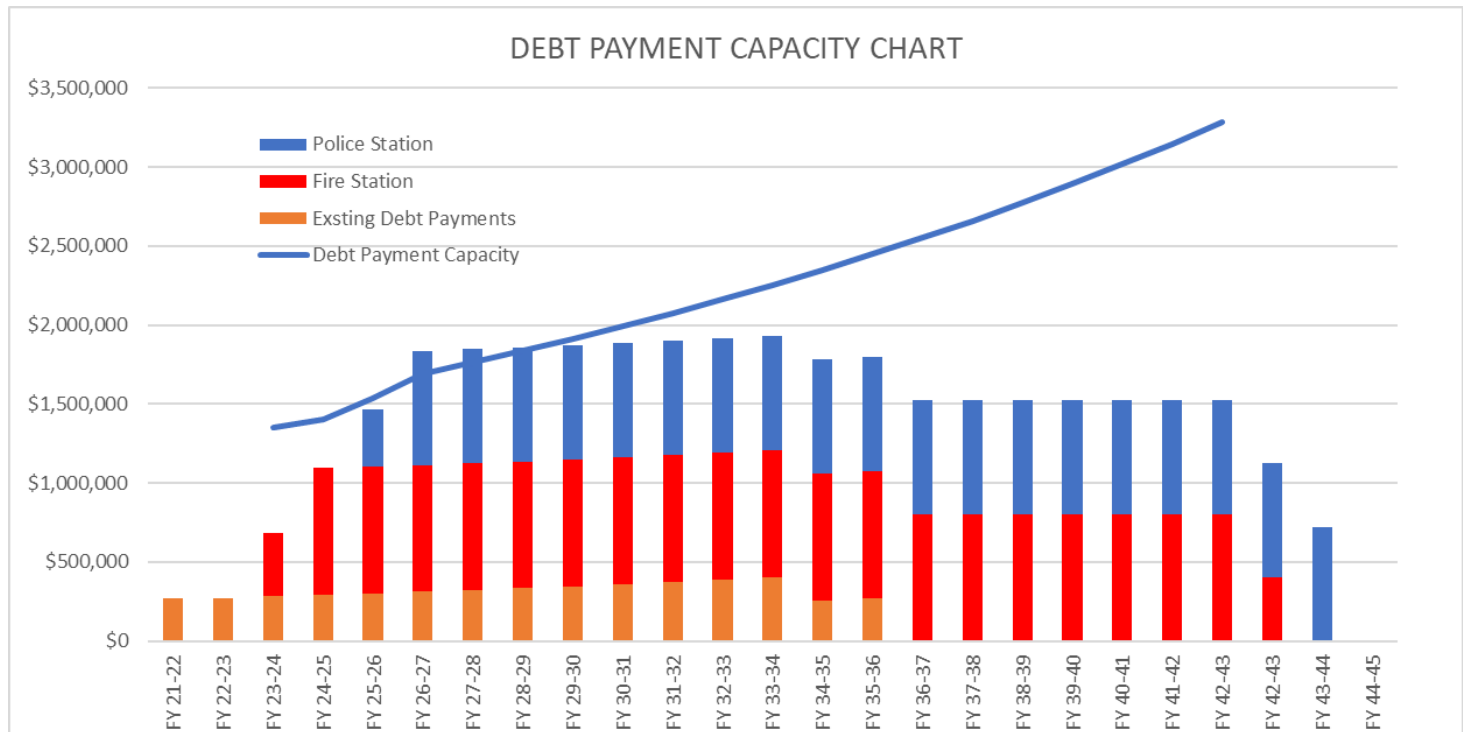
Paving Supplement	\$500,000.00
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Funds budgeted to appropriate towards roads that need repairs and repaving.

Board of Commissioners Requests

Special Census	\$75,000.00
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A special census is a basic enumeration of population that the U.S. Census Bureau conducts at the request of a governmental unit. When local officials believe their community's size or demographic composition changed considerably after the 2020 Census, a special census can update population estimates produced by the Census Bureau. The Town will request a full special census to determine increases in our rapidly expanding population in order to secure additional funding based on that growth.



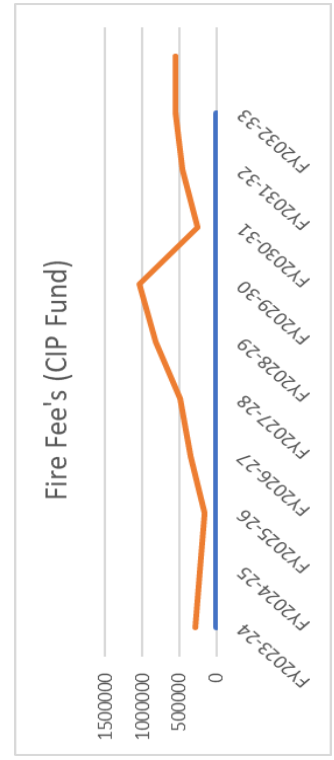
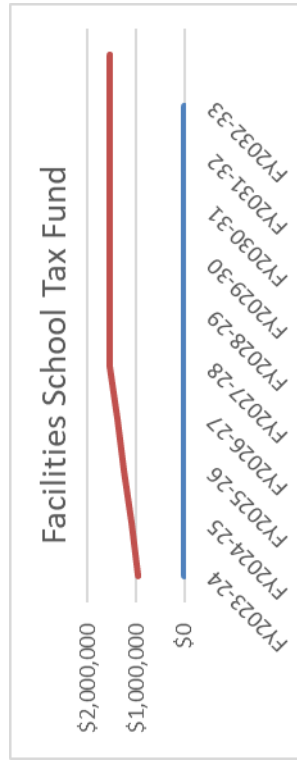
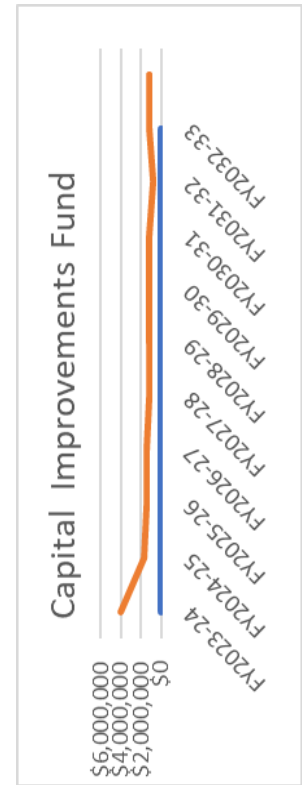
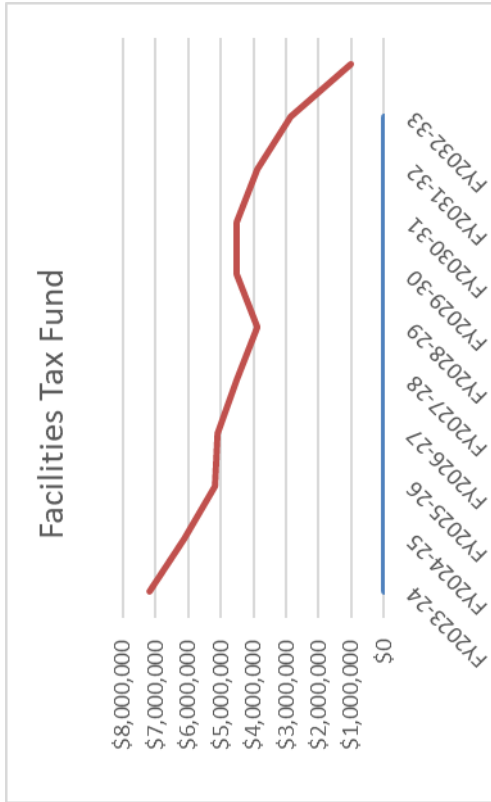
The chart above illustrates the capacity to service debt, taking into account existing liabilities, newly incurred debt, and potential future obligations. Existing debt includes the Recreation Center General Obligation TMBF Series 2014, Town Hall General Obligation TMBF Series 2017, as well as the newly incurred debt of the Fire Station General Obligation Bond Series 2023.

The potential future obligation shown is the construction of capital project Police Headquarters, assuming a projected fruition in FY 2026. This topic was discussed during a Special Meeting with the Board of Commissioners, wherein future funding was the focus. According to the Town's Debt Management Policy, it's important to ensure that the Direct General Obligation debt does not exceed fifteen percent (15%) of the annual General Fund Revenues. This policy helps maintain the financial stability of the Town.

To accurately forecast revenues and determine what the Town can afford to move forward with, it's crucial to refine and prioritize the Multi-Year Capital Improvements Plan, as worked through in the various Strategic Sessions held. This plan helps in aligning the timing of projects with available funds. The charts on the next page help demonstrate and visualize the impact on each funds fund balance and the details of each project from this Multi-Year Capital Plan.

CAPITAL IMPROVEMENTS – MULTI-YEAR PLAN

10 Year Capital Improvements Plan impact on Fund Balances:



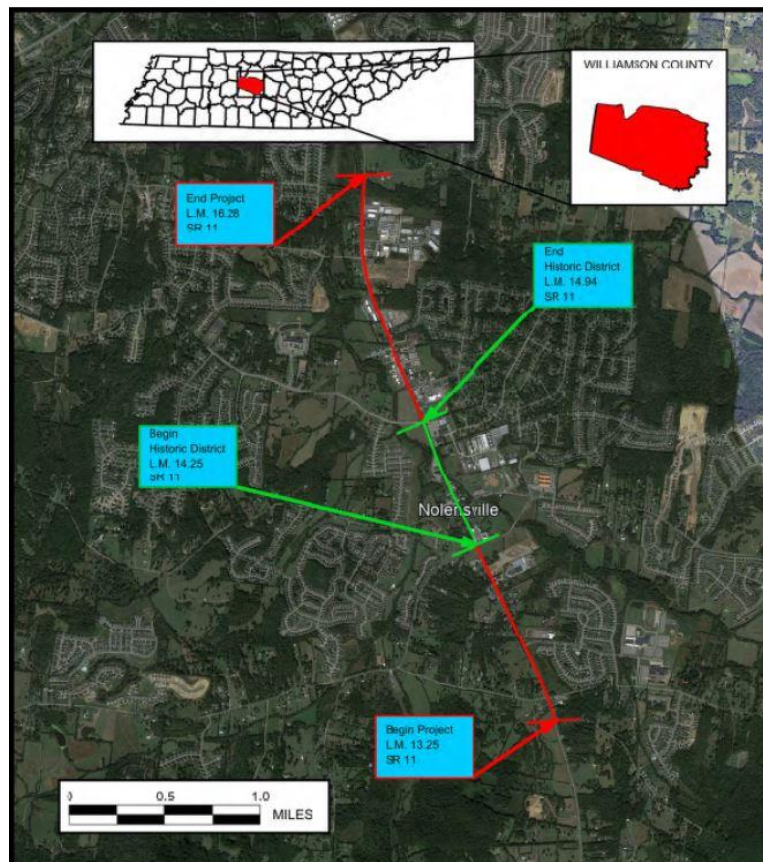
ENGINEERING DEPARTMENT REQUESTS

Nolensville Road Center Turn Lane

Overview

Request Owner	Town Engineer
Estimated Start	Fiscal Year 2024
Department	Engineering Department
Capital Improvement	Roadways

This project widens Nolensville Road from two-lanes to a three-lane facility with a multi-use path on the West side and a sidewalk on the East side. The proposed widening is from Kidd Road (North end) to Sunset Road and Rocky Fork Road to Sanford Road (South end). The area between Sunset Road and Rocky Fork Road is part of the Historic District Streetscape project. The town has contracted with Volkert Engineering to conduct the preliminary engineering and concept design. It is proposed that the Town would prepare all engineering and construction drawings, complete all environmental analyses, and acquire needed right-of-way making the project “shovel ready” for TDOT to construct at a future date.



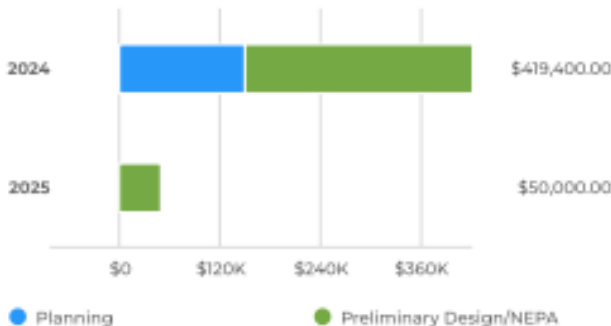
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Nolensville Road Center Turn Lane

Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$419,400	\$469.4K	\$469.4K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Planning	\$150,000		\$150,000
Preliminary Design/NEPA	\$269,400	\$50,000	\$319,400
Total	\$419,400	\$50,000	\$469,400



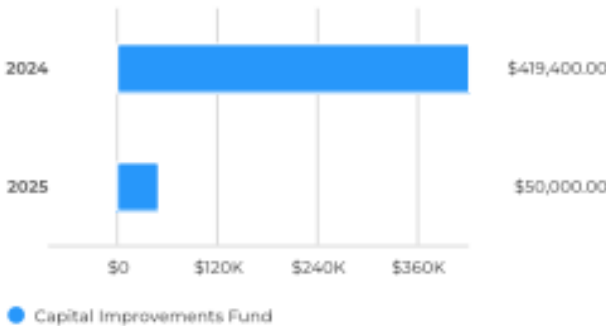
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Nolensville Road Center Turn Lane

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$419,400	\$469.4K	\$469.4K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Capital Improvements Fund	\$419,400	\$50,000	\$469,400
Total	\$419,400	\$50,000	\$469,400

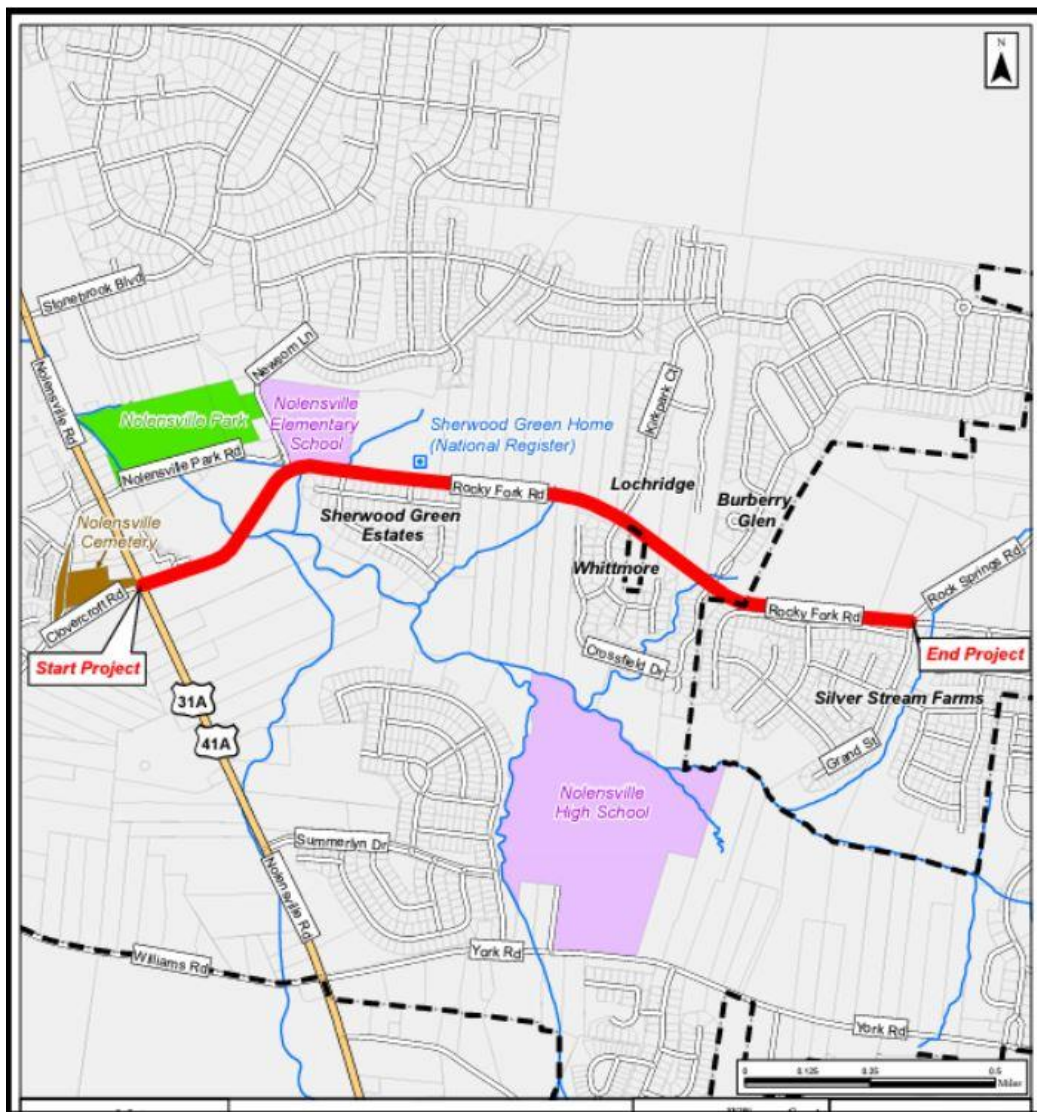


Rocky Fork Center Turn Lane

Overview

Request Owner	Town Engineer
Estimated Start	Fiscal Year 2024
Department	Engineering Department
Capital Improvement	Roadways

This project widens Rocky Fork Road from two lanes to a three-lane facility with a multi-use path and sidewalk from Nolensville Road to Rock Springs Road. STV Consultants have been contracted to develop concept drawings, preliminary right-of-way and cost estimates. This project is needed due to the increased growth along Rocky Fork Road and its significant east/west connections. The project could include future crosswalks, intersection improvements (round-a-bouts/signalization) for increased bike/pedestrian safety.



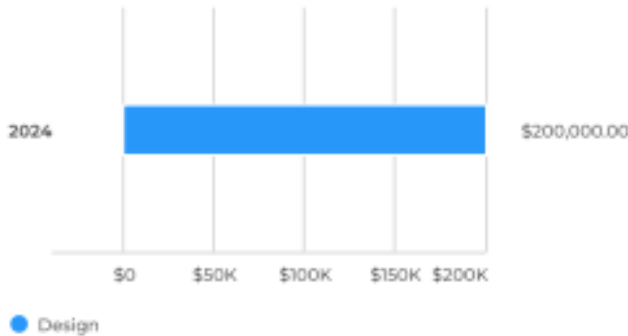
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Rocky Fork Center Turn Lane

Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$200,000	\$200K	\$200K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Design	\$200,000	\$200,000
Total	\$200,000	\$200,000



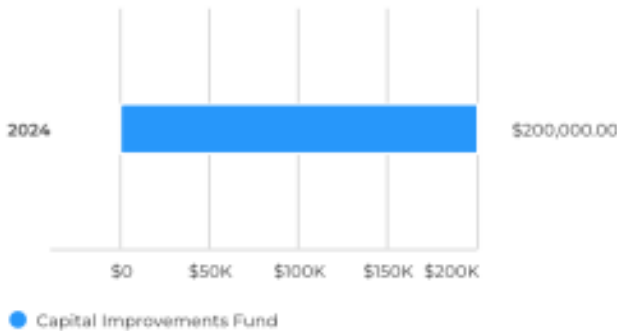
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Rocky Fork Center Turn Lane

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$200,000	\$200K	\$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Capital Improvements Fund	\$200,000	\$200,000
Total	\$200,000	\$200,000

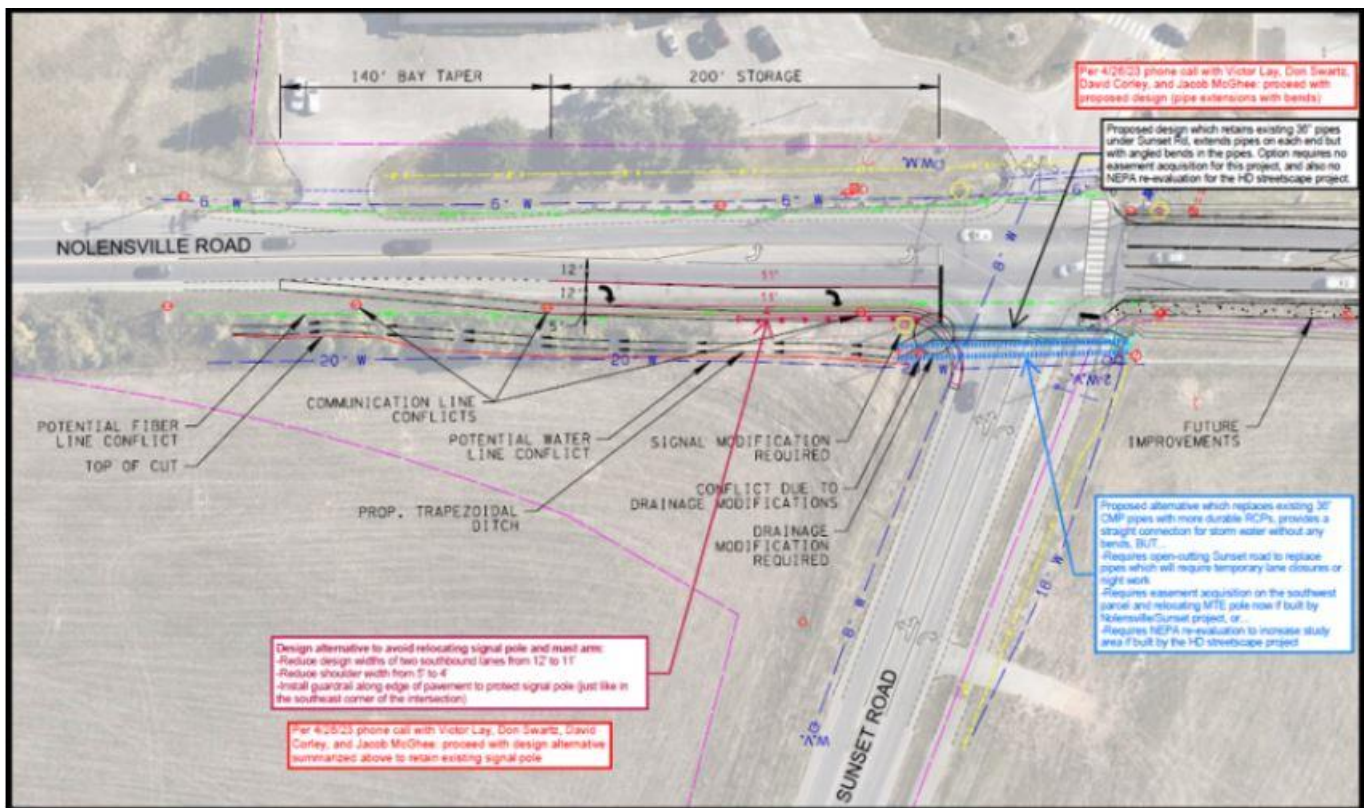


Southbound Right Turn Lane at Sunset Road

Overview

Request Owner	Town Engineer
Estimated Start	Fiscal Year 2024
Department	Engineering Department
Capital Improvement	Roadways

This project recognizes the need for additional capacity the Nolensville Road/Sunset Road intersection. By removing southbound vehicles that turn right (westward) onto Sunset Road, intersection operation should improve by allowing more southbound through traffic to clear the intersection on each signal cycle thus reducing congestion on Nolensville Road during peak hours. No additional right of way required for this project. However, there will be some required utility relocation. Design drawings are currently being prepared by Kimley-Horn Engineering.



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Southbound Right Turn Lane at Sunset Road

Capital Cost

FY2024 Budget
\$373,000

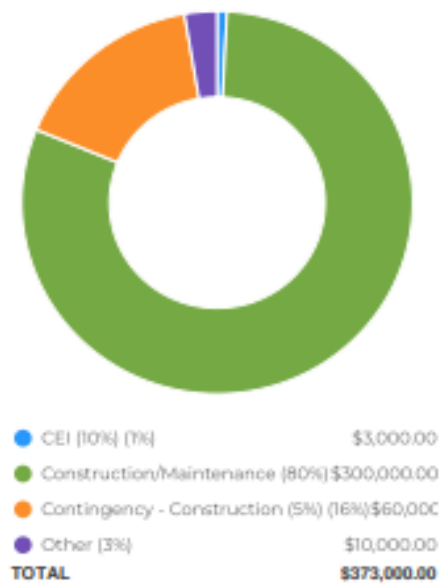
Total Budget (all years)
\$373K

Project Total
\$373K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	Total
Construction/Maintenance	\$300,000	\$300,000
Other	\$10,000	\$10,000
CEI (10%)	\$3,000	\$3,000
Contingency - Construction (5%)	\$60,000	\$60,000
Total	\$373,000	\$373,000



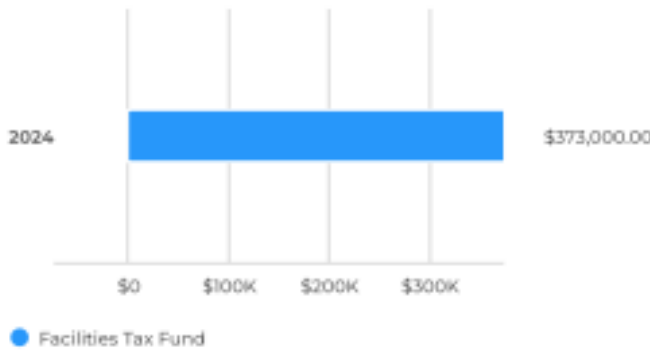
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Southbound Right Turn Lane at Sunset Road

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$373,000	\$373K	\$373K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
Facilities Tax Fund	\$373,000	\$373,000
Total	\$373,000	\$373,000

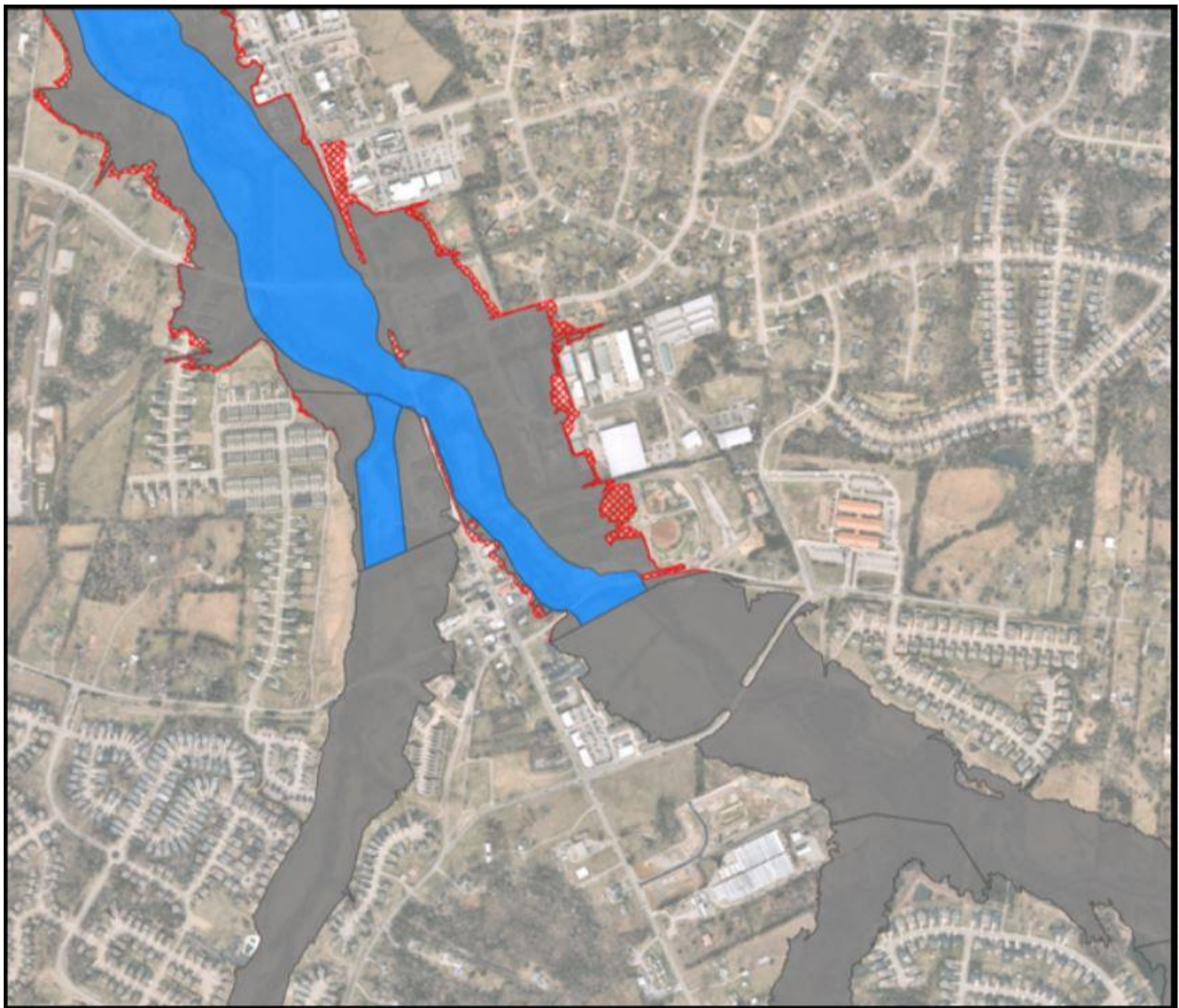


Stormwater Modeling and Miscellaneous Improvements

Overview

Request Owner	Town Engineer
Estimated Start	Fiscal Year 2024
Department	Engineering Department
Capital Improvement	Stormwater/Drainage Improvements

The Town has been awarded \$1,000,000 in COVID Recovery funds to conduct Stormwater modeling for the Town's entire drainage basin. The project also proposed improvement to known drainage deficiencies such as culvert replacement under Rocky Fork Road and the development of currently unknown projects identified by the modeling study. The Town has a 30% match requirement for the grant funds.



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Stormwater Modeling and Miscellaneous Improvements

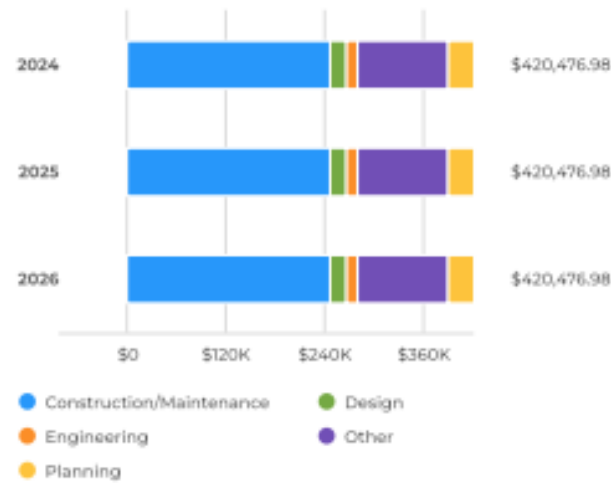
Capital Cost

FY2024 Budget
\$420,477

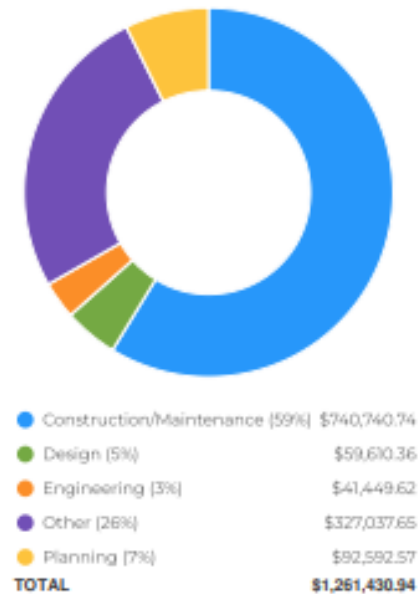
Total Budget (all years)
\$1.261M

Project Total
\$1.261M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	Total
Planning	\$30,864	\$30,864	\$30,864	\$92,593
Design	\$19,870	\$19,870	\$19,870	\$59,610
Engineering	\$13,817	\$13,817	\$13,817	\$41,450
Construction/Maintenance	\$246,914	\$246,914	\$246,914	\$740,741
Other	\$109,013	\$109,013	\$109,013	\$327,038
Total	\$420,477	\$420,477	\$420,477	\$1,261,431



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Stormwater Modeling and Miscellaneous Improvements

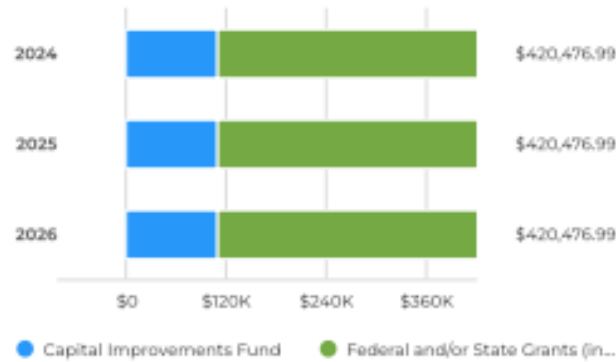
Funding Sources

FY2024 Budget
\$420,477

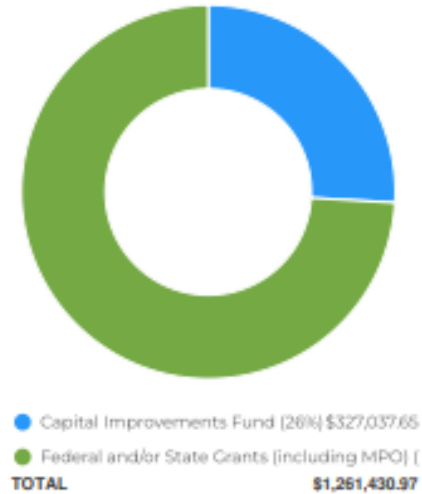
Total Budget (all years)
\$1.261M

Project Total
\$1.261M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	Total
Capital Improvements Fund	\$109,013	\$109,013	\$109,013	\$327,038
Federal and/or State Grants (including MPO)	\$311,464	\$311,464	\$311,464	\$934,393
Total	\$420,477	\$420,477	\$420,477	\$1,261,431

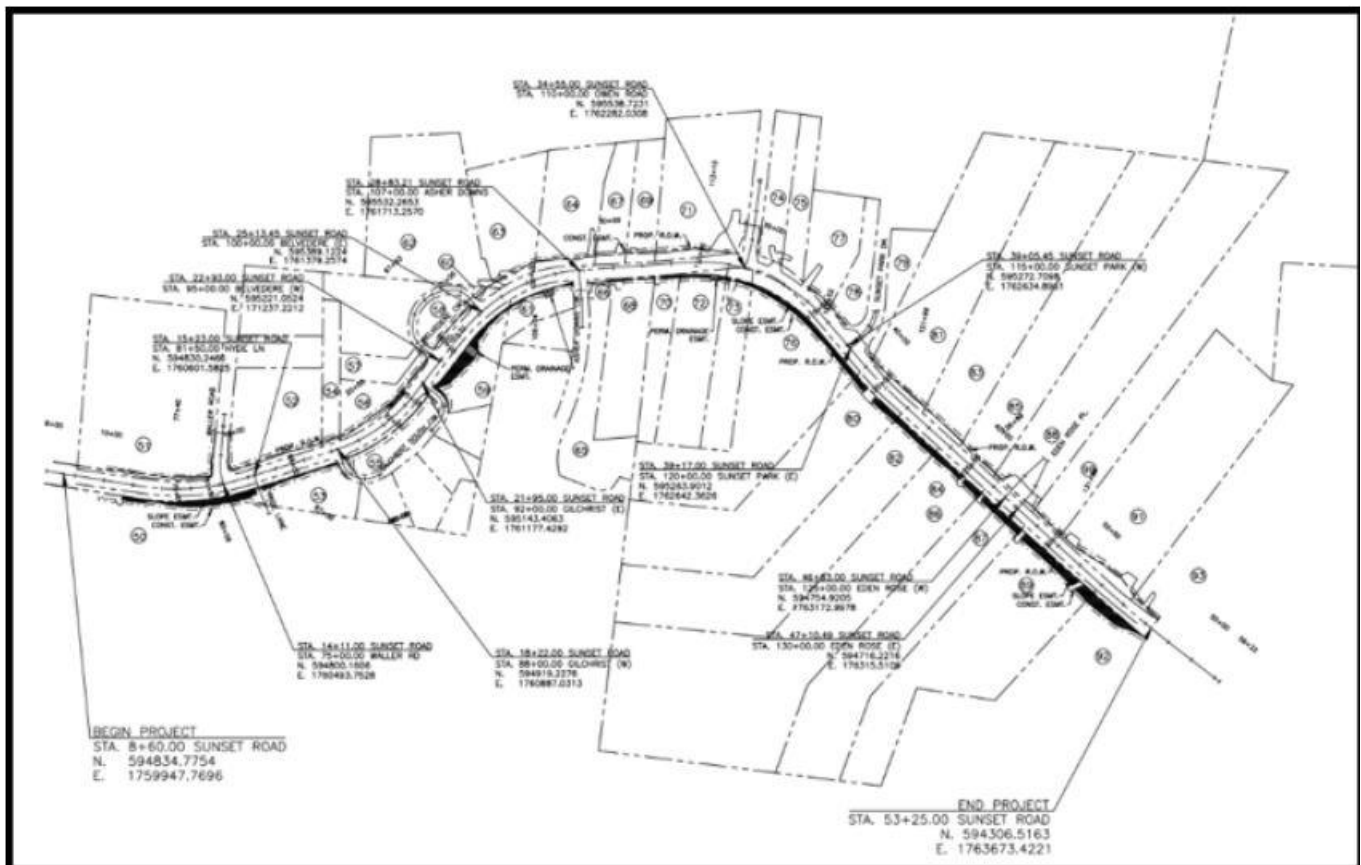


Sunset Road Phase III

Overview

Request Owner	Town Engineer
Estimated Start	Fiscal Year 2024
Department	Engineering Department
Capital Improvement	Roadways

This project is a continuation of the widening of Sunset Road from two lanes to three lanes with a multi-use path between Waller Road/Town limits (West end) to the intersection of Nolensville Road (East end), approximately 1.98 miles. Reagan Smith was selected to perform transportation engineering and surveys. With Phases I and II completed, Reagan Smith has been contracted to prepare engineering drawings for Phase III between Waller Road and West of Benington Place Subdivision.



Sunset Road Phase III

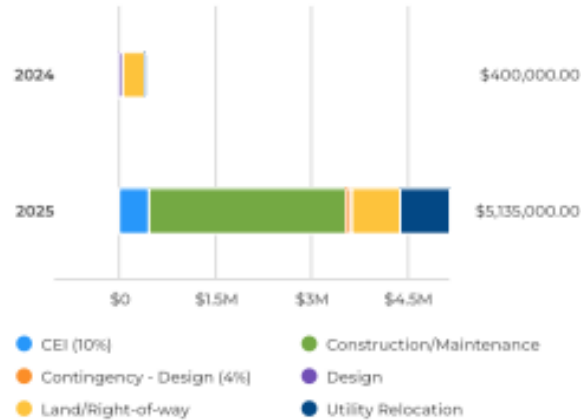
Capital Cost

FY2024 Budget
\$400,000

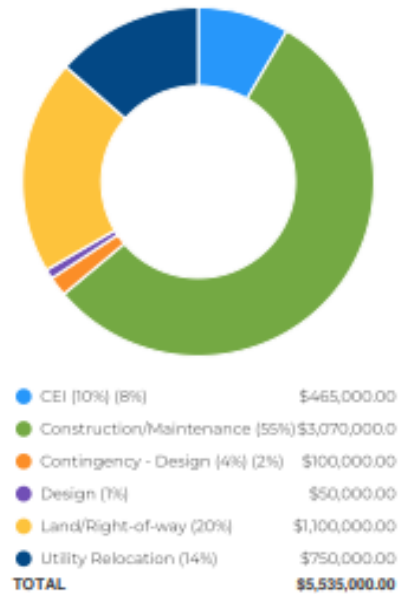
Total Budget (all years)
\$5.535M

Project Total
\$5.535M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design	\$50,000		\$50,000
Land/Right-of-way	\$350,000	\$750,000	\$1,100,000
Construction/Maintenance		\$3,070,000	\$3,070,000
Utility Relocation		\$750,000	\$750,000
CEI (10%)		\$465,000	\$465,000
Contingency - Design (4%)		\$100,000	\$100,000
Total	\$400,000	\$5,135,000	\$5,535,000

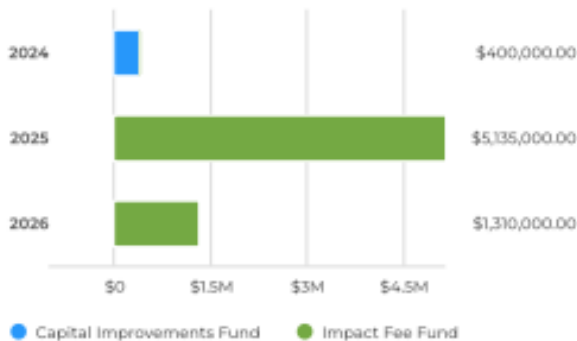
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Sunset Road Phase III

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$400,000	\$6.845M	\$6.845M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
Impact Fee Fund		\$5,135,000	\$1,310,000	\$6,445,000
Capital Improvements Fund	\$400,000			\$400,000
Total	\$400,000	\$5,135,000	\$1,310,000	\$6,845,000



York/Williams Road Intersection Improvements - Signalization

Overview

Request Owner	Town Engineer
Estimated Start	Fiscal Year 2024
Department	Engineering Department
Capital Improvement	Other Improvements

This project is the construction of turn lanes on each approach and permanent signalization of the intersection. The Town of Nolensville has contracted with TDOT for the improvements which are now scheduled for December 2023.

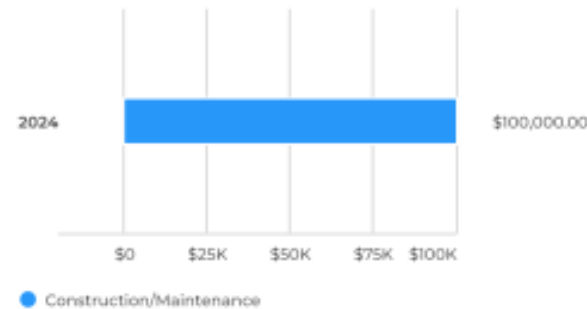


York/Williams Road Intersection Improvements - Signalization

Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$100,000	\$100K	\$100K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$100,000	\$100,000
Total	\$100,000	\$100,000

York/Williams Road Intersection Improvements - Signalization

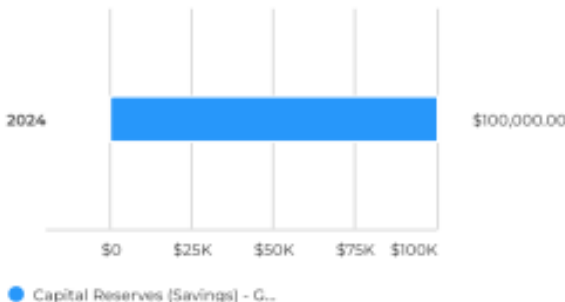
Funding Sources

FY2024 Budget
\$100,000

Total Budget (all years)
\$100K

Project Total
\$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Capital Reserves (Savings) - General Fund	\$100,000	\$100,000
Total	\$100,000	\$100,000

PLANNING DEPARTMENT REQUESTS

Historic District Streetscape

Overview

Request Owner	Planning Director
Estimated Start	Fiscal Year 2024
Department	Planning Department
Capital Improvement	Other Improvements

The intent of this project is to create a safe pedestrian route for residents and visitors, encourage increased bicycle and pedestrian traffic in a secure environment, encourage new development and enhancements of existing businesses, create a more aesthetically engaging corridor and encourage the development of new activities and events in the surrounding area. The project limits are Sunset Road (North end) to Rock Fork Road (South end). Engineering design, environmental analyses and right-of-way drawings are currently being developed under a contract with Kimley-Horn Engineering through grant funding.



Historic District Streetscape

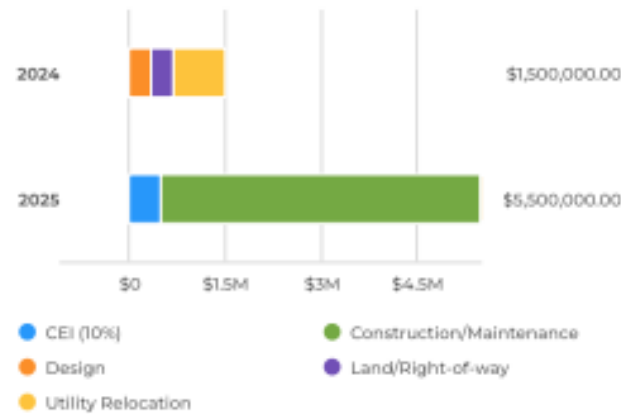
Capital Cost

FY2024 Budget
\$1,500,000

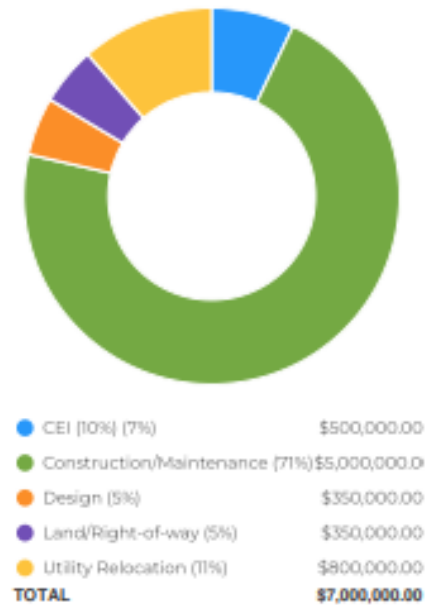
Total Budget (all years)
\$7M

Project Total
\$7M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Design	\$350,000		\$350,000
Land/Right-of-way	\$350,000		\$350,000
Construction/Maintenance		\$5,000,000	\$5,000,000
CEI (10%)		\$500,000	\$500,000
Utility Relocation	\$800,000		\$800,000
Total	\$1,500,000	\$5,500,000	\$7,000,000

Historic District Streetscape

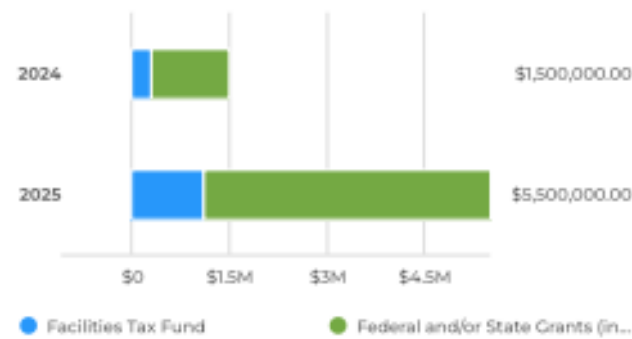
Funding Sources

FY2024 Budget
\$1,500,000

Total Budget (all years)
\$7M

Project Total
\$7M

Funding Sources by Year



Funding Sources for Budgeted Years



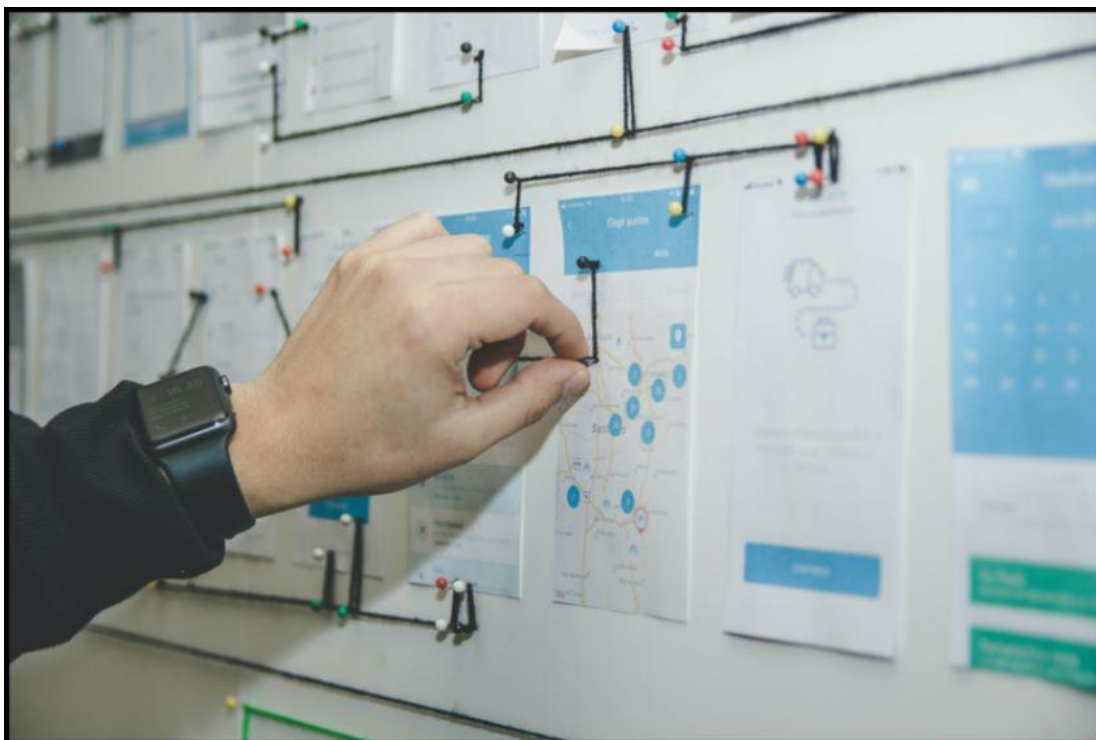
Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Facilities Tax Fund	\$300,000	\$1,100,000	\$1,400,000
Federal and/or State Grants (including MPO)	\$1,200,000	\$4,400,000	\$5,600,000
Total	\$1,500,000	\$5,500,000	\$7,000,000

Miscellaneous Planning Capital

Overview

Request Owner	Planning Director
Estimated Start	Fiscal Year 2024
Department	Planning Department
Capital Improvement	Other Improvements

These are expenditures proposed by the Nolensville Planning Department to update other of our major codes such as a Pattern Book, Subdivision Regs, and Comp Plan.



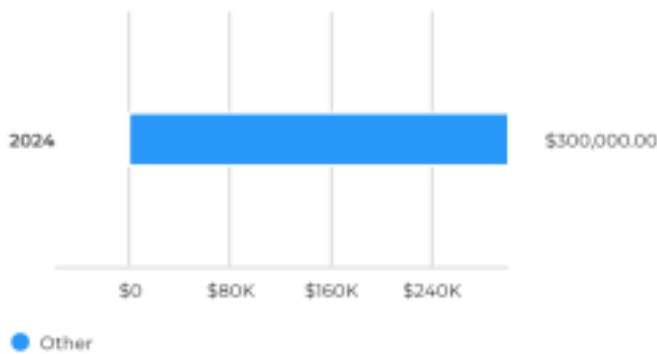
Miscellaneous Planning Capital
Capital Cost

FY2024 Budget
\$300,000

Total Budget (all years)
\$300K

Project Total
\$300K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Other	\$300,000	\$300,000
Total	\$300,000	\$300,000

CAPITAL IMPROVEMENTS – PROJECT DETAILS

Miscellaneous Planning Capital

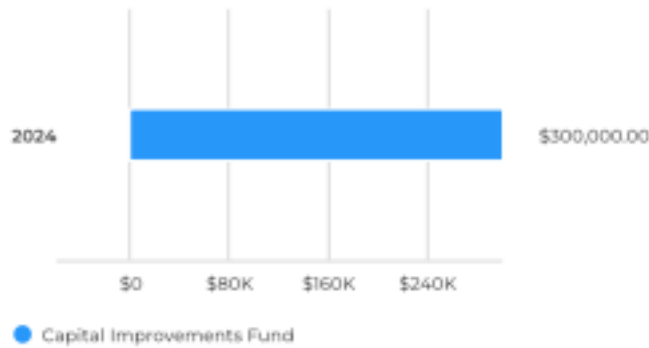
Funding Sources

FY2024 Budget
\$300,000

Total Budget (all years)
\$300K

Project Total
\$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
Capital Improvements Fund	\$300,000	\$300,000
Total	\$300,000	\$300,000

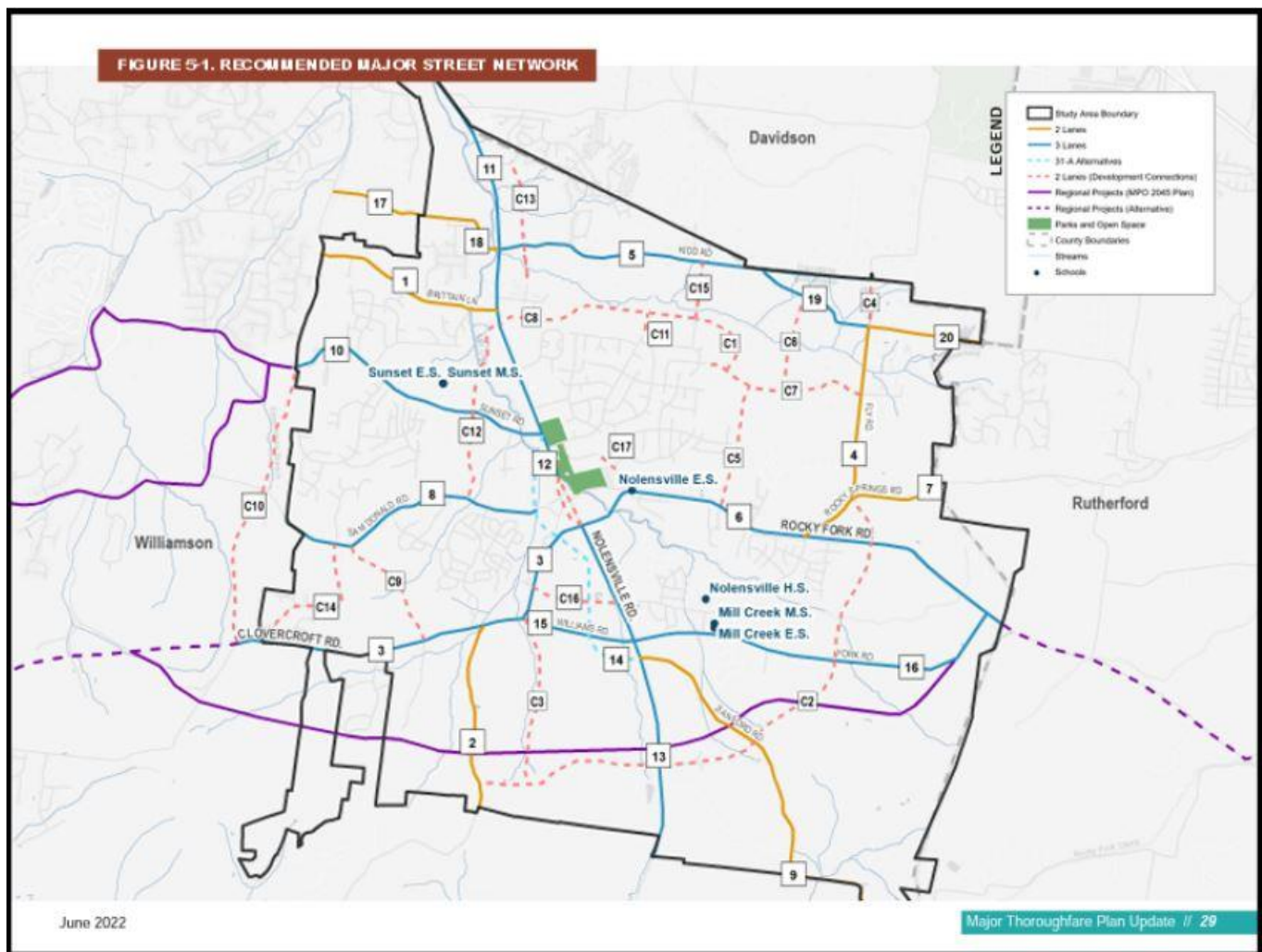


Non-Bypass MTP Priorities

Overview

Request Owner	Planning Director
Estimated Start	Fiscal Year 2024
Department	Planning Department
Capital Improvement	Roadways

This is a placeholder for undetermined projects that might include the addition of turn lanes at critical intersections, signalization, or other road improvements that increase general capacity.



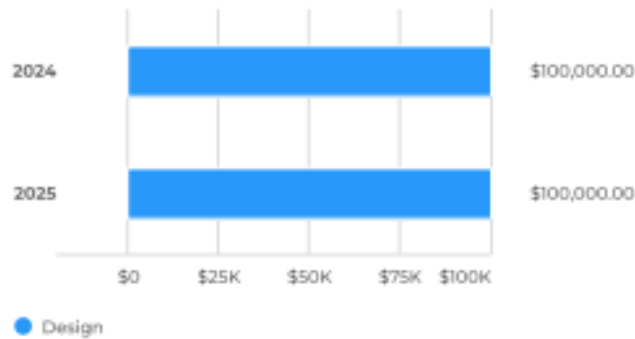
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Non-Bypass MTP Priorities

Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$100,000	\$200K	\$200K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Design	\$100,000	\$100,000	\$200,000
Total	\$100,000	\$100,000	\$200,000



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Non-Bypass MTP Priorities

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$100,000	\$1.975M	\$1.975M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
Capital Improvements Fund	\$100,000	\$100,000	\$1,775,000	\$1,975,000
Total	\$100,000	\$100,000	\$1,775,000	\$1,975,000



FIRE & RESCUE DEPARTMENT REQUESTS

Fire Apparatus

Overview

Request Owner	Fire Chief
Estimated Start	Fiscal Year 2024
Department	Fire Department
Capital Improvement	Capital Equipment

The primary need for the new full-time Fire Department is a ladder truck for response to critical facilities and buildings over 36 feet in height. The ladder truck belonging to the former 501c3 Volunteer Department is in a state of disrepair and is no longer available for service. Current delivery estimates are 30-plus months after placing an order. Additional needs are a 4WD smaller pumper for access to remote areas and steep inclined areas within the Town and service area.



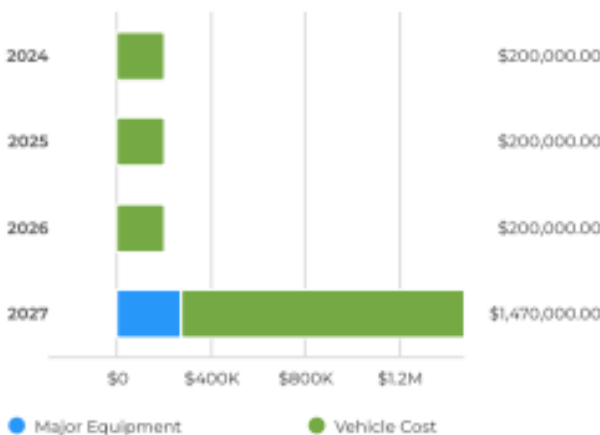
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Fire Apparatus

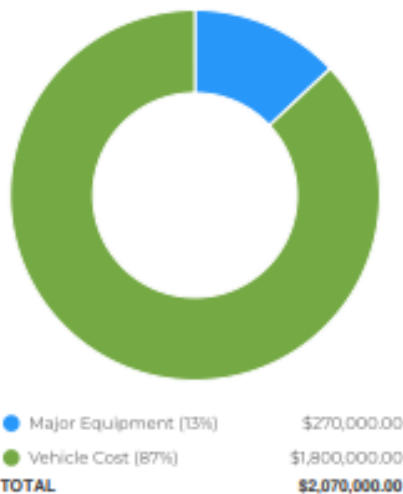
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$200,000	\$2.07M	\$2.07M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown					
Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Vehicle Cost	\$200,000	\$200,000	\$200,000	\$1,200,000	\$1,800,000
Major Equipment				\$270,000	\$270,000
Total	\$200,000	\$200,000	\$200,000	\$1,470,000	\$2,070,000



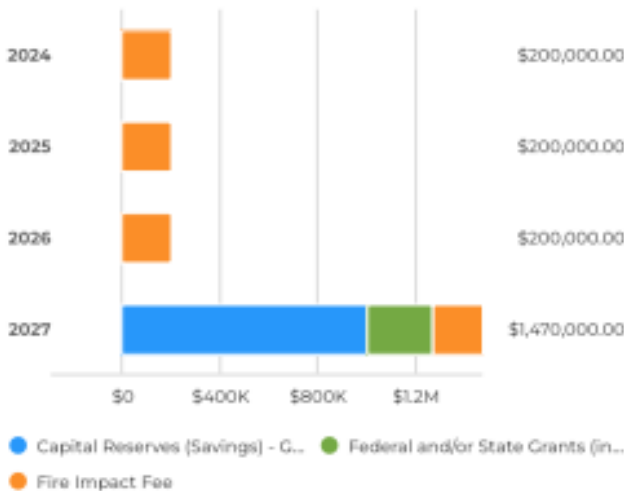
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Fire Apparatus

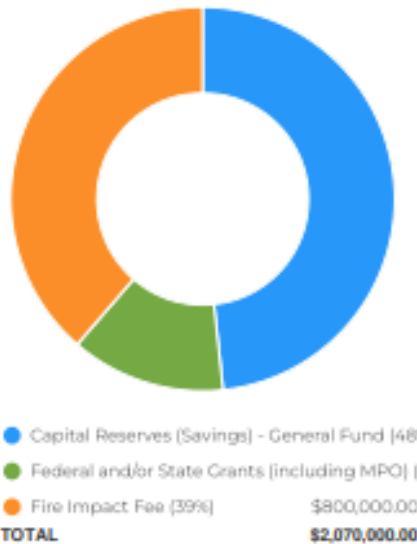
Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$200,000	\$2.07M	\$2.07M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown					
Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Federal and/or State Grants (including MPO)				\$270,000	\$270,000
Capital Reserves (Savings) - General Fund				\$1,000,000	\$1,000,000
Fire Impact Fee	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Total	\$200,000	\$200,000	\$200,000	\$1,470,000	\$2,070,000



Fire Station #1

Overview

Request Owner	Fire Chief
Estimated Start	Fiscal Year 2024
Department	Fire Department
Capital Improvement	Building and Facilities

The Nolensville Fire Department has historically been housed within a county owned building located on Nolensville Road just south of Rocky Fork Road. That building is being repurposed by the county for Emergency Medical Services. The town of Nolensville acquired property on Haley Industrial Drive for the relocated Nolensville Fire Department. Nabholtz Construction Corporation has been awarded a contract for construction of the 4-bay Fire Station #1 which should be completed by March 2025.



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Fire Station #1

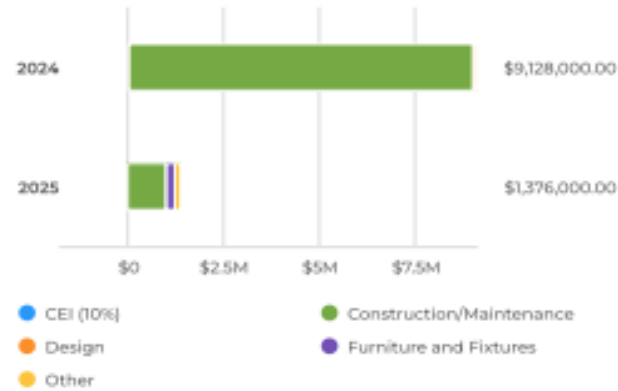
Capital Cost

FY2024 Budget
\$9,128,000

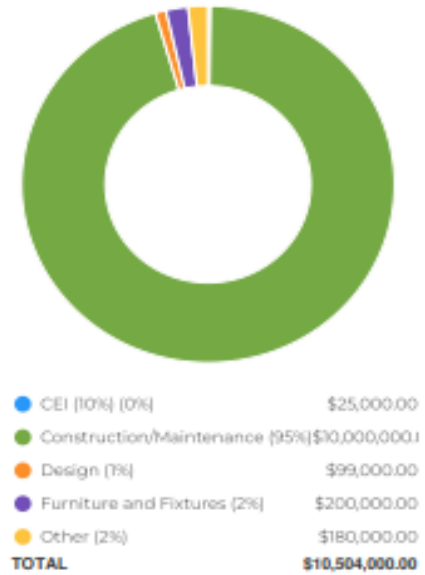
Total Budget (all years)
\$10.504M

Project Total
\$10.504M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design	\$85,000	\$14,000	\$99,000
Construction/Maintenance	\$9,000,000	\$1,000,000	\$10,000,000
Furniture and Fixtures		\$200,000	\$200,000
Other	\$23,000	\$157,000	\$180,000
CEI (10%)	\$20,000	\$5,000	\$25,000
Total	\$9,128,000	\$1,376,000	\$10,504,000



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Fire Station #1

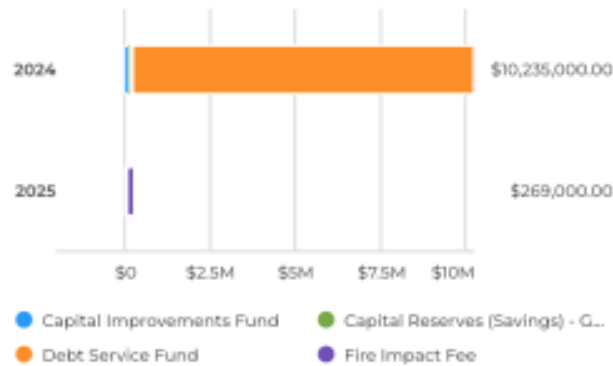
Funding Sources

FY2024 Budget
\$10,235,000

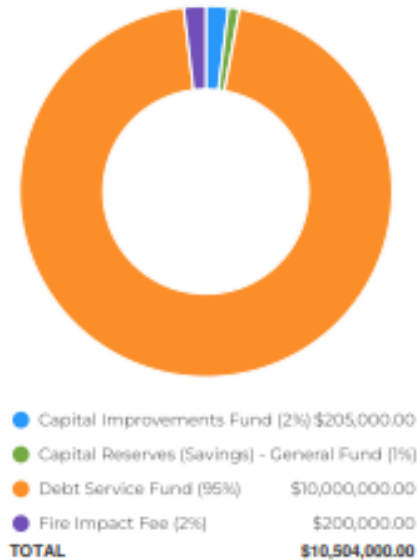
Total Budget (all years)
\$10.504M

Project Total
\$10.504M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Debt Service Fund	\$10,000,000		\$10,000,000
Capital Improvements Fund	\$150,000	\$55,000	\$205,000
Capital Reserves (Savings) - General Fund	\$85,000	\$14,000	\$99,000
Fire Impact Fee		\$200,000	\$200,000
Total	\$10,235,000	\$269,000	\$10,504,000



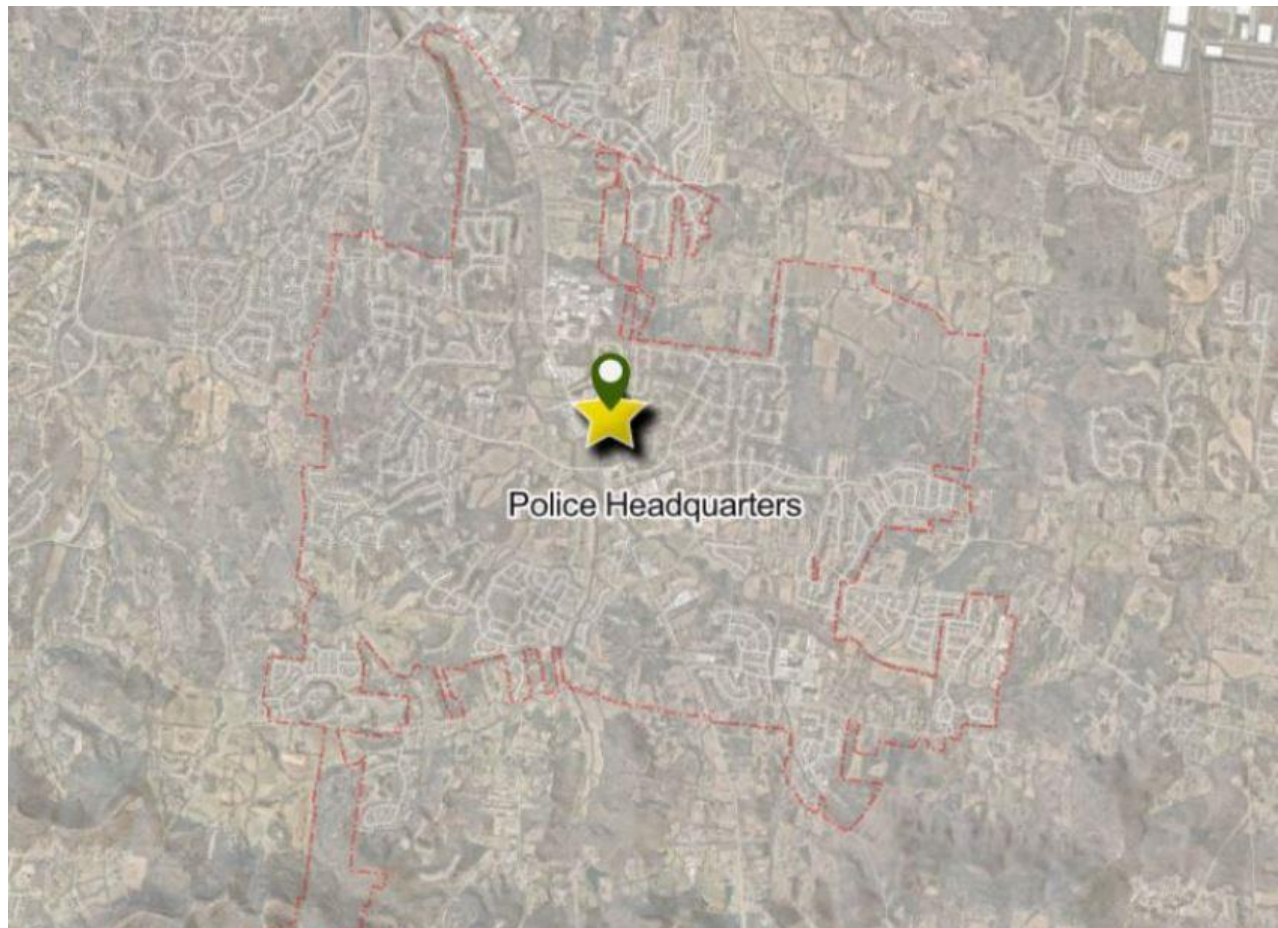
POLICE DEPARTMENT REQUESTS

Police Headquarters

Overview

Request Owner	Police Chief
Estimated Start	Fiscal Year 2024
Department	Police Department
Capital Improvement	Building and Facilities

The Nolensville Police Department is growing due to the ever-expanding population of the town. Currently, all available space within Town Hall is consumed with many spaces being shared offices. For the long-term benefit of the town, a new police department facility (15,000-20,000 square feet) is needed. A new facility would allow more accommodating grow within the Police Department as well as allow the town to repurpose the existing space occupied by the Police Department for improved resident services in other areas.



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Police Headquarters

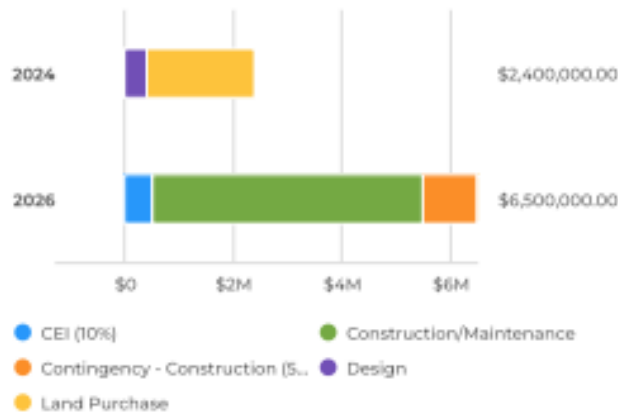
Capital Cost

FY2024 Budget
\$2,400,000

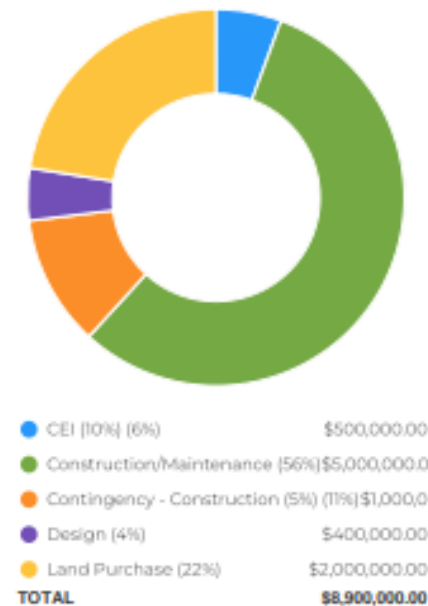
Total Budget (all years)
\$8.9M

Project Total
\$8.9M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	FY2026	Total
Design	\$400,000		\$400,000
Construction/Maintenance		\$5,000,000	\$5,000,000
Land Purchase	\$2,000,000		\$2,000,000
Contingency - Construction (5%)		\$1,000,000	\$1,000,000
CEI (10%)		\$500,000	\$500,000
Total	\$2,400,000	\$6,500,000	\$8,900,000



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Police Headquarters

Funding Sources

FY2024 Budget
\$2,400,000

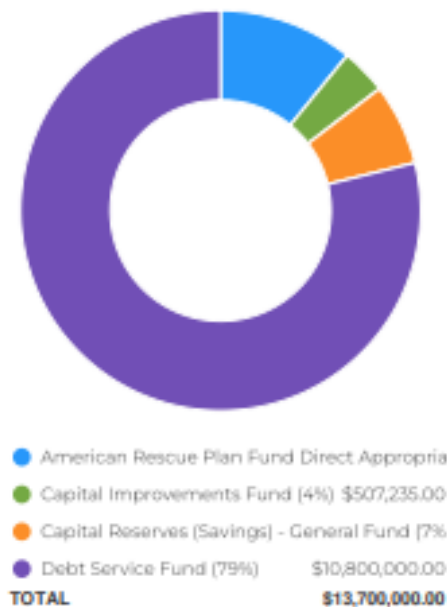
Total Budget (all years)
\$13.7M

Project Total
\$13.7M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2026	Total
Debt Service Fund		\$10,800,000	\$10,800,000
Capital Improvements Fund	\$507,235		\$507,235
Capital Reserves (Savings) - General Fund	\$400,000	\$500,000	\$900,000
American Rescue Plan Fund Direct Appropriation	\$1,492,765		\$1,492,765
Total	\$2,400,000	\$11,300,000	\$13,700,000



BUILDING FACILITY AND MAINTENANCE REQUESTS

Town Hall Security Upgrades

Overview

Request Owner	Public Works Director
Estimated Start	Fiscal Year 2024
Department	Building Facility and Maintenance Department
Capital Improvement	Other Improvements

The need for improved building security within public facilities has increased dramatically. The safety and security of residents, elected officials, committee volunteers and employees at Town Hall is paramount. Several security upgrade measures such as new exterior and interior doors, key card access controls, elevator security and bullet resistant glass film are proposed.



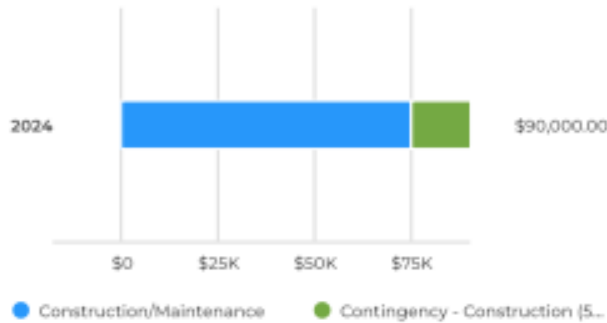
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Town Hall Security Upgrades

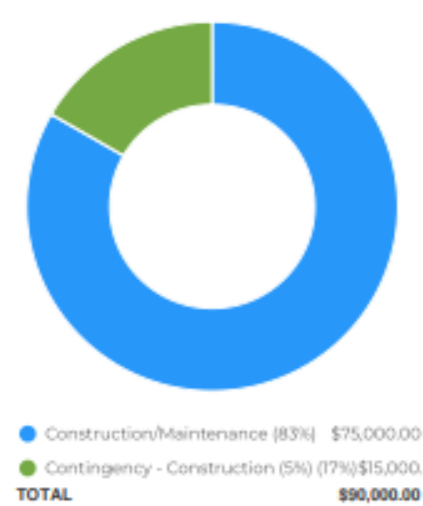
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$90,000	\$90K	\$90K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$75,000	\$75,000
Contingency - Construction (5%)	\$15,000	\$15,000
Total	\$90,000	\$90,000



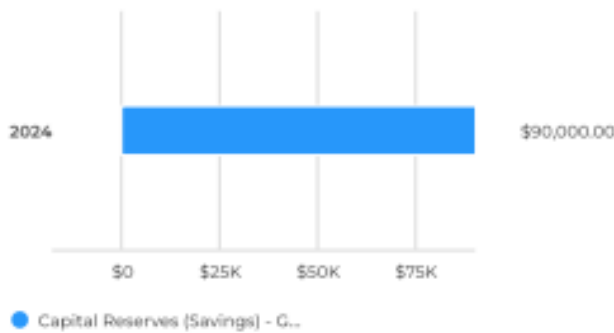
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Town Hall Security Upgrades

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$90,000	\$90K	\$90K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Capital Reserves (Savings) - General Fund	\$90,000	\$90,000
Total	\$90,000	\$90,000



PUBLIC WORKS DEPARTMENT REQUESTS

Clovercroft / Sam Donald Court Sidewalk Connection

Overview

Request Owner	Public Works Director
Estimated Start	Fiscal Year 2024
Department	Public Works Department
Capital Improvement	Other Improvement

This sidewalk project would connect the Primrose School sidewalks along Sam Donald Court to King Street. An additional path would also continue the Primrose School sidewalk along Clovercroft to Kings Street.



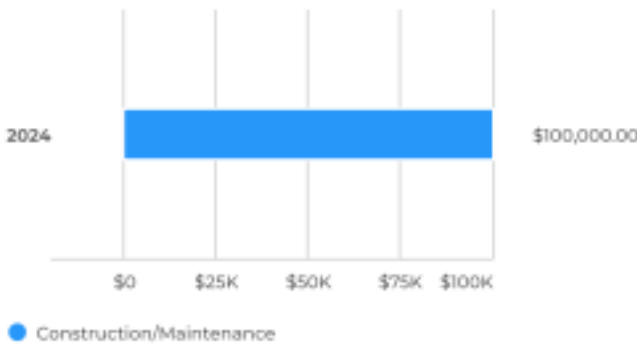
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Clovercroft / Sam Donald Court Sidewalk Connection

Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$100,000	\$100K	\$100K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	Total
Construction/Maintenance	\$100,000	\$100,000
Total	\$100,000	\$100,000



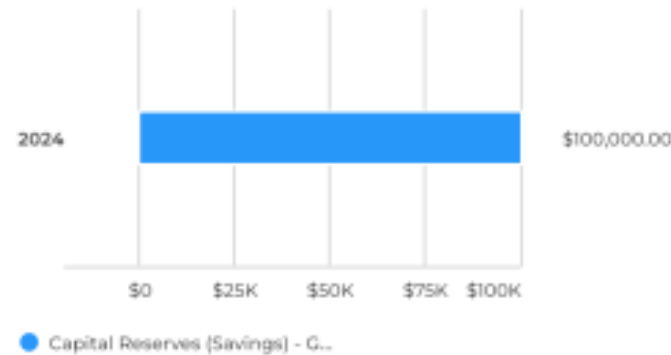
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Clovercroft / Sam Donald Court Sidewalk Connection

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$100,000	\$100K	\$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Capital Reserves (Savings) - General Fund	\$100,000	\$100,000
Total	\$100,000	\$100,000



Greystone Park Redevelopment

Overview

Request Owner	Public Works Director
Estimated Start	Fiscal Year 2024
Department	Public Works Department
Capital Improvement	Other Improvement

The Town has recently acquired the former Greystone HOA amenity center now known as Greystone Park of approximately 5 acres. The Town conducted a community event in May 2023 asking for input into priorities for redeveloped park. Over 100 residents attended voting on priorities and offering new ideas. Suggestions range from community gardens to playgrounds to tennis/pickleball courts.



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Greystone Park Redevelopment

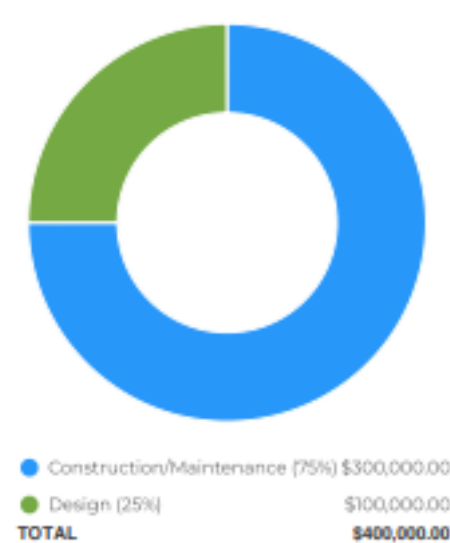
Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
\$13,080	\$400,000	\$400K	\$413.08K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	To Date	FY2024	Total
Design		\$100,000	\$100,000
Construction/Maintenance		\$300,000	\$300,000
Land Purchase	\$13,080		\$13,080
Total	\$13,080	\$400,000	\$413,080



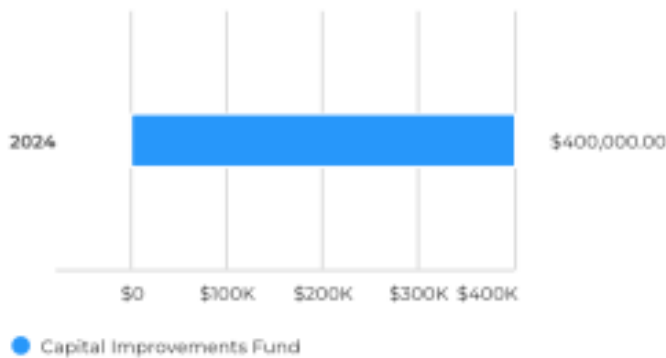
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Greystone Park Redevelopment

Funding Sources

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
\$13,080	\$400,000	\$400K	\$413.08K

Funding Sources by Year



Funding Sources for Budgeted Years



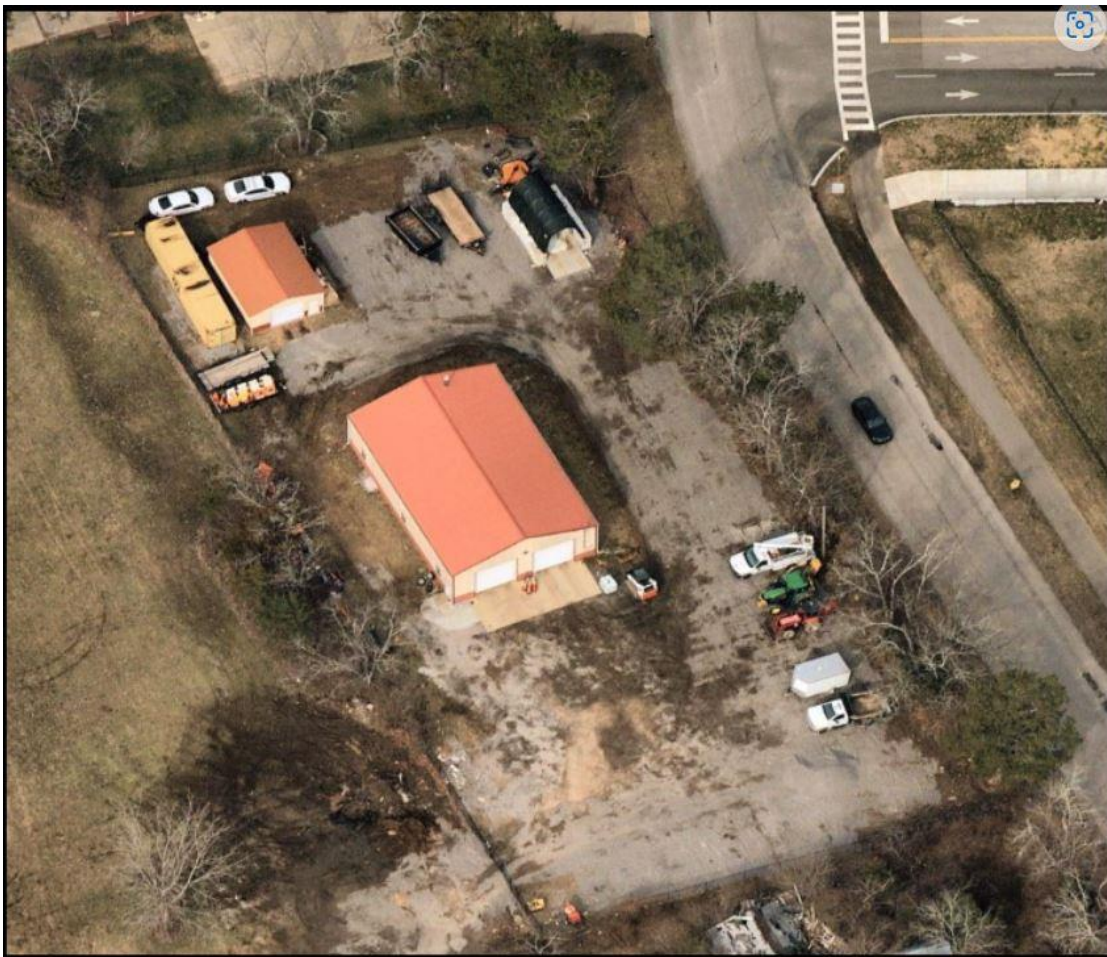
Funding Sources Breakdown			
Funding Sources	To Date	FY2024	Total
Capital Improvements Fund		\$400,000	\$400,000
Direct Budget Appropriation (General Fund)	\$13,080		\$13,080
Total	\$13,080	\$400,000	\$413,080

Maintenance Department Building Expansion

Overview

Request Owner	Public Works Director
Estimated Start	Fiscal Year 2024
Department	Public Works Department
Capital Improvement	Buildings and Facilities

The public works department has one building that houses the bulk of its equipment. Currently, that building does not have running water or sewer. Consequently, the public works director maintains an office at town hall and conducts all administrative functions from town hall. The Public Works team has expanded from three to seven people over the past five years as well as increased capabilities/responsibilities. Many more projects are conducted in-house by the Public Works crew than ever before necessitating newer and more diverse equipment and supplies. The current facility needs expansion including the addition of water and sewer facilities.



CAPITAL IMPROVEMENTS – PROJECT DETAILS

Maintenance Department Building Expansion

Capital Cost

FY2024 Budget

\$150,000

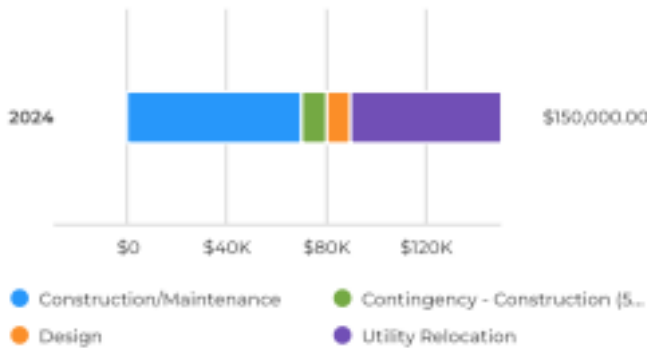
Total Budget (all years)

\$150K

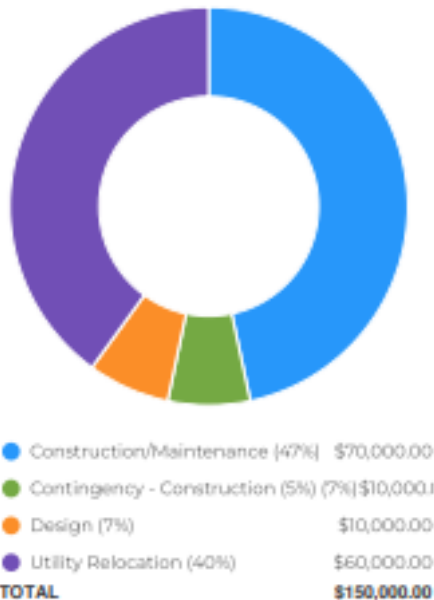
Project Total

\$150K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2024	Total
Design	\$10,000	\$10,000
Construction/Maintenance	\$70,000	\$70,000
Contingency - Construction (5%)	\$10,000	\$10,000
Utility Relocation	\$60,000	\$60,000
Total	\$150,000	\$150,000



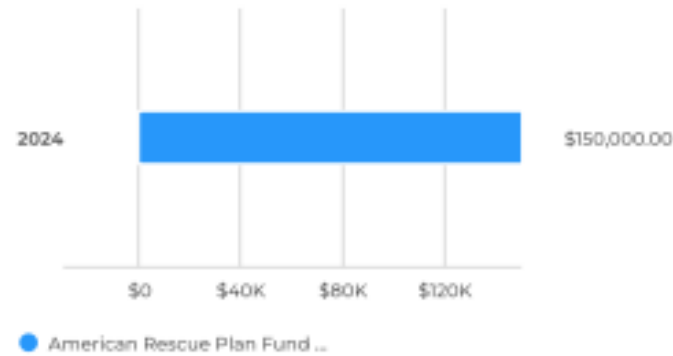
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Maintenance Department Building Expansion

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$150,000	\$150K	\$150K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
American Rescue Plan Fund Direct Appropriation	\$150,000	\$150,000
Total	\$150,000	\$150,000

Park Partnerships with the County

Overview

Request Owner	Public Works Director
Estimated Start	Fiscal Year 2024
Department	Public Works Department
Capital Improvement	Other Improvements

Williamson County owns property adjacent to the Nolensville Park that is accessed via Johnson Industrial Blvd. This open area has been viewed as a potential new park for the Town of Nolensville. Williamson County has been historically agreeable to consider a partnership with the Town in its development where the Town funds the park development, and the County operates the park.



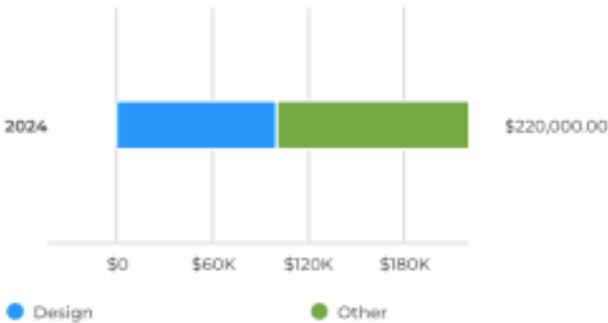
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Park Partnerships with the County

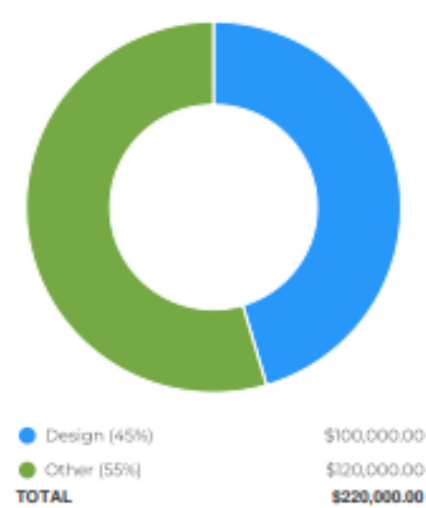
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$220,000	\$220K	\$220K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Design	\$100,000	\$100,000
Other	\$120,000	\$120,000
Total	\$220,000	\$220,000



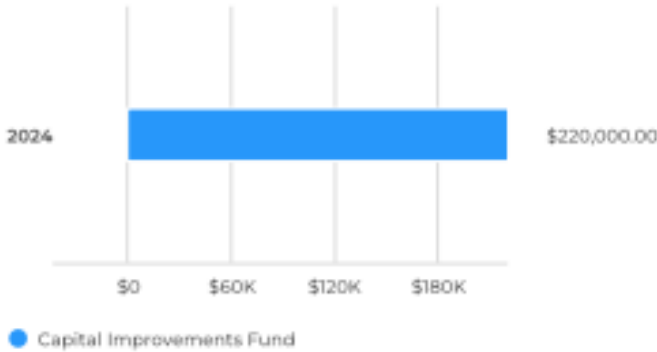
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Park Partnerships with the County

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$220,000	\$220K	\$220K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2024	Total
Capital Improvements Fund	\$220,000	\$220,000
Total	\$220,000	\$220,000



Paving Supplement

Overview

Request Owner	Public Works Director
Estimated Start	Fiscal Year 2024
Department	Public Works Department
Capital Improvement	Roadways

Funds budgeted to appropriate towards roads that need repairs and repaving.



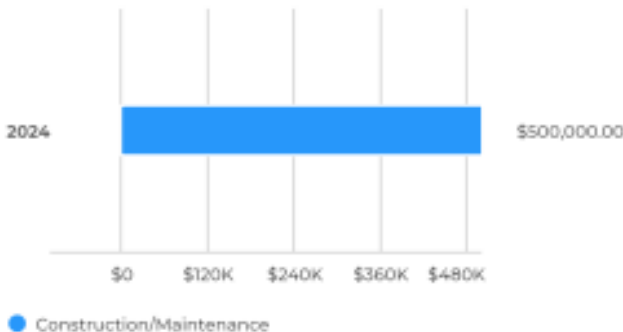
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Paving Supplement

Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$500,000	\$500K	\$500K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Construction/Maintenance	\$500,000	\$500,000
Total	\$500,000	\$500,000



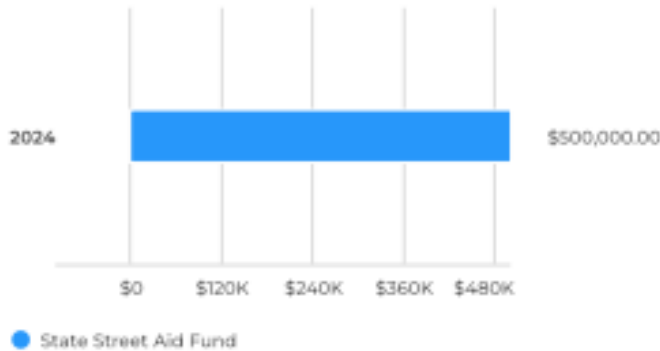
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Paving Supplement

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$500,000	\$500K	\$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
State Street Aid Fund	\$500,000	\$500,000
Total	\$500,000	\$500,000



BOARD OF COMMISSIONERS REQUESTS

Special Census

Overview

Request Owner	Administration
Estimated Start	Fiscal Year 2024
Department	BOC Department
Capital Improvement	Other

A special census is a basic enumeration of population that the U.S. Census Bureau conducts at the request of a governmental unit. When local officials believe their community's size or demographic composition changed considerably after the 2020 Census, a special census can update population estimates produced by the Census Bureau. The Town will request a full special census to determine increases in our rapidly expanding population in order to secure additional funding based on that growth.

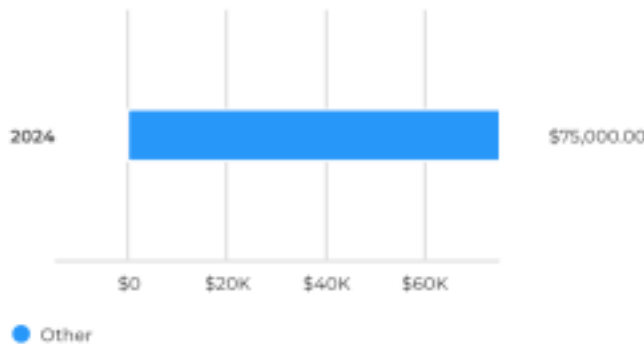


CAPITAL IMPROVEMENTS – PROJECT DETAILS

Special Census
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$75,000	\$75K	\$75K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Other	\$75,000	\$75,000
Total	\$75,000	\$75,000



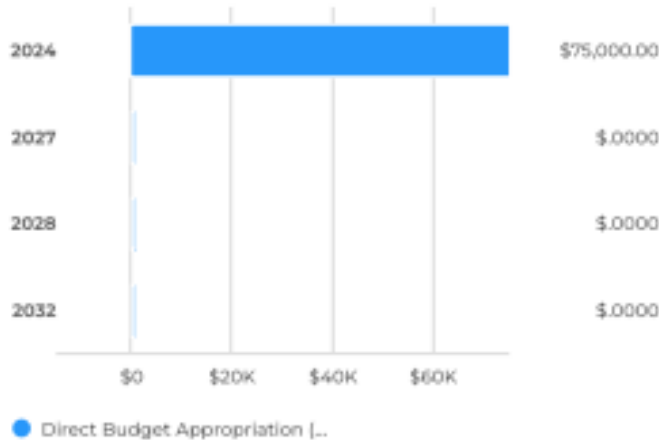
CAPITAL IMPROVEMENTS – PROJECT DETAILS

Special Census

Funding Sources

FY2024 Budget	Total Budget (all years)	Project Total
\$75,000	\$75K	\$75K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	To Date	FY2024	FY2027	FY2028	FY2032	Total
Direct Budget Appropriation (General Fund)		\$75,000				\$75,000
Total		\$75,000				\$75,000



APPENDIX



Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balanced Budget: A balanced budget refers to a financial plan where projected revenues are equal to or

greater than projected expenses. In other words, it means that the income and expenditures of a government or organization are in equilibrium, resulting in no deficit or surplus.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Capital Expenditure: refers to the funds spent to acquire, upgrade or maintain long-term assets including property, buildings, equipment, vehicles or infrastructure.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.



Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GAAP (Generally Accepted Accounting Principles): GAAP refers to a set of standard accounting principles, procedures, and guidelines that are widely recognized and used in financial reporting. These principles ensure consistency, comparability, and transparency in financial statements across different organizations or entities.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.



General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

GFOA (Government Finance Officers Association): The Government Finance Officers Association is a professional organization that provides guidance and support to finance professionals working in state, local and provincial governments. GFOA promotes best practices in financial management, budgeting, and reporting for government entities.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Governmental Fund: A governmental fund is a type of accounting fund that records financial transactions and activities related to government operations. Governmental funds are used to account for general government activities, such as public safety, education, public works, and general administration. These funds follow specific accounting principles and standards designed for government entities.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.



Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

AWARDS AND RECOGNITIONS





Media Advisory

For Immediate Release

July 18, 2022

Contact: Carole Graves

615-255-6416 (office)

Nolensville receives Municipal League award for Small Town Progress

GATLINBURG, Tenn. – When the Town of Nolensville voted last year to change its charter to a manager-commission form of government, both citizens and staff expected to see changes in town operations.

Since then, the town has made efforts to expand its fire, public works, and finance services as well as undertaken new projects aimed at improving the community over all.

In recognition of the forward-thinking efforts made by the Town of Nolensville to provide the best quality service to customers and expand the scope and size of municipal operations, the Tennessee Municipal League is pleased to present Nolensville with an award for Small Town Progress. The award will be presented Tuesday, Aug. 16, 2022, at the 82nd Annual Conference of the Tennessee Municipal League (TML) held at the Gatlinburg Convention Center.

“It is an incredible honor for the Town of Nolensville to be recognized for our growth and development with the Small Town Progress award,” the Town of Nolensville Board of Commissioners stated. “This award exemplifies the hard work and dedication put forth by our Board of Commissioners and Town Staff to make Nolensville an award-winning town.”

The Town established its first-ever full-time fire department, which began operations with a new chief, 10 career firefighters, 26 volunteers, and 23 part-time employees on July 1, 2021. The department responded to more than 1,000 calls in its first year alone, serving more than 14,000 residents in the town limits as well as another 4,000 county residents through a mutual aid agreement with Williamson County.

Beginning in a loaned facility and with borrowed equipment, the Nolensville Fire & Rescue Department also held its first-ever push-in ceremony to celebrate the arrival of the new Fire Engine 16 in the town in April of this year.

Other equipment purchases made by the department include two Life Pak defibrillators, 16 self-contained breathing apparatus, portable radios, three smaller vehicles, hose, and more. The department is presently applying for two FEMA grants to further add to equipment and staff. Plans are now in the works for a new fire station to open in 2024 and a second station planned as part of long-term growth for the town in the next seven to 10 years.

Concerns about transparency and a desire to improve financial services led the town’s Finance team to reorganize the Finance and Human Resources Department into separate departments. Now in its own organizational structure, the municipal Finance Department began implementing a fund balance policy, which has served as a catalyst to develop municipal projects, such as infrastructure for the new fire department.

The adoption of this policy by the Town’s Board of Commissioners also allowed for the creation of a capital improvements fund, a Capital Improvements Advisory Committee, and a multi-year capital improvements plan. The Finance Department further took on the responsibility of revising the Town’s outdated debt management policy, adopting a new financial policy, implementing new software for financial services, and finding other ways to improve performance and efficiency. Nolensville’s Finance Department also received the Government Finance Officers Association Distinguished Budget Presentation Award (GFOA) for its 21-22 fiscal year budget, one of only 18 government entities in the state to do so.

After Public Works employees were forced to hand-spreading salt on major roadways following a minor snow incident, the decision was made to expand the size and scope of services undertaken by the department. This also meant adding new equipment to the department.

Nolensville Public Works Director, Kyle Billingsley, developed a five-year growth plan for the department, outlining the need for equipment and employees. Two employees were added in the 21-22 budget year along with the first snow plow and truck-mounted salt spreader.

Nolensville Public Work crews also proposed new initiatives for their department including in-house sidewalk repair to save funds that could then be better used elsewhere. Expanded stormwater and drainage tasks were accomplished through equipment rents and crew members went to conferences to learn new techniques and gain experience with new equipment. These initiatives saved the town approximately \$100,000 and helped resolve drainage issues that have been significant for years.

The Public Works Department has also had a hand in many beautification projects around the Town as well. Other beautification efforts undertaken by the Town include the first Keep Nolensville Beautiful Day this past May and the Town receiving a Tennessee Wildlife Resources Agency (TWRA) grant for the cleaning of Mill Creek, which saw three-quarters of a mile of the creek cleaned by town staff and local volunteers.

Community events, like Nolensville Nights, are also bringing citizens together in the Town's historic district. Local businesses, artists, performers, crafters, and others showcase their talents at business locations throughout the district. Town officials recently hosted an open house with local business leaders to discuss their vision for the community. Residents are also kept up-to-date with a weekly report from Town Manager, Victor Lay.

The Town is also in the middle of overhauling its zoning ordinance to help facilitate positive growth in the community. These are just some of the many ways that town leadership is looking toward Nolensville's future.

Each year the Tennessee Municipal League honors cities throughout the state for overall excellence, improvement, specific outstanding programs, or department accomplishments. Award winners for 2022 include the city of Cleveland for Excellence in Downtown Revitalization and Historic Preservation; the town of Collierville for Excellence in Police Services; the city of Dresden for Excellence in Fire Services; the city of Greeneville for Excellence in Community Planning and Development; the city of McKenzie for Small City Progress; the city of McMinnville for Excellence in Stormwater Management; the town of Nolensville for Small Town Progress; the city of Sevierville for Excellence in Governance; the city of Sparta for Excellence in Public Works; the city of Springfield for Parks and Recreation; and the city of Woodland Mills for Excellence in Green Leadership.

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Founded in 1940 and based in Nashville, the Tennessee Municipal League serves as the voice of and advocate for Tennessee's 345 towns and cities.

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In conjunction with the 82nd Annual Conference of the Tennessee Municipal League (TML), the Town of Nolensville was awarded with the Tennessee City Management Association's (TCMA) 2022 Excellence in Municipal Government Award for extraordinary achievement in governance and service delivery.

TCMA is designated as a TML Affiliated Organization and representatives of TCMA are active participants in policy-making by providing input and expertise on issues of importance to Tennessee cities and local governments.

FOR IMMEDIATE RELEASE

September 14, 2022

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Town of Nolensville, Tennessee**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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July 01, 2022

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Executive Director



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The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **September 14, 2022**





When Growth Fuels Change

| The Finance Department initiates transformation
in the Town of Nolensville, Tennessee

BY CHRISTINA MERLE AND CAREY SMITH



The Finance Department for the Town of Nolensville, Tennessee, was under significant public scrutiny for not providing sufficient information to residents. To address this concern, the department committed to implementing new financial practices that provided transparency and accountability, along with a focus on overall excellence.

MAKING CHANGES

The town's finance team, which started out as part of a combined finance and human resources department, recognized the limitations of this organizational structure, in which the staff was continuously juggling too many priorities with too few staff members—with only two employees to manage all the functions of both disciplines. This structure also limited the segregation of duties and the need and ability to satisfy internal control procedures. It was clear that the town was experiencing significant growth and the finance department needed to implement long-term changes to keep up with ever-expanding service demands. As a result, the finance and human resources functions were separated into distinct municipal departments.

The new organizational structure for the Finance Department put in place in FY2021 included the hiring of a finance director and finance assistant, initially a part-time position that would later evolve into a full-time position supporting departmental

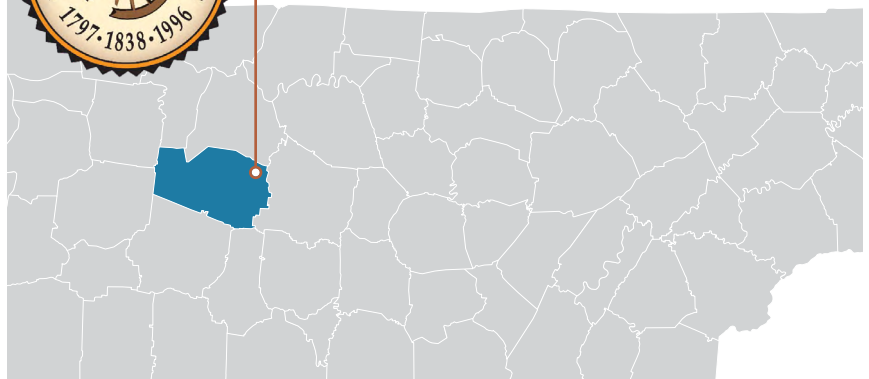
functions, while also providing necessary segregation of duties. The following fiscal year, the town created a human resources department that included the hiring of a full-time human resources director to manage personnel matters.

The new organizational structure has proven more responsive and sustainable for the town's continued growth and ongoing needs, and citizens have provided support and positive feedback. For example, when the town's first budget book was produced, one resident wrote: "Breaking news! I have never been more proud of my government than I am right now. I got involved in town government because of financial transparency issues I saw when I first moved here. ... Municipal government starts and ends with budgets. We barely notice it when we argue about density and visions, but it's by far the most important process. And we finally have a strong foundation."

Recognizing the need for human resource functions to keep up with the employee growth in the organization, a standalone human resources department was created. Public safety is the town's biggest focus area for recruiting and retaining, so it's important to have a competitive benefits package to keep up with neighboring municipalities. HR undertook several initiatives to improve employee recruitment and retention, including hiring a benefits broker to change the town's healthcare plans and providers to improve the level of service and coverage for employees. The town was now able to offer full family coverage and to provide contributions toward health savings accounts, while also saving almost \$90,000 a year in premium expenses. A consultant also reviewed compensation, allowing the town to adopt a new pay scale in FY 2023 that will keep Nolensville aligned with market rates.



Located in Williamson County, Tennessee, the Town of Nolensville is approximately 22 miles southeast of Nashville. According to the United States Census Bureau, the town has a total area of 10.44 square miles, all land. The population was 15,487 at the 2020 census.





The new organizational structure also complements the new council-manager form of government that was recently enacted, following a citywide referendum on changing the form of government. Department heads serve often in multiple roles in Nolensville, which is a common situation in smaller municipalities. Citizens viewed the town's previous form of government (mayor-aldermanic) as inadequate to keep up with the many challenges of a growing municipality. Citizens voted for a structure that divided control equally across multiple board members, solving the problems of limited segregation of duties and insufficient staff to handle the amount of work that was needed to bring the departments up to date on policies. The town is also experiencing significant growth, and the new structure satisfies the need to keep up with future growth.

THAT'S A LOT OF RESERVES

Nolensville also has a healthy general fund reserve balance, so one of the first initial projects for the Finance Department was to establish and implement a fund balance policy. While no municipality is going to complain about having a good amount of money in reserve, the town had accumulated nearly 200 percent of its annual operating budget in reserves. The savings grew significantly because of one-time monies collected on development; the town was experiencing significant growth and had no prior policy in place for what to do with revenues associated with development.

The amount of reserve—nearly 200 percent of annual operating budget—was significantly more than guidelines recommended by the Municipal Technical Advisory Service in Tennessee, and more than

other municipalities consider as best practice. There were concerns that because of the excess savings, the town would be perceived as not using the money to fund necessary infrastructure and roadway improvements, along with other important capital projects.

BUILDING A FIRE DEPARTMENT

Given the growth the town was experiencing and the amount of money it had available, officials decided the town would be best served by using some of its reserves to help create its first fire department. Nolensville originally contracted with a 501(c)(3) volunteer fire organization, providing funds each budget year to cover the costs of providing fire protection and emergency response to the town. Fire protection became a major focus through the FY 2021 budget process.

The town explored the strategy of creating a combination department by hiring a minimum number of full-time staff members and maintaining the current volunteers. The change would be funded through a tax increase to cover the operational costs of the additional staff. The town's growth was resulting in more calls to the volunteer organization (and therefore additional expense), making it clear that some full-time staff would be necessary for the town to ensure that a sufficient level of fire protection and emergency response was being provided.

A budget amendment proposed shortly after the FY 2021 budget was approved provided funds for nine full-time firefighters and a fire chief to address the immediate need for full-time fire suppression coverage, while starting the town down the path of establishing the first town combination department. Hiring an experienced and professional full-time fire chief was the first objective. The fire chief was tasked with initiating the plan and implementing the combination department, which would provide the foundation of a full fire department that would still be supported by the amazing volunteers who had been servicing the town for years.

A FUND BALANCE POLICY

The fund balance was being discussed at the same time, and it was recognized that implementing the fund balance policy would likely open up a significant amount for spending on capital needs for projects such as land acquisition and construction of a new fire station. Town leadership realized there would be significant capital project requirements, including building construction and the acquisition of fire apparatus. Since the town was starting from scratch, this was going to be a significant undertaking.

The fund balance policy was adopted and implemented in August

2020 to mitigate current and future risks, plan for future capital projects and equipment needs, and ensure stable tax rates. The fund balance will be limited to unanticipated expenditures; specific and reasonable cash flow purposes; grant anticipation reimbursement; new public health and safety needs; service enhancements; early retirement of debt; and one-time capital expenditures that align with essential services. The objectives of the policy will maintain reservations of fund balance in accordance with GASB statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The policy establishes:

- **Fund balance policy** for the general fund.
- **Reservations of fund balances** for the general fund.
- **The method of budgeting** in the general fund, the amount of estimated unrestricted fund balance available for appropriation during the annual budget adoption process, and the actions that may be needed if the actual fund balance is significantly different than the budgeted fund balance.
- **The spending order** of the general fund's fund balance.

CAPITAL IMPROVEMENT AND DEBT

Adopting a fund balance policy was a catalyst to many other opportunities for developing and implementing best practices and updates that the town needed. One of these was making funding available for appropriation to create a capital improvements fund, which led to the creation of a capital improvements advisory committee. This committee is made up of both town staff and five local citizens who represent town residents. The committee is responsible for making recommendations to the Board of Commissioners on the selection and prioritization of capital projects. The advisory committee provides

both added transparency into the capital improvement plan (CIP) process as well as an opportunity to engage citizens in the process. The committee's monthly meetings are open to the public.

With a multi-year CIP comes the possibility of incurring debt, depending on the sufficiency of other funding sources to cover the town's many capital project needs. These include road infrastructure (such as road widening, a major thoroughfare plan, turn lanes, flashing beacons, traffic lights, crosswalks, bike lanes, sidewalks) and facilities expansion (for instance, fire station, police headquarters, public works maintenance building expansion, land, and opportunities for town parks). Currently, all town staff, including the Police Department, are in the Town Hall, but as the town continues to hire additional staff, facility expansions and new facilities will be necessary. The Fire Department is currently using the county-owned volunteer fire station, but the town has plans underway that include land acquisition and the design and construction of a new fire station to support its growing fire suppression needs.

The Finance Department began rewriting the outdated debt management policy, adopted 10 years ago, to reflect contemporary best practices for debt management, ensuring that fiscally sound debt management practices will be followed. The previous debt policy had vague limitations and guidelines. For example, there was no set limit on the total outstanding debt obligations—it was just indicated that the total amount of debt obligations would be determined by the board. The new policy bases the town's debt limit on a percentage of annual revenues, along other factors. It also includes a bundle of financial policies, including the fund balance policy, an operating budget policy, a capital improvements plan policy, investment policies, and a cash

management policy, along with more specific and formalized guidelines.

The update was presented to the Board of Commissioners in July 2021, and the finance director and town manager also recommended engaging a financial advisor to advise town leaders about debt and fiscal practices, and to help the town secure the best solutions for financing capital investment needs. This includes providing suitability and needs analysis, developing a plan for financing or refinancing, preparing, and reviewing material for bond rating interviews, and other services related to issuing debt obligations. Through all of this, the town has become proactive in establishing strategic and long-term planning in a fiscally responsible manner. The town manager and finance director created a five-year operating budget and 10-year CIP, as well as fiscal analysis that helps the board

understand the long-term impacts of potential developments as far as the revenue to be received and the expected operating costs.

A NEW REPORTING PLATFORM

The Finance Department remains committed to seeking opportunities to improve performance and efficiencies. In November 2021, Finance achieved its goal of implementing new software, updating a dated and limited onsite reporting platform to a cloud-based platform that provides efficiencies, eliminates redundancies, and streamlines manual processes across departments.

Before the upgrade, when another department would submit a request for purchasing, that request was submitted by paper to the Finance Department. Finance was then responsible for entering the request into the system for processing payment, a time-consuming manual

process. The new system allows every department to submit their own requests via the software, which channels through an integrated approval process based on available department fiscal resources and in accordance with the purchasing policy. The software provides instant and simultaneous updates, including a department dashboard to track and monitor fiscal performance.

Since all the historical data had to be loaded into the town's new software, the Finance team also capitalized on the timing of this upgrade to change over the town's old chart of accounts format to the state's standard chart of accounts. This was done manually by mapping each account under the old chart of accounts. This allowed for better account options that helped make the town's budgeting more transparent and consistent with those of other municipalities as well as the state.

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As part of the effort to increase transparency, the Town of Nolensville launched an innovative module that provides an easy-to-understand, interactive view of the town budget by fund, department, source, debt, demographics and more.





The Finance team, working with the town manager, conducted a very transparent budget process, providing information to the board of commissioners and the public in graphical and tabular form for the first time ever. The budget process included launching an innovative Finance transparency module that provides web-based data using dynamic infographics that tell the town's financial story. The module is hosted on the town's Finance page [at nolensvilletn.cleargov.com], where it's available to the public. The information presented in the module provides an easy-to-understand, interactive view of the town budget (expenditures and revenues) by fund, department, source, debt, demographics, and more. The next step is to walk viewers through the CIP, showing the status of each project, amount of funding expended to date, total budget per project, project overview, and location.

THE TOWN'S FIRST BUDGET BOOK

Following the annual fiscal budget approval, the Finance Department


produced its first-ever budget publication, for which the town received the GFOA Distinguished Budget Presentation Award. Before this, the budget was prepared in Excel and only provided to the public in the form of the ordinance that was required by the state. This meant the public was receiving very limited information about revenues and expenditures with little to no details. There were no visuals or explanations, making it very difficult for citizens to understand the scope and breadth of the town's budget. The new budget document format and content, which provide significant detail on revenues and expenditures, have been well received by elected officials as well as citizens.

PURCHASING AND PROCUREMENT PRACTICES

The Finance Department has continued to reevaluate and improve on processes and practices. For example, the department created the town's first purchasing policy that provides a formalized process for all types of procurement of goods and services. As a result, the bidding

process has been formalized and aligned with best practices. The Finance Department also issued a request for proposals for new municipal auditing services and a request for proposals for purchasing cards to provide more control over spending while enabling purchases from vendors that don't accept checks.

CONCLUSION

The Finance Department's ongoing goal and commitment is to shape a culture of efficiency while continuing to evaluate current systems, policies, and processes. This will help us identify opportunities to best optimize resources by eliminating redundancies and increasing automation, while also promoting the development of new policies and guidelines for consistent and efficient improvements. The focus of these efforts is to provide transparency to our citizens, and to provide excellence in finance. 

Christina Merle, CMFO, is the finance director for the Town of Nolensville, Tennessee. **Carey Smith** is a finance technician for the Town of Nolensville.

Halie Gallik
Mayor

Jessica Salamida
Vice Mayor

Derek Adams
Commissioner



Kate Cortner
Commissioner

Joel Miller
Commissioner

Montique Luster
Town Recorder

Town of Nolensville

Nolensville Police Department receives accreditation from Tennessee Association of Chiefs of Police

NOLENSVILLE – Last night of Town of Nolensville celebrated a milestone in public safety with the recognition of their police department from the Tennessee Association of Chiefs of Police. After a long and tedious three-year process, the Nolensville Police Department is now recognized as an accredited department.

The process for accreditation includes an application, a review of the departments policies, procedures, and processes, and concludes with a hearing before a committee of the Tennessee Association of Chiefs of Police. Within the process there are 164 standards that agencies must meet within a three-year cycle. The recognition means that the department is maintaining the highest standards of professionalism.

There are currently 352 state and local law enforcement agencies in the State of Tennessee. Only 76 agencies, which is 21% of the total number of law enforcement agencies, are accredited. This is truly an extraordinary accomplishment.

The Nolensville Police Department started five years ago with three full time personnel. Since then, they have built a foundation for the department including policies and procedures and acquisition of additional equipment and vehicles. Today, the department has 18 full time personnel and five reserves. "I am proud of how far we have come in five years. The dedication of our police officers to this town and this department has been the driving force behind this recognition," said Police Chief, Roddy Parker.

The accreditation process does not end here. The Nolensville Police Department will have reviews consistently in the future and will need to show that it is still meeting or exceeding the standards of the Tennessee Association of Chiefs of Police. "As a town, we are confident in the Police Department's ability to maintain this incredible milestone for years to come," said Communications Officer, Brandi Najm.

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Nolensville Fire Chief David Windrow Named the Tennessee Fire Chief's Association Fire Chief of the Year

NOLENVILLE – On Monday July 24th, The Tennessee Fire Chief's Association recognized and awarded Nolensville Fire Chief David Windrow with the Fire Chief of the Year Award.

This award is the most prestigious honor the Tennessee fire service can give to a Chief Officer. It not only reflects leadership in the fire service, but also in the community. It recognizes excellence in actions and challenges neighboring Chief Officers to continue their professional growth and development.

Nominations were submitted by peers and co-workers of Chief Windrow, followed by a competitive review process by the Fire Chief of the Year Committee, consisting of past Tennessee Fire Chiefs Association Presidents and the Chair of the Volunteer Committee.

Chief Windrow was hired by the Town of Nolensville in December of 2020 as the Town's first Fire Chief. He has worked hard to create and build a fire department consisting of full-time employees, part-time employees, and volunteers. He has since established policies and procedure for the department, purchased a new fire engine, and purchased two pieces of land for future Nolensville Fire Stations to be built on. So far this year, he has watched the groundbreaking for Nolensville Fire Station #1, written a proposal for the purchase of a new ladder truck, received several grants for equipment and supplies, and continues to pave the way for the future of Nolensville Fire and Rescue.

Windrow is also the Co-Chair for the Tennessee Ultimate Firefighter competition, serves on the Firefighting Personnel Standard and Education Commission, is the Chairman of the Legislative Committee of Tennessee Fire Chiefs, chairs the fundraising efforts for the Fire Service Coalition, and has recently been appointed to the Board of Trustees for the Southern Hills Hospital in Nashville.

"Chief Windrow has dedicated himself to improving the fire service locally and globally. His passion has been demonstrated to the members that proudly serve alongside him as he responds at all hours of the day on or off duty," said Nolensville Fire Marshal Matthew Lupo. Windrow began his career in the fire service in 1983 and has faithfully served and impacted those around him since.

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Nolensville receives award from Tennessee Municipal League for Excellence in Strategic Planning in Fire Service

NOLENSVILLE – On Tuesday, July 25th Nolensville was presented with an award for Excellence in Strategic Planning in Fire Service from the Tennessee Municipal League.

Over the past few years, the Town of Nolensville has grown substantially, resulting in the need for changes to public safety. In December of 2020, the Town hired Fire Chief David Windrow. His first task was to transform the all-volunteer Nolensville Fire Department into a full-service municipal department. Town officials worked with Chief Windrow and UT-MTAS to create a strong foundation for the department, which now serves 15,000 residents in Nolensville and an additional 4,000 residents living in Williamson County.

Strategic planning proved to be vital to set a strong foundation for the Town's fire service to be built on. A new chief was hired, new personnel joined the team, policies and procedures were reviewed and updated, supplies and equipment grew, and Nolensville found itself on the map as a full-service department.

Last spring Nolensville purchased its first stock fire engine for the department and plans to purchase a ladder truck soon. Numerous grants have been awarded to the department for equipment, supplies, and PPE to help the growing department. Some of the new items include Life Pak 15 defibrillators, 16 self-contained breathing apparatus, portable radios, three smaller vehicles, and a temporary living facility. A fire impact fee has been approved as well to help finance capital needs for the department. Recently two grants were awarded to the town for updated PPE and an air compressor.

Planning also led to the groundbreaking of Nolensville Fire and Rescue Station #1 in May and the acquisition of an additional piece of land for Nolensville Fire and Rescue Station #2. Personnel has continued to grow in numbers and in their professional development with state fire inspector certifications, a fire marshal, car seat technician certifications, and pump-driver training.

The strategic planning from the Town of Nolensville has built a strong foundation in fire service and public safety for the residents of Nolensville and Williamson County. "This award means that we are taking the proper steps to build a firm foundation for the Town, not just for today, but for years to come. The amount of growth and progress we have seen in the past few years is tremendous and we are proud of what has been accomplished within our Fire Department," said Communications Officer, Brandi Najm.

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Nolensville Fire Chaplain, Gwen Noe named Chaplain of the Year by the Tennessee Federation of Fire Chaplains

NOLENSVILLE – On Thursday August 10th, the Tennessee Foundation of Fire Chaplains recognized and awarded Nolensville Fire Chaplain, Gwen Noe with the 2023 Tennessee Fire Chaplain of the Year award.

Gwen has faithfully served Nolensville Fire as a critical incident stress management trainer, a peer supporter, and a first responder for psychological crisis. Last October, Gwen was chosen to lead the prayer for the National Fallen Firefighters Foundation Memorial Weekend in Emmitsburg, MD, an honor most dream of and never have an opportunity to do.

She is a local business owner in Nolensville, a member of the Economic Development Advisory Committee for the town, and recently sold some of her land to the Town of Nolensville where the new Nolensville fire station #1 is being built.

Gwen has given so much to the Town of Nolensville and to the State of Tennessee. “We are very proud of Gwen. She fills a very critical role within our organization. She exemplifies a volunteer spirit,” said Nolensville Fire Chief, David Windrow.

This award is the 3rd for Nolensville Fire over the last month. In July, Fire Chief David Windrow was named the Tennessee Fire Chiefs Association Chief of the Year and one day after his recognition, the Tennessee Municipal League awarded Nolensville Fire with an award for Excellence in Strategic Planning in Fire Service.

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